



# MINUTES

## ORDINARY MEETING

## OF COUNCIL

20 JUNE 2017



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FOR  
ORDINARY MEETING OF  
COUNCIL  
HELD ON 20 JUNE 2017**

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## **SHIRE OF GINGIN**

### **MINUTES OF THE ORDINARY MEETING OF THE SHIRE OF GINGIN HELD IN THE COUNCIL CHAMBER ON TUESDAY, 20 JUNE 2017 AT 3.00 PM**

#### **DISCLAIMER**

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

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

#### **ORDER OF BUSINESS**

##### **1. DECLARATION OF OPENING**

The Shire President declared the meeting open at 3.01pm and welcomed those in attendance.

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##### **2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

###### **2.1 ATTENDANCE**

Councillors – D W Roe (Shire President), I B Collard (Deputy Shire President), V Ammon, M Aspinall, J Court, C W Fewster, F J Peczkka and S Smiles

Staff – J Edwards (Chief Executive Officer), K Lowes (Executive Manager Corporate and Community Services), Allister Butcher (Executive Manager Operations), L Edwards (Acting Executive Manager Regulatory Services), K Bacon (Manager Statutory Planning), M Taylor (Corporate Communications and Marketing Officer) and L Burt (Governance/Minute Officer)

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

###### **2.2 APOLOGIES**

Councillor J W Elgin

###### **2.3 LEAVE OF ABSENCE**

Nil

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### **3. DISCLOSURES OF INTEREST**

#### **3.1 Councillor D W Roe Item 11.2.4 Amendment of Policy 3.2 – Investments**

Councillor Roe declared a Financial Interest in this item due to the fact that he is a Director of Gingin District Financial Services.

#### **3.2 Councillor I B Collard Item 11.3.5 Application for Development Approval – Proposed Expansion to Existing Agriculture Intensive (Perennial Horticulture) – Berries on Lot 5 Chitna Road, Neergabby**

Councillor Collard declared an Impartiality Interest in this item due to the fact that the Plantation Manager is married to his daughter.

#### **3.3 K M Lowes – Executive Manager Corporate and Community Services Item 15.1 New Contract – Executive Manager Corporate and Community Services**

Ms Lowes declared a Financial Interest in this item due to the fact that it involves consideration by Council of her employment contract.

#### **3.4 L Edwards – Acting Executive Manager Regulatory Services Item 15.2 New Contract – Executive Manager Planning and Development**

Ms Edwards declared a Financial Interest in this item due to the fact that it pertains directly to herself as a staff member.

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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 Item 15.4 Redevelopment of Lancelin Caravan Park**

Speaker/s: Reg Cocking, Chris Sialtsis, Donna Cocking (Experience Group)

### **5.2.2 Item 11.1.7 Shire of Gingin Local Planning Scheme No. 9 – Scheme Amendment No. 16**

Speaker/s: Erwin Roberts (RobertsDay)

## **5.3 PRESENTATIONS**

### **5.3.1 Longreach Regional Council, Queensland**

Presentation of cufflinks for Shire President and Deputy Shire President following visit by officers from Longreach Regional Council to view the Shire of Gingin's use of the Synergy platform.

### **5.3.2 Lions Club of Gingin/Chittering**

Certificate of Appreciation in recognition of invaluable service to the Gingin Railway Station restoration project.

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## **6. APPLICATIONS FOR LEAVE OF ABSENCE**

An Application for Leave of Absence was submitted by Councillor Smiles for the Ordinary Meeting of Council to be held on 15 August 2017.

### **RESOLUTION**

**Moved Councillor Aspinall, seconded Councillor Collard that Council approve Councillor Smiles' Application for Leave of Absence for the Ordinary Meeting of Council to be held on 15 August 2017.**

**CARRIED UNANIMOUSLY**

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## **7. CONFIRMATION OF MINUTES**

### **RECOMMENDATION**

It is recommended that the Minutes of the Ordinary Meeting of Council held on 16 May 2017 be confirmed.

## **RESOLUTION**

**Moved Councillor Ammon, seconded Councillor Aspinall that the Minutes of the Ordinary Meeting of Council held on 16 May 2017 be confirmed.**

**CARRIED UNANIMOUSLY**

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### **8. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

Nil

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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 2017 ANNUAL REVIEW OF DELEGATED AUTHORITY REGISTER**

<b>FILE:</b>	<b>GOV/15</b>	
<b>AUTHOR:</b>	<b>LEE-ANNE BURT – GOVERNANCE OFFICER</b>	
<b>REPORTING OFFICER:</b>	<b>JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER</b>	
<b>REPORT DATE:</b>	<b>20 JUNE 2017</b>	
<b>REFER:</b>	<b>21 JUNE 2016</b>	<b>ITEM 11.1.1</b>

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

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

#### **BACKGROUND**

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

At least once every financial year, delegations are to be reviewed by the delegator. The last review of the Shire of Gingin Delegated Authority Register was undertaken by Council at its meeting on 21 June 2016.

#### **COMMENT**

Officers have undertaken a comprehensive review of the current Delegation Register and a number of amendments are recommended. The reviewed Delegation Register, incorporating the proposed amendments, is provided as **Appendix 1**. The individual amendments are detailed below.

Under s. 5.44 of the *Local Government Act 1995*, the Chief Executive Officer has the right to further delegate any of his delegated powers other than the power of delegation itself. Therefore, any amendments to officer positions etc that may be required as a result of the organisational restructure will not require a decision of Council and will be effected by the Chief Executive Officer as and when appropriate.

#### **Delegation 2.1 Creditors – Payment of (Appendix 2)**

Delegation 2.1 empowers the Chief Executive Officer to make payments from the Municipal Fund, Trust Fund or Reserve Fund. At the present time, the Conditions and Exceptions applying to the delegation specify that cheques and electronic fund transfers up to the value of \$200,000 are to be jointly signed by any two of the Executive Management Team, whilst transactions in excess of \$200,000 must be signed by the Chief Executive Officer and an Executive Manager.

In reviewing this delegation, it has become apparent that the delegation structure is currently incorrect. The delegation should be made by Council to the Chief Executive Officer, to make payments from the Municipal Fund, Trust Fund and Reserve Fund and approve and sign Electronic Fund Transfers between the Municipal, Reserve, Trust and Interest Bearing Deposit Accounts. The Conditions and Exceptions should, in fact, be most of the qualifications that are currently included as part of the Delegation.

The current Conditions and Exceptions which specify which Executive Manager positions can sign cheques and electronic fund transfers, and up to what value, should be actually be determined by the Chief Executive Officer as a sub-delegation.

The delegation has been re-drafted accordingly.

### **Delegation 2.2 Waive or Grant Concessions on Money Owed to the Shire (Appendix 3)**

Delegation 2.2 empowers the Chief Executive Officer to waive or grant concessions in relation to any amount of money, or write off any amount of money, which is owned to the Shire, and to determine any conditions that may be applicable to the granting of a concession under s. 6.12(1)(b) of the *Local Government Act 1995*.

The delegation is subject to the following conditions:

1. *The maximum amount to be written off under this delegation is \$1,000.00.*
2. *With respect to building licence fees, applications for exemption will only be considered from sporting, charitable and other community groups. Exemption will only apply to that part of the building licence fee retained by the Shire, and not to that part collected as a Building Industry Training Fund levy, or the levy paid to the Builder's Registration Board of WA.*
3. *With respect to planning application fees, applications for exemption will only be considered from sporting, charitable and other community groups.*

It has come to the attention of Administration that, in actual fact, the delegation cannot apply to building licence and planning application fees.

Fees associated with applications for building permits are established under the *Building Act 2011*. That Act does not itself contain any express power to waive fees, and provisions of the *Local Government Act 1995* cannot be applied to fees established under the *Building Act 2011*.

Most fees associated with planning processes are determined under the *Planning and Development Act 2005*. Whilst the *Planning and Development Regulations 2009* do contain provision for a local government to waive planning fees, there is no power of delegation contained within the legislation and again, provisions of the *Local Government Act 1995* cannot be applied to fees established under the *Planning and Development Act 2005*. That being the case, Council can resolve to waive a fee or fees payable in relation to various planning issues, but cannot delegate the power to make that decision to anyone else.

It is suggested that the best way to resolve this may be for Council to delete any reference to building and planning fees from Delegation 2.2 and adopt a policy that, in specific circumstances, certain building and planning application fees will be refunded (building fees) or waived (planning fees) by the Shire of Gingin. As with the existing delegation, this would only relate to fees payable to the Shire (ie, it would not extend to BCITF fees etc) and therefore would result in a nil budgetary impact.

A draft policy in this regard has been prepared for Council's consideration (Policy 3.19 Fees Relating to Planning and Building Matters) and is provided as **Appendix 4**.

#### **Delegation 4.9    *Food Act 2008 – Determine Compensation (Appendix 5)***

Section 70 of the *Food Act 2008* specifies that, where a prohibition order is served on a food business, and where the affected party suffers loss as a result of the making of the order and considers that there were insufficient grounds for making the order, then the affected party may apply to the Shire for compensation.

If it is determined that there were, in fact, insufficient grounds for the making of the order, then the Shire must pay compensation to the applicant that is *just and reasonable*. A determination must also be made as to the amount of compensation that is deemed to be *just and reasonable*.

Currently Council has made no delegation in this regard, and it is considered that it would be prudent to address this omission. A new delegation has therefore been prepared for Council's consideration. It should be noted that a condition has been included in the draft delegation limiting the amount of any single claim for compensation to a maximum of \$5,000.

#### **Delegation 5.2    *Registered Gates (Appendix 6)***

Delegation 5.2 empowers the Chief Executive Officer to approve an application to erect a gate across a public thoroughfare in accordance with Regulations 9 and 10 of the *Local Government (Uniform Local Provisions) Regulations 1996*. Such approval must be granted subject to the following conditions specified in the delegation:

- a. *That the road be of a minor nature with a low traffic density.*
- b. *That the gate be a heavy duty swing type.*
- c. *That the gate be unlocked at all times.*
- d. *That all landowners adjoining the road or using the road for access to supply written approval of the proposal.*
- e. *That an annual fee established by Council and reviewed annually is to be paid by the landowner for each permitted gate.*

With respect to Condition e., historically this fee was nominal at best and the Shire has not required the payment of an annual gate fee for some years. It is therefore suggested that Condition e. be abolished.

## **Delegation 6.1 Approve or Refuse a Building Permit (Appendix 7)**

Delegation 6.1 currently empowers the Chief Executive Officer to approve or refuse plans and specifications and issue building permits accordingly. The delegation specifies that, where plans and specifications conform to all local laws and regulations and Council's pre-determined policy in respect of building matters, and where any required planning consent has been received, a building licence shall not be withheld without Council consent.

However, the *Building Act 2011* specifies that a building application must be approved if, in the opinion of the permit authority (the Shire of Gingin), it complies with a list of requirements set out in s. 20 of the Act and any other conditions imposed by the permit authority in accordance with s. 27. Otherwise, the permit authority can only refuse an application if it believes that there is an error in the application or its supporting documentation, or that granting of a permit would be inconsistent with any function of the permit authority under another written law or an agreement between the permit authority and the applicant (s. 22).

That being the case, it is considered appropriate to amend the delegation to conform with the requirements of the *Building Act 2011*.

In addition, further amendments are recommended as follows:

### **1. Deletion of reference to Policy 8.2 (Building Licence Fees – Refund of)**

This policy was included in the initial Policy Manual adopted by Council in 1995 following the introduction of the *Local Government Act 1995*, and reads as follows (in its entirety):

*Fees shall not be refunded for processed building licence applications that are subsequently cancelled.*

This requirement has been incorporated into proposed new Policy 3.19 (see item addressing Delegation 2.2 above).

### **2. Amendment of the Minimum Reporting Requirement to remove the requirement for decisions made under this delegation to be reported to Council.**

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

Part 5 - Administration

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

Section 5.16 – Delegation of some powers and duties to certain committees

Section 5.18 – Register of delegations to committees

Division 4 – Local government employees

Section 5.42 – Delegation of some powers and duties to CEO

Section 5.46 – Register of, and records relevant to, delegations to CEO and employees

## POLICY IMPLICATIONS

Support for Administration's recommendations will result in the addition of Policy 3.19 Fees Relating to Planning and Building Matters and the deletion of Policy 8.2 Building Licence Fees – Refund Of.

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025

<b>Focus Area</b>	<i>Leadership and Governance</i>
<b>Objective</b>	<i>5. To demonstrate effective leadership and governance</i>
<b>Outcome</b>	<i>Accountable and responsible governance</i>
<b>Strategy</b>	<i>N/A</i>

## VOTING REQUIREMENTS – ABSOLUTE MAJORITY

### RECOMMENDATION

It is recommended that Council:

1. Accept the amendments to the Delegated Authority Register as shown in Appendices 2, 4, 5 and 6;
2. Adopt the duly amended Delegated Authority Register as shown in Appendix 1;
3. Adopt Policy 3.19 Fees Relating to Planning and Building Matters as shown in Appendix 3; and
4. Abolish Policy 8.2 Building Licence Fees – Refund Of.



## **RESOLUTION**

**Moved Councillor Smiles, seconded Councillor Peczka that Council:**

- 1. Accept the amendments to the Delegated Authority Register as shown in Appendices 2, 4, 5 and 6;**
- 2. Adopt the duly amended Delegated Authority Register as shown in Appendix 1;**
- 3. Adopt Policy 3.19 Fees Relating to Planning and Building Matters as shown in Appendix 3; and**
- 4. Abolish Policy 8.2 Building Licence Fees – Refund Of.**

**CARRIED BY ABSOLUTE MAJORITY  
8-0**

# APPENDIX 1



## **DELEGATED AUTHORITY REGISTER**

REVIEWED AND ADOPTED: 20 JUNE 2017



## DELEGATED AUTHORITY REGISTER

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## DELEGATED AUTHORITY REGISTER

DOCUMENT CONTROL			
Version	Details		Date
	Approved By	Action Taken	
1.	Council	Delegation Register reviewed and adopted	17/06/2014 Item 11.1.1
2.	Council	New Delegation 3.4A adopted	15/07/2014 – Item 11.1.2
3.	Council	Delegation Register reviewed and adopted	16/06/2015 – Item 11.1.4
4.	CEO – Del 1.17	Section 7 – Planning amended. Preamble deleted and Delegations 7.1 – Town Planning Powers, 7.3 – Advertising, 7.5 – Miscellaneous and 7.6 – Power of Entry.	26/11/2015 – NM7541
5.	Council	Delegation Register reviewed and adopted	21/06/2016 – Item 11.1.5
6.	Council	New Delegation 3.4B adopted	19/07/2016 – Item 11.1.2
7.	Council	Delegation Register amended to include Delegation 1.18 (omitted from version adopted by Council on 21/06/2016).	16/08/2016 – Item 11.1.3
8.	Council	Delegation Register amended by repealing Delegation 4.1 <i>Health Act 1911</i> – Appointment of Deputy and adopting Delegation 4.7 <i>Public Health Act 2016</i> – Designation of Authorised Officers and Delegation 4.8 <i>Public Health Act 2016</i> – Certificates of Authority	21/02/2017 – Item 11.1.1
9.	Council	Delegation Register reviewed and adopted	20/06/2017 – Item .....



## DELEGATED AUTHORITY REGISTER

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### INTRODUCTION

#### Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire of Gingin's commitment to a strong customer service focus.

The Delegated Authority Register details the head of power for each delegation, including legislation and Council policies, to enable easier cross-referencing. The Register will be reviewed on an annual basis in accordance with the requirements of s. 5.46 of the *Local Government Act 1995*, with the coordination of the review to be performed by the Chief Executive Officer.

#### Legislation

The *Local Government Act 1995* allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the *Local Government Act 1995*, except for those listed in s. 5.43.

All delegations made by the Council must be by Absolute Majority [s. 5.42(1)].

Apart from the *Local Government Act 1995*, its regulations and the Shire of Gingin's local laws created under the Act, a number of other pieces of legislation also provide for the delegation of authority by the Council including (but not limited to):

- *Building Act 2011*
- *Bush Fires Act 1954*;
- *Caravan Parks and Camping Grounds Act 1995*;
- *Control of Vehicles (Off-road Areas) Act 1978*;
- *Dog Act 1976*;
- *Environmental Protection Act 2005*;
- *Food Act 2008*;
- *Freedom of Information Act 1992*;
- *Public Health Act 2016*;
- *Land Administration Act 1997*;
- *Litter Act 1979*;
- *Local Government (Miscellaneous Provisions) Act 1960*;
- *Planning and Development Act 2005*; and
- *Strata Titles Act 1985*.

Note – Reference to an Act also includes any associated regulations and/or Shire of Gingin local laws that may be established under that Act.



## DELEGATED AUTHORITY REGISTER

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### Delegation by the Chief Executive Officer

Many of the pieces of legislation (including the *Local Government Act 1995*) which provide for delegation of authority by Council to the Chief Executive Officer also allow the Chief Executive Officer to further delegate a particular power or powers to another employee. Usually this delegation must be made in writing, and must include any conditions or limitations placed by Council on the original delegation. The Chief Executive Officer may usually also place additional conditions or limitations on the delegation as he or she considers necessary.

The Chief Executive Officer may also delegate the exercise of any power or the discharge of any duty granted under the *Local Government Act 1995* by right of his or her position as Chief Executive Officer, other than the power of delegation itself [s. 5.44].

Under s. 5.46(1) and s. 5.46(2) of the *Local Government Act 1995*, a Register of Delegations relevant to the Chief Executive Officer and other Shire employees is to be kept and reviewed at least once in every financial year. Officers are also required to keep certain records whenever they exercise a power or duty which has been delegated to them [s. 5.46(3)].

This record must contain the following information [Reg. 19 – *Local Government (Administration) Regulations 1996*]:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or discharge of the duty.

Officers with delegated powers are responsible for ensuring that the requirements of Reg. 19 are complied with.

A person to whom a power is delegated is considered to be a 'designated employee' under s. 5.74(b) of the *Local Government Act 1995* and is required to complete a Primary Return when commencing in the position and an Annual Return for each financial year thereafter.

### Acting Through Another Person

#### **Local Government Act 1995 – Section 5.45 (2)**

Nothing in this Division (Division 4 – Local Government Employees) is to be read as preventing –

- (a) a local government from performing any of its functions by acting through a person other than the CEO; or





## DELEGATED AUTHORITY REGISTER

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- (b) a CEO from performing any of his or her functions by acting through another person.

*The key difference between a delegation and "acting through" is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.*

This difference is reinforced by s. 56 of the *Interpretation Act 1984*, which states:

56. "May" imports a discretion, "shall" is imperative

- (1) *Where in a written law the word "may" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.*
- (2) *Where in a written law the word "shall" is used in conferring a function, such work shall be interpreted to mean that the function so conferred must be performed.*



## DELEGATED AUTHORITY REGISTER

### 1. ADMINISTRATION

#### 1.1 VARIATIONS AND EXTENSIONS TO TENDERS AND CONTRACTS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s.3.18 Local Government (Functions and General) Regulations 1996 – Reg. 20</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	<ol style="list-style-type: none"> <li>1. To determine whether a variation is minor in accordance with <i>Local Government (Functions and General) Regulations – Reg. 20(3)</i>.</li> <li>2. To approve: <ol style="list-style-type: none"> <li>a. minor variations to accepted tenders prior to a contract being entered into; and</li> <li>b. variations and/or extensions to existing contracts entered into by the Shire.</li> </ol> </li> </ol>
<b>Conditions and exceptions</b>	<ol style="list-style-type: none"> <li>1. Funds required to meet the cost of any variation must be contained within the amount set aside in the adopted Budget.</li> <li>2. An option to extend must be specified in the original tender and contract documents.</li> <li>3. Any extension must be on the same terms and conditions as the last year of the original term (allowing for price increases in line with the contract provision for price, if any).</li> </ol>
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file. (The Contract).
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.

DELEGATION 1.1 - 1



## DELEGATED AUTHORITY REGISTER

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**CEO Delegates to**

Executive Manager Corporate and Community Services  
Executive Manager Regulatory Services  
Executive Manager Operations

**Conditions and  
Exceptions to On-  
Delegation**

In accordance with the original delegation.

Version	Decision Reference	Synopsis
1.	07/12/1999 – Item 10.7	Delegation adopted.
2.	18/06/2013 – Item 11.1.3	Amended by updating of position titles.
3.	17/06/2014 – Item 11.1.1	Amended by change of title, change of Power Exercised or Duty Delegated, delegation expanded to include extension of contracts



## DELEGATED AUTHORITY REGISTER

### 1.2 DONATIONS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44)</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s. 6.7(2)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	<p>To determine requests for donation of monies up to the value of \$1,000 where a group or individual can demonstrate:</p> <ol style="list-style-type: none"> <li>1. Significant direct benefit to the local community;</li> <li>2. That the group is a community group or not for profit organisation, or is running a not for profit activity;</li> <li>3. That the group's financial status is such as to justify a donation from the Shire;</li> <li>4. That special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation (eg support of needy groups and individuals who bring credit to the municipality by achieving State or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses); and</li> <li>5. That available funding exists in the Shire's adopted budget.</li> </ol>
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	N/A

DELEGATION 1.2 - 1



## DELEGATED AUTHORITY REGISTER

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**Conditions and  
Exceptions to On-  
Delegation**

N/A

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	Delegation adopted.



## DELEGATED AUTHORITY REGISTER

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### 1.3 INSURANCE

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1*



## DELEGATED AUTHORITY REGISTER

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### 1.4 STREET APPEALS

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1*

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DELEGATION 1.4 - 1



## DELEGATED AUTHORITY REGISTER

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### 1.5 NATIVE TITLE CLAIMS

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1*





## DELEGATED AUTHORITY REGISTER

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### 1.6 INSURANCE – MOTOR VEHICLE CLAIMS

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*Repealed by resolution of Council 17 June – Item 11.1.1*

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DELEGATION 1.6 - 1



## DELEGATED AUTHORITY REGISTER

### 1.7 CONFERENCES, SEMINARS, TRAINING COURSES – EXPENSES OF COUNCILLORS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44)</i>
<b>Power exercised or duty delegated</b>	<i>Local Government (Administration) Regulations 1996 – Reg. 32</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To reimburse all reasonable expenses to Councillors incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses.
<b>Conditions and exceptions</b>	Reimbursements are subject to: 1. compliance with Council Policy No. 1.29 – Councillors' Entitlements; and 2. Funds being available in the Shire's adopted Budget.
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Nil
<b>Conditions and Exceptions to On-Delegation</b>	Nil

Version	Decision Reference	Synopsis
1.	07/12/1999 – Item 10.7	Delegation adopted.
2.	17/06/2014 – Item 11.1.1	Amended to include reference to Council Policy 1.29 – Councillor Entitlements in Conditions and Exceptions.

DELEGATION 1.7- 1



## DELEGATED AUTHORITY REGISTER

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### 1.8 MINING TENEMENTS

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1*

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DELEGATION 1.8- 1



## DELEGATED AUTHORITY REGISTER

### 1.9 COLLECTION OF VEGETATION, SEEDS AND FIREWOOD ON LAND UNDER THE CONTROL OF THE SHIRE OF GINGIN

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s. 3.54</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To determine all applications for the picking of wildflowers or other plants and collection of wildflower or other seed or firewood on any land owned, controlled or managed by the Shire of Gingin.
<b>Conditions and exceptions</b>	Delegation does not apply to land located within townsites.
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Operations
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Version	Decision Reference	Synopsis
1.	07/12/1999 – Item 10.7	Delegation adopted.
2.	17/06/2014 – Item 11.1.1	Amended by expanding delegation to include land owned in freehold title by the Shire, as well as reserves.
3.	16/06/2015 – Item 11.1.4	Amended to extend delegation to applications for collection of wildflower seed.

DELEGATION 1.9- 1



## DELEGATED AUTHORITY REGISTER

### 1.10 SERVING OF NOTICES REQUIRING CERTAIN THINGS TO BE DONE BY OWNER OR OCCUPIER OF LAND

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s. 3.25</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice requiring them to take any action specified in Schedule 3.1 of the <i>Local Government Act 1995</i> .
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Corporate and Community Services Executive Manager Regulatory Services Executive Manager Operations
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Version	Decision Reference	Synopsis
1.	Unknown	Delegation adopted.
2.	17/06/2014 – Item 11.1.1	Amended by changing Delegation title and minor amendments to delegation wording.

DELEGATION 1.10 - 1



## DELEGATED AUTHORITY REGISTER

### 1.11 ADDITIONAL POWERS WHEN GIVING A NOTICE UNDER S. 3.25 OF THE LOCAL GOVERNMENT ACT 1995

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s. 3.26</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	<p>In the event that a party issued with a notice under section 3.25 of the Act fails to comply with that notice;</p> <ol style="list-style-type: none"> <li>1. to do anything that the CEO considers necessary to achieve, so far as is practicable, the purpose for which the notice was given; and</li> <li>2. to recover the cost of any action taken in this regard as a debt due from the party who failed to comply with the notice.</li> </ol>
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	<p>Executive Manager Corporate and Community Services Executive Manager Regulatory Services Executive Manager Operations</p>
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Version	Decision Reference	Synopsis
1.	06/05/2008 – Item 11.2.2	Delegation adopted.
2.	17/06/2014 – Item 11.1.1	Amended by changing Delegation title and including power for the CEO to recover any costs incurred in taking an action.





## DELEGATED AUTHORITY REGISTER

### 1.12 DOING ANY OF THE THINGS PRESCRIBED IN SCHEDULE 3.2 ON LAND THAT IS NOT SHIRE PROPERTY

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s. 3.26</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To do any of the things prescribed in Schedule 3.2 even though the land on which the thing is to be done is not Shire property and the Shire does not have consent to do it.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Operations
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Version	Decision Reference	Synopsis
1.	06/05/2008 – Item 11.2.2	Delegation adopted.



## DELEGATED AUTHORITY REGISTER

### 1.13 ENTER LAND IN AN EMERGENCY WITHOUT NOTICE OR CONSENT

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s. 3.34</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To determine that the Shire will enter any land, premises or thing immediately and without notice and perform any of a local government's functions considered appropriate to deal with an emergency.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	The power to further delegate has been prohibited in this instance.
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	06/05/2008 – Item 11.2.2	Delegation adopted.





## DELEGATED AUTHORITY REGISTER

### 1.14 ADMINISTERING THE SHIRE'S LOCAL LAWS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s. 3.18</i> All Shire of Gingin Local Laws
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To exercise all the powers and discharge all the duties of the Shire of Gingin so as to administer the Local Laws made by the Shire.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Corporate and Community Services Executive Manager Regulatory Services Executive Manager Operations Community Emergency Services Manager/Chief Bush Fire Control Officer Shire Rangers
<b>Conditions and Exceptions to On-Delegation</b>	Nil

Version	Decision Reference	Synopsis
1.	06/05/2008 – Item 11.2.2	Delegation adopted.
2.	17/06/2014 – Item 11.1.1	Amended by correcting Power Exercised or Duty Delegated details.
3.	29/05/2014 – Decision of CEO under Del. 17	Reference to Manager Ranger and Fire Services deleted and replaced by reference to Community Emergency Services Manager.
4.	22/06/2015	Inclusion of Schedule 1. First entry on schedule is clarification that delegation to CESM/CBFCO includes power to approve or refuse an application to burn a thoroughfare.

DELEGATION 1.14 - 1



## DELEGATED AUTHORITY REGISTER

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### 1.14 SCHEDULE 1

#### **Powers Delegated by the CEO to:**

Community Emergency Services Manager/Chief Bush Fire Control Officer

1. *Activities in Thoroughfares and Public Places and Trading Local Law 2004 –*  
clauses 5.15 and 5.16  
Approving or refusing an application to burn a thoroughfare.



## DELEGATED AUTHORITY REGISTER

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### 1.15 APPOINTING TENANTS – LANCELIN AGED PERSONS' UNITS

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*Repealed by resolution of Council 21 June 2016 – Item 11.1.5*

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DELEGATION 1.15 - 1



## DELEGATED AUTHORITY REGISTER

### 1.16 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER (FOR PERIODS OF 35 DAYS OR LESS)

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 (S5.42)</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 (S5.36(1)(a))</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To make appointments to the position of Acting Chief Executive Officer.
<b>Conditions and exceptions</b>	<ol style="list-style-type: none"> <li>1. The position of Acting Chief Executive Officer can only be conferred on an employee of the Shire of Gingin who holds the position of Executive Manager and is designated as a "Senior Employee" in accordance with Section 5.37 of the <i>Local Government Act 1995</i>.</li> <li>2. Delegated authority is only granted for appointments to the position of Acting Chief Executive Officer covering a period of 35 days or less. In instances where an appointment is required for a period exceeding 35 days, then that proposed appointment must be presented to Council for determination prior to the appointment taking effect.</li> </ol>
<b>Minimum reporting requirement</b>	<ol style="list-style-type: none"> <li>1. Record to be placed on appropriate file.</li> <li>2. The Chief Executive Officer must advise Councillors of any appointments to the position of Acting Chief Executive Officer made under delegated authority, prior to the appointment taking effect.  In instances where it is necessary for an appointment to be made at short notice, then Councillors are to be advised of that appointment as soon as possible.</li> </ol>
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	N/A

DELEGATION 1.16 - 1



## DELEGATED AUTHORITY REGISTER

**Conditions and  
Exceptions to On-  
Delegation**

N/A

Version	Decision Reference	Synopsis
1.	21/01/2014 – Item 11.1.4	Delegation adopted.



## DELEGATED AUTHORITY REGISTER

### 1.17 AMENDING AND UPDATING DELEGATIONS AND POLICIES

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s.5.46</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To make routine updates to the Shire's Delegation and Policy Manuals to reflect matters such as changes in staff position titles, changes to amounts as a result of budget adoption and CPI and changes to relevant legislation, without the need to seek a resolution of Council.
<b>Conditions and exceptions</b>	Delegated authority extends only to those amendments that will not result in a significant variation to a policy or delegation and/or result in cost implications to the Shire.
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	17/06/2014 – Item 11.1.1	Delegation adopted.





## DELEGATED AUTHORITY REGISTER

### 1.18 APPROVING OR REJECTING APPLICATIONS FOR FUNDING UNDER THE MID-YEAR COMMUNITY GRANT SCHEME

<b>Legislative authority to delegate</b>	Local Government Act 1995 (S5.42)
<b>Power exercised or duty delegated</b>	N/A
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To approve or reject applications for funding under the Mid-Year Community Grant Scheme.
<b>Conditions and exceptions</b>	Approval or rejection must be in accordance with recommendations made by the Mid-Year Grant Scheme Application Assessment Panel.
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.

Version	Decision Reference	Synopsis
1.	16/12/2014 – Item 11.15	Delegation adopted.



## DELEGATED AUTHORITY REGISTER

### 2. MATTERS RELATING TO FINANCE

#### 2.1 CREDITORS – PAYMENT OF

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	Local Government (Financial Management) Regulations 1996 – Reg. 12(1)
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	<p>To:</p> <ol style="list-style-type: none"><li>1. Make payments from the Municipal Fund, Trust Fund, or Reserve Fund. Each payment from the Municipal Fund, Trust Fund, or Reserve Fund, is to be noted on a list compiled for each month showing:<ol style="list-style-type: none"><li>a) The payee's name</li><li>b) The amount of the payment</li><li>c) The date of the payment</li><li>d) Sufficient information to identify the transaction.</li></ol></li></ol> <p>The list referred to above is to be presented to the Council at the next Ordinary Meeting of the Council following the preparation of the list and is to be recorded in the Minutes of the Meeting at which it is presented.</p> <ol style="list-style-type: none"><li>2. Approve and sign Electronic Fund Transfers between Council's Municipal, Reserve, Trust and Interest Bearing Deposit Accounts.</li><li>3. Approve and sign cheques/electronic fund transfers, subject to the disbursement of payments being authorised in accordance with Council's Budget as "Authorised Expenditure".</li></ol>
<b>Conditions and exceptions</b>	Cheques/electronic fund transfers up to the value of \$200,000 are to be jointly signed by any two of the following officers:

DELEGATION 2.1 - 1





## DELEGATED AUTHORITY REGISTER

Chief Executive Officer  
Executive Manager Corporate and Community Services  
Executive Manager Regulatory Services  
Executive Manager Operations

Cheques/electronic fund transfers in excess of \$200,000 are to be signed by the Chief Executive Officer and any one of the following:

Executive Manager Corporate and Community Services  
Executive Manager Regulatory Services  
Executive Manager Operations

**Minimum reporting requirement**

Report to be presented to Council as part of its monthly financial report.

**CEO's Power to Delegate**

CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.

**CEO Delegates to**

Nil

**Conditions and Exceptions to On-Delegation**

In accordance with the original delegation.

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	Delegation adopted.
2.	19/02/2002 – Item 10.4	Delegation amended authorising Finance Officer to sign cheques up to the value of \$60,000.00
3.	01/11/2005 – Item 14.1	Amended to allow Payroll Officer or Executive Support Officer to co-sign cheques under certain circumstances.
4.	20/04/2010 – Item 11.1.6	References to Senior Finance Officer and Executive Support Officer replaced with Manager Financial Services and Community Development Officer, respectively.
5.	15/03/2011 – Item 11.1.4	Reference to Deputy Chief Executive Officer deleted and replaced with Executive Manager Corporate Services. Executive Manager Planning and Development, Executive Manager Engineering Services and Executive Manager Health and Building Services authorised as co-signatories.
6.	18/06/2013 – Item 11.1.3	Position titles updated. Maximum value of cheques/electronic fund transfers increased from \$150,000 to \$200,000
7.	16/06/2013 – Item 11.1.1	References to Executive Manager Financial Services and Executive Manager Planning and Engineering Services deleted and replace with reference to Executive Manager Corporate and Community Services and Executive Manager Operations respectively by decision of CEO under Del. 1.17.

DELEGATION 2.1 - 2



## DELEGATED AUTHORITY REGISTER

### 2.2 WAIVE OR GRANT CONCESSIONS ON MONEY OWED TO THE SHIRE

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s. 6.12(1)(b) and (c) and s. 6.12(3)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To: <ol style="list-style-type: none"> <li>waive or grant concessions in relation to any amount of money, or write off any amount of money which is owed to the Shire; and</li> <li>determine any conditions that may be applicable to the granting of a concession under subsection 6.12(1)(b).</li> </ol>
<b>Conditions and exceptions</b>	<p>The maximum amount to be written off under this delegation is \$1,000.00.</p> <p>This delegation extends only to monies owed to the Shire under the provisions of the <i>Local Government Act 1995</i>.</p> <p>Fees levied under the <i>Planning and Development Act 2005</i> and the <i>Building Act 2011</i> are addressed by Council's Policy 3.19 – Fees Relating to Planning and Building Matters.</p>
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	05/06/2008 – Item 11.2.2	Delegation adopted.
2.	17/06/2014 – Item 11.1.1	Amended by including conditions on exemptions for building licence fees (previous Del. 6.4) and planning fees, increasing the maximum value to \$1,000 and empowering the CEO to determine conditions applicable to any concession granted.



## DELEGATED AUTHORITY REGISTER

### 2.3 TRANSFER MONEY HELD IN THE TRUST FUND FOR MORE THAN 10 YEARS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – S. 6.9(4)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To determine whether money held in the Trust Fund for more than 10 years will be transferred to the Municipal Fund.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Corporate and Community Services
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	05/06/2008 – Item 11.2.2	Delegation adopted.
2.	08/06/2016 – CEO	Decision made by CEO to on-delegate to Executive Manager Corporate and Community Services

DELEGATION 2.3 - 1



## DELEGATED AUTHORITY REGISTER

### 2.4 INVESTING MONEY NOT REQUIRED FOR THE TIME BEING

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – S. 6.14(1) Local Government (Financial Management) Regulations 1996 - Reg. 19</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To determine whether money held in the Municipal, Reserve or Trust Funds, that is not required for the time being will be invested.  The authority to establish and document internal control procedures to be followed by employees to ensure control over investments, enabling the identification of the nature and location of all investments and the transactions related to each investment.
<b>Conditions and exceptions</b>	Investment is to be in accordance with Council Investment Policy 3.2.
<b>Minimum reporting requirement</b>	A Report be presented to Council as part of its monthly financial report.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Corporate and Community Services
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation

Version	Decision Reference	Synopsis
1.	05/06/2008 – Item 11.2.2	Delegation adopted.
2.	17/06/2014 – Item 11.1.1	Amended by adding a reference to the <i>Local Govt (Financial Management) Regs 1996</i> to the Power Exercised or Duty Delegated and including power for the CEO to establish and document internal control procedures.

DELEGATION 2.4 - 1



## DELEGATED AUTHORITY REGISTER

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### 2.5 PROPERTY ACQUISITION AND DISPOSAL

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*Abolished by resolution of Council 20 August 2013 – Item 11.1.2. See Delegation 2.14.*

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DELEGATION 2.5 - 1





## DELEGATED AUTHORITY REGISTER

### 2.6 RATE BOOK

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – S. 6.39(2), 6.40, 6.49, 6.50(2), 6.56(1), 6.60(2) AND 6.76(4)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	<p>To undertake the performance of the following functions of the Council:</p> <ol style="list-style-type: none"> <li>The discharge of the obligations specified in s.6.39(2) of the <i>Local Government Act 1995</i>.</li> <li>To determine the time allowed for the payment of a rate before it is deemed to be in arrears, in accordance with s.6.50(1) of the <i>Local Government Act 1995</i>.</li> <li>The powers conferred in s.6.40 of the <i>Local Government Act 1995</i>.</li> <li>The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book in accordance with s.6.76(4) of the <i>Local Government Act 1995</i>.</li> <li>To consider any objection and either disallow it or allow it, wholly or in part, in accordance with s.6.76(5) of the <i>Local Government Act 1995</i>.</li> <li>After making a decision on an objection, to promptly serve upon the person by whom the objection was made written notice of the decision on the objection and a statement of the reason/s for that decision in accordance with s.6.76(6) of the <i>Local Government Act 1995</i>.</li> <li>The recovery of rates by complaint or action pursuant to the provisions of s.6.56(1) of the <i>Local Government Act 1995</i>.</li> <li>Entering into an agreement in accordance with s.6.49 of the <i>Local Government Act 1995</i>.</li> </ol>



## DELEGATED AUTHORITY REGISTER

h. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with s.6.60(2) of the *Local Government Act 1995*.

**Conditions and exceptions**

Nil

**Minimum reporting requirement**

Record to be placed on appropriate file.

**CEO's Power to Delegate**

CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.

**CEO Delegates to**

Executive Manager Corporate and Community Services

**Conditions and Exceptions to On-Delegation**

In accordance with the primary delegation.

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	Delegation adopted.
2.	29/05/2015 – By decision of CEO under Del. 1.17.	References to S6.50(1) and s6.6(2) deleted and replaced with references to s6.50(2) and s6.60(2) respectively.
3.	16/06/2015 – Item 11.1.4	Items e and f added to Delegation. Subsequent items renumbered accordingly.



## DELEGATED AUTHORITY REGISTER

### 2.7 INVITING TENDERS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 (S5.42)</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 (S3.57)</i> <i>Local Government (Functions and General) Regulations 1996 – Reg 11</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To publicly invite tenders for the supply of goods and services as identified in the adopted Annual Budget, or as separately approved by Council.
<b>Conditions and exceptions</b>	<p>The calling of tenders is to be undertaken in accordance with Council's Policy 3.10 (Purchasing) and any other relevant policies.</p> <p>In calling for tenders, the Chief Executive Officer shall have regard to Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>.</p> <p>Acceptance of the most advantageous tender is subject to the Regulations and Council's Delegation 2.9 (Accepting or Rejecting Tenders/Quotations).</p>
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file and the Tender Register.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Nil
<b>Conditions and Exceptions to On-Delegation</b>	N/A





## DELEGATED AUTHORITY REGISTER

Version	Decision Reference	Synopsis
1.	07/12/1999 – Item 10.7	Delegation "Purchase of Plant and Equipment" adopted as part of review of Delegation Register.
2.	Date unknown	Delegation reviewed and amended to be known as "Inviting Tenders"
3.	17/12/2013 – Item 11.1.11	Amended to allow the CEO to call tenders for any item, rather than just plant and equipment.
4.	16/06/2015 – Item 11.1.4	Minimum Reporting Requirement amended to require decisions made by the CEO under Delegation 2.9 to be circulated to Councillors via regular communications channels rather than via the Information Bulletin.
5.	21/06/2016 – Item 11.1.5	Minimum Reporting Requirements amended by deleting requirement for a report to be presented to Council recommending acceptance of most advantageous tender unless a decision is made by the Chief Executive Officer under delegated authority.



## DELEGATED AUTHORITY REGISTER

### 2.8 DEVELOPING TENDER DOCUMENTATION

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government (Functions and General) Regulations 1996 – Reg. 14(2a), 14(4a), 14(4d) and 14(5)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To determine: <ul style="list-style-type: none"> <li>(a) The criteria for deciding which tender should be accepted before tenders are invited;</li> <li>(b) The information that should be disclosed to those interested in submitting a tender;</li> <li>(c) Whether or not the Shire will be submitting a tender; and</li> <li>(d) Any variation to the information supplied to tenderers after the notice has been given in compliance with Regulation (5) of the Local Government (Functions and General) Regulations.</li> </ul>
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Corporate and Community Services Executive Manager Regulatory Services Executive Manager Operations
<b>Conditions and Exceptions to On-Delegation</b>	Nil

Version	Decision Reference	Synopsis
1.	05/06/2008 – Item 11.2.2	Delegation adopted.

DELEGATION 2.8 - 1



## DELEGATED AUTHORITY REGISTER

### 2.9 ACCEPTING OR REJECTING TENDERS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 (S5.42)</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 (S3.57) Local Government (Functions and General) Regulations 1996 – Reg 18</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To accept or reject tenders with a value not exceeding \$250,000.
<b>Conditions and exceptions</b>	Tenders with a value greater than \$250,000 must be referred to Council for determination.  This delegation applies only to expenditure which is identified in Council's adopted Annual Budget.
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file and the Tender Register.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	Delegation adopted.
2.	Date unknown	Value increased from \$50,000 to \$100,000.
3.	17/12/2013 – Item 11.1.11	Value increased from \$100,000 to \$250,000.
3.	16/06/2015 – Item 11.1.4	Minimum Reporting Requirement amended to require decisions made under this delegation to be circulated to Councillors via regular communications channels rather than via the Information Bulletin.
4.	21/06/2016 – Item 11.1.5	All references to quotations removed from delegation. Minimum Reporting Requirements amended to delete the requirement for Council to be advised of decisions made under this delegation.



## DELEGATED AUTHORITY REGISTER

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### 2.10 MINOR VARIATION TO ACCEPTED TENDER

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*Abolished by resolution of Council 17 June 2014 – Item 11.1.1*



## DELEGATED AUTHORITY REGISTER

### 2.11 SELECTING THE NEXT MOST APPROPRIATE TENDER

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government (Functions and General) Regulations 1996 – Reg 20(2)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To select the next most appropriate tender if: <ol style="list-style-type: none"> <li>the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or</li> <li>agreement cannot be reached between the Shire and the chosen tenderer on any other variation to be included in the contract as a result of the varied requirement.</li> </ol>
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	05/06/2008 – Item 11.2.2	Delegation adopted.
2.	17/06/2014 – Item 11.1.1	Amended to clarify the circumstances under which the next most appropriate tender can be selected.
3.	16/06/2015 – Item 11.1.4	Minimum Reporting Requirement amended to require decisions made under this delegation to be circulated to Councillors via regular communications channels rather than via the Information Bulletin.
4.	21/06/2016 – Item 11.1.5	Minimum Reporting Requirements amended to remove requirement for Councillors to be advised of decisions made under this delegation.



## DELEGATED AUTHORITY REGISTER

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### 2.12 SURPLUS ASSETS, MATERIALS, TOOLS ETC

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*Abolished by resolution of Council 20 August 2013 – Item 11.1.2. See Delegation 2.14.*



## DELEGATED AUTHORITY REGISTER

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### 2.13 AUDIT COMMITTEE TO MEET ANNUALLY WITH AUDITOR

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1*

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DELEGATION 2.13 - 1





## DELEGATED AUTHORITY REGISTER

### 2.14 DISPOSITION OF ASSETS OTHER THAN LAND

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 (S5.42 &amp; 5.44)</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – (S3.58) Local Government (Functions &amp; General) Regulations – Reg 30</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To dispose of any Shire-owned asset (other than land) with a value not exceeding \$50,000.
<b>Conditions and exceptions</b>	Assets with a value not exceeding \$20,000 can be disposed of regardless of whether such disposal has been identified in Council's adopted Budget.  Assets with a value of between \$20,001 and \$50,000 cannot be disposed of unless such disposal has been identified in Council's adopted Budget.  Disposal of assets to be undertaken in accordance with Policy 3.18 (Disposition of Assets).
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	20/08/2013 – Item 11.1.2	New Delegation 2.14 adopted. Replaces previous Delegation 2.5 Property – Acquisition and Disposal and Delegations 2.12 – Surplus Assets, Materials, Tools, etc
2.	17/12/2013 – Item 11.1.11 18/02/2014 – Item 11.1.4	Delegation amended to allow CEO to dispose of any asset (other than land), provided that the disposal of an asset with a value of more than \$20,001 is referenced in the Annual Budget.

DELEGATION 2.14 - 1



## DELEGATED AUTHORITY REGISTER

### 3. LAW, ORDER & PUBLIC SAFETY

#### 3.1 BUSH FIRES ACT 1954 - VARIATION OF PROHIBITED AND RESTRICTED BURNING TIMES

<b>Legislative authority to delegate</b>	<i>Bush Fires Act 1954 – s.17(10)</i>
<b>Power exercised or duty delegated</b>	<i>Bush Fires Act 1954 – s.17(7), 17(8) and 18(5)</i>
<b>Delegation to</b>	Shire President Chief Bush Fire Control Officer
<b>Delegation</b>	To jointly exercise the Shire's powers and duties under Section 17(7), 17(8) and Section 18(5) of the <i>Bush Fires Act 1954</i> in respect to varying prohibited and restricted burning times..
<b>Conditions and exceptions</b>	The Shire President and Chief Bush Fire Control Officer are to consult with the Regional Manager of the Department of Parks and Wildlife before exercising this delegated authority .
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file and local public notice given in accordance with s.18(a)(iii).
<b>CEO's Power to Delegate</b>	N/A
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	07/12/1999 Item 10.7	New delegation adopted.
2.	Unknown	Delegation to Chief Executive Officer repealed and replaced with delegation to Shire President.
3.	17/06/2014 – Item 11.1.1	Amended by replacing reference to Dept of Environment & Conservation with Dept of Parks & Wildlife and including reference to <i>Bush Fires Act 1954</i> public notice requirements in the Minimum Reporting Requirement.

DELEGATION 3.1 - 1



## DELEGATED AUTHORITY REGISTER

### 3.2 BUSH FIRES ACT 1954 – PROSECUTION OF OFFENCES

<b>Legislative authority to delegate</b>	<i>Bush Fires Act 1954 – s.59(3)</i>
<b>Power exercised or duty delegated</b>	<i>Bush Fires Act 1954 – s.59(3)</i>
<b>Delegation to</b>	Chief Executive Officer Executive Manager Regulatory Services Community Emergency Services Manager/Chief Bush Fire Control Officer
<b>Delegation</b>	To consider offences alleged to have been committed against the <i>Bush Fires Act 1954</i> within the district, and if the delegate thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Nil
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	New delegation adopted.
2.	Unknown	Delegation to Chief Bush Fire Control Officer and Shire Rangers repealed. Reference to issuing of infringement notices deleted (see Delegation 3.3). Delegation to Chief Executive Officer and Chief Bush Fire Control Officer to withdraw infringement notices deleted (see Delegation 3.4).
3.	17/06/2014 – Item 11.1.1	Amended by changing title and adding further delegations to the Executive Manager Regulatory Services and Manager Ranger and Fire Services/CBFCO.
4.	29/05/2015 – by decision of CEO under Del. 1.17.	Reference to Manager Ranger and Fire Services deleted and replaced with reference to Community Emergency Services Manager.

DELEGATION 3.2 - 1



## DELEGATED AUTHORITY REGISTER

### 3.3 BUSH FIRES ACT 1954 – ISSUING INFRINGEMENT NOTICES

<b>Legislative authority to delegate</b>	<i>Bush Fires Act 1954 – s.59(3)</i>
<b>Power exercised or duty delegated</b>	<i>Bush Fires Act 1954 – s.59(3) and s.59A(2)</i>
<b>Delegation to</b>	Community Emergency Services Manager/Chief Bush Fire Control Officer Shire Rangers
<b>Delegation</b>	To issue infringement notices for offences against the <i>Bush Fires Act 1954</i> as prescribed for the purposes of s.59A.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Nil
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	Unknown – between 21/08/1997 and 20/05/2008	New delegation adopted.
2.	17/06/2014 – Item 11.1.1	Amended by changing title and wording of delegation to clarify that delegation extends only to issuing of infringement notices and does not include commencement of legal proceedings.
3.	29/05/2015 – by decision of CEO under Del. 1.17.	Reference to Manager Ranger and Fire Services deleted and replaced by reference to Community Emergency Services Manager.



## DELEGATED AUTHORITY REGISTER

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### 3.4 **BUSH FIRES ACT 1954 – WITHDRAWAL OF INFRINGEMENT NOTICES**

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1*

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DELEGATION 3.4 - 1





## DELEGATED AUTHORITY REGISTER

### 3.4A BUSH FIRES ACT 1954 – APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

<b>Legislative authority to delegate</b>	<i>Bush Fires Act 1954 – s.48</i>
<b>Power exercised or duty delegated</b>	<i>Bush Fires Act 1954 – s.38</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To appoint Bush Fire Control Officers, including the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer/s and Fire Weather Officer.
<b>Conditions and exceptions</b>	<ol style="list-style-type: none"> <li>1. Chief Bush Fire Control Officer is to be the Shire's Community Emergency Services Manager (or equivalent position). Any other proposed appointment must be presented to Council for consideration.</li> <li>2. Appointments to the position of Deputy Chief Bush Fire Control Officer must result from a recommendation of the Shire's Bush Fire Advisory Committee.</li> <li>3. Appointments to the position of Bush Fire Control Office must result from a recommendation of the Shire's Bush Fire Advisory Committee.</li> </ol> <p>Condition 3 does not apply to the appointment of Shire Rangers as Bush Fire Control Officers for the Shire in its entirety.</p>
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Nil. The <i>Bush Fires Act 1954</i> does not contain any power of further delegation.
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

DELEGATION 3.4A - 1



## DELEGATED AUTHORITY REGISTER

Version	Decision Reference	Synopsis
1.	15/07/2014 – Item 11.1.2	Delegation adopted
2.	29/05/2015 – by decision of CEO under Del. 1.17.	Reference to Manager Ranger and Fire Services in Condition 1 replaced with Community Emergency Services Manager.





## DELEGATED AUTHORITY REGISTER

### 3.4B BUSH FIRES ACT 1954 – APPROVAL AND ISSUE OF FIREBREAK ORDER

<b>Legislative authority to delegate</b>	<i>Bush Fires Act 1954 – s.48</i>
<b>Power exercised or duty delegated</b>	<i>Bush Fires Act 1954 – s.33(1)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To approve the format and content, and authorise the issue, of the annual Shire of Gingin Firebreak Order.
<b>Conditions and exceptions</b>	The draft Firebreak Order shall be submitted to the Shire's Bush Fire Advisory Committee for consideration prior to submission to the Chief Executive Officer for approval.
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Nil. The <i>Bush Fires Act 1954</i> does not contain any power of further delegation.
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	19/07/2016 – Item 11.1.2	Delegation adopted



## DELEGATED AUTHORITY REGISTER

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### 3.5 EVENTS ON ROADS

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*Now Delegation 5.7 Temporary Closure of Thoroughfare - Events*

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DELEGATION 3.5 - 1



## DELEGATED AUTHORITY REGISTER

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### **3.6      DOG ACT 1976 – WITHDRAWAL OF INFRINGEMENTS**

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1  
See Delegation 3.16.*

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DELEGATION 3.6 - 1



## DELEGATED AUTHORITY REGISTER

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### 3.7 ENFORCEMENT AND LEGAL PROCEEDINGS

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1  
See Delegation 3.17.*

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DELEGATION 3.7 - 1



## DELEGATED AUTHORITY REGISTER

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### **3.8 PROSECUTION FOR AN OFFENCE AGAINST THE LOCAL GOVERNMENT ACT 1995 AND SHIRE LOCAL LAWS**

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1  
See Delegation 3.17*

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DELEGATION 3.8 - 1



## DELEGATED AUTHORITY REGISTER

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### 3.9 IMPOUNDING GOODS – AUTHORISED EMPLOYEE

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1  
See Delegation 3.17.*

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DELEGATION 3.9 - 1



## DELEGATED AUTHORITY REGISTER

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### **3.10 IMPOUNDING ABANDONED VEHICLE WRECKS – AUTHORISED EMPLOYEE**

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1  
See Delegation 3.17.*

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DELEGATION 3.10 - 1





## DELEGATED AUTHORITY REGISTER

### 3.11 DECLARING AN IMPOUNDED VEHICLE TO BE AN ABANDONED WRECK

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 - S 3.40A(4)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To declare a vehicle to be an abandoned vehicle wreck if – <ul style="list-style-type: none"> <li>(a) after 7 days from the removal of the vehicle under Section 3.40A(1) of the <i>Local Government Act 1995</i>, the owner of the vehicle has not been identified; or</li> <li>(b) after 7 days from being given notice under Section 3.40A(2) of the <i>Local Government Act 1995</i>, the owner of the vehicle has not collected it.</li> </ul>
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Regulatory Services
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	06/05/2008 – Item 11.2.2	New delegation adopted.

DELEGATION 3.11 - 1



## DELEGATED AUTHORITY REGISTER

### 3.12 SALE OF IMPOUNDED/SEIZED/CONFISCATED VEHICLES, ANIMALS OR GOODS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 - S 3.47</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To dispose of any vehicles, animals or goods that have been impounded/seized/confiscated under the provisions of Section 3.47 of the <i>Local Government Act 1995</i> .
<b>Conditions and exceptions</b>	<p>The Chief Executive Officer may dispose of the above only after calling public tenders in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations</i>.</p> <p>The Chief Executive Officer is authorised pursuant to Section 5.43 (b) of the <i>Local Government Act 1995</i>, to accept any tender up to the value of \$5,000. Tenders for amounts exceeding \$5,000 shall be referred to the Council for consideration.</p>
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Regulatory Services
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with original delegation.

Version	Decision Reference	Synopsis
1.	07/12/1999 – Item 10.7	New delegation adopted.



## DELEGATED AUTHORITY REGISTER

### 3.12A DESTRUCTION AND DISPOSAL OF SICK OR INJURED IMPOUNDED ANIMALS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 - S 3.47A</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To determine that any impounded animal that is ill or injured to such an extent that treating it is not practicable shall be humanely destroyed and the carcass disposed of.
<b>Conditions and exceptions</b>	<p>Destruction and disposal of impounded animals will only be carried out by the Community Emergency Services Manager/Chief Bush Fire Control Officer or Rangers.</p> <p>In disposing of animal carcasses, Officers will have regard to any requirements of clause 5.2.6 of the Shire of Gingin Health Local Law 2004.</p>
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	<p>Executive Manager Regulatory Services</p> <p>Community Emergency Services Manager/Chief Bush Fire Control Officer</p> <p>Rangers</p>
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Version	Decision Reference	Synopsis
1.	17/06/2014 – Item 11.1.1	New delegation adopted.
2.	29/05/2015 – by decision of CEO under Del. 1.17.	Reference to Manager Ranger and Fire Services deleted and replaced by reference to Community Emergency Services Manager/Chief Bush Fire Control Officer.

DELEGATION 3.12A - 1



## DELEGATED AUTHORITY REGISTER

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### **3.13 PROCEEDINGS UNDER DOG ACT 1976**

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1  
See Delegation 3.16.*

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DELEGATION 3.13 - 1



## DELEGATED AUTHORITY REGISTER

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### 3.14 SIGNS AND BILL POSTING

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1*



## DELEGATED AUTHORITY REGISTER

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### 3.15 CAT ACT 2011 – APPOINTMENT OF AUTHORISED PERSONS

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1  
See Delegation 3.15A.*





## DELEGATED AUTHORITY REGISTER

### 3.15A CAT ACT 2011

<b>Legislative authority to delegate</b>	<i>Cat Act 2011 – s.44</i>
<b>Power exercised or duty delegated</b>	<i>All powers and duties of the local government under the Cat Act 2011 and subsidiary legislation</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To fulfil, carry out, undertake or enforce any power or duty of the local government under the <i>Cat Act 2011</i> and its subsidiary legislation.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act. (s.45(1))
<b>CEO Delegates to</b>	Executive Manager Regulatory Services Community Emergency Services Manager/Chief Bush Fire Control Officer Rangers  Powers as listed in 3.15A – Schedule 1
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with original delegation.

Version	Decision Reference	Synopsis
1.	17/06/2014 – Item 11.1.1	New delegation adopted.
2.	29/05/2015 – by decision of CEO under Del. 1.17.	Reference to Manager Ranger and Fire Services deleted and replaced by reference to Community Emergency Services Manager.





## DELEGATED AUTHORITY REGISTER

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### 3.15A SCHEDULE 1

#### **Powers Delegated by the CEO to:**

Executive Manager Regulatory Services

Community Emergency Services Manager/Chief Bush Fire Control Officer

Rangers

1. *Cat Act 2011 – s.13*  
On refusal to grant or renew a registration of a cat or decision to cancel a registration of a cat, notify the owner within seven days of making the decision.
2. *Cat Act 2011 – s.26*  
Issue a cat control notice
3. *Cat Act 2011 – s.37(1) and s.37(2)*  
*Cat Regulations 2012 – Reg. 22*  
Grant, refuse to grant, renew or refuse to renew an application to breed cats.
4. *Cat Act 2011 – s.37(3) and s.37(4)*  
Require an applicant to provide documents or information within a specified time of not more than 21 days, in order to determine a breeder application, or require the applicant to verify the information by statutory declaration.
5. *Cat Act 2011 – s.38*  
Cancel an approval to breed.
6. *Cat Act 2011 - s.39*  
Issue a certificate to an approved breeder
7. *Cat Act 2011 – s.40*  
Notify the applicant of a decision to approve or decline a registration, or approve or decline a breeder's application in writing within seven days of making a decision.
8. *Cat Act 2011 – s.49(3)*  
Recover costs associated with the destruction of a cat in a court of competent jurisdiction.



## DELEGATED AUTHORITY REGISTER

### 3.16 DOG ACT 1976

<b>Legislative authority to delegate</b>	<i>Dog Act 1976 – s.10AA(1)</i>
<b>Power exercised or duty delegated</b>	All powers and duties of the local government under the <i>Dog Act 1976</i> and subsidiary legislation
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To fulfil, carry out, undertake or enforce any power or duty of the local government under the <i>Dog Act 1976</i> and its subsidiary legislation.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	The Chief Executive Officer is expressly authorised by Council to further delegate the power or duty. (s.10AA(3))
<b>CEO Delegates to</b>	Executive Manager Regulatory Services Community Emergency Services Manager/Chief Bush Fire Control Officer Rangers  Powers as listed in 3.16 – Schedule 1
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Version	Decision Reference	Synopsis
1.	17/06/2014 – Item 11.1.1	New delegation adopted.
2.	29/05/2015 – by decision of CEO under Del. 1.17.	Reference to Manager Ranger and Fire Services deleted and replaced by reference to Community Emergency Services Manager.



## DELEGATED AUTHORITY REGISTER

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### 3.16 SCHEDULE 1

#### **Powers Delegated by the CEO to:**

Executive Manager Regulatory Services

Community Emergency Services Manager/Chief Bush Fire Control Officer

Rangers

1. *Dog Act 1976 – s.10A*  
Pay and direct a vet to sterilise a dog owned by an eligible person
2. *Dog Act 1976 – s.15(4)(a)*  
Discount or waive the registration fee for an individual dog or any class of dogs, except dangerous dogs.
3. *Dog Act 1976 – s.16(3)*  
Direct a Registration Officer to refuse to effect or renew the registration of a dog, or to cancel the registration of a dog in circumstances prescribed by s.16(3).
4. *Dog Act 1976 – s.17A*  
Where no application for registration has been made, give written notice to an owner that a dog cannot be registered for any of the prescribed reasons and inform the owner of their right of review.
5. *Dog Act 1976 – s.33H*  
Revoke a declaration as a dangerous dog or proposal to destroy.



## DELEGATED AUTHORITY REGISTER

### 3.17 APPOINTMENT OF AUTHORISED PERSONS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s.9.10(1)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To appoint persons or classes of persons to be authorised for the purposes of performing particular functions under the <i>Local Government Act 1995</i> as specified by the Chief Executive Officer.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file with copy of written authorisation.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Regulatory Services
<b>Conditions and Exceptions to On-Delegation</b>	<p>Delegation to Executive Manager Regulatory Services extends only to:</p> <ol style="list-style-type: none"> <li>1. Appointing authorised persons to impound any goods that are involved in a contravention that can lead to impounding; and</li> <li>2. Appointing authorised persons to remove and impound a vehicle that, in the opinion of the Local Government, is an abandoned vehicle wreck.</li> </ol>

Version	Decision Reference	Synopsis
1.	17/06/2014 – Item 11.1.1	New delegation adopted.



## DELEGATED AUTHORITY REGISTER

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### 4. HEALTH

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#### 4.1 HEALTH ACT – APPOINTMENT OF DEPUTY

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*Repealed by resolution of Council 21 February 2017 – Item 11.1.1  
See Delegations 4.7 and 4.8.*

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DELEGATION 4.1 - 1



## DELEGATED AUTHORITY REGISTER

### 4.2 TEMPORARY ACCOMMODATION

<b>Legislative authority to delegate</b>	Local Government Act 1995 – s.5.42 and s.5.44
<b>Power exercised or duty delegated</b>	Council Policy 8.8 – Temporary Accommodation
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To determine applications for Temporary Accommodation with respect to Council's Policy 8.8 "Temporary Accommodation".
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	
<b>CEO Delegates to</b>	Executive Manager Regulatory Services Environmental Health Officer
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	18/07/2000 – Item 10.9	New delegation adopted.
2.	17/06/2014 – Item 11.1.1	Reference to Manager Health Services replaced with Environmental Health Technical Officer.
3.	29/05/2015 – by decision of CEO under Del. 1.17.	Reference to Environmental Health Technical Officer deleted and replaced by reference to Environmental Health Officer.





## DELEGATED AUTHORITY REGISTER

### 4.3 FOOD ACT 2008 – APPOINTMENT OF AUTHORISED OFFICERS

<b>Legislative authority to delegate</b>	<i>Food Act 2008 – s.118(2)</i>
<b>Power exercised or duty delegated</b>	<i>Food Act 2008 – s.122(1)</i>
<b>Delegation to</b>	Chief Executive Officer Executive Manager Regulatory Services
<b>Delegation</b>	To appoint officers as Authorised Officers in accordance with section 122 of the <i>Food Act 2008</i> .
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	A list of authorised officers must be prepared and maintained in accordance with s.122(3) of the <i>Food Act 2008</i> . Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Nil
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	18/06/2013 – Item 11.1.3	New delegation adopted.
2.	17/06/2014 – Item 11.1.1	Title amended.



## DELEGATED AUTHORITY REGISTER

### 4.4 FOOD ACT 2008 – APPOINTMENT OF DESIGNATED OFFICERS

<b>Legislative authority to delegate</b>	<i>Food Act 2008 – s.118(2)</i>
<b>Power exercised or duty delegated</b>	<i>Food Act 2008 – s.126(13)</i>
<b>Delegation to</b>	Chief Executive Officer Executive Manager Regulatory Services
<b>Delegation</b>	To appoint Authorised Officers as Designated Officers to issue, extend or withdraw infringements for offences against the <i>Food Act 2008</i> .
<b>Conditions and exceptions</b>	A person who is a designated officer for the purposes of issuing infringements cannot be a designated officer for the purposes of extending or withdrawing infringements.
<b>Minimum reporting requirement</b>	A list of designated officers must be prepared and maintained in accordance with s.122(3) of the <i>Food Act 2008</i> . Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Nil
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	17/06/2014 – Item 11.1.1	New delegation adopted.



## DELEGATED AUTHORITY REGISTER

### 4.5 FOOD ACT 2008 – PROHIBITION ORDERS

<b>Legislative authority to delegate</b>	<i>Food Act 2008 – s.118(2)</i>
<b>Power exercised or duty delegated</b>	<i>Food Act 2008 – s.65 Food Act 2008 – s.66 Food Act 2008 – s.67(4)</i>
<b>Delegation to</b>	Executive Manager Regulatory Services Environmental Health Officer
<b>Delegation</b>	<ol style="list-style-type: none"> <li>1. To serve a prohibition order on the proprietor of a food business in accordance with Part 6 of the <i>Food Act 2008</i>.</li> <li>2. To give a certificate of clearance with respect to a prohibition order served in accordance with Part 6 of the <i>Food Act 2008</i>.</li> <li>3. To give written notification to the proprietor of a food business on whom a prohibition order has been served of any decision not to give a certificate of clearance after an inspection under s.66 or 67.</li> </ol>
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Nil
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	17/06/2014 – Item 11.1.1	New delegation adopted.
2.	29/05/2015 – by decision of CEO under Del. 1.17.	Reference to Environmental Health Technical Officer deleted and replaced by reference to Environmental Health Officer.



## DELEGATED AUTHORITY REGISTER

### 4.6 FOOD ACT 2008 – REGISTRATION OF FOOD BUSINESSES

<b>Legislative authority to delegate</b>	<i>Food Act 2008 – s.118(2)</i>
<b>Power exercised or duty delegated</b>	<i>Food Act 2008 – s.110</i> <i>Food Act 2008 – s.112</i>
<b>Delegation to</b>	Executive Manager Regulatory Services Environmental Health Officer
<b>Delegation</b>	To grant, apply conditions to, refuse, vary or cancel registration of a food business.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Nil
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	17/06/2014 – Item 11.1.1	New delegation adopted.
2.	29/05/2015 – by decision of CEO under Del. 1.17.	Reference to Environmental Health Technical Officer deleted and replaced by reference to Environmental Health Officer.



## DELEGATION REGISTER

### 4.7 PUBLIC HEALTH ACT 2016 – DESIGNATION OF AUTHORISED OFFICERS

<b>Legislative authority to delegate</b>	<i>Public Health Act 2016 s. 21</i>
<b>Power exercised or duty delegated</b>	<i>Public Health Act 2016 s. 24(1), (3) and (4)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	<ol style="list-style-type: none"> <li>1. To designate a person or a class of persons as authorised officers for the purposes of: <ol style="list-style-type: none"> <li>a. the <i>Public Health Act 2016</i> or another specified act; or</li> <li>b. the specified provisions of the <i>Public Health Act 2016</i> or another specified act; or</li> <li>c. the provisions of the <i>Public Health Act 2016</i> or another specified act other than the specified provisions of that act.</li> </ol> </li> <li>2. To designate, under s. 24(1): <ol style="list-style-type: none"> <li>a. an environmental health officer or environmental health officers as a class; or</li> <li>b. a person who is not an environmental health officer or a class of persons who are not environmental health officers; or</li> <li>c. a mixture of the two.</li> </ol> </li> <li>3. To act jointly with other local governments in the designation of persons or classes of persons as authorised officers.</li> </ol>
<b>Conditions and exceptions</b>	N/A
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Nil. <i>Public Health Act 2016</i> does not contain a power of further delegation.
<b>CEO Delegates to</b>	N/A

DELEGATION 4.7 - 1



## DELEGATION REGISTER

Conditions and  
Exceptions to On-  
Delegation

N/A

Version	Decision Reference	Synopsis
1.	21/02/2017 – Item 11.1.1	New delegation adopted.





## DELEGATION REGISTER

### 4.8 PUBLIC HEALTH ACT 2016 – CERTIFICATES OF AUTHORITY

<b>Legislative authority to delegate</b>	<i>Public Health Act 2016 s. 21</i>
<b>Power exercised or duty delegated</b>	<i>Public Health Act 2016 s. 30</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To sign Certificates of Authority issued to authorised officers appointed under the <i>Public Health Act 2016</i> .
<b>Conditions and exceptions</b>	N/A
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Nil. <i>Public Health Act 2016</i> does not contain a power of further delegation.
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	21/02/2017 – Item 11.1.1	New delegation adopted.



## DELEGATION REGISTER

### 4.9 FOOD ACT 2008 – DETERMINE COMPENSATION

<b>Legislative authority to delegate</b>	<i>Food Act 2008 – s. 118(2)(b)</i>
<b>Power exercised or duty delegated</b>	<i>Food Act 2008 – s. 70(2) and 70(3)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	In respect to applications for compensation under s. 70, to determine <ol style="list-style-type: none"> <li>whether there were insufficient grounds for making a prohibition order; and</li> <li>where compensation is to be paid, the compensation to the applicant that is just and reasonable.</li> </ol>
<b>Conditions and exceptions</b>	The level of compensation to be paid in respect of any single claim is not to exceed a maximum of \$5,000.
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Nil. The <i>Food Act 2008</i> does not contain any power of sub-delegation.
<b>CEO Delegates to</b>	Nil
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	20/06/2017 – Item .....	Delegation adopted.

DELEGATION 4.9 - 1



## DELEGATION REGISTER

### 5. ENGINEERING

#### 5.1 APPLICATIONS FOR OPERATION OF "B" DOUBLES AND ROAD TRAINS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
<b>Power exercised or duty delegated</b>	To approve the use of local roads deemed as suitable by the Chief Executive Officer for the operation of "B" double road trains and pocket road trains (Restricted Access Vehicle (RAV) Network 2, 3 and 4 combinations).
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	Any roads, other than those approved by Main Roads in consultation with Council, which will be related to direct farm or business activity access, will be dealt with on their merits, and will include road conditions if appropriate.  The Chief Executive Officer is authorised to approve applications to use RAV Network 2,3 and 4 combinations on all local roads considered suitable for usage by that combination, provided that such usage is for the purpose of servicing an established enterprise operating from within the Municipality.
<b>Conditions and exceptions</b>	The Chief Executive Officer in exercising this delegation shall have regard to Council Policy 7.6
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Operations
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation

DELEGATION 5.1 - 1



## DELEGATION REGISTER

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	New delegation adopted.
2.	21/06/2016 – Item 11.1.5	Power Exercised or Duty Delegated amended by adding the words <i>(Restricted Access Vehicle (RAV) Network 2)</i> .
3.	18/10/2016 – Item 11.4.2	Delegation amended to reflect the proposed changes to Policy 7.6 and to tidy up terminology with regards to road trains and RAVs.



## DELEGATION REGISTER

### 5.2 REGISTERED GATES

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations – Reg. 9 and Reg. 10</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To approve applications for permits to erect gates across road reserves subject to the <i>Local Government Act 1995</i> .
<b>Conditions and exceptions</b>	<ul style="list-style-type: none"> <li>a. That the road be of a minor nature with a low traffic density.</li> <li>b. That the gate be a heavy duty swing type.</li> <li>c. That the gate be unlocked at all times.</li> <li>d. That all landowners adjoining the road or using the road for access to supply written approval of the proposal.</li> </ul>
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Operations
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	New delegation adopted.
2.	17/06/2014 – Item 11.1.1	Sub-delegation to Executive Manager Operations.
3.	20/06/2017 – Item .....	Condition e requiring payment of an annual fee deleted.



## DELEGATION REGISTER

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### 5.3 PERMANENT CLOSURE OF ROADS PROCEDURES

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1*

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DELEGATION 5.3 - 1





## DELEGATION REGISTER

### 5.4 TEMPORARY CLOSURE OF THOROUGHFARES

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s.3.50</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To approve the temporary closure, either wholly or partially, of any thoroughfare managed by the Shire of Gingin.
<b>Conditions and exceptions</b>	Delegation only relates to circumstances where there is an alternative route available to traffic which might otherwise use the section of road to be closed, or the closure is intended to be of such short duration that no great inconvenience will be suffered.
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file. Elected Members to be advised of any road closure likely to be in effect for more than five working days.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Operations
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	New delegation adopted.
2.	17/06/2014 – Item 11.1.1	Title amended. Delegation wording amended to more clearly reflect the intent of the legislation. Minimum reporting requirement amended.





## DELEGATION REGISTER

### 5.5 PARTIAL CLOSURE OF THOROUGHFARES FOR REPAIRS OR MAINTENANCE

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s.3.50A</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To partially and temporarily close a thoroughfare without giving local public notice, if the closure – <ul style="list-style-type: none"> <li>(a) is for the purpose of carrying out repairs or maintenance; and</li> <li>(b) is unlikely to have a significant adverse effect on users of the thoroughfare.</li> </ul>
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Operations
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with original delegation.

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	New delegation adopted.



## DELEGATION REGISTER

### 5.6 REVOCATION OF ROAD CLOSURE ORDER

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s.3.50(6)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To revoke an order to temporarily close a thoroughfare under the management of the Shire of Gingin.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Operations
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with original delegation.

Version	Decision Reference	Synopsis
1.	17/06/2014 – Item 11.1.1	New delegation adopted.



## DELEGATION REGISTER

### 5.7 TEMPORARY CLOSURE OF THOROUGHFARES - EVENTS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s.3.50</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the <i>Road Traffic (Events on Roads) Regulations 1991</i> .
<b>Conditions and exceptions</b>	The Chief Executive Officer shall have regard to s.3.50 of the <i>Local Government Act 1995</i> .
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Operations
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	New delegation adopted.
2.	17/06/2014 – Item 11.1.1	Title amended. Sub-delegation to Executive Manager Operations added.



## DELEGATION REGISTER

### 6. BUILDING

#### 6.1 APPROVE OR REFUSE A BUILDING PERMIT

<b>Legislative authority to delegate</b>	<i>Building Act 2011 – s.127</i>
<b>Power exercised or duty delegated</b>	<i>Building Act 2011 – s.20, 22 and 27</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	<ol style="list-style-type: none"> <li>1. To approve or refuse to approve an application for the grant of a building permit.</li> <li>2. To impose any conditions on the grant of a building permit in addition to those provided for in the <i>Building Act 2011</i> and <i>Building Regulations 2012</i>.</li> <li>3. To add, vary or revoke conditions imposed before the building work is complete.</li> </ol>
<b>Conditions and exceptions</b>	<p>Consideration of an application for the grant of a building permit must have regard for the following adopted policies of Council:</p> <ul style="list-style-type: none"> <li>• 8.1 (Building Control Disclaimer);</li> <li>• 8.3 (Building Licence – Deposit for Footpaths/ Cycleway);</li> <li>• 8.4 (Sign Applications);</li> <li>• 8.5 (Amalgamation of Lots for Building Sites);</li> <li>• 8.6 (Roof Drainage);</li> <li>• 8.7 (Roof Guttering on Outbuildings);</li> <li>• 8.8 (Temporary Accommodation);</li> <li>• 8.9 (Retaining Walls);</li> </ul> <p><u>Retaining Walls</u></p> <ul style="list-style-type: none"> <li>• 8.10 (Retaining Walls – Cut and Fill of Lots); and</li> <li>• 8.11 (Oversized Outbuildings).</li> </ul> <p>This delegation applies to retaining walls between 1 metre and 1.8 metres in height. Plans showing height, length and location and accompanied by certification of structural adequacy prepared by a Professional (Structural) Engineer* must be submitted.</p>



## DELEGATION REGISTER

\*Professional Engineer as defined in the Building Code of Australia.

Plans submitted for retaining walls with a height exceeding 1.8 metres must be referred to Council for determination.

The CEO is to exercise discretion in issuing a building licence for earthworks and retaining walls, prior to issuing a building licence for a dwelling on the subject lot.

### Minimum reporting requirement

Record to be placed on appropriate file.

### CEO's Power to Delegate

CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.

### CEO Delegates to

Executive Manager Regulatory Services  
Manager Building Services

### Conditions and Exceptions to On-Delegation

In accordance with original delegation.

Version	Decision Reference	Synopsis
1.	18/10/2011 – Item 11.4.1 20/03/2012 – Item 11.4.1	New delegation adopted following introduction of the <i>Building Act 2011</i> .
2.	20/08/2013 – Item 11.1.1 18/02/2014 – Item 11.1.5	Delegation 6.2 (Building Licences – Retaining Walls) deleted and relevant content incorporated into Delegation 6.1. Delegated authority granted to CEO with power to delegate, rather than direct to Manager Building Services. Title changed from <i>Issue of Building Licences to Approve or Refuse a Building Permit</i> .
3.	16/06/2015 – Item 11.1.4	Minimum Reporting Requirement amended to require decisions made under this delegation to be circulated to Councillors via regular communications channels rather than via the Information Bulletin.
4.	20/06/2017 – Item .....	Delegation and Conditions and Exceptions amended to conform with the <i>Building Act 2011</i> . Reference to Council Policy 8.2 deleted. Minimum Reporting Requirement amended to delete requirement to advise elected members.





## DELEGATION REGISTER

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### 6.2 BUILDING LICENCES – RETAINING WALLS

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*Abolished by resolution of Council 20 August 2013 – Item 11.1.1*  
*Abolished by resolution of Council 18 February 2014 – Item 11.1.5*  
*See Delegation 6.1*



## DELEGATION REGISTER

### 6.3 ISSUE AN OCCUPANCY PERMIT AND A BUILDING APPROVAL CERTIFICATE

<b>Legislative authority to delegate</b>	<i>Building Act 2011 – s.127</i>
<b>Power exercised or duty delegated</b>	<i>Building Act 2011 – s.58</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To issue an occupancy permit and a building approval certificate in accordance with section 58 of the <i>Building Act 2011</i> .
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Regulatory Services Manager Building Services
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Version	Decision Reference	Synopsis
1.	18/10/2011 – Item 11.4.1 20/03/2012 – Item 11.4.1	New delegation adopted following introduction of the <i>Building Act 2011</i> .
2.	20/08/2013 – Item 11.1.1 18/02/2014 – Item 11.1.5	Delegated authority granted to CEO with power to delegate, rather than direct to Manager Building Services.
3.	17/06/2014 – Item 11.1.1	Sub-delegation to Executive Manager Regulatory Services added.





## DELEGATION REGISTER

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### 6.4 BUILDING LICENCE FEES - EXEMPTIONS

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*Repealed by resolution of Council 17 June 2014 – Item 11.1.1*

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DELEGATION 6.4 - 1



## DELEGATION REGISTER

### 6.5 EXTENSION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE

<b>Legislative authority to delegate</b>	<i>Building Act 2011 – s.127</i>
<b>Power exercised or duty delegated</b>	<i>Building Act 2011 – s.65</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To extend the period of duration of an Occupancy Permit or a Building Approval Certificate in accordance with section 65 of the <i>Building Act 2011</i> .
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Regulatory Services Manager Building Services
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation

Version	Decision Reference	Synopsis
1.	18/10/2011 – Item 11.4.1 20/03/2012 – Item 11.4.1	New delegation adopted following introduction of the <i>Building Act 2011</i> .
2.	20/08/2013 – Item 11.1.1 18/02/2014 – Item 11.1.5	Delegated authority granted to CEO with power to delegate, rather than direct to Manager Building Services.
3.	17/06/2014 – Item 11.1.1	Sub-delegation to Executive Manager Regulatory Services added.



## DELEGATION REGISTER

### 6.6 ISSUE BUILDING ORDERS

<b>Legislative authority to delegate</b>	<i>Building Act 2011 – s.127</i>
<b>Power exercised or duty delegated</b>	<i>Building Act 2011 – s.110</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To issue Building Orders in accordance with section 110 of the <i>Building Act 2011</i> .
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Regulatory Services Manager Building Services
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation

Version	Decision Reference	Synopsis
1.	18/10/2011 – Item 11.4.1 20/03/2012 – Item 11.4.1	New delegation adopted following introduction of the <i>Building Act 2011</i> .
2.	20/08/2013 – Item 11.1.1 18/02/2014 – Item 11.1.5	Delegated authority granted to CEO with power to delegate, rather than direct to Manager Building Services.
3.	17/06/2014 – Item 11.1.1	Sub-delegation to Executive Manager Regulatory Services added.



## DELEGATION REGISTER

### 6.7 REVOKE BUILDING ORDERS

<b>Legislative authority to delegate</b>	<i>Building Act 2011 – (S127)</i>
<b>Power exercised or duty delegated</b>	<i>Building Act 2011 – (S117)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To revoke Building Orders in accordance with section 117 of the <i>Building Act 2011</i> .
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Regulatory Services Manager Building Services
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation

Version	Decision Reference	Synopsis
1.	18/10/2011 – Item 11.4.1 20/03/2012 – Item 11.4.1	New delegation adopted following introduction of the <i>Building Act 2011</i> .
2.	20/08/2013 – Item 11.1.1 18/02/2014 – Item 11.1.5	Delegated authority granted to CEO with power to delegate, rather than direct to Manager Building Services.
3.	17/06/2014 – Item 11.1.1	Sub-delegation to Executive Manager Regulatory Services added.



## DELEGATION REGISTER

### 6.8 APPROVE OR REFUSE A DEMOLITION PERMIT

<b>Legislative authority to delegate</b>	<i>Building Act 2011 – s.127</i>
<b>Power exercised or duty delegated</b>	<i>Building Act 2011 – s.21</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To approve or refuse a demolition licence to take down a building or part of a building. Licence may be subject to such conditions as are considered necessary for the safe and proper execution of the work.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Regulatory Services Manager Building Services
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Version	Decision Reference	Synopsis
1.	18/10/2011 – Item 11.4.1 20/03/2012 – Item 11.4.1	New delegation adopted following introduction of the <i>Building Act 2011</i> .
2.	20/08/2013 – Item 11.1.1 18/02/2014 – Item 11.1.5	Delegated authority granted to CEO with power to delegate, rather than direct to Manager Building Services.
3.	17/06/2014 – Item 11.1.1	Sub-delegation to Executive Manager Regulatory Services added.



## DELEGATION REGISTER

### 6.9 BUILDING ACT 2011 – APPOINTMENT OF AUTHORISED PERSONS

<b>Legislative authority to delegate</b>	<i>Building Act 2011 – (S127)</i>
<b>Power exercised or duty delegated</b>	<i>Building Act 2011 – (S96(3))</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To appoint Authorised Persons as required for the purposes of administering the requirements of the <i>Building Act 2011</i> .
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	N/A
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	20/08/2013 – Item 11.1.1 18/02/2014 – Item 11.1.5	New delegation adopted.





## DELEGATION REGISTER

### 7. PLANNING

#### 7.1 TOWN PLANNING POWERS

<b>Legislative authority to delegate</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – (cl. 82)</i>
<b>Power exercised or duty delegated</b>	In accordance with Delegation 7.1 Schedule 1
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To deal with applications in the manner specified in Delegation 7.1 Schedule 1.
<b>Conditions and exceptions</b>	As detailed in Delegation 7.1 Schedule 1
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Manager Statutory Planning Manager Strategic Planning and Development Compliance/Planning Officer
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Delegation 7.1- 1





## DELEGATION REGISTER

Version	Decision Reference	Synopsis
1.	05/08/2003 – Item 10.1.2	New delegation adopted.
2.	16/10/2012 – Item 11.3.7	Amended to reflect changes resulting from introduction of LPS, No. 9.
3.	18/06/2013 – Item 11.1.3	Amended to show new position titles. Minor amendments to Parts 4 and 5.
4.	17/06/2014 – Item 11.1.1	References to legislation amended. Land Use Development of Caretaker's Dwelling included in Schedule 1.
5.	16/06/2015 – Item 11.1.4	Addition to Delegation Table in Schedule 1 – Approve all development applications for Use Not Listed – Signs.
6.	20/11/2015 – Under Del. 1.17	Legislative authority to delegate amended from LPS 9 to <i>Planning and Development (Local Planning Schemes) Regulations 2015 – (cl. 82)</i>
7.	20/12/2016 – Item 11.1.5	Cl. a of Schedule 1 – Agriculture Intensive – Irrigated Horticulture amended by deleting <i>Proposals greater than 500m from residential or rural residential settlements</i> and inserting <i>Proposals greater than 300m from any sensitive land use (ie single dwelling);</i> . Additional cl. c inserted.
8.	17/01/2017 – Under <i>Planning &amp; Development (Local Planning Schemes) Regulations 2015 Reg. 83</i>	Subdelegation by CEO extended to Compliance/Planning Officer.



7.1 Schedule 1

## DELEGATION REGISTER

### DELEGATION TABLE

1. Preamble

1.1 The delegations given to the Chief Executive Officer hereunder only permit that Officer to approve applications. Applications that the Chief Executive Officer is not prepared to approve shall be referred to Council for determination.

1.2 The Chief Executive Officer, when exercising a power delegated by Council in this section, shall only make such decisions after ensuring that the approval complies with the provisions of the Local Planning Scheme and is consistent with other decisions of Council in respect of such uses.

1.3 All subdivision proposals in the "General Rural" zone intended to accommodate service infrastructure. Council's support for such proposals to include the following condition:

A Restrictive Covenant being placed on the land, at the subdivider's cost, under a legal agreement that ensures:

- i) Use of the subdivided portion of land shall be limited to service infrastructure; and
- ii) If the infrastructure is no longer required, the subdivided portion of land could not be sold, but would be amalgamated with the adjoining land.

2. Subdivision/Amalgamation – Delegation

That the Chief Executive Officer be delegated authority to provide advice on and grant clearance for the following subdivisions and amalgamations of land referred to Council by the Western Australian Planning Commission:

2.1 All subdivisions for 50 lots or less that conform with Council's Local Planning Scheme No 9 (as amended).

NOTE: Subdivisions for more than 50 lots must be referred to Council for determination.

2.2 All subdivisions/amalgamations that comply with the subdivision detail depicted on a Structure Plan/Detailed Area Plan or Outline Development Plan adopted by Council.



