



MINUTES

ORDINARY MEETING

OF COUNCIL

18 SEPTEMBER 2018



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SHIRE OF GINGIN

MINUTES OF THE ORDINARY MEETING OF THE SHIRE OF GINGIN HELD IN THE COUNCIL CHAMBER ON TUESDAY, 18 SEPTEMBER 2018 AT 3.00 PM

DISCLAIMER

Members of the Public are advised that decisions arising from this Council Meeting can be subject to alteration.

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.

ORDER OF BUSINESS

1. DECLARATION OF OPENING

The Shire President declared the meeting open at 3.14pm and welcomed those in attendance.

2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – I B Collard (Shire President), J W Elgin (Deputy Shire President), J Court, C W Fewster, F Johnson, J C Lobb, J E Morton, F J Peczka and J K Rule

Staff – A Cook (Chief Executive Officer), K Lowes (Executive Manager Corporate and Community Services), A Butcher (Executive Manager Operations-Construction), R Rasool (Executive Manager Assets), J Bayliss (Acting Manager Statutory Planning), Meredith Taylor (Corporate Communications and Marketing Officer) and L Burt (Governance/Minute Officer)

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

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE

Nil

3. DISCLOSURES OF INTEREST

3.1 Councillor F Johnson

Item 11.2.2 Lease – Shire of Gingin and Seabird Progress and Sporting Association Inc. – Lot 197 (Reserve 34485) Hudson Street, Seabird

Councillor Johnson declared an impartiality interest in Item 11.2.2 due to the fact that he is a Committee Member of the Seabird Progress and Sporting Association Inc.

3.2 Councillor I B Collard

Item 11.2.6 Guilderton Bowling Club – Request for Consumption of Alcohol at Guilderton Community Hall

Councillor Collard declared an impartiality interest in Item 11.2.6 due to the fact that he is a past Member and President of both the Guilderton Bowling Club and the Guilderton Country Club.

4. PUBLIC QUESTION TIME

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

Nil

5. PETITIONS, DEPUTATIONS AND PRESENTATIONS

5.1 PETITIONS

Nil

5.2 DEPUTATIONS

5.2.1 Item 11.2.6 Guilderton Bowling Club – Request for Consumption of Alcohol at Guilderton Community Hall

Speaker/s: Bob Johnson, Janine Nellany-Rogers (Guilderton Country Club)

5.2.2 Item 11.2.6 Guilderton Bowling Club – Request for Consumption of Alcohol at Guilderton Community Hall

Speaker/s: Patrick Ward, Dorothy Branch (Guilderton Bowling Club)

5.3 PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson SECONDED: Councillor Court

That the Minutes of the Ordinary Meeting of Council held on 21 August 2018 be confirmed.

CARRIED UNANIMOUSLY

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

9. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11. **REPORTS**

11.1. **OFFICE OF THE CEO**

11.1.1 **SHIRE OF GINGIN CORPORATE BUSINESS PLAN 2018-2022**

File:	COR/37
Author:	Linda Fidge – Coordinator Corporate Planning
Reporting Officer:	Aaron Cook – Chief Executive Officer
Report Date:	18 September 2018
Refer:	18 August 2015 Item 11.1.1 5 July 2016 Item 11.1.1 16 August 2016 Item 11.1.1 15 August 2017 Item 11.1.2
Appendices:	1. Draft Shire of Gingin Corporate Business Plan 2018-2022

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider the adoption of the draft Shire of Gingin Corporate Business Plan 2018-2022.

BACKGROUND

The *Local Government Act 1995* (sect. 5.56) and its supporting regulations require local governments throughout Western Australia to 'Plan for the Future' by developing a series of strategies and plans including a Strategic Community Plan and Corporate Business Plan as part of the State Government's Integrated Planning and Reporting Framework.

In accordance with the *Local Government (Administration) Regulations 1996* (Section 19DA), the Shire of Gingin is to ensure that it maintains a rolling four year Corporate Business Plan, revised annually. The Corporate Business Plan is to put into action the Shire's Strategic Community Plan 2017-2027 (adopted by Council on 20 June 2017) and focuses on specific Actions to be undertaken over the next four years. The Corporate Business Plan is used to drive the annual budget process and is integrated with the Shire's Long Term Financial, Asset Management and Workforce Plans.

In practice, the first year of the Corporate Business Plan, covering the 2018/19 financial year, is consistent with and reflects the Shire of Gingin's adopted budget (adopted by Council on 17 July 2018).

Specific actions and projects identified within the Corporate Business Plan beyond the 2018/19 financial year are therefore subject to ongoing review by Council. This means that these projects will be formally revised annually in response to:

- Changing community expectations and priorities as well as any new or amended planning documents or legislative requirements;
- The outcomes of grant funding and project feasibility assessments;
- Unanticipated major events such as natural disasters; and
- The Shire's capacity to deliver.

Regulation 19DA of the *Local Government (Administration) Regulations 1996* specifies that the Shire must meet the following Corporate Business Plan requirements:

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

The draft Corporate Business Plan 2018-2022 is presented for Council's consideration.

COMMENT

The draft Corporate Business Plan 2018-2022 has been prepared to prioritise actions from the Shire's Strategic Community Plan 2017-2027.

The draft Corporate Business Plan:

- Was taken into account when preparing the Shire of Gingin's 2018/19 Annual Budget;
- Translates the Community Strategic Plan into actions;
- Provides a link to existing service delivery that supports achieving the aspirations and outcomes set out in the Strategic Community Plan;
- Links to the 10-Year Capital Works Program and Long Term Financial Plan; and
- Aligns with the financial and other resources set out in the Asset Management Plan, and Workforce Plan.

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 5 – Administration

Division 5 – Annual reports and planning

Section 5.56 – Planning for the future

Local Government (Administration) Regulations 1996

Part 5 – Annual reports and planning

Division 3 – Planning for the future

Regulation 19DA – Corporate business plans, requirements for (Act s. 5.56)

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

The draft Corporate Business Plan supports and is integrated with the Shire's Long Term Financial Plan and Annual Budget process.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>5. Governance</i>
Outcome	<i>Values – Our Organisation/Business Values are demonstrated in all that we do</i>
Key Service Area	<i>Integrated Planning and Reporting</i>
Priorities	<i>5.1.2 Improve the financial position of the Shire (>WDC)</i>

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson SECONDED: Councillor Fewster

That Council adopt the draft Corporate Business Plan 2018-2022, as shown at Appendix 1, in accordance with Section 5.56 of the *Local Government Act 1995* and Regulation 19DA of the *Local Government (Administration) Regulations 1996*.

**CARRIED BY ABSOLUTE MAJORITY
9-0**

APPENDIX 1

Shire of Gingin
Corporate Business Plan
2018-2022

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Abbreviations	
Lead Administrative Responsibility	Forward Capital Works & Major Projects
ASST, <i>Built Infrastructure</i>	
CEO, <i>Chief Executive Officer</i>	
CCS, <i>Corporate and Community Services</i>	CF, <i>Carry Forward</i>
OPS, <i>Operations</i>	CW, <i>Capital Works</i>
PD, <i>Planning & Development</i>	OMP, <i>Operating Major Projects</i>

Forward Chief Executive Officer

The Shire of Gingin's Corporate Business Plan 2018-2022 (CBP) has been prepared as a requirement under the State Government's Integrated Planning Framework (IPF). The IPF was implemented to strengthen the ability of all local governments to plan for the future needs of their communities.

The purpose of the CPB is to guide the work of the Shire in fulfilling our community's aspirations, as expressed in the Shire's Strategic Community Plan.

The CBP ensures that as an organisation we are able to prioritise the use of our resources and focus our activities on delivering the services that our community, as part of the Shire's Strategic Community Plan, has told us it wants.

As part of the IPF, the CBP is supported by a series of other plans which include the Long Term Financial Plan, Asset Management Plan and Workforce Plan, to make it one of our key direction setting documents.

As a region we have a number of unique challenges to deal with, and having a robust CBP in place will help us make good financial decisions and keep us focused for the years ahead.

Aaron Cook
Chief Executive Officer



Introduction

The Shire of Gingin's annual four year Corporate Business Plan is an important component of the Shire's Integrated Planning and Reporting processes. Its purpose is to activate short to medium term actions by informing of inclusions for the current budget and for the subsequent three financial years. It supports the Shire in its efforts to work towards achieving its Vision, outlined in the Strategic Community Plan 2017-2027 (SCP):

Our Vision

"We are a welcoming and progressive community that celebrates its diversity and unique rural & coastal environment."

For each area of the SCP, specific actions have been identified in the Corporate Business Plan. The Corporate Business Plan also outlines the Shire's key areas of service delivery and their contributions to the SCP Objectives and Outcomes.

The Wheatbelt Development Commission is a statutory authority of the Western Australian Government and plays a central role in supporting collaboration and partnerships in our region. The SCP contributes to and aligns with the *Wheatbelt Regional Investment Blueprint Roadmap for Growth* (WDC 2015) and was developed in response to other strategies referenced in the *Review Context Research Paper*. Throughout the Shire's Corporate Business Plan, links to the *Investment Blue Print Roadmap for Growth* are indicated with (>WDC).



In addition, the Regional Institute of Australia (2016) has developed an index of regional competitiveness for Australia's 563 Local Government Areas and 60 Regional Development Areas. The Index ranks performance across ten themes and 68 indicators. These indicators highlight for the Shire, important areas of strength and opportunity for improvement.

Understanding how the Shire's Priorities will contribute towards improving these indicators is also important to developing successful partnerships. Priorities that contribute towards improving these Indicators are shown with (>RCI). The supporting document Regional Synergies provides further details on these strategic linkages and is available on the Shire's website.

Importantly, the Corporate Business Plan brings together the Shire's long-term financial, asset and workforce planning into a four-year action plan to deliver on the SCP.

**Table 1 Strategic Community Plan (2017-2027)
Community Aspirations & Council Objectives**

Focus Area	Community Aspiration	Council Objective
	What Community would like to see in the future	Council's Objective to support this Aspiration
1 - Community Wellbeing	An active, healthy and safe community with a range of easily accessible services and facilities.	To support the Shire of Gingin community to be inclusive, vibrant, healthy & safe through the Shire's service delivery.
2 - Natural Environment	The Shire of Gingin's natural assets are protected for future generations and recognised as one of the greatest sources of pride in our community.	To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management.
3 - Infrastructure & Development	High quality community infrastructure and development.	To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner.
4 - Economic Development	A strong economy based on tourism, agriculture, resources and supportive industries.	To support economic development through the Shire's service delivery.
5 - Governance	Progressive and transparent leadership, which is contemporary and involves the community in responsible governance.	To demonstrate effective leadership, governance and advocacy on behalf of community.

Resourcing & Performance

The Corporate Business Plan 2018-2022 Actions will be:

- led through one of the Shire's key areas of service delivery; and
- delivered through projects included in Annual Budgets and the Long Term Financial Plan.

The operational progress of actions and projects will be monitored quarterly and overall performance reported annually via the Annual Report to community. The Strategic Community Plan's Key Performance Indicators will also be reported annually to community.

In practice, the first year of the Corporate Business Plan, covering the 2018/19 financial year, is consistent with and reflects the Shire of Gingin's Annual Budget 2018/19.

The Corporate Business Plan, revised annually, is used to drive the Annual Budget process and is integrated with the Shire's Long Term Financial, Asset Management and Workforce Plans.

Ensuring the long-term financial viability of the Shire is an integral component of good management practice and an essential element of sound corporate governance via the Integrated Planning Reporting framework legislation.

The Integrated Planning Reporting platform is a process that minimises potential financial implications (risk management) that could interfere with the Shire's capacity to deliver on its Strategic Community Plan priorities for residents, ratepayers and visitors in the Shire of Gingin.



The Shire's key areas of service delivery are funded through the Shire's Expenditure Programs. These Programs are defined by regulation and are reported for all Councils in Western Australia through the MyCouncil website. The revenue and expenditure for each Program for 2018/19 is provided in Table 2.

Table 2 Revenue and Expenditure by Program

Program	Revenue 2018/19 Budget \$	Expense 2018/19 Budget \$
Governance	\$50	\$1,086,849
General Purpose Funding	\$9,058,644	\$359,061
Law, Order, Public Safety	\$1,690,888	\$1,526,634
Health	\$316,848	\$808,727
Education & Welfare	\$105,500	\$213,405
Housing	\$22,200	\$40,509
Community Amenities	\$1,491,573	\$2,788,662
Recreation and Culture	\$376,188	\$3,233,764
Transport	\$3,920,455	\$4,475,577
Economic Services	\$1,687,847	\$1,466,484
Other Property Services	\$280,550	\$612,528
Total	\$18,950,743	\$16,612,200

Note: Revenue includes all revenue from Rates, Operating Grants and Non-operating Grants, Subsidies and Contributions and is based on the Statement of Comprehensive Income adopted in the 2018/19 Budget. Revenue raised under General Purpose funding (Operating Grants and Rates) is used to resource the Shire's diverse range of Services as shown in the budgeted Expense. The difference between Operating Revenue and Operating Expense equates to \$2,338,543 being the Total Comprehensive Income for 2018/19.

The value of capital and operating major projects identified in the 2018/19 Annual Budget and inclusions in the Long Term Financial Plan over the next four years (the basis of information in this Corporate Business Plan) is summarised in Table 3 by the Strategic Community Plan 2017/2027 Focus Area.

Table 3 2018/22 Capital, Asset Improvement and Operating Major Projects Estimated Expenditure by Strategic Community Plan Focus Area*

Strategic Community Plan Focus Area	2018/19	2019/20	2020/21	2021/22
Community Wellbeing	\$1,363,233	\$210,824	\$249,209	\$808,573
Natural Environment	\$7,365	\$140,000	\$80,000	\$80,000
Infrastructure and Development	\$5,967,879	\$8,819,084	\$5,344,037	\$9,533,045
Economic Development	\$707,860	\$1,436,575	\$2,941,692	\$91,073
Governance	\$720,830	\$1,237,000	\$1,089,500	\$1,799,957
Total	\$8,767,167	\$11,843,483	\$9,704,438	\$12,312,648
<p><i>Note: Estimated capital and operating major projects expenditure is based on the adopted 2018/19 Budget and the Draft Long Term Financial Plan 2018/2028. The significant increase in forecast expenditure in 2019/20 is due to the Lancelin Foreshore Cunliffe Street carpark renewal project valued at just over \$470,000, Lancelin – Ledge Point Road and pathway construction project valued at \$585,000 (and just over \$2 million in 2020/21), the Lancelin Plaza Commercial Centre development valued at \$300,000 (and just over \$803,000 in 2020/21), Gingin Weld Street Bridge upgrade valued at just over \$3 million, and the continuation of the renewal of Orange Springs Road valued at \$2.6 Million (2018-19 Orange Springs Road \$2.6 Million). Expenditure in 2020/21 (plus previously mentioned) is due to the Guilderton Foreshore Visitor Centre, Library, Aboriginal</i></p>				

Interpretive Centre and public amenities valued at \$800,000 and the Cowalla Road Bridge renewal valued at \$1.7 Million. Projects of significance in 2021/22 include Gingin Football Club change-rooms with expenditure of \$300,000, Relocate Gingin Depot to Gingin Rural Industrial Estate valued at just over \$490,000 and replacement of the Lancelin Sporting Complex at \$5 Million. It should be noted that projects are subject to, and dependant on, grant funding and/or a loan contribution arrangement.

Major projects identified in the adopted Annual Budget 2018/19 and the Draft Long Term Financial Plan 2018/2028 for the next four years are included in the Corporate Business Plan under the relevant Action. These include Carry Forward Projects, Capital Projects valued at over \$100,000 and Operating Major Projects valued over \$50,000.

The Shire's key areas of service delivery are outlined in the following table and includes their contribution to the Strategic Community Plan 2017-2027 Objectives. All Actions within the Corporate Business Plan have been aligned to one of these areas of service delivery.

Table 4 Key Areas of Service Delivery and Relationship to Strategic Community Plan

Service Area	Lead	Community Wellbeing			Natural Environment		Infrastructure & Development			Economic Development			Governance		
		1.1	1.2	1.3	2.1	2.2	3.1	3.2	3.3	4.1	4.2	4.3	5.1	5.2	5.3
Advocacy	CEO	✓		✓					✓	✓					✓
Building and Planning Permits	P&D						✓								
Local Emergency Services	CEO			✓											
Caravan Parks (Guilderton & Lancelin)	P&D					✓				✓					
Community & Civic Buildings	ASSTS					✓		✓					✓	✓	
Community Programs	CCS	✓	✓		✓				✓						
Conservation & Environmental Management	OPS/CEO				✓										
Customer Service	CCS													✓	
Drainage	OPS						✓								
Economic Development & Tourism										✓	✓	✓			
Infrastructure	CEO														
Elected Members Services	CEO												✓		
Environmental Health	P&D			✓			✓								
General Practitioner	CEO			✓											
Gingin Cemetery	CEO	✓													
Governance	CEO												✓		✓

Service Area	Lead	Community Wellbeing			Natural Environment		Infrastructure & Development			Economic Development			Governance		
		1.1	1.2	1.3	2.1	2.2	3.1	3.2	3.3	4.1	4.2	4.3	5.1	5.2	5.3
Human Resources (HR)	CEO												✓	✓	
Integrated Planning and Reporting	CEO												✓	✓	
Marketing and Communications	CEO													✓	
Parks & Reserves	ASSTS							✓							
Rangers	P&D			✓	✓										
Roads and Paths	OPS						✓		✓						
Seniors Units	CCS	✓													
Shire Events	CCS		✓												
Sport and Recreation Facilities	ASSTS							✓							
Strategic Town Planning	CEO				✓		✓								
Waste Services	P&D					✓									

Corporate Business Plan Actions

Objective 1 Community Wellbeing – To support the Shire of Gingin community to be inclusive, vibrant, healthy & safe through the Shire's service delivery.

SCP Outcome	1.1	Inclusive – Our community has access to a range of community programs, services and initiatives that support wellbeing and inclusion. (>WDC)	2018/19	2019/20	2020/21	2021/22	Lead	Service Area
CBP Action	1.1.0-01	Ongoing delivery of Gingin Cemetery Services					CEO	Gingin Cemetery
	1.1.0-01-1	Deliver Key Service Area – Gingin Cemetery – Service Activity Overview	✓	✓	✓	✓		
CBP Action	1.1.0-02	Ongoing delivery of Community Programs					CCS	Community Programs
	1.1.0-02-5	Deliver Key Service Area – Community Programs – Service Activity Overview	✓	✓	✓	✓		
SCP Priority	1.1.1	Support aging in place by developing the 'four planks' of Aging in the Bush (>RCI) (>WDC)						
CBP Action	1.1.1-02	Support an increase in the number of Independent Living Units available within the Shire of Gingin – partner with private and/or through direct service provision					ASST	
	1.1.1-02-6	Lancelin – Independent Living Units – Design, Construction & Sale			\$33,114	\$565,000		
CBP Action	1.1.1-03	Support existing partnership with Dept. Housing and consider new partnerships with other agencies to provide social/aged housing					CCS	Community and Civic Buildings
	1.1.1-03-7	Shire supported Community/Social Housing units in Lancelin and Gingin – Service Activity Overview	✓	✓	✓	✓		

			2018/19	2019/20	2020/21	2021/22	Lead	Service Area Community Programs
CBP Action	1.1.1-04	Advocate for improved Senior Services					CCS	
	1.1.1-04-8	Deliver Key Service Area – Advocacy – Senior Services – Service Activity Overview	✓	✓	✓	✓		
SCP Priority	1.1.2	Improve activities for children and young people (>RCI) (WDC)						
CBP Action	1.1.2-01	Employ a Youth Officer					CCS	Community Programs
	1.1.2-01-9	Deliver Key Service Area – Youth Services - Service Activity Overview	✓	✓	✓	✓		
SCP Outcome	1.2	Vibrant - Our community can participate in a range of activities and events that celebrate and promote our unique lifestyle and heritage.(>WDC)						
SCP Priority	1.2.1	Support community groups and volunteers (>RCI) (>WDC)						
CBP Action	1.2.1 - 02	Ongoing delivery of a Community Grants Program to support the Shire's strategic objectives					CCS	Community Programs
OMP	1.2.1-02-11	Community & Mid-Year Grants Programs	\$99,582	\$100,000	\$102,500	\$105,063		
SCP Priority	1.2.2	Support and Promote Local & Regional Events						
CBP Action	1.2.2-01	Ongoing partnership and delivery of a range of community events					CCS	Community Programs
OMP	1.2.2-01-12	Community Grants Program	\$108,651	\$111,367	\$114,152	\$117,005		
SCP Outcome	1.3	Healthy & Safe – Our community has access to quality health and community safety programs, services and initiatives that promote resilience						
CBP Action	1.3.0-01	Ongoing Delivery of Local Emergency Services					CEO	Local Emergency Services

			2018/19	2019/20	2020/21	2021/22	Lead	Service Area
	1.3.0-01-14	Deliver Key Service Area – Local Emergency Services – Service Activity Overview	✓	✓	✓	✓		
OMP	1.3.0-01-15	Woodridge Ambulance Depot – contribution towards earthworks and building costs	\$75,000					
CW	1.3.0-01-17	Gingin Emergency Services Facility	\$400,000				ASST	
CW	1.3.0-01-18	Emergency Service Vehicles (light tankers)	\$680,000				OPS	
CBP Action	1.3.0-02	Ongoing Delivery of Ranger Services					P&D	Local Emergency Services
	1.3.0-02-23	Deliver Key Service Area – Rangers – Service Activity Overview	✓	✓	✓	✓		
CBP Action	1.3.0-03	Ongoing Delivery of Environmental Health Services					P&D	Env. Health
	1.3.0-03-24	Deliver Key Service Area – Environmental Health Service Activity Overview	✓	✓	✓	✓		
CBP Action	1.3.0-04	Ongoing Delivery of General Practitioner Services						General Practitioner
CW	1.3.0-04-25	Gingin Medical Centre Stage 3 – Allied Health Centre Concept Design				\$22,076	ASST	
	1.3.0-04-27	Deliver Key Service Area – General Practitioner- Service Activity Overview	✓	✓	✓	✓	CEO	
SCP Priority	1.3.1	Advocate for improved access to medical services. (>RCI) (WDC)						
CBP Action	1.3.1-01	Work in Partnership with health providers to improve access to medical services within the Shire					CEO	General Practitioner
	1.3.1-01-29	Deliver Key Service Area – Advocacy – Medical Services – Service Activity Overview	✓	✓	✓	✓		

Objective 2 - Natural Environment - To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management.

SCP Outcome	2.1	Conservation – The Shire's ecological services and natural assets are respected and enhanced	2018/19	2019/20	2020/21	2021/22	Lead	Service Area
SCP Priority	2.1.1	Coastal Planning and Adaption (>RCI)						
CBP Action	2.1.1-01	Ongoing implementation of the Coastal Hazard Risk Management and Adaption Planning	✓	✓	✓	✓		Cons. & Env. Mng.
OMP/CF	2.1.1-01-32	CHRMAP for Inundation – subject to grant funding (\$20k Shire \$40k grant)	\$7,365	\$60,000			P&D	
	2.1.1-01-32.1	Consider a permanent Coastal Planning Officer for inclusion in the Workforce Plan	✓	✓			CEO	
OMP	2.1.1-01-33	Coastal Protection Works and Erosion Control		\$80,000	\$80,000	\$80,000	CEO	
SCP Priority	2.1.2	Improving the Shire's Natural Areas Management (>RCI) (WDC)						
CBP Action	2.1.2-01	Improve management of off-road vehicles to protect natural areas, resources and public safety					P&D	Rangers
	2.1.2-01-36	Deliver Key Service Area – Rangers Improve management of off-road vehicle areas to protect natural areas, resources and public safety – Service Activity Overview	✓	✓	✓	✓		
SCP Outcome	2.2	Sustainable Resource Management – The Shire practices sustainable resource management within its operations and supports the community to do the same						
SCP Priority	2.2.1	Improve Waste Services and support the Western Australian Waste Strategy						
CBP Action	2.2.1-02	Ongoing delivery of Waste Services					ASST	Cons. & Env. Man.
	2.2.1-02-45	Deliver Key Service Area – Waste Services – Service Activity Overview	✓	✓	✓	✓		

Objective 3 - Infrastructure and Development - To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner.

SCP Outcome	3.1	Development – New and existing developments meet the Shire's Strategic Objectives and Outcomes (>WDC)	2018/19	2019/20	2020/21	2021/22	Lead	Service Area
CBP Action	3.1.0-03	Ongoing provision of Building and Planning Permit Services					P&D	
	3.1.0-03-50	Deliver Key Service Area – Building Permits – Service Activity Overview	✓	✓	✓	✓		Building Permits
	3.1.0-03-51	Deliver Key Service Area – Planning Permits – Service Activity Overview	✓	✓	✓	✓		Planning Permits
CBP Action	3.1.0-04	Ongoing provision of Drainage Infrastructure					P&D	Drainage
CF,CW	3.1.0-04-54	Gingin – Granville Park Dam plus additional funds	\$38,000	\$280,000				
SCP Priority	3.1.1	Support strategies that facilitate commercial development (>RCI)						
CBP Action	3.1.1-01	Develop and improve the Shire's Commercial Centres						Roads & Paths
CF,CW	3.1.1-01-55	Lancelin – Commercial Centre/Plaza - Servicing and sale of UCL land	\$20,000		\$300,000	\$803,813	P&D/OPS	
CF,CW	3.1.1-01-58	Lancelin – Commercial Centre/Plaza – road works, car-parking and landscaping design and construct	\$165,572				OPS	
CBP Action	3.1.1-02	Support and facilitate commercial development consistent with the Shire's objectives						Roads & Paths
	3.1.1-02-59	Deliver Key Service Area – Planning Permits – Support and facilitate commercial development consistent with the Shire's objectives – Service Activity Overview	✓	✓	✓	✓		

			2018/19	2019/20	2020/21	2021/22	Lead	Service Area
SCP Priority	3.1.2	Support strategies that facilitate an increase in housing diversity (>WCD)						
CBP Action	3.1.2-01	Encourage connection to existing sewerage infrastructure and support townsite sewerage scheme expansions (subject to existing uptake and growth demand)					P&D	Building and Planning Permits
	3.1.2-01-60	Gingin – Sewerage Construction (note-project to be initiated by developer \$ for Shire component of required works)				\$307,500		
	3.1.2-01-61	Develop and implement a program to increase connection to existing sewerage schemes – Service Activity Overview	✓	✓	✓	✓		
CBP Action	3.1.2-02	Support and facilitate developments that increase housing diversity					P&D	Building and Planning Permits
	3.1.2-02-062	Deliver Key Service Area – Planning Permits – Service Activity Overview	✓	✓	✓	✓		
SCP Outcome	3.2	Community Infrastructure – The Shire provides fit for purpose community infrastructure in a financially responsible manner (>WDC)						
CBP Action	3.2.0-01	Expand and upgrade Community Facilities					ASST	Community and Civic Buildings
CW	3.2.0-01-64	Woodridge – community centre renewal design				\$26,266		
CF,CW	3.2.0-01-65	Gingin – Gingin Equestrian Centre – power supply to onsite facilities	\$152,222					
CW	3.2.0-01-66	Gingin - Gingin Equestrian Centre – new ablution block				\$198,686		
CW	3.2.0-01-70	Lancelin – Lancelin Sporting Complex - Reconstruction				\$5,000,000		

SCP Priority	3.2.1	Improve the use and financial sustainability of community infrastructure (>WDC)	2018/19	2019/20	2020/21	2021/22	Lead	Service Area
CBP Action	3.2.1-01	Maintain existing Community Infrastructure					ASST	Community and Civic Buildings
CW	3.2.1-01-79	Gingin – Football Club – change rooms				\$300,000		
CW	3.2.1-01-83	Gingin Recreation Grounds – Lights for hockey pitch and football oval			\$150,000			
CW	3.2.1-01-91	Lancelin (multiple) public toilets/change-room renewal (100% reserve funded). Review of amenities to inform capital expenditure	\$30,000	\$210,125				
CBP Action	3.2.1-02	Review Community Infrastructure Service Levels in consultation with the community					ASST	Parks and Reserves
	3.2.1-02-99	Playgrounds Master Plan (further investigation by Asset Manager)	✓					
SCP Outcome	3.3	Connectivity and Accessibility – The Shire's community and infrastructure supports connectivity and accessibility (>WDC)						
SCP Priority	3.3.1	Undertake effective integrated transport planning and its implementation (>RCI) (>WDC)						
CBP Action	3.3.1-01	Maintain existing Road and Path network					OPS	Roads & Paths
	3.3.1-01-101	Review road hierarchy plan		✓		✓		
OMP	3.3.1-01-103	Western Power Street lighting (whole Shire)	\$130,000	\$136,500	\$143,325	\$151,925		
CW	3.3.1-01-104	Maintain existing Road network	\$1,515,255	\$1,151,255	\$3,400,000	\$3,400,000		
	3.3.1-01-105	Balance of Annual Road Program transfer to Restricted Cash	\$943,431	\$943,431				
CW	3.3.1-01-106	Orange Springs Road – Aglime Route – (special project grant)	\$2,600,000	\$2,600,000				
			2018/19	2019/20	2020/21	2021/22	Lead	Service Area

CF	3.3.1-01-107	KW Road – pavement repairs	\$23,009						
CF	3.3.1-01-108	Lancelin Road – pavement repairs	\$34,700						
CF	3.3.1-01-109	Cullalla Road – pavement repairs	\$45,000						
CF	3.3.1-01-110	Hinchcliffe Hill carpark/pathway	\$82,125						
CBP Action	3.3.1-02	Expand and upgrade Road and Path network						OPS	Roads and Paths
CF,CW	3.3.1-02-111	Cowalla Road Bridge upgrade (special project grant))	190,000						
OMP	3.3.1-02-112	Fern View Waste Facility Road Upgrade	\$27,399	\$58,773	\$61,172	\$63,688			
CF,CW	3.3.1-02-115	Pathways Expansion – Gingin Road Lancelin – east side	\$100,000						
CW	3.3.1-02-117	Pathways Expansion/renewal/upgrade	\$100,000	\$105,063	\$107,690	\$110,382			
CW	3.3.1-02-119	Gingin - Upgrade Weld Street Bridge		\$3,075,000					
	3.3.1-02-120	Upgrade Cockram Road Bridge	\$71,000						
CBP Action	ID 3.3.1-03	Improve community and public transport infrastructure and services						OPS	Roads & Paths
	3.3.1-03-122	Deliver Key Service Area – Advocacy – Community and public transport – Service Activity Overview	✓	✓	✓	✓			
CW	3.3.1-03-123	Second community bus	\$105,000						
SCP Priority	3.3.2	Improve the provision of age-friendly infrastructure for all, including Disability Access and Inclusion Planning (>RCI)							
CBP Action	3.3.2-01	Prioritise and implement actions from the Disability Access and Inclusion Plan and the Age Friendly Communities Report						CCS/ OPS /ASST	ALL
	3.3.2-01-124	Implementation of the Aged Friendly Communities Report within existing resources and facilities – Service Activity Overview	✓	✓	✓	✓			
CBP Action	3.3.2-02	Review Disability Access and Inclusion Plan						ASST	ALL
	3.3.2-02-125	Update disability and Inclusion Plan annually (review every 5 years)	2018/19	2019/20	2020/21	2021/22	Lead		Service Area

SCP Priority	3.3.3	Advocate for improved telecommunications infrastructure (>RCI) (>WDC)						
CBP Action	3.3.3-01	Advocate for improved telecommunications infrastructure					CEO	Marketing and Communications
	3.3.3-01-126	<i>Deliver Key Service Area – Advocacy – Telecommunications – Service Activity Overview</i>	✓	✓	✓	✓		

Objective 4 - Economic Development - To support economic development through the Shire's service delivery.

SCP Outcome	4.1	Tourist Playground – An internationally acclaimed tourist playground	2018/19	2019/20	2020/21	2021/22	Lead	Service Area
SCP Priority	4.1.1	Support the development of the Shire of Gingin as a premier tourist destination for ocean and sand adventures (>WDC)						
CBP Action	4.1.1-02	In partnership with State and Federal Government invest in major community infrastructure projects that support tourism					ASST/CEO	Community Civic buildings
CW	4.1.1-02-128	Gingin Regional Playground (Children, young people, skate park and adult exercise equipment)	\$52,850	\$250,000	\$100,000			
CW	4.1.1-02-130	Guilderton Stage 1 – Visitor Centre, Library, Aboriginal Interpretive Centre Public Amenities (including changerooms)			\$800,000			
CW	4.1.1-02-132	Lancelin Skate and BMX Park Stage 2- project research and planning and construction	\$3,000	\$130,000				
CW	4.1.1-02-134	Recreational Boat Launching Facility – road and pathway from Ledge Point to Lancelin – 1 st year concept design and construction, 2 nd year construction subject to 66% grant funding or loan		\$585,405	\$2,041,692			
CF,OMP	4.1.1-02-134	Recreational Boat Launching Facility – Planning Study Stage 1	\$44,860					
OMP	4.1.1-02-134	Recreational Boat Launching Facility – Planning Study Stage 2	\$57,636					
CBP Action	4.1.1-03	Expand, upgrade and maintain community facilities that support tourism and service the local community					ASST/OPS	Roads and Paths
CW	4.1.1-03-138	Lancelin Back Beach – parking and lines	\$180,000					

			2018/19	2019/20	2020/21	2021/22	Lead	Service
	4.1.1-03-139	Lancelin – Off-Road Vehicle Area Design and construction				\$91,073		
CF,CW	4.1.1-03-140	Lancelin Foreshore development – Cunliffe Street carpark (reserve funded)	\$25,000	\$471,170				
CBP Action	4.1.1-04	Ongoing delivery of Shire owned Caravan Parks					ASST	Caravan Parks
CW	4.1.1-04-145	Guilderton Caravan Park – replace waste water – design and construction	\$400,000					
CBP Action	4.1.1-05	Facilitate an increase in tourist Accommodation					P&D	Caravan Parks
	4.1.1-05-148	Deliver Key Service Area – Advocacy – Tourist Accommodation – Service Activity Overview	✓	✓	✓	✓		
SCP Outcome	4.2	Food Bowl – A strategically significant agricultural hub to the Perth Metropolitan Area						
SCP Priority	4.2.1	Support the development of the Agr-industry processing (>RCI) (WDC)						
CBP Action	4.2.1-01	In partnership with the Wheatbelt Development Commission identify a site for a agri-industry processing hub					CEO	Econ. Dev. & Tourism Infr.
	4.2.1-01-148	Wheatbelt Development Commission agri-industry processing hub site identification – implementation – Service Activity Overview	✓	✓	✓	✓		
CF,OMP	4.2.1-01-149	Wheatbelt Development Commission agri-industry processing hub site identification - implementation	\$55,000					
SCP Outcome	4.3	Innovation is the foundation of economic growth across the Shire. (>WDC)						
SCP Priority	4.3.1	Improve Local Economic Development Support (>RCI) (>WDC)						

			2018/19	2019/20	2020/21	2021/22	Lead	Service Area
CBP Action	4.3.1-01	Develop and Implement an Economic Redevelopment Strategy and continue to support Economic Development programs					CEO	Econ. Dev. & Tourism Infr.
	4.3.1-01-150	Improve partnerships with CCI and Small Business Centre – Service Activity Overview	✓	✓	✓	✓		
	4.3.1-01-152	Support Community Resource Centre to deliver education and training and provide work experience opportunities within the Shire – Service Activity Overview	✓	✓	✓	✓		

Objective 5 - Governance – To demonstrate effective leadership, governance and advocacy on behalf of community.

SCP Outcome	5.1	Values - Our Organisational/Business Values are demonstrated in all that we do	2018/19	2019/20	2020/21	2021/22	Lead	Service Area
CBP Action	5.1.0-01	Facilitate Good Governance					CEO	Governance
	5.1.0-01-153	Annual Audit Compliance –	✓	✓	✓	✓		
	5.1.0-01-156	Undertake periodic reviews of Council & Local Laws – Service Activity Overview	✓	✓	✓	✓		
SCP Priority	5.1.1	Develop the skills and capabilities of our Elected Members and Staff (>WDC)						
CBP Action	5.1.1-01	The Shire's Code of Conduct TRACK is led by the Executive Management Team and demonstrated in work practices					CEO	Elected members Services
	5.1.1-01-157	Executive Management Team – TRACK Leadership	✓	✓	✓	✓		
CBP Action	5.1.1-02	Provide training and development opportunities to Elected Members					CEO	Elected members Services
	5.1.1-02-158	Elected Members Training and Development	✓	✓	✓	✓		
CBP Action	5.1.1-03	Provide training and development opportunities to all staff					CEO	Human Resources
	5.1.1-03-159	Staff training and development	✓	✓	✓	✓		
SCP Priority	5.1.2	Improve the financial position of the Shire (>WDC)						
CBP Action	5.1.2-01	Implement and review the Shire's Strategic Community Plan and Corporate Business Plan					CEO	IPR
	5.1.2-01-160	Annual Review and Quarterly Reporting on Corporate Business Plan (IPR)	✓	✓	✓	✓		
CBP Action	5.1.2-03	Implement and review the Workforce Plan					CEO	IPR
	5.1.2-03-163	Annual Review of the Workforce Plan (IPR)	✓	✓	✓	✓		

			2018/19	2019/20	2020/21	2022/22	Lead	Service Area
CBP Action	5.1.2-04	Implement and review Asset Management Plans					OPS	IPR
<i>CF, OMP</i>	<i>5.1.2-04-168</i>	<i>Road Assets Re-value (IPR)</i>	<i>\$38,155</i>	<i>\$8,000</i>	<i>\$52,500</i>	<i>\$8,000</i>		
CBP Action	5.1.2-06	Maintain Administration Plant, Furniture and Equipment					OPS	Plant
<i>CF, CW</i>	<i>5.1.2-06-178</i>	<i>Plant Replacement Program (gross) Note -</i>	<i>\$682,675</i>	<i>\$1,229,000</i>	<i>\$917,000</i>	<i>\$1,298,000</i>		
SCP Outcome	5.2	Service – The Shire provides customer focused service delivery						
CBP Action	5.2.0-01	Ongoing provision of Customer Service					CCS	Customer Service
	<i>5.2.0-01-181</i>	<i>Deliver Key Service Area – Customer Service – Service Activity Overview</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>		
CBP Action	5.2.0-02	Review and maintain Human Resources Systems					CEO	Human Resources
	<i>5.2.0-02-182</i>	<i>Deliver Key Service Area – Human Resources – Service Activity Overview</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>		
	<i>5.2.0-02-183</i>	<i>Deliver Employee Recognition Program – Service Activity Overview</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>		
CBP Action	5.2.0-04	Expand and upgrade Administration Assets					ASST/ OPS	Community and Civic Building
<i>CW</i>	<i>5.2.0-04-187</i>	<i>Gingin – Works Depot relocation (Gingin Rural Industrial Estate)</i>				<i>\$493,957</i>		
SCP Priority	5.2.1	Improve the Shire's Communication and Engagement (>WDC)						
CBP Action	5.2.1-03	Develop and maintain a Stakeholder and Community Engagement Policy					CCS	Marketing and Communications
	<i>5.2.1-03-194</i>	<i>Deliver Key Service Area – Community Programs- Service Activity Overview</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>		
SCP Priority	5.2.2	Support new technologies that improve service delivery						

			2018/19	2019/20	2020/21	2021/22	Lead	Service Area
CBP Action	5.2.2-01	Maintain Shire IT Equipment					CCS	Marketing and Communications
<i>CW</i>	<i>5.2.2-01-198</i>	<i>Renew Server (5yr replacement cycle)</i>			<i>\$120,000</i>			
CBP Action	5.2.2 02	Identify priority areas for technological based improvements to service delivery					CCS	Marketing and Communications
	<i>5.2.2-02-199</i>	<i>Develop and implement an ICT Strategic Plan (IPR)</i>	✓					
SCP Outcome	5.3	Partner – The Shire works productively with a range of partners to deliver better outcomes for the community						
SCP Priority	5.3.1	Advocate on behalf of community towards Strategic Community Plan Aspirations, Objectives, Outcomes and Priorities (>WDC)						
CBP Action	5.3.5-01	Maintain existing partnerships and develop new partnerships					CEO	Advocacy
	<i>5.3.1-01-200</i>	<i>Continue to work with the Northern Growth Alliance on regional projects</i>	✓	✓	✓	✓		
	<i>5.3.1-01-201</i>	<i>Deliver Key Service Area – Advocacy – Partnerships – Service Activity Overview</i>	✓	✓	✓	✓		

11.1.2 PROPOSED LANCELIN SPORTING FACILITIES WORKING GROUP

Location:	Reserve 28303 Lancelin Road Lancelin
Applicant:	Lancelin Community Sporting Club Inc
File:	BLD/4143
Reporting Officer:	Aaron Cook – Chief Executive Officer
Report Date:	18 September 2018
Refer:	Nil
Appendices:	1. Draft Lancelin Sporting Facilities Working Group Terms of Reference

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider a request from the Lancelin Community Sporting Club Inc (LCSC) to form a Working Group to progress the redevelopment of the Lancelin Sporting Complex.

BACKGROUND

As Council would be aware, there have been a number of discussions with the LCSC in relation to the above and there have been requests previously to form a Working Group.

At the most recent meeting held at the Lancelin Sporting Club on 20 August 2018 this request was raised again in an attempt to progress the matter of the planning for the sporting complex and greater facilities.

The frustration for the Committee and Sporting Groups is the lack of direction that has been provided to them in regard to the future progression and development of the facilities. As was advised, many of the clubs are expanding, the facilities are ageing and in some instances failing, and clubs need direction as to what is proposed to be actioned into the future.

COMMENT

The proposal for the Working Group allows the ability for Council representatives and Lancelin Sporting Committee representatives to work together to progress the matter of planning for the Lancelin facilities.

It is noted that this process will require some time to work through as the existing documents should be re-assessed and used as a basis for planning to engage a consultant to prepare a Master Plan for the area. It is anticipated that funding for this Master Plan will be difficult to obtain given that previous plans were the subject of external funding.

As part of the proposal to move forward, the Committee, Clubs, Council and residents would be consulted to gather information to form the basis of an achievable Master Plan. This will provide a basis that relevant clubs and Council can then work towards sourcing funding for in a staged and progressive manner.

Attached is a draft terms of reference for the Working Group for Council to consider. The proposed Group membership includes a total of six members comprising three Elected Members and three representatives from Lancelin sporting groups utilising the complex. It is proposed that the Shire's Coordinator Community Development and Services will attend meetings in an advisory capacity.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>Infrastructure & Development</i>
Objective	<i>3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner</i>
Outcome	<i>3.2 Community Infrastructure – the Shire provides fit for purpose community infrastructure in a financially responsible manner</i>
Key Service Areas	<i>Community Infrastructure</i>
Priorities	<i>3.2.1 Improve the use and financial sustainability of community infrastructure</i>

VOTING REQUIREMENTS – SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council:

1. Form a Lancelin Sporting Facilities Working Group, in accordance with the Terms of Reference provided as Appendix 1, to investigate and make recommendations to Council with respect to options for the preparation of a Master Plan for the future development of the Lancelin Sporting Complex.
2. Appoint Councillors, and as Council's representatives on the Working Group.

COUNCIL RESOLUTION

MOVED: Councillor Fewster SECONDED: Councillor Court

That consideration of this matter be deferred until the Ordinary meeting of Council on 16 October 2018.

**CARRIED
8-1**

For: Councillors Morton, Fewster, Rule, Elgin, Collard, Court, Lobb, Johnson
Against: Councillor Peczka

REASON FOR ALTERNATIVE MOTION

Council was of the view that potentially the proposed Working Group should include representatives from the greater Lancelin area and that a further report addressing this option should be prepared for consideration.

APPENDIX 1



TERMS OF REFERENCE

LANCELIN SPORTING FACILITIES WORKING GROUP

18 September 2018

Name:	Lancelin Sporting Facilities Working Group
Role/Purpose:	To progress the preparation of a Master Plan for the future development of the Lancelin Sporting Complex.
Aims & Functions:	<ol style="list-style-type: none"> 1. To review and assess all existing information, including previously prepared Master Plans for the Complex. 2. To make a recommendation to Council with respect to options for progressing the development of a new Master Plan.
Membership:	<ol style="list-style-type: none"> 1. The Working Group shall consist of the following representation: <ul style="list-style-type: none"> • three Councillors; and • three members of the Lancelin Community Sporting Club Inc Committee. 2. The Shire's Coordinator Community Development and Services will attend all meetings to provide technical advice and guidance to the Committee. Other officers may attend in an advisory capacity as required. 3. Membership shall be for a period of up to two years terminating on the day of the next ordinary Council elections, with retiring members eligible to re-nominate. 4. Working Group membership shall be appointed or removed by consensus of Council. 5. Members must comply with the Shire's Code of Conduct. 6. The Working Group has authority to second external individuals, on a voluntary basis, for their expert advice.
Operating procedures:	<ol style="list-style-type: none"> 1. Presiding Member: <ol style="list-style-type: none"> a) The members of the Working Group are to appoint a presiding member from amongst themselves at the first meeting of the Working Group. b) The Presiding Member must be a Councillor. c) In the absence of the Presiding Member a person is to be appointed by the Working Group members present to lead the meeting. d) The Presiding Member is responsible for the proper conduct of the Working Group.

	<p>2. Meetings:</p> <p>a) The Working Group shall meet as required.</p> <p>b) Working Group members will be given at least 72 hours' notice of a proposed meeting where possible. However, if convenient and necessary, impromptu meetings may be held on occasions when all Working Group members are present for other purposes if time permits.</p> <p>c) The Presiding Member shall ensure that notes of all meetings are kept and shall provide the Working Group members with a copy of such notes.</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>Any Working Group outcomes requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.</p>
Appointing legislation:	N/A
Delegated Authority:	The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council.

Version	Decision Reference	Synopsis
1.	18/09/2018 Item 11.1.2	Working Group established

11.1.3 POLICY 1.36 ELIGIBILITY FOR EARLY RATES PAYMENT PRIZE DRAW

File:	COR/28-1
Author:	Lee-Anne Burt – Governance Officer
Reporting Officer:	Aaron Cook – Chief Executive Officer
Report Date:	18 September 2018
Refer:	Nil
Appendices:	1. Draft Policy 1.36 Eligibility for Early Rates Payment Prize Draw

DISCLOSURES OF INTEREST

It is recognised that all Councillors, together with the report author, are ratepayers of the Shire of Gingin and could therefore be considered to have a potential financial interest in this matter. It is not, however, evident that the nature and extent of such interest is more or less than that affecting any other ratepayer of the Shire. It is therefore deemed to be an “interest in common” in accordance with s. 5.63 of the *Local Government Act 1995* and is considered to be exempt from the disclosure requirements of the Act.

PURPOSE

To consider the adoption of a new policy to formally specify those parties who are or are not eligible to participate in the Shire of Gingin’s annual prize draw encouraging early payment of rates.

BACKGROUND

For a number of years the Shire of Gingin has conducted a prize draw as an incentive to encourage the payment of rates for that financial year in full by a specified due date. Early payment of rates provides the Shire with, on average, approximately 60% of total rates due within the first quarter of the financial year.

Traditionally, Councillors, employees of the Shire of Gingin and their families have been considered ineligible to participate in the early rates payment prize draw. However, in the interests of accountability, it is considered good governance practice to put a formal policy in place to clarify Council’s position in this regard.

COMMENT

A draft policy has been prepared for Council’s consideration. The policy specifically excludes the following parties from participation in the early rates payment prize draw:

1. Elected members;
2. Chief Executive Officer;
3. Executive Managers;
4. Charitable organisations and/or ratepayers receiving discounted rates (not-for-profit organisations); and

5. Immediate family members or close business associates of the parties listed in items 1-4.

For the purposes of this policy, *immediate family members* and *close business associates* are deemed to be:

- a. Spouse or defacto partner;
- b. Business partner;
- c. Co-owner of any rateable property located within the Shire of Gingin; or
- d. Joint members in a trust or similar.

It will be noted that the draft policy does not exclude Shire of Gingin staff, other than the Chief Executive Officer and Executive Managers, from participating in the prize draw.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Support for the Officer's recommendation will result in the adoption of Policy 1.36 Eligibility for Early Rates Payment Prize Draw.

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>Governance</i>
Objective	<i>5 – To demonstrate effective leadership, governance and advocacy on behalf of community.</i>
Outcome	<i>5.1 Values Our Organisational Business Values are demonstrated in all that we do.</i>
Key Service Areas	<i>N/A</i>
Priorities	<i>N/A</i>

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Elgin **SECONDED:** Councillor Johnson

That Council adopt Policy 1.36 Eligibility for Early Rates Payment Prize Draw, as shown in Appendix 1.

