



PM & CEO ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

21 February 2024 at 5:00pm

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MINUTES OF THE ORDINARY COUNCIL MEETING

6 DECEMBER 2023

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON
6 DECEMBER 2023 COMMENCING AT 5.00PM**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 5:00pm.

2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Councillors

Cr GJ Cosgrove	Shire President
Cr HR McTaggart	Deputy President
Cr JD Bagley	Councillor
Cr JR Holmes	Councillor
Cr AT Pearse	Councillor
Cr AR Smyth	Councillor
Cr RA Starick	Councillor

Apologies

Nil

Staff

Mr Matt Fanning	Chief Executive Officer
Mrs Helen Sternick	Manager Corporate Services
Mr Shane Noon	Works Manager
Ms Erin Greaves	Governance and Community Manager

Guests

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4.0 PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME

Nil.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Cr HR McTaggart requested a Leave of Absence for the 21 February 2024 meeting, subject to approval of meeting dates for 2024.

COUNCILLOR MOTION AND COUNCIL DECISION – ITEM 5.1 – RESOLUTION# 01061223

MOVED: Cr HR McTaggart

SECONDED: Cr JR Holmes

Council approves a Leave of Absence for Cr HR McTaggart for the Ordinary Council Meeting proposed for 21 February 2024.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 11.1 – RESOLUTION# 02210623	
MOVED: Cr CV Farr	SECONDED: Cr HR McTaggart
Council:	
1. Authorises the issue of Notices under s.3.25 of the <i>Local Government Act 1995</i> and s.137 of the <i>Health (Miscellaneous Provisions) Act 1911</i> directing the owner of 19 Ikewa Street, Mingenew to clean up the property and demolish the house to the satisfaction of the Environmental Health Officer within three months from the date of this resolution.	
2. Should the owner default on cleaning up the property and demolishing the house by the specified date the matter be referred back to the Council.	
VOTING REQUIREMENTS:	CARRIED BY SIMPLE MAJORITY 7/0
<i>(FOR: Cr GJ Cosgrove, Cr JD Bagley, Cr CV Farr, Cr JR Holmes, Cr HR McTaggart, Cr AT Pearse and Cr AR Smyth, AGAINST: Nil)</i>	

Following the Council resolution, the matter was referred to local government lawyer's McLeods Lawyers for advice and to prepare Notices under S135 and S137 of the *Health (Miscellaneous Provisions) Act 1911*. Section 135 declaring the house unfit for habitation and Section 137 directing the owner to take down the house within 90 days from the date of 6 July 2023.

The owner has not done the required work and following many emails and various methods to contact the owner to find out what they intend doing with the house it has reached a stage where there is no choice other than to refer the matter back to Council. Furthermore, another complaint was received from the residents of 15,17 & 21 Ikewa Street, Mingenew about the deteriorating condition of the house.

To recap the condition of the house, the key points are as follows:

- Severe termite damage to the timber roof structure.
- Roof and ceiling falling in.
- Debris and disused material scattered throughout the property.
- Power is cut off the house.
- Small children live next door.
- Remainder of the roof sheeting and other material not secure and may be a danger during a weather event.
- Council has received five (5) written complaints from the neighbouring properties voicing safety concerns.

Comment

A complaint was initially received regarding the poor condition of the house following the loss of its roof in a windstorm around December 2022.

Council wrote to the owners in December 2022 requesting that various issues be addressed on the property by 16 January 2023. The owner removed some fibrous cement/ asbestos sheeting from the front yard and arranged for the roof to be tarped by a builder from Geraldton in anticipation that the Builder would be back to rectify the poor condition of the house. Since then, the tarp has ripped off and a large portion of the roof and ceiling have caved in. No one is living in the house and some of the furniture in the house has been removed.

Photos of the property are provided below:



The house is in a very poor state and is dangerous to nearby residents and the remaining part of the roof may blow off in a severe weather event risking adjacent property and persons.

Due to the poor condition of the house, with the roof falling in and the severe termite damage, it is advised that it would not be viable to repair the house to a habitable state and the best option would be for the house to be demolished.

Council initially received five (5) letters of complaint regarding the state of the building and risk to surrounding properties and public safety. A more recent letter of complaint was received November 2023.

At the time of writing this report the owners have not demolished the house following the Notices of 6 July 2023. It has been very difficult to locate the owner over the past few months. Many emails were sent with no reply. The EHO visited a property suspected to be a residential address of the owners without any success. The owners were finally found visiting family in Mingenew on 16 November. The owner advised the EHO that she was not sure whether she received the Notices which were hand delivered to her son's house back in July 2023. Her son was present during the discussion and stated he gave the Notices to his Mum. Her new residential address has been confirmed.

Whilst the owner of 19 Ikewa Street, Mingenew denies receiving the Notices from her son, a copy was again provided, this time in person, on 16 November 2023.

Because of Christmas and early January being a difficult time of the year to have work done and the fact that it cannot be confirmed whether the owners of 19 Ikewa Street, Mingenew received the Notices it may be prudent to delay the time frame to have the demolition carried out until the end of January 2024.

As a fallback position, if the owner fails to comply with the order, Under s.140 of the *Health (Miscellaneous Provisions) Act 1911* the house can be removed by the Shire and costs recovered. It is estimated that the demolition will cost in the order of \$25,000 to \$50,000.

Consultation

- Letter issued 16 December 2022 from Shire to owner.
- Email response from owner 4 January 2023
- Serving the Notices under S 135 & 137 of the Health (Miscellaneous Provisions) Act 1911 6 July 2023.
- Emails to the owner from the EHO dated 27/07/2023, 28/09/2023, 16/11/2023 & 21/11/2023.
- Serving copies of the Notices on 16 November 2023.

Statutory Environment

Health (Miscellaneous Provisions) Act 1911

s.140 Local government may act in default of owner.

- (1) *Whenever any owner fails to comply with a notice served upon him under any of the foregoing provisions of this Part, within a time therein specified, he commits an offence, and the local government may carry out the terms of the notice and recover all expenses from the owner: Provided that the local government may sell or dispose of the material taken from a demolished or amended building, but the proceeds of sale shall be applied towards the expense of carrying out the terms of the notice — the surplus (if any) to be paid to the owner.*
- (2) *Where, pursuant to subsection (1), a local government is empowered and has resolved to take down and remove a house, any person or authority that supplies electricity, gas or water to the house may, and shall if so requested by the local government, take such action as is necessary to ensure that all equipment, fixtures and fittings on or about the house for the purposes of the supply thereto of electricity, gas or water, as the case may be, are removed or are left in such a state as will not interfere with the taking down and removal of the house.*

Building Act 2011- Demolition Permit

Work Health & Safety Act 2020 – Asbestos removal

Health Asbestos Regulations – Disposal and transport of asbestos products

Policy Implications

Nil.

Financial Implications

Costs will be associated with legal advice to check the correctness of the second Notice to be served upon the owners of the property.

If the owners of the property refuse to remove the house and clean up the property, the Shire can demolish/clean up and a further legal process attempted to recover costs. Costs could be as high as \$50,000, depending on the materials to be removed and market response. The main cost being the removal and disposal of the asbestos. The owner is currently getting a quote and the Shire has arranged for a quote from another asbestos removalist. There is also the possibility to obtain a quote from Perth-based demolition contractors should the quotes be excessive.

Strategic Implications

Strategic Community Plan 2019-2029

Strategy 1.3.2 Provide services and processes to enhance public safety.

11.2 MINGENEW STREETScape PLAN – VICTORIA / SHENTON STREET PRECINCT

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	LP.PLN.3
Date:	30 November 2023
Author:	Matt Fanning, Chief Executive Officer
Voting Requirement:	Simple Majority

Summary

To consider the adoption of the Victoria Street / Shenton Street Streetscape Precinct Plan which forms part of the street beautification program for Mingenew.

Council is requested to consider the presented precinct plan so that trees can be reserved with suppliers for delivery and planting in June.

Key Points

- Council has the beautification of its town streets as part of its strategic objectives.
- A precinct plan has been developed for Victoria / Shenton Street as the first areas to be addressed.
- These works also include the beautification of the main admin / chambers streetscape and inclusion of three flag poles.
- The precinct plan links the museum, new daycare, Admin/Chambers, and Town Hall
- There is a lead time for the supply of mature street trees.
- There is \$50,000 within the 2023/24 budget to commence the establishment of this masterplan.

OFFICER RECOMMENDATION – ITEM 11.2

Council formally adopts the Streetscape Masterplan for the Victoria Street / Shenton Street Precinct as provided as Attachment 11.2.1.

ALTERNATIVE MOTION AND COUNCIL DECISION – ITEM 11.2 – RESOLUTION# 07061223

MOVED: Cr AR Smyth **SECONDED:** Cr RA Starick

Council formally adopts the Streetscape Masterplan for the Victoria Street / Shenton Street Precinct as provided as Attachment 11.2.1, subject to advice received on suitability of trees through liaison with local suppliers/experts.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

NOTE: Councillors requested that local advice be received on specified tree varieties to ensure they are suitable for local climate and conditions.

Attachments

11.2.1 Streetscape Masterplan for Victoria Street – Shanton Street Precinct

11.2.2 Street tree planting detail

Background

Council's Community Scorecard identified four key areas of importance and priority:

- Housing
- Local Roads
- Town Centre Development and Activation and

- Economic Development and Jobs

One of the community driven actions was to beautify and maintain streetscapes in the town centre. While it is currently difficult to address Midlands Road while the Heavy Vehicle management is being investigated, it was thought that the Victoria Street and Shenton Street areas, which lead directly off the main street, could lead the beautification program especially given the Chambers, Town Hall, Museum and soon to be constructed Daycare facilities make up this precinct.

Comment

A masterplan was developed for this precinct utilizing information from previous reports and feedback regarding the lack of street trees of which some were damaged, destroyed and removed following TC Seroja.

This masterplan was exhibited at the 2023 Expo Council stand where it received nothing but positive comments from residents who expressed a need to improve our streetscape with color, trees and shade. Some saying that the streets looked bare and unloved. The community members loved what was being proposed.

The trees recommended by the landscape architect for this region are referenced in the masterplan drawings on page 5 and are as follows:

- Under power lines – Crepe Myrtle
- Street side with no power lines – WA Flowering Gum
- Carparking area - Tuckeroo

It is important to ensure that the Council pre-orders the tree stock as these can have lead times of up to 6 months.

Consultation

- Expo display community feedback
- Works Manager
- Landscape Architect
- Previous studies and plans

Statutory Environment

Local Government Act 1995

Policy Implications

Nil.

Financial Implications

There is currently a \$50,000 budget allocation to commence the beautification of the Mingenew Town Streets.

The adoption of a Masterplan for the area may also assist in the preparation and support for grant funding in future.

Strategic Implications

Strategic Community Plan 2019-2029:

- 1.1.2 Provide buildings, facilities and services to meet community needs
- 1.4.3 Adapt to and mitigate climate change drivers
- 2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle.

11.3 RAV ACCESS APPLICATION – BOOLINDA RD AND ELEANOR ST, MINGENEW

Location/Address: Shire of Mingenew
Name of Applicant: Fenix - Newhaul
File Reference: RD.PER.1
Disclosure of Interest: Nil
Date: 1 December 2023
Author: Matt Fanning, CEO
Voting Requirements: Simple Majority

Summary

Main Roads Western Australia (MRWA) has forwarded an application to have Boolinda Road and Eleanor Street, added to the Restricted Access Vehicle (RAV) network for Level 4 – PBS Tri Drive Network 3B AMMS Level 3 for the haulage of up to 1.4M Tonne per annum.

This item is for Council to consider adding both Boolinda Road and Eleanor Street, Mingenew, to the MRWA Level 4 PBS Level 3B, AMMS Level 3 (42m A Tripple – Super Tripple) RAV network.

Council is requested to support the application by Fenix Newhaul with conditions as it will improve road freight efficiency within Mingenew and support future business opportunities for the Shire.

Key Points

- The road requested is already on the RAV network at level 7
- Main Roads, should the Council concur with the request, must undertake a thorough assessment of the road to ensure that it meets the necessary guidelines prior to adding a road to that RAV category network.

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 11.3 – RESOLUTION#08061223

MOVED: Cr AR Smyth SECONDED: Cr JD Bagley

That with respect to the application to amend the Restricted Access Vehicle Network on the Boolinda Rd and Eleanor Street, Mingenew:

- i. Council supports the application to add this section to the Level 4 PBS Level 3B, AMMS Level 3 Restricted Access Vehicle network,
- ii. This support is subject to the roads being thoroughly assessed by HVS and deemed to be suitable for the RAV access level in accordance with the Standard Restricted Access Vehicle Route Assessment Guidelines and
- iii. That the proponent, prior to haulage commencement, enters into a Road Use Agreement for the use of the road.
- iv. That the proponent, prior to commencement, obtain the necessary Commercial Goods Vehicle License (CGVL)
- v. That the approval be subject to a CA07 condition that stipulates the following:
 - **Visibility:** Lights must be turned on at all times
 - All operators, as required by the Shire, must carry current written approval from the road asset owner permitting use of the road.

VOTING REQUIREMENTS:

LOST BY SIMPLE MAJORITY 0/7

(FOR: Nil. AGAINST: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick)

ALTERNATIVE MOTION AND COUNCIL DECISION – ITEM 11.3 – RESOLUTION#09061223

MOVED: Cr RA Starick

SECONDED: Cr AT Pearse

Council refuses the application to amend the Restricted Access Vehicle Network on the Boolinda Rd and Eleanor Street, Mingenew for the following reasons:

1. Increased safety, noise and liveability concerns relating to vehicles travelling down Midlands Road (main street);
2. The condition, geometry and strength of Eleanor St and Boolinda Road including intersections;
3. The significant increase in heavy vehicle volumes compared to existing vehicle movements;
4. The Mingenew-Mullewa / Midlands Road intersection, if reconfigured, would remove these issues and enable the Council to further consider this matter;
5. Boolinda Road rail crossing closures would affect this operation in addition to congestion during harvest periods;
6. Lack of detail within the application;
7. Lack of stakeholder engagement regarding impacts of this activity on the community, local business and industry.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

Attachments

11.3.1 RAV Application – Fenix Newhaul

11.3.2 RAV network assessment guidelines

11.3.3 Typical Vehicle configuration

Background

Fenix PL applied to MRWA to amend the RAV network categories for Boolinda Road and Eleanor Street, to the Restricted Access Vehicle (RAV) network for Level 4 – PBS Tri Drive Network 3B AMMS Level 3 for the haulage of up to 1.4M Tonne per annum. In addition to the road haulage there is also a proposal to haul another 1.4M Tonne/annum by rail.

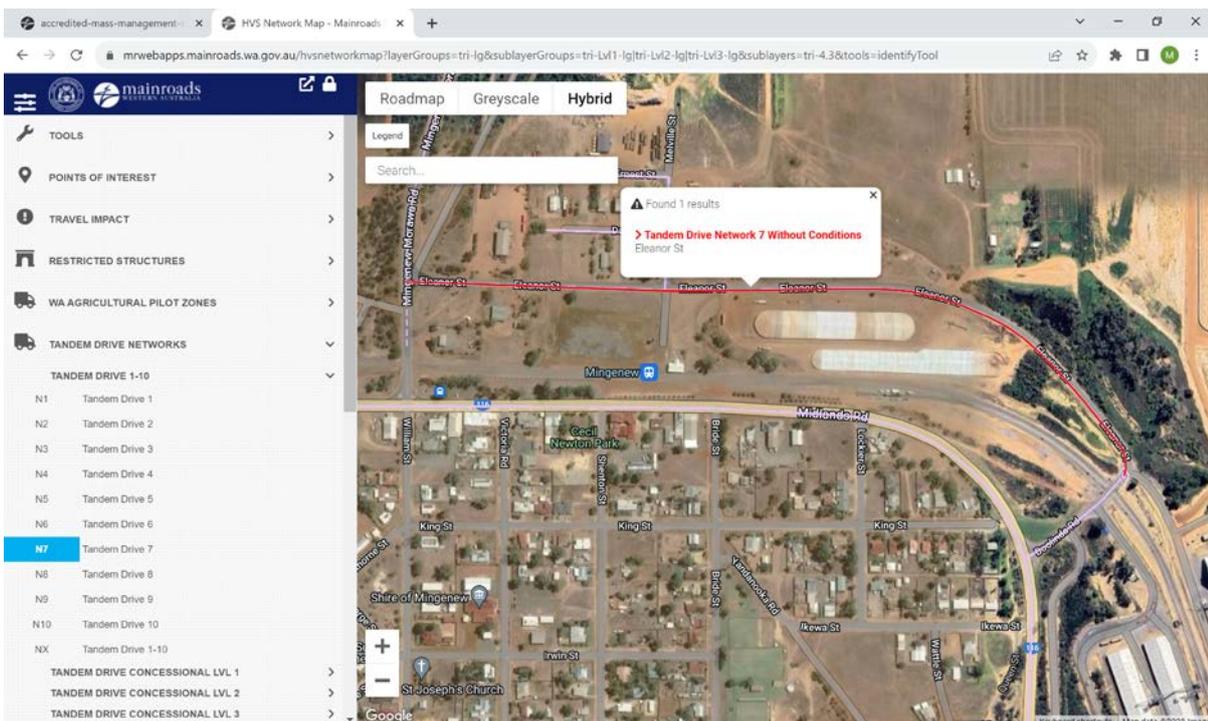
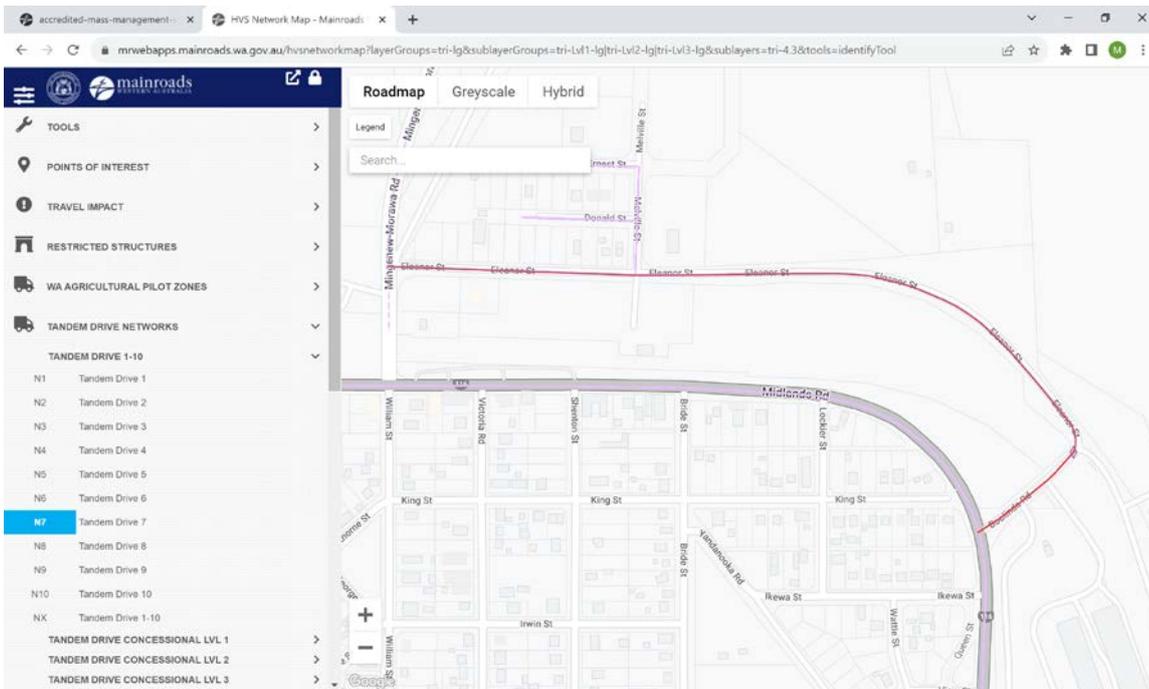
The following table outlines the route for which the application applies.

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
5090056	Eleanor St	Mingenew Morawa Rd (0.00)	Boolinda Rd (1.01)	Tri Drive Network 4	PBS Tri Drive Network 3B
5090082	Boolinda Rd	Midlands Rd (0.00)	Eleanor St (0.16)	Tri Drive Network 4	PBS Tri Drive Network 3B
Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
5090056	Eleanor St	Mingenew Morawa Rd (0.00)	Boolinda Rd (1.01)	AMMS Level 3	No change
5090082	Boolinda Rd	Midlands Rd (0.00)	Eleanor St (0.16)	AMMS Level 3	No change

A copy of the application, CGLV requirements and typical configuration are attached as attachments 11.3.1, 11.3.2 and 11.3.3.

Eleanor Street / Boolinda Road – Current RAV 7

Proposal to (RAV) network for Level 4 – PBS Tri Drive Network 3B AMMS Level 3



Comment

It is important to ensure that the safety of other road users is considered when making comment on RAV applications. School bus routes, weather conditions and speed limits are generally requested to be placed on RAV approvals from Local Government.

The Standard condition placed by Local Government is termed a CA07 condition as follows:

The Shire of Mingenew supports the application for the above-mentioned roads to be included on the RAV 7 network on the basis that the roads have been thoroughly assessed by HVS and deemed to be suitable for the RAV access level in accordance with the Standard Restricted Access Vehicle Route Assessment Guidelines and are subject to a CA07 condition that stipulates the following:

- Max Speed: 70k/ph.
- Visibility: Lights must be turned on at all times
- All operators, as required by the Shire, must carry current written approval from the road asset owner permitting use of the road.
- No operation on unsealed road segment when visibly wet, without the road owner's approval.
- Direct radio contact must be maintained with other vehicles on or near the road (suggested channel 40)
- Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.

On this occasion is the road in in the urban environment some conditions are not required. It is proposed to remove the speed, school bus, radio and wet weather conditions.

In addition, it is recommended that a Road User Agreement be established to deal with the high risk of pavement failure and increased maintenance costs associated with the proposed operation.

By way of example the 1.4M tonne per annum will result in an additional ~ 25,500 vehicle movement per year or 70 vehicle movements per day. The current average traffic data is 90 vehicles per day with 30 being heavy vehicles. As such it would be expected that the volume of daily heavy vehicles will increase from 30 to 100 vehicles per day being a significant increase.

In addition the proponent will be required to obtain a Commercial Goods Vehicle License (CGVL) as they are hauling iron ore products.

Discussions to date with the proponent have indicated that a shuttle operation may be established in Mingenew where the trucks are swapped for their leg to Geraldton port. This operation would have the potential to place staff in Mingenew. It has been requested that the proponent address Council at the February Concept Forum to discuss these opportunities.

Statutory Environment

Road Traffic (Vehicles) Act 2012

Division 3 - Access restrictions on certain vehicles that comply with mass or dimension requirements.

Main Roads Western Australia administer the Restricted Access Vehicle (RAV) network. Should the application pertain to a local government controlled road, concurrence from the Council is sought.

The Council as the asset owner is requested to consider any restricted access vehicle (RAV) application and provide its consideration as to whether to include any proposed route onto the restricted access vehicle network.

The Council has the ability to place limited conditions onto a RAV approval. The standard local government condition used for these applications is the CA07 as follows:

Policy Implications

Nil

Financial Implications

The inclusion of a road onto the HVS RAV network may improve road freight efficiency. However, there is also the potential for additional road user damage especially at intersections and after wet events.

Strategic Implications

Strategic Community Plan 2019-2029:

1.1.1 Provide and support cost effective transport network

- Capital Grants, Subsidies and Contributions
- Budget Amendments

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 31 October 2023	
Municipal Funds – Corporate cheque account	\$1,987,869
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$0
Term Deposit – Reserves	\$1,079,710

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2023/24 financial year.

The 2022/23 Annual Financial Report has not been audited and is subject to change, this may alter the opening surplus for the 2023/24 financial year.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996

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

(1A) *In this regulation —*

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the **relevant month**) in the following detail —*

(a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*

(b) *budget estimates to the end of the relevant month; and*

(c) *actual amounts of expenditure, revenue and income to the end of the relevant month; and*

(d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*

(e) *the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*

(1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*

(1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*

(2) *Each statement of financial activity is to be accompanied by documents containing —*

[(a) deleted]

(b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*

(c) *such other supporting information as is considered relevant by the local government.*

- (3) *The information in a statement of financial activity must be shown according to nature classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be*
—
(a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month;
and
(b) recorded in the minutes of the meeting at which it is presented.
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 27 November 2023	
Municipal Funds – Corporate cheque account	\$1,322,169
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$0
Term Deposit – Reserves	\$1,079,710

The November Financial Report is only to 28 November 2023 due to less time to prepare the agenda item for the early December Council meeting.

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2023/24 financial year.

The audit of the 2022/23 Annual Financial Report has not been finalised and maybe subject to change, this may alter the opening surplus for the 2023/24 financial year.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996

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

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the **relevant month**) in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the relevant month; and
- (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.

(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

(2) Each statement of financial activity is to be accompanied by documents containing —

- [(a) deleted]
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
- (c) such other supporting information as is considered relevant by the local government.

- (3) *The information in a statement of financial activity must be shown according to nature classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be*
—
(a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month;
and
(b) recorded in the minutes of the meeting at which it is presented.
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
- (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
- (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction, and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
- (a) the payee's name.
 - (b) the amount of the payment.
 - (c) the date of the payment.
 - (d) sufficient information to identify the payment.
- (2) A list prepared under sub-regulation (1) must be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications

Payments have been made under delegation.

Financial Implications

The list of payments made in accordance with budget and delegated authority.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner.

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner.

13.0 GOVERNANCE AND COMMUNITY

13.1 COUNCIL MEETING DATES 2024

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: GV.CMT
Date: 29 November 2023
Author: Erin Greaves, Governance & Community Manager
Authorising Officer: Matt Fanning, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

To consider setting the Ordinary Council meeting dates for 2024. The proposed schedule reflects the bi-monthly model trialled during 2022 and utilised in 2023.

Key Points

- Since 2022, the Ordinary Council meetings have been scheduled to generally be held on the third Wednesday of every second month (excluding January)
- Council has the ability to call for a Special meeting if a matter or matters require attention between the proposed meetings dates
- Council is required to set and give local public notice of the date, time and place of its ordinary council meetings at least once every calendar year

OFFICER RECOMMENDATION – ITEM 13.1

Council sets the 2024 Ordinary Council meeting dates to commence at 5:00pm, in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, as per the below schedule:

Council Meeting Dates 2024
January 2024 – Nil
14 February 2024
March 2024 – Nil
17 April 2024
May 2024 – Nil
19 June 2024
July 2024 – Nil
21 August 2024
September 2024 – Nil
16 October 2024
November 2024 – Nil
11 December 2024

Unless local public notice is provided to the contrary, all Council meetings are to be held in Council Chambers located at 21 Victoria Street, Mingenew.

AMENDED OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 13.1 – RESOLUTION# 13061223

MOVED: Cr AT Pearse

SECONDED: Cr AR Smyth

Council sets the 2024 Ordinary Council meeting dates to commence at 5:00pm, in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, as per the below schedule:

Council Meeting Dates 2024
January 2024 – Nil
21 February 2024
March 2024 – Nil
17 April 2024
May 2024 – Nil
19 June 2024
July 2024 – Nil
21 August 2024
September 2024 – Nil
16 October 2024
November 2024 – Nil
11 December 2024

Unless local public notice is provided to the contrary, all Council meetings are to be held in Council Chambers located at 21 Victoria Street, Mingenew.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

NOTE: The date was amended to reflect Council’s schedule to hold meetings on the third Wednesday of the month.

Background

At the 17 November 2021 Ordinary Council meeting, a Councillor motion was presented requesting a direction to the CEO to prepare a meeting schedule for 2022 to be based upon an intent to hold Ordinary Council meetings every two months. As such, Council agreed at the December 2021 Ordinary meeting to trial the new model with a review proposed to be conducted in June 2022.

Council ultimately decided to continue with the bimonthly Council meeting model at the June Ordinary meeting.

Comment

Whilst Council has historically held 11 Ordinary Meetings per year, there is no proscriptive requirement under legislation or our Standing Orders Local Law to do so. Section 5.3(2) of the *Local Government Act 1995* requires Ordinary Meetings be held at least every three months and Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* requires that Council’s financial statements are brought to an Ordinary Meeting within two months of the end of the month they apply to. That said, the typical minimum number of Ordinary Meetings held by WA local governments is 10, with some small Shires holding no December or January meeting. At present, no Local Governments appear to meet less frequently than this.

The reduction in the number of Council meetings recognises the change in the way members of the public interact with Council and the Shire. Technology now provides for more timely contact through phone, email, social media and online meetings which ensures queries, suggestions and complaints can be dealt with within a reasonable timeframe and with sufficient governance oversight, without the need to await a monthly meeting. A majority of questions / deputations made at Council meetings by members of the public over the last two years

have specifically related to a matter before Council at that meeting, and this opportunity would not be impacted by the schedule change.

As noted in the 2021 Council report, advice was sought from WALGA on the proposal, with several potential risk areas identified and risk mitigation strategies developed, as outlined below.

Accessibility and Transparency:

Less frequent meetings provide less opportunity for the public to attend meetings and be heard on issues. Whilst this is a valid concern, in Mingenew over the previous few years there have been very few instances of public attendance at Council Meetings. The proposal would only reduce the number of meetings, not impact in any way the ability of members of the public to attend the meetings which do take place (or engage with the local government outside of these meetings).

Decisions with Statutory Timeframes:

Some decisions, particularly those related to planning matters, have statutory timeframes that Council is required to meet. Again, as a small rural Shire, these are infrequent in Mingenew and could be managed through Special Meetings as required. It is anticipated that the number of special meetings required in a given year to address these matters would be less than the 5 Ordinary Meetings that would be potentially reduced through this proposal. Council also has the ability to set decision-making parameters through delegations to the CEO and can call for Special meetings where the timeline of set meetings is not suitable.

Lead-time on Decisions:

There may be some items, without statutory timeframes, that could take longer to be resolved (especially where decisions are required at consecutive meetings). The Shire is not aware of any matters that have been impacted. Again, important matters may and have been managed through a Special Council Meeting if required.

Community Perception of Councillor Workload:

There is a reputational risk that such a move could be seen as Councillors attempting to abrogate their responsibilities (whilst still collecting their annual fees). In larger local governments where Councillors receive higher fees, this risk would be very real. In Mingenew, Councillor fees are set at around one-third of the maximum allowed by SAT for a Band 4 Council and the role is largely viewed as a voluntary service. That said, this proposal will only reduce the number of Ordinary Meetings, not the overall volume of meeting papers that Councillors will need to review and consider. Further, the proposal does not intend to reduce the number of Concept Forum meetings, which will still occur monthly and which Councillors will still be expected to attend.

Council Agenda Length and Councillor Workload:

In contrast to the item above, there is a risk that two-monthly meetings could result in unreasonably large agendas for Council to consider. This risk can be managed, in part, by administrative staff seeking to spread items – where possible – across the calendar year (as currently happens through the use of our Governance Calendar). It may also be possible to release agendas further in advance of meetings to provide greater preparation time.

Loss of Connection Between Council and the Administration:

Council meetings are an opportunity for Councillors and senior staff to check in and maintain positive working relationships, which are important to the effective operation of the Shire. Whilst the proposal will reduce the number of Ordinary Meetings, Councillors and senior staff will still meet monthly at Concept Forum meetings, so this risk is minimal.

Likely Efficiency Gains:

As previously noted, staff would still be required to prepare a similar number of reports for Council, however time would be saved through:

- Reducing the number of times staff are required to:
 - o Review, format and compile agendas and attachment booklets
 - o Distribute agendas to Councillors and post to the Shire website

It is also expected that there would be a small reduction in the overall amount of time Councillors and staff generally spend in meetings.

Summary:

The proposal will likely continue to have some efficiency gains for both staff and elected members, but there are also some risks of decision-making timeframes increasing or a need for more frequent Special Meetings which may cancel out some of the efficiency savings.

In 2023, there were four Special meetings called and held, as outlined below:

15 March 2023 – development application, Request for Tender decision (Yandanooka NE Rd intersection realignment, determining the method for conducting the local government elections, ALGA call for motions and Budget Review

19 July 2023 – amendment to rates instalment dates 2023/24 and calling for quotes for a Marketing and Communications Strategy

20 September 2023 – proposed workforce accommodation, draft strategic community plan, setting of Polling Day for extraordinary election, nomination of projects for LGRF and RPPP, RAV Access Application and confidential item to repurchase land.

15 November 2023 – appointment of committee delegates, Fees & Charges amendment and Request for Tenders decision (Day Care).

This brings the total number of Council Meetings for the year to 10.

It is difficult to ascertain whether this theme will be carried through to 2024 and warrants the justification of returning to a monthly meeting schedule (excluding January).

Should Council wish to return to a monthly meeting schedule then the following schedule is recommended:

Council Meeting Dates 2024
January 2024 – Nil
14 February 2024
20 March 2024
17 April 2024
15 May 2024
19 June 2024
17 July 2024
21 August 2024
18 September 2024
16 October 2024
20 November 2024
11 December 2024

Statutory Environment

Local Government Act 1995

5.3. Ordinary and special council meetings

- (1) A council is to hold ordinary meetings and may hold special meetings.*
- (2) Ordinary meetings are to be held not more than 3 months apart.*
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

Local Government (Financial Management) Regulations 1996

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

- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be*

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- (b) recorded in the minutes of the meeting at which it is presented.*

Policy Implications

Nil

Financial Implications

No direct financial savings are expected, however there will be some efficiency gains as noted above.

Strategic Implications

Strategic Community Plan 2019-29

1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness.

13.2 ELECTED MEMBER POLICIES REVIEW AND MEETING ATTENDANCE FEES 2023/24

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	CM.POL
Date:	29 November 2023
Author:	Erin Greaves, Governance and Community Manager
Authorising Officer:	Matt Fanning, Chief Executive Officer
Voting Requirement:	Absolute Majority

Summary

An internal review has been undertaken of Council's Elected Member Policies. As per the Policy Review schedule, these are presented to Council for consideration.

Key Points

- Council last reviewed its Elected Member Policies in December 2021
- The Shire's Policy Review Schedule requires the policies to be reviewed biennially and the Local Government Act 1995 requires certain policies to be reviewed after an ordinary local government election is held
- Any changes proposed are minor and are shown as tracked changes in the attachment
- There is proposed a more comprehensive review of the Elected Members Entitlements Policy in early 2024 to workshop potential changes to the method for calculating member meeting fees
- Changes to the *Local Government Act 1995*, effective from 1 January 2024, require a decision on setting meeting fees for independent members (council member fees currently determined by the Entitlements Policy as an annual fee)

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 13.2 – RESOLUTION# 14061223

MOVED: Cr HR McTaggart SECONDED: Cr JR Holmes

Council

1. Adopts, by Absolute Majority, the amended Elected Member Policies as provided in Attachment Booklet – December 2023, as follows:
 - 1.1.1 Elected Members Entitlements Policy (*amended and to be reviewed again prior to June 2024 to inform the Annual Budget 2024/25*)
 - 1.1.2 Elected Member Communications Policy (*amended*)
 - 1.1.3 Communication between Elected Members and Staff Policy (*amended*)
 - 1.1.4 Code of Conduct for Council Members, Committee Members and Candidates
 - 1.1.5 Elected Member Training and Professional Development Policy
 - 1.1.6 Elected Member and CEO Attendance at Events Policy
 - 1.1.7 CEO Standards for Recruitment, Performance and Termination
 - 1.1.8 Code of Conduct Behaviour Complaints Management Policy (*amended*)
2. Determines that the meeting attendance payments, as per Salaries and Allowances Tribunal (SAT) Determination No 1 of 2023 (varied 3 November 2023), be set as follows:
 - a) for independent members the per meeting fee is set at the maximum per meeting threshold of \$125 for Band 4 local governments, and
 - b) The fees are applicable from 1 January 2024 as per the *Local Government Amendment Act 2023* and reviewed in setting the Annual Budget.

NOTE: the method for determining council and independent member fees, and fees for President and Deputy President, will be set out in the Elected Member Entitlements Policy (as reviewed).

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

Attachments

- 12.3.1 List of Payments – October and November 2023
- 13.2.1 Elected Member Polices (with tracked changes)

Background

Council established a Policy Review schedule in December 2019 requiring Elected Member policies to be reviewed, as a minimum every two years (following an ordinary election), or as required.

Comment

Based on feedback provided by Elected Members at the November Concept Forum, the Elected Member Entitlements Policy is to be researched further and options considered for the payment of elected members sitting fees etc, as per the relevant Salaries & Allowances Tribunal (SAT) Determination. This will be reviewed and reported back to Council to inform the development of the Annual Budget 2024/25.

Small grammatical amendments have been made throughout to consider Local Government Reform changes and any updates to position titles e.g. Finance & Administration Manager to Manager Corporate Services.

There is a statutory requirement for Council to review its elected member policy for continuing professional development following an ordinary election and has an established Policy Review Schedule to align with this requirement.

A summary of proposed changes to the policies are provided below:

1.1.1 Elected Member Entitlements Policy
<ul style="list-style-type: none"> - Minor grammatical and formatting changes proposed - Inclusion of legislated Parental Leave for Elected Members is included - Includes the setting of fees for attendance at meetings by Independent Members - Further research required to inform Council on impacts of changing the member fees structure for 2024/25
1.1.2 Elected Member Communications Policy
<ul style="list-style-type: none"> - Minor wording amendment to Policy - Update of legislation reference (Rules of Conduct Regulations have been superseded by Model Code of Conduct Regulations)
1.1.3 Communications between Elected Member and Staff Policy
<ul style="list-style-type: none"> - Minor wording update to Policy - Reform changes are indicating Regulations will require a Communications Agreement to be developed by local governments which will potentially supersede this policy in future.
1.1.4 Code of Conduct for Council Members, Committee Members and Candidates
No change
1.1.5 Elected Member Training and Professional Development
No change
1.1.6 Elected Member and CEO Attendance at Events
No change
1.1.7 CEO Standards for Recruitment, Performance and Termination
No change (based on Local Government (Model Code of Conduct) Regulations 2021 which have not undergone any changes since implementation).
1.1.8 Code of Conduct Behaviour Complaints Management
<ul style="list-style-type: none"> - Minor amendments to wording

Of note, there are a number of matters impacting or likely to impact in the future these policies as a result of the State Government's reform package:

- Regulations are currently being developed for the establishment of communication agreements between council members and local government administration which may override Council's 'Communication between Elected Members and Staff' Policy. It is advisable that a policy remain in place until such time.
- Parental Leave is now available for Council members (effective 1 July 2023) which has been reflected in the 'Elected Member Entitlements' Policy.
- Changes to the provisions for paying meeting fees (see below)

On 3 November 2023, the Salaries and Allowances Tribunal (SAT) made a variation to the Local Government Chief Executive Officers and Elected Members Determination, issued on 6 April 2023 (No 1 of 2023), which sets out the range of fees to apply where a local government decides to pay a council member or independent member a fee referred to in:

- section 5.98(1) of the *Local Government Act 1995* for attendance at a committee meeting; or
- section 5.98(2A)(b) of the *Local Government Act 1995* for attendance at a meeting of a type prescribed in regulation 30(3A) of the *Local Government (Administration) Regulations 1996*; or
- section 5.100(2)(a) of the *Local Government Amendment Act 2023* for attendance at a committee meeting.

