



MINUTES

Ordinary Council Meeting

18 July 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 July 2023.

Councillor C W Fewster
SHIRE PRESIDENT

Date of Confirmation: _____

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

ACKNOWLEDGEMENT OF COUNTRY



The Shire of Gingin 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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ORDINARY COUNCIL MEETING
18 JULY 2023**



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ORDER OF BUSINESS

1 DECLARATION OF OPENING

The Deputy Shire President declared the meeting open at 3:02 pm and welcomed all in attendance.

She also advised that a trial recording of the meeting would be made as part of the Shire's preparations for forthcoming changes to legislation that will require audio recordings of all Council meetings to be made publicly available. It was not intended that this trial recording would be made available to the public.

2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – A R Vis (Deputy Shire President), L Balcombe, F Johnson, R Kestel, F J Peczka, and E Sorensen.

Staff – A Cook (Chief Executive Officer), L Crichton (Executive Manager Corporate and Community Services), V Crispe (Executive Manager Operations and Assets), J Bayliss (Coordinator Statutory Planning), N Jurmann (Statutory Planning Officer), L Burt (Coordinator Governance), and K Johnston (Governance Support Officer/Minute Officer).

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

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE

Councillor C W Fewster
Councillor J K Rule

3 DISCLOSURES OF INTEREST

Councillor Balcombe

Item: 12.4 Community Funding Program 2023/24
Interest: Impartiality
Reason: As Board and Community Officer of Bendigo Bank, some applicants are applying through Bendigo Bank for funding.

Councillor Kestel

Item: 12.4 Community Funding Program 2023/24
Interest: Impartiality
Reason: Some items (grants) mention funding from Bendigo Bank which I am a Director of.

Councillor Peczka

Item: 12.4 Community Funding Program 2023/24
Interest: Impartiality
Reason: I am a financial playing member of the Lancelin Bowling Club and financial member of the Lancelin Community and Sporting Club.

Aaron Cook - Chief Executive Officer

Item: 18.1 Finalisation OF 2022/23 CEO Performance Review.
Interest: Financial
Reason: It directly relates to my employment as the CEO of the Shire of Gingin.

4 PUBLIC QUESTION TIME

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

Ordinary Meeting 20 June 2023

Kerry Enright - Guilderton

Q1. There used to be three river licences for the boat operators - two for the canoes and one for the tour boat. Are those river licences still currently valid?

A1. On water activities are dealt with by the Department of Transport and confirmation in that regard would need to be sought directly from the Department. Currently two Shire of Gingin Trading in Public Places Permits with respect to trading bays one and two are issued to Moore River Boat Hire and one Trading in Public Places Permit for trading bay three is issued to Moore River Tours.

Kate Lane – Chitna Road, Neergabby

Q1. Have Belgravia paid the Shire the monies owing for the vehicles and other equipment that were "overlooked" in October 2020?

A1. Yes they have.

- Q2. *Was a valuation for these assets obtained in October 2020?*
- A2. The requirement to purchase the equipment was not part of the Contract for Service entered into. It was agreed in principle by both parties that Belgravia would settle into the service provision and we would discuss if they wanted to purchase or not at a later date. The valuation for the items was obtained April 2022 and the commitment to purchase commenced in June 2022 with the payment being received in June 2023.
- Q3. *Why does the Council need to employ an outside consultant to indicate how the park is structured and what potential upgrades are needed?*
- A3. This is to ensure that a professional in the industry that understands the changes to Caravanning and the most current requirements provides the advice as to how the park should be structured prior to major required works being undertaken.
- Q4. *How much, in total, does the Shire currently owe in loans and at what rates of interest?*
- A4. This information was provided in response to question 31.

4.2 PUBLIC QUESTIONS

The Deputy Shire President advised a period of 15 minutes has been allotted for Public Question Time. Precedence will be given to questions received in writing prior to the meeting. Each person will be allowed to ask a maximum of 3 questions before other members of the public are invited to ask questions. If there is sufficient time remaining once all members of the public have had an opportunity to ask questions and any further questions received in writing have been dealt with, then those with further questions may be invited to speak again. Questions that cannot be addressed during the allotted 15 minutes will be taken on notice only if they are submitted in writing before leaving Council Chambers. Forms are available on Gallery chairs and on the table inside the Council Chambers entrance for this purpose.

A written response to any question taken on notice will be provided to the questioner, and both questions and responses will be included in the Agenda and Minutes for the next Ordinary Council meeting.

4.2.1 Wendy from the tribe Schulze – Lancelin Referendums in 1974 and 1988

- Q1. *The men and women of Terra Australia have voted against the third tier of government twice. Where is your jurisdiction to act as a government body?*

Response by Deputy Shire President

The referendums referred to were conducted by the Federal Government and neither referendum related to the abolition of local government.

The referendum in 1974 related to a proposal to allow the Commonwealth to grant financial assistance to local government bodies and to borrow money on their behalf. The referendum in 1988 related to a proposal to alter the Australian Constitution to recognise local government.

Local government is established in each state of the Commonwealth by the relevant state government. The *Local Government Act 1995* provides for a system of local government in Western Australia.

- Q2. You have an ABN on your website – does this mean that you are a private company? Please explain why you are calling yourselves government.*

Response by Deputy Shire President

A local government is designated as a body corporate under s.2.5(2) of the *Local Government Act 1995*. Local governments are not private companies, but in fulfilling their functions they do provide goods and services to the community and an ABN is required for any entity that generates GST income over a specified amount.

- Q3. Why have we got the ABN for the Gingin Shire the same as the Gingin Medical Centre and the Gingin Shire on Dun & Bradstreet is doing business as Gingin Medical Centre. Why is that?*

Response by CEO

The Gingin Shire used to run and operate the Gingin Medical Centre for a good number of years so that would probably be a hangover of that. It is run independently by another Doctor now. It is not Council's business anymore.

4.2.2 David Wilkie – Cowalla Tourism

As per LPS 9 the Council states in numerous sections that it is actively promoting tourism in the region. In the Local Planning Strategy dated February 2012, it is stated that the LPS is an expression of Council's Vision over the next 15-20 years and in 5.2 of the same it is that new information will come to hand that will cause the Shire to review or amend the LPS 9.

Q1. Is the Council actively promoting tourism in the region? If so what is being done to attract tourism and what results have been recorded above natural attrition?

Response by Deputy Shire President

While the Shire does not have a dedicated Tourism Strategy, it is proactive in promoting the Shire across various networks and platforms, particularly Shire-run and community-run events and activities throughout all its five major towns.

The Shire recently launched its Flavours of Gingin Festival and Lancelin Arts Festival as flagship events to attract visitors to experience our region's food, beverage, and artisan industries, and continues to support its Summer Suite of Events which brings visitors to the Shire over the summer/autumn season.

The Shire also encourages and supports community group initiatives via its annual community funding program and actively promotes these via all available media channels at our disposal e.g., social media (5,700 Facebook followers and climbing), website, newsletters, email, and print advertising in four regionally circulating papers. Examples include the Gingin British Car Day, Arts in the Park, Ledge Point Sandcastle Competition, Moore River Music Festival, Lancelin Wind Festival (formerly Lancelin Ocean Classic) and Ledge Point Seafood Fiesta.

In addition, the Shire provides funding to the Gingin and Lancelin Community Resource Centre to promote tourism within the region.

Participation levels vary depending on the event and time of year, however, there has been a noticeable increase in visitor attendance to the festival-style events.

Q2. Is the Council opposed to low impact tourism on land described as Gen Rural?

Response by Deputy Shire President

The Shire is currently progressing an Omnibus Amendment to Local Planning Scheme No. 9 which is considering matters of this nature. The Amendment will be advertised for public submissions in the near future, and members of the public are encouraged to provide feedback during the submission period.

Q3. As Nature Based Camping was not a thing back in 2012 and wasn't addressed in the LPS 9, is the Council prepared to consider Nature Based Camping as low impact tourism?

Response by Deputy Shire President

See response to Question 2.

Q4. Low impact camping, which is nature-based camping, the council has within its own abilities to make judgement on these questions, what is the council doing about that?

Response by Deputy Shire President

We were going to go through a consultation process.

Q5. Two of my friends have put in requests and both of them ignored and we are wondering why that is?

Response by Deputy Shire President

I'm sure if they put that in writing they will be acted upon.

Q6. They have been put in writing to the Planning Department and they don't seem to have gotten to Council. That is why we are here because they haven't got a response from Planning and they have just been ignored and people have been told to cease and desist their actions which is why we are here today.

Response by CEO

If they have been undertaking activities that have not been approved, they will be told to cease and desist absolutely, if they haven't followed the process. If they would like to put that in writing and confirm that they are more than welcome to direct that to me.

Q7. So, the process for approval is?

Response by CEO

This is a normal administrative process, if they would like to find out what the process is they need to either contact myself or the Planners and they can get advice.

**4.2.3 Ryan Kenworthy – Gingin
Roads/Verges**

Unsafe and poor condition in regard to upkeep/maintenance of roads and verges. Potholes becoming excessive in both size and quantity they're becoming dangerous and damaging vehicles. Overgrowth of verge vegetation both grass and tree branches protruding over edges of road. Can no longer see the road edge reflectors and increased food supply for wildlife is becoming a safety concern as a lot of wildlife has been hit recently and accidents evident from swerving.

I'm mainly referring to Bennies Road, Cowalla Road, Nabaroo Road and most of the Gingin Rural Industrial Estate roads.

Q1. Is it the Council's job/requirement to ensure the roads and verges are kept in a satisfactory manner in the Shire of Gingin on all the minor roads?

Response by Deputy Shire President

If the road is controlled by the local government (i.e., is a local road), then it is the Shire's responsibility to maintain these assets.

Q2. When can we expect these matters to be resolved?

Response by Deputy Shire President

Whilst Shire staff report on and undertake maintenance to roads and verges across the Shire, we are not always aware of all issues.

We encourage the general public to report problems that have not been attended to. Issues of maintenance are prioritized based on risk and efficiency of work processes. In 2022/23 the Shire spent approximately \$250,000 on tree and verge pruning, however there are restrictions placed on what local governments can do on road verges. For example, a permit must be obtained before carrying out any large verge pruning in any areas that are identified as Carnaby Cockatoo habitat. Permits are also required before cutting down any vegetation that is more than 100cm in diameter, and if a road adjoins a Class A reserve, then the verge can't be disturbed at all.

Q3. Would it be productive for employees of the Shire ie rangers/gardeners to report on these issues in their travels?

Response by Deputy Shire President

This practice is already in place as per the response to Question 2.

Q4. Why are these only fixed or maintained after a complaint has been made?

Response by Deputy Shire President

It is not the case that maintenance issues are only attended to after a complaint is made. As stated in the response to Question 2, issues requiring attention are often identified by Shire staff, however each instance is assessed and prioritized in the works program based on the assessed risk.

Q5. Do you have a management plan to ensure these simple tasks are maintained to a satisfactory level?

Response by Deputy Shire President

Whilst there is no “management plan” for routine maintenance, the Operations and Assets Department coordinates its activities to achieve the best outcomes based on risk and the most efficient use of staff and resources across the Shire, which has an area of over 3,211km².

**4.2.4 Katie Enright – Guilderton
2022/23 CEO Review and Guilderton Parking Meters**

Q1. Will the results of the review be published to the public?

Response by Deputy Shire President

No. The results will not be published; however, I can state that Mr Cook was successful in meeting all of his requirements.

Q2. Whilst Council refused to act on the submitted petition Re: Vote of no confidence in the CEO Aaron Cook. Will the Shire and the contractor hired to conduct the review on Mr Cooks performance, be acknowledging and including in the review process the number of signatures in support of that petition regardless of being an elector or not to acknowledge the public's view of Mr Cooks role for the people of the Shire and their perceived outlook on his performance for the Ratepayers and electors?

Response by Deputy Shire President

No. Whilst the petition was acknowledged within the process of the performance review this was not a mitigating factor in his review as Mr Cook was undertaking direction from Council.

Q3. If there is a trial of free parking why are the rangers still being requested to patrol on a very frequent basis of the carpark ?

Response by Deputy Shire President

This has been requested to ensure that users are still respecting the area and parking within the bays and observing of any increase to the numbers of cars. Also, the Rangers have other important duties outside of car parking.

- Q4. Would the Shire agree that if the parking is free, there are no fines to be had due to the tickets. That having a regular routine of rangers in the carpark gives off a perception that the integrity of the trail is misleading and the regular ranger routines is a deterrent to visitors who aren't educated in the trial?*

Response by Deputy Shire President

No – Please refer to the response to the previous question.

- Q5. Are the tickets being monitored over a daily rate or weekly rate? And has there been a significant increase so far?*

Response by Deputy Shire President

Council will receive a report at the end of the trial period as to the tickets issued.

**4.2.5 Lindsie Leahy - Neergabby
Vision Statement/Code of Conduct and Proposed Development at Lot 800 & 801 Military Road, Muckenburra.**

- Q1. As published on the Shire of Gingin website, is the vision statement and Code of Conduct for council and committee members accurate and up to date?*

Response by Deputy Shire President

It is up to date.

- Q2. Can Council confirm that an independent feasibility study has been carried out, that the environmental risks have been properly assessed by a competent party (i.e., an independent environmental and planning assessment consultant), and mitigations have likewise been designed with appropriate expertise to achieve containment and treatment of contaminants and nutrients to a level befitting the value of the environment at risk?*

Response by Deputy Shire President

Question taken on notice.

- Q3. As elected custodians, can you confirm that all recommendations and decisions regarding the proposal have been made in line with council's vision statement and prudent measures have been taken to sustain the health and safety of our community, our land and our water and if not the vision statement, what framework was used to guide these recommendations and decisions and can this decision be justified.*

Response by Coordinator Statutory Planning

The report presented to the DAP was consistent with the Planning framework.

- Q4. Typically, when waste management facilities are proposed that have a potential to contaminate local waterways and aquifers an assessment of risks, associated risks and mitigations must be completed. That the facility will be privately operated should make no difference. Can the decision that an independent feasibility study not be provided or requested please be justified?*

Response by Deputy Shire President

Question taken on notice.

5 PETITIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

MOVED: Councillor Balcombe

SECONDED: Councillor Sorensen

That Council approve the Applications for Leave of Absence submitted by Councillor C W Fewster and Councillor J K Rule for this meeting.

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

7 CONFIRMATION OF MINUTES

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Balcombe **SECONDED:** Councillor Johnson

That Council confirm the Minutes of the Ordinary Council Meeting held on 20 June 2023 and the Special Council Meeting held on 4 July 2023 as a true and accurate record.

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Deputations

One deputation was heard prior to the meeting commencement, the details of which are as follows:

Item 13.4 To support the Officer's Recommendation in relation to Agenda Item 13.4 Proposed Amendment to Local Planning Scheme No.9 - Additional Use No.28 - Lot 8021 (27) Waterville Road, Neergabby.

Speakers: Nick Grindrod and Enzo Scarvaci.

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 2023 REVIEW OF COUNCIL COMMITTEES AND WORKING GROUPS

File	GOV/33
Author	Lee-Anne Burt - Coordinator Governance
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	<ol style="list-style-type: none"> 1. Coastal Erosion Advisory Group Terms of Reference [11.1.1 - 3 pages] 2. Guilderton Caravan Park & Foreshore Development Advisory Group Terms of Reference [11.1.2 - 3 pages] 3. Plant Advisory Group Terms of Reference [11.1.3 - 3 pages] 4. Waste Management Advisory Group Terms of Reference [11.1.4 - 3 pages] 5. Medical Facilities Advisory Group Terms of Reference [11.1.5 - 3 pages] 6. Aged Housing & Care Service Provision Advisory Group Terms of Reference [11.1.6 - 3 pages] 7. Audit Committee Terms of Reference [11.1.7 - 3 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To undertake a review of Council's committees and working groups prior to the 2023 local government elections.

BACKGROUND

It is Council's usual practice to undertake a review of the Terms of Reference (TOR) for its committees and working groups prior to appointing new committee and working group members at the first meeting of Council following an ordinary local government election. The review enables Council to ensure that TOR are still appropriate and relevant to the needs of the committees and working groups to which they relate. The process also provides an opportunity for Council to undertake an assessment of the various committees and working groups themselves.

Based on information provided by the Department of Local Government, Sport and Cultural Industries (the Department) over recent months, it is suggested that Council take this opportunity to give broader consideration to how its advisory bodies are formed and administered.

At the Briefing Session on 6 June 2023 Councillors were provided with details of proposed amendments and were requested to provide any suggestions, questions or comments to the Coordinator Governance by 4 July 2023 so that they could be addressed as part of this report. No feedback has been forthcoming other than the questions asked at the Briefing Session.

COMMENT

Currently, Council has formed eight “committees” and four “working groups”, as follows:

- Audit and Governance Committee;
- Bush Fire Advisory Committee;
- Coastal Erosion Advisory Committee;
- Guilderton Caravan Park and Foreshore Development Advisory Committee;
- Local Emergency Management Committee;
- Plant Committee;
- Gingin Medical Centre Committee;
- Waste Management Advisory Committee;
- Reconciliation Action Plan Working Group;
- Aged Housing and Care Service Provision Working Group;
- Guilderton Foreshore Development Working Group; and
- Upper Coastal Sporting Facilities Working Group.

Basically, committees can be broadly divided into categories determined by the legislation under which they are formed. In common with all other local governments in Western Australia, most of Council’s “committees” are formed under the *Local Government Act 1995* with the exception of the Bush Fire Advisory Committee and the Local Emergency Management Committee, which are formed under the *Bush Fires Act 1954* and the *Emergency Management Act 2005* respectively.

The following proposals are put forward for Council’s consideration.

1. Re-identifying “Committees” as Advisory Groups

S.5.8 of the *Local Government Act 1995* applies to all committees formed under the Act except for the Audit Committee, and states that:

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

The Department interprets this to mean that unless a committee is given delegated authority to *...exercise the powers and discharge the duties of the local government that can be delegated...* then it isn’t a committee for the purposes of s.5.8.

When legislation talks about *exercising powers and discharging duties*, this refers to powers and duties specifically set out in the Act or its Regulations. Council can delegate any powers or duties set out in the Act or Regulations other than those that require an Absolute Majority decision or that are otherwise prescribed.

A formal committee established under s.5.8 with delegated powers must conduct its meetings in exactly the same manner as meetings of Council. In other words, where a committee has been granted delegated decision-making powers by Council, then meetings of that committee must be open to the public and include provisions for Public Question Time.

Given that none of Council's "committees" have any delegated decision-making powers, they are not considered by the Department to be "committees" for the purposes of s.5.8. That being the case it is suggested that, in the interests of clarity, Council give consideration to re-identifying all of its current "committees", with the exception of the Audit and Governance Committee, the Bush Fire Advisory Committee and the Local Emergency Management Committee (which are dealt with separately below), as advisory groups.

At the same time, it is also suggested that the Gingin Medical Centre Committee be re-named as the Medical Facilities Advisory Group and that the Terms of Reference be amended to make provision for the Group to advise Council with respect to other medical services within the Shire of Gingin.

Amended Terms of Reference are provided as **appendices**.

2. Re-identifying Certain Working Groups as Advisory Groups

Whilst advisory groups have an ongoing function, working groups are formed for a very specific purpose and once that purpose is achieved the working group should be disbanded.

With that in mind it is suggested that the Reconciliation Action Plan Working Group and the Aged Housing and Care Service Provision Working Group be re-named as advisory groups as their purpose is likely to be ongoing in nature. Amended Terms of Reference for both groups are provided as **appendices**.

No further amendments are proposed in relation to Working Groups.

3. Audit and Governance Committee

a. Renaming of Committee

The Audit Committee is the only committee that a local government must establish (under *Local Government Act 1995* (s.7.1A)). At least 3 of the members (and the majority of the members) must be councillors.

The CEO or any other employee of the local government cannot be a member, but Council can appoint external members if it so desires.

S.7.1A requires that a local government establish an audit committee, and therefore the term “committee” must be applied. However, regardless of whether an Audit Committee has delegated powers or not, the Department’s position on the status of committees established under s.5.8 referred to above does not apply as the Audit Committee is established under a different section of the Act (s.7.1A).

It is, however, suggested that Council give consideration to changing the name of the Audit and Governance Committee to Audit Committee in keeping with the terminology used in the Act.

b. Amendment of Committee Aims and Functions

The *Local Government (Audit) Regulations 1996* prescribe the functions of an Audit Committee as being:

- i. to guide and assist the local government in carrying out –
 - its functions under Part 6 of the Act; and*
 - its functions relating to other audits and other matters related to financial management;
- ii. to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under Part 7 of the Act;**
- iii. to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to –***
 - report to the council the results of that review; and
 - give a copy of the CEO’s report to the council;
- iv. to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –
 - regulation 17(1); and
 - the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);****
- v. to support the auditor of the local government to conduct an audit and carry out the auditor’s other duties under the Act in respect of the local government;

- vi. to oversee the implementation of any action that the local government –
- is required to take by section 7.12A(3); and*****
 - has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*****
 - has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and***
 - has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*****
- vii. to perform any other function conferred on the audit committee by these regulations or another written law.

* *Part 6 of the Act relates to financial management.*

** *Part 7 of the Act relates to audit. The powers of the local government under this section are the only powers that can potentially be delegated to an Audit Committee.*

*** *Regulation 17 requires the CEO to undertake a review of systems and procedure in relation to risk management, internal control and legislative compliance at least once in every 3 financial years.*

**** *Regulation 5 relates to the CEO's duties as to financial management.*

***** *Section 7.12A relates to the duties of a local government with respect to audits.*

The Aims and Functions of Council's Audit and Governance Committee as set out in the current Terms of Reference are consistent with legislation, with the exception of the following:

6. *To coordinate the CEO performance review process and any matters that may arise or result from that process.*

This function was included in the Committee's Terms of Reference by a decision of Council made at its meeting on 22 January 2019.

It has since become apparent that coordination of the CEO performance review is not an appropriate function of a local government's Audit Committee. It is strongly recommended that this function be removed from the Committee's Terms of Reference.

In the event that Council is supportive of this amendment then a paper will be prepared for discussion at a future Briefing Session with respect to options to ensure that future performance reviews and/or recruitment are progressed in keeping with the adopted Standards for CEO Recruitment, Performance and Termination.

c. Reduction in Committee Membership

At its meeting on 15 October 2019 Council amended the membership of the Committee to include all Councillors, given that most Councillors wished to be involved in the CEO's performance review process.

As has previously been discussed, if all Councillors participate in committees that make recommendations to Council, there is no degree of separation between those making the recommendation and those making the ultimate decision.

On that basis, and given that it is proposed to deal with the CEO performance review process by other means, it is recommended that membership of the Committee be amended from nine Councillors to four including the Shire President. This will ensure that a majority of Council members are not directly involved in the Committee's deliberations and therefore are able to scrutinise and question recommendations objectively.

In the event that Council agrees to amend the membership of the Audit Committee, then the CEO will be required to conduct an election using the newly-introduced optional preferential voting method in order to fill the three resulting vacancies. It is therefore recommended that any decision in relation to membership not take effect until Election Day (21 October 2023), given that new members must be appointed to committees after each ordinary election.

An amended Terms of Reference is provided as an **appendix**.

4. Bush Fire Advisory Committee (BFAC)

S.67 of the *Bush Fires Act 1954* states that a local government ...*may form a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of firebreaks in the district, prosecutions for breaches of the Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control...*

No amendments are proposed with respect to the BFAC.

5. Local Emergency Management Committee (LEMC)

Under s.38 of the *Emergency Management Act 2005*, every local government must establish at least one local emergency management committee for its district.

No amendments are proposed with respect to the LEMC.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 5 – Administration

Division 2 – Council meetings, committees and their meetings and electors’ meetings

Section 5.8 – Establishment of Committees

Part 7 – Audit

Division 1A – Audit committee

Section 7.1A – Audit committee

Bush Fires Act 1954

Part V – Miscellaneous

Section 67 – Advisory committees

Emergency Management Act 2005

Part 3 – Local arrangements

Division 1 – Local emergency authorities

Section 38 – Local emergency management committees

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 Sorensen

SECONDED: Councillor Balcombe

That Council:

1. Rename the following “committees” as advisory groups and adopt the revised Terms of Reference for each as shown in the Appendices to this report:
 - a. Coastal Erosion Advisory Group;
 - b. Guilderton Caravan Park and Foreshore Development Advisory Group;
 - c. Plant Advisory Group; and
 - d. Waste Management Advisory Group.
2. Rename the Gingin Medical Centre Advisory Committee as the Medical Facilities Advisory Group and adopt the revised Terms of Reference as shown in the Appendices to this report.
3. Rename the Reconciliation Action Plan Working Group as the Reconciliation Action Plan Advisory Group.
4. Rename the Aged Housing and Care Service Provision Working Group as the Aged Housing and Care Service Provision Advisory Group and adopt the revised Terms of Reference as shown in the Appendices to this report.

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson **SECONDED:** Councillor Peczka

That Council:

- 1. Rename the Audit and Governance Committee as the Audit Committee.**
- 2. Amend the membership of the Audit Committee from nine Councillors to four Councillors including the Shire President, effective from 21 October 2023.**
- 3. Remove coordination of the CEO performance review process from the functions of the Committee and adopt the revised Terms of Reference as shown in the Appendices to this report.**

**CARRIED BY ABSOLUTE MAJORITY
6 / 0**

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

AGAINST: *Nil*



**TERMS OF
REFERENCE**

COASTAL EROSION ADVISORY GROUP

July 2023

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

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

**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**

APPENDIX 11.1.1

Version	Decision Reference	Synopsis
1.	22/10/2019 – Item 14.1.9	Committee established
2.	17/08/2021 – Item 11.1	Aims and Functions cl. 2 amended. Membership cl. 6 amended. Operating Procedures cl. 2d) and 4a) amended.



**TERMS OF
REFERENCE**

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

July 2023

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

	<p>8. The Group has authority to second individuals from outside of the Group, on a voluntary basis, for their expert advice.</p>
<p>Operating procedures:</p>	<p>1. Presiding Member and Deputy Presiding Member:</p> <ul style="list-style-type: none"> a) The members of a Group are to elect a Presiding Member from amongst themselves at the first meeting of the Group and at each subsequent first meeting following an ordinary local government election. b) Following the election of a Presiding Member, the members of the Group may also elect a Deputy Presiding Member. c) The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected. d) The Presiding Member will preside at all meetings. e) In the absence of the Presiding Member, the Deputy Presiding Member (if one has been elected by the Group) will assume the chair. f) In the absence of both the Presiding Member and the Deputy Presiding Member, or if a Deputy Presiding Member has not been elected, then a person is to be elected by the Group members present to assume the Chair for that meeting. g) The Presiding Member is responsible for the proper conduct of the Group. <p>2. Meetings:</p> <ul style="list-style-type: none"> a) The Group shall meet as required but must hold a minimum of two meetings in any one calendar year. b) Meetings can be scheduled by the Chief Executive Officer, by a written request of the Presiding Member to the Chief Executive Officer, or by a decision of the Council or the Group. c) A Notice of Meeting, including an agenda, will be circulated to the Group members (including deputy members) at least 72 hours prior to each meeting where possible. d) The Presiding Member shall ensure that detailed minutes of all meetings are kept. <p>3. Quorum:</p> <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>4. Reporting:</p> <ul style="list-style-type: none"> a) The Minutes of every Group meeting will be circulated for the information of all Councillors within seven working days of the Group meeting. b) Any Group resolution requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.

**MINUTES
ORDINARY COUNCIL MEETING
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APPENDIX 11.1.2

Appointing legislation:	N/A
Delegated Authority:	The Group has no delegated power and has no authority to implement its recommendations without approval of Council.

Version	Decision Reference	Synopsis
1.	OCM 19/07/2022 Item 11.4	Terms of Reference adopted.



TERMS OF REFERENCE

PLANT ADVISORY GROUP

July 2023

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

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

**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**

APPENDIX 11.1.3

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



TERMS OF REFERENCE

WASTE MANAGEMENT ADVISORY GROUP

July 2023

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

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

**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**

APPENDIX 11.1.4

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

Version	Decision Reference	Synopsis
1.	19/11/2019 - Item 11.3.4	Adopted
2.	17/08/2021 – Item 11.1	Membership cl. 7 amended. Operating Procedures cl. 2d) and 4a) amended.



**TERMS OF
REFERENCE**

MEDICAL FACILITIES ADVISORY GROUP

July 2023

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

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

**MINUTES
ORDINARY COUNCIL MEETING
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APPENDIX 11.1.5

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



TERMS OF REFERENCE

Aged Housing and Care Service Provision Advisory Group

July 2023

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

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

	<p>3. Quorum: The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>4. Reporting: a) The Minutes of every Group meeting will be circulated for the information of all Councillors within seven working days of the Group meeting. b) Any Group consensus requiring action on the part of the Council or requiring a Council commitment will be listed as a separate Officer's report on the Agenda for the next ordinary Council meeting.</p> <p>6. Remuneration: Membership is voluntary and Group members will not be remunerated for their participation.</p>
Appointing legislation:	N/A
Delegated Authority:	The Group has no delegated power and has no authority to implement any recommendations without approval of Council, or to direct staff to expend funds or undertake any action or duties.

Version	Decision Reference	Synopsis
1.	OCM 21/06/2022 Item 11.5	Terms of Reference adopted.
2.	OCM 19/07/2022 Item 11.2	No. of community representative positions amended.



TERMS OF REFERENCE

AUDIT COMMITTEE

July 2023

Name:	Audit Committee
Role/Purpose:	To support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.
Aims & Functions:	<ol style="list-style-type: none"> 1. To guide and assist the local government in carrying out – <ol style="list-style-type: none"> a. its functions under Part 6 (Financial Management) of the Act; and b. its functions relating to other audits and other matters related to financial management. 2. To guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 (Audit) of the Act. 3. To review a report in relation to risk management and/or internal control and/or legislative compliance given to it by the CEO under <i>Local Government (Audit) Regulations 1996</i> regulation 17(3) (the CEO's Report) and to: <ol style="list-style-type: none"> a. report to the Council the results of that review; and b. give a copy of the CEO's report to the Council. 4. To monitor and advise the CEO when the CEO is carrying out functions in relation to a review under: <ol style="list-style-type: none"> a. the <i>Local Government (Audit) Regulations 1996</i> regulation 17(1) (a report in relation to risk management and/or internal control and/or legislative compliance); and b. the <i>Local Government (Financial Management) Regulations 1996</i> regulation 5(2)(c) (a report in relation to the appropriateness and effectiveness of the financial management systems and procedures of the local government). 5. To review the annual Compliance Audit Return and report the results of the review to Council in accordance with Regulation 14(3A) of the <i>Local Government (Audit) Regulations 1996</i>. 6. To perform any other function conferred on it by the <i>Local Government (Audit) Regulations 1996</i> or another written law.
Membership:	<ol style="list-style-type: none"> 1. The Committee shall consist of the following representation: <ul style="list-style-type: none"> • Shire President • Three Councillor Representatives

	<ol style="list-style-type: none"> 2. The CEO and employees are not members of the Committee (s7.1.A(3) and (4) <i>Local Government Act 1995</i>). 3. The CEO and Executive Manager Corporate and Community Services will attend all meetings to provide technical advice and guidance to the Committee. 4. Membership shall be for a period of up to two years terminating on the day of the next ordinary Council elections, with retiring members eligible to re-nominate. 5. Committee membership shall be appointed or removed by the Council. 6. Members must comply with the Shire's Code of Conduct for Council Members, Committee Members and Candidates. 7. The Committee has authority to second individuals from outside of the Committee, on a voluntary basis, for their expert advice.
<p>Operating procedures:</p>	<ol style="list-style-type: none"> 1. Presiding Member: <ol style="list-style-type: none"> a) The Shire President will assume the role of Presiding Member. b) The Presiding Member will preside at all meetings. c) The Deputy Shire President will fill the role of Deputy Presiding Member. d) In the absence of the Presiding Member, the Deputy Presiding Member will assume the chair, and in his/her absence, a person is to be elected by the Committee members present to assume the Chair. e) The Presiding Member is responsible for the proper conduct of the Committee. 2. Meetings: <ol style="list-style-type: none"> a) The Committee shall meet as required, but must hold a minimum of two meetings in any one calendar year. b) Meetings can be scheduled by the Chief Executive Officer, by a written request of the Presiding Member to the Chief Executive Officer, or by a decision of the Council or the Committee. c) A Notice of Meeting, including an agenda, will be circulated to the Committee members (including deputy members) at least 72 hours prior to each meeting where possible. d) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall provide the Committee members (including deputy members) with a copy of such minutes within seven working days of the Committee meeting. 3. Quorum: <p>The quorum for a meeting shall be at least 50% of the number of endorsed members.</p>

	<p>4. Reporting:</p> <p>a) The Minutes of every Committee meeting will be circulated for the information of all Councillors within seven working days of the Committee meeting.</p> <p>b) Any Committee resolution requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.</p>
Appointing legislation:	The Committee is established under section 7.1A of the <i>Local Government Act 1995</i> .
Delegated Authority:	The Committee has no delegated power and has no authority to implement its recommendations without approval of Council.

Version	Decision Reference	Synopsis
1.	06/09/2005 – Item 10.2.1	Committee established and Terms of Reference adopted.
2.	22/10/2013 – Item 10.2	Terms of Reference reviewed.
3.	18/08/2015 – Item 11.1.6	Terms of Reference reviewed.
4.	19/09/2017 – Item 11.1.3	Terms of Reference reviewed. Aims & Functions cl. 16 added. Operating procedures cl. 2c deleted. Membership cl. 1 amended to include one external person.
5.	17/04/2018 – Item 11.1.1	Membership cl. 1 amended to delete external member. Committee name changed from Audit Committee to Audit and Governance Committee.
6.	22/01/2019 – Item 11.1.1	TOR amended to align with amendments to the <i>Local Government (Audit) Regulations 1996</i> . Committee membership amended to include Shire President and a minimum of 4 other councillors. Additional function included with respect to coordination of CEO performance review process.
7.	15/10/2019 – Item 11.1.1	Membership cl. 1 amended to include all Crs. Membership cl. 4 deleted. Operating Procedures cl. 1a) and 1b) amended. New Operating Procedures cl. 1c) inserted. Operating Procedures cl. 2b) amended.
7.	17/08/2021 – Item 11.1	Amend Aims & Functions cl. 3 and cl. 4a). Delete Aims & Functions cl. 5 and 6. Amend Membership cl. 6. Amend Operating Procedures cl. 2d) and 4a).

11.2 DECOMMISSIONING OF GUILDERTON FIRE SHED

File	EMS/20
Author	Karen Okely – PA to Chief Executive Officer
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to consider decommissioning the single bay fire shed located at Lot 232 (Reserve 27949) Wedge Street, Guilderton.

BACKGROUND

At the Bush Fire Advisory Committee (BFAC) meeting held on 14 June 2023, an item was considered regarding the current Guilderton Fire Shed being decommissioned and reclassified for municipal use.

COMMENT

In 2021, a new three bay purpose-built fire station, which includes training facilities and is designed to operate as a Level 2 Incident Control Centre was constructed at Redfield Park as the major facility for the Guilderton and Districts Volunteer Bush Fire Brigade. The facility initially housed three of the Brigade's four assigned appliances with the final one being garaged at the single bay station in Guilderton.

The Guilderton Station (shed) consists of a single bay construction with one personnel door and a roller door for access. There is limited power to the station which was intended to run a base station radio and an appliance battery charger. There are no bathroom facilities or running water which makes it unsuitable for management of a fire incident and it only has the capacity to house one medium or small appliance.

The issue of one appliance being in Guilderton was problematic as there were no brigade members living in town which resulted in turn-out delays in some instances. Furthermore, due to crew availability, capability, and operational need, it was foreseen that one of the Guilderton appliances would need to be repositioned at Woodridge.

As a result of the strategic repositioning of the appliance to Woodridge, there is no longer a need to maintain an operational fire shed at Guilderton.

It is understood that, if all appliances were to return to Guilderton, they could still be stationed at the Redfield Park Facility in operational readiness.

As this building has been deemed no longer fit for purpose for Shire firefighting operations, it is proposed that it be decommissioned as a fire station and utilised by the Shire's Lower Coastal maintenance staff.

Currently staff have a very limited capacity to store tools and equipment and to carry out required works. The ability to utilise the old fire shed will provide a larger, safer workspace with much needed storage room for small machinery and equipment.

The BFAC resolved as follows:

.....That the Committee recommend to Council that the current Guilderton Fire Shed be decommissioned and reclassified for municipal use, noting that the ongoing operation costs will be funded by the Shire of Gingin rather than from the Emergency Services Levy.

STATUTORY/LOCAL LAW IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

It should be noted that support for the recommendation will result in costs for maintenance, power supply etc being met from the Shire's annual budget.

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 Johnson **SECONDED:** Councillor Sorensen

That Council agree to decommission the current Guilderton Fire Shed located at Lot 232 (Reserve 27949) Wedge Street, Guilderton and reclassify it for municipal use, noting that the ongoing operating costs will be funded by the Shire of Gingin rather than from the Emergency Services Levy.

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

11.3 ORDINARY COUNCIL MEETING 19 SEPTEMBER 2023 - AMENDMENT OF COMMENCEMENT TIME

File	GOV/8
Author	Karen Okely – Personal Assistant to Chief Executive Officer
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Item 12.1 23 November 2023
Appendices	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider changing the commencement time for the Ordinary Council meeting to be held on 19 September 2023.

BACKGROUND

Clause 5.3 of the *Local Government Act 1995* (the Act) specifies that every Council must hold ordinary meetings not more than three months apart and may also hold additional special meetings if required.

An ordinary or special meeting of Council is to be held if called for by either the Shire President or at least one third of elected members, or as decided by the Council.

In addition, Regulation 12 of the *Local Government (Administration) Regulations 1996* requires that local public notice must be given of the dates, time, and place at which ordinary Council meetings and Committee meetings that are required under the Act to be open to members of the public are to be held in the next 12 months.

At its meeting held on 15 November 2022, Council set the dates for its 2023 Ordinary meetings, including a meeting to be held on 19 September 2023. It was also agreed that all Ordinary Council meetings in 2023 would commence at 3:00pm.

COMMENT

This year the 2023 WALGA Local Government Convention runs from Sunday 17 September to Tuesday 19 September finishing at approximately 1.00 pm.

As is Council's usual practice, a Briefing Session is scheduled to commence at 2:00pm prior to the Council meeting, and as such it will be difficult for the CEO and those Councillors attending the Convention to return to Gingin by 2:00pm. It is therefore proposed to delay commencement of the Briefing Session until 3:00pm, with the Ordinary Council meeting to commence at 5:00pm.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 5 – Administration

Division 2 – Council meetings, committees and their meetings and electors’ meetings

Subdivision 1 – Council meetings

Clause 5.3 – Ordinary and special council meetings

Local Government (Administration) Regulations 1996

Part 2 – Council and committee meetings

Regulation 12 – Meetings, public notice of (Act s.5.25(1)(g))

In the event that Council is supportive of the Officer’s recommendation, then local public notice of the amended commencement time for the Ordinary Council meeting will be given in accordance with the requirements of Regulation 12.

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 Johnson

SECONDED: Councillor Peczka

That Council approve a change of commencement time to 5.00 pm for the Ordinary Council Meeting to be held on 19 September 2023.

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

12 REPORTS - CORPORATE AND COMMUNITY SERVICES

12.1 REQUEST FOR TRANSFER OF FUNDS FROM LANCELIN COMMUNITY SPORT AND RECREATION RESERVE (TOWER FUND)

File	CVS/43
Author	Cher Groves - Recovery and Leasing Officer
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	N/A
Appendices	<ol style="list-style-type: none"> 1. Concept Enquiry General Storage [12.1.1 - 3 pages] 2. lancelingolfclub [12.1.2 - 12 pages] 3. Minutes 17 April 2023 [12.1.3 - 2 pages] 4. Pirates letter of support [12.1.4 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider a Concept Enquiry from the Lancelin Community and Sporting Club Inc. to expand existing golf cart storage, with funding to be transferred from the Tower Fund to cover the project costs.

BACKGROUND

The Lancelin golf course is located within Reserve 28303. The reserve is vested in the care, control, and management of the Shire of Gingin and is leased to the Lancelin Community Sporting Club Inc (LCSCI). The reserve accommodates an 18-hole golf course, a clay target facility, an outdoor multipurpose court (netball/basketball/tennis), football ground and clubroom, playground, and the Lancelin Sporting Complex. The complex includes a club room, kitchen, cool room, multipurpose indoor court (basketball etc.) toilets and change rooms.

The permitted purpose of the lease is sporting and recreation for the members of the Lessee and Lessee's guests and uses reasonably ancillary thereto. The provision of bowling greens (and subsequent upgrades/renewals) aligns with this purpose.

As a facility included within Lancelin, development of the Lancelin Golf Club is also guided by the Upper Coastal Sporting Facilities Master Plan adopted by Council at its Ordinary Meeting held on 19 October 2021. The Master Plan has had several changes, the latest presented to Council on 21 February 2023, where Council resolved to:

1. *Endorse the following changes to the Upper Coastal Sporting Facilities Master Plan Stage 1 from*

<i>Current Master Plan – Stage 1</i>
<i>Second multi-court (netball/basketball) – Lancelin</i>
<i>Plus, additional line marking to existing netball court</i>
<i>Sports lighting to outdoor courts (subject to power source)</i>
<i>Disabled access ramp (upper to mid-level)</i>
<i>Lighting to football oval – 3 No (subject to power source)</i>
<i>Resurfacing 3 existing courts (excludes fencing)</i>
<i>Lighting to 3 existing courts (subject to power source)</i>

to

<i>Revised Master Plan – Stage 1</i>
<i>Second multi-court (netball/basketball) – Lancelin</i>
<i>Inclusion of Lancelin Golf Club</i>
<i>Inclusion of Lancelin Bowling Club</i>
<i>Disabled access ramp (upper to mid-level) – Lancelin</i>
<i>Lighting to football oval – 3 No (subject to power source) - Lancelin</i>
<i>Synthetic Bowling Green – 10 Rink – Lancelin</i>
<i>Additional golf cart storage – Lancelin</i>
<i>Relocation of Pegasus Gun Club – Lancelin</i>

2. *Review the timing of the installation of a path between Lancelin Townsite and the Lancelin Sporting Complex within its footpath program priorities.*
3. *Finalise the identification of available land (if any) as potential sites for the relocation of the Pegasus Shooting Club on or before 30 June 2023.*
4. *Include the Lancelin Sporting and Community Club in its consultation with the development of the Lancelin South as it relates to the provision of sporting facilities within and adjacent to the development area.*

COMMENT

A Concept Enquiry (see **Appendix Concept Enquiry General Storage**) has been received from Mike Cardy, Secretary of the Lancelin Golf Club on behalf of Norm Skoglund, President of the Lancelin Community and Sporting Complex Inc. requesting that funding be released from the Lancelin Community Sport and Recreation Reserve (Tower Fund) to upgrade the golf cart storage area to a stand-alone storage shed sufficiently large enough to accommodate up to 18 golf carts.

The proposed upgrade will allow the concurrent charging of electric golf carts and will alleviate the high demand for safe, dry, and appropriate storage space for electric and petrol carts.

The Tower Fund was originally created to assist in providing financial support for upgrades to the Lancelin Community and Sporting Complex. Funds are derived from lease payments received from the telecommunications towers located on the reserve, and the fund has a current balance of \$98,994.91. With lease funds from 2022/23 and associated interest, it is expected the balance as at 30 June 2023 will be \$127,541.14.

A costing of \$40,460 for the proposed project, including demolition and disposal of the existing shed and power upgrades, has been provided by LCSC (see **Appendix - Lancelin Golf Club**), with a request for \$31,460 to be funded by the Tower Fund.

A preliminary review of the proposal was discussed by Council at its Briefing Session held on 4 July 2023 at which time Council requested a copy of the minutes from the LCSC confirming that all member sporting groups support the proposal (see **Appendix - Minutes 17 April 2023**). A letter of support has been submitted by the Lancelin Pirates who were absent from the LCSC meeting when the proposal was voted on (see **Appendix - Pirates Letter of Support**).

While the proposal is referenced within the Upper Coastal Sporting Facilities Master Plan, a number of other projects were identified during its development as higher priority works. These include upgrade of the multipurpose courts, lights for the football grounds, and universal access from the upper to mid-level areas.

Equally, the proposed building provides exclusive use to one group rather than benefiting the broader users of the sporting facility. It is therefore recommended that the proposal not be supported by Council.

STATUTORY/LOCAL LAW IMPLICATIONS

Nil

POLICY IMPLICATIONS

Policy 3.17 – Asset Management

Shire of Gingin Upper Coastal Sporting Facilities Master Plan

BUDGET IMPLICATIONS

The Concept Enquiry proposes a total cost of \$31,460 to undertake the proposed upgrade to be funded by the Tower Fund.

There is no provision within the Shire's 2023/24 Budget or Long Term Financial Plan for a contribution towards the upgrade of the Lancelin Golf Club facilities. With implementation of the Upper Coastal Sporting Facilities Master Plan dependent on the success of attracting external funding, it was critical for the Master Plan to be developed in accordance with funding eligibility criteria, in particular the State Government's Community Sporting and Recreation Facilities Fund (CSRFF) guidelines. Priority consideration for CSRFF funding will be given 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 proposal does not appear to demonstrate an ability to meet any of the above criteria.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing
Strategic Objective	1.5 Infrastructure Investment - Lobby State and Federal Government to establish infrastructure and development opportunities in our Shire

VOTING REQUIREMENTS - SIMPLE MAJORITY

MOTION/OFFICER RECOMMENDATION

MOVED: Councillor Sorensen SECONDED: Councillor Kestel

That Council refuse the request by the Lancelin Community Sporting Club Inc. for the release of \$31,460 from the Lancelin Community Sport and Recreation Reserve (Tower Fund) for the purpose of upgrading the Lancelin Golf Club's golf cart storage area.

PROCEDURAL MOTION

MOVED: Councillor Peczka **SECONDED:** Councillor Johnson

That consideration of this matter be deferred until the Ordinary Council Meeting on 15 August 2023 to allow for further information to be obtained.

CARRIED
4 / 2

FOR: *Councillor Johnson, Councillor Kestel, Councillor Peczka and Councillor Sorensen*

AGAINST: *Councillor Balcombe and Councillor Vis*

COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

CONCEPT ENQUIRY

PRIOR TO COMPLETING THIS FORM

It is essential to have read the 'Frequently Asked Questions' for 'Community Projects for Shire Lands & Assets' prior to completing and submitting a 'Concept Enquiry'. In completing and submitting this form to the Shire of Gingin you are acknowledging that you have read and understood the purpose, process and associated information for a 'Concept Enquiry'. If further explanation is required please contact the Shire's Community Development Team via

Email: mail@gingin.wa.gov.au OR **Telephone:** (08) 9575 5100

CONCEPT ENQUIRY

Project Title	<i>Expansion of Golf Cart Storage Area</i>
----------------------	--

CONTACT DETAILS	
Contact Person (Applicant)	Norman Skoglund
Committee Role <i>(if applicable)</i> Applicant must be Chair/President; Vice; Secretary or Treasurer	President
Committee Organisation <i>(if applicable)</i>	Lancelin Community Sporting Club Inc.
Postal Address	PO Box 188, Lancelin, WA 6044
Contact Number	0408954660
Email	normskoglund@gmail.com
Note: Please provide as much information as possible about the project as this will assist with the Shire's review of the 'Concept Enquiry'. The Shire may seek additional information from the contact person listed above if required.	

1. What is the proposed project?

Provide specific detail.

It is proposed to provide a stand-alone storage shed sufficiently large enough to accommodate up to 18 golf carts and will allow the concurrent charging of electric golf carts. This much needed improvement will alleviate the high demand for safe, dry, and appropriate storage space for electric and petrol carts.
The proposed stand-alone shed is 24m x 8.5m = 204sqm

COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

CONCEPT ENQUIRY

2. (a) What is the current issue or need that has initiated this project/concept?

The existing storage area was never designed to store golf carts, it was initially used as an outside BBQ area which is now unsuitable for the purpose of storing and charging golf carts. It measures 9.6m x 9m = 86sqm and has four pillars supporting a less than adequate corrugated roof. Currently the maximum capacity is eight (8) carts, the power outlets are insufficient for concurrent charging and not to code.

2. (b) What difference will the project make?

E.g. what would occur if the project didn't happen?

The updating of the storage area will permit members to store their carts at the golf club for a fee payable to Lancelin Community Sporting Club Inc., instead of having to towing them to play. It will also mean that we will no longer have to turn away cart owners from storing their carts where they play. As our membership grows so does the demand for golf cart storage. If the project did not happen it would be a backward step for the golf club and the sports complex.

3. What are the expected costs for the proposed project?

Provide quotes and project budget where possible.

Expected costs:	
Demolition & Disposal	\$4,500
Plans	\$500
Shed Installation	\$31,000 (discounted from \$47,375.67)
Power upgrade:	
1 x 32A 3 phase sub circuit	\$1,860
12 x double power points	\$2,400
Floor Hot mix 4.5cubicM	<u>\$2,000</u>
Total Cost	<u>\$40,460</u>

4. (a) How do you/the community organisation foresee that the project will be funded?

E.g. Who is contributing to the project? Funding partners, cash and in-kind contributions, etc.?

Application to Bendigo Bank for	\$5,000
Volunteers to demolish and dispose of old shed	\$4,500 (in kind)
Application to "Tower Fund" to offset remainder	<u>\$31,460</u>
Total Cost	Total <u>\$40,460</u>



COMMUNITY PROJECTS FOR SHIRE LANDS & ASSETS

CONCEPT ENQUIRY

4. (b) How will the ongoing costs be funded?
E.g. Maintenance, replacement, operation costs, etc.

As the lease holders it will come under current lease agreement.

5. Is there any other information that may be valuable to provide with regards to the proposed project?
E.g. Photos, maps, diagrams, etc. Attach as applicable.

Attached:

- | | |
|-----------------------|-------------------------------------|
| 1. This file | Concept_Enquiry_General_Storage.pdf |
| 2. Shed plans | Cart shed Layout for Shire.pdf |
| 3. Quote from Stratco | lancelingolfclub.pdf |

SEND THIS COMPLETED FORM TO:

Post:

Mr Aaron Cook – Chief Executive Officer
Shire of Gingin
PO Box 510
GINGIN WA 6503
Ref: 'Concept Enquiry' for Project

Email:

mail@gingin.wa.gov.au
Subject Line: 'Concept Enquiry' for Project



**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**

APPENDIX 12.1.2



JOB DETAILS

DESIGN NUMBER: SQ284765
DATE: 13/06/2023
SALES PERSON: Mr Priyo Wangkhem

CUSTOMER DETAILS

CLIENT NAME: Mr. Mike Cardi
CONTACT NO: 0406787070
SITE ADDRESS: Lancelin Road
Lancelin
POSTCODE: 6044
EMAIL: lanogolfsec@yahoo.com.au

QUOTATION

QUOTE VALID FOR 30 DAYS

Thank you for the opportunity to prepare a quotation for your next exciting home improvement project. Stratco has a proud history within the steel manufacturing industry, dating back over 70 years. Our commitment to supplying superior products and relentless innovation gives all of our customers the confidence that they are buying from a true industry leader who stand by their products.

Stratco customised sheds are of the highest quality using pre-punched galvanised C-section frames for ease of assembly as well as added strength. Our entire shed range has also been independently tested to meet all current Australian Building Standards giving you the peace of mind that a Stratco shed will stand the test of time.

From our recent consultation, we have prepared the following quotation and attached all relevant details for your design which we believe will suit your needs.

STRATCO GABLE ROOF SHED

LARGE SPAN TYPE 9

Length (mm)	24,076
Width (mm)	8,500
Height (mm)	3,000
Wind Category	Region B Cat 3
Roof Sheet	CGI 0.42 BMT Single Sided
Wall Sheet	Superdek Premium Double Sided
Footing Type	Fixed (In Ground)
Roller Doors	1
Single PA Doors	2

ADDITIONAL ITEMS INCLUDED

Engineering Certificate for Largespan (1)

TOTAL QUOTE INCLUDING 10% GST

\$47,375.67

This quotation is for supply of a Stratco Shed Kit.

Once again, thank you for this opportunity and please give me a call if you would like any additional information.

Kind Regards,

Mr Priyo Wangkhem

Note: Steel Prices are rising globally and we expect to see prices continue to increase significantly over the coming months. Should agreement be made on this quote/contract, the subsequent purchase price may be subject to change should any notified or scheduled price increase occur.

THE STRATCO Advantage



Stratco is a 100% AUSTRALIAN OWNED success story, proudly boasting over 70 years of manufacturing excellence. Stratco operates 15 manufacturing facilities around Australia, employing many hundreds of Australians.

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MINUTES ORDINARY COUNCIL MEETING 18 JULY 2023

APPENDIX 12.1.2



Stratco have developed a versatile range of garages to suit every situation. Stratco garages give you more space for storage, extra room for a workshop, provide the ideal space for a boat or caravan, and give you the opportunity to entertain all year round. Stratco has a proud history within the steel manufacturing industry, dating back over 70 years. Our commitment to supplying superior products and relentless innovation gives all of our customers the confidence that they are buying from a true industry leader who stand by their products.

