



# MINUTES

## ORDINARY MEETING

## OF COUNCIL

21 NOVEMBER 2017



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FOR  
ORDINARY MEETING OF  
COUNCIL  
HELD ON 21 NOVEMBER 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, 21 NOVEMBER 2017 AT 3.06 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 3:06pm and welcomed those in attendance.

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

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

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

Staff – J Edwards (Chief Executive Officer), K Lowes (Executive Manager Corporate and Community Services), A Butcher (Executive Manager Operations-Construction), L Edwards (Executive Manager Planning and Development), R Rasool (Executive Manager Assets), K Bacon (Manager Statutory Planning), O Edwards (Minute Officer) and L Burt (Governance Officer).

Gallery – There were 3 members of the public present in the Gallery.

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

Nil



## **2.3 LEAVE OF ABSENCE**

Nil

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## **3. DISCLOSURES OF INTEREST**

### **3.1 Councillor I B Collard**

#### **Item 15.1 2018 Australia Day Citizen of the Year Awards**

Councillor Collard declared an impartiality interest in this item due to the fact that he has an impartial association with one of the nominees.

### **3.2 Councillor J Morton**

#### **Item 11.5.2 Unbudgeted Expenditure - Replacement of Roller Doors Ledge Point Country Club (Golf Club)**

Councillor Morton declared an impartiality interest in this item due to the fact that he is a member of the Ledge Point Golf Club.

#### **Item 15.1 2018 Australia Day Citizen of the Year Awards**

Councillor Morton declared an impartiality interest in this item due to the fact that he has an impartial association with one of the nominees.

### **3.3 Councillor W Fewster**

#### **Item 15.1 2018 Australia Day Citizen of the Year Awards**

Councillor Fewster declared an impartiality interest in this item due to the fact that he has an impartial association with one of the nominees.

### **3.4 Councillor J Court**

#### **Item 11.5.2 Unbudgeted Expenditure - Replacement of Roller Doors Ledge Point Country Club (Golf Club)**

Councillor Court declared an impartiality interest in this item due to the fact that she is a member of the Ledge Point Country Club.

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## **4. PUBLIC QUESTION TIME**

### **4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE**

Nil

## **4.2 PUBLIC QUESTIONS**

### **4.2.1 Mr A Machlin – Lennards Road, Lennard Brook Item 11.3.2 Correction Of Details - Application For Development Approval - Proposed Agriculture Intensive (Irrigation Dam) On Lot437 Lennards Brook**

- Q1: *The owner's lawyers have sent three letters to the Shire raising objections and concerns about the dam, why has there been no response?*
- Q2: *The Shire's handling of the matter has been disappointing, relying on inadequate technical information and not requiring a more rigorous technical assesment of proposal and not giving the correct names of the owner or the applicant.*
- Q3: *Our legal advice is that the Council's decision is invaild, and cannot be corrected by simply making a resolution to note the errors in the orginal decision. The Council must review the application and make a fresh decision.*
- Q4: *The size of the propsal dam (10 Olmypic sized swimming pool) makes the concern for risk for us as a downhill owner very clear. The Shire should impose conditions for a bond or similar secuirty in the event the dam fails.*

#### **Responses from Chief Executive Officer**

- A1: *The Shire has responded to one letter to Lavan Legal and the others are being considered.*
- A2: *Question taken on notice*
- A3: *Advice from the Department of Local Government, Sport and Cultural Industries has confirmed that the original decision is valid, and that the most appropriate way of dealing with the matter is to acknowledge the incorrect information in a separate report to Council, which forms part of this Agenda.*

#### **Response from Shire President**

- A4 *Question taken on notice*

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## **5. PETITIONS, DEPUTATIONS AND PRESENTATIONS**

### **5.1 PETITIONS**

Nil

## **5.2 DEPUTATIONS**

### **5.2.1 Item 11.3.1 Application for Development Approval – Proposed Landfill site on lot 39 (56) Hoy Rd, Coonabidgee.**

Speaker/s: Ashley Fisher and Ben Laycock

## **5.3 PRESENTATIONS**

### **5.3.1 Shire of Kolan - Bundaberg Regional Council - Plaque of the Gin Gin courthouse and history book**

Presented to the Shire of Gingin by Councillor Wayne Honor from Bundaberg Regional Council, QLD.

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

Nil

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## **7. CONFIRMATION OF MINUTES**

### **RECOMMENDATION**

It is recommended that:

The Minutes of the Ordinary Meeting of Council held on 17 October 2017 be confirmed.

The Minutes of the Special Meeting of Council held on 24 October 2017 be confirmed.

The Minutes of the Special Meeting of Council held on 7 November 2017 be confirmed.

### **RESOLUTION**

**Moved Councillor Elgin, seconded Councillor Court that the Minutes of the Ordinary Meeting of Council held on 17 October 2017 be confirmed.**

**CARRIED UNANIMOUSLY**

### **RESOLUTION**

**Moved Councillor Johnson, seconded Councillor Peczka that the Minutes of the Special Meeting of Council held on 24 October 2017 be confirmed.**

**CARRIED UNANIMOUSLY**

## **RESOLUTION**

**Moved Councillor Morton, seconded Councillor Elgin that the Minutes of the Special Meeting of Council held on 7 November 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 2018 COUNCIL MEETING DATES**

<b>FILE:</b>	<b>GOV/8</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>21 NOVEMBER 2017</b>
<b>REFER:</b>	<b>NIL</b>

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider the scheduling of Ordinary Council meetings for the period 1 January 2018 to 31 December 2018.

#### **BACKGROUND**

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

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

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

#### **COMMENT**

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

The following dates are therefore proposed for Council's consideration with respect to ordinary meetings of Council in 2018:

- 16 January 2018
- 20 February 2018
- 20 March 2018
- 17 April 2018
- 15 May 2018
- 19 June 2018
- 17 July 2018
- 21 August 2018

- 18 September 2018
- 16 October 2018
- 20 November 2018
- 18 December 2018

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

Over the last two years, Council has instituted the practice of holding an Ordinary Council meeting at a venue other than Council Chambers. In 2016 and 2017 meetings were held in Lancelin at the Lancelin Angling and Aquatic Club and proved to be very well received by the community. It is therefore suggested that Council may wish to consider holding another meeting in Lancelin in 2018.

If Council is supportive of this proposal, then it is recommended that the Lancelin meeting be scheduled for March. This will allow appropriate arrangements to be made without impacting on the 2018/19 Budget and end of financial year processes.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

Part 5 – Administration

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

Subdivision 1 – Council meetings

Clause 5.3 – Ordinary and special council meetings

*Local Government (Administration) Regulations 1996*

Part 2 – Council and committee meetings

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

## **POLICY IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS – SIMPLE MAJORITY**

**RECOMMENDATION**

It is recommended that Council approve the following schedule of ordinary Council meetings for 2018:

Date	Meeting Type	Venue	Start Time
16 January 2018	Ordinary	Council Chambers	3.00pm
20 February 2018	Ordinary	Council Chambers	3.00pm
20 March 2018	Ordinary	Lancelin	3.00pm
17 April 2018	Ordinary	Council Chambers	3.00pm
15 May 2018	Ordinary	Council Chambers	3.00pm
19 June 2018	Ordinary	Council Chambers	3.00pm
17 July 2018	Ordinary	Council Chambers	3.00pm
21 August 2018	Ordinary	Council Chambers	3.00pm
18 September 2018	Ordinary	Council Chambers	3.00pm
16 October 2018	Ordinary	Council Chambers	3.00pm
20 November 2018	Ordinary	Council Chambers	3.00pm
18 December 2018	Ordinary	Council Chambers	3.00pm

**RESOLUTION**

**Moved Councillor Peczka, seconded Councillor Johnson that Council approve the following schedule of ordinary Council meetings for 2018:**

Date	Meeting Type	Venue	Start Time
<b>16 January 2018</b>	<b>Ordinary</b>	<b>Council Chambers</b>	<b>3.00pm</b>
<b>20 February 2018</b>	<b>Ordinary</b>	<b>Council Chambers</b>	<b>3.00pm</b>
<b>20 March 2018</b>	<b>Ordinary</b>	<b>Lancelin</b>	<b>3.00pm</b>
<b>17 April 2018</b>	<b>Ordinary</b>	<b>Council Chambers</b>	<b>3.00pm</b>
<b>15 May 2018</b>	<b>Ordinary</b>	<b>Council Chambers</b>	<b>3.00pm</b>
<b>19 June 2018</b>	<b>Ordinary</b>	<b>Council Chambers</b>	<b>3.00pm</b>
<b>17 July 2018</b>	<b>Ordinary</b>	<b>Council Chambers</b>	<b>3.00pm</b>
<b>21 August 2018</b>	<b>Ordinary</b>	<b>Council Chambers</b>	<b>3.00pm</b>
<b>18 September 2018</b>	<b>Ordinary</b>	<b>Council Chambers</b>	<b>3.00pm</b>
<b>16 October 2018</b>	<b>Ordinary</b>	<b>Council Chambers</b>	<b>3.00pm</b>
<b>20 November 2018</b>	<b>Ordinary</b>	<b>Council Chambers</b>	<b>3.00pm</b>
<b>18 December 2018</b>	<b>Ordinary</b>	<b>Council Chambers</b>	<b>3.00pm</b>

**CARRIED UNANIMOUSLY**

### **11.1.2 SPECIAL COUNCIL MEETING TO RECEIVE 2016/17 ANNUAL REPORT AND DETERMINATION OF DATE FOR 2017 ANNUAL GENERAL MEETING OF ELECTORS**

**FILE:** COR/31  
**AUTHOR:** LEE-ANNE BURT – GOVERNANCE OFFICER  
**REPORTING OFFICER:** JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER  
**REPORT DATE:** 21 NOVEMBER 2017  
**REFER:** NIL

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider calling a Special Council Meeting for the purpose of adopting the 2016/17 Annual Report, and setting a date and venue for the 2017 Annual General Meeting of Electors.

#### **BACKGROUND**

Section 5.27 of the *Local Government Act 1995* (the Act) requires each local government to conduct a general meeting of electors of the district once in each financial year. The meeting must be held not more than 56 days after acceptance by Council of the Annual Report and a minimum of 14 days' public notice of the meeting date must be given prior to the meeting taking place.

#### **COMMENT**

Traditionally, the Shire of Gingin holds its Annual General Meeting of Electors (AGM) in December, following adoption by Council of the Annual Report for the preceding financial year.

The Act imposes a number of time-sensitive requirements on local governments with respect to the acceptance of the Annual Report and the subsequent holding of an AGM. The Annual Report must be adopted by Council prior to the AGM being held. The Annual Report cannot be prepared until the audited Financial Statements and Audit Report are received by Council.

Given that the Financial Statements and Audit Report form the subject of a separate item in this Agenda, acceptance of the Annual Report at the next Ordinary meeting of Council on 19 December 2017 will be too late to accommodate the public notice requirements of the Act and still hold the AGM before Christmas. It is therefore suggested that:

1. A Special Meeting of Council be held on 5 December 2017, prior to the Concept Forum scheduled for that day, in order to adopt the 2016/17 Annual Report; and
2. The Annual Meeting of Electors be scheduled for 21 December 2017.



The 2015 and 2016 Annual Meetings of Electors were held in coastal communities (Ledge Point and Guilderton). It is therefore suggested that Council consider holding the 2017 Annual Meeting of Electors in Gingin.

## **STATUTORY ENVIRONMENT**

### *Local Government Act 1995*

Division 5 – Annual reports and planning

Subdivision 4 – Electors' meetings

Section 5.27 – Electors' general meetings

Section 5.29 – Convening electors' meetings

## **POLICY IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

Statutory and additional advertising costs for Council's Annual General Meeting of Electors will be funded from the General Administration – Advertising account, with the cost of refreshments and incidentals being funded from the Members – Refreshments/Receptions account.

The cost of advertising and the provision of refreshments are minimal and are not considered material to Council's Budget.

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS – SIMPLE MAJORITY**

### **RECOMMENDATION**

It is recommended that Council agree:

1. To hold a Special Meeting of Council on 5 December 2017 for the purpose of adopting the 2016/17 Shire of Gingin Annual Report; and
2. That the Shire of Gingin's 2017 Annual General Meeting of Electors will be held at 6.30pm on 21 December 2017 at the Lancelin Angling and Aquatic Club, Hopkins Street, Lancelin.

## **RESOLUTION**

**Moved Councillor Elgin, seconded Councillor Peczka that Council agree:**

- 1. To hold a Special Meeting of Council on 5 December 2017 for the purpose of adopting the 2016/17 Shire of Gingin Annual Report; and**
- 2. That the Shire of Gingin's 2017 Annual General Meeting of Electors will be held at 6.30pm on 21 December 2017 in the Council Chambers, Shire of Gingin Administration Centre, 7 Brockman Street, Gingin.**

**CARRIED UNANIMOUSLY**

### **11.1.3 UNBUDGETED EXPENDITURE – LEDGE POINT BOATING FACILITY ECONOMIC IMPACT ASSESSMENT**

**LOCATION:** LEDGE POINT  
**FILE:** RES/12-1  
**REPORTING OFFICER:** JEREMY EDWARDS - CHIEF EXECUTIVE OFFICER  
**REPORT DATE:** 21 NOVEMBER 2017  
**REFER:** 15 NOVEMBER 2016 ITEM 14.1

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To seek Council authorisation for unbudgeted expenditure to fund an Economic Impact Assessment for the proposed Ledge Point Boating Facility.

#### **BACKGROUND**

In 2014, the Shire was successful in securing funding from the Recreational Boating Facilities Scheme (RBFS) to undertake a boat launching planning study to consider four proposed locations within the Shire, being Guilderton, Seabird, Ledge Point and Lancelin.

At the Concept Forum on 3 February 2015, a report was presented by MP Rogers on the findings of the Boat Launching Facilities Study. The report did not recommend a preferred location, rather, it provided a list of advantages and disadvantages together with a financial summary of options and anticipated ongoing maintenance costs. Based on these recommendations, Council subsequently decided to proceed to the next stage focussing on the locations of Lancelin and Ledge Point.

The Shire was successful in receiving funds from RBFS to conduct further research into the two preferred locations. However, due to community concerns in respect to the proposed site in Lancelin Bay, at its meeting on 16 June 2015 Council resolved to:

1. *Agree that no further consideration will be given to the Lancelin Bay as a potential site for the planned boat launching facility;*
2. *Agree to support Ledge Point and Lancelin for this facility; and*
3. *Instruct the Chief Executive Officer to advise the Department of Transport's Recreational Boating Facilities Scheme accordingly.*

The Department of Transport (DoT) was advised of Council's decision to exclude Lancelin Bay as a potential site, and on 27 July 2015 DoT gave approval to vary the scope of works (of the grant agreement) to enable a site in the north of Lancelin (lead lights) to be researched as a possible location.

MP Rogers were awarded the tender to undertake the planning study which included more comprehensive research on the two sites, and at the Concept Forum on 28 June 2016 they provided a report to Council on both the Lancelin and Ledge Point options.

Council formally considered the MP Rogers report at its meeting of 19 July 2016 and resolved to:

1. *Receive the findings on the Report to date on the Boat Launching Planning Study by MP Rogers; and*
2. *Request the Minister of Transport to provide assistance to further guide Council in making a determination as to the location of the proposed boat launching facility in the Upper Coastal sector within the Shire of Gingin.*

Subsequently, correspondence was received from the Minister for Transport supporting Ledge Point as the preferred location for the facility. This position was endorsed by Council at its meeting on 15 November 2016, at which time Council also agreed to proceed with the preparation of detailed design and tender specifications for a facility at Ledge Point.

As part of the same 15 November 2016 resolution, Council also agreed to undertake preliminary design work and costings in preparation for the development of Old Ledge Point Road between Lancelin and Ledge Point in the event that the Ledge Point boat launching facility eventuates.

The construction of Old Ledge Point Road to the southern coastal link within the Lancelin South Development was completed in April 2015. The Shire of Gingin has a Deed of Agreement in place with the developer for upgrades of this road reserve, with the next trigger being when the 1,250<sup>th</sup> building licence has been granted. This trigger is some years away; however, should an boat launching facility be constructed in this region then the construction of Old Ledge Point Road would provide an excellent connector to facilitate social and economic benefits to the region.

## **COMMENT**

In accordance with Council's decision of 15 November 2016, RPS Group have been requested to submit a quote for the preparation of an economic and social impact evaluation for both the proposed boat harbour and development of Old Ledge Point Road.

RPS Group has extensive experience in preparing economic and social development arguments to support funding submissions. They have particular experience in supporting a range of tourism infrastructure projects in regional Western Australia including the Busselton Margaret River Regional Airport expansion, the Jurien Bay and Bunbury waterfront upgrades, and the Busselton and Mandurah Foreshore redevelopments. They have also prepared business cases and assessments for a range of regional road improvements.

The methodology proposed by RPS Group is as follows:

1. Project inception and review;
2. Context analysis;
3. Economic and social evaluation; and

#### 4. Report drafting.

RPS Group have advised that a draft report can be provided within a three week timeframe from project inception at a cost of \$6,000 (excl GST).

This matter is currently not identified in Council's adopted 2017/18 Budget, and will therefore require approval of unbudgeted expenditure in the event that Council is supportive of the proposal.

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

Part 6 – Financial Management

Division 4 – General financial provisions

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

### POLICY IMPLICATIONS

Nil

### BUDGET IMPLICATIONS

There is currently no allocation in the Shire's 2017/18 budget to fund the preparation of this feasibility study. However, funds previously committed for re-roofing of the Granville Civic Centre have been identified as surplus to requirements (see the Executive Manager Assets' report presented to this meeting as Item 11.5.2 for further information in this regard).

It is therefore proposed that funding for the preparation of the Ledge Point Boat Harbour and Coastal Road Project Economic Impact Assessment be re-allocated from the Granville Civic Centre Re-roof account to the existing Boat Launch Facility – Planning Study account.

Council will note that the Boat Launch Facility account currently contains a balance of \$103,421. This is grant funding obtained for the preparation of designs for the boat launching facility. Design work is currently being carried out by MP Rogers, and this funding is therefore fully committed.

### STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

<b><i>Focus Area</i></b>	<i>Economic Development</i>
<b><i>Objective</i></b>	<i>To support economic development through the Shire's service delivery</i>
<b><i>Outcome</i></b>	<i>4.3 Innovation is the foundation of economic growth across the Shire</i>
<b><i>Strategy</i></b>	<i>4.3.1 Improve Local Economic Development Support</i>

### VOTING REQUIREMENTS – ABSOLUTE MAJORITY

**RECOMMENDATION**

It is recommended that Council amend its Budget for the 2017/18 Financial Year in accordance with the following table:

Account	Description	Current Budget \$	Revised Budget \$	Surplus Deficit \$
11159005	Transfer from Granville Civic Centre Re-roof account	94,240	88,240	-6,000
11259079	Boat Launch Facility – Planning Study	103,421	109,421	+6,000
			Net Effect	NIL

**RESOLUTION**

Moved Councillor Court, seconded Councillor Johnson that Council amend its Budget for the 2017/18 Financial Year in accordance with the following table:

Account	Description	Current Budget \$	Revised Budget \$	Surplus Deficit \$
11159005	Transfer from Granville Civic Centre Re-roof account	94,240	88,240	-6,000
11259079	Boat Launch Facility – Planning Study	103,421	109,421	+6,000
			Net Effect	NIL

**CARRIED BY ABSOLUTE MAJORITY**  
**8-1**

**For:** Councillors Johnson, Lobb, Court, Collard, Elgin, Rule, Fewster and Morton

**Against:** Councillor Peczka

## **11.2. CORPORATE AND COMMUNITY SERVICES**

### **11.2.1 LEASE TO RED ROBIN PLAYGROUP INC - PORTION OF WOODRIDGE COMMUNITY HALL LOCATED AT LOT 301 KING DRIVE, WOODRIDGE**

<b>LOCATION:</b>	<b>LOT 301 KING DRIVE, WOODRIDGE</b>
<b>FILE:</b>	<b>A4297</b>
<b>AUTHOR:</b>	<b>CHER GROVES – COMMUNITY DEVELOPMENT OFFICER</b>
<b>REPORTING OFFICER:</b>	<b>KAYE LOWES – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES</b>
<b>REPORT DATE:</b>	<b>21 NOVEMBER 2017</b>
<b>REFER</b>	<b>N/A</b>

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider leasing a portion of the Woodridge Community Hall, located at Lot 301 King Drive, Woodridge, to the Red Robin Playgroup Inc. (RRP).

#### **BACKGROUND**

The RRP has been utilising a purpose built area within the Woodridge Community Hall since 1993. However, to date no formal lease arrangements have been instituted and this situation is now being addressed as part of the Shire's ongoing program of formalising lease arrangements for use of Shire facilities by community groups.

Many funding bodies require formal recognition of the long term viability of community organisations and the tenancy of the building they inhabit. To this end, the Shire offers leases to incorporated, not for profit groups, to provide stability of tenure.

Council has recently endorsed a lease for the remainder of the building with the Woodridge Community Association (WCA). The Shire has negotiated shared use of the kitchen and ablution facilities between the RRP and WCA. There is an agreement between the two parties in respect of the use of the ablution facilities and the cleaning of same.

This lease is not subject to endorsement by the Department of Lands as Lot 301 is held in freehold title by the Shire of Gingin.

#### **COMMENT**

The proposed new lease between the Shire of Gingin and the Red Robin Playgroup Inc. has been negotiated in the format employed by the Shire for lease arrangements involving community groups, including the standard lease term of two years.

A copy of the draft lease is provided for Council's information as **Appendix 1**.

The kitchen and toilet facilities within the Woodridge Community Hall are to be shared with the Woodridge Community Association. All common areas are required to be cleaned after each use by the hirer/user to ensure a clean facility for the next hirer/user.

## 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 2017-2027

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

## VOTING REQUIREMENTS – SIMPLE MAJORITY

### RECOMMENDATION

It is recommended that Council:

1. Agree to enter into a lease agreement with the Red Robin Playgroup Inc. with respect to a portion of the building located on Lot 301 King Drive, Woodridge (as depicted in Appendix 1), for a period of two years with a two year further term; and
2. Authorise the Chief Executive Officer to progress the lease and to sign the lease document on Council's behalf.



## **RESOLUTION**

**Moved Councillor Morton, seconded Councillor Elgin that Council:**

- 1. Agree to enter into a lease agreement with the Red Robin Playgroup Inc. with respect to a portion of the building located on Lot 301 King Drive, Woodridge (as depicted in Appendix 1), for a period of two years with a two year further term; and**
- 2. Authorise the Chief Executive Officer to progress the lease and to sign the lease document on Council's behalf.**

**CARRIED UNANIMOUSLY**

# **APPENDIX 1**



## **LEASE AGREEMENT**

**SHIRE OF GINGIN**

**AND**

**RED ROBIN PLAYGROUP**

## **CONDITIONS**

### ***Parties***

Shire of Gingin – "The Lessor"

AND

Red Robin Playgroup – "The Lessee"

### ***Use***

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

### ***Parking Area***

The Car Park is a shared use area and accordingly joint access is to be given to other Lessee's within the general premises.

### ***Premises***

Comprised of Part of the land and buildings comprised Lot 301 King Drive as depicted on the plan included as **Annexure 1** with exclusions.

### ***Common Area***

The kitchen and toilet facilities within the Woodridge Community Hall are to be shared with the Woodridge Community Association. All common areas are required to be cleaned after each use by the hirer/user to ensure a clean facility for the next hirer/user.

### ***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 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.

***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 Lot 301 on Diagram 67198, being the land in Certificate of Crown Title Volume 1684 Folio 087.

**PREMISES**

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

**ITEM 2: TERM**

Two years

**ITEM 3: FURTHER TERM**

Two years

**ITEM 4: COMMENCEMENT DATE**

1 August 2017

**ITEM 5: RENT**

One peppercorn per annum.

**ITEM 6: USE**

Social and recreational activities of the Red Robin Playgroup and all uses reasonably ancillary to that purpose.

**ITEM 7: PUBLIC LIABILITY INSURANCE**

\$10,000,000.00

**ITEM 8: ADDITIONAL TERMS AND CONDITIONS**

8.1 The Lessee and Woodridge Community Association have shared access to the toilet and kitchen facilities within the Woodridge Community Hall. All common areas are required to be cleaned after each use by the hirer/user to ensure a clean facility for the next hirer/user.

**It is acknowledged that the Shire of Gingin and the Red Robin Playgroup 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 Red Robin Playgroup:**

\_\_\_\_\_  
**SIGNATURE**

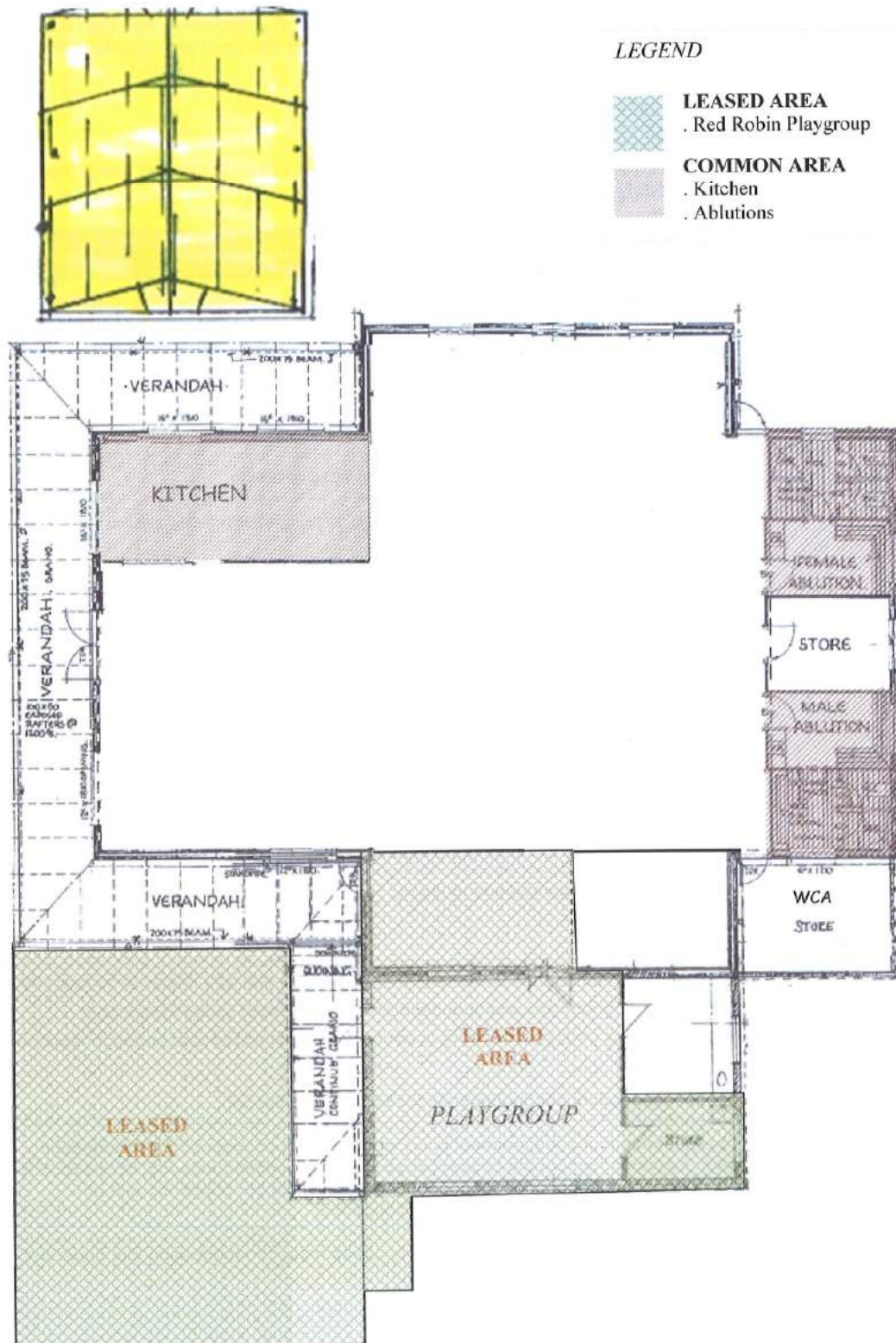
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**PRINT NAME**

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**OFFICE HELD**

## Annexure 1 – Plan of Premises

### WOODRIDGE COMMUNITY HALL FLOORPLAN



## 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.  The Lessee is responsible for notifying the Lessor if the Fire Evacuation Exit Signs are

Continued..	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>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. All walls and floor surfaces to be kept cleaned and undamaged.
<b>APPLIANCES:</b>	
• <b>Air conditioning</b>	The Lessee to operate, clean and maintain 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:

External	Lessee Responsibilities
<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

Continued..	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 area's.  Bin enclosures to be kept clear of all rubbish and secured.

**INTERNAL / EXTERNAL**

<b>Internal / External</b>		<b>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>		<p>The Lessee to pay all costs associated with the installation and ongoing monitoring of the security system.</p> <p>To be maintained in accordance with the supplier's instructions.</p> <p>Provide evidence of regular annual maintenance (maintenance Report) by a licensed provider.</p> <p>All Telecommunications and other fees to be met by the Lessee.</p> <p>Lessee to provide Access Keys and alarm codes to the Lessor.</p>	
<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>		Clearing of all blockages and repairs to fittings are the Lessor's responsibility.	
<b>Toilets &amp; Showers</b>		<p>To clear all blockages.</p> <p>Replacement and repair of fittings such as taps, roll dispensers and coat hangers rest with the Lessor.</p>	

**- END DOCUMENT -**

### **11.2.2 LEASE TO GINGIN ARTS AND CRAFT GROUP INC - LOT 166 (RESERVE 46978) CONSTABLE STREET, GINGIN**

**LOCATION:** LOT 166 CONSTABLE STREET, GINGIN (RESERVE 46978)  
**FILE:** A59  
**AUTHOR:** CHER GROVES – COMMUNITY DEVELOPMENT OFFICER  
**REPORTING OFFICER:** KAYE LOWES – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES  
**REPORT DATE:** 21 NOVEMBER 2017  
**REFER** 1 JULY 2003 ITEM 10.1.8

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider leasing Lot 166 (Reserve 46978) Constable Street, Gingin to the Gingin Arts and Craft Group Inc.

#### **BACKGROUND**

The building located on Lot 166 Constable Street, Gingin was originally the headquarters for the Gingin Branch of the Country Women's Association (CWA) in the late 1950s. After the Gingin Branch of CWA closed in the early 2000s, the Granville Community Group Inc. and the Community Art and Craft Centre took on a seven year lease with the Shire of Gingin which expired on 31 May 2011. The two groups have since merged into the Gingin Arts and Craft Group Inc.

After a review of all Shire buildings, it was noted that no current occupancy or lease agreement was in place for this building. Lease negotiations commenced in mid-2017 with the Gingin Arts and Craft Group Inc.

#### **COMMENT**

The proposed new lease between the Shire of Gingin and the Gingin Arts and Craft Group Inc. has been negotiated in the format employed by the Shire for lease arrangements involving community groups, including the standard lease term of two years.

A copy of the draft lease is provided for Council's information as **Appendix 1**.

Given that Lot 166 Constable Street, Gingin is vested in the Shire of Gingin as Reserve 46978 for the purpose of "Community Centre", any proposed lease must be endorsed by the Minister for Lands before taking effect.

## 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 2017-2027

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

## VOTING REQUIREMENTS – SIMPLE MAJORITY

### RECOMMENDATION

It is recommended that Council,

1. Agree to enter into a lease agreement with the Gingin Arts and Craft Group Inc. with respect to Lot 166 Constable Street, Gingin (Reserve 46978) (as depicted in Appendix 1), for a period of two years with a two year further term; and
2. Authorise the Chief Executive Officer to progress the lease and to sign the lease document on Council's behalf.



## **RESOLUTION**

**Moved Councillor Fewster, seconded Councillor Court that Council:**

- 1. Agree to enter into a lease agreement with the Gingin Arts and Craft Group Inc. with respect to Lot 166 Constable Street, Gingin (Reserve 46978) (as depicted in Appendix 1), for a period of two years with a two year further term; and**
- 2. Authorise the Chief Executive Officer to progress the lease and to sign the lease document on Council's behalf.**

**CARRIED UNANIMOUSLY**

# **APPENDIX 1**



## **LEASE AGREEMENT**

**SHIRE OF GINGIN**

**AND**

**GINGIN ARTS AND CRAFT GROUP INC.**

## **CONDITIONS**

### ***Parties***

Shire of Gingin – "The Lessor"

AND

Gingin Arts and Craft Group Inc. - "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 166 Constable Street, Gingin (Reserve 46978) 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.

### ***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. Associated costs will be reimbursed to the tenant by the Lessor.

### **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.

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

### ***Securing the Premises***

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

### ***Lessor's Right of Reasonable Entry***

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

- in the event of an emergency;
- to undertake property inspections to ensure compliance with the terms of this Agreement; 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 166 (Reserve 46978) 11 Constable Street, Gingin, on Deposited Plan P166370 being the land in Certificate of Crown Title Volume LR3129 Folio 903.

**PREMISES**

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

**ITEM 2: TERM**

Two years.

**ITEM 3: FURTHER TERM**

Two years.

**ITEM 4: COMMENCEMENT DATE**

1 October 2017

**ITEM 5: RENT**

One peppercorn per annum.

**ITEM 6: USE**

Gingin Arts and Craft Group Inc. and all uses reasonably ancillary to that purpose.

**ITEM 7: PUBLIC LIABILITY INSURANCE**

\$10,000,000.00 - \$20,000,000.00

**ITEM 8: ADDITIONAL TERMS AND CONDITIONS**

Nil

It is acknowledged that the Shire of Gingin and the Gingin Arts and Craft Group Inc. 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 Gingin Arts and Craft Group Inc.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

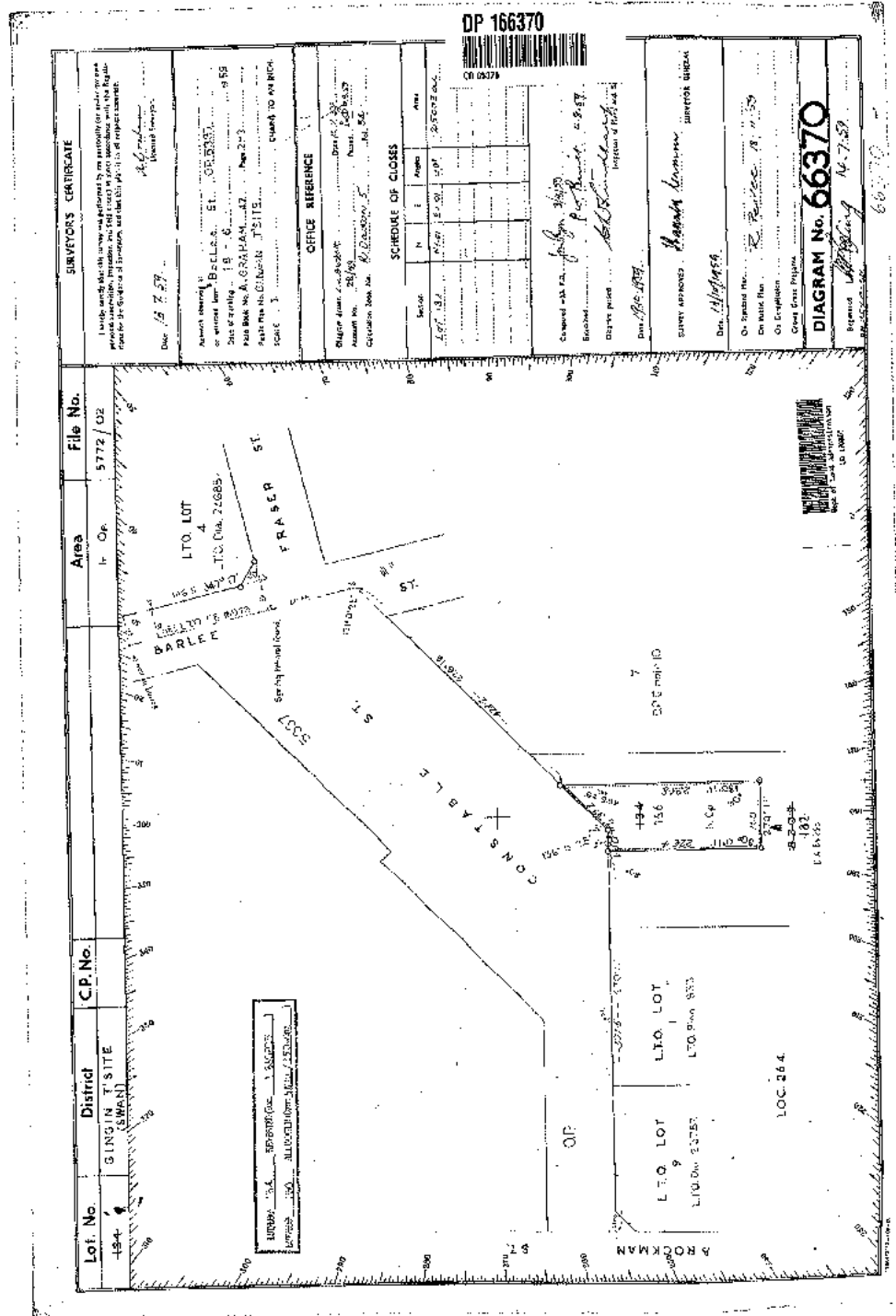
\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**OFFICE HELD**

**MINISTER FOR LANDS CONSENT:**

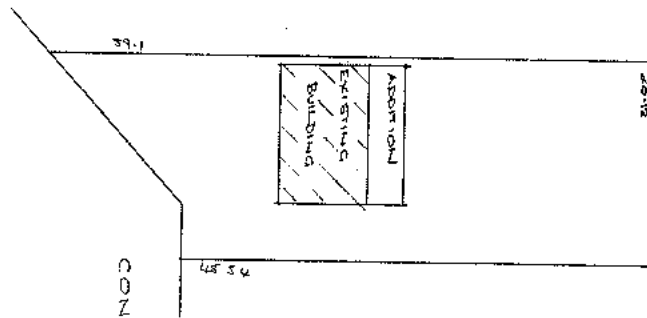
Consent under section 18 of the *Land Administration Act 1997* as per approval correspondence included as **Annexure 3**.

# Annexure 1 – Plan of Premises



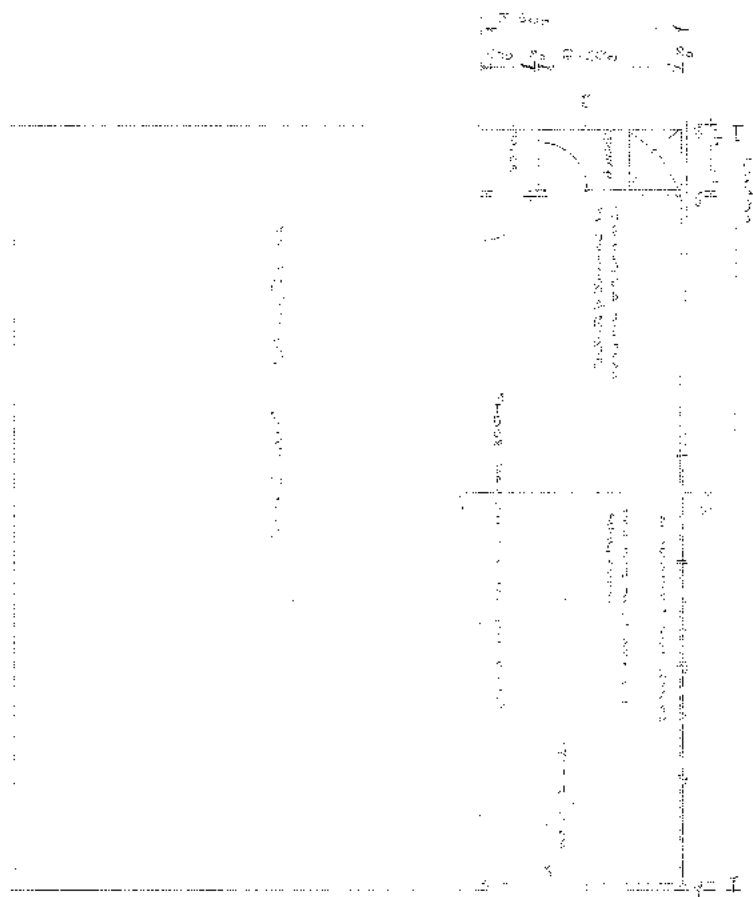
### BUILDING LOCATION ON LOT

*Not to Scale*



### FLOORPLAN

*Not to scale*



## 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.

<b>Internal</b>	<b>Lessee Responsibilities</b>
<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. Locks must be keyed to Lessor's Master Key System.
<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>	<p>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.</p> <p>The Lessee is responsible for notifying the Lessor if the Fire Evacuation Exit Signs are not in good working order.</p>
<b>Rubbish Bins</b>	All rubbish is to be placed in the outside Rubbish Bins in the designated bin areas / enclosures.
<b>APPLIANCES:</b>	
• <b>Air conditioning</b>	The Lessee to operate, clean and maintain 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>	<p>To be kept clean, free from any marks, damage and cobwebs. To be lockable and operable. Any door closers or other devices fitted should be maintained in good working order.</p> <p><b>NOTE:</b> Locks are not to be changed or altered. All locks are keyed to Lessor's Master Key System. Lessee is responsible for the costs of lost keys and associated replacement.</p>
<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 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 area's.  Bin enclosures to be kept clear of all rubbish and secured.

<b>Internal / External</b>	<b>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>	<p>To be kept in a clean and operable condition at all times.</p> <p>To clear all blockages.</p> <p>All consumables i.e. toilet paper, paper towels are to be supplied by the Lessor.</p> <p>Replacement and repair of fittings such as taps, roll dispensers and coat hangers rest with the Lessor.</p> <p>All walls and floor surfaces to be kept cleaned and undamaged.</p>
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THIS HAS BEEN LEFT BLANK INTENTIONALLY



## Annexure 3 – Minister for Lands Consent



Department of Planning,  
Lands and Heritage

Your ref.  
Our ref: 05470-1950  
Job No: 172614  
Enquiries: George Poppas, ph 6552 4571  
Email: george.poppas@lands.wa.gov.au

Ms Cher Groves  
Community Development Officer  
Shire of Gingin  
7 Brockman Street  
GINGIN WA 6503

### **SECTION 18 MINISTERS CONSENT FOR LEASE OF LOT 166 ON DEPOSITED PLAN 166370 BEING RESERVE 46978 - GINGIN**

#### **BETWEEN SHIRE OF GINGIN AND GINGIN ARTS AND CRAFT GROUP INC**

Thank you for your correspondence seeking the permission of the Minister for Lands (Minister) to a lease of Lot 166 on Deposited Plan 166370 being Reserve 46978 as contained in Certificate of Crown Land Title Volume 3129 Folio 903 between the above mentioned parties.

In accordance with section 18 of the *Land Administration Act 1997* (LAA) the Minister's approval is granted to the proposed lease provided to the Department of Planning, Lands and Heritage (DPLH) by email on 30 October 2017 on condition that the lease to be registered is on the same terms as that provided to DPLH with that email.

If the final document executed by the parties is not on the approved terms as agreed to by the Minister for Lands in this letter, then it may be void under section 18 of the LAA.

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

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

Should you have any enquiries please contact me on (08) 6552 4571 quoting the above reference number.

George Poppas  
Assistant Manager, Delivery

31 October 2017

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 PO Box 1221 West Perth Western Australia 6872  
Telephone (08) 6551 8002 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)  
Email: info@dplh.wa.gov.au Website: www.dplh.wa.gov.au  
ABN: 68 565 723 484

### 11.2.3 MONTHLY FINANCIAL STATEMENT FOR THE PERIOD ENDING 31 OCTOBER 2017

**FILE:** FIN/25  
**REPORTING OFFICER:** KAYE LOWES - EXECUTIVE MANAGER CORPORATE & COMMUNITY SERVICES  
**REPORT DATE:** 21 NOVEMBER 2017  
**REFER:** NIL

#### OFFICER INTEREST DECLARATION

Nil

#### COMMENT

The Monthly Financial Statement for the period ending 31 October 2017 is attached and includes the following:

1. Statement of Financial Position for the period to 31 October 2017.
2. List of Paid Accounts for the period to 31 October 2017.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*  
Part 6 – Financial management  
Division 3 – Reporting on activities and finance  
Section 6.4 – Financial report

*Local Government (Financial Management) Regulations 1996*  
Part 4 – Financial reports – s.6.4  
Regulation 34 – Financial activity statement required each month (Act s.6.4)

#### POLICY IMPLICATIONS

Nil

#### BUDGET IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

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

<b>Key Service Area</b>	<i>Financial Management</i>
<b>Priorities</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 October 2017 as presented in Appendix 1; and
2. The List of Paid Accounts for the period ending 31 October 2017 as presented in Appendix 2.

### **RESOLUTION**

**Moved Councillor Elgin, seconded Councillor Court that Council receive:**

1. **The Monthly Financial Statement for the period ending 31 October 2017 as presented in Appendix 1; and**
2. **The List of Paid Accounts for the period ending 31 October 2017 as presented in Appendix 2.**

**CARRIED UNANIMOUSLY**

**APPENDIX 1**



**SHIRE OF GINGIN**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2017 to 31 OCTOBER 2017**

**TABLE OF CONTENTS**

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1 Financial Reporting Summary	1-9
Notes to and Forming Part of the Statement	
2 Statement of Financial Activity	10
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11 Statement of Financial Position	23



## Summary of Financial Position up to 31 October 2017

### Operating Statement

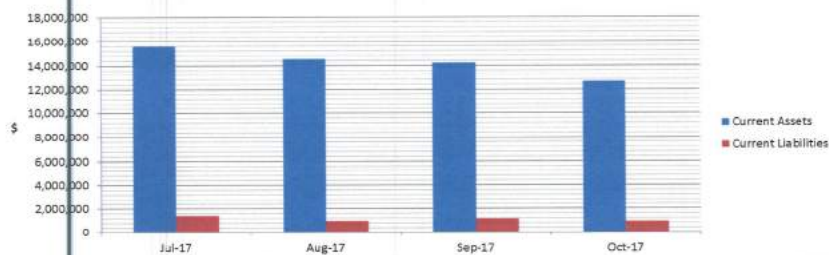
	Year 31 October 2017			Annual Budget	Annual Budget %
	Actual	YTD Budget	Variance		
Revenue	10,615,729	9,818,695	8%	13,926,873	76%
Expenses	(3,607,008)	(5,306,158)	-32%	(15,918,474)	23%
Profit/Loss	0	0	0%	0	0%
Non Operating Grants	441,592	696,520	-37%	2,089,559	21%
Net Result	7,450,313	5,209,057		97,958	

Income and Expenditure: Budget profiles to be reviewed

### Assets & Liabilities

	Sep-17	Oct-17
	Current	
Assets	14,234,799	12,664,132
Liabilities	1,157,360	970,884
	Non-Current	
Assets	155,404,871	155,640,706
Liabilities	2,664,677	2,664,677
Net Assets	165,817,632	164,669,277

CURRENT ASSETS & LIABILITIES



## Capital Payments

	Year to 31 October 2017			Annual Budget
	YTD Actual	YTD Budget	Variance	
Land & Buildings	93,041	389,333	-76%	1,168,000
Infrastructure Roads	232,420	1,251,828	-81%	3,755,483
Infrastructure Parks	607,202	285,638	113%	856,915
Infrastructure Other	44,805	431,504	-90%	1,294,513
Infrastructure Footpaths	-	14,812	-100%	44,436
Plant & Equipment	44,495	572,747	-92%	1,718,241
Furniture and Equipment	30,987	30,905	0%	92,716
Loans Current	45,458	62,594	-27%	187,783
Transfer to Reserve	3,626	53,752	-93%	161,257
Provisions	-	-	0%	-
Net Result	1,102,034	3,093,115	-64%	9,279,344

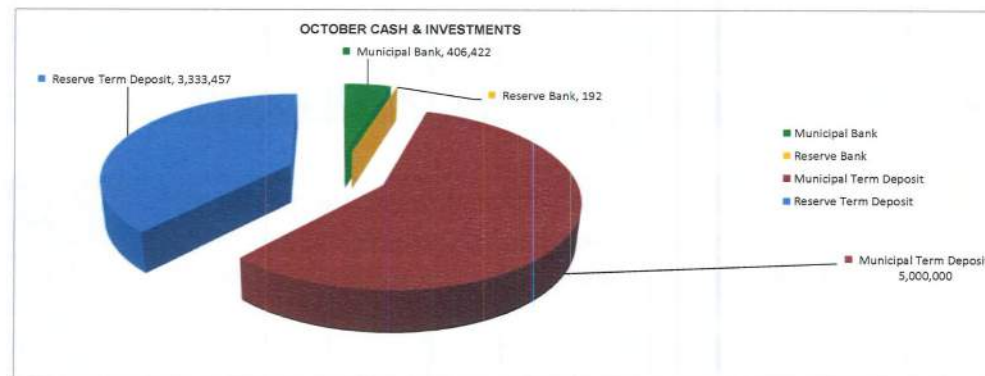
Refer to Capital Works Program.

Note provisions are budgeted throughout operating accounts.

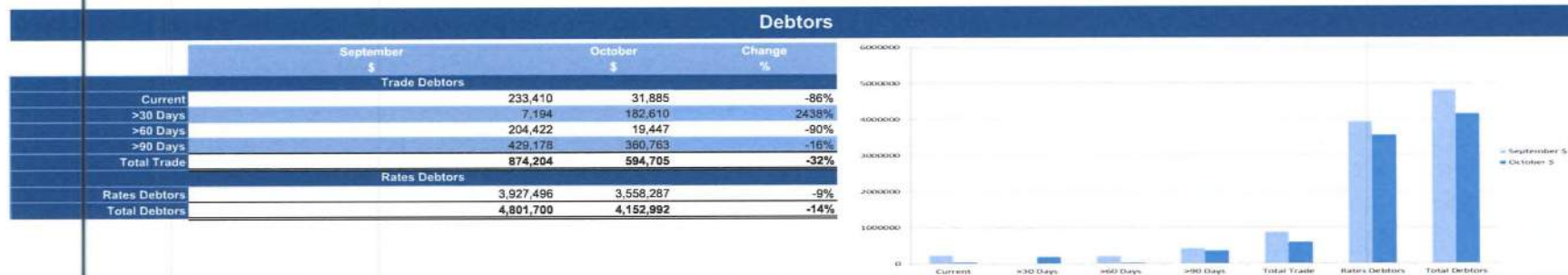
## Cash &amp; Investments

	Volume Held	
	Sep-17	Oct-17
Municipal Bank	3,737,367	406,422
Reserve Bank	192	192
Municipal Term Deposit	5,000,000	5,000,000
Reserve Term Deposit	3,333,457	3,333,457
Total	12,071,016	8,740,071

As a result of the RBA meeting held 3rd October 2017, the Board decided to keep the cash rate unchanged at 1.5 per cent.







