



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 June 2014 in the Meeting Room of the Allen Centre, Grey Street, Kalbarri, commencing at 1.00pm.

- 11.00am deputation from Kalbarri Volunteer Sea Search & Rescue Group to discuss alternative options for either relocating or upgrading existing premises.

The agenda for the above-mentioned meetings are enclosed.

Lunch will be served from 12.15pm.

A handwritten signature in blue ink, appearing to be 'Garry L Keeffe', is placed above the name and title.

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER

13th June 2014



~ Agenda ~

20th June 2014

NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 20th June 2014, at the

Allen Centre, Kalbarri commencing at 1:00pm.

**GARRY KEEFFE
CHIEF EXECUTIVE OFFICER**

13th June 2014

SHIRE OF NORTHAMPTON

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Signed  _____

Date 13th June 2014

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER

AGENDA
ORDINARY MEETING OF COUNCIL
20th June 2014

1. OPENING

2. PRESENT

- 2.1 Leave of Absence
- 2.2 Apologies

3. QUESTION TIME

4. CONFIRMATION OF MINUTES – COUNCIL

5. RECEIVAL OF MINUTES

6. REPORTS

- 6.1 Works
- 6.2 Health & Building
- 6.3 Town Planning
- 6.4 Finance
- 6.5 Administration & Corporate

7. COUNCILLORS & DELEGATES REPORTS

- 7.1 Presidents Report
- 7.2 Deputy Presidents Report
- 7.3 Councillors' Reports

8. INFORMATION BULLETIN

9. NEW ITEMS OF BUSINESS

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11. CLOSURE

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Northampton on 23 May 2014**

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5.1 OPENING

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

5.2 PRESENT

Cr G Wilson	President	Northampton Ward
Cr C Simkin	Deputy President	Northampton Ward
Cr T Carson		Northampton Ward
Cr D Stanich		Northampton Ward
Cr S Stock-Standen		Northampton Ward
Cr P Gliddon		Kalbarri Ward
Cr M Scott		Kalbarri Ward
Cr M Holt		Kalbarri Ward
Cr D Pike		Kalbarri Ward
Mr Garry Keefe	Chief Executive Officer	
Mr Neil Broadhurst	Manager Works & Technical Services	
Mrs Hayley Williams	Principal Planner	

5.2.1 LEAVE OF ABSENCE

Nil

5.2.2 APOLOGIES

Nil

5.3 QUESTION TIME

There were no members of the public present therefore no questions were put to Council.

5.4 CONFIRMATION OF MINUTES

5.4.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 16th APRIL 2014

Moved Cr GLIDDON, seconded Cr STANICH

That the minutes of the Ordinary Meeting of Council held on the 16th June 2014 be confirmed as a true and correct record subject to the following amendment:

“Minute 4.11.2, change name Glidden to Gliddon”

CARRIED 9/0

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5.4.2 BUSINESS ARISING FROM MINUTES

Minute 4.4.2 – Freeman Function, CEO advised that the function is to be held Saturday 16 August 2014.

Minute 4.12.4 – CEO advised that a deputation from the Kalbarri Sea Search and Rescue Group is to meet with Council prior to the June meeting.

5.5 RECEIVAL OF MINUTES

Nil

5.6 WORKS REPORT

5.6.1 MAINTENANCE WORKS/CONSTRUCTION WORKS PROGRAM (ITEM 6.1.1)

Noted

5.6.2 REPLACEMENT OF NORTHAMPTON MOWER (ITEM 6.1.2)

Moved Cr CARSON, seconded Cr SCOTT

That Council approve as authorised expenditure the purchase of one Toro Timecutter ZS 4200TF mower with catcher unit, cost \$7,694 plus GST.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

Mr Broadhurst left the meeting at 1.12pm.

5.7 HEALTH/BUILDING REPORT

5.7.1 BUILDING STATISTICS (ITEM 6.2.1)

It was noted that a building licence application fee had been levied against the Pioneer Lodge and the CEO advised Council that in previous situations that Building Application Fees were waived for community groups.

Moved Cr SCOTT, seconded Cr SIMKIN

That the Building Application fee levied to the Pioneer Lodge for application 1227 of \$326.80 be waived.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

5.8 TOWN PLANNING REPORT

**5.8.1 PROPOSED AMENDMENTS TO KALBARRI TOWNSITE LOCAL
PLANNING STRATEGY (ITEM 6.3.1)**

Moved Cr STOCK-STANDEN, seconded Cr PIKE

That Council:

1. Resolve to amend the *Kalbarri Townsite Local Planning Strategy (2012)* by increasing the height limit to twelve (12) metres / three (3) storeys for lots fronting Grey Street from Kaiber to Rushton Street, Kalbarri (C1) and the area noted as "Retail"; and
2. Forward notification of this resolution to the Western Australian Planning Commission seeking consent to advertise the proposed amendment in accordance with Clause 12C of the *Town Planning Regulations 1967*.

CARRIED 9/0

**5.8.2 SHIRE OF NORTHAMPTON – MUNICIPAL INVENTORY REVIEW (ITEM
6.3.2)**

Moved Cr STOCK-STANDEN, seconded Cr STANICH

That Council initiate the review of the Shire of Northampton Municipal Inventory.

CARRIED 9/0

**5.8.3 REVIEW OF HORROCKS COASTAL PLAN (1993) AND KALBARRI
FORESHORE & COASTAL MANAGEMENT PLAN (2003) (ITEM 6.3.3)**

Moved Cr GLIDDON, seconded Cr STOCK-STANDEN

That Council initiate the review of the Horrocks Beach Coastal Plan (1993) and the Kalbarri Foreshore and Coastal Management Plan (2003).

CARRIED 9/0

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5.8.4	SHIRE OF NORTHAMPTON – DRAFT LOCAL PLANNING SCHEME NO: 11 (KALBARRI TOWNSITE) – CONSENT TO ADVERTISE (ITEM 6.3.4)
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Moved Cr STOCK-STANDEN, seconded Cr HOLT

That Council:

1. Endorse and adopt the *Draft Local Planning Scheme No. 11 Scheme Text and Scheme Maps* for consent to advertise;
2. Grant authority to the Shire President and Chief Executive Officer of the Shire of Northampton to affix the Common Seal to *Draft Local Planning Scheme No. 11's Scheme Text and Scheme Maps*;
3. Submit *Draft Local Planning Scheme No. 11* and all documents in support and forming part thereof to the Western Australian Planning Commission for approval to be advertised for public comment in accordance with Regulation 13 of the *Town Planning Regulations 1967*(as amended); and
4. In accordance with Clause 81 of the *Planning and Development Act 2005* (as amended) refer *Draft Local Planning Scheme No. 11* to the Environmental Protection Authority.

CARRIED 9/0

5.8.5	SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 6.3.5)
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Noted

5.8.6	BOUNDARY ALIGNMENT AND PURCHASE OF LAND – LOT 66 (NO. 84) MITCHELL STREET, HORROCKS (ITEM 6.3.6)
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Moved Cr STANCH, seconded Cr PIKE

That Council resolve:

1. To investigate the number of retaining walls and their footings built on lots along Mitchell Street, Horrocks without approval from the Shire of Northampton or not in accordance with their Planning Approval or Building Permit;
2. To seek a legal opinion on the matter in particular focusing on a way to resolve the matter without having to remove retaining walls where they are safe and accord to engineering certification;

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3. Correspond with Mr Lennon advising him that Council agrees with his request in principle however, a legal opinion needs to be sought before proceeding.

CARRIED 9/0

Cr Scott declared a financial interest in item 6.3.7 as he is the owner of the property and may incur a financial loss or gain from the decision of Council and left the meeting room at 2.07pm.

5.8.7	PROPOSED CHANGE OF USE – SHOP TO FAST FOOD OUTLET – LOT 13 (NO. 22) AJANA-KALBARRI ROAD, KALBARRI (ITEM 6.3.7)
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Moved Cr STOCK-STANDEN, seconded Cr CARSON

That Council grant planning approval to the proposed change of use from "Shop" to "Fast Food Outlet" on Lot 13 (No. 22) Ajana-Kalbarri Road, Kalbarri subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated 23 May 2014 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;
2. If the development/use the subject of this approval is not substantially completed within a period of 2 years after the date of the determination the approval shall lapse and be of no further effect;
3. 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 planning approval for that use/addition;
4. No additional signs are to be erected on the lot without the local government's approval;
5. All loading and unloading to take place within the boundaries of the premises and undertaken in a manner so as to cause minimum interference with other vehicular traffic; and
6. The area set aside for the parking of vehicles, as shown on the attached approved plans, together with the associated access as delineated on the approved plan shall have the boundaries of all vehicle spaces clearly indicated on the ground in conformity with the endorsed plan.

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Advice Note

- a. *Where an approval has lapsed, no development/use shall be carried out without the further approval of the local government having first been sought and obtained;*
- b. *If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be made within 28 days from the date of this notice;*
- c. *In regard to Condition No. 4 above, the Applicant/Owner is advised signs that are replacing existing signs and are in accordance with Schedule 10 of Town Planning Scheme No. 9 do not require any further approval.*
- d. *Compliance is required with the Food Safety Act 2008 and the Food Regulations 2009.*

CARRIED 8/0

Cr Scott re-entered the meeting room at 2.11 pm.

5.9 FINANCE REPORT

5.9.1 ACCOUNTS FOR PAYMENT (ITEM 6.4.1)

Moved Cr GLIDDON, seconded Cr STANICH

That Municipal Fund Cheques 20092 to 20137 inclusive, totalling \$74,481.65, Municipal EFT payments numbered EFT12265 to EFT12402 inclusive totalling \$584,279.97, Direct Debit payments GJ10-06 to GJ10-11 totalling \$4,545.76 Trust Fund Cheques 1944-1949, totalling \$6,494.89 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

5.9.2 MONTHLY FINANCIAL STATEMENTS FEBRUARY 2014 (ITEM 6.4.2)

Moved Cr SIMKIN, seconded Cr HOLT

That Council adopts the Monthly Financial Report for the period ending 30 April 2014.

CARRIED 9/0

5.10 ADMINISTRATION & CORPORATE REPORT

5.10.1 WA LOCAL GOVERNMENT WEEK CONFERENCE 2014 (ITEM 6.5.1)

Moved Cr PIKE, seconded Cr SCOTT

That Cr's Wilson, Simkin, Carson, Stanich, Gliddon, Pike, Holt and Scott attend the 2014 WALGA Local Government Conference.

CARRIED 9/0

5.10.2 REVIEW OF POLICIES & DELEGATIONS (ITEM 6.5.2)

Moved Cr SCOTT, seconded Cr CARSON

1. That the all delegations as per the Delegation Register as reviewed remain in force.
2. That all current polices remain in force with the exception of the following amendments:

Policy 2.4 – Investment of Surplus Funds, be replaced with the following:

- (1) The Chief Executive Officer and the Deputy Chief Executive Officer are authorised to invest money held in any Council fund, from time to time, and not required for immediate use, by fixed deposit or other short term Trustee authorised investment; provided that sufficient working funds are retained for operating expenses at all times. Investments made are to be submitted in reports to Council. Council approves investments with authorised banking institutions only.
- (2) When investing money as per the Local Government (Financial Management) Regulations 1996 section 6.14(1), a local government may not do any of the following —
 - (i) deposit with an institution except an authorized institution;
 - (ii) deposit for a fixed term of more than 12 months;
 - (iii) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - (iv) invest in bonds with a term to maturity of more than 3 years;
 - (v) invest in a foreign currency.

Policy 3.1 – Councillors out of pocket expenses

Remove “Northampton Depot Construction Committee”.

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Policy 4.3 – Staff & Councillors attendances at Conferences, Training Seminars

That approval is provided for delegates and spouses to receive room service at accommodation premises.

Amend the current rate for travel reimbursements from 30 cents/km to 50 cents/km.

Policy 4.13 – Financial Interest – Planning/Development Issues BROCC

This policy be deleted as the Batavia Regional Organisation of Councils no longer exists.

Policy 4.15 – Senior Staff Car Policy

Remove the wording “that after 5 years service and subject to the entering into a new contract of employment”.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

AFTERNOON TEA ADJOURNMENT

Council adjourned for afternoon tea at 3.13pm.

Meeting reconvened at 3.25pm with the following in attendance:

Cr Wilson, Cr Simkin, Cr Carson, Cr Scott, Cr Gliddon, Cr Stanich, Cr Holt, Cr Pike, Cr Stock-Standen, Chief Executive Officer Garry Keeffe.

5.10.3 AUSTRALASIAN SAFARI – FORESHORE PARKLAND USE (ITEM 6.5.3)

Moved Cr HOLT, seconded Cr SCOTT

1. That the Australasian Safari be granted approval to utilise the area of the Kalbarri foreshore parkland as requested for the completion of the 2014 Australasian Safari Event as outlined in their application from 26th September to 28th September 2014.
2. That the Australasian Safari be granted to utilise the Kalbarri oval for their bivouac/stop over from 26th September to 28th September 2014.
3. That all fees for hire of oval, foreshore use, food vendors and landing fees be waived for the duration of the event.

CARRIED 9/0

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5.10.4 PROPOSED CHANGE TO QUEENS BIRTHDAY PUBLIC HOLIDAY (ITEM 6.5.4)

Moved Cr SCOTT, seconded Cr SIMKIN

That Council not support the request submitted by the Shire of Shark Bay to amend the Queen's Birthday Public Holiday from Monday 26th September 2016 to Monday 24 October 2016 for the Shire of Northampton as it is considered that the Dirk Hartog Anniversary events planned for Shark Bay would not affect the majority of the Shire of Northampton.

CARRIED 9/0

5.10.5 DRAFT MANAGEMENT PLAN – KALBARRI NATIONAL PARK (ITEM 6.5.5)

Moved Cr SCOTT, seconded Cr CARSON

That the following comments be forwarded to the Department of Parks and Wildlife:

Page 21 Road Works, Management Actions – it refers to undertaking works in cooperation with the Shire of Northampton but does not expand on what Council's role is or supposed to be and therefore this needs clarification.

Page 25 Recommend to DPaW that other areas of the park be opened for nature based camping by the general public and not be focused on tour operators only having the privilege.

Page 49 Life & Community Assets – it is considered that the Kalbarri Airport should be mentioned in this section as an important community asset that requires protection from fire within the park.

Page 66 & 67 Inclusion of additional unallocated crown lands – recommend to DPaW that consideration to include the Paradise Flats unallocated crown land and pastoral lease area to the north of this land be included within the park.

Fire Suppression That DpaW be requested to undertake suppression burns in the park during the month of August and on a more regular basis than 30 plus years to prevent catastrophic fires that recently occurred in Block 8.

CARRIED 9/0

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5.10.6 DEDICATION OF REST AREA - GALENA (ITEM 6.5.6)

Moved Cr SCOTT, seconded Cr STOCK-STANDEN

That Council supports the dedication of the land, the subject of Main Roads Drawing/s 1460-015 and 1460-016, as road under Section 56 of the Land Administration Act.

CARRIED 9/0

5.10.7 TRANSFER OF UCL LOT 3161 WITH ADJOINING FREEHOLD LOT (ITEM 6.5.7)

Moved Cr STANICH seconded Cr GLIDDON

That Council advises the Department of Lands that it supports the amalgamation of Unallocated Crown Lot 3161 with Freehold Lot 3158 as proposed.

CARRIED 9/0

5.10.8 COUNCIL REPRESENTATION ON COMMITTEES AND COMMUNITY GROUPS (ITEM 6.5.8)

No decision by Council was made on any changes and Cr Gliddon advised that show no longer wished to be a Council delegate on the Kalbarri Development Association Committee.

5.10.9 FUTURE OF FINANCIAL ASSISTANCE GRANTS (ITEM 6.5.9)

Moved Cr HOLT seconded Cr SCOTT

That Council:

1. Opposes recommendations 5 and 22 (and that regarding the Regional Development Australia Committees) of the Commission of Audit report.
2. Authorises the CEO to submit a joint notice of motion in conjunction with the other CEO's made up from the member local governments of the Northern Country Zone to the WALGA State AGM advising of the opposition to recommendations 5 and 22 of the Commission of Audit report and to stress specific concerns regarding these recommendations.

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3. Requests the Northern Country Zone consider its opposition to recommendations 5 and 22 made in the Commission of Audit report.

CARRIED 9/0

5.10.10 WARD & REPRESENTATION REVIEW (ITEM 6.5.10)

Moved Cr GLIDDON seconded Cr CARSON

That the current wards of Northampton and Kalbarri and the number of elected members for each ward remain unchanged.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

5.10.11 PROPOSED FREEHOLD OF LOT 213 LYNTON AVENUE (ITEM 6.5.11)

Moved Cr STOCK-STANDEN, seconded Cr GLIDDON

That Council advises the Department of Lands that it has no concerns or conditions with Lot 213 becoming a stand-alone freehold lot and that lot being sold.

CARRIED 9/0

5.10.12 FREEHOLD CONVERSION OF LOT 555 PORTER STREET (ITEM 6.5.12)

Moved Cr PIKE, seconded Cr STANICH

That Council advises the Department of Lands that it has no concerns with the freehold conversion of existing leased Lot 555 Porter Street, Kalbarri.

CARRIED 9/0

5.10.13 BUILDING SURVEYOR QUALIFICATIONS (ITEM 6.5.13)

Noted

5.10.14 MOBILE TELEPHONE COVERAGE (ITEM 6.5.14)

Moved Cr CARSON, seconded Cr SCOTT

That Council advises Department of Communications of the urgent need for mobile telephone coverage for the Kalbarri National Park and that although Council is unable to assist with a financial contribution it is prepared to:

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1. Liaise with of Department of Parks and Wildlife to secure tenure for a mobile phone tower site.
2. Provide civil works at no cost to construct pad and access road to a tower site

CARRIED 9/0

5.11 SHIRE PRESIDENTS REPORT

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

- Opening of the new road and visitors facilities at the Kalbarri National Park.
- Met with Kim Travis and Darren West, members of the State Labour Party. Matters discussed with them was the Northampton town by-pass, aged care needs, Royalties for Regions program, the lack of management of unallocated crown land within the Shire and current status of the lead tailings clean up in the Northampton town.
- Northampton Lead Tailings Steering Committee meeting.

5.12 DEPUTY SHIRE PRESIDENTS REPORT

Since the last Council meeting Cr Simkin reported on his attendance to a Regional Road Group workshop which explained how the RRG's operate and where funding for roads is allocated.

5.13 COUNCILLORS REPORTS

5.13.1 CR HOLT

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

- Opening of the new road and visitors facilities at the Kalbarri National Park. Following the opening met with the various politicians to discuss mobile telephone needs within the National Park.

A result is that the Department of Parks and Wildlife will be investigating the placement of radio telephones at various locations within the park.

- Attended a meeting with community members to discuss the possibility of opening a "Men's Shed" in Kalbarri

5.13.2 CR GLIDDON

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

- Opening of the new road and visitors facilities at the Kalbarri National Park. Following the opening met with the various parliamentarians to discuss other matters.
- Presented on behalf of Council a wreath for Anzac Day at Kalbarri.
- Visitor Centre meetings
- Community forum on the Kalbarri Coastal Management Plan.
- Mid West Tourism Alliance Meeting with the Mid West Development Commission. A positive from the meeting is that the development of the Shark Bay to Kalbarri Road and low key camping facilities along our coast are a high priority within the Commissions planning blue print.
- Met with Kim Travis and Darren West, members of the State Labour Party. Matters discussed with them were tourism and the development of the Shark Bay – Kalbarri Road.
- Attended a meeting with community members to discuss the possibility of opening a “Men’s Shed” in Kalbarri

5.13.3 CR SCOTT

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

- Opening of the new road and visitors facilities at the Kalbarri National Park. Following the opening met with the various parliamentarians to discuss other matters.

5.13.4 CR PIKE

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

- Opening of the new road and visitors facilities at the Kalbarri National Park. Following the opening met with the various parliamentarians to discuss other matters.
- A Volunteer Sea Search and Rescue Meeting.
- Community forum on the Kalbarri Coastal Management Plan.

5.14 INFORMATION BULLETIN

Noted

5.15 NEW ITEMS OF BUSINESS

5.15.1 COUNCIL CHAMBER ALTERATION

The President, Cr Wilson, sought Council advice/direction if an alteration to the Chamber should be considered. The change is to remove the area where the President, Deputy President and CEO currently sit for meetings. The change allows for these persons to be on the same floor level as Councillors and removes an obstruction for better use of the Chamber area for functions etc.

Moved Cr CARSON, seconded Cr SCOTT

That no alterations be made and the Council Chamber arrangement remain as is.

CARRIED 9/0

5.16 NEXT MEETING OF COUNCIL

The next Ordinary Meeting of Council will be held on the 20th June 2014 commencing at 1.00pm at the Allen Centre, Grey Street, Kalbarri.

5.17 CLOSURE

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 5.02pm.

WORKS & ENGINEERING REPORT CONTENTS

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6.1.1 INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM

REPORTING OFFICER:	Neil Broadhurst - MWTS
DATE OF REPORT:	10th June 2014
APPENDICES:	1. Nil.

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 Rob, Wundi, Swamps, Sandy Gully, Gill, Ivans, Isseka, Coolacalaya, Riverside and Ajana East Roads.
- General gravel road patching works and gravel sheeting carried out on Ajana East, Brooks and Warribanno Chimney Roads.

Maintenance Items

- Various street signage works. – General locations inc Ogilvie East Road corner signs.
- Various chemical spraying applications.
- Extensive tree lopping works around Northampton.
- Culvert clearances.
- Rubbish tip sheds.- Northampton and Kalbarri.

Other Items (Budget)

- Kalbarri – Grey Street works continuing.
- Kalbarri – Atkinson Crescent stormwater works continuing.
- Northampton – Mary Street enhancement works.

Plant Items

- Budget item. – Kalbarri Truck – Mid September delivery.

Staff/Personnel Items

- Ric Davis – Aerodrome management course undertaken.

OFFICER RECOMMENDATION – ITEM 6.1.1

For Council information.

6.1.2	DIRECTIONAL/ADVERTISING SIGNS – KALBARRI INTERSECTION OF GREY STREET / CLOTWORTHY STREET	
	REPORTING OFFICER:	Neil Broadhurst - MWTS
	DATE OF REPORT:	11th June 2014
	APPENDICES:	1. Existing sign layout. MRWA advice Management sign design

BACKGROUND:

As part of the Grey Street upgrade works between IGA and Anchorage Caravan Park the combination of signs at the Grey Street and Clotworthy Street intersection are planned to be upgraded with the existing signage reviewed for their respective effectiveness and relevance. It is questionable that many of the existing signs are relevant and the pure volume of signs in place distracts drivers from the directions that provide assistance to priority locations.

Management for some time have been waiting for Main Roads Western Australia to have an approved policy and guidelines that could be used on a statewide basis as a guide when management are faced with requests for such signage. Management have been reluctant to approve all requests for signage at this location and similar locations within the Kalbarri town site due to the proliferation of these signs that have resulted in confusion and distraction at several of the busier intersections within Kalbarri. Main Roads are still unable to assist in this area as a policy or guideline is still under review.

Management have undertaken a design of the signage requirements at the Grey Street and Clotworthy Street intersection as part of the reconstruction works currently being undertaken and seek Council endorsement of the signage to be installed. It is the intention that the large Directional sign/s (x2)(white on green – to North West Coastal Hwy), Service sign/s (x2)(white on blue – Caravans etc, town centre etc.) and Tourist signs (x2)(white on brown – Kalbarri National Park) and the applicable street name plates be the only signs displayed at the intersection and the remainder removed.

FINANCIAL & BUDGET IMPLICATIONS:

Cost of new directional signs as well as general road signs associated with the works all included as a provisional sum amount within the works budget estimate.

COMMENT:

Management have for some time been intending to review the requirements for directional signage at many of the main intersections within the Kalbarri townsite (Others for example are Grey street / Porter Street, Porter Street /Smith Street etc). This has not been possible without the Main Roads Western Australia approved policy and guidelines as a reference.

Management feel that with the works undertaken to enhance the appearance and upgrade of this section of Grey Street it would not be reasonable to install the current signage arrangement that had existed onsite.

VOTING REQUIREMENT:

Simple Majority Required: -

OFFICER RECOMMENDATION – ITEM 6.1.2

That Council approves Management’s decision to remove all of the existing signage at the intersection of Grey Street and Clotworthy Street and replacement signage be limited to the signage as per the submitted design and associated traffic directional signage.

**Shire of Northampton
Local Planning Policy**



SIGNAGE

- 1.0 OBJECTIVES
- 2.0 INTRODUCTION
- 3.0 INTERPRETATIONS
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 - 11.12 Signs on Vehicles
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 - 11.14 Vertical Signs

1.0 OBJECTIVES

To control advertising signs in order to safeguard the visual amenity of the district and to meet the safety and amenity needs of all thoroughfare users.

2.0 INTRODUCTION

2.1 For the purposes of this Policy, the erection, placement and display of any advertisement (other than an exempted advertisement) and the use of land, buildings or vehicles for that purpose is classed as development requiring the approval of Council.

2.2 This Policy should be read in conjunction with “Northampton Town Planning Scheme Policies, Policy 1.5 Control of Advertising Signage” which forms part of Town Planning Scheme No 6.

3.0 INTERPRETATIONS

In this Policy, unless the context otherwise requires:

“Act”	means the Local Government Act 1995;
“advertisement”	has the same meaning as “sign”;
“advertising device”	means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;
“bill”	means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;
“business”	includes the conduct of a profession, trade or occupation;
“business direction sign”	means a sign erected in a public thoroughfare or public place which indicates the nature of the business that may be located by following the direction indicated by the sign, but does not include any such sign erected by the Commissioner of Main Roads under regulation 297 of the Road Traffic Code 2000;
“CEO”	means the Chief Executive Officer of the Shire;
“Council”	means the Council of the Shire of Northampton;
“depth”	unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word “depth” is used to differentiate between the lateral width of a sign and the height of the sign above the ground.
“development sign”	means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;
“district”	means the district of the Shire;
“electoral sign”	means a sign containing an advertisement relating to an election or to a referendum;
“exempt sign”	means a sign referred to in Section 3 of this Policy;
“fascia sign”	means a sign erected or displayed on the fascia of a building or the fascia of a verandah;
“fly posting”	means advertising by means of posters placed on fences, walls, trees and like structures;
“freestanding sign”	means any sign not attached to a structure or permanently fixed to the ground or pavement and includes “A frame” or “Sandwich Board” signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;
“hoarding”	means a detached or detachable structure other than a pylon sign that is erected for the sole purpose of displaying a sign or signs and includes a poster

	panel or an illuminated panel; but does not include a hoarding within the meaning of Section 377 of the Local Government (Miscellaneous Provisions) Act 1960;
“horizontal sign”	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being horizontal;
“illuminated sign”	means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;
“institutional sign”	means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;
“planning consent”	means the approval granted by Shire for the erection or display of a sign pursuant to the Town Planning Scheme;
“premises”	means land and, unless the context otherwise requires, the buildings upon that land;
“public thoroughfare”	includes a street, road, footpath , carriageway and all other parts of a road reserve;
“pylon sign”	means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;
“reserve”	includes land vested in, or under the care, control and management of the Shire;
“roof sign”	means a sign erected on or above the roof of a building;
“rural producer sign”	means a sign erected on land zoned rural under a Town Planning Scheme indicating the products grown, reared or produced on the property;
“sale sign”	means a sign displayed on premises advertising the sale, letting or auction of the premises;
“service sign”	a traffic sign with white letters and/or symbols on a blue background used to: guide travellers to services provided for their personal , automotive and travel needs, or indicate other facilities not normally shown on direction signs or tourist signs.
“service station sign”	means a sign used solely for the purposes of advertising the price of petrol, diesel, gas or other fuel products sold from the premises.
“Shire”	means the Shire of Northampton;
“sign”	includes any advertising device or other sign type defined in this Local Law;
“sign infill”	means a panel which can be fitted into a pylon sign framework;
“Surveyor”	means the Building Surveyor of the Shire;
“tourist sign”	a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and approved tourist establishments.

“Town Planning Scheme”	means an existing town planning scheme of the Shire made under the Town Planning and Development Act 1928;
“verandah”	includes cantilever verandahs and balconies whether over thoroughfares or over private land;
“verandah sign”	includes any sign, above or below a verandah fascia;
“vertical sign”	means a sign fixed parallel to the wall of a building to which it is attached and with its largest dimension being vertical;
“window sign”	means any sign fixed to or painted on the glazed area of a window of a building.

4.0 EXEMPT SIGNS

An exempt sign for the purpose of this Policy is:

- (a) any sign which is classified as exempt under a Town Planning Scheme;
- (b) any sign which is the subject of an existing approval made prior to the date of effect of this Policy;
- (c) any advertisement affixed to or painted on a shop window by the occupier of the shop and relating to the business carried on in the shop;
- (d) any sign within a building;
- (e) any building name sign on residential flats or home units which has a single line of letters not exceeding 300mm in height, fixed to the facade of the building;
- (f) any newspaper poster;
- (g) a rural producer sign;
- (h) 2 freestanding signs (per building or business) provided that the sign is placed or erected only to direct attention to a place, activity or event during the hours of that activity or event.

5.0 SIGN STANDARDS

Signs or advertising devices (including an exempted sign) erected or displayed shall:

- (a) be securely fixed to any structure which supports it;
- (b) be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving from the position on which it was erected or displayed;
- (c) be constructed and erected to the satisfaction of the Surveyor;
- (d) comply with the regulation 297 of the Road Traffic Code 2000;
- (e) be maintained in good order and clean condition;
- (f) other than a service or tourist direction sign, be directly associated with the approved use of the property on which it is displayed;
- (g) not be erected or displayed in a position:
 - (i) so as to obstruct the passage of or so as to create a hazard for vehicles or pedestrians;
 - (ii) that in the opinion of the Shire adversely affects the local amenity;
 - (iii) so as to significantly obstruct or impeded all or part of a view of a river, the sea or other place or feature which in Council’s opinion is of significance to the district.

6.0 SIGN DESIGN & INFORMATION

- 6.1 Every sign shall be designed to be compatible with the proposed surroundings, including buildings, landscaping and other signs.
- 6.2 Every sign attached to buildings shall be incorporated into the architectural features of the building in placement, style, proportions, materials and finish and shall be designed, constructed, finished, installed and professionally maintained.
- 6.3 Every sign shall contain the following information only:
- (a) the name of the occupier;
 - (b) the business carried on in the premises;
 - (c) the occupier's telephone number;
 - (d) a description of the goods sold or offered for sale in the premises to which the sign is affixed or to which it relates;
 - (e) any other matter specifically approved by the Shire.

7.0 REMOTE ADVERTISING

Council will generally not support remote advertising or advance warning signs (other than a service or tourist sign), as this may lead to an undesirable precedent and proliferation of signage to the detriment of the amenity of the Shire.

8.0 BILL & FLY POSTING

- 8.1 A person shall not post a bill or paint, stencil, place or affix an advertisement on a street or on a building, structure, fence, wall, sign, post, blind or awning with the exception of an advertisement affixed to, or painted on a shop window by the occupier of the shop and relating to the business carried on in the shop; or any sign within a building.
- 8.2 No person shall fly post at any place or location within the Shire.

9.0 HOARDINGS

No person shall erect or display a hoarding at any place or location within the district.

10.0 THOROUGHFARES/RESERVES UNDER THE CARE & CONTROL OF COUNCIL

- 10.1 Unless otherwise permitted in this Policy, no advertising sign or hoarding shall be permitted on thoroughfares/reserves under the care and control of the Council, unless approval is granted from the Shire.
- 10.2 Notwithstanding Clause 10.1 above an advertising sign shall not, without the written approval of the Council, be erected or displayed:
- (a) on or adjacent to a footpath which results in the pedestrian access being less than 2m in width;
 - (b) over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5m;
 - (c) on or within 3m of a carriageway;
 - (d) upon a dividing strip or traffic island;

- (e) so as to obstruct the passage, line of sight or create a hazard for vehicles or pedestrians;
- (f) on any landscaping feature on a thoroughfare/reserve, including street tree or furniture;
- (g) so as to significantly obstruct or impeded all or part of a view of a river, the sea or other place or feature which in Council's opinion is of significance to the district; or
- (h) in any other place that, in the opinion of the Shire, adversely affects the local amenity.

10.3 Where approval is given for the erection or display of a sign on thoroughfares/reserves under the care and control of the Council, the owner of the device shall, prior to the erection or display of a sign, complete and return to Council an undertaking that shall require the owner of the device:

- (a) to indemnify and keep indemnified the Shire, its servants and agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be made or brought by any person or corporation against the Shire, its servants and agents arising out of the erection, existence or operation of the advertisement; or any negligence of the Shire, its servants and agents in granting approval to erect or display the advertisement or in setting or failing to set conditions or giving or failing to give directions for the erection, existence or display of the advertisement.
- (b) in respect of that device, effect and maintain a public liability insurance policy with a reputable insurer. The policy must include a Cross Liabilities Clause, and be in the joint names of the sign owner and the Shire. The sum insured for any single event shall be \$1M.
- (c) to obtain approval from Main Roads WA where relevant.

10.1 Enforcement & Removal

10.1.1 Signs placed without Council approval on land under the control of Council are to be removed as soon as practicable. The removal of signs is intended to reduce visual impact caused by a proliferation of signs and reduces the danger of injury and potential liability.

10.1.2 Council authorises the CEO to take action in accordance with this Policy to remove signs that are found to be placed without Council approval. This action is to be taken as early as practicable. Sign control is to be coordinated through the CEO.

10.1.3 Council expects that Councillors and staff will participate in a watching brief so that unlawfully placed signs are reported to the CEO.

10.1.4 **There is no presumption that any existing sign has an approval.** All signs on Council controlled land will be treated according to this Policy unless the owner of the sign is able to demonstrate that Council has previously issued approval for that sign.

10.1.5 When a sign is easily moveable and the sign is in close proximity to the property of the business or person responsible for the sign, the following action is to be taken:

- (a) The sign is to be moved within the boundary of that property and the business or person notified verbally (if possible) and in writing that the sign has been moved.
- (b) A record is to be kept of signs that are moved and of notifications given to businesses or persons. The record is to be coordinated by the Shire's Planning Department.

10.1.6 When a moveable sign is not in close proximity to the associated property, the person responsible cannot be easily identified, or a sign that has been previously moved is again unlawfully displayed, the following action is to be taken:

- (a) The sign is to be removed and impounded at the Shire of Northampton Depots.
- (b) The person responsible for its placement may retrieve the sign after an impoundment fee of \$50 is paid at Council's Cashier and the receipt presented at the Depot office.

10.1.7 If a sign is not easily moved, the following steps are to be taken:

- (a) The business or person responsible for the sign is to be given notification in writing that the sign is to be removed within 14 days.
- (b) A record is to be kept that notification has been issued to the business or person responsible.
- (c) An inspection is to be carried out at the expiration of the specified time.
- (d) If the sign has not been removed, Council officers are to arrange removal and impoundment of the sign (a truck and small crew may be required for some fixed signs).
- (e) The person responsible for its placement may retrieve the sign after an impoundment fee has been paid at Council's Cashier and the receipt presented at the Depot together with a written undertaking that they will not again unlawfully display the sign. The impoundment fee is a minimum of \$100 with total fee set by the Chief Executive Officer based on Council's normal rates for plant and labour.

10.1.8 If a sign has not been collected from Council's Depot within 2 months of impoundment, the CEO may arrange disposal of the sign in such manner as he thinks fit, including sale of materials in the sign to offset Council's costs.

11.0 REQUIREMENTS FOR PARTICULAR SIGNS

11.1 Development Signs

A development sign shall be removed from the site within 2 years from the date of the approval or when 80% of the lots in the subdivision have been sold, whichever is the sooner.

11.2 Freestanding Signs

11.2.1 Freestanding signs shall:

- (a) not exceed 1m in height;
- (b) not exceed an area of 1m² on any side;

- (c) not be erected in any position other than immediately adjacent to the building or the business to which the sign relates; and
- (d) be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading.

11.2.2 No more than 2 portable signs shall be erected in relation to the one building or business with only 1 portable sign to be located other than within the lot boundary.

11.3 Horizontal Signs

A horizontal sign shall:

- (a) be fixed parallel to the wall of the building to which it is attached;
- (b) not project more than 150mm from the wall to which it is attached;
- (c) conform to the following table:

Minimum distance of sign above street	Maximum depth of sign
Less than 7.5m	600mm
7.5m to 9m	750mm
9m to 12m	1,000mm

11.4 Illuminated Signs

Every illuminated sign shall:

- (a) have any boxing or casing in which it is enclosed constructed of incombustible material;
- (b) where comprising glass (other than fluorescent tubing) have the glass so protected as to prevent its falling into a public place in the event of breakage;
- (c) have its electrical installation constructed and maintained to the satisfaction of the appropriate electricity supply authority and in accordance with any written law with respect to the construction and maintenance of electrical installations for illuminated signs;
- (d) be maintained to operate as an illuminated sign;
- (e) not have a light of such intensity as to cause annoyance to the public or be a traffic hazard; and
- (f) not emit a flashing light.

11.5 Information Panels

The Shire may provide tourist or other information panels or bays of varying sizes and charge fees for the inclusion of advertisements in such panels or bays.

11.6 Pylon Signs

11.6.1 A pylon sign shall:

- (a) not have any part more than 6,000mm above the level of the ground immediately below it;
- (b) not exceed 4m² in area unless approved by the Shire;
- (c) be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions;

- (d) not be within 2,000mm of the side boundaries of the lot on which it is erected unless the lot on which the pylon sign is erected abuts an intersecting street or right-of-way, where the Shire may authorise the erection of the sign at a distance less than 2,000mm;
- (e) not have any part less than 6,000mm from any part of another sign erected on the same lot.

11.6.2 Where pylon signs are to be erected on a lot on which a factory tenement building or small shops are erected or are to be erected the Shire may require all the pylon signs to be incorporated into one sign in which case:

- (a) all of the constituent or infill signs are of an equal size; and
- (b) one constituent or infill sign is provided for each business, shop or unit on the lot.

11.7 Roof Signs

A roof sign shall comply with the following table:

Height of main building above ground level at point where sign is to be fixed	Maximum height of sign
4m and under 5m	1,250mm
5m and under 6m	1,800mm
6m and under 12m	3,000mm

11.8 Rural Producer Signs

A rural producer sign shall:

- (a) not indicate or display any matter otherwise than for the purpose of indicating the products grown, reared or produced on the property on which the sign is erected;
- (b) be erected within the boundaries of the property; and
- (c) not exceed 2m² in area.

11.9 Service Station Signs

A maximum of 2 service station signs are permitted unless otherwise required by legislation. The signs shall:

- (a) not exceed 0.8m² each side;
- (b) be located wholly within the boundaries of the site, unless otherwise approved by Council; and
- (c) be located so as to not cause a traffic or safety hazard to either vehicles or pedestrians.

11.10 Service and Tourist Signs

11.10.1 The CEO has delegated authority to approve applications for the erection and the removal of service and tourist signs subject to the sign meeting the current MRWA standards.

11.10.2 Tourist signs may be installed for tourist establishments endorsed by the WA Tourism Commission.

11.10.3 The Shire is responsible for the approval, installation and routine maintenance for service and tourist signs on all roads except those under the control of MRWA (Ajana – Kalbarri Road and the North West Coastal Highway). In all cases the Shire retains ownership of the signs and the right to relocate, modify or remove them as necessary.

11.11 Signs on Fences

A sign may be painted or erected on the inside of a side or rear fence of a lot situated within a commercial or industrial area (or other areas as approved by Council), if the lot is occupied and used for business or industrial purposes. Any such sign shall not exceed 1m in height, nor be within 3m of any street boundary, unless specifically approved by Council.

11.12 Signs on Vehicles

No vehicle with a sign upon or inside, adapted and exhibited primarily to facilitate advertising, shall be permitted to park for any lengthy period of time, as determined by Council, on any thoroughfare (other than within an approved carpark) with the exception of directly in front of the owner's residence.

11.13 Verandah Signs

11.13.1 A sign fixed to the fascia of a verandah shall:

- (a) not exceed 600mm in depth; and
- (b) not project beyond the fascia.

11.13.2 A sign under a verandah shall:

- (a) not exceed 2,500mm in length or 400mm in depth;
- (b) be fixed at right angles to the front wall of the building before which it is erected except on a corner of a building at a street intersection where the sign may be placed at an angle with the wall so as to be visible from both streets; and
- (c) be so placed that the centre of its base longitudinally is equidistant from the outer edge of the verandah and the vertical plane of the shop front directly opposite the end of such sign.

11.14 Vertical Signs

A vertical sign shall:

- (a) not project more than 50mm from the face of the building to which it is attached;
- (b) not be within 600mm of either end of the wall to which it is attached;
- (c) be of a height of at least twice its width;
- (d) not be placed on a corner of building, except at a street intersection where it may be placed at an angle with the walls so as to be visible from both streets;
- (e) not exceed 750mm in width exclusive of the back projection; and
- (f) not exceed 2m² in total area on premises being a shop or office or both.

NOTE: *Should there be any conflict between this Policy and the Shire of Northampton Town Planning Schemes, the Town Planning Schemes shall prevail.*

Council Adoption:

19 September 2003	Advertising	(Minute 9.13.2)
24 October 2003	Final Approval	(Minute 10.12.11)
21 May 2004	Advertising	(Minute 5.8.5)
20 August 2004	Final Approval	(Minute 8.9.1)
20 January 2006	Advertising	(Minute 6.2.5)
17 March 2006	Final Approval	(Agenda Item 6.2.3)

SHIRE OF NORTHAMPTON

WORKS CREW 12 MONTHLY PROGRAM AND PROGRESS REPORT (2013/2014)

(June 2014)

2013/2014 Budget Works	Status	Comments
<u>Regional Road Group Projects</u>		
George Grey Drive Reconstruct Shoulders - Eco-Flora	COMPLETE	Pending minor tidy up works
Ajana Kalbarri Road Bitumen edge reinstatement	COMPLETE	
Northampton to Nabawa Road Reseal corner and pavement repairs	COMPLETE	
<u>Roads To Recovery</u>		
Mary Street - Northampton NWCH to Barlow - Street improvements	COMMENCED	Stormwater complete.
Grey Street - Kalbarri (inc B/Spot funding) Reconstruct from Clotworthy Street north	COMMENCED	Design Drawings available Commenced preliminary works 7th April 2014
Forrest Street - Northampton Reconstruction and drainage - Stephen to floodway	COMPLETE	
<u>Royalties for Regions Funding</u>		
Ogilvie East Road - Stage 1 Reseal 2012/2013 works	COMPLETE	
Ogilvie East Road - Stage 2 Reseal 2012/2013 works	COMPLETE	
Ogilvie East Road - Stage 3A Construct to: primerseal (corners - 1.4km's)	COMPLETE	
Ogilvie East Road - Stage 3B Construct to: primerseal (2.2km's)	COMPLETE	Completed to gravel finish only
Cont.		
2013/2014 Budget Works	Status	Comments

<u>Black Spot Funding</u>		
Grey Street - Kalbarri (inc RTR funding) Reconstruct from Clotworthy Street north	COMMENCED	Design Drawings available Commenced preliminary works 7th April 2014
<u>Regional Development</u>		
Northampton Northampton Light Industrial Area - 5 Lots	COMPLETE	
<u>Recreational Boating Facility Fund</u> Kalbarri Northern Boatramp Car park area	COMPLETE	
<u>MUNICIPAL FUND CONSTRUCTION</u>		
<u>2012/2013 Carry Over Works</u>		
Kalbarri - Hotel Car Park Reseal 2011/2012 works	DEFER	Defer for relisting 2014/2015
Kalbarri - Boat Hire Carpark Reseal 2011/2012 works	COMPLETE	
Kalbarri - Maggee Crescent Reseal and replace kerb	DEFER	South end kerbed for St Johns opening Defer for relisting 2014/2015
Ogilvie West Road Realign corner and install culvert	DEFER	Clearing permit with DOER - Management have asked for reconsideration of conditions Culvert materials onsite
<u>New Works (2012/2013 Budget)</u>		
<u>Kalbarri</u>		
Auger Street Reseal - Smith to Mallard (220m)	COMPLETE	Not all complete; list remainder for 2014/2015
Batavia Circle Reseal - Orabanda to Glass (xxxm)	DEFER	Defer for relisting 2014/2015
Hasleby Street Reseal - (335m)	COMPLETE	
Cont.		
2013/2014 Budget Works	Status	Comments

<u>Northampton</u>		
Bateman Street Reseal - (2012/2013 works - Essex to Shea	COMPLETE	
Essex Street Reseal - (0.5 - 0.8) replace kerb north side	COMPLETE	
Fifth Avenue Reseal - (0.0 - 0.2)	COMPLETE	
Fourth Avenue Reseal - (0.0 - 0.2)	COMPLETE	
Gwalla Avenue Reseal - (0.38 - 0.73)	COMPLETE	
Harney Street Install kerb from Bruce to Barron south side	COMPLETE	
Third Avenue Install solar street light	COMPLETE	
<u>Rural</u>		
Harvey Road Pavement repairs - various	DEFER	Defer for relisting 2014/2015
<u>MUNICIPAL FOOTPATHS</u>		
<u>Kalbarri Townsite</u>		
Kalbarri - Malaluca trail Repairs to existing (Provisional Sum)		
Northampton - Bicentennial Park Asphalt internal footpaths - Red asphalt	COMPLETE	Additional area to be listed for consideration 2014/2015 budget
Northampton - Stephen Street Forrest to Brook - Continue existing	COMPLETE	Additional area to be listed for consideration 2014/2015 budget
Cont.		
2013/2014 Budget Works	Status	Comments

OTHER WORKS - SPECIFIC / MAINTENANCE

Ogilvie West Road - Staged works for bus route
Hatch Road - West of cross roads
Ogilvie West Road - Chilimony Road to Teakles corner
Yerina Springs Road - 2 areas
Harvey Road - Staged works

OTHER WORKS - Foreshores/Parks/Gardens

Horrocks foreshore lawns:
Install upgraded reticulation system

COMPLETE

Horrocks foreshore - Jetty
Replace 4 x ladders; Repairs to lower platform

COMPLETE

Northampton - Hampton Road (general)
Street bins x 8

COMPLETE

Bins recieved and to be placed out.

Binnu - Community Hall area
Supply bollards

COMPLETE

Product received - community to install

OTHER WORKS - Depots

Nil.

Cont.

2013/2014 Budget Works	Status	Comments
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<u>PLANT ITEMS - Major</u>		
Northampton - Construction Loader Purchase: new - trade/sell P197 Volvo L90E	COMPLETE	
Kalbarri - 6 Wheel tipper Purchase Second Hand - trade/sell P044 Mitsi Truck	AWARDED	April 2014 - Purchase 1 x FUSO single axle tip truck Delivery - Approx mid June
Kalbarri - Ranger's Vehicle Purchase: New - trade/sell P216 Ford Ranger	COMPLETE	
Manager of Works and Technical Services Purchase: New - trade/sell P223 Nissan Patrol	COMPLETE	
Northampton - Zero turn mower or similar Purchase: new - trade/sell P170 Gianni	COMPLETE	
<u>PLANT ITEMS - Minor/Other/Sundry tools</u>		
Kalbarri Depot - Compressor	COMPLETE	
Northampton - Cable locator (Manager of Works)	COMPLETE	
Northampton - GPS trip meter (Manager of Works)	COMPLETE	
Northampton - Concrete Saw	COMPLETE	
Northampton - Gardeners Shed - fuel cabinet	COMPLETE	
Kalbarri - Motorised hedge trimmer	COMPLETE	
Kalbarri - Ranger Bar light	COMPLETE	
Kalbarri - Field tool box and kit	COMPLETE	
Kalbarri - 20lt Spray tow along	COMPLETE	
Kalbarri - Utility 8m boom spray	COMPLETE	

HEALTH AND BUILDING REPORT CONTENTS

6.2.1	BUILDING STATISTICS FOR THE MONTH OF MAY 2014	2
6.2.2	REGIONAL TENDER FOR WASTE SERVICES	3

6.2.1	INFORMATION ITEM: BUILDING STATISTICS
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DATE OF REPORT:	16th May 2014
RESPONSIBLE OFFICER:	Glenn Bangay – Principal EHO/Building Surveyor

1. BUILDING STATISTICS

Attached for Councils' information are the Building Statistics for March 2014.

OFFICER RECOMMENDATION – ITEM 6.2.1
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For Council information.