CARRIED UNANIMOUSLY

APPENDIX 1



POLICY MANUAL

POLICY 1.36 ELIGIBILITY FOR EARLY RATES PAYMENT PRIZE DRAW

OBJECTIVE

To clarify criteria for eligibility to participate in the Shire of Gingin's annual prize draw encouraging early payment of rates.

POLICY

Entry to the Shire of Gingin's annual early rates payment prize draw is open to all property owners of the Shire of Gingin who pay their rates and services in full by the advertised deadline as determined by Council, unless otherwise specified in this policy.

The following parties are **not eligible** to participate:

1. Elected members;
2. Chief Executive Officer;
3. Executive Managers;
4. Charitable organisations and/or ratepayers receiving discounted rates (not-for-profit organisations); and
5. Immediate family members or close business associates of the parties listed in items 1-4.

For the purposes of this policy, *immediate family members* and *close business associates* are deemed to be:

- a. Spouse or defacto partner;
- b. Business partner;
- c. Co-owner of any rateable property located within the Shire of Gingin; or
- d. Joint members in a trust or similar.

GOVERNANCE REFERENCES

Statutory Compliance	N/A
Industry Compliance	N/A
Organisational Compliance	N/A

POLICY ADMINISTRATION

Review Cycle	Biennially	Next Review	
Department	Office of the CEO		

Version	Decision Reference	Synopsis
1.	18/09/2018 Item	Policy adopted

11.2. CORPORATE AND COMMUNITY SERVICES

11.2.1 RECONCILIATION ACTION PLAN (SHIRE OF GINGIN AND THE YUED NOONGAR PEOPLE) 2018-2027

File:	COR/37
Author:	Jodie Mortadza – Coordinator Community Development and Services
Reporting Officer:	Aaron Cook – Chief Executive Officer
Report Date:	18 September 2018
Refer:	15 July 2014 Item No. 11.1.3
Appendices:	1. Reconciliation Action Plan (Shire of Gingin and the Yued Nyoongar People) 2018-2017

DISCLOSURES OF INTEREST

Nil

PURPOSE

To seek Council's endorsement of the Reconciliation Action Plan (Shire of Gingin and the Yued Noongar People) 2018-2027.

BACKGROUND

The initial Reconciliation Action Plan (RAP) was commissioned following a request from the South West Aboriginal Land and Sea Council in May 2012 for a RAP to be undertaken between the Shire of Gingin and the Yued Nyoongar Traditional Owners. Council, seeing the benefits of such a partnership, included an allocation in the 2013/14 Budget to undertake the Plan. The project was contracted to a consultant from Heritage Advice Australia and commenced in November 2013. The first RAP Working Group Meeting was held at SWALSC's offices in Cannington on Friday, 21 February 2014. The final draft was presented to Council at the 15 July 2014 Council Meeting where a resolution was passed to endorse the Reconciliation Action Plan and agreeing to the Actions/Outcomes contained therein subject to funds being made available in future adopted budgets.

The RAP theme is simply "Walking, Talking, Together".

The RAP Vision Statement is:

For the Shire of Gingin and the Yued Nyoongar Traditional Owners to represent, inspire and provide leadership that generates positive outcomes which meets the needs of Yued Nyoongar Traditional Owners and the wider community.

The RAP aligns with the Shire's Strategic Community Plan in that both address the same five focus areas of Community Wellbeing, Natural Environment, Infrastructure and Development, Economic Development and Governance. The RAP includes an additional focus area being 'Promotion of Aboriginal traditional culture and People' within the Shire of Gingin. The RAP also lists measurable items, actions, responsibilities, status and proposed timeframe for delivery under each of the six focus areas mentioned above.

COMMENT

A review of the RAP is required in line with the Strategic Community Plan and the Shire of Gingin contracted the same consultant from Heritage Advice Australia, for this purpose. The RAP was first reviewed with the Yued Nyoongar RAP working group in Guilderton on 24 November 2016.

There were a number of delays experienced in completing the review which were mainly due to ill health of the consultant, plus other factors contributing such as staffing changes and competing priorities of internal staff to review and provide input. However, the results of the initial review were discussed at a meeting of the RAP working group, including Yued Nyoongar representatives on Tuesday, 19 June 2018.

The final version of the reviewed RAP, incorporating a number of changes and edits arising from this meeting, is now presented for Council's consideration.

Notable changes include as follows:

- Acknowledgement of RAP 2014-2023 deliverables that the Shire has already undertaken; and
- 'Status' and 'Proposed timeframe' has been added to the 'Measurable Items and Actions' supporting the commitment to the deliverables.

Below is a comparison of the previous RAP deliverables to the proposed RAP deliverables, with notations in red to advise of main differences.

Original Reconciliation Action Plan 2014 – 2023		Proposed Reconciliation Action Plan 2018 – 2027 <i>(italics represent completed projects)</i>	
Focus Area 1: Community Wellbeing		Focus Area 1: Community Wellbeing	
		→ Updated/Amended	
Aboriginal Flag to be erected at Shire Offices	Must be put to Council	1.1 Aboriginal Flag	<i>Aboriginal Flag erected at Shire Offices</i>
NAIDOC Week Morning Tea	To be held each year commencing 2014	1.2 NAIDOC Week	i) Acknowledge NAIDOC Week through a display, community event, project and/or other identified means. ii) Promotion of NAIDOC Week to the wider community via Shire website, social media and Shire newsletters.
Significant events hosted by Shire of Gingin	Yued Noongar representative to do Welcome to Country	1.3 Significant Events	Yued Nyoongar representative/s to do 'Welcome to Country' as an ongoing commitment (taking into account Shire budget constraints).
Below Removed		Added	
Student Council forums	Yued Noongar Elder to attend forums; student council meeting to be held at Council Chambers during NAIDOC week School would invite as guest.	1.4 Mogumber Farm Precinct	Support from Shire for protection and respectful development.
Catch, Cook and Yarn event (Guilderton)	Contact Reconciliation Australia to make it an annual event. Advertise throughout Shire.		

	Working group would like an annual event however was a once off for the Shire with no plans to do again due to resourcing	
Lancelin Ocean Classic	Yued Noongar representative to do Welcome to Country; Traditional Dancing? Advised this is Chamber of Commerce event and provided contact details to the working group, as requested	
School "Hands Together" banner	To be launched during NAIDOC week 2014; presented during NAIDOC 2015 Working Group advised that not a specific project but ongoing engagement with the schools	

Focus Area 2: Natural Environment		Focus Area 2: Natural Environment	
→		Updated/Amended	
Employment opportunities specific to land rehabilitation	Employment opportunities to be forwarded to Margaret Drayton and Mary Nannup, list to be maintained and reported on annually	2.1 Land Rehabilitation Opportunities	i) Employment and volunteer opportunities to be forwarded to the wider community dissemination. ii) Support employment opportunities of Yued Nyoongar Ranger in natural resource rehabilitation programs (etc.).
Below Removed		Added	
Establishment of Advisory Committee Completed		2.1 Guilderton Plaque Relocation	Relocation of Yued Nyoongar Recognition Plaque/Stone from a track to the Guilderton entry to Guilderton estuary foreshore. Added at first review and since completed
Establishment of Yued Noongar gathering places Refer heritage Agreement			

Focus Area 3: Built Environment		Focus Area 3: Infrastructure & Development	
→		Updated/Amended	
Development of Heritage Agreement	SWALSC to forward standard Heritage Agreement to Shire of Gingin for consideration	3.1 Yued Nyoongar Aboriginal Heritage Agreement	Yued Nyoongar Aboriginal Heritage Agreement was completed – signed by Yued Nyoongar Working Group and Shire of Gingin on 24 November 2016.
Objective 3.2 in Strategic Community Plan	Wording to be changed to include places of significance to Yued Noongar People	3.2 Cultural Heritage Management Plan (CHMP) and Agreement for Heritage Protection (AHP).	Places of heritage are preserved and recognised, including heritage sites of significance to Yued Nyoongar People within the Cultural Heritage Management Plan and Agreement for Heritage Protection.
Shire of Gingin Heritage Inventory	Significant Aboriginal Heritage sites to be added to inventory (due for delivery by June 30 2014)	3.3 Shire of Gingin Heritage Inventory	Significant Aboriginal heritage sites to be added to inventory.
Signage / naming within Shire of Gingin	Consideration to be given to naming of parks, streets, buildings or other landmarks within Shire to use Yued Noongar names	3.4 Yued Nyoongar Location Names	Consideration to be given to naming of parks, streets, buildings and/or other landmarks within the Shire with Yued Nyoongar names; including Narrabup and Narrabin localities.

		→ Revised	
Public Arts Projects	Consultation with Yued Noongar people for greater involvement in such projects	3.5 Waugal Project	Support Yued Nyoongar People to undertake the Waugal Project: To include, <ul style="list-style-type: none"> ➤ Yued Nyoongar Cultural Heritage signage across Shire (eg, Trails, water ways, info sites and key locations); ➤ Storyboard at Hinchcliffe Lookout; ➤ Development of cultural public art displays including recognition of songlines; and ➤ Collation of information for Shire website link. Combined several smaller projects and requests to one project for funding and project management purchases
Storyboards/ lines	To be created regarding Yued Noongar people and displayed in prominent places (for example, Guilderton and Lancelin foreshores)		

Focus Area 4: Local Business		Focus Area 4: Economic Development	
→		Updated/Amended	
Tourism opportunities	"Bushtucker" Tours (for example) to be developed by Yued Noongar People and supported by Shire of Gingin through advertising and small business assistance (paperwork etc.)	4.1 Tourism Opportunities	"Bushtucker" tours (for example) to be developed by Yued Nyoongar People and supported by Shire through advertising, and small business assistance (paperwork etc.). To also include other cultural experiences such as basket-weaving classes, for example.
Establishment of local Aboriginal businesses	Yued Noongar people to be supported by Shire of Gingin if new businesses/ opportunities are developed	4.2 Employment of Yued Nyoongar and Aboriginal businesses	i) Yued Nyoongar people to be supported by Shire of Gingin if new employment / businesses opportunities are developed.
Employment & Small Business Register	Register to be established and maintained by Shire of Gingin which may be accessible to local/ regional companies upon request		ii) Yued Nyoongar Business Directory (Register) to be established and made available via the Shire website.
			lii) To be advertised through the Shire website with links for Aboriginal employment opportunities and advertised in local press and via Seek.
Removed			
Commercial Block- Lancelin	Donation of block by Shire of Gingin to Yued Noongar people Native Title claim – not relevant to RAP		

Focus Area 5: Leadership and Governance		Focus Area 5: Governance	
→		Updated/Amended	
Yued Noongar Working Group/ Advisory Committee	Development Working Group/ Advisory Committee to be consistently consulted as key stakeholders in Shire of Gingin development	5.1 Yued Nyoongar Working Group/Advisory Committee	Working Group/Advisory Committee to be consistently consulted as key stakeholders in the Shire of Gingin's development.
Cultural Awareness Training	Shire of Gingin staff (all levels) to undertake CAT prior to first anniversary of RAP	5.2 Cultural Awareness Training	Shire of Gingin staff (all levels) to undertake cultural awareness training. CAT to be put out to tender to Yued Nyoongar Working Party members as acknowledged in the Yued Nyoongar Aboriginal Directory.

Aboriginal Employment	Shire of Gingin to aim to employ at least one Aboriginal person prior to first anniversary of the RAP. Margaret Drayton and Mary Nannup to be emailed with employment opportunities when advertised	5.3 Employment Opportunities	The Shire promotes to and encourages Aboriginal applicants to apply for employment positions when advertised. Also Refer 4.2.
		Added	
		5.4 Elected Member Representation	Elected member (Councillor) to be representative of the Shire of Gingin at the Yued Nyoongar Working Group/Advisory Committee meetings and when requested. Requested by Working Group
		5.5 Shire Acknowledgement	Shire to acknowledge the Traditional Owners, the Yued Nyoongars, past and present for small and low key events. Requested by Working Group

Focus Area 6: Promotion of Yued Noongar traditional culture and people		Focus Area 6 (Specific to RAP): Promotion of Yued Nyoongar Traditional Culture and People	
→		Updated/Amended	
Shire newsletter and website	Permanent content regarding Yued Noongar culture and people to be added	6.1 Shire Website	Shire website to create links to Yued Nyoongar cultural information, Yued Nyoongar Aboriginal Directory and other associated information of general interest or of significance.
		6.2 Shire Media	Promote Yued Nyoongar events and activities (eg, e-newsletter, Facebook), when information available.
Oral Histories	To be put to Council- possibility of funding the transcribing of personal stories from local Yued-Noongar people	6.3 Oral histories	Transcribing personal stories from local Yued Nyoongar People.
Council meetings	To be put to Council- possibility of Yued Noongar Elder to attend council meetings in advisory capacity	6.5 Specific Events	For consideration by Council – possibility of Yued Nyoongar Elder to attend specific events in advisory capacity and/or invited as guest.
Reconciliation Action Plan-distribution	To be forwarded to SWALSC and Reconciliation Australia for registration	6.4 Distribution of RAP	Distribution of Reconciliation Action Plan, Cultural Heritage Management Plan, and Heritage Protection Agreement to be forwarded to Yued Nyoongar Working Party representatives, Reconciliation Australia for registration and Shire officers.

Officers have contributed to defining a proposed timeline for Actions/Outcomes to be completed based on staff capacity, project planning and development (including developing partnership); and financial considerations.

It will be necessary for Council to consider an allocation of funds to progress RAP Actions/Outcomes in future budgets. Any significant projects (i.e. Wagual Project) will require external grant funding and would aim to have the project managed through a partnership with an external organisation.

In conjunction with the review process, the RAP Working Group has requested that a Council representative be appointed as a Group member.

At the present time the membership of the Group consists of representatives of the Yued Nyoongar Traditional Owners and the Shire's Coordinator Community Development and Services. The Group meets approximately once every six months or as required to discuss progress against the RAP and other relevant matters.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

An allocation of \$5,000 has been included in the 2018/19 Budget to progress a number of the Actions/Outcomes identified within the RAP in the 2018/19 financial year.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>Community Wellbeing</i>
Objective	<i>1. To support the Shire of Gingin community to be inclusive, vibrant and healthy through the Shire's service delivery.</i>
Outcome	<i>1.1 Inclusive Community Our community has access to a range of community programs, services and initiatives that support wellbeing and inclusion.</i>
Priorities	<i>1.1.3 Implementation of the Reconciliation Action Plan</i>
Outcome	<i>1.2 Vibrant Our community can participate in a range of activities and events that celebrate and promote our unique lifestyle and heritage</i>
Focus Area	<i>Governance</i>
Objective	<i>5. To demonstrate effective leadership, governance and advocacy on behalf of community</i>
Outcome	<i>5.3 Partner: The Shire works productively with a range of partners to deliver better outcomes for community.</i>
Strategy	<i>5.3.1 Advocate on behalf of community towards Strategic Community Plan Aspirations, Objectives, Outcomes and Priorities.</i>

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

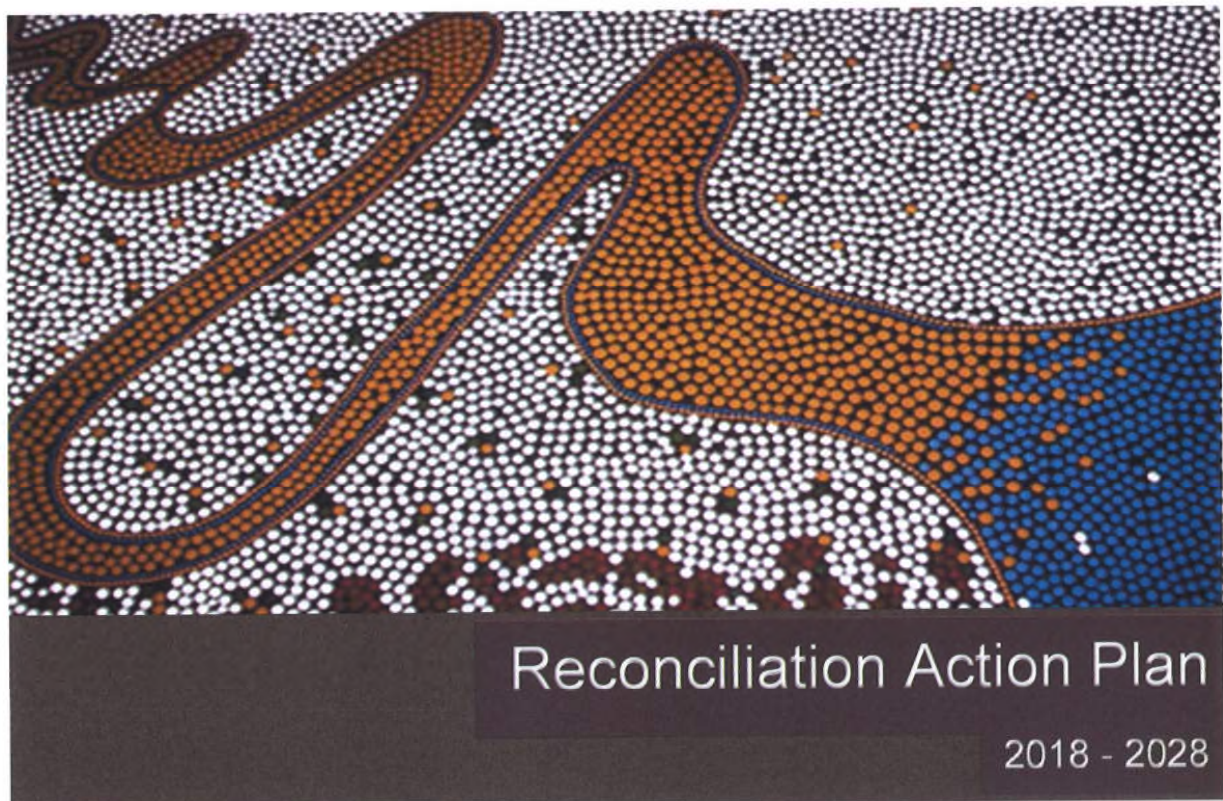
MOVED: Councillor Court SECONDED: Councillor Johnson

That Council:

- 1. Endorse the Reconciliation Action Plan (Shire of Gingin and the Yued Noongar People) 2018-2027 as depicted in Appendix 1.**
- 2. Agree that the Actions/Outcomes will be progressed subject to funds being made available in future adopted budgets.**
- 3. Appoint Councillor Johnson as Council's representative on the RAP Working Group.**

CARRIED UNANIMOUSLY

APPENDIX 1



Shire of Gingin and the Yued Nyoongar People

“Walking, Talking, Together”



Please note this document may contain images of Aboriginal people who are deceased.

Introduction

This Reconciliation Action Plan ("RAP") was initiated and drafted to formalise the partnership between the **Shire of Gingin** ("the Shire") and the **Yued Nyoongar People**, whose traditional country includes the Shire area. More specifically, this RAP endeavours to recognise and undertake the following:

- The Shire of Gingin aims to be a leading regional example of a 'Good Faith' community relationship with local Aboriginal people, namely the Yued Nyoongar People;
- The Shire formally recognises the Yued Nyoongar People as an important stakeholder in the development and progression of the Shire;
- This RAP is designed to improve and progress awareness both within the Shire community and its visitors of the Yued Nyoongar People as Traditional Owners of the area; and
- The relationship between the Shire and the Yued Nyoongar People is recognised in a formal capacity, and also to encourage a wider understanding of this relationship.

The Shire also recognises that there is much to be gained by a formal framework (such as this RAP) which will include Yued Nyoongar People in future Shire planning – including, for example, community and cultural events, employment and training, small business growth, heritage protection and built development.



Forward Message by Shire President, Cr Sam Collard

Welcome to the Shire of Gingin's **Reconciliation Action Plan 2018-28 (RAP)** which has been prepared in collaboration with the Yued Nyoongar People and Heritage Advice Australia.

Since we launched our first RAP back in 2014 the Shire of Gingin has been committed to developing positive social, cultural and economic relationships with the Traditional Owners of our region, being the Yued Nyoongar People. It is my pleasure to report that, in partnership with our Yued Nyoongar friends and stakeholders, the Shire has been involved in and delivered numerous initiatives aimed to improve our understanding and appreciation of the heritage, customs and beliefs of the Traditional Owners. Some of these have included:

- Guilderton Walkway Opening – Yued Nyoongar Elders as keynote speakers and participants of ribbon-cutting reveal ceremony of new educational signage on Foreshore – October 2014;
- 'Catch Cook n Yarn' Guilderton – fun interactive educational event hosted by Yued Nyoongar Elders – December 2014;
- Shire of Gingin named Finalist at the 2015 Premier's Awards in category of 'Improving Aboriginal Outcomes' for Cultural Heritage Management Plan – 2015;
- Guilderton Foreshore Redevelopment Project – consultation with and inclusion of Yued Nyoongar Elders throughout planning and construction process – December 2015;
- Cultural Heritage Management Plan recognising areas of historical significance to the Yued Nyoongar people;
- Heritage Agreement signed between the Yued Nyoongar People and Shire of Gingin - November 2016; and
- 'Welcome to Country' given by Yued Nyoongar Elder at each major Shire-run event eg, Australia Day Active Citizenship Awards and celebration.



Over the past four years I can sincerely say that the reconciliation process so far has been one of **noonakoort karnya** (mutual respect).

As we have worked toward a better understanding and incorporation of our region's Aboriginal culture into our social and economic planning, the natural knock-on effect has been the formation of strong partnerships and a genuine friendship with the Yued Nyoongar Elders and their families – and this is greatly valued.

We look forward to working with the Yued Nyoongar People on future projects and events, and thank them for their contribution and support.

Ian (Sam) Collard
Shire President

Forward Message by Yued Nyoongar Elders: Evelyn Dawson, Mary Nannup, Dennis Jetta and Charlie Shaw

The Yued Nyoongar Vision:

The vision we have for our people is one where:

- We are recognised by the non-Aboriginal community as the Traditional Owners of the land, and our strong cultural and spiritual links to the land and water are fully acknowledged and respected;
- Our culture, history, language and heritage are acknowledged and respected by all of society;
- Our law, customs and beliefs are embedded in the structures of the Yued Nyoongar region;
- Inspirational Nyoongar leaders are identified through the development of ongoing leadership training;
- Collaborative partnerships are built that represent our shared visions and outcomes;
- Agreements with governments and industry are developed to improve employment and training opportunities; and
- Nyoongar businesses are developed and grown.

Our vision is supported through collaborative relationships and partnerships between us and key organisations (such as the Shire of Gingin) in order to improve the social, emotional and economic wellbeing of all Nyoongar people that are part of the Yued Nyoongar claim area.

"Nidja boodjar ngany deman gaa maarm gaa moort baalup nitchja boodjar, gaa yey ngany kurlingas boodjar gnaala moort Jenna biddi kura-kura gnalla gnamma gnaala bilya wer warden naartuk nyinning kalla mia yey karditj nidja winditj boodjar."

Translated as:

"This country my grandmother's and grandfather's all them this their country and now my children's country, our family walked the tracks for thousands of years our rock holes, our rivers and ocean we sat around campfires now understand this is sacred country for Nyoongars."
- spoken by a Yued Nyoongar Elder.



Message from the Shire of Gingin CEO, Aaron Cook

This Reconciliation Action Plan is about turning principled ideas and good intentions into meaningful actions with successful outcomes. It outlines the framework we need to foster productive and respectful relationships between the Yued Nyoongar People and non-Aboriginal people living and working in the Shire of Gingin.

We see the Shire's contribution towards the reconciliation process to include a number of factors such as:

- **Noonakoort Karnya** (Respect) – acknowledgement of the Yued Nyoongar People as the first peoples and Traditional Owners of the region, and including them in consultative processes affecting the Shire.
- **Warniny Koorda** (Making Friends) – developing successful partnerships and/or programs that will enhance the community's awareness and understanding of Yued Nyoongar history and culture.
- **Yanginy** (Sharing) – supporting the Yued Nyoongar community with becoming land managers and business developers, as well as promoting cultural activities and celebrations.

While we understand that genuine reconciliation is a process and will take time, we are optimistic that the goals and objectives contained within this RAP are both realistic and – with the right amount of support - achievable.

The Shire has worked closely with the Yued Nyoongar Elders over the last several years and has since produced a Cultural Heritage Management Plan and an Agreement for Heritage Protection – both significant milestones and recognition of the positive partnership between the Shire of Gingin and the Yued Nyoongar People.



I would like to thank the following people for their guidance throughout the RAP development process:

- Yued Nyoongar Elders – Charlie Shaw, Ben Taylor, Alf Taylor, Bev Port-Louis, Margaret Drayton, June Headland, Evelyn Dawson, Mary Nannup and Dennis Jetta; and
- Heritage Advice Australia Director, Government Liaison & Approvals – Jane Pemberton.

Aaron Cook
Chief Executive Officer

About the Shire of Gingin

The Shire of Gingin is a unique and exciting place in which to live and visit. Covering an area of 3,325km² and with a population in excess of 5,400, the Shire is one of the fastest growing and developing rural shires in Western Australia, and its strategic location to the immediate north of the City of Wanneroo ensures that it will continue to experience significant growth and change.

The Shire of Gingin, with its extensive coastline and natural permanently flowing water courses of the Moore River and Gingin Brook, stretches from the coastline across the flat sandy soils of the Swan Coastal Plain in the west to the hinterland and foothills of the Darling Scarp to the east. The Shire embraces the lower reaches of the Moore River, together with a system of fresh water lakes and streams, and the watercourse of the Gingin Brook and its tributaries.

The Shire includes the inland town and administrative centre of Gingin, four coastal towns of Guilderton, Seabird, Ledge Point, and Lancelin, and six rural residential areas of Woodridge, Sovereign Hill, Moondah Ridge, Seaview Park, Redfield Park and Ocean Farm. The Shire also encompasses industrial estates, extensive tracts of agricultural land, and a number of national parks and reserves.

The four coastal towns are immensely popular tourist and holiday destinations, with the number of visitors in each town more than doubling during the summer months and holiday periods. The Shire is governed by a council comprising of nine councillors representing a no-ward system.



About the Yued Nyoongar People

We, the Yued Nyoongar People, are the Traditional Owners of an area which encompasses the Shire of Gingin. Our boundaries stretch from Leeman southwards to Two Rocks then eastwards to Bolgart and northwards to Coorow before heading back to Leeman. We have lived on this land for thousands of years.

The Yued Nyoongar region covers an area of 20,252km². Our booja (meaning 'our country') includes the Shires of Coorow, Dalwallinu, Dandaragan, Moora, Gingin, Victoria Plains, Toodyay and Chittering.

Nyoongar camping grounds, birthing areas, festival places, song lines and sacred lore sites are scattered throughout the Yued Nyoongar region. They are very significant and important for the Yued Nyoongar community.

We, like Aboriginal groups all over Australia, lived on our land for thousands of years before European settlement. Whilst we have been forced to move around due to processes of colonisation, we have never given up our customary rights and cultural connection to this land.

We speak the Nyoongar language and practice our culture. Like Nyoongar people in other areas of the South West we feel safe on our boodja (land) because of the presence of friendly spirits. We talk about good and unfriendly spirits including those who ensure people display correct behaviour on country. We look after each other by talking about places to avoid because of bad spirits. Birds such as the Djidi (willy wag-tail) and 'messenger birds' show us the way.

We have creation stories for particular parts of our country such as spiritual totems and Wagyls, Djanaks (devils), Woodarchi (little people who cause mischief and take possessions) and Boolya Yorgas and Maaman, who have special powers, all inhabit our country.

RAP Vision and Working Group

The RAP theme is simply *'Walking, Talking, Together'*. The RAP Vision statement is:

"For the Shire of Gingin and the Yued Nyoongar Traditional Owners to represent, inspire and provide leadership that generates positive outcomes which meets the needs of Yued Nyoongar Traditional Owners and the wider community".

The RAP Working Group is made up of:

- Yued Nyoongar Elders, namely Charlie Shaw, Ben Taylor, Alf Taylor, Bev Port-Louis, Margaret Drayton, June Headland and previously consisted of Evelyn Dawson, Mary Nannup and Dennis Jetta;
- Two representatives of the Shire of Gingin, namely former Chief Executive Officer, Jeremy Edwards, and Coordinator, Community Services and Engagement Jodie Mortadza and predecessor Linda Fidge;
- Jane Pemberton, Director-Government Liaison & Approvals at Heritage Advice Australia Pty Ltd (facilitates the Working Group Meetings);

The first RAP Working Group Meeting was held at SWALSC's offices in Cannington on Friday 21 February 2014. The launch of the RAP was held in Guilderton on 7 July 2014.

A review of the RAP was held in Guilderton on 24 November 2016. The working group also met a second time to review and comment on the Draft RAP on Tuesday 19 June 2018, of which several amendments were made.



RAP Reporting and Measureable Action Items

The RAP will be reported on by the Shire of Gingin to the RAP Working Group once a year (one year from launch date). However, Measureable Action Items will be tracked and reporting compiled throughout the year. The RAP measures and outcomes will be reviewed annually and also concurrently with the Shire's Strategic Community Plan ("SCP") (every two years) to ensure synergies and the Shire's commitment to goals.

To ensure the process stays on track and meets Reconciliation Australia guidelines (the requirement to track and report on progress), the following three measurables will be implemented:

- **RAP Reporting** - The Shire of Gingin will oversee the implementation, reporting and further development of the RAP through its regular annual business planning and reporting regime and through liaison with the RAP Working Group;
- **RAP Promotion** - RAP to be promoted internally and made available to the public and the relevant external organisations (such as SWALSC) via the Shire of Gingin website and the Reconciliation Australia website; and
- **Annual Updating** - Council RAP is reported on and measures are updated annually and made available to the public on the Shire of Gingin website and the Reconciliation Australia website.

The RAP will form part of the Corporate Business Plan as an Action Item.

The person with overall responsibility for the RAP within the Shire is the Chief Executive Officer.

Alignment with Strategic Community Plan 2017-2027

This RAP has been designed to align with the Shire's Strategic Community Plan ("SCP") focus areas of:

- Community Wellbeing
- Natural Environment
- Infrastructure & Development
- Economic Development
- Governance

This RAP also has a separate focus area regarding the general promotion of Aboriginal traditional culture and people within the Shire.

Focus Area 1: Community Wellbeing

Outcome: Inclusive and vibrant communities.

Recognition and respect of the Yued Nyoongar culture and heritage within the Shire of Gingin, including acknowledgement and through events/activities and supporting an inclusive community.

1.1 Aboriginal Flag

Aboriginal flag erected at the Shire offices.

1.2 NAIDOC Week

To acknowledge NAIDOC Week through:

- i. A display, community event, project, and/or other identified means; and
- ii. Promotion to the wider community via Shire website, social media and newsletters.

1.3 Significant Events

Yued Nyoongar representative/s to do 'Welcome to Country' at significant events hosted by the Shire of Gingin as an ongoing commitment (taking into account Shire budget constraints).

1.4 Mogumber Farm Precinct

Support from the Shire for the protection and respectful development of the Mogumber Precinct (farm).

Focus Area 2: Natural Environment

Outcome: Conservation and sustainable resource management.

Yued Nyoongar people have a close affiliation with the land and sustainability and seek opportunities to retain this connection through the sharing of information and employment/volunteer opportunities.

2.1 Guilderton Plaque Relocation

Relocation of the Yued Nyoongar Recognition Plaque/Stone Guilderton from a track near the Guilderton entry from entry track to Guilderton estuary foreshore. The plaque was officially inaugurated at the original site in 2006.

2.2 Land Rehabilitation Opportunities

Yued Nyoongar People have already shown and continue to show keen interest in working directly in areas of Land Rehabilitation and would be interested in associated positions of employment (e.g., land rehabilitation roles, apprenticeships etc.).

Support Yued Nyoongar employment opportunities specific to land rehabilitation:

- i. Employment and volunteer opportunities to be forwarded to the wider community for dissemination
- ii. Support employment opportunities of Yued Nyoongar Ranger in natural resource rehabilitation programs (etc.)



Focus Area 3: Infrastructure & Development

Outcome: Development and community infrastructure.

Places of heritage are identified, preserved and recognised, including heritage sites of significance to Yued Nyoongar People. Furthermore, to create awareness and valuing this heritage through visible information and arts.

3.1 Yued Nyoongar Aboriginal Heritage Agreement

The Shire of Gingin and Yued Nyoongar Working Group Aboriginal Heritage Agreement was signed on 24 November 2016 at Guilderton. This provides a legal framework around Aboriginal Heritage Surveys within the Shire boundaries by the Yued Nyoongar People.

3.2 Cultural Heritage Management Plan and Agreement for Heritage Protection

Heritage and significant sites to Yued Nyoongar are preserved and recognised through the Cultural Heritage Management Plan and Agreement for Heritage Protection.

3.3 Aboriginal Heritage Sites Inventory

Significant Aboriginal heritage sites continue to be included in the Shire's heritage inventory.

3.4 Yued Nyoongar Location Names

Consider incorporating significant Yued Nyoongar influence into the naming and identification of high visibility sites in the redevelopment of Gingin and smaller towns within the Shire boundary. The Yued Nyoongar People have requested that the Shire review its naming protocols, in collaboration with the Yued Nyoongar People, with a view to significantly increasing the visible acknowledgement of the Yued Nyoongar traditional people in prominent public locations (e.g. parks, streets, buildings, landmarks etc.).

3.5 Waugal Project

Supporting the Yued Nyoongar to undertake the "Waugal Project" through Yued Nyoongar involvement within:

- public art projects and recognition of the song lines in the Shire;
- Erecting signage displaying Yued Nyoongar history at trails, waterways, information sites and other significant and key locations;
- Storyboard at the Hinchcliffe Lookout; and
- Gathering information for promotion via the Shire website.



Focus Area 4: Economic Development

Outcome: Innovation and tourist playground.

Promotion and support of Yued Nyoongar business and employment opportunities. This includes providing opportunities to experience and be informed by culturally-based enterprises as well as supporting the growth and development of Aboriginal employment and business.

4.1 Tourism Opportunities

Yued Nyoongar People to be supported in development of any culturally based events/ experiences and enterprises; "Bushtucker" tours (for example) to be developed by Yued Nyoongar People and supported by Shire through advertising, and small business assistance (paperwork etc.). To also include other cultural experiences such as basket-weaving classes, for example.

4.2 Employment of Yued Nyoongar and Aboriginal businesses

Grow local business and employment - encourage establishment and growth of local Aboriginal businesses which have traditionally done well in other towns/regions (eg, land rehab programs run by Aboriginal corporations and businesses, fencing contracts, bushtucker cafes etc.) and support Yued Nyoongar/Aboriginal employment.

- i. Yued Nyoongar people to be supported by Shire of Gingin if new employment/businesses opportunities are developed;
- ii. Yued Nyoongar Business Directory (Register) to be established and made available via the Shire website; and
- iii. To be advertised through the Shire website with links for Aboriginal employment opportunities and advertised in local press and via Seek.



Focus Area 5: Governance

Outcome: Partner

As the local Traditional Owners, work collectively with the Shire of Gingin to inform, raise awareness and foster the aims of reconciliation within the Shire region.

5.1 Yued Nyoongar Working Group/Advisory Committee

To continue the partnership with the Yued Nyoongar Working Group for representation as consistent community stakeholders with regards matters requiring public consultation, in particular with regards contribution to development applications.

5.2 Cultural Awareness Training

Cultural Awareness Training for Shire Executive and staff to be developed and implemented as soon as practicable and tracked as a KPI in both the Corporate Business Plan and this RAP.

5.3 Employment Opportunities

The Shire to promote and encourage Aboriginal applicants to apply for employment positions when advertised.

5.4 Elected Member Representation

Elected member (Councillor) to be a representative of the Shire of Gingin at the Yued Nyoongar Working Group/Advisory Committee meetings when requested.

5.5 Shire Acknowledgement

Shire to acknowledge the Traditional Owners, the Yued Nyoongars, past and present for small and low key events.



Focus Area 6 (Specific to RAP): Promotion of Yued Nyoongar Traditional Culture and People within the Shire of Gingin

Outcome: Valuing Yued Nyoongar People

Identifying opportunities to promote, retain and value the Yued Nyoongar traditional culture and people within the Shire of Gingin.

6.1 Shire Website

Shire website to create links to Yued Nyoongar cultural information, Yued Nyoongar Aboriginal Directory and other association information of general interest or of significance.

6.2 Shire Media

Garner local media coverage of Yued Nyoongar cultural events and stories in the Shire, with intention to provide consistent future coverage of these events (eg, NAIDOC Week 2018).

6.3 Oral histories

Record/transcribe oral histories of local Yued Nyoongar People.

6.4 Distribution of RAP & Other Key Plans

Forward copy of completed Reconciliation Action Plan, Cultural Heritage Management Plan, and Heritage Protection Agreement to Yued Nyoongar Working Party representatives, Reconciliation Australia; and Shire Officers.

6.5 Specific Events

For consideration by Council for possibility of Yued Nyoongar Elder to attend specific events in an advisory capacity and/or invite as a guest.



Measurable Items and Actions

Item	Action	Status/ Responsibility	Proposed Timeframe
Focus Area 1: Community Wellbeing			
1.1 Aboriginal Flag	Aboriginal Flag erected at Shire Offices	-	Completed
1.2 NAIDOC Week	i) Acknowledge NAIDOC Week through a display, community event, project and/or other identified means.	CE&CSO	Annually
	ii) Promotion of NAIDOC Week to the wider community via Shire website, social media and Shire newsletters.	CGMO	Annually
1.3 Significant Events	Yued Nyoongar representative/s to do 'Welcome to Country' as an ongoing commitment (taking into account Shire budget constraints).	CECSO	Annually
1.4 Mogumber Farm Precinct	Support from Shire for protection and respectful development.	CEO	Ongoing
Focus Area 2: Natural Environment			
2.1 Guilderton Plaque Relocation	Relocation of Yued Nyoongar Recognition Plaque/Stone from a track to the Guilderton entry to Guilderton estuary foreshore.	EMA	Completed
2.1 Land Rehabilitation Opportunities	i) Employment and volunteer opportunities to be forwarded to the wider community dissemination.	CEO/HR Officer	Ongoing
	ii) Support employment opportunities of Yued Nyoongar Ranger in natural resource rehabilitation programs (etc.).	EMA/OMA	Annually
Focus Area 3: Infrastructure & Development			
3.1 Yued Nyoongar Aboriginal Heritage Agreement	Yued Nyoongar Aboriginal Heritage Agreement was completed – signed by Yued Nyoongar Working Group and Shire of Gingin on 24 November 2016.	-	Completed
3.2 Cultural Heritage Management Plan (CHMP) and Agreement for Heritage Protection (AHP).	Places of heritage are preserved and recognised, including heritage sites of significance to Yued Nyoongar People within the Cultural Heritage Management Plan and Agreement for Heritage Protection.	-	Completed
3.3 Shire of Gingin Heritage Inventory	Significant Aboriginal heritage sites to be added to inventory.	-	Completed
3.4 Yued Nyoongar Location Names	Consideration to be given to naming of parks, streets, buildings and/or other landmarks with in the Shire with Yued Nyoongar names; including Narrabup and Narrabin localities.	EMPD	Ongoing
3.5 Waugal Project	Support Yued Nyoongar People to undertake the Waugal Project: To include, <ul style="list-style-type: none"> ➤ Yued Nyoongar Cultural Heritage signage across Shire (eg, Trails, water ways, info sites and key locations); ➤ Storyboard at Hinchcliffe Lookout; ➤ Development cultural public art displays including recognition of songlines; and ➤ Collation of information for Shire website link. 	Yued & CCDS	2020-2022
Focus Area 4: Economic Development			
4.1 Tourism Opportunities	"Bushtucker" tours (for example) to be developed by Yued Nyoongar People and supported by Shire through advertising, and small business assistance (paperwork etc.). To also include other cultural experiences such as basket-weaving classes, for example.	CEO	Ongoing
4.2 Employment of Yued Nyoongar and Aboriginal businesses	i) Yued Nyoongar people to be supported by Shire of Gingin if new employment / businesses opportunities are developed.	CEO/HR Officer	Ongoing
	ii) Yued Nyoongar Business Directory (Register) to be established and made available via the Shire website.	CCDS/CCMO	2018-2019
	iii) To be advertised through the Shire website with links for Aboriginal employment opportunities and advertised in local press and via Seek.	CEO/HR Officer	Ongoing

Focus Area 5: Governance			
5.1 Yued Nyoongar Working Group/Advisory Committee	Working Group/Advisory Committee to be consistently consulted as key stakeholders in the Shire of Gingin's development.	CCDS/EMPD	Ongoing
5.2 Cultural Awareness Training	Shire of Gingin staff (all levels) to undertake cultural awareness training. CAT to be put out to tender to Yued Nyoongar Working Party members as acknowledged in the Yued Nyoongar Aboriginal Directory.	CEO/HR Officer	2019-2020
5.3 Employment Opportunities	The Shire promotes to and encourages Aboriginal applicants to apply for employment positions when advertised. Also Refer 4.2.	HR Officer	Ongoing
5.4 Elected Member Representation	Elected member (Councillor) to be representative of the Shire of Gingin at the Yued Nyoongar Working Group/Advisory Committee meetings and when requested.	CEO	Ongoing
5.5 Shire Acknowledgement	Shire to acknowledge the Traditional Owners, the Yued Nyoongars, past and present for small and low key events.	CEO	Ongoing
Focus Area 6 (Specific to RAP): Promotion of Yued Nyoongar Traditional Culture and People			
6.1 Shire Website	Shire website to create links to Yued Nyoongar cultural information, Yued Nyoongar Aboriginal Directory and other association information of general interest or of significance.	Yued & CCM	2019-2020
6.2 Shire Media	Promote Yued Nyoongar events and activities (eg, e-newsletter, Facebook), when information available.	Yued & CCM	Ongoing
6.3 Oral histories	Transcribing personal stories from local Yued Nyoongar People.	Yued, CDO & Gingin CRC	2018-2019
6.4 Distribution of RAP	Distribution of Reconciliation Action Plan, Cultural Heritage Management Plan, and Heritage Protection Agreement to be forwarded to Yued Nyoongar Working Party representatives, Reconciliation Australia for registration and Shire officers.	CCDS	2018-2019
6.5 Specific Events	For consideration by Council – possibility of Yued Nyoongar Elder to attend specific events in advisory capacity and/or invited as guest.	CEO	Ongoing

Contact Details

Shire of Gingin
7 Brockman Street (PO Box 510), Gingin, WA 6503
T: (08) 9575 2211
E: mail@gingin.wa.gov.au
W: www.gingin.wa.gov.au



11.2.2 LEASE - SHIRE OF GINGIN AND SEABIRD PROGRESS AND SPORTING ASSOCIATION INC. - LOT 197 (RESERVE 34485) HUDSON STREET, SEABIRD

Location:	Lot 197 (Reserve 34485) Hudson Street, Seabird
File:	A4019
Author:	cher GROVES – Community Services and Events Officer
Reporting Officer:	Kaye Lowes – Executive Manager Corporate and Community Services
Report Date:	18 September 2018
Refer:	18 December 2012 Item 11.1.6 19 February 2013 Item 11.1.1
Appendices:	1. Draft Lease Document

DISCLOSURES OF INTEREST

Councillor Johnson disclosed an Impartiality Interest in Item 11.2.2 on the grounds that he is a Committee Member of the Seabird Progress and Sporting Association Inc.

PURPOSE

To consider a formal lease between the Seabird Progress and Sporting Association (SPA) and the Shire of Gingin for the Seabird Hall located at Lot 197 Hudson Street, Seabird, for a period of two (2) years with a 2 (two) year further term option.

BACKGROUND

At its meeting of 19 February 2013, Council agreed to enter into a lease with the SPA for a five year period for the Seabird Community Hall and Grounds.

The SPA undertakes all facility hire bookings and general community operations for this facility. They collect the associated hire fees and retain that income less any applicable GST for management and cleaning costs.

The SPA contributes to the broader community in terms of their activities within the community facility.

COMMENT

The proposed draft lease between the Shire of Gingin and the SPA has been negotiated in the format employed by the Shire for lease arrangements involving community groups, including the standard lease term of two years. The draft lease has been considered and agreed to by the SPA.

This lease is subject to the endorsement of the Department of Lands. This endorsement has been granted.

A copy of the draft lease is attached as **Appendix 1**.

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 3 – Functions of local governments

Division 3 – Executive functions of local governments

Section 3.58 – Disposing of property

Local Government (Functions and General) Regulations 1996

Part 6 – Miscellaneous

Regulation 30 – Dispositions of property excluded from Act s. 3.58

In accordance with Regulation 30(b)(i), a disposition of land is an exempt disposition if the land is disposed of to a body, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature.

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>Infrastructure and Development</i>
Outcome	<i>3.2 Community Infrastructure The Shire provides fit for purpose community infrastructure in a financially responsible manner.</i>
Key Service Area	<i>Community Infrastructure</i>
Priorities	<i>3.2.1 Improve the use and financial sustainability of community infrastructure</i>

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Elgin SECONDED: Councillor Peczka

That Council:

- 1. Approve the proposed lease for the Seabird Community Hall and grounds on Lot 197 (Reserve 34485) Hudson Street, Seabird for a period of two years with a two year further term in accordance with the lease document shown in Appendix 1; and**
- 2. Authorise the Chief Executive Officer to execute the lease document on Council's behalf.**

CARRIED UNANIMOUSLY

APPENDIX 1



LEASE AGREEMENT

SHIRE OF GINGIN

AND

**SEABIRD PROGRESS AND SPORTS
ASSOCIATION INC.**

CONDITIONS

Parties

Shire of Gingin – "The Lessor"

AND

Seabird Progress and Sports Association Inc. – "The Lessee"

Use

The premises is not to be used for any purpose other than that specified in **Item 6** of the Schedule.

The use of the premises must not cause a nuisance or inconvenience to the public or surrounding residents by virtue of activities or noise from the facility.

The Lessee is to provide prior written advice to the Lessor of all events held within the premises. The leased area is a Public Building meaning restrictions and conditions may be required.

The Lessee will not sell or supply liquor from the premises or allow liquor to be sold or supplied from the premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

Premises

That area of land and buildings located at Lot 197 (Reserve 34485) Hudson Street, Seabird, on Deposited Plan 211847 being the land in Certificate of Crown Title Volume LR 3016 Folio 839, as depicted on the plan included as **Annexure 1**.

Term

The term of the lease is set out at **Item 2** of the Schedule. The Lessee may request the Lessor to grant a renewal of this Agreement for the further term set out at **Item 3** of the Schedule by giving written notice at least one month prior to the expiry of the initial term.

Holding Over

If the Lessor consents to the Lessee continuing to occupy the Leased Area after the expiry date, after the end of any extended term or during a lease renewal negotiation period, the Lessee is a monthly Lessee of the Leased Area and

- (a) the monthly tenancy may be terminated by either party giving to the other at least one month's notice which may expire on any day;
- (b) the rent is the same rent payable immediately before the expiry date or after the end of any extended term; and
- (c) all the other provisions of this Lease apply to the monthly tenancy except any option to extend this Lease.

Provision of Information

The Lessee agrees to provide to the Lessor:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) a copy of the Certificate of Currency or renewal certificate to be provided to the Lessor on an annual basis for each insurance policy, including Public Liability and Contents Insurance;
- (c) written advise of any changes in its office holders or its rules of Association during the Term; and
- (d) any information reasonably required by the Lessor.

RENT AND OTHER PAYMENTS

Rent

As specified in **Item 5** of the Schedule.

Outgoings

Electricity, gas, water, refuse collection and other consumable charges are the responsibility of the Lessor.

Key Bond

The Lessee will pay a bond of \$200.00 for a set of access keys to the premises prior to access being granted. If required, the bond may be withheld by the Lessor in the event that replacement of keys is required at the time of the Lessee vacating the premises.

The Lessee may request additional sets of access keys from the Lessor, if approved the Lessee is responsible for the cost of the additional access keys and to maintain a record of who is assigned the keys.

Building Bond

The Lessee will pay a building bond of \$400.00 prior to gaining access to the premises. If required, the bond may be withheld by the Lessor to make good any repairs or minor maintenance that may be necessary at the time of the Lessee vacating the premises.

Insurance

Public liability insurance in accordance with **Item 7** of the Schedule shall be maintained by the Lessee. The Lessee shall also maintain adequate and sufficient contents insurance. A copy of the certificate of currency is to be provided to the Lessor upon commencement of the lease, illustrating the full term of cover.

All cover is to be renewed annually, with a certificate of currency or renewal certificate to be provided to the Lessor on an annual basis.

Insurance for personal property is the Lessee's responsibility. All policy and certificate details are to be made available on request.

Arrangement of and payment for all public liability insurance is the responsibility of the Lessee.

TERMINATION

The Lessor may terminate this agreement by providing three months' written notice to the Lessee if at any time the building is not being used in accordance with the requirements of **Item 6** of the Schedule, or maintained to the Lessor's requirements.