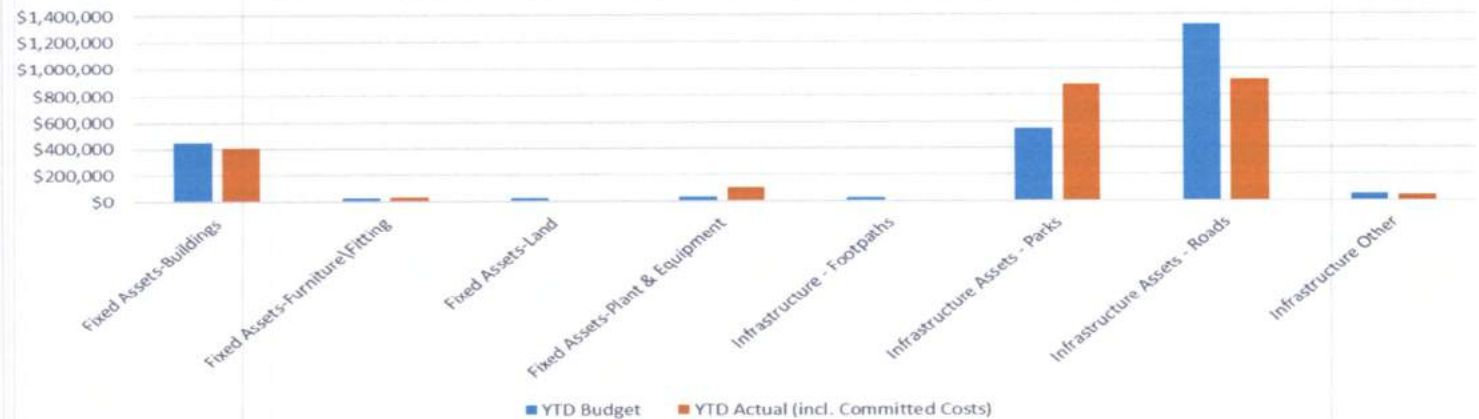
Budget Variances						
Account	Description	Total Budget	YTD Budget	YTD Actual	% of YTD Budget	Explanation
03012236	Rates printing/postage	\$12,000	\$4,000	\$14,530	363%	Journals required Stable Fly notices and Parking Permits
04107120	Election Expenses	\$35,000	\$11,664	\$0	0%	Awaiting invoices
05100008	CESM Workers Compensation Insurance	\$3,539	\$1,176	\$52,442	4459%	Reallocation required
05159200	Fire Warning Signs	\$60,000	\$20,000	\$0	0%	Awaiting delivery
05300000	Ranger Salaries	\$202,943	\$67,644	\$77,777	115%	Additional ranger
10159000	Landfill Site Implementation	\$60,000	\$20,000	\$0	0%	EOY transaction
10259217	Abulion Facility Guilderton Foreshore	\$0	\$0	\$20,791	100%	Incorrect allocation - Journal required
10517002	Coastal Hazard Risk Management Plan Grant	(\$39,000)	(\$12,996)	\$0	0%	Timing of grant funds
10613010	Planning Fees	(\$90,000)	(\$30,000)	(\$14,265)	48%	Lower than anticipated planning applications
10618115	Sale Of Assets - 4GG/GG046	\$0	\$0	\$41,759	100%	As per resolution
10759128	Gingin Cemetery Fence and Driveway	\$31,000	\$10,332	\$0	0%	Refer Capital works program
11259082	LA Hinchcliffe Hill Ramp North Side	\$60,000	\$20,000	\$0	0%	Refer Capital works program
11304100	Small Plant Operation Unallocated (Parks and Gardens)	\$36,800	\$12,264	\$318	3%	Plant allocations awaiting finalisation of 16/17 financials
11305105	GG Recreation Ground	\$61,167	\$20,372	\$32,991	162%	Expenditure to date
11307021	Trails Master Plan	\$35,000	\$11,664	\$0	0%	Grant application submitted
11359051	Gingin Bowling Club - Patio roof extension & disabled ramp	\$49,500	\$16,164	\$0	0%	Refer Capital works program
11359090	GG Recreation Centre Building Land & Buildings	\$37,829	\$12,608	\$0	0%	Refer Capital works program
11359115	LA Skate Park Bowl (at BMX Track)	\$126,000	\$42,000	\$61,590	147%	Timing of works
11359132	Playground Equipment	\$36,772	\$12,256	\$0	0%	Refer Capital works program
11359177	LA - Gun Club Transportable Toilet and Water to Site	\$25,000	\$8,332	\$22,727	273%	Refer Capital works program
12205110	Gingin Rural Industrial Depot	\$52,820	\$17,596	\$5,048	29%	Lower than anticipated expenditure to date
12205125	Gingin Depot	\$74,400	\$24,784	\$12,424	50%	Lower than anticipated expenditure to date
12205147	Tree Lopping	\$28,000	\$9,332	\$25,173	270%	Western Power & Timing of Works
12259211	Guilderton - Mortimer St	\$44,800	\$14,932	\$0	0%	Refer Capital works program
12259279	Military Road - Centreline SLK 0.00-14.79	\$40,000	\$13,332	\$0	0%	Refer Capital works program
12259339	R to R - Rural - Cullatta Rd	\$45,000	\$15,000	\$272	2%	Refer Capital works program
13215130	Lancelin South Caravan Park Bay Income	(\$65,000)	(\$21,664)	(\$40,052)	185%	Higher use than budgeted
13215170	Tourism Strategy - Northern Growth Alliance Grant	(\$35,704)	(\$11,900)	\$0	0%	Awaiting grant outcome
13259313	Caravan Park Drainage	\$50,000	\$16,664	\$43,330	260%	Refer Capital works program
13259314	Caravan Park Retaining Wall	\$60,000	\$20,000	\$0	0%	Refer Capital works program
13259315	Caravan Park Tap and Pipe Replacement Bays	\$40,000	\$13,332	\$0	0%	Refer Capital works program
13359130	Vehicle Purchase 4GG Plant And Equipment	\$0	\$0	\$41,759	100%	Refer Capital works program



Account	Description	Total Budget	YTD Budget	YTD Actual	% of YTD Budget	Explanation
14200120	CCS Annual Leave Taken	\$74,893	\$24,084	\$12,893	52%	Leave taken to date
14200500	Less Administration Allocated To Other Functions	(\$2,532,779)	(\$844,256)	\$0	0%	Administration allocations
14202230	Financial Services/Consulting	\$174,288	\$36,084	\$37,292	64%	Fair value EOY transactions
14203103	Office Building Mice	\$73,790	\$24,580	\$13,912	57%	Lower than anticipated expenditure to date
14209000	Records Services - Salaries	\$55,929	\$18,640	\$33,741	181%	To be reviewed
14307010	Engineering Consultancy	\$35,000	\$11,664	\$0	0%	No expenditure to date
14307061	Long Service Leave Accrued	\$40,998	\$13,664	\$0	0%	No expenditure to date
14307500	Less Alloc Works/Services	(\$1,363,894)	(\$454,620)	(\$322,092)	71%	Allocations to date
14404600	Poc-less Alloc Work & Services	(\$806,422)	(\$268,804)	(\$142,545)	53%	Allocations to date
14404700	Poc-less Deprec. Alloc To W/S	(\$581,342)	(\$193,750)	(\$70,220)	36%	Allocations to date
14703253	Insurance - General Costs	\$20,689	\$6,896	(\$9,953)	-144%	LGIS workcare credit
14758124	Lancelin Commercial Centre Land Purchase	\$40,000	\$13,328	\$0	0%	Refer Capital works program
20069882	Coastal Hazard Risk Management Plan Grant Restricted Cash	(\$35,000)	(\$11,664)	\$0	0%	Project timing
		(\$3,728,954)	(\$1,242,416)	(\$40,357)		

### Fixed Assets Expenditure October 2017

Asset Type	YTD Budget	YTD Actual (incl. Committed Costs)
Fixed Assets-Buildings	\$449,568	\$403,692
Fixed Assets-Furniture\Fitting	\$31,052	\$41,139
Fixed Assets-Land	\$33,328	\$58
Fixed Assets-Plant & Equipment	\$34,664	\$102,557
Infrastructure - Footpaths	\$33,332	\$0
Infrastructure Assets - Parks	\$550,068	\$877,827
Infrastructure Assets - Roads	\$1,328,800	\$910,519
Infrastructure Other	\$53,992	\$44,805
	<b>\$2,514,804</b>	<b>\$2,380,595</b>

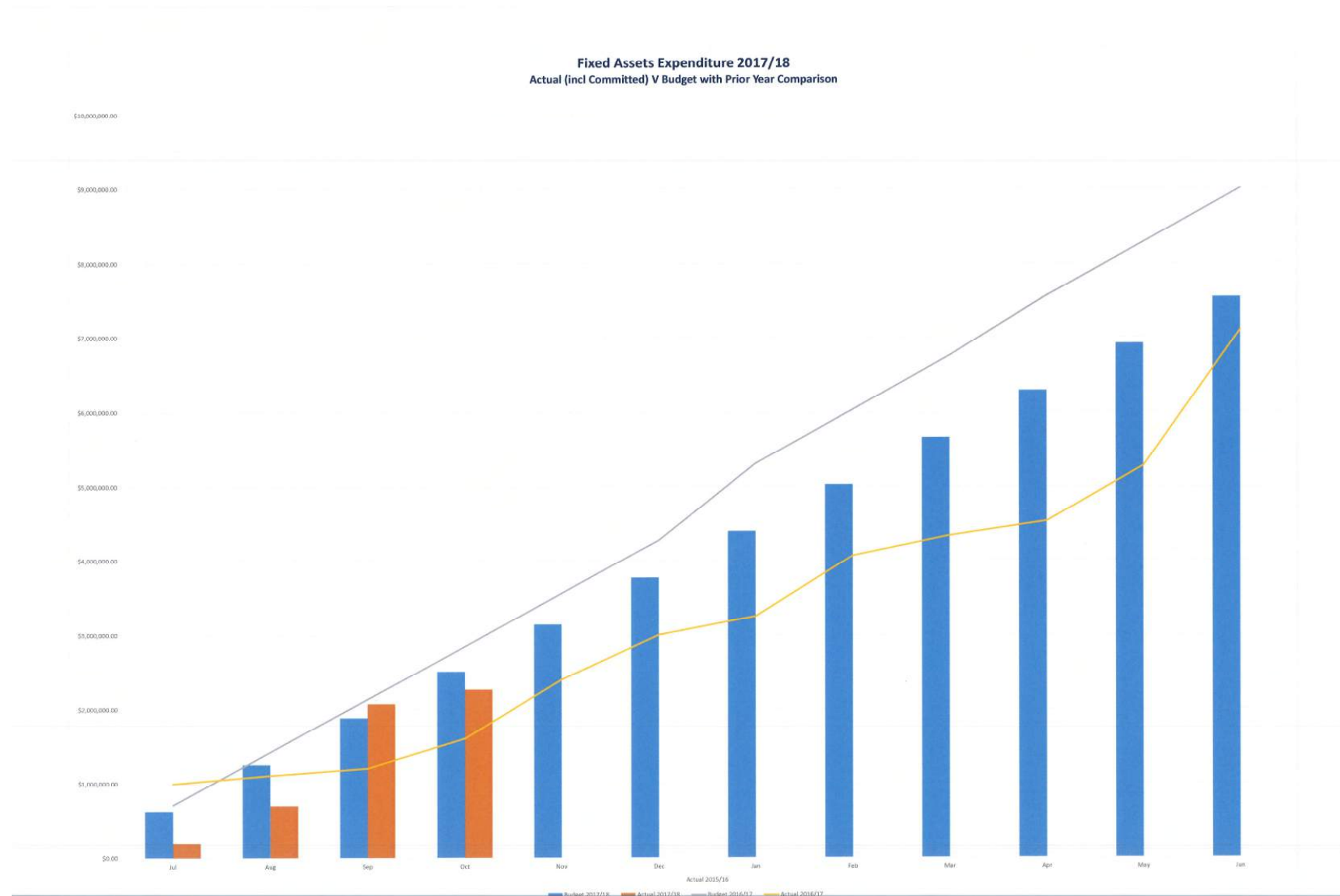


Fixed Assets Expenditure October 2017						
Account #	Account Description	Budget	Budget YTD	Actual YTD (incl Committed Costs)	% Total Budget	
05159129	Nilgen Fire Shed Construction	\$110,000	\$36,664	\$125,315	341.79%	
06259020	Aged Homes Lancelin	\$90,362	\$30,116	\$24,682	81.96%	
06259030	Aged Homes Gingin - Design and Construction	\$700,000	\$233,332	\$0	0.00%	
06259040	Wangaree Day Centre - DADAA	\$0	\$0	\$650	100.00%	
06259050	Gingin Aged Units (Air-conditioning, kitchen refurbishments, floor coverings)	\$40,800	\$13,596	\$7,150	52.59%	
07159106	Gingin Medical Centre (New)	\$10,000	\$3,332	\$0	0.00%	
09159003	57A Lefroy Street - Building Capital A/C	\$0	\$0	\$118	100.00%	
10259213	Ablution Block Harold Park Lancelin	\$0	\$0	\$73	100.00%	
10259217	Ablution Facility Guilderton Foreshore	\$0	\$0	\$20,791	100.00%	
11159005	Granville Civic Centre Buildings	\$94,240	\$31,412	\$94,240	300.01%	
11359049	Gingin Golf Club - Re-roof Club House	\$9,488	\$3,160	\$0	0.00%	
11359051	Gingin Bowling Club - Patio roof extension & disabled ramp	\$48,500	\$16,164	\$0	0.00%	
11359090	GG Recreation Centre Building Land & Buildings	\$37,829	\$12,608	\$300	2.38%	
11359157	Gingin Horseman's Club Campdraft Facility	\$12,500	\$4,164	\$136	3.27%	
11359177	LA - Gun Club Transportable Toilet and Water to Site	\$25,000	\$8,332	\$22,727	272.77%	
11359179	LA - Bowling Club Storage Shed & Shade Shelters	\$9,500	\$3,164	\$0	0.00%	
11359183	LP - Bowling Club - Synthetic Green	\$5,000	\$1,664	\$0	0.00%	
11659315	Old Granville Building	\$12,000	\$3,996	\$3,740	93.59%	
12259691	Bus Shelters	\$0	\$0	\$3,333	100.00%	
12259956	Redfield Park - Bus Shelter	\$25,625	\$8,540	\$0	0.00%	
13159125	Gingin Sale Yards	\$0	\$0	\$109	100.00%	
13259065	Caravan Park Chalets	\$64,990	\$21,660	\$93,328	430.88%	
13259300	Information Bays	\$28,000	\$9,332	\$0	0.00%	
14759140	CWA Building - Structural Repairs	\$25,000	\$8,332	\$7,000	84.01%	
04159110	Council Chambers Furniture	\$5,125	\$1,708	\$0	0.00%	
07459010	Furniture And Equipment	\$2,300	\$764	\$1,253	164.00%	
10159004	Landfill Site POS Equipment	\$6,100	\$2,032	\$4,111	202.33%	
10659040	Planning Equipment	\$2,500	\$828	\$1,583	191.15%	
11559020	Lancelin Library Furniture and Equipment	\$1,500	\$500	\$0	0.00%	
13259060	GU Caravan Park Furniture/fittings	\$9,000	\$3,000	\$9,600	320.00%	
13359010	Furniture And Equipment	\$1,700	\$564	\$0	0.00%	
14259110	Computer System Furniture And Equipment	\$32,516	\$10,828	\$11,284	104.21%	
14259115	Office Furniture/Equip. Furniture And Equipment	\$32,500	\$10,828	\$12,848	118.65%	
14759122	Master Key System	\$0	\$0	\$460	100.00%	
10159000	Landfill Site Implementation	\$60,000	\$20,000	\$0	0.00%	



Account #	Account Description	Budget	Budget YTD	Actual YTD (incl Committed Costs)	% Total Budget
11159010	Guilderton Hall Carpark	\$0	\$0	\$58	100.00%
14759124	Lancelin Commercial Centre Land Purchase	\$40,000	\$13,328	\$0	0.00%
05159200	Fire Warning Signs	\$60,000	\$20,000	\$60,000	300.00%
07459001	Vehicle Purchase - 6GG (5GG budget) EHO	\$0	\$0	\$37,185	100.00%
12359750	Minor Plant/Equipment	\$15,000	\$5,000	\$5,372	107.44%
14759226	Generator - Shire Office (Gingin)	\$29,000	\$9,664	\$0	0.00%
12259990	Footpath projects unallocated	\$100,000	\$33,332	\$0	0.00%
11259065	Lancelin Foreshore Development - Cunliffe St	\$150,000	\$50,000	\$0	0.00%
11259077	Guilderton Beach Access Boardwalk	\$89,000	\$29,664	\$0	0.00%
11259079	Boat Launch Facility - Planning Study	\$103,421	\$34,468	\$70,971	205.90%
11259081	LA Hinchcliffe Hill Staircase South Side	\$100,000	\$33,332	\$0	0.00%
11259082	LA Hinchcliffe Hill Ramp North Side	\$60,000	\$20,000	\$0	0.00%
11259083	LA Hinchcliffe Hill Pathway and Carpark	\$82,125	\$27,372	\$0	0.00%
11359042	GG Swim Pool Plant & Pump Room	\$23,000	\$7,664	\$9,598	125.23%
11359115	LA Skate Park Bowl (at BMX Track)	\$126,000	\$42,000	\$123,180	293.29%
11359124	LA Wangaree Park Skate Equip	\$15,000	\$5,000	\$30,795	615.90%
11359132	Playground Equipment	\$36,772	\$12,256	\$0	0.00%
11359133	LP Playground Equipment	\$135,949	\$45,316	\$135,949	300.00%
11359155	Bendigo Bank Complex	\$9,000	\$3,000	\$227	7.58%
11359171	Regional Hardcourt Facility - Bank Stabilisation & Landscaping	\$165,000	\$55,000	\$0	0.00%
11359248	GG - Granville Park Playground Swings	\$0	\$0	\$108	100.00%
11359268	Lancelin Golf Club Bore and Pump	\$100,000	\$33,332	\$60,000	180.01%
13259068	Lancelin Caravan Park - Infrastructure Parks	\$355,000	\$118,332	\$354,919	299.93%
13259314	Caravan Park Retaining Wall	\$60,000	\$20,000	\$60,000	300.00%
13259315	Caravan Park Tap and Pipe Replacement Bays	\$40,000	\$13,332	\$32,080	240.62%
12259160	Cowalla Road Bridge Upgrade	\$190,000	\$63,332	\$0	0.00%
12259161	Marchmont Drainage	\$160,000	\$53,332	\$0	0.00%
12259169	Rural - Dingo Road	\$592,724	\$197,568	\$0	0.00%
12259170	Rural - Mimegarra Road	\$290,764	\$96,912	\$0	0.00%
12259199	Rural - Breera Road	\$0	\$0	\$4,491	100.00%
12259211	Guilderton - Mortimer St	\$44,800	\$14,932	\$0	0.00%
12259222	Lancelin - Lancelin Plaza	\$10,000	\$3,332	\$2,522	75.70%
12259233	Craig Sandy Reseal SLK 0.00 - 0.32	\$5,512	\$1,836	\$0	0.00%
12259235	Bateman Way Reseal SLK 0.00 - 2.00	\$6,064	\$2,020	\$0	0.00%
12259236	Jones Place Reseal SLK 0.00 - 0.07	\$1,929	\$640	\$0	0.00%
12259240	Rural - Beermullah Road West	\$134,546	\$44,848	\$0	0.00%
12259259	Ashby Road Reseal SLK 0.00 - 3.00	\$187,329	\$62,440	\$0	0.00%
12259262	Rural - Red Gully Road	\$399,034	\$133,000	\$0	0.00%

Account #	Account Description	Budget	Budget YTD	Actual YTD (incl Committed Costs)	% Total Budget
12259271	RP - Redfield Park	\$0	\$0	\$58	100.00%
12259278	St Andrews Court - Reseal SLK 0.00-0.57	\$12,175	\$4,056	\$0	0.00%
12259279	Military Road - Centreline SLK 0.00-14.79	\$40,000	\$13,332	\$0	0.00%
12259306	GG - Brockman Street/Cheriton Road Intersection	\$78,015	\$26,004	\$50,910	195.78%
12259326	Rural - Ferguson Road Construct/Seal Intersection	\$0	\$0	\$1,061	100.00%
12259332	Rural - Cowalla Rd	\$125,000	\$41,664	\$89,776	215.48%
12259339	R to R - Rural - Cullalla Rd	\$45,000	\$15,000	\$272	1.81%
12259353	Old North Road Drive/Walk Trail	\$22,935	\$7,644	\$286	3.75%
12259501	Black Spot - Dewar Road	\$259,441	\$86,468	\$0	0.00%
12259959	RRG - Gingin Brook Road - Final Seal	\$86,527	\$28,840	\$0	0.00%
12259961	RRG - Gingin Brook Road	\$893,066	\$297,676	\$527,375	177.16%
12259982	Drainage Construction	\$21,538	\$7,176	\$4,500	62.71%
12259993	R to R - Murray Bridge works	\$129,778	\$43,256	\$144,698	334.52%
12259996	Rural - Fynes Road Resheet SLK 0.00-5.32	\$247,242	\$82,408	\$84,570	102.62%
10159030	Gingin Landfill Fencing	\$7,000	\$2,332	\$0	0.00%
10759128	Gingin Cemetery Fence and Driveway	\$31,000	\$10,332	\$0	0.00%
12259362	Streetscape Project - Lancelin	\$70,000	\$23,332	\$0	0.00%
12259994	Parking Meters - Guilderton	\$0	\$0	\$1,440	100.00%
13259312	Caravan Waste Dump Points	\$3,000	\$1,000	\$35	3.50%
13259313	Caravan Park Drainage	\$50,000	\$16,664	\$43,330	260.02%
14759225	Gingin Flag Poles	\$1,000	\$332	\$0	0.00%
		<b>\$7,541,761</b>	<b>\$2,513,720</b>	<b>\$2,380,595</b>	



**SHIRE OF GINGIN**  
**INTERIM MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2017 to 31 OCTOBER 2017**

	NOTE	Oct 2017/2018 Y-T-D Actual \$	2017/2018 Y-T-D Budget \$	2017/2018 Budget \$	Variances Budget to Actual Y-T-D %
<b>Net current assets at start of year - surplus/(deficit)</b>		1,931,712	2,009,010	2,009,010	0.00%
<b>Revenue from operating activities (excluding rates and non-operating grants, subsidies &amp; contributions)</b>					
Governance		1,957	0	0	0.00%
General Purpose Funding		225,645	390,106	1,170,319	(14.05%)
General Purpose Funding - Rates		7,728,394	7,764,606	7,764,606	(0.47%)
Law, Order, Public Safety		124,975	113,028	339,083	3.52%
Education and Welfare		36,700	96,667	290,000	(20.68%)
Health		241,309	39,000	117,000	172.91%
Housing		7,020	7,800	23,400	(3.33%)
Community Amenities		1,348,425	554,346	1,663,038	47.75%
Recreation and Culture		70,569	54,876	164,628	9.53%
Transport		114,057	82,682	248,046	12.65%
Economic Services		603,016	643,401	1,930,203	(2.09%)
Other Property and Services		113,662	72,183	216,550	19.15%
		10,615,729	9,818,695	13,926,873	5.72%
<b>Expenditure from operating activities</b>					
Governance		(95,162)	(373,983)	(1,121,949)	(24.85%)
General Purpose Funding		(55,106)	(123,876)	(371,628)	(18.50%)
Law, Order, Public Safety		(262,294)	(447,244)	(1,341,733)	(13.78%)
Education and Welfare		(25,200)	(215,982)	(647,945)	(29.44%)
Health		(186,021)	(69,727)	(209,182)	55.59%
Housing		(23,494)	(10,153)	(30,460)	43.80%
Community Amenities		(404,079)	(883,666)	(2,650,997)	(18.09%)
Recreation & Culture		(415,834)	(994,931)	(2,984,794)	(19.40%)
Transport		(785,955)	(1,406,857)	(4,220,571)	(14.71%)
Economic Services		(320,435)	(545,212)	(1,635,636)	(13.74%)
Other Property and Services		(1,033,426)	(234,526)	(703,579)	113.55%
		(3,607,008)	(5,306,158)	(15,918,474)	(10.67%)
<b>Operating activities excluded from budget</b>					
(Profit)/Loss on Asset Disposals	2	0	0	0	0.00%
Depreciation on Assets	10	0	1,460,545	4,381,636	(33.33%)
Non-Cash Expenditure and Revenue		84	0	0	0.00%
Leave Entitlements		0	0	0	0.00%
<b>Amount attributable to operating activities</b>		7,008,805	7,982,093	4,399,045	(22.12%)
<b>Investing Activities</b>					
Non operating grants, subsidies & contributions		441,592	696,520	2,089,559	(12.20%)
Purchase Land Held for Resale	1	0	0	0	0.00%
Purchase Land and Buildings	1	(93,041)	(482,945)	(1,448,834)	(26.91%)
Purchase Infrastructure Assets - Roads	1	(232,420)	(1,328,892)	(3,986,675)	(27.50%)
Purchase Infrastructure Assets - Parks	1	(607,202)	(550,089)	(1,650,267)	3.46%
Purchase Infrastructure Assets - Other	1	(44,805)	(54,000)	(162,000)	(5.68%)
Purchase Infrastructure Assets - Footpaths	1	0	(33,333)	(100,000)	(33.33%)
Purchase Tools		0	0	0	0.00%
Purchase Plant and Equipment	1	(44,495)	(34,667)	(104,000)	9.45%
Purchase Furniture and Equipment		(30,987)	(31,080)	(93,241)	(0.10%)
Proceeds from Disposal of Assets	2	0	0	0	0.00%
		(611,358)	(1,818,486)	(5,455,459)	(22.13%)
<b>Financing Activities</b>					
Repayment of Debentures	3	(45,458)	(75,316)	(225,947)	(13.21%)
Proceeds from New Debentures	3	200,000	300,000	900,000	(11.11%)
New Self Supporting Loans		0	0	0	0.00%
New Advances		0	0	0	0.00%
Proceeds from Advances		5,556	3,760	11,281	15.92%
Self-Supporting Loan Principal Income		0	9,944	29,831	(33.33%)
Transfers to Reserves (Restricted Assets)	4	(3,626)	184,725	554,176	(33.99%)
Transfers from Reserves (Restricted Assets)	4	0	(320,601)	(961,803)	(33.33%)
Transfers from Restricted Cash		0	249,625	748,876	(33.33%)
		156,472	352,138	1,056,414	(18.52%)
<b>Net Current Assets Year to Date</b>		<b>8,485,631</b>	<b>6,515,744</b>	<b>0</b>	

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 2017 to 31 OCTOBER 2017**

	Oct 2017/2018 Y-T-D Actual \$	2017/2018 Budget \$
<b>1. ACQUISITION OF ASSETS &amp; OTHER NON CAPITAL EXPENDITURE</b>		
The following assets and other non capital expenditure have been acquired/paid for during period under review:		
<u>By Program</u>		
Governance	0	5,000
General Purpose Funding	3,626	121,487
Law, Order, Public Safety	6,765	542,500
Health	13,267	69,387
Education and Welfare	7,800	20,000
Housing	0	21,000
Community Amenities	43,590	1,032,974
Recreation and Culture	285,465	1,450,231
Transport	239,929	5,405,419
Economic Services	475,420	340,693
Other Property and Services	26,173	270,653
	<u>1,102,034</u>	<u>9,279,344</u>
<u>By Class</u>		
Land and Buildings	93,041	1,168,000
Infrastructure Assets - Roads	232,420	3,755,483
Infrastructure Assets - Parks and Ovals	607,202	856,915
Infrastructure Assets - Other	44,805	1,294,513
Infrastructure - Footpaths	0	44,436
Plant and Equipment	44,495	1,718,241
Furniture and Fittings	30,987	92,716
Tools	0	0
Loans Current	45,458	187,783
Provisions	0	0
Transfers to Reserve	3,626	161,257
	<u>1,102,034</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 2017 to 31 OCTOBER 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)
	Oct 2017/2018 Y-T-D Actual \$	Oct 2017/2018 Y-T-D Actual \$	Oct 2017/2018 Y-T-D Actual \$
Law Order & Public Safety	0	0	0
Health	0	0	0
Community Amenities	0	0	0
Transport	0	0	0
Economic Services	0	0	0
Other Property & Services	0	0	0
	0	0	0

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit/(Loss)
	Oct 2017/2018 Y-T-D Actual \$	Oct 2017/2018 Y-T-D Actual \$	Oct 2017/2018 Y-T-D Actual \$
Plant & Equipment	0	-	0
Land & Buildings	0	0	0
	0	0	0

			Profit/(Loss)
<u>Summary</u>			2017/2018 Y-T-D Actual \$
Profit on Asset Disposals			-
Loss on Asset Disposals			0
			0

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2017 to 31 OCTOBER 2017**

**3. INFORMATION ON BORROWINGS**

**(a) Debenture Repayments**

Particulars	Principal 1-Jul-17	New Loans Actual	New Loans Budget	Principal Repayments		Principal Outstanding		Interest Repayments	
				Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Health</b>									
L100 GG Medical Centre	209,564			12,014	24,425	197,551	185,139	6,821	13,252
<b>Housing</b>			0						
L129 Aged Accomodation	0	0	0	0	0	0	700,000	0	0
<b>Community Amenities</b>			0						
L111 Tip Rationalisation Site	484,873		5,180	7,646	15,540	477,227	469,333	15,734	31,220
L127 - SB Erosion Extension	204,422		6,436	9,594	19,309	194,827	185,113	2,565	5,011
<b>Recreation &amp; Culture</b>			0						
L114 Gu C/Club	463,497		9,651	0	28,952	463,497	434,545	0	32,586
L115 Gu C/Club	13,453		4,484	0	13,453	13,453	0	0	728
L119 LP Country Club & Granville Civic Centre	8,445		2,815	0	8,445	8,445	0	0	459
L120 Regional Netball Facility	322,973		6,093	0	18,278	322,973	304,695	0	21,274
L124A Regional Hardcourt Facility	312,626		6,200	0	18,599	312,626	294,027	0	12,721
L126 Swimming Pool	136,990		4,472	6,657	13,416	130,333	123,574	2,123	4,144
<b>Economic Services</b>									
L103 Gingin Sale Yards	12,340			2,949	5,987	9,391	6,353	365	654
L128 Lancelin Caravan Park	0	0	6,300	0	18,900	0	181,100	0	2,500
<b>Other Property &amp; Services</b>			0						
L93 LA Angling/Aquatic	10,391		3,464	0	10,391	10,391	0	0	511
L118 Office Extensions	16,826		5,609	0	16,826	16,826	0	0	913
L123 Purchase Lot 44 Weld Street GG	212,827		4,475	6,598	13,426	206,228	199,401	7,406	14,583
			0						
	2,409,227	0	75,316	45,458	225,947	2,363,770	3,083,280	35,016	140,556

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2017 to 31 OCTOBER 2017**

**3. INFORMATION ON BORROWINGS (continued)**

		Interest Actual \$
(a) Debenture Repayments		
Repayment of Principal for Council Funded Loans will be	45,458 Interest on Council Funded Loans	35,016
Repayment of Principal for Self Supporting Loans will be	<u>0 Interest on Self Supporting Loans</u>	<u>0</u>
	\$45,458	\$35,016
 (b) New Debentures		
Nil		

## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 to 31 OCTOBER 2017

	Oct Y-T-D Actual \$	2017/2018 Budget \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Long Service Leave, Sick Leave, Staff Contingency</b>		
Opening Balance	513,063	513,063
Amount Set Aside / Transfer to Reserve	559	10,725
Amount Used / Transfer from Reserve	-	-
	<u>513,622</u>	<u>523,788</u>
<b>(b) Office Equipment Replacement</b>		
Opening Balance	17,486	17,486
Amount Set Aside / Transfer to Reserve	19	366
Amount Used / Transfer from Reserve	-	(15,000)
	<u>17,506</u>	<u>2,852</u>
<b>(c) Plant &amp; Equipment Replacement</b>		
Opening Balance	153,129	153,129
Amount Set Aside / Transfer to Reserve	167	818,201
Amount Used / Transfer from Reserve	-	-
	<u>153,296</u>	<u>971,330</u>
<b>(d) Land &amp; Buildings General</b>		
Opening Balance	753,210	653,210
Amount Set Aside / Transfer to Reserve	820	83,811
Amount Used / Transfer from Reserve	-	(75,000)
	<u>754,030</u>	<u>662,021</u>
<b>(e) Guilderton Caravan Park Recreation</b>		
Opening Balance	222,713	222,713
Amount Set Aside / Transfer to Reserve	243	1,283
Amount Used / Transfer from Reserve	-	(90,000)
	<u>222,955</u>	<u>133,996</u>
<b>(f) Shire Recreational Development</b>		
Opening Balance	204,380	304,380
Amount Set Aside / Transfer to Reserve	223	4,272
Amount Used / Transfer from Reserve	-	(220,000)
	<u>204,602</u>	<u>88,652</u>
<b>(g) Redfield Park Public Open Space</b>		
Opening Balance	29,762	29,762
Amount Set Aside / Transfer to Reserve	32	622
Amount Used / Transfer from Reserve	-	-
	<u>29,795</u>	<u>30,384</u>

## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 to 31 OCTOBER 2017

	Oct Y-T-D Actual \$	2017/2018 Budget \$
<b>RESERVES (continued)</b>		
<b>(h) Ocean Farm Recreation</b>		
Opening Balance	36,564	36,564
Amount Set Aside / Transfer to Reserve	40	764
Amount Used / Transfer from Reserve	-	(7,237)
	<u>36,604</u>	<u>30,091</u>
<b>(i) Tip Rationalisation</b>		
Opening Balance	697,171	697,171
Amount Set Aside / Transfer to Reserve	759	14,573
Amount Used / Transfer from Reserve	-	(87,399)
	<u>697,930</u>	<u>624,345</u>
<b>(j) Lancelin Community Sporting Club</b>		
Opening Balance	49,002	49,002
Amount Set Aside / Transfer to Reserve	53	13,524
Amount Used / Transfer from Reserve	-	(10,000)
	<u>49,055</u>	<u>52,526</u>
<b>(k) Community Infrastructure Reserve</b>		
Opening Balance	87,429	87,429
Amount Set Aside / Transfer to Reserve	95	1,828
Amount Used / Transfer from Reserve	-	-
	<u>87,524</u>	<u>89,257</u>
<b>(l) Staff Housing Reserve</b>		
Opening Balance	31,740	31,740
Amount Set Aside / Transfer to Reserve	35	663
Amount Used / Transfer from Reserve	-	-
	<u>31,774</u>	<u>32,403</u>
<b>(m) Future Infrastructure Reserve</b>		
Opening Balance	531,524	531,524
Amount Set Aside / Transfer to Reserve	579	11,111
Amount Used / Transfer from Reserve	-	(244,240)
	<u>532,103</u>	<u>298,395</u>
<b>(n) Guilderton Country Club Reserve</b>		
Opening Balance	2,852	2,852
Amount Set Aside / Transfer to Reserve	3	60
Amount Used / Transfer from Reserve	-	-
	<u>2,855</u>	<u>2,912</u>
<b>Total Cash Backed Reserves</b>	<u>3,333,649</u>	<u>3,542,952</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 2017 to 31 OCTOBER 2017

	Oct Y-T-D Actual \$	2017/2018 Budget \$
<b>4. RESERVES (Continued)</b>		
<b>Summary of Transfers</b>		
<b>To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
<b>Transfers to Reserves</b>		
Long Service Leave, Sick Leave, Staff Contingency	559	10,725
Office Equipment Replacement	19	366
Plant & Equipment Replacement	167	818,201
Land & Buildings General	820	83,811
Guilderton Caravan Park Recreation	243	1,283
Shire Recreational Development	223	4,272
Redfield Park Public Open Space	32	622
Ocean Farm Recreation	40	764
Tip Rationalisation	759	14,573
Lancelin Community Sporting Club	53	13,524
Community Infrastructure	95	1,828
Staff Housing Reserve	35	663
Guilderton Country Club Reserve	3	60
Future Infrastructure Reserve	579	11,111
	<u>3,626</u>	<u>961,803</u>
<b>Transfers from Reserves</b>		
Long Service Leave, Sick Leave, Staff Contingency	-	-
Office Equipment Replacement	-	(15,000)
Plant & Equipment Replacement	-	-
Land & Buildings General	-	(75,000)
Guilderton Caravan Park Recreation	-	(90,000)
Shire Recreational Development	-	(220,000)
Redfield Park Public Open Space	-	-
Ocean Farm Recreation	-	(7,237)
Tip Rationalisation	-	(87,399)
Lancelin Community Sporting Club	-	(10,000)
Community Infrastructure	-	-
Staff Housing Reserve	-	-
Guilderton Country Club Reserve	-	-
Future Infrastructure Reserve	-	(244,240)
	<u>-</u>	<u>(748,876)</u>
<b>Total Transfer to/(from) Reserves</b>	<u>3,626</u>	<u>212,927</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 2017 TO 31 OCTOBER 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 2017 to 31 OCTOBER 2017

	Actual Oct 2017/2018 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	4,300,293	994,821
Cash - Restricted Reserves	4 3,333,649	3,330,023
Cash - Restricted General	909,991	909,991
Rates - Current	3,338,876	859,216
Sundry Debtors	719,052	1,160,020
Inventories	26,713	26,713
	<u>12,628,574</u>	<u>7,280,784</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables	(196,639)	(1,375,787)
Employee Provisions	(612,656)	(612,656)
Accrued Interest on Loans	0	(30,606)
	<u>(809,294)</u>	<u>(2,019,049)</u>
	11,819,280	5,261,735
Less: Cash - restricted reserves	4 (3,333,649)	(3,330,023)
<b>NET CURRENT ASSET POSITION</b>	<u><b>8,485,631</b></u>	<u><b>1,931,712</b></u>



**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2017 to 31 OCTOBER 2017**

**6. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2017/2018 Rate Revenue \$</b>	<b>2017/2018 Interim Rates \$</b>	<b>2017/2018 Back Rates \$</b>	<b>2017/2018 Total Revenue \$</b>	<b>2017/2018 Budget \$</b>
<b>General Rate</b>								
GRV - Townsites	0.083499	1,743	28,508,235	2,380,547			2,380,547	2,380,547
GRV - Other	0.083499	923	14,815,362	1,267,167			1,267,167	1,267,167
UV - Rural	0.004504	422	286,427,000	1,287,887			1,287,887	1,287,887
UV - Other	0.004504	1	2,800,000	12,611			12,611	12,611
UV - Intensive	0.008448	184,468	64,543,000	553,403			553,403	553,403
Interim Rates					2,225		2,225	25,000
Back Rates						346	346	10,000
<b>Sub-Totals</b>		1,833,872	397,093,597	5,501,615	2,225	346	5,504,187	5,536,615
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Townsites	997	289,795	6,752,442	869,384			869,384	869,384
GRV - Other	997	242,936	4,133,426	728,807			728,807	728,807
UV - Rural	1260	158,340	74,924,300	475,020			475,020	475,020
UV - Other	1260	10,080	675,764	30,240			30,240	30,240
UV - Intensive	2,240	71,680	15,554,347	215,040			215,040	215,040
<b>Sub-Totals</b>		772,830	102,040,279	2,318,491	0	0	2,318,491	2,318,491
Concessions					(94,284)		(94,284)	(95,000)
Rate Write Off							0	
Ex-Gratia Rates							0	4,500
<b>Totals</b>		2,606,702	499,133,876	7,820,106	(92,059)	346	7,728,394	7,764,606

## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 to 31 OCTOBER 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-17 \$	Amounts Received \$	Amounts Paid (\$)	Oct Y-T-D Actual \$
Bonds, Tenders etc	9,117			9,117
Car Parking Cash in Lieu	13,014			13,014
Community Groups	4,293			4,293
Councillors Nominations	-			-
D Wedge Trust	6,314	13		6,327
Excavation Bonds	26,096			26,096
Footpath Bonds	5,982			5,982
Landscaping Bonds	49,767			49,767
Old Junction Hotel Restoration	1,743			1,743
Other Bonds/Trusts	21,457	2,658	1,754	22,361
Public Open Space	34,465			34,465
Rehabilitation Bonds	85,831			85,831
Second Hand Buildings	47,639			47,639
Staff Trust	16,880	13,785	11,569	19,096
Subdivision Bonds	207,138			207,138
Tree Planting Bonds	5,456			5,456
Trust Interest	0	1,309		1,309
	535,193	17,765	13,323	539,634

## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 to 31 OCTOBER 2017

## 8. OPERATING STATEMENT

	Oct 2017/2018 Y-T-D Actual \$	2017/2018 Budget \$	2016/2017 Actual \$
<b>OPERATING REVENUES</b>			
Governance	1,139	0	534
General Purpose Funding	7,954,038	8,934,925	10,555,255
Law, Order, Public Safety	124,975	449,083	779,095
Health	241,309	290,000	246,157
Education and Welfare	36,700	117,000	127,217
Housing	7,020	23,400	24,280
Community Amenities	1,348,425	1,663,038	2,335,826
Recreation and Culture	250,936	600,694	575,412
Transport	375,282	1,791,539	1,811,071
Economic Services	603,016	1,930,203	1,983,912
Other Property and Services	113,662	216,550	336,435
Restricted Cash	818	45,000	(626,578)
<b>TOTAL OPERATING REVENUE</b>	<b>11,057,321</b>	<b>16,061,432</b>	<b>18,148,616</b>
<b>OPERATING EXPENSES</b>			
Governance	(94,344)	(1,121,949)	(1,003,716)
General Purpose Funding	(55,106)	(371,628)	(425,934)
Law, Order, Public Safety	(262,294)	(1,341,733)	(1,484,151)
Health	(186,021)	(647,945)	(853,712)
Education and Welfare	(25,200)	(209,182)	(180,186)
Housing	(23,494)	(30,460)	(29,725)
Community Amenities	(404,079)	(2,650,997)	(2,250,652)
Recreation & Culture	(415,834)	(2,984,794)	(3,169,400)
Transport	(785,955)	(4,220,571)	(2,082,557)
Economic Services	(320,435)	(1,635,636)	(1,652,775)
Other Property and Services	(1,033,426)	(703,570)	(1,287,904)
Restricted Cash	(818)	509,176	0
<b>TOTAL OPERATING EXPENSE</b>	<b>(3,607,008)</b>	<b>(15,409,289)</b>	<b>(14,420,713)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>7,450,313</b>	<b>652,143</b>	<b>3,727,903</b>

## SHIRE OF GINGIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 to 31 OCTOBER 2017

## 9. STATEMENT OF FINANCIAL POSITION

	Oct 2017/18 Y-T-D Actual \$	2016/2017 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	5,210,284	1,904,812
Reserves - Cash Backed	3,333,649	3,330,023
Receivables - Cash	4,057,928	1,991,420
Receivables - Non Cash	35,557	40,593
Inventories	26,713	26,713
<b>TOTAL CURRENT ASSETS</b>	<b>12,664,132</b>	<b>7,293,562</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	148,898	149,418
Inventories	-5	0
Property, Plant and Equipment	51,165,312	55,108,739
Infrastructure	104,326,501	99,969,173
<b>TOTAL NON-CURRENT ASSETS</b>	<b>155,640,706</b>	<b>155,227,330</b>
<b>TOTAL ASSETS</b>	<b>168,304,837</b>	<b>162,520,891</b>
<b>CURRENT LIABILITIES</b>		
Payables	196,639	1,338,110
Accrued Interest on Debentures	0	30,606
Interest-bearing Liabilities	161,589	0
Provisions	612,656	688,185
<b>TOTAL CURRENT LIABILITIES</b>	<b>970,884</b>	<b>2,056,901</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,402,180	2,409,227
Provisions	262,497	152,503
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,664,677</b>	<b>2,561,730</b>
<b>TOTAL LIABILITIES</b>	<b>3,635,561</b>	<b>4,618,631</b>
<b>NET ASSETS</b>	<b>164,669,277</b>	<b>157,902,260</b>
<b>EQUITY</b>		
Reserves - Asset Revaluation	107,571,075	106,207,280
Reserves - Cash Backed	3,333,649	3,330,023
Retained Surplus	53,764,552	48,364,957
<b>TOTAL EQUITY</b>	<b>164,669,277</b>	<b>157,902,260</b>

**APPENDIX 2**

LIST OF ACCOUNTS PAID BY COUNCIL SUBMITTED TO THE  
COUNCIL MEETING HELD ON NOVEMBER 2017

TYPE	DATE PAID	NAME	DETAILS	AMOUNT
Chg/EFT				
EFT22702	03/10/2017	MARK CHRISTOPHER BEVAN	RATES REFUND	1193.00
EFT22703	03/10/2017	HITACHI	MAJOR SERVICE GGC03	2154.90
EFT22704	03/10/2017	LANCELIN GOLF CLUB	GRANT FOR BORE AND ELECTRIC PUMPS	66000.00
EFT22705	03/10/2017	HERSEY JR & A	PPE	248.00
EFT22706	03/10/2017	WA BOS	PGG024 FIT BRAKE BOOSTER	1494.10
EFT22707	03/10/2017	ENZED PERTH	VARIOUS REPAIRS FOR VEHICLES	4220.99
EFT22708	03/10/2017	TUTT BRYANT EQUIPMENT	PGG029 NEW MIRROR LHS	121.35
EFT22709	03/10/2017	DANIEL CONRADIE	REIMBURSE FOR MEDICAL REG AND CPR	1072.00
EFT22710	03/10/2017	ALANCO AUSTRALIA	JUNCTION BOX / ANTENNAS FIBRE GLASS A	871.51
EFT22711	03/10/2017	COVS PARTS PTY LTD	PGG022 AND GGC03 LIGHTS AND CABLES	401.88
EFT22712	03/10/2017	JAKAROO PRODUCTS	SUPPLY AND FIT NEW CURTAINS	4455.00
EFT22713	03/10/2017	JOANNE TONNA GRAPHIC DESIGN	ARTWORK	930.00
EFT22714	03/10/2017	COURIER AUSTRALIA	FREIGHT	43.04
EFT22715	03/10/2017	COASTAL COURIER	YEARLY SUBSCRIPTION	48.00
EFT22716	03/10/2017	CAROLA CRANSWICK	REFUND FOR TRAP	50.00
EFT22717	03/10/2017	LEDGE POINT HARDWARE	STORM WATER MATERIALS	52.25
EFT22718	03/10/2017	MOORE RIVER ELECTRICAL	SUPPLY AND FIT NEW LIGHT TO PROVIDE LI	330.00
EFT22719	03/10/2017	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL	7155.24
EFT22720	03/10/2017	HANSON CONSTRUCTION MATERIALS	SUPPLY AND DELIVERY WHITE WASHED SA	3113.83
EFT22721	03/10/2017	GINGIN TREE SERVICES PTY LTD	TREE LOPPING	16500.00
EFT22722	03/10/2017	INDIAN OCEAN PEST CONTROL	REMOVAL OF TWO BEE HIVES	340.00
EFT22723	05/10/2017	GARY JOHN BROWN	REPAIR ANTENNA TO AGED UNITS IN LA	250.00
EFT22724	05/10/2017	COUNTRY COPIERS NORTHAM	METER READING	2447.41
EFT22725	05/10/2017	BOYA EQUIPMENT	PGG095 BLADES,CAPS,WASHERS,BELTS	1580.71
EFT22726	05/10/2017	GR THOMSON TRUCK HIRE	TRUCK HIRE	12043.62
EFT22727	05/10/2017	BINDOON TRACTORS	BEARING	79.00
EFT22728	05/10/2017	GFA8	SUPPLY HEAVY DUTY GRATE	434.90
EFT22729	05/10/2017	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL - S KOEFLER	231.00
EFT22730	05/10/2017	PUBLIC LIBRARIES WA	PLWA MEMBERSHIP 2017/2018	165.00
EFT22731	05/10/2017	MOORE RIVER SKIP BINS	RECYCLING	660.00
EFT22732	05/10/2017	PICASSO	GU CARAVAN PARK BROCHURES	1290.10
EFT22733	05/10/2017	IRON MOUNTAIN AUSTRALIA	RECORD RETENTION	214.71
EFT22734	05/10/2017	JOANNE TONNA GRAPHIC DESIGN	GRAPHIC DESIGN WORK	750.00
EFT22735	05/10/2017	LANCELIN COMMUNITY AND SPORTING	ANNUAL BUS CONTRIBUTION	2000.00
EFT22736	05/10/2017	LANCELIN TRADE/RURAL SUPPLIES	DAVEY BORE PUMP FOR AGED UNITS - LA	694.00
EFT22737	05/10/2017	AUSTRALIAN TAXATION OFFICE	BAS SEPTEMBER 2017	97391.00
EFT22738	05/10/2017	HAROLD ARNOLD MORRIS	PUSHING UP OF TIP SITES	9900.00
EFT22739	05/10/2017	HOPKINS J & K	OFFICE FURNITURE	1568.00
EFT22740	05/10/2017	MARKET FORCE PRODUCTIONS	ADVERTISING	985.24
EFT22741	05/10/2017	MOORE RIVER ELECTRICAL	REPLACE BBQ ELEMENT	341.00
EFT22742	05/10/2017	GFA8	GALVANISED LID FOR MAN-HOLE COVER	440.00
EFT22743	05/10/2017	SHELDS POWER CLEAN	CLEANING	900.00
EFT22744	05/10/2017	PERTH LAUNDRY EQUIPMENT	2 X INDUSTRIAL WASHING MACHINES	10560.00
EFT22745	05/10/2017	JOANNE TONNA GRAPHIC DESIGN	ADVERTISING	180.00
EFT22746	05/10/2017	RSPCA WA (INC.)	PAYROLL DEDUCTIONS	10.00
EFT22747	05/10/2017	LGRCEU (WA DIVISION)	PAYROLL DEDUCTIONS	82.00
EFT22748	05/10/2017	HIF	PAYROLL DEDUCTIONS	157.55
EFT22749	05/10/2017	SOCIAL CLUB TRUST	PAYROLL DEDUCTIONS	1379.00
EFT22750	05/10/2017	PAYWISE	VEHICLE LEASE	1388.91
EFT22751	06/10/2017	LENOVO	TABLET/LAPTOP FOR COUNCILLORS	6048.04
EFT22752	10/10/2017	WHEELS & KEELS AUTO ELECTRICAL	WORKSHOP DUTIES	1652.68
EFT22753	10/10/2017	DPES	ESL SEPTEMBER 2017	16235.82
EFT22754	11/10/2017	CAROL ANN DOUGLAS	RATES REFUND	1208.44
EFT22755	11/10/2017	PIERCE VAN HALEWYN	RATES REFUND	1575.33
EFT22756	11/10/2017	CHITTERING COMMUNICATIONS	CABLING FOR RANGERS AREA	214.50
EFT22757	11/10/2017	DIFLECTRIC SECURITY SYSTEMS	MONITORING FEES	302.50
EFT22758	11/10/2017	WORK CLOBBER	4 X SHIRTS WITH EPAULETTES	295.00
EFT22759	11/10/2017	MOORE RIVER ELECTRICAL	FAULTY POWER SWITCH 2x REPLACED	275.00
EFT22760	11/10/2017	VALERIE JOY AMMON	TRAVEL EXPENSES 4/7/2017 TO 19/9/2017	578.23
EFT22761	11/10/2017	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL	1850.88
EFT22762	11/10/2017	DAMLER TRUCKS PERTH	ANTENNA	74.22
EFT22763	11/10/2017	CALLTECH PTY LTD	REPLACEMENT HEADSET	135.00
EFT22764	11/10/2017	KLEENHEAT GAS PTY LTD	MONTHLY ACCOUNT	685.05
EFT22765	11/10/2017	LANCELIN CWA	REIMBURSEMENT FOR POWER BILL	142.00
EFT22766	11/10/2017	COO-EE COURIERS	FREIGHT	358.78
EFT22767	11/10/2017	ENZED PERTH	GG06 REPLACEMENT DELUCE SYSTEM	2219.41
EFT22768	11/10/2017	MOORE RIVER ELECTRICAL	DISCONNECT/CONNECT POWER CHALET	198.00
EFT22769	11/10/2017	ELITE POOL COVERS PTY LTD	8 X WHEELS FOR POOL COVER	560.00
EFT22770	11/10/2017	AVON WASTE	WASTE COLLECTION	48887.40
EFT22771	11/10/2017	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL	2304.23
EFT22772	11/10/2017	M P ROGERS & ASSOCIATES PTY LTD	DETAILED DESIGN OCEAN BOAT LAUNCH	3604.06
EFT22773	11/10/2017	GINGIN PREMIUM MEATS	CATERING	330.00
EFT22774	11/10/2017	FORCH	PAINTS/GLUE WK SHOP CONSUMABLES	150.14
EFT22775	11/10/2017	COURIER AUSTRALIA	FREIGHT	443.53
EFT22776	11/10/2017	LANCELIN TRADE/RURAL SUPPLIES	MOP REFILL	73.50
EFT22777	11/10/2017	MCLEODS	LCC PROPOSED TAVERN LICENCE	211.08
EFT22778	11/10/2017	GR THOMSON TRUCK HIRE	TRUCK HIRE	13637.28
EFT22779	11/10/2017	GRO-TURF PTY LTD	MOWING	33904.90
EFT22780	11/10/2017	FULTON HOGAN INDUSTRIES PTY LTD	ROAD PATCHING	8526.00
EFT22781	11/10/2017	REGENTS ISUZU UTE OSBORNE PARK	ISJZU MU-X LS-T 4X4 WAGON	19773.71
EFT22782	11/10/2017	GINGIN FUEL AND TYRES	WHEEL SPRAY	4736.50
EFT22783	11/10/2017	VERNICE PTY LTD	PUSH AND SCREEN GRAVEL	26730.00
EFT22784	11/10/2017	MCLEODS	REVIEW OF FASEMENT	489.34
EFT22785	11/10/2017	WATERLOGIC AUSTRALIA PTY LTD	FILTRATION SYSTEM	133.10
EFT22786	11/10/2017	FV & M SMIT TRUST ACCOUNT	DOCTOR'S SUPPORT	4998.15
EFT22787	11/10/2017	GOLDWELLS DEANS AUTOGLASS	WINDSCREEN GGT1896	605.00
EFT22788	11/10/2017	GINGIN TREE SERVICES PTY LTD	TREE LOPPING	4400.00
EFT22789	11/10/2017	GFA8	SUPPLY GRATE FOR SEABIRD ST DRAIN	478.50
EFT22790	11/10/2017	MR FLOORS & FURNISHINGS	SUPPLY AND INSTALL CARPETS	3042.60
EFT22791	11/10/2017	COVS PARTS PTY LTD	TRAILER PLUG	51.35

