



File No: 4.1.14

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Councillor,

The next Ordinary Meeting of the Northampton Shire Council will be held on Friday 20th November 2020 in the Meeting Room of the Allen Centre, Grey Street, Kalbarri, commencing at 1.00pm.

Lunch will be served from 12.00pm.

A handwritten signature in blue ink, appearing to be 'G. L. Keefe', is shown above the name of the Chief Executive Officer.

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER

13th November 2020



~ Agenda ~

20th November 2020

NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 20th November 2020, at the

Allen Centre, Kalbarri commencing at 1.00pm.

GARRY KEEFFE
CHIEF EXECUTIVE OFFICER

13th November 2020

SHIRE OF NORTHAMPTON

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Signed  _____

Date 13th November 2020

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER

AGENDA
ORDINARY MEETING OF COUNCIL
20th November 2020

1. OPENING

2. PRESENT

- 2.1 Leave of Absence
- 2.2 Apologies

3. QUESTION TIME

4. DISCLOSURE OF INTEREST

Councillors are to advise the Presiding Member or Chief Executive Officer prior to the meeting commencing of items they have a financial interest in or alternatively declare their interest immediately before the item that is to be discussed.

5. CONFIRMATION OF MINUTES

- 5.1 Ordinary Meeting of Council – 16th October 2020

6. RECEIVAL OF MINUTES

7. REPORTS

- 7.1 Works & Technical Services
- 7.2 Health/Building
- 7.3 Town Planning
- 7.4 Finance
- 7.5 Administrative & Corporate

8. COUNCILLORS & DELEGATES REPORTS

- 8.1 Presidents Report
- 8.2 Deputy Presidents Report
- 8.3 Councillors' Reports

9. NEW ITEMS OF BUSINESS FOR DECISION

10. NEXT MEETING

11. CLOSURE

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SHIRE OF NORTHAMPTON

Minutes of Ordinary Meeting of Council held at the Northampton Council Chamber on Friday 16th October 2020

10.1 OPENING

The President thanked all Councillors and staff present for their attendance and declared the meeting open at 1.00pm

10.2 PRESENT

Cr C Simkin	President	Northampton Ward
Cr S Krakouer	Deputy President	Kalbarri Ward
Cr R Suckling		Northampton Ward
Cr S Stock-Standen		Northampton Ward
Cr S Smith		Kalbarri Ward
Cr P Stewart		Kalbarri Ward
Cr D Pike		Kalbarri Ward
Cr T Hay		Northampton Ward
Cr L Sudlow		Northampton Ward
Mr Garry Keefe	Chief Executive Officer	
Mr Grant Middleton	Deputy Chief Executive Officer	
Mrs Michelle Allen	Planning Officer	

10.2.1 LEAVE OF ABSENCE

Nil

10.2.2 APOLOGIES

Nil

10.3 QUESTION TIME

Nil

10.4 DISCLOSURE OF INTEREST

Cr HAY declared a financial interest in Item No. 7.3.4 Proposed Single Dwelling and Outbuilding – Lot 242 (No. 28) Stokes Street, Horrocks as he is the applicant and therefore may incur a financial gain or loss from the decision of Council.

10.5 CONFIRMATION OF MINUTES

10.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING FRIDAY 18 th SEPTEMBER 2020

Moved Cr SUDLOW seconded Cr STEWART

That the minutes of the Ordinary Meeting of Council held on the 18th September 2020 be confirmed as a true and correct record.

CARRIED 9/0

10.5.2 BUSINESS ARISING FROM MINUTES

Nil

10.6 RECEIVAL OF MINUTES

Nil

10.7 WORKS & ENGINEERING REPORT

10.7.1 INFORMATION ITEMS - MAINTENANCE/CONSTRUCTION WORKS PROGRAM (ITEM 7.1.1)

Noted

10.8 HEALTH & BUILDING REPORT

10.8.1 BUILDING APPROVALS (ITEM 7.2.1)

Noted.

10.9 TOWN PLANNING REPORT

10.9.1 PROPOSED SINGLE DWELLING – R-CODE VARIATIONS – LOT 120 (NO. 7) LAWRENCIA LOOP, KALBARRI (ITEM 7.3.1)

Moved Cr STOCK-STANDEN, seconded Cr SUCKLING

That Council grant development approval to the proposed Single Dwelling upon Lot 120 (No. 7) Lawrencia Loop, Kalbarri subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated [insert date] and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government;
2. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;
3. A building permit shall be issued by the local government prior to the commencement of any work on site;
4. The Applicant/Owner is to prepare, submit and adhere to stormwater and drainage plans to the approval of the Local Government, with all costs met by the applicant;
5. Any soils disturbed or deposited on site shall be stabilized to the approval of the local government;
6. The Applicant/Owner shall provide a colour schedule for the dwelling prior to construction of the dwelling, which shall be to the approval of the local government. The colours chosen shall be non-reflective and in keeping with the natural coastal environment;
7. The roof of the dwelling shall be constructed using coated metal sheeting (Colourbond) and the use of Zinalume is not permitted;
8. Bin storage and clothes drying areas shall be provided and appropriately screened such that they are not visible from the view from the street/s, to the approval of the local government;

9. Any lighting installed on the building, yard areas or car parking areas shall be located and designed in a manner that ensures:
 - (a) all illumination is confined within the boundaries of the property; and
 - (b) there shall not be any glare nuisance caused to adjoining residents or passing traffic, to the approval of the local government;
 10. Installation of crossing places and verge gradients shall be to the standards and specification of the local government (refer to Advice Note 1);
 11. The first floor story lounge/dining windows on the north eastern façade, as marked in 'RED' on the attached approved plan(s) dated [insert date], shall be modified to become a highlight window with a minimum sill height of 1.6m, so as to maintain visual privacy for adjoining landholders, to the approval of the local government.
 12. The setback from the front/primary street boundary, as marked in 'RED' on the attached approved plan(s) dated [insert date], shall be modified from 6.1 metres to 7.5 metres, so as to meet the requirements of Clause 5.1.3 of the *Residential Design Codes (2019)*. The site plan shall be modified to locate the development wholly behind the setback area providing a minimum setback distance of 7.5 metres;
 13. The development/land use is to be located entirely within the property boundary;
 14. All parking of vehicles including boats and trailers to be provided for within the property boundary and the street verge area to be kept free of vehicles.
 15. The Applicant/Owner shall install and maintain visual screening to a height of 1.6 metres upon the north eastern side of Balcony 1 (facing forward on the lot) as marked in "RED" on the attached approved plan(s) dated [insert date] so as to address the requirements of Clause 5.4.1 of the *Residential Design Codes (2019)*; and
-

16. The Applicant/Owner shall install and maintain visual screening to a height of 1.6 metres upon the north eastern side of Balcony 2 (facing rear of the lot) as marked in 'RED' on the attached approved plan(s) dated [insert date] so as to address the requirements of Clause 5.4.1 of the *Residential Design Codes (2019)*.

Advice Notes:

Note 1: With regard to Condition No 10, it is advised that the Applicant should liaise with the Shire of Northampton's Manager of Works and Technical Services to determine crossover, verge gradient and additional retaining requirements.

Note 2: If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

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

Note 4. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

CARRIED 9/0

10.9.2 PROPOSED FOUR (4) LOT SUBDIVISION – LOTS 2, 294 & 316 CLIFTON PLACE & MALLARD STREET, KALBARRI (ITEM 7.3.2)

Moved Cr STEWART, seconded Cr SUDLOW

That Council provides advice to the Western Australian Planning Commission that support for the current subdivision proposal (WAPC 159842) of Lots No. 2, 294 Mallard Street and Lot 316 Clifton Place, Kalbarri is granted subject to the following conditions:

1. All buildings and effluent disposal systems having the necessary clearance from the new boundaries as required under the relevant legislation including the Local Planning Scheme, Building Act 2011, and National Code Series/Building Code of Australia (as amended);
2. The one (1) outbuilding and existing materials located on the boundary of proposed Lots 3 and 4 be removed and the site cleaned and levelled to the satisfaction of the Local Government;
3. Uniform fencing being constructed along the boundaries of all the proposed new lots;
4. The existing dwellings being retained on Lots 1, 2 and 4 are to comply with the requirements of the Residential Design Codes;
5. The land being filled, stabilized, drained and/or graded as required to ensure that:
 - a) Lots can accommodate their intended development;
 - b) Finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting; and
 - c) Stormwater is contained on site, or appropriately treated and connected to the local drainage system; and
6. All septic sewer systems including all tanks and pipes and associated drainage systems (soak wells or leach drains) are to be decommissioned, in accordance with the Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974, removed, filled with clean sand and compacted. Proof of decommissioning is to be provided in the form of either certification from a licensed plumber or a statutory declaration from the landowner/applicant confirming that the site has been inspected and all septic tanks, soak wells, leach drains and any associated pipework have been removed.

SHIRE OF NORTHAMPTON

Minutes of Ordinary Meeting of Council held at the Northampton Council Chamber on Friday 16th October 2020

Advice Note:

1. *In accordance with provisions of the Shire of Northampton's Local Planning Policy 'Outbuildings', one (1) of the existing outbuildings, as shown on the attached approved plan(s) and*

located on the boundary of proposed Lots 3 and 4 is to be removed from the property.

To achieve compliance with the retention of an outbuilding on a vacant residential lot, a bond of \$10,000 and lodgement of a statutory declaration will be administered by the Chief Executive Officer.

CARRIED 9/0

10.9.3 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.3)

Noted.

10.9.4 PROPOSED SINGLE DWELLING & OUTBUILDING – R-CODE VARIATIONS – LOT 242 (NO. 28) STOKES STREET, HORROCKS (ITEM 7.3.4)

Cr HAY declared a financial interest in Item 7.3.4 as Cr HAY is the applicant and therefore may incur a financial loss or gain from the decision of Council.

Cr Hay departed the meeting at 1.26pm.

President addressed the Council that as this matter has been presented as a late item and was aware that a number of Councillors have not been able to fully read the report that consideration of this matter be deferred until the November 2020 meeting.

Moved Cr SMITH, seconded by Cr SUDLOW

That this matter be deferred to the November 2020 Council meeting due to the short time available to consider the matter and the complex nature of the item.

CARRIED 8/0

Cr HAY returned to the meeting at 1.30pm

SHIRE OF NORTHAMPTON

Minutes of Ordinary Meeting of Council held at the Northampton Council Chamber on
Friday 16th October 2020

10.10 FINANCE REPORT

10.10.1 ACCOUNTS FOR PAYMENT (ITEM 7.4.1)

Moved Cr KRAKOUER, seconded Cr SUCKLING

That Municipal Fund Cheques 21967 to 21984 inclusive totalling \$89,602.70, Municipal EFT payments numbered EFT21164 to EFT21285 inclusive totalling \$446,350.68, Trust Fund Cheques 2549 to 2557, totalling \$3,928.49, Direct Debit payments numbered GJ0303 to GJ0312 inclusive totalling \$241,907.82 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

10.10.2 MONTHLY FINANCIAL STATEMENTS – SEPTEMBER 2020 (ITEM 7.4.2)

Moved Cr SMITH, seconded Cr SUDLOW

That Council adopts the Monthly Financial Report for the period ending 30th September 2020.

CARRIED 9/0

10.11 ADMINISTRATION & CORPORATE REPORT

10.11.1 EMPLOYMENT CONTRACT RENEWAL – CHIEF EXECUTIVE OFFICER (ITEM 7.5.1)

Grant Middleton and Michelle Allen departed the meeting at 1.34pm.

Garry Keefe departed the meeting at 1.43pm and then re-entered the meeting at 2.00pm

Moved Cr KRAKOUER, seconded Cr SUCKLING

That Council renew the employment contract of Mr Garry Keefe, the Chief Executive Officer, for a further term of five years commencing 1 July 2021.

CARRIED 9/0

Grant Middleton and Michelle Allen returned to the meeting at 2.05pm.

10.11.2 REFURBISHMENT WORKS – HORROCKS COMMUNITY KITCHENS & ABLUTIONS (ITEM 7.5.2)

Moved Cr STOCK-STANDEN, seconded Cr STEWART

That Council endorse the decision of the CEO to engage Geraldton Building Services and Cabinets to replace cladding to the Horrocks Ablutions and Community Kitchens at a cost of \$5,928 GST exclusive.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

10.11.3 FINANCIAL ASSISTANCE – COMMUNITY BUS HIRE (ITEM 7.5.3)

Moved Cr SIMKIN, seconded Cr STEWART

That Council approve a rate of 25 cents per kilometer for hire/use of the Northampton and/or Kalbarri Community buses when such use is used by Seniors groups within the Shire of Northampton for exercise programs such as swimming exercises in Geraldton or other venues.

All other conditions for hire of the community buses to apply.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

10.11.4 EMPLOYEE ACCOMMODATION PROPOSAL - KALBARRI (ITEM 7.5.4)

Cr KRAKOUER declared a financial interest in this matter as he owns property adjacent to Lot 997 Nanda Drive, Kalbarri, and therefore may incur a financial loss or gain from the decision of Council and left the meeting at 2.15pm.

Moved Cr SMITH, seconded Cr PIKE

That Council request the Department of Planning, Lands and Heritage to approve a Management Order in favour of the Shire of Northampton for Reserve 43170 for the purpose of *business's employee housing* with power to lease for a period of 21 years.

CARRIED 8/0

Cr Krakouer returned to the meeting at 2.26 pm.

SHIRE OF NORTHAMPTON

Minutes of Ordinary Meeting of Council held at the Northampton Council Chamber on Friday 16th October 2020

10.12 PRESIDENT'S REPORT

Since the last Council meeting Cr SIMKIN reported on his attendance at:

25/09/2020	WALGA, Perth – Annual General Meeting
5/10/2020	Main Roads WA, Northampton Council Chambers – Dongara, Geraldton, Northampton Bypass Road
8/10/2020	Main Roads Regional Road Group Sub Committee Meeting, Geraldton
14/10/2020	Premier of WA, Mark McGowan - Breakfast Meeting, Geraldton

10.13 VICE PRESIDENT'S REPORT

Since the last Council meeting Cr KRAKOUER reported on his attendance at:

25/09/2020 WALGA, Perth – Annual General Meeting

10.14 COUNCILLORS' REPORTS

10.14.1 CR SUCKLING

Since the last Council meeting Cr SUCKLING reported on her attendance at:

5/10/2020	Main Roads WA, Northampton Council Chambers – Dongara, Geraldton, Northampton Bypass Road
14/10/2020	Northampton Tourist Association Meeting, Northampton

10.15 NEW ITEMS OF BUSINESS

Moved Cr STOCK-STANDEN seconded Cr SMITH

That Council correspond to Main Roads WA requesting additional parking bays be installed on George Grey Drive adjacent to the Pink Lake at areas where the lake is visible from the road as a measure to manage the road safety impacts currently being experienced due to increased sightseeing traffic stopping in that area.

CARRIED 9/0

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Northampton Council Chamber on
Friday 16th October 2020**

10.16 NEXT MEETING OF COUNCIL

The next Ordinary Meeting of Council will be held on Friday 20th November 2020 commencing at 1.00pm at the Allen Centre, Kalbarri.

10.17 CLOSURE

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 2.47pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 13 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 20TH NOVEMBER 2020.

PRESIDING MEMBER:_____

DATE:_____

WORKS & ENGINEERING REPORT CONTENTS

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7.1.2	REQUEST FOR QUOTE (RFQ - 01/2021) SUPPLY OF FLEET VEHICLES – 2020/2021 ONE (1) x 4 WHEEL MAINTENANCE TRUCK	4

7.1.1	INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM				
	<table> <tr> <td data-bbox="367 398 845 443">REPORTING OFFICER:</td><td data-bbox="845 398 1407 443">Neil Broadhurst - MWTS</td></tr> <tr> <td data-bbox="367 443 845 477">DATE OF REPORT:</td><td data-bbox="845 443 1407 477">11th November 2020</td></tr> </table>	REPORTING OFFICER:	Neil Broadhurst - MWTS	DATE OF REPORT:	11th November 2020
REPORTING OFFICER:	Neil Broadhurst - MWTS				
DATE OF REPORT:	11th November 2020				

The following works, outside of the routine works, have been undertaken since the last report and are for Council information.

Specific Road Works

- Maintenance grading carried out on Ogilvie East, Monogarry, Nolba Stock, Binu CBH, Ajana Back, Hulme, Ajana Back, Warribanno Chimney, Eastough, Barrell Well, Murphy, Ivans, Yambuna, Ogilvie School, Riverside, Walsh, Little Bay, Bowes River, Larrard, Lucky Bay, Wickens, Maggee, Brooks, Yallabartharra, Rob, Frosty Gully, Horan, Horry, Kalbarri Tip, Frosty Gully, Bowes Springs, Blue Well and Swamps/s.
- Gravel Patching/Sheeting/Verge works carried out on Ogilvie East, Monogarry, Nolba Stock, Ogilvie West, Ivans, Yambuna, Ogilvie School, Swamps, Yallabartharra and Horan Road/s.

Maintenance Items

- General – Various signage works.
- Northampton – Various Northampton townsite and rural road verge tree pruning works including Ogilvie West Road/s.
- Northampton and Kalbarri – Various locations pothole and bitumen repair works. Including rural roads.
- Northampton, Kalbarri and Horrocks – Borefield and transfer pump maintenance and replacement works in preparation for summer conditions.
- Kalbarri – Daily Toilet/BBQ cleans and litter collections continuing.
- Kalbarri – Vandalism issues surrounding Kalbarri cemetery fencing, Graffiti etc.
- Kalbarri – Reticulation problems repaired prior to Christmas period.

Other Items (Budget)

- Northampton – Bateman Street and Fifth Avenue construction works. Works sealed. Concrete kerbing and backfilling works to be completed.
- Kalbarri – Jakes Point access Road and carpark works commenced.
- Kalbarri – Small gravel road construction works completed next to Kalbarri BP to satisfy access requirements.
- Kalbarri – Malaluca Dual Use Pathway maintenance works undertaken.
- Northampton and Kalbarri oval annual turf treatment undertaken.
- Horrocks – Memorial wall works to place concrete pathway around wall area.

Plant Items

- Truck and trailer tarps for securing of loads – Works continuing for supply and fitting of truck and trailing tarp system/s. – Dtrans/BRE

OFFICERS RECOMMENDATION

For Council information.

7.1.2	REQUEST FOR QUOTE – (RFQ – 01/2021). SUPPLY OF FLEET VEHICLES – 2020/2021 ONE (1) x 4 WHEEL MAINTENANCE TRUCK						
	<table><tr><td data-bbox="367 436 845 481">REPORTING OFFICER:</td><td data-bbox="845 436 1417 481">Neil Broadhurst - MWTS</td></tr><tr><td data-bbox="367 481 845 515">DATE OF REPORT:</td><td data-bbox="845 481 1417 515">12th November 2020</td></tr><tr><td data-bbox="367 515 845 586">APPENDICES:</td><td data-bbox="845 515 1417 586">1. Request for Quote Assessment – Maintenance Truck</td></tr></table>	REPORTING OFFICER:	Neil Broadhurst - MWTS	DATE OF REPORT:	12th November 2020	APPENDICES:	1. Request for Quote Assessment – Maintenance Truck
REPORTING OFFICER:	Neil Broadhurst - MWTS						
DATE OF REPORT:	12th November 2020						
APPENDICES:	1. Request for Quote Assessment – Maintenance Truck						

SUMMARY:

Council to determine quotes for the supply of One (1) New 4 Wheel Maintenance Truck and/or sale of Councils existing Maintenance Truck as a trade or sale only basis.

BACKGROUND:

Trade vehicle – 2010 Mitsubishi 4 Wheel Maintenance Truck (P234 – NR9900 – Nov 2020 - 165000 kms).

Management utilized the West Australian Local Government (WALGA) Preferred Supply Panel – Contract Number RFQ 023_11 Documentation and Specifications to advertise the quote.

Documentation was prepared in requesting a 4 Wheel Maintenance Truck (as per existing Truck fleet specifications). An identical sized/powered plant item was requested for the truck. Option to supply the plant item as with a automatic transmission was requested.

Quotes (Request for Quote) for the supply of one new 4 Wheel Maintenance Truck and /or sale of Councils 4 Wheel Maintenance Truck as a trade or sale only basis closed 4:00pm Wednesday 4th November 2020.

FINANCIAL & BUDGET IMPLICATIONS:

The 2020/2021 Budget made the following provisions for the purchase of new and trade vehicles. (All figure excluding GST)

Purchase of New.

4 Wheel Maintenance Truck. (Vehicle 1)	\$ 140,000
Total	\$ 140,000 (exc GST)

Proceeds from Sale (Trades)

4Wheel Maintenance Truck (Trade 1)	\$ 25,000
Total	\$ 25,000 (exc GST)

Available funds as per within 2020/2021 budget \$115,000 (exc GST)

The transfer and fitting of communication devices and flashing lights etc. are all included in the above quote.

SUMMARY OF QUOTES:

Due to the confidentiality matter included in this item a separate report is provided

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.1.2.

For Council Determination.

SHIRE OF NORTHAMPTON

WORKS CREW 12 MONTHLY PROGRAM AND PROGRESS REPORT (2020/2021)

(November 2020)

2020/2021 Budget Works	Job No	Status	Comments
<u>REGIONAL ROAD GROUP PROJECTS - 150300</u>			
Kalbarri Road Reseal works 18.00 - 28.00 slk	RR14		
<u>ROADS TO RECOVERY - 152100</u>			
Binnu East Road Reseal works 0.00 - 14.40 slk	RT35		
Stephen Street Asphalt Reseal 0.69 - 0.912 and 0.945 - 1.005 slk	RT34	Works awarded	2 x Quotes received, Catwest to carry out works 19th and 20th November
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
Carried Over from 2019/2020			
<u>Northampton</u>			
Bateman Street Construct and Seal 210m	R971		Works completed to a resealed stage, install concrete kerb outstanding
Fifth Avenue Construct and Seal 230m	R986		Works completed to a resealed stage, install concrete kerb outstanding
<u>Kalbarri</u>			
Karina Mews Reseal and replace concrete kerbing 210m	R971		
Smith Street Asphalt reseal and replace concrete kerbing 0.40 - 0.66 slk	R986		
Cont.			
2020/2021 Budget Works	Job No	Status	Comments

<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
New Projects			
<u>Northampton</u>			
Thornton Street Install concrete kerb to east side (Langleys)	R992		
Fifth Avenue Reseal 0.20 - 0.57 slk	R999	COMPLETE	
<u>Kalbarri</u>			
Browne Boulevard Reseal 0.130 - 0.440 slk at 8.5m.	R993		
Charlton Loop Reseal 0.000 - 0.631slk at 6.2	R995	Deferred	Removed/Deferred Council October 2020
Jacques Boulevard Reseal 0.030 - 0.528 slk at 7.4m	R997		
Nanda Drive Reseal xx -xx slk	R998		
Grey Street Construct parrallel parking - Wood street north on west side.	R996		
<u>Horrocks</u>			
Glance Street Reseal xx -xx slk	R223		
<u>Rural</u>			
Binnu East Road (Council Contribution) Reseal works 0.00 - 14.40 slk	R235		
Cont.			
2020/2021 Budget Works	Job No	Status	Comments
<u>MUNICIPAL FOOTPATHS - 150900</u>			

Carried Over from 2019/2020			
Northampton - Stephen Street Replace DUP from NWCH to West Street	F702		
Kalbarri - Grey Street Replace DUP at front of Allen Centre	F707		Incorporate with Allen Centre carpark works
Kalbarri - Grey Street Complete DUP infill	F710	COMPLETE	
Kalbarri - Glass Street Complete DUP infill	F711	COMPLETE	
Kalbarri - Malaluca Pathway Undertake identified reinstatement works	T379		
<u>MUNICIPAL FOOTPATHS - 150900</u>			
New Projects			
Northampton - Essex Street Construct pathway from long vehicle parking to RSL entry	F712		
Kalbarri - Red Bluff Road Construct pathway into Red Bluff on north side Red Bluff Road	F713		
Kalbarri - Hackney Street Construct pathway ifrom school to post office north side	F714		Council determined Pathway on South side September 2020
<u>CARPARK CONSTRUCTION</u>			
New Projects			
Kalbarri - Allen Centre Construct Carpark/Access - Bus and Long vehicle parking	3884		Final Design for Council November 2020 meeting
Kalbarri - Jacques Point Construct Carpark/Access - Toilet carpark and access road	3052		Works commenced
Kalbarri - Blue Holes car park area Install concrete kerbing and carpark area only DUP Cont.	R969 3594		
2020/2021 Budget Works	Job No	Status	Comments
<u>OTHER WORKS - Depots/Ovals/Parks/Gardens etc</u>			

Northampton - Oval renovation Undertake Verti mowing	F016	COMPLETE	
Northampton Tip Site Turn Contamination site - 2 actions per year	3854/08		
Northampton Cemetery Site - Memorial Tree area Stage 2 - Shelter and Paving to south	4422/08		Works commenced
Northampton - Oval Fertiliser pump Install pump system to existing infrastructure	F016		
Kalbarri - Oval Renovation Undertake Verti Drain	F003	COMPLETE	
Kalbarri Oval and Foreshore - 3 x Fertiliser Pumps Install pump system/s to existing infrastructure.	F001 F003		
Kalbarri - Eco Flora Borefield Replace bore No 1 - Pump and Motor.	xxx 5282/08		Works awarded
Kalbarri - Post Office Area Install planter boxes to road closure area at Post Office.	4992/02	COMPLETE	
Kalbarri - Foreshore Tree lopping to 4 x large foreshore trees	F001		Works awarded, to be completed by end November 2020
Horrocks - Killy Street Stormwater sump - Replace existing and install new fence.	T379		Works awarded, to be completed by end of November 2020
Horrocks - Jetty Repairs to lower platform and solar light poles x 2	4972/08	COMPLETE	
Horrocks - Memorial Wall Install Concrete DUP around memorial to exist DUP	4972/08	COMPLETE	
Binnu Tip Site Establish new site/trenches	3858/08		
Cont.			
2020/2021 Budget Works	Job No	Status	Comments
<u>PLANT ITEMS - Major</u>			
Northampton - New Truck (6 wheeler)	4214/99	COMPLETE	Delivered July 2020 - Carry over from 2019/2020

Purchase new - trade/sell existing P228 Truck			
Northampton - New Truck Trailer Purchase new - trade/sell existing P262 (NR9376) Trailer	4214/99	COMPLETE	Delivered July 2020 - Carry over from 2019/2020
Northampton - New Tractor Purchase new - existing P159 to Kalbarri Golf Course	4214/99		
Northampton - New Maintenance Truck Purchase New - trade/sell P234	4214/99		RFQ advertised, November Council meeting item 7.1.2
Northampton - Manager of Works and Technical Service Purchase New - trade/sell P277	4224/99		Works awarded - Geraldton Toyota - delivery middle of December 2020
Northampton - Load Covers 4 x Trucks, 3 x Trailers Install and fit Load Covers	4214/99		Works awarded - Dtrans/BRE - Progressive supply and install
<u>PLANT ITEMS - Minor/Other/Sundry tools</u>			
Northampton - Set of hand held 2-way radios	7362/02		
Northampton - Tip site generator		COMPLETE	
Northampton - Chainsaw small	7362/02		
Northampton Gardeners - New tipping trailer	4214/99		Works awarded - Papas trailer.- delivery middle of December 2020
Northampton - 3 x Impact Wrench - Graders	7362/02	COMPLETE	
Northampton - 3 x Depot Office Desks.	T456		
Kalbarri - Manual push fertiliser spreader	7362/02		
Kalbarri - 1 x Rechargeable Rotary Hammer Drill	7362/02	COMPLETE	
Kalbarri - 1 x Whipper Snipper	7362/02		

HEALTH AND BUILDING REPORT CONTENTS

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7.2.1	INFORMATION ITEM: BUILDING STATISTICS
	DATE OF REPORT: 13 th November 2020
	RESPONSIBLE OFFICER: Glenn Bangay – Principal EHO/Building Surveyor

1. BUILDING STATISTICS

Attached for Councils' information are the Building Statistics for October 2020.

OFFICER RECOMMENDATION – ITEM 7.2.1

For Council information.

SHIRE OF NORTHAMPTON

HEALTH AND BUILDING REPORT – 20th NOVEMBER 2020

21/10/2020	1840	E & J McClintock PO Box 31 KALBARRI	Owner/Builder	4043 (Lot 11) George Grey Drive KALBARRI	Transportable Ablution Block	1. Timber 2. C/Bond 3. C/Bond	10	\$19,500	1. \$105.00 2. \$0.00 3. \$61.65 4. \$118.00
21/10/2020	1836	R Ramonfasse & J Walker 7 Green St SANDSTONE	Norwest Building Corp 279 Place Road GERALDTON	86 (Lot 59) West Street NORTHAMPTON	Double Garage	1. Concrete 2. C/Bond 3. C/Bond	96	\$35,840	1. \$105.00 2. \$0.00 3. \$61.65 4. \$118.00
27/10/2020	1784	J & C Dagleish PO Box 374 EXMOUTH	Shoreline Outdoor World PO Box 3223 BLUFF POINT	14 (Lot 30) Erwood Road NORTHAMPTON	Dwelling, Retaining Wall, Shed and Patio	1. Concrete 2. C/Bond 3. C/Bond	140	\$41,497	1. \$132.79 2. \$82.99 3. \$61.65 4. \$35.00
27/10/2020	1855	Shire of Northampton PO Box 61 NORTHAMPTON	Simple Life Projects PO Box 147 KALBARRI	25 (Lot 500) Anchorage Lane KALBARRI	Remove ACM wall cladding	1. n/a 2. n/a 3. n/a	340	\$15,000	1. \$0.00 2. \$0.00 3. \$61.65 4. \$0.00
29/10/2020	1844	L Palamara PO Box 494 KALBARRI	Owner/Builder	98 (Lot 307) Explorer Ave KALBARRI	2nd hand Shed and Lean-to	1. Concrete 2. C/Bond 3. C/Bond	103	\$12,000	1. \$105.00 2. \$0.00 3. \$61.65 4. \$0.00
29/10/2020	1850	Summerstar Pty Ltd 8 Mallion St EMBLETON	Holtro Group P/L PO Box 4 BASSENDEAN	1 (Lot 121) Gance St HORROCKS	Brick ablution and laundry block	1. Concrete 2. Brick 3. C/Bond	182	\$300,000	1. \$570.00 2. \$0.00 3. \$411.00 4. \$85.00
29/10/2020	1859	B & M Burrows C/- Post Office KALBARRI	Gliss Holdings P/L PO Box 64 KALBARRI	6 (Lot 222) Patrick Cres KALBARRI	Remove ACM cladding	1. n/a 2. n/a 3. n/a	100	\$12,000	1. \$105.00 2. \$0.00 3. \$61.65 4. \$0.00
29/10/2020	1860	B & M Burrows C/- Post Office KALBARRI	F Rystenbergh PO Box 492 KALBARRI	6 (Lot 222) Patrick Cres KALBARRI	Colourbond Roof	1. n/a 2. n/a 3. C/Bond	100	\$12,000	1. \$105.00 2. \$0.00 3. \$61.65 4. \$0.00
29/10/2020	1857	R Jones PO Box 716 NORTHAMPTON	Owner/Builder	280 (Lot 6) Hampton Rd NORTHAMPTON	2nd hand transportable craft room	1. Timber 2. C/Bond 3. C/Bond	36	\$18,500	1. \$105.00 2. \$0.00 3. \$61.65 4. \$0.00

TOWN PLANNING CONTENTS

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7.3.1 LOCAL PLANNING POLICY – HOLIDAY HOUSES 2020

LOCATION:	Whole of Shire
FILE REFERENCE:	10.4.11
DATE OF REPORT:	12 November 2020
REPORTING OFFICER:	Hayley Williams - Senior Consultant Planner
RESPONSIBLE OFFICER:	Garry Keeffe - Chief Executive Officer
APPENDICES:	
1.	Draft Local Planning Policy 'Holiday Houses'

AUTHORITY / DISCRETION:

Legislative *when Council makes and reviews the legislation it requires performing its function as Local Government. For example, adopting local laws, town planning schemes & policies.*

SUMMARY:

A review of the Shire of Northampton's Local Planning Policies has shown a gap in policy guidance for the assessment and approval of short stay use of residential dwellings for holiday house accommodation.

This report recommends the initiation of draft Local Planning Policy 'Holiday Houses' for public comment and advertising for a period of 21 days pursuant to Schedule 2 - Deemed Provisions, Part 2, cl 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

A copy of draft Local Planning Policy is included as **Appendix 1** to this report for Council's information.

BACKGROUND:

The draft Holiday Houses Local Planning Policy has been developed in response to the growing number of holiday houses being developed within the Shire and to establish clear guidelines for the assessment and approval of short stay use of residential dwellings for tourism accommodation as a 'Holiday House' in the Shire of Northampton.

COMMUNITY & GOVERNMENT CONSULTATION:

Schedule 2 - Deemed Provisions, Part 2, cl 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* details the minimum advertising requirements for the initiation of a Local Planning Policy being no less than 21 days. It is recommended that that advertising period include the following actions in accordance with part 2, cl 4 and 5, of the 'Deemed Provisions' of the LPS Regulations:

- A newspaper advert published in the Geraldton Guardian;
- Notices displayed at both the Northampton and Kalbarri Offices; and
- Notice made available on the Shire of Northampton website.

FINANCIAL & BUDGET IMPLICATIONS:

The cost of advertising the Local Planning Policy is covered by the Council's existing Planning budget allocation.

STATUTORY IMPLICATIONS:

State: Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Local: Shire of Northampton Local Planning Scheme No. 10

Shire of Northampton Local Planning Scheme No. 11

The *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) outlines the procedure for adopting Local Planning Policies. These provisions are 'Deemed Provisions' and replace existing clauses contained with the Shire of Northampton Planning Schemes.

POLICY IMPLICATIONS:

A Local Planning Policy does not bind the local government in respect of any application for planning approval, but the local government is to have due regard

to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the Policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

The establishment of Local Planning Policies aid in guiding the type and standard of development the Council views as appropriate within particular areas of the Shire. Policies provide a consistent approach to approving land use and development, therefore, as a general rule it is important the Council not waiver from an adopted policy position without specific justification being provided and planning merit being identified.

STRATEGIC IMPLICATIONS:

Local Planning Policies are formulated and aligned within a strategic planning direction as set by Council and guide the type and standard of development Council views as appropriate within particular areas of the Shire. Policies also provide a consistent approach to approving land use and development.

Currently 'Holiday House' and 'Holiday Accommodation' are defined in the Shire of Northampton's Local Planning Scheme No. 10 and Local Planning Scheme No. 11 as follows:

"holiday accommodation" means two or more dwellings on one lot used to provide short term accommodation for persons other than the owner of the lot", and

"holiday house" means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.

Both 'Holiday House' and 'Holiday Accommodation' are formalised as land use classes in both local planning schemes but permissibility differs slightly between the schemes as follows:

Local Planning Scheme No. 10 – Northampton

Zone \ Use Class	Residential	Commercial	General Industry	Rural	Rural Residential	Caravan, Camping and Cabin
Holiday House	A	D	X	D	X	X
Holiday Accommodation	A	D	X	D	X	X

Local Planning Scheme No. 11 – Kalbarri

Zone \ Use Class	Residential	Special Residential	Urban Development	Centre	Commercial	Service Commercial	Mixed Use	General Industry	Tourism	Private Clubs Institutions	Rural Residential &	Rural	Environmental
Holiday Accommodation	X	X		X	X	X	D	X	D	X	A	A	X
Holiday House	A A	A	Refer	X	X	X	X	X	X	X	A	A	A

COMMENT:

Due to an increase in the number of recent applications made to the Shire of Northampton for residential dwellings, and a general increase in numbers of landowners seeking to list their properties for short term holiday accommodation, it is considered timely, to provide further guidance on these issues by means of the proposed Local Planning Policy, attached at **Appendix 1**.