Under exceptional circumstances the Lessor may ask the Lessee to vacate the premises immediately.

The Lessor reserves the right to terminate the agreement in the event that the Lessee commits a breach of its obligations under the agreement and such breach is not rectified within one month of receiving written notice to do so from the Lessor.

Restore Premises

Upon termination of this agreement the Lessee must, at its expense, restore the premises to a condition satisfactory to the Lessor.

The Lessor will undertake an assessment and provide a checklist of items to be restored.

Property Inspections

The Lessor may conduct property inspections of the premises on an annual basis to ensure the appearance and the condition of the building is being maintained to the satisfaction of the Lessor and the *Health (Public Buildings) Regulations 1992*.

LESSEE'S RESPONSIBILITIES

Maintenance, Repair and Cleaning

The Lessee must strictly comply with the Maintenance and Cleaning Schedule included as **Annexure 2**.

Where the Lessee is responsible for any damage to the premises, such damage is to be promptly repaired, at the Lessee's expense, to the satisfaction of the Lessor.

Report to Council

The Lessee must report all vandalism, defects and pollution to the Lessor within 24 hours of any such occurrence being identified.

To report any issues please email mail@gingin.wa.gov.au or send via post to PO Box 510, GINGIN WA 6503. If urgent please telephone 9575 2211 during office hours.

Alterations

No alterations, additions or improvements are to be made to the premises without the written consent from the Lessor.

Alterations, additions or improvements to the premises may result in a Lease Variation as project costs, including ongoing maintenance, may be the responsibility of the Lessee.

The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

There is a requirement under the Land Administration Act 1997, Section 18 (Crown land transactions that need Minister's approval) for the consent of the Minister for Lands for any alterations or further negotiations on this lease document.

Securing the Premises

The Lessee is to ensure the premises are appropriately secured at all times. Where an alarm is present the alarm should be activated and the Lessor supplied with access codes.

Lessor's Right of Reasonable Entry

The Lessee must permit the Lessor or its authorised representative/s to enter the premises for the following purposes:

- in the event of an emergency;
- to undertake property inspections to ensure compliance with the terms of this Agreement;
- to carry out routine repairs or other work necessary to maintain the premises in good condition; and
- to carry out Capital Project works.

Hiring of the Premises

The Lessor acknowledges that the Lessee manages the hiring out of the premises to third parties. Hire fees be set as part of the Schedule of Fees and Charges in the Lessor's annual budget.

Records of all income derived from hire charges shall be forwarded to the Lessor on a quarterly basis. Said income can be retained by the Lessee as a management fee, less the Goods and Services Tax (GST) which is payable to the Lessor. Records will be used to provide quarterly provision of consumables.

The Lessee is to provide prior written advice to the Lessor of all events held within the premises. The leased area is a Public Building meaning restrictions and conditions may be required.

The Lessee will not sell or supply liquor from the premises or allow liquor to be sold or supplied from the premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

Fire Mitigation

- (a) Fire Prevention – Without limiting any other provision of this Lease, the Lessee must in relation to the Leased Area promptly comply with:

- i. the *Bush Fires Act 1954* and any other laws relating to the prevention and control of fires; and
 - ii. all proper directions concerning fire prevention and control given to the Lessee by the Lessor or any Authority.
- (b) Fire Control – The Lessee must immediately :
 - i. notify the Lessor as soon as a fire is detected on the Leased Area; and
 - ii. take all reasonable and safe action which the Lessee is able to take to try to extinguish any unauthorised or uncontrolled fire on the Leased Area.
- (c) Authorised Fires – The Lessee must not do anything which causes or may cause a fire on the Leased Area unless the fire is:
 - i. not prohibited by law or by a direction of the Lessor or an Authority; and
 - ii. the fire is not dangerous and is properly controlled so that it cannot become dangerous.
- (d) Liability for Fires – The Lessee is responsible for and must pay or reimburse the Lessor for all Liabilities as a result of any fire which starts on the Leased Area unless the Lessee can prove to the reasonable satisfaction of the Lessor that the fire:
 - i. was not caused by the Lessee's negligent or unlawful act or omission or the Lessee's default under this Lease; or
 - ii. was started by a cause beyond the Lessee's reasonable control.
- (e) Risk Management Plan – Due to the nature of activities of the Lessee a Risk Management Plan may be required for certain activities and/or events undertaken within the leased premises. This may be an additional condition of this lease agreement as specified in accordance with **Item 8**.
- (f) Failure to comply can lead to immediate termination of this lease.

Smoking on Premises

The Lessee must not smoke or permit a person to smoke within the leased premises.

Comply with Legislation and Statutory Obligations

The Lessee must promptly comply with all statutes and local laws from time to time in force relating to the premises.

The Lessee must apply for, obtain and maintain in force all consents, approvals, authorities, licenses and permits required under any statute for the use of the premises.

The Lessee must not allow a person to carry out any harmful, offensive or illegal act within or around the premises.

Work within Premises

The Lessee must carry out works in accordance with Work Safe (WA) practices, being mindful of the risk to health and fire hazards.

Any works must not cause a nuisance or inconvenience to the public or surrounding residents by virtue of activities or noise from the facility.

Behaviour

The Lessee is not to allow any anti-social behaviour in or around the premises including but not limited to loud music, foul language, drunken behaviour, uncontrollable parties, fighting, acts of physical violence and unwanted entry onto neighbouring properties.

Noise Restrictions apply from 7pm to 7am.

INDEMNITY

Indemnity

The Lessee indemnifies, and shall keep indemnified, the Minister for Lands and the Lessor from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor or brought, maintained or made against the Lessor in respect of:

- (a) any loss whatsoever (including loss of use);
- (b) injury or damage of, or to, any kind of property or thing; and
- (c) the death of, or injury suffered by, any person,

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

Obligations Continuing

The obligations of the Lessee to indemnify the Lessor:

- (a) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations will be reduced by the extent of such payment.
- (b) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

Release

(1) The Lessee:

- (a) agrees to occupy and use the Premises at the risk of the Lessee; and
- (b) releases to the full extent permitted by law, the Lessor from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by; and
 - (ii) loss of or damage to the Premises or personal property of the Lessee;

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

- (2) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

Limit of Lessor's liability

- (1) The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring, except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

DISPUTES

a) Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from time to time (the Lessor's Representative) who shall convene a meeting within 15 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor and a nominated representative of the Lessee for the purpose of resolving the dispute (the Original Meeting).

b) Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **Disputes - clause A** of this Lease then the dispute shall be referred in writing to the Chief Executive Officer (CEO) of the Lessor who shall convene a meeting within 15 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and the President of the Lessee for the purpose of resolving the dispute.

c) Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with **Disputes - clause B** of this Lease then the dispute shall be determined by an independent arbitrator as agreed to by both parties, and the Lessor and the Lessee may each be represented by a legal practitioner, or otherwise as each party determines appropriate.

d) Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid.

SCHEDULE

ITEM 1: LAND

Lot 197 (Reserve 34485) Hudson Street, Seabird, on Deposited Plan 211847 being the land in Certificate of Crown Title Volume LR 3016 Folio 839

PREMISES

The land and buildings contained within the area shown in **Annexure 1**.

ITEM 2: TERM

Two years

ITEM 3: FURTHER TERM

Two years

ITEM 4: COMMENCEMENT DATE

1 July 2018

ITEM 5: RENT

One dollar per annum.

ITEM 6: USE

Social and recreational activities of the Seabird Progress and Sports Association Inc. and all uses reasonably ancillary to that purpose.

ITEM 7: PUBLIC LIABILITY INSURANCE

\$20,000,000.00

ITEM 8: ADDITIONAL TERMS AND CONDITIONS

Nil

It is acknowledged that the Shire of Gingin and the Seabird Progress and Sports Association Inc. agree on the above conditions and responsibilities.

Signed on behalf of the Shire of Gingin:

AARON COOK
CHIEF EXECUTIVE OFFICER

DATE

Signed on behalf of the Seabird Progress and Sports Association Inc.

SIGNATURE

DATE

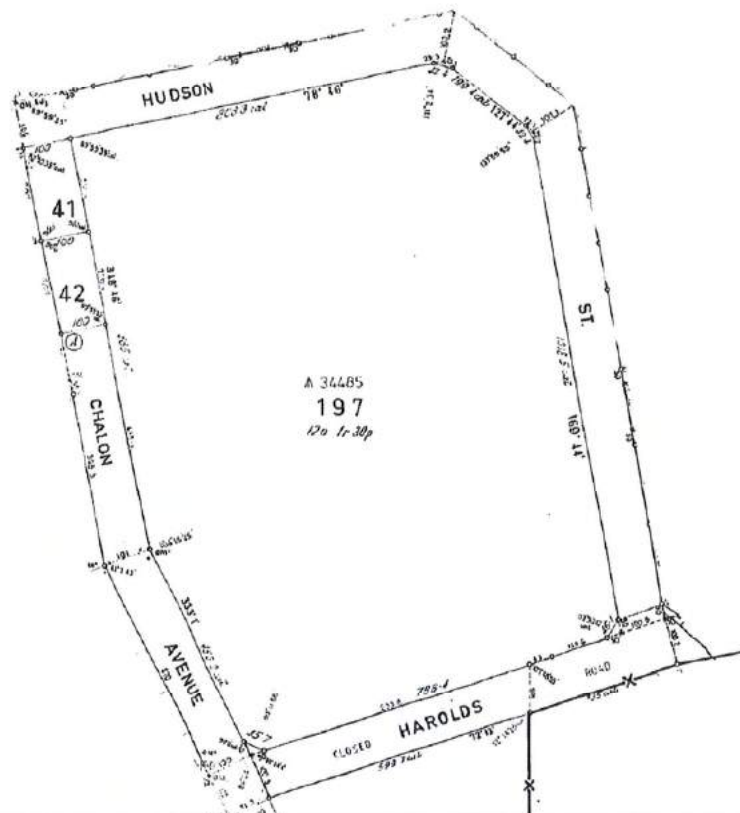
PRINT NAME

OFFICE HELD

MINISTER FOR LANDS CONSENT:

Consent under section 18 of the *Land Administration Act 1997* as per approval correspondence included as **Annexure 3**.

Annexure 1 – Plan of Premises



Annexure 2 – Maintenance and Cleaning

The following outlines the cleaning, maintenance and repair obligations of the Lessee for buildings that are leased under this Lease Agreement. This is to be read and adhered to in conjunction with the Lease Agreement.

The Lessor's expectation is that the Lessee is responsible for the cleaning, maintenance and repair of damage as a result of the use of the leased area.

Lessee Responsibilities:

INTERNAL

The interior of the building is to be maintained in a clean and tidy condition at all times and within the terms of the Lease, is to be kept free of dirty marks, cobwebs and vermin.

Internal	Lessee Responsibilities
Windows	To be kept clean, free from any marks and cobwebs. To be lockable and operable.
Doors	To be kept clean, free from any marks, damage and cobwebs. To be lockable and operable. Any door closers or other devices fitted should be maintained in good working order. NOTE: Locks are not to be changed without the prior approval of the Lessor. Locks must be keyed to Lessor's Master Key System.
Walls	To be kept clean, free from any marks, damage and cobwebs.
Ceilings	To be kept clean, free of cobwebs and cleaned of any temporary decoration. Penetrations for appliances such as air conditioning vents shall be kept clean and in good working order. NOTE: Any water damage or sagging to be reported to the Lessor.
Floors	To be kept clean and regularly maintained in accordance with the requirements of the type of surface i.e. carpets to be vacuumed regularly and steam cleaned annually, hard floors to be swept and mopped. Hard floors to be stripped back and resealed as required by the lessor. In kitchen areas, relevant Health requirements should be strictly complied with.
Cupboards	To be regularly cleaned with all doors, latches, drawers and shelves being in good working order. To be free from any marks or food residue.
Built in Joinery: (benches, cabinets)	To be regularly cleaned and free of debris.
Electrical Fittings	All electrical fittings such as power points, light switches and light fittings to be kept clean and in good working order and undertake testing of Residual Current Devices in accordance with AS/NZS 3760-2010 <i>In service safety inspection and testing of electrical equipment</i> . Replace light globes and fluorescent light tubes which may fail.
Fire Fighting Equipment and Exit Signs	To ensure Fire Fighting Equipment is not tampered with or removed from designated area. Lessee is responsible for costs incurred for replacement, mis-use, tampered or lost Fire Fighting Equipment.

	<p>A clear path or access should be maintained with no obstruction within 1 meter of firefighting equipment.</p> <p>The Lessee is responsible for notifying the Lessor if the Fire Evacuation Exit Signs are not in good working order.</p>
Rubbish Bins	All rubbish is to be placed in the outside Rubbish Bins in the designated bin areas / enclosures.
Security Systems	<p>The Lessee to pay all costs associated with the installation and ongoing monitoring of the security system.</p> <p>To be maintained in accordance with the supplier's instructions.</p> <p>Provide evidence of regular annual maintenance (maintenance Report) by a licensed provider.</p> <p>All Telecommunications and any other fees are to be met by the Lessee.</p> <p>Lessee to provide Access Keys and alarm codes to the Lessor.</p>
Sinks, Basins, Pedestal Pans & Cisterns	To be maintained in a clean and operable condition.
Toilets & Showers	<p>To be kept in a clean and operable condition at all times.</p> <p>Additional consumables, after usage of quarterly provision (i.e. toilet paper, paper towels) are the responsibility of the Lessee.</p> <p>All walls and floor surfaces to be kept cleaned and undamaged.</p>
<ul style="list-style-type: none"> Stove, Fans, Refrigerators, Heaters, & other White Goods 	All to be kept clean and operated in accordance with the manufacture's requirements.

EXTERNAL

The whole of the exterior of the building is to be kept in a clean and tidy condition free from cobwebs, leaves and debris/litter.

In particular, the following items must be given attention:

External	Lessee Responsibilities
Windows	To be kept clean, operable and lockable at all times.
Doors	<p>To be kept clean, free from any marks, damage and cobwebs. To be lockable and operable. Any door closers or other devices fitted should be maintained in good working order.</p> <p>NOTE: Locks are not to be changed or altered. All locks are keyed to Lessor's Master Key System. Lessee is responsible for the costs of lost keys and associated replacement.</p>
Security Screens	To be kept clean and firmly fixed. Any cobwebs to be regularly removed.
Walls	To be kept clean, free from any marks, damage and cobwebs.
Verandah	To be kept clean and free from cobwebs. To be kept clean, tidy and free from litter, rubbish, leaves and debris.

Eaves	To be kept clean and free from cobwebs.
Pathways	To be kept clear of rubbish and to be swept regularly. Vegetation surrounding the building not to be damaged or removed.
Light Fittings	To be kept clean and free from cobwebs. Replace all light globes which may fail.
Signs	Any signs installed by the Lessee, located on the building are to be regularly maintained and kept in a safe condition. Signs that may become damaged are to be replaced immediately. Any approvals or licences for signs are to be kept current.
Outdoor Sponsorship Signs	To be maintained to not less than the standard outlined above. Sponsorship Signs require approval of the Lessor before being installed.
Surrounds	To be kept clean, tidy and free from litter, rubbish, leaves and debris.
Rubbish Bins	Rubbish bins are to be kept neat and clean. To be placed in the designated areas. Bin enclosures to be kept clear of all rubbish and secured.

Lessor Responsibilities

Internal / External	Lessor Responsibilities
Gutter Cleaning	To maintain and clean guttering of natural product, including leaves, twigs and soil.
Fire Protection Equipment	To service and replace fire equipment as required.
Building Structural Repairs	To maintain and repair the building structure from wear and tear.
External Drainage	To repair external drainage infrastructure failure.
Redecoration	To redecorate as required.
Air conditioning	The annual maintenance report is to be undertaken by a licensed provider.
Stove, Fans, Refrigerators, Heaters, & other White Goods	All items to be tested and tagged by a licensed provided in accordance with AS/NZS 3760-2010 <i>In service safety inspection and testing of electrical equipment</i> .
Sinks, Basins, Pedestal Pans & Cisterns	Clearing of all blockages and repairs to fittings.
Toilets & Showers	To clear all blockages. Replacement and repair of fittings such as taps, roll dispensers and coat hangers. A quarterly provision of consumables (i.e. toilet paper, paper towels) will be provided subject to usage (as reported on a quarterly basis plus a "group use" allocation).

Annexure 3 – Minister for Lands Consent



Department of Planning,
Lands and Heritage

Land Use Management

Our ref: File: 03502-1976 Job: 181539
Enquiries: Carmen Watts Ph: 9771 7936
Email: carmen.watts@dph.wa.gov.au Fax: 6552 4417

12 July 2018

Chief Executive Officer
Shire of Gingin
Attention: Cher Groves

By email only: cdso@gingin.wa.gov.au

Dear Cher

Section 18 Ministerial consent – Proposed Lease over Reserve 34485 being Lot 197 on Deposited Plan 211847 between the Shire of Gingin (Lessor) and Seabird Progress and Sports Association Inc. (Lessee)

Thank you for your recent correspondence regarding permission for the Shire of Gingin to grant a lease over Reserve 34485 to Seabird Progress and Sports Association Inc. for the use of "Social and recreational activities of the Seabird Progress and Sports Association Inc. and all uses reasonably ancillary to that purpose". Reserve 34485 is set aside for the purpose of "Recreation" with a Management Order in favour of the Shire of Gingin with power to lease for any term not exceeding 21 years subject to the approval of the Minister for Lands.

In accordance with section 18 of the *Land Administration Act 1997* (LAA) the Minister for Lands approval is granted to the proposed Lease provided to the Department of Planning, Lands and Heritage (DPLH) by email dated 6 July 2018 on the condition that the final Lease executed by the parties is on the same terms as that provided to DPLH with that email and subject to the Premises stated on the Conditions page being updated to Reserve 34485 in lieu of Reserve 3448.

Please note that this approval is for the purposes of section 18 LAA only and does not constitute an endorsement as to the terms and effect of the document. DPLH cannot provide any advice in respect of the Lease and recommends that each party obtain their own independent advice as to their rights and obligations under the Lease.

This approval is subject to the registration requirements of the *Transfer of Land Act 1893*. You will need to provide a copy of this letter to Landgate when the document is lodged for registration at Landgate.

Should you have any enquiries please contact me on any of the above details.

Yours faithfully

Carmen Watts
Senior State Land Officer (Pos Number 25287)
Case Delivery

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 Locked Bag 2506, Perth Western Australia 6001
Telephone (08) 6552 4400 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)
Email: info@lands.wa.gov.au Website: www.lands.wa.gov.au
ABN: 68 565 723 484

11.2.3 MONTHLY FINANCIAL STATEMENT FOR THE PERIOD ENDING 31 JULY 2018 AND LIST OF PAID ACCOUNTS FOR THE PERIOD ENDING 31 AUGUST 2018

File:	FIN/25
Reporting Officer:	Kaye Lowes – Executive Manager Corporate and Community Services
Report Date:	18 September 2018
Refer:	Nil
Appendices:	1. Statement of Financial Position for the Period to 31 July 2018

DISCLOSURES OF INTEREST

Nil

COMMENT

The following are presented for Council's consideration:

1. Statement of Financial Position for the period to 31 July 2018.

This Statement of Financial Position was unavailable for presentation to the Council meeting on 21 August 2018 and is now provided for Council's consideration.

The Statement of Financial Position for the period to 31 August 2018 will be presented to the Ordinary Council meeting on 16 October 2018.

2. List of Paid Accounts for the period to 31 August 2018 in accordance with the following summary of activity:

PAYMENT TYPE	\$
Municipal	
EFT	523,367.10
Cheque	36,221.12
Direct Debit	170,026.66
Total (Municipal)	729,614.88
Trust	1,028.04
Bank Statement	
Bank Fees and Charges	2,218.20
Wages and Salaries	247,744.25
Police Licensing	79,680.10
LA Office Rent	643.38
Equipment Rental – Message on Hold	573.58
Total (Bank Statement)	330,859.51
TOTAL EXPENDITURE	1,061,502.43

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

STATUTORY ENVIRONMENT

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 – s.6.4

Regulation 34 – Financial activity statement required each month (Act s.6.4)

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>Governance</i>
Objective	<i>5. To demonstrate effective leadership, governance and advocacy on behalf of community</i>
Outcome	<i>5.1 Values Our Organisational/business values are demonstrated in all that we do.</i>
Key Service Area	<i>Financial Management</i>
Priorities	<i>Nil</i>

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson **SECONDED:** Councillor Court

That Council:

1. Receive the Statement of Financial Position for the period ending 31 July 2018 as presented in Appendix 1; and
2. Endorse the List of Paid Accounts for the period ending 31 August 2018.

CARRIED UNANIMOUSLY

APPENDIX 1



MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

FOR THE PERIOD OF 1 JULY 2018 TO 31 JULY 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 1996

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SHIRE OF GINGIN
Information Summary

Key Information

Report Purpose:

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34.

Items of Significance:

The material variance adopted by the City/Town/Shire of Gingin for the 2018/19 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure.

Note: The Statements are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Prepared by: Ziggy Edwards
Reviewed by: Kaye Lowes
Date Prepared: 11/09/2018

Shire of Gingin Monthly Statement of Financial Activity
1 July to 31 July 2018

Statement of Financial Activity by Program

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. \$	Var. %		Timing/Permanent	Comments
OPENING FUNDING SURPLUS (DEFICIT)	1,509,994	1,509,994	2,004,886	494,892	32.77%	▲		Variance relates to adjustment for Leave Liability not included in Budget Calculation
REVENUE FROM OPERATING ACTIVITIES								
GENERAL PURPOSE FUNDING	1,121,521	93,456	(53,471)	(146,927)	(157.22)%	▼	Timing	Prepaid Rates transferred to Rates Income
GENERAL PURPOSE FUNDING - RATES	7,937,123	7,885,278	7,924,339	39,061	0.50%			Rates Raised in full
GOVERNANCE	50	4	22	18	458.50%		Timing	Correction required
LAW ORDER PUBLIC SAFETY	567,488	47,283	218,156	170,873	361.38%	▲	Timing	BRPC Grant Funded by DFES in full
EDUCATION & WELFARE	105,500	8,791	11,650	2,859	32.52%		Timing	
HEALTH	316,848	26,401	121,030	94,629	358.43%	▲	Timing	
HOUSING	22,200	1,848	2,300	452	24.46%		Timing	
COMMUNITY AMENITIES	1,491,573	1,329,427	1,494,757	165,330	12.44%	▲	Permanent	Rubbish Charges raised in full
RECREATION & CULTURE	234,708	19,551	322	(19,229)	(98.35)%	▼	Timing	
TRANSPORT	179,057	14,920	2,023	(12,897)	(86.44)%	▼	Timing	
ECONOMIC SERVICES	1,687,847	140,644	70,153	(70,491)	(50.12)%	▼	Timing	
OTHER PROPERTY & SERVICES	280,550	23,376	24,725	1,349	5.77%			
TOTAL REVENUE	13,944,465	9,590,979	9,816,005	225,026	2.35%			
EXPENDITURE FROM OPERATING ACTIVITIES								
GENERAL PURPOSE FUNDING	(359,061)	(29,918)	(28,430)	1,488	4.97%			
GOVERNANCE	(1,086,849)	(90,546)	(95,395)	(4,849)	(5.36)%			
LAW ORDER PUBLIC SAFETY	(1,526,634)	(128,938)	(88,289)	40,649	31.53%	▲	Timing	
EDUCATION & WELFARE	(213,405)	(18,489)	(14,760)	3,729	20.17%		Timing	
HEALTH	(808,727)	(72,313)	(67,350)	4,963	6.86%			
HOUSING	(40,509)	(3,773)	(3,216)	557	14.76%			
COMMUNITY AMENITIES	(2,788,662)	(232,293)	(86,006)	146,287	62.98%	▲	Timing	
RECREATION & CULTURE	(3,233,764)	(291,077)	(141,231)	149,846	51.48%	▲	Timing	

Shire of Gingin Monthly Statement of Financial Activity
1 July to 31 July 2018

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. \$	Var. %		Timing/Permanent	Comments
TRANSPORT	(4,475,577)	(374,773)	(148,987)	225,786	60.25%	▲	Timing	
ECONOMIC SERVICES	(1,466,484)	(124,461)	(51,562)	72,899	58.57%	▲	Timing	
OTHER PROPERTY & SERVICES	(612,528)	(54,097)	(190,840)	(136,743)	(252.77)%	▼	Timing	
TOTAL EXPENSES	(16,612,200)	(1,420,678)	(916,066)	504,612	35.52%	▲	Timing	
OPENING ACTIVITIES EXCLUDED FROM BUDGET								
ADJUST BACK DEPRECIATION	4,333,416	361,104	0	(361,104)	(100.00)%	▼	Timing	Monthly Depreciation not run due to 17/18 EOY to be finalised
ADJUST (PROFIT)/LOSS ON ASSET DISPOSALS	119,132	9,932	0	(9,932)	(100.00)%		Timing	
AMOUNT ATTRIBUTABLE TO OPERATING ACTIVITIES	1,784,813	8,541,337	8,899,938	358,601	4.20%			
INVESTING ACTIVITIES								
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS	5,006,278	1,200,518	1,074,400	(126,118)	(10.51)%	▼	Timing	Orange Springs Road Grant paid 40%
PROCEEDS FROM DISPOSAL OF ASSETS	128,455	10,702	0	(10,702)	(100.00)%	▼	Timing	
PURCHASE LAND AND BUILDINGS	(857,307)	(58,751)	(1,376)	57,375	97.66%	▲	Timing	
PURCHASE INFRASTRUCTURE ASSETS - ROADS	(4,705,611)	(392,119)	(660)	391,459	99.83%	▲	Timing	
PURCHASE INFRASTRUCTURE ASSETS - PARKS	(676,540)	(56,372)	(1,500)	54,872	97.34%	▲	Timing	
PURCHASE PLANT AND EQUIPMENT	(1,479,675)	(123,299)	0	123,299	100.00%	▲	Timing	
PURCHASE FURNITURE AND EQUIPMENT	(106,880)	(8,902)	0	8,902	100.00%		Timing	
PURCHASE FOOTPATHS	(200,000)	(16,666)	0	16,666	100.00%	▲	Timing	
PURCHASE OTHER INFRASTRUCTURE	(54,000)	(4,498)	0	4,498	100.00%		Timing	
PURCHASE INFRASTRUCTURE SEWERAGE	(400,000)	(33,333)	0	33,333	100.00%	▲	Timing	
AMOUNT ATTRIBUTABLE TO INVESTING ACTIVITIES	(3,345,280)	517,280	1,070,864	553,584	107.02%	▲	Timing	Orange Springs Road Grant paid 40%
FINANCING ACTIVITIES								
PROCEEDS FROM NEW DEBENTURES	455,740	35,416	0	(35,416)	(100.00)%	▼	Timing	
PROCEEDS FROM SELF-SUPPORTING LOANS	6,353	529	0	(529)	(100.00)%		Timing	

Shire of Gingin Monthly Statement of Financial Activity
1 July to 31 July 2018

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. \$	Var. %		Timing/Permanent	Comments
TRANSFERS TO RESERVES (RESTRICTED ASSETS)	(173,602)	(14,459)	(1,181)	13,278	91.83%	▲	Timing	
TRANSFERS FROM RESERVES (RESTRICTED ASSETS)	540,958	45,076	0	(45,076)	(100.00)%	▼	Timing	
REPAYMENT OF DEBENTURES	(205,446)	(22,932)	(22,658)	274	1.20%		Timing	
SELF-SUPPORTING LOANS RAISED	(55,740)	(2,083)	0	2,083	100.00%		Timing	
PROCEEDS FROM ADVANCES	11,986	998	0	(998)	(100.00)%		Timing	
RESTRICTED CASH	(529,777)	(47,898)	0	47,898	100.00%	▲	Timing	
AMOUNT ATTRIBUTABLE TO FINANCING ACTIVITIES	50,472	(5,353)	(23,838)	(18,485)	(345.32)%	▼	Timing	
CLOSING FUNDING SURPLUS(DEFICIT)	0	10,563,258	11,951,850	1,388,593	13.15%	▲	Timing	

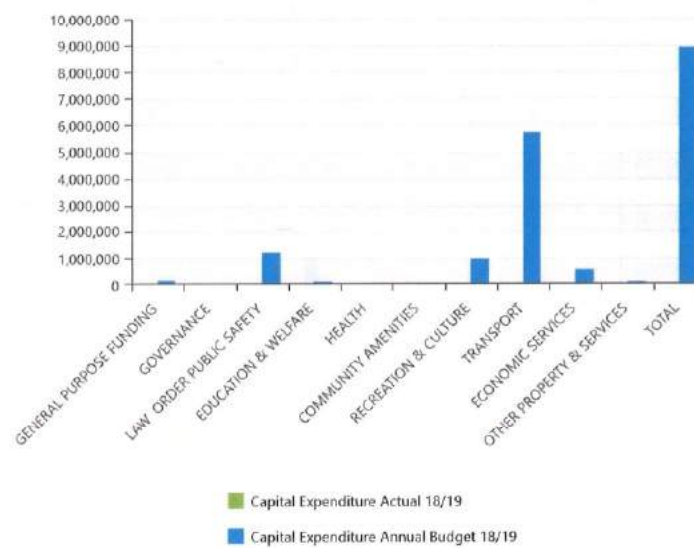


Shire of Gingin Financial Statement of Activity
1 July 2018 to 31 July 2018

Acquisition of Assets & Other Non-Capital Expenditure

By Program

	Capital Expenditure Actual 18/19	Capital Expenditure Annual Budget 18/19
GENERAL PURPOSE FUNDING	1,181	163,990
GOVERNANCE	0	2,500
LAW ORDER PUBLIC SAFETY	0	1,205,400
EDUCATION & WELFARE	103	105,000
HEALTH	12,821	28,066
COMMUNITY AMENITIES	9,837	74,362
RECREATION & CULTURE	1,803	936,580
TRANSPORT	660	5,718,286
ECONOMIC SERVICES	0	571,610
OTHER PROPERTY & SERVICES	19,236	109,007
TOTAL	45,640	8,914,801

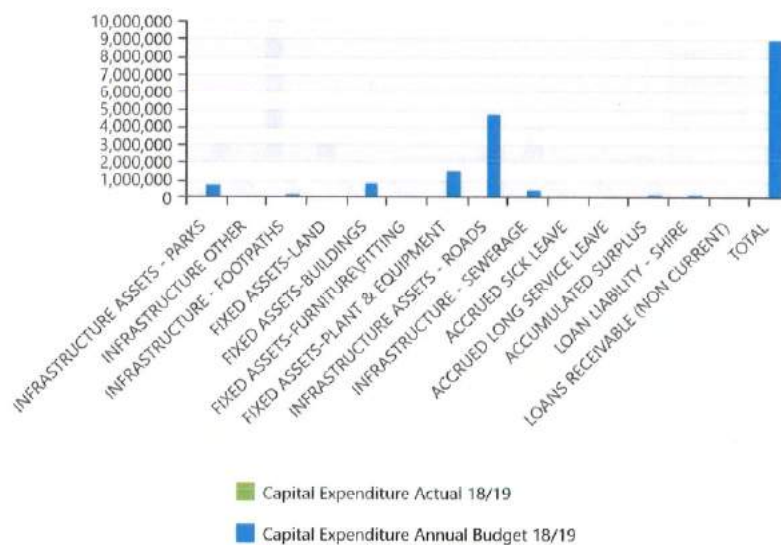


Shire of Gingin Financial Statement of Activity
1 July 2018 to 31 July 2018

Acquisition of Assets & Other Non-Capital Expenditure (cont.)

By Category

	Capital Expenditure Actual 18/19	Capital Expenditure Annual Budget 18/19
INFRASTRUCTURE ASSETS - PARKS	1,500	676,540
INFRASTRUCTURE OTHER	0	54,000
INFRASTRUCTURE - FOOTPATHS	0	200,000
FIXED ASSETS-LAND	970	40,000
FIXED ASSETS-BUILDINGS	406	817,307
FIXED ASSETS-FURNITURE/FITTING	0	106,880
FIXED ASSETS-PLANT & EQUIPMENT	0	1,479,675
INFRASTRUCTURE ASSETS - ROADS	660	4,705,611
INFRASTRUCTURE - SEWERAGE	0	400,000
ACCRUED SICK LEAVE	3,641	0
ACCRUED LONG SERVICE LEAVE	14,625	0
ACCUMULATED SURPLUS	1,181	173,602
LOAN LIABILITY - SHIRE	22,658	205,446
LOANS RECEIVABLE (NON CURRENT)	0	55,740
TOTAL	45,640	8,914,801





Shire of Gingin Monthly Financial Statement of Activity
1 July to 31 July 2018

Disposal of Assets

Disposal of Assets	Annual Budget	Actuals
05 LAW ORDER PUBLIC SAFETY		
SALE OF ASSETS		
05318015 Sale Of Ranger's D/Cab Utility 4wd GG073	15,000	0
05318020 Sale Of Ranger's D/Cab Utility 4wd GG074	15,000	0
Total SALE OF ASSETS	30,000	0
LOSS ON SALE OF ASSETS		
05307400 Loss On Sale Of Assets	-26,798	0
Total LOSS ON SALE OF ASSETS	-26,798	0
Total 05 LAW ORDER PUBLIC SAFETY	3,202	0
12 TRANSPORT		
SALE OF ASSETS		
12318203 Sale of Husqvana Mower Mower GG095	4,000	0
12318918 Sale of Mitsubishi Bobtail GG060	25,455	0
12318929 Sale of Kanga GG040	2,000	0
12318945 Sale GG061 - Ford Utility	2,000	0
12318954 Sale of Mitsubishi Canter Truck GG048	25,000	0
12318960 Sale of Bomag Roller GG029	40,000	0
Total SALE OF ASSETS	98,455	0
LOSS ON SALE OF ASSETS		
12307400 Loss On Sale Of Assets	-92,334	0
Total LOSS ON SALE OF ASSETS	-92,334	0
Total 12 TRANSPORT	6,121	0
TOTAL	9,323	0



Shire of Gingin Monthly Statement of Financial Activity
1 July to 31 July 2018

Information on Borrowings

Loan	Opening Balance	New Loan	Principal (YTD Actuals)	Principal (YTD Budget)	Principal Outstanding (Actual)	Principal Outstanding (Budget)	Interest (YTD Actuals)	Interest (YTD Budget)
100 Gingin Medical Centre	185,141	0	12,821	13,033	172,320	172,108	6,026	5,818
111 Wannamal West Road	469,334	0	0	0	469,334	469,334	0	0
114 Guilderton Country Club Extensions	434,545	0	0	0	434,545	434,545	0	0
120 Regional Hardcourt Facility	304,695	0	0	0	304,695	304,695	0	0
123 Purchase Lot 44 Weld St, Gingin	199,400	0	0	0	199,400	199,400	0	0
124A Regional Hardcourt Facility	294,026	0	0	0	294,026	294,026	0	0
126 Gingin Aquatic Centre Tiling	123,574	0	0	0	123,574	123,574	0	0
127 Seabird Seawall Extension	185,113	0	9,837	9,899	175,276	175,214	2,323	2,262
128 Lancelin Caravan Park Assets	181,108	0	0	0	181,108	181,100	0	0
103 Gingin Sale Yards	6,353	0	0	0	6,353	6,353	0	0
131 Guilderton Caravan Park Waste Water	0	400,000	0	0	0	400,000	0	0
TOTAL	2,383,287	400,000	22,658	22,932	2,360,630	2,760,347	8,349	8,080



Shire of Gingin Monthly Statement of Financial Activity
1 July to 31 July 2018

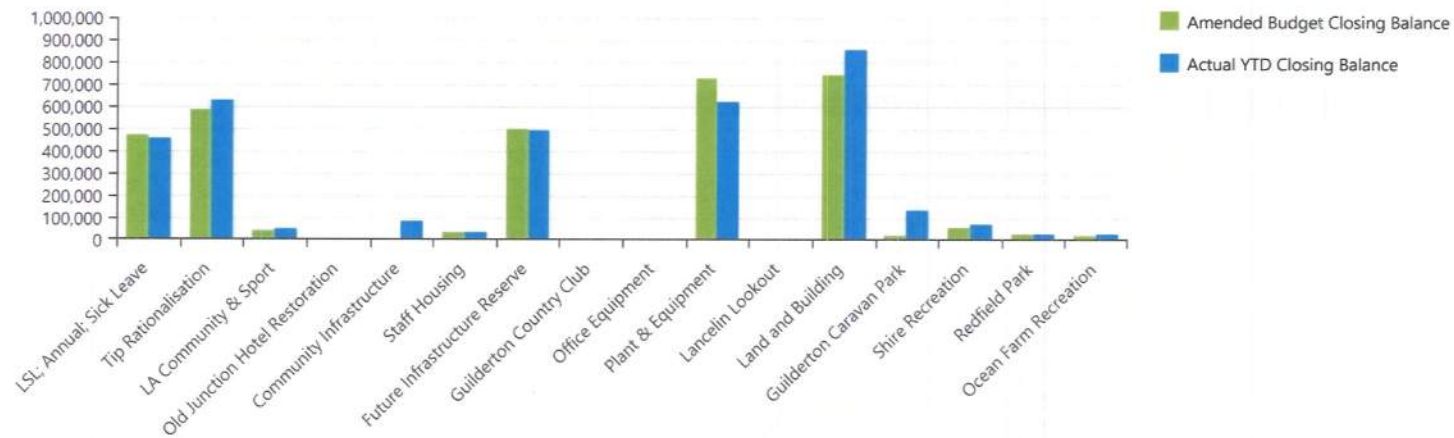
Cash-Backed Reserves

Reserve	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers-In (+)	Actual Transfers-In (+)	Amended Budget Transfers-Out (-)	Actual Transfers-Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
01 LSL; Annual; Sick Leave and Staff Contingency	457,923	10,015	154	0	0	0	0	467,938	458,077
02 Office Equipment Reserve	2,841	342	1	0	0	0	0	3,183	2,842
03 Plant and Equipment Reserve	623,669	2,989	210	100,000	0	0	0	726,658	623,879
05 Land and Buildings Reserve	858,805	17,852	289	8,600	0	139,000	0	746,257	859,094
06 Guilderton Caravan Park Reserve	137,226	1,198	46	0	0	115,000	0	23,424	137,272
07 Shire Recreation Development Reserve	69,861	3,989	24	0	0	17,302	0	56,548	69,885
08 Redfield Park Reserve	30,366	581	10	0	0	0	0	30,947	30,376
09 Ocean Farm Recreation Reserve	30,068	714	10	0	0	7,635	0	23,147	30,078
10 Tip Rationalisation Reserve	625,112	13,608	210	0	0	52,000	0	586,720	625,323
11 Lancelin Community Sport and Recreation Reserve	53,292	956	18	0	0	10,960	0	43,288	53,310
13 Community Infrastructure	89,201	1,707	30	0	0	89,061	0	1,847	89,231
14 Staff Housing Reserve	32,383	620	11	0	0	0	0	33,003	32,394
15 Future Infrastructure Reserve	491,055	10,375	165	0	0	0	0	501,430	491,221
16 Guilderton Country Club Reserve	5,846	56	2	0	0	0	0	5,902	5,848
TOTAL	3,507,648	65,002	1,181	108,600	0	430,958	0	3,250,292	3,508,829



Shire of Gingin Monthly Statement of Financial Activity
1 July to 31 July 2018

Year-to-date Reserve Balances



Shire of Gingin Monthly Statement of Financial Activity
1 July to 31 July 2018

Net Current Assets

Current Assets	NOTE	YTD Actual	Balance Forwarded	Last Year	Adopted Budget
CURRENT ASSETS					
Cash - Unrestricted		671,540	94,806	168,858	9,477
Cash - Restricted Reserves		3,508,829	3,507,648	3,331,448	3,600,710
Cash - Restricted General		750,212	750,212	909,991	750,212
Rates - Current		10,248,538	1,098,376	9,774,358	744,743
Sundry Debtors		484,441	805,936	1,351,642	1,185,533
Inventories		26,825	26,825	18,912	30,494
Total Current Assets:		15,690,385	6,283,804	15,555,209	6,321,168
LESS: CURRENT LIABILITIES					
Payables		(128,937)	(652,234)	(791,322)	(645,008)
Employee Provisions		(565,384)	(547,118)	(612,656)	(547,117)
Accrued Interest on Loans		(29,840)	(29,840)		
Long Term Borrowings (Current)		(228,101)	(205,444)	(228,655)	(205,444)
Total Current Liabilities:		(952,262)	(1,434,636)	(1,632,633)	(1,397,569)
Total		14,738,123	4,849,168	13,922,576	4,923,600
Less: Cash - Restricted Reserves		(3,508,829)	(3,507,648)	(3,331,448)	(3,600,711)
Less: Loans Receivable (Current)					(18,339)
Less: Cash - Restricted unspent grants					
Less: Loans Advances					
Add: Current Portion of Debentures		228,101	205,444	228,655	205,444
Add: Current Liabilities not expected to be cleared at end of year					
Add: Cash back portion of LSL Provision		457,923	457,923	513,063	
NET CURRENT ASSET POSITION		11,915,318	2,004,886	11,332,846	1,509,994



Shire of Gingin Statement of Financial Activity
1 July 2018 to 31 July 2018

Rating Information

Rating Information		Rates - Property Count	Rateable Value	General Rate	Minimum Rate	Interim Rate	Ex Gratia Rates	Other	TOTAL
03010005 Grv - Townsites	8.5169	1,761	28,789,481	2,451,971					2,451,971
03010006 Grv - Other	8.5169	957	15,379,672	1,309,871					1,309,871
03010010 Uv - Rural	0.4960	454	272,021,000	1,349,224					1,349,224
03010015 Uv - Other	0.4960	1	2,800,000	13,888					13,888
03010018 Uv - Intensive	0.8821	123	63,980,000	564,368					564,368
03010025 Grv - Townsites	@ \$1017	870	6,627,132		884,790				884,790
03010026 Grv - Other	@ \$1017	718	3,971,566		730,206				730,206
03010030 Uv - Rural	@ \$1285	377	68,663,490		454,890				454,890
03010035 Uv - Other	@ \$1285	3	653,000		33,410				33,410
03010038 Uv - Intensive	@ \$2285	93	15,279,185		212,505				212,505
03010045 Interim Rates						7,219			7,219
03010046 Interims - Back Rates						902			902
03010078 Concession - Intensive								-88,906	-88,906
Total		5,357	478,164,526	5,689,322	2,315,801	8,122		-88,906	7,924,339
TOTAL		5,357	478,164,526	5,689,322	2,315,801	8,122		-88,906	7,924,339



Shire of Gingin Statement of Financial Activity
1 July to 31 July 2018

Trust Funds

Trust Type	Opening Balance	Amount Received	Amount Paid	Closing Balance
CAR PARKING CASH IN LIEU	13,014	0	0	13,014
BOND	12,487	0	0	12,487
COMMUNITY GROUPS TRUST	4,293	0	0	4,293
DOROTHY WEDGE TRUST	6,327	0	0	6,327
EXCAVATION BONDS	26,096	0	0	26,096
FOOTPATH/CROSSOVER BONDS	5,982	0	0	5,982
LANDSCAPING BOND	49,767	0	0	49,767
OLD JUNCTION HOTEL TRUST	1,743	0	0	1,743
OTHER BONDS/TRUSTS	21,117	132	(40)	21,209
PUBLIC OPEN SPACE	45,715	0	0	45,715
REHABILITATION BONDS	85,832	0	0	85,832
SUBDIVISION BONDS	207,139	0	0	207,139
SECOND HAND DWELLINGS BONDS	47,639	0	0	47,639
STAFF TRUST	22,655	4,548	(1,500)	25,703
TRUST INTEREST	3,750	317	0	4,067
TREE PLANTING BONDS	5,456	0	0	5,456
TOTAL	559,010	4,997	(1,540)	562,467



Shire of Gingin Statement of Financial Activity
1 July to 31 July 2018

Statement of Financial Position

STATEMENT OF FINANCIAL POSITION	Actuals	Prev. Year	Comments
CURRENT ASSETS			
CASH-MUNICIPAL FUND	668,840	165,358	
CASH-RESTRICTED USE	750,212	909,991	
PETTY CASH	2,700	3,500	
CASH-RESERVES RESTRICTED	3,508,829	3,331,448	
DEBTORS-SUNDRY	243,857	1,166,229	
DEBTORS-RATES	8,405,717	8,117,633	
DEBTORS-RUBBISH SERVICE	1,338,917	1,287,729	
DEBTORS - RATES LEGAL COSTS	134,829	72,548	
DEBTORS - ADMIN CHARGES	2,295	1,850	
DEBTORS - INSTALMENT INTEREST	6	0	
DEBTORS - PENALTY INTEREST	366,197	294,494	
LOANS RECEIVABLE (CURRENT)	6,353	29,831	
STOCK ON HAND	26,825	18,912	
PREPAYMENTS (EXPENSES)	0	78,478	
VOLUNTARY STABLE FLY LEVY	240,584	106,486	
GST PAID	0	449	
LOAN ADVANCES - (CURRENT)	11,986	11,282	
PENSIONER REBATES ALLOWED	2,994,894	2,635,743	
PENSIONER REBATES RECEIVED	(2,994,319)	(2,635,643)	
ESL PENSIONER REBATES ALLOWED	185,079	161,021	
ESL PENSIONER REBATES RECEIVED	(185,038)	(161,002)	
ESL LEVIED	(489,385)	(441,074)	
ESL CONTROL	489,344	441,058	
TOTAL CURRENT ASSETS	15,708,724	15,596,322	
CURRENT LIABILITIES			
SUNDRY CREDITORS	(122,489)	(780,960)	
GST RECEIVED	(6,087)	(4,909)	
ACCRUED INTEREST ON LOANS	(29,840)	0	
EXCESS RATE RECEIPTS	(356)	(2,913)	
PREPAYMENTS (INCOME)	(5)	(2,540)	
ACCRUED ANNUAL LEAVE	(307,144)	(307,144)	
ACCRUED SICK LEAVE	(35,806)	(39,446)	
ACCRUED LONG SERVICE LEAVE	(185,902)	(266,065)	
LOAN LIABILITY - SHIRE	(182,786)	(185,439)	
TOTAL CURRENT LIABILITIES	(870,415)	(1,589,417)	
NET CURRENT ASSETS	14,838,309	14,006,905	
NON-CURRENT ASSETS			
FIXED ASSETS-LAND	16,422,970	16,892,000	
FIXED ASSETS-BUILDINGS	24,994,643	25,015,525	
FIXED ASSETS-FURNITURE/FITTING	259,662	238,415	
FIXED ASSETS-PLANT & EQUIPMENT	5,565,984	4,903,358	
FIXED ASSETS-TOOLS	7,485	9,125	
INFRASTRUCTURE ASSETS - ROADS	81,612,447	80,325,222	
FIXED ASSETS LAND - GOLF COURSES	3,823,555	3,823,555	
INFRASTRUCTURE ASSETS - PARKS	13,281,695	12,954,679	
INFRASTRUCTURE OTHER	1,992,648	2,066,178	
INFRASTRUCTURE - FOOTPATHS	167,796	167,796	
LOANS RECEIVABLE (NON CURRENT)	0	6,353	
LOAN ADVANCES - (NON CURRENT)	23,001	34,986	
INFRASTRUCTURE - BRIDGES	2,395,772	2,523,443	
DEFERRED PENSIONERS - NON CURRENT ASSET	122,381	107,559	
TOTAL NON-CURRENT ASSETS	156,003,786	154,542,229	

Shire of Gingin Statement of Financial Activity
1 July to 31 July 2018

STATEMENT OF FINANCIAL POSITION	Actuals	Prev. Year	Comments
NON-CURRENT LIABILITIES			
ACCRUED SICK LEAVE	(39,598)	(39,598)	
LOAN LIABILITY-SHIRE	(2,177,843)	(2,202,180)	
ACCRUED LONG SERVICE LEAVE	(222,899)	(222,899)	
TOTAL NON-CURRENT LIABILITIES	(2,440,340)	(2,464,677)	
NET ASSETS	168,401,754	166,084,457	
EQUITY			
ACCUMULATED RESERVES	(3,508,829)	(3,331,448)	
ASSET REVALUATION ACCUMULATION	(107,571,075)	(107,571,075)	
ACCUMULATED SURPLUS	(57,321,850)	(55,181,933)	
TOTAL EQUITY	(168,401,754)	(166,084,457)	

11.2.4 WRITE OFF OF OUTSTANDING DEBT – UNIT 1/2 (LOT 84) ATKINSON WAY, LANCELIN

Location:	2 (Lot 84) Atkinson Way, Lancelin
File:	FIN/11
Author:	Karina Leonhardt – Finance Support Officer
Reporting Officer:	Kaye Lowes - Executive Manager Corporate and Community Services
Report Date:	18 September 2018
Refer:	N/A
Appendices:	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider the write-off of an outstanding debt due to the inability of the Shire to recover the funds from the debtor.