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### 3. Permitted Uses – Delegation

That the Chief Executive Officer be delegated authority to:

- (a) Approve all applications for planning approval where the proposed use is a 'P' use in the zoning table of Local Planning Scheme No. 9.
- (b) Approve all applications for planning approval where the proposed use is incidental under the Local Planning Scheme No. 9, subject to:
  - (i) Application of standard tests of dominance and subservience, in accordance with appropriate and accepted town planning practice;
  - (ii) Compliance with any requirements of Council established by earlier relevant Council decisions in respect of such uses, which are considered relevant to the application.

### 4. Residential Development – Residential Design Codes of Western Australia (as amended)

The Chief Executive Officer is delegated authority to approve all development applications for a single house (including outbuildings) and grouped or multiple dwelling development to a maximum of six (6) dwelling units where:

- (a) The permissibility is designated a 'P', 'D' or 'A' use in Table 1: Zoning Table of the Shire of Gingin Local Planning Scheme No. 9 (as amended);
- (b) No objection or concern has been raised by an adjoining landowner or residents (if required to be advertised); and
- (c) The application complies with Scheme provisions and any relevant Local Planning Policy standards and requirements except for the extent of variation.

*NOTE: Notwithstanding the above, any application may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.*

### 5. Other Use and Development

The Chief Executive Officer is granted Delegated Authority to:



## DELEGATION REGISTER

(a) Approve all development applications for the discretionary use class under designated zones subject to no objection received during advertising in accordance with the table below:		
Land Use Development	Delegated Zones	Specific Delegation Criteria
Aquaculture	General Rural/Rural Living/General Industry/Rural Industry	
Ancillary Accommodation	Residential/Rural Industry/Rural Living	Approval for applications that comply with Scheme requirements, Residential Design Codes and relevant Local Planning Policy
Bed and Breakfast	Rural Living	Approval for:  (a) Applications that comply with Scheme requirements; and  (b) Applications where no adverse public submissions have been received
Caretaker's Dwelling	Mixed Business/Rural Industry/General Rural/Tourism/Conservation	Subject to compliance with Clause 5.10.9 of LPS No. 9
Child Care Premises	Rural Living	Approval for:  (a) Applications that comply with Scheme requirements; and  (b) Applications where no adverse public submissions have been received.
Home Occupation	Residential/Tourism/General Rural/Rural Industry/Rural Living	Approval for:  (a) Applications that comply with Scheme requirements; and





## DELEGATION REGISTER

		(b) Applications where no adverse public submissions have been received.
Agriculture Intensive – Irrigated Horticulture	General Rural	<p>Approval for:</p> <p>(a) Proposals greater than 300m from any sensitive land use (ie single dwelling);</p> <p>(b) Proposals that are able to comply with the standard approval conditions relative to Agriculture – Intensive; and</p> <p>(c) Minor Development Incidental to Agriculture Intensive (eg storage sheds, silos, water tanks, bushfire mitigation infrastructure and solar panels).</p>
Industry – Light	Rural Industry	
Market	Tourism/Town7260 Centre/General Industry/General Rural	Approval for applications that comply with Scheme provisions.
Restaurant	Tourism/Town Centre	
Industry – Rural	General Industry/Rural Industry	
Industry – Service	Town Centre/Mixed Business/Rural Industry	
Shop	Tourism	
Trade Display	Town Centre/General Industry/Rural Industry	
Transportable Dwellings	All zones	<p>Approval for applications which:</p> <p>(a) Comply with Council's Policy Statement 1.7 – Transportable Dwellings; and</p>

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## DELEGATION REGISTER

		(b) Are designated 'P' or 'D' in the Policy Statement Table.
Vehicle Repairs	Rural Industry	
Vehicle Sales & Hire	Town Centre	
Warehouse	Mixed Business/Rural Industry	
<p>(b) Approve an amendment or relocation of designated building envelopes on "Rural Living" and "General Rural" zoned properties where no objection is raised from adjoining landowners and the proposal will not result in removal of significant vegetation.</p> <p><i>NOTE: Notwithstanding the above, any application may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.</i></p> <p>(c) Approve all development applications for Use Not Listed – Signs, subject to no objection being received during advertising, in accordance with the table below:</p>		
Land Use Development	Delegated Zones	Specific Delegation Criteria
Advertisement	All Zones	Approval for applications that fully comply with the Shire's By-law Relating to Signs and Bill Posting





## DELEGATION REGISTER

### 7.2 RESTRICTIVE COVENANTS

<b>Legislative authority to delegate</b>	Shire of Gingin Local Planning Scheme No. 9 (as amended) – Clause 11.3 -
<b>Power exercised or duty delegated</b>	<i>Transfer of Land Act 1893 – s.129A</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To deal with all future applications pertaining to the placing of Restrictive Covenants on freehold land within the Shire of Gingin under s.129BA of the <i>Transfer of Land Act 1893</i> .
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Nil
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	04/06/2002 – Item 10.3	New delegation adopted.
2.	16/10/2012 – Item 11.3.7	Amended to reflect changes resulting from introduction of LPS. No. 9.
3.	18/06/2013 - Item 11.1.3	Amended to show new position titles
4.	17/06/2014 – Item 11.1.1	Legislative Authority to Delegate amended.
5.	21/06/2016 – Item 11.1.5	Delegation amended by adding the words <i>within the Shire of Gingin</i> under s. 129BA of the <i>Transfer of Land Act 1893</i> .



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### 7.3 ADVERTISING

<b>Legislative authority to delegate</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – (cl. 83)</i>
<b>Power exercised or duty delegated</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – (cl. 64)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To initiate advertising of an application for a 'P', 'D' or 'A' use in Table 1: Zoning Table pursuant to the provisions under Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and in accordance with Local Planning Policy.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Manager Statutory Planning Manager Strategic Planning and Development
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Version	Decision Reference	Synopsis
1.	15/03/2011 – Item 11.1.4	New delegation adopted.
2.	16/10/2012 – Item 11.3.7	Amended to reflect changes resulting from introduction of LPS. No. 9.
3.	18/06/2013 – Item 11.1.3	Amended to show new position titles.
4.	17/06/2014 – Item 11.1.1	Legislative Authority to Delegate amended.
5.	20/11/2015 – Under Del. 1.17	Legislative authority to delegate amended from LPS 9 to <i>Planning and Development (Local Planning Schemes) Regulations 2015 – (cl. 83)</i> . Power exercised amended from Shire of Gingin Local Planning Scheme No. 9 (as amended) – clause 9.4 to <i>Planning and Development (Local Planning Schemes) Regulations 2015 – (cl. 64)</i> . Delegation amended by deleting reference to Clause 9.4 of the Shire of Gingin Local Planning Scheme No. 9 and replacing with Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
6.	17/01/2017 – Under <i>Planning &amp; Development (Local Planning Schemes) Regulations 2015 Reg. 83</i>	Subdelegation by CEO extended to Compliance/Planning Officer.

Delegation 7.3- 1



## DELEGATION REGISTER

### 7.4 NON-STATUTORY DELEGATIONS

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.44</i>
<b>Power exercised or duty delegated</b>	
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	<p>To respond to requests, applications or referrals received by the Shire on the following matters:</p> <ul style="list-style-type: none"> <li>• Sale or lease of land by State or Federal Government departments;</li> <li>• Land clearing applications from State or Commonwealth agencies; and</li> <li>• Mining Tenement and Exploration Licence referrals from Department of Mines and Petroleum.</li> </ul>
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	<p>Manager Statutory Planning Manager Strategic Planning and Development</p>
<b>Conditions and Exceptions to On-Delegation</b>	In accordance with primary delegation.

Delegation 7.4- 1



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Version	Decision Reference	Synopsis
1.	15/03/2011 – Item 11.1.4	New delegation adopted.
2.	16/10/2012 – Item 11.3.7	Renumber from Delegation 7.5. Previous 7.4 (Subdivision Applications) repealed as a result of the introduction of LPS, No. 9.
3.	18/06/2013 – Item 11.1.3	Amended to show new position titles.
4.	17/06/2013 – Item 11.1.1	Legislative Authority to Delegate amended.
5.	21/06/2016 – Item 11.1.5	Delegation amended by deleting reference to liquor license applications referrals.
6.	17/01/2017 – Under <i>Planning &amp; Development (Local Planning Schemes) Regulations 2015 Reg. 83</i>	Subdelegation by CEO extended to Compliance/Planning Officer.



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### 7.5 MISCELLANEOUS

**Legislative authority to delegate** *Planning and Development (Local Planning Schemes) Regulations 2015 – (cl. 83)*

**Power exercised or duty delegated**

**Delegation to** Chief Executive Officer

**Delegation** To:

- a) Address all matters which arise out of the imposition of conditions on a development approval and provide clarification where required;
- b) Determine Council's position in consultation with the Shire President (or Deputy Shire President in the absence of the Shire President) with respect to any mediation process resulting from an appeal lodged with the State Administrative Tribunal;
- c) Serve notices on property owners who are deemed to be in breach of the Shire's Local Planning Scheme No. 9 (as amended). This may relate to unlawful land use or development, non-compliance with a condition/s of development approval or contravention of a direction set by the Scheme or a Local Planning Policy;
- d) Obtain legal advice in relation to a planning matter within the designated budget allocation;
- e) Entertain initial discussions and provide direction to applicants on development proposals in line with state planning policy and current planning instruments including strategy documents endorsed/adopted by Council; and





## DELEGATION REGISTER

- f) To engage an independent planning consulting service at the State Administrative Tribunal should Council's Resolution differ from Shire Officer's Recommendation resulting in the Review of an Application for Planning Approval

### Conditions and exceptions

- All development applications or subdivision referrals where the Chief Executive Officer or other delegated officers recommend refusal/objection of the application shall be presented to Council for consideration and a decision; and
- The instigation of legal action in relation to a breach of development approval or an offence committed against one or more of the provisions of the Shire's Local Planning Scheme No. 9 (as amended) shall be subject to a resolution of Council.

### Minimum reporting requirement

Record to be placed on appropriate file.

### CEO's Power to Delegate

CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.

### CEO Delegates to

Manager Statutory Planning  
Manager Strategic Planning and Development

### Conditions and Exceptions to On-Delegation

Delegation applies only to Points a, c, d, e and f.

Version	Decision Reference	Synopsis
1.	15/03/2011 – Item 11.1.4	New delegation adopted.
2.	16/10/2012 – Item 11.3.7	Renumbered from Delegation 7.6. Amended to reflect changes resulting from introduction of LPS. No. 9.
3.	18/06/2013 – Item 11.1.3	Amended to show new position titles.
4.	17/06/2013 – Item 11.1.1	Legislative Authority to Delegate amended.
5.	20/11/2015 – Under Del. 1.17	Legislative authority to delegate amended from LPS 9 to Planning and Development (Local Planning Schemes) Regulations 2015 – (cl. 82)
6.	21/06/2016 – Item 11.1.5	Conditions and Exceptions amended by deleting the requirement for a list of all development applications determined under Delegated Authority to be included in the agenda and minutes for ordinary Council meetings.
7.	17/01/2017 – Under <i>Planning &amp; Development (Local Planning Schemes) Regulations 2015 Reg. 83</i>	Subdelegation by CEO extended to Compliance/Planning Officer.

Delegation 7.5- 2





## DELEGATION REGISTER

### 7.6 ENTRY AND INSPECTION POWERS – APPOINTMENT OF AUTHORISED OFFICERS

<b>Legislative authority to delegate</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – (cl. 82 and 83)</i>
<b>Power exercised or duty delegated</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – (cl. 79)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To appoint employees of the Shire of Gingin as authorised persons for the purpose of entering any building or land in order to ascertain whether the provisions of the Scheme are being observed.
<b>Conditions and exceptions</b>	Nil
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Nil
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	15/03/2011 – Item 11.1.4	New delegation adopted.
2.	16/10/2012 – Item 11.3.7	Amended to reflect changes resulting from introduction of LPS. No. 9.
3.	18/06/2013 – Item 11.1.3	Amended to show new position titles.
4.	17/06/2013 – Item 11.1.1	Legislative Authority to Delegate amended.
5.	20/11/2015 – Under Del. 1.17	Legislative authority to delegate amended from LPS 9 to <i>Planning and Development (Local Planning Schemes) Regulations 2015 – (cl. 82 and 83)</i> . Power exercised or duty delegated amended from LPS 9 to <i>Planning and Development (Local Planning Schemes) Regulation s015 – (cl. 79)</i> . Delegation subject amended from <i>Power of Entry – Appointment of Authorised Officers</i> to <i>Entry and Inspection Powers – Appointment of Authorised Officers</i>



## DELEGATION REGISTER

### 7.7 SEA CONTAINERS

<b>Legislative authority to delegate</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – Reg. 83</i>
<b>Power exercised or duty delegated</b>	Shire of Gingin Local Planning Scheme No. 9 (s4.4.2) (Applicable to Sea Containers only)
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To process and approve Planning Applications for Sea Containers
<b>Conditions and exceptions</b>	Subject to full compliance with Local Planning Policy 1.9 – Sea Containers.
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Manager Statutory Planning Manager Strategic Planning and Development
<b>Conditions and Exceptions to On-Delegation</b>	Manager Statutory Planning and Manager Strategic Planning and Development have delegated authority to process and approve Planning Applications for Sea Containers subject to full compliance with Local Planning Policy 1.9 – Sea Containers.

Version	Decision Reference	Synopsis
1.	20/08/2013 – Item 11.1.1	New delegation adopted.
2.	17/01/2017 – Under <i>Planning &amp; Development (Local Planning Schemes) Regulations 2015 Reg. 83</i>	Subdelegation by CEO extended to Compliance/Planning Officer.

# APPENDIX 2



## DELEGATION REGISTER

### 2.1 CREDITORS – PAYMENT OF

<b>Legislative authority to delegate</b>	Local Government Act 1995 – s. 5.42 and 5.44
<b>Power exercised or duty delegated</b>	Local Government (Financial Management) Regulations 1996 – Reg. 12(1)
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	<p><u>To:</u></p> <ol style="list-style-type: none"><li><u>1. Make payments from the Municipal Fund, Trust Fund or Reserve Fund.</u></li><li><u>2. Approve and sign Electronic Fund Transfers between Council's Municipal, Reserve, Trust and Interest Bearing Deposit Accounts.</u></li><li><u>3. Approve and sign cheques/electronic fund transfers, subject to the disbursement of payments being authorised in accordance with Council's Budget as "Authorised Expenditure".</u></li></ol> <p><u>To:</u></p> <ol style="list-style-type: none"><li><u>1. Make payments from the Municipal Fund, Trust Fund, or Reserve Fund. Each payment from the Municipal Fund, Trust Fund, or Reserve Fund, is to be noted on a list compiled for each month showing:</u><ol style="list-style-type: none"><li><u>a) The payee's name</u></li><li><u>b) The amount of the payment</u></li><li><u>c) The date of the payment</u></li><li><u>d) Sufficient information to identify the transaction.</u></li></ol></li><li><u>The list referred to above is to be presented to the Council at the next Ordinary Meeting of the Council following the preparation of the list and is to be recorded in the Minutes of the Meeting at which it is presented.</u></li><li><u>2. Approve and sign Electronic Fund Transfers between Council's Municipal, Reserve, Trust and Interest Bearing Deposit Accounts.</u></li></ol>

DELEGATION 2.1 - 1



## DELEGATION REGISTER

### Conditions and exceptions

~~3. Approve and sign cheques/electronic fund transfers, subject to the disbursement of payments being authorised in accordance with Council's~~

1. Each payment from the Municipal Fund, Trust Fund or Reserve Fund is to be noted on a list compiled for each month showing:

- a) The payee's name
- b) The amount of the payment
- c) The date of the payment
- d) Sufficient information to identify the transaction.

2. Any disbursement of payments must be authorised in accordance with Council's Budget as "Authorised Expenditure".

~~Cheques/electronic fund transfers up to the value of \$200,000 are to be jointly signed by any two of the following officers:~~

~~Chief Executive Officer~~

~~Executive Manager Corporate and Community Services~~

~~Executive Manager Regulatory Services~~

~~Executive Manager Operations~~

~~Cheques/electronic fund transfers in excess of \$200,000 are to be signed by the Chief Executive Officer and any one of the following:~~

~~Executive Manager Corporate and Community Services~~

~~Executive Manager Regulatory Services~~

~~Executive Manager Operations~~





## DELEGATION REGISTER

**Minimum reporting requirement**

Report to be presented to Council as part of its monthly financial report.

**CEO's Power to Delegate**

CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.

**CEO Delegates to**

Nil

Executive Manager Corporate and Community Services  
Executive Manager Operations  
Executive Manager Regulatory Services

**Conditions and Exceptions to On-Delegation**

1. Cheques/electronic fund transfers in excess of \$200,00 are to signed by the Chief Executive Officer and the Executive Manager Corporate and Community Services.
2. Cheques/electronic fund transfers up to the value of \$200,00 are to be jointly signed by any two of the following officers:  
Chief Executive Officer  
Executive Manager Corporate and Community Services  
Executive Manager Regulatory Services  
Executive Manager Operations

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	Delegation adopted.
2.	19/02/2002 – Item 10.4	Delegation amended authorising Finance Officer to sign cheques up to the value of \$60,000.00
3.	01/11/2005 – Item 14.1	Amended to allow Payroll Officer or Executive Support Officer to co-sign cheques under certain circumstances.
4.	20/04/2010 – Item 11.1.6	References to Senior Finance Officer and Executive Support Officer replaced with Manager Financial Services and Community Development Officer, respectively.
5.	15/03/2011 – Item 11.1.4	Reference to Deputy Chief Executive Officer deleted and replaced with Executive Manager Corporate Services, Executive Manager Planning and Development, Executive Manager Engineering Services and Executive Manager Health and Building Services authorised as co-signatories.
6.	18/06/2013 – Item 11.1.3	Position titles updated. Maximum value of cheques/electronic fund transfers increased from \$150,000 to \$200,000
7.	16/06/2013 – Item 11.1.1	References to Executive Manager Financial Services and Executive Manager Planning and Engineering Services deleted and replace with reference to Executive Manager Corporate and Community Services and Executive Manager Operations respectively by decision of CEO under Del. 1.17.
8.	20/06/2017 – Item .....	Delegation reviewed and reformatted. Power to sign cheques/EFTs for more than \$200,000 restricted to CEO and EMCCS.



# APPENDIX 3



## DELEGATION REGISTER

### 2.2 WAIVE OR GRANT CONCESSIONS ON MONEY OWED TO THE SHIRE

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government Act 1995 – s. 6.12(1)(b) and (c) and s. 6.12(3)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	<p>To:</p> <ol style="list-style-type: none"> <li>1. waive or grant concessions in relation to any amount of money, or write off any amount of money which is owed to the Shire; and</li> <li>2. determine any conditions that may be applicable to the granting of a concession under subsection 6.12(1)(b).</li> </ol>
<b>Conditions and exceptions</b>	<p>The maximum amount to be written off under this delegation is \$1,000.00.</p> <p><del>With respect to building licence fees, applications for exemption will only be considered from sporting, charitable and other community groups. Exemption will only apply to that part of the building licence fee retained by the Shire, and not to that part collected as a Building Industry Training Fund levy, or the levy paid to the Builder's Registration Board of WA.</del></p> <p><del>With respect to planning application fees, applications for exemption will only be considered from sporting, charitable and other community groups.</del></p> <p><u>This delegation extends only to monies owed to the Shire under the provisions of the <i>Local Government Act 1995</i>.</u></p> <p><u>Fees levied under the <i>Planning and Development Act 2005</i> and the <i>Building Act 2011</i> are addressed by Council's Policy 3.19 – Fees Relating to Planning and Building Matters.</u></p>



## DELEGATION REGISTER

**Minimum reporting requirement**

Record to be placed on appropriate file.

**CEO's Power to Delegate**

CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.

**CEO Delegates to**

Nil

**Conditions and Exceptions to On-Delegation**

N/A

Version	Decision Reference	Synopsis
1.	05/06/2008 – Item 11.2.2	Delegation adopted.
2.	17/06/2014 – Item 11.1.1	Amended by including conditions on exemptions for building licence fees (previous Del. 6.4) and planning fees, increasing the maximum value to \$1,000 and empowering the CEO to determine conditions applicable to any concession granted.
3.	20/06/2017 – Item .....	Amended by deleting reference to planning and building-related fees.

**APPENDIX 4**



## POLICY MANUAL

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### **POLICY 3.19 FEES RELATING TO PLANNING AND BUILDING MATTERS**

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#### **OBJECTIVE**

To specify Council's position with respect to fees payable by certain parties in relation to planning and building matters.

#### **POLICY**

Under s. 6.12 of the *Local Government Act 1995* (the Act), local governments have the power to waive or grant concessions with respect to any money owed to them, and the Shire of Gingin has a delegation (Delegation 2.2) to the Chief Executive Officer in place in this regard. However, this power only extends to amounts owed under the provisions of the Act.

Planning and building-related fees and charges are established under other pieces of legislation, and therefore Delegation 2.2 does not apply to them. Nevertheless, it is Council's desire to relieve certain community groups, as far as possible, from the burden of such fees which can be significant.

To that end, Council has adopted the following policy:

#### **1. Fees Payable Under the *Planning and Development Act 2005***

Under Reg. 52 of the *Planning and Development Regulations 2009*, a local government may waive or refund, in whole or in part, payment of a fee for a planning service. Neither the *Planning and Development Act 2005* or the *Planning and Development Regulations 2009* contain a provision for Council to delegate this power.

The Shire of Gingin will waive or refund, as the circumstances dictate, fees for planning services in accordance with the following:

- a. Only applications made by a sporting, charitable or other community group which is based within the Shire of Gingin will be eligible;
- b. The fee or fees to be waived or refunded must be established under the provisions of the *Planning and Development Act 2005* and its associated regulations; and
- c. The maximum amount to be waived or refunded is \$1,000.

#### **2. Fees Payable under the *Building Act 2011***

The *Building Act 2011* does not contain any provision for a local government to waive fees payable under that legislation.

The Shire of Gingin will therefore refund fees for building services in accordance with the following:

- a. Only applications made by a sporting, charitable or other community group which is based within the Shire of Gingin will be eligible;
- b. The fee or fees to be waived or refunded must be established under the provisions of the *Building Act 2011* and its associated regulations;
- c. Exemption will only apply to that part of the fee retained by the Shire, and not to that part collected as a Building Industry Training Fund levy, or the levy paid to the Builder's Registration Board of WA. In instances where the building is a Shire of Gingin asset, then these fees will be paid by the Shire;
- d. The maximum amount to be waived or refunded is \$1,000;
- e. Fees shall not be refunded for processed building licence applications that are subsequently cancelled.

#### GOVERNANCE REFERENCES

Statutory Compliance	<i>Planning and Development Act 2005</i> <i>Planning and Development Regulations 2009</i> <i>Building Act 2011</i>
Industry Compliance	N/A
Organisational Compliance	N/A

#### POLICY ADMINISTRATION

Review Cycle	Bi-annual	Next Review	2019
Department	Planning and Development Assets		

Version	Decision Reference	Synopsis
1.	20/06/2017 – Item .....	Policy adopted



# APPENDIX 5



## DELEGATION REGISTER

### 4.9 FOOD ACT 2008 – DETERMINE COMPENSATION

<b>Legislative authority to delegate</b>	<i>Food Act 2008 – s. 118(2)(b)</i>
<b>Power exercised or duty delegated</b>	<i>Food Act 2008 – s. 70(2) and 70(3)</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	In respect to applications for compensation under s. 70, to determine <ol style="list-style-type: none"> <li>whether there were insufficient grounds for making a prohibition order; and</li> <li>where compensation is to be paid, the compensation to the applicant that is just and reasonable.</li> </ol>
<b>Conditions and exceptions</b>	The level of compensation to be paid in respect of any single claim is not to exceed a maximum of \$5,000.
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	Ni. The <i>Food Act 2008</i> does not contain any power of sub-delegation.
<b>CEO Delegates to</b>	Nil
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	20/06/2017 – Item .....	Delegation adopted.

# APPENDIX 6



## DELEGATION REGISTER

### 5.2 REGISTERED GATES

<b>Legislative authority to delegate</b>	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
<b>Power exercised or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations – Reg. 9 and Reg. 10</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	To approve applications for permits to erect gates across road reserves subject to the <i>Local Government Act 1995</i> .
<b>Conditions and exceptions</b>	<ul style="list-style-type: none"> <li>a. That the road be of a minor nature with a low traffic density.</li> <li>b. That the gate be a heavy duty swing type.</li> <li>c. That the gate be unlocked at all times.</li> <li>d. That all landowners adjoining the road or using the road for access to supply written approval of the proposal.</li> <li><del>e. That an annual fee established by Council and reviewed annually is to be paid by the landowner for each permitted gate.</del></li> </ul>
<b>Minimum reporting requirement</b>	Record to be placed on appropriate file.
<b>CEO's Power to Delegate</b>	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
<b>CEO Delegates to</b>	Executive Manager Operations
<b>Conditions and Exceptions to On-Delegation</b>	N/A

Version	Decision Reference	Synopsis
1.	21/08/1997 – Item 5.1.3	New delegation adopted.
2.	17/06/2014 – Item 11.1.1	Sub-delegation to Executive Manager Operations.
3.	20/06/2017 – Item .....	Condition e requiring payment of an annual fee deleted.

# **APPENDIX 7**



## DELEGATION REGISTER

### 6.1 APPROVE OR REFUSE A BUILDING PERMIT

<b>Legislative authority to delegate</b>	<i>Building Act 2011 – s.127</i>
<b>Power exercised or duty delegated</b>	<i>Building Act 2011 – s.20, 22 and 27</i>
<b>Delegation to</b>	Chief Executive Officer
<b>Delegation</b>	<ol style="list-style-type: none"> <li>1. <u>To approve or refuse to approve an application for the grant of a building permit, plans and specifications and issue building permits accordingly.</u></li> <li>2. <u>To impose any conditions on the grant of a building permit in addition to those provided for in the Building Act 2011 and Building Regulations 2012.</u></li> <li>3. <u>To add, vary or revoke conditions imposed before the building work is complete.</u></li> </ol>
<b>Conditions and exceptions</b>	<p>Where submitted plans and specifications conform to:</p> <ol style="list-style-type: none"> <li>a. <del>all local laws and regulations in force in the district or part of the district in respect of building matters, and the Council's pre-determined policy in respect of building matters; and</del></li> <li>b. <del>have received planning consent as required under a local planning scheme in force in the district, if such planning consent is required;</del></li> </ol> <p><del>then a building licence shall not be withheld for such plans and specifications without first obtaining the consent of the Council.</del></p> <p><del>In order to be considered, all building proposals must have previously received any required planning approvals from the Shire of Gingin's Planning Department</del></p> <p><del>The approval or refusal of building plans and specifications shall be conducted in accordance with the following policies:</del></p> <p><del>Consideration of an application for the grant of a building permit must have regard for the following adopted policies of Council:</del></p>

DELEGATION 6.1 - 1





## DELEGATION REGISTER

	<ul style="list-style-type: none"> <li>• 8.1 (Building Control Disclaimer);</li> <li>• <del>8.2 (Building Licence Fees – Refund of);</del></li> <li>• 8.3 (Building Licence – Deposit for Footpaths/ Cycleway);</li> <li>• 8.4 (Sign Applications);</li> <li>• 8.5 (Amalgamation of Lots for Building Sites);</li> <li>• 8.6 (Roof Drainage);</li> <li>• 8.7 (Roof Guttering on Outbuildings);</li> <li>• 8.8 (Temporary Accommodation);</li> <li>• 8.9 (Retaining Walls);</li> </ul>
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### Retaining Walls

- 8.10 (Retaining Walls – Cut and Fill of Lots); and
- 8.11 (Oversized Outbuildings).

This delegation applies to retaining walls between 1 metre and 1.8 metres in height. Plans showing height, length and location and accompanied by certification of structural adequacy prepared by a Professional (Structural) Engineer\* must be submitted.

\*Professional Engineer as defined in the Building Code of Australia.

Plans submitted for retaining walls with a height exceeding 1.8 metres must be referred to Council for determination.

The CEO is to exercise discretion in issuing a building licence for earthworks and retaining walls, prior to issuing a building licence for a dwelling on the subject lot.

#### **Minimum reporting requirement**

Record to be placed on appropriate file. ~~and Elected Members advised through normal communication channels.~~

#### **CEO's Power to Delegate**

CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.

#### **CEO Delegates to**

Executive Manager Regulatory Services  
Manager Building Services

#### **Conditions and Exceptions to On-Delegation**

In accordance with original delegation.



## DELEGATION REGISTER

Version	Decision Reference	Synopsis
1.	18/10/2011 – Item 11.4.1 20/03/2012 – Item 11.4.1	New delegation adopted following introduction of the <i>Building Act 2011</i> .
2.	20/08/2013 – Item 11.1.1 18/02/2014 – Item 11.1.5	Delegation 6.2 (Building Licences – Retaining Walls) deleted and relevant content incorporated into Delegation 6.1. Delegated authority granted to CEO with power to delegate, rather than direct to Manager Building Services. Title changed from <i>Issue of Building Licences to Approve or Refuse a Building Permit</i> .
3.	16/06/2015 – Item 11.1.4	Minimum Reporting Requirement amended to require decisions made under this delegation to be circulated to Councillors via regular communications channels rather than via the Information Bulletin.
4.	20/06/2017 – Item .....	Delegation and Conditions and Exceptions amended to conform with the <i>Building Act 2011</i> . Reference to Council Policy 8.2 deleted. Minimum Reporting Requirement amended to delete requirement to advise elected members.

### 11.1.2 POLICY 1.33 - ELECTED MEMBER TRAINING

**FILE:** GOV/13  
**AUTHOR:** LEE-ANNE BURT – GOVERNANCE OFFICER  
**REPORTING OFFICER:** JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER  
**REPORT DATE:** 20 JUNE 2017  
**REFER:** 21 JUNE 2016 **ITEM 11.1.1**

#### OFFICER INTEREST DECLARATION

Nil

#### PURPOSE

To review Council's Policy 1.33 Elected Member Training.

#### BACKGROUND

Policy 1.33 was adopted by Council at its meeting on 21 July 2015 and replaced Policy 1.6 Newly Elected Members.

A review of the policy is considered warranted in preparation for the forthcoming 2017 local government elections. Comments were sought from Council at its Concept Forum on 11 April 2017, and the outcomes from those discussions are now presented for formal consideration.

#### COMMENT

##### 1. Training for Newly-Elected and Returned Councillors

Currently, the policy states that newly-elected Councillors are strongly encouraged to complete the following units of competency from the Diploma of Local Government (Elected Member) within the required time frame:

Unit Title	To Be Completed By
Understanding Local Government Serving on Council Decision Making at a Governing Board Level Meeting Procedures and Debating	As part of Councillor Induction within six months from date of election
Effective Community Leadership	12 months from date of election

Councillors who are returned to Council at an election are strongly encouraged to complete the units listed above, as a refresher, over the course of their four year term.

Since the adoption of Policy 1.33 in July 2015, WALGA has developed an *Elected Member Essentials* programme which is designed to provide the introductory skills required to operate effectively in the local government environment. The programme consists of five units (three of which are already included in Council's policy), which make up Stage 1 of WALGA's Elected Member Learning and Development Pathway. The *Elected Member Essentials* programme is suitable for both newly-elected Councillors and returning Councillors who would like to refresh their knowledge and understanding of their role within local government.

Details of the *Elected Member Essentials* programme are as follows:

Unit	Method of Delivery
Understanding Local Government	Online
Conflicts of Interest	Online
Serving on Council	In Person
Meeting Procedures and Debating	In Person
Understanding Financial Reports and Budgets	In Person

Based on the outcome of Council's Concept Forum discussions, it is suggested that Policy 1.33 Elected Member Training be amended to include the above units, to be completed by 30 June immediately following the election.

## 2. Further Training for Council Collectively

Currently, the policy also states that arrangements will be made for WALGA to conduct an additional unit of competency from the Diploma of Local Government (Elected Member) onsite at the Shire of Gingin, to be attended by all Councillors.

During Concept Forum discussions, it was suggested that perhaps the scope of this training requirement could be broadened to encompass other topics outside those offered by WALGA. Accordingly, it is suggested that the policy be amended to recognise that one training session will be arranged each year, to be attended by all Councillors, on a topic to be selected by consensus of Council.

The existing Policy 1.33 showing proposed amendments is provided as **Appendix 1**. The revised Policy 1.33 incorporating the amended wording is provided as **Appendix 2**.

## STATUTORY ENVIRONMENT

Nil

## POLICY IMPLICATIONS

Support by Council for Administration's recommendation will result in amendment of Policy 1.33 Elected Member Training.

**BUDGET IMPLICATIONS**

Costs quoted by WALGA to undertake each of the modules comprising the *Elected Member Essentials* programme are as follows:

Unit	Method of Delivery	Cost (2016/17)
Understanding Local Government	Online	\$195
Conflicts of Interest	Online	\$195
Serving on Council	In Person	\$515
Meeting Procedures and Debating	In Person	\$515
Understanding Financial Reports and Budgets	In Person	\$515
	<b>Total/Cr</b>	<b>\$1,935</b>

Potentially four new Councillors could be elected at the 2017 local government elections, and provision will need to be made in the 2017/18 Budget to enable completion of training by each of them by 30 June 2018.

With respect to the additional training to be provided to Council as a whole, it is difficult to give a precise cost without knowing what the training will address and who the provider will be. However, an appropriate provision will be made in the 2017/18 Budget to enable this training to be implemented.

**STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2015-2025

<b>Focus Area</b>	<i>Leadership and Governance</i>
<b>Objective</b>	<i>5. To demonstrate effective leadership and governance</i>
<b>Outcome</b>	<i>5.2 Accountable and responsible governance</i>
<b>Strategy</b>	<i>N/A</i>
<b>Outcome</b>	<i>5.3 A progressive organisation that encourages innovation and collaboration</i>
<b>Strategy</b>	<i>5.3.1 Develop and implement a plan to ensure continuous improvement</i>

**VOTING REQUIREMENTS – SIMPLE MAJORITY****RECOMMENDATION**

It is recommended that Council adopt amended Policy 1.33 Elected Member Training as shown at Appendix 2.

**RESOLUTION**

Moved Councillor Court, seconded Councillor Smiles that Council adopt amended Policy 1.33 Elected Member Training as shown at Appendix 2.

**CARRIED UNANIMOUSLY**

# APPENDIX 1





## POLICY MANUAL

### POLICY 1.33 ELECTED MEMBER TRAINING

#### OBJECTIVE

To ensure that elected members of the Shire of Gingin, both newly-elected and sitting, receive the appropriate information and training to enable them to understand their responsibilities and obligations as a Councillor.

#### POLICY

Local governments throughout Western Australia are involved in a diverse range of issues that have a direct impact on the community. Elected members face many challenges in effectively dealing with these issues.

As civic leaders of our community, Councillors are also required and expected to comply with certain standards of behaviour, fidelity and probity, and such obligations and responsibilities are vast and complex.

The Shire of Gingin recognises the importance of providing Councillors with the knowledge and resources that will enable them to fulfil their role in accordance with statutory and community expectations. To that end, the following commitments are made:

1. Newly-elected Councillors are strongly encouraged to complete the following units of competency from the Diploma of Local Government (Elected Member) within the required time frame: training units offered by the Western Australian Local Government Association:

Unit Title	To Be Completed By
Understanding Local Government Serving on Council Decision-Making at a Governing Board Level Meeting Procedures and Debating	As part of Councillor Induction within six months from date of election
Effective Community Leadership	12 months from date of election

<u>Unit</u>	<u>Method of Delivery</u>
Understanding Local Government	Online
Conflicts of Interest	Online
Serving on Council	In Person
Meeting Procedures and Debating	In Person
Understanding Financial Reports and Budgets	In Person

All units should be completed by 30 June in the year immediately following the Councillor's election.

2. Councillors who are returned to Council at an election are strongly encouraged to complete the units listed above, as a refresher, over the course of their four year term.
3. Once during each financial year, Councillors will choose, by consensus, a topic for a training or information session to be delivered on site and attended by all Councillors. The topic chosen can be any matter that is of interest to Council and will be arranged through the most appropriate provider. arrangements will be made for WALGA to conduct a further unit of competency at the Shire of Gingin. The unit will be selected by consensus of Council and will be attended by all Councillors.

#### GOVERNANCE REFERENCES

Statutory Compliance	N/A
Industry Compliance	Diploma of Local Government (Elected Member)
Organisational Compliance	N/A

#### POLICY ADMINISTRATION

Review Cycle	Biennial	Next Review	2017
Department	Office of the CEO		

Version	Decision Reference	Synopsis
1.	Item 11.1.1 – 21 July 2015	Policy adopted.

# APPENDIX 2



## POLICY MANUAL

### POLICY 1.33 ELECTED MEMBER TRAINING

#### OBJECTIVE

To ensure that elected members of the Shire of Gingin, both newly-elected and sitting, receive the appropriate information and training to enable them to understand their responsibilities and obligations as a Councillor.

#### POLICY

Local governments throughout Western Australia are involved in a diverse range of issues that have a direct impact on the community. Elected members face many challenges in effectively dealing with these issues.

As civic leaders of our community, Councillors are also required and expected to comply with certain standards of behaviour, fidelity and probity, and such obligations and responsibilities are vast and complex.

The Shire of Gingin recognises the importance of providing Councillors with the knowledge and resources that will enable them to fulfil their role in accordance with statutory and community expectations. To that end, the following commitments are made:

1. Newly-elected Councillors are strongly encouraged to complete the following training units offered by the Western Australian Local Government Association:

Unit	Method of Delivery
Understanding Local Government	Online
Conflicts of Interest	Online
Serving on Council	In Person
Meeting Procedures and Debating	In Person
Understanding Financial Reports and Budgets	In Person

All units should be completed by 30 June in the year immediately following the Councillor's election.

2. Councillors who are returned to Council at an election are strongly encouraged to complete the units listed above, as a refresher, over the course of their four year term.

3. Once during each financial year, Councillors will choose, by consensus, a topic for a training or information session to be delivered on site and attended by all Councillors. The topic chosen can be any matter that is of interest to Council and will be arranged through the most appropriate provider.

#### GOVERNANCE REFERENCES

Statutory Compliance	N/A
Industry Compliance	Diploma of Local Government (Elected Member)
Organisational Compliance	N/A

#### POLICY ADMINISTRATION

Review Cycle	Biennial	Next Review	2017
Department	Office of the CEO		

Version	Decision Reference	Synopsis
1.	Item 11.1.1 – 21 July 2015	Policy adopted.
2.	Item 11.1.1 – 20 June 2017	List of training units offered by WALGA and period within which they should be completed updated and

**11.1.3 POLICY 3.9 - PURCHASING AND ORDERING OF GOODS**

**FILE:** COR/28-1  
**AUTHOR:** LEE-ANNE BURT – GOVERNANCE OFFICER  
**REPORTING OFFICER:** JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER  
**REPORT DATE:** 20 JUNE 2017  
**REFER:** 21 JUNE 2016 **ITEM 11.1.6**

**OFFICER INTEREST DECLARATION**

Nil

**PURPOSE**

To consider amending Policy 3.9 Purchasing and Ordering of Goods.

**BACKGROUND**

Policy 3.9 sets out those staff positions authorised to issue purchase orders, and the maximum purchase value for each position. It was adopted by Council on 2 July 2002.

The policy has been amended by Council many times since its adoption.

As Council is aware, an organisational restructure has recently been undertaken which has resulted in changes to a number of staff positions. It is now necessary to amend Policy 3.9 to recognise these changes.

**COMMENT**

In addition to position changes arising from the restructure, a small number of existing purchasing limits are recommended for increase in order to assist the officers concerned to carry out their duties.

The table below sets out purchasing limits, the positions they currently apply to and proposed changes:

<b>Current Position</b>	<b>New Position</b>	<b>New or Change to Limit</b>
Chief Executive Officer's PA	N/A	Currently \$500. No change.
Community Development Officer	N/A	Currently \$500. No change.
Governance Officer	N/A	Currently \$500. No change.
Executive Manager Regulatory Services' PA	PA to Executive Manager Planning and Development	Currently \$500. No change.
Coordinator Organisational Planning and Communication	Corporate Communications and Marketing Officer Integrated Planning and Business Improvement Officer	Currently \$500. No change.  <b>Position currently has no purchasing limit. \$500 limit proposed.</b>
Health/Building Assistant	PA to Executive Manager Assets	Currently \$500. No change.
Coordinator Ranger Services	Coordinator Ranger and Health Services	Currently \$500. No change.
Swimming Pool Manager	N/A	Currently \$500. No change.



Maintenance Officers (Gingin, Upper Coastal and Lower Coastal)	Townsite Maintenance Supervisor (Upper Coastal) and Building Maintenance Supervisor Upper Coastal, Lower Coastal and Gingin Maintenance Officers and Building Maintenance Officer	<b>Currently \$500. \$3,000 limit proposed</b>  Currently \$500. No change
Engineering Technical Officer	N/A	<b>Currently \$500. \$10,000 limit proposed.</b>
Coordinator Finance	Coordinator Corporate Services	<b>Position currently has no purchasing limit. \$2,000 limit proposed.</b>
PA to Executive Manager Operations	PA to Executive Manager Operations – Construction	<b>Position currently has no purchasing limit. \$500 limit proposed</b>
PA to Executive Manager Corporate and Community Services	N/A	<b>Position currently has no purchasing limit. \$500 limit proposed</b>
Manager Guilderton Caravan Park	N/A	Currently \$3,000. No change.
Manager Lancelin Caravan Park (effective up to and including 30 June 2017)	N/A	Currently \$3,000. No change.
Manager IT Services	N/A	Currently \$3,000. No change.
Shire Mechanic	N/A	<b>Currently \$5,000. \$10,000 limit proposed.</b>
Environmental Health Officer	Principal Environmental Health Officer	Currently \$10,000. No change.
Manager Building Services	N/A	Currently \$10,000. No change.
Manager Operations	Position abolished	
Community Emergency Services Manager	N/A	Currently \$10,000. No change.
Manager Statutory Planning	N/A	Currently \$10,000. No change.
Manager Strategic Planning and Development	Position abolished	
Coordinator Community Services	Coordinator Community Engagement	Currently \$10,000. No change.
Executive Manager Regulatory Services	Executive Manager Planning and Development	Currently \$50,000. No change.
Executive Manager Corporate and Community Services	N/A	Currently \$50,000. No change.
Executive Manager Operations	Executive Manager Operations – Construction	Currently \$50,000. No change.
	Executive Manager Assets	<b>New position. \$50,000 limit proposed.</b>
Chief Executive Officer	N/A	Currently \$250,000. No change.

In summary, the proposed monetary changes to the policy are:

1. Addition of a \$500 purchasing limit for the position of Integrated Planning and Business Improvement Officer.

The duties formerly undertaken by the Coordinator Organisational Planning and Development are now divided between the Corporate Communications and Marketing Officer and the Integrated Planning and Business Improvement Officer (both are part time positions).

The Integrated Planning and Business Improvement Officer has areas of responsibility within Council's adopted Budget, and it is considered appropriate for the position to have a purchasing limit on par with a number of other administrative positions throughout the organisation.

2. Increase in purchasing limit for Engineering Technical Officer from \$500 to \$10,000.

As a result of the restructure and the abolition of the position of Manager Operations, the Engineering Technical Officer will be directly supporting the Executive Manager Operations – Construction. To that end, it is considered appropriate to increase the position's purchasing authorisation to the same level as that previously assigned to the Manager Operations.

3. Addition of a \$2,000 purchasing limit for the position of Coordinator Corporate Services.

In assuming the functional responsibility for the corporate service and administration area, the inclusion of a purchasing limit for this position will enable the Coordinator to authorise day to day purchasing needs such as stationery supplies etc. This will remove the need for the Executive Manager Corporate and Community Services to attend to routine matters of this nature.

4. Addition of a \$500 purchasing limit for the positions of PA to Executive Manager Operations – Construction and PA to Executive Manager Corporate and Community Services.

The inclusion of a purchasing limit for these positions will be consistent with the purchasing limits already accorded to other PA positions within the organisation.

5. Increase in purchasing limit for Plant Mechanic from \$5,000 to \$10,000.

This increase will enable the Plant Mechanic to authorise a significant proportion of the Shire's fuel purchases without having to refer to the Executive Manager Operations for sign-off.

6. Increase in purchasing limit for Townsite Maintenance Supervisor (Upper Coastal) and Building Maintenance Officer from \$500 to \$3,000.

Both positions were formerly identified as Maintenance Officers. As a result of the restructure, the positions are now formally responsible for supervising other staff and have a greater degree of autonomy in determining and undertaking work programs. This being the case, an increase in purchasing authority will provide both positions with greater ability to purchase materials as required without having to have purchases approved by another officer.

7. Addition of a \$50,000 purchasing limit for the position of Executive Manager Assets.

This is in keeping with purchasing limits for all other Executive Manager positions.

The existing Policy 3.9 showing the proposed amendments listed above is provided as **Appendix 1**. The revised Policy 3.9 incorporating the amended wording is provided as **Appendix 2**.

It is requested that Council consider amending Policy 3.9 in accordance with the suggestions provided in the table above, to take effect at the appropriate point in the restructure process as determined by the Chief Executive Officer.

## STATUTORY ENVIRONMENT

Nil

## POLICY IMPLICATIONS

Support by Council for Administration's recommendation will result in amendment of Policy 3.9 Purchasing and Ordering of Goods.

## BUDGET IMPLICATIONS

All purchasing must be undertaken in accordance with Council's adopted budget, and therefore it is not considered that amendments to Policy 3.9 Purchasing and Ordering of Goods will have any budgetary impacts.

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025

<b>Focus Area</b>	<i>5. Leadership and Governance</i>
<b>Objective</b>	<i>5. To demonstrate effective leadership and governance</i>
<b>Outcome</b>	<i>5.2 Accountable and responsible governance</i>
<b>Strategy</b>	<i>5.22 Develop policy and strategy which supports sound decision making</i>

## VOTING REQUIREMENTS – SIMPLE MAJORITY

### RECOMMENDATION

It is recommended that Council adopt amended Policy 3.9 Purchasing and Ordering of Goods as shown at Appendix 2.

## SUBSTANTIVE MOTION WITH AMENDMENT

*Amend proposed purchasing limit for Coordinator Corporate Services from \$2,000 to \$3,000*

**Moved Councillor Roe, seconded Councillor Peczka that Council adopt amended Policy 3.9 Purchasing and Ordering of Goods as shown at Appendix 2, subject to the amendment of the proposed purchasing limit for the Coordinator Corporate Services from \$2,000 to \$3,000.**

**CARRIED UNANIMOUSLY**

## **REASON FOR AMENDMENT**

*Council was of the view that, as Policy 3.9 does not currently contain any other authorisations for a purchasing limit of \$2,000 but does include a number of authorisations for \$3,000, a purchasing limit of \$3,000 for the Coordinator Corporate Services would be preferable in the interests of consistency.*

**APPENDIX 1**



## POLICY MANUAL

### POLICY 3.9 PURCHASING AND ORDERING OF GOODS

#### OBJECTIVE

To clearly specify which members of staff are authorised to issue purchase orders on behalf of the Shire of Gingin and up to what value such purchase orders can relate.

#### POLICY

That the officers referenced below be authorised to issue orders for the purchase of goods and services relating to the operation of Council as follows:

Up to the value of \$500	PA to Chief Executive Officer Community Development Officer Governance Officer <del>Executive Manager Regulatory Services' PA</del> <del>PA to Executive Manager Planning and Development</del> <del>Coordinator Organisational Planning and Communication</del> <del>Corporate Communications and Marketing Officer</del> <del>Integrated Planning and Business Improvement Officer</del> <del>Health/Building Assistant</del> <del>PA to Executive Manager Assets</del> Coordinator Ranger <u>and Health Services</u> Swimming Pool Manager <del>Maintenance Officers (Gingin, Upper Coastal and Lower Coastal)</del> <del>Upper Coastal Maintenance Officer</del> <del>Lower Coastal Maintenance Officer</del> <del>Gingin Maintenance Officer</del> <del>Building Maintenance Officer</del> <del>Engineering Technical Officer</del> <del>PA to Executive Manager Operations - Construction</del> <del>PA to Executive Manager Corporate and Community Services</del>
<u>Up to the value of \$2,000</u>	<u>Coordinator Corporate Services</u>
Up to the value of \$3,000	Manager Guilderton Caravan Park Manager Lancelin South End Caravan Park (effective up to and including 30 June 2017) Manager IT Services <del>Townsite Maintenance Supervisor (Upper Coastal)</del> <del>Building Maintenance Supervisor</del>



Up to the value of \$5,000	<del>Shire Mechanic</del>
Up to the value of \$10,000	<u>Principal</u> Environmental Health Officer Manager Building Services <del>Manager Operations</del> Community Emergency Services Manager Manager Statutory Planning <del>Manager Strategic Planning and Development</del> Coordinator Community Services <u>Engagement</u> <u>Engineering Technical Officer</u> <u>Shire Mechanic</u>
Up to the value of \$50,000	<del>Executive Manager Regulatory Services</del> <u>Executive Manager Planning and Development</u> Executive Manager Corporate and Community Services Executive Manager Operations - <u>Construction</u> <u>Executive Manager Assets</u>
Up to the value of \$250,000	Chief Executive Officer

**GOVERNANCE REFERENCES**

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

**POLICY ADMINISTRATION**

Review Cycle	Bi-annual	Next Review	2017
Department	Financial Services		

Version	Decision Reference	Synopsis
1.	02/07/2002 – Item 10.6	Policy adopted
2.	16/11/2004 – Item 10.2.4	Assistant Works Supervisor and Swimming Pool Manager added
3.	20/01/09 – Item 11.2.4	Additional staff authorised to sign cheques
4.	07/07/2009 – Item 11.2.5	Administrative Assistant to CEO, Health/Building/Planning Administration Officer, Coastal Building and Parks Maintenance Officer and Head Gardener (Playground Inspector) added
5.	03/08/2010 – Item 11.1.2	Policy amended to reflect organisational restructure. Purchasing limits imposed.
6.	16/08/2011 – Item 11.2.2	Executive Manager Engineering Services' purchasing limit amended.
7.	18/10/2011 – Item 11.2.2	Executive Manager Health and Building Services' PA added, Parks and Gardens Supervisor deleted, Plant Mechanic purchasing limit amended
8.	17/07/2012 – Item 11.2.5	Authorisation for Maintenance Officers clarified. Reference to CEO deleted from "Up to Value of \$50,000". Reference to Councillors deleted.
9.	16/04/2013 – Item 11.1.4	Changes made to position titles to reflect organisational restructure. Purchasing authorisation to Shire President and Deputy Shire President for amounts greater than \$50,000 deleted.

10.	20/08/2013 – Item 11.1.3	Executive Manager Planning and Engineering Services replaced by Executive Manager Operations. Executive Manager Financial Services replaced by Executive Manager Corporate and Community Services. Executive Manager Planning and Engineering Services' PA replaced by PA to Planning. Works Manager deleted. Planning Officer deleted. Manager Statutory Planning and Manager Strategic Planning and Development included with limits of \$10,000. Purchasing limit for Shire Mechanic increased to \$5,000.
11.	21/01/2014 – Item 11.1.1	Organisational Development and Planning Officer added authorised to issue purchase orders up to the value of \$500. Environmental Health/Technical Officer and Manager Operations added and authorised to issue purchase orders up to the value of \$10,000. CEO's purchasing limit capped at \$250,000.
12.	12/11/2015 – NM9500	Position titles updated – Executive Support Officer to Community Development Officer, Organisational Planning and Development Officer to Coordinator Organisational Planning and Communication, PA to Planning to Health/Building Assistant, Ranger's Administration Officer to Coordinator Ranger Services, Environmental Health/Technical Officer to Environmental Health Officer, Manager Ranger Services to Community Emergency Services Manager and Community Development and Customer Services Officer to Coordinator Community Services.
13.	17/11/2015 – Item 11.1.7	Engineering Technical Officer added and authorised to issue purchase orders up to the value of \$500.00.
14.	21/06/2016 – Item 11.1.6	Manager IT added and authorised to issue purchase orders up to the value of \$3,000.
15.	18/10/2016 – Item 11.1.2	Manager Lancelin South End Caravan Park added with a purchasing limit of \$3,000.
16.	20/06/2017 – Item 11.1.3	Various amendments to positions and purchasing limits arising from organisational restructure.

# APPENDIX 2



## POLICY MANUAL

### POLICY 3.9 PURCHASING AND ORDERING OF GOODS

#### OBJECTIVE

To clearly specify which members of staff are authorised to issue purchase orders on behalf of the Shire of Gingin and up to what value such purchase orders can relate.

#### POLICY

That the officers referenced below be authorised to issue orders for the purchase of goods and services relating to the operation of Council as follows:

Up to the value of \$500	PA to Chief Executive Officer Community Development Officer Governance Officer PA to Executive Manager Planning and Development Corporate Communications and Marketing Officer Integrated Planning and Business Improvement Officer PA to Executive Manager Assets Coordinator Ranger and Health Services Swimming Pool Manager Upper Coastal Maintenance Officer Lower Coastal Maintenance Officer Gingin Maintenance Officer Building Maintenance Officer PA to Executive Manager Operations - Construction PA to Executive Manager Corporate and Community Services
Up to the value of \$2,000	Coordinator Corporate Services
Up to the value of \$3,000	Manager Guilderton Caravan Park Manager Lancelin South End Caravan Park (effective up to and including 30 June 2017) Manager IT Services Townsite Maintenance Supervisor (Upper Coastal) Building Maintenance Supervisor
Up to the value of \$10,000	Principal Environmental Health Officer Manager Building Services Community Emergency Services Manager Manager Statutory Planning Coordinator Community Engagement Engineering Technical Officer Shire Mechanic

Policy 3.9 -1

Up to the value of \$10,000	Principal Environmental Health Officer Manager Building Services Community Emergency Services Manager Manager Statutory Planning Coordinator Community Engagement Engineering Technical Officer Shire Mechanic
Up to the value of \$50,000	Executive Manager Planning and Development Executive Manager Corporate and Community Services Executive Manager Operations - Construction Executive Manager Assets
Up to the value of \$250,000	Chief Executive Officer

**GOVERNANCE REFERENCES**

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

**POLICY ADMINISTRATION**

Review Cycle	Bi-annual	Next Review	2017
Department	Financial Services		

Version	Decision Reference	Synopsis
1.	02/07/2002 – Item 10.6	Policy adopted
2.	16/11/2004 – Item 10.2.4	Assistant Works Supervisor and Swimming Pool Manager added
3.	20/01/09 – Item 11.2.4	Additional staff authorised to sign cheques
4.	07/07/2009 – Item 11.2.5	Administrative Assistant to CEO, Health/Building/Planning Administration Officer, Coastal Building and Parks Maintenance Officer and Head Gardener (Playground Inspector) added
5.	03/08/2010 – Item 11.1.2	Policy amended to reflect organisational restructure. Purchasing limits imposed.
6.	16/08/2011 – Item 11.2.2	Executive Manager Engineering Services' purchasing limit amended.
7.	18/10/2011 – Item 11.2.2	Executive Manager Health and Building Services' PA added, Parks and Gardens Supervisor deleted, Plant Mechanic purchasing limit amended
8.	17/07/2012 – Item 11.2.5	Authorisation for Maintenance Officers clarified. Reference to CEO deleted from "Up to Value of \$50,000". Reference to Councillors deleted.
9.	16/04/2013 – Item 11.1.4	Changes made to position titles to reflect organisational restructure. Purchasing authorisation to Shire President and Deputy Shire President for amounts greater than \$50,000 deleted.
10.	20/08/2013 – Item 11.1.3	Executive Manager Planning and Engineering Services replaced by Executive Manager Operations. Executive Manager Financial Services replaced by Executive Manager Corporate and Community Services. Executive Manager Planning and Engineering Services' PA replaced by PA to Planning. Works Manager deleted. Planning Officer deleted. Manager Statutory Planning and Manager Strategic Planning and Development included with limits of \$10,000. Purchasing limit for Shire Mechanic increased to \$5,000.
10.	20/08/2013 – Item 11.1.3	Executive Manager Planning and Engineering Services replaced by Executive Manager Operations. Executive Manager Financial Services replaced by Executive Manager Corporate and Community Services. Executive Manager Planning and Engineering Services' PA replaced by PA to Planning. Works Manager deleted. Planning Officer deleted. Manager Statutory Planning and Manager Strategic Planning and Development included with limits of \$10,000. Purchasing limit for Shire Mechanic increased to \$5,000.

Version	Decision Reference	Synopsis
10.	20/08/2013 – Item 11.1.3	Executive Manager Planning and Engineering Services replaced by Executive Manager Operations. Executive Manager Financial Services replaced by Executive Manager Corporate and Community Services. Executive Manager Planning and Engineering Services' PA replaced by PA to Planning. Works Manager deleted. Planning Officer deleted. Manager Statutory Planning and Manager Strategic Planning and Development included with limits of \$10,000. Purchasing limit for Shire Mechanic increased to \$5,000.
11.	21/01/2014 – Item 11.1.1	Organisational Development and Planning Officer added authorised to issue purchase orders up to the value of \$500. Environmental Health/Technical Officer and Manager Operations added and authorised to issue purchase orders up to the value of \$10,000. CEO's purchasing limit capped at \$250,000.
12.	12/11/2015 – NM9500	Position titles updated – Executive Support Officer to Community Development Officer, Organisational Planning and Development Officer to Coordinator Organisational Planning and Communication, PA to Planning to Health/Building Assistant, Ranger's Administration Officer to Coordinator Ranger Services, Environmental Health/Technical Officer to Environmental Health Officer, Manager Ranger Services to Community Emergency Services Manager and Community Development and Customer Services Officer to Coordinator Community Services.
13.	17/11/2015 – Item 11.1.7	Engineering Technical Officer added and authorised to issue purchase orders up to the value of \$500.00.
14.	21/06/2016 – Item 11.1.6	Manager IT added and authorised to issue purchase orders up to the value of \$3,000.
15.	18/10/2016 – Item 11.1.2	Manager Lancelin South End Caravan Park added with a purchasing limit of \$3,000.
16.	20/06/2017 – Item 11.1.3	Various amendments to positions and purchasing limits arising from organisational restructure.



#### 11.1.4 POLICY 2.20 - CORPORATE CREDIT CARDS

**FILE:** COR/28-1  
**AUTHOR:** LEE-ANNE BURT – GOVERNANCE OFFICER  
**REPORTING OFFICER:** JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER  
**REPORT DATE:** 20 JUNE 2017  
**REFER:** 18 MAY 1995 ITEM 3.1  
 21 MAY 2013 ITEM 11.1.4  
 18 FEBRUARY 2014 ITEM 11.1.3  
 21 APRIL 2015 ITEM 11.1.3  
 15 SEPTEMBER 2015 ITEM 11.1.4  
 18 APRIL 2017 ITEM 11.4.1

#### OFFICER INTEREST DECLARATION

Nil

#### PURPOSE

To consider amending Policy 2.20 Corporate Credit Cards.

#### BACKGROUND

Policy 2.20 was adopted by Council on 18 May 1995 and has been updated on a number of occasions since that time.

Most recently, the policy was amended by Council at its meeting on 18 April 2017 to authorise the provision of corporate credit cards to the positions of Manager Operations, Mechanic and Lower Coastal Maintenance Officer.

#### COMMENT

As Council is aware, an organisational restructure process was undertaken following the April meeting which, for the purposes of Policy 2.20, has resulted in the following positional changes:

Current Position	New Position
Executive Manager Operations	Executive Manager Operations - Construction
Executive Manager Regulatory Services	Position abolished
New Position	Executive Manager Planning and Development
New Position	Executive Manager Assets
Manager Operations	Position abolished

In addition, the Administration report presented to the April meeting incorrectly referenced the position of Lower Coastal Maintenance Officer, and should in fact have sought approval for a credit card for the position of Building Maintenance Supervisor.

The Building Maintenance Supervisor, who oversees the duties of the Gingin and Lower Coastal Maintenance Officers, is regularly required to purchase items from suppliers who do not hold an account for the Shire of Gingin or who do not utilise an invoicing system. In these instances, it is often not practical to delay a purchase until an Executive Officer can be contacted to provide credit card details.

With respect to the Executive Manager positions, no change is sought to the existing credit limit of \$5,000. The expectation is that Executive Managers are responsible for independently managing all activities within their respective portfolios and the issue of a corporate credit card to each Executive Manager position, with authorisation to make business-related purchases as required, is essential to meeting this expectation and to improving operational efficiency and effectiveness.

In reviewing Policy 2.20, Council's Finance Department has proposed a number of amendments to the controls imposed on corporate credit card use, which are detailed in **Appendix 1**.

It is therefore requested that Council consider amending Policy 2.20 by:

1. Deleting the positions of Manager Operations and Lower Coastal Maintenance Officer and insert the position of Building Maintenance Supervisor with a credit limit of \$2,000, effective immediately;
2. Deleting the position of Executive Manager Regulatory Services and include the new positions of Executive Manager Planning and Development and Executive Manager Assets (both with limits of \$5,000), to take effect at the appropriate point in the restructure process as determined by the Chief Executive Officer;
3. Amending the title of Executive Manager Operations to Executive Manager – Construction (limit to remain at \$5,000), to take effect at the appropriate point in the restructure process as determined by the Chief Executive Officer; and
4. Amending the conditions of use as outlined in **Appendix 1**.

The existing Policy 2.20 showing proposed amendments is provided as **Appendix 1**. The revised Policy 2.20 incorporating the amended wording is provided as **Appendix 2**.

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

Support by Council for Administration's recommendation will result in amendment of Policy 2.20 Corporate Credit Cards.

## **BUDGET IMPLICATIONS**

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025

<b>Focus Area</b>	<i>5. Leadership and Governance</i>
<b>Objective</b>	<i>5. To demonstrate effective leadership and governance</i>
<b>Outcome</b>	<i>5.2 Accountable and responsible governance</i>
<b>Strategy</b>	<i>5.22 Develop policy and strategy which supports sound decision making</i>

## VOTING REQUIREMENTS – SIMPLE MAJORITY

### RECOMMENDATION

It is recommended that Council adopt amended Policy 2.20 Corporate Credit Cards as shown at Appendix 2.

### RESOLUTION

**Moved Councillor Aspinall, seconded Councillor Ammon that Council adopt amended Policy 2.20 Corporate Credit Cards as shown at Appendix 2.**

**CARRIED UNANIMOUSLY**

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**APPENDIX 1**



## POLICY MANUAL

### POLICY 2.20 CORPORATE CREDIT CARDS

#### OBJECTIVE

To clearly specify which members of staff are authorised to hold and operate Shire of Gingin corporate credit cards, the limits applicable to each of those members of staff and the internal controls relating to the use of corporate credit cards.

#### POLICY

The Shire of Gingin operates a corporate credit card for use by Executive Officers for Shire business. The following credit limits are applicable:

Chief Executive Officer	\$10,000
Executive Manager Corporate and Community Services	\$ 5,000
<del>Executive Manager Operations</del>	<del>\$ 5,000</del>
<del>Executive Manager Operations – Construction</del>	<del>\$ 5,000</del>
<del>Executive Manager Regulatory Services</del>	<del>\$ 5,000</del>
<del>Executive Manager Planning and Development</del>	<del>\$ 5,000</del>
<del>Executive Manager Assets</del>	<del>\$ 5,000</del>
Community Emergency Services Manager	\$ 2,000
Manager Building Services	\$ 2,000
<del>Operations Manager</del>	<del>\$ 2,000</del>
Mechanic	\$ 2,000
<del>Lower Coastal Maintenance Officer</del>	<del>\$ 2,000</del>
<del>Building Maintenance Supervisor</del>	<del>\$ 2,000</del>

The use of all corporate credit cards is subject to the following controls:

1. Corporate credit cards may not be used to obtain ~~a cash advances, over-the-counter cash withdrawals or ATM transactions, or for the purchase of bank cheques, travellers' cheques or foreign currency.~~
2. The loss or misplacing of a corporate credit card must be reported to the Executive Manager Corporate and Community Services immediately.
3. All corporate credit cards must be returned to the Executive Manager Corporate and Community Services upon notification of termination of employment, or resignation from the employ of the Shire of Gingin.
4. ~~Cardholders must ensure that their corporate credit card is acquitted within five working days following the end of the calendar month, and that appropriate documentation, including tax invoices, is provided.~~

45. Corporate credit cards are to be utilised for the purchase of goods and services on behalf of the Shire of Gingin only and may not be used for personal expenditure.
6. Cardholders must ensure that their corporate credit card is maintained in a secure manner to prevent loss, theft or misuse, and that no copies of the full credit card number and expiry date are kept.
5. Card holders are required to retain all documentation, including tax invoices, for the purpose of reconciling to the bank statement.
7. The Chief Executive Officer reserves the right to suspend a corporate credit card should a cardholder fail to acquit the card in a timely fashion, repeatedly fail to provide tax invoices to support acquittal, or otherwise act in contravention of any part of this policy.

#### GOVERNANCE REFERENCES

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

#### POLICY ADMINISTRATION

Review Cycle	Bi-annual	Next Review	In conjunction with review of Policy Manual
Department	Financial Services		

Version	Decision Reference	Synopsis
1.	18/05/1995	Policy adopted
2.	21/05/2013	Amended – CEO's limit increased to \$10,000 and EMFS, EMPES and EMRS added. Previous policy title "Mastercards" changed.
3.	18/02/2014 – Item 11.1.3	Conditions of use 1-5 incorporated into policy. Position titles updated.
4.	21/04/2015 – Item 11.1.3	CESM position added with a limit of \$2000.
5.	15/09/2015 – Item 11.1.4	MBS position added with a limit of \$2,000
6.	18/04/2017 – Item 11.4.1	Operations Manager, Mechanic and Lower Coastal Maintenance Officer added with limits of \$2,000
7.	20/06/2017 – Item .....	Executive Manager Operations amended to Executive Manager Operations – Construction, Executive Manager Regulatory Services, Manager Operations and Lower Coastal Maintenance Officer deleted, Executive Manager Planning and Development, Executive Manager Asset and Building Maintenance Supervisor added. Conditions of use amended.



# APPENDIX 2



## POLICY MANUAL

### POLICY 2.20 CORPORATE CREDIT CARDS

#### OBJECTIVE

To clearly specify which members of staff are authorised to hold and operate Shire of Gingin corporate credit cards, the limits applicable to each of those members of staff and the internal controls relating to the use of corporate credit cards.

#### POLICY

The Shire of Gingin operates a corporate credit card for use by Executive Officers for Shire business. The following credit limits are applicable:

Chief Executive Officer	\$10,000
Executive Manager Corporate and Community Services	\$ 5,000
Executive Manager Operations – Construction	\$ 5,000
Executive Manager Planning and Development	\$ 5,000
Executive Manager Assets	\$ 5,000
Community Emergency Services Manager	\$ 2,000
Manager Building Services	\$ 2,000
Mechanic	\$ 2,000
Building Maintenance Supervisor	\$ 2,000

The use of all corporate credit cards is subject to the following controls:

1. Corporate credit cards may not be used to obtain cash advances, over-the-counter cash withdrawals or ATM transactions, or for the purchase of bank cheques, travellers' cheques or foreign currency.
2. The loss or misplacing of a corporate credit card must be reported to the Executive Manager Corporate and Community Services immediately.
3. All corporate credit cards must be returned to the Executive Manager Corporate and Community Services upon notification of termination of employment, or resignation from the employ of the Shire of Gingin.
4. Cardholders must ensure that their corporate credit card is acquitted within five working days following the end of the calendar month, and that appropriate documentation, including tax invoices, is provided.
5. Corporate credit cards are to be utilised for the purchase of goods and services on behalf of the Shire of Gingin only and may not be used for personal expenditure.

6. Cardholders must ensure that their corporate credit card is maintained in a secure manner to prevent loss, theft or misuse, and that no copies of the full credit card number and expiry date are kept.
7. The Chief Executive Officer reserves the right to suspend a corporate credit card should a cardholder fail to acquit the card in a timely fashion, repeatedly fail to provide tax invoices to support acquittal, or otherwise act in contravention of any part of this policy.

#### GOVERNANCE REFERENCES

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

#### POLICY ADMINISTRATION

Review Cycle	Bi-annual	Next Review	In conjunction with review of Policy Manual
Department	Financial Services		

Version	Decision Reference	Synopsis
1.	18/05/1995	Policy adopted
2.	21/05/2013	Amended – CEO's limit increased to \$10,000 and EMFS, EMPES and EMRS added. Previous policy title "Mastercards" changed.
3.	18/02/2014 – Item 11.1.3	Conditions of use 1-5 incorporated into policy. Position titles updated.
4.	21/04/2015 – Item 11.1.3	CESM position added with a limit of \$2000.
5.	15/09/2015 – Item 11.1.4	MBS position added with a limit of \$2,000
6.	18/04/2017 – Item 11.4.1	Operations Manager, Mechanic and Lower Coastal Maintenance Officer added with limits of \$2,000
7.	20/06/2017 – Item .....	Executive Manager Operations amended to Executive Manager Operations – Construction, Executive Manager Regulatory Services, Manager Operations and Lower Coastal Maintenance Officer deleted, Executive Manager Planning and Development, Executive Manager Asset and Building Maintenance Supervisor added. Conditions of use amended.

### 11.1.5 POLICY 2.1 - SENIOR EMPLOYEES

FILE:	GOV/13	
AUTHOR:	LEE-ANNE BURT – GOVERNANCE OFFICER	
REPORTING OFFICER:	JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER	
REPORT DATE:	20 JUNE 2017	
REFER:	25 JUNE 2013	ITEM 8.1

#### OFFICER INTEREST DECLARATION

Nil

#### PURPOSE

To review Council's Policy 2.1 Senior Employees.

#### BACKGROUND

Policy 2.1 was initially adopted by Council on 18 May 1995 and has been reviewed on two subsequent occasions as a result of organisational restructuring.

The purpose of the policy is to designate certain positions within the organisation as "Senior Employee" positions in accordance with s. 3.57 of the *Local Government Act 1995*.

S. 357 requires that Council must be informed by the Chief Executive Officer of each proposal to employ a Senior Employee. Council has the right to accept or reject the Chief Executive Officer's recommendation, but in the event that a recommendation is rejected, then Council must provide the Chief Executive Officer with the reasons for its decision.

Policy 2.1 identifies all of the Shire's Executive Manager positions as "Senior Employees".

#### COMMENT

As Council is aware, a further restructure has recently been undertaken, resulting in several changes to Executive Manager positions as follows:

1. Creation of a new position of Executive Manager Assets;
2. Existing position of Executive Manager Operations amended to Executive Manager Operations – Construction;
3. Abolition of the position of Executive Manager Regulatory Services; and
4. Establishment of the new position of Executive Manager Planning and Development.

It is therefore necessary for Council to amend its Policy 2.1 to recognise these changes.

A copy of Policy 2.1 incorporating the proposed amendments is provided as **Appendix 1**.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

Part 5 – Administration

Division 4 – Local government employees

S. 5.37 – Senior employees

## POLICY IMPLICATIONS

Support by Council for Administration's recommendation will result in amendment of Policy 2.1 Senior Employees.

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025

<b><i>Focus Area</i></b>	<i>Leadership and Governance</i>
<b><i>Objective</i></b>	<i>5. To demonstrate effective leadership and governance</i>
<b><i>Outcome</i></b>	<i>5.2 Accountable and responsible governance</i>
<b><i>Strategy</i></b>	<i>N/A</i>

## VOTING REQUIREMENTS – SIMPLE MAJORITY

### RECOMMENDATION

It is recommended that Council adopt amended Policy 2.1 Senior Employees as shown at Appendix 1.

### RESOLUTION

**Moved Councillor Peczka, seconded Councillor Smiles that Council adopt amended Policy 2.1 Senior Employees as shown at Appendix 1.**

**CARRIED UNANIMOUSLY**

**APPENDIX 1**





## POLICY MANUAL

### POLICY 2.1 SENIOR EMPLOYEES

#### OBJECTIVE

To identify those corporate positions that Council has deemed to be **Senior Employee** positions for the purposes of s. 5.37 of the *Local Government Act 1995*.

#### POLICY

The following positions are deemed by Council to be **Senior Employee** positions for the purposes of s. 5.37:

1. Executive Manager Assets.
2. Executive Manager Corporate and Community Services.
3. Executive Manager Operations - Construction.
4. Executive Manager Planning and Development.

#### GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995 – s. 5.37
Industry Compliance	N/A
Organisational Compliance	Del. 1.16 – Appointment of Acting Chief Executive Officer (for Periods of 35 Days or Less)

#### POLICY ADMINISTRATION

Review Cycle	With Policy Manual	Next Review	2017 2019
Department	Office of the CEO		

Version	Decision Reference	Synopsis
1.	18/05/1995	Policy adopted
2.	19/02/2013 – Item 16.3	Amended to reflect new organisational structure. All Executive Manager positions deemed Senior Employees.
3.	25/06/2013 – Item 8.1	Amended to reflect new Executive Manager position titles.
4.	20/06/2017 – Item .....	Amended to reflect new Executive Manager position titles.

### 11.1.6 DRAFT STRATEGIC COMMUNITY PLAN 2017-2027

FILE:	COR/37	
AUTHOR:	REBECCA REES-ARMSTRONG – INTEGRATED PLANNING AND BUSINESS IMPROVEMENT OFFICER	
REPORTING OFFICER:	JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER	
REPORT DATE:	20 JUNE 2017	
REFER:	18 JUNE 2013	ITEM 11.1.2
	16 JUNE 2015	ITEM 11.1.3
	21 FEBRUARY 2017	ITEM 11.1.4

### OFFICER INTEREST DECLARATION

Nil

### PURPOSE

To consider endorsing the Strategic Community Plan 2017-2027.

### BACKGROUND

The *Local Government Act 1995* (sect. 5.56) and its supporting regulations require local governments throughout Western Australia to 'plan for the future of the district.' This includes developing a Strategic Community Plan as part of the State Government's Integrated Planning and Reporting Framework.

In accordance with the *Local Government (Administration) Regulations 1996* (Regulation 19C), the Shire of Gingin is to ensure that it maintains a rolling ten year Strategic Community Plan. The Strategic Community Plan is required to:

- Set out the Vision, Aspirations and Objectives of the community in the district;
- Be reviewed (major) at least every four years;
- Consult with electors and ratepayers when reviewing or developing the Plan;
- Have regard to the Shire's future resources and capacity, strategic performance indicators and demographic trends; and
- Be adopted by an Absolute Majority of Council.

The State Government's 2016 *Integrated Planning and Reporting Guidelines' Advisory Standard* clarifies and expands upon these legislative and regulatory requirements. The Shire has taken this *Advisory Standard* into account in developing the Strategic Community Plan 2017-2027 (**Appendix 1**). The Shire is continuing to work towards best practice Integrated Planning and Reporting.

The major review of the Shire's current Strategic Community Plan 2015-2025 (adopted by Council on 16 June 2015) is due for completion by 30 June 2017.

## COMMENT

### Plan Development

In July 2016, the Shire commenced community consultation to inform the major review of the current Strategic Community Plan. Through this process the Shire made over 800 separate contacts with community, with at least 700 different individuals (or 13% of the population) participating in consultation activities. These activities included:

- The Community Perceptions Survey;
- Youth engagement;
- Community workshops and submissions; and
- Yued engagement.

The outcomes of this process are documented in the *Community Consultation Report* (**Appendix 2**).

The Shire also undertook desktop research to identify key considerations for the future, including demographic trends. This is documented in the *Context and Research Paper* (**Appendix 3**). The outcomes of the community consultation process and research were used to inform the development of the Strategic Community Plan 2017-2027. The Shire's future resourcing and capacity, as well as strategic performance indicators, were also taken into account. The draft Strategic Community Plan 2017-2027 includes a description of how the Plan was developed.

### Public Comment

A formal public comment period was conducted between 22 February and 31 March 2017. This provided community and stakeholders with the opportunity to review and comment on the draft Strategic Community Plan 2017-2027, prior to Council considering the final document for formal adoption. The public comment period was advertised as follows:

- Advertised in the Public Notice section of the North Coast Times (7 March 2017), and Bullsbrook-Gingin Advocate (8 March 2017);
- Home page and Your Say and Public Notices section of the Shire's website;
- March 2017 edition of Council to Community;
- Direct email (78) or phone call (13) to Strategic Community Plan workshop (cuppa and chat) session attendants who requested to be notified of the Draft Plan's availability for comment;
- Letters to State Government agencies (19); and
- Emails to key stakeholders and partners including: neighbouring local governments (4), State and Federal elected representatives (3), Wheatbelt Development Commission, Regional Development Authority, and the Bendigo Bank.

The Shire of Gingin received nine submissions in total. This included three submissions from community members and six submissions from State Government agencies. There were no specific objections to the Strategic Community Plan and three State Government Agencies suggested improvements. These included:

1. The Department of Mines and Petroleum requesting greater recognition of the resource sector within the Strategic Community Plan. The Economic Development Community Aspiration has been amended to include the word 'resources';
2. The State Heritage Office suggesting that there be an increased focus on Heritage within the Plan. The draft and final Strategic Community Plan is considered to adequately and appropriately address Heritage. A detailed response to this submission is provided in **Appendix 4**; and
3. The Department of Health suggesting that there be increased focus on Public Health. The draft and final Strategic Community Plan is considered to adequately and appropriately address Public Health. A detailed response to this submission is provided in **Appendix 4**.

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

Division 5 – Annual reports and planning

Section 5.56 – Planning for the future

### *Local Government (Administration) Regulations 1996*

Division 3 – Planning for the future

Regulation 19C – Strategic community plans, requirements for (Act s. 5.56)

## POLICY IMPLICATIONS

Nil

## BUDGET IMPLICATIONS

The Strategic Community Plan takes into consideration the Shire's resourcing and capacity, including the Shire's Long Term Financial Plan that is currently in development. As part of the Integrated Planning and Reporting Framework, the Strategic Community Plan is used to provide strategic direction to the Corporate Business Plan and Annual Budget. The draft Strategic Community Plan has been used in the development of the 2017-18 draft Annual Budget and Corporate Business Plan.

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025

<b>Focus Area</b>	<i>Leadership and Governance</i>
<b>Objective</b>	<i>5. To demonstrate effective leadership and governance</i>
<b>Outcome</b>	<i>5.2 Accountable and responsible governance</i>
<b>Strategy</b>	<i>5.2.1 Continue to develop and implement integrated planning and reporting for the long term financial sustainability of the organisation</i>

## VOTING REQUIREMENTS – ABSOLUTE MAJORITY

## RECOMMENDATION

It is recommended that Council adopt the Strategic Community Plan 2017-2027 as provided in Appendix 1, subject to the inclusion of the final adopted Long Term Financial Plan figures in the Ten Year Resourcing Profile.

## RESOLUTION

**Moved Councillor Ammon, seconded Councillor Smiles that Council adopt the Strategic Community Plan 2017-2027 as provided in Appendix 1, subject to the inclusion of the final adopted Long Term Financial Plan figures in the Ten Year Resourcing Profile.**

**CARRIED BY ABSOLUTE MAJORITY  
8-0**

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**APPENDIX 1**





## Strategic Community Plan 2017-2027

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## Vision

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

Located on the doorstep of Perth, the Shire of Gingin's friendly communities have a lot to offer. From the Shire's spectacular coastline and rivers to its picturesque rolling hills, our community is proud of its natural assets, agricultural roots and laidback lifestyle. The Shire's Strategic Community Plan Vision for the future builds on these strengths through celebration.

It is through celebrating what our community is proud of that the Shire can make wise decisions about the future. The Shire of Gingin will respond to this Vision by supporting, respecting and enhancing what's great about the Shire. Working with community, we will make the Shire even better for our residents, local businesses and the many visitors who come to escape the City, relax and play here.

## Community Aspirations & Council Objectives

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

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## Welcome



The Shire of Gingin's spectacular coastline and picturesque rolling hills remain at the heart of our community. Together we continue to welcome tourists to share and delight in our natural assets.

The Shire's new Strategic Community Plan 2017-2027 provides long-term direction to Council. It will keep us focused on what's most important to our residents and ratepayers. After all, we are here to serve community.

During the development of the Plan, Council heard from community about what was important to them. A highlight for Council and staff were the beautiful pictures drawn by the Shire's young people. They showed us what they thought would make the Shire an even better place.

The new Strategic Community Plan will help Council to determine priorities for the delivery of services, projects and programs

Shire President  
Cr Davie Roe



Local governments across the regions provide an range of important services to community. These include the traditional services of roads and waste disposal to addressing new challenges such as Coastal Planning and Adaptation.

In delivering these services, we will use the Strategic Community Plan to review what we do and to develop new projects and programs. In short, this Plan will help the Shire to make the most of its limited resources.

Importantly, this Plan balances a diversity of community views about what is important for the future. It also takes into consideration key issues and trends impacting local government in general and the Shire in particular.

I look forward to continuing to work with Council, community and key stakeholders to deliver on the Strategic Community Plan 2017-2027.

Chief Executive Officer  
Jeremy Edwards



## About the Shire of Gingin

### Our Community & Environment

The Shire of Gingin, is located 84 kilometres to the north of Perth's Central Business District. Covering 3,215 km<sup>2</sup>, the Shire stretches from the coastal towns of Guilderton, Seabird, Ledge Point and Lancelin, inland to the Gingin town site. The Shire of Gingin's current estimated population is 5,439 (forecast.id 2016). The Western Australian Planning Commission (2015, Band C) estimates average annual population growth in the vicinity of 1.54% to reach a population of 6,060 by 2026.

The Shire is home to a productive agricultural and horticultural industry as well as a wealth of natural assets including the Moore River National Park, Nature Reserves, coastal environment, remnant vegetation and wetlands. The Shire is a beautiful place to live and visit on Perth's doorstep. It is one of sixty 'Connected Lifestyle Regions' across Australia (RIA 2014). These regions are defined by their proximity to major metropolitan centre.

### Census Snapshot<sup>1</sup>

Residents	Workers	Households
<ul style="list-style-type: none"> <li>• 52% Men</li> <li>• 48% Women</li> <li>• 69% born in Australia</li> <li>• 24% aged between 0 and 19 years</li> <li>• 26% between 20 and 44 years</li> <li>• 28% aged 60 or more</li> <li>• 21% are volunteers</li> <li>• 2% Aboriginal and Torres Strait Islanders</li> </ul>	<ul style="list-style-type: none"> <li>• 25% work in Agriculture, fishing or mining</li> <li>• 23% are Managers</li> <li>• 19% are Labourers</li> <li>• 11% work from home</li> </ul>	<ul style="list-style-type: none"> <li>• 37% are couples without children</li> <li>• 40% fully own their home</li> <li>• For every 1 occupied dwelling there is almost 1 unoccupied (48% unoccupied)</li> </ul>

[Note: these statistics will be graphically presented in the final publication]

<sup>1</sup> ABS 2011 Census Data – compiled and produced by .id Further demographic information on the Shire of Gingin can be accessed here: <http://profile.id.com.au/gingin>

## Who We Are

### Council

The Shire of Gingin's Council consists of the President and eight Councillors. The Council is the decision-making body that sets the strategic direction and policies of the Shire. It is responsible for the governance and performance of the Shire's local government functions. The Council is also responsible for overseeing the allocation of finances and resources.

Council elections are held every two years, at each election four to five Councillors are elected for a four year term. Following each election the Council elects the Shire President and Deputy Shire President.



**Shire President**  
Cr David Roe  
(term ends October 2017)



**Deputy Shire President**  
Cr Ian (Sam) Collard  
(term ends October 2019)



Cr Val Ammon  
(term ends October 2017)



Cr Michael Aspinall  
(term ends October 2017)



Cr Jan Court  
(term ends October 2019)



Cr John Elgin  
(term ends October 2019)



Cr Wayne Fewster  
(term ends October 2019)



Cr Frank Peczka  
(term ends October 2019)



Cr Sandie Smiles  
(term ends October 2017)

### Administration

The Council is supported by the Shire of Gingin's administration. The Chief Executive Officer of the Shire is appointed by the Council and is responsible for all aspects of the Shire's day to day operations. This includes advising Council, implementing Council decisions and regulatory compliance.

The Chief Executive Officer and the Shire's four Executive Managers form the Executive Management Team and are the key operational decision makers for the Shire's services.

The Council and the administration are together responsible for managing the Shire's:

- \$ 16 Million Operating Budget
- 55 full time equivalent staff
- Diversity of important local services including community infrastructure (roads, parks, community buildings), waste services, rangers and community events among many others.



**Chief Executive Officer**  
Jeremy Edwards



**Executive Manager Planning & Development**  
Lisa Edwards



**Executive Manager Operations - Construction**  
Allister Butcher



**Executive Manager Corporate & Community Services**  
Kaye Lowes

**Executive Manager Assets**  
*[Note: position currently vacant to be included on appointment.]*

### Organisational & Business Values

- We are striving to become better at what we do and are continually looking at ways to improve ourselves.
- We successfully deliver services to our community with a strong focus on our customers.
- We appreciate the merits of, and continually foster, a well-trained and cooperative staff culture.
- We believe community collaboration and transparent governance practices are key aspects of good leadership.

### The Right People in the Right Jobs with the Right Attitude

- We are an organisation who ensures all interactions with our customers are courteous, respectful, solution-focused and friendly.
- We will wear our name badges and ensure our personal presentation is reflective of our professional corporate image.
- All staff have the opportunity for professional development to ensure they are able to carry out their respective roles to the highest possible standard.
- We are a strong dynamic team who value, respect and care for each other.
- We are an organisation who values the feedback of our customers – both positive and negative - and uses it to further enhance our performance.



## About the Strategic Community Plan

### What the Plan is

The Strategic Community Plan is the Shire's long-term plan for the future. It helps Council to ensure that local government service delivery is consistent with and supports Community Aspirations for the Shire.

In practice, the Strategic Community Plan guides decision making through the Corporate Business Plan and Annual Budget. It helps to determine priorities for the delivery of services, projects and programs. The Plan is reviewed every two years, alternating between major and minor reviews. The next review (minor) is due to be completed in 2019.