The objective of the Holiday Houses Policy is to provide a clear definition of that type of accommodation, ensure that this type of accommodation has minimal impact upon the amenity of the locality, and ensure that short stay use of residential dwellings occurs within appropriate locations to enhance the tourism experience and reduce existing and future land use conflicts.

The draft Holiday Houses Local Planning Policy has addressed the following matters:

- Approval considerations, including restriction on the number of guests and location guide;
- On-going management, including the requirement for Property Management Plans;
- Access and car parking;
- Fire and emergency requirements including the requirement to prepare a Fire and Emergency Management Plan;
- Development approval requirements, including an outline of renewal process;
- Breaches of approval conditions or the management plan; and
- An example of a Property Management Plan.

The preparation of the draft LPP was also referred to McLeods Solicitors for legal advice. This advice has informed and updated various aspects of the draft LPP.

VOTING REQUIREMENT:

Absolute Majority Required: No

CONCLUSION:

That Council initiate advertising for the draft Holiday Houses Local Planning Policy.


OFFICER RECOMMENDATION – ITEM 7.3.1

That Council:

1. Pursuant to Schedule 2 - Deemed Provisions, Part 2, cl 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* resolve to:

- a. **Adopt the draft Local Planning Policy ‘Holiday Houses’ (Appendix 1) for public comment and advertise the policy for a period of 21 days;**
- b. **Should no written, author-identified objections be received during the 21 day advertising period, then adopt for final approval the amended Local Planning Policy and proceed to publish a notice to this effect in the local newspaper; and**
- c. **Should there be any written, author-identified objections received during the advertising period, require staff to present to Council a further report.**

APPENDIX 1 – DRAFT HOLIDAY HOUSES LOCAL PLANNING POLICY

		<h2 style="text-align: center;">Holiday Houses Local Planning Policy</h2>
Version 1		
Scheme Provisions: LPS #11 3.2 Zoning Table Holiday House 4.8.11 - Parking of Boats LPS #10 4.1 Zoning and Development Table Holiday House 5.13.2.3 - Use of Front/Setback area	Other References: Shire of Northampton Local Planning Scheme No. 10 Shire of Northampton Local Planning Scheme No. 11 Planning and Development Act 2005 Planning Bulletin 99 - Holiday Homes	Special procedural considerations:

RESPONSIBILITY	Chief Executive Officer as per the Delegations Policy and Register.		
ADOPTION	18 September 2020	Advertising/Final Approval	

1.0 CITATION

This is a local planning policy prepared under the *Planning and Development (Local Planning Schemes) Regulations 2015* and the *Shire of Northampton Local Planning Schemes: No. 10 - Northampton District; and No. 11 - Kalbarri Townsite* (together 'the Scheme'). It may be cited as the Holiday Houses Local Planning Policy.

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area. In making a determination under the Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with the Scheme.

2.0 OBJECTIVES

- 2.1 To establish clear guidelines for the assessment and approval of short stay use of residential dwellings for tourism accommodation as a holiday house.
- 2.2 To ensure that short stay use of residential dwellings occurs within appropriate locations to enhance the tourism experience and reduce existing or future land use conflicts such as impacts on residential amenity.
- 2.3 To establish clear guidelines for the imposition of conditions of approval on development approvals for holiday house uses so as to effectively manage any potential impacts on residential amenity.

3.0 POLICY STATEMENT

3.1 Definitions

As per Appendix I – Interpretations of the Scheme, the following definitions are relevant:

"Holiday House" means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.

3.2 General Application of the Policy

The policy only applies to a holiday house use as defined in the Scheme and does not apply to short term accommodation where there is an onsite manager or owner such as bed and breakfast accommodation and guesthouses. This policy applies to all applications for development approval of a holiday house under the Scheme, whether retrospective or prospective.

3.3 Approval considerations

Matters to be considered in assessing, determining and renewing applications include, but are not limited to:

- a) effective on-going management;
- b) appropriate location and compatibility with adjoining/nearby uses;
- c) access and car parking;
- d) signage; and
- e) likely impact of holiday use on the residential amenity of adjoining properties.

3.4 Number of guests

- 3.4.1 Holiday houses should generally be restricted by condition of approval to a maximum number of 6 guests in order to protect the amenity of the residents in the vicinity. In any event the maximum number of guests shall not exceed 12 for a holiday house use. The maximum number of guests permitted shall be assessed with reference to the size of the lot, number of bedrooms, the size of each bedroom and appropriate bathroom/toilet facilities.

3.5 Location

- 3.5.1 As a guide, holiday houses are more appropriate in areas of high tourism amenity and close proximity to key tourism attractions such as the beach, town centre or rural areas and less appropriate in residential suburban locations.
- 3.5.2 The underlying factor in determining an appropriate location for a holiday house is the proximity of the premises to key tourism attractions and applicants should address this in their application.
- 3.5.3 For 'large' holiday houses (catering for between 8 to 12 guests) there is a general presumption against their location in residential suburban locations and approval of such uses will only be considered in residential suburban locations on lots over 1,500m².

3.6 On-going Management

- 3.6.1 Responsibility for appropriate on-going management rests with the owner to ensure that visitors occupy the holiday house in a responsible manner and do not create inappropriate impacts (including noise) to adjoining/nearby properties.
- 3.6.2 Suitable on-going management is, of course, more difficult if owners live a considerable distance from the application site. Accordingly, as part of the development application, the local government will require the owner to outline how the site will be managed, especially if they do not live nearby.
- 3.6.3 A condition of approval shall require a Property Management Plan to be submitted and approved by the local government prior to the commencement of activities and for the owner to comply with the Property Management Plan at all times. Matters that should be addressed in the Property Management Plan include:
- a) Details of the appointed property manager (being a person/company that will have day-to-day management of the holiday house);
 - b) Details of how bookings are to be made;
 - c) Duties of the property manager including details of cleaning of premises and removal of rubbish from the property between bookings;
 - d) Complaint response procedure requiring the property manager to respond to complaints pertaining to guest behaviour within a reasonable timeframe but in any event within 24 hours;
 - e) Fire and emergency management plan that details fire and emergency arrangements (i.e. location of smoke alarms, fire blankets, exit lighting, fire extinguishers, external taps/garden hoses, a fire evacuation route leading to the nearest main road and emergency information details); and
 - f) A Code of Conduct for guests;

- g) Maintenance of a register of all guests by the property manager containing the following information:
- (i) Name, address and contact details of the hirer;
 - (ii) Number and names of any additional guests; and
 - (iii) Length of stay.

The register of guests is to be made available to the local government upon request.

The local government may require amendments to be made to any Property Management Plan submitted by an owner. To ensure consistency in Property Management Plan details, a proforma Property Management Plan is attached as **Appendix 1**.

- 3.6.4 A condition of Development Approval for a holiday house use will require the owner to provide a copy of the approved Property Management Plan to the immediate adjoining landowners/occupiers as identified by the local government.

3.7 Access and Car Parking

- 3.7.1 A condition of approval shall require all car parking to be contained on-site and no verge area to be used for car parking.
- 3.7.2 At a minimum, approval conditions should require the provision of two (2) on-site car parking bays for up to 6 guests and a further 2 on-site car parking bays for between 7 to 12 guests. Tandem parking will only be permitted for maximum of one vehicle behind another vehicle.
- 3.7.3 It is common for holiday makers to have a boat, trailer, caravan etc. and approval conditions should also require additional space to be allocated onsite for this purpose.
- 3.7.4 All vehicle access (including crossovers) and car parking areas are to be constructed to the approval of the local government. As a minimum the following construction standards shall apply and should be specified in relevant conditions of approval:

Table 1: Vehicle Crossover	
Existing Road Condition	Construction Standard
Where the property fronts an existing gravel road	The crossover shall be constructed to an all weather standard (e.g. gravel, crushed rock) to facilitate access to the development by a 2 wheel drive vehicle and thereafter maintained.
Where the property fronts an existing sealed (bitumen/asphalt) road	The crossover shall be constructed to a sealed standard (asphalt, concrete, brick paving), drained and thereafter maintained.
Table 2: Access, Parking and Manoeuvring Areas	
Existing Road Condition	Construction Standard
Residential Special Residential	Vehicle parking, manoeuvring and circulation areas shall be suitably constructed, sealed (asphalt, concrete or brick paving), drained and thereafter maintained.
Rural Rural Residential / Special Rural Rural Smallholding	Vehicle parking, manoeuvring and circulation areas shall be suitably constructed to an all-weather standard (e.g. gravel, crushed rock) to facilitate access to the development by 2 wheel drive vehicles and thereafter maintained.

3.8 Fire and Emergency Requirements

3.8.1 Approval conditions shall require a holiday house to meet the following minimum fire safety measures:

- a) a fire blanket in the kitchen area; and
- b) fire extinguishers with a 2kg dry chemical powder extinguisher as a minimum.

3.8.2 A Fire and Emergency Management Plan will also need to be prepared and will form part of the Property Management Plan (refer cl. 3.6.3).

3.9 Signage

3.9.1 Approval conditions shall specify that on-site holiday house signage is not permitted with the exception of a 0.2 m² nameplate (i.e. identifies the name of holiday house if relevant).

3.9.2 Business Directional Signs (commonly referred to as 'Blue Signs') are not permitted for holiday house premises. Proponents of holiday houses will be expected to send directional maps to patrons and visitor centres and use other methods for directional purposes rather than relying on signage.

3.10 Application Requirements and Fees

3.10.1 The following information is required to be submitted to enable an assessment of an application for approval of a Holiday House:

- a) Completed 'Application for Development Approval' form;
- b) Payment of the applicable Development Application fee as per Council's Planning Services Fees & Charges Schedule;
- c) Two copies of the following:
 - Site plan (to scale) showing the location of the dwelling in relation to the lot boundaries, on-site car parking areas, the driveway(s), crossover and location of effluent disposal systems (where property is not connected to sewer);
 - Floor plan of the dwelling; and
 - Internal and external photos of the dwelling.
- d) A completed Property Management Plan (refer Appendix 1)
- e) Fire and Emergency Management Plan; and
- f) Accompanying letter outlining the proposal.

3.10.2 Where the residential dwelling exists, the fee payable shall be the same as for an application for determining an application for approval of a Home Based Business.

3.10.3 Where the residential dwelling is proposed to be built, the fee payable shall be the same as for an application for determining a development application.

3.10.4 The renewal fee payable shall be the same as for determining an application for the renewal of an approval for a home based business.

3.10.5 A renewal of an approval for a Holiday House is required to submit the information contained within cl. 3.10.1.

3.11 Advertising Requirements

3.11.1 In accordance with the Scheme, where a "Holiday House" is an 'A' use, applications are required to be advertised for public comment in accordance with cl. 64, of Schedule 2, Part 8 of the 'Deemed Provisions' of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) prior to being determined. Noting that whilst comments relating to a proposal

are considered in the final determination of an application, there is no obligation on the Shire of Northampton to refuse a proposal based on receiving objections alone.

3.11.2 In accordance with the relevant provisions of the LPS Regulations, as a minimum all 'A' applications will be referred to the immediate adjoining landowners (generally identified as one (1) x landowners either side of the subject property, including across the road and to the rear of the subject property) seeking comments on the proposal.

3.11.3 The following is provided as a guide to the purpose of seeking comments from immediate adjoining landowners on holiday house proposals:

- a) Comments/objections based on unfounded speculation (such as behaviour of occupants) will be likely to be given little or no weight in the consideration of new applications.
- b) Comments/objections based on unique site characteristics will be considered in assessment of applications and may result in additional conditions of approval (e.g. increased visual privacy screening associated with a balcony area).

3.12 Approval period

3.12.1 An initial application will be considered for an approval period of one year with an opportunity to renew the approval in order to determine any potential, adverse amenity impacts upon implementation of an approved holiday house use.

3.12.2 Where the local government is satisfied that the holiday house has been appropriately managed, an approval of the renewal application for a period of up to five years may be granted, followed by a further five year approval period for subsequent renewals, so as to enable the local government to undertake a periodic review of any compliance issues or amenity impacts arising from a holiday house use.

3.12.3 A renewal for a three year period will be subject to demonstrated compliance with the conditions of development approval and property management plan to ensure that there is minimal impact on the amenity of neighbouring properties.

3.12.4 Where an approval is not renewed, the holiday house approval will cease and the use will revert from 'holiday house' to 'single house' (residential dwelling). It is the responsibility of the land owner to submit an application for renewal of a holiday house approval to the local government prior to expiry of the approval.

3.12.4 Where complaints have been made, issues relating to impacts on amenity have been verified or other non-compliance with the development approval has occurred, approval of a renewal application may be refused.

3.13 Non compliance and cancellation

3.13.1 Any breach of approval conditions or the management plan can be dealt with in accordance with the enforcement provisions of the Scheme and/or refusal of any subsequent Application for Renewal.


3.14 Holiday houses register

- 3.14.1 A register of approved holiday houses shall be established and maintained by the local government.
- 3.14.2 The register shall record basic details of each property approved for holiday house use including the expiry date of the approval, contact details of the owner and/or property manager; property address; and configuration (number of bedrooms, number of beds, bathrooms, car parking spaces etc).

3.15 Other matters

- 3.15.1 Other legislative requirements may apply to the use and management of holiday houses including, but not limited to, checking the requirements of the Building Act 2011, Equal Opportunity Act 1984 and the WA Fair Trading Act 2010. Land owners and property managers should seek their own independent legal advice in this regard.
- 3.12.2 As many residential public liability insurance policies exclude the use of premises for short term rentals, it is recommended that landowners/managers check this matter with their insurance providers.

APPENDIX 1 - PROPERTY MANAGEMENT PLAN




Holiday House Property Management Plan

PROPERTY DETAILS					
Name					
Lot Number		Street Number		Street Name	
Locality					
No. of Bedrooms					

PROPERTY MANAGER DETAILS			
Name			
Address			
Email		Phone	
SIGNATURE		Date	

ROLES AND RESPONSIBILITIES OF PROPERTY MANAGERS
<p>The nominated Property Manager agrees to;</p> <ul style="list-style-type: none"> Ensure that all guests and visitors to a Property under their Management comply with this Code of Conduct; Have day-to-day management of the Holiday House; Respond to complaints within a two hour timeframe pertaining to guest behavior made before 1am or respond within a reasonable timeframe, but within 24 hours, in relation to all other complaints; Ensure the Property Manager contact details are updated with the Shire of Northampton at the time of any change/s; Ensure the premises are registered with the Shire of Northampton as a 'holiday house provider'; Cooperate with other stakeholders including industry associations, tourism bodies, local councils and other government authorities to enhance the image, standards and contribution of Holiday House Accommodation to the economy; Ensure the following information is readily visible in the house: <ul style="list-style-type: none"> the Code of Conduct the Property Management Plan the Fire and Emergency Management Plan (including the Fire Evacuation Route) a list of Emergency and After Hours contacts Liaise with guests for the occupancy and vacation of the premises; Ensure the correct maximum number of guests are staying overnight in accordance with Development Approval conditions; Maintain a register of all people who utilise the premises, with the register to be available for inspection by the Shire of Northampton upon request; Ensure the premises are clean and maintained to a high standard; Ensure bed linen is clean and replaced upon guest vacation; and



SHIRE OF NORTHAMPTON PO Box 61 Northampton WA 6535 T: (08) 9934-1202 E: shire@northampton.wa.gov.au
www.northampton.wa.gov.au

Should the property not have access to Shire waste collection services, please provide details of how waste shall be disposed of:

Holiday House Accommodation

CODE OF CONDUCT

Property address:

This Code of Conduct has been developed to provide a self-regulatory approach to the management of Holiday House Accommodation in the Shire of Northampton and aims to;

1. establish acceptable standards of behaviour for Holiday House Accommodation Guests and Visitors to minimise any adverse social or environmental impacts;
2. assist Owners and Managers of Holiday House Accommodation to meet the needs of all stakeholders including guests, neighbours, local communities, local councils and government authorities;
3. inform the community of the standards of conduct expected from Holiday House Accommodation owners, managers, guests and visitors so as to effectively minimise amenity impacts.

The following Code of Conduct governs tenant behaviour and use of the property. The tenant agrees to follow the guidelines below, for themselves and for any visitors they allow at the property.

TENANT	<ul style="list-style-type: none"> A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight.
NOISE AND NUISANCE	<ul style="list-style-type: none"> The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should cease after 9pm Sunday to Thursday and after 10pm Friday and Saturday
VEHICLE PARKING	<ul style="list-style-type: none"> The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, on the street verge, or street outside the property. Tenants and guests agree not to park any additional vehicles on the
SHIRE REGULATIONS	<ul style="list-style-type: none"> The tenants agree to comply with all Shire regulations, including noise and fire limitations.
PREMISE CONDITION AND CLEANLINESS	<ul style="list-style-type: none"> The tenants agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Tenants are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the tenants will be paid for by the tenants.
FIRES	<ul style="list-style-type: none"> The tenants agree not to allow any candles, open fires or similar to burn unsupervised within the premises. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.
RUBBISH DISPOSAL	<ul style="list-style-type: none"> Tenants agree to contain all their rubbish in the bins provided. Tenants are responsible for putting out and collecting bins where their stay coincides with collection days. Waste collection day is:
KEYS	<ul style="list-style-type: none"> At the end of the agreed tenancy, tenants agree to lock the premise, close all windows and return the keys to the Property Manager. Any lost or damaged keys will be replaced at the tenant's expense.

Holiday House Accommodation

TERMINATION OF ACCOMMODATION	<ul style="list-style-type: none">• If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued.• If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion.• No refunds will be made
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Holiday House Accommodation

FIRE AND EMERGENCY MANAGEMENT PLAN

Property address:

EMERGENCY CONTACT DETAILS

FOR EMERGENCIES DIAL 000

Property Manager	
Northampton / Kalbarri Police	
Northampton / Kalbarri Hospital	
Shire of Northampton	

EMERGENCY INFORMATION

In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

ABC Radio: 828AM
 DFES: www.dfes.wa.gov.au
 132 500 - SES emergency assistance
 13 DFES (13 33 37) for emergency Information
 Shire of Northampton:
www.northampton.wa.gov.au

7.3.2

DRAFT LOCAL PLANNING STRATEGY – INFORMATION PAPER

FILE REFERENCE:	10.4.2
DATE OF REPORT:	18 January 2018
REPORTING OFFICER:	Hayley Williams - Senior Consultant Planner
RESPONSIBLE OFFICER:	Garry Keeffe - Chief Executive Officer
1.	Draft Local Planning Strategy (attached under a separate cover)

AUTHORITY / DISCRETION:

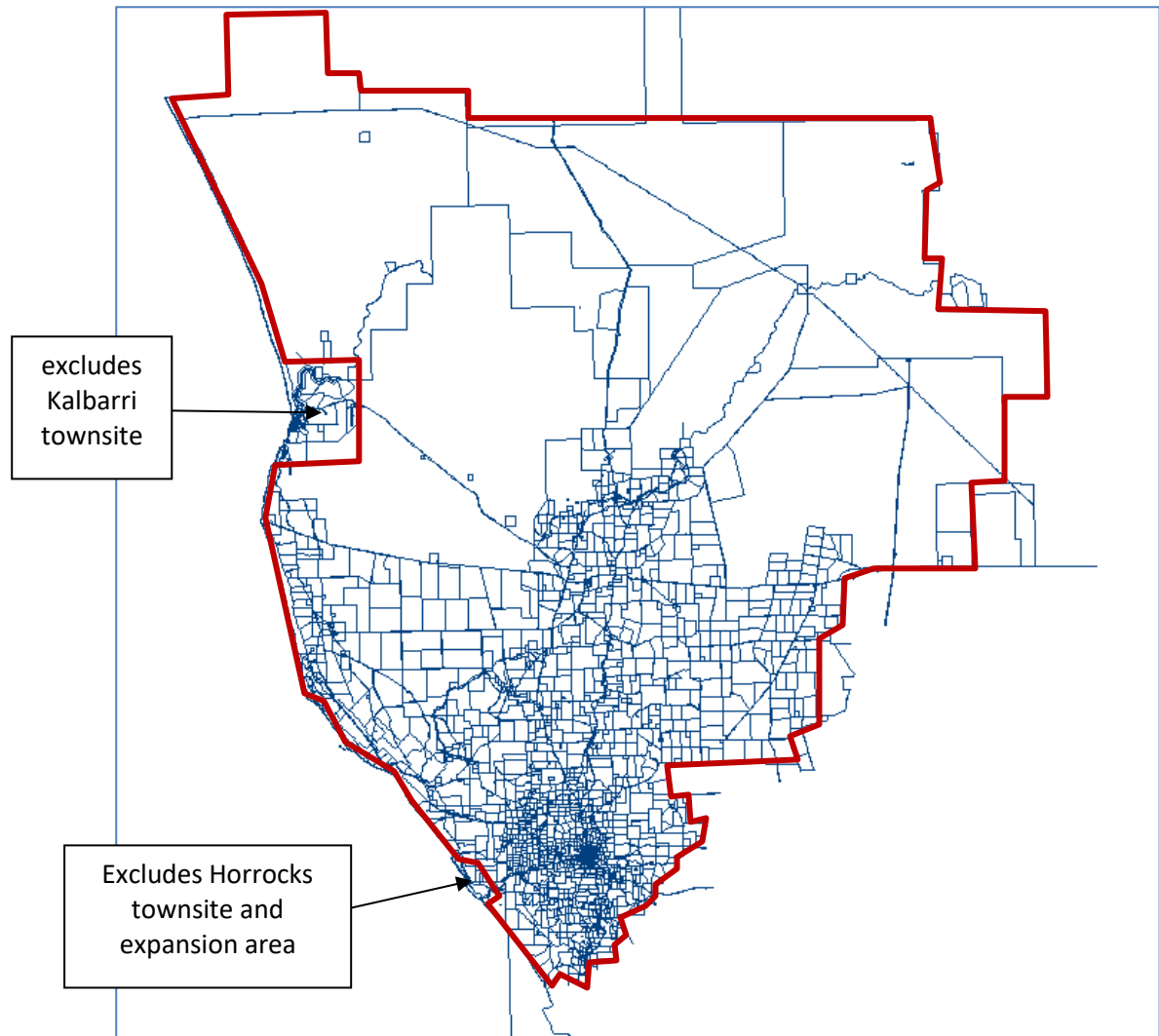
Legislative *when Council makes and reviews the legislation it requires performing its function as Local Government. For example, adopting local laws, town planning schemes & policies.*

SUMMARY:

A Draft version of the Local Planning Strategy was prepared some time ago and this report is providing information to Council following approval from the Western Australian Planning Commission to advertise the Draft Strategy for public comment.

LOCALITY PLAN:

Figure 1. Local Planning Strategy catchment area



BACKGROUND:

The current *Local Planning Strategy* (LPS) was completed in 2009 and has recently been under review to draw upon the recommendations of recent planning documents and to provide a revised Strategy that is better able to guide Council's planning and decision making processes.

The Local Planning Strategy encompasses all of the land areas within the Shire of Northampton except for those areas covered by other Local Planning Strategies, being the Kalbarri Townsite and the Horrocks Beach Townsite and Expansion area (shown in red in Figure 1, above).

Council at their meeting held on 16 September, 2016 resolved to engage the services of Larry Smith Planning to undertake review of the Local Planning Strategy.

Following a period of public consultation, the draft Strategy report was completed and presented to Council for their consideration at their meeting on 16th February 2018 at which time Council resolved to adopt the *Draft Local Planning Strategy* for consent to advertise.

The resolution of Council along with all documentation was forwarded to the Department of Planning, Lands and Heritage on the 20th February 2018. The initial referral from the Shire of Northampton received no formal response and was followed up with the Department in April 2018. In July 2018 a response, which included a list of recommended amendments, was forward to the Shire. The comprehensive list of amendments including suggestions for mapping which was incorporated into the draft Strategy by Council's appointed Consultant following considerable work, was finalised in April 2019.

Council at their meeting held on 21st June 2019 resolved to adopt the amended version for consent to advertise. The resolution of Council along with all documentation was forwarded to the Department of Planning, Lands and Heritage on 26th July 2019 for certification. After that date minimal communication was received from the Department despite Shire Officers repeated attempts to seek updates. Some three months later in October 2019 an update was received with no further communication until January 2020 when communication was received advising that an entirely new approach was being proposed by the Department to combine the Draft Strategy with two existing strategies, being the *Kalbarri Local Planning Strategy* and *Horrocks Local Planning Strategy*.

Shire Officers formally expressed concern at the length of time the draft Strategy had been sitting with the Department and that an entirely new approach was being considered with no prior consultation being undertaken with the Shire of Northampton or its community.

Communication was made to the Director General of the Department of Planning, Lands and Heritage in May 2020 expressing concern at the length of time taken, since July 2019, for the Department to consider the Draft Strategy after adopting recommended amendments and that an entirely new approach was subsequently being proposed. The Director General responded in July 2020 apologising for the delays with advice that a response would be forthcoming shortly.

Advice was subsequently received from the Department on 29 September 2020 advising that consent to advertise the Draft Strategy had been granted on 22 September 2020 subject to modifications generally thus allowing the Draft Strategy, as presented being just for Northampton and not surrounds, to be advertised.

A copy of the *Draft Local Planning Strategy* is provided to Councillors under a separate cover and is accessible via dropbox.

COMMUNITY & GOVERNMENT CONSULTATION:

Initial consultation to develop the Draft Strategy was conducted via a Community Workshop held on 24 November 2016.

The *Draft Local Planning Strategy* was endorsed by Council, and then referred to the WAPC for certification and consent to advertise.

"12. Certification of draft local planning strategy

- (1) *Before advertising a draft local planning strategy under regulation 13 the local government must provide a copy of the strategy to the Commission.*
- (2) *On receipt of a copy of a draft local planning strategy the Commission must, as soon as reasonably practicable, assess the strategy for compliance with regulation 11(2).*
- (3) *If the Commission is not satisfied that a draft local planning strategy complies with regulation 11(2) the Commission may, by notice in writing, require the local government to-*
 - (a) *modify the draft strategy; and*
 - (b) *provide a copy of the draft strategy as modified to the Commission for assessment under subregulation (2).*

- (4) *If the Commission is satisfied that a draft local planning strategy complies with regulation 11(2) it must certify the strategy accordingly and provide a copy of the certification to the local government for the purpose of proceeding to advertise the strategy.*

Having been granted WAPC's consent to advertise on 22 September 2020, further advertising will occur in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*:

13. Advertising and notifying local planning strategy

- (1) *A local government must, as soon as reasonably practicable after being provided with certification that a local planning strategy complies with regulation 11(2), advertise the strategy as follows-*
- a) *publish a notice of the local planning strategy in a newspaper circulating in the area to which the strategy relates, giving details of-*
 - (i) *where the strategy may be inspected; and*
 - (ii) *to whom, in what form and during what period submissions may be made;*
 - (b) *display a copy of the notice in the offices of the local government for the period for making submissions set out in the notice;*
 - (c) *give a copy of the notice to each public authority that the local government considers is likely to be affected by the strategy;*
 - (d) *publish a copy of the notice and the strategy on the website of the local government;*
 - (e) *advertise the strategy as directed by the Commission and in any other way the local government considers appropriate.*
- (2) *The local government must ensure that arrangements are in place for the local planning strategy to be made available for inspection by the public during office hours —*
- (a) *at the office of the local government; and*
 - (b) *at the office of the Commission.*
- (3) *The period for making submissions in relation to a local planning strategy must not be less than a period of 21 days commencing on the day on which the notice of the strategy is published under subregulation (1)(a).*

- (4) *Notice of a local planning strategy as required under subregulation (1) may be given in conjunction with the notice to be given under regulation 20(1) for the scheme to which it relates.*

FINANCIAL & BUDGET IMPLICATIONS:

The Northern Planning Program which operated through the (then) Department of Planning allocated \$25,000.00 to the preparation of the Draft Local Planning Strategy in 2016.

During the 2016/17 financial year, \$5,000 of that amount was expended, and the amount of \$20,000 has been carried forward into current budgets.

COMMENT & CONCLUSION:

Council is advised that consent to advertise has been received from the Western Australian Planning Commission and advertising will be undertaken in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Adoption of a Local Planning Strategy under the Act gives greater certainty to landowners and the community with regard to the strategic direction of the Shire.

It is noted to Council that, following the public advertising period, the submissions received and changes recommended as a result of those submissions, shall be presented to Council and the WAPC for their further consideration and approval, before the document is finalised.

OFFICER RECOMMENDATION – ITEM 7.3.2	For Council information.
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7.3.3	PROPOSED SINGLE DWELLING & OUTBUILDING - R-CODE VARIATIONS – LOT 242 (NO. 28) STOKES STREET, HORROCKS
<p>LOCATION: Lot 242 (No. 28) Stokes St, Horrocks</p> <p>APPLICANT: McAullay Builders Pty Ltd</p> <p>OWNER: T & S Hay</p> <p>FILE REFERENCE: 10.5.1.1 (A3668)</p> <p>DATE OF REPORT: 14 October 2020</p> <p>REPORTING OFFICER: Hayley Williams – Consultant Planner</p> <p>RESPONSIBLE OFFICER: Garry Keeffe - Chief Executive Officer</p> <p>APPENDICES:</p> <ol style="list-style-type: none"> 1. Site Plan and Elevations 2. Application Letter 3. Submission Table 4. Amended Plans 14.10.2020 5. Late Submission (Moxham) 6. Site Photos – Late Submission 7. Correspondence Adjoining Landowner (Armstrong-Amended Plans) 	

Quasi-Judicial when Council determines an application within a clearly defined statutory framework, abiding by the principles of natural justice, acting only with discretion afforded it under law, and giving full consideration to Council policies and strategies relevant to the matter at hand. These decisions are reviewable by the State Administrative Tribunal.

SUMMARY:

Council is in receipt of an application for the development of a single dwelling and outbuilding upon Lot 242 (No. 28) Stokes St, Horrocks. Council consideration is required due to a number of variations to the 'Deemed-to-Comply' provisions of the Residential Design Codes and objection received from an adjoining landowner.

It is further noted that a late submission has been received from one of the owners of the adjoining property on the southern side with details provided later in this report for Council consideration.

This report recommends Council grant development approval to the single dwelling subject to conditions. Some of the recommended conditions will result in minor amendments to the proposed development in order to adequately address the design principles for front and lot boundary setbacks, visual privacy and building height.

LOCALITY PLANS:

Figure 1. Locality plan of Lot 242 (No. 28) Stokes St, Horrocks



Figure 2. Site plan of Lot 242 (No. 28) Stokes St, Horrocks



BACKGROUND:

An application has been received for the development of a single dwelling and outbuilding upon Lot 242 (No. 28) Stokes St, Horrocks which is seeking a number of variations to the Residential Design Codes of Western Australia ('R-Codes').

The Proposal:

The proposal is for a single dwelling and outbuilding. The single dwelling is comprised of two storeys with a ground floor consisting of three bedrooms, laundry, bathroom, living/entry, porch, alfresco, garage and storeroom. In addition, the first floor includes one bedroom with ensuite, study, dining/kitchen area and front and side balconies which form the outdoor living area on that level. The total floor space attributed to the dwelling, including balcony areas is approximately 429m². The floor space of the dwelling is as follows:

Ground Floor	210.24m ² (including porch & alfresco)
First Floor	219.3m ² (including balconies)
Total Area	429.54m²

The footprint of the dwelling is approximately 210m² being 34% of the lot.

The dwelling is proposed to be located forward on the lot, with the following setbacks:

	R-Code Provisions	Ground Floor	First Floor
Side(S)	2.4m	1.50m	1.50m
Side(N)	5.6m	3.59m	3.59m
Front(W)	3.5 metres initially which has been amended to 4.0 metres with a 32m ² protrusion into 6m setback area.		
Rear (E)	10.733m		

An outbuilding formed part of the original application and was proposed to comprise an area of 90m² with a skillion roof at 17° pitch. Original plans for the outbuilding were supplied with the single house and were amended on the 14th October 2020 in relation to building height and roof pitch. The outbuilding is proposed to be located at the rear of the lot. Details pertaining to R-Code and Local Planning Policy provisions, together

with setbacks as well as the original and amended dimensions are supplied in the table below:

	R-Code	LPP	Original Plans	Amended Plans
Aggregate	60m ²	120m ²	90m ²	90m ²
Wall Height	3m	3m	3m to 5.75m	3.65m - 4.98m
Max Wall Height	4.5m	4.5m	5.75m	4.98m
Roof Pitch			17°	10°
Height above NGL	7m		8m	8m
Rear Setback (E)	0.7m		Nil	Nil
Side Setback (S)	3m		9.36m	9.36m
Side Setback (N)	1.2m		Nil	Nil

Single Dwelling

The dwelling is proposed to be two storeys in height with a skillion roof that includes a 4° pitch and an overall maximum height of 8 metres at its highest point, being at the front of the dwelling, falling to a height of 5.657 metres at the rear.

The single dwelling is proposed to be constructed of brick and masonry on the ground floor with timber frame and cladding material for the walls of the first floor. Sheet metal material is noted as the roofing material with no additional detail supplied.

It is noted details for cladding material of the walls and profile of metal roof sheeting is still to be chosen with colour and materials schedule to still be provided.

Outbuilding

The building is proposed to be brick and masonry construction with a skillion roof that includes a 17° pitch in original plans with a maximum height at the front of the outbuilding (which faces west) of 5.754 metres falling to a height of 3 metres at the rear of the structure. Plans for the outbuilding were amended on 14th October and now

propose a roof pitch of 10° and a reduction in maximum height to 4.976m falling to 3.65m at the rear.

It is noted that profile of the metal roof sheeting and colour schedule is still to be provided for the outbuilding.

Copies of the applicant's original site, floor and elevation plans have been included as **Appendix 1** to this report. Copies of amended plans are provided as **Appendix 4**.

In consideration of the application the following information is provided:

Lot Size	619m ²
Existing Development	Vacant, Residential R20 zoning
Access & Frontage	Access Stokes Street
Services	Water, Sewer, Telephone and Power
Topography	Varied levels over the site
Vegetation	Cleared
Surrounding Land Uses	Residential R20

The application has been brought before Council for the following variations to the Residential Design Codes:

- Reduced setback to the front/primary street;
- Inability to adequately compensate for front setback incursion;
- Encroachment area of approximately 74% of street frontage;
- Visual privacy incursions along the northern lot boundary;
- Nil setback and building bulk on side boundary; and
- Variation to the maximum permissible roof height of the outbuilding.

The application has been brought before Council for the following variation to the Shire of Northampton's Local Planning Policy *Outbuildings*:

- Maximum permissible roof height.

As a result of discussions with the Applicant, amended plans were received on the 14th of October 2020, which included the following amendments to the proposed development:

- Visual privacy screening along the northern balcony;
- Setback of an additional 0.5m from the front boundary to the balcony; and

- Design modifications to reduce the overall height of the outbuilding from 5.75m to 4.98m.