**PLEASE CHECK THAT ALL ORDER DETAILS ARE CORRECT.
YOUR ORDER IS NOW BEING PROCESSED BASED ON THE FOLLOWING DETAILS.**

JOB DETAILS

DESIGN NUMBER: SQ284765

SALES PERSON: Mr Priyo Wangkhem

DELIVERY DETAILS

DELIVERY INSTRUCTIONS: Lancelin Road
Lancelin

ADDITIONAL INSTRUCTIONS: 6044

TOTAL WEIGHT 5753.180 KG

CUSTOMER DETAILS

CLIENT NAME: Mr. Mike Cordi

PHONE NUMBER: 0406787070

ACCOUNT CODE: *PPCAN

Opening Details

Roller Doors 1
Single PA Door Std 2

Site Details

Wind Speed Region B Cat 3

Wall Details

Bottom Sheet Extra 25mm No
Wall Sheet Superdek Premium Double Sided

Wall Girts

End Wall Girt Section GHS Purlin/Girt 1.9 100
Side Wall Girt Section GHS Purlin/Girt 1.9 100

Portal Frames

End Portal Column Reinforcing Section N/A: Not Applicable
End Portal Column Section GHS Portal Column 1.9 250
End Portal Rafter Section GHS Rafter 1.9 200
Mid Portal Column Reinforcing Section N/A: Not Applicable
Mid Portal Column Section GHS Portal Column 2.4 300
Mid Portal Rafter Section GHS Rafter 2.4 250
Side Wall Girt Section C Section 150 X 2.4mm

Colours

Barge Cap Gun Metal Grey
Corner Flashing Gun Metal Grey
Downpipe Gun Metal Grey
Gutter Gun Metal Grey
PA Door Off White
Ridge Cap Gun Metal Grey
Roller Door Off White
Roller Door Flashings Gun Metal Grey
Roof Sheet Gun Metal Grey
Wall Sheet Gun Metal Grey

Dimensions (Outside Frames)

Height 3000mm
Length 24076mm
Width 8500mm

Roof Details

Roof Pitch 10.0°
Roof Sheet CGI 0.42 BMT Single Sided

Roof Purlins

Eave Purlin Section GHS Purlin/Girt 1.9 100
Roof Purlin Section GHS Purlin/Girt 1.9 100

Gable End Columns

Gable End Column Reinforcing Section N/A: Not Applicable
Gable End Column Section GHS End Column 1.5 200

Footing Details

Concrete Slab Yes
End Column Embedment 500mm
Footing Type Fixed (In Ground)
Mid Column Embedment 1000mm

Drainage Details

Box Gutter None
Downpipe Type Downpipe 100x50
Gutter Type Smoothline Gutter 150

All Dimensions shown are measured from outside of frame (including purlins and girts).
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CUSTOMER SIGNATURE:

DATE: 14/06/2023

**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**



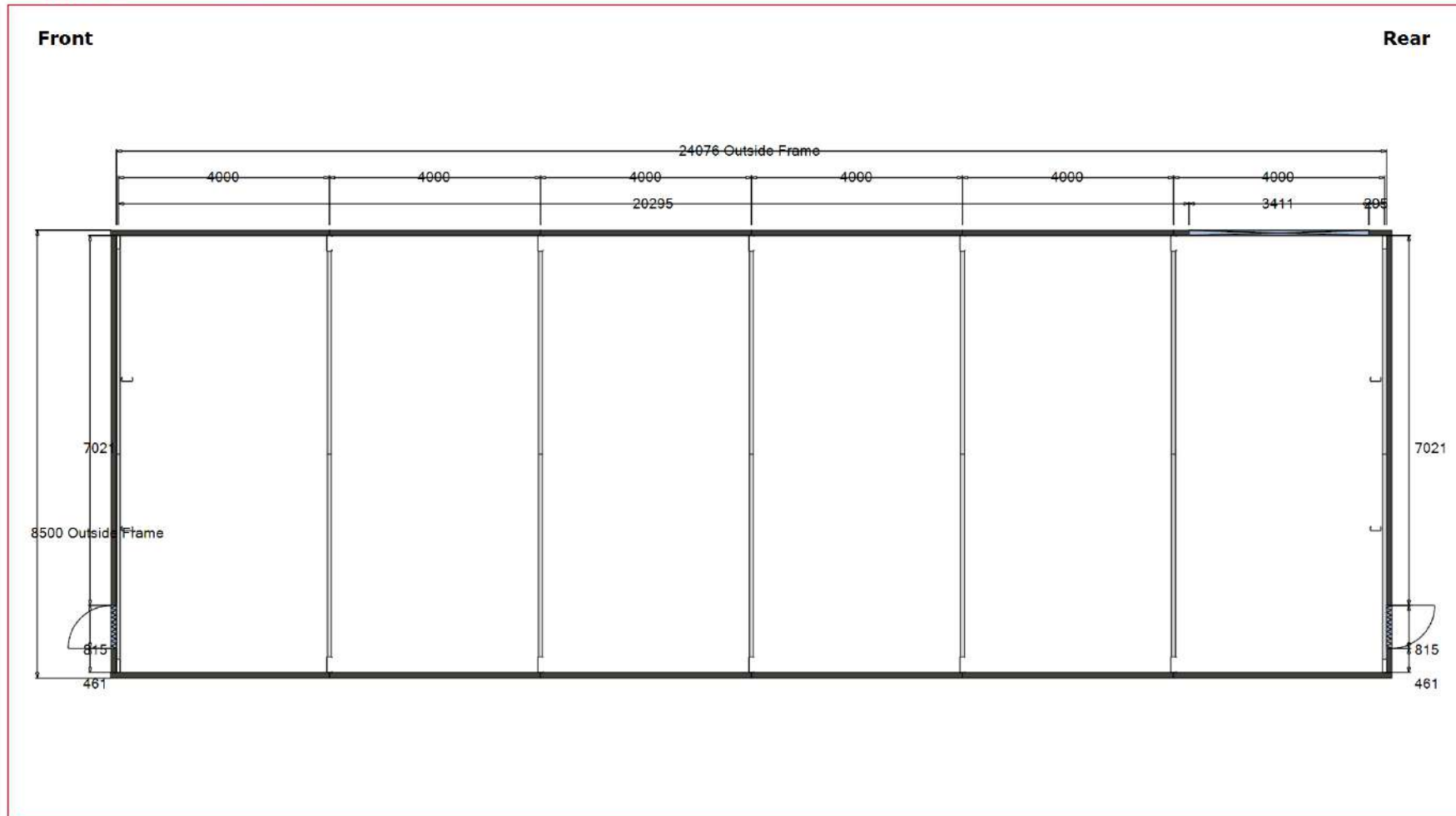
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APPENDIX 12.1.2



Site Plan

Job Reference	Mr Priyo Wangkhem	Site Address	Lancelin Road	Design Number	SQ284765	Customer Signature
Sales Person	Mr. Mike Cardi		Lancelin	Date	13/06/2023	
Client Name						



**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**



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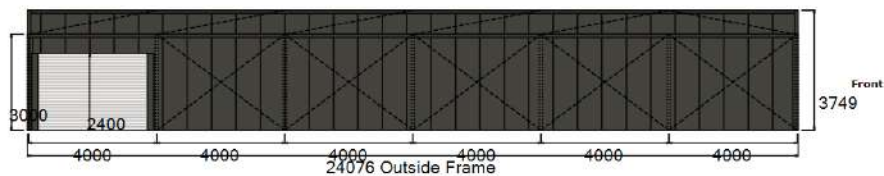
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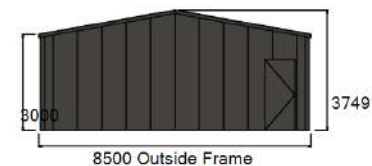
Elevations

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Sales Person	Mr. Mike Cardi		Lancelin	Date	13/06/2023	
Client Name						

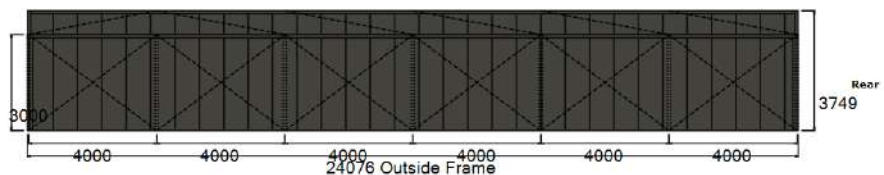
Left Elevation



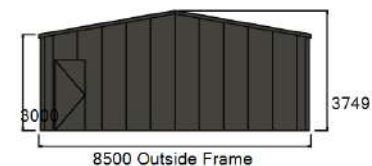
Front External Elevation



Right Elevation



Rear External Elevation





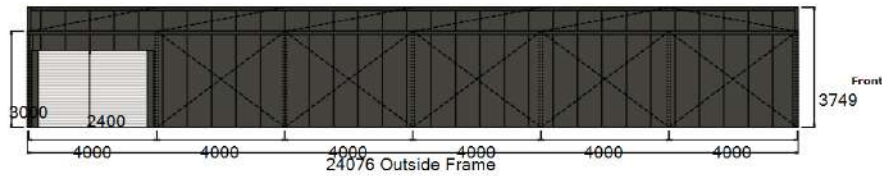
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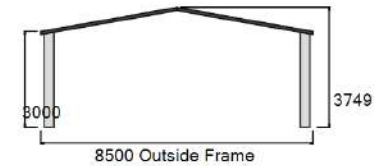
Elevations

Job Reference		Site Address	Lancelin Road	Design Number	SQ284765	Customer Signature	
Sales Person	Mr Priyo Wangkhem		Lancelin	Date	13/06/2023		
Client Name	Mr. Mike Cardi						

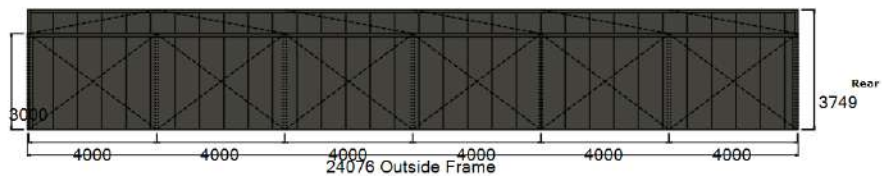
Left Elevation



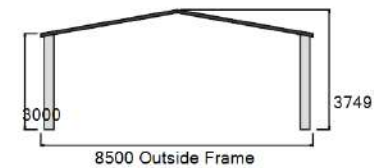
Front Internal Elevation - 1



Right Elevation



Rear Internal Elevation - 1



**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**



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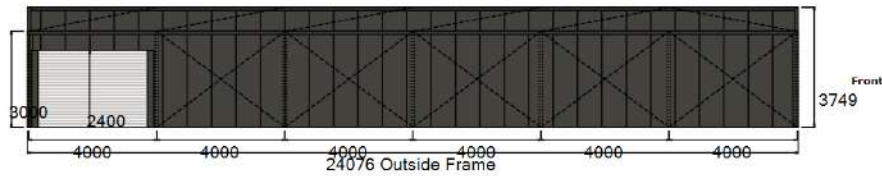
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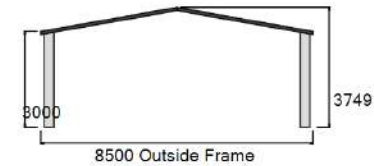
Elevations

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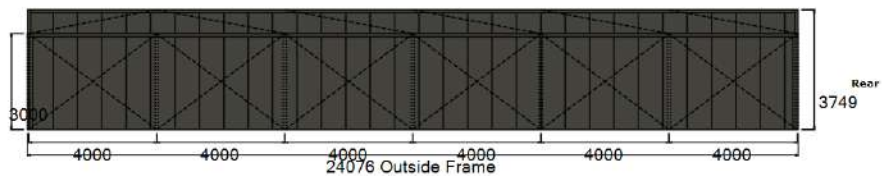
Left Elevation



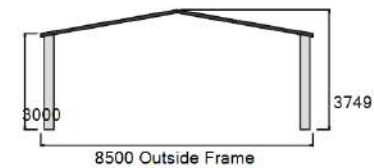
Front Internal Elevation - 2



Right Elevation



Rear Internal Elevation - 2





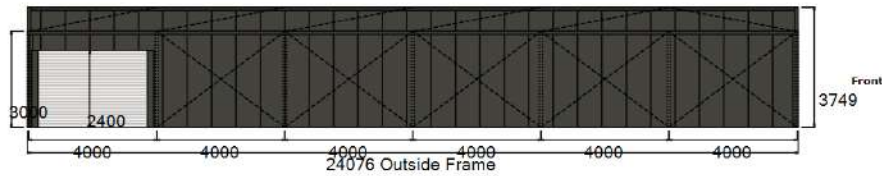
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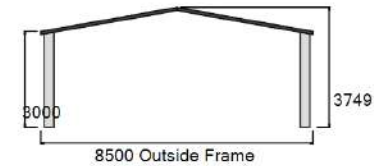
Elevations

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Client Name						

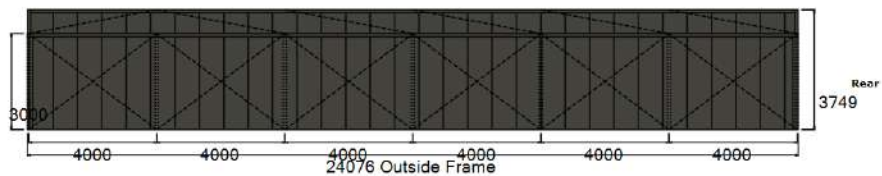
Left Elevation



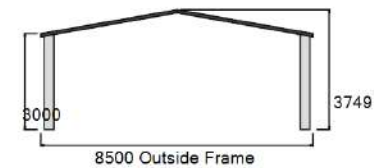
Front Internal Elevation - 3



Right Elevation



Rear Internal Elevation - 3



**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**



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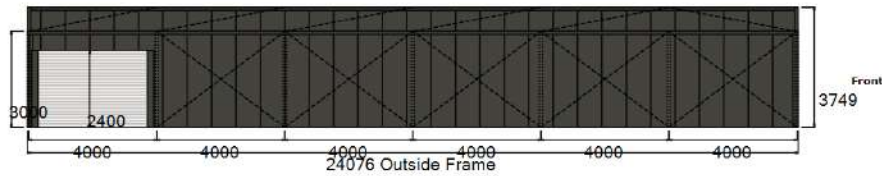
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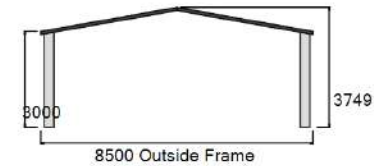
Elevations

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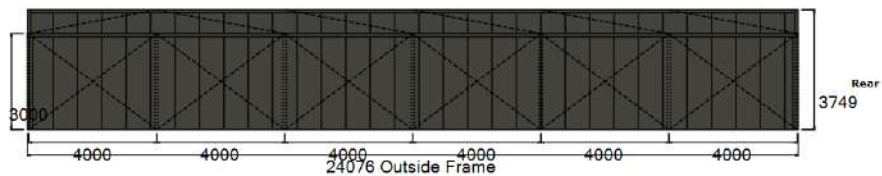
Left Elevation



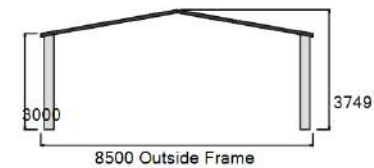
Front Internal Elevation - 4



Right Elevation



Rear Internal Elevation - 4



**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**



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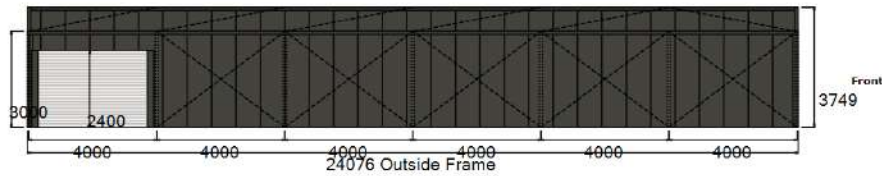
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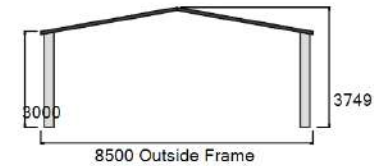
Elevations

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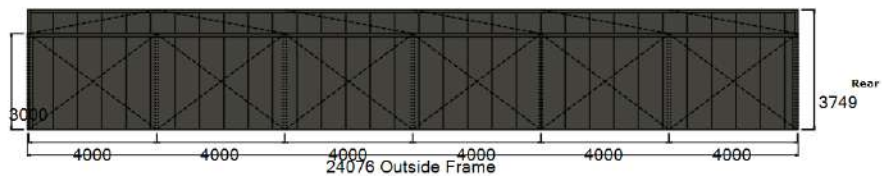
Left Elevation



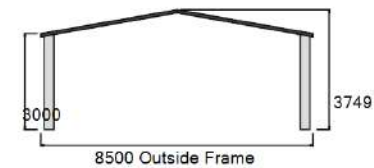
Front Internal Elevation - 5



Right Elevation



Rear Internal Elevation - 5



Civil and Structural
Consulting Engineers

Unit 6/9 Playle Street
Myaree WA 6154

t: 08 9317 3331
e: info@rsaeng.com.au
www.rsaeng.com.au



RSA-15-0649-02CL
1 June 2022

Mr Glenn Turner
Stratco (Australia) Pty Ltd
P O Box 307
ENFIELD PLAZA SA 5085

Dear Glenn

CERTIFICATION

BUILDING TYPE: STRATCO HOMESHED RANGE
LOCATION: REGION A & REGION B
SHIRE: ALL RELEVANT LOCAL AUTHORITIES
STRUCTURAL DESIGN PARAMETERS: WIND LOADS(AS/NZS1170.2-2021):
 REGION A, CATEGORY 2 & 3
 REGION B, CATEGORY 2 & 3
SUB-ALPINE SNOW LOADING
 MAX ALLOWABLE SNOW LOAD S=1.26 kPa
SOIL PARAMETERS (AS2870-2011):
 COMPACT SAND, GRAVEL AND SAND
 FINE SAND, GRANULAR SOIL, STIFF CLAY

CERTIFICATION VALIDITY 01 JUNE 2023

REFERENCE DOCUMENTS:

DOCUMENT NO.	DOCUMENT TITLE	REV
2011-628-R03	STRATCO HOME SHED DESIGN REGION A AND B – STRUCTURAL DESIGN REPORT	4
2011-628-01S	FIXED BASE OPTION	1
2011-628-02S	PINNED BASE OPTION	1
2011-628-03S	GABLE SINGLE DOOR OPTION	1
2011-628-04S	GABLE DOUBLE DOOR OPTION	1
2011-628-05S	GABLE END COLUMNS	1
2011-628-06S	GABLE END SLIDING DOORS	0
-	STRATCO LARGE SPAN GABLE HOMESHED INSTALLATION GUIDE MARCH 2016	-



We hereby authorise STRATCO (Aust) Pty Ltd and its immediate customers for their product based on this design, to make multiple building permit applications for the above sheds for the designated wind region and category.

Soil classification noted above is as approved by the local building approval authority. In all cases the building owner must ensure subgrade and base is capable and where drainage is critical this is to be managed appropriately.

It is specifically noted the ductility of such structures will enable, without review, the acceptance of these structures in locations where the earthquake provisions of AS1170.4 are satisfied up to a K_pZ of 0.2 (probability factor X acceleration coefficient Z) NB^1 and NB^2 .

CERTIFIED

A handwritten signature in blue ink, appearing to read 'Robin Salter', is written over a light blue grid background.

Robin Salter BE (Hons) FIEAust CPEng
Principal Engineer
Eng. Aust. No.: 171379
N.T. Reg. No. : 137880ES
QLD. Reg. No. : 01477
Victoria Reg. No. : EC39412
NER Reg. No. : 171379

- * NB_1 . Where the location exceeds this, the design shall be checked by Stratco Head Office.
- * NB_2 . Unless otherwise required by specific client needs, P may be taken as 1/250 rather than 1/500. K_p of 0.75 rather than 1. These are ductile steel structures.

STRATCO STRENGTH



Stratco have developed a versatile range of Gable Roof Sheds to suit every situation. Stratco Gable Roof Sheds give you more space for storage, extra room for a workshop, provide the ideal space for a boat or caravan, and give you the opportunity to entertain all year round.

WARRANTY

Stratco is proud to support its Gable Roof Shed range with a comprehensive 15 Year Structural, 10 Year Paint Finish, 10 Year Life Prior to Perforation Warranty. Our warranty gives you peace of mind that when purchasing a Stratco Gable Roof Shed you are buying a quality product supported by one of the largest Steel Manufacturing Companies in Australia.

STRUCTURAL INTEGRITY

Our entire range of Gable Roof Sheds has been independently tested to meet all relevant Australian Building Standards and Building Code of Australia to give you the confidence that a Stratco Gable Roof Shed will stand the test of time.

- ✓ AS/NZS 1170.0 - Structural Design Actions - Part 0: General Principles
- ✓ AS/NZS 1170.1 - Structural Design Actions - Part 1: Permanent, imposed and other actions
- ✓ AS/NZS 1170.2 - Structural Design Actions - Part 2: Wind actions
- ✓ AS 4100:1998 - Steel structures
- ✓ AS/NZS 4600 - Cold-formed steel structures
- ✓ AS 3600 - Concrete structures
- ✓ AS 4055 - Wind Loads for Housing
- ✓ AS 1562.1 - Design and installation of sheet roof and wall cladding
- ✓ N.A.S.H. Standard - Residential and Low-rise Steel Framing - Part 1: Design Criteria

COMPANY HISTORY

Stratco has a proud history within the steel manufacturing industry, dating back over 70 years. Our commitment to supplying superior products and relentless innovation gives all of our customers the confidence that they are buying from a true industry leader who stand by their products.

Why buy a Gable Roof Shed from Stratco - **STRATCO STRENGTH!!!**

WARRANTY | STRUCTURAL INTEGRITY | COMPANY HISTORY



« SCAN THIS QR CODE TO FIND A STRATCO NEAR YOU

1300 155 155
stratco.com.au

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**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**

APPENDIX 12.1.3



Department of
**Local Government, Sport
and Cultural Industries**



LCSC Committee Meeting Monday 17 April 2023

Welcome & Open Meeting:

The President welcomed members and opened the meeting at 9.35am.

Present:

O Temby, P Williams, B Watson, M Cardy, L Temby, Bob Kilbington (Gun Club) and N Skoglund

Apologies:

S McLean and J Abbott

Minutes of previous meetings:

Moved Owen and Seconded Mike that the Minutes of 13 February 2023 be accepted Carried

Business Arising:

1. Air conditioner update – Norm gave an update saying that one board still remains to be repaired, members resolved that Norm follows up and obtains the boards which will then be given to another repairer.
2. Reticulation switchboard – Mike said that he has written to staff and the President re the long outstanding matter and has also had conversation with ground staff.
3. Road gravel to Gun Club – Bob advised that this is no longer outstanding.
4. Square Reader upgrade – Mike said that he has tested the set up and all working. Instructions to be held after the meeting.
5. Lounge blinds – Norm said that the staff recommendation is going to the 18 April Council meeting.
6. Sand for golf course – 3 truckloads yellow sand required. Norm to email Shire re providing the sand and ask them to liaise with Leon re delivery.

Inwards Correspondence:

- WFI bus insurance
- Shire of Gingin Tower Fund response
- Shire of Gingin Concept Enquiry bowls synthetic green
- Shire of Gingin lounge blinds
- Department of Water

Outwards correspondence:

- Email to Mark Paris re bus insurance
- Concept Enquiry bowls synthetic green
- Lounge blinds from Tower Funding
- Department of Water

Treasurers Report:

- As distributed – moved Pat seconded Leon to accept. Carried

Question on \$638.90 miscellaneous - \$500 from proceeds sale of arcade game and \$138.90 from Containers for Change.

General Business:

1. Support for bowls synthetic green – Pat gave an update on the bowling clubs application process and saying that the recommendation for support was going to the 18 April Council meeting. Members reiterated their unanimous support for the synthetic green.
2. Square Reader training – after this meeting and then as required.

MINUTES ORDINARY COUNCIL MEETING 18 JULY 2023

APPENDIX 12.1.3

3. Bar update – all going well with stock arriving Fridays after orders being submitted. Currently 10 RSA's but more needed from golf and bowls. Complex will pay for the training with Galaxy Training being a provider.
4. Cleaning routine – current cleaner doing a great job but only doing lounge, entry and upstairs toilets weekly. Spoke about downstairs toilets and change rooms, main hall and windows with members resolving that these three (3) areas are done monthly and the hall floor to be polished annually.
5. Mountain bike track – no submission to date. Members resolved that a proper proposal is required with a site plan, management plan and ongoing servicing plan.
6. Security issues – Mike spoke on issues in the car park and suggested that a high-definition surveillance system be looked at for the car park and entry area – Norm to follow up.
7. Water Bores – Norm tabled plan from the Department of Water and Environmental Regulation with marked bores not being correct. North bore was taken off the list over 12 months ago and not on the list of meters to be read. Need to follow up where the football oval is being watered from – Norm to follow up with John.
8. Alcohol consumption – discussion took place as to the consumption of alcohol around the Complex. Resolved that alcohol cannot not be brought onto the any licenced area by members or visitors with clubs conducting events to be responsible for policing.
9. Containers for Change – after discussion Mike moved and Owen seconded that the proceeds from Containers for Change be split 50/50 between Golf and Bowls with clearance of empties to be carried out monthly with Golf responsible for even months and Bowls for odd months commencing April. Carried
10. Rubbish bins – issue with people dumping household rubbish in the bins, after discussion it was resolved that it was better to have rubbish in the bins and not on the side of the road.
11. Water softener – the issue was raised as the lime build up in dishwashers, taps and water system can be fixed by installing a water softener, Norm to follow up.
12. AGM date – date set for Saturday 27 May at 10am.
13. Proposed extension to storage and golf cart area – Mike gave an update saying that he has had an estimate of \$34K for the building and \$4260 for the electrical with building plans currently being drawn up.
Moved Leon and seconded Pat that a Concept Enquiry from the LCSC be submitted to the Shire once plans and quotes are received. Carried
14. Football toilet facilities – Owen brought up the issue of these toilets not being up to standard as golfers use them at times and as they are left open they become dirty. Suggested discussions take place with the Pirates as to cleaning, toiletries and a possible key code locking system.
15. Millipedes – spoke about the influx of millipedes so members resolved that the premises be sprayed to irradiate them as well as the annual pest control inspection being done.

Club Reports:

1. Bowls – Season nearly over with a couple of Championships for ladies and men still to be played. Ladies were Pennant semi-finalists with the men missing finals. Community, Barefoot and group bowls were very successful. Club is going well and looking forward to a synthetic green.
2. Golf – Successful sponsors day on 16/4 with 452 players. Continuing to hold a sponsored event every month. Holding the Jan Ferguson ladies event on 27/4 . Mens Central Coast Championship to be held on 7 May. An electric cart with tipper has been purchased to assist with work around the course.
3. Football – no report
4. Netball - no report
5. Hockey - no report
6. Basketball - no report
7. Gun Club – promotion required to lift membership. Location discussions still happening.

Next meeting:

Monday 15 May 2023 at 9.30am.

Close of Meeting:

With no further business the meeting closed at 11.00am.



Lancelin Ledge Point Football Club



11h July 2023

Dear Norm,

the Pirates' Football, Netball and Hockey clubs would like to apologize for not having a delegate at the most recent LCSC meeting. We are very happy to support the Golf Clubs proposal to extend the golf cart shed with access to money from the Tower Fund.

Regards

Elle Armitage

Secretary

LLFC Pirates

llfcpirates@gmail.com

12.2 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 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 Financials (June 2023) - PROD 3217 V 2 [12.2.1 - 24 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To present for Council endorsement the Monthly Financial Report for the period ending 30 June 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 30 June 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 **\$2,425,019** variance in the Monthly Financial Report for the period ending 30 June 2023 is summarised across operations, investing and financing below, with a detailed explanation of variations within each area contained within the **Appendix**.

Under Budget

Operating Fund Surplus/Deficit	\$0
Operating Expenditure	\$253,487
Investing Activities – Revenue	\$(1,881,777)
Investing Activities – Expenditure	\$3,270,430
Financing Activities – Revenue	\$(2,699,005)
Financing Activities – Expenditure	\$1,008,792

Over Budget

Operating Revenue \$2,473,092

It should be noted that the June 2022/23 monthly financial report is an unaudited version of the year end position and further end of year processes will impact the final financial statements. Most notable of these are the year end reserve transfers (to and from reserves), and recalculation of provisions and current/noncurrent assets/liabilities.

Investments

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

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995

Part 6 – Financial Management

Division 3 – Reporting on activities and finance

Section 6.4 – Financial Report

Local Government (Financial Management) Regulations 1996

Part 4 – Financial Reports

Reg 34 – Financial activity statement required each month.

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

POLICY IMPLICATIONS

Policy 3.2 – Investments

BUDGET IMPLICATIONS

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 Balcombe **SECONDED:** Councillor Johnson

That Council endorse the Monthly Financial Report for the period ending 30 June 2023.

**CARRIED BY ABSOLUTE MAJORITY
6 / 0**

FOR: *Councillor Balcombe, Councillor Johnson, 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 30 June 2023**

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

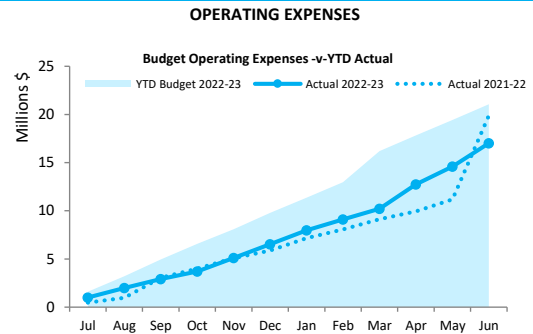
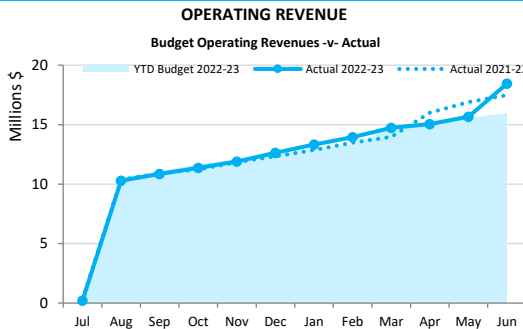
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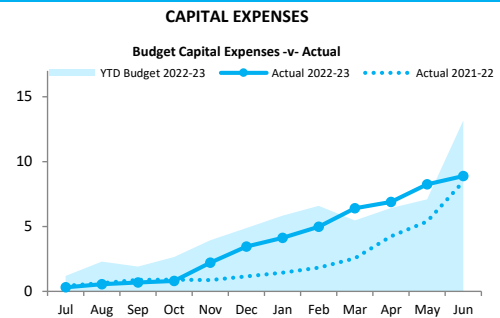
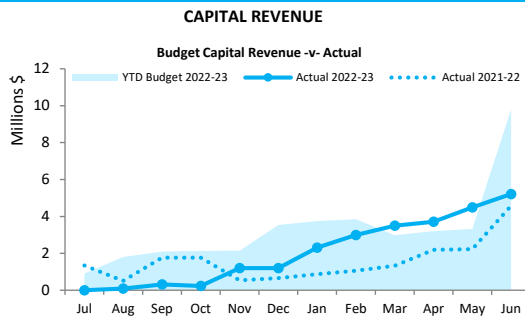
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2023**

SUMMARY INFORMATION - GRAPHS

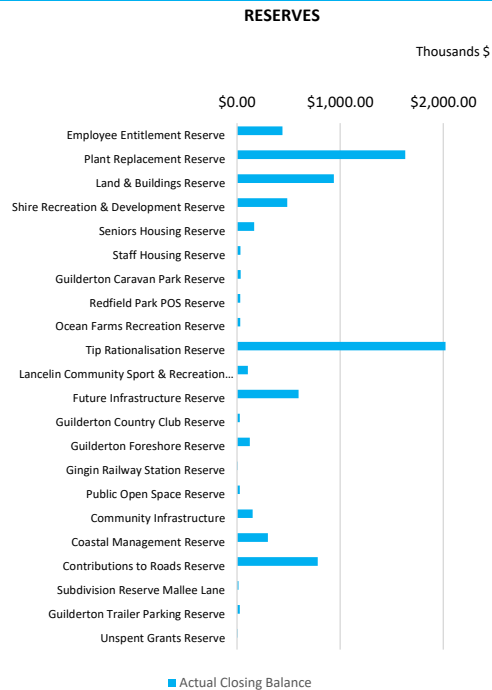
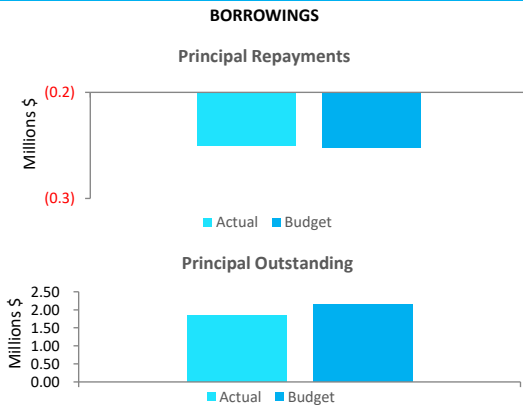
OPERATING ACTIVITIES



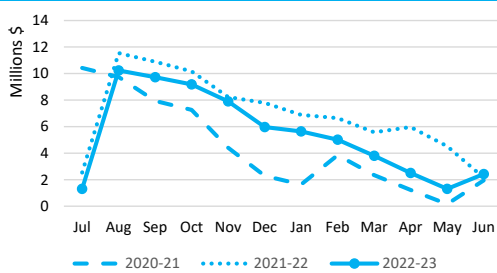
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 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	\$0.00 M	\$2.43 M	\$2.43 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$5.17 M	39.3%
Restricted Cash	\$7.99 M	60.7%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.49 M	
0 to 30 Days		82.2%
Over 30 Days		17.8%
Over 90 Days		0.2%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.41 M	95.8%
Trade Receivable	\$0.46 M	% Outstanding
Over 30 Days		(8.1%)
Over 90 Days		-10.4%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.23 M	\$1.23 M	\$3.95 M	\$2.73 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$9.44 M	
YTD Budget	\$9.42 M	0.2%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$3.89 M	
YTD Budget	\$1.78 M	118.1%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$4.15 M	
YTD Budget	\$4.11 M	1.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.79 M)	(\$4.79 M)	(\$3.40 M)	\$1.39 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.41 M	
Amended Budget	\$0.45 M	(10.4%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$8.36 M	
Amended Budget	\$11.63 M	(28.1%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$4.55 M	
Amended Budget	\$6.39 M	(28.7%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.41 M	\$1.41 M	(\$0.28 M)	(\$1.69 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.25 M
Interest expense	\$0.09 M
Principal due	\$1.84 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$7.99 M
Interest earned	\$0.19 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.03 M
Interest expense	\$0.00 M
Principal due	\$0.05 M

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 30 JUNE 2023**

NATURE OR TYPE DESCRIPTIONS

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.

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 30 JUNE 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	9,437,442	20,477	0.22%	
Rates (excluding general rate)		5,800	5,800	0	(5,800)	(100.00%)	
Operating grants, subsidies and contributions	12	1,783,991	1,783,991	3,891,137	2,107,146	118.11%	▲
Fees and charges		4,106,853	4,106,853	4,151,037	44,184	1.08%	
Interest earnings		292,776	292,776	351,417	58,641	20.03%	▲
Other revenue		366,717	366,717	386,960	20,243	5.52%	
Profit on disposal of assets	6	0	0	228,201	228,201	0.00%	▲
		15,973,102	15,973,102	18,446,194	2,473,092	15.48%	
Expenditure from operating activities							
Employee costs		(6,264,509)	(6,264,509)	(5,758,026)	506,483	8.08%	
Materials and contracts		(7,021,998)	(7,021,998)	(6,841,897)	180,101	2.56%	
Utility charges		(480,438)	(480,438)	(484,922)	(4,484)	(0.93%)	
Depreciation on non-current assets		(6,309,632)	(6,309,632)	(2,532,170)	3,777,462	59.87%	▲
Interest expenses		(92,436)	(92,436)	(89,953)	2,483	2.69%	
Insurance expenses		(379,836)	(379,836)	(382,019)	(2,183)	(0.57%)	
Other expenditure		(507,903)	(507,903)	(528,614)	(20,711)	(4.08%)	
Loss on disposal of assets	6	0	0	(394,746)	(394,746)	0.00%	▼
		(21,056,752)	(21,056,752)	(17,012,348)	4,044,404	(19.21%)	
Non-cash amounts excluded from operating activities	1(a)	6,309,632	6,309,632	2,518,715	(3,790,917)	(60.08%)	▼
Amount attributable to operating activities		1,225,982	1,225,982	3,952,561	2,726,579	222.40%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	6,386,200	6,386,200	4,552,335	(1,833,865)	(28.72%)	▼
Proceeds from disposal of assets	6	452,835	452,835	405,891	(46,944)	(10.37%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	8	2,278	2,278	2,278	(0)	(0.00%)	
Payments for financial assets at amortised cost - advances	8	1,929	1,929	960	(969)	50.22%	
Payments for property, plant and equipment and infrastructure	7	(11,632,394)	(11,632,394)	(8,361,964)	3,270,430	28.11%	▲
Amount attributable to investing activities		(4,789,152)	(4,789,152)	(3,400,499)	1,388,653	(29.00%)	
Financing Activities							
Proceeds from new debentures	8	550,000	550,000	250,000	(300,000)	(54.55%)	▼
Transfer from reserves	10	2,400,605	2,400,605	1,600	(2,399,005)	(99.93%)	▼
Payments for principal portion of lease liabilities	9	(32,001)	(32,001)	(34,087)	(2,086)	(6.52%)	
Repayment of debentures	8	(250,520)	(250,520)	(250,521)	(1)	(0.00%)	
Transfer to reserves	10	(1,253,405)	(1,253,405)	(242,525)	1,010,880	80.65%	▲
Amount attributable to financing activities		1,414,679	1,414,679	(275,534)	(1,690,213)	(119.48%)	
Closing funding surplus / (deficit)	1(c)	0	0	2,425,019	2,425,019	0.00%	▲

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 30 JUNE 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 30 June 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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 30/06/2023
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	0	0	(228,201)
Less: Non-cash grants and contributions for assets				(180,000)
Movement in pensioner deferred rates (non-current)		(10,511)	0	0
Add: Loss on asset disposals	6	4,040	0	394,746
Add: Depreciation on assets		6,040,267	6,309,632	2,532,170
Total non-cash items excluded from operating activities		6,033,796	6,309,632	2,518,715

(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 30 June 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(7,811,748)	(7,745,215)	(7,986,140)
Less: - Financial assets at amortised cost - self supporting loans	4	0	(4,207)	(969)
Add: Borrowings	8	250,521	250,521	0
Add: Lease liabilities	9	32,001	31,608	(394)
Total adjustments to net current assets		(7,529,226)	(7,467,293)	(7,987,503)

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

Current assets

Cash and cash equivalents	2	13,598,358	13,598,004	13,158,953
Rates receivables	3	376,190	399,663	410,788
Receivables	3	1,563,864	1,576,106	462,605
Other current assets	4	409,202	72,423	311,348
Less: Current liabilities				
Payables	5	(3,392,338)	(3,407,473)	(1,403,825)
Borrowings	8	(250,521)	(250,521)	0
Contract liabilities	11	(1,098,968)	(1,410,754)	(1,597,684)
Lease liabilities	9	(32,001)	(31,608)	394
Provisions	11	(1,004,339)	(930,057)	(930,057)
Less: Total adjustments to net current assets	1(b)	(7,529,226)	(7,467,293)	(7,987,503)
Closing funding surplus / (deficit)		2,640,221	2,148,491	2,425,019

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 30 JUNE 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	5,170,713	0	5,170,713	Bendigo Bank	0.00%	At Call
Reserve Bank Account	Cash and cash equivalents	0	7,986,140	7,986,140	Bendigo Bank	0.00%	At Call
Cash on hand	Cash and cash equivalents	2,100	0	2,100	Petty Cash/Till float	N/A	At Call
Total		5,172,813	7,986,140	13,158,953			
Comprising							
Cash and cash equivalents		5,172,813	7,986,140	13,158,953			
		5,172,813	7,986,140	13,158,953			

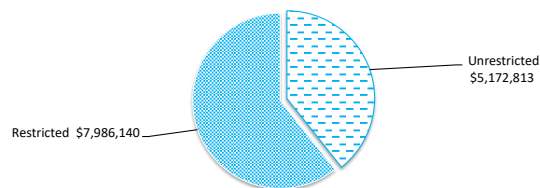
KEY INFORMATION

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.

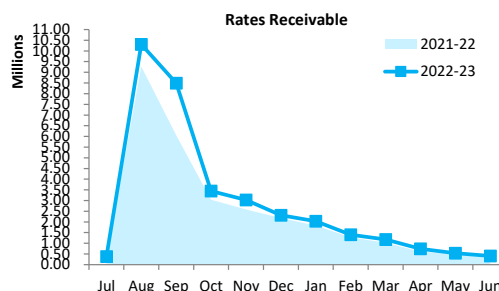
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2022	30 Jun 2023
	\$	\$
Opening arrears previous years	817,748	399,663
Levied this year	8,889,160	9,437,442
Less - collections to date	(9,307,245)	(9,426,317)
Gross rates collectable	399,663	410,788
Net rates collectable	399,663	410,788
% Collected	95.9%	95.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	30,957	178,867	1,610	2,990	(20,134)	194,291
Percentage	15.9%	92.1%	0.8%	1.5%	-10.4%	
Balance per trial balance						
Sundry receivable						194,291
GST receivable						151,993
Allowance for impairment of receivables from contracts with customers						(9,024)
Legal costs - recovery of rates						78,100
Rubbish fees						47,245
Total receivables general outstanding						462,605

Amounts shown above include GST (where applicable)

KEY INFORMATION

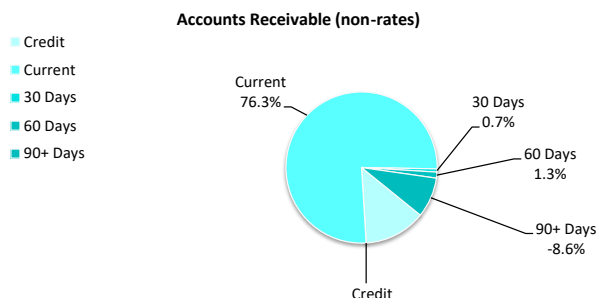
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 30 JUNE 2023**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 June 2023
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	2,278	0	(2,278)	0
Financial assets at amortised cost - loan advances	1,929	0	(960)	969
Inventory				
Fuel	34,026	0	0	12,542
History books	14,865	(21,484)	0	14,865
Other Assets				
Prepayments	19,325	0	13,647	32,972
Contract assets				
Contract assets	0	250,000		250,000
Total other current assets	72,423	228,516	10,409	311,348
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

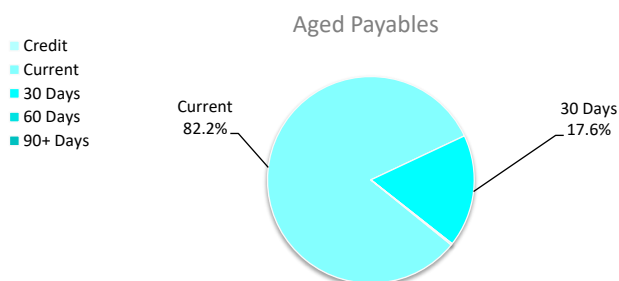
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	397,158	85,104	0	1,091	483,353
Percentage	0%	82.2%	17.6%	0%	0.2%	
Balance per trial balance						
Sundry creditors						485,345
ATO liabilities						22,563
Prepaid rates						198,003
Bonds & deposits						681,010
Accrued interest on long term borrowings						16,904
Total payables general outstanding						1,403,825

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.

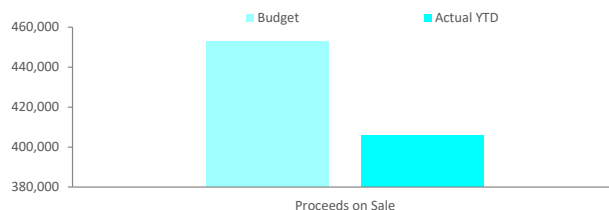


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
	Recreation and culture								
	Disposal of GG Tennis Club Rooms	0	0	0	0	59,660	0	0	(59,660)
	Disposal of GG Tennis Club Female Ablutions	0	0	0	0	13,692	0	0	(13,692)
	Disposal of GG Tennis Club Male Ablutions	0	0	0	0	15,109	0	0	(15,109)
	Buildings								
	Economic Services								
	Disposal of Redfield Park Entry Statement	0	0	0	0	31,122	0	0	(31,122)
	Plant and equipment								
	Law, order, public safety								
	Sale of utility - GG073	16,363	16,363	0	0	15,000	16,364	1,364	0
	Sale of utility - GG070	15,000	15,000	0	0	19,377	17,273	0	(2,104)
	Sale of utility - GG074	15,000	15,000	0	0	15,000	14,727	0	(273)
	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	6,350	45,000	38,650	(45,000)
	Sale of Light Tanker - GG057*	45,000	45,000	0	0	6,350	45,000	38,650	(45,000)
	Sale of Light Tanker - GG069*	45,000	45,000	0	0	6,500	45,000	38,500	(45,000)
	Sale of Light Tanker - GG075*	45,000	45,000	0	0	6,250	45,000	38,750	(45,000)
	Health								
	Sale of vehicle - GG098 (LA)	7,273	7,273	0	0	0	7,273	7,273	0
	Recreation and culture								
	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	24,993	60,000	35,008	0
	Sale of trailer - GG6015	1,000	1,000	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 - GG051	20,000	20,000	0	0	0	0	0	0
	Sale of Van - GG009*	47,727	47,727	0	0	52,067	47,727	0	(4,339)
	Disposal of trailer - GG6725	0	0	0	0	300	0	0	(300)
	Disposal of Vehicle Hoist	0	0	0	0	375	455	80	0
	Economic services								
	Sale of utility - GG044 - GU c/park	31,818	31,818	0	0	16,000	31,818	15,818	0
	Sale of Trailer GG014 - GU c/park*	4,000	4,000	0	0	3,456	3,636	180	0
	Sale of mower - GU c/park*	4,000	4,000	0	0	11,500	4,091	0	(7,409)
	Sale of equipment - GU c/park*	1,709	1,709	0	0	0	1,618	1,618	0
	Other property and services								
	Infrastructure - Parks and Ovals								
	Recreation and culture								
	Disposal of play equip - Pioneer Park LA*	0	0	0	0	2,403	0	0	(2,403)
	Disposal of play equip - Key Biscayne Park LP*	0	0	0	0	10,148	0	0	(10,148)
	Disposal of play equip - GU Country Club*	0	0	0	0	7,501	0	0	(7,501)
	Disposal of play equip - Granville Park GG*	0	0	0	0	11,881	0	0	(11,881)
	Disposal of play equip - Neergabby*	0	0	0	0	17,386	0	0	(17,386)
	Disposal of play equip - Lancelin Rec Ground LA*	0	0	0	0	31,420	0	0	(31,420)
		452,835	452,835	0	0	392,437	405,891	228,201	(394,746)

* A result of a Council approved budget variation



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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	421,000	22,790	(398,210)
Buildings - specialised	808,914	808,914	497,139	(311,775)
Plant and equipment	3,237,965	3,237,965	484,048	(2,753,917)
Vehicles			1,205,351	1,205,351
Work in progress - PPE			19,052	19,052
Infrastructure - roads	4,993,689	4,993,689	4,793,156	(200,533)
Infrastructure - footpaths	20,000	20,000	25,119	5,119
Infrastructure - parks & ovals	1,361,995	1,361,995	530,207	(831,788)
Infrastructure - other	568,831	568,831	122,384	(446,447)
Infrastructure - bridges	130,000	130,000	114,119	(15,881)
Work in progress - Infrastructure			545,974	545,974
Payments for Capital Acquisitions	11,632,394	11,632,394	8,361,964	(3,270,430)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	6,386,200	6,386,200	4,552,335	(1,833,865)
Borrowings	550,000	550,000	250,000	(300,000)
Other (disposals & C/Fwd)	452,835	452,835	405,891	(46,944)
Cash backed reserves	1,818,497	2,400,605	2,400,605	0
Contribution - operations	2,424,862	1,842,754	753,132	(1,089,622)
Capital funding total	11,632,394	11,632,394	8,361,964	(3,270,430)

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.

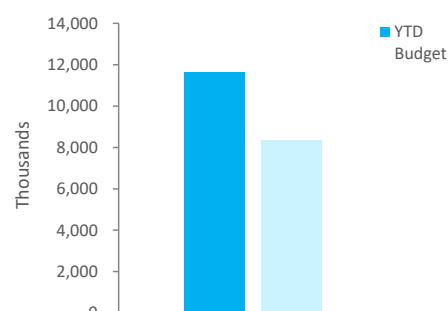
Initial recognition and measurement for assets held at cost

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

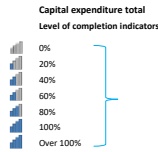


MINUTES ORDINARY COUNCIL MEETING 18 JULY 2023

APPENDIX 12.2.1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 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
		\$	\$	\$	\$
BC1102-141103120	Abulution Block - Gabbadah Park - Building (Capital)	20,000	20,000	7,600	(12,400)
BC1103-141101120	Gingin CWA - Building (Capital)	90,000	90,000	0	(90,000)
BC1140-141101120	Sovereign House & Ablution Block - Building (Capital)	40,000	40,000	12,050	(27,950)
BC1119-141103120	Jim Gordon V.C. Trail	10,618	10,618	0	(10,618)
BC11261-141102120	Abulution Block - Guilderton Foreshore - Building (Capital)	9,759	9,759	3,480	(6,279)
BC11290-141102140	Abulution Block - Lancelin Back Beach - Building (Capital)	16,000	16,000	14,870	(1,130)
BC11310-141103120	Gingin Pistol Club - Building (Capital)	15,125	15,125	0	(15,125)
BC11312-141103120	Gingin Bowling Club - Building (Capital)	60,000	60,000	29,415	(30,585)
BC11319-141103120	Gingin Recreation Centre - Building (Capital)	59,684	59,684	50,253	(9,431)
BC11700-141107140	Old Granville Building - Building (Capital)	300,000	300,000	19,828	(280,173)
BC1181-141103120	Abulution Block - Ledge Point Oval - Building (Capital)	10,000	10,000	0	(10,000)
BC1182-141007120	Abulution Block - Ledge Point De Burgh St - Building (Capital)	0	0	20,916	20,916
-141007140	BC1182 - Ablution Block - Ledge Point De Burgh St - Building (Capital)	60,000	60,000	20,650	(39,350)
BC12290-141201140	Lancelin/Ledge Point Depot - Building (Capital)	20,000	20,000	0	(20,000)
BC1320-141302120	Information Bays - Building (Capital)	16,000	16,000	9,315	(6,685)
BC1321-141302120	Scenic Lookouts - Building (Capital)	20,000	20,000	0	(20,000)
BC13253-141302120	Redfield Park Entry Statement - Building (Capital)	15,000	15,000	18,896	3,896
BC14200-141402120	Gingin Administration Office - Building (Capital)	10,000	10,000	5,600	(4,400)
BC5100-140501120	Gingin Colocation Fire Facility - Building (Capital)	320,788	320,788	264,801	(55,987)
BC5160-140501120	Guilderton Fire Shed - Building (Capital)	25,000	25,000	6,966	(18,034)
BC5180-140501120	Ledge Point Fire Shed - Building (Capital)	5,000	5,000	0	(5,000)
BC5500-140501120	Gingin Fire Shed - Building (Capital) - (Robinson)	65,000	65,000	12,591	(52,409)
BC7700-140707140	Gingin Medical Centre - Building (Capital)	5,000	5,000	0	(5,000)
BC7740-140707140	Redfield Park First Aid Post - Building (Capital)	20,000	20,000	0	(20,000)
BC7791-140707120	Wangaree Community Centre - Building (Capital)	7,100	7,100	0	(7,100)
BC8290-140802120	Vins Way Lancelin Bus Shelter - Building (Capital)	9,840	9,840	9,840	(0)
BC9490-140904140	Seniors Units - Lancelin - Building (Capital)	0	0	31,755	31,755
P005-140507300	4WD Utility Dual Cab CESM	60,793	60,793	0	(60,793)
P006-141203300	Case Loader GG006 - Plant Capital	291,500	291,500	265,000	(26,500)
P013-141203300	Isuzu Utility 4WD Space Cab - GG Maint Supervisor	59,633	59,633	64,940	5,307
P017-141203300	Isuzu Utility 4WD Space Cab (tipper) - Guilderton	68,517	68,517	0	(68,517)
P018-141203300	Sign Trailer - Capital Project	7,136	7,136	7,136	0
P033-141203300	Isuzu Utility 4WD Space Cab (tipper) - LA Gardene	68,517	68,517	0	(68,517)
P034-141203300	Mower (Kubota) Lancelin - Capital Project	30,539	30,539	0	(30,539)
P041-141203300	Mower (Kubota) Gingin - Capital Project	30,539	30,539	0	(30,539)
P049-141203300	Isuzu Utility 4WD Dual Cab - Construction/Maint Ut	64,615	64,615	64,615	0
P050-141203300	Isuzu Utility 4WD Dual Cab - Construction Ute GG05	67,450	67,450	68,423	973
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	236,841	236,841	(0)
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	58,160	49,412	(8,748)
P073-140503300	Isuzu Utility 4WD Space Cab - Ranger 1 GG073	58,160	58,160	56,369	(1,791)
-140503310	P073 - Isuzu Utility 4WD Space	0	0	(1,971)	(1,971)
P074-140503300	OTH HELATH - Plant & Equipment (Capital) MUN	58,160	58,160	49,019	(9,141)
P075-140501300	Guilderton Light Tanker GG075 - Plant Capital	236,946	236,946	236,946	(0)
P098-140706300	PLAN - Plant & Equipment (Capital) MUN	0	0	21,064	21,064
-140707300	OTH HEALTH - Plant & Equipment (Capital) MUN	21,540	21,540	0	(21,540)
P4-140704300	Isuzu MU-X EMRDS 4GG - Capital Project	43,000	43,000	0	(43,000)
-141006300	PLAN - Plant & Equipment (Capital) MUN	(43,000)	(43,000)	0	43,000
PNEW1-141203300	MEMBERS - Building - Specialised (Capital) MUN	93,700	93,700	94,300	600
PNEW2-141203300	Bob Cat	113,805	113,805	0	(113,805)
PNEW3-141203300	FIRE - Plant & Equipment (Capital) MUN	0	0	2,150	2,150
PNEW4-141203300	FIRE - Plant & Equipment (Capital) - MUN	260,000	260,000	0	(260,000)
PNEW5-141203300	FIRE - Vehicles (Capital) - MUN	172,000	172,000	0	(172,000)
PSLASH-141203300	Slasher (Verge Maintenance) x 2 - Capital Project	0	0	1,110	1,110
-140501300	FIRE - Plant & Equipment (Capital) MUN	552,355	552,355	(947,645)	(1,500,000)
-140501310	140501310 - FIRE - Vehicles (Capital) - MUN	0	0	947,645	947,645
-140503300	OLOPS - Plant & Equipment (Capital) MUN	0	0	(105,389)	(105,389)
-140503310	OLOPS - Vehicles (Capital) MUN	0	0	105,389	105,389
-140706300	COM AMEN - Buildings - Specialised (Capital) MUN	0	0	(21,064)	(21,064)
-140707310	TOUR - Building Specialised WIP (Capital)	0	0	21,250	21,250
-140904120	SEN HOUSE - Building - Specialised (Capital) MUN	0	0	9,955	9,955
-140904140	SEN HOUSE - Building - Non Specialised (Capital) MUN	0	0	(9,955)	(9,955)
-141007120	COM AMEN - Building - Specialised (Capital) MUN	0	0	20,650	20,650

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)**

	Account Description	FY Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		\$	\$	\$	\$
▲	-141007140	0	0	(20,650)	(20,650)
▲	-141102120	0	0	14,870	14,870
▲	-141102140	0	0	(14,870)	(14,870)
▲	-141107120	0	0	18,838	18,838
▲	-141107140	0	0	(18,838)	(18,838)
▲	-141203300	153,200	153,200	(133,038)	(286,238)
▲	-141203310	0	0	133,038	133,038
▲	-141302080	90,000	90,000	2,625	(87,375)
▲	-141302120	0	0	(18,896)	(18,896)
▲	-141302121	0	0	19,052	19,052
▲	BR836-141201670	130,000	130,000	114,119	(15,881)
▲	BS008-141201540	0	0	3,305	3,305
▲	CC10070141007700	87,910	87,910	0	(87,910)
▲	DC000141201650	33,000	33,000	18,054	(14,946)
▲	DC089141201660	0	0	10,480	10,480
▲	DC278141201650	100,000	100,000	192,538	92,538
▲	DC281141201660	26,026	26,026	23,466	(2,560)
▲	DC294141201660	34,554	34,554	29,700	(4,854)
▲	FC098141201700	0	0	2,730	2,730
▲	FC1126141201700	20,000	20,000	0	(20,000)
▲	FC117141201700	0	0	3,219	3,219
▲	FC321141201700	0	0	19,170	19,170
▲	LRCI000141201610	20,000	20,000	25,000	5,000
▲	LRCI0002140503900	80,000	80,000	0	(80,000)
▲	LRCI0003141103700	100,000	100,000	36,467	(63,533)
▲	LRCI0004141103700	17,000	17,000	6,900	(10,100)
▲	LRCI013141201610	127,354	127,354	92,883	(34,471)
▲	LRCI114141201610	114,000	114,000	56,233	(57,767)
▲	LRCI128141201610	25,000	25,000	23,420	(1,580)
▲	LRCI130141201610	25,000	25,000	25,000	0
▲	LRCI135141201610	25,000	25,000	24,849	(151)
▲	LRCI136141201610	43,000	43,000	43,000	0
▲	LRCI150141201610	79,000	79,000	64,066	(14,934)
▲	LRCI161141201610	44,000	44,000	40,000	(4,000)
▲	LRCI170141201610	25,000	25,000	25,000	0
▲	LRCI174141201610	44,000	44,000	36,175	(7,825)
▲	LRCI182141201610	32,000	32,000	27,346	(4,654)
▲	LRCI202141201610	31,000	31,000	22,473	(8,527)
▲	LRCI238141201610	31,000	31,000	31,000	0
▲	LRCI249141201610	114,000	114,000	78,590	(35,410)
▲	LRCI301141201610	82,000	82,000	74,545	(7,455)
▲	LRCI315141201610	22,224	22,224	20,204	(2,020)
▲	LRCI319141201610	48,000	48,000	72,517	24,517
▲	OC10570141005900	0	0	0	0
▲	OC1119141103900	0	0	0	0
▲	141102900	0	0	0	0
▲	OC11265141302900	10,000	10,000	0	(10,000)
▲	OC13260141302900	0	0	0	0
▲	OC13263141302900	50,000	50,000	46,142	(3,858)
▲	PC11300141103700	0	0	0	0
▲	PC11391141103700	0	0	0	0
▲	R3R122141201440	0	0	0	0
▲	R3R286141201450	266,920	266,920	260,262	(6,658)
▲	RC008141201410	0	0	0	0
▲	RC055141201420	0	0	0	0
▲	RC213141201400	0	0	0	0
▲	RC247141201400	0	0	0	0
▲	RC286141201420	0	0	30	30
▲	RRG00141201490	983,073	983,073	1,046,993	63,920
▲	RRSP002141201620	0	0	0	0
▲	WSFN006141201620	0	0	0	0
▲	WSFN008141201620	461,312	461,312	320,561	(140,751)
▲	WSFN009141201620	547,051	547,051	557,616	10,565
▲	141102700	0	0	(462,894)	(462,894)
▲	141102910	0	0	462,894	462,894
		11,632,394	11,632,394	8,361,964	(3,270,430)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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	(3,084)	(4,009)
Community amenities										
Tip Rationalisation Site	111	396,226	0	0	(21,386)	(21,386)	374,840	374,840	(24,852)	(25,374)
Seabird Sea Wall	127	102,876	0	0	(21,874)	(21,874)	81,002	81,002	(2,211)	(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	(41,117)	(41,117)	254,993	254,993	(20,086)	(20,421)
Regional Hardcourt Facility	120	218,299	0	0	(25,386)	(25,386)	192,913	192,913	(14,110)	(14,165)
Regional Hardcourt Facility	124A	211,538	0	0	(22,817)	(22,817)	188,721	188,721	(8,434)	(8,503)
Gingin Swimming Pool Tiling	126	65,584	0	0	(15,647)	(15,647)	49,937	49,937	(1,714)	(1,913)
Gingin Outdoor Activity Space	132	160,414	0	0	(16,824)	(16,824)	143,590	143,590	(2,228)	(2,237)
Lancelin Cunliffe Street Carpark	133	0	250,000	250,000	0	0	250,000	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	(9,334)	(9,334)	139,253	139,253	(2,829)	(2,835)
Lot 44 Weld Street, Gingin	123	135,491	0	0	(18,902)	(18,902)	116,589	116,589	(8,834)	(9,107)
		1,826,162	250,000	550,000	(248,243)	(248,242)	1,827,919	2,127,920	(88,450)	(91,276)
Self supporting loans										
Recreation and culture										
Ledge Point Country Club Cool Room	130	17,023	0	0	(2,278)	(2,278)	14,745	14,745	(350)	(355)
Guilderton Bowling Club Synthetic Greens - Advance	016	0	0	0	0	(1,929)	0	0	0	0
		17,023	0	0	(2,278)	(4,207)	14,745	14,745	(350)	(355)
Total		1,843,185	250,000	550,000	(250,521)	(252,449)	1,842,664	2,142,665	(88,800)	(91,631)
Current borrowings		252,449					0			
Non-current borrowings		1,590,736					1,842,664			
		1,843,185					1,842,664			

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	250,000	250,000	WATC	Council	10		4.5572	250,000	250,000	0
	250,000	550,000				0		250,000	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 30 JUNE 2023**

FINANCING ACTIVITIES

NOTE 9

LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2022	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Other property and services										
Lancelin administration office	1	9,126	0	0	(9,127)	(7,041)	(1)	2,085	(54)	(50)
Postal franking machine	2	0	0	0	0	0	0	0	0	(50)
Photocopier - Ineo 958	3	10,181	0	0	(7,622)	(7,622)	2,559	2,559	(75)	(73)
IT Server	4	60,175	0	0	(17,338)	(17,338)	42,837	42,837	(676)	(676)
Total		79,482	0	0	(34,087)	(32,001)	45,395	47,481	(805)	(849)
Current lease liabilities		33,693					-394			
Non-current lease liabilities		45,789					45,789			
		<u>79,482</u>					<u>45,395</u>			

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.