Table 1: Committee meeting and prescribed meeting fees per meeting – local governments

Band	Elected members		Independent committee members	
	Minimum	Maximum	Minimum	Maximum
1	\$325	\$415	\$0	\$415
2	\$195	\$305	\$0	\$305
3	\$100	\$215	\$0	\$215
4	\$50	\$125	\$0	\$125
All regional local governments	\$50	\$125	\$0	\$125

The *Local Government Amendment Act 2023* provides for changes to s.5.100 of the *Local Government Act 1995*, effective from 1 January 2024 which provides for the payment to independent members for attending a committee meeting.

This will further inform the review of the Elected Member Entitlements Policy in determining the most appropriate and effective method for paying member fees (either annually or per meeting) and inform the 2024/25 Annual Budget.

Statutory Environment

Local Government Act 1995

5.39C. Policy for temporary employment or appointment of CEO

(1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —

- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
- (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

* Absolute majority required.

(2) A local government may amend* the policy.

** Absolute majority required.*

(3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

(4) *The CEO must publish an up-to-date version of the policy on the local government's official website.*

5.90A. Policy for attendance at events

(1) *In this section —*

event *includes the following —*

(a) *a concert;*

(b) *a conference;*

(c) *a function;*

(d) *a sporting event;*

(e) *an occasion of a kind prescribed for the purposes of this definition.*

(2) *A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —*

(a) *the provision of tickets to events; and*

(b) *payments in respect of attendance; and*

(c) *approval of attendance by the local government and criteria for approval; and*

(d) *any prescribed matter.*

** Absolute majority required.*

(3) *A local government may amend* the policy.*

** Absolute majority required.*

(4) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

(5) *The CEO must publish an up-to-date version of the policy on the local government's official website.*

5.128. Policy for continuing professional development

(1) *A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.*

** Absolute majority required.*

(2) *A local government may amend* the policy.*

** Absolute majority required.*

(3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

(4) *The CEO must publish an up-to-date version of the policy on the local government's official website.*

(5) *A local government —*

(a) *must review the policy after each ordinary election; and*

(b) *may review the policy at any other time.*

Local Government Amendment Act 2023

5.100. Fees paid and expenses reimbursed to committee members

(1) *In this section —*

committee member *means a person who is a committee member but who is neither a council member nor an employee;*

determined *means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7BAA.*

(2) *A committee member who attends a meeting of the committee is entitled to be paid —*

(a) *the fee determined for attending a committee meeting; or*

(b) *if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.*

(3) *A committee member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —*

(a) *the fee determined for attending a meeting of that type; or*

(b) *if the local government has set a fee within the range determined for meetings of that type — that fee.*

Policy Implications

As outlined above.

Financial Implications

The addition of meeting attendance fees for independent members will have minimal impact on the 2023/24 Annual Budget, with there likely only being two Audit & Risk Committee meetings held in the first half of 2024 (independent Member appointed to this Committee). If paid at the maximum threshold, this will be at a cost of \$250 to Council.

Strategic Implications

Strategic Community Plan 2019-2029

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

of the Pilbara, it is celebrated on a different date from the rest of Western Australia, and it may even be celebrated on different dates in different parts of the Pilbara. In Queensland, it is celebrated on the 1st Monday in October.

The day has been celebrated since 1788, when Governor Arthur Phillip declared a holiday to mark the birthday of King George III. Until 1936 it was held on the actual birthday of the Monarch, but after the death of King George V, it was decided to keep the date at mid-year.

Comment

A proposal has been suggested for Mingenew to observe the declared public holiday on the Friday of Mingenew Midwest Expo. The Mingenew Midwest Expo Board have resolved to hold their two day event over a Thursday and Friday in 2024, with the dates being 8 & 9 August. Therefore, the proposed alternative public holiday would be observed on Friday, 9 August 2024.

This may serve to benefit some members of the community in volunteering and attending Expo, who would otherwise have work commitments. On the flip side, this may impact local businesses operating from Expo or providing auxiliary services in town with regard to paying public holiday penalty rates, accessing childcare etc.

Mingenew Primary School are considering a Student Free Day on the Friday of Expo in 2024 at the request of the expo board.

Statutory Environment

Local Government Act 1995

Policy Implications

Nil.

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2019-2029

4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop

Prior to consideration of Item 13.4, Cr JR Holmes, Cr HR McTaggart and Cr AR Smyth, left the meeting at 5:57pm and did not participate in discussion or vote, disclosing proximity interests as landowners of affected or adjacent property for which the resolution relates.

13.4 CONSULTATION ON 2023 MAP OF BUSH FIRE PRONE AREAS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ES.PLN.2
Date: 29 November 2023
Author: Erin Greaves, Governance and Community Manager
Authorising Officer: Matt Fanning, Chief Executive Officer
Voting Requirement: Simple Majority

Summary

To seek feedback from Council on the proposed amendments to the State Bush fire Prone Areas Map effecting the Shire of Mingenew.

Key Points

- Councils have an opportunity to provide comment on DFES's 2023 Review of the *Map of Bush Fire Prone Areas* (the Map)
- An updated version of the Map is scheduled for release in early 2024 and this is Council's opportunity to influence the currency and accuracy of the Map.
- One proposed amendment within the Mingenew townsite has been identified
- Comments must be provided to DFES prior to close of business on Friday, 15 December 2023

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 13.4 – RESOLUTION# 16061223

MOVED: Cr RA Starick

SECONDED: Cr AT Pearse

Council writes to the Department of Fire and Emergency Services (DFES) with regard to the proposed 2023 State Bush Fire Prone Areas Map and requests an amendment to the map to exclude the area between Field Street and Midlands Road at the western end of the Mingenew townsite (as shown circled in the image below) given the landscape, built form, prevailing wind direction in summer is easterly and south-westerly, and the intervening Midland Road to the vegetation to the north.



VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 4/0

(FOR: Cr GJ Cosgrove, Cr JD Bagley, Cr AT Pearse, and Cr RA Starick AGAINST: Nil)

Background

Following the Perth Hills (and other) bushfires the Keelty Report was released in 2011 that resulted in the Department of Fire & Emergency Services (DFES) annually publishing a State Map of Bushfire Prone Areas that identifies land across the state considered to have a level of bushfire risk (generally comprising vegetation pockets and linkages and a 50m approximate buffer) these areas are marked in pink on the State Map.

This State Map can be viewed on the DFES website at the following link:

[Map of Bush Fire Prone Areas \(slip.wa.gov.au\)](https://slip.wa.gov.au)

The DFES website also contains background explanatory material:

[Bushfire prone areas - Department of Fire and Emergency Services \(dfes.wa.gov.au\)](https://dfes.wa.gov.au)

[OBRM-Map-of-Bush-Fire-Prone-Areas-FAQ.pdf \(dfes.wa.gov.au\)](https://dfes.wa.gov.au)

A bush fire prone area is defined as: "an area that has been designated by the Fire and Emergency Services (FES) Commissioner under section 18P of the Fire and Emergency Services Act 1998 as an area that is subject, or likely to be subject, to bush fires."

The identification of bush fire prone areas is a fundamental step to allow controls for bushfire risk to be implemented through the planning and building system. The Map of Bush Fire Prone Areas (Map) shows areas of Western Australia (WA) that is considered at risk. Building and planning requirements for bush fire prone areas are set out in *State Planning Policy 3.7 Planning in Bushfire Prone Areas* and the *National Construction Code*. Further information on the policy and code can be found at <https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas>.

Figure 1 – DFES State Map of Bushfire Prone Areas (Mingenew townsite) extract



The general outcome is that if a habitable development (or building that is occupied in a significant way for extended periods) is proposed within an area shaded pink upon the DFES State Map of Bushfire Prone Areas it doesn't mean this can't be considered for approval by the local government. However, it does mean that it triggers the requirement for the applicant to lodge a Bushfire Attack Level (BAL) Assessment that provides site specific analysis of the bushfire risk.

The BAL can trigger the requirement for additional bushfire information (e.g. a bushfire management plan for more intensive/larger scale developments) and certain structural (and other) fire management measures which are based on the BAL rating i.e. a residence set amidst a canopy of eucalypts on a steep slope would likely have a very

different and more onerous set of structural (and other) requirements than a residence set on a flat area with a cleared area between it and shrubs/grasslands.

These are statewide requirements that local governments, landowners, draftsman and builders are required to comply with.

DFES wrote to the Shire on 15 November 2023 inviting input into the latest State Map review in regards to any significant clearing or other significant amendments to vegetated areas as follows:

“Please review the current mapping of bushfire prone areas within your Local Government Area, as viewable on the Draft Map of Bush Fire Prone Areas 2023. We kindly request your feedback on the following:

“The identification of Area 1 suburbs or portions of suburbs.

Area 1 comprises suburbs or portions of suburbs that are significantly developed and have relatively little contiguous vegetation. The characteristics of Area 1 reduce the risk of landscape scale bushfires to facilitate contextualised planning policy responses. Please refer to the Mapping Standard for Bush Fire Prone Areas 2023 for information about how Area 1 was defined.

Vegetation management within local government-managed land.

We are interested in gathering information about the management of vegetation by local governments. Vegetation that is managed in perpetuity may be able to be removed from the Map. To facilitate this, please provide any relevant information about vegetation management practices or initiatives in your local government area. Please refer to the Mapping Standard for Bush Fire Prone Areas 2023 for more information.

Changes to the bushfire prone area within your local government area.

Please identify any significant changes to the vegetation or other factors that may impact the bushfire risk in your area. Please note that changes must relate to patches of vegetation at least one hectare in area to be considered for removal from the Map as part of the current review.”

Comment

It would not appear that there are significant areas of clearing or revegetation actions (e.g. carbon plantations) that would warrant amendment to the bushfire mapping in the wider Shire area.

It might be considered, however, that the area between Field Street and Midland Road at the western end of Mingenew townsite might be appropriate to remove from the State Map (as circled in the below figure) given the landscape, built form, prevailing wind direction in summer is easterly and south-westerly and the intervening Midland Road to the vegetation to the north.

The lot immediately west was not included in the below circled area for consideration, as it was felt appropriate that CBH should be required to develop a bushfire management plan as part of their future application for a workforce accommodation camp.

Figure 2 – potential area that may be appropriate to remove from DFES State Map



DFES are seeking comment on its State Map prior to 15 December and, should Councillors consider the above suggested amendment appropriate (or any other amendments that Council feels appropriate), then Shire staff will provide a submission to DFES.

Alternatively if Council consider that no modification should be suggested to DFES then Shire staff will respond accordingly.

Statutory Environment

Fire and Emergency Services Act 1998

Policy Implications

Nil.

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2019-2029

1.1.2 Provide buildings, facilities and services to meet community needs



Maintenance Activities

Maintenance grading works has been undertaken on the following roads:

- Top end of Coalseam requires some work which is planned for the first week in December
- Road inspections to monitor condition.

Other Road Maintenance activities

- Traffic counters are in place on Eleanor Street, Yandanooka NE, Boolinda.
- There are a few spots being monitored at the new Yandanooka intersection.

Roadside signage

- Monitoring.

Works ahead

- Moving onto scoops road and Telara road planned to be completed before Christmas break.
- Bring all the equipment back to the depots clean and service.
- Water grade roll Depot hill road after harvest.
- Strawberry NE road gravel re-sheeting preparation works.
- Gravel patching Yandanooka Morawa road in 6 identified priority areas
- Gravel patching Colgate Road approximately SLK 10.22
- Pot hole patching Yandanooka North east road.

Urban Services

Streetscape completed works

- Mowing and maintenance of entrances and shared areas.
- Playgrounds have been treated for weeds in play areas.

Works ahead.

- Routine maintenance
- Spraying, Street maintenance and garden maintenance.

Open spaces completed works

- Main oval, hocky field, Turf club straight and tennis courts have come back nicely and are being maintained, fertilised and watered.
- Mowing and maintenance of fields.
- Replaced 3 X 50mm water meters at each bore site which were not working.
- Repaired broken sprinkler station on the three springs end of the main oval.
- I have reached out to the Geraldton Bowling club to find out how they manage their watering of the bowling green. They are going to reply via email with information that may assist us.





Works ahead.

- Netball court maintenance on protruding lumps.
- Routine maintenance

Tennis Club

- Electrician has completed basic tests and is pricing replacing some of the bulbs and switch gear changing lights to a LED. These LED lights may not meet the Australian Standard for lux lighting for tennis to be played. Still waiting on further information regarding the lights from this electrician.
- I have received another proposal from a lighting firm which has provided a fee proposal and design. The cost of supply and install of the lights is \$45,000. Design and quote attached. This matter will need to be listed in the LTFFP for forward year budget considerations.

Infrastructure Projects

Mingenew Airfield

- Shed and shelter has been delivered.
- Pipe work will be completed by Nutrien Water date is yet to be set.
- Once the pipe work has been installed the shed will be constructed over the pump.

Tennis Club building

- The transportable building was installed on 29 September.
- Septic system and plumbing works have been completed.
- Electrical works have been completed.
- Block work is in place and been back filled.
- The accessibility car park and pathway are currently under construction, nearing completion.
- Irrigation is currently being installed.
- Quotes requested for turf for the surrounding of the tennis club building are being sort.





Works ahead.

- Installation of the shed and shade - airport.
- Installation of the pipe work at the airfield.
- Routine maintenance
- Investigate options for light repairs or replacement for the tennis courts.
- Block step grouting.
- Tennis clubhouse land scaping works.

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

All works have been completed to Budget

Strategic Implications

Strategic Community Plan 2019-29

- 1.1.1 Provide and support cost effective transport networks
- 1.1.2 Provide buildings, facilities and services to meet community needs
- 1.3.2 Provide services and processes to enhance public safety
- 2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle

- 14.0 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
Nil.
- 15.0 **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
Nil.
- 16.0 **CONFIDENTIAL ITEMS**
Nil.
- 17.0 **TIME AND DATE OF NEXT MEETING**
Next Ordinary Council Meeting to be held on Wednesday 21 February 2024 commencing at 5.00pm.
- 18.0 **CLOSURE**
The meeting was closed at 5:59pm.

These minutes were confirmed at an Ordinary Council meeting on 21 February 2024.

Signed _____
Presiding Officer

Date: _____



MINUTES OF THE SPECIAL COUNCIL MEETING

15 DECEMBER 2023

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**AGENDA FOR THE SPECIAL MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON
15 DECEMBER 2023 COMMENCING AT 2.00PM**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 2:00pm.

2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 2.0 – RESOLUTION# 01151223

MOVED: Cr HR McTaggart

SECONDED: Cr JR Holmes

Council authorises Cr AT Pearse and Cr JD Baley to attend the meeting by electronic means, being satisfied that the requirements under the *Local Government (Administration) Regulations 1996* have been met with regard to suitable location and equipment to effectively engage in deliberations and communications during the meeting.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 6/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, and Cr RA Starick AGAINST: Nil)

Councillors

Cr GJ Cosgrove	Shire President
Cr HR McTaggart	Deputy President
Cr JD Bagley	Councillor*
Cr JR Holmes	Councillor
Cr AT Pearse	Councillor*
Cr RA Starick	Councillor

**attending by electronic means*

Apologies

Cr AR Smyth	Councillor
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Staff

Ms Erin Greaves	Acting Chief Executive Officer
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Guests

Nil

3.0 PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME

Nil.

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

5.0 DECLARATIONS OF INTEREST

Nil.

9.0 CHIEF EXECUTIVE OFFICER

9.1 ROAD USER, CONTRIBUTION AND UPGRADE AGREEMENT – TERRA MINING

Location/Address:	Shire of Mingenew
Name of Applicant:	Terra Mining
File Reference:	RD.PER.1
Disclosure of Interest:	Nil
Date:	14 December 2023
Author:	Erin Greaves, Acting Chief Executive Officer
Voting Requirements:	Simple Majority

Summary

For Council to consider an application from Terra Mining to utilise Eleanor Street and Boolinda Road, Mingenew for haulage of iron ore from mining operations at Extension Hill to the Geraldton Port and establishing an appropriate road use agreement.

Key Points

- Terra Mining Pty Ltd seek permission to utilise Eleanor Street and Boolinda Road as part of their haulage route to transport iron ore from Extension Hill to the Geraldton Port
- A similar application was considered by Council at its 6 December Ordinary Council meeting however the key difference being the proposed vehicles being used for haulage in this case are already approved under the Restricted Access Vehicle Network (RAV7.3) for the proposed route.
- The RAV Network 7.3 approval does have a condition that permission is to be sought from the road manager and written approval must be carried by the operator at all times
- The proponent has advised they intend to commence haulage operations 1 January 2024

OFFICER RECOMMENDATION – ITEM 9.1

Council

1. Grants support for Terra Mining Pty Ltd to undertake haulage operations approved under the Restricted Access Vehicle (RAV) Network 7.3 on the following Shire-managed roads:
 - Eleanor Street
 - Boolinda RoadNoting that the RAV7.3 approval is conditional on all operators carrying written support from the road manager acknowledging the operator's use of the road.
2. Authorises the Chief Executive Officer to negotiate and enter into a road use agreement between the Shire of Mingenew and Terra Mining Pty Ltd for a period of 12 months to facilitate mining operations at Extension Hill, based on the terms and conditions as outlined in the Draft Road User, Contribution and Upgrade Agreement (Attachment 9.1.1);
3. Authorises the Chief Executive Officer and Shire President to execute the final agreement and affix the Common Seal.

The meeting was adjourned at 2:05pm to seek advice from Shire of Perenjori CEO, Paul Anderson on the outcome of Council's meeting held yesterday.

The meeting reconvened at 2:09pm.

AMENDED MOTION AND COUNCIL DECISION – ITEM 9.1 – RESOLUTION# 02151223

MOVED: Cr JR Holmes

SECONDED: Cr RA Starick

Council

4. Grants support for Terra Mining Pty Ltd to undertake haulage operations approved under the Restricted Access Vehicle (RAV) Network 7.3 on the following Shire-managed roads:
 - Eleanor Street
 - Boolinda Road

Noting that the RAV7.3 approval is conditional on all operators carrying written support from the road manager acknowledging the operator's use of the road.

5. Authorises the Chief Executive Officer to negotiate and enter into a road use agreement between the Shire of Mingenew and Terra Mining Pty Ltd for the period ending 31 December 2024 to facilitate mining operations at Extension Hill, based on the terms and conditions as outlined in the Draft Road User, Contribution and Upgrade Agreement (Attachment 9.1.1) and as follows;
 - Negotiate minimum \$0.12 per tonne of product (including any byproduct) carted through the Shire of Mingenew from the mining operations at Extension Hill per annum which amount shall comprise the Community Infrastructure Fund Contribution.
6. Authorises the Chief Executive Officer and Shire President to execute the final agreement and affix the Common Seal.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 4/2

(FOR: Cr GJ Cosgrove, Cr JD Bagley, Cr JR Holmes, and Cr AT Pearse, AGAINST: Cr HR McTaggart and Cr RA Starick)

Attachments

9.1.1 Draft Road User, Contribution and Upgrade Agreement

Background

The Shire received a request this week from Terra Mining Pty Ltd (Terra) to utilise Eleanor Street and Boolinda Road for haulage of iron ore from their Extension Hill mine site to the Geraldton Port commencing in January 2024. Due restrictions in being able to access the rail network (their preferred option), Terra are required to consider road haulage for at least the first 12 months of operation.

Terra have advised the following with regard to proposed transport movements:

"During the 3 month ramp up period between January to April 2024, we expect to be carting 55k tonnes per month. In this time it will work up to 110k tonnes per month, therefore the truck movements per day would look like below:

- *First 3 months*
- *55k tonnes per month*
- *23 truck movements per day in/out of Mingenew*
- *This would be in a 24 hr period, so ~12 truck movements per 12hr shift*

- *Following 9 months*
- *110k tonnes per month*
- *46 truck movements per day in/out of Mingenew*
- *This would be in a 24 hr period, so ~ 23 truck movements per 12hr shift"*

ALTERNATIVE MOTION AND COUNCIL DECISION – ITEM 11.3 – RESOLUTION#09061223

MOVED: Cr RA Starick

SECONDED: Cr AT Pearse

Council refuses the application to amend the Restricted Access Vehicle Network on the Boolinda Rd and Eleanor Street, Mingenew for the following reasons:

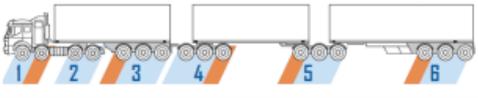
1. Increased safety, noise and liveability concerns relating to vehicles travelling down Midlands Road (main street);
2. The condition, geometry and strength of Eleanor St and Boolinda Road including intersections;
3. The significant increase in heavy vehicle volumes compared to existing vehicle movements;
4. The Mingenew-Mullewa / Midlands Road intersection, if reconfigured, would remove these issues and enable the Council to further consider this matter;
5. Boolinda Road rail crossing closures would affect this operation in addition to congestion during harvest periods;
6. Lack of detail within the application;
7. Lack of stakeholder engagement regarding impacts of this activity on the community, local business and industry.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

(FOR: Cr GJ Cosgrove, Cr HR McTaggart, Cr JD Bagley, Cr JR Holmes, Cr AT Pearse, Cr AR Smyth and Cr RA Starick AGAINST: Nil)

The full route proposed through the Shire of Mingenew is currently RAV7.3 approved by Main Roads WA for the category of vehicles proposed by Terra for their haulage operations (up to 36m long trucks with additional mass permitted on each axle to a Level 3). The vehicle configurations proposed to be utilised are shown in the image below:

Category 7 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
7A	 AB-Triple (Prime Mover, Semi Trailer & B-double)	>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3
7B	 BA-Triple (B-double & Dog Trailer)	>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3

The configurations above are typically used for grain freight operations locally.

However, a CA07 condition exists requiring approval from the road manager for use of the road. Therefore, Council has authority to approve or reject the use of its roads (Shire-managed).

Comment

Terra have advised they intend to engage local cartage contractors and associated service providers/trades to support local communities impacted by their road use.

A Draft Road User, Contribution and Upgrade Agreement has been prepared in consultation with McLeods, based on a similar agreement already prepared in consultation with the Shire of Perenjori and Terra Mining. The Agreement considers imposing conditions to ensure the road integrity is maintained and/or repaired, all necessary permits are obtained (including the requirement for a Commercial Goods Vehicle Licence (CGVL) and includes provision for a bank guarantee as security.

The increased heavy vehicle traffic along this road will accelerate wear on the road pavement and surfacing and therefore reducing the life of the Shire’s assets. Prior to the commencement of road haulage activities by

Terra Mining, it would be prudent of the Shire to ensure a road condition assessment is undertaken of Eleanor Street and Boolinda Road to facilitate monitoring of the impacts on the affected roads. This is provided for within the Agreement.

The proposal does not provide Council with any assurance that the concerns raised during the Council meeting last week will be addressed. However, the Draft Agreement does provide for a Community Infrastructure Fund Contribution by the proponent based on 0.12 cents per tonne of product mined per annum, in addition to liability for road upgrade and maintenance works.

Should Council not wish to grant support for Terra Mining to use Eleanor Street and Boolinda Road, there is no alternative route through the Shire of Mingenew. Main Roads WA has been contacted by the proponent to consider allowing access across the Mingenew-Mullewa Road / Midlands Road rail crossing so trucks will not need to travel through the main street (along Midlands Road via Eleanor Street and Boolinda Road) but as it stands this is not permitted.

Statutory Environment

Main Roads Act 1930

Road Traffic (Administration) Act 2008, section 132

Public Works Act 1902

Land Administration Act 1997, section 55(2)

Local Government Act 1995, section 3.57

Policy Implications

Council may wish to consider adopting a policy to guide assessing applications to operate RAVs on local government roads and cost recovery activities.

Financial Implications

The proposed road agreement places the costs associated with maintaining the road to an acceptable standard with the proponent while they are operating and utilising the affected roads.

The agreement also includes a bank guarantee that is required to be provided so that the shire can draw upon these funds if the conditions to maintain the road contained within the agreement are not met.

The agreement also includes the provision for a community infrastructure fund contribution per tonne of product from the mining operations. Council is only requested to authorise use for a 12 month period and can include a provision in future agreements for an increase in the community contribution.

Strategic Implications

Strategic Community Plan:

Strategy 1.1.1 Provide and support cost effective transport network

Strategy 1.3.2 Provide services and processes to enhance public safety

10.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 21 February 2024 commencing at 5:00pm.

11.0 CLOSURE

The meeting was closed at 2:42pm.

These minutes were confirmed at an Ordinary Council meeting on 21 February 2024.

Signed _____
Presiding Officer

Date: _____

Mingenew Hall Report 2024

studio  mango



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Introduction: Mingenew Hall

The Mingenew Hall is a historic building which has been closed to the public for 12 years due to asbestos containing materials being identified and needing repairs. During this time the Council have undertaken structural and building code compliance inspections, reports and community consultations about the future of the Hall.

Due to the social and architectural history of the building, Council has asked for options to retain, upgrade, and enhance the existing building and restore its role in the life of the Mingenew community.

This strategy will retain the history of this beautiful mid-century building, and its features such as the sprung floor and tall ceilings, but it will require significant repairs and upgrades to bring an old building up to contemporary and complying standards.

This comprehensive report and the accompanying concept design consolidates previous advice and give Council a clearer understanding of the options for repair and stabilisation of the Hall, and for upgrades to improve its functionality.

Preceding Reports, Documents, and Site Visit

The following documents have informed this report:

- A PDF scan of the original drawings. We note this is mostly illegible and *does not* enable us to know precise as-built engineering or building fabric.
- Marked up plans showing dimensions of un-known authorship
- Drawings dated April 2022 by Efficient Ratings W.A. showing a previous adaptation and restoration proposal.
- Structerre Consulting Engineers report on structural defects dated 15-11-2018
- Chadwick Barron Surveying and Building Compliance Report dated 03-03-2022
- Asbestos Containing Materials Report by LGIS dated 11/01/2016. This has identified 'possible' ACMs but doesn't include testing.
- Lab Report on selected ACMs by ARL dated 15-01-2016 – these were all negative.
- Mingenew Background Brief by Mingenew Shire Council dated 2023
- Future of the Mingenew Town Hall Community Survey responses – summaries and detailed responses

In addition, a detailed 2 day investigation of the Hall was conducted on the 28-29th November 2023.

This included a detailed measure of the existing building to enable an accurate virtual building model, and detailed investigation of methods of construction and building details. Some areas were inaccessible, such as the sub floor, and safe access to heights.

Heritage Commentary

The Hall is currently not on a W.A. heritage register. However, it clearly has important architectural value as a mid-century, experimental, regional building. It was cutting edge contemporary architecture, sponsored by the local community of the time. The Hall's well-regarded architects, Cameron, Chisholm and Nicol are still in business today.

The Hall also represents an important part of Mingenew's community history, with many community survey respondents citing its part in their social lives over many decades.

The lack of a formal heritage listing gives the restoration project more flexibility to explore solutions to the Hall's problems and upgrade it to contemporary, complying standards of safety, access, functionality, and energy efficiency.

However, we can still respect the history and architecture of the Hall with a thoughtful and sensitive approach.

A respectful approach would endeavour to retain as much of the existing building fabric as possible. It would lead for example, to a window solution that restores, retains and automates the upper-level steel framed windows rather than replace them with boxy modern aluminium windows.

This approach can help guide decisions taken throughout the design process.

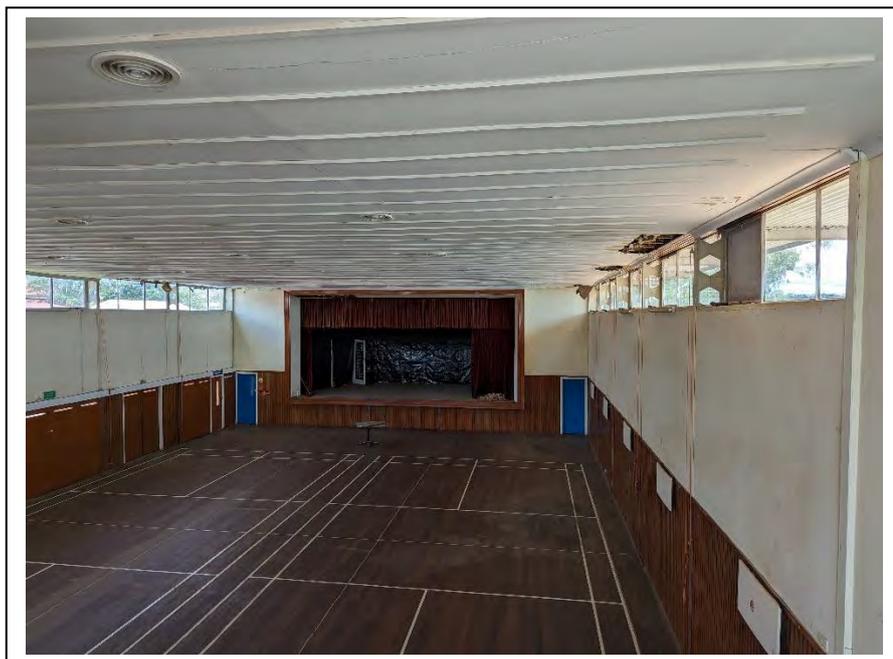


Part 1. Functional Analysis

Council' RFQ specifically cited the following features:

- Stage area
- Rear Stage rooms not required can be partitions
- Kitchenette
- All abilities access
- Bar
- Infrastructure to host Movie nights and remove the need to access the upper old projection room access. Suggest this area is removed
- Rear Stage Access
- Mural on Northern Wall to stay
- Polished floors to remain
- Infrastructure to host blue light discos
- The hall would need to be renovated to be able to host the following suggested functions as a minimum:
 - End of year school concerts
 - School theatrical events
 - Blue light disco
 - Movie Nights
 - Balls, parties, functions, and dinners
 - Pop Up shops, Town Hall Meetings

Below is a more detailed list of the functional needs of various uses.



A summary of Community Consultation and Council's Scope and Brief to date

Use	Existing pro's	Needs / Con's	Studio Mango Comments
Weddings, parties, functions	Good large space, timber floor, tall ceiling	Catering capacity Bar capacity Chair and table store options	Furniture hire and/or storage could be external to the hall and can be brought in for functions Kitchen / servery needs upgrade, or external (eg catering and local heating and serving, or self-contained kitchen vans)
Public meetings	Civic centre	Needs chairs	Provide on-site chair store options for events
Dances / blue light disco	Good large space, timber floor, tall ceiling Stage for a live band or DJ	Audio/visual	A lovely use especially with a live band or DJ on the stage Lighting bars for light effects / mirror balls Want to be able to break outdoors to cool down and chat
Quizzes	Large space	Chair and table store options	Doesn't really need the big space and might use another space around town
Gym / fitness dance classes. Karate etc	Sprung floor good High ceiling	Floor condition to be confirmed Has anchor points for future gym usage	Can simply be used as is. In summer users might choose an airconditioned space instead if ceiling height is non critical
Indoor sport and rec	High ceilings, timber floors	Walls and fixtures need ball protection Line marking is ugly.	We do not think ball sports is compatible with most other uses of the hall and are better under a low cost, naturally ventilated shed roof if required – at the Recreation Centre.
School concerts	Good size	No other indoor facility of a suitable size exists	Perfect, and just down the road Needs proper back of stage: eg changerooms, makeup, basins. Need disabilities access to stage

Use	Existing pro's	Needs / Con's	Studio Mango Comments
Performing arts, live music	A stage!	Fire compliance to be confirmed Sound and lighting tech Acoustic treatment	Needs proper back of stage as above. Need disabilities access to stage Needs audio visual capacity with some built-in equipment with external hiring of equipment Currently no daytime block out of light
Displays and Exhibitions	Good open space	Lighting fitouts / partitions	Subject to booking times and bump-in costs – Council is just renting an open space
Movie nights	Sheltered	Chair store options A/V tech No blackout so needs to be after dark	Can movie nights be a bring your own chair cushion / beanbag for a cosy night? Would need to install a ceiling mounted projector and roll down screen. Currently no daytime block out of light so no matinee's!
Markets / pop up shops		Markets usually more fun and better attendance outdoors!	Hall with a courtyard breakout would work really well though.



Functional Analysis Recommendations

The Shire Hall is a beautiful mid-century building built as a function and dance hall, movie theatre and for the performing arts, and these should remain its core functions. They fit well with the existing building.

Additional functions that the Hall might be used for include exhibitions, markets and an exercise hall.

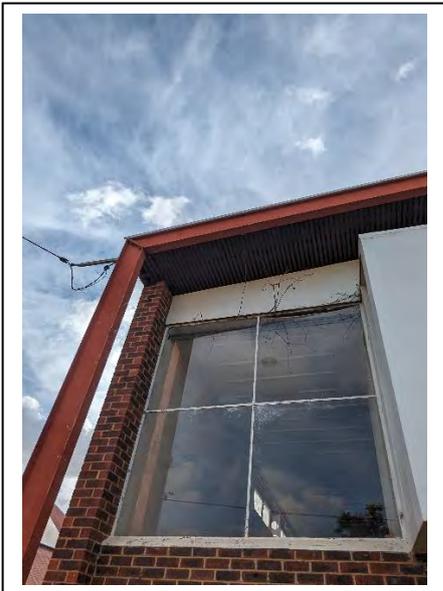
We do not recommend the Hall be used for sports.

Critical upgrades to support these uses are:

- Better bar and kitchen / servery facility. Co-located for efficient staffing
- Back of stage facilities, curtains etc
- All abilities access to toilets and stage
- Chair / table storage and/or hire – stackable chairs and trolley
- Audio visual, data and electrical services

Additional upgrades might include:

- Acoustic treatments
- A blackout facility
- More extensive back of stage
- On-site chair storage
- Break out courtyard
- Air-conditioning



Part 2. Existing Building Condition Summary

Refer to list of reports above.

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
Northern boundary	No fire setbacks to northern boundary	Planning barrier to meet fire codes	Easiest solution is to amalgamate the lots and the problem goes away
Site access	North and east is a dusty and ugly track		Can be landscaped, soakage pit repairs, and truck access limited to southern edge of Council site.
Streetscape	Two trees and some grass		Option for better integration to streetscape, new footpath and garden beds Option for pergola or extended awning

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
Asbestos	Throughout in small quantities Generally encapsulated External claddings to Some walls	Electrical Board at front box office Kitchen splash back Kitchen wall panel adjacent to sink Kitchen coving Kitchen sink lining Moulded wall panelling to projector room (not AC) Projector room ceilings Electrical board in projector room Ceiling and wall plaster (not AC) Electrical Board behind stage Southern wall flat sheet exterior (note the north wall also has flat sheet over the windows) West wall corrugated exterior Roof (replaced)	The asbestos present in the building is generally in encapsulated sheets and can all be safely removed. Option to tender as a separate contract for complete removal prior to handover, as long as builders tender follows soon after to reduce exposure to weather.

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
SE front column (portal frame)	310 UB columns at base	Corroded at base – dig up, cut out 500 above ground, replace like with like and weld Remove vegetation (done) Fix paving drainage	There is no current matching UB so this will need a custom detail into a custom footing, with a concrete upstand / plinth. Should repeat on other side for visual consistency and avoid future rust Pin new footings to existing building slab.
Other steel columns	Generally have some rusting at bases	Expose and treat rust	Column bases may have rusted further since the last reports and should all be exposed, treated and then protected from future rusting. Best solution would be for these bases to be encapsulated in concrete
Paving to south side	Defect	Sunken and pooling water	Will need to be dug out and re-laid for better drainage and protection of column bases – can form part of a new break out space works
Front entry Wood Doors and Glass Panel Side Lights	Compliance	<p>The door would be deemed an exit door that requires to have a single action door handle or mechanism to exit the building. At this point in time the existing door is not in operation to meet compliance.</p> <p>The door entry sidelight is over 900mm wide and requires visual markings, also the glass is not A Grade safety glass being non-compliant materials.</p>	<p>Recommend a full height 'art in place' film decorative design both sides after replacing the glass with laminated or toughened safety glass Existing doors can be upgraded with new push bars, closers and locks</p>

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
SW brick walls	Cracking - structural defect	Engineer's recommendation to use Helifix to repair to suppliers recommendations (crack stitching)	We noted internally that many brick ties were simply not attached to the timber sub frame. A builder's contract can nominate a provisional contract sum for crack stitching, subject to specialist subcontractor scope and quotes.
NW brick wall	Bad cracking - structural defect	Engineer's recommendation to demolish and re-construct the northern corner wall, like for like from the last support column. Provide a new 300mm wide footing down and onto the bedrock below (approx. 600mm). Drill and epoxy grout 4 equally spaced 800mm long N12 reinforcing bars, 400mm into the existing footing.	We agree that a reconstruction of this wall is the respectful response here as the Hall bricks are quite distinctive and aged. Alternatives are a rendered brick/block or timber framed wall. Note column in wall will need rust treatment. Floor will need propping as it bears on this wall.
Brick walls – built in columns and downpipes	The rear side brick wall are double brick veneer on a timber frame – an unusual construction		It's not entirely clear how the existing column fits in these walls and if bricks have been chased to fit making them more liable to cracking. These two western brick walls also have round pipes that we assume are original downpipes embedded within (and maybe front walls too?)
Brickwork generally	Long term maintenance	Bricks are old and some mortar joints need reinstating / repair	Will need treatment during repairs.

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
South Wall	A timber framed wall spanning between steel columns Lower down at the sliding doors this is just thin battens and timber lining boards.	Asbestos cladding to exterior	Has to be re-clad and re-lined and insulated. Could be packed out to span over steel columns externally to protect them into the future. Lower walls should be full width and insulated but can retain blackbutt internal linings. We have not seen inside this wall but guess it has double hardwood girts to make up the thickness.
South wall doors and thresholds	Sliding door and flush steel tracks		While these big sliding panel doors are an important part of the building's built form, we believe they are too difficult to restore and weatherproof and recommend replacing with new aluminium framed glass doors and/or openable windows.
Western deck access	Deck on frame top access rear doors		Very unstable - recommend to be demolished
Western wall	Corrugated asbestos sheeting		To be removed and replaced with new cladding. Option to extend back of house here and integrate into an escape route and all abilities access. Unclear if there are structural columns in this wall or if it's a simple frame – may need reinforcing for wind loads
Western brick base	Bricks may be partly buried		Dig out to investigate – may be part of western wall solution. Fix any drainage issues or floor frame clearance

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
Northern wall and mural			Brick wall is in good condition – murals are faded. Need to remove extra projecting panels at least as they in poor condition. If this is to be kept then could be touched up by skilled mural artist and/or sealed under a clear layer to protect.
Northern awning		Projects across lot boundary	Recommend keeping frame with rust treatment and painting, and re-roofing to drain better. Possible matching awning to south. Lot amalgamation negates setback problem
High level windows	Steel frames, poor paint, need maintenance	Inadequate fire setbacks	These are an important part of the look of the building with the narrow frames very different to modern boxy aluminium frames. We recommend that these be rehabilitated, reglazed with new seals to pivot windows and automated for rising hot air venting. Specialist contractors for this are available in Perth for detailed quotes. Lot amalgamation
High level front windows.	Steel frames, poor paint, need maintenance		These have survived some decent storms but are a bit wobbly. However, as above, the skinny frames are part of the look. These could be reinforced internally.
Timber wall frames	Note		These are robust hardwood frames presumed to be girts spanning between steel portal frames, with vertical noggins (based on the places where linings have been removed). There is some bowing and warping in places that may be able to be straightened or covered over with a new sub-batten system.

