



MINUTES

Special Council Meeting

13 August 2024

CONFIRMATION OF MINUTES

These Minutes have been CONFIRMED as the official record for the Shire of Gingin's Special Council Meeting held on 13 August 2024.

Councillor C W Fewster
SHIRE PRESIDENT

DISCLAIMER

Members of the public are advised that Council agendas, recommendations, minutes and resolutions are subject to confirmation by Council and therefore, prior to relying on them, one should refer to the subsequent meeting of Council with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Gingin for any act, omission or statement or intimation occurring during Council meetings or during formal/informal conversations with staff.

The Shire of Gingin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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

ACKNOWLEDGEMENT OF COUNTRY



The Shire of Gingin would like to acknowledge the Yued people who are the traditional custodians of this land. The Shire would like to pay respect to the Elders past, present and emerging of the Yued Nation and extend this respect to all Aboriginal people. The Shire also recognises the living culture of the Yued people and the unique contribution they have made to the Gingin region.

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ORDER OF BUSINESS

1 DECLARATION OF OPENING

The President declared the meeting open at 4:01 pm and welcomed all in attendance.

2 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – C W Fewster (President), L Balcombe (Deputy President), F Johnson, R Kestel, F Peczka, E Sorensen, L Stewart, J Weeks and N Woods

Staff – A Cook (Chief Executive Officer), L Crichton (Executive Manager Corporate and Community Services), J Bayliss (Executive Manager Regulatory and Development Services), K Leonhardt (Manager Corporate Services), A Richards (Coordinator Financial Planning and Reporting), K Okely (EA to CEO), L Burt (Coordinator Governance/Minute Officer)

Gallery – There were no members of the public present in the Gallery.

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE

Nil

3 DISCLOSURES OF INTEREST

Cr Fewster (President)

Item: Item 13.1 Application for Development Approval – Change of Use From Single House to Holiday House on Lot 70 (33) Whitfield Street, Guilderton

Interest: Financial

Reason: I own property with the same approval.

J Bayliss (Executive Manager Regulatory and Development Services)

Item: Item 13.1 Application for Development Approval – Change of Use From Single House to Holiday House on Lot 70 (33) Whitfield Street, Guilderton

Interest: Financial

Reason: I am a partial landowner of a holiday house in Ledge Point.

4 PUBLIC QUESTION TIME

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

Questions Received in Writing Prior to the Meeting

Note: In accordance with Reg. 7 of the *Local Government (Administration) Regulations 1996*, the Shire of Gingin's procedures for Public Question Time require that questions asked at a Special Council Meeting must relate to the purpose for which the meeting has been called. However, in this instance the President agreed to table and respond to the questions.

4.2.1 Michael Cramb – Lancelin Content of Council Minutes 16 July 2024 – Item 12.2 Coastal Hazard Risk Management Adaptation Plan

Q1. Who authorised Mr Cook to issue the Agenda?

A1. Mr Cook authorised the issue of the Agenda, as that is the responsibility of the CEO.

Q2. Do Councillors agree that the contents of the Agenda are false and misleading?

A2. I can't speak for all Councillors, but as far as I'm concerned, no I don't believe they are misleading.

Q3. Does Council have any faith that Mr Cook can competently carry out his duties and why Mr Cook's employment should not be terminated immediately?

A3. Council does have faith as demonstrated by its decision to appoint Mr Cook to fill the position until the new CEO starts. There is no reason to terminate Mr Cook's employment.

5 PUBLIC STATEMENT TIME

Nil

6 PETITIONS

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

9 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

10 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

11 REPORTS - OFFICE OF THE CEO

Nil

12 REPORTS - CORPORATE AND COMMUNITY SERVICES

12.1 ADOPTION OF 2024/2025 SHIRE OF GINGIN BUDGET

File	Fin/46-23242223
Author	Karina Leonhardt – Manager Corporate Services
Reporting Officer	Les Crichton - Executive Manager Corporate and Community Services
Refer	Nil
Appendices	1. 2024-25- Statutory- Budget with Fees and Charges [12.1.1 - 66 pages]

DISCLOSURES OF INTEREST

Nil

PURPOSE

To consider and adopt the Shire of Gingin Municipal Fund Budget for the 2024/25 Financial Year together with the supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, setting of Elected Member fees for the year and other matters arising from Budget papers.

BACKGROUND

The draft 2024/25 Budget (**Appendices**) has been prepared in accordance with the presentations made to Councillors at Briefing Sessions during June and July 2024 and in the format prescribed in the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

This Budget continues to provide a diverse range of services to the community while allocating operating surpluses to asset renewal. In brief, the 2024/25 Budget:

- assumes a brought forward surplus of \$2.260 million;
- utilises \$1.463 million of Reserves funding;
- transfers \$1.613 million to Reserves;
- receives \$7.961 million in contributions for asset development;
- receives \$890,909 in proceeds from asset sales;
- creates new borrowing of \$1,000,000 however reduces existing debt by \$261,817;
- provides capital renewal expenditure of \$12.562 million;
- proposes rate revenue of \$11.07 million (6.00% increase); and
- provides a year end surplus of \$0.

COMMENT

The draft 2024/25 Budget is based on the objectives contained within the Strategic Community Plan 2024-2034 (SCP) adopted by Council on 18 June 2024 and informed by the Long-Term Financial Plan updated and presented to Council in May 2024.

The Budget has been prepared to include information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards. The main features of the draft Budget include:

- total expenditure of \$41.02 million.
- operating expenditure of \$28.46 million including provision of waste services (\$1.41 million), environmental protection and coastal erosion (\$298,000), building maintenance and operating costs (\$1.27 million), grounds and general costs (\$2.09 million), roads maintenance (\$3.37million), insurance (\$414,176), depreciation (\$10.65 million), and employee costs (\$7.40 million).
- asset renewal expenditure of \$12.56 million investing in roads, parks and ovals, other infrastructure, land, buildings, plant, equipment, and furniture (**Appendices**). Together with \$3.37million in maintenance, this will see a total of \$11.26 million expenditure on sealed and unsealed roads.
- continuing partnering with community groups to deliver a number of projects to benefit the community. In 2024/25, a provision of \$144,708 has been allocated under the Community Grants Scheme as below:

Applicant	Project Description	Amount
Funding Assistance Grants (\$43,000)		
Gingin CRC	Gingin Visitors Centre 2023-2026	\$10,000
Lancelin CRC	Tourism Initiative	\$10,000
Ellen Brockman Integrated Catchment Group	Landcare in the Gingin Brook catchment	\$5,000
Gingin District High School	Youth care chaplaincy services	\$5,000
Lower Moore River Working Group	Moore River maintenance	\$5,000
Moore Catchment Council	Provision of environmental services	\$5,000
Lancelin Primary School	Annual Year 5/6 camps	\$2,000
Lower Coastal Neighbourhood	Lower Coastal Neighbourhood Watch meetings	\$1,000
Community Grants (\$57,208)		
Gingin Bowling Club	Decking Project	7,500
Gingin & Districts Community Resource Centre	2025 Gingin Easter Event - Gingin CRC	622
Ledge Point Community Association	Ledge Point Show and Shine Family Day, Xmas Carols and 3 Community Events	4,460

**MINUTES
SPECIAL COUNCIL MEETING
13 AUGUST 2024**

Guilderton Golf Club	Regeneration Project	5,000
Neergabby Community Association	Firework event	5,000
Moore River Music Club	Gingin Homegrown Festival	1,000
Gingin Red Cross	Margaret Vallentine Memorial Spring Dance	2,000
Woodridge Community Association	Spring Fair 2024	5,000
Guilderton Visitors Centre – Auspice Guilderton Community Association	Guilderton Visitor Centre brochures and signs	4,776
Gingin Arts & Crafts Inc	Free standing wash station	5,000
Ledge Point Country Club	Community events 2024	5,000
1 st Gingin Scout Group	Camp and events trailer	3,000
Woodridge Equestrian Centre	Upgrades to club room	1,000
Moore River Music Club	Moore River Music Festival	5,000
Lancelin Angling & Aquatic Club Inc	Johnny Bray Children’s Classic	850
Lancelin DADAA	DADAA Collage and Zine Workshops & Community Art Fair Event	2,000
Public Liability Grants (\$6,500)		
Guilderton Community Association	Public Liability Insurance up to 50%	\$500
Ledge Point Community Association	Public Liability Insurance up to 50%	\$500
Moore Clothes	Public Liability Insurance up to 50%	\$500
Moore Men’s Shed	Public Liability Insurance up to 50%	\$500
Gingin Pensioners Social Club	Public Liability Insurance up to 50%	\$500
Redfield Park Community Association	Public Liability Insurance up to 50%	\$500
Seabird Progress and Sporting Association	Public Liability Insurance up to 50%	\$500
Seaview Park Progress Association Inc.	Public Liability Insurance up to 50%	\$500
Sovereign Hill Community Association	Public Liability Insurance up to 50%	\$500
The Stable Fly Action Group Inc.	Public Liability Insurance up to 50%	\$500
Woodridge Community Association	Public Liability Insurance up to 50%	\$500
Woodridge Equestrian Centre Inc	Public Liability Insurance up to 50%	\$500
Neergabby Community Association	Public Liability Insurance up to 50%	\$500
Other (\$38,000)		
Gingin Basketball Association	Revitalising courts and rings	15,000
Gingin & Districts Community Resource Centre	2025 Gingin British Car Day	23,000
Total		\$144,708

- \$7.96 million in capital/renewal grant funding for the year comprising:
 - \$2.94 million Special Roads to Recovery (Weld St Bridge);
 - \$ 350,061 FAGS Special Projects (Weld St Bridge);
 - \$ 844,487 ESL Capital Grants – vehicles/buildings;
 - \$ 766,898 Regional Road Group funding – Mooliabeenee Road;

- \$ 959,701 Roads to Recovery – Sadler Road & Wannamal Road West
 - \$1.39 million Roads to Recovery Special – Orange Springs Road, Ledge Point Road and Seabird Road;
 - \$ 428,851 Local Roads & Community Infrastructure Program; and
 - \$ 330,098 Other grants and contributions
- \$2.00 million in operating grants of which \$764,970 is for provision of emergency and bush fire management, mitigation work, and the \$140,000 Minderoo Foundation contribution to the Resilient Gingin Project.
 - fees and charges set to achieve a reasonable recovery of costs from users, accepting in many cases full cost recovery is not achievable or affordable.
 - introduction of a commercial waste management charge in recognition of the higher volumes of waste emanating from commercial operators.
 - a proposed 6% increase in rates revenue to fund operations, renewal, and investment.
 - \$2.26 million brought forward from 30 June 2024 including carried forward works. This is unaudited and may change, which will be addressed as part of a future Budget Review.

Rates

Gross Rental Valuation (GRV) properties are subject to a revaluation every six years. A revaluation was undertaken in 2021/22 with no further general revaluation applicable for the 2024/25 year.

Unimproved Valuation (UV) properties, however, are subject to an annual revaluation process which has seen an 18.4% increase in overall valuations from the previous year. The rate-in-the-dollar has been adjusted against this increased valuation to achieve the overall 6% revenue increase. Minimums in this category are now set at \$1,531 and \$2,609 for UV rural and other and UV intensive, respectively.

The proposed differential rates were advertised on 25 May 2024 in accordance with s.6.36 of the *Local Government Act 1995* with invitations for submissions closing on 18 June 2024. No submissions were received during the submission period.

When finalising the budget, it was identified that the proposed differential UV rates were higher than that required to balance the budget, which has resulted in a change from those advertised.

The following table details the 2024/25 Rating Schedule.

Differential Rates 2023/24				
Differential General Rate Category	UV Rate in Dollar	GRV Rate in Dollar	Minimum Rate	Income
GRV Townsites & GRV Other		\$0.098154	\$1,323	\$7,171,715
UV Rural & UV Other	\$0.004742		\$1,531	\$2,765,930
UV Intensive	\$0.006999		\$2,609	\$1,070,237
		Sub Total		\$11,007,882
Less Intensive Concession				0
Interim Rates				0
Ex gratia Rates				\$6,850
				\$11,014,732

In accordance with Section 6.45 of the *Local Government Act 1995*, Council offers the following options for the payment of rates by instalments:

One Instalment

Payment in full must be received by the Shire of Gingin within 35 days of the issue date of the annual rate notice. Payment must be received by the Shire of Gingin on or before 11 October 2024.

Two Instalments

The first instalment of 50% of the total current rates plus the total outstanding arrears is payable within 35 days of the issue date of the annual rate notice. Payment must be received by the Shire of Gingin on or before 11 October 2024.

The second instalment of 50% of the total current rates must be received by the Shire of Gingin on or before 14 February 2025.

Four Instalments

The first instalment of 25% of the total current rates plus the total of any outstanding arrears is payable within 35 days of the issue date of the annual rate notice. Payment must be received by the Shire of Gingin on or before 11 October 2024.

The second instalment of 25% of the total current rates is payable and must be received by the Shire of Gingin by 13 December 2024.

The third instalment of 25% of the total current rates is payable and must be received by the Shire of Gingin by 14 February 2025.

The fourth instalment of 25% of the total current rates is payable and must be received by the Shire of Gingin by 22 April 2025.

Interest Charges

Interest is charged at 7% per annum, calculated daily, to all outstanding rate assessments that remain unpaid on 11 October 2024.

Interest is payable, at a rate of 5.5% per annum calculated daily, with respect to any of the instalment options other than one instalment. This reflects the loss of investment income to Council by offering the instalment scheme.

Administration Charges

A \$5 administration charge is payable by ratepayers electing to utilise the two instalment option and \$15 for the four instalment option. A flat fee of \$30.00 will apply to any ratepayer wishing to negotiate alternative instalment payments.

Levying of 2024/25 Refuse Collection Charges

Local governments have a statutory obligation under the *Waste Avoidance and Resource Recovery Act 2007* to collect domestic waste. The Act permits recovery of the cost of providing this service through a separate charge.

The proposed refuse collection charges for the 2024/25 financial year are as detailed below.

Charge Type	Description	2023/24 \$	2024/25 \$
Waste Management Fee (UV Property Owners)	Per Assessment Includes Annual Tip Pass	\$144	\$188
Waste Management Fee (GRV Property Owners)	Per Assessment Includes Annual Tip Pass	\$144	\$188
Waste Management Fee (Commercial properties)	Per Assessment includes Annual Tip Pass	\$205	\$260
Rubbish Collection/Sanitary Disposal	Residential or Rural/Residential and Rural (Rural upon application for collection on route of Contractor)	\$246	\$256
	Additional Rubbish Collection Service	\$246	\$256

Aerobic Treatment Units

In accordance with s.6.16 of the *Local Government Act 1995*, the following fees will apply for those commercial & domestic premises with Aerobic Treatment Units (ATU) situated in defined designated zones as determined by the *Government Sewerage Policy 2019* within the Gingin Shire. The fee structure is recovery for the maintenance of reports, compliance work & investigation work for each rate payer within the Shire with a registered ATU, and is as follows:

- a. Domestic premises, annual charge of \$50.00 per ATU property; and
- b. Commercial Premises, annual charge of \$100.00 per ATU property.

Emergency Services Levy

In accordance with the *Fire and Emergency Services Act 1998* the Shire of Gingin, together with all other local governments within Western Australia, is required to impose an Emergency Services Levy (ESL) for the 2024/25 financial year in accordance with the rates as per the tables below:

ESL Category	Rate in \$ ESL Rate (Per \$GRV)	Minimum and Maximum ESL Charges by Property Use			
		Residential, Farming and Vacant Land		Commercial, Industrial and Miscellaneous	
		Minimum	Maximum	Minimum	Maximum
4	\$0.005094	\$103	\$178	\$178	\$102,000
5	Fixed Charge \$103	\$103	\$103	\$103	\$103
Mining Tenements	Fixed Charge \$103	\$103	\$103	\$103	\$103

This is not a Shire of Gingin levy, and all monies levied are forwarded to the Department of Fire and Emergency Services.

Consultation

The community grants component of the Budget was advertised to community groups via website and social media on 8 February 2024, closing on 31 March 2024. Council then considered the grant applications at its meeting on 21 May 2024 (Item 13.2).

In addition to briefing recommendations during the year and the elected member Budget workshops in June and July 2024, internal consultation has occurred between the departments, with review by the Executive Management Team.

Triple Bottom Line Assessment

Economic Implications

The draft 2024/25 Budget applies sound financial management and accounting principles and is considered to deliver a sustainable service outcome for the community and Council.

A range of factors influence the cost of the Shire's operations, some beyond Council's direct control. Despite declining from the previous year, CPI (Perth) grew at 4.6% for the year to June 2024 (nationally 3.8%), continuing to place significant cost of living/operating pressure on individuals and organisations alike.

Social Implications

The draft 2024/25 Budget delivers social outcomes via diverse community services, the provision of building and community infrastructure and financial support to community organisations throughout the Shire.

Environmental Implications

The draft 2024/25 Budget supports key environmental strategies and initiatives adopted by Council.

Comment

The draft 2024/25 Budget continues to deliver on other strategies adopted by Council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

Adoption of Material Variance

Each year a Material Variance must be adopted to assist in reviewing the Monthly Financial Statements and the Annual Budget Review.

In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, each Council must adopt a percentage over which a Budget variance would be considered material when it reviews the monthly statements of financial activities and accepts the Annual Budget Review.

Over the past ten financial years, Council has adopted a Material Variance of 10% or \$20,000, whichever is the greater amount. This amount is again recommended for the 2024/25 Financial Year.

STATUTORY/LOCAL LAW IMPLICATIONS

Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Cemeteries Act 1986
Fire and Emergency Services Act 1998
Waste Avoidance and Resource Recovery Act 2007
Building Regulations 2012

POLICY IMPLICATIONS

In addition to legislative requirements, Council has several financial policies which also inform development of its annual budget. These include:

Policy 1.39 Financial Hardship
Policy 3.2 Investments
Policy 3.17 Asset Management
Policy investments, assets, treatment of income and expenditure and rate arrears.

BUDGET IMPLICATIONS

Specific financial implications are outlined in the Comment section of this report and are as itemised in the draft 2024/25 Budget for adoption.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	4. Excellence & Accountability - Deliver Quality Leadership and Business Expertise
Strategic Objective	4.2 Effective Governance - Apply systems of compliance which assists Council to make informed decisions within a transparent, accountable and principled environment

VOTING REQUIREMENTS - ABSOLUTE MAJORITY

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

MOVED: Councillor Kestel **SECONDED:** Councillor Johnson

That Council:

Part A – Municipal Fund Budget for 2024/25

1. Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the Municipal Fund Budget (as contained in Appendix 11.1.1) for the Shire of Gingin for the 2024/25 financial year, including the following:
 - a. Statement of Comprehensive Income on Page 2 of Appendix 11.1.1 showing a net result for that year of (\$1,170,934);
 - b. Statement of Cash Flows on Page 3 of Appendix 11.1.1;
 - c. Statement of Financial Activity on Page 4 of Appendix 11.1.1 showing an amount required to be raised from rates of \$11,007,882;
 - d. Notes to and forming part of the Budget on Pages 5 to 28 of Appendix 11.1.1;
 - e. Transfers to/from Reserve Accounts as detailed at Note 9 on Page 21 of Appendix 11.1.1; and
 - f. In accordance with section 6.34 of the *Local Government Act 1995*, the revenue estimated to be yielded by the general rates imposed for the 2024/25 financial year is no less than 90% and no more than 110% of the 2024/25 Budget deficiency.