EFT22792	11/10/2017 OFFICEWORKS	STATIONERY	75.71
EFT22793	11/10/2017 AIR-BORN AMUSEMENTS	BOOKING DEPOSIT	500.00
EFT22794	11/10/2017 ARTSEDGE	DSR PHOTOS TO DIGITAL FORMAT	120.00
EFT22795	16/10/2017 GINGIN FUEL AND TYRES	DIESEL	8961.00
EFT22795	17/10/2017 TALS CONSULTANTS	FAIR VALUE REPORT GG ROAD ASSETS	4235.00
EFT22797	17/10/2017 MARKETFORCE PRODUCTIONS	ADVERTISING	1320.33
EFT22798	17/10/2017 GULL GINGIN	SUPPLIES TO RESTOCK KIOSK	792.55
EFT22799	17/10/2017 VERENA (FRAN) HAENNI	POOL EQUIPMENT	919.50
EFT22800	17/10/2017 LANCELIN GULL ROADHOUSE	SEPTEMBER ACCOUNT 2017	677.47
EFT22801	17/10/2017 NORTHERN VALLEY NEWS	ADVERTISING	1705.00
EFT22802	17/10/2017 ST JOHN AMBULANCE WA LTD	CPR TRAINING FOR VOLUNTEER DRIVERS	534.00
EFT22803	17/10/2017 DANIEL'S PRINTING CRAFTSMEN	PUBLICATION - STRATEGIC COMM PLAN	726.00
EFT22804	17/10/2017 LANCELIN TRADE/RURAL SUPPLIES	SEPTEMBER ACCOUNT	2047.15
EFT22805	17/10/2017 MOORE RIVER ROADHOUSE	FUEL ACCOUNT SEPTEMBER	705.51
EFT22806	17/10/2017 TONY PISCONERI	WASTE MANAGEMENT	15180.00
EFT22807	17/10/2017 SAI GLOBAL LIMITED	ONLINE ACCESS TO AUSTRALIAN STANDARDS	2690.60
EFT22808	17/10/2017 DUDLEY CHEMICALS PTY LTD	CONSUMABLES	1126.09
EFT22809	17/10/2017 COASTLINE CLEANING SERVICES	ABLUTION CLEANING	4760.00
EFT22811	17/10/2017 MOORE RIVER SKIP BINS	RECYCLING	660.00
EFT22812	17/10/2017 GINGIN PREMIUM MFATS	CATERING	275.00
EFT22813	17/10/2017 MOORE DEMO & CIVIL	REMOVAL OF ASBESTOS ROOFS	1410.00
EFT22814	17/10/2017 GINGIN FUEL AND TYRES	OIL	115.83
EFT22815	17/10/2017 LANDSAT	VALUATIONS	304.78
EFT22816	17/10/2017 LGIS RISK MANAGEMENT	EEC WORKPLACE BEHAVIOURS	2640.00
EFT22817	17/10/2017 ANGLICAN PARISH OF GG-CHITTERING	LAND LEASE 17/18	1326.65
EFT22818	17/10/2017 MARKETFORCE PRODUCTIONS	ADVERTISING	3609.09
EFT22819	17/10/2017 LEDGE POINT GOLF CLUB	SHIRE OF GINGIN 2017 ANNUAL GOLF DAY	2367.10
EFT22820	17/10/2017 OFFICEMAX AUSTRALIA LTD	STATIONERY	197.35
EFT22821	17/10/2017 HAVE A GO NEWS	ADVERTISING	489.15
EFT22822	17/10/2017 GRO-TURF PTY LTD	TURF MAINTENANCE GINGIN POOL	7485.00
EFT22823	17/10/2017 COMMERCIAL LOCKSMITHS	LOCKS AND KEYS	348.50
EFT22825	17/10/2017 UNREAL KIDS PARTIES	MELODY AND MOVIE IN THE PARK	214.00
EFT22826	17/10/2017 COURIER AUSTRALIA	FREIGHT	31.75
EFT22827	17/10/2017 BOC PTY LTD	GAS BOTTLE HIRE	110.86
EFT22828	17/10/2017 JE MIEL HAS GINGIN IGA EXPRESS	SEPTEMBER ACCOUNT	585.15
EFT22829	17/10/2017 COS COMPLETE OFFICE SUPPLIES	STATIONERY	174.59
EFT22830	17/10/2017 DUDLEY CHEMICALS PTY LTD	CHEMICALS AND CLEANING PRODUCTS	4164.40
EFT22832	17/10/2017 GALIDDELOW STEEL FABRICATION	MANAGEMENT FEE GU CARAVAN PARK	41250.00
EFT22833	17/10/2017 MR FLOORS & FURNISHINGS	SUPPLY AND INSTALL CARPETS	910.50
EFT22834	17/10/2017 KEVIN VINE	ABLUTION CLEANING	2979.88
EFT22835	17/10/2017 CLASSIC COUNTRY TILING	INTERNAL/EXTERNAL REPAIRS	2200.00
EFT22836	17/10/2017 DUNCAN SOLUTIONS	PARKING METERS	1584.00
EFT22837	17/10/2017 ELEMENTS TREE SOLUTIONS PTY LTD	TREE MULCHING	2500.00
EFT22838	17/10/2017 AUSTRALIA POST	POSTAGE	975.00
EFT22839	17/10/2017 GINGIN TRADING	SEPTEMBER ACCOUNT	2631.75
EFT22840	17/10/2017 SIGMA CHEMICALS	CHEMICALS	1252.32
EFT22841	17/10/2017 OUTDOOR WORLD SHEDFORCE LA	ROOFING SHEETS -SHELTERS LP BEACH	1360.00
EFT22842	17/10/2017 TIESNCUFFS	SHIRE OF GINGIN TIES AND SCARVES X10	1325.50
EFT22843	17/10/2017 GINGIN DISTRICT HIGH SCHOOL P & C	CAMP FUNDING FOR 2017	3750.00
EFT22844	17/10/2017 HOPKINS J & K	OFFICE FURNITURE	1098.00
EFT22845	17/10/2017 CENTRAL REGIONAL TAFE	FIREARMS HANDLING COURSE S KOEFLER	885.03
EFT22846	17/10/2017 DVG WANNEROO MITSUBISHI	SCHEDULE SERVICES	1004.19
EFT22847	17/10/2017 GINGIN MECHANICAL SERVICES	NEW HOSE FOR PRESSURE CLEANER	121.50
EFT22848	17/10/2017 HELGA SCHAUB	REFUND FOR TRAP	50.00
EFT22849	17/10/2017 WHEELS & KEELS AUTO ELECTRICAL	WORKSHOP DUTIES	848.69
EFT22850	17/10/2017 COVS PARTS PTY LTD	GREASE GUN AND TRIANGLE SET	201.72
EFT22851	17/10/2017 AHG TRADE PARTS CENTRE	SCHEDULED SERVICE	485.01
EFT22852	17/10/2017 IT VISION AUSTRALIA PTY LTD	MONTHLY HOSTING FEE	600.00
EFT22853	17/10/2017 LA CHAMBER OF COMMERCE	GRANT FOR LANCELIN OCEAN CLASSIC	14300.00
EFT22854	17/10/2017 WOODRIDGE COMMUNITY ASSOC	SPRING FAIR	1269.50
EFT22855	18/10/2017 LENOVO	LENOVO THINK PAD E570P	1399.00
EFT22856	19/10/2017 MIDLAND SNAP ON	TOOLS FOR WORKSHOP	400.00
EFT22857	19/10/2017 ZIPFORM	ADVERTISING	2846.23
EFT22858	19/10/2017 ROYA EQUIPMENT	PARTS FOR MOWER	375.56
EFT22859	19/10/2017 DFES	2017/18 ESL	8380.71
EFT22860	19/10/2017 SHIELDS POWER CLEAN	MONTHLY CLEANING	900.00
EFT22861	19/10/2017 JB HI-FI	CASE FOR LHO LAPTOP	35.25
EFT22862	19/10/2017 JOANNE TONNA GRAPHIC DESIGN	ADVERTISING SET UP	240.00
EFT22863	19/10/2017 PAYWISE	VEHICLE LEASE PE 1398.91	1358.91
EFT22864	19/10/2017 RSPCA WA (INC.)	PAYROLL DEDUCTIONS	10.00
EFT22865	19/10/2017 IGRFCU (WA DIVISION)	PAYROLL DEDUCTIONS	82.00
EFT22866	19/10/2017 HIF	PAYROLL DEDUCTIONS	157.55
EFT22867	19/10/2017 SOCIAL CLUB TRUST	PAYROLL DEDUCTIONS	1579.00
EFT22868	24/10/2017 WANT PLUMBING SERVICES	WORKS DONE AT POOL	4752.00
EFT22869	24/10/2017 AMOR PAELLA	DEPOSIT FOR CHRISTMAS PARTY	150.00
EFT22870	24/10/2017 ANIELA PACHOTA	RATES REFUND	197.44
EFT22872	24/10/2017 BROOKS HIRE SERVICE	DRY HIRE OF A MULTI-TYRED ROLLER	3243.90
EFT22873	24/10/2017 WRIGHT EXPRESS AUSTRALIA	SEPTEMBER ACCOUNT	2137.07
EFT22874	24/10/2017 SIGMA CHEMICALS	CHEMICALS	605.65
EFT22875	24/10/2017 GARRY ALAN MASON	SLASHING & FIREBREAKS	2500.00
EFT22876	24/10/2017 GINGIN TREE SERVICES PTY LTD	UNDERTAKING TREE PRUNING	11000.00
EFT22877	24/10/2017 RSA SIGNS PTY LTD	SIGNS AND STANDS	1528.00
EFT22878	24/10/2017 TRUE BLUE POOL SERVICES PTY LTD	SERVICE CHEMIGEM AT THE GINGIN POOL	858.00
EFT22879	24/10/2017 WANT PLUMBING SERVICES	BLOCKED DRAINS AT WOODRIDGE HALL	754.00
EFT22880	24/10/2017 ARENA SWIM CLUB INC	APPROVED KIDS SPORT APPLICATION X 1	220.00
EFT22881	24/10/2017 MCLEODS	MATTER NO 36655	3159.04
EFT22882	24/10/2017 MOORE RIVER ELECTRICAL	ERECT FLOODLIGHTING AROUND SHED	2285.00
EFT22883	24/10/2017 AVON WASTE	WASTE COLLECTION	28463.31
EFT22884	24/10/2017 GINGIN MECHANICAL SERVICES	GREASE AND OIL	1346.95
EFT22885	24/10/2017 CHITTERING SEPTIC SERVICE	EMPTYING CARAVAN DUMP POINT	680.00
EFT22886	24/10/2017 COMMERCIAL LOCKSMITHS	GTE1 PADLOCK WITH A 75MM SHACKLE	159.50
EFT22887	24/10/2017 SANDRA SMILES	TRAVEL EXPENSES	759.37
EFT22888	24/10/2017 ZINCLAD	REPLAC GUTTERS	4114.00
EFT22889	24/10/2017 FRANK JOSEPH PECZKA	TRAVEL EXPENSES	659.13
EFT22890	24/10/2017 TOTALLY WORKWEAR	STAFF UNIFORM	357.80

EFT22891	24/10/2017	GOS OFFICE SUPPLIES PTY LTD	CUSTOM STAMP	112.30
EFT22892	24/10/2017	COMMUNITY NEWSPAPER GROUP	ADVERTISING	5881.54
EFT22893	24/10/2017	COUNTRY COPIERS NORTHAM	METER READING	3021.38
EFT22894	24/10/2017	MOORE RIVER ELECTRICAL	RFPI AC F 1 X BBQ ELEMENT AND COVER	176.00
EFT22895	24/10/2017	FV & M SMIT TRUST ACCOUNT	DOCTOR'S SUPPORT	2241.37
EFT22896	24/10/2017	LGIS WORKCARE	PROPERTY INSURANCE	153372.79
EFT22897	24/10/2017	TONER PLUS	TONERS	557.70
EFT22898	24/10/2017	IRON MOUNTAIN AUSTRALIA	RECORD RETENTION	214.71
EFT22899	26/10/2017	HOPKINS J & K	OFFICE FURNITURE	1538.00
EFT22900	26/10/2017	HERSEY JR & A	PPE	8639.17
EFT22901	26/10/2017	WALGA	2017 LOCAL GOV CONVENTION - J COURT	4906.00
EFT22902	26/10/2017	TRUCK CENTRE WA PTY LTD	SCHEDULED SERVICE	1817.26
EFT22903	26/10/2017	GOLDFIELDS DEANS AUTOGLASS	SUPPLY AND FIT WINDSCREEN	416.00
EFT22904	26/10/2017	COVS PARTS PTY LTD	GG01 FIRE UNIT, 2 NEW BATTERYS	373.56
EFT22905	26/10/2017	PRIME PROMOTIONAL PRODUCTS	100X 1GB THUMB DRIVE	837.10
EFT22906	26/10/2017	GINGIN PREMIUM MEATS	CATERING	88.00
EFT22907	26/10/2017	SWAN EVENT HIRE	MUSIC IN THE PARK - 27/01/18	919.00
EFT22908	26/10/2017	H2O CAR DETAILING SERVICES	GG 11866 CAR DETAIL	130.00
EFT22909	26/10/2017	PT WITH ALI G	SCHOOL HOLIDAY FITNESS PROGRAM	900.00
EFT22910	26/10/2017	JOANNE TONNA GRAPHIC DESIGN	ID CARD FOR SUSAN KOEFLER	111.66
EFT22912	26/10/2017	COURIER AUSTRALIA	FREIGHT	71.43
EFT22913	26/10/2017	CUTTING EDGES PTY LTD	GRADER BLADES	2956.84
EFT22914	26/10/2017	LGIS RISK MANAGEMENT	RISK COORDINATION PROGRAM	7291.90
EFT22915	26/10/2017	COUNTRY COPIERS NORTHAM	METER READING	578.79
EFT22916	26/10/2017	GFAB	MODIFY HINGES TO REAR TAIL GATE	462.00
EFT22917	26/10/2017	COVS PARTS PTY LTD	AIR FILTER	809.19
EFT22918	26/10/2017	DAIMLER TRUCKS PERTH	SCHEDULED SERVICES	1030.15
EFT22919	26/10/2017	REDBACK ELECTRICAL SERVICES	ELECTRICAL REPAIRS RACECOURSE RD	2912.89
EFT22920	26/10/2017	SHUHARI KARATE CLUB	REG X 2 SHUHARI KARATE CLUB	400.00
EFT22921	26/10/2017	FRED HOPKINS WA	BEARINGS AND AXELS FOR PLOUGHS	621.72
EFT22922	26/10/2017	LITTLE ATHLETICS BINDOON	APPROVED KIDSPORT APPLICATION X 2	390.00
EFT22923	26/10/2017	WAYNE MAURICE MEYLE	REFUND FOR TRAP	60.00
EFT22924	26/10/2017	HOPKINS J & K	OFFICE FURNITURE	769.00
EFT22925	26/10/2017	BOYA EQUIPMENT	CIRCLIP AND BUSH	113.77
EFT22926	26/10/2017	WA POLICE SERVICE	FIRE FIGHTER POLICE CLEARANCE	14.90
EFT22927	26/10/2017	THREE CHILLIES TRAIL DESIGN/CONST	LANCELIN SKATE AND BMX PARK REBUILD	33874.50
EFT22928	26/10/2017	GFAB	MODIFY/RESTORE WORK - SIGN TRAILER	4565.00
EFT22929	26/10/2017	COVS PARTS PTY LTD	AIR FILTER	35.29
EFT22930	26/10/2017	NESSCO	PARTS FOR LOADER	468.07
EFT22931	26/10/2017	NORTHERN VALLEY FRUIT POPPS	POPSICLES	50.00
EFT22932	26/10/2017	ELEMENTS TREE SOLUTIONS	CHIPPING TREES	2500.00
EFT22933	26/10/2017	GINGIN FUEL AND TYRES	TYRES	2397.00
EFT22934	27/10/2017	VALERIE JOY LANDGREBE	RATES REFUND	677.94
EFT22935	27/10/2017	GARRY ALAN MASON	FIREBREAKS	2500.00
EFT22936	30/10/2017	AUSTRALIA POST	POSTAGE	7588.19
EFT22937	31/10/2017	WHEELS AND KEELS ELECTRICAL	WORKSHOP DUTIES	3690.12
EFT22938	31/10/2017	HITACHI	TOP SET	1376.67
EFT22939	31/10/2017	HERSEY JR & A	WORKSHOP CONSUMABLES	830.34
EFT22940	31/10/2017	LEDGE POINT HARDWARE	TRIPLE GRIPS T G U UNIVERSAL X 100	203.40
EFT22941	31/10/2017	EASTERN HILLS SAWS & MOWERS	POLE SAW	1369.50
EFT22942	31/10/2017	NESSCO	TWO 43MM SOCKETS FOR 3/4 BAR8	110.00
EFT22943	31/10/2017	GINGIN FUEL AND TYRES	TYRES	2394.55
<b>EFT TOTAL</b>				<b>1,133,074.19</b>

## CHEQUES

115324	03/10/2017	AARON DAVID CROFTS	RATES REFUND	154.26
115325	03/10/2017	LENNARD KEITH KNIGHT	RATES REFUND	2422.20
115326	03/10/2017	ROISIN MCDONAGH	REFUND FOR GU C/PARK CANCELLATION	85.00
115327	03/10/2017	KENDRA MURRAY	REFUND FOR GU C/PARK CANCELLATION	172.00
115328	03/10/2017	JOHAN UTOMO	REFUND FOR GU C/PARK CANCELLATION	82.00
115329	03/10/2017	CRISTY WEBBER	REFUND FOR GU C/PARK CANCELLATION	116.50
115330	03/10/2017	ADRIANA BARBIERI	REFUND FOR GU C/PARK CANCELLATION	32.00
115331	03/10/2017	ANTHONY TAYLOR	REFUND FOR GU C/PARK CANCELLATION	40.00
115332	03/10/2017	JOHN BECKETT	REFUND FOR GU C/PARK CANCELLATION	103.00
115333	03/10/2017	SUZETTE DAVISON	REFUND FOR GU C/PARK CANCELLATION	40.00
115334	05/10/2017	CONSTRUCTION TRAINING FUND	LEVY FOR JULY 2017	12517.23
115335	05/10/2017	MICHAEL JOHN HAKESLEY	REFUND AMENDED APP BLD/6013P1501	80.00
115336	05/10/2017	BUNNINGS BUILDINGS SUPPLIES	PARK MAINTENANCE ITEMS	328.00
115337	05/10/2017	PETTY CASH SHIRE OF GINGIN	PETTY CASH	689.25
115338	05/10/2017	SHIRE OF GINGIN	PAY ENDING 31/10/2017	2025.00
115339	11/10/2017	JURIEEN BAY ADMIN CENTRE	ENVIRONMENTAL HEALTH SERVICES	1917.69
115340	11/10/2017	LJ AND H HUGHES	RATES PORTION	1182.77
115341	11/10/2017	PRUE MARRIOTT	REFUND FOR GU C/PARK CANCELLATION	120.00
115342	11/10/2017	MEGAN HIGGO	REFUND FOR GU C/PARK CANCELLATION	90.00
115343	11/10/2017	BEC BEENTGES	REFUND FOR GU C/PARK CANCELLATION	82.00
115344	11/10/2017	MELKE HENDRICKS	REFUND FOR GU C/PARK CANCELLATION	82.00
115345	11/10/2017	SYNERGY	ELECTRICITY	6171.30
115346	11/10/2017	TELSTRA	BRIGADE TELEPHONE AND DATA	205.04
115347	17/10/2017	GIUSEPPI SCARFO	RATES REFUND	449.16
115348	17/10/2017	ARTHUR VIVIAN DEWAR	REFUND FOR TRAP	50.00
115349	17/10/2017	MUSTAFA MICHAEL MASIC	RATES REFUND	535.00
115350	17/10/2017	DEREK PALLISTER	RATES REFUND	172.20
115351	19/10/2017	SHIRE OF GINGIN	CASH FLOAT FOR SWIMMING POOL	200.00
115352	19/10/2017	SHIRE OF GINGIN	PAY ENDING 17/10/2017	2020.00
115353	23/10/2017	CHAMPION BAY SETTLEMENTS	RATES REFUND	419.20
115354	23/10/2017	CLAUDE VERNON POULTER	RATES REFUND	264.50
115355	23/10/2017	HAYMOND JOHN FERGUSON	RATES REFUND	623.67
115356	24/10/2017	SHIRE OF GINGIN	ADDITIONAL BINS FOR GINGIN GOLF CLUB	414.00
115357	24/10/2017	SYNERGY	ELECTRICITY LANCELIN CARAVAN PARK	1617.50
115358	26/10/2017	NICOLA BRANDON	REFUND FOR GU C/PARK CANCELLATION	115.00
115359	26/10/2017	NERIDAH DEERING	REFUND FOR GU C/PARK CANCELLATION	179.50
115360	26/10/2017	SYLVANA ACQUAVIVA	REFUND FOR GU C/PARK CANCELLATION	115.00
115361	26/10/2017	BELINDA DEVENISH	REFUND FOR GU C/PARK CANCELLATION	115.00
115362	26/10/2017	KYLE TARDREW	REFUND FOR GU C/PARK CANCELLATION	214.00



115363	26/10/2017 SYNERGY	LEDGE POINT GOLF CLUB	479.50
<b>CHEQUES TOTAL</b>			<b>36,721.47</b>
<b>DIRECT DEBIT</b>			
DD22822.1	02/10/2017 WA TREASURY CORPORATION	LOAN 103	3314.37
DD22803.1	03/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	2665.92
DD22803.2	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	56.42
DD22803.3	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	84.52
DD22803.4	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	231.15
DD22803.5	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	200.75
DD22803.6	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	126.79
DD22803.7	03/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	723.58
DD22803.8	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	70.80
DD22803.9	03/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	705.92
DD22825.1	03/10/2017 SYNERGY	LOT 323 ROCK WAY, LANCELIN	445.05
DD22803.10	03/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	965.63
DD22803.11	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	210.59
DD22803.12	03/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	445.49
DD22803.13	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	209.97
DD22803.14	03/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	19040.22
DD22803.15	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	445.63
DD22803.16	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	629.24
DD22803.17	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	951.12
DD22803.18	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	350.59
DD22803.19	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	126.83
DD22803.20	03/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	163.32
DD22828.1	05/10/2017 WATER CORPORATION	3 FEWSTER ST, GINGIN	92.26
DD22830.1	05/10/2017 WATER CORPORATION	57 LEFROY ST, GINGIN	90.60
DD22832.1	05/10/2017 WATER CORPORATION	37A LEFROY ST, GINGIN	63.70
DD22834.1	05/10/2017 WATER CORPORATION	4 FEWSTER ST, GINGIN	65.38
DD22836.1	05/10/2017 TELSTRA	GUILDERTON CARAVAN PARK	565.68
DD22844.1	09/10/2017 WATER CORPORATION	HOUSE @ EDWARDS ST, GUILDERTON	70.43
DD22847.1	09/10/2017 TELSTRA	LANDLINES AND INTERNET SERVICES	2637.00
DD22849.1	09/10/2017 T-GUIP	STREET SWEEPER LEASE PAYMENT	3771.83
DD22851.1	10/10/2017 PERTH ENERGY PTY LTD	43006	6779.64
DD22864.1	11/10/2017 TELSTRA	MOBILES - OCTOBER 2017	1207.95
DD22866.1	11/10/2017 WATER CORPORATION	FIRE STATION GG	8.90
DD22869.1	11/10/2017 WATER CORPORATION	AGED HOMES - BARLEE ST, GINGIN	135.88
DD22871.1	11/10/2017 WATER CORPORATION	POOL	303.68
DD22873.1	11/10/2017 WATER CORPORATION	1 WELD STREET, GINGIN	632.32
DD22875.1	11/10/2017 WATER CORPORATION	CWA - 11 CONSTABLE ST, GINGIN	9.29
DD22877.1	11/10/2017 WATER CORPORATION	HALL AT 6 CONSTABLE STREET, GINGIN	62.17
DD22879.1	11/10/2017 WATER CORPORATION	SHIRE OFFICE GG	135.29
DD22881.1	11/10/2017 WATER CORPORATION	MEDICAL CENTRE GINGIN	333.41
DD22903.1	12/10/2017 WATER CORPORATION	SHED AT 60 KING DRIVE, WOODRIDGE	7.04
DD22905.1	12/10/2017 WATER CORPORATION	STANDPIPE AT 60 KING DRIVE	16.74
DD22907.1	12/10/2017 WATER CORPORATION	HALL AT 13 KING DRIVE, WOODRIDGE	172.15
DD22911.1	13/10/2017 HELEN MARIE SAMPSON	01/10/2017 - 14/10/17	2411.60
DD22913.1	13/10/2017 WATER CORPORATION	SHOP @ EDWARDS ST, GUILDERTON	505.68
DD22915.1	13/10/2017 WATER CORPORATION	GUILDERTON CARAVAN PARK	1578.06
DD22917.1	13/10/2017 WATER CORPORATION	TOILETS @ MOORE RIVER DRIVE, GU	6.90
DD22919.1	13/10/2017 WATER CORPORATION	HALL @ WEDGE ST, GUILDERTON	65.76
DD22921.1	13/10/2017 WATER CORPORATION	RESERVE AT 96L EDWARDS ST, GU	380.17
DD22923.1	16/10/2017 WA TREASURY CORPORATION	LOAN 123	14004.63
DD22925.1	16/10/2017 SYNERGY	13 KING DRIVE WOODRIDGE	1832.40
DD22927.1	16/10/2017 SYNERGY	LOT 244 SOVEREIGN HILL DRIVE	121.85
DD22929.1	16/10/2017 SYNERGY	SOVEREIGN HILL DRIVE, GABBADAH	37.15
DD22931.1	17/10/2017 SYNERGY	108 PAPERBARK AVE, GABBADAH	941.05
DD22933.1	17/10/2017 SYNERGY	LOT 197 CHALON AVENUE, SEABIRD	272.80
DD22935.1	17/10/2017 SYNERGY	EDWARDS ST, SEABIRD	110.55
DD22937.1	17/10/2017 SYNERGY	LOT 47 CHALON AVENUE, SEABIRD	83.65
DD22949.1	17/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	2770.02
DD22949.2	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	42.31
DD22949.3	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	97.73
DD22949.4	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	225.15
DD22949.5	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	200.75
DD22949.6	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	126.79
DD22949.7	17/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	668.42
DD22949.8	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	320.62
DD22949.9	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	312.61
DD22949.10	17/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	706.92
DD22949.11	17/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	965.63
DD22949.12	17/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	311.84
DD22949.13	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	209.57
DD22949.14	17/10/2017 CLICKSUPER	PAYROLL DEDUCTIONS	18693.07
DD22949.15	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	453.47
DD22949.16	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	629.24
DD22949.17	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	951.12
DD22949.18	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	350.59
DD22949.19	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	92.81
DD22949.20	17/10/2017 CLICKSUPER	SUPERANNUATION CONTRIBUTIONS	163.32
DD23038.1	17/10/2017 SYNERGY	LOT 77 EDWARDS ST, SEABIRD	30.95
DD22954.1	18/10/2017 SYNERGY	12 DEWAR ST, GU(CARAVAN PARK RES)	91.15
DD22956.1	18/10/2017 SYNERGY	DEWAR ST, GUILDERTON	326.00
DD22958.1	18/10/2017 SYNERGY	LOT 11 DEWAR ST, GUILDERTON	470.65
DD22960.1	19/10/2017 SYNERGY	FRASER STREET, GUILDERTON	64.15
DD22962.1	19/10/2017 SYNERGY	GUILDERTON FIRE SHED	143.20
DD22964.1	19/10/2017 SYNERGY	LOT 236 BROCKMAN STREET, GU	192.70
DD22966.1	19/10/2017 WATER CORPORATION	2 ATKINSON WAY, LANCELIN	41.65
DD22968.1	19/10/2017 WATER CORPORATION	FIRE STANDPIPE - 21 EDWARDS ST, SB	41.85
DD22970.1	19/10/2017 WATER CORPORATION	RESERVE AT 646 DE BURGH ST, L	9.56
DD22972.1	19/10/2017 WATER CORPORATION	PARK AT DE BURGH ST, LEDGE POINT	23.91
DD22974.1	19/10/2017 WATER CORPORATION	CLUB AT JONES ST, LEDGE POINT	265.40
DD22976.1	19/10/2017 WATER CORPORATION	LA STANDPIPE - JONES ST, LEDGE POINT	41.85

DD22979.1	19/10/2017	WATER CORPORATION	PARK AT MCCORMICK ST, SEABIRD	167.37
DD22981.1	19/10/2017	WATER CORPORATION	COMMON AREA - AGED UNITS LANCELIN	82.37
DD22983.1	19/10/2017	WATER CORPORATION	UNIT 1 / ATKINSON WAY, LANCELIN	238.00
DD22985.1	19/10/2017	WATER CORPORATION	2/2 ATKINSON WAY, LANCELIN	232.12
DD22988.1	19/10/2017	WATER CORPORATION	3/2 ATKINSON WAY, LANCELIN	246.41
DD22990.1	19/10/2017	WATER CORPORATION	4/2 ATKINSON WAY, LANCELIN	243.05
DD22992.1	19/10/2017	WATER CORPORATION	5/2 ATKINSON WAY, LANCELIN	232.12
DD22994.1	19/10/2017	WATER CORPORATION	6/2 ATKINSON WAY, LANCELIN	234.64
DD22996.1	19/10/2017	WATER CORPORATION	7/2 ATKINSON WAY, LANCELIN	249.77
DD22998.1	19/10/2017	WATER CORPORATION	8/2 ATKINSON WAY, LANCELIN	248.09
DD23000.1	19/10/2017	WATER CORPORATION	9/2 ATKINSON WAY, LANCELIN	234.65
DD23002.1	19/10/2017	WATER CORPORATION	10/2 ATKINSON WAY, LANCELIN	254.81
DD23004.1	19/10/2017	WATER CORPORATION	11/2 ATKINSON WAY, LANCELIN	229.60
DD23006.1	20/10/2017	WATER CORPORATION	131 GINGIN ROAD, LANCELIN	145.85
DD23008.1	20/10/2017	WATER CORPORATION	PARK AT GINGIN ROAD, LANCELIN	551.63
DD23010.1	20/10/2017	WATER CORPORATION	TOILETS AT 4 HOPKINS ST, LANCELIN	59.78
DD23012.1	20/10/2017	WATER CORPORATION	CLUB @ HOPKINS ST, LANCELIN	249.96
DD23015.1	23/10/2017	TELSTRA	EXECUTIVE MOBILES - OCT	474.00
DD23017.1	23/10/2017	SENSIS PTY LTD	ADVERTISING - GU CARAVAN PARK	63.03
DD23019.1	23/10/2017	TELSTRA	LEDGE POINT VOLUNTEER FIRE BRIGADE - I	25.95
DD23021.1	23/10/2017	SYNERGY	STREETLIGHTING - OCTOBER 2017	11689.50
DD23023.1	23/10/2017	SYNERGY	60 KING DRIVE, WOODRIDGE	180.70
DD23025.1	23/10/2017	WATER CORPORATION	TOILETS @ FISHER WAY, LANCELIN	21.52
DD23046.1	24/10/2017	WATER CORPORATION	LANCELIN HALL	186.37
DD23063.1	25/10/2017	WATER CORPORATION	DEPOT AT 9 KING STREET, LANCELIN	31.08
DD23066.1	25/10/2017	SYNERGY	LOT 880 GG BROOK ROAD, NEERGABBY	131.10
DD23088.1	26/10/2017	SYNERGY	LOT 269 SEAVIEW DRIVE, KARAKIN	248.00
DD23070.1	26/10/2017	WATER CORPORATION	HALL AT SEAVIEW DRIVE, KARAKIN	7.17
DD23072.1	26/10/2017	WATER CORPORATION	LA STANDPIPE AT L244 HEFFRON WAY	49.02
DD23074.1	26/10/2017	WATER CORPORATION	HALL FOR HEFFRON WAY, GABBADAH	526.02
DD23076.1	27/10/2017	WATER CORPORATION	FIRE STANDPIPE AT OCEAN FARM NILGEN	41.85
DD23078.1	27/10/2017	WATER CORPORATION	RESERVE AT OCEAN FARM DRIVE, NILGEN	52.60
DD23080.1	27/10/2017	SYNERGY	708 OCEAN FARM DRIVE, NILGEN	466.75
DD23082.1	27/10/2017	PERTH ENERGY PTY LTD	FINAL PERTH ENERGY BILL	2563.98
DD23084.1	27/10/2017	HELEN SAMPSON	WASTE MANAGEMENT	2411.60
DD23088.1	30/10/2017	SYNERGY	LOT 5489 RED GULLY ROAD, RED GULLY	128.65
DD23090.1	30/10/2017	SYNERGY	LOC 3 OCEAN FARM DRIVE, OCEAN FARM	1571.55
DD23092.1	30/10/2017	TELSTRA	SEABIRD FIRE BRIGADE	99.40
<b>DIRECT DEPOSIT</b>				<b>123,203.58</b>
<b>TOTAL MUNICIPAL</b>				<b>1,292,898.24</b>
<b>TRUST</b>				
3209	05/10/2017	SHARON MILLS	SOCIAL CLUB PAYOUT	300.00
3210	05/10/2017	TRANSWA	AUGUST TRANSWA TICKET SALES	20.23
3211	10/10/2017	KAREN MAREE OKELY	SOCIAL CLUB PAYOUT	450.00
3212	10/10/2017	LINDA RIDGE	SOCIAL CLUB PAYOUT	2300.00
3213	11/10/2017	SHARON SMITH	SOCIAL CLUB PAYOUT	380.00
3214	30/10/2017	JUSTIN KIMBERLEY RULE	REFUND OF CANDIDATE FEE	80.00
3215	30/10/2017	FRANK JOHNSON	REFUND OF CANDIDATE FEE	80.00
3216	30/10/2017	MICHAEL ASPINAL I	REFUND OF CANDIDATE FEE	80.00
3217	30/10/2017	TRANSWA	SEPTEMBER TRANSWA SALE COMMISSION	49.35
3218	30/10/2017	VALERIE JOY AMMON	REFUND OF CANDIDATE FEES	80.00
3219	30/10/2017	JAMES EDWARD MORTON	REFUND OF CANDIDATE FEE	80.00
3220	30/10/2017	SACQUELINE CHRISTINE LOBB	REFUND OF CANDIDATE FEE	80.00
				<b>3,979.59</b>
<b>BANK STATEMENT TOTALS</b>				
		STATEMENT DEBITS	BANK FEES AND CHARGES	8,772.99
		PAYS	WAGES AND SALARIES	377,716.36
		ELECTRONIC PAYMENTS	POLICE LICENCING	80823.60
			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>470,991.99</b>
<b>TOTAL EXPENDITURE</b>				<b>1,763,891.23</b>
<b>CREDIT CARD BREAK-UP</b>				
Sep-17				
		BANK CHARGES	MONTHLY CARD FEE X 6	24.00
		REFRESHMENTS/RECEPTIONS	OSIDE STAFF TOOLBOX MTG, MTG	471.34
			EMO/EMCCS, CEO MTG- EMO, MH	
		TRAINING/CONFERENCE	MECHANICAL CERTIFICATE - NATHAN, IT	320.26
			VISION CONF ACC - EMCCS, ZE, KB	
		IT SUPPORT	EMO CHARGE CABLE, EMO MOBILE	592.89
			REPAIRS, SCREENS, HDMI CABLES, IPAD	
			RECHARGE	
		WORKSHOP ITEMS	SNAP HOOKS, SOCKET SET, LED FOG	088.50
			LIGHT SOGS, GAS STRUTS	
		PARKING	EMCCS TVISION	16.13
				<b>2,212.92</b>

AT THE TIME OF PRINTING THE  
AGENDA THERE WERE NO CREDITORS  
OUTSTANDING

CHIEF EXECUTIVE OFFICER

PRESIDENT

#### **11.2.4 AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2017**

**FILE:** FIN/23  
**AUTHOR:** LEE-ANNE BURT – GOVERNANCE OFFICER  
**REPORTING OFFICER:** KAYE LOWES – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES  
**REPORT DATE:** 21 NOVEMBER 2017  
**REFER:** NIL

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider and receive the Audit Report relating to the Shire of Gingin's Financial Statement for the year ended 30 June 2017.

#### **BACKGROUND**

In accordance with Section 7.9 of the *Local Government Act 1995*, the final Audit Report resulting from the annual audit of the Shire's financial records is to be presented to the Council, Chief Executive Officer and Minister for Local Government before 31 December each year. A copy of the Financial Statement, incorporating the Audit Report, is included as **Appendix 1**.

The Audit Report is to also be included in the publicly available Annual Report as part of our discharge of accountability to the community.

To facilitate the annual audit process, the Shire's Auditors undertake a site visit prior to the end of the financial year to evaluate and test the Shire's financial systems and the controls within those systems. This is important in establishing the reliance which the auditors can place upon those systems and controls when they are validating the balances within the final year-end financial statements for the Shire.

The Audit Report was presented to Council's Audit Committee on 21 November 2017, with the Committee recommending that Council receive the Audit Report and Financial Statement for the year ending 30 June 2017.

#### **COMMENT**

This year it is extremely pleasing to report that the Shire of Gingin received an Audit Report with no adverse findings.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*  
Part 7 – Audit  
Division 3 – Conduct of Audit  
Section 7.9 – Audit to be conducted

*Local Government (Financial Management Regulations 1996*  
Part 4 – Financial reports – s. 6.4

Department of Local Government Guideline No 8  
Net Current Assets Used in the Annual Budget and the Annual Financial Report

Australian Accounting Standards Board Standards

**POLICY IMPLICATIONS**

Nil

**BUDGET IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2017-2027

<b><i>Focus Area</i></b>	<i>Governance</i>
<b><i>Objective</i></b>	<i>5. To demonstrate effective leadership, governance and advocacy on behalf of community</i>
<b><i>Outcome</i></b>	<i>5.1 Values Our Organisational/Business Values are demonstrated in all that we do</i>
<b><i>Key Service Areas</i></b>	<i>Financial Management</i>
<b><i>Priorities</i></b>	<i>5.1.2 Improve the financial position of the Shire (&gt;WDC)</i>

**VOTING REQUIREMENTS – SIMPLE MAJORITY**

**RECOMMENDATION**

It is recommended that Council receive the Audit Report and Financial Statement for the year ended 30 June 2017 (as detailed in Appendix 1).

**RESOLUTION**

**Moved Councillor Johnson, seconded Councillor Peczka that Council receive the Audit Report and Financial Statement for the year ended 30 June 2017 (as detailed in Appendix 1).**

**CARRIED UNANIMOUSLY**

**APPENDIX 1**

**SHIRE OF GINGIN**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

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Principal place of business:  
7 Brockman Street  
GINGIN WA 6503

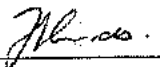
**SHIRE OF GINGIN  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

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

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the Shire being the annual financial report and supporting notes and other information for the financial year ended 30 June 2017 are in my opinion properly drawn up to present fairly the financial position of the Shire at 30th June 2017 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed as authorisation of issue on the 14<sup>th</sup> day of November 2017

  
\_\_\_\_\_  
Jeremy Edwards  
Chief Executive Officer



**SHIRE OF GINGIN  
STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE OR TYPE  
FOR THE YEAR ENDED 30TH JUNE 2017**

	NOTE	2017 \$	2017 Budget \$	2016 \$
<b>Revenue</b>				
Rates	23	7,607,280	7,589,839	7,365,055
Operating grants, subsidies and contributions	30	3,530,315	1,665,577	1,989,009
Fees and charges	29	3,929,417	4,359,644	3,790,659
Interest earnings	2(a)	248,495	259,000	301,402
Other revenue	2(a)	422,121	181,841	709,627
		<u>15,737,628</u>	<u>14,055,901</u>	<u>14,155,752</u>
<b>Expenses</b>				
Employee costs		(5,134,612)	(5,014,567)	(4,952,205)
Materials and contracts		(4,451,523)	(4,543,972)	(4,779,347)
Utility charges		(424,219)	(486,811)	(479,045)
Depreciation on non-current assets	2(a)	(5,196,832)	(3,488,127)	(4,268,267)
Interest expenses	2(a)	(146,964)	(147,193)	(152,396)
Insurance expenses		(417,944)	(416,422)	(473,940)
Other expenditure		(585,964)	(687,985)	(643,290)
		<u>(16,358,078)</u>	<u>(14,785,067)</u>	<u>(15,748,490)</u>
		(620,450)	(729,166)	(1,592,738)
Non-operating grants, subsidies and contributions	30	2,400,330	2,434,924	3,589,599
Profit on asset disposals	21	11,262	84,882	464,139
(Loss) on asset disposals	21	(110,402)	(145,564)	(64,595)
(Loss) on revaluation of furniture and equipment		0	0	(113,273)
<b>Net result</b>		<u>1,680,740</u>	<u>1,645,076</u>	<u>2,283,132</u>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	13	1,363,794	0	226,172
<b>Total other comprehensive income</b>		<u>1,363,794</u>	<u>0</u>	<u>226,172</u>
<b>Total comprehensive income</b>		<u>3,044,534</u>	<u>1,645,076</u>	<u>2,509,304</u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF GINGIN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

	NOTE	2017 \$	2017 Budget \$	2016 \$
<b>Revenue</b>	2(a)			
Governance		534	10,000	6,846
General purpose funding		10,555,266	8,748,355	8,642,000
Law, order, public safety		455,538	412,731	365,570
Health		246,157	263,000	266,767
Education and welfare		127,217	122,000	108,102
Housing		24,280	26,000	28,937
Community amenities		1,698,483	1,779,028	2,286,140
Recreation and culture		225,105	160,645	364,280
Transport		272,103	233,500	50,001
Economic services		1,983,912	1,950,071	1,689,873
Other property and services		149,044	350,571	426,237
		<u>15,737,628</u>	<u>14,055,901</u>	<u>14,155,752</u>
<b>Expenses</b>	2(a)			
Governance		(1,026,405)	(1,077,144)	(1,062,752)
General purpose funding		(432,296)	(408,097)	(395,394)
Law, order, public safety		(1,200,083)	(1,024,079)	(1,570,640)
Health		(640,294)	(653,171)	(743,526)
Education and welfare		(197,622)	(188,803)	(166,913)
Housing		(32,609)	(20,439)	(33,354)
Community amenities		(2,315,043)	(2,130,970)	(2,312,856)
Recreation and culture		(3,240,995)	(2,674,483)	(2,937,315)
Transport		(4,891,934)	(4,029,237)	(4,696,405)
Economic services		(1,643,406)	(1,806,172)	(1,449,950)
Other property and services		(390,427)	(625,279)	(226,989)
		<u>(16,211,114)</u>	<u>(14,637,874)</u>	<u>(15,596,094)</u>
<b>Finance costs</b>	2(a)			
Health		(14,134)	(14,766)	(15,606)
Education and welfare		0	0	(730)
Community amenities		(36,685)	(35,080)	(32,772)
Recreation and culture		(77,031)	(77,678)	(79,605)
Economic services		(842)	(982)	(1,224)
Other property and services		(18,272)	(18,687)	(22,459)
		<u>(146,964)</u>	<u>(147,193)</u>	<u>(152,396)</u>
		<u>(620,450)</u>	<u>(729,166)</u>	<u>(1,692,738)</u>
Non-operating grants, subsidies and contributions	30	2,400,330	2,434,924	3,589,599
Profit on disposal of assets	21	11,262	84,882	464,139
(Loss) on disposal of assets	21	(110,402)	(145,564)	(64,595)
(Loss) on revaluation of furniture and equipment		0	0	(113,273)
<b>Net result</b>		<u>1,680,740</u>	<u>1,645,076</u>	<u>2,283,132</u>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	13	1,363,794	0	226,172
<b>Total other comprehensive income</b>		<u>1,363,794</u>	<u>0</u>	<u>226,172</u>
<b>Total comprehensive income</b>		<u>3,044,534</u>	<u>1,645,076</u>	<u>2,509,304</u>

This statement is to be read in conjunction with the accompanying notes

**SHIRE OF GINGIN  
STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE 2017**

	NOTE	2017 \$	2016 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	5,234,835	4,951,202
Trade and other receivables	4	2,060,348	1,904,042
Inventories	5	26,713	34,480
<b>TOTAL CURRENT ASSETS</b>		<b>7,321,896</b>	<b>6,889,724</b>
<b>NON-CURRENT ASSETS</b>			
Other receivables	4	148,898	168,323
Property, plant and equipment	6	50,996,789	54,797,950
Infrastructure	7	103,442,072	96,866,205
<b>TOTAL NON-CURRENT ASSETS</b>		<b>154,587,759</b>	<b>151,831,478</b>
<b>TOTAL ASSETS</b>		<b>161,909,655</b>	<b>158,721,202</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	8	1,406,313	1,309,824
Current portion of long term borrowings	9	207,047	176,438
Provisions	10	612,655	703,202
<b>TOTAL CURRENT LIABILITIES</b>		<b>2,226,015</b>	<b>2,189,464</b>
<b>NON-CURRENT LIABILITIES</b>			
Long term borrowings	9	2,202,180	2,204,806
Provisions	10	262,497	152,503
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>2,464,677</b>	<b>2,357,309</b>
<b>TOTAL LIABILITIES</b>		<b>4,690,692</b>	<b>4,546,773</b>
<b>NET ASSETS</b>		<b>157,218,963</b>	<b>154,174,429</b>
<b>EQUITY</b>			
Retained surplus		46,317,865	45,394,984
Reserves - cash backed	12	3,330,023	2,572,164
Revaluation surplus	13	107,571,075	106,207,281
<b>TOTAL EQUITY</b>		<b>157,218,963</b>	<b>154,174,429</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF GINGIN  
STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30TH JUNE 2017**

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
<b>Balance as at 1 July 2015</b>		<b>43,588,586</b>	<b>2,095,430</b>	<b>105,981,109</b>	<b>151,665,125</b>
Comprehensive income					
Net result		2,283,132	0	0	2,283,132
Changes on revaluation of assets	13	0	0	226,172	226,172
Total comprehensive income		2,283,132	0	226,172	2,509,304
Transfers from/(to) reserves		(476,734)	476,734	0	0
<b>Balance as at 30 June 2016</b>		<b>45,394,984</b>	<b>2,572,164</b>	<b>106,207,281</b>	<b>154,174,429</b>
Comprehensive income					
Net result		1,680,740	0	0	1,680,740
Changes on revaluation of assets	13	0	0	1,363,794	1,363,794
Total comprehensive income		1,680,740	0	1,363,794	3,044,534
Transfers from/(to) reserves		(757,859)	757,859	0	0
Rounding Correction		0	0	0	0
<b>Balance as at 30 June 2017</b>		<b>46,317,865</b>	<b>3,330,023</b>	<b>107,571,075</b>	<b>157,218,963</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF GINGIN  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30TH JUNE 2017**

	NOTE	2017 Actual \$	2017 Budget \$	2016 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		7,450,911	7,739,839	7,324,302
Operating grants, subsidies and contributions		3,581,963	1,665,577	1,989,009
Fees and charges		3,777,027	4,509,644	3,751,033
Interest earnings		248,495	259,000	301,402
Goods and services tax		1,204,061	151,939	1,293,548
Other revenue		402,116	181,841	713,625
		<u>16,664,573</u>	<u>14,507,840</u>	<u>16,372,919</u>
<b>Payments</b>				
Employee costs		(5,100,295)	(5,185,156)	(4,763,694)
Materials and contracts		(4,463,952)	(4,655,451)	(4,060,187)
Utility charges		(424,219)	(486,811)	(479,045)
Interest expenses		(146,920)	(147,193)	(152,701)
Insurance expenses		(417,944)	(416,422)	(473,940)
Goods and services tax		(1,102,360)	0	(1,464,629)
Other expenditure		(484,216)	(687,700)	(647,289)
		<u>(12,139,906)</u>	<u>(11,578,733)</u>	<u>(12,041,485)</u>
<b>Net cash provided by (used in) operating activities</b>	14(b)	4,524,667	2,929,107	3,331,434
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment		(2,494,249)	(2,963,957)	(1,743,761)
Payments for construction of infrastructure		(4,602,545)	(5,966,347)	(6,162,938)
Non-operating grants, subsidies and contributions		2,400,330	2,434,924	3,589,599
Proceeds from sale of fixed assets		388,909	675,318	957,581
Proceeds from advances		10,621	9,996	11,657
<b>Net cash provided by (used in) investment activities</b>		<u>(4,296,934)</u>	<u>(5,810,066)</u>	<u>(3,347,863)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of debentures		(185,913)	(187,783)	(220,733)
Proceeds from self supporting loans		27,916	27,916	43,318
Proceeds from new debentures		213,897	213,897	150,000
<b>Net cash provided by (used in) financing activities</b>		<u>55,900</u>	<u>54,030</u>	<u>(27,415)</u>
<b>Net increase (decrease) in cash held</b>		283,633	(2,826,929)	(43,844)
Cash at beginning of year		4,951,202	5,556,281	4,995,045
<b>Cash and cash equivalents at the end of the year</b>	14(a)	<u>5,234,835</u>	<u>2,729,352</u>	<u>4,951,202</u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF GINGIN  
RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2017**

	NOTE	2017 Actual \$	2017 Budget \$	2016 Actual \$
<b>Net current assets at start of financial year - surplus/(deficit)</b>		<u>2,265,998</u>	<u>1,566,418</u>	<u>3,419,426</u>
		2,265,998	1,566,418	3,419,426
<b>Revenue from operating activities (excluding rates)</b>				
Governance		534	10,000	5,845
General purpose funding		2,989,344	1,178,916	1,180,943
Law, order, public safety		463,144	412,731	365,570
Health		246,157	263,000	268,767
Education and welfare		127,217	122,000	108,102
Housing		24,280	26,000	28,937
Community amenities		1,698,483	1,779,028	2,286,140
Recreation and culture		225,105	162,145	364,280
Transport		275,759	299,048	66,438
Economic services		1,983,912	1,952,661	1,699,873
Other property and services		149,044	365,815	883,939
		<u>8,182,979</u>	<u>6,571,344</u>	<u>7,258,834</u>
<b>Expenditure from operating activities</b>				
Governance		(1,026,405)	(408,097)	(1,063,202)
General purpose funding		(432,296)	(1,077,144)	(395,394)
Law, order, public safety		(1,214,960)	(1,030,068)	(1,575,896)
Health		(854,428)	(675,974)	(767,762)
Education and welfare		(197,622)	(188,803)	(167,643)
Housing		(32,809)	(20,439)	(33,354)
Community amenities		(2,351,728)	(2,174,087)	(2,349,650)
Recreation and culture		(3,318,026)	(2,752,161)	(3,016,920)
Transport		(4,954,572)	(4,152,738)	(4,739,984)
Economic services		(1,651,930)	(1,807,154)	(1,453,832)
Other property and services		(433,904)	(643,966)	(249,448)
		<u>(16,468,480)</u>	<u>(14,930,631)</u>	<u>(15,813,085)</u>
<b>Operating activities excluded from budget</b>				
(Profit) on disposal of assets	21	(11,262)	(84,882)	(484,139)
Loss on disposal of assets	21	110,402	145,564	64,596
Movement in deferred pensioner rates (non-current)		(21,689)	0	(7,935)
Movement in employee benefit provisions (non-current)		109,994	0	30,990
Depreciation on assets	2(a)	5,196,832	3,488,127	4,268,267
<b>Amount attributable to operating activities</b>		<u>(635,226)</u>	<u>(3,254,060)</u>	<u>(1,243,047)</u>
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions		2,400,330	2,434,924	3,589,599
Proceeds from disposal of assets	21	388,909	675,318	957,581
Repayment of advances to community groups		10,621	9,996	11,657
Purchase of property, plant and equipment	6(b)	(2,494,249)	(2,963,957)	(1,743,761)
Purchase and construction of infrastructure	7(b)	(4,602,545)	(5,966,347)	(6,162,938)
<b>Amount attributable to investing activities</b>		<u>(4,296,934)</u>	<u>(5,810,066)</u>	<u>(3,347,863)</u>
<b>FINANCING ACTIVITIES</b>				
Repayment of debentures	22(a)	(185,913)	(167,783)	(220,733)
Proceeds from new debentures	22(a)	213,897	213,897	150,000
Proceeds from self supporting loans		27,916	27,916	43,318
Transfers from Restricted Cash		0	1,011,914	0
Transfers to reserves (restricted assets)	12	(1,019,186)	(161,258)	(792,443)
Transfers from reserves (restricted assets)	12	261,327	590,000	315,709
<b>Amount attributable to financing activities</b>		<u>(701,959)</u>	<u>1,494,686</u>	<u>(604,149)</u>
<b>Surplus(deficiency) before general rates</b>		<u>(5,634,119)</u>	<u>(7,569,439)</u>	<u>(5,095,059)</u>
<b>Total amount raised from general rates</b>	23	<u>7,565,911</u>	<u>7,569,439</u>	<u>7,361,057</u>
<b>Net current assets at June 30 c/fwd - surplus/(deficit)</b>	24	<u>1,931,792</u>	<u>(0)</u>	<u>2,265,998</u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 20 to these financial statements.

**(a) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(b) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(c) Trade and Other Receivables**

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(d) Inventories**

**General**

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

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

**Land held for sale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

**(e) Fixed Assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Mandatory requirement to revalue non-current assets**

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Shire revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.