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
Timber floor	Hardwood floor boards	In generally good condition, maintain ventilation Some cupping, splinters and weathering	Assumed jarrah floor – you couldn't even source it any more - needs preserving! Some wear around edge – see notes on weatherproofing doors – and some squeaks. Recommend installing new subfloor access during restoration and inspecting from below wherever possible. Squeaks can be improved in various ways depending on subfloor access. Some splintering can be replaced with matching boards from under the stage or bogged to match. Sub floor ventilation may need to be improved. Sand back and refinish – this will look magnificent again.
Internal linings - timber	Blackbutt linings		Generally good condition subject to some warping possibly from sub-frames and water damaged plaster. Can be nailed/screwed down and tidied up.
Internal linings plasterboard	Have been confirmed to be plaster and horsehair – some damage, warping and water damage		Generally recommend to strip and redo – probably with better quality and sound absorbing material. Sub-batten system can compensate for frame warping if required

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
Ceiling	Has been re-sheeted but this is now broken	The internal lining construction method is subject to displacement from the transfers of movement and loading from the ceiling cavity and external wind loads onto the roof cladding. The use of gyprock plaster board is not favourable in this location.	Need to start again and do properly. Capacity to control internal winds pressure but useful to keep a ventilated roof space and naturally ventilated hall so we recommend a stronger ceiling. It's clear the ceiling has broken around points of higher pressure such as corner and edges.
Roof frame	A steel truss spanning from column to column with hardwood purlins, and ceiling hanging beams		Steel trusses may need rust treatment and some repair particular at eave where exposed during broken roof. Unclear if there is cross bracing in the roof plane (eg CHS braces)
Roof	Re-roofed recently	Engineers recommend gutters for better stormwater control	No insulation blanket was installed under the roof sheeting but there is plenty of ceiling depth to adequately insulate No gutter installed but we recommend it for better stormwater control
Toilet roof	Re-roofed recently		Could be lined
Stormwater control	No gutters! Poor site drainage	Install gutter and downpipes and directly away from footings Relay brick paving to drain properly Provide new 1500mm apron all round	Gutter may be optional if new apron well laid, and new awnings may further deflect rainwater – given Mingenew's low rainfall environment , however we recommend them to reduce water damage and noise

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
Stage wall (proscenium)		Needs 60/60/60	As long as the back stage area is less than 300m ² , and there is no rigging loft, then the proscenium does not need to be fire rated and sprinklered– an expensive feature we want to avoid
Stage stairs			Needs a grab rail
Stage floor and under floor		Needs fire upgrade and no storage under	Existing floor is satisfactory – but not using subfloor as storage is recommended. Consider closing off doors to understage. Stage apron has a footlights pit that is dangerous and should be filled in. Currently supported by add-on brackets to be retained or replaced
Connecting stairs stage to main hall		Non-compliant as an escape route and would need fire doors through proscenium	Keep a direct escape route from backstage. Doors do not need to fire rated as proscenium arch is not (as above)
Exits	No escape bars generally		Exit capacity should be to current code, but will depend on the design of new doors if the south wall is substantially re-built as recommended. Subject to design. Existing front doors allows a 275 <i>person occupancy</i> with matching side doors.

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
Access and egress	Generally good from street to Hall. No stage access. Poor toilet access.	Also noted ramp to Shire office non-compliant	<p>Building repairs should not trigger upgrade compliance with the 2023 Building Code which the existing PWD toilets and entry doors do not comply with, meaning they can be left as they are.</p> <p>However, we recommend a new single unisex PWD toilet that services the Shire offices and Town Hall for equity and the dignity of users. The ramp to the female WC is around 1in15 meaning it may be possible to convert with rails to a complying 1in14 ramp.</p> <p>The ramp to Shire Office is out of this scope but could be integrated with Hall design and courtyard between the two buildings.</p>
Fire Escape			<p>Will need new exit signage and emergency lighting.</p> <p>Exit distance: 20m from an exit or point of choice to 2 exits, max 40m total travel. Min 9m between alt exits.</p> <p>200 occupancy would require 2.0m exit (less 250mm at doorways)</p> <p>275 occupancy would require 2.5m exit (less 250mm at doorways) Existing front doors clear opening 2275mm - complies!</p>

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
Biobox stair		Would need adaption to meet current code and is rusty with poor paint condition	This could be made redundant with no access provided to the bio-box – it is very cool though! Or a new access could be provided within the building. The biobox can be classified as a 'mezzanine' rather than 'storey' with no PWD access
Kiosk and tickets		Fire rated ceilings due to electrical boards	There is a concrete slab over these anyway and electrical boards will be relocated
Acoustics	Current acoustics are not ideal		We recommend getting professional advice from an acoustical engineer for the location and extent of acoustical absorptive panels.
Electrical			Recommend a complete re-build will be the best result with new wiring and boards
Plumbing - Hall	Existing kitchen sink		This may not connect to much... Would need to be determined during construction. Recommend wash basins to back of stage.
Plumbing - toilets	Semi functional		Can be repaired – note septic soakage trenches damaged by garbage truck need repair or replacement
Communications	None		Will require new as part of FF&E
Lighting – space and landscape			All new Led installation with control system for dimming and colour
Lighting - theatrical			Can install lighting bars and electrics and comms and fitout by others Wiring needs to installed before new linings but do not need to be fixed off.

Item	Description	Summary of previous reports:	Studio Mango notes and recommendations
A/V	Old bio box		Old bio box is not needed as a new projector and speakers at side of stage can be installed and remotely controlled Roll down screen at proscenium for projection
Air conditioning	none		Air conditioning can be an optional extra with a plant to the rear of the stage and a central duct off the ceiling however we think this is big capital expense for an occasional need.
Energy efficiency			A naturally ventilated building is a big energy efficiency gain. With new roof and wall insulation, window shading, automatic hot air venting, and with low level breezes, the hall could be naturally ventilated and thermally comfortable much of the time. A big ceiling fan or 2 could supplement cooling
Active generation			Option for solar panels north side
Re-use of materials			Materials salvaged from the Hall renovation can be re-used on site, for example making acoustic panels or a new bar out of floor boards

Additional Advice

We suggest the following expert opinion will be needed through the process. Some might be employed direct by Council, others subcontracted by a head building contractor.

Most of this work can be done without site visits using the architectural drawings. The documentation architect will need an additional site visit, some destructive removal of internal linings and safe work at heights eg. scissor lift.

Item	Consultant	Scope of work
Structure	Structural engineer	Certification of new front column detail and footing, and new NW brick wall and footing design Check toilet roof Certify new structures such as changeroom
Architecture	Architect	Detailed design and documentation for Building Approval. Alternatively, this can be done in-house by a sufficiently resourced building contractor or as a novated contract (design architect is contacted to the builder.)
Landscape	Landscape Architect	Integrate courtyard, streetscape and new rear and side gardens.
Acoustics	Acoustical engineer	Make recommendations on Hall acoustics including wall and ceiling treatments
Electrical, lighting and communications	Electrical engineer	An electrical engineer can undertake a detailed design of lighting, as well as specifying new meter and control boards, and integrate A/V installations. Alternatively, this can be done as a design construct contract by a sufficiently resourced electrical contractor.
Specialist installations	Specialist supplier or subcontractor	Could include: Wall cracking repair – proprietary system Window restoration and automation – specialist subcontractor

Theatre light and A/V installations – specialist supplier



Conclusion: Mingenew Hall Scope of Works

The Hall to be reopened would need significant restoration and building repairs as detailed within this report. In summary these include:

- Asbestos removal
- Site drainage and paving
- Stabilisation and repair of steel columns
- Brick walls repair and replacement
- New external claddings, wall insulation and internal linings
- Rebuild backstage walls
- New, stronger ceiling and ceiling insulation
- Window repairs, reinforcement and re-glazing
- New door escape bars and hardware and exit signage
- Replacement of southern sliding doors and wall panels
- Floor care and refinishing
- New services – basic level

As these are repairs and there is no change of use, they should not trigger upgrades to the full 2023 Building Code, such as PWD accessibility. However, all repairs performed should comply with current standards, such as insulation levels and thresholds.

This will stabilise the building, but it will not extend its usability into a truly multi-function entertainment space.

In addition to the basic identified repairs it is recommended that the following items be considered to maximise the functionality of the building.

Additional, functionality options recommended include:

- Chair and equipment storage
- Kitchen and bar installation
- PWD access to the stage
- New PWD compliant toilet
- Audio visual equipment installations
- Automated windows for high level hot air ventilation
- Include additional openable windows to catch breezes.
- Acoustic treatments
- New awnings / sunshading
- New entry / streetscape treatment
- New roofed courtyard break-out space

These additional works have the potential to create a better patronised, regionally significant venue and architectural attraction, and to maximise the functionality of this community asset.

This general scope of works is expanded and illustrated on the concept design drawings.

Mingenew Hall Options 2024

Drawing List		
Sheet Number	Sheet Name	Issue description
SD01	Contents & Locality	Concept Design
SD02	Existing Site Plan	Concept Design
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SD04	Stage, Toilets & Biobox	Concept Design
SD06	Existing Roof Plan	Concept Design
SD07	Existing elevations	Concept Design
SD08	Existing Elevations 2	Concept Design
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SD41	Scope of Works Summary	Concept Design

Read these drawings in conjunction with the "Mingenew Hall Options 2024 - Brief and Scope Report" by Studio Mango, January 2024

Asbestos Containing Materials

Mingenew Hall has Class B (non friable) Asbestos Containing Materials.

Refer to Site Inspection for Asbestos Containing Materials, dated 11/01/2016 by LGIS and Laboratory Report 16-00393 dated 11/01/2016 by ARL.

Licensed contractor to remove all ACM prior to construction under an approved Asbestos Removal Plan.



1 Locality

1 : 10000



General Disclaimer

This model is based on site measures undertaken in November 2023.

Some areas were inaccessible, such as the sub floor, internal walls, and we had no safe access to heights.

The original drawings are largely illegible and so we do not know the detailed structural design or construction of some parts of the building.

We have no definitive levels or survey at this stage. Levels have been estimated from photos.

Check all dimensions on site prior to construction.

Not a controlled issue until Checked & Approved

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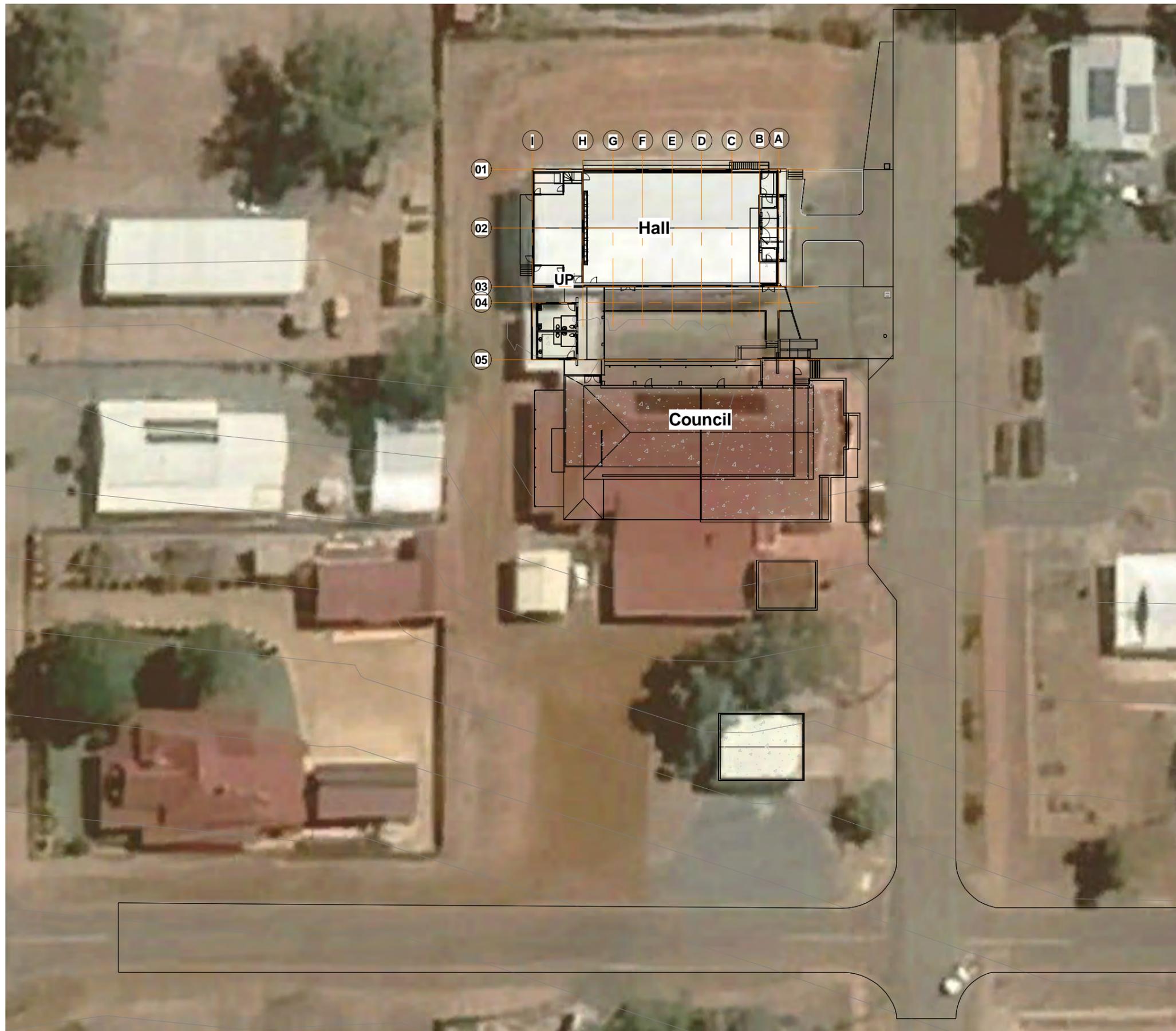
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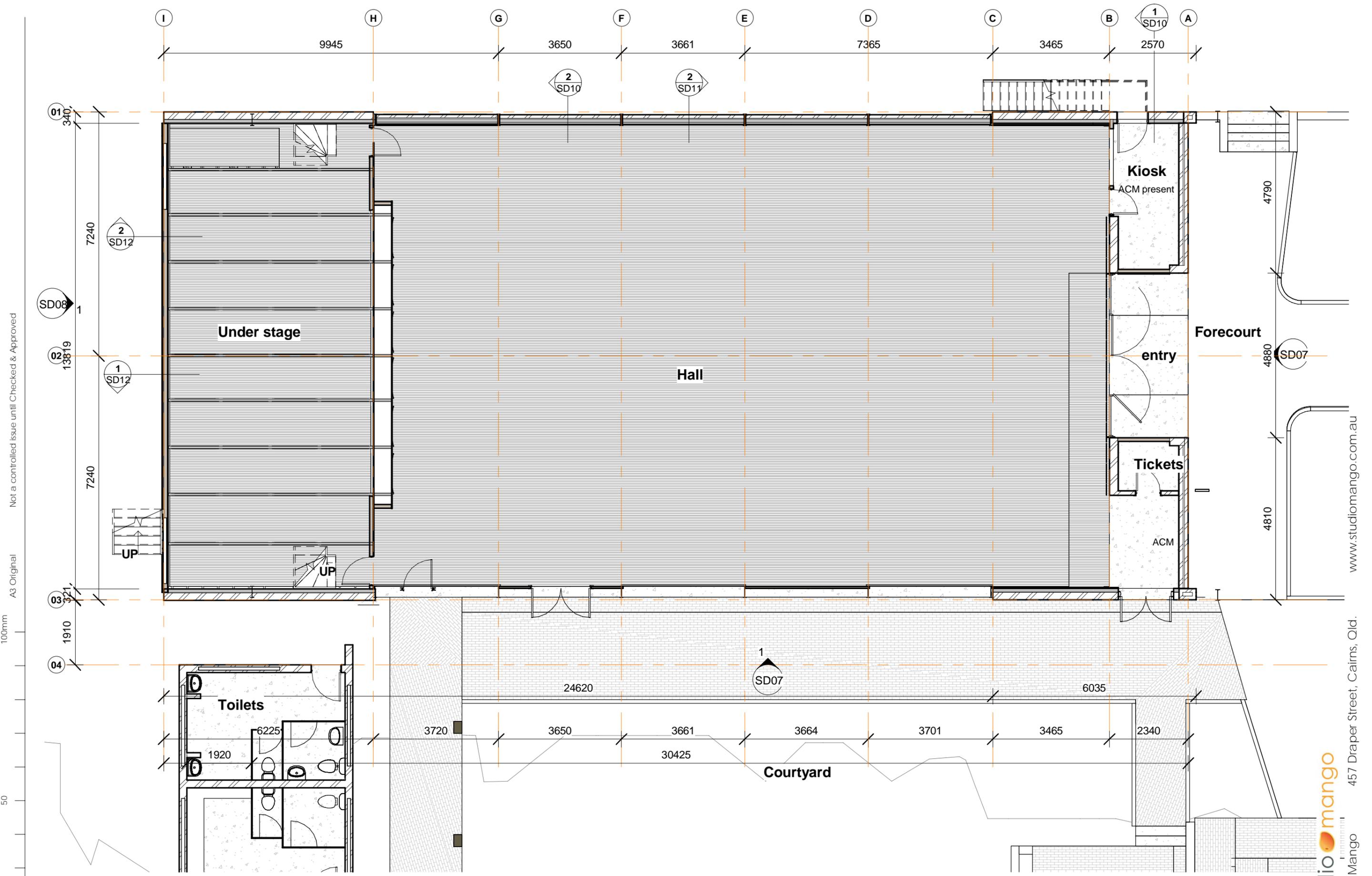
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1 Existing Site Plan
1 : 500





1 Existing Hall Floor Level
1 : 100

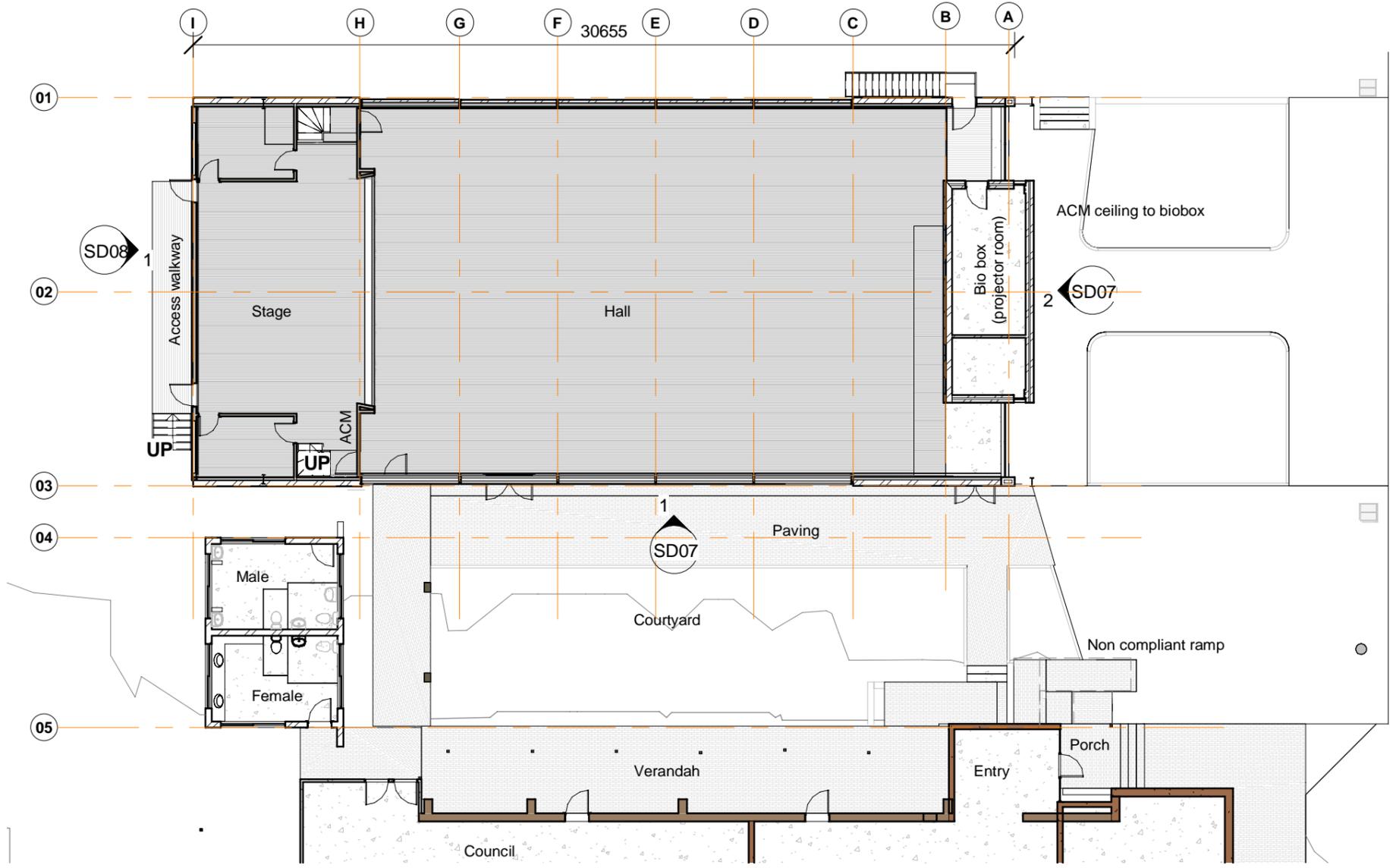
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Not a controlled issue until Checked & Approved

A3 Original

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1 Existing Stage Level
1 : 200



Concept Design Issue	6/02/2024 11:32:52 AM	jm chk	Job Mingenew Hall Options 2024	Client Shire of Mingenew	86	Address 19 Victoria Road Mingenew	Drawing Title Stage, Toilets & Biobox	Scale 1 : 200	Job 23-MAH	Dwg. No. SD04	Rev.
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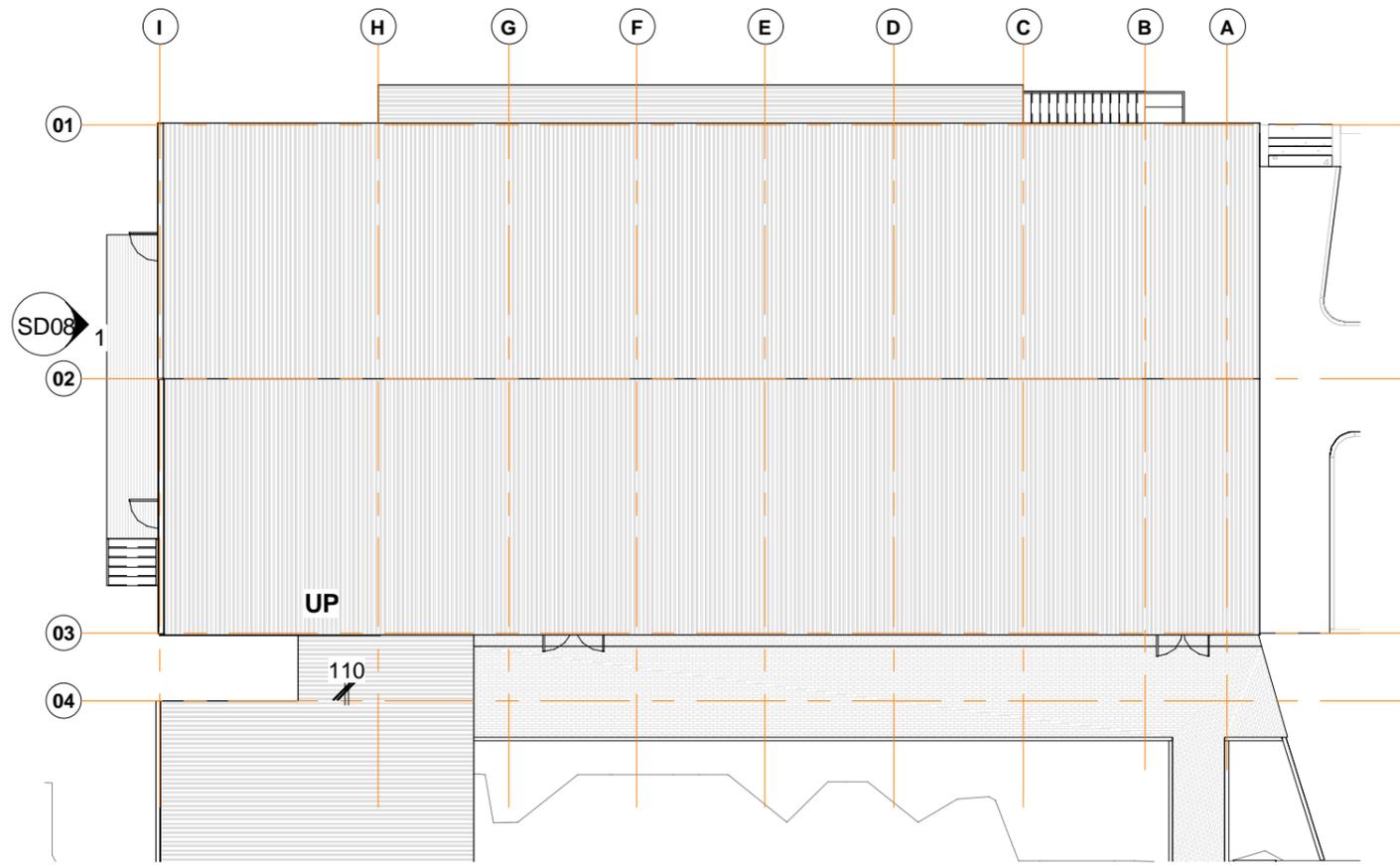
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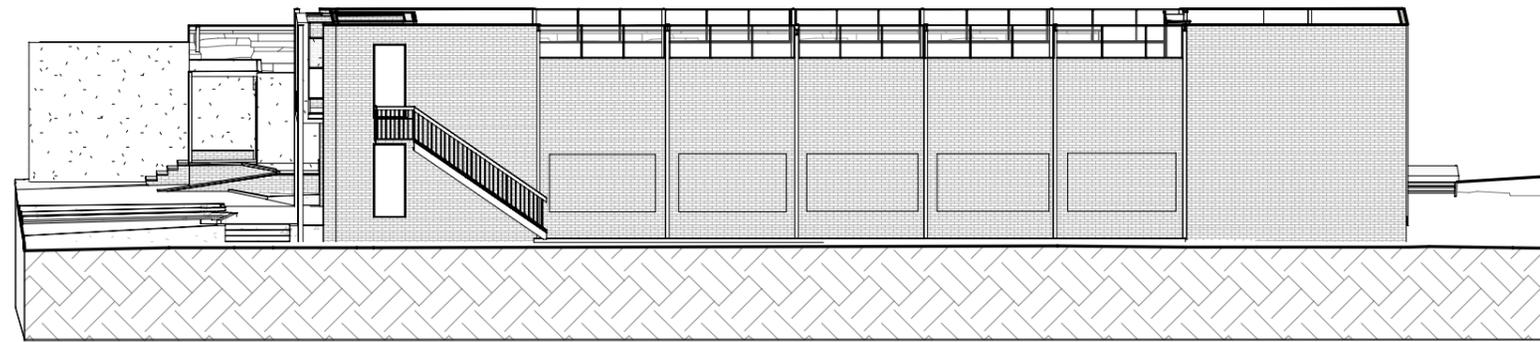
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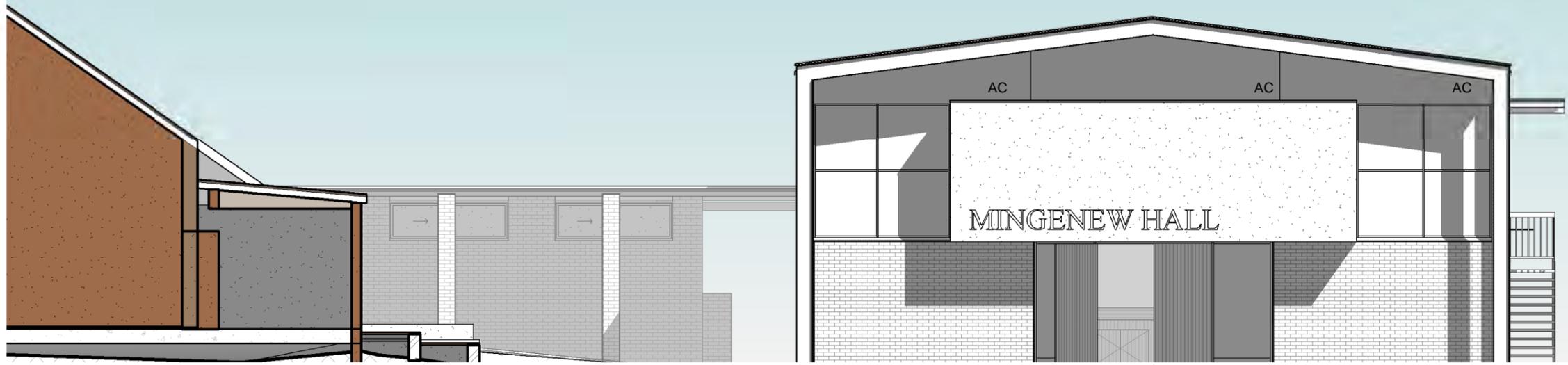
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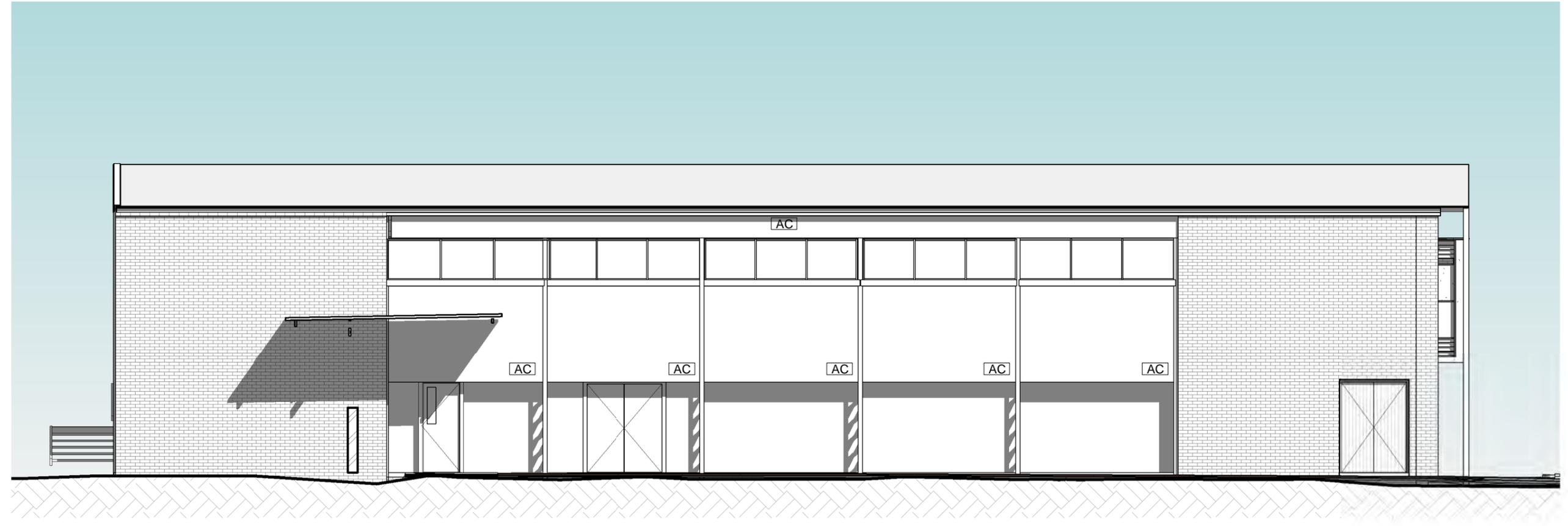
1 Existing Roof Plan
1 : 200



2 Existing 3D Internal



2 Existing East Elevation
1 : 100



1 Existing South Elevation
1 : 100

Not a controlled issue until Checked & Approved

A3 Original

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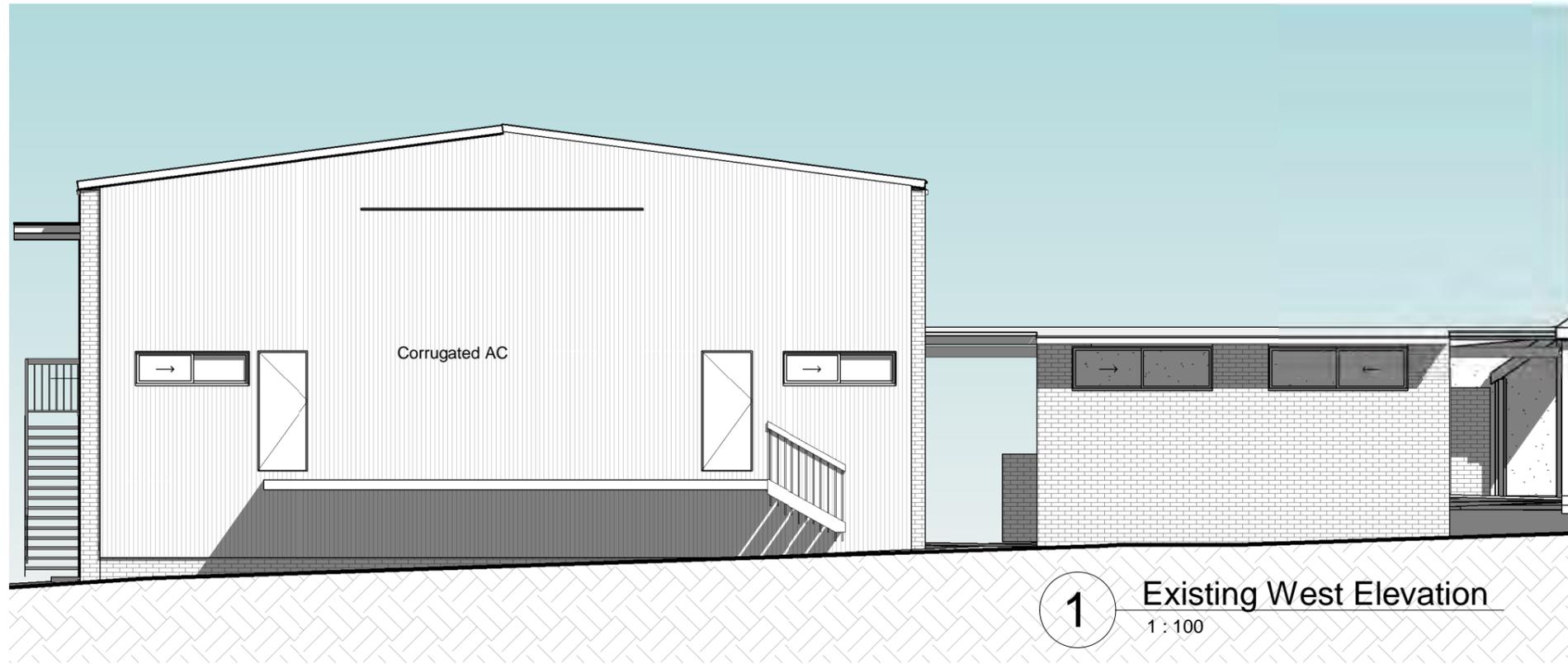
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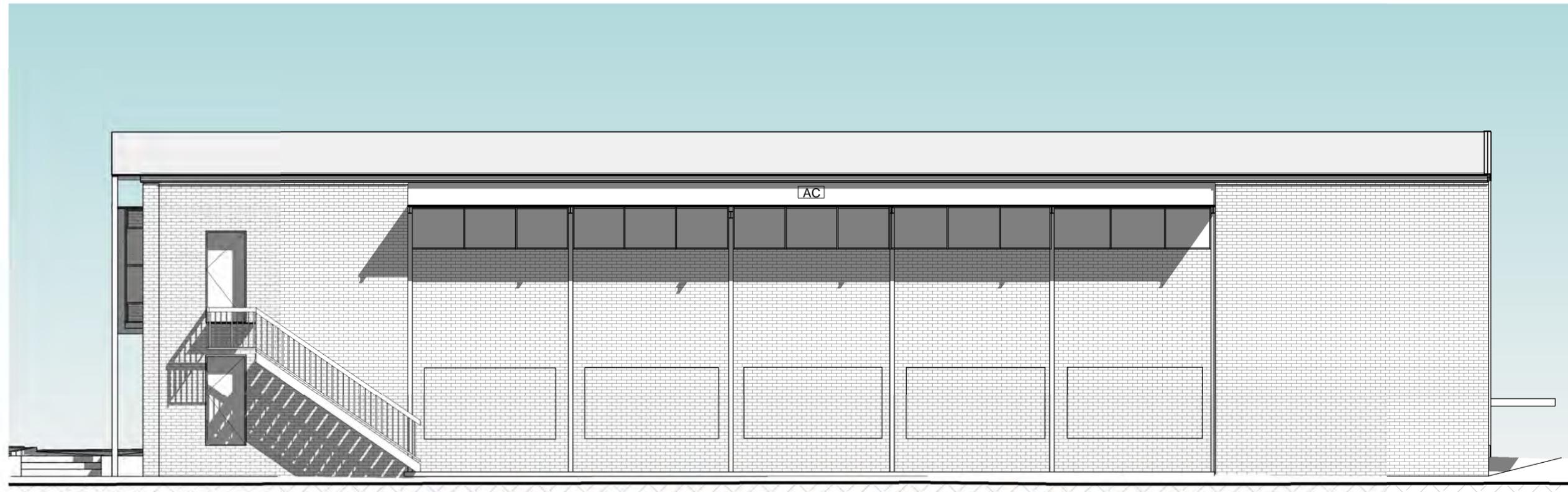
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1 Existing West Elevation
1 : 100