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - MAY 2014

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Materials			Fees					
						1. Floor	2. Wall	3. Roof	Area m2	Value	1. App Fee	2. BCITF	3. BRB	4. Other
6/05/2014	1233	C Woodcock & A Curic PO Box 513 KALBARRI WA 6536	Owner/Builder	Lot 687 Waikiri Pde KALBARRI WA 6536	Swimming Pool	1. n/a	2. n/a	3. n/a	n/a	\$30,000	1. 96.00	2. 0.00	3. 40.50	4. 0.00
6/05/2014	1236	H Waite PO Box 324 KALBARRI	Owner/Builder	Lot 7 Ranch Court KALBARRI WA 6536	Dwelling	1. Concrete	2. Steel	3. Colourbond	250	\$300,000	1. 960.00	2. 600.00	3. 270.00	4. 0.00
12/05/2014	1225	G Barnden PO Box 170 NORTHAMPTON	M Barnden PO Box 184 NORTHAMPTON	Lot 110 Lynton Ave PORT GREGORY WA	Garage	1. Concrete	2. Brick	3. Zinc	96	\$56,000	1. 179.20	2. 112.00	3. 50.40	4. 0.00
12/05/2014	1238	T Nairn PO Box 46 NORTHAMPTON	M Barnden PO Box 184 NORTHAMPTON	Lot 86 Sandford Cres PORT GREGORY WA	Ablutions	1. Concrete	2. Steel	3. Colourbond	5	\$2,500	1. 90.00	2. 0.00	3. 40.50	4. 0.00
12/05/2014	1234	L & G Goad PO Box 415 GERALDTON WA 6531	Wilson Complete PO Box 524 GOSNELLS WA	Lot 3157 Isseka East Rd ISSEKA WA	Additions	1. Concrete	2. Brick	3. Colourbond	234	\$177,000	1. 566.40	2. 354.00	3. 159.30	4. 0.00

6.2.2**INFORMATION ITEM: REGIONAL TENDER FOR WASTE SERVICES**

DATE OF REPORT:	11th JUNE 2014
RESPONSIBLE OFFICER:	Glenn Bangay – Principal EHO/Building Surveyor

BACKGROUND:

In 2008 the then City of Geraldton Greenough and the Shires of Chapman Valley, Irwin, Coorow and Northampton worked collaboratively as the Batavia Regional Organisation of Councils (BROC) to prepare a Strategic Waste Management Plan (SWMP), this collaboration has been instrumental in funding being resourced for improved facilities and forward waste management plans for three of the member Councils.

At a meeting of the member Councils in November 2013 it was decided to invite Talis Waste Management Consultants to investigate the potential and feasibility of a Regional Tender for Waste Services including collections and operations of waste management facilities and Feasibility Assessment of Regional Resource recovery Options.

Funding for the above studies were to be sourced from the Regional Funding Program for Local Government Authorities 2011 – 2016 – Round Two Funding scheme.

Further to my report to the February meeting and a meeting on the 14th May at the CGG offices it was discussed that a proposal including the fee structure be prepared by Talis for the design and compilation of the Regional Waste Management Services Contract, the cost of the preparation of this document was to be shared between the four participating Councils on a population basis, this was to be confirmed by the CGG management.

Recent communication from Talis, (email) advising that in consultation with CGG they have revised the original fee proposal to include a workshop in Geraldton during the drafting of the tender pack (tender document and contract). The overall fee to complete all these works, including evaluation of the submissions received, is \$34,420(ex GST). Talis goes on to state that as all parties will avail themselves of the same level of service through the process and also receive the potential benefits, it is proposed that the consultancy costs be shared equally at \$9,605 (ex GST) per Local Authority.

It is further requested that each of the participating Local Government Authorities provide, on an official letterhead, the following:

- In-principal support for the project including level of approval to date;
- Commitment to cover its share of the project costs.

COMMENT:

The neighbouring local authorities of Coorow, Three Springs, Mingenew and Yalgoo were to be approached for their interest in being involved in the regional contract. It would appear to be unfair to expect Local Authorities with a much smaller revenue base to be responsible for 25% of the overall cost of the project; many could not afford such a financial impost and this would certainly be a disincentive to those Local Authorities to be involved in the proposed Regional Waste Management Services Project.

OFFICER RECOMMENDATION – ITEM 6.2.4

That the Shire of Northampton:

- 1. Supports the principal of a regional waste services contract;**
- 2. Will support the apportioning of the project costs on a percentage basis to the participating Local Governments based on ABS population statistics, i.e. the smaller the population the smaller the contribution.**

TOWN PLANNING CONTENTS

6.3.1	MODIFICATIONS & REVOCATION TO LOCAL PLANNING POLICIES - PUBLIC COMMENT	2
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6.3.1 MODIFICATIONS & REVOCATION TO LOCAL PLANNING POLICIES - PUBLIC COMMENT

FILE REFERENCE:	10.4.1
DATE OF REPORT:	10 May 2014
RESPONSIBLE OFFICER:	Hayley R. Williams - Principal Planner
APPENDICES:	
1.	Modified Local Planning Policies
2.	Local Planning Policies to be revoked

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 comprehensive review of the Shire of Northampton Local Planning Policies has been undertaken. This report recommends Council:

- 1) Initiate the following modified Local Planning Policies for public comment to supercede existing Local Planning Policies of the same name;
 - Use of Shipping Containers – Sea Containers;
 - Temporary Accommodation Camps;
 - Consultation for Planning Proposals;
 - Alfresco Dining;
 - Agroforestry;
 - Caravans for Temporary Accommodation;
 - Commercial Recreational Tourism Activity on Crown Reserves;
 - Construction of Barnstyle Sheds and Prefabricated Shed Structures;
 - Extractive Industry;
 - Outbuildings;
 - Residential Design Codes – Buildings on Boundary;
 - Land Development Specifications; and

- 2) Advertise the rescission of the following Local Planning Policies:
 - Water Quality Testing;
 - Holiday Homes - Kalbarri Vision;

- BYO Liquor Permit; and
- Residential Type Development.

Advertising will occur for a period of 21 days pursuant to Section 2.4 of *Shire of Northampton Local Planning Scheme No.10 – Northampton & Horrocks* ('LPS10') and Section 8.9 of *Shire of Northampton Town Planning Scheme No. 9 - Kalbarri Townsite*.

A copy of modified draft Local Planning Policies are included as Appendix 1 to this report for Council's information.

BACKGROUND:

A comprehensive review of the Shire of Northampton's Local Planning Policies has been undertaken. During the review it became apparent that a number of policies were no longer applicable due to update planning schemes and/or other legislation governing the activity.

Modifications have been made to a range of policies so that they reflect the current statutory framework.

Copies of the modified Local Planning Policies are included in **Appendix 1** and the Local Planning Policies proposed to be revoked are included in **Appendix 2**. These Appendices will be provided as a separate electronic document.

COMMUNITY CONSULTATION:

Section 2.4 of LPS10 and 8.9 of TPS9 detail 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:

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

At the conclusion of the advertising period the application and any received submissions would be placed before a meeting of Council for consideration.

FINANCIAL & BUDGET IMPLICATIONS:

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

STATUTORY IMPLICATIONS:

State: Planning and Development Act 2005

Local: Shire of Northampton Town Planning Scheme No. 10 and 9

Clause 8.9.3 of TPS9 and 2.5 of LPS10 state that a Local Planning Policy may be revoked or amended by adoption of a new policy that is expressed to supersede an existing Local Planning Policy or publication of a notice of revocation/rescission by the local government once a week for 2 consecutive weeks in a newspaper circulating in the Scheme Area.

POLICY IMPLICATIONS:

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.

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.

For the most part Local Planning Policies are formulated and aligned with a strategic planning direction as set by Council. 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: Shire of Northampton Planning for the Future 2013-2023

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.

COMMENT:

The following provides a summary of proposed modifications to the local planning policies:

Use of Shipping Containers – Sea Containers

- Updates to entire policy – planning approval required for all proposals for sea containers excluding industrial zoned land and rural zoned land greater than 20ha
- 12 month maximum storage use on other zones
- Updates to application requirements
- Formatting and typography corrections

Temporary Accommodation Camps

- Formatting and typography corrections

Consultation for Planning Proposals

- Formatting and typography corrections
- Inclusion of additional references to Scheme Provisions
- Referral of applications to Main Roads where development adjacent to their controlled roads is proposed.

Alfresco Dining

- Updates to objectives
- Increase in Public Liability Insurance to \$10 million
- Greater detail regarding site requirements

Agroforestry

- Formatting and typography corrections

Caravans for Temporary Accommodation

- Formatting and typography corrections

Commercial Recreational Tourism Activity on Crown Reserves

- Department of Lands approval required if activity taking place on land not within the management control of Council.
- Formatting and typography corrections

Construction of Barnstyle Sheds and Prefabricated Shed Structures

- Updating policy to accord with new clauses of R-Codes and Planning Schemes
- Modify policy to include Special Rural and Rural Smallholding zone and Rural zoned lots under 20ha.

Extractive Industry

- Updating policy to accord with new Planning Scheme

Outbuildings

- Updates to definitions
- Updates to construction of outbuilding before dwelling and bond requirements

Residential Design Codes – Buildings on Boundary

- Updates in line with R-Codes 2013
- Details for minimum standards for walls on boundary

Land Development Specifications

- Updates to policy wording

VOTING REQUIREMENT:

Absolute Majority Required: No.

CONCLUSION:

It is recommended that Council:

- 1) Initiate the following modified Local Planning Policies for public comment to supercede existing Local Planning Policies of the same name;
 - Use of Shipping Containers – Sea Containers;
 - Temporary Accommodation Camps;
 - Consultation for Planning Proposals;
 - Alfresco Dining;
 - Agroforestry;
 - Caravans for Temporary Accommodation;

- Commercial Recreational Tourism Activity on Crown Reserves;
 - Construction of Barnstyle Sheds and Prefabricated Shed Structures;
 - Extractive Industry;
 - Outbuildings;
 - Residential Design Codes – Buildings on Boundary;
 - Land Development Specifications; and
- 2) Advertise the rescission/revocation of the following Local Planning Policies:
- Water Quality Testing;
 - Holiday Homes - Kalbarri Vision;
 - BYO Liquor Permit; and
 - Residential Type Development.

OFFICER RECOMMENDATION – ITEM 6.3.1	INITIATION
<p>That Council pursuant to Section 2.4 of the <i>Shire of Northampton Local Planning Scheme No. 10</i> and Section 8.9 of the <i>Shire of Northampton Town Planning Scheme No. 9 (Kalbarri Townsite)</i> resolve to:</p>	
<p>1) Adopt the following modified Local Planning Policies for public comment to supercede existing Local Planning Policies of the same name;</p> <ul style="list-style-type: none"> - Use of Shipping Containers – Sea Containers; - Temporary Accommodation Camps; - Consultation for Planning Proposals; - Alfresco Dining; - Agroforestry; - Caravans for Temporary Accommodation; - Commercial Recreational Tourism Activity on Crown Reserves; - Construction of Barnstyle Sheds and Prefabricated Shed Structures; - Extractive Industry; - Outbuildings; - Residential Design Codes – Buildings on Boundary; - Land Development Specifications. 	
<p>2) Advertise the rescission/revocation of the following Local Planning Policies:</p> <ul style="list-style-type: none"> - Water Quality Testing; 	

- **Holiday Homes - Kalbarri Vision;**
 - **BYO Liquor Permit; and**
 - **Residential Type Development.**
- 3) **Should no written, author-identified objections be received during the 21 day advertising period, then adopt for final approval the modified Local Planning Policies and proceed to publish a notice to this effect in the local newspaper; and**
- 4) **Should there be any written, author-identified objections received during the advertising period, require staff to present to Council a further report.**

APPENDIX 1

Included as a separate electronic attachment to Town Planning Report

APPENDIX 2

Included as a separate electronic attachment to Town Planning Report

6.3.2 PROPOSED THREE GROUPED DWELLINGS - HOLIDAY ACCOMMODATION - LOT 11 (NO. 11) HACKNEY STREET, KALBARRI

LOCATION:	Lot 11 (No. 11) Hackney Street, Kalbarri
FILE REFERENCE:	10.6.1.1 / 11 HAC (A796)
APPLICANT:	B Jones & E Curic
OWNER:	B Jones & E Curic
DATE OF REPORT:	8 June 2014
REPORTING OFFICER:	Hayley Williams - Principal Planner
APPENDICES:	
	1. Application for Planning Approval – Site Plan, Floor Plan & Elevations

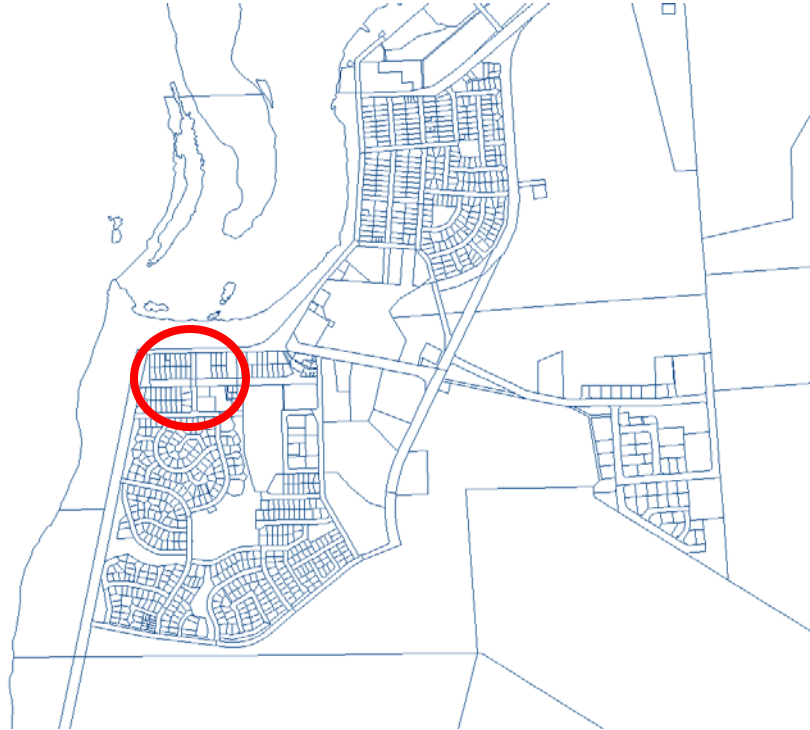
AUTHORITY / DISCRETION:

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:

An Application for Planning Approval has been received for three grouped dwellings for holiday accommodation purposes to be constructed on Lot 11 (No. 11) Hackney Street, Kalbarri. Council consideration is required as an objection has been received in regard to the wall and retaining height. The proposed development is considered to accord with the design criteria and deemed to comply provisions of the *Residential Design Codes (R-Codes)*. It is recommended that Council grant Planning Approval subject to conditions.

LOCALITY PLANS:



BACKGROUND:

An application has been received for the construction of three grouped dwellings for holiday accommodation purposes upon Lot 11 (No. 11) Hackney Street, Kalbarri. The application has been brought before Council due to an objection being received from an affected landowner with regard to the proposed height of the dwellings and retaining wall.

The proposed development consists of the following:

- Two single storey dwellings – 2 bedrooms, 2 bathrooms;
- One double storey dwelling – 2 bedrooms, 2 bathrooms;
- Two car bays per dwelling within carports;
- An additional bay for boat/trailer parking;
- Landscaping; and
- Retaining walls less than 0.6m in height.

In consideration of the application the following information is provided:

Lot Size	Approx 1000m ²
Existing Development	Vacant
Existing Services	Water, Sewer, Power, Phone
Vehicular Access	Hackney Street
Vegetation	Cleared
Surrounding Land	Residential R30

Appendix 1 includes the site plan, floor plan and elevations of the proposed development.

COMMUNITY & GOVERNMENT CONSULTATION:

Due to the proposed use of the grouped dwellings being for “Holiday Accommodation” advertising of the application was undertaken in accordance with the requirements of *Town Planning Scheme No. 9 – Kalbarri Townsite*.

At the close of advertising on 6 June, 2014 one objection was received which is summarised below:

- *Height of the 2 storey construction on the northern end of block is not specified;*
- *Other lots will be filled and retained, height of retaining is unclear;*
- *We object to the height of the overall construction.*

The objector is located on the southern side of Hackney Street.

A response to the objection will be addressed in the Comment section of this report.

FINANCIAL & BUDGET IMPLICATIONS:

Nil. However 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*

Local: *Shire of Northampton Town Planning Scheme No. 9 – Kalbarri Townsite*

The land is zoned “Residential R30” under *Shire of Northampton Town Planning Scheme No. 9* with “Grouped Dwellings” considered a permitted use and “Holiday Accommodation” considered a discretionary use upon advertising.

The objective of the “Residential” zone is listed as:

3.1.2.1 Residential zone

- (a) *to ensure that land uses are compatible and complementary to the residential purpose of the Zone;*
- (b) *provide a mix of housing types to cater for the range of demands created by a diverse population, which chooses to live and visit the town;*
- (c) *promote and safeguard health, safety, convenience, the general welfare and the amenities of residential areas and their inhabitants;*
- (d) *ensure that other uses and activities compatible with the predominant use are allowed for;*
- (e) *promote "modified grid" subdivision patterns for new development as a means of improving legibility in preference to the widespread use of culs-de-sac;*
- (f) *promote the use of water sensitive urban design; and*
- (g) *promote the orientation of dwellings and lots to encourage energy efficiency.*

The land is zoned “Residential R30” under *Town Planning Scheme No. 9* and development is therefore governed by the *Residential Design Codes (2013)*.

Residential Design Codes

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 compliant, while the “Design Criteria” allow the possibility of other ways of achieving an acceptable outcome.

Building Height

Section 5.1.6 of the R-Codes require that the building heights do not exceed the following requirements:

- *6m external wall height from natural ground level;*
- *7m external wall height for concealed roofs from natural ground level; and*
- *9m total building height to the top of a pitched roof from natural ground level.*

Height is measured from the natural ground level immediately below the relevant point of the wall or roof. The proposed two storey grouped dwelling incorporates a maximum wall height to 5.6 metres with a maximum roof pitch height to 7.7 metres from natural ground level.

The proposed wall height and roof height are considered to meet the “Deemed to Comply” standards of the R-Codes. However, due to the nature of the objection being received further analysis of the proposal will be undertaken against the relevant design criteria outlined below:

“Building height consistent with the desired height of buildings in the locality, and to recognise the need to protect the amenities of adjoining properties, including where appropriate:

- *Adequate direct sun to buildings and appurtenant open spaces;*
- *Adequate daylight to major openings to habitable rooms; and*
- *Access to views of significance”.*

Retaining and Site Works

Clause 5.3.7 and 5.3.8 relate to retaining and site works. The “Deemed to Comply” provisions grant permission for retaining less than 0.5m along or within 1m from an adjoining property boundary.

The proposed development includes retaining walls along the eastern and northern boundary as well as a portion along the western boundary.

No objections were received from adjoining landowners of properties located along these boundaries.

POLICY IMPLICATIONS:

Local: Kalbarri Townsite Local Planning Strategy (2012)

The proposed development is considered to accord with the strategic vision and objectives of the *Kalbarri Townsite Local Planning Strategy*.

Strategic Vision

To develop a long term Strategy for the future development and enhancement of Kalbarri that recognises, builds upon and promotes the tourism and residential values of the location in an environmentally and economically sustainable manner.

Strategic Objectives

- To enhance Kalbarri's position as a premier family holiday destination within Western Australia while recognising the continuing value and importance of non-family Intrastate, Interstate and International visitors.
- To broaden Kalbarri's economic and employment base by furthering Kalbarri's position as a desirable alternative residential and employment location within the Mid-West.
- To protect and enhance Kalbarri's unique urban values and particularly its connectivity to the surrounding natural environment together with its compactness and high level of walkability.

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Planning for the Future 2013-2023

Economy & Marketing Strategies:

- Increase support for tourism across the Shire and enable tourism to become a major and sustainable industry for the Shire.
- Improve employment opportunities for youth across the Shire.

Infrastructure Strategies:

- Ensure that there is sufficient land supply to meet the needs of commerce and industry across the Shire.

Social Strategies:

- Demonstrate a proactive approach to economic and community development.

The proposed development is considered to align with a number of key objectives of the *Shire of Northampton – Plan for the Future* and other key strategic policy documents such as the *Kalbarri Townsite Local Planning Strategy*.

COMMENT:

Assessment of the application indicates the proposed three grouped dwellings for holiday accommodation purposes complies with the Shire of Northampton's policies and *Town Planning Scheme No. 9* and the deemed to comply provisions of the *Residential Design Codes of Western Australia*, with the exception of retaining and site works.

Retaining Wall Height and Site Works

The applicant has proposed retaining of up to a maximum of 0.6 metres in height along the northern, eastern and western boundaries. In accordance with the R Codes comment was requested from the neighbouring landowners as the proposed wall exceeds 0.5m in height. No comment was received from the adjoining landowners.

The proposed retaining considers and responds to the natural features of the site and requires only a small amount of fill. It is not considered to adversely affect the streetscape. The retaining walls will result in land which can be effectively used for the benefit of the residents and is not considered to detrimentally affect adjoining properties considering it is 0.6m in height.

Wall Height

The ground level of the site has a fall of approximately 1.8m from south west to north east.

The applicant has proposed to fill at varying levels to accommodate the proposed dwellings. Given the additional amount of fill the wall and roof heights from natural ground are still within the acceptable limits outlined by the R-Codes.

The height of the proposed grouped dwellings and their bulk is not considered to be excessive and will not unduly restrict natural light from entering the neighbouring properties or will it obstruct views of significance.

Although the Shire received an objection in relation to the building and retaining height, the objection was from a landowner on the south side of Hackney Street. Whilst the landowner who has put forward the objection may be concerned of the impact on their view, there are other two storey dwellings located along Grey Street within the same viewscape and tall vegetation (in excess of 8.5m).

In light the above, the proposed development is recommended for approval.

VOTING REQUIREMENT:

Absolute Majority Required: No

CONCLUSION:

Assessment of the application indicates the proposed three grouped dwellings for holiday accommodation purposes complies with the Shire of Northampton's policies and *Town Planning Scheme No. 9* and the deemed to comply provisions of the *Residential Design Codes of Western Australia*, with the exception of retaining and

site works. However, the proposal is considered to meet the relevant design criteria of the R Codes and is not considered to unduly impact on the amenity of the area.

Accordingly, the proposal is recommended for approval subject to appropriate conditions.

OFFICER RECOMMENDATION – ITEM 6.3.2	APPROVAL
That Council grant Planning Approval for three grouped dwellings for holiday accommodation purposes on Lot 11 (No. 11) Hackney Street, Kalbarri subject to the following conditions:	
1.	Development shall be in accordance with the attached approved plan(s) dated 24 June, 2014 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;
2.	If the development/use the subject of this approval is not substantially completed within a period of 2 years after the date of the determination the approval shall lapse and be of no further effect;
3.	A building permit shall be issued by the local government prior to the commencement of any work on the site;
4.	All stormwater is to be disposed of on-site to the specifications and approval of the local government. On application for a building permit a detailed design of stormwater collection and disposal system of developed areas is to be supplied;
5.	Installation of crossing place/s to the standards and specifications of the local government;
6.	Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;
7	The maximum height of any fill is not to exceed 0.6m as shown on the attached approved plans dated 24 June, 2014;
8	Access and car parking areas to be paved, drained and thereafter maintained to the approval of the local government;

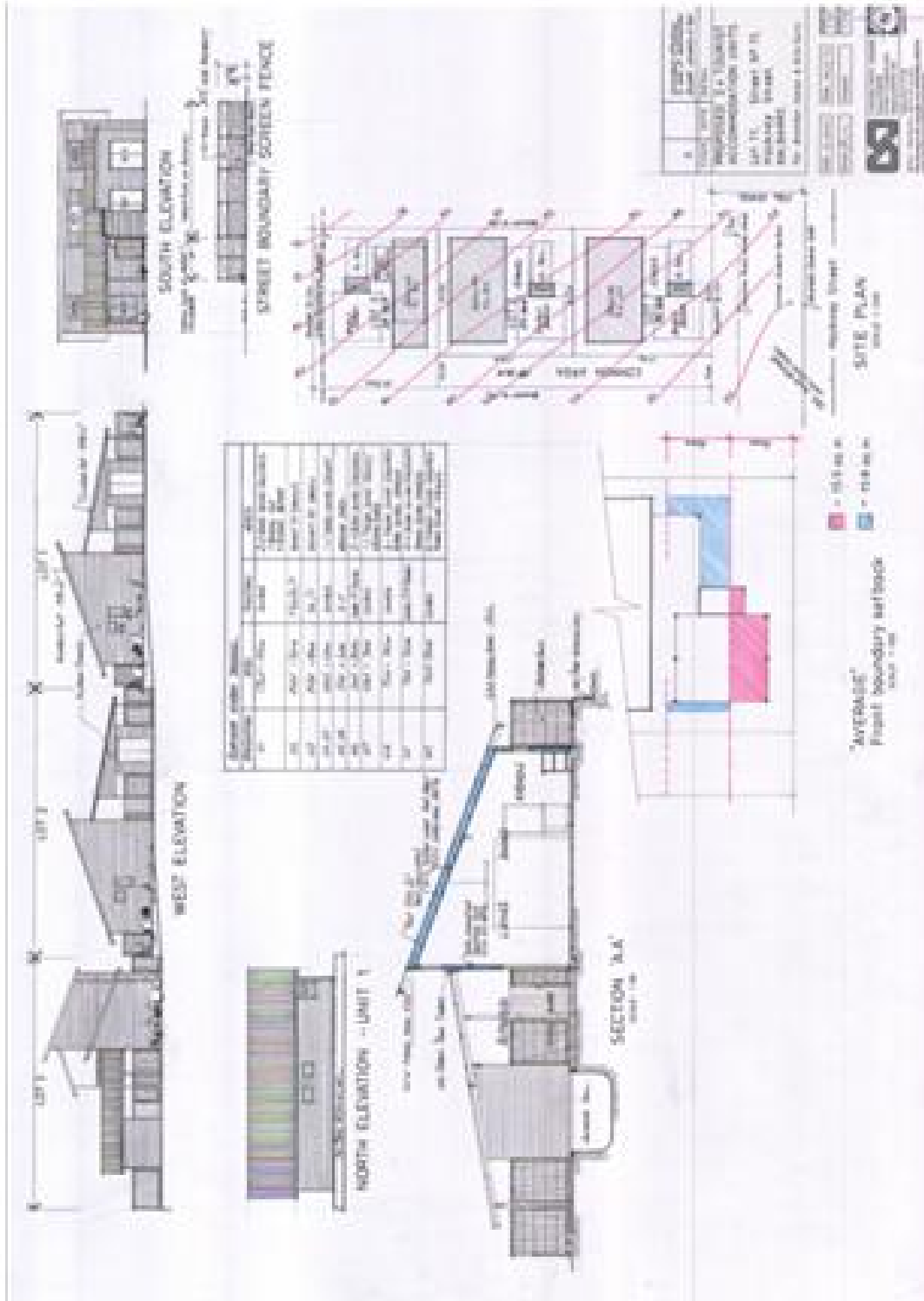
- 9** Should the development be intended for strata titling/subdivision in the future then the applicant is advised that the group/multiple dwellings are to be developed in order to achieve the minimum site area per dwelling in accordance with 5.1.1 of the *Residential Design Codes 2013* (as amended);
- 10** The permanent screening, as shown on the attached approved plan(s) dated 24 June, 2014 being erected in accordance with Clause 5.4.1 (C1.2) of the *Residential Design Codes 2013*;
- 11** Front walls and fences within the primary street setback area are to be visually permeable 1.2m above natural ground level in accordance with Clause 5.2.4 (C4) of the *Residential Design Codes 2013*; and
- 12** Prior to the commencement of the approved use, all land indicated as landscaped area on the attached approved plan(s) dated 24 June 2014 are to be landscaped effectively and maintained thereafter to the approval of the local government.

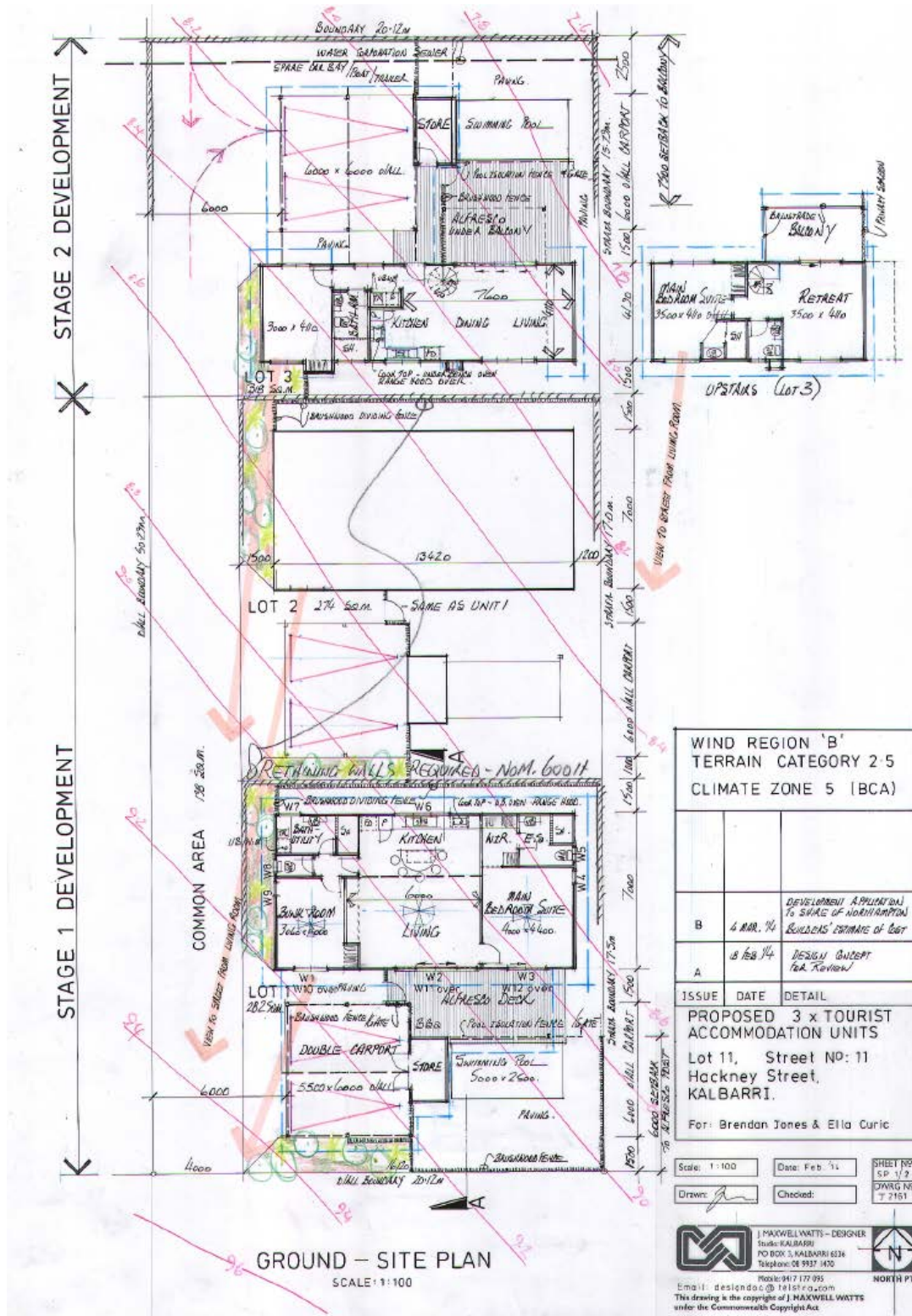
Advice Note

Note 1: Where an approval has lapsed, no development/use shall be carried out without the further approval of the local government having first been sought and obtained.

Note 2: If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be made within 28 days from the date of this notice.

APPENDIX 1





6.3.3 PROPOSED OUTBUILDING – LOT 931 (NO. 24) CROCOS CIRCUIT, KALBARRI

LOCATION:	Lot 931 (No. 24) Crocos Circuit, Kalbarri
FILE REFERENCE:	10.6.1.1 / 24 CRO / A3295
APPLICANT:	K Sutton
OWNER:	K Sutton
DATE OF REPORT:	9 June 2014
REPORTING OFFICER:	Hayley Williams - Principal Planner
APPENDICES:	
1.	Application for Planning Approval – Site Plan, Floor Plan & Elevations.
2.	Photos of existing development

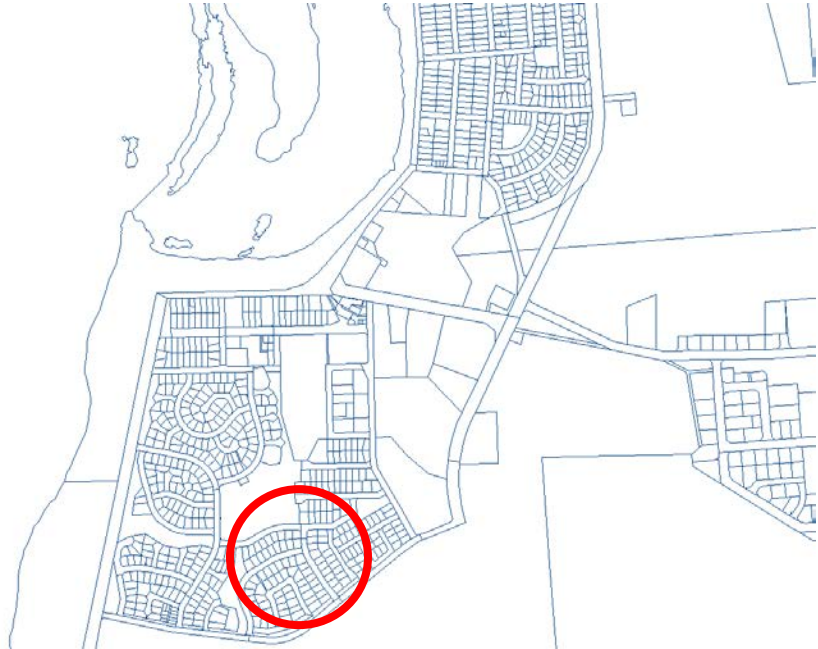
AUTHORITY / DISCRETION:

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 Planning Approval for the construction of an outbuilding upon Lot 931 (No. 24) Crocos Circuit, Kalbarri which is proposed to be placed in front of the existing dwelling. Council consideration is required due to the *Shire of Northampton's 'Outbuildings' Local Planning Policy* requiring outbuildings to be setback behind the primary dwelling. Due to the outbuilding being constructed in materials and colours to match the existing dwelling and that there is an existing dwelling that has been placed at the rear of the lot, this report recommends conditional approval of the application.

LOCALITY PLANS:



BACKGROUND:

The applicant seeks approval for a 9mx6m (54m²) outbuilding with a wall height of 2.7m and an overall height of 3.94m (both wall and apex heights measured from pad height) and a carport measuring 6mx6m (36m²). The outbuilding is proposed to be built in front of the existing dwelling with a 6m setback from the front and side boundaries. The outbuilding is proposed to be constructed of coated metal sheeting (i.e. colorbond) in a color palette to match the dwelling (Walls - headland, Garage Doors and Roof - zinalume).

A copy of the submitted site, floor and elevation plans have been included as **Appendix 1** to this report.

The applicant has also provided photos which show the existing development on the lot which has been included as **Appendix 2** to this report.

CONSULTATION:

Clause 4.3 of the 'Outbuildings' Local Planning Policy states:

"Any variation to any part of the above policy will require consultation with affected landowners and/or occupiers and their written neighbour consent to these variations should preferably be given."

Letters have been sent to the three affected landowners and they have been given 14 days to comment. The last date for submissions is 24 June 2014. If no written author identified objections are received at the close of advertising then it is recommend Council grant delegation to the CEO to approve the application.

FINANCIAL & BUDGET IMPLICATIONS:

Nil. However 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:

The land is zoned “Residential – R20” under *Town Planning Scheme No. 9 (Kalbarri Townsite)*. The application is considered to meet the requirements of the Scheme in relation to land use and materials.

The objective of the “Residential” zone is listed as:

3.1.2.1 Residential zone

- (a) *to ensure that land uses are compatible and complementary to the residential purpose of the Zone;*
- (b) *provide a mix of housing types to cater for the range of demands created by a diverse population, which chooses to live and visit the town;*
- (c) *promote and safeguard health, safety, convenience, the general welfare and the amenities of residential areas and their inhabitants;*
- (d) *ensure that other uses and activities compatible with the predominant use are allowed for;*
- (e) *promote “modified grid” subdivision patterns for new development as a means of improving legibility in preference to the widespread use of culs-de-sac;*
- (f) *promote the use of water sensitive urban design; and*
- (g) *promote the orientation of dwellings and lots to encourage energy efficiency.*

The land is zoned “Residential R20” under *Town Planning Scheme No. 9* and development is therefore governed by the *Residential Design Codes (2013)*.

Residential Design Codes

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 compliant, while the “Design Criteria” allow the possibility of other ways of achieving an acceptable outcome.

The proposed outbuilding is considered to accord with the “Deemed to Comply” provisions of the R-Codes as outlined below:

Clause 5.4.3 (C1) States:

Outbuildings that:

• Are not attached to a dwelling	Complies
• Are non-habitable	Standard condition of approval
• Collectively do not exceed 60m ² in area of 10% in aggregate whichever is lesser	Refer Shire of Northampton Local Planning Policy (LPP) - Outbuildings
• Wall height 2.4m	2.7m – Refer LPP
• Ridge height 4.2m	Complies
• Are not within the primary street setback area	Primary street setback is 6m - Complies
• Do not reduce the amount of open space	Removal of existing outbuildings - Complies
• Comply with lot boundary setbacks	Complies

Under Element 5.4.3 – Outbuildings, the Design Criteria states:

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

The proposed outbuilding is considered to comply with the “Deemed to Comply” provisions of the R-Codes. However, the Design Criteria will need to be addressed as the proposed location of the outbuilding in front of the dwelling is contrary to a component of the Local Planning Policy.

POLICY IMPLICATIONS:

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

- “3.1 To allow for a regional variation to the Residential Design Codes for Element 10 – Incidental Development.
- 3.2 To provide clear definition of what constitutes 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 complement the landscape and amenity of surrounding areas.”*

Clause 4.2.2.a of the Policy states:

“Residential R10 and high density – 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.”

Furthermore, Clause 4.2.6 states

“Regardless of zoning, on lots of 4ha or less, an outbuilding is to be located entirely behind any existing dwelling on the lot unless the outbuilding is consistent in design and constructed in the same materials and colours as the dwelling.”

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:

The proposed outbuilding is considered to comply with the provisions of the *Shire of Northampton Town Planning Scheme No. 9 – Kalbarri*, the *Residential Design Codes of Western Australia (2013)* and the *Shire of Northampton Local Planning Policy (LPP) – Outbuildings* with the exception of Clause 4.2.6 of the LPP, due to the outbuilding being located in front of the primary dwelling.

Although the outbuilding does not strictly comply with the location requirements of the Policy it is supported for the following reasons:

- It will be constructed of materials and colours to match the existing dwelling;

- The location of the existing dwelling at the rear of the property does not enable the construction of an outbuilding behind the dwelling;
- Any future development of the lot for grouped dwellings would require the removal of the outbuilding;
- The outbuilding is not located within the primary street setback (6m from front boundary); and
- Neighbour comment is being obtained and should no adverse comment be received by 24 June, 2014 approval be granted by CEO; and
- Landscaping is proposed and a condition shall be placed on the approval requiring this to be undertaken and maintained.

It is also considered that approval of the outbuilding would not set an undesirable precedent and that the individual merits of the application warrants departure from the Policy's requirements in this instance.

VOTING REQUIREMENT:

Absolute Majority Required: No

CONCLUSION:

It is recommended that in light of the individual merits of this application that conditional approval be granted for the construction of an outbuilding upon Lot 931 (No. 24) Crocos Circuit, Kalbarri.

OFFICER RECOMMENDATION – ITEM 6.3.3	APPROVAL
That Council:	
<p>1) Grant formal planning approval, subject to no written, author-identified objections being received from adjoining landowners by 24th June, 2014, for an outbuilding to be constructed upon Lot 931 (No. 24) Crocos Circuit, Kalbarri subject to compliance with the following conditions:</p>	
<p>a</p>	<p>Development shall be in accordance with the attached approved plan(s) dated 20 June 2014 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>

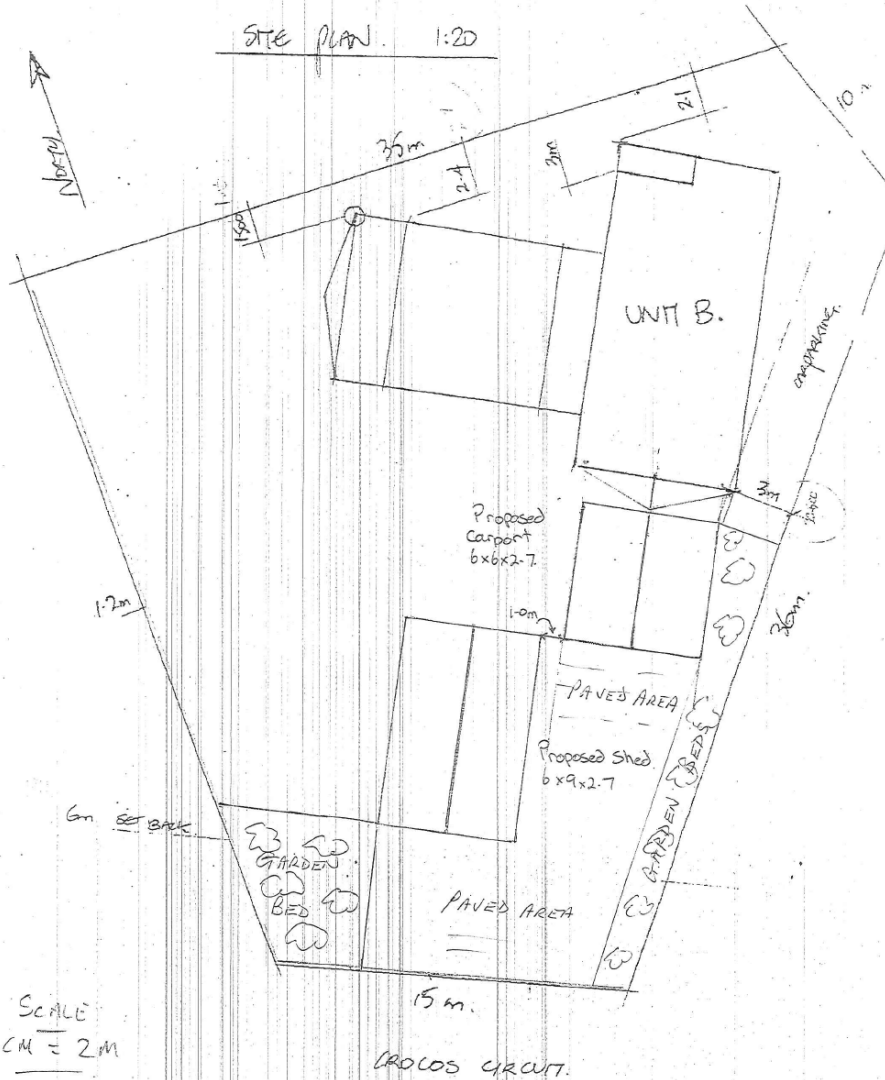
- b** Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- c** The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
- d** The approved outbuilding 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.
- e** The development shall be consistent or complimentary in colour with existing development onsite.
- f** A building permit shall be issued by the local government prior to the commencement of any work on the site;
- g** The walls of the outbuilding are to be constructed of coated metal sheeting (i.e. colorbond), the use of uncoated metal sheeting (i.e. zinalume) is not permitted.
- h** All stormwater is to be disposed of on-site to the specifications and approval of the local government;
- i** This approval is valid for a period of two (2) years from the date of approval and will deemed to have lapsed if the development has not substantially commenced before the expiration of this period;
- j** Prior to the commencement of the approved use, all land indicated as landscaped area on the attached approved plan(s) dated 20 June 2014 are to be landscaped effectively and maintained thereafter to the approval of the local government;
- k** The existing outbuilding shall be demolished and materials removed from the lot;
- 2)** Should there be any written, author-identified objections received during the advertising period, grant delegation to the Chief Executive Officer to assess the validity of the objection against the Local Planning Policy.

Notes:

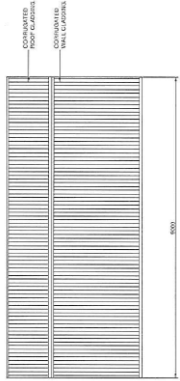
- a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.**
- b) Should the applicant be aggrieved by the decision of the Council (in part or whole) a right of appeal exists to the State Administrative Tribunal within twenty eight (28) days from the date of the decision.**

APPENDIX 1

P3.
D4U PRATT.
LOT 931 CROCOS CIRCUIT, KALBARRI.



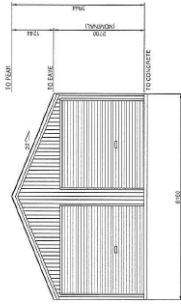
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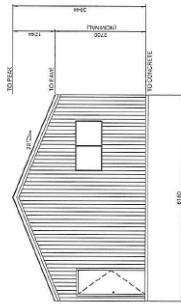
1 SIDEWALL EXTERIOR ELEVATION
SCALE 1:100



2 SIDEWALL EXTERIOR ELEVATION
SCALE 1:100



4 ENDWALL EXTERIOR ELEVATION
SCALE 1:100



3 ENDWALL EXTERIOR ELEVATION
SCALE 1:100

BUILDING COLOURS	
ROOF	RAL 7016
WALLS	RAL 7016
SKYLIGHTS	RAL 7016
DOORS	RAL 7016
WINDOWS	RAL 7016
CONCRETE	RAL 7016
PAINTING	RAL 7016
WOODWORK	RAL 7016
FLOORING	RAL 7016
GLASS	RAL 7016
IRONWORK	RAL 7016

STEEL BUILDING BY (CONTACT) AUSSIE SHEDS GROUP
08 9964 6911
FOR KEN COWEY
AT 24 CROCOS CIRCUIT KALBARRI

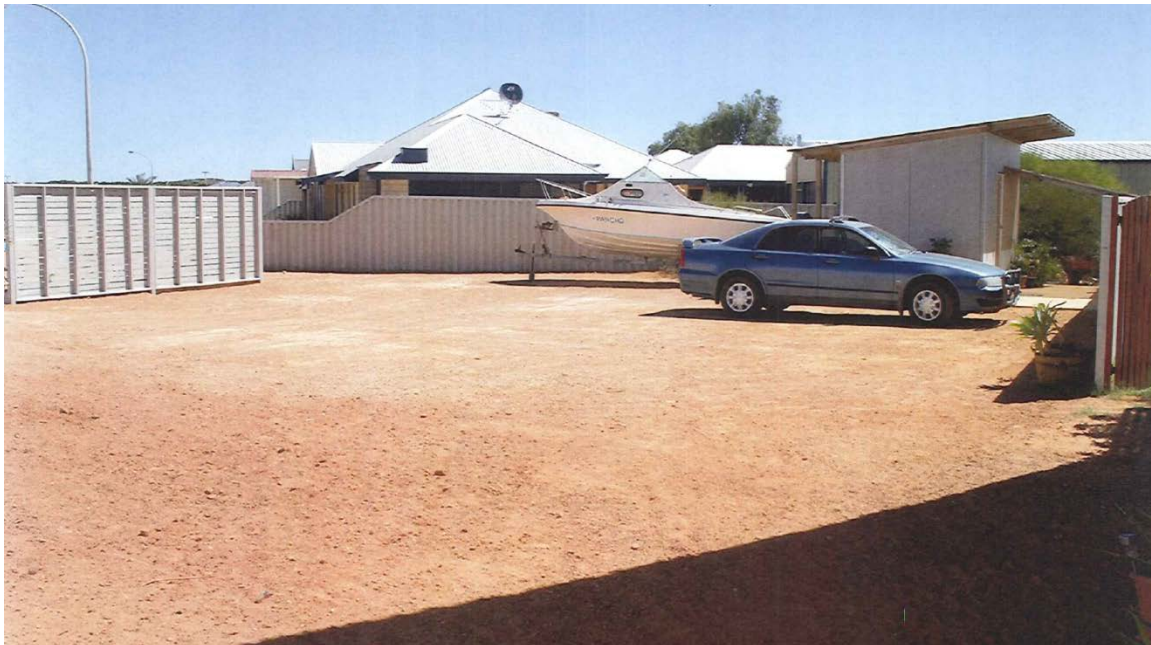
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DATE 3/6/2014
JOB NO. GRLD34047
SHEET 6 OF 6

Fairdinkum SHEDS
SHED SAFE LIFE

NORTHERN CONSULTING ENGINEERS
CIVIL & STRUCTURAL ENGINEERS
Canyung, VIC 3105
Phone: 03 9732 8800
Fax: 03 9732 8801
Email: info@northern-engineering.com.au
AUSTRALIAN ENGINEERING COUNCIL (AEC) MEMBER
PROFESSIONAL ENGINEER (CIVIL & STRUCTURAL)
REGISTERED CONTRACTOR (GENERAL BUILDING)
REGISTERED ELECTRICAL ENGINEER

M. Timotheo Roy, Master Building Professional Registered Professional Engineer 2538890
Signature: [Signature]
Date: 3/6/14
Registered in the areas of practice: Structural Engineering, Professional Engineer

APPENDIX 2



6.3.4	SUMMARY OF PLANNING INFORMATION ITEMS
DATE OF REPORT:	10 June 2014
REPORTING OFFICER:	Hayley Williams - Principal Planner

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 Principal Planner.

