MINUTES

ORDINARY MEETING

OF COUNCIL

19 NOVEMBER 2019

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SHIRE OF GINGIN

MINUTES OF THE ORDINARY MEETING OF THE SHIRE OF GINGIN HELD IN THE COUNCIL CHAMBER ON TUESDAY, 19 NOVEMBER 2019 AT 3.05 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 3.05pm and welcomed those in attendance.

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2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – C W Fewster (Shire President), J K Rule (Deputy Shire President), J Court, F J Johnson, J C Lobb, F J Peczka, L Balcombe and A R Vis.

Staff – A Cook (Chief Executive Officer), A Butcher (Executive Manager Operations), B Kelly (Executive Manager Regulatory and Development Services), M Tallon (Statutory Planning Officer), L Burt (Governance Officer) and O Edwards (Minute Officer).

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

2.2 APOLOGIES

Councillor J E Morton

2.3 LEAVE OF ABSENCE

Nil

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3. DISCLOSURES OF INTEREST

3.1 Councillor Frank Peczka
Item 11.3.2 Application For Development Approval - Proposed Additional Use (Child Care Premise) on Lot 11 (No. 117) Gingin Road, Lancelin

Councillor Peczka declared a proximity interest in Item 11.3.2 due to the fact that he is two lots away from the premises and proposed Child Care premise use.

3.2 Councillor Balcombe
Item 15.1 2020 Australia Day Citizen of The Year Awards

Councillor Balcombe declared a financial interest in Item 15.1 due to the fact that she pays for a service from one of the nominees.

3.3 Councillor Lobb
Item 15.1 2020 Australia Day Citizen of The Year Awards

Councillor Lobb declared a financial interest in Item 15.1 due to the fact that two nominees supply goods to her business.

3.4 Councillor Vis
Item 15.1 2020 Australia Day Citizen of The Year Awards

Councillor Vis declared an impartiality interest in Item 15.1 due to the fact she is a referee for one of the nominees.

3.5 Aaron Cook – Chief Executive Officer
Item 15.1 2020 Australia Day Citizen of The Year Awards

The Chief Executive Officer declared an impartiality interest in Item 15.1 due to the fact he is a neighbour of one of the nominees.

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4. PUBLIC QUESTION TIME

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

Nil

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5. PETITIONS, DEPUTATIONS AND PRESENTATIONS

5.1 PETITIONS

Nil

5.2 DEPUTATIONS

5.2.1 Speed Limits and Signage on King Drive, Woodridge

Speaker/s: Doug Thorncroft

5.3 PRESENTATIONS

Nil

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6. APPLICATIONS FOR LEAVE OF ABSENCE

An Application for Leave of Absence was submitted by Councillor Rule for the Ordinary Council Meeting on 21 January 2019.

COUNCIL RESOLUTION

Moved: Councillor Johnson Seconded: Councillor Court

That Council approve Councillor Rule's Application for Leave of Absence for the Ordinary Council Meeting on 21 January 2020.

CARRIED UNANIMOUSLY

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7. CONFIRMATION OF MINUTES

OFFICER RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson SECONDED: Councillor Peczka

That the Minutes of the Ordinary Council meeting held on 15 October 2019 and the Special Council meeting held on 22 October 2019 be confirmed.

CARRIED UNANIMOUSLY

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8. ANNOUNCEMENTS BY THE PRESIDING MEMBER

The Shire President advised that Councillor Morton was an apology for this meeting as he was currently assisting with the fire fighting effort in Queensland. On behalf of Council, he extended thanks to Councillor Morton and to all volunteers who have been deployed to the recent interstate fires and we all hope they return home safely.

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9. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

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

Nil

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11. REPORTS

11.1. OFFICE OF THE CEO

11.1.1 APPOINTMENT OF COUNCIL REPRESENTATIVES - GINGIN WATER GROUP AND MID-WEST/WHEATBELT JOINT DEVELOPMENT ASSESSMENT PANEL

File:	GOV/33	
Author:	Lee-Anne Burt – Governance Officer	
Reporting Officer:	Aaron Cook – Chief Executive Officer	
Report Date:	19 November 2019	
Refer:	24 October 2017 22 October 2019	Item 14.1.10 Item 14.1.11
Appendices:	Nil	

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider:

1. Appointing a Council representative and deputy representative to the Gingin Water Group;

2. Revoking Part 7 of Council's resolution made at the Special Council Meeting held on 22 October 2019 for Item 14.1.11 External Bodies – Appointment of Council Representatives; and

3. Making new appointments to the Mid-West/Wheatbelt Joint Development Assessment Panel for the correct term.

BACKGROUND

At its Special Meeting on 22 October 2019, Council appointed representatives to both Council and external committees and working groups as required by the *Local Government Act 1995*.

Unfortunately, the appointment of a representative and deputy representative to the Gingin Water Group was inadvertently overlooked and it is therefore necessary to raise this matter for Council's attention now.

With respect to the Mid-West/Wheatbelt Joint Development Assessment Panel, at its meeting on 22 October 2019 Council resolved to appoint Councillors Court and Johnson as Members, and Councillors Rule and Vis as Alternate Members for a term ending on 26 April 2020 in accordance with advice contained within the Officer's Report.

Subsequently, Administration has been made aware of changes made by the Development Assessment Panel Secretariat to the Development Assessment Panel arrangements. The terms of Members and Alternate Members nominated by individual local governments have been restructured to more closely align with the local government election cycle, and therefore the representatives most recently nominated by Council will hold their positions until 26 January 2022 rather than 26 April 2020 as previously thought.

This means that Council's resolution made at its meeting on 22 October 2019 with respect to nomination of Members and Alternate Members to the Mid-West/Wheatbelt Joint Development Assessment Panel will need to be revoked and a new resolution passed referencing the correct end of term date.

COMMENT

Gingin Water Group

The Gingin Water Group was formed in 2010 at a public meeting of interested stakeholders with concerns about the sustainability of existing streams and aquifers in the Gingin area, given current usage rates and the continuing approval by the State of water licences for irrigated horticulture.

The aim of the Committee, as described in the Minutes of that meeting, is to:

… *consult the various Departments and scientists involved in authorising these large scale water consuming developments and get a feel about the nature of the science underpinning the approvals, as well as the effectiveness of the interdepartmental communication and long-term monitoring processes*.

The Group meets approximately every two months.

Council initially appointed a representative and deputy representative to the Gingin Water Group, at the Group's request, in 2010 and has continued this practice following each subsequent election.

Prior to the 2019 elections, Council's appointed representative and deputy representative to the Gingin Water Group were former Councillors Collard and Elgin, respectively.

Mid-West/Wheatbelt Joint Development Assessment Panel

Joint Development Assessment Panels (JDAP) are panels of technical experts and local government representatives from two or more local government districts with the power to determine applications for development within those districts under the following circumstances:

a. Where a proposed development has a value of $7 million or more; or

b. Where a proposed development has a value of $3 million or more and the applicant elects to have the application considered by a DAP rather than the relevant local government.

Each Council represented on a JDAP is required to nominate a specific number of members and alternate members as its representatives.

It is a mandatory requirement for all DAP members to attend training before they can sit on a DAP and determine applications. Local government representatives who have previously been appointed to a DAP and who have undertaken training are not required to attend further training.

Local DAP members are entitled to be paid for their attendance at DAP training and meetings unless:

- they are on the public payroll (including all current full time State, Commonwealth and local government employees, Members of Parliament, current and retired judicial officers (except Magistrates) and current non-academic employees of public academic institutions; or

- a former member of Parliament and less than 12 months has passed since sitting in Parliament.

JDAP appointments have a life of three years. Following a recent restructure of JDAP terms, Councillors appointed as Members and Alternate Members for the Shire of Gingin will serve up until 26 January 2022 unless their current term on Council ends at the October 2021 local government elections. If a Councillor who is appointed as a DAP member is not re-elected to Council during their term, then one of the alternate members is required to take that member's place on the DAP. If an alternate member is not returned to Council then Council must nominate a new alternative member and submit that nomination for the Minister's approval.

Prior to the 2019 elections, Councillors Elgin and Court held the JDAP member positions for the Shire of Gingin, with Councillors Johnson and Rule appointed as Alternate Members.

Given that former Councillor Elgin retired from Council at the 2019 local government elections and Councillor Court retained her seat, in keeping with the DAP requirements at its Special Meeting on 22 October 2019 Council resolved to nominate Councillors Court and Johnson as Members, and Councillors Rule and Vis as Alternate Members, to the Mid-West/Wheatbelt Joint Development Advisory Committee. Based on information contained in the Officer's Report, Council's resolution referenced a term ending on 26 April 2020, when in fact current appointees will serve a term ending on 26 January 2022.

STATUTORY ENVIRONMENT

Planning and Development Act 2005
Part 11A – Development Assessment Panels and development control
Division 2 – Development Assessment Panels: establishment and administration

Planning and Development (Development Assessment Panels) Regulations 2011
Part 4 – Development assessment panels
Division 1 – DAP members
Regulation 25 – JDAP members

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

Where revocation of a previous Council decision is proposed, at least three Councillors (including the mover of the revocation motion) must indicate their support for the Motion in order for it to be considered by Council. The decision to revoke a previous resolution of Council must be made by Absolute Majority.

Councillors supporting the revocation of Part 7 of Item 14.1.11 22 October 2019:

1. *Councillor Court*
2. *Councillor Peczka*
3. *Councillor Rule*

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka SECONDED: Councillor Johnson

That Council revoke Part 7 of the resolution pertaining to Item 14.1.11 External Bodies – Appointment of Council Representatives, as follows:

That Council:

7. Appoint the following Councillors as Council's members and alternate members on the Mid West Wheatbelt Joint Development Assessment Panel for a term expiring on 26 April 2020:

Member		*Alternate Member*	
1.	*Councillor Court*	*1.*	*Councillor Rule*
2.	*Councillor Johnson*	*2.*	*Councillor Vis*

CARRIED BY ABSOLUTE MAJORITY
8-0

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Peczka SECONDED: Councillor Johnson

That Council:

1. Appoint the following Councillors as Council's representative and deputy representative on the Gingin Water Group for a term of two years ending at the 2021 local government elections:

Member	Deputy Member
Councillor Fewster	Councillor Vis

2. Appoint the following Councillors as Council's members and alternate members on the Mid-West/Wheatbelt Joint Development Assessment Panel for a term expiring on 26 January 2022:

Member		Alternate Member	
1.	Councillor Court	1.	Councillor Rule
2.	Councillor Johnson	2.	Councillor Vis

CARRIED UNANIMOUSLY

11.1.2 2020 COUNCIL MEETING DATES

File:	GOV/8GOV/8
Author:	Olivia Edwards – Governance Support Officer
Reporting Officer:	Aaron Cook – Chief Executive Officer
Report Date:	19 November 2019
Refer:	Nil
Appendices:	Nil

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider the scheduling of Ordinary Council meetings for the period 1 January 2020 to 31 December 2020.

BACKGROUND

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

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

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

COMMENT

The Shire of Gingin's Council meetings are customarily held on the third Tuesday of each month, commencing at 3.00pm.

The following dates are therefore proposed for Council's consideration with respect to ordinary meetings of Council in 2020:

- 21 January 2020
- 18 February 2020
- 17 March 2020
- 21 April 2020
- 19 May 2020
- 16 June 2020
- 21 July 2020
- 18 August 2020
- 15 September 2020
- 20 October 2020

- 17 November 2020
- 15 December 2020

All meetings will be held in the Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin, commencing at 3.00 pm. Any proposal to vary the venue for a scheduled ordinary meeting of Council will be subject to public advertising in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*.

STATUTORY ENVIRONMENT

Local Government Act 1995
Part 5 – Administration
Division 2 – Council meetings, committees and their meetings and electors' meetings
Subdivision 1 – Council meetings
Clause 5.3 – Ordinary and special council meetings

Local Government (Administration) Regulations 1996
Part 2 – Council and committee meetings
Regulation 12 – Meetings, public notice of (Act s.5.25(1)(g))

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

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

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson SECONDED: Councillor Peczka

That Council approve the following schedule of Council meetings for 2020:

Date	Meeting Type	Venue	Start Time
21 January 2020	Ordinary	Council Chambers	3.00pm
18 February 2020	Ordinary	Council Chambers	3.00pm
17 March 2020	Ordinary	Council Chambers	3.00pm
21 April 2020	Ordinary	Council Chambers	3.00pm
19 May 2020	Ordinary	Council Chambers	3.00pm
16 June 2020	Ordinary	Council Chambers	3.00pm
21 July 2020	Ordinary	Council Chambers	3.00pm
18 August 2020	Ordinary	Council Chambers	3.00pm
15 September 2020	Ordinary	Council Chambers	3.00pm
20 October 2020	Ordinary	Council Chambers	3.00pm
17 November 2020	Ordinary	Council Chambers	3.00pm
15 December 2020	Ordinary	Council Chambers	3.00pm

CARRIED UNANIMOUSLY

11.2. CORPORATE AND COMMUNITY SERVICES

The Governance Officer left the Chambers at 3.27pm and returned at 3.28pm.

The Coordinator Corporate Services entered the Chambers at 3.28pm.

11.2.1 MONTHLY FINANCIAL STATEMENT AND LIST OF PAID ACCOUNTS

File:	FIN/25	
Reporting Officer:	Ziggy Edwards – Acting Executive Manager Corporate and Community Services	
Report Date:	19 November 2019	
Refer:	Nil	
Appendices:	1.	Statement of Financial Position for the Period to 30 September 2019
	2.	Statement of Financial Position for the Period to 31 October 2019

DISCLOSURES OF INTEREST

Nil

COMMENT

1. Statement of Financial Position for the period to 30 September 2019.

2. Statement of Financial Position for the period to 31 October 2019.

3. List of Paid Accounts for the period to 31 October 2019 in accordance with the following summary of activity:

PAYMENT TYPE	**$**
Municipal	
EFT	867,410.95
Cheque	13,533.36
Direct Debit	167,729.96
Total (Municipal)	**1,048,674.27**
Trust	**560.00**
Bank Statement	
Bank Fees and Charges	2756.22
Wages and Salaries	419,622.63
Police Licensing	108,807.55
LA Office Rent	643.38
Total (Bank Statement)	**531,829.78**
TOTAL EXPENDITURE	**1,580,504.05**

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

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 2019-2029

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

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson SECONDED: Councillor Vis

That Council:

1. **Endorse the Statement of Financial Position for the period to 30 September 2019;**

2. **Endorse the Statement of Financial Position for the period to 31 October 2019; and**

3. **Endorse List of Paid Accounts for the period to 31 October 2019 in accordance with the following summary of activity.**

CARRIED UNANIMOUSLY

The Coordinator Corporate Services left the Chambers at 3.29pm and did not return.

The Governance Officer left the Chambers at 3.29pm and returned at 3.31pm.

The Coordinator Community Development Services and Community Administration Officer entered the Chambers at 3.31pm.

APPENDIX 1

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

FOR THE PERIOD OF 1 JULY 2019 TO 30 SEPTEMBER 2019

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 1996

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Shire of Gingin Statement of Financial Activity
1 July 2019 to 30 September 2019

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 Shire of Gingin for the 2019/20 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: Karina Leonhardt
Reviewed by: Ziggy Edwards
Date Prepared: 14/10/2019

Shire of Gingin Statement of Financial Activity
1 July 2019 to 30 September 2019

Statement of Financial Activity by Program

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. $	Var. %	Comments
OPENING FUNDING SURPLUS (DEFICIT)	**2,349,362**	**2,349,362**	**3,109,402**	**760,040**		Adjustments still required for 18/19 Financials
REVENUE FROM OPERATING ACTIVITIES						
GENERAL PURPOSE FUNDING	1,300,514	325,119	265,273	(59,846)	(18.41)%	Lower than expected interest for municipal and reserve funds
GENERAL PURPOSE FUNDING - RATES	8,370,427	2,092,590	8,328,740	6,236,150	298.01%	Timing of rates billings
GOVERNANCE	2,050	510	0	(510)	(100.00)%	Timing of legal Expenses recovered
LAW ORDER PUBLIC SAFETY	483,105	120,756	301,181	180,425	149.41%	BRPC yearly reimbursement paid in full
EDUCATION & WELFARE	144,620	25,824	24,606	(1,218)	(4.72)%	
HEALTH	680,195	166,362	136,173	(30,189)	(18.15)%	Lower than expected medical centre patient fees; timing of contribution towards community bus
HOUSING	36,000	8,997	8,045	(952)	(10.58)%	Due to staff house vacancy
COMMUNITY AMENITIES	1,848,110	462,003	1,609,076	1,147,073	248.28%	Waste Management Fee , Refuse Removal charges and Voluntary Coastal Erosion Levy billed with rates
RECREATION & CULTURE	240,196	60,018	11,485	(48,533)	(80.86)%	Timing of operating grant income; timing of event income; depreciation
TRANSPORT	416,558	73,125	238,145	165,020	225.67%	Road grants received
ECONOMIC SERVICES	1,625,687	413,634	313,210	(100,424)	(24.28)%	Timing of Guilderton Caravan Park Waste Water Loan income and reserve transfer; timing of Lancelin Caravan Park Lease income; timing of Guilderton Caravan Park income
OTHER PROPERTY & SERVICES	233,098	58,263	70,346	(12,083)	20.74%	Proceeds of Sale of 2GG – unbudgeted.
TOTAL REVENUE	**15,380,560**	**3,807,201**	**11,306,280**			
EXPENDITURE FROM OPERATING ACTIVITIES						
GENERAL PURPOSE FUNDING	(708,736)	(177,168)	(137,740)	(39,428)	(22.25)%	Timing of valuation expenses
GOVERNANCE	(1,199,362)	(300,534)	(277,077)	(23,457)	(7.81)%	Timing of Shire website design; Timing of council election expenses
LAW ORDER PUBLIC SAFETY	(1,674,529)	(417,207)	(284,937)	(132,270)	(31.70)%	Lower BRPC salaries and associated costs including vehicle; timing of MAF Mitigation works; timing of firebreak inspections and contractor works; depreciation
EDUCATION & WELFARE	(250,020)	(62,412)	(28,473)	(33,939)	(54.38)%	Timing of contributions to LA and GG Schools; timing of maintenance of aged units; depreciation
HEALTH	(1,188,184)	(296,994)	(222,418)	(74,576)	(25.11)%	Depreciation; timing of Stable Fly program
HOUSING	(40,208)	(9,996)	(13,503)	3,507	35.08%	Wages associated with maintenance at 37a Lefroy Street, Gingin
COMMUNITY AMENITIES	(3,168,056)	(791,709)	(405,245)	(386,464)	(48.81)%	Timing of Health allocation to Waste, Waste Management Plan, Kerbside Green Waste Collection and Waste Site Loan Contribution - Fernview

Shire of Gingin Statement of Financial Activity
1 July 2019 to 30 September 2019

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. $	Var. %	Comments
RECREATION & CULTURE	(3,897,709)	(973,773)	(369,542)	(604,231)	(62.05)%	Depreciation; Aquatic Centre operating timing – staff and maintenance; timing of loan repayments
TRANSPORT	(4,564,305)	(1,136,343)	(607,045)	(529,298)	(46.58)%	Timing of road and bridge maintenance
ECONOMIC SERVICES	(1,372,108)	(342,882)	(185,130)	(157,752)	(46.01)%	C/fwd project Agri Industry Processing Hub Site not yet started. Timing of noxious/pest weed spraying; timing of community grant payments; timing of community bus contribution; Timing of transfer of wages to waste; depreciation
OTHER PROPERTY & SERVICES	(749,192)	(187,056)	(207,115)	10,305	10.72%	Timing of computer support and insurance renewals
TOTAL EXPENSES	**(18,812,409)**	**(4,696,074)**	**(2,738,225)**			
OPENING ACTIVITIES EXCLUDED FROM BUDGET						
ADJUST BACK DEPRECIATION	4,869,205	1,217,253	0	(1,217,253)	(100.00)%	19/20 depreciation yet to be processed
ADJUST (PROFIT)/LOSS ON ASSET DISPOSALS	(141,656)	(70,989)	(83,636)	12,647	17.82%	Unbudgeted Sale of 2GG and variations in trade ins
AMOUNT ATTRIBUTABLE TO OPERATING ACTIVITIES	**1,295,700**	**257,391**	**8,484,419**			
INVESTING ACTIVITIES						
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS	9,997,448	2,499,336	257,188	(2,242,148)	(89.71)%	Timing of grants and contributions
PROCEEDS FROM DISPOSAL OF ASSETS	332,091	70,989	83,636	12,647	17.82%	Unbudgeted Sale of 2GG and variations in trade ins
PURCHASE LAND AND BUILDINGS	(3,182,809)	(798,684)	(4,165)	(794,519)	(99.48)%	Timing of capital purchases including expenditure on admin building keycard access system and renovations
PURCHASE INFRASTRUCTURE ASSETS - ROADS	(6,983,509)	(1,742,130)	(31,152)	(1,710,978)	(98.21)%	Timing of road construction
PURCHASE INFRASTRUCTURE ASSETS - PARKS	(980,136)	(242,022)	(133)	(241,889)	(99.95)%	Timing of capital purchases
PURCHASE PLANT AND EQUIPMENT	(2,083,500)	(520,848)	(32,708)	(488,140)	(93.72)%	Timing of capital purchases
PURCHASE FURNITURE AND EQUIPMENT	(48,000)	(11,244)	(358)	(10,886)	(96.81)%	Timing of capital purchases
PURCHASE FOOTPATHS	(105,063)	(26,265)	0	(26,265)	(100.00)%	Timing of capital purchases
PURCHASE OTHER INFRASTRUCTURE	(590,000)	(147,492)	(4,700)	(142,792)	(96.81)%	Timing of capital purchases
PURCHASE INFRASTRUCTURE SEWERAGE	(400,000)	(100,000)	0	(100,000)	(100.00)%	Timing of capital purchases
AMOUNT ATTRIBUTABLE TO INVESTING ACTIVITIES	**(4,043,478)**	**(1,018,360)**	**267,608**			
FINANCING ACTIVITIES						
PROCEEDS FROM NEW DEBENTURES	830,440	207,606	0	(207,606)	(100.00)%	Loans not yet established – Lancelin Seawall, Guilderton Waste Water, Cuncliffe Street Car Park and Gingin Horseman's Club Campdraft Facility

Shire of Gingin Statement of Financial Activity
1 July 2019 to 30 September 2019

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. $	Var. %	Comments
PROCEEDS FROM SELF-SUPPORTING LOANS	26,659	534	0	(534)	(100.00)%	Bi-annual payments
TRANSFERS TO RESERVES (RESTRICTED ASSETS)	(405,924)	(101,457)	(4,806)	(96,651)	(95.26)%	End of year process
TRANSFERS FROM RESERVES (RESTRICTED ASSETS)	323,083	80,760	0	(80,760)	(100.00)%	End of year process
REPAYMENT OF DEBENTURES	(213,371)	(50,118)	(59,149)	9,031	18.02%	Timing of loan repayments
SELF-SUPPORTING LOANS RAISED	(12,840)	(3,210)	0	(3,210)	(100.00)%	Timing of loan repayments
PROCEEDS FROM ADVANCES	0	2,916	6,270	3,354	115.03%	Bi-annual payments
RESTRICTED CASH	(149,631)	(37,416)	0	(37,416)	(100.00)%	Timing of restricted cash movements
AMOUNT ATTRIBUTABLE TO FINANCING ACTIVITIES	**398,416**	**99,615**	**(57,685)**			
CLOSING FUNDING SURPLUS(DEFICIT)	**(0)**	**1,688,009**	**11,803,744**	**10,115,735**		

Shire of Gingin Statement of Financial Activity
1 July to 30 September 2019

Statement of Financial Activity by Nature & Type

STATEMENT OF FINANCIAL ACTIVITY by Nature & Type	Current Budget	Current YTD Budget	YTD Actual	Var $	Var %
OPENING FUNDING SURPLUS (DEFICIT)	2,349,362	2,349,362	3,109,402	760,040	32.35%
REVENUE FROM OPERATING ACTIVITIES					
RATES	8,370,427	2,092,590	8,328,740	6,236,150	298.01%
GRANTS & SUBSIDIES (OPERATING)	1,989,036	504,468	710,479	206,011	40.84%
FEES & CHARGES	4,444,870	1,111,116	2,001,139	890,023	80.10%
INTEREST EARNINGS	271,000	67,740	67,341	(399)	(0.59)%
OTHER REVENUE	125,179	31,287	114,946	83,659	267.39%
TOTAL REVENUE	**15,200,512**	**3,807,201**	**11,222,645**		
PLOYEE COSTS	(6,416,925)	(1,605,177)	(1,285,068)	(320,109)	(19.94)%
MATERIALS & CONTRACTS	(5,721,629)	(1,431,906)	(945,635)	(486,271)	(33.96)%
UTILITIES (GAS WATER ETC)	(435,934)	(110,247)	(79,225)	(31,022)	(28.14)%
INSURANCES	(461,619)	(115,248)	(293,328)	167,396	145.25%
DEPRECIATION OF ASSETS	(4,869,205)	(1,217,253)	0	(1,217,253)	(100.00)%
INTEREST EXPENSES	(120,885)	(30,207)	(25,443)	(4,764)	(15.77)%
OTHER EXPENDITURE	(747,820)	(257,024)	(109,526)	(75,628)	(40.64)%
TOTAL EXPENSES	**(18,774,017)**	**(4,767,062)**	**(2,738,225)**		
ADJUST BACK DEPRECIATION	4,869,205	1,217,253	0	(1,217,253)	(100.00)%
AMOUNT ATTRIBUTABLE TO OPERATING ACTIVITIES	**1,295,700**	**257,392**	**8,484,420**		
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS	9,997,448	2,499,336	257,188	(2,242,148)	(89.71)%
PROCEEDS FROM DISPOSAL OF ASSETS	332,091	70,989	83,636	12,647	17.82%
PURCHASE LAND AND BUILDINGS	(3,182,809)	(798,684)	(4,165)	(794,519)	(99.48)%
PURCHASE INFRASTRUCTURE ASSETS - ROADS	(6,983,509)	(1,742,130)	(31,152)	(1,710,978)	(98.21)%
PURCHASE INFRASTRUCTURE ASSETS - PARKS	(980,136)	(242,022)	(133)	(241,889)	(99.95)%
PURCHASE PLANT AND EQUIPMENT	(2,083,500)	(520,848)	(32,708)	(488,140)	(93.72)%
PURCHASE FURNITURE AND EQUIPMENT	(48,000)	(11,244)	(358)	(10,886)	(96.81)%
PURCHASE FOOTPATHS	(105,063)	(26,265)	0	(26,265)	(100.00)%
RCHASE OTHER INFRASTRUCTURE	(590,000)	(147,492)	(4,700)	(142,792)	(96.81)%
PURCHASE INFRASTRUCTURE SEWERAGE	(400,000)	(100,000)	0	(100,000)	(100.00)%
AMOUNT ATTRIBUTABLE TO INVESTING ACTIVITIES	**(4,043,478)**	**(1,018,360)**	**267,608**		
PROCEEDS FROM NEW DEBENTURES	830,440	207,606	0	(207,606)	(100.00)%
PROCEEDS FROM ADVANCES	0	0	6,270	3,354	
PROCEEDS FROM SELF-SUPPORTING LOANS	26,659	534	0	(534)	(100.00)%
TRANSFERS TO RESERVES (RESTRICTED ASSETS)	(405,924)	(101,457)	(4,806)	(96,651)	(95.26)%
TRANSFERS FROM RESERVES (RESTRICTED ASSETS)	323,083	80,760	0	(80,760)	(100.00)%
REPAYMENT OF DEBENTURES	(213,371)	(50,118)	(59,149)	9,031	18.02%
SELF-SUPPORTING LOANS RAISED	(12,840)	(3,210)	0	(3,210)	(100.00)%
RESTRICTED CASH	(149,631)	(37,461)	0	(37,416)	(100.00)%
AMOUNT ATTRIBUTABLE TO FINANCING ACTIVITIES	**398,416**	**99,615**	**(57,685)**		
CLOSING FUNDING SURPLUS (DEFICIT)	**0**	**1,688,009**	**11,803,744**	**10,115,735**	