The Strategic Community Plan, Corporate Business Plan, Annual Budget and Informing Strategies form part of the Integrated Planning and Reporting Framework. All local governments within Western Australia are required to plan their services using this Framework.

### Elements of Integrated Planning and Reporting Framework



(Department of Local Government and Regional Development 2016)

### How the Plan was developed

#### Strategic Context – determining what is already happening and likely to happen

In October 2016, we released a *Strategic Community Plan - Review Context Research Paper* (SoG, 2016b) outlining the strategic context for the development of the Plan. The paper introduces the Shire and its people and provides a high level

overview of key considerations for the future addressing the five focus areas of our previous Strategic Community Plan. This report can be downloaded from the Shire's website and highlights are outlined below.

Focus Area	Strategic Context Highlights	
<b>Community Wellbeing</b>	<ul style="list-style-type: none"> <li>• Increase in developmentally vulnerable children and a lack of education services.</li> <li>• Supporting an aging population.</li> </ul>	<ul style="list-style-type: none"> <li>• The ongoing importance of supporting volunteers.</li> <li>• Improving access to medical services.</li> </ul>
<b>Natural Environment</b>	<ul style="list-style-type: none"> <li>• The Shire's Natural Resources are a key asset.</li> <li>• Coastal Planning &amp; Adaptation will remain an ongoing challenge for the Shire.</li> </ul>	<ul style="list-style-type: none"> <li>• The importance of protecting water resources.</li> <li>• Working towards meeting the Western Australia Waste Strategy Targets.</li> </ul>
<b>Built Environment</b> (Infrastructure & Development)	<ul style="list-style-type: none"> <li>• Growth in intensive horticulture and agriculture.</li> <li>• Modest growth in residential development.</li> </ul>	<ul style="list-style-type: none"> <li>• Improving access to telecommunication infrastructure.</li> <li>• Improving Financial Sustainability of Assets.</li> </ul>
<b>Local Business</b> (Economic Development)	<ul style="list-style-type: none"> <li>• The Shire has a number of comparative economic advantages.</li> <li>• Supporting Agri-industry processing.</li> </ul>	<ul style="list-style-type: none"> <li>• Advocacy and support for additional and improved tourism accommodation.</li> <li>• Supporting growth in the tourism industry.</li> </ul>
<b>Leadership &amp; Governance</b> (Governance)	<ul style="list-style-type: none"> <li>• The Shire's significant resource constraints.</li> <li>• Demonstrating good governance and accountability.</li> </ul>	<ul style="list-style-type: none"> <li>• Improving efficiency and effectiveness.</li> <li>• Managing diverse and competing service expectations.</li> </ul>



Understanding our strategic context is important to working in partnership with community, neighboring local governments and state and federal government agencies. Like many regional local governments the Shire of Gingin operates with very limited resources. Therefore, partnership projects will be essential to achieving the Aspirations, Objectives and Priorities set out in this Plan.

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

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

Understanding how the Shire's Priorities will contribute towards improving these indicators is also important to developing successful partnerships. Priorities that contribute towards improving these Indicators are shown with (>RCI). The supporting document *Regional Synergies* provides further details on these strategic linkages and is available on the Shire's website (Shire of Gingin, 2017).

### Community Consultation – understanding what community would like to see happen

In the second half of 2016, the Shire of Gingin adopted a number of methods to consult with community on the major review of the Strategic Community Plan. Through this process, the Shire made in excess of 800 contacts with community, involving at least 700 different individuals (or 13% of the residential population).

The outcomes, from each of these activities were used to inform the development of the Strategic Community Plan 2017–2027 and are documented in the *Community Consultation Report* available on the Shire's Website (SoG 2017c). Throughout the Plan we have included some of the feedback received from community. Highlights of what community told us are outlined on the next page, against the previous Plan's Focus Areas headings.

Figure 1 Timeline of Public Consultation Activities



Focus Area	Community Consultation Highlights	
<b>Community Wellbeing</b>	<ul style="list-style-type: none"> <li>The Shire's laidback lifestyle, community spirit and safe environment were sources of pride.</li> <li>Community Programs was identified as a key service area for the future.</li> </ul>	<ul style="list-style-type: none"> <li>Community wanted to see improvements in aged care services and facilities, health services and government services (education and public transport).</li> </ul>
<b>Natural Environment</b>	<ul style="list-style-type: none"> <li>The Shire's natural environment was the greatest source of pride.</li> <li>Environmental Management was identified as a key service area for the future.</li> </ul>	<ul style="list-style-type: none"> <li>Community were happy with Waste Services but were less satisfied with Conservation and Environment Management and the management of coastal erosion.</li> </ul>
<b>Built Environment</b> (Infrastructure & Development)	<ul style="list-style-type: none"> <li>The Shire's proximity to Perth and high quality community facilities were sources of pride.</li> <li>Community wanted improvements in roads, footpaths and sport &amp; recreation facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Roads &amp; Paths was identified as a key service area for the future.</li> </ul>
<b>Local Business</b> (Economic Development)	<ul style="list-style-type: none"> <li>Community wanted improvements in economic development support, with a particular focus on tourism.</li> </ul>	<ul style="list-style-type: none"> <li>Economic Development &amp; Tourism Infrastructure was identified as a key service area for the future.</li> </ul>
<b>Leadership &amp; Governance</b> (Governance)	<ul style="list-style-type: none"> <li>Community was mostly satisfied with the Shire's customer service and overall performance.</li> <li>Advocacy was identified as a key service area for the future.</li> </ul>	<ul style="list-style-type: none"> <li>Community was not very satisfied with community information as well as consultation and engagement.</li> </ul>

### **Resourcing – determining what we can achieve**

The Integrated Planning & Reporting Framework brings together a number of important planning documents that together help local governments ensure their long-term financial sustainability. In addition to the Strategic Community Plan, this also includes the:

- Annual Budget,
- Corporate Business Plan,
- Long Term Financial Plan,
- Asset Management Plans, and
- Workforce Plan.

Together these Plans help the Shire to understand what services it can afford to deliver now and into the future. A significant financial challenge facing the Shire is its physical size, small population base and high percentage of holiday homes. This means the Shire has a modest revenue base to provide services to diverse communities spread out over a large area.

The Shire does not have the economies of scale or budget of larger metropolitan councils. This means that we need to continually work towards doing more with less. At the same time, we need to ensure that our statutory requirements are

met. There are number of local government functions that Council are obliged to undertake.

The Strategic Community Plan Priorities reflect the Shire's current scope of service provision and what is likely to be achievable over the next ten years.

The Shire's current financial performance is consistent with regional averages and we are meeting many of the State Government targets for Financial Ratios (see: SoG 2016a). However, we do need to identify ways that we can improve the financial position of the Shire over the long term. This includes improving our planning documents so that we can better plan our services within our financial constraints. It also includes proactively seeking partnerships towards shared Objectives, Outcomes and Priorities.

The following page includes the Shire's Ten Year Resourcing Profile and reflects the Long Term Financial Plan 2016/17 – 26/27. The Long Term Financial Plan outlines the Shire's outlook for revenue and expenditure. This includes the expected number of rateable properties as well as asset and workforce costs.

## Ten Year Resourcing Profile

Resource Profile	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26
Population (Forecast id. 2016)	5,368	5,473	5,578	5,683	5,788	5,893	6,029	6,164	6,300	6,435
Total number of rateable properties										
Forecast \$ in Millions										
Rates levied (excluding refuse)										
Operating revenue										
Total current assets										
Capital grants revenue										
Operating grants revenue										
Financial Ratios										
Current Ratio										
Asset Sustainability Ratio										
Debt Service Cover Ratio										
Operating Surplus Ratio										
Own Source Revenue Coverage Ratio										
Asset Consumption Ratio										
Asset Renewal Funding Ratio										

\*\*\*\* Note: The Shire of Gingin's Long Term Financial 2016/17 – 2026/27 (LTFP) is currently being developed. A draft version of this LTFP has informed the development of the Strategic Community Plan. The Ten Year Resourcing Profile is based on the LTFP and will be included in the published version of the Strategic Community Plan. The Shire's current Corporate Business Plan and Annual Report provide summaries of the Shire's current financial position. Both of these documents are available on the Shire's website.

**Risk Management – managing risks that could impact on the Shire's ability to deliver this Plan**

The Shire has in place formal policy and procedures for Risk Management. Through these processes the Shire has developed an awareness of risks that may impact the Shire's ability to achieve its Objectives, Outcomes and Priorities. The Shire continues to put in place plans to address these risks and reviews them regularly.

The Strategic Community Plan was developed taking into consideration strategic risks. The Integrated Planning and Reporting Framework will remain an important component of putting into action activities that reduce the Shire's exposure to risk and/or reduces the impact of them.



## What We Plan to Achieve

The Strategic Community Plan is structured around the five Focus Areas of:

1. Community Wellbeing
2. Natural Environment
3. Infrastructure & Development
4. Economic Development
5. Governance

These focus areas cover the diversity of local government service provision provided by the Shire. For each Focus Area we have identified:

### **A Community Aspiration**

Community Aspirations are a statement of what community would like to see in the future (see page 5).

### **A Council Objective**

Council Objectives are what Council aims to achieve in

supporting the community to realise its Aspirations for the future.

### **Outcomes**

A statement about what the Shire will look like, if together with community and our partners, we are achieving our Community Aspirations and Council Objectives.

### **Key Service Areas**

Key Services Areas are the services we provide that contribute to achieving the Plan's Objectives and Outcomes.

### **Priorities**

Priorities are what we plan to do in order to achieve our Objectives. These priorities will be used to identify specific actions to be undertaken over the next four years. These actions will be included in the Shire's Corporate Business Plan.



## Community Wellbeing

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

Outcomes	Key Service Areas	Priorities
<b>1.1 Inclusive</b> Our community has access to a range of community programs, services and initiatives that support wellbeing and inclusion. (>WDC)	> Community Programs > Gingin Cemetery > Libraries > Independent Living Units > Shire Events	1.1.1 Support aging in place by developing the 'four planks' of Ageing in the Bush (>RCI) (>WDC). 1.1.2 Improve activities for children and young people (>RCI) (>WDC) 1.1.3 Implementation of the Reconciliation Action Plan.
<b>1.2 Vibrant</b> Our community can participate in a range of activities and events that celebrate and promote our unique lifestyle and heritage. (>WDC)	> Building & Planning Permits > Community Programs > Shire Events	1.2.1 Support community groups and volunteers. (>RCI) (>WDC) 1.2.2 Support and promote local and regional events.
<b>1.3 Healthy &amp; Safe</b> Our community has access to quality health and community safety programs, services and initiatives that promote resilience. (>WDC)	> Local Emergency Services > Environmental Health > General Practitioner > Rangers	1.3.1 Advocate for improved access to medical services. (>RCI) (>WDC) 1.3.2 Develop an approach to Local Public Health Planning (>RCI) (>WDC).

**Some of what community had to say about Community Wellbeing**



**Sources of pride...**

'Lifestyle. Sunshine. Freedom.'

'Quiet and safe to live'

**Improvements...**

'Provide aged housing'

'Broadened transport for the aged to metro area'

'The provision of safe and separated beach access for vehicles and pedestrians.'

'Make sure no one is homeless and if they are give them a job'

## Natural Environment

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

Outcomes	Key Service Areas	Priorities
<b>2.1 Conservation</b> The Shire's ecological services and natural assets are respected and enhanced.	> Building & Planning Permits > Conservation & Environmental Management > Strategic Town Planning	2.1.1 Coastal Planning and Adaptation. (>RCI) 2.1.2 Improving the Shire's Natural Areas Management. (>RCI) (>WDC)
<b>2.2 Sustainable Resource Management</b> The Shire practices sustainable resource management within its operations and supports the community to do the same.	> Community Infrastructure* > Strategic Town Planning > Waste Services	2.2.1 Improve Waste Services and support the Western Australian Waste Strategy. 2.2.2 Support alternative energy sources. (>WDC)

\* Includes the Services Areas of: Community & Civic Buildings, Gingin Aquatic Centre, Parks & Reserves, Roads & Paths, Sport & Recreational Facilities

### Some of what community had to say about the Natural Environment

*Draw what you think would make the Shire of Gingin an even better place to be.*



#### **Kids drew...**

'A nature play park. It has frames to make branch cubbies, a fairy garden a pond to walk and playing, a rope climbing place, a flying fox and lots of logs to climb on. There is also lots of trees to climb and grass to play on.'

#### **Sources of pride...**

'We like living here because of the natural environment and beautiful, natural beaches.'

'The natural environment and beautiful coastline.'

'Tidy and clean so someone is doing a good job'.

#### **Improvements...**

'More set backs on coastal buildings.'

'Coastal Erosion Plan.'

'Clean up all of the litter.'

## Infrastructure & Development

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

Outcomes	Key Service Areas	Priorities
<b>3.1 Development</b> New and existing developments meet the Shire's Strategic Objectives and Outcomes. (>WDC)	> Building & Planning Permits > Drainage > Strategic Town Planning	3.1.1 Support strategies that facilitate commercial development. (> RCI) 3.1.2 Support strategies that facilitate an increase in housing diversity. (>WDC)
<b>3.2 Community Infrastructure</b> The Shire provides fit for purpose community infrastructure in a financial responsible manner. (>WDC)	> Community Infrastructure*	3.2.1 Improve the use and financial sustainability of community infrastructure. (>WDC)
<b>3.3 Connectivity &amp; Accessibility</b> The Shire's community infrastructure supports connectivity & accessibility. (>WDC)	> Community Infrastructure* > Marketing & Communications	3.3.1 Undertake effective integrated transport planning and its implementation. (> RCI) (>WDC) 3.3.2 Improve the provision of age-friendly infrastructure for all, including Disability Access and Inclusion Planning. (> RCI) 3.3.3 Advocate for improved telecommunications infrastructure. (> RCI) (>WDC)

\* Includes: Community & Civic Buildings, Gingin Aquatic Centre, Parks & Reserves, Roads & Paths, Sport & Recreational Facilities



### Some of what community had to say about Infrastructure & Development

#### Kids drew...

'a train line to Perth .... Also a slower, more relaxing ferry ride ...'



#### Sources of pride...

'more facilities than most for the population.'  
'Good sport and rec facilities'.  
'Metro only 50min by car.'

#### Improvements...

'Complete the cycleway/walkway along the coast and promote it.'  
'Upgrade to road surfaces and kerbs.'  
'More financial help to upgrade our local sports club and facilities.'  
'Increase sporting facilities for the youth.'  
'Improve phone/internet services.'

## Economic Development

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

Outcomes	Key Service Areas	Priorities
<b>4.1 Tourist Playground</b> An internationally acclaimed tourist playground.	> Caravan Parks > Economic Development & Tourism Infrastructure	4.1.1 Support the development of the Shire of Gingin as a premier tourist destination for ocean and sand adventures. (>WDC)
<b>4.2 Food Bowl</b> A strategically significant agricultural hub to the Perth Metropolitan Area.	> Economic Development & Tourism Infrastructure > Strategic Town Planning	4.2.1 Support the development of Agri-industry processing. (>RCI) (>WDC)
<b>4.3 Innovation</b> Innovation is the foundation of economic growth across the Shire. (>WDC)	> Economic Development & Tourism Infrastructure	4.3.1 Improve Local Economic Development Support. (>RCI) (>WDC)



**Some of what community had to say about Economic Development**



**Improvements...**

'Upkeep and maintenance on all tourist attractions.'

'Tourist Park in Lancelin.'

'The new boat ramp [would be] a good start.'

'Need attractive spots for visitors & tourists.'

## Governance

Objective 4 - To demonstrate effective leadership, governance and advocacy on behalf of community.

Outcomes	Key Service Areas	Priorities
<b>4.1 Values</b> Our Organisational/ Business Values are demonstrated in all that we do.	> Elected Member Services > Financial Management > Human Resources > Integrated Planning & Reporting	4.1.1 Develop the skills and capabilities of our Elected Members and Staff. (>WDC) 4.1.2 Improve the financial position of the Shire (>WDC).
<b>4.2 Service</b> The Shire provides customer focused service delivery.	> Customer Service > Department of Transport Licensing Agency > Marketing & Communications	4.2.1 Improve the Shire's communication and engagement. (>WDC) 4.2.2 Support new technologies that improve service delivery.
<b>4.3 Partner</b> The Shire works productively with a range of partners to deliver better outcomes for community.	> Advocacy	4.3.1 Advocate on behalf of community towards Strategic Community Plan Aspirations, Objectives, Outcomes and Priorities. (>WDC)

**Some of what community had to say about Governance**



**Compliments...**

'A progressive shire'.

'The Shire of Gingin does a good job grappling with the many and varied land and people interests.'

'Approachable staff and CEO'

**Improvements....**

'Communication via email, not local rag adverts.'

'Closer consultation.'

'Improve performance and inform residents on what goes on'.

## Monitoring Performance

### Output Indicators

Output indicators inform Council and the community about the delivery of services and projects. Every year the Shire of Gingin prepares a four year Corporate Business Plan. The Corporate Business Plan details specific Actions to be undertaken in response to each strategic Priority and its Key Service Areas. Operational progress against these Actions are reported quarterly to Council and reported to community yearly in the Annual Report.

### Outcome Indicators

Outcome indicators provide information to Council and community about whether the Shire's services and projects are achieving our Objectives. Outcomes can be difficult and costly to measure and are often influenced by factors outside of the Shire's control such as funding, economic climate and the decisions of State and Federal Government. The Shire has taken a pragmatic approach to the development of Outcome Indicators for the Shire as well as the community more broadly.

### Shire Performance Indicators

To measure the Shire's performance against the Strategic Community Plan Objectives we have focused on the Community's perception of the Shire's services and a select number of other indicators such as Financial Ratios. Community perception of our services provides the Shire with important information about whether or not we are meeting community expectations for service delivery. A Community Perception Survey will be undertaken every two years and performance will be reported yearly in the Annual Report.

Focus Area	Shire Performance Indicators
Community Wellbeing	<p>Maintain or achieve mostly satisfied or better with:</p> <ul style="list-style-type: none"> <li>• Shire Events,</li> <li>• Libraries,</li> <li>• Bush Fire Prevention &amp; Control, and</li> <li>• Enforcement of Local Laws.</li> </ul>

Focus Area	Shire Performance Indicators
<b>Natural Environment</b>	Maintain or achieve mostly satisfied or better with: <ul style="list-style-type: none"> <li>• Conservation &amp; Environmental Management,</li> <li>• Management of Coastal Erosion, and</li> <li>• Waste Management Services.</li> </ul>
<b>Infrastructure &amp; Development</b>	Maintain or achieve mostly satisfied or better with: <ul style="list-style-type: none"> <li>• Parks &amp; Reserves,</li> <li>• Sport &amp; Recreation Facilities,</li> <li>• Community Buildings,</li> <li>• Paths &amp; Trails,</li> <li>• Roads,</li> <li>• Verges and Streetscapes, and</li> <li>• Building &amp; Planning Permits.</li> </ul> <p>Increase kilometres of dedicated walk and cycle trails.</p>
<b>Economic Development</b>	Improve Regional Competitiveness Ranking for Local Economic Development Support.
<b>Governance</b>	Maintain or achieve mostly satisfied or better with: <ul style="list-style-type: none"> <li>• Overall Performance,</li> <li>• Customer Service,</li> <li>• Community Information,</li> <li>• Community Consultation &amp; Engagement, and</li> <li>• Council Decisions in the interest of the community.</li> </ul> <p>Financial Ratios indicate sound financial management practices.</p>



### Community Indicators

Community Indicators measure important information about the Shire of Gingin that our Strategic Community Plan is seeking to improve in partnership with community and other stakeholders. Current performance against the Regional Institute of Australia (2017) index of regional competitiveness will be reported within each two-year revision of the Strategic Community Plan and are shown below. In addition, Priorities that contribute towards improving these Indicators are indicated with (>RCI) within this Plan. The supporting document *Regional Synergies* details the linkages between RCI Theme Indicators and our Plan Priorities and is available on the Shire's website (Shire of Gingin, 2017).

#### Regional Competitiveness Index - Shire of Gingin Theme Ranking and Performance 2016/17

RCI Theme Indicators	2016/17 Ranking	Performance
<b>Institutional Foundations</b> - 'Administrative support for regional development'	521	Poor
<b>Technological Readiness</b> - 'Access and utilisation of new technologies'	311	Average
<b>Infrastructure &amp; Essential Services</b> - 'Access to infrastructure, transport and services'	456	Poor
<b>Business Sophistication</b> - 'Capacity of business to respond to competitive pressures'	415	Poor
<b>Economic Fundamentals</b> - 'The general economic climate of a region'	84	Good
<b>Innovation</b> - 'Innovative capacity and outputs through R&D and business dynamism'	158	Average
<b>Human Capital</b> - 'The capabilities and skills of workforce of a region'	343	Average
<b>Natural Resources</b> - 'Availability and use of natural resources'	25	Good
<b>Labour Market Efficiency</b> - 'Use of the potential regional workforce by the economy'	237	Average
<b>Demography</b> - 'The characteristics of the local population'	284	Average



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# APPENDIX 2



**Strategic Community Plan 2015-2025 – Review**

**Community Consultation Report**

January 2017

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## Introduction

In the second half of 2016, the Shire of Gingin adopted a number of methods to consult with community on the major review of the Strategic Community Plan. Through this process, the Shire made in excess of 800 contacts with community, involving at least 700 different individuals (or 13% of the residential population). The figure below provides a snapshot of the activities undertaken. It also includes the final remaining activity, which is a formal public comment period. This is anticipated to occur in early – mid 2017, following the endorsement of the Draft Strategic Community Plan by Council.

Figure 1 Timeline of Public Consultation Activities



The outcomes from each of these activities will inform the development of the new Strategic Community Plan 2017 – 2027. An overview of each of the consultation activities is provided in the following section. This is followed by a summary of outcomes by the current Strategic Community Plan, 2015-2025, Focus Areas.



## Overview of Public Consultation Activities

### Community Perceptions Survey (July 2016)

In July 2016, the Shire of Gingin conducted a Community Perceptions Survey. All households with an Australia Post delivery point within the Shire, along with a sample of non-resident ratepayers were invited, by mail, to participate. In addition, the survey was available online for any interested resident or ratepayer, and this was advertised on the Shire's website, facebook page and via the Shire's Council to Community publication. The survey included a range of questions on satisfaction of the Shire's services and facilities as well as sources of community pride and things Council could do to make a difference. In total, 614 surveys were completed. Research Solutions (2016) independently analysed the results and prepared a report for the Shire. Key findings from the survey were included as an input to the Community Workshops – 'Cuppa and Chat' sessions. Detailed results are reported separately in the report prepared by Research Solutions and are available on the Shire's website.

### Youth Engagement (September 2016)

In September 2016, the Shire of Gingin consulted with children and young people through an art competition and an online survey. The art competition was targeted at children and young people aged four to seventeen. The online survey was targeted at young people aged twelve to eighteen. The Shire promoted both of these consultation options through social media and the website, as well as existing contacts at the local primary and secondary schools. In total, 104 children and young people participated in the consultation. Detailed outcomes from this process are reporting separately in the report prepared by AndMe Consulting and are available on the Shire's website.

### Submissions & Community Workshops - 'Cuppa & Chat' (October – November 2016)

Community members were invited to make a submission to the review process and/or attend one of five Community Workshops in late October & early November. This was promoted on the Shire's website, facebook page, Council to Community publication and via the Shire's community organisation email list. In addition, invitations were also posted to all households with an Australia Post delivery point within the Shire and non-resident ratepayers located in the Shire's coastal holiday home towns (Lancelin, Ledge Point, Seabird and Guilderton). Detailed outcomes from this process are included in attachment one.

### Yued Traditional Owners (November 2016)

The review of the Reconciliation Action Plan (RAP) coincided with the Strategic Community Plan Review. This enabled the Shire to engage with Yued Traditional Owners to update the Reconciliation Action Plan and more broadly in relation to the Strategic Community Plan. Detailed outcomes from this process are included in attachment two.

### Public Comment

A formal public comment period will be undertaken following the endorsement of the draft Strategic Community Plan 2017-2027. Any comment received will be documented in the report to Council recommending the endorsement of the final revised Strategic Community Plan 2017 – 2027. It is anticipated that Council will consider a draft plan in early to mid 2017.



## Summary of Consultation Outcomes by Focus Area

### Community Wellbeing

The Community Perceptions Survey identified a number of Community Wellbeing sources of pride including the Shire's: laidback lifestyle (27.9%); community spirit (17.9%); safe environment (5.4%); and small town community (5.3%). Areas identified for improvement included: building aged care and retirement facilities as well as improving aged care services (6.6%); and improving government services -schools/ public transport (5.3%). There was strong satisfaction for Libraries (83%); and respondents were mostly satisfied with Shire events (72%), bush fire prevention and control (73%) and enforcement of Local Laws (56%).

#### Sources of pride...

*'Lifestyle' 'Sunshine. Freedom.'*  
*'Quiet and safe to live.'*

#### Improvements...

*'Provide aged housing'*  
*'Broadened transport for the aged to metro area.'*

Through the workshops and submissions, Community Programs was identified as a key Service Area for the future. Specific issues to be addressed within this Service Area included; improving recreational activities, support for community organisations and youth activities; addressing social issues; provision of a Community Bus; and support for engagement with Yued Traditional Owners. Other Community Wellbeing areas identified for improvement, within the Top 10 Issues, included:

- Improving aged care facilities and services (Advocacy & Seniors Units)
- Improving health services (Advocacy & General Practitioner)
- Improving the management of off road vehicles (Rangers)

#### Community told us...

*'Need better housing options for an aging community - e.g. lifestyle village & shelter accommodation.'* (Lancelin)

*'Medical centre - Nurses for routine testing, stitching and consults.'* (Gingin)

*'The provision of safe and separated beach access for vehicles and pedestrians.'* (Seabird)

Yued Elders were interested in seeing greater celebration and recognition of Yued heritage and culture in Shire run facilities and programs. Finally, children and young people were particularly interested in activities and events that would bring families together, water play and addressing social issues.

#### Kids drew...

*'My picture is about a water park....In summer I would visit the water park every day because it can get extremely hot in summer'.*

#### Young People said...

*"Make sure no one is homeless and if they are give them a job"*



### Natural Environment

The Community Perceptions Survey identified the natural environment (28.8%) as the greatest source of community pride. Other related sources of pride included coast and rivers (24.2%) and clean and tidy (9%). There was strong satisfaction with Weekly Rubbish Collections (92%) and Local Rubbish Tips (83%). Respondents were mostly satisfied with Verge side green waste collection (66%) and there was so/so satisfaction with Conservation & Environmental Management (51%) and low satisfaction with the management of coastal erosion (42%). Whilst most respondents (59%) felt it was important to introduce a recycling service, a greater proportion (67%) would definitely or probably NOT be willing to pay for one.

#### Sources of pride...

*'We like living here because of the natural environment and beautiful, natural beaches.'*

*'The natural environment and beautiful coastline.'*

*'Tidy and clean so someone is doing a good job'.*

Through the workshops and submissions Conservation and Environmental Management was identified as a key Service Area for the future. Specific issues to be addressed included: Coastal Planning & Adaptation (Top 10 issue); Natural Areas Management; environmental policy (eg: increase use of solar power, divestment from fossil fuels, ban fracking); and environmental education.

#### Community told us...

*'More set backs on coastal buildings' (Gingin)*

*'The construction of a series of groynes.'*

*(Seabird)*

*'Coastal Erosion Plan' (Ledge Point)*

Yued Elders were interested in seeing improved consultation and engagement with Yued in conservation programs and were concerned about mining and fracking. Finally, some of the most important places to children and young people were natural locations, especially those that involved water such as beaches and rivers.

#### Kids drew...

*'A nature play park. It has frames to make branch cubbies, a fairy garden a pond to walk and playing, a rope climbing place, a flying fox and lots of logs to climb on. There is also lots of trees to climb and grass to play on.'*

#### Young people said...

*"Clean up all of the litter"*

*Draw what you think would make the Shire of Gingin an even better place to be.*



### Built Environment

The Community Perceptions Survey identified two Built Environment sources of pride including: proximity to Perth (14.4%) and high quality community facilities (6.6%). Areas identified for improvement included: upgrade roads/more roads (13.4%); more improved footpaths/cycleways (7.8%); clean up road verges (6.0%); and upgrade sport and recreation facilities (5.0%). There was strong satisfaction with parks and reserves (81%) and respondents were mostly satisfied with: sport and recreation facilities (77%); community buildings (70%); building and planning permits (56%); and local road management and traffic control (67%). There was so/so satisfaction with paths and trails (52%) and maintenance of un-sealed roads (49%); and low satisfaction with roadside verges and streetscapes (45%) and maintenance of sealed roads (44%).

Through the workshops and submissions Roads and Paths was identified as a key Service Area for the future. Specific issues to be addressed included: expanding the path and cycleway network (Top 10 issue); improving roads (Top 10 issue); improving verges; and underground power. Other Built Environment areas identified for improvement, within the Top 10 issues, included:

- Improving sport and recreational facilities (Sport & Recreation)
- Improving parks and reserves (Parks and Reserves)
- Improving communications infrastructure (see - Local Business)

Yued Elders were interested in seeing improved consultation in town planning processes to ensure the identification and preservation of culturally significant sites. Children and young people were interested in seeing: more shops and houses; better roads and public transport; opportunities for water play; better parks and reserves (shade, toilets, safety); and BMX, motocross and skate facilities.

#### Kids drew...

*'a train line to Perth .... Also a slower, more relaxing ferry ride ...'*

#### Young people said...

*"Make a motocross track or an open area for any motor bike to go on"*



#### Sources of pride...

*'more facilities than most for the population'*

*'Good sport and rec facilities.'*

*'Metro only 50min by car.'*

#### Improvements...

*'Complete the cycleway/walkway along the coast and promote it.'*

*'Upgrade to road surfaces and kerbs.'*

*'More financial help to upgrade our local sports club and facilities.'*

#### Community told us....

*'On road cycle paths around Guilderton.'* (Submission)

*'Complete link road between Lancelin and Ledge.'* (Lancelin)

*'Fenced off leash dog exercise areas.'* (Ledge Point)

*'Increase sporting facilities for the youth.'* (Lancelin)



### Local Business

The Community Perceptions Survey identified a number of local business areas for improvement including: further encourage tourism (9.1%); upgrade/build new caravan park (7.5%); and build/ upgrade the boat ramp (6.6%).

Through the workshops and submissions Economic Development and Tourism Infrastructure was identified as a key Service Area for the future. Specific issues to be addressed included: improving tourist infrastructure & facilities (Top 10 issue); improving communications infrastructure (Top 10 issue); provision of a boat launching facility; improving Caravan Parks; improve Local Businesses; promoting tourism; and the provision of support for local businesses.

Yued Elders supported and were interested in being involved in the development of tourism facilities and services, as well as opportunities for the development of Yued businesses. Children and young people were interested in better shops, free Wi-Fi and support for tourism.

#### Improvements...

*'Upkeep and maintenance on all tourist attractions'*  
*'Tourist Park in Lancelin.'*  
*'The new boat ramp (would be) a good start'*

#### Community said...

*'Need attractive spots for visitors & tourists.'* (Lancelin)  
*'Improve phone/Internet services.'* (Seabird)

#### Kids drew...

*'a picture of Woolworths because I think we need more food shops'*

#### Young people said...

*'Make Wi-Fi connection available in the Shire of Gingin'*



### Leadership & Governance

The Community Perceptions Survey Results indicated that respondents were mostly satisfied with customer service (76%) and overall performance (57%). There was so/so satisfaction with community information (50%) and low satisfaction with community consultation & engagement (40%).

#### Compliments...

*'A progressive shire'.*

*'The Shire of Gingin does a good job grappling with the many and varied land and people interests.'*

*'Approachable staff and CEO'*

#### Improvements....

*'Communication via email, not local rag adverts.'*

*'Closer consultation.'*

*'Improve performance and inform residents on what goes on'.*

Through the workshops and submissions Advocacy was identified as a key Service Area for the future. Specific issues to be addressed included improving: aged care facilities & services (Top 10 issue), communications infrastructure (Top 10 issue), addressing social issues, education services, health services, and public transport. Children and young people wanted greater inclusion in the decision making process.

#### Community said....

*'Aged care accommodation and transport.'* (Gingin)

*'Provide aged care facilities in lower coastal area'* (Guilderton)

*'Improve reception for mobiles/data.'* (Submission)

*'Support upgrade to fast internet access.'* (Ledge Point)

#### Young people said...

*'Make a survey for the whole town what they would like to have'*

## Attachment One - Submission & Community Workshop Outcomes

### Introduction

Community members were invited to make a submission to the review process and/or attend one of five Community Workshops in late October & early November. This was promoted on the Shire's website, facebook page, Council to Community publication and via the Shire's community organisation email list. In addition, invitations were also posted to all households with an Australia Post delivery point within the Shire and non-resident ratepayers located in the Shire's coastal holiday home towns (Lancelin, Ledge Point, Seabird and Guilderton).

During advertising of the Community Workshops, it became clear that formal facilitated workshops were not generating sufficient community interest to proceed as planned. In response, the Shire changed the format of the workshops to informal 'Cuppa & Chat' sessions. This enabled community members to attend at a time that was convenient for them, allowing greater flexibility and encouraging greater participation in the process. Feedback from community, in relation to the change, was positive as the format provided a more relaxed environment to discuss what was important to diverse community members with differing interests.

In total, 87 community members attended five workshops and 16 submissions were received. Table 1, summarises the attendance at each of the five 'Cuppa & Chat' sessions.

Table 1 'Cuppa and Chat' Attendance

Date	Time	Location	Attendance
Saturday 29 October	10:00am – 12:00pm	Lancelin Sporting Complex	20
	2:00pm – 4:00pm	Ledge Point Country Club	21
Thursday 3 November	6:30 – 8:30pm	Gingin Recreation Centre	15
Saturday 12 November	10:00 – 12:00pm	Seabird Hall	28
	2:00- 4:00pm	Guilderton Hall	6
<b>Total Attendance</b>			<b>90</b>
<i>Note: One community member attended three workshops and another two workshops.</i>			

### Submissions Format

The invitation to workshops and submissions included a two-page summary of the current Strategic Community Plan and related Service Areas and Key Projects & Achievements. It asked community to 'Tell us what you think of our current Strategic Community Plan' and included three questions:

1. What do you think we should continue to work on or do more of?
2. What do you think we should do less of?
3. Is there anything else we could do to improve the Shire of Gingin?

Community members were then free to make a submission, in any format, over the phone, by email or in writing.



#### 'Cuppa and Chat' Format

At each of the 'Cuppa and Chat' sessions, participants were provided with a range of materials relevant to the current Strategic Community Plan's content. This included:

- overview of the review process,
- summary of the current Strategic Community Plan and related Service Areas and Key Projects & Achievements,
- Community Perception Survey results, and
- example entries from the Youth Art Competition.

These materials were available by Strategic Community Plan Focus Area and located adjacent to butchers paper with the following questions printed at the top.

Focus Area	Question
<b>Vision &amp; Context</b>	What would make the Shire of Gingin even better in 10 years?
<b>Community Wellbeing</b>	What Community Wellbeing services & activities need to be a focus in the future?
<b>Natural Environment</b>	What Natural Environment services & activities need to be a focus in the future?
<b>Built Environment</b>	What Built Environment services & activities need to be a focus in the future?
<b>Local Business</b>	What Local Business services & activities need to be a focus in the future?
<b>Leadership &amp; Governance</b>	What Leadership and Governance services & activities need to be a focus in the future?

Participants were asked to review the materials and to write a response to the questions. Colored sticker dots were available for participants to indicate support for statements written by others. The statements from each workshop were taken to any subsequent workshops thereafter to enable a collective conversation to emerge. The use of dots provided an indication of recurrent themes and areas and issues of shared interest.

#### Outcomes

In total 306 statements were recorded across the 'Cuppa and Chat' sessions and received via submissions. These were then individually coded against: Service Areas and similar statements and issues.

The number of statements & dots that related to a particular Service Area (eg. Conservation and Environmental Management) or issue (eg. Coastal Planning and Adaptation) were used to determine the Top 5 Service Areas of focus for the future and the Top 10 community issues identified through the workshop and submission process. It is important to note that it is not possible to interpret the number of dots allocated within the workshops as absolute community priorities. Therefore a combination of dots and number of statements were used to determine key recurrent themes as they related to Service Areas and specific issues. These are outlined in Table 2 and Table 3 in alphabetical order. The Community Perceptions Survey provides a more robust indication of priorities across all of the Shire's diverse community.

**Table 2 Top 5 Service Areas**

*(Alphabetical Order)*

Service Areas	Key Issues
<b>Advocacy</b>	<ul style="list-style-type: none"> <li>• Improve Aged Care Facilities &amp; Services, Communications Infrastructure, Education Services, Health Services, Public Transport</li> </ul>
<b>Community Programs</b>	<ul style="list-style-type: none"> <li>• Improve Community Programs, recreational activities, support for community organisations and youth activities</li> <li>• Address social issues</li> <li>• Community Bus</li> <li>• Engagement with Yued people (RAP – Reconciliation Action Plan)</li> </ul>
<b>Conservation &amp; Environmental Management</b>	<ul style="list-style-type: none"> <li>• Coastal Planning &amp; Adaptation</li> <li>• Education (Environmental)</li> <li>• Environmental Policy (eg: Use of solar power, divestment from fossil fuels, protection of high conservation areas, ban fracking)</li> <li>• Natural Areas Management</li> </ul>
<b>Economic Development &amp; Tourism Infrastructure</b>	<ul style="list-style-type: none"> <li>• Boat Launching Facility</li> <li>• Improve Caravan Park</li> <li>• Improve Communications Infrastructure</li> <li>• Improve Local Businesses</li> <li>• Improve Tourist Infrastructure &amp; Facilities</li> <li>• Promote Tourism</li> <li>• Support for Local Business</li> </ul>
<b>Roads and Paths</b>	<ul style="list-style-type: none"> <li>• Expand path and cycleway network</li> <li>• Improve Roads</li> <li>• Improve Verges</li> <li>• Underground Power</li> </ul>

Table 3 Top 10 Issues

(Alphabetical Order)

Top 10 Issues (SCP Focus Area/ Service Area)	Example Statements
<b>Coastal Planning &amp; Adaptation (Management of)</b> (Natural Environment/ Conservation & Environmental Management)	<ul style="list-style-type: none"> <li>• 'More set backs on coastal building' (Gingin)</li> <li>• 'The construction of a series of groynes along the beach to enhance protection offered by seawall and to assist return of the beach.' (Seabird)</li> <li>• 'Coastal Erosion Plan' (Ledge Point)</li> </ul>
<b>Expand Path &amp; Cycleway Network</b> (Built Environment/ Roads & Paths)	<ul style="list-style-type: none"> <li>• 'On road cycle paths around Guilderton.' (Submission)</li> <li>• 'Walkway / Cycleway Ledge Point to Lancelin.' (Ledge Point)</li> <li>• 'Consider a path behind fire shed that weaves around to enable people to see the extraordinary range of unique native flora.' (Seabird)</li> </ul>
<b>Improve Aged Care Facilities &amp; Services</b> (Leadership & Governance/ Advocacy)	<ul style="list-style-type: none"> <li>• 'Aged care accommodation and transport.' (Gingin)</li> <li>• 'Provide aged care facilities in lower coastal area' (Guilderton)</li> <li>• 'Need better housing options for an aging community - e.g. lifestyle village &amp; shelter accommodation.' (Lancelin)</li> </ul>
<b>Improve Communications Infrastructure</b> (Leadership & Governance/ Advocacy)	<ul style="list-style-type: none"> <li>• 'Improve reception for mobiles/data.' (Submission)</li> <li>• 'Support upgrade to fast internet access.' (Ledge Point)</li> <li>• 'Improve phone/internet services.' (Seabird)</li> </ul>
<b>Improve Health Services</b> (Leadership & Governance/ Advocacy)	<ul style="list-style-type: none"> <li>• 'Medical centre - Nurses for routine testing, stitching and consults.' (Gingin)</li> <li>• 'Medical centre in lower coastal area.' (Guilderton)</li> <li>• 'Maintain medical services in Lancelin.' (Lancelin)</li> </ul>
<b>Improve Parks &amp; Reserves</b> (Built Environment/ Parks & Reserves)	<ul style="list-style-type: none"> <li>• 'Trees at Harold Park are fast approaching end of life, plan and execute a replacement before no shade is available.' (Lancelin)</li> <li>• 'Fenced off leash dog exercise areas.' (Ledge Point)</li> <li>• 'Keep our parks as parks- do not encroach with more signs re no dogs at rec centre buildings.' (Gingin)</li> </ul>
<b>Improve Roads</b> (Built Environment/ Roads & Paths)	<ul style="list-style-type: none"> <li>• 'Make speed limits obvious and consistent in built up areas including estates on edge of town.' (Gingin)</li> <li>• 'Complete link road between Lancelin and Ledge.' (Lancelin)</li> <li>• 'Ledge Point to Lancelin rd.' (Ledge Point)</li> </ul>
<b>Improve Sport &amp; Recreation Facilities</b> (Built Environment/ Sport & Recreational Facilities)	<ul style="list-style-type: none"> <li>• 'Upgrade skate park in Guilderton &amp; mini golf facility' (Guilderton)</li> <li>• 'Increase sporting facilities for the youth. Continue the development of the 1/2 court basketball area in Wangaree Park' (Lancelin)</li> <li>• 'Upgrade ablution block at oval and tennis courts' (Ledge Point)</li> </ul>
<b>Improve Tourist Infrastructure &amp; Facilities</b> (Local Business / Economic Development & Tourism Infrastructure)	<ul style="list-style-type: none"> <li>• 'More infrastructure into tourism within Gingin town area- not just coastal.' (Gingin)</li> <li>• 'Need attractive spots for visitors &amp; tourists.' (Lancelin)</li> <li>• 'Seabird needs similar services &amp; activities like Moore River.' (Seabird)</li> </ul>

Top 10 Issues (SCP Focus Area/ Service Area)	Example Statements
<b>Off Road Vehicles (Management of)</b> <i>(Community Wellbeing/ Rangers)</i>	<ul style="list-style-type: none"> <li>• 'The provision of safe and separated beach access for vehicles and pedestrians.' (Seabird)</li> <li>• 'Improved signage and management of vehicles on the beach.' (Lancelin)</li> <li>• 'One Way circle route 4Wheel beach access during summer.' (Ledge Point)</li> </ul>



## Attachment Two - Yued Traditional Owner Consultation Outcomes

### Introduction

The review of the Reconciliation Action Plan (RAP) coincided with the Strategic Community Plan Review. This enabled the Shire to engage with Yued Traditional Owners to update the Reconciliation Action Plan and more broadly in relation to the Strategic Community Plan.

### Outcomes

Key Service Areas and associated issues of interest, identified through the RAP review process, relevant to the Strategic Community Plan are outlined in Table 4.

Table 4: Yued Key Services Areas & Key Issues

Service Area	Key Issues
Advocacy	<ul style="list-style-type: none"><li>Advocacy support on key issues – ensuring access to Mogumber Mission; and encouraging large employers to develop aboriginal employment policies.</li></ul>
Building & Planning Permits	<ul style="list-style-type: none"><li>Improve consultation with Yued Elders to ensure identification and preservation of culturally significant sites.</li></ul>
Community Programs	<ul style="list-style-type: none"><li>Greater celebration and recognition of Yued in Shire facilities and programs – commemorative plaques and Yued led cultural programs.</li></ul>
Conservation and Environmental Management	<ul style="list-style-type: none"><li>Improve consultation and engagement with Yued Elders on conservation activities.</li><li>Environmental Policy – concern about fracking and mining activities.</li></ul>
Economic Development & Tourism	<ul style="list-style-type: none"><li>Engage Yued in the development of Tourism facilities and services. Opportunities for the development of Yued businesses.</li></ul>

The Reconciliation Action Plan will remain an important component of the Strategic Community Plan. Further information about the Shire's ongoing engagement with Yued Traditional Owners can be found within it.

**APPENDIX 3**





## Strategic Community Plan 2015-2025 – Review

### Context and Research

October 2016



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## Introduction

This paper provides a high level summary of key considerations and trends relevant to the major review of the Shire of Gingin's Strategic Community Plan 2015-2025. It introduces the Shire and its people, before providing an overview of key considerations relevant to the Shire's current Strategic Community Plan Focus Areas of:

- Community Wellbeing
- Natural Environment
- Built Environment
- Local Business
- Leadership & Governance

## Who we are – The Shire of Gingin and its People

The Shire of Gingin, is located 84 kilometres to the north of Perth's CBD. Covering 3,215 km<sup>2</sup>, the Shire stretches from the coastal towns of Guilderton, Seabird, Lancelin and Ledge Point inland to Gingin townsite. The Shire is home to a productive agricultural and horticultural industry as well as a wealth of natural assets including the Moore River National Park, Nature Reserves, Coastal Environs, Remnant Vegetation and wetlands. The Shire is a beautiful place to live and visit on Perth's doorstep.

The Shire is one of sixty 'Connected Lifestyle Regions' across Australia (RIA 2014). These regions are defined by their proximity to major metropolitan centres. The Regional Institute of Australia (RIA 2016) produces a Regional Competitiveness Index ranking of all Australia's 563 local government areas across 11 different indicators that shape their futures. These indicators highlight for the Shire, important areas of strength and opportunity for improvement. The Shire's top three strengths are Natural Resources, Research & Development and Economic Fundamentals<sup>1</sup>. The top three opportunities for improvement include Institutional Foundations, Infrastructure & Essential Services and Business Sophistication<sup>2</sup>.

The Shire of Gingin's current estimated population is 5,368.<sup>3</sup> The Western Australian Planning Commission (2015) estimates modest population growth with an average annual growth in the vicinity of 1.54% to reach a population of 6,060 by 2026<sup>4</sup>. This is a slower rate of average annual population growth than neighboring areas of the City of Wanneroo (4.54%), the Shire of Chittering (3.23%) and for the State as a whole (2.18%). However, the Shire of Gingin's growth is similar to the Shire of Dandaragan (1.4%) and stronger than Coorow (-0.19%) and Moora (-1.34%) who are expected to experience a decline.

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<sup>1</sup> Top three strengths. 1) *Natural Resources* (ranked 25) - This includes high levels of access to natural resources for recreation and industry. 2) *Research & Development* (ranked 76) - This includes high levels of Science & engineering qualifications as well as research and development managers. 3) *Economic Fundamentals* (ranked 84) - This includes a mix of indicators on wages, business turnover and development.

<sup>2</sup> Top three opportunities for improvement. 1) *Institutional Foundations* (ranked 521) - This includes lower levels of community skills, strength of public sector and access to major organisations and local economic development support. 2) *Infrastructure & Essential Services* (ranked 456) - This includes lower levels of access education, medical facilities and rail. *Business Sophistication* (ranked 415) - This includes lower levels of economic diversification & business income and access to local finance. (RIA 2016)

<sup>3</sup> 2016 population estimate, prepared by [Jd](#), October 2016.

<sup>4</sup> WAPC (2015) Estimated Band C population and average annual growth



The Shire's Community Profile presents national Census data at a local level. Key facts, highlighted in the Community Profile are provided in the following table.

Shire of Gingin Community Profile - 2011 ABS Census	
<b>How old we are?</b>	
<p>The median age of Shire residents is 44. The most common Service Age Groups are: <i>Parents &amp; Homebuilders</i> (aged 35-49) (20.9% v 21.8% WA); <i>Empty Nesters &amp; Retirees</i> (aged 60-69) (17.1% v 9.2% WA); and <i>Older Workers &amp; Retirees</i> (aged 50-59) (14.9% v 12.7%).</p> <p>The Shire has lower than average Service Age Groups of <i>Young Workforce</i> (aged 25-34) (8.2% v 14.5% WA) and <i>Tertiary Education &amp; Independence</i> (aged 18-24) (4.8% v 9.7% WA).</p>	
<b>Who are we?</b>	
<p>Shire of Gingin residents are mostly Australian born 69%, and are of English 43% or Australian 38.9% decent.</p> <p>The Shire has a higher than average rate of English only speaking (86.7% v 79.3% WA) and has less than average rate of Overseas arrivals between 2006 and 9 August 2011 (19.8% v 26.6% WA). The largest non-English speaking country of birth is the Philippines (2.1% v 0.8% WA)</p>	
<b>What do we do?</b>	
<p>The Shire has a relatively low labour force participation (54.3% v 64.0% WA) but strong employment (95.6%).</p> <p>Agriculture, Forestry and Fishing (25.2% v 2.4% WA), Construction (11.5% v 10.2% WA) and Manufacturing (9.1% v 8.2% WA) are the main industries of employment.</p> <p>The Shire has a higher proportion:</p> <ul style="list-style-type: none"> <li>• Employed as Managers (22.8% v 12.2% WA) and Labourers (18.8% v 9.7% WA)</li> <li>• Individuals working from home (10.7% v 4.0% WA).</li> <li>• Individuals earning a low income (less than \$400 per week) (41.2% v 17.1% WA).</li> <li>• Engaged in volunteering (21.4% v 16.9% WA) and unpaid domestic work (30.2% v 22.0% WA).</li> </ul> <p>The Shire has lower levels of:</p> <ul style="list-style-type: none"> <li>• Employment in Health Care and Social Assistance (3.6% v 10.4% WA), Professional, Scientific and Technical Services (1.9% v 7.2% WA) and Retail Trade (6.4% v 10.1% WA).</li> <li>• Engaged in unpaid childcare for own child or children (17.8% v 20.1% WA)</li> </ul>	
<b>How do we live?</b>	
<p>The most common household size is two people. Households are mostly couples without children 37.0%, couples with children 24.5% and lone persons 20.7%.</p> <p>The Shire has a higher than average proportion of:</p> <ul style="list-style-type: none"> <li>• Households that are couples without children (37.0% v 25.9% WA).</li> <li>• Homeowners (40.2% v 28.7% WA).</li> <li>• Households paying low mortgage repayments (less than \$1000 per month) (24.9% v 17.1% WA).</li> <li>• Households paying low rents (less than \$150) (35.7% v 20.9% WA).</li> <li>• Dwellings that are separate houses (91.2% v 78.1% WA).</li> <li>• Unoccupied dwellings (48.2% v 11.3% WA).</li> </ul> <p>The Shire has a less than average proportion of households with Broadband connectivity (60.9% v 67.8% WA)</p>	
<p>ABS 2011 Census Data – compiled and produced by .id</p> <p>Full demographic information on the Shire can be accessed here: <a href="http://profile.id.com.au/gingin">http://profile.id.com.au/gingin</a></p>	

#### Place Areas and their Communities

The Shire is comprised of three Place Areas: Lower Coastal, Upper Coastal and Gingin & Rural illustrated in the map below<sup>5</sup>.



<sup>5</sup> Mapping of profile areas to correspond with the Shire's Place Areas compiled and presented in profile.id by .id

These Place Areas are defined by distinct people, economy and natural environment. Key characteristics of these places are highlighted in the following table.

Place	Lower Coastal	Upper Coastal	Gingin & Rural
<b>Areas</b>	Guilderton Redfield Park Seabird Sovereign Hill Woodridge	Lancelin Ledge Point Ocean Farm Seaview Park	Gingin Townsite and surrounding rural area
<b>Population</b> (2016 forecast.id)	1,721	1,420	2,226
<b>Dominant household types</b> (2011 ABS/profile.id)	Couples without Children (43.6%)	Couples without Children (39.1%)	Couples <i>with</i> children (30.8%)
	Couples <i>with</i> children (22.9%)	Lone person (23.0%)	Couples without children (30.3%)
<b>Dominant service age groups</b> (2011 ABS/profile.id)	Empty nesters & retirees (aged 60 to 69) (20.4%)	Empty nesters & retirees (aged 60 to 69) (20.0%)	Parents & homebuilders (aged 35 to 49) (23.8%)
	Parents & homebuilders (aged 35 to 49) (18.3%)	Parents & homebuilders (aged 35 to 49) (19.6%)	Older workers & pre-retirees (aged 60 to 69) (13.4%)
<b>Communities of interest include...</b>	Coastal Lifestyle Active Retirees Rural Estates Holiday Homes Tourists Defence	Coastal Lifestyle Active Retirees Rural Estates Holiday Homes Tourists	Families Farming Tourists
<b>Regional Centres</b>	-	Lancelin	Gingin
<b>Natural Environment</b>	Coast Moore River Wilbinga Nature Reserve	Coast Lancelin Island Lagoon – Fish habitat protection area Nilgen Nature Reserve	Moore River National Park & Reserve Boonanarring, Yeal, Nine Mile Swamp, Breera Nature Reserves
<b>Key Industry</b>	Tourism	Tourism	Agriculture
<b>Unoccupied private dwellings</b> (2011 ABS/profile.id)	49.8%	66.1%	18.7%
<b>Tourist &amp; Holiday Home Areas</b>	Guilderton Seabird	Lancelin Ledge Point	-



## Community Wellbeing – Key Considerations

### Children & Young People

The Australian Early Development Census (2015) looks at the developmental health and wellbeing of children starting school. Importantly, these early years have a significant impact on the wellbeing of children and communities. Unfortunately, there has been a significant increase between 2012 and 2015 in the proportion of children starting school considered developmentally vulnerable<sup>6</sup>.

Education services, important to children and young people, are known to be lacking within the Shire. This is evident in the RIA Indicator on Infrastructure and Essential Services which ranks the Shire 456<sup>th</sup> out of 563. This indicator contains eleven different measures, including four relating to access education and in particular primary, secondary, tertiary and technical education all of which are ranked poorly (RIA 2016).

### Aging Population

In line with statewide trends for regional areas, the Shire is expected to experience an aging of its population with an increase in proportion of the population who are *Seniors* (aged 70 to 84) or *Elderly* (aged 85 and over).<sup>7</sup>

The Regional Development Council (2016:4) has identified 'Four Planks' to successful Aging in the Bush. The foundation plank is Age-friendly communities, which involves providing infrastructure that supports older residents to remain active and is a key focus for local government service delivery. The Shire has adopted an Age Friendly Community Plan (2016) and delivered a number of Age Friendly Footpaths.

The second, third and fourth Planks are Age Appropriate Housing, Community Aged Care and Residential Aged Care. Although the Shire does provide a limited number of Seniors Units, the remaining Planks are areas of identified current and future need. The Shire has an important role to play in advocating for these services and facilitating access to land for their provision.

### Community Programs, Services and Activities

Local community services are managed through a complex funding and regulatory environment. They are delivered across a diversity of community service providers, including State and Federal Governments, as well as the not-for-profit and private sectors. In common with other regional areas, the diversity of services on offer within the Shire is less than that found in the metropolitan area. It is no surprise then, that volunteer community based groups and organisations are at the forefront of bringing the Shire of Gingin's community together.

The Shire is home to a diversity of community organisations and groups who provide a range of recreational and social activities. Many of these groups work in partnership with the Shire to operate Sport & Recreation Facilities. Supporting the work of community organisations the Shire delivers Community Programs, which includes supporting and running community events and a Community

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<sup>6</sup> Percent developmentally vulnerable 2015: Physical health and wellbeing (11.3%), Social Competence (11.3%), Emotional maturity (14.5%), Language and cognitive skills (school-based) (11.3%), Communication skills and general knowledge (9.7%). It also includes an increase in children who were found to be developmentally vulnerable across one or more (25.8%) and two or more domains (16.1%). (AEDC 2015)

<sup>7</sup> Population and household forecasts, 2011 to 2036, prepared by .id, the population experts, October 2016.  
**Seniors** (70 to 84) 11% 2016, 12.1% 2026, 12.2% 2036. **Elderly** (85 and over) 1.4% 2016, 2.3% 2026, 2.7% 2036.

Grants Program. It also operates the Gingin and Lancelin Libraries. In the future, it is anticipated that local government will be expected to play an even greater role in coordinating community service provision at the local level. This will be a significant challenge given the resource constraints of the Shire of Gingin.

#### Health Services & Community Safety

Medical services are an area of identified opportunity for improvement illustrated in the RIA Indicator on Infrastructure and Essential Services which ranks the Shire 456<sup>th</sup> out of 563. This indicator is made up of eleven different measures, including three that relate to access to medical services including General Practitioner, Allied Health and Medical Services such as hospitals, all of which are ranked poorly (RIA 2016). This will become increasingly important in the context of an aging population. The Shire currently provides support to the Lancelin and Gingin General Practitioners. It will also be important for the Shire, to advocate and lobby for improved health services to meet growth in demand.

Local government also plays an important role managing Environmental Health and community safety through Ranger Services. Mitigating the impact of issues such as Stable Fly and Off Road vehicles are key issues for these services. In addition, the introduction of the Public Health Bill and the new requirement for Local Health Planning means that local government will need to become more actively involved partnering with service providers to influence the 'Social Determinants of Health'. The key focus for local government service delivery in this respect is on 'social infrastructure'.<sup>8</sup>

Bushfire Prevention & Control services provided by the Shire are also important to community safety and the protection of life and property. This is particularly important within the context of a drying climate, the expansion of rural residential developments and significant areas within the Shire that are considered to be Bushfire Prone (DFES 2015). In addition, the State Government (WAPC 2015b) has recently introduced a number of Bushfire Planning Reforms to be implemented by the Shire through its Building & Planning Permits as well as Strategic Town Planning.

#### Key Considerations for the New Strategic Community Plan

- Support and advocacy for children and young people.
- Support and advocacy for 'Ageing in Place'.
- Coordination and advocacy for community service provision.
- Support for community organisations and events.
- Support and advocacy for improved health and wellbeing.
- Community Safety.

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<sup>8</sup> The key focus for local government service delivery in this respect is on 'social infrastructure' and its contribution to 'individual lifestyle factors,' 'social and community networks, and general socio-economic, cultural and environmental conditions' (Browne,G. Davern,M. Giles-Corti, B 2016: 126, 128). The outcome of which will be the preparation of a Local Health Plan by 2018.

## Natural Environment – Key Considerations

### Natural Resources & Environmental Assets

The Shire's highest ranked Regional Competitiveness Indicator is Natural Resources. This indicator is made up of six measures, five of which rank highly (RIA 2016). The measures include employment in agriculture, commercial fishing and aquaculture, and access to the coast and national parks. The Shire is home to a wealth of natural assets making it a productive agricultural and horticultural region as well as a beautiful place to live and visit. The area of land committed to conservation purposes is anticipated to increase through 'environmental offsets' identified for the Shire as part of the Perth & Peel Green Growth Plan for 3.5 Million (draft) (Department of Premier and Cabinet 2015).

Issues affecting Natural Resource & Environmental Assets include: climate change, dieback, off road vehicles, invasive animal and plant species and the presence of threatened ecological communities at risk of extinction. Within the south west of the Shire, there is also one of the highest concentrations of Gingin Wax (*Chamelaucium* sp. Gingin), which is federally listed as an endangered under *Environment Protection and Biodiversity Conservation Act 1999*. The Shire's Ranger Services work towards the management of off-road vehicles and the Shire's Building & Planning Permits and Strategic Town Planning take into consideration environmental constraints within planning and development. The Northern Agricultural Catchments Council (NACC) provides regional support and guidance for Natural Resource Management activities within the Shire.

### Coastal Adaptation & Planning

Coastal Adaptation & Planning will remain an ongoing challenge for the Shire. The Shire of Gingin's low lying sandy coastline has been changing for thousands of years. These dynamic landforms continue to change today in response to winds, waves, currents, tides and sea level changes. This is most evident at Turner Street in Seabird and Grace Darling Park in Lancelin.<sup>9</sup>

Coastal erosion has attracted significant media attention. In response to effective lobbying, the State Government provided \$2 Million in funding to enable the Shire to construct a temporary seawall in Seabird to prevent further erosion and protect property. The seawall is expected to have a life span of five to ten years and is a temporary solution to coastal erosion in that area. Grace Darling Park is also subject to ongoing coastal erosion pressures with the Shire undertaking a sand nourishment program to reduce erosion. Grace Darling Park continues to be subject to loss of land and community infrastructure. There are different and competing community views and expectations on how best to address this challenge.

Understanding how the Shire's coastline will continue to change in response to these natural processes is the purpose of the Shire's Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) process<sup>10</sup>. The CHRMAP process, part funded by the Western Australian Planning Commission and

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<sup>9</sup> A detailed explanation of the coastal processes that affect the Shire's coastline is available in WAPC (2012) *The Coast of the Shires of Gingin and Dandaragan (WA): Geology, Geomorphology and Vulnerability*.

<sup>10</sup> This process commenced in 2012 and has been guided by recommendations made within State Planning Policy 2.6: State Coastal Planning Policy. Since 2012, the Shire has worked closely with the Shire of Dandaragan, the Northern Agricultural Catchments Council (NACC), state government agencies, coastal specialists and the local community to learn about the possible impact of these coastal changes and develop strategies for adapting to them.

Northern Agricultural Catchments Council, is intended to provide a consistent approach to coastal planning across the Shire, with a focus on areas at greatest risk to coastal hazards. This process will include community engagement activities to: identify coastal areas that have high social, environmental and economic value; identify the community's long term aspirations for the coast; discuss short and long term coastal erosion issues; and discuss a range of potential options for managing coastal erosion.

#### Water & Energy

Access to water resources within the Shire may become increasing complex within the context of: a drying climate; the need to protect dependent ecosystems; and growth in intensive horticulture. The Department of Water's (2015: vii, 23) Gingin Water Allocation Strategy (extending beyond the Shire) highlights: declining groundwater levels in many aquifers; declining base flows into the Gingin Brook and Moore Rivers; as well as the need to protect water quality by preventing seawater intrusions as key considerations in determining water allocations.

Vegetables WA and the Potato Growers Association Inc. (2014) are concerned that sufficient water will not be made available for growth in this industry, which is continuing to concentrate within the Shire. In addition, the Department of Agriculture and Food have identified hotter temperatures and less rainfall, from climate change, as key issues that may affect this industry's profitability and financial risk (DAF 2016a). Implications for Agriculture and Horticulture within the Shire include the need for heat tolerant lettuce cultivars for this industry to continue after 2030, and higher energy costs for post-harvest chilling (DAF 2016b).

#### Waste

Waste Services are one of the Shire's core areas of service delivery. It includes curbside rubbish and verge side green waste collection in town sites and tip-passes for all properties. The Shire is currently close to meeting the 2015 WA Waste Strategy (2012) target for major regional centers of 30% of all waste recovered - with the Shire recovering 24% of all waste in 2014/2015. Reaching the State Government target of 50% by 2020 will be challenging within the current service delivery model.

#### Key Considerations for the New Strategic Community Plan

- Protecting, conserving and enhancing Natural Resources and Environmental Assets as a key strength of the Shire.
- Delivering Coastal Planning and Adaptation within resource constraints and competing community expectations.
- Protecting water quality within the Shire's delivery of services.
- Support and advocacy for the long-term use and viability of the Shire's water resources.
- Improving waste recovery.



## Built Environment – Key Considerations

### Horticulture, Intensive Agriculture & Industrial Land

Gingin continues to experience growth in the horticulture (fresh vegetables) and intensive agriculture such as egg production, poultry farm and piggeries. Urbanisation pressures within the Perth Metropolitan Area have meant that these industries are becoming increasingly concentrated within the Shire. It will be important for the Shire to effectively manage this growth and its impact on Shire infrastructure such as local roads as well as pests such as Stable Fly.

### Residential Development

The Shire's population growth is primarily concentrated in rural residential developments. These developments offer affordable housing on large lots. Estates such as Woodridge, Redfield Park, Lancelin South and Ocean Farm are expected to develop at 1-2 dwellings per annum. Whereas Sovereign Hill, Seaview Park and Marchmont Estate are expected to develop at slightly higher rates of 3, 4 and 4-5 dwellings per annum respectively. Country Heights Estate and Moore River South are new areas of rural residential development that are unlikely to come on stream until at least 2020.

Within townsites development is concentrated in Lancelin South, which is currently developing at around 2 dwellings per annum. Within Gingin, there is one Lifestyle Village that is expected to come on stream around 2018 with a capacity of 200.<sup>11</sup>

### Telecommunications

Telecommunications infrastructure is critical to economic development. Consultation undertaken for the Department of Planning's (2016:6) Gingin Industrial and Employment Lands Study highlighted issues with mobile phone coverage along the Brand Highway and Indian Ocean Drive. The Regional Competitiveness Indicator of Technological Readiness for the Shire has an average ranking (RIA 2016). This indicator is made up of six measures only one of which ranks well, internet connections. In contrast, employment in technology-related industries, employment in information and communications technology and electronics and broadband coverage all rank poorly. The national broadband network is currently being rolled out across Australia. A fixed wireless service is currently available for Gingin townsites (and surrounds) as well as Nilgen and building of fixed wireless service for Lancelin, Karakin and Ledge Point has commenced<sup>12</sup>.

### Transport

Transport within the Shire is concentrated on its road network. The Shire currently lacks a public transport service, which is an issue for workers commuting into and out of the Shire. The Shire currently provides a Community Bus which is available for hire to community groups and organisations. The Shire is also aware of at least one horticultural producer that buses in workers from the metropolitan area.

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<sup>11</sup> 2016 estimated development forecasts prepared in conjunction with the Shire by forecast.id®.  
<http://forecast.id.com.au/gingin>

<sup>12</sup> For more information see: <http://www.nbnco.com.au/learn-about-the-nbn/rollout-map.html> and to check an address for availability see: <http://www.nbnco.com.au/connect-home-or-business/check-your-address.html>

### Asset Sustainability – Roads, Community and Civic Buildings, Sport and Recreation Facilities

Maintaining and renewing the Shire's assets, such as roads and other community facilities, has a significant impact on the long-term financial sustainability of Councils. In 2014/15, the Shire met the Asset Consumption Ratio, nearly met the Asset Sustainability Ratio but did not meet the Asset Renewal Ratio<sup>13</sup>. Although these Ratios are not an exact science, what they do indicate is that the Shire may struggle to maintain and renew all of its existing assets. Increasingly, regional councils are recognising that assets funded through grants are not always affordable over the long-term. That is, the maintenance and renewal cost of these 'gifted' assets are sometimes beyond a local government's means.

The Shire recently endorsed, in principal, a Community Infrastructure Plan (2016). This Plan is the first step towards defining what community facilities might ideally be provided and what can be afforded within the Shire's financial constraints. In addition, the Shire continues to work on its Asset Management Plans and to refine services levels. Asset service levels, for example, define how frequently roads are re-sealed or unsealed roads graded and resheeted. For roads in particular, small variations in service level can have significant financial impacts.

### Key Considerations for the New Strategic Community Plan

- Effectively managing the growth in intensive agriculture and horticulture within the Shire.
- Effectively managing new residential developments.
- Support and advocacy for improved telecommunications.
- Support and advocacy for improved transport infrastructure.
- Delivering and maintaining Roads, Community and Civic Buildings and Sport and Recreation facilities that meet the needs of the Shire of Gingin's community, in a financially responsible manner.

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<sup>13</sup> **2014/2015 Gingin Asset Ratios:** **Asset Consumption** (GG 0.98 Standard  $\geq 0.50$ ) – 'A measure of the condition of a local government's physical assets, by comparing their age with their replacement cost. The ratio highlights the aged condition of a local government's stock of physical assets'. **Asset Renewal Score** (GG 0.45 Standard  $\geq 0.75$ ) – 'A measure of a local government's ability to fund asset renewal and replacements in the future'. **Asset Sustainability Score** GG 0.89 Standard  $\geq 0.90$ ) – 'A measure of the extent to which assets managed by a local government are being replaced as they reach the end of their useful lives'.  
<https://mycouncil.wa.gov.au/Council/ViewCouncil/53> [accessed 26 September 2016]



## Local Business

### Key Economic Indicators

- Gross Regional Product \$366Million (0.13% of State, 2014/2015)
- Local Jobs 2,035 (0.14% of State, 2014/2015)
- Worker productivity \$180,012 (GRP/Worker, 2014/15)
- Unemployment 2.63% (December Quarter 2015)
- Businesses 584 (0.26% of State, 2015)
- Population 5,450 (ERP) (0.21% of State, 2014/15)
- Building approvals \$19,851,000 (0.15% of State, January 2016)

(multiple data sources compiled and presented by .id / economy.id 2016)

### Key Industries

The Shire's employment is concentrated in agriculture, forestry & fishing (29%), construction (16%), and manufacturing (11%) (2011 ABS/profile.id). More specifically, the Shire of Gingin has higher than average employment within the following industries, indicating a concentration of activity in these areas.

Industry	ECF <sup>14</sup> 2011
Mushroom and Vegetable Growing	75.74
Other Livestock Farming	52.25
Oil and Fat Manufacturing	52.25
Fishing	37.50
Fruit and Tree Nut Growing	35.51
Poultry Farming	35.26
Nursery and Floriculture Production	19.76
Agriculture, nfd*	18.52
Fruit and Vegetable Processing	17.78
Fishing, Hunting and Trapping, not further defined	16.86

(DoT 2016: 4)

The Department of Planning's (2016:9-11) Gingin Industrial and Employment Lands Study highlighted a number of factors influencing economic development and demand for land and employment creation within the Shire. This includes:

- Population growth and the need for improved employment self-sufficiency;
- Improving conditions for exporters which could support processing of agricultural products for export;
- Increasing consumer expectations for personalised services and ethical products; and
- The 'Asian Century' leading to Asia being an increasingly important consumer of the Shire of Gingin's products and tourism experiences.

<sup>14</sup> 'An employment concentration factor (ECF) represents the concentration of a particular industry within a region compared with that industry's strength within the state (or nation). An ECF of 1.0 means that an industry has the same concentration in the region as it does the state. An ECF of greater than 1.0 identifies industries that employ more workers in the region than the State (or national) average for that same industry.' (DoT 2016:6)

Comparative advantages of the Shire, highlighted in this Study (DoT 2016:12) include:

- The existing scale of agricultural businesses within the area,
- Proximity to transport infrastructure such as road freight links,
- Good land quality,
- A climate suitable to agriculture, and
- High quality natural capital.

The Shire of Gingin is currently working with the Wheatbelt Development Commission towards the development of an Agri-industry processing hub and an Ag-lime Strategy.

#### Tourism

Tourism is also a key industry for the Shire and increasingly important for the State with the downturn in the resources sector. Tourism activity is concentrated on the coast, with the Accommodation and Food Services industry employing 5.9% of the Shire of Gingin's workers (ABS 2011/ profile.id). Tourism Research Australia (2014), estimated that 377,000 tourists visited the Shire in 2014, spending \$44 Million and were serviced by 61 Tourism Businesses. The majority of tourists were domestic day-trippers with 261,000 visits. There were also 110,000 domestic and 6,000 International over night trips, averaging 2 and 11 nights respectively. Adequate accommodation within the Shire is a recognised constraint for the tourism industry (DoT 2016). In particular, Tourism WA identified Gingin/Lancelin as a priority area for the development of additional and improved Caravan Parks (TWA 2012). The Shire of Gingin and the Department of Planning are currently working towards the identification of an appropriate site for a new Caravan Park within the Lancelin area. The Shire, in conjunction with Tourism WA, is also in the process of seeking Expressions of Interest for the redevelopment and operation of the Lancelin South Caravan Park as well as continuing to own and operate the Guilderton Caravan Park.

#### Key Considerations for the New Strategic Community Plan

- Supporting growth in local employment.
- Supporting Agri-industry processing and the Ag-lime industry.
- Advocacy and support for additional and improved tourist accommodation.
- Supporting growth in the tourism industry through infrastructure provision.

## Leadership & Governance – Key Considerations

### Financial Sustainability, Good Governance, Accountability & Effectiveness

Overall, the Shire is demonstrating sound financial management and good governance. However, it is anticipated that the Shire may be expected to deliver more with less through: cost shifting from state government, broadening of the scope of legislative service delivery (such as Public Health Plans), and service expectations outstripping revenue growth. At the same time local governments are being expected to demonstrate effective planning of service delivery as well as increased accountability for service performance.

### Service Delivery

Managing service expectations within significant resource constraints and across the Shire's three places and diverse interest groups is an ongoing challenge. Developing new models of service delivery and regional collaboration will be essential to the Shire's capacity to do more with less.

### Reconciliation Action Plan

The Shire is continuing to work with the Yued Traditional Elders, as the traditional inhabitants of this land, through ongoing implementation of the Reconciliation Action Plan. This is one way the Shire can recognise the living culture of the Yued people and the unique contribution they have made to the Shire of Gingin region.

### Key Considerations for the New Strategic Community Plan

- Delivering improved services through collaboration and partnerships.
- Improved efficiency and effectiveness of service delivery.
- Improved stakeholder and community engagement.
- Managing diverse and competing service expectations.
- Demonstrating good governance and accountability for service performance.
- Continuing to work with the Yued Traditional Elders through the implementation of the Reconciliation Action Plan.

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**APPENDIX 4**



## SCHEDULE OF SUBMISSIONS AND RECOMMENDED RESPONSES

### DRAFT STRATEGIC COMMUNITY PLAN 2017-2027

No.	Submitter and Submission Detail	Recommended Response
1.	<b>Tourism Western Australia (Tourism WA) -</b>	<b>Response noted, no amendments to the Plan recommended.</b>
	<i>Tourism WA has no comments to make regarding the Strategic Community Plan 2017-2017 but is pleased to note that opportunities for tourism development are considered as a major economic opportunity for the area. As you may know Tourism WA has been very supportive of the development of additional Caravan Parks in the area especially in Lancelin where such a development could prove to be a local economic development driver.</i>	
2.	<b>Department of Water</b>	<b>Response noted, no amendments to the Plan recommended.</b>
	<i>The Department of Water has assessed the above referral as a proposal of no interest and as such has no comments to provide.</i>	
3.	<b>L Gaston</b>	<b>Comment noted, no amendments to the Plan recommended.</b>
	<p><i>Many thanks for making the Strategic Community Plan Review available for comment. It contains a lot of ideas that hopefully will be followed through. Will the items on "wish lists" be incorporated into budgets for the coming years? I realize it is on a 10 year time frame.</i></p> <p><i>Thanks again for the opportunity to participate in workshops, and contribute to the Plan.</i></p>	<p>The Strategic Community Plan is used to inform the development of the four year Corporate Business Plan and within the Annual Budget process to help prioritise expenditure. It is a long term Plan, and as such will take time to deliver. In addition, some priorities within the Plan are beyond what the Shire can do alone and dependent on State and/or Federal funding. By including some more ambitious Priorities in the Plan the Shire is in a better position to advocate for external funding and investment in these areas.</p>

4.	<b>A Stroud</b>	<b>Comment noted, no amendments to the Plan recommended.</b>
	<p>The submitter provided the following comments:</p> <p><i>"Community was not very satisfied with community information as well as consultation and engagement."</i></p> <p><i>I am really glad you have identified this problem and have noted steps that have already been taken to rectify this lack of communication.</i></p> <p><i>I found the report far too general for me to understand. I guess that is the nature of the beast ---- a plan for the future.</i></p> <p><i>We wanted to move a couple of years ago to Nannup because the Shire there seem to provide more educational events and interesting workshops etc. Recently we have seen some great initiatives here in Gingin. We are reconsidering our move.</i></p> <p><i>The workshop on social media was most interesting but it highlighted that the Shire does not yet encompass all the events and groups in the Shire. I still think you need a permanent staff member to undertake this huge task and then to make sure all residents know about it and can access the information easily. It is great you are providing more community well-being but you have to find a way of letting people know it exists.</i></p>	<p>It is appropriate for the Strategic Community Plan's content to be high level and broad in nature. This allows for flexibility to adapt to changing community expectations. More specific Actions and Projects are outlined in the four year Corporate Business Plan and Annual Budget and revised annually as informed by the broad direction set within the Strategic Community Plan.</p>
5.	<b>I Roxburgh</b>	<b>Comment noted, no amendments to the Plan recommended.</b>
	<p><i>Thank you for forwarding me the copy of the above. It looks pretty OK. Couple comments.</i></p>	<p>The Strategic Community Plan Priority 4.1 'To Support the development of the Shire of Gingin as a premier tourist destination for ocean and sand adventures' includes</p>

	<p><u>Tourism</u></p> <p><i>Don't just mainly concentrate on Lancelin for tourism – also concentrate on Guilderton. I know lots of people that do not like Lancelin, but love Guilderton. Guilderton though is too hard to get into in holiday season, so I have been told. So it could do with enlarging the present caravan park or building a second one. Lancelin on the other hand, in my opinion, needs a very good modernising facelift if you want it to become a major tourist destination. The main shopping area looks old and leaves a lot to be desired, as is the park, beachfront and so on. Take a look at what Jurien Bay has done to their main beach front. It looks inviting! And don't forget lots of "greenery" in the planning. That always makes such a difference, even in subdivisions.</i></p> <p><u>Aged Housing</u></p> <p><i>As for aged housing. Don't only look at lifestyle villages and retirement homes. There are a lot of people that live on larger properties and would just prefer to move simply onto a smaller block and build their own house that they own outright. Lifestyle villages and retirement homes have their place and advantages, but they are also a rip-off if you ever want to leave from the money point of view, so they are not everybody's choice.</i></p>	<p>Guilderton.</p> <p>The Priority 3.2 'Support strategies that facilitate an increase in housing diversity' provides for the Shire encouraging different housing types for all ages including smaller lots sizes.</p>
6.	<b>Department of Mines and Petroleum</b>	<b>Comment noted, minor changes to the Plan are recommended and detailed below.</b>
	<p><b>General Comments:</b></p> <p><i>DMP notes much of the draft Plan focuses on supporting the development of the tourism and agri-industry sectors. It is uncertain if the final Plan will include discussion on supporting other economic activities such as the mining and petroleum sectors operating within</i></p>	<p>It is recommended that the Economic Development Community Aspiration be amended to include the word 'resources' to include reference to the significant economic contribution of the mining and petroleum sectors. The amendment is included in the draft Final Plan for Councils</p>

<p><i>the Shire contributing significantly to the Shire's economy and providing employment opportunities. Such benefits of the mining and petroleum sectors are discussed in the specific comments below.</i></p> <p><b><u>Specific Comments:</u></b>  <u>Community aspirations and Council's objectives</u>  DMP considers the 'Council's objective' for economic development does not specifically express service delivery support for the mining and petroleum sectors.</p> <p><i>In 2016, the mining and petroleum sectors within the Shire contributed about \$25million to the Western Australian economy and provided employment. By broadening the draft Plan's objectives to include other industries could enable a more comprehensive approach to enhance economic development and employment. It is suggested the Shire's objective for the Community Aspiration "A strong economy based on tourism, agriculture and supportive industries" in the table on page 5, is amended to include the Shire's service delivery support for mining and petroleum resources development and other industries.</i></p> <p><u>Conservation and sustainable development – Objective 2</u>  DMP appreciated the opportunity to provide its presentation on mobile coastal sand dune hazards to the Shire on 20 December 2016. It is currently finalising its report on this topic and will forward the report to the Shire for its use. The report includes discussions on conservation and development matters for instance, ensuring appropriate measures are developed to minimise the risk of mobile dune encroachment on infrastructure and developments.</p>	<p>consideration.</p> <p>Mobile dune encroachment on infrastructure and development is an ongoing issue that the Shire will continue to work with the Department of Mines and Petroleum to manage. Specific actions that the Shire could undertake in relation to this issue fit within the broad direction set within the Strategic Community Plan under Natural Environment and Economic Development. Any specific Actions to be undertaken should be contained within the Corporate Business Plan as appropriate.</p> <p>The management of off-road vehicles and recreational activities within the Shire and their impact on the natural environment, resources and public safety is an ongoing issue for the Shire. Specific actions that the Shire could undertake in relation to this issue fit within the broad direction set within the Strategic Community Plan under Natural Environment and Economic Development. Any specific Actions to be undertaken should be contained within the Corporate Business Plan as appropriate. The draft Corporate Business Plan includes the following Action '2.1.2 – 01 Improve the management of off-road vehicles to protect natural areas, resources and public safety.'</p>
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	<p><u>Economic development through the Shire's service delivery – Objective 4 table</u></p> <p><i>It is considered statements about the Shire's service delivery support of investment and employment by local industries in this table could be used in the performance ratings of the Regional Competitiveness Index items (e.g. Business Sophistication, Economic Fundamentals and Labour Market Efficiency indices) listed in the table on page 34. This may also support linkages, if required, to the Federal Priorities discussed in the Shire's "Strategic Community Plan – Review Context Research Paper (2016b)".</i></p> <p><u>Land use conflicts</u></p> <p><i>DMP is aware of ongoing conflicts arising between recreational activities on the mobile sand dunes within mining lease areas established to extract limes and principally for agriculture purposes. DMP suggests the development of the draft Plan's Tourist Playground and Tourist Infrastructure concepts address minimising potential land use conflicts to ensure the community's economic, environment and social aspirations are met. DMP is happy to assist the Shire in addressing this important issue.</i></p> <p><u>DMP Information</u></p> <p><i>DMP as the responsible agency for the assessment and regulation of mineral and petroleum activities, and providing prospectivity information in Western Australia would be pleased to provide information to support further development of the draft Plan.</i></p>	
7.	<b>State Heritage Office</b>	<b>Comment noted, no amendments to the Plan recommended.</b>

	<p><i>Thank you for your referral received 7 March 2017 for the abovementioned proposal. Generally we don't provide much input on Community Plans as these are based on the community's aspirations. It is noted however that the current draft doesn't contain any references to historic heritage, whereas the previous 2015-2025 contained a strategy (3.3.2) relating to the maintenance and promotion of heritage sites as cultural assets, within Focus Area 3: Built Environment. The Shire may wish to consider carrying this strategy over into the new Plan if it thinks it's appropriate, to ensure heritage places are considered when more detailed planning is taking place (for example within the corporate business plan or annual budget).</i></p>	<p>The promotion and protection of heritage through the Shire's Statutory Town Planning and Building Approvals and within Community Programs remains a focus for the Shire. This is supported by the broad direction given within Community Wellbeing Outcome 1.2 Vibrant: 'Our Community can participate in a range of activities and events that celebrate and promote our unique lifestyles and <b>heritage</b>'. In addition, within Infrastructure &amp; Development Outcome 3.1 Development: 'New and existing developments meet the Shire's Strategic Objective and Outcomes' including the previous Outcome 1.2. In addition the following Action is included in the Draft Corporate Business: '3.1.0 Ongoing implementation and review of the Local Heritage List'.</p>
8.	<p><b>Department of Health (Environmental Health Directorate)</b></p>	<p><b>Comment noted, no amendments to the Plan recommended.</b></p>
	<p><i>It is noted within the community plan and associate strategies, that good public health is not specifically recognised as part of the vision. Good public health outcomes require good strategies and should be incorporated into each of the focus areas. The aim of the community plan should include a direct reference to 'enhancing the public health of the community'.</i></p> <p><i>Although the document focuses on positive community perceptions, it does not address potential issues in relation disaster preparedness, recovery management or the associated impacts on public health. The document should also provide guidance on how to address potential negative impacts of growth.</i></p> <p><i>A risk assessment of each of the potential focus area should be incorporated into the plan. For your reference, consider the</i></p>	<p>Supporting Public Health within the Shire of Gingin's fits within the broad direction set in the Strategic Community Plan. The Community Wellbeing Objective 1 'To support the Shire of Gingin community to be inclusive, vibrant, <b>healthy</b> &amp; safe through the Shire's service delivery' and Outcome 1.3 Healthy &amp; Safe: 'Our community has access to quality <b>health</b> and community safety programs, services and initiatives that promote resilience' includes direct reference to health programs and services; and is inclusive of public health, environmental health and medical services.</p> <p>In addition, Community Wellbeing Priority 1.3.2 'Develop an approach to Local Public Health Planning' specifically addresses the Shire's new legislative requirement to produce a Local Public Health Plan. The requirement to produce a</p>



	<p>enHealth document 'Risky Business' – A resource to manage environmental health risks specifically tailored for local governments.' The document is available for download at: <a href="http://www.public.health.wa.gov.au/2/1400/2/health_risk_assessment.pm">http://www.public.health.wa.gov.au/2/1400/2/health_risk_assessment.pm</a></p>	<p>Local Plan will come in effect following the proclamation of Stage 5 the Public Health Act 2016 and local governments will be required to produce a Local Plan within 2 years of that date.</p> <p>Detailed planning for Public Health, disaster preparedness and recovery, development and risk management is beyond the scope of the Strategic Community Plan. The Strategic Community Plan provides high-level direction for local government service delivery over the next ten years. More detailed Actions and Projects will be outlined in the four year Corporate Business Plan and Annual Budget and revised annually.</p>
9.	<b>Department of Aboriginal Affairs</b>	<b>Noted, no amendments to the Plan recommended</b>
	<p>Thank you for your letter to the Department of Aboriginal Affairs (DAA) dated 1 March 2017 and for providing the opportunity to comment on the Shire of Gingin draft strategic community plan (the Proposal).</p> <p>The DAA has reviewed the information and provides the following comments. The DAA can confirm that the Shire extent includes 16 Aboriginal sites, 27 'Lodged' heritage places and 10 'Stored Data' places (see attached information). A 'Lodged' status on the Aboriginal Heritage Inquiry System (AHIS) indicates that information on a particular Aboriginal heritage place has been lodged with DAA, however it is yet to be assessed by the Aboriginal Cultural Material Committee (ACMC) against the criteria of section 5 of the Aboriginal Heritage Act 1972 (the AHA). A 'Stored Data' status indicates that information on those places have been assessed by the ACMC and determined as not meeting the criteria of a site under the AHA.</p>	<p>The Shire of Gingin will continue to work with the Department of Aboriginal Affairs to meet the requirements of the Aboriginal Heritage Act 1972.</p>

<p><i>All land owners and users have obligations under the AHA and it is expected that Aboriginal heritage within the Shire is managed in accordance with the obligations as detailed under the AHA.</i></p> <p><i>To assist in undertaking activities in accordance with the AHA, please refer to the Aboriginal Heritage Due Diligence Guidelines (the Guidelines) to guide land owners, users and developers with planning and considering Aboriginal heritage during proposed works. It is suggested that the Shire familiarise itself with the Guidelines and raise awareness of the Guidelines within the Shire. A copy of the Guidelines can be found on the DAA website at:</i></p> <p><i><a href="http://www.daa.wa.gov.au/heritage/land-use/">http://www.daa.wa.gov.au/heritage/land-use/</a>.</i></p> <p><i>DAA staff are also available to assist the Shire and others with understanding and using the Guidelines, should this be of benefit.</i></p>	
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### 11.1.7 SHIRE OF GINGIN LOCAL PLANNING SCHEME NO. 9 - SCHEME AMENDMENT NO. 16

<b>LOCATION:</b>	<b>LOT 2 SEABIRD ROAD, BRETON BAY</b>	
<b>APPLICANT:</b>	<b>SHIRE OF GINGIN</b>	
<b>FILE:</b>	<b>LND/676</b>	
<b>AUTHOR:</b>	<b>LISA EDWARDS - MANAGER STRATEGIC PLANNING AND DEVELOPMENT</b>	
<b>REPORTING OFFICER:</b>	<b>JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER</b>	
<b>REPORT DATE:</b>	<b>20 JUNE 2017</b>	
<b>REFER:</b>	<b>21 JUNE 2016</b>	<b>ITEM 11.1.8</b>
	<b>19 JULY 2016</b>	<b>ITEM 11.1.3</b>

#### OFFICER INTEREST DECLARATION

Nil

#### PURPOSE

To consider final adoption of proposed Scheme Amendment No. 16 to Local Planning Scheme No. 9 to:

1. Rezone Lot 2 on Plan 10531, Seabird from General Rural zone to Tourism zone;
2. Amend Part 4 – General Development Requirements, by including the following:  

*4.8.7.13 Tourism conditions to which the Scheme is subject, or will be through future amendments, are incorporated into the Scheme by Schedule 13 of the Scheme.*
3. Include a new Schedule 10 – Tourism Conditions with provisions; and
4. Amend the Scheme maps accordingly.