DEVELOPMENT APPLICATIONS				
REF	APPLICANT	LOCATION	PROPOSED DEVELOPMENT / USE	DATE
018	RT & CA Ash	Lot 185 (Unit 1 / No. 1) Glass Street, Kalbarri	Extensions to grouped dwelling – balcony and screening	15 May 2014
019	A Nolis	Lot 10 Erriary Road, West Binu	Outbuilding to be used for storage of generator and ablution facility	23 May 2014
020	S Tarasek	Lot 971 (No. 18) Pederick Place, Kalbarri	Outbuilding (72m2) to be used as garage with parapet wall	23 May 2014
021	TD Daniels	Lot 13 (No. 22) Ajana-Kalbarri Road, Kalbarri	Change of Use to Fast Food Outlet	23 May 2014
022	Total Homes Pty Ltd	Lot 208 (No. 15) Stokes Street, Horrocks	Single Dwelling R-Code Variation – Visual privacy and lot boundary setback	3 June 2014
023	S Mitchell	Lot 18 (No. 36) Mitchell Street, Horrocks	Outbuilding reduced lot boundary setback	4 June 2014

OFFICER RECOMMENDATION – ITEM 6.3.4	For Council Information
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Scheme Provisions:

Agroforestry, plantations and tree crops are not included as a defined use under TPS No. 9 and, as such, can only be considered by Council as a 'use not listed' pursuant to Clause 3.2.5.

LPS #10 4.1 Zoning and Development Table

Other References:

Shire of Northampton Local Planning Scheme No. 10
Shire of Northampton Town Planning Scheme No. 9
Planning and Development Act 2005
Code of Practice for Timber Plantations in Western Australia (2006)
Guidelines for Plantation Fire Protection (1998)

Special procedural considerations:

The Shire at its discretion may advertise the proposed use within a designated locality to ascertain the views of nearby residents and relevant government departments prior to the application being considered.

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3.0 OBJECTIVE

- 3.1 Achieve a consistent, efficient, and equitable system for assessing and approving tree crop applications;
- 3.2 Actively encourage the establishment of tree crops in appropriate locations across the Shire of Northampton;

- 3.3 Actively encourage tree crops in areas subject to land degradation, including areas of high salinity, water logging, and high levels of chemical contamination where there are clear natural resource management benefits;
- 3.4 Tree crops are to be complementary and ancillary to the predominant traditional agricultural land uses of the area.
- 3.5 Consider impacts on local road infrastructure and fire risk/management issues in all applications;
- 3.6 Consider the visual impact of tree crops in close proximity and/or viewing distance to town sites, roads of local and regional significance, and areas of scenic beauty;
- 3.7 Encourage operators, managers, government and non-government agencies, investors, and land holders to work in partnership wherever possible;
- 3.8 Encourage operators to abide by the Industry Code of Practice, relevant legislation, State Strategy for Plantations and Farm Forestry and this policy;
- 3.9 Outline the matters required to be addressed for assessment to be undertaken under the planning system and other legislation.

3.10

The Council recognises that other matters, not listed above, may be raised during assessment of applications, such as submissions by third parties, which will be noted but not necessarily used in determining an application. As such matters may be covered by other legislation, fall under the responsibility of other agencies, or may not be considered relevant or valid planning considerations.

4.0 POLICY STATEMENT

4.1 Definitions

For the purposes of this policy:

'Agroforestry' means land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

'Fire Barrier' comprising a 26m strip, cleared of vegetation to no more than 300mm with a 2m fire break on either side.

'Plantation' has the same meaning as in the *Code of Practice for Timber Plantations in Western Australia* (2006) published by the department of Conservation and Land Management and the Australian Forest Growers.

'Tree Crop' means trees planted under the management of one Applicant with an aggregate area greater than 40 hectares and with the intent of producing commercial products. Commercial products include all wood and non-wood products that can be sold to a third party. Wood products are produced when trees are harvested, such as woodchips or sawlogs, while non-wood products include products such as carbon and potentially environmental services.

4.2 Background

This Policy applies to agroforestry, plantations and tree crops, otherwise termed 'Tree Crops' for the purpose of this Policy, that has the potential to become a prominent land-use across the Shire where landholders and private investors seek to:

- capitalise on emerging opportunities for farm forestry;

- diversify income streams; and
- gain on farm environmental benefits that can be realised from integrated tree crops.

Given the increasing opportunities and interest in tree crop development it is timely for local governments to ensure that these developments where possible are adequately managed to avoid environmental and/or land-use conflict that could potentially arise, and optimise the potential benefits to the community.

These issues now have been addressed in various ways, the most significant being the release of the Code of Practice for Timber Plantations in Western Australia by the Australian Forest Growers (WA) group in conjunction with the Department of Conservation and Land Management, and the subsequent review of that document. The code of practice is available from: www.forestindustries.com.au

Therefore, this Policy seeks to clarify the Council's position on the establishment of tree crops.

4.3 General Planning Considerations & Application Requirements

This policy applies to all 'General Rural' zoned land in the Shire of Northampton Local Planning Scheme No.10 and 'Rural' zoned land within the Shire of Northampton Town Planning Scheme No. 9.

4.3.1 In the absence of more prescriptive details as to what the Council considers to constitute 'agroforestry' and 'plantations', and recognising there could be a degree of overlap between the respective definitions, for the purpose of this policy in assessing applications, the Shire will require the following:

- a) Completion of an Application for Planning Approval Form

NOTE: (1) Please note that an application may be made upon land that is not in the ownership of the applicant where the application form is signed by the owner(s) of the land as specified upon the Certificate of Title AND the applicant(s). (2) An application can cover multiple tree crop developments, which may be on different titles, provided they are under the management of one Applicant (the form is required to be signed by the relevant landowners of each title).

- b) The application is to include or be accompanied by the following;

- i. Map showing location of trees, access roads, structures and buildings, natural features (including native vegetation and water courses) and other relevant information, such as hazards and significant features (drawn to scale and to a professional standard);
- ii. A species list (including approximate density and number to be planted) for the proposal;
- iii. Information pertaining to the projected volume of water usage;
- iv. A visual impact assessment may be required where the development site is in close proximity and/or viewing distance from townsite boundaries, roads of regional or local significance, or areas deemed by the Shire to have a high level of scenic or heritage value;
- v. Provide estimated harvest time(s). It will be a condition of any development approval that a Harvest/Transport Plan be submitted to Council for separate approval 12 months prior to the commencement of harvesting that details expected transport routes, and proposed machinery requirements – refer to notes

below;

- vi. Planning application fee, charged as per Item 1(a) of Planning Fees.

NOTES:

Additional Approvals

- Proposed new buildings and structures relating to a tree crop development may be subject to additional/other applications and approvals of the Local Government and other agencies.
- Should the application propose the clearing of existing remnant vegetation the applicant is required to liaise with the Department of Environment and Conservation to obtain the relevant approvals.

Water

The Shire may seek advice from the Department of Water to assist in determining the application, with specific reference to ground and surface water impacts. In particular applications will need to have regard for the Department of Water's Water Quality Protection Note 'Vegetation buffers to sensitive water resources'. Should the Department of Water raise significant concerns or objections to the proposal the application may ultimately be refused by the Council.

Harvest and Transport

The Shire recognises the future locations of processing facilities in or near the Mid West region is currently unknown, and it is therefore difficult to prepare a transport plan prior to commencement of tree crop development. Nevertheless, the Shire will require an understanding of expected harvest and transport routes through the Shire at the application stage, with the requirement of a transport plan/strategy to be prepared to the requirements and approval of the Shire and Main Roads WA and that this plan be submitted twelve (12) months prior to the commencement of harvesting depending on scale and nature of harvest.

Where the Shire and/or Main Roads WA considers the existing road infrastructure is not adequate to service the future harvest, the applicant/operator will be required to make suitable and safe access arrangements. If a suitable and safe arrangement cannot be identified and there is likelihood that this cannot be secured or improved, the Council may refuse the application.

4.4 Consultation Requirements

4.4.1 In processing an application for tree crops the Shire may;

- a) publicly advertise the proposal for a minimum of 14 days through writing to adjoining/nearby landowners as deemed appropriate by the Shire (Note: the Chief Executive Officer (CEO) retains the right to extend the length of the advertising period); and / or
- b) seek comments, as determined by the Shire, from relevant government agencies and other stakeholders or affected parties.

4.4.2 Should there be no objection, and the application accord with the relevant provisions of this Policy as well as the Shire of Northampton Local Planning Scheme No.10 and Local Planning Strategy, the proposal may be approved by the Shire's Chief Executive Officer (CEO) under delegated authority afforded by the Shire Council.

4.5 Additional Information on Approval

Should approval be granted the applicant would be required to submit the following information to the satisfaction of the CEO, or in the case of a dispute to the satisfaction of Council, BEFORE planting commences:

- a) Management Plan as per checklist based on the *Code of Practice for Timber Plantations in Western Australia (2006)* inclusive of vermin and pest control strategy and weed control strategy;
- b) Level of compliance with the specifications and guidelines in the *Code of Practice for Timber Plantations in Western Australia (2006)*;
- c) The preparation of a Fire Management Plan, to be included as a part of an overall Management Plan, that details access, fire barrier (minimum width of 30m for perimeter fire barrier), water supplies, separation distance between plantings and setbacks from off-site dwellings (FESA's Guidelines for Plantation Fire Protection (1998) will be used to assess Fire Management Plans in applications);
- d) That tree planting areas shall not exceed 200ha without 30m fire barrier between tree planting areas.

5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register		
6.0 ADOPTION	16 December 2011	Advertising	(Minutes 12.8.4)
	14 March 2012	Final Adoption	(Minutes 12.8.4)
	V2 16 May 2014	Advertising	

Scheme Provisions:

TPS #9
3.1 Zoning and Development Table
LPS #10
4.1 Zoning and Development Table

Other References:

Shire of Northampton Local
Planning Scheme No. 10
Shire of Northampton Town
Planning Scheme No. 9
Planning and Development Act
2005.

Special procedural considerations:

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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

3.0 OBJECTIVE

- 3.1 To ensure that alfresco dining activities are carried out in a way which is in tune with a healthy, safe and comfortable environment for the community and positively contributes to the attractiveness of the area.
- 3.2 To ensure that an adequate proportion of the verge area is available for unrestricted public movement. This is to ensure the primary use of footpaths, namely safe pedestrian movement, is maintained.
- 3.3 To promote a vibrant street life balancing the interests and needs of residents and visitors alike.
- 3.4 To limit the impacts on the public amenity and the characteristic streetscape of the area and the street.
- 3.5 To ensure the safe and unobstructed passage for pedestrians and unobstructed vision for

motorists and cyclists.

4.0 POLICY STATEMENT

4.1 General

- 4.1.1 Taking advantage of the footpath for trade purposes is a privilege not a right. The community expects traders to keep certain common principles.
- 4.1.2 Alfresco dining should only be approved where they are directly associated with an adjacent food establishment or business.
- 4.1.3 Alfresco dining activities shall not, in the opinion of the local government conflict with, or inconvenience, other adjacent businesses.
- 4.1.4 This policy also applies to use areas in pedestrian arcades and other similar “public” places on private property.
- 4.1.5 Public liability insurance cover of \$10 million is required.
- 4.1.6 The applicant is solely responsible for all and any associated costs with the removal, alteration, repair, reinstatement or reconstruction (to the approval of the local government) of the street carriageway, footpath or any part thereof arising from the use of the alfresco area.
- 4.1.7 The local government may seek a contribution towards the upgrading and/or construction of a sealed footpath adjacent to alfresco dining areas.

4.2 Site Requirements

- 4.2.1 Pedestrian movement down the footpath should be safe and unobstructed. All objects and furniture for dining must not obstruct pedestrian movement. A general minimum clear footpath width of 1.5 metres shall be maintained in all cases and the local government may specify a greater width in certain cases.
- 4.2.2 All public facilities should be surrounded by 1 metre clear space from alfresco dining activities (telephone booths, public seats, bicycle racks etc.).
- 4.2.3 Alfresco dining activities should have a minimum setback of 900mm from the edge of the carriageway/kerbline or nearest edge of adjacent on-street parking bays.

4.3 Street Furniture

- 4.3.1 Street furniture should be well constructed and not a hazard. It should be able to withstand windy conditions, be easily moveable to allow for cleaning of the area and shall not be a vehicle for advertising.
- 4.3.2 All objects and furniture located as part of the dining area are to be readily removable, however where it is demonstrated to the local government that there are positive benefits to the public (refer to Objective 4.3), more permanent features such as flower boxes, shade sails etc. may be permitted.
- 4.3.3 The placement of appropriate barriers to separate diners and the public generally to be provided by the applicant in accordance with relevant Australian Standards.
- 4.3.4 It may be appropriate, in certain circumstances, that screens be used to provide shelter from wind and rain. Screening should be visually permeable and readily removable. They should only be used when and where climatic conditions warrant.
- 4.3.5 All objects and furniture must not obstruct sight lines for either vehicles or pedestrians, either at road junctions and crossovers.

4.4 Application Requirements

- 4.4.1 Before placing chairs and tables on public verge areas you are required to obtain firstly a Planning Approval (from Town Planning Services) and subsequently a Permit to Conduct an Outdoor Eating Facility (from Environmental Health).

<p>4.4.2 A Planning Approval shall only remain valid while the Permit required remains current and valid. On the expiration or earlier termination of the Permit, the Planning Approval shall cease to be valid.</p> <p>4.4.3 Applications must be in writing and be accompanied by plans, drawn to scale, which clearly indicate the proposed location of all tables, chairs and any other object(s) and show their relationship to surrounding features such as buildings, kerb line, street furniture, landscaping, services etc. Additionally colour photographs of the tables, chairs and other structures intended to be in the proposed alfresco area are required and such applications must specify proposed days and hours of trading for the alfresco.</p>			
5.0 RESPONSIBILITY		<p>The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the following:</p> <ul style="list-style-type: none"> a. Vary site requirements (Clause 4.2). b. Approve street furniture (Clause 4.3). 	
6.0 ADOPTION		23 May 2003	Final Adoption
		V2 16 May 2014	Advertising



Residential Design Codes – Building on Boundary Variation

Local Planning Policy

Version 2

Scheme Provisions:

TPS #9
 3.1 Zoning and Development Table
 5.5 Residential Design Codes
 LPS #10
 4.1 Zoning and Development Table
 5.2 Residential Design Codes

Other References:

Shire of Northampton Local Planning Scheme No. 10
 Shire of Northampton Town Planning Scheme No. 9
 Planning and Development Act 2005
 Residential Design Codes of Western Australia

Special procedural considerations:

The Codes do not specify an acceptable wall height and length for buildings located on lots with Residential Densities lower than R20.

Because the Northampton, Kalbarri, Horrocks, Port Gregory, and Binu townsites all contain lots that are zoned at Residential densities lower than R20, there is a need to provide guidance regarding maximum wall height and length for buildings located on boundaries in these zones.

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3.0 OBJECTIVE

- 3.1 To allow for a regional variation to the Residential Design Codes and provide additional Deemed-to-Comply Criteria for Design Element 5.1.3 Lot Boundary Setback Requirements, specifically Part C3.2 – Buildings on Boundary.
- 3.2 To ensure neighbours are informed about proposals for boundary walls.
- 3.3 To specify the minimum standards for the surface finish of boundary walls.

4.0 POLICY STATEMENT

- 4.1 In addition to the Deemed-to-Comply Criteria for Part 5.1.3 C3.2 of the Residential Design Codes, the following shall apply:

Residential densities R12.5, R15 & R17.5 – walls not higher than 3 metres with an average of 2.7 metres up to 9 metres in length up to one side boundary only, provided affected neighbour consent is given.

No planning application required.

- 4.2 A planning application is required for buildings on boundaries for Residential densities lower than R12.5 and in considering applications, consultation with affected neighbours is required and neighbour consent should preferably be given.
- 4.3 Where a wall is built on the boundary, the surface finish of the wall facing a neighbour should be to the satisfaction of the adjoining neighbour or, in the case of a dispute, to the satisfaction of the local government.
- 4.4 For ALL applications involving a boundary wall (either planning applications or building licences) consultation with affected neighbours is required and neighbour consent should preferably be given, which includes agreement on the surface treatment and colour of the boundary wall.
- 4.5 The minimum standard considered acceptable by the local government is a fair faced finish which is defined as:
 - a. Face finish brickwork with tooled joints;
 - b. Non face finish brick (ie. commons) to have sand finish render;
 - c. Concrete panels to have smooth finish;
 - d. Face finish limestone blocks with tooled joints;
 - e. Concrete blocks larger than 0.16m² (standard 200mm x 400mm) to have sand finish render; or
 - f. Face finish concrete block less than 0.16m with tooled joints.
- 4.6 Sand finish means a finish obtained by floating the final coat of a render with a wooden felt-covered or carpet-covered float.
- 4.7 This policy DOES NOT apply to masonry boundary fences.

5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer to approve applications for variations to the Residential Design Codes		
6.0 ADOPTION	20 February 2009	Advertising	Minute 1.6.1
	17 April 2009	Final Approval	Minute 3.6.3
	V2 23 May 2014	Advertising	



Caravans for Temporary Accommodation Local Planning Policy

Version 2

Scheme Provisions:

TPS #9
3.1 Zoning and Development Table
LPS #10
4.1 Zoning and Development Table

Other References:

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Shire of Northampton Town Planning Scheme No. 9
Planning and Development Act 2005
Caravan Parks and Camping Grounds Regulations 1967

Special procedural considerations:

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3.0 OBJECTIVE

- 3.1 To provide for and regulate the use of caravans for temporary accommodation purposes whilst building a residence.
- 3.2 To ensure that outbuildings are not used for habitable purposes.
- 3.3 To ensure that this type of temporary accommodation does not compromise the amenity of the area.

3.4 To ensure an acceptable standard of development (by way of building and health compliance) is achieved.

4.0 POLICY STATEMENT

4.1 Background

Historically, Local Governments within regional Western Australia have (as a general practice) supported residential habitation of outbuildings (or sheds) in certain areas through a planning approval. Such approvals are usually for periods of between 12 to 18 months to afford landowners the opportunity to temporarily reside on their property whilst constructing a permanent residence, subject to minimum the health and building standards being met.

With increasing concern over a level of non-compliance (ie. people simply residing in sheds on a permanent basis and not building a residence) legal advice was sought in August 2007 on the legitimacy of using sheds for temporary accommodation purposes.

The advice detailed the status of an outbuilding (or shed) under the Building Code of Australia as a non-habitable (Class 10) structure and emphasised that even where minimum health and building requirements were provided these measures are still not adequate to achieve compliance with the standards prescribed by the BCA for a habitable (Class 1) building, such as a house.

On this understanding the advice concluded that *“an approval of planning consent for temporary residential use of a Class 10 building such as a shed would, in effect, amount to an authorisation by the Council for the Applicant to breach the Building Regulations.”*

This policy has therefore been prepared in consideration of the above legal advice.

4.2 Definition

An “Outbuilding” (or shed) is defined in the Residential Design Codes as *“an enclosed non-habitable structure that is detached from any dwelling.”*

“Non-habitable” means a Class 10 building as defined under the BCA.

4.3 Policy

4.3.1 Based on legal advice, it is not possible for and planning approval to be granted for a Class 10 building (such as a shed) to be used for habitable purposes, even on a temporary basis, as it contradicts the BCA.

4.3.2 It is considered that the use of caravans for temporary accommodation purposes in residential areas (even located within an outbuilding) could have a detrimental impact on the amenity of the area and would be contrary to resident’s expectations for development in the locality.

Therefore the use of caravans for temporary accommodation purposes in residential areas should not be approved.

4.3.3 Within Rural Residential and Rural Smallholdings areas the local government may approve the occupation of 1 caravan on-site for up to 12 months pursuant to regulation 11(2)(c) of the Caravan Parks and Camping Grounds Regulations 1997, subject to:

- a. A building licence 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

<p>In the case of an owner builder, a building licence for a residence has been issued by the local government and the applicant shall lodge a bond of \$10,000.00 with the local government and a Statutory Declaration providing a commitment to construct a residence and an accompanying commencement date that is within 6 months;</p>			
<p>b. A Statutory Declaration acknowledging the use of a caravan on-site is for temporary accommodation purposes only in accordance with regulation 11(2)(c) of the Caravan Parks and Camping Grounds Regulations 1997;</p>			
<p>c. Provision of adequate ablution and washing facilities connected to an approved water supply and effluent disposal system to the satisfaction of the local government; and</p>			
<p>d. The caravan being located within an outbuilding.</p>			
4.3.4	<p>Within Rural areas the local government may approve the occupation of 1 caravan on-site for up to 12 months pursuant to regulation 11(2)(c) of the Caravan Parks and Camping Grounds Regulations 1997, subject to the above requirements (Clause 4.3.3) with the exception that the caravan need not be located within an outbuilding but is to be located in an inconspicuous position (generally to the side or rear of the property).</p>		
5.0 RESPONSIBILITY	<p>The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer to determine the location of a caravan (Clause 4.3.4).</p>		
6.0 ADOPTION	22 February 2013	Final Adoption	
	V2 16 May 2014	Advertising	



EXTRACT FROM THE CARAVAN PARKS AND CAMPING GROUNDS REGULATIONS 1997

Part 2 — Caravanning and camping generally

Regulation 11. Camping other than at a caravan park or camping ground

- (1) A person may camp —
- (a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval;
 - (b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area;
 - (c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve;
 - (d) on any land which is —
 - (i) held by a State instrumentality in freehold or leasehold; or
 - (ii) dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control or management of a State instrumentality,in accordance with the permission of that instrumentality; or
 - (e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph.
- (2) Written approval may be given for a person to camp on land referred to in sub-regulation (1)(a) for a period specified in the approval which is longer than 3 nights —
- (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months;
 - (b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or
 - (c) despite paragraph (b), by the local government of the district where the land is situated:
 - (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and
 - (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a building licence issued to that person in respect of the land is in force.



Caravans for Temporary Accommodation Local Planning Policy

Version 2

Scheme Provisions:

TPS #9
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 LPS #10
 4.1 Zoning and Development Table

Other References:

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 Shire of Northampton Town Planning Scheme No. 9
 Planning and Development Act 2005
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Special procedural considerations:

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3.0 OBJECTIVE

- 3.1 To ensure that commercial activities on reserves do not diminish the recreational amenity of residents or visitors who are attracted to the Shire for its natural beauty and environment.
- 3.2 To ensure ecologically sustainable use and protection of reserves for the benefit and enjoyment of future generations.

- 3.3 To retain reserves (where appropriate) as places for passive and/or active recreation for residents and visitors.
- 3.4 To regulate the level and intensity of commercial activities on reserves necessary to ensure that it does not destroy the value and nature of the activity and the resource on which it is based.
- 3.5 To enable appropriate (limited) opportunities for commercial tourism operators to provide services and facilities to the public to enhance their visit to the Shire.
- 3.6 To provide criteria for assessing and determining applications.

4.0 POLICY STATEMENT

4.1 Background

- 4.1.1 Town Planning Schemes require that planning approval from Council is required PRIOR to the use or commencement or carrying out of development on reserved land within the Shire.
- 4.1.2 Under the “Reserves and Foreshores Local Law” approval from Council is required to sell or hire goods and services from reserves and foreshore areas within the jurisdiction of the Shire.
- 4.1.3 Council has a responsibility to manage the lands entrusted to it for their intrinsic values and for the appreciation and benefit of present and future generations. In doing so, Council recognises that the Shire has a beautiful and diverse natural environment which provides recreational, aesthetic and spiritual as well as material benefits for both residents and visitors alike.
- 4.1.4 It is recognised that reserves have the capacity to satisfy an important portion of the public demand for outdoor recreation and tourism, and in so doing contribute significantly to the social, physical and economic well-being of the Shire.
- 4.1.5 With public demand for beaches/ivers and reserves rapidly increasing, Council must take every care to protect them and the safety and comfort of people who use them.

4.2 APPLICATION OF POLICY

This policy applies to all ‘recreational’ Crown reserves and immediate ocean/river foreshore and beach areas within the Shire including UCL.

- 4.2.1 A ‘recreational’ reserve, for the purposes of this Policy, are deemed to be those reserves or UCL areas within the Shire that are predominantly used, or intended to be used for recreation purposes.
- 4.2.2 The main areas the policy applies to are those commercial tourism operations which received a commercial gain or reward from the use of the reserve or UCL. Examples include guided tours/safaris, active recreational pursuits (sandboarding, off-road vehicles, cycling, horse riding etc.) or the use of reserves or UCL for a hire site (boat, surfboard, snorkel equipment etc.).
- 4.2.3 Activities are not limited to those taking place wholly on the reserve or UCL but also include activities that involve crossing the reserve or UCL, or transferring people or items on, off or over the reserve or UCL. This includes the embarking or disembarking of people/items from or to water based activities adjoining the reserve or UCL (eg. tour boats, canoeing, river cruises etc.).
- 4.2.4 Scenic tours that simply traverse a reserve or UCL as part of a longer journey or passive recreational activities are generally exempt from this policy.

4.3 MATTERS TO BE CONSIDERED IN ASSESSING & DETERMINING APPLICATIONS

4.3.1 General

- 4.3.1.1 The natural systems should be able to sustain the form of recreation or activity which is proposed.
- 4.3.1.2 The activity should be compatible with the vesting purpose of the land and with the preservation values of the land, eg. they do not impinge upon rare or fragile ecosystems or impair key features of the landscape, or increase visitor pressure on land to an unacceptable level and do not detract from the reasonable enjoyment of the land by the public.
- 4.3.1.3 Generally the widest range of activities consistent with the reserve purpose should be allowed. Uses that impair other forms of use to an unreasonable extent or place the safety of others in jeopardy should be controlled or eliminated. In certain instances, for safety reasons, priority use may be allocated to specialised recreation activities at sites that are uniquely suited to those activities (eg. jet ski hire).
- 4.3.1.4 Sites that are likely to suffer environmental/stability problems from increased human activity or have a high conservation value will be excluded.
- 4.3.1.5 The Shire will endeavour within the resources available to it to provide an appropriate level of supervision of activities on the reserve or UCL. This is particularly important where natural and cultural values may be impaired. If this cannot be done, the activity should where practicable be restricted, relocated or eliminated.
- 4.3.1.6 The activity should enhance the appropriate use of, enjoyment, understanding and appreciation of the land.
- 4.1.7 The activity should meet all statutory and industry requirements relevant to the operation including compliance with statutory town planning requirements (ie. zoning provisions, development control, Scheme purposes and objectives) and any relevant strategic planning report recommendations.
- 4.3.1.7 If an application is received for an existing activity by a previous Agreement holder of that activity and on the same site, Council will give preference to the previous Agreement holder where no recorded breach of any condition has been noted by Council.

4.3.2 Land-Based Activities

- 4.3.2.1 If Council's roads, carparks or dual use paths are to be used, then the activity will be assessed in terms of whether it will create a danger to other users of the accessway/areas or will create an obstruction to traffic movement or will result in a major loss of carparking spaces.
- 4.3.2.2 Where appropriate, activities should be located adjacent to constructed public car parking areas and public conveniences (within 100 metres). The applicant may be required to contribute towards the construction of the public facilities. Approved applications may be required to contribute towards the upkeep of the local public infrastructure and facilities if considered necessary as a consequence of that activity.
- 4.3.2.3 If the beach is to be used then the activity must be determined as compatible with the beach environment.
- 4.3.2.4 Hire sites adjacent to foreshore areas must be related to the hire of beach-related equipment. A range of complementary operations may be permitted in the same vicinity if

there are sufficient facilities and impacts are minor.

4.3.2.5 Beach site activities are not to damage, or lead to degradation of, coastal or other natural environment. All applications for beach sites are to be assessed to ensure that community demands outweigh commercial demands. Passive and informal recreation use of the beach will be the dominant use.

4.3.2.6 All activities are to demonstrate that they will not create a public nuisance to adjacent residential areas in context of noise, traffic, etc. and not create a conflict with the main beachgoers.

4.3.3 Water-Based Activities

4.3.3.1 Permission will be given to the use of the beach area for guided tours/hiring of water based equipment, provided the applicant is prepared to comply with the terms of any licence of the relevant authority of the water body.

4.3.3.2 The activities are not to dominate the main informal water-based activity, conflict with the designated water based activity or create a public danger.

4.3.3.3 All activities must be located adjacent to constructed public carpark areas and public conveniences.

4.3.3.4 The activity is not to damage, or lead to the degradation of, the coastal or marine environment.

4.3.3.5 All activities are not to create a public nuisance to nearby residents, or affect residential amenity and is not to create public nuisance to other regular water-based activities.

4.3.3.6 In the case of jet ski hire activity and other motorised craft, signage shall give adequate notice of warning that the particular area is not suitable for informal recreation use.

4.3.4 Information from the Applicant

In assessing and determining applications, Council will be guided by the following selection criteria:

- (a) Demonstrated successful experience in the activity to a high professional standard;
- (b) Demonstrated history and experience or environmentally acceptable operations;
- (c) Demonstrated appropriate level of knowledge and understanding of local conditions, natural and cultural history, ecological process and possible constraints;
- (d) Demonstrated experience in meeting Agreement conditions, including the prompt payment of fees;
- (e) Demonstrated ability to provide appropriate safety requirements and duty of care responsibilities;
- (f) Demonstrated capability to promote interpretive and educational information that ensures clients are receiving instructions in minimal impact techniques, environmental protection and ethics of appropriate behaviour; and
- (g) Demonstrated \$20 million public liability insurance cover.
- (h) Public liability insurance cover must be held in Australia.

4.4 SPECIFIC RESTRICTIONS

4.4.1 Signage & Structures

4.4.1.1 Council may permit the use of a maximum of 1 temporary sandwich board sign or similar in the immediate vicinity of an approved activity/hire site for the purposes of marking the location of the activity. All other advertising signs are subject to a separate application for planning consent in accordance with the Town Planning Scheme.

4.4.1.2 The use of bunting, fencing, sheds or other similar structures for activities is generally not supported.

4.4.2 Activities & Locations

4.4.2.1 Based on experience of the impacts of previous/similar activities (within or outside the Shire), the fragile nature of certain areas, and/or the dominant public use of certain areas, Council is of the view that certain activities should not be supported in certain areas and also that a restriction on the number of certain activities in certain areas should be prescribed.

4.4.2.2 These restrictions are attached to this policy and are based on knowledge and experience at this time and may be amended from time to time by Council as further knowledge and experience is accumulated.

4.5 APPLICATIONS FOR APPROVAL

4.5.1 All applications shall be in writing on the form prescribed in the Town Planning Scheme and are to be accompanied by the appropriate application fee.

4.5.2 Applicants should address the criteria as outlined in Clause 4.4 and provide Council with the following information:

- (a) Previous relevant experience of the applicant(s);
- (b) Full details of type of service to be operated;
- (c) Preferred location of operation (with alternatives);
- (d) Diagram of layout of service when in operation showing location of equipment, trailers, signs, operators table etc;
- (e) Hours and dates of operation;
- (f) Method of operation, eg. hourly hire, 15 minute rides, day trips, and proposed charges to clients;
- (g) Type and numbers of equipment to be hired/used including details of make, age, special features etc;
- (h) All of the intended safety measures – ie. marker buoys, rescue boats, sign etc;
- (i) A cover note or similar statement from an insurance company indicating a willingness to promote insurance coverage (minimum \$20 million public liability coverage required);
- (j) Any on-site storage requirements (if permitted);
- (k) Intended signage (may require Council's additional separate approval); and
- (l) Any additional information specific to the individual service to be provided.

4.5.3 Applications are to be lodged no later than 31 March of the application year. Council may process and determine late applications, but will not guarantee that Agreements will be available for the peak holiday season.

4.6	PROCESSING OF APPLICATIONS		
4.6.1	Where the land is NOT under the care, control and management of the local government, the consent of the owner (ie. the crown via the Department for Planning & Infrastructure, DPI) is required to process the application		
4.6.2	All applications will be advertised in accordance with the Town Planning Scheme procedure prior to final determination by Council.		
4.6.3	Applications will be referred to any relevant statutory authorities as determined by Council.		
4.6.4	All applications will be considered with respect to the matters as are relevant to the site and the proposed activity.		
4.6.5	Successful applicants will be advised in writing that prior to commencement of the activity, they must enter into an Agreement with Council and pay the relevant costs. Conditions to be incorporated into the Agreement will be specified. Successful applicants will need to promptly respond stating that they agree with the conditions and will pay all costs, fees, etc. associated with preparing the Agreement by June 30 of the application year. A list of unsuccessful applicants will be retained in case of revocation of licence of the successful applicant.		
4.7	FEES (GST inclusive)		
4.7.1	Application for Planning Approval		
4.7.1.1	\$278 NOTE: If the use has commenced or continued to operate without a current Planning Approval and an expired Licence Agreement, then a penalty fee will apply to the Application by way of an additional amount of \$556.00.		
4.7.1.2	This fee <u>excludes</u> advertising costs (eg. advert in newspaper, sign on site etc.) which are charged separately.		
5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register.		
6.0 ADOPTION	First Drafted	22 October 2004	
	First Adopted	17 December 2004	Minute 12.9.3
	Last Modified	19 October 2012	
	Last Adopted	19 December 2012	Minute 12.8.2
	V2 16 May 2014	Advertising	



**(Attachment 1) SPECIFIC
LOCATION & ACTIVITY
RESTRICTIONS**

Location	Restriction
Reserve 25307 "Chinaman's Beach" Kalbarri	NO commercial recreational tourism activity PERMITTED.
Reserve 12996, 25307 & 26591 "Murchison River Foreshore" Kalbarri	Jet Skis & Houseboats are NOT PERMITTED. No further approvals will be issued other than for the following: <ul style="list-style-type: none"> • BBQ Pontoon Hire – 1 Agreement (maximum of 1 pontoon for 12 month trial period then possibility for 2 pontoons); and • River Boat Cruise – maximum of 2 boats;
Reserve 12996 & 26591 "Paradise Flats" Kalbarri	No further approvals will be issued other than for the following: <ul style="list-style-type: none"> • Horse Riding Tours – 1 Agreement (maximum of 45 horses); • 4 Wheel Bike Tours – 1 Agreement (maximum of 6 bikes); and • Canoe Safaris – 1 Agreement (maximum of 14 canoes).
Reserve 12996 (North) – the area of land immediately adjacent to and north of the Murchison River	<ul style="list-style-type: none"> • Skydive Kalbarri – 1 Agreement • Wilderness Canoe – 1 Agreement (emergency access track only).
Reserve 34550 Red Bluff Road Kalbarri	Aqua Scooter Hire – 1 Agreement (maximum of 6 scooters).
UCL & Reserve 35206 "Halfway Bay, Lucky Bay & Wago" Yallabatharra	No further approvals will be issued other than for the following: <ul style="list-style-type: none"> • Sandboarding Tours – 1 Agreement (maximum of 30 sandboards); and • Quad Bike Tours – 1 Agreement (maximum of 7 bikes)



Compliance and Enforcement of Planning Laws

Local Planning Policy

Version 2

Scheme Provisions:

TPS #9
3.1 Zoning and Development Table
LPS #10
4.1 Zoning and Development Table

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2.0 SCOPE

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3.0 OBJECTIVE

- 3.1 To establish a framework for the community to make their concerns known in a constructive and effective manner.
- 3.2 To clearly delineate the process and procedures for dealing with compliance and enforcement issues related to Planning laws.

4.0 POLICY STATEMENT

4.1 Raising a Concern

- 4.1.1 All concerns must be put in writing with the complainant's name, address and phone/email contact included. Written statements are required to ensure that the complainant's concerns are accurately presented.
- 4.1.2 Contact details must be provided in order for the local government to contact complainants, which may be done in the following circumstances:
- (a) If additional information about the matter is required;
 - (b) If it is considered desirable to ask the complainant to monitor the situation in order to obtain additional evidence; and
 - (c) Should the concern proceed to legal action, the complainant may be requested to appear as a witness at court proceedings.
- 4.1.3 If a complainant wishes to raise a concern anonymously, then it is treated as a comment and the local government will be unable to advise the complainant of the outcome of the investigation.
- 4.1.4 All concerns will be treated confidentially where appropriate.
- 4.1.5 Concerns will not be dealt with if the local government is of the opinion that:
- (a) The matter is not considered to have a sufficient impact upon the person aggrieved; or
 - (b) The concern is vexatious or not made in good faith.

4.2 Procedure for the Enforcement of Planning Laws

- 4.2.1 Once a complaint has been investigated and deemed worthy of enforcement action, the following general procedure will be followed. Ultimately, the manner and extent in which the local government takes enforcement action will depend on the nature of the matter and the seriousness of the contravention.
- (a) Written Warning
- (i) The local government will write to the offender setting out the breach and advising the offender that if the breach continues (in the case of an unlawful use or condition breach), or if the breach is not remedied (in the case of unlawful 'brick-on-brick' type development), the local government may commence formal enforcement proceedings. A clear timeframe in which action is required on the part of the offender will be included;
 - (ii) If applicable, the written warning will set out the process and timeline in which the offender may apply for retrospective planning approval.
- (b) Secondary Warning
- (i) Should the offender not take the prescribed action described in the

written warning or apply for retrospective planning approval within the prescribed period, a second written warning shall be issued, informing the offender that should the prescribed action not be completed or application submitted within a clearly defined period, the local government will commence prosecution proceedings without any further notice given.

(c) Formal Enforcement

- (i) Should no action be taken by the end of the prescribed period of the second written warning, the local government shall have recourse to the enforcement proceedings defined in the *Planning and Development Act 2005* ("Act"), which include giving formal directions pursuant to section 214 of the Act, commencing prosecution proceedings for an offence pursuant to section 218 of the Act and giving infringement notices pursuant to section 228 of the Act.

4.2.2 Section 164 of the Act allows for the local government to grant its approval under a Scheme for development already commenced or carried out. Therefore, where there is discretion under the Scheme to grant retrospective planning approval for the development, the local government will advise the offender an application for retrospective planning approval can be made in both the first and second written warnings.

4.2.3 The making of an application for retrospective planning approval will not necessarily preclude the local government from commencing formal enforcement proceedings in relation to the breach.

4.2.4 Where the local government considers a direction pursuant to section 214 of the Act is appropriate enforcement action for the breach, the Chief Executive Officer will issue a direction to be given to the offender.

4.2.5 Where the local government considers an infringement notice is appropriate enforcement action for the breach, a person appointed by the Chief Executive Officer as a designated person for the purposes of section 228 of the Act will issue an infringement notice to the offender.

4.2.6 Where the local government considers prosecution proceedings are an appropriate enforcement action for the breach, the Chief Executive Officer or an employee of the local government authorised by the Chief Executive Officer will commence prosecution proceedings against the offender.

4.3. Discretion as to the Enforcement of Planning Laws

4.3.1 Formal enforcement proceedings for the enforcement of planning laws include the giving of formal directions pursuant to section 214 of the Act, commencing prosecution proceedings for an offence pursuant to section 218 of the Act and the giving of infringement notices pursuant to section 228 of the Act.

4.3.2 Section 214 of the Act empowers a local government to issue a direction where a development or land use has been carried out unlawfully (eg. without planning approval or in contravention of the conditions of a planning approval). The Act is silent in relation to the factors which the local government should consider in determining whether to exercise its discretion to give a direction and, if it decides to give a direction, as to its terms.

4.3.3	Whilst it may be correct to say that there is a general duty imposed on a local government to enforce laws for which it is responsible, that general duty is not absolute. The facts of a particular matter may be such that it is simply not reasonable or appropriate for a local government to take enforcement action.
4.3.4	<p>The important matters for consideration in the exercise of discretion to commence formal enforcement proceedings are:</p> <ul style="list-style-type: none"> <li data-bbox="337 449 1435 604">(a) It is in the public interest of the proper and orderly development and use of land that planning law should generally be complied with. It is expected that, normally, those who carry out development or subdivision, or use land, should comply with the planning legislation and any applicable approval, licence or other authorisation in relation to that activity. <li data-bbox="337 640 1435 766">(b) The impact of the contravention of the Scheme on the affected locality and environment. This includes a consideration of whether the breach complained of is purely technical which would be unnoticeable other than to a person well versed in the relevant law. <li data-bbox="337 802 1435 928">(c) The factual circumstances in which the contravention took place. For example, if the local government had in some way condoned or endorsed the unlawful development, it may not be reasonable for the local government to later attempt to enforce its Scheme in relation to the unlawful development. <li data-bbox="337 963 1435 989">(d) The time which has elapsed since the development was undertaken unlawfully. <li data-bbox="337 1024 1435 1087">(e) The expense and inconvenience which would be involved in remedying the contravention. <li data-bbox="337 1123 1435 1186">(f) Whether or not the unlawful development/use in question is dangerous, or potentially dangerous.
4.3.5	In prosecution proceedings, the onus is on the local government to prove all elements of an offence beyond reasonable doubt. Therefore, an additional factor that should be considered when determining whether to initiate prosecution proceedings is the strength of the evidence available; that is, the prospects of the prosecution succeeding.
4.3.6	As an alternative to commencing prosecution proceedings, an offender may be given an infringement notice. An infringement notice is an ‘on-the-spot’ modified penalty for minor planning offences where the local government considers prosecution proceedings are not warranted. An infringement notice is intended to act as a deterrent and to motivate immediate correction of breaches. An infringement notice will only be given where the breach is minor and can be easily remedied.
4.3.7	The modified penalty for planning infringement notices is \$500.00 for each offence in accordance with Section 42 of the <i>Planning and Development Regulations 2009</i> (“Regulations”). Payment of the modified penalty for an infringement notice may not prevent further formal enforcement proceedings being taken should the breach not be remedied.
4.3.8	Infringement notices shall be made in the form of Form 1 of Schedule 1 of the Regulations.
5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register and further authority is delegated to the Chief

	Executive Officer for giving infringement notices (Clause 4.2.5). Pursuant to section 234 of the Act, the Chief Executive Officer has appointed the following classes of persons to be designated persons for the purposes of giving an infringement notice pursuant to section 228 of the Act: <i>“Principal Planner”</i>		
6.0 ADOPTION	19 February 2010	Advertising	Minute 2.8.2
	16 April 2010	Final Approval	Minute 4.8.1
	V2 16 May 2014	Advertising	



Construction of Barnstyle Sheds and Prefabricated Shed Structures

Local Planning Policy

Version 2

Scheme Provisions: TPS #9 5.12 – Prefabricated buildings LPS #10 5.11.2 – Prefabricated buildings	Other References: Shire of Northampton Local Planning Scheme No. 10 Shire of Northampton Town Planning Scheme No. 9 Planning and Development Act 2005	Special procedural considerations:
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1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

- 2.1 A Local Planning Policy is not part of the Scheme and 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.
- 2.2 Relationship of this Policy to the Residential Design Codes. This policy has been made in accordance with Part 5, Section 5.2 of the Residential Design Codes (R-Codes). This Policy is to be read in conjunction with the R-Codes.

2.3 This policy has been made to complement Clauses 5.11.2 of *Local Planning Schemes No. 10* (Northampton District) and Clause 5.12 of *Town Planning Scheme No. 9* (Kalbarri Townsite). These sections of the Shire's Schemes outline the requirements for transportable, relocated or prefabricated buildings within the Shire. The Schemes state that Council may permit the erection of a "prefabricated building" on a lot providing that the design of the building is to the satisfaction of Council and in its opinion the building will not detrimentally affect the amenity of the area and it has a facade appropriate to that prevailing within the vicinity.

3.0 OBJECTIVE

- 3.1 To set out the approval requirements for the development of barn style sheds or other prefabricated shed structures when used as dwellings;
- 3.2 Provide acceptable development provisions for the appearance of barn style sheds or other prefabricated shed structures in the Shire of Northampton to complement the streetscape provisions of the Residential Design Codes of Western Australia.

4.0 POLICY STATEMENT

4.1 Background

- 4.1.1 In recent years a trend has developed for the marketing of "barn style" sheds as permanent dwellings. The Building Code of Australia can be applied to recognise such structures as dwellings but Council has concerns about the amenity and appearance of such structures in a residential or rural residential environment. Essentially the buildings have the appearance and finish of a shed and their location on the smaller lots of the Residential Zone and in areas of high visibility within the Special Rural/Rural Smallholding Zone and similar sized lots can detract from the appearance and amenity of surrounding lots.
- 4.1.2 This Policy applies to the construction of barn style sheds or any other prefabricated shed structure that is proposed to be used as a dwelling in the Shire of Northampton.
- 4.1.3 This Policy applies to the following zones: Residential, Special Rural and Rural Smallholding. It also applies to lots zoned "Rural" or "General Rural" that are under 20ha and located within the Townsite boundaries of Northampton, Kalbarri, Isseka and Horrocks.
- 4.1.4 This policy requires that an Application for Planning Approval is required to be lodged with the Shire of Northampton for the construction of barn style sheds or any other prefabricated shed structure that is proposed to be used as a dwelling.

4.2 Development Guidelines

All barn style sheds or other prefabricated shed structures must meet the following development standards

4.2.1 Verandahs, balconies etc on frontages

The provisions of Element 5.2 – Streetscape requirements of the R-Codes applies to all residential development within the Shire of Northampton.

In order to achieve an attractive streetscape all barn style sheds or other prefabricated shed structures are required to provide verandahs, awnings, balconies, porches, porticos or other

architectural relief on the elevations that are viewed from the street.

4.2.2 Materials

The use of 'Zincalume' or light coloured 'Colorbond' roof sheeting is permitted for dwellings under this Policy. However, care must be taken to ensure the location of the dwelling and the roof pitch used does not produce glare nuisance to surrounding properties or passing traffic.

The use of most types of wall cladding for dwellings is supported in the spirit of allowing architectural choice. Steel wall cladding is to be pre-painted 'Colorbond' custom orb type. 'Trimdeck' profile wall sheeting is not permitted. The use of unpainted 'Zincalume' wall sheeting is not permitted, unless used as an architectural feature on no more than 10% of the surface area of a facade.

Where appropriate the use of alternative building materials ie. wood, masonry is encouraged to provide architectural relief to the extensive use of colorbond.

4.2.3 Roof Design

Roof design can utilise gable, hipped or skillion design and must incorporate a roof pitch. Flat roofs are not permitted.

4.2.4 External Treatments

Notwithstanding the requirement of Clause 4.4.1 above, in order to achieve high standard of dwelling construction and an appropriate level of amenity barn style sheds or other prefabricated shed structure will be required to address their external facades with additional windows or larger openings, the use of verandahs or other architectural relief to side and rear elevations.

It is also recommended that alternative materials be sought for window treatments (ie wooden French and bi-fold doors – Refer Appendix A – Example 2).

4.2.5 Landscaping

In order to achieve an attractive streetscape and break up the length of continuous 'Colorbond' walls, barn style sheds or other prefabricated shed structures are required to lodge and implement a landscape plan.

4.2.6 Building Code of Australia Requirements

Barn style sheds or other prefabricated shed structures are to meet all relevant requirements of Class 1 buildings as provided by the Building Code of Australia.

Furthermore, barn style sheds or other prefabricated shed structures are required to meet the applicable energy efficiency ratings.

4.3 **Application Requirements**

4.3.1 An application for a barn style dwelling or other prefabricated shed structure will not be favourably considered by Council unless the following information has been submitted with the application for planning approval form:

- a) A site plan to a scale of not less than 1:500 showing:
 - (i) street name, lot number, north point and the dimensions of the site;
 - (ii) the location of dwelling proposed to be erected on the site;

- (iii) the proposed means of access for vehicles to and from the site;
 - (iv) the location, number dimensions and layout of all car parking spaces intended to be provided;
- b) A landscape plan of not less than 1:500 showing:
- (i) the location, dimensions and design of any landscaped areas, open space areas, open storage or trade display area and particulars of the manner in which it is proposed to develop the same;
- c) Floor plans and elevations of the dwelling, including all exterior finishes proposed to be erected. It is noted that all four elevations are required to be provided as part of the Application for Planning Approval.