Shire of Gingin Financial Statement of Activity
1 July 2019 to 30 September 2019

Acquisition of Assets & Other Non-Capital Expenditure

By Program

	Capital Expenditure Actual 19/20	Capital Expenditure Annual Budget 19/20
GENERAL PURPOSE FUNDING	4,806	404,914
LAW ORDER PUBLIC SAFETY	3,424	3,440,000
EDUCATION & WELFARE	777	125,000
HEALTH	34,546	47,817
COMMUNITY AMENITIES	18,773	616,954
RECREATION & CULTURE	7,212	1,344,399
TRANSPORT	47,696	8,208,192
ECONOMIC SERVICES	19,615	543,733
OTHER PROPERTY & SERVICES	18,623	243,425
TOTAL	155,473	14,974,434

By Nature & Type

	Capital Expenditure Actual 19/20	Capital Expenditure Annual Budget 19/20
ACCRUED LONG SERVICE LEAVE	18,301	0
LOAN LIABILITY - SHIRE	59,149	200,531
FIXED ASSETS-LAND	0	19,030
FIXED ASSETS-BUILDINGS	4,165	3,175,779
FIXED ASSETS-FURNITURE\FITTING	358	45,000
FIXED ASSETS-PLANT & EQUIPMENT	32,708	2,083,500
INFRASTRUCTURE ASSETS - ROADS	31,152	6,968,629
INFRASTRUCTURE ASSETS - PARKS	133	968,136
INFRASTRUCTURE OTHER	4,700	590,000
INFRASTRUCTURE - FOOTPATHS	0	105,063
LOANS RECEIVABLE (NON CURRENT)	0	12,840
INFRASTRUCTURE - SEWERAGE	0	400,000
ACCUMULATED SURPLUS	4,806	405,926
TOTAL	155,473	14,974,434

Shire of Gingin Statement of Financial Activity
1 July 2019 to 30 September 2019

Disposal of Assets

Disposal of Assets	Annual Budget	Actuals
05 LAW ORDER PUBLIC SAFETY		
SALE OF ASSETS		
05318025 Sale Of Rangers Utility 4wd GG070	14,000	22,727
Total SALE OF ASSETS	14,000	22,727
Total LAW ORDER PUBLIC SAFETY	14,000	22,727
06 EDUCATION & WELFARE		
SALE OF ASSETS		
06215060 Sale of Assets - Gingin Bus GG007	15,000	0
Total SALE OF ASSETS	15,000	0
Total EDUCATION & WELFARE	15,000	0
07 HEALTH		
SALE OF ASSETS		
07418002 Sale of Assets – 5GG	18,000	0
7717030 Sale of Assets – Medical Transfer Vehicle GG096	19,091	0
Total SALE OF ASSETS	37,091	0
Total HEALTH	37,091	0
12 TRANSPORT		
SALE OF ASSETS		
12318902 Sale of Utility GG009	20,000	0
12318921 Sale Works Utility GG020	12,000	0
12318924 Sale of John Deere Grader GG004	100,000	0
12318927 Sale of Pacific Road Broom GG042	4,000	0
12318930 Sale Of Front End Loader (Case) GG006	30,000	0
12318946 Sale GG11866 Hyundai i30 Tourer Wagon	3,500	0
12318959 Sale of Bomag Roller GG029	40,000	0
12318965 Sale of Isuzu D-Max Utility GG068	15,000	0
12318975 Sale of Utility 5GG	0	22,727
12318979 Sale of GG039 Tipping Trailer GG Town Maintenance	4,500	0
12318980 Sale of GG6905 Water Trailer	500	0
Total SALE OF ASSETS	229,500	22,727
Total TRANSPORT	229,500	22,727
13 ECONOMIC SERVICES		
SALE OF ASSETS		
13318010 Sale Of Vehicle - 3GG	7,500	19,091
13215015 Contributions – Community Bus	29,000	0
Total SALE OF ASSETS	36,500	19,091
Total ECONOMIC SERVICES	36,500	19,091
14 OTHER PROPERTY & SERVICES		
SALE OF ASSETS		
14218120 Sale Of Vehicle 2GG Manager Financial Services	0	19,091
Total SALE OF ASSETS	0	19,091
Total OTHER PROPERTY & SERVICES	0	19,091
TOTAL	332,091	83,636

Shire of Gingin Statement of Financial Activity
1 July 2019 to 30 September 2019

Information on Borrowings

Loan	Loan Term (Yrs)	Start date	Remaining Term (Yrs)	Opening Balance	New Loan	Principal (Actuals)	Principal (Budget)	Principal Outstanding (Actual)	Principal Outstanding (Budget)	Interest (Actuals)	Interest (Budget)
100 GG Medical Centre	20	30/01/2004	4.5	159,074	0	13,682	13,909	172,756	172,983	5,178	4,955
111 Wannamal West Road	20	15/08/2006	7	452,768	0	8,688	8,829	461,456	461,597	14,692	14,552
114 Guilderton Country Club (Hall) Extensions	20	20/05/2008	9	403,489	0	0	0	403,489	403,489	0	0
120 Regional Hardcourt Facility	20	19/06/2009	10	285,176	0	0	0	285,176	285,176	0	0
123 Lot 44 Weld St	20	16/04/2008	9	185,023	0	0	0	185,023	185,023	0	0
124A Regional Hardcourt Facility	16	4/06/2014	11	274,651	0	0	0	274,651	274,651	0	0
126 Gingin Aquatic Centre Tiling	10	3/02/2016	12.5	109,738	0	7,079	7,134	116,817	116,872	1,701	1,646
127 Seabird Seawall Extension	10	27/07/2016	7	165,316	0	10,085	10,149	175,401	175,465	2,075	2,012
128 Lancelin Caravan Park Assets	5	16/08/2017	3	142,607	0	19,615	19,739	162,222	162,346	1,797	1,674
130 Ledge Point Country Club Cool Room	10	22/05/2019	10	23,571		0	0	23,571	23,571	0	0
129 Gingin Horseman's Club Campdraft Facility Power Supply	Proposed			0	30,740	0	0		30,740	0	0
131 Guilderton Caravan Park Waste Water	Proposed			0	400,000	0	0		400,000	0	0
TOTAL				2,201,413	430,740	59,149	59,758	2,260,562	2,691,911	25,443	24,838

Shire of Gingin Statement of Financial Activity
1 July 2019 to 30 September 2019

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	423,650	10,015	537	8,262	0	0	0	441,927	**424,187**
02 Office Equipment Reserve	2,903	341	3	51	0	0	0	3,295	**2,907**
03 Plant and Equipment Reserve	1,285,433	2,989	1,316	11,252	0	23,591	0	1,276,083	**1,286,749**
05 Land and Buildings Reserve	711,861	17,851	826	233,090	0	4,492	0	958,310	**712,687**
06 Guilderton Caravan Park Reserve	35,187	1,198	46	621	0	20,000	0	17,006	**35,233**
07 Shire Recreation Development Reserve	74,092	3,989	85	1,308	0	80,000	0	(611)	**74,177**
08 Redfield Park Reserve	31,032	581	36	548	0	0	0	32,161	**31,067**
09 Ocean Farm Recreation Reserve	30,728	714	35	542	0	0	0	31,984	**30,763**
10 Tip Rationalisation Reserve	1,090,292	13,608	1,226	43,886	0	0	0	1,147,786	**1,091,518**
11 Lancelin Community Sport and Recreation Reserve	60,768	0	69	1,014	0	0	0	61,782	**60,837**
13 Community Infrastructure	2,096	1,707	7	37	0	0	0	3,840	**2,104**
14 Staff Housing Reserve	33,093	620	38	584	0	0	0	34,297	**33,131**
15 Future Infrastructure Reserve	501,828	10,375	576	104,624	0	215,000	0	401,827	**502,403**
16 Guilderton Country Club Reserve	9,000	0	7	105	0	0	0	9,105	**9,007**
TOTAL	4,291,963	63,988	4,806	405,924	0	343,083	0	4,418,792	**4,296,769**

Shire of Gingin Statement of Financial Activity
1 July 2019 to 30 September 2019

Net Current Assets

	Actual YTD (19/20)	Balance Forwarded
CURRENT ASSETS		
Cash - Unrestricted	6,566,308	1,232,692
Cash - Restricted Reserves	4,296,769	4,291,963
Cash - Restricted General	1,711,285	1,711,285
Rates - Current	4,517,479	1,486,059
Sundry Debtors	262,154	425,850
Inventories	110,943	36,825
Total Current Assets:	**17,464,938**	**9,184,674**
LESS: CURRENT LIABILITIES		
Payables	(465,633)	(866,216)
Employee Provisions	(871,418)	(889,719)
Accrued Interest on Loans	(27,374)	(27,374)
Long Term Borrowings (Current)	(165,079)	(224,228)
Total Current Liabilities:	**(1,529,504)**	**(2,007,537)**
Total	**15,935,434**	**7,177,137**
Less: Cash - Restricted Reserves	(4,296,769)	(4,291,963)
Add: Current Portion of Debentures	165,079	224,228
NET CURRENT ASSET POSITION	**11,803,744**	**3,109,402**

Shire of Gingin Statement of Financial Activity
1 July 2019 to 30 September 2019

Rating Information

Rating Information	Rates - Property Count	Rateable Value	General Rate	Minimum Rate	Interim Rate	Ex Gratia Rates	Other	TOTAL
03010005 Grv - Townsites 8.7511			2,281,448					2,281,448
03010006 Grv - Other 8.7511			1,280,492					1,280,492
03010010 Uv - Rural 0.5073			1,341,352					1,341,352
03010015 Uv - Other 0.5073			9,334					9,334
03010018 Uv - Intensive 0.9396			633,507					633,507
03010025 Grv - Townsites @ $1110				1,212,120				1,212,120
03010026 Grv - Other @ $1110				869,130				869,130
03010030 Uv - Rural @ $1400				522,200				522,200
03010035 Uv - Other @ $1400				36,400				36,400
03010038 Uv - Intensive @ $2548				262,444				262,444
03010045 Interim Rates					7,256			7,256
03010046 Interims - Back Rates					1,515			1,515
03010078 Concession - Intensive							-128,458	-128,458
			5,546,133	2,902,294	8,771		-128,458	8,328,740
TOTAL			5,546,133	2,902,294	8,771		-128,458	8,328,740

Shire of Gingin Statement of Financial Activity
1 July 2019 to 30 September 2019

Trust Funds

Trust Type	Opening Balance	Amount Received	Amount Paid	Closing Balance
CAR PARKING CASH IN LIEU	13,175			13,175
BOND	6,867		(800)	6,067
COMMUNITY GROUPS TRUST	1,569			1,569
COUNCILLOR NOMINATION BONDS		560		560
DOROTHY WEDGE TRUST	6,405			6,405
LANDSCAPING BOND	13,113			13,113
OTHER BONDS/TRUSTS	4,546	97	(97)	4,546
PUBLIC OPEN SPACE	46,218			46,218
TOTAL	91,893	657	(897)	91,653

APPENDIX 2

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

FOR THE PERIOD OF 1 JULY 2019 TO 31 OCTOBER 2019

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 1996

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Shire of Gingin Statement of Financial Activity
1 July 2019 to 31 October 2019

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 Shire of Gingin for the 2019/20 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: Karina Leonhardt
Reviewed by: Aaron Cook
Date Prepared: 13/11/2019

Shire of Gingin Statement of Financial Activity
1 July 2019 to 31 October 2019

Statement of Financial Activity by Program

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. $	Var. %	Comments
OPENING FUNDING SURPLUS (DEFICIT)	**2,349,362**	**2,349,362**	**3,109,402**	**760,040**	32.35%	Adjustments still required for 18/19 Financials
REVENUE FROM OPERATING ACTIVITIES						
GENERAL PURPOSE FUNDING	1,300,514	433,505	298,218	(135,287)	(31.21)%	Timing of interest realised from municipal and reserve fund investments; Timing of government operating grants
GENERAL PURPOSE FUNDING - RATES	8,370,427	2,790,142	8,328,740	(5,538,598)	198.51%	Timing of rates billings
GOVERNANCE	2,050	683	0	(683)	(100.00)%	Timing of legal Expenses recovered
LAW ORDER PUBLIC SAFETY	483,105	161,035	376,971	215,936	134.09%	BRPC yearly reimbursement paid in full
EDUCATION & WELFARE	144,620	48,207	31,749	(16,458)	(34.14)%	Trade in of GG007 not yet recognized
HEALTH	680,195	226,732	161,446	(65,286)	(28.79)%	Lower than expected medical centre patient fees; timing of contribution towards community bus
HOUSING	36,000	12,000	11,245	(755)	(6.29)%	
COMMUNITY AMENITIES	1,848,110	616,037	1,613,103	997,066	161.85%	Waste Management Fee , Refuse Removal charges and Voluntary Coastal Erosion Levy billed with rates
RECREATION & CULTURE	240,196	80,065	32,602	(47,463)	(59.28)%	Timing of operating grant income; timing of event income; depreciation
TRANSPORT	416,558	138,853	249,343	110,490	79.57%	Road grants received
ECONOMIC SERVICES	1,625,687	541,896	451,529	(90,367)	(16.68)%	Timing of Guilderton Caravan Park Waste Water Loan income and reserve transfer; timing of Lancelin Caravan Park Lease income; timing of Guilderton Caravan Park income
OTHER PROPERTY & SERVICES	233,098	77,699	121,267	43,568	56.07%	Proceeds of Sale of 2GG – unbudgeted. Higher than expected reimbursements.
TOTAL REVENUE	**15,380,560**	**5,126,853**	**11,676,213**	**6,549,360**		
EXPENDITURE FROM OPERATING ACTIVITIES						
GENERAL PURPOSE FUNDING	(708,736)	(236,245)	(175,686)	(60,559)	(25.63)%	Timing of valuation expenses
GOVERNANCE	(1,199,362)	(399,787)	(381,096)	(18,691)	(4.68)%	Timing of Shire website design; Timing of council election expenses
LAW ORDER PUBLIC SAFETY	(1,674,529)	(558,176)	(402,094)	(156,082)	(27.96)%	Lower BRPC salaries and associated costs including vehicle; timing of MAF Mitigation works; timing of firebreak inspections and contractor works; depreciation
EDUCATION & WELFARE	(250,020)	(83,340)	(45,296)	(38,044)	(45.65)%	Timing of contributions to LA and GG Schools; timing of maintenance of aged units; depreciation
HEALTH	(1,188,184)	(396,061)	(335,858)	(60,203)	(15.20)%	Depreciation; timing of Stable Fly program; timing of health allocation to waste. Lower than expected ambulance services expenditure
HOUSING	(40,208)	(13,403)	(20,206)	6,803	50.76%	Wages associated with maintenance at 37a Lefroy Street, Gingin

Shire of Gingin Statement of Financial Activity
1 July 2019 to 31 October 2019

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. $	Var. %	Comments
COMMUNITY AMENITIES	(3,168,056)	(1,056,019)	(606,436)	(449,583)	(42.57)%	Timing of Health allocation to Waste, Waste Management Plan, Kerbside Green Waste Collection and Waste Site Loan Contribution - Fernview
RECREATION & CULTURE	(3,897,709)	(1,299,236)	(536,212)	(763,024)	(58.73)%	Depreciation; Aquatic Centre operating timing – staff and maintenance; timing of loan repayments
TRANSPORT	(4,564,305)	(1,521,435)	(822,007)	(699,428)	(45.97)%	Timing of road and bridge maintenance; year end depreciation process for roads and bridges
ECONOMIC SERVICES	(1,372,108)	(457,369)	(273,954)	(183,415)	(40.10)%	C/fwd project Agri Industry Processing Hub Site not yet started; timing of noxious/pest weed spraying; timing of community grant payments; timing of community bus contribution: timing of Modelling Cost Benefit Analysis for Guilderton Caravan Park; timing of Lancelin Chamber of Commerce tourism allocation; timing of transfer of wages to waste; depreciation
OTHER PROPERTY & SERVICES	(749,192)	(249,731)	(214,269)	(35,462)	(14.20)%	Timing of insurance renewals; timing of financial services
TOTAL EXPENSES	**(18,812,409)**	**(6,270,802)**	**(3,813,114)**	**2,457,688**		
OPENING ACTIVITIES EXCLUDED FROM BUDGET						
ADJUST BACK DEPRECIATION	4,869,205	1,623,068	0	(1,623,068)	(100)%	19/20 depreciation yet to be processed
ADJUST (PROFIT)/LOSS ON ASSET DISPOSALS	(141,656)	(94,652)	(83,636)	(11,016)	(11.64)%	Unbudgeted Sale of 2GG and variations in trade ins; timing of asset processing – after audit process
AMOUNT ATTRIBUTABLE TO OPERATING ACTIVITIES	**1,295,700**	**384,466**	**7,779,463**			
INVESTING ACTIVITIES						
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS	9,997,448	3,332,483	257,188	(3,075,295)	(92.28)%	Timing of grants and contributions
PROCEEDS FROM DISPOSAL OF ASSETS	332,091	94,652	83,636	(11,016)	(11.64)%	Unbudgeted Sale of 2GG and variations in trade ins
PURCHASE LAND AND BUILDINGS	(3,182,809)	(1,060,936)	(11,605)	(1,049,331)	(98.91)%	Timing of capital purchases including expenditure on admin building keycard access system and renovations
PURCHASE INFRASTRUCTURE ASSETS - ROADS	(6,983,509)	(2,327,836)	(111,356)	(2,216,480)	(95.22)%	Timing of road construction
PURCHASE INFRASTRUCTURE ASSETS - PARKS	(980,136)	(326,712)	(3,113)	(323,599)	(99.05)%	Timing of capital purchases
PURCHASE PLANT AND EQUIPMENT	(2,083,500)	(694,500)	(154,560)	(539,940)	(77.75)%	Timing of capital purchases
PURCHASE FURNITURE AND EQUIPMENT	(48,000)	(16,000)	(358)	(15,642)	(97.76)%	Timing of capital purchases
PURCHASE FOOTPATHS	(105,063)	(35021)	0	(35,021)	(100.00)%	Timing of capital purchases
PURCHASE OTHER INFRASTRUCTURE	(590,000)	(196,667)	(4,947)	(191,720)	(97.48)%	Timing of capital purchases
PURCHASE INFRASTRUCTURE SEWERAGE	(400,000)	(133,333)	0	(133,33)	(100.00)%	Timing of capital purchases
AMOUNT ATTRIBUTABLE TO INVESTING ACTIVITIES	**(4,043,478)**	**(1,363,871)**	**54,885**			

Shire of Gingin Statement of Financial Activity
1 July 2019 to 31 October 2019

	Current Annual Budget	Current YTD Budget	YTD Actual	Var. $	Var. %	Comments
FINANCING ACTIVITIES						
PROCEEDS FROM NEW DEBENTURES	830,440	276,813	0	(276,813)	(100.00)%	Loans not yet established – Lancelin Seawall, Guilderton Waste Water, Cuncliffe Street Car Park and Gingin Horseman's Club Campdraft Facility
PROCEEDS FROM SELF-SUPPORTING LOANS	26,659	8,886	0	(8,886)	(100.00)%	Bi-annual payments
TRANSFERS TO RESERVES (RESTRICTED ASSETS)	(405,924)	(135,308)	(8,142)	(127,166)	(93.98)	End of year process
TRANSFERS FROM RESERVES (RESTRICTED ASSETS)	323,083	107,694	0	(107,694)	(100.00)%	End of year process
REPAYMENT OF DEBENTURES	(213,371)	(71,124)	(66,715)	(4,409)	(6.20)%	Timing of loan repayments
SELF SUPPORTING LOANS RAISED	(12,840)	(4,280)	0	(4,280)	(100.00)%	Timing of loan repayments
PROCEEDS FROM ADVANCES	0	0	6,270	6,270		Bi-annual payments
RESTRICTED CASH	(149,631)	(49,877)	45	(49,832)	(99.91)%	Timing of restricted cash movements
AMOUNT ATTRIBUTABLE TO FINANCING ACTIVITIES	**398,416**	**132,804**	**(68,541)**			
CLOSING FUNDING SURPLUS(DEFICIT)	**0**	**1,502,762**	**10,875,210**	**9,372,448**		

Shire of Gingin Statement of Financial Activity
1 July to 31 October 2019

Statement of Financial Activity by Nature & Type

STATEMENT OF FINANCIAL ACTIVITY by Nature & Type	Current Budget	Current YTD Budget	YTD Actual	Var $	Var %
OPENING FUNDING SURPLUS (DEFICIT)	**2,349,362**	**2,349,362**	**3,109,402**	**760,040**	
RATES	8,370,427	2,790,142	8,333,932	5,543,790	198.69%
GRANTS & SUBSIDIES (OPERATING)	1,989,036	663,012	812,875	149,863	22.60%
FEES & CHARGES	4,444,870	1,481,623	2,231,678	750,055	50.62%
INTEREST EARNINGS	271,000	90,333	93,083	2,750	3.04%
OTHER REVENUE	125,179	41,726	121,008	79,282	190.00%
PROFIT ON SALE OF ASSETS	180,048	60,016	83,636	23,620	39.00%
	15,380,560	**5,126,852**	**11,676,212**	**6,549,360**	
EMPLOYEE COSTS	(6,416,925)	(2,138,975)	(1,928,635)	(210,340)	(9.83)%
MATERIALS & CONTRACTS	(5,721,629)	(1,907,210)	(1,305,603)	(601,607)	(31.54)%
UTILITIES (GAS WATER ETC)	(435,934)	(145,311)	(121,738)	(23,573)	(16.22)%
INSURANCES	(461,619)	(153,873)	(293,328)	139,455	90.63%
DEPRECIATION OF ASSETS	(4,869,205)	(1,623,068)	0	(1,623,068)	(100.00%)
INTEREST EXPENSES	(120,885)	(40,295)	(31,882)	(8,413)	(20.88)%
OTHER EXPENDITURE	(747,820)	(249,273)	(131,928)	(117,345)	(47.07)%
LOSS ON SALE OF ASSETS	(38,392)	(12,797)	0	(12,797)	(100.00)%
	(18,812,409)	**(6,270,802)**	**(3,813,114)**	**2,457,688**	
ADJUST BACK DEPRECIATION	4,869,205	1,623,068	0	(1,623,068)	(100.00)%
ADJUST (PROFIT)/LOSS ON ASSET DISPOSALS	(141,656)	(94,652)	(83,636)	(11,016)	(12.00)%
	1,295,700	**384,466**	**7,779,462**		
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS	9,997,448	3,332,483	257,188	(3,075,295)	(92.28)%
PROCEEDS FROM DISPOSAL OF ASSETS	332,091	94,652	83,636	(11,016)	(11.64)%
PURCHASE LAND AND BUILDINGS	(3,182,809)	(1,060,936)	(11,605)	(1,049,332)	(98.91)%
PURCHASE INFRASTRUCTURE ASSETS - ROADS	(6,983,509)	(2,327,836)	(111,356)	(2,216,481)	(95.22)%
PURCHASE INFRASTRUCTURE ASSETS - PARKS	(980,136)	(326,712)	(3,113)	(323,599)	(99.05)%
PURCHASE PLANT AND EQUIPMENT	(2,083,500)	(694,500)	(154,560)	(539,940)	(77.75)%
PURCHASE FURNITURE AND EQUIPMENT	(48,000)	(16,000)	(358)	(15,642)	(97.76)%
PURCHASE FOOTPATHS	(105,063)	(35,021)	0	(35,021)	(100.00)%
PURCHASE OTHER INFRASTRUCTURE	(990,000)	(330,000)	(4,947)	(325,053)	(98.50)%
	(4,043,478)	**(1,363,871)**	**54,885**		
PROCEEDS FROM NEW DEBENTURES	830,440	276,813	0	(276,813)	(100.00)%
PROCEEDS FROM ADVANCES	0	0	6,270	6,270	100.00%
PROCEEDS FROM SELF-SUPPORTING LOANS	26,659	8,886	0	(8,886)	(100.00)%
TRANSFERS TO RESERVES (RESTRICTED ASSETS)	(405,924)	(135,308)	(8,142)	(127,166)	(93.98)%
TRANSFERS FROM RESERVES (RESTRICTED ASSETS)	323,083	107,694	0	(107,694)	(100.00)%
REPAYMENT OF DEBENTURES	(213,371)	(71,124)	(66,715)	(4,409)	(6.20)%
SELF-SUPPORTING LOANS RAISED	(12,840)	(4,280)	0	(4,280)	(100.00)%
RESTRICTED CASH	(149,631)	(49,877)	45	(49,832)	(99.91)%
AMOUNT ATTRIBUTABLE TO FINANCING ACTIVITIES	**398,416**	**132,804**	**(68,542)**		
CLOSING FUNDING SURPLUS (DEFICIT)	**0**	**1,502,762**	**10,875,210**	**9,372,448**	