#### BACKGROUND

Lot 2 has an area of 363ha and is currently primarily covered in native coastal vegetation. The site is located three kilometres north of the town of Seabird and four kilometres by road from the town-site. The lot adjoins current foreshore and unallocated Crown Land for approximately 1.32kms, with an average coastal setback of 159m. There are several beach shacks located on the unmanaged coastal reserve.

Council has previously been presented with a deputation regarding this proposal and concerns were raised in relation to:

- Connection and proximity to Seabird;
- Absence of coastal adaptation provision;
- Creation of residential freehold land; and
- Creation of managed foreshore.

At its Ordinary Meeting on 19 July 2016, Council considered the amended proposal and determined to support the proposal which now refers to the creation of strata holiday homes as opposed to a freehold residential land supply.

Site plans are attached as Appendix 1. A copy of the Scheme Report is attached as Appendix 2. It has not been possible to append the entire proposal to this report due to the size of the document. For that reason, the Engineering Servicing Report, Environmental Assessment and Justification Report, District Water Management Strategy, Bushfire Management Plan and Coastal Processes Assessment which form Appendices 1-5 of the proposal document and comprise some 509 pages have been circulated separately and will be kept with the Minutes of the meeting.

## **COMMENT**

### Community Consultation

The proposal has been given public notice under the provisions of the Planning and Development Act 2005 for a complex scheme amendment. Four submissions were received and no objections were raised. Two submitters supported the proposal including the Seabird Progress and Sports Association Inc.

Referral to the Environmental Protection Authority (EPA) resulted in amendments to the Local Planning Scheme provisions. Concern was raised by the EPA in relation to the long term management of the significant environmental values at the site.

In response to the issues raised, the proposal now includes a Tourism and Conservation Precinct where the spatial extent of environmentally significant vegetation is identified. In addition requirements for a Conservation Management Strategy have been included in the new Schedule 11.

Staff from Robertsday Planning Consultancy held a Community Ideas Day at the Seabird Community Hall with an estimated attendance of forty people. Primary outcomes included general support for the development and the immediate need for a tourist caravan park in the area to cater for travellers/tourists.

A Schedule of Submissions is attached as **Appendix 3**.

### Planning Assessment

Lot 2 has an area of 363ha. The proposal, if approved, will be subject to a structure plan. However, this amendment suggests that development would proceed on the following basis:

- Stage 1 – 200 bay caravan park;
- Stage 2 – 50 strata residential dwellings;
- Stage 3 – 150 serviced resort rooms;
- Stage 4 – 50 strata residential dwellings; and
- Stage 5 – 100 wilderness retreat style rooms (resort).

### Bushfire Attack Level

The entire site is located in a mapped bushfire prone area. The proposal is supported by bushfire management measures which indicate the site can be developed subject to conditions. The Structure Plan process will determine and enforce the management of certain conditions. An emergency access track is proposed to be formalised to the north-east of the lot. Irrespective, a Fire Management Plan is required to support any development and is to be reviewed by the Department of Fire and Emergency Services (DFES).

It is highly likely that strategic firebreaks may be required to service the development site.

### Environmental Assets

A level 2 flora, vegetation and fauna survey has been conducted at the site which has concluded that the site hosts both Threatened and Priority flora species as well as Threatened and Priority ecological communities. The latter communities are largely confined to the north of the lot and are associated with limestone outcrops. It is for this reason that the primary development footprint is located to the south west of the site. A Conservation Management Plan will be required at the time of Structure Planning.

### Coastal Setbacks and Foreshore Management

The proponent has met with Officers from the Department of Lands (DoL), who are of the view that the local government should assume care and responsibility for the coastal foreshore reserve as the DoL is not a management authority. Further, DoL is concerned that any ongoing liability associated with a private company could expose the State Government to risk in the event that dissolution of the company occurs.

Council can require the proponent to provide foreshore management for a period of up to five years under State Planning Policy, if appropriate. The Proponent is of the view that rate revenue from this development would provide the financial means for the Shire to assume responsibility for the ongoing maintenance and servicing requirements of the development (ie public toilets, barbeques etc). Low level infrastructure is proposed at the foreshore.

A sketch has been prepared by the Proponent comparing the Seabird town site erosion scenario to the proposed development site. The sketch proposes a 159m coastal development setback and can comply with current State Coastal Planning Policy for a sandy coast.

It is further noted that to the north of the site there is a rock face which is subject to coastal erosion and may result in rock falls at some time in the future. Signage has been suggested to mitigate risk by the proponent.

Administration is of the view that a Coastal Hazards Risk Management and Adaptation Plan (CHRMAP) is required to support development at the site. The CHRMAP will identify the potential coastal risks to any development, which will dictate the form and future obligations of development including development areas which can be identified up front and prior to consideration of any development at the site. The proponent would be required to undertake the study, ascertain risk and resolve adaptation plans for the site, if required, in accordance with State Planning Policy.

The Government is not required to provide financial resourcing to protect private development and in the event that public infrastructure is, in the future, at risk from the consequences of sea level rise it is most probable that the low level infrastructure would be removed.

### Tourism

The Shire's Local Planning Strategy supports tourism product, particularly in the coastal environs. This proposal is located in the vicinity of the town site of Seabird, but is only connected to the town site by road.

There is a demand for high quality tourist product in the Shire which can offer experience and high end quality accommodation. Further, the need for additional caravan parks in the Shire of Gingin has been proven and explored by Tourism WA. There is also a recognised need in tourist developments for a certain percentage of long term residential tenants from a viability perspective. Administration has conveyed that freehold title is not preferred and that strata arrangements ought to be entered into so that tenants are serviced by strata management. This option may also be preferable in terms of coordinating bushfire mitigation at the site (ie strategic firebreaks) and providing formal access to the use of the tourist facilities.

### General Rural zone

The land has low agricultural capability and would be subject to erosion if grazing practices were undertaken at high density.

### Water Supply

It is indicated that water supply allocation is available from the public water allocation; however this will further be determined at the public notice period by the Department of Water.

### Strata Residential

Strata residential development, as opposed to freehold residential title, is supported at this time to ensure that:

- The site is not a quasi town-site and that tourist development is the primary function of the land; and
- Strategic firebreaks and other services can be coordinated by strata management.

## **STATUTORY ENVIRONMENT**

*Planning and Development Act (2005)*

Section 87

*Planning and Development (Local Planning Schemes) Regulations 2015*

Section 35(2)

Shire of Gingin Local Planning Scheme No.9

Shire of Gingin Local Planning Strategy



## POLICY IMPLICATIONS

Shire policy implications will be assessed at the Structure Planning stage.

## BUDGET IMPLICATIONS

In the event the development proceeds in accordance with the proposed Concept Plan, then there will be ongoing costs to the Shire in relation to the management of additional foreshore reserve areas with low level infrastructure. Council can require that the proponent assume management responsibility for the foreshore area for a term of up to five years.

The CHRMAP will be required to demonstrate that the new development will not have a financial impost on the Shire of Gingin in future years as a consequence of coastal erosion and inundation in respect of sea level rise, irrespective of the development having adequate coastal setbacks at this time.

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025


<b>Focus Area</b>	<i>Built Environment</i>
<b>Objective</b>	<i>3. To effectively manage growth and provide for community</i>
<b>Outcome</b>	<i>3.2 Plan for future development</i>
<b>Strategy</b>	<i>3.2.1 Plan for growth by developing land use planning strategies to meet current and future community needs, and protect the natural environment.</i>

## VOTING REQUIREMENTS – SIMPLE MAJORITY

### RECOMMENDATION

It is recommended that Council:

1. Pursuant to Section 87 of the *Planning and Development Act 2005*, give final approval to Scheme Amendment No. 16 and agree to amend Shire of Gingin Local Planning Scheme No. 9 by:
  - a. Rezoning Lot 2 on Plan 10531, Seabird from General Rural zone to Tourism zone;
  - b. Amending Part 4 – General Development Requirements, by including the following:
    - 4.8.7.13 Tourism conditions to which the Scheme is subject, or will be through future amendments, are incorporated into the Scheme by Schedule 11 of the Scheme.
  - c. Including a new Schedule 11 – Tourism Conditions with the following provisions:

No.	Description of land	Conditions
1	Lot 2 on Plan 10531, Breton Bay	<p>1. Subdivision and development is to be in accordance with an approved Structure Plan.</p> <p>2. The Structure Plan should provide sufficient information to address the requirements of the Scheme and the following:</p> <ul style="list-style-type: none"> <li>a) the primary tourism function of the site to be identified and established in the first stage of development;</li> <li>b) integrated facilities that promote visitor and resident interaction to be identified and established in the first stage of development;</li> <li>c) the density, scale, and nature of all development having regard for the landscape and environmental values of the area; and</li> <li>d) the spatial extent of the precincts that apply (in accordance with the Figure below).</li> </ul> <div data-bbox="756 958 1412 1933" style="text-align: center;">  <p>Legend</p> <ul style="list-style-type: none"> <li><span style="border: 2px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Site boundary</li> <li><span style="border: 1px solid white; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Existing cadastral boundaries</li> <li><span style="background-color: lightblue; border: 1px solid black; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Tourism Development Precinct</li> <li><span style="background-color: lightgreen; border: 1px solid black; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Conservation Precinct</li> </ul> </div>

		<p>3. The following requirements relate to the Structure Plan precincts:</p> <p>a) 'Tourism Development' precinct:</p> <ul style="list-style-type: none"> <li>i. Development should be located to avoid impacts to vegetation representative of the Commonwealth listed 'Banksia Woodlands of the Swan Coastal Plain' Threatened Ecological Community (TEC). Where infrastructure development (road reservations, servicing infrastructure etc.) may disturb these areas measures shall be taken to minimise impacts on the TEC.</li> <li>ii. The extent of development and the associated clearing of remnant vegetation should not exceed 50% of the total area of the 'Tourism Development' precinct.</li> <li>iii. Permissible land uses are to be in accordance with Table 1 – Zoning Table, with the exception of the following:  'X' land uses: <ul style="list-style-type: none"> <li>• Park Home Park</li> </ul> </li> <li>iv. Ancillary infrastructure necessary to support development capable of approval within the Tourism Development Precinct may be permitted, including utilities, servicing infrastructure, and access.</li> </ul> <p>b) 'Conservation' precinct:</p> <ul style="list-style-type: none"> <li>i. Retain occurrences of the Commonwealth listed 'Banksia Woodlands of the Swan Coastal Plain' Threatened Ecological Community, State listed Floristic Community Type 26a and remnant vegetation generally.</li> <li>ii. Clearing of remnant vegetation is to be avoided and measures should be taken to minimise any impact on environmental values as identified in the Conservation Management Strategy for the site. The future management of vegetation is to ensure its ongoing viability must be provided for.</li> <li>iii. All land uses are not permitted except for access tracks, recreational hiking trails and boardwalks, and firebreaks.</li> </ul>
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		<p>4. Prior to the adoption of the Structure Plan a Coastal Hazard Risk Management and Adaptation Plan shall be prepared in accordance with State Planning Policy 2.6 Coastal Planning Policy and approved by the local government, on the advice of the Department of Planning.</p> <p>5. Prior to the adoption of the Structure Plan, a Local Water Management Strategy shall be prepared and approved by the local government, on the advice of the Department of Water.</p> <p>6. Prior to the adoption of the Structure Plan, Water Supply and Wastewater Supply Strategies shall be prepared and approved by the local government, on the advice of the Department of Water and the Water Corporation (if necessary). The Wastewater Supply Strategy shall consider amenity (visual and odour), buffers and any impacts of the location and footprint of any wastewater facility on vegetation retention. A Land Capability Assessment shall be required to demonstrate land is suitable for onsite effluent disposal.</p> <p>7. Prior to the adoption of the Structure Plan, a Bushfire Management Plan shall be prepared and approved by the local government, on the advice of the Department of Fire and Emergency Services. The Plan shall be implemented as part of subdivision and/or development works.</p> <p>8. Prior to the adoption of the Structure Plan, a Conservation Management Strategy shall be prepared and approved by the local government, on the advice of the Department of Parks and Wildlife. The Conservation Management Strategy shall:</p> <ol style="list-style-type: none"> <li>Identify the environmental values and attributes of the site to be retained (across both precincts); and</li> <li>Outline how the environmental values and attributes of the site will be considered through the Structure Plan; and</li> <li>Identify the management objectives for the environmental values and attributes of the site, to be implemented through a future Conservation Management Plan; and</li> <li>Outline the measures to protect identified threatened species in the adjoining coastal foreshore area.</li> </ol>
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		<p>9. Prior to the commencement of subdivisional works, a Conservation Management Plan shall be prepared and approved by the local government, on the advice of the Department of Parks and Wildlife. The Conservation Management Plan shall be consistent with the Conservation Management Strategy and shall:</p> <ul style="list-style-type: none"> <li>a) Identify the environmental values and attributes of the site which require ongoing management; and</li> <li>b) Outline the specific management actions to be implemented to meet the management objectives outlined in the Conservation Management Strategy; and</li> <li>c) Be implemented as part of ongoing tourism land uses within the site.</li> </ul> <p>10. Prior to the commencement of subdivisional works, a Foreshore Management Plan shall be prepared and approved by the local government.</p> <p>11. Prior to the commencement of subdivisional works, a Construction and Environmental Management Plan shall be prepared and approved by the local government. The Construction and Environmental Management Plan shall outline the construction management actions to be implemented and is be consistent with the management actions identified in the Conservation Management Plan.</p>
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2. Resolve, pursuant to Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), that Local Planning Scheme Amendment No. 16 is a complex scheme amendment in accordance with Regulation 34 of the Regulations as the proposal is not included in the Shire's Local Planning Strategy.
3. Authorise the affixing of the Common Seal to and endorse the signing of the amendment documentation by the Shire President and Chief Executive Officer.
4. Pursuant to Regulation 58 of the Regulations, provide Local Planning Scheme Amendment No. 16 to the Western Australian Planning Commission.
5. Advise the Applicant and landowner/s accordingly.

## RESOLUTION

Moved Councillor Aspinall, seconded Councillor Court that Council:

1. Pursuant to Section 87 of the *Planning and Development Act 2005*, give final approval to Scheme Amendment No. 16 and agree to amend Shire of Gingin Local Planning Scheme No. 9 by:


- a. Rezoning Lot 2 on Plan 10531, Seabird from General Rural zone to Tourism zone;
- b. Amending Part 4 – General Development Requirements, by including the following:

4.8.7.13 Tourism conditions to which the Scheme is subject, or will be through future amendments, are incorporated into the Scheme by Schedule 11 of the Scheme.

- c. Including a new Schedule 11 – Tourism Conditions with the following provisions:

No.	Description of land	Conditions
1	Lot 2 on Plan 10531, Breton Bay	<ol style="list-style-type: none"> <li>1. Subdivision and development is to be in accordance with an approved Structure Plan.</li> <li>2. The Structure Plan should provide sufficient information to address the requirements of the Scheme and the following: <ol style="list-style-type: none"> <li>a) the primary tourism function of the site to be identified and established in the first stage of development;</li> <li>b) integrated facilities that promote visitor and resident interaction to be identified and established in the first stage of development;</li> <li>c) the density, scale, and nature of all development having regard for the landscape and environmental values of the area; and</li> <li>d) the spatial extent of the precincts that apply (in accordance with the Figure below).</li> </ol> </li> </ol>



		 <p><b>Legend</b></p> <ul style="list-style-type: none"> <li><span style="border: 2px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Site boundary</li> <li><span style="border: 1px solid black; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Existing cadastral boundaries</li> <li><span style="background-color: lightblue; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Tourism Development Precinct</li> <li><span style="background-color: lightgreen; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Conservation Precinct</li> </ul> <p><b>3. The following requirements relate to the Structure Plan precincts:</b></p> <p><b>a) 'Tourism Development' precinct:</b></p> <ul style="list-style-type: none"> <li><b>i. Development should be located to avoid impacts to vegetation representative of the Commonwealth listed 'Banksia Woodlands of the Swan Coastal Plain' Threatened Ecological Community (TEC). Where infrastructure development (road reservations, servicing infrastructure etc.) may disturb these areas measures shall be taken to minimise impacts on the TEC.</b></li> <li><b>ii. The extent of development and the associated clearing of remnant vegetation should not exceed 50% of the total area of the 'Tourism Development' precinct.</b></li> </ul>
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		<p>iii. Permissible land uses are to be in accordance with Table 1 – Zoning Table, with the exception of the following: ‘X’ land uses:</p> <ul style="list-style-type: none"> <li>• Park Home Park</li> </ul> <p>iv. Ancillary infrastructure necessary to support development capable of approval within the Tourism Development Precinct may be permitted, including utilities, servicing infrastructure, and access.</p> <p>b) ‘Conservation’ precinct:</p> <p>i. Retain occurrences of the Commonwealth listed ‘Banksia Woodlands of the Swan Coastal Plain’ Threatened Ecological Community, State listed Floristic Community Type 26a and remnant vegetation generally.</p> <p>ii. Clearing of remnant vegetation is to be avoided and measures should be taken to minimise any impact on environmental values as identified in the Conservation Management Strategy for the site. The future management of vegetation is to ensure its ongoing viability must be provided for.</p> <p>iii. All land uses are not permitted except for access tracks, recreational hiking trails and boardwalks, and firebreaks.</p> <p>4. Prior to the adoption of the Structure Plan a Coastal Hazard Risk Management and Adaptation Plan shall be prepared in accordance with State Planning Policy 2.6 Coastal Planning Policy and approved by the local government, on the advice of the Department of Planning.</p> <p>5. Prior to the adoption of the Structure Plan, a Local Water Management Strategy shall be prepared and approved by the local government, on the advice of the Department of Water.</p> <p>6. Prior to the adoption of the Structure Plan, Water Supply and Wastewater Supply Strategies shall be prepared and approved by the local government, on the advice of the Department of Water and the Water Corporation (if necessary).</p>
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		<p><b>The Wastewater Supply Strategy shall consider amenity (visual and odour), buffers and any impacts of the location and footprint of any wastewater facility on vegetation retention. A Land Capability Assessment shall be required to demonstrate land is suitable for onsite effluent disposal.</b></p> <p><b>7. Prior to the adoption of the Structure Plan, a Bushfire Management Plan shall be prepared and approved by the local government, on the advice of the Department of Fire and Emergency Services. The Plan shall be implemented as part of subdivision and/or development works.</b></p> <p><b>8. Prior to the adoption of the Structure Plan, a Conservation Management Strategy shall be prepared and approved by the local government, on the advice of the Department of Parks and Wildlife. The Conservation Management Strategy shall:</b></p> <ul style="list-style-type: none"> <li><b>a) Identify the environmental values and attributes of the site to be retained (across both precincts); and</b></li> <li><b>b) Outline how the environmental values and attributes of the site will be considered through the Structure Plan; and</b></li> <li><b>c) Identify the management objectives for the environmental values and attributes of the site, to be implemented through a future Conservation Management Plan; and</b></li> <li><b>d) Outline the measures to protect identified threatened species in the adjoining coastal foreshore area.</b></li> </ul> <p><b>9. Prior to the commencement of subdivisional works, a Conservation Management Plan shall be prepared and approved by the local government, on the advice of the Department of Parks and Wildlife. The Conservation Management Plan shall be consistent with the Conservation Management Strategy and shall:</b></p> <ul style="list-style-type: none"> <li><b>a) Identify the environmental values and attributes of the site which require ongoing management; and</b></li> <li><b>b) Outline the specific management actions to be implemented to meet the management objectives outlined in the Conservation Management Strategy; and</b></li> </ul>
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		<p><b>c) Be implemented as part of ongoing tourism land uses within the site.</b></p> <p><b>10. Prior to the commencement of subdivisional works, a Foreshore Management Plan shall be prepared and approved by the local government.</b></p> <p><b>11. Prior to the commencement of subdivisional works, a Construction and Environmental Management Plan shall be prepared and approved by the local government. The Construction and Environmental Management Plan shall outline the construction management actions to be implemented and is be consistent with the management actions identified in the Conservation Management Plan.</b></p>
--	--	--

- 2. Resolve, pursuant to Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), that Local Planning Scheme Amendment No. 16 is a complex scheme amendment in accordance with Regulation 34 of the Regulations as the proposal is not included in the Shire's Local Planning Strategy.**
- 3. Authorise the affixing of the Common Seal to and endorse the signing of the amendment documentation by the Shire President and Chief Executive Officer.**
- 4. Pursuant to Regulation 58 of the Regulations, provide Local Planning Scheme Amendment No. 16 to the Western Australian Planning Commission.**
- 5. Advise the Applicant and landowner/s accordingly.**

**CARRIED UNANIMOUSLY**

# APPENDIX 1





# APPENDIX 2



Shire of Gingin  
Local Planning Scheme No. 9

Scheme Amendment No. 16  
Rezone from 'General Rural' to 'Tourism'

Lot 2 on Plan 10531, Breton Bay

*Planning and Development Act 2005*

**Resolution to Adopt Amendment to Local Planning Scheme**

Shire of Gingin Local Planning Scheme No. 9  
Amendment No. 16

Resolved that the Shire of Gingin, pursuant to section 72 of the Planning and Development Act 2005, amend the above Local Planning Scheme by:

1. Rezoning Lot 2 on Plan 10531, Breton Bay from 'General Rural' zone to 'Tourism' zone.
2. Amending Part 5 – General Development Requirements, by including the following:
  - 5.7 Tourism Conditions
    - 5.7.1 Tourism conditions to which the Scheme is subject, or will be through future amendments, are incorporated into the Scheme by Schedule 13 of the Scheme.
3. Including a new Schedule 13 – Tourism Conditions, with the following provisions:

Amendment no.	Gazettal Date	Tourism Conditions
Amendment 16 to LPS9 – whole of lot 2 on Plan 10531		<ol style="list-style-type: none"> <li>1. Subdivision and development shall generally be in accordance with an approved Local Structure Plan or any variations as approved by the Shire of Gingin and the Western Australian Planning Commission.</li> <li>2. Prior to the adoption of the Local Structure Plan, a Local Water Management Strategy shall be prepared to the satisfaction of the Department of Water..</li> <li>3. Prior to the commencement of subdivision or development works, a Foreshore Management Plan shall be prepared to the satisfaction of the Shire of Gingin on advice from the Department of Planning. The Foreshore Management Plan shall address the management of environmental values, public and vehicle access, parking, fencing, public facilities, signage and weeds.</li> <li>4. Prior to the commencement of subdivision or development works, a Conservation Management Plan shall be prepared to the satisfaction of the Shire of Gingin on advice from the Department of Parks and Wildlife. The Conservation Management Plan shall:               <ol style="list-style-type: none"> <li>a. Identify the environmental values and attributes of the site; and</li> <li>b. Address the retention and protection of Threatened Ecological Communities, Threatened Flora and areas of retained vegetation in accordance with the Environmental Assessment and Justification Report (Emerge Associates 2015).</li> </ol> </li> <li>5. Prior to adoption of the Local Structure Plan, a Bushfire Management Plan shall be prepared and is to be implemented as part of subdivision and/or development works to the satisfaction of the Shire of Gingin and the Department of Fire and Emergency Services.</li> </ol>

Scheme Amendment – Lot 2 on Plan 10531, Breton Bay

		6. Prior to the commencement of subdivision or development works, a Construction Management Plan shall be prepared to the satisfaction of the Shire of Gingin.
--	--	--

This Amendment is complex under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reason:

- An amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Chief Executive Officer

**SHIRE OF GINGIN**

**LOCAL PLANNING SCHEME NO. 9**

**AMENDMENT NO. 16**

**SCHEME REPORT**



# Golden Beach, Seabird

Local Planning Scheme Amendment Request  
To rezone Lot 2 on Plan 10531  
from 'General Rural' to 'Tourism'



PREPARED FOR GOLDEN GROUP  
PREPARED BY ROBERTSDAY  
FEBRUARY 2017



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## Document Status

Revision	Comment	Author	Approved by	Issue Date
A	Issued for Lodgement	Eric Denholm	Erwin Roberts	24.02.2016
B	Remove reference to Residential Freehold	Eric Denholm	Erwin Roberts	06.07.2016
C	Update to reflect EPA & DoP comments	Eric Denholm	Erwin Roberts	22.02.2017

## Project Details

Report Details		Consultant Team	
Prepared for_	Gold Beach WA Pty Ltd	Site Planning and Design_	Robertsday
Prepared by_	RobertsDay	Servicing and Infrastructure_	Cossill & Webley
		Environmental_	Emerge Associates
		Bushfire _	Emerge Associates
		Water Management_	Emerge Associates
		Coastal Process Assessment_	MP Rogers & Associates
		Market and Economy_	MacroPlanDimasi

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## Executive Summary

The purpose of this report is to provide justification and information in support of a Scheme Amendment request, primarily to rezone Lot 2 on Plan 10531 in the Breton Bay locality from 'General Rural' to 'Tourism'.

Currently, there is a lack of high quality tourist nodes, featuring a resort and associated facilities, in the broader region. Market research identifies the ability for a tourist development to draw upon a mix of domestic, interstate, and international visitors, given the sought after natural coastal landscape and proximity to Perth.

The site itself is an ideal location for tourism development, with the potential to attract interstate and international visitors attracted to the sites proximity to the coast and sense of wilderness. The proposal seeks to leverage off this setting and to build upon the already established tourism offerings in the broader region, including offshore shipwrecks, wineries, various national parks (most notably, the Pinnacles) and the Gingin Observatory and Gravity Centre.

Working with TourismWA, the proponent seeks to brand the area as the 'Silver Coast', in reference to various historically significant ship wrecks along the coast.

The idea of creating a destination through a package of experiences will assist with changing the current trend of short stay visits, mainly day trips from Perth, to five and six day visits appealing to a range of demographics. The demand for such experiences stems from a high number of visitors to the Perth region that have capacity (time and money) to spend at a coastal eco-resort and other high quality accommodation. This essentially provides for an 'add-on' experience for people wanting a coastal experience close to Perth.

The current rate of residential development and demand in the area is evidently low. However, a strata residential form that functions as holiday homes will create the mix of tourist based land uses TourismWA and the State Government supports, in order to provide opportunities for all demographics including families.

It is expected that the provision of a caravan park will also assist with creating the desired mix of accommodation, with demand for such a use existing immediately. The uptake and use of the caravan park by holiday visitors will be an important step in establishing the site as a tourist destination, as branding and marketing of the area is strengthened, creating subsequent demand for the resort and shared facilities.

In order to appeal to a range of identified market opportunities, a mix of low key and high end tourist based uses are proposed. The intent is to accommodate the following development components (yields are indicative only):

- Stage 1 – 200 x bay caravan park.
- Stage 2 – 50 x strata residential dwellings.
- Stage 3 – 150 x Serviced Rooms (Resort).
- Stage 4 – 50 x strata residential dwellings.
- Stage 5 – 100 x wilderness retreat style rooms (Resort).

A Structure Plan will also be prepared to further guide land use and provide greater detail of the development intent and structure, prior to the consideration of any subdivision or development proposal for the site.

The proposal will further enhance tourism and economic development in the Wheatbelt region, and will provide a local community benefit through employment opportunities and access to new facilities.

As detailed in this report, the proposal is consistent with the strategic planning and tourism framework for the broader region, and represents an opportunity for economic diversification within the municipality, and warrants support from the Shire of Gingin and Department of Planning.

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Appendix no.	Document Title
1	Engineering Servicing Report
2	Environmental Assessment and Justification report
3	District Water Management Strategy
4	Bushfire Management Plan
5	Coastal Processes Assessment

## 1.0 Introduction

### 1.1 Purpose

This report has been prepared by RobertsDay on behalf of Gold Beach WA Pty Ltd (the proponent), the registered proprietor of Lot 2 on Plan 10531 in the Breton Bay locality (site). The intent of this report is to provide justification and information in support of a formal request to amend the Shire of Gingin Local Planning Scheme No. 9 (LPS9) to change the zoning of the site from 'General Rural' to 'Tourism'.

### 1.2 Background and Project Status

Gold Beach WA Pty Ltd, an entity of the Perth based property development company Golden Group, purchased a 363.63 hectare site in 2003, located approximately 2.5 kilometres north of the existing Seabird Townsite. Since acquisition, Golden Group has been investigating opportunities to develop a tourist based node on the site.

Toward the end of 2014, Golden Group appointed RobertsDay as lead planning and design consultants for a tourism development project, in addition to a project team involving:

- Cossill & Webley – Servicing engineers.
- Emerge & Associates – Environmental consultants.
- MP Rogers – Coastal management consultants.
- MacroPlanDimasi – Economic & market intelligence.

On behalf of Golden Group, the project team has prepared the amendment request utilising a highly consultative strategy, including meetings with key Government agencies, several meetings with Shire Officers, and a pre-lodgement Councillor Briefing Session.





### 1.3. Proposal Snapshot

It has become apparent that tourist based development could provide accommodation for domestic, interstate, and international tourists seeking to enjoy the site's proximity to the coast and general wilderness of the area. In addition, the development could facilitate a safer and more manageable trip for tourists visiting the Pinnacles attraction to the north, in lieu of conducting a 'round-trip' to and from Perth on the same day. Providing for a range of facilities and experiences, the proposal seeks to provide a tourist destination.

In order to appeal to a range of identified market opportunities, a mix of low key and high end tourist based uses are proposed. The intent of the Scheme Amendment request is to change the site's zoning from General Rural to Tourism, in order to accommodate the following development components (yields are indicative only):

- Stage 1 – 200 x bay caravan park.
- Stage 2 – 50 x strata residential dwellings.
- Stage 3 – 150 x Serviced Rooms (Resort).
- Stage 4 – 50 x strata residential dwellings.
- Stage 5 – 100 x wilderness retreat style rooms (Resort).

A Structure Plan will also be prepared to further guide land use and provide greater detail of the development intent and structure, prior to the consideration of any subdivision or development proposal for the site.

Including associated servicing infrastructure and road access ways, the development footprint proposed for the 363 hectare site is small in the context of the entire landholding, and represents approximately 20% of the site. This would be further refined at the subsequent Structure Plan and detailed design phase.

The proposal will further enhance tourism and economic development in the Wheatbelt region, and will provide a local community benefit through employment opportunities and access to new facilities.

### 1.4. Scheme Amendment

It is proposed to amend the Shire of Gingin Local Planning Scheme No. 9 by:

1. Rezoning Lot 2 on Plan 10531, Breton Bay from 'General Rural' zone to 'Tourism' zone.
2. Amending Part 4 – General Development Requirements, by including the following:
  - 4.8.7.13 Specific requirements which relate to individual parcels of Tourism zoned land are set out in Schedule 11.
3. Inserting a new 'Schedule 11 – Tourism zone' with the following provisions:  
(refer to section 10.0 of this report for the proposed tourism conditions)

Refer to Figure 13: Proposed Amendment to Local Planning Scheme No. 9 Scheme Map.





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## 2.0 Site Details

### 2.1. Land description

Table 1 below outlines the site's legal landholding details.

Table 1\_ site details

Lot	Street Address	Plan	CT Folio-Volume	Proprietor	Area
2	Address is not available for this Parcel Identifier	P10531	1350-46	Golden Beach WA Pty Ltd	363.36 ha

The site has an 87.95 metre frontage to a road reserve to the south east of the landholding, which connects to McCormick Street approximately 700 metres south.

Refer Figure 1, Cadastral Diagram.

### 2.2. Location and context

The site is located within the Breton Bay locality, immediately north of Seabird. Both Breton Bay and Seabird are within the Shire of Gingin municipality. Seabird is a small coastal settlement comprising approximately 100 residential dwellings, in addition to a small caravan park, and falls within the broader Wheatbelt region.

Seabird is approximately 75 kilometres north of the Perth CBD and 90 kilometres south of the Pinnacles Desert (Nambung National Park). Seabird is located 9.5 kilometres north of the Guilderton / Moore-River coastal settlement and 30 kilometres south of the Lancelin coastal settlement.

The site is 3.0 kilometres north of the existing Seabird coastal settlement and 4.0 kilometres via McCormick Street to the north-south regional arterial road, Indian Ocean Drive.

The site's western boundary has immediate frontage with the coastal regional reserve, comprising a generally sandy beach formation to the south with a rocky limestone coast to the north.

Refer Figures 2 and 3, regional and local context.



Figure 1: Cadastral Diagram

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Figure 2: Regional Context



Figure 3: Local Context

### 3.0 Physical Features and Environment

#### 3.1. Overview

The environmental values and attributes relevant to the site have been summarised below, and are detailed further within the following:

- Environmental Assessment and Justification report (Appendix 2).
- District Water Management Strategy (Appendix 3).
- Bushfire Management Plan (Appendix 4).
- Coastal Processes Assessment (Appendix 5).

The Environmental Assessment and Justification Report provides a summary of the environmental attributes and values found within the site and considers the proposed development of the site in the context of the concept plan and potential impacts on the environmental values and attributes. It has been prepared using a range of information sources including local and regional reports, databases and publically available mapping, as well as site specific surveys and investigations undertaken to support development of the site.

#### 3.2. Soils and Landform

##### 3.2.1. Topography

The site is composed of a number of sand dunes and limestone ridges, which vary in elevation across the site and generally decreases in height from east to west, ranging from approximately 17 metres Australian Height Datum (mAHD) in the west, 49 mAHD in the central-eastern portion of the site and 44 mAHD in the east of the site.

There are areas within site that have steeper slopes, and are generally associated with sand dunes within the central portion of the site, where an east to west dune ridge is prominent.

Refer Figure 4, Site Topography.

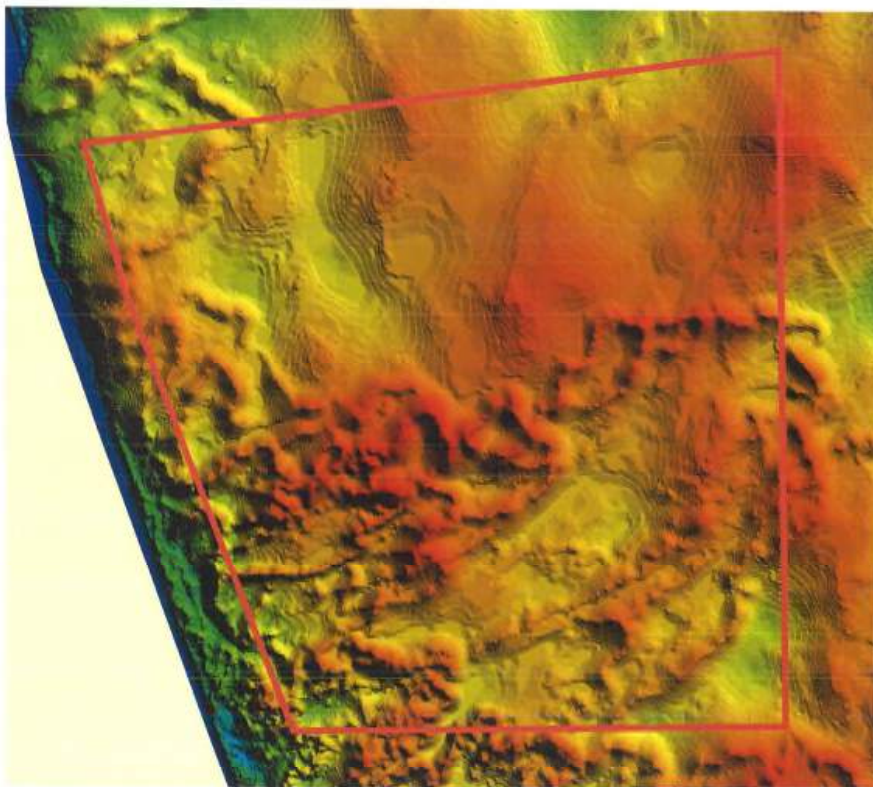


Figure 4: Site Topography (Emerge & Associates 2015)

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### 3.2.2. Soils and Landform

The site is located along the western margin of the Swan Coastal Plain, which forms the central portion of the Perth basin. The site is found within the Quindalup and Spearwood Dunes systems of the Swan Coastal Plain.

The Quindalup Dunes system is generally representative of the Quindalup soil-landform formation. This formation is mapped as occurring within the western and southern portions of the site. It is characterised by a belt of parabolic dunes and beach ridges adjacent to the coast and generally comprises calcareous Safety Bay Sands (Churchward and MacArthur 1980).

The Spearwood Dunes component is mapped as extending over the north-eastern portion of the site and is generally representative of the Cottesloe soil-landform formation. The Cottesloe formation is characterised by low hilly landscapes with shallow brown sands over limestone, with large amounts of exposed limestone outcrops (Churchward and MacArthur 1980).

The landform characteristics found within the site generally align with the regional soil-landform mapping, with large areas of parabolic dunes and beach ridges representing the Quindalup formation occurring in the southern portion of the site and less pronounced, low hilly landscapes of the Cottesloe formation occurring in the north-east of the site.

The landform structure along the adjacent beach and shoreline to the west of the site is highly variable. The southern portion of the shoreline is characterised by primary dunal formations typical of the Quindalup formation. In contrast, the northern portion of the shoreline is characterised by steep limestone cliffs, which directly interface the beach.

### 3.2.3. Acid Sulfate Soils

Acid Sulfate Soils (ASS) is the name commonly given to naturally occurring soils and sediment containing iron sulphide (iron pyrite) materials. In their natural state ASS are generally present in waterlogged anoxic conditions and do not present any risk to the environment. When oxidised, ASS produce sulphuric acid, which can pose risks to the surrounding environment, infrastructure and human health.

The site is outside of the current extent of regional ASS risk mapping prepared by the Department of Environment Regulation (DER), which extends to Moore River (approximately 13 km to the south of the site). Adjacent areas of coastline to the south of the site are mapped as having no known risk of ASS occurring within three metres of the natural soil surface. The environmental characteristics of the site are similar to such areas, particularly in regard to landforms, soils and hydrology. This, in addition to the absence of environmental features (such as rivers and wetlands) which generally indicate potential ASS risk, suggests that ASS is highly unlikely to be a risk within the site.

### 3.2.4. Karst Formations

Karst is encountered all over Australia and the formation and size of karst features is reliant upon a variety of factors including water chemistry, strength of soluble rock and depth to groundwater from the surface. There are many distinctive landform features that define karst terrains including: sinkholes (dolines), caves, dry valleys, tube structures, vaults and solution flutes (Csaky 2003).

Karst landforms are produced as a result of the dissolution of soluble rock by weakly acidic surface water or groundwater.

There are no known occurrences of karst features within or in proximity to the site, with the nearest known karst feature located approximately 16 kilometres east of the site in the locality of Wanerie. There is the potential that portions of the site may contain karst features, however this is likely to be largely within the north-eastern portion of the site and associated with the Cottesloe soil-landform feature. The karst formations will remain undisturbed in areas of conservation.

Environmental review of geomorphology and soils does not indicate that karst formations will affect any of the area intended for development, as shown in Figure 5 of the Environmental Assessment and Justification report (Appendix 2).



### 3.3. Biodiversity and Natural Area Assets

#### 3.3.1. Flora and Vegetation

The site is not currently utilised for any specific purpose and has not been subject to historic broad-scale clearing. Therefore it contains extensive areas of remnant native vegetation, except where access tracks and firebreaks are present.

The flora and vegetation values of the site have been determined based on a site specific Level 2 flora and vegetation survey (Emerge Associates 2015), which has been provided in Appendix A of the Environmental Assessment and Justification Report (Appendix 2). The survey found that the site contains both Threatened and Priority Flora species as well as Threatened and Priority Ecological Communities. The Threatened Flora species and Threatened Ecological Community (TEC) are largely restricted to the northern portion of the site and are typically associated with areas identified to have limestone outcrops.

The proposed development intends to avoid impacts on Threatened Flora and TECs, primarily through appropriately locating development within the site, with the majority of the proposed development to occur in the south-west portion of the site where no Threatened Flora or TECs have been identified. Impacts on Priority Flora species and Priority Ecological Communities will be minimised, with the management of these values as part of the proposed future development of the site further considered in the Environmental Assessment and Justification Report (Appendix 2).

#### 3.3.2. Terrestrial Fauna

A Level 1 fauna assessment (Harewood 2015) was undertaken within the site to understand the potential for terrestrial fauna, and in particular conservation significant fauna, to occur within the site by noting the presence of species and considering the habitat values within the site. The fauna survey has been provided in Appendix C of the Environmental Assessment and Justification Report (Appendix 2).

It is possible that a number of conservation significant species could utilise the site, including Carnaby's black cockatoo, with potential foraging habitat identified within the site (no potential breeding or roosting habitat was identified). The proposed development of the site is unlikely to result in a significant impact on fauna species as clearing is likely to be minimal with the majority of vegetation (and associated fauna habitat) within the site retained.

Impacts on fauna species will be minimised through the location of the proposed development and management of fauna values during implementation and construction of the project. The management of these values as part of the proposed future development of the site is further considered in the Environmental Assessment and Justification Report (Appendix 2).

### 3.4. Bushfire Risk

The Office of Bushfire Risk Management (OBRM) has prepared the Map of Bush Fire Prone Areas (OBRM December 2015) which designates bushfire prone areas within Western Australia. The entire site has been designated as bushfire prone.

A Bushfire Management Plan has been completed for the site (Appendix 4), and considers whether areas within the site or directly adjacent to the site would be considered bushfire prone based on existing vegetation and whether the bushfire risk (where it exists) can be appropriately managed to acceptable levels in the context of the proposed future tourism land use.

The outcomes of the Bushfire Management Plan indicate that the bushfire protection performance criteria outlined within the Guidelines for Planning in Bushfire Prone Areas (WAPC et al. 2015) can be achieved as part of the proposed development, and implementation of the required measures is unlikely to result in a significant impact on flora and vegetation values.

Refer to section 11.2 for recommended Bushfire Management measures, and Appendix 4 for the Bushfire Management Plan.

### 3.5. Hydrology

#### 3.5.1. Groundwater

The site is located within the Gingin Groundwater Area and the Seabird groundwater sub-area. The *Hydrogeological Atlas* (DoW 2011) indicates that the site is underlain by high permeability sand, and that within the vicinity of the site, superficial aquifers are the predominant aquifer type from which groundwater can be accessed (DoW 2009a).

There is no publically available groundwater contour information for the site, however a review of nearby groundwater monitoring data indicates that groundwater is likely to be at least 15 m below the natural soil surface.

The Gingin Groundwater Allocation Plan (Department of Water 2015) indicates that 4000 ML of groundwater within the Superficial aquifer is available for public water supply. The Superficial aquifer is used to supply public water to the nearby Sovereign Hill and Guilderton communities.

#### 3.5.2. Surface water

The Shire of Gingin has relatively scarce permanent surface water, with seasonal, highly variable flows. No surface water features have been identified within the site. The nearest surface water feature is Moore River, located approximately 13 km south-west of the site.

Stormwater runoff, likely to be associated with the proposed development, can be managed through the application of the Better Urban Water Management framework as part the planning and development process. Criteria for the management of stormwater have been outlined within the District Water Management Strategy (Appendix 3). The sandy soils within the site mean that infiltration of stormwater can be accommodated within the proposed development area, and would be in accordance with infiltration processes naturally occurring within the site.

#### 3.5.3. Wetlands

No wetland features have been identified within the site.

### 3.6. Heritage

#### 3.6.1. Indigenous heritage and Native Title

The Aboriginal Heritage Inquiry System (AHIS) is maintained pursuant to Section 38 of the *Aboriginal Heritage Act 1972* by the Department of Aboriginal Affairs (DAA), and contains information on Registered Aboriginal Heritages Sites and Other Heritage Places throughout Western Australia. In accordance with the *Aboriginal Heritage Due Diligence Guidelines* (DAA 2013), a search of the AHIS online database (DAA 2015) was undertaken. No Registered Aboriginal Heritage Sites or Other Heritage Places were identified as occurring within the site. The closest identified Registered Site (DAA ID 20008) is mapped as occurring approximately 6 km east of the site.

A search of the online Native Title database found that the site forms part of a wider area included within the Native Title agreement between the Noongar People and the Western Australian Government (the South West Native Title Settlement), with the site and greater central coast region forming part of the Yued Indigenous Land Use Agreement (ILUA).

Under the *Native Title Act 1993*, native title rights are extinguished if the land is held in freehold tenure. Lot 2 on Plan 10531, which comprises the site, is held in freehold by Golden Beach, and as such the *Native Title Act 1993* is not applicable to the site.

#### 3.6.2. Non-Indigenous heritage

A desktop search of the State Heritage Office database (Heritage Council 2015) and the Australian Heritage Database, which includes the National and Commonwealth Heritage Lists (Department of the Environment 2015) indicated there are no registered heritage sites within or in proximity to the site.



### 3.7. Coastal Environment

The site is located on the northern end of a 5 km section of sandy coastline (Short 2006). This beach extends from Seabird town site and terminates at a 20 metre high calcarenite cliff, the northern edge of the site's boundary. The coastline fronting the site can be separated into two zones,

- Northern Rocky Coast.
- Southern Sandy Coast.

The rocky coast extent is shown in Figure 5 below.



Figure 5: Coastal formation

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The coastline in the northern half of the site is backed by a continuous Tamala limestone cliff, which ranges in height from approximately +4 metres Australian Height Datum (AHD) to +20 metres AHD.



Figure 6: Rocky Coast Site Photograph

South of the rock cliff, the coast consists of a straight, sandy beach backed by high, vegetated dunes. The following photograph shows the Southern Zone has a relatively narrow beach width, with the presence of historical erosion visible as a dune scarp.



Figure 7: Sandy Coast Site Photograph

Further details on the physical coastal processes and the tertiary sediment cells can be found in Appendix 5 (Coastal Processes Assessment).

#### 4.0 Establishing the Need for Tourism

Currently, there is a lack of high-quality tourist nodes, featuring a resort and associated facilities, in the broader region. Market research conducted for the region identifies an ability for a tourist development to draw upon a mix of domestic, interstate, and international visitors, given the sought after natural coastal landscape and proximity to Perth.

The site itself is strategically located for tourism development, offering a unique experience of the WA coast within a wilderness setting.

The area of Seabird is not well branded as a region or destination. 'Silver Coast' is the term used in historical documents, based on the cargo of early shipwrecks in the area. A market and branding idea, that will be advanced further with TourismWA as momentum for the proposal develops, is pitching the development as an extension of the 'Experience Perth' tourism region, rather than the sometimes incorrectly referenced 'Coral Coast' region. This will assist with capturing Perth visitors through perception of proximity.

There are some natural tourism experiences around the area including the Pinnacles, Yeal Nature Reserve, Wilbinga Reserve, Yanchep National Park (including caves) and the offshore shipwrecks. The offshore shipwrecks provide a rich and unique history of the Silver Coast that can become a major selling feature for the proposed development. Additional experiences the proposal can leverage off include activities further inland, including various wineries and the Gingin Observatory and Gravity Centre. Overall, there is considered to be a range and richness of experiences within the area that can be offered to visitors.

The full range of on-site activities will need to be owned and operated by the resort. Some of the potential activities that are being explored include a glass-bottomed boat (for viewing wrecks depending on depth), diving, horse riding, nature walks / hikes, and chartered tours to regional attractions. An idea of resort facilities that would be attractive to the market include a health spa, fine-dining, bar area, conference room, pool/bbq area, and a secluded eco-resort experience. Some of these experiences and facilities will be available to the public and existing community within the Seabird townsite, subject to further engagement and investigation.

The idea of creating a destination through a package of experiences will assist with changing the current trend of short stay visits, mainly day trips from Perth, to five and six day visits appealing to a range of demographics. The demand for such experiences stems from a high number of visitors to the Perth region that have capacity (time and money) to spend at a coastal eco-resort and other high quality accommodation. This essentially provides for an 'add-on' experience for people wanting a coastal experience close to Perth.

The current rate of residential development and demand in the area is evidently low. However, a strata residential form that functions as holiday homes will create the mix of tourist based land uses TourismWA and the State Government supports, in order to provide opportunities for all demographics including families. By providing holiday homes within a strata residential form of land tenure, it will assist the proponent in linking ongoing management with administrative functions available at the resort, and minimise ongoing management responsibilities to Council.

It is expected that the provision of a caravan park will also assist with creating the desired mix of accommodation, with demand for such a use existing immediately. The uptake and use of the caravan park by holiday visitors will be an important step in establishing the site as a tourist destination, as branding and marketing of the area is strengthened, creating subsequent demand for the resort and shared facilities. With support from Tourism WA, the caravan park is intended to be in proximity to the coast, enabling a wider demographic to take advantage of pristine coastline.



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## 5.0 Agency and Stakeholder Consultation

During the investigation phase of the project, the proponent and consultant team conducted an extensive engagement process with several Government Agencies. A summary of the key outcomes resultant from Government Agency consultation are summarised in Table 2 below.

Table 2\_ Pre-lodgement consultation

Agency	Date of consultation	Method of consultation	Summary of Outcome
Shire of Gingin	3 December 2014 28 April 2015 14 July 2015 2 November 2015	Meeting with Shire Officers	<p>Meetings involved Manager of Strategic Planning and CEO. Purpose was to obtain feedback from the Shire regarding key policy framework, developing the concept plan, key environmental matters, and relationship with existing Seabird townsite. At all meetings Officers have expressed conditional support for the project, noting the following:</p> <ul style="list-style-type: none"> <li>• The project must be a destination in itself and provide a range of facilities and tourist experiences within the resort.</li> <li>• It must primarily cater for tourist based activities.</li> <li>• Council would be most supportive of the main tourist related facilities such as the resort hotel and caravan park; a function centre; additional public facilities.</li> <li>• The Tourist Zone would be the most appropriate zone, which in addition to tourist facilities, also allows for up to 25% of the accommodation to be permanent residential dwellings.</li> <li>• There is a potential source of employment to service the resort within the existing communities at the two nearby rural-residential settlements.</li> <li>• Proposal would need to address coastal setbacks and sea level change situation.</li> </ul>
Shire of Gingin Council	8 December 2015	Councillor Briefing Session	<p>A presentation was given by RobertsDay outlining elements of the concept plan on 8 December 2015. Council was generally supportive of the broader use, and particularly recognised the need for a resort and associated conference facilities for the region. Council articulated four key considerations in a letter addressed to RobertsDay:</p> <ul style="list-style-type: none"> <li>• Review opportunity for alternative access to be provided in the event of a fire.</li> <li>• Prefer residential landholdings to be held as strata land tenure over freehold, to alleviate ongoing servicing responsibilities and management for Council that may arise in the future.</li> <li>• Prefer that entire site was not zoned Tourism and advised that there is resistance for Council accepting management of large stretch of crown land as foreshore reserve.</li> <li>• Resort is favoured in first stage of proposal.</li> </ul> <p>An on-site meeting was held by RobertsDay on 21 June 2016, with assistance from Emerge Associates and MP Rogers, and attended by all Councillors, the Shire CEO, And Shire Manager Strategic Planning and Development. That same day, Council resolved to proceed to the public consultation phase and refer the proposal to the EPA, subject to removing any reference to freehold residential within the proposal.</p>
Department of Planning	28 May 2015 26 November 2015 13 January 2016	Meeting with Department Officers	<p>Meeting involved Director and Manager of Wheatbelt Region.</p> <ul style="list-style-type: none"> <li>• Support for the tourism proposal and agreement with the Council position that the project had to be a destination in its own right.</li> <li>• Agreed with the concept of the clustering of residential between the dunes and the restriction of up to 25% for permanent residential.</li> <li>• Expressed a preference for all residential to be strata title to provide a mechanism for overall management.</li> <li>• Would support 'alternative servicing initiatives' where these were approved by the Economic Regulation Authority (ERA).</li> </ul>

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Agency	Date of consultation	Method of consultation	Summary of Outcome
TourismWA	24 April 2015	Meeting with Officers	<ul style="list-style-type: none"> <li>Referred to additional mapping prepared by the Northern Agriculture Catchment Council specifically in regard to coastal setbacks.</li> </ul> <p>Meeting involved Investment Manager, who expressed support for the project, noting the following:</p> <ul style="list-style-type: none"> <li>Increasing tourist visitations to WA from throughout Asia and in particular from China;</li> <li>Opportunity to link up with in-bound Chinese operators;</li> <li>High quality 'Wellness' centres are in demand as a preferred holiday destination within the Chinese market;</li> <li>Recent research undertaken for TourismWA indicates that there is a growing demand from international tourists looking for a 'destination experience'.</li> </ul>
Office of the Environmental Protection Authority (OEPA)	17 June 2015	Meeting with OEPA officers	<p>Meeting included senior OEPA officers and was undertaken to understand the broader regional environmental context and any specific considerations associated with a tourism-based development in the Seabird locality, as well as how the planning process is likely to interface with the <i>Environmental Protection Act 1986</i>.</p> <p>In discussion with the OEPA, the issues that are likely to be important with regard to the Environmental Protection Authority's consideration of any proposal in the area include:</p> <ul style="list-style-type: none"> <li>Planning context. Support from both the Shire of Gingin and Department of Planning would be an important consideration.</li> <li>Servicing. The provision and supply of services (i.e. wastewater, potable water supply, power and waste) would need to be considered.</li> <li>Bushfire and risk management. Bushfire would need to meet the broader State Government policy framework and clearing associated with providing a suitable bushfire management interface should be minimised.</li> <li>Coastal processes. The project would need to ensure that an appropriate setback that considers coastal processes is provided, particularly where encroachment within crown reserve may be proposed.</li> <li>Flora, vegetation and fauna. Minimising impacts on Threatened species and Threatened Ecological Communities (TECs), in particular avoiding direct impacts on either of these values. It was recognised that clearing of Priority Ecological Communities (PEC), was unlikely to detrimentally impact this value given the presence of these communities across the broader region.</li> <li>Protection of retained natural areas within the remainder of the site. The OEPA indicated that given its current responsibilities, the Department of Parks and Wildlife may not want to manage any portion of the site for conservation purposes, but there may be other options such as conservation covenants or similar.</li> </ul>
Department of Environment Regulation (DER)	12 October 2015	Phone	Discussion on possible wastewater methods, and advice on acceptability of direct infiltration of treated waste water. Subject to site specific assessment and consideration of the environmental values within the site and nearby receptors, this approach could be supported.
Department of Water	14 October 2015 19 October 2015	Phone and email	<ul style="list-style-type: none"> <li>Advice on availability of groundwater for public water supply and process for securing licence. Department of water confirmed that 4GL of groundwater is currently available for public water supply and that a licensed water supply provider (i.e. Water Corporation or other) would be able to access this resource.</li> <li>Ongoing discussions to understand whether proclaimed public drinking water source is required.</li> </ul>

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Agency	Date of consultation	Method of consultation	Summary of Outcome
Water Corporation	13 February 2015 22 September 2015 27 January 2016	Email Telephone	<ul style="list-style-type: none"><li>• Outline of Water Corporations' strategy for supplying water to Seabird and confirmation there is no wastewater infrastructure in Seabird.</li><li>• Verbal confirmation Water Corporation's water allocation is 100ML, Seabird Town-site currently uses 25ML/annum which is likely to increase to 50ML/annum as created lots are built upon.</li><li>• Written confirmation Water Corporation may supply or trade 60ML/annum of its Leederville Aquifer allocation to the proponent.</li></ul>
Western Power	26 August 2015	Email	<ul style="list-style-type: none"><li>• The preparation of a Feasibility Study Report by Western Power has been completed and indicates the project can be supplied with power though the network would need to be upgraded at some point during the life of the development.</li></ul>



## 6.0 Planning & Tourism Framework

### 6.1. State, Regional and Local Strategic Documents

#### 6.1.1. State Planning Strategy 2050 (WAPC 2014)

The State Planning Strategy 2050 establishes a shared vision for land use, strategic goals, and high level infrastructure capacity and capability across Western Australia. The Strategy recognises Tourism as a key driver for economic development and diversification, particularly in the regions, with opportunities to strengthen the State's identity and generate a sense of place through cultural features and activities. The celebration of iconic landscapes is a key consideration for this shared vision.

One of the notable listed 'State Tourism Development Priorities' is "regional infrastructure, such as caravan parks". The Strategy calls for regions to capitalise on their competitive advantage in terms of the unique experience they offer, and advocates for targeted investment and strategies that incentivise hotel development and other accommodation options. The importance of attracting signature lodge accommodation is viewed as creating a desire for other secondary tourism and servicing functions.

The increasing interest from the Chinese and Indian markets is acknowledged as the largest area of growth in the next 10 years, with the number of visitors from these countries targeted to increase from 18,000 in total in 2011 to 100,000 in 2020. Some of these visitors would seek a 'wellness' or iconic landscape experience, on their northbound coastal travels from Perth to the Pinnacles Desert (Nambung National Park) and the heavily promoted natural wonders and world heritage sites of Shark Bay and the Ningaloo Coast. Recognising that Perth is the key entry point into Western Australia, the Strategy advocates the scattering of tourism offers in the regions to diversify the range of unique and extraordinary experiences available throughout the State

#### 6.1.2. State Government Strategy for Tourism in Western Australia 2020 (TourismWA 2011)

The State Government Strategy for Tourism in Western Australia 2020 supports the promotion of the State's widely diverse experiences to the broader domestic, interstate, and world markets, to encourage development and diversification in the regions. Notably, the Forward of the document, provided by the Deputy Premier & Minister for Tourism, states:

*"The Government's role is to create the right conditions so the tourism industry can flourish. To achieve this a whole-of-government approach is necessary because tourism is affected by many areas of Government responsibility and decision making, including planning, transport, regional development, conservation and environment."*

Of all the Australian States, Western Australia attracts the largest stake of business investment into the nation (23.1%) and is responsible for the most merchandise exports (42.4%), despite only holding 10% of the population and contributing 8.5% to the value of tourism. The challenge highlighted is to grow the State's tourism contribution, by focusing on the broader visitor economy, not just the leisure economy.

The Strategy has an overarching goal to see the value of tourism in the State double from \$6 billion a year in 2010 to \$12 billion a year by 2020. It is anticipated that the international Asian market segment will make the largest contribution to this target growth. Notwithstanding, the Strategy stresses the importance of protecting the State's position in the domestic market, and desires tourism that appeals to the existing strong UK, Germany, New Zealand, and USA market segments. This is important information, as the Regional Development Commission fact sheets confirm that international tourists, on average, spend longer periods within short-stay accommodation (averaging 14.2 days for international tourists, as opposed to 2.6 days for domestic tourists).

The Government clearly supports development in the tourism sector by empowering the private sector to deliver the State's brand promise to "Experience Extraordinary Western Australia".

#### 6.1.3. Wheatbelt Regional Plan 2013-2018 (Regional Development Australia 2013)

The Wheatbelt Regional Plan 2013-2018 contains a five-year outlook, with an aim of informing decision makers about appropriate policy for the region and provides a focus on investment. While key social and environmental considerations are accounted for, the Plan is determined on creating resilient and long-term economic growth for the Wheatbelt Region.

The Plan recognises the significant opportunity that tourism presents for the region, including the ability to complement current economic activities. Most relevant is the potential:

*"...to capitalise on the growing demand for experiential services (eg. tourism), particularly for the Asian market. The clear skies and open spaces that are a trade mark of the Wheatbelt and highly attractive to Asian (and other) tourists who venture from densely populated urban environments. Innovative and targeted marketing of the regions tourism assets is required to improve knowledge of the Wheatbelt as currently it is not a well-known area to tourists domestically or internationally."*

#### 6.1.4. Central Coast Strategic Tourism Planning Study (Macropian 2008)

The Shire of Dandaragan, on behalf of its Council and surrounding Shires including Gingin, commissioned the Central Coast Strategic Tourism Planning Study to identify and promote tourism investment in the central coast region, which includes the Shire of Gingin. The Planning Study recognises the value of Perth's domestic holiday segment, asserting that this is currently the biggest contributor to the tourism market in Gingin, due to the close proximity to the metropolitan region. Therefore, there is an opportunity to provide for a range of target markets, including day-trippers, short break market, backpackers, meetings and conferences, and international tours.

The capital expenditure required for infrastructure to service potential tourism sites (sewer, water, power etc.) is recognised as one of the primary constraints for private sector involvement in the region.

#### 6.1.5. Shire of Gingin Local Planning Strategy (2012)

The Shire of Gingin Local Planning Strategy was prepared to guide a long-term vision for land use and development in the municipality. While tourism is recognised as a key opportunity for economic stimulus into the Shire, the Strategy asserts that current accommodation and attraction for holidays is focused on the Lancelin and Guilderton townships. However, the Strategy states that all coastal towns have the landscape attributes to provide for tourism opportunities. A major consideration for planning of tourism activities is to ensure that the landscape character and lifestyle values are not compromised. According to the Strategy's recommendations, the quality of tourism product should be improved and diversified, with the opportunity to increase the profile of the Shire as a tourist destination.

Specific to Seabird, the Strategy (p15) states that there is "Possible increased demand for residential expansion, initially for non-permanent residents and tourists." The recommendations section also suggests that there is potential for another short stay caravan park, and this should be investigated as a 'medium' priority.

### 6.2. State Planning Policies

#### 6.2.1. Statement of Planning Policy No. 1 – State Planning Framework Policy (WAPC 2006)

The State Planning Framework Policy states that "planning should contribute to the economic well-being of the State, regions and local communities by supporting economic development through the provision of land, facilitating decisions and resolving land use conflicts." The Framework advocates for tourist accommodation and facilities that consider their special location and servicing needs.

#### 6.2.2. Statement of Planning Policy No. 2 – Environmental and Natural Resources Policy (WAPC 2002)

The Environmental and Natural Resources Policy states that tourism should be appropriately sited on or adjacent to the coast and should be compatible with its future sustainable use for conservation and recreation. The need for tourism activity is said to stem from a psychological need to provide a contrast to urban environments in which the majority of Australians live.

#### 6.2.3. Statement of Planning Policy No. 3 – Urban Growth and Settlement (WAPC 2006)

The Urban Growth and Settlement Policy recognises the population's desire to holiday on coastal locations, including the market preference for holiday homes where possible for people seeking a lifestyle change from city living.

#### 6.2.4. State Planning Policy No. 2.5 – Rural Planning (WAPC 2016)

The development of 'small-scale' tourism within rural areas is supported by the WAPC, such as bed and breakfast, holiday house, chalet, art gallery, micro-brewery and land uses associated with primary production. However, given the intent for this proposal, a rezoning to support a range of tourism uses would better manage both the proponents expectations for land uses on the site and provide the statutory mechanism to minimise conflict with any surrounding rural land uses. Notwithstanding, there are no land uses within reasonable proximity to the site that are currently used for any low-scale or intensive agricultural or grazing purposes.

#### 6.2.5. State Planning Policy No. 2.6 – State Coastal Planning Policy (WAPC 2013)

State Planning Policy No. 2.6 – State Coastal Planning Policy (SPP2.6) provides guidance for decision-making within the coastal zone including managing development and land use change, establishment of foreshore reserves and to protect, conserve and enhance coastal values (WAPC 2013a). This includes guidance on water resources, building height limits, Coastal Hazard and Risk Management Adaptation Plan, foreshore reserves and coastal foreshore management plans.

Schedule One of the SPP2.6 provides the methodology for completing an assessment of the potential impacts of coastal processes to freehold development in Western Australia. For sandy coasts, this methodology requires calculation of the following allowances to accommodate the impacts of coastal processes on the development.

- S1 Erosion – allowance for the risk of storm erosion.
- S2 Erosion – allowance for historic shoreline movement trends.
- S3 Erosion – allowance for erosion caused by future sea level rise.



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For rocky coasts, allowance for the current and future risk of erosion should be based on a geotechnical assessment of the shoreline stability. Historically, a nominal allowance of 30 to 50 m landward of competent rock of a suitable height is recommended for rocky coasts to account for potential erosion and wave overtopping effects.

Schedule One of SPP2.6 also outlines the methodology to calculate the S4 Inundation Allowance, ensuring coastal flooding is accounted for in the planning process.

A summary of the coastal processes assessment completed for the site is contained in Section 8.3 of this report, with full details contained in Appendix 5.

#### 6.2.6. State Planning Policy No. 2.9 – Water Resources (WAPC 2006)

SPP 2.9 aims to ensure the protection and appropriate management of water resources (in line with state guidelines) is included within the planning framework. The broad aims of this policy are to:

- Protect, conserve and enhance water resources.
- Assist in ensuring the availability of suitable water resources to maintain essential requirements for human and other biological life and to maintain or improve the quality and quantity of water resources.
- Promote and assist in the management and sustainable use of water resources.

As a part of implementing this policy, the *Better Urban Water Management* (WAPC 2008) framework was developed. This framework provides detail on how water resources should be considered at each stage of planning by identifying the various actions and investigations required with regard to regional and local planning strategies, town planning schemes, structure plans, subdivisions, strata subdivision and development applications (WAPC 2008).

#### 6.2.7. State Planning Policy No. 3.4 – Natural Hazards and Disasters (WAPC 2006)

SPP 3.4 was prepared to ensure that mitigation measures for potential natural hazards and disasters are integrated into the process of land use planning. Hazards considered under this policy include, floods, severe storms, erosion, and bushfires. The objectives of the policy are to:

- Include planning for natural disasters as a fundamental element in the preparation of all statutory and non-statutory planning documents, specifically town planning schemes and amendments, and local planning strategies.
- Through the use of these planning instruments, minimise the adverse impacts of natural disasters on communities, the economy and the environment.

The WAPC has recently released *State Planning Policy 3.7 Planning in Bushfire Prone Areas*. The aim of this policy is to assist in reducing the risk of bushfire to people, property and infrastructure by taking a risk minimisation approach to development proposed in bushfire-prone areas.

#### 6.2.8. State Planning Policy No. 3.7 – Planning in Bushfire Prone Areas (WAPC 2015)

The DoP and WAPC have released State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7). SPP 3.7 aims to:

- Avoid any increase in the threat of bushfire to people, property and infrastructure. The preservation of life and the management of bushfire impact are paramount.
- Reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process.
- Ensure that higher order strategic planning documents, strategic planning proposals, subdivision and development applications take into account bushfire protection requirements and include specified bushfire protection measures.
- Achieve an appropriate balance between bushfire risk management measures and, biodiversity conservation values and landscape amenity, with consideration of the potential impacts of climate change.

SPP 3.7 makes provision for further detailed bushfire hazard assessment to be undertaken for areas identified as bushfire prone areas within the state Map of Bush Fire Prone Areas. It also outlines the information that is required to support the various stages of planning and the potential for bushfire conditions to be applied.

A Bushfire Management Plan (Emerge Associates and Bushfire Safety Consulting 2016) has been prepared for the site in accordance with SPP 3.7 and the associated management framework.

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### 6.3. Local Planning Policies

#### 6.3.1. Local Planning Policy Statement No 3.2 – Tourism Zone (Shire of Gingin 2013)

The Shire's Local Planning Policy Statement No 3.2 – Tourism Zone primary objective is "To encourage the development of tourist accommodation and related services." The four policy statement provisions are of relevance to this project as addressed below.

- (s. 3.1) ... *Land will be allocated to the Tourism zone ahead of requirement to ensure an adequate supply of land for these purposes and to assist in minimising development delays due to the scheme amendment procedure.*

This principle is fundamental to the project's success. Market intelligence conducted by both the proponent and MacroPlanDimasi on behalf of the proponent, in addition to information received from TourismWA, indicates immediate demand for a mix of tourist based uses on the site. Notwithstanding, the proposed tourism zone will allow for the delivery of stages to incrementally occur as tourism branding for the area and the site itself gains momentum, and market forces dictate demand. The proposed tourism zone will also provide certainty to the Shire and Government agencies that the supply of land for tourism is adequate and will not be compromised by proposals that seek to develop conflicting land uses.

- (s. 3.2) ... *Land shown as Tourist Accommodation on the townsite strategy maps will progressively be included in the Tourism zone.*

The Seabird townsite strategic map, within the Shire's Local Planning Strategy, identifies an area of land immediately adjacent the Seabird settlement for a 'tourist node', which currently contains an existing caravan park. The capability of this tourist node is restricted by virtue of its physical size and close proximity to permanent residential landholdings that may conflict with the intensification of tourist based uses in that area. The site subject of this amendment proposal is capable of accommodating a mix of land uses (such as resort, restaurant, shared facilities etc.) without causing any land use conflicts.

- (s. 3.3) ... *The Tourism zone includes a number of designated tourist nodes, and a range of tourist related services will be encouraged to locate in these nodes.*

The proposal provides for a range of tourist based land uses as detailed within the concept plan prepared for this amendment request (section 9.0).

- (s. 3.4) ... *In some instances Council may require Structure Plans to be prepared for tourist nodes.*

A Structure Plan will be prepared to guide land use as suggested and required by Council.

#### 6.3.2. Local Planning Policy Statement No 1.1 – Structure Plans (Shire of Gingin 2013)

The objectives and policy statements of the Shire's Local Planning Policy Statement No 1.1 – Structure Plans reinforces the sensible requirement for a Structure Plan to be prepared on the site to guide development in an orderly and coordinated manner.

### 6.4. Planning Bulletins

#### 6.4.1. Planning Bulletin 83/2013 – Planning for Tourism (WAPC 2013)

Planning Bulletin 83/2013 – Planning for Tourism articulates the WAPC's policy position for decision making relating to tourism proposals, including scheme amendments. The Bulletin's policy objectives, advocating for flexibility in the design and assessment of tourism and mixed use development, is consistent with this proposal. Section 6 of the Bulletin provides some useful guidance for the consideration of sites with tourism value, with the criteria addressed below.

##### *Accessibility*

The site obtains access from an existing gazetted road connecting to McCormick Street. As part of the proposal, this gazetted road will be extended from the eastern boundary through the site itself, traversing the land where topography and site conditions permit, toward the coastline in the south west of the site. The concentration of proposed tourist development will be approximately 5.5 kilometres from Indian Ocean Drive (5 minute drive).

##### *Uniqueness*

The site is adjacent and will provide access to a very high quality and pristine coastline. It comprises a white sandy beach, which epitomizes the Western Australian coastal experience, to the south and an attractive rocky limestone coastline to the north. Historically, this site formed part of an area termed the 'Silver Coast', based on the cargo of early shipwrecks along the coast. Feedback from TourismWA suggests there is significant value in this project celebrating the rich and unique history of the Silver Coast.

##### *Setting*

The site enjoys a tranquil coastal setting, with its physical size and necessary coastal setbacks permitting large landscape buffers that will retain the high quality natural character and ambience of the locality.

##### *Tourism activities and amenities*

The proposal will create and have access to a range and richness of experiences either on the site or in proximity. Within the broader area, these include activities include the Pinnacles, Gingin Observatory / Gravity Centre, Yeal Nature Reserve, Wilbinga Reserve and Yanchep National Park (including caves). Potential on-site activities could be owned and operated by the resort, and may include a



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glass-bottomed boat (for viewing wrecks depending on depth), diving, horse riding, nature walks / hikes, etc. Potential facilities within the resort include health spa, fine-dining, bar area, pool, conference room/s, with some of these facilities open for public use.

#### *Supply of land*

The proposal presents a significant opportunity for a form of tourist development, different to the supply within the broader region, to be provided in this area. The proposal will accommodate the only site of this size (363 hectares) zoned for tourism along this stretch of coast, owned by a private entity that is committed to provide development consistent with the State's objectives to promote tourism.

#### *Suitability in a land use context*

The site will not conflict with any sensitive or established land uses and provides adequate separation from the existing Seabird townsite to the south.

#### *Capability*

The site is capable of being serviced to an acceptable standard, as outlined in section 8.1 – servicing capability.

#### *Size*

The site's 363 hectares provides flexibility for design to respond to the unique physical features of the land in a sustainable manner. As illustrated in section 8.0, the concept plan will avoid unnecessary disturbance to any threatened ecological communities, with the design informed by environmental technical expertise, including a site specific spring survey. The size of the site also allows for a range of different tourism land uses with adequate separation, to not compromise their individual setting and uniqueness, including a resort with shared facilities, caravan park, holiday homes, and a limited amount of residential.

#### *Function*

The use of the site for tourism will fill a void identified in the current tourist market for the Wheatbelt coastal region immediately north of Perth. Market intelligence indicates that sound demand for a mix of tourist land uses, including a high quality resort, is apparent in the region.

As outlined above, there is significant strategic value in considering the site for tourism prospects.

#### *Length of Stay Provisions*

As expressed in section 8 of the Tourism Bulletin, there is a desire to reduce the likelihood of any tourism accommodation being used as permanent or semi-permanent accommodation. As expressed elsewhere, the current concept considers the inclusion of a residential land use comprising only 18% of the total yield (below the 25% maximum allowance under the Shire's Scheme). In addition, the proposal will provide holiday home accommodation within a strata residential form, to create an opportunity for management and administrative functions to be assumed by the resort operator. The exact details and final detailed design of land uses will be refined at the Structure Plan stage.

#### **6.4.2. Planning Bulletin 49/2014 – Caravan Parks (WAPC 2014)**

Section 7 of Planning Bulletin 49/2014 – Caravan Parks requires that any proposed Local Planning Scheme amendment consider the content of the Caravan Parks Bulletin. The specific guidance relating to rezoning, however, outlines the WAPC's reluctance to consider rezonings from Tourism to other zones, and not *vice versa*. Incidentally, the objectives of the Policy are aimed at catering for the long term demand of caravan parks in sought after destinations, while providing for flexibility in product mix, site design and risk mitigation approaches.

Section 8 provides useful guidance for decision makers for the assessment of new caravan parks, with criteria including site suitability, location and context, physical features, coastal or fire hazard constraints, visual impact, internal design, separation of accommodation types/purposes, access, amenity, and service capability. The proposed caravan park will play a role in delivering the mix of tourist land uses advocated by the State planning framework. However, given this proposal is focused on a broader rezoning for the entire site to allow for a range of tourism uses, the specific criteria under this bulletin can be addressed at the Structure Plan and detailed design stage. Notwithstanding, this report addresses much of the Bulletin's criteria in other sections, and is generally considered consistent with its policy direction.

#### **6.4.3. Planning Bulletin 99 – Holiday Homes Guidelines (WAPC 2014)**

Planning Bulletin 99 – Holiday Homes Guidelines supports the tourism industry through the recognition that Holiday Homes can play an integral role in providing a desired mix of overall tourist accommodation. The Bulletin is primarily focused on the management of Holiday Homes. The proposal will provide holiday home accommodation within a strata residential form, to create an opportunity for management and administrative functions to be assumed by the resort operator. Further details will be addressed at the Structure Plan stage.

Section 4.4 of the Bulletin reinforces the notion of separation between holiday homes and ordinary dwellings to avoid conflict.

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## 6.5. Planning Guidelines and Manuals

### 6.5.1. Tourism Planning Guidelines (WAPC, Tourism WA 2014)

The Tourism Planning Guidelines specifically relate to guidance for local authorities in the preparation of local planning strategies.

The Guidelines advocate a highly consultative approach toward tourism planning, which this proposal satisfies through agency and stakeholder engagement (outlined in section 5.0).

### 6.5.2. State Coastal Planning Policy Guidelines (WAPC 2013)

The key objective of the State Coastal Planning Policy Guidelines is to provide detailed guidance for the application of the State Coastal Planning Policy measures (previously outlined in Section 7.4.5). The guidance contained in the guidelines should be adhered to as the development progresses through the planning process.

### 6.5.3. Visual Landscape Planning in Western Australia (WAPC 2007)

The *Visual Landscape Planning in Western Australia* manual has been prepared to assist State agencies, Local Government, developers and the community to develop a tool kit to determine the character of the landscape that contributes to scenic quality and sense of place. This manual is intended to assist a development be sensitive to the landscape values within the site and to maximise the ability to appreciate the landscape. The Visual Landscape Planning Manual will become a greater consideration during the subsequent detailed design phases, as the built form and exact layout of landforms become apparent.

### 6.5.4. Structure Plan Framework (WAPC 2015)

The former Structure Plan Guidelines have been replaced by the Structure Plan Framework, released in August 2015, with a performance review scheduled for March 2016. The Framework constitutes the manner and form in which a structure plan should be prepared, in accordance with changes that occurred to planning legislation under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### 6.5.5. Guidelines for Planning for Bushfire Prone Areas (WAPC et al 2015)

The Guidelines for Planning in Bushfire Prone Areas (WAPC et al. 2015) have been prepared by the WAPC and DFES, and provide the foundation for bushfire risk management planning on private land in Western Australia. These guidelines have superseded the previous Planning for Bush Fire Protection Guidelines – Edition 2 (WAPC et al. 2010).

The guidelines address important bushfire risk management and planning issues and set out performance criteria and acceptable solutions to minimise the risk of bushfires in new subdivisions and developments. The guidelines also address management issues including location, design, the development site, setback requirements, Bushfire Attack Level (BAL) ratings, vehicular access and water requirements.



## 7.0 Legislative Framework

### 7.1 Shire of Gingin Local Planning Scheme No. 9 (2012)

#### 7.1.1 Scheme Purpose and Zone Objectives

The Shire of Gingin Local Planning Scheme No. 9 (LPS9) is created under the *Planning and Development Act 2005* to control land use and development standards for each parcel of land within the Shire. Under LPS9, the site is zoned 'General Rural' and is not conducive to tourist development. A Scheme Amendment to alter the site's zoning from 'General Rural' to 'Tourism' is proposed.

Under LPS9, the objectives of the Tourism zone are to:

- promote and provide for tourism opportunities;*
- provide for a variety of holiday accommodation styles and associated uses, including retail and service facilities where such facilities are provided in support of the tourist accommodation and are of an appropriate scale where they will not impact detrimentally on the surrounding or wider area;*
- allow limited residential uses where appropriate;*
- encourage the location of tourist facilities so that they may benefit from existing road services, physical service infrastructure, other tourist attractions, natural features and urban facilities;*
- ensure that short stay tourist and holiday accommodation are the predominant land uses in the zone; and*
- encourage tourism development that is generally sympathetic to the natural and built features of the surrounding area.*

The objectives of the Tourism zone align with the proponents desire to deliver development conceptually outlined in section 9.0.

#### 7.1.2 Land Use

The Tourism zone will facilitate a limited range of land uses considered suitable and desirable for the site. The following land uses are capable of approval under the Tourism zone:

Bed and Breakfast	Cabin	Caravan Park	Caretaker's Dwelling
Chalet	Exhibition centre	Grouped Dwelling	Holiday House
Holiday House (Large)	Hotel	Motel	Multiple Dwelling
Park Home Park	Public Utility	Reception Centre	Residential Building
Resort	Restaurant	Serviced Apartment	Shop
Single House	Staff/Workers Accommodation	Tavern	

#### 7.1.3 Structure Plan

Consistent with section 3.4 of the Shire's Local Planning Policy Statement No. 3.2 – Tourism Zone and confirmed through consultation with Shire Officers, the Scheme Amendment will create a provision with a new Tourism Schedule to the Scheme that requires the preparation of a Structure Plan to guide the future use of the land, prior to any subdivision or development.

Given the desire for development to minimise its impact on the site and the need to plan for land use and infrastructure in further detail, while maximising certainty for Government agencies and the proponent, this is considered an acceptable approach.

#### 7.1.4 Environmental Conditions

Under clause 4.6 of LPS9, environmental conditions may be incorporated into the Scheme by way of inclusion into Schedule 7. However, following consultation with the Shire, the DER, and the EPA, it was expressed to the project team that any relevant environmental conditions could be combined with other management and planning related conditions into a new schedule in the Scheme specific to Tourism sites. This is primarily to avoid confusion and for ease of ensuring compliance.

It is considered that a schedule to the scheme comprising conditions for the environmental management of the site would be an appropriate statutory mechanism to satisfy the agencies that certain environmental principles would be achieved on the site.

Refer section 10, the Scheme Amendment Request for a copy of the draft conditions.

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## 7.1.5. Development Provisions

Clause 4.8.7 of LPS9 stipulates the development provisions specific to the Tourism zone. Development provisions that are notable at this stage (Scheme Amendment process) are outlined as follows:

- (cl. 4.8.7.1) *...sites for such developments will normally be identified within or in close proximity to established settlements.*

The site is within 3.0 kilometres of the existing Seabird townsite, which is in close proximity to avoid servicing and access issues, but maintains an adequate level of separation to minimise potential land use conflict as advocated within the policy framework. Importantly, the majority of development will be concentrated within the south-western corner of the 363 hectare site.

- (cl. 4.8.7.2) *Development proposals will be considered by the local government with particular regard to the impact of the proposed development on visual and natural amenity, the availability of reticulated sewerage and/or the suitability of the land for on-site effluent disposal, the provision of sufficient landscape buffers and the density of the development.*

The intent is for the visual impact of any development to be minimal, particularly as it is viewed from the coastline. This will be achieved through the application of the coastal setback required under SPP 2.6, and the placement and siting of built form through design sympathetic to the site. The site is capable of an adequate level of service and infrastructure, as outlined in section 8.1, with further detail to be provided at the subsequent Structure Plan phase. Landscape buffers can be accommodated on the site, with the density of development to be generally low in the context of the entire site.

- (cl. 4.8.7.3) *Those areas of the site providing the highest tourism amenity, e.g. the beachfront, shall be retained for tourism purposes, and not designated for residential use. The maximum proportion of residential units shall be such that the site retains a dominant tourism function and character, and shall be determined by the Council between zero and 25 per cent inclusive.*

The concept plan detailed in section 9.0 proposes tourism that takes advantage of the site's highest level of amenity fronting the coast. A limited amount of residential is also proposed in small clusters away from the coastline. The concept plan proposes a total residential yield of only 18% of the total accommodation. This will be further refined in the Structure Plan and detailed design phase.

- (cl. 4.8.7.5) *Where strata titling is proposed, appropriate management arrangements in a management statement which ensures that all units will be let out for tourism.*

The proposal will provide holiday homes within a strata residential land tenure form. The structure plan will deal with further details relating to management arrangements (further discussed in section 9.4).

- (cl. 4.8.7.6) *The maximum percentage of residential units/development on site shall comply with the following at all stages of the development:*
  - a) *the proportion of residential units relative to the total number of accommodation units on the site shall be equal to or less than the approved percentage.*

Staging considerations can be addressed as part of the Structure Plan.

- b) *the site area occupied by the residential units, and any areas designated for the specific use of occupiers of those units, relative to the area occupied by the short-stay development shall be equal to or less than the approved percentage. In calculating the area occupied by the two development categories, those facilities available for common use shall be excluded from the calculation.*

The concept plan formulated to assist with the assessment of this amendment request (section 9.0) indicatively shows a mix of uses with tourism being the predominant land use consideration. The exact areas can be determined during the Structure Plan stage as part of the detailed design phase.

- c) *That any individual residential unit and as a whole any residential component of such a development shall be of a design and scale that is clearly subsidiary to the tourism component of the development such that the tourism component remains dominant in all aspects.*

This is the proponent's intent, with the detail to be outlined within the Structure Plan.

- (cl. 4.8.7.8) *Tourism development that incorporates accommodation and/or reception facilities shall include provision for an onsite manager.*

This is the proponent's intent, with the detail to be outlined within the Structure Plan. An onsite manager may also assist with administrative functions and services available to the holiday homes within the strata residential component.

- (cl. 4.8.7.9) *Proposals for subdivision and development for Residential land uses in the Tourism zone will be determined in accordance with Residential R12.5 code unless combined with a Tourism proposal.*

The intent is to deliver a total of approximately 100 x strata lots to be available to purchase from individuals, for the purposes of Holiday Homes. As this component of the development will be combined with the resort, wilderness chalets, and caravan park, there is scope for the Residential code to accommodate lot sizes smaller than the Residential R12.5 code.

- (cl. 4.8.7.10) *In considering proposals in the Tourism Zone, Council shall have regard for the zone objectives, the scale and bulk of the proposal and its integration with surrounding land uses.*

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The intent is to deliver a development that is sympathetic to its setting which does not compromise the high quality landscape visuals and coastal values the tourism proposal seeks to take advantage of. Further details provided at section 9.0.

- (cl. 4.8.7.11) *Council may, at its discretion, require proposed shared facilities in tourist developments to be established in the first stage of development.*

The intent for the proposed facilities is detailed in section 9.6. It is considered that the timing for when facilities shall be provided can be addressed as part of the Structure Plan process, which will provide a greater level of detail and understanding for what is necessary.