4.4 Consultation Requirements

4.4.1 In the case of proposed development that:

- a) requires the exercise of discretion by Council under the R-Codes or under an adopted Local Planning Policy; and
- b) may, in the opinion of Council, adversely affect the amenity of an adjoining property,

the provisions of Section 4.2 and 4.3 of the R-Codes apply to provide for affected property owners to view and comment on the proposed development.

5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register.		
6.0 ADOPTION	20 June 2008	Advertising	Minutes 6.7.4
	15 August 2008	Final Approval	Minutes 2.7.2
	V2 16 May 2014	Advertising	



EXAMPLE 1			
	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage	√		Balcony treatment is considered to soften front elevation, however, use of same materials, no landscaping and small windows creates “shed” look. Balustrade is also required for the balcony.
Materials		√	Use of same materials, standard shed construction with no additional features.
Roof Design	√		Gabled roof considered appropriate.
External Treatments		√	No external treatments.
Landscaping		√	No landscaping.
Overall comment:			
Typical barn style shed containing no eaves, few windows and external treatments to break up the external facades. The use of balcony is supported where it complies with the Visual Privacy provisions of the R-Codes. <u>Overall Poor Design.</u>			



EXAMPLE 2			
	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage	√		Balcony treatment and verandahs help to soften frontage. Use of alternative materials is also considered to contribute to the streetscape
Materials	√		Excellent use of alternate materials and colour
Roof Design	√		Gabled roof considered appropriate.
External Treatments	√		Verandahs, large windows and doors to the side elevations help to soften appearance of “shed” look.
Landscaping	√		Excellent use of landscaping
Overall comment:			
<p>This is considered to be an excellent example of how barn style sheds can be treated to create a positive streetscape element. The use of alternative materials and colour softens the appearance of “Colorbond”. Landscaping also contributes in a positive manner. <u>Overall Good Design.</u></p>			



EXAMPLE 3			
	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage	√		Balcony treatment and verandahs help to soften frontage. Use of different colours is also considered to contribute to the streetscape
Materials	√		Although a standard material is used throughout, the colours help to break up and mitigate the effects of monotone facades.
Roof Design	√		Gabled roof considered appropriate.
External Treatments	√		Windows and doors are considered to soften the appearance of the “shed” look.
Landscaping		√	No landscaping provided.
Overall comment:			
This prefabricated structure contains a large amount of detail, through the increased use of openings, verandahs to all four elevations and contrasting colours. It is considered to be a good example of how prefabricated shed structures can be addressed to soften their appearance and provide a high level of amenity. <u>Overall Good Design.</u>			

Scheme Provisions:

LPS #10

Clause 4.3 of Local Planning Scheme No.10 requires applications for planning consent classed an 'A' be subject to formal advertising pursuant to the provisions of Clause 9.4 of the Scheme, and if classed 'D' may be advertised at the Council's discretion, also pursuant to Clause 9.4.

TPS # 9

Clause 3.2 of Town Planning Scheme No.9 requires applications for planning consent classed an 'SA' be subject to formal advertising pursuant to the provisions of Clause 6.4 of the Scheme, and if classed 'AA' may be advertised at the Council's discretion, also pursuant to Clause 6.4.

Other References:

Shire of Northampton Local Planning Scheme No. 10
Shire of Northampton Town Planning Scheme No. 9
Planning and Development Act 2005

Special procedural considerations:

In any event all applications requiring vehicular access to roads under the control of Main Roads WA (North West Coastal Highway, part Port Gregory Road/George Grey Drive) shall be forwarded to the Main Roads WA seeking comment, prior to the Council determining the proposal.

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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

3.0 OBJECTIVE

- 3.1 To develop a method by which proposals can be classified according to their likely impact.
- 3.2 To clearly define the different levels of consultation that will be undertaken and advice that will be provided in respect of a range of land use and development proposals, to provide the community with adequate and appropriate opportunities to be kept informed and comment on and respond to issues and proposals.
- 3.3 To detail the requirements for consultation based on the level of impact of the proposal.
- 3.4 To outline the process the local government will use when undertaking consultation and considering submissions.

4.0 POLICY STATEMENT

4.1 Definitions

For the purposes of this policy:

“Adjoining” means any land (or owner of land) which abuts an application site or is separated from the site only by a pathway, driveway, right-of-way or similar thoroughfare (excluding a public road reserve).

“Affected Person” means a person who owns (or occupies) land that adjoins an application site or the enjoyment of which, may be detrimentally affected by the use or development on an application site.

“Nearby Land” means any land (other than adjoining land) which may be adversely affected by a development proposal and, where appropriate, may include owners (or occupiers) within a neighbouring local government.

“Notify” means written communication by the local government or the proponent of a development proposal containing relevant information about the development proposal for the purpose of advice or seeking comment.

“Relevant Information” means the principle details of a development proposal as determined by the author of any notification to be sufficient to describe the proposal and its potential impacts. Each notification is to provide further information as to where and when full particulars of the development proposal can be inspected during the period during which comments are sought.

“Submitters” means those affected persons who have provided written comment on a proposal within the formal comment period, or shortly thereafter at the discretion of the local government.

4.2 General

- 4.2.1 The over-arching principle of this policy is that the local government will advise and consult with the community about initiatives involving proposed new or extended land uses and developments, in an endeavour to ensure openness and accountability in the decision-making processes and to gauge public opinion.
- 4.2.2 The need to engage the community will be based on the degree to which the proposals concerned impact upon the site itself, the land immediately surrounding the site, the locality within which the site is situated or, in some cases, the whole of the settlement concerned or the Shire in its totality. The degree to which a given property, area, locality or district will be impacted will vary dependent upon the form of land or development involved. Issues that will be taken into account when assessing degrees of impact will include such aspects as the visual

impact, noise or disturbance impact, traffic generation and vehicle movement and distribution, community convenience or inconvenience and community expectation with respect to provision of services.

- 4.2.3 In relation to complex issues, the local government will exercise flexibility in determining the level of consultation that is required and the best means by which maximum public feedback may be obtained.

4.3 Consultation Category Levels and Methods

- 3.3.1 The method of consultation used will relate to the likely extent of the impact on the community or the interest likely to be generated by the community with respect to the proposed land use or development and will be selected according to the following categories:

4.3.2 Level A – NO CONSULTATION

No consultation will occur where the proposal:

- a. is determined as having no predictable detrimental impact on the character or amenity of the immediate or general locality;
- b. is determined by the local government as not being required or is precluded under relevant legislation; or
- c. has previously occurred, and only minor modifications or modifications that address concerns previously raised are proposed.

4.3.3 Level B – CONSULTATION WITH OWNERS/OCCUPIERS OF ADJOINING LAND

- a. Where, in respect of any proposal, the Acceptable Development Provisions of the Residential Design Codes are not complied with, the owners/occupiers of land adjoining the application site affected by the non-compliance will be consulted unless the proponent has already undertaken the necessary consultation and secured agreement or obtained comment.
- b. Where (in respect of other proposals) a proposed development will be visible from any road or other public place and/or will be likely to have an impact on the streetscape, visual amenity and ambience of properties in immediate proximity to the site, the owners/occupiers of properties adjoining, and those on the other side of any street immediately opposite the application site, will be consulted.
- c. Method of Consultation
 - i. The owners/occupiers of properties determined as being potentially affected by a development proposal will be consulted in writing providing a minimum of 14 days (or such other period as may be prescribed by the relevant legislation) for the lodgement of any submissions.
 - ii. Where an affected land owner/occupier is consulted by the proponent of a development proposal, evidence of the acceptability of the proposal should be provided by way of a signed letter of no-objection and endorsement by way of no-objection comment, signature, printed name and full address on a copy of the plan(s) submitted for approval.

4.3.4 Level C – CONSULTATION WITH OWNERS/OCCUPIERS OF NEARBY LAND

Where a proposed land use or development is determined by the local government as having the potential to impact on not only the use or enjoyment of land adjoining the application site

but also other neighbouring land, the owners/occupiers of those neighbouring properties will be consulted.

a. Method of Consultation

- i. The owners/occupiers of properties determined as being potentially affected by a development proposal (generally owners of all land within a radius of 60m of the boundary of the application site for land within an urban area or within an existing settlement) will be consulted in writing providing a minimum of 14 days (or such other period as may be prescribed by the relevant legislation) for the lodgement of any submissions.
- ii. Dependent upon the level of impact in the area, the local government may also publish a notice of the development proposal in a newspaper circulating in the area inviting comment within a specified period.

4.3.5

Level D – CONSULTATION WITH OWNERS/OCCUPIERS OF LAND IN THE LOCALITY

Where a proposed land use or development is determined by the local government as having the potential to impact upon the use or enjoyment of land within an area or a settlement but not extending to the whole of the municipality or specific interest groups within that area, the community within that area will be consulted.

a. Method of Consultation

The local government shall:

- i. publish a notice of the development proposal in a newspaper circulating in the area;
- ii. arrange for a sign or signs to be placed in a prominent position(s) on the site;
- iii. consult the owners/occupiers of all land within a radius of 100m of the boundary of the application site for land within an urban area or within an existing settlement, or 500m radius for land within a rural area, except where it is determined by the local government that the proposal will not have any significant impact on certain portions of the area;
- iv. consult with the owners/occupiers of land beyond the foregoing areas where, in the opinion of the local government, there will be an impact along key transportation facilities, tourist routes or view-sheds; and/or
- v. consult as necessary with other affected government agencies or statutory authorities as the case requires,

drawing attention to the form of the development proposal and inviting comment within a period not being less than 21 days or, where appropriate, such longer period as may be necessary to comply with relevant legislation.

4.3.6

Level E – CONSULTATION WITH ENTIRE SHIRE

In certain circumstances, where there is either a statutory or strategic document of Shire wide significance, consultation will be undertaken in accordance with the legislative requirements, the highest level of consultation outlined in this Policy and any other consultation required by Council.

4.4 Form of Submissions

4.4.1 To be considered valid, any submission will be required to be signed by the submitter who must provide contact details including an address for correspondence.

4.4.2 Reasons for any objection to a development proposal should also be included.

4.4.3 A petition will only be considered valid where it:

- is addressed to the Chief Executive Officer;
- is made entirely by electors of the local government;
- states the request/reason(s) on each and every page of the petition;
- contains the names, addresses and signatures of the electors making the request, and the date each elector signed; and
- states the name of a single person upon whom, and an address at which, notice to the all the petitioners can be given.

4.5 Consultation Matrix

3.5.1 Schedule 1 of this policy outlines the matrix upon which the appropriate level of consultation with affected persons and the community will generally be determined for land use and development proposals.

4.5.2 Where proposals occur that do not clearly fall within the matrix, or where circumstances indicate that the standard level would not be appropriate, the local government shall use its discretion to establish the consultation process required.

4.5.3 Notwithstanding compliance, proposals that are considered to have a substantial impact due to their scale, size or nature may require consultation.

4.6 Consideration of Submissions

4.6.1 While not detracting from the substance of any submission, all submissions received will be summarised when a report is required.

4.6.2 Submissions shall be treated in confidentiality (unless otherwise prescribed by the relevant legislation), however Councillors may request a copy of any/all submissions.

4.6.3 Matters to be taken into account in the consideration of submissions are outlined as follows but must be based on valid planning grounds:

- a. Considerations outlined in the relevant town planning scheme, local government policy or strategy;
- b. Potential for detrimental impact on the enjoyment of nearby properties from such causes as the affect on views to and from the development site, overshadowing, privacy, noise impact, or the scale, height, external appearance and bulk of proposed new developments;
- c. Impact of the proposal on streetscape and the amenity of the locality;
- d. Heritage values or significance;
- e. The adequacy of access, egress, parking and manoeuvring including disabled access;
- f. Traffic generation and probable effect on safety and traffic movement;

- g. Removal of, or increased threat to, natural vegetation;
- h. The assessed fire hazard appropriate to the land and the proposed new land use and development;
- i. Any other environmental consideration including but not limited to potential for soil erosion or land degradation, water quality degradation, or increased environmental risk;
- j. Potential loss of any community service or benefit;
- k. Adequacy of community and public utility services; and
- l. Any other matter relevant to orderly and proper planning.

4.6.4 Once a determination of the matter has been made, a letter will be sent to each submitter (or the notice person in the case of a petition):

- acknowledging receipt of the submission;
- advising of the determination of the development proposal concerned, providing reasons for that determination; and
- advising the name and position of the officer of the local government from whom further information can be obtained.

4.6.5 Where appropriate, in lieu of writing to each submitter, the local government may place an advertisement in the local paper providing public advice as to the outcome of the matter.

4.6.6 For 'E' level consultations, the method of responding to comments received will be determined as part of the consultation strategy.

4.7 Cost of Consultation

The full costs of the consultation requirements specified within this policy are to be met by the applicant.

5.0 RESPONSIBILITY	The Principal Planner as per the Delegations Register and further authority is delegated to the Chief Executive Officer for the following: <ul style="list-style-type: none"> a. Accept submissions received shortly after the formal comment period. b. Determine the consultation level. 		
6.0 ADOPTION	20 February 2009	Advertising	(Minutes 1.6.2)
	17 April 2009	Final Adoption	(Minutes 3.6.3)
	V2 16 May 2014	Advertising	



SCHEDULE 1 – CONSULTATION MATRIX

Development Proposal Type	Consultation Level
Design Guidelines	D
Local Planning Policies	D
Management Plans (local)	C
Outline Development Plans	C
Planning Applications (permitted uses)	A
Planning Applications (discretionary) <ul style="list-style-type: none"> • likely to impact on surrounding owners/occupiers; or • not likely to impact on surrounding owners/occupiers 	B A
Planning Applications (discretionary after advertising) <ul style="list-style-type: none"> • impacts are confined to adjoining properties and the immediate vicinity of the proposal; or • impacts affect the broader locality in addition to adjoining properties 	C D
Residential Design Codes Performance Criteria Assessment	B
Structure Plans	D
Strategic Plans / Documents: <ul style="list-style-type: none"> • impacting on specific sectors / areas of the community • impacting on the entire Shire 	D E
Subdivision Referrals	A
Town Planning Scheme Amendments	D
Townsite Plans / Strategies	D
Town Planning Scheme Review	E

A None

B Owners/Occupiers of adjoining land

C Owners/Occupiers of nearby land

- Within radius of 60m.
- May also publish notice in a newspaper.

D Owners/Occupiers of land in the locality

- Publish notice in a newspaper.
- Sign or signs to be placed on the site.
- Within 100m radius for urban area or 500m radius for rural area
- Beyond foregoing areas where impact along key transportation facilities, tourist routes or view-sheds.
- As necessary with government agencies or statutory authorities.

E Entire Shire Consultation



Extractive Industry Local Planning Policy

Version 2

Scheme Provisions:

TPS #9
3.1 Zoning and Development Table
LPS #10
4.1 Zoning and Development Table

Other References:

Shire of Northampton Local
Planning Scheme No. 10
Shire of Northampton Town
Planning Scheme No. 9
Planning and Development Act
2005

Special procedural considerations:

Applications are required to be advertised for a period of 14 days pursuant to Scheme Provisions, including referral to the Department of Mines and Petroleum, Department of Parks and Wildlife, and Aboriginal Affairs Department for comment.

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3.0 OBJECTIVE

- 3.1 Outline the information to be provided by applicants when requesting Planning Approval for Extractive Industry;
- 3.2 Set the advertising requirements to be followed prior to determining Extractive Industry applications;
- 3.3 Identify Council requirements in relation to the siting and operation of Extractive Industries; and
- 3.4 Identify conditions of approval that Council may consider placing on Extractive Industry Planning Approvals.

4.0 POLICY STATEMENT

4.1 Exemptions from the Policy

This policy does not apply to the following:

- a. The extraction of basic raw materials on Crown land (including reserves and pastoral leases), which are covered by the *Mining Act 1978*.
- b. The extraction of basic raw materials to a depth of no more than 1m and an area of no more than 1 hectare where the material is to be used for improvements on the same property, municipal purposes or road construction.

4.2 Policy

- 4.2.1 Extractive industry will only be approved where Council is satisfied that the proposal will not result in unacceptable environmental impacts as a result of noise, vibration, dust, lightspill, odour, visual intrusion or contamination.
- 4.2.2 No extractive industry will be approved until such time as Council has received advice from the Indigenous Affairs Department and Department of Environment and Conservation in relation to heritage and flora and fauna issues respectively. An extractive industry will not be approved if there are substantiated objections from either of these agencies.
- 4.2.3 Depending on the nature of the proposed extractive industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks Council shall consider existing and potential land-uses on adjoining and nearby properties.
- 4.2.4 Council may require the preservation and/or planting of a vegetated buffer strip ensuring that the extraction activities are adequately screened from the road and adjoining properties.
- 4.2.5 Where an extractive industry has direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by Council), the Council may require crossover and vehicle access areas within 50 metres of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled. In this regard the construction of a crossover shall be in accordance with the Council's existing Crossover Policy 6.6.
- 4.2.6 Where an extractive industry is being developed with or without direct access to a sealed road, the Council may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the extractive industry. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.
- 4.2.7 Extractive industry will only be approved where Council is satisfied that the proposal will not negatively impact upon the local road network, including the provision of local bus services.
- 4.2.8 The Council will not support the operation of extractive industry outside of the following hours, unless it can be demonstrated the proposed extraction area/activity is at least 1000 metres from the closest neighbouring residence upon which the Council may entertain extended operating times:
 - Monday to Saturday - 7.00 am to 6.00 pm;
 - Sundays and Public Holidays - no operations.
- 4.2.9 The Extractive industry will generally be approved for a one year period from the date of issue. Operations that continue beyond one year's duration will be subject to a renewed application for

planning approval on an annual basis.

For large scale mining operations an extended period of approval may be entertained by Council, based on individual merit.

4.2.10 An extractive industry is not permitted on the Moresby Flat Topped Ranges and associated valleys until such time as a Moresby Ranges Management Strategy has been completed and endorsed by Council and the Western Australian Planning Commission.

4.3 APPLICATION REQUIREMENTS

4.3.1 An application for an extractive industry will not be favourably considered by Council unless the following information has been submitted with the application for planning approval form:

- A surveyed plan of the site showing the proposed area of extraction in relation to topographical features, area of remnant vegetation, existing and proposed access and internal roads, existing buildings, proposed stock pipe area and setback distances from property boundaries;
- A cross section of the proposed extraction area showing the depth of extraction, height and battering of the pit walls and face, and access ramp/area;
- A rehabilitation plan for the area of extraction prepared in accordance with Department of Parks and Wildlife guidelines showing the re-contouring of the land and areas of re-planting.
- Written submission detailing the type and quantity of material to be mined, stages of extraction (if applicable), depth of extraction, life expectancy of the resource, specific hours of operation; number of vehicular movements per week and machinery to be used.

4.4 ADVERTISING / CONSULTATION

4.4.1 Applications for an 'Extractive Industry' are required to be advertised for a period of 14 days pursuant to the following clauses of the Shire's Town Planning Scheme:

- Clause 6.4 of Town Planning Scheme No. 9; and
- Clause 9.4 of Local Planning Scheme No. 10.

Advertising will be undertaken in accordance with the Scheme's provisions, which entails: consultation with adjoining landowners/occupiers; notice of the proposed development published in a local newspaper; and a sign or signs displaying notice of the proposed development.

4.4.2 Consultation will also be undertaken with the following government agencies:

- Department of Mines and Petroleum;
- Department of Parks and Wildlife;
- Department of Indigenous Affairs;
- Department of Planning/WA Planning Commission; and
- Office of Heritage.

5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register.		
6.0 ADOPTION	19 October 2007	Advertising	Minute 10.7.2
	19 December 2007	Final Adoption	Minute 12.7.5
	V2 23 May 2014	Advertising	



Land Development Specifications

Local Planning Policy

Version 2

Scheme Provisions:

Other References:

Shire of Northampton Local Planning Scheme No. 10
Shire of Northampton Town Planning Scheme No. 9
Planning and Development Act 2005

Special procedural considerations:

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

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The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3.0 OBJECTIVE

- 3.1 To ensure a consistently high standard of residential land development within the Shire, by providing high quality roads for future residents and minimising Council maintenance costs and ensuring that subdividers are treated in an equitable manner.

4.0 POLICY STATEMENT

- 4.1 This policy shall apply to the design and construction of all works relating to the subdivision and development of land for residential purposes and roadworks generally within the Shire of Northampton.
- 4.2 The minimum standards applicable for the design and construction of roads, drainage, footpaths, dual use paths and public open space and soil stabilisation requirements shall be in accordance with the City of Greater Geraldton's '*Land Development Specifications – Administrative Requirements and Technical Specifications for Land Subdivision Development of Roadworks*'.
- 4.3 Minor, local and site specific variations may be approved by Council.

5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register.		
6.0 ADOPTION	15 August 2003	Advertising	Minute 8.14.5
	19 September 2003	Final Approval	Minute 9.13.13
	V2 23 May 2014	Advertising	



Low Impact Rural Tourism Local Planning Policy

Version 2

Scheme Provisions:

TPS #9
3.1 Zoning and Development Table
LPS #10
4.1 Zoning and Development Table

Other References:

Shire of Northampton Local
Planning Scheme No. 10
Shire of Northampton Town
Planning Scheme No. 9
Planning and Development Act
2005

Special procedural considerations:

All applications for low impact tourist development will require consultation with affected landowners and/or occupants and neighbour consent should preferably be given.

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3.0 OBJECTIVE

- 3.1 To pursue the principle that commercial tourist development should generally occur within the urban areas and that opportunities should be provided for small-scale and low impact tourist accommodation and related activities in rural areas.
- 3.2 To promote orderly and proper planning for, and in rural localities, having regard to the provisions of the Town Planning Schemes.
- 3.3 To emphasise the primacy of the use of rural land as an agricultural resource that should be

preserved and protected against any forms of development, including low-impact tourist development that would adversely affect its continued use for agricultural purposes.

- 3.4 Provide for tourist accommodation in the rural areas in a manner that does not conflict with existing or potential agricultural pursuits.
- 3.5 To establish criteria for low impact tourist development in rural areas to ensure that the environmental attributes, landscape values and the visual and rural character and amenity of the municipality is not compromised.
- 3.6 Optimise both the agricultural and tourism potential of the rural areas without detrimental impact on the inherent natural beauty and value of those areas.
- 3.7 To set out the circumstances under which the local government may approve low impact tourist development in rural areas of the municipality as provided in the Town Planning Schemes.
- 3.8 To set out the procedures to be observed where low impact tourist development is not incidental or ancillary to the primary rural use of the land.

4.0 POLICY STATEMENT

4.1 Definitions

For the purposes of this policy:

“Agricultural” encompasses purposes/pursuits associated with agriculture, horticulture and viticulture.

“Low Impact Rural Tourism” means the use and development of land, principally for tourist purposes, in such a manner that does not detract from the rural and natural amenity of the locality, and includes the following criteria:

- located to avoid ridge lines, escarpments or visually exposed sites and situate where vegetation or land form can be utilised for screening;
- sensitively located and designed to promote positive outcomes and positive environmental outcomes and minimise impact on vegetation, water courses, soil quality and existing land uses;
- will not cause a net loss of vegetation;
- scale and nature to be self sustaining on the land, or demonstrate the ability to provide servicing without significant modifications to existing infrastructure;
- the nature of its scale, design, colours, materials, landscaping and use has minimal visual impact on the site and surrounding areas; and
- minimal off-site environmental or social adverse impacts.

“Low Impact Tourist Developments” includes farmstay accommodation that encompasses chalets, cabins, guesthouse and bed & breakfast accommodation where occupation by any person is limited to a maximum of 3 months in any 12 month period. Development is generally single storey or split level construction and has a character not dissimilar to farm dwellings.

“Chalet” means self-contained premises usually comprising cooking facilities, ensuite, living area and 1 or 2 bedrooms.

“Cabin” means self-contained premises similar to a chalet but may lack ensuite facilities and may comprise only one room.

“Guesthouse” means integrated premises comprising serviced accommodation units and centralised facilities such as dining (not being a public restaurant) and other facilities.

“Eco-Tourism” means ecologically sustainable tourism, which has a primary focus on experiencing natural areas and fosters environmental protection and restoration and cultural understanding and appreciation of the natural environment.

4.2 General Planning Considerations

4.2.1 Land within the rural areas generally has agricultural value worthy of conservation for agricultural purposes. Land uses and developments, including tourism development, which detract from its agricultural productivity must be resisted.

4.2.2 The region has high natural amenity values resulting in strong demands for tourist accommodation not only in established settlements but also in the rural areas. Any development not required for agricultural purposes risks erosion of the environmental and landscape qualities tourists wish to visit and enjoy.

4.2.3 In terms of economic, social and environmental sustainability, it is vital that the overall qualities, amenity and character of the municipality be preserved. The risks for sustainable development from approving numerous low impact tourist developments (above the maximum scale of development) are that there will not only be an incremental diminution in the rural character and amenity of the areas in which they are to be established, but also a reduction in the primary agricultural production capability of the land.

4.2.4 While low impact tourist developments individually may detract little from rural values, the cumulative effect of proliferation will seriously erode the rural ambience they are designed to reference.

4.2.5 Low impact tourist developments must therefore:

- a. not produce any poorly understood risks of serious or irreversible environmental damage;
- b. not introduce land use incompatibilities with established or potential agricultural activities on adjoining or nearby land in the locality;
- c. not generate further traffic or require road improvements or signage likely to adversely affect the rural character of the road(s) serving the localities;
- d. not lead to the consolidation of such activities to the point where the rural character or amenity of the locality is seriously compromised;
- e. economically assist, and promote, and form part of the productive agricultural enterprise to avoid potential land use incompatibilities;
- f. utilise noise reduction techniques, filter systems and similar methods of construction to mitigate the affects of agricultural activity on the residents and patrons of the low impact tourist development; and

- g. be appropriately screened from view especially from neighbours, public vantage points such as roads, public reserves and the like by existing vegetation or by effective new landscaping using species indigenous to the area.

4.2.6 Preference will be given to development proposals, that show sensitivity to the local, natural and cultural environment and are ancillary to the agricultural land use, thereby adding to the sustainability of the agricultural industry on that land.

4.2.7 The local government will actively discourage development that:

- a. is situated in visually significant locations, such as on ridges or along unscreened sections of regional or tourist roads;
- b. involves major disturbance of remnant bushland or natural areas;
- c. is located on land of no particular topographical or landscape interest or value; and
- d. is of a development form that resembles urban based tourism such as motels, resorts and the like.

4.3 Maximum Scale of Development

4.3.1 The maximum scale of development that can be accommodated on lots within the rural area is no more than 3 chalets/cabins or a bed & breakfast facility or a 4 bedroom guest house which accommodates no more than 8 people (or other tourist facilities of similar land use intensity).

4.3.2 Larger scaled developments and land uses will not be approved under this Policy and will require, if found to be justified, an Amendment to the Town Planning Scheme to incorporate a site-specific zoning for the development proposed.

4.3 Eco-Tourism

4.3.1 The use of “eco” (or similar), as a descriptor of a particular low impact tourist development proposal, will not be approved by the local government unless the development provides an eco opportunity. Where this term is arbitrarily used to describe a low impact tourism development it thereby exhibits the risk of misleading or deceiving tourism consumers and creating a false impression that the natural environment is protected from adverse impact by a particular development.

4.3.2 This definition of eco tourism is expanded into a set of core principles, which the local government will use to ascertain whether or not the development proposal deserves a designation of eco (or similar description):

- There will be a focus on giving visitors the opportunity to personally and directly experience nature;
- It will provide opportunities that lead to greater understanding, appreciation and enjoyment of the natural environment;
- It will incorporate best practice for environmentally sustainable tourism;
- It will contribute directly to the conservation of natural areas;

- It will provide ongoing contributions to the local community;
- It will be sensitive to, interpret and involve the culture(s) existing in the area consistently;
- It will be marketed and promoted honestly and accurately so that realistic expectations are formed.

4.4 Water Supply

4.4.1 A potable water supply of minimum 92,000 litres per annum must be available to the development. Acceptable means of water supply include collection of roof water into holding tanks (subject to minimum roof areas and annual rainfall calculations) or a roof water supply augmented by a suitably treated and sustainable supply of groundwater or springwater.

4.4.2 The use of existing dams for the provision of potable water supply is not generally acceptable and will only be considered if the dam has a proven supply of water of appropriate quality and quantity. In these cases, stringent controls will apply to the area of the dam catchment within the development site but the local government cannot take responsibility for ongoing quality and quantity of water, due to possible use of the area within the catchment outside of the development site which could impact the water supply.

4.5 Application Requirements

4.5.1 A written report of how the proposal can fit in with the locality. This means showing a sympathetic and well-mannered design without unreasonable impacts either on the agricultural, natural or cultural environment and that any impacts will be contained within the site.

4.5.2 A written report stating how the proposal will satisfy the tourist occupants. The development must be shown to be safe from fire and other hazards (internal and external) and provides a high level of amenity and services to the tourist occupants.

4.5.3 A written report demonstrating how the operation of the development will continue to attend to matters of environmental concern, rural amenity and the well being and safety of the tourist occupants (once the development is established).

4.5.4 A comprehensive site analysis plan will be required to assist staff to understand the constraints and opportunities on the lot on which the development is proposed. The site analysis should:

a. Clearly identify the proposed development site in relation to the naturally and built existing features both on the subject land and on the adjoining land.

b. Should demonstrate that the development concept can fit in with the existing settlement.

c. The following information must be included on the site analysis plan:

- North point;
- Property boundaries and key dimensions;
- Contours and major physical features;
- Existing vegetation;
- Creek lines and wetlands;
- Distances and any sightlines to adjoining dwellings;
- Views; and

- Location of existing services.

4.6 Consultation

4.6.1 Unless otherwise specifically provided for in the Town Planning Scheme, all applications for low impact tourist development will require consultation with affected landowners and/or occupants and neighbour consent should preferably be given.

5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register		
6.0 ADOPTION	21 September 2007	Advertising	Minute 9.6.1
	16 November	Final Approval	Minute 11.6.2



Residential Design Codes – Building on Boundary Variation

Local Planning Policy

Version 2

Scheme Provisions:

TPS #9
 3.1 Zoning and Development Table
 LPS #10
 4.1 Zoning and Development Table

Other References:

Shire of Northampton Local Planning Scheme No. 10
 Shire of Northampton Town Planning Scheme No. 9
 Planning and Development Act 2005
 Residential Design Codes of Western Australia

Special procedural considerations:

The Codes do not specify an acceptable wall height and length for buildings located on lots with Residential Densities lower than R20.

Because the Northampton, Kalbarri, Horrocks, Port Gregory, and Binu townsites all contain lots that are zoned at Residential densities lower than R20, there is a need to provide guidance regarding maximum wall height and length for buildings located on boundaries in these zones.

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

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The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3.0 OBJECTIVE

- 3.1 To allow for a regional variation to the Residential Design Codes and provide additional Deemed-to-Comply Criteria for Design Element 5.1.3 Lot Boundary Setback Requirements, specifically Part C3.2 – Buildings on Boundary.
- 3.2 To ensure neighbours are informed about proposals for boundary walls.
- 3.3 To specify the minimum standards for the surface finish of boundary walls.

4.0 POLICY STATEMENT

- 4.1 In addition to the Deemed-to-Comply Criteria for Part 5.1.3 C3.2 of the Residential Design Codes, the following shall apply:

Residential densities R12.5, R15 & R17.5 – walls not higher than 3 metres with an average of 2.7 metres up to 9 metres in length up to one side boundary only, provided affected neighbour consent is given.

No planning application required.

- 4.2 A planning application is required for buildings on boundaries for Residential densities lower than R12.5 and in considering applications, consultation with affected neighbours is required and neighbour consent should preferably be given.
- 4.3 Where a wall is built on the boundary, the surface finish of the wall facing a neighbour should be to the satisfaction of the adjoining neighbour or, in the case of a dispute, to the satisfaction of the local government.
- 4.4 For ALL applications involving a boundary wall (either planning applications or building licences) consultation with affected neighbours is required and neighbour consent should preferably be given, which includes agreement on the surface treatment and colour of the boundary wall.
- 4.5 The minimum standard considered acceptable by the local government is a fair faced finish which is defined as:
 - a. Face finish brickwork with tooled joints;
 - b. Non face finish brick (ie. commons) to have sand finish render;
 - c. Concrete panels to have smooth finish;
 - d. Face finish limestone blocks with tooled joints;
 - e. Concrete blocks larger than 0.16m² (standard 200mm x 400mm) to have sand finish render; or
 - f. Face finish concrete block less than 0.16m with tooled joints.
- 4.6 Sand finish means a finish obtained by floating the final coat of a render with a wooden felt-covered or carpet-covered float.
- 4.7 This policy DOES NOT apply to masonry boundary fences.

5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register.		
6.0 ADOPTION	20 February 2009	Advertising	Minute 1.6.1
	17 April 2009	Final Approval	Minute 3.6.3
	V2 23 May 2014	Advertising	

Scheme Provisions:

TPS #9
3.1 Zoning and Development Table
LPS #10
4.1 Zoning and Development Table
5.11.1 Outbuildings in Residential Zone
5.13.6 Rural Residential
5.13.7 Rural Smallholdings

Other References:

Shire of Northampton Local Planning Scheme No. 10
Shire of Northampton Town Planning Scheme No. 9
Planning and Development Act 2005

Special procedural considerations:

1.0 PURPOSE

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2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3.0 OBJECTIVE

- 3.1 To allow for a regional variation to the Residential Design Codes for Clause 5.4.3 – Outbuildings.
- 3.2 To provide clear definition of what constitutes 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.

4.0 POLICY STATEMENT

4.1 Definitions

“Outbuilding” – is defined in the Residential Design Codes of WA (2013) as:
an enclosed non-habitable structure that is detached from any dwelling, but not a garage.

“Enclosed” – is defined in the Residential Design Codes of WA (2013) as:
An area bound on three or more sides by a permanent wall and covered in a water permeable material.
For the purposes of this policy the following clarification is provided:
eg. An enclosed side includes walls with a number of openings (windows etc).
eg. The non-enclosed side of any outbuilding is required to be fully open. A partial wall on any side of an outbuilding is considered enclosed.
eg. A shade sail is not considered an outbuilding

“Non-habitable” – means a Class 10 building as defined under the National Construction Code Series.

Note: For a structure detached from the dwelling to be considered “habitable” it must be built to a Class 1 standard as prescribed under the National Construction Code Series (ie. must contain ablutions, kitchen, laundry facilities etc).

“Detached” – means detached in the sense of ‘not belonging’, ‘standing apart’, ‘not contiguous’, or ‘separate’ to another building.

Note: A structure can be connected to a dwelling whilst still being “detached” from it in the relevant sense. The true nature and function of the building and whether it is separate or stands apart from the dwelling is considered most relevant, not just whether it is connected to the dwelling.

If a new structure is proposed to be connected to any part of a habitable building, either existing or proposed (ie. verandah, breezeway, walkway, carport, garage etc) then for it NOT to be considered an outbuilding it must be constructed in the same materials and finish to the habitable building, and to the Class 1 building standards under the National Construction Code Series. If not then the proposed structure shall be considered an outbuilding even through it is physically connected to a dwelling.

“Aggregate” – means a sum, or assemblage of particulars,; a total or gross amount.

4.2 Standards

4.2.1 Pre-fabricated garden sheds, “cubby houses”, kennels and other animal enclosures (such as aviaries) less than 9m² in total aggregate area and less than 2.1m in height (measured from natural ground level) are exempt from this policy.

4.2.2 Maximum standards for outbuildings are as follows (these area requirements do not override the open space requirements of Table 1 of the Residential Design Codes (2013) or any specific Scheme requirement):

- a) Residential R10 and high density – 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.

- b) Residential R5 and lower density – 180m² in aggregate area with a maximum wall height of 3.5m and a total maximum height of 5.0m measured from natural ground level.
- c) Rural Residential & Rural Smallholdings – 240m² in aggregate area with a maximum wall height of 4.0m and a total maximum height of 6.5m measured from natural ground level.
- d) Rural land (generally less than 20ha) adjacent to settlements or within a townsite boundary, subject to future increase in density or in an area of visual prominence or heritage/high landscape amenity shall be subject to this policy with maximum standards for outbuildings determined on lot size in accordance with (c) above.
- e) (i) Regardless of zoning, in the case of lots with the potential for further subdivision, outbuildings may be approved by the local government that meet the maximum standards comparable with the size of the lot.

eg. A lot zoned R10 that is 2,000m² in area may (subject to the approval of the local government) have an outbuilding of 180m² approved.
- (ii) In considering applications of this type due regard will be given to the objectives of this policy, and in order to protect the future amenity of the lots once subdivided, the local government may impose a condition of approval requiring that a legal agreement be lodged with the local government requiring that in the event of further subdivision of that property, the outbuilding must be removed or reduced in size to conform with this policy.

4.2.3 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.

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*.

In residential zoned areas the applicant 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.

- 4.2.4 Other than for general storage and/or agricultural purposes an outbuilding shall not be used for any commercial or industrial use (with the exception of an approved home based business) without the prior approval of the local government.

The storage of any items in connection with a commercial or industrial operation (eg Cray pots, building materials etc) is considered contrary to the objectives of this policy and is therefore not considered sufficient justification for an increase in the maximum standards as prescribed in Clause 4.2.2.

- 4.2.5 Regardless of zoning, on lots of 4ha or less, an outbuilding and/or detached garage is to be located entirely behind any existing dwelling on the lot unless the outbuilding and/or detached garage is consistent in design and constructed in the same materials and colours as the dwelling.

- 4.2.6 Other than on rural land greater than 20ha, all non-brick and non-masonry constructed outbuildings in excess of 60m² in area are to be of a colour so as to complement the dwelling on the lot and/or visual character of the landscape (in general non-reflective building materials consistent with the character of the area, however, zincalume roofing may be permitted).

4.3 Consultation

Any variation to any part of the above policy will require consultation with affected landowners and/or occupiers and their written neighbour consent to these variations should preferably be given.

4.3 Temporary Use for Habitable Purposes

Based on legal advice, it is not possible for planning approval to be granted for a Class 10 building (such as a shed) to be used for habitation, even on a temporary basis, as it contradicts the National Construction Code Series.

5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register.		
6.0 ADOPTION	16 November 2007	Advertising	Agenda Item 6.2.3
	19 December 2007	Final Approval	Minute 12.7.13
	V2 23 May 2014	Advertising	



Planning Approvals Local Planning Policy

Version 2

Scheme Provisions:

TPS #9
6.1-6.9

LPS #10
10.3-10.8

Other References:

Shire of Northampton Local
Planning Scheme No. 10
Shire of Northampton Town
Planning Scheme No. 9
Planning and Development Act
2005

Special procedural considerations:

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3.0 OBJECTIVE

3.1 To provide clarification and consistency on the differing types of planning approvals and the extension or renewal of those approvals.

4.0 POLICY STATEMENT

4.1 Term of Planning Approval

Where the local government grants planning approval for the development / use of land:

- a. the development / use approved is to be substantially commenced within 2 years, or other such period as specified in the approval, after the date of determination; and

- b. the planning approval lapses if the development has not substantially commenced before the expiration of that period (or any extension period granted).

4.2 Extension of the Term of Planning Approval

- 4.2.1 A written request must be made to the local government for an extension of the term of planning approval at any time prior to the expiry of the approval period or within 14 days from the expiration of the approval.
- 4.2.2 An extension request shall not be assessed as if it were a new application and may be granted by the local government for a maximum period of up to 2 years.
- 4.2.3 Only 1 extension request shall be granted for a planning approval after which a new application for planning approval is required.
- 4.2.4 Factors relevant to extension requests include any changes to the planning framework or any changes in the locality, which will influence whether an extension is granted, and if so the extension period.

4.3 Renewal of Planning Approval

- 4.3.1 Renewal of a planning approval makes it effective for an additional period and may be sought where temporary or time limited approvals are granted.
- 4.3.2 A temporary or time limited planning approval is where the local government grants approval for a limited period (such as a home based business) and is different to the term of the planning approval which is the period within which the development / use must commence.
- 4.3.3 A written request must be made to the local government for a renewal of the planning approval at any time prior to the expiry of the approval period or within 14 days from the expiration of the approval.
- 4.3.4 A renewal request shall be reassessed as if it were a new application and may be granted by the local government for a maximum period of up to 2 years.
- 4.3.5 Factors relevant to renewal requests include any changes to the planning framework or any changes in the locality, which will influence whether a renewal is granted, and if so the renewal period.

5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer for the issuing of extensions and renewals (Clauses 4.2 and 4.3).		
6.0 ADOPTION	20 February 2009	Advertising	Minute 1.6.3
	17 April 2009	Final Approval	Minute 3.6.3
	V2 23 May 2014	Advertising	



Relocated Dwellings & Second-hand Cladding Materials

Local Planning Policy

Version 2

Scheme Provisions:

TPS #9
3.1 Zoning and Development Table
LPS #10
4.1 Zoning and Development Table

Other References:

Shire of Northampton Local Planning Scheme No. 10
Shire of Northampton Town Planning Scheme No. 9
Planning and Development Act 2005

Special procedural considerations:

The Council at its discretion may advertise the proposed relocation of a building within a designated locality to ascertain the views of the neighbouring and nearby residents prior to the application being considered.

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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.

3.0 OBJECTIVE

3.1 To ensure that any development proposing to use a second hand building or second hand cladding material meets acceptable aesthetic and amenity requirements in the locality for which it is proposed.

3.2 To address the issue of public sensitivity to exposure risks from asbestos cement cladding.

4.0 POLICY STATEMENT

4.1 Policy

- 4.1.1 The use of second hand cladding materials and second hand buildings can result in unacceptable development by reason of poor aesthetic result and by adversely affecting the amenity of an area.
- 4.1.2 Accordingly, Council requires that an applicant demonstrate, to the satisfaction of Council, that the proposed use of a second hand building and/or the use of second hand cladding material will not result in any adverse affect on the amenity or the aesthetics of the area within which it is proposed.
- 4.1.3 Whilst Health Regulation specifically permits the reuse of asbestos cement cladding when it is part of a relocated building and the material is not removed for transport of the building, it is recognised that for some people the relocation of a building with roofing and wall cladding material of asbestos cement to a site near them or near where they may develop in the future is an emotive issue.
- 4.1.4 In terms of new development having a second hand building clad with asbestos cement relocated to an area where buildings with asbestos cement cladding are not predominant may result in persons feeling a level of threat from the development and further the development may have an adverse effect of property values and the amenity of the areas.
- 4.1.5 As a result it will be required, unless specific approval is given otherwise, that all external asbestos cement cladding be removed and replaced with new material prior to the relocation of a transported building to its new site.
- 4.1.6 This requirement need not apply to all second hand buildings particularly where they are to be relocated in predominantly rural areas and are to be located at least 100m from a house on an adjoining property.

4.2 Application Requirements

- 4.2.1 In the case of a proposed second hand building, photographs of all sides of building, in-situ. It is necessary that an adequate number of photographs be taken to ensure that they clearly demonstrate the condition of the building and that the whole of each side can be seen in photographs provided.
- 4.2.2 In the case of proposed use of second hand cladding material, it is necessary for the applicant to show by photograph or by other means that the material is or will be able to be treated so that it will become acceptable within the locality proposed.
- 4.2.3 In all cases, an inspection of the building or cladding material, in-situ, will be carried out and an inspection report furnished to Council. Where it is not practicable for the Shire Building Surveyor to carry out the inspection it will be done by the Building Surveyor for the area in which it is located or by such other person that is acceptable to Council. All cost for a building inspection will be borne by the applicant.
- 4.2.4 Clear concise details of works proposed to make the second hand building or cladding material aesthetically acceptable so that it will not adversely affect the amenity of the area within which it is proposed.
- 4.2.5 It may be sufficient to demonstrate that the proposed development will be isolated, from the view of neighbours or significant roads to make consideration of aesthetics and amenity irrelevant to the application.

4.2.6 A clear timeframe over which it is proposed that the above works will be carried out. SUCH TIMEFRAME SHALL BE AS SHORT AS PRACTICABLE.

4.2.7 Photographs of buildings in near vicinity of the site upon which building is proposed.

4.2.8 Any other additional detail required to demonstrate that the end product will be aesthetically acceptable and not a detriment to the amenity of the locality where it is proposed.

4.3 Final Approval Requirements

4.3.1 The following will be lodged with Council prior to the issue of any Building Licence:

- (a) A bond, of at least 5% of the estimated value of an equivalent new building, to a maximum of \$10,000 and minimum of \$500 (amended February 22nd 2013).
- (b) A statutory declaration, signed by the applicant(s) and appropriately witnessed, indicating that the bond will be forfeited to Council if:
 - (i) The works described in the application are not carried out within the timeframe indicated;
 - (ii) Within 12 months of the date of the agreement, the development does not reach a point where externally it appears complete; and
 - (iii) Any notice duly served upon the builder is not promptly complied with.

4.3.2 Bond moneys will only be refunded (if not forfeited) after works required to prevent forfeiture have been carried out to the satisfaction of the Building Surveyor.

4.3.3 In addition to plans and specifications normally required for any building application the Building Surveyor may, at his/her discretion, require such reports by others to satisfy him/herself that the building/material when re-erected will meet the requirements of the Building Code. This requirement is most likely to be exercised where original plans for a structure cannot be sourced or where they are not of an acceptable standard.

5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register/		
6.0 ADOPTION	16 June 2005	Advertising	Minute 6.9.2
	21 July 2005	Final Approval	Minute 7.11.3
	V2 23 May 2014	Advertising	



Sea (Shipping) Containers Local Planning Policy

Version 2

Scheme Provisions:

TPS #9
3.1 Zoning and Development Table
Clause 3.2.5 use not listed
TPS #10
4.1 Zoning and Development Table
Clause 4.4.2 use not listed

Other References:

Shire of Northampton Local
Planning Scheme No. 10
Shire of Northampton Town
Planning Scheme No. 9
Planning and Development Act
2005

Special procedural considerations:

The Council at its discretion may advertise the proposed use of sea (shipping) containers within a designated locality to ascertain the views of neighbouring and nearby residents prior to the application being considered.

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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

3.0 OBJECTIVE

3.1 To ensure an acceptable quality of development is achieved that does not detrimentally affect the amenity and streetscape of the locality.

3.2 To establish guidelines for the assessment of proposals to place sea (shipping) containers or other similar re-locatable storage units on land within the municipality

4.0 POLICY STATEMENT

- 4.1 The placement of a sea (shipping) container or similar re-locatable storage unit on land, other than industrial land and rural land greater than 20 hectares in area, requires the planning approval of the local government as it is considered to fall within the definitions of “development” under the Town Planning Scheme.
- 4.2 In general, planning approval to a maximum of 12 months will only be granted where the structure is being used for the temporary storage of plant, machinery and/or building equipment on a building site, a building permit has been issued and remains current, and construction of a dwelling has commenced.
- 4.3 Council considers that sea (shipping) containers can have an adverse effect on the visual amenity of an area, and therefore there is a need to ensure appropriate development standards in order to safeguard the visual impact of Shipping Containers on the streetscape.
- 4.4 The permanent use and placement of sea containers in Residential zoned areas is not supported.
- 4.5 Applications for the use of a sea container are required to address the following;
- a) The submission of:
 - a completed and sign planning application form and payment of application fee;
 - a site plan showing the proposed location of the development in relation to boundary setbacks, natural features, existing development, and adjoining buildings, to a scale of no less than 1:100;
 - a written submission detailing the use, condition, unit dimensions and visual amenity associated with the sea container;
 - any elevation drawings and/or photographs illustrating the presentation and appearance of a sea container in good repair and in uniform colour with no visible rust marks.
 - b) The placement of a sea container, or similar, shown on a scaled site plan located behind an existing building and/or screen vegetation to minimise the visual impact from a road and adjoining properties
- 4.6 Other than industrial and rural zoned land (for properties greater than 20 hectares in area) the local government will generally not support:
- a) more than one (1) sea (shipping) container on a property;
 - b) a container that exceeds 6.0m in length, 2.4m in width, and 2.6m in height.

5.0 RESPONSIBILITY

The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer to approve applications for sea containers on industrial, commercial, rural residential, rural smallholdings and rural land only.