Part B – Rates and Charges

2. Pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, impose by absolute majority the following differential general rates and minimum payments on Gross Rental and Unimproved Values for the 2024/25 Financial Year:
 - a. Differential General Rates
 - i. GRV Townsites and GRV Other 9.8154 cents in the dollar
 - ii. UV Rural and UV Other 0.4742 cents in the dollar
 - iii. UV Intensive 0.6999 cents in the dollar
 - b. Minimum Payments
 - i. GRV Townsites and GRV Other \$1,323
 - ii. UV Rural and UV Other \$1,531
 - iii. UV Intensive \$2,609

3. Pursuant to Section 66 of the *Waste Avoidance and Resources Recovery Act 2007*, impose a minimum Waste Collection Rate of \$188.00 per residential assessment and \$260.00 per commercial property.
4. Pursuant to Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, impose the following charges for collection of putrescibles and recycling domestic and commercial waste:
 - a. Residential, Rural Residential or Rural Premises (Rural upon application for collection on route of Contractor)
240ltr bin per weekly putrescible waste and 240ltr bin per fortnight recycling collection - \$256/pa;
 - b. Additional Weekly Collection
240ltr bin per weekly putrescible waste and 240ltr bin per fortnight recycling collection - \$256/pa; and
 - c. Commercial Premises
240ltr bin per weekly putrescible waste and 240ltr bin per fortnight recycling collection - \$256/pa.
5. Pursuant to Sections 36B and 36L of the *Fire and Emergency Services Act 1998*, impose a 2024/25 Emergency Services Levy as follows:

ESL Category	Rate in \$ ESL Rate (Per \$GRV)	Minimum and Maximum ESL Charges by Property Use			
		Residential, Farming and Vacant Land		Commercial, Industrial and Miscellaneous	
		Minimum	Maximum	Minimum	Maximum
4	\$0.005094	\$103	\$178	\$178	\$102,000
5	Fixed Charge \$103	\$103	\$103	\$103	\$103
Mining Tenements	Fixed Charge \$103	\$103	\$103	\$103	\$103

6. Pursuant to Section 6.45(3) of the *Local Government Act* impose a flat fee of \$30.00 on any ratepayer on an approved payment plan and apply an interest rate of 5.5% to rate and service charge instalment arrangements.
7. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, set the following Rate Instalment Options and Due Dates for the 2024/25 financial year:
 - a. Payment in full
One payment with no interest or instalment charges if paid on or before 11 October 2024 (35 days after the date of the service appearing on the rate notice.

b. Payment by two instalments

- i. First half instalment due date: 11 October 2024
- ii. Second half instalment due date: 14 February 2025

c. Payment by four instalments

- i. First quarterly instalment due date: 11 October 2024
- ii. Second quarterly instalment due date: 13 December 2024
- iii. Third quarterly instalment due date: 14 February 2025
- iv. Fourth quarterly instalment due date: 22 April 2025

8. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, impose an instalment administration charge of \$5.00 per instalment after the initial instalment is paid, where the ratepayer has elected to pay rates (and service charges) through an instalment option.
9. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, impose an interest rate of 5.5%pa where the owner has elected to pay rates and service charges through an instalment option.
10. Impose by absolute majority in accordance with section 6.51(1) of the *Local Government Act 1995* an interest rate of 7%pa for rates and any costs of proceedings to recover such charges that remain unpaid after becoming due and payable.

Part C – Fees and Charges

11. Pursuant to Section 6.16 of the *Local Government Act 1995*, adopt the Schedule of Fees and Charges included at page 29 of Appendix 11.1.1.
12. Pursuant to the Salaries and Allowances Tribunal Determination dated 5 April 2024, adopt the following annual fees for payment of Councillors in lieu of individual meeting attendance fees:
 - a. President \$15,600; and
 - b. Councillors \$ 8,320.
13. Pursuant to the Salaries and Allowances Tribunal Determination dated 5 April 2024, adopt an Information Communication Technology Allowance of \$2,500 per Councillor.

14. Pursuant to the Salaries and Allowances Tribunal Determination dated 5 April 2024, adopt the following annual local government allowances to be paid in addition to the annual meeting allowance:
 - a. President \$16,000; and
 - b. Deputy President \$ 4,000.
15. Pursuant to Regulation 53(2) of the *Building Regulations 2012*, impose a Swimming Pool Inspection Levy of \$15.60 (including GST) on each owner or occupier of land on which there is a swimming pool, for the 2024/25 financial year.
16. Pursuant to Section 53 of the *Cemeteries Act 1986*, adopt the fees and charges for the Gingin Cemetery included in Appendix 11.1.1.
17. Pursuant to Section 6.16 of the *Local Government Act 1995*, adopt the following annual fees for those premises with Aerobic Treatment Units (ATU) situated in the various defined designated zones as determined by the Government Sewerage Policy 2019 within the Gingin Shire.
 - a. Domestic premises \$50.00
 - b. Commercial Premises \$100.00

Part D – Material Variance Reporting for 2024/25

18. Pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality, adopt a variance of 10% and a minimum of \$20,000 to be used in the Statements of Financial Activity for reporting material variances for the 2024/25 financial year.

CARRIED BY ABSOLUTE MAJORITY
9 / 0

FOR: *Councillor Balcombe, Councillor Fewster, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Weeks and Councillor Woods*

AGAINST: *Nil*

The Manager Corporate Services and Coordinator Financial Planning and Reporting left the meeting at 4:07pm.



BUDGET 2024-25

**SHIRE OF GINGIN
ANNUAL BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

LOCAL GOVERNMENT ACT 1995

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SHIRE'S VISION

We are a welcoming inclusive community that celebrates its unique coastal and inland landscapes with an aim to increase visitation to the region.

**SHIRE OF GINGIN
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
Revenue		\$	\$	\$
Rates	2(a)	11,014,732	10,140,363	10,083,337
Grants, subsidies and contributions		1,999,451	3,319,606	1,587,992
Fees and charges	14	4,790,330	4,414,018	4,195,911
Interest revenue	10(a)	446,856	516,137	308,442
Other revenue		356,578	554,662	375,476
		<u>18,607,947</u>	<u>18,944,786</u>	<u>16,551,158</u>
Expenses				
Employee costs		(7,397,839)	(6,477,162)	(6,856,559)
Materials and contracts		(8,540,803)	(8,168,445)	(7,487,183)
Utility charges		(540,246)	(569,306)	(509,110)
Depreciation	6	(10,655,716)	(10,309,380)	(6,309,532)
Finance costs	10(c)	(117,085)	(93,826)	(92,173)
Insurance		(414,176)	(405,640)	(393,956)
Other expenditure		(717,796)	(564,541)	(645,229)
		<u>(28,383,661)</u>	<u>(26,588,300)</u>	<u>(22,293,742)</u>
		<u>(9,775,714)</u>	<u>(7,643,514)</u>	<u>(5,742,584)</u>
Capital grants, subsidies and contributions		7,960,605	1,724,297	4,336,989
Profit on asset disposals	5	723,816	30,356	76,025
Loss on asset disposals	5	(79,641)	(10,819)	(291,099)
Fair value adjustments to financial assets at fair value through profit or loss		0	1,681	0
		<u>8,604,780</u>	<u>1,745,515</u>	<u>4,121,915</u>
Net result for the period		(1,170,934)	(5,897,999)	(1,620,669)
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus		0	0	0
Share of comprehensive income of associates accounted for using the equity method		0	0	0
Total other comprehensive income for the period		0	0	0
Total comprehensive income for the period		(1,170,934)	(5,897,999)	(1,620,669)

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

**SHIRE OF GINGIN
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		\$ 10,994,117	\$ 9,776,958	\$ 10,083,337
Grants, subsidies and contributions		1,582,298	3,671,237	1,062,595
Fees and charges		4,790,330	4,414,018	4,195,911
Interest revenue		446,856	516,137	308,442
Goods and services tax received		2,236,040	1,427,966	0
Other revenue		356,578	554,662	375,476
		20,406,219	20,360,978	16,025,761
Payments				
Employee costs		(7,512,490)	(6,539,861)	(6,856,559)
Materials and contracts		(8,289,442)	(8,387,889)	(7,487,183)
Utility charges		(540,246)	(569,306)	(509,110)
Finance costs		(113,526)	(91,436)	(92,173)
Insurance paid		(414,176)	(405,640)	(393,956)
Goods and services tax paid		(2,287,577)	(1,374,019)	0
Other expenditure		(717,796)	(564,541)	(645,229)
		(19,875,253)	(17,932,692)	(15,984,210)
Net cash provided by operating activities	4	530,966	2,428,286	41,551
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	5(a)	(2,201,444)	(2,504,743)	(4,919,356)
Payments for construction of infrastructure	5(b)	(9,555,815)	(3,252,650)	(5,303,515)
Capital grants, subsidies and contributions		5,844,797	3,093,480	4,336,989
Proceeds from sale of property, plant and equipment	5(a)	890,909	169,400	356,900
Proceeds on financial assets at amortised cost - self supporting loans	7(a)	2,378	2,328	2,327
Proceeds on other loans and receivables - council advance		1,999	1,964	1,964
Net cash (used in) investing activities		(5,017,176)	(2,490,221)	(5,524,691)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	7(a)	(258,807)	(261,817)	(262,349)
Payments for principal portion of lease liabilities	8	(25,604)	(27,542)	(32,089)
Proceeds from new borrowings	7(a)	1,000,000	746,000	300,000
Net cash provided by financing activities		715,589	456,641	5,562
Net increase (decrease) in cash held		(3,770,621)	394,706	(5,477,578)
Cash at beginning of year		13,556,082	13,161,376	13,151,019
Cash and cash equivalents at the end of the year	4	9,785,461	13,556,082	7,673,441

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

**MINUTES
SPECIAL COUNCIL MEETING
13 AUGUST 2024**

**APPENDIX
12.1.1**

**SHIRE OF GINGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2025**

OPERATING ACTIVITIES

Revenue from operating activities

General rates	
Rates excluding general rates	
Grants, subsidies and contributions	
Fees and charges	
Interest revenue	
Other revenue	
Profit on asset disposals	
Fair value adjustments to financial assets at fair value through profit or loss	

Expenditure from operating activities

Employee costs
Materials and contracts
Utility charges
Depreciation
Finance costs
Insurance
Other expenditure
Loss on asset disposals

Non cash amounts excluded from operating activities
Amount attributable to operating activities

INVESTING ACTIVITIES

Inflows from investing activities

Capital grants, subsidies and contributions	
Proceeds from disposal of assets	
Proceeds from financial assets at amortised cost - self supporting loans	
Proceeds on other loans and receivables [describe]	

Outflows from investing activities

Right of use assets recognised
Payments for property, plant and equipment
Payments for construction of infrastructure

Non-cash amounts excluded from investing activities
Amount attributable to investing activities

FINANCING ACTIVITIES

Inflows from financing activities

Proceeds from new borrowings
Leases liabilities recognised
Transfers from reserve accounts

Outflows from financing activities

Repayment of borrowings
Payments for principal portion of lease liabilities
Transfers to reserve accounts

Non-cash amounts excluded from financing activities
Amount attributable to financing activities

MOVEMENT IN SURPLUS OR DEFICIT

Surplus at the start of the financial year

Amount attributable to operating activities
Amount attributable to investing activities
Amount attributable to financing activities

Surplus/(deficit) remaining after the imposition of general rates

Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
2(a)(i)	7,698,086	7,079,850	7,023,112
2(a)	3,316,646	3,060,513	3,060,225
	1,999,451	3,319,606	1,587,992
14	4,790,330	4,414,018	4,195,911
10(a)	446,856	516,137	308,442
	356,578	554,662	375,476
5	723,816	30,356	76,025
	0	1,681	0
	19,331,763	18,976,823	16,627,183
	(7,397,839)	(6,477,162)	(6,856,559)
	(8,540,803)	(8,168,445)	(7,487,183)
	(540,246)	(569,306)	(509,110)
6	(10,655,716)	(10,309,380)	(6,309,532)
10(c)	(117,085)	(93,826)	(92,173)
	(414,176)	(405,640)	(393,956)
	(717,796)	(564,541)	(645,229)
5	(79,641)	(10,819)	(291,099)
	(28,463,302)	(26,599,119)	(22,584,841)
3(c)	10,011,541	10,288,964	6,524,606
	880,002	2,666,668	566,948
	7,960,605	1,724,297	4,336,989
5	890,909	169,400	356,900
7(a)	2,378	2,328	2,327
	1,999	1,964	1,964
	8,855,891	1,897,989	4,698,180
5(c)	0	(15,232)	(44,967)
5(a)	(3,005,744)	(2,504,743)	(4,919,356)
5(b)	(9,555,815)	(3,252,650)	(5,303,515)
	(12,561,559)	(5,772,625)	(10,267,838)
3(d)	0	15,232	44,967
	(3,705,668)	(3,859,404)	(5,524,691)
	1,000,000	746,000	300,000
8	0	15,232	44,967
9(a)	1,463,162	1,907,396	2,917,096
	2,463,162	2,668,628	3,262,063
7(a)	(258,807)	(261,817)	(262,349)
8	(25,604)	(27,542)	(32,089)
9(a)	(1,613,182)	(1,219,963)	(630,852)
	(1,897,593)	(1,509,322)	(925,290)
3(e)	0	(15,232)	(44,967)
	565,569	1,144,074	2,291,806
3	2,260,097	2,308,759	2,665,937
	880,002	2,666,668	566,948
	(3,705,668)	(3,859,404)	(5,524,691)
	565,569	1,144,074	2,291,806
3	0	2,260,097	0

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

**SHIRE OF GINGIN
FOR THE YEAR ENDED 30 JUNE 2025
INDEX OF NOTES TO THE BUDGET**

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**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

1 BASIS OF PREPARATION

The annual budget is a forward looking document and has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the annual budget be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16* which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The local government reporting entity

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

2023/24 actual balances

Balances shown in this budget as 2023/24 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

Budget comparative figures

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

Comparative figures

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

Rounding off figures

All figures shown in this statement are rounded to the nearest dollar.

Statement of Cashflows

Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

Initial application of accounting standards

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- *AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- *AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback*
- *AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants*
- *AASB 2023-1 Amendments to Australian Accounting Standards - Supplier Finance Arrangements*
- *AASB 2023-3 Amendments to Australian Accounting Standards - Disclosure of Non-current Liabilities with Covenants: Tier 2*

It is not expected these standards will have an impact on the annual budget.

- *AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*, became mandatory during the budget year. Amendments to *AASB 13 Fair Value Measurement* impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of *Local Government (Financial Management) Regulations 1996*. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes. No material impact is expected in relation to the 2024-25 statutory budget.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- *AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- *AASB 2021-7c Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*
- *AASB 2022-9 Amendments to Australian Accounting Standards - Insurance Contracts in the Public Sector*
- *AASB 2023-5 Amendments to Australian Accounting Standards - Lack of Exchangeability*

It is not expected these standards will have an impact on the annual budget.

Judgements, estimates and assumptions

The preparation of the annual budget 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 balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets
- estimation of provisions
- estimation of fair value of leases

**MINUTES
SPECIAL COUNCIL MEETING
13 AUGUST 2024**

**APPENDIX
12.1.1**

SHIRE OF GINGIN

NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

2. RATES AND SERVICE CHARGES

(a) Rating Information

Rate Description	Basis of valuation	Rate in	Number of properties	Rateable value	2024/25 Budgeted rate revenue	2024/25 Budgeted interim rates	2024/25 Budgeted total revenue	2023/24 Actual total revenue	2023/24 Budget total revenue
		\$		\$	\$	\$	\$	\$	\$
(i) General rates									
GRV Townsites	Gross rental valuation	0.098154	1,605	30,810,226	3,024,147	0	3,024,147	2,842,500	2,830,933
GRV Other	Gross rental valuation	0.098154	1,006	18,708,225	1,836,287	0	1,836,287	1,697,535	1,683,375
UV Rural	Unimproved valuation	0.004742	448	436,333,000	2,069,091	0	2,069,091	1,804,539	1,777,514
UV Rural Other	Unimproved valuation	0.004742	3	2,955,000	14,013	0	14,013	43,269	13,022
UV Intensive/Mining	Unimproved valuation	0.006999	122	107,808,000	754,548	0	754,548	690,900	718,268
UV Exploration Mining	Unimproved valuation	0.004742	0	0	0	0	0	1,107	0
Total general rates			3,184	596,614,451	7,698,086	0	7,698,086	7,079,850	7,023,112
(ii) Minimum payment									
		\$							
GRV Townsites	Gross rental valuation	1,323	1,029	9,693,909	1,361,367	0	1,361,367	1,289,184	1,289,184
GRV Other	Gross rental valuation	1,323	718	4,097,180	949,914	0	949,914	928,512	928,512
UV Rural	Unimproved valuation	1,531	374	88,854,600	572,594	0	572,594	499,624	499,624
UV Rural Other	Unimproved valuation	1,531	36	6,771,000	55,116	0	55,116	1,444	1,444
UV Intensive/Mining	Unimproved valuation	2,609	121	28,331,426	315,689	0	315,689	290,398	290,398
UV Exploration Mining	Unimproved valuation	1,531	36	135,529	55,116	0	55,116	44,764	44,764
Total minimum payments			2,314	137,883,644	3,309,796	0	3,309,796	3,053,926	3,053,926
Total general rates and minimum payments			5,498	734,498,095	11,007,882	0	11,007,882	10,133,776	10,077,038
(iv) Ex-gratia rates									
Ex-gratia rates					6,850		6,850	6,587	6,299
Total ex-gratia rates			0	0	6,850	0	6,850	6,587	6,299
					11,014,732	0	11,014,732	10,140,363	10,083,337
Total rates					11,014,732	0	11,014,732	10,140,363	10,083,337

The Shire did not raise specified area rates for the year ended 30th June 2025.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV).

The general rates detailed for the 2024/25 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

**MINUTES
SPECIAL COUNCIL MEETING
13 AUGUST 2024**

SHIRE OF GINGIN

NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

2. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Option 1 (Full Payment)

11th October 2024

Option 2 (Two Instalments)

11th October 2024

14th February 2025

Option 3 (Four Instalments)

11th October 2024

13th December 2024

14th February 2025

22nd April 2025

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
Option one				
Single full payment	11th October 2024	0	0.0%	7.0%
Option two				
First instalment	11th October 2024	0	5.5%	5.5%
Second instalment	14th February 2025	5	5.5%	5.5%
Option three				
First instalment	11th October 2024	0	5.5%	5.5%
Second instalment	13th December 2024	5	5.5%	5.5%
Third instalment	14th February 2025	5	5.5%	5.5%
Fourth instalment	22nd April 2025	5	5.5%	5.5%

	2024/25 Budget revenue	2023/24 Actual revenue	2023/24 Budget revenue
	\$	\$	\$
Instalment plan admin charge revenue	16,500	14,560	3,500
Instalment plan interest earned	28,000	27,933	26,000
Unpaid rates and service charge interest earned	60,000	78,867	40,000
Deferred pensioner rates interest	3,500	4,107	500
	108,000	125,467	70,000

**MINUTES
SPECIAL COUNCIL MEETING
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SHIRE OF GINGIN

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

**APPENDIX
12.1.1**

2. RATES AND SERVICE CHARGES (CONTINUED)

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the Shire the following rate categories have been determined for the implementation of differential rating.