Shire of Gingin Financial Statement of Activity
1 July 2019 to 31 October 2019

Acquisition of Assets & Other Non-Capital Expenditure

By Program

	Capital Expenditure Actual 19/20	Capital Expenditure Annual Budget 19/20
GENERAL PURPOSE FUNDING	8,142	404,914
LAW ORDER PUBLIC SAFETY	42,440	3,440,000
EDUCATION & WELFARE	777	125,000
HEALTH	34,546	47,817
COMMUNITY AMENITIES	18,773	616,954
RECREATION & CULTURE	14,632	1,344,399
TRANSPORT	173,212	8,208,192
ECONOMIC SERVICES	60,384	543,733
OTHER PROPERTY & SERVICES	26,189	243,425
TOTAL	379,096	14,974,434

By Nature & Type

	Capital Expenditure Actual 19/20	Capital Expenditure Annual Budget 19/20
ACCRUED LONG SERVICE LEAVE	18,301	0
LOAN LIABILITY - SHIRE	66,715	200,531
FIXED ASSETS-LAND	0	19,030
FIXED ASSETS-BUILDINGS	11,605	3,175,779
FIXED ASSETS-FURNITURE\FITTING	358	45,000
FIXED ASSETS-PLANT & EQUIPMENT	154,560	2,083,500
INFRASTRUCTURE ASSETS - ROADS	111,356	6,968,629
INFRASTRUCTURE ASSETS - PARKS	3,113	968,136
INFRASTRUCTURE OTHER	4,947	590,000
INFRASTRUCTURE - FOOTPATHS	0	105,063
LOANS RECEIVABLE (NON CURRENT)	0	12,840
INFRASTRUCTURE - SEWERAGE	0	400,000
ACCUMULATED SURPLUS	8,142	405,926
TOTAL	379,096	14,974,434

Shire of Gingin Statement of Financial Activity
1 July 2019 to 31 October 2019

Disposal of Assets

Disposal of Assets	Annual Budget	Actuals
05 LAW ORDER PUBLIC SAFETY		
SALE OF ASSETS		
05318025 Sale Of Rangers Utility 4wd GG070	14,000	22,727
Total SALE OF ASSETS	14,000	22,727
Total LAW ORDER PUBLIC SAFETY	14,000	22,727
06 EDUCATION & WELFARE		
SALE OF ASSETS		
06215060 Sale of Assets - Gingin Bus GG007	15,000	0
Total SALE OF ASSETS	15,000	0
Total EDUCATION & WELFARE	15,000	0
07 HEALTH		
SALE OF ASSETS		
07418002 Sale Of Assets - 5GG	18,000	0
07717030 Sale of Assets – Medical Transfer Vehicle GG096	19,091	0
Total SALE OF ASSETS	37,091	0
Total HEALTH	37,091	0
12 TRANSPORT		
SALE OF ASSETS		
12318902 Sale of Utility GG009	20,000	0
12318921 Sale Works Utility GG020	12,000	0
12318924 Sale of John Deere Grader GG004	100,000	0
12318927 Sale of Pacific Road Broom GG042	4,000	0
12318930 Sale Of Front End Loader (Case) GG006	30,000	0
12318946 Sale GG11866 Hyundai i30 Tourer Wagon	3,500	0
12318959 Sale of Bomag Roller GG029	40,000	0
12318965 Sale of Isuzu D-Max Utility GG068	15,000	0
12318975 Sale of Utility 5GG	0	22,727
12318979 Sale of GG039 Tipping Trailer GG Town Maintenance	4,500	0
12318980 Sale of GG6905 Water Trailer	500	0
Total SALE OF ASSETS	229,500	22,727
Total TRANSPORT	229,500	22,727
13 ECONOMIC SERVICES		
SALE OF ASSETS		
13318010 Sale Of Vehicle - 3GG	7,500	19,091
13215015 Contributions – Community Bus	29,000	0
Total SALE OF ASSETS	36,500	19,091
Total ECONOMIC SERVICES	36,500	19,091
14 OTHER PROPERTY & SERVICES		
SALE OF ASSETS		
14218120 Sale Of Vehicle 2GG Manager Financial Services	0	19,091
Total SALE OF ASSETS	0	19,091
Total OTHER PROPERTY & SERVICES	0	19,091
TOTAL	332,091	83,636

Shire of Gingin Statement of Financial Activity
1 July 2019 to 31 October 2019

Information on Borrowings

Loan	Loan Term (Yrs)	Start date	Remaining Term (Yrs)	Opening Balance	New Loan	Principal (Actuals)	Principal (Budget)	Principal Outstanding (Actual)	Principal Outstanding (Budget)	Interest (Actuals)	Interest (Budget)
100 GG Medical Centre	20	30/01/2004	4.5	159,074	0	13,682	13,909	145,392	145,165	5,178	4,955
111 Wannamal West Road	20	15/08/2006	7	452,768	0	8,688	8,829	444,080	443,939	14,692	14,552
114 Guilderton Country Club (Hall) Extensions	20	20/05/2008	9	403,489	0	0	0	403,489	403,489	0	0
120 Regional Hardcourt Facility	20	19/06/2009	10	285,176	0	0	0	285,176	285,176	0	0
123 Lot 44 Weld St	20	16/04/2008	8.5	185,023	0	7566	7698	177,457	177,325	6439	6307
124A Regional Hardcourt Facility	16	4/06/2014	11	274,651	0	0	0	274,651	274,651	0	0
126 Gingin Aquatic Centre Tiling	10	3/02/2016	6.5	109,738	0	7,079	7,134	102,659	102,604	1,701	1,646
127 Seabird Seawall Extension	10	27/07/2016	7	165,316	0	10,085	10,149	155,231	155,167	2,075	2,012
128 Lancelin Caravan Park Assets	5	16/08/2017	3	142,607	0	19,615	19,739	122,992	122,868	1,797	1,674
130 Ledge Point Country Club Cool Room	10	22/05/2019	9.5	23,571		0	0	23,571	23,571	0	0
129 Gingin Horseman's Club Campdraft Facility Power Supply	Proposed			0	30,740	0	0		30,740	0	0
131 Guilderton Caravan Park Waste Water	Proposed			0	400,000	0	0		400,000	0	0
TOTAL				2,201,413	430,740	66,715	67,456	2,134,698	2,564,695	31,882	31,145

Shire of Gingin Statement of Financial Activity
1 July 2019 to 31 October 2019

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	423,650	10,015	866	8,262	0	0	0	441,927	**424,517**
02 Office Equipment Reserve	2,903	341	6	51	0	0	0	3,295	**2,909**
03 Plant and Equipment Reserve	1,285,433	2,989	2,315	11,252	0	23,591	0	1,276,083	**1,287,747**
04 Lancelin Lookout Reserve	0	0	0	0	0	0	0	0	**0**
05 Land and Buildings Reserve	711,861	17,851	1,379	233,090	0	4,492	0	958,310	**713,240**
06 Guilderton Caravan Park Reserve	35,187	1,198	73	621	0	20,000	0	17,006	**35,260**
07 Shire Recreation Development Reserve	74,092	3,989	142	1,308	0	80,000	0	(611)	**74,234**
08 Redfield Park Reserve	31,032	581	60	548	0	0	0	32,161	**31,091**
09 Ocean Farm Recreation Reserve	30,728	714	59	542	0	0	0	31,984	**30,787**
10 Tip Rationalisation Reserve	1,090,292	13,608	2,073	43,886	0	0	0	1,147,786	**1,092,365**
11 Lancelin Community Sport and Recreation Reserve	60,768	0	116	1,014	0	0	0	61,782	**60,884**
12 Old Junction Hotel Reserve	0	0	0	0	0	0	0	0	**0**
13 Community Infrastructure	2,096	1,707	9	37	0	0	0	3,840	**2,105**
14 Staff Housing Reserve	33,093	620	64	584	0	0	0	34,297	**33,157**
15 Future Infrastructure Reserve	501,828	10,375	966	104,624	0	215,000	0	401,827	**502,794**
16 Guilderton Country Club Reserve	9,000	0	14	105	0	0	0	9,105	**9,014**
TOTAL	4,291,963	63,988	8,142	405,924	0	343,083	0	4,418,792	**4,300,105**

Shire of Gingin Statement of Financial Activity
1 July 2019 to 31 October 2019

Net Current Assets

Current Assets	Actual YTD (19/20)	Balance Forwarded
CURRENT ASSETS		
Cash - Unrestricted	5,975,105	1,232,692
Cash - Restricted Reserves	4,300,105	4,291,963
Cash - Restricted General	1,711,285	1,711,285
Rates - Current	4,023,058	1,486,049
Sundry Debtors	264,482	425,875
Inventories	135,797	36,825
Total Current Assets:	**16,409,833**	**9,184,689**
LESS: CURRENT LIABILITIES		
Payables	(335,726)	(866,231)
Employee Provisions	(871,418)	(889,719)
Accrued Interest on Loans	(27,374)	(27,374)
Long Term Borrowings (Current)	(157,513)	(224,228)
Total Current Liabilities:	**(1,392,031)**	**(2,007,552)**
Total	**15,017,802**	**7,177,137**
Less: Cash - Restricted Reserves	(4,300,105)	(4,291,963)
Add: Current Portion of Debentures	157,513	224,228
NET CURRENT ASSET POSITION	**10,875,210**	**3,109,402**

Shire of Gingin Statement of Financial Activity
1 July 2019 to 31 October 2019

Rating Information

Rating Information	Rates - Property Count	Rateable Value	General Rate	Minimum Rate	Interim Rate	Ex Gratia Rates	Other	TOTAL
03010005 Grv - Townsites 8.7511			2,281,448					2,281,448
03010006 Grv - Other 8.7511			1,280,492					1,280,492
03010010 Uv - Rural 0.5073			1,341,352					1,341,352
03010015 Uv - Other 0.5073			9,334					9,334
03010018 Uv - Intensive 0.9396			633,507					633,507
03010025 Grv - Townsites @ $1110				1,212,120				1,212,120
03010026 Grv - Other @ $1110				869,130				869,130
03010030 Uv - Rural @ $1400				522,200				522,200
03010035 Uv - Other @ $1400				36,400				36,400
03010038 Uv - Intensive @ $2548				262,444				262,444
03010045 Interim Rates					11,569			11,569
03010046 Interims - Back Rates					2,394			2,394
03010078 Concession - Intensive							-128,458	-128,458
Total			5,546,133	2,902,294	13,963		-128,458	8,333,932
TOTAL			5,546,133	2,902,294	13,963		-128,458	8,333,932

Shire of Gingin Statement of Financial Activity
1 July 2019 to 31 October 2019

Trust Funds

Trust Type	Opening Balance	Amount Received	Amount Paid	Closing Balance
CAR PARKING CASH IN LIEU	13,175	0	0	13,175
BOND	6,867	0	(800)	6,067
COMMUNITY GROUPS TRUST	1,569	0	0	1,569
COUNCILLOR NOMINATION BONDS	0	640	(640)	0
DOROTHY WEDGE TRUST	6,405	0	0	6,405
LANDSCAPING BOND	13,113	0	0	13,113
OTHER BONDS/TRUSTS	4,546	109	(97)	4,558
PUBLIC OPEN SPACE	46,218	0	0	46,218
TOTAL	91,893	749	(1,537)	91,105

11.2.2 SHIRE COMMUNITY GRANTS PROGRAM - ANNUAL BUDGET ALLOCATION

File:	FIN/46-1920
Author:	Jodie Mortadza – Coordinator Community Development & Services
Reporting Officer:	Aaron Cook – Chief Executive Officer
Report Date:	19 November 2019
Refer:	N/A
Appendices:	N/A

DISCLOSURES OF INTEREST

Nil

PURPOSE

To propose a funding model for the Shire Community Grants Program and funding requests.

BACKGROUND

In general, the Shire allocates approximately $150,000 (GST excl.) for all community grants per year. Most grant funders inform applicants of the total funding amount available per round to better inform potential applicants to assist with planning and awareness of funding constraints.

As with most grant funders there is a maximum amount of funding that can be applied for to ensure that funds are shared with multiple applicants and if required other funding is sourced to support the project (sharing financial investment).

COMMENT

It is proposed that the Shire will endeavour to better inform potential Community Grant applicants of funding opportunities and the application limit through the grant application process. If any funds are not spent this will be made available for other non-related budget expenditure.

It is proposed that the annual funding allocation will be $126,000 (GST excl.) and will be split as follows;

- $61,000 (GST excl.) to a Funding Assistance Program for current projects Council have previously committed to, for example the student camps, environment projects and contribution towards new ambulances. The relevant organisations are to complete an initial grant application and with support only then need complete a contract for the remaining two years along with annual reporting information; and

- $65,000 (GST excl.) to the Community Grants Program, with the maximum application request being $10,000.

These two program allocations will be reviewed every three years with relation to CPI and other budget considerations.

It is also important to note that the St John Ambulance sub-centres have previously received a contribution of $24,000 collectively from the Shire's Community Grants Program towards new ambulances, however it is suggested that this be removed from funding programs and funded separately from the Municipal Budget as an ongoing commitment.

For Infrastructure and Assets projects seeking funding of $10,000+ (GST excl.), a Capital Works Submission (budget request) is required for Council assessment in conjunction with preparation of the annual Municipal Budget.

For a project to be assessed as a Capital Works Submission, it must have received a letter of "in principal" support from the Shire (via the Concept Enquiry process), include adequate project information (ideally a Project Plan) and be submitted by the last business day in February. Shire Officers may be able to conduct a Project Planning workshop and/or review Project Plan drafts to provide feedback, if time and resources permit.

The Shire's Executive Management Team will initially review all projects and provide comments to Council to support the assessment process. There is no funding budget or maximum amount for projects of this nature, however it is expected that the applicant (in most cases) would have identified other funding sources to share the cost.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

For Council to allocate $61,000 (GST excl.) in future budgets for Funding Assistance Program commitments as follows:

PROTECTION OF THE ENVIRONMENT

Account	Account Name	Description	Annual Allocation
10507052	Ellen Brockman Integrated Catchment Environmental Alloc.	Contributions	$15,000
10507055	Lower Moore River Working Group Environmental Alloc.	Contributions - Erosion control works	$5,000
10507065	Moore Catchment Council Environmental Alloc.	Contribution - Admin assistance	$5,000
		Net Effect	**$25,000**

EDUCATION

Account	Account Name	Description	Annual Allocation
06107020	Gingin School	Canberra Camp	$5,000
		Student Council Camp	$1,500
		Youthcare – School Chaplain contribution	$5,000
06107035	Lancelin Primary School	Canberra Camp	$3,500
		Net Effect	**$15,000**

TOURISM

Account	Account Name	Description	Annual Allocation
10703115	Gingin Community Resource Centre	Tourism Agreement	$10,000
10703116	Lancelin Community Resource Centre	Tourism Agreement	$10,000
		Net Effect	**$20,000**

LAW ORDER AND PUBLIC SAFETY

Account	Account Name	Description	Annual Allocation
05307010	Rural Watch Scheme	Lower Coastal Neighbourhood Watch – Meeting Expenses	$1,000
		Net Effect	**$1,000**

HEALTH

For Council to commit to annual allocation of $24,000 in future Municipal Budgets for contribution to new ambulances when replacement required.

Account	Account Name	Description	Annual Allocation
07707010	Ambulance Services	Contribution to 6 new ambulances (Lancelin) and 2 new ambulances (Gingin) at $3000 per ambulance	$24,000
		Net Effect	**$24,000**

COMMUNITY GRANTS ALLOCATION

For Council to commit to an annual allocation of $65,000 in future Municipal Budgets for the Community Grants program;

Account	Description	Proposed Budget
13207037	Community Grants	$65,000
	Net Effect	**$65,000**

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

Focus Area	***1.Community Wellbeing***
Objective	*To support the Shire of Gingin community to be inclusive, vibrant and healthy through the Shire's service delivery.*
Outcome	*1.1 Inclusive: Our community has access to a range of community programs, services and initiatives that support wellbeing and inclusion.*
Outcome	*1.2 Vibrant: Our community can participate in a range of activities and events that celebrate and promote our unique lifestyle and heritage*
Outcome	*1.3 Healthy & Safe: Our community has access to quality health and community safety programs, services and initiatives that promote resilience.*
Focus Area	***2. Environment***
Objective	*To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management*
Outcome	*2.1 Conservation: The Shire's ecological services and natural assets are respected and enhances*
Focus Area	***5. Governance***
Objective	*To demonstrate effective leadership, governance and advocacy on behalf of community.*
Outcome	*5.3 Partner: The Shire works productively with a range of partners to deliver better outcomes for community.*

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Balcombe SECONDED: Councillor Johnson

That Council:

1. **Support an annual Funding Assistance Program allocation of $61,000 (GST exclusive) commencing in the 2020/21 Municipal Budget;**

2. **Support an annual Community Grant Budget allocation of $65,000 (GST exclusive) commencing in the 2020/21 Municipal Budget; and**

3. **Review the Community Grant Budget Allocation and Funding Assistance Program allocations on a three yearly basis with the next review in 2022.**

CARRIED BY ABSOLUTE MAJORITY
8-0

11.2.3 CONCEPT ENQUIRY - REPLACE LANCELIN COMMUNITY BUS

File:	CSV/7
Author:	Jodie Mortadza– Coordinator Community Development & Services
Reporting Officer:	Aaron Cook – Chief Executive Officer
Report Date:	19 November 2019
Refer:	N/A

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider a Concept Enquiry for replacement of the Lancelin Community Bus.

BACKGROUND

The Lancelin Community Sports Club (LCSC) committee is requesting financial assistance for the replacement of the Lancelin Community Bus. The current bus is 21 years old and is available for transporting community clubs and groups to events and activities. This bus is a 14 seater, which limits participation so with the replacement it is requested that the bus upgrade have an increased seating capacity.

The Lancelin Community Sports Club is the owner of the bus and is responsible for management and all whole of life costs and operational costs. Other clubs/groups have the capacity to utilise the bus based on a user rental agreement that includes responsibility for fuel replacement and costs, as well as a small hire fee that contributes to the whole of life costs and insurance.

In total, funding for the project is proposed in accordance with the following table:

Funding Body	Amount (GST Excl.)	Funding Description
Shire of Gingin	$23,500	Cash Contribution
Lancelin Community Sports Club	$10,000	Bus Account Accrual
	$8,500	Cash Contribution
Trade in Value of Current Bus	TBC	Trade-In Value

With reference to the Shire's contribution, the Chief Executive Officer has suggested that funds may be able to be allocated from the Optus/Telstra Tower funds (resulting from lease agreements for the location of Optus and Telstra telecommunications towers on Lot 7269 (Reserve 28303) Lancelin Road that are held for the LCSC for the improvement/replacement of Lancelin Sporting Complex infrastructure. Currently there is in excess of $60,000 (18/10) in the account. As this is a change of purpose of account expenditure this would need to be approved by Council.

The Shire of Gingin currently has replacement of the Lancelin bus listed on its plant replacement program. As per its 2019/20 budget, Council was expecting to receive a $29,000 contribution from the LCSC from the sale of the old bus. With a budget of $52,500 for the purchase of the new bus, the Shire has allocated $23,500 based on the understanding that the community bus would become a Shire asset.

If the bus was to remain an asset of the LCSC then the requested $23,500 contribution would need to be approved by Council as a budget amendment.

COMMENT

In the first instance, Council must consider the implications of funding a community asset.

For example, should another community (e.g. Lower Coastal Sub-Region) purchase a 'Community Bus' is Council willing to contribute a significant cash allocation to an item that will not become a Shire asset?;

Council's attention is drawn to a request considered at its June 2019 meeting for a contribution towards the purchase of a generator to improve power supply to the Gingin Equestrian Ground. The application proposed that the generator would be owned by the Gingin Horseman's Club, however Council agreed to provide the funding only on the condition that the generator remain the property of the Shire of Gingin, with all operating and maintenance costs being the responsibility of the Club.

It is recommended that Council come to an agreed position going forward as to Shire funded assets that are owned by a community organisation and/or club to ensure a consistent, transparent and equitable approach across the Shire.

Council has requested options for consideration to replace the community bus, which are listed as follows.

<u>Option 1</u>

Council approves a contribution of $23,500 to the Lancelin Community Sporting Association. Reserve account to replace the community bus, with the bus remaining the property and responsibility of the LCSC. LCSC and they are responsible for all associated costs (licensing, insurance, repairs, servicing etc). If the bus is sold within ten years of purchase then the Shire's portion of funds (% of whole cost) is to be factored against the sale cost and returned to the reserve account.

<u>Option 2</u>

Council approves the contribution of a portion of funds (e.g. $10,000) from the Lancelin Community Sporting Association Reserve account to replace the community bus. The bus is owned by the LCSC and they are responsible for all associated costs (licensing, insurance, repairs, servicing etc). If the bus is sold within ten years of purchase then the Shire's portion of funds (% of whole cost) is to be factored against the sale cost and returned to the reserve account.

Option 3

Council approves a Budget amendment to reallocate funding from the Plant Replacement Program to Operating Funds and then approves a financial contribution of $23,500 to replace the community bus. The bus is owned by the LCSC and they are responsible for all associated costs (licensing, insurance, repairs, servicing etc).

Option 4

Council approves a Budget amendment to reallocate a portion of funds (e.g. $10,000) from the Plant Replacement Program to Operating Funds as a financial contribution towards the replacement of the community bus. The bus is owned by the LCSC and they are responsible for all associated costs (licensing, insurance, repairs, servicing etc). and the bus remains owned by and the responsibility of the LCSC.

Option 5

Council approves a contribution of a portion of funds (e.g. $11,500) from the Lancelin Community Sporting Association Reserve account and approves a Budget amendment to reallocate a portion of funds (e.g. $12,000) from the Plant Replacement Program to Operating Funds to replace the community bus. The bus is owned by the LCSC and they are responsible for all associated costs (licensing, insurance, repairs, servicing etc). If the bus is sold within ten years of purchase then the Shire's portion of funds (% of whole cost) is factored against the sale cost and returned to the reserve account.

Option 6

With support from the LSCC Council takes ownership of the community bus and becomes responsible for whole of life costs and operational costs. The Shire contributes $23,500 from the Plant Replacement Program and allocates additional annual funding for whole of life and operational costs. Council formalises a Management Agreement with the LSCC similar to that in place for the community car facility.

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

N/A

BUDGET IMPLICATIONS

Should Council agree to one of the options the following Budget amendment will be required:

Option 1– LCSC owns Lancelin Community Bus and responsible for whole of life costs

Account	Description	Original Budget	Expenditure	Balance	
3010171900	LA Community Sport CI Reserve RES	60884.42	23,500	37384.42	

Option 2– LCSC owns Lancelin Community Bus and responsible for whole of life costs

Account	Description	Original Budget	Expenditure	Balance
3010171900	LA Community Sport CI Reserve RES	60884.42	10,000 *(example only)*	50884.42

Option 3– LCSC owns Lancelin Community Bus and responsible for whole of life costs

Account	Description	Original Budget	Expenditure	Balance
06259210	Vehicle Purchase – Community Bus (purchase additional Community Bus – LA)	52,500*	23,500	29000
06215070	Contribution from Sale of Lancelin Community Bus	29000		-29000
			Variation	0

**includes sale amount of $29,000 from existing Lancelin Community Bus*

Option 4– LCSC owns Lancelin Community Bus and responsible for whole of life costs

Account	Description	Original Budget	Expenditure	Balance
06259210	Vehicle Purchase – Community Bus (purchase additional Community Bus – LA)	52,500*	10,000 (example only)	42,500
06215070	Contribution from Sale of Lancelin Community Bus	-29000		-29000
			Variation	13,500

**includes sale amount of $29,000 from existing Lancelin Community Bus*

Option 5– LCSC owns Lancelin Community Bus and responsible for whole of life costs

Account	Description	Original Budget	Expenditure	Balance
3010171900	LA Community Sport CI Reserve RES	60884.42	11,500 (example only)	49384.42

Account	Description	Original Budget	Expenditure	Balance
06259210	Vehicle Purchase – Community Bus (purchase additional Community Bus – LA)	52,500*	12,000 (example) only	40,500
06215070	Contribution from Sale of Lancelin Community Bus	-29000		-29000
			Variation	11,500

**includes sale amount of $29,000 from existing Lancelin Community Bus*

Option 6 – Shire owns Lancelin Community Bus and responsible for whole of life costs

Account	Description	Original Budget	Expenditure	Balance
06259210	Vehicle Purchase – Community Bus (purchase additional Community Bus – LA)	52,500*	23,500	29000
06215070	Contribution from Sale of Lancelin Community Bus	-29000		-29000
			Variation	0

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

Focus Area	*Community Wellbeing*
Objective	*1. To support the Shire of Gingin community to be inclusive, vibrant, healthy and safe through the Shire's service delivery*
Outcome	*1.1 Inclusive* *Our community has access to a range of community programs, services and initiative that support wellbeing and inclusion*
	1.2 Vibrant *Our community can participate in a range of activities and events that celebrate and promote our unique lifestyle and heritage*
Key Service Areas	*Community Programs*
Focus Area	*Infrastructure and Development*
Objective	*3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner*
Outcome	*3.2 Community Infrastructure*

	The Shire provides fit for purpose community infrastructure in a financially responsible manner
Key Service Areas	*Community Infrastructure*
Priorities	*3.2.1 Develop and plan community infrastructure to improve use and financial sustainability*

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

That Council:

1. Reallocate $10,000 from the Plant Replacement Program to Operating Funds as a financial contribution towards the replacement of the community bus. The bus is owned by the LCSC and they are responsible for all associated costs (licensing, insurance, repairs, servicing etc) and the bus remains owned by and the responsibility of the LCSC (option 4).