6.0 ADOPTION

20 January 2006	Advertising	(Agenda Item 6.2.3)
17 March 2006	Not endorsed	(Agenda Item 6.2.3)
V1 21 April 2006	Advertising	(Agenda Item 6.2.1)
V1 16 June 2006	Final Approval	(Agenda Item 6.2.2)
V2 16 May 2014	Advertising	



Temporary Accommodation Camps Local Planning Policy

Version 2

Scheme Provisions:

TPS #9
3.1 Zoning and Development Table
TPS #10
4.1 Zoning and Development Table

Other References:

Shire of Northampton Local
Planning Scheme No. 10
Shire of Northampton Town
Planning Scheme No. 9
Planning and Development Act
2005
*Construction Camp Regulations
2004*
*Local Government (Miscellaneous
Provisions) Act 1960*
Building Regulations 1989
Health Act 1911
*Health (Food Hygiene)
Regulations 1993*
*Caravan Parks and Camping
Grounds Act 1995*
*Caravan Parks and Camping
Grounds Regulations 1997*

Special procedural considerations:

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval. This approach has produced many examples of inappropriate built form that has a long-term impact on the amenity and sustainability of the locality.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and 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

3.0 OBJECTIVE

- 3.1 To ensure that applications for the development of temporary accommodation camps are assessed in a consistent, fair, thorough and timely manner.
- 3.2 To provide guidance to staff, Councillors, other government agencies, landowners, developers, consultants and the general public regarding the assessment of applications for temporary accommodation.
- 3.3 To ensure that developers are aware of the requirements in providing, managing and removal of camps.
- 3.4 To establish guidelines to be used in considering any applications proposed for the development of these camps.

4.0 POLICY

4.1 Definitions

“Temporary Accommodation Camp” or **“Construction Camp”** means any camp used for duration of more than 6 months, though not necessarily in the one location, for the accommodation of a workforce of more than 25 persons in conjunction with:

- a. The construction of a railway line or siding;
- b. The construction, structural alteration or demolition of;
 - i. A building;
 - ii. A dock, wharf, jetty, pier, breakwater, tunnel, dam, viaduct, reservoir, pipeline, gas holder; and
 - iii. Waterworks or sewerage works.
- c. The preparation of an area for mining operations; and
- d. Any other work that requires a temporary resident work force.

But does not include:

- e. Camps used for defence purposes; and
- f. Wayside camps for drovers or teamsters.

Temporary accommodation or construction camps have been divided into 2 types, being:

“Type A Camps” – are located in close proximity to existing urban or resident populations, typically on land zoned residential or commercial purposes, at the discretion of the local government (refer 7.0 Annexure A – For particular requirements).

“Type B Camps” – are considered to be remote from existing urban or resident populations, typically on land zoned rural or pastoral uses, at the discretion of the local government (refer 8.0 Annexure B – For particular requirements).

“Accommodation Unit” – means a cluster of a maximum of 4 accommodation rooms.

“Ancillary Buildings” – means any building associated with the construction camp not used for the purposes of accommodation (ie. bar area, dining hall, kitchen, offices etc.).

4.2 Specific Policy Requirements

- 4.2.1 For the specific policy requirements for Type 'A' temporary accommodation camps refer to Annexure A, attached to this Local Planning Policy.
- 4.2.2 For the specific policy requirements for Type 'B' temporary accommodation camps refer to Annexure B, attached to this Local Planning Policy.

4.3 Application Requirements and Procedure

4.3.1 The following information is to be provided with an application for planning approval:

- (a) A minimum of 4 sets of accurately scaled and dimensioned locality plans, site plans, floor plans, elevations (generally north, south, east and west elevations showing all buildings proposed for the site, rather than elevations of individual buildings, or as otherwise agreed by Council;
- (b) An analysis of the physical characteristics of the site (on sloping sites topographic mapping may be required);
- (c) Details of how the development is to be staged;
- (d) Information regarding how essential services are to be provided to the site;
- (e) An indication from the proposed/intended accommodation purchaser/s (i.e. whose workforce is the camp intended to house);
- (f) Details of proposed/intended accommodation purchaser/s of the suitability of the proposal for their accommodation needs (i.e. in terms of size, location layout, facilities and detailed design does it meet their requirements for accommodating their workforce);
- (g) Details of any prior consultation with local communities and government agencies;
- (h) Details of any ongoing community benefit that will result from development of the camp;
- (i) In "Type A" Camp situations, details of landscaping, fencing, internal access roads and building materials and finishes;
- (j) A Camp Management Plan; and
- (k) A Decommissioning Plan.

4.3.2 The following process is to be undertaken for the assessment of an application for a temporary accommodation camp:

Step 1 – Preliminaries

The proposal should generally be discussed with Council's senior staff prior to an application being submitted and in some instances preliminary, written advice will be provided. Applicants should ensure, in consultation with Council staff, that their application contains all the required information.

Step 2 – Initial Consideration by Council

Council staff will present a report to Council detailing the application and addressing all aspects of the policy and any other relevant considerations, including details of a site inspection.

Step 3 – Referral and Advertising

The application will be advertised for public comment and referred to relevant stakeholders for a minimum of 14 days in accordance with the Scheme requirements. During that period advertisements will be placed in a newspaper/s that has circulation within the Shire, a sign erected shall be erected on site and plans/documents detailing the application shall be made available for inspection at

Council's offices.

Step 4 – Final Consideration by Council

The application will be considered in light of any submissions received during the advertising period. Council staff will present a report to Council presenting relevant facts and discussion sufficient to enable Council to make an informed decision.

5.0 RESPONSIBILITY	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register		
6.0 ADOPTION	16 November 2007	Advertising	(Minutes 11.6.1)
	19 March 2008	Final Adoption	(Minutes 3.7.8)
	V2 16 May 2014	Advertising	



7.0 ANNEXURE A – POLICY TYPE ‘A’ CAMPS

7.1 Location of Camps

The particular location of any proposed camp is at the discretion of the local government and will depend on the capability, suitability and appropriateness of the site for the proposal. In general, unless the local government grants approval otherwise, temporary accommodation camps shall not be located:

- a) in a position or area that would adversely affect residential, rural residential or rural smallholdings uses or lifestyles or that would detract from any particular scenic or visual attraction;
- b) adjacent to recognised tourist routes; and
- c) within any sensitive areas such as industrial zone buffers or waste water treatment plant buffers.

7.2 Density of Development

7.2.1 Type A Camps shall not exceed 200 accommodation rooms.

7.2.2 The overall density of development of the camp should not exceed 100 persons per hectare.

7.2.3 The local government may consider variations to the above requirements subject to the proponent providing adequate justification for the proposed variation(s) to the satisfaction of the local government.

7.3 Design Requirements and Building Materials of Structures

7.3.1 All materials used and construction of accommodation and ancillary buildings shall be in accordance with the Building Code of Australia 1996 and Health Act (Construction Camp Regulations).

7.3.2 The use of reflective cladding materials on buildings shall not be permitted.

7.3.3 The building materials shall be of the earth brown, vegetation green or local landscape colours range to blend with the surroundings.

7.3.4 The use of second hand materials is not supported.

7.3.5 Each accommodation unit must be designed such that each accommodation room meets the following criteria:

- a) the ventilation and air space is to be in accordance with the requirements of the Health Act 1911 Construction Camp Regulations;
- b) adequate provisions are to be made for heating and cooling systems for each accommodation room;
- c) an ensuite is to be provided for each accommodation room within Type A Camps, though the local government may consider the use of shared ensuite facilities between two (2) accommodation rooms. The ensuite shall contain a shower, toilet and hand basin. Each ensuite shall have a door that opens outwards or can be readily removed from

the outside. In the case of a shared ensuite, the door/s must be capable of being locked. The requirements for the ensuite must be in accordance with Health Act 1911 and the Building Code of Australia, 1996;

- d) each accommodation room should be provided with a bed, clothes storage, table/desk and any other necessary furniture, as may be required;
- e) each accommodation room is to have at least 2 double power points; and
- f) each accommodation room is to be provided with both natural and artificial light, in accordance with the requirements of the Health Act 1911 Construction Camp Regulations.

7.3.6 Adequate provisions are to be made for verandas for each accommodation unit or alternatively, the supply of common covered outdoor areas, to the satisfaction of the local government.

7.4 Landscaping & Aesthetics

7.4.1 All accommodation units, ancillary buildings and car parking areas will be setback in accordance with the Town Planning Scheme.

7.4.2 All boundary setback areas with frontage to roads will be required to be landscaped with appropriate fast growing trees and shrubs, to the satisfaction of the local government.

7.4.3 The internal camp area is to be landscaped for screening and shade purposes, in accordance with an approved landscape plan, to the satisfaction of the local government.

7.4.4 Landscaping works are to be commenced within 30 days of the completion of construction of the camp, and are to be maintained by the developer/manager of the camp throughout the duration of the camp. The local government may require that a bond be provided to ensure that the landscaping is maintained.

7.4.5 The developer is to provide footpaths which are a minimum of 1.2 metres wide between all accommodation units, outdoor areas, ancillary buildings, car parks and bus bays. The footpaths shall be shown on the site plan at the time of making the application. The materials used to construct such footpaths are to be to the satisfaction of the local government.

7.5 Fencing

The developer is to install uniform boundary fencing, such as plain post and wire around the property boundary, to the satisfaction of the local government.

7.6 Water Supply

7.6.1 Arrangements are to be made with the Water Corporation so that connection to a water supply service will be available to the proposed camp.

7.6.2 In the event that no reticulated water supply can be provided to the land, arrangements are to be made to provide an adequate water supply of potable water. Potable water is defined as water in which levels of physical, chemical and microbiological constituents does not exceed the guideline values set out in the National Health and Medical Research Council and Australian Water Resources Council publication "Guidelines for Drinking Water quality in Australia 1987", which has been approved by the local government subject to any conditions which may be laid down by the Commissioner for Health.

7.6.3 All tanks and vessels used for the storage of drinking water shall be so constructed and covered as to prevent water stored therein from becoming polluted or contaminated.

7.6.4 The potable water supply shall be of a capacity to provide a minimum of 80 litres per person per day.

7.7 Stormwater Drainage

All stormwater from roofed and paved areas shall be collected and disposed of on site to the satisfaction of the Shire's EHO/Building Surveyor.

7.8 Effluent Disposal and Toilet Facilities

All ablution facilities shall be connected to an appropriate approved effluent disposal system, in accordance with the requirements of the Department of Environment and Conservation and the Health Department of WA.

In addition to the ablution facilities provided for each accommodation room, suitable provisions are to be made for ablution facilities, in common areas (i.e. dining rooms, offices etc.).

7.9 Laundry Facilities

7.9.1 Minimum laundry facilities shall be provided to the following scale:

Up to 100 persons	1 unit to 10 persons
Over 100 up to 200 persons	1 unit to 12 persons
Over 200 up to 300 persons	1 unit to 15 persons

or

Otherwise in accordance with the Health Act (Construction Camp Regulations).

7.9.2 Such laundry facilities will include:

- a) at least 1 washing machine connected to hot and cold running water;
- b) a trough with a drain plug and hot and cold running water;
- c) at least 0.3 metres of bench space for ironing clothes, with access to a power point;
- d) an electric clothes dryer or 60m of washing line; and
- e) supplied with artificial light.

7.10 Rubbish Disposal

7.10.1 The developer/manager of the facility will be required to negotiate with the local government for the provision of rubbish disposal services.

7.10.2 The developer/manager is to provide at least 1 common area for rubbish collection which may be easily accessed by the local government. This area is to contain bin wash down areas and be appropriately setback and screened from adjoining buildings, to the satisfaction of the local government.

7.10.3 Bins to be provided in all common areas.

7.10.4 All putrescible waste is to be disposed of in 240 litre MGB's or other approved fly proof receptacle. All other wastes are to be disposed of in accordance with the requirements of the Shire's EHO/Building Surveyor.

7.11 Lighting

7.11.1 Appropriate night time security lighting is to be provided within the camp site to the satisfaction of the local government.

7.11.2 All lighting shall be required to adopt shading measures and be directed to minimise any unnecessary light spill and impacts on the surrounding locality.

7.12 Emergency Services, Fire and First Aid

- 7.12.1 The developer/manager will be required to make adequate provisions for emergency fire services, including fire breaks, fire fighting equipment and water supplies in accordance with the relevant legislation.
- 7.12.2 The proponent will be required to make suitable provisions for first aid facilities in accordance with the Health Department regulations.
- 7.12.3 All emergency services shall be adequately marked and located to ensure emergency vehicle access.

7.13 Access and Parking Provisions

All access and car parking areas shall be located, designed and constructed to the satisfaction of the local government.

7.14 Road Standards

The local government will consider the existing road network adjacent to the development site and may require that the developer construct, upgrade the existing road(s) and/or contribute towards the additional maintenance of the existing road(s) if it is considered that the development of the site for these purposes and subsequent additional vehicle movements warrants such action.

7.15 Signage

- 7.15.1 Signage shall be in accordance with the Town Planning Scheme and relevant Policy requirements.
- 7.15.2 A 1800mm x 1800mm information sign shall be provided at the entrance to the development site to indicate such information as:
- Owner of the site;
 - Manager of the site;
 - Specific Rules for the Camp Area;
 - Map of the Camp Area; and
 - Emergency Contact Phone Number(s).

7.16 Catering and Meals Areas

All kitchen and meal areas shall comply with the relevant standards as prescribed by the Health Act and other relevant legislation to the satisfaction of the local government.

7.17 Removal of Structures and Rehabilitation of Site

- 7.17.1 The local government shall require that all temporary structures, waste disposal facilities, roads, parking areas and drainage facilities are permanently removed from the site at the cessation of the Planning Approval granted by the local government for the camp.
- 7.17.2 The local government shall require that the site is left in a neat and tidy condition following the removal of the structures and a statement to this effect shall be provided by the developer/manager.



8.0 ANNEXURE B – POLICY TYPE ‘B’ CAMPS

8.1 Location of Camps

The particular location of any proposed camp is at the discretion of the local government and will depend on the capability, suitability and appropriateness of the site for the proposal. In general, unless the local government grants approval otherwise, temporary accommodation camps shall not be located:

- a) in a position or area that would adversely affect residential, rural residential or rural smallholdings uses or lifestyles or that would detract from any particular scenic or visual attraction;
- b) adjacent to recognised tourist routes; and
- c) within any sensitive areas such as industrial zone buffers or waste water treatment plant buffers.

8.2 Density of Development

8.2.1 Type B Camps shall not exceed 500 accommodation rooms.

8.2.2 The overall density of development of the camp should not exceed 100 persons per hectare.

8.2.3 The local government may consider variations to the above requirements subject to the proponent providing adequate justification for the proposed variation(s) to the satisfaction of the local government.

8.3 Design Requirements and Building Materials of Structures

8.3.1 All materials used and construction of accommodation and ancillary buildings shall be in accordance with the Building Code of Australia 1996 and Health Act (Construction Camp Regulations).

8.3.2 The local government may consider the approval to use second hand materials and/or buildings in Type B camps, and all applications to do so must be accompanied by the following information:

- a) photographs clearly showing four separate elevations of the used buildings;
- b) an inspection report from an approved Building Surveyor, Structural Engineer or other authorised person; and
- c) the standard building and site plans as would be required for such an application.

8.3.3 Each accommodation unit must be designed such that each accommodation room meets the following criteria:

- a) the ventilation and air space is to be in accordance with the requirements of the Health Act 1911 Construction Camp Regulations;
- b) adequate provisions are to be made for heating and cooling systems for each accommodation room;
- c) an ensuite is to be provided for each accommodation room within Type A Camps, though the local government may consider the use of shared ensuite facilities between

two (2) accommodation rooms. The ensuite shall contain a shower, toilet and hand basin. Each ensuite shall have a door that opens outwards or can be readily removed from the outside. In the case of a shared ensuite, the door/s must be capable of being locked. The requirements for the ensuite must be in accordance with Health Act 1911 and the Building Code of Australia, 1996;

- d) each accommodation room should be provided with a bed, clothes storage, table/desk and any other necessary furniture, as may be required;
- e) each accommodation room is to have at least 2 double power points; and
- f) each accommodation room is to be provided with both natural and artificial light, in accordance with the requirements of the Health Act 1911 Construction Camp Regulations.

8.3.4 Adequate provisions are to be made for verandas for each accommodation unit or alternatively, the supply of common covered outdoor areas, to the satisfaction of the local government.

8.4 Setback Requirements

All accommodation units, ancillary buildings and car parking areas will be setback in accordance with the Town Planning Scheme.

8.5 Fencing

The developer is to install uniform boundary fencing, such as plain post and wire around the property boundary, to the satisfaction of the local government.

8.6 Water Supply

8.6.1 Arrangements are to be made with the Water Corporation so that connection to a water supply service will be available to the proposed camp.

8.6.2 In the event that no reticulated water supply can be provided to the land, arrangements are to be made to provide an adequate water supply of potable water. Potable water is defined as water in which levels of physical, chemical and microbiological constituents does not exceed the guideline values set out in the National Health and Medical Research Council and Australian Water Resources Council publication "Guidelines for Drinking Water quality in Australia 1987", which has been approved by the local government subject to any conditions which may be laid down by the Commissioner for Health.

8.6.3 All tanks and vessels used for the storage of drinking water shall be so constructed and covered as to prevent water stored therein from becoming polluted or contaminated.

8.6.4 The potable water supply shall be of a capacity to provide a minimum of 80 litres per person per day.

8.7 Stormwater Drainage

All stormwater from roofed and paved areas shall be collected and disposed of on site to the satisfaction of the Shire's EHO/Building Surveyor.

8.8 Effluent Disposal and Toilet Facilities

8.8.1 All ablution facilities shall be connected to an appropriate approved effluent disposal system, in accordance with the requirements of the Department of Environment and Conservation and the Health Department of WA.

8.8.2 In addition to the ablution facilities provided for each accommodation room, suitable provisions are to be made for ablution facilities, in common areas (i.e. dining rooms, offices etc.).

8.9 Laundry Facilities

8.9.1 Minimum laundry facilities shall be provided to the following scale:

Up to 100 persons	1 unit to 10 persons
Over 100 up to 200 persons	1 unit to 12 persons
Over 200 up to 300 persons	1 unit to 15 persons

or

Otherwise in accordance with the Health Act (Construction Camp Regulations).

8.9.2 Such laundry facilities will include:

- a) at least 1 washing machine connected to hot and cold running water;
- b) a trough with a drain plug and hot and cold running water;
- c) at least 0.3 metres of bench space for ironing clothes, with access to a power point;
- d) an electric clothes dryer or 60m of washing line;
supplied with artificial light.

8.10 Rubbish Disposal

8.10.1 The developer/manager of the facility will be required to negotiate with the local government for the provision of rubbish disposal services.

8.10.2 The developer/manager is to provide at least 1 common area for rubbish collection which may be easily accessed by the local government. This area is to contain bin wash down areas and be appropriately setback and screened from adjoining buildings, to the satisfaction of the local government.

8.10.3 Bins to be provided in all common areas.

8.10.4 All putrescible waste is to be disposed of in 240 litre MGB's or other approved fly proof receptacle. All other wastes are to be disposed of in accordance with the requirements of the Shire's EHO/Building Surveyor.

8.11 Lighting

8.11.1 Appropriate night time security lighting is to be provided within the camp site to the satisfaction of the local government.

8.11.2 All lighting shall be required to adopt shading measures and be directed to minimise any unnecessary light spill and impacts on the surrounding locality.

8.12 Emergency Services, Fire and First Aid

8.12.1 The developer/manager will be required to make adequate provisions for emergency fire services, including fire breaks, fire fighting equipment and water supplies in accordance with the relevant legislation.

8.12.2 The proponent will be required to make suitable provisions for first aid facilities in accordance with the Health Department regulations.

8.12.3 All emergency services shall be adequately marked and located to ensure emergency vehicle access.

8.13 Access and Parking Provisions

All access and car parking areas shall be located, designed and constructed to the satisfaction of the local government.

8.14 Road Standards

The local government will consider the existing road network adjacent to the development site and may require that the developer construct, upgrade the existing road(s) and/or contribute towards the additional maintenance of the existing road(s) if it is considered that the development of the site for these purposes and subsequent additional vehicle movements warrants such action.

8.15 Signage

8.15.1 No signs are to be erected on the lot without the local government's approval.

8.15.2 Signage shall be in accordance with the Town Planning Scheme and relevant Policy requirements.

8.16 Catering and Meals Areas

All kitchen and meal areas shall comply with the relevant standards as prescribed by the Health Act and other relevant legislation to the satisfaction of the local government.

8.17 Removal of Structures and Rehabilitation of Site

8.17.1 The local government shall require that all temporary structures, waste disposal facilities, roads, parking areas and drainage facilities are permanently removed from the site at the cessation of the Planning Approval granted by the local government for the camp.

8.17.2 The local government shall require that the site is left in a neat and tidy condition following the removal of the structures and a statement to this effect shall be provided by the developer/manager.

**Shire of Northampton – Local Planning
Policy**



BYO LIQUOR PERMIT

1.0 OBJECTIVES

2.0 POLICY

1.0 OBJECTIVES

To assist Council in determining applications for BYO Liquor Permits and allow Council to restrict the approval of BYO Liquor Permits to certain land uses.

2.0 POLICY

2.1 Council will only approve a BYO Liquor Permit for land uses where meals are prepared and provided to patrons for consumption on the premises (eg eating houses, restaurants, country kitchens, reception centres, tourist accommodation premises etc) and where adequate ablution facilities are provided.

2.2 Council will not approve a BYO Liquor Permit for land uses where no meals are provided to patrons or where meals prepared are for consumption off the premises (eg amusement parlours etc).

NOTE: Should there be any conflict between this Policy and the Shire of Northampton Town Planning Schemes, the Town Planning Schemes shall prevail.

Council Adoption:

23 May 2003

**Shire of Northampton
Local Planning Policy**



HOLIDAY HOMES (KALBARRI VISION)

- 1.0 BACKGROUND
 - 2.0 OBJECTIVE
 - 3.0 DEFINITIONS
 - 4.0 POLICY
-

1.0 BACKGROUND

- 1.1 “Holiday Accommodation” is a use listed in *Town Planning Scheme No. 9 - Kalbarri* that is not permitted unless the Planning Approval of Council has been given after the application has been advertised in accordance with the Scheme requirements.
- 1.2 The “Kalbarri Vision” project will entail the provision of a variety of “Holiday Accommodation” and it is intended that the surrounding residential land will retain its residential character and augment these tourist developments.

2.0 OBJECTIVE

- 2.1 To ensure that the residential areas of the “Kalbarri Vision” project retain their predominant residential character and augment the major tourist developments of the immediate area.
- 2.2 To establish clear guidelines whereby holiday homes can be permitted and controlled in the residential areas of the “Kalbarri Vision” project.

3.0 DEFINITIONS

- 3.1 **Holiday Home** means a dwelling (as defined in the *Residential Design Codes*), single or grouped, used to provide short term accommodation for a maximum of 6 people.
- 3.2 **Short Term** means a period of not more than 3 months in any one year per occupancy.

4.0 POLICY

- 4.1 This policy is applicable to all land zoned “Residential” within Superlots 2 & 6 as shown in Schedule 1.
- 4.2 Applicants wishing to utilise their dwelling for a Holiday Home will need to make an Application for Planning Approval in accordance with the Scheme requirements either in conjunction with, or prior to, the application for a Building Licence.
- 4.3 All applications will be advertised only in accordance with Clause 6.4.2 (a) of *Town Planning Scheme No. 9* and Clause 3.3.4 (Level C Consultation) of the *Consultation for Planning Proposals Local Planning Policy*.

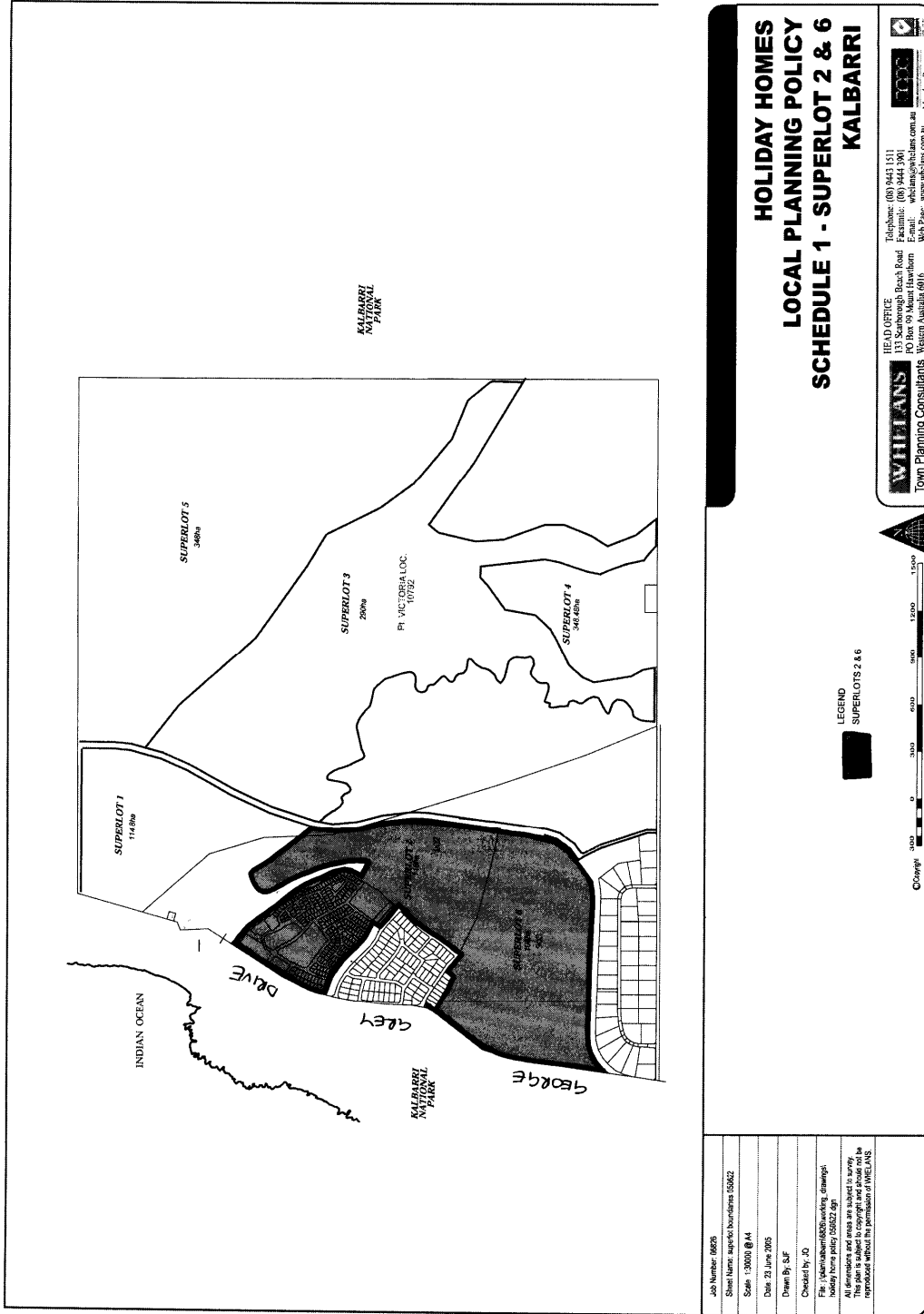
- 4.4 Signage is not permitted.
- 4.5 Additional parking is to be provided for boats/trailers within the property boundary.
- 4.6 Other forms of holiday accommodation such as Guesthouse and Backpackers will not be supported as they are considered to impinge on the residential character of the locality and would have an adverse impact on the level of service provided by similar existing or approved facilities enjoyed by tourists.

NOTE: Should there be any conflict between this Policy and the Shire of Northampton Town Planning Schemes, the Town Planning Schemes shall prevail.

Council Adoption:

15 September 2005	Advertising	(Minute 9.8.3)
17 November 2005	Final Approval	(Minute 11.9.4)
22 January 2010	Modified LPP Advertising	(Minute 1.8.1)
19 March 2010	Modified LPP Final Approval	(Minute 3.8.1)

(Schedule 1)



**Shire of Northampton
Local Planning Policy**



RESIDENTIAL TYPE DEVELOPMENT

- 1.0 OBJECTIVES
 - 2.0 POLICY
-

1.0 OBJECTIVES

To assist Council in determining residential type applications in areas that are not specifically covered by the “Residential Design Codes”.

2.0 POLICY

- 2.1 The types of development covered by this policy generally include residential development on non-residential zoned land (eg. Caretaker’s Dwelling, Bed & Breakfast etc.).
 - 2.2 Applications will be assessed against the general site requirements of the most relevant R Coding.
 - 2.3 In determining the most relevant R Coding Council will have regard to any adjoining R Coding, the size of the lot and the intended nature of the development.
-

NOTE: Should there be any conflict between this Policy and the Shire of Northampton Town Planning Schemes, the Town Planning Schemes shall prevail.

Council Adoption:

15 August 2003	Advertising	(Minute 8.14.6)
19 September 2003	Final Approval	(Minute 9.13.13)

**Shire of Northampton
Local Planning Policy**



**WATER QUALITY TESTING
WITHIN PLANNING PROPOSALS**

- 1.0 OBJECTIVES
 - 2.0 POLICY
-

1.0 OBJECTIVES

To set an appropriate standard for water quality testing analysis included within planning proposals submitted to Council and to ensure that water quality testing is conducted by qualified laboratories in accordance with relevant Australian Standards.

2.0 POLICY

Council requires that all water quality testing analysis included within planning proposals is conducted by a laboratory accredited by the National Association of Testing Authorities (NATA) to ensure that water quality results satisfy the National Health and Medical Research Council's document entitled *Guidelines for Drinking Water Quality in Australia*.

NOTE: *Should there be any conflict between this Policy and the Shire of Northampton Town Planning Schemes, the Town Planning Schemes shall prevail.*

Adopted by Council:

23 May 2003

6.4.1	ACCOUNTS FOR PAYMENT	2
6.4.2	MONTHLY FINANCIAL STATEMENTS MAY 2014	11
6.4.3	2014-2015 FEES AND CHARGES SCHEDULE/MINIMUM RATES	27
6.4.4	BUDGET SUBMISSIONS 2014-2015	29
6.4.5	INTERIM AUDIT REPORT	30

6.4.1 ACCOUNTS FOR PAYMENT

FILE REFERENCE:	1.1.1
DATE OF REPORT:	10 June 2014
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 June 2014, 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 6.4.1

That Municipal Fund Cheques 20138 to 20176 inclusive, totalling \$461,742.02, Municipal EFT payments numbered EFT12403 to EFT12499 inclusive totalling \$275,702.35, Direct Debit payments GJ1109 to GJ1113 totalling \$1,166.59 Trust Fund Cheques 1950-1957, totalling \$8,107.10 be passed for payment and the items therein be declared authorised expenditure.

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 JUNE 2014

Chq #	Date	Name	Description	Amount
20138	20-05-2014	SYNERGY	ELECTRICITY CHARGES	35676.00
20139	20-05-2014	DPT. OF ENVIRONMENT REGULATION	CLEARING PERMIT - OGILVIE WEST ROAD	200.00
20140	27-05-2014	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	167.08
20141	27-05-2014	KAREN BAILEY	STERILISATION SUBSIDY	20.00
20142	27-05-2014	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	427.70
20143	27-05-2014	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	6858.13
20144	27-05-2014	COVS PARTS PTY LTD	PARTS	1218.32
20145	27-05-2014	GERALDTON MOWER & REPAIR SPECIALISTS	STIHL BRUSH CUTTER	599.00
20146	27-05-2014	R GREEN	HORROCKS - BOBCAT WORKS	280.00
20147	27-05-2014	HUMMINGBIRD ELECTRONICS PTY LTD	GPS TRIP METER	750.00
20148	27-05-2014	KALBARRI GAS	KALBARRI DRAINAGE CLEANOUT	400.00
20149	27-05-2014	MAIN ROADS WESTERN AUSTRALIA	KALB/AJANA RD EDGE REINSTATEMENTS	110000.00
20150	27-05-2014	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	633.52
20151	27-05-2014	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	369.51
20152	27-05-2014	REST SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	193.70
20153	27-05-2014	TELSTRA	TELEPHONE CHARGES	1469.87
20154	28-05-2014	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	173.05
20155	04-06-2014	PETTY CASH - NCCA	PETTY CASH RECOUP	125.90
20156	05-06-2014	PAUL ALLAN SIMKIN	RATES REFUND	186.09
20157	10-06-2014	KALBARRI IGA	REFRESHMENTS	61.18
20158	10-06-2014	AUSTRALIA POST	POSTAGE	584.35
20159	10-06-2014	REG BATTERSBY	BACK HOE - CLEAR DRAIN PT GREGORY	977.50
20160	10-06-2014	B P ROADHOUSE NORTHAMPTON	REFRESHMENTS/FUEL	941.13
20161	10-06-2014	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	12517.78
20162	10-06-2014	VEOLIA ENVIRONMENTAL SERVICES (AUSTRALIA) PTY LTD	REFUSE COLLECTION/REFUSE SITE MTCE JULY 2013 - MAY 2014	271932.57
20163	10-06-2014	VINIDEX PTY LTD	STORMWATER PIPE - GREGORY	1305.48



SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 JUNE 2014

Chq #	Date	Name	Description	Amount
20164	10-06-2014	COMMISSIONER OF POLICE	CORPORATE FIREARM LICENSE RENEWAL	117.00
20165	10-06-2014	DEPT OF TRANSPORT	VEHICLE LICENSE	24.50
20166	10-06-2014	COVS PARTS PTY LTD	HARDWARE	637.81
20167	10-06-2014	GERALDTON MOWER & REPAIR SPECIALISTS	TORO TIMECUTTER MOWER 2013	8443.20
20168	10-06-2014	HOPPYS PARTS R US	PARTS	73.26
20169	10-06-2014	BILGOMAN AUTO TECH	VEHICLE SERVICE	429.72
20170	10-06-2014	STATE LIBRARY OF WA	LOST/DAMAGE BOOK	2.20
20171	10-06-2014	LITTLE BAY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	129.14
20172	10-06-2014	MACH 1 AUTO ONE	FLOOR MAT	31.70
20173	10-06-2014	NORTHAMPTON HISTORICAL SOCIETY	150 YR SLIDESHOW DVDS	170.00
20174	10-06-2014	NORTHAMPTON COMMUNITY CENTRE	SPORTS ADMINISTRATION	3117.87
20175	10-06-2014	NORTHAMPTON COMMUNITY NEWS INC	NCCA ADVERTISING JUNE	100.00
20176	10-06-2014	STEWART & HEATON CLOTHING CO PTY LTD	PPE	397.76
				<u>\$461,742.02</u>

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 JUNE 2014

ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT

EFT #	Date	Name	Description	Amount
EFT12403	21-05-2014	AUSTRALIAN TAXATION OFFICE	APRIL 2014 BAS	10098.00
EFT12404	21-05-2014	KEVIN BROWN	REIMB TELSTRA LINE RENTAL	46.95
EFT12405	21-05-2014	NEIL BROADHURST	REIMB SYNERGY/TELSTRA	674.78
EFT12406	21-05-2014	E & S KOPPENSTEINER	REIM TELSTRA	72.00
EFT12407	21-05-2014	LB & BJ RYAN	REIMB MEAT & SALAD	115.00
EFT12408	21-05-2014	STEVE WILLIAMS	ANIMAL EUTHANASIA	589.90
EFT12409	22-05-2014	WA SUPER	SUPERANNUATION CONTRIBUTIONS	13323.80
EFT12410	22-05-2014	T & J NEWMAN	CONTRACT CLEANER	1082.30
EFT12411	27-05-2014	AIRPORT ALLIANCE CONTRACTING	KAL AIRPORT - REPAIR AFRU	378.95
EFT12412	27-05-2014	ANGIE'S CAFE	CATERING	80.00
EFT12413	27-05-2014	BS & JA COCKRAM	BASKETBALL RING - GUIDE PARK	462.00
EFT12414	27-05-2014	COURIER AUSTRALIA	FREIGHT	190.70
EFT12415	27-05-2014	DPT. OF ENVIRONMENT REGULATION	RENEW LICENSE KALB REFUSE/DEPOT	1009.88
EFT12416	27-05-2014	EDUCATIONAL EXPERIENCE PTY LTD	NCCA - STROLLER, HIGHCHAIR, CHANGING TABLE	84.29
EFT12417	27-05-2014	FREEMANS LIQUID WASTE PTY LTD	PUMP SEPTICS	1565.00
EFT12418	27-05-2014	GPC EARTHMOVING	STORM WATER INSTALATION	52376.50
EFT12419	27-05-2014	GRAHAM W GRUNDY	HERITAGE INVENTORY DATABASE V9	220.00
EFT12420	27-05-2014	UHY HAINES NORTON	INTERIM AUDIT 13/14	11879.00
EFT12421	27-05-2014	NR & DJ HAYNES	BUILDING MAINTENANCE	303.54
EFT12422	27-05-2014	JASON SIGNMAKERS	SIGNS	3412.20
EFT12423	27-05-2014	KALBARRI EXPRESS FREIGHT	FREIGHT	113.91
EFT12424	27-05-2014	KALBARRI PEST CONTROL	TERMITE/PEST CONTROL	280.00
EFT12425	27-05-2014	KESCO EDUCATIONAL PTY LTD	NCCA CRAFT SUPPLIES	360.25
EFT12426	27-05-2014	KALBARRI SITEWORKS	PLANT HIRE	4372.50
EFT12427	27-05-2014	LGRCEU	PAYROLL DEDUCTIONS	155.20
EFT12428	27-05-2014	MIDWEST FINANCIAL	FBT 2014 LODGEMENT	880.00



**SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 JUNE 2014**

EFT #	Date	Name	Description	Amount
EFT12429	27-05-2014	M L COMMUNICATIONS	OFFICE PHONE	69.89
EFT12430	27-05-2014	KALBARRI PALM RESORT	ACCOMM - NTON CONSTRUCTION CREW	3871.00
EFT12431	27-05-2014	PURCHER INTERNATIONAL	PARTS	27.19
EFT12432	27-05-2014	ROTALOO WA	LITTLE BAY TOILETS - ROTALOO BIOSTIMULANT	53.36
EFT12433	27-05-2014	THE BANGAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	2209.06
EFT12434	27-05-2014	TOTALLY WORKWEAR - GERALDTON	UNIFORMS	165.99
EFT12435	27-05-2014	LANDGATE	VALUATION EXPENSES	290.40
EFT12436	27-05-2014	VERLINDENS ELECTRICAL GERALDTON	NTON NETBALL - PROGRESS CLAIM # 2	10769.00
EFT12437	27-05-2014	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN PAYMENT 149 & 151	38105.30
EFT12438	27-05-2014	WESTERN RESOURCE RECOVERY PTY LTD	PUMP SEPTICS	3230.00
EFT12439	21-05-2014	AUSTRALIAN TAXATION OFFICE	FBT 2014	31263.95
EFT12440	05-06-2014	GERALDTON SIGN MAKERS	BANNER	475.20
EFT12441	05-06-2014	E & S KOPPENSTEINER	REIMB BENARA PLANTS	682.53
EFT12442	05-06-2014	WA SUPER	SUPERANNUATION CONTRIBUTIONS	13439.56
EFT12443	05-06-2014	GRANT MIDDLETON	ACCOMM & REIMB PARKING FINANCE MANAGERS CONF	128.00
EFT12444	05-06-2014	T & J NEWMAN	CONTRACT CLEANER	1082.30
EFT12445	05-06-2014	LB & BJ RYAN	REIMB MEAT & SALAD	115.50
EFT12446	05-06-2014	STEVE WILLIAMS	REIMB GLASSES	216.50
EFT12447	06-06-2014	GLENN BANGAY	REIMB ENVIRONMENTAL HEALTH AUST MEMBERSHIP 14/15	295.00
EFT12448	06-06-2014	TANYA HENKEL	HERITAGE ADVISORY SERVICES APRIL & MAY 14	1042.69
EFT12449	10-06-2014	A & B CANVAS AUSTRALIA	WINDSOCKS	503.80
EFT12450	10-06-2014	ABROLHOS PLUMBING SERVICE	PLUMBING	2600.00
EFT12451	10-06-2014	AERODROME MANAGEMENT SERVICES	AERODROME REPORTING OFFICER TRAINING	2050.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 JUNE 2014

EFT #	Date	Name	Description	Amount
EFT12452	10-06-2014	AFGRI EQUIPMENT AUST PTY LTD	PARTS	362.34
EFT12453	10-06-2014	AMAZZINI & SON	PAVERS	2400.00
EFT12454	10-06-2014	ANGIE'S CAFE	REFRESHMENTS - COMMUNITY FORUM	80.00
EFT12455	10-06-2014	AUSTRAL MERCANTILE COLLECTIONS	LEGAL EXPENSES	6128.40
EFT12456	10-06-2014	CATWEST PTY LTD	BOBCAT HIRE	8654.80
EFT12457	10-06-2014	CHEM CENTRE	WATER SAMPLES	220.00
EFT12458	10-06-2014	COASTAL PLUMBING & GAS FITTING	PLUMBING	132.00
EFT12459	10-06-2014	COOPERS CONCRETE PRODUCTS & ROOF TILING	LEACH DRAINS	2255.00
EFT12460	10-06-2014	STAPLES	P/COPIER MTCE	1941.09
EFT12461	10-06-2014	COURIER AUSTRALIA	FREIGHT	127.71
EFT12462	10-06-2014	K & M EASTOUGH AND SONS	GRAVEL	1316.70
EFT12463	10-06-2014	ATOM SUPPLY	PROTECTIVE CLOTHING	495.42
EFT12464	10-06-2014	GERALDTON TYREPOWER	4 TYRES	676.00
EFT12465	10-06-2014	GREAT NORTHERN RURAL SERVICES	WATER/SOIL TESTING	391.00
EFT12466	10-06-2014	HASLEBYS HARDWARE SUPPLIES	DYNAMIC LIFTER, BIO ACTIVE, BROOM, PLANTS, BUCKET	1565.25
EFT12467	10-06-2014	C + J HANSON PLUMBING CONTRACTORS	PLUMBING	126.50
EFT12468	10-06-2014	HERALD NOMINEES PTY LTD	APPLE IPHONE	720.00
EFT12469	10-06-2014	JASON SIGNMAKERS	SIGN	70.40
EFT12470	10-06-2014	JONO DALE PLUMBING, GAS & AIR-CON	INSTALL LEACH DRAINS/PLUMBING	4411.79
EFT12471	10-06-2014	KALBARRI HARDWARE & BUILDING SUPPLIES	PVC CAP, ELBOW, RAPIDSET	283.63
EFT12472	10-06-2014	KALBARRI EXPRESS FREIGHT	FREIGHT	133.09
EFT12473	10-06-2014	KALBARRI SUPERMARKET	CONSTRUCTION CREW - SUNDRY FOOD ITEMS	904.99
EFT12474	10-06-2014	KALBARRI B P SERVICE STATION	FUEL/HARDWARE	242.61
EFT12475	10-06-2014	KALBARRI LAWNMOWING SERVICE	LAWNMOWING & GARDENING	420.00
EFT12476	10-06-2014	KALBARRI NEWSAGENCY	MOBILE PHONE/STATIONERY	90.90

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 JUNE 2014

EFT #	Date	Name	Description	Amount
EFT12477	10-06-2014	KALBARRI PEST CONTROL	TERMITE/PEST CONTROL	540.00
EFT12478	10-06-2014	KALBARRI SITEWORKS	PLANT HIRE	2002.00
EFT12479	10-06-2014	THE LUSCOMBE SYNDICATE	NCCA TOILET PAPER/DISINFECTANT	394.48
EFT12480	10-06-2014	LGRCEU	PAYROLL DEDUCTIONS	155.20
EFT12481	10-06-2014	MIDWEST MULCHING MOWING	MULCHING	3542.00
EFT12482	10-06-2014	MIDWEST TREE SERVICES	TREE LOPPING	2255.00
EFT12483	10-06-2014	MJB INDUSTRIES PTY LTD	DRAINAGE LIDS	1547.70
EFT12484	10-06-2014	KALBARRI MURCHISON VIEW APARTMENT	ACCOMM - COMMUNITY FORUM	170.00
EFT12485	10-06-2014	NORTHAMPTON IGA & LIQUOR STORE	REFRESHMENTS, CLEANING, GLOVES	97.00
EFT12486	10-06-2014	NORTHERN COUNTRY ZONE OF THE LOCAL GOVERNMENT ASS	NCZ CONVENTION & TRAINING	555.00
EFT12487	10-06-2014	NORTHAMPTON NEWSAGENCY	STATIONERY/NEWSPAPERS	1112.41
EFT12488	10-06-2014	NORTHAMPTON ROAD TRANSPORT	LOADER HIRE - DRY HIRE	1485.00
EFT12489	10-06-2014	NORTHAMPTON AUTO ELECTRICS	PLANT ELECTRICAL	3286.05
EFT12490	10-06-2014	NORTHAMPTON PHARMACY	WORKERS COMP MEDICATION	492.05
EFT12491	10-06-2014	CLEANPAK TOTAL SOLUTIONS	TOILET ROLLS	134.20
EFT12492	10-06-2014	KALBARRI PALM RESORT	ACCOMM - CONSTRUCTION CREW	3597.00
EFT12493	10-06-2014	PURCHER INTERNATIONAL	PARTS	243.54
EFT12494	10-06-2014	SUN CITY PRINT & DESIGN	STATIONERY	70.00
EFT12495	10-06-2014	MIDWEST AUTO GROUP	VEHICLE SERVICE	382.06
EFT12496	10-06-2014	THE BANGAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1104.53
EFT12497	10-06-2014	LANDGATE	VALUATION EXPENSES	382.34
EFT12498	10-06-2014	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	668.30
EFT12499	10-06-2014	YETNA FARM TREE NURSERY	PLANTS	524.00
				<u>\$275,702.35</u>

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 JUNE 2014

DIRECT DEBITS – MUNICIPAL ACCOUNT

Jnl #	Date	Name	Description	Amount
GJ1109	31/05/2014	BANK FEES	FEES	312.59
GJ1110	31/05/2014	COMPUTER EXPENSES	WESTNET	70.99
GJ1111	31/05/2014	BPOINT	FEES	213.32
GJ1113	31/05/2014	CORPORATE CARD	WESTNET	104.94
			BANK CHARGES	9.00
			IPAD FOLIOS	259.60
			REFRESHMENTS	87.15
			WATER COOLER - OFFICE	109.00
				<u>569.69</u>
				<u>\$1,166.59</u>

SHIRE OF NORTHAMPTON
FINANCE REPORT – 20 JUNE 2014

TRUST FUND CHEQUES

Chq #	Date	Name	Description	Amount
1950	13/05/2014	NORTHAMPTON COMMUNITY CENTRE	KIDSPORT	310.00
1951	13/05/2014	GERALDTON NETBALL ASSOCIATION	KIDSPORT	130.00
1952	13/05/2014	SAFE IN OZ PTY LTD	ONELIFE - WORKSHOP	1320.00
1953	13/05/2014	WILSONS SIGN SOLUTIONS	PLAQUES - HORROCKS MEMORIAL WALL	742.50
1954	15/05/2014	JIGSAW TRAINING	ONELIFE - WORKSHOP	3650.00
1955	CANCELLED			
1956	20/05/2014	SAFE IN OZ PTY LTD	ONELIFE - WORKSHOP	440.00
1957	27-05-14	MIDWEST YELLOW RIBBON FOR LIFE	ONELIFE - TRAINING	1514.60
				\$8,107.10

6.4.2	MONTHLY FINANCIAL STATEMENTS MAY 2014
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FILE REFERENCE:	1.1.1
DATE OF REPORT:	12 June 2014
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton
APPENDICES:	1. Monthly Financial Report for May 2014 2. Schedule Format provided as separate attachment

SUMMARY

Council to adopt the monthly financial reports as presented.

BACKGROUND:

This information is provided to Council on a monthly basis 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 May 2014 are attached, and include:

1. Income Statement by Function/Activity
2. Income Statement by Nature or Type
3. Statement of Financial Activity
4. Variance Explanation
5. Notes to and Forming Part of the Statement
6. Schedule Format (Separate Attachment)

FINANCIAL & BUDGET IMPLICATIONS:

Outstanding Veolia Accounts totalling \$271,932.57 were paid during May 2014. The only amounts owing for rubbish removal costs are current costs that can be attributed to May 2014.

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 6.4.2

That Council adopts the Monthly Financial Report for the period ending 31 May 2014.