Differential general rate

Description	Characteristics	Objects	Reasons
Rural and Rural Other (including exploration and prospecting tenements).	Where land is used predominantly for rural purposes, the rate levied shall be based upon its unimproved value (UV).	The objective of this differential rating category is to impose a differential general rate on land held or used for the purposes of rural broad acre farming, rural residential, rural industry, other non-intensive uses as determined by Council (including exploration and prospecting tenements).	It recognises that land within this category does not have the same impacts on Shire transport infrastructure as the rural intensive/mining differential rate category.
Rural Intensive/Mining (excluding exploration and prospecting tenements)	Any or a combination of the following characteristics: (a) The purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; (b) a purpose for which the land is held or used as determined by the local government; or (c) whether the land is vacant or not; or (d) any other characteristic or combination of characteristics prescribed.	The objective of this differential rating category is to impose a differential general rate on land held or used for the purposes of Agriculture Intensive, Animal Husbandry - Intensive (excluding exploration and prospecting tenements), Extractive Industry, Mining, Aquaculture, or Water.	It recognises that land within this category has higher impacts on Shire transport infrastructure and increased environmental monitoring costs.

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13 AUGUST 2024**

SHIRE OF GINGIN

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

**APPENDIX
12.1.1**

2. RATES AND SERVICE CHARGES (CONTINUED)

(d) Differential Minimum Payment

Rural and Rural Other (including exploration and prospecting tenements).	Where land is used predominantly for rural purposes, the rate levied shall be based upon its unimproved value (UV).	The objective of the proposed minimum payment of \$1,531 (from \$1,444) is to ensure that the proportion of total rate revenue derived from Rural and Rural Other UV properties is essentially consistent with the overall rate increase for this category (including exploration and prospecting tenements).	It recognises that every property receives a minimum level of benefit from works and services provided.
Rural Intensive/Mining (excluding exploration and prospecting tenements)	Any or a combination of the following characteristics: (a) The purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; (b) a purpose for which the land is held or used as determined by the local government; or (c) whether the land is vacant or not; or (d) any other characteristic or combination of characteristics prescribed.	The objective of this minimum payment is to reflect the additional costs from this sector associated with the higher impact on transport infrastructure and environmental monitoring. The minimum rate of \$2,609 (from \$2,461) also ensure that the proportion of total rate revenue from Rural Intensive/Mining UV properties (excluding exploration and prospecting tenements) is essentially consistent with the overall rate increase for this category.	It recognises that land within this category has higher impacts on Shire transport infrastructure and increased environmental monitoring costs, and the capacity of property owners to pass on the rates charge as a business cost.

(e) Variation in Adopted Differential Rates to Local Public Notice

The following rates and minimum payments were previously set out in the local public notice giving notice of the intention to charge differential rates.

Differential general rate or general rate	Proposed Rate in \$	Adopted Rate in \$	Reasons for the difference
Rural and Other - UV	0.004444	0.004742	Amended to reflect increased property valuations and overall reduced revenue required.
Rural Intensive/Mining - UV	0.006818	0.006999	Amended to reflect increased property valuations and overall reduced revenue required.
Minimum payment	Proposed Minimum \$	Adopted Minimum \$	Reasons for the difference
Rural and Other - UV	1,588	1,531	Amended to reflect increased property valuations and overall reduced revenue required.
Rural Intensive/Mining - UV	2,707	2,609	Amended to reflect increased property valuations and overall reduced revenue required.

**MINUTES
SPECIAL COUNCIL MEETING
13 AUGUST 2024**

SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

**APPENDIX
12.1.1**

2. RATES AND SERVICE CHARGES (CONTINUED)

(f) Service Charges

The Shire did not raise service charges for the year ended 30th June 2025.

(g) Waivers or concessions

The Shire does not anticipate any waivers or concessions for the year ended 30th June 2025.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

3. NET CURRENT ASSETS

(a) Composition of estimated net current assets

Current assets

Cash and cash equivalents
Financial assets
Receivables
Contract assets
Inventories
Other assets

Less: current liabilities

Trade and other payables
Contract liabilities
Capital grant/contribution liability
Lease liabilities
Long term borrowings
Employee provisions

Net current assets

Less: Total adjustments to net current assets

Net current assets used in the Statement of Financial Activity

(b) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets

Less: Cash - reserve accounts
Less: Current assets not expected to be received at end of year
- Current financial assets at amortised cost - self supporting loans
- Other loans and receivables - Council advance
Add: Current liabilities not expected to be cleared at end of year
- Current portion of borrowings
- Current portion of lease liabilities

Total adjustments to net current assets

Note	2024/25 Budget 30 June 2025	2023/24 Actual 30 June 2024	2023/24 Budget 30 June 2024
	\$	\$	\$
4	9,785,461	13,556,082	7,673,441
	4,465	4,377	4,377
	1,846,149	1,323,624	896,054
	0	231,651	0
	32,273	21,091	27,406
	23,189	26,861	39,059
	11,691,537	15,163,686	8,640,337
	(2,055,474)	(1,756,584)	(1,940,781)
	(510,028)	(708,459)	0
	(525,353)	(1,836,861)	0
8	(7,482)	(25,604)	0
7	(272,116)	(258,807)	(300,000)
	(1,041,100)	(1,192,211)	(930,057)
	(4,411,553)	(5,778,526)	(3,170,838)
	7,279,984	9,385,160	5,469,499
3(b)	(7,279,984)	(7,125,063)	(5,469,499)
	0	2,260,097	0
9	(7,555,117)	(7,405,097)	(5,765,122)
	(2,430)	(2,378)	(2,378)
	(2,035)	(1,999)	(1,999)
	272,116	258,807	300,000
	7,482	25,604	0
	(7,279,984)	(7,125,063)	(5,469,499)

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

3. NET CURRENT ASSETS

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(c) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to operating activities

Less: Profit on asset disposals
Less: Fair value adjustments to financial assets at fair value through profit and loss
Add: Loss on asset disposals
Add: Depreciation
Non-cash movements in non-current assets and liabilities:
- Pensioner deferred rates

Note	2024/25 Budget 30 June 2025	2023/24 Actual 30 June 2024	2023/24 Budget 30 June 2024
	\$	\$	\$
5	(723,816)	(30,356)	(76,025)
	0	(1,681)	0
5	79,641	10,819	291,099
6	10,655,716	10,309,380	6,309,532
	0	802	0
	10,011,541	10,288,964	6,524,606

Non cash amounts excluded from operating activities

(d) Non-cash amounts excluded from investing activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to investing activities

Right of use assets recognised

Non cash amounts excluded from investing activities

Note	2024/25 Budget 30 June 2025	2023/24 Actual 30 June 2024	2023/24 Budget 30 June 2024
	\$	\$	\$
	0	15,232	44,967
	0	15,232	44,967

(e) Non-cash amounts excluded from financing activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to financing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to financing activities

Less: Lease liability recognised

Non cash amounts excluded from financing activities

Note	2024/25 Budget 30 June 2025	2023/24 Actual 30 June 2024	2023/24 Budget 30 June 2024
	\$	\$	\$
	0	(15,232)	(44,967)
	0	(15,232)	(44,967)

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

3. NET CURRENT ASSETS

(f) MATERIAL ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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 or non-current based on the Shire's intentions to release for sale.

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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

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.

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.

LAND HELD FOR RESALE

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

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.

CONTRACT LIABILITIES

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

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 grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

PROVISIONS

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

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

EMPLOYEE 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 determination of the net current asset position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

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

CONTRACT ASSETS

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

4. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
Cash at bank and on hand	9,785,461	13,556,082	7,673,441
Total cash and cash equivalents	9,785,461	13,556,082	7,673,441
Held as			
- Unrestricted cash and cash equivalents	1,704,991	4,314,124	1,908,319
- Restricted cash and cash equivalents	8,080,470	9,241,958	5,765,122
3(a)	9,785,461	13,556,082	7,673,441
Restrictions			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	8,080,470	9,241,958	5,765,122
	8,080,470	9,241,958	5,765,122
The assets are restricted as a result of the specified purposes associated with the liabilities below:			
Reserve accounts	9 7,555,117	7,405,097	5,765,122
Unspent capital grants, subsidies and contribution liabilities	525,353	1,836,861	0
	8,080,470	9,241,958	5,765,122
Reconciliation of net cash provided by operating activities to net result			
Net result	(1,170,934)	(5,897,999)	(1,620,669)
Depreciation	6 10,655,716	10,309,380	6,309,532
(Profit)/loss on sale of asset	5 (644,175)	(19,537)	215,074
Adjustments to fair value of financial assets at fair value through profit and loss	0	(1,681)	0
(Increase)/decrease in receivables	(522,525)	(364,119)	0
(Increase)/decrease in contract assets	231,651	152,257	407,832
(Increase)/decrease in inventories	(11,182)	1,822	0
(Increase)/decrease in other assets	3,672	12,198	0
Increase/(decrease) in payables	298,890	(228,562)	0
Increase/(decrease) in contract liabilities	(198,431)	254,035	0
Increase/(decrease) in unspent capital grants	(1,311,508)	1,369,183	(933,229)
Increase/(decrease) in employee provisions	(151,111)	(65,211)	0
Capital grants, subsidies and contributions	(6,649,097)	(3,093,480)	(4,336,989)
Net cash from operating activities	530,966	2,428,286	41,551

MATERIAL ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

FINANCIAL ASSETS AT AMORTISED COST

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

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

MINUTES SPECIAL COUNCIL MEETING 13 AUGUST 2024

SHIRE OF GINGIN

NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

APPENDIX
12.1.1

5. PROPERTY, PLANT AND EQUIPMENT

The following assets are budgeted to be acquired and/or disposed of during the year.

	2024/25 Budget					2023/24 Actual					2023/24 Budget				
	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss
(a) Property, Plant and Equipment	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land - freehold land	90,000	0	500,000	500,000	0	746,293	(110,000)	120,000	10,000	0	90,000	0	0	0	0
Buildings - non-specialised	0	0	0	0	0	131,647	0	0	0	0	1,092,900	0	0	0	0
Buildings - specialised	535,309	0	0	0	0	525,559	0	0	0	0	558,687	0	0	0	0
Plant and equipment	1,930,435	(175,730)	375,909	223,816	(23,637)	782,631	(29,044)	49,400	20,356	0	2,416,097	(498,963)	296,900	50,078	(252,141)
Vehicles	450,000	(66,636)	15,000	0	(51,636)	305,623	0	0	0	0	761,672	(47,053)	60,000	25,947	(13,000)
Land and Buildings - work in progress	0	0	0	0	0	12,990	0	0	0	0	0	0	0	0	0
Total	3,005,744	(242,366)	890,909	723,816	(75,273)	2,504,743	(139,044)	169,400	30,356	0	4,919,356	(546,016)	356,900	76,025	(265,141)
(b) Infrastructure															
Infrastructure - roads	4,390,144	0	0	0	0	2,989,494	0	0	0	0	2,855,954	0	0	0	0
Infrastructure - footpaths	205,063	0	0	0	0	49,796	0	0	0	0	0	0	0	0	0
Infrastructure - drainage	0	0	0	0	0	0	0	0	0	0	30,000	0	0	0	0
Infrastructure - parks and ovals	285,765	(4,368)	0	0	(4,368)	89,001	(10,819)	0	0	(10,819)	242,500	(18,225)	0	0	(18,225)
Infrastructure - other	1,032,777	0	0	0	0	124,359	0	0	0	0	493,000	(7,733)	0	0	(7,733)
Infrastructure - bridges	3,292,066	0	0	0	0	0	0	0	0	0	1,682,061	0	0	0	0
Infrastructure - landfill assets	350,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	9,555,815	(4,368)	0	0	(4,368)	3,252,650	(10,819)	0	0	(10,819)	5,303,515	(25,958)	0	0	(25,958)
(c) Right of Use Assets															
Right of use - buildings	0	0	0	0	0	15,232	0	0	0	0	22,634	0	0	0	0
Right of use - furniture and fittings	0	0	0	0	0	0	0	0	0	0	22,333	0	0	0	0
Total	0	0	0	0	0	15,232	0	0	0	0	44,967	0	0	0	0
Total	12,561,559	(246,734)	890,909	723,816	(79,641)	5,772,625	(149,863)	169,400	30,356	(10,819)	10,267,838	(571,974)	356,900	76,025	(291,099)

* The 2024/25 budgeted additions include \$804,300 of non-cash additions for vehicles to be received from the Department of Fire and Emergency Services

MATERIAL ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

**SHIRE OF GINGIN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025**

6. DEPRECIATION

By Class

Buildings - non-specialised
Buildings - specialised
Furniture and equipment
Plant and equipment
Vehicles
Infrastructure - roads
Infrastructure - footpaths
Infrastructure - drainage
Infrastructure - parks and ovals
Infrastructure - other
Infrastructure - bridges
Infrastructure - landfill assets
Right of use - buildings
Right of use - furniture and fittings

By Program

Law, order, public safety
Health
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

2024/25 Budget	2023/24 Actual	2023/24 Budget
\$	\$	\$
35,740	34,693	33,646
889,631	823,644	738,671
17,171	16,492	42,537
376,054	348,471	469,862
155,599	198,880	253,026
6,815,684	6,743,667	3,173,059
119,690	49,796	25,665
45,908	45,908	86,204
728,672	672,316	832,349
518,631	488,180	481,457
257,217	196,058	142,156
670,667	663,623	0
7,616	7,616	6,900
17,436	20,036	24,000
10,655,716	10,309,380	6,309,532
228,666	295,183	275,246
25,043	15,115	14,990
68,629	59,278	58,216
41,832	43,820	42,952
760,882	703,768	39,676
1,536,722	1,465,121	1,598,659
7,280,046	7,076,523	3,468,631
172,431	156,050	172,431
541,465	494,522	638,731
10,655,716	10,309,380	6,309,532

MATERIAL ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held 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.

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.

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

Buildings - non-specialised	5 to 50 years
Buildings - specialised	5 to 80 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Vehicles	4 to 15 years
Infrastructure - roads	20 to 50 years
Infrastructure - footpaths	25 years
Infrastructure - drainage	50 years
Infrastructure - parks and ovals	10 to 60 years
Infrastructure - other	1 to 75 years
Infrastructure - bridges	2 to 100 years
Infrastructure - landfill assets	6 to 40 years
Right of use - buildings	Based on the remaining lease
Right of use - furniture and fittings	Based on the remaining lease

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

MINUTES SPECIAL COUNCIL MEETING 13 AUGUST 2024

SHIRE OF GINGIN

NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2025

APPENDIX 12.1.1

7. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget	2024/25	2024/25	Budget	2024/25	Actual	2023/24	2023/24	Actual	2023/24	Budget	2023/24	2023/24	Budget	2023/24
				Principal 1 July 2024	Budget New Loans	Budget Principal Repayments	Principal outstanding 30 June 2025	Budget Interest Repayments	Principal 1 July 2023	Actual New Loans	Actual Principal Repayments	Principal outstanding 30 June 2024	Actual Interest Repayments	Principal 1 July 2023	Actual New Loans	Actual Principal Repayments	Principal outstanding 30 June 2024	Actual Interest Repayments
Gingin Medical Centre	100	WATC*	6.51%	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 36,081	\$ 0	\$ (36,081)	\$ 0	\$ (785)	\$ 36,082	\$ 0	\$ (36,081)	\$ 0	\$ (1,771)
Wannamal West Road - Tip Rationalisation	111	WATC*	6.49%	352,042	0	(24,300)	327,742	(22,460)	374,839	0	(22,797)	352,042	(23,423)	374,840	0	(22,797)	352,043	(23,963)
Guilderton Country Club	114	WATC*	7.14%	210,889	0	(47,310)	163,579	(14,228)	254,994	0	(44,105)	210,889	(17,074)	254,993	0	(44,105)	210,888	(17,433)
Regional Hardcourt Facility	120	WATC*	6.68%	165,802	0	(28,952)	136,850	(10,600)	192,913	0	(27,111)	165,802	(12,382)	192,913	0	(27,111)	165,802	(12,441)
Lot 44 Weld Street	123	WATC*	6.96%	96,348	0	(21,674)	74,674	(6,335)	116,589	0	(20,241)	96,348	(7,476)	116,589	0	(20,241)	96,348	(7,768)
Regional Hardcourt Facility	124A	WATC*	4.13%	164,953	0	(24,761)	140,192	(6,560)	188,722	0	(23,769)	164,953	(7,479)	188,721	0	(23,769)	164,952	(7,551)
Swimming Pool Tiling	126	WATC*	3.10%	33,800	0	(16,640)	17,160	(919)	49,936	0	(16,136)	33,800	(1,220)	49,937	0	(16,136)	33,801	(1,424)
Seabird Sea Wall	127	WATC*	2.51%	58,575	0	(22,992)	35,583	(1,327)	81,001	0	(22,426)	58,575	(1,653)	81,001	0	(22,426)	58,575	(1,893)
Altus Financials Suite Software Upgrade	131	WATC*	1.94%	129,737	0	(9,702)	120,035	(2,468)	139,253	0	(9,516)	129,737	(2,647)	139,253	0	(9,516)	129,736	(2,653)
Gingin Outdoor Activity Space	132	WATC*	1.43%	126,526	0	(17,311)	109,215	(1,750)	143,591	0	(17,065)	126,526	(1,986)	143,591	0	(17,065)	126,526	(1,995)
Cunliffe Street Redevelopment	133	WATC*	4.56%	229,758	0	(21,175)	208,583	(10,232)	250,000	0	(20,242)	229,758	(11,140)	250,000	0	(20,774)	229,226	(11,165)
Land for Future Gingin Sporting Precinct	134	WATC*	5.33%	746,000	0	(21,612)	724,388	(39,508)	0	746,000	0	746,000	(5,190)	0	0	0	0	0
Guilderton Caravan Park Upgrade Stage 1	New			0	1,000,000	0	1,000,000	0	0	0	0	0	0	0	300,000	0	300,000	0
				2,314,430	1,000,000	(256,429)	3,058,001	(116,387)	1,827,919	746,000	(259,489)	2,314,430	(92,455)	1,827,919	300,000	(260,022)	1,867,896	(90,059)
Self Supporting Loans																		
Ledge Point Country Club Coolroom	130	WATC*	2.2%	12,417	0	(2,378)	10,039	(255)	14,745	0	(2,328)	12,417	(300)	14,745	0	(2,327)	12,418	(306)
				12,417	0	(2,378)	10,039	(255)	14,745	0	(2,328)	12,417	(300)	14,745	0	(2,327)	12,418	(306)
				2,326,847	1,000,000	(258,807)	3,068,040	(116,642)	1,842,664	746,000	(261,817)	2,326,847	(92,755)	1,842,664	300,000	(262,349)	1,880,314	(90,365)

*Western Australian Treasury Corporation

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.

The self supporting loan(s) repayment will be fully reimbursed.

MINUTES SPECIAL COUNCIL MEETING 13 AUGUST 2024

APPENDIX 12.1.1

SHIRE OF GINGIN NOTES TO AND FORMING PART OF THE BUDGET FOR THE YEAR ENDED 30 JUNE 2025

7. BORROWINGS

(b) New borrowings - 2024/25

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges	Amount used budget	Balance unspent
				%	\$	\$	\$	\$
Guilderton Caravan Park Upgrade Stage 1	WATC	Council	10	4.93%	1,000,000	0	1,000,000	0
					1,000,000	0	1,000,000	0

(c) Unspent borrowings

The Shire had no unspent borrowing funds as at 30th June 2024 nor is it expected to have unspent borrowing funds as at 30th June 2025.

(d) Credit Facilities

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
Undrawn borrowing facilities credit standby arrangements			
Bank overdraft limit	500,000	500,000	500,000
Bank overdraft at balance date	0	0	0
Credit card limit	27,000	22,000	27,000
Credit card balance at balance date	0	(1,843)	0
Total amount of credit unused	527,000	520,157	527,000
Loan facilities			
Loan facilities in use at balance date	3,068,040	2,326,847	1,880,314

MATERIAL ACCOUNTING POLICIES

BORROWING COSTS

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate.