2 Existing North Elevation
1 : 100



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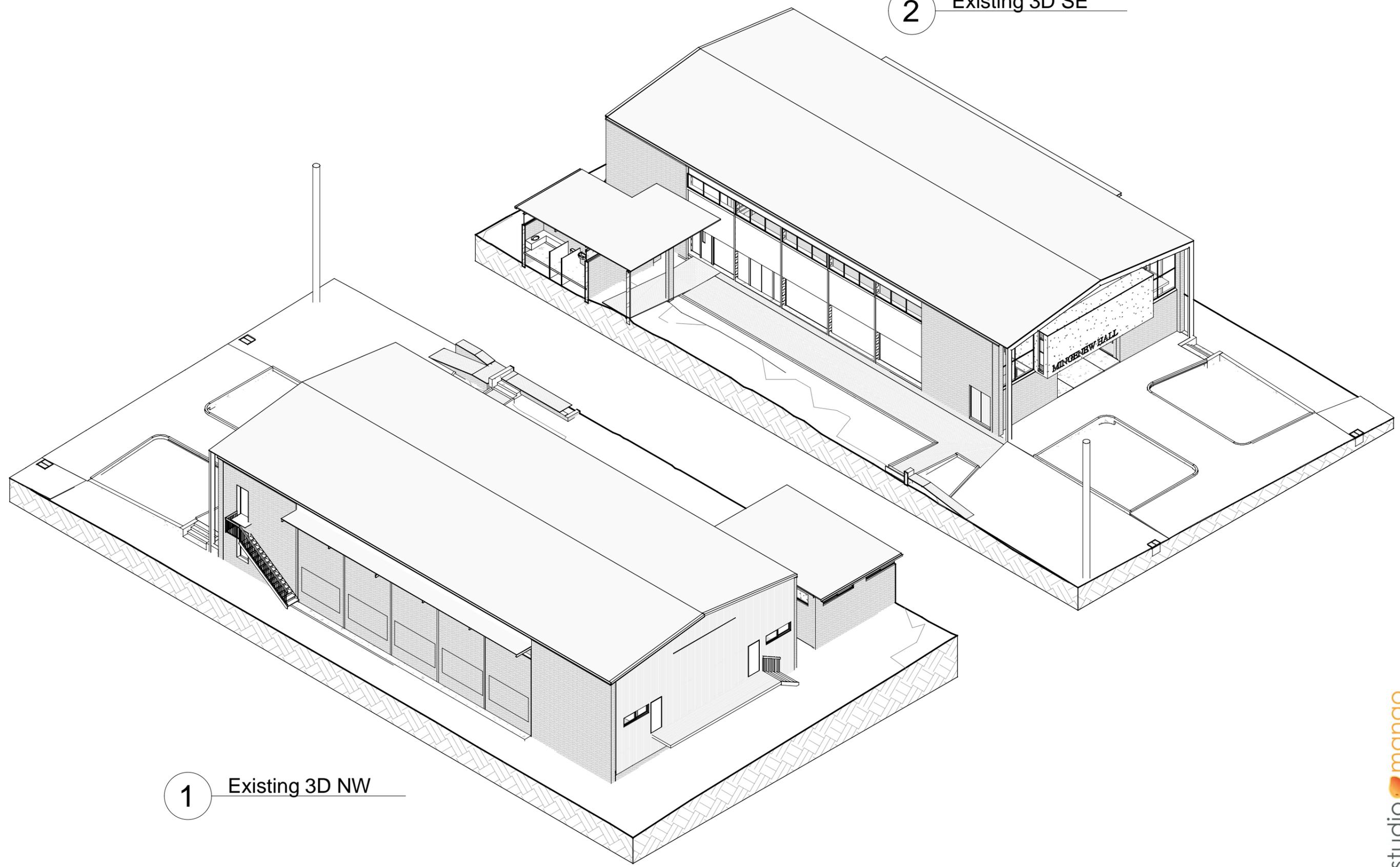
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2 Existing 3D SE

1 Existing 3D NW



Concept Design Issue

6/02/2024 11:32:57 AM

jm Chk

Job Mingenev Hall Options 2024

Client Shire of Mingenev

90

Address 19 Victoria Road Mingenev

Drawing Title Existing Views

Scale

Job 23-MAH

Dwg. No. SD09

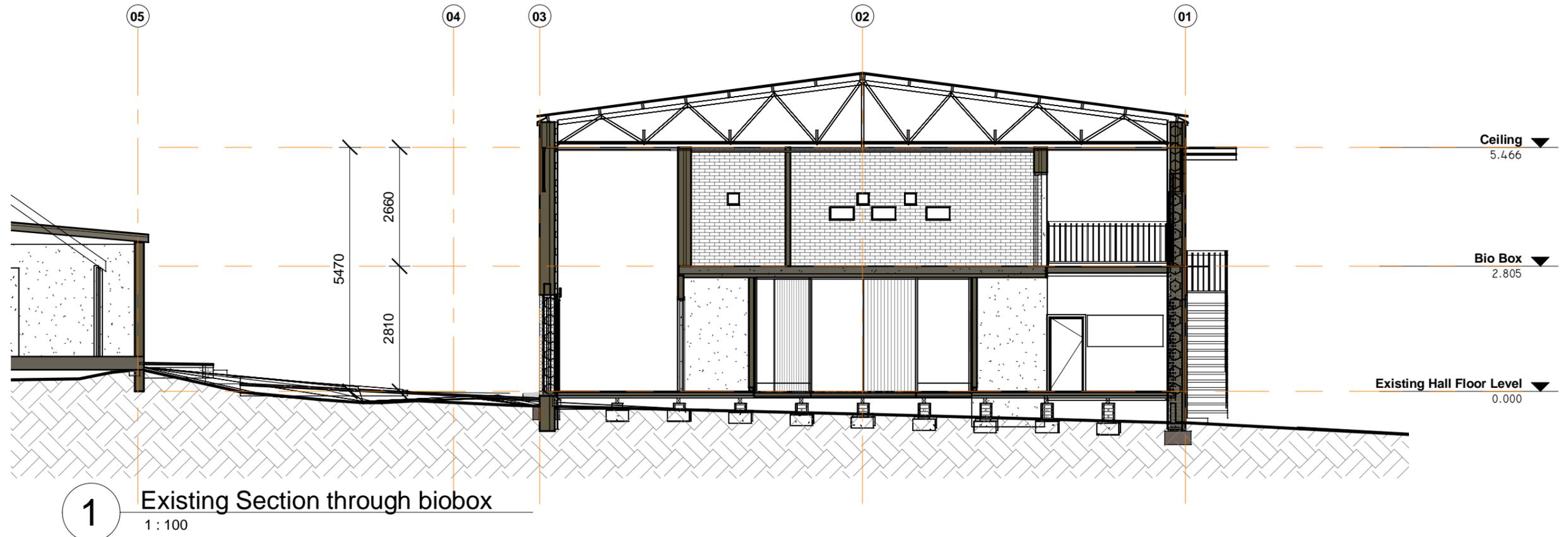
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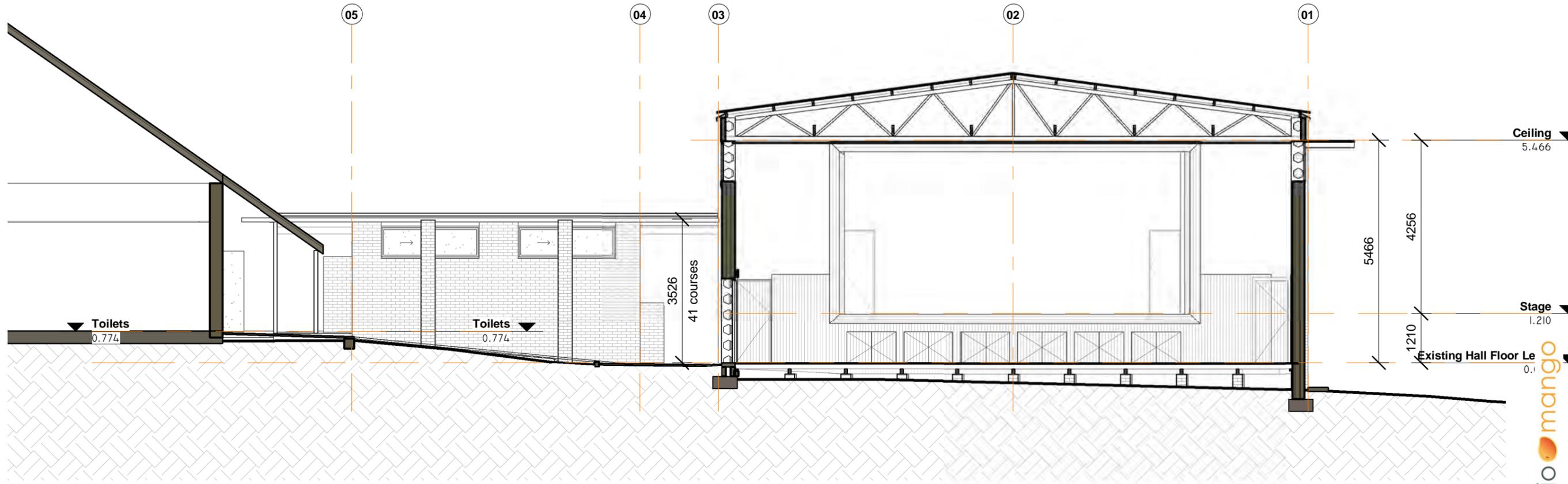
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1 Existing Section through biobox
1 : 100



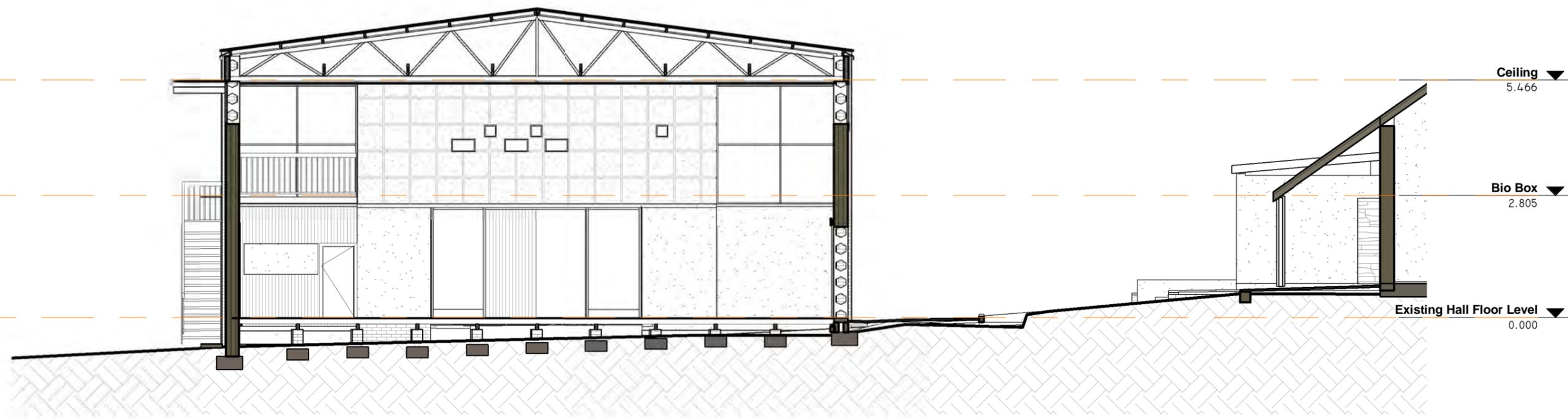
2 Existing Short Section Through Hall
1 : 100

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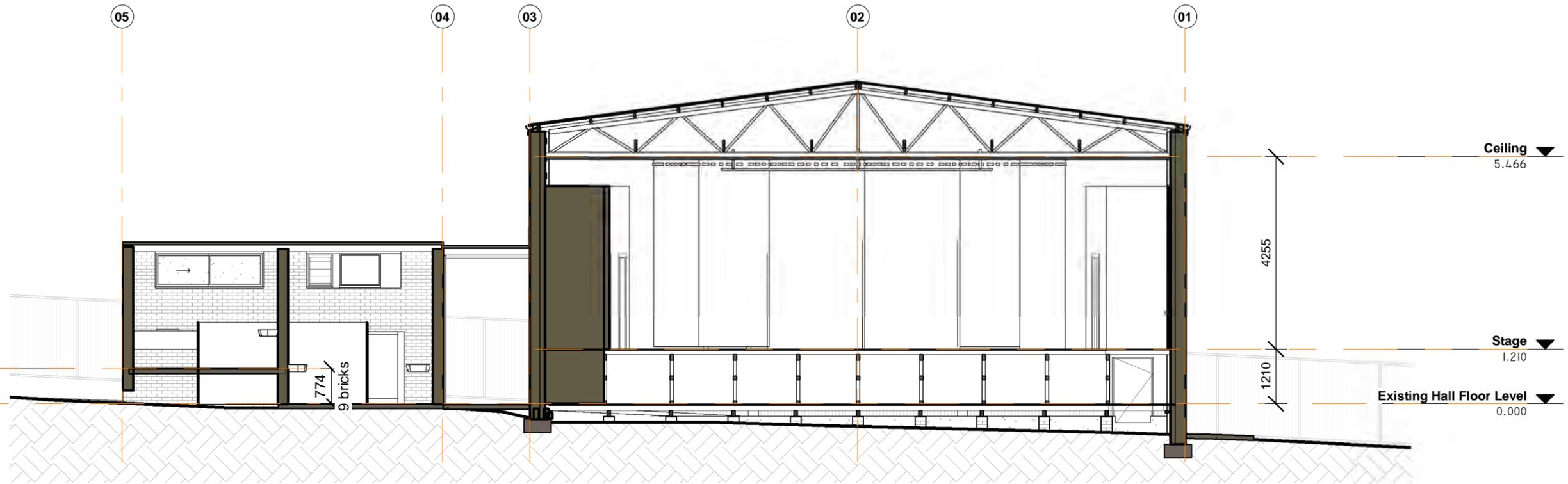
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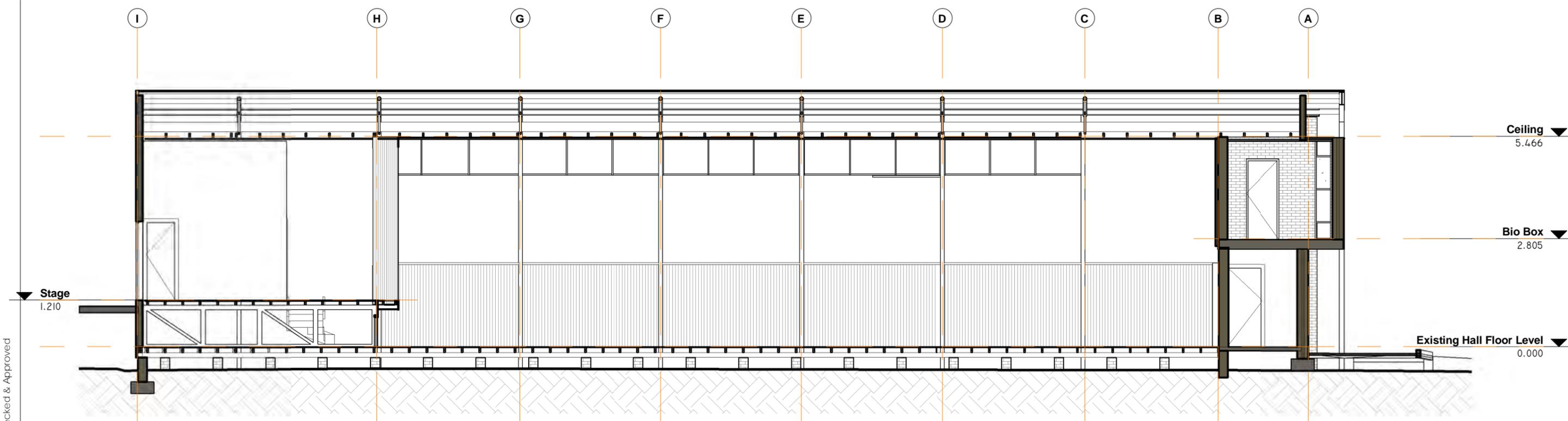


2 Existing Short Section looking to bio box
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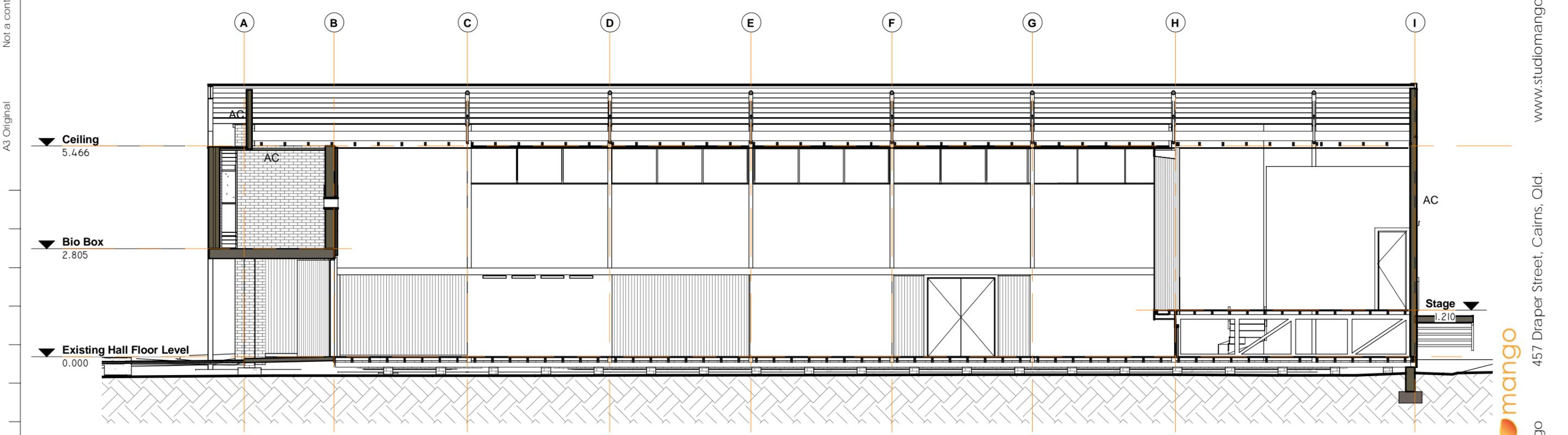


1 Short Section through Stage
1 : 100

Concept Design Issue	6/02/2024 11:32:59 AM	jm Chk	Job Mingenew Hall Options 2024	Client Shire of Mingeneew	92	Address 19 Victoria Road Mingeneew	Drawing Title Existing Sections 2	Scale 1 : 100	Job 23-MAH	Dwg. No. SD11	Rev.
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2 Existing Long Section looking North
1 : 100



1 Existing Long Section looking South
1 : 100

Not a controlled issue until Checked & Approved

A3 Original

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Concept Design Issue	6/02/2024 11:32:59 AM	jm jmk	Job Mingenew Hall Options 2024	Client Shire of Mingeneew	93	Address 19 Victoria Road Mingeneew	Drawing Title Existing Long Sections	Scale 1 : 100	Job 23-MAH	Dwg. No. SD12	Rev.
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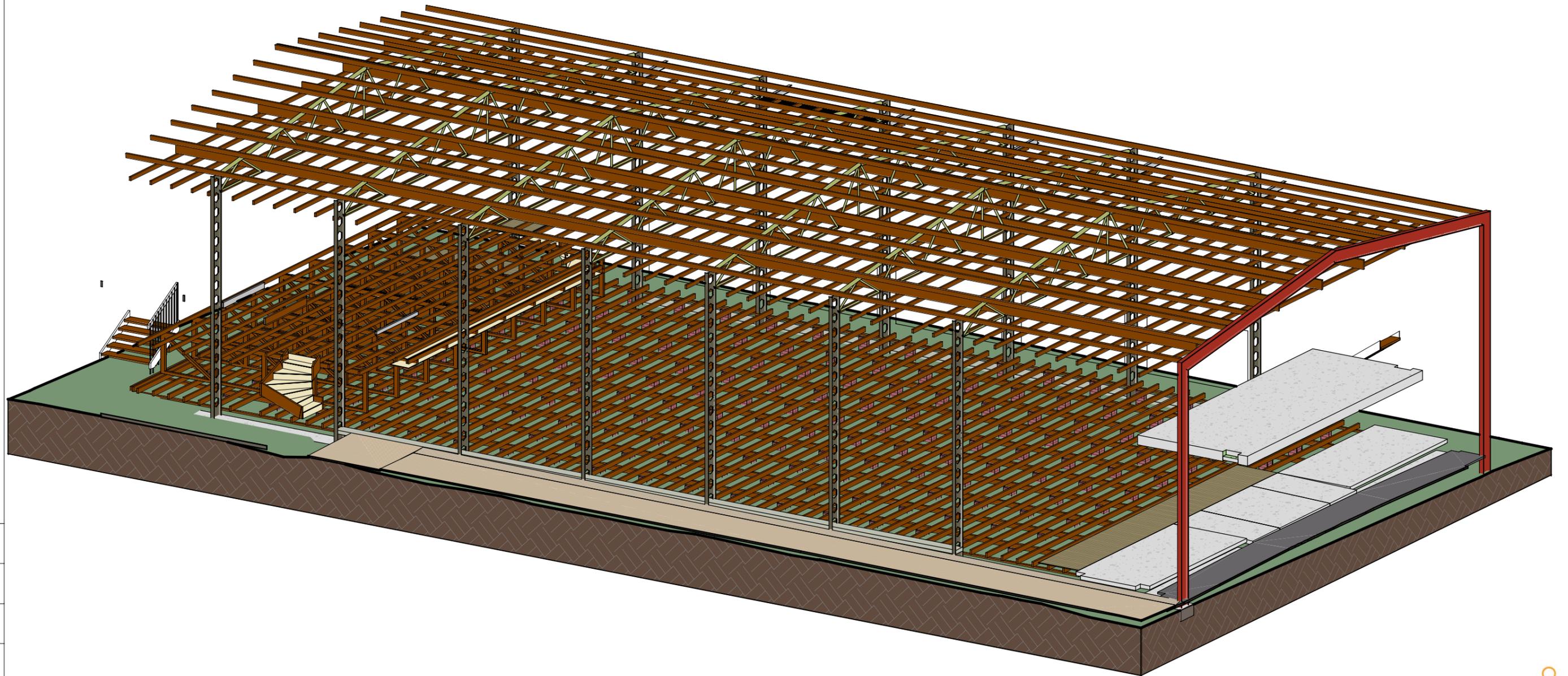
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1 Existing Roof Frame 3D

Concept Design Issue	6/02/2024 11:33:03 AM	jm Chk	Job Mingenew Hall Options 2024	Client Shire of Mingeneew	94	Address 19 Victoria Road Mingeneew	Drawing Title Existing Frame	Scale	Job 23-MAH	Dwg. No. SD13	Rev.
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Mingenew Hall Design Statement

Options 2024

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The Mingeneew Town Hall is an important mid-century building, using experimental building techniques and a contemporary style. It is also a much loved part of the Mingeneew Community with surveys by Council revealing its important role in the life of the local community.

Unfortunately it has been closed and storm damaged for some years now.

These drawings will document a way forward for the Hall, starting with important restoration and stabilisation works and then adding options to improve functionality. This approach allows the building and fitout program to be scaleable and flexible.

Essential maintenance includes structural defects, accessibility and exits, as well as new linings, claddings and insulation.

The existing Hall is probably bigger than needed for current uses and so some of the space can be used internally for storage and a new bar and kitchen.

These are conceived as sculptural internal elements including cascading seating terraces, and internal stairs to the bio box (projector room) mezzanine.

These add functionality and fun to the interior and help define a new internal lobby space. This lobby space can include a new entry mat and an internal hood to emphasise the sense of arrival.

The existing southern wall has big timber sliding doors to enable it to open up to the southern courtyard. These are awkward and have poor weatherproofing so new sliding or folding glass doors can be installed to retain the visual connection to a break out space. This new southern courtyard is relaid to manage drainage and weatherproofing better.

The courtyard paving, garden walls and new columns help define a third side to the colonnaded quadrangle of Hall, Toilets and Council, and the space is roofed for shade and shelter.

Internally new linings are needed and some of these can have acoustic and decorative qualities. The existing steel window frames are restored and automatic operation allows hot air venting.

The stage is tidied up, with new stores and lighting and audio visual installations. A new changeroom structure helps support the west wall and reflects the shapes of the eastern facade, breaking up the big corrugated expanse. A rear exit is maintained from the stage area, which links back to the toilets and hall level under cover.

Finally a new street presentation could include a pergola in a matching style, garden beds, paving and footpaths.

Council's existing entry becomes part of this streetscape with a new extended porch and compliant ramp access linking to the courtyard.



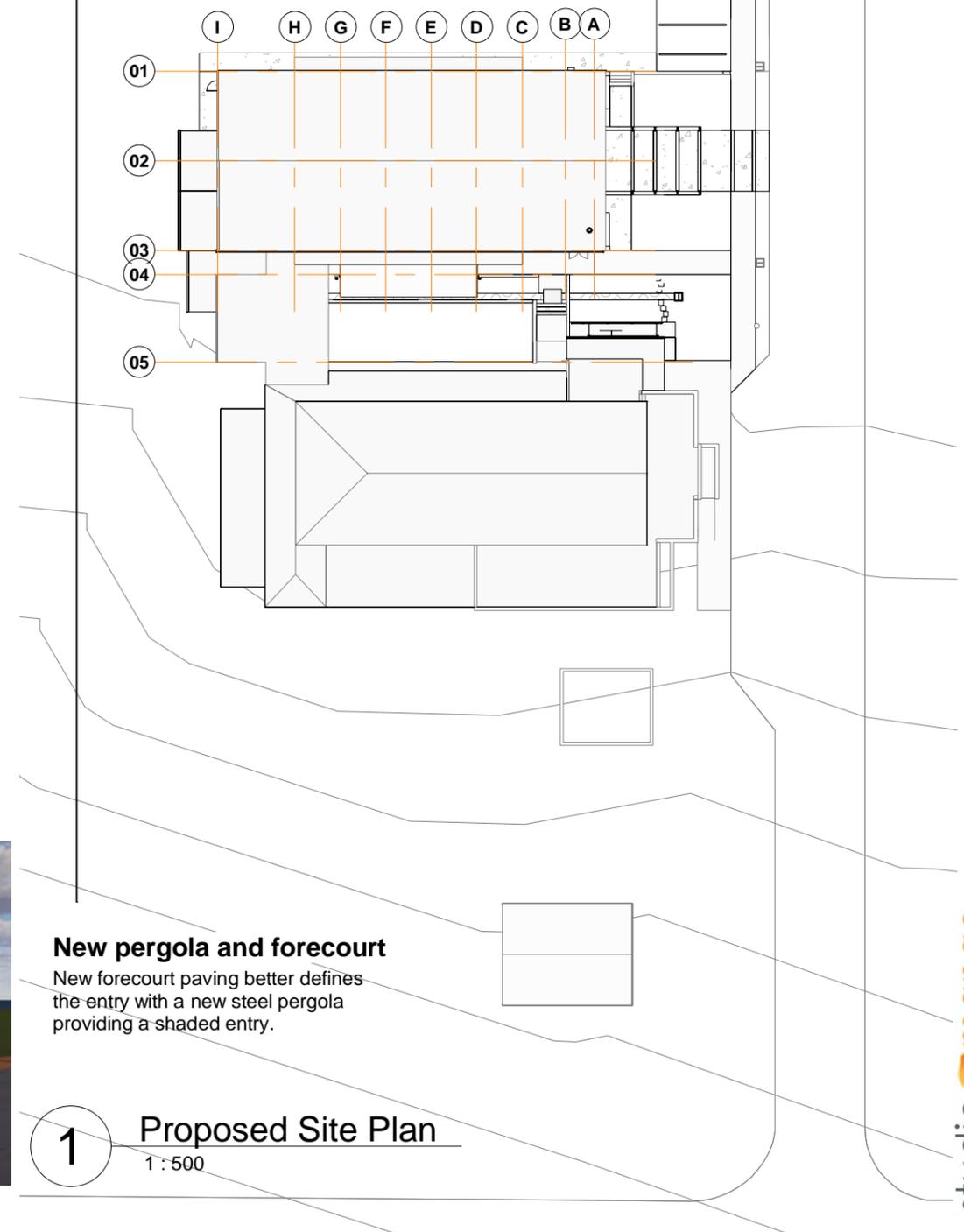
New gardens to West and North

There is no need for full vehicular access around the building, and the garbage truck has previously damaged the septic soakage trenches.

This whole area can be planted out as public gardens including some substantial trees. This will help reduce dust around the hall as well. A future link through to William Street and Mingeneew Springs may be possible.

Roof stomwater can be discharged to lined ground drains and directed to the existing swales for soakage and overflow to street.

5 off street carparks can be provided perpendicular to the street, behind a new brick footpath.



New pergola and forecourt

New forecourt paving better defines the entry with a new steel pergola providing a shaded entry.

1 Proposed Site Plan
1:500

Not a controlled issue until Checked & Approved

A3 Original

100mm

50

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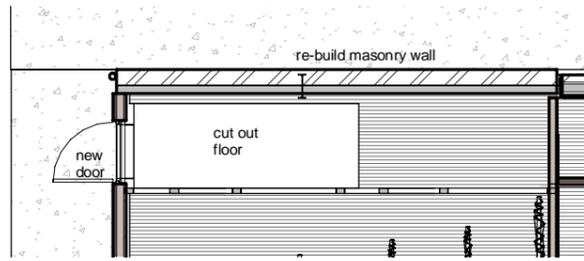
457 Draper Street, Cairns, Qld.

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Subfloor access

Cut a new access door through rear wall to enter under stage.
 Cut out part existing floor to enable access to crawl space.
 Undertake a thorough inspection of sub floor timber condition, ventilation and clearances.



Rebuild NW Wall

Demolish and rebuild masonry wall using existing bricks. New footing to engineer's detail. Treat any rust on portal frame and encase base in new footing above ground level. Insulate and re-line internally.

2 NW Wall
1 : 100

Mural walls

Re-paint brick walls in new colour scheme. Retain murals - investigate clear coating to protect. Insulate and re-line internally. A hi-definition photographic record of the murals can be displayed in the library. Option to improve cross ventilation and outlook to north garden with additional windows if murals are removed.



New Streetscape

New steel pergola, remove trees, new garden beds, new paving, complete footpath. Relocate signage. New colour scheme



Asbestos Containing Materials

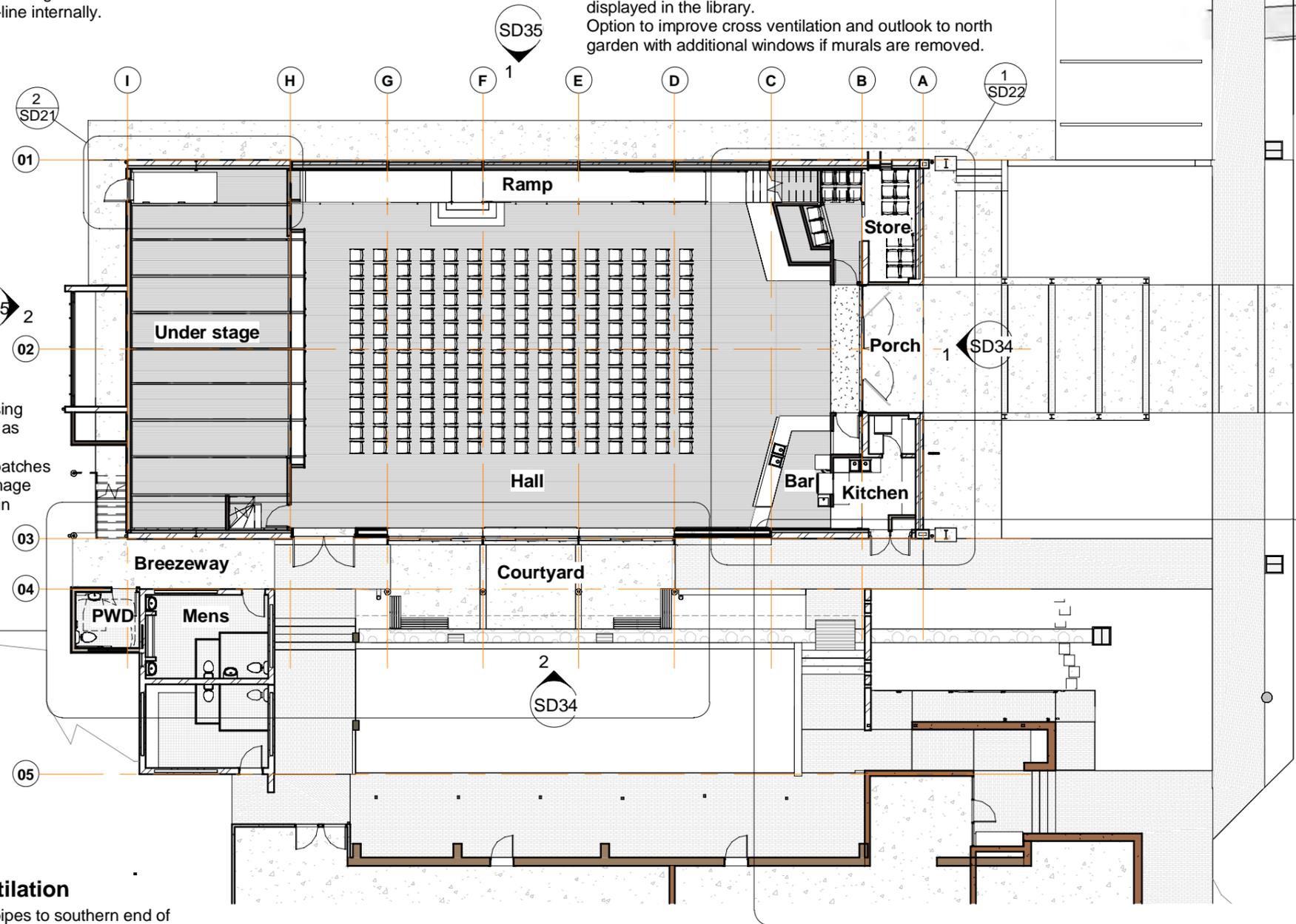
MingeneW Hall has Class B (non friable) Asbestos Containing Materials. Refer to Site Inspection for Asbestos Containing Materials, dated 11/01/2016 by LGIS and Laboratory Report 16-00393 dated 11/01/2016 by ARL. Licensed contractor to remove all ACM prior to construction under an approved Asbestos Removal Plan.

Brick walls generally

SW wall - repair cracking with proprietary system
 North painted wall - repaint around murals.
 NW wall demolish and rebuild on new footing with existing bricks
 All walls - check brick ties once linings removed
 All walls - re-point brickwork joints as required - analyse mortar and match, probably using local sand
 All walls - clean out crumbling vent bricks and provide new galv steel screens

Hardwood Floors

Treat squeaking boards using improved sub floor access as required.
 Replace minor splintered patches
 Matching filler to other damage
 Sand back and re-seal satin finish



1 Proposed Hall Level Key Plan
1 : 200

Subfloor ventilation

Install 150Ø vent pipes to southern end of subfloor, run under new slab. Make additional vent openings to northern vent openings. New screens over crumbling vent bricks.

Not a controlled issue until Checked & Approved

A3 Original

100mm

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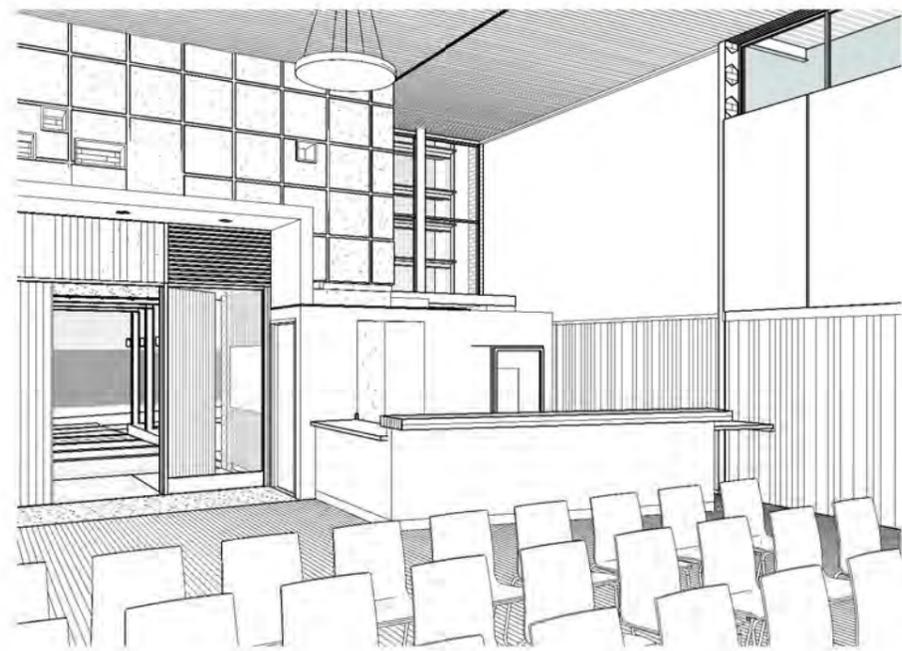
Concept Design Issue	6/02/2024 11:33:09 AM	jm Chk	Job MingeneW Hall Options 2024	Client Shire of MingeneW	97	Address 19 Victoria Road MingeneW	Drawing Title Hall Level Key Plan	Scale As indicated	Job 23-MAH	Dwg. No. SD21	Rev.
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2 View to Stair and terraces

Store Room, Stair and Terraces

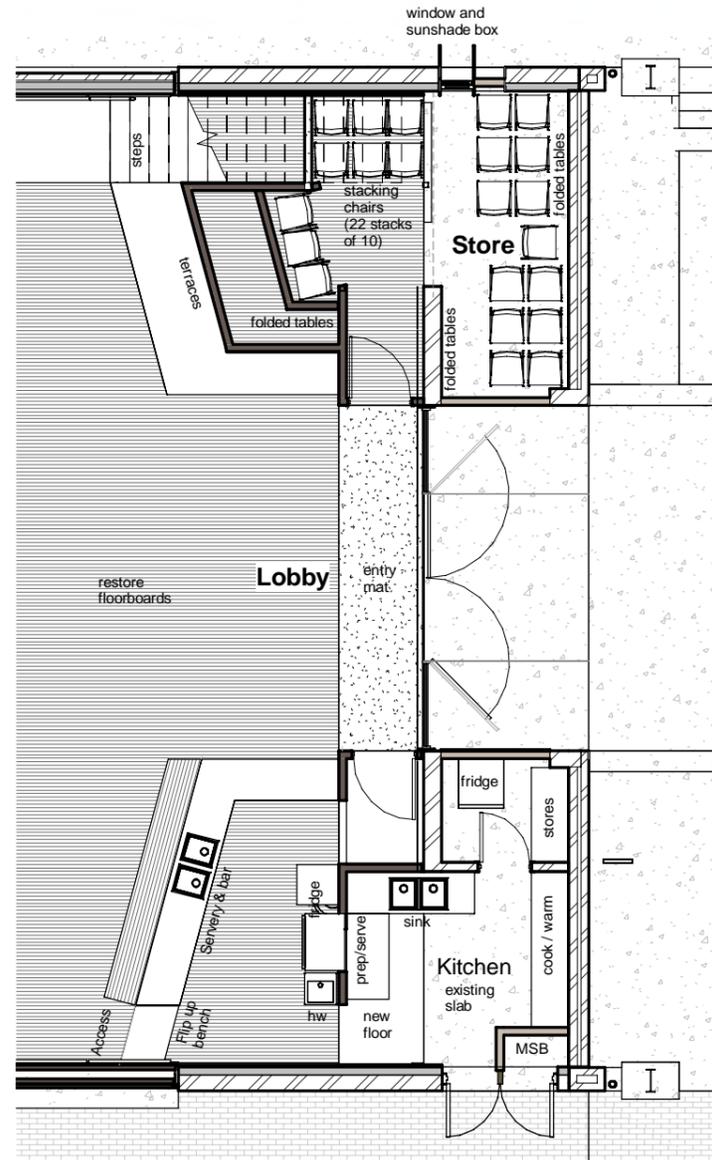
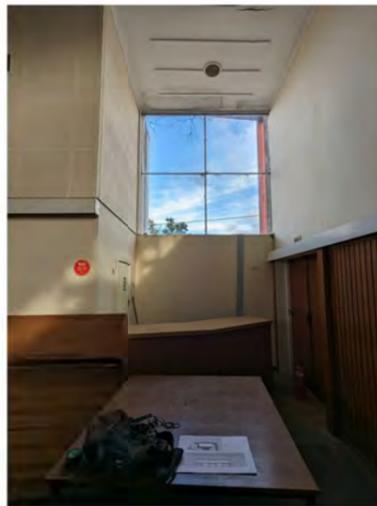
Cut out existing kiosk wall and doors
Build new walls and frames for plywood terraces.
These step up from the hall level and can be carpeted, vinyl or left as plywood.
A new plywood stair leads to the bio box making this available as a store or historical curiosity.
The steps, terraces and mezzanine become part of the hall auditorium for sitting and a dramatic and fun form to hide the store room.
Remove existing external doors and install window into an infill wall.