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APPENDIX 12.2.1

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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	10,405	0	0	0	0	440,074	440,075
Plant and Equipment Reserve	1,593,152	38,573	38,578	20,527	0	(943,576)	0	708,676	1,631,730
Land and Buildings Reserve	916,406	22,188	22,191	0	0	(612,697)	0	325,897	938,597
Guilderton Caravan Park Reserve	34,018	823	824	0	0	(30,000)	0	4,841	34,842
Shire Recreation Development Reserve	469,779	11,374	11,376	90,000	0	(208,200)	0	362,953	481,155
Redfield Park Reserve	31,469	763	762	0	0	0	0	32,232	32,231
Ocean Farm Recreation Reserve	31,161	754	755	0	0	0	0	31,915	31,916
Tip Rationalisation Reserve	1,973,830	47,790	47,796	208,461	0	(55,000)	0	2,175,081	2,021,626
Lancelin Community Sport and Recreation Reserve	103,512	2,506	2,507	19,775	0	(5,352)	0	120,441	106,019
Community Infrastructure Reserve	36,531	885	859	2,400	0	0	(1,600)	39,816	35,790
Staff Housing	33,559	613	813	0	0	0	0	34,172	34,372
Future Infrastructure Reserve	529,305	12,815	12,817	0	0	0	0	542,120	542,122
Guilderton Country Club Reserve	27,237	659	660	8,080	0	(15,000)	0	20,976	27,897
Coastal Management Reserve - Coastal Inundation	292,391	7,080	7,080	100,000	0	(55,200)	0	344,271	299,471
Guilderton Foreshore Reserve	121,075	2,932	2,932	207,073	0	0	0	331,080	124,007
Unspent Grants Reserve - Youth Services Website Grant	5,014	121	121	0	0	0	0	5,135	5,135
Seniors Housing Reserve	162,145	3,926	3,926	25,000	0	0	0	191,071	166,071
Gingin Railway Station Reserve	5,747	140	139	0	0	0	0	5,887	5,886
Contributions to Roads Reserve - Cullalla Road Intersection	45,128	1,093	1,093	0	0	0	0	46,221	46,221
Contribution to Roads Reserve - Cowalla Road Intersection	16,046	388	389	0	0	0	0	16,434	16,435
Contribution to Roads Reserve - Chitna Road	3,009	73	73	0	0	0	0	3,082	3,082
Contribution to Roads Reserve - Balance of Muni Funds	700,377	16,957	16,960	300,000	0	(420,580)	0	596,754	717,337
Community Infrastructure Reserve - Lower Coastal Fire Control	25,266	612	612	0	0	0	0	25,878	25,878
Community Infrastructure Reserve - Gingin Logo Plates	8,030	195	194	0	0	0	0	8,225	8,224
Community Infrastructure Reserve - Gingin Ambulance	48,120	1,165	1,165	6,000	0	0	0	55,285	49,285
Community Infrastructure - Lancelin Ambulance Subdivision Reserve - Mallee Lane Subdivision Contribution towards DUP Cheriton Rd to Brockman St	30,937	750	749	18,000	0	0	0	49,687	31,686
Public Open Space Reserve	14,672	355	355	0	0	0	0	15,027	15,027
Guilderton Trailer Parking Reserve	26,050	630	631	0	0	0	0	26,680	26,681
Gingin Outdoor Activity Space	26,745	648	648	5,760	0	0	0	33,153	27,393
Wheatbelt Development Commission - Tourism Project	4,834	117	117	0	0	0	0	4,951	4,951
	0	0	0	55,000	55,000	(55,000)	0	0	55,000
	7,745,215	187,329	187,525	1,066,076	55,000	(2,400,605)	(1,600)	6,598,015	7,986,140

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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 30 June 2023
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		1,410,754	0	3,935,803	(3,748,873)	1,597,684
Total other liabilities		1,410,754	0	3,935,803	(3,748,873)	1,597,684
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	3,935,803	(3,748,873)	2,527,741
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.

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APPENDIX 12.2.1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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	Original Annual Budget	Budget Variations	Expected	YTD Revenue
	1 July 2022		(As revenue)	30 Jun 2023	30 Jun 2023	Revenue	Budget	Budget			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	1,480,437
Financial Assistance Grant - Roads	0	0	0	0	0	184,852	184,852	103,078	81,774	184,852	1,270,639
Financial Assistance Grant - Bridges	0	350,062	0	350,062	350,062	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	251,308	251,308	0	251,308	251,308
	0	0	0	0	0	0	0	0	0	0	(394)
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	(50,000)	0	0	47,587	47,587	47,587	0	47,587	80,000
CAP Grant Funding	0	0	0	0	0	35,200	35,200	109,900	(74,700)	35,200	34,835
CMPAP Coastal Inundation Integration	0	0	0	0	0	0	0	0	0	0	15,870
Recreation and culture											
Library - Technology & Digital Grant	0	0	0	0	0	500	500	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
Economic services											
Tourism contributions	0	0	0	0	0	0	0	0	0	0	3,570
	96,971	350,062	(96,971)	350,062	350,062	1,160,834	1,160,834	1,001,286	159,548	1,160,834	3,439,817
Operating contributions											
General purpose funding											
Recovery of legal costs - rates	0	0	0	0	0	0	0	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	61,285	61,285	0	61,285	110,506
BRMO Grant - DFES	23,734	122,467	(74,117)	72,084	72,084	122,467	122,467	122,467	0	122,467	74,117
MAF Mitigation - DFES	0	171,203	(171,203)	0	0	342,405	342,405	0	342,405	342,405	171,203
Gingin Resilience Project - Mindaroo Foundation	0	100,000	0	100,000	100,000	0	0	0	0	0	0
Health											
Sale of logo plates	0	0	0	0	0	0	0	0	0	0	273
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	2,400	14,400	(12,000)	2,400	(1,964)
Drum Muster	0	0	0	0	0	0	0	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	10,000	10,000	0	10,000	10,000
Contribution income for suite of events	0	0	0	0	0	10,000	10,000	12,000	(2,000)	10,000	12,682
Contributions - Library Services	0	0	0	0	0	100	100	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	0	29,000	(29,000)	0	0
Workers compensation contribution provision	0	0	0	0	0	0	0	100	(100)	0	0
	317,201	1,871,270	(1,722,919)	465,552	465,552	623,157	623,157	331,352	291,805	623,157	451,321
TOTALS	414,172	2,221,332	(1,819,890)	815,614	815,614	1,783,991	1,783,991	1,332,638	451,353	1,783,991	3,891,137

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APPENDIX 12.2.1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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 30 Jun 2023	Current Liability 30 Jun 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	(280,602)	40,187	40,187	320,788	320,788	320,788	0	320,788	280,602
DFES - Capital Grant - Vehicles	0	0	0	0	0	1,500,000	1,500,000	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	100,000	100,000	0	100,000	0
Coastal Hazard Risk Management Plan	0	0	0	0	0	26,450	26,450	26,450	0	26,450	0
Recreation and culture											
LRCI - Unspent funds	18,581	125,000	(3,480)	140,101	140,101	448,800	448,800	1,263,005	(814,205)	448,800	3,480
Cunliffe Street Redevelopment	0	0	0	0	0	250,000	250,000	250,000	0	250,000	250,000
CSRFF - Lancelin Sports Complex Multi-court	0	0	0	0	0	0	0	90,000	(90,000)	0	0
Transport											
LRCI - Unspent Funds Roads	373,332	867,018	(937,369)	302,980	302,980	1,268,629	1,268,629	0	1,268,629	1,268,629	719,163
Roads to Recovery	283,880	682,455	(707,533)	258,802	258,802	1,078,130	1,078,130	1,078,130	0	1,078,130	1,017,306
Regional Road Group (Cowalla & Moolabeenee Rd)	0	0	0	0	0	393,175	393,175	504,742	(111,567)	393,175	504,743
Wheatbelt Secondary Freight Network (KW Rd)	0	0	0	0	0	1,000,228	1,000,228	1,000,228	0	1,000,228	829,397
	996,582	1,714,473	(1,928,984)	782,071	782,071	6,386,200	6,386,200	8,088,343	(1,702,143)	6,386,200	4,552,335

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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 30 Jun 2023
	\$	\$	\$	\$
Public Open Space	11,326	0	0	11,326
	11,326	0	0	11,326

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APPENDIX 12.2.1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 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
SP112303	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 & Cultrre	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	0	0	(82,000)	0
151107810	Updating / Replacing of fire safety equipment at Guilderton Caravan Park Transfer from Land and Building Reserve #5	OCM 20/12/2022 - 17.1	Capital Revenue	0	20,000	0	20,000
151302810	Updating / Replacing of fire safety equipment at Guilderton Caravan Park - Transfer from Guilderton Caravan Park Reserve #6	OCM 20/12/2022 - 17.1	Capital Revenue	0	30,000	0	50,000
OC13263	Updating / Replacing of fire safety equipment at Guilderton Caravan Park	OCM 20/12/2022 - 17.1	Capital Expenses	0	0	(50,000)	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
151107810	Transfer from Land & Building Reserve #5 for repairs to Old Granville Building	OCM 21/03/2023 - 14.2	Capital Revenue	0	300,000	0	0
BC11700	Repairs to Old Granville Building	OCM 21/03/2023 - 14.2	Capital Expenses	0	0	(300,000)	(300,000)
151103810	Transfer from Lancelin Community Sport & Recreation Reserve #11 - Lancelin Community Sporting Club Lounge Area Blinds	OCM 18/4/2023 - 12.5	Capital Revenue	0	5,352	0	5,352
CG11301	Lancelin Community Sporting Club Lounge Area Blinds	OCM 18/4/2023 - 12.5	Operating Expenses	0	0	(5,352)	0
141203810	Disposition of Assets - Guilderton Caravan Park Plant Items	OCM 18/4/2023 - 12.4	Capital Expenses	0	0	(20,527)	(20,527)
SP113200	Disposition of Assets - Guilderton Caravan Park Plant Items	OCM 18/4/2023 - 12.4	Capital Revenue	0	0	(1,000)	(21,527)
SV113200	Disposition of Assets - Guilderton Caravan Park Plant Items	OCM 18/4/2023 - 12.4	Capital Revenue	0	15,818	0	(5,709)
151203500	Disposition of Assets - Guilderton Caravan Park Plant Items	OCM 18/4/2023 - 12.4	Capital Revenue	0	5,709	0	0
151103810	Transfer from Shire Recreation & Development Reserve #7 - Urgent Council Playground Repairs	OCM 18/4/2023 - 14.2	Capital Revenue	0	40,000	0	40,000
121103680	Urgent Council Playground Repairs	OCM 18/4/2023 - 14.2	Operating Expenses	0	0	(40,000)	0
151203810	Transfer from plant and Equipment reserve #3	OCM 18/4/2023 - 14.1	Capital Revenue	0	41,376	0	41,376
SV112304	Proceeds on sale of GG009 - VW Transporter Van	OCM 18/4/2023 - 14.1	Capital Revenue	0	47,727	0	89,103
SV11300	Retention of Fleet Vehicle - GG017	OCM 18/4/2023 - 14.1	Capital Revenue	0	0	(21,818)	49,104
SV11301	Retention of Fleet Vehicle - GG033	OCM 18/4/2023 - 14.1	Capital Revenue	0	0	(21,818)	27,286
SV112302	Retention of Fleet Vehicle - GG050	OCM 18/4/2023 - 14.1	Capital Revenue	0	0	(21,818)	5,468
P050	Purchase of New Fleet Vehicle	OCM 18/4/2023 - 14.1	Capital Expenses	0	0	(2,001)	3,467
P013	Purchase of New Fleet Vehicle	OCM 18/4/2023 - 14.1	Capital Expenses	0	367	0	3,834
P017	Purchase of New Fleet Vehicle	OCM 18/4/2023 - 14.1	Capital Expenses	0	0	(1,917)	1,917
P033	Purchase of New Fleet Vehicle	OCM 18/4/2023 - 14.1	Capital Expenses	0	0	(1,917)	0
151103810	Transfer from Guilderton Country Club Reserve #16 for upgrade of Country Club facilities	OCM 16/05/2023 - 12.3	Capital Revenue	0	15,000	0	15,000
CG11303	Contribution towards Guilderton Country Club facilities upgrade	OCM 16/05/2023 - 12.3	Operating Expenses	0	0	(15,000)	0
151005810	Transfer from Coastal Management Reserve - Sand Renourishment - Hopkins St/Grace Darling Park	OCM 20/06/2023 - 11.5	Capital Revenue	0	15,000	0	15,000
EP10576	Sand Renourishment - Hopkins St/Grace Darling Park	OCM 20/06/2023 - 11.5	Operating Expenses	0	0	(15,000)	0
151107810	Transfer from Land and Building Reserve for Repairs to CWA building	OCM 20/06/2023 - 12.5	Capital Revenue	0	90,000	0	90,000
BC11103	Repairs to CWA building	OCM 20/06/2023 - 12.5	Capital Expenses	0	0	(90,000)	0
				0	2,138,695	(2,138,695)	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2023			NOTE 16 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.						
Nature or type	Var. \$	Var. %	Explanation of positive cash variances		Explanation of negative cash variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Operating grants, subsidies and contributions	2,107,146	118.11%	▲	Prepayment of 23/24 Financial Assistance Grant		BRPC DFES funding allocation,
Interest earnings	58,641	20.03%	▲		Interest on Reserve Funds	
Profit on disposal of assets	228,201	0.00%	▲		Vehicle change overs - not budgeted due to supply uncertainty.	
Expenditure from operating activities						
Depreciation on non-current assets	3,777,462	59.87%	▲	Depreciation still being processed for 22/23.		
Loss on disposal of assets	(394,746)	0.00%	▼			Impaired asset disposals
Non-cash amounts excluded from operating activities	(3,790,917)	(60.08%)	▼			Depreciation still being processed for 22/23
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(1,833,865)	(28.72%)	▼			Timing of works, aquittals and contract liability movements
Proceeds from disposal of assets	(46,944)	(10.37%)	▼			Trade in of BRMO vehicle; Delay in change over of GG034. GG041, GG6015
Payments for property, plant and equipment and infrastructure	3,270,430	28.11%	▲	Carry forward capital works; timing of payments for capital works.		
Financing activities						
Proceeds from new debentures	(300,000)	(54.55%)	▼			Guilderton Caravan Park Waste Water project carried forward to 23/24.
Transfer from reserves	(2,399,005)	(99.93%)	▼			End of Year process
Transfer to reserves	1,010,880	80.65%	▲	End of Year process		
Closing funding surplus / (deficit)	2,425,019	0.00%	▲			

12.3 LIST OF PAID ACCOUNTS JUNE 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	1. Voucher List 2022-2023 - June 2023 - Public [12.3.1 - 5 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

For Council to note the payments made in June 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 \$2,902,178.39 were paid during the month of June 2023.

A payment schedule is included as an appendix to this report. The schedule covers:

- Municipal Fund electronic funds transfers (EFT) \$2,316,225.26
- Municipal Fund cheques \$19,565.65
- Municipal Fund direct debits \$566,387.48

Total Municipal Expenditure \$2,902,178.39

TOTAL EXPENDITURE \$2,902,178.39

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 Sorensen **SECONDED:** Councillor Johnson

That Council note all payments made by the Chief Executive Officer under Delegation 1.1.13 for June 2023 totaling \$2,902,178.39 as detailed in the schedule appended to this report, comprising:

- Municipal Fund electronic funds transfers (EFT) \$2,316,225.26
- Municipal Fund cheques \$19,565.65
- Municipal Fund direct debits \$566,387.48

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023

APPENDIX 12.3.1

Payments made under Delegated Authority of Payment of Creditors for the period 1 June 2023 to 30 June 2023

Payment Category
L - Local, R - Reimbursement, F - Funded, S - Staff, PF - Partially Funded, C - Councilor

Table with columns: TYPE CHQ/EFT, DATE PAID, NAME, DETAILS, and AMOUNT. It lists various council payments such as debt recovery costs, postage charges, equipment purchases, and contractor services.

MINUTES ORDINARY COUNCIL MEETING 18 JULY 2023

APPENDIX 12.3.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 1 June 2023 to 30 June 2023

Payment Category

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

TYPE CHQ/EFT	DATE PAID	NAME	DETAILS	AMOUNT	
EFT-39089	28/06/2023	BROWN AUTOMOTIVE GINGIN	GG076 - SUPPLY AND INSTALL CELLEFI COMMUNICATION BOOSTER	1,770.00	L
EFT-39090	28/06/2023	BULLSBROOK WATER CARRIERS	4 X 14KL LOADS OF POTABLE WATER SUPPLY TO TANK AT LANCELIN SPORTING COMPLEX.	1,200.00	
EFT-39091	28/06/2023	COUNTRY COPIERS	GINGIN PRINTER COSTS 07/05/2023 - 05/06/2023. LANCELIN PRINTER COSTS 07/05/2023 - 05/06/2023.	1,706.12	
EFT-39092	28/06/2023	DAMLER TRUCKS PERTH	GG086 - FRONT WHEEL BEARINGS, BRAKE PADS AND ROTORS.	15,852.25	
EFT-39093	28/06/2023	DAT49	10 X OFFICERS F1 LICENSES FOR JUNE 2023.	52.58	
EFT-39094	28/06/2023	DEPARTMENT OF TRANSPORT	DISCLOSURE OF INFORMATION FEES FOR APPLICATIONS FOR THE PERIOD 01/01/2023 - 31/01/2023.	405.90	
EFT-39095	28/06/2023	ECOWATER SERVICES	GUILDERTON GENERAL STORE - QUARTERLY ATU MAINTENANCE SERVICE. GUILDERTON CARAVAN PARK - ATU MAINTENANCE. GRANVILLE CIVIC CENTRE ABUTMENTS: QUARTERLY SERVICE OF C40 BIOMAX SYSTEM.	820.60	
EFT-39096	28/06/2023	GINGIN FLORIST	CONDOLENCE FLOWERS FOR STAFF MEMBER	50.00	L
EFT-39097	28/06/2023	GINGIN MECHANICAL SERVICES	EXTREME MOLLY 5 COMPLEX GREASE X2. 68 GRADE HYDRAULIC OIL - 20 LITRE.	760.32	L
EFT-39098	28/06/2023	GINGIN TREE SERVICES	PRUNING TREES WITHIN MARCHMONT ESTATE. CHOP AND MULCH FALLEN TREE ON SILVER CREEK ROAD.	5,500.00	L
EFT-39099	28/06/2023	GUILDERTON COMMUNITY ASSOCIATION INC (GCA)	COMMUNITY FUNDING 2022/2023 - PROJECT: CHRISTMAS CAROLS & EASTER CONCERT 2023	1,012.88	L
EFT-39100	28/06/2023	HORVAY NORMAN JOONIDLUP (SAIKAM PTY LTD)	REFRIGERANT FOR GINGIN SOUTH WEST AND LEDGE POINT VEFB.	2,305.00	L
EFT-39101	28/06/2023	LANCELIN ANGLING AND AQUATIC CLUB INC. (LAAC)	COMMUNITY FUNDING - PROJECT: JOHN BRAY JUNIOR CLASSIC	350.00	L
EFT-39102	28/06/2023	LANCELIN OUTDOORS	REPLACE INOPERABLE REMOTE ROLLER DOOR DRIVE MOTORS AND REMOTES TO LEDGE POINT FIRE STATION	2,332.00	L
EFT-39103	28/06/2023	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO: G2023/05 DATED 01/04/2023 TO 12/05/2023	71.80	
EFT-39104	28/06/2023	LD TOTAL	APPLY FINAL WARM SEASON GRANULAR FERTILISER TO ACTIVE SPORTS TURF / GROUNDS IN SHIRE. APPLY PRE/POST EMERGENT HERBICIDE TO SPORTS TURF SURFACES IN LANCELIN AND GINGIN.	11,591.14	L
EFT-39105	28/06/2023	LG BEST PRACTICES	RATES - MENTORING/TRAINING 05/05/2023 - 22/05/2023.	495.00	
EFT-39106	28/06/2023	LOWER COASTAL NEIGHBOURHOOD WATCH - GINGIN SHIRE	FUNDING ASSISTANCE SCHEME - 3 YEAR - LCNW MEETINGS 2022/2023	948.99	
EFT-39107	28/06/2023	MJB INDUSTRIES PTY LTD	300MM CONCRETE PIPE INC DELIVERY LANCELIN PL-2A	4,841.98	
EFT-39108	28/06/2023	MOORE RIVER ELECTRICAL SERVICES	REDFIELD PARK FIRST AID POST - CONTRACTOR ATTEND MOORE CLOTHES (REDFIELD PARK), TO TROUBLESHOOT ISSUE WITH POWER.	220.00	L
EFT-39109	28/06/2023	OCEAN FARM VOLUNTEER BUSH FIRE BRIGADE	REIMBURSEMENT FOR BART SUBSCRIPTION 2022/23	375.00	L
EFT-39110	28/06/2023	OFFICEWORKS	STATIONERY ORDER	554.77	
EFT-39111	28/06/2023	PRESIDENTIAL BUILDING SERVICES PTY LTD	REPLACE ALL PEX PIPING, CHANGE OUT TO COPPER FROM MAINS DOWNSTREAM TO UNIT 9, SENIORS UNITS, LANCELIN.	23,980.00	
EFT-39112	28/06/2023	STEWART & HEATON CLOTHING CO PTY LTD	FIRE FIGHTER PPC.	2,387.81	
EFT-39113	28/06/2023	THOMAS GRINDING & MAINTENANCE SUPPLIES	MAY 2023 HARDWARE & MAINTENANCE SUPPLIES	2,507.04	L
EFT-39114	28/06/2023	TIFFANY'S CATERING	VOLUNTEER TRAINING CATERING. BUSHFIRE SAFETY AWARENESS 24/06/2023 - 25/06/2023 AT GESC.	490.00	L
EFT-39115	28/06/2023	WA STUMP GRINDING & TREE SERVICES	GINGIN GRANVILLE PARK - PRUNE 20X BOTTLEBRUSH TREES ON WELD ST, GINGIN. LOP DEAD TREE / GRIND OUT STUMP.	2,372.50	
EFT-39116	28/06/2023	WANNEROO ISUZU UTE	GG088 - SERVICE 59456 KMS.	565.00	
EFT-39117	28/06/2023	SHIRE OF GINGIN	REIMBURSEMENT TO SHIRE OF GINGIN FROM FREE DRESS FUNDRAISING FUNDS FOR CONTRIBUTION TO RFDS ON EMCCS CREDIT CARD MARCH 2023	500.00	
EFT-39118	28/06/2023	ACS SWAN EXPRESS PRINT	PRINTING - 2000 WATERWHEEL SHIRE OF GINGIN LETTERHEADS.	484.00	
EFT-39119	28/06/2023	ADVANTAGE TECHNOLOGIES	FORGEPOINT EMAIL SECURITY & SPAM FILTER	5,005.00	
EFT-39120	28/06/2023	CONSTRUCTION TRAINING FUND	CTF PAYMENTS FOR JANUARY 2023 - ADDITIONAL PAYMENT. CTF PAYMENTS FOR APRIL 2023. CTF PAYMENTS FOR MAY 2023.	5,680.88	
EFT-39121	28/06/2023	CORNERSTONE VENTURES PTY LTD T/AS CORNERSTONE RENOVATIONS	GUILDERTON CARAVAN PARK - REPAIR CEMENT BOARD AND HINGE IN MALE SHOWER CUBICLE DUE TO VANDALISM AND BRACKET ON WASHING MACHINE. GUILDERTON CARAVAN PARK - FIX LEAK IN ROOF FOR CHALET 2 AND 10. THEN PATCH GINGIN WHERE WATER HAS DRIPPED THROUGH AND STAINED.	2,819.30	
EFT-39122	28/06/2023	CORSIGN	DIRECTIONAL SIGN - CLAY SHOOTING SPORTS ASS (COMMUNITY GROUP TO PAY). CORNSH COOP STEET FINCH SIGN	103.40	
EFT-39123	28/06/2023	CS LEGAL	PREPARATION OF ASSIGNMENT OF LEASE FOR GUILDERTON CAFÉ & GENERAL STORE - BELGRAVIA HEALTH & LEISURE GROUP LTD TO SUN CITY GROUP PTY LTD.	3,300.00	
EFT-39124	28/06/2023	CJ@PARK	GRANVILLE PARK ABUTMENTS - CLEANING SERVICES FOR 03/04/2023 - 30/06/2023	2,474.84	L
EFT-39125	28/06/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY - BOND ADMINISTRATOR DMR	BSL PAYMENTS FOR MARCH 2023 - ADDITIONAL PAYMENT. BSL PAYMENTS FOR MAY 2023.	8,485.22	
EFT-39126	28/06/2023	ENVIRONMENTAL HEALTH AUSTRALIA (WA)	DRIVING UNDER OPERATIONAL CONDITIONS TRAINING FOR BFB VOLUNTEERS 17/06/2023 - 18/06/2023	1,507.00	
EFT-39127	28/06/2023	ENVIRONMENTAL HEALTH AUSTRALIA (WA)	ENVIRONMENTAL HEALTH AUSTRALIA (WA) ANNUAL MEMBERSHIPS X 3 - 2023/24	1,140.00	
EFT-39128	28/06/2023	FRONTLINE FIRE AND RESCUE EQUIPMENT	BUSHFIRE RISK MITIGATION COORDINATOR: PPE FIRE TUNIC. FIREFIGHTER PPE/PPC.	1,713.51	
EFT-39129	28/06/2023	GINGIN WEST VOLUNTEER BUSH FIRE BRIGADE	MAY 2023 HARDWARE & MAINTENANCE SUPPLIES	2,507.04	L
EFT-39130	28/06/2023	GINGIN WEST VOLUNTEER BUSH FIRE BRIGADE	FIRE MITIGATION WORKS SEAVIEW ESTATE KARAIN, OCEAN FARMS	13,000.00	L
EFT-39131	28/06/2023	GRAND TOYOTA	GG070 - TOYOTA HILUX	54,305.30	
EFT-39132	28/06/2023	HELEN SAMPSON	TRANSPORT COSTS - E WASTE GOODS TO TOTAL GREEN RECYCLING, WELSHPOOL JUNE 2023	407.00	L
EFT-39133	28/06/2023	HENRY MORRIS	SHIRE OF GINGIN WASTE FACILITIES X 3 (GINGIN, LANCELIN, SEABIRD) CELL MANAGEMENT & PUSH UP SERVICES FOR THE PERIOD 01/04/2023 - 30/04/2023. SHIRE OF GINGIN WASTE FACILITIES X 3 (GINGIN, LANCELIN, SEABIRD) CELL MANAGEMENT & PUSH UP SERVICES FOR THE PERIOD 01/05/2023 - 31/05/2023.	22,776.00	L
EFT-39134	28/06/2023	IT VISION AUSTRALIA PTY LTD	ALTUS END OF YEAR PAYROLL TRAINING 22/23 FY ON 24/05/2023	247.50	
EFT-39135	28/06/2023	JCB CONSTRUCTION EQUIPMENT AUSTRALIA (WA)	GG011 - LEFT HAND REAR MAIN RAM CIRCLIP FIX, SIGHT GLASS LEAK FIX, CROWD PIVOT MAIN BUSHING FIX	12,567.90	
EFT-39136	28/06/2023	K B RILEY & SONS PTY LTD T/AS LANCELIN SANDS	HAIRCROFT PLACE - REMOVE SAND FROM MAIN DRAIN AND STAMP	1,033.50	L
EFT-39137	28/06/2023	LANCELIN GULL ROADHOUSE	DIESEL & ULP FUEL CHARGES FOR THE PERIOD 01/05/2023 - 31/05/2023	1,912.30	
EFT-39138	28/06/2023	LANCELIN TRADE AND RURAL SUPPLIES	MAY 2023 HARDWARE & MAINTENANCE SUPPLIES	1,537.45	L
EFT-39139	28/06/2023	LEDGE POINT RETICULATION & REFRIGERATION	GUILDERTON COUNTRY CLUB - TROUBLESHOOT AND REPORT ON A/C UNITS TRIPPING OUT AT GUILDERTON COUNTRY CLUB. ELECTRICAL FAULT RULING OUT BY ELECTRICIAN.	330.00	L
EFT-39140	28/06/2023	LOCAL GOVERNMENT PROFESSIONALS WA - LGPA	ADVERTISEMENT - AQUATIC CENTRE POSITIONS X 2 ON LG PRO WEBSITE	165.00	
EFT-39141	28/06/2023	MARKETFORCE PRODUCTIONS	ADVERTISEMENT - DEATH NOTICE - MR RAY SMITH IN WEST AUSTRALIAN NEWSPAPER, THURSDAY 4 MAY EDITION.	103.08	
EFT-39142	28/06/2023	MICHAEL KING AUTO ELECTRICS	GG026 - BEACON LIGHTS FAULT REPAIR	1,328.21	
EFT-39143	28/06/2023	SPRERS FROM RENTALS PTY LTD	CONTRACTOR MODIFY FENCE / GANSEL IN/LEDGE POINT	354.04	
EFT-39144	28/06/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR 04/04/2023 - STATE LIBRARY	52.22	
EFT-39145	28/06/2023	TERESA HELM	CATERING - STAFF MEETING BREAKFAST 21/06/2023	350.00	
EFT-39146	28/06/2023	THOMAS KLUSTERS	SUPPLY AND INSTALL FITTINGS LANCELIN SPORTING COMPLEX.	9,950.00	L
EFT-39147	28/06/2023	TOTAL GREEN RECYCLING	GINGIN WASTE FACILITY E-WASTE RECYCLING JUNE 2023	354.04	
EFT-39148	28/06/2023	TOTAL PACKAGING (WA) PTY LTD	8 X 40 CARTONS OF DUNG WASTE BAGS FOR PARKS AND BEACHES IN THE LOWER COASTAL TOWNS AND GINGIN TOWNSITE.	698.40	
EFT-39149	28/06/2023	WANT PLUMBING SERVICES PTY LTD	WATER LEAK AT GINGIN RECREATIONAL COMPLEX, HOCKEY CHANGE ROOMS	1,897.50	L
EFT-39150	28/06/2023	WESTCOAST BLINDS WA	REPLACE BLINDS TO DOORS AND WINDOWS AT GINGIN MEDICAL CENTRE.	506.00	
EFT-39151	28/06/2023	WESTERN AUSTRALIA POLICE FORCE	NATIONAL POLICE CHECKS FOR 1 X VOLUNTEER	17.00	
EFT-39152	28/06/2023	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT 16/05/2023 - 31/05/2023 (ROCK WAY, STEPHENS CRESCENT, DE BURGH STREET).	6,022.25	
EFT-39153	28/06/2023	ALLWEST PLANT HIRE	ROLLER HIRE 01/05/2023 - 31/05/2023.	6,600.00	
EFT-39154	28/06/2023	AMPAC DEBT RECOVERY WA PTY LTD	DEBT RECOVERY COSTS FOR THE PERIOD 30/05/2023 - 31/05/2023. DEBT RECOVERY COSTS FOR INV-29503 FOR THE PERIOD 02/05/2023.	2,932.20	
EFT-39155	28/06/2023	AMY GIBBS	WELLNESS WEEK - WELLNESS OILS	225.00	L
EFT-39156	28/06/2023	AUSTRALIA POST	ADDITIONAL POSTAGE CHARGES FOR THE PERIOD 01/05/2023 - 31/05/2023.	777.04	
EFT-39157	28/06/2023	BITUMEN DISTRIBUTORS PTY LTD	PURCHASE BITUMEN EMULSION	404.25	
EFT-39158	28/06/2023	BROOKS HIRE SERVICE	SKID STEER HIRE 01/04/2023 - 30/04/2023. SKID STEER HIRE 01/05/2023 - 31/05/2023.	18,798.12	
EFT-39159	28/06/2023	BUNNINGS BUILDINGS SUPPLIES PTY LTD	ELECTRIC CEMENT - REMOVE SAND FROM MAIN DRAIN AND STAMP. ABUTMENT BLOCK LEDGE POINT DE BURGH ST - MATERIALS.	986.09	
EFT-39160	28/06/2023	CELLARBRATIONS GINGIN	GG013 - PLYWOOD AND MATERIALS FOR CUSTOM MADE RACK	228.00	
EFT-39161	28/06/2023	COASTAL COURIER	REFRESHMENT - COUNCIL MEETING 20/06/2023	40.00	L
EFT-39162	28/06/2023	COOLIN FEVSTER	ADVERTISEMENT - LANCELIN COMMUNITY CAR BECOME A VOLUNTEER DRIVER IN JULY EDITION	40.00	L
EFT-39163	28/06/2023	COOLIN FEVSTER	SHIRE PRESIDENT QUARTERLY TRAVEL & OUT OF POCKET EXPENSES 01/07/2022 - 30/06/2023	1,630.78	C
EFT-39164	28/06/2023	D. A. CHRISTIE PTY LTD (ALL PARK PRODUCTS)	FREIGHT CHARGES FOR THE PERIOD 01/05/2023 - 31/05/2023. CORSIGN, SUNNY SIGNS, FRONTLINE FIRE.	1,086.00	
EFT-39165	28/06/2023	DUNCAN SOLUTIONS	GUILDERTON CARAVAN PARK - 4 X REPLACEMENT BBQ'S	31,009.00	
EFT-39166	28/06/2023	EAGLEYE TECHNICAL SERVICES	GUILDERTON PARKING METERS - CREDIT CARD TRANSACTIONS AND MONTHLY SUPPORT FEES FOR THE PERIOD 01/05/2023 - 31/05/2023	204.88	
EFT-39167	28/06/2023	FRANK JOHNSON	GINGIN DEPOT - REPLACE ELECTRICAL SWITCHES. GINGIN ADMINISTRATION - REPLACE FLUORO LIGHT.	445.50	
EFT-39168	28/06/2023	GUILDERTON COMMUNITY ASSOCIATION INC (GCA)	SHIRE COUNCILLOR QUARTERLY TRAVEL & OUT OF POCKET EXPENSES 01/01/2023 - 30/06/2023.	731.23	C
EFT-39169	28/06/2023	GUILDERTON COUNTRY CLUB INC.	COMMUNITY FUNDING 2022/2023 - PROJECT: FISH SCULPTURE	250.00	L
EFT-39170	28/06/2023	GUTTER CLEAN PERTH	GUILDERTON COUNTRY CLUB RESERVE ACCOUNT - BEER DISPENSING SYSTEM UPGRADE. APPROVED AT ORDINARY COUNCIL MEETING 16/05/2023. ELECTRICITY & SUPPLY CHARGE REIMBURSEMENT FOR GUILDERTON HALL FOR 30 DAYS FOR THE PERIOD 10/06/2023 - 09/06/2023.	16,662.95	L
EFT-39171	28/06/2023	HALLMORE TRAILER RENTALS PTY LTD	CARRY OUT ANNUAL GUTTER CLEAN ON SHIRE OWNED BUILDINGS.	10,624.50	
EFT-39172	28/06/2023	ICOL REFRIGERATION SERVICES PTY LTD	SIDE TIPPER HIRE 01/05/2023 - 31/05/2023	5,972.51	
EFT-39173	28/06/2023	JESSICA BOEKELMAN	TROUBLESHOOT PROBLEM WITH ADMIN BUILDING A/C UNIT TRIPPING OUT.	2,535.50	
EFT-39174	28/06/2023	KAREN GANTEL	RATES REFUND	1,327.00	R
EFT-39175	28/06/2023	KIDSAFE WA	CLEANING SERVICES FOR JUNE 2023 GINGIN ADMINISTRATION OFFICES, GINGIN DEPOT OFFICE AND LUNCHROOM, GRANVILLE CIVIC CENTRE, GRANVILLE ACTIVITY SPACE AND ABUTMENTS.	2,673.00	L
EFT-39176	28/06/2023	LD TOTAL	PLAYGROUND INSPECTION COURSE FEE. THREE EMPLOYEES ATTENDING THE 2 DAY COURSE. 11/04/2023 - 12/04/2023.	3,300.00	
EFT-39177	28/06/2023	LEDGE POINT COUNTRY CLUB INC	TURF MAINTENANCE CONTRACT 2022-2023 (MAY 2023).	22,634.70	
EFT-39178	28/06/2023	MCLEODS BARRISTERS AND SOLICITORS	REIMBURSEMENT OF ELECTRICITY CHARGES WITH A 50/50 SPLIT AGREEMENT TO THE LEDGE POINT COUNTRY CLUB FOR WATERING LEDGE POINT SPORTING OVAL FOR THE 2022 FINANCIAL YEAR. 1744 TOTAL UNITS.	3,619.96	L
EFT-39179	28/06/2023	MITEL NETWORKS LIMITED	SAT DR-230(2021) - SHEEPOK PTY LTD V SHIRE OF GINGIN - PROPOSED EXTRACTIVE INDUSTRY ON LOT M1332 CARABAN	4,006.63	
EFT-39180	28/06/2023	MOORE RIVER NEWS INC	TELECOMMUNICATION SERVICE 01/06/2023 - 30/06/2023.	1,253.51	
EFT-39181	28/06/2023	MYLOLIES.COM AU	ADVERTISEMENT X 2 - FLAVOURS OF GINGIN GENERAL EVENT INFO AND EOI IN JULY EDITION.	220.00	
EFT-39182	28/06/2023	NORTHERN VALLEY NEWS	REFRESHMENTS FOR COUNCIL MEETINGS	151.14	
EFT-39183	28/06/2023	PHASE3 LANDSCAPE CONSTRUCTION PTY LTD	ADVERTISEMENTS - C202 IN NORTHERN VALLEY NEWS FOR 2022/23 (JUNE 2023).	1,047.00	
EFT-39184	28/06/2023	SHERRIN RENTALS PTY LTD	LANCELIN FORESHORE CUNLIFFE STREET DEVELOPMENT - PROGRESS CLAIM 3. LANCELIN SKATE PARK - STAGE 2 - PROGRESS CLAIM NO 3.	279,927.80	
EFT-39185	28/06/2023	SUNNY SIGN PTY LTD	HIRE OF 16,000 LITRE WATER TANK 01/05/2023 - 31/05/2023.	11,492.53	
EFT-39186	28/06/2023	TALIS CONSULTANTS ATF TALIS UNIT TRUST	1 X TONY SIGN FOR SHIRE OF GINGIN. 1 X STAFF CARPARK SIGN 10 X SHARK SIGNS	2,214.50	
EFT-39187	28/06/2023	URBIS PTY LTD	ROAD ASSETS RE-VALUE (IPK) & SEALED CONDITION ASSESSMENT FOR THE PERIOD ENDING 31/05/2023.	22,150.00	
EFT-39188	28/06/2023	WANT PLUMBING SERVICES PTY LTD	REVIEW OF LPS9 AND ASSOCIATED LPP (SCHEME REVIEW)	522.50	
EFT-39189	28/06/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REPLACE ALL PLUMBING / PLUMBING FIXTURES, APPLIANCES IN DEBURGH ST ABUTMENT BLOCK.	22,715.00	L
EFT-39190	28/06/2023	WURTH AUSTRALIA PTY LTD	ELECTED MEMBER TRAINING CENTRE COURSE REVIEW - TRAINER TRAVEL EXPENSES 09/05/2023. COUNCILLOR COLLECTIVE TRAINING SESSION - EFFECTIVE COMMUNITY LEADERSHIP - 7 JUNE 2023	5,147.00	
EFT-39191	30/06/2023	AFRIGI EQUIPMENT PTY. LTD.	HAND CLEANER FOR WORKSHOP, WORKSHOP SUPPLIES - SCREWS, WORKSHOP SUNDRIES - MASK, GLOVES, SCREWS, BOLTS.	925.86	
EFT-39192	30/06/2023	AVON WASTE	GG001 - FAN REPAIR. GG001 - 4500HR SERVICE CURRENT ODO 4482.	8,623.02	
EFT-39193	30/06/2023	BINDOON TRACTORS	SHIRE OF GINGIN KERBSIDE COLLECTIONS FOR THE PERIOD 22/05/2023 - 02/06/2023.	21,783.51	
EFT-39194	30/06/2023	BROWN AUTOMOTIVE GINGIN	GG095 - SERVICE TORO RIDE ON MOWER. GG098 - SERVICE LANCELIN KANGA. GG034 - SERVICE.	1,806.97	
EFT-39195	30/06/2023	DALKY PTY LTD T/IA FUEL CREATIVE	GG040 - 3000KM WARRANTY INSPECTION. GG061 - 60000KM SERVICE.	525.00	
EFT-39196	30/06/2023	EAGLEYE TECHNICAL SERVICES	LEDGE POINT INFORMATION BAY - PRINT, MANUFACTURE, AND INSTALLATION OF NEW SIGN.	7,975.00	
EFT-39197	30/06/2023	EUROPCAR	CONNECTOR AT STANDPIPE IN CASE OF A POWER CUT.	242.00	
EFT-39198	30/06/2023	FIRE MITIGATION SERVICES PTY LTD	RENTAL CAR 24/03/2023 - 09/05/2023	689.26	
EFT-39199	30/06/2023	GINGIN DISTRICT COMMUNITY RESOURCE CENTRE INC (CRC)	FIRE MITIGATION WORKS - WOODRIDGE ESTATE	63,000.00	
EFT-39200	30/06/2023	GINGIN DISTRICT COMMUNITY RESOURCE CENTRE INC (CRC)	COMMUNITY FUNDING 2022/2023 - PROJECT: ARTS N ROCK 2023. COMMUNITY FUNDING 2022/2023 - PROJECT: BRITISH CAR DAY. ADVERTISEMENTS X 2 FOR FLAVOURS OF GINGIN - GENERAL INFO AND EOI IN GINGIN BUZZ, JULY EDITION.	7,937.50	L 3

MINUTES ORDINARY COUNCIL MEETING 18 JULY 2023

APPENDIX 12.3.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 1 June 2023 to 30 June 2023