2. Amend its adopted 2019/20 budget in accordance with the following:

Account	Description	Original Budget	Expenditure	Balance
06259210	Vehicle Purchase – Community Bus (purchase additional Community Bus – LA)	52,500*	10,000 (example only)	42,500
06215070	Contribution from Sale of Lancelin Community Bus	-29000		-29000
			Variation	13,500

ALTERNATIVE MOTION

MOVED: Councillor Peczka SECONDED: Councillor Johnson

That Council:

1. Approve a Budget amendment to reallocate funding from the Plant Replacement Program to Operating Funds and then approves a financial contribution of $23,500 to replace the community bus. The bus is owned by the Lancelin Community Sporting Club and they are responsible for all associated costs (licencing, insurance, repairs, servicing ect).

2. Amend its adopted 2019/20 budget in accordance with the following:

Account	Description	Original Budget	Expenditure	Balance
06259210	Vehicle purchase – Community Bus (purchase additional community bus – LA)	52,500	23,500	29000
06215070	Contribution from sale of Lancelin community bus	29000		-29000
			Variation	0

AMENDMENT

MOVED: Councillor Johnson SECONDED: Councillor Balcombe

That Council add a further part to the motion as follow:

3. Enter into an agreement with the Lancelin community Sporting Club that, if the bus is sold within ten years of purchase then the Shire's portion of funds (% of whole costs) is to be factored against the sale cost and returned to the reserve account.

CARRIED UNANIMOUSLY

REASON FOR AMENDMENT

Council was of the view that Option 3 would be the appropriate option for Council to consider.

The amendment become the Substantive Motion and was put.

COUNCIL RESOLUTION

MOVED: Councillor Peczka SECONDED: Councillor Johnson

That Council:

1. Approve a Budget amendment to reallocate funding from the Plant Replacement Program to Operating Funds and then approves a financial contribution of $23,500 to replace the community bus. The bus is owned by the Lancelin Community Sporting Club and they are responsible for all associated costs (licencing, insurance, repairs, servicing ect).

2. Amend its adopted 2019/20 budget in accordance with the following:

Account	Description	Original Budget	Expenditure	Balance
06259210	**Vehicle purchase – Community Bus (purchase additional community bus – LA)**	**52,500**	**23,500**	**29000**
06215070	**Contribution from sale of Lancelin community bus**	**29000**		**-29000**
			Variation	**0**

3. Enter into an agreement with the Lancelin community Sporting Club that, if the bus is sold within ten years of purchase then the Shire's portion of funds (% of whole costs) is to be factored against the sale cost and returned to the reserve account.

CARRIED BY ABSOLUTE MAJORITY
8-0

The Coordinator Community Development Services and Community Administration Officer left the Chambers at 3.43pm and did not return.

11.3. REGULATORY AND DEVELOPMENT SERVICES

11.3.1 BUSINESS DEVELOPMENT STRATEGY & PLANNING DESIGN FOR GUILDERTON CARAVAN PARK GUILDERTON SHIRE OF GINGIN

File:	BLD/795; CPT/5
Applicant:	Shire of Gingin
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
Owner:	Shire of Gingin
Zoning:	Tourism
WAPC No:	N/A
Reporting Officer:	Bob Kelly - Executive Manager Regulatory and Development Services
Report Date:	19 November 2019
Refer:	16 July 2013 Item 11.4.2 18 April 2017 Item 5.2 18 July 2017 Item 5.2 15 August 2017 Item 5.2 28 November 2017 Item 7.1 19 December 2017 Item 5.1 16 January 2018 Item 5.1 04 September 2018 Item 5.1 14 February 2019 Item 4.1 19 February 2019 Item 15.1 17 September 2019 Item 4.1
Appendices	1. Business Development Strategy

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider:

1. The recommendations of the Guilderton Caravan Park Management Committee of 17 September 2019;

2. An approach to the Western Australian Planning Commission in regard to amalgamation of all lots currently accommodating the Guilderton Caravan Park; and

3. Endorsing the short, medium and long term strategies identified in the development plan.

BACKGROUND

At its Ordinary Meeting on 19 February 2019, Council considered a confidential item pertaining to quotations from two proponents for the Guilderton Caravan Park Master Plan.

The recommendation and the ultimate resolution were that Council:

1. *Reject both quotes and thank staff and consultants for their time.*

2. *Request staff to progress a modelling cost benefit analysis for the lease or contract management model, taking into account the required capital infrastructure improvements.*

3. *Agree that funding of undertaking the exercise in point two above, which will be funded from Council's Guilderton Caravan Park Reserve , up to the value of $20,000 excluding GST; and*

4. *Investigate and progress liquid waste management issues as a priority on the Guilderton Reserve.*

The above mentioned resolution was carried unanimously.

This report examines and relates to issues associated with the improvement and management of the Guilderton Caravan Park. The objective is to develop a commercially sustainable business strategy and planning design (master plan) with capacity to guide the future operation and improvement of scope of works within the Park in agreed and designated time frames.

The Shire, as the body with management responsibility, requires a structured business plan to provide for a forward implementation and investment plan that considers cost, benefit, risk and timeframes to ensure the Park, which operates in a highly competitive tourist accommodation market, maintains current patronage and improves overall occupancies by attracting new business.

The report was considered by the Guilderton Caravan Park Management Committee at its meeting on 17 September 2019.

COMMENT

Cost Benefit Analysis

This financial analysis is required to progress a modelling benefit analysis for a lease or contract and requires an understanding of the trends and demands of the market, and how this might continue to emerge into the future over the life of the business strategy. The two strategies should initially be tested by the Shire's finance section in accordance with the recommendation.

Business Development Strategy and Planning Design

The implementation of the Business Development Strategy and Planning Design should be presented in stages that reflect anticipated cash flows and cause minimum disruption to guests.

The Business Development Strategy and Planning Design should also reflect the objectives of a successful tourist park, which include the ability to:

1. Provide an attractive, accessible and family-friendly tourist park that capitalises on the park's location;
2. Maintain a minimum TripAdvisor 4-star rating;
3. Attract a broader range of tourists to the park and increase occupancy rates;
4. Enhance the commercial capacity of the tourist park and ensure the park remains financially sustainable in the long term (analysis for lease or contract); and
5. Create a more environmentally sustainable tourist park facility, conserving and enhancing the natural environment surrounding the Moore River estuary for future generations.

This strategy will identify the actions required for the development of business, with the aim of enhancing the Park's market presence and commercial outcomes by promoting growth in revenue and profit through restaurant upgrade, tourist information and a cultural centre.

In essence the requirement is for a practical and financially sustainable approach to the improvement of the Park, where investment generates appropriate growth in occupancy and income.

Goals and Objectives

The primary goal of Council's Guilderton Caravan Park Advisory Committee (GCPAC) is to increase visitor expenditure and expectations within the Moore River estuary region.

The objectives are to:

- Encourage and facilitate economic and capital development that will take the "Visitor Economy" forward, be sustainable and encourage or deliver quality year-round visitor products and experiences;
- Ensure that the infrastructure and services needed to meet the needs and expectation of visitors, and facilitate and support the growth of the Visitor Economy are in place;
- Provide or encourage a diversity of quality attractions, activities and visitor experiences;

- Protect and preserve the natural, historic, cultural and lifestyle assets of the Moore River which forms the basis for visitation (i.e. the appeal of the destination) and consider to influence how visitors react to and bond with the area; and

- Consider the merits to build effective partnerships with the tourism sector, regional businesses and the Guilderton community.

SWOT Analysis of Existing Park

Discussions with Council staff have identified the following strengths, weaknesses, opportunities and threats for the Park. No site inspections have been made in this financial year.

STRENGTHS	**WEAKNESSES**
• Guilderton and the Moore River is an established destination, with demand for cabin accommodation, caravan and camping sites that are close to metropolitan Perth. • Guilderton is neat, tidy and presents with a sporting club, golf course, restaurant, and river recreational boating, swimming and fishing. • The caravan park has a premier location on the mouth of the Moore River with direct access to a surf beach, beach fishing and outstanding views from the lookout over the river and ocean, along with river recreational activities. • The park is close to established tourist attractions and destinations of the Coral Coast region. • The park has a variety of cabin/chalet type accommodation, which have good occupancy rates. • Existing cabins/chalets provide a range of designs, locations and price points, and can therefore match a variety of consumer requirements. • The park is wholly a tourist park – no long-term sites. • The main amenities building is in reasonably good condition. • The park offers a range of sites for caravans, tents and camper vehicles. • The layout of the park is logical, and internal access is functional. • Established trees provide landscape character and shade in summer.	• The park entry precinct off Dewar Street is narrow, there is no entry lay-by or accessible visitor parking and there is insufficient general visitor parking. • The presentation of the manager's residence/office building and storage area requires consideration for improvement. • The internal roads are narrow and in reasonable condition, but stormwater is not controlled. • Power supply within the park is adequate for the existing level of development. • The existing cabin stock will require internal and external refurbishment in the longer term. • The existing caravan sites could be considered too small for the latest caravans (difficult to access)

OPPORTUNITIES	THREATS
• Reconfigure the park entrance to provide compliant entry forecourt, lay-by and visitor parking. • Improve the appearance of park entry, office and storage areas. • Redesign internal roads to provide adequate road width, improved surface and manage stormwater. • Upgrade power supply to the park and improve internal power reticulation. • Renovate and refurbish the existing cabins, where possible, to provide improved accommodation and extend their economic life. • Introduce new accessible cabins and new flexible cabin designs to expand the cabin range and meet broader demand. • Provide larger, flatter caravan sites that are easier to access (subjective). • Provide landscaping around the entry precinct, communal facilities (Public toilets and showers). • Implement targeted marketing strategies to grow occupancy, with a greater emphasis on the unique characteristics of the park and its location.	• Age and condition of some park buildings and infrastructure. • Escalating consumer expectations and development costs. • Ongoing costs of improvements will be significant. • Competition from other parks within the Shire • Adjacent residential properties may wish to limit/control park improvements. • Planning and environmental considerations, park currently sits across seven individual lots which encompasses substantial reserves, two road reserves and section of Moore River. • Impact of economic downturn to some market segments. • The business must be operated in a local government administrative environment. • Increasing demands for funds generated by the park to be allocated to external uses.

Management Models

Council and the Guilderton Caravan Park Management Committee have investigated management models in the past. Due to the approaching expiration of the current manager's contract on 30 June 2020, a decision on the future direction of the Guilderton Caravan Park is crucial. Therefore the Committee considered it prudent to start the tender process with an open opportunity for either contract or lease management option, to test the current market.

STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulations 1996
Part 4 – Provision of goods and services

Caravan Parks and Camping Grounds Regulations 1997

POLICY IMPLICATIONS

Tourism Policy 1.18

BUDGET IMPLICATIONS

In accordance with Council's previous resolution, the modelling cost benefit analysis will be funded from Council's Future Infrastructure Reserve to a maximum value of $20,000.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

Focus Area	*Infrastructure and Development*
Objective	*3 – To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner*
Outcome	*3.1 Development – New and existing developments meet the Shire's Strategic Objectives and Outcomes.*
Key Service Areas	*Strategic Town Planning*
Priorities	*3.1.3 Continue to invest in the Guilderton Caravan Park upgrades.*
Focus Area	*Economic Development*
Objective	*4 - To support economic development through the Shire's service delivery*
Outcome	*4.1 Tourist Playground An internationally acclaimed tourist playground.*
Key Service Areas	*Caravan Parks*
Priorities	*4.1.1 Support the development of the Shire of Gingin as a premier tourist destination in alignment with the Northern Growth Alliance Tourism Strategy.*

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION

MOVED: Councillor Rule SECONDED: Councillor Balcombe

That Council:

1. **Agree to approach the Western Australian Planning Commission in regards to amalgamation of all lots currently accommodating the Guilderton Caravan Park;**

2. **Endorse the short, medium and long term strategies identified in the Business Development Strategy; and**

3. **Call tenders for management of the Guilderton Caravan Park, with the request for tender to include a development timeframe produced by Administration, giving tenders the option of tendering on the basis of lease or contract management, with Council to determine its preferred management module based on tender submissions received.**

CARRIED UNANIMOUSLY

Note: At the meeting it was pointed out that the Committee deliberations referenced in this report took place prior to Council's decision to change the Committee's title to Guilderton Caravan Park Advisory Committee at its meeting on 15 October 2019. References to the Committee throughout the report have been amended accordingly.

APPENDIX 1

THE PARK IS CONSIDERED TO HAVE 5 DEFINED AREAS WHICH PROVIDE A SPECIAL FEEL ANDSHOULD BE RECOGNISED AND DEVELOPED AS THE DEVELOPMENT PLAN IS IMPLEMENTED.
THE PROPOSED TIMELINE FOR SITE IMPROVEMENTS IS AS FOLLOWS:
SHORT TERM: 1-3 YEARS
MEDIUM TERM: 4-7 YEARS
LONG TERM: 8+ YEARS
THE DEVELOPMENT PLAN SHOULD BE STAGED OVER 10 YEARS AND FOCUS ON:
UPDATING EXISTING AMENITIES AND DEVELOPING NEW FACILITIES THAT MODEL SUSTAINABLE PRACTICES.
ENHANCING CAMPER EXPERIENCE
CARING FOR AND IMPROVING THE NATURAL ENVIRONMENT AND ACKNOWLEDGING THE CULTURAL HERITAGE OF THE PARK.
THE SHIRE WILL COMMENCE PRIORITY WORKS IN 2019-20, INCLUDING:
SHORT TERM
- PARKING SOLUTIONS.
-SEALING & PROVIDING STORMWATER DRAINAGE TO ALL INTERNAL ROADS
- UPGRADE OF AMENITY BLOCK
& ALL EFFLUENT DISPOSAL SYSTEMS ON SITE THAT EFFECTIVEY IMPACT ON THE PRESENT PARK.
MEDIUM TERM
- CARETAKERS RESIDENCE VISITORS CENTRE
LONG TERM TO CONSIDER
THE CONVERSION OF THE VISITORS CENTRE INTO ENVIRONMENTAL EDUCATION CENTRE.
AREA IMPROVEMENTS:
LIFE OF THE PLAN - UPGRADE AND REPLACEMENT OF CABIN / CHALET ACCOMMODATION. MEDIUM TERM
-NO COMPLIANT VISITOR PARKING OR FORECOURT AT PARK ENTRY. -- THE ENTRY AREA SHOULD CREATE A DISTINCTIVE AND WELCOMING ARRIVAL TO THE PARK RECONFIGURE ENTRY TO THE PARK
NO ENTRY LAY-BYS RESULT IN VEHICLE ENTRY CONGESTION DURING PEAK PERIODS. TO IMPROVE SAFETY AND CONGESTION ADDITIONAL CAR PARKING SHOULD BE PLANNED FOR THIS AREA. MEDIUM TERM IN CONJUNCTION WITH VISITORS CAR PARK
AREA IMPROVEMENTS CONTINUED...
THE MANAGERS RESIDENCE, PARK OFFICE AND STORAGE AREAS CREATE A POOR FIRST IMPRESSION AT THE PARK ENTRY. THIS AREA IS IDEALLY SUITED TO AN ENVIRONMENTAL EDUCATION CENTRE.
MEDIUM TO LONG TERM LOOK AT FEASABILITY TO COMBINE RESTAURANT AND CATERTAKERS RESIDENCE AS ONE DEVELOPMENT INCLUDING EFFLUENT DISPOSAL EXISTING ROAD NETWORK IS NARROW AND IN REASONABLY CONDITION. STORMWATER FLOW IS NOT CONTROLLED. SHORT TERM SEAL AND PROVIDE STORM WATER CULVETS AND ADEQUATE DRAINAGE
THE EXSISTING POWER SUPPLY WITHIN THE PARK IS MOST LIKELY ADEQUATE FOR EXISTING AND PROPOSED FUTURE DEVELOPMENT.
MEDIUM TERM. SOLUTION BASED UPOND NEW TECHNOLOGY TO REDUCE POWER USAGE BUT PROVIDE ADEQUATE LONG TERM SUPPLY
MEDIUM TERM
THE MAIN AMENITY BLOCK AND LAUNDRY IS IN REASONABLE CONDITION BUT REQUIRES SOME VISUAL IMPROVEMENT.
TO IMPROVE THE DIVERSITY OF ACCOMMODATION OFFERINGS IN THE PARK, THIS AREA HAS ALSO BEEN IDENTIFIED TO PROVIDE AN ENVIRONMENTALLY FRIENDLY TENTED CAMPING EXPERIENCE.
MEDIUM TO LONG TERM AREA IMPROVEMENTS:
THE BEACH AREA PROVIDES THREE DISTINCT EXPERIENCES, LARGE GRASSED AREA WITH DIRECT ACCESS TO THE RIVER MOUTH, BEACH AND SURF COAST WALK.
TO ENHANCE THE COMMUNAL FACILITIES IN THIS AREA THE AREA COULD BE UPGRADED, PROVIDING OPPORTUNITIES TO CATER FOR GROUPS AND SMALL PERFORMANCES, AND THE EXISTING AMENITY BLOCK WILL ALSO BE DEMOLISHED.
GORDON ST
JONES ST
DEWAR ST
EDWARDS ST
Lot 204 14944.5sq.m.
Lot 97 4047.7sq.m.
Lot 2 15145.5sq.m.
Lot 1 10119.2sq.m.
Lot 299907.0sq.m.
Lot 12 3061.9sq.m.
Lot 424 1553.4sq.m.
Lot 425 1545.3sq.m.
Lot 426 201378.0sq.m.
Lot 96 14982.1sq.m.
Lot 3 1008.5sq.m.
Lot 4 1008.5sq.m.
Lot 5 1008.5sq.m.
Lot 6 1008.4sq.m.
Lot 7 1008.5sq.m.
Lot 8 1008.5sq.m.
Lot 44 1246.2sq.m.
Lot 43 943.0sq.m.
Lot 42 992.7sq.m.
Lot 41 992.7sq.m.
Lot 40 992.7sq.m.
Lot 39 992.7sq.m.
Lot 38 992.7sq.m.
Lot 37 992.7sq.m.
Lot 87 996.3sq.m.
Lot 92 1011.7sq.m.
Lot 93 1371.3sq.m.

11.3.2 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED ADDITIONAL USE (CHILD CARE PREMISE) ON LOT 11 (NO. 117) GINGIN ROAD, LANCELIN

File:	BLD/6593
Applicant:	Megan Baggott
Location:	Lot 11 (No. 117) Gingin Road, Lancelin
Owner:	Lancelin Community Resource Centre Inc.
Zoning:	Town Centre
WAPC No:	N/A
Author:	James Bayliss – Acting Manager Statutory Planning
Reporting Officer:	Bob Kelly –Executive Manager Regulatory and Development Services
Report Date:	19 November 2019
Refer:	N/A
Appendices	1. Location Plan and Applicant's Proposal 2. Schedule of Submissions and Recommended Responses

DISCLOSURES OF INTEREST

Councillor Peczka declared a Proximity Interest in Item 11.3.2 due to the fact that his business is two lots away from the premises and proposed Child Care premise use and left the Chambers at 3.51pm.

PURPOSE

To consider an Application for Development Approval for a proposed additional use (child care premise) to operate from the existing building on Lot 11 (No. 117) Gingin Road, Lancelin.

BACKGROUND

On 25 March 2015 the Shire issued development approval for a community purposes facility (Lancelin Community Resource Centre) to operate from the subject site. The applicant intends for this to remain as is, with the proposed child care premise to coexist within the same building. The subject lot is 438.6m^2 in area and centrally located within the overall 'Lancelin Plaza'.

The child care premise is proposed to operate Monday – Thursday from 3pm - 6pm and on Friday between 9.00am - 2.30pm and 3pm – 6pm. The premise will cater for up to 7 school aged children Monday to Thursday, up to 4 pre-school aged children on Friday morning/afternoon and up to 7 school aged children on Friday afternoon. The facility will have one dedicated staff member onsite at any one time.

The development seeks to utilise the communal parking bays located in the Gingin Road reserve which services the Lancelin Plaza in lieu of providing car parking within the confines of the subject property. As such, Council consideration is required.

It should be noted that the applicant's proposal indicates that opening time on Friday morning is 9:30am, however the officer has since been advised that an opening time of 9:00am is preferred.

A location plan and a copy of the applicant's proposal are attached as **Appendix 1**.

COMMENT

Community Consultation

The application was advertised to surrounding landowners for a period of 14 days in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015.*

It should be noted that comments were sought by adjoining landowners, however a general comment was received by a community member that did not form part of the consultation process. This notwithstanding, the submission has been received and responded to accordingly.

A copy of the Schedule of Submissions and Recommended Responses are provided as **Appendix 2.**

PLANNING FRAMEWORK

Local Planning Scheme No. 9 (LPS 9)

The subject lot is zoned Town Centre under LPS 9. The objectives of the Town Centre zone are to:

a) Promote, facilitate and strengthen the town centre zone as the principal focus of the district in terms of shopping, professional, administrative, cultural, entertainment and other business activities;

b) Accommodate a diversity of commercial, cultural and residential facilities;

c) Encourage the integration of existing and proposed facilities within the zone so as to promote ease of pedestrian movement and the sharing of infrastructure, as well as to retain the opportunity for any future expansion of the area;

d) Provide for the efficient and safe movement and parking of vehicles; and

e) Ensure that buildings, ancillary structures and advertising are of high quality and contribute to the uniqueness of the townscape.

The use class 'Child Care Premise' is defined under LPS 9 as:

"Has the same meaning as in the Community Services (Child Care) Regulations 1988"

It should be noted that the *Community Services (Child Care) Regulations 1988* define a child care premise as:

"Premises specified in a licence or permit as premises in which a child care service may be provided"

The use class 'Child Care Premise' is a 'D - discretionary' use in the Town Centre zone. This means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Zone Specific Development Standards

Clause 4.8 of LPS 9 relates to zone specific development standards, with clause 4.8.2 relating to the 'town centre' zone. The applicable clauses are provided below, however given the development seeks to utilise a portion of an existing building, many provisions are not applicable.

"4.8.2.1 Development within the Town Centre zone shall have regard for the particular character, townscape and sense of place of the local area.

4.8.2.2 Where development or re-development of properties in the Town Centre zone is envisaged, the incorporation of residential uses up to a density of R40 will be considered, to create greater diversity of use, increased security and to stimulate additional life and vitality within the centre of the town. Any such residential development shall comply with the design elements for multiple dwellings in the Residential Design Codes.

4.8.2.3 Where a mixed use development is proposed, the residential use shall be confined to an upper storey.

4.8.2.4 Building Materials - Each façade or wall of a building facing any street or public place shall be constructed of brick, stone, concrete or glass or combinations of two or more of these materials or similar material as approved by local government to the wall height of the building or to a minimum height of 3 metres.

4.8.2.5 Refuse Storage Areas - All developments shall provide at least one refuse storage area readily accessible to service vehicles and screened from view from a public street by a close fence, wall or screen landscaping no less than 1.8 metres in height.

4.8.2.6 Storage Yards - A person shall not use land for open storage purposes unless it is screened from public view by a fence or wall to the satisfaction of the local government."

Car Parking

Clause 4.7.2.1 provides for provisions for parking, access for loading and unloading of vehicles with an extract of the applicable points for town centre zoned land outlined below:

"(a) No land or buildings shall be developed unless provision is made for an area clear of the street for the purpose of loading or unloading goods or materials.

(b) The local government will seek to ensure that the majority of servicing vehicles will be able to leave and enter the street in a forward direction.

(c) Parking, loading and unloading and access, complete with necessary drainage, signs and marking as required by the local government, shall be provided prior to any occupation of the development or at such time as may be agreed.

(d) External servicing areas shall be established and maintained to the satisfaction of the local government."

The officer is of the view that none of the above provisions are applicable in this instance.

Clause 4.7.2.3 of LPS 9 states:

"Except with the approval of local government, a person shall not use or develop land for a purpose specified in Column 1 of Table 3 unless provision is made on the site for a number of car parking spaces not less than the number calculated in accordance with Column 2 of that Table shown opposite that purpose".

Table 3 – Parking Requirements	
Column 1 – Use/Development	**Column 2 – Minimum number of car parking spaces required**
Child Care Premises	1 per staff member plus 1 per 8 children

The applicant advises that 1 staff member and up to 7 children will be present at any one time and therefore based on the above table the development is to provide 1 car parking bay. It should be noted that the subject lot is unable to provide 1 bay within the confines of the property boundary and therefore is unable to satisfy the parking provisions.

LPS 9 does contain provisions for 'cash payment in lieu' of providing parking bays. The following clauses apply:

"4.7.2.7 Where car parking spaces are required to be provided pursuant to this Scheme, the local government may accept a cash payment in lieu of the provision of some or all of those car parking spaces, if:

(i) the payment is not less than the amount the local government estimates to be the cost to the owner of providing and constructing those spaces together with the amount the local government estimates to be the value of the land which would have been occupied by those spaces; and

(ii) Payment is made prior to commencement of the development in respect of which those spaces are required to be provided or in accordance with the terms of an agreement made between the local government and the applicant for development approval for that development.

4.7.2.8 Any amount paid to the local government under subclause (1), shall be held by the local government, in a separate reserve account or trust account and shall be applied by the local government:

(i) *in providing car parking spaces or car parking facilities capable of serving the needs of the development in respect of which the payment was made and in the locality of that development; or*

(ii) *to the acquisition of land and the construction of buildings for the purpose referred to in paragraph a) of this subclause."*

The officer notes that the 'Lancelin Plaza' is serviced by communal parking bays between Gingin Road and the shop frontages. The officer is of the view that given the scale of the development generates only 1 bay, the existing parking facilities are able to accommodate the increased demand.

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.

Consideration has been given to the following matters outlined in the Deemed Provisions with officer comments:

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

Officer Comment:

As outlined within the preceding assessment, the proposal is consistent with the provisions of LPS 9 and the parking variation is considered to be minor in nature and unlikely to result in parking conflicts within the town centre.

Conclusion

In summary, the proposal is able to satisfy the applicable planning framework and as such conditional support is recommended.