SHIRE OF NORTHAMPTON
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

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SHIRE OF NORTHAMPTON
INCOME STATEMENT BY FUNCTION/ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

	YTD ACTUAL 2013/14 \$	YTD BUDGET 2013/14 \$	ANNUAL BUDGET 2013/14 \$	ACTUAL 2012/13 \$
REVENUE				
Governance	26,998	21,659	23,650	74,755
General Purpose Funding	4,418,917	4,376,058	4,455,227	4,855,578
Law, Order & Public Safety	257,238	66,671	72,764	194,688
Health	32,655	30,525	33,300	56,544
Education & Welfare	102,346	50,908	55,545	51,926
Housing	33,949	22,077	24,096	24,461
Community Amenities	843,942	814,905	839,398	936,557
Recreation & Culture	303,230	945,780	1,031,851	678,102
Transport	750,476	1,165,176	1,259,628	1,353,431
Economic Services	103,359	130,757	142,683	143,634
Other Property & Services	134,909	169,972	185,469	671,926
TOTAL OPERATING REVENUE	7,008,017	7,794,488	8,123,611	9,041,602
EXPENSES				
Governance	(722,156)	(717,421)	(782,108)	(387,114)
General Purpose Funding	(99,084)	(85,745)	(93,580)	(261,945)
Law, Order & Public Safety	(268,673)	(282,335)	(305,602)	(326,274)
Health	(196,438)	(186,439)	(203,467)	(239,773)
Education & Welfare	(103,295)	(68,695)	(75,013)	(109,097)
Housing	(100,236)	(79,387)	(86,689)	(119,889)
Community Amenities	(1,166,807)	(1,101,089)	(1,201,547)	(1,105,700)
Recreation & Culture	(1,221,035)	(1,194,281)	(1,314,719)	(1,391,964)
Transport	(1,898,867)	(2,607,253)	(2,967,734)	(2,592,884)
Economic Services	(146,318)	(184,052)	(200,885)	(231,310)
Other Property & Services	156,625	(24,503)	(31,906)	(265,962)
TOTAL OPERATING EXPENSES	(5,766,284)	(6,531,200)	(7,263,250)	(7,031,911)
BORROWING COSTS EXPENSE				
Recreation & Culture	(14,823)	(16,478)	(6,684)	(6,510)
Transport	(163,213)	(149,611)	(39,935)	(50,560)
Other Property and Services	(26,730)	(24,497)	(26,730)	(22,243)
TOTAL BORROWING COSTS EXPENSE	(204,765)	(190,586)	(73,349)	(79,314)
CHANGE IN NET ASSETS				
RESULTING FROM OPERATIONS	1,036,968	1,072,702	787,012	1,930,377

<p>SHIRE OF NORTHAMPTON INCOME STATEMENT BY NATURE OR TYPE FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014</p>

	YTD ACTUAL 2013/14 \$	YTD BUDGET 2013/14 \$	ANNUAL BUDGET 2013/14 \$	ACTUAL 2012/13 \$
REVENUE				
Rates	3,552,201	3,570,286	3,576,181	3,391,103
Operating Grants, Subsidies and Contribution	1,274,467	1,180,334	1,276,256	2,133,865
Non Operating Grants, Subsidies and Contributions	1,000,376	1,881,924	2,053,052	2,176,188
Fees and Charges	1,057,975	1,031,330	1,075,622	1,174,277
Interest Earnings	122,510	130,614	142,500	135,666
Other	488	0	0	27,160
Profit on Asset Disposal				
TOTAL OPERATING REVENUE	7,008,017	7,794,488	8,123,611	9,038,259
EXPENSES				
Employee Costs	(1,952,024)	(2,122,670)	(2,316,079)	(2,113,305)
Materials and Contracts	(1,873,241)	(2,092,209)	(2,280,550)	(2,208,585)
Utilities Charges (Electricity, Gas, Water etc.)	(323,193)	(295,834)	(322,960)	(340,250)
Depreciation on Non Current Assets	(1,445,179)	(1,784,321)	(1,946,640)	(1,737,412)
Interest Expenses	(73,349)	(65,274)	(71,233)	(79,314)
Insurance Expenses	(246,532)	(224,044)	(244,270)	(266,957)
Other Expenditure	47,781	(172,271)	(193,367)	(365,402)
Loss on Asset Disposal	(105,312)	34,837	38,500	3,343
TOTAL OPERATING EXPENSES	(5,971,049)	(6,721,786)	(7,336,599)	(7,107,882)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	1,036,968	1,072,702	787,012	1,930,377

**SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014**

	NOTE	2013/14 YTD Actual \$	2013/14 YTD Budget \$	2013/14 Full Year Budget \$	Variances Budget to Actual Y-T-D %
<u>Operating</u>					
Revenues					
Governance	1,2	26,998	21,659	44,650	(24.65%)
General Purpose Funding		866,716	838,107	866,796	(3.41%)
Law, Order, Public Safety		257,238	66,671	65,764	(285.83%)
Health		32,655	30,525	33,300	(6.98%)
Education and Welfare		102,346	50,908	55,545	(101.04%)
Housing		33,949	22,077	24,096	(53.77%)
Community Amenities		843,942	814,905	839,398	(3.56%)
Recreation and Culture		303,230	945,780	1,040,533	67.94%
Transport		750,476	1,165,176	1,310,628	35.59%
Economic Services		103,359	130,757	142,683	20.95%
Other Property and Services		134,909	169,972	510,500	20.63%
		<u>3,455,817</u>	<u>4,256,537</u>	<u>4,933,893</u>	
Expenses					
Governance	1,2	(722,156)	(717,421)	(797,608)	(0.66%)
General Purpose Funding		(99,084)	(85,745)	(93,580)	(15.56%)
Law, Order, Public Safety		(268,673)	(282,335)	(308,602)	4.84%
Health		(196,438)	(186,439)	(203,467)	(5.36%)
Education and Welfare		(103,295)	(68,695)	(75,013)	(50.37%)
Housing		(100,236)	(79,387)	(86,689)	(26.26%)
Community Amenities		(1,166,807)	(1,101,089)	(1,202,467)	(5.97%)
Recreation & Culture		(1,235,858)	(1,210,759)	(1,359,476)	(2.07%)
Transport		(2,062,080)	(2,756,864)	(3,190,169)	25.20%
Economic Services		(146,318)	(184,052)	(200,885)	20.50%
Other Property and Services		129,895	(49,000)	(3,136)	365.09%
		<u>(5,971,049)</u>	<u>(6,721,786)</u>	<u>(7,521,092)</u>	
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>					
(Profit)/Loss on Asset Disposals	4	105,312	(34,837)	(38,500)	402.30%
Depreciation on Assets	2(a)	1,445,179	1,784,321	2,005,044	19.01%
Plant Depreciation		0	0		
<u>Capital Revenue and (Expenditure)</u>					
Purchase Land Held for Resale	3	(277,819)	(570,748)	(683,912)	51.32%
Purchase Land and Buildings	3	(89,595)	(1,028,703)	(1,225,365)	91.29%
Purchase Infrastructure Assets - Roads	3	(1,368,271)	(1,832,974)	(1,999,739)	25.35%
Purchase Infrastructure Assets - Parks & Other	3	(742,074)	(309,289)	(314,750)	(139.93%)
Purchase Plant and Equipment	3	(633,613)	(560,931)	(604,842)	(12.96%)
Purchase Furniture and Equipment	3	(33,195)	(35,764)	(43,264)	7.18%
Proceeds from Disposal of Assets		145,685	148,958	162,500	2.20%
Proceeds from Sale of Land			0	0	#DIV/0!
Repayment of Debentures	5	(191,275)	(178,230)	(194,433)	(7.32%)
Proceeds from New Debentures	5	0	0	0	#DIV/0!
Self-Supporting Loan Principal Income		15,967	43,531	47,488	63.32%
Transfers to Reserves (Restricted Assets)	6	(90,923)	(98,633)	(107,600)	7.82%
Transfers from Reserves (Restricted Assets)	6	80,788	61,548	67,143	1.27%
Transfers from Grants Restricted Assets			0		
Transfers from Land Sales	6	0	0	0	
Transfer to Land Sales		0	0	0	
ADD Net Current Assets July 1 B/Fwd	7	2,333,095	1,955,498	1,955,498	
LESS Net Current Assets Year to Date	7	1,701,960	0	0	
Amount Raised from Rates	8	<u>(3,537,951)</u>	<u>(3,121,503)</u>	<u>(3,561,931)</u>	

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

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

Variance Explanation (>= \$5,000)

Operating Revenues

Governance	↑	\$5,339	Add Revenue includes WALGA and LGIS rebates
General Purpose Funding	↑	\$28,609	Var due to FAG's payment budget timing variance
Law, Order, Public Safety	↑	\$190,567	Var associated with transfer of vehicles (Horrocks Fire Truck)
Education and Welfare	↑	\$51,438	NCAA Revenue plus OneLife Grant
Community Amenities	↑	\$29,037	Var due to increased Planning Fees & Refuse Grants
Recreation and Culture	↓	(\$642,550)	Grant funding variance - Tennis/Netball courts
Transport	↓	(\$414,700)	Grant funding variance - Roads
Other Property and Services	↓	(\$35,063)	Cottage Survey revenue not received.

Expenses

General Purpose Funding	↑	\$13,339	Variance due to recoverable legal expenses
Law, Order, Public Safety	↓	(\$13,662)	Reduced Kalbarri Rangers costs due to vacancy
Health	↑	\$9,999	Add costs associated with EHO Salary (reduced leave)
Education and Welfare	↑	\$34,600	NCAA Expenditure from March 2014
Housing	↑	\$20,849	Additional building maintenance costs
Community Amenities	↑	\$65,718	Var due to additional refuse collection costs
Recreation & Culture	↑	\$25,099	150th costs offset by various under-expenditures
Transport	↓	(\$694,784)	Variance associated with underspent Muni Roads program.
Other Property and Services	↓	(\$178,895)	Asset Write-Off \$105k plus additional private works.

Adjustments for Non-Cash (Revenue) and Expenditure

Depreciation on Assets	↓	(\$339,142)	Under-allocation due to Plant & Equip revaluation
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Capital Revenue and (Expenditure)

Purchase Land Held for Resale	↓	(\$292,929)	Var due to Northampton Industrial Units delay
Purchase Land and Buildings	↓	(\$939,108)	Skate Park costs transferred to Parks & Gardens
Purchase Infrastructure Assets - Roads	↓	(\$464,703)	Road Program will underspend including blackspot
Purchase Infrastructure Assets - Parks	↑	\$432,785	Includes Skate Park Expenditure (from Land & Buildings)
Purchase Plant and Equipment	↑	\$72,682	Var - Horrocks Fire Truck Transfer, Truck purchase delayed
Self-Supporting Loan Principal Income	↓	(\$27,564)	Budget figure includes interest.

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

3. ACQUISITION OF ASSETS	2013/14 YTD \$	2013/14 Budget \$
The following assets are budgeted to be acquired during the year:		
<u>By Program</u>		
Governance		
Server Replacement	33,195	35,764
Replace DCEO Vehicle	38,518	38,200
Law, Order, Public Safety		
Kalbarri & Northampton Cat Pounds	19,250	19,800
Horrocks & Binnu Fire Sheds	10,308	12,500
Replace Kalbarri Ranger Vehicle	43,173	40,000
Transfer of Vehicles from DFES	185,570	0
Health		
Replace Airconditioners - Northampton Doctors Surgery	9,435	8,100
Install Pergola to front of Kalbarri Doctors Surgery	300	7,500
Education and Welfare		
Timber Patio to rear of Kalbarri Childcare Facility		10,750
Recreation and Culture		
Supply/Erect picnic shelter- Marina Playground		10,750
Fish Cleaning Stations - Kalbarri	24,861	30,000
Beach access platform - Horrocks	11,268	12,200
Kalbarri Northern Boat Ramp	175,962	172,800
Horrocks Jetty Access Ladders	8,462	12,000
Kalbarri Skate Park Redevelopment & Ablutions	32,400	456,630
Northampton Netball Court Upgrade		65,500
Kalbarri Tennis & Netball Courts		644,585
Hampton Gardens car park & pathway	521,521	7,500
Lions Playground Northampton		30,000
Sally's Tree Playground Kalbarri		30,000
Port Gregory Shade Shelters		17,000
Recycle sheds for Northampton and Kalbarri Tips	17,902	
Transport		
Road Construction	1,289,994	1,917,009
Footpath Construction	78,277	82,730
Loader - Northampton	266,830	299,000
Tip Truck - Kalbarri		123,000
Replace Works Managers Vehicle	58,074	62,242
Front Deck Mower - Northampton	41,448	42,400
Other Property and Services		
Northampton Light Industrial Area	270,515	618,412
Horrocks Stage 3 Subdivision	0	10,000
Halfway Bay Cottages	7,304	55,500
	<u>3,144,566</u>	<u>4,871,872</u>
<u>By Class</u>		
Land Held for Resale	277,819	683,912
Land and Buildings	89,595	1,225,365
Infrastructure Assets - Roads	1,368,271	1,999,739
Infrastructure Assets - Parks and Ovals	742,074	322,250
Plant and Equipment	633,613	604,842
Furniture and Equipment	33,195	35,764
	<u>3,144,566</u>	<u>4,871,872</u>

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

4. DISPOSALS OF ASSETS

The following assets are budgeted to be disposed of during the year.

<u>By Program</u>	Net Book Value	Sale Proceeds	Profit(Loss)	Profit(Loss)
	2013/14	2013/14	2013/14	2013/14
	YTD	YTD	YTD	BUDGET
	\$	\$	\$	\$
Administration	19,239	19,091	(149)	(5,500)
Law, Order & Public Safety	35,886	18,140	(17,747)	(7,000)
Recreation & Culture	2,959	0	(2,959)	0
Transport	88,325	108,455	20,130	51,000
Other Property and Services	104,588	0	(104,588)	0
	250,997	145,685	(105,312)	38,500

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit(Loss)	Sale Proceeds
	2013/14	2013/14	2013/14	2012/13
	YTD	YTD	YTD	BUDGET
	\$	\$	\$	\$
Toyota Kluga (DCEO)- Asset 41708	19,239	19,091	(149)	(5,500)
Ford Ranger Utility (Kal Ranger)- Asset 41693	17,533	13,636	(3,897)	(7,000)
FESA - Fast Attack - Horrocks (Disposal) - Asset 41651	18,353	4,503	(13,850)	0
Nissan Patrol (MWS) - Asset 41700	26,005	25,455	(550)	6,000
Front Deck Mower (Kalbarri) - Asset 41689			0	(31,500)
Volvo Loader (Northampton) - Asset 41674	62,320	83,000	20,680	66,500
Mitsubishi Tip Truck (Kalbarri) - Asset 40063			0	10,000
Front Deck Mower (Horrocks Golf Club) - Asset 80126	2,959	0	(2,959)	0
Write-Off of Various Disposed Land Assets	104,588	0	(104,588)	0
	250,997	145,685	(105,312)	38,500

<u>Summary</u>	2013/14 YTD \$	2013/14 BUDGET \$
Profit on Asset Disposals	20,680	82,500
Loss on Asset Disposals	(125,992)	(44,000)
	<u>(105,312)</u>	<u>38,500</u>

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 01-Jul-13	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2013/14 Budget	2013/14 Actual \$	2013/14 Budget	2013/14 Actual \$	2013/14 Budget	2013/14 Actual \$
Other Property	408,877		13,240	13,240	395,638	395,638	26,730	26,730
152 - Staff Housing*								
Recreation & Culture	12,103		2,746	1,395	9,357	10,708	746	746
147 - Kalbarri Bowling Club*								
148 - Kalbarri Library Extensions	132,709		12,529	10,724	110,716	121,985	2,500	4,616
151 - Kalbarri Bowling Club*	22,710		2,705	2,705	20,005	20,005	1,322	1,322
Transport	296,987		51,241	51,241	245,746	245,746	20,943	20,943
149 - Plant Purchases	79,579		79,579	79,579	0	0	3,419	3,419
150 - Plant Purchases	390,000		32,393	32,393	357,607	357,607	15,573	15,573
153 - Plant Purchases								
	1,342,965	0	194,433	191,275	1,139,069	1,151,690	71,233	73,349

* Self supporting loan

All debenture repayments were financed by general purpose revenue except loans 147, 151 & 152 which are self supporting loans.

5. INFORMATION ON BORROWINGS CONT

(b) New Debentures

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
AS AT 31 MAY 2014

	2014 YTD \$	2014 Budget \$	2013 Actual \$
6. RESERVES - CASH BACKED			
(a) Leave Reserve			
Opening Balance	100,143	100,143	94,180
Amount Set Aside / Transfer to Reserve	50,746	5,600	5,963
Amount Used / Transfer from Reserve		46,480	-
	<u>150,889</u>	<u>152,223</u>	<u>100,143</u>
(b) Roadwork's Reserve			
Opening Balance	49,920	49,920	46,948
Amount Set Aside / Transfer to Reserve			2,972
Amount Used / Transfer from Reserve			
	<u>49,920</u>	<u>49,920</u>	<u>49,920</u>
(c) Kalbarri Airport Reserve			
Opening Balance	20,534	20,533	19,311
Amount Set Aside / Transfer to Reserve	930	1,200	1,223
Amount Used / Transfer from Reserve	(17,700)	(17,700)	
	<u>3,764</u>	<u>4,033</u>	<u>20,534</u>
(d) Computer and Office Equipment Reserve			
Opening Balance	27,081	27,081	25,469
Amount Set Aside / Transfer to Reserve	1,213	1,600	1,612
Amount Used / Transfer from Reserve		-	-
	<u>28,294</u>	<u>28,681</u>	<u>27,081</u>
(e) Plant Reserve			
Opening Balance	5,988	5,989	5,632
Amount Set Aside / Transfer to Reserve	238	300	357
Amount Used / Transfer from Reserve		-	-
	<u>6,226</u>	<u>6,289</u>	<u>5,988</u>
(f) House and Building Reserve			
Opening Balance	54,539	54,539	51,291
Amount Set Aside / Transfer to Reserve	2,293	3,000	3,248
Amount Used / Transfer from Reserve		-	
	<u>56,832</u>	<u>57,539</u>	<u>54,539</u>
(g) Kalbarri Aged Persons Accommodation Reserve			
Opening Balance	186,104	186,104	175,023
Amount Set Aside / Transfer to Reserve	24,485	10,000	11,081
Amount Used / Transfer from Reserve		16,720	-
	<u>210,588</u>	<u>212,824</u>	<u>186,104</u>

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
AS AT 31 MAY 2014

6. RESERVES - CASH BACKED (continued)	2014 YTD \$	2014 Budget \$	2013 YTD \$
(h) Bridge Reconstruction Reserve (combined with Roadworks Reserve)			
Opening Balance	-	-	-
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
(i) Northampton Aged Persons Reserve			
Opening Balance	106,657	106,657	100,307
Amount Set Aside / Transfer to Reserve	4,587	6,000	6,351
Amount Used / Transfer from Reserve	-	-	-
	<u>111,244</u>	<u>112,657</u>	<u>106,657</u>
(j) Town Planning Scheme Reserve			
Opening Balance	23,282	23,282	21,896
Amount Set Aside / Transfer to Reserve	389	504	1,386
Amount Used / Transfer from Reserve	(11,200)	(11,200)	-
	<u>12,471</u>	<u>12,586</u>	<u>23,282</u>
(k) Community Bus Reserve			
Opening Balance	0	-	0
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	-	-	-
	<u>0</u>	<u>-</u>	<u>0</u>
(l) Townscape Car Park Reserve			
Opening Balance	5,385	5,385	5,065
Amount Set Aside / Transfer to Reserve	242	300	321
Amount Used / Transfer from Reserve	-	-	-
	<u>5,628</u>	<u>5,685</u>	<u>5,385</u>
(m) Refuse Management Reserve			
Opening Balance	-	-	353
Amount Set Aside / Transfer to Reserve	-	-	7
Amount Used / Transfer from Reserve	-	-	(360)
	<u>-</u>	<u>-</u>	<u>-</u>
(n) Sport and Recreation Reserve			
Opening Balance	5,585	5,585	5,252
Amount Set Aside / Transfer to Reserve	238	300	333
Amount Used / Transfer from Reserve	-	-	-
	<u>5,823</u>	<u>5,885</u>	<u>5,585</u>
(o) Coastal Management Reserve			
Opening Balance	94,627	94,627	88,992
Amount Set Aside / Transfer to Reserve	4,193	5,500	5,634
Amount Used / Transfer from Reserve	-	-	-
	<u>98,820</u>	<u>100,127</u>	<u>94,627</u>

**SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
AS AT 31 MAY 2014**

6. RESERVES - CASH BACKED (continued)	2014 YTD \$	2014 Budget \$	2013 YTD \$
(p) Kalbarri Youth Activities Reserve			
Opening Balance	-	-	775
Amount Set Aside / Transfer to Reserve			16
Amount Used / Transfer from Reserve		-	(791)
	<u>-</u>	<u>-</u>	<u>-</u>
(q) Specified Area Rate Reserve			
Opening Balance	2,201	2,201	12,452
Amount Set Aside / Transfer to Reserve	549	700	349
Amount Used / Transfer from Reserve			(10,600)
	<u>2,750</u>	<u>2,901</u>	<u>2,201</u>
(r) Footpath Reserve			
Opening Balance	-	-	440
Amount Set Aside / Transfer to Reserve			9
Amount Used / Transfer from Reserve		-	(450)
	<u>-</u>	<u>-</u>	<u>-</u>
(s) POS Reserve			
Opening Balance	-	-	-
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
(t) Northampton Industrial Units			
Opening Balance	-	-	304,907
Amount Set Aside / Transfer to Reserve			6,419
Amount Used / Transfer from Reserve			(311,326)
	<u>-</u>	<u>-</u>	<u>-</u>
(u) Northampton 150th Anniversary Reserve			
Opening Balance	21,048	21,048	10,000
Amount Set Aside / Transfer to Reserve	820	820	11,048
Amount Used / Transfer from Reserve	(21,868)	(21,868)	-
	<u>-</u>	<u>-</u>	<u>21,048</u>
(v) Land Development Reserve			
Opening Balance	505,289	505,289	339,193
Amount Set Aside / Transfer to Reserve			166,096
Amount Used / Transfer from Reserve	(10,000)	(10,000)	-
	<u>495,289</u>	<u>495,289</u>	<u>505,289</u>
TOTAL CASH BACKED RESERVES	<u>1,238,538</u>	<u>1,246,639</u>	<u>1,208,383</u>

SHIRE OF NORTHAMPTON

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

7. NET CURRENT ASSETS	2013/14 YTD Actual \$	Brought Forward 01-Jul \$
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash on Hand - Unrestricted	1,350	1,350
Cash - Unrestricted	1,734,242	2,404,269
Cash - Reserves Restricted	1,238,538	1,208,382
Rates Outstanding	226,409	244,184
Refuse Charge Debtors	50,166	36,643
Sundry Debtors	57,142	17,648
Emergency Services Levy	43,547	48,660
GST Recievable	66,384	0
Provision for Doubtful Debts - Loc 1146 Drage Rd	(4,730)	(4,730)
Accrued Income / Prepaid Exp	(2,067)	
Inventories	4,335	11,287
	<u>3,415,316</u>	<u>3,967,693</u>
LESS: CURRENT LIABILITIES		
Less: Cash - Reserves - Restricted	(1,238,538)	(1,208,382)
Payables and Provisions	(294,592)	(253,724)
GST Payable	(75,588)	(90,180)
Adjustment	(84,368)	
Accrued Interest on Debentures	(20,270)	(20,271)
Accrued Expenditure	-	(2,067)
Accrued Wages and Salaries	-	(59,974)
Current Employee Benefit Provision	(443,836)	(443,836)
Add back: component of leave liability not required to be funded	443,836	443,836
	<u>(1,713,356)</u>	<u>(1,634,598)</u>
NET CURRENT ASSET POSITION	<u><u>1,701,960</u></u>	<u><u>2,333,095</u></u>

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
STATEMENT OF FINANCIAL ACTIVITY

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2013/14	2013/14	2013/14	2013/14	2013/14	2012/13
				YTD Rate Revenue \$	YTD Interim Rates \$	YTD Back Rates \$	YTD Total Revenue \$	Actual \$	
Differential General Rate	0.067410	1,549	19,662,087	1,325,421	132				1,227,040
General GRV	0.009844	463	194,708,403	1,916,709	(3,946)				1,805,064
General UV									
Sub-Totals		2,012	214,370,490	3,242,130	(3,814)	0	3,238,316		3,032,104
Minimum Rates	Minimum \$								
General GRV	450	988	5,201,246	444,600			444,600		450,450
General UV	450	56	1,980,199	25,200			25,200		22,243
Sub-Totals		1,044	7,181,445	469,800	0	0	469,800		472,693
Specified Area Rates (Note 9)							3,708,116		3,504,797
Write-offs							14,250		37,820
Discounts							3,722,366		3,542,617
Totals							(12,578)		(52,870)
							(157,587)		(146,226)
							3,552,201		3,343,521

SHIRE OF NORTHAMPTON

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

9. TRUST FUNDS

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

	Balance 01-Jul-13 \$	Amounts Received \$	Amounts Paid (\$)	Balance 31-May-14 \$
Town Planning - Security Bonds	5,000			5,000
Galena Donations	431			431
Transportable Housing Bond	16,515	520	(520)	16,515
Footpath Deposits	49,820	3,000	(5,000)	47,820
Horrocks Retention Fee - Parking/Stage 2	1,800			1,800
Retentions - Subdivisions	164,737			164,737
Building Levies (BCITF & BRB)	9,850	13,899		23,750
Community Bus Bond	4,600	400	(200)	4,800
Safer WA Funds	4,330		(4,330)	0
Northampton Cemetery Funds	920		(920)	0
Unclaimed Monies - Rates	2,729	858	(758)	2,829
Nomination Deposits	-	320		320
DOLA - Parks & Gardens Development	-			0
Aged Unit Bond	1,506	100		1,606
Council Housing Bonds	1,460			1,460
BROC - Management Funds	1,174			1,174
Kalbarri Youth Space Project Funds	1,125		(1,125)	0
Burning Off Fees	216			216
RSL Hall Key Bond	430	220		650
Peet Park Donations	-			0
Willa Guthurra	-			0
Special Series Plates	1,090	110		1,200
Auction	-			0
Kidsport	17,219	11,000	(5,701)	22,517
Public Open Space	-			0
ReDone (Kalbarri Park/Beach Shelters)	10,785	500	(10,750)	535
NCCA	11,000	25,000	(10,000)	26,000
Horrocks Memorial Wall		4,270	(743)	3,528
One Life	0	13,303	(7,215)	6,088
	306,737		(7,215)	332,976

6.4.3 2014-2015 FEES AND CHARGES SCHEDULE/MINIMUM RATES

FILE REFERENCE: 1.1.1
DATE OF REPORT: 10 June 2014
DISCLOSURE OF INTEREST: Nil
REPORTING OFFICER: Grant Middleton

SUMMARY:

Council to consider the recommended Fees and Charges Schedule and the minimum rate charge for inclusion in the Draft 2014/2015 Budget. (Shire of Northampton – Schedule of Fees and Charges 2014/2015 provided as separate attachment)

BACKGROUND:

FEES AND CHARGES

As per the requirements of the Local Government Act, Council is required to adopt its schedule of Fees and Charges as part of the Annual Budget adoption process.

Council is requested to review the schedule of fees and charges and adopt a draft schedule for budget preparation purposes. The current Consumer Price Index (CPI) for Perth for the twelve months ending 30 March 2014 is 2.9%. Based on these figures management has utilised 3.0% as a guide for any associated Fee and Charges increases for the 2014/2015 financial year.

SETTING OF MINIMUM RATE

The minimum rate has not increased for two years and was set at \$450.00 for the 2013/2014 and 2012/2013 financial years. Council elected to retain the minimum at \$450.00 for the 2013/2014 financial years due to the valuation changes implemented by land gate for Gross Rental properties. This revaluation had caused a general increase in valuations for Northampton and a decrease in valuations for Kalbarri.

The minimum rate for 2009/2010 to 2013/2014 was set as per the following:

2014/2015	-	\$475.00	Proposed
2013/2014	-	\$450.00	Adopted
2012/2013	-	\$450.00	Adopted
2011/2012	-	\$440.00	Adopted
2010/2011	-	\$425.00	Adopted
2009/2010	-	\$400.00	Adopted

It is proposed that the minimum rate be increased to \$475.00 for the 2014/2015 financial year. The increase of 5.3% is quite moderate considering there have been no increases since the 2011/2012 financial year.

The only legislative restriction to increasing the minimum to \$475.00 is the Local Government Act that stipulates that no more than 50% of properties can be charged the minimum rate. The Shire is well below the legislated threshold and the proposed minimum of \$475.00 is not disproportionate to the minimum rates charged or proposed to be charged at adjoining Shires

Comparison with other Shires (14/15 proposed)

		GRV	UV
Shire of Chapman Valley	14/15	\$519	\$325
Ex Shire of Mullewa	13/14	\$628	\$628
City of Greater Geraldton	13/14	\$979	\$979
Shire of Shark Bay	14/15	\$765	\$765

FINANCIAL & BUDGET IMPLICATIONS:

The adopted schedule of fees and charges and minimum rates will assist in the preparation of the 2014/2015 draft budget.

STATUTORY IMPLICATIONS:

Section 6.16 Local Government Act 1995 requires the Local Government to adopt a Schedule of Fees & Charges when adopting the Annual Budget.

Section 6.35(4) Local Government Act 1995 stipulates that the Local Government cannot apply a minimum to more than 50% of rated properties in the rating category.

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION – ITEM 6.4.3

1. That Council reviews and adopts the schedules of Rates, Fees and Charges for the 2014/2015 Financial Year as presented.
2. That Council adopts the minimum rate on rateable Gross Rental Value and Unimproved Value properties be set at \$ (to be inserted) per assessment for the 2014/2015 Financial Year.

6.4.4 BUDGET SUBMISSIONS 2014-2015

FILE REFERENCE:	1.1.1
DATE OF REPORT:	12 June 2014
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Garry Keeffe/Grant Middleton
APPENDICES:	1. Detailed Budget Submissions

SUMMARY:

Council to consider budget submissions from groups or organisations for funding in the 2014/2015 Budget.

BACKGROUND:

The public advertising period for the lodgement of Budget submissions for projects to be considered in Councils 2014/2015 Budget closed on the 28th March 2014.

The late submission detailed below has been received and Council is requested to consider if this project is to be included within the 2014/2015 Draft Budget for consideration.

Upgrade Tourist Sign - Binu –\$1,400

Raylene Burns has requested funding in 2014/2015 budget to assist with the costs associated with upgrading the tourist sign at Binu. The design for the tourist sign will be based on the “Kalbarri You’ll Love it” design.

The total cost of upgrading the sign is estimated at \$5,094.20 with the Binu Balla Progress Association subsidising freight, installation and contingent costs. The progress association has 8 businesses to date that are willing to contribute \$500 towards the cost of the sign in lieu of advertising space. They have requested the shortfall be funded by carrying over the unspent signage funds from the 2013/2014 budget plus an additional \$900 which will bring the requested budget allocation for 2014/2015 to \$1,400.

Management comment – The sign upgrade was a project approved in the 2013/2014 Budget. The funds remain unspent and the progress association has been actively seeking contributions towards the cost of the sign upgrade.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.4.4

That Council consider the above project for inclusion within the draft 2014/15 Budget.

6.4.5	INTERIM AUDIT REPORT
--------------	-----------------------------

FILE REFERENCE:	1.1.3
DATE OF REPORT:	10 June 2014
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton

SUMMARY

Council to review the Interim Audit Report prepared by UHY Haines Norton as presented.

BACKGROUND:

Auditors from UHY Haines Norton conducted an Interim audit on the 7th and 8th of April 2014. The following is a response to the matters raised in the Interim audit Report.

1.0 Compliance

- 1.1 Financial Interest Register - The comments have been acknowledged and noted accordingly.
- 1.2 Monthly Statement of Financial Activity - The brought forward surplus figure has been updated in the monthly financial statements to reconcile with the brought forward figure detailed in the audited financial report from 2012/2013.
- 1.3 Annual Electors Meeting - The comments have been acknowledged and staff will ensure all advertising requirements are adhered to in future.

2.0 Systems and Procedures

- 2.1 Purchase Orders – Staff will be reminded and emphasis placed on ensuring that purchase orders are provided for all relevant procurement situations.
- 2.2 Inventory Reconciliation – Staff have implemented a regular dip of fuel balances which will be reconciled with the general ledger to ensure the stock system balance is accurate.
- 2.3 Rental Charges – The controlling committee and staff have implemented a process to ensure rental payments are regularly checked and verify that tenants are paying the correct amounts.
- 2.4 Fixed Assets – Staff have implemented a sound process for the reconciliation of the Fixed Asset Register. The process has been reconciled regularly and is being kept up to date. While reconciliation

occurs monthly and is prepared by the Deputy CEO there will be a quarterly sign off by the CEO as suggested.

FINANCIAL & BUDGET IMPLICATIONS:

The budget includes provision each year for the Interim Audit visit.

STATUTORY REQUIREMENTS

There is no requirement under the Local Government Act 1995 to present the Interim Audit report to the Audit Committee however it is considered a sound practice to ensure members of the Audit Committee and Council are informed of the results and apprised as to the preparedness of staff to complete the annual report requirements in a timely manner.

All items identified in the Interim Audit report have either been resolved or will be resolved prior to the Annual Audit visit. The report should give Council some comfort as to the current level of financial performance and acumen exhibited by staff.

VOTING REQUIREMENT:

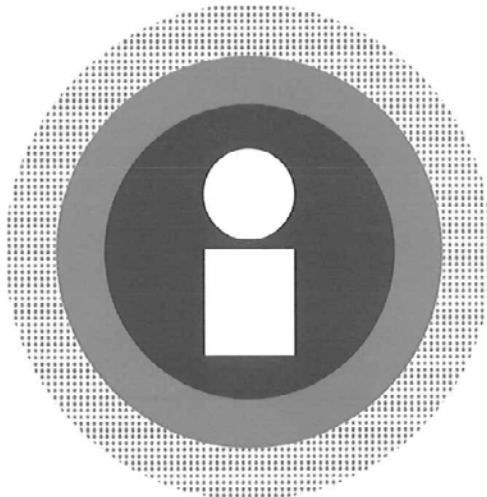
N/A

OFFICER RECOMMENDATION – ITEM 6.4.5

For Council Information

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UHY HAINES NORTON
CHARTERED ACCOUNTANTS

1.0 COMPLIANCE

1.1 FINANCIAL INTEREST REGISTER

OBSERVATION

Our review of the financial interest register noted the following:

- The primary return for one new councillor was not found in the register; and
- The annual returns of an ex-councillor and one ex-employee were not removed from the register.

COMMENT

To help ensure compliance with statutory provisions,

- Primary returns should be lodged within three months of the start date as required by Section 5.75 (1) of the Local Government Act; and
- Returns of ex-councillors and ex-employees should be removed from the register as soon as practicable as required by Section 5.88(3) of the Act.

1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY

OBSERVATION

Whilst reviewing monthly statements of financial activity we noted in January and February 2014, subsequent to the audit report being signed, the brought forward surplus in the actual column is different to the closing surplus reported in the audited financial report of \$2,333,095.

COMMENT

To help ensure the monthly statements of financial activity are accurate and reliable the brought forward surplus should be reconciled to the audited financial report, once available.

1.3 ANNUAL ELECTORS MEETING

OBSERVATION

Local public notice of at least 14 days was not given in respect to the Annual Meeting of Electors' as required by Section 5.29(1) of the Local Government Act.

COMMENT

To help ensure compliance with statutory provisions, these requirements should be correctly addressed in future.

Note: This document is for audit purposes only to document matters discussed with management and is not intended to express nor imply any opinion or assurance. It should be read in conjunction with our covering letter in respect of our interim audit visit.

UHY HAINES NORTON
CHARTERED ACCOUNTANTS



2.0 SYSTEMS AND PROCEDURES

2.1 PURCHASE ORDERS

OBSERVATION

During our review of purchase orders we noted there was 1 instance (out of 16 tested) where a tax invoice was not supported by a purchase order.

COMMENT

To help ensure compliance with the Shire's Purchases Policy, all authorised officers should be reminded of the need to raise a purchase order for all purchases made.

2.2 INVENTORY RECONCILIATION

OBSERVATION

Our review of the inventory control procedures noted that whilst the monthly stock take for the Shire's fuel depot was updated in the stock system, there was no reconciliation prepared from January 2014 onwards between the stock system and the corresponding general ledger control account. Further, there was no evidence of review by senior staff independent of preparation from July 2013 to December 2013.

COMMENT

To help ensure all stock is properly controlled and correctly posted to the general ledger, the inventory as per the general ledger should be reconciled regularly to the stock system and documented for review by a senior officer independent of preparation.

2.3 RENTAL CHARGES

OBSERVATION

Our review of the fees and charges noted the rental amount for one of the aged care units maintained by the Shire was charged at \$200 instead of \$220 as per the budget.

COMMENT

To help ensure the correct rental amounts are charged, proper reconciliation procedures should be developed. The reconciliations should be reviewed by a senior staff member independent of preparation and the review should seek to confirm the accuracy of the reconciliation and should be evidenced accordingly.

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UHY HAINES NORTON
CHARTERED ACCOUNTANTS



2.0 SYSTEMS AND PROCEDURES (CONTINUED)

2.4 FIXED ASSETS

OBSERVATION

Our review of the fixed asset register noted the following matters:

- The fair value amounts for furniture and equipment have not been properly updated in the fixed asset register, hence the depreciation on furniture and equipment has not been correctly calculated.
- Whilst fixed assets were updated into the fixed assets register regularly, the register was only reconciled to the general ledger at year end.

COMMENT

- To help ensure depreciation is calculated properly, the fixed asset register should be updated as soon as possible to reflect the new revalued asset balances of furniture and equipment.
- To help ensure fixed assets are completely and correctly posted to the general ledger, the general ledger should be reconciled regularly to the fixed assets register. These reconciliations should be signed and dated by the preparer thereof and should be independently reviewed.

The independent review should seek to confirm the accuracy of the reconciliation and should be evidenced accordingly.

Whilst we acknowledge control exists at year end, a more regular process makes it much easier to balance fixed assets, particularly at year end. At the very least, this reconciliation should occur on a quarterly basis.

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UHY HAINES NORTON
CHARTERED ACCOUNTANTS



3.0 STATUS OF FAIR VALUE ACCOUNTING

OBSERVATION

As mandated by Financial Management Regulation 17A, a local government in Western Australia must show all of the assets in its financial report at fair value by 30 June 2015.

Implementation is to be phased in over three years from 1 July 2012 with the following minimum requirements:

30 June 2013 - Plant and Equipment

30 June 2014 – Land and buildings or Infrastructure and

30 June 2015 – all assets not previously fair valued during the prior two years.

Plant and equipment assets were revalued during the year ended 30 June 2013. Management intends to revalue Land and buildings during the current financial year and will revalue other Infrastructure assets during the year ended 30 June 2015.

During our interim audit visit, we made observations and held discussions with a view to assessing the Shire's status in meeting the requirements and noted the following:

MAJOR TASK REQUIRED	OBJECTIVE	STATUS
Design of an overall strategy and plan.	To ensure resources are available and organised for proper implementation and hence compliance with regulations in respect to fair value reporting. This also helps to ensure external services are scoped properly.	Management has designed an overall strategy and plan for the application of FM Reg 17A and has engaged an external valuer to perform a valuation of Land and Buildings for the year ended 30 June 2014.
Selection of the valuation method (including fair value hierarchy) for different classes or segmentation of assets.	To ensure the most appropriate approach and hierarchy of fair value inputs for valuation techniques are applied.	At this stage, the Shire has engaged an external valuer and are awaiting completion of the process.
Consideration and application of Highest and Best Use valuation principles	To help ensure proper disclosure in accordance with paragraph 93 of AASB 13 "Fair Value Measurement" i.e. If applicable, need to disclose why an asset is being used in a manner different from its highest and best use.	At this stage, the Shire has engaged an external valuer and are awaiting completion of the process.
Review of accounting policies in respect of fair value reporting and disclosure requirements.	To ensure fair value accounting and relevant disclosure requirements are properly incorporated and adopted for financial reporting purposes.	Review of accounting policies has taken place and where necessary relevant amendments will be made.

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UHY HAINES NORTON
CHARTERED ACCOUNTANTS



**Shire of Northampton
Schedule Format
2013/2014
Summary**

	Ytd Actual 31/05/2014	Ytd Budget 31/05/2014	Annual Budget 30/06/2014
Operating Revenue			
Governance	-26,998	-21,659	-23,650
General Purpose Funding	-4,418,917	-4,376,058	-4,455,227
Law, Order, Public Safety	-257,238	-66,671	-72,764
Health	-32,655	-30,525	-33,300
Education and Welfare	-90,916	-50,908	-55,545
Housing	-29,222	-15,389	-24,096
Community Amenities	-844,862	-815,741	-840,318
Recreation and Culture	-128,256	-112,156	-122,444
Transport	-130,984	-131,440	-149,590
Economic Services	-103,359	-130,757	-142,683
Other Property and Services	-134,421	-169,972	-185,469
Total Revenue	-6,197,827	-5,921,276	-6,105,086
Operating Expenditure			
Governance	722,008	732,921	797,608
General Purpose Funding	99,084	85,745	93,580
Law, Order, Public Safety	250,927	285,085	308,602
Health	196,438	186,439	203,467
Education and Welfare	103,295	68,695	75,013
Housing	100,236	79,387	86,689
Community Amenities	1,167,401	1,101,925	1,202,467
Recreation and Culture	1,251,917	1,245,640	1,359,476
Transport	2,082,210	2,924,152	3,190,169
Economic Services	146,318	184,052	200,885
Other Property and Services	231,105	49,000	58,636
Total Expenditure	6,350,937	6,943,041	7,576,592
Profit/Loss Sale of Asset	17,359	-46,750	-51,000
Net (Profit)/Loss	153,110	1,021,765	1,420,506

Schedule Format
2013/2014
General Purpose Revenue - Schedule 3

	YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014	
RATES				
<i>Operating Revenue</i>				
0263	LEGAL CHARGES - RATES	1,013	-8,250	-9,000
4033	RATE EQUIVALENT PAYMENTS	-16,529	-15,257	-16,646
0264	LEGAL CHARGES RATES (NO GST)	-30,010	0	0
4501	GENERAL RATES LEVIED	-3,708,116	-3,694,729	-3,711,931
4560	LESS DISCOUNT ALLOWED	157,587	137,500	150,000
4511	PLUS NON PAYMENT PENALTY	-23,305	-32,076	-35,000
4541	BACK RATES	0	0	0
4591	INSTALMENT PENALTY INTRST	-14,610	-13,750	-15,000
4530	EXCESS PAID TO TRUST	0	0	0
4711	PENS. DEF. RATES INTEREST	-1,054	-2,288	-2,500
4570	LESS RATES WRITTEN OFF	12,578	0	0
	Total Operating Income	-3,622,446	-3,628,850	-3,640,077

<i>Operating Expenditure</i>				
4012	RATES SALARIES	47,447	48,774	53,210
4022	SUPERANNUATION	7,390	7,425	8,110
4032	OFFICERS INSURANCE	2,000	1,936	2,112
4052	PRINTING & STATIONERY RAT	4,067	4,301	4,700
4062	POSTAGE & FREIGHT	1,570	1,375	1,500
4072	VALUATION EXPENSES	11,384	11,451	12,500
4082	RATES LEGAL EXPENSES	23,604	9,163	10,000
4102	BUILDING MAINT - RATING	305	0	0
4172	ANNUAL & LS LEAVE ACCRUAL	0	0	0
	Total Operating Expenditure	97,766	84,425	92,132

GENERAL PURPOSE GRANT FUNDING

<i>Operating Revenue</i>				
4611	GRANTS COMMISSION	-398,208	-372,977	-406,887
4621	GRANTS COMMISSION (ROADS)	-314,722	-291,731	-318,263
0223	- INSTALMENT FEES	0	0	0
4603	INTEREST ON INVESTMENTS	-83,541	-82,500	-90,000
	Total Operating Income	-796,471	-747,208	-815,150
<i>Operating Expenditure</i>				
4642	ADMIN ALLOC TO GP FUNDING	1,318	1,320	1,448

**Schedule Format
2013/2014
Governance / Members - Schedule 4**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
GOVERNANCE				
	<i>Operating Income</i>			
0013	CONTRIBUTIONS	-1,161	-88	-100
	<i>Operating Expenditure</i>			
0012	MEMBERS TRAVELLING	2,839	5,500	6,000
0022	CONFERENCE EXPENSES	16,358	18,497	18,500
0032	ELECTION EXPENSES	4,061	4,576	5,000
0052	ALLOWANCES	11,000	10,076	11,000
0062	MEMBERS EXPENSES OTHER	15,409	14,157	15,450
0072	REFRESHMENTS & RECEPTIONS	12,681	13,750	15,000
0092	ADMIN ALLOC TO GOVERNANCE	109,927	110,770	120,851
0102	INSURANCE	3,870	3,870	3,870
0112	SUBSCRIPTIONS	30,751	26,697	29,130
0122	PUBLIC RELATIONS	500	0	0
0132	MEETING ATTENDANCE FEES	10,050	17,369	18,950
0142	ASSET DEPRECIATION	287	275	300
0152	COUNCIL CHAMBERS MAINT	1,572	900	900
	<i>Total Operating Expenditure</i>	219,307	226,437	244,951
ADMINISTRATION				
	<i>Operating Income</i>			
0133	CONTRIBUTIONS	-1,278	-2,288	-2,500
0153	REBATES AND COMMISSIONS	-13,786	-10,175	-11,100
0233	- OTHER CHARGES	-689	-682	-750
0243	- PHOTOCOPYING	-919	-1,100	-1,200
0253	- INFO SEARCH FEE	-9,165	-7,326	-8,000
	<i>Total Operating Income</i>	-25,837	-21,571	-23,550
0283	PROFIT/LOSS SALE OF ASSET	149	5,500	5,500
	<i>Operating Expenditure</i>			
0272	- SALARIES - MUNICIPAL	385,867	395,967	431,970
0282	- LONG SERVICE LEAVE	0	0	0
0302	ADMIN SUPERANNUATION	48,485	53,405	58,270
0312	- INSURANCE	39,492	34,573	37,729
0332	- CONFERENCES & SEMINAR	6,917	8,250	9,000
0342	- TRAINING COSTS	5,438	1,826	2,000
0372	- OFFICE MAINTENANCE	36,085	43,318	47,282
0382	- ACCRUED ANNUAL LEAVE	0	0	0
0392	ACCRUED LS LEAVE	0	0	0
0402	INT ON LOANS	0	0	0
0408	CONSULTANCY - FINANCIAL PLANS/VALUATIONS	1,836	30,250	33,000
0412	COMMUNITY CENSUS	0	0	0

Schedule Format
2013/2014
Governance / Members - Schedule 4

		YTD Actual	YTD Budget	Annual Budget
		31/05/2014	31/05/2014	30/06/2014
0422	- PRINTING & STATIONERY	10,346	12,375	13,500
0432	- TELEPHONE	21,457	20,801	22,700
0442	- ADVERTISING	1,811	4,576	5,000
0452	- OFFICE EQUIPT MTCE	8,057	11,000	12,000
0462	- BANK CHARGES	9,524	11,000	12,000
0482	- POSTAGE & FREIGHT	3,243	3,663	4,000
0492	- OFFICE EXPENSES OTHER	16,731	9,625	10,500
0495	OFFICE SECURITY EXPENSES	948	1,826	2,000
0496	CAPITAL WORKS PLAN - R4R	0	0	0
0497	INDIGENOUS COMMUNITIES - DLG	0	0	0
0498	DROUGHT ASSISTANCE PROJECTS	0	0	0
0502	- COMPUTER EXPENSES	76,189	71,082	77,551
0512	ROUNDING ACCOUNT	3	0	0
0532	ACCRUED INTEREST ON LOANS	0	0	0
0572	- VEHICLE RUNNING EXP.	16,887	11,913	13,000
0582	- TRAVELLING & ACCOM.	0	0	0
0592	- FRINGE BENEFITS TAX	43,189	14,663	16,000
0672	- AUDIT FEES	34,725	24,926	27,200
0692	- LEGAL EXPENSES	8,885	9,163	10,000
0732	ADMIN UNIFORMS	3,108	3,663	4,000
0762	BAD DEBTS WRITE OFF	0	9,669	10,551
0174	DEPRECIATION	44,199	42,163	46,000
0742	LESS ALLOCATED TO MEMBERS	-823,421	-829,807	-905,253
0942	ADMIN ALLOC TO GENERAL ADMIN	502,698	506,594	552,657
	Total Operating Expenditure	502,701	506,484	552,657
	Capital Income			
0175	PROCEEDS SALE OF ASSETS	0	-21,000	-21,000
	Capital Expenditure			
0134	FURNITURE AND EQUIPMENT	33,195	35,764	35,764
0164	PLANT & EQUIPMENT	38,518	38,200	38,200
0184	PRINCIPAL ON LOANS	0	0	0
	Total Capital Expenditure	71,712	73,964	73,964