Payment Category

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

TYPE	DATE PAID	NAME	DETAILS	AMOUNT	
CHEQUE					
EFT-39200	30/06/2023	GINGIN FUEL & TYRES	GG061 - REPAIR TYRE PUNCTURE. GG088 - TYRE REPLACEMENT & REPAIR. GG066 - MOBIL 20 LITRE ATF.	2,317.00	L
EFT-39201	30/06/2023	GINGIN MECHANICAL SERVICES	PUMA HYDRAULIC AW 68 20LTR.	84.37	L
EFT-39202	30/06/2023	GINGIN TREE SERVICES	PRUNE / CLEAR TREE BRANCHES THAT ARE CLOSE TO POWERLINES, GRANVILLE PARK / BROOK. TRIM TREE AT 2 WALKER AVE IN POWERLINE URGENT WORKS. PRUNE SECTION OF HONEYCOMB ROAD NEAR RAILWAY LINE SAFETY WORKS.	4,097.50	L
EFT-39203	30/06/2023	GULL GINGIN PTY LTD	CATERING - 14 JUNE 2023 (BFAC MEETING)	234.00	L
EFT-39204	30/06/2023	HOT WORKS YANCHEP	GG0616 - HYDRAULIC TANK	727.65	L
EFT-39205	30/06/2023	KLEEN WEST DISTRIBUTORS	GINGIN ADMINISTRATION OFFICE - 120LTR BIN LINERS	112.04	L
EFT-39206	30/06/2023	LANCELIN COMMUNITY RESOURCE CENTRE INC (CRC)	PRINTING OF COLOURED POSTERS FOR APRIL COURIER EDITIONS	240.00	L
EFT-39207	30/06/2023	LANCELIN DISTRICT COMMUNITY ASSOCIATION - LDCA	COMMUNITY FUNDING 21/22 TRANSFERRED TO 22/23 - LDCA PROJECT: BEACH SHELTER	5,000.00	L
EFT-39208	30/06/2023	LANCELIN PRIMARY SCHOOL	COMMUNITY FUNDING 2022/2023 - PROJECT: RESPECTFUL RELATIONSHIPS PROGRAM. COMMUNITY FUNDING 2022/2023 - PROJECT: PERTH & FREMANTLE CAMP	1,650.00	L
EFT-39209	30/06/2023	LEDGE POINT COUNTRY CLUB INC	COMMUNITY FUNDING 2022/2023 - PROJECT: 2023 EVENTS	2,475.00	L
EFT-39210	30/06/2023	MICHAEL LIDDELOW (GINGIN NURSERY)	TRUNE TREES AND MULCH FOR REC CENTRE GARDEN BEDS. PASSIONFRUIT VINES FOR PLAYGROUP.	194.00	L
EFT-39211	30/06/2023	MOORE DEMO & CIVIL	GUILDERTON CARAVAN PARK - SUPPLY AND INSTALL COLOURBOND FENCE INCLUDING THE PLINTH UNDER THE FENCE	16,840.00	L
EFT-39212	30/06/2023	MOORE RIVER ELECTRICAL SERVICES	SUPPLY AND INSTALL SECURITY LIGHTING LANCELIN DEPOT. GUILDERTON CARAVAN PARK - DISCONNECT OLD BBOS AND RECONNECT NEW BBOS.	2,970.00	L
EFT-39213	30/06/2023	NORTHERN METROPOLITAN TAFE	TRAINING - CERT IV BUSINESS (ADMINISTRATION)	275.40	L
EFT-39214	30/06/2023	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	467.50	L
EFT-39215	30/06/2023	SUNNY SIGNS COMPANY PTY LTD	LANCELIN OFF-ROAD VEHICLE AREA - REPLACEMENT SIGNAGE FOR LORVA SUPPLY ONLY - 1 OF EACH SIGN TO BE KEPT IN STOCK IN CASE OF VANDALISM.	3,236.20	L
EFT-39216	30/06/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR 20/05/2023 - TRUCK CENTRE. FREIGHT CHARGES FOR 23/05/2023 - 29/05/2023 - STATE LIBRARY, STEWART & HEATON. FREIGHT CHARGES FOR 30/05/2023 - TOTAL PACKAGING. FREIGHT CHARGES FOR 02/06/2023 - STATE LIBRARY.	158.98	L
EFT-39217	30/06/2023	TECHNOLOGY ONE LIMITED	INTRAMAPS TECHNOLOGY ONE SUBSCRIPTION FEE FOR THE PERIOD 01/07/2023 - 30/06/2024	13,042.59	L
EFT-39218	30/06/2023	TERESA HELM	CATERING - COUNCIL MEETING/OMNIBUS WORKSHOP 20 JUNE 2023	276.00	L
EFT-39219	30/06/2023	TONER PLUS	TONER FOR DEPARTMENT OF TRANSPORT PRINTER - RICOH	496.50	L
EFT-39220	30/06/2023	WA STUMP GRINDING & TREE SERVICES	MOULBEEK TREE WORK	4,345.00	L
EFT-39221	30/06/2023	WESTERN AUSTRALIA POLICE FORCE	NATIONAL POLICE CHECKS FOR 4 X VOLUNTEERS - FEBRUARY 2023. NATIONAL POLICE CHECK FOR 1 X VOLUNTEER - MARCH 2023.	85.00	L
EFT-39222	30/06/2023	ZONE 50 ENGINEERING SURVEYS PTY LTD	GINGIN CEMETERY - BURIAL INVESTIGATION AND SITE LAYOUT.	18,092.25	L
EFT TOTAL				2,316,225.26	
CHEQUES					
CHQ-116481	29/06/2023	SHIRE OF GINGIN	DEPARTMENT OF TRANSPORT FLEET SCHEDULE RENEWAL 2023/2024 FINANCIAL YEAR	19,441.50	L
CHQ-116482	29/06/2023	SHIRE OF GINGIN (PETTY CASH)	PETTY CASH REIMBURSEMENT FOR THE PERIOD 10/05/2023 - 19/06/2023	124.15	L
CHEQUES TOTAL				19,565.65	
DIRECT DEBIT					
DE-3344	01/06/2023	SYNERGY	ELECTRICITY 06/04/2023 - 08/05/2023 - WOODRIDGE HALL.	1,377.87	L
DE-3378	01/06/2023	GO GO MEDIA	MONTHLY ON HOLD MESSAGES SERVICE JUNE 2023.	75.90	L
DE-3380	01/06/2023	BENDIGO BANK	BANK FEES	62.50	L
DE-3381	01/06/2023	BENDIGO BANK	BANK FEES	6.26	L
DE-3382	01/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 30.05.2023	8,598.10	L
DE-3383	01/06/2023	BENDIGO BANK	BANK FEES	555.28	L
DE-3345	02/06/2023	SYNERGY	ELECTRICITY 11/03/2023 - 12/05/2023 - GINGIN CONSTABLE ST PARK	107.16	L
DE-3379	02/06/2023	HELEN SAMPSON	SUPERVISION/MANAGEMENT GINGIN WASTE FACILITY FOR THE PERIOD 21/05/2023 - 03/06/2023.	2,538.46	L
DE-3384	02/06/2023	BENDIGO BANK	BANK FEES	40.13	L
DE-3385	02/06/2023	BENDIGO BANK	BANK FEES	66.00	L
DE-3386	02/06/2023	BENDIGO BANK	BANK FEES	684.14	L
DE-3387	02/06/2023	BENDIGO BANK	BANK FEES	241.56	L
DE-3388	02/06/2023	BENDIGO BANK	BANK FEES	7.35	L
DE-3389	02/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 31.05.2023	5,277.30	L
DE-3395	04/06/2023	WESTERN AUSTRALIAN TREASURY CORPORATION (WATC)	LN-124A-REGIONAL HARDOCCUT FACILITY REPAYMENT	15,660.20	L
DE-3390	05/06/2023	BENDIGO BANK	BANK FEES	39.99	L
DE-3391	05/06/2023	BENDIGO BANK	BANK FEES	158.18	L
DE-3392	05/06/2023	BENDIGO BANK	BANK FEES	201.93	L
DE-3393	05/06/2023	BENDIGO BANK	BANK FEES	1,032.99	L
DE-3356	06/06/2023	TELSTRA	TELSTRA TELEPHONE CHARGES UP TO 13/05/2023 GUILDERTON HOLIDAY PARK.	235.44	L
DE-3394	06/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 01.06.2023	2,733.30	L
DE-3346	07/06/2023	SYNERGY	ELECTRICITY 14/03/2023 - 15/05/2023 - CEO RESIDENCE	193.84	L
DE-3347	07/06/2023	SYNERGY	ELECTRICITY 14/03/2023 - 15/05/2023 - 37A LEFROY ST	135.22	L
DE-3348	07/06/2023	SYNERGY	ELECTRICITY 14/03/2023 - 16/05/2023 - OLD ROAD BOARD/PLAYGROUP	163.25	L
DE-3349	07/06/2023	SYNERGY	ELECTRICITY 15/03/2023 - 16/05/2023 - GINGIN RAILWAY STATION	404.77	L
DE-3350	07/06/2023	SYNERGY	ELECTRICITY 14/03/2023 - 15/05/2023 - SENIORS UNITS GINGIN	83.82	L
DE-3351	07/06/2023	SYNERGY	ELECTRICITY 14/03/2023 - 16/05/2023 - GINGIN DEPOT	1,271.60	L
DE-3352	07/06/2023	SYNERGY	ELECTRICITY 14/03/2023 - 16/05/2023 - GINGIN CONSTABLE ST PARK	644.68	L
DE-3360	07/06/2023	SYNERGY	ELECTRICITY 14/03/2023 - 16/05/2023 - GINGIN FIRE SHED	247.38	L
DE-3361	07/06/2023	SYNERGY	ELECTRICITY 15/03/2023 - 16/05/2023 - GINGIN RECREATION GROUND	1,002.17	L
DE-3362	07/06/2023	SYNERGY	ELECTRICITY 14/03/2023 - 15/05/2023 - 3 FEWSTER ST	128.61	L
DE-3396	07/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 02.06.2023	6,462.00	L
DE-3358	08/06/2023	TELSTRA	TELSTRA TELEPHONE CHARGES UP 13/05/2023	821.46	L
DE-3363	08/06/2023	SYNERGY	ELECTRICITY 15/03/2023 - 17/05/2023 - STREET LIGHTING	1,224.30	L
DE-3364	08/06/2023	SYNERGY	ELECTRICITY 20/04/2023 - 17/05/2023 - LEDGE POINT GOLF CLUB	614.96	L
DE-3365	08/06/2023	SYNERGY	ELECTRICITY 20/04/2023 - 17/05/2023 - GINGIN COLOCATION FIRE FACILITY	545.22	L
DE-3397	08/06/2023	PRECISION ADMINISTRATION SERVICES PTY LTD	PAYROLL DEDUCTION	32,281.91	L
PAYJ-81	08/06/2023	SHIRE OF GINGIN	NET PAYS	155,327.73	L
DE-3398	08/06/2023	BENDIGO BANK	BANK FEES	15.90	L
DE-3399	08/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 08.06.2023	3,397.05	L
DE-3400	08/06/2023	SYNERGY	ELECTRICITY 15/05/2023 - 17/05/2023 - GINGIN TIP	249.18	L
DE-3401	09/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 07.06.2023	1,618.60	L
DE-3402	09/06/2023	WATER CORPORATION	WATER 20/03/2023 - 23/03/2023 - 3 FEWSTER ST GINGIN.	195.89	L
DE-3403	09/06/2023	WATER CORPORATION	WATER 20/03/2023 - 23/05/2023 - CEO RESIDENCE	358.01	L
DE-3404	09/06/2023	WATER CORPORATION	WATER 20/03/2023 - 23/05/2023 - 37A LEFROY ST GINGIN.	1,216.45	L
DE-3405	09/06/2023	WATER CORPORATION	WATER 20/03/2023 - 23/05/2023 - 4 FEWSTER ST GINGIN.	120.37	L
DE-3357	10/06/2023	TELSTRA	TELSTRA INTEGRATED MESSAGING 22/05/2023 - 21/06/2023	58.00	L
DE-3359	10/06/2023	TELSTRA	TELSTRA MOBILE CHARGES UP TO 21/05/2023	921.83	L
DE-3406	12/06/2023	SYNERGY	ELECTRICITY 18/03/2023 - 19/05/2023 - LANCELIN WANGAREE PARK	1,623.00	L
DE-3407	12/06/2023	SYNERGY	ELECTRICITY 18/03/2023 - 19/05/2023 - WANGAREE COMMUNITY CENTRE.	673.13	L
DE-3408	12/06/2023	SYNERGY	ELECTRICITY 18/03/2023 - 19/05/2023 - LANCELIN HAROLD PARK.	444.58	L
DE-3409	12/06/2023	SYNERGY	ELECTRICITY 14/03/2023 - 16/05/2023 - GINGIN PIONEER PAVILLION.	72.58	L
DE-3410	12/06/2023	SYNERGY	ELECTRICITY 18/03/2023 - 19/05/2023 - LANCELIN SHIRE OFFICE.	1,215.50	L
DE-3431	12/06/2023	WATER CORPORATION	WATER 28/03/2023 - 24/05/2023 - GUILDERTON CARAVAN PARK RESIDENCE.	170.59	L
DE-3476	12/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 08.06.2023	2,327.45	L
DE-3477	12/06/2023	DEPARTMENT OF JUSTICE	LODGE FEE FOR REGISTERING UNPAID INFRINGEMENTS	405.00	L
DE-3411	13/06/2023	SYNERGY	ELECTRICITY 21/03/2023 - 22/05/2023 - LANCELIN LEDGE POINT DEPOT.	1,566.63	L
DE-3412	13/06/2023	WATER CORPORATION	WATER 21/03/2023 - 22/05/2023 - SENIORS UNITS GINGIN	559.40	L
DE-3413	13/06/2023	WATER CORPORATION	WATER 21/03/2023 - 22/05/2023 - OLD ROAD BOARD/PLAYGROUP.	145.44	L
DE-3414	13/06/2023	WATER CORPORATION	WATER 21/03/2023 - 22/05/2023 - LINE YARD (BROCKMAN ST).	106.29	L
DE-3415	13/06/2023	WATER CORPORATION	WATER 20/03/2023 - 22/05/2023 - GINGIN CIVA	13.99	L
DE-3416	13/06/2023	WATER CORPORATION	WATER 21/03/2023 - 22/05/2023 - GINGIN ADMINISTRATION OFFICE.	623.73	L
DE-3417	13/06/2023	WATER CORPORATION	WATER 21/03/2023 - 22/05/2023 - GINGIN MEDICAL CENTRE.	722.02	L
DE-3479	13/06/2023	BENDIGO BANK	BANK FEES	0.60	L
DE-3480	13/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 09.06.2023	6,074.10	L
DE-3418	14/06/2023	SYNERGY	ELECTRICITY 21/03/2023 - 23/05/2023 - LANCELIN GRACE DARLING PARK.	316.94	L
DE-3419	14/06/2023	SYNERGY	ELECTRICITY 22/03/2023 - 23/05/2023 - LEDGE POINT KEY BISCAYNE PARK.	781.55	L
DE-3421	14/06/2023	SYNERGY	ELECTRICITY 22/03/2023 - 23/05/2023 - LEDGE POINT COUNTRY CLUB.	494.10	L
DE-3422	14/06/2023	SYNERGY	ELECTRICITY 21/03/2023 - 23/05/2023 - LANCELIN SOUTH PUBLIC OPEN SPACE.	168.05	L
DE-3423	14/06/2023	WATER CORPORATION	WATER 22/03/2023 - 23/05/2023 - GINGIN GRANVILLE PARK.	2,150.50	L
DE-3424	14/06/2023	WATER CORPORATION	WATER 22/03/2023 - 23/05/2023 - HORAN STREET - LIONS MEN IN SHEDS.	5.59	L
DE-3425	14/06/2023	WATER CORPORATION	WATER 22/03/2023 - 23/05/2023 - GINGIN RAILWAY STATION.	39.16	L
DE-3426	14/06/2023	WATER CORPORATION	WATER 21/03/2023 - 23/05/2023 - GINGIN RAILWAY STATION.	19.58	L
DE-3427	14/06/2023	WATER CORPORATION	WATER 22/03/2023 - 23/05/2023 - GINGIN AQUATIC CENTRE.	1,023.70	L
DE-3428	14/06/2023	WATER CORPORATION	WATER 22/03/2023 - 23/05/2023 - GINGIN COLOCATION FIRE FACILITY.	376.21	L
DE-3482	14/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 12.06.2023	2,766.65	L
DE-3495	14/06/2023	CREDIT CARD - EMCS	CREDIT CARD EMCS - MAY 2023 CREDIT CARD EXPENSES	653.03	L
DE-3496	14/06/2023	CREDIT CARD - CESH	CREDIT CARD CESH - MAY 2023 CREDIT CARD EXPENSES	61.95	L
DE-3497	14/06/2023	CREDIT CARD - CEO	CREDIT CARD CEO - MAY 2023 CREDIT CARD EXPENSES	1,136.60	L
DE-3498	14/06/2023	CREDIT CARD - EMO	CREDIT CARD EMO - MAY 2023 CREDIT CARD EXPENSES	2,336.93	L
DE-3499	14/06/2023	CREDIT CARD - EMRDS	CREDIT CARD EMRDS - MAY 2023 CREDIT CARD EXPENSES	2,187.45	L
DE-3420	15/06/2023	SYNERGY	ELECTRICITY 22/03/2023 - 24/05/2023 - SENIORS UNITS LANCELIN.	301.63	L
DE-3429	15/06/2023	WATER CORPORATION	WATER 28/03/2023 - 24/05/2023 - ABLUTION BLOCK GUILDERTON FORESHORE.	116.19	L
DE-3430	15/06/2023	WATER CORPORATION	WATER 28/03/2023 - 24/05/2023 - GUILDERTON STORE.	56.74	L
DE-3432	15/06/2023	WATER CORPORATION	WATER 28/03/2023 - 24/05/2023 - FORESHORE GUILDERTON.	2,240.40	L
DE-3433	15/06/2023	WATER CORPORATION	WATER 28/03/2023 - 24/05/2023 - GUILDERTON HALL.	202.80	L
DE-3434	15/06/2023	WATER CORPORATION	WATER 27/03/2023 - 24/05/2023 - WOODRIDGE HALL.	976.15	L
DE-3435	15/06/2023	WATER CORPORATION	WATER 27/03/2023 - 24/05/2023 - LGA STANDPIPE (60 KING DR WOODRIDGE).	296.48	L
DE-3436	15/06/2023	WATER CORPORATION	WATER 27/03/2023 - 24/05/2023 - WOODRIDGE FIRE SHED.	41.96	L
DE-3486	15/06/2023	BENDIGO BANK	BANK FEES	4.95	L
DE-3487	15/06/2023	BENDIGO BANK	BANK FEES	60.77	L
DE-3488	15/06/2023	BENDIGO BANK	BANK FEES	4.65	L
DE-3489	15/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 13.06.2023	2,832.00	L
DE-3437	16/06/2023	SYNERGY	ELECTRICITY 23/03/2023 - 25/05/2023 - BEACHES LEDGE POINT.	190.80	L
DE-3438	16/06/2023	WATER CORPORATION	WATER 28/03/2023 - 25/05/2023 - GUILDERTON CARAVAN PARK.	4,444.43	L
DE-3439	16/06/2023	WATER CORPORATION	WATER 28/03/2023 - 25/05/2023 - LGA STANDPIPE LOT 244 HEFFRON WAY GABBADAH).	298.48	L
DE-3440	16/06/2023	WATER CORPORATION	WATER 28/03/2023 - 25/05/2023 - GABBADAH PARK.	240.54	L
DE-3485	16/06/2023	HELEN SAMPSON	SUPERVISION/MANAGEMENT GINGIN WASTE FACILITY FOR THE PERIOD 04/06/2023 - 17/		

MINUTES ORDINARY COUNCIL MEETING 18 JULY 2023

APPENDIX 12.3.1

Payments made under Delegated Authority 2.1 Payment of Creditors for the period 1 June 2023 to 30 June 2023

Payment Category

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

TYPE CHQ/EFT	DATE PAID	NAME	DETAILS	AMOUNT
DE-3454	17/06/2023	BUSINESS SERVICE BROKERS T/A TELECHOICE	MOBILE CHARGES FOR THE PERIOD 01/06/2023 - 01/07/2023	258.00
DE-3441	19/06/2023	WATER CORPORATION	WATER 30/03/2023 - 26/05/2023 - ABLUTION BLOCK LEDGE POINT DE BURGH ST.	67.13
DE-3442	19/06/2023	WATER CORPORATION	WATER 30/03/2023 - 26/05/2023 - LEDGE POINT COUNTRY CLUB	198.59
DE-3443	19/06/2023	WATER CORPORATION	WATER 30/03/2023 - 26/05/2023 - LGA STANDPIPE JONES STREET LEDGE POINT.	22.38
DE-3444	19/06/2023	WATER CORPORATION	WATER 30/03/2023 - 26/05/2023 - SEABIRD DOUGLAS PARK	226.56
DE-3445	19/06/2023	WATER CORPORATION	WATER 30/03/2023 - 26/05/2023 - HYDRANT (DE BURGH STREET LEDGE POINT).	223.76
DE-3491	19/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 15.06.2023	2,326.50
DE-3446	20/06/2023	WATER CORPORATION	WATER 05/04/2023 - 30/05/2023 - LANCELIN ANGLING & AQUATIC CLUB.	125.87
DE-3493	20/06/2023	WESTERN AUSTRALIAN TREASURY CORPORATION (WATC)	ALTUS FINANCIALS SUITE SOFTWARE UPGRADE REPAIRMENT	6,084.73
DE-3494	20/06/2023	WESTERN AUSTRALIAN TREASURY CORPORATION (WATC)	GINGIN OUTDOOR ACTIVITY SPACE (GOAS) REPAIRMENT	9,530.27
DE-3500	20/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 16.06.2023	4,461.10
DE-3447	21/06/2023	WATER CORPORATION	WATER 05/04/2023 - 30/05/2023 - LANCELIN GRACE DARLING PARK.	379.62
DE-3448	21/06/2023	WATER CORPORATION	WATER 06/04/2023 - 30/05/2023 - LANCELIN ANGLING & AQUATIC CLUB.	454.68
DE-3449	21/06/2023	WATER CORPORATION	WATER 06/04/2023 - 30/05/2023 - ABLUTION BLOCK LANCELIN BACK BEACH.	47.55
DE-3455	21/06/2023	TELSTRA	MOBILE CHARGES 02/06/2023 - 01/07/2023 - REDFIELD PARK FIRE STATION	85.00
DE-3492	21/06/2023	WESTERN AUSTRALIAN TREASURY CORPORATION (WATC)	REGIONAL HARD COURT FACILITY REPAIRMENT	19,775.92
DE-3501	21/06/2023	BENDIGO BANK	BANK FEES	2.00
DE-3502	21/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 19.06.2023	2,608.25
DE-3450	22/06/2023	SYNERGY	ELECTRICITY 25/03/2023 - 24/05/2023 - STREET LIGHTING.	12,170.26
DE-3451	22/06/2023	WATER CORPORATION	WATER 05/04/2023 - 31/05/2023 - SEAVIEW PARK COMMUNITY HALL.	36.38
DE-3456	22/06/2023	VOCUS COMMUNICATIONS	GINGIN ADMINISTRATION OFFICE & GINGIN COLOCATION FIRE FACILITY - FIBRE INTERNET & IP ALLOCATION 01/06/2023 - 30/06/2023.	1,769.90
DE-3503	22/06/2023	PRECISION ADMINISTRATION SERVICES PTY LTD	PAYROLL DEDUCTION	31,271.35
PAY-J82	22/06/2023	SHIRE OF GINGIN	NET PAYS	149,972.16
DE-3504	22/06/2023	BENDIGO BANK	BANK FEES	16.05
DE-3505	22/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 20.06.2023	306.35
DE-3452	23/06/2023	WATER CORPORATION	WATER 06/04/2023 - 01/06/2023 - WANGAREE COMMUNITY CENTRE.	131.46
DE-3459	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (UNIT 1)	279.80
DE-3460	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (UNIT 2)	260.75
DE-3461	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (UNIT 3)	264.56
DE-3462	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (UNIT 4)	269.31
DE-3463	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (UNIT 5)	255.03
DE-3465	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (UNIT 7)	287.42
DE-3466	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (UNIT 8)	264.56
DE-3467	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (UNIT 9)	262.65
DE-3468	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (UNIT 10)	272.18
DE-3469	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (UNIT 11)	264.56
DE-3470	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (UNIT 6)	260.74
DE-3471	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (COMMON RESIDENTIAL)	201.93
DE-3472	23/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - SENIORS UNITS LANCELIN (RESERVE)	10.50
DE-3506	23/06/2023	BENDIGO BANK	BANK FEES	46.08
DE-3507	23/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 21.06.2023	1,435.85
DE-3457	24/06/2023	AUSTRALIA POST	POSTAGE CHARGES UP TO 31/05/2023.	1,462.50
DE-3453	26/06/2023	SYNERGY	ELECTRICITY 05/05/2023 - 02/06/2023 - ABLUTION BLOCK GRANVILLE PARK.	135.10
DE-3458	26/06/2023	WESTNET INTERNET SERVICES	INTERNET 27/06/2023 - 26/07/2023 - CEO RESIDENCE.	74.99
DE-3508	26/06/2023	BENDIGO BANK (INVESTMENTS)	BANK FEES	0.60
DE-3509	27/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 22.06.2023	4,742.95
DE-3473	28/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - LANCELIN PIONEER PARK	325.16
DE-3474	28/06/2023	WATER CORPORATION	WATER 11/04/2023 - 06/06/2023 - LANCELIN HALL	148.11
DE-3510	28/06/2023	BENDIGO BANK	BANK FEES	4.50
DE-3511	28/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 23.06.2023	2,899.75
DE-3512	28/06/2023	QPC GROUP	QPC CLICK CHARGES FOR MAY 2023 - INEO 958 PRINTER	199.60
DE-3475	29/06/2023	WATER CORPORATION	WATER 11/04/2023 - 07/06/2023 - LANCELIN/LEDGE POINT DEPOT	78.32
DE-3481	29/06/2023	TELSTRA	TELEPHONE CHARGES FOR SEABIRD FIRE SHED 05/05/2023 - 04/06/2023.	95.00
DE-3483	29/06/2023	SYNERGY	ELECTRICITY 16/03/2023 - 17/05/2023 - GINGIN INDUSTRIAL RURAL DEPOT	164.44
DE-3514	29/06/2023	BENDIGO BANK	BANK FEES	5.10
DE-3515	29/06/2023	BENDIGO BANK	BANK FEES	5.85
DE-3516	29/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 26.06.2023	4,787.95
DE-3478	30/06/2023	SYNERGY	ELECTRICITY 07/04/2023 - 09/06/2023 - ABLUTION BLOCK SEABIRD	1,433.04
DE-3484	30/06/2023	SYNERGY	ELECTRICITY 09/05/2023 - 07/06/2023 - WOODRIDGE HALL	1,294.89
DE-3513	30/06/2023	HELEN SAMPSON	SUPERVISION/MANAGEMENT GINGIN WASTE FACILITY FOR THE PERIOD 18/06/2023 - 01/07/2023.	2,538.46
DE-3517	30/06/2023	BENDIGO BANK	BANK FEES	4.80
DE-3518	30/06/2023	DEPARTMENT OF TRANSPORT	POLICE LICENSING DOT 27.06.2023	2,655.65
DE-3519	30/06/2023	LJ HUGHES	ALLOCATION OF LEASE PAYMENTS FOR JUNE 2023 - LANCELIN OFFICE LEASE	650.00
DE-3520	30/06/2023	QPC GROUP	ALLOCATION OF LEASE PAYMENT FOR JUNE 2023 - PHOTOCOPIER DEVELOP INEO 958	705.40
DE-3522	30/06/2023	DELL FINANCIAL SERVICES PTY LTD	ALLOCATION OF LEASE PAYMENT FOR JUNE 2023 - IT SERVER REFRESH	1,651.29
DIRECT DEBIT				
TOTAL				566,387.48
TOTAL MUNICIPAL				2,902,178.39
TOTAL EXPENDITURE				2,902,178.39
CREDIT CARD BREAK-UP				
MAY	CEO	REFRESHMENTS/RECEPTIONS SUBSCRIPTIONS/ADVERTISING	NESPRESSO - COFFEE PODS (COMMITTEE ROOM). MAILCHIMP - MONTHLY SUBSCRIPTION - APRIL 2023. CANVA - CANVA PRO ANNUAL SUBSCRIPTION 2023. ADOBE CREATIVE CLOUD - ADOBE CREATIVE CLOUD ANNUAL SUBSCRIPTION - INDESIGN.	125.00 727.52
		OTHER	SEASIDE SUPPLIES LEEMAN - \$250 VOUCHER FOR GROCERY ITEMS - PUBLIC RELATIONS. GINGIN TRADING - CEO RESIDENCE - FLYWIRE	280.08 4.00
		BANK CHARGES	CREDIT CARD FEE	1,136.60
				1,947.60
	EMCCS	VEHICLE LICENSE & REGISTRATIONS	DEPARTMENT OF TRANSPORT (SOGG) - GG044 - CHANGE OF PLATES TO 1HU5E74 PLATE RETENTION AND REMAKE. DEPARTMENT OF TRANSPORT (SOGG) - GG014 - CHANGE OF PLATES TO 1TVL375 PLATE RETENTION AND REMAKE.	150.00 143.04
		OTHER	OFFICEWORKS - BINDING MATERIALS FOR CHRMAP. AUSTRALIA POST - PO BOX 21 GINGIN MEDICAL CENTRE RENEWAL.	499.03
		BANK CHARGES		4.00
				653.03
	EMRDS	SUBSCRIPTIONS/ADVERTISING	SPOT ME - SPOT ME APRIL 2023	17.50
		TRAINING COURSES/CONFERENCES	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS - AIBS CONFERENCE 11/12 MAY 23023 - ROZ BONSER	2,125.00
		OTHER	REMOTES.COM.AU - PURCHASE OF REPLACEMENT AIR-CON REMOTE CONTROL FOR BUILDING DEPARTMENT OFFICE	40.95
		BANK CHARGES	CREDIT CARD FEE	4.00
				2,187.45
	EMO	VEHICLE	THE SHOE KINGS - BATTERY FOR WATCH BATTERY (KEYS) 5GG. L&G CHIVALRY - TOOL BOX FOR ISUZU EXTRA CAB UTE GG052	1,640.93
		OPERATIONS	HIRY TOILET DE BURGH STREET LEDGE POINT. GREENWELLS - WAND FOR SPRAY UNIT ON HONDA QUAD.	384.00
		TRAINING COURSES/CONFERENCES	TRY BOOKINGS - FEE TO ATTEND ANNUAL SPORTS TURF ASSOCIATION, WA TURF SEMINAR / CONFERENCE.	308.00
		BANK CHARGES	CREDIT CARD FEE	4.00
				2,336.93
	CESM	REFRESHMENTS/RECEPTIONS	GULL GINGIN - FIRE FIGHTER WELFARE.	13.20
		OTHER	GINGIN FUEL & TYRES - HOSE CLAMPS FOR GG SOUTH 4.4 HOSE REEL. GINGIN TRADING - BATTERIES FOR FIRE STATION ROLLER DOOR CONTROLLERS.	44.75
		BANK CHARGES	CREDIT CARD FEE	4.00
				61.95
				6,375.96

12.4 COMMUNITY FUNDING PROGRAM 2023/24

File	GRA/20
Author	Amy Gibbs - Coordinator Community Development & Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	20 June 2023 - Item 12.2
Appendices	Nil

DISCLOSURES OF INTEREST

Councillor Balcombe disclosed an Impartiality Interest in Item 12.4 as she is a Board and Community Officer at Bendigo Bank, and some applicants are applying through Bendigo Bank for funding.

Councillor Kestel disclosed an Impartiality Interest in Item 12.4 as some items (grants) mention funding from Bendigo Bank of which he is a Director.

Councillor Peczka disclosed an Impartiality Interest in Item 12.4 as he is a financial playing member of the Lancelin Bowling Club and financial member of the Lancelin Community and Sporting Club.

PURPOSE

To assess the 2023/24 Community Funding Program submissions for inclusion in the draft 2023/24 Municipal Budget.

BACKGROUND

At its Ordinary Meeting on 20 December 2022, during the three year review of the Community Funding Program (Item 12.3) Council resolved as follows:

1. *Commencing in the 2023/24 Budget, support:*
 - a. *an annual Community Projects Program (up to \$10,000) allocation of \$65,000 (ex GST);*
 - b. *an annual Public Liability Insurance Contributions allocation of \$5,000 with applications approved on a three-year basis, or a portion thereof;*
 - c. *an annual Budget Request Over \$10,000 allocation of \$30,000 (ex GST); and*
 - d. *an annual Funding Assistance Program allocation of \$61,000 (ex GST) with applications approved on a three-year basis, or portion thereof; and*
2. *Review the Community Funding Program and stream allocations on a three-yearly basis with the next review to be held in 2025.*

The Community Funding Program provides financial assistance to community groups and not-for-profit organisations to conduct projects or initiatives which support the aspirations of Council's *Strategic Community Plan 2022 – 2023*.

For the purposes of review, Table 1 details Community Funding allocated by Council in the last three years.

Table 1.

	Community Funding (Up to \$10,000)	Public Liability Insurance	Budget Request (Over \$10,000)	Funding Assistance Program
2020/21	\$14,560 (5 projects)	\$3,212 (10)	\$46,275 (2 projects)	\$41,000 (6 projects)
2021/22	\$51,096 (12 projects)	\$4,441 (12)	\$62,000 (2 projects)	\$51,000 (7 projects)
2022/23	\$53,840 (18 projects)	\$4,706 (13)	\$12,000 (1 project)	\$51,000 (7 projects)

The 2023/24 Community Funding program was open for applications from 1 February 2023 to 31 March 2023 and was promoted online, through local newspapers and in email correspondence with community groups. An online presentation guiding groups through the application process was also created and distributed.

An extension was granted for applications to 14 April 2023 as many groups who regularly apply had not submitted applications before the closing date. This was predominantly due to the appointment of new office bearers on club and organisation committees who were unfamiliar with the application process.

COMMENT

Overall, there were 47 Community Funding applications received, summarised in Table 2. This compares to 43 applications received last year, of which 39 were approved by Council for partial or full funding.

Table 2.

	Community Funding (Up to \$10,000)	Public Liability Insurance	Budget Request (Over \$10,000)	Funding Assistance Program
Budget Allocation	\$65,000 pa	\$5,000 pa	\$10,000 pa	\$61,000 pa
Number of applications received	22	13	3	8
Total \$ value of requests (EX GST)	\$132,958	\$5,189	\$143,542	\$53,000

The applications, in total, amount to \$334,689 (compared to \$217,158 in 2022/23) which includes a \$90,000 contribution towards the Lancelin Bowling Club Inc. 10 rink synthetic green replacement. This was endorsed for consideration in the 2023/24 Draft Budget at Council's 18 April 2023 Ordinary Council Meeting (Item 12.2) and is included in the Budget Request (Over \$10,000) section of Table 2.

This item was originally submitted to Council's 20 June 2023 Ordinary Council Meeting however was deferred until the Ordinary Council Meeting of 18 July 2023 to allow for further discussion by Council with respect to Grant eligibility parameters. This took place at the Briefing Session held on 4 July 2023.

As applications can contain sensitive financial details, they have been circulated to Councillors separately (refer **Confidential 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 which projects are to be included in the 2023/24 draft Budget for Council consideration. As the applications exceed the amounts allocated by Council with the exception of the Funding Assistance Program, Council may consider partially funding some projects.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2022-2032

Aspiration	<ol style="list-style-type: none"> 1. Attractions & Economy - Actively Pursue Tourism and Economic Development 2. Connections & Wellbeing - Grow and Nurture Community Connectedness and Wellbeing 3. Planning & Sustainability - Plan for Future Generations 4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	<ol style="list-style-type: none"> 1.1 Investment Attraction - Foster relationships with key stakeholders to attract tourism/economic development initiatives that will contribute to the Shire's economy 1.6 Attractions & Events - Host/support iconic community events and attractions that will entice residents and visitors throughout the year 2.1 Community Safety & Support - Provide support and advocacy to residents and visitors so that they feel safe and secure at home and in the environment 2.4 Youth Investment - Promote and undertake activities that provide youth retention and capacity building in our communities 2.5 Community Capacity Building - Empower all ages to be culturally aware and involved in diverse community initiatives including volunteering, culture and the arts 2.7 Accessibility - Ensure that the Shire's infrastructure and services are accessible to seniors and community members with a disability 2.8 Services & Facilities - Provide cost effective services and facilities which meet the needs of the community 3.1 Climate Change & Adaption - Understand the impacts of climate change and identify actions to adapt and mitigate those impacts 3.2 Preservation & Management of Endangered Habitat & Coastal Reserves - Sustainable policy/actions supporting preservation activities 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 4.5 Key Stakeholder Partnerships - Foster applicable relationships and partnerships with key stakeholders to achieve outcomes

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson **SECONDED:** Councillor Sorensen

That Council agree to include the Community Funding Program amounts as recommended in the Confidential Appendices for consideration in the draft Budget 2023/24.

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

12.5 2023 FINANCIAL MANAGEMENT REVIEW

File	FIN/16
Author	Les Crichton - Executive Manager Corporate & Community Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	1. Shire of Gingin Financial Management Review June 2023 [12.5.1 - 17 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider a recommendation from the Audit and Governance Committee with respect to the 2023 Financial Management Review.

BACKGROUND

Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996* (the Regulations) requires that the CEO undertake regular reviews of the appropriateness and effectiveness of the Shire's financial management systems and procedures. The CEO is then to report to the local government the results of the review.

The last review of financial management systems for the Shire of Gingin was undertaken in 2019/20. Previously, reviews were required to be conducted at least once every four years, however this was reduced to every three years following amendments to the Regulations in 2018. The next review of financial management systems for the Shire of Gingin will therefore be conducted in 2025/26.

To facilitate compliance with the requirements of the Regulations, Moore Australia was commissioned by the Chief Executive Officer to undertake a review of the Shire of Gingin's financial management systems. This review is independent of the annual (incorporating interim) audit undertaken by the Office of the Auditor General and its contractors (currently Dry Kirkness).

As required in conducting its functions outlined within its Terms of Reference, a copy of the 2023 Financial Management Review Report (**Appendices**) was submitted to the Audit and Governance Committee at its meeting held on 4 July 2023 for its consideration.

COMMENT

As detailed in the report, a total of 19 systems and processes were examined as follows:

1. Bank reconciliations and petty cash;
2. Trust funds;
3. Receipts and receivables;
4. Rates;
5. Purchases, payments, and payables;
6. Payroll;
7. Credit card procedures;
8. Fixed assets (including depreciation, acquisition, and disposal of property);
9. Cost and administration allocations;
10. Financial reports controls;
11. Budget and budget review;
12. Borrowings;
13. Inventory;
14. General journals;
15. Investments;
16. Insurance;
17. Records;
18. IT System; and
19. Policy Review.

Of the 19 systems and processes reviewed, ten were found to be areas where controls and procedures are effective and appropriate for the Shire's current scope of operations, with nine identified for improvement.

While none of the items noted for improvement are of significant risk, management comments and any proposed/commenced actions on each were provided for the Committee's information and attention.

System	2. Trust Funds
Matters Identified	Long outstanding Public Open Space money is the only item held in Trust.
Management Comment	The funds had been identified for use as part of our year-end reserve transfer process and will be actioned accordingly.
System	3. Receipts and Receivables
Matters Identified	During limited testing we identified an instance where a fee raised did not align to the adopted schedule of fees and charges for the 2022-23 financial year.
Management Comment	This incident occurred when an officer requesting an invoice be raised referenced the previous (2021/22) fee included within the Fees & Charges Schedule.

	In addition to removing the prior year fee from future Fees and Charges Schedules, the invoicing process has been amended to include a fee review (separate officer) prior to approval.
System	4. Rates
Matters Identified	A differential rate was imposed for the 2022-23 Annual Budget for properties classified as UV – Intensive/Mining. The basis for determining which assessments fall within this category is unclear within the Budget document.
Management Comment	This information was provided under Note 2C within the Budget document.
Matters Identified	Ensure future rate notices and accompanying information bulletin contain a statement of the objects and reasons for the imposition of general rates as required by <i>Local Government (Financial Management) Regulations 1996</i> regulation 56 (4).
Management Comment	A review to simplify the Budget Bulletin which accompanies the annual rates notice inadvertently removed the Statement of Objects and Reasons for Differential Rating normally included within the Bulletin. This will be reinserted in future editions. This information however was provided in preparation for the 2022/23 Budget, whereby Council undertook a review and advertised for public comment both its Rating Strategy (May 2022) and its Statement of Objects and Reasons for Differential Rating (June 2022).
System	5. Purchases, payments, and payables (including purchase orders)
Matters Identified	Fuel usage card agreements between the Shire and card holders were not available for our inspection.
Management Comment	A Policy and Procedure is currently being developed to formalise current practice with regard to the issue and use of fuel cards. These will be aligned to those in place for credit card procedures.
Matters Identified	The last available reconciliation of the inventory system to the general ledger was in November 2022. We acknowledge issues in the new ERP system have prevented the reconciliations occurring.
Management Comment	Re-architecture of the stock module within the ERP system by the software provider is now complete. Stock issues and receipts have since been processed and reconciliations against the general ledger are up to date.
Matters Identified	An instance was identified during testing where the purchase order was approved subsequent to the receipt of the goods and services and associated invoice.

Management Comment	The issue of purchase orders after receipt of goods and services and associated invoice evidences a purchase contrary to Council's purchasing policy. Staff training and system alerts have been put in place to remind staff of the requirement with incidents continuing to reduce since the implementation of the new ERP.
System	6. Payroll
Matters Identified	During testing of pay rates, we identified employees whose pay rates within the payroll system differed to the pay rate within the employee file. Staff explained the reason for this difference was an EBA increase which had been effected in the payroll system.
Management Comment	All salary rates applied or amended within the payroll system are authorised by the CEO (through Human Resources), identified each payroll period, then verified during payroll processing against those instructions. Procedures have been reviewed to ensure a copy of instructions is included on each impacted employee's personnel file.
System	8. Fixed assets (Including depreciation, acquisition, and disposal of property)
Matters Identified	The latest reconciliation between the general ledger and the fixed asset register available for our review was undertaken in April 2023 for the period ended 30 September 2022. We acknowledge management's position of not rolling over the fixed asset module until completion of the audit and the staffing issues subsequent to sign off the audit.
Management Comment	The reconciliation of the fixed asset register to the general ledger is continuing. Depreciation of roads, bridges, drainage and footpaths is a standard end of year practice and will be completed before revaluations (if applicable) are applied. Processes and procedures are in place and training of new staff in assets processing should prevent delay of this process in the future.
System	9. Cost and administration allocation
Matters Identified	We note administration overheads are allocated into public works overheads. Whilst this is generally acceptable, the on allocation of the public works overheads to capital projects results in the capitalisation of administration overheads. AASB 116 Property, plant and equipment does not allow for the inclusion of administration costs as part of the cost of property, plant, or equipment.

Management Comment	We acknowledge the matters identified and are undertaking a full review of cost allocations as part of the budget process. Procedures will be updated to ensure cost allocations are reviewed as part of the monthly reporting process.
Matters Identified	We note administration overheads, plant operating costs and public works overheads were all under-allocated. These under allocations may result in significant over expenditure on capital projects.
Management Comment	We are currently reviewing the cost allocation functions within the ERP system and the impact the new standard chart of accounts may have had on calculations which could be contributing to the under allocation of overheads. A systematic approach to review of all allocations should prevent this from occurring in the future.
System	12. Borrowings
Matters Identified	Within the 2022-23 Annual Budget the borrowing balance at 1 July 2022 was \$1,583,798 whilst the audit balance in the 2022 Annual Financial Report at 1 July 2022 was \$1,843,185. We understand this difference arose due to an error in the population of the statutory budget.
Management Comment	This was a typographical error when preparing notes to the 2022-23 Budget document and had no impact on the financial position or operations of the Shire. Officers involved in preparation of the statutory document have been alerted to this error and importance of care when preparing financial documents.
System	18. IT system
Matters Identified	The ERP software vendor has a generic access to the system with administrator and user access. The last access with this access code reflected access occurred outside of working hours.
Management Comment	The generic access was provided as part of the system upgrade to Altus to allow the various programmers and systems specialists to monitor the program and respond to errors and issues raised by Shire staff across the various financial functions. The need for generic access has declined as the system has been bedded down and has been deactivated. Access will be provided to allow only specific (vendor) support staff to address identified issues and then removed on resolution.

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

1. The results of the June 2023 Financial Management Review undertaken by Moore Australia on behalf of the Chief Executive Officer; and
2. Management comments and proposed/commenced actions on those items identified for improvement.

STATUTORY/LOCAL LAW IMPLICATIONS

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

Local Government (Financial Management) Regulations 1996
Part 2 – General financial management – s. 6.10
Reg. 5– CEO’s duties as to financial management

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 Johnson **SECONDED:** Councillor Kestel

That Council note:

1. The results of the June 2023 Financial Management Review undertaken by Moore Australia on behalf of the Chief Executive Officer; and
2. Management comments and proposed/commenced actions on those items identified for improvement.

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*



Financial Management Review Report

Shire of Gingin

June 2023



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1.0 Engagement Overview

1.1 Scope of Services

The Shire of Gingin (Shire) engaged Moore Australia to undertake a review of financial management systems to assess the appropriateness and effectiveness of these systems and procedures, as required by *Local Government (Financial Management) Regulations 1996* Regulation 5(2)(c).

A risk based review of financial management systems was undertaken by examination of the following three key areas of financial management systems:

- Financial management framework;
- Implementation of financial management framework; and
- Evaluation of financial management

The objective of this review is to assist the Chief Executive Officer (CEO) of the Shire of Gingin to discharge responsibilities in respect to Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (as amended).

Operations of a regional local government are complex and involve a number of people making decisions across a large number of areas of operations. The Shire of Gingin is highly reliant on a small team of senior decision makers to govern its operations whilst trying to ensure sound financial management through internal controls.

2.0 Review Summary

2.1 Financial Management System

The Shire has a number of financial management system controls to cover the wide variety of operations undertaken. Council has responsibility for the adoption of the annual budget and annual report, review of the monthly statement of financial activity and review of the monthly list of payments. Responsibility for the financial management of the Shire rests with the CEO, as detailed under the *Local Government (Financial Management) Regulations 1996* Regulation 5(1).

Internal controls relating to financial management systems are of critical importance to operations and should provide a risk-based approach to financial management. Controls include but are not limited to appropriate segregation of duties, engagement of experienced and qualified staff, documented procedures and effective monitoring for adherence to documented procedures. Inherent limitations will always be present in internal control frameworks and routine review and regular updates may assist to ensure control environments are suitable.

2.1.1 Appropriateness

Considering the size, resources, variety of operations and the context in which the Shire operates, documented internal control procedures relating to financial management systems, are considered largely appropriate as a means of maintaining a high level of control over the financial management of the Shire. Our assessment as to the appropriateness is subject to identified weaknesses being addressed, and provided internal control procedures are routinely and consistently applied.

Weaknesses were identified with current controls and procedures, these are explained within Section 5.0 of this report.

2.1.2 Effectiveness

Considering the results of other elements of financial management systems and processes where documented and routinely tested, the current practices undertaken by the Shire of Gingin may be considered generally effective. Our assessment as to effectiveness is subject to the implementation of the improvements highlighted in this report.

Whilst generally considered effective, weaknesses were identified where financial management controls are not considered effective. These are explained within Section 5.0 of this report.

2.1.3 Improvements

Details of recommended improvements to the current financial management, procedures and systems for the Shire are set out at Section 5.0 of this report.

A summary of improvements listed by prioritisation and planned action is provided at Appendix A.

3.0 Methodology and Framework

3.1 Review Methodology – Financial Management Review

In carrying out our review, we examined documented policies / procedures, undertook walkthroughs of key systems and procedures and performed limited risk based detailed testing procedures to identify weaknesses in the financial management system and report to the CEO on the appropriateness and effectiveness of the control environment within the Shire, as required by regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

Our procedures for the Financial Management Review encompassed the following areas of the Shire's financial systems including, but not necessarily limited to:

- Collection of money owed;
- Custody and security of money and investments held;
- Rates;
- Maintenance and security of financial records;
- Accounting and controls for revenue and expenses;
- Accounting and controls for assets and liabilities;
- Accounting and controls for trust transactions;
- Authorisation of purchases;
- Authorisation of payments;
- Borrowings;
- Maintenance and processing of payroll;
- Stock controls and costing records;
- Record keeping for financial records;
- Preparation of budgets and budget reviews; and
- Preparation of financial reports.

Our procedures and approach have been developed over a number of years taking into account our extensive local government background and seeks to examine both financial systems and procedures in use.

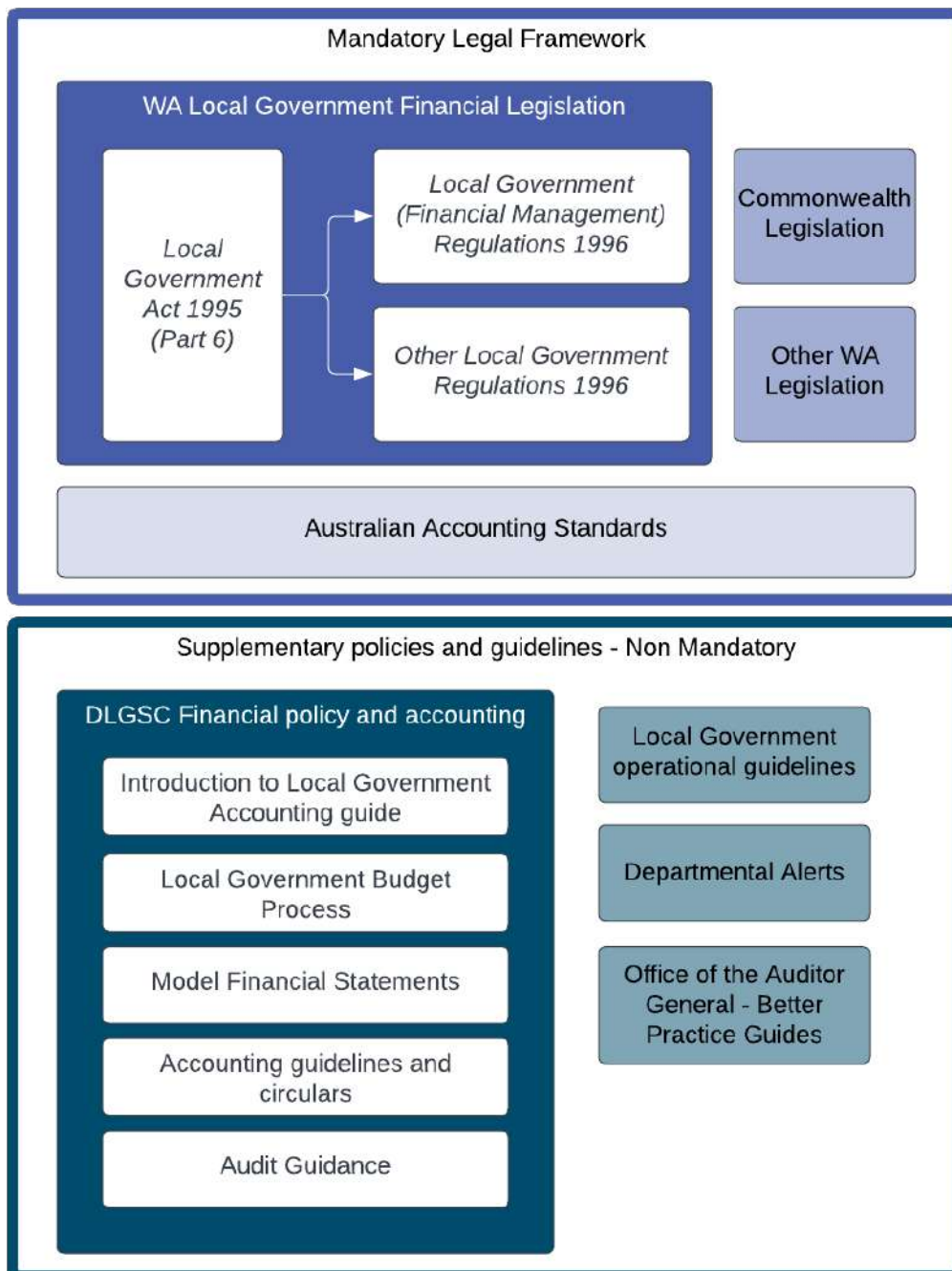
The financial management review does not examine systems and procedures which are non-financial in nature and did not specifically test for legislative breaches, fraud or error.

Matters examined in respect of financial management systems review are detailed in Section 5.3, and where opportunities for improvement were identified, these are also reported within this section of the report.

4.0 Framework Design

4.1 Financial Management Framework

The Financial Management Framework within which the financial management of WA local governments occur, is reflected in the diagram below.



5.0 Review Result

5.1 Review Context - Shire of Gingin

Understanding the external and internal context in which the Shire operates, relevant to financial management, risk, the internal control environment and its legislative compliance obligations, as it seeks to achieve its overall strategic objectives is important to the review of the related systems and procedures.

The external and internal environmental influences identified during the review are set out below:

External Influences	Internal Influences
Increasing community expectations in relation to service levels and delivery.	The objectives and strategies contained in the current Strategic Community Plan.
Rapid changes in information technology, changing the service delivery environment.	The timing and actions contained in the current Corporate Business Plan.
Increased compliance requirements due to government policy and legislation.	Organisational size, structure, activities and location.
Cost shifting by the Federal and State governments.	Human resourcing levels and staff retention.
Demand for resourcing due to potential expansion in service delivery.	The financial capacity of the Shire.
Reducing external funding for infrastructure and operations.	Maintenance of corporate records.
Increasing risk of cyber attack resulting in compromised or lost data.	Allocation of resources to achieve strategic outcomes.
Mitigating bush fire threat.	COVID 19 and impact on the internal environment
COVID 19 and impact on the external environment.	
Global economic instability.	

5.2 Local Government Internal Financial Management Framework

In seeking to comply with the financial management framework the Shire has the following plans, policies, processes and procedures.

- Strategic plans
- Council policies
- Operational plans
- Operational procedures
- Planning and budgeting process
- Financial reporting process
- Human resource management
- ICT management and controls

Each of these were examined for their appropriateness and effectiveness in the financial management of the Shire.

5.0 Review Result (continued)

5.3 Financial Management System Review

Each of the systems examined are detailed in the table below with a description of the procedures undertaken.

System	Description	Matters identified
1. Bank reconciliation and petty cash management	Examination of procedures and review of maintenance and management practices undertaken by staff.	No matters noted.
2. Trust funds	Examination of trust funds to determine proper accountability in the Shire's financial management system and compliance with regulatory requirements.	Long outstanding Public Open Space money is the only item held in Trust. Improvement: Identify items funds may be used for or return funds to developer. We understand from management the funds are to be utilised in the 2022/23 year.
3. Receipts and receivables	Examination of end of day banking procedures to determine if they were adequate in ensuring cash collection is being recorded and allocated properly to the general ledger. The receivables system including raising of invoices was also reviewed with limited testing in respect to allocation/posting.	During limited testing we identified an instance where a fee raised did not align to the adopted schedule of fees and charges for the 2022-23 financial year. Improvement: We recommend a review of systems utilised in the raising of invoices for fees and charges to provide system based controls, allowing fees and charges to only be raised in accordance with the adopted schedule of fees and charges.
4. Rates	The Shire's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed or raised correctly. This also included inspection of the rate record, rate notices, instalment notices, valuation reconciliations and general ledger. We randomly selected and tested rate notices which included: <ul style="list-style-type: none"> sighting the notices; re-performing the calculations; ascertaining whether the valuations applied agree to Landgate's valuation roll/report and rates per dollar imposed are as per adopted budget; ensuring the rate system is properly updated; and checking proper posting to the general ledger. 	A differential rate was imposed for the 2022-23 Annual Budget for properties classified as UV – Intensive/Mining. The basis for determining which assessments fall within this category is unclear within the Budget document. Improvement: Where differential rates are raised the characteristics of the properties to be classified within each differential category should be clearly defined in order to provide for the objective and transparent determination of the appropriate rating category for each assessment. Neither the 2022-23 rate notice or accompanying information bulletin contain a statement of the objects and reasons for the imposition of general rates as required by <i>Local Government (Financial Management) Regulations 1996</i> regulation 56 (4).

5.0 Review Result (continued)

System	Description	Matters identified
		<p>Improvement:</p> <p>Ensure future rate notices and accompanying information bulletin contain a statement of the objects and reasons for the imposition of general rates as required by <i>Local Government (Financial Management) Regulations 1996</i> regulation 56 (4).</p>
5. Purchases, payments and payables (including purchase orders)	<p>Random selection of payment transactions to determine whether purchases were authorised/budgeted and payments were supported, certified/authorised and correctly allocated. The Shire's purchases, payments and payables system was also examined to determine if adequate controls were in place in ensuring liabilities are properly recorded and payments are properly controlled.</p> <p>We are aware of many incidents of payment scams/frauds within the local government industry during recent years. As a consequence of this activity, we have had a specific focus on the controls around the changes to supplier details within the EFT payment system.</p>	<p>Fuel usage card agreements between the Shire and card holders were not available for our inspection.</p> <p>Improvement:</p> <p>Policies and procedures for fuel cards in accordance with the Department's operational guideline for credit cards should exist, including the signing of usage agreements.</p> <p>The last available reconciliation of the inventory system to the general ledger was in November 2022. We acknowledge issues in the new ERP system have prevented the reconciliations occurring.</p> <p>Improvement:</p> <p>Timely reconciliation of fuel usage and monitoring of fuel usage per vehicle is an important control to help minimise fuel shrinkage. Where system issues impacting controls are identified, alternative controls should be established.</p> <p>An instance was identified during testing where the purchase order was approved subsequent to the receipt of the goods and services and associated invoice.</p> <p>Improvement:</p> <p>All procurement of goods and/or services should be undertaken in accordance with legislative requirements, the adopted purchasing policy and approved procedures. Provide training for procurement officers to help ensure they understand procurement procedures and the importance of following them.</p>

5.0 Review Result (continued)

System	Description	Matters identified
6. Payroll	<p>A sample of employees were randomly selected from different pay runs and detailed testing of each employee's pay was performed to help ensure:</p> <ul style="list-style-type: none"> • the employee existed; • the correct rate of pay was used; • non-statutory deduction authorities are on hand; • timesheets were properly completed and authorised; • hours worked were properly authorised; and • allocations were reasonable and correctly posted. <p>The Shire's payroll system was also reviewed to determine if adequate controls were in place to help ensure wages and salaries are properly processed and payments are properly controlled.</p>	<p>During testing of pay rates, we identified employees whose pay rates within the payroll system differed to the pay rate within the employee file. Staff explained the reason for this difference was an EBA increase which had been effected in the payroll system.</p> <hr/> <p>Improvement:</p> <p>Maintenance of pay rate authority within each employee file is a fundamental payroll control. The pay rate authority should clearly identify the date and reason for any pay rate changes along with confirmation the pay rate has been updated in the payroll system and the authorisation of the change by a person independent of payroll processing.</p>
7. Credit card procedures	<p>A review of the Shire's credit card procedures was performed to determine if adequate controls were in place. We randomly selected and tested credit card transactions to determine whether they are legitimate and usual in the context of the Shire's operations. This included:</p> <ul style="list-style-type: none"> • sighting tax invoices; • ascertaining whether the transaction is for bona fide Shire business; and • determining whether transactions are in line with the Shire's policy. 	<p>No matters noted from sample tested.</p>

5.0 Review Result (continued)

System	Description	Matters identified
8. Fixed assets (including depreciation, acquisition, and disposal of property)	<p>The fixed assets system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined. A sample of asset additions and disposals were judgmentally selected, and testing performed to ensure:</p> <ul style="list-style-type: none"> the tax invoices existed; correct posting to the general ledger; fixed assets register was promptly updated; and classification of assets was correct. <p>In addition, a sample of four assets were judgmentally selected and testing performed to ensure the depreciation rates used are in line with the Shire's policy.</p>	<p>The latest reconciliation between the general ledger and the fixed asset register available for our review was undertaken in April 2023 for the period ended 30 September 2022. We acknowledge management's position of not rolling over the fixed asset module until completion of the audit and the staffing issues subsequent to sign off of the audit.</p> <hr/> <p>Improvement:</p> <p>As fixed asset expenditure is one of the largest expenditure items it is important to ensure controls in relation to this expenditure are kept up to date. Where system related issues prevent standard controls being implemented, alternative controls should be developed and implemented. Should transactions such as disposal of assets or charging of depreciation not be undertaken and these have a material impact on the monthly statement of financial activity, we suggest attention be drawn to the issue within the monthly report.</p>
9. Cost and administration allocation	<p>The Shire's cost and administration allocation system was examined to determine if indirect costs have been properly reallocated to various jobs/programs. This included review of the allocation basis and rates used to ensure they are appropriate and regularly reviewed.</p>	<p>We note administration overheads are allocated into public works overheads. Whilst this is generally acceptable, the on allocation of the public works overheads to capital projects results in the capitalisation of administration overheads. AASB 116 <i>Property, plant and equipment</i> does not allow for the inclusion of administration costs as part of the cost of property, plant or equipment.</p> <hr/> <p>Improvement:</p> <p>Routine reviews of cost reallocations should be undertaken to ensure cost reallocations are appropriate and administrations costs are not being indirectly capitalised as property, plant and equipment.</p> <hr/> <p>We note administration overheads, plant operating costs and public works overheads were all under-allocated. These under allocations may result in significant over expenditure on capital projects</p> <hr/> <p>Improvement:</p> <p>Undertake a review of activity based costings to support calculation of rates being applied. Implement procedures to routinely review and monitor cost reallocations and document any reasons for under or over allocations.</p>

5.0 Review Result (continued)

System	Description	Matters identified
10. Financial reports controls	The format of the annual report, annual financial report and monthly financial reports were reviewed for compliance with legislative requirements.	No matters noted.
11. Budget and budget review	The 2022-23 budget document and documents surrounding budget adoption were reviewed to ensure compliance with regulatory requirements.	No matters noted.
12. Borrowings	Reconciliation of borrowings to the WATC loan schedules were examined.	<p>Within the 2022-23 Annual Budget the borrowing balance at 1 July 2022 was \$1,583,798 whilst the audit balance in the 2022 Annual Financial Report at 1 July 2022 was \$1,843,185. We understand this difference arose due to an error in the population of the statutory budget.</p> <p>Improvement: Implement procedures to ensure the loan balances are reconciled and correct. This is particularly important in preparation of the Annual Budget, to ensure loan repayments are budgeted for appropriately.</p>
13. Inventory	Inventory reconciliations and stock take procedures were examined.	No matters noted.
14. General journals	Random selection of general journals to determine whether journals were supported and certified/authorised. The Shire's general journal system was also examined to determine if adequate controls were in place to ensure journals are properly recorded and controlled.	No matters noted from sample tested.
15. Investments	A review of cash investments to ensure appropriate controls are in place to monitor, record and manage the Shire investments.	No matters noted.
16. Insurance	An insurance process review is undertaken to ensure appropriate consideration of insurance coverage is undertaken.	No matters noted.
17. Records	Record keeping systems are reviewed to ensure the capture, storage, monitoring and disposal of financial records are appropriate and regularly reviewed.	No matters noted.

5.0 Review Result (continued)

System	Description	Matters identified
18. IT system	Review of IT systems, processes, and procedures to ensure adequate mechanisms to monitor, manage, and test IT systems and controls that are critical to the Shire's financial management are in place.	<p>The ERP software vendor has a generic access to the system with administrator and user access. The last access with this access code reflected access occurred outside of working hours.</p> <hr/> <p>Improvement:</p> <p>To help minimise IT related risks, access to applications and IT systems should be to specific authorised persons and not generic emails. This should assist in providing a detailed audit trail which is able to be routinely reviewed. Persons with administrator access should be restricted from user access and processing. Administrator changes within the system should be in accordance with a documented procedure providing for the management of system changes especially when undertaken outside of working hours.</p>
19. Policy review	Shire financial management policies are reviewed to ensure compliance with relevant legislation.	No matters noted.