STATUTORY ENVIRONMENT

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

Local Planning Scheme No. 9

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

Focus Area	*Infrastructure and Development*
Objective	*3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner*
Outcome	*3.1 Development* *New and existing developments meet the Shire's Strategic Objectives and Outcomes*
Key Service Areas	*Building And Planning Permits*
Priorities	*N/A*

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson SECONDED: Councillor Vis

That Council grant Development Approval for a proposed additional use (child care premise) on Lot 11 (No. 117) Gingin Road, Lancelin subject to the following conditions:

1. **The land use and development shall be in accordance with the approved plans (including any amendments marked in RED) unless otherwise conditioned by this approval;**

2. **This Approval is for a 'Child Care Premise' only as indicated on the approved plans;**

3. **There are to be no more than eight children being cared for on site at any given time; and**

4. **The operating hours of the Child Care Premise are limited to between 3:00pm and 6:00pm Monday to Friday, and 9:00am to 2:30pm Friday.**

<u>Advice Notes</u>

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: 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, consent and/or licences required under any other law, and to commence and carry out development in accordance with all relevant laws;

Note 4: Further to this approval, the applicant may be required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Public Health Act 2016*, which are to be approved by the Shire of Gingin;

Note 5: Please be advised that the owner/operator has a responsibility to ensure noise levels are compliant with the *Environmental Protection (Noise) Regulations 1997*;

Note 6: This approval does not authorise the display of advertising signage for the approved land use;

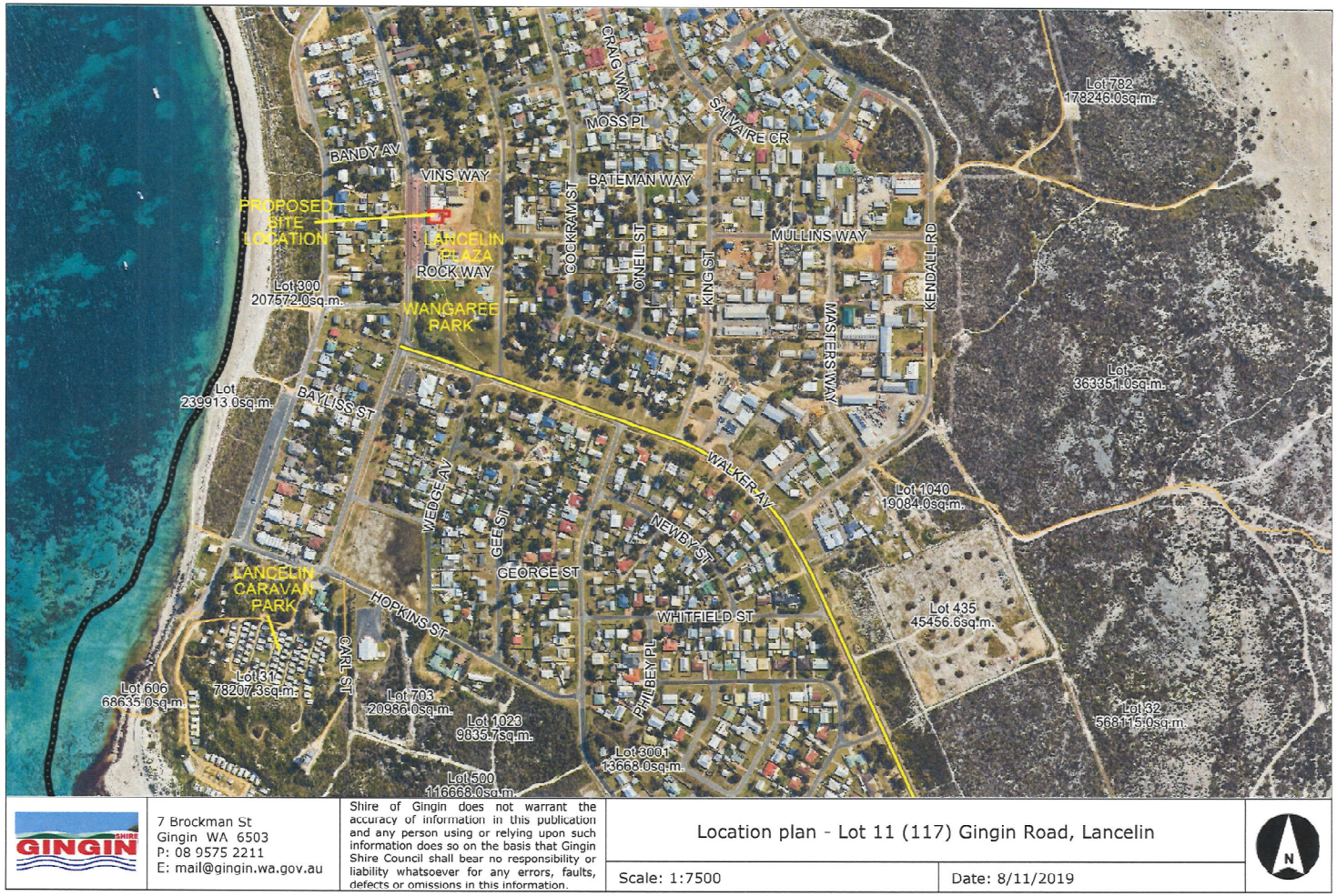
Note 7: Please note that non-compliance with the conditions of a development approval constitutes an offence under the *Planning and Development Act 2005,* to which penalties do apply; and

Note 8: Where the use is found to be causing a nuisance then Council may revoke the approval granted. Following revocation, no person shall continue to operate the land use unless approval to do so is subsequently granted by the Council.

CARRIED UNANIMOUSLY

Councillor Peczka returned to the Chambers at 3.52pm. The Shire President advised Councillor Peczka of Council's decision.

APPENDIX 1



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E: mail@gingin.wa.gov.au

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

Location plan - Lot 11 (117) Gingin Road, Lancelin

Scale: 1:7500 Date: 8/11/2019

GINGIN	7 Brockman St Gingin WA 6503 P: 08 9575 2211 E: mail@gingin.wa.gov.au	Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.	Aerial map - Lot 11 (117) Gingin Road, Lancelin Scale: 1:1000 Date: 8/11/2019	N

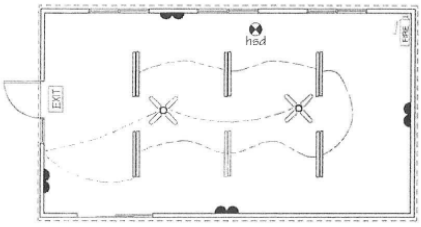
ESD AUSTRALIA
Building sustainable solutions

BCA Section J Assessment
Building Services Contractor 42
Professional Indemnity No: PII-329070

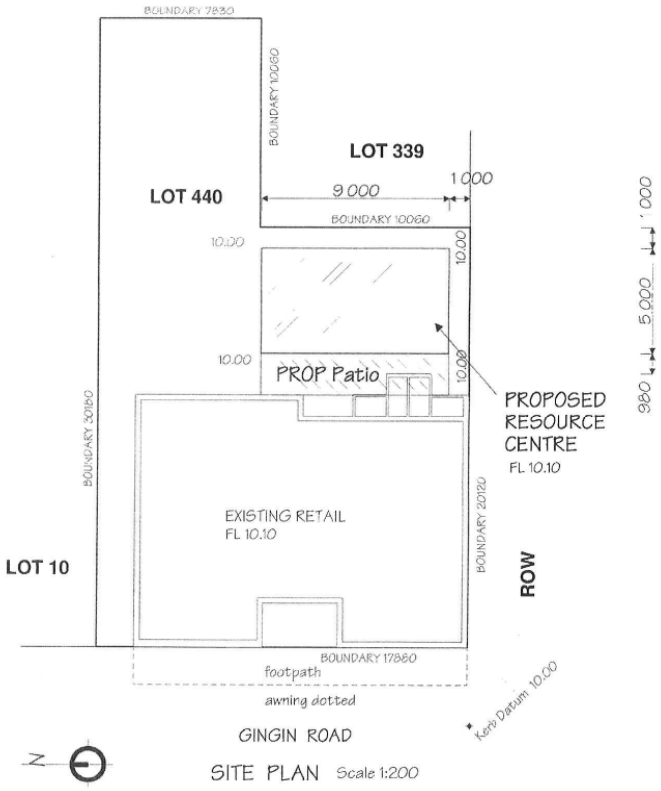
Building: Class 9b Conference Room
Address: Lot 440 Gingin Road, Lancelin
Assessor: Roderick Tomkyns **Signed:** **Job #** 15-01 **Date:** 9 February 2015

This certifies compliance with BCA 2014 Volume One Section J
The attached Energy Efficiency Declaration & Specifications have been relied upon to achieve compliance

ELECTRICAL LEGEND
1200mm diameter Ceiling Fan
hsd Hard wired smoke detector to AS 3786
Double GPO located 300mm above floor
40w Fluro
Fire Extinguisher 4.5kg co2 to AS 2444
Exit sign to AS 2293.1



Electrical Plan



SITE PLAN Scale 1:200

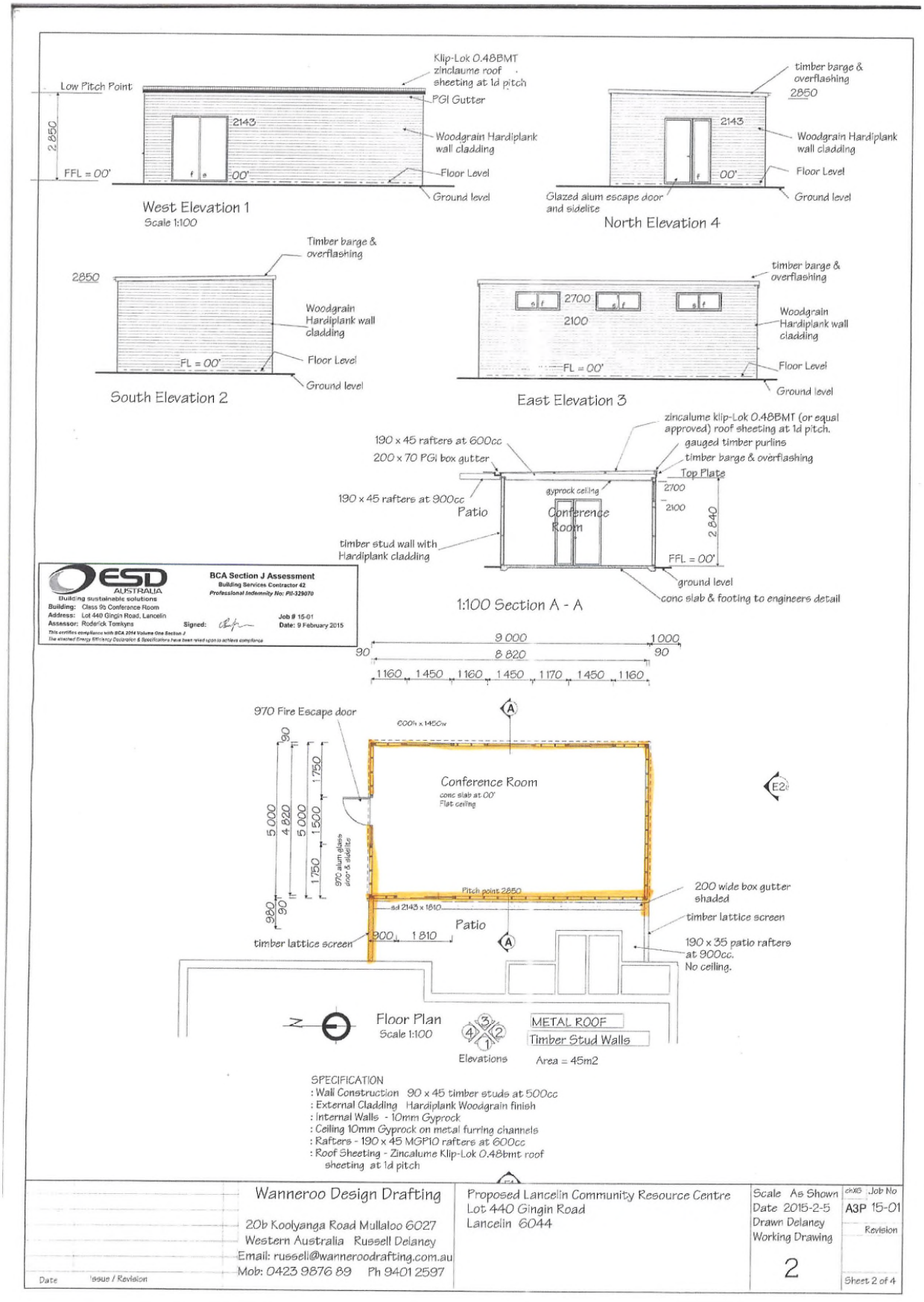
Wanneroo Design Drafting
20b Koolyanga Road Mullaloo 6027
Western Australia Russell Delaney
Email: russell@wanneroodrafting.com.au
Mob: 0423 9876 89 Ph 9401 2597

Proposed Lancelin Community Resource Centre
Lot 440 Gingin Road
Lancelin 6044

Scale As Shown
Date 2015-2-5
Drawn Delaney
Working Drawing
1

chkd Job No A3P 15-01
Revision
Sheet 1 of 4

Date Issue / Revision


Low Pitch Point
2850
FFL = 00'
2143
00'
Klip-Lok 0.48BMT zinclaume roof sheeting at 1d pitch
PGI Gutter
Woodgrain Hardiplank wall cladding
Floor Level
Ground level
West Elevation 1
Scale 1:100
timber barge & overflashing
2850
2143
Woodgrain Hardiplank wall cladding
Floor Level
Ground level
Glazed alum escape door and sidelite
North Elevation 4
Timber barge & overflashing
2850
Woodgrain Hardiplank wall cladding
FL = 00'
Floor Level
Ground level
South Elevation 2
timber barge & overflashing
2700
2100
Woodgrain Hardiplank wall cladding
FL = 00'
Floor Level
Ground level
East Elevation 3
zincalume klip-Lok 0.48BMT (or equal approved) roof sheeting at 1d pitch.
190 x 45 rafters at 600cc
200 x 70 PGi box gutter
gauged timber purlins
timber barge & overflashing
Top Plate
190 x 45 rafters at 900cc
Patio
gyprock ceiling
Conference Room
2700
2100
2840
timber stud wall with Hardiplank cladding
FFL = 00'
ground level
conc slab & footing to engineers detail
1:100 Section A - A
ESD AUSTRALIA
Building sustainable solutions
BCA Section J Assessment
Building Services Contractor 42
Professional Indemnity No: PII-329070
Building: Class 9b Conference Room
Address: Lot 440 Gingin Road, Lancelin
Assessor: Roderick Tomkyns
Signed:
Job # 15-01
Date: 9 February 2015
This certifies compliance with BCA 2014 Volume One Section J
The attached Energy Efficiency Declaration & Specifications have been relied upon to achieve compliance
9 000
1 000
90
8 820
90
1 160
1 450
1 160
1 450
1 170
1 450
1 160
970 Fire Escape door
600h x 1450w
90
5 000
4 820
5 000
1 500
1 750
1 750
970 alum glass door & sidelite
980
90
Conference Room
conc slab at 00'
Flat ceiling
E2
Pitch point 2850
sd 2143 x 1810
200 wide box gutter shaded
timber lattice screen
Patio
900
1 810
timber lattice screen
190 x 35 patio rafters at 900cc.
No ceiling.
N
Floor Plan
Scale 1:100
Elevations
METAL ROOF
Timber Stud Walls
Area = 45m2
SPECIFICATION
: Wall Construction 90 x 45 timber studs at 500cc
: External Cladding Hardiplank Woodgrain finish
: Internal Walls - 10mm Gyprock
: Ceiling 10mm Gyprock on metal furring channels
: Rafters - 190 x 45 MGP10 rafters at 600cc
: Roof Sheeting - Zincalume Klip-Lok 0.48bmt roof sheeting at 1d pitch
Wanneroo Design Drafting
20b Koolyanga Road Mullaloo 6027
Western Australia Russell Delaney
Email: russell@wanneroodrafting.com.au
Mob: 0423 9876 89 Ph 9401 2597
Proposed Lancelin Community Resource Centre
Lot 440 Gingin Road
Lancelin 6044
Scale As Shown
Date 2015-2-5
Drawn Delaney
Working Drawing
2
chkd Job No
A3P 15-01
Revision
Sheet 2 of 4
Date
Issue / Revision

Opening hours:

Monday – Thursday 3pm-6pm

Friday – 9.30-2.30 then 3pm-6pm

Monday to Thursday a maximum of 7 school aged children.

Friday morning maximum of 4 under school aged children.

Friday afternoon maximum of 7 school aged children.

1 qualified staff member required.

There is ample parking available at the front of the Resource Centre and also parking at the back of the building which can be used.

We will be using the conference room for the child care as well as the patio at the back, which is gated and locked.

APPENDIX 2

SCHEDULE OF SUBMISSIONS AND RECOMMENDED RESPONSES

APPLICATION FOR DEVELOPMENT APPROVAL PROPOSED CHILDCARE CENTRE AT LOT 11 (117) GINGIN ROAD, LANCELIN

No.	Submitter	Submission Detail	Recommended Response
1.		The Submitter **supports** the proposal and makes the following comment: "I am writing this comment form in the interest of the current Childcare Services I provide to the community of Lancelin. I have been operating a Family Day Care service known as Lancelin Nippers for 14 years (previously and recently). I have been providing this service to the families of Lancelin. I am licenses for 7 children - 4 under 4 and 3 school aged. I currently work Monday to Thursday and every 3 Friday. I also had a 7 day a week/ 24 hour license. I am very flexible and offer my services to the families when they need me. When I recently started again it took advertising and 10 months for me to get children registered to my business. Should the proposed Resource Centre only provide care for their proposed hours as they have said (Monday-Friday 3-6pm. Friday 9:30-2:30.) it shouldn't affect me but if they extend the current proposed hours, then it will. The numbers of children needing my care are decreasing as of now I only have 1 child on my waiting list, and when all my 3 year olds go to kindy and school, I will only have 2 enrolled. I hope you can take my service in consideration."	Noted. The presence of an existing facility is not a consideration as local government cannot make a decision based on market competition. The recommended decision is based upon the applicable planning framework and the ability of the proposal to demonstrate compliance against that framework.

11.3.3 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED STORAGE SHED (IRRIGATED HORTICULTURE) ON LOT 502 BOONANARRING ROAD, BOONANARRING

File:	BLD/7078
Applicant:	Auspan Group
Location:	Lot 502 Boonanarring Road, Boonanarring
Owner:	Fanjun Investment Pty Ltd
Zoning:	General Rural
WAPC No:	NA
Author:	James Bayliss - Acting Manager Statutory Planning
Reporting Officer:	Bob Kelly – Executive Manager Regulatory and Development Services
Report Date:	19 November 2019
Refer:	Nil
Appendices	1. Location Plan 2. Applicant's Proposal (including letter of undertaking)

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider an Application for Development Approval for proposed Storage Shed (irrigated horticulture) on Lot 502 Boonanarring Road, Boonanarring.

BACKGROUND

The Shire received an application for a building permit for a storage shed associated with an Agriculture Intensive use 7 October 2019, which was subsequently referred to the Planning Department for review as per standard procedure. During the review it was noted that no development approval exists for the Agriculture Intensive use.

As a result of the above situation, the landowner seeks consent for the proposed storage shed prior to the retrospective formalisation of the Agriculture Intensive use. Generally the storage shed would be considered as part of the retrospective application, however given this submission is likely to be lodged after the New Year, the landowner would like the storage shed erected prior to accommodate recently baled hay. It should be noted that the officer does not have delegated authority to determine the matter given the circumstances.

The current landowner recently purchased the property on the assumption that the relevant approvals had been issued by the local government. The landowner is not responsible for the unauthorised land use, however has advised via a letter of undertaking that the existing use will be formalised via the retrospective process.

The subject lot consists of a total area of 742 hectares and is currently used for Agriculture Intensive purposes. The property has historically been used to grow perennial pastures which mostly consist of Lucerne/Oats and Clover. The cropping area is serviced by a centre pivot irrigation system with an appropriate water license issued by the Department of Water and Environmental Regulation (DWER).

The proposed storage shed is 48 metres in length and 18 metres in width, equating to an area of 864m^2. The proposed wall height is 6.5 metres tapering to a ridge height of 7.8 metres.

A location plan and aerial image are provided as **Appendix 1.**

A copy of the applicant's proposal, including a letter of undertaking and existing water license, is provided as **Appendix 2.**

COMMENT

Community Consultation

The application was not advertised to surrounding property owners given that the lot boundary setback is compliant with the provisions of Local Planning Scheme No. 9.

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".

Setbacks

The development is required to be set back 20 metres from the lot boundary in accordance with Table 2 – Site Requirements of LPS 9. The proposed storage shed is set back 460 metres from the nearest property boundary and is therefore compliant.

Further Comment

It should be noted that the merits of the retrospective development application have not been considered as part of this proposal and it should not be assumed that support for this component will be forthcoming. In the event the retrospective application is unable to be supported, the proposed storage shed would simply be used for general farming purposes to accommodate machinery.

Conclusion

In view of the above assessment, the officer is of the view that the proposed storage shed satisfies the relevant provision of LPS 9 and conditional support is recommended.

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

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

Focus Area	*Infrastructure and Development*
Objective	*3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner*
Outcome	*3.1 Development* *New and existing developments meet the Shire's Strategic Objectives and Outcomes*
Key Service Areas	*Building And Planning Permits*
Priorities	*N/A*

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Rule SECONDED: Councillor Johnson

That Council grant Development Approval for a proposed Storage Shed (irrigated horticulture) on Lot 502 Boonanarring Road, Boonanarring subject to the following conditions:

1. **The land use and development shall be in accordance with the approved plans (including any amendments marked in RED) and accompanying documentation unless otherwise conditioned by this approval;**

2. **This approval is for a storage shed only as indicated on the approved plans; and**

3. **The approved storage shed shall not be used for human habitation.**

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 two years, the approval shall lapse and have no further effect.

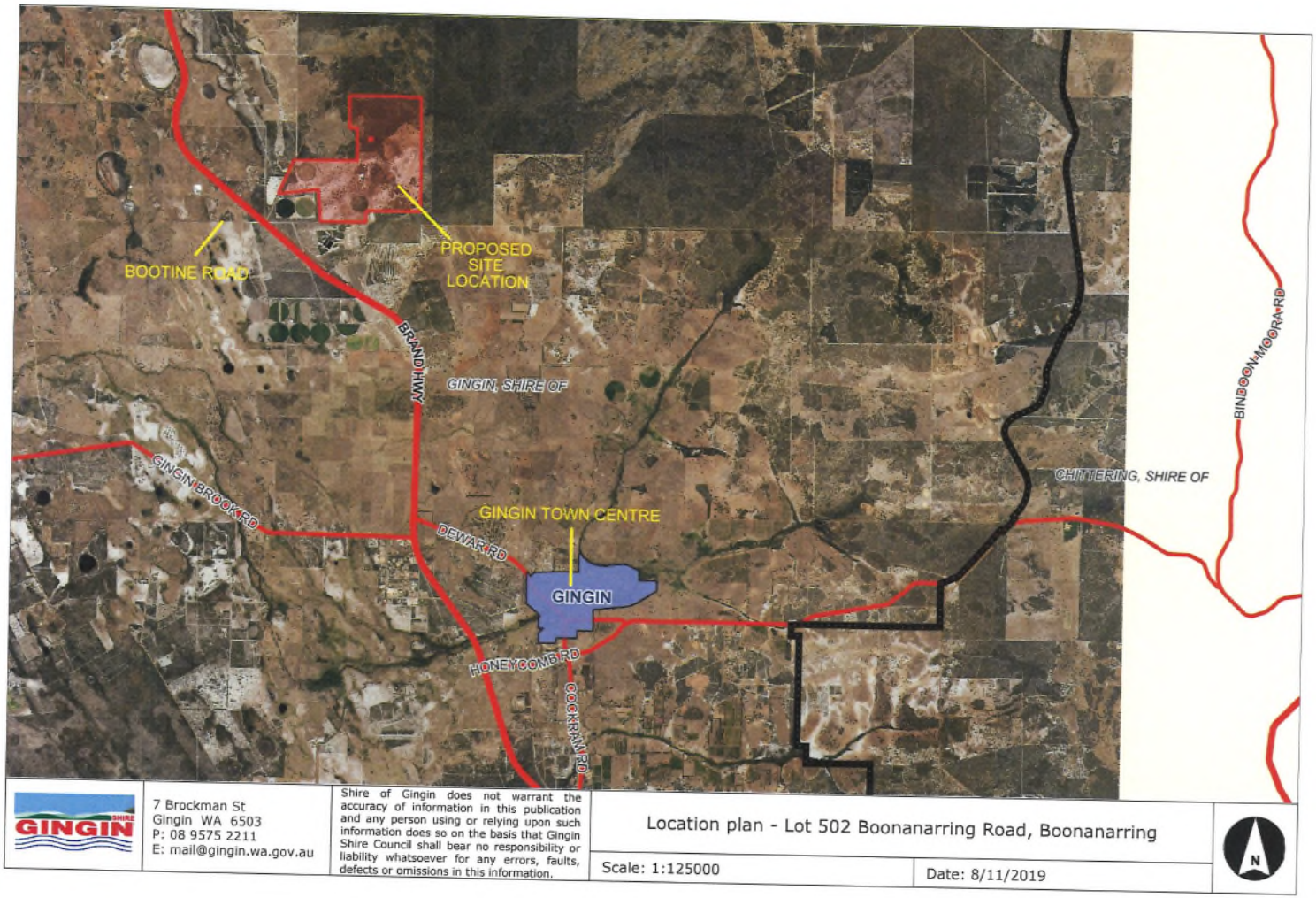
Note 3: Where an approval has so lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.