BACKGROUND

The Shire's Finance Staff continue to carry out reviews of Council's outstanding debtors and have identified an outstanding debt which relates to unpaid rent for one of the Lancelin Aged Care Units.

The amount outstanding, which totals \$3,326, relates to rent for Unit 1 for the period 24 April 2013 to 20 November 2013. The tenant had previously paid regular rental contributions through Centrepay on a fortnightly basis. These payments were suspended by Centrelink after 10 April 2013. The tenant did not inform the Shire that payments were not being taken out of his account by Centrelink and the error was not identified by the Shire at the time.

When later identified, the Shire met with the tenant to discuss re-establishment of the Centrelink deduction. Deductions recommenced from 4 December 2013 and the tenant agreed in writing on 3 January 2014 to repay the arrears via a payment plan. The agreed amount was \$25 additional to his usual fortnightly payment and this was paid regularly until 11 February 2015. Payments of \$9 per fortnight extra were received thereafter until the tenant vacated on 22 November 2015. No further payments have been received since that date.

COMMENT

Further attempts to contact the former tenant have proven to be unsuccessful. It should be noted this debt has not been pursued through the Shire's debt collection agency at this point in time.

Following notification from the tenant of their intent to vacate the unit, the tenant refused to provide a forwarding address and left Lancelin promptly after 22 November 2015.

It is recommended that this amount be written off due to inability to recover the debt.

Council's Delegation 2.2 Waive or Grant Concessions on Money Owed to the Shire empowers the Chief Executive Officer to write off money owed to the Shire. However, this delegation only extends to amounts with a value of \$1,000 or less and therefore Council's consideration is required in this instance.

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 6 – Financial management

Division 4 – General financial provisions

Section 6.12 - Power to defer, grant discounts, waive or write off debts

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

If Council agrees to write off this debt it will impact Council's financial position for 2018/19, although the amount involved is not considered material as it is below Council's material threshold of \$10,000.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>Governance</i>
Objective	<i>5. To demonstrate effective leadership, governance and advocacy on behalf of community</i>
Outcome	<i>5.1 Values Our Organisational/business values are demonstrated in all that we do.</i>
Key Service Area	<i>Financial Management</i>

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Rule **SECONDED:** Councillor Elgin

That Council agree to write off the amount of \$3,236 for Debtor 34032, being outstanding rent for Unit 1/2 Atkinson Way, Lancelin.

CARRIED BY ABSOLUTE MAJORITY

9-0

11.2.5 SALE OF LAND FOR THE RECOVERY OF RATES – SUNSET ESTATE (OPTIMA FUNDING PTY LTD)

File:	PTY/21
Reporting Officer:	Kaye Lowes- Executive Manager of Corporate and Community Services
Report Date:	18 September 2018
Refer:	Nil
Appendices:	1. Aerial Map of Sunset Estate, Nilgen 2. List of Rates Monies Outstanding

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider the sale of land to recover unpaid rates, in accordance with Section 6.64 of the *Local Government Act 1995*.

BACKGROUND

In 2005/06 a 106 lot subdivision of Lot 3913 Nilgen was approved by Council. This land is positioned adjacent to the Ocean Farm rural living subdivision and is known as Sunset Estate, Nilgen (**see Appendix 1**). Since the completion of this subdivision a total of 59 properties have been sold by the owner/mortgagee of the land, with forty seven lots currently remaining in the possession of the mortgagee (Optima Funding Pty Ltd).

As Council would be aware, the Shire's Rates Department has attempted on a number of occasions to recover outstanding rates relating to the Sunset Estate properties from the original developer and later the mortgagee in possession in accordance with the following timeline:

- 17 May 2014 - letter of demand sent to GPO Box 4348, Melbourne VIC
- 24 November 2014 - letter of demand sent to GPO Box 4348, Melbourne VIC
- 28 November 2016 - letter of demand sent to GPO Box 4348, Melbourne VIC
- 22 November 2017 - letter of demand sent to GPO Box 4348, Melbourne VIC
- 22 June 2018 - GPC Issued to Registered Office, Level 23, 385 Bourke Street, Melbourne VIC
- 28 June 2018 - GPC served to Level 23, 385 Bourke Street, Melbourne VIC
- 15 August 2018 - Judgment entered
- 17 August 2018 - Judgment letter sent to Registered Office, Level 23, 385 Bourke Street, Melbourne VIC
- 7 Sept 2018 - PSSO issued

Officers had some success with regard to recovery of a portion of the outstanding rates in 2014 and 2015. This was achieved by Council agreeing to defer pursuing legal action at the time, providing the full proceeds from the sale of any land was paid directly to Council until such time as the rates debt was paid in full. This resulted in the sale of one lot in 2014 and one lot in 2015, with sale proceeds amounting to \$277,470.95 being paid to Council as part payment of the outstanding debt.

However there have been no further proceeds forthcoming from land sales since September 2015 on any of the lots held by the mortgagee. Rates Officers have now progressed the debt recovery process to the point where Council must make a decision on what further action should be taken to recover the outstanding debt.

The total outstanding rates and services for all 47 lots amounts to \$806,073.29.

Assess No	Lot No	Owners Name	Street Name	Suburb
A5729	SE316	Optima Funding Pty Ltd	Ocean Farm Drive	Nilgen
A5735	SE322	Optima Funding Pty Ltd	Wattle Way	Nilgen
A5741	SE350	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5742	SE351	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5743	SE352	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5745	SE354	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5746	SE355	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5756	SE370	Optima Funding Pty Ltd	Ocean Farm Drive	Nilgen
A5762	SE376	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5764	SE340	Optima Funding Pty Ltd	Agonis Close	Nilgen
A5765	SE341	Optima Funding Pty Ltd	Agonis Close	Nilgen
A5770	SE360	Optima Funding Pty Ltd	Agonis Close	Nilgen
A5773	SE363	Optima Funding Pty Ltd	Agonis Close	Nilgen
A5774	SE364	Optima Funding Pty Ltd	Agonis Close	Nilgen
A5853	SE377	Optima Funding Pty Ltd	Nilgen Road	Nilgen
A5855	SE216	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5857	SE227	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5858	SE228	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5859	SE229	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5860	SE230	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5861	SE231	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5862	SE232	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5864	SE234	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5868	SE238	Optima Funding Pty Ltd	Ficus Rise	Nilgen
A5869	SE239	Optima Funding Pty Ltd	Ficus Rise	Nilgen
A5871	SE241	Optima Funding Pty Ltd	Nilgen Road	Nilgen
A5872	SE242	Optima Funding Pty Ltd	Nilgen Road	Nilgen
A5873	SE243	Optima Funding Pty Ltd	Ficus Rise	Nilgen
A5874	SE244	Optima Funding Pty Ltd	Ficus Rise	Nilgen
A5875	SE245	Optima Funding Pty Ltd	Ficus Rise	Nilgen
A5878	SE248	Optima Funding Pty Ltd	Casuarina Drive	Nilgen
A5880	SE335	Optima Funding Pty Ltd	Casuarina Drive	Nilgen

Assess No	Lot No	Owners Name	Street Name	Suburb
A5943	SE204	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5946	SE207	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5947	SE208	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5948	SE209	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5949	SE210	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5950	SE211	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5951	SE212	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5954	SE217	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5956	SE219	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5957	SE220	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5958	SE221	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5959	SE222	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5960	SE223	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5962	SE225	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5963	9003	Optima Funding Pty Ltd	Nilgen Road	Nilgen

COMMENT

Under Section 6.64 of the *Local Government Act 1995* (the Act), if rates or service charges remain unpaid for at least three years, then a local government may take possession of the land and hold the land as against a person having an estate or interest in the land, and may:

- a. from time to time lease the land; or
- b. sell the land; or
- c. cause the land to be transferred to the Crown; or
- d. cause the land to be transferred to itself.

As all other legal options have been exhausted to recover the outstanding rates in this instance, a determination is sought from Council with respect to which of these options it now wishes to pursue.

All costs associated with the recovery of the outstanding rates, including legal fees are recoverable from sale of the land, including legal fees.

It is pertinent to note that Section 6.68(1) of the Act prevents the local government from exercising the power of sale unless the local government has at least once attempted to recover money due to it under Section 6.56 of the Act through instituting proceedings in a court of competent jurisdiction.

Officers have met this requirement by instructing the Shire's debt collection agency to issue a General Procedures Claim, followed by Judgement. A Property Seizure and Sale Order for goods is currently underway.

Given the amount of time that has elapsed since the last sale of any land with no response being received from the mortgagee, it is considered prudent to proceed with the sale of land in relation to unpaid rates and charges.

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 6 – Financial management

Division 6 – Rates and service charges

Section 6.56 – Rates or service charges recoverable in court

Section 6.64 – Actions to be taken

Section 6.68 – Exercise of power to sell land

POLICY IMPLICATIONS

Nil.

BUDGET IMPLICATIONS

Recovery of the outstanding rates and service charges has been recognised in the 2018/19 Budget net current assets, therefore if the rates are not recovered within the current financial year it may have a detrimental effect on Council's year end position.

Any additional costs associated with the sale of the property or incidental to the sale of the property will be recovered from the sale of the properties.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

<i>Focus Area</i>	<i>Governance</i>
<i>Objective</i>	<i>Objective 5 - To demonstrate effective leadership, governance and advocacy on behalf of community</i>
<i>Outcome</i>	<i>5.1 Values Our Organisational/ Business Values are demonstrated in all that we do.</i>
<i>Key Service Area</i>	<i>Financial Management</i>

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION**MOVED: Councillor Peczka SECONDED: Councillor Elgin**

That Council authorise the Chief Executive Officer to commence proceedings in accordance with s. 6.64 of the *Local Government Act 1995* to recover all outstanding rates and associated charges, through sale of land by auction, for the 47 lots registered to Neil James Duckworth and held by Optima Funding Pty Limited (Mortgagee in Possession) listed below, subject to the property seizure and sale order for goods being finalised:

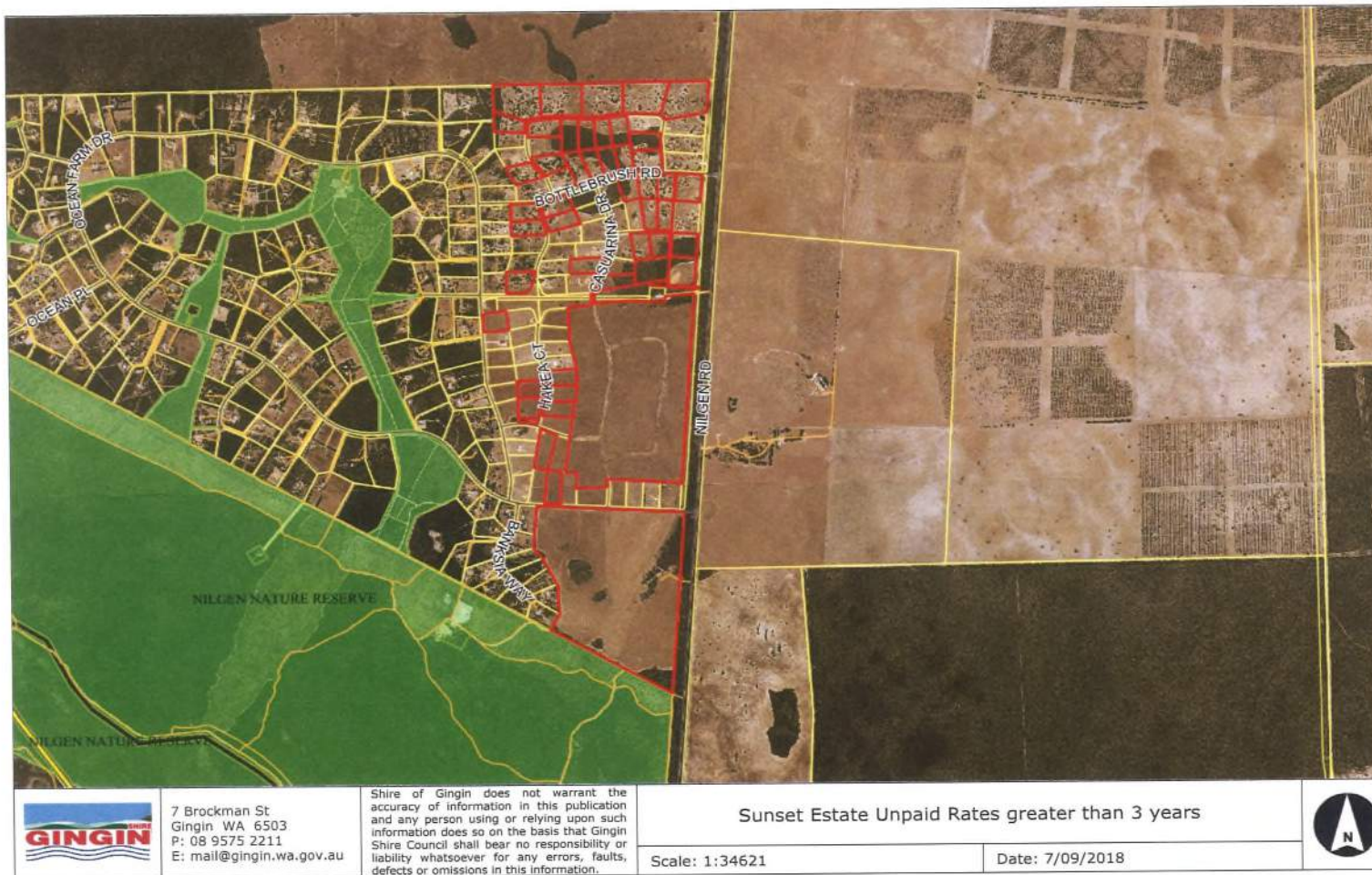
Assess No	Lot No	Owners Name	Street Name	Suburb
A5729	SE316	Optima Funding Pty Ltd	Ocean Farm Drive	Nilgen
A5735	SE322	Optima Funding Pty Ltd	Wattle Way	Nilgen
A5741	SE350	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5742	SE351	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5743	SE352	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5745	SE354	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5746	SE355	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5756	SE370	Optima Funding Pty Ltd	Ocean Farm Drive	Nilgen
A5762	SE376	Optima Funding Pty Ltd	Hakea Court	Nilgen
A5764	SE340	Optima Funding Pty Ltd	Agonis Close	Nilgen
A5765	SE341	Optima Funding Pty Ltd	Agonis Close	Nilgen
A5770	SE360	Optima Funding Pty Ltd	Agonis Close	Nilgen
A5773	SE363	Optima Funding Pty Ltd	Agonis Close	Nilgen
A5774	SE364	Optima Funding Pty Ltd	Agonis Close	Nilgen
A5853	SE377	Optima Funding Pty Ltd	Nilgen Road	Nilgen
A5855	SE216	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5857	SE227	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
Assess No	Lot No	Owners Name	Street Name	Suburb
A5858	SE228	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5859	SE229	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5860	SE230	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5861	SE231	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5862	SE232	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5864	SE234	Optima Funding Pty Ltd	Bottlebrush Road	Nilgen
A5868	SE238	Optima Funding Pty Ltd	Ficus Rise	Nilgen
A5869	SE239	Optima Funding Pty Ltd	Ficus Rise	Nilgen
A5871	SE241	Optima Funding Pty Ltd	Nilgen Road	Nilgen
A5872	SE242	Optima Funding Pty Ltd	Nilgen Road	Nilgen
A5873	SE243	Optima Funding Pty Ltd	Ficus Rise	Nilgen
A5874	SE244	Optima Funding Pty Ltd	Ficus Rise	Nilgen
A5875	SE245	Optima Funding Pty Ltd	Ficus Rise	Nilgen
A5878	SE248	Optima Funding Pty Ltd	Casuarina Drive	Nilgen
A5880	SE335	Optima Funding Pty Ltd	Casuarina Drive	Nilgen
A5943	SE204	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5946	SE207	Optima Funding Pty Ltd	Callistemon Loop	Nilgen

A5947	SE208	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5948	SE209	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5949	SE210	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5950	SE211	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5951	SE212	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5954	SE217	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5956	SE219	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5957	SE220	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5958	SE221	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5959	SE222	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5960	SE223	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5962	SE225	Optima Funding Pty Ltd	Callistemon Loop	Nilgen
A5963	9003	Optima Funding Pty Ltd	Nilgen Road	Nilgen

CARRIED UNANIMOUSLY

Note: An amended report incorporating a timeline of actions taken to recover the debt into the Background was tabled at the meeting.

APPENDIX 1



11.2.6 GUILDERTON BOWLING CLUB – REQUEST FOR CONSUMPTION OF ALCOHOL AT GUILDERTON COMMUNITY HALL

Location:	Lot 236 (Reserve 27787) Wedge Street, Guilderton	
File:	FIN/11; A4267; BLD/496	
Reporting Officer:	Kaye Lowes - Executive Manager Corporate and Community Services	
Report Date:	18 September 2018	
Refer:	N/A	
Appendices:	Nil	

DISCLOSURES OF INTEREST

Councillor Collard declared an impartiality interest in Item 11.2.6 due to the fact that he is a past Member and President of both the Guilderton Bowling Club and the Guilderton Country Club.

PURPOSE

To consider a request from the Guilderton Bowling Club (GBC) to consume and sell alcohol (under the Small Functions exemption of the *Liquor Control Act 1988*) in the Guilderton Community Hall (Hall) for the summer bowling season.

BACKGROUND

The GBC has hired the Hall recently for use during their bowls competition days, as an alternative to using the Guilderton Country Club (GCC) facilities. They now wish to hire the facility for the balance of their bowling season and seek permission to consume/sell alcohol to parties associated with these occasions.

Under the Shire's facility hire conditions, if a function being held in a Shire-owned facility includes the consumption/sale of alcohol then permission must be obtained from the Chief Executive Officer prior to hiring the facility. This requirement generally only relates to individual day hire, whereas this application is for 23 individual days hire as follows:

Date	Time	Purpose
23 September 2018	12pm-2pm	Sunday Scroungers
30 September 2018	12pm-2pm	Sunday Scroungers
7 October 2018	4.30pm-6.30pm	Opening Day
14 October 2018	4.30pm-7pm	Sunday Bowls
21 October 2018	4.30pm-7pm	Sunday Bowls
27 October 2018	4.30pm-7pm	Inter Club Pennants
31 October 2018	8.30am-1pm 4pm-6.30pm	Veterans Day (over 70s)
3 November 2018	4.30pm-7pm	Inter Club Pennants
4 November 2018		Club Championships (4s)
10 November 2018	4.30pm-7pm	Inter Club Pennants
16 November 2018	8.30am-1.30pm 4pm-6.30pm	Ladies Gala Day

24 November 2018	4.30pm-7pm	Inter Club Pennants
8 December 2018	4.30pm-7pm	Inter Club Pennants
16 December 2018		Club Championships (2s)
26 January 2019	Australia Day	4.30pm-7pm
3 February 2019	8.30am-1pm 4.30pm-6.30pm	Indoor Cricket Sponsored Carnival
10 February 2019		Club Championships (3s)
16 February 2019	4.30pm-7pm	Inter Club Pennants
17 February 2019		Club Championships (singles)
9 March 2018	4.30pm-7pm	Inter Club Pennants
16 March 2019	4.30pm-7pm	Inter Club Pennants
30 March 2019	4.30pm-7pm	Inter Club Pennants
21 April 2019	8.30am-6.30pm	Easter Carnival

In this instance, a Council determination is considered appropriate given the unusually high number of days associated for which approval is sought.

COMMENT

The Director of Liquor Licensing's Policy Exemptions to the *Liquor Control Act 1988*, with respect to "small functions", states as follows:

Small Functions

The 'small functions' exemption:

- *is applicable to small events where previously the organiser would have been required to apply for an occasional licence (e.g. a book launch or a small private event);*
- *does not apply to premises where a permanent liquor licence is already in effect; and*
- *does not provide the means by which an entity can establish a permanent business in the sale and supply of liquor (in these instances, it would be necessary to obtain a permanent liquor licence).*

The sale or supply of liquor at a function (where the serving of liquor is ancillary to the purpose of the function) is exempt from the Act, provided:

- *the total number of attendees over the entire course of the function does not exceed 100 and the service of liquor lasts a maximum of 2 hours (continuous), commencing no earlier than 6 a.m. and finishing no later than 10 p.m. on the same day; or*
- *the total number of attendees over the entire course of the function does not exceed 75 and the service of liquor lasts a maximum of 4 hours (continuous), commencing no earlier than 6 a.m. and finishing no later than 10 p.m. on the same day.*

An "attendee" does not include a person who is:

- *managing or supervising the function;*
- *providing services at the function (such as serving food or liquor; security etc);*

- *providing entertainment at the function or assisting a person who is providing entertainment.*

Additionally, a drunk person is not allowed to consume liquor at the function, nor is liquor to be supplied to a drunk person.

For the purposes of this exemption, a function is defined under section 3(1) of the Act is:

“a gathering, occasion or event (including a sporting contest, show, exhibition, tyrade or other fair, or reception) at which it is proposed that liquor be sold or supplied to those present.”

Where liquor is sold or supplied at a small function, the premises on which the function takes place is deemed to be ‘regulated premises’ under section 122 of the Act. Offence provisions under section 122 and section 115 therefore apply to the supply of liquor to juveniles and drunk persons, the consumption and possession of liquor by juveniles and the consumption of liquor by drunk persons on these premises.

The GBC has sought advice from the Department of Racing, Gaming and Liquor (RGL) to ascertain whether consumption of alcohol at its functions would fall under the Liquor Licensing Small Functions exemption. RGL has advised that it is the responsibility of the GBC to determine whether this exemption is applicable to its functions. The GBC’s application states that it will adhere to the relevant conditions.

When considering this application it is important that Council takes into consideration the proximity to the licenced premises of the GCC, which holds a Tavern Licence over the adjoining facilities.

At the present time, the licence restricts alcohol consumption to within the Hall. The GCC has expressed concern that, if patrons of the GBC were to take drinks outside of the Hall into an unlicenced area, then there is potential for a member of the public to report this to RGL which would breach the conditions of the GCC’s liquor licence. It would be difficult for the GCC to prove otherwise and may in fact jeopardise their licence.

Council should also be aware that the opportunity does exist for the GCC to apply for a special licence which could extend the licenced area to include areas outside the Hall. However, under such a licence only alcohol supplied by or purchased from the GCC could be consumed within the areas subject to the licence.

Taking into consideration the above facts, Administration recommends that the GBC’s application to consume/sell alcohol within the Guilderton Hall be refused.

STATUTORY ENVIRONMENT

Liquor Control Act 1988

Part 1 – Preliminary

Section 6 – Act not to apply in certain cases

POLICY IMPLICATIONS

Director of Liquor Licensing
Policy – Exemptions to the *Liquor Control Act 1988*

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>Infrastructure & Development</i>
Objective	<i>3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner</i>
Outcome	<i>3.2 Community Infrastructure The Shire provides fit for purpose community infrastructure in a financially responsible manner.</i>
Priorities	<i>Improve the use and financial sustainability of community infrastructure</i>

VOTING REQUIREMENTS – SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council refuse the Guilderton Bowling Club's application for approval to consume/sell alcohol in the Guilderton Hall on various dates associated with the 2018/2019 bowling season, on the grounds that approval may jeopardise the Guilderton Country Club's tavern licence.

COUNCIL RESOLUTION

MOVED: Councillor Elgin SECONDED: Councillor Johnson

That Council approve the Guilderton Bowling Club's application for approval to consume/sell alcohol in the Guilderton hall on various dates associated with the 2018/2019 bowling season for a trial period of 12 months, with the approval to be reviewed by Council at the conclusion of the period.

**CARRIED
8-1**

For: Councillors Morton, Fewster, Rule, Elgin, Collard, Court, Lobb, Johnson
Against: Councillor Peczka

REASON FOR ALTERNATIVE MOTION

Council was of the view that a trial period was warranted, given the Guilderton Bowling Club's undertaking to adhere to the conditions applicable to the Director of Liquor Licensing's Policy Exemptions to the Liquor Control Act 1988 and to ensuring that alcohol would not be consumed outside the confines of the Guilderton Hall.

11.3. PLANNING AND DEVELOPMENT**11.3.1 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED AGRICULTURE INTENSIVE (PERENNIAL HORTICULTURE - AVOCADOS) ON LOT 203 (252) RANGEVIEW DRIVE, WANERIE**

File:	BLD/3222
Applicant:	Matthew Griffith
Location:	Lot 203 (252) Rangeview Drive, Wanerie
Owner:	Matthew Griffith and Lija Griffith
Zoning:	General Rural
Wapc No:	N/A
Author:	James Bayliss – Acting Manager Statutory Planning
Reporting Officer:	Kylie Bacon – Acting Executive Manager Planning and Development
Report Date:	18 September 2018
Refer:	Nil
Appendices:	1. Location Plan and Applicant's Proposal

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for proposed Agriculture Intensive (Perennial Horticulture - Avocados) on Lot 203 (252) Rangeview Drive, Wanerie.

BACKGROUND

The subject lot consists of a total area of 17.9 ha and currently contains a single house and pump shed. On 4 June 2002 the Shire issued development approval for 3.4 ha of the site to be used for Irrigated Horticulture (2 ha of vegetables, 1.2 ha of passion fruit and 0.2 ha for an orchard). This approval was amended on 1 October 2003 to enable 3.2 ha of land to be used for Irrigated Horticulture (annual) and 1.8 hectares of land for Irrigated Horticulture (perennial) purposes.

This proposal seeks approval for 12.4 ha of land to be used for the growing of avocados (perennial horticulture), however the development will be implemented in two stages. Stage 1 involves the planting of 6.8 ha of avocados over the front portion of the property and Stage 2 involves the planting of 5.6 ha over the rear portion of the property. It should be noted the proposed planting includes the land previously approved for Irrigated Horticulture purposes as outlined above.

A location plan and a copy of the applicant's proposal are attached.

COMMENT

Community Consultation

The application was advertised to the surrounding landowners for a period of 14 days in accordance with clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. No response has been received by the Shire.

PLANNING FRAMEWORK

Local Planning Scheme No 9 (LPS 9)

The subject lot 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.*

Agriculture Intensive is identified as a “D” – Discretionary land use within the general rural coding. Agriculture Intensive is considered to be a primary use in the zone and as such should be encouraged as per the objectives above.

The land use ‘Agriculture Intensive’ is defined as follows:

“Agriculture – Intensive means, premises used for trade or commercial purposes, including outbuildings and earthworks, associated with the following:

- a) *The production of grapes, vegetables, flowers, exotic, or native plants, or fruit or nuts;*
- b) *The establishment and operation of plant or fruit nurseries;*
- c) *The development of land for irrigated fodder production or irrigated pasture (including turf farms); or*
- d) *Aquaculture”.*

Local Planning Scheme No 9 Setbacks

The planting area is required to be set back a minimum of 20m from the lot boundaries, unless a greater setback is required (i.e. buffer/separation distances to sensitive land uses or wetlands).

The submitted plans do not outline the boundary setback, however a condition of approval can stipulate that cropping areas shall be set back appropriately. It is also noted that the site currently provides existing vegetation along the boundary which was planted as part of the earlier approvals. The existing vegetation, in conjunction with a 3.5 metre wide firebreak, results in a relatively small setback of the proposed cropping area to the existing firebreak.

Local Planning Policy 1.6 – Agriculture Intensive (LPP 1.6)

LPP 1.6 defines Perennial Horticulture as:

“The commercial production of all varieties of long lived fruit, vine and nut species, generally deep rooting, where the land is only cultivated deeply at the initial planting stage, but may be regularly fertilised”.

Perennial horticulture shall achieve a minimum setback of 50m from the highest known level of a waterway (riverine environments). The proposed cropping area is compliant with LPP 1.6 from a setback perspective.

Proposals for Irrigated Horticulture located within 500 metres of an identified existing or future Residential or Rural Residential area shall only be considered where it can be demonstrated that effective vegetation buffers and other measures will satisfactorily minimise or avoid potential land use conflict. It should be noted that each adjoining property operates an agriculture intensive use. Furthermore, the subject property has approval to operate irrigated horticulture (annual) which is considered to be a more intensive form of agricultural use.

Notwithstanding the above, the subject property has established vegetation planted along the property boundary to act as a screening device as required under the earlier approval. No further screening is deemed necessary as part of this proposal.

Environmental Impact/Separation from Sensitive Land Uses

The following external guidelines provide guidance in relation to buffer/separation distances for local government when considering applications for irrigated horticulture and sensitive uses (i.e. dwellings).

- State Planning Policy 2.5 - Rural Planning;
- Department of Health (DOH) – Guidelines for Separation of Agricultural and Residential Land Uses (August 2012) (DOH Guidelines); and
- Environmental Protection Authority – Guidance for the Assessment of Environmental Factors; Separation Distances between Industrial and Sensitive Land Uses (June 2005).

The proposal falls under the definition of an 'Orchard' for the purpose of calculating the recommended buffer distance using the abovementioned policies. A 500m buffer setback is recommended between the Irrigated Horticulture and the closest sensitive land use (i.e. single dwelling). The distance outlined is not intended to be an absolute distance, rather a guide to avoid conflicts between land uses (i.e. spray drift).

The proposed planting areas are located within 500 metres of dwellings on adjoining properties to the north and south. The affected parties were advised and offered no objection to the proposal. As outlined above, the adjoining properties also operate agriculture intensive uses and this proposal is deemed to be complementary to the prevailing land uses (agriculture intensive) along Rangeview Drive. The prescribed buffer distance is intended to prevent land use conflict, however as outlined the adjoining and predominant land use in the locality is agriculture intensive, with which the proposal is consistent.

Traffic Implications

The proponent has advised that no more than 2-3 heavy vehicles will access the property each month once the plants have matured and able to be harvested. The existing crossover is recommended to be upgraded to the satisfaction of the Shire of Gingin.

Stable Fly

Stable Fly is a declared pest under the *Biosecurity and Agriculture Management Act 2007* and is managed by the *Biosecurity and Agriculture Management (Stable Fly) Management Plan 2016*. It is generally inappropriate to impose a planning condition for a regulatory aspect that is already covered under another Act of Parliament. Instead, an advice note has been added to the Development Approval with respect to Stable Fly.

The Shire is still required to be satisfied that the horticultural activity manages waste appropriately on the site. The applicant has advised that any waste will be tilled, composted or mulched within two days. Waste will be minimal as no processing is occurring onsite.

Servicing

Any additional servicing requirements will be the applicant's responsibility.

Water Supply

The property is serviced with a water license, however the applicant is currently in negotiations with the Department of Water and Environmental Regulation (DWER) with respect to an additional allocation.

Given LPP 1.6 outlines that development applications for irrigated horticulture will be processed purely on land use planning grounds without regard to water licensing, Administration is of the view that it is the applicant's responsibility to ensure an appropriate water source is secured and approved by DWER.

Summary

In view of the above assessment, Administration is of the view that the site is capable of accommodating the proposed Agriculture Intensive (Annual and Perennial Horticulture) activity and that the activity is consistent with the objectives of LPS 9.

STATUTORY ENVIRONMENT

Local Planning Scheme No 9

Part 3 – Zones and the Use of Land

3.2 Objectives of the Zones

Part 4 – General Development Requirements

4.7 General Development Standards

4.8.6 General Rural Zones

Local Planning Policy 1.6 Agriculture Intensive

State Planning Policy 2.5 Rural Planning

Department of Health (DOH) Guidelines for Separation of Agriculture and Residential Land Uses (August 2012) (DOH Guidelines)

Environmental Protection Authority Guidance for the Assessment of Environmental Factors; Separation Distances between Industrial and Sensitive Land Uses (June 2005).

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

<i>Focus Area</i>	<i>Economic Development</i>
<i>Objective</i>	<i>4. To support economic development through the Shire's service delivery.</i>
<i>Outcome</i>	<i>4.2 Food Bowl A strategically significant agricultural hub to the Perth Metropolitan Area</i>

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Morton SECONDED: Councillor Rule

That Council grant Development Approval for the proposed Agriculture Intensive (Perennial Horticulture) on Lot 203 (252) Rangeview Drive, Wanerie subject to the following conditions:

- 1. The land use and development shall be in accordance with the approved plans and specifications (including any amendments marked in RED) unless otherwise conditioned by this approval;**
- 2. This approval is for an Agriculture Intensive (Perennial Horticulture) use only;**
- 3. The development area shall be limited to a maximum of 12.4 hectares at any one time and shall at all times be set back a minimum of 20 metres from all lot boundaries to the satisfaction of the Shire of Gingin;**
- 4. The Agriculture Intensive (Perennial Horticulture) shall comply at all times with the submitted Farm Management Plan to the satisfaction of the Shire of Gingin;**
- 5. The Shire reserves the right to inspect or request any of the management plans that are conditioned as part of this planning approval at any time;**
- 6. The area shall immediately be rehabilitated to pasture cover at the end of the Agriculture Intensive development; and**
- 7. The existing crossover shall be upgraded to the satisfaction of the Shire of Gingin.**

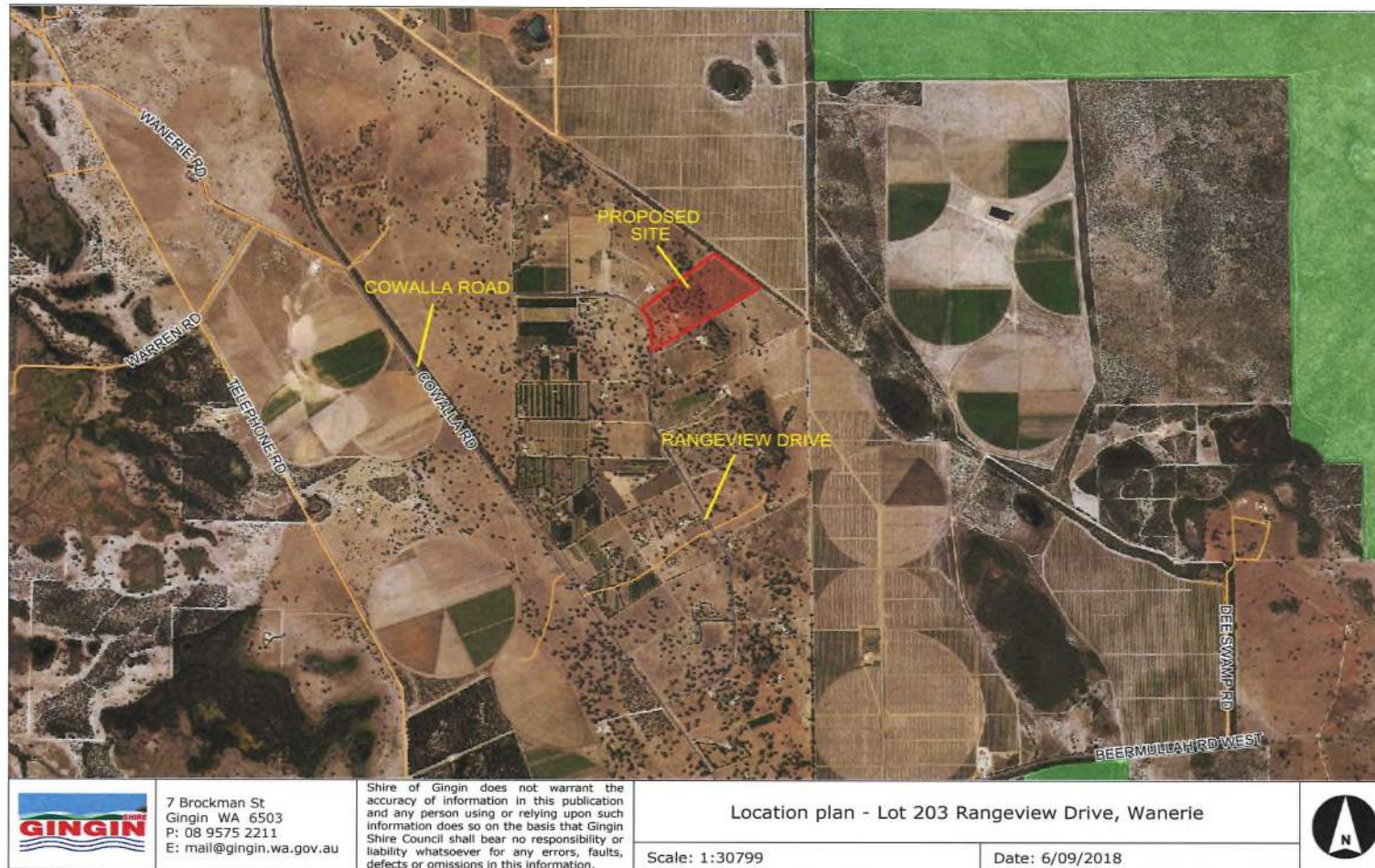
Advice Notes

- 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:** If the development subject to this approval is not substantially commenced within a period of 2 years, the approval shall lapse and have no further effect.
- Note 3:** Where an approval has so lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.
- Note 4:** Premises are to comply with the requirements of the *Public Health Act 2016* and all relevant health legislation.

- Note 5:** This approval is not a building permit or an approval under any law other than the *Planning and Development Act 2005*. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licences required under any other law, and to commence and carry out development in accordance with all relevant laws.
- Note 6:** Fire permits may be required at certain times of the year for onsite burning. Please contact the Shire of Gingin for further information.
- Note 7:** The Applicant is reminded that this Development Approval is not to be interpreted as an approval to extract and use groundwater supplies, nor does it imply that the Shire of Gingin has knowledge in relation to availability of groundwater supplies.
- Note 8:** It is advised that the proposal should at all times comply with the *Biosecurity and Agriculture Management (Stable Fly) Management Plan 2016* in order to minimise the effects of stable flies on the community.
- Note 9:** The operation will be required to comply with the *Environmental Protection (Noise) Regulations 1997*.
- Note 10:** Where any native vegetation clearing is proposed, it will be necessary to contact the Department of Water and Environmental Regulation (DWER) to obtain necessary approvals.
- Note 11:** Please be advised that the property may attract Differential Rating for Intensive Agriculture.

CARRIED UNANIMOUSLY

APPENDIX 1





20/07/2018

Shire of Gingin
7 Brockman Street
Gingin, WA, 6503

Dear Sir

**NO 252 (LOT 203) RANGEVIEW DRIVE, WANERIE – DEVELOPMENT APPLICATION –
AMENDMENT TO CURRENT AGRICULTURE INTENSIVE DEVELOPMENT**

1. Regional Context

The property is located approximately 42 kilometers west of the Gingin town site in the rural locality of Wanerie.

Access is gained from Cowalla Road via Gingin Brook Rd which affords excellent regional access via either Brand Highway or Indian Ocean Drive.

2. Local Context

The Site is zoned "General Rural" under the Local Planning Scheme No. 9 (Scheme). It is surrounded by other properties with the same zoning (including Mango, Citrus, table grape farms to the south and east).

Existing development includes a shed/office, water tank, pump shed and wire fences on the boundaries (Attachment A). The property has previously been cleared/approved for perennial/irrigated horticulture. As a result, approx 12 acres is already cleared and irrigated to service the approval.

Additionally, approximately a further 10 acres is cleared land towards the back of the block that would require minimal additional work to prepare for future horticulture pursuits.

The property currently has a water license from the Department of Water to take groundwater for 72,550 kL.

3. Proposed Overview

The Site has land capable of sustaining agriculture; and the existing water license contributes to the value of the land, which will expire if not used. Accordingly, the water license is the primary development constraint of the site, and the primary purpose of the proposed development.

The proposed development is for agricultural activities, as illustrated in Attachment A, and outlined as follows :~

Proposal Overview		
Proposal	Purpose	Quantum
Phase 1 Orchard	Avocado	~12 acres
Phase 2 Orchard	Avocado	~10 acres

4. Land-use

It's understood that the property currently has planning approval to operative agriculture intensive uses. This amendment request is to reclassify the current approval from vegetable/table grapes growing to avocados and increase the portion of land to use for this purpose.

The proposal is considered to meet the Scheme land-use definition of "Agriculture-Intensive".

5. Farm Management Plan

The proposed activities are considered to be compliant with the Shire's requirements and not conflicting with activities in the locality and previously on the site. Accordingly, a detailed Farm Management Plan is not considered necessary, and an outline is listed below.

Spray Management Herbicides are not anticipated, but if required, whatever is recommended by the DWER will be used, and if nothing is suggested, a product called Basta will be used for the control of grass type weeds.

Insecticides are also not anticipated. However, if required, whatever is recommended by the DWER will be used, and if nothing is suggested, a product called Confidor and Movento will be used, and Kocide, a copper-based product for controlling Fungi, if required.

With all the fields on the southern portion of the property, and southerly prevailing winds, it is anticipated that any wind-borne chemicals will mostly be deposited on the northern portion of the site.

Chemicals will be stored onsite in the existing sheds on a concrete pad, to avoid leakage during storage.

Waste Management Avocado trees have minimal waste material which is why I have chosen this tree for my orchard. Other waste material will be tilled, composted or mulched within two days. Accordingly, stable-fly breeding will be avoided.

Traffic Management/Implications In relation to the proposed agricultural activities, vehicle entering and leaving site will be minimal with estimated movements no more than two to three trucks every month once the Orchard commences producing commercial quantity of fruit. This movement will be based on yield period.

6. Building Setbacks

The required building setbacks are 20 metres from all boundaries. However, no buildings are being proposed in this application.

7. Conclusion

The Site has a water license, which contributes to the value of the land, and will expire if not used. The land is capable of sustaining agriculture which the property has previously been developed for, with outbuildings, clearings and crops.

The proposal is for various agricultural activities, which fits within the Scheme land-use of Agriculture-intensive, a discretionary use. The proposal complies with the zone objectives, and Council's policy on the use.

A concise Farm Management Plan is also provided which demonstrates the minimal impact the proposal will have on the environment and surrounding properties.

As buildings are not being proposed, building setback and planning for bushfires is not a relevant consideration.

Subject to new information as a result of the request made here within, it is considered that the proposed development is an acceptable outcome for the Site and surrounding area. As such, the Shire's discretion is requested to approve the discretionary land-use.

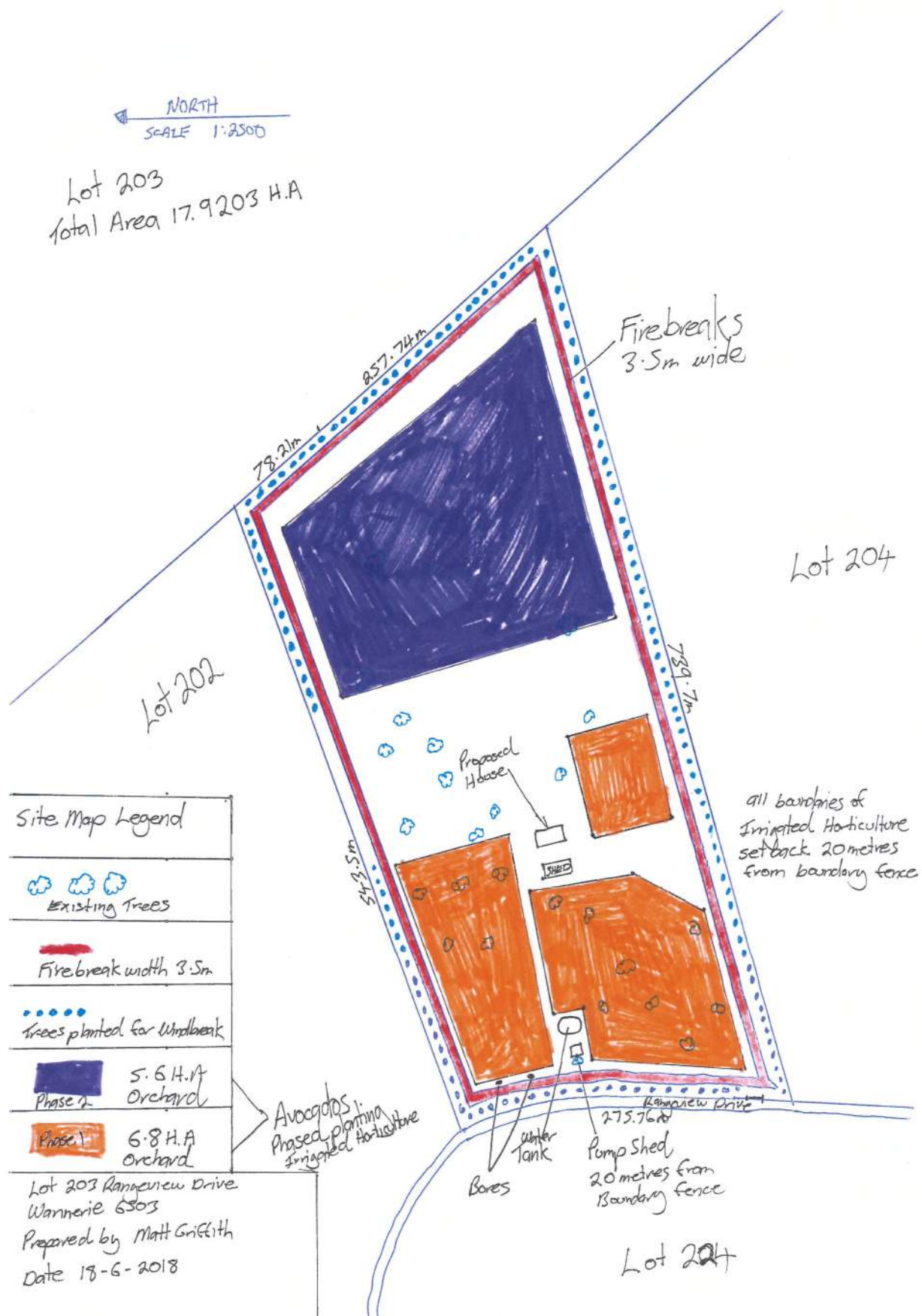
If the Shire does not see this proposal as being acceptable, I would appreciate a meeting to discuss the most efficient way forward.

If you have any queries, or wish to discuss this matter further, please do not hesitate to contact me.

Yours faithfully



Matt Griffith (in partnership with Lija Griffith)
167A Samson Street
Whitegum Valley,
W.A, 6162



11.3.2 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED AMBULANCE SUB CENTRE ON LOT 267 (60) KING DRIVE, WOODRIDGE

File:	BLD/6924
Applicant:	Sophine Pfuhl Architect
Location:	Lot 267 (60) King Drive, Woodridge
Owner:	Shire of Gingin
Zoning:	Public Use – Shire Purposes
WAPC No:	N/A
Author:	James Bayliss – Acting Manager Statutory Planning
Reporting Officer:	Kylie Bacon – Acting Executive Manager Planning and Development
Report Date:	18 September 2018
Refer:	Nil
Appendices:	1. Location Plan and Applicant's Proposal

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for a proposed ambulance sub centre on Lot 267 (60) King Drive, Woodridge.

BACKGROUND

The subject site is located on the corner of King Drive and Birdwood Drive within the Woodridge Estate. The land currently contains a significant amount of vegetation, with the central portion of the site having previously been cleared (now a grassed paddock).

The south-eastern portion of the site currently accommodates an emergency building used by St John Ambulance (Lancelin Sub Centre) and the Gingin West Bushfire Brigade as a shared facility. In March 1998 a Co-Location Management Agreement (Deed) was signed by St John Ambulance Australia and the Shire of Gingin for a period of 21 years, with a further 21 year option for use of the existing facility. The leasing arrangement for the proposed new ambulance sub centre is subject to a separate report to Council.

The cleared portion of land behind the facility is used as a training venue by the fire brigade and as an emergency landing area for helicopters on an 'as needed' basis. The recently formed Woodridge Horse Association (WHA) seeks to also utilise the cleared portion of land for riding sessions and workshops.

It should be noted the proposed ambulance sub centre will be used temporarily by volunteers and for training workshops from time to time, and is not intended to be occupied full time.

The proposed facility provides for the garaging of two ambulance vehicles full time, associated amenities / locker room for volunteers attending a call out, medical store room for supplies, training room and kitchen. The proposal includes a 1.8 metre high black garrison fence around the facility with an automatic sliding gate for security reasons which also provides additional safety to volunteers on late night call outs.

The proposal provides ten car bays, one of which is dedicated to persons with a disability and is located with convenient access to the building from King Drive. An area adjacent to Birdwood Drive has been assigned for 'over flow parking' in the event additional bays are required as part of a group training workshop.

The skillion design of the facility results in an overall height of 5.2 metres from natural ground level (NGL). The site does taper from an NGL of 42.5 in the northern portion of the site up to 45 in the southern corner of the site. The proposal includes retaining and fill, however this is located internal to the site and does not result in any impact on adjoining land.

Council's consideration is required as Administration does not have delegated power to determine applications on land owned by the Shire.

A location plan and a copy of the applicant's proposal are attached.