6.0 Other Matters

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Document control

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Status: Final

Document Date: 28 June 2023

Appendix A – Improvements Identified

System	Improvement	Planned / Prioritised Action Required
2. Trust funds	Identify items funds may be used for or return funds to developer.	Planned
3. Receipts and receivables	We recommend a review of systems utilised in the raising of invoices for fees and charges to provide system based controls, allowing fees and charges to only be raised in accordance with the adopted schedule of fees and charges.	Planned
4. Rates	Where differential rates are raised the characteristics of the properties to be classified within each differential category should be clearly defined in order to provide for the objective and transparent determination of the appropriate rating category for each assessment.	Planned
	Ensure future rate notices and accompanying information bulletin contain a statement of the objects and reasons for the imposition of general rates as required by <i>Local Government (Financial Management) Regulations 1996</i> regulation 56 (4).	Planned
5. Purchases, payments and payables (including purchase orders)	Policies and procedures for fuel cards in accordance with the Department's operational guideline for credit cards should exist, including the signing of usage agreements.	Prioritised
	Timely reconciliation of fuel usage and monitoring of fuel usage per vehicle is an important control to help minimise fuel shrinkage. Where system issues impacting controls are identified, alternative controls should be established.	Prioritised
	All procurement of goods and/or services should be undertaken in accordance with legislative requirements, the adopted purchasing policy and approved procedures. Provide training for procurement officers to help ensure they understand procurement procedures and the importance of following them.	Prioritised
6. Payroll	Maintenance of pay rate authority within each employee file is a fundamental payroll control. The pay rate authority should clearly identify the date and reason for any pay rate changes along with confirmation the pay rate has been updated in the payroll system and the authorisation of the change by a person independent of payroll processing.	Prioritised
8. Fixed assets (including depreciation, acquisition, and disposal of property)	As fixed asset expenditure is one of the largest expenditure items it is important to ensure controls in relation to this expenditure are kept up to date. Where system related issues prevent standard controls being implemented alternative controls should be developed and implemented. Should transactions such as disposal of assets or charging of depreciation not be undertaken and these have a material impact on the monthly statement of financial activity we suggest attention be drawn to the issue within the monthly report.	Planned
9. Cost and administration allocation	Routine reviews of cost reallocations should be undertaken to ensure cost reallocations are appropriate and administrations costs are not being indirectly capitalised as property, plant and equipment.	Prioritised
	Undertake a review of activity based costings to support calculation of rates being applied. Implement procedures to routinely review and monitor cost reallocations and document any reasons for under or over allocations.	Prioritised

Appendix A – Improvements Identified

System	Improvement	Planned / Prioritised Action Required
12. Borrowings	Implement procedures to ensure the loan balances are reconciled, especially prior to preparation of the Annual Budget, to ensure loan repayments are budgeted for appropriately.	Planned
18. IT system	To help minimise IT related risks, access to applications and IT systems should be to specific authorised persons and not generic emails. This should assist in providing a detailed audit trail which is able to be routinely reviewed. Persons with administrator access should be restricted from user access and processing. Administrator changes within the system should be in accordance with a documented procedure providing for the management of system changes especially when undertaken outside of working hours.	Prioritised

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13 REPORTS - REGULATORY AND DEVELOPMENT SERVICES

13.1 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED EXTRACTIVE INDUSTRY ON LOT 31 DOUGLAS ROAD, BEERMULLAH

File	BLD/7574
Applicant	Whitfield Creek Resources Pty Ltd
Location	Lot 31 Douglas Road, Beermullah
Owner	Stuart Fewster
Zoning	General Rural
WAPC No	NA
Author	James Bayliss – Coordinator Statutory Planning
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	21 January 2014 – Item 11.1.10
Appendices	<ol style="list-style-type: none"> 1. Location Map - Lot 31 Douglas Road, Beermullah [13.1.1 - 1 page] 2. Aerial Map - Lot 31 Douglas Road, Beermullah [13.1.2 - 1 page] 3. Applicant's Report [13.1.3 - 64 pages] 4. Schedule of Submissions and Recommended Responses [13.1.4 - 5 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for a proposed Extractive Industry (sand and limestone) on Lot 31 Douglas Road, Beermullah.

BACKGROUND

The subject property is 105 hectares (ha) in area and is currently used for grazing of livestock.

The land has been identified as containing white quartz sand with a suitable particle size for use in concrete production, over an area of approximately 18 hectares. The development will result in a 'quarry' excavated to a finished level of 60m AHD, giving a pit depth of up to five metres. However, the resource is at the top of an existing dune and therefore the quarry will not produce an excavated pit as such but will simply remove the top of the existing dune.

The site has previously been issued with development approval to extract the material forming part of this proposal. At Council's Ordinary Meeting on 21 January 2014, it was resolved to approve the development subject to conditions, one of which limited the term of the approval to 10 years. This expires on 29 January 2024.

The officer notes that the previous approval contained a condition as follows:

Prior to the commencement of the development, a Deed of Agreement shall be entered into with the Shire in relation to the maintenance and upgrade of Douglas Road at the developer's cost in accordance with the Road Maintenance Contribution Plan as shown in Appendix 4, such Deed to be to the satisfaction of the Chief Executive Officer."

The Shire's solicitors prepared a Deed as required, however it appears that the previous operator (Tuss Group Pty Ltd), would not enter into the agreement and commenced extraction in contravention of the approval issued. Tuss Group Pty Ltd has since gone into liquidation and the development has not operated for many years. The landowner therefore seeks to start afresh.

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

The applicant has provided a report in support of the application (**see appendices**).

The former draft Deed including the Road Maintenance Contribution Plan is provided (**see confidential Appendix**).

The landowner has obtained a quote for the design of an intersection upgrade between Brand Highway and Douglas Road (**see confidential Appendix**).

COMMENT

Stakeholder Consultation

The application was advertised in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. This included advertising to six surrounding landowners, development signs being placed on the verge of the property and a notification appearing on the Shire's website.

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

- Department of Water and Environmental Regulation (DWER);
- Department of Mines, Industry Regulation and Safety (DMIRS);
- Department of Planning, Lands and Heritage - Aboriginal Heritage Council;
- Department of Health (DoH);

- Main Roads Western Australia (MRWA);
- Department of Biodiversity, Conservation and Attractions (DBCA); and
- Department of Primary Industries and Regional Development (DPIRD).

A copy of the Schedule of Submissions and Recommended Responses, including correspondence from State agencies, is provided (**see appendices**).

It should be noted that MRWA have requested that the applicant is to design and construct an upgrade to the intersection of Douglas Road and Brand Highway. The officer does have concerns regarding the inference that this proponent be solely responsible for this process, and the costs associated, given one of the Shire's largest poultry farms uses this intersection. Notwithstanding the above, the Shire does not need to be a party to these discussions, and on that basis a condition has been recommended to ensure that the proponent and MRWA reach an agreement, whatever that may be, prior to use commencing.

PLANNING FRAMEWORK

Local Planning Strategy 2012 (the Strategy)

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

Section 2.5.4 of the Strategy states the following:

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

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

This basic raw material deposit is not expressly identified under the Strategy. However, this does not preclude the Shire from considering the proposal as the Local Planning Scheme No.9 (LPS 9) contemplates the 'Extractive Industry' land use in the General Rural zone.

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

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

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

The locality generally consists of rural land used for a variety of rural related development (grazing, composting, Agriculture Intensive and Animal Husbandry Intensive development). The character of the area therefore comprises an array of land uses of varying scales. The officer is of the view that the development is generally consistent with the objectives of the zone and is mindful that Council has previously resolved to support the development.

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

It should also be noted that an extractive industry is regulated under an Extractive Industry Licence (EIL) that is issued in accordance with the Shire of Gingin’s *Extractive Industries Local Law 2004*, which sets out further operational requirements.

Setbacks

In accordance with ‘Table 2 – Site Requirements’ of LPS 9, all development shall be set back a minimum 20 metres from all lot boundaries. The proposed extraction area is set back from all lot boundaries adequately.

4.8.10 Extractive Industries

4.8.10.1 Local government may consider applications for extractive industries in the General Rural zone where the sites have not been identified within an SCA under clause 5.4.

4.8.10.2 In considering applications for extractive industries, local government will have regard for the zone objectives.

4.8.10.3 *Local government will also consider the potential impact of the extractive industry in regard to surrounding land uses (both existing and future) and may apply conditions to manage the potential impacts, such as noise, dust, odour and amenity.*

Comment:

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

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

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

- (a) *The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (c) *Any approved state planning policy;*
- (d) *Any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);*
- (f) *Any policy of the state;*
- (m) *The compatibility of the development with its setting, including –*
 - (i) *the compatibility of the development with the desired future character of its setting; and*
 - (ii) *the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) *The amenity of the locality including the following:*
 - (i) *Environmental impacts of the development;*
 - (ii) *The character of the locality;*
- (o) *The likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;*

- (p) *Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (r) *The suitability of the land for the development taking into account the possible risk to human health or safety;*
- (s) *The adequacy of -
 - (i) *The proposed means of access to and egress from the site; and*
 - (ii) *Arrangements for the loading, unloading, manoeuvring and parking of vehicles;**
- (t) *The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (w) *The history of the site where the development is to be located;*
- (za) *The comments or submissions received from any authority consulted under clause 66;*

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

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

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

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

Officer comment:

Appendix 1 of the EPA Guidance Statement provides the separation distances for 'Extractive Industries - Sand' and outlines a buffer distance of between 300-500 metres depending on size and scale of the operation.

Sensitive land uses are defined as follows:

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

Based on the separation distance (900+m) between the proposed development and surrounding land uses, and given that the development has previously been approved, the buffer distances provided are viewed as being adequate.

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

Officer comment:

The officer notes that no state agency or adjoining landowner has objected to development approval being issued.

(c) prioritisation of proposals within SGS areas aligned with DMIRS GeoVIEW.WA mapping in Perth and Peel;

(d) if the resource is identified as a SGS area and/or local basic raw material demand;

(e) the quantity and quality of resource and scale and duration of extraction;

Officer comment:

The mapping tool does not identify the location as a significant geological supply.

(f) management of finished ground levels for BRM extraction and site rehabilitation to:

- i. maintain appropriate horizontal separation between extraction, water supply infrastructure and any other engineering requirements;*
- ii. avoid the exposure of groundwater and maintain the required vertical separation distances to groundwater for sequential land use;*
- iii. protect ground water and surface water quality.*

Officer comment:

The separation distance between the pit floor and the water table is ~2 metres. After the completion of extraction activities, the stormwater dam will be backfilled and the land returned to grazing.

Whitfield Brook west of the quarry site is mapped by the DBCA as a Resource Enhancement category floodplain. DBCA and DWER have raised no concerns in relation to superficial or groundwater related issues.

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

Officer comment:

The sequential land use will involve rehabilitation of the land to its natural state (pre-excavation) to enable pasture cover to return. It is anticipated that the balance of the subject land will be used for grazing purposes.

(h) the ability to stage the extraction operations to avoid conflicts with any adjacent sensitive land uses;

Officer comment:

No conflict in this regard is anticipated.

(i) the effect of the proposed extractive industry on any adjacent agricultural land;

Officer comment:

Impact on nearby rural land is not anticipated.

(j) the availability and suitability of road access;

Officer comment:

Sand will be transported from the quarry by semi-trailer trucks in 20 tonne loads. The operator anticipates that the development will initially remove 300 tonnes per week, with a maximum of 1000 tonnes at full capacity depending on the demand for the resource.

The subject property is serviced via Douglas Road, which is currently unsealed. Douglas Road intersects with the Brand Highway, which is under the care and control of MRWA. The intersection is currently in an ordinary condition, assumingly the result of heavy vehicle movements associated with the adjoining poultry farm. This assumption is based on the previously approved extractive industry having a limited operational timeframe, and the approved composting facility at the end of Douglas Road yet to operate.

The Shire's Operations and Assets Department advises the following in relation to Douglas Road:

In its current condition the road has minimal gravel, and in most areas it is down to the sub base. The sub base is made up of clay and sand, and in winter this will not handle 40 tonne loads and 40 trips a week potentially.

This section of road needs to be re-surfaced with gravel and verges pruned line of site to be done by the applicant to Shire specifications. The ongoing maintenance must also be undertaken by applicant to Shire specifications. If the condition of the road gets too bad on the relevant section then the Shire will close it to heavy traffic. The crossover needs to be re-instated and approved by the Shire.

The applicant has raised concern that the Shire acknowledges that the road has minimal gravel and is down to sub base, which in their view is not attributed to their development, but rather that the road was not originally constructed to a suitable standard by the Shire.

Therefore, a proposition that the road should be reconstructed and maintenance entirely at their expense will not be viewed as equitable given the current starting point of Douglas Road is well below standard. The proposed development should not be viewed as an opportunity by the Shire to resolve deficiencies associated with the initial construction of the road.

MRWA has requested that the landowner/operator fund a redesign and upgrade of the intersection of Brand Highway and Douglas Road, and then seal a portion of Douglas Road. The applicant is again concerned that this application is being used as an opportunity to resolve a longstanding intersection issue that has arisen due to the activities of a separate operator, with the proponent being held responsible for undertaking remedial works.

The landowner/operator has indicated an intention to contribute to Douglas Road upgrades and maintenance and negotiations in this regard are ongoing. When a mutual position is reached regarding those negotiations, the officer suggests that the draft Deed be returned to Council for approval and the conditions has been worded to reflect this.

Given the proponent is unsure if the business venture will be successful, any upfront costs would essentially terminate the development's feasibility. While that may be the case, any upfront costs accepted by the Shire in upgrading the road, with an agreement that over time the costs would be paid back, is a risk given the business venture may fail.

The challenge facing the Shire is that this development was previously approved, and this application essentially seeks to renew the earlier approval with a different operator. It may not be reasonable to refuse the development given the earlier decision, however there is a genuine basis for doing so given the condition of the road network. In most instances the officer would suggest refusing the proposed development, however given the circumstances (i.e., approval history) and progress regarding a mutual position, imposing a condition similar to that previously put in place is recommended.

(k) *the effect of the proposed extractive industry on any native flora and fauna and general landscape values;*

Officer comment:

No unacceptable impacts on local flora and fauna are anticipated.

(l) *how all water resources will be protected during BRM extraction including a separation distance to the defined groundwater level plus other management measures to protect water resources during BRM extraction;*

Officer comment:

Refer to comments above.

(m) *potential impacts on fragmentation and connectivity of remnant vegetation;*

(n) *any requirements for an environmental offset;*

Officer comment:

Not applicable.

(o) *sites of cultural and historic significance on and near the land, having regard to how they are likely to be integrated with subsequent land uses;*

Officer comment:

There are no known registered Aboriginal heritage sites on the subject land. There is a known site within the general locality which is prohibited from public access. The site contains a substantial 'buffer' to conceal the precise location, however this development does not impact that site.

(p) *location and stability of excavations, stockpiles and overburden dumps.*

Officer comment:

Approximately 54,000m³ of topsoil will be removed to a depth of 0.3m to expose the sand resource. This total includes the topsoil that has already been stripped during the previous Tuss operation.

Initially, the topsoil will be windrowed for later use in rehabilitation. Later, as the pit progresses, stripped topsoil will be placed directly onto newly completed areas of the pit. Within each stage, extraction will occur progressively, with rehabilitation taking place behind the extraction front.

Shire of Gingin Extractive Industries Local Law 2004 (as amended)

The Local Law guides the formal licensing of extractive industries throughout the Shire to monitor ongoing operational aspects of the use. The officer is of the view that, once revised management plans have been submitted as per suggested conditions of approval, an extractive industry licence can be issued.

Summary

The officer is of the view that the subject land can accommodate the proposed extractive industry, provided that appropriate planning conditions and management plans are in place to ensure off site impacts can be controlled in a manner that won't adversely affect the amenity of the locality and will uphold the objectives of the General Rural zone.

STATUTORY/LOCAL LAW IMPLICATIONS

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

Local Planning Scheme No. 9

Shire of Gingin *Extractive Industries Local Law 2004 (as amended)*

POLICY IMPLICATIONS

State Planning Policy 2.4 – Basic Raw Materials

State Planning Policy 2.5 – Rural Planning

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

BUDGET IMPLICATIONS

TO BE DETERMINED UNDER A DEED AGREEMENT

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 RECOMMENDATION

MOVED: Councillor Johnson **SECONDED:** Councillor Balcombe

That Council grant Development Approval for an Extractive Industry on on Lot 31 Douglas Road, Beermullah subject to the following conditions:

1. The development plans, including accompanying documentation (Extractive Industries Proposal and Environmental Management Plan prepared by Bayley Environmental Services dated 19 December 2022), together with any requirements, management plans and annotations detailed thereon, are the plans approved as part of this application and shall form part of the development approval issued, unless conditioned otherwise;
2. All works required to satisfy a condition of this approval are required to be installed/constructed and maintained in accordance with the approved plans and conditions of approval for the life of the development;
3. This development approval is granted for a limited period and shall expire on 18 July 2033;
4. The approved extraction area is limited to 18 hectares as outlined on the approved plans, with a maximum area of 3 hectares to be excavated at any one time;
5. The extraction depth is limited to a finished level of 60 meters AHD to the satisfaction of the Shire of Gingin. The extractive industry shall not at any time intercept the water table;
6. Prior to the commencement of the approved use, the landowner/operator is required to upgrade the existing crossover at their expense to the satisfaction of the Shire of Gingin. The landowner/operator shall maintain the crossover in a good condition thereafter to the satisfaction of the Shire of Gingin;
7. Prior to the commencement of site works, the landowner/operator shall enter into a Deed of Agreement for an upgrade and/or maintenance contribution for Douglas Road to the satisfaction of the Shire of Gingin Council. The applicant/operator shall be responsible for all costs associated with the preparation of the Deed (including all drafts);
8. Prior to the commencement of the approved use, the works/maintenance regime specified in the Deed of Agreement for the upgrade and/or maintenance of Douglas Road shall be undertaken to the satisfaction of the Shire of Gingin;

9. Prior to the commencement of site works, the landowner/operator shall demonstrate to the Shire of Gingin that an agreement has been entered into with Main Roads in relation to any works (if required) to the intersection between Brand Highway and Douglas Road.
10. Prior to commencement of the approved use, the existing Rehabilitation Bond is to be transferred to the new operator;
11. Prior to commencement of the approved use, a Biosecurity Management Plan shall be submitted to and approved by the Shire of Gingin (and on advice from DPIRD if required), to ensure that declared species can be identified and managed as part of their ongoing operations.
12. Stockpiles shall be limited to a maximum of four in number, limited to a height of four metres from the pit floor ground level and located within the development area as indicated on the approved plans;
13. The approved development can only operate during the following times:

Monday – Saturday: 6:00am – 6:00pm.

Advice Notes:

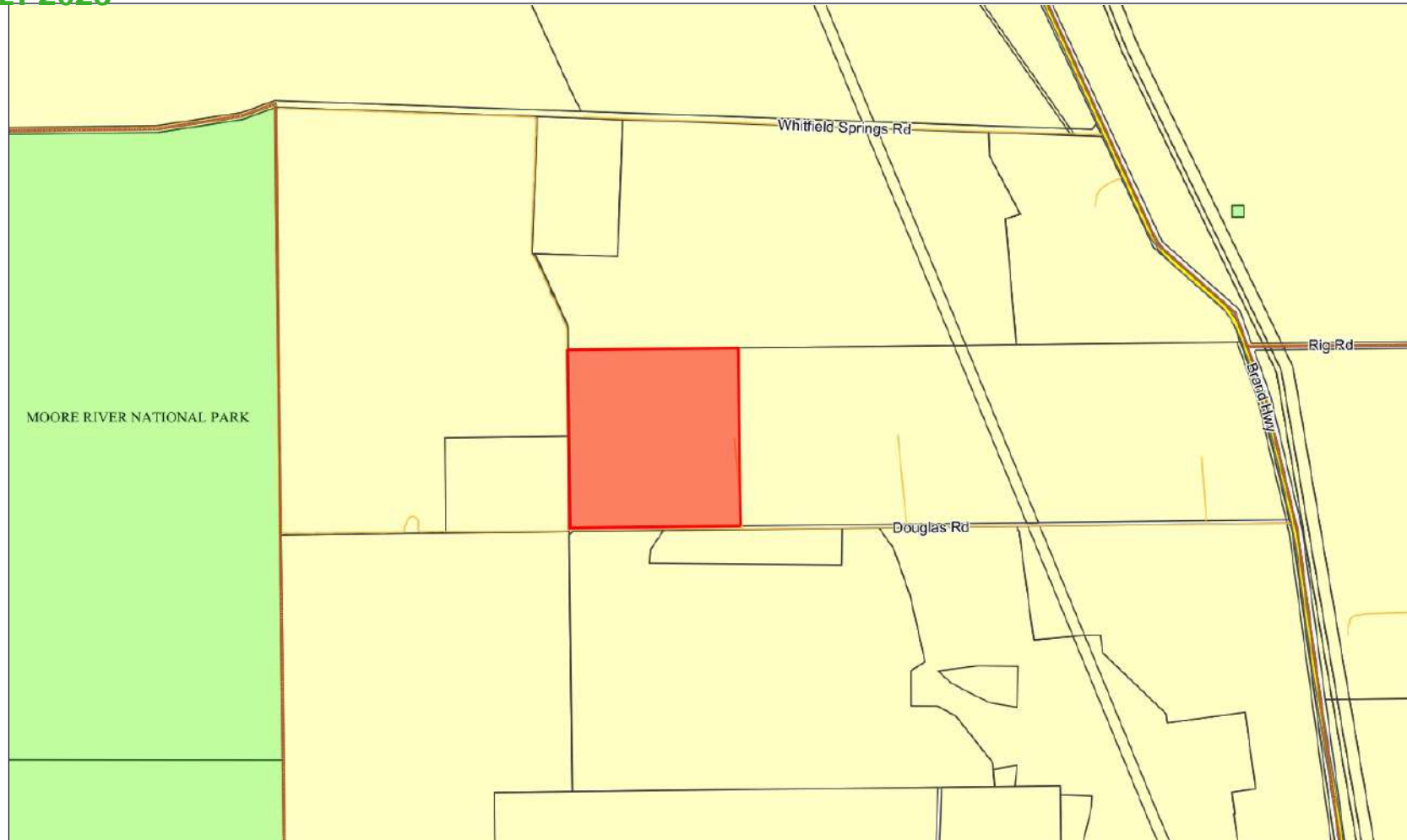
- Note 1: If you are aggrieved by the conditions of this approval, you have the right to request that the State Administrative Tribunal (SAT) review the decision, under Part 14 of the *Planning and Development Act 2005*.
- Note 2: Where an approval has lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.
- Note 3: The development requires an Extractive Industry Licence to be issued by the Shire of Gingin prior to extraction occurring which will be subject to periodic renewal in accordance with the Shire's Extractive Industries Local Law 2004 (as amended).
- Note 4: Please be advised that the Shire of Gingin will not issue an Extractive Industry Licence should the annual (or as required) survey plan be inconsistent with the approved plans or accompanying documentation forming part of this approval, or if rehabilitation works are incomplete.
- Note 5: Once rehabilitation works have been finalised, the landowner/operator may apply to the Shire of Gingin for the rehabilitation bond to be returned.



- Note 6: Backfilling of the excavation pits with landfill is prohibited.
- Note 7: In relation to the installation of a crossover, please be advised that the Crossover Specification Type B outlined within the Shire's Crossover Specification Drawing Number SoG/STD-04 dated January 2021 is applicable.
- Note 8: In relation to the provision of a new crossover, please note that a crossover application form is to be submitted to the Shire's Operations and Assets Department. The application form can be found on the Shire's website at the following link: <https://www.gingin.wa.gov.au/roads-driveways-and-crossovers>
- Note 9: Please be advised that clearing of native vegetation is prohibited in Western Australia unless the clearing is authorised by a clearing permit obtained from the Department of Water and Environmental Regulation or is of a kind that is exempt in accordance with Schedule 6 of the *Environmental Protection Act 1986* or the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.
- Note 10: Please be advised that the property may be re-rated to reflect the change in intensification and use approved as part of this application.
- Note 11: If any interception of groundwater occurs, work shall cease and an advice notice shall be provided to the Department of Water and Environmental Regulation within 48 hours, followed by agreed remedial action.
- Note 13: The proponent is reminded of their obligations under the *Aboriginal Cultural Heritage Act 2021*. Further information should be obtained from the Department of Planning, Lands and Heritage.
<https://www.wa.gov.au/organisation/departments-of-planning-lands-and-heritage>

CARRIED UNANIMOUSLY
6 / 0



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

AGAINST: *Nil*



 <p>SHIRE OF GINGIN COUNCIL BEAUTY & PROSPERITY</p>	<p>7 Brockman St Gingin WA 6503 P: 08 9575 5100 255 Vins Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au</p>	<p>Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.</p>	<p>Location Map - Lot 31 Douglas Road, Beermullah</p>		
			<p>Scale: 1:31862</p>	<p>Date: 6/01/2023</p>	



 <p>SHIRE OF GINGIN WATER • BEANS • PROSPERITY</p>	<p>7 Brockman St Gingin WA 6503 P: 08 9575 5100 255 Vins Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au</p>	<p>Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.</p>	<p>Aerial Map - Lot 31 Douglas Road, Beermullah</p>		
			<p>Scale: 1: 8352</p>	<p>Date: 6/01/2023</p>	

**PROPOSED SAND QUARRY
LOT 31 DOUGLAS RD, BEERMULLAH

EXTRACTIVE INDUSTRY PROPOSAL
AND
ENVIRONMENTAL MANAGEMENT PLAN**

Prepared for

Whittfield Creek Resources Pty Ltd
PO Box 627
KUNUNURRA WA 6743

Draft Report No. J22034
19 December 2022

BAYLEY ENVIRONMENTAL SERVICES
30 Thomas Street
SOUTH FREMANTLE WA 6162

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C	2014 Extractive Industry Licence and Development Approval
D	Particle Size Analysis
E	Correspondence from Department of Aboriginal Affairs

1.0 INTRODUCTION

Whittfield Creek Resources Pty Ltd (WCR) proposes to establish a sand quarry on Lot 31 Douglas Road, Beermullah. Figure 1 shows the location of the property and the proposed quarry. The quarry will operate for approximately ten years and will be used to supply sand to local industries in Gingin and possibly elsewhere.

WCR has submitted an application to the Shire of Gingin for Development Approval and an Extractive industry Licence for the quarry. The submitted application is attached in Appendix A.

Lot 31 Beermullah Road is a farming property owned by Mr Stuart Fewster, who is one of the directors of WCR. Copies of the Certificate of Title for Lot 31 Douglas Road and the Certificate of Registration for WCR are attached in Appendix B.

A sand quarry was previously operated on Lot 31 (then Pt Lot 3) Douglas Road by Tuss Concrete Pty Ltd between 2014 and 2016, under an Extractive Industry Licence (EIL) and Development Approval (DA) issued by the Shire of Gingin in 2014. Copies of the 2014 EIL and DA are attached in Appendix C. The current application seeks to reactivate the quarrying operation first established by Tuss Concrete.

The project site is located in the Shire of Gingin. This document has been prepared in accordance with the Shire of Gingin's *Extractive Industries Local Law (2004)*.

2.0 EXISTING ENVIRONMENT

2.1 Rainfall

Beermullah has a strongly seasonal rainfall, with most of the annual rainfall occurring between May and September in association with winter cold fronts.

Table 2.1 shows rainfall intensity, frequency and duration for the Beermullah area.

Table 2.1 Rainfall Intensity, Frequency and Duration for Beermullah

IFD Design Rainfall Depth (mm)

Issued: 18 December 2022

Rainfall depth for Durations, Exceedance per Year (EY), and Annual Exceedance Probabilities (AEP).
[FAQ for New ARR probability terminology.](#)

Duration	Annual Exceedance Probability (AEP)						
	63.2%	50%#	20%*	10%	5%	2%	1%
1 min	1.43	1.62	2.24	2.70	3.18	3.88	4.46
2 min	2.49	2.78	3.77	4.50	5.27	6.43	7.40
3 min	3.35	3.76	5.12	6.14	7.21	8.79	10.1
4 min	4.08	4.59	6.29	7.56	8.89	10.9	12.5
5 min	4.71	5.30	7.30	8.79	10.4	12.6	14.6
10 min	6.95	7.85	10.9	13.2	15.6	19.0	21.8
15 min	8.44	9.54	13.2	16.0	18.9	23.0	26.4
20 min	9.57	10.8	15.0	18.1	21.4	26.0	29.8
25 min	10.5	11.9	16.4	19.8	23.3	28.4	32.5
30 min	11.3	12.7	17.6	21.2	25.0	30.4	34.9
45 min	13.2	14.8	20.4	24.6	28.9	35.3	40.6
1 hour	14.7	16.5	22.6	27.2	32.1	39.2	45.2
1.5 hour	17.0	19.1	26.1	31.4	37.1	45.5	52.7
2 hour	18.9	21.1	28.9	34.8	41.3	50.9	59.1
3 hour	21.9	24.5	33.4	40.5	48.2	59.8	69.9
4.5 hour	25.4	28.3	38.8	47.1	56.4	70.5	82.9
6 hour	28.1	31.4	43.1	52.5	63.1	79.2	93.4
9 hour	32.5	36.2	49.8	61.0	73.6	92.7	110
12 hour	35.8	39.9	55.1	67.4	81.5	103	122
18 hour	40.9	45.6	62.8	76.8	92.7	117	138

Note:

The 50% AEP IFD **does not** correspond to the 2 year Average Recurrence Interval (ARI) IFD. Rather it corresponds to the 1.44 ARI.

* The 20% AEP IFD **does not** correspond to the 5 year Average Recurrence Interval (ARI) IFD. Rather it corresponds to the 4.48 ARI.

2.2 Physiography

2.2.1 Geology and Topography

The project site is mapped by the Geological Survey of Western Australia (Hocking *et al.*, 1975) as Bassendean sand (Qpb) overlying Guildford Formation alluvial silty clays (Qpa). The sand resource consists of a Bassendean dune that stands about 5m above its surroundings at up to 66m AHD. Figure 1 shows the topography of the site.

The Department of Agriculture & Food (DAFWA) has mapped the project site as having a high wind erosion risk due to its elevation, loose soils and thin vegetation cover.

2.2.2 Soils

The proposed sandpit is located on loose quartz sands belonging to the Bassendean Dunes system. Appendix D shows the results of particle size distribution (PSD) analyses carried out on sand samples from several sites and depths up to 5m within the pit outline. The PSD results show that the soil is a medium-grained, well-sorted sand with most particles between 0.3mm and 0.6mm and very few fines.

2.2.3 Soil Permeability

The published literature suggests that Bassendean sands have a hydraulic conductivity in the order of 5m/day to 30m/day. For example:

- Emerson Stewart Consulting (2012) measured vertical hydraulic conductivity (Kv) of 5m/day in the upper Bassendean sand profile in Banjup.
- The CSIRO (Salama *et al.*, 2001) measured Kv averaging 3.5m/day in Bassendean dune subsoils in Gnangara.
- The Hazen equation, which relates hydraulic conductivity to PSD, gives:

$$K = C(D_{10})^2$$

where D_{10} is the diameter of the 10th percentile fraction
and C is a constant, usually taken as 1 for medium sands.

So, for the sands at the site (see PSD graph, Appendix D),

$$\begin{aligned} K &= 1 \times 0.18^2 \\ &= 0.0324 \text{ cm/sec} \\ &= 28 \text{ m/day.} \end{aligned}$$

Based on these estimates and measurements, a vertical conductivity of 5 m/day may be conservatively adopted for the site.

2.2.4 Hydrology

Groundwater

Groundwater occurs at depths of over 5m beneath the project site and flows generally south-southwest towards Whitfield Brook and the ocean. The Department of Water (DoW) maps the minimum groundwater level (as at May 2002) beneath the project site at about 57-58m AHD. Annual maximum groundwater levels are likely to be about 2m higher than the minimum. Figure 1 shows the DoW minimum groundwater level contours.

The project site is located within the South Moore River Park sub-area of the Gingin Groundwater Area. The *Gingin Groundwater Allocation Plan* (DoW, 2015) indicates that a total of 7,425 ML/yr of water is available for allocation from the superficial aquifer in the South Moore River Park sub-area. The DWER Water Register (<https://maps.water.wa.gov.au/#/webmap/register>) indicates that water allocations from the South Moore River Park sub-area are available.

An existing groundwater licence is held by Mr Stuart Fewster for Lot 31, permitting abstraction of up to 1,300 KL per annum.

Surface Water

The major surface hydrological feature in the vicinity of the project site is Whitfield Brook, a semi-permanent watercourse that flows south past the western edge of the project site. Whitfield Brook collects upstream drainage from wetlands and inland watercourses including Red Gully Brook. Downstream, it discharges into Beermullah Lake and then, by a combination of natural drainage lines and artificial drains, flows into Mungala Brook, Gingin Brook and ultimately the Moore River.

A number of shallow surface drains have been excavated across Lot 3 to drain groundwater and prevent flooding of the paddocks. These drains run into Whitfield Brook. One drain forms a large arc east of the project site (Figure 1) and would effectively limit groundwater levels beneath the project site to about 60m AHD.

2.2.5 Wetlands

Whitfield Brook west of the quarry site is mapped by the DBCA as a Resource Enhancement category floodplain. Much of Lot 31 to the east of the quarry site is mapped as Multiple Use palusplain or dampland. Figure 1 shows the mapped wetlands in the vicinity of the quarry.

The DBCA mapping shows a Conservation Category palusplain along Douglas Road south of the project site and extending into Lot 31 adjacent to Whitfield Brook. This mapping appears to be incorrect, as it covers only scattered roadside trees and the

roadway itself; the area would be more correctly shown as Multiple Use, like the areas immediately to the north and south.

2.2.6 Vegetation and Flora

The project site is fully cleared of native vegetation. No native vegetation will be disturbed for the quarry operation.

Whitfield Brook and the land to the west support uncleared native vegetation, although sheep and cattle have access to this area and have caused damage to the vegetation.

2.2.7 Fauna and Habitat

The project site has no significant fauna habitat values, although a few kangaroos use the pastures on the site for grazing. The watercourse and vegetated land to the west support a diverse range of birds and probably other fauna. This area will not be disturbed in any way by the quarrying operation.

2.2.8 Existing and Surrounding Land Uses

Most of Lot 31 is fully cleared and used for sheep and cattle grazing. The area west of Whitfield Brook (about 40ha within Lot 31) is uncleared but is accessed by stock.

West of Lot 31 is a small (40ha) rural property with a single residence. The property is reportedly currently being used for a composting operation. The residence is about 920m from the closest part of the proposed quarry. The next closest residence is about 1,200m north-northwest of the quarry.

To the east, Lot 32 Douglas Road is currently used for poultry farming. The property contains a single residence, which is about 2.18m from the proposed quarry. It is unknown whether this residence is occupied.

The land to the north and south of the project site is uncleared except for a small area immediately south of Douglas Road. Figure 2 shows the surroundings of the project site.

2.2.9 Aboriginal Heritage

The Department of Aboriginal Affairs (DAA) online database shows two registered Aboriginal heritage sites potentially impinging on the project site. However, the DAA has advised that the actual registered site boundaries are restricted to the vicinity of the Moore River and Gingin Brook, and do not affect the project site. The DAA's advice is attached in Appendix E.

WCR is aware of and will comply with its obligations under the Aboriginal Heritage Act 1945 in relation to the discovery of previously unknown sites during excavations.

3.0 EXTRACTION PROGRAMME

3.1 Sand Resource

WCR has identified an economic sand resource of approximately 765,454 cubic metres covering an area of about 18ha. The quarry will have a total volume of 819,370m³ including a 0.3m depth of overburden (topsoil). The resource is a white quartz sand with a suitable particle size distribution for use in concrete production.

Figure 1 shows the approximate outline of the extractable resource.

3.2 Area and Depth of Excavation

The quarry will be excavated to a finished level of 60m AHD, giving a pit depth of up to five metres. Because the sand resource is at the top of a dune, the quarry will not produce a pit as such, but will simply remove the top of the dune.

The extraction area will be set back at least:

- 20m from all lot boundaries;
- 380m from Douglas Road; and
- 50m from Whitfield Brook.

Figure 3 shows the existing and proposed final contours of the quarry.

3.3 Access Roads

Access to the site will be from Brand Highway via Douglas Road. The turnoff from Brand Highway has good sight lines of about 1km to the south and 800m to the north.

A gravel internal access road about 600m long has been constructed from Douglas Road to the quarry. Figure 1 shows the access road.

3.4 Method of Excavation

A front-end loader will be used to strip the topsoil/overburden to a depth of 0.3m. The topsoil will be either windrowed (to a height of less than 2m) for later rehabilitation or placed directly onto previously quarried areas.

The loader will then be used to excavate the sand and load it directly into trucks.

3.5 Overburden Management

Approximately 54,000m³ of topsoil will be removed to a depth of 0.3m to expose the sand resource. This total includes the topsoil that has already been stripped during the previous Tuss operation.

Initially, the topsoil will be windrowed for later use in rehabilitation. Later, as the pit progresses, stripped topsoil will be placed directly onto newly completed areas of the pit.

3.6 Duration and Staging of Excavation

The extraction will be undertaken in three main stages, each covering about one third of the resource. The extraction will begin at the south-east corner of the sandpit and progress west then north.

Within each stage, extraction will occur progressively, with rehabilitation taking place behind the extraction front. The active working area at any one time will be no more than 1ha. Figure 3 shows the proposed staging of the quarry. The previous quarrying operation by Tuss Concrete was located in Stage 1.

The quarry will initially produce about 300 tonnes per week (15,600 tpa), increasing according to demand up to a maximum of 5000 tonnes per week (26,000 tpa). The total lifetime of the quarry will be in excess of twenty years.

3.7 Plant and Equipment

A front-end loader will be kept on site and used to strip topsoil, extract the sand and load it into trucks. Ancillary facilities will be limited to a site office and portable toilet.

On-site refuelling of the loader will be carried out by a mobile tanker. On-site maintenance will be limited to routine oil changes. Major maintenance will be carried out off-site. No fuel or oils will be stored or discharged on site.

3.8 Hours of Operation

Sand extraction will occur only between the hours of 7am - 6pm Monday to Friday and 7am - 5pm Saturday, excluding public holidays. The quarry operation will be intermittent, with the intensity depending on sand demand.

3.9 Water Demand and Supply

The operation will not require any water. Given the quarry's small size and distance from residences, no dust suppression watering is expected to be necessary.

3.10 Truck Movements

Sand will be transported from the quarry by rigid, semi-trailer and B-double trucks in loads of up to 40 tonnes. The frequency of truck movements will range from a few loads per week initially up to about 40 movements per week at full capacity. Douglas Road currently carries only a few vehicles per day and is well able to handle the extra traffic.

3.11 Drainage Management

The highly porous sands of the site will generate little or no runoff under any but the most extreme rainfall conditions. Any runoff that does occur will be captured in the pit, where it will infiltrate to the groundwater within a few hours. Runoff from the gravel access road will be allowed to drain to the roadside, where it will infiltrate.

A detailed Stormwater Management Plan is presented in Section 4.0.

3.12 Dust Management

Dust may be generated by excavation, by truck loading and by wind action on exposed surfaces. The greatest potential for dust generation will occur during the stripping of topsoil, which contains fine sand and particulate organic matter. The potential for dust generation during excavation and loading of quarry sand, which has much more evenly sized particles, will be much lower.

No topsoil stripping will occur when the wind speed is greater than 20km/hr. No excavation or truck loading will occur in winds of greater than 40km/hr. Progressive rehabilitation of quarried areas will mean that no more than 1ha of sand is exposed at any one time, thus reducing the potential for dust generation.

3.13 Noise Management

Mechanical equipment used at the quarry will be limited to a front-end loader and trucks carrying the sand. These will be fitted with standard exhaust noise attenuation equipment. No blasting or rock-breaking will be required.

The quarry is remote from noise-sensitive premises. The nearest neighbouring house is 925m west and screened from the quarry by terrain and vegetation. Therefore, noise nuisance is not expected to be an issue.

3.14 Rehabilitation

Rehabilitation will be progressive and will take place immediately behind the extractive front of each extraction block. Rehabilitation will consist of terrain reshaping and the re-establishment of pasture grasses. The topsoil from each extraction block will be saved and re-spread over the surfaces of restored landforms to allow for the re-establishment of pasture from the seed bank in the topsoil. Where necessary, the rehabilitated surface will be seeded with pasture species to promote regrowth. Where practical the stripped topsoil from each new extraction block will be spread immediately onto restored surfaces to minimise double handling and stockpiling.

3.15 Public Safety

The excavation area will be fenced with ringlock and barbed wire to discourage unauthorised access. Warning signs will be fixed to the fence at least every 200m in accordance with Shire of Gingin Local Law 6.2(c). Due to the absence of any deep excavation, the site will not pose a risk to the public except when machinery is operating.

No explosives or other hazardous materials will be kept or used on the site.

4.0 ENVIRONMENTAL IMPACTS AND MANAGEMENT

4.1 Erosion and Stormwater Management

The measures taken in the quarrying operation to minimise dust generation (Section 3.12) will also serve to minimise wind erosion. These measures will include:

- minimising the area of disturbance;
- cessation of work during windy conditions; and
- progressive rehabilitation.

Table 2.1 shows that, for the 1% AEP (100-year ARI) 5-minute storm, the rainfall intensity is estimated at 175 mm per hour, or 4.2 metres per day. This means that, even under extreme rainfall conditions, the rainfall intensity will be less than the infiltration capacity of the soil and will not produce runoff from the site.

Excavation will begin at an elevation of about 65m AHD and continue down to about 60m AHD, which in the south-west will place the pit floor about 1-2m below the level of the surroundings. Once the pit floor passes below the level of the surroundings, the pit walls will slope inwards and all drainage will be directed internally. From that time, all rain that falls on the pit will infiltrate within the pit with no possibility of external runoff.

The topsoil stripped in the early stages of quarrying will be used to create a low (approx. 300m) bund around the south-western corner of the pit, between the quarrying operation and Whitfield Creek. Figure 3 shows the approximate extent of the bund.

The bund will be about 700m long and will be constructed with side slopes of 1 in 3 to ensure stability. This will require about 95m³ of topsoil, which will be the amount stripped from 317m³ of the pit. The bund will contain a large store of seeds and vegetative material, which will ensure that a cover of grass will rapidly develop to stabilise the bund and prevent erosion.

The bund will remain in place at least until the pit floor in the south-west corner is excavated to below the level of the surrounding ground. If the bund is still in place when the sandpit is finally decommissioned, it will be removed and used for final rehabilitation of the pit floor.

4.2 Groundwater and Surface Water Quality

Since the cessation of the previous quarrying operation, a soak dam has been excavated in the lowest point of the pit to provide water for stock. As part of the proposed operation, this soak dam will be backfilled to above the average annual maximum groundwater level (AAMGL). Thereafter, quarrying will not intersect the water table and will have no impact on groundwater levels or flows.

The quarry operation will not produce any runoff, wastewater or other contaminants, and so will have no impact on the quantity or quality of groundwater or surface waters.

4.3 Visual Impacts

The quarry will be screened from its nearest neighbours (located 920m west and 1,200m north-northwest) by terrain and vegetation, so will have no visual impact on these neighbours. The quarry will be partially screened from Douglas Road by existing trees along the roadside and in the paddock adjacent to the road.

The quarry will be intermittently visible at long range from Brand Highway through gaps in the roadside vegetation. The long separation distance (2.6km minimum) means that the operation will be barely visible from the Highway.

Overall, it is considered that the visual impact of the operation will be negligible.

5.0 DECOMMISSIONING AND REHABILITATION

Rehabilitation of quarried areas will occur progressively throughout the life of the operation. As a result, when the quarry reaches the end of its life the final rehabilitation and decommissioning requirements will be modest.

The decommissioning program will include:

- Remaining disturbed areas will be recontoured and spread with topsoil.
- Any slopes remaining above 1 in 6 will be reduced to less than 1 in 6.
- Any remaining stockpiled topsoil will be spread over rehabilitated areas.
- Any remaining bare areas will be seeded if necessary to promote pasture growth.
- Any soil contaminated by hydrocarbons or other material will be removed from the site to a licensed landfill.
- All plant, equipment, buildings and other structures will be removed.
- All fences around the quarry will be removed.
- Warning signs on fences will be removed.

At the end of the operation the land used for the quarry will be returned to its former use for grazing. As the land and the quarrying operation are under the same ownership, it is in the owner's best interests to successfully rehabilitate the quarry to its former use.

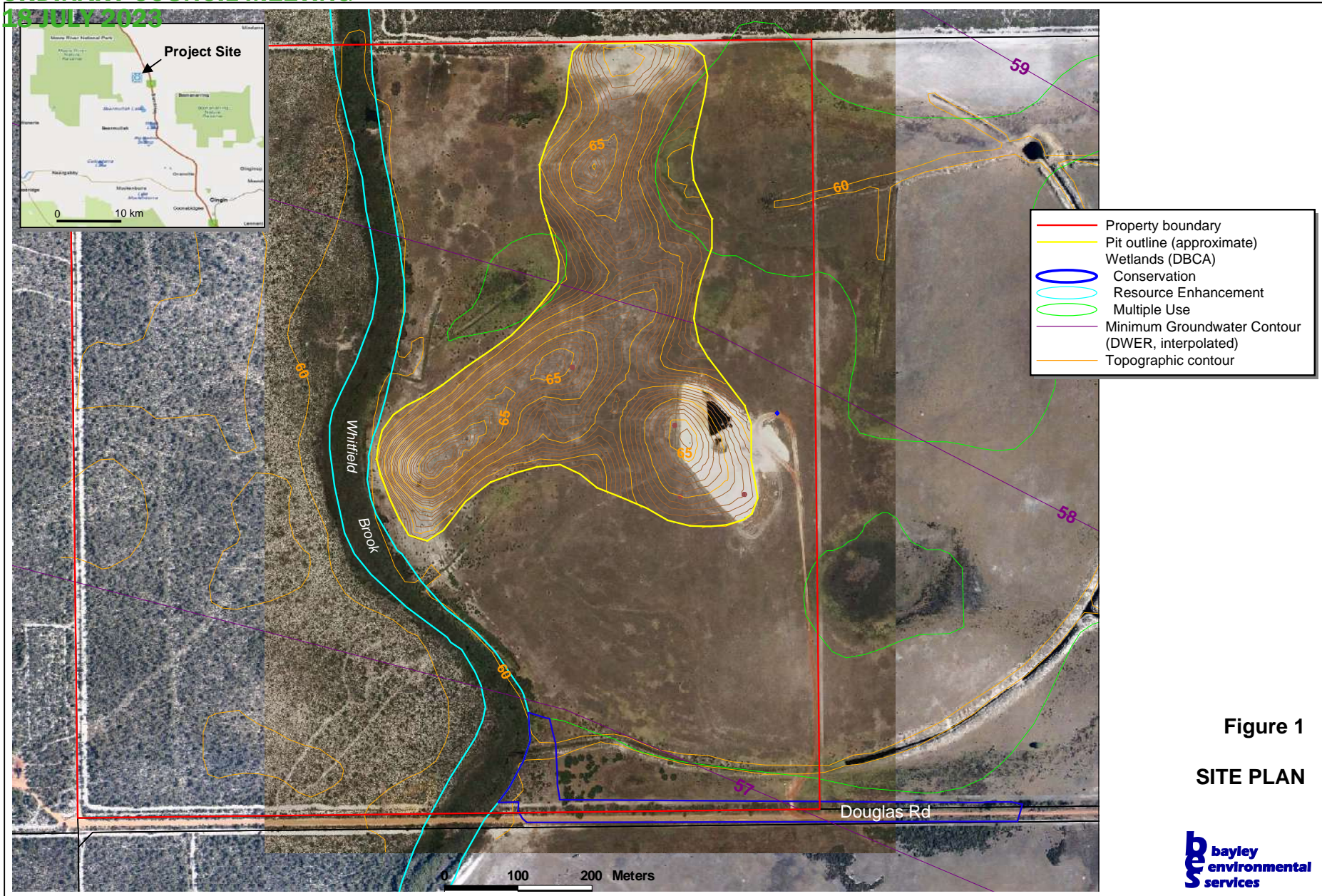
6.0 REFERENCES

Shire of Gingin (2004). Extractive Industries Local Law. Shire of Gingin, Gingin.

DoW (2015). *Gingin Groundwater Allocation Plan*. Water resource allocation and planning report series no. 53. Department of Water, Perth.

Hocking R.M., Marcos G.W. and Archer R.H. (1975). *Gingin Urban Geology Sheet 2035 II*. 1:50,000 Urban Geology Series. Geological Survey of Western Australia, Perth.

Figures

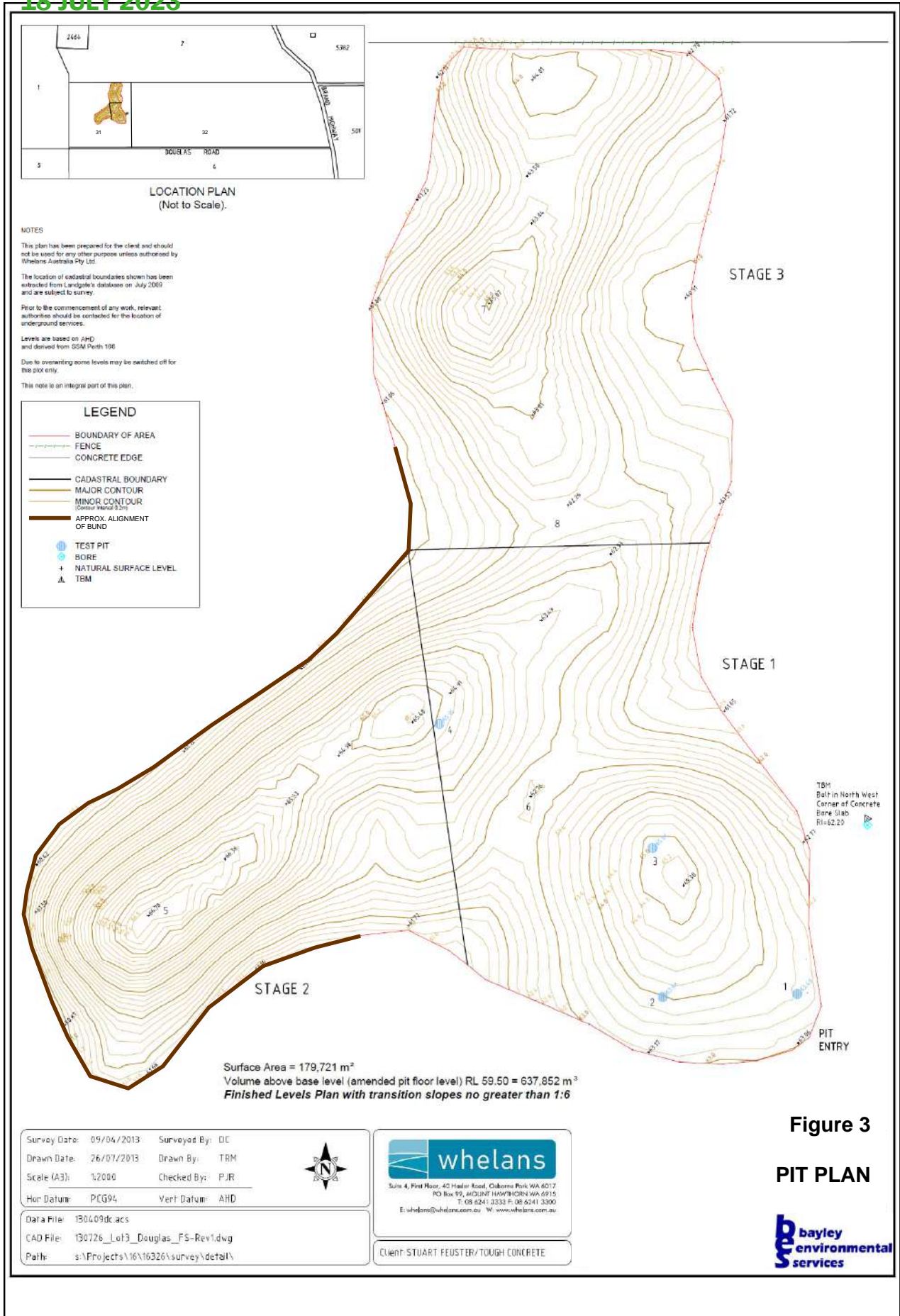


**Figure 1
SITE PLAN**



Figure 4
THE SITE AND
SURROUNDINGS





Appendix A

Application for Development Approval and Extractive Industry Licence



7 Brockman Street GINGIN WA 6503
Tel (08) 9575 2211 Fax (08) 9575 2121

**CLAUSE 86(1) FORM OF APPLICATION FOR
DEVELOPMENT APPROVAL**

Owner Details

Name: Stuart Fewster - Whittfield Creek Resources Pty Ltd.
 ABN (if applicable): _____ Facsimile: _____
 Address: PO Box 627 Kununurra WA
 Post Code: 6743
 Contact Number: _____ Mobile: 6447867052
 Email: Kununurrahydroclean.com.au
 Contact person for Correspondence: Stuart Fewster + Natasha Fewster
 Signature: [Signature] Date: 5/10/22
 Signature: NFewster Date: 5/10/22

This signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).

Applicant Details (if different from Owner)

Name: _____
 Address: _____
 Post Code: _____
 Contact Number: _____ Mobile: _____
 Email: _____
 Contact person for Correspondence: _____

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. Yes No

Signature: _____ Date: _____

Please select your preferred method of contact: Email Written Letter

Property Details

Lot: 31 House/Street No: _____ Location No: _____
 Diagram/Plan No: 400196 Certificate of Title Vol. No: 2836 Folio No: 601
 Title Encumbrances (e.g. easements, restrictive covenants): NIL
 Street Name: Douglas Road Suburb: Beermullah WA 6503
 Nearest Street Intersection: Brand Highway

[Handwritten signature]

Proposed Development			
Nature of Development:	<u>Sand Extractive Industry Licence</u>	Works	Use Works & Use
Is an exemption from development claimed for part of the development? Yes			<input checked="" type="radio"/> No
If yes, is the exemption for:		Works	Use Works & Use
Description of proposed works and / or land use:	<u>Supply concrete sand to local Industry</u>		
Description of exemption claimed (if relevant):	_____		
Nature of existing buildings and / or land use:	<u>approved Extractive Industry (sand) 2/1/2013</u>		
Approximate Cost of Proposed Development:	<u>already existing</u>		
Estimated Time of Completion:	<u>10 years</u>		
<i>This form is to be submitted with two copies of ALL plans PLANS MAXIMUM OF A3 ONLY – A4 PREFERRED</i>			
<i>This is not an application for a Building Licence. A separate application is required for a Building Licence.</i>			
OFFICE USE ONLY			
Acceptance Officers Initials:	Date Received:		
Local Government Reference No:	_____		

FORM OF APPLICATION FOR DEVELOPMENT APPROVAL CHECKLIST

Correct Fee
Planning Application Form
Plans (see minimum standard material requirements for a planning application)
Water license
Additional Information
- Waste Management Plan
- Foreshore Management Plan
- Justification for Reduced Setbacks
- Horse Management Plan



7 Brockman Street, Western Australia 6503
Telephone (08) 9575 5100 Facsimile: (08) 9575 2121
Email: mail@gingin.wa.gov.au
Web: www.gingin.wa.gov.au

MINIMUM STANDARDS REQUIREMENTS FOR A PLANNING APPLICATION

The following information **MUST** be provided with your application. Failure to supply this information will result in your application being returned or delayed.