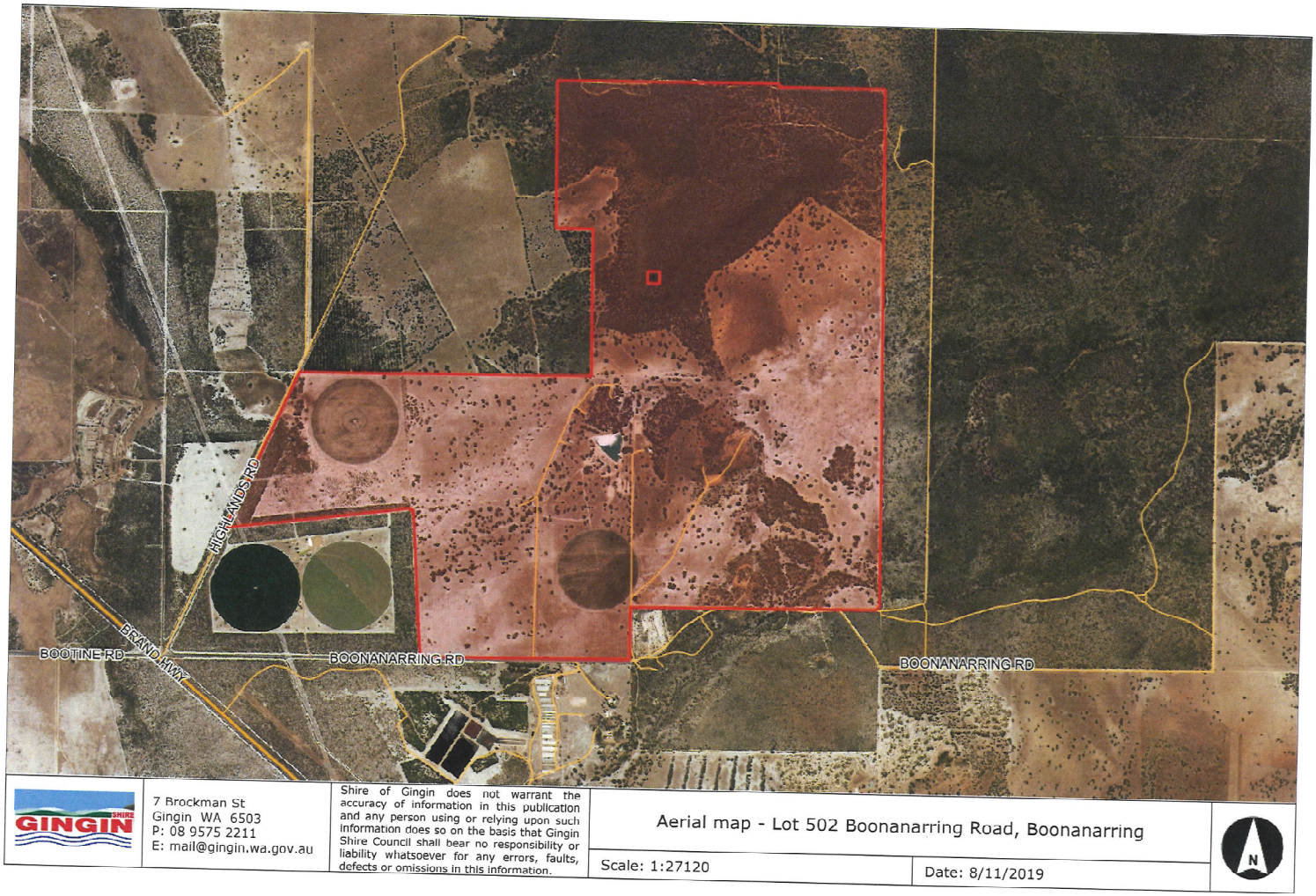
Note 4: It is recommended that cadastral lot boundaries be established by a suitably qualified land surveyor to ensure that all development is carried out within the subject allotment.

Note 5: Where any native vegetation clearing is proposed, it will be necessary to contact the Department of Water and Environmental Regulation (DWER) to obtain the necessary approvals.

CARRIED UNANIMOUSLY

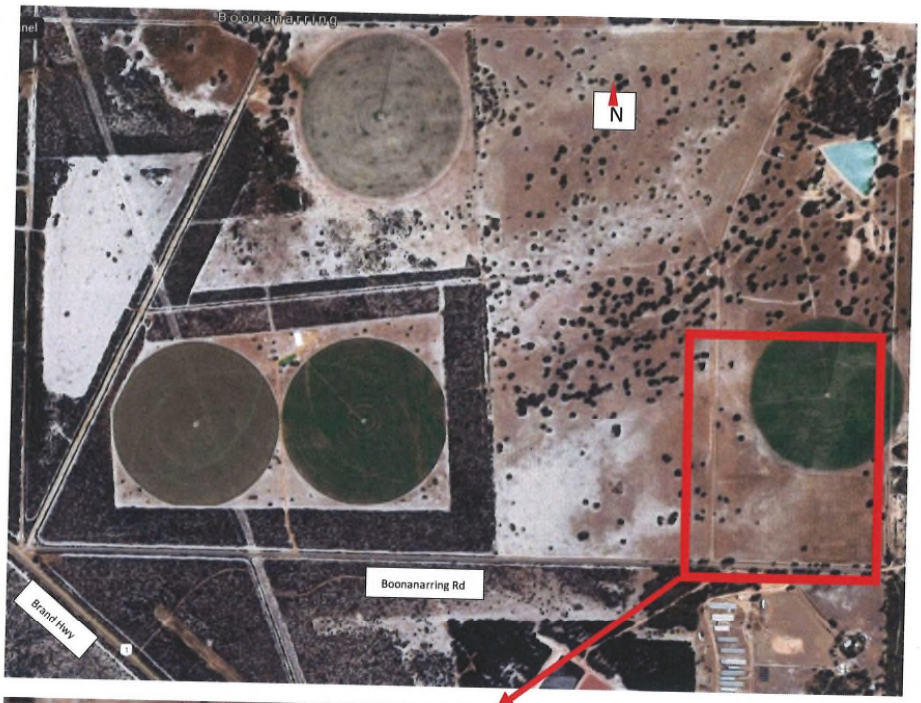
APPENDIX 1


BOOTINE ROAD
PROPOSED SITE LOCATION
BRAND HWY
GINGIN, SHIRE OF
GINGIN BROOK RD
GINGIN TOWN CENTRE
DEWAR RD
GINGIN
HONEYCOMB RD
COCKRAM RD
CHITTERING, SHIRE OF
BINDOON-MOORA RD
GINGIN
7 Brockman St
Gingin WA 6503
P: 08 9575 2211
E: mail@gingin.wa.gov.au
Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.
Location plan - Lot 502 Boonanarring Road, Boonanarring
Scale: 1:125000
Date: 8/11/2019
N


HIGHLANDS RD
BOOTINE RD
BRAND HWY
BOONANARRING RD
BOONANARRING RD
GINGIN
7 Brockman St
Gingin WA 6503
P: 08 9575 2211
E: mail@gingin.wa.gov.au
Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.
Aerial map - Lot 502 Boonanarring Road, Boonanarring
Scale: 1:27120
Date: 8/11/2019
N

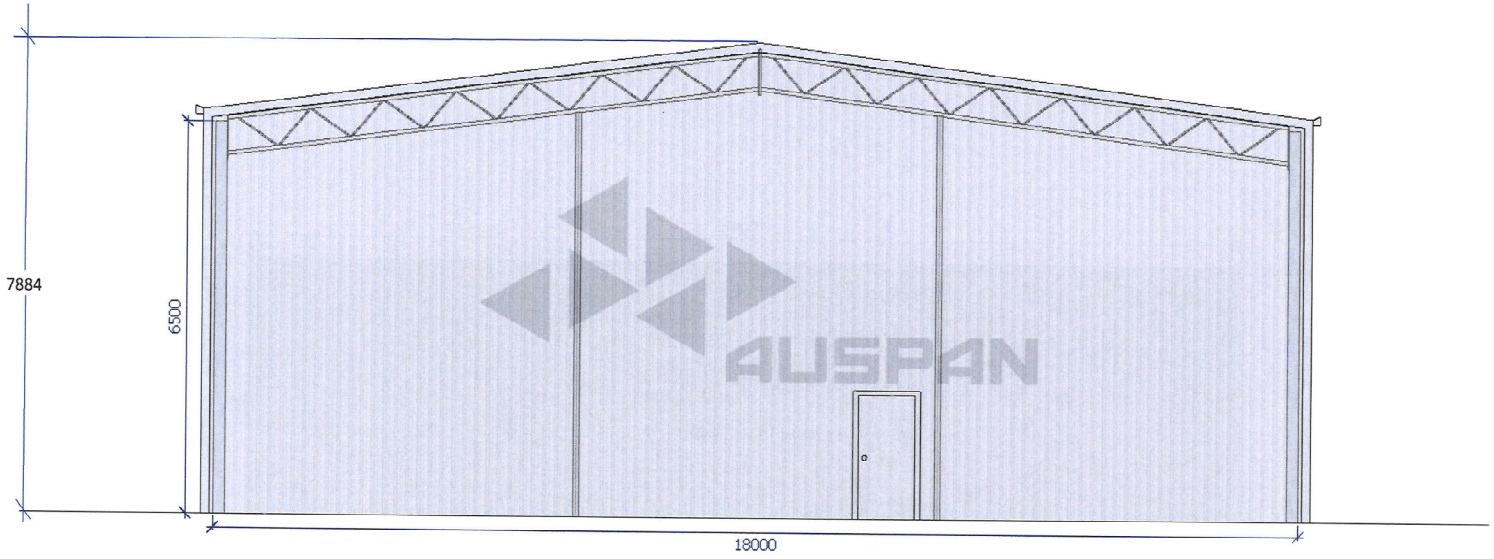
APPENDIX 2

205 Boonanarring Rd, Boonanarring – Site Map



Proposed Location for 48m x 18m Hay Shed.

Cladding – Zinclume, Trimdek



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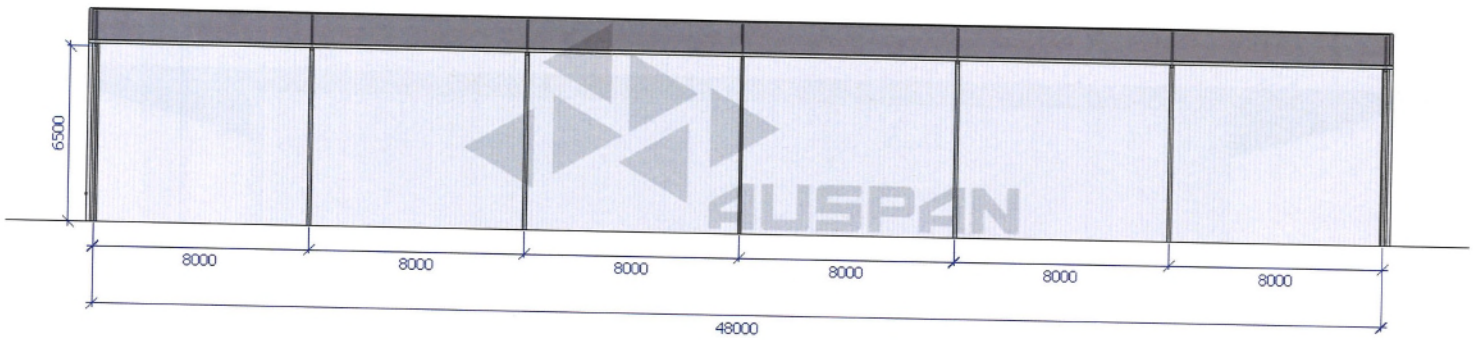
PROJECT NAME:	Fanjun Investments Pty Ltd
DATE:	24/07/2019
NUMBER:	4255
AREA:	GINGIN, WA, 6503
DRAWING NAME:	END DIMENSIONS

AUSPAN GROUP
P: 1300 271 220
F: 1300 271 330
W: WWW.AUSPANGROUP.COM.AU
A: P.O. BOX 21 / 23 CORBETT ST
GNOWANGERUP, W.A. 6335



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PROJECT NAME:	Fanjun Investments Pty Ltd
DATE:	24/07/2019
NUMBER:	4255
AREA:	GINGIN, WA, 6503
DRAWING NAME:	SIDE DIMENSIONS

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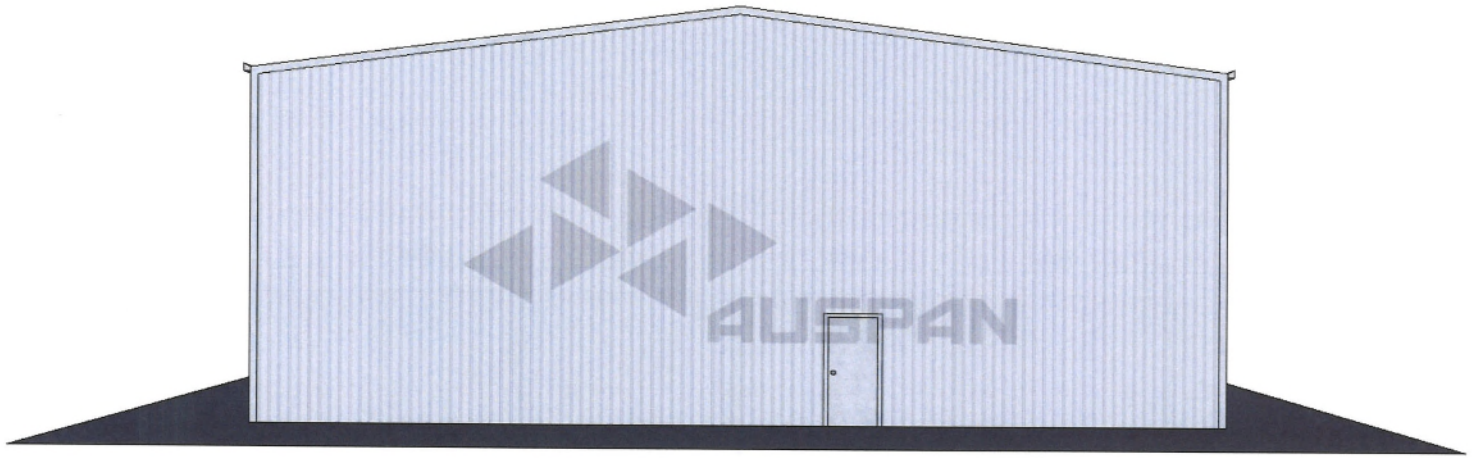

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PROJECT NAME:	Fanjun Investments Pty Ltd
DATE:	24/07/2019
NUMBER:	4255
AREA:	GINGIN, WA, 6503
DRAWING NAME:	ELEVATION 1

AUSPAN GROUP
P: 1300 271 220
F: 1300 271 330
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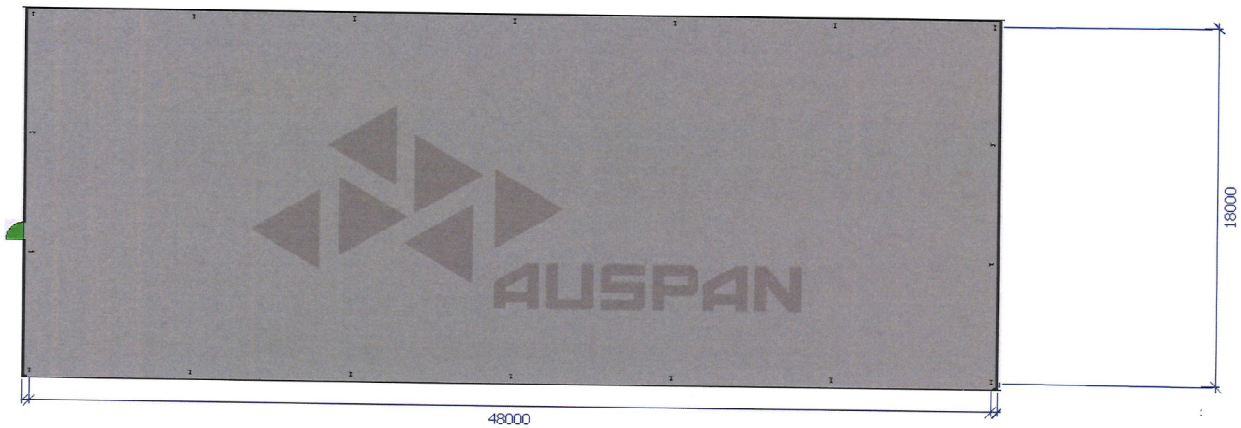

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PROJECT NAME:	Fanjun Investments Pty Ltd
DATE:	24/07/2019
NUMBER:	4255
AREA:	GINGIN, WA, 6503
DRAWING NAME:	FLOOR PLAN

AUSPAN GROUP
P: 1300 271 220
F: 1300 271 330
W: WWW.AUSPANGROUP.COM.AU
A: P.O. BOX 21 / 23 CORBETT ST
GNOWANGERUP, W.A. 6335

Letter of Undertaking

07/11/2019

Gingin Shire

Brockman St Gingin

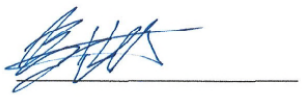
WA 6503

Dear Mr Bayliss and Gingin Shire,

This letter is to inform you that (Bosco Mai) "Fanjun investment PTY LTD" (ABN 806335888691) of 1 First Ave, Applecross, Perth WA 6153 is the new owner of 205 Boonanarring Rd Boonanarring.
I/ We fully agree to undertake the obligations required in regard to retrospective development approvals of the 2 unauthorized pivot irrigators, located on (205) Lot 201 Boonanarring Rd Boonanarring WA 6503.

Attached is a copy of the property map, title and water licence issued to the property in question.

Yours Sincerely



Bosco Mai

0405603940

mai04177@hotmail.com

11.3.4 ESTABLISHMENT OF WASTE MANAGEMENT ADVISORY COMMITTEE

File:	GOV/33
Reporting Officer:	Bob Kelly - Executive Manager Regulatory and Development Services
Report Date:	19 November 2019
Refer:	N/A
Appendices:	1. Terms of Reference

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider the establishment of a Waste Management Advisory Committee to have oversight and provide expert advice on waste management and recommendations to Council. This includes the ongoing development of the Waste Management Operational Plan and the Refuse Collection and Recycling Contracts.

BACKGROUND

In June 2018 the then Executive Manager Assets engaged Talis Consultants to prepare a waste management operational plan for the three licenced landfill sites within the Shire. Two of the sites (Seabird and Lancelin) are contracted to Anthony Pisconeri and the Gingin site contracted to Ms Helen Sampson. H & M Morris have the contract to push up all three landfill sites. Avon Waste are the contractors for the collection of domestic rubbish and recycling services.

The waste management operational plan has taken into consideration all of the above aspects and is presently in the final draft after considerable review of the document by officers of the Shire. The final document is due the end of November 2019.

The establishment of a Waste Management Advisory Committee within the Shire's administration and regulatory framework is paramount to the oversight of good governance and financial management of one of the key and core service provisions of local government. Waste management strategies implemented throughout the Shire of Gingin will need to be consistent with the States approach to zero waste and will provide the focus for the Waste Management Advisory Committee**.**

Objectives of the Committee:

- To advise Council on the strategic direction of waste management within the Shire of Gingin;
- To advise Council on legislative requirements that impact on environmental, planning and engineering issues of waste management operations and facilities; and
- To advise on consultation with relevant government and private stakeholders, service providers, and the community as appropriate.

The Committee will provide advice on strategic issues such as:

- Options for the management and operation of the Shire's waste landfill sites (whether to go to a tender process or manage internally);
- Environmental, planning and engineering resources for waste management operations and facilities;
- Review of the Waste Management Operational Plan detailing long-term planning and strategies including relocation of any facility and regeneration of the site;
- Green waste disposal and mulching;
- Financial and political waste management issues facing local government and the Shire;
- Implementation of future legislative requirements such as container deposit legislation and extended producer responsibility;
- New recycling programs and initiatives;
- Zero Waste Plans;
- Waste disposal options for the building and mining industry and the matter of illegal dumping;
- Innovation and initiatives in the relocation of landfill sites and the development of transfer stations; and
- Regional collaboration between adjoining local governments to develop a regional approach to the disposal of waste.

A draft Terms of Reference for the proposed Waste Management Advisory Committee is provided as **Appendix 1**.

STATUTORY ENVIRONMENT

Local Government Act 1995
Part 5 – Administration
Division 2 – Council meetings, committees and their meetings and electors' meetings
Subdivision 2 – Committees and their meetings

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

Focus Area	*Natural Environment*
Objective	*2 - To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management.*
Outcome	*2.1 Sustainable Resource Management* *The Shire practises sustainable resource management within its operations and supports the community to do the same.*
Key Service Areas	*Waste Services*
Priorities	*2.2.1 Maintain quality waste services that support the Western Australian Waste Strategy*

VOTING REQUIREMENTS – ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson SECONDED: Councillor Vis

That Council:

1. **Establish a Waste Management Advisory Committee to have oversight of, and provide expert advice on, waste management and ongoing development of the Shire's Waste Management Operational Plan and the Refuse Collection and Recycling Contracts in accordance with the Terms of Reference provided at Appendix 1; and**

2. **Appoint the following Councillors as members of the Waste Management Advisory Committee for a term ending at the 2021 local government elections:**

Members		Deputy Members	
1.	**Councillor Johnson**	**1.**	**Councillor Vis**
2.	**Councillor Morton**	**2.**	**Councillor Balcombe**
3.	**Councillor Rule**	**3.**	**Councillor Lobb**

CARRIED BY ABSOLUTE MAJORITY
8-0

APPENDIX 1

TERMS OF REFERENCE

WASTE MANAGEMENT ADVISORY COMMITTEE
November 2019

Name:	Waste Management Advisory Committee
Role/Purpose:	To have oversight and provide expert advice on waste management and recommendations to Council. This includes the ongoing development of the Waste Management Operational Plan and the Refuse Collection and Recycling Contract.
Aims & Functions:	1. To advise Council on the strategic direction of waste management within the Shire of Gingin. 2. To advise Council on legislative requirements that impact on environmental, planning and engineering issues of waste management operations and facilities. 3. To advise on consultation with relevant government and private stakeholders, service providers, and the community as appropriate.
Membership:	1. The committee shall consist of the following representation: • Three Shire Councillors with one being the Chairperson. 2. The CEO and employees are not members of the committee. 3. The CEO or his/her nominee, Executive Manager Regulatory and Development Services, , Executive Manager Operations, Manager Health Services (Principal Environmental Health Officer) and Executive Manager Corporate and Community Services are to attend all meetings to provide technical advice and guidance to the committee. 4. A nominated proxy member may attend in place of the endorsed representative member. 5. Membership shall be for a period of up to two years terminating on the day of the next ordinary Council elections, with retiring members eligible to re-nominate. 6. Committee membership shall be appointed or removed by the Council. 7. Members must comply with the Shire's Code of Conduct. 8. The Committee has authority to second individuals from outside of the committee, on a voluntary basis, for their expert advice.

11/42018

Operating procedures:	1. Presiding Member: a) The members of a committee are to elect a presiding member from amongst themselves at the first meeting of the committee and at each subsequent first meeting following an ordinary local government election in accordance with the *Local Government Act 1995*, Schedule 2.3, Division 1. b) Following the election of a Presiding Member, the members of the Committee may also elect a Deputy Presiding Member. c) The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected. d) The Presiding Member will preside at all meetings. e) In the absence of the Presiding Member, the Deputy Presiding Member (if one has been elected by the Committee) will assume the chair. f) In the absence of both the Presiding Member and the Deputy Presiding Member, or if a Deputy Presiding Member has not been elected, then a person is to be elected by the Committee members present to assume the Chair for that meeting. g) The Presiding Member is responsible for the proper conduct of the committee. 2. Meetings: a) Meetings shall be held not more frequently than every 2 months, unless a special meeting of the Committee is called by specific resolution of the Committee for the specified purpose(s). b) Additional meetings can be scheduled by a written request of the Presiding Member to the Chief Executive Officer, or by a decision of the Council or the Committee. c) A Notice of Meeting, including an agenda, will be circulated to the committee members (including deputy delegates) at least 72 hours prior to each meeting where possible. d) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall provide the Committee members (including deputy members) with a copy of such minutes. e) All committee meetings will be conducted in accordance with the Shire of Gingin Meeting Procedures Local Law 2014.

11/42018

	3. Quorum: The quorum for a meeting shall be at least 50% of the number of endorsed members. 4. Reporting: a) The Minutes of every Committee meeting will be circulated for the information of all Councillors. b) Any Committee resolution requiring action on the part of the Council or requiring a Council commitment will be listed as a separate report on the Agenda for the next ordinary Council meeting.
Appointing legislation:	The Committee is established pursuant to Section 5.8 of the Local Government Act 1995.
Delegated Authority:	The Committee has no delegated power and has no authority to implement its recommendations without approval of Council.

Version	Decision Reference	Synopsis

11/42018

11.3.5 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED OUTBUILDING ON RESERVE 27949 LOT 232 WEDGE STREET, GUILDERTON

File:	BLD/3778
Applicant:	Allweather Patios
Location:	Lot 232 Wedge Street, Guilderton (R27949)
Owner:	Crown – Vested to Shire of Gingin – Leased to Guilderton Men's Shed
Zoning:	Reserve – Parks and Recreation
WAPC No:	N/A
Author:	Matthew Tallon – Statutory Planning Officer
Reporting Officer:	Bob Kelly – Executive Manager Regulatory and Development Services
Report Date:	19 November 2019
Refer:	N/A
Appendices	1. Location Plan and Applicant's Proposal 2. DPLH endorsement of extension to lease

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider a development application for an outbuilding (storage shed) on the area leased to the Guilderton Men's Shed (the Men's Shed) on Lot 232 Reserve 27949 Wedge Street, Guilderton.

BACKGROUND

The Men's Shed has a lease arrangement with the Shire of Gingin for a portion of Reserve 27949 allowing the organisation to undertake their community based work within the Guilderton town site. The lease has recently been amended, allocating additional land to accommodate the proposed development.

The area leased to the Men's Shed (Lease No. 69) contains two separate workshops (metal and woodwork), a small storage shed, an office, kitchen and ablutions. Within the same development site is the Guilderton Volunteer Fire Brigade fire station. While the site plan identifies the lease area, proposed shed and existing fire shed there is no reference to the existing structures on the Men's Shed lease area.

Other community uses within the reserve include the Guilderton Tennis Club, Country Club, Golf Club and Skate Park.

A copy of the Location Plan, Site Plan and lease area is attached as **Appendix 1**.

COMMENT

As noted above, the terms of the lease between the Shire and the Men's Shed have been adjusted to provide the organisation with more land to develop and use as part of their daily operations within the community.