**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(e) Fixed Assets (Continued)**

***Land under control***

In accordance with Local Government (Financial Management) Regulation 16(a)(ii), the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

***Initial recognition and measurement between mandatory revaluation dates***

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

***Revaluation***

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

***Land under roads***

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(e) Fixed Assets (Continued)**

***Depreciation***

The depreciable amount of all fixed assets including buildings but excluding freehold land and roads, on a straight-line basis over the individual asset's useful life from the time the asset is held are depreciated ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Parks	5 to 25 years
Infrastructure Other	5 to 25 years
Carparks (sealed)	40 years
Tools	4 to 10 years
Bridges	50 to 100 years
Sealed roads and streets (reducing balance)	
formation	Not depreciated
pavement	50 years
seal	
- bituminous seals	25 years
- asphalt surfaces	25 years
Gravel roads (reducing balance)	
formation	Not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads - unsealed (reducing balance)	
formation	Not depreciated
pavement	50 years
Footpaths - slab (reducing balance)	40 years
Sewerage piping (reducing balance)	80 years
Water supply piping and drainage systems (reducing balance)	85 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Fair Value of Assets and Liabilities**

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

**Fair value hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Fair Value of Assets and Liabilities (Continued)**

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

**(g) Financial Instruments**

**Initial recognition and measurement**

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

**Classification and subsequent measurement**

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(g) Financial Instruments (Continued)**

***Classification and subsequent measurement (continued)***

***(i) Financial assets at fair value through profit and loss***

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

***(ii) Loans and receivables***

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

***(iii) Held-to-maturity investments***

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

***(iv) Available-for-sale financial assets***

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

***(v) Financial liabilities***

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Financial Instruments (Continued)

**Impairment**

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

**Derecognition**

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(h) Impairment of Assets

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(i) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Employee Benefits**

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**Other long-term employee benefits**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**(k) Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**(l) Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**(m) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(n) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

**(o) Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**(p) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire's intentions to release for sale.

**(q) Rounding Off Figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

**(r) Comparative Figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

**(s) Budget Comparative Figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.



**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(v) New Accounting Standards and Interpretations for Application in Future Periods**

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

Management's assessment of the new and amended pronouncements that are relevant to the Shire, applicable to future reporting periods and which have not yet been adopted are set out as follows:

	<b>Title</b>	<b>Issued / Compiled</b>	<b>Applicable <sup>(1)</sup></b>	<b>Impact</b>
(i)	AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Shire, it is not anticipated the Standard will have any material effect.
(ii)	AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.  The effect of this Standard will depend upon the nature of future transactions the Shire has with those third parties it has dealings with. It may or may not be significant.
(iii)	AASB 16 Leases	February 2016	1 January 2019	Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position once AASB 16 is adopted.  Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Shire, the impact is not expected to be significant.

Notes:

<sup>(1)</sup> Applicable to reporting periods commencing on or after the given date.

SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(v) New Accounting Standards and Interpretations for Application in Future Periods (Continued)**

Title	Issued / Compiled	Applicable <sup>(1)</sup>	Impact
(iv) AASB 1058 Income of Not-for-Profit Entities (incorporating AASB 2016-7 and AASB 2016-8)	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are:</p> <ul style="list-style-type: none"> <li>- Assets received below fair value;</li> <li>- Transfers received to acquire or construct non-financial assets;</li> <li>- Grants received;</li> <li>- Prepaid rates;</li> <li>- Leases entered into at below market rates; and</li> <li>- Volunteer services.</li> </ul> <p>Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the Shire's operations.</p>

Notes:

<sup>(1)</sup> Applicable to reporting periods commencing on or after the given date.

**(w) Adoption of New and Revised Accounting Standards**

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

- (i) AASB 2015-6 Amendments to Australian Accounting Standards - Extending Related Party Disclosures to Not-for-Profit Public Sector Entities

[AASB 10, 124 & 1049]

The objective of this Standard was to extend the scope of AASB 124 *Related Party Disclosures* to include not-for-profit sector entities.

The Standard has had a significant disclosure impact on the financial report of the Shire as both Elected Members and Senior Management are deemed to be Key Management Personnel and resultant disclosures in accordance to AASB 124 have been necessary.

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

2. REVENUE AND EXPENSES	2017	2016	
	\$	\$	
(a) Net Result			
The Net result includes:			
(i) Charging as an expense:			
<b>Auditors remuneration</b>			
- Audit of the Annual Financial Report	22,987	24,489	
- Other Services	11,290	23,682	
<b>Depreciation</b>			
Buildings - non-specialised	43,751	43,452	
Buildings - specialised	579,384	554,664	
Furniture and equipment	33,503	115,695	
Plant and equipment	1,026,489	730,743	
Tools	3,623	14,935	
Infrastructure - Roads	2,310,260	2,295,714	
Infrastructure - Footpaths	5,552	0	
Infrastructure - Parks and Ovals	833,024	422,992	
Infrastructure - Other	221,725	20,885	
Infrastructure - Bridges	139,521	69,187	
	<u>5,196,832</u>	<u>4,268,267</u>	
<b>Interest expenses (finance costs)</b>			
Debentures (refer Note 22 (a))	146,964	152,396	
	<u>146,964</u>	<u>152,396</u>	
<b>Rental charges</b>			
- Operating leases	27,711	10,366	
	<u>27,711</u>	<u>10,366</u>	
(ii) Crediting as revenue:			
<b>Significant revenue</b>			
Federal Assistance Grants	913,393	0	
	<u>913,393</u>	<u>0</u>	
The significant revenue in 2017 relates to the pre payment of the Federal Assistance Grant paid by the Grants Commission.			
<b>Other revenue</b>			
Reimbursements and recoveries	270,184	519,056	
Other	151,937	190,571	
	<u>422,121</u>	<u>709,627</u>	
	<b>2017</b>	<b>2017</b>	<b>2016</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	\$	\$	\$
<b>Interest earnings</b>			
-Self supporting loans	2,625	0	9,690
- Loans receivable - clubs/institutions	3,343	0	4,054
- Reserve funds	45,393	45,000	47,465
- Other funds	70,108	100,000	123,741
Other interest revenue (refer note 28)	127,025	114,000	116,452
	<u>248,495</u>	<u>259,000</u>	<u>301,402</u>

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**2. REVENUE AND EXPENSES (Continued)**

**(b) Statement of Objective**

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

**COMMUNITY VISION**

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

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**GOVERNANCE**

**Objective:**

To provide decision making process for the efficient allocation of scarce resources.

**Activities:**

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services.

**Activities:**

Rates and general purpose government grants, interest revenue and associated expenses pertaining to the acquisitions of such revenues.

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

To provide services to help ensure a safer and environmentally conscious community.

**Activities:**

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**HEALTH**

**Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

Inspection of food outlets and their control, noise control and waste disposal compliance.

**EDUCATION AND WELFARE**

**Objective:**

To provide services to disadvantaged persons, the elderly, children and youth.

**Activities:**

Maintenance of playgroup centre, aged care housing and Wangaree Community Centre.  
Provision and maintenance of youth services.

**HOUSING**

**Objective:**

To provide and maintain staff and other housing.

**Activities:**

Provision and maintenance of staff and other housing.

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**2. REVENUE AND EXPENSES (Continued)**

**(b) Statement of Objective (Continued)**

**COMMUNITY AMENITIES**

**Objective:**

To provide services required by the community.

**Activities:**

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

**RECREATION AND CULTURE**

**Objective:**

To establish and effectively manage infrastructure and resources which will help the social well being of the community.

**Activities:**

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library and other cultural facilities.

**TRANSPORT**

**Objective:**

To provide safe, effective and efficient transport services to the community.

**Activities:**

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

**ECONOMIC SERVICES**

**Objective:**

To help promote the Shire and its economic wellbeing.

**Activities:**

Tourism and area promotion including the maintenance and operation of two caravan parks. Provision of rural services including weed control, vermin control and standpipes. Building Control.

**OTHER PROPERTY AND SERVICES**

**Objective:**

To monitor and control the Shire's overheads operating accounts.

**Activities:**

Private works operation, plant repair and operation costs, engineering costs, administration costs allocated and other unclassified works and services.

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

**2. REVENUE AND EXPENSES (Continued)****(c) Conditions Over Grants/Contributions**

<b>Grant/Contribution</b>	<b>Opening Balance <sup>(1)</sup> 1/07/15 \$</b>	<b>Received <sup>(2)</sup> 2015/16 \$</b>	<b>Expended <sup>(3)</sup> 2015/16 \$</b>	<b>Closing Balance <sup>(1)</sup> 30/06/16 \$</b>	<b>Received <sup>(2)</sup> 2016/17 \$</b>	<b>Expended <sup>(3)</sup> 2016/17 \$</b>	<b>Closing Balance 30/06/17 \$</b>
<b>Governance</b>							
Shire Golf Day	0	1,530	(1,530)	0	0	0	0
<b>Law, order, public safety</b>							
Driver Revivor	554	0	0	554	0	0	554
Lower Coastal Fire Control	25,194	0	0	25,194	0	0	25,194
Redfield Park Fire Control	4,738	0	0	4,738	0	0	4,738
FESA Unspent Grant	0	0	0	0	8,675	0	8,675
<b>Health</b>							
Gingin Logo Plates	6,266	454	0	6,720	318	0	7,038
Gingin Ambulance	12,000	6,000	0	18,000	6,000	0	24,000
Lancelin Ambulance	30,000	15,000	(45,000)	0	15,000	0	15,000
Nabaroo Water	2,047	0	0	2,047	0	0	2,047
<b>Education and welfare</b>							
Community Bus Replacement	141,076	0	0	141,076	0	0	141,076
Lancelin Aged Accommodation Long Term	79,445	0	0	79,445	5,500	0	84,945
<b>Community amenities</b>							
Coastal Hazard Risk Management Plan	48,000	25,914	(26,792)	47,122	0	(12,122)	35,000
Seabird Erosion Project	0	2,013,392	(1,356,694)	656,698	0	(637,343)	19,355
Seabird Progress Association Seawall Exte	0	18,182	0	18,182	0	(18,182)	0
Sovereign Hill POS	4,385	0	0	4,385	0	0	4,385
Seabird Hall	106,970	0	(106,970)	0	0	0	0
Price Lot 30 Planning Condition	23,000	0	0	23,000	0	0	23,000
Lancelin Sand Nourishment & Seabird Mon	0	22,500	0	22,500	0	(14,113)	8,387
Coastal Inundation	0	0	0	0	5,000	0	5,000
<b>Recreation and culture</b>							
Concept Plan for Granville Park Gingin	5,000	0	0	5,000	0	0	5,000
DOLG Unspent LA Off-Road	11,478	0	0	11,478	0	0	11,478

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

**2. REVENUE AND EXPENSES (Continued)****(c) Conditions Over Grants/Contributions**

	Opening Balance <sup>(1)</sup> 1/07/15	Received <sup>(2)</sup> 2015/16	Expended <sup>(3)</sup> 2015/16	Closing Balance <sup>(1)</sup> 30/06/16	Received <sup>(2)</sup> 2016/17	Expended <sup>(3)</sup> 2016/17	Closing Balance 30/06/17
	\$	\$	\$	\$	\$	\$	\$
<b>Grant/Contribution</b>							
Edgar Subdivision	2,750	0	0	2,750	0	0	2,750
Gingin Swimming Pool	9,707	0	0	9,707	0	(9,707)	0
Gingin Swimming Pool	2,654	0	0	2,654	0	(2,654)	0
Lancelin Public Open Space	14,800	0	0	14,800	0	0	14,800
<b>Transport</b>							
Battle Axe LA3 & LA90	2,640	0	0	2,640	0	0	2,640
Bendigo Bank Contribution Towards Parking Area	2,251	0	0	2,251	0	0	2,251
Chitna Road	3,000	0	0	3,000	0	0	3,000
CLGF R4R Unspent	645,000	0	(645,000)	0	0	0	0
Cowalla Road Upgrade	16,000	0	0	16,000	0	0	16,000
Cullalla Road Upgrade	0	45,000	0	45,000	0	0	45,000
Dewar GB Roads	750	0	0	750	0	0	750
Donaldson Subdivision	2,500	0	0	2,500	0	0	2,500
Harris M Subdivision	1,280	0	0	1,280	0	0	1,280
Ledge Point Footpaths	38,020	0	0	38,020	0	0	38,020
Schofield - Cheriton and Brockman Streets	87,290	0	0	87,290	0	(9,275)	78,015
Teal Park Roads	1,181	0	0	1,181	0	0	1,181
Whakea Road Upgrade	107	0	0	107	0	0	107
Lancelin Footpaths	6,746	0	0	6,746	0	0	6,746
Main Roads Unspent Bridge Grant	0	0	0	0	190,000	0	190,000
<b>Economic services</b>							
Lancelin Ratepayers and Residents Bench	79	0	0	79	0	0	79
<b>Other property and services</b>							
Wheatbelt Development Commission	290,588	75,000	(140,588)	225,000	0	(145,000)	80,000
<b>Total</b>	<b>1,627,496</b>	<b>2,222,972</b>	<b>(2,322,574)</b>	<b>1,527,894</b>	<b>230,493</b>	<b>(848,396)</b>	<b>909,991</b>

SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

**2. REVENUE AND EXPENSES (Continued)**

**(c) Conditions Over Grants/Contributions**

**Notes:**

- (1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.
- (2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.
- (3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.



**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

	Note	2017 \$	2016 \$
<b>3. CASH AND CASH EQUIVALENTS</b>			
Unrestricted		994,821	851,144
Reserves Restricted		3,330,023	2,572,164
Restricted Cash		909,991	1,527,894
		<u>5,234,835</u>	<u>4,951,202</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Long Service Leave, Sick Leave, Staff Contingency	12	513,063	356,637
Office Equipment Replacement	12	17,486	17,210
Plant and Equipment Replacement	12	153,129	150,708
Land and Buildings General	12	753,210	801,200
Guilderton Caravan Park Recreation	12	222,713	120,316
Shire Recreational Development	12	204,379	151,204
Redfield Park Public Open Space	12	29,762	29,283
Ocean Farm Recreation	12	36,564	35,986
Tip Rationalisation	12	697,171	686,147
Lancelin Community Sporting Club	12	49,002	32,708
Community Infrastructure	12	87,429	86,046
Staff Housing	12	31,740	31,238
Future Infrastructure	12	531,524	73,481
Guilderton Country Club Reserve	12	2,851	0
		<u>3,330,023</u>	<u>2,572,164</u>
Unspent grants	2(c)	909,991	1,527,894
		<u>4,240,014</u>	<u>4,100,058</u>

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

	2017	2016
	\$	\$
<b>4. TRADE AND OTHER RECEIVABLES</b>		
<b>Current</b>		
Rates outstanding	734,625	599,945
Sundry debtors	961,626	931,679
GST receivable	118,666	220,367
Loans receivable - clubs/institutions	29,831	27,916
Prepayments	79,727	12,643
Legal Costs - recovery of rates	74,778	55,427
Rubbish Fees	48,635	44,620
Rates other charges	1,178	825
Loans - advances to community groups	11,282	10,620
	<u>2,060,348</u>	<u>1,904,042</u>
<b>Non-current</b>		
Rates outstanding - pensioners	107,559	85,870
Loans receivable - clubs/institutions	6,353	36,184
Loans - advances to community groups	34,986	46,269
	<u>148,898</u>	<u>168,323</u>
Information with respect to the impairment or otherwise of the totals of rates outstanding and sundry debtors is as follows:		
<b>Rates outstanding</b>	<u>734,625</u>	<u>599,945</u>
Includes:		
Past due and not impaired	734,625	599,945
Impaired	<u>0</u>	<u>0</u>
<b>Sundry debtors</b>	<u>961,626</u>	<u>931,679</u>
Includes:		
Past due and not impaired	211,558	149,069
Impaired	<u>0</u>	<u>0</u>
<b>5. INVENTORIES</b>		
<b>Current</b>		
Fuel and materials	16,714	24,452
History books	9,999	10,028
	<u>26,713</u>	<u>34,480</u>

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

	2017 \$	2016 \$
<b>6 (a). PROPERTY, PLANT AND EQUIPMENT</b>		
Land		
- Independent valuation 2013 - level 2	0	7,285,000
- Independent valuation 2013 - level 3	0	8,772,000
- Independent valuation 2013 - level 3	0	60,324
- Additions after valuation - cost	0	65,071
- Independent valuation 2017 - level 2	15,302,000	0
- Independent valuation 2017 - level 3	1,590,000	0
	<u>16,892,000</u>	<u>16,182,395</u>
Land - vested in and under the control of Council at:		
- Independent valuation 2013 - level 3	0	3,823,555
- Independent valuation 2017 - level 3	3,823,555	0
	<u>3,823,555</u>	<u>3,823,555</u>
	<u>20,715,555</u>	<u>20,005,950</u>
Buildings - non-specialised at:		
- Independent valuation 2013 - level 2	0	1,170,000
- Management valuation 2013 - level 2	0	946,000
- Additions after valuation - cost	0	43,156
- Independent valuation 2017 - level 2	1,135,000	0
- Independent valuation 2017 - level 3	512,700	0
- Management valuation 2017 - level 3	18,129	0
- Transfer to Infrastructure Other	(18,129)	0
Buildings - non-specialised - Less: accumulated depreciation	0	(128,683)
	<u>1,647,700</u>	<u>2,030,473</u>
Buildings - specialised at:		
- Independent valuation 2013 - level 3	0	26,469,452
- Additions after valuation - cost	0	2,529,326
- Independent valuation 2017 - level 3	23,404,900	0
- Management valuation 2017 - level 3	5,466,275	0
- Transfers to Infrastructure Other	(5,466,275)	0
Buildings - specialised - Less: accumulated depreciation	0	(1,644,255)
	<u>23,404,900</u>	<u>27,354,523</u>
	<u>25,052,600</u>	<u>29,384,996</u>
Total land and buildings	<u>45,768,155</u>	<u>49,390,946</u>

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

	2017	2016
	\$	\$
<b>6 (a). PROPERTY, PLANT AND EQUIPMENT (continued)</b>		
Furniture and equipment at:		
- Independent valuation 2016 - level 3	183,800	183,800
- Additions after valuation - cost	91,639	0
Furniture and equipment - Less: accumulated depreciation	<u>(33,503)</u>	<u>0</u>
	241,936	183,800
 Plant and equipment at:		
- Independent valuation 2016 - level 2	2,856,251	2,960,400
- Independent valuation 2016 - level 3	1,057,950	1,559,950
- Management valuation 2016 - level 2	558,007	558,007
- Management valuation 2016 - level 3	131,947	131,947
- Additions after valuation - cost	1,280,541	0
Plant and equipment - Less: accumulated depreciation	<u>(907,275)</u>	<u>0</u>
	4,977,421	5,210,304
 Tools at:		
-Independent valuation 2016 - level 3	12,900	12,900
Less: accumulated depreciation	<u>(3,623)</u>	<u>0</u>
	9,277	12,900
	<u>50,996,789</u>	<u>54,797,950</u>

The fair value of property, plant and equipment is determined at least every three years in accordance with the regulatory framework. Additions since the date of valuation are shown as cost, given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

## 6. PROPERTY, PLANT AND EQUIPMENT (Continued)

## (b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Balance at the Beginning of the Year \$	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) Transferred to Revaluation \$	Revaluation (Losses)/ Reversals Through to Profit or Loss \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Transfers \$	Carrying Amount at the End of Year \$
Land - freehold land	16,182,395	0	0	709,605	0	0	0	0	16,892,000
Land - vested in and under the control of Council	3,823,555	0	0	0	0	0	0	0	3,823,555
<b>Total land</b>	<b>20,005,950</b>	<b>0</b>	<b>0</b>	<b>709,605</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,715,555</b>
Buildings - non-specialised	2,030,473	21,566	0	(360,588)	0	0	(43,751)	0	1,647,700
Buildings - specialised	27,354,523	1,100,503	(1,115)	1,014,777	0	0	(579,384)	(5,484,404)	23,404,900
<b>Total buildings</b>	<b>29,384,996</b>	<b>1,122,069</b>	<b>(1,115)</b>	<b>654,189</b>	<b>0</b>	<b>0</b>	<b>(623,135)</b>	<b>(5,484,404)</b>	<b>25,052,600</b>
<b>Total land and buildings</b>	<b>49,390,946</b>	<b>1,122,069</b>	<b>(1,115)</b>	<b>1,363,794</b>	<b>0</b>	<b>0</b>	<b>(623,135)</b>	<b>(5,484,404)</b>	<b>45,768,155</b>
Furniture and equipment	183,800	91,639	0	0	0	0	(33,503)	0	241,936
Plant and equipment	5,210,304	1,280,541	(486,934)	0	0	0	(1,026,489)	0	4,977,421
Tools	12,900	0	0	0	0	0	(3,623)	0	9,277
<b>Total property, plant and equipment</b>	<b>54,797,950</b>	<b>2,494,249</b>	<b>(488,049)</b>	<b>1,363,794</b>	<b>0</b>	<b>0</b>	<b>(1,686,750)</b>	<b>(5,484,404)</b>	<b>50,996,789</b>

**SHIRE OF GINGIN**  
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**6. PROPERTY, PLANT AND EQUIPMENT (Continued)****(c) Fair Value Measurements**

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of valuation	Date of last Valuation	Inputs used
<b>Land</b>					
Land - freehold land	2	Market approach using recent observable market data for similar properties	Independent registered valuers	June 2017	Price per hectare
Land - freehold land	3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	June 2017	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Land - vested in and under the control of Council	3	Improvements to land valued using cost approach using depreciated replacement cost	Management Valuation	June 2017	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Buildings - non-specialised	2	Market approach using recent observable market data for similar properties	Independent registered valuers	June 2017	Price per square metre
Buildings - non-specialised	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Buildings - specialised	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Furniture and equipment</b>	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2016	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Plant and equipment</b>					
Independent and Management Valuation	2	Market approach using recent observable market data for similar properties	Independent registered valuers and Management Valuation	June 2016	Price per item
Independent and Management Valuation	3	Cost approach using depreciated replacement cost	Independent registered valuers and Management Valuation	June 2016	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Tools	3	Cost approach using depreciated replacement cost	Independent registered valuers	June 2016	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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	2017 \$	2016 \$
<b>7 (a). INFRASTRUCTURE</b>		
Infrastructure - Roads		
- Management valuation 2015 - level 3	78,515,455	78,515,455
- Additions after valuation - cost	6,273,870	3,133,123
- Transfer to Plant and Equipment	(5,969)	(5,969)
Infrastructure - Roads - Less: accumulated depreciation	<u>(4,605,974)</u>	<u>(2,295,714)</u>
	80,177,382	79,346,895
 Infrastructure - Footpaths		
- Management valuation 2015 - level 3	77,090	77,090
- Transfer from Parks	53,382	53,382
- Additions after valuation - cost	42,876	0
Infrastructure - Footpaths - Less: accumulated depreciation	<u>(6,552)</u>	<u>0</u>
	167,796	130,472
 Infrastructure - Parks and Ovals		
- Independent valuation 2015 - level 3	12,256,600	12,256,600
- Additions after valuation - cost	2,044,766	1,613,418
- Transfer to Footpaths	(53,382)	(53,382)
Infrastructure - Parks and Ovals - Less: accumulated depreciation	<u>(1,256,016)</u>	<u>(422,992)</u>
	12,991,968	13,393,644
 Infrastructure - Other		
- Independent valuation 2015 - level 3	1,340,266	1,340,266
- Additions after valuation - cost	987,574	0
- Transfer from Specialised and Non Specialised Buildings	5,484,404	0
Infrastructure - Other - Less: accumulated depreciation	<u>(242,610)</u>	<u>(20,885)</u>
	7,569,634	1,319,381
 Infrastructure - Bridges		
- Management valuation 2015 - level 3	2,744,000	2,744,000
Infrastructure - Bridges - Less: accumulated depreciation	<u>(208,708)</u>	<u>(69,187)</u>
	2,535,292	2,674,813
	<u>103,442,072</u>	<u>96,865,205</u>

The fair value of infrastructure is determined at least every three years in accordance with the regulatory framework. Additions since the date of valuation are shown as cost. Given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and, where appropriate, the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A(2) which requires infrastructure to be shown at fair value.

SHIRE OF GINGIN  
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## 7. INFRASTRUCTURE (Continued)

## (b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Balance as at the Beginning of the Year	Additions	(Disposals)	Revaluation Increments/ (Decrements) Transferred to Revaluation	Revaluation (Loss)/ Reversal Transferred to Profit or Loss	Impairment (Losses)/ Reversals	Depreciation (Expense)	Transfers	Carrying Amount at the End of the Year
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Infrastructure - Roads	79,346,895	3,140,747	0	0	0	0	(2,310,260)	0	80,177,382
Infrastructure - Footpaths	130,472	42,876	0	0	0	0	(5,552)	0	167,796
Infrastructure - Parks and Ovals	13,393,644	431,348	0	0	0	0	(833,024)	0	12,991,968
Infrastructure - Other	1,319,381	987,574	0	0	0	0	(221,725)	5,484,404	7,569,634
Infrastructure - Bridges	2,674,813	0	0	0	0	0	(139,521)	0	2,535,292
<b>Total infrastructure</b>	<b>96,865,205</b>	<b>4,602,545</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3,510,082)</b>	<b>5,484,404</b>	<b>103,442,072</b>



**SHIRE OF GINGIN**  
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**7. INFRASTRUCTURE (Continued)****(c) Fair Value Measurements**

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of valuation	Date of last Valuation	Inputs used
Infrastructure - Roads	3	Cost approach using depreciated replacement	Management Valuation	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3).
Infrastructure - Footpaths	3	Cost approach using depreciated replacement	Management Valuation	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3).
Infrastructure - Drainage	3	Cost approach using depreciated replacement	Management Valuation	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3).
Infrastructure - Parks and Ovals	3	Cost approach using depreciated replacement	Independent registered valuers	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3).
Infrastructure - Other	3	Cost approach using depreciated replacement	Independent registered valuers	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3).
Infrastructure - Bridges	3	Cost approach using depreciated replacement	Independent registered valuers	June 2015	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3).

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied , they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

**SHIRE OF GINGIN**  
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	2017	2016
	\$	\$
<b>8. TRADE AND OTHER PAYABLES</b>		
<b>Current</b>		
Sundry creditors	1,164,462	1,094,717
Accrued interest on debentures	30,606	30,562
Accrued salaries and wages	0	32,389
ATO liabilities	144,639	97,380
Other	66,606	54,776
	<u>1,406,313</u>	<u>1,309,824</u>
<b>9. LONG-TERM BORROWINGS</b>		
<b>Current</b>		
Secured by floating charge		
Debentures	<u>207,047</u>	<u>176,438</u>
	<u>207,047</u>	<u>176,438</u>
<b>Non-current</b>		
Secured by floating charge		
Debentures	<u>2,202,180</u>	<u>2,204,806</u>
	<u>2,202,180</u>	<u>2,204,806</u>

Additional detail on borrowings is provided in Note 22.

**10. PROVISIONS**

	Provision for Annual Leave \$	Provision for Long Service Leave \$	Provision for Sick Leave \$	Total \$
<b>Opening balance at 1 July 2016</b>				
Current provisions	298,895	364,134	40,173	703,202
Non-current provisions	0	120,513	31,990	152,503
	<u>298,895</u>	<u>484,647</u>	<u>72,163</u>	<u>855,705</u>
<b>Additional provision</b>	<u>8,249</u>	<u>4,317</u>	<u>6,881</u>	<u>19,447</u>
<b>Balance at 30 June 2017</b>	<u>307,144</u>	<u>488,964</u>	<u>79,044</u>	<u>875,152</u>
<b>Comprises</b>				
Current	307,144	266,065	39,446	612,655
Non-current	0	222,899	39,598	262,497
	<u>307,144</u>	<u>488,964</u>	<u>79,044</u>	<u>875,152</u>

SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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## 12. RESERVES - CASH BACKED

	Actual 2017 Opening Balance \$	Actual 2017 Transfer to \$	Actual 2017 Transfer (from) \$	Actual 2017 Closing Balance \$	Budget 2017 Opening Balance \$	Budget 2017 Transfer to \$	Budget 2017 Transfer (from) \$	Budget 2017 Closing Balance \$	Actual 2016 Opening Balance \$	Actual 2016 Transfer to \$	Actual 2016 Transfer (from) \$	Actual 2016 Closing Balance \$
Long Service Leave, Sick Leave, Staff Contingency	356,637	156,426	0	513,063	355,494	6,141	0	361,635	440,377	8,579	(92,319)	356,637
Office Equipment Replacement	17,210	276	0	17,486	17,166	426	0	17,592	16,881	329	0	17,210
Plant and Equipment Replacement	150,708	2,421	0	153,129	150,323	24,149	0	174,472	147,827	2,881	0	150,708
Land and Buildings General	801,200	113,337	(161,327)	753,210	798,786	14,077	(380,000)	432,863	279,089	668,488	(146,377)	801,200
Guilderton Caravan Park Recreation	120,316	102,397	0	222,713	120,009	2,115	0	122,124	118,016	2,300	0	120,316
Shire Recreational Development	151,204	153,175	(100,000)	204,379	215,653	3,800	(100,000)	119,453	212,073	4,131	(65,000)	151,204
Redfield Park Public Open Space	29,283	479	0	29,762	41,191	726	0	41,917	40,507	789	(12,013)	29,283
Ocean Farm Recreation	35,986	578	0	36,564	35,894	633	0	36,527	35,298	688	0	35,986
Tip Rationalisation	686,147	11,024	0	697,171	684,398	12,062	(110,000)	586,460	673,034	13,113	0	686,147
Lancelin Community Sporting Club	32,708	16,294	0	49,002	17,578	12,810	0	30,388	17,285	15,423	0	32,708
Community Infrastructure	86,046	1,383	0	87,429	85,827	1,513	0	87,340	84,402	1,644	0	86,046
Staff Housing	31,238	502	0	31,740	31,158	549	0	31,707	30,641	597	0	31,238
Future Infrastructure	73,481	458,043	0	531,524	0	76,797	0	76,797	0	73,481	0	73,481
Guilderton Country Club Reserve	0	2,851	0	2,851	0	5,460	0	5,460	0	0	0	0
	<u>2,572,164</u>	<u>1,019,186</u>	<u>(261,327)</u>	<u>3,330,023</u>	<u>2,553,477</u>	<u>161,258</u>	<u>(590,000)</u>	<u>2,124,735</u>	<u>2,095,430</u>	<u>792,443</u>	<u>(315,709)</u>	<u>2,572,164</u>

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

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12. RESERVES - CASH BACKED

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
Long Service Leave, Sick Leave, Staff Contingency		Used to fund annual leave, long service leave, sick leave, redundancy/retirement and staff contingency.
Office Equipment Replacement		Used for the acquisition and/or replacement of major items of office equipment (including computer system).
Plant and Equipment Replacement		Used for the purchase of major plant and equipment.
Land and Buildings General		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		Used for the development of Shire Recreational facilities.
Redfield Park Public Open Space		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.
Lancelin Community Sporting Club		Used in developing building and other associated infrastructure at the Lancelin Community Sporting Club and are to be spent upon request from the club
Community Infrastructure		Used to assist in the financing of community facilities.
Staff Housing		Used for the renewal, refurbishment, replacement and upgrading of Staff Housing.
Future Infrastructure		Used to fund future infrastructure construction, purchase, additions and/or renewals
Guilderton Country Club Reserve		Used to fund the development of the Guilderton Country Club and are to be spent upon request from the Club, and approval from Council.

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13. REVALUATION SURPLUS

	2017 Opening Balance \$	2017 Revaluation Increment \$	2017 Revaluation (Decrement) \$	2017 Total Movement on Revaluation \$	2017 Closing Balance \$	2016 Opening Balance \$	2016 Revaluation Increment \$	2016 Revaluation (Decrement) \$	2016 Total Movement on Revaluation \$	2016 Closing Balance \$
Land and buildings	26,962,334	1,363,794	0	1,363,794	28,326,128	26,962,334	0	0	0	26,962,334
Furniture and equipment	0	0	0	0	0	240,123	0	(240,123)	(240,123)	0
Plant and equipment	2,429,366	0	0	0	2,429,366	1,980,911	448,455	0	448,455	2,429,366
Tools	62,540	0	0	0	62,540	44,700	17,840	0	17,840	62,540
Revaluation surplus - Infrastructure - Roads	66,046,298	0	0	0	66,046,298	66,046,298	0	0	0	66,046,298
Revaluation surplus - Infrastructure - Parks and Ovals	7,962,743	0	0	0	7,962,743	7,962,743	0	0	0	7,962,743
Revaluation surplus - Infrastructure - Bridges	2,744,000	0	0	0	2,744,000	2,744,000	0	0	0	2,744,000
	106,207,281	1,363,794	0	1,363,794	107,571,075	105,981,109	466,295	(240,123)	226,172	106,207,281

Movements on revaluation of fixed assets are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**14. NOTES TO THE STATEMENT OF CASH FLOWS****(a) Reconciliation of Cash**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2017 \$	2017 Budget \$	2016 \$
Cash and cash equivalents	<u>5,234,835</u>	<u>2,729,352</u>	<u>4,951,202</u>
<b>(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result</b>			
Net result	1,680,740	1,645,076	2,283,132
Non-cash flows in Net result:			
Depreciation	5,196,832	3,488,127	4,268,267
(Profit)/Loss on sale of asset	99,140	60,682	(399,544)
Loss on revaluation of fixed assets	0	0	113,273
Changes in assets and liabilities:			
(Increase)/Decrease in receivables	(175,418)	651,939	(251,481)
(Increase)/Decrease in inventories	7,767	0	16
Increase/(Decrease) in payables	96,489	(491,193)	804,577
Increase/(Decrease) in provisions	19,447	9,400	102,773
Grants contributions for the development of assets	<u>(2,400,330)</u>	<u>(2,434,924)</u>	<u>(3,589,599)</u>
Net cash from operating activities	<u>4,524,667</u>	<u>2,929,107</u>	<u>3,331,434</u>
<b>(c) Undrawn Borrowing Facilities</b>			
<b>Credit Standby Arrangements</b>	<b>2017 \$</b>		<b>2016 \$</b>
Bank overdraft limit	500,000		500,000
Bank overdraft at balance date	0		0
Credit card limit	33,000		29,000
Credit card balance at balance date	<u>(3,463)</u>		<u>(4,948)</u>
<b>Total amount of credit unused</b>	<u>529,537</u>		<u>524,052</u>
<b>Loan facilities</b>			
Loan facilities - current	207,047		176,438
Loan facilities - non-current	<u>2,202,180</u>		<u>2,204,806</u>
<b>Total facilities in use at balance date</b>	<u>2,409,227</u>		<u>2,381,244</u>
<b>Unused loan facilities at balance date</b>	<u>NIL</u>		<u>NIL</u>

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**15. CONTINGENT LIABILITIES**

The Shire does not have any contingent liabilities.

	2017	2016
	\$	\$
<b>16. CAPITAL AND LEASING COMMITMENTS</b>		
<b>(a) Operating Lease Commitments</b>		
Non-cancellable operating leases contracted for but not capitalised in the accounts.		
Payable:		
- not later than one year	27,711	19,124
- later than one year but not later than five years	106,297	9,218
- later than five years	0	0
	<u>134,008</u>	<u>28,342</u>
<b>(b) Capital Expenditure Commitments</b>		
Contracted for:		
- capital expenditure projects	<u>129,778</u>	<u>1,052,367</u>
Payable:		
- not later than one year	<u>129,778</u>	<u>1,052,367</u>
Murray Road Bridge Works		
- Balance of the Construction of Murray Road Bridge	129,778	0
Seabird Erosion Project		
- Balance of the Construction of Seabird Seawall	0	874,835
Ocean Farm Fire Shed		
- Construction of new fire shed	0	177,532
	<u>129,778</u>	<u>1,052,367</u>

**17. JOINT VENTURE ARRANGEMENTS**

The Shire is not involved in any joint venture arrangements.

**18. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY**

	2017	2016
	\$	\$
Governance	4,940	2,800
General purpose funding	918,137	742,067
Law, order, public safety	2,272,804	2,742,245
Health	779,725	792,420
Education and welfare	2,812,030	1,299,986
Community amenities	2,241,616	1,585,227
Recreation and culture	33,449,229	34,025,524
Transport	83,733,662	83,381,976
Economic services	2,375,370	2,085,925
Other property and services	26,511,481	25,116,942
Unallocated	6,810,661	5,946,090
	<u>161,969,655</u>	<u>158,721,202</u>

**SHIRE OF GINGIN**  
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	2017	2016	2015
<b>19. FINANCIAL RATIOS</b>			
Current ratio	1.87	1.52	3.24
Asset sustainability ratio	1.00	1.79	0.89
Debt service cover ratio	13.89	8.36	6.67
Operating surplus ratio	(0.06)	(0.11)	0.09
Own source revenue coverage ratio	0.73	0.78	0.77

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{Depreciation expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

**Notes:**

Information relating to the **asset consumption ratio** and the **asset renewal funding ratio** can be found at Supplementary Ratio Information on Page 62 of this document.

- (a) Three of the 2017 ratios disclosed above were distorted by the early receipt of half of the allocation of the 2017-18 Financial Assistance Grant in June 2017.

The early payment of the grant increased operating revenue in 2017 by \$913,393.

- (b) Two of the 2016 and three of the 2015 ratios disclosed above were distorted by the early receipt of half of the allocation of the 2015-16 Financial Assistance Grant on 30 June 2015 and loss on revaluation -\$113,273 for furniture and equipment on 30 June 2016.

- (c) If recognised in the year to which the allocation related, the calculations in the 2017, 2016 and 2015 columns above would be as follows:

	2017	2016	2015
Current ratio	1.31	1.52	2.26
Debt service cover ratio	11.15	11.04	5.40
Operating surplus ratio	(0.14)	(0.17)	0.00



**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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**20. TRUST FUNDS**

Funds held at balance date over which the Shire has no control and which are not included in the financial statements are as follows:

	<b>1 July 2016 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>30 June 2017 \$</b>
Bonds, Tenders etc	5,800	8,417	5,100	9,117
Car Parking Cash in Lieu	11,482	1,532	0	13,014
Community Groups	3,592	716	15	4,293
D Wedge Trust	4,858	1,520	63	6,315
Excavation Bonds	20,000	6,096	0	26,096
Footpath Bonds	5,240	742	0	5,982
Landscaping Bonds	41,635	8,132	0	49,767
Old Junction Hotel Restoration	1,318	425	0	1,743
Other Bonds/Trusts	13,527	9,270	1,340	21,457
Public Open Space	30,000	4,465	0	34,465
Rehabilitation Bonds	64,842	20,990	0	85,831
Second Hand Buildings	34,500	13,139	0	47,639
Staff Trust	11,633	30,776	25,529	16,880
Subdivision Bonds	169,067	38,071	0	207,138
Tree Planting Bonds	0	5,456	0	5,456
Trust Interest	173,450	4,628	178,079	0
	<u>590,944</u>	<u>154,375</u>	<u>210,125</u>	<u>535,193</u>

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

**21. DISPOSALS OF ASSETS - 2016/17 FINANCIAL YEAR**

The following assets were disposed of during the year.

	Actual Net Book Value \$	Actual Sale Proceeds \$	Actual Profit \$	Actual Loss \$	Budget Net Book Value \$	Budget Sale Proceeds \$	Budget Profit \$	Budget Loss \$
<b>Plant and Equipment</b>								
Law, order, public safety								
Isuzu D-Max Utility GG005	30,008	24,545	0	(5,463)	32,989	27,000	0	(5,989)
Sale of GG072	7,394	15,000	7,606	0	0	0	0	0
Sale of GG070	28,959	19,546	0	(9,413)	0	0	0	0
Health								
Isuzu MUX 6GG	0	0	0	0	28,037	20,000	0	(8,037)
Community amenities								
Isuzu MUX 4GG	0	0	0	0	28,037	20,000	0	(8,037)
Recreation and culture								
Mower GG096	0	0	0	0	0	1,500	1,500	0
Transport								
Isuzu D-Max Utility 9GG	29,329	23,636	0	(5,693)	29,029	29,000	0	(29)
Caterpillar Grader GG001	129,637	120,000	0	(9,637)	151,254	95,000	0	(56,254)
John Deere Tractor GG012	0	0	0	0	30,659	45,000	14,341	0
Mercedes Benz Prime Mover GG028	0	0	0	0	61,222	70,000	8,778	0
Mercedes Benz Prime Mover GG045	0	0	0	0	61,222	75,000	13,778	0
Isuzu D-Max Utility GG013	0	0	0	0	17,555	26,000	7,445	0
Isuzu D-Max Utility GG020	0	0	0	0	16,522	24,000	7,478	0
Isuzu D-Max Utility GG043	32,000	22,546	0	(9,454)	37,960	27,000	0	(10,960)
Volkswagon Transporter Van GG009	0	0	0	0	31,531	21,000	0	(10,531)
Isuzu D-Max Utility GG033	29,261	21,818	0	(7,443)	20,136	27,000	6,864	0
Isuzu D-Max Utility GG050	32,500	22,273	0	(10,227)	38,523	24,000	0	(14,523)
Isuzu D-Max Utility GG017	29,054	21,818	0	(7,236)	20,136	27,000	6,864	0
Isuzu D-Max Utility 5GG	42,948	30,000	0	(12,948)	42,948	21,000	0	(21,948)
Low Loader GG037	13,344	17,000	3,656	0	29,256	20,000	0	(9,256)
Economic services								
Utility GG044	17,500	9,818	0	(7,682)	7,228	9,818	2,590	0
Other property and services								
Toyota Prado 0GG	65,000	40,909	0	(24,091)	51,756	67,000	15,244	0
Reception Counter	1,115	0	0	(1,115)	0	0	0	0
	<b>488,049</b>	<b>388,909</b>	<b>11,262</b>	<b>(110,402)</b>	<b>736,000</b>	<b>675,318</b>	<b>84,882</b>	<b>(145,564)</b>

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

**22. INFORMATION ON BORROWINGS**

(a) Repayments - Debentures

Particulars	Principal 1 July 2016 \$	New Loans \$	Principal Repayments		Principal 30 June 2017		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Health</b>								
L100 GG Medical Centre	232,452	0	22,887	22,887	209,565	209,565	14,134	14,766
<b>Community amenities</b>								
L111 Tip Rationalisation Site	499,452	0	14,578	14,578	484,874	484,874	31,804	32,182
L127 Seabird Sea Wall	0	213,897	9,475	9,383	204,422	204,514	4,881	2,898
<b>Recreation and culture</b>								
L114 Gu C/Club	490,488	0	26,991	28,952	463,497	461,536	34,327	34,548
L119 LP C/Club & Granville Ctr	16,317	0	7,870	7,871	8,446	8,446	970	1,034
L120 Regional Hardcourt Facility	340,087	0	17,115	17,115	322,972	322,972	22,399	22,437
L124A Regional Hardcourt Facility	330,479	0	17,854	17,854	312,625	312,625	13,412	13,466
L126 Swimming Pool Tiling	150,000	0	13,010	13,010	136,990	136,990	4,383	4,550
<b>Other property and services</b>								
L118 Office Extensions	32,505	0	15,679	15,679	16,826	16,826	1,932	2,060
L123 Lot 44 Weld Street GG	225,364	0	12,538	12,538	212,826	212,826	15,290	15,471
	<u>2,317,144</u>	<u>213,897</u>	<u>157,997</u>	<u>159,867</u>	<u>2,373,043</u>	<u>2,371,174</u>	<u>143,532</u>	<u>143,412</u>

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**22. INFORMATION ON BORROWINGS**

(a) Repayments - Debentures

Particulars	Principal 1 July 2016	New Loans	Principal Repayments		Principal 30 June 2017		Interest Repayments	
	\$	\$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b><u>Self Supporting Loans</u></b>								
<b>Recreation and culture</b>								
L115 Gu C/Club	25,992	0	12,538	12,538	13,453	13,453	1,540	1,643
<b>Economic services</b>								
L103 Gingin Sale Yards	17,982	0	5,642	5,642	12,340	12,340	841	982
<b>Other property and services</b>								
L93 LA Angling/Aquatic	20,126	0	9,736	9,736	10,391	10,391	1,051	1,156
	64,100	0	27,916	27,916	36,184	36,184	3,432	3,781
	<u>2,381,244</u>	<u>213,897</u>	<u>185,913</u>	<u>187,783</u>	<u>2,409,227</u>	<u>2,407,358</u>	<u>146,964</u>	<u>147,193</u>

Self supporting loans are financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

**22. INFORMATION ON BORROWINGS (Continued)**

(b) New Debentures - 2016/17

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total	Interest Rate	Amount Used		Balance Unspent
	Actual	Budget				Interest & Charges		Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Loan 127 - Seabird Seawall Extension	213,897	213,897	WATC	Debenture	10	31,728	2.71%	213,897	213,897	0
	<u>213,897</u>	<u>213,897</u>				<u>31,728</u>		<u>213,897</u>	<u>213,897</u>	<u>0</u>

(c) Unspent Debentures

The Shire did not have any unspent debentures as at 30 June 2017.

(d) Overdraft

Council has not utilised an overdraft facility during the financial year although an overdraft facility of \$500,000 with the Bendigo Bank does exist. The balance of the bank overdraft at 1 July 2016 and 30 June 2017 was \$nil.

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

**23. RATING INFORMATION - 2016/17 FINANCIAL YEAR**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Total Revenue \$</b>	<b>Budget Rate Revenue \$</b>	<b>Budget Total Revenue \$</b>
<b>Differential general rate</b>							
<b>Gross rental value valuations</b>							
GRV - Townsites & Other	0.0821	2,666	43,323,597	3,555,264	3,555,264	3,555,264	3,555,264
<b>Unimproved value valuations</b>							
UV - Rural	0.0044	423	289,227,000	1,280,408	1,280,408	1,280,409	1,280,409
UV - Intensive	0.0083	118	64,543,000	535,901	535,901	535,901	535,901
<b>Sub-Total</b>		3,207	397,093,597	5,371,573	5,371,573	5,371,574	5,371,574
<b>Minimum payment</b>	<b>Minimum \$</b>						
<b>Gross rental value valuations</b>							
GRV - Townsites & Other	980	1,630	10,885,868	1,597,400	1,597,400	1,597,400	1,597,400
<b>Unimproved value valuations</b>							
UV - Rural	1,238	394	75,600,064	487,772	487,772	487,772	487,772
UV - Intensive	2,201	93	15,554,347	204,693	204,693	204,693	204,693
<b>Sub-Total</b>		2,117	102,040,279	2,289,865	2,289,865	2,289,865	2,289,865
		<b>5,324</b>	<b>499,133,876</b>	<b>7,661,438</b>	<b>7,661,438</b>	<b>7,661,439</b>	<b>7,661,439</b>
Concessions (refer note 27)					(95,527)		(92,000)
<b>Total amount raised from general rate</b>					<b>7,565,911</b>		<b>7,569,439</b>
Ex-gratia rates					4,119		0
Interim Rates					20,490		20,000
Back Rates					16,760		1,000
Rates Written Off					0		(500)
<b>Totals</b>					<b>7,607,280</b>		<b>7,589,839</b>

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

**24. NET CURRENT ASSETS**

Composition of net current assets

	2017	2017	2016
	(30 June 2017	(1 July 2016	(30 June 2016
	Carried	Brought	Carried
	Forward)	Forward)	Forward)
	\$	\$	\$
<b>Surplus 1 July 16 brought forward</b>	<b>1,931,792</b>	<b>2,265,998</b>	<b>2,265,998</b>
<b>CURRENT ASSETS</b>			
Cash and cash equivalents			
Unrestricted	994,821	851,145	851,144
Restricted Cash	909,991	1,527,894	1,527,894
Reserves Restricted	3,330,023	2,572,164	2,572,164
Receivables			
Rates outstanding	734,625	599,945	599,945
Sundry debtors	961,626	931,679	931,680
GST receivable	118,666	220,367	220,367
Loans receivable - clubs/institutions	29,831	27,916	27,916
Loans - advances to community groups	11,282	10,620	10,620
Prepayments	79,727	12,643	12,643
Rates other charges	1,178	825	825
Rubbish fees	48,635	44,620	44,620
ESL outstanding	0	0	0
Legal Costs - recovery of rates	74,778	55,427	55,427
Inventories			
Fuel and materials	16,714	24,452	24,452
History books	9,999	10,028	10,028
<b>LESS: CURRENT LIABILITIES</b>			
Trade and other payables			
Sundry creditors	(1,164,462)	(1,094,718)	(1,094,718)
Accrued interest on debentures	(30,606)	(30,562)	(30,562)
Accrued salaries and wages	0	(32,389)	(32,389)
ATO liabilities	(144,639)	(97,380)	(97,380)
Prepayments	(66,606)	(54,776)	(54,776)
Current portion of long term borrowings			
Secured by floating charge	(207,047)	(176,438)	(176,438)
Provisions			
Provision for annual leave	(307,144)	(298,895)	(298,895)
Provision for long service leave	(266,065)	(364,134)	(364,134)
Provision for sick leave	(39,446)	(40,173)	(40,173)
<b>Unadjusted net current assets</b>	<b>5,095,881</b>	<b>4,700,260</b>	<b>4,700,260</b>
<b>Adjustments</b>			
Less: Reserves - restricted cash	(3,330,023)	(2,572,164)	(2,572,164)
Less: Loans receivable - clubs/institutions	(29,831)	(27,916)	(27,916)
Less: Loans advances to community groups	(11,282)	(10,620)	(10,620)
Add: Secured by floating charge	207,047	176,438	176,438
<b>Adjusted net current assets - surplus</b>	<b>1,931,792</b>	<b>2,265,998</b>	<b>2,265,998</b>

**Difference**

There was no difference between the surplus 1 July 2016 brought forward position used in the 2017 audited financial report and the surplus carried forward position as disclosed in the 2016 audited financial report.

SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

25. SPECIFIED AREA RATE - 2016/17 FINANCIAL YEAR

No specified area rates were imposed by the Shire during the year ended 2017

26. SERVICE CHARGES - 2016/17 FINANCIAL YEAR

No service charges were imposed by the Shire during the year ended 2017

27. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS  
- 2016/17 FINANCIAL YEAR

Waivers or Concessions

Rate or Fee and  
Charge to which  
the Waiver or  
Concession is Granted  
Rates Concession for  
Split Use Differential  
UV General properties  
with a mix of non-intensive  
and intensive use on a  
property

Type  
Concession

%  
Based on the area of  
land on the property  
used for non-intensive  
purposes.

Actual \$	Budget \$
95,527	92,000
95,527	92,000

Rate or Fee and  
Charge to which  
the Waiver or  
Concession is Granted  
Rates Concession for  
Split Use Differential  
UV General properties  
with a mix of non-intensive  
and intensive use on a  
property

Circumstances in which  
the Waiver or Concession is  
Granted and to whom it was  
available  
A concession is granted based on the area of land  
used for non-intensive rural purposes. The rates  
concession is calculated by determining the  
percentage of the property used for intensive  
purposes, the balance being non-intensive.

Objects of the Waiver  
or Concession

To ensure that the rates paid for a property  
appropriately reflect the use of the property.  
The concession is provided for split use  
differentially rated rural properties where  
there is a mixed use of non-intensive and  
intensive use on that property and where  
less than 75% of the property is classified as  
Intensive Use'.

Reasons for the Waiver  
or Concession

Property owners within the Shire carry on a  
variety of mixed uses on their land, with some  
using less than 75% of their land for non-  
intensive rural uses. The concession provides  
for these situations by ensuring the property  
owner only pays the relevant rates applicable  
to the use of the land.



SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

28. INTEREST CHARGES AND INSTALMENTS - 2016/17 FINANCIAL YEAR

	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
<b>Instalment Options</b>				
<b>Option One</b>				
Single full payment	14 September 16	0		11.00%
<b>Option Two</b>				
First Instalment	14 September 16	0		
Second Instalment	16 January 17	5	5.50%	11.00%
<b>Option Three</b>				
First Instalment	14 September 16	0	5.50%	11.00%
Second Instalment	14 November 16	5	5.50%	11.00%
Third Instalment	16 January 17	5	5.50%	11.00%
Fourth Instalment	16 March 17	5	5.50%	11.00%
			<b>Revenue</b>	<b>Budgeted</b>
			<b>\$</b>	<b>Revenue</b>
Interest on unpaid rates			100,440	87,000
Interest on instalment plan			26,586	27,000
Charges on instalment plan			19,240	20,000
			<u>146,266</u>	<u>134,000</u>

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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<b>29. FEES &amp; CHARGES</b>	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
General purpose funding	19,240	20,335
Law, order, public safety	80,967	75,646
Health	244,473	248,860
Education and welfare	109,009	108,102
Housing	19,480	28,937
Community amenities	1,484,376	1,620,102
Recreation and culture	70,040	62,842
Economic services	1,878,126	1,688,001
Other property and services	23,706	47,834
	<u>3,929,417</u>	<u>3,790,859</u>

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

**30. GRANT REVENUE**

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income

<b>By Nature or Type:</b>	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
<b>Operating grants, subsidies and contributions</b>		
Governance	500	0
General purpose funding	2,611,998	819,283
Law, order, public safety	277,452	172,626
Education and welfare	18,500	0
Community amenities	178,238	649,803
Recreation and culture	131,661	183,862
Transport	197,103	150,000
Economic services	36,500	13,000
Other property and services	78,363	455
	<u>3,530,315</u>	<u>1,989,009</u>
<b>Non-operating grants, subsidies and contributions</b>		
Law, order, public safety	307,276	0
Education and welfare	0	30,000
Community amenities	0	1,417,016
Recreation and culture	350,308	74,836
Transport	1,742,746	2,067,747
	<u>2,400,330</u>	<u>3,589,599</u>
	<u>5,930,645</u>	<u>5,578,608</u>

**31. EMPLOYEE NUMBERS**

The number of full-time equivalent employees at balance date

<u>58</u>	<u>55</u>
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**32. ELECTED MEMBERS REMUNERATION**

The following fees, expenses and allowances were paid to council members and/or the president.