COMMUNITY CONSULTATION:

Given the variations being sought by the proposed single dwelling, the application has been advertised in accordance with Section 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which requires the local government to give notice to adjacent landowners who are likely to be impacted by the proposed development:

"(3) (a) by giving notice of the proposed use or development to owners and occupiers of properties in the vicinity of the development who, in the opinion of the local government, are likely to be affected by the granting of development approval, including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is given to the person..."

In accordance with the above requirements, correspondence was sent to five adjoining and adjacent landowners. The advertising period for this consultation was from 16 September 2020 to 30 September 2020.

During that period two submissions were received, with one in support of the application and one objecting to the proposed development. The objection was in relation to the reduced side setback on the northern boundary, potential for overlooking and effect on visual privacy from the first floor balcony on the northern side and the reduced setback being sought for the outbuilding on the northern side. A copy of the submissions can be made available to Councillors upon request.

The Applicant and Landowner were given the opportunity to address the objections raised by the adjoining landowners and submitted amended plans on the 14th of October 2020. A copy of these plans is included as **Appendix 4**.

Despite late submission of amended plans by the applicant, the adjoining landowner was engaged seeking their input to the proposed amendments and subsequently advised that inclusion of visual privacy measures to the balcony was an improvement but noted that building height of the dwelling remained over height, according to R-Code provisions. Further consultation was undertaken with the adjoining landowner on the northern side with the landowner's view being that impact of building bulk remains significant with both the dwelling and outbuilding being contributors. Copy of this correspondence is attached as **Appendix 7**.

Consideration of the amended plans initially occurred at short notice, with time restrictions pertaining to the current Federal and State Government's building stimulus

grant/s deadlines being the main driver for this approach. Council at their 16 October 2020 meeting deferred the matter to the November 2020 Council meeting due to the short time available to consider the matter and the complex nature of the item.

FINANCIAL & BUDGET IMPLICATIONS:

An Application for Development Approval fee has been charged in line with the 2020/21 statutory Planning Fees and Charges for a single dwelling.

Should Council refuse this application and the applicant proceed to exercise their right of appeal, costs are likely to be imposed on the Shire through its involvement in the appeal process

STATUTORY IMPLICATIONS:

State: Planning and Development Act 2005

State Planning Policy 7.1 - Residential Design Codes (2019)

Local: Shire of Northampton Local Planning Scheme No. 10

Shire of Northampton Local Planning Scheme No. 10

The land is zoned “Residential R20” under the *Shire of Northampton Local Planning Scheme No. 10* with a “Single Dwelling” considered a permitted use.

The objective of the “Residential” zone is:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- *To facilitate and encourage high quality design, built form and streetscapes through residential areas; and*
- *To provide for a range of non-residential uses, which are compatible with and complimentary to residential development.”*

State Planning Policy 7.3 - Residential Design Codes (2019)

The *Residential Design Codes* (R-Codes) are formulated using a modified “performance” approach. The “Deemed-to-Comply” provisions contained in the R-Codes provide a means by which development can be assessed as being compliant, while the “Design Principles” allow the possibility of other ways of achieving an acceptable outcome.

The proposed single dwelling complies with the “Deemed-to-Comply” provisions of the *Residential Design Codes (2019)*, with the exception of:

- Street Setback – Clause 5.1.2;
- Lot Boundary Setbacks - Clause 5.1.3;
- Building Height - Clause 5.1.6;
- Visual Privacy – Clause 5.4.1; and
- Outbuildings – Clause 5.4.3.

These clauses of the Residential Design Codes will be examined in further detail.

Street Setback – Clause 5.1.2

Whilst the applicant was originally seeking a reduced primary street setback of 3.5m amended plans are now proposing a reduced setback of 4m which moves the structure back 0.5m on the lot. The original protrusion into the 6m setback has been reduced from 44m² to 32m². It is highlighted to Council that the R-Codes (whilst typically requiring a 6m setback in the R20 zone) allows this setback to be reduced by half (i.e. to 3m) if the encroachment can be compensated with contiguous open space that is visible behind the 6m setback line.:

“C2.1 Buildings set back from the primary street boundary:

- in accordance with Table 1;*
- corresponding to the average of the setback of existing dwellings on each adjacent property fronting the same street;*
- reduced by up to 50 per cent provided that the area of any building, including a carport or garage, intruding into the setback area is compensated for by at least an equal area of open space between the setback line and line drawn parallel to it at twice the setback distance (refer Figure 2a, 2b and 2c);...***

The amended plans propose to move the proposed development 0.50 metres from the front setback area. This reduces the protrusion into the front setback area from 3.5 metres to 4 metres. Whilst this is considered to reduce the potential impact of building bulk on the streetscape, the proposed amendment is still unable to comply with CI 5.1.2 C2.1 (iii) and therefore requires consideration against the design principles.

The design principles for street setback are:

“P2.1 Buildings set back from street boundaries an appropriate distance to ensure they:

- *Contribute to, and are consistent with, an established streetscape;*
- *Provide adequate privacy and open space for dwellings;*
- *Accommodate site planning requirements such as parking, landscape and utilities;*

and

- *Allow safety clearances for easements for essential service corridors.*

"P2.2 Buildings mass and form that:

- *Uses design features to affect the size and scale of the building;*
- *Uses appropriate minor projections that do not detract from the character of the streetscape;*
- *Minimizes the proportion of the façade at ground level taken up by building services, vehicle entries and parking supply, blank walls, servicing infrastructure access and meters and the like; and*
- *Positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework.*

Lot Boundary Setbacks - Clause 5.1.3

The proposed development is not able to satisfy the following "Deemed-to-Comply" provision(s) of the R-Codes in terms of lot boundary setbacks under clause 5.1.3:

"C3.1 Buildings which are set back in accordance with the following provisions, subject to any additional measures in other elements of the R-Codes:

- buildings set back from lot boundaries in accordance with Table 1, Tables 2a and 2b"*

The lot boundary setback required on the south side of the ground floor as per Table 2a is 2.4 metres, with the applicant proposing a setback of 1.5 metres. The setback required on the northern side of the ground floor as per Table 2b is 5.6 metres (not including the visual privacy setback requirements of 7.5m to a verandah/balcony), with the applicant proposing a setback of 3.59 metres.

Where the "Deemed-to-Comply" provisions are not able to be met, it is necessary to assess that component of the design against the relevant design principle(s).

The design principles for lot boundary setbacks are:

"P3.1 Buildings set back from lot boundaries so as to:

- *reduce impacts of building bulk on adjoining properties;*
- *provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*
- *minimise the extent of overlooking and resultant loss of privacy on adjoining properties."*

The amended plans have not sought to modify the side boundary setbacks, however, it is noted that minimisation of the extent of overlooking and resultant loss of privacy on

the adjoining property to the north has occurred with amendment to incorporate visual screening along the extent of the northern balcony.

Building Height - Clause 5.1.6

The proposed development does not satisfy the following "Deemed-to-Comply" provisions of the R-Codes in terms of building height given that the maximum permissible building height for a skillion roof is 7 metres and the proposed development has a maximum overall height of 8 metres. Although the total overall height does not exceed the maximum permissible for a pitched roof design at 9 metres consideration still needs to be given to the following 'Design Principles':

"P6 Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape, including road reserves and public open space reserves; and where appropriate maintains:

- adequate access to direct sun into buildings and appurtenant open spaces;*
- adequate daylight to major openings into habitable rooms; and*
- access to views of significance."*

The amended plans received have not sought to modify the building height variation of the dwelling.

Visual Privacy - Clause 5.4.1

The proposed development does not satisfy the following "Deemed-to-Comply" provision(s) of the R-Codes in terms of visual privacy on the first floor under clause 5.4.1:

"C1.1 Major openings and unenclosed outdoor active habitable spaces, which have a floor level of more than 0.5m above natural ground level and overlook any part of any other residential property behind its street setback line are:

- i. set back, in direct line of sight within the cone of vision from the lot boundary, a minimum distance as prescribed in the table below (refer Figure Series 10):*

Types of habitable rooms/ active habitable spaces	Setback for areas coded R50 or lower
Major openings to bedrooms and studies	4.5m
Major openings to habitable rooms other than bedrooms and studies	6m
Unenclosed outdoor active habitable spaces	7.5m

or;

- ii. *are provided with permanent screening to restrict views within the cone of vision from any major opening or an unenclosed outdoor active habitable space.*

The proposed setback on the northern elevation is 3.59 metres with the northern walls on both ground and first floors to include major openings to a living/dining room on the first floor and living/entry on the ground floor with both areas being classified as habitable rooms. Therefore, the required setback on the ground floor is 6m and the first floor is 7.5 metres.

The first floor balcony is located on two elevations being the western/front elevation and the northern elevation. The balcony is setback from the northern boundary by only 3.59 metres and includes an outdoor living area. The verandah below which is raised above 0.5 metres is also setback 3.59 metres. There was no permanent screening in the original plans to restrict views and therefore this aspect of the proposed development could not be considered to meet the "Deemed-to-Comply" provision.

Where the "Deemed-to-Comply" provisions are not able to be met, it is necessary to assess that component of the design against the relevant design principle(s).

The design principles for visual privacy are:

"P1.1 Minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings achieved through:

- building layout and location;*
- design of major openings;*
- landscape screening of outdoor active habitable spaces; and/or*
- location of screening devices.*

P1.2 Maximum visual privacy to side and rear boundaries through measures such as:

- offsetting the location of ground and first floor windows so that viewing is oblique rather than direct;*
- building to the boundary where appropriate;*

- *setting back the first floor from the side boundary;*
- *providing higher or opaque and fixed windows; and/or*
- *screen devices (including landscaping, fencing, obscure glazing, timber screens, external blinds, window hoods and shutters)."*

The Applicant has provided amended plans that now install visual privacy screening at a height of 1.6 metres along the extent of the north facing balcony. The installation of a dividing fence at 1.8 metres high is also considered to screen the raised verandah.

Outbuildings – Clause 5.4.3

The proposed development does not satisfy the following "Deemed-to-Comply" provision(s) of the R-Codes in terms of outbuildings under clause 5.4.3:

"C3 Outbuildings that:

- *are not attached to a dwelling;*
- *are non-habitable;*
- *collectively do not exceed 60m² in area or 10 percent in aggregate of the site area, whichever is the lesser;*
- *do not exceed a wall height of 2.4m;*
- *do not exceed ridge height of 4.2m;*
- *are not within the primary or secondary street setback area;*
- *do not reduce the amount of open space required in Table 1; and*
- *are set back in accordance with Tables 2a and 2b."*

The design principles for outbuilding are:

"P3 Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties."

Further examination and analysis of the above variations and the application of the "design principles" is contained within the Comment section of this report.

POLICY IMPLICATIONS:

Local: Shire of Northampton Local Planning Policy – Outbuildings

Shire of Northampton Local Planning Policy – Outbuildings

The objectives of the Shire's 'Outbuildings' Local Planning Policy are:

- "3.1 To alter the deemed-to-comply provisions of the R-Codes for Design Principles 5.4.3 and 6.4.4 – Outbuildings.**
- 3.2 To provide further clarity and a clear interpretation to the definition of an 'outbuilding'.**

- 3.3 *To ensure that outbuildings are not used for habitation or commercial purposes by controlling building bulk (size and height).*
- 3.4 *To limit the visual impact of outbuildings.*
- 3.5 *To encourage the construction of outbuildings in materials and colours that complements the landscape and amenity of surrounding areas.*
- 3.6 *To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property."*

The Local Planning Policy states the following provisions for outbuildings within the Residential R-20 zone:

"3.3 Maximum Standards for R10 and Higher Density

3.3.1 Maximum standards do not override the open space requirements of Table 1 of the Residential Design Codes (2019) or any specific Scheme requirements.

3.3.2 120m² in area or 20% in aggregate of the site area, whichever is the lesser, with a maximum wall height of 3.0m and a total maximum height of 4.5m measured from natural ground level.

3.3.3 Increases in total maximum height to a maximum of 5m may be considered where all of the following criteria can be achieved:

- a) *The outbuilding must be constructed in the same materials and finish to the existing (or approved) dwelling.*
- b) *The roof pitch of the outbuilding is to match the roof pitch of the existing (or approved) dwelling.*
- c) *The overall total maximum height of the outbuilding is not to be any higher than the highest part of the existing (or approved) dwelling.*
- d) *The outbuilding is not within the primary or secondary street setback area.*
- e) *The outbuilding footprint is not greater than the existing (or approved) dwelling footprint.*
- f) *The aggregate floor area is not greater than the maximum area prescribed in clause 3.3.2 (the intent is if higher outbuildings are approved, the footprint of the outbuilding is reduced, thereby reducing building bulk).*
- g) *Setbacks to comply with the R-Codes.*
- h) *Consultation with adjoining properties is required.*

3.8 *Outbuildings on Vacant Residential, Rural Residential and Rural Smallholding Land*

3.8.1 *The erection of an outbuilding on vacant residential, rural residential and rural smallholding zoned land shall not be approved unless the following requirements have been satisfied:*

- a) *The residence has been completed up to, and including, the pouring of a concrete house slab (although variation to this is permitted where the slabs for the residence and outbuilding are poured concurrently); or*
- b) *A building permit having been issued for the construction of the residence on the property with written evidence of a signed building contract with a registered builder for the construction of the residence, and a commitment date that is within 6 months by that builder for the commencement of construction of the residence; or*
- c) *In the case of an owner builder, a building permit for a residence has been issued by the local government and the applicant shall lodge with the local government a Statutory Declaration providing a commitment to construct a residence and an accompanying commencement date that is within 6 months. The applicant will also be required to lodge a bond of amount of \$10,000.00 that will be repaid to the applicant upon completion of the final inspection of the residence.*

3.8.2 *The approval of the outbuilding, prior to the residence, will be subject to the outbuilding not being used for habitable purpose in residential zoned areas, and in rural residential and rural smallholding zoned areas will be subject to Local Planning Policy – Caravans for Temporary Accommodation.*

3.8.3 *In residential zoned areas the applicant/landowner will also be required to complete fencing of the side and rear property boundaries for the purpose of lessening the visual impact of the building from neighbouring properties and the road to the approval of the local government."*

The amended plans received have reduced the overall height of the proposed outbuilding from 5.75 metres to 4.98 metres which is considered to be within the increased maximum height stipulated by the LPP of 5.0m. However, consideration must still be given to the proposed outbuilding due to the nil setback proposed and impact on the visual amenity of the adjoining property.

A Local Planning Policy shall not bind Council in respect of any application for Planning Consent but Council shall take into account the provisions of the policy and objectives which the policy was designed to achieve before making its decision.

STRATEGIC IMPLICATIONS:

Nil.

COMMENT:

Assessment of the application indicates that the proposed single dwelling and outbuilding complies with the objectives of the "Residential" zone as prescribed by the Shire of Northampton *Local Planning Scheme No. 10*.

There are, however, a number of variations being sought to the "Deemed-to-Comply" provisions of the *Residential Design Codes and the Local Planning Policy - Outbuildings*. Whilst some of these provisions can be supported by application of the design principles, there are a number of exceptions including lot boundary setback, wall height/building bulk of both the dwelling and outbuilding and visual privacy which are discussed further below.

A late submission has been received from one owner of the adjoining property on the southern side, as provided in **Appendix 4**, and Council must determine if the submission will be considered. The submission includes an objection on the basis of a reduced setback on the southern boundary and concerns with regard to overshadowing.

Street Setback

The variation being sought for the front setback has been addressed in part through amended plans being received which denote an additional 0.5 metre setback, so that the minimum front setback to the balcony is proposed to be 4.0 metres.

The amended setback will still incorporate a projection of more than 1 metre and will significantly occupy more than 20% of the frontage. Furthermore, it still cannot be averaged by contiguous open space behind the 6 metre front setback line.

However, assessment against the 'Design Principles' has demonstrated that whilst a substantial variation is being sought, the amendment to install visual privacy screening along the extent of the northern balcony assists in providing adequate privacy. The additional setback of 0.5 metres will also assist in the proposed development being more consistent with the established streetscape. Stokes Street has a range of front setbacks, however, those that have been reduced to 3.5 metres are able to average with open space behind the 6 metre setback line. By stepping the proposed development back to 4.0 metres and with the openness of the front facade it is considered that the

projection into the front setback area will not detract from the character of the streetscape.

Lot Boundary Setback

The reduced side setback distance being sought on the northern side at 3.59m is not considered to be minor with ground floor provision of 5.6m and first floor provision of 7.5m according to Clause 5.4.1 C1.1 (i) of the R-Codes. The original combination of the reduced setback and associated visual privacy incursions that did not address potential to overlook the adjoining property and together with the nil setback being sought for the rear and northern side boundaries of the outbuilding, exacerbated the impacts of building bulk and visual privacy incursions along the northern boundary.

A reduction in the lot boundary setbacks is not considered to be minor and the design principle that was least addressed by the original proposal was that relating to minimising the extent of overlooking and resultant loss of privacy on adjoining properties. As detailed in the amended plans, the matter of direct overlooking from the first floor balcony of the dwelling has been addressed by the proposed installation of permanent 1.6m screening measures along the northern side of the balcony area. It is therefore considered with the amendments to the dwelling via screening that the lot setback variation to the dwelling is capable of meeting the design principles. Although the amendments have also been proposed to the outbuilding via a reduction in overall height and lowering of the roof pitch, this matter is further addressed below.

Building Height

According to the design principles consideration needs to be given to the increased height of the proposed dwelling on two fronts. Firstly, on the amenity of the adjoining properties and secondly on the streetscape.

The amenity of the adjoining property to the north is considered to be less impacted given that the northern elevation is largely open with the inclusion of an extensive verandah and balcony, no overshadowing and access to light and ventilation.

The amenity on the streetscape needs to be considered in light of the increased building height and reduced front setback. Generally where a building proposes an increase in height, compliance should be achieved with both street and boundary setbacks. In this particular instance the increased building height is incorporated into a 3 metre wide balcony, which is considered to lessen the impact of building bulk/height due to the openness of the front facade. Therefore the variation to building height, taking into account that it sits within the overall 9 metre height is not considered to adversely impact on the amenity of adjoining properties or the streetscape.

Visual Privacy

The proposed development seeks to vary the setback requirements for visual privacy, particularly along the northern elevation.

The Applicant has submitted amended plans that seek to rectify this matter through the installation of 1.6 metre high permanent screening along the extent of the balcony on the northern elevation.

This modification to the proposed development is considered to address concerns raised by the adjoining landowner and adequately addresses the design principles relating to the provision of maximum privacy to side boundaries via the installation of a screening device.

Outbuilding

The *Shire of Northampton's Local Planning Policy (LPP) - Outbuildings* allows a regional variation to the provisions of the *R-Codes* in relation to Outbuildings, however the development still exceeds these LPP provisions in terms of R-Code setback compliance.

Dimensions of the outbuilding have since been amended with modifications to building height and roof pitch proposed. Amended plans detail a reduction in building height of the skillion roofed structure from 5.75m to 4.98m equating to a 0.770m reduction in height thus reducing the roof pitch from 17° to 10°. However, given that the outbuildings overall height is still over 4.5 metres this requires a variation to the lot boundary setback provisions of the *R-Codes* and adjoining landowner consultation.

The applicant has advised the proposed outbuilding design is to accommodate the landowner's boat. This is considered to support the increased height, however, it is not considered to justify the approach to utilise a nil setback which is more reflected by the need to fit the outbuilding within the confines of the overall development site and the location of the proposed dwelling. Given that the affected adjoining landowner has expressed an objection to the proposal on the basis of the impact of building bulk along the lot boundary, coupled with the decreased lot boundary setback to the proposed dwelling and increased building height it is recommended that the outbuilding be setback from the northern side boundary a minimum of 1 metre.

Late Submission - Reduced Lot Boundary Setback and Overshadowing

A late submission was received on 27 October 2020 from one of the landowners of Lot 22 to the immediate south of the development site. Firstly, Council must decide whether the submission can be received given that a submission was provided in support of the proposed development from one of the landowners during the consultation period and

that the late submission, from another landowner of the same property, has come after the closure of the advertising period.

The late submission has raised concerns with regard to the proposed reduced setback of 1.50 metres in lieu of the required 2.40 metres and the potential for overshadowing to impact the existing dwelling, including sunlight access to a solar hot water system.

The Applicant was asked to illustrate the overshadowing calculation on a site plan and this is included in **Appendix 2**. Examining the extent of overshadowing it is evident that whilst some overshadowing will occur to the western end of the north facing verandah, it does not appear to overshadow any major openings of habitable rooms and the solar hot water system being located at the rear will therefore not be directly impacted beyond the R-codes 'Deemed-to-Comply' provisions which states that development in climatic zones 4, 5 and 6 of the State shall be so designed that its shadow cast at midday, 21 June onto any other adjoining property does not exceed 25% of the site area of an adjoining property.

The Applicant has also stated the following in support of the variation:

"The length of wall situated at the reduced setback of 1.5m to the southern side boundary equates to 16.53m and therefore occupies 52% of the length of the side boundary. Access doors and highlight windows are integrated within the length of wall, however there are no major openings to habitable rooms. The fenestration, articulated wall and contrasting finishes to the exterior of the dwelling assist in decreasing the perception of building bulk as viewed from southern adjoining Lot 241 (No. 26) Stokes Street. The proposed development does not seek to construct a blind or blank wall adjacent to the boundary of Lot 241 (No. 26) Stokes Street. It is also noted that the increased side setback required with reference to Table 2a under the R-Codes results from the proposed skillion roof design and extent of site works and retaining proposed towards the front of the dwelling.

The proposed development does not compromise access to direct sun or ventilation for the southern Lot 241 (No. 26) Stokes Street. The southern side setback at a minimum of 1.5m although reduced from the required 2.4m setback, is adequate in terms of maintaining direct sun and ventilation to the existing adjoining development. The extent of shadow cast toward the southern site is predominately cast over an existing brick paved area and a portion of a verandah/deck. There do not appear to be any major openings within the length of dwelling wall on Lot 241 (No. 26) Stokes Street that are overshadowed by the proposed dwelling. There are no major openings to habitable rooms, solar panels or outdoor living areas associated with an existing adjoining residential development that are compromised as a result of the reduced side setback proposed."

Given the reduced lot boundary setback is not considered to impact solar access on the adjoining property, beyond what is considered acceptable under the 'Deemed-to-Comply' provisions it is considered that the submission can be dismissed and the variation to the lot boundary setback on the southern boundary can be supported.

VOTING REQUIREMENT:

Absolute Majority Required: No.

CONCLUSION:

It is recommended that Council grant development approval to the proposed single dwelling and outbuilding upon Lot 242 (No. 28) Stokes Street, Horrocks, subject to the conditions outlined below. These conditions aim to minimise and remove overlooking as well as reduce the impact of building height and bulk on the locality generally of the outbuilding.

OFFICER RECOMMENDATION – ITEM 7.3.3	APPROVAL
<p>That Council grant development approval to amended plans as part of Appendix 3 for the proposed Single Dwelling and Outbuilding upon Lot 242 (No.28) Stokes Street, Horrocks subject to the following conditions:</p>	
<p>1. Development shall be in accordance with the attached approved plan(s) dated [insert date] and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government;</p>	
<p>2. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;</p>	
<p>3. A building permit shall be issued by the local government prior to the commencement of any work on site;</p>	
<p>4. The applicant is to prepare, submit and adhere to stormwater and drainage plans to the approval of the Local Government, with all costs met by the applicant;</p>	
<p>5. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;</p>	
<p>6. The Applicant shall provide a materials and colour schedule for the dwelling prior to construction of the dwelling, which shall be to the approval of the local government. The colours chosen shall be non-reflective and in keeping with the natural coastal environment;</p>	

- 7. The roof of the dwelling shall be constructed using coated metal sheeting (Colorbond) and the use of Zinalume is not permitted;**
- 8. Bin storage and clothes drying areas shall be provided and appropriately screened such that they are not visible from the view from the street/s, to the approval of the local government;**
- 9. Any lighting installed on the building, yard areas or car parking areas shall be located and designed in a manner that ensures:**
 - (a) all illumination is confined within the boundaries of the property; and**
 - (b) there shall not be any glare nuisance caused to adjoining residents or passing traffic, to the approval of the local government;**
- 10. Installation of crossing places and verge gradients shall be to the standards and specification of the local government (refer to Advice Note 1);**
- 11. The development/land use is to be located entirely within the property boundary;**
- 12. All parking of vehicles including boats and trailers to be provided for within the property boundary and the street verge area to be kept free of vehicles;**
- 13. The Applicant/Owner shall install and maintain visual screening to a height of 1.6 metres upon the northern side of the first floor balcony as marked in "RED" on the attached approved plan(s) dated [insert date] so as to address the requirements of Clause 5.4.1 of the *Residential Design Codes (2019)*; and**
- 14. The Applicant/Owner shall install a dividing fence to a height of 1.8 metres upon the northern side boundary as marked in 'RED' on the attached approved plans (s) dated [insert date] so as the address the requirements of Clause 5.4.1 of the *Residential Design Codes (2019)*;**
- 15. The setback of the outbuilding from the northern side boundary, as marked in 'RED' on the attached approved plan(s) dated [insert date], shall be modified from nil setback to 1 metre, so as to meet the requirements of Clause 5.1.3 of the *Residential Design Codes (2019)*;**
- 16. The approved outbuilding component (i.e. named 'shed') is only to be used for general and vehicle storage purposes and minor maintenance upon vehicles housed therein to the approval of the Local government and shall NOT be used for habitation, commercial or industrial purposes; and**
- 17. The construction of the outbuilding (but not including the laying of a cement pad) shall NOT be commenced prior to the construction of the dwelling unless the following can be satisfied:**

- (a) A building permit for the dwelling and outbuilding has been issued;
- (b) The Applicant has lodged a Statutory Declaration providing a commitment to commence construction of the dwelling within 6 months of the outbuilding;

AND

- (c) The Applicant has paid a bond of \$10,000 to the Shire of Northampton, that would be repaid to the Applicant upon satisfactory completion and final inspection of the dwelling.

Advice Notes:

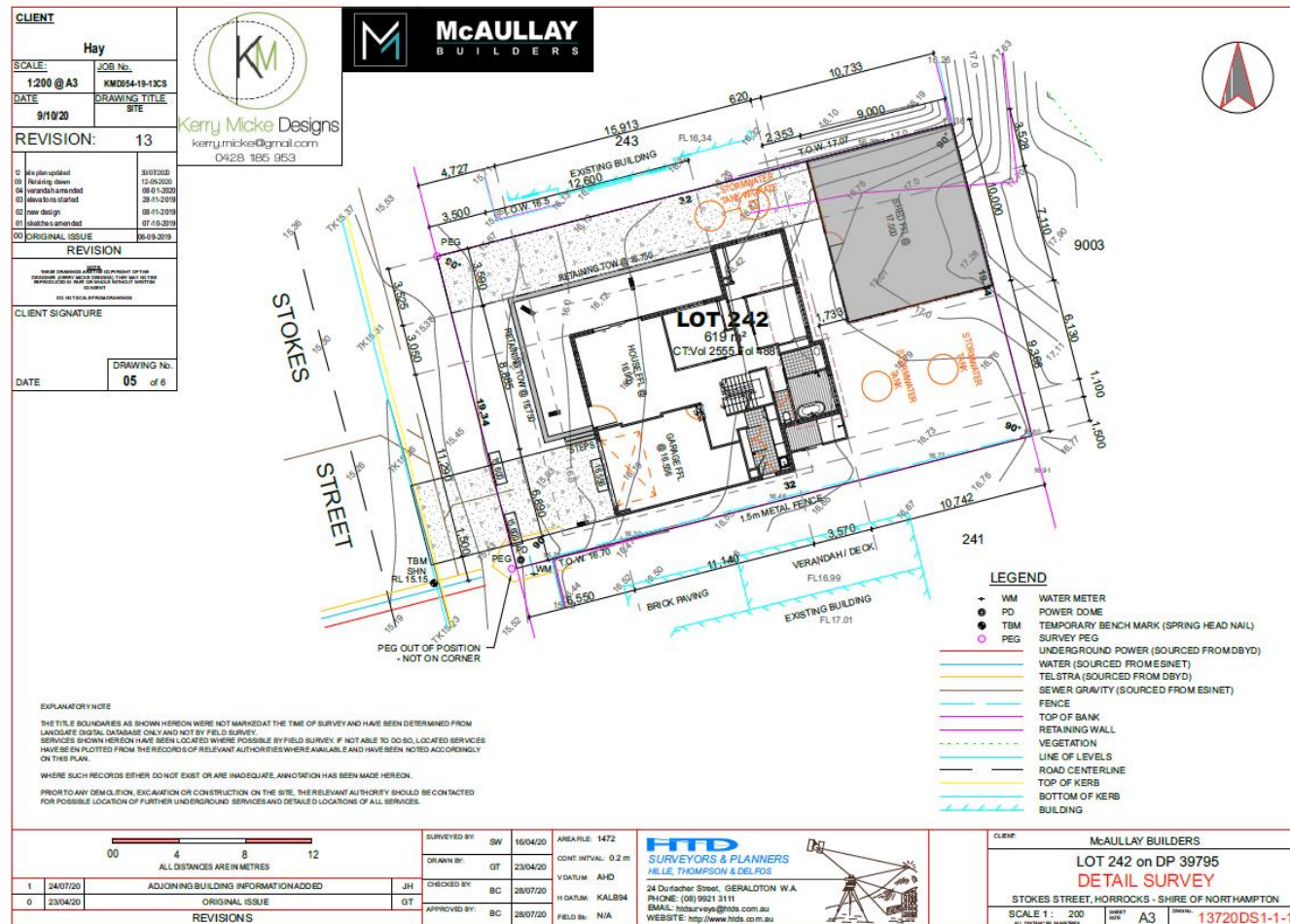
Note 1: With regard to Condition No 10, it is advised that the Applicant should liaise with the Shire of Northampton's Manager of Works and Technical Services to determine crossover, verge gradient and additional retaining requirements.

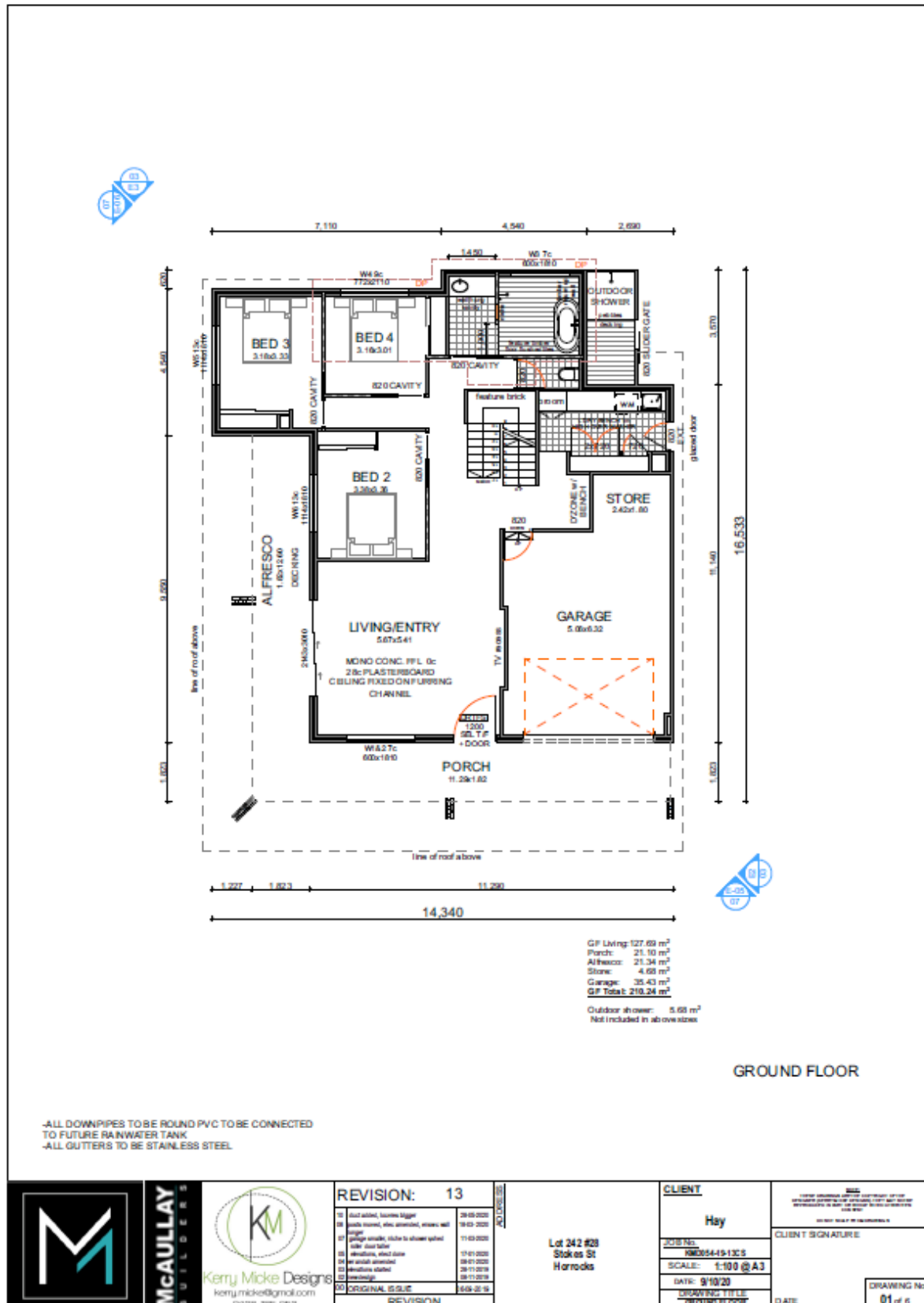
Note 2: If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