Please tick off requirements to make sure all information is provided.

Correct Fee:

- Cheque or Credit Card Authorisation Form must be sent in with application.

Certificate of Title

- A copy can be obtained from Landgate via the link below (if you do not already have a copy);
<https://les.es.landgate.wa.gov.au/SVProperty/search/address/Titles>

Planning Application Form:

- Owner's Consent** by way of their original signature(s) on the planning application form.
- Note: If you are purchasing a property, Council will accept the signature(s) of the purchaser(s) provided a signed copy of the "Offer and Acceptance" is provided with the application.
- Note: The application form must contain original signatures. Photocopies will not be accepted.
- Lot Details** by way of lot and/or Location number must be provided. Certificate of Title details should be provided where possible but are not essential if you do not
- Development Proposed** must be a brief description of the land uses and buildings proposed and must list every different land use you are applying for e.g. "Piggery and Composting Facility" or "Home Occupation for Arts and Crafts Manufacturing".
- Approximate Cost of Proposed Development.** The estimated cost of your proposal must be provided and should be as accurate as possible.

Note: The cost must include all works and equipment required for the development you are proposing. Building costs are easy to quantify but developments such as horticulture must be based on the total cost of any bores, pumps, earthworks, irrigation, dams, the first crop planting and any other supporting infrastructure.

Note: The application form is a legal document and the estimated cost is required both for Council to produce accurate statistics of the Shire in order for fees to be levied. Unrealistic estimates will result in your application being returned or delayed. Intentional mis-representation of the cost of a development is considered to be an offence.

Plans:

- **Location Plan (Two Copies)** – A plan showing the location of your property in relation to surrounding roads and other properties. This should show a large enough area in order for staff to be able to easily identify which property you are making an application for. Maps of the area surrounding your property may be available from Shire Administration.
- **Site Plan (Two Copies)** – A plan showing the layout of existing and proposed development on your property, and must comply with the following:
 1. drawn to a recognised scale (e.g. 1:100, 1:200, 1:500 or similar), with scale used indicated on plan;
 2. north point shown;
 3. drawn with a ruler and in ink (plans drawn in pencil will not be accepted);
 4. shows all lot boundaries (even if the proposal only relates to part of the property);
 5. shows relevant existing buildings and features (e.g. vegetation, watercourses, wetlands)
 6. shows the location of any buildings proposed and the exact extent of any other land uses proposed (e.g. boundary of proposed planting for horticultural proposals).
- **Floor Plans and Elevations** – for ALL buildings proposed.

Note: These must be provided for any buildings which are proposed as part of the application. Council does not give approval for the location of buildings without seeing the scale, design and use of the proposed buildings.

Scale permitting, applicants should endeavour to submit plans that are no larger than A3 size.

Additional Information (if applicable to development)

- **Waste Management Plan** - A Waste Management Plan may be required for certain proposals, including Intensive Agriculture, Abattoirs, Composting Facilities, Aquaculture and Industrial developments. Applicants are advised to contact Council's Principal Environmental Health Officer for further information.
- **Foreshore Management Plan** - A Foreshore Management Plan may be required for developments abutting waterways. Applicants are advised to contact Council's Principal Planner for further information.
- **Justification Letter for Reduced Setbacks** - Applicants may be required to provide justification to support reduced setbacks for proposed Irrigated Horticulture developments from Rural Residential, Residential, Tourist and Commercial zones. A checklist is available from Council's Planning Department.
- **Water License** - Applications for developments requiring access to groundwater supplies must be accompanied by a copy of either the relevant Water License, or temporary Water License, issued by the Water and Rivers Commission for the subject land. Council will not consider any applications that are not supported by proof that the applicant has access to an adequate water supply.

Appendix B

Certificate of Title and Certificate of Registration

WESTERN



AUSTRALIA

REGISTER NUMBER 31/DP400196	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

**RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893**

VOLUME **2836** FOLIO **601**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 31 ON DEPOSITED PLAN 400196

**REGISTERED PROPRIETOR:
(FIRST SCHEDULE)**

STUART DAVID FEWSTER OF 120 DOUGLAS ROAD GINGIN

(T N322052) REGISTERED 9/5/2016

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)**

1. *C343839 EASEMENT BURDEN SEE DEPOSITED PLAN 400196. REGISTERED 21/4/1982.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP400196
PREVIOUS TITLE: 1592-545
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF GINGIN

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING K498005.

Certificate of Registration of a Company

This is to certify that

WHITTFIELD CREEK RESOURCES PTY LTD

Australian Company Number 661 324 947

is a registered company under the Corporations Act 2001 and
is taken to be registered in Western Australia.

The company **is limited by shares.**

The company is a **proprietary** company.

The day of commencement of registration is
the twenty-ninth day of July 2022.



CERTIFICATE

Issued by the
Australian Securities and Investments Commission
on this twenty-ninth day of July, 2022.

Joseph Longo
Chair

Appendix C

2014 Extractive Industry Licence and Development Approval



7 Brockman Street, Gingin, Western Australia 6503
Telephone (08) 9575 2211 Facsimile (08) 9575 2121
Email: mail@gingin.wa.gov.au
Web: www.gingin.wa.gov.au

29 January 2014

Tuss Concrete Pty Ltd
PO Box 311
GINGIN WA 6503

Attention: Russell Jack

Dear Mr Jack

**APPLICATION FOR PLANNING APPROVAL - PROPOSED EXTRACTIVE INDUSTRY
(SAND) AND AN EXTRACTIVE INDUSTRY LICENCE ON LOT 3 BRAND HIGHWAY,
BEERMULLAH**

I refer to your Application for Planning Approval received by the Shire on 24 June 2013, for the abovementioned development.

Council considered your proposal at its Meeting on 21 January 2013, and I am pleased to advise that your Application has been approved, subject to the conditions that are outlined on the attached Schedule 9: Notice of Determination on Application for Planning Approval.

If you are aggrieved by any condition imposed in this Approval, you may apply for reconsideration with the Council within 28 days of this approval or apply for a review to the State Administrative Tribunal, pursuant to the provisions of Part 14 of the *Planning and Development Act, 2005*.

Please note, Condition 4 requires you to enter into an Agreement with the Shire in relation to Road Maintenance Contribution prior to commencing the Extractive Industry.

I trust this is to your satisfaction and should you have any queries, please contact the Planning Department.

Yours sincerely

**KEVIN TANG
MANAGER STATUTORY PLANNING**

KT:dt
Our ref: BLD/1571 P1029
CC: Landowner
Enc: Schedule 9: Notice of Determination on Application for Planning Approval & Approved Plans



**SCHEDULE 9
NOTICE OF DETERMINATION ON APPLICATION FOR
PLANNING APPROVAL**

7 Brockman Street,
Gingin WA 6503
Ph (08) 9575 2211
Fax (08) 9575 2121

Name and Address of Owners:

Yegan Park Nominees Pty Ltd – PO Box 364, Muchea

Name and Address of Applicant:

Tuss Concrete, PO Box 311, Gingin

Description of Land:

Lot 3 Brand Highway, Beermullah

Planning Approval for the Application dated Twenty Fourth day of June 2013, and the Plans attached thereto, for an Extractive Industry (Sand) and an Extractive Industry Licence on Lot 3 Brand Highway, Beermullah, is granted subject to the following conditions:

- 1. The land use and development shall be undertaken in accordance with the approved plans, unless otherwise conditioned in this Approval.*
- 2. This Planning Approval is valid for ten years from the date of Approval.*
- 3. The total excavation area shall not exceed 18ha in area with a maximum area of 3ha to be excavated at any one time, unless otherwise approved by Council.*
- 4. Prior to the commencement of the development, a Deed of Agreement shall be entered into with the Shire in relation to the maintenance and upgrade of Douglas Road at the developer's cost in accordance with the Road Maintenance Contribution Plan as shown in Appendix 4, such Deed to be to the satisfaction of the Chief Executive Officer.*
- 5. Rehabilitation of the land shall be undertaken progressively to the satisfaction of the Shire of Gingin. In the event that the rehabilitation is not satisfactory and causes adverse impacts on the surrounding land, the Shire reserves the*

This is not a Building Licence. A separate Application is required for a Building Licence.

right to utilise the Rehabilitation Bond to complete rehabilitation works on the land.

6. *This approval is for an Extractive Industry and incidental buildings only.*
7. *Prior to the commencement of the development, a Storm Water Management Plan shall be submitted and approved by the Chief Executive Officer.*
8. *The development shall be setback at least 50m from the Whitfield Brook and its riparian vegetation.*

Advice Notes

- A. Clearing of native vegetation is prohibited, unless the clearing is authorised by a clearing permit obtained from the Department of Environment Regulation, or is a kind that is exempt in accordance with Schedule 6 or Regulation 5 of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*;
- B. Activities such as the screening of material that are undertaken on site may be prescribed and as such, require a Works Approval, License or Registration under Part V of the *Environmental Protection Act 1986* under Category 12 - Screening, etc. of material: premises (other than premises within category 5 or 8) on which material extracted from the ground is screened, washed, crushed, ground, milled, sized or separated. (50,000 tonnes or more per year); sized or separated. (More than 5,000 but less than 50,000 tonnes per year).

If the proponent intends to undertake any of the above activities on site they will need to forward it to the Department of Environment Regulation – Swan Region Industry Regulation Section for assessment.

- C. It is the applicant/operator's responsibility to ensure full compliance with the *Environment Protection (Noise) Regulations 1997*.
- D. The Department of Mining and Petroleum advised:

The holder of the overlying mining tenement has no access concerns regarding the proposed extraction of the sand resource identified in the western portion of Lot 3. However, should the proponent decide to extend the sand mining operation eastwards from the current sand resource, the tenement holder would like to be consulted.

Note 1: If the development, the subject of this Approval, is not substantially commenced within a period of 2 years, or such other period as specified in the Approval after the date of the determination, the Approval shall lapse and be of no further effect.

Note 2: Where an Approval has so lapsed, no development shall be carried out without the further consent of the Local Government having first been sought and obtained.

This is not a Building Licence. A separate Application is required for a Building Licence.

- Note 3:** If the Applicant is aggrieved by a Refusal to Approve his/her application or, where Approved, is aggrieved by any Condition imposed in that Approval, he/she may apply for a Review to the State Administrative Tribunal, pursuant to the provisions of Part 14 of the *Planning and Development Act, 2005* against such refusal or imposition of such aggrieved Condition.
- Note 4:** Such application for Review must be lodged within 60 days of the determination via the form available from the State Administrative Tribunal, Level 4/12 St Georges Terrace, Perth or GPO Box U1991, Perth WA 6845 or www.sat.justice.wa.gov.au or from Council's Offices and should be accompanied by the relevant fee detailed in Schedule 18 of the State Administrative Tribunal Regulations, 2004.



**KEVIN TANG
MANAGER STATUTORY PLANNING**

29 January 2014

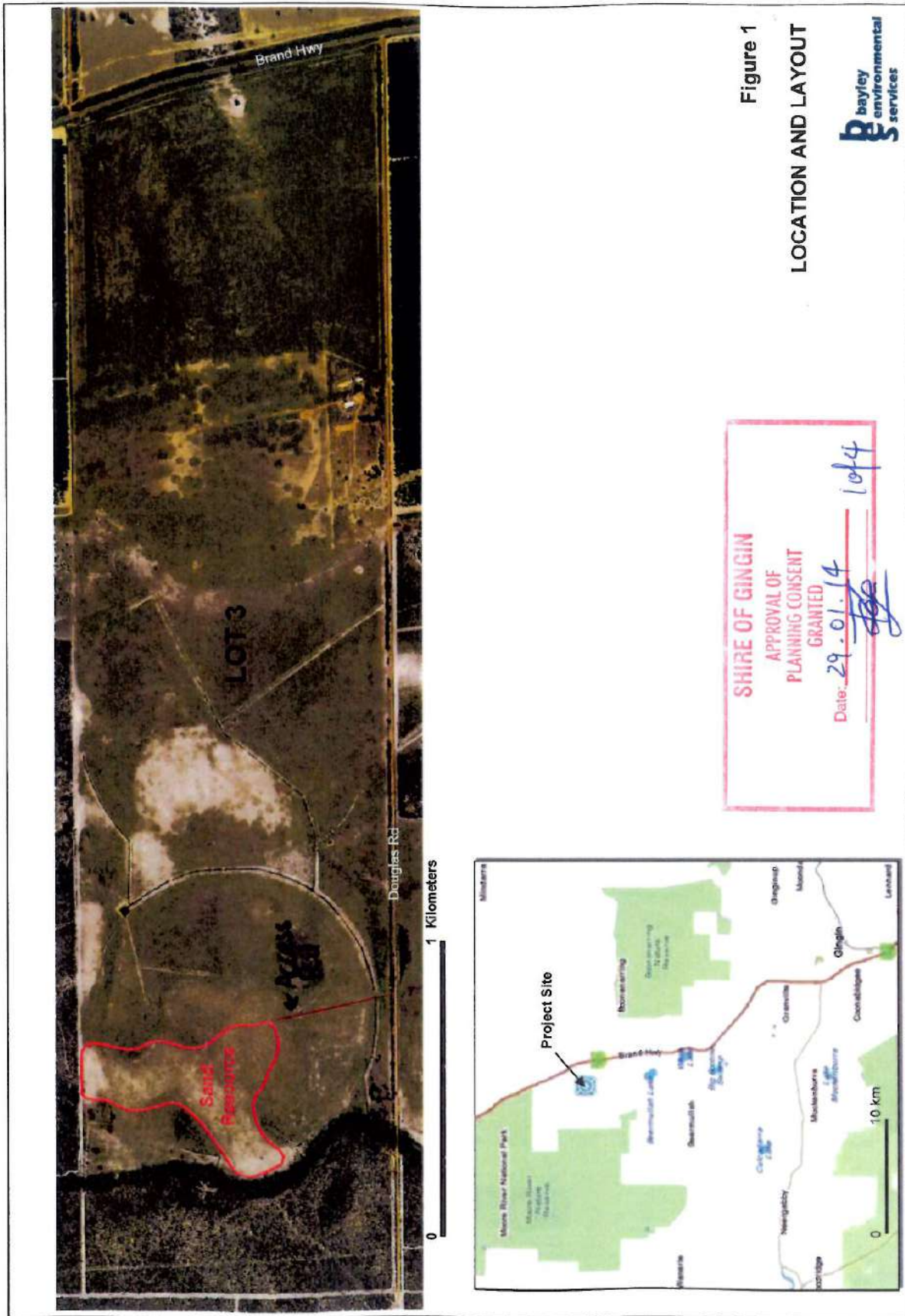


Figure 1
 LOCATION AND LAYOUT



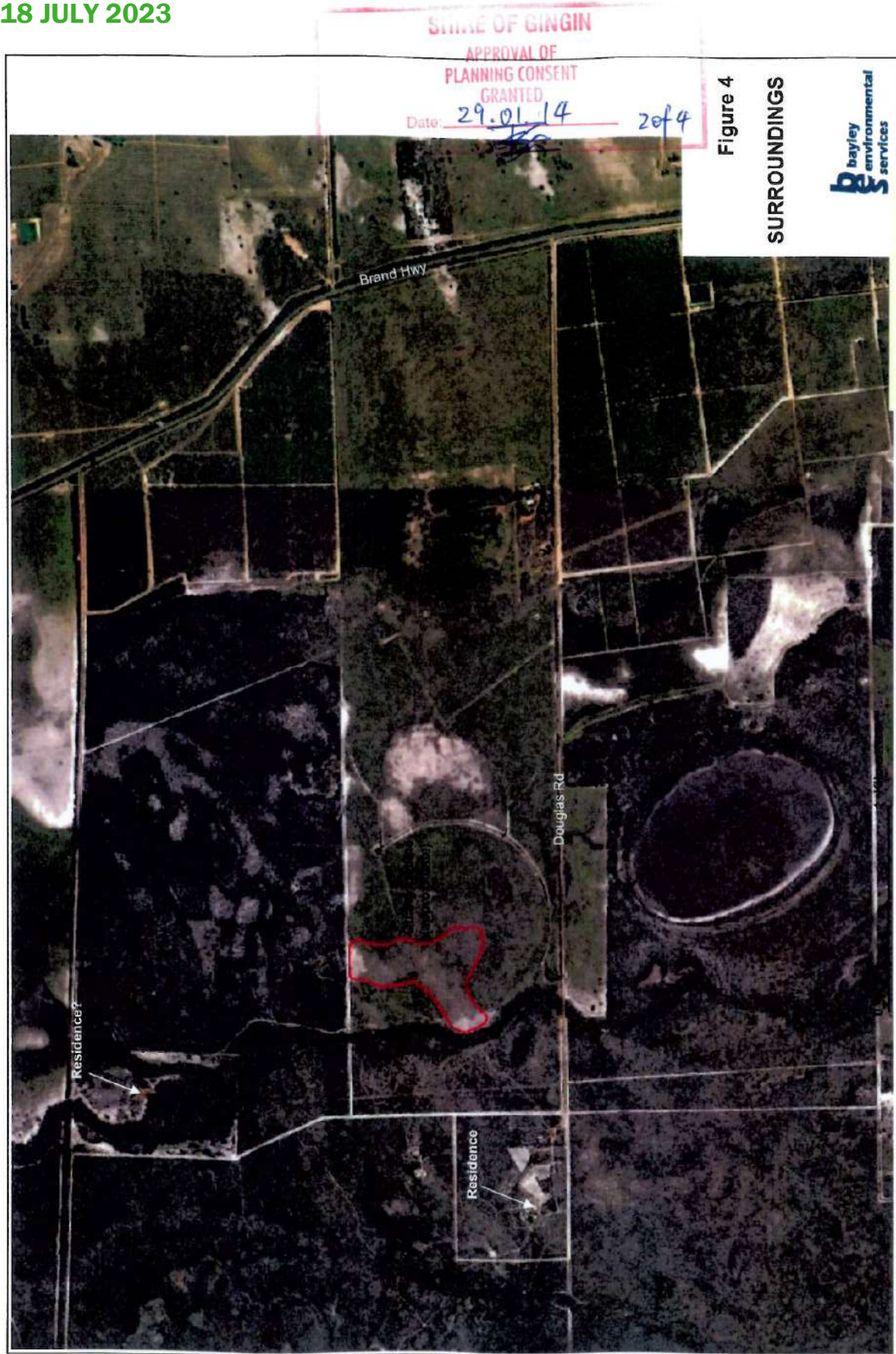
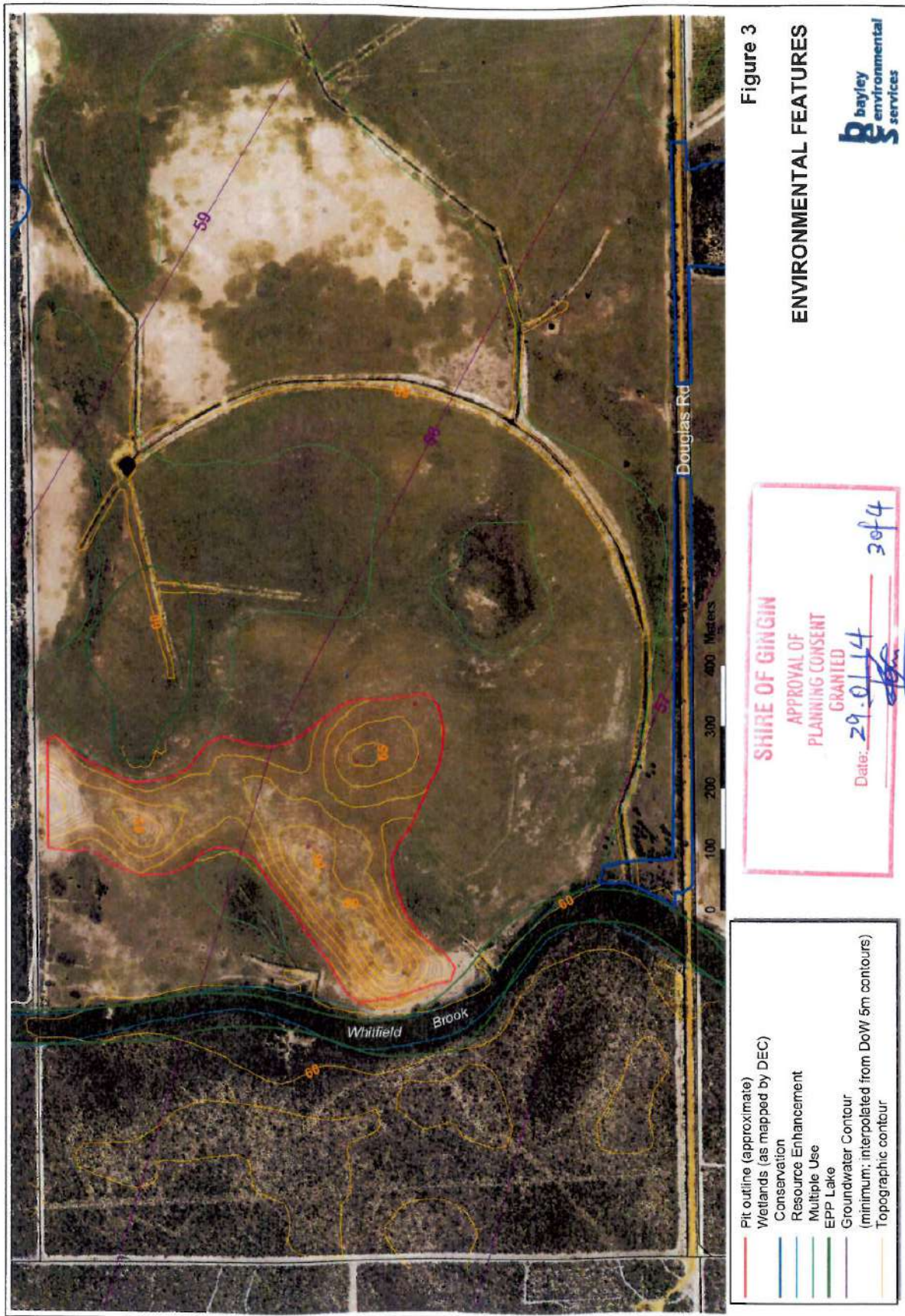
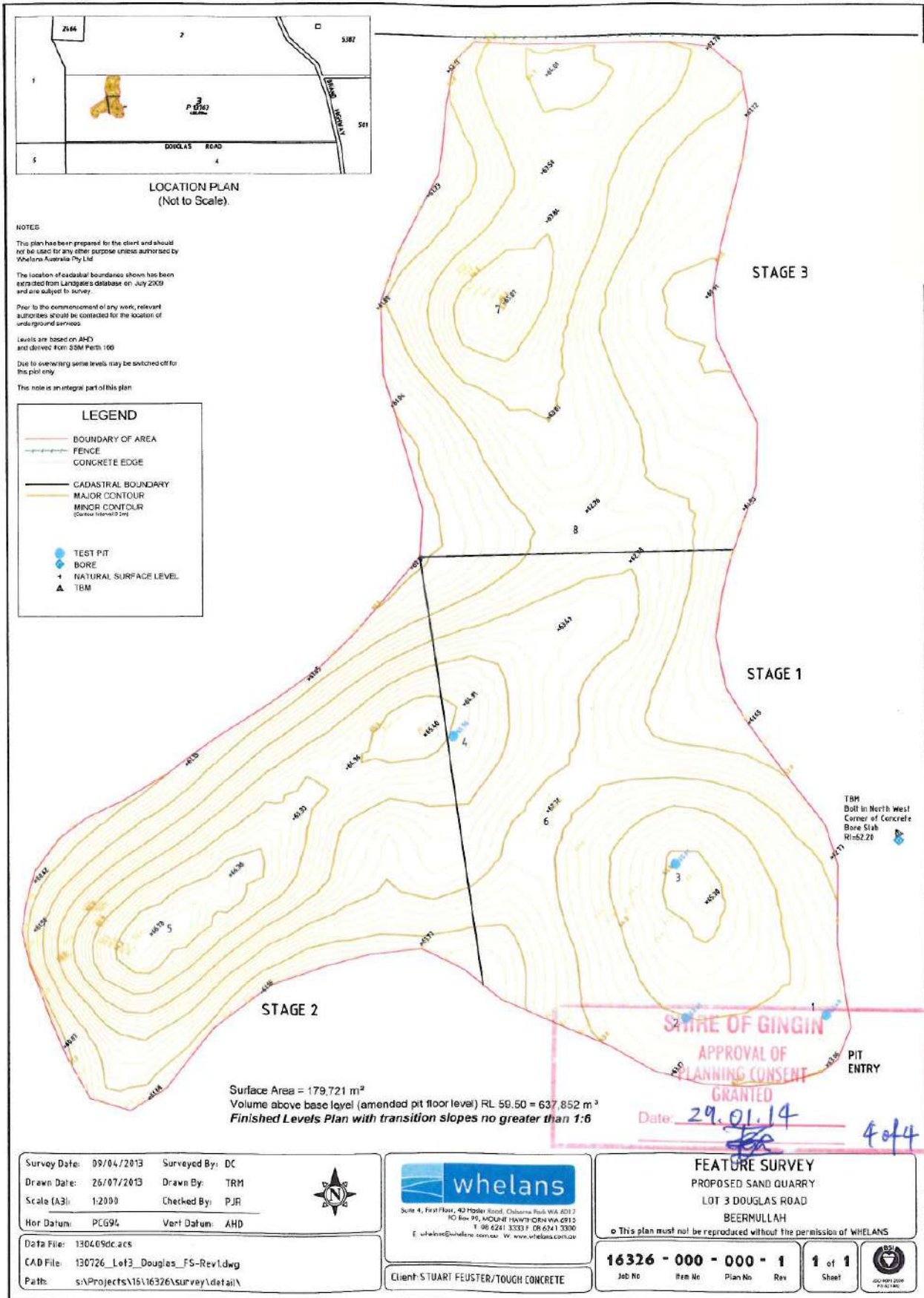


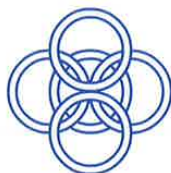
Figure 4
SURROUNDINGS





Appendix D

Particle Size Analysis



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 561
CLIENT REFERENCE Douglas Road Concrete Sand
DATE TESTED 05.02.2013
SAMPLE DESCRIPTION Concrete Sand - SE Site 1 (1m Deep)
PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	91
0.425	48
0.300	16
0.150	5
0.075	3

Sampling Procedures: Tested as received.

Remarks: Wet sieve



Accredited for
compliance with
ISO/IEC 17025

ACCREDITED FOR
**TECHNICAL
COMPETENCE**

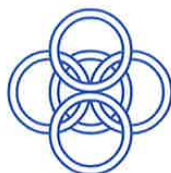
Approved :

A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519 _1

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
 JOB NO. 146_519
 SAMPLE NO. 562
 CLIENT REFERENCE Douglas Road Concrete Sand
 DATE TESTED 05.02.2013
 SAMPLE DESCRIPTION Concrete Sand - SE Site 1 (2m Deep)
 PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	92
0.425	54
0.300	21
0.150	7
0.075	4

Sampling Procedures: Tested as received.

Remarks: Wet sieve



Accredited for compliance with ISO/IEC 17025

ACCREDITED FOR **TECHNICAL COMPETENCE**

Approved :


A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519_2

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE DENSITY & WATER ABSORPTION OF FINE AGGREGATE -

AS 1141.5

CLIENT: Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
 JOB NO. 146_519
 SAMPLE NO. 563
 CLIENT REFERENCE: SE Site 1 (3m Deep)
 DATE TESTED: 05.02.2013
 SAMPLE DESCRIPTION: Concrete Sand
 FEATURE: -
 PROJECT: Quality Control - Douglas Road

Apparent Particle Density	2.65 t/m ³
Particle Density on a Dry Basis	2.61 t/m ³
Particle Density on a Saturated Surface Dry Basis	2.63 t/m ³
Water Absorption	0.6 %

SAMPLING PROCEDURES: Tested as received.

REMARKS:



Accredited for compliance with ISO/IEC 17025

ACCREDITED FOR TECHNICAL COMPETENCE

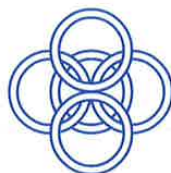
APPROVED: 

R Groves, Signatory

DATE: 07.02.2013

CERTIFICATE NO. MC 146_519_3

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 563
CLIENT REFERENCE Douglas Road Concrete Sand
DATE TESTED 05.02.2013
SAMPLE DESCRIPTION Concrete Sand - SE Site 1 (3m Deep)
PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	93
0.425	58
0.300	22
0.150	6
0.075	3

Sampling Procedures: Tested as received.

Remarks: Wet sieve



Accredited for compliance with ISO/IEC 17025

ACCREDITED FOR TECHNICAL COMPETENCE

Approved :


A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519_4

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matecons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
 JOB NO. 146_519
 SAMPLE NO. 564
 CLIENT REFERENCE Douglas Road Concrete Sand
 DATE TESTED 05.02.2013
 SAMPLE DESCRIPTION Concrete Sand - SE Site 1 (4m Deep)
 PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	94
0.425	66
0.300	31
0.150	8
0.075	4

Sampling Procedures: Tested as received.
 Remarks: Wet sieve



Accredited for compliance with ISO/IEC 17025

ACCREDITED FOR TECHNICAL COMPETENCE

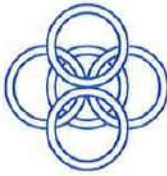
Approved :

A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519_5

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
 JOB NO. 146_519
 SAMPLE NO. 565
 CLIENT REFERENCE Douglas Road Concrete Sand
 DATE TESTED 05.02.2013
 SAMPLE DESCRIPTION Concrete Sand - SW Site 2 (1m Deep)
 PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	87
0.425	44
0.300	15
0.150	5
0.075	3

Sampling Procedures: Tested as received.
 Remarks: Wet sieve



Accredited for compliance with
ISO/IEC 17025

ACCREDITED FOR
**TECHNICAL
COMPETENCE**

Approved :

A Briggs
A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519_6

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 566
CLIENT REFERENCE Douglas Road Concrete Sand
DATE TESTED 05.02.2013
SAMPLE DESCRIPTION Concrete Sand - SW Site 2 (2m Deep)
PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	90
0.425	53
0.300	22
0.150	7
0.075	4

Sampling Procedures: Tested as received.

Remarks: Wet sieve



Accredited for
compliance with
ISO/IEC 17025

ACCREDITED FOR
**TECHNICAL
COMPETENCE**

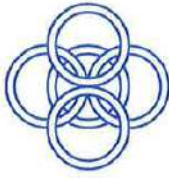
Approved :

A Briggs
A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519_7

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
 JOB NO. 146_519
 SAMPLE NO. 567
 CLIENT REFERENCE SW Site 2 (3m Deep)
 DATE TESTED 05.02.2013
 SAMPLE DESCRIPTION Concrete Sand - SW Site 2 (3m Deep)
 PROJECT Quality Control - Douglas Road

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	90
0.425	61
0.300	31
0.150	8
0.075	4


Sampling Procedures: Tested as received.

Remarks: Wet sieve



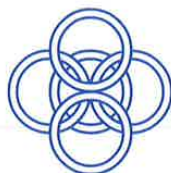
Accredited for compliance with ISO/IEC 17025

ACCREDITED FOR TECHNICAL COMPETENCE

Approved : 
 R Groves Signatory
 Date: 07.02.2013

CERTIFICATE NO. MC 146_519_8

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE DENSITY & WATER ABSORPTION OF FINE AGGREGATE -

AS 1141.5

CLIENT: Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 567
CLIENT REFERENCE: SW Site 2 (3m Deep)
DATE TESTED: 05.02.2013
SAMPLE DESCRIPTION: Concrete Sand
FEATURE: -
PROJECT: Quality Control - Douglas Road

Apparent Particle Density	2.64 t/m ³
Particle Density on a Dry Basis	2.62 t/m ³
Particle Density on a Saturated Surface Dry Basis	2.63 t/m ³
Water Absorption	0.3 %

SAMPLING PROCEDURES: Tested as received.

REMARKS:



Accredited for
compliance with
ISO/IEC 17025

ACCREDITED FOR
**TECHNICAL
COMPETENCE**

APPROVED :


R Groves, Signatory

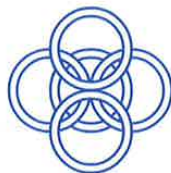
DATE :

07.02.2013

CERTIFICATE NO. MC 146_519_9

ISSUE

1



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INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
 JOB NO. 146_519
 SAMPLE NO. 568
 CLIENT REFERENCE Douglas Road Concrete Sand
 DATE TESTED 05.02.2013
 SAMPLE DESCRIPTION Concrete Sand - SW Site 2 (5m Deep)
 PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	93
0.425	70
0.300	36
0.150	10
0.075	5

Sampling Procedures: Tested as received.

Remarks: Wet sieve



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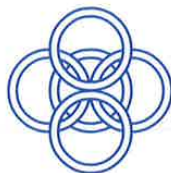
Approved :

A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519_10

ISSUE 1



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INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

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Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
 JOB NO. 146_519
 SAMPLE NO. 569
 CLIENT REFERENCE Douglas Road Concrete Sand
 DATE TESTED 05.02.2013
 SAMPLE DESCRIPTION Concrete Sand - NW Site 3 (1m Deep)
 PROJECT Quality Control

SIEVE SIZE (mm)	% PASSING
1.18	100
0.600	94
0.425	63
0.300	27
0.150	7
0.075	4

Sampling Procedures: Tested as received.

Remarks: Wet sieve



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ACCREDITED FOR TECHNICAL COMPETENCE

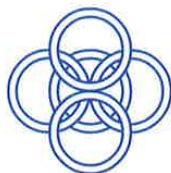
Approved :

[Signature]
A Briggs, Signatory

Date: 07.02.2013

CERTIFICATE NO. MC 146_519_11

ISSUE 1



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72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 570
CLIENT REFERENCE Douglas Road Concrete Sand
DATE TESTED 05.02.2013
SAMPLE DESCRIPTION Concrete Sand - NW Site 3 (2m Deep)
PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	93
0.425	61
0.300	28
0.150	8
0.075	3

Sampling Procedures: Tested as received.

Remarks: Wet sieve



Accredited for compliance with ISO/IEC 17025

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Approved :


A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519_12

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 571
CLIENT REFERENCE Douglas Road Concrete Sand
DATE TESTED 05.02.2013
SAMPLE DESCRIPTION Concrete Sand - NW Site 3 (4m Deep)
PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	93
0.425	63
0.300	31
0.150	8
0.075	3

Sampling Procedures: Tested as received.

Remarks: Wet sieve



Accredited for compliance with ISO/IEC 17025

ACCREDITED FOR **TECHNICAL COMPETENCE**

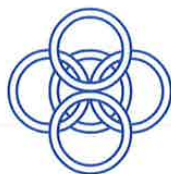
Approved :


A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519 _13

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE DENSITY & WATER ABSORPTION OF FINE AGGREGATE -

AS 1141.5

CLIENT: Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 571
CLIENT REFERENCE: NW Site 3 (3m Deep)
DATE TESTED: 06.02.2013
SAMPLE DESCRIPTION: Concrete Sand
FEATURE: -
PROJECT: Quality Control - Douglas Road

Apparent Particle Density	2.63 t/m ³
Particle Density on a Dry Basis	2.60 t/m ³
Particle Density on a Saturated Surface Dry Basis	2.62 t/m ³
Water Absorption	0.5 %

SAMPLING PROCEDURES: Tested as received.

REMARKS:



Accredited for
compliance with
ISO/IEC 17025

ACCREDITED FOR
**TECHNICAL
COMPETENCE**

APPROVED :


R Groves, Signatory

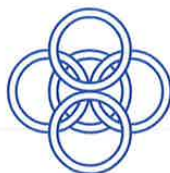
DATE :

07.02.2013

CERTIFICATE NO. MC 146_519_14

ISSUE

1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 ; ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 572
CLIENT REFERENCE Douglas Road Concrete Sand
DATE TESTED 05.02.2013
SAMPLE DESCRIPTION Concrete Sand - NW Site 3 (4m Deep)
PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	94
0.425	69
0.300	36
0.150	9
0.075	3

Sampling Procedures: Tested as received.


Remarks: Wet sieve



Accredited for
compliance with
ISO/IEC 17025

ACCREDITED FOR
**TECHNICAL
COMPETENCE**

Approved :


A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519_15

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
 JOB NO. 146_519
 SAMPLE NO. 573
 CLIENT REFERENCE Douglas Road Concrete Sand
 DATE TESTED 05.02.2013
 SAMPLE DESCRIPTION Concrete Sand - NW Site 3 (5m Deep)
 PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	94
0.425	72
0.300	39
0.150	10
0.075	3

Sampling Procedures: Tested as received.
 Remarks: Wet sieve



Accredited for compliance with ISO/IEC 17025

ACCREDITED FOR TECHNICAL COMPETENCE

Approved :

A. Briggs, Signatory

Date: 07.02.2013

CERTIFICATE NO. MC 146_519_16

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 574
CLIENT REFERENCE Douglas Road Concrete Sand
DATE TESTED 05.02.2013
SAMPLE DESCRIPTION Concrete Sand - NW Site 3 (5m Deep)
PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	91
0.425	60
0.300	25
0.150	7
0.075	3

Sampling Procedures: Tested as received.

Remarks: Wet sieve



Accredited for
compliance with
ISO/IEC 17025

ACCREDITED FOR
**TECHNICAL
COMPETENCE**

Approved :

A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519_17

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

0

CLIENT Tuss Concrete Ply Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 575
CLIENT REFERENCE West Ridge Site 4 (2m Deep)
DATE TESTED 06.02.2013
SAMPLE DESCRIPTION Concrete Sand
PROJECT Quality Control - Douglas Road

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
1.18	100
0.600	92
0.425	66
0.300	34
0.150	9
0.075	3

Sampling Procedures: Tested as received.
Remarks: Wet sieve



Accredited for compliance with ISO/IEC 17025

ACCREDITED FOR **TECHNICAL COMPETENCE**

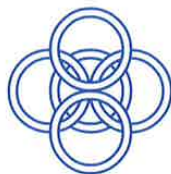
Approved :

R Groves
R Groves, Signatory

Date: 07.02.2013

CERTIFICATE NO. MC 146_519_18

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE DENSITY & WATER ABSORPTION OF FINE AGGREGATE -

AS 1141.5

CLIENT: Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 576
CLIENT REFERENCE: West Ridge Site 4 (3m Deep)
DATE TESTED: 06.02.2013
SAMPLE DESCRIPTION: Concrete Sand
FEATURE: -
PROJECT: Quality Control - Douglas Road

Apparent Particle Density	2.61 t/m ³
Particle Density on a Dry Basis	2.58 t/m ³
Particle Density on a Saturated Surface Dry Basis	2.59 t/m ³
Water Absorption	0.4 %

SAMPLING PROCEDURES: Tested as received.


REMARKS:



Accredited for
compliance with
ISO/IEC 17025

ACCREDITED FOR
**TECHNICAL
COMPETENCE**

APPROVED :


R Groves, Signatory

DATE :

07.02.2013

CERTIFICATE NO. MC 146_519_19

ISSUE

1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
 JOB NO. 146_519
 SAMPLE NO. 576
 CLIENT REFERENCE Douglas Road Concrete Sand
 DATE TESTED 05.02.2013
 SAMPLE DESCRIPTION Concrete Sand - NW Site 4 (3m Deep)
 PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	92
0.425	69
0.300	38
0.150	9
0.075	3

Sampling Procedures: Tested as received.

Remarks: Wet sieve



Accredited for compliance with
ISO/IEC 17025

ACCREDITED FOR
**TECHNICAL
COMPETENCE**

Approved :

(Signature)
A Briggs, Signatory

Date: 06.02.2013

CERTIFICATE NO. MC 146_519_20

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
JOB NO. 146_519
SAMPLE NO. 577
CLIENT REFERENCE Douglas Road Concrete Sand
DATE TESTED 05.02.2013
SAMPLE DESCRIPTION Concrete Sand - NW Site 4 (4m Deep)
PROJECT Quality Control

<u>SIEVE SIZE (mm)</u>	<u>% PASSING</u>
2.36	100
1.18	100
0.600	93
0.425	63
0.300	30
0.150	7
0.075	3

Sampling Procedures: Tested as received.

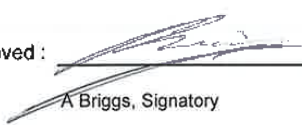
Remarks: Wet sieve



Accredited for
compliance with
ISO/IEC 17025

ACCREDITED FOR
**TECHNICAL
COMPETENCE**

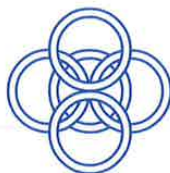
Approved :


A Briggs, Signatory

Date: 07.02.2013

CERTIFICATE NO. MC 146_519_21

ISSUE 1



MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753
Email : admin@matcons.com.au

TEST CERTIFICATE

PARTICLE SIZE DISTRIBUTION BY SIEVING : AS 1141.11.1

CLIENT Tuss Concrete Pty Ltd, PO Box 311, Gin Gin
 JOB NO. 146_519
 SAMPLE NO. 578
 CLIENT REFERENCE Douglas Road Concrete Sand
 DATE TESTED 05.02.2013
 SAMPLE DESCRIPTION Concrete Sand - NW Site 4 (5m Deep)
 PROJECT Quality Control

SIEVE SIZE (mm)	% PASSING
2.36	100
1.18	100
0.600	92
0.425	63
0.300	30
0.150	8
0.075	4

Sampling Procedures: Tested as received.

Remarks: Wet sieve



Accredited for compliance with ISO/IEC 17025

ACCREDITED FOR TECHNICAL COMPETENCE

Approved :

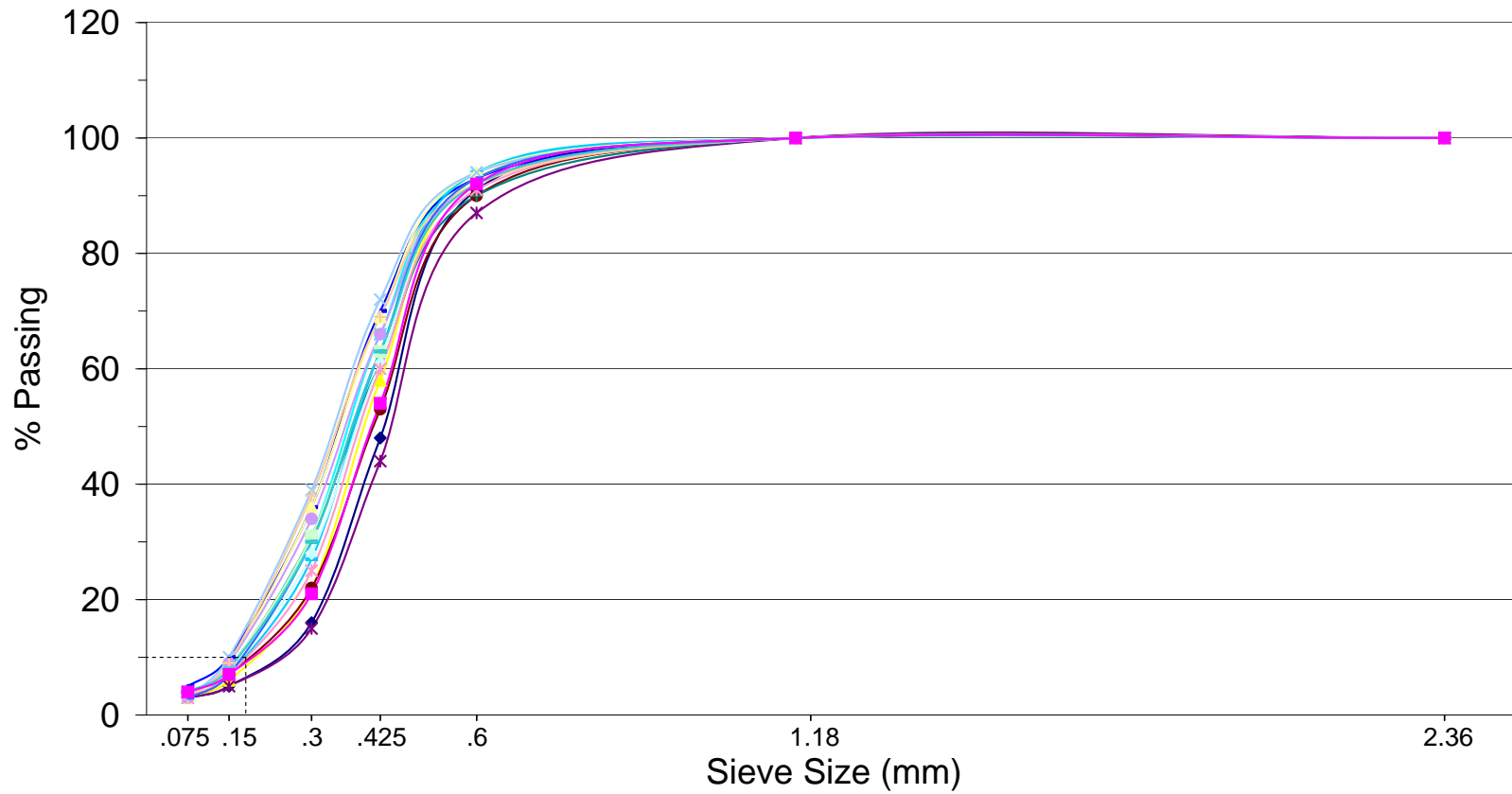
A Briggs
A Briggs, Signatory

Date: 07.02.2013

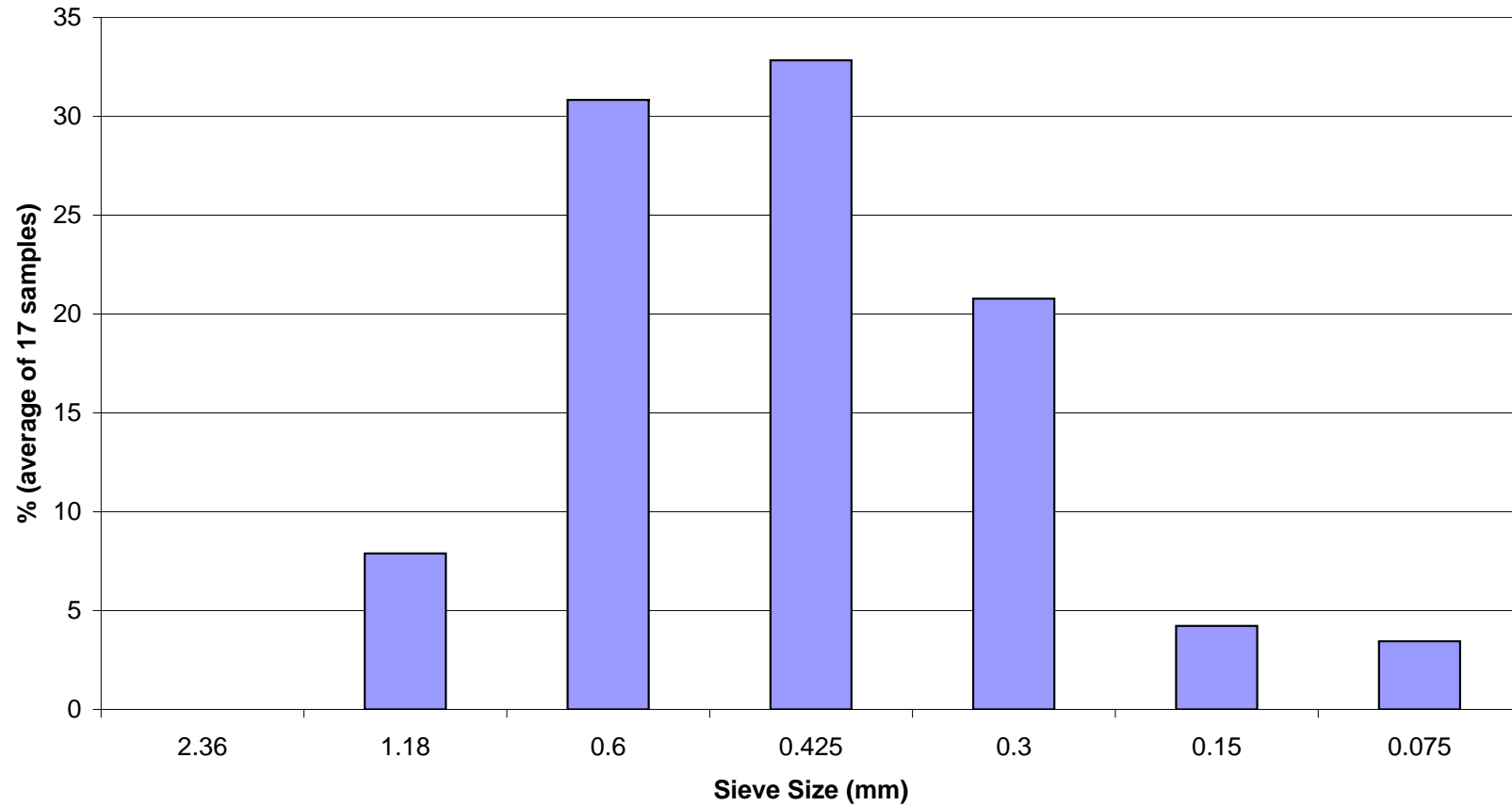
CERTIFICATE NO. MC 146_519_22

ISSUE 1

Particle Size Distribution



Particle Size Distribution



Appendix E

Correspondence from Department of Aboriginal Affairs

**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**

APPENDIX 13.1.3

From: Cesar_Rodriguez
To: Phil_Bayley
Subject: RE: Aboriginal sites - Beermullah
Date: Wednesday, 12 June 2013 8:55:31 PM
Attachments: image001.jpg
image002.jpg
image003.jpg

Hi Phil,

I can confirm that there are no known registered Aboriginal heritage sites located on Lot 3. There is a known site in the general area which is 'closed' to the public therefore a large boundary that takes in Lot 3 has been assigned to conceal its actual location. The actual location though, as advised is not within Lot 3. If you intend completing any works within Lot 3 I recommend you also view the State's Cultural Due Diligence Guidelines available at the link below:

http://www.daa.wa.gov.au/Documents/HeritageCulture/Heritage%20management/AHA_Due_Diligence_Guidelines.pdf?epslanguage=en

Kind regards

Cesar

Cesar Rodriguez
Manager Heritage Advice and Approvals Government



Ground Floor, 151 Royal Street, East Perth WA 6004
Ph: (08) 6551 8092 Fax: (08) 6551 8088
Cesar.Rodriguez@daa.wa.gov.au www.daa.wa.gov.au

The information contained in this email, including any attachments, may contain confidential information. If you are not the intended recipient, any use, disclosure or copying of this information is unauthorised. If you have received this email in error, please notify the sender immediately by return email and then delete it from your system. Please don't print this email if you don't need to.

From: Phil Bayley [mailto:bayley@inet.net.au]
Sent: Tuesday, 11 June 2013 11:19 AM
To: Cesar Rodriguez
Subject: Aboriginal sites - Beermullah

Good Morning Cesar,

Further to our telephone conversation, can you please confirm that Lot 3 Douglas Road, Beermullah (as shown on photo and map below) is not affected by any registered Aboriginal heritage site?
Call if you need more information.

Thanks and regards,

Phil Bayley
BAYLEY ENVIRONMENTAL SERVICES
30 Thomas Street
SOUTH FREMANTLE 6162
tel: 08 9335 9160
fax: 08 9335 9160
mob: 0427 808 633

SCHEDULE OF SUBMISSIONS AND RECOMMENDED RESPONSES

DEVELOPMENT APPLICATION: EXPANSION OF EXISTING EXTRACTIVE INDUSTRY ON LOT 31 DOUGLAS ROAD, BEERMULLAH

No.	Submitter	Submission details.	Recommended response.
1.	DMIRS	<p>The submitter provides the following general comment:</p> <p>Thank you for your letter dated 24 January 2023 inviting comment on the application for development approval for the renewal of an Existing Extractive Industry License - Sand at Lot 31 Douglas Road, Beermullah, Shire of Gingin.</p> <p>The Department of Mines, Industry Regulation and Safety (DMIRS) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.</p> <p>DMIRS lodges no objections to the above development application.</p>	Noted.
2.	DPIRD	<p>The submitter provides the following general comment:</p> <p>Thank you for inviting the Department of Primary Industries and Regional Development (DPIRD) to comment on the above proposal.</p> <p>DPIRD does not object to the proposed continuation of extractive industry at this site and offers the following comments:</p> <p>The quarry is located on the soil-landscape type referred to as Bassendean, phase 7. Soils of this subsystem are comprised of Pale deep sand is dominant with small areas of Semi-wet soils. The main risks associated with these soils is a high risk of wind erosion (30%), very high to extreme risk of phosphorus export (100%) and a high risk of water repellence (100%).</p> <p>The application identifies that “project site as having a high wind erosion risk due to its elevation, loose soils and thin</p>	Noted.

No.	Submitter	Submission details.	Recommended response.
		<p>vegetation cover” (p3). When the site has been rehabilitated, coverage of 50% plant matter must be maintained as a minimum, to ensure the risk of wind erosion will be managed over the summer months. If the stock numbers are planned to be very low, DPIRD suggests that the proposed rehabilitation to pasture grasses could be enhanced with sourcing and propagating local native perennial seed. Native perennials will protect the soil during the summer months and late winter breaks. The Kings Park Botanic Gardens and Parks Authority could provide support and information to guide the process.</p> <p>These types of facility pose a risk of introducing weed species into the shire. It is important that the proponents monitor, and control declared species as required under the <i>Biosecurity and Agriculture Management Act 2007</i>. DPIRD requests that the proponent prepares a simple Biosecurity Management Plan to ensure that declared species can be identified and managed as part of their ongoing operations.</p>	
3.	MRWA	<p>The submitter provides the following general comment:</p> <p>In response to correspondence received on 24 January 2023, please be advised Main Roads has no objections subject to the following conditions being imposed:</p> <p>Conditions:</p> <p>The justification for the conditions provided below are ensure the public safety and protection of the Primary Regional Road Reservation:</p> <p>1. Prior to carting any material, the applicant is to design and construct an upgrade to Douglas Road and Brand Highway intersection to meet vehicle turning movements (semi-trailer trucks) and seal Douglas Road for 50m in consultation with and to the satisfaction of Main Roads Western Australia. The applicant/operator shall be responsible for all costs related to the road upgrades and any associated works.</p>	Noted.