**Schedule Format
2013/2014
Law, Order and Public Safety - Schedule 5**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
FIRE PREVENTION				
<i>Operating Revenue</i>				
0583	EMERGENCY SERVICES LEVY	-60,564	-55,968	-61,064
0584	REIMBURSEMENTS	500	0	0
0585	KALBARRI SES - EQUIPMENT PURCHASE REVEI	0	0	0
0613	VOLY FIRE CONTRIB - NPTON	0	0	0
0623	REIMBURSMENTS	-257	0	0
0325	GRANT FUNDS - EQUIPMENT	0	0	0
0673	FIRE INFRINGEMENTS	0	-913	-1,000
0703	GRANT - EMERGENCY SERVICES VEHICLE AND	-185,570	0	0
	<i>Total Operating Revenue</i>	-245,891	-56,881	-62,064
0335	DISPOSAL OF ASSETS	0	0	0
0683	PROFIT/LOSS SALE OF ASSET	13,850	0	0
<i>Operating Expenditure</i>				
1042	FIRE INSURANCE	17,908	16,412	17,908
1052	COMM. MTCE AND REPAIRS	2,267	3,322	3,642
1062	FIRE CONTROL EXP. OTHER	22,554	18,733	20,449
1072	AERIAL INSPECTIONS	0	1,375	1,500
1082	FIRE FIGHTING	6,289	3,487	3,820
1104	FIRE BRIGADE HQ (RAILWAY STN COSTS TO 12	2,623	1,474	1,635
1122	BURN OFF FEE REFUND	0	0	0
1132	ADMIN ALLOC TO FIRE PREVN	15,069	15,180	16,566
1142	KALBARRI SES OPERATIONS	26,600	28,136	28,136
1144	KALBARRI SES - EQUIPMENT PURCHASE	0	0	0
1152	PORT GREGORY FIRE SHED	299	275	303
1154	ISSEKA FIRE SHED	0	231	255
1156	HORROCKS FIRE SHED	0	231	255
1158	BINNU FIRE SHED	0	55	60
1304	ASSET DEPRECIATION	24,877	18,326	20,000
	<i>Total Operating Expenditure</i>	118,485	107,237	114,529
<i>Capital Revenue</i>				
0325	GRANT FUNDS - EQUIPMENT	0	0	0
0525	GOVERNMENT GRANTS	0	0	0
<i>Capital Expenditure</i>				
0338	LAND & BUILDINGS	29,558	32,298	32,300
0334	PLANT & EQUIPMENT	185,570	0	0
0514	PLANT & EQUIPMENT	43,173	39,996	40,000

Schedule Format

2013/2014

Law, Order and Public Safety - Schedule 5

	YTD Actual	YTD Budget	Annual Budget
	31/05/2014	31/05/2014	30/06/2014
<i>Total Capital Expenditure</i>	258,301	72,294	72,300

**Schedule Format
2013/2014
Law, Order and Public Safety - Schedule 5**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
ANIMAL CONTROL				
<i>Operating Revenue</i>				
0623	REIMBURSEMENTS	-257	0	0
0763	- FINES AND PENALTIES	-246	-1,375	-1,500
0773	- DOG REGISTRATION	-9,827	-5,951	-6,500
0783	- REIMBURSEMENTS/OTHER	0	0	0
0803	- IMPOUNDING FEES	-870	-176	-200
0833	MISC GRANTS	0	0	0
	<i>Total Operating Revenue</i>	-10,943	-7,502	-8,200
<i>Operating Expenditure</i>				
1162	DOG CONTROL EXPENSES	11,432	11,781	12,880
1172	ADMIN ALLOC TO ANIMAL CON	2,882	2,904	3,168
1192	CAT CONTROL EXPENSES	3,417	6,754	7,390
	<i>Total Operating Expenditure</i>	17,732	21,439	23,438
<i>Capital Expenditure</i>				
1164	DOG POUND CAGES	0	0	0
OTHER LAW, ORDER AND PUBLIC SAFETY				
<i>Operating Revenue</i>				
0843	ILLEGAL CAMPING FINES	-404	-2,288	-2,500
0873	PROFIT/LOSS FROM SALE OF ASSET	3,897	6,413	7,000
<i>Operating Expenditure</i>				
1212	SALARIES (RANGER)	94,706	134,596	146,835
1232	CONTROL EXPENSES OTHER	7,347	9,163	10,000
1242	FLOOD CONTROL EXPENSES - KALBARRI	24	0	0
4122	ABANDONED VEHICLES	0	0	0
4132	LAW & ORDER ASSET DEPRECN	12,633	12,650	13,800
	<i>Total Operating Expenditure</i>	114,710	156,409	170,635

**Schedule Format
2013/2014
Education and Welfare - Schedule 6**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
PRE-SCHOOL				
Operating Revenue				
1043	GRANT - NOCCA BUILDING	0	0	0
1103	REIMBURSMENTS	-318	-495	-545
1113	NCAA - SUSTAINABILITY FUNDING (MONTHLY) D	-12,587	0	0
1123	NCCA CCB/CCR REBATE REVENUE (WEEKLY)	-10,833	0	0
1133	NCCA SESSION FEES (WEEKLY)	-18,202	0	0
1143	NCCA MEMBERSHIP REVENUE	-470	0	0
1163	NCCA FUNDRAISING/GRANTS REVENUE	-446	0	0
	Total Operating Revenue	-42,855	-495	-545
Operating Expenditure				
1312	NCCA - BUILDING RELATED EXPENSES	15,342	17,677	19,303
1322	NCCA OPERATING EXPENDITURE (PAYROLL/SUPE	27,586	0	0
1314	YOUTH PROGAM	1,000	1,826	2,000
1412	ASSET DEPRECIATION	5,699	5,676	6,200
3202	KALBARRI CHILD CARE CENTRE	10,070	5,324	5,830
	Total Operating Expenditure	59,697	30,503	33,333
Capital Expenditure				
1316	LAND & BUILDINGS	0	9,845	10,750
WELFARE				
Operating Revenue				
0853	AGED UNITS RENTAL INCOME	-48,061	-50,413	-55,000
Operating Expenditure				
2362	AGED HOUSING MAINT	43,598	38,192	41,680
3002	C ONSULTANTS - AGED HOUSING	0	0	0
	Total Operating Expenditure	43,598	38,192	41,680

**Schedule Format
2013/2014
Health - Schedule 7**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
PREVENTATIVE SERVICES				
<i>Operating Revenue</i>				
1673	- FOOD VENDORS	-560	-550	-600
1763	CONTRIBUTIONS	-30,290	-27,500	-30,000
1764	PROFIT/LOSS ON SALE ASSET	0	0	0
	<i>Total Operating Revenue</i>	-30,850	-28,050	-30,600
<i>Operating Expenditure</i>				
2012	SALARIES	101,299	84,513	92,200
2022	HEALTH SUPERANNUATION	16,026	12,881	14,060
2032	ACCRUED ANNUAL & LS LEAVE	0	0	0
2042	CONTROL EXPENSES OTHER	12,726	18,722	20,455
2052	VEHICLE RUNNING EXPENSES	12,399	18,326	20,000
2082	HEALTH BUILDING MAINT	137	0	0
2102	ADMIN ALLOC TO HEALTH	6,670	6,721	7,333
	<i>Total Operating Expenditure</i>	149,256	141,163	154,048
<i>Capital Revenue</i>				
1375	PROCEEDS SALE OF ASSET	0	0	0
1396	GOVERNMENT GRANTS	0	0	0
	<i>Total Capital Revenue</i>	0	0	0
<i>Capital Expenditure</i>				
1324	PLANT AND EQUIPMENT - HLT	0	0	0
OTHER HEALTH				
<i>Operating Revenue</i>				
2023	LEASE - KALBARRI SURGERY	0	0	0
2033	RENTAL LOT 43 BATEMAN STREET (DC	-84	0	0
2035	RENTAL COUNCIL PROPERTY (NEW NI	0	0	0
2043	REIMBURSMENTS - OTHER	-1,721	-2,475	-2,700
2093	RENT LOT 14 CALLION WAY	0	0	0
	<i>Total Operating Revenue</i>	-1,805	-2,475	-2,700
<i>Operating Expenditure</i>				
2312	DOCTOR SURGERY - KALBARRI	2,690	2,926	3,200
2342	DOCTORS SURGERY - NORTHAMPTON	15,876	12,100	13,219
2382	ASSET DEPRECIATION	28,617	30,250	33,000

**Schedule Format
2013/2014
Health - Schedule 7**

	YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
<i>Total Operating Expenditure</i>	47,182	45,276	49,419
<i>Capital Revenue</i>			
2083 LAND SALES RESERVE	0	0	0
<i>Capital Expenditure</i>			
0834 LAND & BUILDINGS	9,435	7,425	8,100
1644 FURNITURE AND EQUIPMENT	0	0	0
<i>Total Capital Expenditure</i>	9,435		8,100

**Schedule Format
2013/2014
Housing - Schedule 9**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
STAFF HOUSING				
<i>Operating Revenue</i>				
2833	CONTRIBUTIONS	-4,835	0	0
2843	RESIDENTIAL RENTAL	-24,387	-15,389	-16,796
2853	CHARGES - STAFF RENTALS	0	0	0
	<i>Total Operating Revenue</i>	-29,222	-15,389	-16,796
2873	PROFIT/LOSS ON SALE ASSET	0	0	0
<i>Operating Expenditure</i>				
3162	- LOT 71 MITCHELL	0	0	0
3172	- OVAL RESIDENCE	5,003	2,288	2,510
3192	- LOT 10 ESSEX	0	0	0
3212	- LOT 454 FITZGERALD	4,773	6,413	7,012
3222	ASSET DEPRECIATION	34,783	35,288	38,500
3232	- LOT 43 BATEMAN ST	5,939	5,412	5,912
3242	LOT 42 BATEMAN STREET	6,557	3,806	4,162
3252	ADMIN ALLOC TO STAFF HOUS	4,776	4,807	5,250
3282	605 SALAMIT PLACE	13,370	9,251	10,112
	<i>Total Operating Expenditure</i>	75,201	67,265	73,458
<i>Capital Expenditure</i>				
2494	LAND & BUILDINGS - STAFF HOUSING	0	0	0
HOUSING OTHER				
<i>Operating Revenue</i>				
3013	RENT LOT 11 HAMPTON ROAD	0	0	0
3003	REIMBURSEMENTS - HOUSING OTHER	-4,727	-6,688	-7,300
<i>Operating Expenditure</i>				
3422	ESL PAYMENTS FOR MISC PROPERTY	731	0	0
3442	RESIDENCE - LOT 6 ROBINSON ST	3,195	583	636
3452	LOT 11 HAMPTON ROAD	3,636	583	636
3482	LOT 74 SEVENTH AVENUE	9,848	2,838	3,097
3492	14 CALLION WAY KALBARRI - DOCTO	7,625	8,118	8,862
	<i>Total Operating Expenditure</i>	25,034	12,122	13,231
<i>Capital Revenue</i>				
2455	LAND SALES RESERVE	0	0	0
<i>Capital Expenditure</i>				
3034	43 BATEMAN STREET	0	0	0

Schedule Format
2013/2014
Housing - Schedule 9

YTD Actual	YTD Budget	Annual Budget
31/05/2014	31/05/2014	30/06/2014

**Schedule Format
2013/2014
Community Amenities - Schedule 10**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
SANITATION - HOUSEHOLD				
<i>Operating Revenue</i>				
3253	- KALBARRI RESIDENTIAL	-363,654	-361,317	-363,000
3263	- OTHER RESIDENTIAL	-216,282	-214,492	-215,490
3273	- 240 LITRE CARTS	-2,607	-4,576	-5,000
	<i>Total Operating Revenue</i>	-582,543	-580,385	-583,490
<i>Operating Expenditure</i>				
3812	DOMESTIC REFUSE COLLECT.	332,450	254,826	278,000
3826	DEPRECIATION - REFUSE SITES	4,654	4,576	5,000
3832	PURCHASE OF 240L CARTS	0	2,750	3,000
3854	NORTHAMPTON REFUSE SITE	165,047	162,151	176,900
3856	KALBARRI REFUSE SITE MAINTENANCE	199,016	172,348	188,030
3858	BINNU REFUSE SITE MAINTENANCE	8,064	4,180	4,570
3860	PORT GREGORY REFUSE SITE MAINTENANCE	12,827	6,248	6,833
3861	LUCKY BAY REFUSE COLLECTION	20,439	5,500	6,000
3888	ACCRUED INTEREST ON LOANS	0	0	0
3890	INTEREST ON LOANS	0	0	0
3892	ADMIN ALLOC TO SANITATION	3,788	3,817	4,164
	<i>Total Operating Expenditure</i>	746,284	616,396	672,497
<i>Capital Expenditure</i>				
3304	REFUSE - FURNITURE & EQUIP	0	0	0
SANITATION - OTHER				
<i>Operating Revenue</i>				
3313	GRANTS - OTHER	-22,490	0	0
3323	REFUSE SITE FEES -OTHER	-35,874	-32,076	-35,000
3343	- INDUSTRIAL	-110,651	-128,458	-140,140
3353	- COMMERCIAL	-8,750	-7,326	-8,000
3373	- CARAVAN PARKS	0	0	0
3383	INDUSTRIAL REFUSE COLLECTION - GST	-27,720	-25,410	-27,720
3405	REIMBURSEMENTS - DRUMMUSTER	0	-3,663	-4,000
	<i>Total Operating Revenue</i>	-205,484	-196,933	-214,860
<i>Operating Expenditure</i>				
3722	IND/COMM REFUSE COLLECT	21	0	0
3772	STREET REFUSE COLLECT/LITTER	96,372	96,888	105,700
3774	DRUM MUSTER	4,235	4,125	4,500
	<i>Total Operating Expenditure</i>	100,628	101,013	110,200

**Schedule Format
2013/2014
Community Amenities - Schedule 10**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
	<i>Capital Expenditure</i>			
3335	REFUSE SITE CAPITAL	17,902	0	0
3336	PRINCIPAL ON LOANS	0	0	0
	<i>Total Capital Expenditure</i>	17,902	0	0
SANITATION - SEWERAGE				
	<i>Operating Revenue</i>			
3543	CHARGES - SEPTIC TANKS	-565	-913	-1,000
3553	SEPTIC TANK INSPECTIONS	-612	-913	-1,000
	<i>Total Operating Revenue</i>	-1,177	-1,826	-2,000
TOWN PLANNING AND REGIONAL DEVELOPMENT				
	<i>Operating Revenue</i>			
3743	PLANNING FEES	-36,097	-18,326	-20,000
3823	REIMBURSE (ADVERTISING/PLANNING COMMIS	0	-132	-150
3833	REIMBURSEMENTS	-11,198	-10,263	-11,198
	<i>Total Operating Revenue</i>	-47,295	-28,721	-31,348
3935	P/L ON SALE OF ASSET	0	0	0
	<i>Operating Expenditure</i>			
4202	SALARIES	62,414	19,965	21,780
4212	SUPERANNUATION-PLANNING	5,061	891	980
4232	PRINTING & STATIONERY	0	220	250
4242	ADVERTISING	1,294	2,750	3,000
4252	INSURANCE	582	2,233	2,445
4262	CONFERENCE EXPENSES	0	1,826	2,000
4272	VEHICLE OPERATING COSTS	3,767	4,576	5,000
4282	CONSULTANTS EXPENSES	32,358	44,275	48,300
4302	LEGAL EXPENSES	541	1,826	2,000
4322	NORTHAMPTON TOWNSCAPE	0	0	0
4342	HORROCKS TOWNSCAPE	0	0	0
4372	TOWN PLAN SCHEME EXPENSES	1,204	73,513	80,200
4382	CONTROL EXPENSES	7,154	5,588	6,100
4402	ASSET DEPRECIATION	3,368	5,500	6,000
4472	TP - ACCRUED LS LEAVE	0	0	0
4482	TP ACCRUED ANNUAL LEAVE	0	0	0
4852	PLANNING BUILDING MAINT	170	0	0
4862	FRINGE BENEFITS TAX PLANN	4,429	5,500	6,000
4872	ADMIN ALLOC TO TOWN PLAN	5,846	5,885	6,427

**Schedule Format
2013/2014
Community Amenities - Schedule 10**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
	Total Operating Expenditure	128,188	174,548	190,482
	Capital Revenue			
3905	PROCEEDS OF ASSETS	0	0	0
7480	TOWN PLANNING SCHEME RESERVE TO MUNI	-11,200	-10,263	-11,200
	Total Capital Revenue	-11,200	-10,263	-11,200
	Capital Expenditure			
4014	PLANT & EQUIPMENT	0	0	0
OTHER COMMUNITY AMENITIES				
	Operating Revenue			
3802	LAND SALES RESERVE	0	0	0
3853	CHARGES - CEMETERY FEES	-3,375	-5,412	-5,920
3863	REIMBURSEMENTS	-3,056	-1,375	-1,500
3883	FUNERAL DIRECTORS LICENSE	-200	-176	-200
3893	BUS HIRE	-1,733	-913	-1,000
	Total Operating Revenue	-8,364	-7,876	-8,620
	Operating Expenditure			
4422	NORTHAMPTON CEMETERY MAIN	17,090	18,634	20,340
4432	ASSET DEPRECIATION	918	913	1,000
4442	TOWN PARK TOILETS	13,313	10,494	11,460
4452	ASSET DEPRECIATION	19,839	22,913	25,000
4462	KALBARRI CEMETERY MAINT	17,796	22,979	25,100
4572	KINGS PARK TOILETS	10,850	13,156	14,370
4582	LIONS PARK TOILETS NPTON	12,434	13,365	14,589
4592	SALLY'S TREE TOILETS	15,492	13,563	14,829
4652	JETTY TOILETS -KALBARRI	8,372	16,313	17,811
4732	HORROCKS TOILETS/CHGROOMS	25,733	30,151	32,894
4752	PORT GREGORY TOILET BLOCK	14,210	15,169	16,570
4802	CHINAMANS TOILET BLOCK	9,705	7,359	8,054
4807	BINNU TOILETS	17,002	13,970	15,259
4812	RED BLUFF TOILET BLOCK	6,807	5,038	5,512
4766	PROFIT/LOSS SALE OF ASSET	0	0	0
4842	COMMUNITY BUS	2,742	5,951	6,500
	Total Operating Expenditure	192,302	209,968	229,288
	Capital Expenditure			
3344	PUBLIC AMENITIES	300	6,875	7,500

**Schedule Format
2013/2014
Recreation and Culture - Schedule 11**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
PUBLIC HALLS				
<i>Operating Revenue</i>				
4043	REIMBURSEMENTS	-9,704	-11,451	-12,500
4053	CHARGES - HALL HIRE	-945	-913	-1,000
4063	ALLEN COMM. CENTRE	-634	-1,375	-1,500
	<i>Total Operating Revenue</i>	-11,284	-13,739	-15,000
<i>Operating Expenditure</i>				
4672	- PORT GREGORY HALL	2,754	4,015	4,399
4682	- ALMA HALL	2,423	1,199	1,318
4692	- BINNU HALL	7,525	8,030	8,792
4702	- RSL HALL	17,773	17,424	19,035
4704	OGILVIE HALL/SCHOOL	834	55	60
4712	- AJANA HALL	6,071	6,941	7,600
4772	- ALLEN COMM. CENTRE	42,453	66,099	72,133
4782	- HORROCKS COMM. CENTRE	19,664	17,457	19,056
4792	ASSET DEPRECIATION	57,912	57,750	63,000
4832	ADMIN ALLOC TO HALLS	988	990	1,086
3534	DEPRECIATION	0	0	0
	<i>Total Operating Expenditure</i>	158,396	179,960	196,479
<i>Capital Expenditure</i>				
3515	BINNU HALL	0		0
SWIMMING AREAS AND BEACHES				
<i>Operating Revenue</i>				
3973	CONTRIBUTIONS	-5,483	-5,500	-6,000
3975	CONTRIBUTIONS/DONATIONS	-11,450	-23,595	-25,750
3976	TRUST BOND CONTRIBUTION - CAPITAL HILL/I	0	0	0
4293	KALBARRI JETTY BERTH FEES	0	-451	-500
4303	RESERVE LEASES - KALBARRI FORESHORE	-6,034	-4,477	-4,887
4347	CONTRIBUTIONS	-210	0	0
	<i>Total Operating Revenue</i>	-23,177	-34,023	-37,137
<i>Operating Expenditure</i>				
3982	ASSET DEPRECIATION	36,905	35,750	39,000
4952	- KALBARRI F/SHORE RES.	119,959	108,614	118,511
4972	- HORROCKS F/SHORE RES.	49,624	49,984	54,555
5012	- PORT GREGORY F/SHORE	881	3,872	4,240
5042	ENVIROFUND GRANTS - HUTT RIVER	0	0	0
6742	- HORROCKS FORESHORE	869	0	0

**Schedule Format
2013/2014
Recreation and Culture - Schedule 11**

	YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
Total Operating Expenditure	208,238	198,220	216,306
Capital Income			
4513 KALBARRI TOURISM SPECIFIED RATE RESERVE	0	0	0
4523 GRANTS	-176,063	-161,381	-176,063
4526 LAND SALES RESERVE	0	0	0
Total Capital Income	-176,063	-161,381	-176,063
Capital Expenditure			
3664 FORESHORE INFRASTRUCTURE	36,129	48,532	52,950
3669 LITTLE BAY REDEVELOPMENT	0	0	0
3670 HORROCKS FORESHORE SEAWALL	0	0	0
3674 KALBARRI BOAT RAMP UPGRADE	175,962	172,295	172,800
3684 HORROCKS JETTY	8,462	11,000	12,000
4527 LITTLE BAY REDEVELOPMENT GRANT	0	0	0
3672 ZUYTDORP MEMORIAL	0	0	0
Total Capital Expenditure	220,554	231,827	237,750
OTHER RECREATION AND SPORT			
Operating Revenue			
4333 - EDUCATION DEPT - OVAL	-2,618	-2,332	-2,550
4423 LEASES & RENTALS	-2,539	-3,421	-3,741
4433 INTEREST REIMBURSEMENT	-1,427	-1,892	-2,068
4453 REIMBURSEMENTS- REC. CTRE	-8,918	-6,875	-7,500
4455 TRUST BOND CONTRIBUTION - CAPITAL HILL	-5,455	-4,994	-5,455
Total Operating Revenue	-20,957	-19,514	-21,314
4393 PROFIT/LOSS ON SALE	2,959	0	0
Operating Expenditure			
4962 - KALBARRI OVAL RESERVE	22,057	23,815	26,004
4969 KALBARRI SKATE PARK	0	0	0
4982 - HORROCKS OVAL RESERVE	2,064	3,355	3,673
4992 - PARKS, RES, GARDENS GEN	163,087	165,539	180,600
4998 PARKS & GARDENS - PORT GREGORY	1,760	2,057	2,250
5002 ADMIN ALLOC TO OTHER REC	15,233	15,345	16,747
5022 - LIONS PARK	2,517	2,959	3,245
5032 - BI-CENTENIAL PARK	12,085	6,237	6,820
5072 - N'TON REC. CENTRE	49,389	59,873	65,342
5082 - KALBARRI REC CENTRE	7,804	6,776	7,419
5092 - HORROCKS REC CENTRE	1,236	3,157	3,462

**Schedule Format
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Recreation and Culture - Schedule 11

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
5102	INT ON LOANS - LOAN 135	6,684	4,180	4,568
5112	NORTHAMPTON BOWLING CLUB	0	55	60
5115	KALBARRI GOLF & BOWLING CLUB	8,279	9,625	10,500
5122	- NORTHAMPTON REC OVAL	76,068	65,241	71,202
5142	EXHIBITION HALL NPTN OVAL	0	0	0
5162	BINNU RECREATION AREA	3,243	2,926	3,200
5169	NORTHAMPTON GOLF CLUBHOUSE	0	0	0
5172	ASSET DEPRECIATION	232,063	250,250	273,000
5192	REC - ACCRUED ANNUAL LEAV	0	0	0
5212	ACCRUED INTEREST ON LOANS	0	0	0
	Total Operating Expenditure	603,568	621,390	678,092
	Capital Revenue			
3775	SS LOAN - BOWL CLUBS	-2,727	-4,994	-5,451
3777	LAND SALES RESERVE	0	0	0
4383	CONTRIBUTIONS	-11,858	-20,317	-22,166
4473	GRANTS	-5,500	-686,807	-749,251
	Total Capital Revenue	-20,086	-712,118	-776,868
	Capital Expenditure			
3624	PRINCIPAL ON LOANS	14,823	16,478	17,980
3654	SKATE PARK CONSTRUCTION	0	0	0
3714	LAND & BUILDING	32,400	972,260	1,166,715
3715	FURNITURE & EQUIPMENT	0	0	0
3716	PARKS & OVALS INFRASTRUCTURE	521,521	77,462	84,500
3734	PLANT & EQUIPMENT	0	0	0
	Total Capital Expenditure	568,744	1,066,200	1,269,195
TELEVISION AND RADIO REBROADCASTING				
	Operating Expenditure			
5232	T.V. RECEIVER STATION	95	0	0
5242	ASSET DEPRECIATION	0	0	0
	Total Operating Expenditure	95	0	0
LIBRARIES				
	Operating Revenue			
4613	CHARGES - LOST BOOKS	-32	-44	-50
4623	REIMBURSEMENTS	0	-66	-75
4653	INTERNET ACCESS FEE - KALBARRI	-682	-682	-750

**Schedule Format
2013/2014
Recreation and Culture - Schedule 11**

	YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
Total Operating Revenue	-714	-792	-875
Operating Expenditure			
5312 SALARIES	28,788	28,402	30,990
5322 LIBRARY SUPERANNUATION	2,599	2,629	2,870
5332 LIBRARY OPERATING OTHER	3,421	3,542	3,874
5334 LIBRARY INTERNET SEVICE	2,080	2,101	2,300
5342 LIBRARY BUILDING MTCE	1,151	1,144	1,250
5352 ACCRUED ANNUAL LEAVE	0	0	0
5372 ASSET DEPRECIATION	0	0	0
5402 ADMIN ALLOC TO LIBRARIES	74,849	75,427	82,288
Total Operating Expenditure	112,888	113,245	123,572
OTHER CULTURE			
Operating Revenue			
0913 REIMBURSEMENT/CONTRIBUTIONS	-2,455	0	0
4703 150 YEAR CELEBRATIONS - REVENUE (INC BRIK	-17,345	0	0
4713 MOONIEMIA CENTRE REIMB	-482	0	0
4763 GRANT - HERITAGE ADVISORY SERVICE	-2,530	-4,807	-5,250
4773 CHARGES - OLD POLICE STN	0	-913	-1,000
4783 REIMBURSEMENTS - LYNTON WORKS	-2,813	0	0
4793 GOVERNMENT GRANTS	-46,500	-38,368	-41,868
Total Operating Revenue	-72,125	-44,088	-48,118
Operating Expenditure			
1712 NORTHAMPTON NEWS BUILDING	7,343	7,469	8,163
5512 OLD RAILWAY STATION	3,988	1,408	1,543
5522 OLD POLICE STATION	3,233	5,918	6,476
5532 CHIVERTON HOUSE	7,918	6,831	7,466
5542 MOONIEMIA CENTRE	1,841	2,794	3,060
5552 KALBARRI ART & CRAFT CNTR	10,455	9,350	10,211
5572 HIST PROJECTS/HERITAGE SITES	5,061	9,625	10,500
5582 OLD ROADS BOARD BUILDING	1,066	8,228	8,994
5592 LYNTON HISTORICAL SITE	3,909	2,156	2,364
5622 DONATIONS BY COUNCIL	0	0	0
5642 OTHER EXPENDITURE	1,750	0	0
5652 ASSET DEP'N CULTURE	5,834	5,720	6,250
5662 150 YEAR CELEBRATIONS - BRICKS EXPENDITU	30	0	0
5672 NORTHAMPTON 150TH CELEBRATION	116,305	73,326	80,000
Total Operating Expenditure	168,732	132,825	145,027

**Schedule Format
2013/2014
Transport - Schedule 12**

	YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
CONSTRUCTION OF ROADS, BRIDGES AND DEPOTS			
<i>Capital Expenditure</i>			
5030 REGIONAL ROAD GROUP	265,824	228,998	249,830
5060 - MUNICIPAL FUND	207,270	339,317	370,192
5090 FOOTPATH CONSTRUCTION	78,277	75,812	82,730
5150 BLACKSPOT PROJECTS	207,936	343,145	374,350
5180 CAR PARKS CONSTRUCTION	0	0	0
5210 ROADS TO RECOVERY	63,286	330,352	360,408
5214 ROYALTIES FOR REGIONS (BATEMAN ST)	0	0	0
5215 ROYALTIES 4 REGIONS WORKS	545,679	515,350	562,229
5224 PRINCIPAL ON LOANS	163,213	149,611	163,213
Total Capital Expenditure	1,531,484	1,982,585	2,162,952
<i>Capital Revenue</i>			
5205 ROADS TO RECOVERY FUNDING	-320,675	-293,942	-320,675
5206 FOOTPATH FUNDING	0	0	0
5208 LAND SALES RESERVE	0	0	0
5207 BLACKSPOT FUNDING	-149,742	-343,145	-374,350
5209 ROYALTIES FOR REGIONS - OGILVIE ST	0	-247,500	-270,000
5481 - REGIONAL ROAD GROUP FUNDING	-148,620	-149,149	-162,713
5483 ROYALTIES 4 REGIONS (BATEMAN ST)	0	0	0
7485 ROADWORK RESERVE TFR TO MUNI	0	0	0
5561 CONTRIBUTIONS	-455	0	0
Total Capital Revenue	-619,492	-1,033,736	-1,127,738
MAINTENANCE OF ROADS, BRIDGES AND DEPOTS			
<i>Operating Expenditure</i>			
5982 ADMIN ALLOC TO ROAD MAINT	22,809	22,979	25,076
5992 INTEREST ON LOANS - TPT	39,935	36,597	39,935
6002 ACCRUED INTEREST ON LOANS	0	0	0
6262 APB DEPOT	2,278	55	60
5850 - MUNICIPAL FUND RDWKS	945,455	1,550,736	1,691,745
5860 ROMANS DATA COLLECTION	6,886	5,500	6,000
5910 KALBARRI DEPOT MAINT.	14,921	9,779	10,708
5920 CROSSOVERS	1,000	3,663	4,000
5930 NORTHAMPTON DEPOT MAINT	26,910	26,620	29,076
5950 HORROCKS DEPOT MAINT.	271	143	157
5960 LIGHTING OF STREETS	115,266	112,552	122,800
5980 DIRECTIONAL ADVERT SIGNS	0	0	0
5990 ASSET DEPRECIATION	197,099	328,163	358,000
6000 ACCRUED LONG SERVICE LEAV	0	0	0
6010 TSPT ACCRUED ANNUAL LEAVE	0	0	0

**Schedule Format
2013/2014
Transport - Schedule 12**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
3994	DEPRECIATION	782,288	749,826	818,000
	Total Operating Expenditure	2,155,119	2,846,613	3,105,557
	Operating Revenue			
6281	- MRD MAINTENANCE	-126,609	-126,600	-126,600
6301	PROFIT/LOSS SALE OF ASSET	0	0	0
6351	DIRECTIONAL ADVERT SIGNS	0	0	0
	Total Operating Revenue	-126,609	-126,600	-126,600

ROAD PLANT PURCHASES

	Operating Revenue			
4265	CONTRIBUTIONS	0	0	0
	Total Operating Revenue	0	0	0
4405	PROFIT/LOSS ON SALE ASSET	550	-46,750	-51,000
	Operating Expenditure			
3610	LESS PLANT DEPN WRITTEN BACK	-154,984	0	0
3630	LOSS UPON REVALUATION - PLANT &	0	0	0
	Capital Revenue			
4285	- UTILITIES (PROFIT/LOSS SALE OF ASSET)	0	0	0
4315	- MACHINERY (DISPOSAL OF ASSET)	0	-120,538	-131,500
4345	LOAN PROCEEDS	0	0	0
	Total Capital Revenue	0	-120,538	-131,500
	Capital Expenditure			
4214	ROAD PLANT/MACHINERY	266,830	386,826	422,000
4224	UTILITIES (VEHICLES)	58,074	57,046	62,242
4254	OTHER EQUIPMENT	41,448	38,863	42,400
	Total Capital Expenditure	366,352	482,735	526,642

AERODROMES

	Operating Revenue			
5113	CHARGES - LANDING FEES	-2,577	-4,345	-4,740

**Schedule Format
2013/2014
Transport - Schedule 12**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
5133	HANGAR SITE LEASE	-563	-495	-550
5143	CONTRIBUTIONS - AERODROME	-1,235	0	0
5183	CITY OF GN/GRN - OPERATING CONF	0	0	0
	Total Operating Revenue	-4,375	-4,840	-5,290
	Operating Expenditure			
5902	ADMIN ALLOCATED TO AERODROMES	14,410	14,520	15,842
5912	ASSET DEPRECIATION	20,979	21,076	23,000
5932	KALBARRI AIRPORT MTCE	40,243	25,718	28,070
5935	OLD KALBARRI AIRPORT	6,442	16,225	17,700
	Total Operating Expenditure	82,075	77,539	84,612
	Capital Revenue			
5,163	Airport Reserve	-17,700	-16,225	-17,700

**Schedule Format
2013/2014
Economic Services - Schedule 13**

	YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
TOURISM AND AREA PROMOTION			
<i>Operating Revenue</i>			
5543	0	0	0
5563	-46,439	-46,816	-51,083
5573	-4,387	-4,125	-4,500
5583	-13,000	-36,663	-40,000
5593	0	0	0
	Total Operating Revenue	-87,604	-95,583
<i>Operating Expenditure</i>			
6322	0	0	0
6362	837	1,012	1,131
6372	63,027	64,207	70,053
6382	0	0	0
6392	557	550	600
	Total Operating Expenditure	65,769	71,784
BUILDING CONTROL			
<i>Operating Revenue</i>			
5653	-18,094	-22,913	-25,000
5673	-4,399	-4,125	-4,500
5713	0	-682	-750
5733	0	-88	-100
	Total Operating Revenue	-27,808	-30,350
<i>Operating Expenditure</i>			
6412	42,780	61,424	67,010
6422	6,738	9,361	10,220
6432	3,434	5,500	6,000
6442	10,975	16,786	18,328
6452	0	0	0
6462	0	0	0
6472	137	209	230
6492	190	176	200
5195	0	0	0
6512	9,058	9,119	9,958
	Total Operating Expenditure	102,575	111,946
<i>Capital Expenditure</i>			
5124	0	0	0

**Schedule Format
2013/2014
Economic Services - Schedule 13**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
OTHER ECONOMIC SERVICES				
<i>Operating Revenue</i>				
5933	REIMBURSMENTS	-2,791	-2,288	-2,500
5943	GRANT - LIVING COMMUNITIES PROGRA	0	0	0
5993	PT GREGORY SPEC AREA RATE	-14,250	-13,057	-14,250
	<i>Total Operating Revenue</i>	-17,041	-15,345	-16,750
<i>Operating Expenditure</i>				
6752	- PORT GREGORY	8,586	15,708	17,155
6802	LOCAL BUSINESS ECONOMY STUDY	0	0	0
	<i>Total Operating Expenditure</i>	8,586	15,708	17,155

**Schedule Format
2013/2014
Other Property and Services - Schedule 14**

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
PRIVATE WORKS				
Operating Revenue				
6153	- PLANT HIRE	-45,130	-18,326	-20,000
Operating Expenditure				
6912	PRIVATE WORKS - SCH 14	36,954	19,503	21,300
OTHER PROPERTY AND SERVICES				
Operating Revenue				
6590	SELF SUPPORTING LOAN INTEREST REIMBURSEMENT	-26,730	-36,630	-39,969
5613	CONTRIB - COTTAGE SURVEYS	0	-46,288	-50,500
	Total Operating Revenue	-26,730	-82,918	-90,469
7025	PROFIT / LOSS ON SALE	0	0	0
Operating Expenditure				
6582	SETTLEMENT EXPENSES - PROPERTY SALE	0	0	0
6659	INTEREST ON LOANS - CEO HOUSE (SELF SUPPORT)	26,730	24,497	26,730
6768	HALF WAY BAY COTTAGES	7,304	46,250	55,500
7065	PROFIT LOSS LAND HELD FOR RESALE VALUE	104,588	0	0
	Total Operating Expenditure	138,622	70,747	82,230
Capital Revenue				
6591	SELF SUPPORTING LOAN - REIMB CEO PRINCIPAL	-13,240	0	0
6654	LOAN FUND PROCEEDS - SELF SUPPORTING LOAN	0	0	0
7015	PROCEED FROM SALE ASSET	0	0	0
7035	SALE / DISPOSAL ACCOUNT	0	0	0
7045	NORTHAMPTON LIA (EX MWDC GRANT ETC)	-488	0	0
7490	NORTHAMPTON INDUSTRIAL UNITS TFR TO MUNI	0	-364,998	-365,000
7500	LAND DEVELOPMENT RESERVE TRANSFER TO MUN	-10,000	-9,163	-10,000
	Total Capital Revenue	-23,728	-374,161	-375,000
Capital Expenditure				
7035	SALE / DISPOSAL ACCOUNT	0	0	0
6574	SUBDIVISIONS	0	9,163	10,000
6758	NORTHAMPTON INDUSTRIAL UNITS	270,515	515,335	618,412
6768	HALF WAY BAY COTTAGES	7,304	46,250	55,500
6592	PRINCIPAL ON LOANS - CEO HOUSE (SELF SUPPORT)	13,240	12,133	13,240
6664	LOAN PAYMENT	0	0	0
	Total Capital Expenditure	291,059	582,881	697,152

**Schedule Format
2013/2014
Other Property and Services - Schedule 14**

	YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
PUBLIC WORKS OVERHEADS			
<i>Operating Expenditure</i>			
7112	103,160	105,743	115,360
7122	137	176	200
7132	12,981	17,314	18,910
7142	9,327	9,163	10,000
7152	173,715	186,043	202,962
7162	174,750	206,250	225,000
7172	74,678	67,232	73,350
7182	24,247	0	0
7192	19,097	18,326	20,000
7202	0	0	0
7222	0	0	0
7232	25,279	25,465	27,791
7242	15,158	16,742	18,280
7252	12,816	2,288	2,500
7282	6,814	8,250	9,000
7302	-704,242	-719,708	-785,136
Total Operating Expenditure	-52,083	-56,716	-61,783
PLANT OPERATION			
<i>Operating Revenue</i>			
6423	-10,837	-18,326	-20,000
6433	0	-4,576	-5,000
6443	-35,284	-36,663	-40,000
Total Operating Revenue	-46,121	-59,565	-65,000
<i>Operating Expenditure</i>			
7312	255,150	275,000	300,000
7322	38,595	27,500	30,000
7332	138,359	229,163	250,000
7342	89,542	98,901	107,900
7352	43,512	41,041	44,774
7362	10,893	12,375	13,500
7382	7,823	7,876	8,600
7502	-480,442	-676,390	-737,885
Total Operating Expenditure	103,431	15,466	16,889

MATERIALS

Schedule Format
2013/2014
Other Property and Services - Schedule 14

		YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
	<i>Capital Expenditure</i>			
6620	MATERIALS PURCHASED	224,401	0	0
6630	STOCK RECEIVED CONTROL	0	0	0
6750	LESS MATERIALS ALLOCATED	-231,354	0	0
	<i>Total Capital Expenditure</i>	-6,952	0	0
SALARIES AND WAGES				
	<i>Operating Revenue</i>			
6941	REIMB. - WORKERS COMPENS.	-16,441	-9,163	-10,000
	<i>Operating Expenditure</i>			
6810	GROSS SALARIES FOR YEAR	845,242	744,810	812,520
6820	GROSS WAGES FOR YEAR	1,295,118	1,299,001	1,417,100
6830	WORKERS COMPENSATION	19,229	0	0
6890	SALARIES ALLOC FRM SCH 20	-845,242	-744,810	-812,520
6900	WAGES ALLOC FRM SCH 20	-1,310,166	-1,299,001	-1,417,100
	<i>Total Operating Expenditure</i>	4,181	0	0

**Schedule Format
2013/2014
Funds Transfers/Reserve Funds**

RESERVE TRANSFERS

	YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
<i>Schedule 15 Reserves</i>			
7120	0	0	0
7130	930	0	0
7140	238	0	0
7150	242	0	0
7160	238	0	0
7170	24,485	0	0
7190	0	0	0
7210	1,213	0	0
7220	2,293	0	0
7240	50,746	0	0
7250	0	0	0
7260	0	0	0
7270	0	0	0
7271	4,193	0	0
7280	0	0	0
7290	4,587	0	0
7300	389	0	0
7301	549	0	0
7303	0	0	0
7305	0	0	0
7325	-21,048	0	0
7180	0	0	0
7320	0	0	0
7380	0	0	0
7410	0	0	0
7470	0	0	0
7435	0	0	0
7445	0	0	0
Net Transfers to Reserve	69,055	0	0
<i>Schedule 23 Reserves</i>			
9300	0	0	0
9641	0	0	0
9651	0	0	0
9691	0	0	0
9702	0	0	0
9711	0	0	0
9741	0	0	0
9751	0	0	0
9791	0	0	0

**Schedule Format
2013/2014
Funds Transfers/Reserve Funds**

RESERVE TRANSFERS

	YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
9811 KAL AGED ACCOM TFR EX MUNI	0	0	0
9812 HOUSE/BUILD INTEREST	0	0	0
9831 KAL AGED ACCOM INTEREST	0	0	0
9832 ROADWORKS TFR TO MUNI	0	0	0
9841 SPEC AREA RATE INTEREST	0	0	0
9843 BRIDGE RESERVE INTEREST	0	0	0
9861 FOOTPATH RESERVE	0	0	0
9862 KAL TOURISM RATE FROM MUNI	0	0	0
9891 TOWNSCAPE CARPARK RES TFR	0	0	0
9892 BUS RESERVE TFR TO MUNI	0	0	0
9901 NPTON AGED TFR FROM MUNI	0	0	0
9911 TPS REVIEW TFR TO RESRV	0	0	0
9921 SPORT & RECREATION RESERVE - EX MUNI	0	0	0
9941 POS DEVELOPMENT KALBARRI TFR	0	0	0
9951 NORTHAMPTON INDUSTRIAL UNITS RESERVE	0	0	0
Net Transfers from Reserve	0	0	0

Schedule Format

2013/2014

Trust Funds

TRUST FUND

	YTD Actual 31/05/2014	YTD Budget 31/05/2014	Annual Budget 30/06/2014
8261 RETENTIONS	0	0	0
8281 HOUSING BONDS	0	0	0
8301 FOOTPATH DEPOSITS	2,000	0	0
8401 CEMETERY FUNDRAISING	920	0	0
8421 COMMUNITY BUS BOND	-200	0	0
8423 WILA GUTHARRA	0	0	0
8440 UNCLAIMED MONIES	-100	0	0
8471 MISCELLANEOUS DEPOSITS	-220	0	0
8481 NOMINATION DEPOSITS	-320	0	0
8510 BUILDING TRAINING FUND	0	0	0
8511 BUILDING TRAINING FUND	-13,899	0	0
8540 TRANSPORTABLE HOUSE BONDS	0	0	0
8551 BURNING OFF FEES	0	0	0
8781 RSL HALL KEY BOND - INCOM	0	0	0
8791 SAFER NPTN RDWISE FUND IN	4,330	0	0
8821 AGED PERSONS UNITS BONDS	-100	0	0
8831 YOUTH GRANT - SKATEBOARD	1,125	0	0
8841 DEPT TPT - SPEC PLATES	-110	0	0
8890 PEET PARK DONATIONS - INC	0	0	0
8895 KIDSPORT - INCOME	-11,000	0	0
8896 KIDSPORT - EXPENSES	5,701	0	0
8897 NCCA - EXPENSES	10,000	0	0
8898 NCCA - INCOME	-25,000	0	0
8891 PEET PARK DONATIONS - EXP	10,750	0	0
8892 AUCTION - INCOME	0	0	0
8893 AUCTION - EXPENSES	0	0	0
8894 PUBLIC OPEN SPACE (POS)	0	0	0
8900 COMMUNITY SKATE PARK - INCOME	-500	0	0
8901 HORROCKS MEMORIAL WALL - EXPENDITURE	743	0	0
8902 HORROCKS MEMORIAL WALL - INCOME	-4,270	0	0
8903 ONELIFE NORTHAMPTON - EXPENSES	7,215	0	0
8904 ONELIFE NORTHAMPTON - INCOME	-13,303	0	0
Trust Fund Movement	-26,239	0	0
107,110 Trust Fund Bank Movement	-13,733		
Difference	-12,506		

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2014/2015**

SCHEDULE 3 - GENERAL PURPOSE REVENUE

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		Total		Rate	GST	Total	
SALE OF REPORTS							
Owners & Occupiers Electoral Roll		\$25.00	per roll	\$25.00	Nil	\$25.00	per roll
Property Addresses Report		\$20.00	per report	\$20.00	Nil	\$20.00	per report
RATES INSTALMENT FEES & CHARGES							
Rate Instalment Fee	<i>Charged on each additional instalment notice sent</i>	\$5.00	per instalment	\$5.00	Nil	\$5.00	per instalment
Rate Instalment Interest Percent	<i>Interest % charged on rate instalment option</i>	5.00%	per instalment	5.00%	Nil	5.00%	per instalment
Late Payment Penalty Interest	<i>Interest charged is pa & calculated on daily</i>	10.00%	per annum/daily	10.00%	Nil	10.00%	per annum/daily
LOCAL AUTHORITY PROPERTY ENQUIRY REPORTS							
Account Inquiry - Rates, Orders and Requisitions		\$90.00	per inquiry	\$90.00	Nil	\$90.00	per inquiry
Account Inquiry - Orders and Requisitions Only		\$55.00	per inquiry	\$55.00	Nil	\$55.00	per inquiry
Account Inquiry - Rates Only		\$35.00	per inquiry	\$35.00	Nil	\$35.00	per inquiry

SCHEDULE 4 - GOVERNANCE

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		Single side incl GST	Double sided incl GST	Single side incl GST	GST	Total	Double sided incl GST
PHOTOCOPY CHARGES							
A4 Copies		\$0.30	\$0.40	\$0.30	Nil	\$0.30	\$0.40
A3 Copies		\$0.40	\$0.50	\$0.40	Nil	\$0.40	\$0.50
A4 use of own paper		\$0.10	\$0.20	\$0.10	Nil	\$0.10	\$0.20
A4 Copies - Colour		\$0.50	\$1.00	\$0.50	Nil	\$0.50	\$1.00
A3 Copies - Colour		\$1.00	\$2.00	\$1.00	Nil	\$1.00	\$2.00
FACSIMILE CHARGES							
Fee to Send - First page		\$2.20		\$2.00	\$0.20	\$2.20	
Fee to Send - extra pages		\$0.55		\$0.50	\$0.05	\$0.55	
Fee to Receive		\$0.55		\$0.50	\$0.05	\$0.55	
COUNCIL AGENDAS							
Purchase of Agenda		\$15.00	per Agenda	\$13.64	\$1.36	\$15.00	per Agenda
		\$170.50	per Year	\$155.00	\$15.50	\$170.50	per Year

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2014/2015**

SCHEDULE 5 - LAW, ORDER AND PUBLIC SAFETY

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		1 Year	3 Years	1 Year	GST		3 Years
DOG REGISTRATION FEE'S							
Unsterilised Dog/Bitch	Fees as per the DOG Act 1976	\$30.00	\$75.00	\$50.00	Nil		\$120.00
Sterilised Dog/Bitch		\$10.00	\$18.00	\$20.00	Nil		\$42.50
Working Dog (Farm)						1/4 of Registration Fee	
Unsterilised Dog/Bitch (Pensioner)				\$25.00	Nil		\$60.00
Sterilised Dog/Bitch (Pensioner)				\$10.00	Nil		\$21.25
DOG POUND AND OTHER RELATED CHARGES							
Seizure & Impounding Fee	Set by Council	\$44.00		\$44.00	Nil	\$44.00	
Sustenance	Set by Council	\$16.50	per day	\$16.50	Nil	\$16.50	per day
Animal Destruction Fee	Set by Council	\$55.00	per animal	\$55.00	Nil	\$55.00	per animal
Possum/Cat Trap Hire	Set by Council	\$55.00	refundable	\$55.00	Nil	\$55.00	refundable
Kennel Application Fee	Fixed under local law	\$100.00	per application	\$100.00	Nil	\$100.00	per application
Annual Kennel Registration Fee	Fixed under local law	\$50.00	per annum	\$50.00	Nil	\$50.00	per annum
Renewal of Kennel Licence	Fixed under local law	\$50.00	per annum	\$50.00	Nil	\$50.00	per annum
Dog Barking Control Device	fee	\$22.00	each time hired	\$22.00	Nil	\$22.00	each time hired
	deposit	\$55.00	refundable	\$55.00	Nil	\$55.00	refundable
CAT REGISTRATION FEE'S							
Sterilised Cat (31/5/13 - 31/10/14)	Fees as per the CAT Act 2011			\$10.00	Nil	\$10.00	N/A
Sterilised Cat		N/A	N/A	\$20.00	Nil	\$20.00	\$42.50
Pensioner Owned Cat		N/A	N/A	\$10.00	Nil	\$10.00	\$21.25
Lifetime Registration					N/A		(Lifetime) \$100.00
Pensioner Lifetime Registration annual application to Breed (per cat)					N/A		(Lifetime) \$50.00
CAT POUND AND OTHER RELATED CHARGES							
Seizure & Impounding Fee	Set by Council	N/A	N/A	\$44.00	Nil	\$44.00	per animal
Sustenance	Set by Council	N/A	N/A	\$16.50	Nil	\$16.50	per day
Animal Destruction Fee	Set by Council	N/A	N/A	\$55.00	Nil	\$55.00	per animal
Cat Trap Hire	Set by Council	\$55.00	refundable	\$55.00	Nil	\$55.00	refundable