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

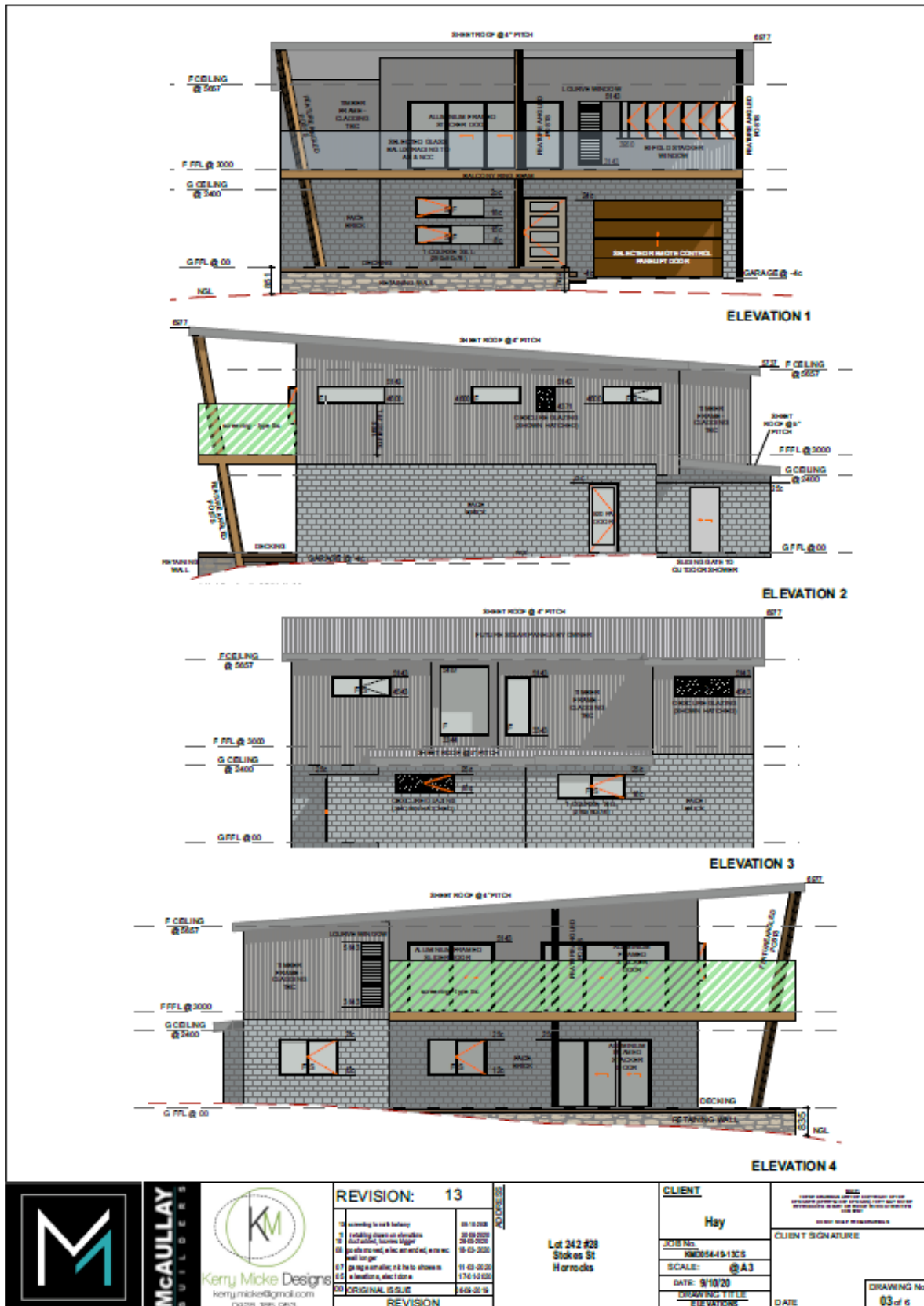
Note 4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

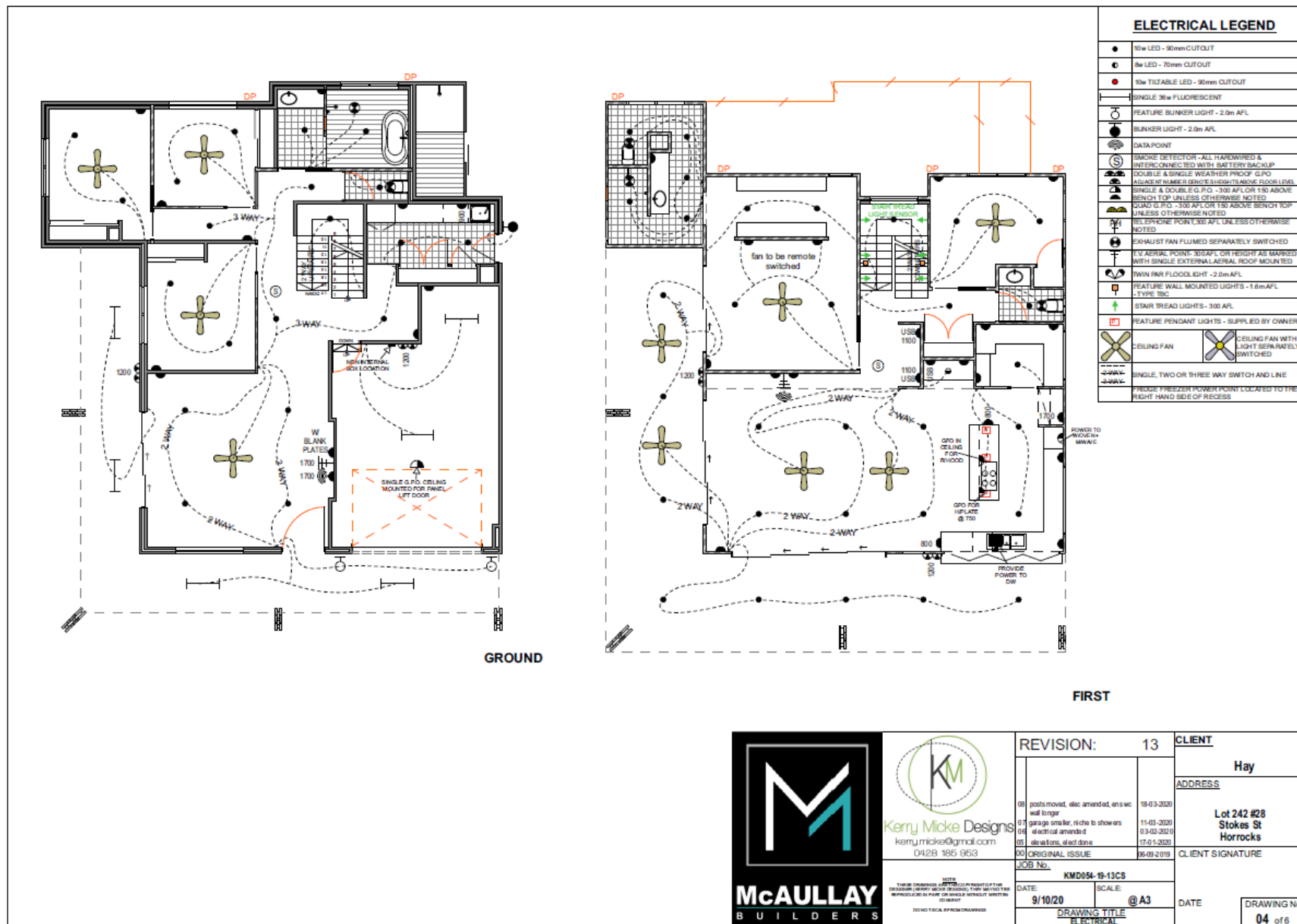
APPENDIX 1 – SITE AND ELEVATION PLANS

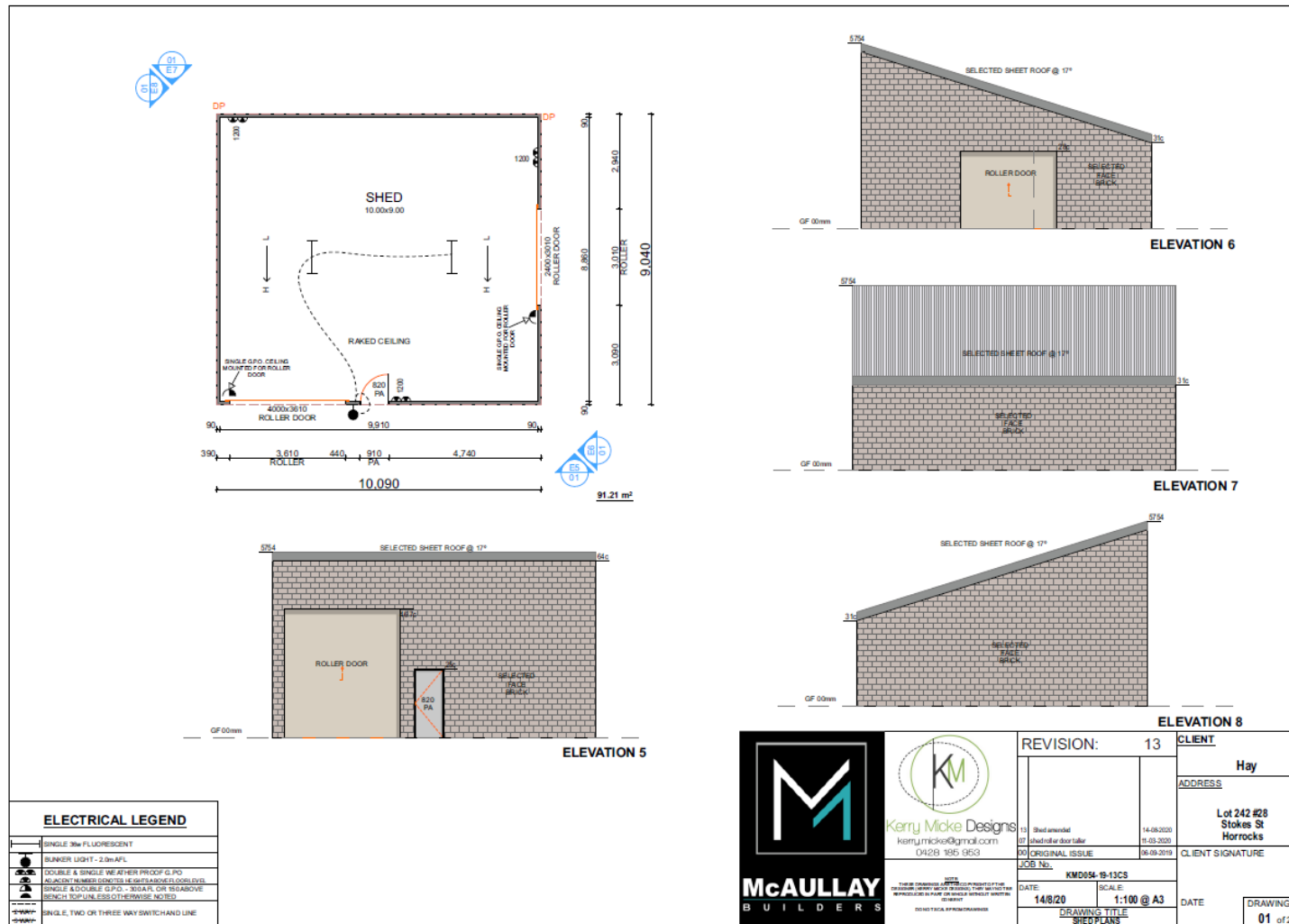












APPENDIX 2 – APPLICATION LETTER



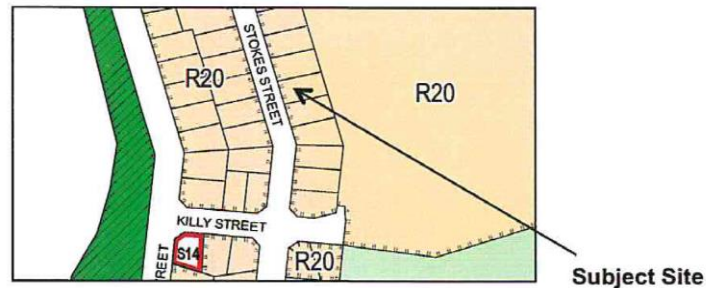
3 July 2020

Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535

ATTN: Planning Services

PROPOSED DWELLING (R-CODE VARIATIONS) ON LOT 242 (NO. 28) STOKES STREET, HORROCKS (MCAULLAY BUILDERS FOR HAY)

The land parcel subject to this application for planning approval appears to be zoned 'Residential' with an applicable density coding of R20, under the Shire of Northampton Town Planning Scheme No. 10. A BAL has been undertaken for the site and returned at BAL-29.



The Shire's discretion is sought with regard to the following variations sought against the deemed-to-comply criteria under the Residential Design Codes (R-Codes), or applicable Local Planning Policies:

1. R-Codes Clause 5.1.2, C2.1 and C2.4 for Street Setback
With regard to clause 5.1.2, C2.1 the extent of development proposed to encroach within the applicable 6m primary street setback line is unable to be adequately compensated for by an equivalent area of open space, behind the 6m street setback line, i.e. an averaging variation is sought. In addition and with regard to clause 5.1.2, C2.4 the porch / balcony / verandah encroaches greater than 1m within the 6m primary street setback area and occupies greater than 20% of the primary street frontage.

2. R-Codes Clause 5.1.3, C3.1(i) for Lot Boundary Setback
The proposed dwelling is facilitated at a reduced setback of 3.59m in lieu of 5.60m adjacent to the northern (LHS) boundary, with reference to Table 2b under the R-Codes for walls containing major openings. A reduced setback of 1.50m in lieu of 2.40m is proposed adjacent to the southern (RHS) boundary, with reference to Table 2a under the R-Codes for walls without major openings. There are no boundary walls proposed for the single house.
3. R-Codes Clause 5.1.6 for Building Height
The R-Codes under Table 3, Category B specifies a maximum building height for a skillion roof at 7m. The proposed maximum total height to the top of the external wall (concealed roof) for the skillion roof, above ground level equates to 7.91m. The permissible building height is to be increased by 0.91m.
4. R-Codes Clause 5.3.1, C1.1 for Outdoor Living Areas
The dimension of the outdoor living area which is predominantly characterised by the verandah and balcony areas at the northern and western aspects of the dwelling, equate to a dimension of less than 4m. Less than two-thirds of the proposed outdoor living area is without roof cover, noting the entire area is roofed and comprises the verandah and balcony areas associated with the dwelling.
5. R-Codes Clause 5.3.7, C7.2 for Site Works
As noted above variation is sought against clause 5.1.6 pertaining to building height. Essentially the increased building height results from the extent of site works integrated fronting the primary street. As such clause 5.3.7, C7.2 under the R-Codes is sought to be varied given building height is also varied.
6. R-Codes Clause 5.3.8, C8.1 for Retaining Walls
A retaining wall in excess of 0.50m is proposed within the 6m primary street setback area. Noting a 6m primary street setback applies for the density coding of R20 and with reference to Table 1 under the R-Codes. The retaining wall proposed is not setback behind the applicable 6m primary street setback line and is facilitated at a primary street setback of 3.50m.
7. R-Codes Clause 5.4.1 for Visual Privacy
Variation is sought against clause 5.4.1 for visual privacy. Noting as a result of the proposed two storey development and FFL exceeding 0.5m above existing NGL, there is the potential to overlook northern adjoining Lot 243 (No. 30) Stokes Street. A northern side setback of 3.52m is proposed in lieu of the required 7.5m privacy setback, applicable under clause 5.4.1 of the R-Codes for a balcony or outdoor living area. The proposed FFL of the ground floor of the dwelling at 16.90 is comparable to the average FFL of the two adjoining dwellings at approximately 16.70.
8. R-Codes Clause 5.4.3 for Outbuildings & 'Outbuildings' Local Planning Policy
The proposed outbuilding is situated at a nil setback to the northern side and eastern rear boundary, requiring consultation with the adjoining landowner/s. In addition, the proposed outbuilding is to be facilitated at an increased maximum height of 4.746m above natural ground level, at the highest point. The 'Outbuildings' local planning policy (LPP) allows an increased total height of 5m in lieu of 4.5m, where the provisions of clause 3.3.3 under the LPP are met. The provisions of clause 3.3.3 under the LPP are adequately met, with the exception of neighbour consultation being required for the nil setback proposed to the northern side and eastern rear boundary, further noting clause 3.6.1 under the 'Outbuildings' LPP allows for the nil setback where adjoining landowner/s consent.

It would be appreciated if the Shire could please undertake neighbour consultation where required on behalf of the landowner/s.

Justification against the design principles pertaining to the above clauses under the RCodes is provided within.

RCodes clause 5.1.2, P2.1 & P2.2 for Street Setback;

While the proposed development is situated behind the minimum permissible primary street setback of 3m, the area encroaching forward of the 6m primary street setback line is unable to be adequately compensated for by an equivalent area of open space behind the 6m street setback line and up to a setback of 12m. In addition, the verandah / balcony encroaches greater than 1m within the 6m primary street setback area and occupies greater than 20% of the primary street frontage. Variation is therefore sought against R-Codes clause 5.1.2, C2.1 and C2.4.

P2.1 – Buildings set back from street boundaries an appropriate distance to ensure they:

Contribute to, and are consistent with, an established streetscape:

A retaining wall parallel to the primary street boundary is proposed at a minimum street setback of 3.5m. The posts to the verandah and balcony are situated at a primary street setback of approximately 3.9m. Residential development is either under construction, or existing on both northern adjoining Lot 243 and southern adjoining Lot 241. The eastern rear boundary of the subject site abuts land also zoned 'Residential' with an R20 density coding applicable under TPS No. 10 (Northampton), however is currently undeveloped.

Although the proposed primary street setback seeks to vary the averaging provision, the minimum street setback at 3.5m to the retaining wall and 3.90m to the verandah and balcony post is anticipated to contribute to and integrate sympathetically with the character of the existing streetscape associated with Stokes Street. Existing dwellings fronting Stokes Street appear to integrate outdoor living areas utilising view vistas toward the ocean in a westerly and north-westerly direction. Although averaging variation is sought the extent of the dwelling encroaching forward of the applicable 6m primary street setback line is entirely unenclosed, comprising the verandah and balcony areas. There are no solid walls proposed aside from the retaining wall within the primary street setback area.

The verandah and balcony encroach greater than 1m forward of the 6m primary street setback line, the verandah is proposed to encroach a maximum of 1.85m forward of the 6m primary street setback line. The extent of verandah fronting the primary street equates to 71% of the primary street frontage, in lieu of the permissible 20% allowed under clause 5.1.2, C2.4 under the R-Codes. Although such variation is proposed, the size and scale of the proposed dwelling appears consistent with existing development fronting Stokes Street and within the locality of Horrocks. Noting Horrocks is predominantly characterised by coastal homes orientated so as to utilise views toward the ocean. The façade of the proposed dwelling beyond the verandah and balcony integrates major openings to habitable rooms on each level, with a clearly defined entry point and feature entry door. Varying materials for construction result in an aesthetically pleasing design, consistent with existing dwellings fronting Stokes Street. The open and interactive nature of the dwelling façade ensures the streetscape is appropriately contributed to. The design results in an open and interactive dwelling that may set in motion interaction and communication between residents and passers by at a street level.

The proposed dwelling is not anticipated to pose a detrimental impact on the streetscape associated with Stokes Street. The walls of the dwelling integrate contrasting finishes such as face brick to the ground floor and timber frame cladding to the upper storey, windows and unenclosed outdoor living areas are within each length of the dwelling wall.

The porch entry statement clearly defines the main point of entry to the dwelling. Architectural features such as the verandah forward of the dwelling façade, feature entry door and contrasting materials integrated within the façade ensure an aesthetically pleasing design that integrates sympathetically with the existing streetscape. The minimum primary street setback proposed at 3.5m to the retaining wall and 3.9m to the balcony post is considered sufficient in terms of ensuring the proposed dwelling integrates sympathetically with surrounding development. Further noting a minimum street setback of 3m is applicable for the R20 density coding over the site.

The variation in terms of averaging variation and extent of verandah projecting within the street setback area is not anticipated to adversely impact the streetscape given the street frontage is to remain open and interactive. A dwelling compliant with averaging but facilitated at a street setback of 3m may appear more prominent than a considerably open and interactive dwelling, such as that which is proposed. The variation sought is not anticipated to appear visually intrusive from primary street or surrounding properties. Noting the open verandah and balcony to the façade of the dwelling equates softens the appearance of the two storey dwelling and essentially maintains the impression of an open street frontage. The dwelling integrates numerous design features as outlined above, to ensure the proposed development remains open and interactive and integrates sympathetically with the streetscape.

Provide adequate privacy and open space for dwellings:

The proposed dwelling seeks to vary the deemed-to-comply provisions of clause 5.4.1 under the R-Codes, pertaining to visual privacy.

The extent of potential resultant overlooking from the verandah and balcony would be in a northerly direction toward adjoining site, Lot 243 (No. 30) Stokes Street. Existing dwellings within the locality of Horrocks appear to integrate similar design measures to that which is proposed, where by the dwellings are designed and orientated so as to utilise view vistas toward the ocean. The extent of potential overlooking occurs only from the verandah and balcony, which are north facing toward Lot 243 (No. 30) Stokes Street. Justification against the design principle for clause 5.4.1 under the R-Codes pertaining to visual privacy is provided below.

There is no variation sought against the deemed-to-comply criteria of clause 5.1.4 pertaining to open space. Essentially privacy and open space are not compromised as a result of the variation sought against clause 5.1.2 pertaining to street setback. The privacy and amenity of the subject site or adjoining land parcels is not compromised as a result of the primary street averaging variation, or extent of verandah and balcony encroaching within the street setback and occupying greater than 20% of the frontage.

Accommodate site planning requirements such as parking, landscape and utilities:

The area between the dwelling façade and street boundary is sufficient to install high quality landscaping within. There is no reduction of area available to accommodate for site planning requirements within the street setback area.

Adequate car parking provision is integrated for the site via a double garage at the south-western aspect of the site. A separate outbuilding is also proposed at the north-eastern aspect of the site to adequately protect and screen from view additional vehicles. Safe vehicle access and egress is ensured for the site.

Allow safety clearances for easements for essential service corridors:

There are no easements noted as being within the subject site. Clearances for services are adequate.

P2.2 – Buildings mass and form that:**Uses design features to affect the size and scale of the building:**

The proposed design is considered to result in a visually pleasing development. Major openings to habitable rooms and either highlight or obscure glazed windows are integrated within the façade fronting Stokes Street, or within the side walls of the dwelling. The verandah, balcony and feature entry door in addition to fenestration and various finishes applied to the external walls of the dwelling, reduce the perception of the size and scale of the dwelling as viewed from the primary street. The dwelling is to remain open and interactive and does not comprise blind or blank walls fronting the primary street.

The proposed single house does not integrate any boundary walls and is situated at a minimum lot boundary setback of 1.5m from the southern side boundary. The proposed finished floor level (FFL) for the dwelling at 16.90 appears to be consistent with the FFL of the southern adjoining dwelling on Lot 241 (No. 26) Stokes Street at 17.01. The dwelling under construction on northern adjoining Lot 243 (No. 30) Stokes Street appears to exist at approximately 16.34. The FFL of the proposed dwelling is comparable to that of the existing adjoining dwellings.

Various design elements such as the integration of an unenclosed verandah and balcony, highlight windows or major openings where permissible and various materials for construction reduce the appearance of building bulk. Integrating a design that results in an open and interactive street frontage ensures the size and scale of the dwelling is reduced as viewed from the primary street. The dwelling has been facilitated on the site in response to existing surrounding development and with regard to the natural topography of the site, which slopes substantially from the rear boundary down toward the primary street. The dwelling is anticipated to integrate sympathetically with the streetscape of Stokes Street and does not adversely impact the character the street. The proposed dwelling allows for passive surveillance of the street, which has taken into consideration elements for designing out crime.

Uses appropriate minor projections that do not detract from the character of the streetscape:

Although there are a number of undeveloped land parcels fronting Stokes Street, the streetscape is predominantly characterised by coastal homes designed so as to attain view vistas toward the ocean. The existing dwelling on southern adjoining Lot 241 (No. 26) Stokes Street integrates an unenclosed outdoor living area at the northern aspect, situated at a primary street setback of approximately 5.5m. On the southern site a retaining wall at a TOW height of 16.7 also runs parallel to the primary street boundary. The height of the retaining wall on southern Lot 241 (No. 26) Stokes Street is comparable to the TOW height for the retaining proposed for the dwelling on the subject site, which is proposed at a TOW height of 16.75. The finished levels for the proposed dwelling are consistent with those on each adjoining site. The extent of the projection for the proposed single house, in conjunction with the nominated FFL and retaining TOW, is anticipated to integrate sympathetically with existing development on southern Lot 241 (No. 26) Stokes Street. The open nature of the verandah is anticipated to assist in maintaining existing view vistas attained by the existing outdoor living area facilitated on southern Lot 241 (No. 25) Stokes Street.

The variation to the primary street averaging provision is not anticipated to detract from the character of the existing streetscape. The proposed setback at 3.5m to the retaining wall and approximately 4m to the posts of the verandah is not to appear adhoc in terms of existing development fronting Stokes Street. The proposed street setback does not reduce the minimum permissible setback of 3m for the applicable R20 density coding.

The façade of the dwelling integrates various design measures to ensure the streetscape is positively contributed to. The garage is setback 6.55m from the primary street boundary, ensuring the appearance of garage doors and supporting structures is minimised as viewed from Stokes Street. The street frontage essentially remains open, ensuring the proposed development does not detract from the character of the streetscape. The development integrates aesthetically pleasing design measures so as to positively contribute to the streetscape. The single house is anticipated to integrate sympathetically with existing surrounding development, as identified above.

Minimises the proportion of the façade at ground level taken up by building services, vehicle entries and parking supply, blank walls, servicing infrastructure access and meters and the like:

The development does not integrate blank walls, vehicle entries that seek to vary the deemed-to-comply provisions of the R-Codes, or services that occupy the façade of the dwelling. The design of the proposed dwelling integrates major openings to habitable rooms and varying materials or finishes for construction, reducing the appearance of blank walls as viewed from the primary street frontage. There are no boundary walls proposed for the development.

Positively contributes to the prevailing development context and streetscape:

The development on northern adjoining Lot 243 (No. 30) Stokes Street appears to be under construction at present. However, the proposed dwelling is anticipated to positively contribute to the prevailing development context in terms of orientation and designing the dwelling to utilise northern sun and view vistas towards the ocean. Building bulk is not increased as a result of the primary street averaging variation. The proposed development is considered to be aesthetically pleasing and is not anticipated to appear adhoc or unduly impact the amenity of existing or future development on adjoining properties.

The setback of the façade is calculated at a minimum of approximately 3.9m to the primary street boundary. The setback for the proposed development is not adhoc in terms of existing surrounding development fronting Stokes Street. The proposed retaining wall on the subject site is situated at a setback of 3.5m, a greater setback than that of the existing retaining wall on southern Lot 241 (No. 26) Stokes Street. The proposed dwelling integrates design measures that create interest and provide for an interactive street frontage with adequate passive surveillance of the street setback area.

RCodes clause 5.1.3, P3.1 for Lot Boundary Setback:

Variation against clause 5.1.3, C3.1 (i) under the R-Codes is sought. The proposed development seeks to reduce the applicable side setback adjacent to the northern side and southern side boundaries. A reduced northern side setback of 3.53m is proposed in lieu of the required 5.6m setback, based on the length and height of the wall containing major openings, with reference to Table 2b under the R-Codes. A reduced southern side setback of 1.5m is proposed in lieu of the required 2.4m setback, based on the length and height of the wall with no major opening and with reference to Table 2a under the R-Codes. There are no boundary walls proposed for the single house.

P3.1 Buildings set back from lot boundaries so as to:

Reduce impacts of building bulk on adjoining properties:

The northern and southern adjoining land parcels are also zoned 'residential' with an applicable density coding of R20. A single house exists on southern Lot 241 (No. 26) Stokes Street. A single house is under construction on northern Lot 243 (No. 30) Stokes Street.

The proposed single house has been designed in response to the natural topography and slope over the site, in addition to nominating a FFL for the dwelling in conjunction with the existing FFL of the two adjoining residential developments.

The length of wall situated at the reduced setback of 1.5m to the southern side boundary equates to 16.53m and therefore occupies 52% of the length of the northern side boundary. Access doors and highlight windows are integrated within the length of wall, however there are no major openings to habitable rooms. The fenestration, articulated wall and contrasting finishes to the exterior of the dwelling assist in decreasing the perception of building bulk as viewed from southern adjoining Lot 241 (No. 26) Stokes Street. The proposed development does not seek to construct a blind or blank wall adjacent to the boundary of Lot 241 (No. 26) Stokes Street. It is also noted that the increased side setback required with reference to Table 2a under the R-Codes results from the proposed skillion roof design and extent of site works and retaining proposed towards the front of the dwelling.

The length of wall situated at the reduced setback of 3.53m adjacent to the northern side boundary equates to 15.91m and therefore occupies 50% of the length of the southern side boundary. The northern aspect of the proposed dwelling is predominantly unenclosed and utilises access to direct northern sun for proposed outdoor living areas, being the verandah and balcony. The unenclosed nature of the northern aspect of the proposed dwelling essentially reduces the appearance of potential building bulk resulting from the reduced northern setback, as viewed from northern adjoining Lot 243 (No. 30) Stokes Street. The proposed development is anticipated to be open and interactive and does not comprise solid, blind or blank walls when viewed from adjoining residential properties.

The proposed FFL of the dwelling at 16.90 is comparable to the natural slope of the site and has been established with reference to the two adjoining developments on the northern and southern residential land parcels. The design of the dwelling integrates various architectural features and design elements to reduce impacts of building bulk on adjoining properties. Features such as articulated walls, fenestration, and unenclosed outdoor living areas; in addition to varying materials for construction soften the appearance of the proposed dwelling as viewed from affected adjoining Lot 241 (No. 26) Stokes Street to the south and Lot 243 (No. 30) Stokes Street to the north.

The proposed dwelling situated at a reduced side setback of 1.5m in lieu of 2.4m at the southern boundary and 3.53m in lieu of 5.6m at the northern side boundary is not anticipated to result in building bulk that may compromise the amenity of the adjoining site. The proposed setbacks as proposed are considered sufficient in terms of ensuring the length of wall as proposed, does not adversely impact the adjoining land parcels in terms of building bulk. The dwelling is to comprise face brick to the ground floor and timber frame cladding to the upper storey. The external finishes as proposed are considered to result in an aesthetically pleasing finish and bring a contrasting finish to an otherwise blind or blank wall, as viewed from adjoining land parcels. The skillion roof design is contemporary and anticipated to appear consistent with existing surrounding residential development within the locality of Horrocks.

The above design measures are considered sufficient in ensuring adjoining development is not adversely impacted in terms of potential building bulk resulting from the reduced setback to the northern and southern side boundaries. The proposed dwelling is anticipated to appear aesthetically pleasing as viewed from adjoining properties and in terms of the streetscape.

Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties:

Clause 5.4.2 under the Residential Design Codes outlines for the applicable density coding of R20 that 25% of the southern adjoining land parcel/s may be overshadowed.

A distance of approximately 5m separates the wall of the northern adjoining dwelling on Lot 243 (No. 30) Stokes Street and the northern wall of the proposed dwelling. A distance of approximately 7.3m separates the wall of the southern adjoining dwelling on Lot 241 (No. 26) Stokes Street and the southern wall of the proposed dwelling. The distance between each adjoining dwelling wall and the dwelling walls of the proposed development are considered adequate in ensuring direct sunlight and ventilation is maintained for each property.

The southern aspect of the subject site exists with a retaining wall on Lot 241 (No. 26) Stokes Street, towards the primary street and a dividing fence in place along the boundary. The extent of shadow cast as a result of the proposed development does not occupy greater than 25% of southern adjoining Lot 241 (No. 26) Stokes Street. The extent of shadow cast as a result of the proposed development occupies approximately 15% of southern adjoining Lot 241 (No. 26) Stokes Street.

The proposed development does not compromise access to direct sun or ventilation for either the proposed dwelling or adjoining development on either northern Lot 243 (No. 30) Stokes Street, or southern Lot 241 (No. 26) Stokes Street. The southern side setback at a minimum of 1.5m although reduced from the required 2.4m setback, is adequate in terms of maintaining direct sun and ventilation to the proposed dwelling and existing adjoining development. The extent of shadow cast toward the southern site is predominately cast over an existing brick paved area and a portion of a verandah/deck. There do not appear to be any major openings within the length of dwelling wall on Lot 241 (No. 26) Stokes Street that are overshadowed by the proposed dwelling. The subject site obtains direct northern sunlight due to its orientation. Numerous windows or major openings have been integrated along the northern dwelling wall, beyond the unenclosed areas of the verandah and balcony, so as to ensure adequate ventilation for the proposed dwelling.

Adequate direct sun and ventilation is maintained for the proposed dwelling and appurtenant open spaces. There are no major openings to habitable rooms, solar panels or outdoor living areas associated with an existing adjoining residential development that are compromised as a result of the reduced side setback proposed.

Minimise the extent of overlooking and resultant loss of privacy on adjoining properties:

Variation is sought against the deemed-to-comply provisions under clause 5.4.1 of the R-Codes pertaining to visual privacy. Justification addressing the privacy variation is provided below. It is noted there is no variation against the privacy provision sought for the southern adjoining land parcel, the variation is sought only for the northern Lot 243 (No. 30) Stokes Street. The variation sought against the deemed-to-comply criteria of clause 5.4.1 under the R-Codes essentially results from potential overlooking from the balcony and verandah outdoor living areas.

P3.2 Buildings built up to boundaries (other than the street boundary) where this:

As the proposed dwelling does not seek to build up to lot boundaries and no variation is sought against the R-Codes in terms of boundary walls, this provision has not been addressed.

Clause 5.1.6 for Building Height

The residential dwelling is proposed with a variation against the deemed-to-comply criteria of clause 5.1.6 under the R-Codes and subsequent Category B provisions of Table 3 under the R-Codes, pertaining to building height. The maximum permissible building height for a skillion roof is 7m. The proposed height to the top of the skillion roof equates to a maximum of 8m, with the height of the building at 7m and height of the FFL above NGL equating to 1m. The total overall height does not exceed the maximum permissible for a pitched roof design at 9m. The building height has been determined at the highest point of the proposed dwelling. The building heights inclusive of the height above NGL are determined as follows:

Minimum building height (rear wall)	5.7m
Maximum building height (façade)	8.0m
Average building height	6.9m

P6 - Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape, including road reserves and public open space reserves; and where appropriate maintains:

Adequate access to direct sun into buildings and appurtenant open spaces;

There is no variation sought against clause 5.4.2 under the Residential Design Codes, pertaining to solar access for adjoining sites as it has been outlined above. The shadow cast falls over a portion of the existing brick paved area and patio associated with southern Lot 241 (No. 26) Stokes Street. The overshadowing calculation established that the shadow cast as a result of the proposed development equates to an area of approximately 95m² and therefore occupies approximately 15% of the southern adjoining site. There are no major openings to habitable rooms within the extent of shadow cast by the proposed dwelling, although the shadow cast falls over a portion of the adjoining verandah it does not cover the entire verandah or deck area, rather approximately one quarter of the verandah and deck area.

The distance between the proposed dwelling and existing adjoining dwellings is sufficient in maintaining adequate access to direct sun and ventilation. Situating the proposed outdoor living at the northern aspect of the subject site and integrating major openings beyond the verandah and balcony areas ensures adequate sunlight to the internal habitable rooms such as the living rooms, dining area and bedrooms.

Adequate daylight to major openings into habitable rooms;

There are major openings to habitable rooms within the façade and northern side wall of the proposed dwelling. There are no major openings within the existing dwelling adjoining the southern side boundary of the subject site, only the patio and outdoor living area. The amount of daylight to major openings of frequently used habitable rooms is not reduced as a result of the proposed skillion roof height for the dwelling. Ultimately the skillion roof design results in a more open and well ventilated design, for the proposed dwelling and for adjoining dwellings given the open and interactive nature of the proposed dwelling on Lot 242 (No. 28) Stokes Street.

The FFL of the proposed dwelling has been established in response to the existing finished floor levels of the two adjoining dwellings on northern Lot 243 (No. 30) and southern Lot 241 (No. 26) Stokes Street. The northern dwelling is facilitated at a FFL of 16.34 and the southern dwelling at a FFL of 17.01, averaging 16.8. The proposed dwelling is facilitated with a FFL of 16.9 and therefore in keeping with the average FFL of the two adjoining dwellings.

The site slopes steeply from a natural ground level of 17.28 at the rear boundary, down to a natural ground level of 15.4 toward the primary street, equating to a depth of approximately 1.88m over the site.

Access to views of significance;

There are no known views of significance associated with the subject site, or accessed from adjoining sites. View corridors toward the ocean are maintained for the southern adjoining site through the integration of the open sided verandah at the southern aspect and stepping back the garage from the primary street boundary by a distance of 4.2m.

Clause 5.3.1, C1.1 for Outdoor Living Areas

The outdoor living area equates to approximately 42m² on the ground floor with additional area external to the porch / verandah posts and 73m² within the balcony of the upper storey. The porch / verandah / balcony are less than 4m in width and have less than two-thirds of the area without roofing. Although variation is sought, the extent of area available to be utilised for the purpose of outdoor living in conjunction with internal habitable areas of the dwelling is considered adequate.