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8. LEASE LIABILITIES

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Budget Lease Principal 1 July 2024	2024/25 Budget New Leases	2024/25 Budget Lease Principal Repayments	Budget Lease Principal outstanding 30 June 2025	2024/25 Budget Lease Interest Repayments	Actual Principal 1 July 2023	2023/24 Actual New Leases	2023/24 Actual Lease Principal repayments	Actual Lease Principal outstanding 30 June 2024	2023/24 Actual Lease Interest repayments	Budget Principal 1 July 2023	2023/24 Budget New Leases	2023/24 Budget Lease Principal repayments	Budget Lease Principal outstanding 30 June 2024	2023/24 Budget Lease Interest Repayments
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Lancelin Administration - Building	1A	LJ Hughes	5.3%	24	7,813	0	(7,812)	1	(221)	1	15,232	(7,420)	7,813	(614)	0	22,634	(7,237)	15,397	(797)
Gingin Administration - Photocopier	2	QPC Group	1.1%	36	0	0	0	0	0	2,559	0	(2,559)	0	(6)	2,559	0	(2,559)	0	(6)
Gingin Administration - Photocopier	2A	QPC Group	4.2%	36	0	0	0	0	0	0	0	0	0	0	0	22,333	(4,730)	17,603	(554)
Gingin Administration - IT Server	3	Dell Financial Services	1.3%	60	25,273	0	(17,792)	7,481	(222)	42,836	0	(17,563)	25,273	(451)	42,835	0	(17,563)	25,272	(451)
					33,086	0	(25,604)	7,482	(443)	45,396	15,232	(27,542)	33,086	(1,071)	45,394	44,967	(32,089)	58,272	(1,808)

MATERIAL ACCOUNTING POLICIES

LEASES

At the inception of a contract, the Shire assesses whether the contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and a lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

LEASE LIABILITIES

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

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9. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement

	2024/25 Budget				2023/24 Actual				2023/24 Budget			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council												
LSL, Annual, Sick Leave and Staff Contingency	455,699	14,462	0	470,161	440,075	15,624	0	455,699	440,075	8,829	0	448,904
Plant and Equipment Reserve	1,380,281	43,803	(510,226)	913,858	1,479,885	52,541	(152,145)	1,380,281	1,438,722	36,359	(1,295,955)	179,126
Land and Buildings Reserve	714,103	522,661	(216,954)	1,019,810	893,171	151,710	(330,778)	714,103	893,170	17,916	(875,350)	35,736
Guilderton Caravan Park Reserve	105,014	103,333	0	208,347	4,842	100,172	0	105,014	4,842	100,097	0	104,939
Shire Recreation Development Reserve	377,898	11,993	(115,860)	274,031	393,010	13,953	(29,065)	377,898	393,010	7,883	(40,000)	360,893
Redfield Park Reserve	33,375	1,059	0	34,434	32,231	1,144	0	33,375	32,231	647	0	32,878
Ocean Farm Recreation Reserve	33,048	1,049	0	34,097	31,915	1,133	0	33,048	31,915	640	0	32,555
Tip Rationalisation Reserve	2,247,610	418,320	(350,000)	2,315,930	2,302,313	153,167	(207,870)	2,247,610	2,302,313	117,609	(37,500)	2,382,422
Lancelin Community Sport and Recreation Reserve	135,553	32,560	0	168,113	127,541	31,618	(23,606)	135,553	127,542	29,088	0	156,630
Community Infrastructure Reserve	50,660	13,608	0	64,268	35,789	14,871	0	50,660	35,790	8,718	0	44,508
Staff Housing	6,090	193	0	6,283	34,372	1,220	(29,502)	6,090	34,372	689	(34,372)	689
Future Infrastructure Reserve	561,370	17,815	0	579,185	542,123	19,247	0	561,370	542,123	10,874	0	552,997
Guilderton Country Club Reserve	30,544	9,798	(10,000)	30,342	21,219	9,325	0	30,544	21,219	8,658	0	29,877
Coastal Management Reserve - Coastal Inundation	411,494	113,059	(45,000)	479,553	344,271	112,223	(45,000)	411,494	344,272	106,906	(85,000)	366,178
Guilderton Foreshore Reserve	326,964	114,453	(50,000)	391,417	232,411	112,785	(18,232)	326,964	232,411	84,593	(50,000)	267,004
Unspent Grants Reserve - Youth Services Website Grant	0	0	0	0	5,136	182	(5,318)	0	5,136	103	0	5,239
Seniors Housing Reserve	151,327	29,802	(152,622)	28,507	157,127	30,578	(36,378)	151,327	157,126	28,152	(150,000)	35,278
Gingin Railway Station Reserve	6,095	193	0	6,288	5,886	209	0	6,095	5,886	118	0	6,004
Contributions to Roads Reserve - Cullalla Road Intersection	47,862	1,519	0	49,381	46,221	1,641	0	47,862	46,221	927	0	47,148
Contributions to Roads Reserve - Cowalla Road Intersection	0	0	0	0	16,435	583	(17,018)	0	16,434	330	0	16,764
Contributions to Roads Reserve - Chitna Road	3,191	101	0	3,292	3,082	109	0	3,191	3,081	62	0	3,143
Contributions to Roads Reserve - Balance of Muni Funds	21,496	682	0	22,178	739,584	244,583	(962,671)	21,496	739,584	14,835	(348,919)	405,500
Community Infrastructure Reserve - Lower Coastal Fire Control	26,804	851	0	27,655	25,878	926	0	26,804	25,878	519	0	26,397
Community Infrastructure Reserve - Gingin Logo Plates	9,473	601	0	10,074	8,497	976	0	9,473	8,497	470	0	8,967
Community Infrastructure Reserve - Gingin Ambulance	63,248	8,007	0	71,255	55,285	7,963	0	63,248	55,285	7,109	0	62,394
Community Infrastructure Reserve - Lancelin Ambulance	19,637	18,623	0	38,260	49,686	19,764	(49,813)	19,637	49,686	18,997	0	68,683
Public Open Space Reserve	69,174	2,195	0	71,369	26,681	42,493	0	69,174	26,681	535	0	27,216
Guilderton Trailer Parking Reserve	39,609	7,233	0	46,842	32,913	6,696	0	39,609	32,913	5,340	0	38,253
Gingin Outdoor Activity Space Reserve	5,628	179	0	5,807	4,951	677	0	5,628	4,951	99	0	5,050
Community Resilience Reserve	13,750	10,686	0	24,436	0	13,750	0	13,750	0	13,750	0	13,750
Contribution to Roads Reserve - Aurisch Road Maintenance	12,500	12,897	(12,500)	12,897	0	12,500	0	12,500	0	0	0	0
Community Infrastructure - Development Reserve Fund Lot 601												
Brockman Street (Brookview Estate)	45,600	49,447	0	95,047	0	45,600	0	45,600	0	0	0	0
Community Infrastructure - Development Reserve Lancelin South	0	52,000	0	52,000	0	0	0	0	0	0	0	0
	7,405,097	1,613,182	(1,463,162)	7,555,117	8,092,530	1,219,963	(1,907,396)	7,405,097	8,051,366	630,852	(2,917,096)	5,765,122

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9. RESERVE ACCOUNTS

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(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
LSL, Annual, Sick Leave and Staff Contingency	As required	Used to fund annual leave, long service leave, sick leave, redundancy/retirement and staff contingency.
Plant and Equipment Reserve	As required	Used for the purchase of major plant and equipment.
Land and Buildings Reserve	As required	Used for the replacement and/ or acquisition of land and buildings.
Guilderton Caravan Park Reserve	As required	Used for the development of Guilderton Caravan Park facilities.
Shire Recreation Development Reserve	As required	Used for the development of Shire Recreation facilities.
Redfield Park Reserve	As required	Used for the development of Public Open Space within the Redfield Park subdivision.
Ocean Farm Recreation Reserve	As required	Used for the development of recreation and community facilities with the Ocean Farm subdivision.
Tip Rationalisation Reserve	As required	Used for rationalisation of rubbish tip facilities within the Shire.
Lancelin Community Sport and Recreation Reserve	As required	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	As required	Used to assist in financing of community facilities.
Staff Housing	As required	To be used to fund Staff housing infrastructure additions and/ or replacement.
Future Infrastructure Reserve	As required	To be used to fund future infrastructure construction, purchase, additions and/or renewals.
Guilderton Country Club Reserve	As required	To be used to fund the development of the Guilderton Country Club and are to be spent upon request from the Club, and approval from Council.
Coastal Management Reserve - Coastal Inundation	As required	For the purpose of funding coastal erosion mitigation and inundation works.
Guilderton Foreshore Reserve	As required	For the purpose to upgrade facilities and amenity within the Guilderton foreshore area.
Unspent Grants Reserve - Youth Services Website Grant	As required	For the purpose of isolating grant funds received and not used during a financial period.
Seniors Housing Reserve	As required	For the purpose of repairs, improvements, extensions or construction of seniors housing.
Gingin Railway Station Reserve	As required	For the purpose of improving and maintaining the Gingin Railway Station.
Contributions to Roads Reserve - Cullalla Road Intersection	As required	For the purpose of funding future road works
Contributions to Roads Reserve - Cowalla Road Intersection	As required	For the purpose of funding future road works
Contributions to Roads Reserve - Chitna Road	As required	For the purpose of funding future road works
Contributions to Roads Reserve - Balance of Muni Funds	As required	For the purpose of funding future road works
Community Infrastructure Reserve - Lower Coastal Fire Control	As required	Used to assist in the financing of community facilities.
Community Infrastructure Reserve - Gingin Logo Plates	As required	Used to assist in the financing of community facilities.
Community Infrastructure Reserve - Gingin Ambulance	As required	Used to assist in the financing of community facilities.
Community Infrastructure Reserve - Lancelin Ambulance	As required	Used to assist in the financing of community facilities.
Public Open Space Reserve	As required	For the purpose of funding development of public open space.
Guilderton Trailer Parking Reserve	As required	For the purpose of future trailer park bay maintenance at Guilderton Foreshore.
Gingin Outdoor Activity Space Reserve	As required	Used for the development of Shire Recreation facilities.
Community Resilience Reserve	30/06/2025	To be used in delivering of Resilience Plan as set out in funding agreement.
Contribution to Roads Reserve - Aurisch Road Maintenance	As required	For the purpose of funding future road works
Community Infrastructure - Development Reserve Fund Lot 601 Brockman Street (Brookview Estate)	As required	Used to assist in the financing of community facilities.

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10. OTHER INFORMATION

The net result includes as revenues

(a) Interest earnings

	2024/25 Budget	2023/24 Actual	2023/24 Budget
Investments	355,000	404,789	241,500
Other interest revenue	91,856	111,348	66,942
	<u>446,856</u>	<u>516,137</u>	<u>308,442</u>

The net result includes as expenses

(b) Auditors remuneration

Audit services	40,000	33,340	34,000
Other services	5,062	4,500	3,800
	<u>45,062</u>	<u>37,840</u>	<u>37,800</u>

(c) Interest expenses (finance costs)

Borrowings (refer Note 7(a))	116,642	92,755	90,365
Interest on lease liabilities (refer Note 8)	443	1,071	1,808
	<u>117,085</u>	<u>93,826</u>	<u>92,173</u>

(d) Write offs

General rate	0	1,098	0
Fees and charges	0	2,193	0
	<u>0</u>	<u>3,291</u>	<u>0</u>

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11. ELECTED MEMBERS REMUNERATION

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
Elected Member 1			
President's allowance	16,000	16,000	16,000
Meeting attendance fees	15,600	15,600	15,600
Annual allowance for ICT expenses	2,500	2,500	2,500
Travel and accommodation expenses	2,723	1,531	2,723
	36,823	35,631	36,823
Elected Member 2			
Deputy President's allowance	4,000	4,000	4,000
Meeting attendance fees	8,320	8,320	8,320
Annual allowance for ICT expenses	2,500	2,500	2,500
Travel and accommodation expenses	2,723	0	2,723
	17,543	14,820	17,543
Elected Member 3			
Meeting attendance fees	8,320	8,320	8,320
Annual allowance for ICT expenses	2,500	2,500	2,500
Travel and accommodation expenses	2,722	1,170	2,722
	13,542	11,990	13,542
Elected Member 4			
Meeting attendance fees	8,320	8,320	8,320
Annual allowance for ICT expenses	2,500	2,500	2,500
Travel and accommodation expenses	2,722	2,678	2,722
	13,542	13,498	13,542
Elected Member 5			
Meeting attendance fees	8,320	8,320	8,320
Annual allowance for ICT expenses	2,500	2,500	2,500
Travel and accommodation expenses	2,722	1,802	2,722
	13,542	12,622	13,542
Elected Member 6			
Meeting attendance fees	8,320	8,320	8,320
Annual allowance for ICT expenses	2,500	2,500	2,500
Travel and accommodation expenses	2,722	2,374	2,722
	13,542	13,194	13,542
Elected Member 7			
Meeting attendance fees	8,320	8,320	8,320
Annual allowance for ICT expenses	2,500	2,500	2,500
Travel and accommodation expenses	2,722	810	2,722
	13,542	11,630	13,542
Elected Member 8			
Meeting attendance fees	8,320	5,762	8,320
Annual allowance for ICT expenses	2,500	1,731	2,500
Travel and accommodation expenses	2,722	0	2,722
	13,542	7,493	13,542
Elected Member 9			
Meeting attendance fees	8,320	0	8,320
Annual allowance for ICT expenses	2,500	0	2,500
Travel and accommodation expenses	2,722	0	2,722
	13,542	0	13,542
Total Elected Member Remuneration	149,160	120,878	149,160
President's allowance	16,000	16,000	16,000
Deputy President's allowance	4,000	4,000	4,000
Meeting attendance fees	82,160	71,282	82,160
Annual allowance for ICT expenses	22,500	19,231	22,500
Travel and accommodation expenses	24,500	10,365	24,500
	149,160	120,878	149,160

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12. REVENUE AND EXPENDITURE

(a) Revenue and Expenditure Classification

REVENUES

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

All amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. Regulation 54 of the Local Government (*Financial Management*) Regulations 1996 identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water.

INTEREST REVENUE

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Gain on the disposal of assets including gains on the disposal of long-term investments.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expenses raised on all classes of assets.

FINANCE COSTS

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

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12. REVENUE AND EXPENDITURE

(b) Revenue Recognition

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of Revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full on purchase or on 14 days credit	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aquatic Centre kiosk and history book stock	Single point in time	Payment in full on purchase	None	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods

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13. PROGRAM INFORMATION

Key Terms and Definitions - Reporting Programs

In order to discharge its responsibilities to the community, Council 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.

OBJECTIVE

ACTIVITIES

Governance

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

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

To collect revenue to allow for the provision of services

Rates, general purpose government grants and interest revenue.

Law, order, public safety

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

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

Health

To provide an operational framework for environmental and community health

Inspection of food outlets and their control, noise control and waste disposal compliance. Support of primary health provision.

Education and welfare

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

Maintenance of playgroup centre and Wangaree Community Centre. Provision and maintenance of youth services.

Housing

To provide and maintain staff and other housing

Provision and maintenance of staff, community, and other housing.

Community amenities

To provide services required by the community

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

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

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

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

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

To help promote the shire and its economic wellbeing

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes.

Other property and services

To monitor and control Shire's overheads operating accounts

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

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14. FEES AND CHARGES

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
By Program:			
General purpose funding	16,500	14,560	3,500
Law, order, public safety	67,835	68,610	59,260
Health	59,000	61,367	51,000
Education and welfare	5,500	4,951	7,500
Housing	137,406	124,207	124,150
Community amenities	2,254,317	2,034,491	1,976,286
Recreation and culture	115,708	103,779	115,500
Transport	128,000	110,962	98,000
Economic services	1,962,064	1,846,471	1,728,715
Other property and services	44,000	44,620	32,000
	4,790,330	4,414,018	4,195,911

The subsequent pages detail the fees and charges proposed to be imposed by the local government.



FEES & CHARGES

2024/25



Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	Comments	GST
Administration				
Account Enquiries	Change of Ownership Rates Only (per single enquiry)	\$62.50		<input type="checkbox"/>
	Rates with Orders & Requisitions (per single enquiry)	\$125.00		<input type="checkbox"/>
Instalment Charges	Adhoc Rates payment arrangements Administration Charge	\$16.50		<input type="checkbox"/>
	Two Rate Instalments Administration Charge	\$6.50		<input type="checkbox"/>
	Four Rate Instalments Administration Charge	\$16.50		<input type="checkbox"/>
	Payment in lieu of Rates	As per Lease Agreement		<input type="checkbox"/>
	At Counter - per copy of rate assessment (when ordering more than one)	\$16.50		<input checked="" type="checkbox"/>
Notice of Discontinuance	Notice of Discontinuance (Application to have Court Case discontinued) if eligible	Recovery of Court Costs		<input type="checkbox"/>
Freedom of Information	Application for access to non-personal information	\$30.00	FOI Act	<input type="checkbox"/>
Council Minutes	At Counter - per copy	\$12.10		<input checked="" type="checkbox"/>
	Posted - per copy	\$27.80		<input checked="" type="checkbox"/>
Administration Support	Document search fee - per hour	\$65.00		<input type="checkbox"/>
	Shire staff administration support - per hour	\$55.00		<input type="checkbox"/>
Cemetery Charges	Interment, exhumation, reinterment after exhumation	\$1,500.00		<input checked="" type="checkbox"/>
	Interment of oversize casket/coffin (additional charge)	\$400.00		<input checked="" type="checkbox"/>
	Issue of a grant of Exclusive Right of Burial - 25 yrs.	\$150.00		<input checked="" type="checkbox"/>
	Renewal of a grant of Exclusive Right of Burial - 25 yrs.	\$150.00		<input checked="" type="checkbox"/>
	Transfer of a grant of Exclusive Right of Burial - 25 yrs.	\$50.00		<input checked="" type="checkbox"/>
	Permission to erect or alter headstone or monument	\$150.00	Now includes permission to alter (see below)	<input checked="" type="checkbox"/>



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	Comments	GST
Administration (continued)				
Cemetery Charges (continued)	Interment on weekend or public holiday, or outside normal working hours (additional charge)	\$300.00		<input checked="" type="checkbox"/>
	For removal of headstone/concrete works	\$150.00		<input checked="" type="checkbox"/>
	For interment of ashes (in ground or niche wall)	\$100.00		<input checked="" type="checkbox"/>
	Issue of a grant of Exclusive Right of Interment – Ashes - Niche Wall 25 yrs.	\$150.00		<input checked="" type="checkbox"/>
	Renewal of a grant of Exclusive Right of Interment – Ashes - Niche Wall 25 yrs.	\$150.00		<input checked="" type="checkbox"/>
	Transfer of a grant of Exclusive Right of Interment – Ashes - Niche Wall 25 yrs.	\$50.00		<input checked="" type="checkbox"/>
	Purchase of Niche Wall Plaque engraved	Cost plus \$100 (installation and administration costs)		<input checked="" type="checkbox"/>
	Funeral Directors' Single Permit	\$150.00		<input type="checkbox"/>
	Funeral Directors' Annual Licence	\$300.00		<input type="checkbox"/>
	Monumental Masons' Single Licence	\$120.00		<input type="checkbox"/>
Monumental Masons' Annual Licence	\$250.00		<input type="checkbox"/>	
Memorials	Purchase of Plaque (engraved) or other Memorial and installation costs	Cost plus \$100 (installation and administration costs)		<input checked="" type="checkbox"/>
History Books	Gingin History	\$12.50		<input checked="" type="checkbox"/>
	Brush with Nature (soft)	\$12.50		<input checked="" type="checkbox"/>
	Brush with Nature (hard)	\$18.50		<input checked="" type="checkbox"/>
	The Old North Road	\$22.50		<input checked="" type="checkbox"/>
	Neergabby	\$18.50		<input checked="" type="checkbox"/>
	Secret No Longer	\$20.00		<input checked="" type="checkbox"/>
	Cowalla and its Buildings	\$15.50		<input checked="" type="checkbox"/>