COMMENT

Community Consultation

The application was advertised to surrounding landowners and a development sign placed on the verge of the property for a period of 14 days in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. The Shire did not receive any submissions.

Planning Framework

Local Planning Scheme No. 9 (LPS 9)

The subject lot is zoned '*Public Use: Shire Purposes*' under LPS 9. In accordance with Clause 2.5.2 of the scheme, "Use and Development of Local Reserves", the following is to be considered:

"Clause 2.5.2

In determining an application for planning approval the local government is to have due regard to –

- a) The matters set out in clause 67 of the deemed provisions; and*
- b) The ultimate purpose intended for the Reserve.*

Parking

Clause 4.7.2 of LPS 9 relates to the provision of parking, access for loading and unloading vehicles. Clause 4.7.2.5 states:

“Where there is a use of land referred to in the Zoning Table (Table 1) for which no provision is made in respect of car parking spaces in Table 3, the car parking spaces required for that use of land shall be as determined by local government”.

In this instance there is no land use within ‘Table 3 – Parking Requirements’ that the proposed ambulance sub centre comfortably falls under. The required car parking spaces can therefore be determined by the local government. The provision of 10 car bays is deemed sufficient given the facility is predominantly occupied by up to three people in the event of a call out.

The additional bays are provided for training situations in which case there is likely to be an instructor and up to 15 trainees. The provision for overflow parking has been included to cater for events such as large training classes. Furthermore, the site is able to accommodate additional vehicles outside the leased area if need be. The provision of parking is deemed to be sufficient with ample space available should further area be required.

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

As per clause 2.5.2 of LPS 9, the application is to have due regard to the matters set out in Clause 67 of the deemed provisions which states:

“In considering an application for development approval the local government is to have due regard to the following 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 relevant matters are outlined below with officer comments:

1. *“In the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve”*

Comment

The subject lot is designated for ‘public use – Shire purposes’. The proposal is deemed to provide an important service to not only Woodridge, but to the wider community throughout the Shire of Gingin. The intended purpose, being public use, is therefore considered to be satisfied. The subject lot has ample room to cater for the development and enables St Johns to have a standalone facility as opposed to the current arrangement (co-existing with the Gingin West Bushfire Brigade).

2. *“The compatibility of the development with its setting including 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”*

Comment

Given the portion of land to be leased to St John Ambulance is located in the south-western portion of the site, no adjoining properties are affected by the development. The scale of the facility, being single storey, does not impose any significant building bulk on the streetscape.

3. *“The amenity of the locality including the following:*
(i) Environmental impacts of the development;
(ii) The character of the locality;
(iii) Social impacts of the development”.

Comment

The site does contain vegetation which requires removal in order for the development to proceed. The Shire contacted the Department of Water and Environmental Regulation (DWER) with respect to receiving a clearing permit and was advised that an exemption applies under part 5 of the *Environmental Protection Act 1986*.

The proposal is not considered to detrimentally affect the character of the locality or result in any adverse social impacts to the Woodridge community.

4. *“The adequacy of —*
(i) The proposed means of access to and egress from the site;
(ii) Arrangements for the loading, unloading, manoeuvring and parking of vehicles;”

Comment

The design of the facility enables ambulance vehicles to enter the site via Birdwood Drive and park the vehicle within an enclosed garage in a forward gear. The ambulance is then able to leave in a forward gear via a crossover onto King Drive which results in safe and efficient access and egress for emergency situations.

The primary access/egress crossover is located on Birdwood Avenue and caters for volunteers and any training personnel. It should be noted all vehicles can leave in a forward gear. The requirement for loading and unloading and manoeuvring will occur infrequently and will utilise the ‘hardstand’ area adjacent to the ambulance garage.

State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)

SPP 3.7 provides a foundation for land use planning to address bushfire risk management. The subject lot is designated as being bushfire prone. Under guidance from the Western Australian Planning Commission’s (WAPC) Planning Bulletin 111/2016, given the structure is not typically occupied for extended periods or increases the bushfire threat, there is no practicable reason to require a BAL Assessment. It should also be noted that the ambulance sub-centre is considered to be a class 9b building under the Building Code of Australia 2016 (BCA) which does not require a BAL Assessment to be lodged at the building permit stage.

Conclusion

In summary, the proposed Ambulance Sub Centre is recommended to be supported as it is consistent with the intent of the reserve and satisfies the relevant planning framework.

STATUTORY ENVIRONMENT

Planning and Development (Local Planning Scheme) Regulations 2015
Schedule 2 – Deemed Provisions for Local Planning Schemes
Regulation 67 – Matters to be considered by local government

Local Planning Scheme No. 9
Part 2 – Reserves
2.5 – Use and Development of Local Reserves

State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>Infrastructure and Development</i>
Objective	<i>3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner.</i>
Outcome	<i>3.1 Development new and existing developments meet the Shire's Strategic Objectives and Outcomes.</i>
Priority	<i>3.1.1 Support strategies that facilitate commercial development.</i>

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Elgin **SECONDED:** Councillor Court

That Council grant Development Approval for the proposed Ambulance Sub Centre on Lot 267 (60) King Drive, Woodridge subject to the following conditions:

- 1. The land use and development shall be undertaken in accordance with the approved plans and specifications, including the directions written in red ink by the Shire, unless otherwise conditioned in this Approval;**

2. The proposed crossovers shall be designed and constructed to the satisfaction of the Shire of Gingin prior to occupancy or use of the development;
3. Stormwater from all roofed and paved areas shall be collected and contained onsite to the satisfaction of the Shire of Gingin;
4. The 1.8 metre high black garrison fence and gate shall be visually permeable and remain free of any advertising signage; and
5. The vehicle parking area shall be sealed, drained and line marked in accordance with the approved plans and specifications, prior to occupancy or use of the development and shall be thereafter maintained to the satisfaction of the Shire of Gingin.

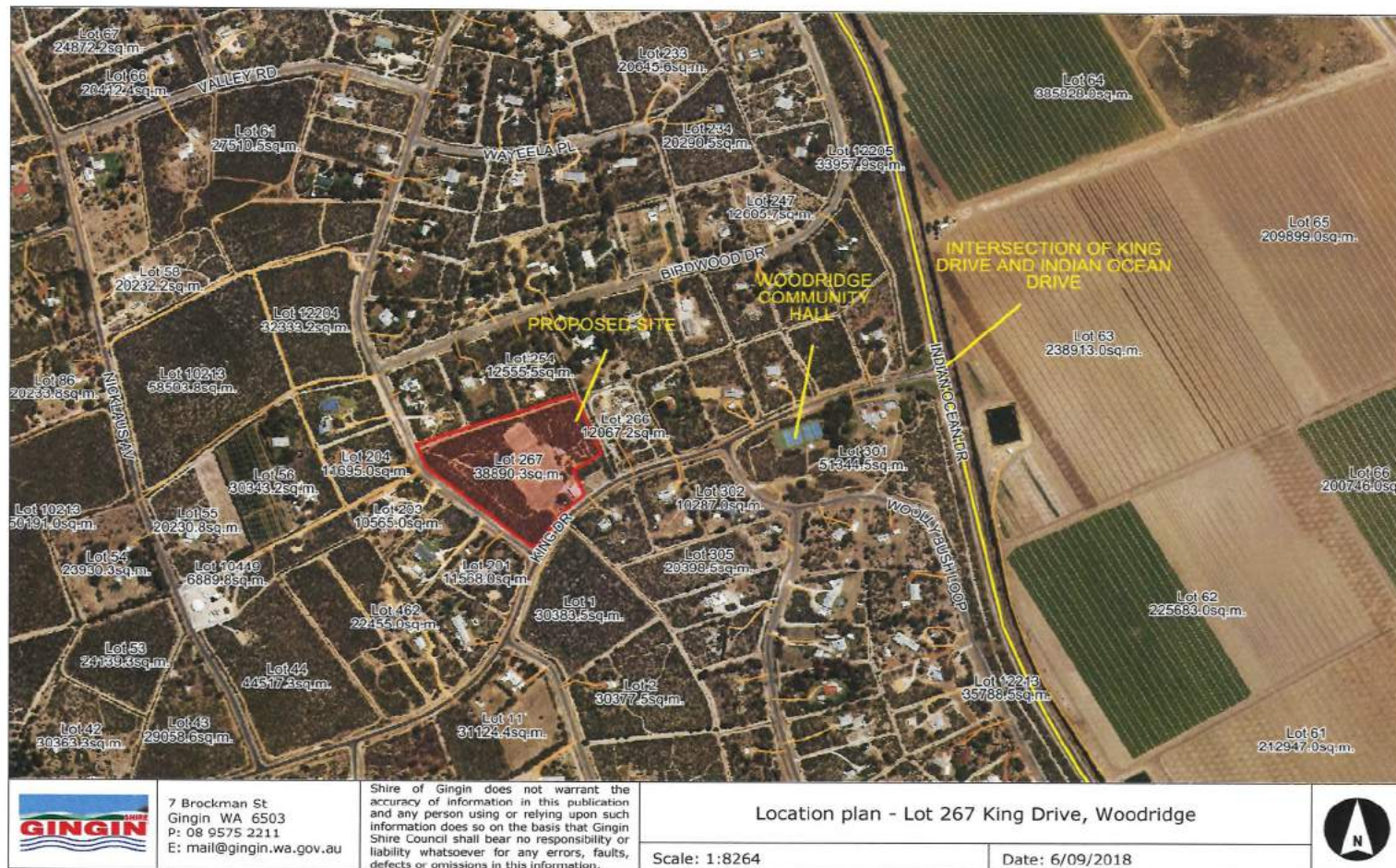
Advice Notes

- 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:** If the development subject to this approval is not substantially commenced within a period of 2 years, the approval shall lapse and have no further effect.
- Note 3:** Where an approval has so lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.
- Note 4:** Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Health Act 1911*, which are to be approved by the Shire of Gingin.
- Note 5:** The required crossover is subject to the approval of the Shire of Gingin. A Vehicle Crossover Application is required to be submitted and approved prior to the commencement of the crossover installation.
- Note 6:** The applicant/landowner is advised to refer to the requirements of the *Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974*.

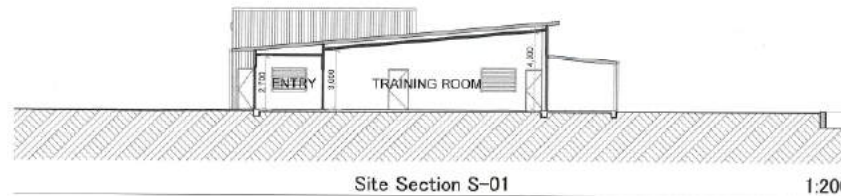
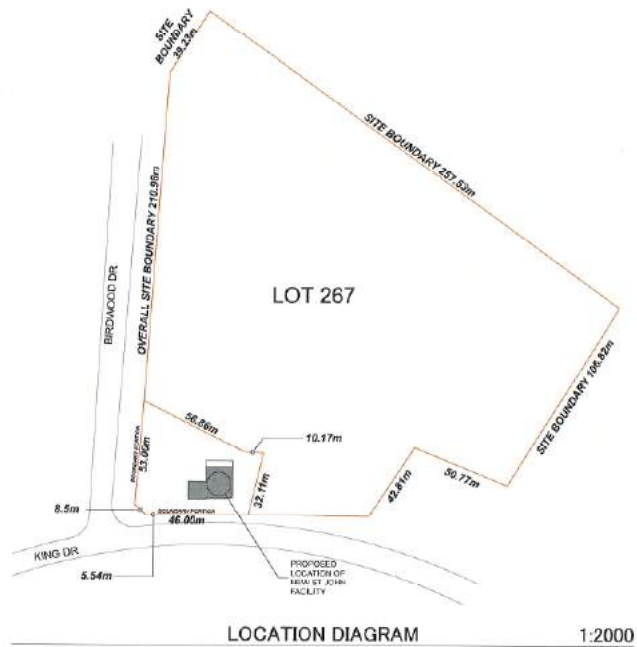
CARRIED UNANIMOUSLY

APPENDIX 1

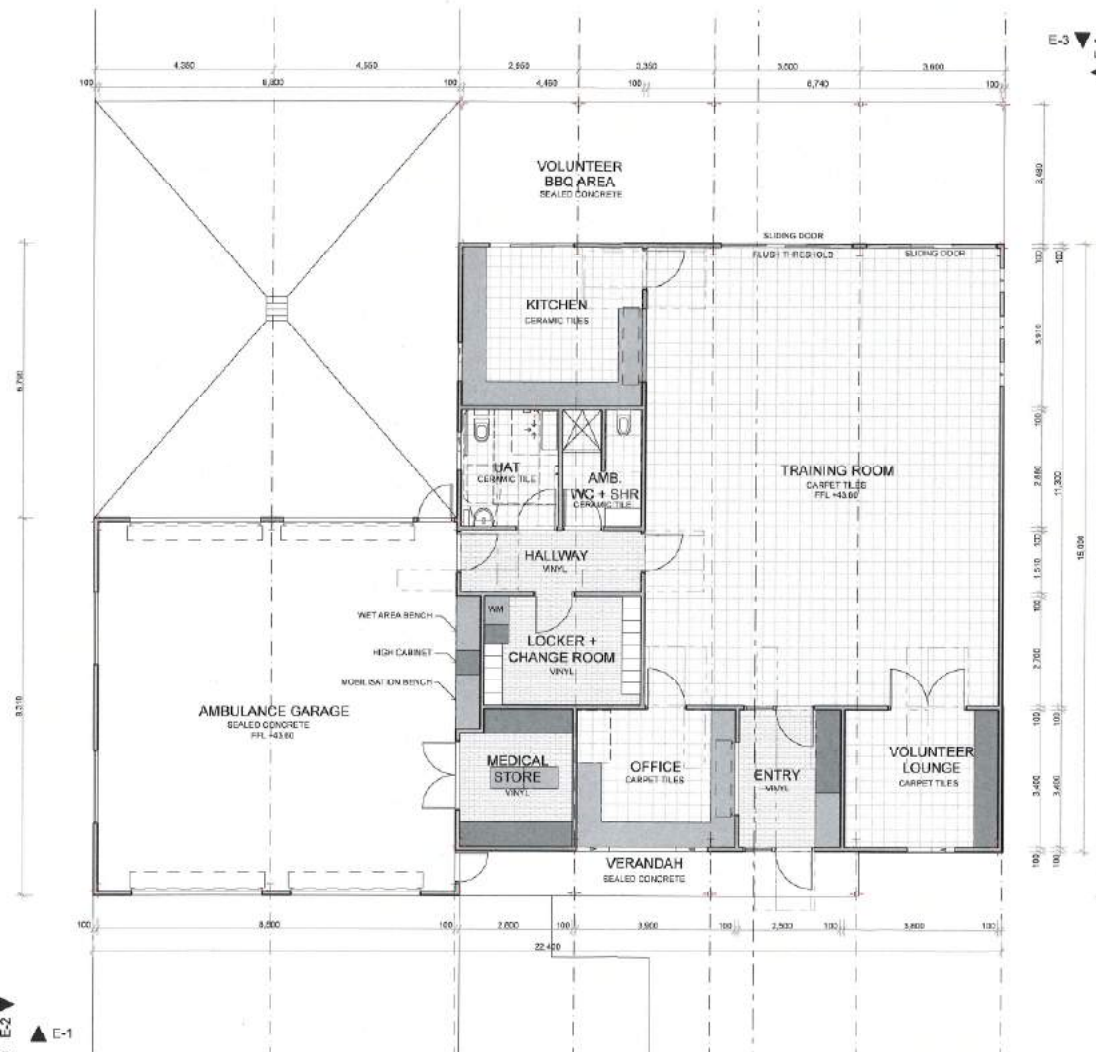




AMENDED
2 AUG 2018
PLAN



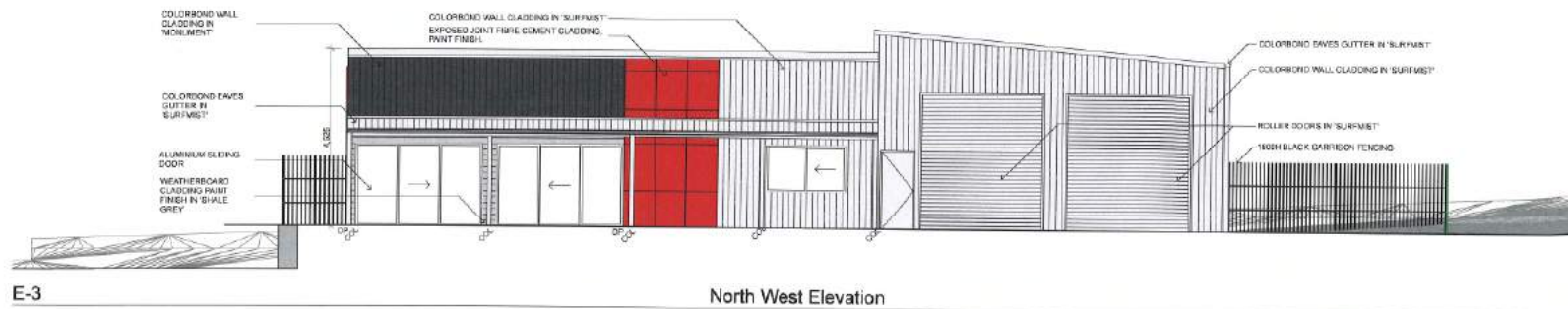


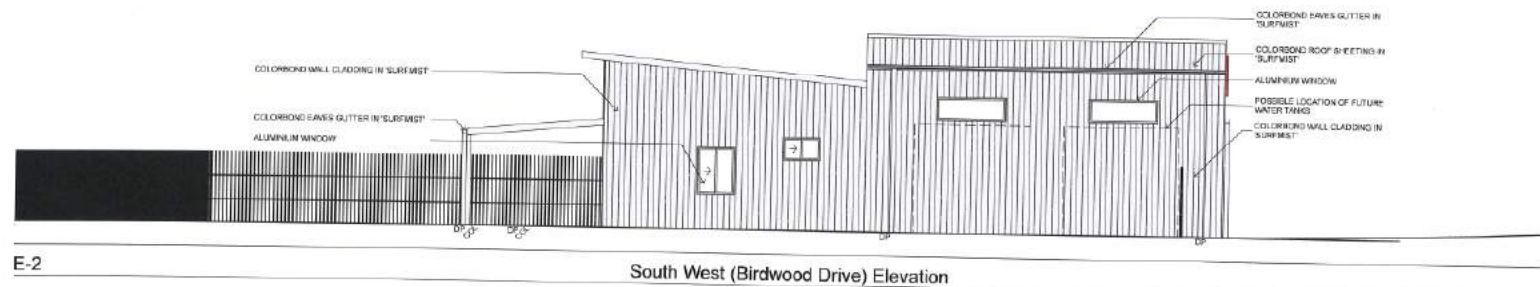


AMENDED
2 AUG 2018
PLAN

sophie pfuhl architect
 0433 565 378
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 info@sophiepfuhl.com.au

DEVELOPMENT APPLICATION
 NEW WOODBRIDGE SPA & BUB CENTRE
 PORTION OF LOT 287 KING DRIVE WOODBRIDGE
 DATED: JULY 2018
 JOB No. 1801
 SCALE: 1:100
 DATE: 02/08/2018
 REV D





sophie pfuhl architect

RE: 0400 585 269
D: 081 026 1287
E: info@sophiepfuhl.com.au

DEVELOPMENT APPLICATION

NEW WOODBRIDGE BUS SUB CENTRE
PORTION OF LOT 300 KING DRIVE WOODBRIDGE
DATA: ELEVATIONS #1
JOB No: 1001
SCALE: 1:100
DATE: 15/09/2018
@ AS
REV: E

11.3.3 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED USE NOT LISTED (PHOTOVOLTAIC SOLAR ENERGY FACILITY) ON LOT 5550 (5028) BRAND HIGHWAY, BOONANARRING

File:	BLD/6960
Applicant:	Peter Webb and Associates
Location:	Lot 5550 (5028) Brand Highway, Boonanarring
Owner:	Image Resources NI
Zoning:	General Rural
Author:	James Bayliss – Acting Manager Statutory Planning
Reporting Officer:	Kylie Bacon – Acting Executive Manager Planning and Development
Report Date:	18 September 2018
Refer:	Nil
Appendices:	<ol style="list-style-type: none">1. Location Plan, Aerial Image and Site Photographs2. Applicant's Proposal3. Schedule of Submissions

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for a proposed use not listed (photovoltaic solar energy facility) on Lot 5550 (5028) Brand Highway, Boonanarring.

BACKGROUND

The subject property is 548 hectares in area and is located on the corner of Brand Highway and Wannamal Road West. The property is currently used as a mineral sands mine, with the proposed solar energy facility occupying 11.14 hectares of the subject lot. The four megawatt solar facility is being constructed for direct connection to and use by the mineral sand mining operation on a portion of the lot unsuitable for mining purposes. The development area is predominantly clear of vegetation and relatively level.

The overall development consist of two stages, however this application only seeks approval for stage 1 of the facility. The first stage of the proposal comprises of 15,000 solar panels on a single axis tracking configuration to enable the panels to track the sun during daylight to optimise the performance of the facility.

The solar panels are 2.5 metres in height when fully tracked (early morning / late afternoon) and approximately 1.4 metres in height when the sun is overhead. The proposal includes a control kiosk and storage shed to service the development and also a 1.8 metre high chain link fence installed around the facility for security reasons. It should be noted the lifespan of the proposed development is approximately 25 years.

Easements for the Dampier to Bunbury Natural gas Pipeline Corridor (DBNGP) and the Parmelia Gas Pipeline (PGP) and also a Western Power easement traverse the subject lot.

The facility has been strategically positioned in between the easements and the overhead power lines.

A location plan, aerial image, and site photographs and a copy of the applicant's proposal are provided as **Appendix 1**.

A copy of the applicant's proposal is provided as **Appendix 2**.

COMMENT

Community Consultation

The application was advertised to surrounding landowners, published on the Shire's website and a development sign placed on the verge of the property for a period of 21 days in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*. State referral agencies were afforded 42 days to provide comment.

The Shire received one submission from an adjoining landowner and six comments from State agencies, all providing general comments and recommendations. A copy of the schedule of submissions is provided as **Appendix 3**.

LOCAL PLANNING FRAMEWORK

Local Planning Scheme No 9 (LPS 9)

Use Not Listed

The proposed photovoltaic solar energy facility does not fit comfortably within a land use definition under LPS 9 and is therefore assessed as a 'use not listed'. Clause 3.4.2 states:

3.4.2 If a person proposed to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may:

- a) Determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- b) Determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of Clause 9.4 in considering an application for planning approval; or*
- c) Determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.*

The subject lot is zoned General Rural under LPS 9, with the applicable objectives and officer comments outlined below:

- 1. Manage land use changes so that the specific local rural character of the zone is maintained or enhanced;*

Comment

The proposed use is deemed to be subordinate to the primary use of the site as a mineral sands mine. The local rural character is deemed to be impacted to a larger extent as a result of the mining operation, not the proposed solar facility. With the provision of appropriate landscaping buffers the character and amenity of the locality will remain intact.

2. *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;*

Comment

Broad acre and agricultural intensive pursuits are not able to operate on the subject site in its current state due to the mineral sands mine. If the site was to be reinstated for traditional agricultural activities at the cessation of the mining operation, then the proposed solar facility will occupy a small portion of the site and the impact will be negligible.

The proposed development is not considered to enhance or protect broad acre agricultural activities, however in the context of the subject site, is deemed to be compatible with the existing land use.

3. *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;*

Comment

No adverse environmental impacts will result from the proposed solar facility given the development area is strategically located in a relatively cleared portion of the site with no significant environmental quality.

4. *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.*

Comment

The proposed solar facility is not classified as a sensitive land use and does not encourage the introduction of sensitive land uses by its existence.

Based on the above summary, the officer is of the view that the proposed use not listed (photovoltaic solar energy facility) is generally consistent with the objectives of the zone and as such appropriate advertising was commenced as a use not listed in accordance with clause 3.4.2 (b) of LPS 9.

General Rural Development Standards

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 facility satisfies the 20 metre setback requirement and is therefore compliant in this regard.

Further Comments

Visual Amenity

The visual impact of the proposed solar energy facility from the Brand Highway is largely screened from view as a result of existing vegetation located within the road reserve. The vegetation buffer is established and of a large enough scale to obscure the majority of the solar panels. Notwithstanding the above, there is a portion of the development area adjacent to the existing 'truck rest area' that is visible from Brand Highway, particularly for vehicles heading in a southerly direction.

As such, the officer recommends that the applicant install appropriate landscaping within the confines of the subject lot adjacent to the truck rest area. An appropriate condition has been provided for the lodgement of a landscaping plan to ensure a vegetation buffer is installed along the north-western portion of the development area.

The proposed control kiosk and storage shed will be painted a neutral colour to complement the surrounding environment. It is noted that the storage shed is consistent with the scale and built form of a 'farm shed' which is consistent with similar structures in the surrounding locality.

It is also noted that a 1.8 metre high chain link fence is proposed to be installed around the perimeter of the development area, which is not considered to be a 'rural type fence' as required under 4.8.6.5 of LPS 9. This notwithstanding, the fence can be located behind the vegetation screening the facility and can be addressed through the landscaping plan.

Noise Impact

During the construction phase noise will be created from earthworks, vehicle deliveries and construction activities, however this is considered to be negligible in comparison to the existing mining operations being undertaken on the site. It is also noted that the construction phase is temporary, with the completion of the facility expected to take three months.

During daylight hours, it is anticipated that the solar energy facility will emit a low level humming noise produced by the inverters, however this will only be audible when in close proximity (i.e. standing onsite). During the night, the facility will produce no noise as the system goes into 'standby mode'.

Notwithstanding the above, the *Environmental Protection (Noise) Regulations 1997* are applicable and the facility is required to comply with this act with respect to noise emittance.

Glare and Reflection

Desktop studies with respect to glare and reflection generated from solar panels suggests that photovoltaic cells are visible as dark grey panels that have less reflectance than that of a water body. The glass covering the solar panel cells is selected for low reflectance to maximise sunlight absorption thereby improving the efficiency of electricity generation. The provision of screening further limits the potential for glare and reflection generated by the photovoltaic solar energy facility to the surrounding locality and motorists.

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

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

- (m) *the compatibility of the development with its setting including 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;*

Comment

As outlined above, the proposed development is proposed to co-exist with current mineral sand mining operations on the subject site. The impact of the solar facility from the perspective of height, bulk, scale and appearance is negligible when assessed in conjunction with the impacts originating from the mining operation. The likely impacts from the solar facility, which will predominantly affect motorists on Brand Highway, can be managed through the installation of additional screening and retention of the existing vegetation in the road reserve.

- (n) *The amenity of the locality including the following:*
- (i) *Environmental impacts of the development;*
 - (ii) *The character of the locality;*
 - (iii) *Social impacts of the development;*

Comment

The development area is located on a relatively cleared portion of the subject property to limit any vegetation removal. The applicant has advised that no native vegetation will be removed to enable construction of the facility. It is accepted that upgrades to the access track will result in a small amount of vegetation removal to cater for road widening, however it is deemed to be the applicant's responsibility to ensure any clearing permits that may be required are obtained from the Department of Water and Environmental Regulation (DWER) prior to works commencing.

The amenity and character of the locality is that of a low density rural environment and more recently the introduction of mining operations. The overall effect on the amenity of the area is negligible.

- (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;*

Comment

As addressed above under the 'visual impacts' section, the submission of a landscaping plan is recommended as a condition of approval.

Development should generally provide appropriate mitigation for its impacts within the confines of the subject site and not require or rely on adjoining landowners (road reserves in this instance) to retain buffers. The lodgement of a landscaping plan will ensure a vegetation buffer is installed along the north-western portion of the development area and adequately screens the development. It is noted that there is some vegetation in the road reserve which is unlikely to be removed by MRWA, however this is deemed insufficient adjacent to the existing truck stop.

- (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;*

Comment

The construction phase of the development is expected to be completed within a three month timeframe. This is the period in which traffic to and from the site will be at its peak, given the operational phase of the project will only generate periodic traffic for inspections/maintenance which will occur on a monthly schedule.

The construction traffic is planned to utilise an existing access track extending from the development area to Wannamal Road West. The existing access track does require upgrades to ensure the surface/width is of a suitable standard to cater for the vehicle types required during the construction phase. This approach is preferable as it ensures no construction traffic will enter/exit directly onto or from Brand Highway.

During the operational phase, given the facility will be unmanned and infrequent access to the site is required, the existing crossover / driveway from Brand Highway is proposed to be utilised. This crossover currently services adjoining Lot 1 for maintenance of the pipeline and is infrequently used.

After consultation with Main Roads Western Australia (MRWA) it is apparent that once current roadworks are complete, the existing access from Brand Highway is located at the merging point of an overtaking lane and is therefore deemed unsafe for any increase in vehicle movements. The proposed increase, although minor, was not considered as part of the Traffic Impact Assessment for the current roadworks and is therefore not supported by MRWA.

The Shire's officer is of the view that the applicant/landowner is seeking to upgrade the internal access road from Wannamal Road West and it is logical to utilise this access/egress point for ongoing maintenance during the operational phase. It is also noted that Brand Highway is under the care and control of MRWA who object to any vehicle access onto the Highway. The recommendations from MRWA are therefore supported and no direct access to Brand Highway should be permitted during either the construction or operational phase of the development.

(y) *Any submissions received on the application;*

Comment

The adjoining landowner raised concerns with respect to dust emanating from the access track during the construction phase. As part of the officer's recommendation, a Site Management Plan is requested which is to demonstrate the mechanism being implemented to control a range of potential issues, one being dust.

(za) *The comments or submissions received from any authority consulted under clause 66;*

Comment

All comments are available in the schedule of submissions, however it is noted that the relevant State agencies offered general comments with respect to the development. Appropriate conditions and advice notes have been recommended to reflect the comments received.

STATE PLANNING FRAMEWORK

Draft Position Statement: Renewable Energy Facilities

The draft position statement, although not finalised, offers guidance to local governments on the location, siting and design of renewable energy facilities throughout the state. The position statement outlines key policy measures, being environmental impact, visual and landscape impact, noise impact, construction impact, public and aviation safety, cultural heritage and community consultation. The above planning assessment has commented on the policy measures applicable in this instance.

State Planning Policy 2.5 – Rural Planning (SPP 2.5)

SPP 2.5 provides guidance for the development, protection and preservation of rural land. There is an increasing trend that renewable energy facilities are appropriately located in rural areas due to the availability of land. Section 5.1 of SPP 2.5 is relevant in this instance and states:

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;*
- (b) Retaining land identified as priority agricultural land in a planning strategy or scheme for that purpose;*
- (c) Ensuring retention and protection of rural land for biodiversity protection, natural resource management and protection of valued landscapes and views;*
- (d) Protecting land, resources and/or primary production activities through the State's land use planning framework;*
- (e) Creating new rural lots only in accordance with the circumstances under which rural subdivision is intended in Development Control Policy 3.4: Subdivision of rural land;*
- (f) Preventing the creation of new or smaller rural lots on an unplanned or ad-hoc basis, particularly for intensive or emerging primary production land uses;*
- (g) Comprehensively planning for the introduction of sensitive land uses that may compromise existing, future and potential primary production on rural land; and*
- (h) Accepting the impacts of well-managed primary production on rural amenity.*

The comments received from the Western Australian Planning Commission (WAPC) outlined that the proposal is consistent with the guiding principles of SPP 2.5 as the proposed solar facility is to be incidental to the primary use of the land for a mineral sand mine, is co-located within the mining operation's development envelope and is located on a cleared portion of the lot. Furthermore, the applicant has adequately addressed section 5.1 in their application which the Shire's officer concurs with.

Section 5.5 of SPP 2.5 provides for rural zones to be promoted as flexible zones that cater for a diverse range of land uses. Sections 5.1 and 5.5, in addition to the Draft Renewable Energy Position Statement, infer that land uses such as the proposed photovoltaic solar energy facility can coexist with traditional agricultural pursuits in the rural zone.

State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)

SPP 3.7 provides a foundation for land use planning to address bushfire risk management. The subject lot is designated as being partially bushfire prone. The proposed development is classified as a high risk land use and therefore the applicant submitted a Bushfire Management Plan (BMP) which was referred to the Department of Fire and Emergency Services (DFES). The BMP concluded that the proposed development is compliant with SPP 3.7.

The comments received from DFES indicate that, given the solar facility does not appear to propose any buildings which would involve employees on site for a considerable amount of time, the development may not be considered an intensification of the land use.

In the event the proposed development is approved as per the officer's recommendation, the requirement to install landscaping along the north-western portion of the site may introduce vegetation that will affect the current BMP. The applicant will be required to ensure the introduction of landscaping does not result in an increase in the bushfire attack level (BAL) rating and should any modification to the BMP arise it shall be submitted to the Shire for endorsement.

Summary

In view of the above assessment, Administration is of the view that the proposed photovoltaic solar energy facility can be accepted as a 'use not listed' as per clause 3.4.2 (b) of LPS 9. The land use is able to satisfy the objectives of the general rural zone and the applicable local and state planning framework. Appropriate conditions have been recommended to ensure any adverse impacts that may arise from the development can be managed appropriately.

STATUTORY ENVIRONMENT

Local Planning Scheme No. 9
Part 3 – Zones and the Use of Land
3.2.7 - Objectives of the Zones
3.4.2 Interpretation of the Zoning Table
Part 4 – General Development Requirements
4.8.6 - General Rural Zone

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017 – 2027

<i>Focus Area</i>	<i>Infrastructure and Development</i>
<i>Objective</i>	<i>3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner</i>
<i>Outcome</i>	<i>3.1 Development New and existing developments meet the Shire's Strategic Objectives and Outcomes</i>
<i>Key Service Areas</i>	<i>Building and Planning Permits</i>
<i>Priorities</i>	<i>3.1.1. Support strategies that facilitate commercial development</i>

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka SECONDED: Councillor Rule

That Council grant development approval for a proposed use not listed (photovoltaic solar energy facility) on Lot 5550 (5028) Brand Highway, Boonanarring subject to the following conditions:

- 1. The land use and development shall be undertaken in accordance with the approved stamped plans and specifications, including any directions written in red ink or modifications required as a consequence of any condition(s) of this approval;**
- 2. Prior to commencement of works a Landscaping Plan shall be submitted to the Shire of Gingin for approval, detailing landscaping and fencing to be provided along the western perimeter of the subject site. Landscaping is to be sufficient to provide a visual buffer to motorists using the Brand Highway. Following approval, the applicant/landowner must implement and maintain the measures described in the Landscaping Plan to the satisfaction of the Shire of Gingin;**
- 3. The Bushfire Management Plan (BMP) prepared by Bushfire Prone Planning dated 18 July 2018 is to be reviewed in conjunction with the Landscaping Plan to ensure the inclusion of additional vegetation does not impact on the acceptable BALs for the development (BAL-29);**
- 4. The crossover from Wannamal Road West and the internal access road shall be constructed to the satisfaction of the Shire of Gingin;**
- 5. Access to the site from Brand Highway, during both the construction and operational phase of the development, is prohibited. All access and egress to the site is to be from Wannamal Road West unless the Shire of Gingin and Main Roads Western Australia (MRWA) agree otherwise;**
- 6. The redundant vehicle access located at the Brand Highway parking bay shall be removed, the lot boundary fenced off and the existing gate removed at the applicant's cost prior to use of the development;**
- 7. The proponent shall prepare and implement a Site Management Plan, to the satisfaction of the Shire of Gingin, that at a minimum:**
 - a. Ensures the use of buildings, works and materials on the site do not generate unreasonable levels of noise, vibration, dust, wastewater, waste products and reflected light;**
 - b. Manages grasses, weeds and pest nuisances within the development area;**
 - c. Addresses drainage associated with the development; and**
 - d. Addresses the post construction operations of the site and the removal of temporary structures;**

- 8. Prior to the commencement of any works, including demolition, on land within 50 metres of the pipeline easement, the proponent shall prepare a Construction Management Plan to the satisfaction of APA and the Shire of Gingin. The plan shall at a minimum:**

 - Prohibit the use of rippers or horizontal directional drills unless otherwise agreed by the operator of the gas transmission pipeline.
 - Avoid significant vibration, heavy loadings stored over the pipeline and heavy vehicle / plant crossings of the pipeline within the easement.
 - Be endorsed by the operator of the gas transmission pipeline where the works are within or crossing the relevant gas transmission easement;
- 9. Buildings, structures, roadway, pavement, pipeline, cable, fence, change in ground level, or any other improvement on or under the land, must not be constructed within the gas transmission pipeline easement, without the prior authorisation of APA. This includes both temporary and permanent improvements of the type detailed above;**
- 10. Prior to the development commencing, a Safety Management Study (SMS), in accordance with Australian Standards 2885 for Pipelines – Gas and Liquid Petroleum, must be conducted by the applicant and its recommendations/actions must be implemented to the satisfaction of APA. All costs associated with the SMS, and implementing its recommendations/actions are to be borne by the applicant;**
- 11. Prior to the development commencing, and to inform detailed design, the applicant must conduct electrical hazard studies in accordance with (the requirements of) Australian Standard 4853-2012 (for Low Frequency Induction and Earth Potential Rise). The applicant must address any relevant requirements and any recommendations and/or actions must be implemented to the satisfaction of APA. All costs associated with the study, and implementing its recommendations and/or actions are to be borne by the applicant. The applicant must complete validation testing upon completion of construction;**
- 12. The applicant shall conduct electrical interference studies in accordance with the requirements of AS2832 once detailed design is complete. The applicant shall amend its design as required in order to obtain results for the electrical interference studies and electrical hazard studies which comply with the applicable Australian Standard and promptly provide a copy of the studies and reports to APA. The proponent shall provide Earth Potential Rise (EPR) and Low Frequency Induction (LFI) studies to the satisfaction of the APA;**
- 13. During construction, the boundary of the easement must be clearly delineated on site by temporary fencing (or other means as agreed by APA), and clearly marked as a hazardous work zone/ restricted area. Any ongoing fencing, or access restriction, as determined by the SMS will be implemented by the proponent;**
- 14. The ability of the pipeline operator to access the easement must be maintained at all times to facilitate prompt maintenance and repairs;**

15. The Shire of Gingin is to be notified in writing of completion of the construction phase of the development, prior to the operational phase commencing; and
16. All solar panels and associated infrastructure shall be decommissioned and removed within 12 months of the cessation of the development, unless the Shire of Gingin agrees otherwise. In conjunction with decommissioning of the development, the applicant/landowner shall rehabilitate the site to pre-development condition to the satisfaction of the Shire of Gingin.

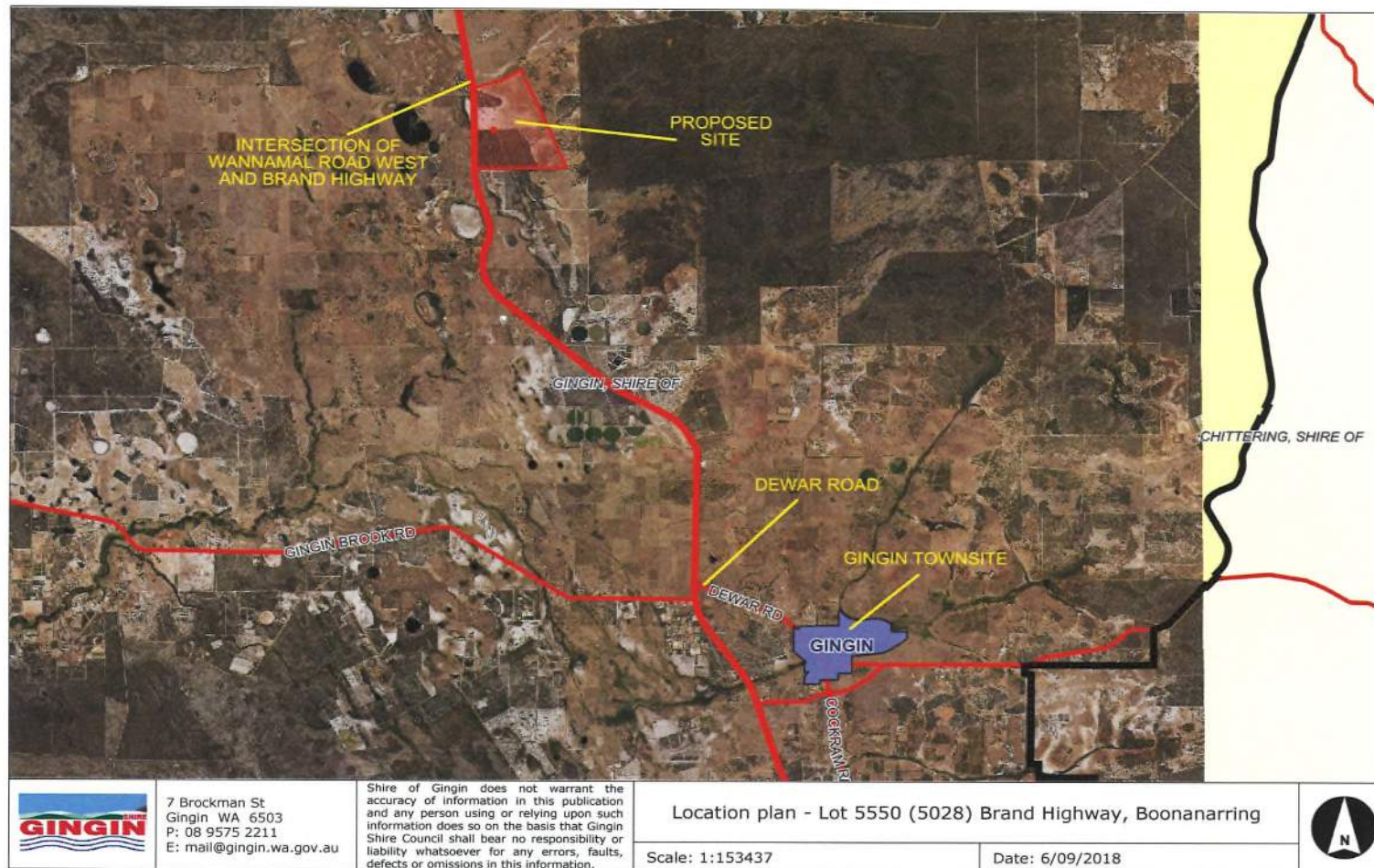
Advice Notes

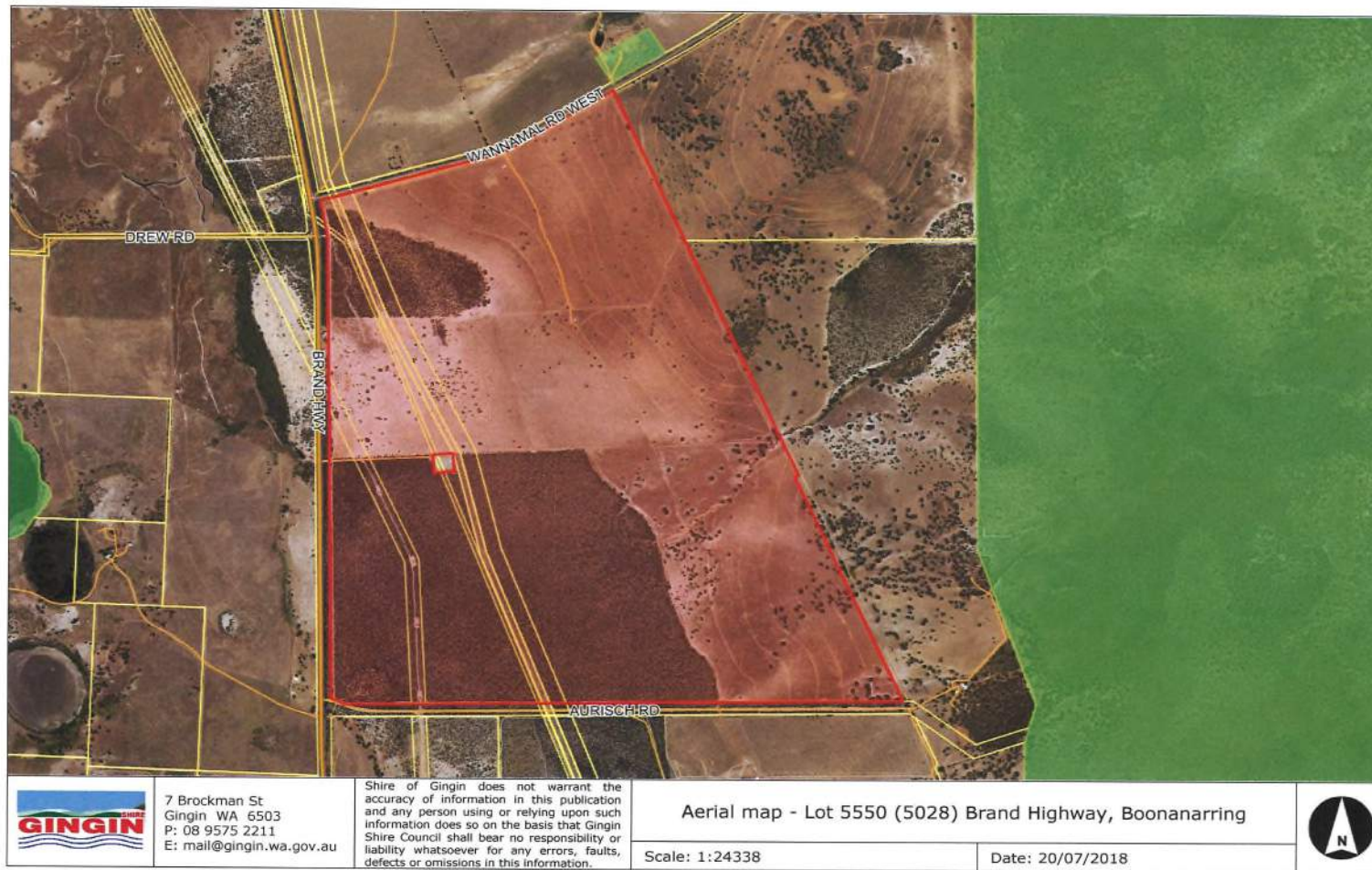
- Note 1:** If you are aggrieved with the conditions of this approval you have the right to request that the State Administrative Tribunal (SAT) review the decision under Part 14 of the *Planning and Development Act 2005*.
- Note 2:** If the development subject to this approval is not substantially commenced within a period of 2 years, the approval shall lapse and have no further effect.
- Note 3:** Where an approval has so lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.
- Note 4:** Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Health Act 2016*, which are to be approved by the Shire of Gingin.
- Note 5:** The existing vegetation on the property may contain Banksia Woodland of the Swan Coastal Plain, which is listed as an endangered threatened ecological community under the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999*. The removal of any vegetation may require referral to the Australian Government Department of the Environment and Energy for permission to do so.
- Note 6:** Pursuant to section 41 of the *Dampier to Bunbury Pipeline Act 1997*, restrictions apply to the land contained within the area identified as the DBNGP corridor. Any works (e.g. installation of proposed 11kV underground cable and access track crossings) will require prior written approval from the DBNGP Land Access Minister.
- Note 7:** The applicant should contact Main Roads Heavy Vehicle Services (HVS) prior to mobilisation in regard to traffic management relating to the Restricted Access Vehicle network conditions, over mass or oversized vehicle loads used during the construction and decommissioning stage. Any necessary permits or notices for will require separate approval from HVS.

- Note 8:** Any additional signs on or visible from the Main Roads network shall require the approval of the Mid West-Gascoyne Network Operations Manager of Main Roads WA.
- Note 9:** The installation of landscaping as required under condition 2 may affect the Bushfire Management Plan (BMP) prepared by Bushfire Prone Planning dated 18 July 2018. Any amendments to the BMP required as a result of the additional landscaping shall be submitted to the Shire of Gingin for review.
- Note 10:** The water supply to the 50,000 litre water tank is to be continuously replenishable. The fitting on said tank is to include a BIC fitting to suit volunteer fire trucks within the Shire of Gingin.
- Note 11:** It is the landowner's responsibility to implement and maintain bushfire protection and mitigation measures on their property.
- Note 12:** All designs associated with the proposal are to comply with the requirements of the Civil Aviation Safety Authority (CASA).
- Note 13:** 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 14:** If you are planning on undertaking any physical works on property containing or proximate to a pipeline, or are seeking details on the physical location of a pipeline, please contact Dial Before you Dig on 1100, or APA directly on APAprtection@apa.com.au.
- Note 15:** An early works agreement from APA is required for any assessments/approvals that require greater than 3 days assessment or supervision. Lead in times for agreements can be up to 12 weeks. Please contact APA at APAprtection@apa.com.au or 1800 103 452.
- Note 16:** Any improvements within the transmission gas pipeline easement undertaken by third parties is at the risk of the proponent who will remain liable. APA will not be liable for any costs associated with the reinstatement of any vegetation and/or infrastructure constructed on the easement.