As the Reserve is Crown land and vested with the Shire of Gingin, the Minister for Lands' consent was required (and accordingly received) to amend the lease arrangement as noted above.

Correspondence from the Department of Planning, Lands and Heritage confirming the Minister's support for the lease variation is attached as **Appendix 2.**

Community Consultation

The development of reserve land does not require public consultation under Local Planning Scheme No. 9 (LPS 9). However, comments have been provided from the Shire of Gingin Community Emergency Services Manager given the proximity of the proposed shed to the Guilderton Volunteer Fire Brigade, , the comment received is as follows:

As previously discussed, the only thing that needs to be kept in mind from my point of view is that the two access points to the Fire shed do not get compromised in any way at any time and the access to the stand pipe at the front of the lot is not restricted. The area of the proposed extension used to be the car parking area for anyone using the existing Men's Shed and the fire shed. This will no longer be available and it is my concern that the parking will begin to hinder access.

The above comment has been noted and addressed accordingly with a recommended condition relating to vehicle parking.

PLANNING FRAMEWORK

Local Planning Scheme No. 9 (LPS 9)

The subject lot is zoned Local Reserve – Parks and Recreation.

2.5 Use and Development of Local Reserves

2.5.1. A person must not —
a) use a Local Reserve; or
b) commence or carry out development on a Local Reserve, without first having obtained development approval under Part 7 of the deemed provisions.

2.5.2. In determining an application for development 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.

2.5.3. In the case of land reserved for the purposes of a public authority, the local government is to consult with that authority before determining an application for development approval.

The appropriate land use for the proposal is *Community Purpose* which means *premises used by a legally constituted club or association or other body of persons united by a common interest.*

In assessing the application, due regard is to be given to clause 67 of the Deemed Provisions and the purpose of the Reserve as per clause 2.5.2 of LPS 9 as listed above. LPS 9 does not prescribe any objectives for the Parks and Recreation reserve, therefore it is appropriate to apply the objectives prescribed to the reserve type in the model provisions (*Planning and Development (Local Planning Schemes) Regulations 2015)*. The objectives of the Parks and Recreation (*Recreational* as listed in the model provisions) reserve are as follows:

- *Public Purposes which specifically provide for a range of public recreational facilities.*

The development of facilities related to a community recreation group is deemed appropriate within the reserve.

The following matters listed under clause 67 of the Deemed Provisions are considered relevant to the proposal and have been addressed with officer comments accordingly below:

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

Officer comment:

The Guilderton Men's Shed has leased part Reserve 27949 from the Shire for a number of years. The objective of the reserve as interpreted within the model provisions is reflective of this proposal.

f) any policy of the State.

Officer comment:

State Planning Policy 3.7 – Planning for Development in Bushfire Prone Areas

The development site is indicated as being within a bushfire prone area on the Department of Fire and Emergency Services (DFES) online mapping.

j) 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;

Officer comment:

As noted above, the objective of the reserve is not listed in LPS 9, however under the interpretation of the model provisions the use of the reserve for a community purpose is considered to be consistent with the objectives of the zone.

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;

Officer comment:

The development as proposed is additional to an existing arrangement of community related 'sheds' with a volunteer fire shed, and two Men's Shed workshops (woodwork and metal). The proposed additional shed does increase the bulk and scale of the site, however it does not propose any amenity impacts to adjoining properties other than the fire shed on a separate lease. The volunteer fire brigade has provided comments on the proposal, noting no objection subject to there being no interference with access and egress to the fire shed.

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;

Officer comment:

The development does not propose any clearing of land and the development site is not within a conservation category area. The reserve is directly opposite residential development and the the Men's Shed operates in a manner that requires compliance with the *Environmental (Noise) Protection Regulations 1997.* The proposal is for a storage shed so any increase in productivity is not foreseen; however it will be noted in the advice notes of the approval that compliance in relation to noise is required.

The character of the locality is maintained given the existing arrangement of public purpose sheds on the reserve across the two leases (the site is reserved in a manner that anticipates this type of development).

The Men's Shed is a beneficial community organisation that enhances the social productivity of the locality.

r) the suitability of the land for the development taking into account the possible risk of human health or safety;

Officer comment:

As previously noted with reference to State Planning Policy 3.7, there is no practical reason to request a BAL assessment for a storage shed.

s) the adequacy of –
i. the proposed means of access and egress from the site; and
ii. arrangements for the loading, unloading, manoeuvring and parking of vehicles.

Officer comment:

The site is serviced from an existing access and the manoeuvrability of vehicles is sufficient within the rear of the lease area.

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;

Officer comment:

The application does not detail any increase in the operating capacity of the Men's Shed, however it is noted that there is a reduction in space available for car parking and vehicle manoeuvrability.

v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;

Officer comment:

The proposal seeks to increase the capacity of a community based organisation. There is no loss of any community service foreseen under this proposal.

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 and does not increase the bushfire threat, there is no practicable reason to require a BAL Assessment. It should also be noted that the proposed shed is considered to be a class 9b building under the National Construction Code 2019 (NCC 2019) which does not require a BAL Assessment to be lodged at the building permit stage.

COMMENT

Considering the existing arrangement of land uses and structures, the development as a whole is considered appropriate if appropriate conditions are imposed. The proposal is also consistent with Council's previous decision to extend the lease with the endorsement of the Minister for Lands.

STATUTORY ENVIRONMENT

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

Local Planning Scheme No. 9

State Planning Policy 3.7 – Planning for development in Bushfire Prone Areas.

Land Administration Act 1997
Part 2 – General administration
Division 3 – General
Section 18 – Crown land transactions that need Minister's approval

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

Focus Area	*Infrastructure and Development*
Objective	*3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner*
Outcome	*3.1 Development* *New and existing developments meet the Shire's Strategic Objectives and Outcomes*
Key Service Areas	*Building And Planning Permits*
Priorities	*N/A*

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Balcombe SECONDED: Councillor Rule

That Council grant Development Approval for a proposed Storage Shed on Lot 232 (Reserve 27949) Wedge Street, Guilderton (Lease No. 69) 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. **This approval is for a Storage Shed use only as indicated on the approved plans;**

3. **Landscaping is to be established and maintained to the satisfaction of the Shire of Gingin;**

4. **Stormwater from all roofed and paved areas shall be collected and contained onsite to the satisfaction of the Shire of Gingin;**

5. All vehicle parking must be contained wholly within the area leased to Men's Shed as illustrated on Shire Lease No. 69 and to the satisfaction of the Shire of Gingin;

6. The existing crossover that services the Men's Shed lease shall be designed and upgraded to the satisfaction of the Shire of Gingin prior to the use of the development; and

7. The Storage Shed shall be of a colour that is consistent with the existing built form and 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;

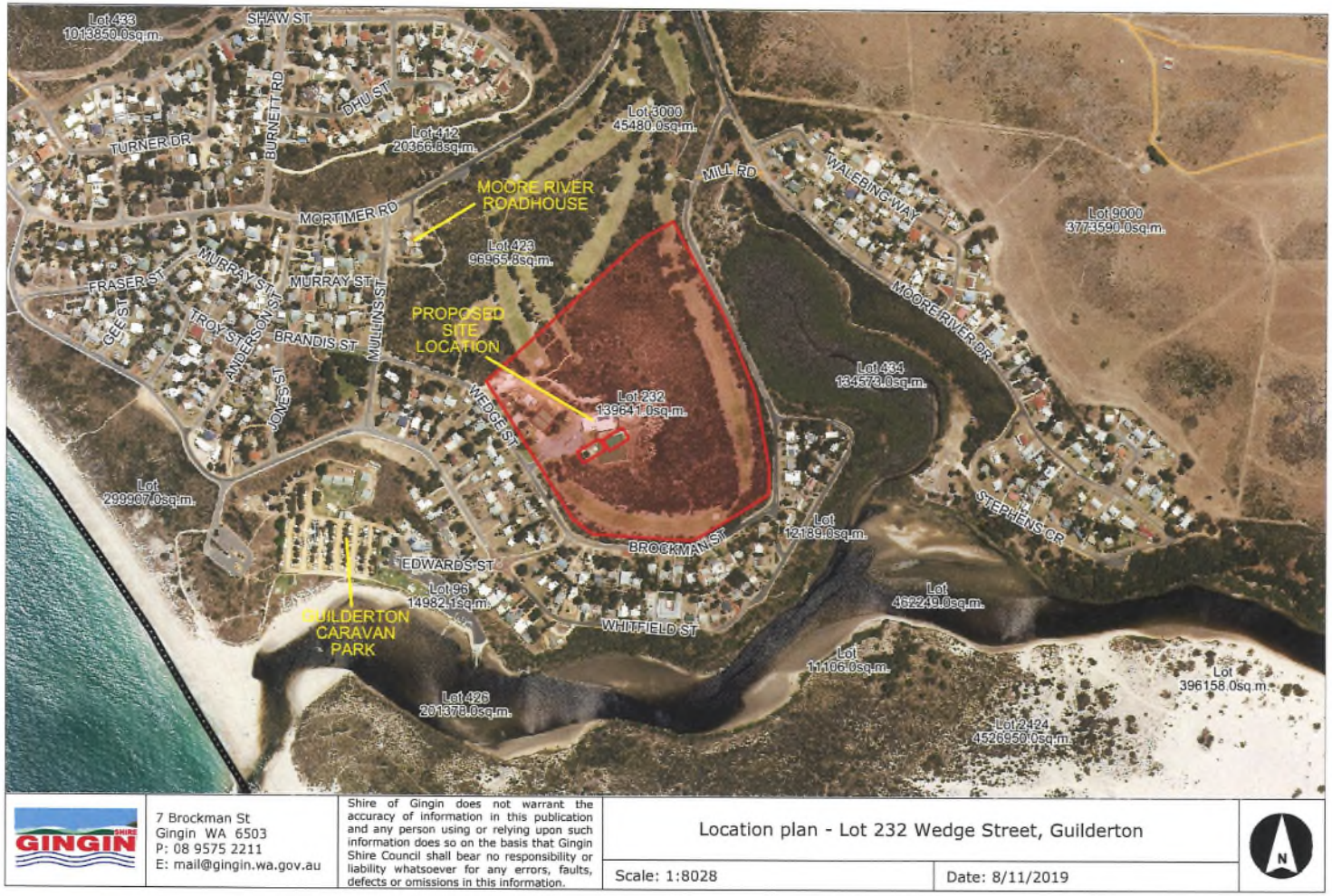
Note 4: Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Health Act 1911*, which are to be approved by the Shire of Gingin;

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; and

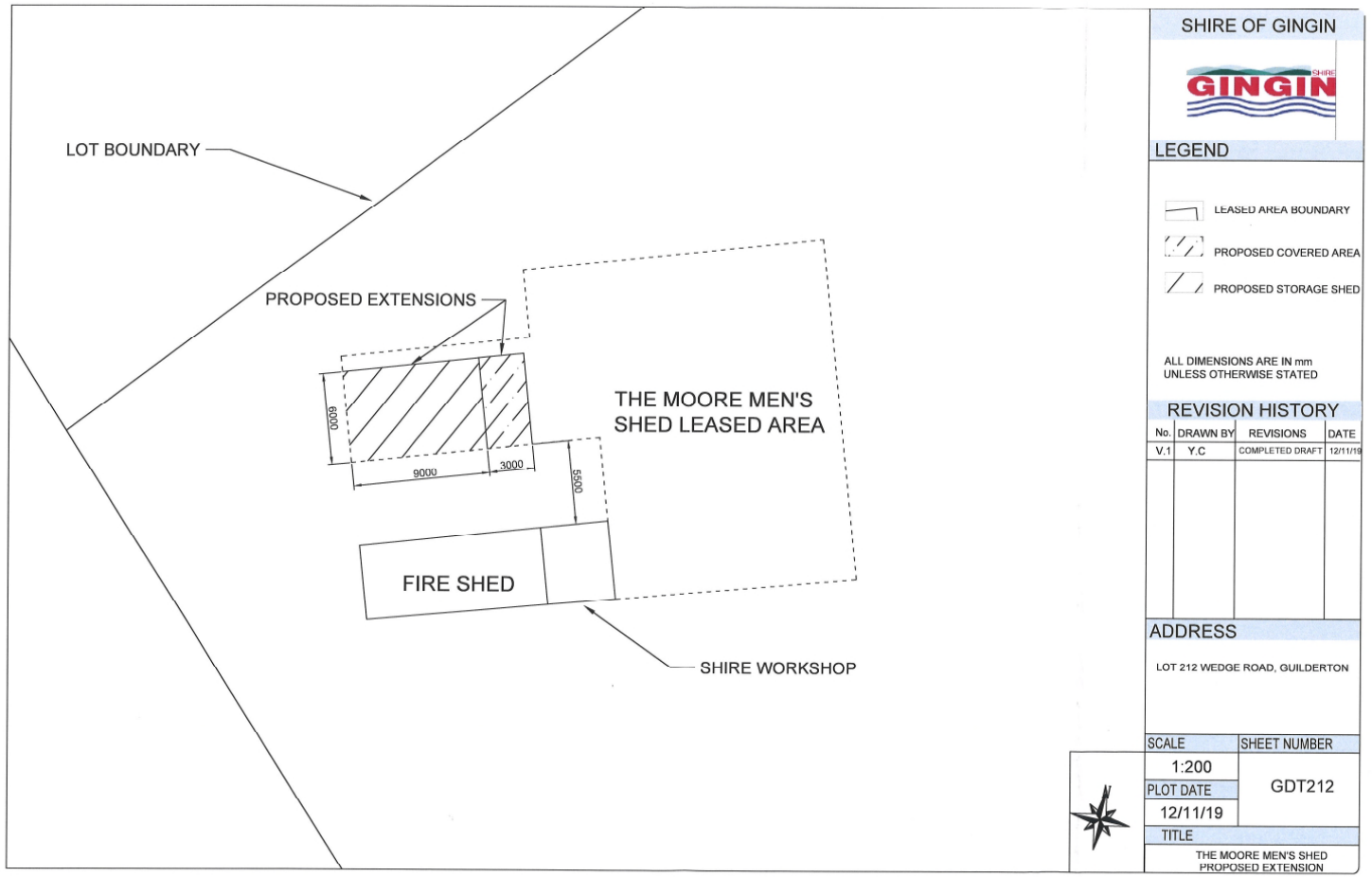
Note 6: The applicant/landowner is advised to refer to the requirements of the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.*

CARRIED UNANIMOUSLY

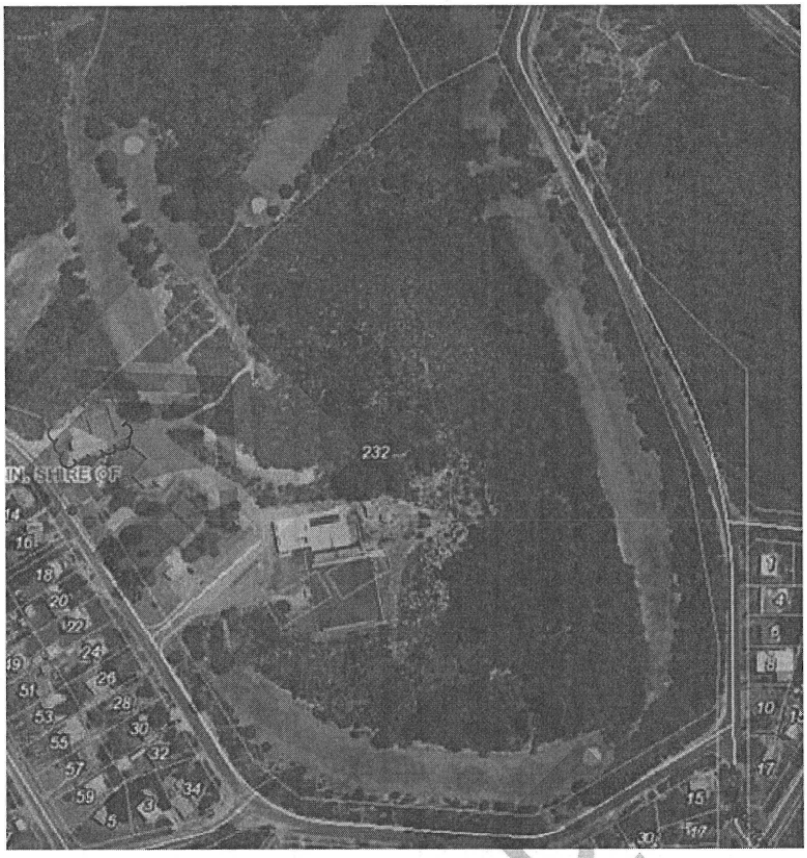
APPENDIX 1

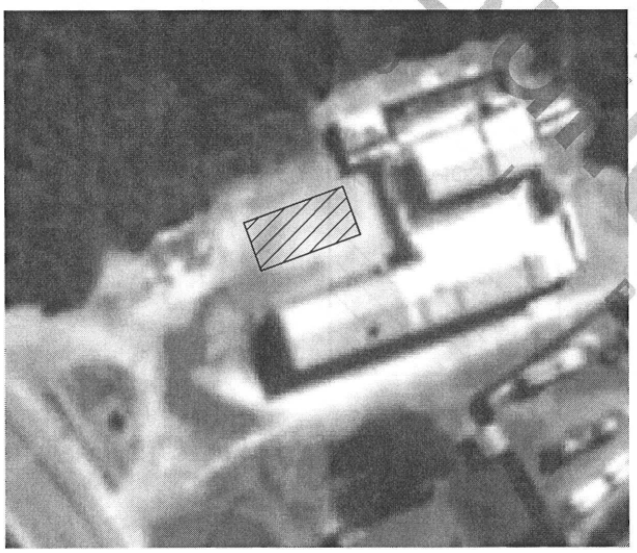

Lot 423
1013850.0sq.m.
SHAW ST
BURNETT RD
DHU ST
TURNER DR
Lot 412
20366.8sq.m.
Lot 3000
45480.0sq.m.
MILL RD
WALERING WAY
MOORE RIVER
ROADHOUSE
MORTIMER RD
Lot 423
96965.8sq.m.
Lot 9000
3773590.0sq.m.
FRASER ST
MURRAY ST
MURRAY ST
GEE ST
TROY ST
ANDERSON ST
BRANDIS ST
MULLINS ST
PROPOSED
SITE
LOCATION
MOORE RIVER DR
Lot 434
134573.0sq.m.
JONES ST
WEDGE ST
Lot 232
139641.0sq.m.
Lot
299907.0sq.m.
STEPHENS CR
Lot
12139.0sq.m.
BROCKMAN ST
EDWARDS ST
Lot 96
14982.1sq.m.
Lot
462249.0sq.m.
GUILDERTON
CARAVAN
PARK
WHITFIELD ST
Lot
11106.0sq.m.
Lot
396158.0sq.m.
Lot 426
201378.0sq.m.
Lot 2424
4526950.0sq.m.
GINGIN
7 Brockman St
Gingin WA 6503
P: 08 9575 2211
E: mail@gingin.wa.gov.au
Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.
Location plan - Lot 232 Wedge Street, Guilderton
Scale: 1:8028
Date: 8/11/2019
N

MORTIMER RD
MULLINS ST
Lot 206
2599.9sq.m.
Lot 3000
45436.0sq.m.
Lot 423
96965.8sq.m.
WALEBING WAY
Lot 9000
3773590.0sq.m.
MOORE RIVER DR
WOOLAMARRA RD
GUILDERTON RD
Lot 434
134573.0sq.m.
Lot 232
139641.0sq.m.
WEDGE ST
SILVER CREEK RD
STEPHENS CR
Lot 2
5145.5sq.m.
GORDON ST
Lot
12189.0sq.m.
Lot
462249.0sq.m.
DEWAR ST
EDWARDS ST
BROCKMAN ST
EDWARDS ST
GINGIN
7 Brockman St
Gingin WA 6503
P: 08 9575 2211
E: mail@gingin.wa.gov.au
Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.
Aerial map - Lot 232 Wedge Street, Guilderton
Scale: 1:4000
Date: 8/11/2019
N


LOT BOUNDARY
PROPOSED EXTENSIONS
THE MOORE MEN'S
SHED LEASED AREA
6000
9000
3000
5500
FIRE SHED
SHIRE WORKSHOP
SHIRE OF GINGIN
GINGIN
LEGEND
LEASED AREA BOUNDARY
PROPOSED COVERED AREA
PROPOSED STORAGE SHED
ALL DIMENSIONS ARE IN mm
UNLESS OTHERWISE STATED
REVISION HISTORY
No. DRAWN BY REVISIONS DATE
V.1 Y.C COMPLETED DRAFT 12/11/19
ADDRESS
LOT 212 WEDGE ROAD, GUILDERTON
SCALE
1:200
SHEET NUMBER
GDT212
PLOT DATE
12/11/19
TITLE
THE MOORE MEN'S SHED
PROPOSED EXTENSION

This document forms part of section 3 of certificate190104





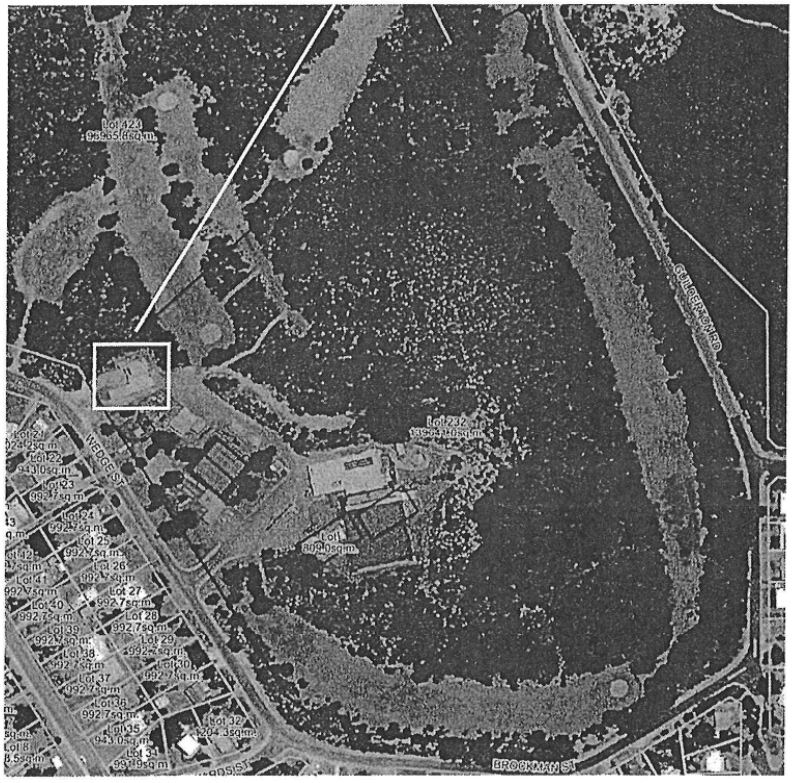
lot 212 WEDGE ROAD GUILDERTON : LOCATION AND SITE PLAN 1 : NTS

24/10/2019 Page 1 of 75

Amended ***Plan of Premises***

Area: 505.7 square metres (as outline in blue)

This Amended *Plan of Premises* is subject to the building structure being approved once finalised plans have been submitted.



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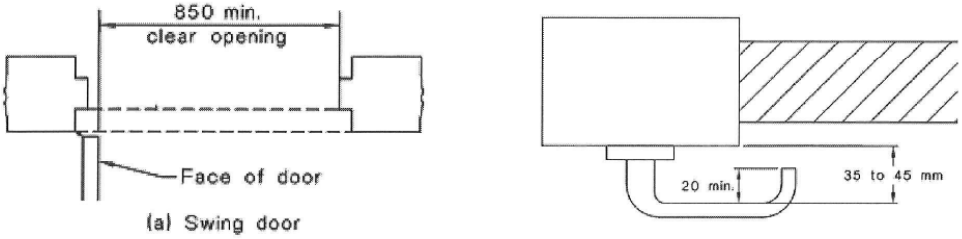
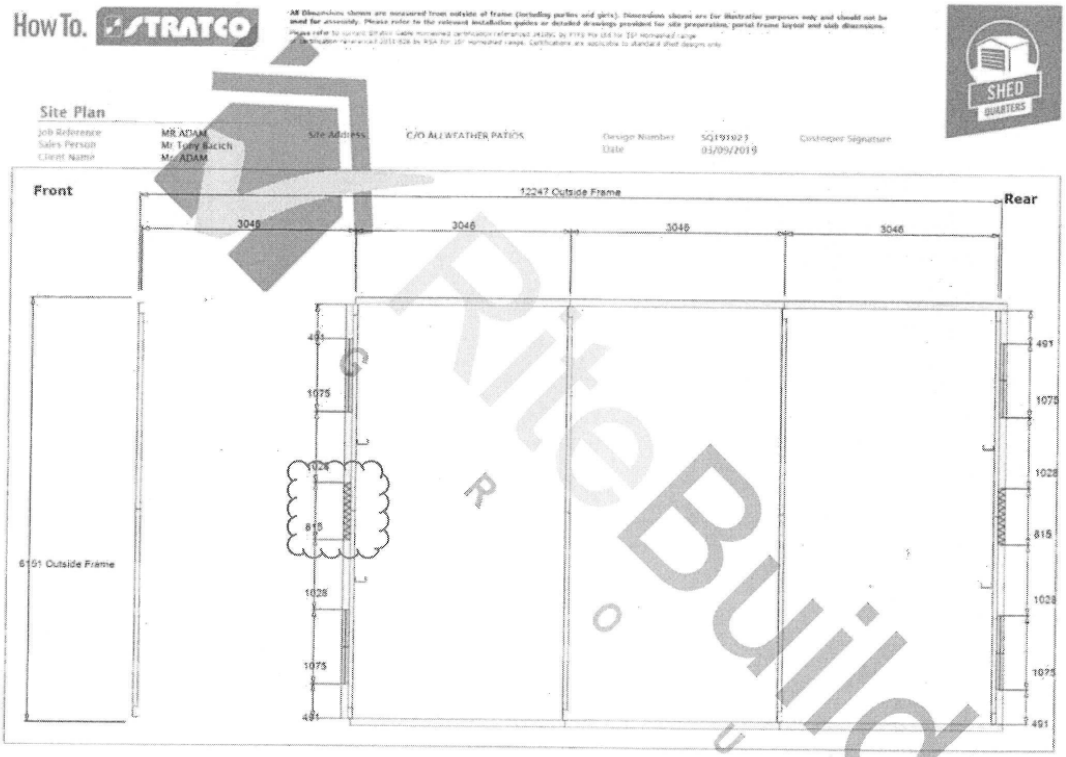


DOOR CLEARANCE AND HANDLE REQUIREMENTS



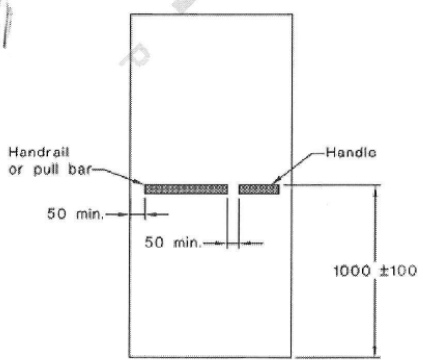
NOTES

THE MAIN ENTRANCE DOOR IS TO BE WIDENED TO 920 DOOR SET WITH 850 CLEAR WIDTH FROM FACE OF DOOR TO FIRST FACE OF FRAME.