	<b>2017</b>	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>Budget</b>	<b>\$</b>
Meeting Fees	78,000	78,000	76,834
President's allowance	15,800	15,800	15,600
Deputy President's allowance	3,950	3,950	3,900
Travelling expenses	15,485	12,000	12,599
IT Allowance	18,540	18,540	17,984
Conferences/Training	10,059	16,800	13,149
	<u>141,834</u>	<u>144,890</u>	<u>140,066</u>

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**33. RELATED PARTY TRANSACTIONS****Key Management Personnel (KMP) Compensation Disclosure**

	<b>2017</b>
	<b>\$</b>
The total of remuneration paid to KMP of the Shire during the year are as follows	
Short-term employee benefits	974,574
Post-employment benefits	123,146
Other long-term benefits	24,299
Termination benefits	42,434
	<b><u>1,164,453</u></b>

**Short-term employee benefits**

These amounts include all salary, paid leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found at Note 32.

**Post-employment benefits**

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

**Other long-term benefits**

These amounts represent long service benefits accruing during the year.

**Termination benefits**

These amounts represent termination benefits paid to KMP (Note may or may not be applicable in any given year)

**Related Parties**

The Shire's main related parties are as follows:

*i. Key management personnel*

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

*ii. Entities subject to significant influence by the Shire*

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

**Transactions with related parties**

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

The following transactions occurred with related parties:

	<b>2017</b>
	<b>\$</b>
<b>Associated companies/individuals:</b>	
Purchase of goods and services	484,793
<b>Joint venture entities:</b>	
<b>Amounts outstanding from related parties:</b>	
Trade and other receivables	3,000
<b>Amounts payable to related parties:</b>	

Note: Transitional provisions contained within AASB 2015-6 do not require comparative related party disclosures to be presented in the period of initial application. As a consequence, only disclosures in relation to the current year have been presented.

SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017

**34. MAJOR LAND TRANSACTIONS**

The Shire did not participate in any major land transactions during the 2016/2017 financial year.

**35. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS**

The Shire did not participate in any trading undertakings or major trading undertakings during the 2016/2017 financial year.

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**36. FINANCIAL RISK MANAGEMENT**

The Shire's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Shire's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Shire.

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

*The Shire held the following financial instruments at balance date:*

	Carrying Value		Fair Value	
	2017	2016	2017	2016
	\$	\$	\$	\$
<b>Financial assets</b>				
Cash and cash equivalents	5,234,835	4,951,202	5,234,835	4,951,202
Receivables	2,209,246	2,072,365	2,209,246	2,072,365
	<u>7,444,081</u>	<u>7,023,567</u>	<u>7,444,081</u>	<u>7,023,567</u>
<b>Financial liabilities</b>				
Payables	1,406,313	1,309,824	1,406,313	1,309,824
Borrowings	2,409,227	2,381,244	2,801,421	2,901,445
	<u>3,815,540</u>	<u>3,691,068</u>	<u>4,207,734</u>	<u>4,211,269</u>

Fair value is determined as follows:

- Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.
- Borrowings estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**36. FINANCIAL RISK MANAGEMENT (Continued)**

**(a) Cash and Cash Equivalents**

The Shire's objective is to maximise its return on cash whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash portfolio with the assistance of independent advisers (where applicable). Council has an investment policy and the policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

Cash is also subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk - the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to the Shire.

The Shire manages these risks by diversifying its portfolio and only investing in investments authorised by *Local Government (Financial Management) Regulation 19C*. Council also seeks advice from independent advisers (where considered necessary) before placing any cash.

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
Impact of a 1% <sup>(1)</sup> movement in interest rates on cash		
- Equity	52,348	49,512
- Statement of Comprehensive Income	52,348	49,512

**Notes:**

<sup>(1)</sup> Sensitivity percentages based on management's expectation of future possible market movements

**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**36. FINANCIAL RISK MANAGEMENT (Continued)**

**(b) Receivables**

The Shire's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Shire's credit risk at balance date was:

	2017	2016
Percentage of rates and annual charges		
- Current	0%	0%
- Overdue	100%	100%
Percentage of other receivables		
- Current	78%	84%
- Overdue	22%	16%

**SHIRE OF GINGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2017**

**23. RATING INFORMATION - 2016/17 FINANCIAL YEAR**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Total Revenue \$</b>	<b>Budget Rate Revenue \$</b>	<b>Budget Total Revenue \$</b>
<b>Differential general rate</b>							
<b>Gross rental value valuations</b>							
GRV - Townsites & Other	0.0821	2,666	43,323,597	3,555,264	3,555,264	3,555,264	3,555,264
<b>Unimproved value valuations</b>							
UV - Rural	0.0044	423	289,227,000	1,280,408	1,280,408	1,280,409	1,280,409
UV - Intensive	0.0083	118	64,543,000	535,901	535,901	535,901	535,901
<b>Sub-Total</b>		3,207	397,093,597	5,371,573	5,371,573	5,371,574	5,371,574
<b>Minimum payment</b>							
	<b>\$</b>						
<b>Gross rental value valuations</b>							
GRV - Townsites & Other	980	1,630	10,885,868	1,597,400	1,597,400	1,597,400	1,597,400
<b>Unimproved value valuations</b>							
UV - Rural	1,238	394	75,600,064	487,772	487,772	487,772	487,772
UV - Intensive	2,201	93	15,554,347	204,693	204,693	204,693	204,693
<b>Sub-Total</b>		2,117	102,040,279	2,289,865	2,289,865	2,289,865	2,289,865
		<b>5,324</b>	<b>499,133,876</b>	<b>7,661,438</b>	<b>7,661,438</b>	<b>7,661,439</b>	<b>7,661,439</b>
Concessions (refer note 27)					(95,527)		(92,000)
<b>Total amount raised from general rate</b>					<b>7,565,911</b>		<b>7,569,439</b>
Ex-gratia rates					4,119		0
Interim Rates					20,490		20,000
Back Rates					16,760		1,000
Rates Written Off					0		(600)
<b>Totals</b>					<b>7,607,280</b>		<b>7,589,839</b>



**SHIRE OF GINGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2017**

**36. FINANCIAL RISK MANAGEMENT (Continued)**

**(c) Payables**

**Borrowings (continued)**

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

	<1 year \$	>1<2 years \$	>2<3 years \$	>3<4 years \$	>4<5 years \$	>5 years \$	Total \$	Weighted Average Effective Interest Rate %
<b>Year ended 30 June 2017</b>								
<b>Borrowings</b>								
<b>Fixed rate</b>								
Debentures	49,116	12,340	0	0	0	2,347,771	2,409,227	5.86%
Weighted average Effective interest rate	7.04%	6.02%	0.00%	0.00%	0.00%	5.84%		
<b>Year ended 30 June 2016</b>								
<b>Borrowings</b>								
<b>Fixed rate</b>								
Debentures	0	94,940	17,982	0	0	2,268,322	2,381,244	6.17%
Weighted average Effective interest rate	0.00%	7.04%	5.92%	0.00%	0.00%	6.14%		

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### INDEPENDENT AUDITOR'S REPORT TO THE ELECTORS OF THE SHIRE OF GINGIN

#### Opinion on the Audit of the Financial Report

We have audited the accompanying financial report of the Shire of Gingin (the Shire), which comprises the statement of financial position as at 30 June 2017, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by Chief Executive Officer.

In our opinion, the financial report of the Shire of Gingin is in accordance with the *Local Government Act 1995 (as amended)* and the *Local Government (Financial Management) Regulations 1996 (as amended)*, including:

- a) giving a true and fair view of the Shire's financial position as at 30 June 2017 and of its financial performance and its cash flows for the year ended on that date; and
- b) complying with Australian Accounting Standards (including Australian Accounting Interpretations).

#### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Shire in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the "Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Report on Other Legal and Regulatory Requirements

In accordance with the *Local Government (Audit) Regulations 1996*, we also report that:

- a) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- b) No matters indicating non-compliance with Part 6 of the *Local Government Act 1995 (as amended)*, the *Local Government (Financial Management) Regulations 1996 (as amended)* or applicable financial controls of any other written law were noted during the course of our audit.
- c) In relation to the Supplementary Ratio Information presented at page 62 of this report, we have reviewed the calculations as presented and nothing has come to our attention to suggest it is not supported by:
  - i. verifiable information; and
  - ii. reasonable assumptions.
- d) All necessary information and explanations were obtained by us.
- e) All audit procedures were satisfactorily completed in conducting our audit

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## MOORE STEPHENS

### INDEPENDENT AUDITOR'S REPORT TO THE ELECTORS OF THE SHIRE OF GINGIN (CONTINUED)

#### ***Other Information***

Management is responsible for the other information. The other information comprises the information included in the Shire's annual report for the year ended 30 June 2017 but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

#### ***Responsibilities of Management and Council for the Financial Report***

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, the *Local Government Act 1995 (as amended)* and the *Local Government (Financial Management) Regulations 1996 (as amended)* and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

The Council is responsible for overseeing the Shire's financial reporting process.

#### ***Auditor's Responsibilities for the Audit of the Financial Report***

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: [http://www.auasb.gov.au/auditors\\_files/ar3.pdf](http://www.auasb.gov.au/auditors_files/ar3.pdf). This description forms part of our auditor's report.

MOORE STEPHENS  
CHARTERED ACCOUNTANTS



GREG GODWIN  
PARTNER

Date: 16 November 2017  
Perth, WA

### **11.3. PLANNING AND DEVELOPMENT**

#### **11.3.1 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED LANDFILL SITE ON LOT 39 (56) HOY ROAD, COONABIDGEE**

<b>FILE:</b>	<b>BLD/5829</b>
<b>APPLICANT:</b>	<b>ALTUS PLANNING</b>
<b>LOCATION:</b>	<b>LOT 39 (56) HOY ROAD, COONABIDGEE</b>
<b>OWNER:</b>	<b>BLUEGUM HOLDINGS PTY LTD &amp; SHADOWLINE PTY LTD</b>
<b>ZONING:</b>	<b>RURAL INDUSTRY</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 – EXECUTIVE MANAGER PLANNING AND DEVELOPMENT</b>
<b>REPORT DATE:</b>	<b>21 NOVEMBER 2017</b>
<b>REFER:</b>	<b>16 NOVEMBER 2009</b>

**ITEM 11.3.4**

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider an Application for Development Approval for a proposed landfill site on Lot 39 (56) Hoy Road, Coonabidgee (subject lot).

#### **BACKGROUND**

The Shire received a development application on 12 October 2017 for a proposed landfill site. The proposal comprises the following specifics:

- The purposes of a 'Material Handling Facility' (MRF) to sort the comingled recycling product that Avon Waste collects from the Shire of Gingin and surrounding municipal areas;
- Activities will be conducted within the existing tilt up concrete shed that was formerly used by Tuss Concrete (now KPRM Pty Ltd);
- Avon Waste will be processing approximately 90 tonnes per week of comingled material, consisting of cardboard, newspaper, aluminium cans, steel cans, liquid paperboard, plastics (1-5) and glass;
- Sorting will be done inside air-conditioned rooms with the baled product to be stored inside the shed and taken to market as soon as possible;
- 3-4 truck movements (rigid 6x4 configuration collections vehicles) are anticipated each day (currently entering the site as they are stored overnight). One semi-trailer will also visit the site three times per week, carrying contents from the York facility;
- The MRF will operate Monday to Friday, 8.00am to 4.00pm and anticipating that it will employ ten people.

The subject lot has a site area of approximately 21,690m<sup>2</sup> and is zoned Rural Industry. It currently contains an existing outbuilding that is being used as a concrete batching plant and pre-cast concrete factory.

The Applicant submits the argument that the proposal should be considered as a Use Not Listed – Resource Recovery Centre as defined in the model provisions contained in Schedule 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) and not as a Landfill Site as defined in the Shire of Gingin Local Planning Scheme No. 9 (LPS 9 or scheme). This is discussed in more detail below.

However, the Shire considers the proposal falls within the scope of the Landfill Site definition, which is a use that is not permitted within the Rural Industry zone or any other zone in the scheme's zoning table and requires a scheme amendment to LPS9 to enable approval of the proposed use. Consequently, the proposal is being recommended for refusal.

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

## COMMENT

### Community Consultation

No community consultation was undertaken as the proposal is not a permitted use within the Rural Industry zone.

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

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

- a) *provide for a range of industrial land uses on rural-living sized lots where people can work and live on the same property.*

The proposal is considered to be is a 'Landfill Site' as defined in Schedule 1 of LPS9 which states:

*'Landfill site means land where waste including Landfill Class I to V as defined within the Department of Environmental Protection (Department of Environment and Conservation) document titled Landfill Waste Classification and Waste Definitions 1996 (as amended) is stored, processed, recycled or buried'.*

It is noted that the recyclable waste is proposed to be brought to the facility to be processed or recycled, which is deemed to be consistent with the above definition.

Whilst the proposed use may not be a 'Landfill Site' in the strict sense of a site for the deposit of landfill, this is not the way that 'Landfill Site' is defined in Schedule 1 of LPS 9. As noted above, the landfill site definition includes land used for the processing and recycling of waste.

A 'Landfill Site' is not permitted within the Rural Industry zone or any other zone in the scheme's zoning table and requires a scheme amendment to LPS9 to enable approval of the proposed use.

The Shire has received legal advice on this matter which has previously been circulated to Councillors.

### Applicant's Justification

As further detailed in the Applicant's proposal the Applicant believes there is merit in the proposal being considered and assessed as a Use Not List – Resource Recovery Centre as defined in the model provisions contained in Schedule 1 of the Regulations. The Regulations define Resource Recovery Centre as follows:

*'means premises other than a waste disposal facility used for the recovery of resources from waste'.*

Clause 3.4.2 of LPS9 makes the following provision in relation to approval of an unlisted use:

- 3.4.2. *If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may —*
- (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
  - (b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 64 of the deemed provisions in considering an application for development approval;*
  - or*
  - (c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.*

In summary the Applicant has provided the following justification:

*'There should be a point of difference as the exact purpose of the proposed development is to divert material from landfill and the MRF does not have the same impacts, particularly in terms of its visual presentation, dust, odour and other environmental impacts....Furthermore, the propose change of use is consistent with the objectives of the Rural Industry zone and all the relevant provisions of LPS9'.*

For the reasons discussed above, Administration remains of the view that the proposed use falls within the scope of the 'Landfill Site' use as defined under LPS9 and is not appropriately classified as an Unlisted Use.

### Conclusion

In summary, the application falls within the scope of the 'Landfill Site' use as defined under LPS9 as it proposes to use the property for the processing and recycling of waste. It is not considered that the proposed use is appropriately classified as an unlisted use. A landfill site is a use that is not permitted within the Rural Industry zone and therefore cannot be considered and supported.

### Advice Notes

In the event that Council is supportive of the Officer recommendation, then the following advice note will apply:

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

### **STATUTORY ENVIRONMENT**

*Planning and Development (Local Planning Scheme) Regulations 2015*

Local Planning Scheme No. 9  
Part 3 – Zones and the Use of Land  
3.2.5 Rural Industry Zone  
3.3 Zoning Table  
Schedule 1 – Definitions

### **POLICY IMPLICATIONS**

Nil

### **BUDGET IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2017-2027

<b>Focus Area</b>	<i>Built Environment (Infrastructure and Development)</i>
<b>Objective</b>	<i>3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner</i>
<b>Outcome</b>	<i>3.1 Development New and existing developments meet the Shire's Strategic Objectives and Outcomes</i>

<b>Focus Area</b>	<i>Natural Environment</i>
<b>Objective</b>	<i>2. To develop the Shire's capacity to support the conservation of natural assets and undertake sustainable resource management.</i>
<b>Outcome</b>	<i>2.1 The Shire's ecological services and natural assets are respected and enhanced.</i>

### **VOTING REQUIREMENTS – SIMPLE MAJORITY**

## RECOMMENDATION

It is recommended that Council refuse Development Approval for a proposed Landfill Site on Lot 39 (56) Hoy Road, Coonabidgee under clause 68(2) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The application falls within the scope of the 'Landfill Site' use as defined under Local Planning Scheme No. 9 (LPS9) as it proposes to use the subject lot for the processing and recycling of waste; and
2. A 'Landfill Site' is not a permitted use within the Rural Industry zone.

## RESOLUTION

**Moved Councillor Collard, seconded Councillor Johnson that Council move into a confidential session to discuss legal opinion received in relation to this matter.**

**CARRIED UNANIMOUSLY**

*The meeting was closed to the public and all members of the public present in the Gallery left Council Chambers at 3:52pm*

## RESOLUTION

**Moved Councillor Johnson, seconded Councillor Peczka that the meeting be re-opened to the public.**

**CARRIED UNANIMOUSLY**

*The meeting was re-opened to the public and members of the public returned to Council Chambers at 4:13pm*

## SUBSTANTIVE MOTION WITH AMENDMENT

*Officer's recommendation renumbered as Part 1a and Part 1b. Part 2 added.*

**Moved Councillor Fewster, seconded Councillor Court that Council:**

1. **Refuse Development Approval for a proposed Landfill Site on Lot 39 (56) Hoy Road, Coonabidgee under clause 68(2) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:**
  - a. **The application falls within the scope of the 'Landfill Site' use as defined under Local Planning Scheme No. 9 (LPS9) as it proposes to use the subject lot for the processing and recycling of waste; and**
  - b. **A 'Landfill Site' is not a permitted use within the Rural Industry zone.**



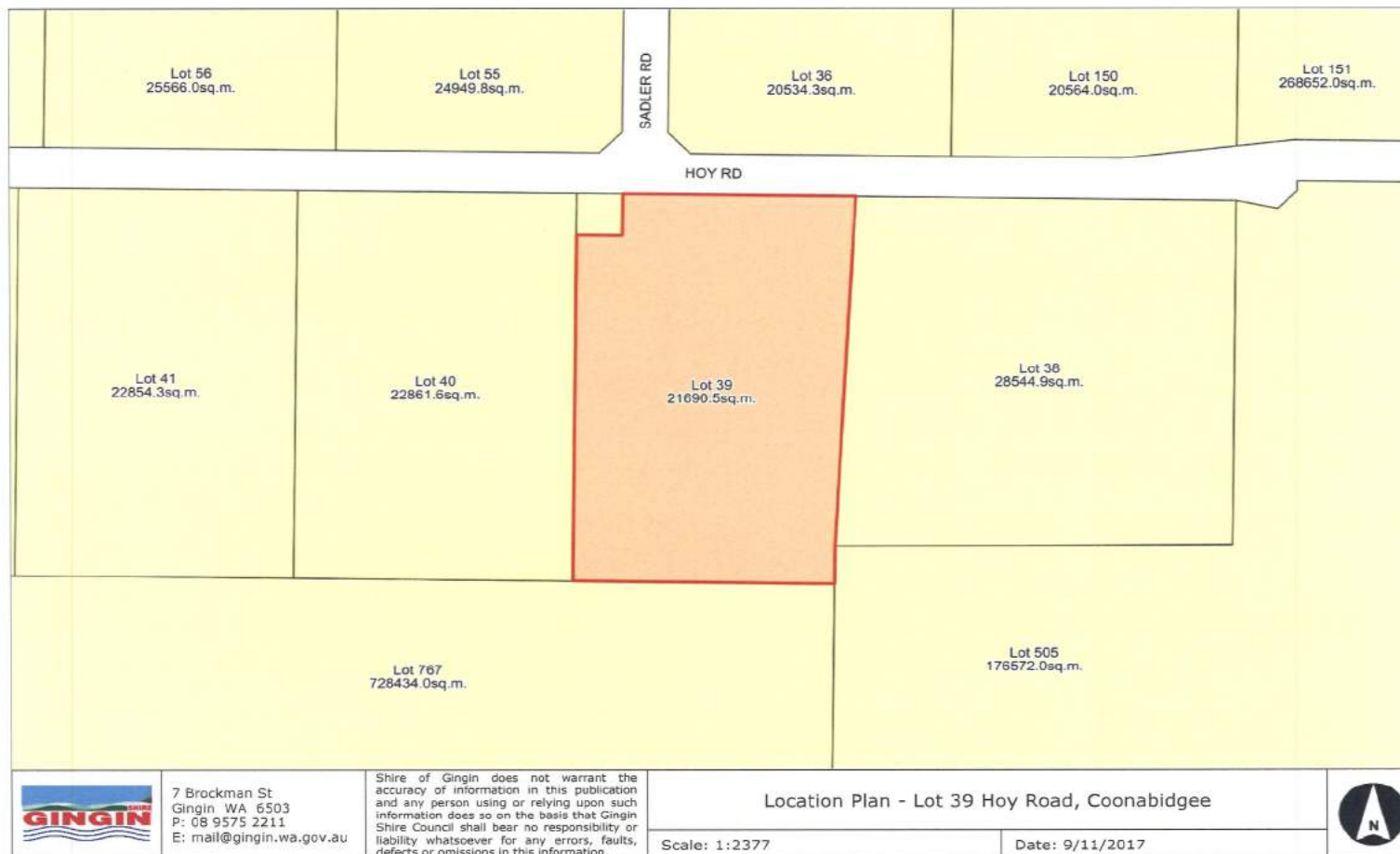
- 2. Agree to consider a proposed Scheme Amendment to Local Planning Scheme No. 9 for the proposed land use.**

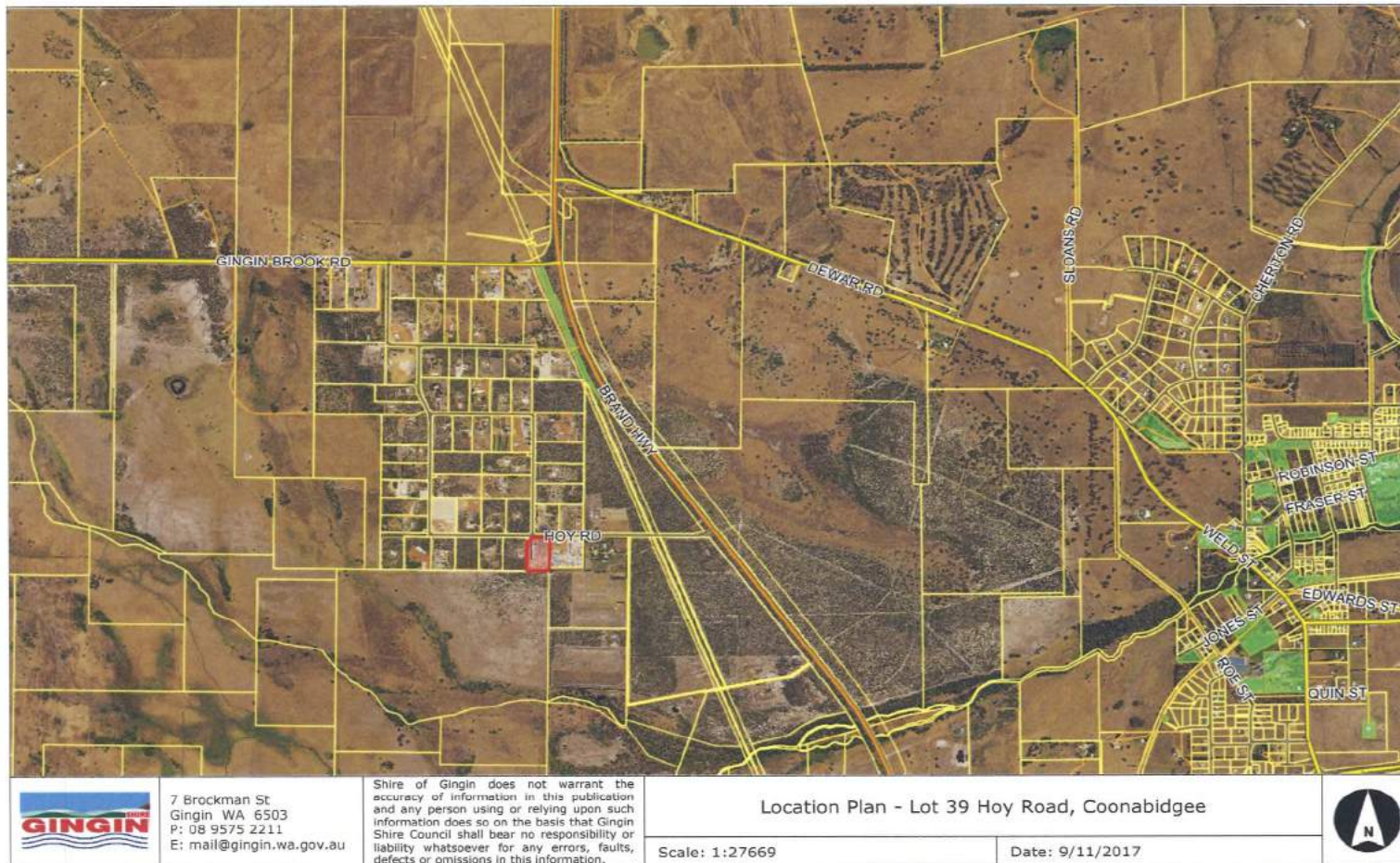
**CARRIED UNANIMOUSLY**

**REASON FOR AMENDMENT**

*Council was of the view that the inclusion of Part 2 would provide an indication of Council's support in principal for the applicant's proposal, provided that it is progressed through the appropriate process.*

**APPENDIX 1**





## PROPOSED CHANGE OF USE TO USE NOT LISTED (RESOURCE RECOVERY CENTRE)

**Lot 39 (No. 56) Hoy Road, Coonabidgee**

Prepared by



October 2017

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## 1.0 Background

### 1.1 Purpose

This submission has been prepared by Altus Planning on behalf of Avon Waste ('the Applicant') to provide justification for the planning application for the proposed change of use to 'Use Not listed (Resource Recovery Centre)' at Lot 39 (No. 56) Hoy Road, Coonabidgee ('the subject land' or 'land').

Copies of the following are also included with this application:

- Clause 86(1) Form of Application for Development Approval;
- Certificate of Title;
- Site and floor plans; and
- Payment for the application fee.

### 1.2 Property Description

The subject land exists as an industrial landholding fronting Hoy Road, Coonabidgee and measures approximately 21,690m<sup>2</sup> (2.17ha). The subject land is bound by:

- Hoy Road to the north;
- Lot 39 (No. 62) Hoy Road to the east which is currently being used to store transportable buildings that have returned from mine sites;
- Lot 40 (No. 46) Hoy Road to the west which exists with two (2) outbuildings, one of which appears to be utilised as a dwelling; and
- A vacant Crown Allotment measuring approximately 728,434m<sup>2</sup> (72.84ha) to the south.

The subject land currently operates as a concrete batching plant and comprises of a precast concrete shed/warehouse, a transportable/demountable office building, numerous water tanks and associated hardstand areas.

The immediate surrounding locality is comprised of a rather peculiar mix of development and land uses in that it includes mechanical repairs, transport depots, storage yards, and what appear to be a number of rural-residential properties.

An aerial image with cadastral overlay of the subject land and immediate locality is provided at **Attachment 1**, with various photos of the subject land and surrounding properties at **Attachment 2**.



## 2.0 Proposal

The Applicant is seeking to utilise the subject land for the purposes of a 'Material Handling Facility' ('MRF'). Specifically, the MRF will be used to sort the comingled recycling product that Avon Waste collects from the Shire of Gingin ('the Shire') and surrounding municipal areas. The purpose of these collections is to divert recyclable material from entering landfill.

It is proposed that all activities will be conducted within the existing tilt up concrete shed that was formerly used by Tuss Concrete (now KPRM Pty Ltd). It is envisaged that Avon Waste will be processing approximately 90 tonnes per week of comingled material, consisting of cardboard, newspaper, aluminium cans, steel cans, liquid paperboard, plastics (numbers 1-5) and glass. All sorting will be done inside enclosed air conditioned rooms. Baled product will then be stored inside the shed and taken to market as soon as possible dependant on transport logistics. Specifically, cardboard, newsprint and plastic will be taken to Canning Vale; glass to Bindoon; steel and aluminium to Malaga; and residual waste to landfill in Northam.

In terms of vehicle movements, 3-4 truck movements (rigid 6x4 configuration collection vehicles) are anticipated each day however it should be noted that these trucks are already entering the site as they are stored at the subject land overnight and therefore there are no additional truck movements in this regard. Under the proposed development, these trucks will enter the site full, unload into the shed and then park up for the night. One (1) semi-trailer load will also visit the site 3 times per week, carrying contents from the York facility.

It is proposed that the MRF will operate Monday to Friday, 8:00am to 4:00pm, although expectations are that the current volumes will only require the MRF to operate 2-3 days per week. It is also anticipated that the facility will employ ten (10) people.

## 3.0 Planning Considerations

### 3.1 Shire of Gingin Local Planning Scheme No. 9

The subject land is zoned 'Rural Industry' pursuant to the Shire's Local Planning Scheme No. 9 ('LPS9').

#### 3.1.1 Land Use Permissibility

In reviewing the land use definitions provided at Schedule 1, Section 2 of LPS9, the proposal does not comfortably fit within an existing use classes. The closest land use is 'Landfill Site' which is defined as follows:

*"landfill site" means land where waste including Landfill Classes I to V as defined within the Department of Environmental Protection (Department of Environment and Conservation)*

*document titled Landfill Waste Classification and Waste Definitions 1996 (as amended) is stored, processed, recycled or buried;*

Pursuant to Table 1 – Zoning Table of LPS9, 'Landfill Site' is an 'X' (not permitted) use within the 'Rural Industry' zone.

Whilst it is acknowledged that the all-encompassing definition for 'Landfill Site' arguably incorporates the proposal, we submit that there should be a point of difference as the exact purpose of the proposed development is to divert material from landfill and the MRF does not have the same impacts, particularly in terms of its visual presentation, dust, odour and other environmental impacts.

Clause 3.4.2 of LPS9 provides that:

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

- (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- (b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 64 of the deemed provisions in considering an application for development approval; or*
- (c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted."*

Schedule 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations') provides model provisions for local planning schemes. Within Schedule 1, clause 38 provides land use terms to be used in Schemes and we submit that the proposed development fits within the classification of 'Resource Recovery Centre' which is defined as follows:

***resource recovery centre*** means premises other than a waste disposal facility used for the recovery of resources from waste;

For clarity, a 'Waste Disposal Facility' (which does not fit the proposal) is defined as follows:

***waste disposal facility*** means premises used —

- (a) for the disposal of waste by landfill; or*
- (b) the incineration of hazardous, clinical or biomedical waste;*

Accordingly, we submit that the Shire should consider the proposal as a 'Use Not Listed (Resource Recovery Centre)' in accordance with clause 3.4.2 of LPS9 as it does not reasonably fit within the current definitions of the Scheme.

Clause 3.2.5(a) of LPS9 provides the following objective for the 'Rural Industry' zone:

*"provide for a range of industrial land uses on rural-living sized lots where people can work and live on the same property."*

The land is currently being used by KPRM Pty Ltd (formerly Tuss Concrete) as a concrete batching plant, which will continue to operate from part of the subject land, and to that extent the land has not and nor is it contemplated to incorporate a residential component.

Notwithstanding the above, it is acknowledged that some (but not all) properties within this particular 'Rural Industry' zone do exist with habitable buildings, including the land immediately to the west. However, as the proposed development will be conducted entirely within the existing concrete tilt-up shed which has walls with a thickness of approximately 200mm and will only operate on weekdays between the hours of 8:00am and 4:00pm, it is considered that the proposal will not have a detrimental impact on the adjoining or any surrounding residences.

Furthermore, due to the nature of the zoning and the permissible uses outlined in the Zoning Table, the amenity considerations are far different to other rural-residential or rural-living zones. It is also noted that the surrounding developments consist of motor vehicle repairs, transport depots and storage yards, all of which have far greater amenity impacts than that of this proposal.

For these reasons, we submit that the proposal is consistent with the objectives of the 'Rural Industry' zone.

### **3.1.2 Parking Requirements**

Table 3 of LPS9 outlines the parking requirements for various uses defined within the Scheme and therefore, there is no defined parking requirement for an unlisted use. Notwithstanding this, clause 4.7.2.5 states that where there is no provision made in Table 3 for the number of car parking spaces required for a particular use, the requirement shall be determined by the local government.

In this regard, the subject land currently exists with a total of 38 car parking spaces (2 of which are marked for 'Disabled Parking Only'. Given the proposal will employ ten (10) people and will attract few visitors, if any, the existing parking arrangement is considered sufficient with approximately 28 bays remaining available for the continuation of the concrete batching plans.

#### 4.0 Other Considerations

As previously mentioned, the Shire's 'Rural Industry' zone is somewhat unusual and not particularly focused in the array of the land uses that are currently operational. More specifically, we reiterate that the immediate surrounding locality is comprised of a rather peculiar mix of development and land uses in that it includes mechanical repairs, transport depots, storage yards, and what appear to be a number of rural-residential properties (refer to photos at **Attachment 2**).

Furthermore, we submit that the proposed use is unique in terms of its purpose and given the nature of its operations is not in a field where there are a number of competitors who may similarly be interested in commencing a similar operation with the 'Rural Industry' zone or the municipal area more broadly. To that extent, we submit that the Shire should not be concerned that approval of the proposed development would set any form of undesirable precedent.

#### 5.0 Conclusion

The Applicant is proposing to operate a Material Handling Facility, otherwise known as an MRF, from the existing warehouse at the subject land. For the reasons outlined, we submit that the proposal more appropriately aligns with the definition of 'Resource Recovery Centre' as provided by Schedule 1 of the Regulations than it does with any other land used defined within the Shire's LPS9 and should therefore be determined as a use not listed in accordance with clause 3.4.2 of LPS9.

Furthermore, we submit that the proposed change of use is consistent with the objectives for the 'Rural Industry' zone and all relevant provisions of LPS9. Accordingly, it is submitted that the proposal warrants planning approval and we welcome the opportunity to review any draft suite of conditions of approval prior to determination.

Altus Planning

Attachment 1



Figure 1: Aerial imagery with cadastral overlay of subject land and immediate surrounding locality (Source: Landgate Map Viewer Plus 2017)

Attachment 2



Photo 1: View of existing shed to be used for the proposal (eastern elevation)



Photo 2: Internal view of existing shed to be used for the proposal





Photo 3: View of existing shed to be used for the proposal (western elevation)

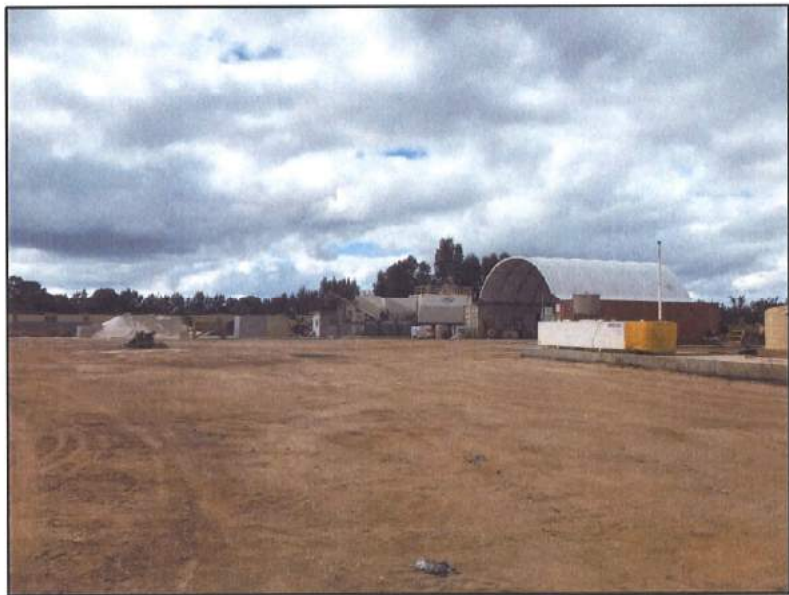


Photo 4: View of existing concrete batching plant to the south-east of the subject land



Photo 5: View into the adjoining property to the west (No. 46 Hoy Road)



Photo 6: View of the entrance to No. 46 Hoy Road





Photo 7: Service yard at No. 5 Hoy Road



Photo 8: Excavator hire operations at No. 53 Sadler Road



Photo 9: Storage yard at No. 76 Sadler Road



Photo 10: Transport depot/storage yard at No. 61 Hoy Road (immediately opposite subject land)



Photo 11: Further view of the transport depot/storage yard at No. 61 Hoy Road (immediately opposite subject land)



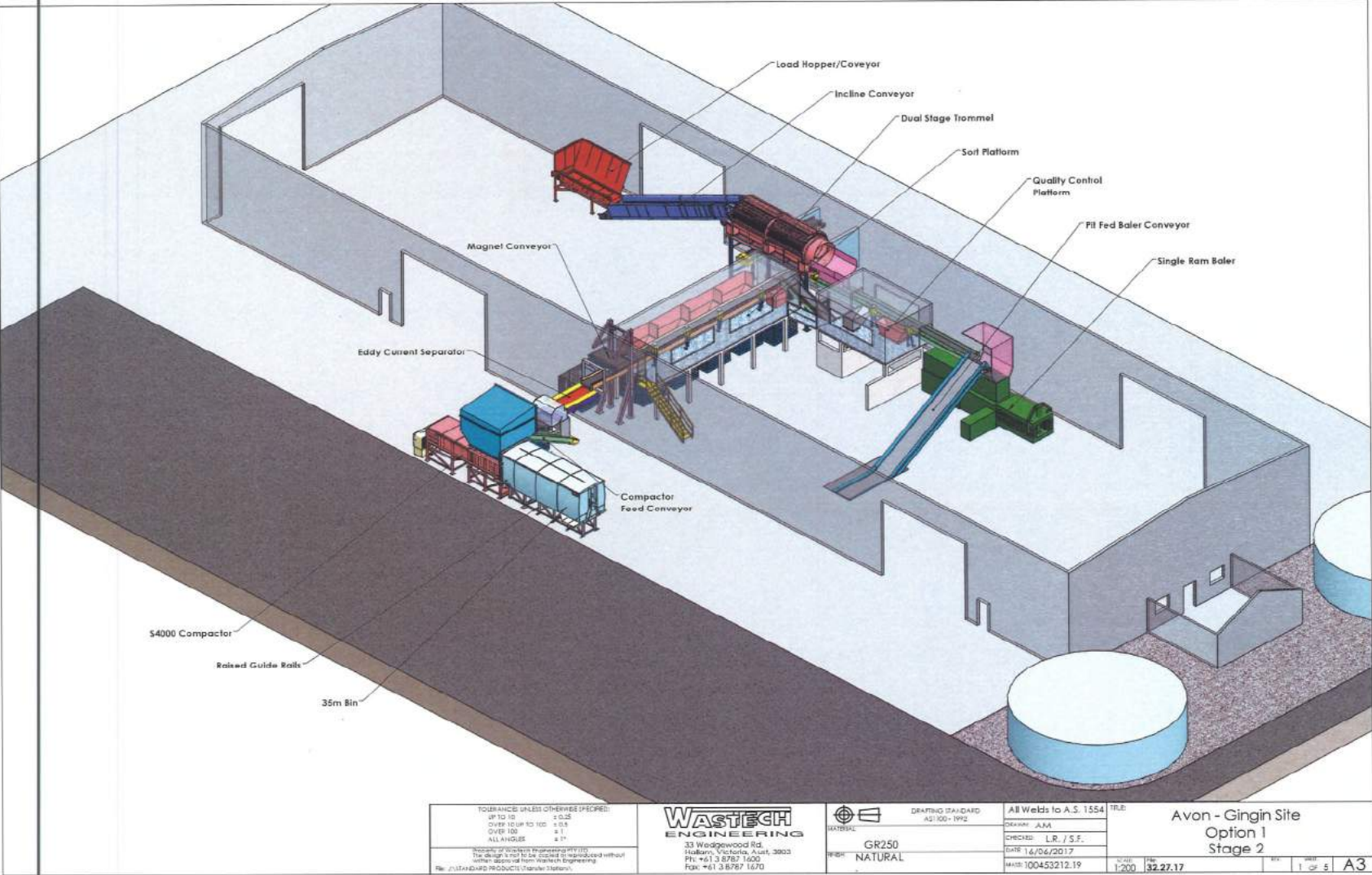
Photo 12: Residence at No. 79 Hoy Road



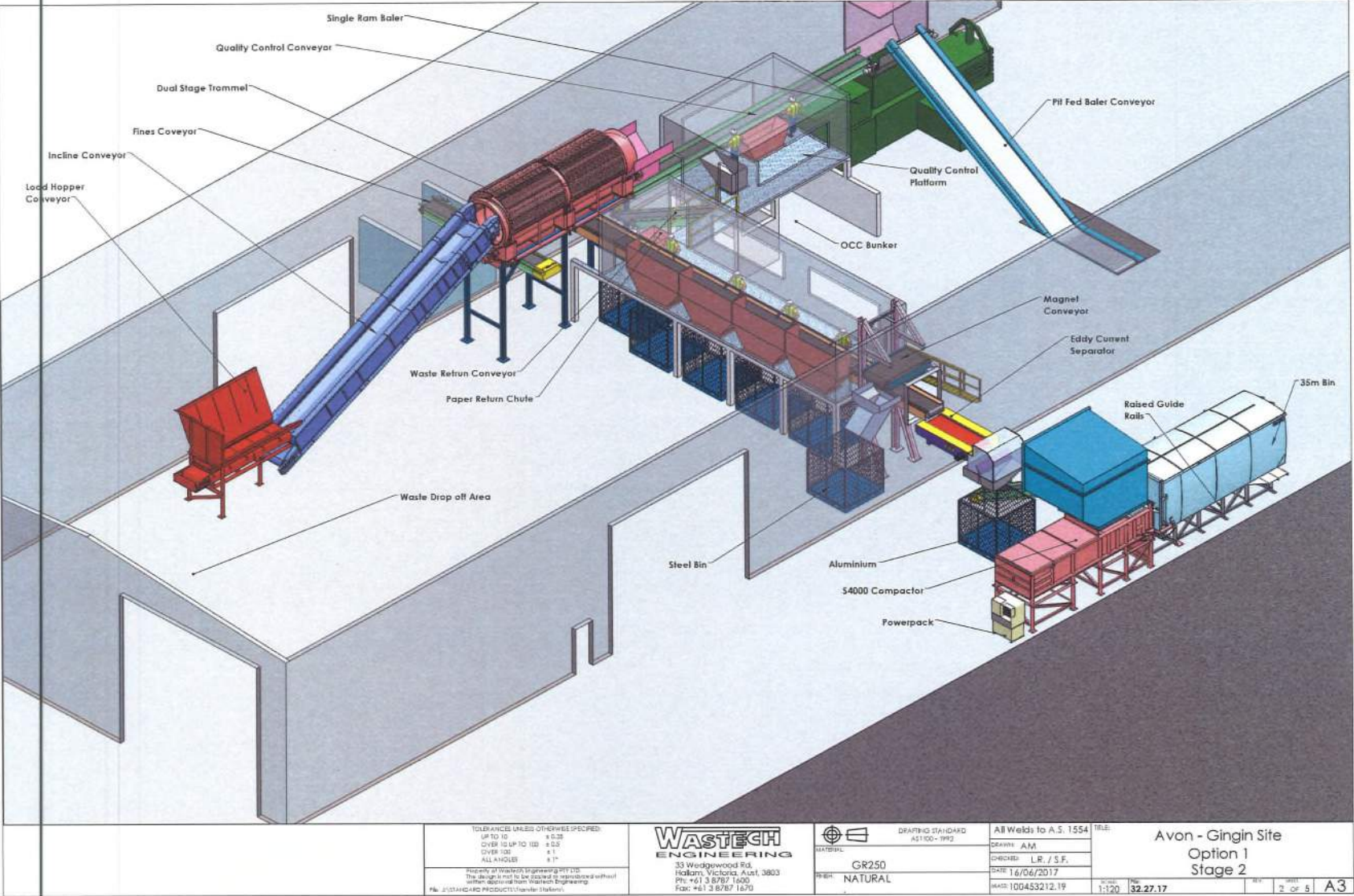


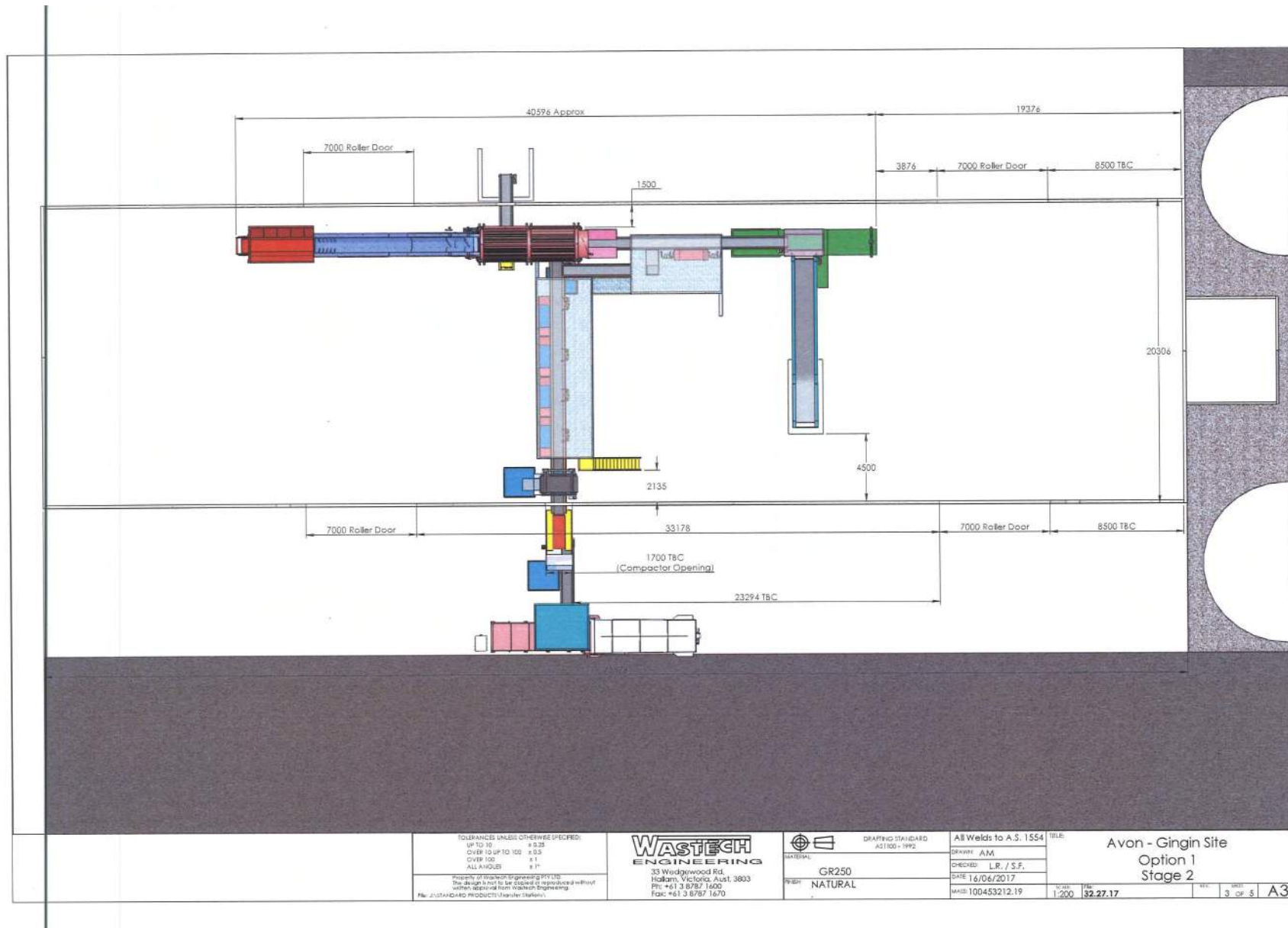
Photo 13: Vacant hardstand/storage of transportable buildings at No. 62 Hoy Road (east of the subject land)



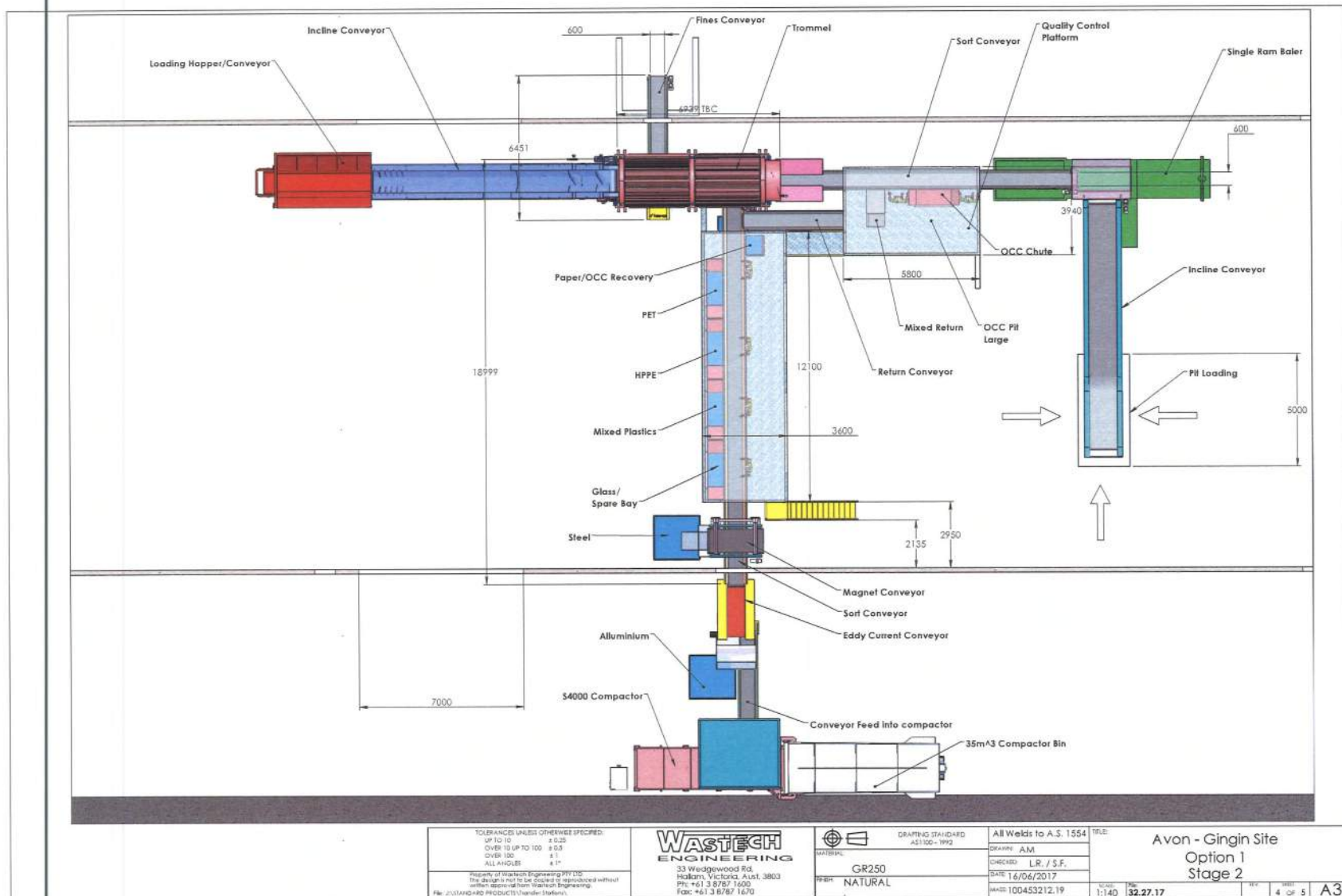


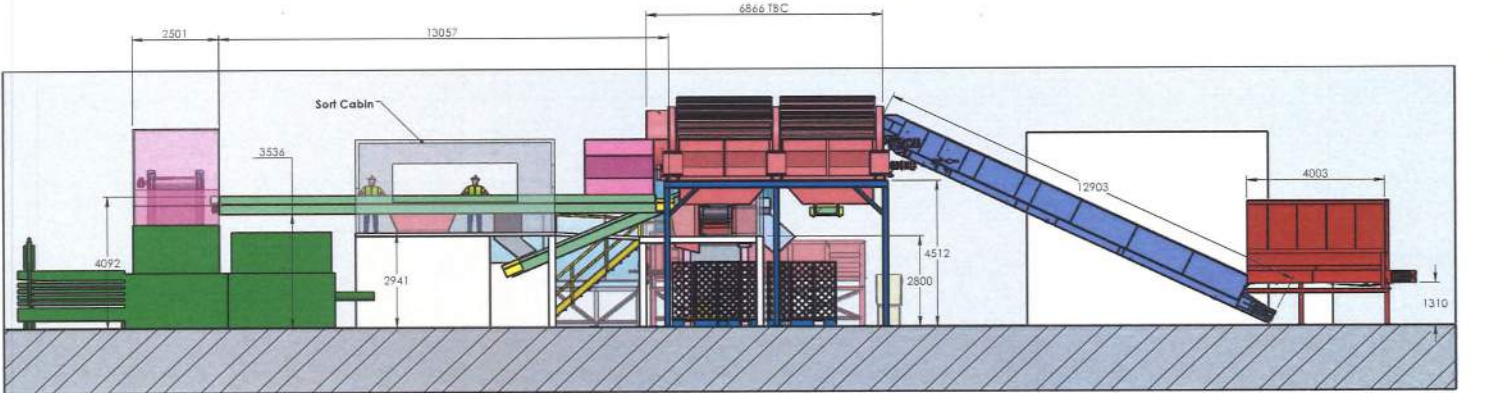




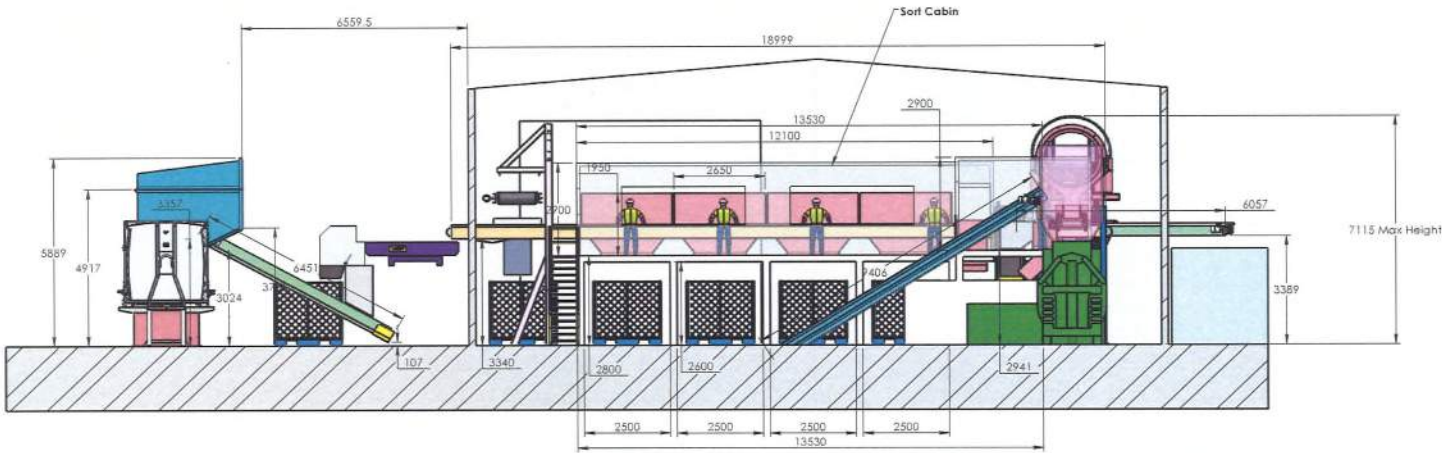








SECTION H



SECTION J-J

TOLERANCES UNLESS OTHERWISE SPECIFIED: UP TO 10                    ± 0.25 OVER 10 UP TO 100    ± 0.5 OVER 100                ± 1 ALL ANGLES            R 1°	<b>WASTECH</b> ENGINEERING 33 Wedgewood Rd Hulkon, Victoria, Aust. 3803 Ph: +61 3 8787 1600 Fax: +61 3 8787 1670	 DRAFTING STANDARD AS 1100 - 1992 GR250 NATURAL	All Welds to A.S. 1554 DRAWN: AM CHECKED: L.R. / S.F. DATE: 16/06/2017 MANS: 100453212.19	TELE: Avon - Gingin Site Option 1 Stage 2 SCALE: 1:120 DATE: 32.27.17	REV: 5 S OF: 5	A3

### **11.3.2 CORRECTION OF DETAILS - APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED AGRICULTURE INTENSIVE (IRRIGATION DAM) ON LOT 437 LENNARDS BROOK**

**FILE:** BLD/6834  
**APPLICANT:** JOHN MARTEN  
**LOCATION:** LOT 437 LENNARDS ROAD, LENNARD BROOK  
**OWNER:** VAN CU PHAN & THI PHONG NGUYEN  
**ZONING:** GENERAL RURAL  
**WAPC NO:** N/A  
**AUTHOR:** KYLIE BACON – MANAGER STATUTORY  
PLANNING  
**REPORTING OFFICER:** LISA EDWARDS – EXECUTIVE MANAGER  
PLANNING AND DEVELOPMENT SERVICES  
**REPORT DATE:** 21 NOVEMBER 2017  
**REFER:** 15 AUGUST 2017                      ITEM 11.3.4

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To note corrections to the official record with respect to Item 11.3.4 considered by Council at its meeting on 15 August 2017.