P1.1 Outdoor living areas which provide spaces:

- capable of use in conjunction with a habitable room of the dwelling;
- open to winter sun and ventilation; and
- optimise use of the northern aspect of the site.

P1.2 Balconies or equivalent outdoor living areas capable of use in conjunction with a habitable room of each dwelling, and if possible, open to winter sun:

An outdoor living area of 30m² is required for the applicable density coding of R20, with reference to the provisions of Table 1 under the R-Codes. The area available for outdoor living far exceeds the required 30m² with an aggregate area of over 115m² proposed. Given the close proximity of the subject site to the beach and foreshore reserves, there are adequate opportunities available for outdoor pursuits. Although the outdoor living area is predominantly roofed and less than 4m in width there is adequate area available to be enjoyed and utilised in terms of spending time outdoors.

Each area available to be utilised for outdoor living is accessible from habitable living areas of the dwelling. The outdoor living areas are unenclosed on two sides and as such are well ventilated. The outdoor living areas acquire adequate natural light, noting they are directly north facing.

The balcony is accessible via the dining and living area in addition to the master bedroom. It is predominantly north facing and wraps around the façade of the dwelling, obtaining winter sun.

Essentially the reduction sought in the required width of 4m for the outdoor living area does not reduce the ability for residents to engage in outdoor pursuits or utilise the proposed outdoor living areas integrated within the ground floor and upper storey, as proposed.

Clause 5.3.7 for Site Works and 5.3.8 for Retaining Walls**Site works and retaining in excess of 0.50m within 1.00m of boundaries and within 3.00m of the primary street boundary.**

Site works and retaining are proposed at a maximum height of 0.95m above existing natural ground level. The extent of site works proposed results in the dwelling seeking variation against the deemed-to-comply criteria of the R-Codes clause 5.1.6, C7.2 pertaining to building height. In addition the proposed retaining wall is within the applicable 6m primary street setback area, varying the deemed-to-comply criteria of clause 5.3.8, C8 under the R-Codes.

Essentially the extent of site works and retaining appropriately contain the extent of the sand pad, allowing vehicular access to be integrated adjacent to each side boundary. The retaining wall is proposed to contain the sand pad parallel to the primary street boundary, at a primary street setback of 3.5m. The maximum height of 0.95m is proposed fronting the primary street and steps back down towards existing natural ground level where parallel to the side lot boundaries.

Development considers and responds to natural features of the site, requiring minimal excavation / fill:

The extent of site works and subsequent retaining proposed is considered comparable given the slope of the site from the eastern rear boundary down towards the primary street. Both adjoining land parcels exist with retaining walls of similar heights. The site works and retaining are to be situated at a maximum height of approximately 0.95m above existing natural ground level central the site, noting there is no retaining proposed abutting the primary street boundary or along a lot boundary. The site works and retaining are to be predominantly facilitated in conjunction with the natural slope of the site, with minimal site works and retaining proposed. Facilitating the retaining wall within the primary street setback area and with a subsequent required variation to clause 5.1.6 under the R-Codes pertaining to building heights is not anticipated to appear visually prominent as viewed from the adjoining land parcels or Stokes Street frontage.

The retaining wall is proposed with a top of wall height of 16.75 and slopes back towards natural ground parallel to the side boundaries. The extent of site works and retaining proposed integrates sympathetically with the primary street due to the minimum primary street setback proposed at 3.5m. The retaining wall is also setback from both side boundaries and is therefore not anticipated to appear visually prominent as viewed from adjoining land parcels. The proposed dwelling is to be facilitated with an FFL of 16.90, which has been established in conjunction with the heights of existing ground level on the site and with regard to the FFL of each dwelling on the adjoining land parcels. The proposed FFL at 16.90 and TOW height for the retaining at 16.75 is considered to integrate sympathetically with the existing established ground levels of the adjoining sites, whilst considering the FFL of adjoining dwellings and associated retaining walls installed on surrounding land parcels. The proposed site works are unlikely to appear visually intrusive as viewed from the adjoining properties. The proposed site works and retaining are not anticipated to adversely impact the amenity of the adjoining properties or street frontage associated with Stokes Street.

Where excavation / fill is necessary, all finished levels respecting natural ground level at the lot boundary of the site and as viewed from the street:

The extent of retaining proposed is considered to integrate sympathetically with the natural slope of the site. The overall development has been designed in response to existing ground levels and development on adjoining sites, in addition to the site integrating vehicular access points adjacent to both side boundaries. The northern vehicular access point provides a driveway to an outbuilding to the rear of the site, while the southern vehicular access provides a driveway to a double garage associated with the dwelling.

The site works and retaining are proposed at a maximum height of 0.95m above natural ground and is comparable to the slope of the site, which equates to a depth of 1.8m within the area of the site at 619m². Retaining is proposed in excess of 0.50m fronting the primary street boundary and is situated at a setback of 3.5m; it then tapers down towards natural ground level running parallel to the side lot boundary at a minimum side setback of 3.52m. The increase to the otherwise permissible development at 0.45m is not considered to detract from the visual impression of the existing slope of the site.

The extent of site works and retaining proposed is not considered to appear visually prominent. The maximum height of the retaining is appropriate in terms of integrating sympathetically with the existing surrounding development and the natural topography of the site.

Retaining walls that result in land which can be effectively used for the benefit of residents and do not detrimentally affect adjoining properties and are designed, engineered and landscaped having due regard to clauses 5.3.7 (site works) and 5.4.1 (visual privacy):

There is no adverse impact on the amenity of affected adjoining land parcels. The ability for adjoining landowner/s to actively enjoy and utilise their site in terms of amenity is not reduced. The extent of site works and retaining to be installed on site allows the proposed development to be facilitated in conjunction with the finished levels of the existing adjoining dwellings, in addition to associated existing site works and retaining walls.

The retaining proposed is not considered to constitute building bulk given it is predominantly situated central to the subject site, with a minimum side lot boundary setback of 3.52m proposed. There is no adverse impact on the streetscape associated with Stokes Street. The retaining is setback behind the minimum permissible primary street setback of 3m, with a 3.5m primary street setback proposed. The retaining wall is also setback 3.52m from the northern side boundary and 6.89m from the southern side boundary. It is also noted that the retaining wall is not stand alone given it essentially forms the brick build up for the foundation of the proposed dwelling.

Although variation is sought against the deemed-to-comply criteria under clause 5.4.1 of the R-Codes pertaining to visual privacy, there are no solar panels, major openings or areas pertaining to outdoor living adjacent to the proposed retaining. Given the north south orientation of the site there is no adverse impact in terms of overshadowing, noting the extent of overshadowing resulting from the proposed development does not exceed the 25% permissible under clause 5.4.2 under the R-Codes, pertaining to solar access for adjoining sites.

The extent of retaining situated on the subject site does not reduce the area available for the integration of landscaping. The site works and retaining proposed allow the site to be utilised to a greater extent whilst stabilising the dwelling sand pad and ensuring adequate vehicular access is integrated adjacent to each side boundary. The extent of site works and retaining as proposed is considered to be appropriate given the natural topography of the site and existing surrounding development.

Clause 5.4.1, P1.1 and P1.2 for Visual Privacy

A privacy setback of 7.5m is applicable to the outdoor living area where the FFL exceeds 0.5m above NGL. The setback is reduced to 3.52m, with a maximum depth of 3.98m potentially overlooked within northern adjoining Lot 243 (No. 30) Stokes Street. The existing northern development is facilitated with a FFL of 16.34, with the proposed dwelling at a FFL of 16.90. A dividing fence will be installed between the northern site and the subject site.

P1.1 Minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings achieved through: building layout and location, design of major openings, landscape screening of outdoor active habitable spaces or, location of screening devices:

The existing dwelling under construction on Lot 243 (No. 30) Stokes Street is setback from the side boundary approximately 2.18m, with a retaining wall installed adjacent to the dwelling wall. There is no resultant overlooking of active habitable spaces or outdoor living areas associated with northern Lot 243 (No. 30) Stokes Street.

The dividing fence to be installed between the two land parcels will essentially prevent any direct overlooking of the northern adjoining dwelling from the proposed outdoor living area which is to be situated with a FFL greater than 0.5m above existing NGL. As such the extent of potential overlooking is to be predominantly obscured and reduced by the dividing fence.

The outdoor living area is facilitated at the northern aspect of the subject site so as to utilise access to direct northern sun. As identified above the potential to overlook an adjoining land parcel is not direct. The location of a dividing fence to be installed between the subject site and affected adjoining Lot 243 (No. 30) Stokes Street reduces the ability to potentially directly overlook to existing ground level within adjoining Lot 243, behind their street setback line. It is also noted that the proposed retaining wall and subsequent outdoor living area exceeds 0.5m above NGL for a length of only 7.5m, the remainder of the outdoor living area tapers down towards natural ground level towards the rear of the site.

P1.2 Maximum visual privacy to side and rear boundaries through measures such as: offsetting the location of ground and first floor windows so that viewing is oblique rather than direct, building to the boundary where appropriate, setting back the first floor from the side boundary, providing higher or opaque and fixed windows or, screen devices.

The dwelling has been designed with regard to facilitating proposed outdoor living area at the northern aspect of the site. The site appropriately utilises the northern aspect for achieving sunlight to the outdoor living area and habitable living areas of the dwelling. The design of the dwelling is consistent with existing surrounding development and anticipated to integrate sympathetically with that which exists in the locality. The FFL of the proposed patio outdoor living area equates to a maximum height of 0.95m above existing NGL, consistent with adjoining development, which equates to a height of approximately 0.95m above NGL for the southern site and 0.82m above NGL for the northern site. Given the slope of the site development is required to integrate site works and retaining to some extent. The integration of retaining walls adjacent to the outdoor living area as proposed is considered to appear more aesthetically pleasing and comprise less building bulk than integrating brick build up within the dwelling walls.

The design of the residential dwelling at the northern aspect in terms of offsetting major openings to habitable rooms from the side boundary, in addition to installing a dividing fence between the subject site and northern Lot 243 (No. 30) Stokes Street, ensures overlooking is not direct. There is no compromise in terms of the privacy of adjoining development on Lot 243 (No. 30) Stokes Street. There are no major openings to habitable rooms or outdoor living areas within a 6m setback of the top of the proposed retaining wall on Lot 242 (No. 28) Stokes Street.

There is no adverse impact in terms of the amenity and therefore the ability of the residents associated with an adjoining property to actively enjoy and utilise their dwelling, or area available for use in conjunction with their dwelling.

Clause 5.4.3, C3 (vi) for Outbuildings;

The proposed outbuilding exceeds the permissible wall height under the Shire's Local Planning Policy (LPP) for 'Outbuildings', where a wall height of 3.0m and a maximum height of 4.5m from natural ground level is allowed. A wall height and total height of 4.55m above NGL is proposed abutting Lot 243 (No. 30) Stokes Street, noting the skillion roof design of the proposed outbuilding. The increased wall height and skillion roof design is required due to the need to adequately house the landowner/s boat. Photographs of the boat accompany this application for Town Planning approval.

P3 Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties:

The proposed outbuilding is not considered to adversely impact the character of the streetscape associated with Stokes Street, or detract from the visual amenity as viewed by residents of neighbouring properties. The proposed outbuilding is facilitated towards the rear of the subject site and is considered to be orientated in the best location, as far to the rear of the site as physically possible. The outbuilding is situated abutting the northern side boundary so the boat can be reversed at a right angle to the primary street, maintaining safe vehicle access and egress.

The character of the streetscape is adequately maintained, noting the outbuilding is situated as far to the rear of the site as possible and therefore entirely behind the dwelling. There is no adverse impact on the visual amenity of residents or neighbouring properties, noting justification above has addressed the development in terms of responding to the street frontage and appearance of the development as viewed from adjoining properties.

The overall development is anticipated to comprise an aesthetically pleasing outcome and positively contribute to the prevailing development context. There is no adverse impact on the amenity of the area, or adjoining properties. Adequate sunlight, ventilation and privacy are maintained for all adjoining land parcels. There is no adverse impact on the amenity of adjoining properties as a result of the R-Code or LPP variations sought in terms of the increased height of the outbuilding as proposed. The skillion roof design slopes from a maximum height of 4.55m down to 3.5m, averaging a wall height and total height of 4m. The average height of the wall abutting adjoining residential land parcel, Lot 243 (No. 30) Stokes Street is well within the maximum permissible outbuilding height of 4.5m. The total height of the outbuilding at 4.55m seeks a very minor variation to the total permissible outbuilding height of 4.5m.

The outbuilding is of masonry construction, consistent with the materials and colours of the dwelling, therefore is considered to comprise a visually pleasing design and compliant with clause 3.3.3 (a) under the LPP. The skillion roof design of the outbuilding is consistent with that of the main dwelling.

There is no adverse impact in terms of the amenity and therefore the ability of the residents associated with adjoining properties to actively enjoy and utilise their dwelling, or area available for use in conjunction as a result of the R-Code variations sought. Various measures have been implemented in determining the most appropriate layout and design of the dwelling proposed on Lot 242 (No. 28) Stokes Street, Horrocks. The development is anticipated to be consistent with that which exists in the area and is anticipated to positively contribute to the future and prevailing development context.

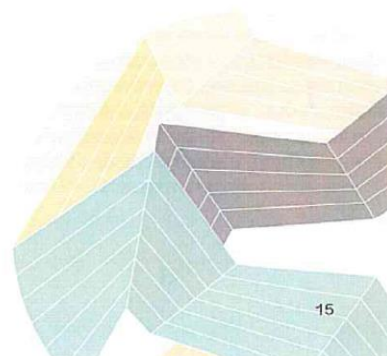
Thank you for your consideration of the above planning application. If you have any queries or require additional information with regard to the above please feel free to contact me on 0403 217 808 or via email at natalie@midwestplanningconsulting.com.au.

Kind regards,

N. Andersen.

Natalie Andersen
PLANNING CONSULTANT

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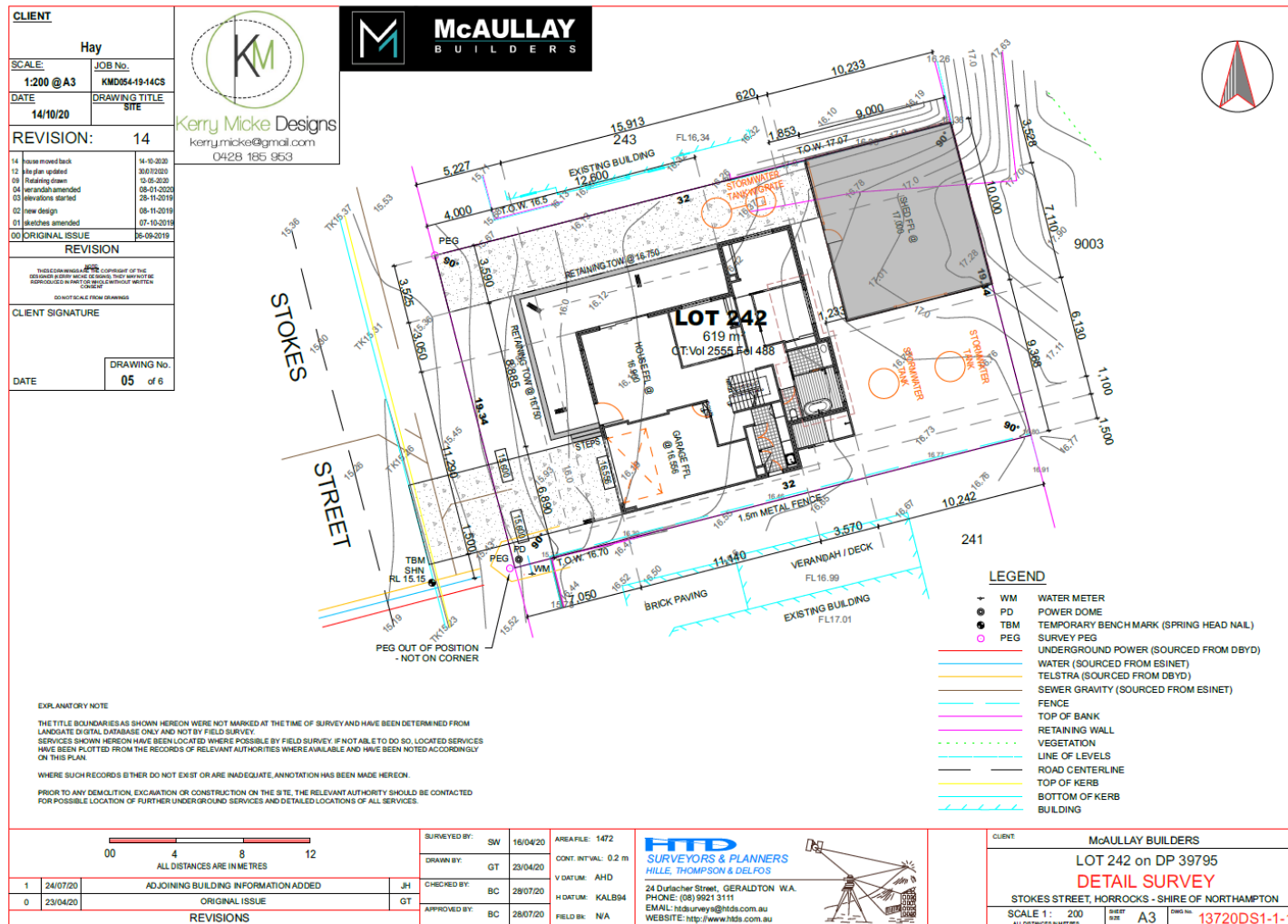


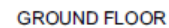
APPENDIX 3 – SUBMISSION TABLE

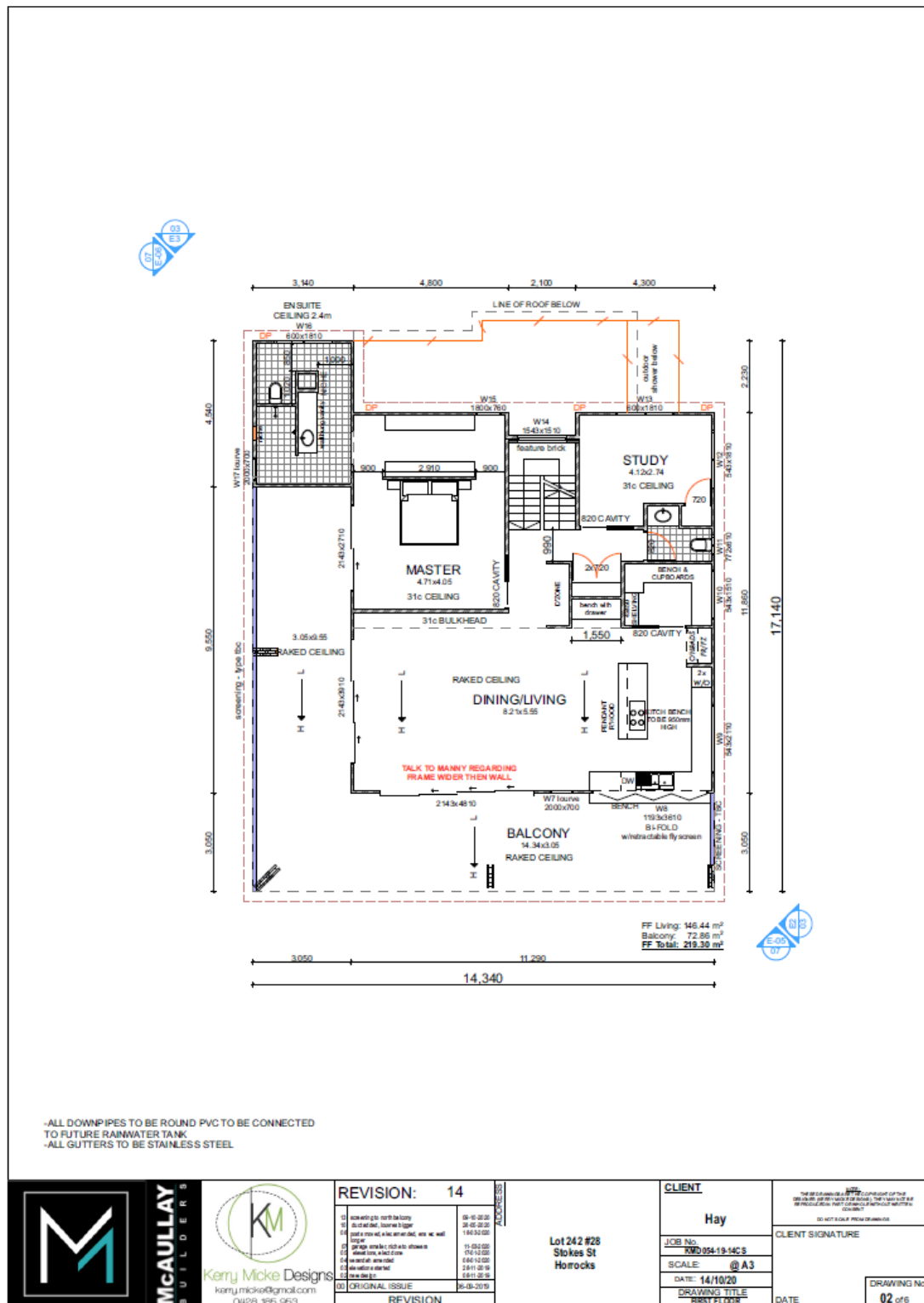
No	Date Received	Submitter	Submission Detail	Comment/Recommendation
1.	21/09/2020	Simon Mitchell & Debbie Munday	SUPPORT No additional comment	Submission noted
2.	30/09/2020	Bruce Brunton on behalf of CT, AG & AF Armstrong	OBJECTION <ol style="list-style-type: none"> 1. Reduced side boundary setback on the northern boundary; 2. Reduced privacy setback for a balcony or outdoor living area on the northern side; and 3. Nil setback to outbuilding on the northern side. 	<p>The impact of visual privacy has been assessed and it is considered that the proposed development does not afford maximum visual privacy to the northern (side) boundary. Therefore, it is recommended that the proposed dwelling design be modified to install screening measures along the first floor balcony together with installation of a dividing fence along this elevation. The setback implications of the dwelling could be addressed by moving the proposed structure further back on the lot.</p> <p>If the visual privacy, setback implications and building height can be appropriately modified and managed for both the single house and outbuilding, it should not affect the inhabitants of the locality or the likely future development of the locality and can therefore be approved</p> <p>Submission upheld in part</p>
3.	27/10/2020	Karan Moxham LATE SUBMISSION	OBJECTION <ol style="list-style-type: none"> 1. Late submission due not receiving notice until 19 October. Submitter is 50% owner of 26 Stokes St, Horrocks. 2. Concern raised at potential overshadowing on her property during Winter and Autumn proposing that at time of longest shadow her property will be two thirds in shadow in winter. 3. Proposing that height of structure and reduced side boundary setback on southern boundary will decrease 	<p>At Council's discretion whether this submission will be considered.</p> <p>Potential for overshadowing calculations meet R-Code provisions of Clause 5.4.2 for Solar access for adjoining sites and does not exceed 25% of the site area of adjoining property .</p> <p>Submission dismissed</p>

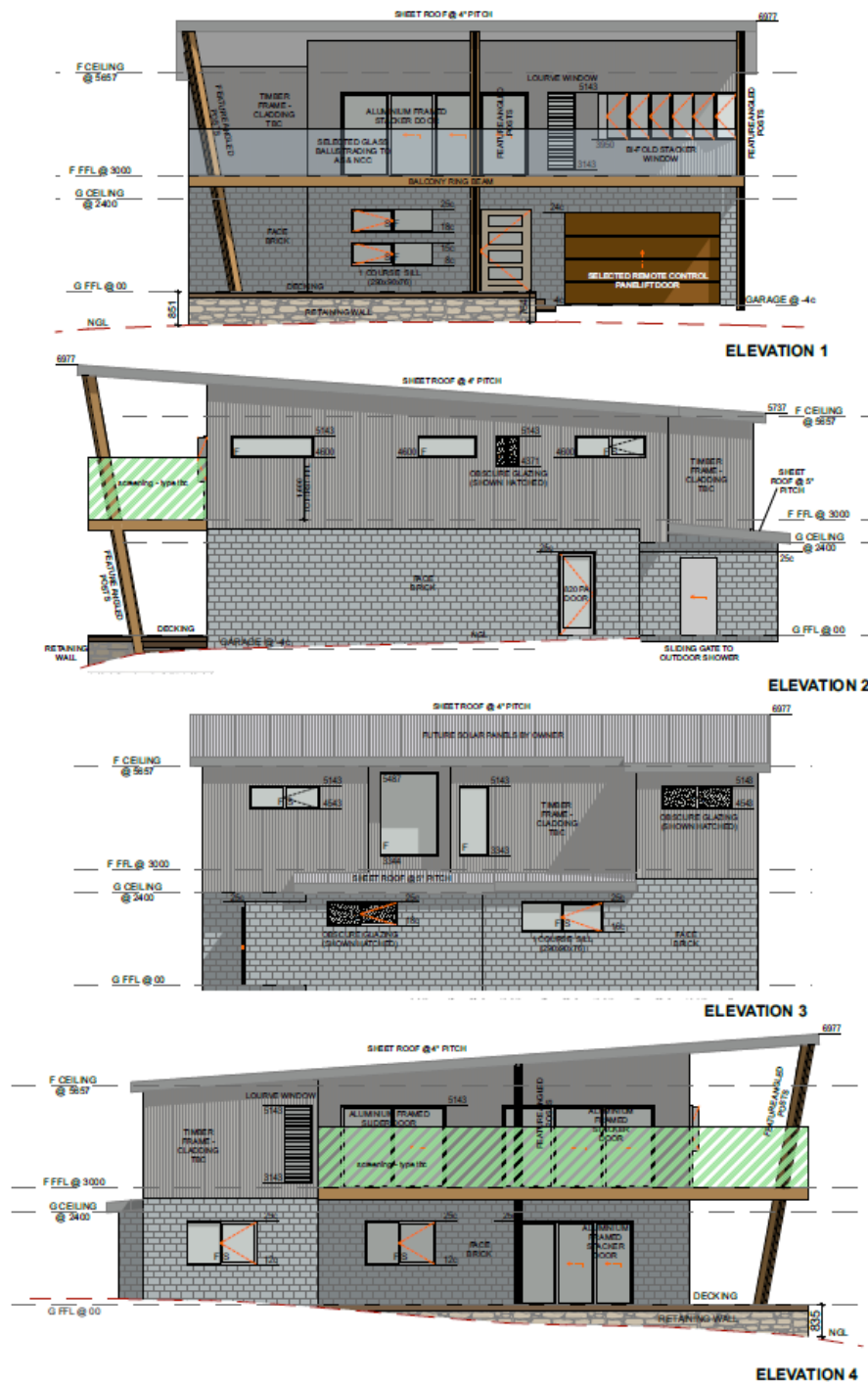
			aesthetic and functionality of property and also future market value. 4. Current solar hot water system will need to be replaced with a mains power system due to overshadowing.	
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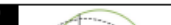
APPENDIX 4 – AMENDED PLANS SINGLE HOUSE AND OUTBUILDING (14 OCTOBER 2020)



[illegible]





 <div>McAULLAY BUILDERS</div>	 <div>Kerry Mickle Designs kerry.mickle@gmail.com 0428 185 953</div>	<div>REVISION: 14</div> <table><tr><td>01</td><td>submitted to shire</td><td>09-10-2019</td></tr><tr><td>02</td><td>revised drawing on elevation</td><td>30-06-2020</td></tr><tr><td>03</td><td>door added, lower height</td><td>28-05-2020</td></tr><tr><td>04</td><td>door moved, also extended, see wall longer</td><td>18-05-2020</td></tr><tr><td>05</td><td>garage smaller, closer to showers</td><td>11-05-2020</td></tr><tr><td>06</td><td>elevation, door done</td><td>17-01-2020</td></tr><tr><td>07</td><td>ORIGINAL ISSUE</td><td>26-09-2019</td></tr></table>	01	submitted to shire	09-10-2019	02	revised drawing on elevation	30-06-2020	03	door added, lower height	28-05-2020	04	door moved, also extended, see wall longer	18-05-2020	05	garage smaller, closer to showers	11-05-2020	06	elevation, door done	17-01-2020	07	ORIGINAL ISSUE	26-09-2019	Lot 242 #28 Stokes St Horrocks	<div>CLIENT</div> <div>Hay</div> <div>JOB No. RMD-054-19-14C5</div> <div>SCALE: @ A3</div> <div>DATE: 14/10/20</div> <div>DRAWING TITLE: ELEVATIONS</div>	<div>CLIENT SIGNATURE</div> <div>DATE</div> <div>DRAWING No. 03 of 6</div>
		01	submitted to shire	09-10-2019																						
02	revised drawing on elevation	30-06-2020																								
03	door added, lower height	28-05-2020																								
04	door moved, also extended, see wall longer	18-05-2020																								
05	garage smaller, closer to showers	11-05-2020																								
06	elevation, door done	17-01-2020																								
07	ORIGINAL ISSUE	26-09-2019																								
<div>THESE DRAWINGS ARE A PRELIMINARY COPY OF THE DRAWING. ANY CHANGES TO THE DRAWING MUST BE APPROVED BY THE CLIENT AND THE ARCHITECT. DO NOT SCALE FROM DRAWINGS.</div>																										

APPENDIX 5 – LATE SUBMISSION (MOXHAM)

27th October 2020

Michelle Allen
Chief Development Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535

REF: 10.5.1.1 / A3668
PROPOSED SINGLE HOUSE & OUTBUILDING – R-CODE VARIATIONS
LOT 242 (No. 28) STOKES ST, HORROCKS

Dear Michelle,

As discussed on the phone today, due to reasons somewhat outside of my personal control I did not receive the above notice until the 19th October 2020. While I understand the deadline for submissions has now passed, I request that the Shire might take my concerns documented below into account when they next meet to discuss the above development given the severity of the impact of this development on my property.

I am the 50% owner of Lot 241 (No. 26) Stokes Street, Horrocks, which is on the southern side of the proposed development. The property is the home of my mother, Barbara Munday. My concern is to the height of the proposed building and to the third dot point as stated on the letter received from the Shire, this being to "reduced side boundary setback on the southern boundary – 2.4 metres to 1.5 metres".

While not an expert in reading building plan documents my understanding is that the plans provided by the Shire show that the southern wall of the proposed building will be seven metres high and situated 1.5 metres from the northern boundary of my mother's house (hereby referred to as "my property" for brevity). The structure will continue for approximately a depth of 11,140 metres before stepping back approximately 1 metre to then continue for another 3.5 metres.

I am also not an expert in the area of photovoltaics but understand that the potential shadow length of any vertical object can be calculated with the formula $L = \tan(A)$ where A is the angle of the sun in degrees. I have completed some primitive calculations that are correct to my best understanding and show that this proposed building may cast between and up to an 8.6 to a 12.9 metre shadow across my property in Winter, and a 5.6 to 8.7 metre shadow in Autumn (see table below). At the longest shadow point in time, my house will be over two thirds in shadow in Winter. Of course, if I am willing to engage an expert in this field to confirm and refine these calculations.

TABLE 1. SHADOW EFFECT OF PROPOSED DEVELOPMENT

SEASON	SOLAR ANGLE*			TAN			SHADOW CAST (metres)		
	10AM	12PM	2PM	10AM	12PM	2PM	10AM	12PM	2PM
WINTER	28.8°	39.3°	35°	0.54	0.81	0.70	12.9	8.6	10.0
SPRING	54.6°	70.7°	57.4°	1.40	2.85	1.56	5.0	2.4	4.5
AUTUMN	38.8°	31.5°	45°	0.80	1.25	1.0	8.7	5.6	7.0
SUMMER	55°	77°	68°	1.42	5.14	2.4	5.0	1.3	2.9

* The Solar Angles used in these calculations are based on data from

<http://ausdesign.com.au/articles/calc.html>. A complete table of calculations is attached.

Considering the above table it is my understanding that both the veranda and solar hot water system will be in shadow from at least 10am through to 2pm in the Winter months. Additionally, the veranda will be in shadow from the new building in Autumn months and the solar hot water system for several hours during the middle of the day in the same period. While the solar hot water system will get more sun in Autumn, the sun intensity before the hours of 10am and after 2pm is significantly less and I believe will result in insufficient production of hot water in Autumn along with the winter months without use of the electric booster system.

Therefore, considering these figures I wish to raise an objection to this building proposal, the height of the structure and in particular for the third bullet point specified in your letter (reduced side boundary setback on the southern boundary – 2.4 metres to 1.5 metres).

I raise this objection on the following grounds:

1. The proposed building significantly decreases not only aesthetic and functional properties of my property but also its future market value. This proposal completely negates the design choices that I made when constructing the property in 2004 specifically:
 - a. the building floor plan was deliberately flipped horizontally to allow for the addition of a veranda on the northern side to take full advantage of available Winter/Autumn sun while sheltering the living areas from the Summer sun.
 - b. A solar hot water system was chosen due to the cost benefits of the excellent availability to sun all year round.
2. The proposed building may mean that the current, energy efficient solar hot water system will need to be replaced with a mains power system of some sort, presumably at the property owner's expense.

I do not take lightly opposing someone's desire to build the home of their choosing. I confess to know nothing about town planning, its processes, or its regulations. I am seeking further time to investigate my concerns and the possible options or actions that can be undertaken to ensure that this matter becomes a win-win situation and is resolved in the fastest possible timeframe.

I am happy to discuss this matter with all the stakeholders.

sincerely,



Karan Moxham.
188 Anderson Street
Spalding WA 6530
0408 498 884

APPENDIX 6 – SITE PHOTOS (LATE SUBMISSION)



APPENDIX 7 – CORRESPONDENCE FROM ADJOINING LANDOWNER (ARMSTRONG – AMENDED PLANS)**Michelle Allen**

From: Ashley Armstrong <Ashley67@hotmail.com>
Sent: Monday, November 2, 2020 1:13 PM
To: Michelle Allen
Subject: 20.11.02_Proposed Single House and Outbuilding - Lot 242 (No. 28) Stokes Street, Horrocks

Good afternoon Michelle,

Having reviewed the latest out-building drawings and having been onsite to get a feel of the impact the height of the shed would have on our property I must agree with the Shire offices recommendations of the one metre setback.

I did meet with Tim Hay on the 18th of October as we were onsite installing driveway gate posts at 30 Stokes street, he phoned me as we driving up from Perth the previous morning and I agreed to meet with him.

He did mention the recommendation of a one metre set back from the boundary for the shed from the shire officers and that the item had been deferred to the November meeting.

He said the setback made access to the shed unusable for storing his boat.