3 View to Bar

Entry Lobby

Cut out part existing floor boards and replace with new proprietary entry matt system to control moisture and dirt ingress.
New entry lobby is framed each side by new installations, and over the top with an internal hood.



1 Proposed Entry, Kitchen and Bar
SD21 1 : 100

Kitchen and Bar Scope

Semi enclose south east corner for a combined bar and kitchen.
This location has level access to a rear door, is close to the courtyard for service, and allows efficient staffing.
Remove a portion of existing floor boards to facilitate installation of subfloor drainage towards north and new water supply.
New floor can be waterproofed and vinyl with floor waste to kitchen.
Existing slab floor can be vinyl or exposed
Reuse floor boards for the new bar
Existing timber wall is left clear of fixtures
Cooking and/or warming zone at east wall allows for a rangehood under a low new ceiling with exhaust through to roof.
Localised lighting on walls and low ceiling
Extent of fitout is scaleable.
Adapt existing double doors to provide a single door exit / access, and enclose around second door for new electrical main switch board



Front Entry Doors

Restore existing doors and provide new hardware, closers, hold open, and escape bars.
Full height 'art in place' decorative film to inside of new safety glass.

Portal Frame Facade

Cut out rusted base/s.
Extend into new footing with steel plate welded to existing to engineer's detail.
Treat rust and waterproof base. Cast new welded base into new mass concrete footing to engineer's detail to 600 above ground.
Repaint whole frame a new colour.



Existing Portal Frames

After removing the existing paving rust can be treated at bases, and the steel waterproofed. A new set down concrete strip footing protects this join into the future, and provides a base for new sliding doors. The repainted portal frames are now on display at the sliding doors.



Upper Windows

Retain and restore the upper level window frames and re-glaze. Provide remote electric window openers to opening windows for effective hot air venting.

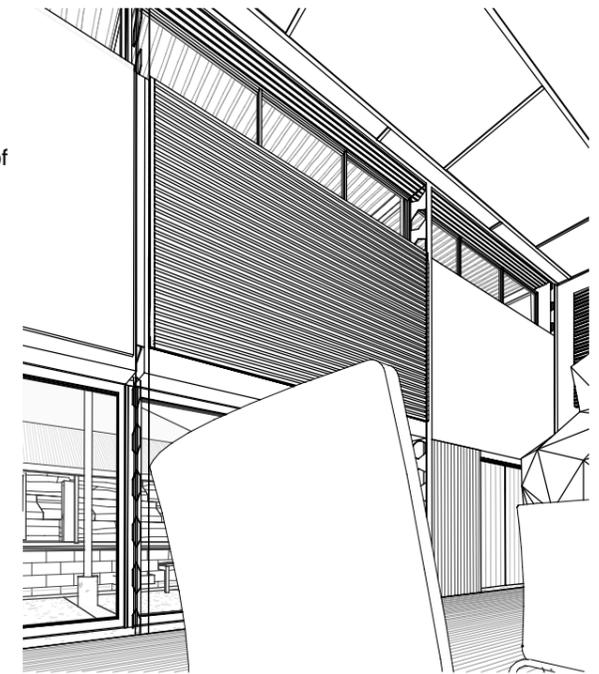
New southern exit doors and wall

New double escape doors in a new wall. New insulated wall retains internal blackbutt lining with new external cladding flashing over edge of existing threshold slab. New threshold ramp for 25mm setdown to new strip footing. These would be for emergency access only with toilet access through the sliding doors.



Upper Framed Walls

Re-line upper walls inside and out. Exterior fibre cement walls can be installed on a batten over the portals to weather proof them, but should still express the vertical panels. Insulate with batts, and foil + cavities. Internal linings can be a mix of plasterboard and acoustic treatments such as hardwood battens, slotted plywood or fabric.



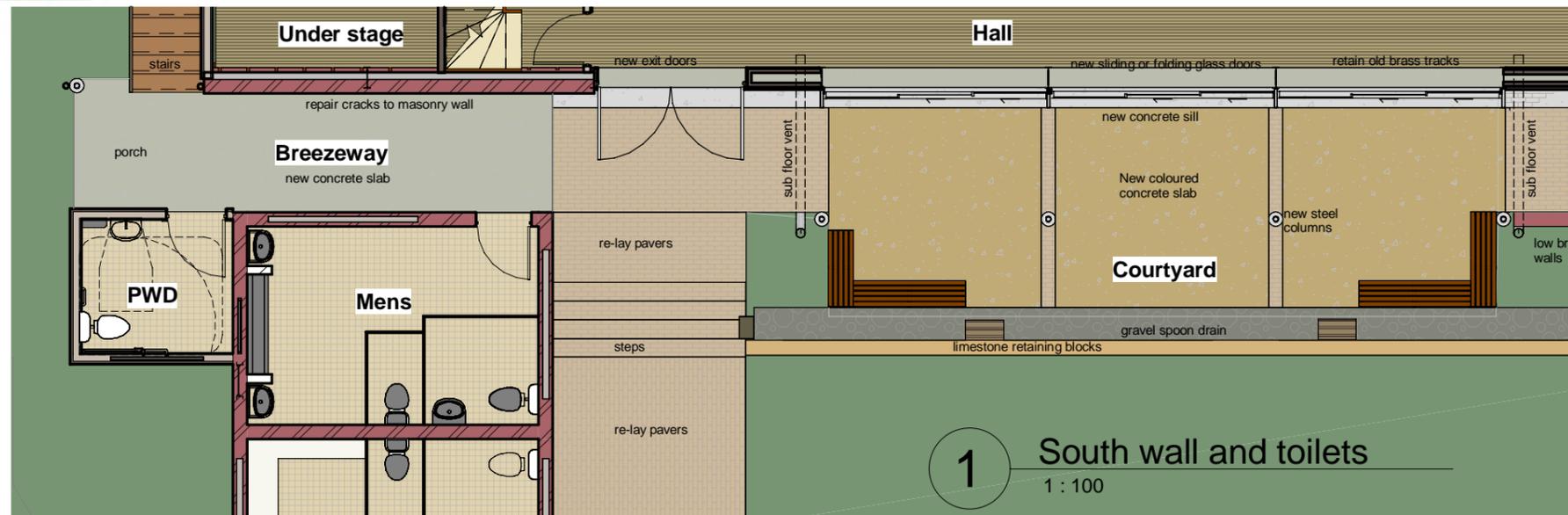
3 View to Courtyard

New sliding glass doors

A new glazed opening connects the internal Hall to the outside with visual sight lines, and better natural light and breezes - and reflecting the intent of the original sliding doors.

New simple aluminium sliding glass doors and fixed glass windows are installed to the outside of the existing portal frames, on a new set down strip footing. This allows a proprietary door sill to provide a set down to outside and certified weatherproofing. The new doors and windows are framed out with 300 deep mullions and head flashing for effect.

An internal curtain could provide blackout if required using the existing pelmet.



1 South wall and toilets
1 : 100

All Abilities Toilet Option

It will be more effective to build a new toilet to current accessibility standards than to try to adapt the existing. A new toilet at the hall level also negates ramp access problems to the Women's toilet.

It will be efficient to add on plumbing in this location, along with a repair of the soakage trenches. The breezeway between the toilets and the Hall can be formalised with a new concrete slab floor, fully covered, and ends in a rear porch accessing the stage steps.

Courtyard

The Shire Office, Toilets and Hall form a traditional quadrangle that be reinforced with new walls and landscape treatments.

A new paved breakout courtyard drains to a gravel soakaway that drains to the street to fix the drainage problems.

This space is better defined by the support columns and new landscape walls lining up with the toilet block walkway to form a third colonnade around the quadrangle.

The courtyard is roofed with a light, floating, semi-transparent roof. Over that is second awning to shelter the upper level windows.



2 Courtyard View



Not a controlled issue until Checked & Approved

A3 Original

100mm

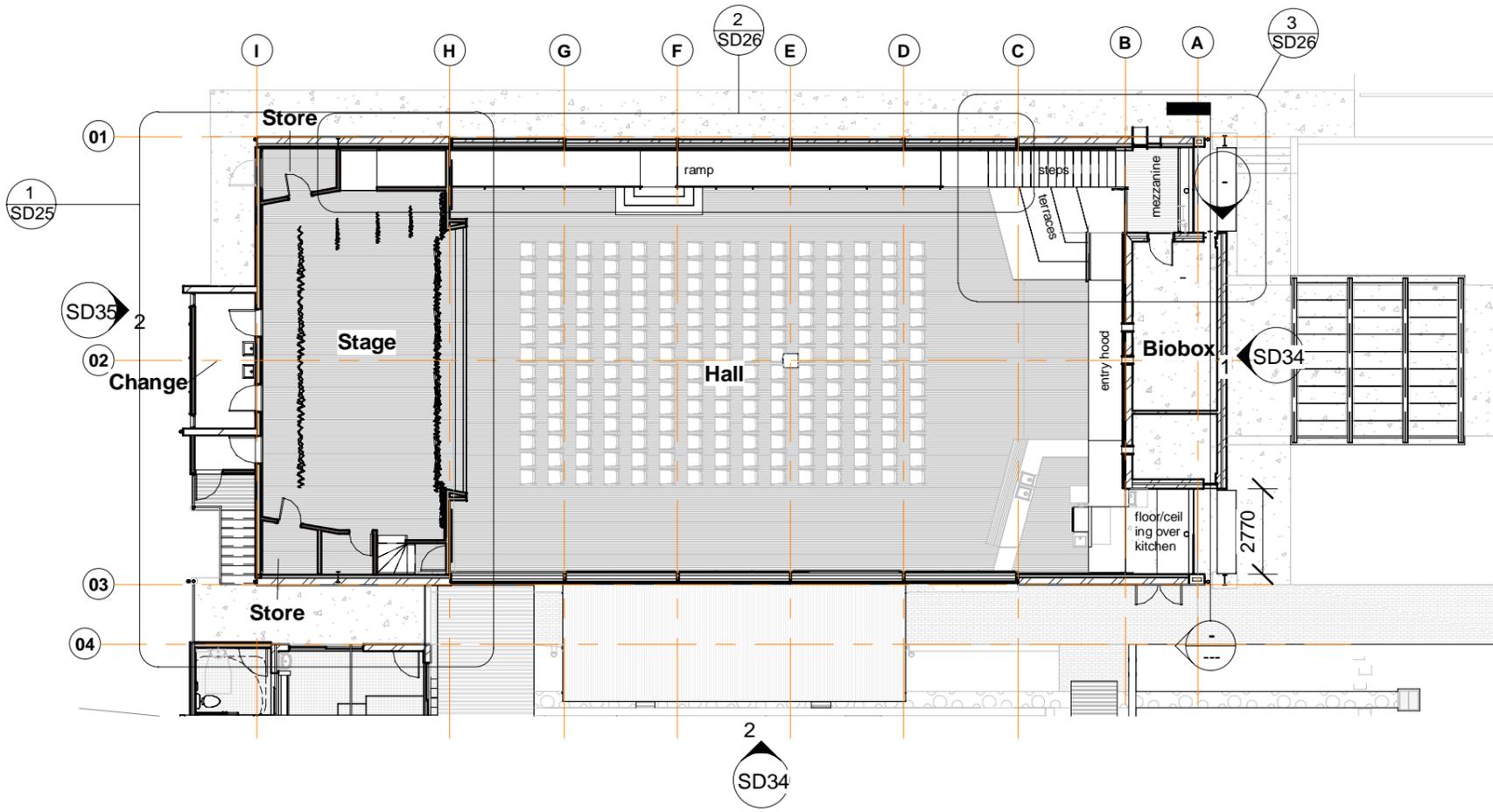
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Not a controlled issue until Checked & Approved

A3 Original

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1 Proposed Bio Box and Stage Key Plan
1 : 200

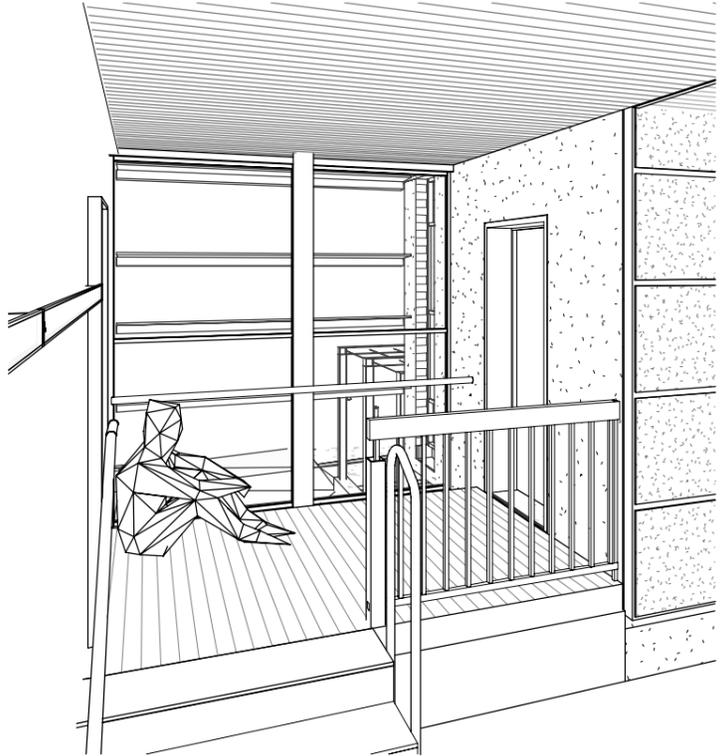


Bio Box

This old projector and light control room is currently full of costumes. These can be kept here or the room used as a chill space during events
 Paint all around the outside box to emphasise its volume
 Paint internal brickwork
 Replace ceilings and insulate
 Open up projection slots

East windows and new sunshading

These can be restored and reglazed with safety glass.
 An internal vertical reinforcement member (and kitchen duct) can also be used to reinforce the steel window frame spans.
 Externally new sunshades spanning from biobox to steel portal can reduce heat load from morning sun.



2 East Windows





2 Change Room View

Change Room option

A changeroom / green room space would make the stage truly functional for performers. New masonry blade walls reflect the eastern facade and help buttress this old timber framed wall. Future airconditioning plant could be installed on this roof for simple ducting at ceiling level.

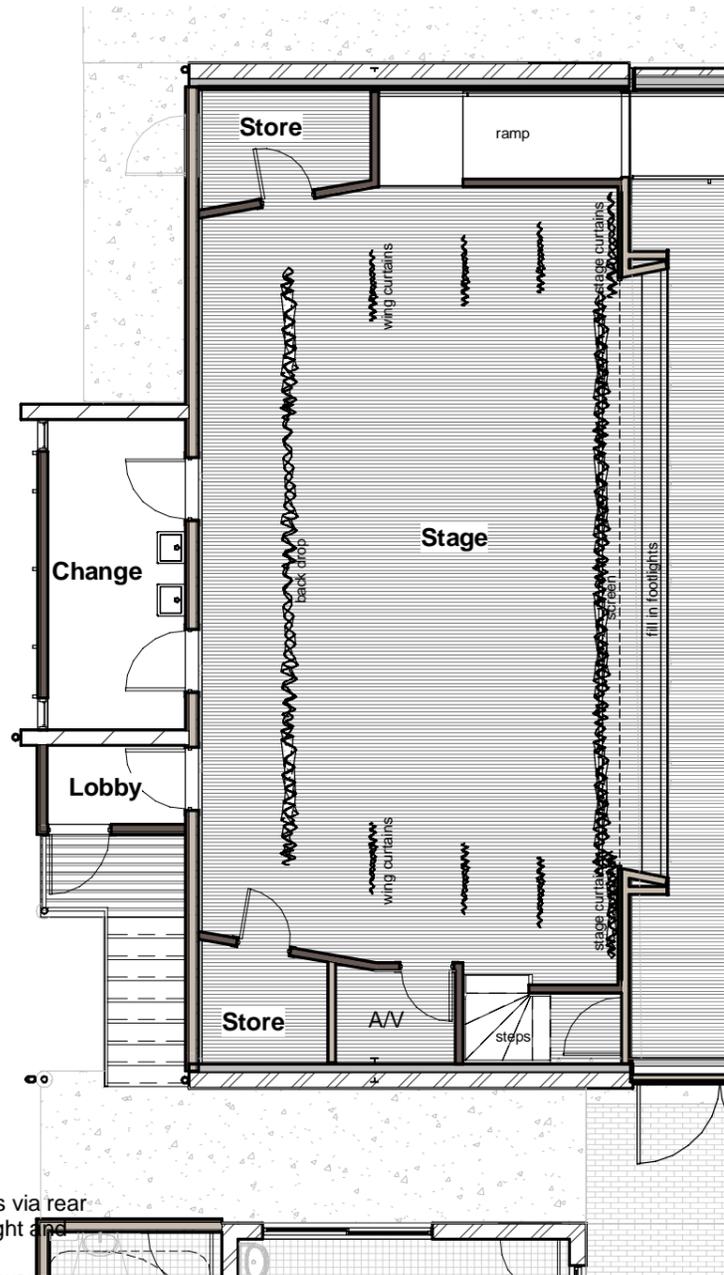


Western Wall

The asbestos corrugated sheeting to be removed. Reclad with corrugated colorbond steel sheeting on 70x35 softwood battens. Insulate with batts, and foil + cavities. Allow to batten or nog out inside to manage frame variation and modern sheet sizes. Consider 13mm plasterboard or 9mm FC for higher strength.

Stores and AV

Build new full height partition walls for store rooms. AV room can have control gear for lights and audiovisual equipment, cabled to ceiling.



1 Stage and Back of Stage 1 : 100

Stage access and exit

Emergency exit from the stage is via rear doors through lobby to control light and noise. A back porch links to the breezeway.

Proscenium wall

A Stage are without a rigging loft does not need a fire proof proscenium wall. But this wall does need to be relined front and back. An applied acoustic treatment can be decorative timber battens - either a proprietary clip system or site built. Allow to batten or nog out both sides to manage frame variations and modern sheet sizes

Ramp

All abilities access to the stage can be provided with a ramp down the north wall. This becomes another sculptural insertion into the space like the terraces and bar. It becomes a low stage for overlooking the hall and out to the courtyard

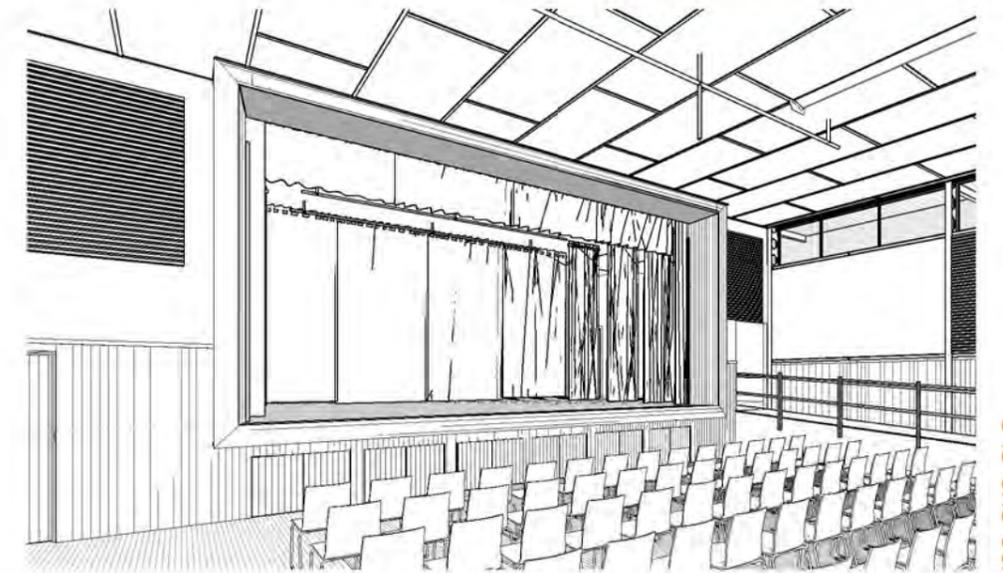
Alternatively access can be provided with an electric step lift, but these are slow and undignified compared to ramp.

Audio Visual

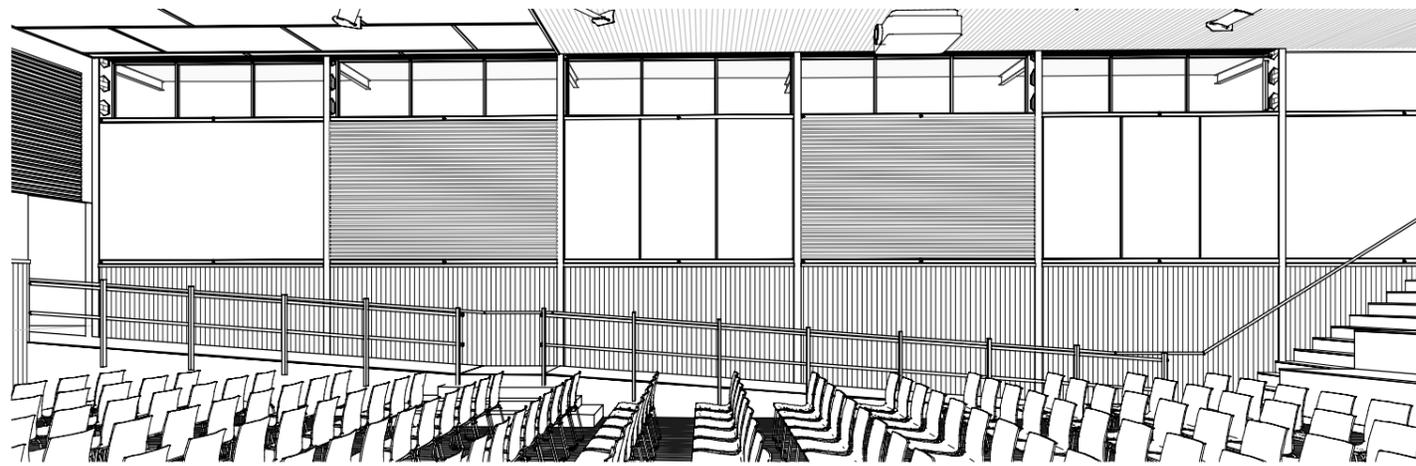
Install a drop down projection screen with side channels at proscenium arch
Ceiling mounted projector may have to be on an electrical drop down from ceiling to get a good distance to screen size and below fans.
Provide a hanging rod system, securely supported from the roof frame for stage lights.
Install connections for power and control
Explore options for permanent speakers including wall mounted, stage mounted and sub woofers

Stage

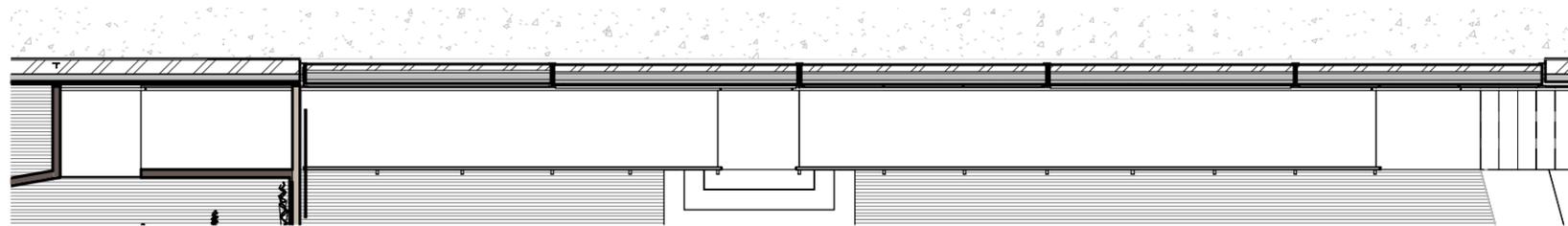
Fill in footlights fit with matching reclaimed T&G.
Keep proscenium arch with new stage curtains.
Provide a hanging rod system, securely supported from the roof frame for lights, wing curtains and backdrops.
Install connections for power and control.
Paint perimeter walls black.



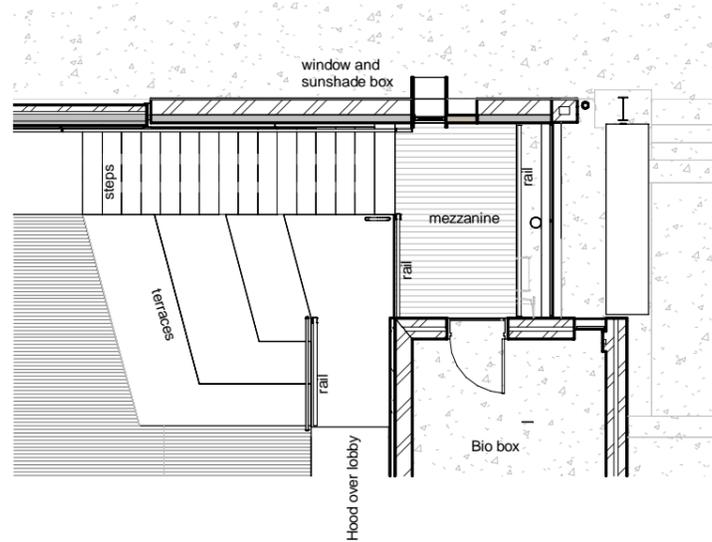
3 Stage View



1 View of Ramp and North Wall



2 Ramp and North wall
1 : 100



3 Proposed Terraces and Bio Box access
1 : 100

Store Room, Stair and Terraces

Cut out existing kiosk wall and doors
Build new walls and frames for plywood terraces. These step up from the hall level and can be carpeted, vinyl or left as plywood.
A new plywood stair leads to the bio box making this available as a store or historical curiosity.
The steps, terraces and mezzanine become part of the hall auditorium for sitting and a dramatic and fun form to hide the store room.
Remove existing external doors and install window into an infill wall.



Upper Windows

Retain and restore the upper level window frames and re-glaze.
Provide remote electric window openers to opening windows for effective hot air venting.

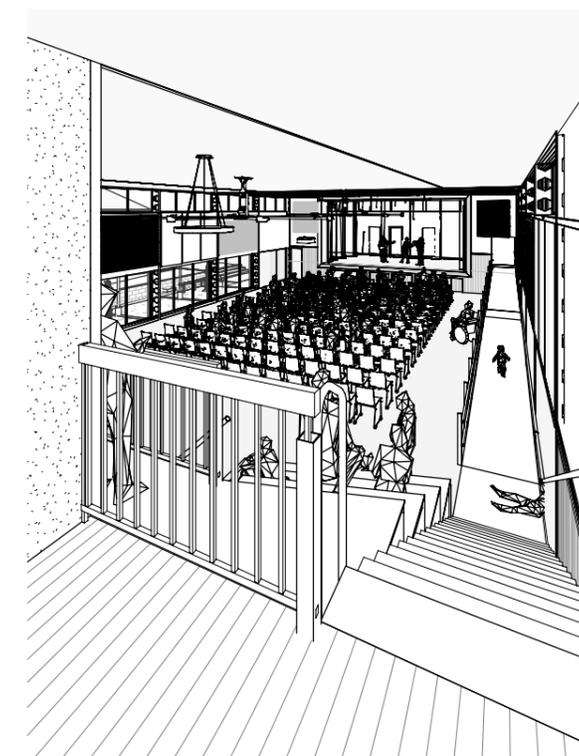
North Wall Internal

Re-line upper walls internally with a mix of plasterboard and acoustic treatments
Retain and restore blackbutt lower lining - remove ply panels

Ramp

All abilities access to the stage can be provided with a ramp down the north wall. This becomes another sculptural insertion into the space like the terraces and bar. It becomes a low stage for overlooking the hall and out to the courtyard

Alternatively access can be provided with an electric step lift, but these are slow and undignified compared to ramp.



4 View from mezzanine

Not a controlled issue until Checked & Approved

A3 Original

100mm

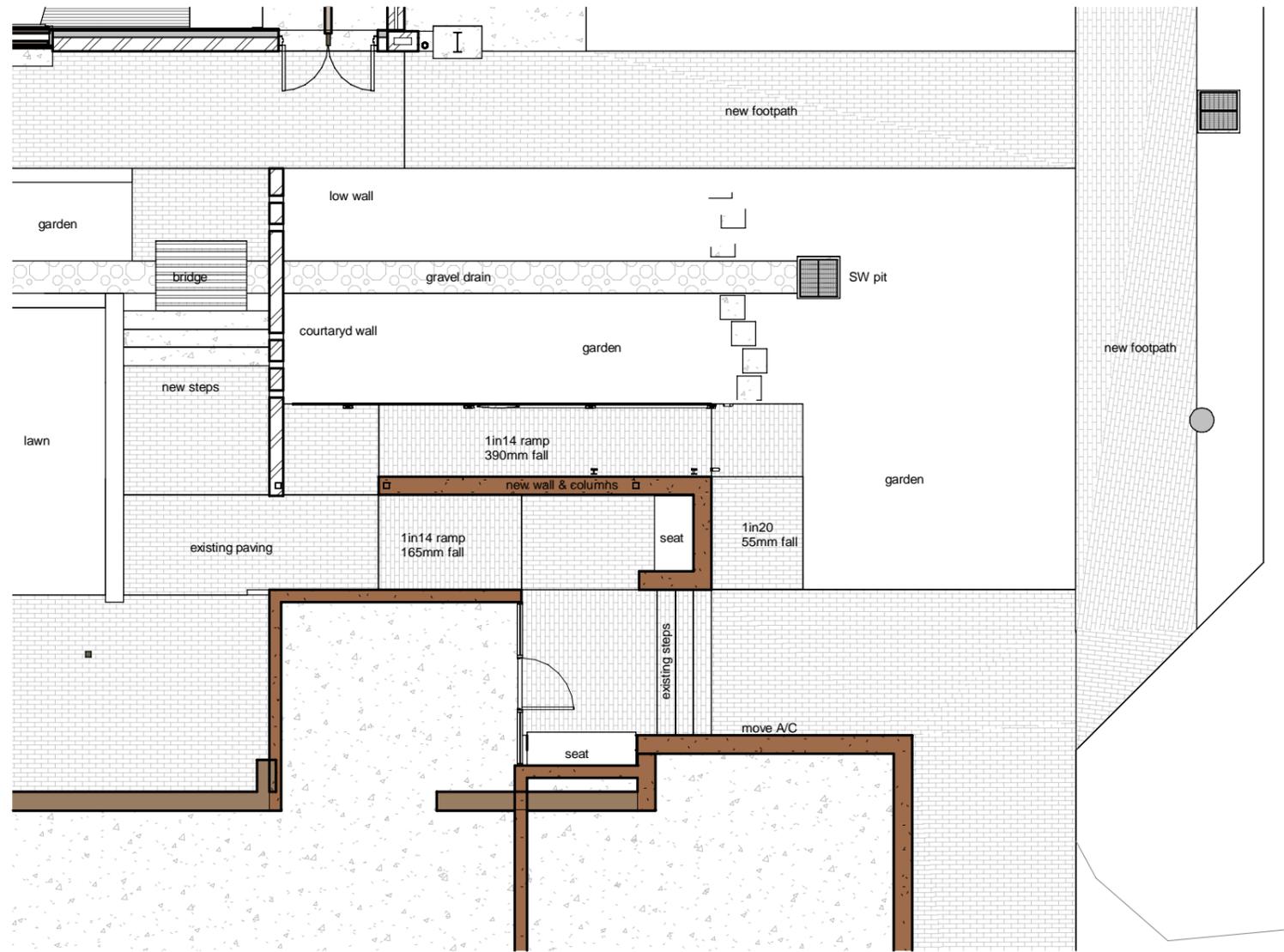
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Not a controlled issue until Checked & Approved

A3 Original

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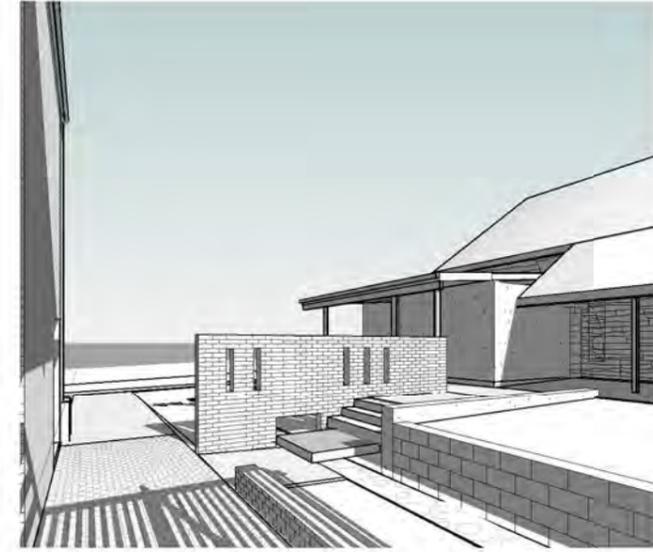
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1 Council Entry
1 : 100

Note: Council Entry works are outside the current scope of this project so have only been measured very roughly. We have no definite levels.

However is quickly became clear that there were opportunities for the new ramp to be integrated into the new streetscape, courtyard and Hall renovation.



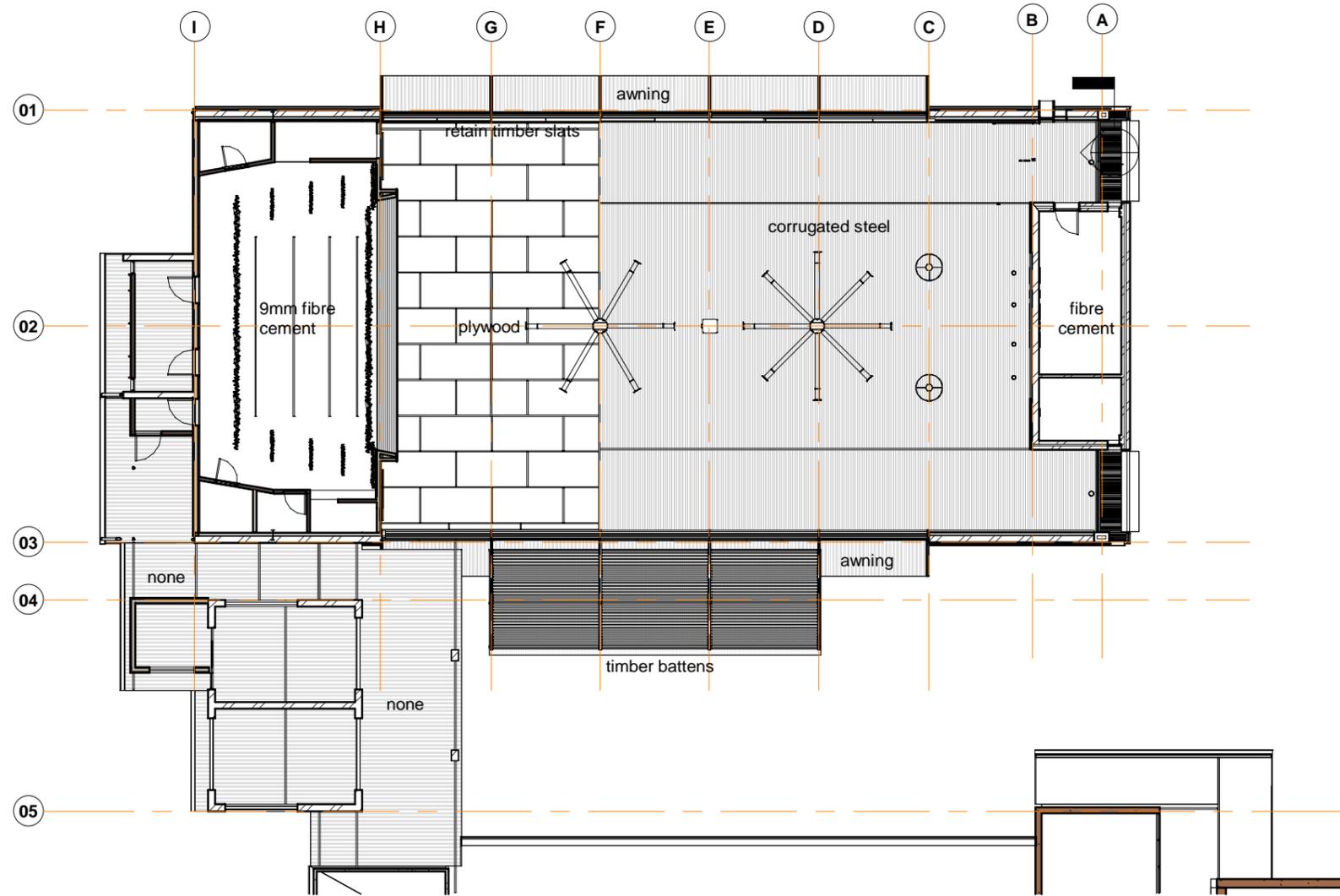
3 Council Entry from courtyard

New Council Ramp and Porch (not in this Scope of Works)

Provide a new ramp to AS 1428.2 and integrate into an extended and more prominent covered porch to better define the Council entry. Integrate new landings to match courtyard levels and better define the 4th side of the quadrangle.



2 Council Porch



1 Proposed Ceilings
1 : 200

Acoustic treatment

Applied wall and ceiling acoustic treatments to specialist advice. Walls could be a mix of slats and fabric, or slotted plywood, to create a visually rich interior. Ceilings might be a mix of reflective (eg plywood) and absorptive (eg corrugated) textures.

Ceilings

New ceilings are required throughout the Hall. New ceilings to the Hall and Stage should be resistant to internal wind pressures such as, 9mm fibre cement, 12mm plywood or corrugated steel. Substantial 70x35 and 42x35 timber ceiling battens can be direct screwed or hung to the existing ceiling joists @ smaller centers and height adjusted to get a level ceiling. Ceilings might be a mix of reflective (eg plywood) and absorptive (eg corrugated) textures subject to acoustic advice. The slatted timber over the windows can be retained with a backing sheet to close off the ceiling space.

Ceiling Insulation

New ceiling insulation is needed for heat and noise. A minimum level of R4.0 is recommended. If the roof space is made unvented (sealed) then these could be batts. This would require sealing off slatted vents over upper windows as well as the roof profile gaps. Alternatively the roof space could be designed as venting with fixed insulation fixed to the top of ceiling joists. In this option the slatted vents remain open and additional gable vents are installed on the west wall.

Lights, fans and A/V

New LED lighting design in detailed design stage. A mix of dimmable wall strip lights and ceiling mounted lights. Wall lights could have colour change effects. Needs to coordinate with fan design. Support points and plugs to audio visual equipment. Big fans can provide energy efficient cooling with doors open - needs coordinated design with lights and projector.

Not a controlled issue until Checked & Approved

A3 Original

100mm

50

Concept Design Issue	6/02/2024 11:33:47 AM	jm Chk	Job Mingenew Hall Options 2024	Client Shire of Mingeneew	104	Address 19 Victoria Road Mingeneew	Drawing Title Ceilings	Scale As indicated	Job 23-MAH	Dwg. No. SD28	Rev.
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New gardens to West and North

There is no need for full vehicular access around the building, and the garbage truck has previously damaged the septic soakage trenches.

This whole area can be planted out as public gardens including some substantial trees. This will help reduce dust around the hall as well. A future link through to William Street and Mingenew Springs may be possible.

Roof stormwater can be discharged to lined ground drains and directed to the existing swales for soakage and overflow to street.

5 off street carparks can be provided perpendicular to the street, behind a new brick footpath.