- (cl. 4.8.7.12) *To reduce the likelihood of tourism accommodation being used as permanent or semi-permanent accommodation, a maximum length of stay provision of three months in any twelve month period should apply to the tourism units on all developments.*

The intent is for a central body to manage the range of tourist accommodation provided on the site. The details for how maximum length stay periods will be enforced shall be determined at the Structure Plan stage.

## 7.2. Planning and Development (Local Planning Schemes) Regulations 2015

### 7.2.1. Amendment Type

On 19 October 2015, the *Planning and Development (Local Planning Schemes) Regulations 2015* commenced operation. Part 5 of the Planning Regulations outline the procedure to prepare or adopt amendments to local planning schemes. Importantly, three levels of amendment classifications are defined, being basic, standard, or complex.

The Shire's Senior Planning Officer has advised that the proposed amendment is most likely to be classed as a 'complex' amendment.

### 7.2.2. Deemed Provisions

The Deemed Provisions (Schedule 2 of the Planning Regulations) apply to all local authority schemes in WA, and prevail to the extent of any inconsistency. In relation to this proposal, Part 4 of the Deemed Provisions stipulates the framework applicable to Structure Plans, which will be considered at the subsequent planning and design phase.

## 8.0 Technical Considerations

### 8.1. Servicing Capability

#### 8.1.1. Servicing Overview

As detailed in this section, the site is capable of being serviced with key infrastructure including potable water supply, wastewater and power. Detailed servicing strategies for each of these services will be developed during the structure planning phase.

This section is augmented by the Engineering Servicing Report (Appendix 1).

#### 8.1.2. Power

The site lies in close proximity to 22kV overhead power line distribution network in McLaughlin Road and is supplied with power from the RGN 506 Waneire feeder off Regans Substation.

The anticipated load for the project is 1.32MVA.

An initial phase of development can be serviced from the nearby 22kV overhead power lines.

As the project develops there will be increased demand on the existing network and at some point in time it will be necessary for network reinforcement and/or network reconfiguration to be undertaken. Western Power has advised the dynamic nature of their network makes it difficult to confirm the exact reinforcement requirements and timing. However, it is likely to be in the form of voltage regulators on the Waneire feeder.

#### 8.1.3. Potable Water

Nearby Seabird Town-site is supplied with potable water from a bore that supplies on-ground storage tanks and an overhead tank. The water is sourced from the Leederville aquifer and the Department of Water (DoW) has granted Water Corporation an allocation of 100ML from this aquifer.

Currently the Seabird Town-site is drawing 25ML per annum from the Leederville aquifer. Water Corp has indicated it might eventually draw up to 50ML.

Based upon the type of development proposed, the project requires about 80ML of potable water per annum. Water Corporation has confirmed it may be willing to supply or trade 60ML to its 100 ML allocation. This would leave shortfall of 20ML per annum with respect to the supply of potable water to the project.

DoW has advised water from the Leederville Aquifer is fully allocated within the district, though an existing allocation could be traded to a water supply provider (such as Water Corporation) through negotiation with a party that has an allocation that they are willing to trade.

DoW has also advised 4000ML/annum is available for public water supply purposes from the superficial aquifer though the quality of that source has not been fully explored.

There are several ways forward with respect to how the shortfall in source water could be met such that both the site and Seabird Town-site each have a sustainable water supply:

1. Obtaining an additional water allocation from the Leederville aquifer through trading and make use of Water Corporation as the service provider which would involve extension and augmentation of their existing infrastructure.
2. Engaging a private water supply service provider to develop a new source of potable water (from either the Superficial aquifer, if quality permits, or from the Leederville aquifer through obtaining an allocation of at least 80ML from a party with an existing allocation).
3. Obtaining a bulk water allocation from Water Corporation subject to agreement and arranging for a private water supply service provider to supplement this with potable water from the superficial aquifer.

It is physically not possible to service the site from the existing overhead tank-site just east of the Seabird Town-site solely by gravity feed. A further elevated tank site will be required to provide sufficient head (pressure) for the reticulation system to function at an appropriate flow rate. There are at least two options available for this tank:

1. Construct a small overhead tank located on a hill within the site which is supplied with water pumped from an adjoining on-ground tank which is in turn supplied with water from the existing tanks at the Seabird Town-site, and
2. Construct a new on-ground tank system on land vested with Water Corporation and earmarked as a future tank site, 1.5km east of the Seabird Town-site, from which it should be possible to reticulate the project without the need for there to be any tank infrastructure on the site itself.

The preferred approach will be formulated during the structure planning phase.

#### 8.1.4. Sewer / Waste

There are a number of options open to the developer with respect to the disposal of wastewater from the Breton Bay project. These include:

1. Disposal of wastewater from residential lots is likely to be via aerobic treatment units are also known as ATUs.
2. Disposal of wastewater from the caravan park and resort sites is likely to be via either -
  - o ATU's,
  - o Settlement and evaporation ponds,
  - o A locally sited wastewater treatment plant which uses membrane bio-reactor (MBR) or Sequential Batch Reactor (SBR) plant technology,
  - o A combination of the above.

The preferred approach will be formulated during the structure planning phase.

### 8.2. Environmental considerations

The proposed concept plan has included consideration of the key environmental values or attributes identified within the site. This includes:

- The proposed tourism development will only impact a small portion of the overall area within the site and can be located to ensure that the identified Threatened Flora and Threatened Ecological Community (largely in the northern portion of the site) will not be impacted by proposed development. Clearing will be minimised wherever possible.
- Fauna habitat values, in particular foraging habitat for Carnaby's black cockatoo will largely be retained within the site. Any clearing of foraging habitat is unlikely to be extensive or significantly impact on Carnaby's black cockatoo.
- The current hydrological functions of the site will be maintained through the application of the Better Urban Water Management Framework, as applicable to tourism development.
- Any separation distances to nearby land uses can be accommodated through the location of the proposed development within the site.
- Bushfire hazard can be mitigated through the appropriate location and siting of development, with the proposed development able to accommodate clearing of vegetation necessary to create the Asset Protection Zone without encroaching significantly within areas of vegetation proposed to be retained. Water for firefighting purposes will be accommodated within the overall water supply strategy for the future development, and evacuation will be addressed through secondary access or through the provision of Community Fire Refuge.
- Minimising impacts on the dune ridges through the location of the residential nodes on either side of the ridge.

### 8.3. Coastal Process Considerations

#### 8.3.1. Coastal Processes Assessment

A coastal processes assessment was completed by specialist coastal and port engineers M P Rogers & Associates Pty Ltd. The assessment was completed to the requirements of Schedule One of the State Planning Policy 2.6: the State Coastal Planning Policy (SPP2.6) (WAPC 2013). This aims to provide adequate protection to freehold and private development from the action of physical coastal processes over a 100 year planning timeframe.

In the rocky Northern Zone a **50 m** Allowance for Erosion behind the competent rock at +4 mAHD is recommended for freehold and private development. This accounts for potential recession of the cliffs and to accommodate wave overtopping.

In the sandy Southern Zone a **159 m** Allowance for Erosion was calculated for freehold and private development. The allowance is to be measured from the +2.1 mAHD contour, which is the peak steady water level modelled during the SPP2.6 storm event. The total development setback must include consideration of a number of other factors such as public access, recreation, cultural and ecological considerations.

An Allowance for Storm Surge Inundation of **+3.5 mAHD** was calculated for the development. All freehold and private development should be sited above this level. This level should be readily accommodated along the length of the foreshore given the high cliffs and dunes backing the coastline.

The existing setback distances to the site's property boundary are greater than the erosion allowances, as depicted in Figure 9.

Further details on the coastal processes assessment methodology and findings can be found in Appendix 5.

The proponent seeks to incorporate a Coastal Node as part of the development. The potential siting and coastal management approach to the Coastal Node is outlined further in Section 8.4.



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Figure 8: Allowance for Erosion (MP Rogers & Associates 2015)

#### 8.3.2. Swimming Hazards

MP Rogers & Associates completed an on-site assessment of swimming hazards, using the methodology developed by Surf Life Saving Australia and University of Sydney. This aims to guide the siting of beach access and Coastal Nodes at Lot 2. The beach type during the site visit was identified and the presence of rock and/or reef noted. Four locations were selected for the swimming hazard assessment based on aerial photography of the area and consideration of the general wave and swimming conditions while on-site.

Location 3, between the two potential Coastal Nodes, is expected to provide the most consistently safe swimming location given the lack of observable rock platform through this area. It is recommended that signage is installed at beach access tracks to discourage people from swimming in areas where submerged rock is present and to warn swimmers of the dangers. The beach access tracks should also be planned to encourage people to swim in safe areas.

#### 8.3.3. Rock Fall Hazards

Limestone rock cliffs were observed at the rear of the beach in the northern half of the Lot 2 shoreline. These rock cliffs have the potential to become undermined by wave activity, which may lead to a rock fall or collapse.

It is recommended that signage is erected at beach access tracks to warn people of the dangers of lying or standing underneath overhangs and cliffs. If areas are particularly dangerous, fencing and signage may be erected around the overhang to prevent people accessing the area.



## 9.0 Concept Plan Development

### 9.1. Opportunities and Constraints

Following a number of site inspections, a review of available public data for desktop analysis, and responding to the relevant planning, tourism, environmental, servicing, and economic considerations, the following key issues and opportunities were identified for the site.

Access_	Primary access can be obtained from an extension of a gazetted road reserve that connects to the south east corner of the site.
Development Footprint_	Locate the majority of development within the south west portion of the site, given the northern portion of the site generally contains higher environmental values.
TECs_	Avoid development from impacting on any identified threatened ecological species.
Coastal Setback_	Recommended coastal setback is 159 metres for southern sandy beach coast line, and 50 metres in northern limestone cliff coast line. Boundary of site is beyond both setback lines.
Coastal node_	Opportunity for light weight public facilities to be provided in the coastal setback area (bbq area, gazebo etc.). Public foreshore parks could provide recreation areas sheltered from south west breezes beyond dunes.
Bushfire_	Larger lots must have enough room to provide a building envelope surrounded by a building protection zone on all sides, where fuel loads can be reduced with on-going maintenance. Road reserves can act as effective fire breaks for more conventional urban lots, if required.
Accommodation type_	Economic advice indicates an opportunity to tap into a mix of market segments, including a high quality resort, caravan park, holiday home accommodation, and wilderness retreat style facilities.
Servicing_	Power, water, sewer, telephone etc. provision to be explored further at detailed design phase. Importantly, high level reporting indicates that servicing up to a capacity of 500 dwelling units can be accommodated.

Refer Figure 9, Opportunities and Constraints map.

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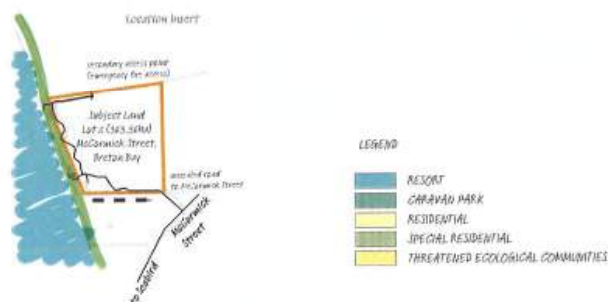


Figure 9: Opportunity and constraints map

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## 9.2. Concept Plan Development

A concept plan has been prepared in support of the proposed amendment and provides an indication of the general form and structure of the proposed development. As part of the structure plan process, which will follow the amendment, the concept plan will be developed further comprising a greater level of detailed design.

Concept planning was initially informed by site visits that highlighted a need to provide a site responsive layout; acknowledged and celebrated the coastal location; protected the environmental character and values of the site; and was cognisant of the need for efficient delivery of service infrastructure. The concept plan was then refined further following detailed environmental and servicing feedback from consultants within the project team. The final concept is a result of detailed engagement with various Government and servicing agencies (detail in section 5.0) and feedback from the Shire of Gingin Council and Officers at the Shire and the Department of Planning.

The concept plan identifies sites for the resort, wilderness chalet and caravan park adjacent to the coast. This location is consistent with the planning tourism framework, which advocates that tourist uses should take advantage of the sites highest quality attributes. Both the caravan park and the resort will have access to the coast's sandy beaches, while the wilderness retreat units are located in the elevated areas above the limestone cliffs in the north of the site.

Technical reporting resulting from comprehensive environmental assessment has further confirmed the appropriate siting of the caravan park, resort and wilderness retreat, generally, avoiding environmental features of high quality, particularly the TECs.

All three developments are intended to be developed in a manner that is sympathetic to the site and coastal surroundings.

The development element that has required the most attention, during concept plan development, was the residential and holiday home components. The initial design intent was to provide small clusters of housing nestled within the dunes, resulting in a low impact development in terms of earthworks and clearing.

The layout developed, however, was challenged by the need to mitigate bushfire risk which has resulted in a modified concept plan that is more concentrated and consolidated around the resort and caravan park precinct.

The proposed concept plan also enabled the project team to conduct market analysis and anticipate demand for the varied styles of accommodation. Importantly, the economic feedback received confirmed that the proposed layout and positioning of the caravan park, resort, and wilderness retreat was well suited to attract and facilitate the expectations of both domestic and international visitors. The feedback also confirmed support for the residential and holiday homes to be in closer proximity to the coast and the resort / caravan park facilities

Schedule One of the SPP2.6 allows for a number of variations to the standard freehold and private development case, where development may occur within an area identified to be potentially impacted by physical coastal processes within the planning timeframe. These variations are outlined below.

- Public recreation facilities with finite lifespan such as minor car parks, ablutions, landscape elements and furniture, playground equipment, footpaths and beach access structures.
- Fencing and sun shades.
- Coastal nodes.

The siting of these assets would be subject to the findings of a Coastal Hazard and Risk Management Adaptation Plan (CHRMAP). Further details of the public foreshore facilities are still to be determined, and will be addressed as part of the preparation of the structure plan phase.

The layout was then further refined, with the primary intent of providing the majority of strata residential (holiday homes) in close proximity to the resort and caravan park, and to create a more permeable road structure which would alleviate the bushfire hazard. The layout will still allow for larger lots to achieve the necessary bushfire protection zone. Smaller and more conventional style lots are allowed for immediately adjacent the resort and caravan park.

Economic advice also indicated that the consideration of staging would need to take into account the locality's branding and eventual shift in tourism interest. As such, in order to appeal to a range of identified market opportunities, the mix of low key and high end tourist based uses proposed should be staged in the following manner.

- Stage 1 – 200 x bay caravan park.
- Stage 2 – 50 x strata residential dwellings.
- Stage 3 – 150 x Serviced Rooms (Resort).
- Stage 4 – 50 x strata residential dwellings.
- Stage 5 – 100 x wilderness retreat style rooms (Resort).

The exact timing of the above will be contingent on market performance and uptake.



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Through the more detailed Structure Plan process that will follow, the design will be further refined. Notwithstanding, the concept plan is considered sufficient for the purposes of considering a Scheme Amendment request by understanding the proponent's intent for the land. Other matters that will be further developed and investigated as part of the detailed design include:

- access to coastal facilities;
- indicative lot layout and mix;
- land tenure;
- confirmation of servicing of proposed development;
- potential for resort / caravan park to provide facilities available to the public; and
- potential for resort / caravan park to provide management service for residential / holiday homes;

Refer to Figures 10 and 11 for the original concept and refined concept, illustrating the plans development.

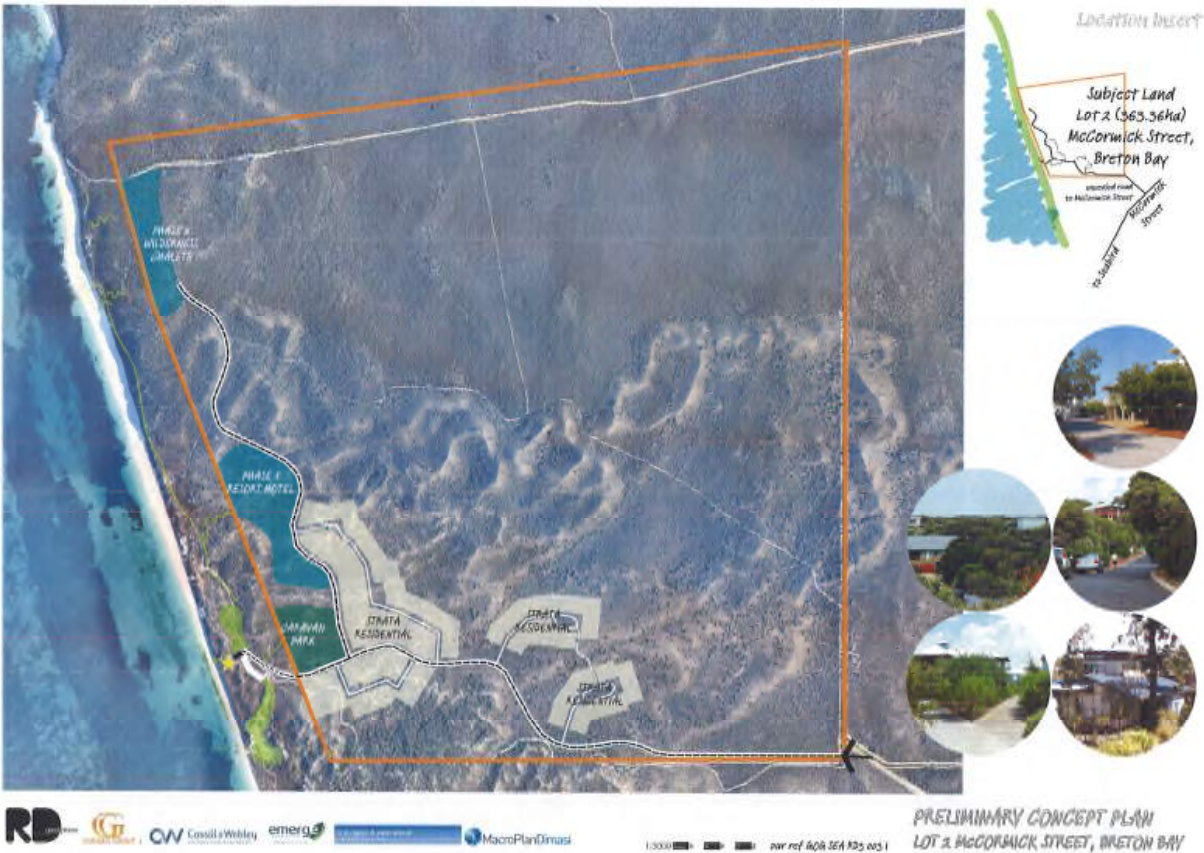
A map depicting the entire concept (to be refined at the Structure Plan stage) follows, in addition to preliminary design sketches that depict the required coastal setback with no effect on the landholding.

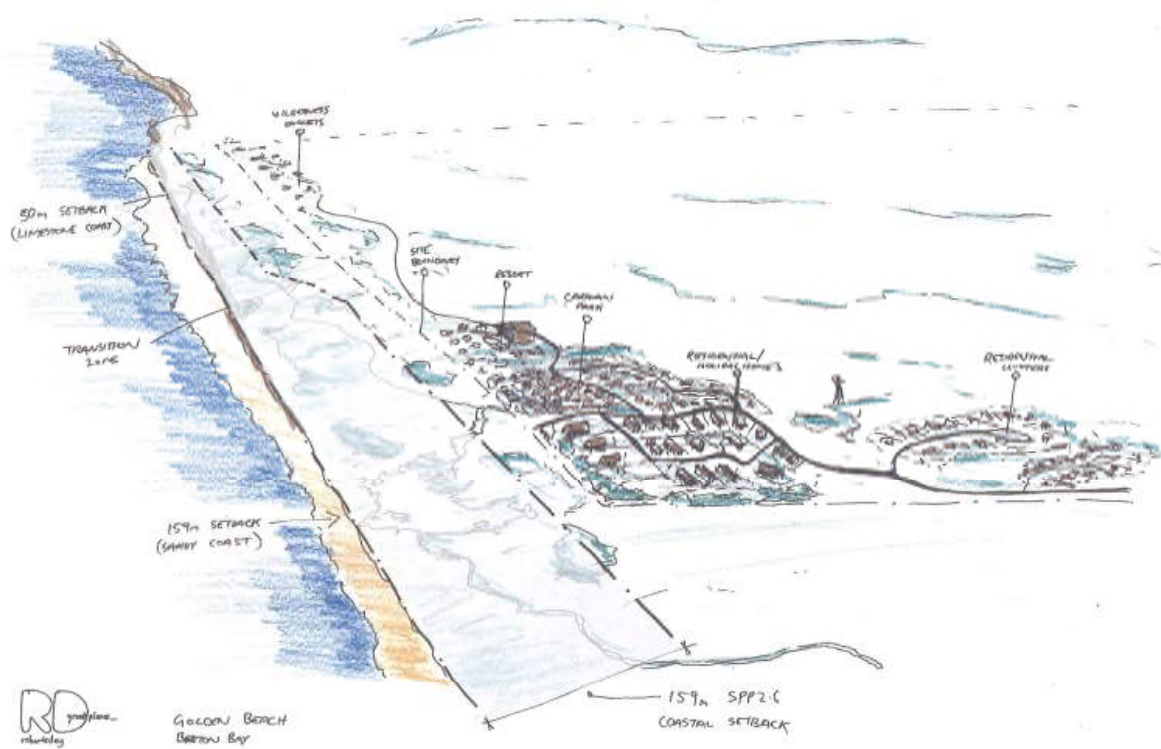


Figure 10: Residential / Holiday Homes Original Concept Layout (rescinded)

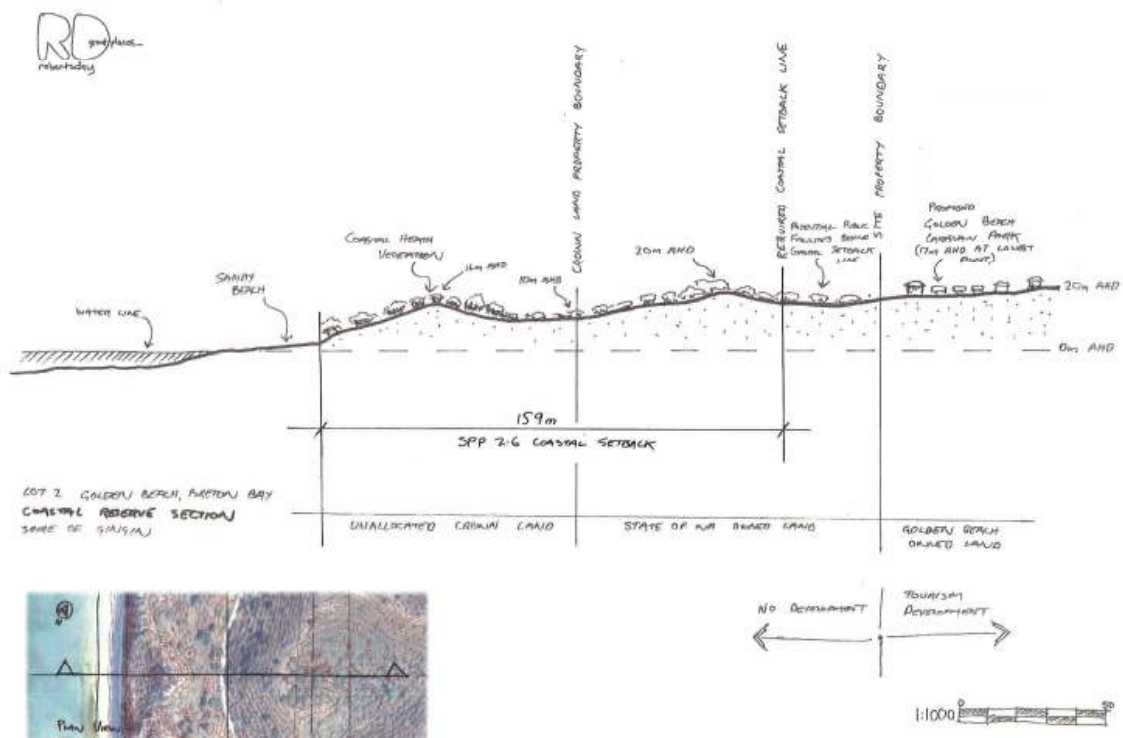


Figure 11: Residential / Holiday Homes Final Concept Layout










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## 10.0 The Scheme Amendment Request

It is proposed to amend the Shire of Gingin Local Planning Scheme No. 9 by:

1. Rezoning Lot 2 on Plan 10531, Breton Bay from 'General Rural' zone to 'Tourism' zone.
2. Amending Part 4 – General Development Requirements, by including the following:
  - 4.8.7.13 Specific requirements which relate to individual parcels of Tourism zoned land are set out in Schedule 11.
3. Inserting a new 'Schedule 11 – Tourism zone' with the following provisions:

no.	Description of land	Conditions
1	Lot 2 on Plan 10531, Breton Bay	<ol style="list-style-type: none"> <li>1. Subdivision and development is to be in accordance with an approved Structure Plan.</li> <li>2. The Structure Plan should provide sufficient information to address the requirements of the Scheme and the following:               <ol style="list-style-type: none"> <li>a) the primary tourism function of the site to be identified and established in the first stage of development;</li> <li>b) integrated facilities that promote visitor and resident interaction to be identified and established in the first stage of development;</li> <li>c) the density, scale, and nature of all development having regard for the landscape and environmental values of the area; and</li> <li>d) the spatial extent of the precincts that apply (in accordance with the Figure below).</li> </ol> </li> </ol>



**Legend**

- Site boundary
- Existing cadastral boundaries
- Tourism Development Precinct
- Conservation Precinct

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		<p>3. The following requirements relate to the Structure Plan precincts:</p> <p>a) 'Tourism Development' precinct:</p> <ol style="list-style-type: none"> <li>Development should be located to avoid impacts to vegetation representative of the Commonwealth listed 'Banksia Woodlands of the Swan Coastal Plain' Threatened Ecological Community (TEC). Where infrastructure development (road reservations, servicing infrastructure etc.) may disturb these areas measures shall be taken to minimise impacts on the TEC.</li> <li>The extent of development and the associated clearing of remnant vegetation should not exceed 50% of the total area of the 'Tourism Development' precinct.</li> <li>Permissible land uses are to be in accordance with Table 1 – Zoning Table, with the exception of the following: <ul style="list-style-type: none"> <li>'X' land uses: <ul style="list-style-type: none"> <li>• Park Home Park</li> </ul> </li> </ul> </li> <li>Ancillary infrastructure necessary to support development capable of approval within the Tourism Development Precinct may be permitted, including utilities, servicing infrastructure, and access.</li> </ol> <p>b) 'Conservation' precinct:</p> <ol style="list-style-type: none"> <li>Retain occurrences of the Commonwealth listed 'Banksia Woodlands of the Swan Coastal Plain' Threatened Ecological Community, State listed Floristic Community Type 26a and remnant vegetation generally.</li> <li>Clearing of remnant vegetation is to be avoided and measures should be taken to minimise any impact on environmental values as identified in the Conservation Management Strategy for the site. The future management of vegetation is to ensure its ongoing viability must be provided for.</li> <li>All land uses are not permitted except for access tracks, recreational hiking trails and boardwalks, and firebreaks.</li> </ol> <p>4. Prior to the adoption of the Structure Plan a Coastal Hazard Risk Management and Adaptation Plan shall be prepared in accordance with State Planning Policy 2.6 Coastal Planning Policy and approved by the local government, on the advice of the Department of Planning.</p> <p>5. Prior to the adoption of the Structure Plan, a Local Water Management Strategy shall be prepared and approved by the local government, on the advice of the Department of Water.</p> <p>6. Prior to the adoption of the Structure Plan, Water Supply and Wastewater Supply Strategies shall be prepared and approved by the local government, on the advice of the Department of Water and the Water Corporation (if necessary). The Wastewater Supply Strategy shall consider amenity (visual and odour), buffers and any impacts of the location and footprint of any wastewater facility on vegetation retention. A Land Capability Assessment shall be required to demonstrate land is suitable for onsite effluent disposal.</p> <p>7. Prior to the adoption of the Structure Plan, a Bushfire Management Plan shall be prepared and approved by the local government, on the advice of the Department of Fire and Emergency Services. The Plan shall be implemented as part of subdivision and/or development works.</p> <p>8. Prior to the adoption of the Structure Plan, a Conservation Management Strategy shall be prepared and approved by the local government, on the advice of the Department of Parks and Wildlife. The Conservation Management Strategy shall:</p> <ol style="list-style-type: none"> <li>Identify the environmental values and attributes of the site to be retained (across both precincts); and</li> <li>Outline how the environmental values and attributes of the site will be considered through the Structure Plan; and</li> <li>Identify the management objectives for the environmental values and attributes of the site, to be implemented through a future Conservation Management Plan; and</li> <li>Outline the measures to protect identified threatened species in the adjoining coastal foreshore area.</li> </ol> <p>9. Prior to the commencement of subdivisional works, a Conservation Management Plan shall be prepared and approved by the local government, on the advice of the Department of Parks and Wildlife. The Conservation Management Plan shall be consistent with the Conservation Management Strategy and shall:</p> <ol style="list-style-type: none"> <li>Identify the environmental values and attributes of the site which require ongoing</li> </ol>
--	--	--



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		management; and
		b) Outline the specific management actions to be implemented to meet the management objectives outlined in the Conservation Management Strategy; and
		c) Be implemented as part of ongoing tourism land uses within the site.
		10. Prior to the commencement of subdivisional works, a Foreshore Management Plan shall be prepared and approved by the local government.
		11. Prior to the commencement of subdivisional works, a Construction and Environmental Management Plan shall be prepared and approved by the local government. The Construction and Environmental Management Plan shall outline the construction management actions to be implemented and is be consistent with the management actions identified in the Conservation Management Plan.

The conditions have been developed in collaboration with the Proponent, the Project Consultant Team, the Office of the Environmental Protection Authority, the Shire of Gingin, and the Department of Planning. The conditions ensure all aspects of the detailed technical analysis done in support of this amendment request are taken into account in the development of the subsequent structure plan, and also oblige the proponent to develop additional strategies in recognition of the site's identified environmental features.

It is considered that the conditions represent a robust legislative framework that offers an acceptable level of comfort to both the proponent and Government Agencies for the method and manner in which the site is to be developed. Most notable is conditions 2 and 3, which effectively establish two distinct 'precincts' within the site as to minimise harm to significant environmental features. Specifically, the conservation precinct has been established as a direct response to the identification of Threatened Ecological Communities (TECs), with the boundary between the two precincts generally representing a 100 metre buffer from TECs.

The conservation precinct is wholly contained in the north-east portion of the site. Refer to Figure 12 below for map illustrating the rationale for the precinct boundary. The purple area represents TECs, while the orange represents areas with Banksia Woodlands.

Refer to Figure 13: Proposed Amendment to Local Planning Scheme No. 9 Scheme Map.

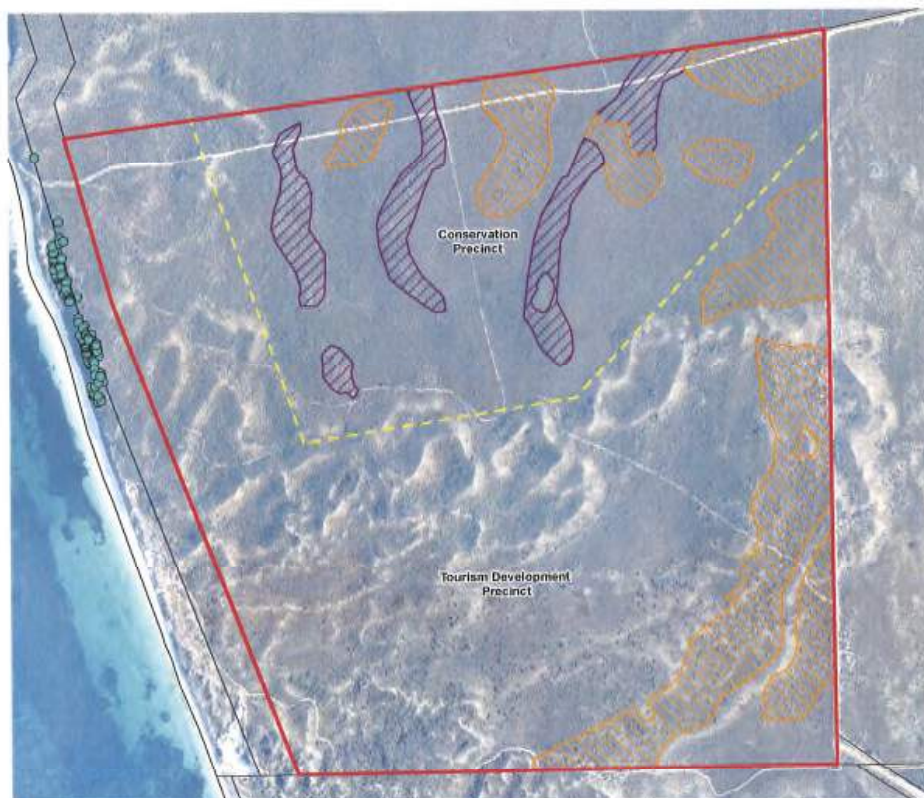


Figure 12: Precinct Plan with environmental features overlayed


# SHIRE OF GINGIN

## LOCAL PLANNING SCHEME No. 9

### TPS AMENDMENT


#### LEGEND


##### LOCAL SCHEME RESERVES

 Parks and recreation


 Roads

##### LOCAL SCHEME ZONES


 General rural

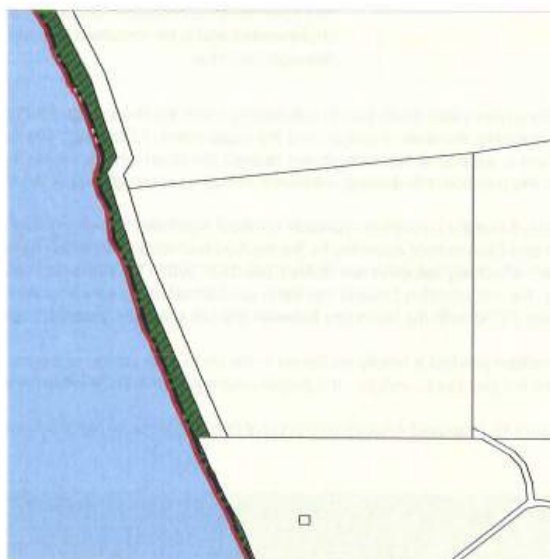
 Tourism

##### OTHER CATEGORIES

 Scheme boundary

 Local Government boundary

 Waterbodies



EXISTING ZONING



PROPOSED ZONING



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REF: HUNTER OMO HUNTER GLE YWWD0  
GOG-SEA RD3 006 B 151221

Figure 13: Proposed Amendment to Local Planning Scheme No. 9 Scheme Map

## 11.0 Management Plans

### 11.1 Conservation Management

The proposed Amendment requires the preparation of a Conservation Management Plan. The purpose of the Conservation Management Plan is to address the future management requirements for a variety of environmental values and attributes found within or adjacent to the site, as well as consider the integration and enhancement of the tourism development with the existing landscape values as a part of the eventual development of the site.

The Conservation Management Plan will outline the environmental values and attributes of the site and outline a management framework to inform the delivery of the development and will be based on guidance provided in the Environmental Assessment and Justification Report (Emerge Associates 2015). Specifically this plan will consider management of:

- Direct impacts. These include:
  - Avoiding direct impacts (i.e. clearing) on conservation significant vegetation values such as Threatened Ecological Communities or Threatened Flora.
  - Minimising clearing of other vegetation values
  - Minimising clearing of entire local populations of Priority Ecological Communities and Priority Flora species.
  - Optimising the location of the development and services to avoid impact on dune ridges and limestone outcrops.
- Indirect impacts. These include:
  - Access, and minimising the potential for conservation significant values to be impacted by unauthorised or uncontrolled access.
  - Long-term management provisions where required.
  - Protection mechanisms for retained areas of vegetation.

### 11.2 Bushfire Management

A Bushfire Management Plan (BMP) (Emerge Associates and Bushfire Safety Consulting 2015) has been prepared for the site and will be updated at subsequent stages of planning when additional detail regarding the proposed future tourism development of the site is known. The document will be prepared in accordance with *State Planning Policy 3.7 Planning for Bushfire Risk Management*, and *Guidelines for Planning in Bushfire Prone Areas* (WAPC *et al.* 2015).

The BMP will address the bushfire protection performance criteria and will ensure:

- Development is located where the bushfire hazard does not present an unreasonable level of risk to life and property.
- Vehicular access to and from the site is safe if a bushfire occurs and/or appropriate refuge options are accommodated.
- Water is available to the site, so that life and property can be protected from bushfire.
- Development is sited and designed to minimise the effects of a bushfire, and to minimise impacts on flora and vegetation values within the site.

The BMP outlines the roles and responsibilities of the developer (the proponent), future residents/lot owners, the Shire of Gingin and the Department of Fire and Emergency Services (DFES), with the intention that the measures and procedures outlined in the BMP are adopted through the future subdivision and development of the site.

As part of the implementation of the future development (likely as part of the development and implementation stage of the process), an Evacuation Management Plan for the development will be prepared to guide behaviour of future patrons in the event of a bushfire.

To summarise, Bushfire risk will be managed through the following:

- Provision of a minimum 20 m Asset Protection Zone (APZ) around dwellings, in accordance with the Shire of Gingin firebreak notice. The clearing associated with a 20 m APZ has been considered as part of the proposed development and is accommodated within the Preliminary Concept Plan. Clearing to manage bushfire risk is unlikely to impact significant flora and vegetation values and will be managed through the Conservation Management Plan.
- Areas of 'Low Threat' vegetation, as per Clause 2.2.3.2 of *Australian Standard 3959 Construction of buildings in bushfire prone areas*, will be provided within the proposed development and will generally be associated with the APZ and common open space areas.
- An interconnected network of roads and access ways will be provided within the development to facilitate the movement of people and emergency appliances.
- Water supply, through either reticulated supply or via water tanks strategically located throughout the development will be provided to support onsite firefighting requirements.



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- Fire Safe Areas/Community Fire Refuge and/or engineered structure to withstand bushfire, to be provided in accordance with best practice management to minimise the movement of people (in particular guests who will be unfamiliar with the area) in the case of a bushfire while maximising safety.
- Preparation of a development-wide evacuation plan (at the development stage) to assist in managing future guests and residents behaviour in the case of a bushfire event.

This is outlined further within the *Bushfire Management Plan* (Emerge Associates and Bushfire Safety Consulting 2016), provided in Appendix 4.

### 11.3. Coastal Management

#### 11.3.1. Coastal Hazard and Risk Management Adaptation Planning

SPP2.6 requires proponents to consider the potential risk to development in an overall risk management and planning process. A hierarchy representing the preferential basis of the SPP2.6 with regards to coastal processes risk mitigation is outlined below.

- Avoidance.
- Planned or managed retreat.
- Accommodation.
- Protection.

The risk assessment for Lot 2 has been informed by the results of the coastal processes assessment previously presented. Based on an approach of locating the freehold residential development behind the estimated extent of physical processes, an avoidance approach has been implemented for freehold development over the next 100 years. Therefore, no specific or ongoing risk management plan is required for this development as all freehold and private development is located outside the required coastal setback lines, as shown in Figure 9.

As detailed previously in Section 6.5.5, SPP2.6 allows for a number of variations to the standard freehold residential and private development case, including Coastal Nodes. There are two potential locations for Coastal Nodes at Lot 2. The Nodes are likely to consist of car-parking, landscaping and potentially a beach café.

The selection of the location for the Coastal Node needs to balance many factors such as the natural environment, the beach dynamics and integration of the Coastal Node with the remaining areas in the development plan. MP Rogers & Associates reviewed the two locations from a coastal processes perspective, as summarised below.

- The proposed Northern Coastal Node is located within the rocky coast zone, which would offer very good protection from coastal erosion. A reduced planning timeframe and setback distance may be suitable for the café under a lease arrangement. The setback to the café and associated infrastructure would still need to accommodate wave overtopping during storm events as well as potential erosion of the rock over the reduced planning timeframe.
- The proposed Southern Coastal Node is located within the sandy coast zone and therefore may be exposed to coastal erosion depending on the planning timeframe for the infrastructure. The Allowance for Erosion for a range of planning horizons was calculated and can be found in Appendix 5, and shown on Figure 9.

Once a location for the Coastal Node has been selected, it should be considered within a Coastal Hazard and Risk Management Adaptation Plan (CHRMAP) in line with the recommendations contained in the CHRMAP Guidelines (WAPC 2014). This CHRMAP process will help to identify the coastal hazard risk over a range of timeframes so appropriate management and adaptation measures can be implemented.

Under a leasehold arrangement with a reduced planning horizon, there may also be the opportunity to site a caravan park within the foreshore reserve. This arrangement would require an agreement between the proponent, the State Government and the Shire of Gingin. Siting of a caravan park would also be subject to the findings of a CHRMAP.

#### 11.3.2. Foreshore Management Plan

The proposed Amendment requires the preparation of a Foreshore Management Plan to ensure foreshore issues such as beach access and environmental and heritage values are considered.

Where possible, the beach access tracks at Lot 2 will be planned to direct swimmers to sections of coast with low swimming hazards and appropriate signage installed. The access tracks would also service the proposed coastal nodes.

There is a minor dune blowout within the foreshore area. The Foreshore Management Plan will address methods for stabilising the dune blowout either through development with foreshore landscaping or revegetation works.

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#### **11.4. Services and Infrastructure**

##### **11.4.1. Power**

Underground power will be provided to all new development sites and lots via a network of cables and transformers which will connect with existing overhead power lines in McCormick Street. These works will be designed at the time of subdivision based upon a design information package (DIP) to be provided by Western Power in accordance with normal practice.

##### **11.4.2. Potable Water**

Reticulated potable water will be supplied to all new development sites and lots via a network of pipes that are fed from a source of potable water. There are several options which need to be investigated to determine a preferred approach and strategy.

A comprehensive water supply strategy report will be prepared as part of the structure planning process.

##### **11.4.3. Wastewater**

Disposal of wastewater from residential lots will be via ATU to be installed by lot purchasers.

A reticulated sewerage system will be provided to effectively dispose of wastewater from the caravan park and resort site.

A comprehensive wastewater supply strategy report will be prepared as part of the structure planning process.

##### **11.4.4. Irrigation of Public Open Space and Parkland**

A strategy report will be prepared as part of the structure planning process to demonstrate how POS and parkland will be irrigated. The strategy will take into account the potential recycling of wastewater and development of a non-potable water source from the Superficial aquifer

#### **11.5. Local Water Management Strategy**

A LWM5 will be prepared for the site in accordance with the principles outlined within the DWMS (Emerge Associates 2015b) to support the LSP, and will be based on the following major objectives:

- Provide Shire of Gingin with a broad level stormwater management framework to support future urban development.
- Incorporate appropriate best management practices (BMPs) into the drainage systems that address the environmental and stormwater management issues identified.
- Minimise development construction costs, which will result in reduced land costs for landholders.
- Minimise ongoing operation and maintenance costs for the land owners and Shire of Gingin.
- Gain support from the Department of Water and Shire of Gingin for the proposed method to manage stormwater within the site.
- Minimise pollution and maintain an appropriate water balance.
- Establish water management criteria to guide future civil designs, landscape designs and Urban Water Management Plans for the site.

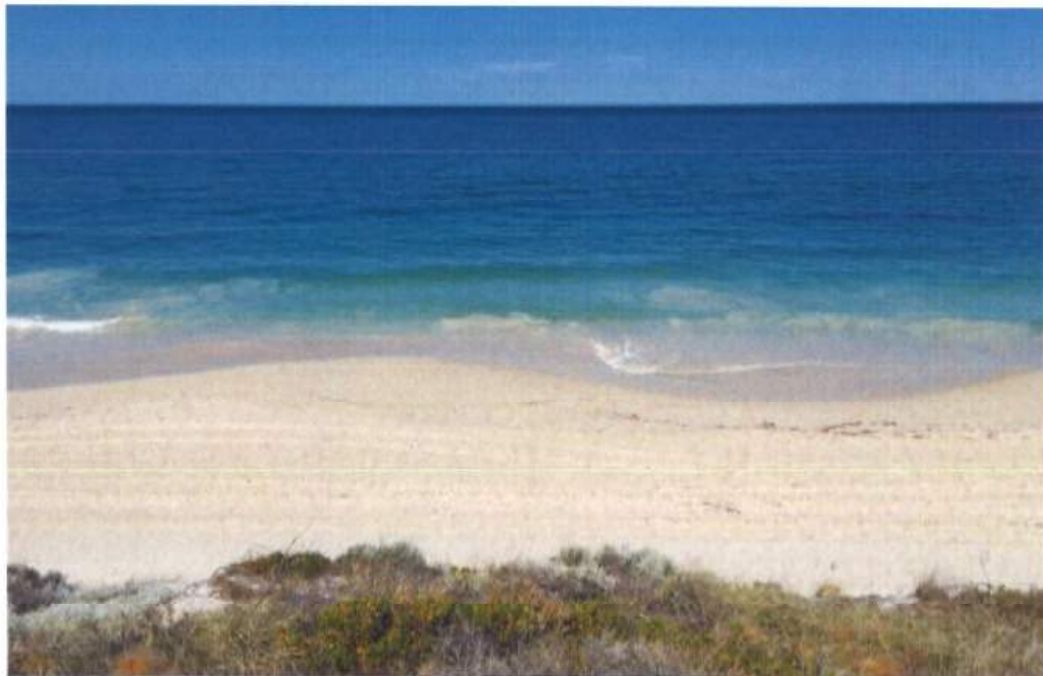
#### **11.6. Construction Management Plan**

The proposed Amendment requires the preparation of a Construction Management Plan to provide protection of areas of vegetation during the construction stages.

## 12.0 Summary

This submission seeks an Amendment to LP59 to change the site's zoning from General Rural to Tourism on the following grounds:

- The proposal is consistent with the strategic planning framework and identified potential for a significant tourism based development to be provided along the coast and within proximity to the Perth CBD.
- The proposal will provide a mix of tourist based uses, satisfying the State Government's expressed desire to develop and promote the central coast area for domestic and international visitation.
- The proposal aims to be the impetus for the broader region to be promoted as the 'silver coast', working with TourismWA to develop a strategic brand for the area.
- It is an opportunity to facilitate significant private sector investment into the Wheatbelt region.
- The proposal presents an opportunity for economic diversification of the broader area, and will provide local employment opportunities to the locality.
- Significant consultation with relevant Government Agencies and service authorities has been conducted, with feedback incorporated into the proposal.
- The submitted concept alleviates environmental concerns, by avoiding impact on identified threatened ecological communities (TECs).
- The site's property boundaries are beyond the coastal setback allowances, avoiding any risk of erosion.
- The proposal will provide for the long term preservation and management of environmental attributes through a management plan required as part of the local structure plan process.
- The development footprint is contained to a small area of the overall site.
- The Amendment will facilitate long-term preservation of the site for tourism, consistent with State Tourism and Planning Strategy objectives.
- The subsequent local structure plan phase will provide another opportunity for the proponent to refine the concept design and for agencies to further consider key development elements.






*Planning and Development Act 2005***Resolution to Adopt Amendment to Local Planning Scheme****Shire of Gingin Local Planning Scheme No. 9  
Amendment no. 16**

Resolved that the Shire of Gingin, pursuant to section 72 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Rezoning Lot 2 on Plan 10531, Breton Bay from 'General Rural' zone to 'Tourism' zone.
2. Amending Part 4 – General Development Requirements, by including the following:
  - 4.8.7.13 Specific requirements which relate to individual parcels of Tourism zoned land are set out in Schedule 11.
3. Inserting a new 'Schedule 11 – Tourism zone' with the following provisions:

No.	Description of land	Conditions
1	Lot 2 on Plan 10531, Breton Bay	<ol style="list-style-type: none"> <li>1. Subdivision and development is to be in accordance with an approved Structure Plan.</li> <li>2. The Structure Plan should provide sufficient information to address the requirements of the Scheme and the following:               <ol style="list-style-type: none"> <li>a) the primary tourism function of the site to be identified and established in the first stage of development;</li> <li>b) integrated facilities that promote visitor and resident interaction to be identified and established in the first stage of development;</li> <li>c) the density, scale, and nature of all development having regard for the landscape and environmental values of the area; and</li> <li>d) the spatial extent of the precincts that apply (in accordance with the Figure below).</li> </ol> </li> </ol>



Conservation Precinct

Tourism Development Precinct

Legend

- Site boundary
- Existing cadastral boundaries
- Tourism Development Precinct
- Conservation Precinct

Scheme Amendment – Lot 2 on Plan 10531, Breton Bay

		<p>3. The following requirements relate to the Structure Plan precincts:</p> <p>a) 'Tourism Development' precinct:</p> <ol style="list-style-type: none"> <li>Development should be located to avoid impacts to vegetation representative of the Commonwealth listed 'Banksia Woodlands of the Swan Coastal Plain' Threatened Ecological Community (TEC). Where infrastructure development (road reservations, servicing infrastructure etc.) may disturb these areas measures shall be taken to minimise impacts on the TEC.</li> <li>The extent of development and the associated clearing of remnant vegetation should not exceed 50% of the total area of the 'Tourism Development' precinct.</li> <li>Permissible land uses are to be in accordance with Table 1 – Zoning Table, with the exception of the following: <ul style="list-style-type: none"> <li>'X' land uses: <ul style="list-style-type: none"> <li>Park Home Park</li> </ul> </li> </ul> </li> <li>Ancillary infrastructure necessary to support development capable of approval within the Tourism Development Precinct may be permitted, including utilities, servicing infrastructure, and access.</li> </ol> <p>b) 'Conservation' precinct:</p> <ol style="list-style-type: none"> <li>Retain occurrences of the Commonwealth listed 'Banksia Woodlands of the Swan Coastal Plain' Threatened Ecological Community, State listed Floristic Community Type 26a and remnant vegetation generally.</li> <li>Clearing of remnant vegetation is to be avoided and measures should be taken to minimise any impact on environmental values as identified in the Conservation Management Strategy for the site. The future management of vegetation is to ensure its ongoing viability must be provided for.</li> <li>All land uses are not permitted except for access tracks, recreational hiking trails and boardwalks, and firebreaks.</li> </ol> <p>4. Prior to the adoption of the Structure Plan a Coastal Hazard Risk Management and Adaptation Plan shall be prepared in accordance with State Planning Policy 2.6 Coastal Planning Policy and approved by the local government, on the advice of the Department of Planning.</p> <p>5. Prior to the adoption of the Structure Plan, a Local Water Management Strategy shall be prepared and approved by the local government, on the advice of the Department of Water.</p> <p>6. Prior to the adoption of the Structure Plan, Water Supply and Wastewater Supply Strategies shall be prepared and approved by the local government, on the advice of the Department of Water and the Water Corporation (if necessary). The Wastewater Supply Strategy shall consider amenity (visual and odour), buffers and any impacts of the location and footprint of any wastewater facility on vegetation retention. A Land Capability Assessment shall be required to demonstrate land is suitable for onsite effluent disposal.</p> <p>7. Prior to the adoption of the Structure Plan, a Bushfire Management Plan shall be prepared and approved by the local government, on the advice of the Department of Fire and Emergency Services. The Plan shall be implemented as part of subdivision and/or development works.</p> <p>8. Prior to the adoption of the Structure Plan, a Conservation Management Strategy shall be prepared and approved by the local government, on the advice of the Department of Parks and Wildlife. The Conservation Management Strategy shall:</p> <ol style="list-style-type: none"> <li>Identify the environmental values and attributes of the site to be retained (across both precincts); and</li> <li>Outline how the environmental values and attributes of the site will be considered through the Structure Plan; and</li> <li>Identify the management objectives for the environmental values and attributes of the site, to be implemented through a future Conservation Management Plan; and</li> <li>Outline the measures to protect identified threatened species in the adjoining coastal foreshore area.</li> </ol> <p>9. Prior to the commencement of subdivisional works, a Conservation Management Plan shall be prepared and approved by the local government, on the advice of the Department of Parks and Wildlife. The Conservation Management Plan shall be consistent with the</p>
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Scheme Amendment – Lot 2 on Plan 10531, Breton Bay

		<p>Conservation Management Strategy and shall:</p> <ul style="list-style-type: none"> <li>a) Identify the environmental values and attributes of the site which require ongoing management; and</li> <li>b) Outline the specific management actions to be implemented to meet the management objectives outlined in the Conservation Management Strategy; and</li> <li>c) Be implemented as part of ongoing tourism land uses within the site.</li> </ul> <p>10. Prior to the commencement of subdivisional works, a Foreshore Management Plan shall be prepared and approved by the local government.</p> <p>11. Prior to the commencement of subdivisional works, a Construction and Environmental Management Plan shall be prepared and approved by the local government. The Construction and Environmental Management Plan shall outline the construction management actions to be implemented and is be consistent with the management actions identified in the Conservation Management Plan.</p>
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Pursuant to Regulation 35 (2) of the Planning and Development (Local Planning Schemes) Regulations 2015 the Shire of Gingin has resolved that Local Planning Scheme Amendment No. 16 is a complex scheme amendment in accordance with Regulation 34 of the Regulations, as the proposal is not included in the Shire's Local Planning Strategy.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Chief Executive Officer





# SHIRE OF GINGIN

## LOCAL PLANNING SCHEME No. 9

### TPS AMENDMENT

#### LEGEND




##### LOCAL SCHEME RESERVES

-  Parks and recreation
-  Roads

##### LOCAL SCHEME ZONES

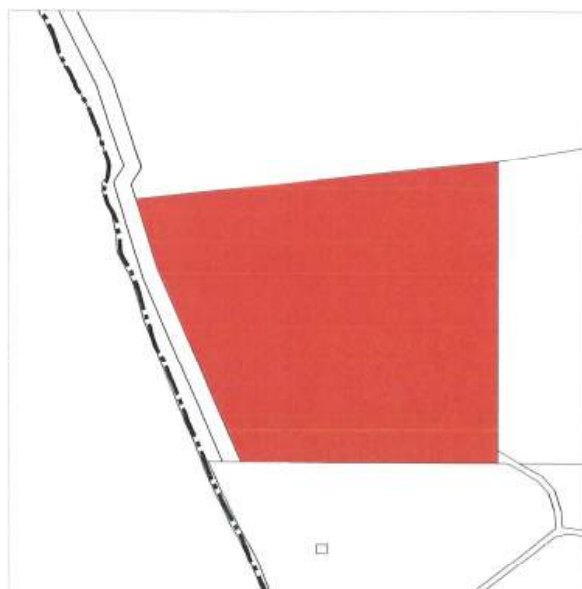
-  General rural
-  Tourism

##### OTHER CATEGORIES

-  Scheme boundary
-  Local Government boundary
-  Waterbodies



EXISTING ZONING



PROPOSED ZONING



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REF: HLA/BBB LWD: HLA/BBB/BBB Y/N/ARDD  
GOG SEA RD3 006 B 151221

**Adoption Regulation**

Adopted by Resolution of the Council of the Shire of Gingin at the Meeting of Council held

On the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Shire of Gingin President

\_\_\_\_\_  
Shire of Gingin Chief Executive Officer

**Final Approval**

Adopted for Final Approval by Resolution of the Shire of Gingin at the Meeting of Council held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.  
Common Seal of the Shire of Gingin was hereunto affixed by authority of a resolution of the Council in the presence of:

\_\_\_\_\_  
Shire of Gingin President

\_\_\_\_\_  
Shire of Gingin Chief Executive Officer

**Recommended / Submitted for Final Approval**

\_\_\_\_\_  
Delegated under s. 16 of the Planning and Development Act 2005

\_\_\_\_\_  
Date

**Final Approval Granted**

\_\_\_\_\_  
Minister for Planning

\_\_\_\_\_  
Date

# **APPENDIX 3**

**SCHEDULE OF SUBMISSIONS**

**PROPOSED SCHEME AMENDMENT NO. 16 ON LOT 2 MCCORMICK STREET, BRETON BAY**

<b>No.</b>	<b>Submitter</b>	<b>Submission Detail</b>	<b>Recommended Response</b>
1.	Seabird Progress Association C/- Seabird Post Office SEABIRD WA 6042	The submitter makes the following comments:  Letter of support for the Scheme Amendment.	Noted
2.	Department of Aboriginal Affairs PO Box 3153 EAST PERTH WA 6892	The submitter makes the following comments:  A review of the Register of Places and Object as well as the DAA Aboriginal Heritage Database concludes the there are no know Aboriginal sites within the Application area. Therefore based on the information held by the DAA no approvals under the <i>Aboriginal Heritage Act 1972</i> (AHA) are required.	Accepted
3.	Department of Mines and Petroleum Mineral House 100 Plain St East Perth WA 6004	The submitter makes the following comments:  Proposal raises no significant issues.	Accepted
4.	Tim Carvolth Morgans – Private Client Advisor Level 20 140 St Georges Tce PERTH WA 6000	The submitter makes the following comments:  I would like to have approval and support recorded for the above mention scheme amendment.	Noted.

## **11.2. CORPORATE AND COMMUNITY SERVICES**

### **11.2.1 LEASE OF LOT 1 INDIAN OCEAN DRIVE, CARABAN, TO THE ATV SOCIAL AND RACING CLUB**

**LOCATION:** LOT 1 INDIAN OCEAN DRIVE, CARABAN  
**FILE:** A5613  
**AUTHOR:** LINDA FIDGE - COORDINATOR COMMUNITY SERVICES  
**REPORTING OFFICER:** KAYE LOWES – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES  
**REPORT DATE:** 20 JUNE 2017  
**REFER:** 15 OCTOBER 2002 ITEM 10.1.2  
2 DECEMBER 2008 ITEM 11.1.3  
19 JUNE 2012 ITEM 11.2.4

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider a lease agreement between the ATV Social and Racing Club (ATV Club) and the Shire of Gingin for the grounds located at Lot 1 Indian Ocean Drive, Caraban.

#### **BACKGROUND**

The ATV Club has been operating a dedicated quad bike course on Lot 1 Indian Ocean Drive since 2013.

In 2002, Council resolved to approved use of a portion of the land, which at the time was leased by the then Gingin Swimming Pool Committee to agist stock for fund raising purposes, by the ATV Club. The lease to the Swimming Pool Committee was amended accordingly and a new lease over the relevant area of land was entered into with the ATV Club. The Swimming Pool Committee subsequently relinquished its interest in the property, enabling Lot 1 in its entirety to be leased to the ATV Club.

The initial lease expired in August 2007, and at its meeting on 2 December 2008 Council resolved to enter into a new five year lease expiring in May 2013.

In 2012, the ATV Club approached Council with a request that early consideration be given to entering into a further five year contract, in order for the Club to have some security of tenure to assist in sourcing external funding for further development. At its meeting on 19 June 2012, Council agreed to withdraw from the existing lease and institute a new five year lease. That lease is the current lease agreement, which is due to expire on 1 July 2017.

Administration has negotiated a new lease agreement with the ATV Club with an initial term of two years and the option of a further term of two years. A copy of the draft lease agreement is provided as **Appendix 1**.

## COMMENT

The format of the lease agreement is commensurate with other contemporary community group lease arrangements within the Shire including length of term.

Lot 1 is held in freehold title by the Shire of Gingin, and therefore this lease is not subject to endorsement by the Minister for Lands.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

Part 3 – Functions of local governments

Division 3 – Executive functions of local governments

Section 3.58 – Disposing of property

*Local Government (Functions and General) Regulations 1996*

Part 6 – Miscellaneous

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

## POLICY IMPLICATIONS

Nil

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025

<b>Focus Area</b>	<i>3. Built Environment</i>
<b>Objective</b>	<i>3. To effectively manage growth and provide for community</i>
<b>Outcome</b>	<i>3.3 High quality and well utilised community facilities and assets</i>
<b>Strategy</b>	<i>Nil</i>

<b>Focus Area</b>	<i>5. Leadership and Governance</i>
<b>Objective</b>	<i>5. To demonstrate effective leadership and governance</i>
<b>Outcome</b>	<i>5.2 Accountable and responsible governance</i>
<b>Strategy</b>	<i>Nil</i>

## VOTING REQUIREMENTS – SIMPLE MAJORITY



## RECOMMENDATION

It is recommended that Council:

1. Agree to enter into a lease agreement with the ATV Social and Racing Club for a portion of the grounds at Lot 1 Indian Ocean Drive, Caraban, for a period of two years with a further two year option in accordance with the lease document shown as Appendix 1; and
2. Authorise the Chief Executive Officer to progress execution of the lease and to sign the lease document on Council's behalf.

## RESOLUTION

**Moved Councillor Collard, seconded Councillor Ammon that Council:**

1. **Agree to enter into a lease agreement with the ATV Social and Racing Club for a portion of the grounds at Lot 1 Indian Ocean Drive, Caraban, for a period of two years with a further two year option in accordance with the lease document shown as Appendix 1; and**
2. **Authorise the Chief Executive Officer to progress execution of the lease and to sign the lease document on Council's behalf.**

**CARRIED UNANIMOUSLY**

# APPENDIX 1



## **LEASE AGREEMENT**

**SHIRE OF GINGIN**

**AND**

**ATV SOCIAL AND RACING CLUB**

## **CONDITIONS**

### ***Parties***

Shire of Gingin - "The Lessor"

AND

ATV Social and Racing Club - "The Lessee"

### ***Use***

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

### ***Premises***

That area of land and buildings located at Lot 1 Indian Ocean Drive Caraban as depicted on the plan included as **Annexure 1**.

### ***Term***

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

## **RENT AND OTHER PAYMENTS**

### ***Rent***

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

### ***Key Bond (if applicable)***

The Lessee will pay a bond of \$100.00 for a set of access keys to the premises prior to access being granted. If required, the bond may be withheld by the Lessor in the event that replacement of keys is required at the time of the Lessee vacating the premises.

### ***Insurance***

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

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

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

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

## **TERMINATION**

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

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

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

### ***Restore Premises***

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

### ***Property Inspections (if applicable)***

The Lessor will conduct property inspections of the premises on a six monthly basis to ensure the appearance and the condition of the building is being maintained to the satisfaction of the Lessor.

## **LESSEE'S RESPONSIBILITIES**

### ***Maintenance, Repair and Cleaning***

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

### ***Report to Council***

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

### ***Alterations***

No alterations, additions or improvements are to be made to the premises in the absence of written approval for same from the Lessor.

### ***Securing the Premises***

The Lessee is to ensure the premises are appropriately secured at all times.

### ***Lessor's Right of Reasonable Entry***

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

- in the event of an emergency;
- to undertake property inspections to ensure compliance with the terms of this Agreement; and

- to carry out routine repairs or other work necessary to maintain the premises in good condition.

***Hiring of the Premises***

The Lessee shall not hire out or sublease the premises or any part thereof without the prior approval of the Lessor.

***Smoking on Premises***

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

***Comply with Legislation***

The Lessee must comply with all statutes and local laws from time to time in force relating to the premises. The Lessee must not allow a person to carry out any harmful, offensive or illegal act within or around the premises.

***Provision of Information***

The Lessee must advise the Lessor of any changes to its club contacts in writing.

***Work within Premises***

The Lessee must carry out works using safe work practices, being mindful of the risk to health and fire hazards.

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

***Behaviour***

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

**INDEMNITY**

***Indemnity***

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

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

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



***"Obligations Continuing"***

The obligations of the Lessee to indemnify the Lessor:

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

***Release***

(1) The Lessee:

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

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

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

***Limit of Lessor's Liability***

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

**SCHEDULE**

**ITEM 1: LAND**

Lot 1 Indian Ocean Drive Caraban on Deposited Plan 55505 Crown Land Title volume 1521 folio 144.

**PREMISES**

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

**ITEM 2: TERM**

Two years

**ITEM 3: FURTHER TERM**

Two years

**ITEM 4: COMMENCEMENT DATE**

1 July 2017

**ITEM 5: RENT**

\$1.00 per annum.

**ITEM 6: USE**

Social and recreational activities of the ATV Social and Racing Club and all uses reasonably ancillary to that purpose.

**ITEM 7: PUBLIC LIABILITY INSURANCE**

\$10,000,000

**ITEM 8: ADDITIONAL TERMS AND CONDITIONS**

**8.1 Retrospective Building Approvals**

All Retrospective Planning Approvals must be completed by 31 December 2017. Non-compliance will result in the "Termination" clause being enacted.

**8.2 Bush Fire mitigation**

As per the ATV Social and Racing Club Fire Control Strategic Plan and Schedule 2017 (Annexure 2).

**8.3 Removal of Assets**

Removal of Assets – all built structure must be removed at the termination of the lease arrangement with the Shire of Gingin.

**It is acknowledged that the Shire of Gingin and the ATV Social and Racing Club agree on the above conditions and responsibilities.**

**Signed on behalf of the Shire of Gingin:**

\_\_\_\_\_  
**JEREMY EDWARDS**  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
**DATE**

**Signed on behalf of the ATV Social and Racing Club:**

\_\_\_\_\_  
**SIGNATURE**

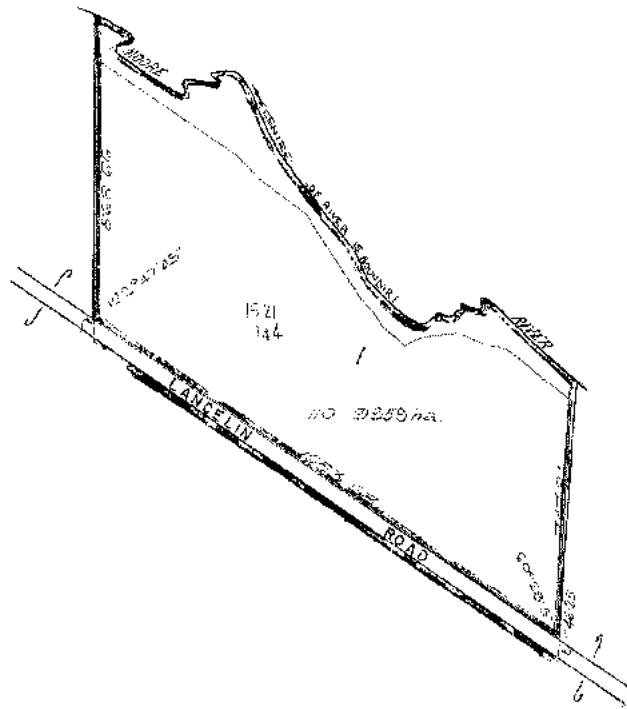
\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**OFFICE HELD**

**MINISTER FOR LANDS CONSENT: N/A**

## Annexure 1 – Plan of Premises



## Annexure 2 – ATV Social and Racing Club Fire Control Strategic Plan and Schedule 2017

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### ATV Social and Racing Club Fire Control Strategic Plan and Schedule 2017

#### Aims

- To strategically assist the shire in managing and controlling the fuel load on the club's property through deliberate and well timed fuel reduction processes
- Protect the club resources and local residents from the risk of fire
- Document and communicate the clubs schedule and preventative actions to the Shire or Gingin and all relevant parties

#### Key Stakeholders

- Philip Barrett (Chief Fire Control officer) Philip Barrett Tel: (08) 9575 5100 / 0408943576
- Gingin West Fire Emma Freedman 0408953337 and Tony Mazzeo 0468966193
- DFES (see website for details)
- Wanneroo Slashing (Greg) 0412923133
- Paul Zucchetti (Spraying) 0418112497
- Stew Wild (fire breaks) 0467570060

Action	Timeline/ Completed date	Involved parties	Additional information
<p>Club "no ride" on high risk days</p> <ul style="list-style-type: none"> <li>Track closes on high risk days and when the forecast in the Shire of Gingin is above 35 degrees</li> <li>The track is closed on movement and fire ban days</li> </ul> <p>Exemption application submitted via DFES for our summer Super cross series</p> <ul style="list-style-type: none"> <li>To ensure we are keeping fire risk low</li> <li>Reduce the risk of financial loss to club through fire ban related cancellations and keep competitor's safe</li> <li>Abide to DFES and Shire of Gingin directives relating to bans</li> </ul>	<p>All year round</p> <p>Outlined in Membership Booklet</p> <p>Posted on Facebook and emailed to members when closures are occurring</p> <p>Subscribed to SMS service</p> <p>Secretary to submit the exemptions July each year (with dates TBA) as the exemption is taking longer than the advertised 6 weeks</p> <p><a href="http://www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanExemptions.aspx">http://www.dfes.wa.gov.au/totalfirebans/Pages/TotalFireBanExemptions.aspx</a></p>	<p>Secretary President DFES Shire of Gingin Members</p> <p>Secretary</p> <p>HSEQ Capital (fire evacuation and muster point process refined)</p>	<p>Have regular checks to ensure members are abiding to the closures</p> <p>Application template and details in dropbox</p>
<p>Keep pits clear of fuel</p> <ul style="list-style-type: none"> <li>Regular slashing and spraying</li> </ul> <p>Water supply</p> <ul style="list-style-type: none"> <li>Regular delivery of water (Roy \$150 per load)</li> <li>Pump functioning from the quarry for sprinklers and emergency</li> <li>Guttering to collect winter rain (additional tanks purchased)</li> <li>Mobile water supply at high risk events (fire ban days)</li> </ul> <p>Burn off annually</p> <ul style="list-style-type: none"> <li>Arrange with West Gingin and other relevant crews to burn off in winter the South Pony</li> </ul>	<p>Track crew and members</p> <p>As above</p> <p>Secretary to complete burn off request in February each year (see Tony at Gingin West)</p> <p>Burn off to occur when fire crew decide best</p> <p>Secretary to notify members when burning is occurring and close track</p> <p>Cost \$TBC</p>	<p>All</p> <p>All</p> <p>Secretary Gingin fire crews Committee</p>	<p>Regular requests via email</p> <p>When available financially tap into possible bore or scheme water to maintain water availability</p>



Action	Timeline/ Completed date	Involved parties	Additional information
<b>Spraying</b> <ul style="list-style-type: none"> <li>• Occur regularly around club rooms</li> <li>• To occur on South Pony in sections after burn and slashing when the green shoots appear</li> </ul>	Club to coordinate with Paul and utilise equipment on hand to assist member in spraying Cost \$4000 for chemicals Look into spray equipment for quad to allow spraying	Club and members Paul	Ensure safe storage of chemicals Check conditions to avoid contamination of river and nearby crops Ensure safe use with safety equipment for members when using
<b>Maintaining fire breaks</b> <ul style="list-style-type: none"> <li>• Stew Wild will maintain fire breaks over the year and Paul assist with spraying and Greg with slashing</li> </ul>	President to coordinate	Stew Paul Greg	
<b>Annual Slashing</b> <ul style="list-style-type: none"> <li>• Wanneroo Slashing to slash annually the first week on November</li> <li>• 3 year contract signed (see dropdown)</li> </ul>	Greg to slash Close track when occurring Cost \$4000 per year	Greg Wanneroo slashing	
<b>Club campfire rules</b> <ul style="list-style-type: none"> <li>• Adhere to shires fire permit policy and annual dates and inform members</li> </ul>	In membership booklet and notify via email of changes to dates	Secretary	
<b>Fire fighting</b> <ul style="list-style-type: none"> <li>• Mobile units on fire ban days</li> <li>• Extinguishers available to members</li> <li>• Supply of water well maintained</li> <li>• Fire crews have key to access property and additional unlocked gate on South Pony</li> </ul>	Check equipment regularly Purchase own mobile unit: \$1500	Committee	Install fire hoses possibility Look into bore or river water access for back up water supply for firefighting purposes only

## Annexure 3 – Maintenance

### EXTERNAL

External	Lessee Responsibilities
<b>Signs</b>	Any signs installed by the Lessee, located on the building are to be regularly maintained and kept in a safe condition. Signs that may become damaged are to be replaced immediately.  Any approvals or licences for signs are to be kept current.
<b>Outdoor Sponsorship Signs</b>	To be maintained to not less than the standard outlined above.  Sponsorship Signs require approval of the Lessor before being erected.
<b>Surrounds</b>	To be kept clean, tidy and free from litter and rubbish.
<b>Rubbish Bins</b>	Rubbish bins are to be kept neat and clean. To be placed in the designated areas.  Bin enclosures to be kept clear of all rubbish and secured.

## **11.2.2 LEASE OF LOT 119 PAPERBARK AVENUE, GABBADAH, TO THE REDFIELD PARK COMMUNITY ASSOCIATION**

**LOCATION:** LOT 119 PAPERBARK AVENUE, GABBADAH  
**FILE:** BLD/1871  
**AUTHOR:** LINDA FIDGE - COORDINATOR COMMUNITY SERVICES  
**REPORTING OFFICER:** KAYE LOWES – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES  
**REPORT DATE:** 20 JUNE 2017  
**REFER:** 21 MAY 2013

### **OFFICER INTEREST DECLARATION**

Nil

### **PURPOSE**

To consider an updated lease agreement between the Redfield Park Community Association and the Shire of Gingin for the premises located at Lot 119 Paperbark Avenue, Gabbadah.

### **BACKGROUND**

Lot 119 Paperbark Avenue, Gabbadah is owned by the Shire of Gingin in freehold title. The Redfield Park community hall and first aid post are located on the lot.

At its meeting on 21 May 2013, Council resolved to enter into a “user agreement” with the Redfield Park Community Association with respect to the community hall and first aid post, including a power to lease to enable the Association to arrange use of the hall and first aid post by third parties. This lease is due to expire on 1 August 2018. The option of a two year extension to the lease is available to Council.

Over the term of the lease, a new community hall building has been constructed adjacent to the original hall, which is now used for other community purposes.

The current lease provides Council with the option of a two year extension. However, given the changes to the leased premises that have occurred over the lease period, it is considered more appropriate to enter into a completely new lease that incorporates the new hall building.

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

### **COMMENT**

The format of the lease agreement is commensurate with other contemporary community group lease arrangements within the Shire including length of term.

Lot 119 is held in freehold title by the Shire of Gingin, and therefore this lease is not subject to endorsement by the Minister for Lands.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

Part 3 – Functions of local governments

Division 3 – Executive functions of local governments

Section 3.58 – Disposing of property

*Local Government (Functions and General) Regulations 1996*

Part 6 – Miscellaneous

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

## POLICY IMPLICATIONS

Nil

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025

<b>Focus Area</b>	<i>3. Built Environment</i>
<b>Objective</b>	<i>3. To effectively manage growth and provide for community</i>
<b>Outcome</b>	<i>3.3 High quality and well utilised community facilities and assets</i>
<b>Strategy</b>	<i>Nil</i>

<b>Focus Area</b>	<i>5. Leadership and Governance</i>
<b>Objective</b>	<i>5. To demonstrate effective leadership and governance</i>
<b>Outcome</b>	<i>5.2 Accountable and responsible governance</i>
<b>Strategy</b>	<i>Nil</i>

## VOTING REQUIREMENTS – SIMPLE MAJORITY

### RECOMMENDATION

It is recommended that Council:

1. Agree to enter into a lease agreement with the Redfield Park Community Association for a portion of the grounds at Lot 119 Paperbark Avenue, Gabbadah, for a period of two years with a further two year option in accordance with the lease document shown as Appendix 1; and
2. Authorise the Chief Executive Officer to progress execution of the lease and to sign the lease document on Council's behalf.

## **RESOLUTION**

**Moved Councillor Aspinall, seconded Councillor Peczka that Council:**

- 1. Agree to enter into a lease agreement with the Redfield Park Community Association for a portion of the grounds at Lot 119 Paperbark Avenue, Gabbadah, for a period of two years with a further two year option in accordance with the lease document shown as Appendix 1; and**
- 2. Authorise the Chief Executive Officer to progress execution of the lease and to sign the lease document on Council's behalf.**

**CARRIED UNANIMOUSLY**

---

# **APPENDIX 1**





## **LEASE AGREEMENT**

**SHIRE OF GINGIN**

**AND**

**REDFIELD PARK COMMUNITY ASSOCIATION**

## **CONDITIONS**

### ***Parties***

Shire of Gingin – "The Lessor"

AND

Redfield Park Community Association – "The Lessee"

### ***Use***

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

### ***Premises***

Comprised of the land and buildings comprised Located at Lot 119 Paperbark Avenue, Gabbadah on the plan included as **Annexure 1**.

### ***Term***

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

## **RENT AND OTHER PAYMENTS**

### ***Rent***

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

### ***Outgoings***

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

### ***Key Bond***

The Lessee will pay a bond of \$100.00 for a set of access keys to the premises prior to access being granted. If required, the bond may be withheld by the Lessor in the event that replacement of keys is required at the time of the Lessee vacating the premises.

### ***Building Bond***

The Lessee will pay a building bond of \$200.00 prior to gaining access to the premises. If required, the bond may be withheld by the Lessor to make good any repairs or minor maintenance that may be necessary at the time of the Lessee vacating the premises.

### ***Insurance***

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

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

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

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

### **TERMINATION**

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

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

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

### ***Restore Premises***

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

### ***Property Inspections***

The Lessor will conduct property inspections of the premises on a six monthly basis to ensure the appearance and the condition of the building is being maintained to the satisfaction of the Lessor.

### **LESSEE'S RESPONSIBILITIES**

#### ***Maintenance, Repair and Cleaning***

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

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

### ***Report to Council***

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

### ***Alterations***

No alterations, additions or improvements are to be made to the premises in the absence of written approval for same from the Lessor.

### ***Securing the Premises***

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

### ***Lessor's Right of Reasonable Entry***

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

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

### ***Hiring of the Premises***

The Lessor acknowledges that the Lessee manages the hiring out of the premises to third parties.

Hire fees be charged as per the *Schedule of Fees and Charges* as set in the Lessor's annual budget.

All income derived from hire charges shall be forwarded to the Lessor on a quarterly basis. The Lessor will then pay to the Lessee a management fee equivalent to the quarterly total of income received from hire charges, less the GST payable by the Lessor.

### ***Smoking on Premises***

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

### ***Comply with Legislation***

The Lessee must comply with all statutes and local laws from time to time in force relating to the premises. The Lessee must not allow a person to carry out any harmful, offensive or illegal act within or around the premises.

### ***Provision of Information***

The Lessee must advise the Lessor of any changes to its club contacts in writing.

***Work within Premises***

The Lessee must carry out works using safe work practices, being mindful of the risk to health and fire hazards.

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

***Behaviour***

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

***Inclusive Membership***

The Lessee must at all times employ an inclusive membership policy.

***INDEMNITY***

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

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

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

***Obligations Continuing***

The obligations of the Lessee to indemnify the Lessor:

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

***Release***

(1) The Lessee:

- a) agrees to occupy and use the Premises at the risk of the Lessee; and
- b) releases to the full extent permitted by law, the Lessor from:

- i. any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by; and

- ii. loss of or damage to the Premises or personal property of the Lessee;

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

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

***Limit of Lessor's liability***

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



## **SCHEDULE**

**ITEM 1: LAND**

Portion of Land and building contained within the **Hachured** area on Lot 119 on Plan 86905 being land comprised in Certificate of Title Volume LR 2003 Folio 824.

**PREMISES**

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

**ITEM 2: TERM**

Two years

**ITEM 3: FURTHER TERM**

Two years

**ITEM 4: COMMENCEMENT DATE**

1 July 2017

**ITEM 5: RENT**

One peppercorn per annum.

**ITEM 6: USE**

Social and recreational activities of the Redfield Park Community Association and all uses reasonably ancillary to that purpose.

**ITEM 7: PUBLIC LIABILITY INSURANCE**

\$10,000,000.00

**ITEM 8: ADDITIONAL TERMS AND CONDITIONS**

Nil

**It is acknowledged that the Shire of Gingin and the Redfield Park Community Association agree on the above conditions and responsibilities.**

**Signed on behalf of the Shire of Gingin:**

\_\_\_\_\_  
**JEREMY EDWARDS**  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
**DATE**

**Signed on behalf of the Redfield Park Community Association:**

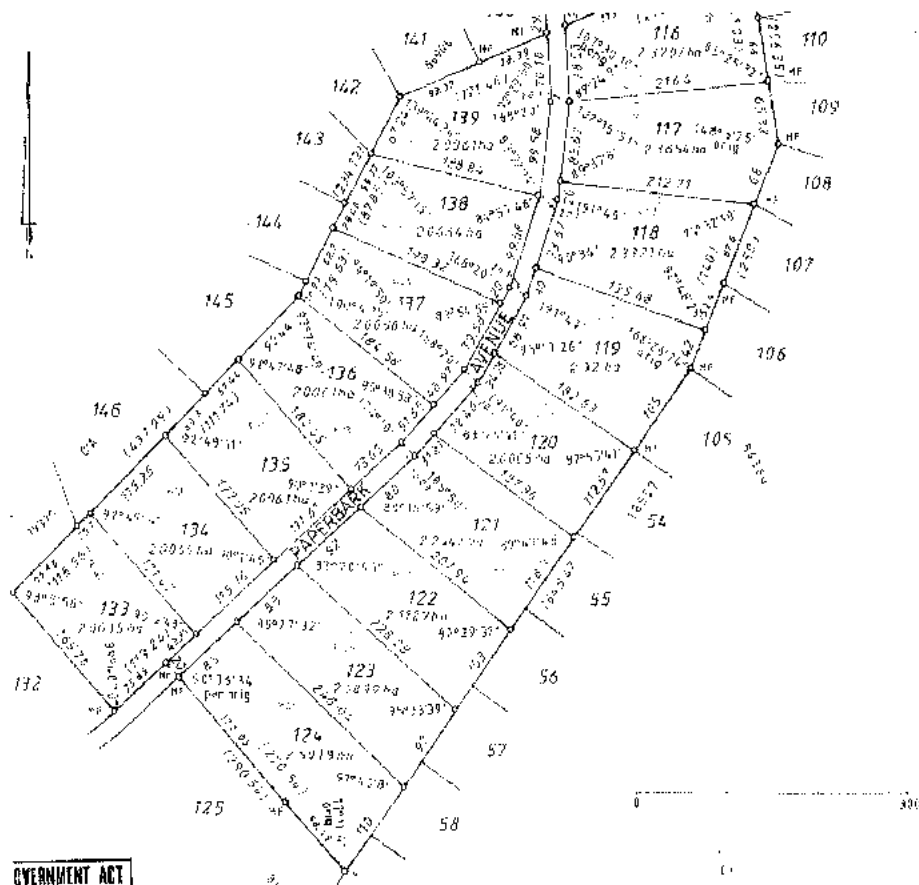
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**SIGNATURE**

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**DATE**

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**PRINT NAME**

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**OFFICE HELD**

## Annexure 1 – Plan of Premises



## Annexure 2 – Maintenance and Cleaning

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

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

### INTERNAL

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

Internal Lessee Responsibilities	
<b>Windows</b>	To be kept clean, free from any marks and cobwebs To be lockable and operable.
<b>Doors</b>	To be kept clean, free from any marks, damage and cobwebs. To be lockable and operable. Any door closers or other devices fitted should be maintained in good working order. <b>NOTE:</b> Locks are not to be changed without the prior approval of the Lessor.
<b>Walls</b>	To be kept clean, free from any marks, damage and cobwebs.
<b>Ceilings</b>	To be kept clean, free of cobwebs and cleaned of any temporary decoration.  Penetrations for appliances such as air conditioning vents shall be kept clean and in good working order.  <b>NOTE:</b> Any water damage or sagging to be reported to the Lessor.
<b>Floors</b>	To be kept clean and regularly maintained in accordance with the requirements of the type of surface i.e. carpets to be vacuumed regularly and steam cleaned annually, hard floors to be swept and mopped. Hard floors to be stripped back and resealed as required by the lessor.  In kitchen areas, relevant Health requirements should be strictly complied with.
<b>Cupboards</b>	To be regularly cleaned with all doors, latches, drawers and shelves being in good working order. To be free from any marks or food residue.
<b>Built in Joinery: (benches, cabinets)</b>	To be regularly cleaned and free of debris.
<b>Electrical Fittings</b>	All electrical fittings such as power points, light switches and light fittings to be kept clean and in good working order and undertake testing of Residual Current Devices in accordance with AS/NZS 3760.2010 In service safety inspection and testing of electrical equipment.  Replace light globes and fluorescent light tubes which may fail.
<b>Fire Fighting Equipment and Exit Signs</b>	To ensure Fire Fighting Equipment is not tampered with or removed from designated area. Lessee is responsible for costs incurred for replacement, mis-use, tampered or lost Fire Fighting Equipment. A clear path or access should be maintained with no obstruction within 1 meter of fire fighting equipment.

<b>Continued...</b>	The Lessee is responsible for notifying the Lessor if the Fire Evacuation Exit Signs are not in good working order.
<b>Rubbish Bins</b>	All rubbish is to be placed in the outside Rubbish Bins in the designated bin areas / enclosures.
<b>Toilets &amp; Showers</b>	To be kept in a clean and operable condition at all times. All consumables i.e. toilet paper, paper towels are to be supplied by the Lessee. All walls and floor surfaces to be kept cleaned and undamaged.
• <b>Air conditioning</b>	The Lessee to operate and clean in accordance with the manufacture's standards.
• <b>Gas Appliances</b>	To operate and be regularly cleaned in good working order with all Gas Suppliers requirements being complied with.
• <b>Stove, Fans, Refrigerators, Heaters, &amp; other White Goods</b>	All to be kept clean and operated in accordance with the manufacture's requirements.

**EXTERNAL**

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

In particular, the following items must be given attention:

<b>External</b>	<b>Lessee Responsibilities</b>
<b>Windows</b>	To be kept clean, operable and lockable at all times.
<b>Doors</b>	To be kept clean, free from any marks, damage and cobwebs. To be lockable and operable. Any door closers or other devices fitted should be maintained in good working order. <b>NOTE:</b> Locks are not to be changed or altered. Lessee is responsible for the costs of lost keys and associated replacement.
<b>Security Screens</b>	To be kept clean and firmly fixed. Any cobwebs to be regularly removed.
<b>Walls</b>	To be kept clean, free from any marks, damage and cobwebs.
<b>Verandah</b>	To be kept clean and free from cobwebs.
<b>Eaves</b>	To be kept clean and free from cobwebs.
<b>Pathways</b>	To be kept clear of rubbish and to be swept regularly. Vegetation surrounding the building not to be damaged.
<b>Light Fittings</b>	To be kept clean and free from cobwebs. Replace all light globes which may fail.
<b>Signs</b>	Any signs installed by the Lessee, located on the building are to be regularly maintained and kept in a safe condition. Signs installed by the Lessee that may become damaged are to be replaced immediately at the Lessee's cost.