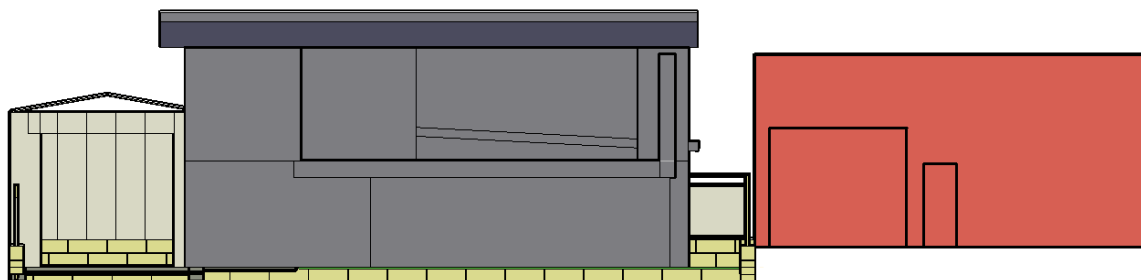
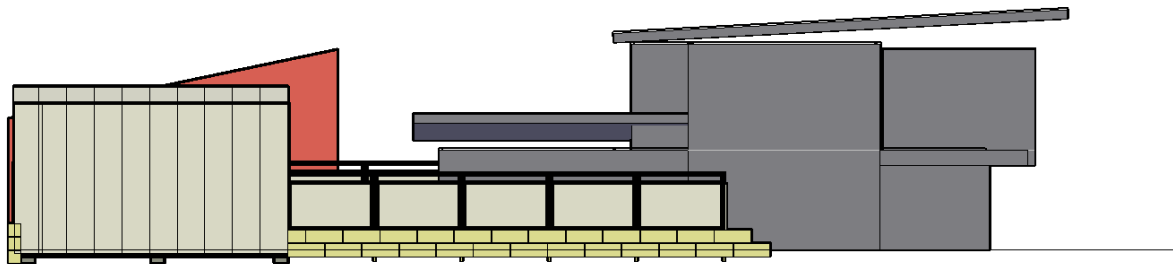
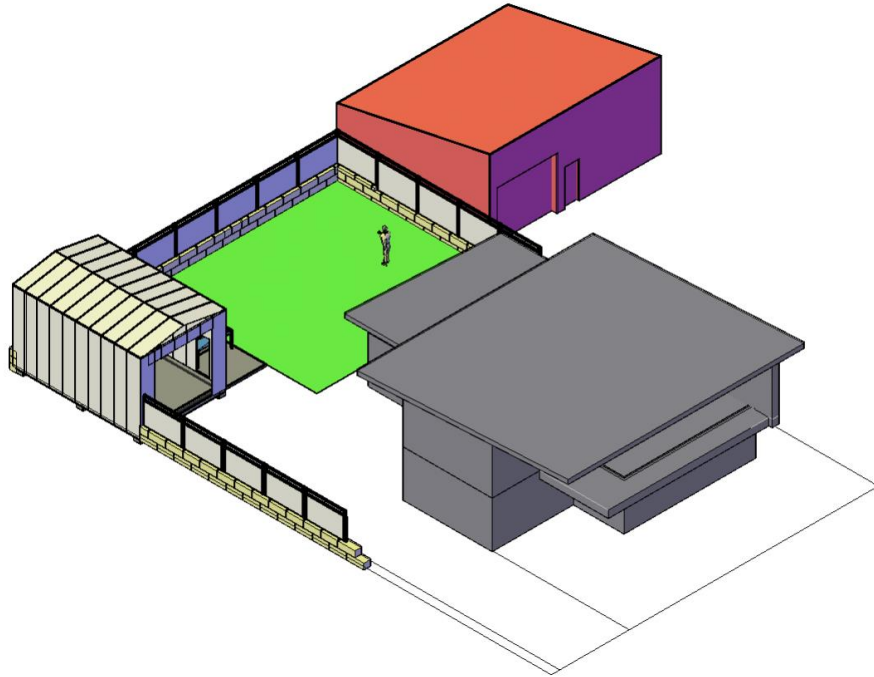
He asked me to review the latest set of drawings for the shed (revision 14), and if I was in agreeance with the nil set back to send him an email stating so.

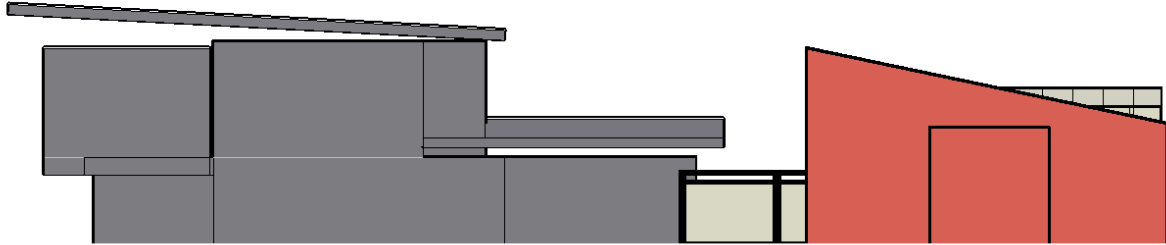
I feel the shed front wall height and floor RL are too high and there would only be a difference of 443mm between the course heights between the shed and our top floor.

I suggest the following:

Reduce proposed floor level (RL17.000) to RL16.500 or even closer to street height (RL15.500) to reduce visual impact.

Reducing shed roof pitch in line with proposed house (4°).





7.3.4 SUMMARY OF PLANNING INFORMATION ITEMS

DATE OF REPORT: 20 November 2020
REPORTING OFFICER: Michelle Allen – Planning Officer

COMMENT:

The following informs Council of the various planning items (including delegated approvals) that have been dealt with since last reported to Council. Further information regarding any of the items can be obtained from the Planning Officer.

REF	APPLICANT	LOCATION	PROPOSED DEVELOPMENT / USE	DATE
073	Rosemary Jones	LOT 6 (NO. 280) HAMPTON ROAD, NORTHAMPTON	PROPOSED REPURPOSED/SECONDHAND BUILDING – CRAFT ROOM	13 October 2020
074	J McAtee	LOT 8 (NO. 56) GANTHEAUME CRESCENT, KALBARRI	SINGLE HOUSE (R-CODE VARIATION)	15 October 2020
075	Norwest Building Group	LOT 59 (NO. 86) WEST STREET, NORTHAMPTON	OUTBUILDING (R-CODE VARIATION)	16 October 2020
076	EJ & JA McClintock	LOT 11 (NO. 4043) GEORGE GREY DRIVE, YALLABATHARRA	ABLUTION	16 October 2020
077	L Palamara	LOT 307 (NO. 98) EXPLORER AVENUE, KALBARRI	OUTBUILDING (SECOND-HAND FRAME)	22 October 2020
078	L Crickmay (C Power)	LOT 120 (NO 7) LAWRENCIA LOOP, KALBARRI	PROPOSED SINGLE HOUSE – R-CODE VARIATION	16 October 2020
079	L Crickmay (C Eley)	LOT 11 (NO. 14) CLOTWORTHY STREET, KALBARRI	SINGLE DWELLING & OUTBUILDING – R-CODE VARIATIONS	22 October 2020
080	P Goode (J Willmott)	LOT 216 (NO. 33) STOKES STREET, HORROCKS	RETAINING WALL – R-CODE VARIATION	23 October 2020
081	Hang Vu Kim Phan	LOT 20 (NO. 223) HAMPTON ROAD, NORTHAMPTON	SIGNAGE – CAFÉ AND BAKERY	23 October 2020

082	KL & AIS McRae	LOT 944 (NO. 29) CROCOS CIRCUIT, KALBARRI	CARPORT WITH R-CODE VARIATIONS	5 November 2020
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OFFICER RECOMMENDATION – ITEM 7.3.4

For Council Information

7.4.1	ACCOUNTS FOR PAYMENT	2
7.4.2	MONTHLY FINANCIAL STATEMENTS – OCTOBER 2020	11

7.4.1 ACCOUNTS FOR PAYMENT

FILE REFERENCE:	1.1.1
DATE OF REPORT:	10th November 2020
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Leanne Rowe/Grant Middleton
APPENDICES:	1. List of Accounts

SUMMARY

Council to authorise the payments as presented.

BACKGROUND:

A list of payments submitted to Council on 20th November 2020, for confirmation in respect of accounts already paid or for the authority to those unpaid.

FINANCIAL & BUDGET IMPLICATIONS:

A list of payments is required to be presented to Council as per section 13 of the Local Government Act (Financial Management Regulations 1996).

POLICY IMPLICATIONS:

Council Delegation F02 allows the CEO to make payments from the Municipal and Trust accounts. These payments are required to be presented to Council each month in accordance with Financial Management Regulations 13 (1) for recording in the minutes.

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION – ITEM 7.4.1

That Municipal Fund Cheques 21985 to 21997 inclusive totalling \$68,626.41, Municipal EFT payments numbered EFT21286 to EFT21406 inclusive totalling \$849,062.77, Trust Fund Cheques 2558 to 2566, totalling \$26,392.40, Direct Debit payments numbered GJ0407 to GJ0415 inclusive totalling \$340,833.57 be passed for payment and the items therein be declared authorised expenditure.

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 NOVEMBER 2020

MUNICIPAL FUND CHEQUES

Chq #	Date	Name	Description	Amount
21985	08-10-2020	ALINTA ENERGY	GAS	127.90
21986	08-10-2020	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	12708.74
21987	08-10-2020	GERALDTON MOWER & REPAIR SPECIALISTS	PARTS	205.80
21988	12-10-2020	WATER CORPORATION	WATER USE & SERVICE CHARGES	10335.94
21989	12-10-2020	TELSTRA	TELEPHONE CHARGES	903.24
21990	19-10-2020	SYNERGY	ELECTRICITY CHARGES	14740.54
21991		Cancelled		
21992	27-10-2020	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	14151.06
21993	27-10-2020	GERALDTON MOWER & REPAIR SPECIALISTS	PARTS	214.60
21994	27-10-2020	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	14651.99
21995	28-10-2020	SHIRE OF NORTHAMPTON	NEW KINGS PARK TOILET BA 1849 BCITF	364.95
21996	28-10-2020	SHIRE OF NORTHAMPTON	DOT JETTY LICENCE RENEWALS	84.40
21997	29-10-2020	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	137.25
				<u>\$68,626.41</u>

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 NOVEMBER 2020

ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT

EFT #	Date	Name	Description	Amount
EFT21286	08-10-2020	ABROLHOS ELECTRICS	INSTALL CAR CHARGERS	3033.47
EFT21287	08-10-2020	KALBARRI IGA	SUNSCREEN, GOODS	95.95
EFT21288	08-10-2020	BUNNINGS (GERALDTON WAREHOUSE)	GARDENS POTTING MIX, BONDCRETE	499.68
EFT21289	08-10-2020	CENTRAL WEST PUMP SERVICE	KAL FSHORE, HKS, WOM PUMP REPAIRS	12320.30
EFT21290	08-10-2020	BOC GASES AUSTRALIA	INDUSTRY GASES	71.55
EFT21291	08-10-2020	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	781.85
EFT21292	08-10-2020	TOLL TRANSPORT PTY LTD	FREIGHT	177.28
EFT21293	08-10-2020	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	4576.00
EFT21294	08-10-2020	SIMON DRAGE	NCC/RAM SHED MTCE/REPAIRS	1745.70
EFT21295	08-10-2020	EP DRAFFIN MANUFACTURING P/L	BIN COVERS	1171.50
EFT21296	08-10-2020	EASTOUGH FARMING	GRAVEL	4562.25
EFT21297	08-10-2020	FENN PLUMBING & GAS	RED BLUFF TOT PLUMBING REPAIRS	3969.13
EFT21298	08-10-2020	FREEMANS LIQUID WASTE PTY LTD	SEPTIC TANK/DUMP POINT PUMP OUT	1995.00
EFT21299	08-10-2020	ATOM GERALDTON	DIAMOND BLADE SAW	257.30
EFT21300	08-10-2020	GERALDTON AUTO WHOLESALERS	PARTS	24.40
EFT21301	08-10-2020	THE GREEN MAN TREE SERVICES	VARIOUS TREE LOPPING POWERLINES	3586.00
EFT21302	08-10-2020	HASLEBYS HARDWARE SUPPLIES	NCCA LADDER	82.00
EFT21303	08-10-2020	C + J HANSON PLUMBING CONTRACTORS	PORT GREGORY REPAIR FIRE HYDRANT	2748.50
EFT21304	08-10-2020	HOSEXRESS	AIRJACK SEAL	61.44
EFT21305	08-10-2020	KALBARRI SES UNIT INC.	ESL 2ND INSTALMENT	8325.00
EFT21306	08-10-2020	KALBARRI EXPRESS FREIGHT	FREIGHT	150.04
EFT21307	08-10-2020	KALBARRI LAWNMOWING SERVICE	PORT GREGORY MOWING	200.00
EFT21308	08-10-2020	KIDSAFE (WA)	STAFF TRAINING PLAYGROUND INSPECT/MTCE	1200.00
EFT21309	08-10-2020	KALBARRI PEST CONTROL (BC DIGGINS & KP LAW)	TERMITE/URBAN PEST CONTROL	980.00
EFT21310	08-10-2020	LGRCEU	PAYROLL DEDUCTIONS	102.50

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 NOVEMBER 2020

EFT #	Date	Name	Description	Amount
EFT21311	08-10-2020	M L COMMUNICATIONS	REPEATER SITES REPAIRS	1977.25
EFT21312	08-10-2020	MOMAR AUSTRALIA PTY LTD	CLEANING CHEMICALS/GOODS	1047.75
EFT21313	08-10-2020	NAPA	PARTS	156.20
EFT21314	08-10-2020	NORTHAMPTON IGA	REFRESHMENTS, GOODS	551.06
EFT21315	08-10-2020	NORTHAMPTON COMMUNITY CENTRE	SPORTS ADMINISTRATION	1300.00
EFT21316	08-10-2020	NORTHAMPTON NEWSAGENCY	STATIONERY, NEWSPAPERS	1362.38
EFT21317	08-10-2020	NORTHAMPTON COMMUNITY NEWS	NCCA ADVERTISING	60.00
EFT21318	08-10-2020	GERALDTON CLEANPAK TOTAL SOLUTIONS	ABLUTIONS CLEANING GOODS	2048.12
EFT21319	08-10-2020	PURCHER INTERNATIONAL	PARTS	93.67
EFT21320	08-10-2020	RENO BLAST GERALDTON	HKS TOT/COMM KITCH SANDBLAST/REPAINT	32967.00
EFT21321	08-10-2020	THE SHEARING SHED CAFE	REFRESHMENTS	362.50
EFT21322	08-10-2020	STAR TRACK EXPRESS	FREIGHT	5.80
EFT21323	08-10-2020	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	VARIOUS JOBS DOZER HIRE	29524.00
EFT21324	08-10-2020	TOTALLY WORKWEAR - GERALDTON	PROTECTIVE CLOTHING	1228.92
EFT21325	08-10-2020	LANDGATE	VALUATION EXPENSES	69.20
EFT21326	08-10-2020	WA LOCAL GOVERNMENT ASSOCIATION	ONLINE TRAINING COUNCILLOR	585.00
EFT21327	08-10-2020	WESTERN AUSTRALIAN TREASURY CORP	LOAN 157	18464.02
EFT21328	08-10-2020	XAP TECHNOLOGIES PTY LTD	NCCA KIDSXAP MONTHLY SUBSCRIPTION	139.00
EFT21329	01-10-2020	SIMPLE LIFE PROJECTS	JAKES TOILETS CLAIM # 3	58440.76
EFT21330	01-10-2020	GLENN BANGAY	REIMB UTILITIES	97.88
EFT21331	01-10-2020	GRANT MIDDLETON	REIMB WESTNET	239.97
EFT21332	01-10-2020	KEVIN JOHN MOSS	REIMB FUEL	31.20
EFT21333	15-10-2020	GLENN BANGAY	REIMB WATER	238.53
EFT21334	15-10-2020	KEVIN JOHN MOSS	REIMB FUEL	102.96
EFT21335	15-10-2020	LEO RYAN	REIMB LAND LINE	39.90
EFT21336	13-10-2020	LGISWA	20/21 LGIS INS 2ND INSTAL	106149.20
EFT21337	16-10-2020	AUSTRALIAN TAXATION OFFICE	BAS SEPT 2020	32228.10

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 NOVEMBER 2020

EFT #	Date	Name	Description	Amount
EFT21338	21-10-2020	SIMPLE LIFE PROJECTS	JAKES TOILET CLAIM 4	17958.90
EFT21339	27-10-2020	AFGRI GERALDTON	PARTS	120.14
EFT21340	27-10-2020	AUSTRALIA POST	POSTAGE	290.16
EFT21341	27-10-2020	MT & HM BARNDEN	PORT GREGORY ABLUTION BLOCK	528.00
EFT21342	27-10-2020	BATAVIA CONCRETE	HORROCKS MEMORIAL WALL CONCRETE	3075.82
EFT21343	27-10-2020	BLACKWOODS	RAPID STOP GRINDER	369.00
EFT21344	27-10-2020	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	CRACKER DUST	95.57
EFT21345	27-10-2020	LIBERTY NORTHAMPTON	FUEL PURCHASES	197.85
EFT21346	27-10-2020	BRUCE ROCK ENGINEERING	PIGTRAILER INSTALL NEW BRAKE LINE	6374.49
EFT21347	27-10-2020	BUNNINGS (GERALDTON WAREHOUSE)	GARDENING SEEDLINGS, GLOVES	276.63
EFT21348	27-10-2020	MG & KG CARSON	GRAVEL	854.70
EFT21349	27-10-2020	CENTRAL WEST PEST CONTROL	NCCA VERMIN CONTROL	120.00
EFT21350	27-10-2020	CENTRAL WEST PUMP SERVICE	NPTN LION PARK REPAIR GRUNDFOS	1639.00
EFT21351	27-10-2020	CLEANAWAY OPERATIONS PTY LTD	REFUSE COLLECTION/SITE MTCE	38003.05
EFT21352	27-10-2020	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	523.96
EFT21353	27-10-2020	CORSIGN WA PTY LTD	SIGNS	1249.60
EFT21354	27-10-2020	CRAMER & NEILL REFRIGERATION	AIR CONDITIONING MTCE	330.00
EFT21355	27-10-2020	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	4290.00
EFT21356	27-10-2020	SIMON DRAGE	NTON SLASHING/FIRE MITIGATION	121.00
EFT21357	27-10-2020	CENTRAL REGIONAL TAFE	STAFF TRAINING TRAFFIC MANAGEMENT	392.24
EFT21358	27-10-2020	ENGIN PTY LTD	ENGIN CHARGES	255.72
EFT21359	27-10-2020	DEPARTMENT OF FIRE AND EMERGENCY	20/21 ESL	282143.16
EFT21360	27-10-2020	FIVE STAR BUSINESS EQUIPMENT AND COMMUNICATIONS	PHOTOCOPIER COUNT/MTCE	742.56
EFT21361	27-10-2020	FREEMANS LIQUID WASTE PTY LTD	NTON LIONS PARK PUMP OUT SEPTICS	1545.00
EFT21362	27-10-2020	GARVON CONSTRUCTIONS	KAL ARTS/CRAFT RENEW FLYWIRE DOORS	2365.00
EFT21363	27-10-2020	GERALDTON BUILDING SERVICES & CABINETS	HORROCKS TOILET MTCE	6520.80

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 NOVEMBER 2020

EFT #	Date	Name	Description	Amount
EFT21364	27-10-2020	GERALDTON AG SERVICES	PRIME MOVER WIDE LOAD FLAGES	64.04
EFT21365	27-10-2020	GERALDTON AUTO WHOLESALERS	VEHICLE SERVICE	475.79
EFT21366	27-10-2020	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	459.89
EFT21367	27-10-2020	GLENEVA FARMING PTY LTD	GRAVEL ROYALTY	2113.65
EFT21368	27-10-2020	HALAM HOME HANDYMAN SERVICES	REPAIR RETIC	111.10
EFT21369	27-10-2020	HASLEBYS HARDWARE SUPPLIES	NCCA HARDWARE	42.20
EFT21370	27-10-2020	JR & A HERSEY PTY LTD	GLOVES, WIPES	225.95
EFT21371	27-10-2020	KALBARRI AUTO CENTRE & CARS 4U2 HIRE	VEHICLE SERVICE	495.00
EFT21372	27-10-2020	KALBARRI WAREHOUSE	BRASS VALVE	285.60
EFT21373	27-10-2020	KALBARRI SIGNS	FIREBREAK SIGN	77.00
EFT21374	27-10-2020	KALBARRI OCCASIONAL CHILD CARE CENTRE	KCC 20/21 OPERATING GRANT	2000.00
EFT21375	27-10-2020	SHANE KRAKOUER	REIMB FUEL	1084.45
EFT21376	27-10-2020	KALBARRI SITEWORKS	RANCH RD SLASH VERGE	275.00
EFT21377	27-10-2020	LAKELINE RESOURCES PTY LTD	PORT GREGORY WATER REPAIRS	519.75
EFT21378	27-10-2020	JAMES DONALD MCATEE	KAL WATER WHEELCHAIR STORAGE	450.00
EFT21379	27-10-2020	LGRCEU	PAYROLL DEDUCTIONS	102.50
EFT21380	27-10-2020	MODERN TEACHING AIDS PTY LTD	NCCA CLEANING GOODS	172.32
EFT21381	27-10-2020	MODUS AUSTRALIA	KINGS PARK TOILET UPGRADE	56256.64
EFT21382	27-10-2020	NORTHAMPTON LIONS CLUB	DRUM MUSTER	359.80
EFT21383	27-10-2020	NORTHAMPTON AUTO ELECTRICS	SUPPLY BATTERY	250.00
EFT21384	27-10-2020	NORTHAMPTON TOURIST ASSOCIATION INC.	NTA 20/21 OPERATING GRANT	25000.00
EFT21385	27-10-2020	NORTHAMPTON FAMILY STORE	UNIFORMS	860.85
EFT21386	27-10-2020	NOVUS WINDSCREENS GERALDTON	SUPPLY/FIT 2 WINDSCREENS	2782.29
EFT21387	27-10-2020	GERALDTON CLEANPAK TOTAL SOLUTIONS	TOILET PAPERS/CLEANING GOODS	1637.36
EFT21388	27-10-2020	PLATINUM ELECTRICIANS MIDWEST	RAILWAY CARRIAGE INSP/REPAIR POWER	1420.85
EFT21389	27-10-2020	PORT GREGORY CARAVAN PARK	FUEL PURCHASE	63.24

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 NOVEMBER 2020

EFT #	Date	Name	Description	Amount
EFT21390	27-10-2020	PURCHER INTERNATIONAL	PARTS	117.93
EFT21391	27-10-2020	REECE PTY LTD	PVC FITTINGS	182.59
EFT21392	27-10-2020	PAUL SHERIFF	SYNERGYSOFT UPDATE PLAY ACCOUNT	55.00
EFT21393	27-10-2020	LARRY SMITH PLANNING	NPTN LPS REV PROG CLAIM3 DRFT STRATEGY	5000.00
EFT21394	27-10-2020	SPALDING ELECTRICAL SERVICES	HAMGARDENS REPLACE SERVICE POLE	1618.10
EFT21395	27-10-2020	STATE WIDE TURF SERVICES	NR OVAL VERTI MOW AND SWEEP	8517.03
EFT21396	27-10-2020	SUMNER EARTHMOVING	KAL PLANTER POTS	2400.00
EFT21397	27-10-2020	DANIEL TARASEK	HKS MEMORIAL WALL DUP INSTALL	2540.00
EFT21398	27-10-2020	PG & FJ TAYLOR	GRAVEL ROYALTY	1176.00
EFT21399	27-10-2020	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	DOZER HIRE GRAVEL PUSH UP	6534.00
EFT21400	27-10-2020	LANDGATE	SYNSOFT UPGRADE AERIAL IMAGERY	1135.20
EFT21401	27-10-2020	WESTRAC EQUIPMENT PTY LTD	PARTS	474.01
EFT21402	27-10-2020	NORTHAMPTON TYRES	SUPP/FIT 15 TYRES	6143.00
EFT21403	27-10-2020	WOODLANDS DISTRIBUTORS & AGENCIES	KAL DOG BAG SUPPLY	1155.00
EFT21404	27-10-2020	CT & L WOODCOCK & SON PTY LTD	RETIC, GOODS, HARDWARE	1503.85
EFT21405	29-10-2020	FLEUR CAROLINE BEERE	REIMB BUNNINGS CLEANING GOODS	88.68
EFT21406	29-10-2020	SHARON BLIGHT	REIMB TRAINING EXPS	227.55
				<u>\$849,062.77</u>

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 NOVEMBER 2020

TRUST FUND CHEQUES

Chq #	Date	Name	Description	Amount
2558	12-10-2020	DEPT FOR PLANNING & INFRASTRUCTURE	SPECIAL SERIES PLATES 2020NR	200.00
2559	13-10-2020	DEPT MINES INDUSTRY REGULATION	BRB SEPTEMBER 2020	662.40
2560	13-10-2020	SHIRE OF NORTHAMPTON	BRB COMMISSION SEPT 2020	50.00
2561	19-10-2020	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES 61NR	200.00
2562	21-10-2020	G TEAKLE	REFUND COMMUNITY BUS BOND	200.00
2563	21-10-2020	SENIORS RECREATION COUNCIL WA	REFUND COMMUNITY BUS BOND	200.00
2564	26-10-2020	GIUDICE & BARNDON	KALBARRI RSL PANEL INSCRIPTION	321.00
2565	30-10-2020	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES (BANKSIA SALE)	16926.80
2566	30-10-2020	SHIRE OF NORTHAMPTON	RATES/LEGAL FEES (BANKSIA SALE)	7632.20
				<u>\$26,392.40</u>

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 NOVEMBER 2020

DIRECT DEBITS

Jnl #	Date	Name	Description	Amount
	01-10-2020	PAYROLL	FN/E 30/09/20	87386.00
	09-10-2020	SUPERCHOICE	SUPERANNUATION FN/E 30/09/20	20998.05
	15-10-2020	PAYROLL	FN/E 14/10/20	89491.00
	16-10-2020	SUPERCHOICE	SUPERANNUATION FN/E 14/10/20	22262.73
	29-10-2020	PAYROLL	FN/E 29/10/20	89668.00
	29-10-2020	SUPERCHOICE	SUPERANNUATION FN/E 29/10/20	22326.38
GJ0407	31-10-2020	NATIONAL AUSTRALIA BANK	BANK FEES	186.13
GJ0408	31-10-2020	NATIONAL AUSTRALIA BANK	MERCHANT FEES	1786.88
GJ0409	31-10-2020	COMMONWEALTH BANK	BPOINT FEES	1518.96
GJ0410	31-10-2020	NATIONAL AUSTRALIA BANK	BPAY	565.84
GJ0412	31-10-2020	NAB CEO CORPORATE CARD	BANK CHARGES	9.00
			FUEL CHARGES	101.98
			REFRESHMENTS	70.30
			LG WEEK ACCOM/REFRESH	2,351.28
GJ0413	31-10-2020	NAB DCEO CORPORATE CARD	BANK CHARGES	9.00
			NCCA IINET	82.95
			KAL CHILD CARE IINET	80.28
			2V NET COMPUTER EXPS OFFICE 365	516.29
GJ0415	31-10-2020	NATIONAL AUSTRALIA BANK	LOAN 152 FACILITY FEE	1422.52
				\$340,833.57

7.4.2 MONTHLY FINANCIAL STATEMENTS – OCTOBER 2020

FILE REFERENCE:	1.1.1
DATE OF REPORT:	10th November 2020
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton
APPENDICES:	Monthly Financial Report for October 2020

SUMMARY

Council to adopt the monthly financial reports as presented.

BACKGROUND:

This information is provided to Council in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

The Monthly Statements of Financial Activity for the period ending 31 October 2020 are detailed from page 1 to page 26 per the attached Monthly Financial Report.

FINANCIAL & BUDGET IMPLICATIONS:

The 31st October 2020 financial position is comprised of the following:

Total operating revenue has a positive variance of \$284,824 and operating expenditure has a negative variance of \$88,838. The additional revenue and expenditure can be attributed to a variance between budget profiles and the actual revenue and income transacted to the end of October 2020. It is not anticipated that there will be any major revenue or expenditure variations this financial year.

Investing and Financing variances will reconcile as the year progresses with no major variances anticipated.

Further explanations of material variations are detailed by reporting program in Note 15 of the Monthly Financial Report.

STATUTORY IMPLICATIONS:

Local Government (Financial Management) Regulation 34 1996
Local Government Act 1995 Section 6.4

POLICY IMPLICATIONS:

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. The current Council Policy sets the material variance at \$5,000.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.4.2

That Council adopts the draft Monthly Financial Report for the period ending 31 October 2020.

SHIRE OF NORTHAMPTON
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 October 2020

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2020**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 October 2020

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

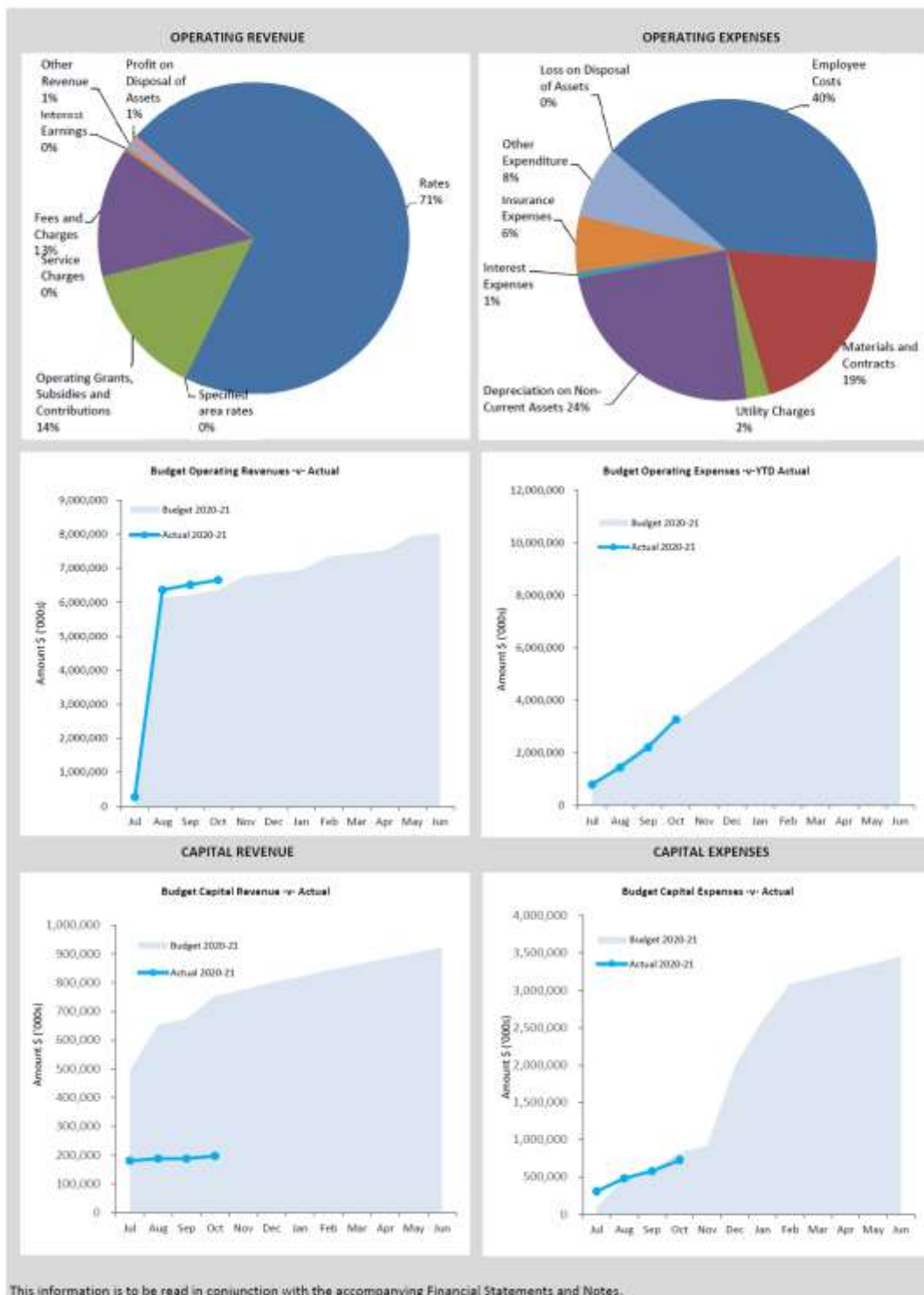
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2020

SUMMARY INFORMATION - GRAPHS



Please refer to the compilation report

SHIRE OF NORTHAMPTON | 3

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 2020

STATUTORY REPORTING PROGRAMS

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

GOVERNANCE	ACTIVITIES
To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the Council for the provision of governance of the district.
GENERAL PURPOSE FUNDING	
To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	
To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	
To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, administration of health local laws and maintenance
EDUCATION AND WELFARE	
To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child minding centre's, operational costs associated with the Northampton Child Care Association and Kalbarri Aged Care Housing maintenance.
HOUSING	
To provide and maintain shire housing.	Provision and maintenance of shire housing.
COMMUNITY AMENITIES	
To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
RECREATION AND CULTURE	
To establish and effectively manage infrastructure and resource which will help the social wellbeing of the community.	Maintenance of public halls and buildings, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, other cultural facilities.
TRANSPORT	
To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES	
To help promote the shire and its economic wellbeing.	Tourism and area promotion including the maintenance and operation of camping facilities. Provision of Building Services and Port Gregory Water Supply.
OTHER PROPERTY AND SERVICES	
To monitor and control Shire's overhead operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 4

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,815,811	1,815,811	1,815,811	0	0.00%	
Revenue from operating activities							
Governance		81,900	35,628	71,444	35,816	100.53%	▲
General purpose funding	6	6,082,050	5,038,642	5,147,230	108,588	2.16%	▲
Law, order and public safety		75,621	25,192	27,810	2,618	10.39%	
Health		34,612	11,532	12,500	968	8.39%	
Education and welfare		216,658	72,208	136,063	63,855	88.43%	▲
Housing		77,836	25,940	26,430	490	1.89%	
Community amenities		868,847	771,899	778,947	7,048	0.91%	▲
Recreation and culture		30,065	10,012	20,874	10,862	108.49%	▲
Transport		233,646	228,229	228,243	14	0.01%	
Economic services		184,965	98,422	142,489	44,067	44.77%	▲
Other property and services		142,293	47,420	57,919	10,499	22.14%	▲
		8,028,493	6,365,124	6,649,948	284,824		▲
Expenditure from operating activities							
Governance		(857,374)	(289,722)	(307,470)	(17,748)	(6.13%)	▼
General purpose funding		(279,797)	(93,252)	(125,088)	(31,836)	(34.14%)	▼
Law, order and public safety		(364,629)	(126,984)	(141,024)	(14,040)	(11.06%)	▼
Health		(225,918)	(75,272)	(64,613)	10,659	14.16%	▲
Education and welfare		(265,537)	(88,476)	(84,744)	3,732	4.22%	
Housing		(77,979)	(25,924)	(27,438)	(1,514)	(5.84%)	▼
Community amenities		(1,621,783)	(540,372)	(522,946)	17,426	3.22%	▲
Recreation and culture		(1,754,968)	(584,676)	(594,676)	(10,000)	(1.71%)	▼
Transport		(3,756,978)	(1,252,272)	(1,207,054)	45,218	3.61%	▲
Economic services		(303,696)	(101,172)	(172,101)	(70,929)	(70.11%)	▼
Other property and services		(39,293)	(13,056)	(32,861)	(19,805)	(151.70%)	▼
		(9,547,952)	(3,191,178)	(3,280,016)	(88,838)		▼
Non-cash amounts excluded from operating activities	1(a)	2,190,000	697,062	745,161	48,099	6.90%	▲
Amount attributable to operating activities		670,541	3,871,008	4,115,093	244,085		▲
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	682,484	671,729	91,600	(580,129)	(86.36%)	▼
Proceeds from disposal of assets	7	206,000	68,664	89,000	20,336	29.62%	
Proceeds from self supporting loans	9	34,126	13,709	16,723	3,014	21.99%	
Purchase of property, plant and equipment	8	(3,263,345)	(763,901)	(671,713)	92,188	12.07%	▲
Amount attributable to investing activities		(2,340,735)	(9,799)	(474,390)	(464,591)		▼
Financing Activities							
Transfer from reserves	10	100,000	16,667	100,000	83,333	500.00%	▲
Repayment of debentures	9	(190,417)	(31,736)	(53,654)	(21,918)	(69.06%)	▼
Transfer to reserves	10	(55,200)	(9,200)	(36,016)	(26,016)	(291.48%)	▼
Amount attributable to financing activities		(145,617)	(24,270)	10,330	34,599		▲
Closing funding surplus / (deficit)	1(c)	0	5,652,751	5,466,845			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$5,000 or 0.00% whichever is the greater.