CARRIED UNANIMOUSLY

APPENDIX 1













APPENDIX 2

Application for Development Approval

Proposed Solar Energy Facility

Lot 5550 (No. 5028) Brand Highway, Boonanarring

Shire of Gingin

Prepared by:

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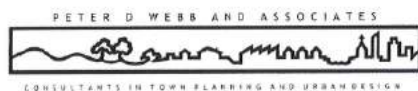
Consultant: Clare McLean

Job Number: C2293

Version/Date: Final/19 July 2018

Prepared for:

SUNRISE ENERGY GROUP PTY LTD



EXECUTIVE SUMMARY

This Application seeks approval for *Sunrise Energy Group Pty Ltd* to utilise approximately 11.14 hectares of the total land area of Lot 5550 (No. 5028) Brand Highway, Boonanarring for the purposes of establishing the first stage of a Photovoltaic Solar (Renewable) Energy Facility.

This Solar Facility is proposed to connect directly to the *Image Resources NL* Mineral Sands Mine, which mining operation is approved to extend over the eastern part of the land and is due to be commissioned in the fourth quarter of 2018.

The Solar Facility is to be located within the development envelope of the works approval for the Mineral Sands Mine, granted by the *Department of Water and Environmental Regulation* on October 30, 2017.

The Solar Facility is proposed as a secondary and incidental use to this soon to commence predominant mining use on the land.

As agreed with the Shire, this Application seeks approval for the Solar Facility as a 'use not listed', pursuant to sub-clause 3.4.2 – *Interpretation of the Zoning Table* of the *Shire of Gingin Local Planning Scheme No. 9*.

The proposed Solar Facility is to form a single axis tracking configuration. The first stage (the subject of this Application) will consist of approximately 15,000 solar panels, to be constructed over an area of approximately 11.14 hectares.

This Application presents the Shire with an excellent opportunity to demonstrate its commitment towards supporting and encouraging mining companies operating within its local government area in adopting environmentally sensitive renewable energy methods in order to meet their daily operational needs.

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1.0 INTRODUCTION

Peter Webb and Associates (PWA) has been engaged by *Sunrise Energy Group Pty Ltd* (Sunrise Energy) to prepare and lodge this Development Application with the Shire of Gingin for the proposed use and development of a Solar Energy Facility over portion of Lot 5550 (No. 5028) Brand Highway, Boonanarring. The Solar Facility is to be constructed for direct connection to, and use by, the approved Mineral Sands Mine on the land, which is scheduled to commence operations during the fourth quarter of 2018.

Accordingly, please find attached our completed and signed Application For Development Approval Form, together with two (2) copies of the Development Plans. The Application fee of \$15,708.00 (based on an estimated construction cost of \$7.5M) is to be paid directly by the client (by phone), following the formal lodgement of the Application.

The land and project details of this Application are described in the following Summary Table (**Table 1**). The following report sets out all of the relevant background, design and planning justification in support of this development proposal.

TABLE 1: SUMMARY TABLE

<i>Landowner:</i>	IMAGE RESOURCES NL
	<i>Subject Portion of Land Area Leased to Sunrise Energy Group Pty Ltd</i>
<i>Property Description:</i>	Portion of Lot 5550 (No. 5028) Brand Highway, Boonanarring
<i>Area:</i>	Lot 5550: 548.79ha Approximate Area of Lot 5550 the subject of this Application: 11.14ha
<i>Certificate of Title:</i>	Volume 1325, Folio 631
<i>Local Authority:</i>	Shire of Gingin
<i>Local Planning Scheme:</i>	Local Planning Scheme No. 9
<i>Zoning:</i>	General Rural
<i>Proposal:</i>	The proposed development and use of approximately 11.14 hectares of the subject land for a Photovoltaic Solar Facility in association with the approved mining operations to be developed on the eastern portion of the land. The Facility will provide additional solar generated power supply to support the mining operations.
<i>Vehicle Access:</i>	Temporary Construction Phase: Existing access track via Wannamal Road West Operational Phase: Existing access track to Lot 1 from Brand Highway.
<i>Type of System</i>	Photovoltaic (approx. 15,000 solar panels)
<i>Power Generation</i>	4 megawatts
<i>Operator:</i>	Sunrise Energy Group Pty Ltd
<i>Construction Period:</i>	Three (3) months from receipt of all necessary approvals
<i>Operational Period:</i>	Lifespan of 25 Years

2.0 BACKGROUND

Sunrise Energy Group Pty Ltd (Sunrise Energy) is a renewable energy company based in Perth offering an extensive range of commercial, stand alone and off the grid renewable energy solutions to a variety of customers across Western Australia.

Sunrise Energy has entered into a contract with *Image Resources NL* to lease a small area of land at Lot 5550 (No. 5028) Brand Highway, Boonanarring for the purpose of constructing and operating a 4-megawatt Solar Facility for use in association with the approved Mineral Sands Mine. It is understood that the works involved with developing the mine will be commissioned in the fourth quarter of 2018, which works involve the creation of an open cut mine for the extraction and processing of heavy mineral sands.

The Solar Facility is expected to service approximately 25% of the annual electricity power required for the operation of the Mine. The Facility will not replace the network supply but rather provide *Image Resources NL* with an economically feasible and environmentally sensitive energy source alternative to assist in meeting the energy demands of its daily operations.

It is recognised that the construction of the Solar Facility will also provide benefits for the local community by creating new employment opportunities for local residents, during both the construction and operational phases.

The Facility will initially be utilised by the mine but will remain long after the mine has ceased operations, with the lease arrangement enabling the Facility to remain in place for 20-25 years.

3.0 LAND PARTICULARS AND SITE DETAILS

The land the subject of this proposal is located approximately 20 km to the north west of the Gingin Townsite and approximately 80 km north of the Perth Metropolitan Area. (Refer to **Figure 1: Regional Location Plan**.)

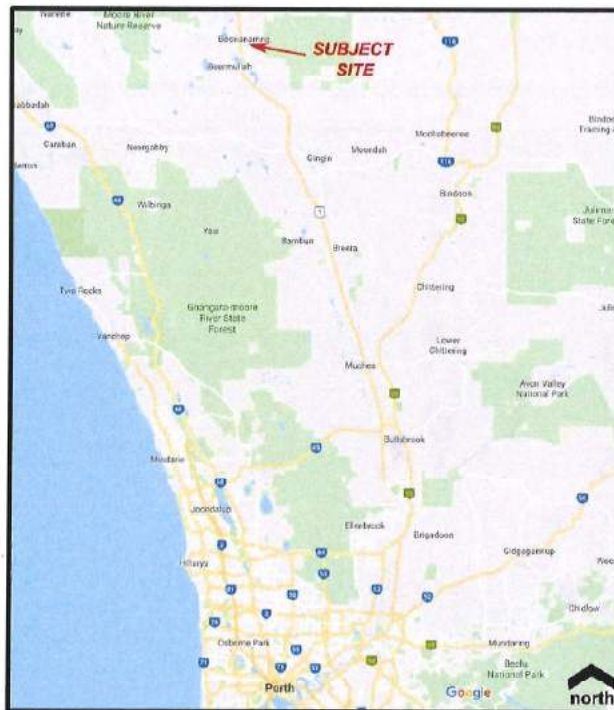


Figure 1: Regional Location Plan (source: google maps, 2018)

The lease area, the subject of this Application, is situated within the western cleared portion of the subject lot (occupying the part of the land not suitable for the mining operation), which lot is described as Lot 5550 (No. 5028) Brand Highway, Boonanning.

The subject lot is owned by *Image Resources NL* and described on Certificate of Title Volume 1325, Folio 631 and Deposited Plan 206748 as comprising a total land area of 548.79 hectares. (Refer to **Annexure 1: Certificate of Title**)

The land leased by *Sunrise Energy* comprises an approximate area of 16.8 hectares (occupying 3.06% of the total land area). This Application seeks approval for the first stage of the Facility, which extends over an area of approximately 11.14 hectares (2.07% of the total land area).

The subject land has an overall primary frontage to Brand Highway of approximately 2446 metres. The Solar Facility is proposed adjacent to Brand Highway on a cleared portion of the land which is not occupied by the mining operation. The Facility is proposed to extend along a small section of

the total frontage of the land, for a length of approximately 621 metres. The subject land has a secondary frontage to Wannamal Road West of 1456 metres, which frontage provides the main access for the mining operations.

Aurisch Road runs along the southern side boundary of the land, which boundary extends for a length of approximately 2619 metres. The land has an eastern rear boundary width of approximately 3274 metres.

The portion of the land under lease to *Sunrise Energy* is illustrated below at **Figure 2**.



Figure 2: Location Plan (source: Landgate, 2018)

The subject land has been extensively cleared in the past for agricultural (sheep grazing) purposes, with two areas of the land containing pockets of vegetation.

The Solar Facility is proposed to be situated within a cleared portion of the site, adjacent to Brand Highway and outside of the easements which traverse the land. The two areas of vegetation to the north and south of the Solar Facility will not be impacted upon by the construction and operation of this use. There will be some minor clearing required of the grassland vegetation (to the east of the site) in order to comply with the requirements of the Bushfire Management Plan. (Refer to **Annexure 2: Bushfire Management Plan**)

Easements for the Dampier to Bunbury Natural Gas Pipeline Corridor (DBNGP) and the Parmelia Gas Pipeline (PGP) together with a Western Power Easement extend across this section of the land. The proposed Facility is strategically located between the Western Power and DBNGP and PGP Easements and set back from the overhead powerlines as far as is physically possible, in order to ensure an adequate and safe distance is maintained.

The site has an existing crossover at its frontage to Wannamal Road West, which is to be utilised by the *Image Resources NL* for its mining operations. An existing access track which extends north from the site and running parallel to Brand Highway to reach a crossover on Wannamal Road West is proposed to be utilised for the construction of the Solar Facility. This access track is proposed to be utilised for the temporary three (3) month construction phase of the project and is a separate access point on Wannamal Road West to the main crossover to be utilised by the mine site.

There are two (2) crossovers and a truck rest stop which exist along the frontage of the site to Brand Highway. The southernmost crossover on Brand Highway is currently utilised for access to Lot 1 for the maintenance of the DBNGP and PGP. The right to use this crossover and access road to Lot 1 is formally granted via an Easement (E107836) attached to the Certificate of Title for the landholding. This access point is the most practicable for the ongoing occasional operational use requirements for the Facility. (Refer to **Figure 3: Vehicle Access to Site**)



Figure 3: Vehicle Access to Site

4.0 STATE PLANNING FRAMEWORK

4.1 State Planning Strategy 2050

The proposed Solar Facility accords with the vision and relevant energy planning objectives of the *State Planning Strategy 2050* (SPS 2050). In particular, the Strategy highlights the need to encourage the use of natural energy renewable resources as a measure to reduce the intensity of greenhouse gas emissions from energy production. This Application seeks approval to construct a Solar Energy Facility which will connect directly to the mineral sands mine on the land. It is estimated that the construction of this Solar Facility will reduce the mines overall energy demand from traditional non-renewable sources by approximately 25%. In this way, the Facility complies with the energy planning objectives of the SPS 2050 as it provides *Image Resources NL* with an environmentally sensitive approach to energising its mining operations and in doing so, the mine will effectively reduce its overall greenhouse gas emissions, in accordance with the objectives of SPS 2050.

4.2 Draft Position Statement: Renewable Energy Facilities (WAPC, 2018)

A draft *Position Statement: Renewable Energy Facilities (May 2017)* is currently being advertised by the WAPC. Once finalised, the Position Statement will provide guidance to local governments on the planning measures to be introduced into local planning frameworks to assist in the assessment of proposed renewable energy facilities.

The draft Policy identifies the key planning considerations for the assessment of proposed Solar Facilities, which include environmental impact, visual and landscape impact, noise impact, construction impact, public safety, and cultural heritage. The proposed Facility has been reviewed in accordance with each of these key planning considerations. It has been determined that the Facility will not result in any adverse impact on the overall rural amenity of this location, particularly noting it is proposed within the development boundaries of the DEWR works approval issued for the *Image Resources* mineral sands extraction and processing mine on the land. (Each of the impacts are addressed in further detail at *Section 6.0 – Project Description* of this report.)

4.3 Wheatbelt Regional Planning and Infrastructure Framework (2015)

The Shire of Gingin is identified as being located within the 'Central Coast Sub-Region' of the *Wheatbelt Regional Planning and Infrastructure Framework (2015)*. This Framework recognises the abundant source of renewable energy offered in the Wheatbelt and the potential to establish alternative energy initiatives in areas where energy demand is increasing as a result of the significant growth in the mining sector in this Region. This is particularly relevant to this Application which proposes to introduce a Solar Facility to assist in meeting the energy demands of the soon to be commissioned mineral sands mine on the land. The approval of this Facility will result in significantly reduced reliance of the mine on the centrally distributed energy, which accords with

the general vision of this Framework to encourage the use of renewable energy sources, where possible.

4.4 WAPC State Planning Policy 2.5 – Rural Planning (2016)

The proposed Solar Facility on the subject land accords with the Planning Objectives of *State Planning Policy 2.5 – Rural Planning*, which Policy seeks to protect rural land and land uses.

The Solar Facility is proposed in association with the approved mining operations on the land. It is recognised that the approved mining operations are exempt from the Policy requirements. This Facility is proposed for specific use by the mine. It is however still considered relevant to consider the Facility in respect to the *Policy Objectives 5.1 – Protection of Rural Land and Land Uses*, noting that the life span and use of this Facility may extend beyond the operation of the mine. In this regard, the proposed Solar Facility which is to be located on a cleared portion of the land, is deemed to be compliant with the relevant Policy Objectives 5.1 of SPP 2.5, as detailed in the following **Table 2**.

TABLE 2: COMPLIANCE WITH POLICY OBJECTIVES 5.1 OF SPP 2.5	
Protection of Rural Land and Land Uses	
(a) requiring that land use change from rural to all other uses be planned and provided for in a planning strategy or scheme;	The Solar Facility does not seek to change the approved use of the land for mining extraction and processing. The Facility is proposed in association with the soon to be commissioned mineral sands mine on the land. Importantly, it will provide the mine with a renewable energy source in order to meet part of its total energy demand.
(b) retaining land identified as priority agricultural land in a planning strategy or	The proposed Solar Facility will not impact on the ability for the land to be utilised for other suitable agricultural pursuits in the future, once the mining operations are completed.
(c) ensuring retention and protection of rural land for biodiversity protection, natural resource management and protection of valued landscapes and views;	The land area to be used for the Facility comprises of cleared agricultural land. There will not be any impact on the land in terms of biodiversity protection, natural resource management or the protection of valued landscapes and views.
(d) protecting land, resources and/or primary production activities through the State's land use planning framework;	The use of this land as a Solar Facility in association with the approved mining operations will have no impact on the ability for the land to be utilised in the future for primary production activities, following the cessation of the mining operation.
(e) creating new rural lots only in accordance with the circumstances under which rural subdivision is intended in Development Control Policy 3.4: Subdivision of rural land;	The proposed use does not involve subdivision. This Policy Objective is therefore not applicable.
(f) preventing the creation of new or smaller rural lots on an unplanned or ad-hoc basis, particularly for intensive or emerging primary production land uses;	The proposed use does not involve subdivision. This Policy Objective is therefore not applicable.
(g) comprehensively planning for the introduction of sensitive land uses that may compromise existing, future and potential primary production on rural land.	The Solar Facility will not compromise the use of the land for primary production.
(h) accepting the impacts of well-managed primary production on rural amenity.	There will be no impact on primary production. The Facility is proposed to assist in generating power for the approved mining use on the land.

4.5 WAPC State Planning Policy 3.7 - Planning in Bushfire Prone Areas (2015)

The subject land is partially identified as being within a bushfire prone area, pursuant to the Department of Fire and Emergency Services (DFES) *Map of Bushfire Prone Areas* (2018). (Refer to **Figure 3: Map of Bushfire Prone Areas**)



Figure 4: DFES Map of Bushfire Prone Areas

A Bushfire Management Plan (BMP) has therefore been prepared by Bushfire Prone Planning, in accordance with the requirements of the WAPC *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* (SPP 3.7).

The BMP concludes that the Facility is compliant with all applicable bushfire related legislation, policy, standards and guidelines, including the Bushfire Protection Criteria of SPP 3.7.

A complete copy of the BMP is attached at **Annexure 2**.

5.0 LOCAL PLANNING FRAMEWORK

5.1 Local Planning Scheme No. 9

The subject land is zoned 'General Rural' pursuant to the Shire of Gingin *Local Planning Scheme No. 9* (LPS 9). The proposed Solar Facility is not specifically defined as a land use category at *Table 1 – Zoning Table* of LPS 9. Accordingly, and as agreed with the Shire, approval of this proposal is to be considered as a 'use not listed', pursuant to sub-clause 3.4.2 – *Interpretation of the Zoning Table* of LPS 9.

In this regard, the land use is deemed to be consistent with the objectives of the applicable 'General Rural' zone of the land and is therefore able to be considered for approval by the Council, pursuant to sub-clause 3.4.2 (a), which states that:

'3.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may —

- a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted.*

The following **Table 3** confirms that the proposed Solar Facility complies with each of the overarching objectives of the 'General Rural' zone and is therefore able to be considered for approval as a 'use not listed' in the applicable zone, which objectives are prescribed at sub-clause 3.2.7 – *General Rural Zone* of LPS 9.

TABLE 3: COMPLIANCE WITH THE GENERAL RURAL ZONE OBJECTIVES OF LPS 9	
General Rural Zone Objectives	
a) <i>manage land use changes so that the specific local rural character of the zone is maintained or enhanced;</i>	The use of the land for the Solar Facility will not impact on the local rural character of the zone. The Facility is proposed in association and incidental to the approved mining operation on the same landholding and is therefore deemed to have negligible impact on the rural character.
b) <i>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;</i>	The approved primary use on the land is the open cut mine. This Facility is incidental to this approved primary use. The approval of this Solar Facility on the land will not impact on the ability of the land to be utilised in the future for broad acre and intensive agricultural activities.
c) <i>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</i>	The Facility will not adversely impact on the environmental qualities of the landscape, vegetation and soils of the land. There will be no damage to the environment as a result of this use.
d) <i>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.</i>	The Solar Facility is not a sensitive land use.

In addition to the Facility complying with the general objectives of the 'General Rural' zone, the Facility is designed to ensure it complies with the relevant site requirements for the zone, as prescribed at *Table 2 – Site Requirements* of LPS 9. In this regard, the panels of the Facility are to be set back a minimum of 20.0 metres for approximately 209 metres of the boundary length to Brand Highway. The setback distance from Brand Highway increases from this point as it extends south and follows the eastern outer edge of the Western Power easement, to reach a setback distance of 168.0 metres at its southern most point. Further, the Facility more than comfortably meets with the side and rear minimum boundary setback requirements of 20.0 metres, with the site being setback more than 1231 and 1708 metres from these respective boundaries.

5.2 Local Planning Strategy (2012)

The subject land is identified in the Shire of Gingin *Local Planning Strategy* (2012) as being located within the 'Rural Gingin Sub-Region' and is identified on the LPS Map as 'Rural Uncoded'. The objective of 'Rural Uncoded' land is defined in the LSP as being to '*protect the rural land in order to provide for a wide range of land uses associated with primary production.*'

The proposed use of a relatively small portion of the land for the Solar Facility, for use in association with the approved mining operations on the land, will in no way impact on the ability for this landholding to be utilised for other rural pursuits associated with primary production in the future.

This use is therefore compliant with the overarching objective of the Shire's LPS to protect rural land.

6.0 PROJECT DESCRIPTION

This Application seeks approval for the first stage of the *Sunrise Energy* Solar Facility, which proposal is illustrated in detail on the attached Development Plans prepared by *Quanta Solar Australia*.

The first stage of the Facility will extend over an area of approximately 11.14 hectares (of the total leased area (16.8ha)) on the subject land. The Facility is to be constructed adjacent to and directly connect to the approved *Image Resources NL* Mineral Sands Mine, which extends in a north west to south east direction over the eastern portion of the subject land and is due to be commissioned in the fourth quarter of 2018.

The footprint of the Facility has been carefully designed to ensure it does not encroach into the Western Power and DBNGP and PGP Corridors as well as maintaining a suitable setback distance of 20.0 metres to the overhead powerlines which extend across the land. The first stage of the Facility is proposed to the east of the Western Power easement and west of the overhead power lines. (The future second stage is to be proposed to the east of the existing powerlines and west of the Pipeline Corridors, which future stage will be the subject of a separate Planning Application.)

The Facility is proposed to comprise of three (3) main components, including the photovoltaic array unit, storage facility and the associated access tracks. It will involve the construction of a 4-megawatt alternating current (MWac) facility. The first stage is proposed to comprise of approximately 15,000 solar panels on a single axis tracking configuration. This system enables the panels to track the sun during the day to optimise the overall performance of the Facility.

The Facility will connect directly to the embedded electrical supply network of *Image Resources NL* in a 'behind the meter' configuration.

The Facility will be set back from Brand Highway a minimum distance of 20 metres and a maximum of 168.0 metres, extending parallel to and along the eastern outer boundary of the existing high tension overhead power line easement which traverses across the land.

The vertical dimensions of the solar panels will be approximately 2.5m in height when fully tracked (early morning, late afternoon), and approximately 1.4m in height when the sun is overhead around midday.

A 1.8m chain link fence will be installed around the perimeter of the Facility for security purposes.

The existing access track from Brand Highway, which provides access to Lot 1 for maintenance of the Pipelines, is proposed to be utilised for ongoing monthly operational purposes, with an access track (length of 22.0 metres) proposed to be constructed to provide the north south vehicle access connection of the Facility to this existing track.

The control kiosk and storage shed are proposed to be painted in neutral earthy tones to complement the surrounding natural environment and in doing so, will reduce any perceived visual impact of the Facility when viewed from Brand Highway.

The existing vegetation within the road reserve of Brand Highway together with the pockets of vegetation to the north and south of the site will provide adequate screening of the Facility, from Brand Highway.

6.1 Construction and Operations Programme

Temporary Construction Phase

The construction phase of the Solar Facility will be completed within a three (3) month timeframe.

Sunrise Energy will ensure the appropriate management of materials and equipment deliveries to the site to ensure minimal construction traffic, where possible, during this temporary construction phase.

The highest demand for site access will be during the construction phase of the project. To ensure safe traffic movements are maintained, this Application seeks approval to utilise the existing access track which extends north from the site and runs parallel to Brand Highway to connect with Wannamal Road West. No access for construction vehicles is proposed directly via Brand Highway, to ensure compliance with the general position of Main Roads WA for access to be taken from local access roads (rather than State Highways) where possible. This existing access requires some upgrading to the surface of the track to ensure it is suitable to accommodate the types of vehicles requiring access to the site, during the temporary construction phase of the project. The upgraded track is required to be 6.0m wide and will comprise of compacted limestone constructed to a rural standard and in accordance with the Shire's requirements.

The types of vehicles to access the site will include low loaders and container trucks transporting the construction equipment and materials, service trucks for general services and waste removal and light vehicles. The vehicle delivery types and anticipated volumes of each construction vehicle type are detailed in **Table 4** below.

Table 4: Construction Phase Vehicle Delivery Type and Volume		
Type	Delivery Type	Total Volume (approx.)
Low Loader Equipment	Construction Equipment, Office etc.	30
Container Delivery and Pickup	Shipping Container	120
General Truck Movements	Waste Removal, General Deliveries etc.	20
Light Vehicles	Car, Utility Vehicle, Small Bus	15 Arrivals per day. (over a 3 month timeframe)

Ongoing Operational Phase

The Facility will be unmanned. Therefore, no daily vehicle access is required. Inspection, cleaning and maintenance is anticipated to occur on a monthly schedule. The anticipated vehicle type, delivery vehicle and volumes are detailed in **Table 5**.

Table 5: Operational Phase Vehicle Delivery Type and Volume		
Type	Delivery Type	Qty for project (approx.)
Light Vehicles	Car, Utility Vehicle, Franna	1 -2 Arrivals per month. For life of project

Access to the site for the ongoing operational phase of the Facility is proposed to utilise the existing crossover and access track on Brand Highway, which provides access to Lot 1 for maintenance of the Pipeline.

The on-site access tracks required for construction and ongoing operation and maintenance of the Facility are proposed to be 4.0m and 6.0m wide and sealed with compacted limestone to a minimum rural standard, to meet the requirements of the Shire.

6.2 Environmental Impact

The Solar Facility is proposed to be located on a cleared area of the land, noting that the majority of the land comprises of cleared farming land and is approved for mining production. No native vegetation will be removed as part of the construction of the Facility. This proposal will not affect the environment and is proposed as an incidental secondary use to the predominant approved mining use on the land. Therefore, as the proposed Solar Facility will not affect the environment, it is not required to be referred to the *Department of Water and Environmental Regulation*.

6.3 Visual Impact

The extent of the visibility of the solar panels and associated infrastructure when viewed from Brand Highway will be minimal and therefore will result in negligible impact on viewsheds from Brand Highway. The existing pockets of vegetation to the north and south of the Facility and the vegetation within the Highway road reservation, which vegetation extents along the frontage of the lot boundary to Brand Highway will shield and obscure the panels from the Highway.

In addition, the associated infrastructure will be painted in neutral tones to ensure the structures blend and complement the surrounding natural environment.

The solar panels are specifically designed to ensure minimal reflection and glare and therefore will not cause a nuisance to motorists travelling along Brand Highway.

6.4 Noise Impact

The extent of site works and the temporary construction activities associated with the Facility will not generate levels of noise or vibration that would impact upon the amenity of the locality, particularly noting the construction of the Facility will be less than the noise emitted from the approved mine and noting the nearest noise sensitive premises is located approximately 2.5km from the Facility.

The construction noise will be similar to the noise generated by an agricultural use. It will include the noise of the additional transport vehicles travelling along Brand Highway to access the site via the Wannamal Road West entrance track and the noise of the general construction activities as the panels are installed on site. Notwithstanding this, any perceived adverse noise impacts resulting from the temporary construction phase will be managed and mitigated through the implementation of appropriate measures for the works through a management plan to be undertaken as a condition of approval and to the satisfaction of the Shire.

The ongoing operational noise impacts associated with the Facility will have negligible impact on the rural amenity of this location. There will be no distinct noise emitted from the Facility, with the only moving parts being the single axis trackers which slowly follow the sun. The inverters will produce a hum that may be audible when in close proximity, however as these are working during the day and associated with the mining operations to the east of the Facility, the noise emanating from this Facility will be minimal. During the evening hours, the Facility will not produce any sound with the panels going into 'stand-by mode'.

Notwithstanding this, the Solar Energy is required to comply with the requirements of the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997* in regard to noise impacts. The need to address noise management will be complied with through an appropriate management plan, to be undertaken as a condition of approval and to the Shire's satisfaction.

6.5 Public Safety

The Solar Facility is proposed to be developed on a cleared portion of the land and is set back from the existing areas of vegetation to the north and south of the site area to ensure bushfire risk is able to be appropriately managed, in accordance with the Bushfire Management Plan prepared by Bushfire Prone Planning. Therefore, the Facility will not pose any risk to public safety.

6.6 Cultural Heritage

The subject land does not hold cultural heritage significance and forms part of the approved use on the land for mineral sands mining. The impact in regard to this particular consideration is therefore deemed to not apply to this Application, given the Facility is proposed within the development footprint of the mining operations on the land.

6.7 Economic and Social Impact

The proposed Solar Facility will provide a positive economic and social impact to this location by offering new employment opportunities to local residents through direct employment during both the construction and operational stages of the project. It will also result in an investment in, and contribution to, the local economy; as well as providing increased security in terms of power supply in the Region through a diversified generation source for the mine.

7.0 CONCLUSION

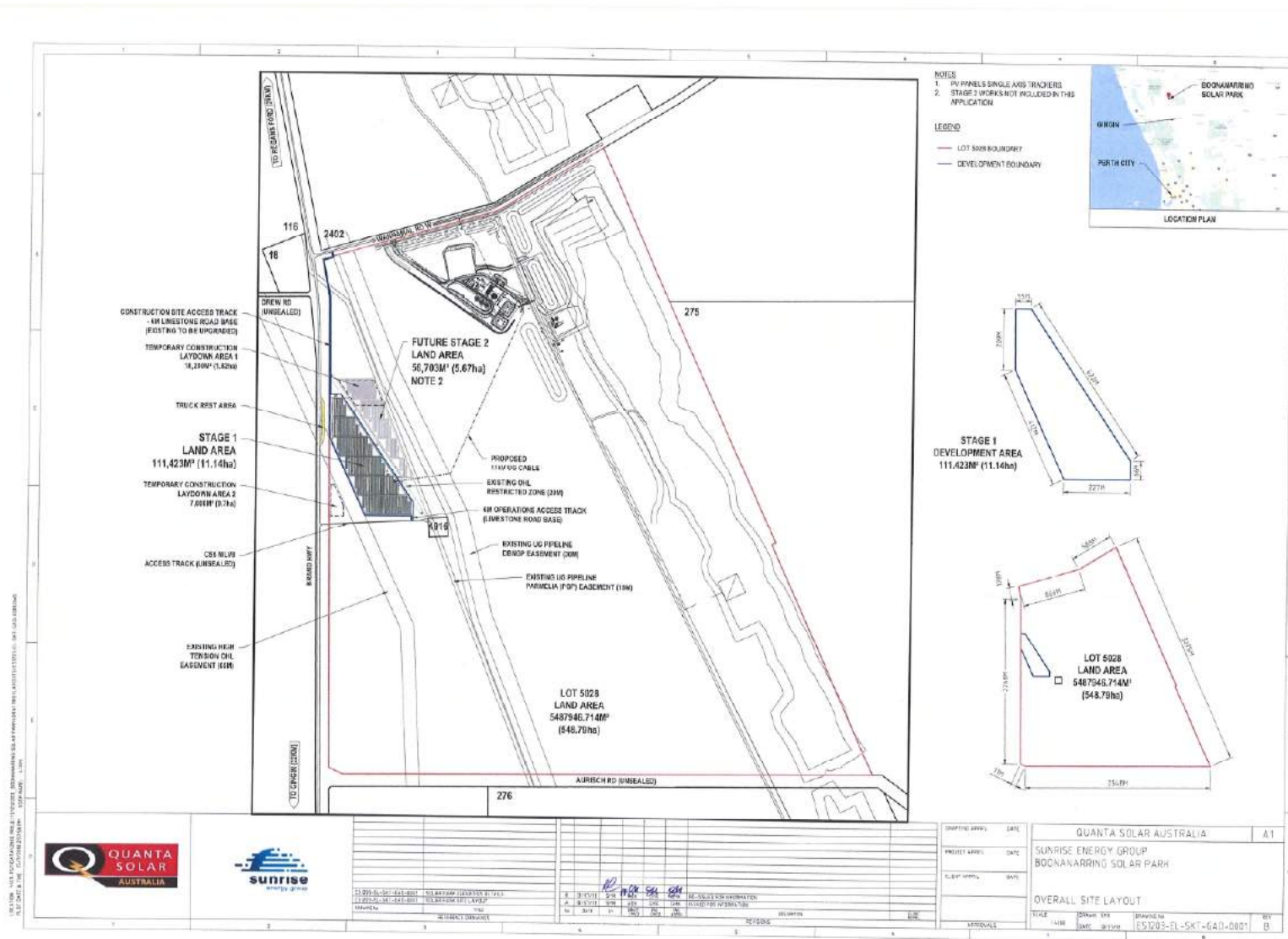
This Application seeks the Shire's conditional approval for the first stage of the *Sunrise Energy* Solar Energy Facility on the western portion of 5028 Brand Highway, Boonanarring.

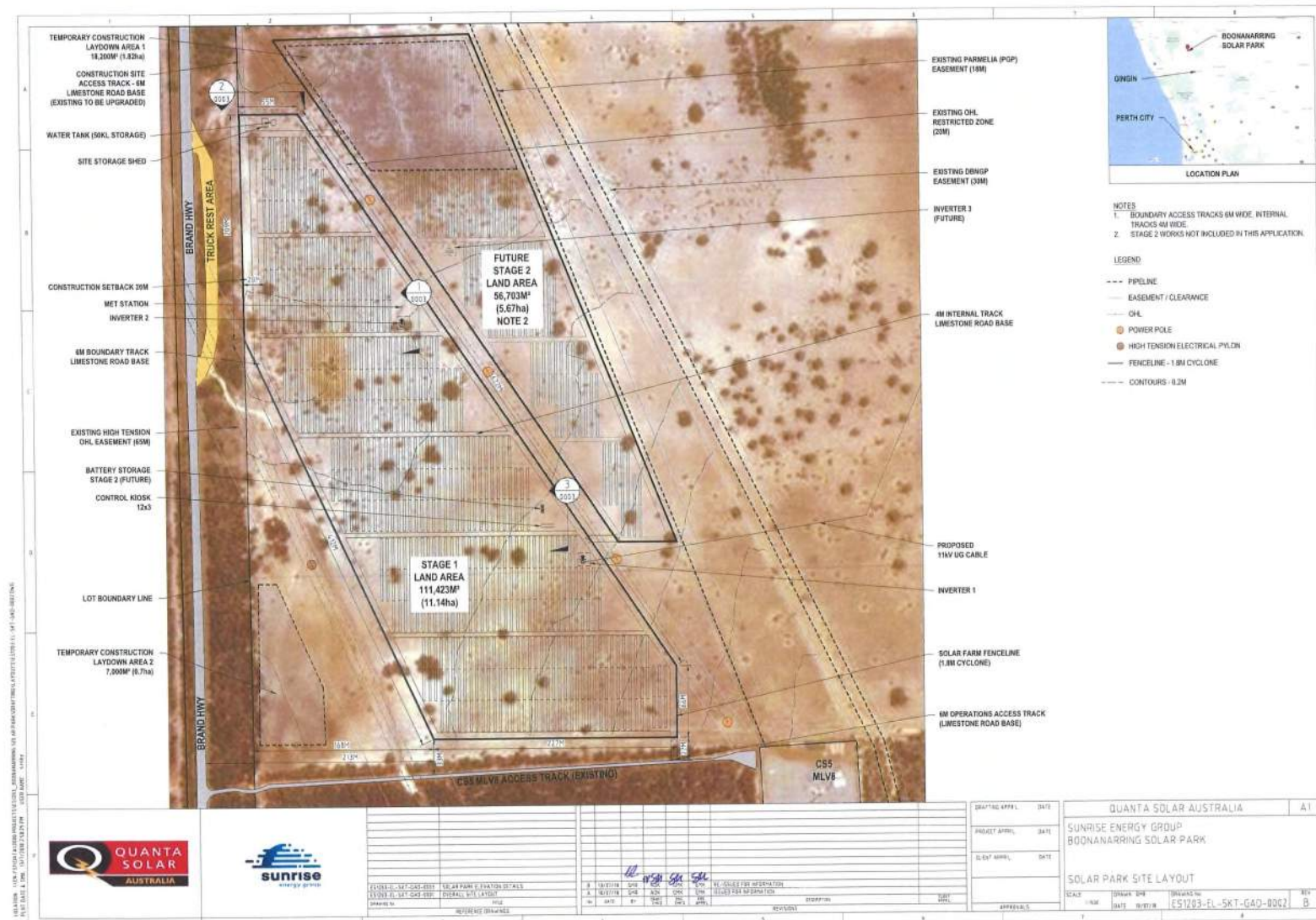
The Shire's approval of this Facility will assist the approved mine on the land in meeting its energy demands in an environmentally responsible manner. This Facility is considered to meet with the overarching objectives of the 'General Rural' zone of LPS 9 and therefore is able to be considered for approval by the Council as a 'use not listed', being a use which is proposed as a secondary and incidental use to the approved primary mine production use on the land.

The approval of this Facility presents the Shire with an excellent opportunity to support and encourage mining operations within its local government area to adopt environmentally sensitive methods to address energy needs. On this basis, we respectfully seek the Shire's approval of this Application.

Peter Webb and Associates

DEVELOPMENT PLANS







ANNEXURES

ANNEXURE 2

Bushfire Management Plan (BMP)
Bushfire Prone Planning

Fire Protection
Association Australia
Life. Property. Environment.

Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details

Site Address / Plan Reference: Lot 5550 (5028) Brand Highway

Suburb: Boonanarring

State: WA

P/code: 6503

Local government area: Shire of Gingin

Description of the planning proposal: Development Application for a Solar Facility

BMP Plan / Reference Number: 180332

Version: v1.1

Date of Issue: 18/07/2018

Client / Business Name: Image Resources

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the proposal any of the following special development types (see SPP 3.7 for definitions)?		
Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vulnerable land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?
Power generating facility - recognised as a High Risk Land Use under SPP 3.7

Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

BPAD Accredited Practitioner Details and Declaration

Name	Accreditation Level	Accreditation No.	Accreditation Expiry
Kathy Nastov	Level 3	BPAD - 27794	01/08/2018
Company	Contact No.		
Bushfire Prone Planning	6477 1144		

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct

Signature of Practitioner

Date 18/07/2018



Bushfire Management Plan

(Development Application - Solar Facility)

Lot 5550 (5028) Brand Hwy, Boonanarring

Shire of Gingin

Job Number: 180332

Assessment Date: 29 May 2018

Report Date: 18 July 2018

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Disclaimer

The measures contained in this Bushfire Management Plan are considered to be minimum standards and they do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and extreme weather conditions. Additionally, the correct implementation of the required bushfire protection measures (and any associated response/evacuation plan if applicable) will depend, among other things, on the actions of the landowners or occupiers over which Bushfire Prone Planning has no control.

All surveys, forecasts, projections and recommendations made in this report associated with the project are made in good faith based on information available to Bushfire Prone Planning at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations.

Notwithstanding anything contained therein, Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence of their consultants, their servants or agents - arising out of the services provided by their consultants.



Document Control

Version	Version Details	Date Submitted
1.0	Original BMP Document	25-Jun-18
1.1	Minor Mapping and Report Amendments	18-Jul-18
Author	Accreditation	Signature
Jason Benson	BPAD Level 1 - No. 37893	
Co -Author	Accreditation	Signature
Kathy Nastov	BPAD Level 3 - No. 27794	
Reviewed		
Mick Whitelaw	BPAD Level 2 - No. 37265	
Document Content Compliance Statement		
<p><i>This Bushfire Management Plan (the Plan) provides the required information to address State Planning Policy No. 3.7: Planning in Bushfire Prone Areas - December 2015 (SPP 3.7), the associated Guidelines for Planning in Bushfire Prone Areas - WAPC 2017 v1.3 (Guidelines), and any additional information as directed by the WA Planning Commission (WA Department of Planning, Lands and Heritage). It is fit for accompanying a planning application.</i></p>		
Complex DA BMP Template v1.0		



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Executive Summary

This Bushfire Management Plan (the Plan) has been prepared to support the proposed development of a "Solar Facility" on Lot 5550 Brand Highway, Boonanarring, within the Shire of Gingin.

The development site of approximately 11.14 Hectares is part of Lot 5550 Brand Highway (548ha) and is partially within a designated bushfire prone area which requires the application of State Planning Policy No. 3.7: Planning in Bushfire Prone Areas (SPP 3.7). The assessed bushfire risk is considered to be manageable and will be achieved by the identified stakeholders implementing and maintaining the bushfire risk management measures that are presented in this plan.

The development application is for a fixed tilt panel system solar facility, inverters, transformers, equipment kiosk, access roads and fencing.

Assessment of the planned location, vegetation and consideration of planned infrastructure indicates that compliance is able to be achieved against all applicable bushfire related legislation, policy, standards and guidelines, including the Bushfire Protection Criteria. This statement is made with consideration of the fact that this site once constructed:

- Will have no permanent onsite occupants;
- Be visited infrequently for the purposes of upgrades and maintenance; and
- The proposed development will maintain the entire site within the fenced area as low threat vegetation.

The proposed vegetation management onsite will result in a maximum BAL exposure of BAL-29 with most of the proposed development subject to BAL 12.5 or lower. From a planning approval perspective this meets the requirements, however, from an infrastructure design perspective, consideration will need to be given to the capacity to retain structural and operational integrity at BAL-29.

The proposed development is located on an unnamed dead-end road of approximately 520m in length. The proposed development is located approximately 220m from Brand Highway which provides two-way vehicle access, as a sealed public road, it is available to the public at all times and under all weather conditions. A second access is available to the north west of the proposed development, utilising the existing crossover onto Wannamal Road. As part of this proposal a 50,000 litre emergency water tank with the appropriate fittings will be installed onsite.

The proposed development of the Solar Facility (power generating site) is classified as a high-risk land use as per the Guidelines and SPP3.7 and may require a risk management plan to be in place at subsequent planning stages of the development. A risk management plan will specifically address the risk of bushfire impacting on the development and those originating from the development.



1 The Proposal and Purpose of the Plan

1.1 Details

Landowner:	Image Resources
Site Address:	Lot No. 5550 (5028) Brand Hwy, Boonanarring
Local Government:	Shire of Gingin
Lot Area:	548 Ha
Planning Stage:	Development application
Development Type:	Solar Facility

Overview of the Proposal:

The development application is for a fixed tilt panel system solar facility, inverters, transformers, equipment kiosk, access roads and fencing.

Bushfire Prone Planning

**Commissioned to
Produce the Plan by:** Peter Webb & Associates

Purpose of the Plan: To accompany a development application

For Submission to: Shire of Gingin

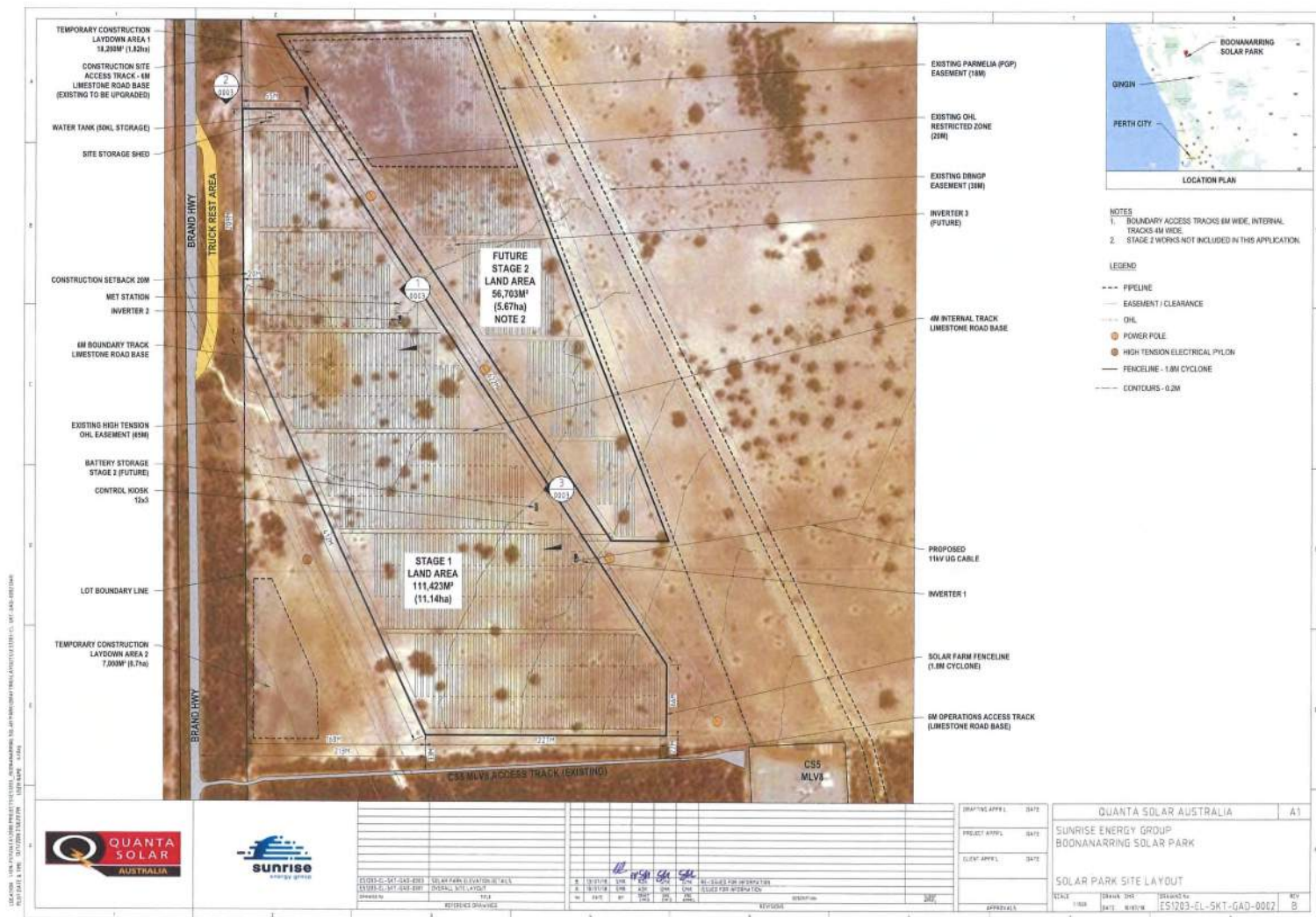
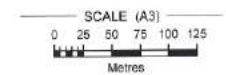
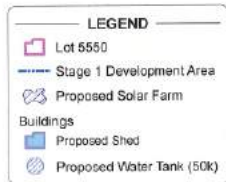


Figure 1.2

Proposed Development

Lot 5550 (5028) Brand Highway
Boonaharrind



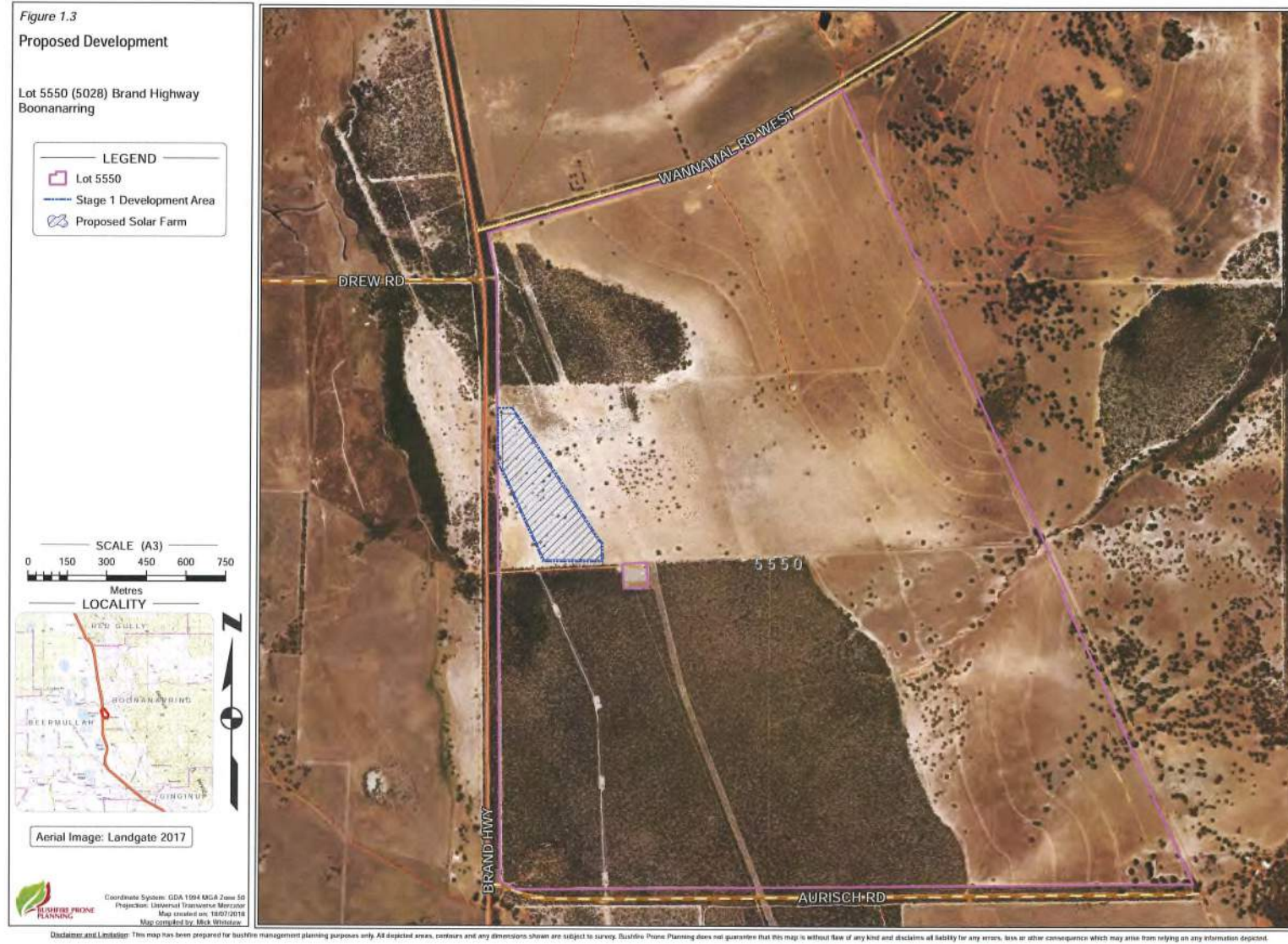
Aerial Image: Landgate 2017



Coordinate System: GDA 1984 MGA Zone 50
Projection: Universal Transverse Mercator
Map created on: 18/09/2018
Map compiled by: M. H. HARRIS

Disclaimer and Liability: This map has been prepared for business management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Shire of Gingin does not guarantee that this map is without flaw of any kind and disclaims all liability for any loss, loss or other consequence which may arise from relying on any information depicted.