	Any approvals or licences for signs are to be kept current.
<b>Outdoor Sponsorship Signs</b>	To be maintained to not less than the standard outlined above. Sponsorship Signs require approval of the Lessor before being erected.
<b>Surrounds</b>	To be kept clean, tidy and free from litter and rubbish.
<b>Rubbish Bins</b>	Rubbish bins are to be kept neat and clean. To be placed in the designated area's. Bin enclosures to be kept clear of all rubbish and secured.

**INTERNAL / EXTERNAL**

<b>Internal / External Lessors Responsibilities</b>	
<b>Gutter Cleaning</b>	To maintain and clean guttering of natural product, including leaves, twigs and soil.
<b>Fire Protection Equipment</b>	To service and replace fire equipment as required.
<b>Building Structural Repairs</b>	To maintain and repair the building structure from wear and tear.
<b>External Drainage</b>	To repair external drainage infrastructure failure.
<b>Redecoration</b>	To redecorate as required.
<b>Security Systems</b>	The Lessee to pay all costs associated with the installation and ongoing monitoring of the security system.  To be maintained in accordance with the supplier's instructions.  Provide evidence of regular annual maintenance (maintenance Report) by a licensed provider.  All Telecommunications and other fees to be met by the Lessee.  Lessee to provide Access Keys and alarm codes to the Lessor.
<b>Air conditioning</b>	The annual maintenance report is to be undertaken by a licensed provider.
<b>Stove, Fans, Refrigerators, Heaters, &amp; other White Goods</b>	All items to be tested and tagged by a licensed provided in accordance with AS/NZS 3760.2010 Electrical Testing and Tagging Standards.
<b>Sinks, Basins, Pedestal Pans &amp; Cisterns</b>	To be maintained in a clean and operable condition.  Clearing of all blockages and repairs to fittings are the Lessor's responsibility.
<b>Toilets &amp; Showers</b>	To be kept in a clean and operable condition at all times.  To clear all blockages.  Replacement and repair of fittings such as taps, roll dispensers and coat hangers rest with the Lessor.



<div>All walls and floor surfaces to be kept cleaned and undamaged.</div>
12

### 11.2.3 MONTHLY FINANCIAL STATEMENT FOR THE PERIOD ENDING 31 MAY 2017

**FILE:** FIN/25  
**REPORTING OFFICER:** KAYE LOWES - EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES  
**REPORT DATE:** 20 JUNE 2017  
**REFER:** NIL

#### OFFICER INTEREST DECLARATION

Nil

#### COMMENT

The Monthly Financial Statement for the period ending 31 May 2017 is attached and includes the following:

1. Statement of Financial Position for the period to 31 May 2017.
2. Monthly cheque listings.

#### 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 2015-2025

<b><i>Focus Area</i></b>	<i>Leadership and Governance</i>
<b><i>Objective</i></b>	<i>5. To demonstrate effective leadership and governance</i>
<b><i>Outcome</i></b>	<i>5.2 Accountable and responsible governance</i>
<b><i>Strategy</i></b>	<i>Nil</i>

#### VOTING REQUIREMENTS – SIMPLE MAJORITY

## RECOMMENDATION

It is recommended that Council receive:

1. The Monthly Financial Statement for the period ending 31 May 2017 as presented in Appendix 1; and
2. The List of Paid Accounts for the period ending 31 May 2017 as presented in Appendix 2.

## RESOLUTION

**Moved Councillor Smiles, seconded Councillor Court that Council receive:**

1. **The Monthly Financial Statement for the period ending 31 May 2017 as presented in Appendix 1; and**
2. **The List of Paid Accounts for the period ending 31 May 2017 as presented in Appendix 2.**

**CARRIED UNANIMOUSLY**

**APPENDIX 1**



**SHIRE OF GINGIN**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017**

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## Summary of Financial Position up to 31 May 2017

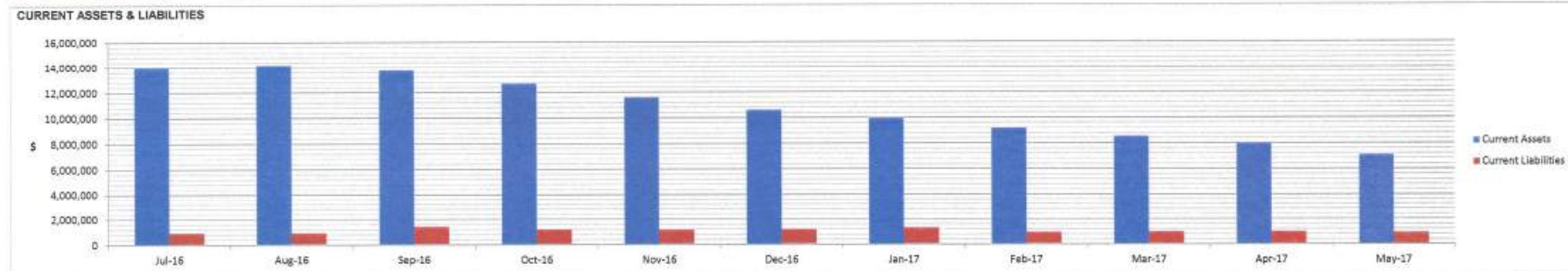
### Operating Statement

Year to 31 May 2017				Annual Budget	Annual	Budget %
	Actual	YTD Budget	Variance			
Revenue	13,725,771	13,057,379	5%	13,485,085		102%
Expenses	(12,483,985)	(13,048,930)	-4%	(14,930,531)		84%
Profit/Loss	(90,825)	55,825	-263%	60,882		-150%
Non-Operating Grants	2,304,486	2,300,000	0%	2,434,924		95%
Net Result	3,465,427	2,364,074		1,050,060		

Variation in Profit/Loss relates to timing and plant disposals deferred to 2017/18

### Assets & Liabilities

	Apr-17	May-17
<b>Current</b>		
Assets	7,963,334	7,106,047
Liabilities	997,011	943,668
<b>Non-Current</b>		
Assets	153,595,330	154,038,682
Liabilities	2,571,205	2,571,205
Net Assets	157,990,448	157,629,855





### Capital Payments

	Year to 31 May 2017			Annual Budget
	YTD Actual	YTD Budget	Variance	
Land & Buildings	985,502	1,070,667	-8%	1,168,000
Infrastructure Roads	1,944,517	3,442,526	-44%	3,755,483
Infrastructure Parks	277,765	785,505	-65%	856,915
Infrastructure Other	895,327	1,186,637	-25%	1,294,513
Infrastructure Footpaths	19,170	40,733	-53%	44,436
Plant & Equipment	1,067,007	1,575,054	-32%	1,718,241
Furniture and Equipment	84,763	84,990	0%	92,716
Loans Current	168,197	172,134	-2%	187,783
Transfer to Reserve	908,483	147,819	515%	161,257
Provisions	44,580	-	0%	-
Net Result	8,395,311	8,505,065	-25%	9,279,344

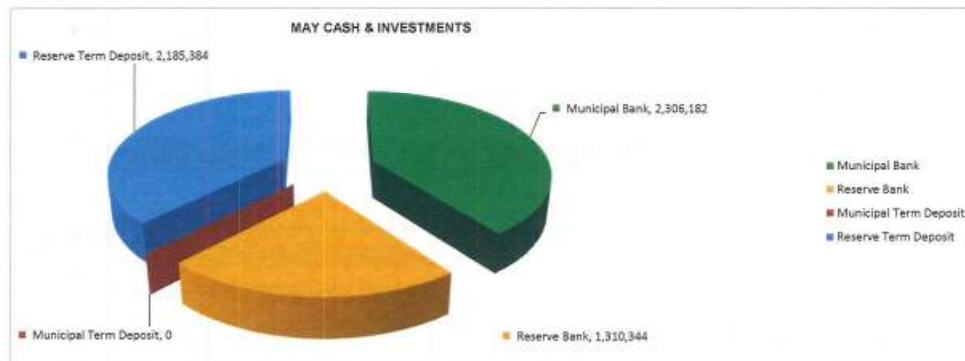
Refer to Capital Works Program.

Note provisions are budgeted throughout operating accounts.

### Cash & Investments

	Volume Held	
	Apr-17	May-17
Municipal Bank	815,480	2,306,182
Reserve Bank	1,310,344	1,310,344
Municipal Term Deposit	2,788,221	0
Reserve Term Deposit	2,170,164	2,185,384
Total	7,084,209	5,801,909

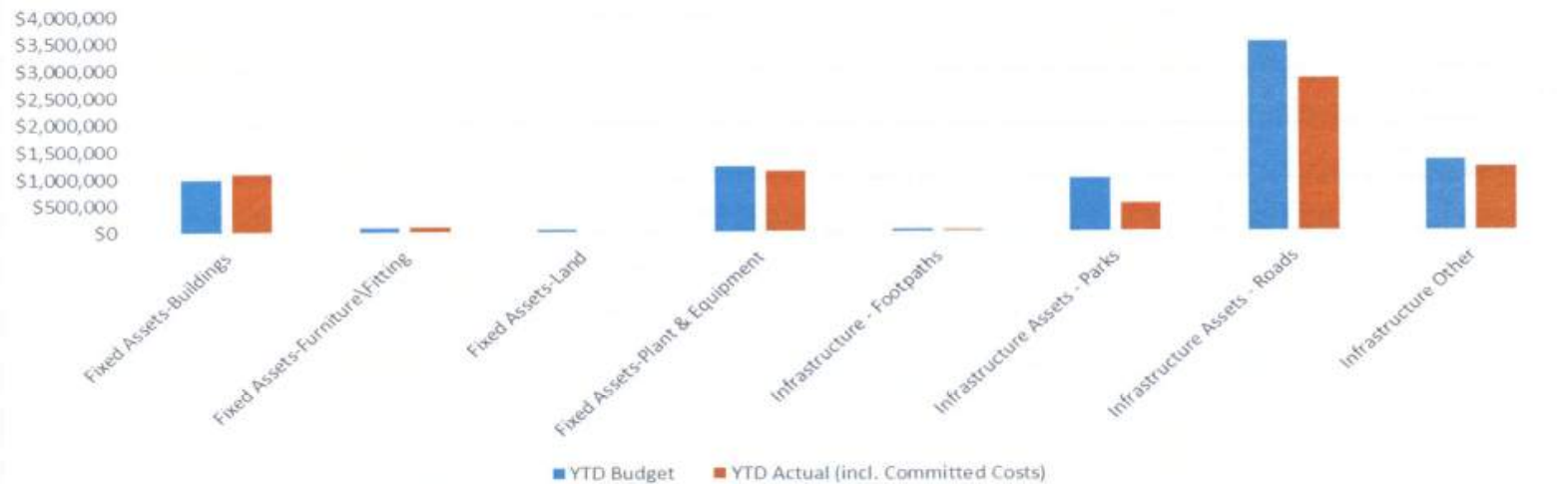
As a result of the RBA meeting held 2nd March 2017, the Board decided to leave the cash rate unchanged at 1.5 per cent..





### Fixed Assets Expenditure May 2017

Asset Type	YTD Budget	YTD Actual (incl. Committed Costs)
Fixed Assets-Buildings	\$985,492	\$1,072,298
Fixed Assets-Furniture\Fitting	\$93,476	\$83,704
Fixed Assets-Land	\$55,000	\$0
Fixed Assets-Plant & Equipment	\$1,227,613	\$1,123,908
Infrastructure - Footpaths	\$40,722	\$38,337
Infrastructure Assets - Parks	\$978,791	\$516,670
Infrastructure Assets - Roads	\$3,497,714	\$2,821,435
Infrastructure Other	\$1,318,438	\$1,183,077
	<b>\$8,197,246</b>	<b>\$6,839,430</b>





## Fixed Assets Expenditure May 2017

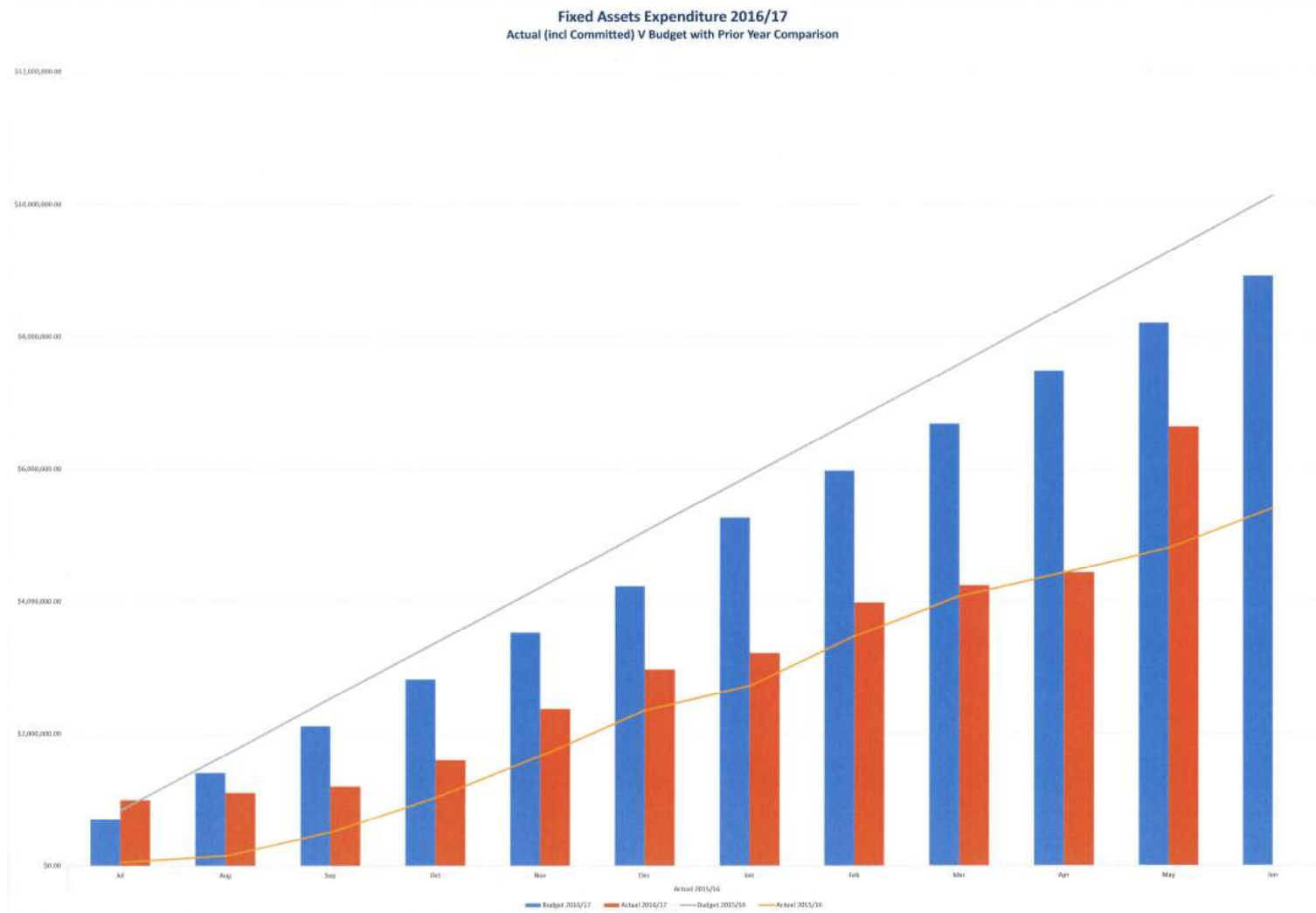
Account #	Account Description	Budget	Budget YTD	Actual YTD (incl Committed Costs)	% Total Budget
05159126	Ocean Farm Fire Shed	\$191,474	\$175,516	\$191,399	99.96%
05159129	Nilgen Fire Shed Construction	\$110,000	\$100,826	\$124,700	113.36%
06259050	Gingin Aged Units (Air-conditioning, kitchen refurbishments, floor coverings)	\$8,000	\$7,326	\$0	0.00%
06259200	Shed - LA Community Bus	\$12,000	\$11,000	\$10,986	91.55%
07159106	Gingin Medical Centre (New)	\$10,000	\$9,163	\$0	0.00%
09159002	37A Lefroy Street - Building Capital A/C	\$1,416	\$1,298	\$1,416	100.03%
09159003	57A Lefroy Street - Building Capital A/C	\$18,557	\$17,006	\$19,943	107.47%
10259213	Ablution Block Harold Park Lancelin	\$6,500	\$5,951	\$3,636	55.94%
10259217	Ablution Facility Guilderton Foreshore	\$0	\$0	\$90,782	100.00%
11159005	Granville Civic Centre Buildings	\$10,500	\$9,625	\$5,450	51.90%
11159050	Lancelin Hall Buildings	\$35,000	\$32,076	\$32,812	93.75%
11159068	Sovereign House/Toilets	\$2,500	\$2,288	\$2,500	100.00%
11359090	GG Recreation Centre Building Land & Buildings	\$22,500	\$20,625	\$17,342	77.08%
11359092	Neergabby Showgrounds Gazebo	\$5,500	\$5,038	\$3,306	60.10%
11359103	Redfield Park Community Ctr	\$24,000	\$21,661	\$24,856	103.57%
11359159	GG Racecourse Buildings	\$4,500	\$4,125	\$3,045	67.68%
11359173	GU Bowling Club - Shade Extension & Seating	\$31,500	\$28,875	\$0	0.00%
11359264	LA Sports Ground Toilets & Change Rooms (Football Club)	\$250,000	\$229,163	\$245,000	98.00%
11359266	Granville Park Toilets (Sewerage pump)	\$2,500	\$2,288	\$2,318	92.73%
11359362	Lancelin Plaza Shade Structure	\$25,000	\$22,913	\$20,455	81.82%
11459010	TV Retransmission System	\$0	\$0	\$2,500	100.00%
12259010	Lancelin/Ledge Point Depot	\$7,375	\$6,743	\$7,896	107.07%
12259018	Road Survey Equipment	\$20,000	\$18,326	\$19,725	98.63%
12259998	Sovereign Hill - Bus Shelter	\$25,000	\$22,913	\$28,298	113.19%
13259050	Ablution Facilities Upgrade Land And Buildings	\$5,750	\$5,269	\$0	0.00%
13259065	Caravan Park Chalets	\$80,000	\$73,337	\$68,343	85.43%
13259067	Caravan Park Storage Shed	\$40,000	\$36,663	\$40,000	100.00%
13259300	Information Bays	\$38,000	\$34,826	\$25,179	66.26%
14259114	Office (GG Admin) - Buildings	\$53,000	\$48,576	\$54,125	102.12%
14359150	Depot - Sea Container	\$10,000	\$9,163	\$9,858	98.58%
14759140	CWA Building - Structural Repairs	\$25,000	\$22,913	\$16,427	65.71%
04159110	Council Chambers Furniture	\$2,000	\$2,000	\$0	0.00%
04159115	Council Furniture & Equipment	\$0	\$0	\$1,019	100.00%
05359100	Ranger Computer & Equipment	\$2,530	\$2,310	\$2,531	100.03%
11159006	Furniture - Halls	\$4,000	\$3,663	\$0	0.00%
11359263	GG Recreation Ctr Furniture and Equipment	\$2,016	\$1,848	\$0	0.00%

Account #	Account Description	Budget	Budget YTD	Actual YTD (incl Committed Costs)	% Total Budget
13259060	GU Caravan Park Furniture/fittings	\$5,084	\$4,653	\$5,084	100.00%
13359010	Furniture And Equipment	\$1,000	\$913	\$0	0.00%
14259110	Computer System Furniture And Equipment	\$28,000	\$25,663	\$2,335	8.34%
14259115	Office Furniture/Equip. Furniture And Equipment	\$37,500	\$34,375	\$52,738	140.64%
14359110	Depot - Furniture And Equipment	\$2,200	\$2,013	\$0	0.00%
14759122	Master Key System	\$17,500	\$16,038	\$19,997	114.27%
10159000	Landfill Site Implementation	\$60,000	\$55,000	\$0	0.00%
05159145	Gingin South Light Tanker GG72	\$175,000	\$160,413	\$0	0.00%
05159200	Fire Warning Signs	\$20,000	\$18,326	\$24,000	120.00%
05359010	Ranger Utility Purchase GG005	\$45,000	\$41,250	\$40,209	89.35%
05359070	Ranger Utility Purchase GG070	\$36,983	\$30,820	\$37,980	102.70%
07459001	Vehicle Purchase - 6GG (5GG budget) EHO	\$0	\$0	\$34,792	100.00%
12359117	Vehicle Purchase - Isuzu D-Max SX GG017	\$46,000	\$42,163	\$42,130	91.59%
12359750	Minor Plant/Equipment	\$15,000	\$13,750	\$13,035	86.90%
12359903	Ford Falcon Ttop GG043	\$43,241	\$39,633	\$43,241	100.00%
12359905	Utility 5GG - EMO	\$43,898	\$40,238	\$43,656	99.45%
12359923	Mitsubishi Dual Cab GG033	\$46,000	\$42,163	\$42,130	91.59%
12359927	Isuzu D-Max Space Cab/Chas 9GG	\$45,000	\$41,250	\$39,397	87.55%
12359934	Station Wagon GG050	\$45,000	\$41,250	\$18,576	41.28%
12359943	New Tractor GG012	\$85,500	\$85,500	\$85,500	100.00%
12359946	Grader GG001	\$317,500	\$317,500	\$317,500	100.00%
12359947	Prime Mover GG045	\$207,000	\$189,750	\$207,000	100.00%
12359962	Trailer GG????	\$5,005	\$4,587	\$4,907	98.05%
12359963	Trailer GG????	\$12,522	\$11,473	\$12,522	100.00%
13259130	Vehicle Purchase GG044	\$43,241	\$39,633	\$43,241	100.00%
14259125	Vehicle Purchase - OGG Plant And Equipment	\$74,091	\$67,914	\$74,091	100.00%
12259990	Footpath projects unallocated	\$44,436	\$40,722	\$38,337	86.27%
11259065	Lancelin Foreshore Development - Cunliffe St	\$150,000	\$137,500	\$0	0.00%
11259077	Guilderton Beach Access Boardwalk	\$89,000	\$81,576	\$0	0.00%
11259079	Boat Launch Facility - Planning Study	\$57,692	\$52,877	\$46,153	80.00%
11259080	GU Pontoon Jetty Boat ramp	\$170,912	\$156,662	\$50,666	29.64%
11359045	GG Iluka Aquatic Centre Shade Sail	\$27,500	\$25,201	\$28,454	103.47%
11359046	Gingin Aquatic Centre Furniture and Equipment	\$4,728	\$4,334	\$4,728	99.99%
11359124	LA Wangaree Park Skate Equip	\$136,000	\$124,663	\$9,486	6.98%
11359132	Playground Equipment	\$59,483	\$54,516	\$44,535	74.87%
11359133	LP Playground Equipment	\$135,949	\$124,619	\$271,898	200.00%
11359170	GG Recreation Ground	\$10,150	\$9,295	\$0	0.00%
11359171	Regional Hardcourt Facility - Bank Stabilisation & Landscaping	\$165,000	\$151,250	\$0	0.00%



Account #	Account Description	Budget	Budget YTD	Actual YTD (incl Committed Costs)	% Total Budget
11359364	LA Hinchcliffe Road Recreational area plan	\$5,000	\$4,576	\$2,750	55.00%
13259066	GU Caravan Park Bay Upgrade	\$0	\$0	\$1,555	100.00%
12259178	Rural - Mooliabeenee Road - Turning Pocket	\$88,878	\$81,444	\$17,820	20.05%
12259199	Rural - Breera Road	\$0	\$0	\$4,491	100.00%
12259221	R To R - Bennies Road	\$363,115	\$332,816	\$338,273	93.16%
12259222	Lancelin - Lancelin Plaza	\$10,000	\$9,163	\$0	0.00%
12259229	Ocean Farm - Ocean Farm Drive	\$0	\$0	\$81,525	100.00%
12259248	Guilderton Foreshore Carpark	\$199,090	\$182,490	\$321,299	161.38%
12259306	GG - Brockman Street/Cheriton Road Intersection	\$87,290	\$80,014	\$9,275	10.63%
12259339	Rural - Cullalia Rd	\$472,125	\$432,762	\$371,001	78.58%
12259343	LA - Drainage Works	\$0	\$0	\$2,420	100.00%
12259348	SB - Seabird Road	\$850,000	\$779,174	\$610,886	71.87%
12259353	Old North Road Drive/Walk Trail	\$46,020	\$42,185	\$22,003	47.81%
12259501	Black Spot - Dewar Road	\$245,656	\$225,170	\$6,168	2.51%
12259959	RRG - Gingen Brook Road - Final Seal	\$100,160	\$91,806	\$0	0.00%
12259961	RRG - Gingen Brook Road	\$827,399	\$758,428	\$780,624	94.35%
12259982	Drainage Construction	\$21,013	\$19,261	\$19,236	91.54%
12259983	RRG - Mooliabeenee Road	\$0	\$0	\$41,160	100.00%
12259993	Murray Bridge works	\$159,000	\$145,750	\$159,000	100.00%
12259996	Rural - Fynes Road Resheet SLK 0.00-5.32	\$272,204	\$249,502	\$0	0.00%
12259997	LA - Hawcroft Place - Install Cul-de-Sac/drainage/kerb	\$73,930	\$67,749	\$36,253	49.04%
10159030	Gingen Landfill Fencing	\$5,000	\$4,576	\$6,228	124.55%
10559010	Seabird Erosion Solution	\$885,063	\$811,305	\$874,940	98.86%
10759128	Gingen Cemetery Fence and Driveway	\$19,450	\$17,820	\$0	0.00%
11359183	LP - Bowling Club - Synthetic Green	\$175,000	\$160,413	\$140,000	80.00%
12259360	Retention Basin - Roe Street/Gingen Brook	\$150,000	\$137,500	\$70,932	47.29%
12259362	Streetscape Project - Lancelin	\$70,000	\$64,163	\$0	0.00%
12259994	Parking Meters - Guilderton	\$16,052	\$14,707	\$19,077	118.85%
13259312	Caravan Waste Dump Points	4455	\$4,081	1954.55	43.87%
13259313	Caravan Park Drainage	\$50,000	\$45,826	\$6,618	13.24%
13259314	Caravan Park Retaining Wall	63327	\$58,047	63327	100.00%
		\$8,853,460	\$8,145,524	\$6,782,985	





SHIRE OF GINGIN

INTERIM MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

	NOTE	May 2016/2017 Y-T-D Actual \$	2016/2017 Y-T-D Budget \$	2016/2017 Budget \$	Variances Budget to Actual Y-T-D %
Net current assets at start of year - surplus/(deficit)		2,265,998	1,556,418	0	0.00%
Revenue from operating activities (excluding rates and non-operating grants, subsidies & contributions)					
Governance		534	9,167	10,000	(86.33%)
General Purpose Funding		2,081,467	1,178,916	1,178,916	76.56%
General Purpose Funding - Rates		7,607,280	7,569,439	7,569,439	0.50%
Law, Order, Public Safety		399,584	400,000	412,731	(0.10%)
Education and Welfare		118,096	111,833	122,000	5.13%
Health		229,056	241,083	263,000	(4.57%)
Housing		22,800	23,833	26,000	(3.97%)
Community Amenities		1,592,257	1,630,776	1,779,028	(2.17%)
Recreation and Culture		237,190	148,633	162,145	54.62%
Transport		3,656	274,127	299,048	(90.44%)
Economic Services		1,802,228	1,789,939	1,952,661	0.63%
Other Property and Services		287,004	335,330	365,815	(13.21%)
Restricted Cash		(655,380)	(655,698)	(655,698)	(0.05%)
		13,725,771	13,057,379	13,485,085	4.96%
Expenditure from operating activities					
Governance		(897,110)	(406,907)	(406,907)	120.47%
General Purpose Funding		(389,013)	(400,000)	(1,074,751)	(1.02%)
Law, Order, Public Safety		(1,284,582)	(935,955)	(1,021,042)	34.14%
Education and Welfare		(155,177)	(173,075)	(188,809)	(9.48%)
Health		(762,700)	(616,290)	(672,316)	21.78%
Housing		(20,782)	(18,736)	(20,439)	10.01%
Community Amenities		(1,893,976)	(1,800,000)	(2,166,766)	4.34%
Recreation & Culture		(2,752,674)	(2,516,822)	(2,745,624)	8.59%
Transport		(1,782,376)	(1,900,000)	(4,187,442)	(2.81%)
Economic Services		(1,399,270)	(1,652,355)	(1,802,569)	(14.04%)
Other Property and Services		(1,256,469)	(590,302)	(643,966)	103.45%
Restricted Cash		19,318	0	0	100.00%
		(12,574,811)	(11,010,442)	(14,930,631)	10.48%
Operating activities excluded from budget					
(Profit)/Loss on Asset Disposals	2	90,825	55,625	60,682	58.01%
Depreciation on Assets	10	2,648,021	3,197,450	3,488,127	(15.75%)
Non-Cash Expenditure and Revenue		44,580	0	0	100.00%
Leave Entitlements		(44,580)	0	0	(100.00%)
Amount attributable to operating activities		3,889,807	6,856,431	2,103,263	(141.05%)
Investing Activities					
Non operating grants, subsidies & contributions		2,304,466	2,300,000	2,434,924	0.18%
Purchase Land Held for Resale	1	0	0	0	0.00%
Purchase Land and Buildings	1	(985,502)	(1,070,667)	(1,168,000)	(7.29%)
Purchase Infrastructure Assets - Roads	1	(1,944,517)	(3,442,526)	(3,755,483)	(39.89%)
Purchase Infrastructure Assets - Parks	1	(277,765)	(785,505)	(856,915)	(59.25%)
Purchase Infrastructure Assets - Other	1	(895,327)	(1,186,637)	(1,294,513)	(22.50%)
Purchase Infrastructure Assets - Footpaths	1	(19,170)	(40,733)	(44,436)	100.00%
Purchase Tools		0	0	0	100.00%
Purchase Plant and Equipment	1	(1,067,007)	(1,575,054)	(1,718,241)	(29.57%)
Purchase Furniture and Equipment		(84,763)	(84,990)	(92,716)	(0.24%)
Proceeds from Disposal of Assets	2	328,000	619,042	675,318	(43.10%)
		(2,641,586)	(5,267,071)	(5,820,062)	(45.11%)
Financing Activities					
Repayment of Debentures	3	(168,197)	(172,134)	(187,783)	(2.10%)
Proceeds from New Debentures	3	213,897	196,072	213,897	8.33%
New Self Supporting Loans		0	0	0	0.00%
New Advances		0	0	0	0.00%
Proceeds from Advances		10,620	9,163	9,996	(100.00%)
Self-Supporting Loan Principal Income		17,327	25,590	27,916	(29.60%)
Transfers to Reserves (Restricted Assets)	4	(908,483)	(147,819)	(161,257)	471.71%
Transfers from Reserves (Restricted Assets)	4	0	540,833	590,000	(91.67%)
Transfers from Restricted Cash		0	927,588	1,011,914	(91.67%)
		(834,836)	1,379,293	1,504,683	(147.15%)
Net Current Assets Year to Date		2,679,384	2,968,653	(2,212,116)	

This statement is to be read in conjunction with the accompanying notes.  
Note: Difference in B/Fwd balance relates to End of year adjustments.

## SHIRE OF GINGIN

## MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

1. ACQUISITION OF ASSETS & OTHER NON CAPITAL EXPENDITURE	May 2016/2017 Y-T-D Actual \$	2016/2017 Budget \$
The following assets and other non capital expenditure have been acquired/paid for during period under review:		
<u>By Program</u>		
Governance	1,019	5,000
General Purpose Funding	29,394	121,487
Law, Order, Public Safety	272,118	542,500
Health	28,887	69,387
Education and Welfare	8,477	20,000
Housing	21,359	21,000
Community Amenities	926,069	1,032,974
Recreation and Culture	916,337	1,450,231
Transport	2,872,492	5,405,419
Economic Services	384,691	340,693
Other Property and Services	934,467	270,653
	<u>6,395,311</u>	<u>9,279,344</u>
<u>By Class</u>		
Land and Buildings	985,502	1,168,000
Infrastructure Assets - Roads	1,944,517	3,755,483
Infrastructure Assets - Parks and Ovals	277,765	856,915
Infrastructure Assets - Other	895,327	1,294,513
Infrastructure - Footpaths	19,170	44,436
Plant and Equipment	1,067,007	1,718,241
Furniture and Fittings	84,763	92,716
Tools	0	0
Loans Current	168,197	187,783
Provisions	44,580	0
Transfers to Reserve	908,483	161,257
	<u>6,395,311</u>	<u>9,279,344</u>

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this statement as follows:

SHIRE OF GINGIN  
MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

## 2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Net Book Value	Sale Proceeds	Profit/(Loss)
	May 2016/2017 Y-T-D Actual \$	May 2016/2017 Y-T-D Actual \$	May 2016/2017 Y-T-D Actual \$
Law Order & Public Safety	29,214	44,091	(14,877)
Health	0	0	0
Community Amenities	0	0	0
Transport	190,120	233,182	(43,062)
Economic Services	2,136	9,818	(7,682)
Other Property & Services	15,704	40,909	(25,205)
	237,175	328,000	(90,825)

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit/(Loss)
	May 2016/2017 Y-T-D Actual \$	May 2016/2017 Y-T-D Actual \$	May 2016/2017 Y-T-D Actual \$
Plant & Equipment	237,175	328,000	(90,825)
Land & Buildings	0	0	0
	237,175	328,000	(90,825)

<u>Summary</u>			Profit/(Loss)
			2016/2017 Y-T-D Actual \$
Profit on Asset Disposals			3,656
Loss on Asset Disposals			(94,482)
			(90,825)

SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

## 3. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans Actual	New Loans Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
				Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Education &amp; Welfare</b>									
L110 Aged Accom Lancelin	0			0	0	0	0	0	0
<b>Health</b>									
L100 GG Medical Centre	232,451			22,887	22,887	209,564	209,564	15,554	14,766
<b>Community Amenities</b>									
L111 Tip Rationalisation Site	499,451			14,578	14,578	484,873	484,873	33,918	32,182
Loan 127 - SB Erosion Extension	0	213,897	213,897	9,475	9,383	204,422	204,514	3,333	2,898
<b>Recreation &amp; Culture</b>									
L114 Gu C/Club	490,488			28,991	28,952	463,497	461,536	36,227	34,548
L115 Gu C/Club	25,991			12,538	12,538	13,453	13,453	1,747	1,643
L119 LP Country Club & Granville									
Civic Centre	16,316			7,871	7,871	8,445	8,445	1,099	1,034
L120 Regional Netball Facility	340,088			8,417	17,115	331,671	322,973	12,521	22,437
L124A Regional Hardcourt Facility	330,480			8,836	17,854	321,644	312,626	7,920	13,466
L126 Swimming Pool	150,000			13,010	13,010	136,990	136,990	5,061	4,550
<b>Economic Services</b>									
L103 Gingin Sale Yards	17,982			5,642	5,642	12,340	12,340	1,041	982
<b>Other Property &amp; Services</b>									
L91 Guilderton Shop	0			0	0	0	0	0	0
L93 LA Angling/Aquatic	20,127			9,736	9,736	10,391	10,391	1,222	1,156
L106 Lot 1023 Lancelin	0			0	0	0	0	0	0
L118 Office Extensions	32,505			15,679	15,679	16,826	16,826	2,190	2,060
L123 Purchase Lot 44 Weld Street GG	225,365			12,538	12,538	212,827	212,827	16,239	15,471
	<b>2,381,244</b>	<b>213,897</b>	<b>213,897</b>	<b>168,197</b>	<b>187,783</b>	<b>2,426,944</b>	<b>2,407,358</b>	<b>138,070</b>	<b>147,193</b>

SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

## 3. INFORMATION ON BORROWINGS (continued)

	Principal Actual \$	Interest Actual \$
(a) Debenture Repayments		
Repayment of Principal for Council Funded Loans will be	145,924	Interest on Council Funded Loans 135,102
Repayment of Principal for Self Supporting Loans will be	22,274	Interest on Self Supporting Loans 2,968
	<u>\$168,197</u>	<u>\$138,070</u>

## (b) New Debentures

Nil

## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

	May Y-T-D Actual \$	2016/2017 Budget \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Long Service Leave, Sick Leave, Staff Contingency</b>		
Opening Balance	356,637	355,494
Amount Set Aside / Transfer to Reserve	154,078	6,141
Amount Used / Transfer from Reserve	-	-
	<u>510,715</u>	<u>361,635</u>
<b>(b) Office Equipment Replacement</b>		
Opening Balance	17,210	17,166
Amount Set Aside / Transfer to Reserve	197	426
Amount Used / Transfer from Reserve	-	-
	<u>17,406</u>	<u>17,592</u>
<b>(c) Plant &amp; Equipment Replacement</b>		
Opening Balance	150,707	150,323
Amount Set Aside / Transfer to Reserve	1,721	24,149
Amount Used / Transfer from Reserve	-	-
	<u>152,428</u>	<u>174,472</u>
<b>(d) Land &amp; Buildings General</b>		
Opening Balance	801,200	798,786
Amount Set Aside / Transfer to Reserve	109,152	14,077
Amount Used / Transfer from Reserve	-	(380,000)
	<u>910,352</u>	<u>432,863</u>
<b>(e) Guilderton Caravan Park Recreation</b>		
Opening Balance	120,316	120,009
Amount Set Aside / Transfer to Reserve	101,378	2,115
Amount Used / Transfer from Reserve	-	-
	<u>221,694</u>	<u>122,124</u>
<b>(f) Shire Recreational Development</b>		
Opening Balance	151,204	215,653
Amount Set Aside / Transfer to Reserve	151,783	3,800
Amount Used / Transfer from Reserve	-	(100,000)
	<u>302,987</u>	<u>119,453</u>
<b>(g) Redfield Park Public Open Space</b>		
Opening Balance	29,283	41,191
Amount Set Aside / Transfer to Reserve	344	726
Amount Used / Transfer from Reserve	-	-
	<u>29,626</u>	<u>41,917</u>



## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

	May Y-T-D Actual \$	2016/2017 Budget \$
<b>RESERVES (continued)</b>		
<b>(h) Ocean Farm Recreation</b>		
Opening Balance	35,986	35,894
Amount Set Aside / Transfer to Reserve	411	633
Amount Used / Transfer from Reserve	-	-
	<u>36,397</u>	<u>36,527</u>
<b>(i) Tip Rationalisation</b>		
Opening Balance	686,147	684,398
Amount Set Aside / Transfer to Reserve	7,834	12,062
Amount Used / Transfer from Reserve	-	(110,000)
	<u>693,981</u>	<u>586,460</u>
<b>(j) Lancelin Community Sporting Club</b>		
Opening Balance	32,708	17,578
Amount Set Aside / Transfer to Reserve	362	12,810
Amount Used / Transfer from Reserve	-	-
	<u>33,070</u>	<u>30,388</u>
<b>(k) Community Infrastructure Reserve</b>		
Opening Balance	86,046	85,827
Amount Set Aside / Transfer to Reserve	982	1,513
Amount Used / Transfer from Reserve	-	-
	<u>87,029</u>	<u>87,340</u>
<b>(l) Staff Housing Reserve</b>		
Opening Balance	31,238	31,158
Amount Set Aside / Transfer to Reserve	357	549
Amount Used / Transfer from Reserve	-	-
	<u>31,595</u>	<u>31,707</u>
<b>(m) Future Infrastructure Reserve</b>		
Opening Balance	73,481	-
Amount Set Aside / Transfer to Reserve	379,886	76,797
Amount Used / Transfer from Reserve	-	-
	<u>453,367</u>	<u>76,797</u>
<b>(n) Guilderton Country Club Reserve</b>		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	-	5,460
Amount Used / Transfer from Reserve	-	-
	<u>-</u>	<u>5,460</u>
<b>Total Cash Backed Reserves</b>	<u>3,480,647</u>	<u>2,124,735</u>

All of the above reserve accounts are supported by money held in financial institutions.

## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

	May Y-T-D Actual \$	2016/2017 Budget \$
<b>4. RESERVES (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
<b>Transfers to Reserves</b>		
Long Service Leave, Sick Leave, Staff Contingency	154,078	6,141
Office Equipment Replacement	197	426
Plant & Equipment Replacement	1,721	24,149
Land & Buildings General	109,152	14,077
Guilderton Caravan Park Recreation	101,378	2,115
Shire Recreational Development	151,783	3,800
Redfield Park Public Open Space	344	726
Ocean Farm Recreation	411	633
Tip Rationalisation	7,834	12,062
Lancelin Community Sporting Club	362	12,810
Community Infrastructure	982	1,513
Staff Housing Reserve	357	549
Guilderton Country Club Reserve	-	5,460
Future Infrastructure Reserve	379,886	76,797
	<u>908,483</u>	<u>161,258</u>
<b>Transfers from Reserves</b>		
Long Service Leave, Sick Leave, Staff Contingency	-	-
Office Equipment Replacement	-	-
Plant & Equipment Replacement	-	-
Land & Buildings General	-	(380,000)
Guilderton Caravan Park Recreation	-	-
Shire Recreational Development	-	(100,000)
Redfield Park Public Open Space	-	-
Ocean Farm Recreation	-	-
Tip Rationalisation	-	(110,000)
Lancelin Community Sporting Club	-	-
Community Infrastructure	-	-
Staff Housing Reserve	-	-
Guilderton Country Club Reserve	-	-
Future Infrastructure Reserve	-	-
	<u>-</u>	<u>(590,000)</u>
<b>Total Transfer to/(from) Reserves</b>	<u>908,483</u>	<u>(428,742)</u>

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows: for which the reserves are set aside are as follows:

**Long Service Leave, Sick Leave, Staff Contingency**

Used to fund annual, long service leave, rostered days off (executive staff only), sick leave redundancy/retirement and staff contingency

SHIRE OF GINGIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

**Office Equipment Replacement Reserve**

Used for the acquisition and/or replacement of major items of office equipment (including computer system)

**Plant and Equipment Reserve**

Used for the purchase of major plant and equipment

**Land and Building General Reserve**

Used for the replacement and/or acquisition of land and buildings

**Guilderton Caravan Park Recreation**

Used for the development of Guilderton Caravan Park facilities

**Shire Recreational Development Reserve Shire Recreational Development Reserve**

Used for the development of Shire Recreational facilities

**Redfield Park Public Open Space Reserve**

Used for the development of Public Open Space within the Redfield Park subdivision

**Ocean Farm Recreation**

Used for the development of recreation and community facilities within the Ocean Farm subdivision

**Tip Rationalisation**

Used for rationalisation of rubbish tip facilities within the Shire

**Plant & Equipment/Infrastructure Replacement**

Used for replacement of Fire Equipment and Infrastructure for fire fighting purposes within the Shire

**Lancelin Community Sporting Club Reserve**

Used in developing building and other associated infrastructure at the Lancelin Community Sporting Club and are to be spent upon request from the Club, and approval from Council

**Community Infrastructure Reserve**

Used to assist in the financing of community facilities

**Staff Housing Contingency**

Staff housing infrastructure additions and/or replacement

**Future Infrastructure Reserve**

Used for the provision of renewal, upgrade and asset purchases

## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

	Actual May 2016/2017 Y-T-D Actual \$	Actual Brought Forward 1-Jul \$
<b>5. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS:</b>		
Cash - Unrestricted	1,252,084	851,145
Cash - Restricted Reserves	<b>4</b> 3,480,647	2,572,164
Cash - Restricted General	892,196	1,527,894
Rates - Current	970,792	700,817
Sundry Debtors	456,878	1,164,689
Inventories	<u>42,861</u>	<u>34,480</u>
	7,095,458	6,851,189
<b>LESS: CURRENT LIABILITIES</b>		
Payables	(276,806)	(1,279,262)
Employee Provisions	(658,622)	(703,202)
Accrued Interest on Loans	0	(30,562)
Long Term Borrowings (Current)	<u>(8,241)</u>	<u>(176,438)</u>
	(943,668)	(2,189,465)
	6,151,790	4,661,724
Less: Cash - restricted reserves	<b>4</b> (3,480,647)	(2,572,164)
Add: Current portion of debentures	8,241	176,438
<b>NET CURRENT ASSET POSITION</b>	<u><b>2,679,384</b></u>	<u><b>2,265,998</b></u>

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017**

**6. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2016/2017 Rate Revenue \$</b>	<b>2016/2017 Interim Rates \$</b>	<b>2016/2017 Back Rates \$</b>	<b>2016/2017 Total Revenue \$</b>	<b>2016/2017 Budget \$</b>
<b>General Rate</b>								
GRV - Townsites	0.082063	1,743	28,508,235	2,339,471			2,339,471	2,339,471
GRV - Other	0.082063	923	14,815,362	1,215,793			1,215,793	1,215,793
UV - Rural	0.004427	422	286,427,000	1,268,014			1,268,014	1,268,014
UV - Other	0.004427	1	2,800,000	12,396			12,396	12,396
UV - Intensive	0.008303	118	64,543,000	535,901			535,901	535,901
Interim Rates			0	0	20,489		20,489	20,000
Back Rates			0	0		16,760	16,760	1,000
<b>Sub-Totals</b>		<b>3,207</b>	<b>397,093,597</b>	<b>5,371,574</b>	<b>20,489</b>	<b>16,760</b>	<b>5,408,823</b>	<b>5,392,574</b>
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Townsites	980	879	6,752,442	861,420			861,420	861,420
GRV - Other	980	751	4,133,426	735,980			735,980	735,980
UV - Rural	1238	372	74,924,300	460,536			460,536	460,536
UV - Other	1238	22	608,000	27,236			27,236	27,236
UV - Intensive	2,201	93	15,553,853	204,693			204,693	204,693
<b>Sub-Totals</b>		<b>2,117</b>	<b>101,972,021</b>	<b>2,289,865</b>	<b>0</b>	<b>0</b>	<b>2,289,865</b>	<b>2,289,865</b>
Concessions					(95,527)		(95,527)	(92,000)
Rate Write Off							0	
Ex-Gratia Rates							4,119	(600)
<b>Totals</b>		<b>5,324</b>	<b>499,065,618</b>	<b>7,661,439</b>	<b>(75,037)</b>	<b>16,760</b>	<b>7,607,280</b>	<b>7,589,839</b>

All land except exempt land in the Shire of Gingin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2016/2017 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

## 7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-16 \$	Amounts Received \$	Amounts Paid (\$)	May Y-T-D Actual \$
Bonds, Tenders etc	5,800	7,030	5,100	7,730
Car Parking Cash in Lieu	11,482			11,482
Community Groups	3,592			3,592
Councillors Nominations	-			-
D Wedge Trust	4,858	113	63	4,908
Excavation Bonds	20,000			20,000
Footpath Bonds	5,240			5,240
Landscaping Bonds	41,635			41,635
Old Junction Hotel Restoration	1,318			1,318
Other Bonds/Trusts	13,527	6,017	1,802	17,741
Public Open Space	30,000			30,000
Rehabilitation Bonds	64,842			64,842
Second Hand Buildings	34,500	5,000		39,500
Staff Trust	11,633	26,186	25,529	12,290
Subdivision Bonds	169,067			169,067
Tree Planting Bonds	-	4,697		4,697
Trust Interest	173,450	4,270	4,827	172,894
	590,944	53,312	37,320	606,936



## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

## 8. OPERATING STATEMENT

	May 2016/2017 Y-T-D Actual \$	2016/2017 Budget \$	2015/2016 Actual \$
<b>OPERATING REVENUES</b>			
Governance	534	10,000	4,545
General Purpose Funding	9,688,747	8,748,355	8,542,000
Law, Order, Public Safety	577,716	887,731	365,570
Health	229,056	263,000	253,767
Education and Welfare	118,096	122,000	138,102
Housing	22,800	26,000	28,937
Community Amenities	2,248,955	1,779,028	3,113,624
Recreation and Culture	254,985	452,173	1,084,116
Transport	1,455,497	1,903,396	2,154,773
Economic Services	1,802,228	1,952,661	1,699,873
Other Property and Services	287,004	365,815	898,485
Restricted Cash	(655,380)	(655,698)	(74,302)
<b>TOTAL OPERATING REVENUE</b>	<b>16,030,237</b>	<b>15,854,461</b>	<b>18,209,490</b>
<b>OPERATING EXPENSES</b>			
Governance	(897,110)	(1,077,144)	(1,061,903)
General Purpose Funding	(389,013)	(408,097)	(395,394)
Law, Order, Public Safety	(1,284,582)	(1,030,068)	(1,575,896)
Health	(762,700)	(675,974)	(728,762)
Education and Welfare	(155,177)	(188,803)	(167,643)
Housing	(20,782)	(20,439)	(33,354)
Community Amenities	(1,893,976)	(2,174,087)	(2,349,650)
Recreation & Culture	(2,752,674)	(2,752,161)	(3,016,920)
Transport	(1,782,376)	(4,087,190)	(4,739,984)
Economic Services	(1,399,270)	(1,807,154)	(1,453,833)
Other Property and Services	(1,256,469)	(643,966)	(377,722)
Restricted Cash	19,318		(25,300)
<b>TOTAL OPERATING EXPENSE</b>	<b>(12,574,811)</b>	<b>(14,865,083)</b>	<b>(15,926,358)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>3,455,427</b>	<b>989,378</b>	<b>2,283,132</b>

## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017

## 9. STATEMENT OF FINANCIAL POSITION

	May 2016/17 Y-T-D Actual \$	2015/2016 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	2,144,281	2,379,039
Reserves - Cash Backed	3,480,647	2,572,164
Receivables - Cash	1,427,670	1,865,506
Receivables - Non Cash	10,589	38,536
Inventories	42,861	34,480
<b>TOTAL CURRENT ASSETS</b>	<b>7,106,047</b>	<b>6,889,725</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	168,322	168,322
Inventories	0	0
Property, Plant and Equipment	54,966,584	54,797,949
Infrastructure	98,903,775	96,865,206
<b>TOTAL NON-CURRENT ASSETS</b>	<b>154,038,682</b>	<b>151,831,477</b>
<b>TOTAL ASSETS</b>	<b>161,144,729</b>	<b>158,721,202</b>
<b>CURRENT LIABILITIES</b>		
Payables	276,806	1,279,262
Accrued Interest on Debentures	0	30,562
Interest-bearing Liabilities	8,241	176,438
Provisions	658,622	703,202
<b>TOTAL CURRENT LIABILITIES</b>	<b>943,668</b>	<b>2,189,465</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,418,702	2,204,805
Provisions	152,503	152,503
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,571,205</b>	<b>2,357,308</b>
<b>TOTAL LIABILITIES</b>	<b>3,514,874</b>	<b>4,546,773</b>
<b>NET ASSETS</b>	<b>157,629,855</b>	<b>154,174,429</b>
<b>EQUITY</b>		
Reserves - Asset Revaluation	106,207,280	106,207,280
Reserves - Cash Backed	3,480,647	2,572,164
Retained Surplus	47,941,928	45,394,985
<b>TOTAL EQUITY</b>	<b>157,629,855</b>	<b>154,174,429</b>

# APPENDIX 2

LIST OF ACCOUNTS PAID BY COUNCIL SUBMITTED TO THE  
COUNCIL MEETING HELD ON 2017

TYPE	DATE PAID	NAME	DETAILS	AMOUNT
Chq/EFT				
EFT21396	01/05/2017	GINGIN DISTRICT HIGH SCHOOL	STUDENT COUNCIL CAMP 2017	1650.00
EFT21397	01/05/2017	LEDGE POINT HARDWARE	PAINT	117.85
EFT21398	01/05/2017	CU@PARK	CLEANING ABLUTION	2039.57
EFT21399	01/05/2017	CHITTERING SEPTIC SERVICE	PUMP OUT SEPTIC	700.00
EFT21400	01/05/2017	OUTDOOR WORLD LA	SUPPLY AND ERECT COMM BUS SHED	8190.00
EFT21401	01/05/2017	TROY'S PLUMBING PTY LTD	REPAIR DAMAGED WATER MAIN	132.00
EFT21402	01/05/2017	AFGRI EQUIPMENT PTY LTD	FITTING UP OF NEW TRACTOR	1257.08
EFT21403	01/05/2017	GLENISE ANN RUSH	CLEANING ABLUTIONS	260.00
EFT21404	01/05/2017	MOORE RIVER ELECTRICAL	ELECTRICAL TESTING AND REPAIR	528.00
EFT21405	01/05/2017	HELEN MARIE SAMPSON	WASTE MANAGEMENT	2818.60
EFT21406	01/05/2017	LEDGE'S KANGA SERVICE	SKIP BIN HIRE	2420.00
EFT21407	01/05/2017	MOORE RIVER SKIP BINS	RECYCLING	440.00
EFT21408	01/05/2017	EASTERN HILLS SAWS	NEW CAPITAL PLANT POLE SAW	2438.11
EFT21409	01/05/2017	JOHN DUPONT	REPLACE 30 NO. POSTS	10271.80
			APRIL 2017 SCHOOL HOLIDAY ACTIVITY - PT	
EFT21410	01/05/2017	PT WITH ALI G	WITH ALI G 11/04/17	900.00
EFT21411	01/05/2017	BOC PTY LTD	GAS BOTTLE HIRE	114.57
EFT21412	01/05/2017	AUSTRALIAN TAXATION OFFICE	APRIL BAS 2017	71084.00
			QUARTERLY HALL HIRE JAN, FEB AND MARCH	
EFT21413	02/05/2017	CWA	2017	931.03
EFT21414	02/05/2017	CELLARBRATIONS GINGIN	REFRESHMENTS	118.99
			GRANT FOR OFFICAL OPENING DAY GG RAIL	
EFT21415	02/05/2017	LIONS CLUB OF GG-CHITTERING	STATION	5500.00
EFT21416	02/05/2017	GULL GINGIN	GINGIN TRIATHLON - PARTICIPANT CATERING	1139.10
EFT21417	02/05/2017	KELEMEN PTY LTD	REDESIGN BOARD WALK	3025.00
EFT21418	02/05/2017	DOWNER EDI WORKS PTY LTD	MUNICIPAL PROJECT 16/17	20703.27
EFT21419	02/05/2017	TROY'S PLUMBING PTY LTD	PLUMBING REPAIRS OCEAN FARM SHED	143.00
EFT21420	02/05/2017	WHEELS & KEELS	WORKSHOP DUTIES	3882.27
EFT21421	02/05/2017	MOORE STEPHENS	WALGA FBT WEBINAR	220.00
			MAINTENANCE ITEMS FOR GUILDERTON	
EFT21422	02/05/2017	GINGIN TRADING	CARAVAN PARK	359.75
EFT21423	02/05/2017	GINGIN IGA EXPRESS	APRIL ACCOUNT	1496.62
EFT21424	02/05/2017	GR THOMSON TRUCK HIRE	TRUCK HIRE	3396.25
			SHIRES OF GINGIN AND DANADARAGAN	
EFT21425	02/05/2017	CARDNO (WA) PTY LTD	CHRMAP	26834.53
EFT21426	02/05/2017	GINGIN TREE SERVICES	TREE LOPPING	12650.00
EFT21427	02/05/2017	AMPAC DEBT RECOVERY	DEBT RECOVERY	610.90
EFT21428	02/05/2017	COVS PARTS PTY LTD	GG048 BATTERYS U/S REPLACEMENTS	1055.77
EFT21429	02/05/2017	GINGIN ELECTRICAL PTY LTD	REPLACE FAULTY LIGHT SWITCH	126.50
EFT21430	02/05/2017	GINGIN FUEL AND TYRES	FUEL	65.85
			LEASE - RESERVE 21760 LANCELIN CARAVAN	
EFT21431	02/05/2017	MCLEODS	PARK	1116.50
EFT21432	02/05/2017	ASHLEYS ELECTRICAL	REPAIRS TO TOILET BLOCK AND LIGHTS	4420.47
EFT21433	02/05/2017	GR THOMSON TRUCK HIRE	TRUCK HIRE	16981.25
EFT21434	02/05/2017	GULL GINGIN	CATERING	246.00
			MICROSOFT OFFICE STANDARD SOFTWARE	
EFT21435	02/05/2017	DATA#3	ASSURANCE	5095.86
EFT21436	02/05/2017	LA PRIMARY SCHOOL P & C	DONATION FOR MONSTER FETE	1000.00
EFT21437	02/05/2017	TROY'S PLUMBING	FIX LEAKING PIPE	99.00
			REPLACE RUSTED GUTTERING AND DAMAGED	
EFT21438	02/05/2017	ZINCLAD	DOWNPIPE	5995.00
EFT21439	02/05/2017	WA FUEL SUPPLIES	DIESEL	14886.32
EFT21440	02/05/2017	JOANNE TONNA DESIGN	ADVERTISING	150.00
EFT21441	02/05/2017	LA TRADE AND RURAL SUPPLIES	MAINTENANCE ITEMS	3017.06
EFT21442	02/05/2017	KP FABRICATION	GG045 ROO BAR	6391.00
EFT21443	03/05/2017	DEFS	APRIL ESL 2017	5619.59
			SERVICE CALL LABOUR CHARGE TO ATTEND	
EFT21444	03/05/2017	GUARDALL SECURITY PTY LTD	SITE AND RESET SAFE LOCK	148.50
EFT21445	04/05/2017	RSPCA WA (INC.)	PAYROLL DEDUCTIONS	10.00
EFT21446	04/05/2017	LGRCEU (WA DIVISION)	PAYROLL DEDUCTIONS	82.00
EFT21447	04/05/2017	HIF	PAYROLL DEDUCTIONS	157.55
EFT21448	04/05/2017	SOCIAL CLUB	PAYROLL DEDUCTIONS	1139.00
			GG6017 NEW BRAKE DRUMS AND BRAKE	
EFT21449	05/05/2017	WA BOS	SHOES X8	1504.80
EFT21450	05/05/2017	WALGA	VAL AMMON COURSE	50.00
EFT21451	05/05/2017	MOORE RIVER ELECTRICAL	REPLACE SEWAGE PUMP	3221.00
			PALLET FOR FIREFIGHTING FOAM STOWAGE	
EFT21452	05/05/2017	MERCURY FIRE SAFETY	GINGIN FIRE STATION	530.20
EFT21453	05/05/2017	GINGIN MECHANICAL SERVICES	OILS AND GREASES	1435.83
EFT21454	05/05/2017	TROY'S PLUMBING	PLUMBING REPAIRS PIONEER PARK	276.10
			CONTRACTOR WORK CARRIED OUT ON	
EFT21455	05/05/2017	WHEELS & KEELS	GG6017	1046.89
EFT21456	05/05/2017	KANGA LOADERS	150 MM AUGAR NEW CAPITAL PLANT	518.10
EFT21457	05/05/2017	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH	148.50
EFT21458	05/05/2017	M P ROGERS & ASSOCIATES	LANCELIN BOAT RAMP CONCEPT DESIGN	2066.37
EFT21459	05/05/2017	PRIMARY PAINTING	PAINTING SHIRE OFFICE	3740.00
EFT21460	05/05/2017	OFFICEWORKS	INK FOR OCEAN FARM FIRE SHED	192.00
EFT21461	05/05/2017	ACS SWAN EXPRESS PRINT	BUSINESS CARDS	1875.50
EFT21462	05/05/2017	TONY PISCONERI	WASTE MANAGAEMENT	15180.00
EFT21464	05/05/2017	CASTLEDEX WORKSPACE SOL	OFFICE FURNITURE	37680.61

EFT21466	05/05/2017	LEDGE'S SKIP BIN HIRE	SKIP BIN HIRE - CLEAN UP AUSTRALIA DAY -	
EFT21467	05/05/2017	SHIELDS POWER CLEAN	LEDGE POINT	220.00
EFT21468	05/05/2017	GINGIN TRADING	CLEANING OF GRANVILLE AND BUS	1350.00
			ACCOUNT 2017	4166.37
EFT21469	08/05/2017	AUSSIE MODULAR SOLUTIONS	CONSTRUCT AND INSTALL NEW CHANGING	
			ROOMS	192852.00
EFT21470	09/05/2017	PRECISION AIR CONDITIONING	SERVICE TO AIRCONDITIONING UNIT IN GINGIN	
			DEPOT	236.50
EFT21471	09/05/2017	TWINKARRI	VERGE MULCHING ON BEERMULLAH ROAD	
EFT21472	09/05/2017	CELLARBRATIONS GINGIN	WEST FROM ALPS ROAD TO JOCKS AVE	17138.00
EFT21473	09/05/2017	AUSTRALIA POST	REFRESHMENTS	449.97
EFT21474	09/05/2017	OFFICEMAX AUSTRALIA LTD	POSTAGE	31.67
EFT21475	09/05/2017	DIRECTIONS WORKFORCE	STATIONERY	168.18
EFT21476	09/05/2017	LANCELIN IGA XPRESS	SALARY N MICALLEF 25/3 TO 7/4/17	5160.21
EFT21477	09/05/2017	AMPAC DEBT RECOVERY	CATERING	127.24
EFT21478	09/05/2017	TONER PLUS	DEBT COLLECTION	84.70
EFT21479	09/05/2017	FRANK JOSEPH PECZKA	TONERS	752.70
EFT21480	09/05/2017	GINGIN IGA EXPRESS	TRAVEL 5/7/2016 TO 2/5/2017	3350.60
EFT21481	09/05/2017	VIPOND'S PAINT PTY LTD	CATERING	347.11
EFT21483	09/05/2017	GEOFFRY LIDDELOW	PAINT FOR BANNERS	732.49
EFT21484	09/05/2017	DIELECTRIC SECURITY	GU C/PARK MANAGEMENT	41250.00
EFT21485	09/05/2017	HELEN SAMPSON	SECURITY MONITORING	100.10
EFT21486	09/05/2017	LEDGE'S SKIP BIN HIRE	WASTE MANAGEMENT	2818.60
EFT21487	09/05/2017	KEVIN VINE	SKIP BIN HIRE LA C/PARK	330.00
EFT21488	09/05/2017	N M AVEY AND E M PAUL	CLEANING FOR APRIL 2017	7211.82
EFT21489	09/05/2017	GINGIN TRADING	MANAGEMENT FEES LA C/PARK	11666.00
EFT21490	09/05/2017	CAPS AUSTRALIA PTY LTD	MAINTENANCE ITEMS GU C/PARK	381.50
EFT21491	09/05/2017	COO-EE COURIERS	SAFETY INSP FOR AIR RECEIVER	607.50
EFT21492	09/05/2017	LEDGE POINT HARDWARE	FREIGHT	447.26
EFT21493	09/05/2017	WRIGHT EXPRESS	CISTERN TAP AND BIN	18.80
EFT21494	09/05/2017	MOORE RIVER ELECTRICAL	FUEL ACCOUNT	2535.29
EFT21495	09/05/2017	COASTLINE CLEANING SERVICES	GRACE DARLING PARK (TOILETS)	132.00
EFT21496	09/05/2017	LANCELIN GULL ROADHOUSE	CLEANING OF PUBLIC CONVENIENCES	5228.00
EFT21497	09/05/2017	LANCELIN IGA XPRESS	ACCOUNT 2017	781.55
EFT21498	09/05/2017	COMMERCIAL LOCKSMITHS	ACCOUNT 2017	77.40
EFT21499	09/05/2017	OUTDOOR WORLD SHEDFORCE	REPLACE LOCKS IN ADMIN OFFICE	2733.76
EFT21500	09/05/2017	FORPARK AUSTRALIA	SKYLIGHTS AT LANCELIN SHIRE DEPOT	345.00
EFT21501	09/05/2017	MOORE RIVER ROADHOUSE	PURCHASE OF A CLIMBING TOWER	5856.40
EFT21502	10/05/2017	N M AVEY AND E M PAUL	ACCOUNT	492.10
EFT21503	10/05/2017	GINGIN EAGLES FOOTBALL CLUB	TOURIST REVENUE 1/3-30/4/2017(BONUS)	10612.24
EFT21504	10/05/2017	GINGIN HOCKEY CLUB	KID SPORT X 3	215.00
EFT21505	10/05/2017	LA AND LP FOOTBALL CLUB	APPROVED KIDSPORT APPLICATION X1	81.00
EFT21506	10/05/2017	1ST GINGIN SCOUT GROUP	APPROVED KIDSPORT APPLICATIONX 5	350.00
EFT21507	10/05/2017	NORTHERN VALLEY NEWS	APPROVED KIDSPORT APPLICATION X1	220.00
EFT21508	10/05/2017	LA- LP NETBALL ASSOCIATION	ADVERTISING	275.00
EFT21509	10/05/2017	GINGIN TRADING	APPROVED KIDSPORT APPLICATION X1	90.00
EFT21510	12/05/2017	FV & M SMIT TRUST ACCOUNT	ACCOUNT	1232.75
EFT21511	15/05/2017	WANT PLUMBING SERVICES	DOCTOR'S SUPPORT	4918.99
EFT21512	15/05/2017	AUST PERFORMING RIGHT ASS	PLUMBING CONNECT TO NEW BUILDING	2887.50
EFT21513	15/05/2017	ENZED PERTH	APRA EVENT COVER - 2016/17 LICENCE	119.68
EFT21514	15/05/2017	DVG WANNEROO MITSUBISHI	GG071 NEW HOSE FITTINGS STORT	159.24
EFT21515	15/05/2017	MOORE RIVER ELECTRICAL	SCHEDULDE SERVICES	687.12
EFT21516	15/05/2017	GOLDFIELDS DEANS AUTOGLASS	REINSTATE LIGHTS TO TOILET BLOCK	935.00
EFT21517	15/05/2017	GFAB	NEW SCREEN	1042.00
EFT21518	15/05/2017	CLASSIC COUNTRY TILING	GG6014 WELDING REPAIRS	1815.00
EFT21519	15/05/2017	COURIER AUSTRALIA	SUPPLY AND FIX TILES TO ABLUTIONS	1600.00
EFT21520	15/05/2017	GINGIN FUEL AND TYRES	FRIEGHT	106.21
EFT21521	15/05/2017	ROADS 2000 PTY LTD	NYLOC NUTS AND BOLTS	7.50
EFT21522	15/05/2017	PROTECTOR FIRE SERVICES	SUPPLY AND LAY ASPHALT	138427.52
EFT21523	15/05/2017	GINGIN NETBALL CLUB INC.	WARDEN TRAINING	550.00
EFT21524	15/05/2017	LGIS WORKCARE	APPROVED KIDSPORT APPLICATIONS X 4	422.00
EFT21525	15/05/2017	MCLEODS	EVENT INSURANCE - LA TRIATHLON 2017	100.10
EFT21526	15/05/2017	MARKETFORCE PRODUCTIONS	PROPOSED POULTRY FARM BRAND HWAY	622.21
EFT21527	15/05/2017	WATERLOGIC AUSTRALIA PTY LTD	ADVERTISING	449.02
EFT21529	15/05/2017	COUNTRY VALUES REAL ESTATE	FITRATION SYSTEM	133.10
EFT21530	15/05/2017	GRO-TURF PTY LTD	REIMBURSEMENT FOR TIP PASS	30.00
EFT21531	15/05/2017	NORTHERN VALLEY NEWS	FERTILISE AT GINGIN HOCKEY FIELD	1474.00
EFT21532	15/05/2017	H&H DEVELOPMENT ENTERPRISES	ADVERTISING	800.00
EFT21533	15/05/2017	GINGIN FUEL AND TYRES	FEASIBILITY STUDY	8534.50
EFT21534	15/05/2017	MALCOLM ROBERT HARRINGTON	SHAFT LOCK PIN AND BUSH	22.62
EFT21535	15/05/2017	WRIGHT EXPRESS	GU LIBRARY AIRCONDITIONER	344.85
EFT21536	15/05/2017	GINGIN MECHANICAL SERVICES	ACCOUNT	4191.58
EFT21537	15/05/2017	LANCELIN GULL ROADHOUSE	FUEL AND OILS	325.11
EFT21538	15/05/2017	GRANTS EMPIRE	ACCOUNT	152.12
EFT21539	15/05/2017	ACS SWAN EXPRESS PRINT	GRANT APPLICATIONS	1386.00
EFT21540	15/05/2017	BOC PTY LTD	STATIONERY	2893.00
EFT21541	15/05/2017	LA TRADE AND RURAL SUPPLIES	GAS BOTTLE HIRE	110.86
EFT21542	15/05/2017	FUEL CREATIVE MARKETING	MAINTENANCE ITEMS	1570.80
EFT21543	16/05/2017	EXTERIA STREET/OUTFITTERS	CORPORATE PRESENTATION FOLDER	627.00
EFT21544	16/05/2017	WALGA	ALUMINIUM SHELTER	22500.50
EFT21545	16/05/2017	ADVANCED TRAFFIC MANAGEMENT	LETTER/REPORT WRITING COURSE D TODD	1134.00
EFT21546	16/05/2017	TECHNIFIRE 2000	TRAFFIC MANAGEMENT	7680.75
EFT21547	16/05/2017	FULTON HOGAN	GG06 AND GG076 NEW HANDLES	178.20
EFT21548	16/05/2017	COVS PARTS PTY LTD	10 X BAGS EZYSTREET	7040.00
EFT21549	16/05/2017	DAIMLER TRUCKS PERTH	GUILDERTON CARAVAN PK GENERATOR	208.34
EFT21550	16/05/2017	GINGIN FUEL AND TYRES	GG088 NEW FRONT SHOCK ABSORBER	899.56
			TYRES	1242.00

EFT21552	17/05/2017	DIELECTRIC SECURITY SYSTEMS	SERVICE CALL	48.40
EFT21553	17/05/2017	WA HINO SALES AND SERVICE	O RING	47.52
EFT21554	17/05/2017	SUNNY SIGNS COMPANY PTY LTD	4 X DECAL	42.90
EFT21555	17/05/2017	SPECIALISED TREE LOPPING	TREE PRUNING SEABIRD ROAD	8937.50
EFT21556	17/05/2017	T-QUIP	GG063 REPLACEMENT BRUSHES	1080.00
EFT21557	17/05/2017	TANYA LEE ANDERSON	REIMBURSEMENT FOR MEALS	159.60
EFT21558	17/05/2017	COMMERCIAL LOCKSMITHS	SUPPLY / FIT LOCKS TO LA SPORT COMP	7843.00
EFT21559	17/05/2017	ROAD SIGNS AUSTRALIA	SIGNS	2317.70
			DISCONNECT AND RECONNECT ELECTRICAL	
EFT21560	17/05/2017	REDBACK ELECTRICAL SERVICES	WIRING	462.00
EFT21561	17/05/2017	V M CARTER	BOOK ( A PIECE OF GOOD LAND)	33.00
EFT21562	17/05/2017	COURIER AUSTRALIA	FREIGHT	104.58
EFT21563	17/05/2017	KLEENHEAT GAS PTY LTD	GAS BOTTLE HIRE	2813.29
EFT21564	17/05/2017	LANDGATE	VALUATIONS	1709.41
			J COURT UNDERSTANDING FINANCIAL	
EFT21565	17/05/2017	WALGA	REPORTS AND BUDGETS	50.00
EFT21566	17/05/2017	GINGIN MECHANICAL SERVICES	FUELS AND OILS	4027.00
EFT21567	17/05/2017	AVANTGARDE TECHNOLOGIES	AVANTGARDE BLOCK TIME AGREEMENT	9817.50
EFT21568	17/05/2017	NESSCO	RECIPRICATING SAW FOR GG009	339.90
EFT21569	17/05/2017	GINGIN BOWLING CLUB	MID YEAR GRANT	3300.00
EFT21570	17/05/2017	GINGIN FUEL AND TYRES	3 NEW TYRES FOR GG6017	1728.24
EFT21571	17/05/2017	LANDGATE	VALUATIONS	15654.25
EFT21572	17/05/2017	FUEL DISTRIBUTORS	DIESEL	6542.46
EFT21573	17/05/2017	CAPS AUSTRALIA PTY LTD	NEW AIR COMPRESSOR	607.50
EFT21574	17/05/2017	COO-EE COURIERS	FREIGHT	1033.41
EFT21575	17/05/2017	GINGIN CRC	PRINTING - HARLEY DYKSTRA REPORT	269.00
EFT21576	17/05/2017	ENZED PERTH	GG088 NEW AIR VALVES	674.08
EFT21577	17/05/2017	DIRECTIONS WORKFORCE	SALARY N MICALLEF 22/4/17 TO 5/5/2017	3213.40
EFT21578	17/05/2017	GOLDFIELDS DEANS AUTOGLASS	GG060 NEW SCREEN	1063.70
EFT21579	17/05/2017	WHEELS & KEELS	GG005 STRIP DOWN FOR NEW UTE	1912.28
EFT21580	17/05/2017	PRIMARY PAINTING AND DECORATING	PAINTING	5918.00
EFT21581	17/05/2017	GINGIN FUEL AND TYRES	FUEL	65.03
EFT21582	18/05/2017	MOORE RIVER ROADHOUSE	MONTHLY ACCOUNT	580.02
EFT21583	18/05/2017	RSPCA WA (INC.)	PAYROLL DEDUCTIONS	10.00
EFT21584	18/05/2017	LGRCEU (WA DIVISION)	PAYROLL DEDUCTIONS	82.00
EFT21585	18/05/2017	HIF	PAYROLL DEDUCTIONS	157.55
EFT21586	18/05/2017	SOCIAL CLUB	PAYROLL DEDUCTIONS	1139.00
EFT21587	18/05/2017	PAYWISE	VEHICLE LEASE PE 16/5/2017	2172.34
EFT21588	18/05/2017	PACIFIC BRANDS WORKWEAR	STAFF UNIFORM	1713.63
EFT21589	19/05/2017	COMMUNITY NEWSPAPER	ADVERTISING	2785.47
EFT21590	19/05/2017	AUSRECORD PTY LTD	LARGE ARCHIVE BOXES - PACK OF 10	66.00
EFT21591	19/05/2017	GULL GINGIN	CATERING	329.80
EFT21592	19/05/2017	WREN OIL	WASTE OIL DISPOSAL - LA LANDFILL SITE	33.00
EFT21593	19/05/2017	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL	13110.08
EFT21594	19/05/2017	WA POLICE SERVICE	POLICE CLEARANCES	29.80
EFT21595	19/05/2017	CHITTERING SEPTIC SERVICE	PUMP SEPTIC WASTE	80.00
EFT21596	19/05/2017	KOOKABURRA BINS	RECYCLING	440.00
EFT21597	19/05/2017	TYRECYCLE	COLLECT TYRES FROM LA LANDFILL	2723.78
EFT21598	19/05/2017	MOORE RIVER SKIP BINS	RECYCLING	660.00
EFT21599	19/05/2017	DEPARTMENT OF ENVIRONMENT	LICENCE RENEWAL LA TIP	852.74
EFT21600	19/05/2017	GINGIN PREMIUM MEATS	CATERING	414.36
EFT21601	22/05/2017	COUNTRY COPIERS NORTHAM	METER READING	2960.73
EFT21602	22/05/2017	SHIRE OF VICTORIA PLAINS	CNL SMILES - AUDIT COMMITTEE TRAINING	198.00
EFT21603	22/05/2017	GINGIN CRC	TRAINING ROOM HALF DAY HIRE	80.00
EFT21604	22/05/2017	AUSTRALIA POST	POSTAGE	1092.55
EFT21605	22/05/2017	GINGIN AQUATIC CLUB INC	SAUSAGE SIZZLE FOR GG TRIATHLON	500.00
EFT21606	22/05/2017	FV & M SMIT TRUST ACCOUNT	DOCTOR'S SUPPORT	2718.33
EFT21607	22/05/2017	OFFICEMAX AUSTRALIA LTD	STATIONERY	74.45
EFT21608	22/05/2017	RECALL	RECORD RETENTION	193.14
EFT21609	22/05/2017	GINGIN PREMIUM MEATS	CATERING	150.00
EFT21610	22/05/2017	ALTUS PLANNING AND APPEALS	JOE ALGERI DEALING WITH SAT MATTER	352.00
EFT21611	22/05/2017	MOORE STEPHENS	FINANCIAL & MANAGEMENT REPORTING	2145.00
EFT21612	22/05/2017	JOANNE TONNA GRAPHIC DESIGN	ADVERTISING	120.00
EFT21614	22/05/2017	CHITTERING CONSERV COMMITTEE	PRODUCE A WEED REGISTER	22000.00
EFT21615	22/05/2017	MARIE CRANE	WHITEBOARD/NUMBERS FOR LIBRARY	176.08
			TO SUPPLY REMOVABLE FENCE FOR UMPIRES	
EFT21616	22/05/2017	GINGIN FABRICATION AND STEEL	AS SPECIFIED AT GINGIN AQUATIC CENTRE	919.18
EFT21617	22/05/2017	WORK CLOBBBER	REPLACEMENT RANGER UNIFORMS	618.40
EFT21618	22/05/2017	AVON WASTE	WASTE SERVICE	22830.82
EFT21619	22/05/2017	T-QUIP	GG063 VACUM EXTENSION HOSE	393.05
EFT21620	22/05/2017	ASHDOWN- INGRAM	NEW SWITCHES AND WIRING HARNESES	345.40
EFT21621	22/05/2017	MINECORP SAFETY SERVICES	SWITCH PANELS	366.30
EFT21622	22/05/2017	GINGIN FUEL AND TYRES	200L FUEL TANK FOR GG061	1971.00
EFT21623	23/05/2017	WA LIBRARY SUPPLIES	SHELVING	2181.11
EFT21624	24/05/2017	ZIPFORM	RATES NOTICES FOR IN-HOUSE PRINTING	561.00
EFT21625	24/05/2017	NO BOLT OPERATIONS PTY LTD	ACCESS PLATFORM FOR MEZZANINE	5986.70
EFT21626	24/05/2017	AUSRECORD PTY LTD	CLIPS AND BASES OLD STYLE - PKT 100	195.80
EFT21627	24/05/2017	GULL GINGIN	CATERING	129.20
EFT21628	24/05/2017	ADFORM ENGRAVING & SIGNS	NAME PLATES X9	371.80
EFT21629	24/05/2017	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL	5140.58
EFT21630	24/05/2017	ROAD SIGNS AUSTRALIA	SIGNS	833.00
EFT21631	24/05/2017	TROY'S PLUMBING PTY LTD	WATER LEAK	342.10
EFT21633	24/05/2017	ZINCLAD	REPLACE ROOF SHEETS, FLASHINGS	3960.00
EFT21634	24/05/2017	GINGIN PREMIUM MEATS	CATERING	63.80
EFT21635	24/05/2017	ACS SWAN EXPRESS PRINT	20 X PARKING INFRINGEMENT BOOKS	616.00
EFT21636	24/05/2017	VERNICE PTY LTD	PUSH UP GRAVEL	34914.00



EFT21637	24/05/2017	ERGOLINK	COMPACT ANGLE BOARD MICRODESK	296.67
EFT21638	24/05/2017	SHIRE OF MOORA	PROCUREMENT WSHOP & EQUOTES	1838.25
EFT21639	24/05/2017	MOORE RIVER ELECTRICAL	ELECTRICAL REPAIRS TO OFFICE	1760.00
EFT21640	24/05/2017	OUTDOOR WORLD SHEDFORCE	DEPOSIT ON REPLACE ROLLER DOOR	1950.00
EFT21641	24/05/2017	IRIS CONSULTING GROUP	RECORD KEEPING PLAN REVIEW	440.00
EFT21642	24/05/2017	PACIFIC BRANDS WORKWEAR	STAFF UNIFORM	453.00
EFT21643	24/05/2017	HERTZ AUSTRALIA PTY LTD	HIRE CAR PAUL POSTMA	4180.57
EFT21644	24/05/2017	IT VISION AUSTRALIA PTY LTD	MONTHLY HOSTING FEE FOR CPM	220.00
EFT21645	24/05/2017	REGENTS ISUZU UTE	PURCHASE ISUZU 4X4 D-MAX SPACE CAB	38136.13
EFT21646	24/05/2017	KEITH FRANKLIN TROY	CWA STRUCTURAL REPAIRS	12592.00
EFT21647	24/05/2017	DARRYL BRENDON FERGUSON	TWO SOAK WELLS IN WEDGE STREET	15509.60
EFT21648	24/05/2017	DOWNER EDI WORKS PTY LTD	TURNING POCKET MOOLABEENEE ROAD	32530.94
EFT21649	24/05/2017	MR FLOORS & FURNISHINGS	INSTALL CARPET TO RECEPTION AREA	604.00
EFT21650	24/05/2017	TYRECYCLE	REMOVAL OF TYRES SEABIRD LANDFILL	87.21
EFT21651	29/05/2017	NICOLE SIEMON AND ASSOC	SB SEAWALL REHAB - WEED SPRAYING	1452.00
EFT21652	29/05/2017	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL	2506.35
EFT21653	29/05/2017	SUNNY SIGNS COMPANY PTY LTD	700MM CONE WITH BLACK BASE	2321.00
EFT21654	29/05/2017	WHEELS & KEELS	WORK ON GG011,GG070 AND GG005	3685.18
EFT21655	29/05/2017	COVS PARTS PTY LTD	NEW UTE FIT OUTS	482.79
EFT21656	29/05/2017	NESSCO	REPLACEMENT TOOLS FOR LANCELIN	999.90
EFT21657	29/05/2017	CUTTING EDGES PTY LTD	GG016 NEW CUTTING EDGE	2700.75
EFT21658	29/05/2017	GINGIN FUEL AND TYRES	GG070 NEW TYRES	1617.15
EFT21659	29/05/2017	HERSEY JR & A	STARTER PACK CLOTHING FOR TRAINEE	536.63
EFT21660	29/05/2017	MICHAEL LIDDELOW (GG NURSERY)	WORK ON IRRIGATION PUMP IN ROE ST	198.00
EFT21661	29/05/2017	LEDGE POINT HARDWARE	MATERIALS FOR LEDGE POINT OVAL	56.00
EFT21662	29/05/2017	MOORE RIVER ELECTRICAL	REPLACE TOP SENSOR OF POLE	352.00
EFT21663	29/05/2017	HELEN SAMPSON	WASTE MANAGEMENT FACILITY	2411.60
EFT21664	29/05/2017	HANSON CONSTRUCTION	SUPPLY 20.15T QUARTZ SAND	409.39
EFT21665	29/05/2017	SUNNY SIGNS COMPANY PTY LTD	SIGNS	1576.74
EFT21666	29/05/2017	IT VISION AUSTRALIA PTY LTD	ONLINE TIMESHEETS TRAINING	265.72
EFT21667	29/05/2017	JASON INDUSTRIES & SIGNMAKERS	SIGNS	46.20
EFT21668	29/05/2017	KLEENHEAT GAS PTY LTD	PROPANE GAS TO GU C/PARK	688.80
EFT21669	29/05/2017	STEWART AND HEATON	TROUSERS	178.27
EFT21670	29/05/2017	COUNTRY COPIERS NORTHAM	IRA-C5240 METER READING	2244.74
EFT21671	29/05/2017	MICHAEL LIDDELOW (GG NURSERY)	CLEAR EARTH TO REAR OF DOG POUND	396.00
EFT21672	29/05/2017	ENZED PERTH	GG016 HOSE	618.48
EFT21673	29/05/2017	AUSTRALIA POST	POSTAGE	153.68
EFT21674	29/05/2017	LOCAL GOV PROFESSIONALS	2016/17 SUBSCRIPTION TO ECONNECT	770.00
EFT21675	29/05/2017	AVON WASTE	WASTE COLLECTION	10009.30
EFT21676	29/05/2017	DIRECTIONS WORKFORCE	SALARY - N MICALLEF	3136.91
EFT21677	29/05/2017	COVS PARTS PTY LTD	FUSE BLOCK - GG005	56.13
EFT21678	29/05/2017	GREEN PLANET GRASS	SUPPLY/INSTALL SURFACE LP BOWLING	77000.00
EFT21679	29/05/2017	COURIER AUSTRALIA	FREIGHT	538.93
EFT21680	29/05/2017	BOC PTY LTD	GAS BOTTLE HIRE	103.46
EFT21681	30/05/2017	GEOFFRY LIDDELOW	MANAGEMENT FEE GU C/PARK	41250.00
EFT21682	30/05/2017	DARRYL BRENDON FERGUSON	EARTHWORK AND CARTING WATER	2200.00
EFT21683	30/05/2017	LOCAL GOV PROFESSIONALS	CDN RECONCILIATION WEEK FORUM	145.00
EFT21685	30/05/2017	SPECIALISED TREE LOPPING	PRUNING	2750.00
EFT21686	30/05/2017	WESTERN POWER	RELOCATION OF POWER POLES	13810.00
EFT21687	30/05/2017	GRO-TURF PTY LTD	FERTILISING OVALS	3784.00
EFT21688	30/05/2017	COMMERCIAL LOCKSMITHS	NEW MASTER KEY SYSTEM	3571.00
EFT21689	30/05/2017	ECOWATER SERVICES	ATTEND TO BIOMAX/REPLACE PUMP	1366.00
EFT21690	30/05/2017	COVS PARTS PTY LTD	FUSE COVER	78.43
EFT21691	30/05/2017	LANCELIN MECHANICAL	TOWING CHARGES/ABANDONED VEHICLE	80.00
EFT21692	30/05/2017	PACIFIC BRANDS WORKWEAR	STAFF UNIFORM	371.46
EFT21693	30/05/2017	SPRAYLINE	SPRAYING UNIT	266.99
EFT21694	30/05/2017	PRECISION AIR CONDITIONING (WA)	INSTALL AIR CON UNIT AT POOL	2530.00
EFT21695	30/05/2017	ANSPACH	TRUCK HIRE	36122.63
EFT21696	30/05/2017	MOORE RIVER ELECTRICAL	SMOKE DETECTOR MAINT IN CHALETs	181.50
EFT21697	30/05/2017	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL	1899.98
EFT21698	30/05/2017	REDBACK ELECTRICAL SERVICES	DISCON/RECON IRRIGATION PUMP & BOX	5084.12
EFT21699	30/05/2017	POSITION PARTNERS PTY LTD	TOPCONDS-2015AC ROBOTIC STATION	25839.01
EFT21700	30/05/2017	ROBBRO ROAD CONSTRUCTION	TRUCK HIRE	31556.25
EFT21701	30/05/2017	CLASSIC COUNTRY TILING	SUPPLY AND FIX TILES TO ABLUTIONS	2000.00
EFT21702	30/05/2017	GINGIN FUEL AND TYRES	DIESEL	11220.00
EFT21703	30/05/2017	LANCELIN SANDS	SEPTIC PUMP OUT	2900.00
EFT21705	31/05/2017	HELEN MARIE SAMPSON	WASTE MANAGEMENT	2411.60
EFT21707	31/05/2017	YANCHEP JUNIOR FOOTBALL CLUB	APPROVED KIDSPORT APPLICATIONS X4	610.00
EFT21708	31/05/2017	THE OLD CONVENT DALWALLINU	STRONGER COMMUNITIES FORUM	540.00
EFT21709	31/05/2017	1ST GINGIN SCOUT GROUP	APPROVED KIDSPORT APPLICATIONS X1	220.00
<b>EFT TOTAL</b>				<b>1,510,818.98</b>
<b>CHEQUES</b>				
115201	03/05/2017	BEACHSANDS LP	FUEL	35.73
115203	04/05/2017	SHIRE OF GINGIN	PAY ENDING 2/5/2017	1725.00
115204	05/05/2017	TELSTRA	FIRE FIGHTING PHONES AND DATA	210.63
115205	09/05/2017	WATER CORP	LANCELING SOUTH CARAVAN PARK	15547.39
115206	09/05/2017	HESPERIAN PRESS	10 X THE OLD NORTH ROAD BOOKS	169.20
115207	10/05/2017	SHIRE OF GINGIN	SOCIAL CLUB CON PE 21/3/2017	1039.00
115208	15/05/2017	BEACHSANDS LP	ACCOUNT	529.86
115209	15/05/2017	ROBERT HARRIS	REFUND OF BOND	250.00
115210	16/05/2017	KENYON AND COMPANY	NEW BEACON	161.48
115211	17/05/2017	LJ AND H HUGHES	REIMBURSE WATER CHARGES	140.00
115212	17/05/2017	BUILDING COMMISSION	AGENCY FEE FEBRUARY 2017	22880.44
115213	17/05/2017	CONSTRUCTION TRAINING FUND	AGENCY FEE FEBRUARY 2017	25160.91