#### **BACKGROUND**

At its meeting on 15 August 2017 (Item 11.3.4), Council considered a development application for a proposed Agriculture Intensive (Irrigation Dam) on Lot 437 Lennards Road, Lennard Brook. Council ultimately resolved to approve the application, subject to conditions.

Subsequently, Administration has become aware that the applicant and landowner details provided in the report heading block were incorrect. The file number quoted in the heading block was also incorrect.

It is important to note that the incorrect heading details have no impact on Council's decision, as the information contained in the Officer's recommendation (and therefore Council's resolution) was correct, and the approval was subsequently issued to the correct applicant. However, in the interests of good governance, steps should be taken to correct the official record of the Council meeting.

Unfortunately, the Minutes for the August Council meeting cannot now be altered, as they have already been confirmed. The Department of Local Government, Sport and Cultural Industries has advised that the most appropriate method of recognising the error is for a separate report to be presented to Council, with a recommendation that Council note the correct details.

## COMMENT

The heading block for Item 11.3.4 as shown in the Agenda and Minutes for Council's meeting on 15 August 2017 includes the following information:

File Number: BLD/5476  
Applicant: Phung Tran Do & Tuyet Chau Huynh  
Landowner: Phung Tran Do & Tuyet Chau Huynh

In fact, the details should read as follows:

File Number: BLD/6834  
Applicant: John Marten  
Landowner: Van Cu Phan & Thi Phong Nguyen

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

Part 5 – Administration

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

Subdivision 2 – Matters affecting council and committee meetings

Section 5.22 – Minutes of council and committee meetings

## POLICY IMPLICATIONS

Nil

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Nil

## VOTING REQUIREMENTS – SIMPLE MAJORITY

## RECOMMENDATION

It is recommended that Council note that:

1. The File Number, Applicant and Landowner details for Item 11.3.4 Proposed Agriculture Intensive (Irrigation Dam) on Lot 437 Lennards Road, Lennard Brook (Council Minutes 15 August 2017) should read as follows:

File Number: BLD/6834  
Applicant: John Marten  
Landowner: Van Cu Phan & Thi Phong Nguyen.

2. The incorrect details as shown in the heading block for Item 11.3.4 have no impact on Council's decision in relation to this matter.

## **RESOLUTION**

**Moved Councillor Elgin, seconded Councillor Peczka that Council note that:**

1. **The File Number, Applicant and Landowner details for Item 11.3.4 Proposed Agriculture Intensive (Irrigation Dam) on Lot 437 Lennards Road, Lennard Brook (Council Minutes 15 August 2017) should read as follows:**

**File Number: BLD/6834**

**Applicant: John Marten**

**Landowner: Van Cu Phan & Thi Phong Nguyen.**

2. **The incorrect details as shown in the heading block for Item 11.3.4 have no impact on Council's decision in relation to this matter.**

**CARRIED UNANIMOUSLY**

### **11.3.3 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED OVERSIZE AND OVERHEIGHT OUTBUILDING WITH REDUCED BOUNDARY SETBACK ON LOT 7 (73) GINGIN ROAD, LANCELIN**

<b>FILE:</b>	<b>BLD/6876</b>
<b>APPLICANT:</b>	<b>ANDREW HIGHET AND SILKE HIGHET</b>
<b>LOCATION:</b>	<b>LOT 7 (73) GINGIN ROAD, LANCELIN</b>
<b>OWNER:</b>	<b>ANDREW HIGHET AND SILKE HIGHET</b>
<b>ZONING:</b>	<b>RESIDENTIAL R12.5/20</b>
<b>WAPC NO:</b>	<b>N/A</b>
<b>AUTHOR:</b>	<b>JAMES BAYLISS – STATUTORY PLANNING OFFICER</b>
<b>REPORTING OFFICER:</b>	<b>LISA EDWARDS – EXECUTIVE MANAGER PLANNING AND DEVELOPMENT SERVICES</b>
<b>REPORT DATE:</b>	<b>21 NOVEMBER 2017</b>
<b>REFER:</b>	<b>NIL</b>

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider an Application for Development Approval for a proposed oversize Outbuilding on Lot 7 (73) Gingin Road, Lancelin (subject lot).

#### **BACKGROUND**

The Shire received an Application for Development Approval on 11 October 2017 for a proposed outbuilding at the subject lot, which is 839.7m<sup>2</sup> in area. The site currently contains an existing dwelling and dilapidated outbuilding, which will be removed subject to a favourable outcome for this application.

The proposed outbuilding is 12 metres in length and 8 metres in width, equating to an area of 96m<sup>2</sup>. The skillion design results in a wall height of 3.6 metres tapering to 3.89 metres. The outbuilding is located at the rear of the existing dwelling, set back 2.2 metres from the side (northern) boundary and 1.2 metres from the rear (eastern) boundary.

The application seeks a variation to Clause 5.4.3 – Outbuildings of the Residential Design Codes of Western Australia (R-Codes) in regards to the rear setback. The proposal also seeks a variation to Local Planning Policy 2.1 – Residential Outbuildings (LPP 2.1) with respect to the outbuilding's wall height and overall area. As such, Council consideration is required.

A location plan, site plan and elevations are attached as **Appendix 1**.

## COMMENT

### Community Consultation

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

The Shire received no comment with respect to the application.

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

The subject land is zoned Residential R12.5/20 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 R-Codes provide a comprehensive basis for the control of residential development throughout Western Australia. When a development does not meet with the deemed-to-comply provisions, the application is assessed against the associated design principles to determine whether the variation is acceptable.

The R-Codes defines an ‘Outbuilding’ as:

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

The R-Codes defines a ‘Wall’ as:

*“The vertical external face of a constructed building comprising solid building material including enclosures to verandahs and balconies”.*

The proposal provides a rear (eastern) setback of 1.2m in lieu of the recommended 1.5m setback as stipulated in 'Table 2a - Boundary Setbacks' of the R-Codes. This is a variation of 0.3 metres. The side (northern) setback proposed is 2.2m which complies with the recommended 1.5m setback.

The deemed-to-comply provisions of the R-Codes relating to Outbuildings stipulate that a wall height of 2.4m and an overall height of 4.2m is not to be exceeded. The wall height proposed is 3.6m tapering to 3.89m. 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 existing streetscape remains relatively unaffected given the outbuilding is located at the rear of the lot. The orientation of the structure, in conjunction with the design, ensures that the lower wall height (3.6m) is adjacent to the property with the reduced setback. This alleviates any perceived amenity concerns with respect to building bulk for the adjoining property to the east.

The large side setback (2.2m) provided lessens any adverse amenity for the adjoining property to the north. It should be noted the variation to the wall height is lower than the maximum allowable ridge height.

The neighbouring occupants have not raised any objection to the location of the Outbuilding or any potential amenity impact. The subject lot has ample access to open space, ventilation and winter sunlight.

Notwithstanding the above, Local Planning Policy 2.1 considered the Design Principle when determining the maximum dimensions for outbuildings within the Shire. It should be noted that the application varies the maximum dimensions prescribed by LPP 2.1.

#### 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.

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	MAXIMUM	PROVIDED
Coastal town sites (601m <sup>2</sup> – 1000 m <sup>2</sup> lot size)	Area	90m <sup>2</sup>	96m <sup>2</sup> - non-compliant
	Wall Height	3.6m	3.89m - non-compliant
	Overall Height	5.0m	3.89m - compliant

The proposed development does not comply with the maximum wall height or maximum area provided for in LPP 2.1 as outlined in the table above. There are no relevant objectives under LPP 2.1 to assess the variations against.



LPP 2.1 provides dimensions for the maximum allowable standards that are considered to be acceptable throughout the Shire as stated in Clause 3.5. The dimensions in the above table were created having regard to the Design Principles outlined in the R-Codes and the associated impacts in terms of building bulk / scale. The maximum standards were created to prevent unwanted built form and prescribe standards to prevent excessively large outbuildings being constructed. Therefore any variation that exceeds these requirements is not deemed to satisfy the intent of the Policy.

### Applicant's Justification

*"The area of 96sqm is based on the kit design and an extension of area is contemplated in the Shire of Gingin Local Planning Policy Statement 2.1 where "an increase of up to 10% in floor area may be applied to accommodate variation in design parameters between different shed manufacturers". This would potentially allow a maximum floor area of 99m<sup>2</sup>, of which 96m<sup>2</sup> is less.*

*The 1.2m setback from the rear boundary has been approved for the current building in the DA dated 6th January 1987. The building is proposed to be renovated and enlarged to accommodate a boat, so it is anticipated the previously approved setback will be accepted. The neighbouring property has a shed with a wall height of 3.6 m and has a setback of 1.2m on the rear boundary as a precedent.*

*The wall height on one side is 3.89m to accommodate a skillion roof. A minimum pitch of 5 degrees has been proposed to reduce the overall height. The overall height of 3.89 is considerably less than the 5.0m outlined in the Shire of Gingin Local Planning Policy Statement 2.1. In measuring the maximum height of a skillion roof the measurement is at the wall on one end (a gable roof it is measured at the centre of the roof). This proposal is lesser in impact than a gable roof. The maximum height is on the dwelling side to minimise the impact on the neighbouring property.*

*A skillion roof is proposed for aesthetic reasons as well as being the most efficient angle to install a solar array in the future."*

### Further Comments

With regard to the applicant's justification, a notation below the maximum allowable standards table within LPP 2.1 states:

*"Wall heights are to be measured from natural ground level. An increase of up to 10% in floor area may be applied to accommodate variation in design parameters between different shed manufactures."*

In this instance the skillion design of the outbuilding is not considered to be unique or warrant additional floor area due to its design.

### Conclusion

In summary, the application seeks variation to 'Local Planning Policy 2.1 – Residential Outbuildings' and the R-Codes. The variations are not considered to be in accordance with the intent of LPP 2.1 given the maximum allowable standards have been exceeded. The proposed application for an Outbuilding at the subject lot is not supported in this instance.

In the event Council is of the view to support the application for Development Approval on Lot 7 (73) Gingin Road, Lancelin it is recommended the following conditions be imposed:

1. The land use and development shall be undertaken in accordance with the approved plans unless conditioned indicated otherwise in 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.

#### Advice Notes

In the event that Council is supportive of the Officer recommendation, then the following advice note will apply:

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

### **STATUTORY ENVIRONMENT**

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

*Local Planning Scheme No. 9*  
*State Planning Policy 3.1 – Residential Design Codes of Western Australia*  
*Local Planning Policy 2.1- Residential Outbuildings*

### **POLICY IMPLICATIONS**

Nil

### **BUDGET IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2017-2027

<b>Focus Area</b>	<i>Infrastructure and Development</i>
<b>Objective</b>	<i>3. To effectively manage growth and provide for community through the delivery of community infrastructure in a financially responsible manner</i>
<b>Outcome</b>	<i>3.1 Development New and existing developments meet the Shire's Strategic Objectives and Outcomes</i>

<b>Key Service Areas</b>	<i>Building and Planning Permits</i>
<b>Priorities</b>	<i>N/A</i>

## VOTING REQUIREMENTS – SIMPLE MAJORITY

### RECOMMENDATION

It is recommended that Council refuse Development Approval for a proposed oversized and over height outbuilding with reduced boundary setback on Lot 7 (73) Gingin Road, Lancelin under clause 68(2) of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:

1. The height and size of the outbuilding does not meet the deemed-to-comply provisions or demonstrate compliance with the Design Principles of Clause 5.4.2 of the Western Australian Planning Commissions State Planning Policy 3.1 - Residential Design Codes.

### MOTION

Moved Councillor Court, seconded Councillor Fewster that Council refuse Development Approval for a proposed oversized and over height outbuilding with reduced boundary setback on Lot 7 (73) Gingin Road, Lancelin under clause 68(2) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The height and size of the outbuilding does not meet the deemed-to-comply provisions or demonstrate compliance with the Design Principles of Clause 5.4.2 of the Western Australian Planning Commissions State Planning Policy 3.1 - Residential Design Codes.

*Councillor Peczka foreshadowed his intention to move an alternative motion to approve the application in the event of the motion under consideration being lost.*

LOST  
4-5

For: Councillors Court, Collard, Elgin, Fewster

Against: Councillors Peczka, Lobb, Johnson, Morton, Rule

### ALTERNATIVE MOTION

**Moved Councillor Peczka, seconded Councillor Lobb that Council grant development approval for a proposed oversized and overheight outbuilding with reduced boundary setback on Lot 7 (73) Gingin Road, Lancelin subject to the following conditions:**

1. The land use and development shall be undertaken in accordance with the approved plans unless conditioned indicated otherwise in 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.**

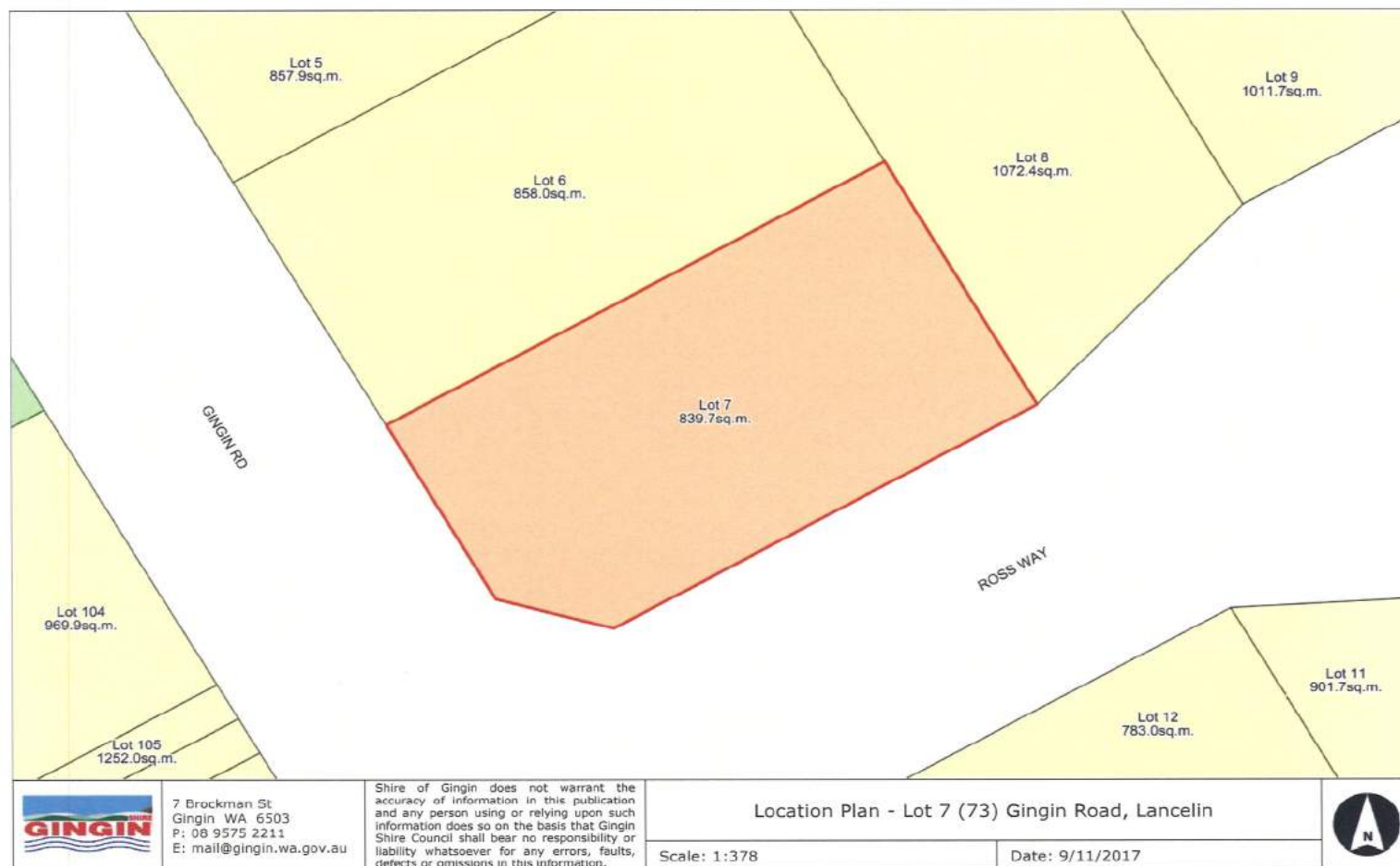
**CARRIED UNANIMOUSLY**

**REASON FOR ALTERNATIVE MOTION**

*Council was of the view that the application should be approved, given that the shed would not be visible from the road or obstructing neighbouring properties.*

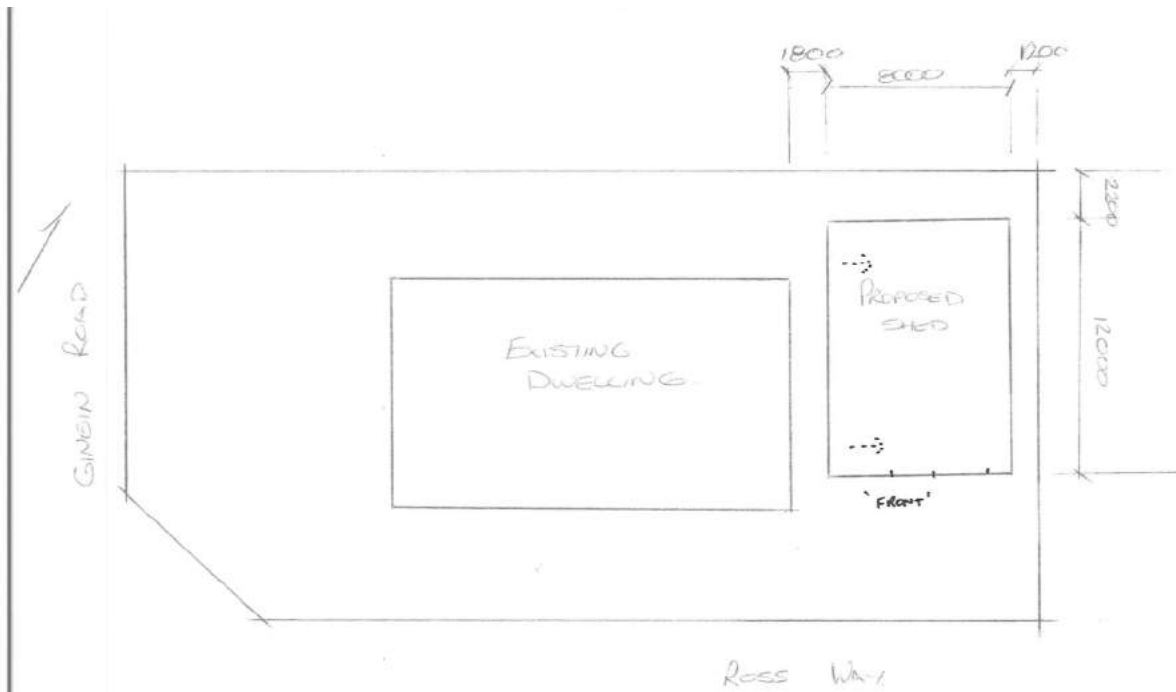
**APPENDIX 1**



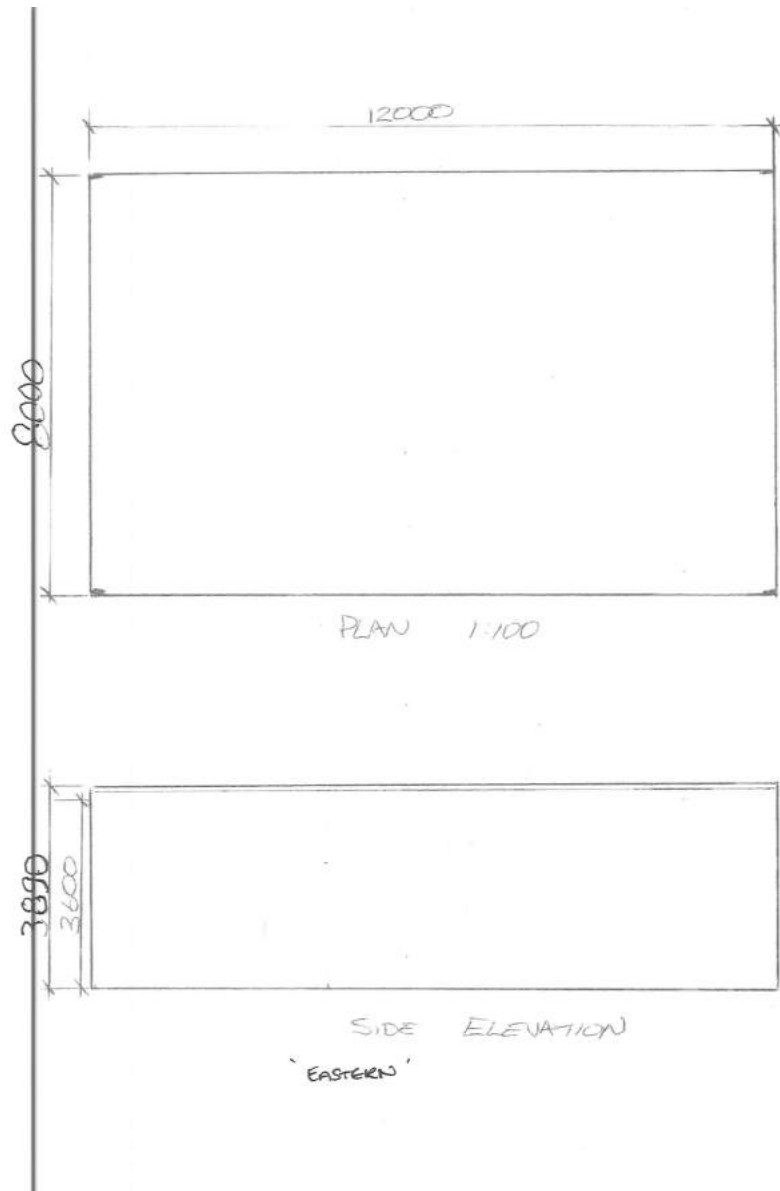








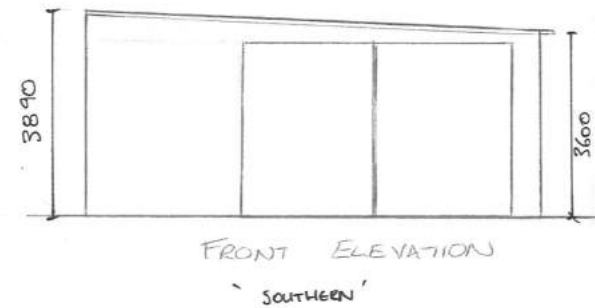
SITE PLAN 1:250  
LOT 7 ROSS WAY



LOT 7 ROSS WAY.

STEEL FABRICATION SHED

TRIMMER SHEETING ROOF + 2 WALLS.  
AXON CEMENT SHEETING - 2 WALLS.  
(FRONT ELEVATION + DWELLING SIDE)  
4800 (2x2400) SLIDING DOORS  
PA DOOR.  
75 RC SLAB.



#### **11.3.4 APPLICATION FOR DEVELOPMENT APPROVAL - RETROSPECTIVE TRANSPORTABLE DWELLING AND PROPOSED ADDITIONS (ROOF AND DECKING) ON LOT 504 TELEPHONE ROAD, NEERGABBY**

<b>FILE:</b>	<b>BLD/6001</b>
<b>APPLICANT:</b>	<b>DENISE KOWALD</b>
<b>LOCATION:</b>	<b>LOT 504 TELEPHONE ROAD, NEERGABBY</b>
<b>OWNER:</b>	<b>DENISE KOWALD AND KEVIN KOWALD</b>
<b>ZONING:</b>	<b>GENERAL RURAL (GR40)</b>
<b>WAPC NO:</b>	<b>N/A</b>
<b>AUTHOR:</b>	<b>JAMES BAYLISS – STATUTORY PLANNING OFFICER PLANNING OFFICER</b>
<b>REPORTING OFFICER:</b>	<b>LISA EDWARDS – EXECUTIVE MANAGER PLANNING AND DEVELOPMENT SERVICES</b>
<b>REPORT DATE:</b>	<b>21 NOVEMBER 2017</b>
<b>REFER:</b>	<b>NIL</b>

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider an application for development approval for three existing transportable buildings and proposed additions (roof and decking) on Lot 504 Telephone Road, Neergabby.

#### **BACKGROUND**

The Shire received an Application for Development Approval on 26 September 2017 which comprises of retrospective and proposed components as follows.

The retrospective component includes three second hand transportable units installed at the property which consist of a bathroom, kitchen, living room and bedrooms. The structures were installed at the property without the required approvals being issued by the Shire.

The applicant proposes to install decking to connect all three existing transportable buildings and to construct a roof over the entirety of the existing structures. The finished floor level (FFL) of the transportable units is 670mm above ground level, with the decking being 100mm below the FFL. This will enable the current structures onsite to be connected and function as a 'dwelling'.

The site is 19.7 hectares in area and consists of predominantly cleared land with some existing vegetation along the eastern frontage.

Council consideration is required as Administration recommends altering the requirements of Local Planning Policy 1.5 – Transportable Dwellings (LPP 1.5) as outlined in the subsequent report.

A Location Plan, Site Plan and Elevations are provided as **Appendix 1**.

Site photographs of the transportable units are provided as **Appendix 2**.

## **COMMENT**

### Community Consultation

The application does not seek any development variations to Local Planning Scheme No. 9 (LPS 9) and therefore does not require public consultation. As such the application has not been advertised to surrounding landowners.

## **PLANNING FRAMEWORK**

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

The subject land is zoned General Rural (GR40) under LPS 9, the objectives of which are to:

- a) *Manage land use changes so that the specific local rural character of the zone is maintained or enhanced;*
- b) *Encourage and protect broad acre agricultural activities such as grazing and more intensive agricultural activities such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use;*
- c) *Maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and water course 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 application is considered to satisfy the above objectives.

### Setbacks

In accordance with Table 2 – Site Requirements of LPS 9, the ‘transportable dwelling’ is located 31 metres from the side (southern) boundary and 88 metres from the front (eastern) boundary.

### Local Planning Policy 1.5 – Transportable Dwellings (LPP 1.5)

LPP 1.5 provides guidelines for development of second hand relocated and transportable dwellings throughout the Shire and is applicable in this instance. LPP 1.5 designates second hand transportable dwellings as a ‘P’ permitted use within the General Rural zoning.

The amenity of the transportable units is given particular consideration to ensure the structures are visually acceptable. In this instance, the impact of the development on the existing streetscape is negligible as it cannot be seen from Telephone Road due to existing vegetation being present along the road frontage. The amenity of the locality is considered to remain relatively unaffected.

LPP 1.5 ensures that landowners erecting second hand structures on their property undertake remedial works to ensure the visual appearance is of an acceptable standard. This is controlled by imposing a condition on the development approval in accordance with 'Clause 3.6 – Bond' and 'Clause 3.7 - Forfeiture of Bond' which state as follows:

**“3.6     Bond**

*As a condition of planning consent for a second-hand relocated/transportable dwelling a \$5,000 bond is to be lodged with the Shire. Bank or other guarantees are not acceptable. This money will be refunded when the following requirements have been satisfied:*

- 3.6.1 The second-hand relocated/transportable dwelling is transported to the site and stumped, joined, all walls internal and external made good, all doors and windows in working order and all external surfaces repainted to the satisfaction of the Shire's Building surveyor, and the house complies with the Building Codes of Australia.*
- 3.6.2 All drains and plumbing are completed and the site cleared of all debris including any broken wall cladding.*
- 3.6.3 The time for completion of work is 6 months from the issue of Building License but where the external paint work or appearance of the building is considered by the Building Surveyor/Environmental Health Officer to require attention within one calendar month of the arrival of the dwelling on the site.*

**3.7     Forfeiture of Bond**

*Failure to comply with all conditions will result in forfeiture of the bond and removal of the building unless otherwise determined by Council.”*

Due to business difficulties and financial hardship the landowners are unable to provide a \$5000 bond as required and are unlikely to complete works within the stipulated six month timeframe.

The provision of a bond is not the only mechanism to ensure remedial works are undertaken. The Shire is able to impose relevant conditions on a development approval requesting remedial works be undertaken within a stipulated timeframe. If the condition imposed is not satisfied the Shire can follow-up on the breach of development approval and can take the appropriate enforcement action if required.

### Bushfire Planning

'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 subject lot is designated as being partially bushfire prone.

The entirety of the development footprint is located outside the designated area by approximately 60 metres, and is therefore 160m from the bushfire prone vegetation. The application is not considered to intensify the land use or result in an increase to the number of residents at the property; it simply formalises existing structures erected prior to the adoption of SPP 3.7.

It is therefore accepted that a BAL basic is sufficient in this instance.

### Servicing

The dwelling has an adequate water supply, however additional servicing requirements are the applicant's responsibility to install. It is noted that a septic system is indicated on the submitted plans and will be installed as part of the development.

### Summary

In view of the above assessment, administration is of the view that the site is capable of accommodating the Transportable Dwelling as the development requirements have been satisfied. It is suggested clause 3.6 and 3.7 of LPP 1.5 be waived in this instance and replaced with appropriate conditions on the development approval to ensure remedial works occur in a timely manner.

### Advice Notes

In the event that Council is supportive of the Officer recommendation, then the following Advice Notes will apply:

- Note 1: If you are aggrieved with the conditions of this approval you have the right to request that the State Administrative Tribunal (SAT) review the decision, under Part 14 of the *Planning and Development Act 2005*.
- Note 2: If the development subject to this approval is not substantially commenced within a period of 2 years, the approval shall lapse and have no further effect.
- Note 3: Where an approval has so lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.
- Note 4: Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Public Health Act 2016*, which are to be approved by the Shire of Gingin;
- Note 5: The applicant/landowner is advised to refer to the requirements of the *Health (Treatment of Sewerage and Disposal of Effluent and liquid Waste) Regulations 1974*.

Note 6: This approval does not authorise any interference with dividing fences, nor entry onto neighbouring land. Accordingly, should you wish to remove or replace any portion of a dividing fence, or enter onto neighbouring land, you must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the *Dividing Fences Act 1961*.

Note 7: It is recommended that cadastral lot boundaries be established by a suitably qualified land surveyor to ensure that all development is carried out within the subject allotment.

Note 8: 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*  
*Local Planning Policy 1.5- Transportable Dwellings*

## **POLICY IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Gingin Strategic Community Plan 2017-2027

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

## **VOTING REQUIREMENTS – SIMPLE MAJORITY**

## RECOMMENDATION

It is recommended that Council grant Retrospective Development Approval for a Transportable Dwelling, and Development Approval for Additions (Roof and Decking) on Lot 504 Telephone Road, Neergabby subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans and specifications unless conditioned otherwise by this approval.
2. The external surface of the existing transportables is to be either reclad or repainted in a matching colour and kept in good condition thereafter.
3. The transportable dwelling is to be connected to an approved septic system to the satisfaction of the Shire of Gingin.
4. The transportable dwelling is to be connected to a potable water supply to the satisfaction of the Shire of Gingin.
5. Remedial works required to satisfy conditions 2, 3 and 4 shall be undertaken within 12 months from the date of this approval.
6. Prior to the issue of a building permit the Applicant/Owner shall execute and provide to the Shire of Gingin a notification pursuant to Section 70A of the *Transfer of Land Act 1893* to be registered on the title to the land as notification to prospective purchasers as follows:

*Bushfire Prone Area – This lot is located within a bushfire prone area.*

## RESOLUTION

**Moved Councillor Elgin, seconded Councillor Morton that Council grant Retrospective Development Approval for a Transportable Dwelling, and Development Approval for Additions (Roof and Decking) on Lot 504 Telephone Road, Neergabby subject to the following conditions:**

1. **The land use and development shall be undertaken in accordance with the approved plans and specifications unless conditioned otherwise by this approval.**
2. **The external surface of the existing transportables is to be either reclad or repainted in a matching colour and kept in good condition thereafter.**
3. **The transportable dwelling is to be connected to an approved septic system to the satisfaction of the Shire of Gingin.**
4. **The transportable dwelling is to be connected to a potable water supply to the satisfaction of the Shire of Gingin.**
5. **Remedial works required to satisfy conditions 2, 3 and 4 shall be undertaken within 12 months from the date of this approval.**



6. Prior to the issue of a building permit the Applicant/Owner shall execute and provide to the Shire of Gingin a notification pursuant to Section 70A of the *Transfer of Land Act 1893* to be registered on the title to the land as notification to prospective purchasers as follows:

*Bushfire Prone Area – This lot is located within a bushfire prone area.*

CARRIED UNANIMOUSLY

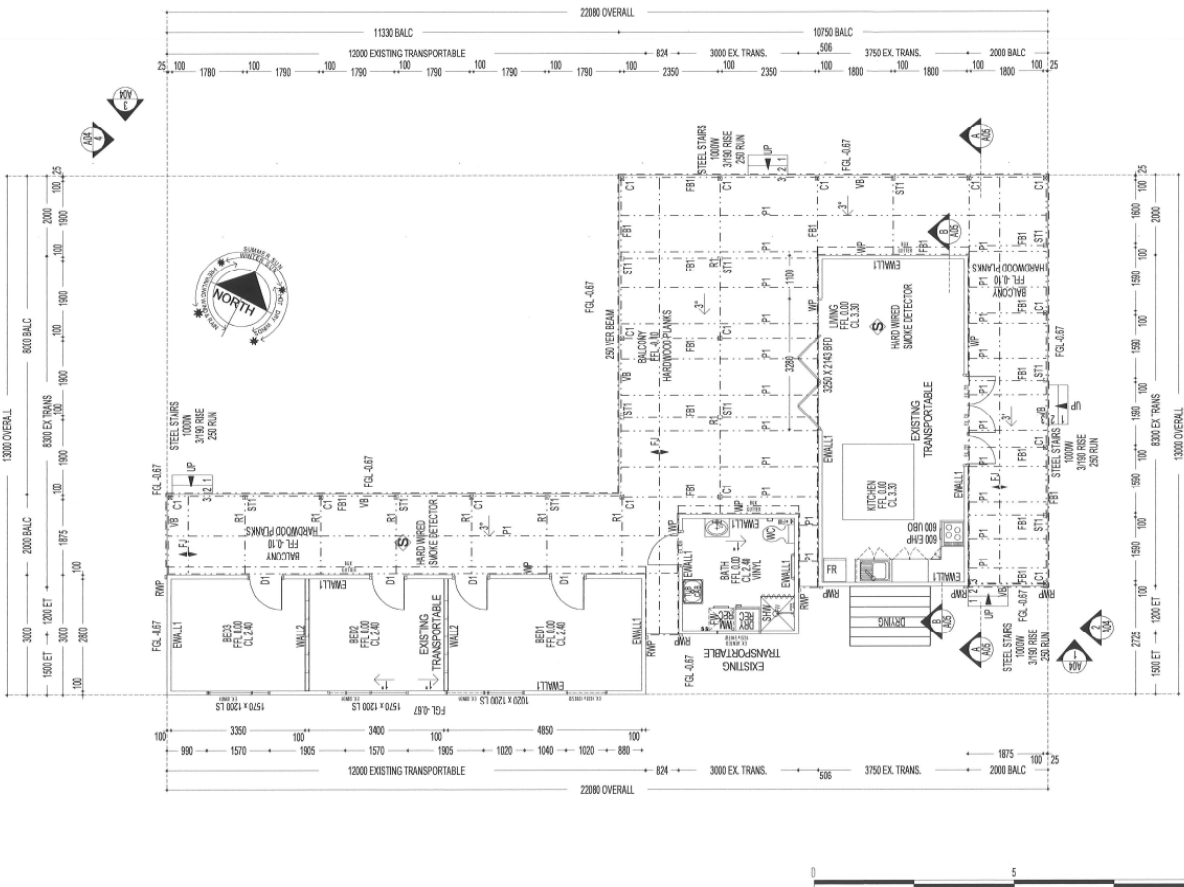
**APPENDIX 1**





ENGINEERS STRUCTURAL DRAWINGS & DETAILS TAKE PRECEDENCE OVER THESE DRAWINGS. ENERGY EFFICIENCY CALCULATIONS MAY REQUIRE CHANGES TO THE DRAWINGS. ANY (BAL) REPORTS MAY REQUIRE CHANGES TO THE DRAWINGS.

SCHEDULE	
EWALL1	COLORBOND CORRUGATED & FLASHING CLADDING TO EXISTING WALLS.
WALL2	STEEL FRAMED STUD WALLS WITH PLASTERBOARD OR VILLABOARD CLADDING.
RWP	RAIN WATER PIPES
D1	820 EXTERNAL DOOR WITH GLASS LOUVRES TO TOP PORTION.
WP	WALL PLATE. 150 x 50 x 3.0 RHS TO ENG SPEC.
VB	VERANDAH BEAM. 150 x 50 x 3.0 RHS TO ENG SPEC.
C1	COLUMN. 100 X 100 SHS TO ENG SPEC.
ST1	STUMP. 100 X 100 SHS TO ENG SPEC.
R1	RAFTER. 150 x 50 RHS TO ENG SPEC.
FB1	FLOOR BEARER. 150 x 50 RHS TO ENG SPEC.
P1	ROOF PURLIN @ MAX 800 CTS. 75 x 36 x 1.2PT TO ENG SPEC.
FJ1	FLOOR JOISTS 100 x 50 RHS @ 450 CTRS. TO ENG SPEC.
EX.WIND1	WINDOW REMOVED



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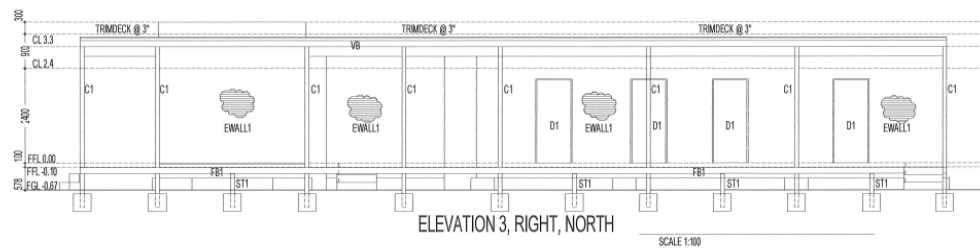
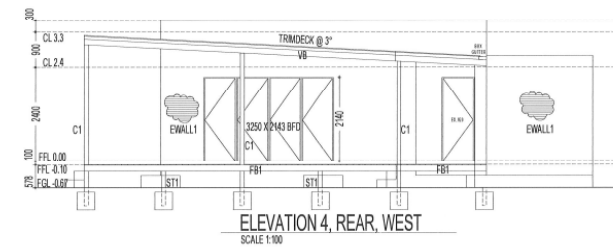
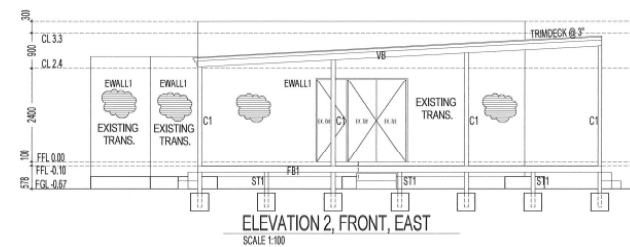
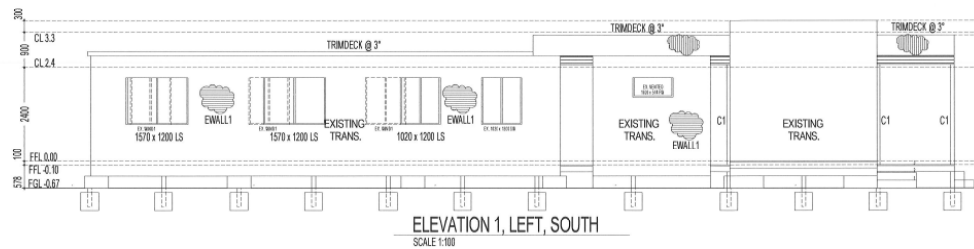
PROJECT  
EXISTING TRANSPORTABLES &  
ALTERATIONS  
LOT 504 #263 TELEPHONE ROAD  
NEERGABBY WA 6503

DATE 13/09/2017  
SHEET A03

FLOOR PLAN  
SCALE 1:100 ON A3

Design, Drafting Service

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ANY (BAU) REPORTS MAY REQUIRE CHANGES TO THE DRAWINGS.



SCHEDULE	
EWALL1	COLORBOND CORRUGATED & FLASHING CLADDING TO EXISTING WALLS.
D1	820 EXTERNAL DOOR WITH GLASS LOUVRES TO TOP PORTION.
VB	VERANDAH BEAM. 150 x 50 x 3.0 RHS TO ENG SPEC.
C1	COLUMN. 100 x 100 SHS TO ENG SPEC.
ST1	STUMP. 100 x 100 SHS TO ENG SPEC.
FB1	FLOOR BEARER. 150 x 50 RHS TO ENG SPEC.

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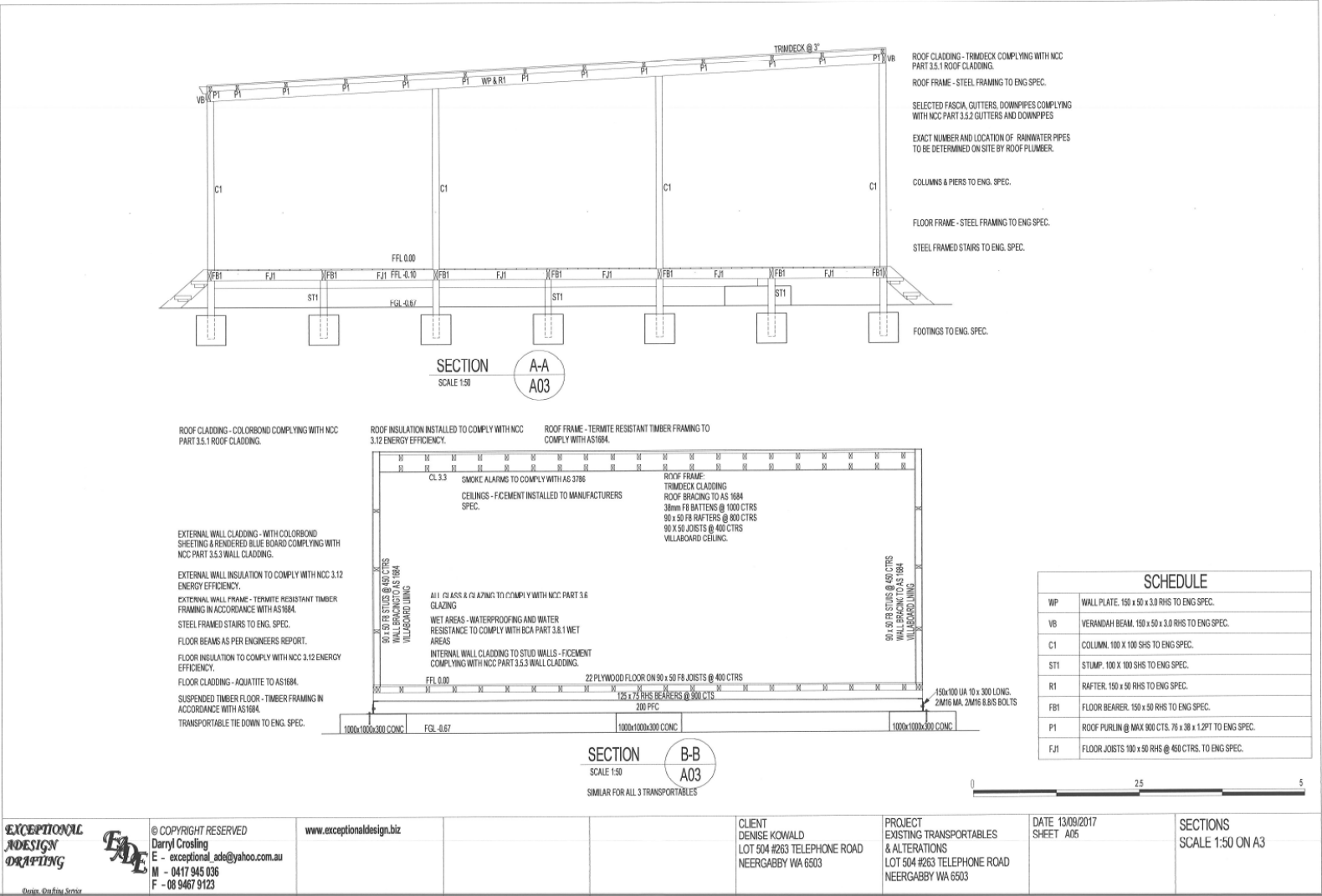
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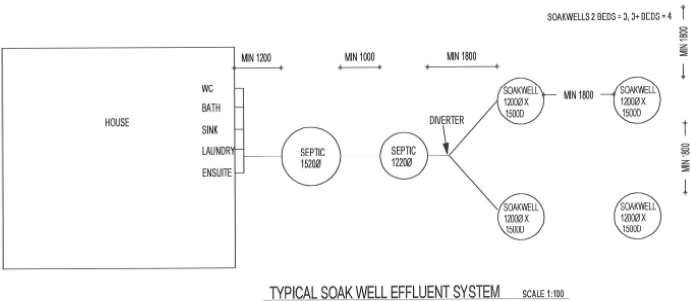
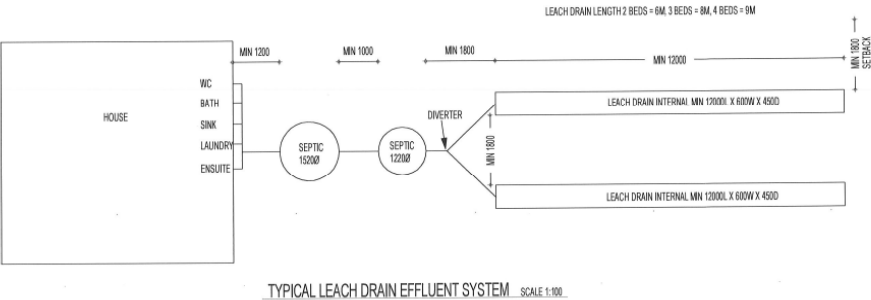
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PROJECT  
EXISTING TRANSPORTABLES  
& ALTERATIONS  
LOT 504 #263 TELEPHONE ROAD  
NEERGABBY WA 6503

DATE 13/09/2017  
SHEET A04

ELEVATIONS  
SCALE 1:100 ON A3





GUIDELINES FOR THE INSTALLATION OF AN APPARATUS FOR THE TREATMENT OF SEWAGE ON RESIDENTIAL PREMISES

1. SEPTIC TANK AND LEACH DRAIN SIZES

Only approved septic tanks and leach drains may be used.

1.1 Septic Tanks - for residences treating combined household wastes which have five (5) or less bedrooms, two standard process septic tanks may be installed, the first of which has an internal diameter of 1500mm and the second 1200mm.

1.2 Leach Drains - internal width - 450mm Effective depth - 450mm Length - a dual leach drain system with an approved alternating device must be installed.

Where clay soils are encountered semi or fully inverted leach drains or an alternative apparatus may be required. This may also occur due to the height of the water table being unsuitable for standard on-site effluent disposal.

2. PUMPS AND SUMPS

When a fully or semi inverted leach drain is required the finished floor level of the building may not be sufficient to enable discharge into the leach drain by gravitation. This is when a pump and sump will be required. The following requirements for the pump and pump are to be met.

2.1 The approved pump is to be automatically operated, electrically driven, permanently installed and equipped with an approved warning device (such as an alarm and light).

2.2 The pump set up is to be installed to ensure maximum storage capacity in the event of pump failure, to be installed near the bottom of the tank.

2.3 Where a pump and sump are installed the sump tank is to have a minimum capacity of one thousand (1000) litres.

2.4 Subject to 4.2, if the estimated capacity is expected to exceed 1000L the sump is to be of adequate capacity to treat the estimated daily flow rate in any 24 hour period.

2.5 A submersible pump or surface-mounted pump may be used.

2.6 Surface mounted pumps are to be suitably encased unless designed for outdoor usage.

2.7 Lids of sumps are to be at ground level and sealed to prevent the escape of odours or the entry of groundwater.

3. INSTALLATION

3.1 The installation must be in accordance with approved plans and any proposed alteration must be submitted to the local Authority for approval.

3.2 The following requirements must be observed when considering the siting of septic tank and leach drain installations:

a) 300mm of 20-40mm blue metal, washed gravel or other approved material is required to surround each leach drain.

b) Leach drains must be constructed no closer than 50m from any well, stream or underground source of water intended or available for consumption by humans, unless otherwise approved (50m or 100m can be stipulated depending on environmental factors). They shall be no closer than 6m from any subsoil drainage system or open drainage channel.

c) Unless otherwise approved, the leach drains must be laid in a straight line parallel to ground contours and not closer than 1.5m from each other. Joints between modular segments shall be rendered on top with a cement mix to prevent the ingress of sand and soil.

d) Leach drains cannot be installed within 1.5m of any septic tank, building or boundary of a lot.

Where leach drains are required to be semi or fully inverted, a minimum distance of 3m will apply.

e) Septic tanks cannot be installed within 1.5m of any house or other building foundation or property boundary.

f) All subsoil drainage and stormwater must be discharged and diverted away from the leach drain discharge area.

g) An apparatus must be constructed and installed to a trade finish.