No.	Submitter	Submission details.	Recommended response.
		<p>Justification for Condition - Public safety and protection of the Primary Regional Road Reservation.</p> <p>2. Advertising signs and internal lights shall need to be reviewed by Main Roads under the 'Advertising' application process.</p> <p>3. No works are permitted within the Brand Highway road reserve, unless Main Roads has accepted the Application to undertake works within the road reserve. Application forms and supporting information about the procedure can be found on the Main Roads website > Technical & Commercial > Working on Roads.</p> <p>Advice</p> <p>a) With reference to Condition 1. Upgrades of Douglas Road may be covered or need to be considered in conjunction with the Road Maintenance Contribution Plan and triggers to upgrade Douglas Road. (Deed of Agreement with the Shire. MRWA Ref: D23#137233).</p> <p>b) Extension of the Restricted Access Vehicle (RAV) Network access or Heavy Vehicle Accreditation requires a separate application made to Main Roads Heavy Vehicle Services Branch. Information can also be found on the Heavy Vehicles Access Requirements in WA section of the Main Roads website.</p> <p>Main Roads support of the proposal is valid for a period of two (2) years from the date of this letter. Any changes or date extensions relating to this development application must be referred to Main Roads for comment and recommendation.</p> <p>Should the Shire disagree with or resolve not to include as part of its conditional approval any of the above conditions or advice, Main Roads requests an opportunity to meet and discuss the application further, prior to a final determination being made.</p>	

No.	Submitter	Submission details.	Recommended response.
4.	DWER	<p>The submitter provides the following general comment:</p> <p>Thank you for providing the above referral for the Department of Water and Environmental Regulation (Department) to consider.</p> <p>The Department has identified that the proposal has the potential for impact on water values and management. While the Department does not object to the proposal, key issues and recommendations are provided below and these matters should be addressed:</p> <p>The proposed mining operations are within close proximity to Whitfield brook, a locally significant waterway. While the Department notes that a 50m buffer to the waterway is being allowed for, there are limited details on the waterway within the documents provided.</p> <p>As such, while the Department does not object to the proposed mining operations, more information is required on the waterway, including but not limited to the following: more detail about Whitfield brook, including how often it flows, when it flows, low and high flow periods, how stormwater will be managed to prevent contaminated water entering the waterway, condition of vegetation surrounding the waterway, any opportunity for revegetation of the waterway.</p> <p>The Department also notes that stock are allowed access to the waterway. This should be minimised to reduce erosion and damage to the waterway and riparian vegetation.</p>	Noted.
5.	DPLH (Aboriginal Heritage)	<p>The submitter provides the following general comment:</p> <p>Thank you for your letter of 24 January 2023 to the Department of Planning, Lands and Heritage (DPLH) in regard to the above application.</p> <p>A review of the Register of Places and Objects as well as the DPLH Aboriginal Heritage Database concludes that the</p>	Noted.

**MINUTES
ORDINARY COUNCIL MEETING
18 JULY 2023**

APPENDIX 13.1.4

No.	Submitter	Submission details.	Recommended response.
		<p>proposed development area does not intersect the boundary of any known Aboriginal Sites or Heritage Places. Given this, no approvals would be necessary under the <i>Aboriginal Heritage Act 1972</i> (AHA).</p> <p>DPLH would like to ensure that you are aware that as of 1 July 2023, the <i>Aboriginal Cultural Heritage Act 2021</i> will become the relevant legislation to Manage Aboriginal heritage in Western Australia.</p>	
6.	DBCA	<p>The submitter provides the following general comment:</p> <p>The Parks and Wildlife Service of the Department of Biodiversity, Conservation and Attractions has no comments with regards to the above application.</p>	Noted.

**13.2 APPLICATION FOR DEVELOPMENT APPROVAL PROPOSED OUTBUILDING AT LOT 454
(2) NEWBY STREET, LANCELIN**

File	BLD/6505
Applicant	One Cert Consulting
Location	2 Newby Street, Lancelin
Owner	Gemma Robinson & and Gary Robinson
Zoning	Residential 12.5/20
WAPC No	N/A
Author	Natasha Jurmann – Statutory Planning Officer
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	N/A
Appendices	<ol style="list-style-type: none"> 1. Location Plan [13.2.1 - 1 page] 2. Aerial Plan [13.2.2 - 1 page] 3. Planning Application [13.2.3 - 3 pages] 4. Applicants' Justification [13.2.4 - 6 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for a proposed outbuilding at Lot 454 (2) Newby Street, Lancelin.

BACKGROUND

The Shire is in receipt of an Application for Development Approval for a proposed outbuilding on the subject lot, which is 770.8m² in area and contains an existing single house.

The proposed outbuilding is 14 metres in length and 8 metres in width (112m²) with a wall height of 3.6 metres and an overall height of 4.32 metres.

The outbuilding is proposed to be located in the south-western corner of the subject lot with the setbacks being 1.5m from each of the respective boundaries.

The proposal seeks variations to clause 5.4.3 – Outbuildings of State Planning Policy 7.3 – Residential Design Codes, Volume 1 (R-Codes) with respect to area, wall height and overall height. The proposal also seeks a variation to Local Planning Policy 2.1 – Residential Outbuildings (LPP2.1) with respect to floor area.

A location plan, aerial imagery and the applicant's proposal are provided as **appendices**.

COMMENT

Stakeholder Consultation

The application was advertised to adjoining landowners for a period of 14 days in accordance with clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. During this period, no submissions were received on the proposal.

PLANNING FRAMEWORK

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

The subject lot is zoned Residential R12.5 under LPS 9.

The objectives of the Residential zone listed under LPS 9 are as follows:

- 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.*

The State and Local Planning Policy framework provides standards for outbuildings in residential areas that seek to maintain the residential character and high levels of amenity in the zone. The Local Planning Policy increases the scale at which outbuildings can be approved relative to the size of the subject lot. In this instance the proposed outbuilding is generally consistent with LPP2.1, with the exception of the floor area.

State Planning Policy 7.3 - Residential Design Codes Volume 1 (R-Codes)

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

An enclosed non-habitable structure that is detached from any dwelling.

The deemed-to-comply provisions of the R-Codes relating to outbuildings stipulate that the overall collective area must not exceed 60m², and that a wall height of 2.4 metres and an overall height of 4.2 metres are not to be exceeded. The proposed wall height is 3.6 metres, with an overall height of 4.32 metres and an area of 112m². Given the proposal does not satisfy the deemed-to-comply provisions, the outbuilding is assessed against the associated 'Design Principle' which states:

Design Principle	Officer Comments
P1 - Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighboring properties.	P1 – The proposed outbuilding is located to the rear corner of the proposed block. The shorter edge of the outbuilding is to face the property's secondary street frontage and will appear of a similar size to other structures in the area.

The proposal therefore meets the relevant design principle of the R-Codes clause 5.4.3.

Local Planning Policy 2.1 - Residential Outbuildings

The Shire adopted LPP 2.1 in February 2023 to complement and enhance the provisions of the R-Codes to better reflect community expectations.

5.3 Supplementary Deem to Comply Standards outlines the maximum allowable standards for outbuildings throughout the Shire, dependent on lot size and locality. The table below outlines the standards applied to the subject lot.

APPLICABLE LOT SIZE	STANDARD	MAXIMUM DIMENSIONS	PROPOSED
601m ² - 800m ²	Area Wall Height Overall Height	90m ² 3.6m 5m	112m ² - non compliant 3.6m - compliant 4.32m - compliant

The overall variation requested is an increase in floor area of 22m². LPP 2.1 affords the property increased heights and floor area. Originally the applicant proposed an area of 144m², a wall height of 4m and an overall height of 4.78m, however following discussion they agreed to reduce the height to be compliant with the policy and to only request an increase in area.

5.5 Variations to Standards

'5.5.1 There is a general presumption against allowing a reduction to the open space requirements prescribed by table 1 of the R-codes in order to accommodate an outbuilding unless an applicant can provide sufficient justification on town planning grounds for seeking a reduction.'

The applicant proposes a 112m² shed in addition to an existing 128m² dwelling which results in an open space area of 530m² (68.8%) which is well above the required 55% open space for the zone.

'5.5.3 Where a development proposal seeks to erect an outbuilding at a greater scale than provided for in the Table above, seeks to use reflective or recycled construction material or seeks an assessment under the design principle of clause 5.4.3 of the R Codes, the Shire may require additional assessment information that addresses matters such as, but not limited to, solar access and ventilation for adjoining sites, streetscape and visual amenity impacts and reflective glare assessments.'

The proposed shed structure is compliant with the setbacks and height in accordance with the policy and therefore the officer does not anticipate any additional amenity, solar or ventilation impacts as a result of the increased floor area.

As the short side of the shed is facing the streetscape the additional floor area is unlikely to create any additional impact on the streetscape compared to if it were to comply with all requirements.

'5.5.4 Development proposals that seek variations to this policy shall be determined in accordance with the objectives of this policy'

'The objectives of this policy are:

- a) To provide a framework in which outbuilding development and use can take place without having adverse impacts on the streetscape, character and amenity or environmental attributes of the surrounding area.*
- b) To provide development standards for outbuildings that consider varying residential lot sizes and community needs.*
- c) To develop deemed-to-comply requirements to reflect community expectations for outbuildings on residential zoned land.*
- d) To ensure an outbuilding is associated to a dwelling and or is constructed at the same time as a dwelling.*

- e) *To identify acceptable material colours and finishes for outbuildings, that maintain the amenity of residential streetscapes and for adjoining residential properties.'*

As noted above the proposed increase in floor area is not anticipated to have an adverse impact to the streetscape, character, amenity, or environmental attributes of the surrounding area, as a shed that would comply with the deemed to comply requirements would still present a similar façade, shadowing and placement.

The proposed outbuilding is of a size that is anticipated in the area, is associated with a dwelling and is to be constructed of new non-reflective materials and is therefore considered to have no impact on the amenity of the surrounding area perceived or otherwise. This was confirmed when the officer received no comments during the advertising period.

Summary

In summary, the proposed outbuilding seeks a variation to LPP 2.1 - Residential Outbuildings and the R-Codes. The proposed increase in floor area is considered to be minor in nature and the increase has been assessed to have no impact on amenity perceived or otherwise. It is therefore recommended that the application be approved subject to appropriate conditions.

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015
Schedule 2 – deemed provisions
Shire of Gingin Local Planning Scheme No. 9

POLICY IMPLICATIONS

State Planning Policy 7.3 – Residential Design Codes, Volume 1
Local Planning Policy 2.1 – Residential Outbuildings

BUDGET IMPLICATIONS

Nil

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 RECOMMENDATION

MOVED: Councillor Johnson **SECONDED:** Councillor Balcombe

That Council grant Development Approval for an outbuilding on Lot 454 (2) Newby Street, Lancelin subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans and specifications, including any directions written in red ink by the Shire, unless otherwise conditioned in this approval;
2. This approval is for an outbuilding only as indicated on the approved plans;
3. The finished floor level of the outbuilding must be set at the existing average natural ground level to the satisfaction of the Shire of Gingin;
4. The approved outbuilding is to be constructed using new materials and be of a consistent colour scheme;
5. The outbuilding is not to be used for human habitation or any other industrial or commercial use;
6. Prior to use of the outbuilding, a new sealed crossover from Casserley Way is to be installed at the landowners' cost, which is to be designed and constructed to the satisfaction of the Shire of Gingin; and
7. Stormwater from all roofed and paved areas shall be collected and contained onsite to the satisfaction of the Shire of Gingin.

Advice Notes:

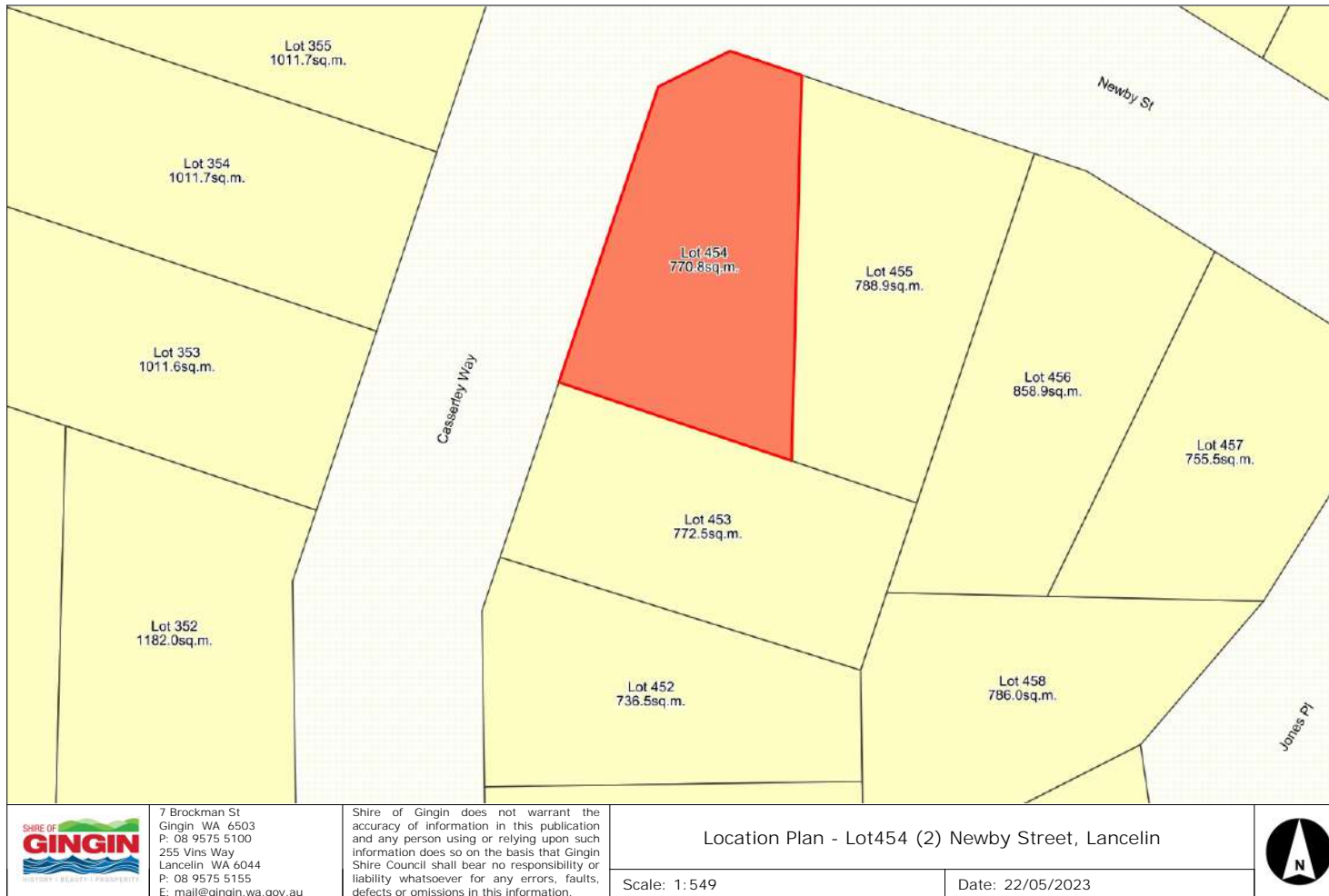
Note 1: If you are aggrieved by the conditions of this approval you have the right to request that the State Administrative Tribunal (SAT) review the decision, under Part 14 of the *Planning and Development Act 2005*.

- Note 2: Where an approval has lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.
- Note 3: Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Health Act 2016*, which are to be approved by the Shire of Gingin.
- Note 4: It is recommended that cadastral lot boundaries be established by a suitably qualified land surveyor to ensure that all development is carried out within the subject allotment.
- Note 5: 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 Department which can be found on the Shire's website at the following link: <https://www.gingin.wa.gov.au/roads-driveways-and-crossovers>

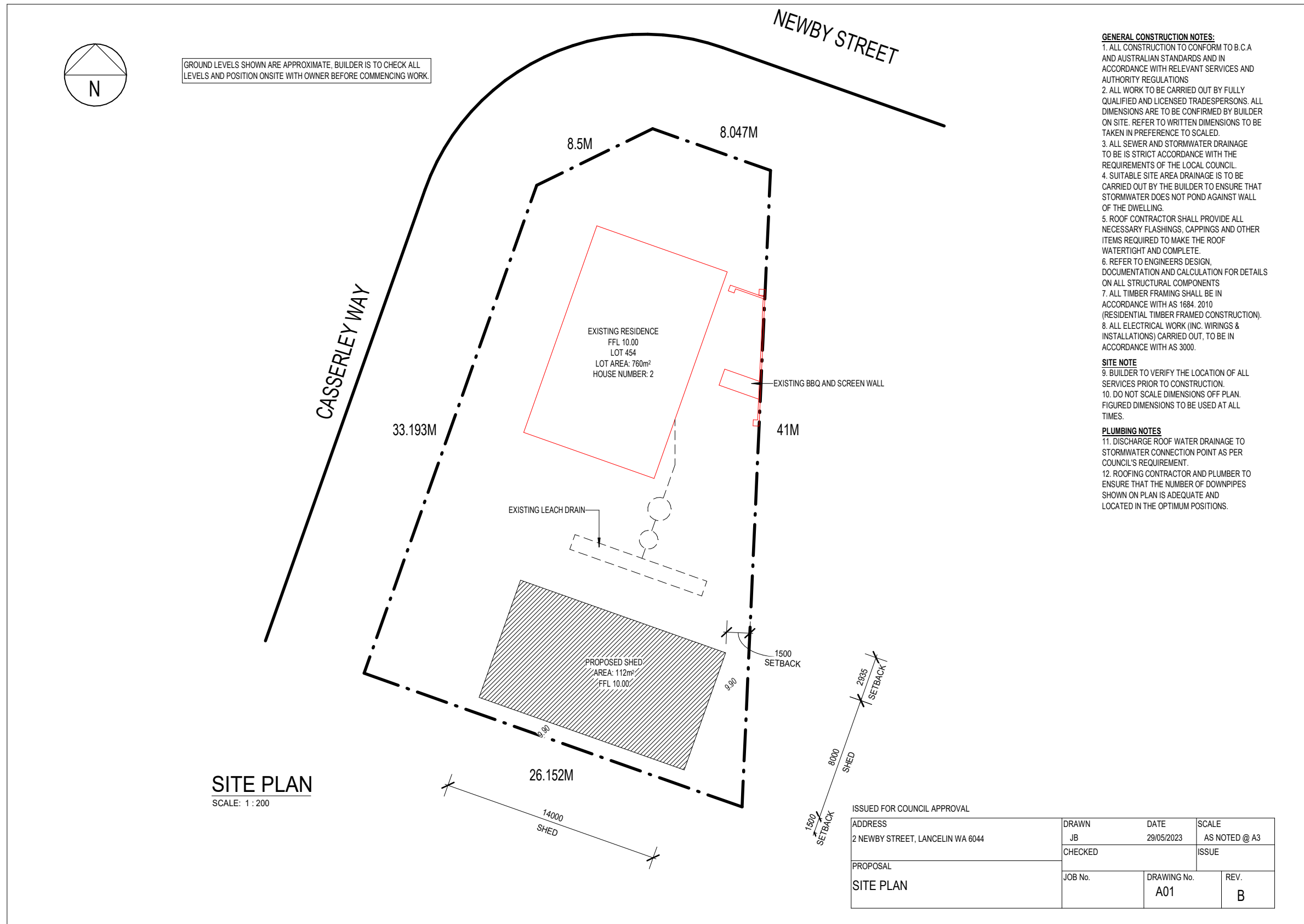
**CARRIED UNANIMOUSLY
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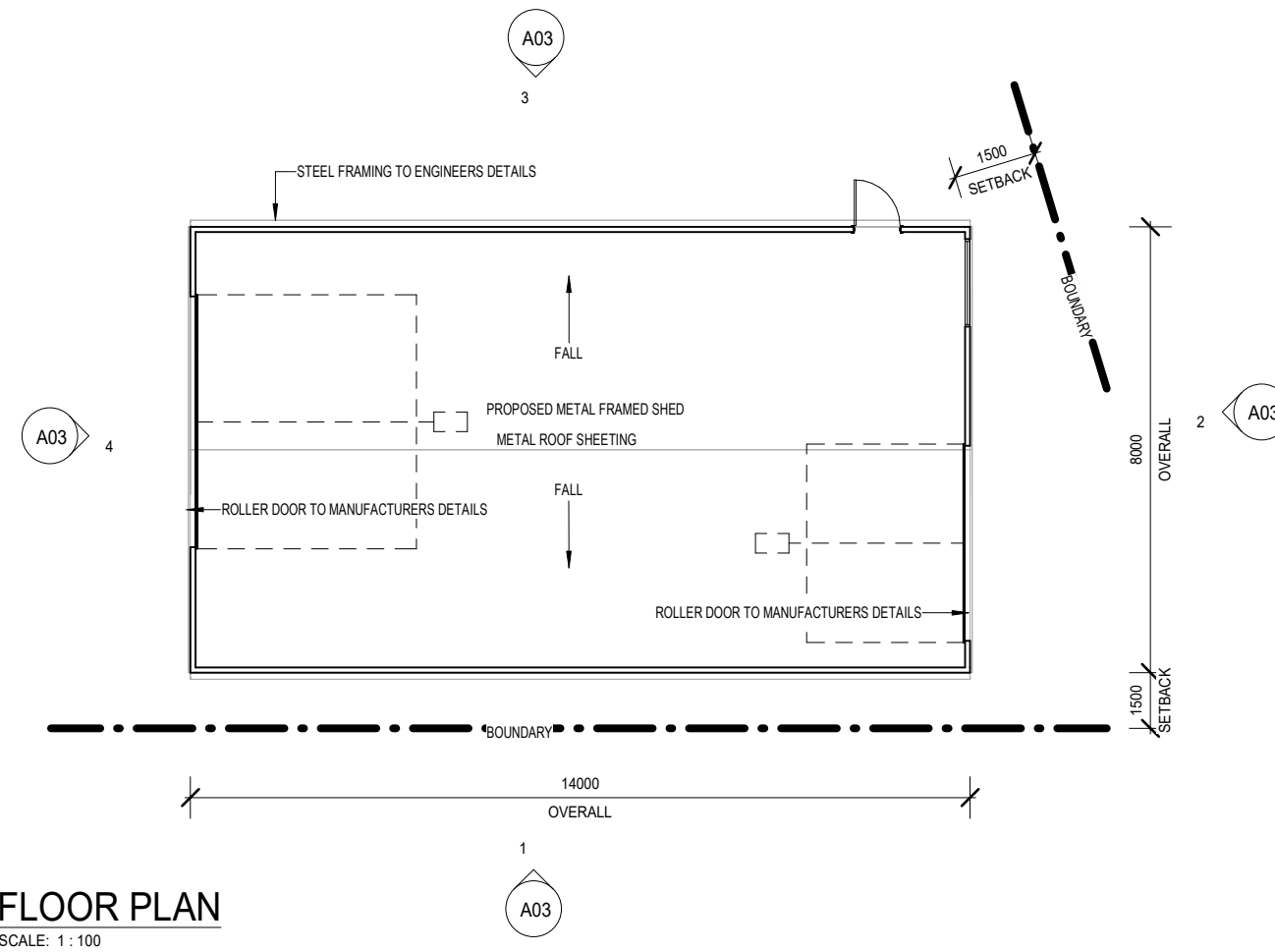
FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*



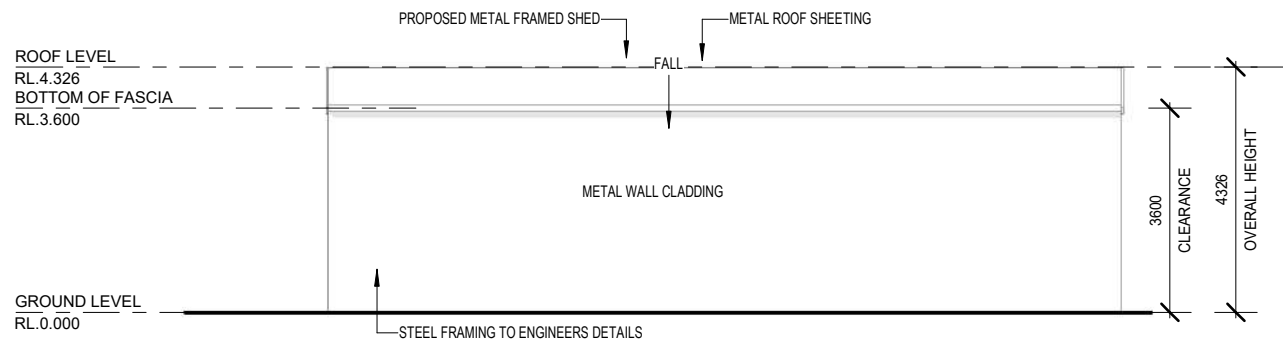




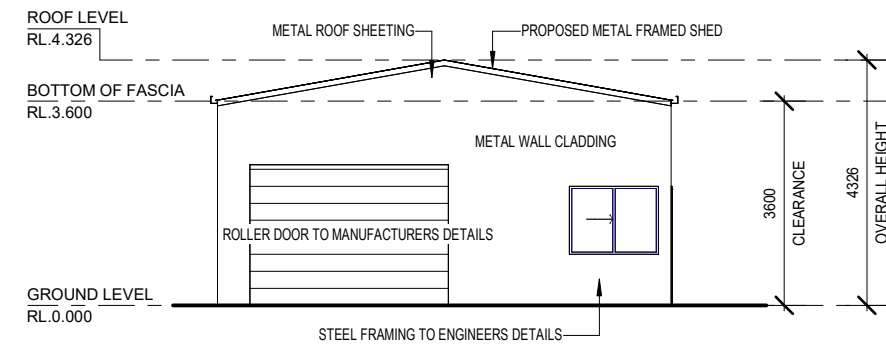


ISSUED FOR COUNCIL APPROVAL

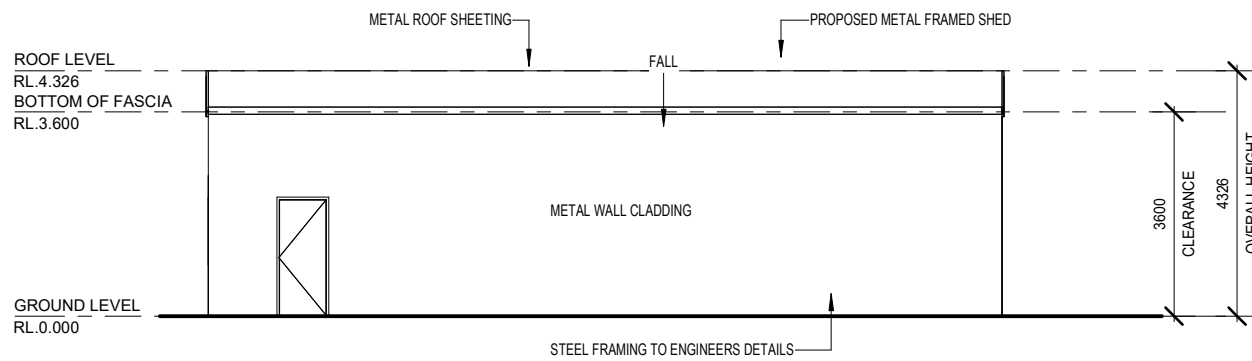
ADDRESS 2 NEWBY STREET, LANCELIN WA 6044	DRAWN JB	DATE 29/05/2023	SCALE AS NOTED @ A3
PROPOSAL FLOOR PLAN	CHECKED	ISSUE	
	JOB No.	DRAWING No. A02	REV. B



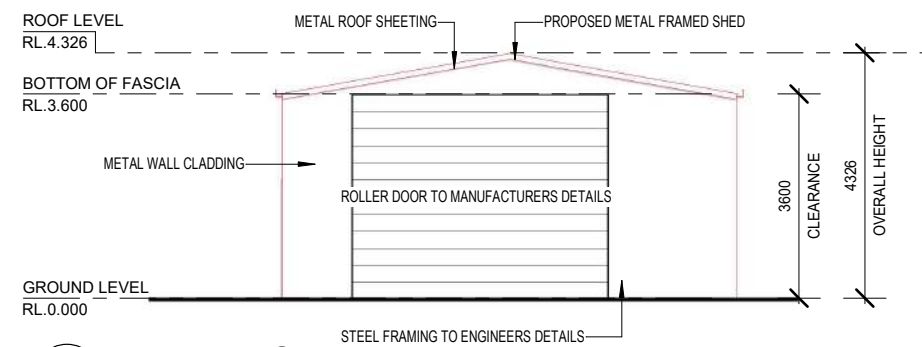
1 ELEVATION
A02 SCALE: 1 : 100



2 ELEVATION
A02 SCALE: 1 : 100



3 ELEVATION
A02 SCALE: 1 : 100



4 ELEVATION
A02 SCALE: 1 : 100

ISSUED FOR COUNCIL APPROVAL

ADDRESS 2 NEWBY STREET, LANCELIN WA 6044	DRAWN JB	DATE 29/05/2023	SCALE AS NOTED @ A3
PROPOSAL ELEVATIONS	CHECKED	ISSUE	
	JOB No.	DRAWING No. A03	REV. B



FORMAL PLANNING SUBMISSION

State Planning Policy 7.3: Residential Design Codes
&
Local Planning Policy 2.1

**Proposed Outbuilding
2 Newby Street, Lancelin**

Date: 14th May 2023

Reference: P00475

0431 368 355 | admin@onecert.com.au | PO Box 337, Wanneroo WA 6946

www.onecert.com.au



Scope

Gary Robinson contacted this office in May 2023 to conduct a preliminary planning assessment of the proposed outbuilding addition located at 2 Newby Street, Lancelin. Design drawings of the structure are contained within **Appendix A** of this report.

A preliminary planning assessment identified that the proposed development did not satisfy all the deemed-to-comply requirements of the R-Codes or Local Planning Policy 2.1, however, it does meet the relevant design principles. It was therefore agreed that a Development Application be submitted to the City of Gingin to exercise judgement based on the merits of the proposal as the decision maker.

Property Characteristics

MRS Zoning	Urban
LPS Zoning	Residential
Local Structure Plan	N/A
Local Development Plan	N/A
R-Coding	R12.5
Bushfire Prone Area	No
Lot Size	752m ²



2

One Cert Consulting

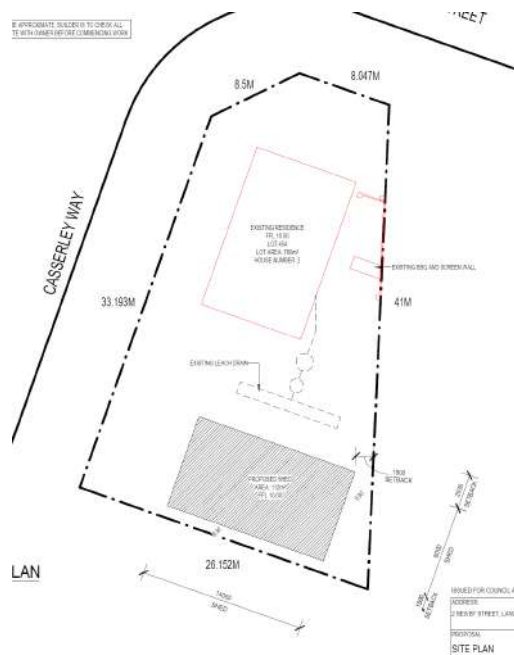
admin@onecert.com.au | PO Box 337, Wanneroo WA 6946 | onecert.com.au

ABN: 49632764339 | 0431 368 355



Development Characteristics

External Wall Construction	Steel-Framed
Roof Construction	Steel-Framed
Floor Construction	Concrete
Roof Cladding	New Colorbond
External Wall Cladding	New Colorbond
Maximum Structure Height	3.6m (Wall Height), 4.33m (Ridge Height)





Design Principles Assessment

Clause 5.4.3 Outbuildings (R-Codes)

As shown within the design drawings contained within Appendix A the proposed outbuilding exceeds the deemed-to-comply criteria for floor area, setbacks, wall and ridge heights.

Although the outbuilding exceeds the maximum deemed-to-comply design criteria, the outbuilding is consistent with the general area due to the size of the lots and the local planning policy applicable to this lot for "residential outbuildings".

The assessment has therefore been predominantly assessed against the local planning policy and the relevant objectives of the policy.

Local Planning Policy 2.1

The "Residential Outbuildings" local planning policy 2.1 allows for variations to the deemed-to-comply requirements of the Residential Design Codes as permitted under the Planning and Development (Local Planning Scheme) Regulations 2015.

The intent of the policy is to provide acceptable development criteria for outbuildings that reflects community needs and expectations, the requirements vary based on the size of the lots within the Shire of Gingin.

The proposed outbuilding will be located at 2 Newby Street, Lancelin which contains an existing dwelling and has a lot area of 752m². The varied deemed-to-comply design criteria allows for a maximum floor area of 90m², maximum wall height of 3.6m and a maximum overall height of 5.0m.

The design drawings show that the proposed outbuilding will have a maximum wall height of 3.6m and an overall height of 4.33m, however, the floor area of the outbuilding slightly exceeds the maximum by 22m². The setbacks will be in accordance with the deemed-to-comply requirements of the Residential Design Codes and will be finished to a professional standard.

As there is no objectives to assess against within the policy we can only consider the design principle within the R-Codes. The increased floor area will have no impact on the established streetscape or visual amenity of residents or neighbouring properties. It should be noted that after taking into consideration the floor area of the proposed outbuilding there will still be approximately 70% open space where an R12.5 coded lot requires a minimum 55% and therefore acceptable to be supported in accordance with the policy acceptance requirements.

4

One Cert Consulting

admin@onecert.com.au | PO Box 337, Wanneroo WA 6946 | onecert.com.au

ABN: 49632764339 | 0431 368 355



The outbuilding will be located on the unused side of the lot for the adjoining property and therefore unlikely the outbuilding building bulk will have a significant impact on the visual amenity of the adjoining property owners.

If required, it is requested the Shire of Gingin advertise directly to affected adjoining property owner.

Summary

The proposed structure does exceed the deemed-to-comply requirements of the Residential Design Codes and Local Planning Policy 2.1, however, is consistent with the area. The outbuilding will have no significant impact on adjoining properties and established streetscapes therefore still satisfying the relevant design principles and (assumed) objectives of the Policy. It is therefore requested that the Shire of Gingin (as the decision maker) support the variations and exercise judgement based on the merits of the proposal in accordance with the relevant planning framework.

If you have any questions or would like to discuss further please contact the undersigned on 0431 368 355 or via chris@onecert.com.au

Yours Sincerely,

C Steele

Chris Steele

PRINCIPAL APPROVALS CONSULTANT

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13.3 TEMPORARY WITHDRAWAL OF CAVEAT - LOT 98 WANNAMAL ROAD SOUTH, CULLALLA

File	BLD/3719
Applicant	HWL Ebsworth Lawyers
Location	Lot 98 Wannamal Road South, Cullalla
Owner	BLD/3719
Zoning	General Rural
WAPC No	NA
Author	James Bayliss – Coordinator Statutory Planning
Reporting Officer	Bob Kelly - Executive Manager Regulatory and Development Services
Refer	19 December 2006 - Item 15.1 20 March 2007 – Item 11.3.1 18 November 2008 – Item 11.3.1 17 January 2017 – Item 11.3.1
Appendices	1. Location Plan [13.3.1 - 1 page] 2. Aerial Plan [13.3.2 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider affixing the Common Seal to a temporary Withdrawal of Caveat 0641004 against the Certificate of Title for Lot 98 Wannamal Road South, Cullalla.

BACKGROUND

The Shire previously entered into an Deed of Agreement (DoA) for a Regional Waste Management Facility on the subject land dated 16 October 2009 (see confidential appendices).

The other parties to the Deed, as originally executed, were Veolia Environmental Services (Australia) Pty Ltd (as the Applicant) and John Leslie Fernie and Margaret Gloria Fernie (as former owners) of the Land, which then was described as Lot 7778 on Deposited Plan 209805.

The Agreement was entered into in order to secure certain undertakings on the part of the Applicant in consideration of the Shire proceeding to support a rezoning of the property to permit construction of the landfill facility in the terms set out in Council's resolution from the Ordinary Meeting on 18 November 2008.

The DoA generally provides for the Applicant to:

1. Construct the Facility in accordance with certain requirements as set out in the Regional Waste Management Facility Report (cl. 1);
2. Contribute to the upgrading of the unsealed portion of Wannamal Road West, the junction of Wannamal Road West and Wannamal Road South and Wannamal Road South either by payment of a 'Community Development Contribution' comprising a 'Base Contribution' and 'Additional Contribution' under either clause 3 or 4;
3. Use certain transport routes for trucks travelling to or from the Facility (cl. 5);
4. Permit disposal of waste by the Shire at the Facility (cl. 6);
5. Restrict the use of the Facility to certain types of waste processing (cl. 7);
6. Amend the Facility design to include a buffer (cl. 8); and
7. Provide a bank guarantee as security (cl. 15).

A replacement agreement was entered into in 2017 to transfer obligation from the former Veolia Environmental Services to Fernview Environmental Pty Ltd.

Fernview Environmental Pty Ltd has encountered financial hardship. On that basis, HWL Ebsworth Lawyers act for a prospective party that seeks to discharge the existing mortgage on the title to the property and become the new mortgage holder.

In order to enable the discharge of the mortgage and to allow a new mortgage to be registered on the title to the property, the Shire is required to temporarily withdraw the caveat to allow for refinancing to occur. The caveat will then be relogged.

A Location Plan and Aerial Plan are provided (**see appendices**).

COMMENT

It should be noted that clause 4 of the DoA relates to a 'Withdrawal of Caveat' which sets out circumstances under which the Shire is obligated to consent to a withdrawal of caveat request. The officer is of the view that the proposed request, being to allow registration of a new mortgage over the land, is a circumstance under which the Shire is obliged to provide consent.

Stakeholder Consultation

The Shire has liaised with its legal advisers regarding the process. No additional external consultation is required.

Policy 2.33 – Execution of Documents

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

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

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

The withdrawal of a caveat is classified as a category 1B document under the Policy, which means that although a specific Council resolution to affix the Seal is not required, a Council decision may be required sanctioning a particular course of action that results in the document requiring execution. In this instance, the course of action is to temporarily withdraw the caveat.

Summary

The officer suggests that Council authorise the temporary withdrawal of the caveat lodged against the Certificate of Title to Lot 98 Wannamal Road South, Cullalla.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995
Part 9 – Miscellaneous provisions
Division 3 – Documents
Section 9.49A – Execution of documents

POLICY IMPLICATIONS

Policy 2.33 – Execution of Documents

BUDGET IMPLICATIONS

Administrative costs related to the temporary caveat withdrawal are the responsibility of the applicant.

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

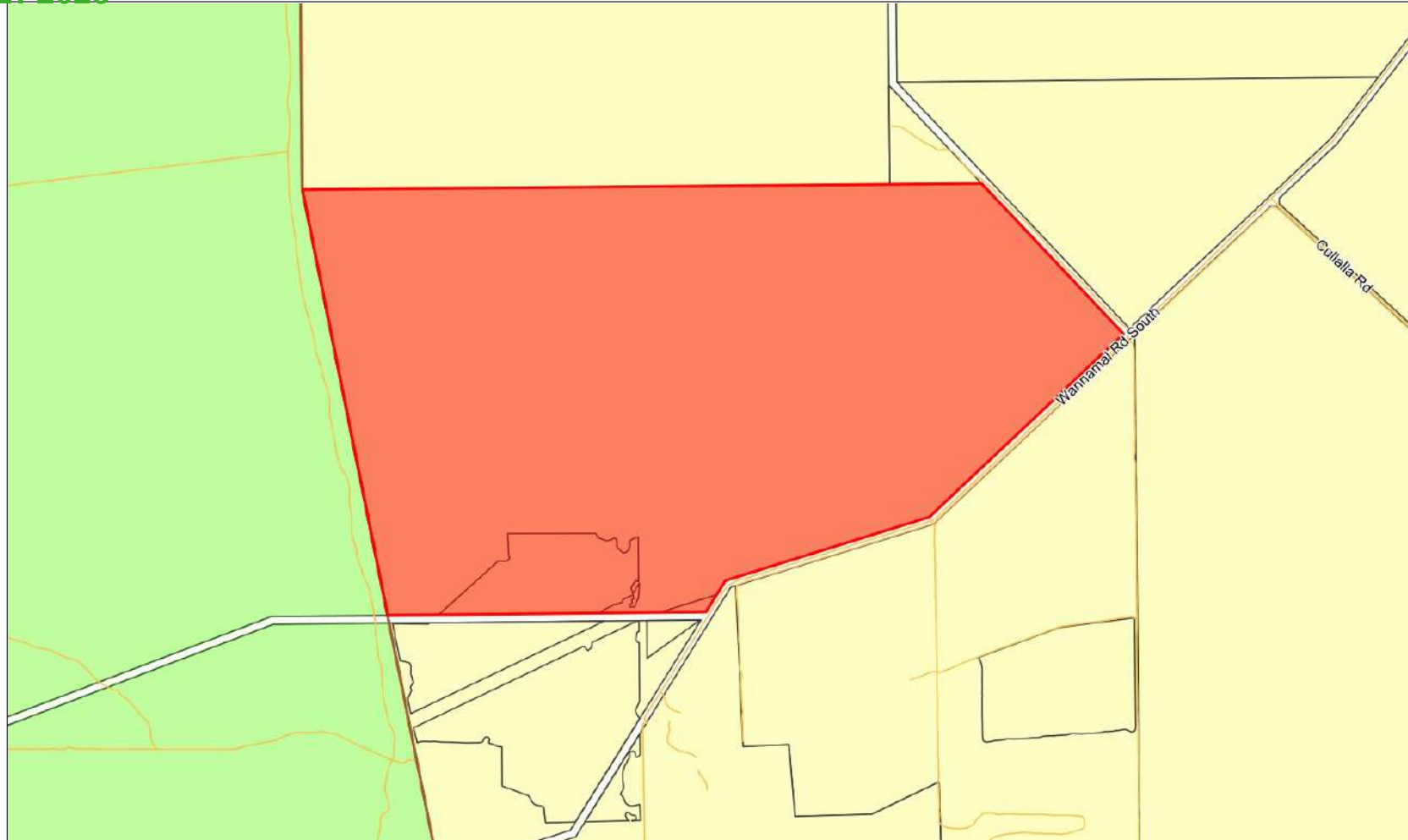
MOVED: Councillor Johnson **SECONDED:** Councillor Sorensen



That Council agree to the temporary withdrawal of Caveat 0641004 relating to Lot 98 Wannamal Road South, Cullalla (Deposited Plan 75926) to enable the existing mortgage to be discharged and a new mortgage registered over the property.

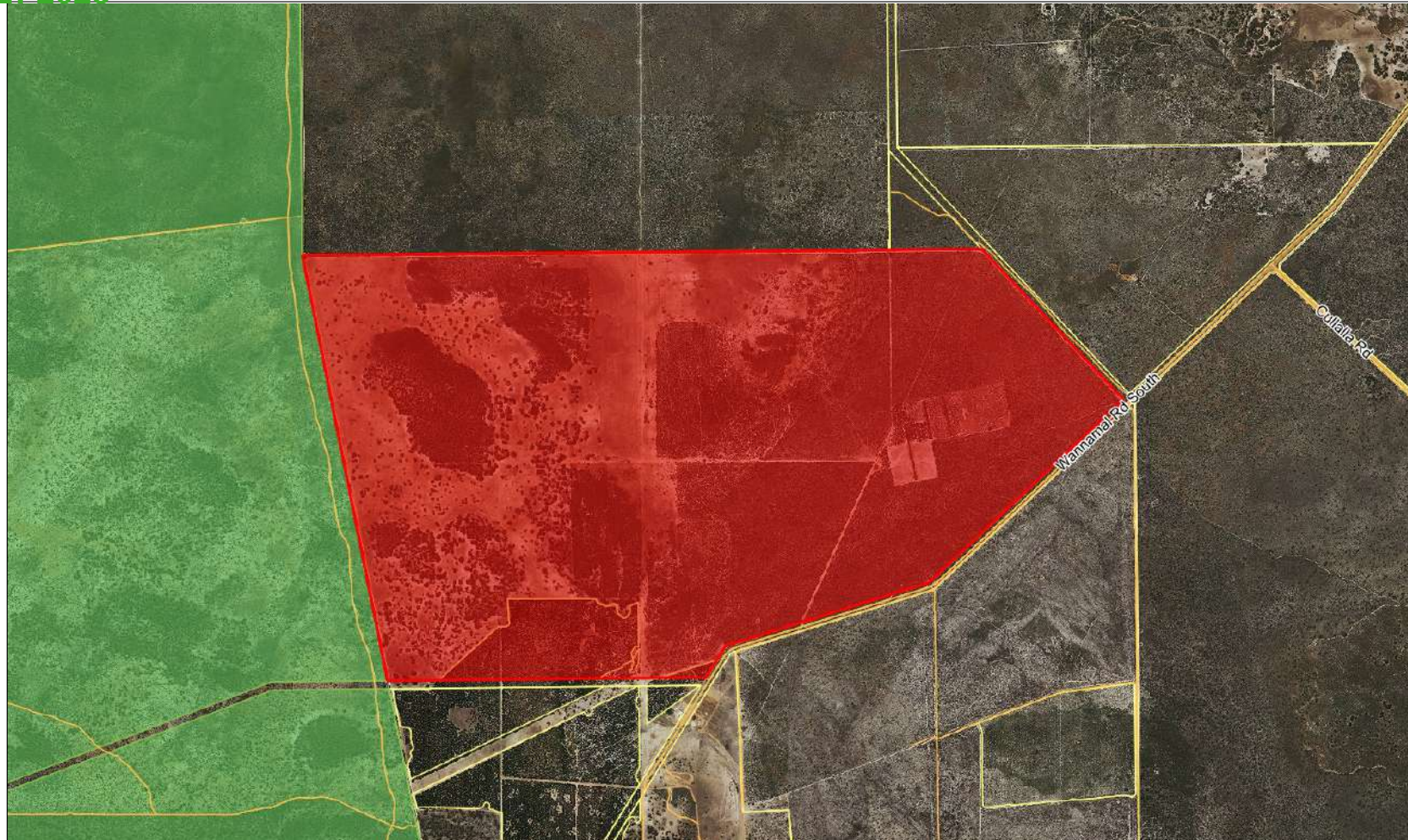
CARRIED UNANIMOUSLY
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FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen and Councillor Vis*

AGAINST: *Nil*



 <p>SHIRE OF GINGIN HISTORY BEAUTY PROSPERITY</p>	<p>7 Brockman St Gingin WA 6503 P: 08 9575 5100 255 Vins Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au</p>	<p>Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.</p>	<p>Location Plan - Lot 98 Wannamal Road South, Cullalla</p>	<p>Scale: 1:27264</p>	<p>Date: 07/07/2023</p>	
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	<p>7 Brockman St Gingin WA 6503 P: 08 9575 5100 255 Vins Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au</p>	<p>Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.</p>	<p>Aerial Plan - Lot 98 Wannamal Road South, Cullalla</p>	<p>Scale: 1: 27264</p>	<p>Date: 07/07/2023</p> 
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**13.4 PROPOSED AMENDMENT TO LOCAL PLANNING SCHEME NO. 9 - ADDITIONAL USE
NO. 28 - LOT 8021 (27) WATERVILLE ROAD, NEERGABBY**

File	LND/715
Applicant	Rise Urban
Location	Lot 8021 (27) Waterville Road, Neergabby
Owner	Giuseppe Scarvaci and Gaetano Scarvaci
Zoning	General Rural - Uncoded
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 [13.4.1 - 1 page] 2. Aerial Plan [13.4.2 - 1 page] 3. Rep 04-1202023 Scheme Amendment Report - 27 Waterville Rd Neergabby [13.4.3 - 22 pages] 4. Pln 05-1202023 Scheme Amendment Map - 27 Waterville Rd Neergabby [13.4.4 - 1 page] 5. Site Plan - Vizi Design - Assembly Area - 27 Waterville Road, Neergabby [13.4.5 - 1 page]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider initiating proposed Amendment No. 24 to Shire of Gingin Local Planning Scheme No.9 (LPS9) to introduce an Additional Use (Industry - Light) on part of Lot 8021 (27) Waterville Road, Neergabby.

BACKGROUND

The site is located on the corner of Cowalla Road and Waterville Road, with a total land area of 653 hectares. The north-eastern portion of the property is cleared farmland used for grazing. The remainder of the subject land consists of remnant and native vegetation. The property contains a single house and associated outbuildings over a 2 hectare portion of land within the cleared farmland area.

The applicant proposes the following:

- Approximately 1ha of hardstand in and/or adjacent to the homestead area;

- No new buildings or structures except for a transportable staff room, office and ablutions to be assembled on site;
- Use of an existing shed (340m²);
- Upgrade and use of the existing driveway connecting to Waterville Road;
- Assembly of an average of 180 buildings per year;
- Approximately 20 employees and contractors on site at any given time; and
- 1-2 truck movements in and out of the site per week are anticipated in the first year, with potential to grow to approximately 4 per week afterwards.

The largest vehicles associated with the development are anticipated to be semi-trailers (i.e., 19m). Assembly of the buildings will require use of a forklift and water cart, with all other machinery to be of a smaller scale (e.g., handheld).

It is anticipated that each transportable building will take approximately 1 month to build, with approximately 10-20 buildings to be under construction at any given time.

The Amendment will facilitate lodgment of a development application for the proposed use. Currently the use class 'Industry – Light' and 'Industry – General' are 'X' uses, meaning the development is prohibited under LPS 9.

Section 75 of the *Planning and Development Act 2005* allows a local government to amend its local planning scheme, subject to the approval of the Minister for Planning.

Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) requires a resolution of a local government to adopt an amendment to a local planning scheme, which must specify if the amendment is a "basic amendment", "standard amendment" or "complex amendment".

This amendment is viewed as a "standard amendment", as the proposal will have minimal impact on land in the Scheme area that is not the subject of the amendment, and may not result in any significant environmental, social or economic impacts on land within the Scheme area. Accordingly, the proposed amendment is to be subject to the processes set out in Part 5, Division 3 of the Regulations.

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

The applicant's proposal is provided (**see appendices**).

COMMENT

Stakeholder Consultation

The proposal, if initiated, will be referred to the Environmental Protection Authority (EPA) for review in accordance with section 81 of the *Planning and Development Act 2005*. If no environmental concerns are raised, then public notice will be given for a minimum period of 42 days. The matter will then be returned to Council for consideration.

PLANNING FRAMEWORK

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

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

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

The proposed scheme amendment is considered to be generally consistent with the objectives of the General Rural zone. The locality encompasses varying lot sizes zoned general rural.

Local Planning Strategy 2012

The Local Planning Strategy ("Strategy") is a planning tool that enables Council to set out its vision for the municipality, and the longer term directions for land use and development. The strategy provides a strategic direction for longer term planning, mainly on the matter of identifying general rural land for subdivision.

The objectives generally relate to protecting rural land from fragmentation through the subdivision process. Rural land is a finite resource in the Shire of Gingin and represents the only land available for diverse, sustainable rural activities and potential non-rural growth and development opportunities.

The proposed amendment is not considered to be a catalyst for subdivision of the land or to impede the ability of the property to function as it otherwise would without the development.

Section 2.5.5 – Industry outlines that most of the industrial activities within the Shire service or relate to primary industries such as agriculture, fishing and basic raw material extraction. The Shire generally lacks General Industry zoned land. Increasing the diversity of industrial activity will undoubtedly contribute to growth in local employment and economy.

The officer notes that the amendment would allow the balance portion of land to function for primary production as it has done for many years.

State Planning Policy 2.5 – Rural Planning (SPP 2.5)

The purpose of this policy is to protect and preserve Western Australia’s rural land assets due to the importance of their economic, natural resource, food production, environmental and landscape values. The Western Australian Planning Commission (WAPC) will seek to protect rural land as a State resource by a variety of mechanisms such as requiring that land use change from rural to all other uses be planned and provided for in a planning strategy or scheme. It could be argued that the proposed industry – light is not provided for under the Shire’s Strategy, and development of this nature was expressly and deliberately prohibited by way of the use classifications under LPS 9.

The officer notes that the argument made by the proponents in support of the amendment could easily apply to most rural land holding throughout the Shire. Council should consider the precedent that this may set, which may see rural land being viewed as a resource for pseudo spot rezonings to enable industrial related developments to be undertaken. Typically, this use class should take place in the assigned location, being Frogmore Estate.

The financial challengers associated with the current grazing operation and a desire to retain land ownership within the family for sentimental purposes, in the officer’s view, has no nexus with relevant planning considerations. Again, any landholder throughout the Shire’s rural localities can make the very same assertions.

Notwithstanding the above, the officer does note that Council may view the proposal as using a small portion of rural land, that would otherwise be unsuitable for any viable agricultural use. It is emphasized that initiation does not amount to approval of the amendment.

Further Comment

Should the amendment be initiated, then pursuant to Regulation 50(3) of the Regulations the proposal will be returned to Council for final consideration accompanied by comments received during the consultation process. Council will then determine whether to support, modify or not support the amendment.

Summary

The development seeks to utilise a small area of land to diversify the operations onsite. The balance portion of the property is able to be used for agricultural pursuits as it has done for many years. The officer notes that the use would not impede the ability of the broader rural area to be used for rural purposes.

Notwithstanding the officer does have some reservations in relation to the amendment, support for the initiation of Amendment No. 23 for the purposes of undertaking a public consultation process is supported, noting this does not amount to support of the amendment.