1.2 Existing Documentation Relevant to the Construction of this Plan

This section acknowledges any known reports or plans that have been prepared for previous planning stages, that refer to the subject area and that may or will impact upon the assessment of bushfire risk and/or the implementation of bushfire protection measures and will be referenced in this Bushfire Management Plan.

Relevant Documents		
Existing Document	Copy Provided by Client	Title
Development Sketches	Yes	Boonanarring Work Area



1.3 High Risk Land Use

Definition and Application

A 'high risk land use' is defined as "a land use which may lead to the potential ignition, prolonged duration and/or increased intensity of a bushfire. Such uses may also expose the community, firefighters and the surrounding environment to dangerous, uncontrolled substances during a bushfire event". The Guidelines provide examples of what constitutes a high-risk land use.

Required Additional Information – Flammable On-site Hazards

Development applications for a high-risk land use are to include a risk management plan that addresses the required bushfire risk management measures for any flammable onsite-hazards.

Required Additional Information - Inability to Comply with SPP 3.7

Proposed high risk land uses that cannot meet full compliance with SPP 3.7 and cannot fully comply with the bushfire protection criteria contained in the Guidelines, including if the proposed site is subject to BAL-40 or BAL-FZ, will generally not be supported unless:

1. Sufficient justification can be provided for support as 'unavoidable development' because the "development represents exceptional circumstances where full compliance with SPP 3.7 would be unreasonable as no alternative location exists and it can be proven that it is not contrary to the public interest", as determined by the decision maker.

(Source: State Planning Policy No. 3.7: Planning in Bushfire Prone Areas - December 2015 (SPP 3.7) s7 and pm6.6 and Guidelines for Planning in Bushfire Prone Areas - WAPC 2017 v1.3 (Guidelines) s5.6.

Determination of High-Risk Land Use

It has been determined by the State Planning Policy 3.7 (SPP3.7) – Planning in Bushfire Prone Areas that the proposed Gingin solar facility is a 'high-risk' land use.

The WA Planning Commission's Guidelines for Planning in Bushfire Prone Areas version 1.3 of Dec 2017, Part 5.6 provides examples of what constitutes a high-risk land use presented but not limited to; service stations, landfill sites, bulk storage of hazardous materials, fuel depots and certain heavy industries as well as military bases, power generating land uses, saw-mills, highways and railways. The proposed Gingin solar facility is a power generating land use.

Required Additional Information and its Location within this BMP

A risk management plan that addresses bushfire risk management measures for any flammable onsite-hazards to support the 'high-risk' land use.

- May be required at a subsequent planning stage.

Create a responsibility for the landowner/occupier to inform persons on site of the existence and application of a Risk Management Plan containing bushfire risk management measures for any flammable onsite-hazards. Also to create a responsibility update the plan and continue to comply with the requirements

✓

Within Section 5



2 Environmental Considerations

2.1 Native Vegetation – Modification and Clearing

'Guidelines' s2.3: "Many bushfire prone areas also have high biodiversity values. SPP 3.7 policy objective 5.4 recognises the need to consider bushfire risk management measures alongside environmental, biodiversity and conservation values."

Existing conservation areas that are potentially affected by the development proposal are required to be identified. This may result in vegetation removal/modification prohibition or limitations. These areas include National Parks, Nature Reserves, Wetlands and Bush Forever sites.

Environmental Protection Act 1986: "Clearing of native vegetation in Western Australia requires a clearing permit under Part V, Division 2 of the Act unless clearing is for an exempt purpose. Exemptions from requiring a clearing permit are contained in Schedule 6 of the Act or are prescribed in the Environmental Protection Regulations" ('Guidelines' s2.3).

The Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act): This Act administered by the Australian Government Department of Environment, provides a national scheme of environment and heritage protection and biodiversity conservation. Nationally threatened species and ecological communities are a specific matter of significance. Areas of vegetation can be classified as a Threatened Ecological Community (TEC) under the EPBC Act and consequently have removal restrictions imposed.

Vegetation Modification and Clearing Assessment

Will on-site clearing of native vegetation be required?	No
Does this have the potential to trigger environmental impact/referral requirements under State and Federal environmental legislation?	N/A
For the proposed development site, have any areas of native vegetation been identified as species that might result in the classification of the area as a Threatened Ecological Community (TEC)?	Unaware
Potential TEC species identified:	N/A

Vegetation Area (1 – Grassland) will require modification to achieve an asset protection zone that will result in a maximum BAL exposure of BAL-29 to the proposed development. Any proposed vegetation removal may be subject to local government approval, dependent on the lot's specific situation with respect to identified environmental protection areas, The bushfire assessment and management strategies contained in the BMP, assume that environmental approval will be achieved or clearing permit exemptions will apply.

Recommendation: It is advised that the proponent seek further advice from an Environmental Consultant or the WA Department of Parks and Wildlife for further information on the condition and species contained within the proposed development area and the requirement for referral of the proposal.



Development Design Options

Establishing development in bushfire prone areas can adversely affect the retention of native vegetation through clearing associated with the creation Lots and/or Asset Protection Zones. Where loss of vegetation is not acceptable or causes conflict with landscape or environmental objectives, it will be necessary to consider available design options to minimise the removal of native vegetation.

Minimising the Removal of Native Vegetation		
Design Option	Identified	Adopted
Cluster development	Yes	Yes
Modify the development location	No	N/A

Impact on Adjoining Land

Is this planning proposal able to implement the required bushfire measures within the boundaries of the land being developed so as not to impact on the bushfire and environmental management of neighbouring reserves, properties or conservation covenants?	Yes
---	-----

The proposed development can achieve an appropriately sized asset protection zone within the lot boundary. Maintenance and compliance is regulated via the bushfire management plan for the site and the Shire of Gingin annual Firebreak Order. Bushfire management measures external to the site are not required as part of this proposal.

2.2 Re-vegetation / Retained Vegetation / Landscape Plans

Riparian zones, wetland/foreshore buffers, road verges and public open space may have plans to re-vegetate or retain vegetation as part of the Proposal. Vegetation corridors may join offsite vegetation and provide a route for fire to enter a development area. When applicable, any such area will be identified in this Bushfire Management Plan and their impact on the assessment and future management accounted for.

Is re-vegetation of riparian zones and/or wetland or foreshore buffers and/or public open space a part of this Proposal?	No
Is the requirement for ongoing maintenance of existing vegetation in riparian zones and/or wetland or foreshore buffers and/or public open space a part of this Proposal?	No

The proposed development does not include any planned revegetation works (replanting /screening) that will impact on the acceptable BAL's for the development (BAL-29).



3 Potential Bushfire Impact Assessment

3.1 Assessment Input

3.1.1 Fire Danger Index (FDI) Applied

AS 3959-2009 specifies the fire danger index values to apply for different regions as per Table 2.1. The values used in the model calculations are for the Forest Fire Danger Index (FFDI) and for which equivalent representative values of the Grassland Fire Danger Index (GFDI) are applied as per Appendix B. The values can be refined if appropriately justified.

Table 3.1.1: Applied FDI Value

FDI Value			
Vegetation Area	As per AS 3959 - 2009 Table 2.1	As per DFES for the Location	Value Applied
All vegetation areas	80	N/A	80

3.1.2 Existing Vegetation Identification, Classification and Effective Slope

Vegetation identification and classification has been conducted in accordance with AS 3959-2009 s2.2.3 and the Visual Guide for Bushfire Risk Assessment in WA (DoP February 2016).

When more than one vegetation type is present, each type is identified separately with the worst-case scenario being applied as the classification. The predominant vegetation is not necessarily the worst-case scenario.

The vegetation structure has been assessed as it will be in its mature state (rather than what might be observed on the day). Areas of modified vegetation are assessed as they will be in their natural unmodified state (unless maintained in a permanently low threat, minimal fuel condition, satisfying AS 3959-2009 s2.2.3.2-f and asset protection zone standards). Vegetation destroyed or damaged by a bushfire or other natural disaster has been assessed on its revegetated mature state.

Effective Slope: Is the ground slope under the classified vegetation and is determined for each area of classified vegetation. It is the measured or determined slope which will most significantly influence the bushfire behaviour in that vegetation as it approaches a building or site. Where there is a significant change in effective ground slope under an area of classified vegetation, that will cause a change in fire behaviour, separate vegetation areas will be identified, based on the change in effective slope, to enable the correct assessment.

**Table 3.1.2: Vegetation identification and classification.**

All Vegetation Within 150 metres of the Proposed Development			
Vegetation Area	Identified Types (AS3959) or Description if 'Excluded'	Applied Classification	Effective Slope Under Classified Vegetation (degrees)
1	Open Tussock Grassland (G-23)	Class G Grassland	0
2	Open Scrub (D-14)	Class D Scrub	0
3	Open Tussock Grassland (G-23)	Class G Grassland	0
4	Excluded – Managed Areas (Buildings / Roads / non vegetated areas)	Excluded AS3959-2009 2.2.3.2 (e)	-
Representative photos of each vegetation area, descriptions and classification justification, are presented on the following pages. The areas of classified vegetation are defined, and the photo locations identified on the topography and classified vegetation map, Figure 3.1.			
Note ¹ : As per AS 3959-2009 Table 2.3 and Figures 2.3 and 2.4 a-g			
Note ² : As per AS 3959-2009 Table 2.3.			



Vegetation Area 1

Classification Applied: Class G Grassland

Classification Justification: Open Tussock Grassland (Onsite)



Photo ID: 1a



Photo ID: 1b

Vegetation Area 2

Classification Applied: Class D Scrub

Classification Justification: Open Banksia and Adenanthos Scrub, average height <4m tall



Photo ID: 2a

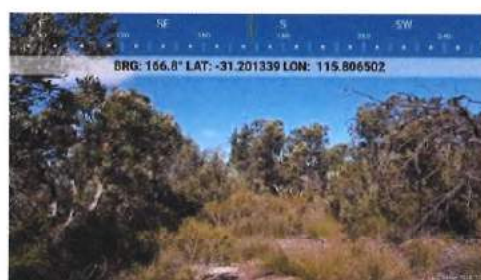


Photo ID: 2b

Vegetation Area 3

Classification Applied: Class G Grassland

Classification Justification: Open Tussock Grassland (Offsite)



Photo ID: 3a



Photo ID: 3b



Vegetation Area 4

Classification Applied: Excluded AS3959-2009 2.2.3.2 (e)

Classification Justification: Excluded – Non vegetated area



Photo ID: 4a

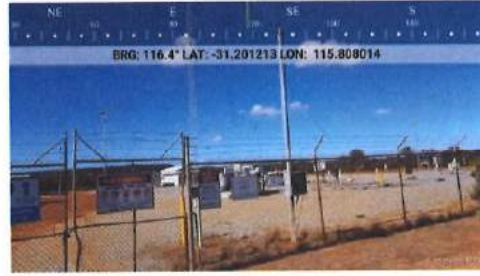
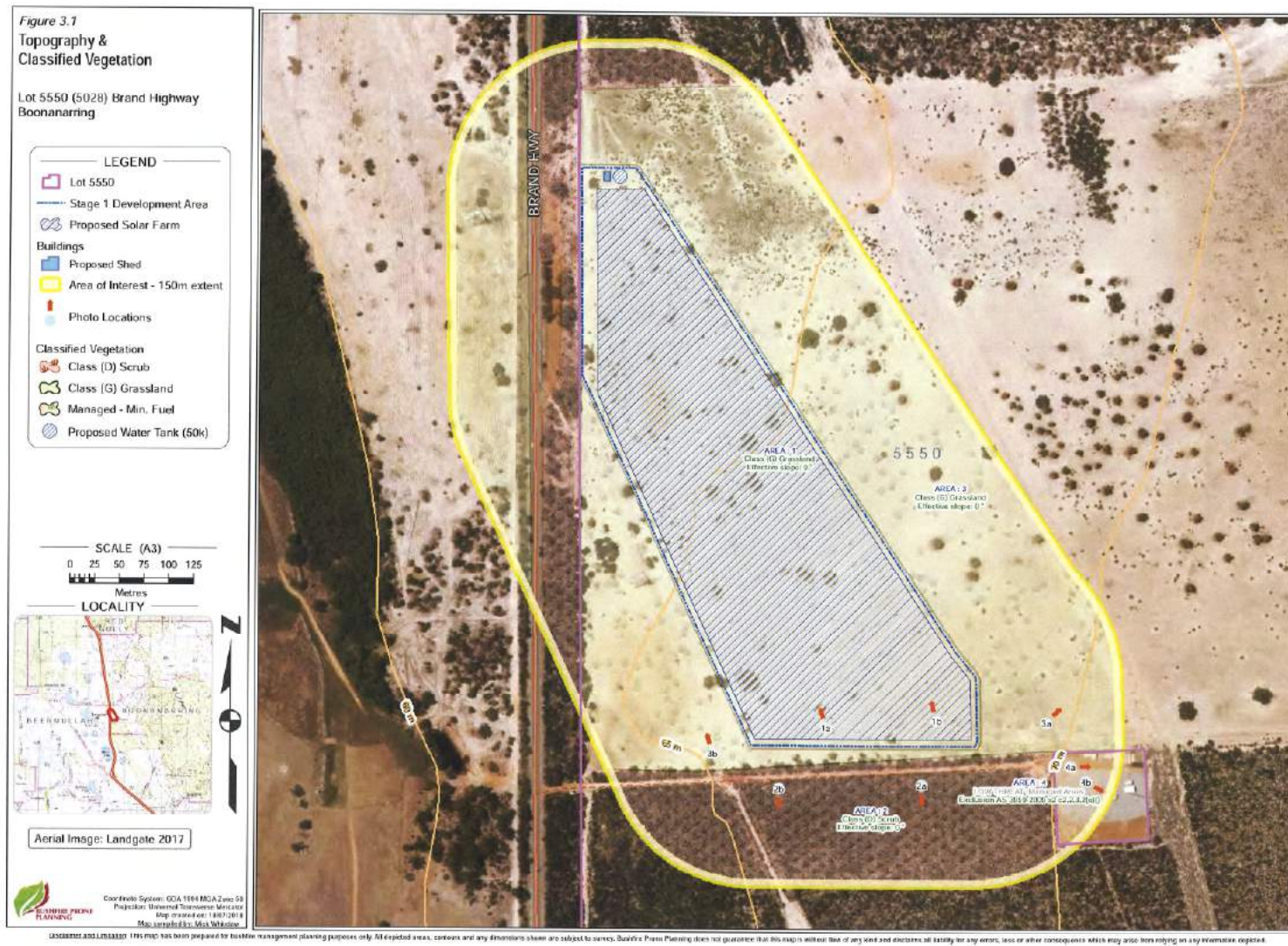


Photo ID: 4b





3.1.3 Vegetation Separation Distance

Vegetation Separation Distance: Is the distance from the site or building to the area of classified vegetation and is measured in the horizontal plane.

In determining Bushfire Attack Level's (BAL's), the separation distance is either:

- A measured input variable to apply to calculations as per AS 3959-2009; or
- A range of distances (corresponding to BAL ratings) that is derived from the same calculations.

Measured Separation Distance (m): This is an actual measured distance, used as a calculation input to determine a BAL rating. Its use will apply when the actual location of a 'site' (building, envelope or lot) has been defined (refer to the site plan), and the separation distance can be measured. In this situation, a BAL rating for the 'site' can be determined.

Derived Separation Distance (range in m): This is a result derived from calculations using all other required inputs. The derived range states the distance away from an area of classified vegetation that corresponds to each BAL rating. Use of this methodology will apply when:

- The actual location of a 'site' (building, envelope or lot) has not been defined and therefore an actual separation distance cannot be measured; or
- The use of a distance range that corresponds to a BAL rating is more appropriate to the assessment of the proposal; or
- The assessment requires the production of a BAL contour map to assess planning viability and provide indicative BAL ratings (and in certain circumstances, determined BAL ratings).

The derived separation distance ranges will be presented in this Section 3.2 'Assessment Output'.

Table 3.1.3: Statement of the determination method applied and location of results.

Vegetation Area	Method Applied for Determination of Separation Distance	Location of Results in this Plan
1-3	Distance Range (m) - Method 1 Default Range	Table 3.2.1 in s3.2.1 'BAL Contour Map'

3.2 Assessment Output

3.2.1 BAL Contour Map - Bushfire Attack Level (BAL) Results

BAL Contour Map - Planning Applications

BAL contour mapping is primarily a planning tool that is used to provide an overview as to the suitability of a site for development with respect to the extent to which bushfire is a potential threat to future buildings and persons on the subject land.

The mapping considers the development site (i.e. all existing or proposed lots) and does not necessarily consider the bushfire risk at an individual lot level or over different development time frames. Rather it is assessing the situation that will exist when the entire development has been completed, including any vegetation management that would reasonably be expected to take place as part of establishing buildings on the lots. On this basis, it helps decision makers determine the suitability of the proposed development for planning approval.



Vegetation Separation Distances Applied to Construct the BAL Contours

The dimensions of the BAL Contours are derived as a range of distances (corresponding to BAL ratings) from calculations using AS 3959-2009 Bushfire Attack Level (BAL) assessment methodology.

Derived Separation Distance (range in m): This is a result derived from calculations using all other required inputs. The derived range states the distance away from an area of classified vegetation that corresponds to each BAL rating. Use of this methodology will apply when:

- The actual location of a 'site' (building, envelope or lot) has not been defined and therefore an actual separation distance cannot be measured; or
- The use of a distance range that corresponds to a BAL rating is more appropriate to the assessment of the proposal; or
- The assessment requires the production of a BAL contour map to assess planning viability and provide indicative BAL ratings (and in certain circumstances, determined BAL ratings).

The derived separation distance ranges corresponding to each BAL rating for each area of classified vegetation are determined by either:

- Method 1 – taken from AS 3959-2009 Table 2.4.3 as determined by the vegetation classification and effective slope (the other required inputs are model defaults); or
- Method 2 – as per AS 3959-2009 Appendix B applying all assessed site data to the calculations and modifying other inputs as appropriate.

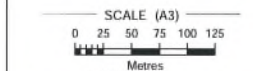
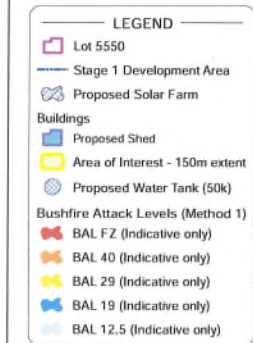
Table 3.2.1: Vegetation separation distances applied to construct the BAL contours

Derived Vegetation Separation Distances								
Vegetation Area	Vegetation Classification	Effective Slope (degrees)	BAL Assessment Method Applied ¹	BAL Rating and Corresponding Separation Distance (metres)				
				BAL-FZ	BAL-40	BAL-29	BAL-19	BAL12.5
1	Class G Grassland	0	Method 1	<6	6-<8	8-<12	12-<17	17-<50
2	Class D Scrub	0	Method 1	<10	10-<13	13-<19	19-<27	27-<100
3	Class G Grassland	0	Method 1	<6	6-<8	8-<12	12-<17	17-<50

Figure 3.2

Indicative BAL Contour Map

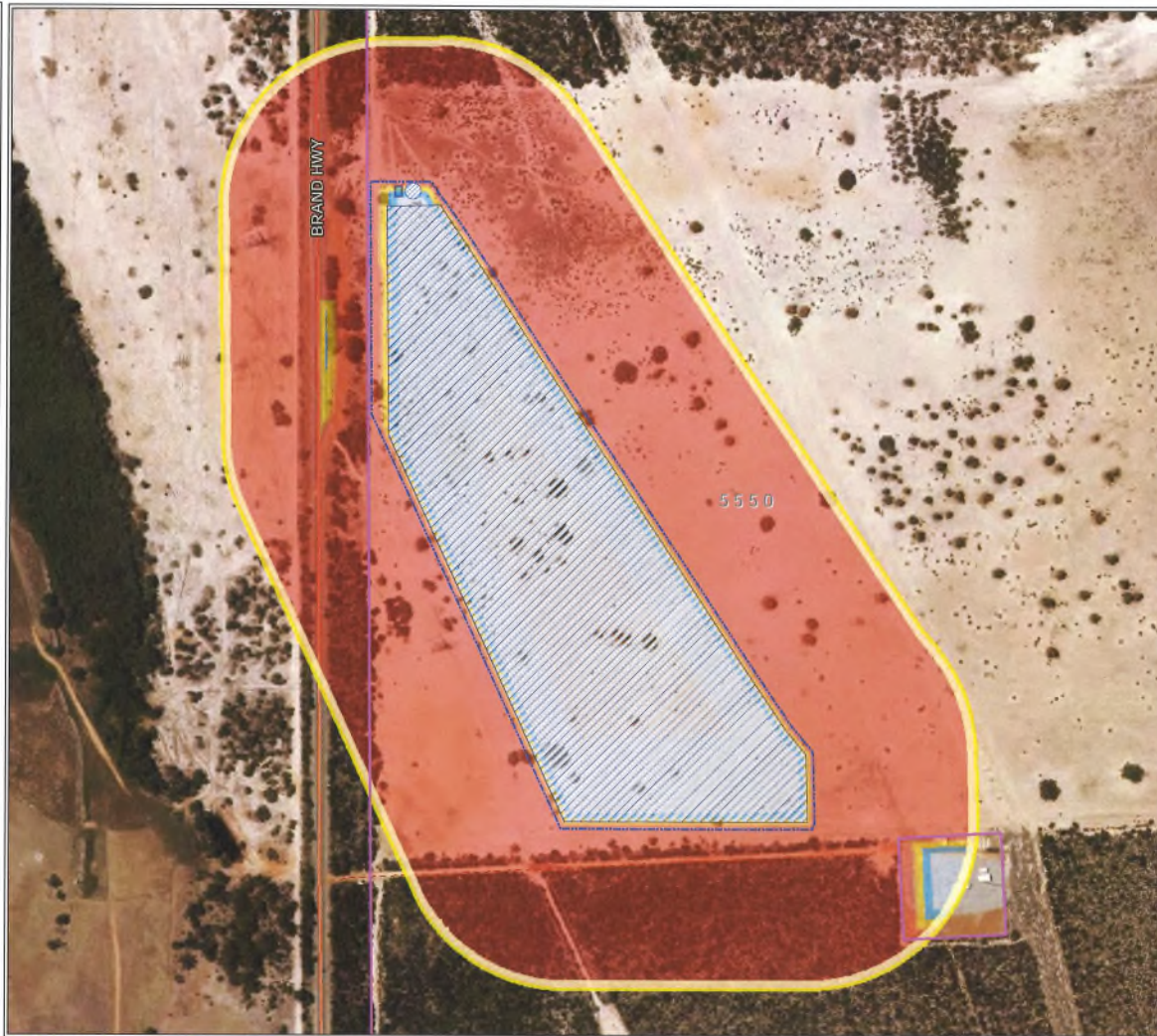
Lot 5550 (5028) Brand Highway
Boonanarring



Aerial Image: Landgate 2017

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator
Map created on: 18/07/2018
Map created by: Nick Wintrow

Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Planning does not guarantee that this map is without fault of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.





3.2.2 BAL Contour Map - Indicative Bushfire Attack Levels (BAL's)

Deriving BAL Ratings from the BAL Contour Map

Indicative BAL Ratings: If the assessed BAL for a lot or building envelope (the 'area') is stated as being 'indicative', it is because that 'area' is impacted by more than one BAL contour interval and/or classifiable vegetation remains on the lot, or on adjacent lots, that can influence a future building's BAL rating (and this vegetation may have been omitted from being contoured for planning purposes e.g. Grassland or when the assumption is made that all onsite vegetation can be removed and/or modified).

In this report, the indicative BAL is presented as either the highest BAL impacting the 'area' or as a range of achievable BAL's within the 'area' – whichever is the most appropriate.

The BAL rating that will apply to any future building within that 'area' will be dependent on:

1. vegetation management onsite; and/or
2. vegetation remaining on adjacent lots; and/or
3. the actual location of the future building within that 'area'.

A BAL Certificate cannot be provided for future buildings within an 'area' with an indicative BAL until the location of any future building has been determined. A report confirming the location and BAL rating will be required and submitted with the BAL certificate.

Indicative Bushfire Attack Levels

The indicative Bushfire Attack Levels for the development are stated and if appropriate, the required building setback for a future building to achieve the stated BAL rating is stated (typically determined if the indicative BAL is BAL-40 or BAL-FZ). The building setback is the distance from the lot boundary/s corresponding to the vegetation areas presenting the highest indicative BAL.

Once actual building locations are determined at a later planning stage, the BAL ratings for specific buildings or building envelopes may need to be determined by an onsite visit to confirm the proposed vegetation management has taken place and measure the separation distances as required.

Table 3.2.2: Indicative bushfire attack levels for the Proposed Solar Facility

Indicative Bushfire Attack Levels for Proposed Development			
Proposed Development	Highest Indicative BAL Impacting the Proposed Building	Relevant Vegetation Area ¹	BAL Determination Method Applied ² (AS 3959-2009)
Solar Facility	BAL-29	2-3	Method 1
Proposed Shed	BAL-FZ	3	Method 1



3.2.3 Identification of Specific Issues Arising from BAL Contour Map

Onsite Vegetation

Vegetation onsite is within the control of the subject site's landowner and therefore can potentially be removed or modified to lower the bushfire risk, subject to any approval being required by a local government. Vegetation Area (1- Grassland) will require modification to achieve an asset protection zone that will result in a maximum BAL exposure of BAL-29 to the proposed development.

Offsite Vegetation

Vegetation offsite is not within the control of the subject site's landowner and therefore the vegetation cannot be removed or modified by the landowner and as a result the assessed BAL's determined by this vegetation are unable to be reduced.

Impact from Vegetation – As It Currently Exists

The key assumption used to facilitate the Indicative Bushfire Attack Levels on the proposed development site is that vegetation **onsite** is under the control of the landowner and therefore can be removed or modified to present a low bushfire threat (Note: any proposed vegetation removal may be subject to local government approval, dependent on the lot's specific situation with respect to identified environmental protection areas and the lot size). As a result, onsite vegetation (Area 1 Grassland) has been excluded from the BAL Contour mapping over the lot as the vegetation will be removed or modified to a low threat state.



4 Assessment Against the Bushfire Protection Criteria (BPC)

4.1 Bushfire Protection Criteria - Assessment Summary

Summarised Outcome of the Assessment Against the Bushfire Protection Criteria (BPC)

Element	Basis for the Assessment of Achieving the Intent of the Element			
	Achieves compliance with the Element through meeting Acceptable Solutions		Achieves compliance with the Element by application of a Performance Based Solution	Minor or Unavoidable Development
	Meets all relevant acceptable solutions	One or more relevant Acceptable Solutions are not <u>fully</u> met. A <u>variation</u> of the solution is provided and justified.	One or more applicable Acceptable Solutions are not met. A solution is developed with the summary presented in this Plan in Section 5.5. The supporting document presenting Bushfire Prone Planning's detailed methodology is submitted separately to the decision makers.	The required supporting statements are presented in this Plan.
Location	✓			N/A
Siting and Design of Development	✓			
Vehicular Access	✓			
Water	✓			

The subject Proposal has been assessed against:

1. The requirements established in Appendix 4 of the Guidelines for Planning in Bushfire Prone Areas, WAPC 2017 v1.3 (the 'Guidelines'). The detail, including technical construction requirements, are found at <https://www.planning.wa.gov.au/8194.aspx>. A summary of relevant information is provided in the appendices of this Plan; and
2. Any endorsed variations to the Guideline's acceptable solutions and associated technical requirements that have been established by the relevant local government. If known and applicable these have been stated in Section 5.2 of this Plan with the detail included as an appendix if required by the relevant local government.



4.2 Bushfire Protection Criteria – Acceptable Solutions Assessment Detail

4.2.1 Element 1: Location

Bushfire Protection Criteria Element 1: Location

Assessment Statements and Bushfire Protection Measures to be Applied

Intent: To ensure that strategic planning proposals, subdivision and development applications are located in areas with the least possible risk of bushfire to facilitate the protection of people, property and infrastructure.

Acceptable Solution:	A1.1: Development Location	Method of achieving Element compliance and/or the Intent of the Element:	The acceptable solution will be fully met in the future (at a later planning stage).
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The proposed development achieves compliance by:

- By ensuring future building work on the development site can be located on an area that will be subject to potential radiant heat from a bushfire not exceeding 29 kW/m² (i.e. a BAL rating of BAL-29 or less will apply). This can be achieved by using positioning, design and appropriate vegetation removal/modification; and
- Managing the remaining bushfire risk to an acceptable level by the existence/implementation and ongoing maintenance of all required bushfire protection measures, as identified within this Plan. These measures include the requirements for vegetation management, vehicular access and firefighting water supply.

4.2.2 Element 2: Siting and Design of Development

Bushfire Protection Criteria Element 2: Siting and Design of Development

Assessment Statements and Bushfire Protection Measures to be Applied

Intent: To ensure that the siting and design of development (note: not building/construction design) minimises the level of bushfire impact.

Acceptable Solution:	A2.1: Asset Protection Zone	Method of achieving Element compliance and/or the Intent of the Element:	The acceptable solution will be fully met in the future (at a later planning stage).
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The proposed development achieves compliance by:

- Ensuring future building work on the lot can have established around it an APZ of the required dimensions - to ensure that the potential radiant heat from a bushfire to impact future building/s, does not exceed 29 kW/m² (i.e. a BAL rating of BAL-29 or less will apply to determine building construction standards);
- The APZ/s can be established fully within the lot boundary; and
- The landowner/s having the responsibility of continuing to manage the required APZ as low threat vegetation in a minimal fuel state, by maintaining the APZ to the required dimensions and standard, including compliance with the local government's annual firebreak notice.



4.2.3 Element 3: Vehicular Access

Bushfire Protection Criteria Element 3: Vehicular Access

Assessment Statements and Bushfire Protection Measures to be Applied

Intent: To ensure that the vehicular access serving a development is available and safe during a bushfire event.

Acceptable Solution:	A3.1: Two access routes	Method of achieving Element compliance and/or the Intent of the Element:	The acceptable solution is fully met.
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Brand Highway provides safe access and egress to two different destinations. As a sealed public road, it is available to all residents and the public at all times and under all weather conditions. The proposed development is located approximately 220m along an unnamed road from Brand Highway.

A second access is available to the north west of the proposed development, utilising the existing crossover onto Wannamal Road.

Acceptable Solution:	A3.5: Private Driveways	Method of achieving Element compliance and/or the Intent of the Element:	The acceptable solution will be fully met in the future (at a later planning stage).
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An internal track network is proposed to provide access/egress throughout the development.

The construction technical requirements established by the Guidelines and/or the local government can and will be complied with. These requirements are set out in Appendix 2.

Acceptable Solution:	A3.3 Cul-de-sacs (including a dead-end road)	Method of achieving Element compliance and/or the Intent of the Element:	The acceptable solution can be fully met in the future (at a later planning stage).
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The proposed development is located on an unnamed road which is a dead-end road of approximately 520m in length. The proposed development is located approximately 220m from the Brand Highway which provides two-way vehicle access. As a sealed public road, it is available to the public at all times and under all weather conditions.

Acceptable Solution:	A3.8 Firebreak Width	Method of achieving Element compliance and/or the Intent of the Element:	The acceptable solution will be fully met in the future (at a later planning stage).
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Lot 5550 will comply with the requirements of the local government annual firebreak notice issued under s33 of the Bush Fires Act 1954.



4.2.4 Element 4: Water

Bushfire Protection Criteria Element 4: Water

Assessment Statements and Bushfire Protection Measures to be Applied

Intent: To ensure water is available to the development or land use to enable people, property and infrastructure to be defended from bushfire.

Acceptable Solution:	A4.2 Non-Reticulated Areas	Method of achieving Element compliance and/or the Intent of the Element:	The acceptable solution will be fully met in the future (at a later planning stage).
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As part of this proposal a 50,000lt emergency water tank with the appropriate fittings will be installed.

The construction technical requirements established by the Guidelines and/or the local government can and will be complied with. These requirements are set out in Appendix 3.

4.3 Additional Information for Required Bushfire Protection Measures

The purpose of this section of the Plan is:

- As necessary, to provide additional detail (to that provided in the tables of Section 5.3) regarding the implementation of the acceptable solutions for those persons who will have the responsibility to apply the stated requirements;
- As necessary, to detail specific onsite vegetation management requirements such as the APZ dimensions, management of Public Open Space or application of landscaping plans for onsite vegetation;
- To discuss how staged development will be handled, if applicable; and
- As relevant, for future planning stages, consider and discuss the requirements that may apply to future planning applications and the content of the associated BMP. In particular:
 - Any potential Vulnerable or High-Risk Land Uses.
 - Any additional content that will be required in the future BMP.



4.3.1 Vegetation Management

The proposed vegetation management onsite will result in a maximum BAL exposure of BAL-29 with most of the proposed development subject to BAL 12.5 or lower. From a planning approval perspective this meets the requirements for this factor, however, from an infrastructure design perspective, consideration will need to be given to the capacity to retain structural and operational integrity at BAL-29. To achieve a BAL-29 Asset Protection Zone, Area 1 Grassland will require modification.

It is expected Area 1 (Onsite Grassland) will be modified during the construction of the proposed development, this area will need to be managed in perpetuity.

Asset Protection Zone (APZ) Dimensions that are to Apply

The required dimensions of the APZ will vary dependent upon the purpose for which the APZ has been defined. There are effectively three APZ dimensions that can apply:

1. An application for planning approval will be required to show that an APZ can be created which is of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m² (BAL-29); and
2. If the assessment has determined a BAL rating for an existing or future building is less than BAL-29, the APZ must be of sufficient size to ensure the potential radiant heat impact of a fire does not exceed the kW/m² corresponding to the lower assessed BAL rating; or
3. Complying with the relevant local government's annual firebreak notice may require an APZ of greater size than that defined by the two previous parameters.

The dimensions (vegetation separation distances) that are to apply to the APZ for this Proposal are presented in the tables below.

The 'Indicative BAL' APZ					
Required Minimum Dimensions for the Subject Site					
Relevant Fire Danger Index (AS3959-2009 Table 2.1)					80
BAL Determination Method		Method 1 (as per AS 3959-2009 s2.2.6 and Table 2.4.3)			
Vegetation Area	Applied Vegetation Classification	Effective Slope (degrees)	Indicative Bushfire Attack Level	Minimum Separation Distance Required (metres)	Current Separation Distance (metres)
1	Class G Grassland	0	BAL-29	8	0
2	Class D Scrub	0		13	14
3	Class G Grassland	0		8	9



5 Responsibilities for Implementation and Management of the Bushfire Protection Measures

Table 5.1: BMP Implementation responsibilities prior to lot sale, occupancy or building for the Landowner (Developer).

LANDOWNER (DEVELOPER) - PRIOR TO LOT SALE, OCCUPANCY OR BUILDING

No.	Implementation Actions
1	<p>The local government may condition a development application approval with a requirement for the landowner/proponent to register a notification onto the certificate of title (it may also need to be included on the deposited plan).</p> <p>This will be done pursuant to Section 70A Transfer of Land Act 1893 as amended ('Factors affecting use and enjoyment of land, notification on title:'). This is to give notice of the bushfire hazard and any restrictions and/or protective measures required to be maintained at the owner's cost.</p> <p>This condition ensures that:</p> <ol style="list-style-type: none"> 1. Landowners/proponents are aware their lot is in a designated bushfire prone area and of their obligations to apply the stated bushfire risk management measures; and 2. Potential purchasers are alerted to the Bushfire Management Plan so that future landowners/proponents can continue to apply the bushfire risk management measures that have been established in the Plan.
2	Establish the Asset Protection Zone (APZ) on the lot to the dimensions and standard stated in the BMP. This is the responsibility of the landowner.
3	Ensure any replanting's (screening) do not increase acceptable BAL's on the development (BAL-29).
4	Install appropriate access/egress as required by this BMP and specified Section 4.2.3
5	Install appropriate water tank as required by this BMP and specified Section 4.2.4
6	Prior to development, there is an outstanding obligation created by this Bushfire Management Plan to develop and have approved, the required Risk Management Plan that addresses bushfire risk management measures for onsite flammable hazards, as directed in Section 1.3.

Table 5.2: Ongoing management responsibilities for the Landowner/Occupier.

LANDOWNER/OCCUPIER - ONGOING	
No.	Ongoing Management Actions
1	Maintain the Asset Protection Zone (APZ) to the dimensions and standard stated in the BMP.
2	Comply with the Shire of Gingin Firebreak and Fuel Hazard Reduction Notice issued under s33 of the Bush Fires Act 1954.
3	Maintain vehicular access/egress within the lot to the required surface condition and clearances as stated in the BMP.
4	Maintain the emergency water supply tank and its associated fittings and vehicular access in good working condition.
5	Ensure that any builders (of future structures on the lot) are aware of the existence of this Bushfire Management Plan and the responsibilities it contains regarding the application of construction standards corresponding to a determined BAL rating.
6	Ensure all future buildings the landowner has responsibility for, are designed and constructed in full compliance with: <ol style="list-style-type: none"> 1. the requirements of the WA Building Act 2011 and the bushfire provisions of the Building Code of Australia (BCA); and 2. with any identified additional requirements established by this BMP or the relevant local government.
7	To consider, implement and maintain, as relevant and able, any bushfire protection measures that have been <u>recommended</u> by the bushfire consultant, in addition to the measures that are <u>required</u> to be implemented and maintained.
8	Any Risk Management Plan containing bushfire risk management measures for flammable onsite hazards must be reviewed each year and relevant information updated. All required measures must continue to be complied with.

Table 5.3: Ongoing management responsibilities for the Local Government.

LOCAL GOVERNMENT - ONGOING	
No.	Ongoing Management Actions
1	Monitor landowner compliance with the Bushfire Management Plan and the annual Firebreak and Fuel Hazard Reduction Notice.



Appendix 1 - Onsite Vegetation Management Technical Requirements

It is the responsibility of the landowner to maintain the established bushfire protection measures on their property. Not complying with these responsibilities can result in buildings being subject to a greater potential impact from bushfire than that determined by the assessed BAL rating presented in this Bushfire Management Plan.

For the management of vegetation within a lot (i.e. onsite) the following technical requirements exist:

1. **The APZ:** Installing and maintaining an asset protection zone (APZ) of the required dimensions to the standard established by the Guidelines for Planning in Bushfire Prone Areas (WA Planning Commission, as amended). When, due to the planning stage of the proposal to which this Bushfire Management Plan applies, defined APZ dimensions are known and are to be applied to existing or future buildings – then these dimensions are stated in Section 5.4.1 of this Plan.
2. **The Firebreak/Fuel Load Notice:** Complying with the requirements established by the relevant local government's annual firebreak notice issued under s33 of the Bushfires Act 1954. Note: If an APZ requirement is included in the Notice, the standards and dimensions may differ from the Guideline's APZ Standard – the larger dimension must be complied with.
3. **Changes to Vegetated/Non-Vegetated Areas:**
 - a. If applicable to this Plan, the minimum separation distance from any classified vegetation, that corresponds to the determined BAL for a proposed building, must be maintained as either a non-vegetated area or as low threat vegetation managed to a minimal fuel condition as per AS 3959-2009 s2.2.3.2 (e) and (f). Refer to Part 4 of this Appendix 1.
 - b. Must not alter the composition of onsite areas of classified vegetation (as assessed and presented in Section 3.1.2) to the extent that would require their classification to be changed to a higher bushfire threat classification (as per AS 3959-2009); and
 - c. Must not allow areas within a lot (i.e. onsite) that have been:
 - i. excluded from classification by being low threat vegetation or non-vegetated; and
 - ii. form part of the assessed separation distance that is determining a BAL rating -...to become vegetated to the extent they no longer represent a low threat (refer to Part 4 of Appendix 1). Note: The vegetation classification exclusion specifications as established by AS 3959-2009 s2.2.3.2, are included at A1.4 below for reference.



1. Requirements Established by the Guidelines – the Asset Protection Zone (APZ) Standards

(Source: Guidelines for Planning in Bushfire Prone Areas - WAPC 2017 v1.3 Appendix 4, Element 2, Schedule 1 and Explanatory Note E2.1)

Defining the Asset Protection Zone (APZ)

Description: An APZ is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level (by reducing fuel loads). The width of the required APZ varies with slope and vegetation. For planning applications, the minimum sized acceptable APZ is that which is of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m² (BAL-29). It will be site specific.

The APZ may include public roads, waterways, footpaths, buildings, rocky outcrops, golf courses, maintained parkland as well as cultivated gardens in an urban context, but does not include grassland or vegetation on a neighbouring rural lot, farmland, wetland reserves and unmanaged public reserves.

For subdivision planning, design elements and excluded/low threat vegetation adjacent to the lot can be utilised to achieve the required vegetation separation distances and therefore reduce the required dimensions of the APZ within the lot.

Defendable Space: The APZ includes a defendable space which is an area adjoining the asset within which firefighting operations can be undertaken to defend the structure. Vegetation within the defendable space should be kept at an absolute minimum and the area should be free from combustible items and obstructions. The width of the defendable space is dependent on the space which is available on the property, but as a minimum should be 3 metres.

Establishment: The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity.

Note: Regardless of whether an Asset Protection Zone exists in accordance with the acceptable solutions and is appropriately maintained, fire fighters are not obliged to protect an asset if they think the separation distance between the dwelling and vegetation that can be involved in a bushfire, is unsafe.

Schedule 1: Standards for APZ

Fences: within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.

Objects: within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.

Fine Fuel Load: combustible dead vegetation matter less than 6 mm in thickness reduced to and maintained at an average of two tonnes per hectare (example below).



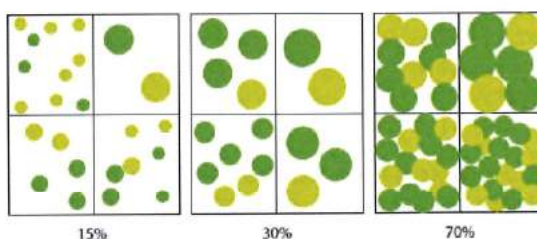
Example Fine Fuel Load of Two Tonnes per Hectare



(Image source: Shire of Augusta Margaret River's Firebreak and Fuel Reduction Hazard Notice)

Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy. Diagram below represents tree canopy cover at maturity.

Tree canopy cover – ranging from 15 to 70 per cent at maturity



(Source: Guidelines for Planning in Bushfire Prone Areas 2017, Appendix 4)

Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.

Ground covers (<0.5 metres in height): can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 mm in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.

Grass: should be managed to maintain a height of 100 mm or less.

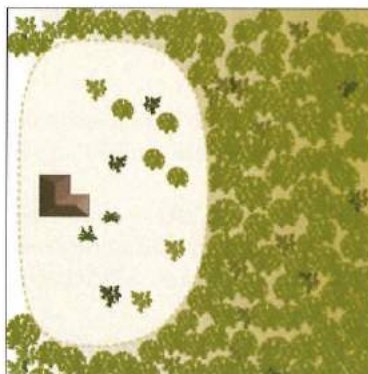
The following example diagrams illustrate how the required dimensions of the APZ will be determined by the type and location of the vegetation.



Hazard on one side
APZ



Hazard on three sides
APZ



2. Requirements Established by the Local Government – the Firebreak Notice

These requirements are established by the relevant local government's Firebreak Notice created under s33 of the Bushfires Act 1954 and issued annually (potentially with revisions). The Notice may include additional components directed at managing fuel loads, accessibility and general property management with respect to limiting potential bushfire impact.

The relevant local government's current Firebreak Notice is available on their website, at their offices and is distributed as ratepayer's information. It must be complied with.

If Asset Protection Zone technical requirements are defined in the Notice, the standards and dimensions may differ from the Guideline's APZ Standards, with the intent to better satisfy local conditions. When these are more stringent than those created by the Guidelines, or less stringent and endorsed by the WAPC and DFES, they must be complied with.

When, due to the planning stage of the proposal to which this Bushfire Management Plan applies, defined APZ dimensions are known and are to be applied to existing or future buildings – then these dimensions are stated in Section 5.4.1 of this Plan.

3. Requirements Recommended by DFES – Property Protection Checklists

Further guidance regarding ongoing/lasting property protection (from potential bushfire impact) is presented in the publication 'DFES – Fire Chat – Your Bushfire Protection Toolkit'. It is available from the Department of Fire and Emergency Services (DFES) website.



4. Requirements Established by AS 3959-2009 - Maintaining Areas within your Lot as 'Low Threat'

This information is provided for reference purposes. This knowledge will assist the landowner to comply with Management Requirement No. 3 set out in the Guidance Panel at the start of this Appendix. It identifies what is required for an area of land to be excluded from classification as a potential bushfire threat.

"Australian Standard - AS 3959-2009 Section 2.2.3.2: Exclusions - Low threat vegetation and non-vegetated areas:

The Bushfire Attack Level shall be classified BAL-LOW where the vegetation is one or a combination of the following:

- a) Vegetation of any type that is more than 100m from the site.*
- b) Single areas of vegetation less than 1ha in area and not within 100m of other areas of vegetation being classified.*
- c) Multiple area of vegetation less than 0.25ha in area and not within 20m of the site or each other.*
- d) Strips of vegetation less than 20m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20m of the site or each other, or other areas of vegetation being classified.*
- e) Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.*
- f) Low threat vegetation, including grassland managed in a **minimal fuel condition** (i.e. insufficient fuel available to significantly increase the severity of a bushfire attack – recognisable as short cropped grass to a nominal height of 100mm for example), maintained lawns, golf courses, maintained public reserves and parklands, vineyards, orchards, cultivated gardens, commercial nurseries, nature strips and windbreaks."*



Appendix 2 - Vehicular Access Technical Requirements

Each local government may have their own standard technical requirements for emergency vehicular access and they may vary from those stated in the Guidelines.

Contact the relevant local government for the requirements that are to apply in addition to the requirements set out as an acceptable solution in the Guidelines. If the relevant local government requires that these are included in the Bushfire Management Plan, they will be included in this appendix and referenced.

Requirements Established by the Guidelines – The Acceptable Solutions

(Source: *Guidelines for Planning in Bushfire Prone Areas WAPC 2017 v1.3, Appendix 4*)

Vehicular Access Technical Requirements - Part 1

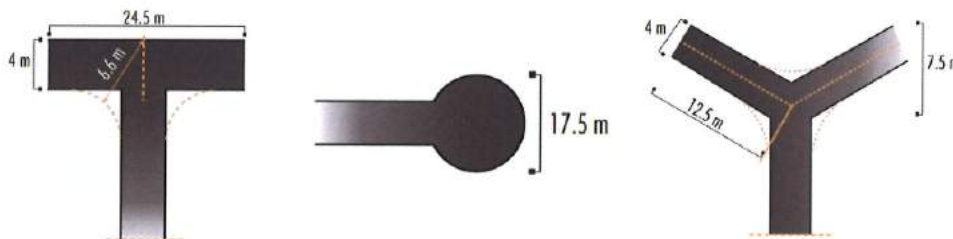
Acceptable Solution 3.5: Private Driveways

The following requirements are to be achieved:

- The design requirements set out in Part 2 of this appendix; and

Where the house site is more than 50 metres from a public road:

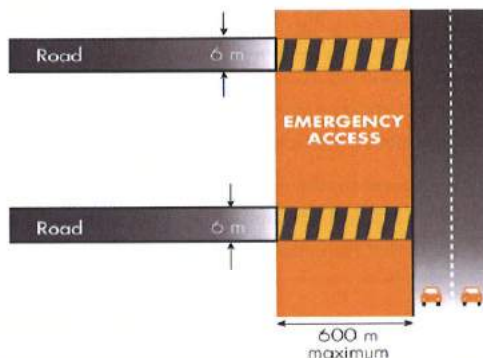
- Passing bays every 200 metres with a minimum length of 20 metres and a minimum width of two metres (ie combined width of the passing bay and constructed private driveway to be a minimum six metres);
- Turn-around areas every 500 metres and within 50 metres of a house, designed to accommodate type 3.4 fire appliances to turn around safely (ie kerb to kerb 17.5 metres);
- Any bridges or culverts are able to support a minimum weight capacity of 15 tonnes; and
- All weather surface (i.e. compacted gravel, limestone or sealed).