Hall Roof

The roof is new, and while it was installed without a roof blanket can be kept in place. It is recommended to install new gutters and downpipes to better manage stormwater.

New Streetscape

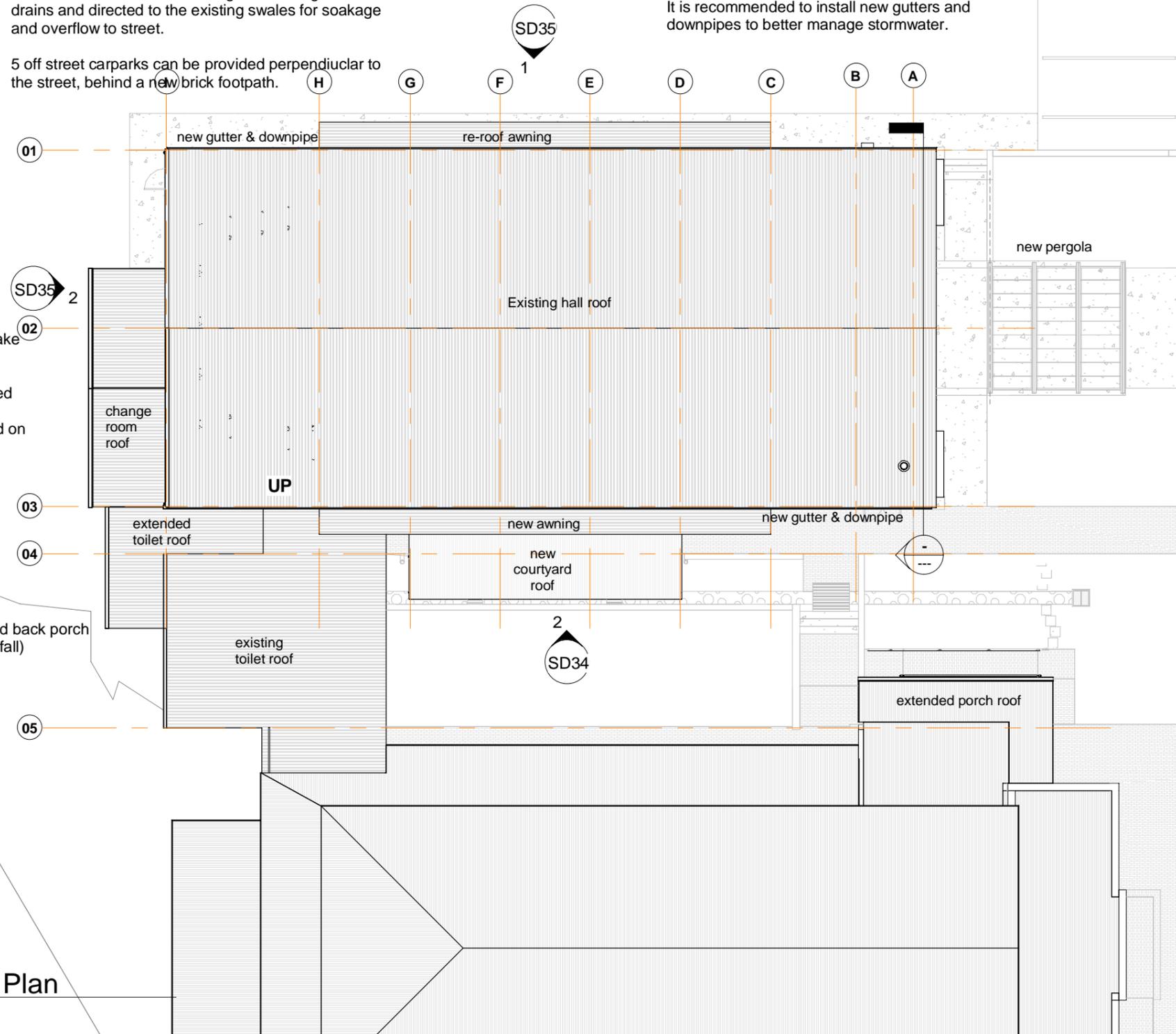
New steel pergola, remove trees, new garden beds, new paving, complete footpath. Relocate signage. New colour scheme.

Change Room option

A changeroom / green room space would make the stage truly functional for performers. New masonry blade walls reflect the eastern facade and help buttress this old timber framed wall. Future airconditioning plant could be installed on this roof for simple ducting at ceiling level.

Toilet Roof

Extend this roof over new toilet and back porch (will need a break due to very low fall)



New Council Ramp and Porch (not in this Scope of Works)

Provide a new ramp to AS 1428.2 and integrate into an extended and more prominent covered porch to better define the Council entry. Integrate new landings to match courtyard levels and better define the 4th side of the quadrangle.

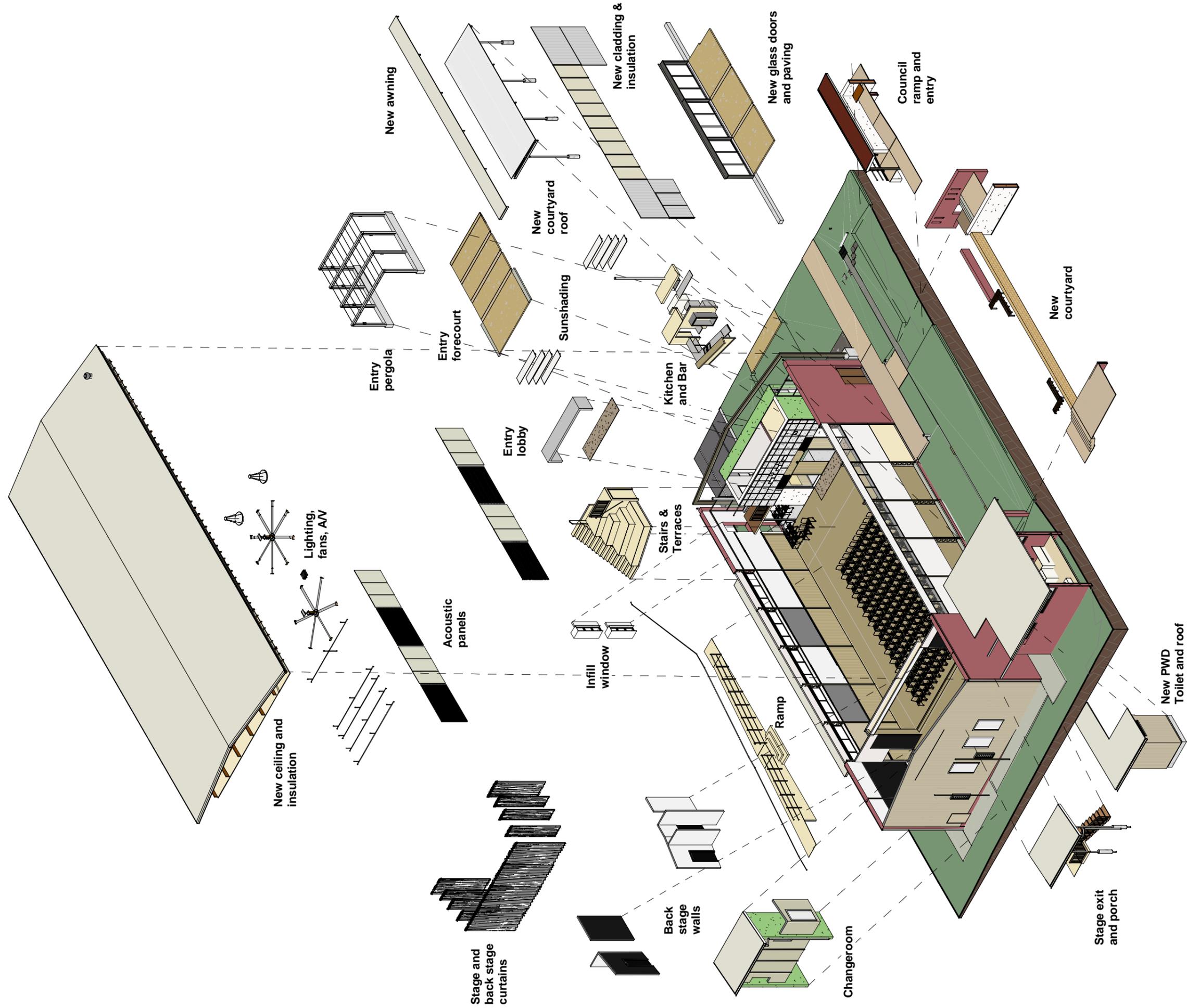
1 Proposed Roof Plan
1 : 200

Not a controlled issue until Checked & Approved

A3 Original

100mm

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1 3D Proposed Exploded

1

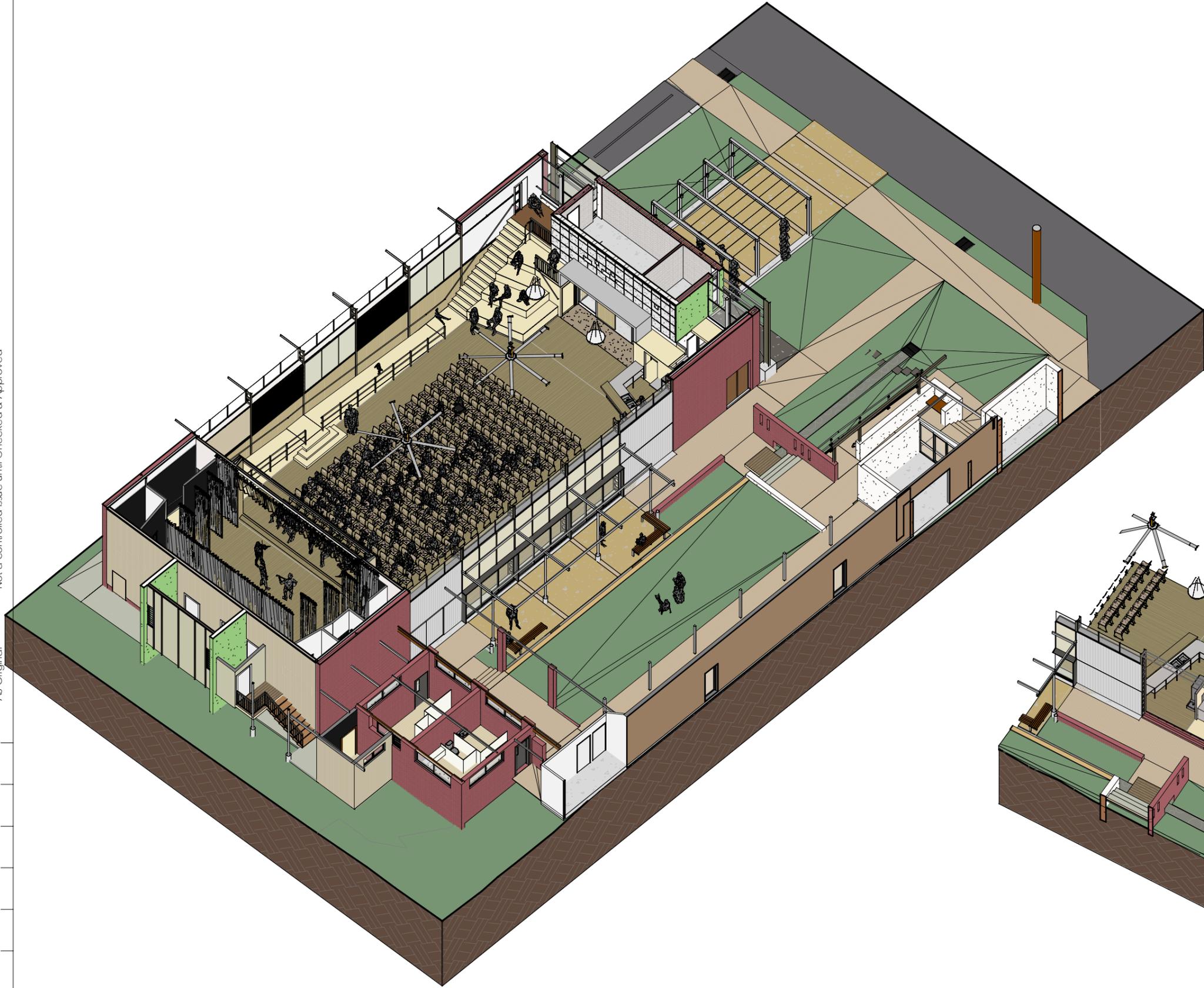
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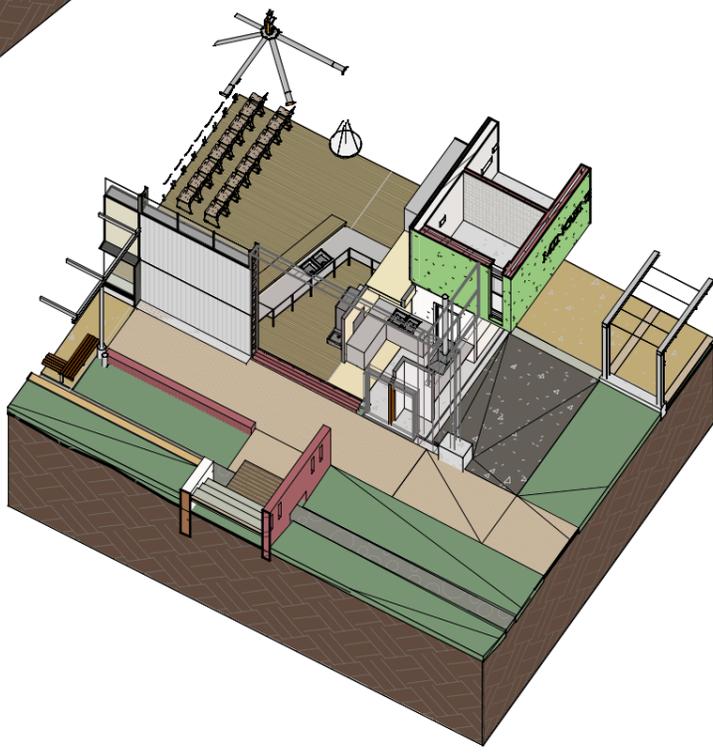
100mm

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1 3D no roof SW



2 3D no roof Bar

Concept Design Issue

6/02/2024 11:35:56 AM

jm Chk

Job Mingenew Hall Options 2024

Client Shire of Mingenew 107

Address 19 Victoria Road Mingenew

Drawing Title 3D no roof

Scale

Job 23-MAH

Dwg. No. SD31

Rev.

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A3 Original

100mm

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Concept Design Issue

6/02/2024 11:35:56 AM

jm Chk

Job Mingenew Hall Options 2024

Client Shire of Mingenew

108

Address 19 Victoria Road Mingenew

Drawing Title External Views

Scale

Job 23-MAH

Dwg. No. SD32

Rev.

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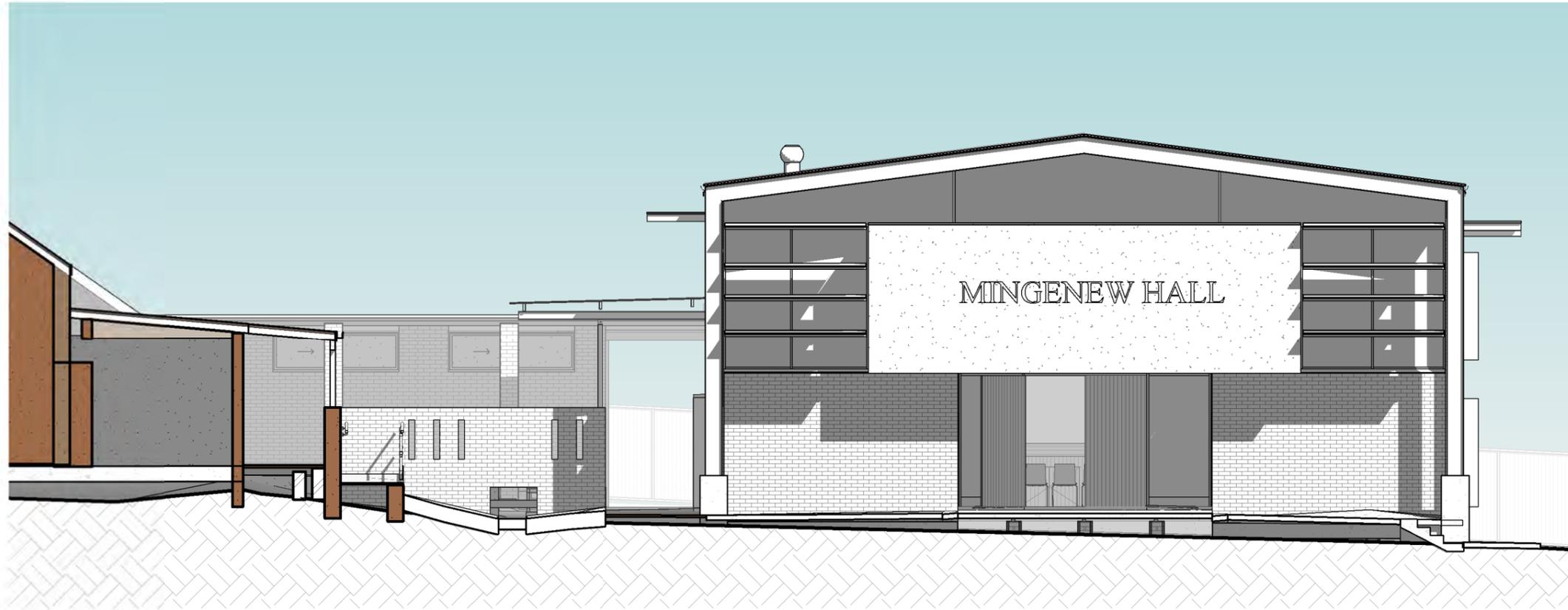
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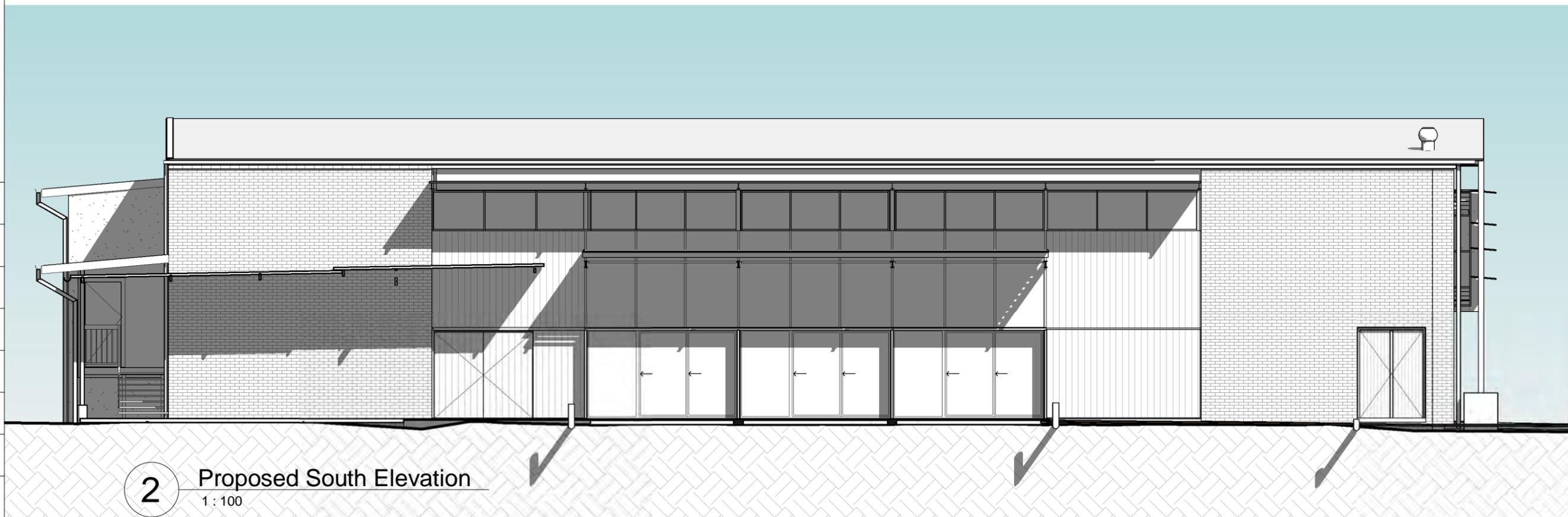
1 Proposed East Elevation
1 : 100

Not a controlled issue until Checked & Approved

A3 Original

100mm

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2 Proposed South Elevation
1 : 100

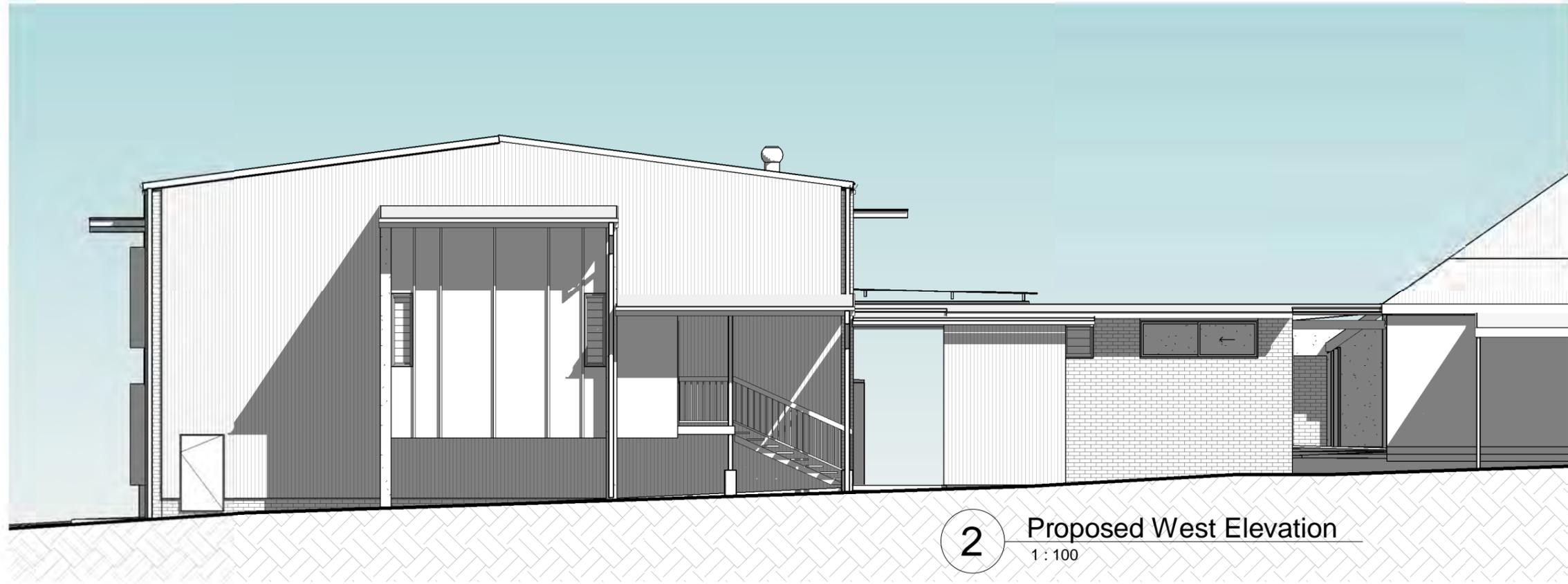
Concept Design Issue	6/02/2024 11:36:14 AM	jm Chk	Job Mingenew Hall Options 2024	Client Shire of Mingenew	110	Address 19 Victoria Road Mingenew	Drawing Title Proposed Elevations	Scale 1 : 100	Job 23-MAH	Dwg. No. SD34	Rev.
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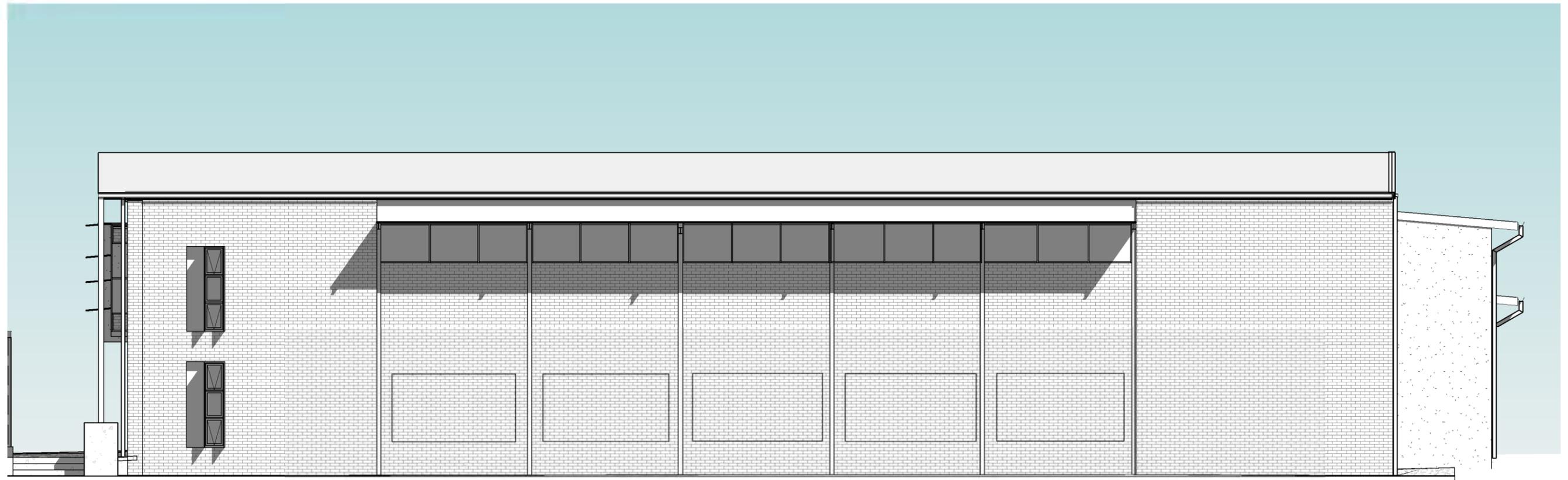
A3 Original

100mm

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2 Proposed West Elevation
1 : 100



1 Proposed North Elevation
1 : 100

Concept Design Issue	6/02/2024 11:36:31 AM	jm Chk	Job Mingenew Hall Options 2024	Client Shire of Mingenev	111	Address 19 Victoria Road Mingenev	Drawing Title Proposed Elevation 2	Scale 1 : 100	Job 23-MAH	Dwg. No. SD35	Rev.
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Not a controlled issue until Checked & Approved

A3 Original

100mm

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Concept Design Issue

6/02/2024 11:36:32 AM

jm Chk

Job Mingenew Hall Options 2024

Client Shire of Mingenew 112

Address 19 Victoria Road Mingenew

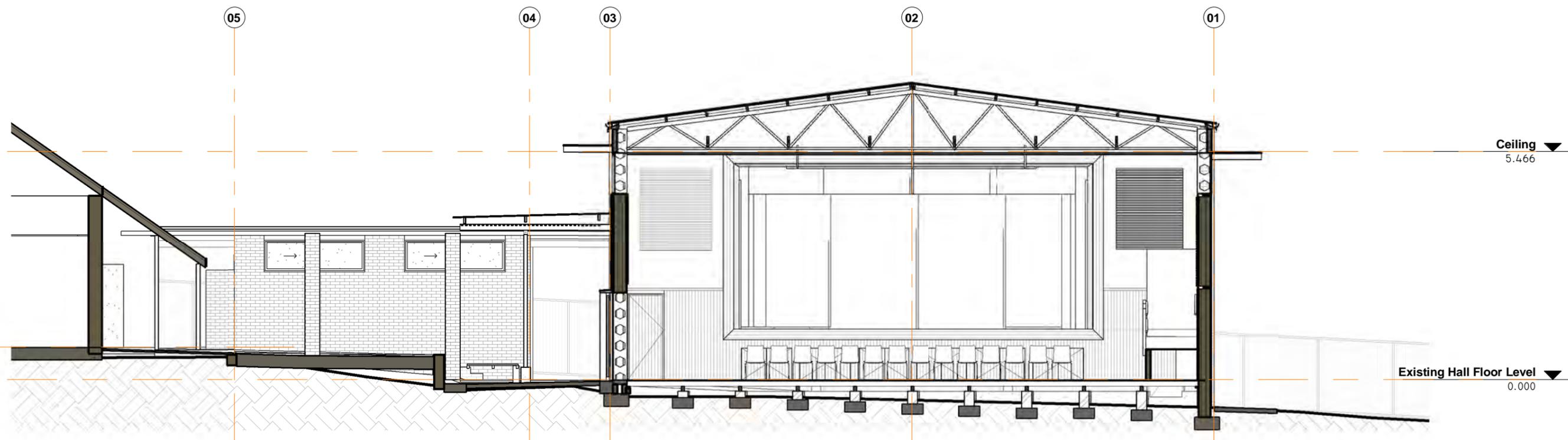
Drawing Title Short Sections

Scale 1 : 100

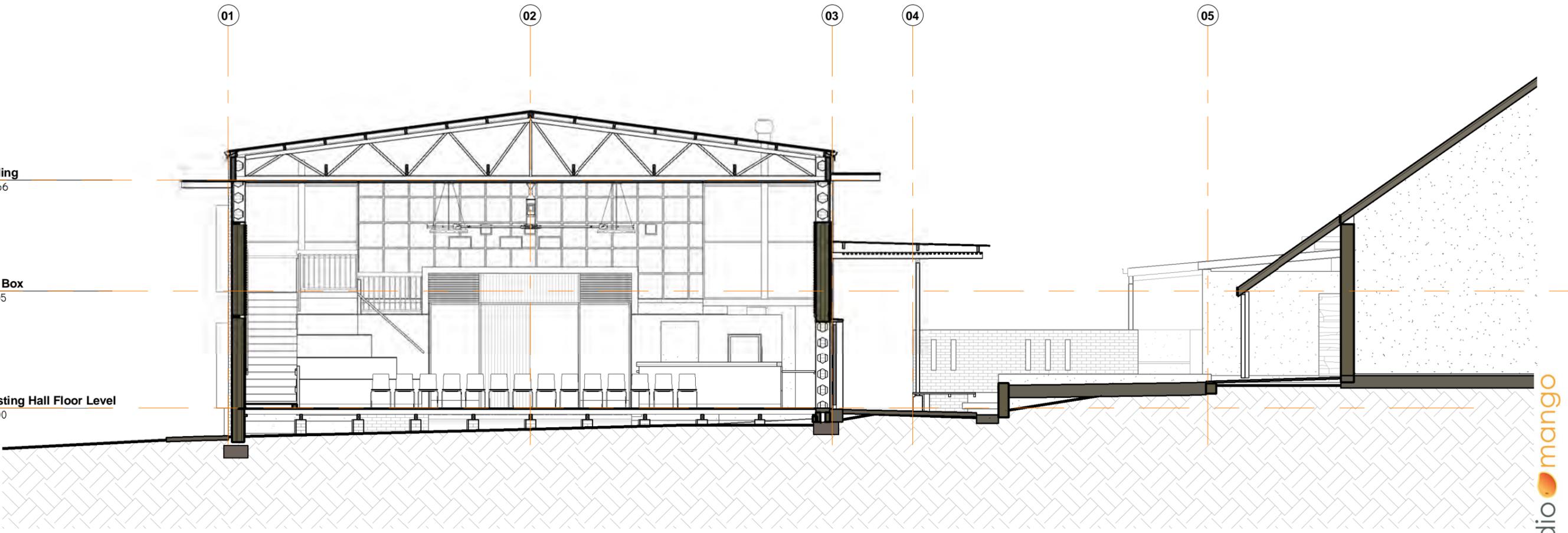
Job 23-MAH

Dwg. No. SD36

Rev.



1 Proposed Short Section facing West
1 : 100



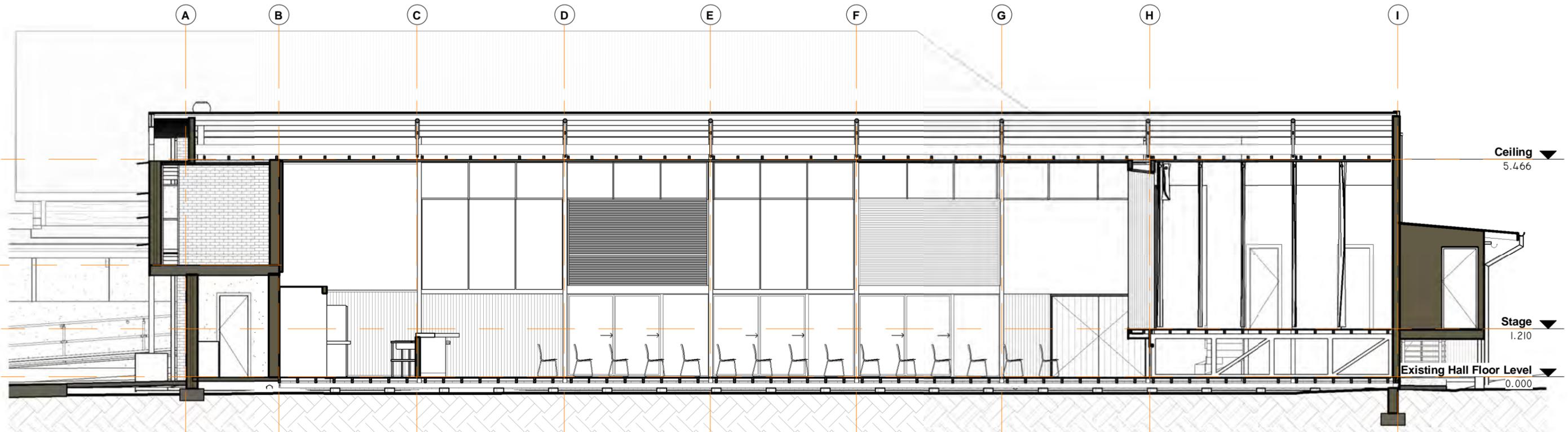
2 Proposed Short Section Facing East
1 : 100

Not a controlled issue until Checked & Approved

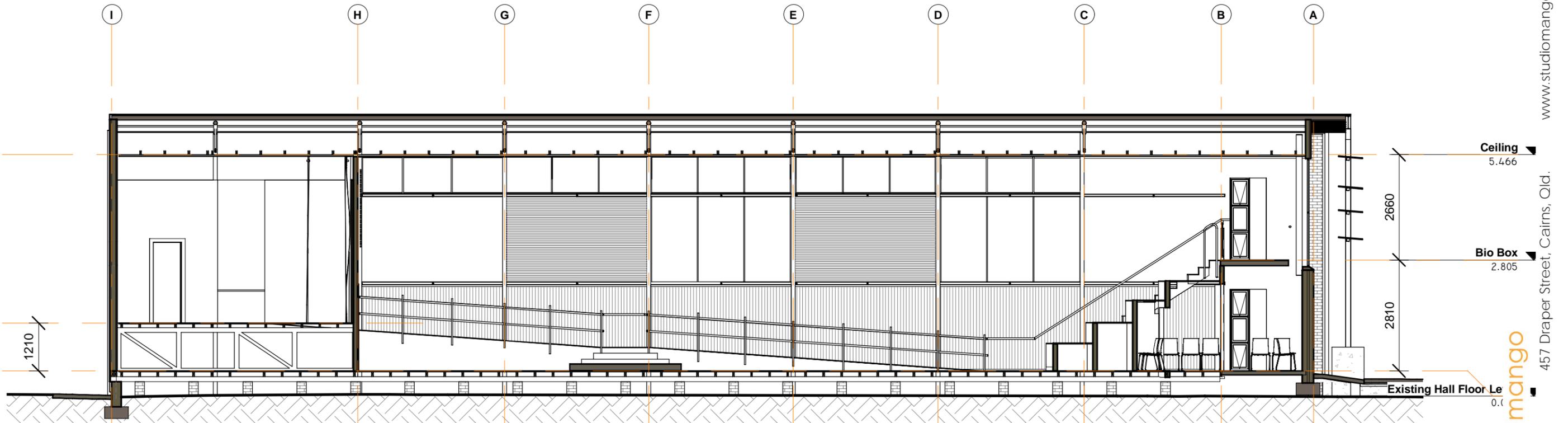
A3 Original

100mm

50



2 Proposed Long Section looking South
1 : 100



1 Proposed Long Section looking north
1 : 100

Ceiling
5.466

Stage
1.210

Existing Hall Floor Level
0.000

Ceiling
5.466

Bio Box
2.805

Existing Hall Floor Level
0.000

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Concept Design
Issue

6/02/2024
11:36:33 AM

jm
Chk

Job
Mingenew Hall Options 2024

Client
Shire of Mingeneew 113

Address
19 Victoria Road Mingeneew

Drawing Title
Long Sections

Scale
1 : 100

Job
23-MAH

Dwg. No.
SD37

Rev.

Not a controlled issue until Checked & Approved

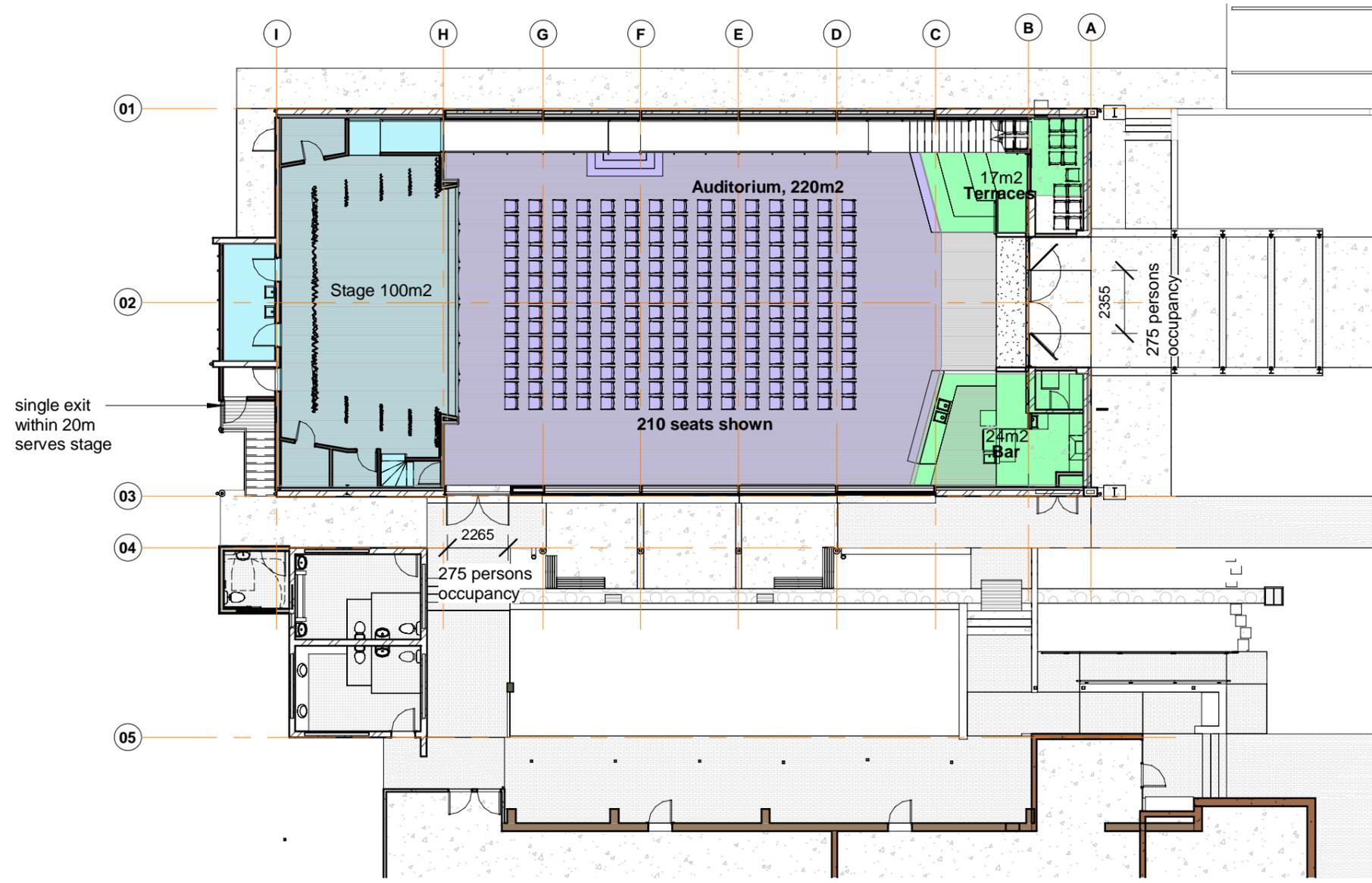
A3 Original

100mm

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1 Exit & Auditorium seating travel
1 : 200



Class 9 Assembly Building

D2D3 Number of exits
At least 1

D2D5 Exit travel distances
20m to an exit, or choice between exits, with 40m max distance. This will require 2 exits to manage. (As exists currently)

D2D8 Width of exits
Up to 200 people - 2m
275 persons - 2.5m

D2D9 Width of doorways in exits
as per D2D8 less 250mm.