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	Comments	GST
Administration (continued)				
Restricted Access Vehicle Permit	Permit for Restricted Access Vehicles to travel on Shire roads not within the Agricultural Lime Route (per vehicle)	\$200.00		<input type="checkbox"/>
Exploration Drilling on Shire Roads and Reserves	License fee for 1 to 5 holes	\$200.00		<input type="checkbox"/>
	License fee for 6 to 10 holes	\$300.00		<input type="checkbox"/>
	License fee for 11 to 30 holes	\$600.00		<input type="checkbox"/>
	License fee for 31 to 100 holes	\$1,100.00		<input type="checkbox"/>
	License fee for 101 holes and over	\$1,500.00		<input type="checkbox"/>
	Bond for 1 to 5 holes	\$200.00		<input type="checkbox"/>
	Bond for 6 to 10 holes	\$300.00		<input type="checkbox"/>
	Bond for 11 to 30 holes	\$600.00		<input type="checkbox"/>
	Bond for 31 to 100 holes	\$1,100.00		<input type="checkbox"/>
	Bond for 101 holes and over	\$1,500.00		<input type="checkbox"/>
Standpipe Bore Water	Per 1,000 litre or part thereof (Refer Exec. Manager Operations for approval)	\$12.50		<input type="checkbox"/>
Community Bus Hire	Per kilometre charge - Residents/Ratepayers (mileage only charged from the townsite/rural residential subdivision closest to point of origin and return)	\$2.00		<input checked="" type="checkbox"/>
	Discounts - Aged Pensioner Groups and Lancelin RSL 50% (Per kilometre charge - mileage only charged from the townsite/rural residential subdivision closest to point of origin and return)	\$1.00		<input checked="" type="checkbox"/>
	Bond (Refundable)	\$500.00		<input type="checkbox"/>
	Cleaning Surcharge	\$50 per hour		<input type="checkbox"/>
Events Trailer	Bond	\$200.00		<input type="checkbox"/>
Trading in Public Places Stallholders Events Only	Uninsured Stallholders Insurance	\$12 a day		<input type="checkbox"/>
Guilderton Holiday Park	High Season Site Fees (Powered) Per Day - Two Persons	\$57.00		<input checked="" type="checkbox"/>
	High Season Site Fees Late Sep to Early May (Powered) Per Day - Extra Person	\$12.00		<input checked="" type="checkbox"/>
	High Season Site Fees Late Sep to Early May (Unpowered) Per Day - Two Persons	\$35.00		<input checked="" type="checkbox"/>



Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	Comments	GST	
Administration (continued)					
Guilderton Holiday Park (continued)	High Season Site Fees Late Sep to Early May (Unpowered) Per Day – Extra Person	\$12.00		<input checked="" type="checkbox"/>	
	Low Season Site Fees Early May to Late Sep - Except June long weekend (Powered) Per Day – Two Persons	\$42.00		<input checked="" type="checkbox"/>	
	Low Season Site Fees Early May to Late Sep - Except June long weekend (Powered) Per Day – Extra Person	\$12.00		<input checked="" type="checkbox"/>	
	Low Season Site Fees Early May to Late Sep - Except June long weekend (Unpowered) Per Day – Two Persons	\$33.00		<input checked="" type="checkbox"/>	
	Low Season Site Fees Early May to Late Sep - Except June long weekend (Unpowered) Per Day – Extra Person	\$12.00		<input checked="" type="checkbox"/>	
	Chalets Daily – Up to Two Persons - High Season Late Sep to Early May	\$203.00		<input checked="" type="checkbox"/>	
	Chalets Daily – Up to Two Persons - Low Season Early May to Late Sep - Except June long weekend	\$168.00		<input checked="" type="checkbox"/>	
	Chalets Daily - Extra Person	\$23.00		<input checked="" type="checkbox"/>	
	Glamping Tent (minimum two nights) - High Season Late Sep to Early May	\$218.00		<input checked="" type="checkbox"/>	
	Glamping Tent (minimum two nights) - Low Season Early May to Late Sep - Except June long weekend	\$161.00		<input checked="" type="checkbox"/>	
	Additional Low Season Discounts				
	Stay for 2 nights and get the 3rd night free (Powered Sites) - 3 Nights Two People	\$83.00		<input checked="" type="checkbox"/>	
	Stay for 2 nights and get the 3rd night free (Unpowered Sites) - 3 Nights Two People	\$67.00		<input checked="" type="checkbox"/>	
	Stay for 2 nights and get the 3rd night free (Chalets) - 3 Nights Two People	\$333.00		<input checked="" type="checkbox"/>	
	Children under 3 free	\$0.00		<input type="checkbox"/>	
	Late Check Out - Chalets	\$23.00		<input checked="" type="checkbox"/>	
	Late Check Out - Campsites	\$10.00		<input checked="" type="checkbox"/>	
	Cancellation Fees				
	7 to 30 days' notice	One night charged partial refund			<input type="checkbox"/>
	Less than 7 days' notice	Full booking charged no refund			<input type="checkbox"/>
Online Booking Fee	\$2.50			<input type="checkbox"/>	



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25			GST
Administration (continued)					
		Local Community Other 2024/25 (75%)	Local Community Groups & Not for Profit 2024/25	Commercial / Non- Ratepayer / Non- Resident 2024/25	Comments
Granville Civic Centre	Weekday Hire				
	Main Hall including stage - per hour	\$26.00	\$0.00	\$34.50	<input checked="" type="checkbox"/>
	Main Hall including stage - maximum charge (6 hours or more use)	\$129.00	\$0.00	\$171.50	<input checked="" type="checkbox"/>
	Meeting Room - per hour (includes basic kitchen use, e.g. urn/fridge)	\$13.50	\$0.00	\$17.50	<input checked="" type="checkbox"/>
	Meeting Room - maximum charge (6 hours or more use) (includes basic kitchen use, e.g. urn/fridge)	\$67.50	\$0.00	\$90.00	<input checked="" type="checkbox"/>
	Kitchen full use - per hour (commercial/catering use includes oven/cool room etc.)	\$16.50	\$0.00	\$22.00	<input checked="" type="checkbox"/>
	Kitchen full use - full day (commercial/catering use includes oven/cool room etc.)	\$82.00	\$0.00	\$109.50	<input checked="" type="checkbox"/>
	Whole Area - per hour	\$48.00	\$0.00	\$63.50	<input checked="" type="checkbox"/>
	Whole Area - maximum charge (6 hours or more use)	\$237.00	\$0.00	\$317.00	<input checked="" type="checkbox"/>
	Weekend Hire				
	Main Hall including stage - per hour	\$31.00	\$0.00	\$41.50	<input checked="" type="checkbox"/>
	Main Hall including stage - maximum charge (6 hours or more use)	\$155.00	\$0.00	\$207.00	<input checked="" type="checkbox"/>
	Meeting Room - per hour [includes basic kitchen use, e.g. urn/fridge]	\$16.50	\$0.00	\$22.00	<input checked="" type="checkbox"/>
	Meeting Room - maximum charge (6 hours or more use) [includes basic kitchen use, e.g. urn/fridge]	\$81.00	\$0.00	\$108.00	<input checked="" type="checkbox"/>



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25			GST
Administration (continued)					
		Local Community Other 2024/25 (75%)	Local Community Groups & Not for Profit 2024/25	Commercial / Non-Ratepayer / Non-Resident 2024/25	Comments
Granville Civic Centre (continued)	Kitchen full use - per hour (commercial/catering use includes oven/cool room etc.)	\$13.50	\$0.00	\$17.50	<input checked="" type="checkbox"/>
	Kitchen full use - full day (commercial/catering use includes oven/cool room etc.)	\$67.50	\$0.00	\$90.50	<input checked="" type="checkbox"/>
	Whole Area - per hour	\$57.00	\$0.00	\$76.00	<input checked="" type="checkbox"/>
	Whole Area - maximum charge (6 hours or more use)	\$285.00	\$0.00	\$380.00	<input checked="" type="checkbox"/>
Community Centre Facilities	Hire Fees				
	Hall Only - per hour	\$19.00	\$18.00	\$25.00	<input checked="" type="checkbox"/>
	Hall Only - maximum charge (6 hours or more use)	\$88.50	\$85.00	\$117.50	<input checked="" type="checkbox"/>
	Meeting Room - per hour [includes basic kitchen use, e.g. urn/fridge]	\$13.50	\$13.00	\$17.50	<input checked="" type="checkbox"/>
	Meeting Room - maximum charge (6 hours or more use) [includes basic kitchen use, e.g. urn/fridge]	\$49.00	\$47.00	\$65.50	<input checked="" type="checkbox"/>
	Kitchen Full Use - per hour [commercial/catering use includes oven/cool room etc.]	\$45.50	\$44.00	\$60.00	<input checked="" type="checkbox"/>
	Kitchen Full Use - full day [commercial/catering use includes oven/cool room etc.]	\$83.00	\$80.00	\$111.00	<input checked="" type="checkbox"/>
	Whole Area - per hour	\$34.50	\$33.00	\$45.50	<input checked="" type="checkbox"/>
Whole Area - maximum charge (6 hours or more use)	\$178.00	\$171.00	\$237.00	<input checked="" type="checkbox"/>	
Lancelin Hall (excluding playgroup area)	Weekday Hire				
	Main Hall - including stage - per hour	\$26.00	\$0.00	\$34.50	<input checked="" type="checkbox"/>



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25			GST	
Administration (continued)						
Lancelin Hall (excluding playgroup area) (continued)		Local Community Other 2024/25 (75%)	Local Community Groups & Not for Profit 2024/25	Commercial / Non-Ratepayer / Non-Resident 2024/25	Comments	
	Main Hall including stage - maximum charge (6 hours or more use)	\$98.00	\$0.00	\$130.00		<input checked="" type="checkbox"/>
	Hall Only - per hour (includes basic kitchen use e.g. urn/fridge)	\$18.50	\$0.00	\$25.00		<input checked="" type="checkbox"/>
	Hall Only - maximum charge (6 hours or more use) [includes basic kitchen use e.g. urn/fridge]	\$90.50	\$0.00	\$120.50		<input checked="" type="checkbox"/>
	Weekend Hire					
	Main Hall - including stage - per hour	\$31.00	\$0.00	\$40.50		<input checked="" type="checkbox"/>
	Main Hall including stage - maximum charge (6 hours or more use)	\$122.00	\$0.00	\$161.50		<input checked="" type="checkbox"/>
	Hall Only - per hour (includes basic kitchen use e.g. urn/fridge)	\$20.00	\$0.00	\$26.00		<input checked="" type="checkbox"/>
	Hall Only - maximum charge (6 hours or more use) [includes basic kitchen use e.g. urn/fridge]	\$89.50	\$0.00	\$120.50		<input checked="" type="checkbox"/>
	Recreation Public Open Space & Beach Reserves	Minor Event / Filming Permit - with up to 100 Attendees (fee charged per day)	\$93.50	\$0.00	\$125.00	
Medium Event / Filming Permit - with 100 to 249 Attendees (fee charged per day or less)		\$187.00	\$0.00	\$249.50		<input checked="" type="checkbox"/>
Major Event / Filming Permit - with over 250 Attendees (fee charged per day or less)		\$281.00	\$0.00	\$374.50		<input checked="" type="checkbox"/>
Gingin Sound Shell	Music/Stage Events					
	Minor Event - up to 250 Attendees (including power) per hour	\$23.00	\$0.00	\$31.00		<input checked="" type="checkbox"/>
	Major Event - over 250 Attendees (including power) per hour	\$45.50	\$0.00	\$61.50		<input checked="" type="checkbox"/>



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25			GST
Administration (continued)					
Administration		Local Community Other 2024/25 (75%)	Local Community Groups & Not for Profit 2024/25	Commercial / Non-Ratepayer / Non-Resident 2024/25	Comments
	Event Cancellation Fee - bookings cancelled less than five business days prior to event commencement will incur a 50% of booking fee cancellation charge, bookings cancelled 48 hours or less prior to commencement of booking will incur a 100% cancellation charge				<input checked="" type="checkbox"/>
	Late Booking Fee - booking requests received less than 10 business days prior to event commencement	\$82.00	\$0.00	\$164.50	New, funerals excluded <input checked="" type="checkbox"/>
Flavours of Gingin	Flavours of Gingin Long Table Dinner Tickets	\$145.50	\$140.50	\$145.50	New - Long Table Dinner Ticket <input type="checkbox"/>
*Note:	Community and Charitable Organisations may be exempt from payment of the Event Coordination/Administration/Hire Fees				
		Community Rate 2024/25 (75%)	Commercial / Non-Ratepayer / Non-Resident 2024/25	Comments	
Key Bond	Per key	\$50.00	\$50.00	High risk events only	<input type="checkbox"/>
Additional / Replacement Keys	Per key	\$47.50	\$50.00		<input type="checkbox"/>
Bonds – Facilities and Open Space Events	Bond (Refundable) – Medium Damage Risk	\$0.00	\$0.00		<input type="checkbox"/>
	Bond (Refundable) - Medium Damage Risk	\$0.00	\$0.00		<input type="checkbox"/>
	Bond (Refundable) - High Damage Risk	\$395.00	\$500.00		<input type="checkbox"/>
	Bond (Refundable) - Long Term	\$0.00	\$0.00		<input type="checkbox"/>
Commercial Activities – Reserves / Other	Commercial use of Reserves where fee is charged by Instructor (requires copy of Public Liability Certificate of Insurance)/Other Uses PER DAY	\$0.00	\$13.50	New	<input checked="" type="checkbox"/>
	Commercial use of Reserves where fee is charged by Instructor (requires copy of Public Liability Certificate of Insurance)/Other Uses PER MONTH	\$0.00	\$70.50	New	<input checked="" type="checkbox"/>



Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	Comments	GST
Plant Hire / Private Works (wet hire only)				
Grader	Grader per hour	\$325.00	Wages based on Final Trim Operator	<input checked="" type="checkbox"/>
Loader	Front End Loader per hour GG016, GG026 & GG006	\$300.00	Wages based on average of road construction and road maintenance staff	<input checked="" type="checkbox"/>
Truck	Semi Side Tipper per hour GG028, GG045, GG089 & Trailer - (23 Tonne)	\$280.00	Wages based on average of road construction and road maintenance staff	<input checked="" type="checkbox"/>
	8-wheeler Truck/Trailer per hour GG088 (24 Tonne)	\$260.00	Wages based on average of road construction and road maintenance staff	<input checked="" type="checkbox"/>
	Prime Mover & Low Loader per hour	\$280.00	Wages based on average of road construction and road maintenance staff	<input checked="" type="checkbox"/>
	Water Truck GG033 (plus cost of water) per hour	\$280.00	Wages based on average of road construction and road maintenance staff	<input checked="" type="checkbox"/>
	Truck per hour GG048, GG060 (4 Tonne)	\$290.00	Wages based on average of road construction and road maintenance staff	<input checked="" type="checkbox"/>
Backhoe / Loader	(Bucket – 0.5m3) per hour GG011	\$280.00	Wages based on average of road construction and road maintenance staff	<input checked="" type="checkbox"/>
Tractor & Implement	Per hour GG012, GG019	\$280.00	Wages based on average of road construction and road maintenance staff	<input checked="" type="checkbox"/>
Roller	Vibrating Drum Roller per hour GG079 & Multi Tyred Roller GG029	\$260.00	Wages based on average of road construction and road maintenance staff	<input checked="" type="checkbox"/>



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	Comments	GST
Plant Hire / Private Works (wet hire only) (Continued)				
Utility	Utility 4 x 4 per hour	\$165.00	Wages based on average of road construction and road maintenance staff	☒
Overtime	Add per hour for time and half	\$45.50	Wages based on average of road construction and road maintenance staff	☒
	Add per hour for double time	\$91.00	Wages based on average of road construction and road maintenance staff	☒
Wages Only	Ordinary Hours - per hour	\$91.00	Wages based on average of road construction and road maintenance staff	☒
	Overtime - time and half per hour	\$136.50	Wages based on average of road construction and road maintenance staff	☒
	Overtime - double time per hour	\$182.00	Wages based on average of road construction and road maintenance staff	☒
Other	All other Private Works	Cost + 20%	Wages based on average of road construction and road maintenance staff	☒
	Installation of 150mm Finger Board Signs (excluding sign)	\$210.00	Wages based on average of road construction and road maintenance staff	☒
	Directional Signs Labour - Installation/Travel	Calculated	Act / Reg	☒
	No Spray Signs - Supply and Installation	\$65.00		☒



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST	
Health						
Wastewater Systems (Onsite Disposal Systems)			Determined by Act/Reg	Applications and permits for wastewater systems. Fees prescribed in the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974		
	Administration Fee	Act/Reg	\$118.00	Statutory Fee	Exempt	
	Issuing of a permit to use an apparatus (i.e. inspection fee)	Act/Reg	\$118.00	Statutory Fee	Exempt	
	Onsite Effluent Disposal Report to Dept of Health fee - per hour or part thereof	Act/Reg	\$208.00	Statutory Fee	Exempt	
	Reinspection of non-complying installation - per hour	Act/Reg	\$118.00	Statutory Fee	Exempt	
	Reinspection fees - Non-compliance with health notice works orders - per hour	Act/Reg	\$118.00	Statutory Fee	Exempt	
Liquor Control and Gaming			Determined by Act/Reg	Liquor Control Act 1988 & Local Government Act 1995		
		Issuing of Section 39 Certificate for a Liquor Licence - Non-Profit Organisation	Act/Reg	\$0.00	Statutory Fee	Exempt
		Issuing of Section 39 Certificate for a Liquor Licence - Commercial premises desk top health risk assessment	Act/Reg	\$187.50	Statutory Fee	Exempt
		Issuing of Section 39 Certificate for a Liquor Licence - Commercial premises desk top health risk assessment	Act/Reg	\$187.50	Statutory Fee	Exempt
		Issuing of Section 39 Certificate for a Liquor Licence - Commercial premises on site health risk assessment	Act/Reg	\$260.00	Statutory Fee	Exempt



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Health (continued)					
Temporary Accommodation				Caravan Parks and Camping Grounds Regulations 1997, Regulation 11 (2) (a), (b) and (c) & Shire of Gingin 8.8 Temporary Accommodation Policy	
	Assessment of initial application	Act/Reg	\$156.00	No	Exempt
	Temporary Accommodation where a person or persons residing in a Caravan, with approved basic health facilities included in or adjacent to the caravan, with a current issued Building Licence for a proposed permanent dwelling on the property. 12-month initial period	Act/Reg	\$177.00	No	Exempt
	Extension to an approved Temporary Accommodation where a person or persons residing in a Caravan, with approved basic health facilities included in or adjacent to the caravan, with a current issued Building Licence for a proposed permanent dwelling on the property. Additional 6-month period , [Please note the extension shall not extend beyond a total of 18 months, which includes the additional 12-month approval. No further extensions, once this additional 6-month extension period expires]	Act/Reg	\$156.00	No	Exempt
	Plus, inspection fee for the 6-month extension	Act/Reg	\$177.00	No	Exempt
Caravan Parks			Determined by Act/Reg	Fees as prescribed in the Caravan Parks and Camping Grounds Regulations 1997	
	Application for temporary caravan and camping accommodation at approved events, other than private property and licensed caravan parks and designated camping sites.	Act/Reg	\$260.00	Statutory Fee. [Please Note: Application fee for one month or any period less than one month and includes one off or annual events approved by the Environmental Health Services, (per event)]	Exempt



Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	GST	
Health (continued)				
Caravan Parks (continued)		Determined by Act/Reg	Fees as prescribed in the Caravan Parks and Camping Grounds Regulations 1997	
	Application for Grant or Renewal of Licence	Act/Reg	Regulation 45 - Fee for an application for the grant or renewal of a licence is:	Statutory Fee Exempt
			a. \$200.00 OR	Statutory Fee Exempt
			b. The amount calculated by multiplying the relevant amount set out below, by the maximum number of sites (including any sites that may be used in an overflow area) of the particular type specified in the applications, whichever is the greater:	Statutory Fee Exempt
			Long Stay Sites \$6.00 per site	Statutory Fee Exempt
			Short Stay Sites and Sites in Transit Parks \$6.00 per site	Statutory Fee Exempt
			Campsite \$3.00 per site	Statutory Fee Exempt
			Overflow Site \$1.50 per site	Statutory Fee Exempt
		Act/Reg	Regulation 53, Additional fee for renewal after expiry penalty \$20.00	
Act/Reg	Regulation 54, Temporary license prorated amount of the fee payable under item 1 for the period of time for which the licence is to be in force with a minimum of \$101.00	Statutory Fee Exempt		
Food Premises		Determined by Act/Reg	Fees as prescribed under the Food Act 2008 & Food Regulations 2009	
	Food Act Application Fee	Act/Reg	\$177.00 Statutory Fee Exempt	
	Food Act Notification Fee for Food Premises Modifications	Act/Reg	\$177.00 Statutory Fee Exempt	



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST	
Health (continued)						
Food Premises (continued)			Determined by Act/Reg	Fees as prescribed under the Food Act 2008 & Food Regulations 2009		
	Food Act Inspection Upon Request	Act/Reg	\$177.00	Statutory Fee	Exempt	
	Annual (or part thereof) Surveillance Fee - Low Risk (Exempt) Classification	Act/Reg	\$52.00	Statutory Fee	Exempt	
	Annual (or part thereof) Surveillance Fee - Low Risk Classification	Act/Reg	\$208.00	Statutory Fee	Exempt	
	Annual (or part thereof) Surveillance Fee - Medium Risk Classification	Act/Reg	\$603.50	Statutory Fee	Exempt	
	Annual (or part thereof) Surveillance Fee - High Risk Classification	Act/Reg	\$624.00	Statutory Fee	Exempt	
	Annual (or part thereof) Surveillance Fee - High Risk Classification with a verified Food Safety Program and Regulatory Food Safety Audits by a Department of Health approved Auditor	Act/Reg	\$884.00	Statutory Fee	Exempt	
	Annual (or part thereof) Surveillance Fee - High Risk with a verified Food Safety Program and Regulatory Food Safety Audits by the Department of Health approved Auditor, plus additional classifications	Act/Reg	\$884.00	Statutory Fee	Exempt	
	<i>In some circumstances Not for Profit or Charitable Organisations can apply to the Shire CEO for exemption from payment of food premises fees but are still required to be registered and inspected.</i>					
	Improvement Order - per additional inspection to monitor compliance	Act/Reg	\$156.00	Statutory Fee	Exempt	
	Prohibition Order - per additional inspection to monitor compliance	Act/Reg	\$260.00	Statutory Fee	Exempt	
Administration Processing Fee - overdue certifications	Act/Reg	\$83.50	Statutory Fee	Exempt		



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Health (continued)					
Skin Penetration Premises			Determined by Act / reg	Health (Miscellaneous Provisions) Act 1911	
	Notification of new establishment & Initial Approvals	Act/Reg	\$187.50	Statutory Fee	Exempt
	Annual Surveillance Fee	Act/Reg	\$187.50	Statutory Fee	Exempt
Hairdressing Premises (including mobile hairdressing)			Determined by Act / reg	Health (Miscellaneous Provisions) Act 1911	
	Notification of new establishment & Initial Approvals	Act/Reg	\$187.50	Statutory Fee	Exempt
	Annual surveillance	Act/Reg	\$187.50	Statutory Fee	Exempt
Public Buildings			Determined by Act / reg	Health (Miscellaneous Provisions) Act 1911 & Public Buildings Regulations 1992	
	Application and assessment of new premises	Act/Reg	\$541.00	Statutory Fee	Exempt
	Public Building Inspection for approval certification, transfer & variation of use of the Public Building	Act/Reg	\$166.50	Statutory Fee	Exempt
	Public Building Low Risk classification Annual Fee	Act/Reg	\$260.00	Statutory Fee	Exempt
	Public Building Medium Risk classification Annual Fee	Act/Reg	\$520.00	Statutory Fee	Exempt
	Public Building High Risk classification Annual Fee	Act/Reg	\$832.00	Statutory Fee	Exempt
Events			Determined by Act / reg	Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911	
	Application and assessment for an event Low Risk classification	Act/Reg	\$260.00	Statutory Fee	Exempt
	Application and assessment for an event Medium Risk classification	Act/Reg	\$832.00	Statutory Fee	Exempt
	Application and assessment for an event High Risk classification	Act/Reg	\$3,120.00	Statutory Fee	Exempt
	Pyrotechnics and Firework Permits	Act/Reg	\$520.00	Statutory Fee	Exempt



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Health (continued)					
Events (continued)	Public Building Low Risk classification Annual Fee	Act/Reg	\$260.00	Statutory Fee	Exempt
	Public Building Medium Risk classification Annual Fee	Act/Reg	\$520.00	Statutory Fee	Exempt
	Public Building High Risk classification Annual Fee	Act/Reg	\$832.00	Statutory Fee	Exempt
			Determined by Act / reg	Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911	
	Application and assessment for an event Low Risk classification	Act/Reg	\$260.00	Statutory Fee	Exempt
	Application and assessment for an event Medium Risk classification	Act/Reg	\$832.00	Statutory Fee	Exempt
	Application and assessment for an event High Risk classification	Act/Reg	\$3,120.00	Statutory Fee	Exempt
	Pyrotechnics and Firework Permits	Act/Reg	\$520.00	Statutory Fee	Exempt
Lodging Houses			Determined by Act / reg	Health (Miscellaneous Provisions) Act 1911	
	Registration Fee	Act/Reg	\$198.00	Statutory Fee	Exempt
Morgue			Determined by Act / reg	Health (Miscellaneous Provisions) Act 1911	
	Application Fee	Act/Reg	\$166.50	Statutory Fee	Exempt
	Annual inspection fee	Act/Reg	\$166.50	Statutory Fee	Exempt
Environmental Health Service Provision				Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911	
	Inspection / Consultation / Monitoring Upon Request (per hour)	Act/Reg	\$156.00	Statutory Fee	Exempt



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Health (continued)					
Bee Keeping			Determined by Act / reg		
	Application to Keep Bees - Townsites and Rural Living Areas only	Act/Reg	\$177.00	Statutory Fee	Exempt
	Commercial Apiarists - Annual license to access land managed by Local Government Authority per site	Act/Reg	\$125.00	Statutory Fee	Exempt
Aquatic Facilities			Determined by Act / reg	Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911	
	Water sampling and testing 12 months of samples annual fee	Act/Reg	\$728.00	Statutory Fee	Exempt
	Water sampling and testing 6 months of samples seasonal fee	Act/Reg	\$364.00	Statutory Fee	Exempt
Environmental Protection - Noise			Determined by Act / reg	Environmental Protection Act 1986	
	Fees as prescribed in the Environmental Protection (Noise) Regulations 1997	Act/Reg	Determined by Act/Reg	Statutory Fee	Exempt
Aerobic Treatment Units			Determined by Act / reg	Government Sewerage Policy 2019	
	Domestic Premises ATU - Annual charge	Act/Reg	\$50.00	Statutory Fee	Exempt
	Commercial Premises ATU - Annual charge	Act/Reg	\$100.00	Statutory Fee	Exempt
*Note:	The above fees may be subject to amendments from time to time as approved by legislation. If amended, the new gazetted fees will apply.				



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Building					
Building Permit	Class 1 & 10 - Uncertified Application - Fee is 0.32% of the estimated value of the building work Inc. GST, but not less than \$110.00 (s.16(1))	Act/Reg	0.32% of the estimated value, but not less than \$110.00		Exempt
	Class 1 and 10 - Certified Application - Fee is 0.19% of the estimated value of the building work Inc. GST, but not less than \$110.00 (s.16(1))	Act/Reg	0.19% of the estimated value, but not less than \$110.00		Exempt
	Class 2-9 - Certified Application Fee is 0.09% of the estimated value of the building work Inc. GST, but not less than \$110.00 (s.16(1))	Act/Reg	0.09% of the estimated value, but not less than \$110.00		Exempt
Demolition Permit	Class 1 and 10 (s.16(1))	Act/Reg	\$110.00		Exempt
	Class 2-9 Per Storey (s.16(1))	Act/Reg	\$110.00 per storey		Exempt
Occupancy Permit	Application for a completed building (s.46) - per application	Act/Reg	\$110.00		Exempt
	Application for temporary occupancy permit for an incomplete building (s.47) - per application	Act/Reg	\$110.00		Exempt
	Application for modification of an occupancy permit for additional use of building on a temporary basis (s.48) - per application	Act/Reg	\$110.00		Exempt
	Application for a replacement occupancy permit for a permanent change of building's use, classification (s.49) - per application	Act/Reg	\$110.00		Exempt
	Application for an occupancy permit for a building in respect of which unauthorised work has been done (s.51(2)) - per application	Act/Reg	0.18% of estimated value, but not less than \$110.00		Exempt
	Application to replace an occupancy permit for an existing building (s.52(1)) - per application	Act/Reg	\$110.00		Exempt
	Application to extend the time during which an occupancy permit has effect (s.65(3)(a)) - per application	Act/Reg	\$110.00		Exempt
Retrospective Building Approval Certificates	Application Fee - per structure - application for a building approval certificate for a building in respect of which unauthorised work has been done (s.51(3)) 0.38% of the estimated value of unauthorised work, but not less than \$110.00.	Act/Reg	0.38% of the estimated current value of the unauthorised work, but not less than \$110.00		Exempt
	Application for a building approval certificate for an existing building where unauthorised work has not been done (s.52(2))	Act/Reg	\$110.00		Exempt
	Application to extend the time during which a building approval certificate has effect (s.65(3)(a))	Act/Reg	\$110.00		Exempt



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Building (continued)					
Park Homes & Rigid Annexes	Approval Fee is 0.32% of the estimated value of the building work Inc. GST, but not less than \$110.00		0.32% of construction value, but not less than \$110.00		<input checked="" type="checkbox"/>
Construction Training Fund Levy	Construction Training Fund Levy - 0.2% Value of works greater than \$20,000 including GST	Act/Reg	Determined by Act/Reg		Exempt
Building Services Levy	Building Permit - 0.137% of the value of the building work, but not less than \$61.65	Act/Reg	0.137% of the estimated value of building work, but not less than \$61.65		Exempt
	Demolition Permit - 0.137% of the value of the demolition work, but not less than \$61.65	Act/Reg	0.137% of the estimated value of demolition work, but not less than \$61.65		Exempt
	Building Approval Certificate for Unauthorised Building Work under Section 51 - 0.274% but not less than \$123.30	Act/Reg	0.274% of the estimated current value of building work, but not less than \$123.30		Exempt
	Occupancy Permit for Unauthorised Building Work under Section 51 - 0.274% but not less than \$123.30	Act/Reg	0.274% of the estimated current value of building work, but not less than \$123.30		Exempt
	Occupancy Permit for approved work under Section 47, 49, 50 and 52	Act/Reg	\$61.65		Exempt
	Occupancy Permit for approved work under Section 48	Act/Reg	No levy is payable		Exempt
	Occupancy Permit for approved work under Section 46	Act/Reg	No levy is payable		Exempt
	Building Approval Certificate for approved work under Section 47, 49, 50 and 52	Act/Reg	\$61.65		Exempt
Application as defined in Reg 31 – for each Building Standard in respect of which a declaration is sought	Per application	Act/Reg	\$2,160.15		Exempt
Local Government approval of battery powered smoke alarms (Regulation 61)		Act/Reg	\$179.40		Exempt
*Note:	The above fees may be subject to amendments from time to time as approved by legislation. If amended, the new gazetted fees will apply.				



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Building (continued)					
Copying of Plans	Site Plan, Floor Plan or Elevations - A4 or A3 only		\$25.00		<input checked="" type="checkbox"/>
Copy of All Plans on Building File	Copies of all plans on Building File - per file if property has multiple volumes		\$87.00		<input checked="" type="checkbox"/>
Photocopying / Printing Charge for Building Applications	Printing/Photocopying of Plans - per sheet - A4 and A3 (If application submitted electronically or not enough submitted in hard copy)		\$1.00		<input type="checkbox"/>
	Extra charge for A0, A1 & A2 per Sheet		\$8.00		<input type="checkbox"/>
Standard Building Specifications	Per Copy		\$30.00		<input checked="" type="checkbox"/>
Consulting Charge for Building Surveyor	Hourly rate		\$135.00		<input type="checkbox"/>
Footpath Bond	Bond		\$520.00		<input type="checkbox"/>
Swimming Pool Inspection (Reg 53)	Inspection Fee	Act/Reg	\$78.00		<input checked="" type="checkbox"/>
Initial Inspection on new Swimming Pool Safety Barrier 53A(2)	Inspection Fee	Act/Reg	\$312.00		<input checked="" type="checkbox"/>
*Note:	The above fees may be subject to amendments from time to time as approved by legislation. If amended, the new gazetted fees will apply.				



Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	Comments	GST
Waste Management Facilities / Charges				
Waste Management Fee (UV Property Owners)	Per Assessment - Includes Annual Tip Pass	\$188.00	Domestic	<input type="checkbox"/>
Waste Management Fee (GRV Property Owners)	Per Assessment - Includes Annual Tip Pass	\$188.00	Domestic	<input type="checkbox"/>
Waste Management Fee (GRV Property Owners) Commercial	Per Assessment - Includes Annual Tip Pass	\$260.00	Commercial	<input type="checkbox"/>
Rubbish Collection / Sanitary Disposal	Residential or Rural/Residential and Rural (Rural upon application for collection on route of contractor)	\$256.00		<input type="checkbox"/>
	Additional rubbish collection service	\$256.00		<input type="checkbox"/>
	Commercial Premises	\$300.00	Additional service Friday	<input type="checkbox"/>
	Hire of 240 litre bin (per bin) for events only	\$24.00		<input checked="" type="checkbox"/>
	Hire of 1500 litre bin (per bin) for events only	\$188.50		<input checked="" type="checkbox"/>
	Bond per event (refundable should no damage/theft occur)	\$236.50		<input type="checkbox"/>
	Opening of tip outside normal operating hours (per hour)	\$212.50		<input checked="" type="checkbox"/>
Special Disposals (Supervised)	Motor bodies and old machinery - each item	\$100.00		<input type="checkbox"/>
	Handling fee (applicable to any handling/burial of materials at landfill)	\$200.00		<input type="checkbox"/>
	At the discretion of the Site Attendant - special burial per cubic metre	\$271.50		<input type="checkbox"/>
Controlled Waste	Animal carcasses - small domestic animals	\$24.00		<input type="checkbox"/>
	Animal carcasses - large animals (sheep and cattle, etc.)	\$35.50		<input type="checkbox"/>
Special Commercial Items	Car tyre per item - no rims (clean)	\$12.00		<input type="checkbox"/>
	Car Tyre per item - contaminated	\$22.50		<input type="checkbox"/>
	Truck/Small Tractor tyre per item - No rims (clean)	\$34.00		<input type="checkbox"/>



Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	Comments	GST
Waste Management Facilities / Charges (continued)				
Special Commercial Items (continued)	Truck/Small Tractor tyre per item - contaminated	\$42.00		<input type="checkbox"/>
	Caravan Parks - per licensed Caravan/Camping Site plus Chalets	\$3,891.00		<input type="checkbox"/>
	Caravan Parks with 50-100 bays per annum - per licensed Caravan/Camping Site plus Chalets	\$2,594.00		<input type="checkbox"/>
	Caravan Parks less than 50 bays per annum - per licensed Caravan/Camping Site plus Chalets	\$1,297.00		<input type="checkbox"/>
Card Holders				
General Waste	Trailer (up to 8 x 6 - sedan/ute, float or equivalent) - Private Assessments with kerbside service	\$0.00	6 Free Visits on Tip Pass per year	<input type="checkbox"/>
	Trailer (up to 8 x 6 - sedan/ute, float or equivalent) - Private Assessments without kerbside service	\$0.00	26 Free Visits on tip pass per year	<input type="checkbox"/>
	Trailer (larger than 8 x 6 - truck or equivalent per Cubic Metre [min \$30.00])	\$35.50		<input type="checkbox"/>
	Asbestos per cubic metre plus handling fee	\$148.00		<input type="checkbox"/>
Non-Card Holders/Commercial				
General Waste	Minimum charge for entry to site (passenger vehicle - sedan/station wagon)	\$48.00		<input type="checkbox"/>
	Trailer (up to 8 x 6 - sedan/ute, float or equivalent)	\$83.50		<input type="checkbox"/>
	Trailer (larger than 8 x 6 - truck or equivalent per cubic metre or part thereof)	\$64.50		<input type="checkbox"/>
	Asbestos per cubic metre (min \$40.00) or part thereof	\$206.00		<input type="checkbox"/>
Commercial Skip Disposals	Skip Bins per cubic metre or part thereof	\$64.50		<input type="checkbox"/>
Shire Contractor Skip Disposals	Skip Bins per cubic metre or part thereof	\$55.00		<input type="checkbox"/>
Replacement Tip Pass	Per Tip Pass	\$34.00		<input type="checkbox"/>
Replacement New Rubbish Bin	Per replacement rubbish bin	\$110.00		<input type="checkbox"/>
Replacement Second Hand Rubbish Bin	Per replacement rubbish bin	\$60.00		<input type="checkbox"/>
Shire Contractor Disposal Rate	Commercial Waste Tipping Fee per cubic meter	\$62.00		<input type="checkbox"/>



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Law & Order and Public Safety					
Rural Road Numbers	Measuring, Purchase, and Instalment of Rural Road Number		\$88.00		<input checked="" type="checkbox"/>
Replacement Dog Tag	Free of charge	Act/Reg	\$0.00		<input type="checkbox"/>
Dog Registration	Unsterilised 1 year	Dog Act 1976	Determined by Act/Reg		Exempt
	Unsterilised 3 year	Dog Act 1976	Determined by Act/Reg		Exempt
	Sterilised 1 year	Dog Act 1976	Determined by Act/Reg		Exempt
	Sterilised 3 Year Lifetime Dog Registration	Dog Act 1976	Determined by Act/Reg		Exempt
	Working Dog: 25% of above fees (must be a breed recognised as a working dog and must be bona fide used for tending stock)	Dog Act 1976	Determined by Act/Reg		Exempt
	Additional Dog Application fee	Dogs Local Law 2004	\$158.00		Exempt
	Pensioners 50% of above fees	Dog Act 1976	Determined by Act/Reg		Exempt
Replacement Tag	Free of charge		\$0.00		<input type="checkbox"/>
Cat Registration	Sterilised 1 year	Cat Act 2011	Determined by Act/Reg		Exempt
	Sterilised 3 year	Cat Act 2011	Determined by Act/Reg		Exempt
	Lifetime Cat Registration	Cat Act 2011	Determined by Act/Reg		Exempt
	Additional Cat Application fee - Standard	Cats Local Law 2016	\$158.00		Exempt
	Pensioners 50% of above fees	Cat Act 2011	Determined by Act/Reg		Exempt
Boarding/Breeding Kennel/Cattery Establishment	Licence/Permit Application Fee	Local Law	\$178.00		Exempt
	Licence/Permit Issue/Renewal Fee	Local Law	\$178.00		Exempt
	Licence/Permit Transfer Fee	Local Law	\$89.00		Exempt
Ranger Fees – Impounding of Signs	Administration Fee	LGA	\$33.00		Exempt
	Transporting signs back to owners	LGA	\$33.00		Exempt