STATUTORY/LOCAL LAW IMPLICATIONS

Planning and Development Act (2005)

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Gingin Local Planning Scheme No.9

Shire of Gingin Local Planning Strategy 2012

POLICY IMPLICATIONS

State Planning Policy No. 2.5 – Rural Planning

BUDGET IMPLICATIONS

Nil

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 RECOMMENDATION

MOVED: Councillor Balcombe

SECONDED: Councillor Peczka

That Council:

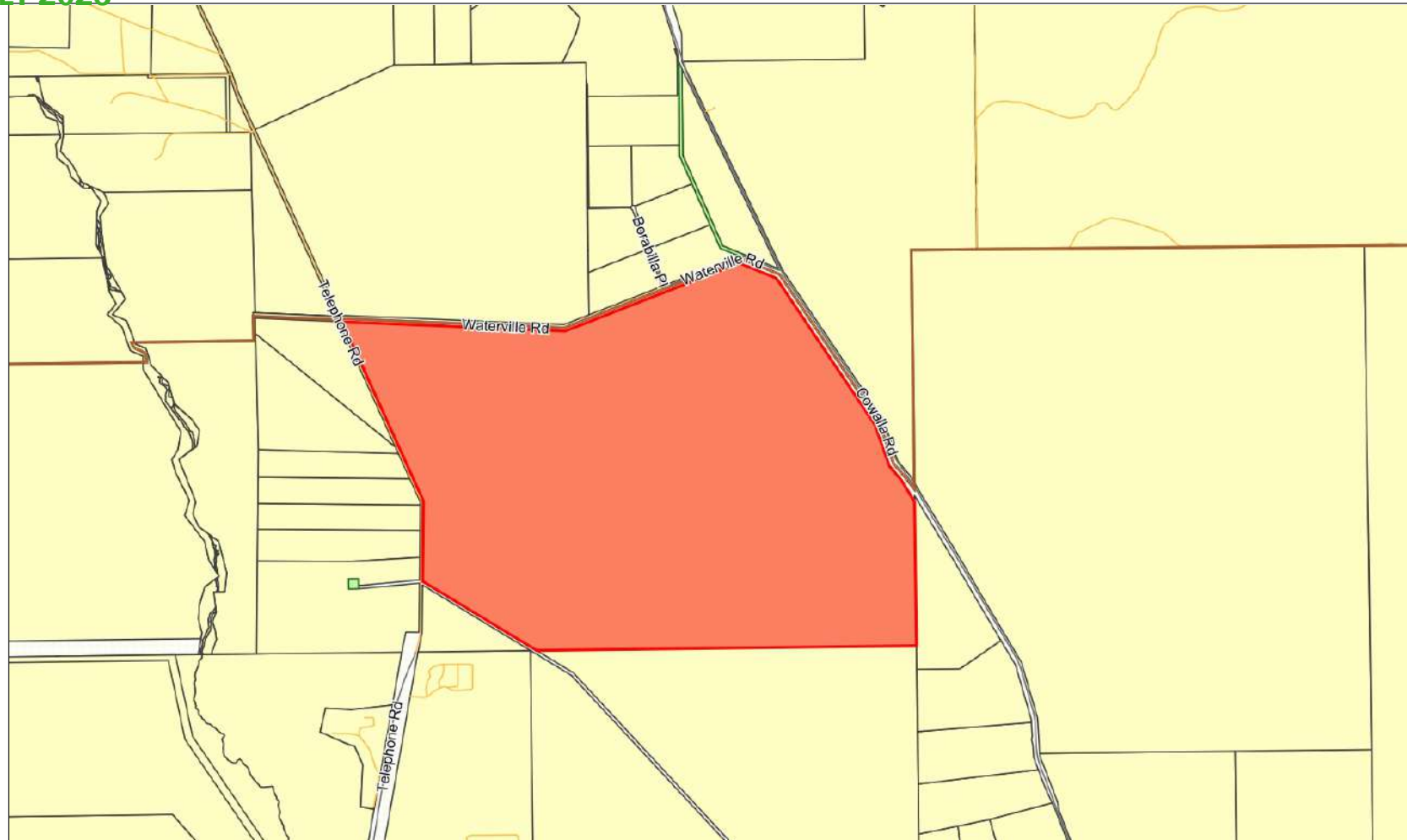
1. Resolve, pursuant to Regulation 35 (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, that Local Planning Scheme Amendment No. 24 is a standard scheme amendment as the proposal will have a minimal impact on land in the Scheme area that is not the subject of the amendment, and may not result in any significant environmental, social, economic or governance impacts on land in the Scheme area;
2. Pursuant to Section 75 of the *Planning and Development Act 2005*, initiate proposed Amendment No. 24 to the Shire of Gingin Local Planning Scheme No. 9 to amend the Scheme Map by including an 'A28' notation over the relevant part of Lot 8021 Waterville Road, Neergabby and introduce into 'Schedule 2 – Additional Uses' the following:



No.	Description of lands	Additional Use	Conditions
28	Part of Lot 8021 Waterville Road, Neergabby	Industry - Light	<ol style="list-style-type: none"> 1. Development is not permitted unless the local government has exercised its discretion by granting development approval. 2. Development approval is to be time limited to an initial period of 10 years. Further time extensions are not to exceed 5 years and will be subject to an assessment of the development against the planning framework as it applies at that time. 3. The development is to remain as a secondary use to the primary agricultural use of the land at all times. 4. The development is restricted to the assembly of modular/transportable buildings, associated structures and any incidental operations to the satisfaction of the local government. 5. The development area is to be located in one contiguous area within the lot that meets the following criteria:

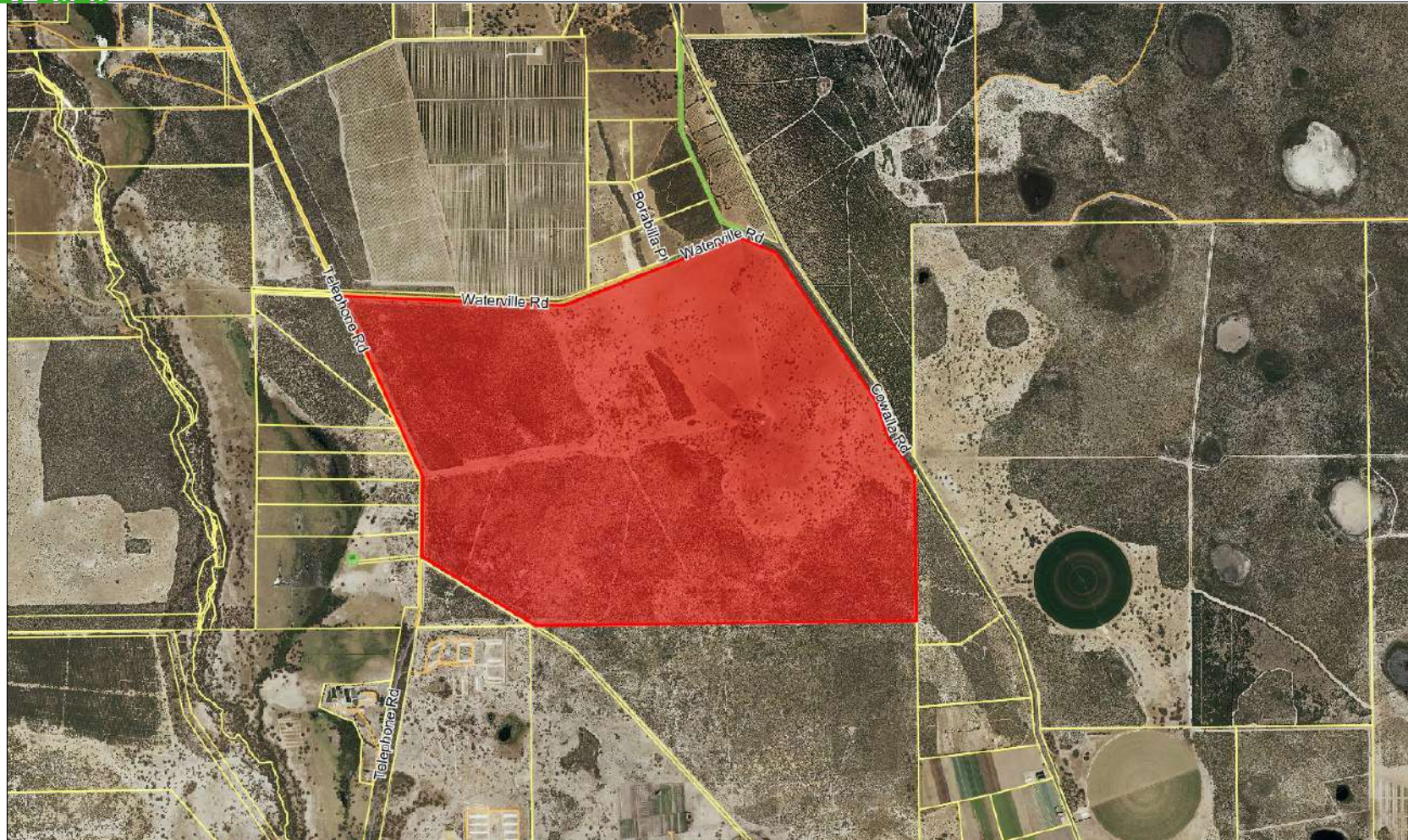
			<ul style="list-style-type: none"> a. partially located on land that is not required for the primary agricultural use of the lot; b. does not conflict with any area of consolidated remnant native vegetation; c. is not visible from any adjoining lot or public road; and d. is set back a minimum of 500m from any lot boundary. <p>6. The development area is limited to a maximum area of 3 hectares.</p> <p>7. Access and egress for the development is limited to Waterville Road.</p> <p>8. The presence of the development is not grounds to progress subdivision of the land.</p>
<p>3. Pursuant to section 81 of the <i>Planning and Development Act 2005</i>, refer Local Planning Scheme Amendment No. 24 to the Environmental Protection Authority (EPA); and</p>			
<p>4. Advertise Local Planning Scheme Amendment No. 24 in accordance with Regulation 47 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p>			
<p>CARRIED UNANIMOUSLY 6 / 0</p>			



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

AGAINST: *Nil*



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Rise
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Lot 8021 (27) Waterville Road, Neergabby

**Proposed Amendment to Shire of Gingin Local Planning Scheme No. 9
Additional Use for Light Industry – Assembly of Transportable Buildings**

Prepared for:	Vintian Construction Pty Ltd
Prepared by:	Rise Urban Pty Ltd 3/448 Roberts Road Subiaco WA 6008 Cameron@riseurban.com.au
Project Planner	Cameron Leckey – Director Nick Grindrod – Senior Planner
Job Code:	1202023
Doc Reference:	Rep04-1202023
Issue No:	2 – Lodgement
Date:	6 June 2023



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Attachments

1. Attachment 1 – Preliminary Site Concept Plans (Vizi Design, 2023)
2. Attachment 2 – Proposed Scheme Map (Rise Urban, 2023)

1. Purpose

The purpose of this amendment is to create an Additional Use over part of Lot 8021 (27) Waterville Road, Neergabby (“the subject land”) such that hardstand can be constructed on a small area of the subject land for the specific purpose of assembling transportable buildings for use off site.

2. Background

The following sections set out the background to this proposal, including the context / objectives of the amendment and the current site context.

2.1 About Vintian Construction

Vintian Construction is a new construction company partially owned by Enzo Scarvaci, a registered builder of 16 years. Enzo is the son of Giuseppe Scarvaci, the owner of the subject land.

Vintian Construction has recently been incorporated with the intent to construct transportable buildings. Initially, the business intends to construct transportable accommodation for use by the mining industry but intends to grow over time and construct transportable buildings for other purposes and industries including rural and agri-industries. Vintian intends to assemble and sell the buildings on a to-order basis and expects most of the buildings that it assembles to form part of orders for multiple buildings.

Given the business has been recently incorporated, it is unable at this early stage to justify purchasing or leasing a large site in an industrial area, given the likelihood that the business will generate irregular income during its early operational period. To overcome this obstacle, Enzo and Giuseppe have agreed that Vintian Construction may lease a small part of Lot 8021.

Should the business grow beyond the capacity of the subject land in the future, Vintian Construction may relocate to a purpose-built facility in a well-located industrial area if the company’s finances and turnover allow.

2.2 About the Grazing Operation

The subject land is owned by Giuseppe Scarvaci and Carolina Nobile. Giuseppe has grazed cattle on the land since the Scarvaci family first purchased the property in the 1970’s – for approximately 45 years.

As of late the family has found it increasingly difficult to graze the land in a financially viable way due to increased costs, a reduction in annual rainfall, and other external market factors. In addition a significant amount of fencing around the property is failing and the grazing operation does not generate enough income to cover the costs of replacing and upgrading the fencing.

Increasing the intensity of the grazing operation is not an option given the land is not suitable for a water licence, it is unlikely that approval would be issued to clear any areas of remnant vegetation, and the landowners are not as physically capable as they once were.

Given Enzo’s skill and experience as a registered builder, there is an opportunity for Vintian Construction to lease a small part of the subject land to undertake its operations. The rent paid by Vintian Construction will provide the Scarvaci family with the financial stability necessary to

continue grazing the land, including well overdue upgrades to fencing and farm machinery. Without this proposed Additional Use, the Scarvaci family would no longer be able to afford to continue to graze the land and it would likely become a disused retirement property. The land holds strong sentimental value to the Scarvaci family, and so selling or subdividing is not an option.

2.3 Site Description

Lot 8021 Waterville Road, Neergabby is a 635ha parcel of land located approximately 2km north of Gingin Brook Road and immediately adjacent to the west of Cowalla Road in Neergabby. A site context plan is shown at Figure 1 below.



Figure 1 – Site Context Plan – 27 Waterville Road, Neergabby (source: MNG Access, 2023)

The land forms part of a broader north-south ridge east of Moore River that travels from a point east of Lancelin to Gingin Brook. The elevation on the subject land ranges from 25-35m Australian Height Datum (AHD) along the west boundary at Telephone Road, rising to 105m AHD at the homestead and falling to 70-80m AHD along the east boundary at Cowalla Road.

The north-eastern third of the landholding (approximately 210ha) is cleared farmland with sparse paddock trees. The remainder of the subject land (approximately corresponding with the western and southern halves) is remnant and degraded native vegetation. A rectangular fenced 2ha area in the central east part of the lot contains the homestead and associated outbuildings, storage areas and gardens. The homestead and associated outbuildings and gardens occupy approximately 6,000m² of the 2ha homestead area, with the remainder (to the west, east and south of the homestead) disused.

The soils in the part of the lot used as farmland are mapped as Spearwood phase 2 or 3, comprising yellowish brown weak clayey sand with some areas of limestone. The Scarvacı family has advised that the majority of the soil on the subject land is sandier than this mapping suggests, and comprises yellow sand in some places. Approximately half of the farmland is mapped by the Department of Primary Industries and Regional Development (DPIRD) as being located in an area where over 70% of the land has low to very low capability for grazing, and the other half of the farmland is mapped as being located in an area where over 70% of the land has moderate to very high capability for grazing.

The DPIRD mapping showing the subject land is provided at Figure 2 below. The area where over 70% of land has low capability for grazing is coloured purple, and the area where over 70% of the land has moderate to very high capability for grazing is coloured yellow.

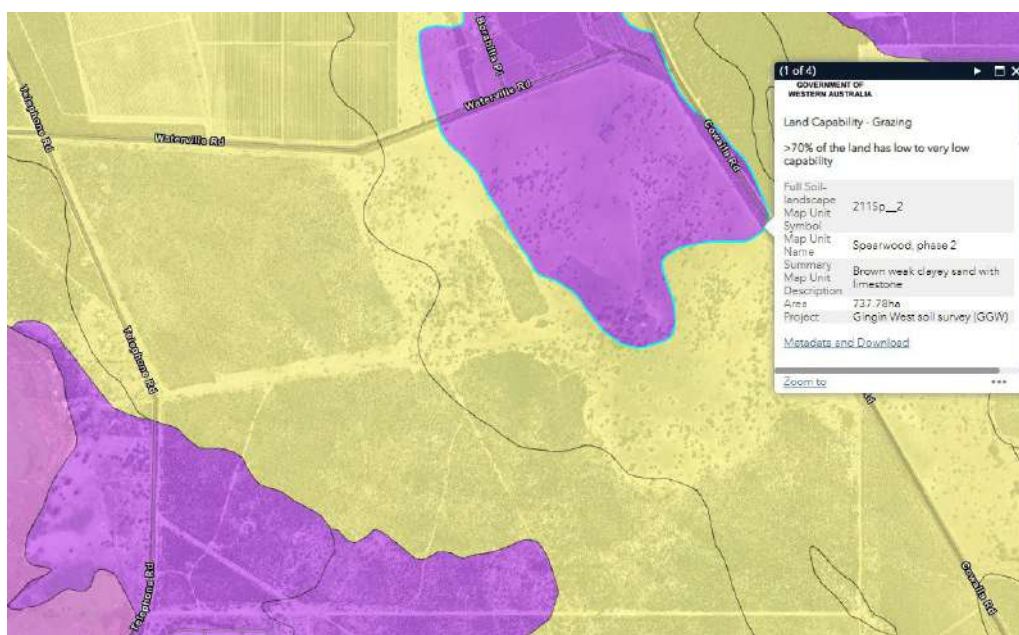


Figure 2 – Grazing Land Capability Map (Department of Primary Industries and Regional Development, 2023)

The base dataset for this rating includes the following qualification: “*Capability ratings do not take into account factors such as the availability and quality of water supplies for irrigation or climatic risks such as frost or heat stress.*” This means that the dataset does not take into account that this lot does not have a water licence. In addition, the experience of the Scarvacı family is that water has become increasingly scarce on the subject land over the last few years and as described above, the soil conditions are sandier than the mapping suggests.

It is due to this combination of factors that the Scarvacı family is now finding it difficult to graze the land in a financially viable way.

3. The Proposal

The purpose of this amendment is to put in place the statutory planning framework required to enable transportable buildings to be assembled on hardstand in this area.

The proposed assembly area is intended to be primarily located in the disused area to the east of the homestead. Currently, Vintian Construction is intending to propose the following:

- Approximately 1ha of hardstand in and/or adjacent to the homestead area;
- No new buildings or structures except for a transportable staff room, office and ablutions to be assembled on site by Vintian Construction;
- Use of an existing disused roofed shed (340m²);
- Upgrade and use of the existing driveway connecting to Waterville Road;
- Assembly of an average of 180 buildings per year;
- Approximately 20 employees and contractors on site at any given time, with people living locally to be sought as employees or contractors as a priority; and
- 1-2 truck movements in and out of the site per week are anticipated in the first year, with potential to grow to approximately four afterwards. The largest truck anticipated to access the site is a semi-trailer.

Assembly of the buildings will require use of a forklift and water cart, with all other machinery to be of a smaller scale (eg. handheld). It is anticipated that each transportable building will take approximately 1 month to build, with approximately 10-20 buildings to be under construction at any given time.

The above details are indicative forecasts given the proposal is currently at a preliminary stage. The site area/location and operational details will be finalised for inclusion in the development application.

Although the exact boundaries and size of the assembly area are yet to be finalised, the preliminary site concept plans at Attachment 1 show the likely initial extent of the assembly area as well as the access driveway. Once constructed, it is intended that the transportable staff room, office and ablution blocks will be positioned on the hardstand and any required car bays and circulation areas will be marked on the hardstand.

As this area is currently disused and is located on the part of the site that is mapped as having a low to very low capability for grazing, it is well suited for use by Vintian Construction to ensure no loss of productive farmland.

As Vintian Construction intends to employ and contract local workers as much as possible, this proposal will not generate a need for workforce accommodation. It is intended that employees will commute to the site via private vehicle. No form of subdivision is intended or required to facilitate use of the land by Vintian Construction.

4. The Proposed Amendment to LPS3

This amendment proposes the following two modifications to LPS 9:

- i. Insert Additional Use No. 28 in Schedule 2 – *Additional Uses* as shown below.

Schedule 2 – Additional Uses

No.	Description of land	Additional use	Conditions
28	Lot 8021 Waterville Road, Neergabby	Industry – Light	<ol style="list-style-type: none"> 1. A development application is required. Any development approval issued pursuant to this Additional Use is to be time limited to a maximum of 10 years from the date of the approval. A time extension of no more than 5 years may be sought prior to the expiry of any approval, subject to the applicant demonstrating to the satisfaction of the Shire that any approved 'Industry – Light' use continues to meet all other Conditions associated with the Additional Use. 2. The Additional Use may only operate while the primary use of the land is for agricultural purposes, and is to remain a secondary use of the land at all times. 3. The processes undertaken as part of the Additional Use are restricted to assembly of structures and equipment, and incidental operations. Fabrication and any equivalent processes listed in the 'industry' definition in this Scheme are not permitted to be carried out pursuant to this Additional Use. 4. The Additional Use is to be located in one contiguous area within the lot that meets the following criteria: <ul style="list-style-type: none"> • at least partially located on land that is not required for the primary agricultural use of the lot; • does not conflict with any area of consolidated remnant native vegetation; • is not visible from any adjoining lot or public road; and • is set back a minimum of 500m from any lot boundary. 5. The site area of the Additional Use is limited to a maximum area of 3ha. 6. No subdivision of the site for the purposes of this Additional Use is permitted. 7. Access and egress for the Additional Use shall be limited to the existing driveway connecting to Waterville Road.

- ii. Amend the Scheme Map to designate the Additional Use by including an 'A28' notation over Lot 8021 Waterville Road, Neergabby.

The proposed amendment to the Scheme Map is shown indicatively at Attachment 2.

4.1 Land Use

As noted previously, the purpose of this amendment is to facilitate development of an assembly area for transportable buildings. On 3 February 2023, Vintian Construction provided a site plan showing an indicative 7,550m² of hardstand adjacent to the homestead and the following supporting information to the Shire of Gingin:

“The proposed area will be used to manufacture accommodation buildings, we would be looking at producing around 15-20 per month 180-240 modules per year. No new permanent structures would be built on the property.”

We understand that based on the site plan and the above information, the Shire obtained legal advice stating that the development would be classified as an ‘Industry – General’ land use.

The information provided as part of this Scheme amendment report is substantially more detailed than the information on which the above legal advice was based, and therefore the legal advice is not based on the complete operational context of the proposal. On this basis, we are of the view that the Shire should place greater weight on the information provided in this Scheme amendment report than the legal advice in determining the most appropriate land use to apply to this proposal.

The proposal cannot reasonably be classified as a rural industry as the transportable buildings are not intended to be primarily used in rural settings. In this regard, the Shire of Gingin Local Planning Scheme No. 9 (“LPS 9”) defines ‘Industry – Light’ and ‘Industry – General’ as follows:

“Industry – light means an industry —

- (a) in which the processes carried on, the machinery used, and the goods and commodities carried to and from the premises do not cause any injury to or adversely affect the amenity of the locality;*
- (b) the establishment or conduct of which does not, or will not, impose an undue load on any existing or proposed service for the supply or provision of essential services;”*

“Industry – general means an industry other than a cottage, extractive, light, mining, rural or service industry;”

This proposal would most appropriately be classed as ‘Industry – Light’ (and therefore not ‘Industry – General’) on the basis that it meets the ‘Industry – Light’ land use definition. The proposal meets both criteria required for the ‘Industry – Light’ use to apply as follows:

‘Industry – Light’ Criteria	Comment
(a) An industry in which the processes carried on, the machinery used, and the goods and commodities carried to and from the premises do not cause any injury to or adversely affect the amenity of the locality;	Materials used to assemble the buildings (eg. walls, flooring, roofing and fixings) will be delivered to the site. On this basis the processes carried on as a result of this proposal will be limited to assembly, which has lesser impacts than fabrication or manufacturing – which are not proposed and are prevented by condition 3. Assembly of transportable buildings includes use of hand-held power tools and light industrial vehicles and machinery on the proposed hardstand. The assembly area will be located approximately 1km from the nearest lot and 1.5km from the nearest off-site dwelling. The

assembly area will not be visible from outside of the lot. These setbacks and lack of visibility will ensure that the proposal does not cause injury to or adversely affect the amenity of the locality. This proposal will not generate odour, gas or other types of emissions, and will likely be far less impactful on the amenity of the area than some agricultural pursuits such as the existing poultry farm to the south-west of the site.

This proposal will also necessitate trucks to deliver materials and dispatch the buildings. The trucks will travel between the existing driveway entrance at Waterville Road and Gingin Brook Road via Cowalla Road. As the trucks required by this proposal will be smaller than the trucks that already use Cowalla Road, and as this proposal is anticipated to only generate a comparatively small number of trips each day, truck movements generated by this Additional Use will not adversely affect the amenity of occupants of lots adjoining Cowalla Road.

(b) the establishment or conduct of which does not, or will not, impose an undue load on any existing or proposed service for the supply or provision of essential services;	<p>Establishment of the proposal is limited to construction of hardstand, which does not require use of any essential services.</p> <p>The conduct (operation) of the proposal is only anticipated to require a power connection at the homestead and will not draw enough power from the local network to necessitate any upgrades. Telecommunications requirements will be met using the existing NBN connection at the site. Water and sewerage associated with the ablutions and office are intended to be delivered and collected from the site respectively.</p>
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On this basis, it is clear that the proposal is consistent with the 'Industry – Light' land use rather than 'Industry – General'.

4.2 Special Conditions

The amendment proposes to include seven special conditions in Schedule 2 to apply to the site intended to:

- a) ensure that the primary function of the land remains as rural / agricultural;
- b) remove the potential for approval of the Additional Use to impact on the amenity of the locality; and
- c) ensure that this proposal will not act as a precedent for industrial development on rural land elsewhere in the Shire of Gingin.

The following table summarises and justifies each of the proposed conditions.

Proposed Condition	Comment
1. A development application is required. Any development approval issued pursuant to this Additional Use is to be time limited to a maximum of 10 years from the date of the approval. A time extension of no more than 5 years may be sought prior to the expiry of any	This is to ensure that all relevant development-related aspects of the proposal, such as the final extent and location of the hardstand, staff amenity building locations, parking, traffic movements, stormwater and the like can be assessed by the Shire.

<p>approval, subject to the applicant demonstrating to the satisfaction of the Shire that any approved 'Industry – Light' use continues to meet all other Conditions associated with the Additional Use.</p>	<p>The time limitation is proposed in recognition that this proposal is intended to support operation of the agricultural use, and that this type of support is unlikely to be required in perpetuity. It is also reflective of Vintian Construction's vision to outgrow this site and relocate to an industrial area in the future.</p>
<p>2. The Additional Use may only operate while the primary use of the land is for agricultural purposes, and is to remain a secondary use of the land at all times.</p>	<p>This condition will ensure that the scale of the use is limited to an extent where it can support the primary agricultural use on the subject land, rather than become a separate and/or competitive use in its own right. This will ensure that the overall use of the land remains consistent with the LPS 9 General Rural zone objectives and the relevant provisions of the Local Planning Strategy.</p>
<p>3. The processes undertaken as part of the Additional Use are restricted to assembly of structures and equipment, and incidental operations. Fabrication and any equivalent processes listed in the 'industry' definition in this Scheme are not permitted to be carried out pursuant to this Additional Use.</p>	<p>This is to ensure that the nature and effect of the operations associated with any 'Industry – Light' use on the subject land are commensurate to that described by this Scheme amendment proposal, being assembly as opposed to potentially intensive and impactful operations such as fabrication, manufacturing, processing or treating.</p>
<p>4. The Additional Use is to be located in one contiguous area within the lot that meets the following criteria:</p> <ul style="list-style-type: none"> • at least partially located on land that is not required for the primary agricultural use of the lot; • does not conflict with any area of consolidated remnant native vegetation; • is not visible from any adjoining lot or public road; and • is set back a minimum of 500m from any lot boundary. 	<p>These location requirements are proposed to ensure that the Additional Use does not impact any adjacent or nearby landowners or rural land uses, maintains the visual amenity of the locality and minimises use of agricultural land.</p> <p>Restriction of the Additional Use boundary on the Scheme map to a specific area within the lot is not preferred as it would be difficult to identify the exact location of the boundaries, and would risk inadvertently limiting any potential future expansion of the hardstand within (and not beyond) the 3ha limit required by Condition 5.</p>
<p>5. The site area of the Additional Use is limited to a maximum area of 3ha.</p>	<p>This limitation is proposed to ensure that the extent of any 'Industry – Light' use on the subject land is consistent with that described by this Scheme amendment, and will also support Conditions 2 and 4.</p> <p>The 3ha area is reflective of the potential for extra hardstand to be required to support the land use in the future, but also ensures that the proposal occupies less than 1% of the property at an absolute maximum.</p>
<p>6. No subdivision of the site for the purposes of this Additional Use is permitted.</p>	<p>This is to prevent any subdivision for the purposes of this Additional Use, which would be inconsistent with the Shire's Local Planning</p>

	Scheme and Strategy and the WAPC's Subdivision of Rural Land operational policy.
7. Access and egress for the Additional Use shall be limited to the existing driveway connecting to Waterville Road.	This is to support Condition 4 and ensure that the use is located and operated in such a manner that does not conflict with the primary agricultural use on the subject land.

These conditions will limit the scale of any light industrial proposal to that required by Vintian Construction to prevent further unplanned industrial development, ensure that the location of the proposal will not impact the rural amenity or character of the locality or nearby properties, and ensure that the predominant use of the subject land for agricultural purposes is not undermined.

These conditions ensure that this proposal is consistent with the intent and objectives of the applicable planning framework, including the Shire of Gingin's Local Planning Strategy and Local Planning Scheme No. 9. On this basis this application seeks for the Shire of Gingin and Western Australian Planning Commission to holistically assess this proposal, inclusive of the proposed land use as limited by the proposed conditions.

4.3 Nature of Scheme Amendment

Having regard to regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, we are of the view that the proposal meets the relevant criteria for a 'Standard' amendment as it:

- a) is consistent with the objectives of the General Rural zone of the Shire's LPS 9 as detailed in section 5.2 of this report below;
- b) is consistent with the Shire of Gingin Local Planning Strategy as detailed in section 5.1 of this report below;
- c) will have minimal impact on land in the scheme area that is not the subject of the amendment as detailed above in relation to the 'Industry – Light' land use criteria and due to the limitations of the proposed conditions;
- d) will not result in any significant environmental, social, economic or governance impacts on land in the scheme area as:
 - The proposal will have an indirect positive environmental impact by enabling the agricultural use of the land to continue and the remnant native vegetation on the lot to remain undisturbed;
 - Removal of a small number of paddock trees to accommodate an expansion of the hardstand is possible under the proposed conditions, however this is not a 'significant' environmental impact;
 - The proposal will have a positive social impact by generating local employment opportunities;
 - The proposal will have a positive economic impact by supporting an existing agricultural business as well as a new industrial business; and
 - There will be no governance impacts associated with this proposal through limitation of the additional use to the subject land only and application of stringent conditions to ensure that the Additional Use remains the secondary use on the subject land, does not form a viable precedent for other industrial uses and ensure that the use does not impact adjoining or nearby landholdings.

It is also noted that Amendment 19 to LPS 9, which added additional uses of 'Warehouse/Storage', 'Office' and 'Roadhouse' into the General Rural zone, was treated as a Standard amendment. 'Warehouse/Storage' and 'Office' are both not permitted in the General Rural zone, consistent with 'Industry – Light' as proposed by this Scheme amendment. This is a precedent for this Scheme amendment to be treated as a Standard amendment.

5. Planning Justification

The following subsections set out the justification for the proposed amendment in the context of the applicable strategic planning framework.

5.1 Shire of Gingin Local Planning Strategy

The Shire of Gingin Local Planning Strategy ("the Strategy") sets out the Shire's long-term vision for land use and development within its boundaries. The Strategy map identifies the subject land as 'Rural smallholding', which is reflective of the surrounding fragmented rural land. Unlike most other land identified as 'Rural smallholding', the subject land has not been subdivided in recent decades due to its poor soil composition and restricted access to water.

The lack of water licence for the subject land, as well as the need to preserve the areas of consolidated remnant native vegetation on the subject land, confirm that subdivision of the site is not the best approach even though it is contemplated by the Strategy.

The following subsections detail how this proposal is consistent with and/or addresses the relevant provisions of the Local Planning Strategy.

Key Provisions – Rural Land

The following relevant issues and objectives are listed in the Strategy in relation to Rural land:

- Issue: *"The importance of rural land as a resource for sustaining diverse agriculture and other rural uses, and its importance for long term growth and development."*
- Issue: *"The need for local employment opportunities."*
- Objective: *"Protect the rural land in order to provide for a wide range of land uses associated with primary production".*

The associated Policy Position and Actions for the Rural Smallholding zone do not exclude industrial development proposals from Rural zoned areas. Notwithstanding, conditions are proposed to be applied to the Additional Use ensuring that the agricultural use will continue to be the primary use of the land, limiting the size of the assembly area and ensuring that it is located to minimise usage of land that is used for agricultural purposes. The proposal will also generate substantial employment opportunities for local residents. On this basis, the conditions ensure that the proposal is consistent with the key issues and objectives for Rural zoned land.

Key Provisions – Economy

This proposal is also consistent with the relevant economic objectives of the Strategy as follows:

- *"Ensure that the use and development of rural land is both compatible and complementary to agricultural activities;"*
- *"Promote the establishment of processing and value adding industries in the Shire;"*
- *"Promote the Shire of Gingin as an opportune location for regional development of industry, infrastructure and other specialised regional facilities."*

Physical development associated with this proposal only includes hardstand and small transportable buildings, which are compatible with the agricultural activity on the subject land. It will complement and sustain the primary agricultural use of the subject land by providing the financial support that the use requires to continue to be viable. This proposal also represents a vote of confidence by Vintian Construction in the Shire of Gingin as an ideal area for an industrial use in a manner that does not compromise the planning intent of the Rural Smallholding zone under the Strategy.

The relevant economic Policy Position and Actions are as follows: “*Direct non-rural development away from agricultural land towards townsites*” and “*Support the appropriate placement of rural industries / processing within the rural zone*”. Although targeted at rural industry, the second policy requirement is addressed by the proposed conditions, which limit the size of the operation associated with the Additional Use and ensure that its location is prioritised for land that is not used for agricultural purposes.

It is not possible for this proposal to directly address the first policy requirement, as locating the assembly business anywhere but the subject land would result in the agricultural use on the subject land ceasing due to lack of financial viability, and the subject land becoming disused as a result. This scenario is inconsistent with the Local Planning Strategy.

This proposal seeks for the proposed non-rural development to be accepted on land used for agricultural purposes and away from townsites for the following reasons:

- This outcome is the best and most viable option to ensure continuation of the agricultural use of the site, which is the key intent of the Local Planning Strategy for rural land
- The proposed conditions meet and address all other relevant objectives, issues and policy statements in the Local Planning Strategy, including maximising use of non-agricultural land, ensuring no impacts to surrounding rural-based uses and maintaining the agricultural use as the primary use on the subject land.

Other Relevant Provisions

The following relevant excerpts from the Strategy also support this proposal, as detailed below:

s.	Excerpt	Comment
2.5.2	<p>The continued use of rural land for production is paramount to the economic future of the Shire. ... The future growth and viability of diversified agriculture in the Shire is dependent on numerous factors, many of which are unique to the Gingin Shire, including:</p> <ul style="list-style-type: none"> • availability of adequate water supply; ... • availability and cost of good agricultural land; • freedom from conflict with other land uses; and • sustainability of production in terms of the physical environment. 	<p>This proposal will support the continued use of this rural land for primary production by ensuring its financial viability. Conditions have been proposed to ensure that the operation of the Additional Use is limited to this purpose, is sized, located and operated in a manner that does not conflict with the primary agricultural use or impact nearby agricultural uses, and maximises use of the subject land for agriculture.</p> <p>The key reason for the agricultural use not being financially viable is the poor soil conditions and lack of water supply, given no water licence is available. The Strategy acknowledges that this is an issue in section 2.6.2. This issue is responsible for the need for this Additional Use.</p>

2.5.5	The Shire generally lacks General Industry zoned land. Increasing the diversity of industrial activity will undoubtedly contribute to growth in local employment and economy...	This proposal will contribute to growth in local employment and the economy, and represents increased diversity of industrial activity.
2.5.7	The key issues for Gingin Shire's economy include:	See below.
	There is a need to increase local resident employment opportunities and reduce the need for residents to leave the Shire for work. This will be partly facilitated through the retention and promotion of a variety of employment opportunities in existing and new developments;	This proposal will contribute to growth in local employment.
	Introduction of non-rural land uses, such as rural living, residential, and tourist facilities, adjacent to diversified agricultural land uses may create conflicts between each of the different activities;	Conditions are proposed to ensure that there are no conflicts between the Additional Use and the agricultural use on the subject land as well as nearby land. The development and operation of the Additional Use will be compatible with the agricultural use, and the limitation of operations to assembly will ensure that the nature of the industrial activities undertaken will not create conflicts.
	The protection of quality agricultural land is important to ensure the long-term sustainability of agricultural land use as an important economic and employment base for the Shire within its regional context;	As detailed in this report, the soil profile and water availability of the subject land does not match the characteristics of quality agricultural land. Notwithstanding, the location of the Additional Use is proposed to be prioritised for an area of the subject land that is not currently used for agriculture so as to protect and retain agricultural land.
	Untapped opportunity for regional industrial development and institutions to take advantage of Gingin's proximity to Perth, availability of unconstrained land and opportunity for regional infrastructure development;	The subject land is suitable for the proposed Additional Use due to its proximity to Perth.
2.6.6	The quality of the landscape setting of the Shire of Gingin is a natural asset and community resource. The maintenance and protection of the rural nature of the Shire, including the open pasture, natural bushland, river environment and dynamic landform are worthy objectives.	Conditions are proposed to ensure that the Additional Use does not affect the rural nature or amenity of the area, and is not visible from adjacent roads or properties.
2.6.9	The key issues for Gingin Shire's environment include:	See below.

Encouragement of land use and land management which is environmentally and ecologically sustainable;	The current agricultural land use would require a water licence or approval to clear the areas of consolidated remnant vegetation to expand or become financially viable, both of which are not environmentally or ecologically sustainable. On this basis, this proposal is a better environmental outcome for the subject land.
Protection of natural resources, including soil, waterways and wetlands, significant vegetation including old growth trees, flora and fauna;	Conditions are proposed to ensure that the Additional Use does not impact the areas of consolidated remnant native vegetation on the subject land.
Management of diverse and dynamic rural landscapes, and maintenance of visual qualities of areas surrounding townsites and areas adjacent to major tourist routes;	Conditions are proposed to ensure that the Additional Use does not affect the rural nature or amenity of the area, and is not visible from adjacent roads or properties.
3.1 Priorities for the Shire are:	See below.
Protection of agricultural land, broad acre grazing and crop production areas due to their economic significance.	The location of the Additional Use is proposed to be prioritised for an area of the subject land that is not currently used for agriculture so as to protect and retain agricultural land.
Enhanced visual quality and character of the rural landscape, coastal environs and heritage features.	Conditions are proposed to ensure that the Additional Use does not affect the rural nature or amenity of the area, and is not visible from adjacent roads or properties.

This proposal is consistent with the Local Planning Strategy on the basis that it will support the continued primary agricultural use of the subject land. Conditions are proposed requiring any approval to be time limited, enabling the Additional Use to operate only while the primary use of the land is for agricultural purposes, and ensuring that the proposal is located and operated to minimise impacts on the agricultural use.

5.2 Shire of Gingin Local Planning Scheme No. 9

The subject land is zoned 'General Rural' under LPS 9. The following table details how the proposal meets the General Rural zone objectives.

Objectives	Comment
(a) Manage land use changes so that the specific local rural character of the zone is maintained or enhanced.	A condition is proposed requiring the Additional Use to be located such that it is limited to assembly, will not be visible from any adjacent or nearby road reserves or lots, and is set back from lot boundaries to minimise noise transmission outside the subject land. This will ensure that the local rural character is maintained.

(b) Encourage and protect broad acre agricultural activities such as grazing and more intensive agricultural activities such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.	The intent of this proposal is to encourage and protect the predominant broadacre agricultural activity on the subject land (grazing), which is confirmed by the proposed condition enabling the Additional Use to operate only while the primary use of the land is for agricultural purposes. Other conditions ensure that the proposed secondary Additional Use will be compatible with the primary use.
(c) Maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.	A proposed condition requires the Additional Use to be located in an area on the subject land that does not impact any existing remnant native vegetation worthy of protection. The hardstand is proposed to be located on a plateau to ensure no need for cut and fill. No impacts to soils or water bodies are anticipated.
(d) Provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the General Rural zone.	The proposal will ensure the ongoing operation of the existing rural land use into the future by ensuring its financial viability, and is not a sensitive land use.

The proposal is also consistent with relevant Scheme aims as follows:

Aims	Comment
(h) Facilitate more intensive and diversified use of rural land for higher value products, including horticulture, intensive animal husbandry and farm forestry, which are compatible with surrounding farming practices.	The proposal represents diversification of the use of rural land, however due to the limitation of the use as secondary to a primary agricultural use, it will not affect (and will in fact support) use of the subject land for rural purposes on an ongoing basis.
(i) Ensure that the use and development of rural land is both compatible and complementary to traditional livestock, grazing and agricultural activities.	Physical development associated with this proposal is limited to hardstand, and in this regard is compatible with the agricultural activities. The operation of the use will not impact the agricultural activities either. This will be enforced by the proposed conditions.
(o) Promote Gingin Shire as an opportune location for regional development of industry, infrastructure and other specialised regional facilities.	This aim mirrors an economic objective in the Local Planning Strategy, which this proposal will meet.
(q) Promote sustainable management and land use to ensure the quality and adequate supply of groundwater and surface water bodies within the scheme area.	This proposal will not affect quality or supply of groundwater or any surface water bodies. The proposed location of the hardstand on a plateau at the top of the ridgeline crossing the subject land will ensure land that is closer to groundwater is only used for agricultural purposes.

(r) Protect the natural environment and biodiversity while ensuring appropriate development opportunities within the scheme area are realised.	A condition requires the Additional Use to be located in an area on the subject land that does not impact any existing native vegetation worthy of protection. The location of the hardstand will also minimise removal of paddock trees as a bonus.
(s) Minimise land degradation and vegetation loss through integration of landcare principles within the planning process.	The only works associated with this proposal comprise hardstand, which will not degrade the land in the long term. A condition requires a development application to be submitted, which could address drainage from the hardstand to minimise impacts to adjacent soil.

A condition is proposed to apply to the Additional Use preventing subdivision for industrial purposes in recognition that this proposal does not fit within the circumstances listed in Development Control Policy 3.4 – Subdivision of rural land, as referred to by clause 4.8.6.1 of LPS 9.

5.3 State Planning Policy 2.5 – Rural Planning

The Western Australian Planning Commission’s (WAPC) State Planning Policy 2.5 – Rural Planning (SPP 2.5) applies to all rural land in the state. One of the key objectives of SPP 2.5 is to support primary production by protecting rural land. This proposal meets the associated policy requirements as follows:

Policy Requirement	Comment
5.1 The WAPC will seek to protect rural land as a State resource by:	
(a) requiring that land use change from rural to all other uses be planned and provided for in a planning strategy or scheme;	This is the intent of this Additional Use proposal.
(b) retaining land identified as priority agricultural land in a planning strategy or scheme for that purpose;	<p>Conditions are proposed to address this as follows:</p> <ul style="list-style-type: none"> • Prioritisation of the location of the Additional Use on land that is not used for agricultural purposes. • Application of a time limit to the Additional Use to ensure that the land continues to be used for agricultural purposes in the long term. • Ensuring that the Additional Use only operates to support the agricultural use.
(c) ensuring retention and protection of rural land for biodiversity protection, natural resource management and protection of valued landscapes and views;	<p>Conditions are proposed to address this as follows:</p> <ul style="list-style-type: none"> • Prioritisation of the location of the Additional Use on land that is not used for agricultural purposes.

		<ul style="list-style-type: none"> The location of the Additional Use is to be set back 500m from lot boundaries, not conflict with areas of consolidated remnant native vegetation and not be visible from adjoining or nearby roads or properties.
(d)	protecting land, resources and/or primary production activities through the State's land use planning framework;	As confirmed above, the proposal will protect the primary production activity undertaken on this land by ensuring its financial viability, while remaining a secondary use and being at least partially located on land that is not used for agricultural purposes.
5.5	The WAPC's decisions will be guided by the need to provide economic opportunities for rural communities and to protect the State's primary production and natural resource assets. WAPC policy is to:	This proposal represents an economic opportunity to provide local employment for residents of the Shire, and will protect and support the primary production use and remnant native vegetation on the subject land.
(a)	continue to promote rural zones in schemes as flexible zones that cater for a wide range of land uses that may support primary production, regional facilities, environmental protection and cultural pursuits;	The unique characteristics of this proposal and the subject land in particular warrant flexibility to enable the 'Industry – Light' land use to support the primary production use of the subject land. Limitation of the operations to assembly only will also protect the agricultural use of the land by restricting the intensity of the land use.
5.12.1	where a development is proposed for	The proposed Additional Use is located such that it will not generate noise and visual amenity impacts, and it does not give rise to the need for any buffers. Conditions are proposed requiring these matters to be addressed and confirmed through lodgement of a development application.
(b)	a land use that may generate off-site impacts, there should be application of the separation distances used in environmental policy and health guidance, prescribed standards, accepted industry standards and/or Codes of Practice, followed by considering –	
	(i) whether the site is capable of accommodating the land use; and/or	The subject land is capable of accommodating the proposed Additional Use by virtue of the lot size and through inclusion of a condition limiting the size and scale of the use to a negligible proportion of the lot (less than 1%).
	(ii) whether surrounding rural land is suitable, and can be used to meet the separation distances between the nearest sensitive land use and/or zone, and would not limit future rural land uses; and	To meet consideration (ii), a condition is proposed requiring the location of the Additional Use to be set back 500m from lot boundaries and not visible from adjoining or nearby roads or properties, to ensure that the rural amenity of the area is maintained and nearby dwellings or rural land uses are not impacted.
	(iii) whether if clauses (i) and/or (ii) are met, a statutory buffer is not required;	

5.4 Local Planning Policy No. 4.1 – Industrial Development in Rural Areas

Although Local Planning Policies are not typically assessed as part of Scheme amendment proposals, Local Planning Policy 4.1 – Industrial Development in Rural Areas (“LPP 4.1”) is directly relevant to this proposal and will need to be addressed by any development application made pursuant to the proposed Additional Use. In this regard, this proposal is capable of meeting the relevant requirements of LPP 4.1 as follows:

Policy Requirement	Comment
3.1 Industrial Developments in the rural areas will be considered if they fall within one of two broad categories:	
(a) Noxious Industries and other industries that require extensive areas of land for buffer areas or the disposal and management of effluent; and	As described above, this land is well suited to the proposed industrial use due to its size and the availability of land that is not used for agricultural purposes in the centre of the property, which enables a condition to be proposed requiring a substantial buffer of 500m around the assembly area.
(b) Light manufacturing industries that may be producing farm equipment and operates in conjunction with the rural activities of the property.	<p>Although the proposed light industry is not initially intended to produce farm equipment, it will operate in conjunction with the rural activity of the property by generating the financial stability required for those rural activities to be undertaken. Conditions associated with the Additional Use will ensure that it will operate in such a manner that does not affect the rural activity. On this basis the proposal meets the intent of this requirement.</p> <p>It is noted that the term “may” does not limit light manufacturing industries in rural areas to production of farm equipment. It should also be noted that transportable buildings are often in demand by primary producers as accommodation for seasonal workers, and it is anticipated that Vintian Construction will service this market once operational.</p>
3.2 Generally light manufacturing type industries will be considered in accordance with the Light Industry provisions of the Scheme.	This proposal falls within the broad ‘light manufacturing type industry’ category. The proposed conditions will effectively require this proposal to comply with the relevant Light Industry development requirements. Car parking will be confirmed at development application stage.
3.4 All industrial developments in rural areas should be located and incorporate landscape elements to ensure they do not visually intrude on the rural landscape.	A proposed condition will ensure that the proposal complies with this requirement by ensuring that it is not visible from any adjacent or nearby roads or properties. On this basis the proposal will not visually intrude on the rural landscape.

6 Next Steps

This Amendment, if approved, does not in and of itself enable development or the assembly operation to occur on the subject land, given a development application will also be required to be lodged with the Shire. Once the amendment is further progressed to the point that it has been advertised and is considered to be 'seriously entertained', and it is clear that both the Shire and WAPC are supportive of the proposed additional use and associated conditions, we will proceed to lodge a development application seeking approval to construct the hardstand and commence operation of the 'industry – light' land use.

The development application will build on the information included in section 3 of this report and include confirmation of the area and boundaries of the hardstand, and all relevant details regarding the operation of the business, including truck movements to and from the site.

7 Conclusion

In the context of potential industrial operations this proposal is very limited in nature, and the lack of need for buildings and limited anticipated truck movements will ensure that this proposal does not undermine the objectives of the zone or the relevant intentions and provisions of the Local Planning Strategy. The special conditions associated with the Additional Use reflect its site-specific nature and will ensure that approval of the Scheme amendment will not set any form of precedent for other 'Industry – Light' uses within the General Rural zone.

The intent of this proposed Scheme amendment is to facilitate an arrangement between a father and his son that will enable the son to start and grow a transportable building assembly business, with some of the profits to be paid as rent to the father to enable him to continue to graze the family farm until retirement. Due to the poor soil conditions and lack of water licence for the land, without the transportable building assembly business the family would no longer be able to afford to continue to graze the land and it would become a disused retirement property owing to the family's strong sentimental attachment to the land.

This Scheme amendment proposal is unique in that the reason it is being proposed is to enable an agricultural use to continue to operate on land zoned General Rural. This proposal is therefore consistent with the intent of the strategic planning framework for rural uses such as agriculture to be supported and protected in rural areas. On this basis this proposal would most appropriately be classified as a 'Standard' amendment.

The proposed Additional Use will only be applicable to the subject land, and only while the land is used for agricultural purposes. Seven stringent and restrictive conditions are proposed to apply to the Additional Use to ensure the operation is limited to that described in this submission and does not have any unforeseen impacts on the subject land and maintains the rural amenity of the locality. These conditions are essential to ensuring that this proposal is consistent with the intent and objectives of the applicable planning framework, including the Shire of Gingin's Local Planning Strategy and Local Planning Scheme No. 9.

On this basis it is requested that the Shire of Gingin proceeds to initiate the standard amendment to create this additional use over Lot 8021 Waterville Road, Neergabby, and the Western Australian Planning Commission supports this proposal through the Scheme amendment process to a determination by the Minister for Planning.

Rise
Urban.

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**SHIRE OF GINGIN
LOCAL PLANNING SCHEME No. 9**

Planning and Development Act 2005





LEGEND

LOCAL SCHEME RESERVES

 ROADS


LOCAL SCHEME ZONES

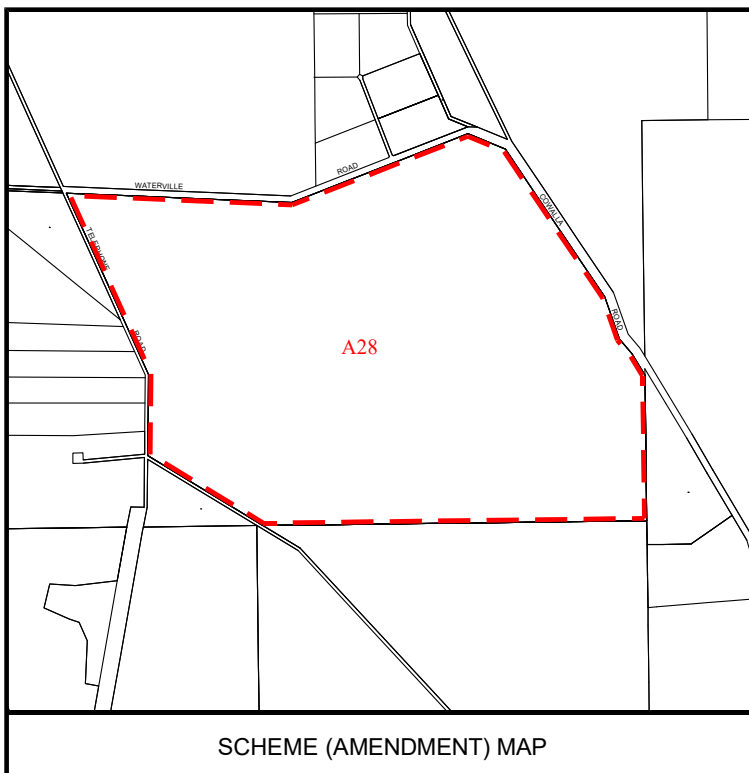
 GENERAL RURAL - CODED

 GENERAL RURAL

OTHER CATEGORIES





(see scheme text for additional information)

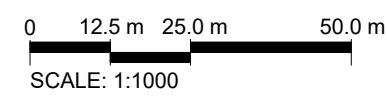
 **A23** ADDITIONAL USES




 SCALE: 1:40 000
 DATE: 17.05.2023

Amendment No.

LEGEND	
	YELLOW SOLID HATCHING INDICATES THE INITIAL PHASE COMPACTED HARDSTAND AREA - APPROXIMATE AREA = 7550m ²
	GREY SOLID HATCHING INDICATES EXISTING AND PROPOSED BUILDING STRUCTURES ON SITE
	ORANGE SOLID HATCHING INDICATES PROPOSED CONCRETE HARDSTAND - APPROXIMATE AREA = 680m ²
	GREY HATCHING INDICATES PROPOSED ROADWAYS



1 SITE OPERATIONS LAYOUT
1 : 1000

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VINTIAN
CONSTRUCTION

No.	Description	Date
A	CONCEPT DESIGN ISSUED FOR REVIEW	01/03/2023
B	CONCEPT DESIGN UPDATED	02/03/2023
C	CONCEPT DESIGN UPDATED	24/05/2023

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Project Name
LOT 8021 - PROPOSED SITE PLAN
CONCEPT DESIGN
#27 WATERVILLE ROAD, NEERGABBY

PROPOSED SITE OPERATIONS LAYOUT			
Project number	0118-23	Sheet Number	Current Revision
Date	FEBRUARY 2023	A200	C
Drawn by	LN	Scale	As indicated
Checked by	LN	Scale	As indicated

24/05/2023 10:21:48 AM

14 REPORTS - OPERATIONS AND ASSETS

Nil

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

The Statutory Planning Officer left the meeting at 3.49pm and did not return.

16 COUNCILLORS' OFFICIAL REPORTS

16.1 REDFIELD PARK COMMUNITY ASSOCIATION AGM

File:	GOV/20-1
Councillor:	F Johnson
Report Date:	18 July 2023

Councillor Johnson advised that he and Councillor Sorenson attended the Redfield Park Community Association AGM on Sunday 16 July 2023.

16.2 LOWER COASTAL COMMUNITY GROUP MEETING

File:	GOV/20-1
Councillor:	E Sorensen
Report Date:	18 July 2023

Councillor Sorensen advised that he attended the Lower Coastal Community Group meeting held on Wednesday 12 July 2023. The minibus was the main topic of discussion.

16.3 LOWER COASTAL COMMUNITY GROUP MEETING

File:	GOV/20-1
Councillor:	R Kestel
Report Date:	18 July 2023

Councillor Kestel advised that he also attended the Lower Coastal Community Group meeting and was impressed by the overall attendance and the willingness of the separate communities within the lower coastal region to work together.

16.4 MINDAROO MUSTER

File:	GOV/20-1
Councillor:	A Vis
Report Date:	18 July 2023

Councillor Vis advised that the Mindaroo Muster commences 19 July 2023 in Gingin and will be continuing through to the 21 July 2023. Councillor Vis thanked the Executive Manager of Operations and Assets for support with traffic management.

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 Balcombe **SECONDED:** Councillor Johnson

That Council move into a Confidential Session to discuss Items 18.1 and 18.2.

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

The meeting was closed to the public at 3.51pm. All members of the public present in the Gallery, the Coordinator Statutory Planning, Executive Manager Corporate and Community Services, Executive Manager Operations and Assets and the Chief Executive Officer left Council Chambers.

18.1 FINALISATION OF 2022/23 CEO PERFORMANCE REVIEW

File	PER/313
Reporting Officer	Councillor Andrea Vis – Acting Shire President
Refer	Nil
Appendices	<ol style="list-style-type: none"> Summary Report to Council CEO Performance Review 2022-23 [18.1.1 - 10 pages] CEO Performance Criteria 2023-2024 [18.1.2 - 4 pages]

Reasons for Confidentiality

This report is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 which permits the meeting to be closed to the public for business relating to the following:

- a matter affecting an employee or employees;
- the personal affairs of any person;

COUNCIL RESOLUTION/RECOMMENDATION

MOVED: Councillor Johnson **SECONDED:** Councillor Kestel

That Council:

- Note that the appraisal of Mr Aaron Cook, Chief Executive Officer, has been completed for the period July 2022 to June 2023;
- Endorse the findings of the Summary Report as presented by Price Consulting and thank Mr Cook for his efforts;
- Endorse the recommendation that Mr Cook participate in professional development, funded by the Shire, in the form of Executive Coaching for the duration of the 2023-2024 period;
- Approve an increase of 3% to the salary component of the CEO's Total Remuneration Package, effective 5 June 2023; and
- Approve the CEO's Performance Criteria for the 2023-2024 period as per the Confidential Appendix.

**CARRIED BY ABSOLUTE MAJORITY
6 / 0**

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

AGAINST: *Nil*

The Chief Executive Officer and the Executive Manager Corporate and Community Services returned to the meeting at 3.54pm and were advised of Council's decision.

The Executive Manager Operations and Assets returned to the meeting at 3.55pm.

18.2 PURCHASE OF LAND FOR FUTURE GINGIN SPORTING PRECINCT - LOT 7 DEWAR ROAD, GRANVILLE

File	A6784; CPT/50
Author	Aaron Cook - Chief Executive Officer
Reporting Officer	Aaron Cook - Chief Executive Officer
Refer	Nil
Appendices	1. Location Plan - Lot 7 Dewar Road, Granville [18.2.1 - 1 page]

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 Johnson SECONDED: Councillor Kestel

That Council authorise the Chief Executive Officer to:

- 1. Obtain an independent valuation of Lot 7 Dewar Road, Granville;**
- 2. With the involvement of the Shire President, enter into negotiations with the landowner with a view to agreeing an appropriate purchase price; and**
- 3. In the event that agreement is reached, refer the matter back to Council for formal consideration.**

**CARRIED UNANIMOUSLY
6 / 0**

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

AGAINST: *Nil*

19 CLOSURE

The meeting did not re-open to the public.

There being no further business, the Deputy Shire President declared the meeting closed at 3.57pm.

The next Ordinary Council Meeting will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on 15 August 2023, commencing at 3.00pm.