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 5

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 OCTOBER 2020**

REVENUE

RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

GRANT REVENUE

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

Assets that were acquired for consideration that was less than fair value principally to enable the Shire to further its objectives may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

Volunteer Services in relation have not been recognised in revenue and expenditure as the fair value of the services cannot be reliably estimated and the services would not have been purchased if they had not been donated.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 6

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

BY NATURE OR TYPE

	Ref Note	Adopted Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
					\$	%	
Opening funding surplus / (deficit)	1(c)	1,815,811	1,815,811	1,815,811	0	0.00%	
Revenue from operating activities							
Rates	6	4,720,586	4,686,586	4,714,581	27,995	0.60%	▲
Operating grants, subsidies and contributions	12	2,000,206	669,863	917,266	247,403	36.93%	▲
Fees and charges		1,174,701	918,593	896,556	(22,037)	(2.40%)	▼
Interest earnings		82,500	40,332	26,749	(13,583)	(33.68%)	▼
Other revenue		0	0	45,682	45,682	0.00%	
Profit on disposal of assets	7	50,500	49,750	49,116	(634)	(1.27%)	
		8,028,493	6,365,124	6,649,948	284,824		▲
Expenditure from operating activities							
Employee costs		(3,675,853)	(1,225,024)	(1,307,749)	(82,725)	(6.75%)	▼
Materials and contracts		(2,513,572)	(837,488)	(625,898)	211,590	25.26%	▲
Utility charges		(346,790)	(115,512)	(80,362)	35,150	30.43%	▲
Depreciation on non-current assets		(2,240,500)	(746,812)	(794,276)	(47,464)	(6.36%)	▼
Interest expenses		(68,476)	(22,816)	(21,744)	1,072	4.70%	
Insurance expenses		(198,215)	(65,908)	(196,418)	(130,510)	(198.02%)	▼
Other expenditure		(504,546)	(177,618)	(253,568)	(75,950)	(42.76%)	▼
		(9,547,952)	(3,191,178)	(3,280,016)	(88,838)		▼
Non-cash amounts excluded from operating activities	1(a)	2,190,000	697,062	745,161	48,099	6.90%	▲
Amount attributable to operating activities		670,541	3,871,008	4,115,093	244,085		▲
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	682,484	671,729	91,600	(580,129)	(86.36%)	▼
Proceeds from disposal of assets	7	206,000	68,664	89,000	20,336	29.62%	▲
Proceeds from self-supporting loans	9	34,126	13,709	16,723	3,014	21.99%	
Payments for property, plant and equipment	8	(3,263,345)	(763,901)	(671,713)	92,188	(12.07%)	▲
Amount attributable to investing activities		(2,340,735)	(9,799)	(474,390)	(464,591)		▼
Financing Activities							
Transfer from reserves	10	100,000	16,667	100,000	83,333	500.00%	▲
Repayment of debentures	9	(190,417)	(31,736)	(53,654)	(21,918)	(69.06%)	▼
Transfer to reserves	10	(55,200)	(9,200)	(36,016)	(26,816)	(291.48%)	▼
Amount attributable to financing activities		(145,617)	(24,270)	10,330	34,599		
Closing funding surplus / (deficit)	1(c)	0	5,652,751	5,466,845			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$
Adjustments to operating activities			
Add/Deduct: Profit/Loss on asset disposals	7	(50,500)	(49,116)
Add: Depreciation on assets		2,240,500	794,276
Total non-cash items excluded from operating activities		2,190,000	745,161

(b) Adjustments to net current assets in the Statement of Financial Activity

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

		Last Year Closing 30 June 2020	Year to Date 31 October 2020
Adjustments to net current assets			
Less: Reserves - restricted cash	10	(965,039)	(901,055)
Less: Land Held for Resale		(235,000)	(235,000)
Add/Less: Adjustments			20,666
Add: Borrowings	9	190,417	136,763
Add: Provisions - Employee	11	735,158	787,109
Add: Movement in Provisions		22,806	0
Total adjustments to net current assets		(251,658)	(191,517)

(c) Net current assets used in the Statement of Financial Activity

Current assets			
Cash and cash equivalents	2	2,753,441	4,949,458
Financial assets at amortised cost	2	0	70,068
Rates receivables	3	325,425	1,156,656
Receivables	3	121,347	322,948
Other current assets	4	244,514	280,150
Less: Current liabilities			
Payables	5	(436,357)	(181,720)
Borrowings	9	(190,417)	(136,763)
Contract liabilities	11	(15,326)	(15,326)
Provisions	11	(735,158)	(787,109)
Less: Total adjustments to net current assets	1(b)	(251,658)	(191,517)
Closing funding surplus / (deficit)		1,815,811	5,466,845

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Deposits	Municipal	1,030,662		1,030,662		NAB		At call
Petty Cash	Cash on Hand	1,450		1,450				
Investment	Reserves	0	901,056	901,056		NAB	0.70%	02/03/2021
Cash Deposits	Trust	0	49,458	49,458	49,458	NAB		At Call
Retention	Term Deposit	16,289		16,289		NAB	0.51%	18/12/2020
Investment	Term Deposit	1,000,000		1,000,000		NAB	0.67%	22/03/2021
Investment	Term Deposit	1,000,000		1,000,000		NAB	0.60%	06/01/2021
Investment	Term Deposit	500,000		500,000		NAB	0.50%	15/12/2020
Investment	Term Deposit	500,000		500,000		NAB	0.56%	15/02/2021
Total		4,048,402	950,514	4,998,916	49,458			
Comprising								
Cash and cash equivalents		4,048,402	950,514	4,998,916	49,458			
Financial assets at amortised cost		0	0	70,068	0			
		4,048,402	950,514	4,998,916	49,458			

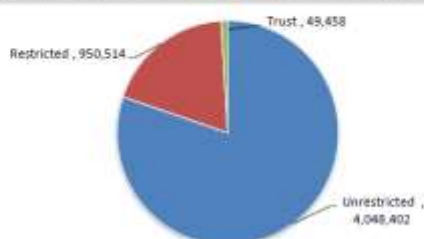
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Total Cash	Unrestricted
\$5. M	\$4.05 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

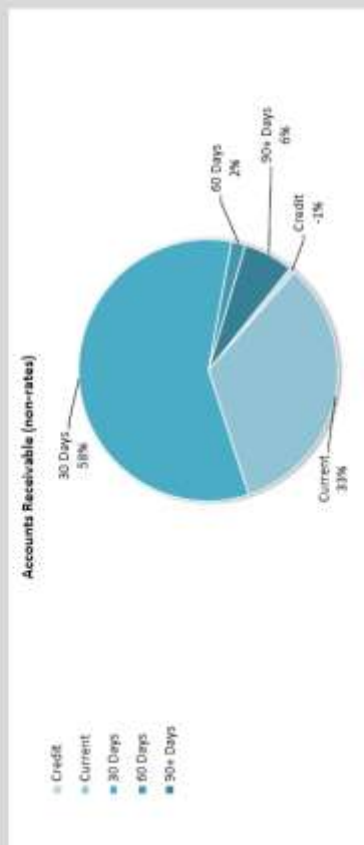
Rates receivable	31-Oct-20	30 Jun 2020
Operating arrears previous years	\$ 211,013	\$ 251,835
Levied this year	4,714,581	4,574,430
Less - collections to date	(3,768,938)	(4,615,252)
Equals current outstanding	1,156,656	211,013
Net rates collectable	1,156,656	211,013
% Collected	76.5%	95.6%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	(504)	25,190	43,661	1,309	4,673	74,329
Percentage	(0.7%)	33.9%	58.7%	1.8%	6.3%	
Balance per trial balance						
Sundry receivable	(504)	25,190	43,661	1,309	4,673	74,329
GST receivable						48,686
Rubbish Receivables						109,631
Accrued Income						(9,929)
Emergency Services Levy						100,231
Total receivables general outstanding						322,948

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 October 2020
Other current assets	\$	\$	\$	\$
Inventory				
Fuel & Materials	9,514	35,636	0	45,150
Land Held for Resale	235,000	0	0	235,000
Total other current assets				280,150
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

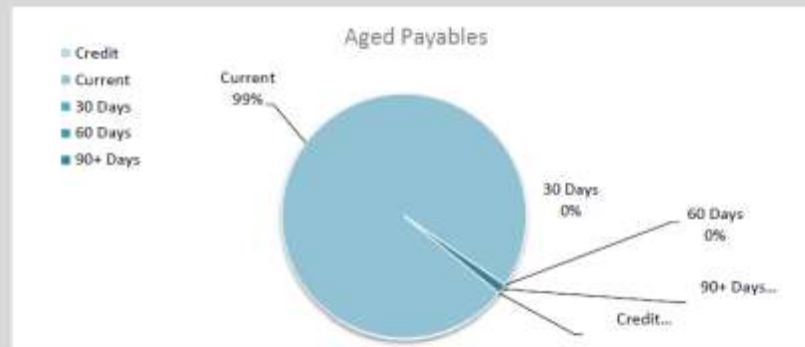
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	9,537	0	0	(124)	9,412
Percentage	0%	101.3%	0%	0%	-1.3%	
Balance per trial balance						
Sundry creditors	0	9,537	0	0	(124)	9,412
Sundry/Payroll Deductions		14,233				14,233
Accrued salaries and wages		2,663				2,663
ATO liabilities		88,094				88,094
Accrued Expenditure		34,738				34,738
Bonds and Deposits		32,581				32,581
Total payables general outstanding	0	181,845	0	0	(124)	181,720

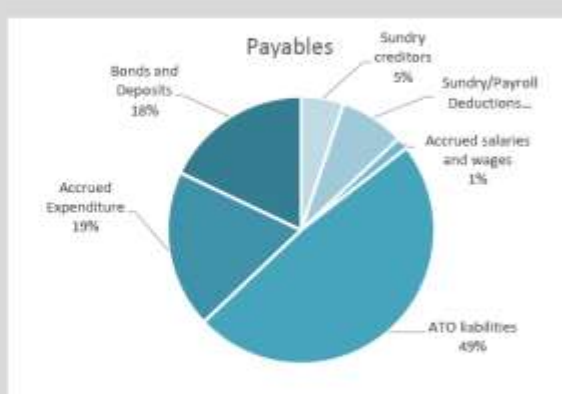
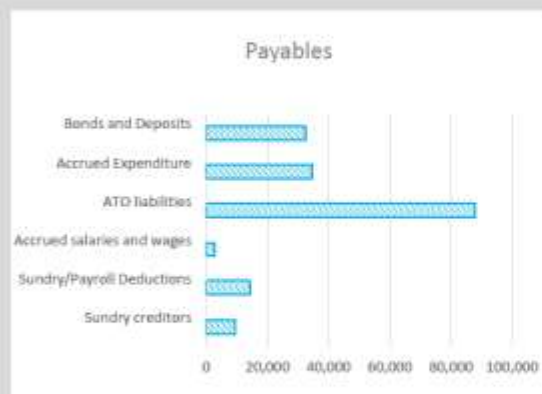
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due
\$181,720
Over 30 Days
-1%
Over 90 Days
-1.3%



Please refer to the compilation report

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OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

General rate revenue	RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			YTD Actual		
					Rate Revenue	Interim Rate	Back Rate	Rate Revenue	Interim Rates	Back Rates
					\$	\$	\$	\$	\$	\$
General rate revenue										
Gross rental value										
General GRV		0.079956	1,562	17,747,241	1,717,044	0	0	1,717,044	1,715,075	1,715,075
Unimproved value										
General UV		0.011983	437	193,618,765	2,351,382	0	0	2,351,382	2,347,121	(32)
Sub-Total			1,999	211,366,006	4,068,426	0	0	4,068,426	4,062,196	(32)
Minimum payment										
Gross rental value										
General GRV		565	993	7,016,922	561,045	0	0	561,045	566,695	0
Unimproved value										
General UV		565	71	3,347,659	40,115			40,115	34,465	34,465
Sub-total			1,064	10,364,581	601,160	0	0	601,160	601,160	0
Discount								0		(54)
Total general rates								4,669,586		4,663,270
Specified area rates										
Kalbarri Tourism		0.001721		17,443,404	30,000	0	0	30,000	30,266	45
Port Gregory Water Supply		0.036904		569,036	21,000	0	0	21,000	21,000	0
Total specified area rates				18,012,440	51,000	0	0	51,000	51,266	45
Total								4,720,586		4,714,581

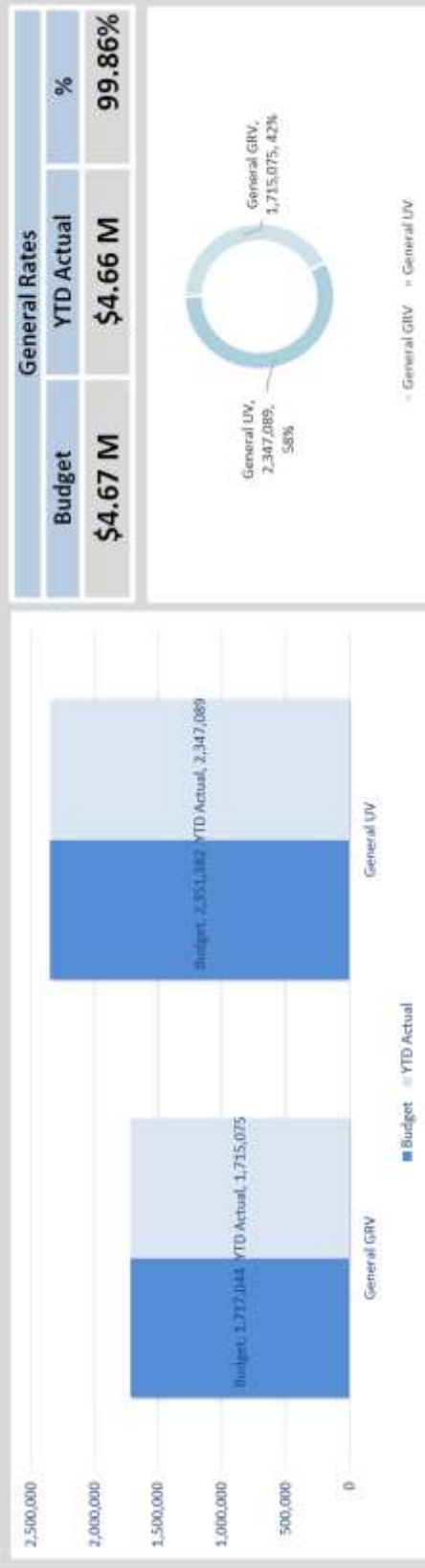
Please refer to the compilation report

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. From 1 July 2019 prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

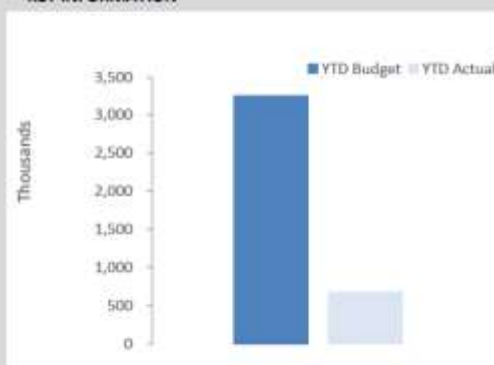
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	334,090	24,388	273,601	249,213
Furniture and equipment	70,000	23,332	0	(23,332)
Plant and equipment	708,400	236,132	293,794	57,662
Infrastructure - Roads	1,366,195	382,437	48,748	(333,689)
Infrastructure - Footpaths & Carparks	538,520	72,357	34,898	(37,459)
Infrastructure - Parks & Ovals	218,140	15,923	0	(15,923)
Infrastructure - Other	28,000	9,332	20,671	11,339
Capital Expenditure Totals	3,263,345	763,901	671,713	(92,188)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,500,386	1,500,386	994,023	(506,363)
Other (disposals & C/Fwd)	206,000	68,664	89,000	20,336
Cash backed reserves				
Leave Reserve	0	256,008	0	(256,008)
Roadworks Reserve	0	29,641	0	(29,641)
Kalbarri Airport Reserve	0	85,516	0	(85,516)
Building/Housing Reserve	0	121,865	0	(121,865)
Computer and Office Equipment Reserve	0	33,944	0	(33,944)
Land Development Reserve	0	364,161	0	(364,161)
Port Gregory Water Supply Reserve	0	36,500	0	(36,500)
Tourism Infrastructure Reserve	100,000	100,000	100,000	0
Contribution - operations	1,456,959	(1,832,784)	(511,310)	1,321,474
Capital funding total	3,263,345	763,901	671,713	(92,188)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.26 M	\$0.67 M	21%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.5 M	\$0.99 M	66%

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 16

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)



%	Account Description	Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
	Governance				
	LED Signage (FAG's LR&I Funding)	70,000	23,332	0	70,000
	DCEO Vehicle Replacement	43,000	14,332	0	43,000
	Governance Total	113,000	37,664	0	113,000
	Education and Welfare				
	NCCA Storage Shed	0	0	3,282	(3,282)
	Education and Welfare Total	0	0	3,282	(3,282)
	Communities Amenities				
	Jacques Point Ablutions	209,090	15,263	192,390	16,700
	Kings Park Point Ablutions	100,000	7,300	64,293	35,707
	Car Park for Jacques Point Ablutions	70,000	29,163	3,121	66,879
	Northampton Cemetery Fence	38,500	2,810	0	38,500
	Memorial Tree (FAG's LR&I Funding)	20,000	1,460	0	20,000
	Communities Amenities Total	437,590	55,996	259,804	177,786
	Recreation And Culture				
	Port Gregory Shelters	24,000	1,752	0	24,000
	Horrocks Shelter at Parkland BBQ	11,000	803	0	11,000
	Blue Holes Carpark Redevelopment R969	29,400	2,146	0	29,400
	Horrocks access steps from oval to HCC	7,500	547	0	7,500
	Northampton Bowling Club Synthetic Green	117,140	8,551	0	117,140
	Northampton Community Centre Solar Power	15,000	1,095	13,636	1,364
	Allen Centre Tourist Bus Park (FAG's LR&I Funding)	235,000	17,155	8,800	226,200
	Old School Roof Replacement (Seed Funding)	10,000	730	0	10,000
	Recreation And Culture Total	449,040	32,779	22,436	426,604
	Transport				
	Road Construction	1,366,195	382,437	48,748	1,317,447
	Footpath/Carpark Construction	204,120	23,893	22,977	181,143
	Tip Truck Northampton	225,200	75,067	228,594	(3,394)
	Small Tractor	83,000	27,667	0	83,000
	Maintenance Truck Northampton	140,000	46,667	0	140,000
	Truck and Trailer Tarpaulin	85,000	28,333	0	85,000
	Gardeners Tandem Tipping Trailer	7,000	2,333	0	7,000
	Works Manager Vehicle	60,000	20,000	0	60,000
	Airport - Install 2 x 22KVA Generators	28,000	9,332	20,671	7,329
	Transport Total	2,263,715	637,462	386,190	1,877,525
	Capital Expenditure by Program Total	3,263,345	763,901	671,713	2,594,914

Please refer to the compilation report

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Housing									
Loan 154 - Staff Housing	189,159	0	0		35,418	189,159	153,741		7,156
Recreation and culture									
Loan 156 - RSL Hall Extensions	454,484	0	0		46,459	454,484	408,025		12,210
Transport									
Loan 153 - Plant Purchases	133,684	0	0	21,187	42,800	112,497	90,884	2,687	5,789
Loan 157 - Plant Purchases	340,000	0	0	15,744	31,614	324,256	308,386	2,720	7,593
	1,117,327	0	0	36,931	156,291	1,080,396	961,036	5,407	32,748
Self supporting loans									
Education and welfare									
Loan 155 - Pioneer Lodge	358,026	0	0	7,487	15,122	350,538	342,904	7,071	16,435
Recreation and culture									
Loan 151 - Kalbarri Bowling Club	0	0	0	0	0	0	0	0	0
Other property and services									
Loan 152 - Staff Housing (CEO)	293,742	0	0	9,236	19,004	302,907	274,738	9,266	19,293
	651,768	0	0	16,723	34,126	653,446	617,642	16,337	35,728
Total	1,769,095	0	0	53,654	190,417	1,733,842	1,578,678	21,744	68,476
Current borrowings	190,417					136,763			
Non-current borrowings	1,578,678					1,597,079			
	1,769,095					1,733,842			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

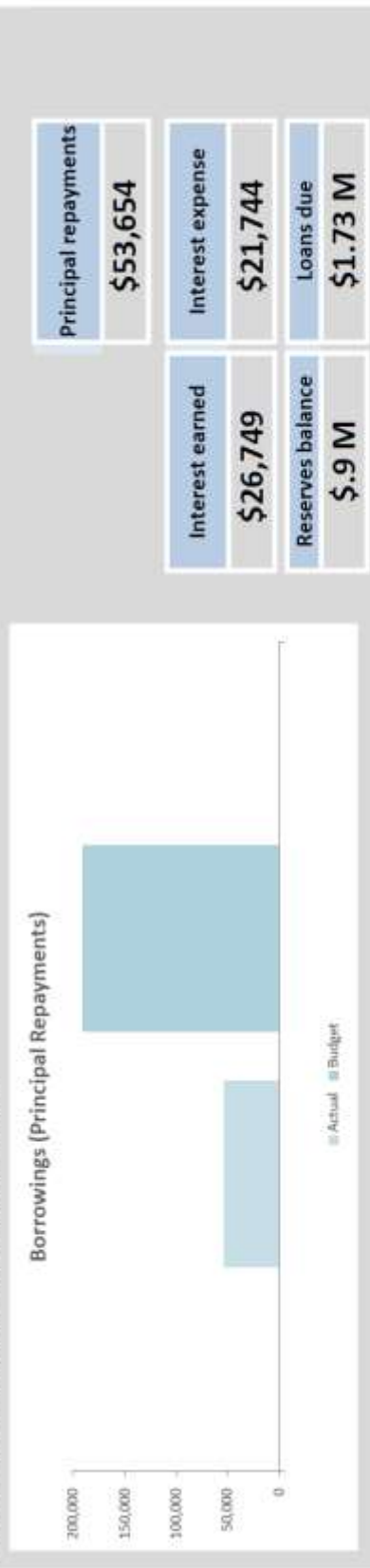
New borrowings 2020-21

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Borrowed Actual	Borrowed Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Please refer to the compilation report

OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

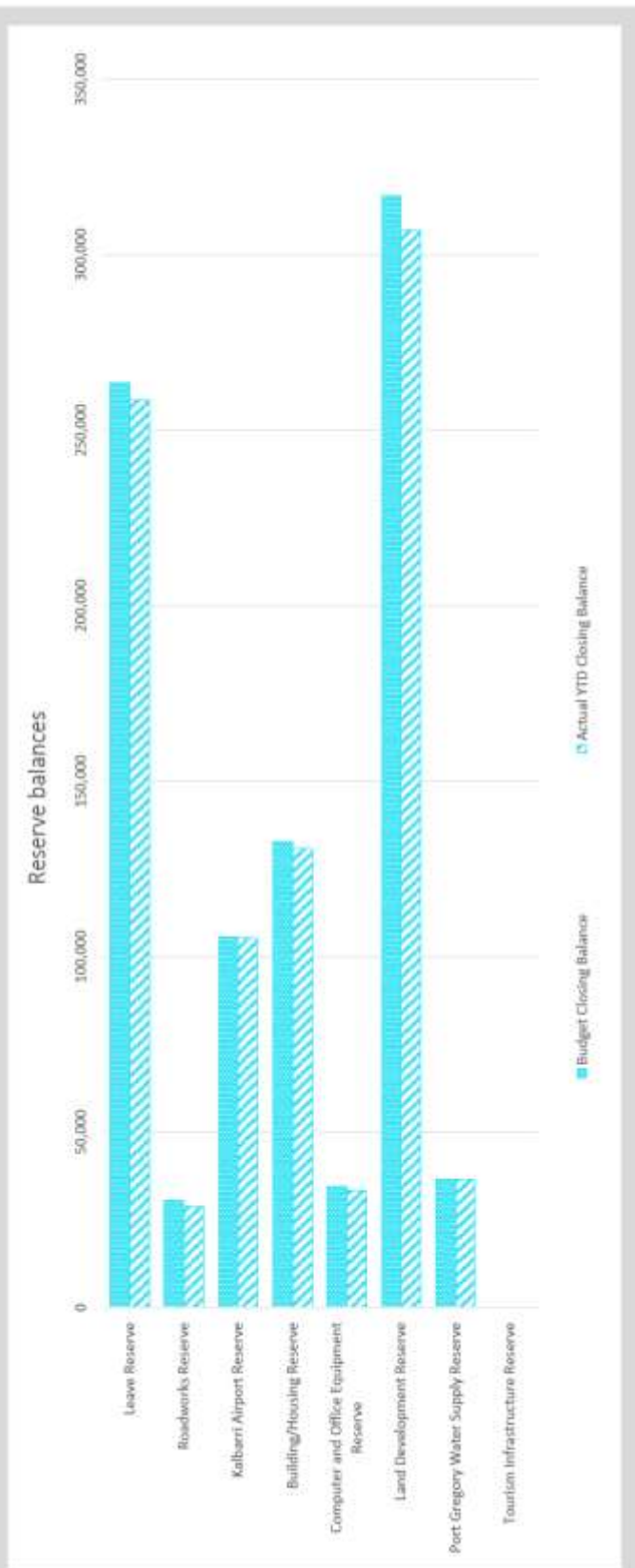
Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	253,511	5,000	250	5,000	5,000	0	0	263,511	258,761
Roadworks Reserve	28,639	2,000	100	0	0	0	0	30,639	28,739
Kalbarri Airport Reserve	85,422	200	10	20,000	20,000	0	0	105,622	105,432
Building/Housing Reserve	120,863	2,000	100	10,000	10,000	0	0	132,863	130,963
Computer and Office Equipment Reserve	33,446	1,000	50	0	0	0	0	34,446	33,496
Land Development Reserve	306,658	10,000	506	0	0	0	0	316,658	307,164
Port Gregory Water Supply Reserve	36,500	0	0	0	0	0	0	36,500	36,500
Tourism Infrastructure Reserve	100,000	0	0	0	0	(100,000)	(100,000)	0	0
	965,039	20,200	1,016	35,000	35,000	(100,000)	(100,000)	920,239	901,055

Please refer to the compilation report

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KEY INFORMATION



Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 October 2020
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements – non-operating	13	15,326	0	0	15,326
Total unspent grants, contributions and reimbursements		15,326	0	0	15,326
Provisions					
Annual leave		296,048			296,048
Long service leave		491,060			491,060
Total Provisions		787,109	0	0	787,109
Total other current assets		802,435			802,435
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

Description/Provider	Unspent operating grant, subsidies and contributions liability				Operating grants, subsidies and contributions revenue		
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Current Liability 31 Oct 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies							
General purpose funding							
Grants Commission - General/	0	0	0	0	463,588	115,897	360,364
Grants Commission - Roads/	0	0	0	0	334,355	83,588	81,512
Local Roads & Infrastructure Program	0	0	0	0	490,300	122,575	0
Law, order, public safety							
Emergency Services Levy - BFB	0	0	0	0	34,646	11,548	11,011
Emergency Services Levy - SES	0	0	0	0	24,975	8,324	8,863
Education and welfare							
NCCA Operational Grant/Fundraising	0	0	0	0	88,223	29,404	88,223
Community amenities							
GRANT - CHARMAP	0	0	0	0	10,000	3,332	0
Transport							
MRD - Maintenance	0	0	0	0	176,655	176,655	176,655
	0	0	0	0	1,622,742	551,323	726,628

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 23

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Description/Provider	Unspent non operating grants, subsidies and contributions liability				Non operating grants, subsidies and contributions revenue			
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Oct 2020	Current Liability 31 Oct 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	(b) \$
Non-operating grants and subsidies								
Transport								
Regional Road Group Funding	15,326		(15,326)	0	0	229,000	225,391	91,600
Roads to Recovery Funding				0	0	453,484	446,338	0
	15,326	0	(15,326)	0	0	682,484	671,729	91,600

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 24

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020**

**NOTE 14
TRUST FUND**

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

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance 31 Oct 2020
	\$	\$	\$	\$
Building Levies (BCITF & BRB)	183	7,658	(5,356)	2,486
Community Bus Bond	4,600	1,600	(1,000)	5,200
Unclaimed Monies - Rates	4,044	0	0	4,044
BROC - Management Funds	1	0	0	1
RSL Hall Key Bond	230	430	(230)	430
Special Series Plates	0	1,860	(1,200)	660
Northampton Child Care Association	16,547	0	0	16,547
Horrocks Memorial Wall	0	0	(148)	(148)
One Life	1,440	0	(500)	940
Rubbish Tip Key Bond	1,800	0	0	1,800
Horrocks - Skatepark	1,050	0	0	1,050
RSL - Kalbarri Memorial	17,326	0	(875)	16,451
DOT - Department of Transport	0	95,788	(95,788)	0
Rates - Overpaid	0	24,559	(24,559)	0
	47,220	131,895	(129,655)	49,459

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020

NOTE 15
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2020-21 year is \$5,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	35,816	100.53%	▲ Permanent	Var due to insurance rebate/refunds
General purpose funding	108,588	2.16%	▲ Permanent	Var due to FAG's budget profile
Education and welfare	63,855	88.43%	▲ Timing	NCCA grant revenue budget profile issue
Community amenities	7,048	0.91%	▲ Timing	Var due to insurance reimbursement Chinamans toilet block damage
Recreation and culture	10,862	108.49%	▲ Permanent	Var due to insurance reimbursement Kalbarri
Economic services	44,067	44.77%	▲ Timing	Foreshore Power Pole
Other property and services	10,499	22.14%	▲ Timing	Will reconcile, budget profile issue
				Will reconcile, budget timing issue lease fees
Expenditure from operating activities				
Governance	(17,748)	(6.13%)	▼ Timing	Will reconcile, budget timing situation only
General purpose funding	(31,836)	(34.14%)	▼ Permanent	Var due to legal fees and add Rates salary
Law, order and public safety	(14,040)	(11.06%)	▼ Timing	Var due to the insurance payment budget profile
Health	10,659	14.16%	▲ Permanent	Will reconcile as year progresses
Community amenities	17,426	3.22%	▲ Timing	Var due to slight lag in rubbish collection invoices
Recreation and culture	(10,000)	(1.71%)	▼ Permanent	Minor variance actuals and budgets will converge
Transport	45,218	3.61%	▲ Permanent	Actuals & budget will converge as year progresses
Economic services	(70,929)	(70.11%)	▼ Timing	Will reconcile, budget timing situation only
Other property and services	(19,805)	(151.70%)	▼ Permanent	Var due to the insurance payment budget profile
Investing activities				
Non-operating grants, subsidies and contributions	(580,129)	(86.36%)	▼ Timing	Will reconcile, budget timing situation only
Capital acquisitions	92,188	12.07%	▲ Timing	Purchase of major plant items to be progressed November/December
Financing activities				
Transfer from reserves	83,333	500.00%	▲ Timing	Transfers processed August 2020
Repayment of debentures	(21,918)	(69.06%)	▼ Timing	Will reconcile, budget timing situation only
Transfer to reserves	(26,816)	(291.48%)	▼ Permanent	Transfers processed August 2020

ADMINISTRATION & CORPORATE REPORT

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7.5.1 KALBARRI WAR MEMORIAL UPGRADE

LOCATION:	Reserve 25307, Memorial Drive, Kalbarri
FILE REFERENCE:	11.1.7
CORRESPONDENT:	Kalbarri RSL Group
DATE OF REPORT:	30 October 2020
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to approve expenditure for refurbishment and upgrade of the Kalbarri War Memorial. It is recommended that the Council inspect the memorial prior the November Council meeting which is to be held in Kalbarri.

LOCALITY PLANS:**BACKGROUND:**

The Kalbarri RSL Group are requesting Council to assist with funding to repair and upgrade the existing war memorial.

This matter has been ongoing for now near twelve months. It is understood that a number of members in the group had what appear to have been a disagreement with others and those who were actively in custody of funds the group had raised over the years for maintaining the memorial, placed an amount of \$17,326 in the Shire's care for the specific purpose of upgrades to the memorial itself. On the 23 October 2019 the CEO met with the current group to discuss upgrades to the memorial as is becoming into a state of disrepair and a schedule of works was discussed on site and the CEO's instructions was for them to obtain quotes and then submit them to allow use of the funds held by Council in trust and should the cost of works exceed the trust funds then a request would be made to Council to cover the balance for consideration in the Councils 2020/21 budget. This scope of works and estimated costs were never received in time for the budget adoption by the Council.

It was only in July of this year that Mr Colin Baker, who is the current spokesperson of the Kalbarri RSL Group, presented a quote to undertake upgrade works however the quote was only in part and on the 22 October 2020 the CEO received final quotes where they are requesting Council to fund the upgrades which amount to \$40,500.

The works requested and quotes provided for are:

Remove existing tiling, repair substrate and re-tile all	\$10,500
Remove & repair concrete spalling, render	\$ 1,500
Provide new stainless steel balustrade	\$28,000
Provide new up-lighting, wiring, fixtures and switching	\$ 500

Note the quotes have been provided by Simple Life Projects of Kalbarri. Repainting is to be undertaken by the RSL group.

A second email quote was also received indicating that the group considered that the stainless steel railing was too expensive, and the revised quote was for the balustrade to be galvanized steel with industrial coating, price \$25,500.

Recently the CEO received advice that funding was available through the Department of Social Services (Federal) titled "Saluting Their Service Commemorative Grant" which provides funding to assist with services and memorial upgrades. Total grant that can be applied for is \$10,000. Subsequently a grant application has been submitted and the announcements of the successful applicants for those grants will occur in February/March 2021

The balance of funds currently held in Council's Trust account is now \$16,130. Some funds were utilised to renew the war memorial entrance statement sign.

Of the balance an estimated \$3,200 is to be used to rust treat and repaint an aircraft navy gun that is on site. The reason why Council is undertaking these works is because in 2019 Mr Baker rang the CEO and stated the gun is dangerous and should be removed due to the original paint treatment of the gun when built which has a zinc chromate undercoat paint that can be harmful to humans. The CEO investigated this concern and advice from Council insurers was that the only time the undercoat was dangerous was when it is originally applied to the gun. Therefore the CEO progressed with arranging for the re-painting of the gun.

FINANCIAL & BUDGET IMPLICATIONS:

It is considered that use of galvanized treated railing balustrade is not appropriate for the location and that stainless steel should be used for longevity and therefore the aforementioned grant application indicated a total cost of \$40,500, however it is considered that a sundry provision of \$2,000 also be included to cover any unforeseen circumstances that may arise during the refurbishment, revised cost \$42,500.