275 person occupancy - less staff and performers, terraces & standing = 210-230 seating capacity

WPH&S Risk Assessment

Probability / Likelihood of event occurring	Consequence (if it did occur, how severe could it be)					Consequence	Suggested Action by Designer
	1 Insignificant	2 Minor	3 Severe	4 Major	5 Extreme		
Expected to Occur	6	7	8	9	10	1 = Insignificant - no damage, no effect 2 = Minor - minor damage, - first aid treatment 3 = Severe - reversible damage, - lost time injury 4 = Major - serious damage, - fatality or permanent disability 5 = Extreme - major damage, - multiple fatalities Risk Calculator = Probability + Consequence Minor Risk <input type="checkbox"/> Major Risk <input type="checkbox"/> Moderate Risk <input type="checkbox"/> Extreme Risk <input type="checkbox"/>	2 to 4 - Design to Industry accepted standards - eliminate/minimise risks where possible. Others to ensure adequate control measures are taken. 5 to 6 - Consider redesign. Ensure adequate notes on drawings/specs to alert others. Others to ensure adequate control measures are taken. 7 to 8 - Encourage redesign. Nominate a suitable Control Method Required (e.g. barricading). Others to prepare Work Method Statement (WMS). Monitoring required by others. 9-10 - Aggressively encourage redesign. Ensure adequate notes on drawings/specs and communicate to client and Principal Contractor. Detailed Work Plans, Work Method Statements (WMS), Permit to start, Monitoring, Training etc. required by others.
Will Probably Occur	5	6	7	8	9		
Should Occur at Some Time	4	5	6	7	8		
Could Occur at Some Time	3	4	5	6	7		
Only Occur in Exceptional Circumstance	2	3	4	5	6		

WHS Safe Design Report

The following is a written report on design risks specific to design decisions made by Studio Mango. The report includes a systematic risk management process.

Life Cycle	Identification of Hazards & their Foreseeable Design Related Risks	Risk Assessment	Steps to Minimise or Eliminate Risk	Residual Risks and Steps Undertaken to Manage Risk
<ul style="list-style-type: none"> Construction After completion During maintenance Demolition Disposal & recycling 	<ul style="list-style-type: none"> Identify risks 	<ul style="list-style-type: none"> Minor Moderate Major Extreme 	<ul style="list-style-type: none"> Substitute the design with a safer design Modify the design Isolate the hazard Introduce management controls and training of safe use practices Introduce controls for use of personal protective equipment 	<ul style="list-style-type: none"> Use personal protective equipment Provide signage for end users Advise manufacturers, suppliers and builders to improve designs in the future Report to clients to inform them of their obligations as duty holders to monitor and review risks

Mingenew Hall Renewal 2024

Demolition	Asbestos Containing Materials While ACM are non friable, exposure could occur during demolition	Major	Remove all ACM prior to construction by Class A or B licensed contractor	Contractor to work under an approved WPH&S Asbestos Removal Plan
Demolition	Brick wall collapse Unstable brick walls could collapse during demolition	Major	Builders and subcontractors WPH&S Consider temporary propping during demolition	
Construction / maintenance	Tight spaces Subfloor access may be very tight at top end and ventilation could be poor	Severe	We have designed in an easy access route to the high end of the sub floor, the removal of some floor boards for access from above during construction for new plumbing, and also propose additional ventilation and possibly deepening of the crawl space if required.	Sub floor access should always be done in teams and monitor ventilation levels.
Construction	Contaminated soils	Minor	Sub floor soil may be contaminated with 1958 termite treatment. Test before removal and disposal.	
Construction	Working at heights Roof is 6+m above ground, windows and new linings are high, as is ceiling works.	Major	Builders and subcontractors WPH&S Scaffolding will be required for works from brick wall demolition through repainting Internally, use of mobile work platforms will need to ensure the protection of the hardwood floors	
Construction	Facade portal frame collapse during repair	Major	Ensure portal frame is securely propped and tied back to building	
Maintenance	Working at heights	Major	Install roof / awning safe access points and fall arrest system. External path facilitates future mobile work platform access	Will be covered by Council's WPH&S systems

Not a controlled issue until Checked & Approved

A3 Original

100mm

50

Site works

New Streetscape

Level 2 New steel pergola, remove trees, new garden beds, new paving, complete footpath. Relocate signage
New colour scheme

New pergola and forecourt

Level 2 New forecourt paving better defines the entry with a new steel pergola providing a shaded entry.

New gardens to West and North

Level 2 There is no need for full vehicular access around the building, and the garbage truck has previously damaged the septic soakage trenches.

This whole area can be planted out as public gardens including some substantial trees. This will help reduce dust around the hall as well. A future link through to William Street and Mingenew Springs may be possible.

Roof stormwater can be discharged to lined ground drains and directed to the existing swales for soakage and overflow to street.

5 off street carparks can be provided perpendicular to the street, behind a new brick footpath.

Apron and paving

Level 2 Lay a 1500 wide paved apron around the building.

Level 2 New paving to courtyard and entry forecourt.

Courtyard

Level 2 The Shire Office, Toilets and Hall form a traditional quadrangle that be reinforced with new walls and landscape treatments.

A new paved breakout courtyard drains to a gravel soakaway that drains to the street to fix the drainage problems.

This space is better defined by the support columns and new landscape walls lining up with the toilet block walkway to form a third colonade around the quadrangle.

The courtyard is roofed with a light, floating, semi-transparent roof.

Over that is second awning to shelter the upper level windows.

All Abilities Toilet Option

Level 3 It will be more effective to build a new toilet to current accessibility standards than to try to adapt the existing. A new toilet at the hall level also negates ramp access problems to the Women's toilet.

It will be efficient to add on plumbing in this location, along with a repair of the soakage trenches. The breezeway between the toilets and the Hall can be formalised with a new concrete slab floor, fully covered, and ends in a rear porch accessing the stage steps.

Floors

Subfloor access

Level 1 Cut a new access door through rear wall to enter under stage.
Cut out part existing floor to enable access to crawl space.
Undertake a thorough inspection of sub floor timber condition, ventilation and clearances.

Subfloor ventilation

Level 2 Install 150Ø vent pipes to southern end of subfloor, run under new slab.
Make additional vent openings to northern vent openings.
New screens over crumbling vent bricks.

Hardwood Floors

Level 1 Treat squeaking boards using improved sub floor access as required.
Level 2 Replace minor splintered patches
Matching filler to other damage
Sand back and re-seal satin finish

Salvage and re-use

Level 2 Materials salvaged from the Hall renovation can be re-used on site, for example making acoustic panels or a new bar out of the removed hardwood floor boards.

Abestos

Asbestos Containing Materials

Level 1 Mingenew Hall has Class B (non friable) Asbestos Containing Materials.
Refer to Site Inspection for Asbestos Containing Materials, dated 11/01/2016 by LGIS and Laboratory Report 16-00393 dated 11/01/2016 by ARL.
Licensed contractor to remove all ACM prior to construction under an approved Asbestos Removal Plan.

New Council Ramp and Porch (not in this Scope of Works)

Level 3 Provide a new ramp to AS 1428.2 and integrate into an extended and more prominent covered porch to better define the Council entry.
Integrate new landings to match courtyard levels and better define the 4th side of the quadrangle.

Walls and frames

Portal Frame Facade

Level 1 Cut out rusted base/s.
Extend into new footing with steel plate welded to existing to engineer's detail.
Treat rust and waterproof base. Cast new welded base into new mass concrete footing to engineer's detail to 600 above ground.
Repaint whole frame a new colour.

Existing Portal Frames

Level 1 After removing the existing paving rust can be treated at bases, and the steel waterproofed. A new set down concrete strip footing protects this join into the future, and provides a base for new sliding doors.
The repainted portal frames are now on display at the sliding doors.

Brick walls generally

Level 1 SW wall - repair cracking with proprietary system
North painted wall - repaint around murals.
NW wall demolish and rebuild on new footing with existing bricks
All walls - check brick ties once linings removed
All walls - re-point brickwork joints as required - analyse mortar and match, probably using local sand
All walls - clean out crumbling vent bricks and provide new galv steel screens

SW Brick wall

Level 1 Repair and stabilise using proprietary crack stitching sub contractor.
Check and fix existing brick ties, straighten wall.
Insulate and reline internally.

Rebuild NW Wall

Level 1 Demolish and rebuild masonry wall using existing bricks. New footing to engineer's detail.
Treat any rust on portal frame and encase base in new footing above ground level.
Insulate and re-line internally.

Mural walls

Level 1 Re-paint brick walls in new colour scheme.
Retain murals - investigate clear coating to protect.
Insulate and re-line internally.
A hi-definition photographic record of the murals can be displayed in the library.
Option to improve cross ventilation and outlook to north garden with additional windows if murals are removed.

North Wall Internal

Level 1 Re-line upper walls internally with a mix of plasterboard and acoustic treatments
Retain and restore blackbutt lower lining - remove ply panels

Western Wall

Level 1 The asbestos corrugated sheeting to be removed. Reclad with corrugated colorbond steel sheeting on 70x35 softwood battens.
Insulate with batts, and foil + cavities.
Allow to batten or nog out inside to manage frame variation and modern sheet sizes. Consider 13mm plasterboard or 9mm FC for higher strength.

Upper Framed Walls

Level 1 Re-line upper walls inside and out.
Exterior fibre cement walls can be installed on a batten over the portals to weather proof them, but should still express the vertical panels.
Level 2 Insulate with batts, and foil + cavities.
Internal linings can be a mix of plasterboard and acoustic treatments such as hardwood battens, slotted plywood or fabric.

Ceilings and roofs

Ceilings

Level 1 New ceilings are required throughout the Hall.
Level 1 New ceilings to the Hall and Stage should be resistant to internal wind pressures such as, 9mm fibre cement, 12mm plywood or corrugated steel. Substantial 70x35 and 42x35 timber ceiling battens can be direct screwed or hung to the existing ceiling joists @ smaller centers and height adjusted to get a level ceiling.
Level 2 Ceilings might be a mix of reflective (eg plywood) and absorptive (eg corrugated) textures subject to acoustic advice.
The slatted timber over the windows can be retained with a backing sheet to close off the ceiling space.

Ceiling Insulation

Level 1 New ceiling insulation is needed for heat and noise. A minimum level of R4.0 is recommended. If the roof space is made unvented (sealed) then these could be batts. This would require sealing off slatted vents over upper windows as well as the roof profile gaps.

Alternatively the roof space could be designed as venting with fixed insulation fixed to the top of ceiling joists. In this option the slatted vents remain open and additional gable vents are installed on the west wall.

Toilet Roof

Level 2 Extend this roof over new toilet and back porch (will need a break due to very low fall)

Hall Roof

Level 1 The roof is new, and while it was installed without a roof blanket can be kept in place.
It is recommended to install new gutters and downpipes to better manage stormwater.

100mm
50
0
A3 Original
Not a controlled issue until Checked & Approved

Windows

East windows and new sunshading

Level 1
These can be restored and reglazed with safety glass.
Level 2
An internal vertical reinforcement member (and kitchen duct) can also be used to reinforce the steel window frame spans.
Externally new sunshades spanning from biobox to steel portal can reduce heat load from morning sun.

Upper Windows

Level 1
Retain and restore the upper level window frames and re-glaze.
Level 2
Provide remote electric window openers to opening windows for effective hot air venting.

External Doors

Front Entry Doors

Level 1
Restore existing doors and provide new hardware, closers, hold open, and escape bars.
Full height 'art in place' decorative film to inside of new safety glass.

New sliding glass doors

Level 1
A new glazed opening connects the internal Hall to the outside with visual sight lines, and better natural light and breezes - and reflecting the intent of the original sliding doors.
New simple aluminium sliding glass doors and fixed glass windows are installed to the outside of the existing portal frames, on a new set down strip footing. This allows a proprietary door sill to provide a set down to outside and certified weatherproofing.
The new doors and windows are framed out with 300 deep mullions and head flashing for effect.
Level 2
An internal curtain could provide blackout if required using the existing pelmet.

New southern exit doors and wall

Level 1
New double escape doors in a new wall. New insulated wall retains internal blackbutt lining with new external cladding flashing over edge of existing threshold slab.
New threshold ramp for 25mm setdown to new strip footing.
These would be for emergency access only with toilet access through the sliding doors.

Stage access and exit

Level 1
Emergency exit from the stage is via rear doors through lobby to control light and noise.
A back porch links to the breezeway .

Interiors

Entry Lobby

Level 2
Cut out part existing floor boards and replace with new proprietary entry matt system to control moisture and dirt ingress.
New entry lobby is framed each side by new installations, and over the top with an internal hood.

Store Room, Stair and Terraces

Level 2
Cut out existing kiosk wall and doors
Build new walls and frames for plywood terraces. These step up from the hall level and can be carpeted, vinyl or left as plywood.
A new plywood stair leads to the bio box making this available as a store or historical curiosity.
The steps, terraces and mezzanine become part of the hall auditorium for sitting and a dramatic and fun form to hide the store room.
Remove existing external doors and install window into an infill wall.

Ramp

Level 2
All abilities access to the stage can be provided with a ramp down the north wall. This becomes another sculptural insertion into the space like the terraces and bar. It becomes a low stage for overlooking the hall and out to the courtyard

Alternatively access can be provided with an electric step lift, but these are slow and undignified compared to ramp.

Kitchen and Bar Scope

Level 2
Semi enclose south east corner for a combined bar and kitchen.
This location has level access to a rear door, is close to the courtyard for service, and allows efficient staffing.
Remove a portion of existing floor boards to facilitate installation of subfloor drainage towards north and new water supply.
New floor can be waterproofed and vinyl with floor waste to kitchen.
Existing slab floor can be vinyl or exposed
Reuse floor boards for the new bar
Existing timber wall is left clear of fixtures
Cooking and/or warming zone at east wall allows for a rangehood under a low new ceiling with exhaust through to roof.
Localised lighting on walls and low ceiling
Extent of fitout is scaleable.
Adapt existing double doors to provide a single door exit / access, and enclose around second door for new electrical main switch board

Bio Box

Level 2
This old projector and light control room is currently full of costumes. These can be kept here or the room used as a chill space during events
Paint all around the outside box to emphasise its volume
Paint internal brickwork
Replace ceilings and insulate
Open up projection slots

Stage

Proscenium wall

Level 1
A Stage are without a rigging loft does not need a fire proof proscenium wall. But this wall does need to be relined front and back.
Level 2
An applied acoustic treatment can be decorative timber battens - either a proprietary clip system or site built. Allow to batten or nog out both sides to manage frame variations and modern sheet sizes

Stage

Level 1
Fill in footlights fit with matching reclaimed T&G.
Keep proscenium arch with new stage curtains.
Provide a hanging rod system, securely supported from the roof frame for lights, wing curtains and backdrops.
Level 2
Install connections for power and control.
Paint perimeter walls black.

Stores and A/V

Level 1
Build new full height partition walls for store rooms.
A/V room can have control gear for lights and audiovisual equipment, cabled to ceiling.

Change Room option

Level 2
A changeroom / green room space would make the stage truly functional for performers.
New masonry blade walls reflect the eastern facade and help buttress this old timber framed wall.
Future airconditioning plant could be installed on this roof for simple ducting at ceiling level.

Fitout

Loose Furniture and Equipment

Level 2
Could include:
Stage lighting
Audio visual equipment
Kitchen appliances & kitchen ware
Chairs
Tables

M&E

Lights, fans and A/V

Level 1
New LED lighting design in detailed design stage. A mix of dimmable wall strip lights and ceiling mounted lights.
Wall lights could have colour change effects.
Needs to coordinate with fan design.
Level 2
Support points and plugs to audio visual equipment.
Big fans can provide energy efficient cooling with doors open - needs coordinated design with lights and projector.

Audio Visual

Level 1
Install a drop down projection screen with side channels at proscenium arch
Ceiling mounted projector may have to be on an electrical drop down from ceiling to get a good distance to screen size and below fans.
Provide a hanging rod system, securely supported from the roof frame for stage lights,
Level 2
Install connections for power and control
Explore options for permanent speakers including wall mounted, stage mounted and sub woofers

Acoustics

Acoustic treatment

Level 2
Applied wall and ceiling acoustic treatments to specialist advice.
Walls could be a mix of slats and fabric, or slotted plywood, to create a visually rich interior.
Ceilings might be a mix of reflective (eg plywood) and absorptive (eg corrugated) textures.



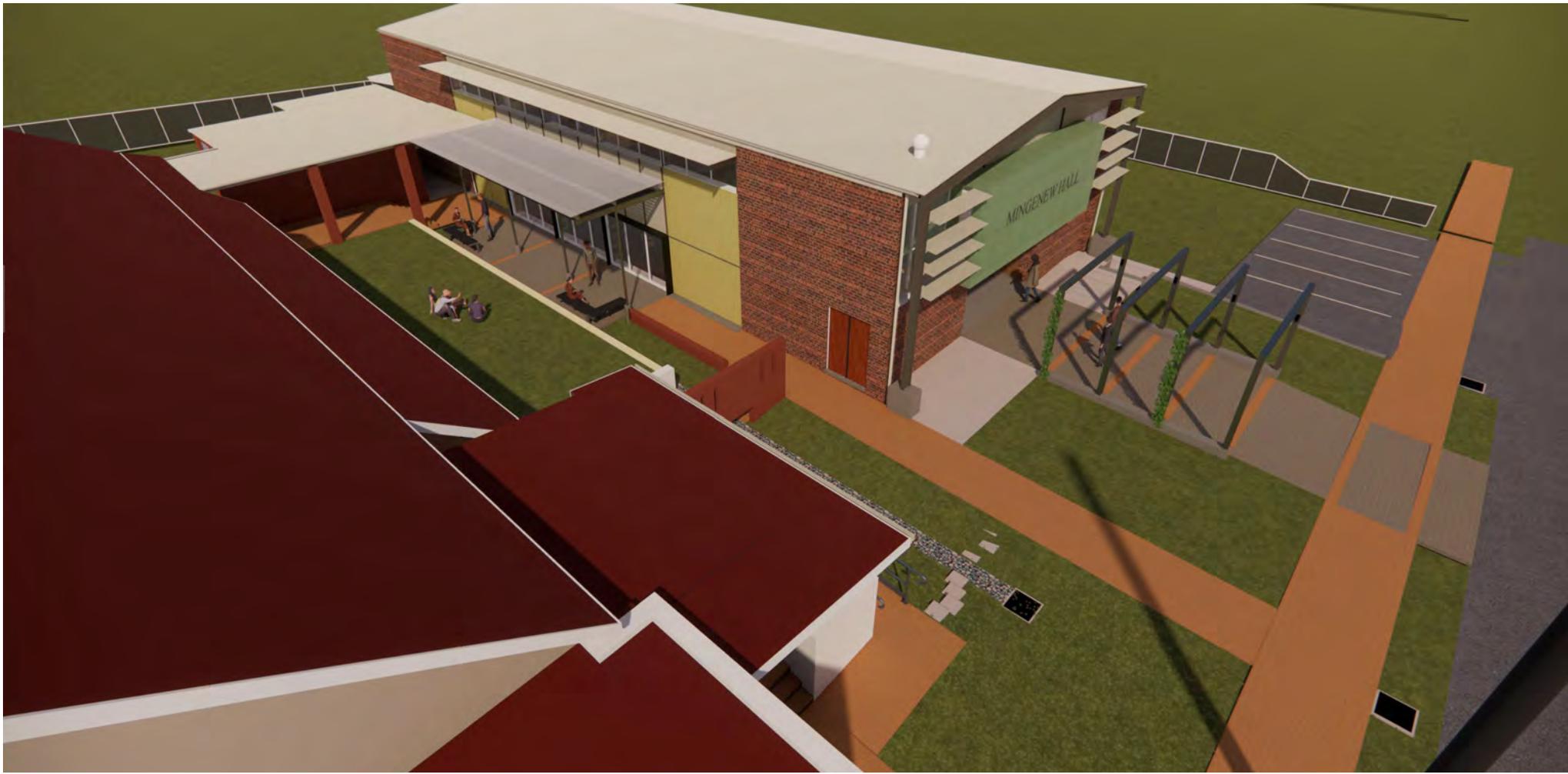
Mingenew Hall

studio  mango



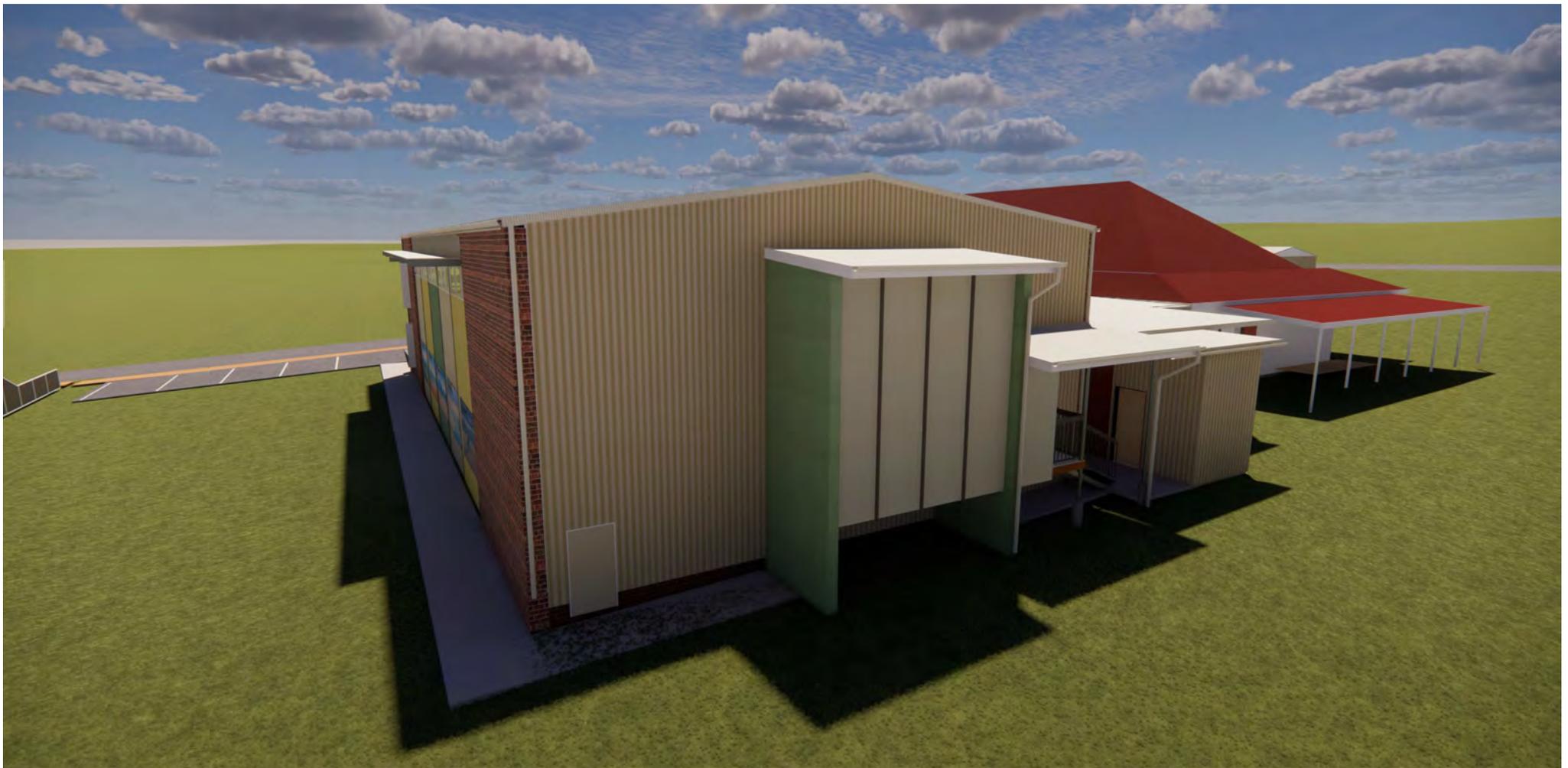
Mingenew Hall

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Mingenew Hall

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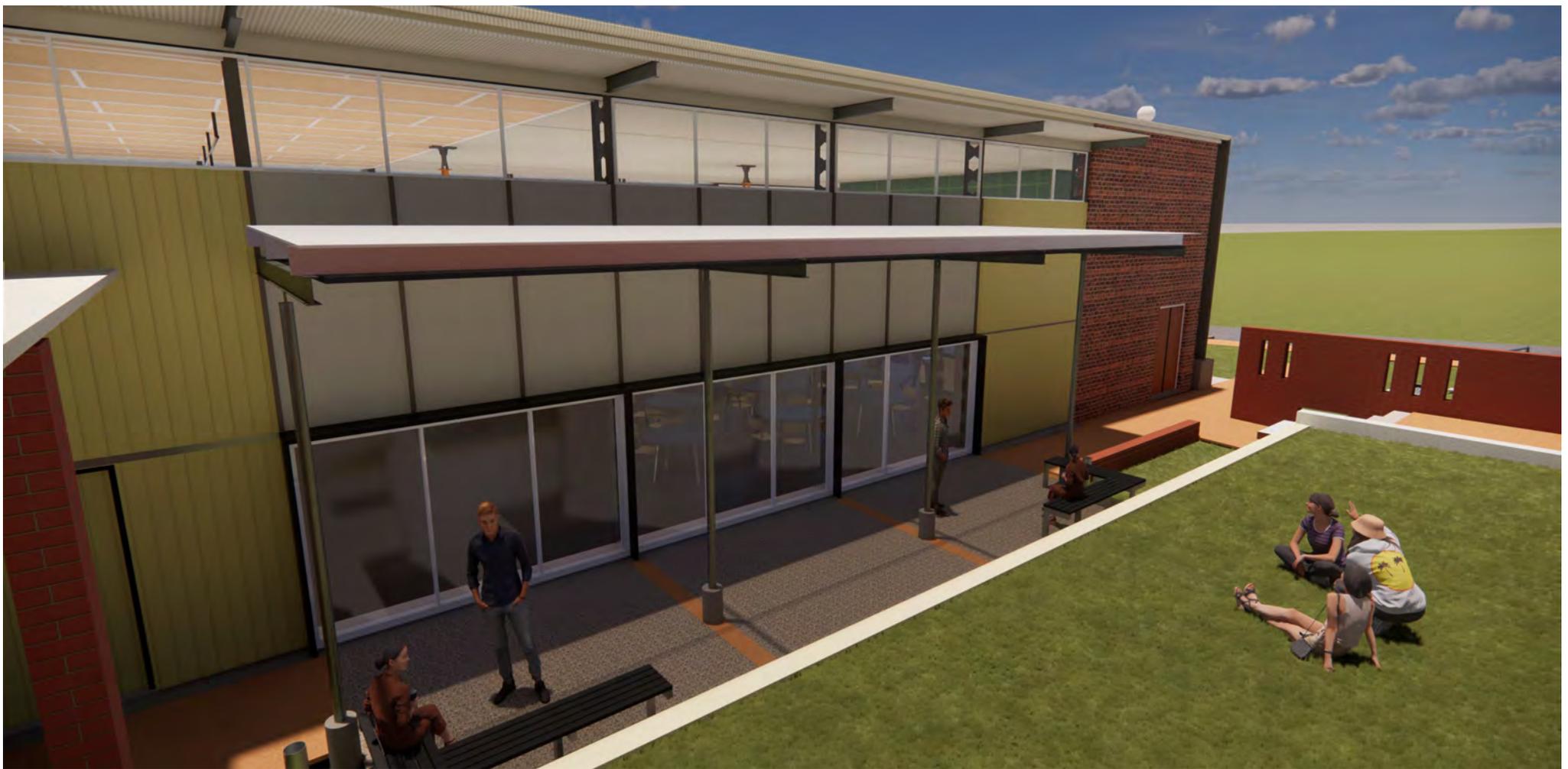
Mingenew Hall

studio  mango



Mingenew Hall

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Mingeneew Hall

studio  mango



FORM OF APPLICATION FOR PLANNING APPROVAL

(PLEASE COMPLETE ALL BOXES)

OWNER DETAILS:

Name(s): BARRY STRATTON DIANE THOMPSON

Postal Address: 2815 GINGIN BROOK ROAD Postcode: 6503
NEERGA BBY

Contact Person: BARRY STRATTON

Phone: [REDACTED] Email: [REDACTED]

Signature: [Signature] Date: 5/1/2024

Signature: [Signature] Date: 5/1/2024

NOTE: The signatures of ALL the owner(s) is required to process this application.

APPLICANT DETAILS: (if different from owner)

Name: _____

Postal Address: _____ Postcode: _____

Contact Person: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

PROPERTY DETAILS:

Lot/Location No: 108 House/Street No: 40

Street Name: VICTORIA ROAD Locality/Suburb: MINGENEW

Diagram/Plan No: 57804 Volume No: 2712 Folio No: 57

EXISTING DEVELOPMENT/LAND USE:

Nature of any Existing Development/Land Use: VACANT LAND

PROPOSED DEVELOPMENT/LAND USE:

Description of Proposed Development/Land Use: PRIVATE RESIDENTIAL

Approximate Cost: \$200,000

Estimated Time of Completion: 12 MONTHS SUBJECT TO TRADES AVAILABILITY

REQUIRED INFORMATION & FEES:

Please refer over for the information required to be submitted with this application and the schedule of fees. This application will not be processed without all required information including payment of the appropriate fee.

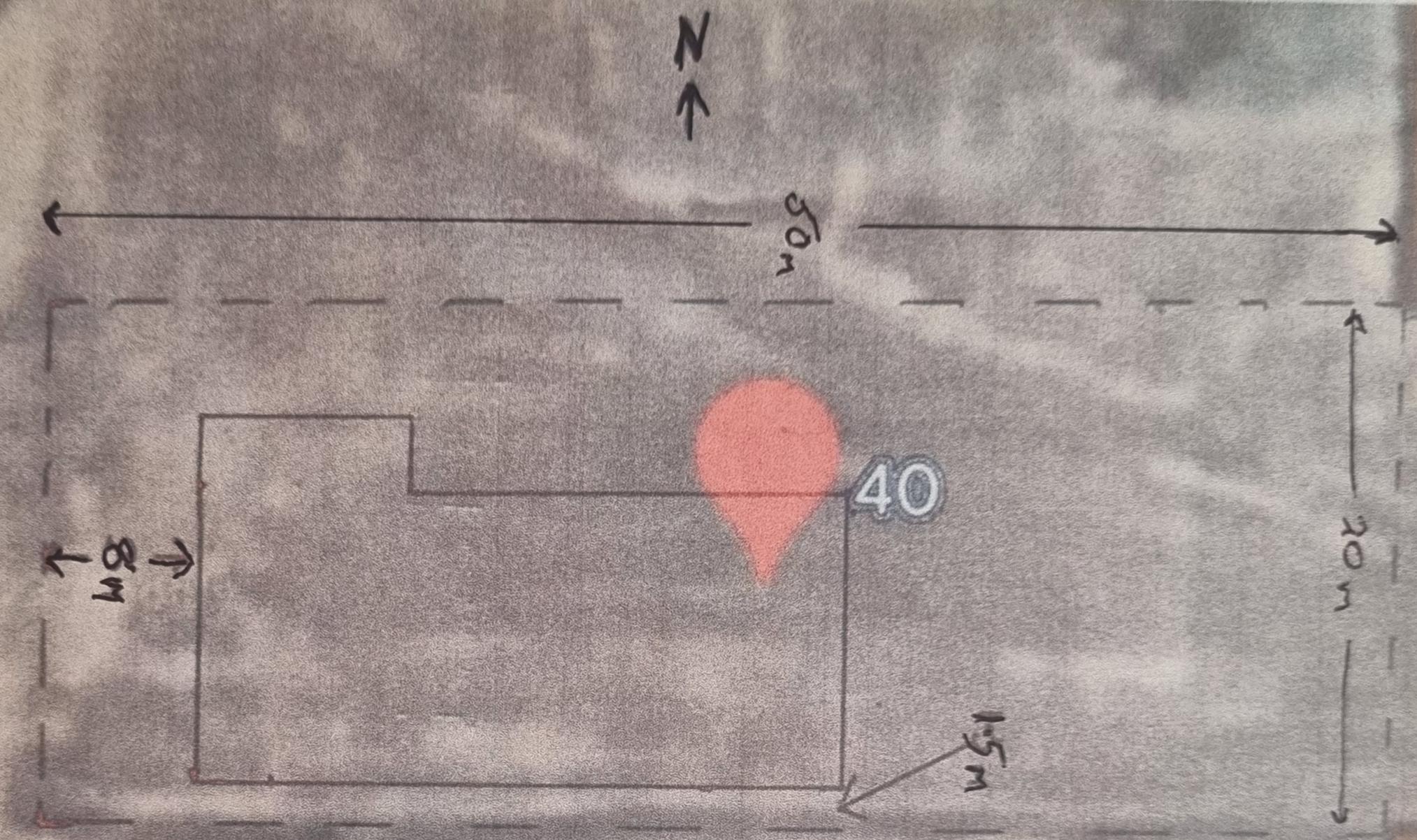
OFFICE USE ONLY:

Date Received: _____ Application No: _____

Accepting Officer's Initials: _____ File Number: _____

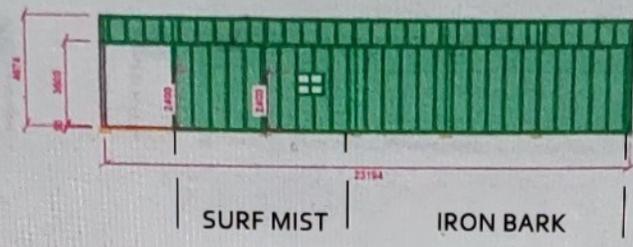
Required Fee: \$ _____ Date Paid: _____

Victoria Rd



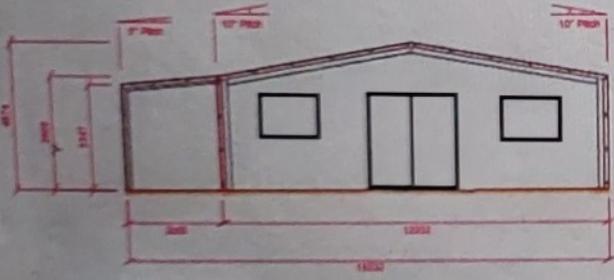
42

hills



ROOF ALL SURFMIST

LEFT VIEW



FRONT VIEW

RIGHT VIEW



PLAN VIEW

BACK VIEW



ISO REAR LEFT VIEW

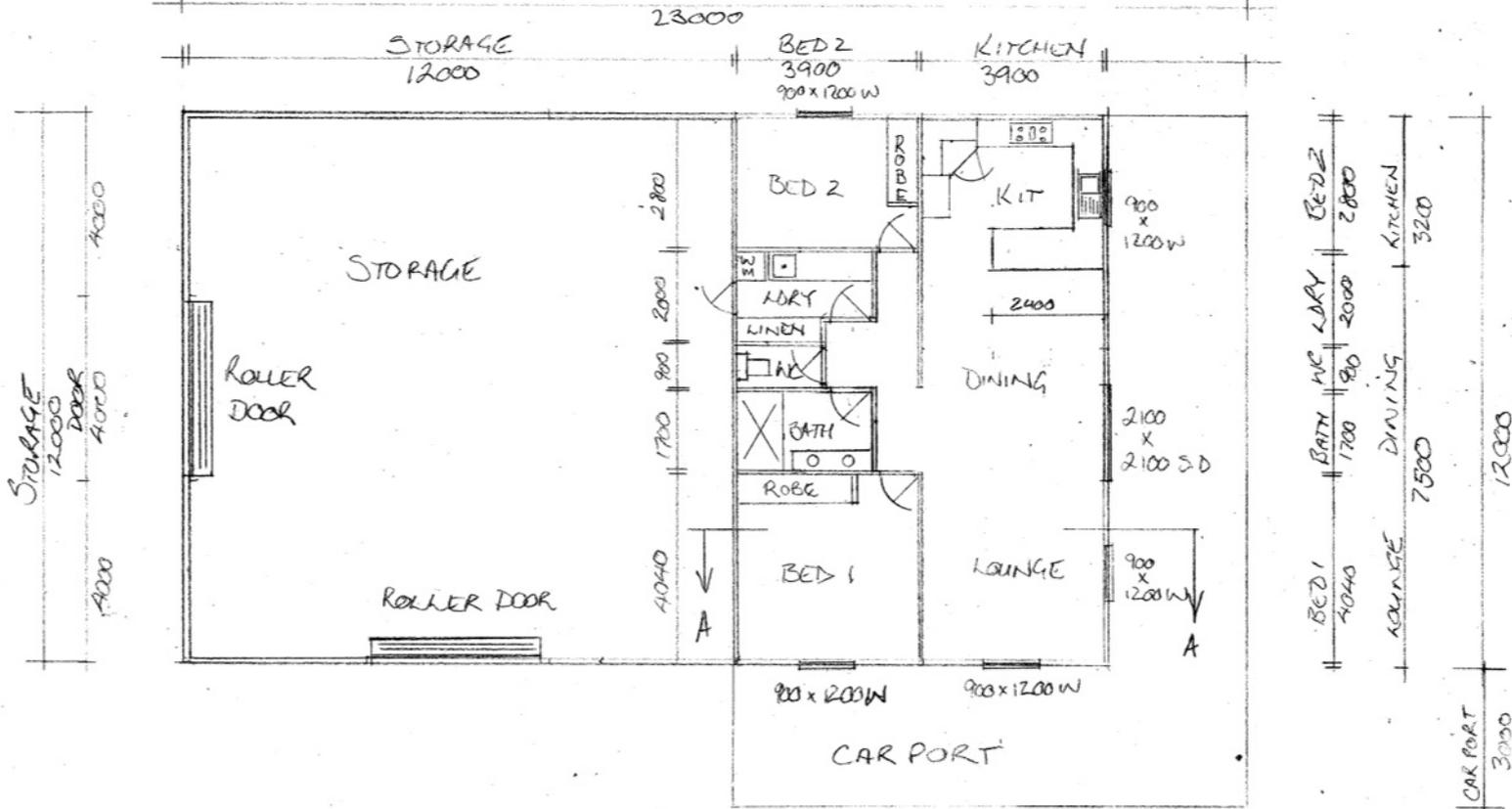
Elevation Multiview



Signed:

Drawing Number: 1 of 6
Project No. AMS03_262349
Revision: 7 - 11 Dec 2023
40 Victoria Rd
Mingenew, WA 6522
Scale: N/A





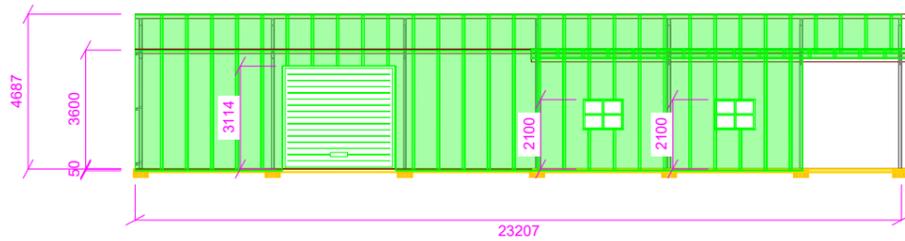
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STORAGE 12000	BATH 2900	PASS 900	DINING 3900
STORAGE 12000	BED 1 3900		LOUNGE 3900
STORAGE 12000			CARPORT 11000
			V'DAH 3000

DRAWN BY:
BDG BUILDING SERVICE
 2234 Gingin Brook Road
 Neergabby 6503
 M: 0428 911 392
 geoff@bdgbuildingsservices.com.au

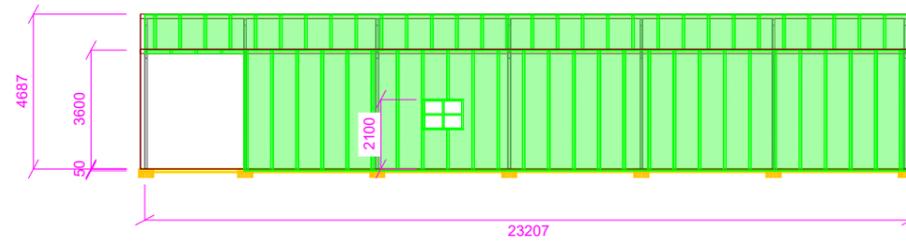
CLIENT: B + D STRATTON
ADDRESS: AO VICTORIA ROAD, M1138, ENNEW
ITEM: PROPOSED RESIDENCE
DATE: 5/1/24 **DRAWING #:** 1 OF 6

DO NOT SCALE FROM
 PLANS AS DUPLICATION
 MAY CAUSE DISTORTION

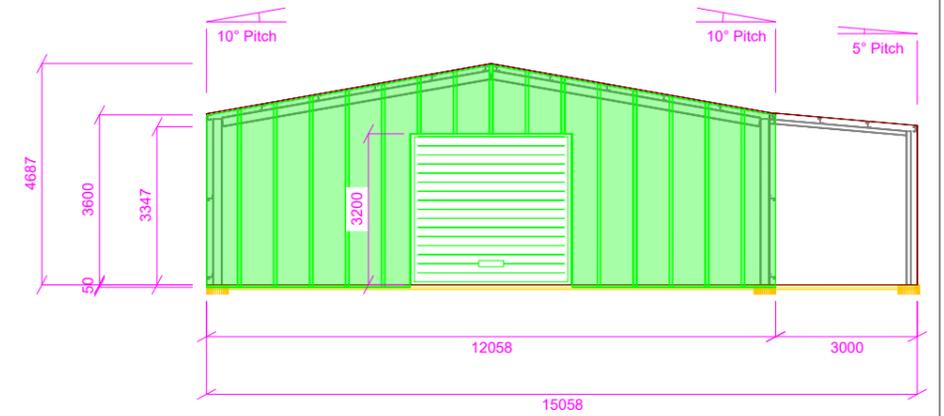




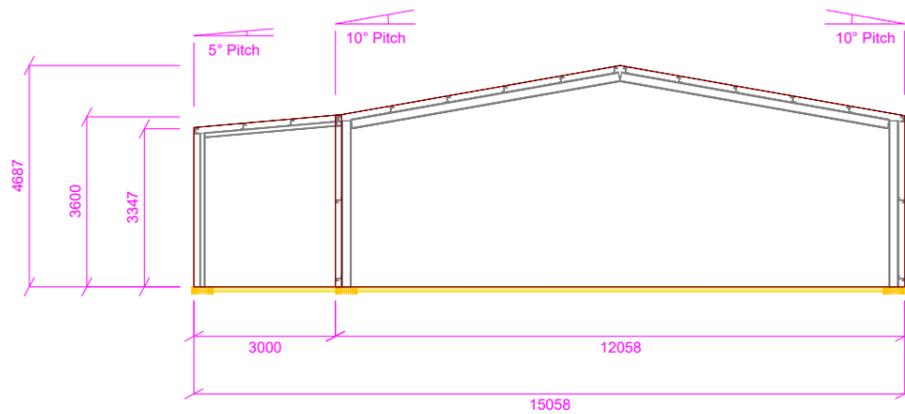
FRONT VIEW



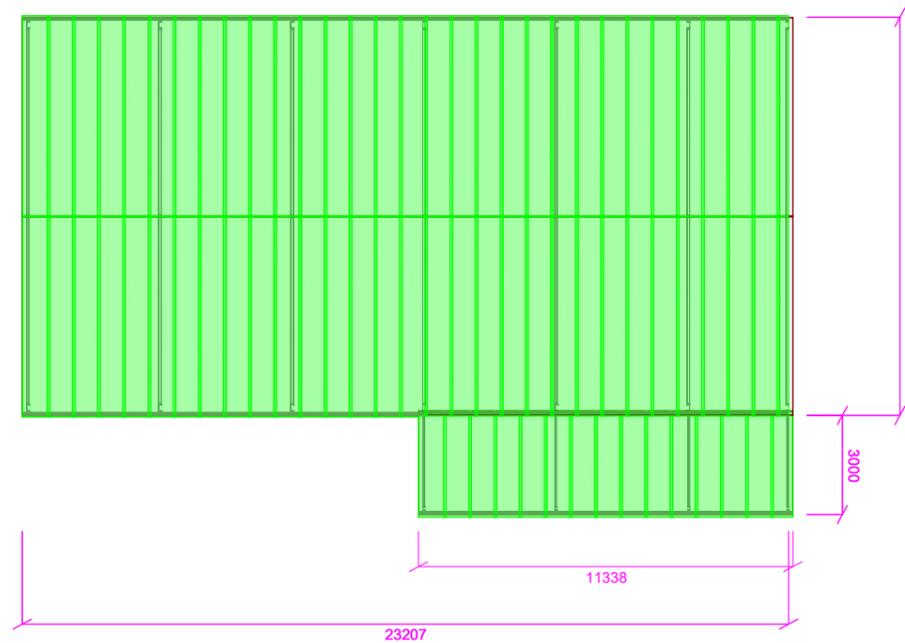
BACK VIEW



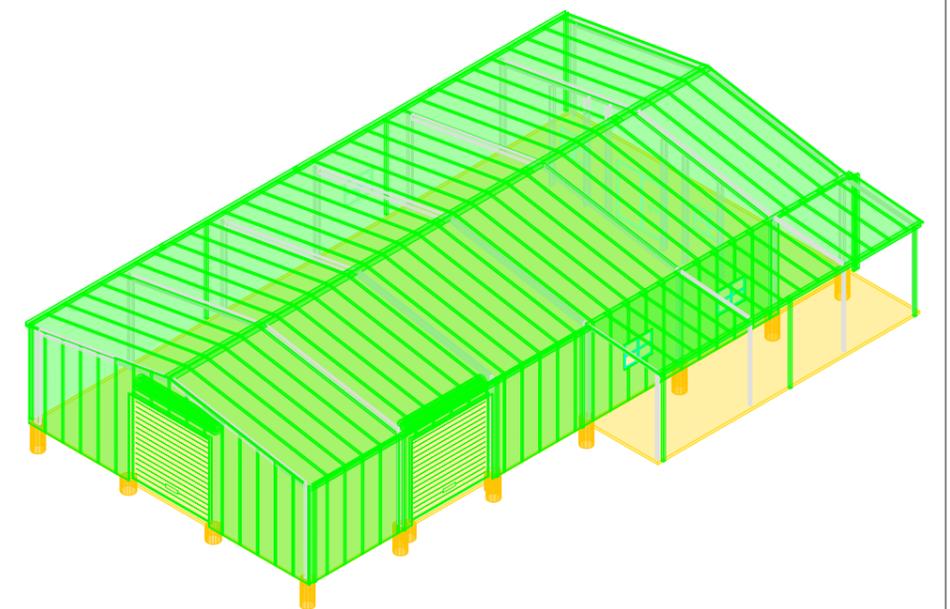
LEFT VIEW



RIGHT VIEW



PLAN VIEW

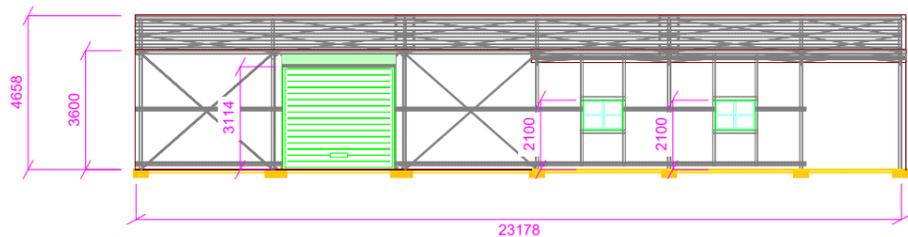


ISO FRONT LEFT VIEW

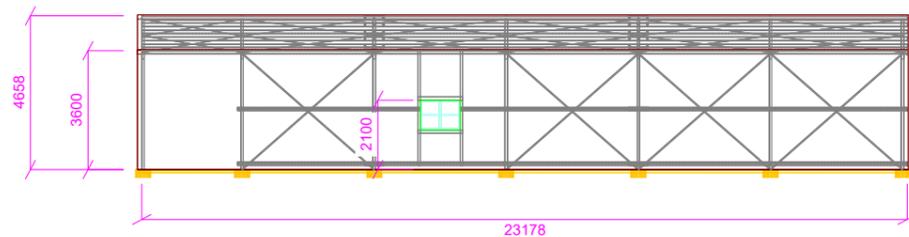
Elevation Multiview



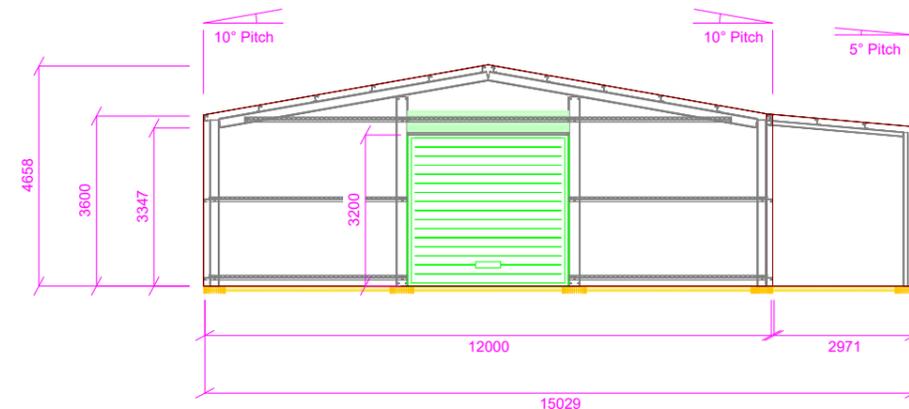
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	Project No: AMS03_263003
	Revision: 1 - 19 Jan 2024
	40 Victoria Rd
	Mingenew, WA 6522
	Scale: N/A



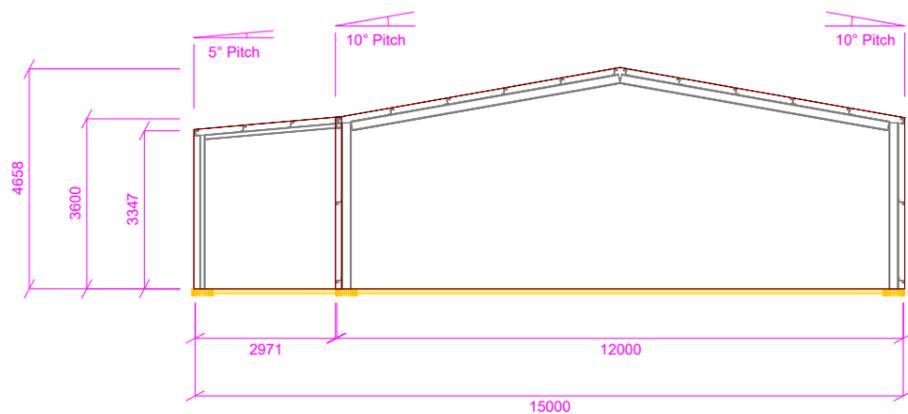
FRONT VIEW



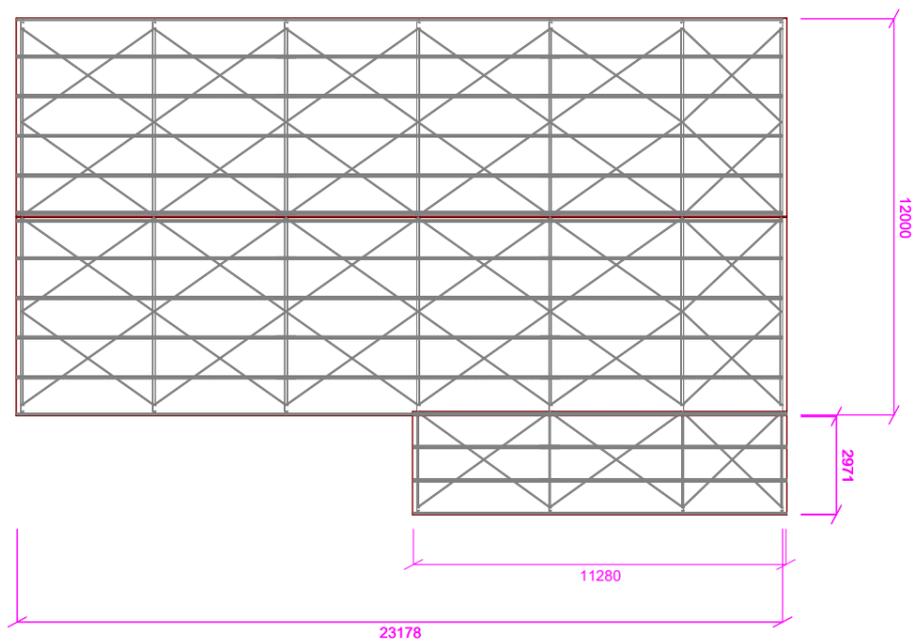
BACK VIEW



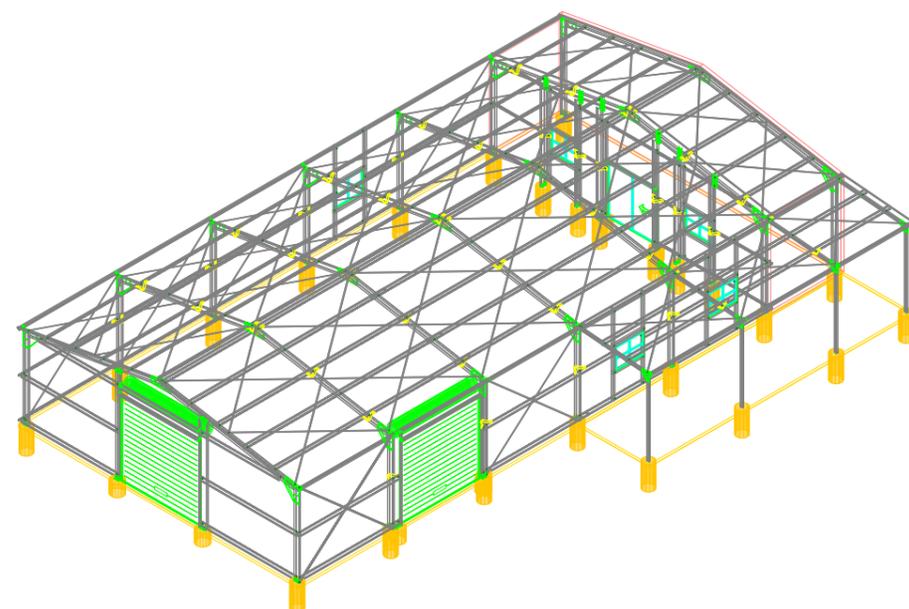
LEFT VIEW



RIGHT VIEW



PLAN VIEW



ISO FRONT LEFT VIEW

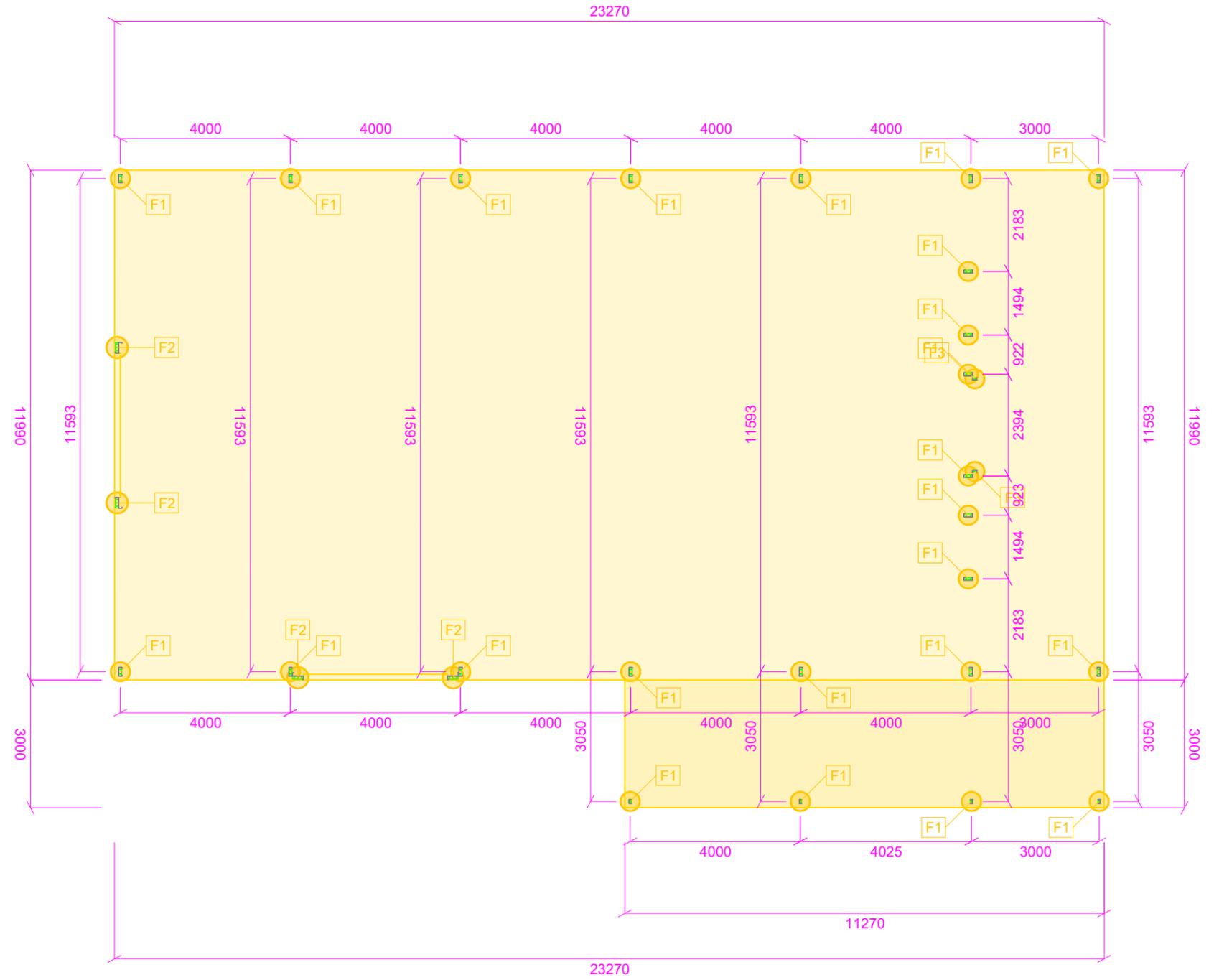
Assembly Multiview



Signed:

Drawing Number: 2 of 6
 Project No: AMS03_263003
 Revision: 1 - 19 Jan 2024
 40 Victoria Rd
 Mingenew, WA 6522
 Scale: N/A

NOTE: Construction drawings must be used in conjunction with the Shed Plus Installation Manual.



ALL MEMBER DIMENSIONS FROM
> MEMBER CENTRE <

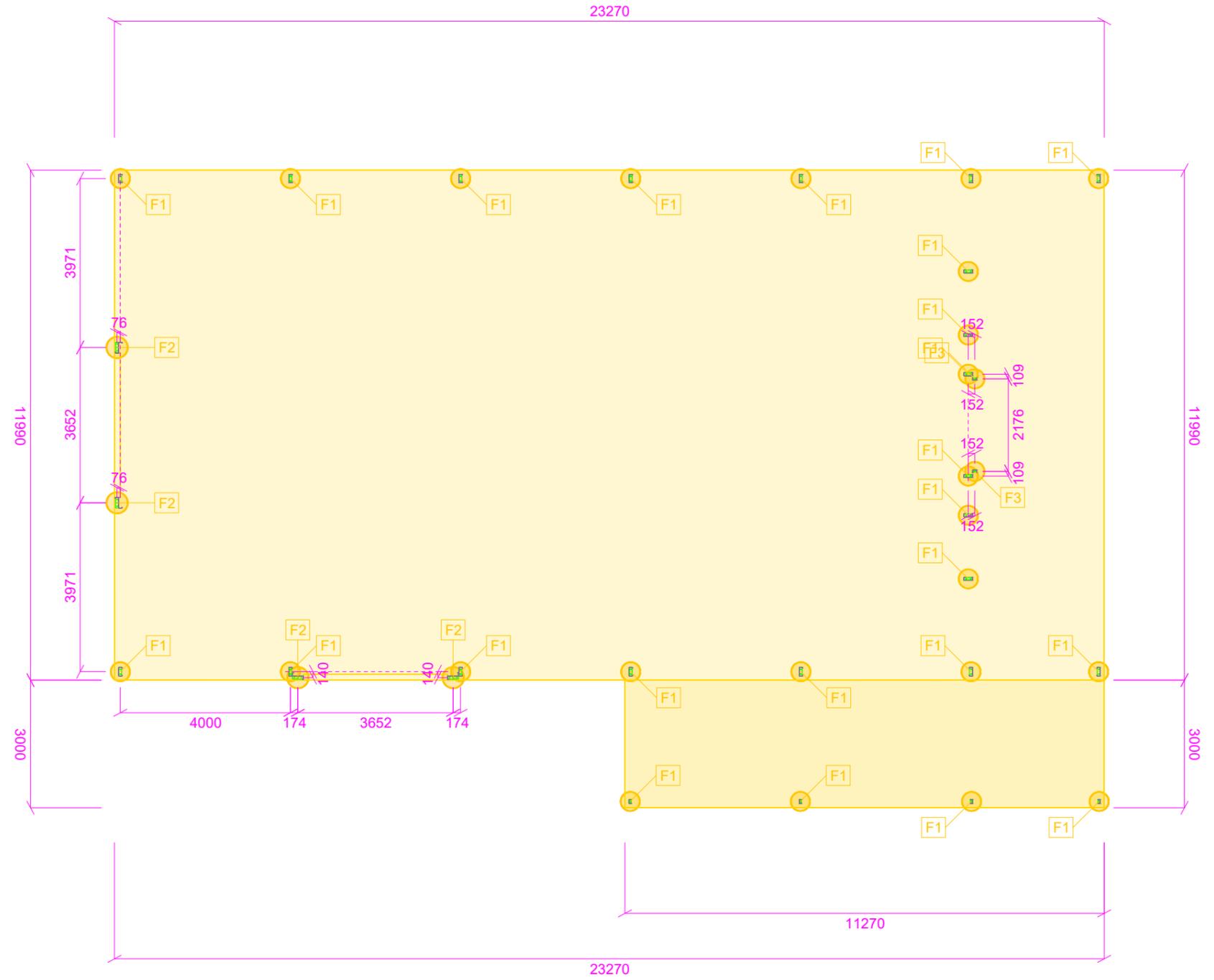
Foundation Columns Plan View



Signed:

Drawing Number: 3 of 6
Project No: AMS03_263003
Revision: 1 - 19 Jan 2024
40 Victoria Rd
Mingenew, WA 6522
Scale: 1 : 132 @ A3

NOTE: Construction drawings must be used in conjunction with the Shed Plus Installation Manual.



ALL MEMBER DIMENSIONS FROM
> MEMBER CENTRE <

Foundation Mullions Plan View

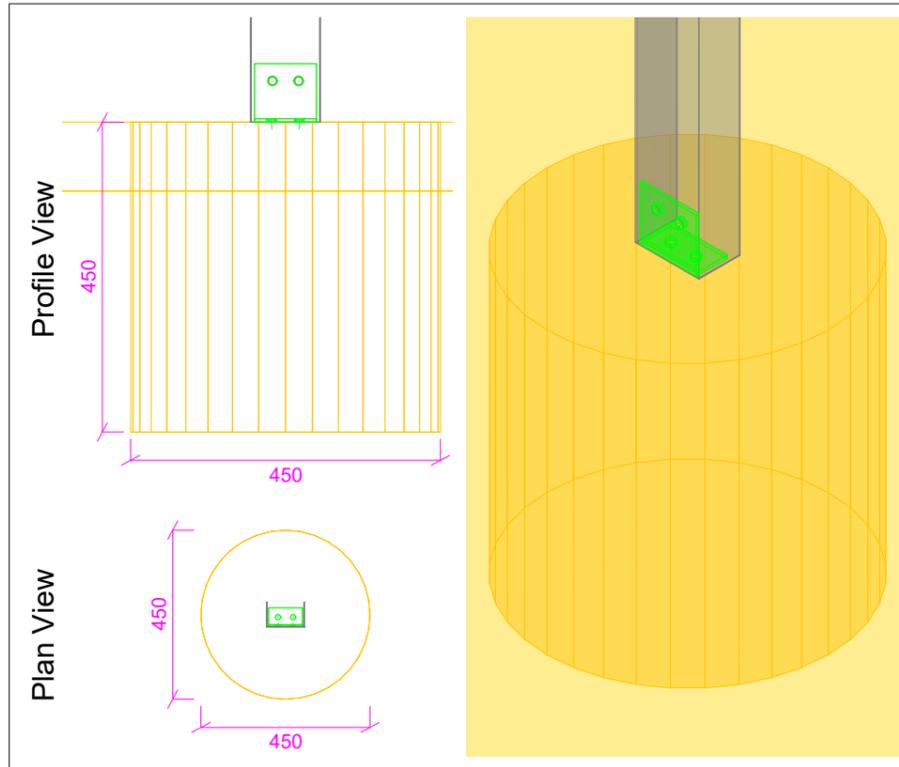


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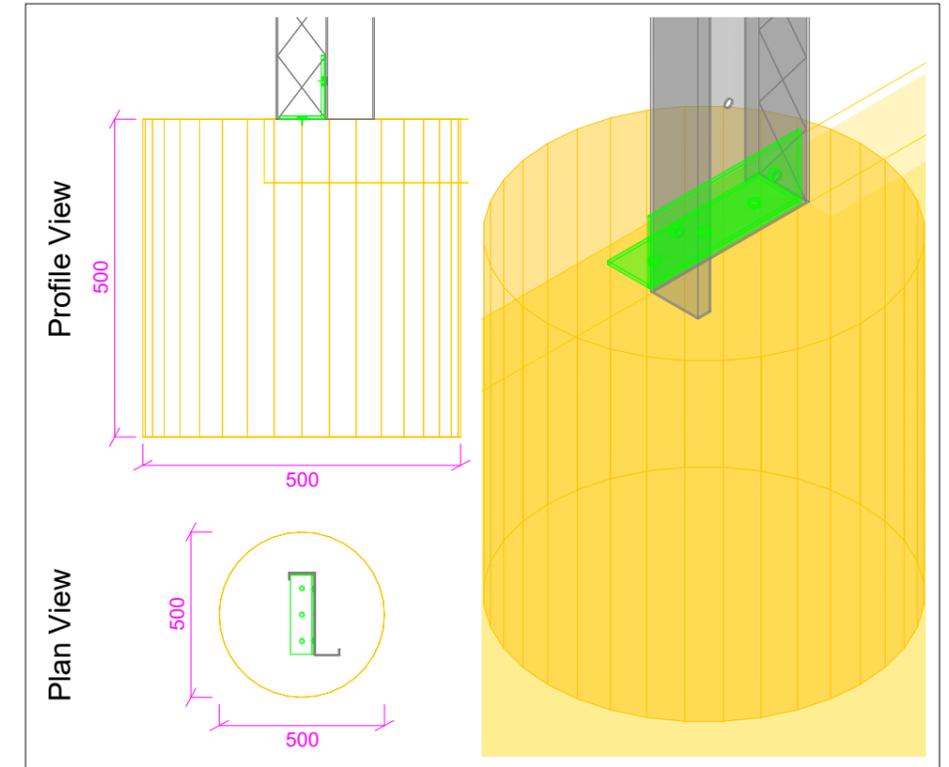
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Project No: AMS03_263003
Revision: 1 - 19 Jan 2024
40 Victoria Rd
Mingenew, WA 6522
Scale: 1 : 132 @ A3

FOOTING NOTES

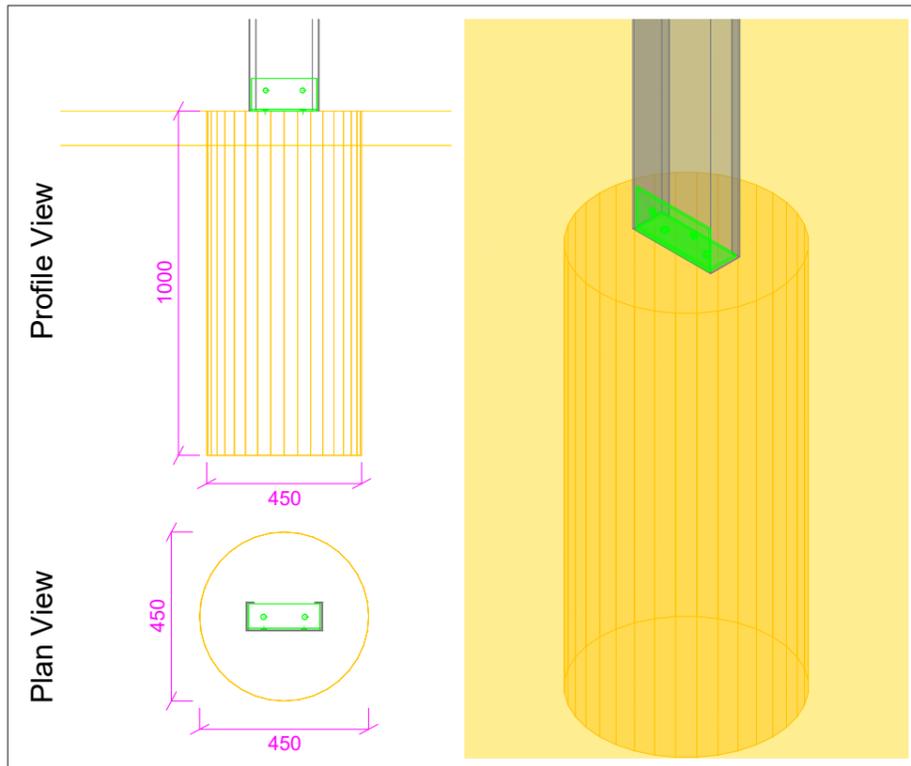
1. Footing sizes shown on the drawings are the minimum required for structural loads.
2. Where a shed's footings are required to comply with AS 2870 - Residential slabs & footings, the minimum footing depth (mm) shall be taken as the greater of the footing depths shown on the drawings or the footing depths according to the site classification listed below:
 Class A & S: 400
 Class M: 500
 Class M-D: 800
 Class H1: 1000
 Other Classes shall be determined by a geotechnical report.
3. Construction drawings must be used in conjunction with the Shed Plus Installation Manual.



Footing: F3 (x2)



Footing: F2 (x4)



Footing: F1 (x24)

Footing Index Drawings



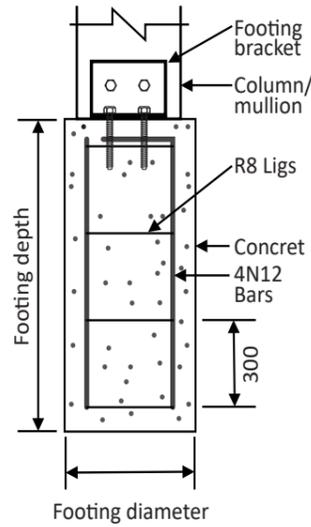
Signed:

Drawing Number: 5 of 6
Project No: AMS03_263003
Revision: 1 - 19 Jan 2024
40 Victoria Rd
Mingenew, WA 6522
Scale: N/A

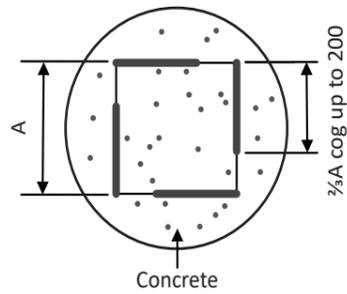
TYPICAL FOOTING CONSTRUCTION NOTES AND DETAILS

Bored Footing

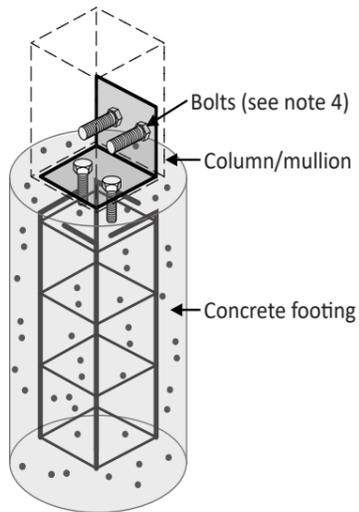
Side View



Plan View

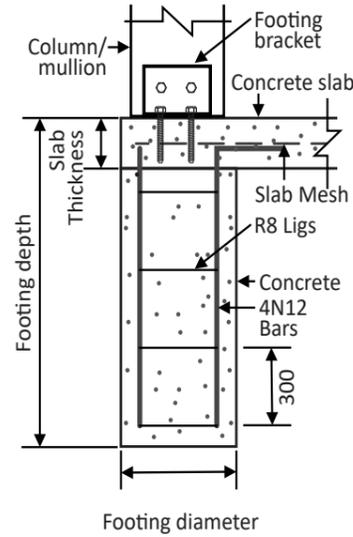


ISO View

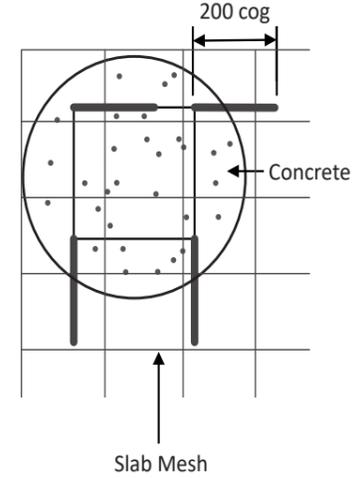


Bored Footing with Slab

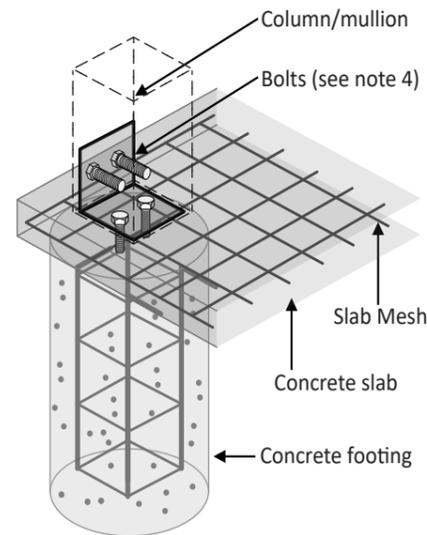
Side View



Plan View

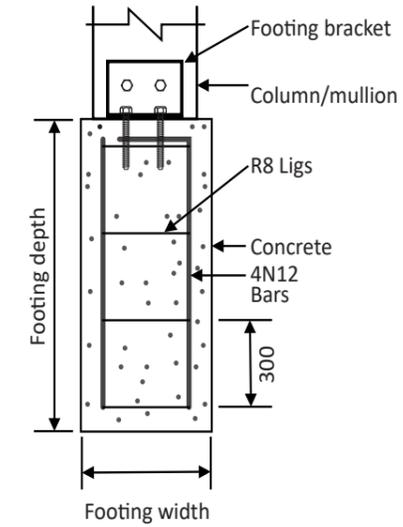


ISO View

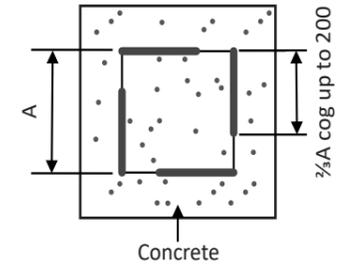


Square Footing

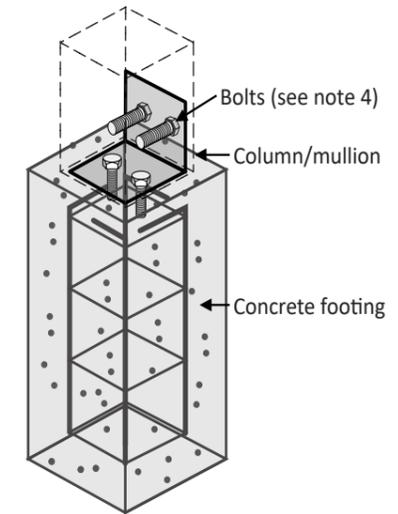
Side View



Plan View



ISO View



Notes

1. Longitudinal reinforcement shall be 4N12 with cogs at top. R8 ligs at 300 cts. 100 minimum cover.
2. For footing bracket, refer to connection drawing for column fixing detail and connection configuration.
3. All concrete work to be carried out in accordance with AS3600 & AS2870.
4. Anchor quantity is for indicative purpose only.
5. All reinforcements shall conform with AS4671-2001.
6. Care should be taken to ensure that bolts are anchored below without shifting any reinforcement fabric or bars.

7. The typical footing construction notes and details must be read in conjunction with the footing notes. The footings and slab must be constructed with concrete edge beams, internal beams or edge thickening as required.
8. The details are not applicable for sheds supported by raft slab only (i.e. slab with integrated beams).
9. Min. concrete grade for Bored and Square Footing shall be N25. Min. concrete grade for slab shall be N20, refer relevant slab notes and details for more information.
10. Footing shall be founded in natural undisturbed soil with min. 100kpa allowable bearing capacity.

Footing Index Drawings



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