THE PAVING TO THE UNDERCOVER SHOULD SLOPE AWAY FROM THE SHED BUT NO MORE THAN A 1 IN 20 GRADIENT WITH AN EVEN LANDING A MINIMUM OF 1500 x 1500 AT THE MAIN ENTRANCE DOORWAY. THE DOOR THRESHOLD SHOULD BE NOT MORE THAN 3mm ABOVE THE LANDING AT THE DOOR

THE MAIN ENTRANCE DOORWAY REQUIRES A "D" HANDLE FOR OPENING AND CLOSING AND A "SNIB" TYPE LOCK FOR LOCKING. BOTH TO BE AT A HEIGHT BETWEEN 1000 and 1100mm FROM FFL

THE ENTRANCE DOOR AND FRAME ARE REQUIRED TO BE A CLEARLY DIFFERENTCOLOUR FROM THE SURROUNDING WALL



DOOR HARDWARE AND SWITCH HEIGHT REQUIREMENTS

RiteBuild

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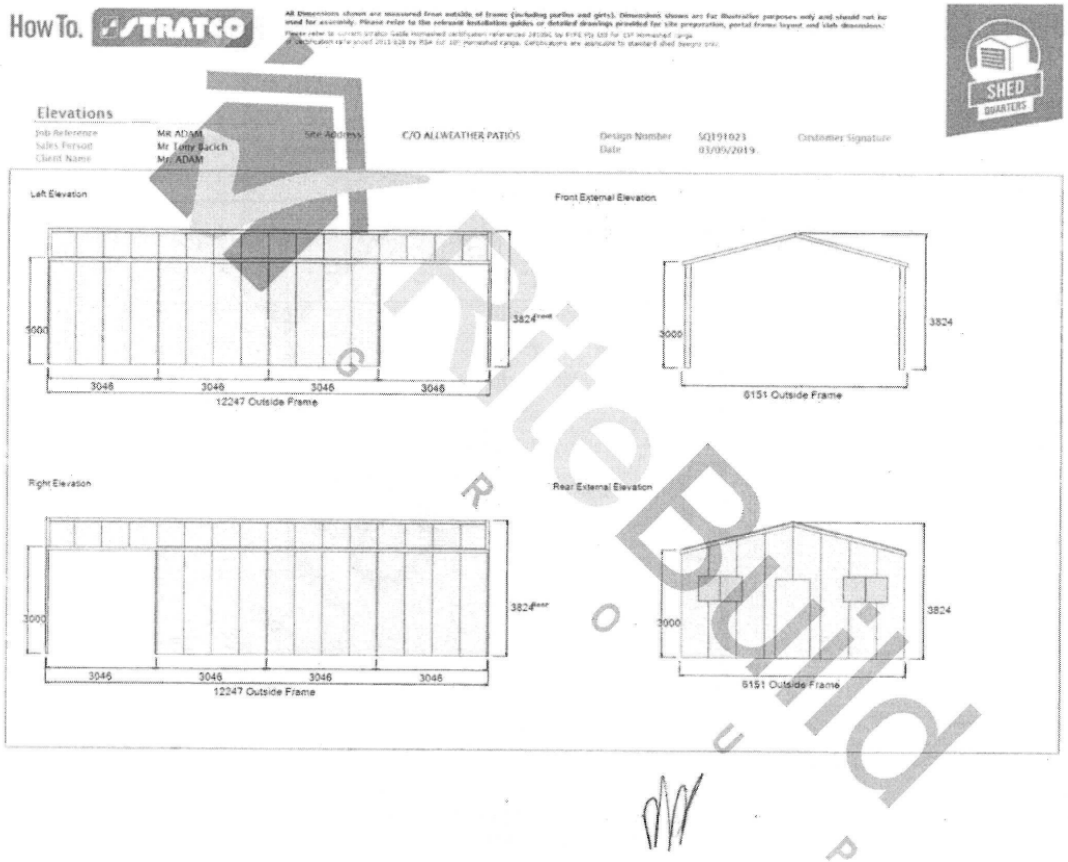

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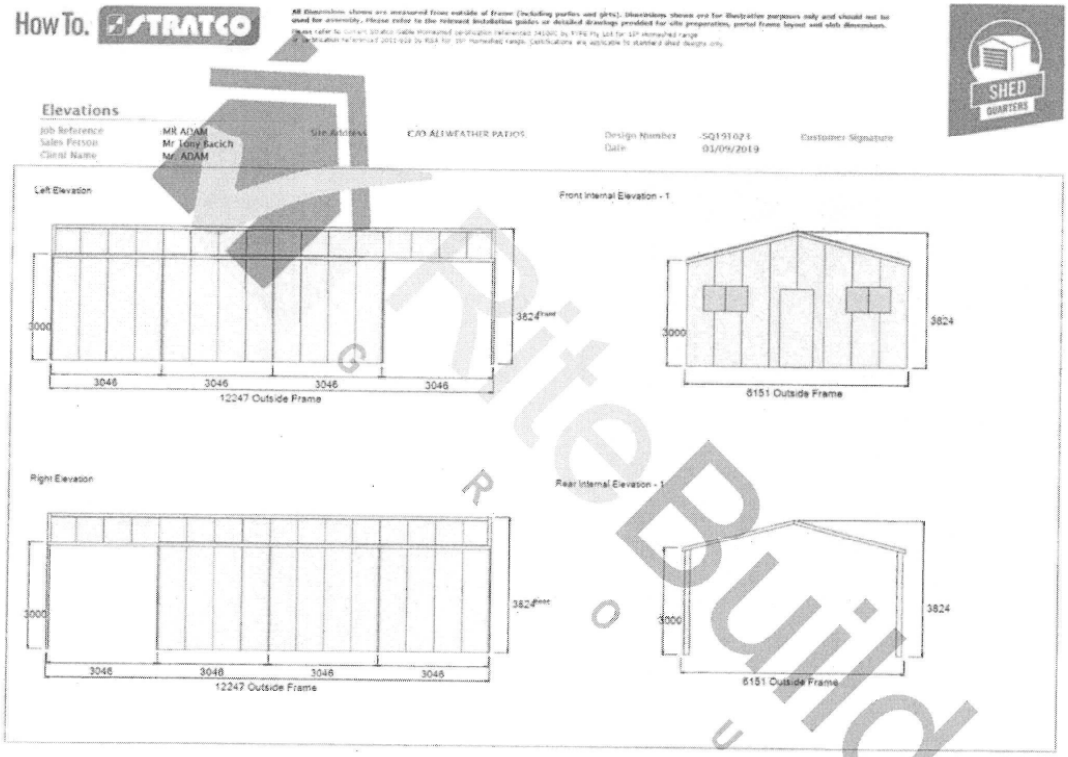
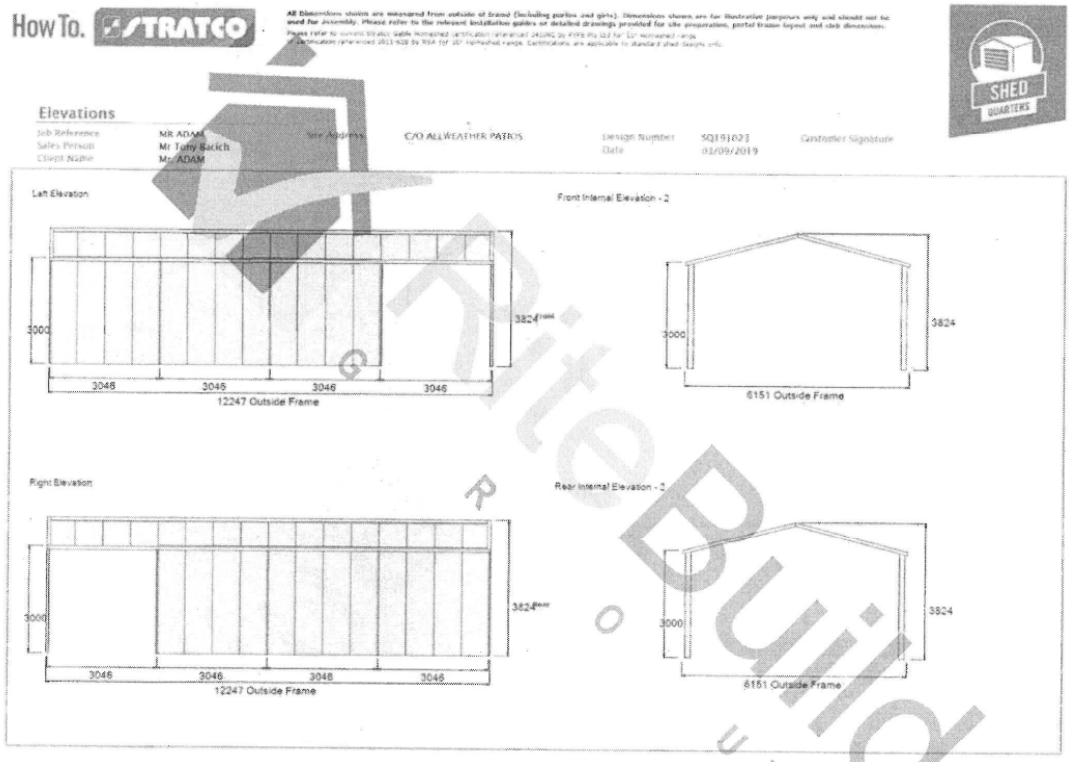


RiteBuild

This document forms part of section 3 of certificate190104



RiteBuild

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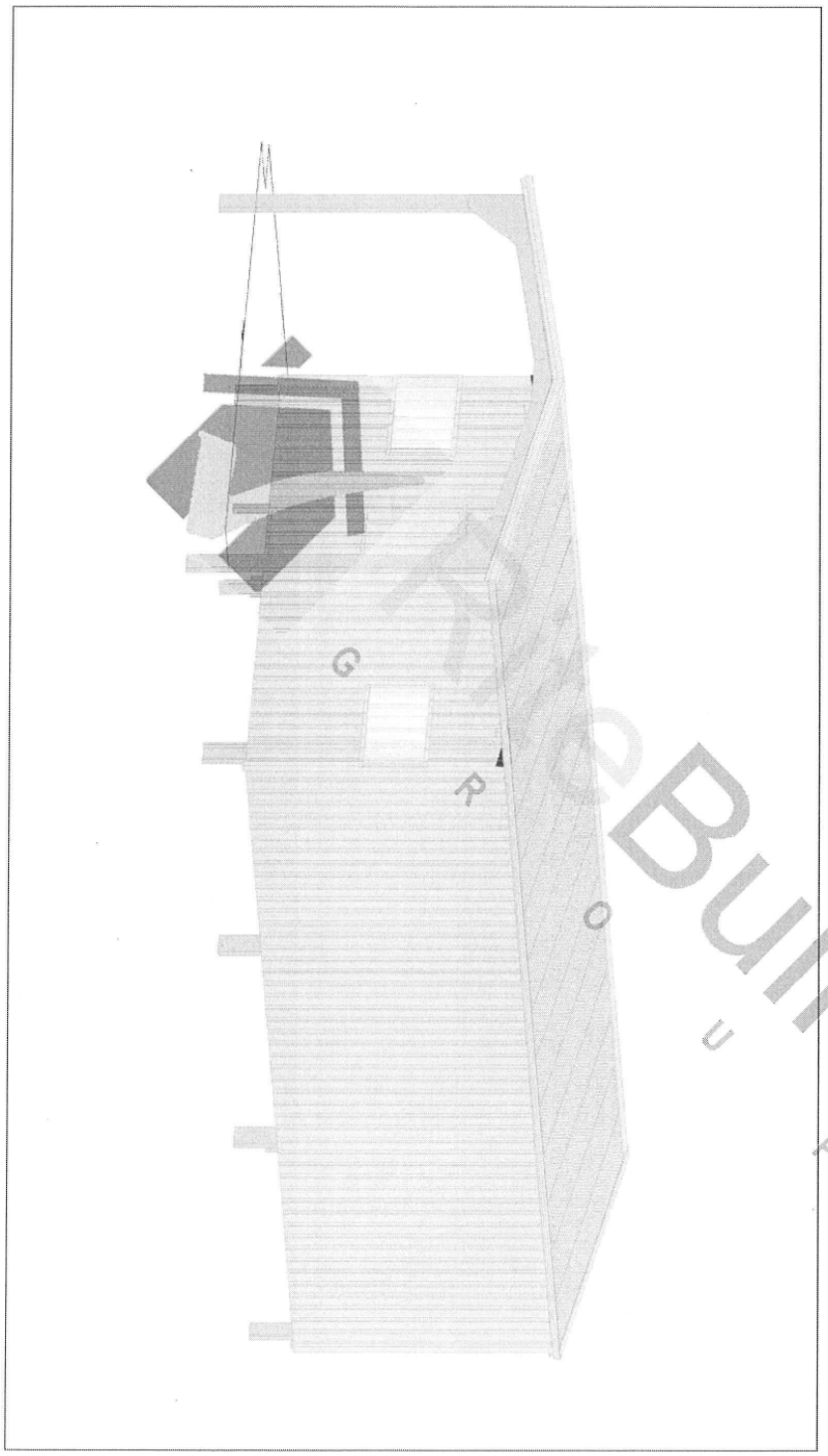

How To. STRATCO

Front/Right Isometric View

Job Reference		Site Address	
Sales Person	MR ADAM		C/O ALLWEATHER PATIOS
Client Name	Mr Tony Bacich		
	Mr. ADAM	Design Number	SQ191023
		Date	03/09/2019

Customer Signature

SHED QUARTERS

FreeBuild

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APPENDIX 2

GOVERNMENT OF WESTERN AUSTRALIA

Department of **Planning, Lands and Heritage**

Land Use Management

Our ref: 01100-1964 Job: 1901665
Enquiries: Travis Adams
Tel: 6552 4480 Fax: 6552 4417
Email: travis.adams@dplh.wa.gov.au

29 July 2019

Shire of Gingin
PO Box 510
GINGIN WA 6503

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

Dear Cher

SECTION 18 MINISTERS CONSENT FOR VARIATION TO LEASE OVER PORTION RESERVE 27949 COMPRISING PART LOT 232 ON DEPOSITED PLAN 209323, BETWEEN SHIRE OF GINGIN (LESSOR) AND MOORE MEN'S SHED INC (LESSEE).

Thank you for your email dated 24 July 2019 regarding consent to proposed Variation to Lease over portion of Reserve 27949 which is set aside for the purpose of "Recreation" and managed by the Shire of Gingin with power to lease for any term not exceeding 21 years subject to the consent of the Minister for Lands.

In accordance with section 18 of the *Land Administration Act 1997* (LAA) approval from the Minister for Lands is granted to the proposed Variation to Lease provided to the Department of Planning, Lands and Heritage (DPLH) by email dated 24 July 2019 on the condition that the final Lease executed by the parties is on the same terms as that provided to DPLH with that email. If the final document executed by the parties is not on the approved terms, then it may be void under section 18 LAA.

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 document and recommends that each party obtain their own independent advice as to their rights and obligations under the document.

Should you have any enquiries please don't hesitate to contact me on any of the above details.

Yours sincerely

Travis Adams
Senior State Land Officer - Delivery

11.4. OPERATIONS

11.4.1 ACCEPTANCE OF QUOTE FOR SEALING WORKS 2019/20

Location:	Shire of Gingin
File:	RDS/29
Reporting Officer:	Allister Butcher - Executive Manager Operations
Report Date:	19 November 2019
Refer:	Nil
Appendices:	1. Evaluation Matrix *(Commercial in Confidence information - circulated under separate Confidential cover)*

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider e-quotes submitted for the undertaking of sealing works in the Shire of Gingin for 2019/20.

BACKGROUND

The Shire of Gingin sought quotes for the carrying out of resealing works in the Shire for 2019/20 through the Western Australian Local Government Association (WALGA) E-Quotes system of preferred suppliers. Quotes closed on 16 October 2019.

Quotes were sought from:

1. Fulton Hogan Industries;
2. Colas Pty Ltd;
3. Boral Resources;
4. Bitutek;
5. Downer Infrastructure; and
6. Roads 2000 Pty Ltd

The sealing works (as per the 2019/20 Capital Roadworks Budget) are as follows:

Road Name	Locality	SLK		Length (m)	Area (m2)
		Start	Finish		
Sappers Road (Final Seal)	Nilgen	2.19	5.42	3230	29690
Gingin Brook	Muckenburra	12.91	15.31	2400	19875
Breera Road	Breera	0.00	0.50	500	3000
Boonanarring Road	Boonanarring	0.00	2.60	2600	16900

Mogumber West Road (various section patches)	Red Gully				1600
Nilgen Road	Nilgen	0.00	7.84	7870	49392
Sappers Road (Prime and Seal)	Nilgen	0.00	2.19	2190	35478
			TOTAL	18790	155935

For quoting purposes an indicative spray rate of 2.1L/m2 was used to obtain a similar volume for all companies to quote on. The quote specifications outlined that the successful quoting company would be responsible for undertaking individual site investigations and ascertaining the individual bitumen application rate (BAR) using industry standard methods.

Quotes were received from the following companies by the deadline:

1. Fulton Hogan Industries;
2. Bitutek Pty Ltd;
3. Downer Infrastructure; and
4. Boral Resources.

In accordance with Council's Policy 3.9 Purchasing and Ordering of Goods, the Chief Executive Officer has the authority to issue purchase orders up to a value of $250,000. The value of the proposed contract for sealing works exceeds this limit and therefore must be determined by Council.

COMMENT

The quotes were assessed with a weighted scoring method of 75% price and 25% experience. The price was evaluated using an average based scoring method and the experience was assessed against a pre-determined criteria referee check. The quotes were assessed and scores (out of 100) were as follows:

1. Bitutek 58.73
2. Fulton Hogan 57.05
3. Downer Infrastructure 52.35
4. Boral Resources 54.25

The Evaluation Matrix has been circulated to Councillors under separate confidential cover as **Appendix 1**.

Bitutek is not the cheapest quote to be received but offers the best value for money as per the assessment criteria. The Shire of Gingin has used Bitutek previously and has had good experiences with them including excellent after works service.

The budget and quoted prices (based on the submitted rates) are as per the table below (all excluding GST):

Road Name	Locality	SLK		Budget	Bitutek (@ 2.1L/m2)	Variance
		Start	Finish			
Sappers Road (Final Seal)	Nilgen	2.19	5.42	$111,145.00	$111,337.50	($192.50)
Gingin Brook Road	Muckenburra	12.91	15.31	$95,400.00	$74,531.25	($20,868.75)
Breera Road	Breera	0.00	0.50	$14,400.00	$11,250.00	($3,150.00)
Boonanarring Road	Boonanarring	0.00	2.60	$81,120	$63,375.00	($17,745.00)
Mogumber West Road	Red Gully			$7680.00	$6,000.00	($1,680.00)
Nilgen Road	Nilgen	0.00	7.84	$237,082	$185,220.00	($51,862.00)
Sappers Road (Prime and Seal)	Nilgen	0.00	2.19	$114,624.60	$108,632.76	($5,991.84)
			TOTAL	$661,451.60	$560,346.51	($101,105.09)

At this point in time there is a 15% variance in the budget allocation and the quoted figures. It should be noted that the total Bitutek cost is based on a predetermined bitumen application rate (BAR) for quoting purposes only. It is envisaged that there will be some fluctuation from the quoted price due to the fact that the actual BAR used for individual projects may be slightly higher or lower than the proposed BAR used for quoting (2.1L/m2) as has been the case in previous years. It is difficult to predict bitumen prices accurately as, because bitumen is a derivative of oil (similar to fuel), prices are based on the oil prices at that point in time, and as such there tends to be some discrepancy between the quoted prices and actual costs as the variance in oil prices is calculated by (an approved) rise and fall methodology. It is proposed that any fluctuations in price will be dealt with at budget review or be brought back to Council if additional project/s are required to be added.

STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulations 1996
Part 4, Division 2 “Tenders for providing goods or services (s.3.57), Section 11, Clause 16 “Receiving and opening tenders”

Local Government (Functions and General) Regulations 1996
Part 4, Division 2, Section 11, Clause 18 “Choice of Tender”

POLICY IMPLICATIONS

Nil

BUDGET IMPLICATIONS

It should be noted that the total quoted price (Total Indicative Cost) is based on a predetermined bitumen application rate (BAR) for quoting purposes only. It is envisaged that the total actual price will vary from the budgeted allocations and will be dealt with as part of the Budget Review or be brought back to Council if additional project/s are required to be added.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2019-2029

Focus Area	*Infrastructure & Development*
Objective	*3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner*
Outcome	*3.2 Community Infrastructure* *The Shire provides fit for purpose community infrastructure in a financially responsible manner*
Key Service Areas	*N/A*
Priorities	*3.2.1 Develop and plan community infrastructure to improve use and financial sustainability*

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Vis SECONDED: Councillor Rule

That Council accept the quotation of $560,346.51 (excluding GST) submitted by Bitutek to undertake the Shire of Gingin's 2019/20 sealing works program.

CARRIED UNANIMOUSLY

CONFIDENTIAL

APPENDIX 1

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. COUNCILLORS' OFFICIAL REPORTS

13.1 COUNCILLOR ACTIVITIES AND MEETING ATTENDANCES

Councillor	Activity	Date
Court	Moore River Men's Shed visit	16 November 2019
	Remembrance Day	11 November 2019
	Gingin Seniors Day	11 November 2019
Rule	Gingin District High School Meeting	13 November 2019
	Gingin Seniors Day	11 November 2019
Balcombe Court	WALGA 2019 New Councillor Seminar	15 November

14. NEW BUSINESS OF AN URGENT NATURE

COUNCIL RESOLUTION

MOVED: Councillor Peczka SECONDED: Councillor Johnson

That Item 14.1 Revoke/Amend Council Meeting Minute 11.1.4 - 15th October 2019 Relating to Coastal Erosion Mitigation - Grace Darling Park and Edward Island Point Access, Lancelin be received for consideration as New Business of an Urgent Nature.

LOST

3-5

For: Councillors Peczka, Johnson, Lobb
Against: Councillors Vis, Balcombe, Rule, Court, Fewster

15. MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Johnson SECONDED: Councillor Peczka

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 and the Statutory Planning Officer left Council Chambers at 4.12pm.

15.1 2020 AUSTRALIA DAY CITIZEN OF THE YEAR AWARDS

File:	PRL/11
Author:	Cher Groves – Community Services & Events Officer
Report Date:	19 November 2019

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:

(b) the personal affairs of any person;

DISCLOSURES OF INTEREST

Councillor Balcombe declared a Financial Interest in Item 15.1 due to the fact that she pays for a service from one of the nominees and left the Chambers at 4.19pm.

Councillor Lobb declared a Finacial Interest in Item 15.1 due to the fact two nominees supply goods to her business and left the Chambers at 4.19pm.

Councillor Vis declared an Impartiality Interest in Item 15.1 due to the fact she is a referee for one of the nominees and left the Chambers at 4.25pm.

The Chief Executive Officer declared an Impartiality Interest in Item 15.1 due to the fact he is the neighbour of one of the nominees and left the Chambers at 4.25pm.

VOTING REQUIREMENTS – SIMPLE MAJORITY

COUNCIL RESOLUTION

MOVED: Councillor Court SECONDED: Councillor Rule

That Council award 2020 Citizen of the Year Award to Nominee 2

CARRIED UNANIMOUSLY

Councillor Balcombe returned to the Chambers at 4.19pm

MOTION/OFFICER RECOMMENDATION

MOVED: Councillor Court SECONDED: Councillor Johnson

That Council award 2020 Citizen of the Year Award for a person over 65 years to Nominee 3.

LOST
3-4

For: Councillors Johnson, Court, Peczka
Against**:** Councillors Balcombe, Rule, Fewster

There being an equal number of votes for and against, the Shire President exercised his casting vote and voted against the recommendation.

COUNCIL RESOLUTION

MOVED: Councillor Johnson SECONDED: Councillor Peczka

That Council award 2020 Citizen of the Year Award for a person over 65 years to Nominee 9.

CARRIED UNANIMOUSLY

Councillor Vis, Lobb and the CEO returned to the Chambers at 4.28pm. The Shire President advised all of Council's decisions.

COUNCIL RESOLUTION

MOVED: Councillor Rule SECONDED: Councillor Peczka

1. **That Council award 2020 Citizen of the Year Award for a person under 25 years to Nominee 1;**

2. **Award 2020 Citizen of the Year Award for a Community Group or Event to Nominee 2; and**

3. That the names of the successful nominees be kept confidential until the Presentation Ceremony on 26 January 2020.

CARRIED UNANIMOUSLY

COUNCIL RESOLUTION

MOVED: Councillor Johnson SECONDED: Councillor Rule

That the meeting be re-opened to the public.

CARRIED UNANIMOUSLY

The meeting re-opened to the public at 4.31pm. No members of the public or the Statutory Planning Officer returned to the Gallery.

16. CLOSURE

There being no further business, the Shire President declared the meeting closed at 4.31pm.

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, 17 December 2019 commencing at 3.00pm.

These Minutes are confirmed as the official record of the Ordinary Meeting of the Gingin Shire Council held on 19 November 2019.

_____
Councillor C W Fewster
Shire President
17 December 2019