If the grant application is successful then the contribution required from Council will be \$19,570, if grant application is unsuccessful the \$29,570.

Works cost	\$42,500
Trust Fund Proceeds	\$12,930
Grant	\$10,000
Council Contribution	\$19,570

There is no provision for these works within the 2020/21 Budget. In reviewing the budget to determine if other budgeted projects can be deferred to fund the upgrade, there is a provision of \$27,000 for the reseal of Charlton Loop. The Manager for Works and Technical Services has indicated that these works can be deferred and therefore to fund the war memorial upgrade this provision can be used.

The other alternative is for Council to defer the request for consideration in the 2021/22 Budget.

STATUTORY IMPLICATIONS:

Local Government Act 1995 – Section 6.8, authorising unbudgeted expenditure.

VOTING REQUIREMENT:

Absolute Majority Required: - As there is no provision for this expenditure within the 2020/21 Budget and to amend the budget to accommodate the expenditure, Council needs to approve the expenditure by an absolute majority as per Section 6.8 of the Local Government Act 1995.

OFFICER RECOMMENDATION – ITEM 7.5.1

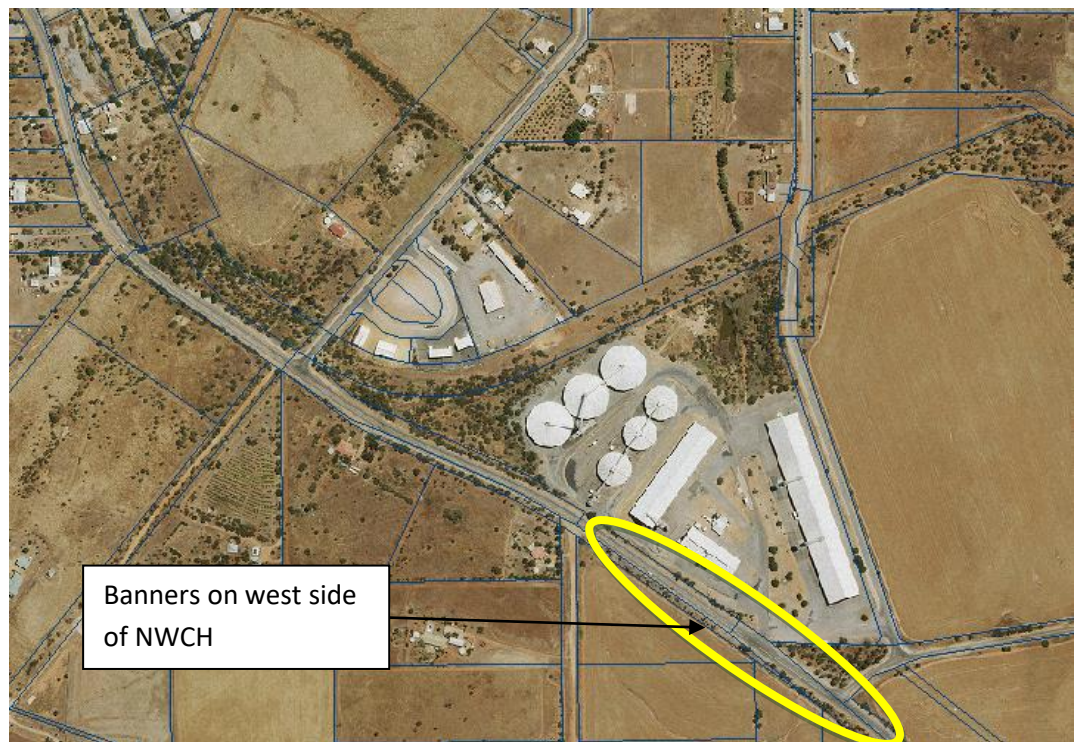
That Council progress with the upgrade works at an estimated cost of \$42,500 of the Kalbarri War Memorial once the outcome of the grant application submitted for the works is known, and this be funded by utilising the trust proceeds held for this purpose and the provision for the re-sealing of Charlton Loop of \$27,000 that has been approved within the 2020/21 Budget and should the grant application of \$10,000 submitted for the upgrade be unsuccessful then the balance of funds required for the works be declared authorised expenditure.

7.5.2	NORTHAMPTON TOWN ENTRANCE BANNERS
LOCATION:	Northampton – North West Coastal Highway
FILE REFERENCE:	13.2.1
CORRESPONDENT:	Northampton Creative Obsessions Group
DATE OF REPORT:	30 October 2020
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Banners Proposed

SUMMARY:

Council to approve of the design for banners to be placed on existing banner poles on southern entrance to Northampton on North West Coastal Highway.

LOCALITY PLANS:



BACKGROUND:

The Creative Obsessions Group have been preparing designs to replace previous banners on the four existing banner poles. They have now finalised their designs and are shown at Appendices 1 for Council consideration and endorsement.

As with all previous banners on these poles, those erecting them are to maintain them and replace and/or repair damaged banners.

FINANCIAL & BUDGET IMPLICATIONS:

There are no financial implications for Council.

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Community Strategic Plan 2016-2026

Strategy - Our Economy

Strategy 1.3.4

Key Outcome: Support for visitor attraction and for community driven events-based and tourism

Objectives: Increase of events that attract overseas, regional, and local people to support the local economy.

Success Measures: Increase or decrease of visitors and number of events held.

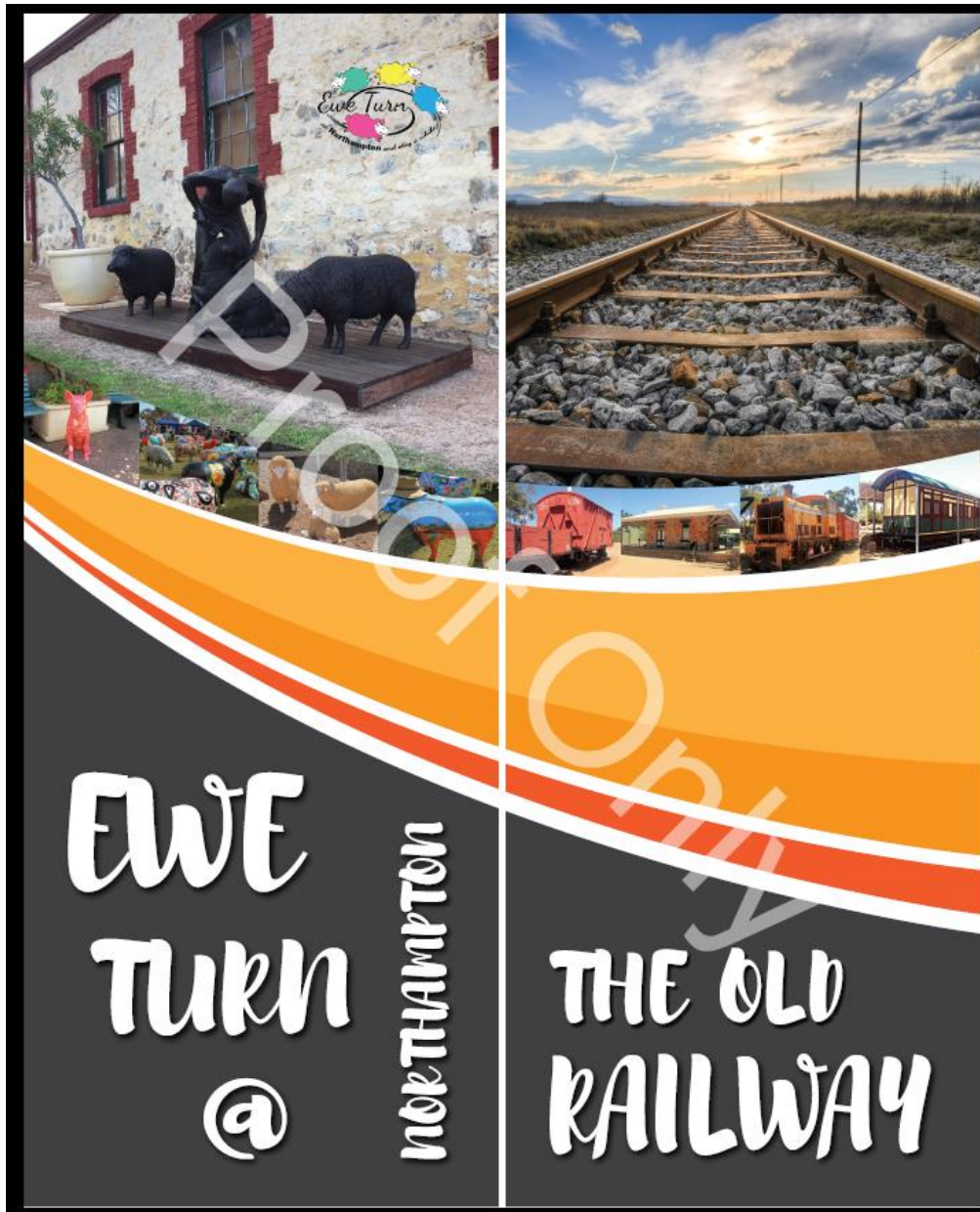
VOTING REQUIREMENT:

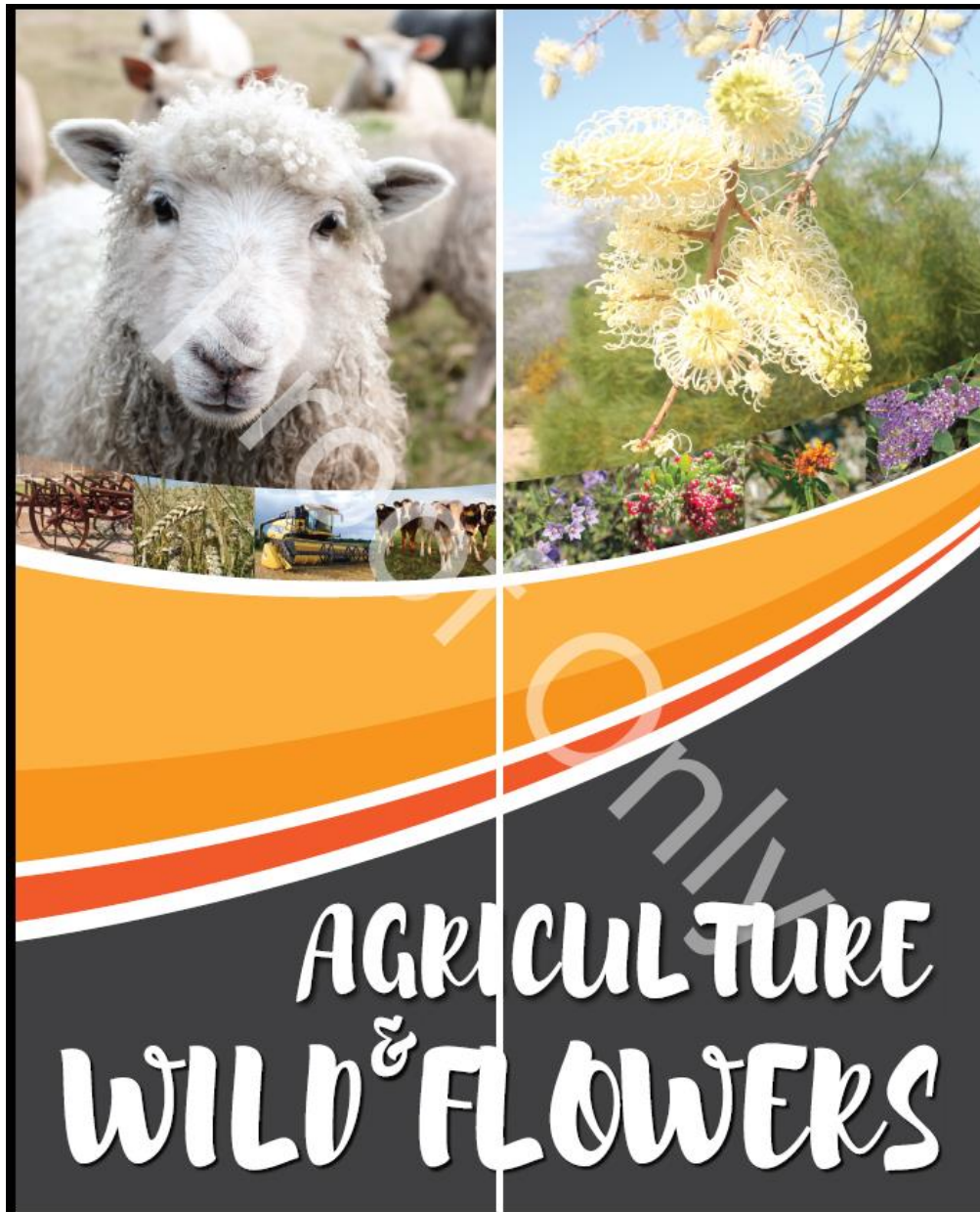
Simple Majority Required:

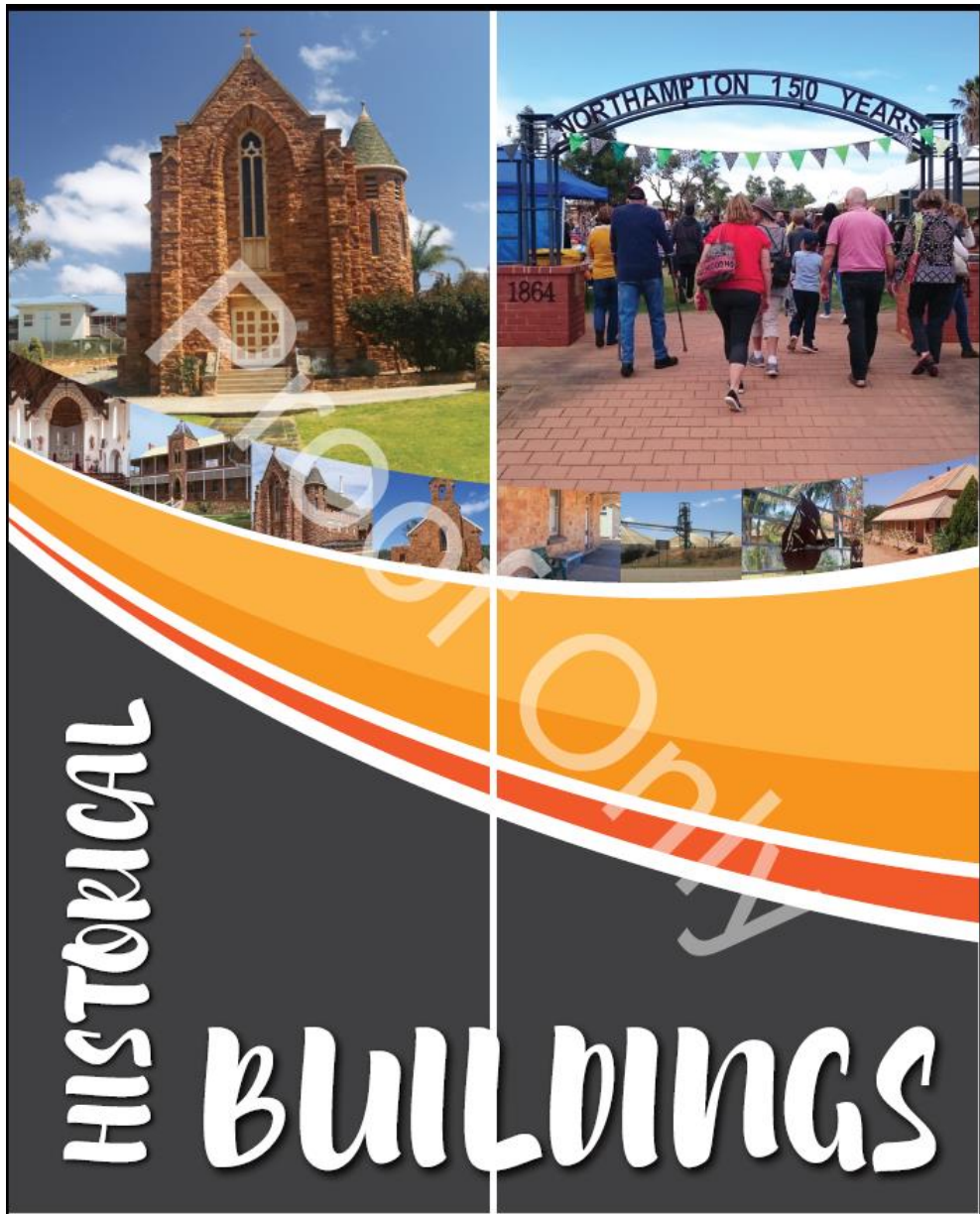
OFFICER RECOMMENDATION – ITEM 7.5.2

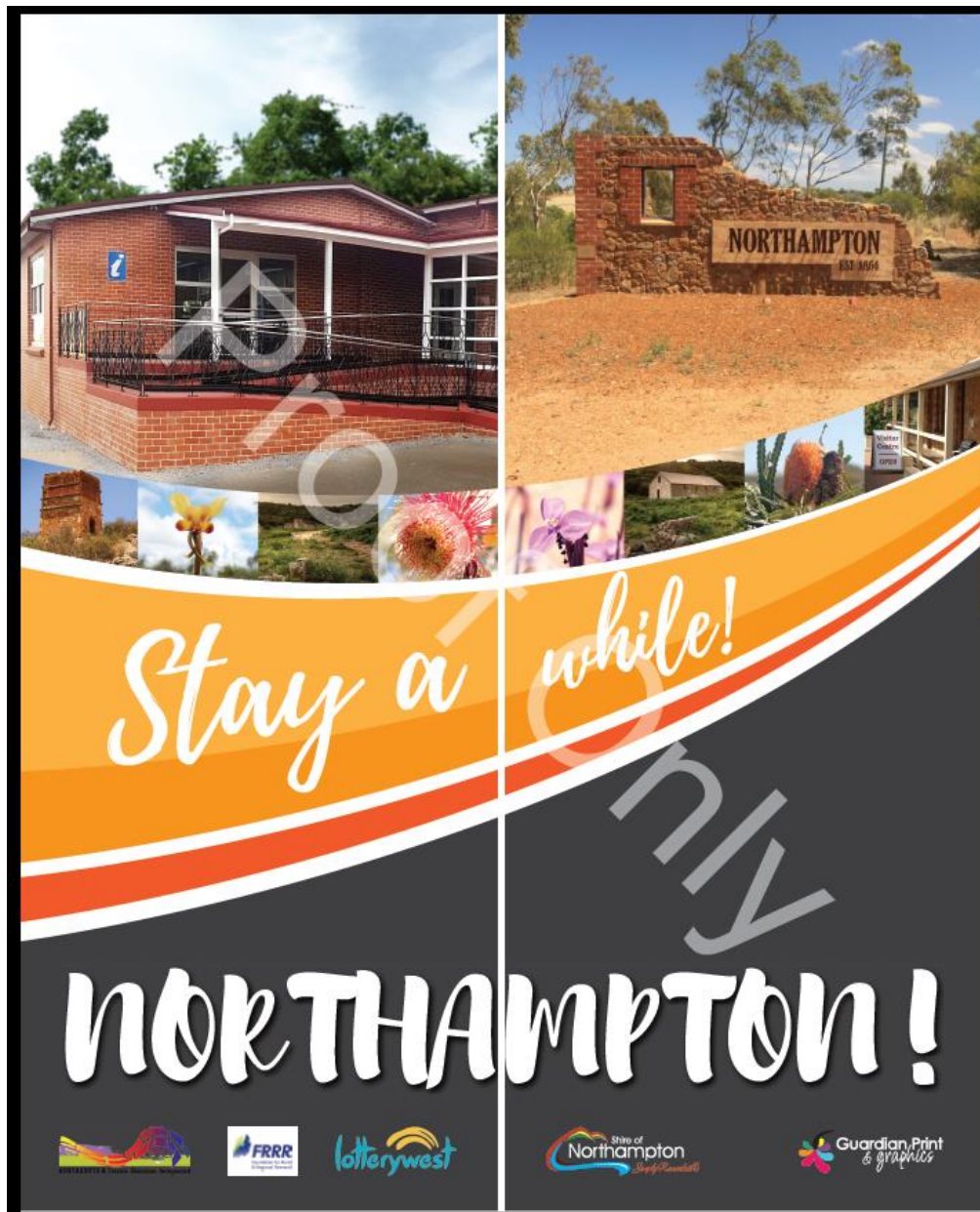
That Council endorse the banner designs for placement on the banner poles on the entrance into Northampton as presented subject to the Creative Obsessions Group being responsible for the ongoing maintenance and repair/replacement of any damaged banners.

APPENDICES 1 – Images of Banners









7.5.3	MANDATORY MODEL STANDARDS FOR CEO RECRUITMENT, PERFORMANCE & TERMINATION
FILE REFERENCE:	4.2.8
CORRESPONDENT:	WA Local Government Association Local Government Professionals Australia
DATE OF REPORT:	3 November 2020
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to make comment/response on proposed mandatory model standards for the recruitment, performance and termination of Chief Executive Officers of Local Governments.

BACKGROUND:

The *Local Government Legislation Amendment Act 2019* introduced numerous amendments to the *Local Government Act 1995*, including the yet to commence insertion of new sections introducing mandatory Model Standards for CEO recruitment, performance and termination.

In March 2019 the Department of Local Government, Sport and Cultural Industries invited WALGA and other parties to participate in the CEO Recruitment, Performance Review and Termination Working Group to develop Model Standards. The Department discontinued the Working Group in May 2019 and released a Consultation Paper without endorsement by the Working Group in October 2019.

At the WALGA State Council meeting held in December 2019, based on sector feedback, State Council resolved to request that the Working Group be reconvened to develop and endorse Model Standards for further sector consultation, and identified several concerns with the proposals in the Consultation Paper.

Throughout 2020, WALGA sought advice from the Department on the progress of draft regulations and a sector consultation process. The Department has now released the draft *Local Government (Administration) Amendment Regulations (No.2) 2020 (Draft Regulations)*, to prescribe the Model Standards, together with Explanatory Notes. Both documents are available via the Department's website. A short consultation period will close on Sunday 6 December 2020, following WALGA's advocacy for further time to enable Councils to consider this matter.

WALGA notes that the Working Group was not reconvened, and the Draft Regulations include several elements that were highlighted as matters of concern by the sector.

WALGA & LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA COMMENTS:

Following are comments provided by WALGA and LGProfessionals on the implications of the proposed regulations:

1. Requirement to re-advertise CEO positions after 10 years of continuous service

WALGA Section 5.39(2)(b) of the Local Government Act already limits CEO contracts to a maximum of 5 years and Councils have general competence powers to consider whether to renew the incumbent's contract or advertise the position. Suggesting that a Council must re-advertise the position of a CEO after 10 years is likely to prove unworkable or counterproductive in any case as:

- Councils conducting a selection process known to involve an incumbent CEO will risk allegations of non-compliance with Section 5.40 of the Local Government Act '*Principles affecting Local Government employees*' due to actual or perceived bias, nepotism and lack of merit and equity in relation to other applicants.
- May result in CEOs actively seeking alternative employment as the 10 year horizon approaches, meaning that a CEO that has provided satisfactory or perhaps exemplary service will be unnecessarily lost to the local government.
- Where a CEO is re-employed as a consequence of re-advertising after the 10 year period, this process has incurred unnecessary costs and time waste for the LG, distracting from achieving its strategic objectives and may further entrench perceptions that contracts are for life, thus negating the very purpose of this proposal.

Further, Division 3 of the Draft Regulations seeks to improve the capacity of local governments to effectively manage CEO employment. This is a far more appropriate and adapted mechanism to address a perceived issue of ‘contracts for life’, by ensuring that the performance of CEOs, whether long serving or newly appointed, is appropriately assessed and managed.

LGPRO The requirement for CEOs to reapply for their position after ten years is strongly opposed.

2. Independent Panel Member of CEO Selection Panel

WALGA Clause 8 of the Draft Regulations requires the selection panel to include at least one person who is neither a council member nor an employee of the local government. There is no guidance on the skills, experience or knowledge of the independent person, or their role on the panel. This has the potential to pose significant risk to the local government, as there are inadequate controls on the conduct of such a person (i.e. they will not be captured by a Code of Conduct as Panel is not a committee of Council). WALGA supports the ongoing use of an independent qualified and licensed recruitment consultant to provide guidance (as opposed to active participation) in both the recruitment process and to assist with obligations to finalise the employment of a CEO.

LGPRO The requirement to include an independent member on a selection panel is not supported as it limits Council autonomy and there is a lack of clarity around actual operation. Instead, it is proposed that the Regulation be broadened to require Councils to receive independent human resource advice when selecting a CEO. This would then allow Council to choose whether to include an independent person on the selection panel, whether the panel receives advice from an independent human resources consultant, or another option which introduces independence into the process.

3. Transparency and procedural fairness – Schedule 2

WALGA The consultation draft emphasised that it is essential that the recruitment process is transparent and appropriately documented. Similar commentary featured in the *Report of the Inquiry into the City of Perth*; however the Draft Regulations fail to address these issues.

The selection panel is 'established' under cl.8 of Schedule 2 of the Draft Regulations, with no reference to the formation of a committee of Council under Sec. 5.8 of the Act. Cl. 9(4) of Schedule 2 includes a reference to the selection panel acting in accordance with the principles of s.5.40 of the Act. Similarly, cl.14 requires the local government to ensure confidentiality of information provided, rather than imposing this responsibility equally on the selection panel, or individual panel members.

If the selection panel were established as a committee in accordance with s.5.8 of the Act, the requirements relating to the calling and convening of meetings, keeping of minutes and agendas, confidentiality, declaration of conflicts of interest and application of the Code of Conduct would apply.

The Draft Regulations will delete current r.18C, requiring a local government to approve a process for the selection and appointment of a CEO. Schedule 2 does not include a similar requirement for the selection panel to follow a process decided upon by the Council. This removes Council from important input in, or oversight of, the process by which the selection panel assesses the candidates and makes recommendations.

LGPRO A requirement for all members of a selection panel to have skills in interviewing and selecting candidates is missing.

The two stage Council approval process (to firstly offer a position and then to endorse the appointment) is not supported as it is bureaucratic and inefficient. Instead, it is suggested that the Council be able to resolve to appoint the preferred candidate in accordance with an offer which may, or may not, have some endorsed flexibility for negotiation

4. Council decision making authority

WALGA Schedule 2, Cl. 9(2)(a) requires the selection panel to recommend one or more applicants it considers suitable, with Cl. 9(2)(b) requiring that it advise Council if it considers no applicants are suitable. In the second event, Cl. 10 requires the local government to carry out a new recruitment process. Bypassing Council in this decision-making process appears to directly conflict with Sec. 5.36(2) of the Act, where it is the Council that determines if a person is or is not suitably qualified to be employed as CEO.

LGPRO makes the additional comments in relation to the proposed requirement to re-advertise a CEO's position after ten years:

1. It diminishes Council's general competence powers

The proposal significantly diminishes the general competence powers of Councils in relation to critical decisions around ongoing relationships with an existing CEO.

2. No logical rationale presented for the change

A letter from the Department states that the recommendation is "intended to ensure local governments are testing the market". This makes no sense as a Council has the power to 'test the market' whenever a contract ends.

More tellingly, the letter also notes "it could also facilitate a mechanism for Councils not to renew contracts and ... avoid them having to make hard decisions. This won't necessarily apply in all circumstances; however, it could assist some Councils".

This appears to be the underlying rationale for the legislative proposal and it is a completely inappropriate response to an issue. If Councils are unwilling to fulfil their roles and make hard decisions, they should be given training and assisted to build capacity in decision making; not have the hard decision removed.

It should also be noted that quite a number of Councils have been willing to make hard decisions in relation to the continuing employment of CEOs over recent years.

The proposed legislation also highlights the problem of a 'one size fits all' approach, with all local governments affected significantly by provisions which "could assist some Councils".

3. It will significantly increase employments costs

The cost of an Executive search program could easily exceed \$30,000. This cost will be placed on local governments whose Councils are completely satisfied with their CEO's performance and want the person to continue.

4. It is discriminatory against local government

If requiring CEOs to reapply for their jobs after 10 years is considered appropriate, why does this policy not apply to all leaders in the State Government?

5. It will generate cynicism, allegations of patronage and potentially provide false optimism to non-incumbent candidates

There will be situations where a Council has a very good working relationship with the CEO, the CEO has been performing well and Council wants to offer the CEO a third term. In such situations, if the current CEO is offered a third

term following advertising, unsuccessful applicants are likely to be cynical about the process and it could generate claims of patronage, particularly if unsuccessful applicants are more qualified and credentialed (although they would have less directly relevant experience). Further, the most frequently asked questions by people considering applying for a position are - is someone currently acting in the position? And - how long have they been acting? Both of these questions demonstrate potential applicant concerns about 'wasting their time' in applying.

If a Council is completely satisfied with the performance of a current CEO and would like to reappoint the person, other applicants are likely to feel that their time has been wasted and that the legislative requirement has provided false optimism.

Under these circumstances, Councils will risk allegations of non-compliance with Section 5.40 of the Act which requires appointments to be based on merit and equity and which makes nepotism or patronage illegal.

6. It unnecessarily distracts local governments from their core function

The recruitment process not only involves dollar costs but a significant time commitment.

Where a Council is completely satisfied with the performance of the CEO, the time commitment to undertake an 'unnecessary' selection process will distract a local government from its core function of serving the community.

7. It will have a disproportionately negative effect on regional local governments

CEOs working in regional local governments will generally move in from outside of the district with their families. These families integrate into the community. Reapplying for a job under such circumstances will not only create stress for the CEO but also for families and, in turn, the broader community into which their family is integrated.

8. It will impact negatively on Councils with a good relationship with their CEO

A rational or cautious CEO, coming towards the end of 10 years of service with a local government, would seek alternative employment rather than run the gauntlet of a recruitment process with their current Council which may, or may not, lead to continuing employment. If the CEO is unsuccessful in the selection process with their current Council, the CEO would become unemployed which, for most rational and cautious people, is not a desirable outcome.

This would have a disproportionate impact on regional local governments when a Council loses a CEO that they are completely satisfied with and subsequently finds it difficult to attract and retain a replacement.

9. It will cause unnecessary unrest for local government staff

CEOs set organisational culture and values. Uncertainty about who will be the future CEO as a CEO approaches 10 years with a local government will, inevitably, cause unrest and unease amongst the staff and distract from high quality work performance.

10. Local governments are unlikely to operate at maximum capacity as CEOs approach 10 years

CEOs will, almost certainly, become risk averse as they approach 10 years with a local government and know they have to contend with a full public selection process. This risk averse approach is broadly acknowledged as providing the best opportunity to become the successful candidate. However, the implications are that the whole local government will become more risk averse and less able to provide good governance to the people of the district.

MANAGEMENT COMMENT:

The two above representative bodies have similar comment. From my perspective all comments as shown are supported. As reported, there are proposed amendments that are in conflict with existing legislation.

The proposed change also seems to be based on a very adhoc proposals and clearly without any consultation with the sector. A main concern is the Council itself will lose its autonomy in the selection and handling of their CEO.

In regard to the independent person on the selection panel, I don't see why this is a necessity and how do you select that person. This could be an impediment for very small rural local governments.

However the process that many local governments are now using is the engaging of human resource consultants to undertake recruiting of staff including CEO's. I believe this is a better practice than what the proposed changes to legislation is intending and that independent person become the human resources consultant. It does however come at additional cost to the rate payers.

Clearly the manner in which the proposed legislation changes are being proposed is taking a large component of the Council acting as an independent body when it comes to selecting their CEO.

STATUTORY IMPLICATIONS:

State: Local Government Amendment Act 2019

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.3

That Council consider a response to the Department of Local Government, Sport and Cultural Industries on the proposed changes as per comments made by the WA Local Government Association and Local Government Professionals Australia.

7.5.4 OUTSTANDING RATES & CHARGES

FILE REFERENCE:	3.1.8
DATE OF REPORT:	3 November 2020
REPORTING OFFICER:	Garry Keefe

SUMMARY:

Council to consider the instigation of selling properties due to nonpayment of rates which are now in arrears for three years or more

Due to the confidentiality of this matter a separate report is provided.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.4

For Council determination.

7.5.5	BUILDING SURVEYOR POSITION/OBLIGATIONS
FILE REFERENCE: 13.3.2 DATE OF REPORT: 10 November 2020 REPORTING OFFICER: Garry Keeffe	

SUMMARY:

Council to consider alternative options for the provision of Building Surveyor Services for the Shire of Northampton.

BACKGROUND:

As indicated at the October 2020 meeting, Mr Glenn Bangay has submitted his letter of resignation from the employ of Council to retire effective 24 December 2020. Glenn also indicated that if Council has not either engaged a consultancy firm or employed a person to undertake this role then he would assist by working one day per week to process building applications.

From my perspective I do not believe that a full time employee for this position is warranted as the number of building applications are low as compared to a number of years ago. The statistics for the past five years are:

	2015/16	2016/17	2017/18	2018/19	2019/20
Houses	17	15	15	12	12
Additions/Alterations	25	21	28	28	17
Outbuildings	28	35	30	25	48
Commercial/Industrial/Public	9	8	4	4	14

From the above the total number of applications over the five years presented average at 79. In comparison in 2002/3 there were 170 applications, 2003/4 176 applications, 2006/7 220 applications and 2007/8 197 applications.

The current officer has been working three days per week since 1 January 2019 and the Council no longer services the Shire of Shark Bay for building services. We still provide Environmental Health Services to the Shire of Shark Bay.

COMMENT:

It is considered the best option is to engage the services of either a consultant, another local authority, or advertise for a part time employee (which I consider would not be successful) to provide building surveyor services.

In regard to another local authority the City of Greater Geraldton has previously provided the service when the current officer has been on leave however recent advice received is that their staff stocks in their building department are not what they normally have (as have vacancies) and they also undertake building control services for a number of other mid-west local authorities which has some bearing on the time frame building applications are processed in a timely manner. We have had previous experience of delays in processing of building applications.

I consider that a one on one approach is the best option as only dealing with one person. I have spoken to a mid-west based consultant (personal details be provided at the meeting) who is a certified Building Surveyor under the Building Act 2011. The consultant has shown a keen interest and I will be meeting with him in the near future to discuss cost, how the consultancy is to operate, visits to the shire etc. Unfortunately at this stage the meeting is unlikely to occur before the November meeting, however if it does, further information will be provided to the Council.

The advantage of engaging a consultant or other local authority is that there is no salary, vehicle, housing, fringe benefit tax and other associated employment costs. If in the future the position does warrant a full time officer, then the consultancy situation can be easily reviewed.

The disadvantages to the engaging of a consultant or other local authority is that there will no longer be a senior officer presence at the Kalbarri office.

Also the current position is responsible for the maintenance and arranging repairs for all Council owned/managed buildings. It is considered this can be overcome with the myself taking a leading role in the maintenance of Council buildings in association with local contractors.

The Council does have the option of advertising for either an employee or a consultancy firm however do not consider this necessary should the negotiation with above consultant is successful.

There is no recommendation at this stage as cost implications are not known and the matter is being brought to the attention of Council for discussion of the preferred option in the undertaking of Councils Building Surveyor obligations.

FINANCIAL & BUDGET IMPLICATIONS:

Costs for the provision of Building Surveyor Services are already within the current budget however will change depending on the direction the Council takes.

STATUTORY IMPLICATIONS:

Building Act 2011

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.5

For Council determination.