115214	18/05/2017	GINGIN PHARMACY	FIRST AID REFILLS	70.55
115215	18/05/2017	SHIRE OF GINGIN	SALARY AND WAGES PE 16/5/2017	1720.00
115216	30/05/2017	GINGIN REDS CRICKET CLUB	REFUND OF BOND FOR BUS HIRE	200.00
115217	30/05/2017	DIABETES WA	REFUND OF KEY BOND	50.00
115218	30/05/2017	JURIEN BAY ADMIN CENTRE	JOINT WASTE COLLECT SERVICES TENDER	20615.38
115219	30/05/2017	OFFSHORE CAFE LANCELIN	CATERING	114.00

## CHEQUES TOTAL

90,619.57

## DIRECT DEBIT

DD21305.1	02/05/2017	CLICK SUPER	SUPERANNUATION	18445.61
DD21305.2	02/05/2017	CLICK SUPER	SUPERANNUATION	161.70
DD21305.3	02/05/2017	CLICK SUPER	SUPERANNUATION	111.74
DD21305.4	02/05/2017	CLICK SUPER	SUPERANNUATION	83.69
DD21305.5	02/05/2017	CLICK SUPER	SUPERANNUATION	282.37
DD21305.6	02/05/2017	CLICK SUPER	SUPERANNUATION	464.41
DD21305.7	02/05/2017	CLICK SUPER	SUPERANNUATION	198.76
DD21305.8	02/05/2017	CLICK SUPER	SUPERANNUATION	122.92
DD21305.9	02/05/2017	CLICK SUPER	SUPERANNUATION	711.08
DD21305.10	02/05/2017	CLICK SUPER	SUPERANNUATION	1140.54
DD21305.11	02/05/2017	CLICK SUPER	SUPERANNUATION	206.87
DD21305.12	02/05/2017	CLICK SUPER	SUPERANNUATION	2705.73
DD21305.13	02/05/2017	CLICK SUPER	SUPERANNUATION	206.87
DD21305.14	02/05/2017	CLICK SUPER	SUPERANNUATION	496.20
DD21305.15	02/05/2017	CLICK SUPER	SUPERANNUATION	531.83
DD21305.16	02/05/2017	CLICK SUPER	SUPERANNUATION	660.57
DD21305.17	02/05/2017	CLICK SUPER	SUPERANNUATION	1256.84
DD21305.18	02/05/2017	CLICK SUPER	SUPERANNUATION	207.86
DD21305.19	02/05/2017	CLICK SUPER	SUPERANNUATION	242.51
DD21305.20	02/05/2017	CLICK SUPER	SUPERANNUATION	113.10
DD21311.1	03/05/2017	SEIKEL GMBH INDUSTRIES	SUSPENSION REPAIRS TO GG009	2623.50
DD21380.1	03/05/2017	SYNERGY	OCEAN FARM - NILGEN	433.70
DD21382.1	03/05/2017	SYNERGY	LOT 269 SEAVIEW DRIVE, KARAKIN	277.00
DD21384.1	08/05/2017	SYNERGY	OCEAN FARM - RADIO MAST	1455.60
DD21386.1	08/05/2017	TELSTRA	GUILDERTON CARAVAN PARK	623.22
DD21388.1	09/05/2017	T-QUIP	STREET SWEEPER - MONTHLY LEASE	3771.83
DD21395.1	09/05/2017	PERTH ENERGY PTY LTD	PERTH ENERGY MONTHLY ACCOUNT	10388.35
DD21400.1	10/05/2017	TELSTRA	GROUP PLAN ACCOUNT - MTHLY	2582.46
DD21417.1	11/05/2017	TELSTRA	MOBILE TELEPHONE 0418 192 367	144.30
DD21440.1	11/05/2017	TELSTRA	MOBILE TELEPHONES	1284.64
DD21443.1	12/05/2017	SHIRE OF GINGIN	RED GULLY BUSH FIRE BRIGADE	192.65
DD21508.1	16/05/2017	CLICK SUPER	SUPERANNUATION	2590.25
DD21508.2	16/05/2017	CLICK SUPER	SUPERANNUATION	161.70
DD21508.3	16/05/2017	CLICK SUPER	SUPERANNUATION	101.26
DD21508.4	16/05/2017	CLICK SUPER	SUPERANNUATION	125.53
DD21508.5	16/05/2017	CLICK SUPER	SUPERANNUATION	228.86
DD21508.6	16/05/2017	CLICK SUPER	SUPERANNUATION	417.96
DD21508.7	16/05/2017	CLICK SUPER	SUPERANNUATION	198.76
DD21508.8	16/05/2017	CLICK SUPER	SUPERANNUATION	207.91
DD21508.9	16/05/2017	CLICK SUPER	SUPERANNUATION	696.54
DD21508.10	16/05/2017	CLICK SUPER	SUPERANNUATION	1140.54
DD21508.11	16/05/2017	CLICK SUPER	SUPERANNUATION	206.87
DD21508.12	16/05/2017	CLICK SUPER	SUPERANNUATION	496.21
DD21508.13	16/05/2017	CLICK SUPER	SUPERANNUATION	206.87
DD21508.14	16/05/2017	CLICK SUPER	SUPERANNUATION	17209.61
DD21508.15	16/05/2017	CLICK SUPER	SUPERANNUATION	531.83
DD21508.16	16/05/2017	CLICK SUPER	SUPERANNUATION	766.85
DD21508.17	16/05/2017	CLICK SUPER	SUPERANNUATION	1256.84
DD21508.18	16/05/2017	CLICK SUPER	SUPERANNUATION	69.42
DD21508.19	16/05/2017	CLICK SUPER	SUPERANNUATION	243.85
DD21508.20	16/05/2017	CLICK SUPER	SUPERANNUATION	113.10
DD21519.1	17/05/2017	PERTH ENERGY PTY LTD	ELECTRICITY - APRIL 2017	10388.35
DD21521.1	18/05/2017	SYNERGY	ELECTRICITY - APRIL 2017	2345.65
DD21529.1	22/05/2017	WA TREASURY CORP	LOANS : 114, 115, 119, 118	51181.22
DD21538.1	23/05/2017	SENSIS PTY LTD	GU CPARK ADVERTISING MAY 2017	81.40
DD21540.1	23/05/2017	SYNERGY	5 WELD ST, GINGIN	40.10
DD21542.1	23/05/2017	SYNERGY	LOT 134 CONSTABLE STREET, GINGIN	49.40
DD21545.1	23/05/2017	SYNERGY	BARLEE STREET, GINGIN	57.30
DD21547.1	23/05/2017	SYNERGY	GINGIN PLAYGROUP HALL	68.60
DD21549.1	23/05/2017	SYNERGY	GINGIN FELLOWSHIP - 20 BROCKMAN ST, GINGIN	95.05
DD21551.1	23/05/2017	SYNERGY	LOT 32 CHURCH STREET, GINGIN	150.45
DD21553.1	23/05/2017	SYNERGY	GINGIN - PUMP	214.15
DD21555.1	23/05/2017	SYNERGY	57 LEFROY ST, GINGIN	426.10
DD21557.1	23/05/2017	SYNERGY	LOT 148 ROBINSON STREET, GINGIN	535.10
DD21559.1	23/05/2017	SYNERGY	SHIRE DEPOT	1249.80
DD21561.1	23/05/2017	SYNERGY	STREET LIGHTS	11361.05
DD21563.1	23/05/2017	WATER CORP	MIRAGLIOTTA ST PARK, LANCELIN	92.37
DD21565.1	23/05/2017	TELSTRA	MANAGER MOBILES MAY 2017	491.99
DD21573.1	24/05/2017	TELSTRA	BIGPOND - LPVBF	25.95
DD21575.1	24/05/2017	SYNERGY	LOT 10 COCKRAM RD, GINGIN	198.65
DD21577.1	24/05/2017	SYNERGY	HONEYCOMBE ROAD, GINGIN	287.15
DD21579.1	25/05/2017	SYNERGY	GG REC GROUND - ELECTRICITY	765.05
DD21638.1	26/05/2017	TELSTRA	MONTHLY ACCOUNT	98.41
DD21588.1	26/05/2017	SYNERGY	FROGMORE DEPOT	387.65
DD21631.1	30/05/2017	CLICK SUPER	SUPERANNUATION	2582.86
DD21631.2	30/05/2017	CLICK SUPER	SUPERANNUATION	139.67

DD21631.3	30/05/2017	CLICK SUPER	SUPERANNUATION	83.69
DD21631.4	30/05/2017	CLICK SUPER	SUPERANNUATION	228.86
DD21631.5	30/05/2017	CLICK SUPER	SUPERANNUATION	379.97
DD21631.6	30/05/2017	CLICK SUPER	SUPERANNUATION	198.76
DD21631.7	30/05/2017	CLICK SUPER	SUPERANNUATION	250.00
DD21631.8	30/05/2017	CLICK SUPER	SUPERANNUATION	189.60
DD21631.9	30/05/2017	CLICK SUPER	SUPERANNUATION	696.54
DD21631.10	30/05/2017	CLICK SUPER	SUPERANNUATION	1140.54
DD21631.11	30/05/2017	CLICK SUPER	SUPERANNUATION	206.87
DD21631.12	30/05/2017	CLICK SUPER	SUPERANNUATION	496.21
DD21631.13	30/05/2017	CLICK SUPER	SUPERANNUATION	17832.21
DD21631.14	30/05/2017	CLICK SUPER	SUPERANNUATION	531.83
DD21631.15	30/05/2017	CLICK SUPER	SUPERANNUATION	777.48
DD21631.16	30/05/2017	CLICK SUPER	SUPERANNUATION	1256.84
DD21631.17	30/05/2017	CLICK SUPER	SUPERANNUATION	347.12
DD21631.18	30/05/2017	CLICK SUPER	SUPERANNUATION	113.10
DD21631.19	30/05/2017	CLICK SUPER	SUPERANNUATION	161.70
DD21613.1	30/05/2017	SYNERGY	LOT 102 GINGIN ROAD, LANCELIN	797.10
DD21615.1	30/05/2017	SYNERGY	LOT 9505 LANCELIN ROAD, LANCELIN	498.55
DD21618.1	30/05/2017	SYNERGY	107 GINGIN ROAD, LANCELIN	266.40
DD21620.1	30/05/2017	SYNERGY	LOT 1 CUNLIFFE STREET, LANCELIN	252.15
DD21622.1	30/05/2017	SYNERGY	LOT 324 GINGIN RD, LANCELIN	302.15
DD21625.1	31/05/2017	SYNERGY	AGED UNITS - ATKINSON WAY, LANCELIN	130.70
DD21627.1	31/05/2017	SYNERGY	9 KING ST, LANCELIN	173.65
DD21629.1	31/05/2017	SYNERGY	26 ATKINSON WAY, LANCELIN	246.25
<b>DIRECT DEPOSIT</b>				<b>189,970.95</b>
<b>TOTAL MUNICIPAL</b>				<b>1,791,409.50</b>
3195	09/05/2017	SHIRE OF GINGIN	DONATION TO S SMITH FAMILY	500.00
3196	16/05/2017	CONNIE WALKER	PARTIAL SOCIAL CLUB PAYOUT	300.00
3197	23/05/2017	TRANSWA	MARCH/APRIL TRANS WA TICKET SALES	41.92
<b>TRUST</b>				<b>841.92</b>
<b>BANK STATEMENT TOTALS</b>				
		STATEMENT DEBITS	BANK FEES AND CHARGES	2,293.58
		PAYS	WAGES AND SALARIES	243,510.18
		ELECTRONIC PAYMENTS	POLICE LICENCING	71477.95
			LA OFFICE RENT	643.38
			GG DOCTORS RESIDENCE	800.00
			FLEXIRENT	212.14
			LA DOCTORS RESIDENCE	1,600.00
			LA DOCTORS VEHICLE	623.52
<b>TOTAL EXPENDITURE</b>				<b>321,160.75</b>
<b>CREDIT CARD BREAK-UP</b>				<b>2,112,570.25</b>
<b>Apr-17</b>				
		BANK CHARGES	MONTHLY CARD FEE X 4,	16.00
		REFRESHMENTS/RECEPTIONS	CEO MTGS	35.30
		TRAINING/CONFERENCE	SERVICE REVIEW TRAINING ACCOM	310.00
			UPS NILGEN TV HUT, MONITOR MOUNT,	
			ACTIVE DISPLAY PORT X 3, MONTHLY IPAD	
		IT SUPPORT	RECHARGE	912.79
			GG012 LICENCE, PLATE CHANGE & GG070	
		LICENCING	PLATE REMAKE	103.65
		SHIRE OFFICE	WOOD FRONT OFFICE RENOVATIONS	64.44
		VEHICLES	8GG DETAIL, CAR CHARGER GG005	128.95
		PARKING	CEO	27.07
		CAR HIRE	LA CVN PARK UTE HIRE	1,291.06
		GUILDERTON CARAVAN PARK	FRIDGE FOR CHALET, KITCHEN UNITS	2,465.00
			OCEAN FARMS & GUILDERTON REPLACEMENT	
		FIRE SHED	FRIDGE	2,233.00
		SONIC HEALTH	MEDICAL - STEWART MOIR	231.00
		LANCELIN CARAVAN PARK	DANGEROUS GOODS LICENCE	199.00
				<b>8,017.26</b>

AT THE TIME OF PRINTING THE  
AGENDA THERE WERE NO CREDITORS  
OUTSTANDING

CHIEF EXECUTIVE OFFICER

PRESIDENT

#### **11.2.4 AMENDMENT OF POLICY 3.2 - INVESTMENTS**

**FILE:** COR/28-1  
**REPORTING OFFICER:** KAYE LOWES - EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES  
**REPORT DATE:** 20 JUNE 2017  
**REFER:** 1 APRIL 2008 ITEM 11.2.2  
18 JUNE 2013 ITEM 11.2.2

*Councillor Roe declared a Financial Interest in Item 11.2.4 on the grounds that he is a Director of Gingin District Financial Services and left Council Chambers at 3.22pm.*

*Councillor Collard assumed the Chair at 3.22pm.*

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider amending Council's Policy 3.2 – Investments in accordance with amendments to the *Local Government (Financial Management) Regulations 1996*.

#### **BACKGROUND**

Following feedback provided from the local government sector, the *Local Government (Financial Management) Regulations 1996* have been amended to increase the period of time that local governments can invest in fixed term deposits. This limit has been raised from twelve months to three years.

Departmental advice with respect to this amendment was issued in May 2017, with Council's Audit Committee being advised of the changes via email on 9 May 2017.

#### **COMMENT**

Changes to the *Local Government (Financial Management) Regulations 1996* came into effect on 13 May 2017 and permit local governments to hold money in reserve for works and services planned for more than one year into the future. The amendment also allows local governments to optimise their investment returns in fixed term deposits until funds are required.

It is recommended that Council's current Policy 3.2 - Investments be amended to reflect the changes implemented by the State Government. This refers to increasing the period of time in which local governments can invest in fixed term deposits from twelve months to three years.

The existing Policy 3.2 showing proposed amendments is provided as **Appendix 1**. The revised Policy 3.2 incorporating the amended wording is provided as **Appendix 2**.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

Part 6 – Financial Management

Division 5 – General financial provisions

*Government (Financial Management) Regulations 1996*

Part 2 – General Financial Management

19C – Investment of money, restrictions on

## POLICY IMPLICATIONS

The proposed changes will amend Council's Policy 3.2 – Investments.

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025

<b>Focus Area</b>	<i>5. Leadership and Governance</i>
<b>Objective</b>	<i>5. To demonstrate effective leadership and governance</i>
<b>Outcome</b>	<i>5.2 Accountable and responsible governance</i>
<b>Strategy</b>	<i>5.22 Develop policy and strategy which supports sound decision making</i>

## VOTING REQUIREMENTS – SIMPLE MAJORITY

### RECOMMENDATION

It is recommended that Council adopt amended Policy 3.2 – Investments as shown in Appendix 2.

## RESOLUTION

**Moved Councillor Fewster, seconded Councillor Court that Council adopt amended Policy 3.2 – Investments as shown in Appendix 2.**

**CARRIED UNANIMOUSLY**

*Councillor Roe returned to the meeting at 3.23pm and resumed the Chair. Councillor Collard read aloud Council's decision in relation to Item 11.2.4.*

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**APPENDIX 1**



## **POLICY 3.2 INVESTMENTS**

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### **OBJECTIVE**

The objective of the Investment Policy is to invest the Shire of Gingin's surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, and having regard for the local banks, while ensuring that its liquidity requirements are being met.

### **POLICY**

Whilst exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return on investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes management of credit and interest risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash-flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

### **Legislative Requirements**

All investments are to comply with the following:

- Local Government Act, 1995 (as amended) – Section 6.14;
- Trustees Act, 1962 – Part III Investments;
- Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 19C, Regulation 28 and Regulation 49; and
- Australian Accounting Standards.

### **Delegation of Authority**

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer (CEO) in accordance with the Local Government Act 1995. The CEO may, in turn, delegate the day-to-day management of the Shire's investments to senior staff, subject to regular reviews.

### **Prudent Person Standard**

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy and not for speculative purposes.

### **Ethics and Conflicts of Interest**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Shire's investment portfolio. This policy requires Officers to disclose any conflict of interest to the CEO.

### **Approved Investments**

Without approval from Council, investments are limited to:

- State/Commonwealth Government Bonds with a term of maturity not exceeding three years;
- Fixed term deposits placed with an authorised institution\* for a term not exceeding ~~twelve months~~ three years; and
- Interest-bearing deposits placed with an authorised institution;

### **Prohibited Investments**

This Investment Policy prohibits any investment carried out for speculative purposes including:

- Derivative-based instruments;
- Principal-only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

In accordance with the Local Government (Financial Management) Regulations 1996 Reg 19C, this policy also prohibits the following:

- Deposits with any institution other than an authorised institution\*;
- Deposits for a fixed term of more than ~~twelve months~~ three years;
- Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Investment in bonds with a term to maturity of more than three years; and
- Investment in a foreign currency.

\*Authorised institution as defined in the Banking Act 1959 (Commonwealth), section 5.

### **Risk Management Guidelines**

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio;
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions; and
- c) Term to maturity Framework: limits based upon maturity of securities.

**a) Overall Portfolio Limits**

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long-Term Rating	S&P Short-term Rating	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1	100%
A	A-2	100%

**b) Counterparty Credit Framework**

The Shire of Gingin will invest funds with authorised financial institutions that provide a service to the local community by establishing branches or agencies in the Shire of Gingin. Such institutions must maintain a minimum Standard and Poors rating of A for short term investments.

**c) Term to Maturity Framework**

The investment portfolio is to be invested within the following maturity constraints:

**Overall Portfolio Term to Maturity Limits**

Portfolio % < 1 year	100% Maximum, 40% Minimum
Portfolio % 1-3 years	60%

**Performance**

Performance benchmarks will be as follows:

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds	CPI + appropriate margin over rolling 3 year periods (Depending on composition of fund)

**Report and Review**

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value. This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

SHIRE OF GINGIN

POLICY MANUAL

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled to the Investment Register.

**GOVERNANCE REFERENCES**

Statutory Compliance	Local Government (Financial Management) Regulations 1996
Industry Compliance	Department of Local Government Guidelines No 19 – Investment Policy
Organisational Compliance	N/A

**POLICY ADMINISTRATION**

Review Cycle	Annual	Next Review	2014
Department	Financial Services		

Version	Decision Reference	Synopsis
1.	1 April 2008 - Item 11.2.2	Policy adopted.
2.	18 June 2013 – Item 11.2.2	Policy amended to reflect amendments to <i>Local Government (Financial Management) Regulations 1996</i> .

# APPENDIX 2

## **POLICY 3.2 INVESTMENTS**

### **OBJECTIVE**

The objective of the Investment Policy is to invest the Shire of Gingin's surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, and having regard for the local banks, while ensuring that its liquidity requirements are being met.

### **POLICY**

Whilst exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return on investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes management of credit and interest risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash-flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

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The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy and not for speculative purposes.



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\*Authorised institution as defined in the Banking Act 1959 (Commonwealth), section 5.

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To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

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The Shire of Gingin will invest funds with authorised financial institutions that provide a service to the local community by establishing branches or agencies in the Shire of Gingin. Such institutions must maintain a minimum Standard and Poors rating of A for short term investments.

**c) Term to Maturity Framework**

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1 year	100% Maximum, 40% Minimum
Portfolio % 1-3 years	60%

**Performance**

Performance benchmarks will be as follows:

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds	CPI + appropriate margin over rolling 3 year periods (Depending on composition of fund)

**Report and Review**

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value. This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

SHIRE OF GINGIN

POLICY MANUAL

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled to the Investment Register.

**GOVERNANCE REFERENCES**

Statutory Compliance	Local Government (Financial Management) Regulations 1996
Industry Compliance	Department of Local Government Guidelines No 19 – Investment Policy
Organisational Compliance	N/A

**POLICY ADMINISTRATION**

Review Cycle	Annual	Next Review	2014
Department	Financial Services		

Version	Decision Reference	Synopsis
1.	1 April 2008 - Item 11.2.2	Policy adopted.
2.	18 June 2013 – Item 11.2.2	Policy amended to reflect amendments to <i>Local Government (Financial Management) Regulations 1996</i> .

### **11.3. REGULATORY SERVICES**

#### **11.3.1 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED AGRICULTURE INTENSIVE PERENNIAL HORTICULTURE (AVOCADO FARM) AND WATER TANK ON LOT 210 (966) NABAROO ROAD, COWALLA**

<b>FILE:</b>	<b>BLD/6753</b>
<b>APPLICANT:</b>	<b>RICON SUPER PTY LTD ATF RICON SUPERANNUATION FUND</b>
<b>LOCATION:</b>	<b>LOT 210 (966) NABAROO ROAD, COWALLA</b>
<b>OWNER:</b>	<b>RICON SUPER PTY LTD ATF RICON SUPERANNUATION FUND</b>
<b>ZONING:</b>	<b>GENERAL RURAL (GR30)</b>
<b>WAPC NO:</b>	<b>N/A</b>
<b>AUTHOR:</b>	<b>KYLIE BACON – MANAGER STATUTORY PLANNING</b>
<b>REPORTING OFFICER:</b>	<b>LISA EDWARDS – ACTING EXECUTIVE MANAGER REGULATORY SERVICES</b>
<b>REPORT DATE:</b>	<b>20 JUNE 2017</b>
<b>REFER:</b>	<b>21 FEBRUARY 2017</b> <b>ITEM 11.3.5</b>

<b><i>ADDENDUM – ORDINARY MEETING OF COUNCIL – 20 JUNE 2017</i></b>
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#### **Additional Information:**

Two minor corrections are required to Conditions 4 and 5 of the Officer's recommendation, as follows:

##### **Condition 4**

Condition 4 should require that vegetation screening be implemented as well as maintained.

##### **Condition 5**

The reference to Condition 3 in Condition 5 is incorrect and should read Condition 4.

The corrected recommendation is provided below and will be included in the Minutes of the meeting.

#### **Voting Requirements:**

Simple Majority

#### **Recommendation**

It is recommended that Council grant Development Approval for the proposed Agriculture Intensive – Perennial Horticulture (Avocado Farm) and Water Tank on Lot 210 Nabaroo Road, Cowalla, subject to the following conditions:

1. The land use and development shall be in accordance with the approved plans and specifications (including any amendments marked in RED) unless otherwise conditioned by this approval;
2. The development area shall be limited to a maximum of six hectares and shall at all times be set back a minimum of 20 metres from all lot boundaries to the satisfaction of the Shire of Gingin;
3. The proposal is to comply at all times with the Spray, Dust and Waste Management Plan that was submitted with the application to the satisfaction of the Shire of Gingin;
4. The vegetation screening outlined on the approved Development Site Plan is to be implemented and maintained to the satisfaction of the Shire of Gingin;
5. Prior to the commencement of planting of the vegetated buffer (see Condition 4), a landscaping plan is required to be submitted for approval by the Shire of Gingin. The landscaping plan, at a minimum, must address the extent of the buffer area, the location and spacing of trees and shrubs, a list of tree species and how the buffer area is to be maintained; and
6. The area shall be immediately rehabilitated to pasture cover at the end of the Intensive Agricultural development.

## **OFFICER INTEREST DECLARATION**

Nil

## **PURPOSE**

To consider an Application for Development Approval for a proposed Agriculture Intensive – Perennial Horticulture (Avocado Farm) and Water Tank on Lot 210 Nabaroo Road, Cowalla.

## **BACKGROUND**

At its meeting on 21 February 2017 Council resolved to approve an application to grow avocados (Agriculture Intensive – Perennial Horticulture) Stage 1 on three hectares of vacant land on the subject lot. The subject lot comprises a total area of 20.41 Hectares.

The current proposal includes the addition of Stage 2 for an additional six hectares of avocados and the construction of an 110,000 litre water tank. The total planting area of the avocados for Stage 1 and 2 will be nine hectares.

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

## COMMENT

### Community Consultation

The application was advertised in accordance with clause 64 of the *Planning and Development (Local Planning Scheme Regulations) 2015 Deemed Provisions for Local Planning Schemes* (the Regulations).

The proposal was advertised to surrounding landowners for a period of 14 days and to State referral agencies for 30 days. The Shire received one submission of support from an adjoining landowner and a submission from the Department of Water (DoW) advised they have no comment to make with respect to the application.

A copy of the Schedule of Submissions is attached as **Appendix 2**.

## **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 agriculture 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.*

Under LPS 9, Intensive Agriculture is a discretionary use and 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.*



Intensive Agriculture is considered to be a primary use in the General Rural zone and should be encouraged in accordance with the objectives of the zone.

### LSP Setbacks

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

### Local Planning Policy 1.6 – Agriculture Intensive (LPP 1.6)

LPP 1.6 defines ‘Perennial Horticulture’ as:

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

The applicable development standard relating specifically to ‘perennial horticulture’ states:-

*‘All perennial horticulture shall achieve a minimum set back of 50 metres from the highest known level of a waterway (riverine environments)’.*

The proposed cropping location is set back approximately 400m from the Gingin Brook located along the site’s western boundary. Furthermore, the Department of Parks and Wildlife (DPAW) has not deemed it necessary to comment on the proposal.

### Environmental Impact/Separation from Sensitive Land Uses

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

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

The proposal falls under the definition of an ‘Orchard’ for the purpose of calculating the recommended buffer distance using the abovementioned policies. A 500 metre buffer setback from the Irrigated Horticulture and the closest sensitive land use (i.e. single dwelling) is recommended. The distance outlined is not intended to be an absolute distance, rather a guide to avoid conflicts between land uses (i.e. spray drift). The proposed cropping area has a buffer of approximately 450m from the nearest residence, located two properties to the north.

It should be noted that the buffer setback was calculated for 'broad scale' orchard operations. It is considered that the size (six hectares that forms part of this application and the total planting area of nine hectares) of the proposed avocado farm is not extensive and therefore the variation of 50m to the recommended separation distance from the sensitive land use is considered a minor variation. It is noted that the adjoining lots may accommodate dwellings in the future, therefore the provision of a vegetation buffer along the northern and southern boundaries will further mitigate any potential land use conflicts.

The proposal includes a strategy to relocate existing vegetation (native trees) from a central area of the lot to the northern, southern and eastern boundaries to act as vegetation buffers. Any existing trees and vegetation on the boundaries will be left, to assist further with the buffer requirements.

Given that the design of the lot is relatively narrow, the requirement for a 10m vegetation buffer located on the inside of the existing firebreak is considered to be a sufficient screening buffer. This enables an adequate area of land to be used for horticulture purposes while still providing an area dedicated to a vegetation buffer.

Furthermore, in the event that Council approves the application, a condition of the planning approval will require the proposal to submit a landscaping plan for approval by the Shire of Gingin. The landscaping plan, at a minimum, must address the extent of the buffer area, the location and spacing of trees and shrubs, a list of tree species and how the buffer area is to be maintained.

#### Stable Fly

The proposal includes a strategy to relocate existing vegetation (native trees) from a central area of the lot to the northern, southern and eastern boundaries to act as vegetation buffers. Any existing trees and vegetation on the boundaries will be left, to assist further with the buffer requirements.

Given that the design of the lot is relatively narrow, the requirement for a 10m vegetation buffer located on the inside of the existing firebreak is considered to be a sufficient screening buffer. This enables an adequate area of land to be used for horticulture purposes while still providing an area dedicated to a vegetation buffer.

#### Servicing

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

#### Water Supply

The site has a water extraction licence (GWL18077(2)) issued by the DoW for 204 950Kl. The water is sourced from the Perth Superficial Swan Aquifer and is allocated for 9.6ha of avocados.

### Traffic Implications

An existing limestone road runs through the property and is considered to be sufficient for the light farm traffic expected to result from the development. Light vans/trucks will be required to transport the products to the marketplace commencing year 2021. Traffic volume is anticipated to be one or two light vans or trucks per day during the picking season (assumed to be four months of the year). Cars will be required to visit the property and carry out maintenance work during the off-season.

Nabaroo Road is sealed and generally accommodates small traffic volumes servicing the lots immediately fronting the road. The relatively small scale horticulture use is not anticipated to cause any adverse impacts on the condition of the road and upgrading is not considered necessary.

### Summary

In view of the above assessment, and with the appropriate management plans in place, Administration is of the view that the site is capable of accommodating the proposed Agriculture Intensive – Perennial Horticulture (Avocado Farm) and is consistent with the above objectives of LPS 9.

### Advice Notes

In the event that Council resolves to approve this application, the following advice notes will apply:

- A. This approval is not a building permit or an approval under any law other than the *Planning and Development Act 2005*. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licences required under any other law, and to commence and carry out development in accordance with all relevant laws.
- B. Further to this Approval, the Applicant will be required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Building Regulations 2012* and the *Public Health Act 2016*, which are to be approved by the Shire of Gingin.
- C. Premises are to comply with the requirements of the *Public Health Act 2016* and all relevant health legislation.
- D. Fire permits may be required at certain times of the year for onsite burning. Please contact the Shire of Gingin for further information.
- E. Structures such as shed enclosures over bores or pumps may require a Building Permit and Development Approval from the Shire of Gingin, and in any event, must have a minimum boundary setback of 20 metres.
- F. The Applicant is reminded that this Development Approval is not to be interpreted as an approval to extract and use groundwater supplies, nor does it imply that the Shire of Gingin has knowledge in relation to availability of groundwater supplies.

- G. It is advised that the proposal should at all times comply with the *Biosecurity and Agriculture Management (Stable Fly) Management Plan 2016* in order to minimise the effects of stable flies on the community.
- H. Noise emissions from the property must comply with the *Environmental Protection (Noise) Regulations 1997*.
- I. Please be advised that the property may attract Differential Rating for Intensive Agriculture.

## 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 zone

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

## POLICY IMPLICATIONS

Nil

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025

<b>Focus Area</b>	<i>Natural Environment</i>
<b>Objective</b>	<i>2. To support a healthy natural environment</i>

## VOTING REQUIREMENTS – SIMPLE MAJORITY

## RECOMMENDATION

It is recommended that Council grant Development Approval for the proposed Agriculture Intensive – Perennial Horticulture (Avocado Farm) and Water Tank on Lot 210 Nabaroo Road, Cowalla, subject to the following conditions:

1. The land use and development shall be in accordance with the approved plans and specifications (including any amendments marked in RED) unless otherwise conditioned by this approval;
2. The development area shall be limited to a maximum of six hectares and shall at all times be set back a minimum of 20 metres from all lot boundaries to the satisfaction of the Shire of Gingin;
3. The proposal is to comply at all times with the Spray, Dust and Waste Management Plan that was submitted with the application to the satisfaction of the Shire of Gingin;
4. The vegetation screening outlined on the approved Development Site Plan is to be implemented and maintained to the satisfaction of the Shire of Gingin;
5. Prior to the commencement of planting of the vegetated buffer (see Condition 4), a landscaping plan is required to be submitted for approval by the Shire of Gingin. The landscaping plan, at a minimum, must address the extent of the buffer area, the location and spacing of trees and shrubs, a list of tree species and how the buffer area is to be maintained; and
6. The area shall be immediately rehabilitated to pasture cover at the end of the Intensive Agricultural development.

## **RESOLUTION**

**Moved Councillor Collard, seconded Councillor Smiles that Council grant Development Approval for the proposed Agriculture Intensive – Perennial Horticulture (Avocado Farm) and Water Tank on Lot 210 Nabaroo Road, Cowalla, subject to the following conditions:**

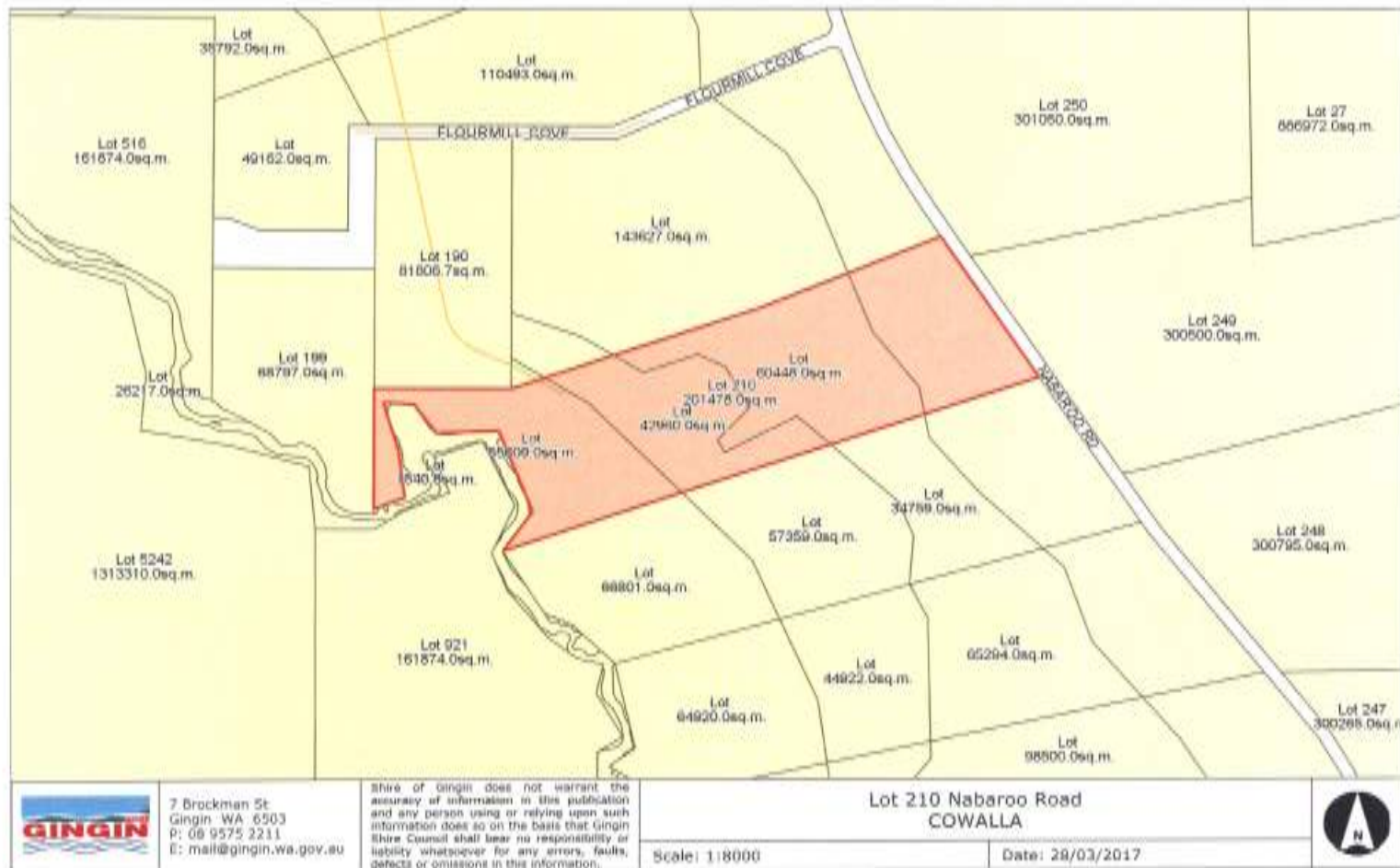
1. The land use and development shall be in accordance with the approved plans and specifications (including any amendments marked in RED) unless otherwise conditioned by this approval;
2. The development area shall be limited to a maximum of six hectares and shall at all times be set back a minimum of 20 metres from all lot boundaries to the satisfaction of the Shire of Gingin;
3. The proposal is to comply at all times with the Spray, Dust and Waste Management Plan that was submitted with the application to the satisfaction of the Shire of Gingin;
4. The vegetation screening outlined on the approved Development Site Plan is to be implemented and maintained to the satisfaction of the Shire of Gingin;
5. Prior to the commencement of planting of the vegetated buffer (see Condition 4), a landscaping plan is required to be submitted for approval by the Shire of Gingin. The landscaping plan, at a minimum, must address the extent of the buffer area, the location and spacing of trees and shrubs, a list of tree species and how the buffer area is to be maintained; and

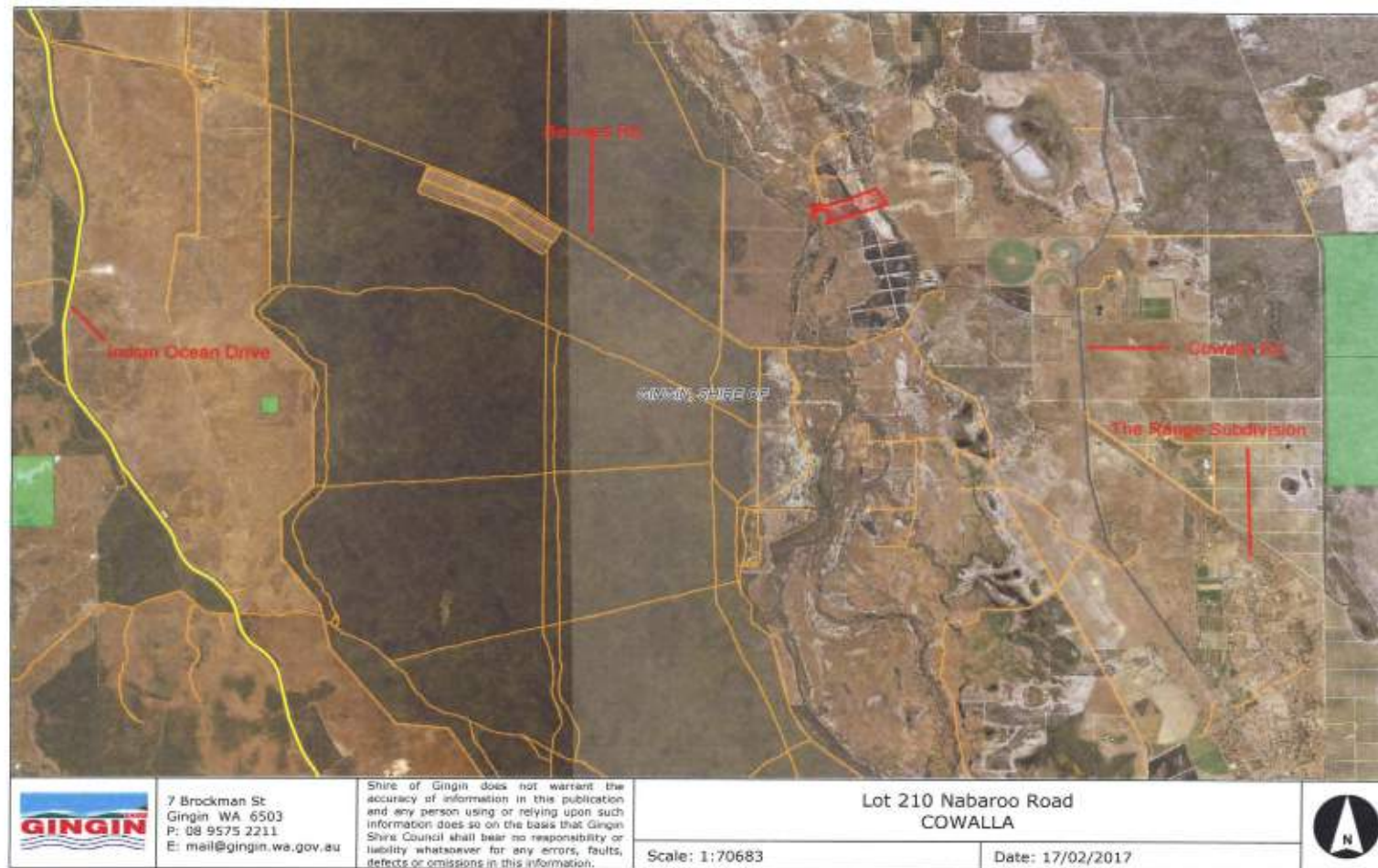
- 6. The area shall be immediately rehabilitated to pasture cover at the end of the Intensive Agricultural development.**

**CARRIED UNANIMOUSLY**



**APPENDIX 1**





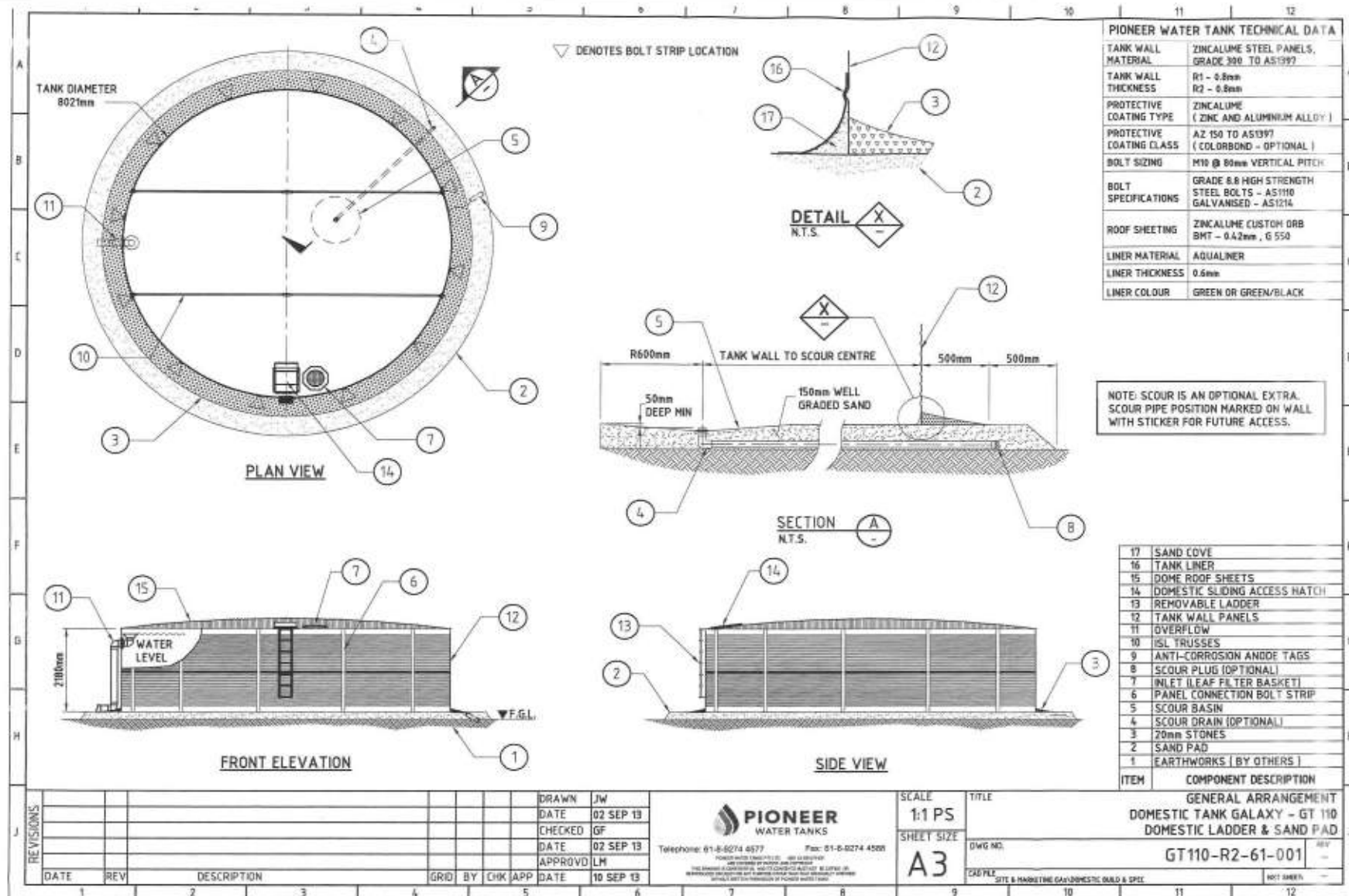
## DEVELOPMENT SITE PLAN.

### APPENDIX A – MAP SHOWING AREA FOR DEVELOPMENT

Picture below from Google Maps showing 6Ha area for development under this application









# PLAN TO DEVELOP SMALL SCALE AVOCADO FARM – AGRICULTURE INTENSIVE PERENNIAL HORTICULTURE.

LOT 210 NABAROO ROAD, COWALLA,  
SHIRE OF GINGIN

Stage 1 was approved by Shire Council on 21st February 2017.

This development application is for Stages 2 and 3 of the farm and covers the area already approved for clearing by the Department of Environment.

Planning Approval Sought by:

RICON SUPER PTY LTD ATF RICON SUPERANNUATION FUND



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## Overview and Executive Summary

Ricon Super Pty Ltd is seeking a planning approval on behalf of Cowalla Farm the prospective lessee of the land at 210 Nabaroo Road, Cowalla in the Shire of Gingin. The approval being sought is to change the land use from RURAL to AGRICULTURAL INTENSIVE use.

The land use change is sought to allow the development of a small-scale Avocado farm with the development of **approx. 9 hectares** of land to grow avocados, this would occur in stages, starting in 2017 with the planting of 1000 trees with a further 2000 trees in 2018/19.

Shire of Gingin approval ref BLD 6753 for the first 3 hectares was submitted to the Shire of Gingin on 27<sup>th</sup> October 2016 and approved at the Shire Council meeting on 21<sup>st</sup> February 2017.

This development application is for further development of the farm and covers the area already approved for clearing by the Department of Environment.

The map below shows the area designated for the planting of avocados over an area comprising a total of approx. 9 hectares. This is an **additional 6 hectares** to the 3 hectares already approved.



In 2015 the Department of Water granted Ricon Super Pty Ltd a water extraction licence from the Perth-superficial Swan aquifer, to the extent of 204,950KL. The 15<sup>th</sup> July 2016 amendment shows the new allocation which was changed from 8 ha turf to 9.6 ha avocados, with the overall water allocation remaining the same.

An irrigation plan has been developed in association with Muchea Irrigation Pty Ltd. The bore for the water has been drilled and tested and is awaiting the pump installation. 3-phase power is now available on the lot through Western Power and a local electrical contractor has been engaged to install the sub-mains switchboard to connect the bore pump which is scheduled for completion in May 2017.

A clearing permit has been issued by the Department of Environment (29<sup>th</sup> August 2016), subject to Shire of Gingin planning approval being obtained within 90 days of the issuance of the clearing permit.

This clearing approval has been further amended to include the existing approved area and the area under application. Noting that development approval has been gained for part of the application area of CPS 7162/1 and the LGA have indicated no issues with the remaining area the Department of Environment has approved an extension to 31 May 2017.

We have been advised by Ms Kylie Bacon of Gingin shire that we do not require a Bush Fire Attack Level Report.

## Maps and Plans for Development

The land use change is sought to allow the development of a small-scale Avocado farm with the development of approx. 9.6 hectares of land to grow avocados, this would occur in stages starting in 2017 with the planting of 1000 trees.

Shire of Gingin approval ref BLD 6753 for the first 3 hectares was submitted to the Shire of Gingin on 27<sup>th</sup> October 2016 and approved at the Shire Council meeting on 21<sup>st</sup> February 2017.

This development application is for further development of the farm and covers the area already approved for clearing by the Department of Environment.

**Appendix A** contains a map showing the area designated for the further planting of avocados over an area comprising an additional 6 hectares of avocado orchards.

This will take the total area under development to 9 hectares.

**Appendix B** contains Landgate Deposit Plan 56166 showing the location and boundaries of LOT 210 Nabaroo Rd.

**Appendix C** - MAP CPS 7162/1 – Department of Environment Updated **Clearing Map** showing the key features and north point with dimensions and cadastres. This shows the area of land subject to clearing permit for development under this application.

## DEPARTMENT OF ENVIRONMENT – CLEARING PERMIT

Department of Environment approval has been given to clear 1.2 hectares of vegetation within a footprint of 2.162 hectares located within Lot 210 on Deposited Plan 53166.

Attached in **APPENDIX D** is the Department of Environment Preliminary Report and letter dated 29<sup>th</sup> August 2016. This approval has now been extended to **31 May 2017**.

The development approval given by the Shire on the 21<sup>st</sup> February only covered part of the area approved for clearing by the DER.

On the 15<sup>th</sup> March, we were advised in email by Kerri Wilkes at the Department of Environment the following:

*"We are unable to do a part grant and put the other area on hold until you get planning approval because doing a part grant is making a decision on the application. We can either do a part grant for the area you have planning approval for, and then you would have to submit a new application for the remaining area, or we can wait for you to get planning approval for the whole area, and then a decision on a clearing permit for the whole area can be made."*

The directors of RICON SUPER PTY LTD decided to request a further extension of the entire approval for the clearing permit and this was granted on 16<sup>th</sup> March by Mr. James Widenbar, Manager of the Clearing Department, Department of Environment. This extension is valid until May 31<sup>st</sup> 2017.

The emails relating to this discussion are attached in **APPENDIX E** of this application.

Gingin Shire is requested to kindly consider this Development Application to meet the 31<sup>st</sup> May deadline, to prevent the requirement for further extensions.

## ENVIRONMENTAL PLANNING

### Spray Management Plan

Fertilisation will be done via a fertigation system so that fertiliser will be applied through the irrigation system directly onto the plant root system and therefore will not result in spray drifting to neighbouring properties.

For spraying of trees in later years should it be required then spraying will be done during times of low wind and ensuring that the winds are blowing away from neighbouring properties.

If required avocados spray application will be ground applied using tractor driven airblast equipment and no aerial spraying will be used.

All Safety Data Sheets for Chemicals Used will be kept on site and all relevant STORAGE, DISPOSAL and SAFETY DIRECTIONS will be followed by the farm spray operators. Spray operators use best endeavours to spray boundary areas before 0800 and after 1600 hours where no shelter trees are present.

Spraying not recommended during winds in excess of 10 km per hour.

Spray programme avoids unnecessary spraying and low volatility chemicals are used by choice.

Agrichemicals are stored in secure areas on orchard property.

### Waste Management Plan

Solid and liquid waste will be managed per the Gingin Shire waste management regulations as updated from time to time.

The disposal and management of dropped and reject fruit is the focus of the farm waste management plan. This is primarily aimed at the control of potential breeding areas for stable fly. The key to stable fly control is managing its larval habitats, ideally by their removal or drying out so they are less attractive.

Good management practices will include:

- high speed mulching and incorporation of fruit crop residues into the ground after harvest
- placing reject vegetable produce, including lawn clippings, into pits and covering regularly with soil
- spreading grass clippings into thin layers on the ground to dry out

These are taken from the best practices recommended by the Department of Agriculture and Food web site on Stable Fly Control measures.



### Dust Management Plan

The prevention of dust will be managed by the farm operator by ensuring that all exposed areas in the orchard are covered with a suitable organic ground covering, such as grass, clover or white lupin. These will be slashed regularly and mulched for tree nutrition. Irrigation will be provided by the tree sprinklers which are designed to wet the entire orchard floor daily. This will reduce dust to low levels.

Vegetation barriers will be grown and maintained at all boundaries of the orchard to reduce wind erosion and dust creation. The use of native plants from the property at the start of the development will assist with this as they are already at more than 1-2 metres in height. The boundary vegetation will be watered and fertilised to increase the growth and development of these barriers.

Dust from vehicle traffic will be low as few vehicles will be used on the property. The orchard when established will not have significant farm vehicle movement and the soil base will remain largely undisturbed.

### Traffic Management

Due to the light nature of the farming proposed there will be no requirement for heavy vehicle traffic such as B-Double Semis or Road Trains. Light vans / trucks will be required to transport the products to the marketplace commencing year 2021. This would be anticipated to be one or two light vans or trucks per day during the picking season (assumed to be 4 month of the year). Cars will be required to visit the property and carry out maintenance work during the off-season. This would be expected to be 1-2 cars per day.

### Landscaping Plan

A landscaping plan has been developed to adhere to the Shire requirements and protect our neighbouring properties.

After discussions with the Dept. of Agriculture and the Dept. of Environment, both regulators agree that transplanting of any vegetation from the approved area by Dept. of Environment is a good strategy. Native trees will be relocated to form vegetation buffers to the North and South boundaries. Any existing trees and vegetation on the boundaries will be left, to assist with the buffer requirements.

Setbacks will be 20 meters from the lot boundaries and vegetation buffers will be in place on all lot boundaries in accordance with the Shire's existing approval conditions.

The Buffer Zone will run approx. 330m on the South and North boundaries, and approx. 270m on the Eastern boundary of the property adjacent to Nabaroo Road.

### Extent of Buffer Area

Buffer areas will be per the 20m requirement stipulated by the Shire Approval BLD6753. As shown on the Landgate map below, in blue.



### Location and Spacing of Trees and Shrubs

Trees will be spaced 2 meters apart and interspaced with smaller bushy species. The plants and trees will be mulched well with organic matter (hay). An irrigation system will be installed with a separate line and valve with a dedicated control station. Fertigation can also be applied through this system to promote growth when required. Drip-line sprinklers will be installed in spacing of 2m apart.

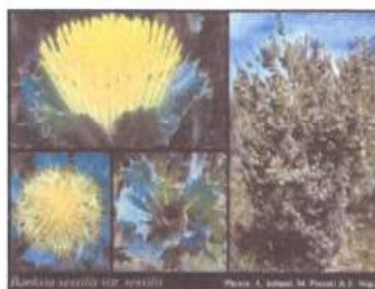
#### List of Species to be used in Buffer Area

As mentioned the species are already pre-existing on the property and will be selected for the buffer vegetation zone from the following:

*Banksia menziesii*



*Banksia sessilis*



*Acacia Pulchella*



*Jacksonia sp*



#### Maintenance of Buffer Area

The buffer area is to be maintained by regular watering and fertilising as described above. The barrier will also be trimmed to prevent over growth into the fire breaks or the orchard. The boundary irrigation consists of 25mm irrigation pipework, Philmac CD8 8LPH drippers installed every 2m. The pipework runs from the centre mainline, part of the smaller 3-line station.

There will be a shut off valve located at the mainline to isolate the trees once they are established & no longer require water.

#### Water Requirements and Licencing

In 2015 the Department of Water granted Ricon Super Pty Ltd a water extraction licence from the Perth-superficial Swan aquifer, to the extent of 204,950KL. The 15<sup>th</sup> July 2016 amendment shows the new allocation which was changed from 8 ha turf to 9.6 ha avocados, with the overall water allocation remaining the same.

**SEE APPENDIX F**

Department of Water Licence for water extraction and amendment to change crop mix date 15.07.16.



## APPENDIX A – MAP SHOWING AREA FOR DEVELOPMENT

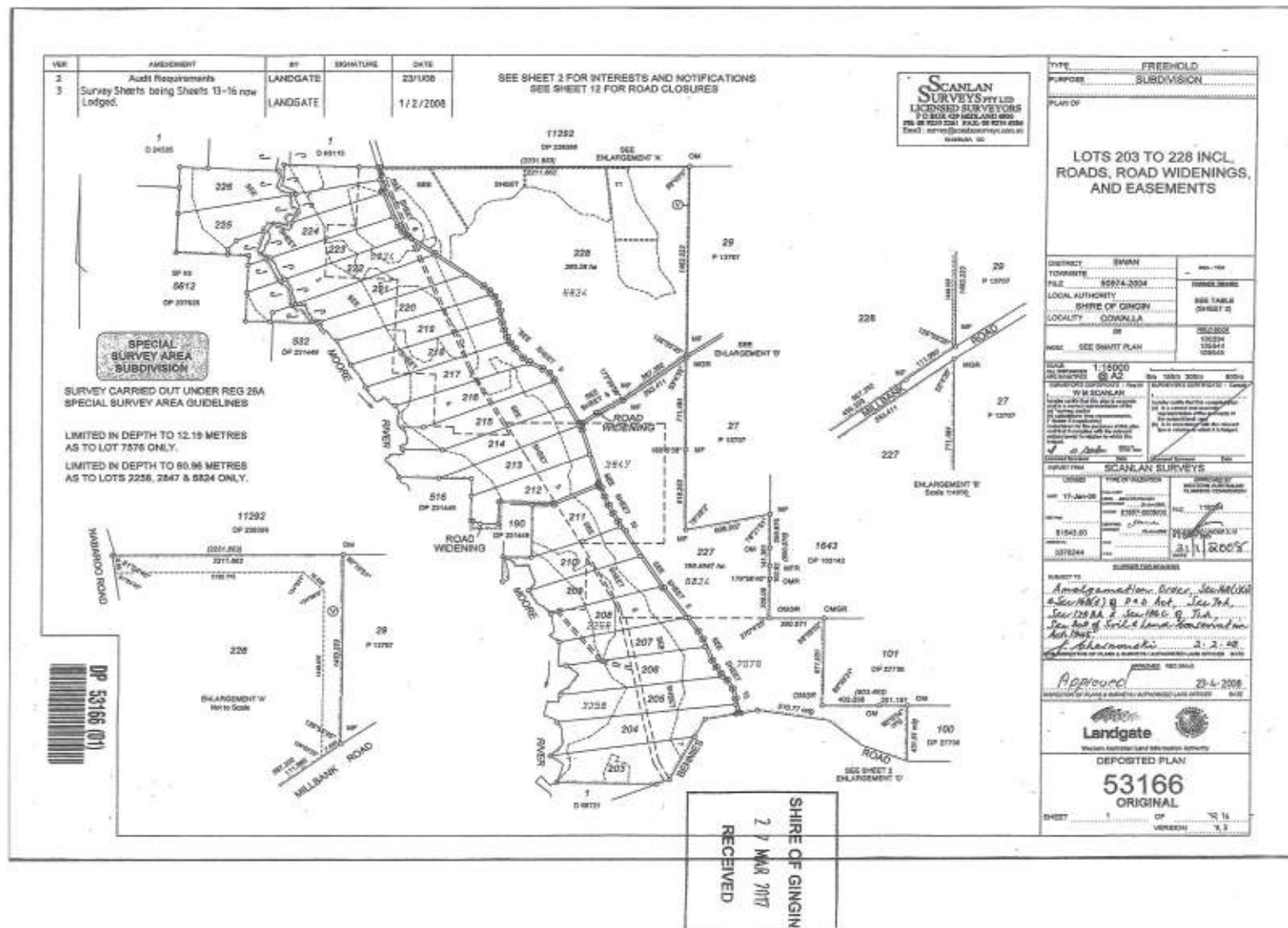
Picture below from Google Maps showing 6Ha area for development under this application

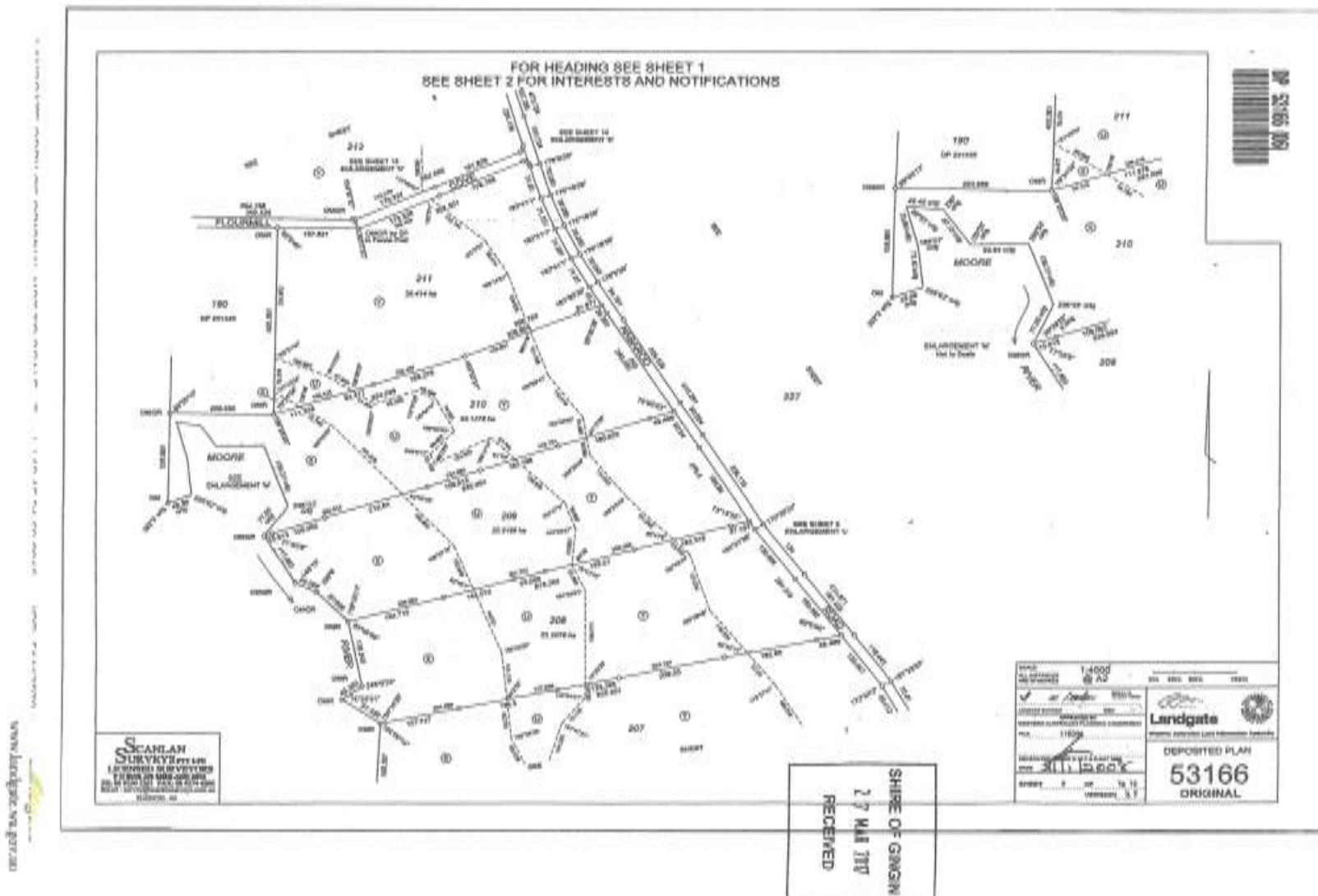


## APPENDIX B – MAP SHOWING LOCATION AND BOUNDARIES OF LOT 210 NABAROO ROAD

Attached MAP Landgate Deposit Plan 56166 showing the location and boundaries of LOT 210 Nabaroo Rd.



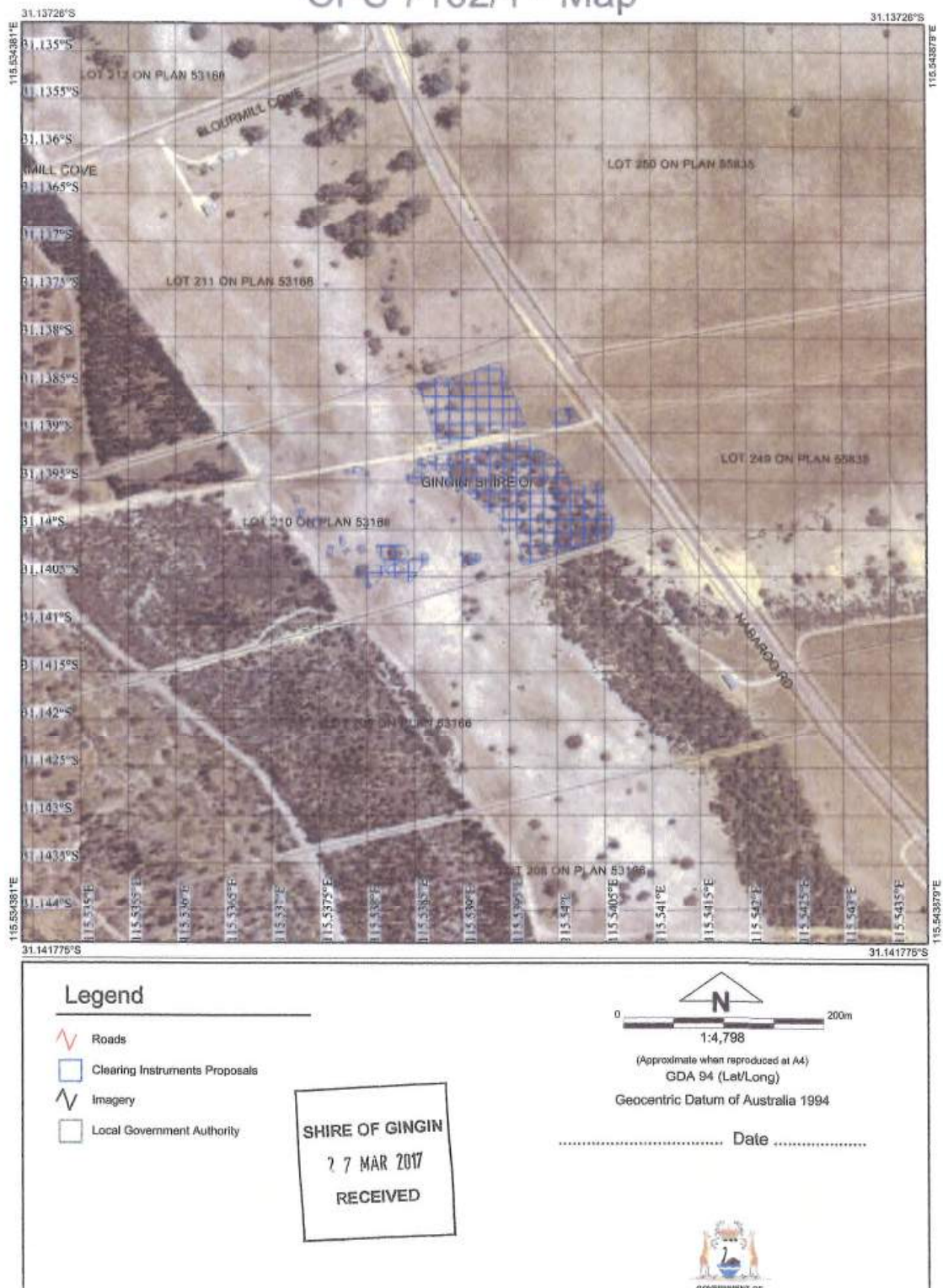




#### APPENDIX C – MAP SHOWING AREAS COVERED BY CLEARING PERMIT

Attached MAP CPS 7162/1 – Updated Map showing the key features and north point with dimensions and cadastres. This shows the area of land subject to clearing permit for development under this application.

## CPS 7162/1 - Map



# APPENDIX 2

## SCHEDULE OF SUBMISSIONS AND RECOMMENDED RESPONSES

### APPLICATION FOR RETROSPECTIVE DEVELOPMENT APPROVAL PROPOSED AGRICULTURE INTENSIVE (PERENNIAL HORTICULTURE) AVOCADO FARM AND ORCHARD ON LOT 210 NABAROO ROAD, COWALLA

No.	Submitter	Submission Detail	Recommended Response
1.	Ratepayer	<p>The Submitter supports the above proposal and makes the following comments:</p> <p><i>I have no objections to the Avocado farm being developed across the road from our property.</i></p>	Noted.
2.	Department of Water (DoW)	<p>The Submitter makes the following general comment regarding the proposal:</p> <p><i>The Department of Water has assessed the above referral as a proposal of no interest and as such have no comments to provide.</i></p>	Noted.



### **11.3.2 APPLICATION FOR DEVELOPMENT APPROVAL FOR A PROPOSED OUTBUILDING ON LOT 16 (52) MOORE RIVER DRIVE, GUILDERTON**

**FILE:** BLD/4113  
**APPLICANT:** ALASDAIR HARRY ADAM & MARY ISOBEL ADAM  
**LOCATION:** LOT 16 (52) MOORE RIVER DRIVE, GUILDERTON  
**OWNER:** ALASDAIR HARRY ADAM & MARY ISOBEL ADAM  
**ZONING:** RESIDENTIAL R12.5/20  
**WAPC NO:** N/A  
**AUTHOR:** JAMES BAYLISS – STATUTORY PLANNING OFFICER  
**REPORTING OFFICER:** LISA EDWARDS – ACTING EXECUTIVE MANAGER REGULATORY SERVICES  
**REPORT DATE:** 20 JUNE 2017  
**REFER:** NIL

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider a development application for a proposed over height Outbuilding on Lot 16 (52) Moore River Drive, Guilderton (subject lot) due to an objection received during the advertising process.

#### **BACKGROUND**

The Shire received a development application on 8 April 2017 for a proposed outbuilding on the subject lot, which is 1105.9m<sup>2</sup> in area and contains an existing dwelling. The proposed outbuilding is 7 metres in length, 4.5 metres in width and has a wall height of 3 metres tapering to a ridge height of 3.6 metres.

The outbuilding is located at the rear of the existing dwelling, and is set back 2.3 metres from the side (eastern) boundary and 20 metres from the rear (southern) boundary.

The proposal varies the 2.4m maximum wall height stipulated in the Residential Design Codes of Western Australia (R-Codes) by 0.6m. During the advertising process, the Shire received a submission objecting to the variation and as such requires the consideration of Council.

A location plan, site plan, floor plan and elevations are attached as **Appendix 1**.

#### **COMMENT**

##### Community Consultation

The application was advertised to surrounding landowners for a period of 21 days in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

The Shire received one submission objecting to the proposal due to the wall height of the outbuilding. No further submissions were received.

A copy of the Schedule of Submissions is attached as **Appendix 2**.

## **PLANNING FRAMEWORK**

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

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

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

Clause 5.2.2. states;

*“Unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the Residential Design Codes is to conform to the provision of those codes”*

### State Planning Policy 3.1 – Residential Design Codes of Western Australia

The subject lot is zoned Residential R12.5/20 under the Residential Design Codes of Western Australia (R-Codes). An outbuilding is defined as:

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

The outbuilding is set back in accordance with ‘Table 2a – Boundary Setbacks’ of the R-Codes which requires a minimum one metre setback from the lot boundary. The applicant has proposed a setback of 2.3m from the side boundary and is therefore compliant.

The deemed-to-comply provisions of the R-Codes relating to Outbuildings stipulates that a wall height of 2.4m and an overall height of 4.2m is not to be exceeded. The wall height proposed is 3m, a variation of 0.6m and the reason for advertising to surrounding landowners. Given the proposal does not satisfy the deemed-to-comply provisions, the application is assessed against the associated ‘Design Principle’ which states:

*“Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties”.*

The proposal is considered to satisfy the above Design Principle as the existing streetscape remains unaffected given the structure will not be viewable from the street. Furthermore, the adjoining properties are not considered to be affected given the overall height is 3.6m, 0.6m lower than the deemed-to-comply height.

#### Local Planning Policy 2.1 – Residential Outbuildings

The Shire adopted Local Planning Policy 2.1 – Residential Outbuildings (LPP 2.1) in January 2013 to complement the provisions of the R-Codes relating to outbuildings to better reflect community expectations.

The proposed structure is considered an over height outbuilding as defined in LPP 2.1 below:

*“An outbuilding with a wall height exceeding 2.4m and a ridge height not exceeding 4.2m.”*

Clause 3.5 – Scale of Outbuilding Development outlines the maximum allowable standards for outbuildings throughout the Shire based on lot size and location. The table below is applicable to the subject lot.

TOWNSITE	STANDARD	MINIMUM	PROVIDED
Coastal town sites (1001m <sup>2</sup> – 4000m <sup>2</sup> lot size)	Area Wall Height Overall Height	120m <sup>2</sup> 3.6m 5.0m	31.5m <sup>2</sup> – complies 3m – complies 3.6m – complies

The proposed development complies with LPP 2.1 as outlined in the table above.

#### Environmental Impact

No environmental impacts are anticipated as a result of either structure.

#### State Planning Policy 3.7 – Planning in Bushfire Prone Areas

State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7) provides a foundation of land use planning to address bushfire risk management. The entirety of the subject lot is designated as being bushfire prone. Given the proposal does not intensify the land use, or result in an increase in residents at the property, the application is considered exempt from the requirements to submit a Bushfire Attack Level (BAL) Assessment.

#### Summary

In summary, the application complies with ‘Local Planning Policy 2.1 – Residential Outbuildings’ which was adopted by Council to better reflect community expectations relating to the development of outbuildings throughout the Shire. Notwithstanding the above, the minor variation to the wall height under the R-Codes is compensated for by a larger setback distance and a lower overall height than that permitted. The proposed application for an Outbuilding at the subject lot is supported in this instance, subject to conditions.

### Advice Notes

In the event that Council resolves to approve this application, the following advice notes will apply:

- A. Further to this Approval, the Applicant will be required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Building Regulations 2012* and the *Public Health Act 2016*, which are to be approved by the Shire of Gingin.
- B. Any noise generated from the outbuilding is not to exceed the levels as set out under the *Environmental Protection (Noise) Regulations 1997*.
- C. This Approval is for the proposed Outbuilding only. In the 'Residential R12.5/20' zone, further approval is required for most land uses and building construction. The Shire's Planning Department should be contacted for further information.
- D. It is the landowners' responsibility to implement and maintain bushfire protection and mitigation measures on their property.

### **STATUTORY ENVIRONMENT**

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

*Local Planning Scheme No. 9*  
Part 3 – Zones and the Use of Land  
3.2 Objectives of the Zones  
3.2.7 General Rural Zone

Part 4 – General Development Requirements

*State Planning Policy 3.1 – Residential Design Codes of Western Australia*

*State Planning Policy 3.7 – Planning in Bushfire Prone Areas*

*Local Planning Policy 2.1 – Residential Outbuildings*

### **POLICY IMPLICATIONS**

Nil

### **BUDGET IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2015-2025

<b><i>Focus Area</i></b>	<i>Local Business</i>
<b><i>Objective</i></b>	<i>4. To facilitate local business growth</i>
<b><i>Focus Area</i></b>	<i>Leadership and Governance</i>
<b><i>Objective</i></b>	<i>5. To demonstrate effective leadership and governance</i>

**VOTING REQUIREMENTS – SIMPLE MAJORITY****RECOMMENDATION**

It is recommended that Council grant Development Approval for the proposed Over Height Outbuilding on Lot 16 (52) Moore River Drive, Guilderton, in accordance with the plans dated 8 April 2017, subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans (including any amendments marked in RED) unless otherwise conditioned by this approval;
2. This Approval is for an Outbuilding only;
3. The Outbuilding shall not be used for human habitation, commercial or industrial purposes; and
4. Stormwater from all roofed and paved areas shall be collected and contained onsite to the satisfaction of the Shire.

**RESOLUTION**

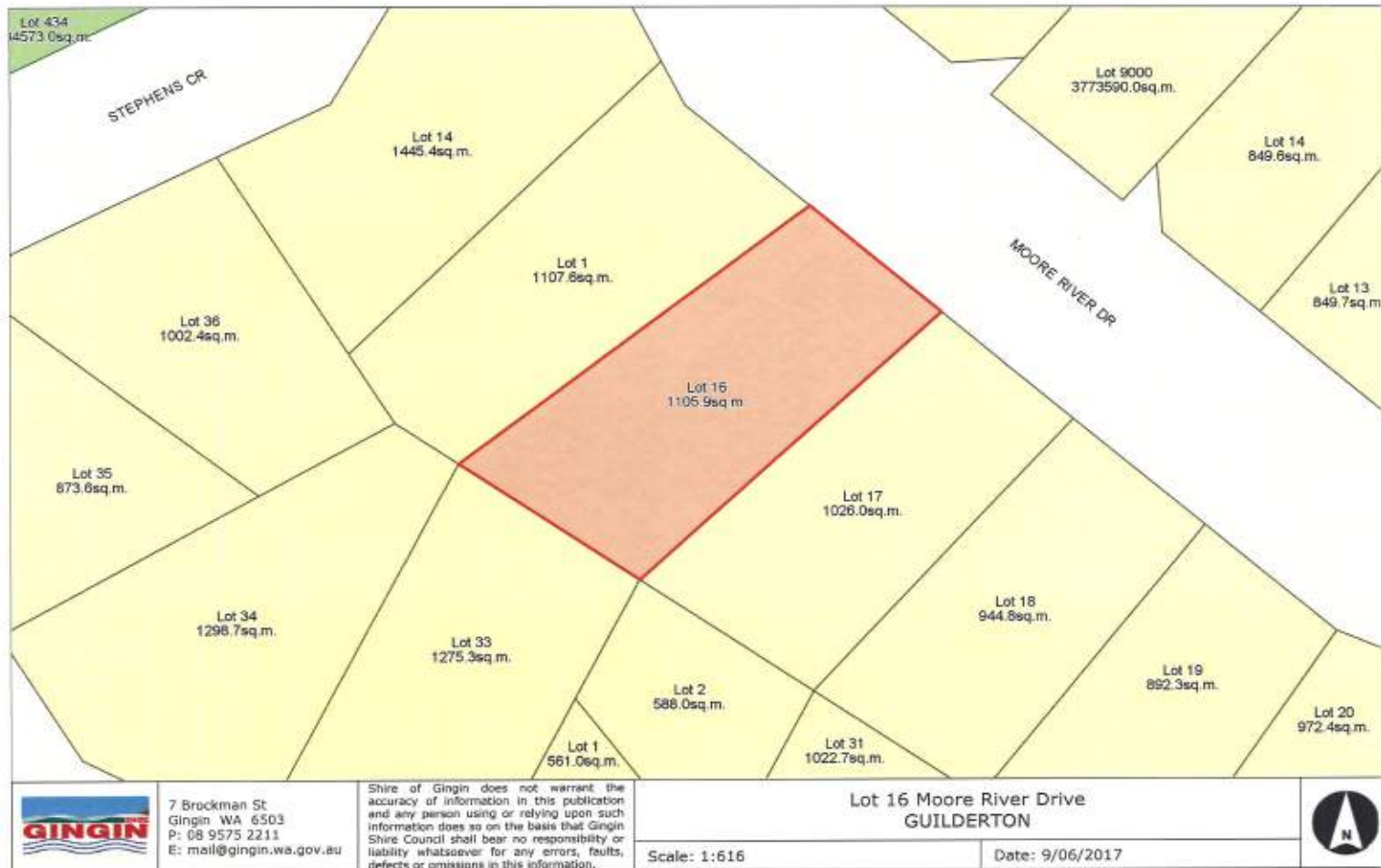
**Moved Councillor Aspinall, seconded Councillor Collard that Council grant Development Approval for the proposed Over Height Outbuilding on Lot 16 (52) Moore River Drive, Guilderton, in accordance with the plans dated 8 April 2017, subject to the following conditions:**

- 1. The land use and development shall be undertaken in accordance with the approved plans (including any amendments marked in RED) unless otherwise conditioned by this approval;**
- 2. This Approval is for an Outbuilding only;**
- 3. The Outbuilding shall not be used for human habitation, commercial or industrial purposes; and**
- 4. Stormwater from all roofed and paved areas shall be collected and contained onsite to the satisfaction of the Shire.**

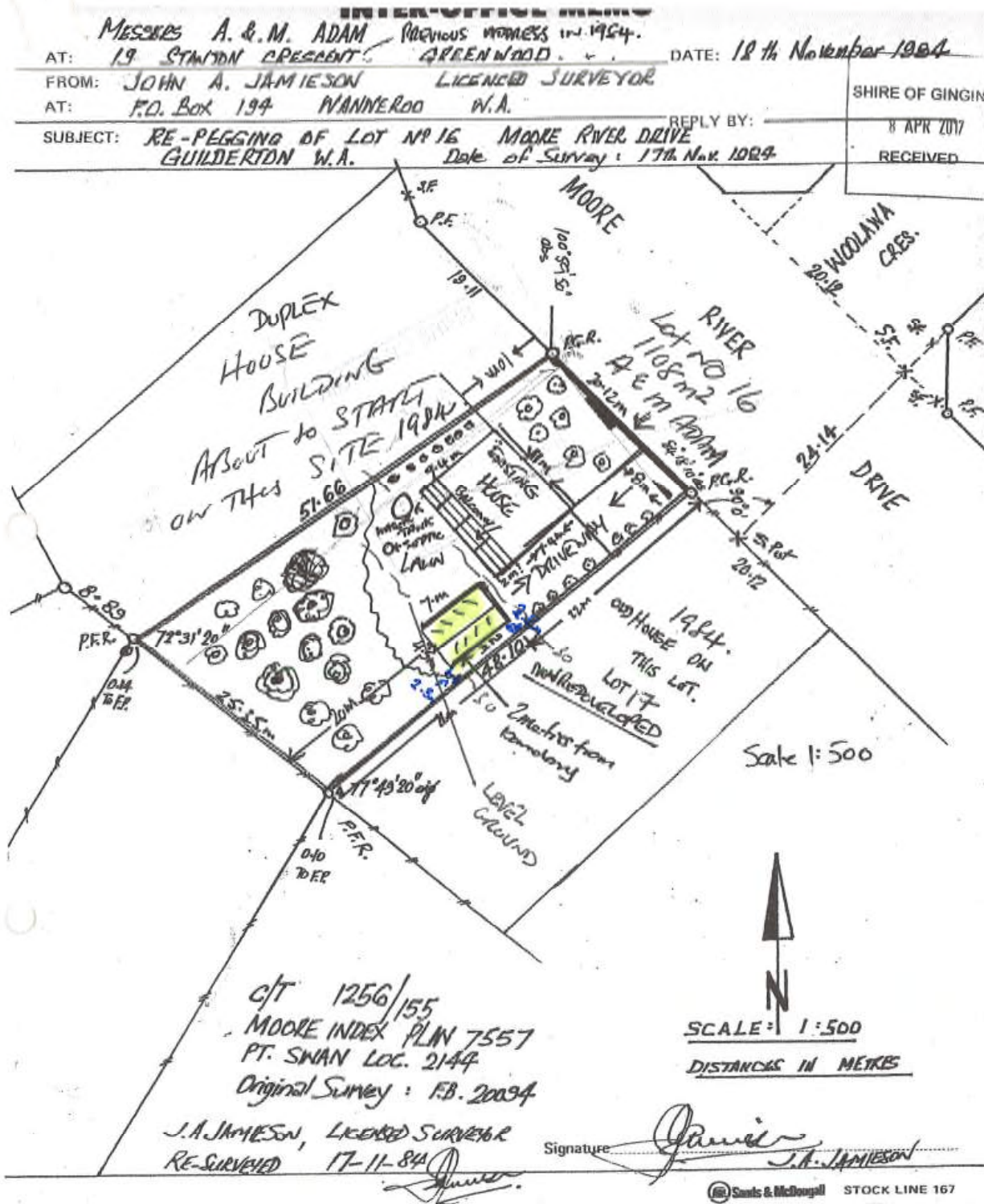
**CARRIED UNANIMOUSLY**

**APPENDIX 1**





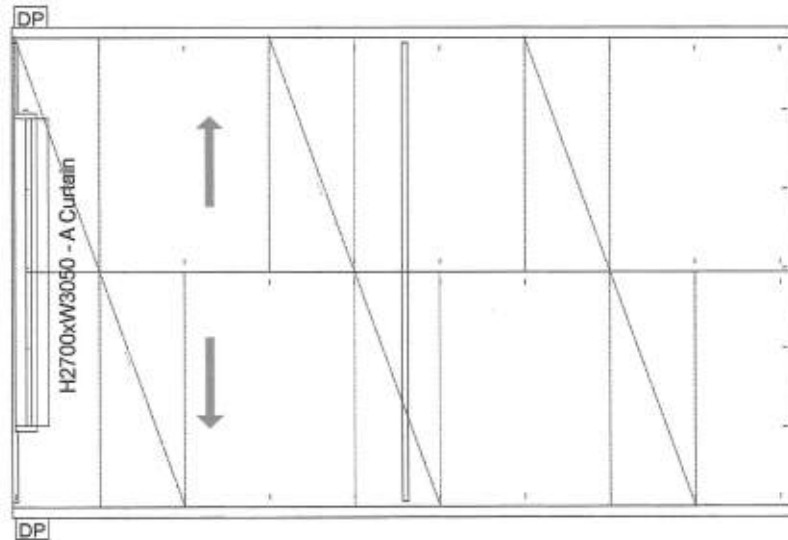






OPTION ITEMS LIST:

- 1 x Roller Door
- 1 x H2700xW3050 - A Curtain
- 6 x Skylights
- 6 x Polycarb Opal
- (E1) 1 x Eng - Certificate (WA) - Enduro



E1  
7000  
Height: 3000  
WALL.