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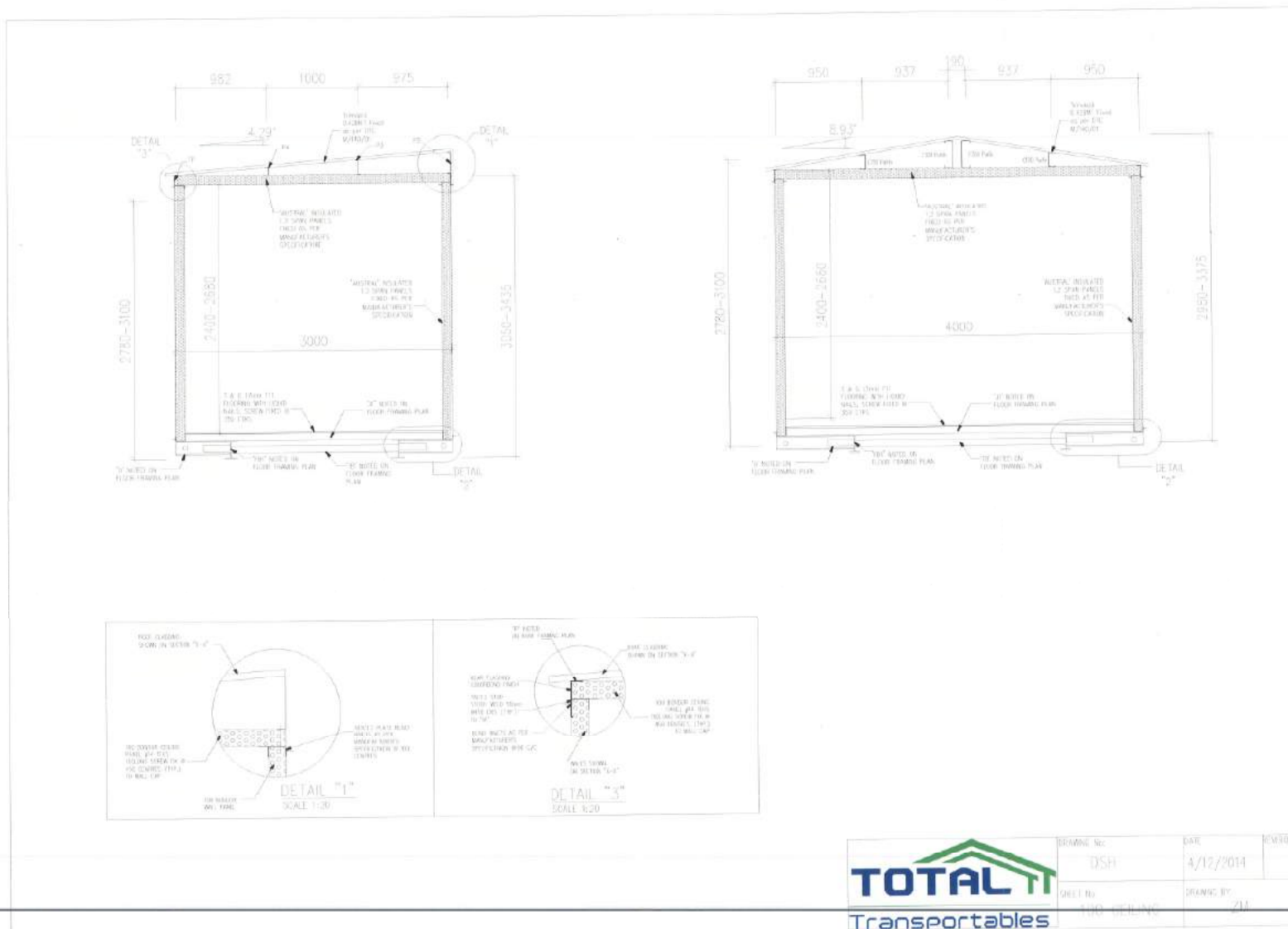
CLIENT  
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NEERGABBY WA 6503

PROJECT  
EXISTING TRANSPORTABLES &  
ALTERATIONS  
LOT 504 #263 TELEPHONE ROAD  
NEERGABBY WA 6503

DATE 13/09/2017  
SHEET A06

EFFLUENT SYSTEM  
SCALE 1:50 ON A3





# APPENDIX 2





### **11.3.5 APPLICATION FOR DEVELOPMENT APPROVAL - PROPOSED FIVE CHALETs ON LOT 17 (174) NABAROO ROAD, COWALLA**

<b>FILE:</b>	<b>BLD/4675</b>
<b>APPLICANT:</b>	<b>JOHN AND LOUISE PAPPS</b>
<b>LOCATION:</b>	<b>LOT17 (174) NABAROO ROAD, COWALLA</b>
<b>OWNER:</b>	<b>JOHN AND LOUISE PAPPS</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 - EXECUTIVE MANAGER PLANNING AND DEVELOPMENT</b>
<b>REPORT DATE:</b>	<b>21 NOVEMBER 2017</b>
<b>REFER:</b>	<b>NIL</b>

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider an application for development approval for five Chalets to accommodate a maximum of ten people for short stay accommodation on Lot 17 (174) Nabaroo Road, Cowalla.

#### **BACKGROUND**

The Shire received an Application for Development Approval on 27 August 2017 for five chalets to accommodate a maximum of ten people for short stay accommodation on Lot 17 (174) Nabaroo Road, Cowalla.

The subject lot is zoned General Rural (GR30) under the Shire's Local Planning Scheme No. 9 (LPS 9 or the scheme). The site has an area of 34.5 hectares currently accommodating a single house and an outbuilding towards the rear of the lot.

The proposal consists of five chalets (safari luxury tents) to provide short stay accommodation for a maximum of ten people. The Applicant has described the proposal as 'glamping'. Each chalet is self-contained, comprising of a bedroom, living area, ensuite and kitchenette all opening out onto a deck area. The chalets are approximately 4.4m wide by 10.5m in length with a maximum pitch height of 3.4m. The chalets are set back more than the scheme requirement of 20m within the General Rural zone, with the closest chalet being approximately 140m to the south-western boundary. The chalets will fit aesthetically into the environment and will have an adequate rainwater supply suitable for drinking, cooking and personal hygiene.

The chalet area will also contain a nature based play area for children.

Visitors will check in at the camp office which is located at the existing residence.

Given that the chalets will not accommodate more than ten people at any one time, the proposal is considered to be a low impact tourist development as defined in the Shire's Local Planning Policy 3.1 Tourist Development in Rural Areas (LPP 3.1).

A Location Plan and copy of the Applicant's proposal is provided as **Appendix 1**.

## COMMENT

### Community Consultation

The application was advertised to surrounding landowners for period of 21 days in accordance with clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

The Shire received one submission providing a general comment. A Schedule of Submissions and Recommended Responses has been included as **Appendix 2**.

## PLANNING FRAMEWORK

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

The subject land is zoned General Rural (GR30) under LPS 9, the objectives of which are to:

- a) *Manage land use changes so that the specific local rural character of the zone is maintained or enhanced;*
- b) *Encourage and protect broad acre agricultural activities such as grazing and more intensive agricultural activities such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use;*
- c) *Maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and water course 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 application is considered to satisfy the above objectives as it is a low impact tourism proposal which will strengthen the economic base while enhancing the rural character of the area.

The proposal is defined as 'chalet' under LPS 9 as follows:

*'means an individual self-contained unit usually comprising of cooking facilities, ensuite, living area and one or more bedrooms designed to accommodate short-stay guests, and where occupation by any person is limited to a maximum of three months in any 12 month period'.*

Chalets are an 'A' land use within the General Rural zone which means the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions.

### Setbacks

In accordance with Table 2 – Site Requirements of LPS 9, the chalets and nature based play area are set back in excess of 20m from boundaries, with the closest chalet being set back approximately 140m from the south-western boundary.

### Parking and Traffic Management

In accordance with Clause 4.7.2.5 *'where there is a use of land referred to in the Zoning Table (Table 1) for which no provision is made in respect of car parking spaces in Table 3, the car parking spaces required for that use of land shall be as determined by local government'*.

The chalets will be accessed by a three metre wide crushed limestone road. Each chalet will accommodate parking for one vehicle. Therefore, it is envisaged that no more than five cars will be onsite at any one time.

Signage will be provided to indicate speed is not to exceed eight kilometres per hour.

Given the low intensity of the proposal and not having no more than ten people onsite at any one time, the parking and road access provided is considered sufficient to accommodate the proposal. However, the existing crossover servicing the lot will require upgrading to the satisfaction of the Shire of Gingin.

### Local Planning Policy 3.1 Tourist Development in Rural Areas (LPP 3.1)

LPP 3.1 provides guidelines for tourism facilities within the General Rural zone. The proposal is considered to comply with LPP 3.1 as it is a low impact proposal comprising of five chalets accommodating no more than 10 people at any one time. The proposed development is located within the centre of the subject lot and within a landscape setting so as not to be visually intrusive upon adjoining landowners or the rural landscape.

### Local Planning Policy No. 1.4 – Foreshore Reserves along Water Course (LPP 1.4)

The policy objective of LPP 1.4 is to *protect the margins and foreshores of water courses from future development*. Furthermore, Policy Statement 3.1 requires *the building line for all development adjacent to a water course shall be 50 metres measured from the top of the bank of the water course*.

The proposed development is set back over 400m from the Moore River.

### Bushfire Planning

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 subject lot is designated as being partially bushfire prone.



The entirety of the development footprint is located outside the designated area by more than 100m, and is 200m from the bushfire prone vegetation. It is therefore accepted that a BAL basic is sufficient in this instance which gives a Low BAL Rating.

The proposal was, however, referred to the Shire's Bushfire Advisory Committee Executive, which has advised as follows:

1. Water availability during the summer. Each tent has only 1000 litres of water with back up from a 100,000 litre rain water tank. During the summer with all the water use coming from these tanks there will not be a lot of water in reserve. Under Department of Fire and Emergency Services (DFES) policy, firefighters cannot use domestic water supply for firefighting purposes unless it is being supplied from a dedicated water tank that is for firefighting purposes only. Therefore, they will need to have a dedicated firefighting water tank. This will need to be a minimum of 100,000 litres of dedicated replenishable firefighting water supply.
2. Even though the area the tents are going to be situated is outside any bushfire prone area, they will still be built in a grassed paddock. The area will need to be slashed to a minimum 30 metres around the tents to a height of no more than 50 mm or less than 2 tonnes/Ha fuel loading, maintained as per the Shire of Gingin fire break order and a further 100 metres of no more than 100mm or less than 5 tonnes/Ha fuel loading.

Further issues were raised with respects to the emergency evacuation procedure and whether there will be someone on the property hundred percent of the time, to activate a warning siren to alert the occupants in event of a bushfire?

The Applicant has advised that someone will be on the property at all times unless there is an unfortunate situation out of their control that does not enable someone to be on the property. However, there is mobile phone coverage to enable warnings to be issued to visitors.

Furthermore, BFAC recommend that due to the nature of the structures being susceptible to ember attacks, it may be necessary to have a mandatory evacuation if there is a bushfire in the vicinity of this address. These type of structures should be deemed un-defendable regardless even though there is not a high fuel load around them.

In the event Council approves the proposal then above recommendations will be required to be addressed and submitted to the Shire of Gingin for approval in a Bushfire Management Plan and a Bushfire Emergency Evacuation Plan.

### Servicing

#### Food Hygiene:

Each of the chalets is self-contained with its own cooking facilities. The Applicant has advised that it is anticipated that breakfast packages, picnic baskets and barbeque packs will be available for purchase. The intention is that ingredients will be provided for guests to prepare themselves, rather than means being prepared for them. Notwithstanding the above, the operators will be required to comply with provisions of the *Food Act 2008* and related codes, regulations and guidelines in relation to any food handling activities.

#### Water Supply:



Each chalet will have its own 1000 litre rainwater tank with an additional 100,000 litre rainwater tank as a backup water supply to all chalets. Other options are also available to ensure potable water supply by purchasing potable water by bulk water tankers.

It is considered that the water supply can be managed on site as there are alternative options of purchasing potable water to fill the rainwater tanks.

#### Waste Management:

A septic tank system is proposed for the chalets' effluent disposal system.

Rubbish from the chalets will be emptied into site bins on alternate days (as a minimum) by site staff. Each chalet will also have access to an additional 240lt wheelie bin. Site rubbish bins will be collected once a week or more if required. All site bins will be screened from public view.

It is considered that waste can be appropriately managed onsite.

#### Summary

The proposal of five chalets to accommodate a maximum of ten persons at any one time is considered to be a low impact tourism proposal within the General Rural zone. The built form and the location of the chalets are not considered to visually intrude upon the adjoining landowners or the rural landscape. Therefore, the proposal is conditionally supported.

#### Advice Notes

In the event that Council is supportive of the Officer recommendation, then the following Advice Notes will apply:

- Note 1: If you are aggrieved by the conditions of this approval you have the right to request that the State Administrative Tribunal (SAT) review the decision, under Part 14 of the *Planning and Development Act 2005*.
- Note 2: If the development subject to this approval is not substantially commenced within a period of two years, the approval shall lapse and have no further effect.
- Note 3: Where an approval has so lapsed, no development may be carried out without further approval of the local government having first been sought and obtained.
- Note 4: Further to this approval, the applicant is required to submit working drawings and specifications to comply with the requirements of the *Building Act 2011* and *Public Health Act 2016*, which are to be approved by the Shire of Gingin;
- Note 5: The applicant/landowner is advised to refer to the requirements of the *Health (Treatment of Sewerage and Disposal of Effluent and liquid Waste) Regulations 1974*.

- Note 6: This approval does not authorise any interference with dividing fences, nor entry onto neighbouring land. Accordingly, should you wish to remove or replace any portion of a dividing fence, or enter onto neighbouring land, you must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the *Dividing Fences Act 1961*.
- Note 7: All food related aspects are to comply with the provisions of the *Food Act 2008* and related codes, regulations and guidelines.
- Note 8: It is the landowners' responsibility to implement and maintain bushfire protection and mitigation measures on their property.
- Note 9: Water supply from Domestic bores are not to be use for commercial purposes/activities. Please refer to the Department of Water for further advice.

## **STATUTORY ENVIRONMENT**

*Planning and Development Act 2005*

*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 the land

3.2 Objectives of the zones

3.2.7 General Rural zone

Part 4 General Development Requirements

4.5 Variations to site and development standards and requirements

4.7 General Development Standards

Local Planning Policy No. 1.4 Foreshore Reserves along Water Courses

Local Planning Policy 3.1 Tourist Development in Rural Areas

State Planning Policy 3.7 Planning in Bushfire Prone Areas

## **POLICY IMPLICATIONS**

Nil

## **BUDGET IMPLICATIONS**

Nil

## STRATEGIC IMPLICATIONS

### Shire of Gingin Strategic Community Plan 2017-2027

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

## VOTING REQUIREMENTS – SIMPLE MAJORITY

### RECOMMENDATION

It is recommended that Council:

1. Advise the applicant that, within 60 days of notice, they are required to update their Emergency Evacuation Plan in their submission dated June 2017 into a Bushfire Management Plan and Bushfire Emergency Evacuation Plan to include the following to the satisfaction of the Shire of Gingin.

#### Bushfire Management Plan

- i. A dedicated replenishable firefighting water supply will be provided consisting of 100,000 litre water tank be available, with 50mm Camlock standard couplings (stainless steel) for firefighting purposes are to be fitted to the water tank and will be readily accessible and provide adequate water supply to fire services. A hardstand and turn around area suitable for a 3.4 fire appliance is required at the tank. The location of the water tank to be determined by the Shire of Gingin.
- ii. The area will need to be slashed to a minimum 30 metres around the chalets to a height of no more than 50 mm or less than 2 tonnes/Ha fuel loading maintained as per the Shire of Gingin fire break order and a further 100 metres of no more than 100mm or less than 5 Tonnes/Ha fuel loading.

#### Emergency Evacuation Plan

- i. In the event of a bushfire in the vicinity, mandatory evacuation is required;

2. Subject to compliance with the requirements of Part 1 (above), authorise the Chief Executive Officer to grant Development Approval for Five Chalets to accommodate a maximum of ten people for short stay accommodation on Lot 17 (174) Nabaroo Road, Cowalla subject to the following conditions:
- a. 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;
  - b. Prior to occupation of the chalets (that are the subject of this proposal), the approved Bushfire Management Plan and the Bushfire Emergency Evacuation Plan are to be implemented and shall comply at all times to the satisfaction of the Shire of Gingin;
  - c. Prior to the issuing of a building permit for the development the owner(s)/applicant shall execute and provide to the Shire of Gingin a Notification pursuant to Section 70A of the *Transfer of Land Act 1893* to be registered on the title to the land as notification to prospective purchasers that the title of the proposed lot is:
    - i. *located in a General Rural locality where the land may be affected by emissions from adjoining agricultural land uses; and*
    - ii. *located in a Bushfire Prone Area and is subject to a Bushfire Management Plan and Bushfire Emergency Evacuation Plan;*
  - d. The proposal at all times is to comply with the definition of 'Short Stay Accommodation' as defined by Local Planning Scheme No. 9 (LPS 9) which defines short stay as:

*'tourist accommodation facilities (including motels, caravan and camping facilities, chalets, guest houses, holiday houses or any other form of tourist accommodation) set aside either continuously or from time to time for temporary living purposes but which are not occupied by the same person or group of persons for a period in excess of 3 months in any one 12 month period'.*
  - e. The finish of the chalets are to fit aesthetically into the surrounding rural environment to the satisfaction of the Shire of Gingin;
  - f. The chalets are not to accommodate more than 10 patrons at any one time.
  - g. Dust suppression measures shall be implemented to the internal access track to minimise offsite dust emissions at all times;
  - h. Internal speed limit signage is to be installed to limit speed at 8km/ph;
  - i. Prior to site works for development commencing, a Noise Management Plan shall be prepared and approved by the Shire of Gingin;

- j. Prior to the installation of the nature based play equipment, plans outlining the location and the type of equipment are to be submitted and approved to the satisfaction of the Shire of Gingin;
- k. Prior to site works for development commencing, the crossover servicing Lot 17 from Nabaroo Road shall be upgraded to the satisfaction of the Shire of Gingin at the applicant/landowner's cost;
- l. The operator(s) of the chalets are required to keep an up to date guest register which, at a minimum, indicates the length of stay for each patron(s);
- m. At any time the Shire reserves the right to inspect or request any of the management plans that are conditioned as part of this planning approval; and
- n. All conditions shall be complied with prior to the occupancy of the chalets by patrons, unless otherwise specified in the individual conditions.

### **SUBSTANTIVE MOTION WITH AMENDMENT**

*Amend Part 1ii by deleting the words "or less than 2 tonnes/Ha fuel loading".*

**Moved Councillor Court, seconded Councillor Rule that Council:**

1. **Advise the applicant that, within 60 days of notice, they are required to update their Emergency Evacuation Plan in their submission dated June 2017 into a Bushfire Management Plan and Bushfire Emergency Evacuation Plan to include the following to the satisfaction of the Shire of Gingin.**
  - a. **Bushfire Management Plan**
    - i. **A dedicated replenishable firefighting water supply will be provided consisting of 100,000 litre water tank be available, with 50mm Camlock standard couplings (stainless steel) for firefighting purposes are to be fitted to the water tank and will be readily accessible and provide adequate water supply to fire services. A hardstand and turn around area suitable for a 3.4 fire appliance is required at the tank. The location of the water tank to be determined by the Shire of Gingin.**
    - ii. **The area will need to be slashed to a minimum 30 metres around the chalets to a height of no more than 50 mm maintained as per the Shire of Gingin fire break order and a further 100 metres of no more than 100mm.**
  - b. **Emergency Evacuation Plan**
    - i. **In the event of a bushfire in the vicinity, mandatory evacuation is required;**

2. Subject to compliance with the requirements of Part 1 (above), authorise the Chief Executive Officer to grant Development Approval for Five Chalets to accommodate a maximum of ten people for short stay accommodation on Lot 17 (174) Nabaroo Road, Cowalla subject to the following conditions:
- a. 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;
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  - c. Prior to the issuing of a building permit for the development the owner(s)/applicant shall execute and provide to the Shire of Gingin a Notification pursuant to Section 70A of the *Transfer of Land Act 1893* to be registered on the title to the land as notification to prospective purchasers that the title of the proposed lot is:
    - i. *Located in a General Rural locality where the land may be affected by emissions from adjoining agricultural land uses; and*
    - ii. *Located in a Bushfire Prone Area and is subject to a Bushfire Management Plan and Bushfire Emergency Evacuation Plan;*
  - d. The proposal at all times is to comply with the definition of 'Short Stay Accommodation' as defined by Local Planning Scheme No. 9 (LPS 9) which defines short stay as:

*'tourist accommodation facilities (including motels, caravan and camping facilities, chalets, guest houses, holiday houses or any other form of tourist accommodation) set aside either continuously or from time to time for temporary living purposes but which are not occupied by the same person or group of persons for a period in excess of 3 months in any one 12 month period'.*
  - e. The finish of the chalets are to fit aesthetically into the surrounding rural environment to the satisfaction of the Shire of Gingin;
  - f. The chalets are not to accommodate more than 10 patrons at any one time.
  - g. Dust suppression measures shall be implemented to the internal access track to minimise offsite dust emissions at all times;
  - h. Internal speed limit signage is to be installed to limit speed at 8km/ph;
  - i. Prior to site works for development commencing, a Noise Management Plan shall be prepared and approved by the Shire of Gingin;

- j. Prior to the installation of the nature based play equipment, plans outlining the location and the type of equipment are to be submitted and approved to the satisfaction of the Shire of Gingin;
- k. Prior to site works for development commencing, the crossover servicing Lot 17 from Nabaroo Road shall be upgraded to the satisfaction of the Shire of Gingin at the applicant/landowner's cost;
- l. The operator(s) of the chalets are required to keep an up to date guest register which, at a minimum, indicates the length of stay for each patron(s);
- m. At any time the Shire reserves the right to inspect or request any of the management plans that are conditioned as part of this planning approval; and
- n. All conditions shall be complied with prior to the occupancy of the chalets by patrons, unless otherwise specified in the individual conditions.

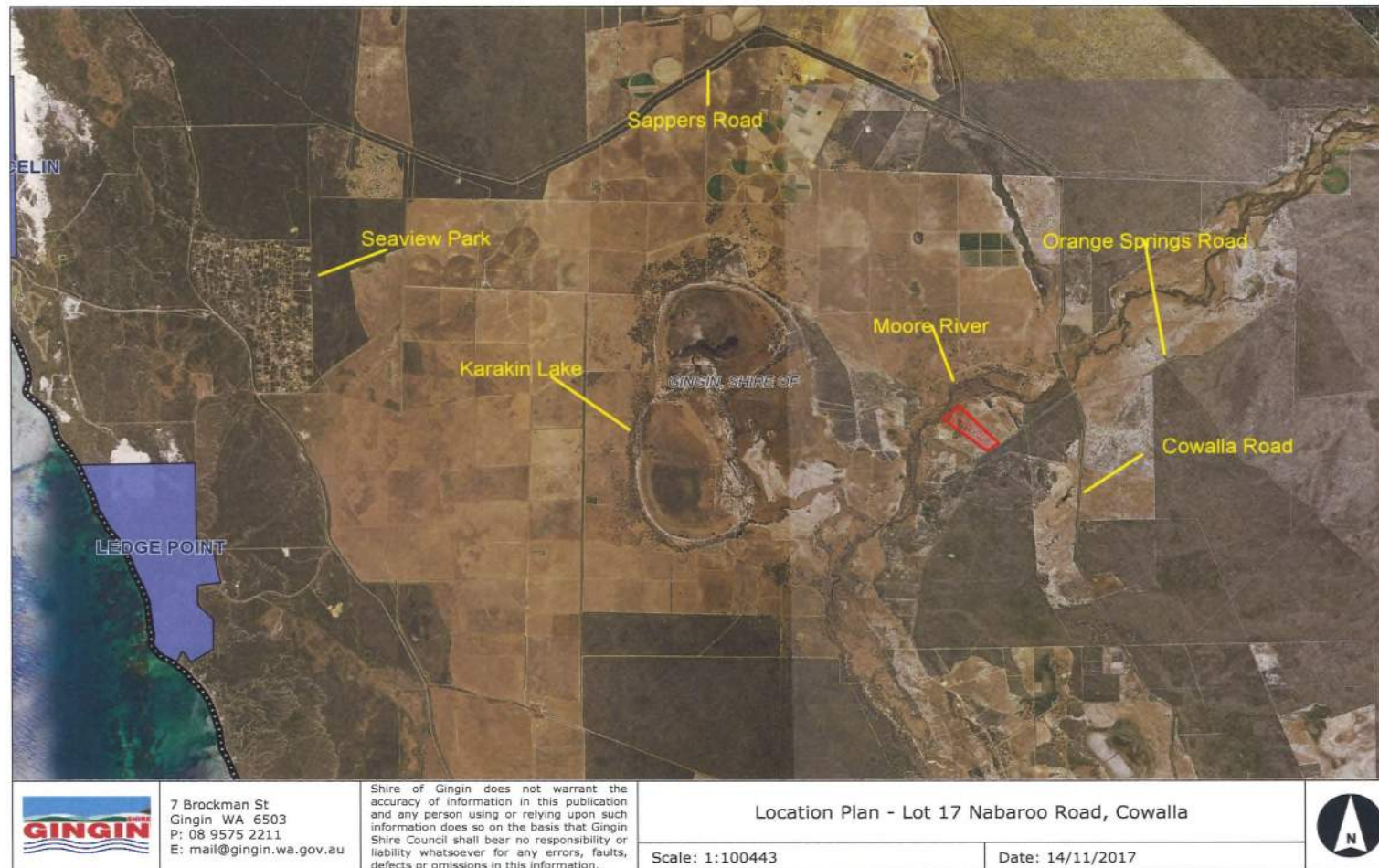
**CARRIED UNANIMOUSLY**

#### **REASON FOR AMENDMENT**

*Council was of view that the mention of tonnes in the bushfire management plan wasn't necessary.*

**APPENDIX 1**





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John and Louise Papps – Glamping Proposal.

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## Business Proposal

### Glamping in Cowalla, Gingin

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June 2017

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John and Louise Papps – Glamping Proposal.

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John and Louise Papps – Glamping Proposal.

## The Location:

174 Nabaroo Road, Cowalla WA 6503

### Zoning: General Rural zone

It is proposed that the above property be used for low impact tourism as per the shire of Gingin's local planning policy statement 3.1 for tourist development in rural areas.

This 87-acre property lies between the Indian Ocean Road and Brand Highway. The distance to the city of Perth is 119km, enabling ease of access for short weekend breaks from the city. With hectic work schedules and responsibilities, we can easily get caught up in the stresses of modern living. This site will serve as an accessible getaway for couples and families to reconnect with nature, and each other, and to be nourished physically, mentally and spiritually. It will also support the local economy by attracting tourism to the region, and through creating jobs.

### ACCOMMODATION

5 elegant chalets in the form of luxury tents will provide the ease and glamour of luxurious short stay accommodation, coupled with the romance of sleeping under the stars. The perfect combination to soak up the natural beauty of the bushland, and wake to the sound of the dawn chorus.

We strive to be environmentally sensitive, and these structures will have a low impact on the environment both during and after the construction stage. Our aim will be that the tents fit in aesthetically into the environment. These tents can easily be erected and dismantled which is advantageous should relocation be required.

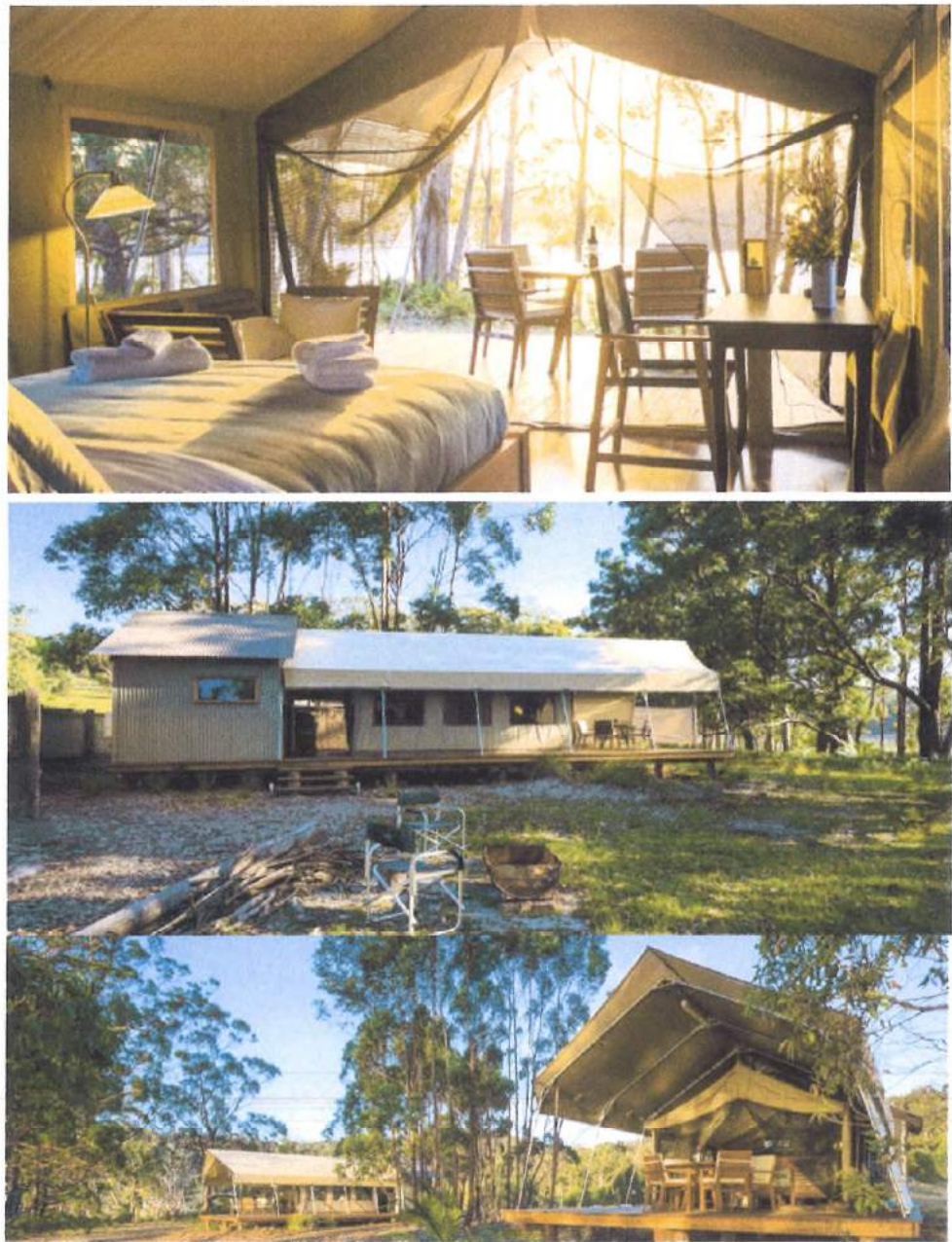
The safari tents will be designed to be fully self-contained and will include comfortable beds for quality slumber, linen, tea and coffee making facilities, microwave oven and fridge. Barbeque's will contain a hot plate and side burner. The tents will be maintained in a clean and sanitary condition. Bed linen will be provided and will be replaced with clean bed linen once per week, or whenever there is a change of occupier.

Each tent will have adequate rain water supplies which will be suitable for drinking, cooking and personal hygiene.

Tents will accommodate 2 adults, and 1 tent will be classed as a family tent. The maximum of number of guests at any one time will be 10. The addition of swags will be provided for children for use within the tents for that real camping experience. The family tent will provide full accessibility.

John and Louise Papps – Glamping Proposal.

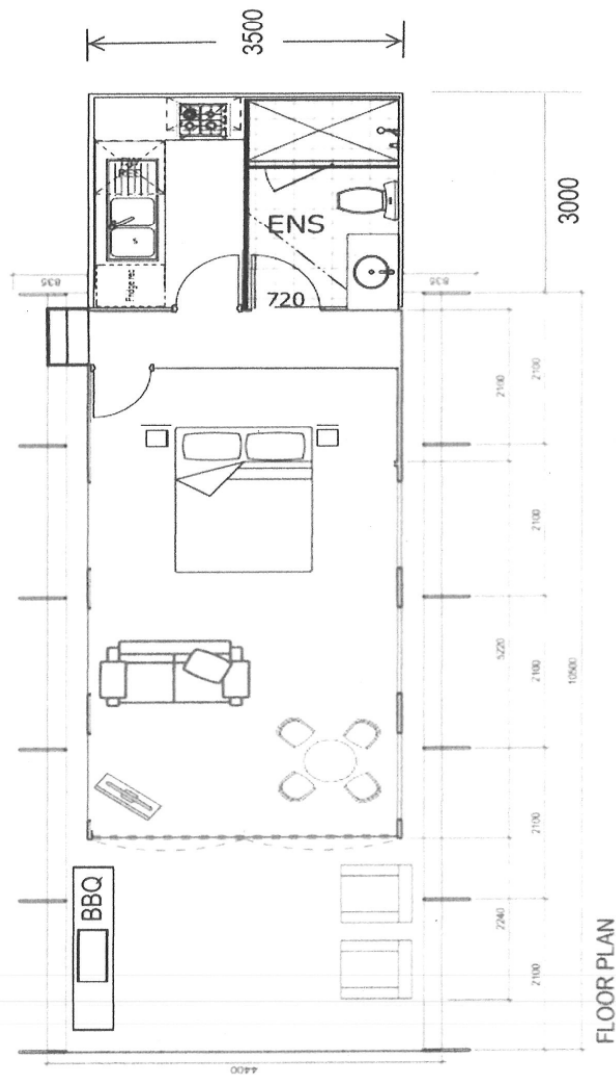
Examples of tents proposed:



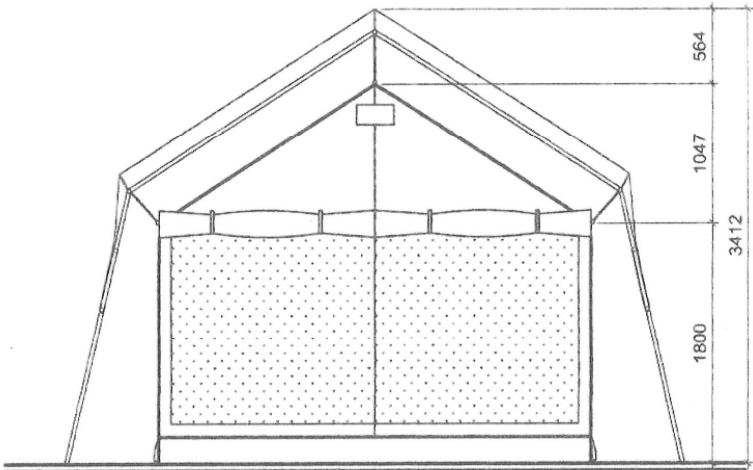


John and Louise Papps – Glamping Proposal.

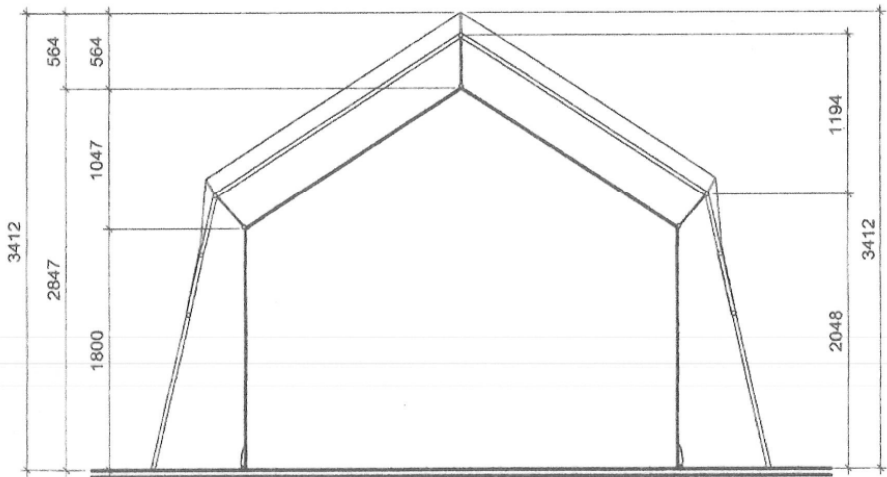
Safari tent plans:



John and Louise Papps – Glamping Proposal.

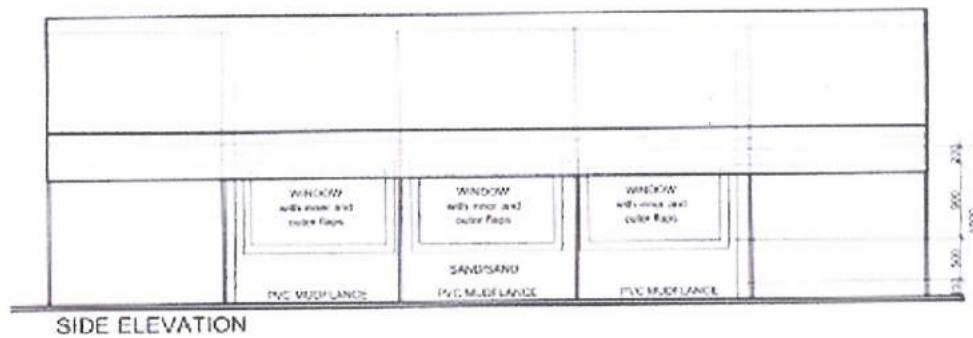
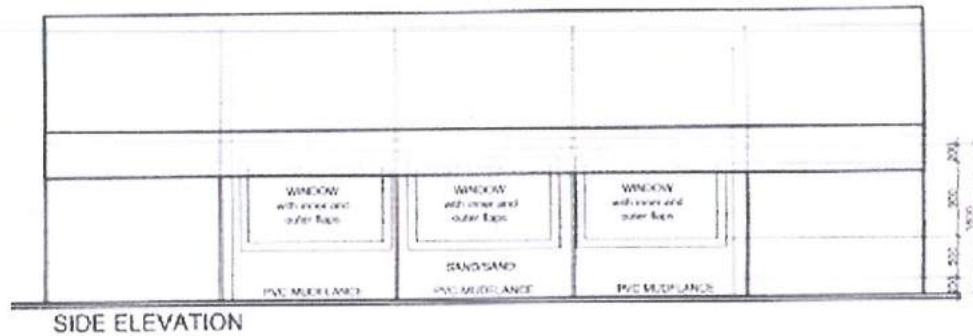


FRONT VIEW



REAR VIEW

John and Louise Papps – Glamping Proposal.



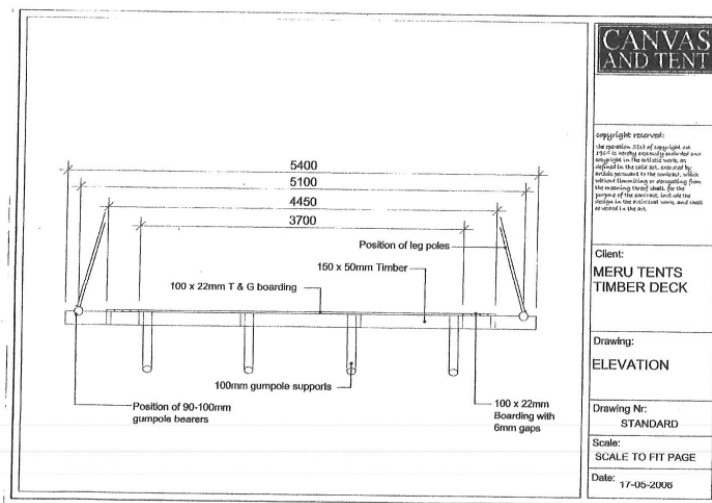
The tents will have a private and spacious decking area with seating and barbeque, to sit, relax and soak up the tranquil beautiful surroundings. During the winter months' guests can warm their toes by their own fire pit whilst toasting marshmallows.

**Examples of fire pits:**





NB: the length of decking will be 10.5m to accommodate a 6-leg tent.



John and Louise Papps – Glamping Proposal.

## ABLUTIONS

Cabins will include luxury ensuite facilities supplied with towels and adult robes. These will be located at the rear of each tent and will be made from a colourbond structure.

**Example of tent bathroom:**



## COOKING FACILITIES

All accommodation will have a kitchen with cooking utensils and cookware. It will contain tea & coffee making facilities, fridge, and microwave oven. A BBQ containing hotplate and side burner will be available on the decking. It is anticipated that breakfast packages, picnic baskets and barbeque packs containing local produce will be available for purchase.

The regulatory requirements of the Health Act 1911, the Food Act 2008, Health (Food Hygiene) Regulations 1993 and the Food Standards Code will be complied with for the type of food handling activity proposed. John and Louise will complete the shire of Gingin's food safety training program. <http://www.gingin.wa.gov.au/services/environmental-health/i-m-alert-food-safety-training.aspx>



John and Louise Papps – Glamping Proposal.

## RECREATION

There are various opportunities to relax, exercise and play, both at the property and close by.

A nature based play area will enable children to enjoy the fun and freedom of unstructured, imaginative play, to get dirty, jump and climb. They can play in the bush garden, make a mia-mia/hut from sticks and bark, climb trees, and be creative with loose natural materials.

Children can also visit the chickens, look for an egg for breakfast, and be close to the sheep and lambs. There may also be an opportunity to hand feed an adopted rescue kangaroo.

The beautiful Moore River is accessible to the back of the property and will provide the perfect place to walk, cycle and cool off in the river in the warmer months. The wildflower season brings with it an amazing abundance of plants and colour which should not be missed.

Lancelin, Gingin and Ledge Point are close by and offer wineries, fresh produce, and local arts and crafts. The coastal areas are ideal for recreational water activities inclusive of diving, snorkeling, fishing kite surfing with Dolphins and seals frequenting the area.

Lancelin is internationally renowned for windsurfing and hosts the annual Lancelin Ocean Classic. It also boasts a 'desert' of pure white sand where the family can enjoy a day of 4WD driving and sand boarding. The Gingin Gravity Centre and Observatory provides a wonderful opportunity to visit the interactive science museum and provides a world class astronomy experience.

Within the site we would hope to offer themed weekends, such as meditation and mindfulness, adventure play, craft activities and archery. We are keen to also include aboriginal cultural experiences so that guests can learn about Aboriginal cultural beliefs and values.

Our aim is to provide a base for people visiting the area, and to promote local businesses and tourism.

### Examples of nature play areas:



John and Louise Papps – Glamping Proposal.

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### **CAMPSITE OFFICE/RECEPTION/CARETAKER**

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Guests will check in at a camp office where a few basic camp items will be available for purchase. A database will ensure ease of bookings, and serve as a source for data collection and analysis.

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### **HEALTH AND SAFETY**

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The campsite will operate in accordance to local planning, and health and safety requirements.

### **EMERGENCY EVACUATION PLAN**

Due to the proposed location of the tents a bush fire plan is not required as they are not within the bush fire zone.

The buildings on 174 Nabaroo Road cover less than 10% of the land. The other 90% consists of treed and open areas on leading down to the Moore River. The river is usually passable on foot and access to properties on the back of the campsite would be possible although the bank is quite steep. On either side of the property is private farmland acreage, one of which contains a large farm shed. Fencing is shared between these properties and has no electric wire. To the front of the property is Nabaroo Road which is a bitumen road with single traffic access.

The tented accommodation has a mild fire retardant applied to them, but they are fabric structures and able to burn down like any other structure. Fire extinguishers are available in each of the tents, and at strategic points. Tents will have private fire pits but use of these will be strictly out of fire season. Internal roads will be kept clear for the unimpeded access of emergency vehicles at all times.

There is a fire truck on the property which holds 700 litres of water. Nilgen bush fire station is located approximately 5 km from the property.

Chemicals are stored in a labelled shed in the out of bounds areas near the Manager's house.

John and Louise are both members of the Nilgen bush fire brigade.

### **SAFE ZONE/ASSEMBLY POINTS – refer to site map, appendix 1**

#### **SAFE ASSEMBLY PLAN PROCEDURE**

Emergency Siren will be used to alert visitors. Visitors will be advised of the Emergency Plan on arrival and tents will each contain a map indicating the emergency assembly points.

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#### **EVACUATION PROCEDURE**

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Evacuation will occur under the direction of the DFES, SES, POLICE or campsite managers. Evacuation will take place from the safe assembly areas. Managers will have the details and contact numbers of people staying at the campsite readily available.

John and Louise Papps – Glamping Proposal.

#### **FIRST AID**

The owners are both trained in First Aid and cardio-pulmonary resuscitation (CPR). Louise has been a Registered Nurse for 20 years. A well-stocked first aid kit will be available from the manager's office. Visitors will have the site mobile phone number provided and each tent will also have detailed listings of emergency services, local doctors, dentists and hospitals.

#### **WATER MANAGEMENT**

The dwelling on 174 Nabaroo Road has bore water. It is proposed that the residence, which has a 265m<sup>2</sup> roof area, will be additionally equipped with a 100,000-rainwater tank. This will collect rain water which will be used as a water source for the residence, but also as a back up to the tents.

Each tent will have its own rainwater tank. To the rear of each tent will be a hard-standing unit which will house individual facilities. The roof area of this structure will be approximately 12m<sup>2</sup>, and will be used to collect the rain water into a 1000 litre tank. Refer to appendix 2.

An additional 100,000 litre rain water tank will provide a backup water supply in the event of drought (to be filled by bulk water tanker).

Combined water storage capacity will therefore be 205,000 litres.

#### **WASTE MANAGEMENT**

We aim to protect and conserve the environment. Rubbish bins within cabins will be emptied into site bins at a minimum of alternate days by site staff. Each tent will also have access to an additional 240 litre wheelie bin.

Site rubbish bins will be stored in a concrete wash down area, and will be waterproof and vermin proof. They will be emptied, and rubbish removed as necessary, but at least once a week. Site bins will be stored in a clean and hygienic condition and will be screened from public view by a fence which will not exceed 1.8m in height.

Waste management will comply with Gingin Shire Local Law:

[http://www.gingin.wa.gov.au/Profiles/gingin/Assets/ClientData/Document-Centre/Local\\_Laws/2016-12-20\\_Governance\\_-\\_Waste\\_Local\\_Law\\_2016.pdf](http://www.gingin.wa.gov.au/Profiles/gingin/Assets/ClientData/Document-Centre/Local_Laws/2016-12-20_Governance_-_Waste_Local_Law_2016.pdf)

- **SEPTIC TANKS – refer to appendix 3**

Septic tanks will be installed for the safe disposal of sewage and effluent from chalets and will comply with Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.

[https://www.slp.wa.gov.au/statutes/regs.nsf/3b7e5f26432801b348256ec3002c128c/40d2c1afd926a7b448256704000fdd55/\\$FILE/Health%20\(Treatment%20of%20Sewage%20and%20Disposal%20of%20Effluent%20and%20Liquid%20Waste\)%20Regulations%201974.PDF](https://www.slp.wa.gov.au/statutes/regs.nsf/3b7e5f26432801b348256ec3002c128c/40d2c1afd926a7b448256704000fdd55/$FILE/Health%20(Treatment%20of%20Sewage%20and%20Disposal%20of%20Effluent%20and%20Liquid%20Waste)%20Regulations%201974.PDF)

<http://ww2.health.wa.gov.au/~media/Files/Corporate/general%20documents/water/Wastewater/understanding%20septic%20tank%20systems%201.ashx>

John and Louise Papps – Glamping Proposal.

Application to the Shire for installation of the waste management system will be made on approval of this proposal. [http://ww2.health.wa.gov.au/Articles/A\\_E/Apply-to-install-a-wastewater-system](http://ww2.health.wa.gov.au/Articles/A_E/Apply-to-install-a-wastewater-system)

Once installed the septic tank systems and leach drains will be maintained in accordance with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974  
[https://www.slp.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_1581\\_homepage.html](https://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1581_homepage.html)

- **SANITATION**

Toilets and bathroom facilities will comply with the standards of the Shire of Gingin's Health Local Laws 2004: reference section 2.  
[http://www.gingin.wa.gov.au/Profiles/gingin/Assets/ClientData/Document-Centre/Local\\_Laws/Health\\_Local\\_Law\\_2004.pdf](http://www.gingin.wa.gov.au/Profiles/gingin/Assets/ClientData/Document-Centre/Local_Laws/Health_Local_Law_2004.pdf)

**TRAFFIC MANAGEMENT**

Signage will be clear and will indicate a speed limit of 8km/h within the site. Solar lighting will be provided on the main site road, and mains power within each tent area.

Each tent will accommodate parking for 1 vehicle.

John and Louise Papps – Glamping Proposal.