Acceptable Solution 3.6: Emergency Access Way

An access way that does not provide through access to a public road is to be avoided bushfire prone areas. Where no alternative exists, an emergency access way is to be provided as an alternative link to a public road during emergencies. The following requirements are to be achieved:

- No further than 600 metres from a public road;
- Must be signposted including where they join public roads;
- Provided as a right of way or public access easement in gross;
- Where gates are used they must not be locked and they must be a minimum width of 3.6 metres with design and construction approved by local government (refer to the example in this appendix); and
- Meet the additional design requirements set out in Part 2 of this appendix.

**Acceptable Solution 3.7: Fire Service Access Routes (Perimeter Roads)**

Are to be established to provide access within and around the edge of subdivision and related development and to provide direct access to bushfire prone areas for firefighters and link between public road networks for firefighting purposes. Fire service access is used during bushfire suppression activities but can also be used for fire prevention work. The following requirements are to be achieved:

- No further than 600 metres from a public road (driveways may be used as part of the designated fire service access;
- Dead end roads not permitted;
- Allow for two-way traffic (i.e. two 3.4 fire appliances);
- Provide turn-around areas designed to accommodate 3.4 fire appliances and to enable them to turn around safely every 500m (i.e. kerb to kerb 17.5 metres);
- All weather surface (i.e. compacted gravel, limestone or sealed) and have erosion control measures in place;
- Must be adequately sign posted;
- Where gates are used they must be a minimum width of 3.6 metres with design and construction approved by local government (refer to the example in this appendix) and may be locked (use a common key system);
- Meet the additional design requirements set out in Part 2 of this appendix;
- Provided as right of ways or public access easements in gross; and
- Management and access arrangements to be documented and in place.

Acceptable Solution 3.8: Firebreak Width

Lots greater than 0.5 hectares must have an internal perimeter firebreak of a minimum width of three meters or to the level as prescribed in the local firebreak notice issued by the local government.

Vehicular Access Technical Requirements - Part 2

Technical Component	Vehicular Access Types				
	Public Roads	Cul-de-sacs	Private Driveways	Emergency Access Ways	Fire Service Access Routes
Minimum trafficable surface (m)	6*	6	4	6*	6*
Horizontal clearance (m)	6	6	6	6	6
Vertical clearance (m)	4.5	4.5	4.5	4.5	4.5
Maximum grade <50 metres	1 in 10	1 in 10	1 in 10	1 in 10	1 in 10



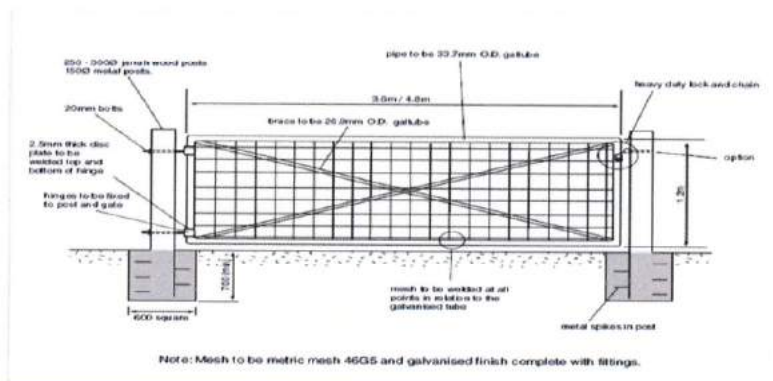
Minimum weight capacity (t)	15	15	15	15	15
Maximum cross-fall	1 in 33	1 in 33	1 in 33	1 in 33	1 in 33
Curves minimum inner radius (m)	8.5	8.5	8.5	8.5	8.5

* A six metre trafficable surface does not necessarily mean paving width. It could, for example, include four metres of paving and one metre of constructed road shoulders. In special circumstances, where 8 lots or less are being serviced, a public road with a minimum trafficable surface of four metres for a maximum distance of ninety metres may be provided subject to the approval of both the local government and DFES.

Vehicular Access Technical Requirements – Gates and Signs Examples

Gates

- **Design and construction to be approved by relevant local government.**
- Minimum width 3.6m
- Emergency access way gates must not be locked.
- Fire service access route gates may be locked but only with a common key that is available to local fire service personnel.
- Bollards will be to the relevant local government specifications



Signs

- **Design and construction to be approved by the relevant local government.**
- Minimum height above ground of 0.9m.
- Lettering height to be 100mm.
- To display the words (as appropriate) "Emergency Access Only" or "Fire Service Access – No Public Access".
- Size 600mm x 400mm.
- Sign colour red, base (white) area is reflective background.
- Rounded corners, radius 20mm.
- White key-line 3mm wide, 3mm from outside edge.
- Suggested mounting hole six 6mm diameter.



Appendix 3 - Water Technical Requirements

Requirements Established by the Guidelines - Acceptable Solution A4.3: Non-Reticulated Areas – Single Lot

Each local government may have their own standard technical requirements for firefighting water supplies and they may vary from those stated in the Guidelines.

Contact the relevant local government for the requirements that are to apply in addition to the requirements set out as an acceptable solution in the Guidelines. If the relevant local government requires that these are included in the Bushfire Management Plan, they will be included in this appendix and referenced.

Table A4.1: The acceptable solution as contained in the Guidelines for Planning in Bushfire Prone Areas WAPC 2017 v1.3, Appendix 4, Element 4 – with example construction / coupling requirements from various sources including FESA (DFES) Operational Circular 07/2011 and Planning for Bushfire Protection Guidelines WAPC 2010.

Technical Requirements for Static Water Supply (example only – check with local government)	
Application:	Single lots above 500 m ² need a dedicated static water supply on the lot. This solution is only for use if creating one additional lot and cannot be applied cumulatively.
Volume:	Minimum 10,000 litres per tank dedicated to firefighting purposes. The storage tank must not facilitate sharing the water for domestic use due to the danger of contamination.
Tank Construction:	Above ground tanks constructed using concrete or metal.
Pipe Construction:	Galvanised or copper (PVC if buried at least 300mm below ground).
Vehicle Access:	Hardstand and turnaround area suitable for a 3.4 appliance (i.e. kerb to kerb 17.5metres) is provided at the tank.
Couplings:	Tanks are to be fitted with a full flow gate valve (not ball valve) and a 50mm or 100mm cam-lock coupling of metal/alloy construction (example below).
Responsibility:	A procedure must be in place to ensure that water tanks are maintained at or above designated capacity always.



APPENDIX 3

SCHEDULE OF SUBMISSIONS AND RECOMMENDED RESPONSES

APPLICATION FOR DEVELOPMENT APPROVAL PROPOSED SOLAR FACILITY AT LOT 5550 BRAND HIGHWAY, BOONANARRING

No.	Submitter	Submission Detail	Recommended Response
1.	Civil Aviation Safety Authority (CASA)	<p>The submitter makes the following general comment:</p> <p><i>"CASA has reviewed the DA and determined that, as the solar installation will be located approximately 28 kms from the nearest airport (RAAF Gingin), the risk to pilots during critical phases of flight is very low. I am advised that a glare assessment is not necessary and CASA does not consider the proposal as likely to be a hazard to air navigation."</i></p>	Noted.
2.	Air Services Australia (ASA)	<p>The submitter makes the following general comment:</p> <p><i>"I refer to your request for an Airservices assessment of the solar farm at Lot 5550 (No.5028) Brand Highway, Boonanarring.</i></p> <p><i>This solar farm to a maximum height of 2.4m AGL and is 80km away from nearest Airservices control tower will not adversely impact on procedures designed by Airservices and the performance of Precision/Non-Precision Nav Aids, HF/VHF Comms, A-SMGCS, Radar, PRM, ADS-B, WAM or Satellite/Links.</i></p> <p><i>Please note this development is close to Department of Defence (DOD) facility at Beermullah. We recommend you</i></p>	Noted.

		<i>consult with DOD on impacts to their systems and operations."</i>	
3.	Department of Fire and Emergency Services (DFES)	<p>The submitter makes the following general comment:</p> <p><i>"Given the solar plant does not appear to propose any buildings which would involve employees on site, this may not be considered an intensification of land use. We acknowledge the discrepancy that exists in the Guidelines for Planning in Bushfire Prone Areas (Guidelines) when considering power generating infrastructure. Section 5.6 of the Guidelines does mention power generating land uses.</i></p> <p><i>However, Planning Bulletin 111/2016 clarifies that SPP 3.7 should be applied pragmatically, and states: -</i></p> <p><i>"Exemptions from the requirements of SPP 3.7 and the deemed provisions should be applied pragmatically by the decision maker. If the proposal does not result in the intensification of development (or land use), does not result in an increase of residents or employees; or does not involve the occupation of employees on site for any considerable amount of time, then there may not be any practicable reason to require a BAL Assessment. Exemptions may apply to infrastructure including roads, telecommunications and dams; and to rural activities, including piggeries and chicken farms which do not involve employees on site for a considerable amount of time."</i></p> <p><i>Power generating land uses in Bush Fire Prone Areas are considered to be critical infrastructure for the community and</i></p>	Noted.

		<p><i>therefore DFES supports the Shire's 'precautionary approach' taken with respect to this.</i></p> <p><i>I trust this is to your assistance. Please do not hesitate to contact me on the undersigned should you require further clarification."</i></p>	
4.	Ratepayer	<p>The submitter makes the following general comment:</p> <p><i>"The crossover and access track that is to be constructed for use during construction period of this facility will be limestone material unless the track is watered and rolled each day it will create a dust problem for traffic on Brand Highway and dust settling upon pasture directly east which is our farmland. Strong easterly winds are normal for September onwards."</i></p>	<p>Noted. The Shire has recommended a Site Management Plan be prepared to address issues such as dust generation from internal access road and site works.</p>
5.	Department of Planning, Lands and Heritage (DPLH)	<p>The submitter makes the following general comment:</p> <p><i>"I refer to your letter dated 1 August 2018, inviting the Department of Planning, Lands and Heritage (Department) to comment on the above proposal. As you are aware, the Department does not have a role in determining development applications, and advice is provided in relation to State planning policy.</i></p> <p><i>The Western Australian Planning Commission's (WAPC) State Planning Policy 2.5: Rural Planning (SPP 2.5) aims to protect rural land and rural land uses and provides guidance on land use planning considerations. Stage one of the proposed solar energy facility appears to be consistent with SPP 2.5's guiding principles as the proposed solar facility is to be incidental to the primary use of the land for a mineral sand mine and co-located</i></p>	<p>Noted. The Shire has advised the applicant of their obligations with respect to clearing banksia woodland on the swan coastal plain. The Shire has also consulted with the appropriate parties with respect to easements traversing the subject land.</p>

	<p><i>within the mining operations approved development envelope, on a cleared portion of the lot. The proposal will not result in additional access points from Brand Highway and will be adequately screened via existing vegetation located within Lot 5550 and the adjoining Brand Highway Road reservation.</i></p> <p><i>The existing vegetation within Lot 5550 may contain the species 'Banksia Woodland of the Swan Coastal Plain', which is listed as an endangered threatened ecological community under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999. If any vegetation clearing is proposed, the proposal would be required to be referred to the Australian Government Department of the Environment and Energy for permission to do so.</i></p> <p><i>Stage 1 of the proposed solar facility is located outside of the Dampier to Bunbury natural gas pipeline (DBNGP) corridor, however, it is noted that a proposed 11 kilovolt underground cable will cross the DBNGP corridor. Pursuant to s41 of the Dampier to Bunbury Pipeline Act 1997 (Act), the applicant must apply for approval for any works undertaken over or under the DBNGP corridor from the DBNGP Land Access Minister. As the DBNGP (WA) Nominees Pty Ltd have been conferred access rights under the Act to own and operate the high pressure gas pipeline within the DBNGP corridor, it is recommended that the proposal is referred to this body for comment and for those comments to be considered in determining the proposal.</i></p> <p><i>I trust this information assists the Shire in determining the development application."</i></p>	
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6.	Dampier Bunbury Pipeline	<p>The submitter makes the following general comment:</p> <p><i>"Thank you for your letter of 25 July 2018 seeking comment on the above proposal.</i></p> <p><i>DBP as owners and operators of the Dampier to Bunbury Natural Gas Pipeline (DBNGP) have no objection to the proposed Solar Energy Facility however, DBP wish to provide the following comments.</i></p> <ul style="list-style-type: none"> <i>• The DBNGP corridor that traverses through Lot 550 is 100 metres wide. The 30-metre wide DBNGP corridor houses the DBNGP pipelines whilst the remaining 70 metres, at present, contains no pipeline infrastructure.</i> <i>• Pursuant to section 41 of the Dampier to Bunbury Pipeline Act 1997, restrictions apply to the land contained within the area identified as the DBNGP corridor. Any works e.g installation of proposed 11kV underground cable and access track crossings will require prior approval from the DBNGP Land Access Minister.</i> <i>• DBP acknowledges that this application is for Stage 1 of the development as noted on the Overall Site Layout Drawing ES1203-EL-SKTGAD-0001 Rev B."</i> 	Noted.
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7.	Main Roads Western Australia (MRWA)	<p>The submitter makes the following general comment:</p> <p><i>"Thank you for consulting Main Roads on the proposed solar energy facility on Lot 5550 Brand Highway, Boonanarring. With regard to APA Group email dated 6 August 2018 providing consent to construction traffic crossing the Parmelia Gas Pipeline easement, Main Roads has no objection to the proposed development subject to the Shire of Gingin imposing the conditions and advice below:</i></p> <p><i>Conditions:</i></p> <ul style="list-style-type: none"> <i>• No direct access to Brand Highway shall be permitted and the redundant vehicle access located at the Brand Highway parking bay must be removed, lot boundary fenced off and removal of the gate at the applicant's cost.</i> <i>• Vehicular access during the temporary construction phase and operational phase of the development shall be from Wannamal Road West and/or Aurisch Road.</i> <p><i>Advice:</i></p> <ul style="list-style-type: none"> <i>• The applicant should contact Main Roads Heavy Vehicle Services (HVS) prior to mobilisation in regard to traffic management relating to the Restricted Access Vehicle network conditions, overmass or oversized vehicle loads used during the construction and decommissioning stage. Any necessary permits or notices for will require separate approval from HVS.</i> <i>• Any additional signs on or visible from the Main Roads network shall require the approval of the Mid West-Gascoyne Network Operations Manager of Main Roads WA.</i> 	<p>Noted. The Shire has imposed the relevant conditions and advice notes as requested.</p>
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		<p><u>Temporary Access during Construction Phase</u> The proposed access during the construction phase is via Wannamal Road West. Access via Wannamal Road West is Main Roads preferred option as it is part of the Restricted Access Vehicles (RAV) network and intersection arrangement with Brand Highway is currently being upgraded by the landowner to accommodate a higher volume of heavy vehicles for the mineral sands mining operations within Lot 5550. This access would require crossing the APA gas easement internally within Lot 5550. If APA objects to the applicant using loaded heavy vehicles to cross the easement, in accordance with the requirements under section 3.3.1 and 3.3.2 of Development Control Policy 5.1 – Regional Roads (Vehicular Access) alternative access via Aurisch Road is Main Roads second preferred option. Using Aurisch Road would also require crossing under the overhead electricity network within the Western Power easement internally within Lot 5550.</p> <p><u>Permanent Access during Operational Phase</u> The proposed access during the operational phase is via the existing access track onto Brand Highway at 49.99 SLK to service Lot 1 for gas maintenance. The applicant will need to reconsider day-to-day access via the surrounding local road network such as Wannamal Road West or Aurisch Road. As the Brand Highway and intersection of Wannamal Road West is currently being upgraded and the design drawings have been accepted by Main Roads WA, and this design did not consider the safety implications of increased use of the existing access at this point. Once the upgrades are completed, there will be a safety issue as the existing access track is located near the merging point of the southern direction overtaking lane. When</p>	
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		<p><i>reviewing the design drawings Main Roads accepted this safety issue and accepted not to relocate the existing access at 49.99 SLK on the basis it would provide vehicular access only to Lot 1 and current vehicle movements are infrequent.</i></p> <p><i>Please note the scope of design drawings only considered the traffic movements generated from the mineral sands mining operations and has never included in the scope the associated traffic movements from a proposed solar farm development."</i></p>	
8.	Western Power	<p>The submitter makes the following general comment:</p> <p><i>"Thank you for your Notification intent to carry out work, received on 01/8/2018.</i></p> <p><i>A Danger Zone, Registered Easement, Restriction Zone or Minimum approach distance represent areas of high risk when building or working near the Western Power network. Before commencing any work it is essential that you complete a Dial Before You Dig enquiry to obtain the location and voltage of the Western Power network.</i></p> <p><i>Areas of high risk include;</i></p> <ul style="list-style-type: none"> <i>• Danger Zone – Defined by regulation 3.64 of the Occupational Safety and Health Regulations 1996</i> <i>• Registered Easement - Western Power easements are registered on the Certificate of Title for the property. Easements and conditions are available from Landgate (www.landgate.wa.gov.au)</i> <i>• Restriction Zone – These are applied in the absence of a registered easement and are calculated in line with the</i> 	<p>Noted. An appropriate advice note has been recommended.</p>

		<p><i>Australian Standard for overhead line design (AS/NZS 7000:2010)</i></p> <ul style="list-style-type: none">• <i>Minimum approach distance</i> <p><i>It is recommended that persons planning to build or undertake works in high risk areas near transmission or communication assets (including those listed above) act in a safe manner at all times and in accordance with all applicable legal and safety requirements (including the 'duty of care' under the laws of negligence, Worksafe requirements and guidelines, Australian Standards and Western Power policies and procedures).</i></p> <p><i>Western Power provides services that may assist persons planning to build or work within high risk areas near transmission or communication assets (refer to your Dial Before You Dig enquiry for location and voltage). These services can be found by visiting our website https://westernpower.com.au/safety/360-aware/industry-safety/#building-and-construction."</i></p>	
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11.4. OPERATIONS-CONSTRUCTION**11.4.1 WHEATBELT SECONDARY FREIGHT ROUTE SUPPORT AND UNBUDGETED EXPENDITURE**

Location:	Wheatbelt Region
Applicant:	Wheatbelt North and South Regional Road Group
File:	RDS/25
Reporting Officer:	Allister Butcher - Executive Manager Operations - Construction
Report Date:	18 September 2018
Refer:	Nil
Appendices:	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider support for the Wheatbelt Secondary Freight Route (WSFR) through financial assistance for the implementation of a Business Case to be presented to the Federal Government requesting grant funding.

BACKGROUND

The WSFR network in the Main Roads WA Wheatbelt region comprises some 4,400km of local government-managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to provide large, high productivity trucks with safe and cost effective access to business. The WSFR project is developing a business case, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia Priority List.

The project is being driven by local government authorities associated with the Regional Road Groups (RRG) of the Wheatbelt Region. The project is intended to support and contribute to other work being undertaken by Main Roads WA, the Department of Transport and the Department of Primary Industries and Regional Development that is considering strategic transport investments across the agricultural regions through the Revitalising Agricultural Regional Freight (RARF) project.

Led by the Wheatbelt North and Wheatbelt South Regional Road Groups, work is underway to secure the funds needed to do the work required to formally submit the WSFR proposal for consideration by Infrastructure Australia. RDA Wheatbelt (RDAW) have provided seed funding of approximately \$80k to support project scoping with the aim of securing the \$2 million to \$5 million (depending on the findings) needed to develop an investment-ready business case. The project development costs are likely to be in the order of 1% of the final investment.

To be confident that sufficient funds are available before starting the detailed planning, engineering and costing, preliminary data has been collected from local governments concerning roads that have been identified as part of the network. These works constitute components associated with the development of Stages 1 and 2 of Infrastructure Australia's Infrastructure Priority List (IPL) submission process.

A Project Working Group has been established consisting of representatives from the following organisations:

- Wheatbelt North Regional Road Group (WN RRG)
- Wheatbelt South Regional Road Group (WS RRG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA-Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

The WSFR Working Group proponents are currently investigating funding options for funding the Stage 4 IPL submission of up to \$5M. This has primarily consisted of State Government support of \$1.25 million cash through the Leverage Fund, administered by the Department of Primary Industries and Regional Development, *conditional upon* Federal cash support of \$3.5 million through an application to the Building Better Regions Fund, and local government cash and in-kind support of \$350,000. These funds will be utilised to prepare complete and compliant Stage 1 to Stage 4 submissions to Infrastructure Australia. If successful, this will result in the project being added to the IPL, facilitating conversations with the Federal Government for capital funding contributions.

The project has been encouraged by indications from the Federal Government that it is keen to receive well developed business cases for investment in nationally significant supply chains.

In November 2017 Cr Ricky Storer, President of the Shire of Koorda and Chair of the WN RRG, delivered a presentation outlining the proactive, collective approach of Wheatbelt Councils to the regional freight challenges and the outcomes that would result from investment in secondary freight routes in the Wheatbelt at the Australian Local Government Association National Local Roads and Transport Congress. The Hon Darren Chester, Minister for Infrastructure and Transport as well as Acting Minister for Regional Development and Local Government delivered a presentation during the same session which was attended by a number of senior Federal Government officers and more than 200 local government delegates from around Australia.

Over the last two years, 42 local government authorities across the Wheatbelt region have collaborated to identify priority routes across the Secondary Freight Network and have also participated in a technical data collection process led by the Shire of Dandaragan to estimate costs and prepare a business case and a cost benefit analysis of the work to be undertaken. The in-kind investment by local government to date, facilitated through the RRG, is estimated to be well in excess of \$750,000.

The project is being undertaken in a three phase approach, these phases are:

Phase 1: Scoping

- Assessment of the condition of the existing road network (based on available data supplemented with consultation and field investigations) covering the identified secondary freight network.
- Development of transport modelling to inform scope and design criteria.
- Development and agreement as to the scope and standards required across the 80+ routes.
- Development of concept design to facilitate a P50 cost estimate for the 80+ routes (including methodology to determine costings across a large road network with limited data).
- Assessment and prioritisation of routes for a program of delivery including supporting justification for costs and benefits within a business case framework.

The cost estimating process for this phase will require input from a number of disciplines including the following consultants:

- geotechnical;
- environmental;
- consultation;
- transport and traffic engineering; and
- civil engineering.

Phase 2: Preparation of Business Case and BBRF application

This phase is used to undertake the work required to compile evidence and complete the business case to support a submission for the required funding amount (determined from Phase 1). Completion of this phase is subject to finalisation of the required co-contributions based on the figure calculated in Phase 1.

RDA Wheatbelt is providing seed funding for this phase to be completed subject to the agreement of RRG North and South in relation to meeting the required minimum co-contribution level. The required co-contributions are set by the Federal Government based on the physical location of the benefit of the project.

For areas classified as Remote or Very Remote the required co-contribution is 25% of the project amount (i.e. \$1 for every \$3 of grant funding). For other classifications it is dollar for dollar.

Tasks to complete Phase 2 include the following:

1. Undertake problem definition and needs assessment;
2. Develop opportunity statement based on potential benefits of the project;
3. Quantify benefits of undertaking the work against the following areas:
 - a. Criteria 1: Economic Benefit; and
 - b. Criteria 2: Social Benefit;

4. Provide Input as necessary into the following areas:
 - a. Criteria 3: Value for Money; and
 - b. Criteria 4: Project Delivery; and
5. Collation of business case and supporting evidence for inclusion in BBRF application.

Phase 3: Full Engineering Design

This phase will entail the completion of the full engineering design for the identified works so that the entire project can be costed to an Infrastructure Australia standard ready for submission to the Federal Government.

COMMENT

The immediate goal is the inclusion of the WSFR project on the Infrastructure Australia IPL, which is a prioritised list of nationally significant investments. It provides decision makers with advice and guidance on specific infrastructure investments that will underpin Australia's continued prosperity. Infrastructure Australia is seeking submissions for the next update of the IPL, which will be published in February 2019.

The long term goal is to obtain funding support from the Federal Government for a broadly estimated \$500 million capital works program over a 10-20 year timeframe to bring the network up to a fit for purpose standard for current and anticipated future needs. In order for a project to be considered for this list, Infrastructure Australia requires a Stage 4 Business Case submission.

The WSFR process has been an excellent example of a large number of local governments working together on a common strategic regional priority. To date, local governments have provided a large amount of information and data in an in-kind capacity. The key undertakings of the project so far are:

1. Identification of nominated WSFR roads based upon a simple criteria developed by RRG with routes that are:
 - a. Listed on Roads 2030.
 - b. Regional Distributors that connect Regional Centres or major freight generating locations.
 - c. Parallel routes not closer than 20km apart.
 - d. Routes that do not duplicate or replace existing freight routes on State or National Highways.
 - e. Routes serving significant recent increases in regional freight that is anticipated to be sustained.
2. Determination of basic project framework and minimum design standards.
3. Road condition assessment of all identified roads across 42 local governments against minimum design standards.
4. High level scope of works and order of magnitude costs for upgrades required.

A summary of data collection and assessment across the 42 local governments for both Wheatbelt North and South is as follows:

	Route Length (km)	Proposed Works (km)	Proposed Length (%)	Indicative Costs (\$)
Wheatbelt North	1,608	1,134	71	\$ 197M
Wheatbelt South	2,729	1,717	63	\$ 296M
TOTAL	4,337	2,851	66	\$ 493M

The WSFR engaged economic consultant Pracsys to develop a BBRF business case for the planning and staging prioritisation of the secondary freight routes. This planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, identifying the economically optimal sequence for developing the network and ensuring that roads are designed and constructed to an optimal standard from a 'whole-of-life' asset management perspective. If successful, BBRF funding will allow for the development of a detailed scope of works that will form the basis for a subsequent submission for Infrastructure Australia funding. It will therefore be important to consider the benefits associated with both the initial planning stage, and broader project, within the BBRF Business Case.

The roads in the Shire of Gingin that have been initially identified as part of the Secondary Freight Route (having met the proposed criteria) are:

- Lancelin Road;
- Old Ledge Point Road;
- KW Road;
- Sappers Road;
- Cowalla Road (Mimegarra Road to Orange Springs Road);
- Orange Springs Road;
- Mogumber Road West;
- Gingin Brook Road;
- Honeycomb Road; and
- Mooliabeenee Road.

The total length of roads proposed for upgrade is approximately 82km including intersectional upgrades. The proposed desktop costings for these upgrades is estimated to be worth approximately \$22.5m for the Shire of Gingin, which is anticipated to be untied.

In order to progress Phase 2 of this project, a cash contribution of \$6,000 per local government is sought to provide an overall contribution of \$250,000 across the 42 local governments involved.

Council's adopted 2018/19 Budget identifies the transfer to restricted cash of \$943,341 due to the fully State Government funded project to reconstruct Orange Springs Road providing a reduction in own source funding for the 2018/19 Capital Roadworks program. The transfer will allow capital roadworks to be undertaken in future years when own resources become available. It is proposed to reduce this transfer to restricted cash by \$6,000 to fund the Shire of Gingin's contribution to progressing the planning for the WSFR and the submission to the Federal Government to have this project included on the IPL.

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 6 – Financial Management

Division 4 – General financial provisions

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

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

It is proposed that the 2018/19 Budget be amended as follows:

Account	Description	Current Budget	Revised Budget	Surplus Deficit
12209781	Roads – Balance of Muni Funds – Transfer to Restricted Cash	\$943,431	\$937,431	-\$6,000
12205164	Wheatbelt Secondary Freight Route Contribution	Nil	\$6,000	\$6,000
			Net Effect	Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>Infrastructure and Development</i>
Objective	<i>3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner.</i>
Outcome	<i>3.1 Development New and existing developments meet the Shire's Strategic Objectives and Outcomes.</i>
Priority	<i>3.1.1 Support strategies that facilitate commercial development.</i>
Outcome	<i>3.3 Connectivity and Accessibility The Shire's community infrastructure supports connectivity and accessibility.</i>
Priority	<i>3.3.1 Undertake effective integrated transport planning and its implementation.</i>

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Fewster SECONDED: Councillor Johnson

That Council:

- 1. Note the Secondary Freight Routes Project Development report;**
- 2. Confirm its support for the strategic intent of the Secondary Freight Routes project;**
- 3. Authorise the Chief Executive Officer to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project;**
- 4. Endorse an allocation of \$6,000 in 2018/19 to co-fund the Secondary Freight Route Project development subject to a successful Building Better Regions Program application; and**
- 5. Agree to amend the adopted 2018/19 Budget in accordance with the following table:**

Account	Description	Current Budget	Revised Budget	Surplus Deficit
12209781	Roads – Balance of Muni Funds – Transfer to Restricted Cash	\$943,431	\$937,431	-\$6,000
12205164	Wheatbelt Secondary Freight Route Contribution	Nil	\$6,000	\$6,000
			Net Effect	Nil

CARRIED BY ABSOLUTE MAJORITY

9-0

11.5. **ASSETS**

11.5.1 UNBUDGETED EXPENDITURE - IT VISION ALTUS INSPECTION SOLUTION

File:	BLD/41
Reporting Officer:	Raees Rasool – Executive Manager Assets
Report Date:	18 September 2018
Refer:	Nil
Appendices:	1. Form Builder 2. Inspection Application 3. Web Management Interface

DISCLOSURES OF INTEREST

PURPOSE

To consider approving unbudgeted expenditure to obtain the necessary licence to utilise the Altus Inspection Software for inspection purposes.

BACKGROUND

The Altus Solution (the solution) was demonstrated to Shire staff from Finance, Health, Building and Ranger Services on 2 August 2018. In summary the solution is a digital platform, designed to replace the paper inspection processes that local authorities use to perform compliance-oriented inspections, for example swimming pools, health premises and firebreak inspections.

Paper-based inspections have a number of limitations, including the need to record the information back into an electronic form to share the inspection record easily with other staff, the proprietor or property owner. This administration effort normally sees inspection staff needing to come back into the office each day to undertake the required activity. Additionally, photographs often accompany a paper form which need to be down loaded, matched, renamed and then recorded. This manual matching process can lead to errors and warning letters issued with the wrong photograph attached.

The solution is designed to enable staff to perform an inspection while out in the field (with or without cellular access) in a completely digital manner. This enables the staff member to complete an inspection, take photographs (with dates and time stamps) or recordings and complete an inspection through the digital platform, removing the need to return to the office to perform previously required administrative tasks. Simply, inspections staff can stay out in the field longer and the administrative process can be removed.

Altus Capabilities

At a high level the Altus inspection solution has three core features:

1. A form builder and form library
2. Inspection Application
3. A web management interface

Form Builder:

The form builder enables staff to build inspections forms through a visual design tool. Staff use drag and drop controls to quickly build an inspection form with standard questions and standard answers. Each question can be configured to enable photographs or recordings (video and/or audio). See **Appendix 1**.

Inspection Application:

The inspection application can be downloaded from an application store onto IOS or android devices. It enables the staff member to see the inspections they need to perform.

The staff member is guided through the inspection by the application and they can add in photographs per question to provide better clarity and evidence of any issues identified. The solution can also produce a report of the inspection conducted to clearly communicate to the customer the result of the inspection. The customer can also sign the report and that report be emailed to the customer all while standing next to them. See **Appendix 2**.

Web Management Interface:

The Web Management Interface enables staff to schedule, assign, and report and track inspections. Managers can also search conducted inspections and see all the data captured. See **Appendix 3**.

Summary Features:

- Ability to customise forms;
- Ability to send the information as a professionally formatted email;
- Ability to include an email to our records division for information capture;
- Ability to link with assessment numbers;
- Can be used to obtain a signature from the resident;
- Can record an inspection history;
- Photos taken can be date and time stamped and included in the report;
- Has a desktop application to review and generate reports;
- Can be used on Apple and Android devices; and
- Can work without internet access.

COMMENT

IT Vision has confirmed that the Shire could utilise the solution to deliver swimming pool, health premise and fire break inspections. However it will also have the capability to be used for other inspections in the future, including playgrounds, buildings and off road vehicle areas.

Notably, the Shire would be one of the first local governments to implement such a solution. However advice from staff is that the Shire of Kalamunda is planning to utilise this software to undertake their fire break inspections for the 2018/19 financial year. Early adoption of the software is likely to require significant troubleshooting. However, the benefit is that the Shire will have input into how the solution is developed.

Importantly, pool inspections are due to commence in October 2018 and a technology solution will increase the efficiency and accuracy of this undertaking. It is anticipated that the Coordinator Ranger Services will trial the software for firebreak inspections and that the application could be expanded to all manner of inspections that the Shire undertakes (health, playgrounds, buildings, off road vehicle areas etc) and improve our organisational efficacy.

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 6 – Financial Management

Division 4 – General financial provisions

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

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

The cost will be funded by a transfer from the Aerial Inspections budget (supported by the Executive Manager Planning and Development and the Coordinator Ranger Services who manage this budget). The initial licence fee for the first year is \$10,000 and the ongoing licence fee is \$4,000 per year.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

<i>Focus Area</i>	<i>Governance</i>
<i>Objective</i>	<i>To demonstrate effective leadership, governance and advocacy on behalf of community.</i>
<i>Outcome</i>	<i>5.2 Service - The Shire provides customer focused service delivery.</i>
<i>Key Service Area</i>	<i>Customer Service</i>
<i>Priorities</i>	<i>5.2.2 - Support new technologies that improve service delivery.</i>

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION**MOVED: Councillor Peczka SECONDED: Councillor Elgin****That Council amend the adopted 2018/19 Budget in accordance with the following table:**

Account	Description	Current Budget	Revised Budget	Surplus Deficit
14259110	Computer System	\$0	\$10,000	\$10,000
1051070900	Aerial Inspections MUN	\$20,000	\$10,000	-\$10,000
			Net Effect	NIL

**CARRIED BY ABSOLUTE MAJORITY
9-0**

APPENDIX 1

The screenshot displays the Altus Inspection CMS web application. The browser address bar shows the URL: `altus.net.au/InspectionCMS_USA/FormBuilderScreen.aspx?FormId=1125&VersionUpdated=False`. The application has a dark blue header with the 'altus' logo and navigation links: Home, Inspections, Form Library, Reports, and Settings. Below the header, the main content area is titled 'Food Premise' with the subtitle 'Food safety assessment for food premises'. A yellow 'BACK' button is visible in the top right of this section.

The interface is divided into two main panels. On the left is a 'General' sidebar with a tree view containing the following categories and items:

- Section
- Text
- Numeric
- Pass/Fail
- Date
- Time
- List
- Information
- Media
 - Photos
 - Videos
 - Audio
- Footer
 - Signature

On the right is the 'Inspection Questions' editor. It shows a list of questions organized into sections:

- Section: Receiving**
 - 1. ☒ Pass/Fail Protection from contamination
 - 1. ☒ Pass/Fail Identification/traceability of food
 - 1. ☒ Pass/Fail Temperature control of PHF incl. frozen
- Section: Storage**
 - 1. ☒ Pass/Fail Protection from contamination
 - 1. ☒ Pass/Fail Appropriate environmental conditions
 - 1. ☒ Pass/Fail Temperature control of PHF incl. frozen
- Section: Processing**
 - 1. ☒ Pass/Fail Process only safe and suitable food

The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 15:37 on 30/06/2018.

APPENDIX 2

77% 4:03 pm

MY INSPECTIONS

TODAY THIS WEEK DATE RANGE

Show Completed ☐

Friday, 31 Aug

EH068 00:00 Follow-Up

SANFORD ROAD LUNCH BAR
40-44 SANFORD ROAD
CENTENNIAL PARK WA 6330

FB343 00:00 New Health Premise

ALBANY VEGETABLE EXPORT GROWERS (AVEG)
40-44 SANFORD ROAD
CENTENNIAL PARK WA 6330



76% 4:05 pm

MY INSPECTIONS

Food Premise FB343
New Health Premise Inspection

INSPECTION FORM

RECEIVING STORAGE PROCESSING DISPLAY

1 Protection from contamination ?

Complies Non-Compliance Serious Non-Compliance N/A

3

2 Identification/traceability of food

Compliant Non-Compliant Serious Non-Compliance N/A

0



APPENDIX 3

Inspection

Home Inspections Form Library Reports Settings

Inspections View All New Inspection Export

Search Inspections Show Filter Clear Filters

10 Bulk Actions Bulk Assign Bulk Remove Bulk Create

<input type="checkbox"/>	ID	Code	Inspector	Due Date	Booking Date/Time	Type	Inspection Form	Address	Status	Complaints
<input type="checkbox"/>	8158	PP	Tester@ALBRELEY	14 Sep 2018		Routine	Slip Penetration	48 ABERDEEN STREET ALBANY WA 6330	Completed	0
<input type="checkbox"/>	8159	PP	Tester@ALBRELEY	14 Sep 2018		Routine	Food Premise		New	
<input type="checkbox"/>	8160	PP	Tester@ALBRELEY	07 Sep 2018		Follow-Up	Slip Penetration	48 ABERDEEN STREET ALBANY WA 6330	Completed	0
<input type="checkbox"/>	8491	PP	Tester@ALBRELEY	08 Feb 2018		Follow-Up	Slip Penetration	48 ABERDEEN STREET ALBANY WA 6330	New	0
<input type="checkbox"/>	8492	DB048	Tester@ALBRELEY	01 Aug 2018	01 Aug 2018	New Health Premise	Food Premise	40-44 SAKFORD ROAD CENTENNIAL PARK WA 6330	New	0
<input type="checkbox"/>	8493	DB048		01 Aug 2018	01 Aug 2018	New Health Premise	Food Premise	40-44 SAKFORD ROAD CENTENNIAL PARK WA 6330	New	0
<input type="checkbox"/>	8494	DB049	Tester@ALBRELEY	01 Aug 2018	01 Aug 2018	New Health Premise	Food Premise	40-44 SAKFORD ROAD CENTENNIAL PARK WA 6330	New	0
<input type="checkbox"/>	8495	DB049		01 Aug 2018	01 Aug 2018	New Health Premise	Food Premise	40-44 SAKFORD ROAD CENTENNIAL PARK WA 6330	New	0
<input type="checkbox"/>	8496	DB049		01 Aug 2018	01 Aug 2018	New Health Premise	Food Premise	40-44 SAKFORD ROAD CENTENNIAL PARK WA 6330	New	0

9 records

15:37 30/09/2018

11.5.2 UNBUDGETED EXPENDITURE - KEY BISCAYNE PARK PICNIC SHELTER/GAZEBO

Location:	Lot 646 (Reserve 43180) Robertson Road, Ledge Point
File:	RES/2
Reporting Officer:	Raees Rasool – Executive Manager Assets
Report Date:	18 October 2018
Refer:	Nil
Appendices:	1. Location Plan 2. Photos of Damaged Picnic Shelter/Gazebo Structure

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider approving unbudgeted expenditure to design and construct a replacement picnic shelter/gazebo for Key Biscayne Park, Ledge Point.

BACKGROUND

On 25 July 2018, the Shire was advised by residents and staff that extreme winds hit the town of Ledge Point. As a direct result of the wind, the picnic shelter/gazebo structure located at Key Biscayne Park was badly damaged. The structure had a section of its roof blown off, brackets were damaged and timber elements were split, broken and twisted. The Shire's insurers were notified of this damage on 27 July 2018.

On 30 July 2018, the Shire's insurers requested a quote from a contractor to reconstruct the shelter, and confirmation from the contractor that the structure was beyond repair. This advice was provided to the insurers on 31 July 2018, with a quote being submitted on 1 August 2018.

On 12 September 2018 the insurer (through their appointed loss adjuster) accepted the claim to reinstate the picnic shelter, renew the capping on the limestone block enclosing the barbecue and any costs incurred by the Shire for the demolition/removal of debris of the shelter to a maximum value of \$45,000 ex GST.

A location plan and photographs of the damaged structure are provided as **Appendix 1** and **Appendix 2**, respectively.

COMMENT

The expenditure to undertake the reconstruction of the structure is unbudgeted. A decision of Council to amend the Budget is therefore required in order to undertake this project.

STATUTORY ENVIRONMENT*Local Government Act 1995*

Part 6 – Financial Management

Division 4 – General financial provisions

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

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

The cost of this work will be fully funded by the Shire's insurer.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

Focus Area	<i>Infrastructure and Development</i>
Objective	<i>To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner.</i>
Outcome	<i>3.2 The Shire provides fit for purpose community infrastructure in a financially responsible manner</i>
Key Service Area	<i>Community Infrastructure</i>
Priorities	<i>3.2.1 Improve the use and financial sustainability of community infrastructure.</i>

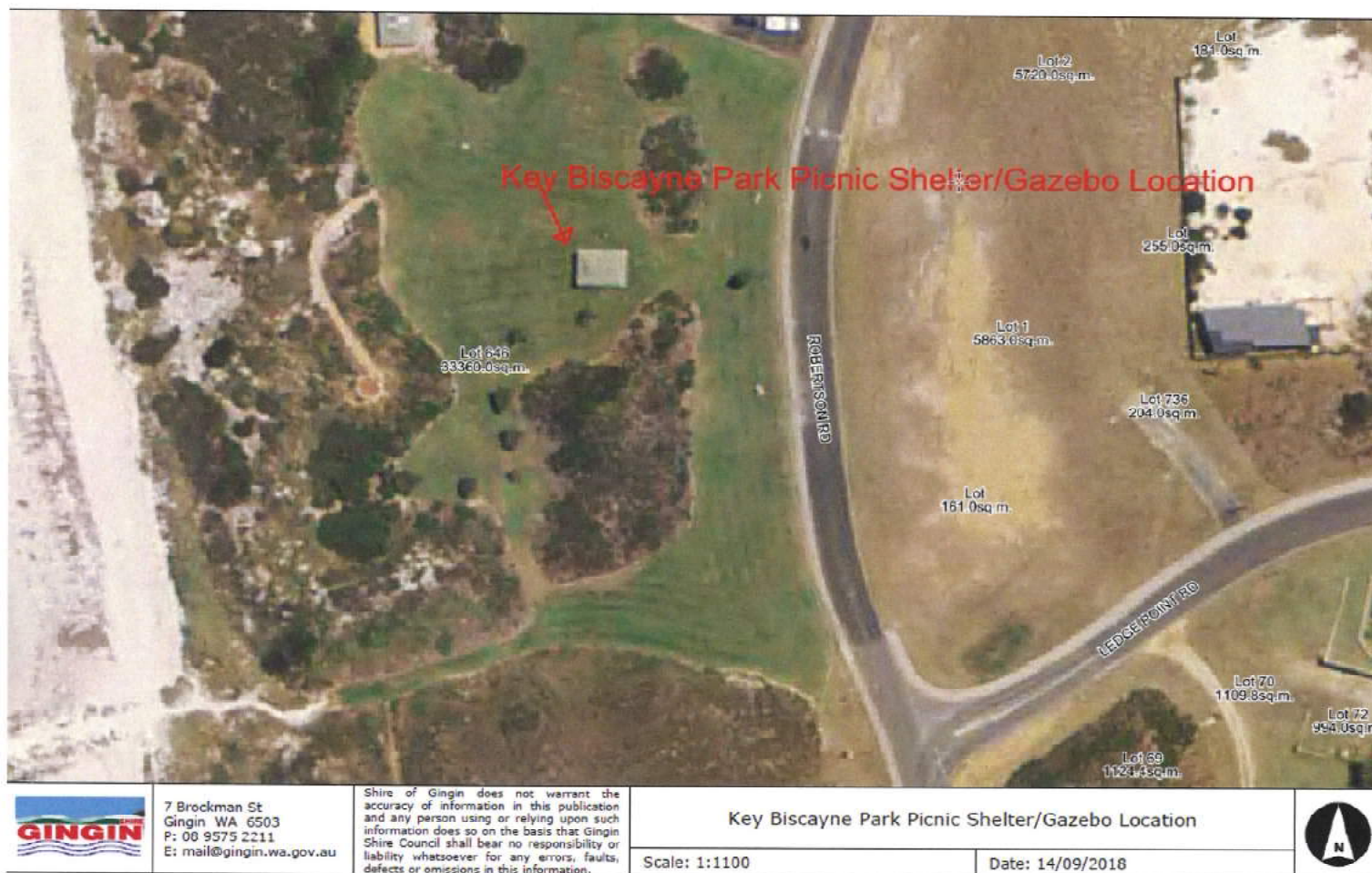
VOTING REQUIREMENTS – ABSOLUTE MAJORITY**COUNCIL RESOLUTION/OFFICER RECOMMENDATION****MOVED:** Councillor Court **SECONDED:** Councillor Peczka

That Council amend the adopted 2018/19 Budget in accordance with the following table:

Account	Description	Current Budget	Revised Budget	Surplus Deficit
11359095	Construct Key Biscayne Park Picnic Shelter/Gazebo	\$0	\$45,000	-\$45,000
14717136	Insurance Reimbursements	-\$50,000	-\$95,000	\$45,000
			Net Effect	NIL

CARRIED BY ABSOLUTE MAJORITY**9-0**

APPENDIX 1



APPENDIX 2



12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. COUNCILLORS' OFFICIAL REPORTS

13.1 PUBLIC HEALTH ACT AND PUBLIC HEALTH PLANNING INFORMATION SESSION - 12 SEPTEMBER 2018

File: GOV/20-1
Councillor: Jan Court
Report Date: 18 September 2018

Councillor Court reported on her attendance, together with Councillors Johnson and Lobb, at an information session conducted by WALGA in relation to public health planning requirements for local government arising from the introduction of the *Public Health Act 2016*.

The session included presentations from the Town of Victoria Park, the City of Armadale, the City of Vincent and the Shire of Collie, and it was interesting to hear that Collie, in particular, is experiencing many of the same issues relating to health control as the Shire of Gingin.

The implementation of health planning requirements under the new legislation will be a major project for smaller local governments and help has been offered by a number of larger Councils, including the City of Joondalup.

13.2 WA COUNTRY HEALTH SERVICE STRATEGIC PLAN STAKEHOLDER FORUM – 12 SEPTEMBER 2018

File: GOV/20-1
Councillor: Jan Court
Report Date: 18 September 2018

Councillor Court advised that she had attended a Stakeholder Forum for the WA Country Health Service Strategic Plan 2018-2021 at Northam on 12 September 2018.

13.3 WALGA STATE COUNCIL MEETING - 7 SEPTEMBER 2018

File: GOV/20-1
Councillor: Jan Court
Report Date: 18 September 2018

Councillor Court advised that she had attended the WALGA State Council meeting held in Dongara on 7 September 2018.

13.4 MORTLOCK LEAGUE FOOTBALL GRAND FINALS - 9 SEPTEMBER 2018

File: GOV/20-1
Councillor: Wayne Fewster
Report Date: 18 September 2018

Councillor Fewster advised that, on Sunday 9 September 2018 Gingin teams in all three grades contested and won the 2018 Mortlock League Premiership.

Councillor Fewster requested that a letter of congratulations from the Shire be forwarded to the Gingin Football Club in recognition of this notable achievement.

14. NEW BUSINESS OF AN URGENT NATURE

Nil

15. MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC

COUNCIL RESOLUTION

MOVED: Councillor Elgin SECONDED: Councillor Johnson

That Council move into a Confidential Session to discuss Item 15.1.

CARRIED UNANIMOUSLY

The meeting was closed to the public and all members of the public present in the Gallery left Council Chambers at 4.49pm

15.1 EXTENSION OF MANAGEMENT AGREEMENT - GUILDERTON CARAVAN PARK

Location:	Guilderton Lot 1 (Reserve 25007) Dewar Street; Lot 2 (Reserve 36048) Dewar Street; Lot 97 (Reserve 25751) Gordon Street; Lot 370 (Reserve 31353) Gordon Street; Lot 426 (Reserve 21473) Whitfield Street; Lot 12 (Reserve 25009) Dewar Street; Lot 96 (Reserve 25006) Edwards Street
File:	BLD/795; CPT/5
Reporting Officer:	Kylie Bacon – Acting Executive Manager Planning and Development
Report Date:	18 September 2018
Refer:	19 September 2017 Item 11.3.1
Appendices:	Nil

Reason for Confidentiality

This Report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Fewster SECONDED: Councillor Court

That Council offer an extension of contract to the current Guilderton Caravan Park Manager, Mr Geoffry Allan Liddelow for a period of 1 year 9 months (21 months) expiring on 30 June 2020, subject to terms and conditions, with minor amendments to be negotiated.

CARRIED UNANIMOUSLY

COUNCIL RESOLUTION

MOVED: Councillor Johnson SECONDED: Councillor Peczka

That the meeting be re-opened to the public.

CARRIED UNANIMOUSLY

The meeting was re-opened to the public at 5.05pm. No members of the public returned to the Gallery.

16. CLOSURE

There being no further business, the Shire President declared the meeting closed at 5.05pm

The next Ordinary meeting of Council will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on Tuesday, 16 October 2018 commencing at 3.00pm.

Councillor I B Collard
Shire President
16 October 2018