HEIGHT OF  
WALL WIDTH TOTAL HEIGHT  
3.0 x 4.5 x 3.6

1/2164 To  
Sized  
Roof AREA  
= 3600

SHIRE OF GINGIN  
8 APR 2017  
RECEIVED

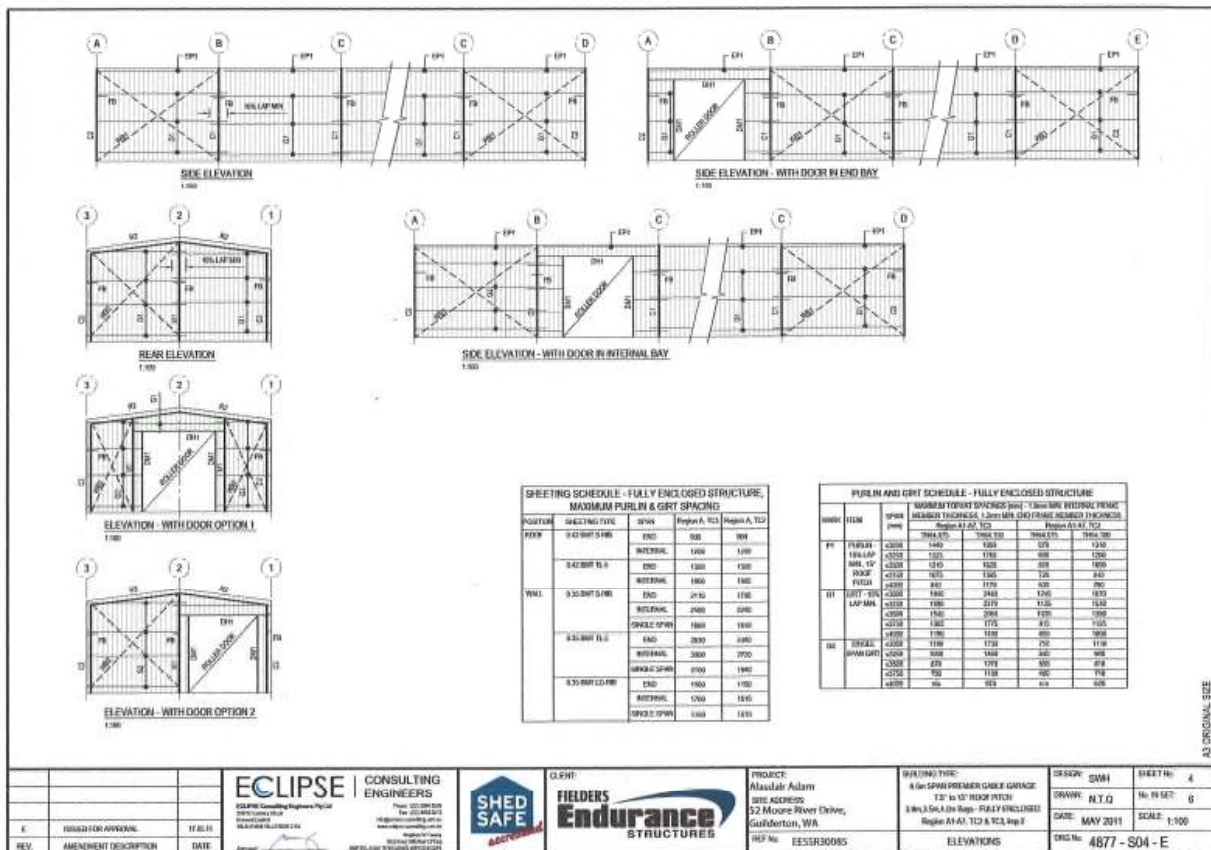
Company: Eagle Eye Sheds  
Phone: 0417930132  
Email: Info.EagleEyeSheds@bigpond.com  
Address:

**Endurance**  
SHEDS & STRUCTURES

CLIENT NAME: Alasdair Adam  
BYS ADDRESS: TBA  
Guilderton, WA, PC: 8041

TITLE: PLAN VIEW  
QUOTE NO: EESSR30085  
DATE: 16/01/2017  
SCALE: NTS  
RVS: 01 of 01  
REV: A

Produced by Endurance TruGantt v3.0.0.5



# APPENDIX 2



## SCHEDULE OF SUBMISSIONS AND RECOMMENDED RESPONSES

### APPLICATION FOR DEVELOPMENT APPROVAL PROPOSED OUTBUILDING ON LOT 16 MOORE RIVER DRIVE, GUILDERTON

No.	Submitter	Submission Detail	Recommended Response
1.	Ratepayer	<p>The Submitter does not support the above proposal and makes the following comments:</p> <p><i>In regard to the outbuilding application the request is to build a 3.0 metre high wall.</i></p> <p><i>I think 3.0 metre wall would be too high in the location and will be towering 1200 metre above fenceline.</i></p> <p><i>We previously applied for the same height as this application and ours was declined. I cannot see what has changed to make this application any different to mine.</i></p> <p><i>I am advising you that we do not support this application and would rather see the wall height at 2.4.</i></p>	<p>The 3m wall height is less than the maximum wall height (3.6m) provided for in the Shire Local Planning Policy 2.1 – Residential Outbuildings. Furthermore, the setback distance from the boundary reduces any bulk issues that may be perceived.</p> <p>Refer above.</p> <p>Noted.</p>

### 11.3.3 APPLICATION FOR DEVELOPMENT APPROVAL - TEMPORARY USE OF A SEA CONTAINER (STORAGE) ON LOT 93 (NO. 17) WALEBING WAY, GUILDERTON

FILE:	BLD/6830
APPLICANT:	CHESSON HENSHAW
LOCATION:	LOT 93 (NO. 17) WALEBING WAY, GUILDERTON
OWNER:	CHESSON HENSHAW
ZONING:	R12.5/20
WAPC NO:	N/A
AUTHOR:	JAMES BAYLISS – STATUTORY PLANNING OFFICER
REPORTING OFFICER:	LISA EDWARDS – ACTING EXECUTIVE MANAGER REGULATORY SERVICES
REPORT DATE:	20 JUNE 2017
REFER:	NIL

#### OFFICER INTEREST DECLARATION

Nil

#### PURPOSE

To consider an Application for Development Approval for the temporary use of a Sea Container (storage) on Lot 93 Walebing Way, Guilderton.

#### BACKGROUND

The subject lot is 890m<sup>2</sup> in area and contains an existing dwelling. The applicant seeks development approval for the temporary use of a sea container to store the contents of the existing dwelling and shed to enable them to be demolished and a new house constructed. At the completion of the new house, the sea container will be removed from the property.

The sea container is 6.05m in length, 2.44m in width and 2.59m in height (traditionally known as a 20 foot container). The container is set back 7.5m from the front boundary and 1m from the side boundary.

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

A copy of the applicant's proposal including plans is attached as **Appendix 2**.

#### COMMENT

##### Community Consultation

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

The Shire received one submission which had no objection to the proposal, however did request appropriate conditions be imposed to ensure the container would be removed at the completion of the new dwelling.

The Schedule of Submissions and Recommended Responses has been included as **Appendix 3**.

## **PLANNING FRAMEWORK**

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

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

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

The temporary use of a sea container does not contradict any of the above objectives.

### Local Planning Policy 1.9 Sea Containers (LPP 1.9)

The Shire adopted LPP 1.9 in 2013 to ensure there is a balanced approach between providing flexibility to use sea containers as temporary storage and safeguarding the visual amenity throughout the Shire.

The proposal is subject to the provisions of LPP 1.9, the objectives of which are to:

- 1. *To preserve visual amenity and enhance landscape quality within the Shire;*
- 2. *To provide flexibility when using a sea container on a temporary basis;*
- 3. *To discourage alternative use of sea containers, particularly where they might become permanent fixtures in the landscape; and*
- 4. *To allow the use of sea containers for shipping.*

Clause 5 of *LPP 1.9 General Requirements for Sea Containers* applies to all development applications involving sea containers. The requirements are as follows:

- a) *Approval is required for use of all Sea Containers;*

- b) *Sea Containers are not to be located in setback areas, as specified in Local Planning Scheme No. 9 Table 2 – Site Requirements and in Firebreaks as specified by the Shire of Gingin Firebreak Order (as amended);*
- c) *Sea Containers in direct view of neighbouring properties and public places must be screened with walls, fencing, landscaping or other means approved by the Chief Executive Officer;*
- d) *Sea Containers are to be painted a neutral colour that is consistent with the existing buildings and kept in good condition; and*
- e) *No advertising or logos are permitted on Sea Containers unless they are visually acceptable as determined by the Chief Executive Officer.*

In addition to the above, Clause 6 of *LPP 1.9 Temporary Use of Sea Containers* is also applicable in this instance. Council may grant approval for temporary use of a sea container, up to 12 months, in the following circumstances:

- a) *The lot has approved building plans (for a dwelling) with a constructed slab or footings; or*
- b) *The requirements of 5(a) of LPP 1.9 have been satisfied and the Sea Container is sited at the rear of the property, behind the dwelling under construction and in a location that will allow the Sea Container to be easily removed; and*
- c) *At the end of the approved period, the Sea Container will be removed from the lot, unless an extension of time is granted by Council.*

The applicant has requested an exemption to Clause 6(b) as the proposed location of the sea container is not at the rear of the property, behind the dwelling under construction. The applicant's justification for the variation is:

- *Ease of installation and safety because the slope of the land is less at this point than at the rear of the property; and*
- *The new residence is planned to be 3.1m from the side boundary and there is little margin for error and potential damage to the new house, or neighbours fence and shed, when the container is removed from the lot if it were to be installed at the rear.*

Administration concurs with the applicant's justification for the sea container to be located in front of the future dwelling and considers a variation to LPP 1.9 to be acceptable in this instance. Given the temporary nature of the application, the provision of landscaping screening to Walebing Way is not considered necessary in this instance.

The Shire received an application for a building permit for a dwelling at the subject property on 19 May 2017. The building permit is pending subject to additional information. The applicant anticipates the new dwelling will be completed in January 2018.

The above development requirements can either be addressed as a condition of development approval or have been justified as a variation to LPP 1.9. The objectives of LPP 1.9 are considered to have been satisfied in this instance.

### Summary

In view of the above assessment, the Shire is of the view that the site is capable of accommodating the proposed sea container on a temporary basis until such time as a new dwelling is constructed.

In the event Council approves the application, conditions have been imposed on the planning approval to ensure the applicant complies with all requirements of LPP 1.9 and also Local Planning Scheme No. 9 (LPS 9).

## **STATUTORY ENVIRONMENT**

### *Local Planning Scheme No. 9*

Part 3 – Zones and the Use of Land

3.2 Objectives of the Zones

Part 4 – General Development Requirements

4.7 General Development Standards

## **POLICY IMPLICATIONS**

### *Local Planning Policy 1.9 – Sea Containers*

## **BUDGET IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2015-2025

<b><i>Focus Area</i></b>	<b><i>Built Environment</i></b>
<b><i>Objective</i></b>	<b><i>3. To effectively manage growth and provide for community</i></b>
<b><i>Outcome</i></b>	<b><i>3.3 High quality and well utilised community facilities and assests</i></b>

## **VOTING REQUIREMENTS – SIMPLE MAJORITY**

## **RECOMMENDATION**

It is recommended that Council grant Development Approval for the Temporary Use of a Sea Container (Storage) on Lot 93 Walebing Way, Guilderton, subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans and specifications (including any amendments marked in RED) unless otherwise conditioned by this approval;
2. The external appearance of the sea container is to be maintained in a good condition at all times to the satisfaction of the Shire of Gingin and shall not display any form of advertising;
3. This Approval is only valid for a period of 12 months from the date of this Approval, or 14 days from the completion date of the new single house (whichever is sooner) at which time the sea container is to be removed from the subject property; and
4. The sea container is not to be used for human habitation.

## **RESOLUTION**

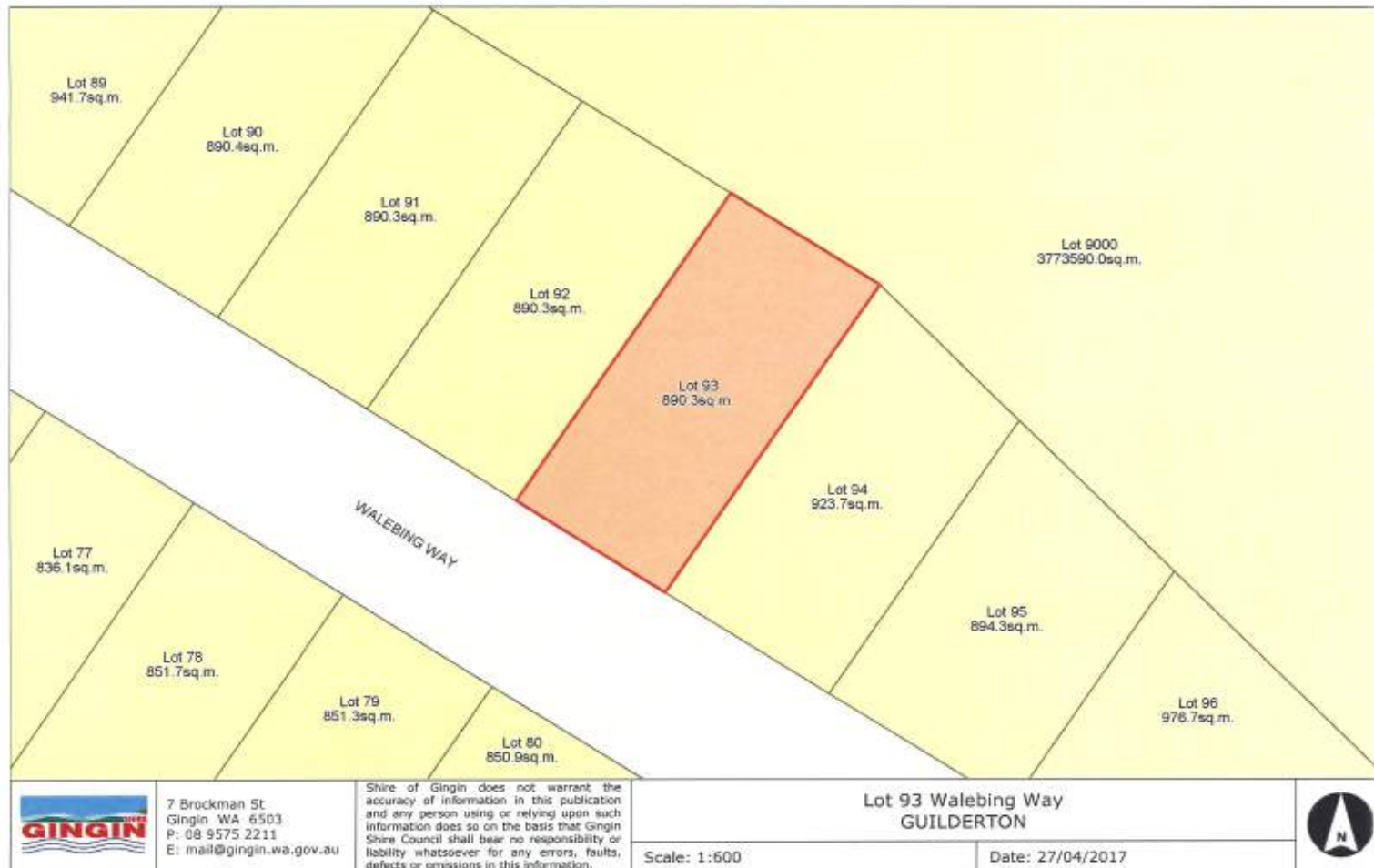
**Moved Councillor Collard, seconded Councillor Court that Council grant Development Approval for the Temporary Use of a Sea Container (Storage) on Lot 93 Walebing Way, Guilderton, subject to the following conditions:**

1. The land use and development shall be undertaken in accordance with the approved plans and specifications (including any amendments marked in RED) unless otherwise conditioned by this approval;
2. The external appearance of the sea container is to be maintained in a good condition at all times to the satisfaction of the Shire of Gingin and shall not display any form of advertising;
3. This Approval is only valid for a period of 12 months from the date of this Approval, or 14 days from the completion date of the new single house (whichever is sooner) at which time the sea container is to be removed from the subject property; and
4. The sea container is not to be used for human habitation.

**CARRIED UNANIMOUSLY**



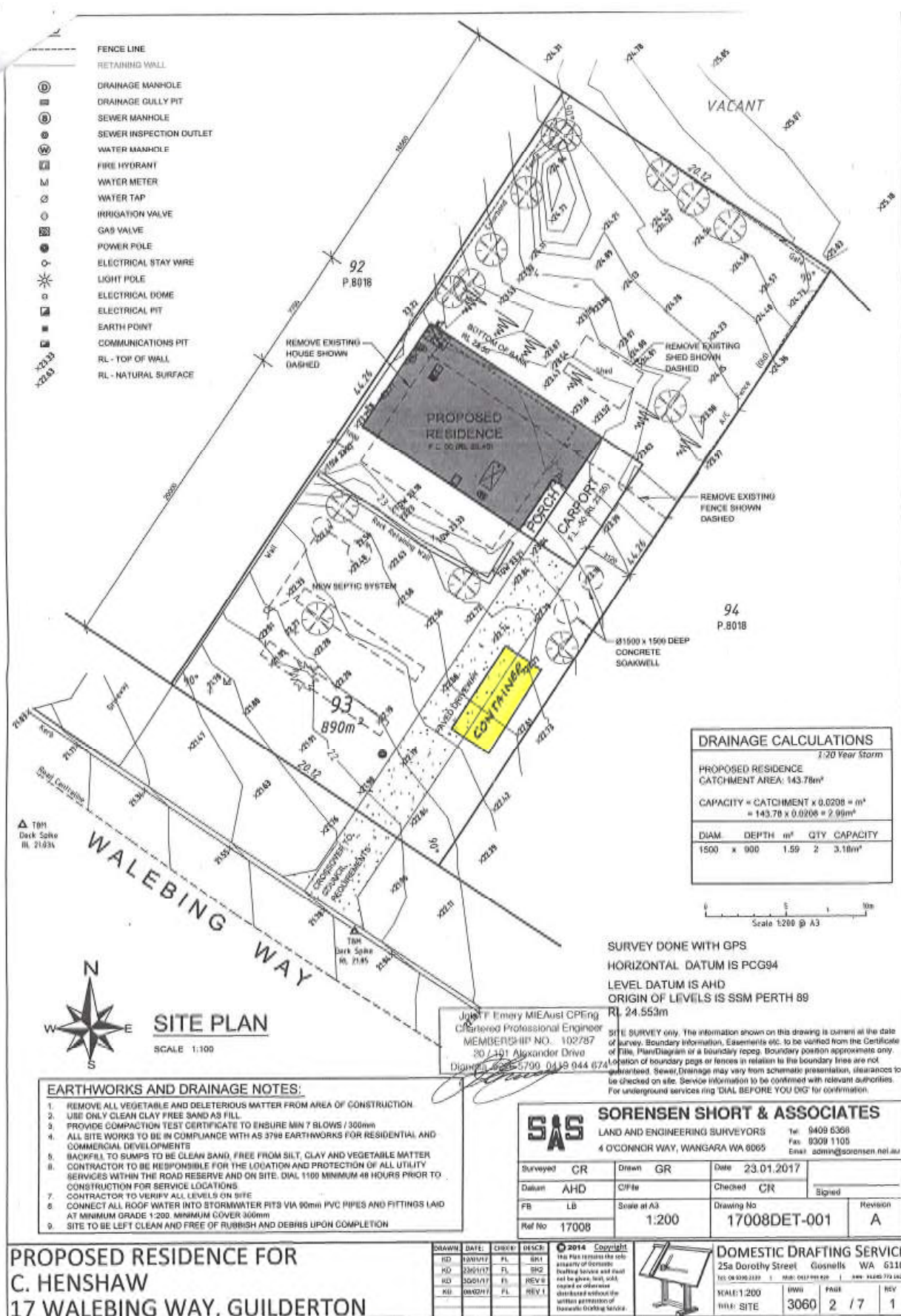
**APPENDIX 1**





# APPENDIX 2





**APPENDIX 3**



## SCHEDULE OF SUBMISSIONS AND RECOMMENDED RESPONSES

### APPLICATION FOR DEVELOPMENT APPROVAL PROPOSED TEMPORARY SEA CONTAINER ON LOT 93 WALEBING WAY, GUILDERTON

No.	Submitter	Submission Detail	Recommended Response
1.	Ratepayer	<p>The Submitter has no objections to the above proposal and makes the following comments:</p> <p><i>I have viewed the documents and have no objections regarding placement of the large sea container as per plans.</i></p> <p><i>I would ask that within 30 days of the new residence being completed, keys handed over to the owner, that the sea container is removed from the property.</i></p>	Noted.

#### **11.3.4 APPLICATION FOR DEVELOPMENT APPROVAL FOR A PROPOSED MEETING ROOM ON LOT 2 (NO.14) ROBINSON STREET, GINGIN**

<b>FILE:</b>	<b>BLD/110</b>	
<b>APPLICANT:</b>	<b>SHANE TROY</b>	
<b>LOCATION:</b>	<b>RESERVE 472 (LOT 2) (NO. 14) ROBINSON STREET, GINGIN</b>	
<b>OWNER:</b>	<b>ROMAN CATHOLIC CHURCH</b>	
<b>ZONING:</b>	<b>LOCAL RESERVE PUBLIC USE (CHURCH)</b>	
<b>WAPC NO:</b>	<b>N/A</b>	
<b>AUTHOR:</b>	<b>KYLIE BACON – MANAGER STATUTORY PLANNING</b>	
<b>REPORTING OFFICER:</b>	<b>LISA EDWARDS – ACTING EXECUTIVE MANAGER REGULATORY SERVICES</b>	
<b>REPORT DATE:</b>	<b>7 JUNE 2017</b>	
<b>REFER:</b>	<b>15 JANUARY 2002</b>	<b>ITEM 10.10</b>
	<b>2 SEPTEMBER 2003</b>	<b>ITEM 10.3.1</b>

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider a development application for a proposed place of worship/meeting room to the existing church on Reserve 472 (Lot 2) (No. 14) Robinson Street, Gingin.

#### **BACKGROUND**

Reserve 472 is vested in the care, control and management of the Roman Catholic Church for the purpose of “Roman Catholic Chapel, Glebe and Cemetery”.

The Shire received a development application on 12 May 2017 for a proposed meeting room at the subject lot, which is 10,1814.4m<sup>2</sup> in area and contains the existing St Catherine’s church to the east.

The structure is intended to replace the original meeting room approved in December 1983, which has subsequently been demolished. The existing patio and ablution facilities are to remain.

The place of worship/meeting room is to be set back 48 metres from the front (southern) boundary and 50.47m from the western boundary. The place of worship/meeting room is to be constructed from colorbond wall cladding in a colour that will be sympathetic to the existing church with a zincalume roof.

A location plan, site plan, floor plan and elevations are attached as **Appendix 1**.

## COMMENT

### Community Consultation

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

No submissions have been received.

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

The subject land is zoned “Local Reserve - Public Use (Church)” under LPS 9.

In determining an application for development approval the local government is to have due regard to clause 2.5.2 which states that the following must be taken into consideration:

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

The *Planning and Development (Local Planning Scheme) Regulations 2015* (deemed provisions) identifies the local reserve as ‘Public Use (Church)’ under Schedule 1, Part 2, Clause 14(3). The relevant objective is:

*‘To provide for a range of essential physical and community infrastructure’.*

The proposed Place of Worship/Meeting Room is an unlisted use under LPS 9 which is addressed in more detail below.

### Use Not Listed

The proposed place of worship/meeting room is considered to be a Use Not Listed under LPS 9. Clause 3.4.2 of LPS 9 provides the following requirements for a use not listed development:

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

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

The proposal is considered to meet the requirements of the above scheme clause as it will be infrastructure that is ancillary to and consistent with the existing land use of a church.

### State Planning Policy 3.7 – Planning in Bushfire Prone Areas

State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7) provides a foundation for land use planning to address bushfire risk management. The entirety of the subject lot is designated as being bushfire prone. Given the proposal does not intensify the land use (replacing an existing meeting room on site), result in an increase in residents or employees, involve the occupation of employees on site for any considerable amount of time, or result in an increase to the bushfire threat, the proposal may be exempt from the provisions of SPP 3.7. Furthermore, the building will not be required to be constructed to the bushfire construction standards under Building Codes of Australia or Australian Standard (AS) 3959 Construction of Buildings in Bushfire Prone Areas.

Nevertheless, as the site has been identified is being located in a Bushfire Prone Area, Administration referred the proposal to the Shire's Bush Fire Advisory Committee (BFAC) at its meeting on 2 June 2017 for consideration. The BFAC subsequently advised that the proposal must comply at all times with the Shire of Gingin's Firebreak Order and implement the following bushfire mitigation measures:

- The approved Place of Worship/Meeting Room must at all times maintain the establishment and maintenance of a 20m or greater Asset Protection Zone (APZ) which does not exceed a fuel load of more than 2 tonnes per hectare surrounding the building to the satisfaction of the Shire of Gingin;
- All tree canopies surrounding the Place of Worship/Meeting Room is to have a three metre separation distance from the tree canopy to the building; and
- Place of Worship/Meeting Room must ensure the gutters do not encourage build-up of leaf litter.

In the event Council approves the proposal, bushfire mitigation conditions have been implemented to the satisfaction of the Shire of Gingin.

### Conclusion

In summary, the proposed Place of Worship/Meeting Room is consistent with the intended purpose and existing use of the Local Reserve for Public Use (Church) and is therefore recommended for conditional approval.

### Advice Notes

In the event that Council resolves to approve this application, the following advice notes will apply:

- A. Further to this Approval, the Applicant will be required to submit working drawings and specification to comply with the requirements of the *Building Act 2011* and *Building Regulations 2012* and the *Public Health Act 2016*, which are to be approved by the Shire of Gingin.

- B. Any noise generated from the meeting room is not to exceed the levels as set out under the *Environmental Protection (Noise) Regulations 1997*.
- C. This Approval is for the proposed Meeting Room only. In a Local Scheme Reserve, further approval is required for most land uses and building construction. Council's Planning Department should be contacted for further information.
- D. It is the landowner's responsibility to implement and maintain bushfire protection and mitigation measures on their property and to comply with at all times the Shire of Gingin's Firebreak Order (as amended).

## STATUTORY ENVIRONMENT

*Planning and Development (Local Planning Scheme) Regulations 2015*

*Local Planning Scheme No. 9*

Part 2 – Reserves

2.5 Use and Development of Local Reserves

Part 3 – Zones and Use of the Land

3.4 Interpretation of the Zoning Table

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

## POLICY IMPLICATIONS

Nil

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025

<b>Focus Area</b>	<i>Built Environment</i>
<b>Objective</b>	<i>3. To effectively manage growth and provide for community</i>
<b>Outcome</b>	<i>3.3 High quality and well utilised community facilities and assests</i>

## VOTING REQUIREMENTS – SIMPLE MAJORITY

## RECOMMENDATION

It is recommended that Council grant Development Approval for the proposed Place of Worship/Meeting Room on Reserve 472 (Lot 2) (No. 14) Robinson Street, Gingin, subject to the following conditions:

1. All development being in accordance with the approved plans and specifications (including any amendments marked in RED) unless otherwise conditioned by this approval;
2. This approval is for a Place of Worship/Meeting Room only. Should any other development be proposed in the future, then a separate application for Planning Consent will be required;
3. The Place of Worship/Meeting Room shall not be used for human habitation, and is only to be used for the purposes of a Place of Worship/Meeting Room in association with the Reserve's church use.
4. The colours, materials and finishes of the Place of Worship/Meeting Room shall be sympathetic to and complement the existing church to the satisfaction of the Shire of Gingin.
5. The approved Place of Worship/Meeting Room must at all times maintain the establishment and maintenance of a 20m or greater Asset Protection Zone (APZ) which does not exceed a fuel load of more than 2 tonnes per hectare surrounding the building to the satisfaction of the Shire of Gingin;
6. All tree canopies surrounding the Place of Worship/Meeting Room are to have a three metre separation distance from the tree canopy to the building; and
7. The Place of Worship/Meeting Room is required to install gutter guard to the gutters to ensure no leaf litter build up to the satisfaction of the Shire of Gingin.

## **RESOLUTION**

**Moved Councillor Fewster, seconded Councillor Ammon that Council grant Development Approval for the proposed Place of Worship/Meeting Room on Reserve 472 (Lot 2) (No. 14) Robinson Street, Gingin, subject to the following conditions:**

1. All development being in accordance with the approved plans and specifications (including any amendments marked in RED) unless otherwise conditioned by this approval;
2. This approval is for a Place of Worship/Meeting Room only. Should any other development be proposed in the future, then a separate application for Planning Consent will be required;
3. The Place of Worship/Meeting Room shall not be used for human habitation, and is only to be used for the purposes of a Place of Worship/Meeting Room in association with the Reserve's church use.
4. The colours, materials and finishes of the Place of Worship/Meeting Room shall be sympathetic to and complement the existing church to the satisfaction of the Shire of Gingin.



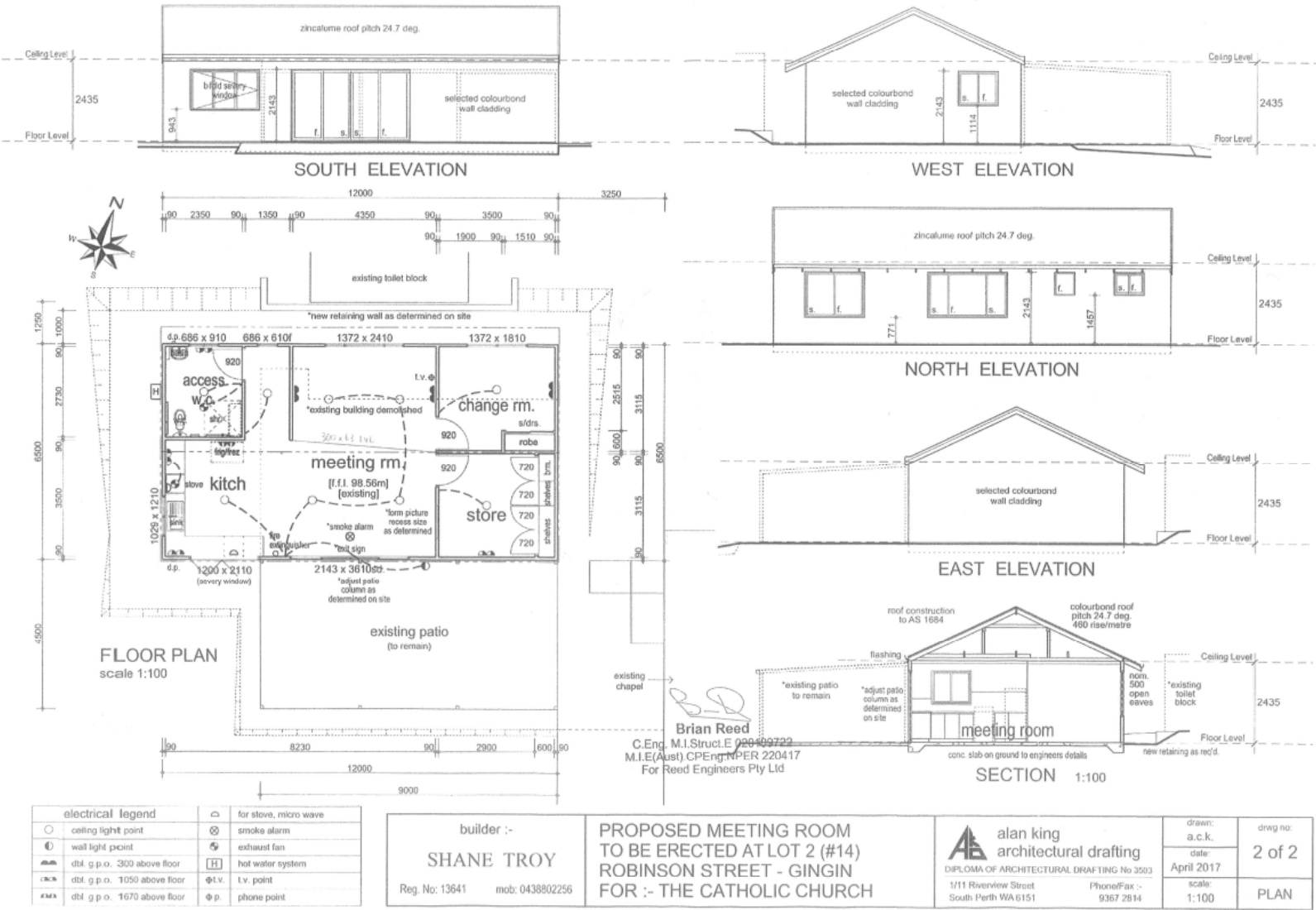
5. **The approved Place of Worship/Meeting Room must at all times maintain the establishment and maintenance of a 20m or greater Asset Protection Zone (APZ) which does not exceed a fuel load of more than 2 tonnes per hectare surrounding the building to the satisfaction of the Shire of Gingin;**
6. **All tree canopies surrounding the Place of Worship/Meeting Room are to have a three metre separation distance from the tree canopy to the building; and**
7. **The Place of Worship/Meeting Room is required to install gutter guard to the gutters to ensure no leaf litter build up to the satisfaction of the Shire of Gingin.**

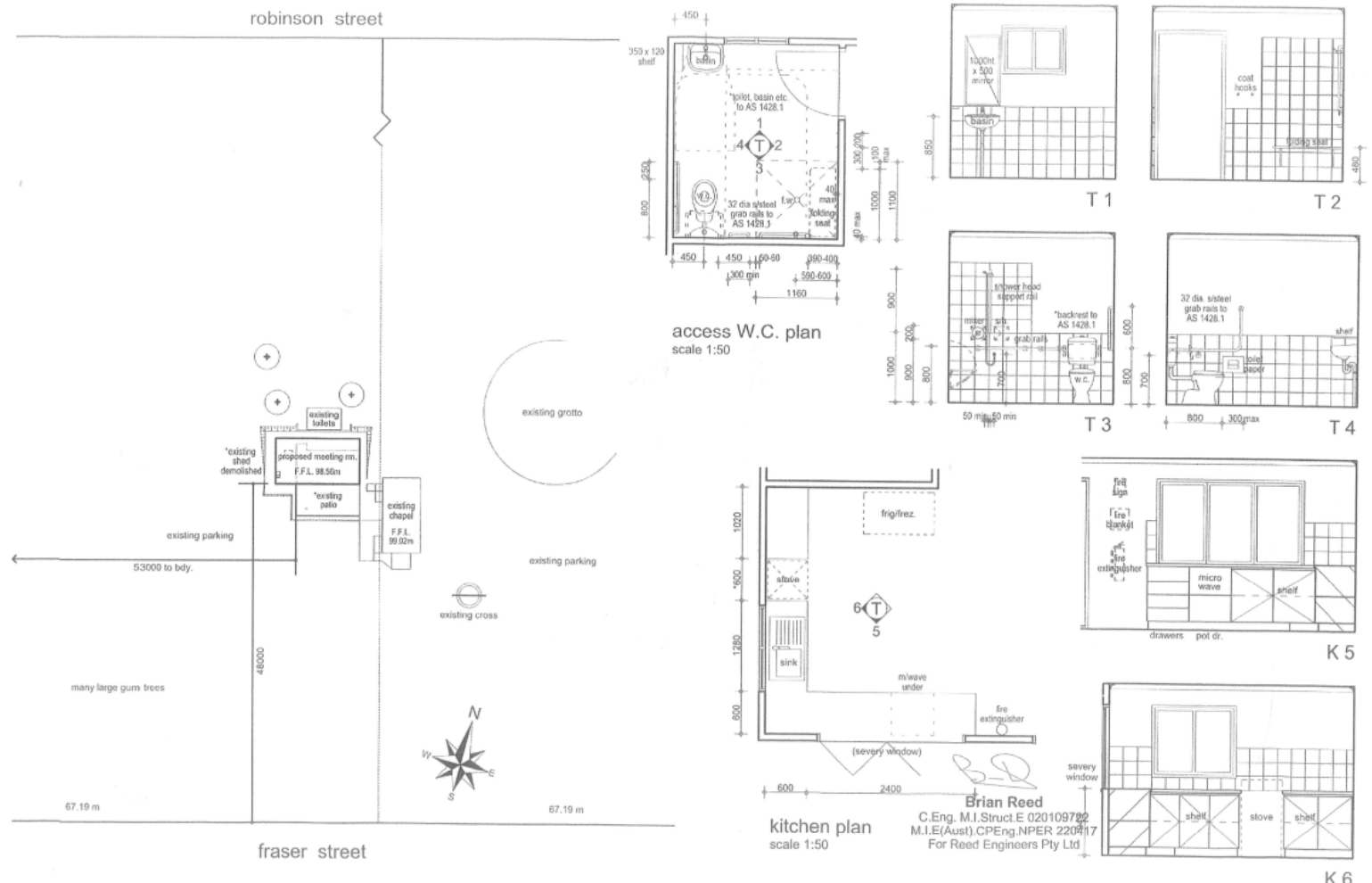
**CARRIED UNANIMOUSLY**

# APPENDIX 1









PART SITE PLAN  
scale 1:200

<p>builder :- <b>SHANE TROY</b> Reg. No: 13641 mob: 0438802256</p>	<p><b>PROPOSED MEETING ROOM TO BE ERECTED AT LOT 2 (#14) ROBINSON STREET - GINGIN FOR :- THE CATHOLIC CHURCH</b></p>	<p><b>alan king</b> architectural drafting DIPLOMA OF ARCHITECTURAL DRAFTING No 3503 1/11 Riverview Street Phone/Fax :- South Perth WA 6151 9367 2814</p>	<p>drawn: A.C.K. date: April 2017 scale: 1:500, 1:50 SITE</p>
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**11.3.5 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED EXPANSION TO EXISTING AGRICULTURE INTENSIVE (PERENNIAL HORTICULTURE) - BERRIES ON LOT 5 CHITNA ROAD, NEERGABBY**

<b>FILE:</b>	<b>BLD/1513</b>	
<b>APPLICANT:</b>	<b>LAND INSIGHTS</b>	
<b>LOCATION:</b>	<b>LOT 5 CHITNA ROAD, NEERGABBY</b>	
<b>OWNER:</b>	<b>F &amp; J TADDEI NOMINEES PTY LTD</b>	
<b>ZONING:</b>	<b>GENERAL RURAL (GR30)</b>	
<b>WAPC NO:</b>	<b>N/A</b>	
<b>AUTHOR:</b>	<b>KYLIE BACON – MANAGER STATUTORY PLANNING</b>	
<b>REPORTING OFFICER:</b>	<b>LISA EDWARDS – ACTING EXECUTIVE MANAGER REGULATORY SERVICES</b>	
<b>REPORT DATE:</b>	<b>20 JUNE 2017</b>	
<b>REFER:</b>	<b>15 SEPTEMBER 2015</b>	<b>ITEM 11.3.5</b>
	<b>19 JULY 2016</b>	<b>ITEM 11.3.4</b>

*Councillor Collard declared an Impartiality Interest in Item 11.3.5 on the grounds that the Plantation Manager is married to his daughter.*

**OFFICER INTEREST DECLARATION**

Nil

**PURPOSE**

To consider an Application for Development Approval for a proposed expansion of 13.29 hectares of Agriculture Intensive (Perennial Horticulture – Berries) on Lot 5 Chitna Road, Neergabby.

**BACKGROUND**

The subject lot is situated on Chitna Road and has an area of 199.856 hectares. The site abuts the State Forest to the south and a Nature Reserve located along a portion of the western boundary. The nearest major road intersection is Chitna Road and Gingin Brook Road to the north-west.

A large portion of the site is currently being used for Agriculture Intensive incorporating both Annual and Perennial Horticulture purposes. A small portion in the centre of the site comprises relatively intact remnant vegetation that forms part of a broader linkage.

The following Development Approvals have been issued on the subject lot:

- Irrigated Horticulture (Perennial) issued on 18 September 2003 (100 hectares);
- Irrigated Horticulture (Storage Shed) issued on 23 August 2005;

- Agriculture Intensive (Annual and Perennial Horticulture) issued on 6 November 2014 (30 Hectares);
- Agriculture Intensive issued 13 October 2015 (6.3646 hectares);
- Rural Industry (Fruit Packing Shed) issued on 23 November 2015;
- Agriculture Intensive issued 15 September 2015 (6.3646 hectares); and
- Agriculture Intensive issued 19 July 2016 (1.35 hectares).

The Applicant is now seeking a further expansion of 13.29 hectares to the Agriculture Intensive (Perennial Horticulture – Berries) use, south of the most recent approval. Temporary tunnels will be constructed in the area to protect the berries from excessive wind, sun and rain while providing a more controlled environment for the application of irrigation and nutrients.

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

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

## COMMENT

### Community Consultation

The application was advertised in accordance with clause 64 of the *Planning and Development (Local Planning Scheme Regulations) 2015 Deemed Provisions for Local Planning Schemes* (the Regs).

The proposal was advertised to the surrounding landowners for a period of 21 days and state referral agencies for 42 days. No submissions have been received.

## PLANNING FRAMEWORK

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

The subject lot is zoned General Rural (GR30) under LPS 9, the objectives of which are to:

- Manage land use changes so that the specific local rural character of the zone is maintained or enhanced;*
- 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;*
- 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 limited the introduction of sensitive land uses in the General Rural zone.*

Under LPS 9, Intensive Agriculture is a discretionary land use and 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.*

Intensive Agriculture is considered to be a primary use in the General Rural zone and should be encouraged in accordance with the objectives of the zone.

#### Local Planning Scheme No. 9 Setbacks

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

#### Local Planning Policy 1.6 – Agriculture Intensive (LPP 1.6)

LPP 1.6 defines ‘Perennial Horticulture’ as:

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

Clause 3.1.9 of Local Planning Policy 1.6 – Irrigated Horticulture Standards stipulates: *‘All horticulture activity (excluding tree farms) shall have a minimum distance of 200 metres, or a distance satisfactory to Council, from any Conservation Category Wetland, as defined in the Water and Rivers Commission’s Geomorphic Wetland Database, or defined through other means acceptable to Council. Included within this minimum distance there shall be a dense native vegetation buffer of not less than 20 metres in width, to be established prior to the commencement of development and maintained for the duration of the development’.*

Furthermore, the Environmental Protection Authority (EPA) Guidance Statement 33 requires a minimum 50m setback buffer between a wetland required to be protected and the proposed development. The Shire considers the EPA standards to be sufficient and will require the proposed planting areas to maintain a minimum setback of 50m from the wetlands at all times.

The proposal was submitted to the Department of Parks and Wildlife (DPaW) which has provided no further comment.

### Environmental Impact/Separation from Sensitive Land Uses

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

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

The proposed planting area of the berries is located further than 300m from the closest sensitive land use.

### Stable Fly

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

However, the Shire still is required to be satisfied that the horticulture activity manages waste appropriately on the site. In the event that Council approves the application, a condition has been imposed to ensure its compliance to the satisfaction of the Shire of Gingin.

### Water Supply

The site has an existing water extraction licence from the Department of Water (DoW), referencing an Operating Strategy prepared by the Department. The Operating Strategy contains a number of obligations on the licence holder, including the ongoing monitoring of water quality.

### Summary

In view of the above assessment, Administration is of the view that the site is capable of accommodating the expansion of the existing Agricultural Intensive (Perennial Horticulture – Berries) and is consistent with various State Policies and the objectives of the General Rural zone.

### Advice Notes

In the event that Council resolves to approve this application, the following advice notes will apply:

- A. Premises are to comply with the requirements of the *Public Health Act 2016* and all relevant health legislation.
- B. This approval is not a building permit or an approval under any law other than the *Planning and Development Act 2005*. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licences required under any other law, and to commence and carry out development in accordance with all relevant laws.
- C. Fire permits may be required at certain times of the year for onsite burning. Please contact the Shire of Gingin for further information.
- D. The Applicant is reminded that this Development Approval is not to be interpreted as an approval to extract and use groundwater supplies, nor does it imply that the Shire of Gingin has knowledge in relation to availability of groundwater supplies.
- E. It is advised that the proposal should at all times comply with the *Biosecurity and Agriculture Management (Stable Fly) Management Plan 2016* in order to minimise the effects of stable flies on the community.

## **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

#### State Planning Policy 2.5 Rural Planning

#### Department of Health (DoH) – Guidelines for Separation of Agricultural and Residential Land Uses (August 2012) (DoH Guidelines)

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

#### The Environmental Protection Authority (EPA) has released Guidance Statement No. 33 Environmental Guidance for Planning and Development

## **POLICY IMPLICATIONS**

### *State Planning Policy 2.5 – Rural Planning*

### *Local Planning Policy 1.6 – Irrigated Horticulture Standards*

## **BUDGET IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2015 – 2025

<b><i>Focus Area</i></b>	<i>Natural Environment</i>
<b><i>Objective</i></b>	<i>2. To support a healthy natural environment</i>
<b><i>Focus Area</i></b>	<i>Local Business</i>
<b><i>Objective</i></b>	<i>4. To facilitate local business growth</i>
<b><i>Focus Area</i></b>	<i>Leadership and Governance</i>
<b><i>Objective</i></b>	<i>5. To demonstrate effective leadership and governance</i>

**VOTING REQUIREMENTS – SIMPLE MAJORITY****RECOMMENDATION**

It is recommended that Council grant Development Approval for the Proposed Agriculture Intensive (Perennial Horticulture – Berries) on Lot 5 Chitna Road, Neergabby, subject to the following conditions:

1. The land use and development shall be in accordance with the approved plans and specifications (including any amendments marked in RED) unless otherwise conditioned by this approval;
2. The development area shall be limited to a maximum of 13.29 hectares, and the planting/cropping area(s) shall at all times be set back a minimum of 20 metres from all lot boundaries and 50 metres from all wetlands, to the satisfaction of the Shire of Gingin;
3. This Approval is for Irrigated Horticulture (Perennial Horticulture – Berries) only. Should any other development be proposed, a separate Application for Planning Consent may be required;
4. Waste material generated from the horticultural activity shall not be stored on the property in a manner that facilitates fly breeding or odour emissions, but shall be either buried, treated or removed offsite to the satisfaction of the Shire of Gingin;
5. Dust suppression measures shall be implemented to minimise offsite dust emissions at all times to the satisfaction of the Shire of Gingin; and
6. Tunnels are to be removed once the site is decommissioned.



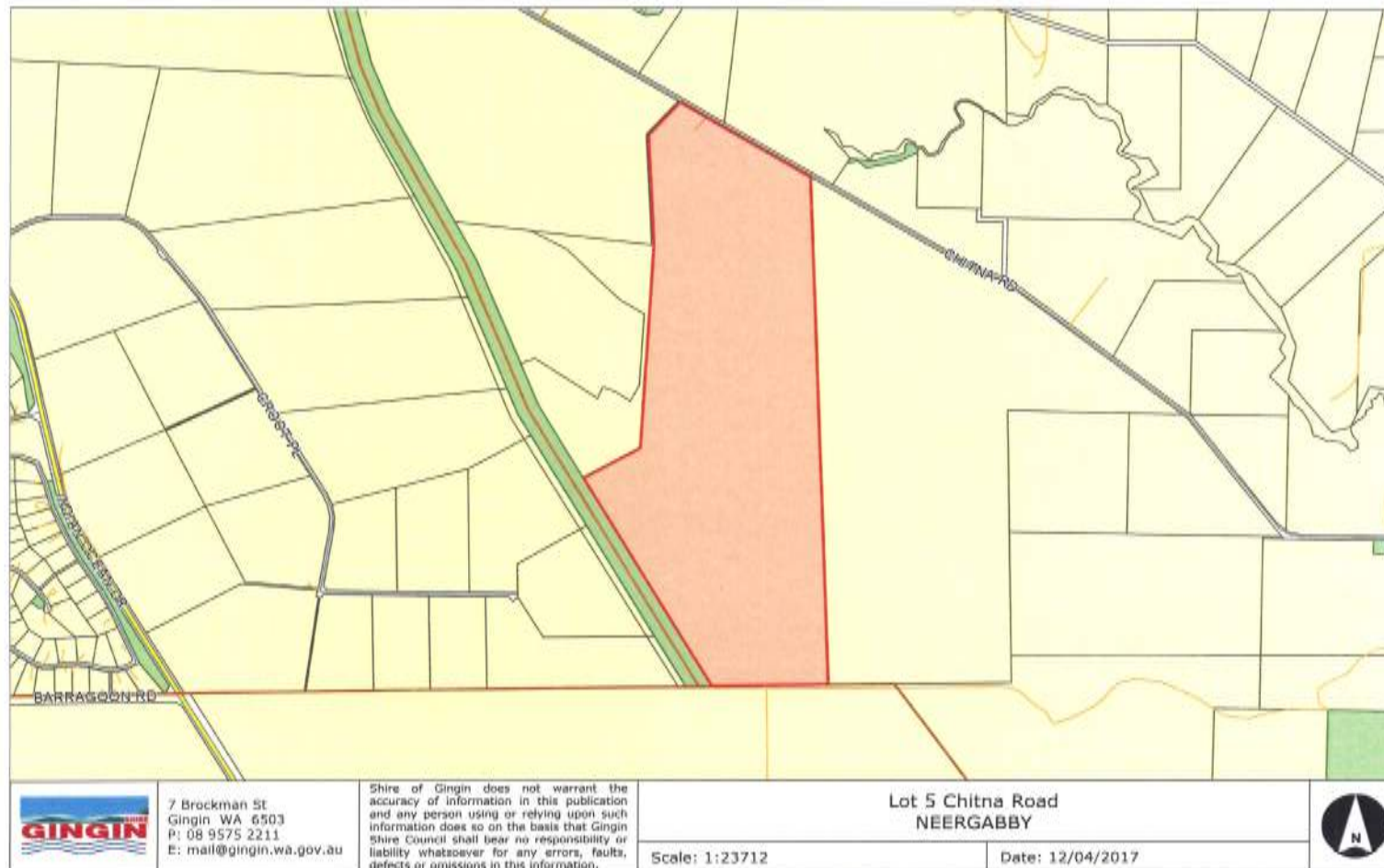
## **RESOLUTION**

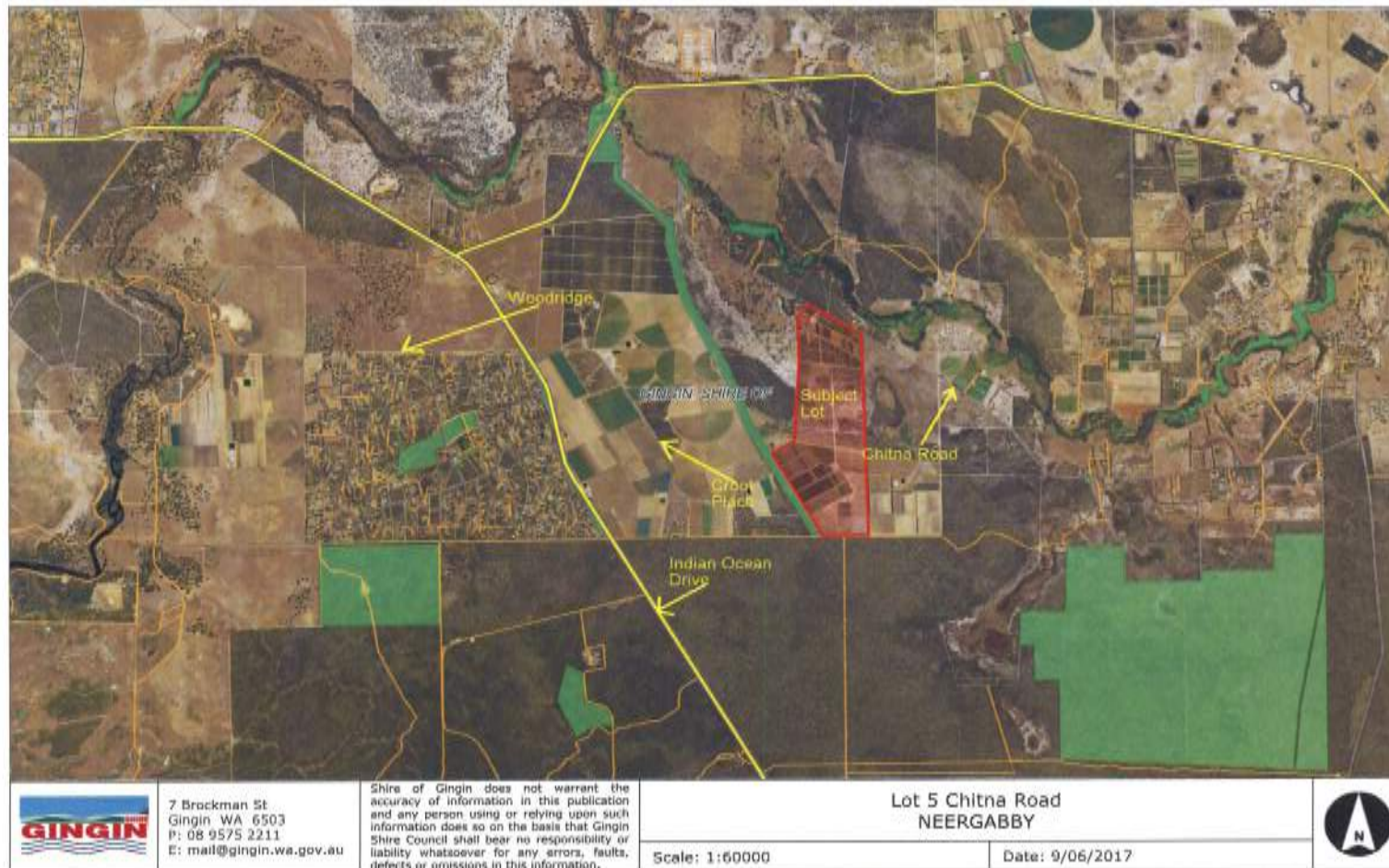
**Moved Councillor Court, seconded Councillor Smiles that Council grant Development Approval for the Proposed Agriculture Intensive (Perennial Horticulture – Berries) on Lot 5 Chitna Road, Neergabby, subject to the following conditions:**

- 1. The land use and development shall be in accordance with the approved plans and specifications (including any amendments marked in RED) unless otherwise conditioned by this approval;**
- 2. The development area shall be limited to a maximum of 13.29 hectares, and the planting/cropping area(s) shall at all times be set back a minimum of 20 metres from all lot boundaries and 50 metres from all wetlands, to the satisfaction of the Shire of Gingin;**
- 3. This Approval is for Irrigated Horticulture (Perennial Horticulture – Berries) only. Should any other development be proposed, a separate Application for Planning Consent may be required;**
- 4. Waste material generated from the horticultural activity shall not be stored on the property in a manner that facilitates fly breeding or odour emissions, but shall be either buried, treated or removed offsite to the satisfaction of the Shire of Gingin;**
- 5. Dust suppression measures shall be implemented to minimise offsite dust emissions at all times to the satisfaction of the Shire of Gingin; and**
- 6. Tunnels are to be removed once the site is decommissioned.**

**CARRIED UNANIMOUSLY**

**APPENDIX 1**





# APPENDIX 2



Your ref:  
Our ref: 970d

Chief Executive Officer  
Shire of Gingin  
7 Brockman Street  
GINGIN WA 6503

Dear Sir/Madam

**Application for Planning Approval  
*Agriculture-Intensive*  
Lot 5 Chitna Road, Neergabby**

**1 Introduction**

Land Insights act on behalf of Costa Group Pty Ltd and lodge this application on their behalf. The application pertains to an expansion of the existing use of the land for *Agriculture-Intensive* purposes.

Please find enclosed:

- Attachment 1 – Completed Planning Application Form
- Attachment 2 – Certificate of Title
- Attachment 3 – Site Plan
- Attachment 4 – Water Licence Operating Strategy.

**2 The Location**

The subject site is described as Lot 5 Chitna Road, Neergabby ("the site"). It has a land area of 199.6 hectares. A large proportion of the site is currently being used for *Agriculture-Intensive* purposes, in the form of perennial horticulture.

Improvements on the site comprise existing sheds used in conjunction with the existing perennial horticulture application.

Planning approval was provided by the Shire in 6 November 2014 to develop the site for *Agriculture – Intensive* purposes and for ancillary development. A further planning approval was issued on 22<sup>nd</sup> June 2015 for planting 7.9482 hectares, with another issued in July 2016 for 1.35 hectares for *Agriculture – Intensive* located in the central eastern side of the property.

*Planning Application – Lot 5 Chitna Road, Neergabby*

Page 1





The site abuts State Forest to the south and Nature Reserve is located along a portion of the western boundary. Gingin Brook is located north of Chitna Road. The nearest major road intersection is Chitna Road and Gingin Brook Road to the west.

### **3 The Proposal**

The application seeks an extension of the approved *Agriculture-Intensive* use of the site at the central part of the site, west of the previous approval issued in 2015/2016. The land will be used primarily for the planting of berries, but may also include other annual species from time to time. The extent of the area to be planted is shown on the enclosed plan and comprises an area of approximately 13.29 hectares. This area will be leased from the landowner, with the leased area managed by Costa Group Pty Ltd.

To facilitate the growing of berries in this area it is proposed to install temporary tunnels across the site. A schematic of the tunnels is included at Attachment 2. It is important to note that these structures are temporary only, with the purpose of protecting the berries from excessive wind, sun and rain while providing a more controlled environment for the application of irrigation and nutrients. The tunnels will be replaced on the site as required for the life of the operation and will be completely removed should the site be decommissioned in future. They are identical to those already approved on the site between 2014 and 2016.

The site has an existing water extraction licence from the Department of Water, referencing an Operating Strategy prepared by the Department. The Operating Strategy contains a number of obligations on the licence holder, including the ongoing monitoring of water quality. A copy of the Operating Strategy is at Attachment 4.

To complement the Operating Strategy, the operation has a number of nutrient management and irrigation procedures in place to maximise water efficiency and to produce a highly productive crop. These procedures are as follows:

- The substrate/pot growing system is designed to maximum root health and performance and utilises peat, perlite and coir substrate.
- The management system increases water use efficiency (as compared to ground systems) using kg per bush/megalitre of water applied per hectare.
- Sophisticated injection systems are used to deliver fertigation (control of fertilizer injected). There is a high degree of control over pH and EC of the fertigated solution. The control and dosing system is Netafim, Netajet.
- The amount of water used is monitored daily. Water is applied via a drip which is measured and the amount of drainage water is calculated. This helps to conserve water and maximise water use efficiency.



- Nutrient levels are calculated (parts per million of each element) and application of nutrients is adjusted according to crop stage, climate and feedback from monitoring systems.
- The drip and drain values are analysed daily to ensure that the program is tracking to target values.
- On a monthly basis the water from the drip and drain samples are analysed to check that the program is tracking to target and calculate the drainage values and nutrients that are not being less well utilised by the plants. If the results show that the desired levels are not being reached the amount of fertiliser/element in question is reduced.
- Monthly leaf samples are collected to assess plant health and this is used to fine tune nutritional programs.

The implementation of this highly sophisticated system results in minimal excess nutrient and water runoff entering the soil beyond the plant roots and is much more efficient than normal broad-scale irrigation techniques.

#### **4 Environment**

##### **Geology and soils**

The northern half of the site (and the application area) is mapped as *Bassendean* soil landscape system (212Bs) which is described as *Swan Coastal Plain from Busselton to Jurien. Sand dunes and sandplains with pale deep sand, semi-wet and wet soil. Banksia-paperbark woodlands and mixed heaths. Light grey sand to depth between 90-150 cm overlaying pale yellow to yellow sand and Bleached sands, co-dominant.*

The southern half of the site (and the application area) is mapped as *Spearwood* System, Phase 3 (211Sp\_3) which is described as *sand dunes and plains, yellow deep sands, pale deep sands and yellow/brown shallow sands* and *Spearwood* system, Phase 4 (211Sp\_4) which is described as *pale brown sand to 50 cm overlying brownish-yellow weak clayey sand.*

##### **Vegetation**

The Pre-European vegetation across the property consists of 'woodland south-west' on the northern half and 'low woodland or open low woodland' across the southern half of the property. The Pre-European vegetation across the application area consisted of 'low woodland or open low woodland'.

Remnant vegetation is located to the south and east of the application area, through the centre of the property.



## Wetlands

There are three wetlands on the property which are classified as *Resource Enhancement* wetlands. The proposed planting area is located south of wetland 9605 and is separated by a 50m buffer. This wetland was recently reclassified by the Department of Parks and Wildlife (DPaW) from *Conservation* to *Resource Enhancement* to reflect its current state. Wetland 9604 is located to the east of the application area and is also separated by a 50m buffer.

The proposed planting areas are located outside of the mapped wetland boundaries as shown in the *Geomorphic Wetlands Swan Coastal Plain Dataset*. In addition, the planting will also be outside of the 50m buffer around the mapped wetland boundary.

The current proposal for intensive agriculture will not include any clearing of wetland-dependent vegetation associated with the wetlands on the site. Water management of the site is specifically addressed in the Water Licence Operating Strategy. Therefore the proposed intensive agricultural use is not considered likely to further impact or degrade the existing wetlands.

In addition, the landowner is committed to managing the wetlands located adjacent to the proposed planting areas with the objective of improving wetlands values. To facilitate this, a Wetland Revegetation Plan was prepared to support the previous planning approval and sets out the processes to be undertaken by the landowner for planting wetland species within wetland 9614 to improve wetland values.

## 5 Policy and Statutory Framework

### 5.1 Shire of Gingin Town Planning Scheme 9

#### Zone

The site is zoned GR30 (General Rural) in the Shire of Gingin Local Planning Scheme No. 9. The objectives of the General Rural zone are to:

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



- d) *provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the General Rural zone.*

The protection of agricultural and horticultural uses is one of the objectives.

#### **Proposed Use – Definition**

The land use is classified as *Agriculture – Intensive*. This means a:

- 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;*

Within the *General Rural* zone, this land use is a 'D' use.

#### **5.2 Local Planning Policy Statement No. 1.6 – Agriculture Intensive**

Clause 3.1 and Clause 3.2.1 apply to this application. The policy requirements are considered in the table below.

REQUIREMENT	COMMENT
Applicants shall demonstrate compliance or intended compliance with the standards set out in this policy at application stage.	<b>Complies</b> This letter forms part of the application and addresses policy requirements.
Council will process development applications for Irrigated Horticulture purely on land use planning grounds, without regard for viability considerations, such as Water Licensing. All Planning Approvals will be copied to the Department of Water for its records in dealing with Water Licensing.	<b>Noted</b> Viability should not form part of the planning consideration.  The existing water extraction licence on the site will be sufficient for the proposal.
Where it is intended to clear "remnant vegetation" as defined under the Soil and Land Conservation Act, for the proposed development, the application should be accompanied by a letter of non-objection to the clearing (a clearing permit) from the Commissioner for Soil and Land Conservation.	<b>Noted</b> Some vegetation has been cleared to facilitate the proposed development. Please note that the latest aerial photo shows vegetation across the application area, however the site plan at Attachment 2 indicates the area that has been cleared.
All applicants shall clearly indicate areas of vegetation, wetlands and any other physical characteristics on the plans accompanying an application.	<b>Complies</b> The site plan (Attachment 2) shows the extent of the proposed and existing operations, remnant vegetation and water features. A few wetlands are located on the property and some remnant vegetation is located south and east of the application area.



REQUIREMENT	COMMENT
Waste material generated from the horticultural activity shall not be stored on the property in a manner that facilitates fly breeding or odour emissions, but shall be either buried, treated or removed off-site to Council's satisfaction.	<b>Noted</b> It is assumed this can be conditioned.
Horticultural waste to be trashed for soil improvement shall be turned into soil within two days of the removal of the crop or portion of the crop to Council's satisfaction.	<b>Noted</b> It is assumed this can be conditioned.
Clearing of riparian vegetation is prohibited. In the case that a foreshore area adjacent to an intensive horticulture activity has been cleared, it should be revegetated with species endemic to the area.	<b>N/A</b> No riparian vegetation will be cleared as a result of this application.
Proposals for Irrigated Horticulture located within 500 metres of an identified existing or future Residential or Rural Residential area shall only be considered where it can be demonstrated that effective vegetation buffers and other measures will satisfactorily minimise or avoid potential land use conflict.	<b>N/A</b> The site is within a General Rural area.
All horticulture activity (excluding tree farms) shall have a minimum distance of 200 metres, or a distance satisfactory to Council, from any Conservation Category Wetland, as defined and identified in the Water and Rivers Commission's Geomorphic Wetland Database, or defined through other means acceptable to Council. Included within this minimum distance there shall be a dense native vegetation buffer of not less than 20 metres in width, to be established prior to the commencement of development and maintained for the duration of the development.	<b>Noted</b> No Conservation category wetlands are located on the site. Two Resource Enhancement wetlands are located north of the application area and one is located to the east. The proposed planting area is outside of the 50m buffer around the wetlands in accordance with the Department of Parks and Wildlife policy.
Where a lesser setback to waterways (as specified in this Policy Statement) is proposed, a Drainage, Nutrient and Irrigation Management Plan shall be prepared and be to the satisfaction of the Water and Rivers Commission and Council.	<b>Complies</b> Drainage and Nutrient management techniques are outlined in section 3 above. Along with the requirements of the site's Operating Strategy, it is suggested that a further Nutrient and Irrigation Management is not required.
All irrigated horticulture activity shall be set back 500 metres from any Rural Living, Residential, Tourist, Commercial or Urban Development zones. Applications for reduced setbacks shall be accompanied by comprehensive data and evidence that supports the proposed reduction.	<b>N/A</b> These zones are not located in the area. The closest Rural Residential development is over two kilometres to the west.
All annual horticulture activities shall have a minimum distance of 200 metres from the highest known level of a waterway (riverine environment).	<b>N/A</b> The site is not located in a riverine environment.



## **6 Conclusion**

The development proposed is an extension to the use which is currently operating on the site, and surrounding properties, for many years. The nutrient and irrigation management of the site is highly sophisticated and should not result in any adverse impact on the site or its features. Ongoing monitoring of various groundwater parameters is also required as part of the site's Groundwater Allocation Licence and Operating Strategy.

I trust this information satisfies the requirements of the Shire of Gingin and the proposal can be supported.

Should you have any queries or require anything further please don't hesitate to contact me. I look forward to hearing from you in due course.

Yours sincerely,

Michael Taylforth

**Land Insights**

6 April 2017

Enc:

1. Application Form
2. Certificate of Title
3. Site Plan
4. Water Licence Operating Strategy



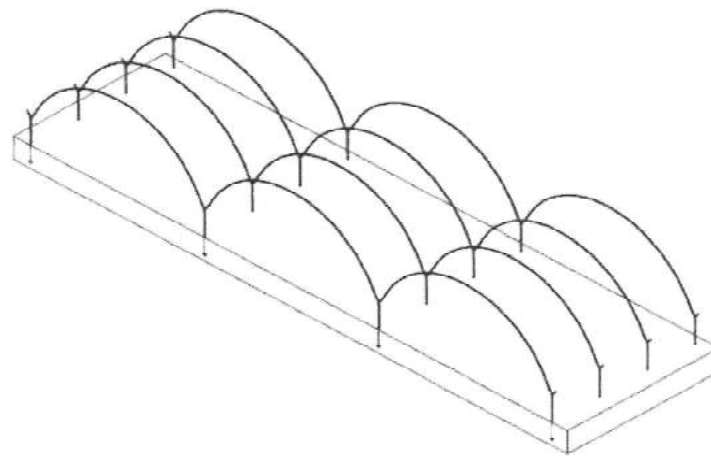
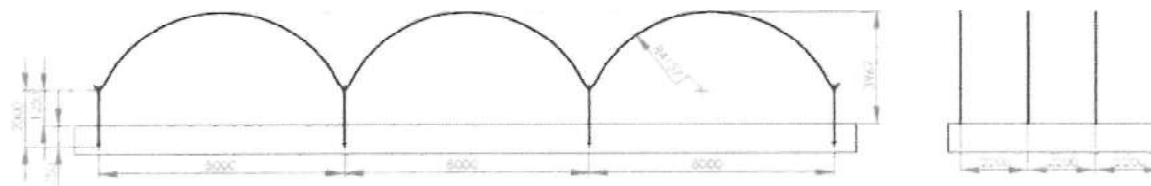
## ATTACHMENT A

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### Application Form



Plan of Tunnels – Lot 5 Chitna Road, Neergabby



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SHIRE OF GINGIN  
10 APR 2017  
RECEIVED

#### **11.4. OPERATIONS**

Nil

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#### **12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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#### **13. COUNCILLORS' OFFICIAL REPORTS**

##### **13.1 OFFICIAL OPENING OF SEAVIEW PARK PLAYGROUND FACILITY - 28 MAY 2017**

**LOCATION: SEAVIEW PARK**  
**FILE: GOV/20-1**  
**COUNCILLOR: FRANK PECZKA**  
**REPORT DATE: 20 JUNE 2017**

Councillor Peczka attended the opening of the new playground facility at Seaview Park on 28 May 2017. Councillor Smiles attended as a representative of the Seaview Park Community Association.

Great work has been undertaken so far on this project by a committed local group and much appreciation is extended to the Shire of Gingin and Bendigo Bank for their general support and contributions, and in particular to the Chief Executive Officer, Jeremy Edwards and Coordinator Community Services, Linda Fidge, for their support to the Seaview Park Community Association in bringing this project to reality.

##### **13.2 OFFICIAL OPENING OF DADAA EXHIBITION - 1 JUNE 2017**

**LOCATION: WANGAREE COMMUNITY CENTRE, LANCELIN**  
**FILE: GOV/20-1**  
**COUNCILLOR: FRANK PECZKA**  
**REPORT DATE: 20 JUNE 2017**

Councillor Peczka attended the official opening of the "Flowers for my Friends" art exhibition hosted by DADAA at the Wangaree Community Centre on 1 June 2017.

Some great pieces of art work by local resident artist Marion Parker were exhibited, and from memory nearly all of the pieces were sold on the night, which was a great achievement.

Councillor Court and the Chief Executive Officer, Jeremy Edwards, were also in attendance.

### **13.3 ANNOUNCEMENT OF FUNDING FOR UPGRADE OF LANCELIN SKATE PARK - 7 JUNE 2017**

**LOCATION:** LANCELIN  
**FILE:** GOV/20-1  
**COUNCILLOR:** FRANK PECZKA  
**REPORT DATE:** 20 JUNE 2017

On 7 June 2017 Councillor Peczka attended the official announcement of substantial Federal funding being made available and, most importantly, a commitment from local Federal Member for Pearce, Christian Porter, to the Wangaree Skate Park Upgrade Project.

Thank you to Jeremy Edwards (Chief Executive Officer), Kaye Lowes (Executive Manager Corporate and Community Services) and Linda Fidge (Coordinator Community Services), who also attended this fantastic announcement. Direct key involvement by Ms Lowes and Ms Fidge to now realise this project is appreciated.

### **13.4 OPENING OF DADAA EXHIBITION - 1 JUNE 2017**

**LOCATION:** LANCELIN  
**FILE:** GOV/20-1  
**COUNCILLOR:** JAN COURT  
**REPORT DATE:** 20 JUNE 2017

Councillor Court reported that she had also attended the opening at the Wangaree Community Centre of the Flowers for My Friend exhibition by Marion Parker.

This was the first solo exhibition held by DADAA in Lancelin. It was a fantastic exhibition by Marion, who has been a client with DADAA for six years.

### **13.5 ANNOUNCEMENT OF FUNDING FOR UPGRADE OF LANCELIN SKATE PARK - 7 JUNE 2017**

**LOCATION:** LANCELIN  
**FILE:** GOV/20-1  
**COUNCILLOR:** JAN COURT  
**REPORT DATE:** 20 JUNE 2017

Councillor Court advised that she had also attended the funding announcement by Christian Porter at the Wangaree Skate Park.

In making the announcement, Mr Porter advised that the funds “should be in the Shire’s bank account as he spoke”. Councillor Court queried whether this was the case, and the Executive Manager Corporate and Community Services advised that, to the best of her knowledge, monies were still to be received.

### **13.6 SPECIAL MEETING OF LEDGE POINT COUNTRY CLUB - 10 JUNE 2017**

**LOCATION: LEDGE POINT**  
**FILE: GOV/20-1**  
**COUNCILLOR: JAN COURT**  
**REPORT DATE: 20 JUNE 2017**

Councillor Court advised that she had attended a special meeting of the Ledge Point Country Club on 10 June 2017

The meeting was called to discuss a proposal for the Club to apply for a tavern licence. The proposal was supported by all in attendance, and action will now be taken to progress the matter.

### **13.7 ATTRACTING PRIVATE INVESTMENT TO LOCAL COMMUNITIES - 6-7 JUNE 2017**

**LOCATION: MERREDIN**  
**FILE: GOV/20-1**  
**COUNCILLOR: VAL AMMON**  
**REPORT DATE: 20 JUNE 2017**

Councillor Ammon advised that she and Councillor Aspinall had attended a meeting in Merredin on 6-7 June 2017 to discuss methods by which local governments can attract increased private investment in their communities.

### **13.8 PYROLYSIS OPERATIONS**

**FILE: GOV/20-1**  
**COUNCILLOR: MICHAEL ASPINALL**  
**REPORT DATE: 20 JUNE 2017**

At the last Concept Form, Councillors requested the opportunity to visit a tyre recycling facility using the pyrolysis system as the proponent of a proposed system to be built in the Shire had informed Council that one was operating in Perth.

Councillor Aspinall reported that he had subsequently contacted Elan Energy Matrix, who are the operators of a tyre resource recovery facility in Welshpool. He spoke with the Director of the company, who informed him that they were still awaiting approval from the Environmental Protection Authority. This being the case, the plant they are currently operating is a pilot facility and contains some intellectual property that is not yet covered by any patents. However, he would be willing to meet with Council if requested.

### **13.9 INFORMATION SESSION FOR AUDIT COMMITTEE MEMBERS - 29 MAY 2017**

**LOCATION:** CALINGIRI  
**FILE:** GOV/20-1  
**COUNCILLOR:** SANDRA SMILES  
**REPORT DATE:** 20 JUNE 2017

Councillor Smiles advised that she had attended an information workshop for Audit Committee members in Calingiri on 29 May 2017. The workshop was conducted by Moore Stephens and arranged by the Shire of Victoria Plains.

She found the workshop to be extremely informative and, as Chairperson of Council's Audit Committee, she had requested that a meeting of the Audit Committee be called for 18 July 2017 to discuss the information received.

Amongst other things, two issues discussed at the workshop were a move to increase the scope of the general audit for local governments, and the forthcoming shift of responsibility for overseeing annual audits to the Office of the Auditor General.

Councillor Smiles advised that it was her intention to arrange a presentation of information to full Council following the Audit Committee meeting.

### **13.10 OPENING OF GINGIN RAILWAY STATION - 3 JUNE 2017**

**LOCATION:** GINGIN  
**FILE:** GOV/20-1  
**COUNCILLOR:** WAYNE FEWSTER  
**REPORT DATE:** 20 JUNE 2017

Councillor Fewster advised that he, together with Councillors Roe, Collard and Elgin, attended the official opening of the restored Gingin Railway Station on 3 June 2017. The Chief Executive Officer (Jeremy Edwards) and Community Development Officer (Cher Groves) were also in attendance.

Councillor Fewster extended his congratulations to the Lions Club of Gingin-Chittering for their achievement in completing a very worthy project to such a high standard.

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## **14. NEW BUSINESS OF AN URGENT NATURE**

Nil

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

**RESOLUTION**

**Moved Councillor Peczka, seconded Councillor Collard that Council moved into a Confidential Session to discuss Items 15.1, 15.2, 15.3 and 15.4.**

**CARRIED UNANIMOUSLY**

*The meeting was closed to the public and all members of the public present in the gallery left Council Chambers at 3.39pm*

*The Executive Manager Corporate and Community Services, Executive Manager Operations and Acting Executive Manager Regulatory Services also left Council Chambers at 3.39pm.*

**15.1 EXTENSION OF CONTRACT - EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES**

<b>FILE:</b>	<b>PER/107</b>
<b>REPORTING OFFICER:</b>	<b>JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER</b>
<b>REPORT DATE:</b>	<b>20 JUNE 2017</b>
<b>REFER:</b>	<b>NIL</b>

**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:

(a) *a matter affecting an employee or employees;*

**RECOMMENDATION**

It is recommended that, in accordance with section 5.37 of the *Local Government Act 1995*, Council accept the Chief Executive Officer's recommendation that a new Contract of Employment be offered to the Executive Manager Corporate and Community Services, Mrs Kaye Lowes, for a period of five years commencing on 1 July 2017 and expiring on 30 June 2022.

**RESOLUTION**

**Moved Councillor Court, seconded Councillor Smiles that, in accordance with section 5.37 of the *Local Government Act 1995*, Council accept the Chief Executive Officer's recommendation that a new Contract of Employment be offered to the Executive Manager Corporate and Community Services, Mrs Kaye Lowes, for a period of five years commencing on 1 July 2017 and expiring on 30 June 2022.**

**CARRIED UNANIMOUSLY**

## 15.2 NEW CONTRACT - EXECUTIVE MANAGER PLANNING AND DEVELOPMENT

**FILE:** PER/133  
**REPORTING OFFICER:** JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER  
**REPORT DATE:** 20 JUNE 2017  
**REFER:** NIL

### Reason for Confidentiality

This Report is **CONFIDENTIAL** in accordance with Section 5.23 (2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

(a) *a matter affecting an employee or employees;*

### RECOMMENDATION

It is recommended that, in accordance with section 5.37 of the *Local Government Act 1995*, Council accept the Chief Executive Officer's recommendation that a Contract of Employment be offered to Mrs Lisa Edwards for the position of Executive Manager Planning and Development for a period of five years commencing on 1 July 2017 and expiring on 30 June 2022.

### RESOLUTION

**Moved Councillor Ammon, seconded Councillor Fewster that, in accordance with section 5.37 of the *Local Government Act 1995*, Council accept the Chief Executive Officer's recommendation that a Contract of Employment be offered to Mrs Lisa Edwards for the position of Executive Manager Planning and Development for a period of five years commencing on 1 July 2017 and expiring on 30 June 2022.**

**CARRIED UNANIMOUSLY**

*The Acting Executive Manager Regulatory Services returned to the meeting at 3.50pm.*

### **15.3 CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW PROCESS FOR 2017-2018**

**FILE:** PER/239  
**REPORTING OFFICER:** JEREMY EDWARDS - CHIEF EXECUTIVE OFFICER  
**REPORT DATE:** 20 JUNE 2017  
**REFER:** 16 DECEMBER 2014      ITEM 15.1

#### **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:

(a) *a matter affecting an employee or employees;*

#### **VOTING REQUIREMENTS – SIMPLE MAJORITY**

#### **RECOMMENDATION**

It is recommended that Council:

1. Agree that the performance reviews for the Chief Executive Officer during the period 2017-2018 will be conducted by the full Council; and
2. Endorse the Key Performance Indicators as shown in Appendix 1 as the formal mechanism for performance criteria and review for the Chief Executive Officer to report against for 2017 -2018.

#### **RESOLUTION**

**Moved Councillor Smiles, seconded Councillor Peczka that Council:**

1. **Agree that the performance reviews for the Chief Executive Officer during the period 2017-2018 will be conducted by the full Council; and**
2. **Endorse the Key Performance Indicators as shown in Appendix 1 as the formal mechanism for performance criteria and review for the Chief Executive Officer to report against for 2017-2018.**

**CARRIED UNANIMOUSLY**

## 15.4 REDEVELOPMENT OF LANCELIN CARAVAN PARK

**LOCATION:** RESERVE 21760 (LOT 30 & LOT 762) HOPKINS STREET, LANCELIN  
**FILE:** BLD/2591  
**AUTHOR:** LISA EDWARDS - MANAGER STRATEGIC PLANNING AND DEVELOPMENT  
ACTING EXECUTIVE MANAGER REGULATORY SERVICES  
**REPORTING OFFICER:** JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER  
**REPORT DATE:** 20 JUNE 2017  
**REFER:** NIL

### Reason for Confidentiality

This Report is **CONFIDENTIAL** in accordance with Section 5.23 (2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

(e) *a matter that if disclosed, would reveal –*

- (i) *a trade secret; or*
- (ii) *information that has a commercial value to a person; or*
- (iii) *information about the business, professional, commercial or financial affairs of a person,*

*where the trade secret or information is held by, or is about, a person other than the local government.*

## VOTING REQUIREMENTS – ABSOLUTE MAJORITY

### RECOMMENDATION

It is recommended that Council:

1. Accept the proposal submitted by Halsall and Associates on behalf of Reginald and Donna Cocking and Christopher and Ornella Sialtsis to lease and redevelop the Lancelin Caravan Park.
2. Offer the proponents the opportunity to provide interim management services at the Lancelin Caravan Park for a period of up to six months, terminating at 31 December 2017.
3. Grant delegated authority to the Chief Executive Officer to negotiate the terms of any management contract arising from Part 2 (above).
4. Authorise the affixing of the Common Seal to, and execution by the Shire President and Chief Executive Officer of, any management contract arising from Part 2 (above).
5. Prepare a Business Plan under Part 3, clause 3.59 of the *Local Government Act 1995* that includes an overall assessment of the proposal.

6. Give statewide (including local) public notice that the Shire of Gingin proposes to enter into a major land transaction with respect to the Lancelin Caravan Park, including access to the Business Plan, for a period of six weeks.
7. Upon the cessation of public notice, return the matter to Council for further consideration and a final decision as to whether it will enter into a major land transaction (lease arrangement) with the proponents.
8. Make application to the Minister for Lands to amend the purpose of the Vesting Order over Reserve 21760 from "Camping and Caravan Park" to "Holiday Park".
9. Seek consent from Minister for Lands, in accordance with the requirements of the Vesting Order, to enter into a lease over the subject land for a 21 year plus 21 year term.
10. Authorise a Development Application to be lodged generally in accordance with the proposal and by the parties as referenced in Part One above, which is to be given public notice for a period of 21 days.
11. Advise the proponents of the outcome.

## **RESOLUTION**

**Moved Councillor Aspinall, seconded Councillor Ammon that Council:**

1. **Accept the proposal submitted by Halsall and Associates on behalf of Reginald and Donna Cocking and Christopher and Ornella Sialtsis to lease and redevelop the Lancelin Caravan Park.**
2. **Offer the proponents the opportunity to provide interim management services at the Lancelin Caravan Park for a period of up to six months, terminating at 31 December 2017.**
3. **Grant delegated authority to the Chief Executive Officer to negotiate the terms of any management contract arising from Part 2 (above).**
4. **Authorise the affixing of the Common Seal to, and execution by the Shire President and Chief Executive Officer of, any management contract arising from Part 2 (above).**
5. **Prepare a Business Plan under Part 3, clause 3.59 of *the Local Government Act 1995* that includes an overall assessment of the proposal.**
6. **Give statewide (including local) public notice that the Shire of Gingin proposes to enter into a major land transaction with respect to the Lancelin Caravan Park, including access to the Business Plan, for a period of six weeks.**
7. **Upon the cessation of public notice, return the matter to Council for further consideration and a final decision as to whether it will enter into a major land transaction (lease arrangement) with the proponents.**

8. **Make application to the Minister for Lands to amend the purpose of the Vesting Order over Reserve 21760 from “Camping and Caravan Park” to “Holiday Park”.**
9. **Seek consent from Minister for Lands, in accordance with the requirements of the Vesting Order, to enter into a lease over the subject land for a 21 year plus 21 year term.**
10. **Authorise a Development Application to be lodged generally in accordance with the proposal and by the parties as referenced in Part One above, which is to be given public notice for a period of 21 days.**
11. **Advise the proponents of the outcome.**

**CARRIED BY ABSOLUTE MAJORITY  
8-0**

## **RESOLUTION**

**Moved Councillor Aspinall, seconded Councillor Peczka that the meeting be re-opened to the public.**

**CARRIED UNANIMOUSLY**

*The meeting re-opened to the public at 4.06pm*

*Councillor Smiles left Council Chambers at 4.06pm*

*Six members of the public and the Executive Manager Corporate and Community Services returned to the Gallery and the Shire President read aloud the resolutions made by Council in relation to Items 15.1, 15.2, 15.3 and 15.4.*

**16. CLOSURE**

There being no further business, the Shire President declared the meeting closed at 4.07pm

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, 18 July 2017 commencing at 3.00pm.

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Councillor D W Roe  
Shire President  
18 July 2017