# Appendix

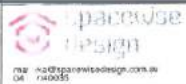




Site Plan

1:5000

AMENDED  
27 AUG 2017  
PLAN



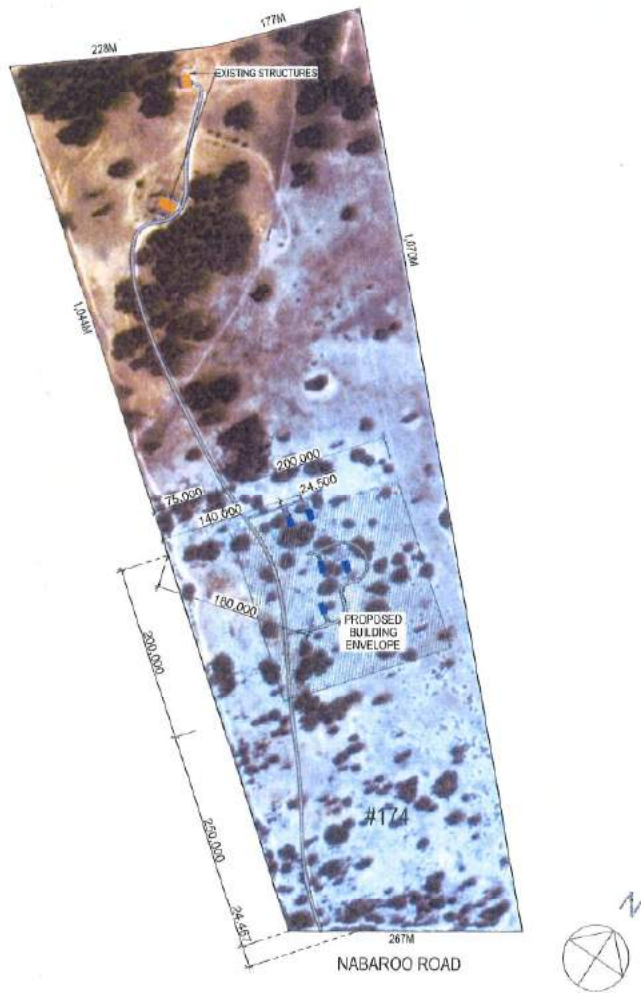
CLIENT: John and Louise Papps  
ADDRESS: 174 Nabaroo Road COWALLA WA 6503  
ZONING: Rural COUNCIL: Shire of Gingin

DRAWING TITLE:  
**Site Plan**  
STAGE: Concept DA

APPROVED BY CLIENT:  
PRINT DATE: 13/06/2017  
JOB REF NR: 1794  
SHEET NR: A101


© COPYRIGHT

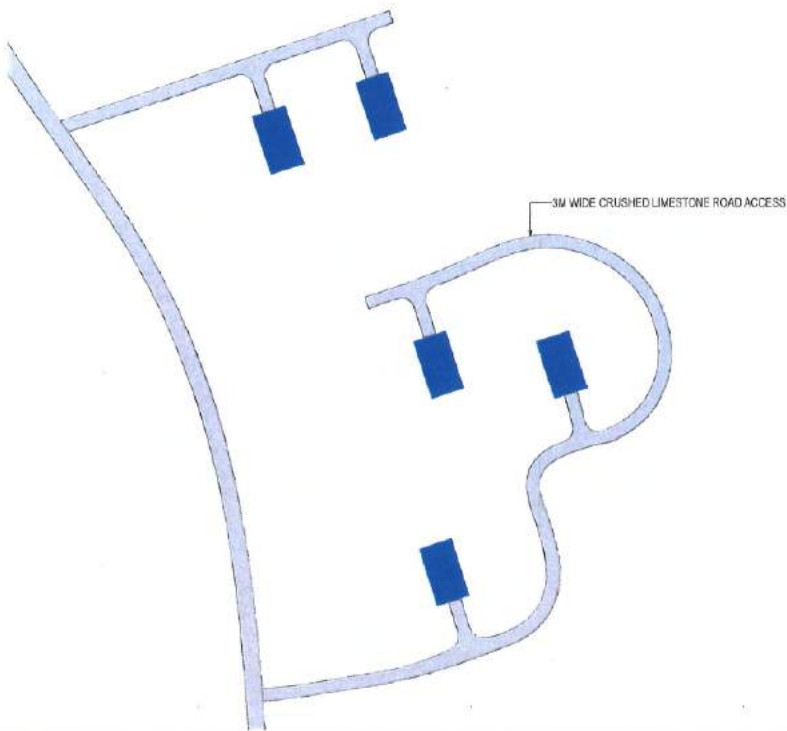




Site Plan 1:5000

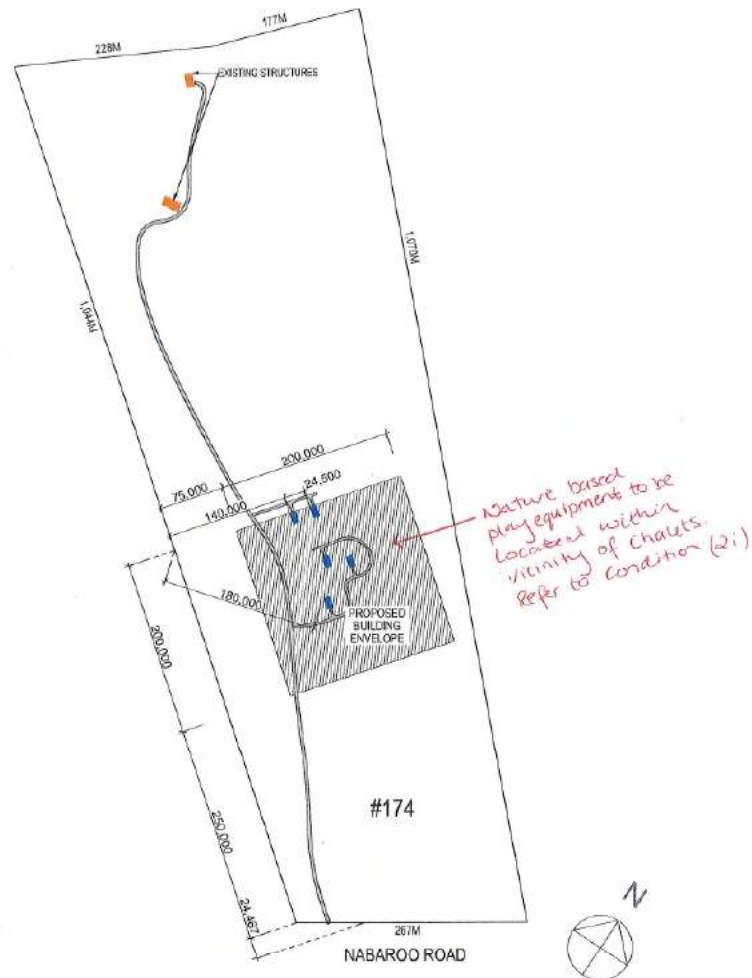
AMENDED  
27 AUG 2017  
PLAN

 <small>spacewise design 04 12 10055</small>	CLIENT: John and Louise Papps		DRAWING TITLE:	APPROVED BY CLIENT:	© COPYRIGHT	
	ADDRESS: 174 Nabaroo Road GUNGAHLIN WA 6003		Site Plan		PRINT DATE:	13/06/2017
	ZONING: Rural	COUNCIL: Shire of Gungahlin	STAGE: Concept DA	Holiday Accommodation	JOB REF NR: 1794	SHEET NR: A102



Location Accommodation and Access 1:1000

AMENDED  
27 AUG 2017  
PLAN



Site Plan 1:5000

AMENDED  
27 AUG 2017  
PLAN

**spacewise**  
design  
marked@spacewisedesign.com.au  
04 12046035

CLIENT: John and Louise Papps  
ADDRESS: 174 Nabaroo Road COWALLA WA 6503  
ZONING: Rural COUNCIL: Shire of Gingin

DRAWING TITLE:  
**Site Plan**  
STAGE: Concept DA

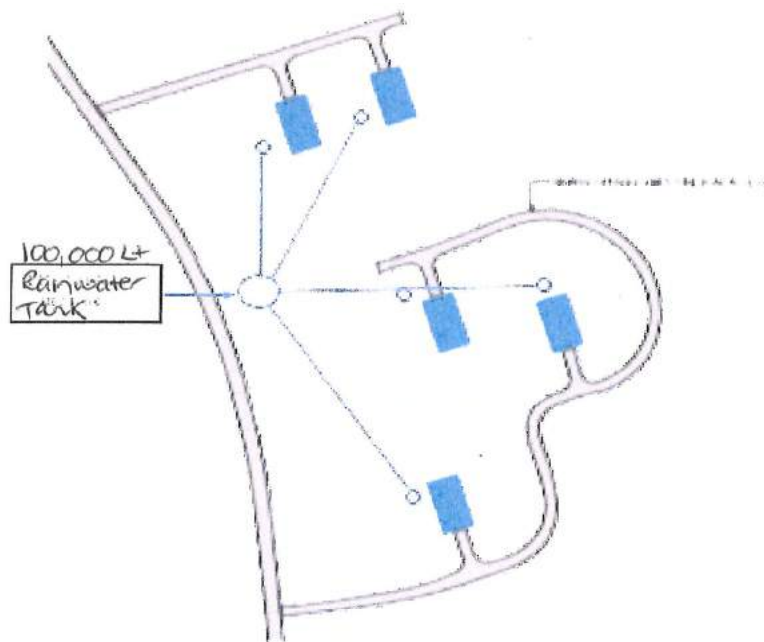
APPROVED BY CLIENT:  
HOLIDAY ACCOMMODATION 1794

© COPYRIGHT  
PRINT DATE: 13/06/2017  
JOB REF NR: SHEET NR:  
1794 A101

## Appendix 2 – Water Supply



1000lt Rainwater tank.


$$\frac{1}{\sqrt{2\pi}} \int_{-\infty}^{\infty} e^{-\frac{1}{2}x^2} dx = 1 \quad \text{and} \quad \frac{1}{\sqrt{2\pi}} \int_{-\infty}^{\infty} e^{-\frac{1}{2}x^2} x dx = 0$$

**APPENDIX 2**

## SCHEDULE OF SUBMISSIONS AND RECOMMENDED RESPONSES

### APPLICATION FOR DEVELOPMENT APPROVAL PROPOSED SHORT STAY ACCOMMODATION (LUXURY SAFARI TENTS X 5) ON LOT 17 NABAROO ROAD, COWALLA

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>We have inspected the documents and comment as follows:</i></p> <ul style="list-style-type: none"> <li>- <i>Respect Boundary to neighbouring properties (No incursion of Campers onto neighbouring properties)</i></li> <li>- <i>Not interfere with River Environment (e.g. Pollution by Septic Systems, Rubbish, etc.)</i></li> <li>- <i>Not allow DOGS to stray onto neighbouring properties and kill sheep and lambs</i></li> </ul> <p><i>Dogs are becoming a major problem along Nabaroo Road.</i></p>	<p>Noted.</p> <p>The proposal, occupants and animals are required to remain on the subject lot and not trespass onto other properties.</p> <p>The Applicants have outlined in their application on how they are to manage waste onsite which is all to be contained in bins and wash down areas.</p> <p>Septic systems are required to be approved by the Shire's Health Department.</p>

### 11.3.6 DESIGNATION OF LEDGE POINT OVAL AND DE BURGH STREET BEACH RESERVE AS DOG EXERCISE AREAS

LOCATION:	LEDGE POINT TOWNSITE	
APPLICANT:	SHIRE OF GINGIN	
FILE:	LAW/16	
AUTHOR:	SHARON SMITH – COORDINATOR RANGER SERVICES	
REPORTING OFFICER:	LISA EDWARDS - MANAGER STRATEGIC PLANNING AND DEVELOPMENT EXECUTIVE MANAGER PLANNING AND DEVELOPMENT	
REPORT DATE:	21 NOVEMBER 2017	
REFER:	16 MAY 2017	ITEM 12.1
	15 JULY 2014	ITEM 11.3.1
	8 JULY 2016	ITEM 11.3.1

#### OFFICER INTEREST DECLARATION

Nil

#### PURPOSE

To consider a request from the Ledge Point Community Association to amend the Ledge Point townsite declared dog exercise areas to include the Ledge Point Oval and the De Burgh Street beach area.

#### BACKGROUND

A copy of the letter received from the Ledge Point Community Association putting forward justification for the requested amendment is attached as **Appendix 1**.

Amendments made to the *Dog Act 1976* (the Act) in late 2013 removed a local government's ability to make local laws in respect to 'Designated Dog Exercise' and 'Dog Prohibited' areas and instead gave local governments the ability to determine such areas by an Absolute Majority decision of Council.

Council considered these amendments and their implications for the Shire of Gingin at its meeting on 8 July 2016 and resolved to:

1. *Prohibit Dog areas in Ledge Point being:*

*Ledge Point – that part of Beach Reserve No. Pt. 31377 that is bounded by the groynes; those parts of Reserves No. 24196, 37015 and 31377 which form Key Biscayne Park; and that part of Reserve No. 31684 that forms the sports and recreation oval; and*

2. *Declare Dog Exercise areas in Ledge Point being:*

*Ledge Point townsite – Beach Reserve No. Pt. 31377 being the beach area to the north of Barrett-Lennard Drive.*

## COMMENT

At its Concept Forum on 7 November 2017, Council concurred that there was a genuine demand in Ledge Point for additional dog off-lead exercise areas that were more accessible to aged residents.

The Ledge Point Oval is no longer used for organised sporting activities and is easily accessible for aged residents, and it is considered that the Oval provides an ideal open space for dogs to run freely.

It is requested that Council consider amending the Declared Dog Exercise Area for the Ledge Point townsite to include reference to the Ledge Point Oval and that part of Beach Reserve No. Pt 31377 bounded by De Burgh Street, Ledge Point.

A map of the proposed changes is attached as **Appendix 2**.

## STATUTORY ENVIRONMENT

*Dog Act 1976*

Part V1 – Control of Dogs

Division 1 – Dogs Generally

Section 31 – Control of Dogs in Certain Places

*Dog Regulations 2013*

Regulation 37 – Transitional regulation: provisions of certain local laws have no effect after 31 July 2014

## POLICY IMPLICATIONS

Nil

## BUDGET IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Nil

## VOTING REQUIREMENTS – ABSOLUTE MAJORITY

## RECOMMENDATION

It is recommended that Council agree to amend the Ledge Point Designated Dog Exercise Area to read as follows:

*Ledge Point townsite – Beach Reserve No. Pt. 31377 being the beach area to the north of Barrett-Lennard Drive, Beach Reserve no. Pt 31377 bounded by De Burgh Street to apply between the hours of 1800 and 0800, Ledge Point Oval to apply between the hours of 1800 and 0800 for off- lead and between the hours of 0800 and 1800 for on- lead only.*



## **SUBSTANTIVE MOTION WITH AMENDMENT**

*Reference to “1800” amended to “1700” throughout the motion.*

**Moved Councillor Peczka, seconded Councillor Rule that Council agree to amend the Ledge Point Designated Dog Exercise Area to read as follows:**

***Ledge Point townsite – Beach Reserve No. Pt. 31377 being the beach area to the north of Barrett-Lennard Drive, Beach Reserve no. Pt 31377 bounded by De Burgh Street to apply between the hours of 1700 and 0800, Ledge Point Oval to apply between the hours of 1700 and 0800 for off- lead and between the hours of 0800 and 1700 for on-lead only***

**CARRIED BY ABSOLUTE MAJORITY  
9-0**

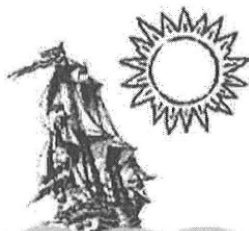
## **REASON FOR AMENDMENT**

*Council was of the view that the provision of additional time for off-lead activities would be more in keeping with the wishes of the community and appropriate for the nature of the area.*

# APPENDIX 1



Doc No: ICP190995  
File: LAW/1;LAW/16  
Date: 03 AUG 2017  
Officer: CSO6



**Ledge Point Community Association**  
Proud Sponsors of Ledge Point Coastal Care

The Chief Executive Officer  
Shire of Gingin  
PO Box 510  
Gingin WA 6503

Dear Sir

**OFF LEAD DOG EXERCISE AREA – LEDGE POINT**

The Ledge Point Community Association has had several approaches from residents and discussion at our meetings since signage was recently renewed to designated dog exercise areas.

The Community Association would like Ledge Point to be known as a dog friendly town, (and given our ageing population) with several easily accessible off lead exercise areas. The present designated off lead exercise area, is difficult for our older residents to access. We propose:

- Ledge Point Oval be an off lead exercise area. It was used as same by residents prior to the new signage.
- De Burgh St Beach be an off lead beach exercise area between the hours of 5pm and 8am. Local residents have traditionally exercised their dogs at this beach. The walking access is level and safe and I know of no dog incidents that would suggest this isn't feasible. The beaches north and south of De Burgh St are difficult for elderly residents to safely access.

We are a small community and would like regulations to be in place for the benefit and security of our residents.

I am available at your convenience should you wish to discuss this further.

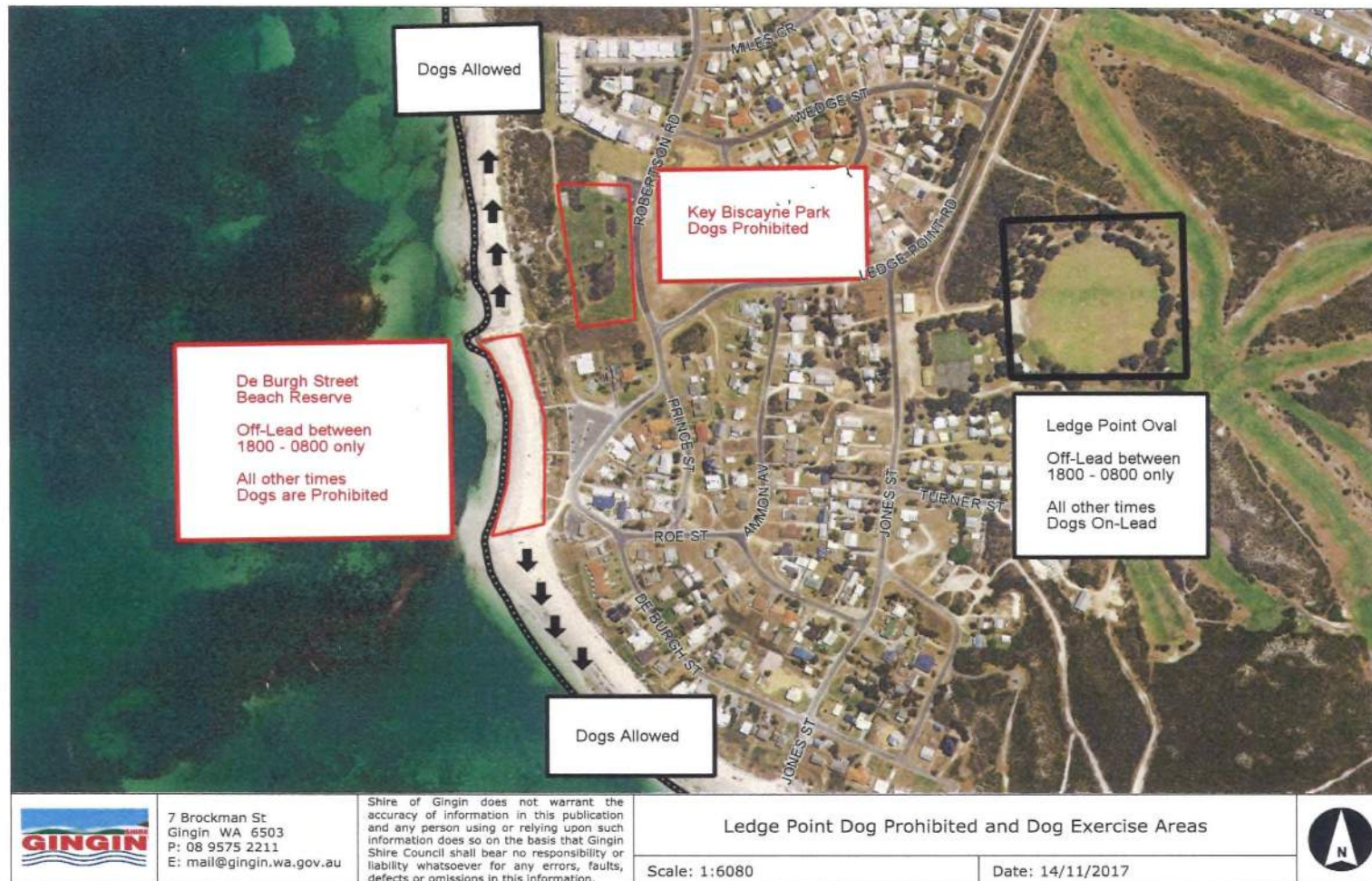
Yours Faithfully

Craig Douglas  
President

Ledge Point Community Association.

31/7/17

# APPENDIX 2



#### **11.4. OPERATIONS-CONSTRUCTION**

*Councillor Elgin left Council Chambers at 4:47pm and returned at 4:50pm*

##### **11.4.1 UNBUDGETED EXPENDITURE - PURCHASE OF ONE NEW LOADER WITH TRADE-IN VEHICLE (GG016)**

**LOCATION:** SHIRE OF GINGIN  
**FILE:** PLT/9  
**REPORTING OFFICER:** ALLISTER BUTCHER - EXECUTIVE MANAGER  
OPERATIONS - CONSTRUCTION  
**REPORT DATE:** 21 NOVEMBER 2017  
**REFER:** NIL

This item was withdrawn by Administration.

##### **11.4.2 UNBUDGETED EXPENDITURE - PURCHASE OF TWO NEW RANGER VEHICLE PODS**

**LOCATION:** SHIRE OF GINGIN  
**FILE:** PLT/9  
**REPORTING OFFICER:** ALLISTER BUTCHER – EXECUTIVE MANAGER  
OPERATIONS – CONSTRUCTION  
**REPORT DATE:** 21 NOVEMBER 2017  
**REFER:** NIL

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider the purchase of two new pods for Ranger vehicles GG073 and GG074 and amendment of Council's adopted 2017/18 Budget.

#### **BACKGROUND**

Approximately five years ago the Shire purchased second hand back-of-vehicle pods currently fitted to Ranger vehicles GG073 and GG073 from the City of Swan (for \$150 each). After purchasing the pods the Shire then spent approximately three weeks undertaking maintenance to get them to a suitable standard. These works included:

- Rust removal,
- Re-welding joins;
- Installing warning lights, internal lights and rear warning lights; and
- Repainting the pods.

The Shire's mechanics have also undertaken regular ongoing maintenance on the pods to ensure their serviceability.

Some of the limitations of the current Ranger pods are:

- Made from steel and are therefore quite heavy;
- The pod is higher than the ute roof leading to damage to the pod and light fittings and aerials above the pod;
- As the pod is higher than the tray it is difficult for animals to access and egress the pods (which has caused injuries to a ranger previously); and

The pods are now at the point where they have reached the end of their useful life for the Rangers and are requiring replacement. They have been “patched up” to the point that they are now becoming structurally unsuitable for their task.

When the Shire purchased an additional Ranger utility in 2015/16 to accommodate a third Ranger, a pod was sourced from SRS Fabrication in Muchea to the specifications of the Shire’s Ranger Services department. This pod is made from aluminium and therefore has a much reduced weight in comparison with the older pods. The pod also has a reduced height, which has resulted in less damage to the pod and light fittings and improved the work place for the Rangers.

Quotes have been sought from the following companies to provide replacement pods for GG073 and GG074.

- SRS Fabrication;
- Toms Australia; and
- Bosston

This matter was submitted to Council’s Plant Committee on 7 November 2017 for consideration, with the Committee recommending that Council:

1. Accept the quote submitted by SRS Fabrication for the supply of two Ranger pods at a total price of \$21,200 (excluding GST); and
2. Amend the adopted 2017/18 Budget in accordance with the following table:

Account	Description	Current Budget	Revised Budget	Surplus Deficit
5359020	Purchase of new Ranger pod for GG073	\$0	\$10,600	-\$10,600
5359020	Purchase of new Ranger pod for GG074	\$0	\$10,600	-\$10,600
21059701	Transfer to Plant Reserve	\$818,201	\$797,001	\$21,200
			Net Effect	NIL

## COMMENT

The current pods have performed well for the Shire after being purchased second hand. However, it is now opportune to look at replacing these aged pods with new pods that are fit for purpose.

In consultation with Ranger Services, SRS Fabrication has been identified as the preferred supplier for the following reasons:

1. The pod previous manufactured for the Shire was produced to a high quality and standard;
2. The after sales service has proven to be excellent;
3. The company is located in close proximity for any repairs or modifications if required; and
4. Use of a single supplier will provide continuity between Ranger pods and therefore a uniform looking Ranger fleet.

The annual Plant Replacement allocation has been placed in reserve subject to a review being undertaken on plant utilisation with respect to the Shire's items of larger plant. It is therefore currently necessary for funds to be reallocated from the Plant Reserve in order to accommodate plant purchases.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

Part 3 – Functions of local governments

Division 3 – Executive functions of local governments

Section 3.57 – Tenders for providing goods or services

*Local Government (Functions and General) Regulations 1996*

Part 4 – Provision of goods and services

Division 2 – Tenders for providing goods or services (s. 3.57)

Regulation 11 – When tenders have to be publicly invited

## POLICY IMPLICATIONS

Council Policy 3.10 Purchasing

## BUDGET IMPLICATIONS

If Council is supportive of the purchase of two new Ranger pods then it is proposed to reallocate the funds as per the table below:

Account	Description	Current Budget	Revised Budget	Surplus Deficit
5359020	Purchase of new Ranger pod for GG073	\$0	\$10,600	-\$10,600
5359020	Purchase of new Ranger pod for GG074	\$0	\$10,600	-\$10,600
21059701	Transfer to Plant Reserve	\$818,201	\$797,001	\$21,200
			Net Effect	NIL

## STRATEGIC IMPLICATIONS

Nil



**VOTING REQUIREMENTS – ABSOLUTE MAJORITY****RECOMMENDATION**

It is recommended that Council:

1. Accept the quote submitted by SRS Fabrication for the supply of two Ranger pods at a total price of \$21,200 (excluding GST); and
2. Amend the adopted 2017/18 Budget in accordance with the following table:

Account	Description	Current Budget	Revised Budget	Surplus Deficit
5359020	Purchase of new Ranger pod for GG073	\$0	\$10,600	-\$10,600
kaye	Purchase of new Ranger pod for GG074	\$0	\$10,600	-\$10,600
21059701	Transfer to Plant Reserve	\$818,201	\$797,001	\$21,200
			<b>Net Effect</b>	<b>NIL</b>

**RESOLUTION**

**Moved Councillor Rule, seconded Councillor Johnson that Council:**

1. **Accept the quote submitted by SRS Fabrication for the supply of two Ranger pods at a total price of \$21,200 (excluding GST); and**
2. **Amend the adopted 2017/18 Budget in accordance with the following table:**

Account	Description	Current Budget	Revised Budget	Surplus Deficit
<b>5359020</b>	<b>Purchase of new Ranger pod for GG073</b>	<b>\$0</b>	<b>\$10,600</b>	<b>-\$10,600</b>
<b>5359020</b>	<b>Purchase of new Ranger pod for GG074</b>	<b>\$0</b>	<b>\$10,600</b>	<b>-\$10,600</b>
<b>21059701</b>	<b>Transfer to Plant Reserve</b>	<b>\$818,201</b>	<b>\$797,001</b>	<b>\$21,200</b>
			<b>Net Effect</b>	<b>NIL</b>

**CARRIED BY ABSOLUTE MAJORITY**

**9-0**

### **11.4.3 UNBUDGETED EXPENDITURE - PURCHASE OF A NEW MINI SKID STEER LOADER WITH ATTACHMENTS AND TRAILER**

**LOCATION:** SHIRE OF GINGIN  
**FILE:** PLT/9  
**REPORTING OFFICER:** ALLISTER BUTCHER – EXECUTIVE MANAGER  
OPERATIONS-CONSTRUCTION  
**REPORT DATE:** 21 NOVEMBER 2017  
**REFER:** NIL

#### **OFFICER INTEREST DECLARATION**

Nil

#### **PURPOSE**

To consider the purchase of a new mini skid steer loader with attachments and trailer and amendment of Council's adopted 2017/18 Budget.

#### **BACKGROUND**

The Shire currently owns a 2004 Kanga G524 mini skid steer loader with 2,268 hours on it. The Kanga has a number of attachments that are used regularly, as follows:

- Auger (with 150mm and 300mm drill bits);
- 4-in-1 bucket; and
- Trenching implement.

This machine has been extensively used by town and road maintenance crews for a wide variety of tasks.

In summary the Kanga:

- Reduces manual handling and the risk of injury due to repetitive tasks
- Significantly increases efficiency
- Reduces the risk of encountering snakes when dealing with greenwaste
- A new kanga will allow the existing plant to be relocated to the upper coastal area reducing travel times

This item of plant is a specialist piece of plant in the Shire's fleet and is in constant demand due to its ability to improve efficiencies and reduce manual handling. A task that could take all day to complete (e.g. installing a reticulation trench by hand) may be completed in an hour or two with the Kanga and an attachment (with this example the trenching implement).

During discussions with the Shire's Assets Division (and based on many years of practical experience) it has been identified that an additional mini skid steer loader would improve efficiencies. The unit could potentially be well utilised out on the coast by the town maintenance crew, assisting with town maintenance (and footpath maintenance especially) and dealing with sand drift in a timely manner.

This matter was submitted to Council's Plant Committee on 7 November 2017 for consideration, with the Committee recommending that Council:

1. Accept the quote submitted by Kanga WA Loaders and Excavators for the supply of a new Kanga DT725 loader (with 4-in-1 bucket, auger head and trencher attachment) and custom trailer at a total price of \$51,996.50 (excluding GST); and
2. Amend the adopted 2017/18 Budget in accordance with the following table:

Account	Description	Current Budget	Revised Budget	Surplus Deficit
12359976	Purchase of one new Kanga DT725 (with attachments)	\$0	\$44,128.50	-\$44,128.50
12359976	Purchase of one new custom trailer for Kanga DT725	\$0	\$7,868.00	-\$7,868.00
21059701	Transfer to Plant Reserve	\$818,201	\$766,204.50	\$51,996.50
			Net Effect	NIL

## COMMENT

It is proposed that a slightly larger model than the current Kanga G524 be purchased and retained primarily for road maintenance purposes whilst still remaining available for use across the Shire (and within other divisions) as required. Officers have confirmed that on many occasions a slightly larger machine would be beneficial when undertaking tasks to improve efficiencies.

It is also proposed to relocate the existing Kanga to the (upper and lower) coastal areas on an ongoing basis to improve efficiencies for town maintenance in those areas (due to a reduction in mobilisation and demobilisation costs).

In early 2016 the Shire had an opportunity to trial a couple of different types of mini skid steer loaders which were the next model up from the current Kanga G524 (or equivalent) and these were:

- Vermeer
- Ditch Witch; and
- Kanga

The staff assessed the individual machines and the Kanga DT725 was the preferred option due to ease of operation, safety features and serviceability.

It also proposed to consider purchasing with the new mini skid steer loader a purpose built trailer so that all of the attachments may be kept on the trailer ready for use so as to improve useability and accessibility.

The annual Plant Replacement allocation has been placed in reserve subject to a review being undertaken on plant utilisation with respect to the Shire's items of larger plant. It is therefore currently necessary for funds to be reallocated from the Plant Reserve in order to accommodate plant purchases.

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

Part 3 – Functions of local governments

Division 3 – Executive functions of local governments

Section 3.57 – Tenders for providing goods or services

### *Local Government (Functions and General) Regulations 1996*

Part 4 – Provision of goods and services

Division 2 – Tenders for providing goods or services (s. 3.57)

Regulation 11 – When tenders have to be publicly invited

## POLICY IMPLICATIONS

Council Policy 3.10 Purchasing

## BUDGET IMPLICATIONS

If Council is supportive of the purchase of the new Kanga DT725 with attachments (4-in-1 bucket, auger head and trencher) and custom trailer then it is proposed to reallocate the funds as per the table below:

Account	Description	Current Budget	Revised Budget	Surplus Deficit
12359976	Purchase of one new Kanga DT725 (with attachments)	\$0	\$44,128.50	-\$44,128.50
12359976	Purchase of one new custom trailer for Kanga DT725	\$0	\$7,868.00	-\$7,868.00
21059701	Transfer to Plant Reserve	\$818,201	\$766,204.50	\$51,996.50
			Net Effect	NIL

## STRATEGIC IMPLICATIONS

Nil

## VOTING REQUIREMENTS – ABSOLUTE MAJORITY

**RECOMMENDATION**

It is recommended that Council:

1. Accept the quote submitted by Kanga WA Loaders and Excavators for the supply of a new Kanga DT725 loader (with 4-in-1 bucket, auger head and trencher attachment) and custom trailer at a total price of \$51,996.50 (excluding GST); and
2. Amend the adopted 2017/18 Budget in accordance with the following table:

Account	Description	Current Budget	Revised Budget	Surplus Deficit
12359976	Purchase of one new Kanga DT725 (with attachments)	\$0	\$44,128.50	-\$44,128.50
12359976	Purchase of one new custom trailer for Kanga DT725	\$0	\$7,868.00	-\$7,868.00
21059701	Transfer to Plant Reserve	\$818,201	\$766,204.50	\$51,996.50
			Net Effect	NIL

**RESOLUTION**

**Moved Councillor Fewster, seconded Councillor Rule that Council:**

1. **Accept the quote submitted by Kanga WA Loaders and Excavators for the supply of a new Kanga DT725 loader (with 4-in-1 bucket, auger head and trencher attachment) and custom trailer at a total price of \$51,996.50 (excluding GST); and**
2. **Amend the adopted 2017/18 Budget in accordance with the following table:**

Account	Description	Current Budget	Revised Budget	Surplus Deficit
12359976	Purchase of one new Kanga DT725 (with attachments)	\$0	\$44,128.50	-\$44,128.50
12359976	Purchase of one new custom trailer for Kanga DT725	\$0	\$7,868.00	-\$7,868.00
21059701	Transfer to Plant Reserve	\$818,201	\$766,204.50	\$51,996.50
			Net Effect	NIL

**CARRIED BY ABSOLUTE MAJORITY**

**9-0**

## **11.5. ASSETS**

### **11.5.1 POLICY 2.20 - CORPORATE CREDIT CARDS**

<b>FILE:</b>	<b>COR/28-1</b>	
<b>REPORTING OFFICER:</b>	<b>RAEES RASOOL – EXECUTIVE MANAGER ASSETS</b>	
<b>REPORT DATE:</b>	<b>21 NOVEMBER 2017</b>	
<b>REFER:</b>	<b>18 MAY 1995</b>	<b>ITEM 3.1</b>
	<b>21 MAY 2013</b>	<b>ITEM 11.1.4</b>
	<b>18 FEBRUARY 2014</b>	<b>ITEM 11.1.3</b>
	<b>21 APRIL 2015</b>	<b>ITEM 11.1.3</b>
	<b>15 SEPTEMBER 2015</b>	<b>ITEM 11.1.4</b>
	<b>18 APRIL 2017</b>	<b>ITEM 11.4.1</b>
	<b>20 JUNE 2017</b>	<b>ITEM 11.1.4</b>

### **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 20 June 2017 to authorise the provision of corporate credit cards to the positions of Building Maintenance Supervisor, Executive Manager Planning and Development, Executive Manager Assets and Executive Manager Operations as part of the restructure process.

### **COMMENT**

The position of Building Maintenance Supervisor has subsequently been re-identified as Townsite Maintenance Supervisor (Gingin/Lower Coastal).

The corresponding position of Townsite Maintenance Supervisor (Upper Coastal) has the same level of responsibility and therefore approval for the issue of a corporate credit card to this position is also sought. The position oversees the duties of the Upper Coastal Maintenance Officers and 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. This position does not have access to a corporate credit card

It is therefore requested that Council consider amending Policy 2.20 by inserting the position of Townsite Maintenance Supervisor (Upper Coastal) with a credit limit of \$2,000, effective immediately.

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**

Nil

## **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 Johnson, seconded Councillor Peczka that Council adopt amended Policy 2.20 Corporate Credit Cards as shown at Appendix 1.**

**CARRIED UNANIMOUSLY**

**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
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 11.1.4	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
Townsite Maintenance Supervisor (Gingin/Lower Coastal)	\$ 2,000
Townsite Maintenance Supervisor (Upper Coastal)	\$ 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.

Policy 2.20 -2

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 11.1.4	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.
8	21/11/2017 – Item XX	Building Maintenance Supervisor amended to Townsite Maintenance Supervisor (Gingin/Lower Coastal) and Townsite Maintenance Supervisor (Upper Coastal) added

## **11.5.2 UNBUDGETED EXPENDITURE - REPLACEMENT OF ROLLER DOORS LEDGE POINT COUNTRY CLUB (GOLF CLUB)**

**LOCATION:** LOT 744 (381) TURNER STREET, LEDGE POINT  
LOT 326 WELD STREET, GINGIN  
**FILE:** BLD/3314; BLD/1181  
**REPORTING OFFICER:** RAEES RASOOL – EXECUTIVE MANAGER ASSETS  
**REPORT DATE:** 21 NOVEMBER 2017  
**REFER:** N/A

### **OFFICER INTEREST DECLARATION**

*Councillor Court declared an impartiality interest in this item due to the fact that she is a member of the Ledge Point Country Club*

*Councillor Morton declared an impartiality interest in this item due to the fact that he is a member of the Ledge Point Golf Club*

### **PURPOSE**

To consider the approval of unbudgeted expenditure to replace the roller doors to the Golf Club facility at the Ledge Point Country Club.

### **BACKGROUND**

Council's adopted 2017/18 Budget currently includes a capital works project to replace the roof of the Granville Civic Centre.

Advice from the former Manager Building Services and a roofing contractor was that this project was necessary due to deterioration of the roof as a result of the corrosive effect of two dissimilar metals being in contact with each other (galvanic corrosion). The upper surface of the roof is Zincalume while the lower surface is galvanised steel.

The Budget allocation for this project is \$94,240.

Subsequent to adoption of the Budget, a request has been received from the Ledge Point Country Club for replacement of two roller doors on the external façade of the Country Club building.

### **COMMENT**

An inspection of the roller doors in question at the Ledge Point Country Club has shown that they are in poor condition and due for replacement. One of the doors is no longer secure and is being held in place by heavy containers. Both doors show heavy rusting along the edges (see photographs provided as **Appendix 1**).

Replacement is supported by Administration, at an estimated cost of \$2,000. There is currently no budget allocation for this project.

A site inspection has been undertaken of the Granville Civic Centre which has determined that the useful life of the roof can be extended and that replacement of the roof is not an urgent requirement. With that in mind, it is proposed that the budgeted roof replacement works be postponed and a portion of the allocated funds used for replacement of the Ledge Point Country Club roller doors.

It is intended that the Executive Manager Assets will, through the Concept Forum process, highlight other urgent projects that may be funded through the deferral of the Granville Civic Centre re-roofing project.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

Part 6 – Financial Management

Division 4 – General financial provisions

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

## POLICY IMPLICATIONS

Nil

## BUDGET IMPLICATIONS

No budget implications as required funds of \$2,000 are being transferred from a capital works project that is on hold to the current project. Balance of funds of \$92,240 will remain in the original account at the present time.

## STRATEGIC IMPLICATIONS

Nil

## VOTING REQUIREMENTS – ABSOLUTE MAJORITY

### RECOMMENDATION

It is recommended that Council amend the adopted 2017/18 Budget in accordance with the following table:

Account	Description	2017/18 Budget \$	Proposed Amended Budget \$	Variation \$
11159005	Transfer from Granville Civic Centre Re-roof account	94,240	92,240	-2,000
11359184	Replacement of Ledge Point Country	0	2,000	2,000

	Club Golf Club Roller Doors			
			Net Effect	0

**RESOLUTION**

Moved Councillor Elgin, seconded Councillor Johnson that Council amend the adopted 2017/18 Budget in accordance with the following table:

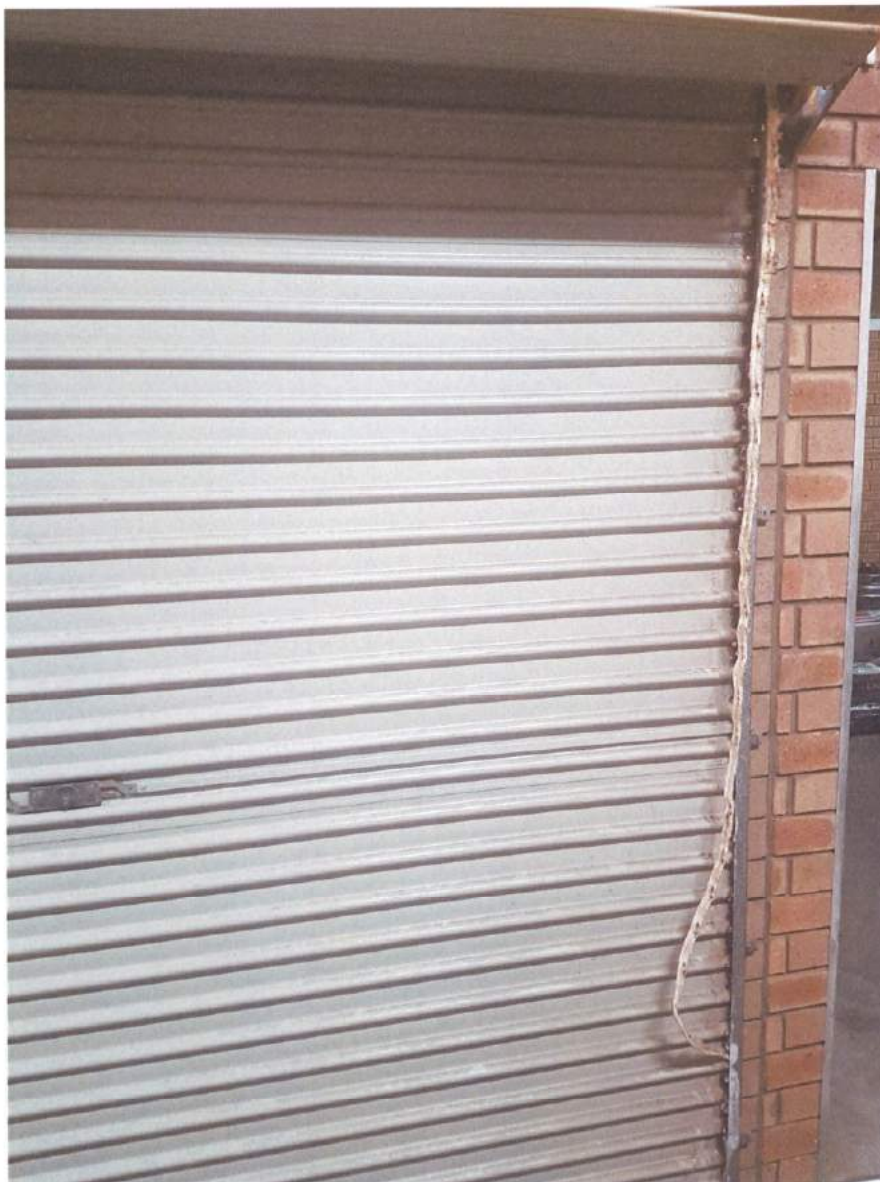
Account	Description	2017/18 Budget \$	Proposed Amended Budget \$	Variation \$
11159005	Transfer from Granville Civic Centre Re-roof account	94,240	92,240	-2,000
11359184	Replacement of Ledge Point Country Club Golf Club Roller Doors	0	2,000	2,000
			Net Effect	0

**CARRIED BY ABSOLUTE MAJORITY**  
**9-0**



**APPENDIX 1**





**12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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**13. COUNCILLORS' OFFICIAL REPORTS**

**13.1 ATTENDANCE AT MEETING – OFF ROAD VEHICLES**

**LOCATION: WEST PERTH**  
**FILE: GOV/20-1**  
**COUNCILLOR: FRANK JOHNSON**  
**REPORT DATE: 21 NOVEMBER 2017**

Councillor Johnson advised that he had attended a Coastal Watch meeting at Lotteries House in West Perth on Monday, 20 November 2017. The meeting included a presentation from Track Care, who are interested in developing an off-road vehicle management plan for the northern agricultural region.

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**14. NEW BUSINESS OF AN URGENT NATURE**

**RESOLUTION**

**Moved Councillor Peczka, seconded Councillor Elgin that Council accept Item 14.1 2017/18 Resealing And Asphalt Program - Quote for consideration as New Business of an Urgent Nature, on the grounds that if not dealt with at this meeting the matter is likely to have a significant adverse effect on the Shire's road works program.**

**CARRIED UNANIMOUSLY**

*Councillor Court left Council Chambers at 4:57pm and returned 4:59pm*

**14.1 2017/18 RESEALING AND ASPHALT PROGRAM - QUOTE**

**FILE:** RDS/10  
**REPORTING OFFICER:** EXECUTIVE MANAGER OPERATIONS -  
CONSTRUCTION  
**REPORT DATE:** 21 NOVEMBER 2017  
**REFER:** NIL

**OFFICER INTEREST DECLARATION**

Nil

**PURPOSE**

To consider a quote submitted by Bitutek to undertake the Shire's 2017/18 resealing program.

**BACKGROUND**

Council's 2017/18 Capital Roadworks Budget has identified the following resealing projects to be undertaken during this financial year:

Road Name	Description of Works	SLK Start	SLK End	Area (m <sup>2</sup> )
Gingin Brook Road	New seal for reconstruction works	15.34	17.95	20,000
Gingin Brook Road	Reseal (final seal)	5.30	6.93	13,040
Mortimer Road	Asphalt (including corrector course)	1.29	1.45	1,120
Bateman Way	Reseal (all)	0.00	0.20	1,760
Craig Sandy Way	Reseal (all)	0.00	0.32	1,600
Jones Place	Reseal (all)	0.00	0.07	560
Ashby Road	Reseal (all) and asphalt corners	0.00	3.00	21,000
Link Road	Reseal (all)	0.00	0.15	945
St Andrews Court	Reseal (all)	0.00	0.57	3,534
Beermullah Road West	Reseal	17.60	21.00	23,800

Quotes for the identified works were sought through WALGA's Preferred Supplier Panel from the following suppliers:

- Fulton Hogan;
- Boral Resources; and
- Bitutek.

For quoting purposes an indicative spray rate of 2.1L/m<sup>2</sup> was used in order to provide a standard volume for all companies to quote on. However, the bitumen application rate (BAR) will vary for individual projects, and the quote specifications made it clear that the successful supplier would be responsible for undertaking individual site investigations to ascertain the specific BAR applicable to each job, using industry standard methods.

Only one response was received at the close of the quote period, being from Bitutek.

The quote exceeds the purchasing limit granted to the Chief Executive Officer under Council's Policy 3.9 Purchasing and Ordering of Goods, and therefore must be presented to Council for consideration.

## COMMENT

Bitutek has quoted a total indicative cost of \$410,221.42 (excl GST) to undertake the Shire's 2017/18 resealing program, based on the following rates.

Description	Rate
Prime using 50/50 Cutback Bitumen @ 0.6L/m <sup>2</sup>	\$0.98/m <sup>2</sup>
Seal/Reseal using 98/2 Cutback Bitumen @ 2.1 L/m <sup>2</sup> and 14mm Aggregate	\$3.28/m <sup>2</sup>
Reseal using 98/2 Cutback Bitumen @ 2.1 L/m <sup>2</sup> and 10mm Aggregate	\$3.38/m <sup>2</sup>
Mobilisation and Demobilisation	Included in rates
Additional Product Used Above Quoted Binder Application Rates	\$1.04/L (50/50 Prime) \$0.83/L (98/2 Cutback Bitumen)
Supply and Lay DG14 75 Blow Black Asphalt @ 40mm Thick	\$23.48/m <sup>2</sup>
Corrector	\$120/tonne
Asphalt Crew Mob/Demob	Included in rates
Supply and Lay DG10 75 Blow Black Asphalt @ 30mm Thick	\$17.42/m <sup>2</sup>
Asphalt Crew Mob/Demob	Included in rates
Supply and Lay DG14 75 Blow Black Asphalt @ 40mm Thick	\$23.58/m <sup>2</sup>
Asphalt Crew Mob/Demob	Included in rates

The Shire of Gingin has used Bitutek previously and has had good experiences with them including excellent after works service.

As noted above, the total indicative cost is based on a predetermined BAR of 2.1L/m<sup>2</sup> for quoting purposes only. It is envisaged that there will be some variance from the quoted price due to the actual BAR used for individual projects potentially being slightly higher or lower than the quote rate.

It is difficult to predict bitumen prices accurately. Bitumen is a derivative of oil, and therefore there tends to be some disparity between quotes and actual costs as the variance in oil prices is calculated by an approved rise and fall methodology.

The following table shows each component of the 2017/18 resealing program with Council's Budget allocation and the quoted price based on the rates submitted by Bitutek.

Road Name	Description of Works	2017/18 Budget	Quoted Price (based on 2.1L/m <sup>2</sup> for bitumen and quoted asphalt rates)	Variance
Gingin Brook Road	New seal for reconstruction works	\$ 223,742.00	\$ 223,742.00	\$ -
Gingin Brook Road	Reseal (final seal)	\$ 86,527.00	\$ 86,527.00	\$ -
Mortimer Road	Asphalt (including corrector course)	\$ 44,800.00	\$ 36,297.60	\$ 8,502.40
Bateman Way	Reseal (all)	\$ 6,064.00	\$ 5,948.80	\$ 115.20
Craig Sandy Way	Reseal (all)	\$ 5,512.00	\$ 5,408.00	\$ 104.00
Jones Place	Reseal (all)	\$ 1,929.00	\$ 1,892.80	\$ 36.20
Ashby Road	Reseal (all) and asphalt corners	\$ 187,329.00	\$ 97,110.00	\$ 90,219.00
Link Road	Reseal (all)	\$ 3,256.00	\$ 3,194.10	\$ 61.90
St Andrews Court	Reseal (all)	\$ 12,175.00	\$ 11,944.92	\$ 230.08
Beermullah Road West	Reseal	\$ 134,546.00	\$ 99,606.00	\$ 34,940.00
<b>TOTAL</b>		<b>\$ 705,880.00</b>	<b>\$ 571,671.22</b>	<b>\$ 134,208.78</b>

It will be noted that there is a variance between the total quoted price of \$571,671.22 in the table above and the total indicative cost provided by Bitutek of \$410,221.42 .

This discrepancy is due to the following:

- The total indicative cost does not include the corrector course for Mortimer Road. The quoted price reference in the table above has been calculated to include this cost based on the rates provided in Bitutek's quote; and
- Bitutek have made allowances for savings to be encountered through the works as a result of lower bitumen costs, whereas the quoted prices in the table above are based solely on the rates as submitted.

There is also some discrepancy between the quoted and budgeted prices for individual projects. There is a large difference on the Ashby Road project because of the asphalt cost being cheaper than the budgeted amount (a saving with the asphalt of \$88,849 and the remaining \$1,370 with the bitumen). There is also a large variance with the Beermullah Road West resealing project due to the proposed intersectional asphaltting works at Beermullah Road West and Cowalla Road and the large scale (23,000m<sup>2</sup>) of the resealing works (\$19,162 for the asphalt and \$15,778 for the sealing works). However, it is expected that these discrepancies will alter to some extent at the time of invoicing due to both changes in the cost of bitumen and variations in the BAR required to complete the job as opposed to the rate used for quoting purposes.

The two Gingin Brook Road projects are being undertaken with grant funding provided through the Regional Road Group program. The funding agreement requires that grant monies be expended only on the identified projects, and therefore there is no variance for these two jobs.

It should also be noted that, following adoption by Council of its 2017/18 Budget, the 2017/18 State Budget reduced the Shire's direct grant allocation by \$83,989. It was previously expected that Council would need to address this reduction in grant funding as part of its mid-year budget review process. However, it is now apparent that the savings expected to be realised from the resealing program may be used to offset the decrease in expected grant funding. .

## STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations 1996*

Part 2 – General financial management – s. 6.10

Regulation 12 – Payments from municipal fund or trust fund, restrictions on making

## POLICY IMPLICATIONS

Council Policy 3.9 – Purchasing and Ordering of Goods

Council Policy 3.10 – Purchasing Policy

## BUDGET IMPLICATIONS

Both the total indicative cost and adjusted quoted price are within the constraints of Council's 2017/18 Budget. It should be noted that both amounts are based on a predetermined BAR for quoting purposes only.

It is envisaged that the total actual price will be lower than the budgeted allocations.

## STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2017-2027

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



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

It is recommended that Council accept the quote submitted by Bitutek (eQuotes Reference No. VP90035) for Shire of Gingin 2017/18 Resealing and Asphalt Works, based on the following rates:

Description	Rate
Prime using 50/50 Cutback Bitumen @ 0.6L/m2	\$0.98/m2
Seal/Reseal using 98/2 Cutback Bitumen @ 2.1 L/m2 and 14mm Aggregate	\$3.28/m2
Reseal using 98/2 Cutback Bitumen @ 2.1 L/m2 and 10mm Aggregate	\$3.38/m2
Mobilisation and Demobilisation	Included in rates
Additional Product Used Above Quoted Binder Application Rates	\$1.04/L (50/50 Prime) \$0.83/L (98/2 Cutback Bitumen)
Supply and Lay DG14 75 Blow Black Asphalt @ 40mm Thick	\$23.48/m2
Corrector	\$120/tonne
Asphalt Crew Mob/Demob	Included in rates
Supply and Lay DG10 75 Blow Black Asphalt @ 30mm Thick	\$17.42/m2
Asphalt Crew Mob/Demob	Included in rates
Supply and Lay DG14 75 Blow Black Asphalt @ 40mm Thick	\$23.58/m2
Asphalt Crew Mob/Demob	Included in rates

**RESOLUTION**

**Moved Councillor Peczka, seconded Councillor Lobb that Council accept the quote submitted by Bitutek (eQuotes Reference No. VP90035) for Shire of Gingin 2017/18 Resealing and Asphalt Works, based on the following rates:**

Description	Rate
<b>Prime using 50/50 Cutback Bitumen @ 0.6L/m2</b>	<b>\$0.98/m2</b>
<b>Seal/Reseal using 98/2 Cutback Bitumen @ 2.1 L/m2 and 14mm Aggregate</b>	<b>\$3.28/m2</b>
<b>Reseal using 98/2 Cutback Bitumen @ 2.1 L/m2 and 10mm Aggregate</b>	<b>\$3.38/m2</b>
<b>Mobilisation and Demobilisation</b>	<b>Included in rates</b>
<b>Additional Product Used Above Quoted Binder Application Rates</b>	<b>\$1.04/L (50/50 Prime) \$0.83/L (98/2 Cutback Bitumen)</b>
<b>Supply and Lay DG14 75 Blow Black Asphalt @ 40mm Thick</b>	<b>\$23.48/m2</b>
<b>Corrector</b>	<b>\$120/tonne</b>
<b>Asphalt Crew Mob/Demob</b>	<b>Included in rates</b>

<b>Supply and Lay DG10 75 Blow Black Asphalt @ 30mm Thick</b>	<b>\$17.42/m2</b>
<b>Asphalt Crew Mob/Demob</b>	<b>Included in rates</b>
<b>Supply and Lay DG14 75 Blow Black Asphalt @ 40mm Thick</b>	<b>\$23.58/m2</b>
<b>Asphalt Crew Mob/Demob</b>	<b>Included in rates</b>

**CARRIED UNANIMOUSLY**

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

**RESOLUTION**

**Moved Councillor Peczka, seconded Councillor Elgin that Council moved into a Confidential Session to discuss Item 15.1.**

**CARRIED UNANIMOUSLY**

*The meeting was closed to the public at 5.00pm. There were no members present in the gallery.*

*The Executive Manager Corporate and Community Services, Executive Manager Assets, Executive Manager Operations-Construction and Executive Manager Planning and Development left Council Chambers at 5.00pm.*

**15.1 2018 AUSTRALIA DAY CITIZEN OF THE YEAR AWARDS**

<b>FILE:</b>	<b>PRL/11</b>
<b>AUTHOR:</b>	<b>CHER GROVES – COMMUNITY DEVELOPMENT OFFICER</b>
<b>REPORTING OFFICER:</b>	<b>JEREMY EDWARDS – CHIEF EXECUTIVE OFFICER</b>
<b>REPORT DATE:</b>	<b>21 NOVEMBER 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:

*(b) the personal affairs of any person;*

*Councillor Morton declared an impartiality interest in this item due to the fact that he has an impartial association with one of the nominees and left Council Chambers at 5:02pm and returned at 5:18pm*

*Councillor Fewster declared an impartiality interest in this item due to the fact that he has a close association with one of the nominees*

*Councillor Collard declared an impartiality interest in this item due to the fact that he has an impartial association with one of the nominees. and left the chambers at 5:20pm*

*Councillor Morton returned to Council Chambers at 5:18pm.*

*Councillor Collard left Council Chambers at 5:20pm and Councillor Elgin assumed the Chair.*

## RESOLUTION

**Moved Councillor Peczka, seconded Councillor Court that:**

- 1. The 2018 Citizen of the Year Award be awarded to Nominee Two;**
- 2. The 2018 Citizen of the Year Award for a person over 65 years be awarded to Nominee One;**
- 3. The 2018 Citizen of the Year Award for a Community Group or event be awarded to Nominee One; and**
- 4. The names of the successful nominees be kept confidential until after the Presentation Ceremony on 26 January 2018.**

*Councillor Collard returned to Council Chambers and resumed the Chair at 5:27pm.*

## RESOLUTION

**Moved Councillor Elgin, seconded Councillor Johnson that the meeting be re-opened to the public.**

**CARRIED UNANIMOUSLY**

*The meeting re-opened to the public at 5.27pm. No members of the public or staff returned to Council Chambers.*

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## 16. CLOSURE

There being no further business, the Shire President declared the meeting closed at 5:27pm.

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, 19 December 2017 commencing at 3.00pm.

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Councillor I B Collard  
Shire President  
19 December 2017