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Law & Order and Public Safety (continued)					
Ranger Fees – Impounding of Dogs and Cats	Dog and other domesticated animals impounded (per dog)	Dog Act 1976 Cat Act 2011	\$87.00		Exempt
	Dog and other domesticated animals impounded on Sundays and Public Holidays (per dog)	Dog Act 1976 Cat Act 2011	\$131.00		Exempt
	Surrender dog to ranger fee (per dog)		\$137.00		<input type="checkbox"/>
	Transporting dog back to owners (per dog)		\$35.00		<input type="checkbox"/>
Daily Substance Fees for Impounded	Dog and other domesticated animals per animal (per day or part thereof) (per dog)	Local Govt (Miscellaneous Provisions) Act 1960	\$22.00		Exempt
Rangers Fees – Impounding of Stock	Entire horses, mules, asses, camels, bulls, or boars per head if impounded after 6am & before 6pm	Local Govt (Miscellaneous Provisions) Act 1960	\$87.00		Exempt
	Entire horses, mules, asses, camels, bulls, or boars per head if impounded after 6pm & before 6am	Local Govt (Miscellaneous Provisions) Act 1960	\$131.00		Exempt
	Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams, or pigs per head if impounded after 6am & before 6pm	Local Govt (Miscellaneous Provisions) Act 1960	\$88.00		Exempt
	Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams, or pigs per head if impounded after 6pm & before 6pm	Local Govt (Miscellaneous Provisions) Act 1960	\$132.00		Exempt
	Wethers, ewes, lambs, goats, per head if impounded after 6am & before 6pm	Local Govt (Miscellaneous Provisions) Act 1960	\$22.00		Exempt
	Wethers, ewes, lambs, goats, per head if impounded after 6pm & before 6am	Local Govt (Miscellaneous Provisions) Act 1960	\$44.00		Exempt



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Law & Order and Public Safety (continued)					
Poundage Fees for Stock Impounded	Entire horses, mules, asses, camels, bulls, or boars above or apparently above the age of two years, per head (First 24 hours or part)	Local Govt (Miscellaneous Provisions) Act 1960	\$28.00		Exempt
	Entire horses, mules, asses, camels, bulls, or boars above or apparently above the age of two years, per head (Subsequent 24 hours or part)	Local Govt (Miscellaneous Provisions) Act 1960	\$17.00		Exempt
	Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams, or pigs, per head (First 24 hours or part)	Local Govt (Miscellaneous Provisions) Act 1960	\$27.00		Exempt
	Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams, or pigs, per head (Subsequent 24 hours or part)	Local Govt (Miscellaneous Provisions) Act 1960	\$11.00		Exempt
	Wethers, ewes, lambs, goats, per head (first 24 hours or part)	Local Govt (Miscellaneous Provisions) Act 1982	\$10.50		Exempt
	Wethers, ewes, lambs, goats, per head (Subsequent 24 hours or part)	Local Govt (Miscellaneous Provisions) Act 1982	\$5.50		Exempt
Sustenance Charges for Stock Impounded	Entire horses, mules, asses, camels, bulls, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, or calves, per head (For each 24 hours or part)	Local Govt (Miscellaneous Provisions) Act 1982	\$17.00		Exempt
	Pigs of any description, per head (For each 24 hours or part)	Local Govt (Miscellaneous Provisions) Act 1982	\$10.50		Exempt
	Rams, wethers, ewes, lambs or goats, per head (For each 24 hours or part) Act/Reg	Local Govt (Miscellaneous Provisions) Act 1982	\$8.50		Exempt
Ranger Fees - Out of Hours Attendance	Monday to Friday	Local Government Industry Award	Determined by Award		<input type="checkbox"/>
	Saturday	Local Government Industry Award	Determined by Award		<input type="checkbox"/>
	Sunday	Local Government Industry Award	Determined by Award		<input type="checkbox"/>



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Law & Order and Public Safety (continued)					
Fox/Dog/Cat Traps	Refundable Bond - Hire of Fox/Dog/Cat Traps		\$55.00		<input type="checkbox"/>
	Hire Fee - Fox/Dog/Cat Traps for a period		\$33.00		<input type="checkbox"/>
Fencing (Local Govt (Uniform Local Provisions) Regs 1996)	Contravention of Local Law upon conviction	Act/Reg	\$218.00		<input type="checkbox"/>
Noxious Weeds	First offence for non-compliance	Act/Reg	\$22.00		<input type="checkbox"/>
	Subsequent offence/s	Act/Reg	\$55.00		<input checked="" type="checkbox"/>
Abandoned Vehicles	Towing by Shire of Gingin		\$250.00		<input checked="" type="checkbox"/>
	Towing by Private Contractor		Cost + 15%		<input type="checkbox"/>
	Impound of abandoned vehicle		\$88.00		<input checked="" type="checkbox"/>
	Storage fee (per 24 hours or part thereof)		\$22.00		<input type="checkbox"/>
	Administration Fee		\$33.00		<input type="checkbox"/>
Parking Fees	Parking Stations		\$2.00 per hour / Maximum \$10.00 per day		<input type="checkbox"/>
Replacement Parking Permits	Replacement Parking Permits (Rate payers only)		\$33.00		<input type="checkbox"/>
Fines Enforcement Fees	Issuing Final Demand	Act/Reg	Determined by Act/Reg		Exempt
	Preparing Enforcement Certificate	Act/Reg	Determined by Act/Reg		Exempt
	Registration of Infringement Notice	Act/Reg	Determined by Act/Reg		Exempt
	Firebreak Administration Fee - engagement of private firebreak contractors		\$33.00		Exempt



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Law & Order and Public Safety (continued)					
Lancelin Off-road Vehicle Area	Admission Fee - Non-commercial	Control of Vehicles (Off-road Areas) Act Local Law 2020	Determined by Act/Reg		Exempt
	Admission Fee - Commercial	Control of Vehicles (Off-road Areas) Act Local Law 2020	Determined by Act/Reg		Exempt
	Trading Permits (refer to Health - Trading in Public Places Permits [inc. stallholders])	Control of Vehicles (Off-road Areas) Act Local Law 2021	Determined by Act/Reg		Exempt
Itinerant Food Vendor	Application Fee	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$174.00		Exempt
	Annual permit	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$546.00		Exempt
	6 Month Permit	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$347.00		Exempt
	3 Month Permit	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$220.00		Exempt
	1 Month Permit	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$168.00		Exempt
Trading in Public Places Permits	Application Fee (not required for 1-day permits)	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$174.00		Exempt
	Annual Permit – Food Vendors	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$884.00		Exempt
	Annual permit – Non-food Vendors	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$1,092.00		Exempt
	License Fee -Area adjoining applicant's business premises (annually)	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$328.00		Exempt
	6 Month Permit	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$546.00		Exempt
	3 Month Permit	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$360.00		Exempt



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Law & Order and Public Safety (continued)					
Trading in Public Places Permits (continued)	1 Month Permit	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$208.00		Exempt
	1 Week Permit	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$87.20		Exempt
	1 Day Permit	Activities in Thoroughfares and Public Places and Trading Local Law (2004)	\$33.00		Exempt
*Note:	Community and Charitable Organisations are exempt from payment of the fees for Trading in Public Places				
*Note:	The above fees may be subject to amendments from time to time as approved by legislation. If amended, the new gazetted fees will apply				



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	Comments	GST
Gingin Aquatic Centre				
Admission Fees	Adult Swimmers - ages 16 and over	\$5.00		<input checked="" type="checkbox"/>
	Child - 5 to 15 years of age	\$3.00		<input checked="" type="checkbox"/>
	Child Under 5 years of age	\$2.00		<input checked="" type="checkbox"/>
	Concession	\$3.50		<input checked="" type="checkbox"/>
	Family Pass - 2 adults and 3 children	\$15.00		<input checked="" type="checkbox"/>
Annual Membership Fees	Adult Swimmers - ages 16 and over	\$145.00		<input checked="" type="checkbox"/>
	Council Employee Annual Membership	\$73.00		<input checked="" type="checkbox"/>
	Child - 5 to 15 years of age	\$79.00		<input checked="" type="checkbox"/>
	Child Under 5 years of age	\$40.00		<input checked="" type="checkbox"/>
	Concession	\$75.00		<input checked="" type="checkbox"/>
	Family Pass - 2 adults and 3 children	\$370.00		<input checked="" type="checkbox"/>
	Purchase 10 Day Passes, get one Free	\$0.00		<input type="checkbox"/>
Swimming Lessons	Admission all ages	\$2.50		<input checked="" type="checkbox"/>
	Members of the Swimming Pool	\$0.00		<input type="checkbox"/>
	1:1 Private Swim Lesson 30 mins \$45/session	\$45.00		<input checked="" type="checkbox"/>
	1:1 Private Swim Lesson 45 mins \$56/session	\$56.00		<input checked="" type="checkbox"/>
	Swimming Lessons (10 Lessons)	\$170.00		<input checked="" type="checkbox"/>



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	Comments	GST
Gingin Aquatic Centre (continued)				
Swimming Lessons (continued)	Swimming Lessons (5 Lessons)	\$90.00		<input checked="" type="checkbox"/>
	Bronze Medallion full (minimum 6 participants)	\$76.50		<input type="checkbox"/>
	Bronze Medallion - requalification (minimum 6 participants)	\$55.00		<input type="checkbox"/>
	Resuscitation Training	\$55.00		<input type="checkbox"/>
*Note:	These rates only apply where swimming lessons are supervised by qualified persons - School Term & VacSwim			
Functions etc.	Hire of the Swimming Pool for functions, swimming carnivals, and other similar special events outside of opening hours can be arranged at a cost per hour + penalties	POA		<input checked="" type="checkbox"/>
Lane Hire (Hourly Rate)	Commercial use of Pool where fee is charged (requires copy of Public Liability Certificate of Insurance)	\$13.70		<input checked="" type="checkbox"/>
	Community Group - Not for Profit	\$7.00		<input checked="" type="checkbox"/>



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description	2024/25	Comments	GST
Gingin Sale Yards <i>(continued)</i>				
Non-Stud /Registered Stock	Per head (Increase to cover power/water use) (including Cattle, Horses, Goats and other hooved stock)	\$8.10		<input checked="" type="checkbox"/>
Stud / Registered Stock (excluding Bulls)	Per head	\$51.00		<input checked="" type="checkbox"/>
Stud Bulls	Per head	\$75.00		<input checked="" type="checkbox"/>
Removal of Dead Stock	Per head	Cost plus 25%		<input checked="" type="checkbox"/>
Charity Days / Community Use	In accordance with Council Delegation 1.2 (Donations)			<input type="checkbox"/>
Bond	For use of sale yards	\$500.00		<input type="checkbox"/>



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Planning Development Applications					
General	Determination of a Development Application (other than for an Extractive Industry) where the estimated cost of the development is:				
	a) Not more than \$50,000	Act/Reg	\$147.00		<input type="checkbox"/>
	b) More than \$50,000 but not more than \$500,000	Act/Reg	0.32% of the estimated cost of development	Determined by Act/Reg	Exempt
	c) More than \$500,000 but not more than \$2.5 million	Act/Reg	\$1,700 + 0.257% for every \$1.00 in excess of \$500,000	Determined by Act/Reg	Exempt
	d) More than \$2.5 million but not more than \$5 million	Act/Reg	\$7,161 + 0.206% for every \$1.00 in excess of \$2.5 million	Determined by Act/Reg	Exempt
	e) More than \$5 million but not more than \$21.5 million	Act/Reg	\$12,633 + 0.123% for every \$1.00 in excess of \$5.0 million	Determined by Act/Reg	Exempt
	f) More than \$21.5 million	Act/Reg	\$34,196.00	Determined by Act/Reg	Exempt
	Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	Act/Reg	The Development Application fee plus, by way of penalty, twice that fee	Determined by Act/Reg	Exempt
Development Assessment Panel (DAP) Fee	The DAP fee is in addition to any local government development application fee payable under the <i>Planning and Development Regulations 2009</i> (R.(103))				
	Estimated cost of the development:				
	a) Not less than \$2 million and less than \$7 million	Act/Reg	\$5,603.00	Determined by Act/Reg	Exempt
	b) Not less than \$7 million and less than \$10 million	Act/Reg	\$8,650.00	Determined by Act/Reg	Exempt
	c) Not less than \$10 million and less than \$12.5 million	Act/Reg	\$9,411.00	Determined by Act/Reg	Exempt



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Planning Development Applications (continued)					
Development Assessment Panel (DAP) Fee (continued)	d) Not less than \$12.5 million and less than \$15 million	Act/Reg	\$9,680.00	Determined by Act/Reg	Exempt
	e) Not less than \$15 million and less than \$17.5 million	Act/Reg	\$9,948.00	Determined by Act/Reg	Exempt
	f) Not less than \$17.5 million and less than \$20 million	Act/Reg	\$10,218.00	Determined by Act/Reg	Exempt
	g) \$20 million or more	Act/Reg	\$10,486.00	Determined by Act/Reg	Exempt
	An application under r.17	Act/Reg	\$241.00	Determined by Act/Reg	Exempt
	Home occupation	Act/Reg	\$222.00	Determined by Act/Reg	Exempt
	Determination of an initial application for approval of a Home Occupation where the Home Occupation has commenced	Act/Reg	The Home Occupation fee plus, by way of penalty, twice that fee	Determined by Act/Reg	Exempt
Heritage Listed	State or Local Heritage listed buildings or places that would not normally require Planning Consent if not listed	Act/Reg	\$0.00		<input type="checkbox"/>
Change of Use	Determining a change of use or for an alteration or extension or change of a non-conforming use, where the change or the alteration, extension or change has not commenced or been carried out	Act/Reg	\$295.00		<input type="checkbox"/>
*Note:	The above fees may be subject to amendments from time to time as approved by legislation. If amended, the new gazetted fees will apply.				



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Planning					
Change of Use (Retrospective)	Determining a change of use or for an alteration or extension or change of a non-conforming use, where the change or the alteration, extension or change has commenced or been carried out.	Act/Reg	The Change of Use fee, by way of penalty, twice that fee		Exempt
Amending a Development Application	A fee of \$295.00 will be charged for amendments (except where the initial fee was less than \$295.00, in which case the original fee amount will be charged again.) If the development has commenced or been carried out, the fee, plus, by way of penalty, twice that fee.	Act/Reg	\$295.00		Exempt
Strata Applications	Built Strata Form 24 Fee (1-5 allotments)	Act/Reg	\$656.00 plus \$65 per lot		Exempt
	Built Strata Form 24 Fee (6-100 allotments)	Act/Reg	\$981.00 plus \$43.50 per lot		Exempt
	Built Strata Form 24 Fee (in excess of 100 allotments)	Act/Reg	\$5,113.50		Exempt
Subdivision Clearances	a) Not more than 5 lots	Act/Reg	\$73.00 per lot		Exempt
	b) More than five (5) but not more than one hundred and ninety-five (195) lots	Act/Reg	\$73.00 for first 5 lots then \$35.00 per lot		Exempt
	More than one hundred and ninety-five (195) lots	Act/Reg	\$7,519.00		Exempt
Extractive Industry Development Approval	Planning Application Fee	Act/Reg	\$752.00		Exempt
Extractive Industry Licence Initial Application Fee	Initial Application Fee		\$535.00		<input type="checkbox"/>
Extractive Industry Local Laws Licence Renewal/ Transfer	Where overall area of excavation is less than 5ha		\$420.00		<input type="checkbox"/>
	Where overall area of excavation is greater than 5ha		\$840.00		<input type="checkbox"/>
Extractive Industry - Retrospective	Determining a development application for an extractive industry where the development has commenced or been carried out	Act/Reg	The above application fee plus, by way of penalty, twice that fee		Exempt
Extractive Industry Rehabilitation Bond	To be applied per ha as a condition of development approval		\$1,948.00		<input type="checkbox"/>



Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Planning (continued)					
Second Hand Transportable Dwellings Bond	In accordance with the Local Planning Policy 1.5 Transportable Dwellings		\$5,000.00		<input type="checkbox"/>
Structure Plans/Outlined Development Plans	Structure Plans/Outlined Development Plans		\$4,871.00		<input checked="" type="checkbox"/>
	Modifications to Outline Development Plans/Subdivision Guide Plans		\$2,435.00		<input type="checkbox"/>
	For advertising all Applications (if required) PLUS cost of newspaper advertising				
	If applicable, fees are calculated on the estimated total cost to the Shire, in terms of Officer time spent on each request, in accordance with Regulation 48 of the Planning and Development Regulations 2009.				
	The cost of specialist services or reports required by the local government to adequately assess a scheme proposal is payable by the applicant, and the local government may permit this work (or part thereof) to be undertaken directly by the applicant.				
Scheme Amendments	If applicable, fees are calculated on the estimated total cost to the Shire, in terms of officer time spent on each request, in accordance with the Planning Regulations 2009. The cost of specialist services or reports required by the local government to adequately assess a scheme proposal is payable by the applicant, and the local government may permit this work (or part thereof) to be undertaken directly by the applicant.	Act/Reg	\$4,684.00		Exempt
	Basic - at discretion of the Shire	Act/Reg	\$4,684.00		Exempt
	Standard - at discretion of the Shire	Act/Reg	\$6,265.00		Exempt
	Complex - at discretion of the Shire	Act/Reg	\$8,950.00		Exempt
	For advertising all Applications (if required) PLUS cost of newspaper advertising	Act/Reg	\$168.00		Exempt
Detailed Area Plan	Application fee		\$484.00		<input type="checkbox"/>
Detailed Area Plan Amendments	Application fee		\$333.00		<input type="checkbox"/>
Road Closure	Application fee to close public road		\$390.00		<input type="checkbox"/>
Administration Fee	Issue of a zoning certificate	Act/Reg	\$74.00		<input checked="" type="checkbox"/>
	Sector 40 (Liquor Licensing) Requests		\$147.00		<input type="checkbox"/>



Shire of Gingin

Schedule of Fees & Charges 2024 - 2025

Item	Description		2024/25	Comments	GST
Planning (continued)					
Miscellaneous	Reply to a property settlement questionnaire	Act/Reg	\$74.00		<input checked="" type="checkbox"/>
	Issue of a written Planning Advice	Act/Reg	\$74.00		<input checked="" type="checkbox"/>
	Town Planning Scheme Text/Policies		\$30.00		<input checked="" type="checkbox"/>
	Copies Local Planning Strategy		\$30.00		<input checked="" type="checkbox"/>
	Townsite Expansion Plan		\$30.00		<input checked="" type="checkbox"/>
	Heritage Booklet		\$72.00		<input checked="" type="checkbox"/>
	Administration charges for photocopying plans - if not enough sets submitted with application - A3 and A4 size plans only		\$18.00		<input type="checkbox"/>
Advertising	Advertising/signage	Act/Reg	At cost		<input checked="" type="checkbox"/>

13 REPORTS - REGULATORY AND DEVELOPMENT SERVICES

13.1 APPLICATION FOR DEVELOPMENT APPROVAL - CHANGE OF USE FROM SINGLE HOUSE TO HOLIDAY HOUSE ON LOT 70 (33) WHITFIELD STREET, GUILDERTON

File	BLD/6488
Applicant	Shayne Leslie
Location	Lot 70 (33) Whitfield Street, Guilderton
Owner	Shayne Leslie
Zoning	Residential 12.5/20
WAPC No	NA
Author	James Bayliss - Executive Manager Regulatory and Development Services
Reporting Officer	James Bayliss - Executive Manager Regulatory and Development Services
Refer	Nil.
Appendices	<ol style="list-style-type: none"> 1. Location Plan - Lot 70 (33) Whitfield Street, Guilderton [13.1.1 - 1 page] 2. Aerial Map - Lot 70 (33) Whitfield Street, Guilderton [13.1.2 - 1 page] 3. Applicants Proposal [13.1.3 - 3 pages]

DISCLOSURES OF INTEREST

The President disclosed a Financial Interest in Item 13.1 as he owns a property with the same approval.

The Executive Manager Regulatory and Development Services disclosed a Financial Interest in Item 13.1 as he is the partial landowner of a holiday house in Ledge Point.

The President and Executive Manager Regulatory and Development Services left the meeting at 4:08pm. The Deputy President assumed the Chair.

PURPOSE

To consider an Application for Development Approval to change the use of the existing dwelling from the use class 'Single House' to 'Holiday House' on Lot 70 (33) Whitfield Street, Guilderton.

BACKGROUND

The subject property is 855m² in area and currently contains an existing dwelling, approved as a single house.

The WA State Government recently enacted the *Short-Term Rental Accommodation Act 2024*, which requires all short-term rental accommodation (STRA) in WA to be listed on a STRA Register which is administered by the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS).

The register opened on 1 July 2024, and it will be compulsory for all STRA providers to register from 1 January 2025. Registration is for a 1 year period and an annual renewal is required. In order to register, proponents are required to provide a DA number.

The Shire is aware that many properties operate as STRA without having obtained development approval to do so. It is therefore expected that an influx of applications will be received in the coming months, with 20 having been received in the last month alone.

In order to efficiently accept and process the projected number of proposals, the assessment process is proposed to be streamlined by waiving the advertising process for the initial approval and imposing a time limited condition.

The time limited conditions will enable the Shire to prepare a Local Planning Policy and model Code of Conduct and Noise Management Plan. The Shire may also be required to amend LPS 9 to insert definitions and permissibility, consistent with the STRA Regulations.

It is emphasised that any further approval being sought beyond the initial period will require written advertising to potentially impacted stakeholders. By this point, the local planning framework will have been created in response to the State Government's changes.

It should be noted that this change is not being driven by local government, but by State Government legislation.

STRA History

At the Council Concept Forum on 8 July 2014, Administration outlined options that are available to local government to regulate this land use, primarily through the preparation and implementation of a local law and/or local planning policy with approvals then being captured in a register. This is a consistent approach adopted by many local governments.

At the Concept Forum on 5 May 2015, Administration provided an update with respect to feedback received from ratepayers after a letter initiating the above was sent to all landowners within coastal townsites. From this date forward no further action has been undertaken with respect to the preparation of a local law and/or local planning policy. This inaction has created a legacy issue for the current Administration.

The State Government's reform has forced the hand of the Shire and operators by requiring a development approval number to be produced in order to register, which is required in order to advertise on the various marketing platforms.

Aerial imagery and a location plan are provided (**see appendices**).

A copy of the Applicant's proposal is provided (**see appendices**).

COMMENT

Stakeholder Consultation

Clause 64 of the Deemed Provisions sets out advertising requirements as follows:

(1) The local government –

(b) must advertise an application for development approval in accordance with subclause (4) if the application is not a complex application and –

- i. and relates to development that is a class A use in relation to the zone in which the development is located*
- ii. or relates to the extension of a non-conforming use*
- iii. or relates to development that does not comply with the requirements of this Scheme*
- iv. or relates to development for which the local government requires a heritage assessment to be carried out under clause 11(1)*
- v. or is of a kind identified elsewhere in this Scheme as an application that is required to be advertised; may advertise any other application for development approval in accordance with subclause (4).*

(2) Subclause (1)(b)(iii) does not apply if the local government is satisfied that the non-compliance with the requirements of this Scheme is of a minor nature.

Officer comment

Based on the above, there is no statutory obligation to advertise. Notwithstanding this, the officer has typically advertised proposals of this nature to adjoining landowners for a period of 14 days, noting only a handful have been lodged over the past 10 years.

To streamline processing times given the influx of proposals and limited planning resources, the officer does not intend to advertise proposals unless it relates to a property with known compliance issues.

It is suggested that any further renewals of the planning approval will be subject to an advertising process, at which point a policy framework will be in place.

PLANNING FRAMEWORK

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

The objectives of the Residential zone are as follows:

- (a) *provide for a range of housing types and encourage a high standard of residential development;*
- (b) *maintain and enhance the residential character and amenity of the zone;*
- (c) *limit non-residential activities to those of which the predominant function is to service the local residential neighbourhood and for self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity; and*
- (d) *ensure that the density of development takes cognisance of the availability of reticulated sewerage, the effluent disposal characteristics of the land and other environmental factors.*

The definition of a 'Holiday House' under LPS 9 is as follows:

means a single house (excluding ancillary accommodation) which might also be used from time to time for short stay for no more than six (6) people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit.

The definition of a 'Holiday House (large)' under LPS 9 is as follows:

means premises conforming to the definition of "Holiday House" with the exception that the premises provide short stay accommodation for more than 6 people but not more than 12 at any one time.

Short Stay is defined under LPS 9 as follows:

Means 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 for a period in excess of 3 months in any 12 month period.

The land is zoned Residential 12.5/20 under LPS 9, for which a 'Holiday House' is a discretionary ('D') use. This means that the use is not permitted unless the local government has excised its discretion by granting development approval.

Position Statement: Planning for Tourism and STRA

This Position Statement by the Department of Planning, Lands and Heritage (DPLH) and the WA Planning Commission (WAPC) applies to all tourism and short-term rental accommodation proposals within all regions of Western Australia and should be applied in conjunction with the Planning for Tourism and Short-term Rental Accommodation Guidelines (the Guidelines).

The policy objectives for planning for tourism and short-term rental accommodation are to:

- *Provide a strategic approach to the sustainable development and management of tourism and short-term rental accommodation land uses by ensuring decision-making is guided by a local planning strategy which reflects the demand for local and regional tourism.*
- *Identify opportunities and protect locations, tourism precincts and sites (existing and potential) where demand for future tourism land use and development have been identified. The character, landscape, visual amenity, economic, social, cultural and environmental values of natural and/or built features that may have future tourism potential should be protected; any negative impacts minimised; and, where possible, values enhanced.*
- *Plan appropriate infrastructure and services necessary to support tourism development and ensure new and expanded tourism development has secure access to services/infrastructure*
- *Recognise that the commercial sustainability of tourism may require flexibility in product mix, site design and risk mitigation approaches.*
- *Promote the co-location of complementary and compatible tourism land uses to create identifiable tourism precincts that benefit tourism amenity.*
- *Ensure land use impacts between tourism and short-term rental accommodation activities and other land uses (including residential areas) are appropriately managed.*
- *Manage the effects of tourism and short-term rental accommodation on local housing markets, including:*
 - *Demand for accommodation for tourism industry workers;*
 - *Impacts on housing supply; and*
 - *The availability of dwellings for long-term rental.*

CI 5.2.2.2 Location of STRA states:

Locations to minimise adverse interface issues, particularly amenity impacts on surrounding residential and other land uses (for example rural).

The Position Statement also relevantly states:

Utilising a local planning policy to guide discretionary decision making, which may include but not be limited to:

- *locational factors which may assist in determining appropriate locations for unhosted forms of short- term rental accommodation within residential areas (refer to the Guidelines for further information);- impact on local housing market, where this has been identified as an issue in the local planning strategy.*
- *limits to the number of guests and/or rooms.*
- *provision of car parking.*
- *minimum stay or booking requirements (e.g. 2 nights).*
- *minimum services such as potable water and reticulated sewerage;- preparation and approval of a Management Plan.*
- *waste management.*
- *whether pets of guests (such as dogs) are permitted.*
- *managing for potential noise nuisance.*
- *bushfire mitigation measures. If appropriate, initial development approval can be granted for a limited period (for example 12 months) and renewed on a longer basis (for example three to five years, or permanently) to ensure there is appropriate management of potential impacts on the amenity of neighbouring properties.*

Officer Comments

Development approval for holiday accommodation is required by local government to protect the residential amenity of permanent residents and minimise the negative impacts that may be caused by the transient nature of holiday guests.

An appropriate mechanism to regulate the considerations referenced above is through the preparation and implementation of a management plan that outlines the following:

- a. Nomination of a manager for the Holiday House and their contact details.
- b. Control of noise and other disturbances;
- c. Control of anti-social behaviour;
- d. A complaints procedure which as a minimum establishes that any complaints from adjacent residents are responded to as soon as is reasonable and practicable and within a maximum of 12 hours;
- e. A code of conduct for guests, which must be displayed within the Holiday House, and as a minimum incorporates the following:
 - i. Maximum number of guests permitted to stay in the Holiday House;
 - ii. Rules for use of outdoor areas to minimise noise and amenity impacts on adjacent properties;
 - iii. Management of visitors to the site;
 - iv. Parking controls, including that guests and any visitors must park on site; and
 - v. The use of amplified music.

The approval can be conditioned to address the above considerations. Compliance with a management statement can be enforced as a condition.

Building Implications

The change of use may result in the dwelling being reclassified from a class 1a building to a class 1b building under the building legislation. It is apparent that local governments do not have a synchronized approach in this regard, and the Shire’s position is currently being investigated by staff.

Summary

Based on the above assessment, the proposal is supported subject to conditions. While it is not ideal that a LPP does not exist, the time limited nature of the approval enables the Shire to reconsider the proposal at the expiry of the approval, at which time it is anticipated that a LPP will be in place. Any complaints received in relation to the premises will be reviewed before renewal is provided (if forthcoming).

STATUTORY/LOCAL LAW IMPLICATIONS

Local Planning Scheme No. 9

Planning and Development (Local Planning Scheme) Regulation 2015 - Clause 67

POLICY IMPLICATIONS

DPLH and WAPC Position Statement: Planning for Tourism and STRA.

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2024-2034

Aspiration	3. Planning & Sustainability - Plan for Future Generations
Strategic Objective	3.3 Planning and Land Use - Plan the use of the land to meet future requirements, incorporating economic development objectives and community amenity.

VOTING REQUIREMENTS - SIMPLE MAJORITY

COUNCIL RESOLUTION

MOVED: Councillor Stewart **SECONDED:** Councillor Johnson

That Council agree that the Executive Manager Regulatory and Development be requested to return to the meeting to provide professional advice to Council in relation to this matter.

**CARRIED UNANIMOUSLY
8 / 0**

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Weeks and Councillor Woods*

AGAINST: *Nil*

The Executive Manager Development and Regulatory Services returned to the meeting at 4:09pm.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION

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

That Council grant Development Approval to change the use of the existing dwelling from the use class 'Single House' to 'Holiday House' on Lot 70 (33) Whitfield Street, Guilderton subject to the following conditions:

1. The land use and development shall be undertaken in accordance with the approved plans, including any directions written in red ink by the Shire, unless otherwise conditioned in this Approval.
2. This approval expires on 13 August 2025.
3. This approval is for a change of use from 'Single House' to 'Holiday House' only.
4. The development shall comply with the definition of a 'Holiday House' as stipulated under Local Planning Scheme No. 9 (refer to advice notes).
5. The Holiday House must not cause nuisance or degrade the amenity of the locality in any way, including by reason of the emission of noise, light, smoke or other pollutant, or impact on public safety or otherwise, to the satisfaction of the Shire of Gingin.

6. Prior to commencement of the approved development, the applicant is to lodge a Property Management Plan with the Shire of Gingin for approval. The Property Management Plan is to, at a minimum, include the following:
 - a. Nomination of a manager of the Holiday House and their contact details.
 - b. Control of noise and other disturbances.
 - c. Control of anti-social behavior.
 - d. A complaints procedure which as a minimum establishes that any complaints from adjacent residents are responded to as soon as reasonable and practicable and within a maximum of 12 hours.
 - e. A code of conduct for guests, which must be displayed within the Holiday House, and as a minimum incorporates the following:
 - i. Maximum number of guests permitted to stay in the Holiday House;
 - ii. Rules for use of outdoor areas to minimise noise and amenity impacts on adjacent properties;
 - iii. Management of visitors to the site;
 - iv. Parking controls, including that guests and any visitors must park on site; and
 - v. The use of amplified music.
7. The approved Property Management Plan is to be displayed in a prominent location within the premises and implemented thereafter.
8. Prior to commencement of the approved development, the contact details for the property manager are to be provided to adjacent landowners and shall remain up to date.
9. Car parking for occupants/guests must be contained wholly within the subject property. Overflow parking on the verge and street is not permitted.

Advice Notes

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

Note 2: This approval is not a building permit reclassification or an approval under any law other than the *Planning and Development Act 2005*. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licences required under any other law, and to commence and carry out development in accordance with all relevant laws.

Note 3: Further to this approval, the applicant is required to comply with the *Health Act 2016* and the Shire's *Health Local Law 2017*.

Note 4: The definition of a 'Holiday House' under LPS 9, which the development must operate in accordance with, is as follows:

means a single house (excluding ancillary accommodation) which might also be used from time to time for short stay for no more than six (6) people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit.

Note 5: Where the use is found to be causing a nuisance or operating contrary to the development approval, then the Shire will be unlikely to renew any future development approvals for short-stay accommodation for this property.

Note 6: This approval does not authorise use of the property for entertainment purposes. Parties and events are prohibited.

Note 7: The Property Management Plan is to outline that guests agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behavior. Noise should generally cease after 9pm Sunday through Thursday and after 10:30pm on Friday and Saturday.

Note 8: Please be advised that the approved development is required to be registered with the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS). The STRA Register will open on 1 July 2024 and registration will become mandatory for all STRA Providers on 1 January 2025.



**CARRIED UNANIMOUSLY
8 / 0**

FOR: *Councillor Balcombe, Councillor Johnson, Councillor Kestel, Councillor Peczka, Councillor Sorensen, Councillor Stewart, Councillor Weeks and Councillor Woods*



AGAINST: *Nil*

The President returned to the meeting at 4:19pm and resumed the Chair. He was advised by the Deputy President of Council's decision.



 <p>SHIRE OF GINGIN HISTORY • BEAUTY • PROSPERITY</p>	<p>7 Brockman St Gingin WA 6503 P: 08 9575 5100 255 Vins Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au</p>	<p>Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.</p>	<p>Location Plan - Lot 70 (33) Whifield Street, Guilderton</p>	<p>Scale: 1: 1864</p>	<p>Date: 12/06/2024</p> 
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 <p>SHIRE OF GINGIN HISTORY • BEAUTY • PROSPERITY</p>	<p>7 Brockman St Gingin WA 6503 P: 08 9575 5100 255 Vins Way Lancelin WA 6044 P: 08 9575 5155 E: mail@gingin.wa.gov.au</p>	<p>Shire of Gingin does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Gingin Shire Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.</p>	<p>Aerial Map - Lot 70 (33) Whiffield Street, Guilderton</p>		
			<p>Scale: 1:391</p>	<p>Date: 12/06/2024</p>	

5 June 2024

Planning department
Shire of Gingin
7 Brockman Street
GINGIN WA 6503

By email: mail@gingin.wa.gov.au

Dear Sirs

Lot 70 (33) Whitfield St Guilderton
Application for Development Approval

This letter is written in support for my application for development approval for a change of use from Single House to Holiday House (large) for the above address.

Please find attached:

- Application for Development Approval
- Certificate of title
- House floor plans
- Photograph of site (From 2019 before the gardens were established but shows the onsite parking.)
- House Code of Conduct / Welcome email

The plans received planning approval on 15 September 2015. Building approval was given on 17 September 2015. The existing house on the land was sold and removed. The construction of the new house was completed in 2016.

The original house was hired out as short stay holiday rental before I purchased it. I continued to use the original house for short stay holiday rental. And after construction, the new house was also used as short stay holiday rental. This is through Airbnb, Stays and direct rentals.

I now understand I do not have Development Approval to use the house for short stay holiday rentals, and according make this application.

SHAYNE LESLIE
16 WOODROYD STREET MT LAWLEY WA 6050
MOBILE: 0438 261 512
EMAIL: SHAYNELESLIE@GMAIL.COM



It is a modern home which was specifically designed for short stay holiday rentals. The floor plans confirm:

- 4 double bedrooms.
- One bunk room with 3 children's bunk beds.
- 3 internal bathrooms with showers, vanities and sinks.
- 1 external shower.
- 3 toilets.
- Large kitchen, dining and lounge areas.
- Large front and rear upper decks.
- Large rear ground level deck.
- Professionally landscaped gardens with outside seating options. Regularly maintained.
- Long driveway and dedicated parking spaces to ensure ample parking for all guests without any on road parking.

The neighbours are well known to my wife and me. They have our telephone numbers, which they can use to contact us should there be any problem with the house or guests.

We take pride in the functionality (and hence the maintenance) of the house and the appearance of the house and its gardens. This is not just personally, but also because we believe they are important to the ready rental of the property and to the maintenance of its 5 and 4.97 star ratings. For the same reasons my wife, who manages the rental, very carefully vets all tenants. "Instant Booking" functions are disabled on booking platforms to enable careful vetting of booking requests and proposed tenants. Her focus is on family groups and multi-generational families. We require a \$1,000 security deposit from guests, which we believe also helps to sift out unsuitable guests. And we have a house code of conduct and suitability requirements on the rental web sites. Here is the link to our Airbnb site - https://www.airbnb.com.au/rooms/14456310?source_impression_id=p3_1717306502_P3QLN1YsbMFLqtJK

The House Code of Conduct / Welcome email includes the following:

- Our most important house rule is **RESPECT**. Please look after our house as you would your own.
- **No parties or events** are permitted.
- **DO NOT play LOUD music**. Please respect our neighbour's right to live in that peace.
- Sort your rubbish using the two bins in the kitchen. Recycling goes in the unlined kitchen bin and then into the yellow lidded bins outside.



- **NO SMOKING:** Obviously you can't smoke in the house, puff away in the garden if you must but dispose of your butts thoughtfully.
- **NO PETS.**
- Remember our most important house rule is **RESPECT**

The rental pages include the following suitability requirements:

AirBNB

- No pets
- No parties or events
- No smoking
- Not available to unsupervised young people (school leavers).
- No parties, loud music, drunkenness or other unsocial behaviour.
- No children under 6 years on the top bunk beds.

Stayz

- NOT suitable for events/ parties, unsupervised young people, drunkenness
- RESPECT and look after the house as if it were yours
- NO SMOKING
- NO PETS
- NO LOUD MUSIC - Respect our neighbour's right to a peaceful quiet life
- NO PARTIES / EVENTS
- No children under 6 years on the top bunk beds
- A more complete list of house rules and things to bring will be sent to you a week before your booking date

Please let me know if you require more information.

Yours sincerely



Shayne Leslie

14 REPORTS - OPERATIONS AND ASSETS

Nil

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 COUNCILLORS' OFFICIAL REPORTS

Nil

17 NEW BUSINESS OF AN URGENT NATURE

Nil

18 MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC

Nil

19 CLOSURE

There being no further business, the President declared the meeting closed at 4.20pm.

The next Ordinary Council Meeting will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on 20 August 2024, commencing at 1:00pm.