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2014/2015**

SCHEDULE 6 - EDUCATION & WELFARE

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		Total		Std Rate	GST	Total	
Northampton Day Care - NOCCA	Peppercorn Lease	\$1.00	per annum	\$0.91	\$0.09	\$1.00	per annum
Kalbarri Day Care Centre	Peppercorn Lease	\$1.00	per annum	\$0.91	\$0.09	\$1.00	per annum

SCHEDULE 7 - HEALTH

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		Total		Std Rate	GST	Total	
Trading in Public Places Policy	annual fee	\$220.00	per annum	\$200.00	\$20.00	\$220.00	per annum
Offensive Trades Licenses	Fish Handling Fee license	\$100.00	License pa	\$100.00	Nil	\$100.00	License pa
	Fish Processing Fee License	\$170.00	License pa	\$170.00	Nil	\$170.00	License pa
		\$10.00	per inspection	\$10.00	Nil	\$10.00	per inspection
Water Monitoring of Private Water Samples	Microbiological Water Sample	\$44.00		\$44.00	Nil	\$44.00	per sample
	Chemical Water Sample	\$44.00		\$44.00	Nil	\$44.00	per sample
	Microbiological Water Sample & Chemical	\$66.00		\$66.00	Nil	\$66.00	per sample
Water Monitoring of Semi Public Pools	Microbiological Water Sample & Chemical	\$35.00		\$35.00	Nil	\$35.00	per sample
Food Act Registration		N/A	License pa	\$150.00	\$15.00	\$165.00	License pa
Itinerant Food Vendor License	annual fee	\$165.00	License pa	\$150.00	\$15.00	\$165.00	per annum

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2014/2015**

SCHEDULE 9 - HOUSING

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE		
		Total		Std Rate	GST	Total
STAFF						
Lot 43 Bateman Street - Northampton	Set by Employment Contract	Set by Employment Contract		Set by Employment Contract		
Lot 605 Salamiit Place - Kalbarri	Set by Employment Contract	Set by Employment Contract		Set by Employment Contract		
Lot 74 Seventh Avenue - Northampton		\$133.00	per week	\$133.00	Nil	\$133.00 per week
OTHER						
Oval Residence		\$190.00	per week	\$190.00	Nil	\$190.00 per week
Lot 11 Hampton Road Northampton		\$130.00	per week	\$130.00	Nil	\$130.00 per week
Lot 6 Robinson Street		\$130.00	per week	\$130.00	Nil	\$130.00 per week
Lot 14 Callion Way	Doctors Residence reduced to Nil	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lot 454 Fitzgerald St Northampton	Doctors Residence reduced to Nil	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lot 42 Bateman Street	Doctors Residence reduced to Nil	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE		
		Total		Std Rate	GST	Total
PLANNING REPORTS						
Rural Strategy		Cost Recovery + 10% Admin Fee				per copy
Town Planning Scheme Reports		Cost Recovery + 10% Admin Fee				per copy
CD Digital copy		\$11.00		\$10.00	\$1.00	\$11.00
PLANNING SERVICES						
Development Applications	(a) Not more than \$50,000	\$147.00		\$147.00	Nil	\$147.00
	(b) More than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development				
	(c) More than \$500,000 but not more than \$2.5 million	0.32% of the estimated cost of development				
	(d) More than \$2.5 million but not more than \$5 million	\$1,600 + 0.257% for every \$1 in excess of \$1,700 + 0.257% for every \$1 in excess of \$500,000				
	(e) More than \$5 million but not more than \$21.5 million	\$6,740 + 0.206% for every \$1 in excess of \$7,161 + 0.206% for every \$1 in excess of \$2.5 million				
	(f) More than \$21.5 million	\$11,890 + 0.123% for every \$1 in excess of \$12,633 + 0.123% for every \$1 in excess of \$5 million				
Penalty Provisions NOTE:	If development has commenced, or been carried out, an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application.(in addition to the initial application fee)	\$34,196.00		\$34,196.00		

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2014/2015**

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE		
		Total		Std Rate	GST	Total
SUBDIVISION CLEARANCE - LANDSCAPING						
Legal Agreement				Prepared by Councils Solicitors at the Subdividers Cost		
Bond	not more than \$10,000 More than \$10,000			100% of the total value of landscaping works, or an alternative arrangement to the full bond, including the lodgement of an absolute caveat over lots within the subdivision.		
Amended Plans	(this applies where a determination is already given by the Council or where amended plans are submitted and not requested by the Council)	66% of the original application		66% of the original application fee with a minimum of \$92.		
SUBDIVISION CLEARANCE - LANDSCAPING						
Subdivision Clearances	not more than 5 lots between 6 and 195 lots (first 5 lots charged at \$73 each) more than 195 lots	\$73.00 \$35.00 \$7,393.00		\$73.00 \$35.00 \$7,393.00	Nil Nil Nil	\$73.00 \$35.00 \$7,393.00
						per lot per lot
Residential Design Code	Performance criteria assessment	\$73 per assessment with minimum of \$147 and maximum of \$730		\$73 per assessment with minimum of \$147 and maximum of \$730		
Extractive Industry	Initial Fee Renewal Fee	\$739.00 \$315.00		\$739.00 \$315.00	Nil Nil	\$739.00 \$315.00
<i>Penalty Provisions NOTE:</i>	<i>If development has commenced, or been carried out, an additional amount of \$1,478 by way of penalty</i>					
Home Occupations/Cottage Industries	initial fee renewal fee	\$222.00 \$73.00		\$222.00 \$73.00	Nil Nil	\$222.00 \$73.00
<i>Penalty Provisions NOTE:</i>	<i>If the home occupation or cottage industry has commenced, an additional amount of \$444 by way of penalty</i>					
Other Planning Charges	Change of use/continuation of non-conforming use where development is not occurring	\$295.00		\$295.00	Nil	\$295.00
<i>Penalty Provisions NOTE:</i>	<i>If the change of use or the alteration or extension or change of the non-conforming use has commenced, an additional amount of \$556 by way of penalty.</i>					
	Demolition where Planning Approval is required	\$147.00		\$147.00	Nil	\$147.00
	Relocation of Building Envelope	\$147.00		\$147.00	Nil	\$147.00
	Reply to Property Settlement Questionnaire	\$90.00		\$90.00	Nil	\$90.00
	Issue of written planning advice	\$80.30		\$73.00	\$7.30	\$80.30
	Extension of current Planning Approval	\$115.50		\$105.00	\$10.50	\$115.50
	Issue of Section 40 Certificate	\$80.30		\$73.00	\$7.30	\$80.30
	Issue of Zoning Certificate	\$80.30		\$73.00	\$7.30	\$80.30
	Road/ROW/PAW closure	\$583.00		\$530.00	\$53.00	\$583.00

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2014/2015**

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		Total		Std Rate	GST	Total	
Town Planning Scheme Amendments	an amendment that involves only textural changes or rectifies a zoning anomaly (Minor)	\$3,558.50		\$3,235.00	\$323.50	\$3,558.50	
	Request for Council initiation (minor)	\$2,607.00		\$2,370.00	\$237.00	\$2,607.00	
	Modification to plans once approval is given (minor)	\$951.50		\$865.00	\$86.50	\$951.50	
	an amendment that involves a zoning change (Major)	\$6,528.50		\$5,935.00	\$593.50	\$6,528.50	
	Request for Council initiation (major)	\$4,631.00		\$4,210.00	\$421.00	\$4,631.00	
	Modification to plans once approval is given (major)	\$1,897.50		\$1,725.00	\$172.50	\$1,897.50	
	Minor structure plans, Outline Development Plans, Subdivision C	\$2,964.50		\$2,695.00	\$269.50	\$2,964.50	
	Lodgement of full documentation (minor)	\$1,782.00		\$1,620.00	\$162.00	\$1,782.00	No Advertising 25% refund
	Conclusion of advertising for Council adoption (minor)	\$1,182.50		\$1,075.00	\$107.50	\$1,182.50	
	Modification to plans once approval is given (minor)	\$951.50		\$865.00	\$86.50	\$951.50	
	Lodgement of full documentation (major)	\$5,346.00		\$4,860.00	\$486.00	\$5,346.00	
	Lodgement of documentation (major plan)	\$3,261.50		\$2,965.00	\$296.50	\$3,261.50	No Advertising 25% refund
	Conclusion of advertising for Council adoption (major plan)	\$2,084.50		\$1,895.00	\$189.50	\$2,084.50	
	Modification to plans once approval is given (major)	\$1,897.50		\$1,725.00	\$172.50	\$1,897.50	
Advertising	On site signage (per sign)	\$286.00		\$260.00	\$26.00	\$286.00	
	Newspaper advertising (per advertisement)	\$286.00		\$260.00	\$26.00	\$286.00	
	(1) A 'minor' Town Planning Scheme Amendment is one that involves only textural changes or rectifies a zoning anomaly A 'major' Town Planning Scheme Amendment is one that involves the rezoning of land.						
	(2) "Cost Recovery" is calculated on the basis of costs incurred by the Shire from outside suppliers plus a 10% Administration charge.						
	(3) Fees are non-refundable unless otherwise stated.						
	CD digital copy of planning document	\$22.00		\$20.00	\$2.00	\$22.00	
	Pre-Strata inspection	\$291.50		\$265.00	\$26.50	\$291.50	

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2014/2015**

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		Total		Std Rate	GST	Total	
REFUSE SITES							
Northampton & Kalbarri Refuse Sites							
Commercial Vehicles	General Waste - Rubble, Builders Rubble, contaminated with	\$49.50	per load	\$45.00	\$4.50	\$49.50	per load
	\$10/m3 - Min \$25.00	\$11.00		\$10.00	\$1.00	\$11.00	per m/3
	Putrescible Waste	\$66.00	per load	\$60.00	\$6.00	\$66.00	per load
	Cardboard	\$66.00	per load	\$60.00	\$6.00	\$66.00	per load
Tray Back/Utility type vehicles	General Waste	\$16.50	per load	\$15.00	\$1.50	\$16.50	per load
	Putrescible Waste	\$27.50	per load	\$25.00	\$2.50	\$27.50	per load
	Cardboard	\$27.50	per load	\$25.00	\$2.50	\$27.50	per load
Trailers	General Waste	\$16.50	per load	\$15.00	\$1.50	\$16.50	per load
	Putrescible Waste	\$27.50	per load	\$25.00	\$2.50	\$27.50	per load
	Cardboard	\$22.00	per load	\$20.00	\$2.00	\$22.00	per load
Special Burials	Asbestos's (No longer accepting Asbestos - taken to Meru)	N/A	per m/3				per m/3
	Tyres	\$5.50	each	\$5.00	\$0.50	\$5.50	each
240L Wheelie Bin	Recoup of cost of the bin	\$95.00	per bin	\$86.36	\$8.64	\$95.00	per bin
Port Gregory Fishermans Wharf	1.5m ³ - Front Loader Bin (Serviced Weekly)	\$41.25		\$37.50	\$3.75	\$41.25	per bin/ week
Kalbarri Fishermans Wharf	3.0m ³ - Front Loader Bin (Serviced Weekly)	\$82.50		\$75.00	\$7.50	\$82.50	per bin/ week
Half Way Bay - Rubbish Removal	Increase of CPI - 3.0%	\$275.00	per bin	\$257.27	\$25.73	\$283.00	per bin/ week

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2014/2015**

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		Total		Std Rate	GST	Total	
COMMUNITY BUS							
Hire of Bus	all fuel costs plus fee	\$0.65	per kilometre	\$0.59	\$0.06	\$0.65	per kilometre
	seniors and school children	\$0.55	per kilometre	\$0.50	\$0.05	\$0.55	per kilometre
Deposit	Refundable deposit	\$220.00	refundable	\$200.00	\$20.00	\$220.00	refundable
CEMETERY BURIAL FEES							
Ordinary Grave for an adult (Mon to Friday)		\$440.00		\$400.00	\$40.00	\$440.00	
Ordinary Grave for an adult (Sat, Sun or Public Holiday)		\$495.00		\$450.00	\$45.00	\$495.00	
Grave for a child under 7 years (Mon to Fri)		\$220.00		\$200.00	\$20.00	\$220.00	
Grave for a child under 7 years (Sat, Sun or Public Holiday)		\$275.00		\$250.00	\$25.00	\$275.00	
Test dig via request (at cost to applicant)							
Excavator/Rock Breaker if required charged back to applicant at cost.							
CEMETERY REOPENING FEES							
Ordinary Grave for an adult		\$198.00		\$181.82	\$18.18	\$200.00	
Grave for a child under 7 years		\$154.00		\$145.45	\$14.55	\$160.00	
CEMETERY/MISCELLANEOUS CHARGES							
Funeral Directors Licence		\$100.00		\$100.00	Nil	\$100.00	
Monument Fee		\$55.00		\$50.00	\$5.00	\$55.00	
Single Niche Wall Fee		\$27.50		\$25.00	\$2.50	\$27.50	
Double Niche Wall Fee		\$55.00		\$50.00	\$5.00	\$55.00	
Plaque for Niche Wall				At cost plus 10% GST			
Septic Tank Application Fee	<i>Charges are fixed by State legislation.</i>	\$75.00	per application	\$113.00	Nil	\$113.00	per application
Inspection Fee		\$50.00	per inspection	\$113.00	Nil	\$113.00	per inspection
Local Government Report Fee		\$75.00	per report	\$113.00	Nil	\$113.00	per report

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2014/2015**

SCHEDULE 11 - RECREATION AND CULTURE/LIBRARIES

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		Total		Std Rate	GST	Total	
OLD POLICE STATION RENTALS							
Northampton Tourist Association	Peppercorn Lease	\$1.00	per week	\$0.91	\$0.09	\$1.00	per annum
Northampton Toy Library	Peppercorn Lease	\$1.00	per week	\$0.91	\$0.09	\$1.00	per annum
INTERNET ACCESS FEE							
Email & Internet Service		\$5.50	per ½ hour block	\$5.00	\$0.50	\$5.50	per ½ hour block
Printer fee		\$0.50	inclusive of GST	\$0.50	inclusive of GST	\$0.50	per page
FORESHORE LEASES							
4 Degrees Pty Ltd	Reserve 31833 Lease - Fuel Depot Increase of CPI - 3.0% No CPI increase 14/15, New Rate Established	\$5,504.82	per annum	\$3,600.00	\$360.00	\$3,960.00	per annum
OVAL RESERVE RENTALS							
Northampton Agricultural Society	Increase of CPI - 3.0%	\$514.37	per annum	\$481.64	\$48.16	\$529.80	per annum
Northampton Football club	Increase of CPI - 3.0%	\$2,088.92	per annum	\$1,955.99	\$195.60	\$2,151.59	per annum
Northampton Cricket Club	Increase of CPI - 3.0%	\$189.44	per annum	\$177.38	\$17.74	\$195.12	per annum
Education Department	Increase of CPI - 3.0%	\$2,880.27	per annum	\$2,696.98	\$269.70	\$2,966.68	per annum
KALBARRI FORESHORE RESERVE							
Kalbarri Boat Hire	No CPI increase 14/15, New Rate Established	\$1,132.65	per annum	\$1,029.68	\$102.97	\$1,132.65	per annum

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2014/2015**

SCHEDULE 11 - RECREATION AND CULTURE/LIBRARIES

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		Total		Std Rate	GST	Total	
RSL HALL NORTHAMPTON HIRE CHARGES							
Weddings/Parties/Functions	Increase of CPI - 3.0%	\$121.00	per booking	\$113.64	\$11.36	\$125.00	per booking
Bond for Weddings/Parties/etc...	Increase of CPI - 3.0%	\$220.00	per booking	\$209.09	\$20.91	\$230.00	per booking
Meetings	Increase of CPI - 3.0%	\$16.50	per booking	\$15.45	\$1.55	\$17.00	per booking
Travelling Shows/Films	Increase of CPI - 3.0%	\$60.50	per booking	\$59.09	\$5.91	\$65.00	per booking
Local Club/Organisations Meeting		No charge		No charge			
Chair Hire Fee		\$22.00	per 50 chairs	\$20.00	\$2.00	\$22.00	per 50 chairs min of 50 chairs
Trestle Hire Fee		\$11.00	per trestle	\$10.00	\$1.00	\$11.00	per trestle
ALLEN CENTRE MEETING ROOM HIRE CHARGES							
Local Club Meeting		No charge		No charge			
Local Club Meeting with drinks/food		\$16.50	per booking	\$18.18	\$1.82	\$20.00	per booking/day
Hire of Meeting room by outside groups/organisations		\$55.00	per booking	\$59.09	\$5.91	\$65.00	per booking/day
Other uses		At discretion of Council			At discretion of Council		
Other							
Marque's for Weddings/Ceremonies/Functions on Council controlled Reserves				\$200.00	\$20.00	\$220.00	per booking

SCHEDULE 12 - TRANSPORT

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		Total		Std Rate	GST	Total	
DIRECTIONAL SIGNS							
Single Sided Sign	At cost of sign and freight	At Cost		At Cost	10%		per sign
Double Sided Sign	At cost of sign and freight	At Cost		At Cost	10%		per sign
Installation of signs (Existing Post/Structure)		\$33.00		\$45.45	\$4.55	\$50.00	per sign
Installation of signs (New Location)		At Cost		At Cost	10%		
KALBARRI AIRSTRIP CHARGES							
Pexton Nominees Hangar Fees	Increase of CPI - 3.0%	\$619.10	per annum	\$562.82	\$56.28	\$619.10	per annum
Pexton Nominees Landing Fees	As recommended by Airport Committee	\$1,364.88	per annum	\$1,240.00	\$124.00	\$1,364.00	per annum
Kalbarri Skydive Landing Fees	As recommended by Airport Committee	N/A	per annum	\$1,240.00	\$124.00	\$1,364.00	per annum
Voluntary Landing contribution	As recommended by Airport Committee	\$15.50	per landing	\$14.09	\$1.41	\$15.50	per landing
Passenger Service Fee (RPT)	As recommended by Airport Committee	\$15.50	arriving and	\$14.09	\$1.41	\$15.50	per passenger - arriving
Additional Hangar Site	per square metre	\$5.50		\$5.00	\$0.50	\$5.50	per annum
Hanger No 2 - G McFarlane	No increase 14/15, New Agreed Rate	N/A		\$352.00	\$35.20	\$387.20	per annum
Permanent private aircraft parking	in lieu of landing charges	\$264.00		\$240.00	\$24.00	\$264.00	per annum

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2014/2015**

SCHEDULE 13 - RURAL SERVICES/TOURISM/BUILDING CONTROL/WATER SUPPLY

DESCRIPTION	COMMENTS	2013/2014 UNIT RATE		2014/2015 UNIT RATE			
		Total		Std Rate	GST	Total	
CARAVAN PARK LEASES							
Horrocks Caravan Park - R29152	<i>Malnis Nominees - CPI Increase of 3.0% applied</i>	\$20,635.10	per annum	\$19,090.91	\$1,909.09	\$21,000.00	per annum
Lot 588 Grey Street, Kalbarri	<i>RW & DE Allen - CPI Increase of 3.0% applied</i>	\$22,193.57	per annum	\$20,727.27	\$2,072.73	\$22,800.00	per annum
Lot 589 Grey Street, Kalbarri	<i>RW & DE Allen - CPI Increase of 3.0% applied</i>	\$8,254.02	per annum	\$7,727.27	\$772.73	\$8,500.00	per annum
CARAVAN PARK LICENCES							
Murchison Caravan Park	<i>Set by state legislation</i>	\$615.00	per annum	\$615.00	Nil	\$615.00	per annum
Anchorage Caravan Park		\$672.00	per annum	\$672.00	Nil	\$672.00	per annum
Horrocks Beach Caravan Park		\$492.00	per annum	\$492.00	Nil	\$492.00	per annum
Port Gregory Caravan Park		\$393.00	per annum	\$393.00	Nil	\$393.00	per annum
Tudor Caravan Park		\$786.00	per annum	\$786.00	Nil	\$786.00	per annum
Red Bluff Caravan Park		\$408.00	per annum	\$408.00	Nil	\$408.00	per annum
Wageo Caravan Park		\$90.00	per annum	\$90.00	Nil	\$90.00	per annum
BUILDING PERMITS							
Class 1 and 10 Buildings	<i>Set by state legislation</i>	0.32%	value of applicatio	0.32%	Nil	0.32%	value of application
All other Building Classes		0.09%	value of applicatio	0.09%	Nil	0.09%	value of application
Bond for kerbs, verges & paths	<i>Bond requested at discretion of Building Surveyor</i>	\$500.00		\$500.00	Nil	\$500.00	prior to application
Bond - Relocated Dwellings	<i>Bond refundable on completion of building</i>	\$10,000.00		\$10,000.00	Nil	\$10,000.00	prior to application
Building Certification Service	<i>Under New Building Act 2011</i>	\$176.00	\$0.00	\$160.00	\$16.00	\$176.00	per hour
SWIMMING POOL INSPECTION FEES							
Annual Pool Inspection Fee	<i>Pool inspection every 4 years, charge is per annum.</i>	\$16.50	per annum	\$16.50	Nil	\$16.50	per annum
STANDPIPE WATER							
Water purchase from Shire standpipe	<i>Includes additional administration component of 10% Minimum charge of \$20.00 per Truck</i>	\$2.20	per KL	\$2.00	Nil	\$2.00	per KL

ADMINISTRATION & CORPORATE REPORT

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6.5.1 2014/2015 BUDGET MEETING

FILE REFERENCE:	1.1.2
DATE OF REPORT:	28 May 2014
REPORTING OFFICER:	Garry Keefe

SUMMARY:

Selection of a date and time for the 2014/15 Budget meeting.

COMMENT:

Preparation of the 2014/2015 Budget is underway and Council is requested to consider a date for the meeting.

Past practice has been to hold the budget meeting on the fourth Friday of July and this is again recommended which results in the meeting to be held Friday 25 July 2014.

Previous practice has been to commence the meeting at 1.00pm.

The meeting will formally consider the draft budget and then the required accounting format will be presented at the August 2014 meeting for formal adoption.

STATUTORY IMPLICATIONS:

State: Local Government Act 1995 – Section 5.25 Administration Regulation 12(3)

Council is to give public notice of the Special Meeting.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.1

That Council holds a Special Meeting of Council to consider the 2014/2015 Budget on Friday 25th July 2014, commencing 1.00pm at the Northampton Council Chambers.

6.5.2 AUGUST COUNCIL MEETING

FILE REFERENCE:	4.1.1
DATE OF REPORT:	28 May 2014
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

That Council considers deferring the August 2014 Council meeting from 15 August 2014 to 22 August 2014.

BACKGROUND:

The August Council meeting is scheduled for Friday 15th. Due to Local Government Week being held 6th to 8th August it will not be possible for the CEO to have an agenda for the scheduled 15th August Council meeting as agendas need to be sent out on Friday 8th August.

Deferring the meeting for one week will resolve the above.

COMMENT:

If Council supports the changing of the meeting date then advertising as per the requirements of the Local Government Act 1995 is required.

STATUTORY IMPLICATIONS:

State: Local Government Act 1995

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.2

That the meeting of Council scheduled for Friday 15th August 2014, be re-scheduled to Friday 22nd August 2014.

6.5.3 SENIOR STAFF PERFORMANCE REVIEWS

FILE REFERENCE:	17.2.2, 17.2.15, 17.2.37, 17.2.31 & 17.2.28
DATE OF REPORT:	30 May 2014
DISCLOSURE OF INTEREST:	CEO, DCEO, Manager for Works & Technical Services, EHO/Building Surveyor
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Review Results – Principal Planner 2. Review Results – Manager of Works 3. Review Results – EHO/Building Surveyor 4. Review Results – Deputy CEO 5. Review Results - CEO

SUMMARY:

Review of Senior Staff performance for 2013/2014 and consider any recommendations from the Performance Review Panel.

COMMENT:

Performance Reviews for all senior staff were undertaken on Thursday 30 May 2014.

The results of the reviews are provided separate to the main agenda.

FINANCIAL & BUDGET IMPLICATIONS:

No additional changes were requested from staff members which will not affect the normal processes of the 2014/14 Budget.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.3

That Council considers any recommendations made by the Performance Review Panel.

6.5.4

RISK MANAGEMENT POLICY

FILE REFERENCE:	4.2.4
DATE OF REPORT:	30 May 2014
REPORTING OFFICER:	Grant Middleton
APPENDICES:	1. Risk Management Policy

SUMMARY:

Council to adopt a Risk Management Policy.

BACKGROUND:

As per the requirements of the new Audit Regulation 17 the deadline for the CEO to review certain systems and procedures is the 31st December 2014. To ensure Council is compliant, Mark Harris from Local Government Insurance Services has been assisting staff implementing a risk management framework. This framework includes the policy detailed below plus process document and Risk Report Template.

The Risk Report template lists any issues and actions identified plus ranking the risk and controls that currently exist in the workplace.. The Risk Report template will be presented to the Audit Committee prior to the 31st December 2014. The Audit Committee will then review the document and recommend the document be presented to Council with any changes if required.

The first part of the process is the adoption of the new Risk Policy so the policy can be included in Councils Policy Manual. The policy details Councils Risk Management Objectives, Risk Appetite, Roles, Responsibilities & Accountabilities plus monitoring and review.

COMMENT

The Policy and Procedures form the Risk Management Framework for the Shire of Northampton (“the Shire”). It sets out the Shire’s approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives are understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

STATUTORY IMPLICATIONS:

State: Local Government Audit Regulation 17

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.

(3) The CEO is to report to the audit committee the results of that review.
[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.4

That the Risk Management Policy as presented be adopted.

RISK MANAGEMENT POLICY

Purpose

The Shire of Northampton (“the Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

Policy

It is the Shire’s Policy to achieve best practice(aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.

The Shire’s Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk:

Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management:

Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process:

Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed every year.

Risk Management Procedures

Governance

Appropriate governance of risk management within the Shire of Northampton (the “Shire”) provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every year.

Operating Model

The Shire has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

First Line of Defence

All operational areas of the Shire of Northampton are considered ‘1st Line’. They are responsible for ensuring that risks (within their scope of operations) are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decisioning of risk matters.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Deputy, Chief Executive Officer is the primary ‘2nd Line’. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment. Support can be provided by

additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire’s risk reporting for the CEO & Management Team and the Audit Committee.

Third Line of Defence

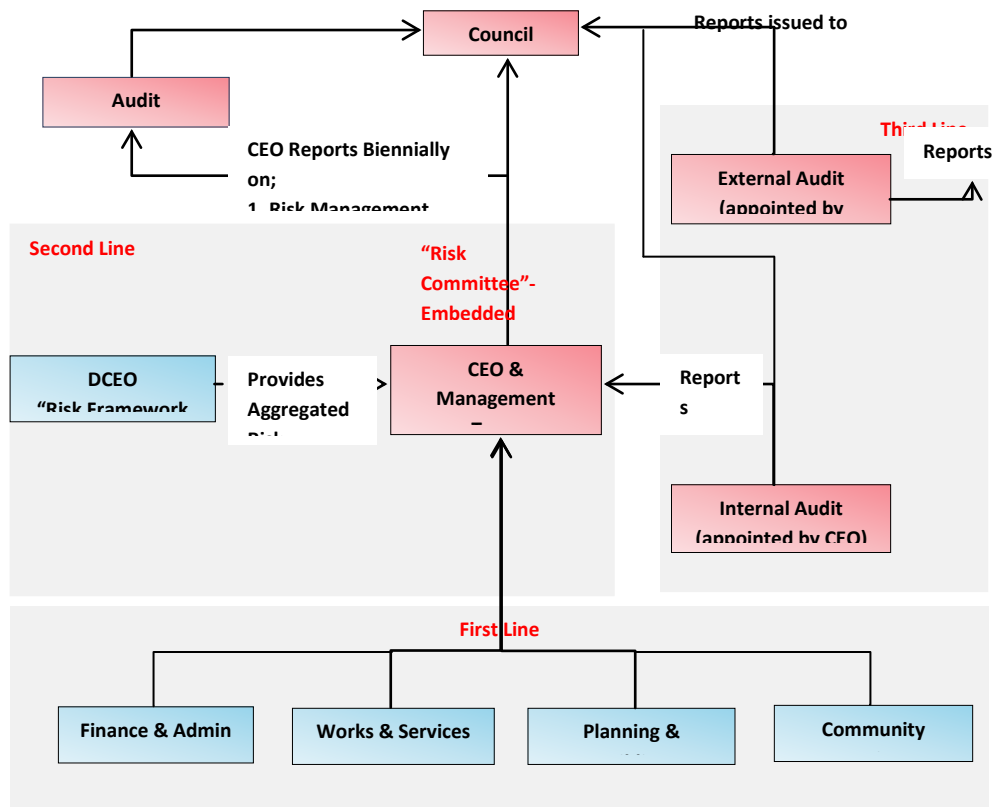
Internal & External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit Committee.

External Audit – Appointed by the Council on the recommendation of the Audit Committee to report independently to the President and CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



Roles & Responsibilities

Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit Committee in terms of the Local Government Act.

Audit Committee

- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Must be independent, objective and autonomous in deliberations.
- Make recommendations to Council on External Auditor appointments.

CEO / Management Team

- Appoint Internal Auditors as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from 'risk matters'.
- Own and manage the Risk Profiles at Shire Level.

DCEO

- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

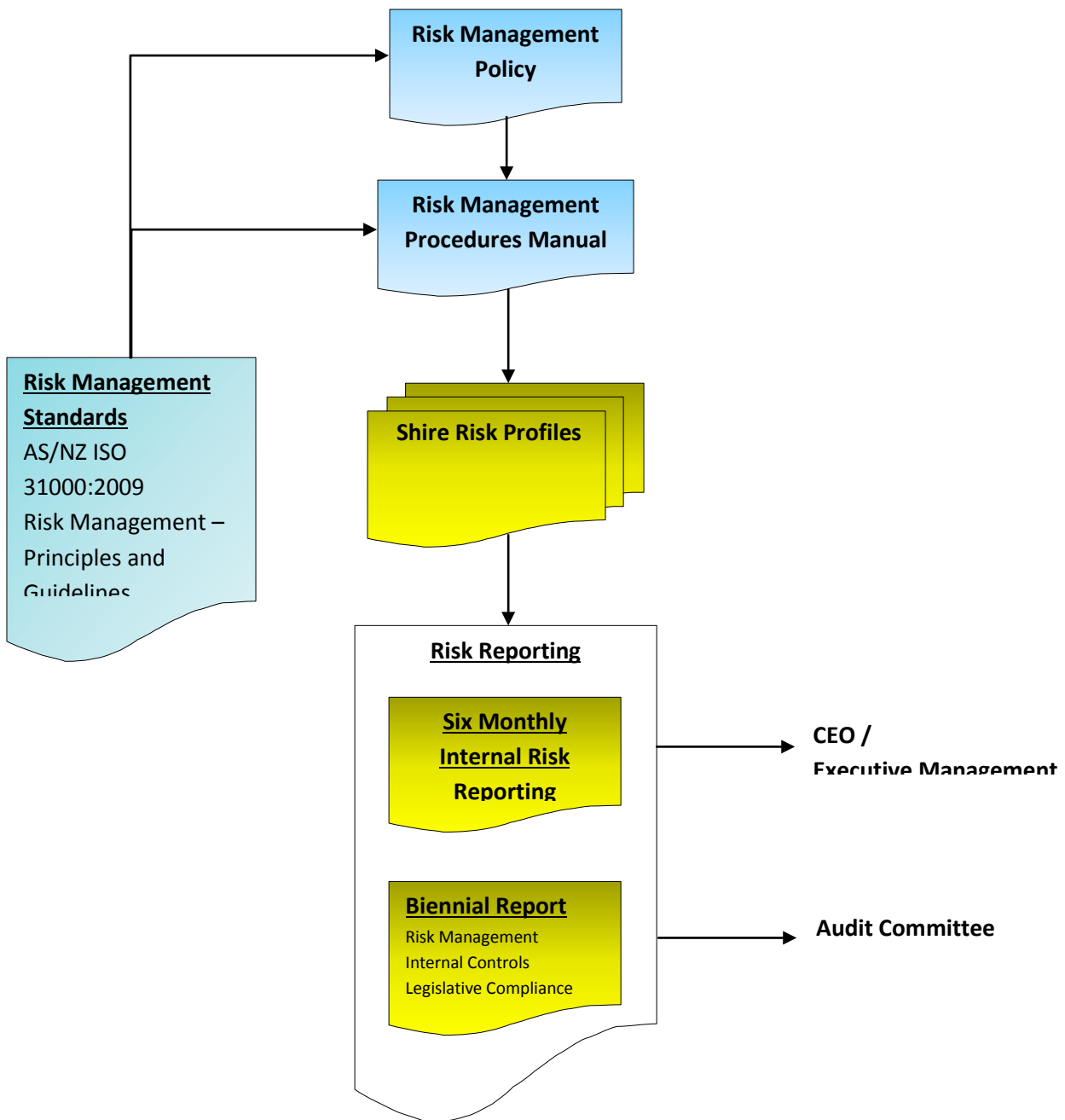
Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate 'Risk Management' into Management Meetings, by incorporating the following agenda items;
 - New or emerging risks.
 - Review existing risks.

- Control adequacy.
- Outstanding issues and actions.

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.



Risk & Control Management

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis.

Each Manager, in conjunction with the DCEO are accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a six monthly basis, unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

Risk & Control Assessment

To ensure alignment with ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective.

Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Context

The Shire's Risk Management Procedures provides the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the DCEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision making processes.

Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process. For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

Strategic Context

The Shire's external environment and high level direction. Inputs to establishing the strategic risk assessment context may include;

- Organisations Vision / Mission
- Stakeholder Analysis

- Environment Scan / SWOT Analysis
- Existing Strategies / Objectives / Goals

Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.

Project Context

Project Risk has two main components:

- **Risk in Projects** refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems) which may prevent the Shire of Northampton from meeting its objectives
- **Project Risk** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

Risk Identification

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How may this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating?

Risk Analysis

To analyse the risks the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence)
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk)

Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating
- Level of Risk
- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward / Opportunity

The risk acceptance decision needs to be documented and those risks that are acceptable are then subject to the monitor and review process.

Note: Individual Risks or Issues may need to be escalated due to its urgency, level of risk or systemic nature.

Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives

Once a treatment has been fully implemented, the DCEO is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

Monitoring & Review

The Shire is to review all Risk Profiles at least on a six monthly basis or if triggered by one of the following;

- changes to context,
- a treatment is implemented,
- an incident occurs or due to audit/regulator findings.

The DCEO is to monitor the status of risk treatment implementation and report on, if required.

The CEO & Management Team will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme
 - Risks with Inadequate Existing Control Rating
-

- Risks with Consequence Rating of Catastrophic
- Risks with Likelihood Rating of Almost Certain

The design and focus of Risk Summary report will be determined from time to time on the direction of the CEO & Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

Communication & Consultation

Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process.

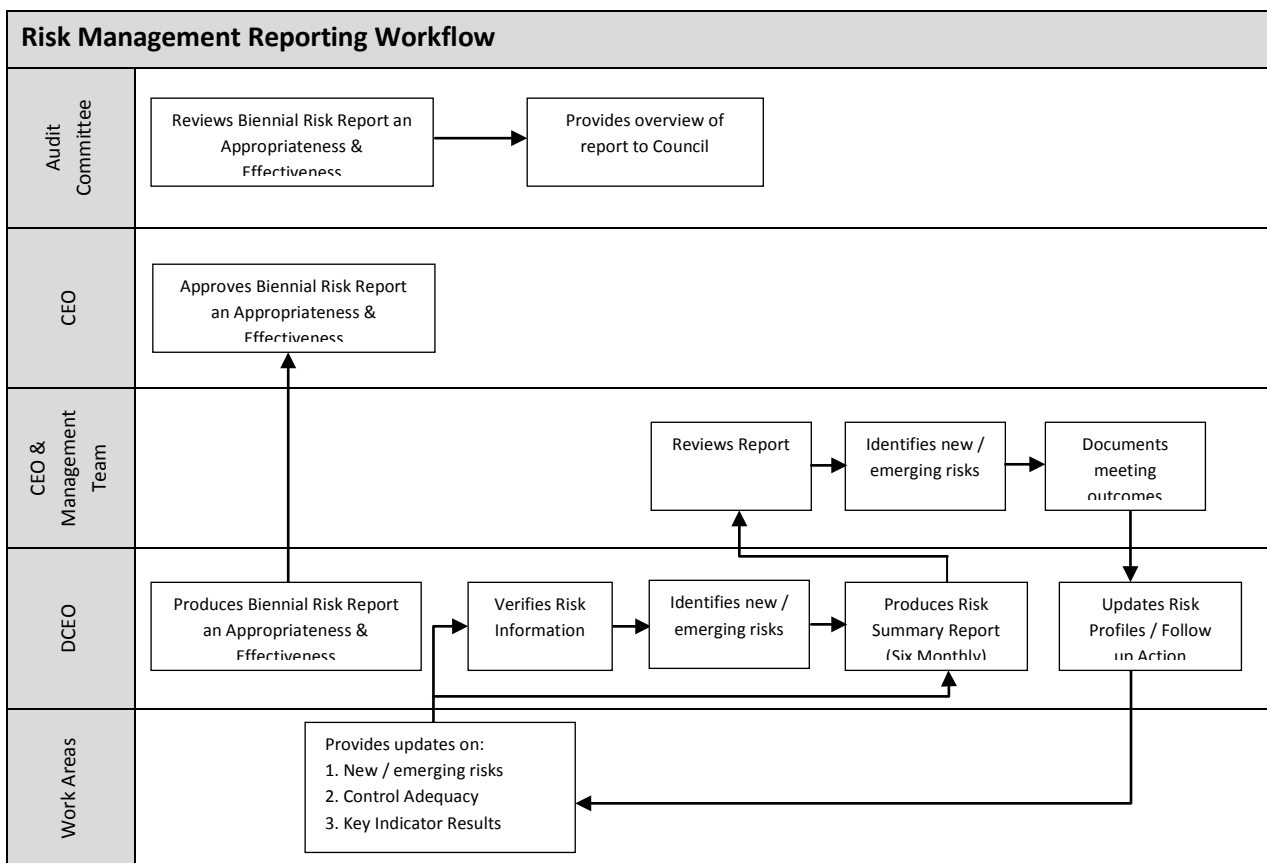
Risk management awareness and training will be provided to all staff.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire’s risk management culture.

Reporting Requirements

Coverage & Frequency

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the DCEO.
- Work through assigned actions and provide relevant updates to the DCEO.
- Risks / Issues reported to the CEO & Management Team are reflective of the current risk and control environment.

DCEO is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on a six monthly basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Six Monthly Risk Reporting for the CEO & Management Team – Contains an overview of the Risk Summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.

Key Indicators

Key Indicators (KI's) are required to be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of KIs:

- Identification
- Validity of Source
- Tolerances
- Monitor & Review

Identification

The following represent the minimum standards when identifying appropriate KI's key risks and controls:

- The risk description and casual factors are fully understood
- The KI is fully relevant to the risk or control
- Predictive KI's are adopted wherever possible
- KI's provide adequate coverage over monitoring key risks and controls

Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the KI data is relevant to the risk or Control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping KI's can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the KI, the data is required to be revalidated to ensure reporting of the KI against a consistent baseline.

Tolerances

Tolerances are set based on the Shire's Risk Appetite. They are set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the KI must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the KI must be escalated to the CEO & Management Team where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor & Review

All active KI's are updated as per their stated frequency of the data source.

When monitoring and reviewing KI's, the overall trend must be considered over a longer timeframe instead of individual data movements. The trend of the KI is specifically used as an input to the risk and control assessment.

Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (eg. Impact consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie. Management Team)

Appendix A – Risk Assessment and Acceptance Criteria

Measures of Consequence

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$2,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$2,000 - \$20,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$20,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$500,000	Prolonged interruption of services – additional	Non-compliance results in termination of	Substantiated, public embarrassment, high impact, high news	Significant damage requiring internal & external resources to	Uncontained, reversible impact managed by a

Measures of Consequence

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
			resources; performance affected < 1 month	services or imposed penalties	profile, third party actions	rectify	coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$500,000	Indeterminate prolonged interruption of services – non- performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Measures of Likelihood

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

Appendix B – Risk Profile Template

Risk Theme	Date
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This Risk Theme is defined as;
Definition of Theme

Potential causes include;
List of potential causes

Key Controls	Type	Date	Shire Rating
<i>List of Key Controls</i>			

Overall Control Ratings:	
---------------------------------	--

Risk Ratings	Shire Rating
<i>Consequence:</i>	
<i>Likelihood:</i>	

Overall Risk Ratings:	
------------------------------	--

Key Indicators	Tolerance	Date	Overall Shire Result
<i>List of Key Indicators</i>			

Comments
Rationale for all above ratings

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>List current issues / actions / treatments</i>		

Appendix C – Risk Theme Definitions

Misconduct

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

External Theft & Fraud (inc. Cyber Crime)

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

Business Disruption

A local physical event causing the inability to continue business activities and provide services to the community. This may or may not result in Business Continuity Plans to be invoked. This does not include disruptions due to:

- IT Systems or infrastructure related failures should be captured under "Failure of IT Systems and Infrastructure".
- Contractor / Supplier issues should be captured under "Inadequate Supplier / Contract Management".
- People issues should be captured under "Inappropriate People Management".

Damage to Physical Assets

Damage to buildings, property, plant & equipment (all assets) that does not result in a disruption to business objectives (refer Business Disruption). This could be a result of a natural disaster or other events, or an act carried out by an external party (inc. graffiti and / or vandalism).

Errors, omissions, delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Failure of IT &/or Communications Systems and Infrastructure

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware&/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Change Management".

Failure to fulfill statutory, regulatory or compliance requirements

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include;

- Issues in relation to OH&S – refer "Inadequate employee and visitor safety and security"
- Procurement, disposal or tender process failures – refer "Inadequate Procurement, Disposal or Tender Practices"
- HR based legislation – refer "ineffective People Management"

Providing inaccurate advice / information

Incomplete, inadequate or inaccuracies in professional advisory activities to customers or internal staff. This could be caused by using unqualified staff, however it does not include instances relating Breach of Authority.

Inadequate Change Management

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Plant and Equipment design, delivery and maintenance"

Inadequate Emergency Management

Failure to adequately assess and respond to both internal and external emergencies. Lack of (or inadequate) emergency response plans. Lack of training to specific individuals or availability of appropriate emergency response. Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident. This also includes inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc.

Inadequate Document Management Processes

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Inadequate employee and visitor safety and security

Non-compliance with Occupation Health & Safety (OH&S) Regulations and physical security requirements. This risk includes issues relating to:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants in the provision of a working or business environment.
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.

Inadequate engagement of Community / Stakeholders / Elected Members

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Inadequate Procurement, Disposal or Tender Practices.

Failures in the procurement, acquisition, acceptance or disposal process for assets as governed by the Local Government Act. This risk theme also relates to and includes;

- Lack of formalised process to identify specific requirements prior to procurement.
- Acceptance of assets without reference to a formalised process to ensure correct receipt and / or notification of receipt (transfer of ownership).
- Disposing of P & E (either through sale or decommissioning) that did not meet expectations from either a time or financial perspective.
- Failures in the Tender process from RTF preparation, advertising, due diligence and awarding.

Inadequate Asset Management

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet assets in addition to community use based assets including playgrounds, boat ramps and other maintenance based assets. Areas includes in the scope are;

- Inadequate design (not fit for purpose).
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate or unsafe modifications.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Inadequate Stock Management

Lack of stock to ensure continuity of operations or oversupply of stock resulting in dormant (non-performing) assets. Stock includes, consumables, stationery, spare parts and / or other items used for operational purposes. This could be a result of an ineffective stock management system / processes or the peripheral processes in the issuance and / or recording of 'transactions'.

It does not include theft or loss of stock through ineffective operations; refer;

- Theft – “Misconduct” or “External Theft or Fraud”
- Ineffective operations – “Errors, Omissions or Delays”.

Inadequate Supplier / Contract Management

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer “Inadequate Procurement, Disposal or Tender Practices”.

Ineffective People Management

Breaching employee regulations (excluding Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives.

This also includes:

- OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

Ineffective management of Facilities / Venues

Failure to effectively manage the day to day operations of facilities and / or venues. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Not meeting Community expectations

Failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected. This will normally result in reputational impacts, however may have financial considerations with re-work, compensations or refunds. Examples include:

- Reducing the number or quality of events.
- Withdrawing support (or not supporting) other initiatives to provide relief/benefits to the Community.
- Loss of new or ongoing funding requirements for projects, events and other initiatives.
- Technology expectations.

6.5.5

PROPOSED HORROCKS COMMUNITY CENTRE

LOCATION:	North Court, Horrocks
FILE REFERENCE:	11.1.12
DATE OF REPORT:	6 June 2014
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Revised plans & specifications 2. Proposed location 3. Estimated Costs

SUMMARY:

Council to approve the submitting of an expressions of interest application for funding through the Mid West Investment Plan of the Royalties for Regions program and consider contributing towards the project both in-kind and cash.

BACKGROUND:

Council has for some time being considering a community centre at Horrocks. Several designs have been submitted for Council endorsement of which one was formally endorsed however the cost to construct was in excess of \$3.0million.

The Horrocks Recreation Committee have been pursuing the project and have now through community consultation developed a more practical design, see Appendices 1, and have also been able to obtain revised costs.

The committee has also been in discussion with the Mid West Development Commission and Lotterywest of the proposal and funding opportunities that are available. The community are also considering, not yet confirmed, providing a cash contribution to the project.

Representatives of the committee have been in liaison with the CEO to further develop the revised concept plans to establish costs which are now provided.

COMMENT:

The project is listed within the Mid West Investment Plan being the reason why a grant application for this funding can be applied for. The expression of interest is the first part of applying for the funding. If the EOI is accepted by the Mid West Development Commission then a formal Business Plan is to be lodged.

If the project does receive MWIP funding then applications will be made to Lotterywest and other possible funding options.

To further progress the project, Council needs to submit the various grant applications as it is the owner of the facility and the land it will be located on. In addition Council will need to formally resolve the following:

- Adopt the revised plan
- Approve of the use of the portion of Lot 9501
- Approve Council contributions as stated in the cost estimates, which will then be placed in future budgets
- Submit a Expression of Interest for Mid West Investment Plan funding.
- Once the above EOI has been determined then Council to approve the lodging of further funding application to Lotterywest and other possible sources

FINANCIAL & BUDGET IMPLICATIONS:

From the budget estimates there is a total contribution being requested from Council of \$632,235 out of a total project cost of \$1,508,725 as summarised below:

In Kind	Wages & Plant for works	\$ 42,525
	Value of the land	\$513,000
	Project Management	\$ 9,000
Cash costs	Car Park works	\$ 50,000
	Sand & Gravel Royalties	\$ 1,500
	Electrical Stay Pole Relocation	\$ 15,000
	Audit costs	\$ 1,200

Council is reminded that the above and other costs for the project are estimates and that the actual building construction costs will change following a formal tender process.

The value of the land is a definite claimable item as in-kind. Reason being is that the land is freehold land owned by Council and therefore is a legitimate cost. It is estimated that 900m² will be required and a value from a local real estate agent, which has been based on current sale prices in Horrocks, has valued this land at \$570/m².

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Planning for the Future 2013-2023

Corporate Business Plan – the project is listed for construction in 2018/19 at a cost of \$1.8m however if funding is available through other resources then this project can be brought forward and the Plan would need to be amended accordingly.

VOTING REQUIREMENT:

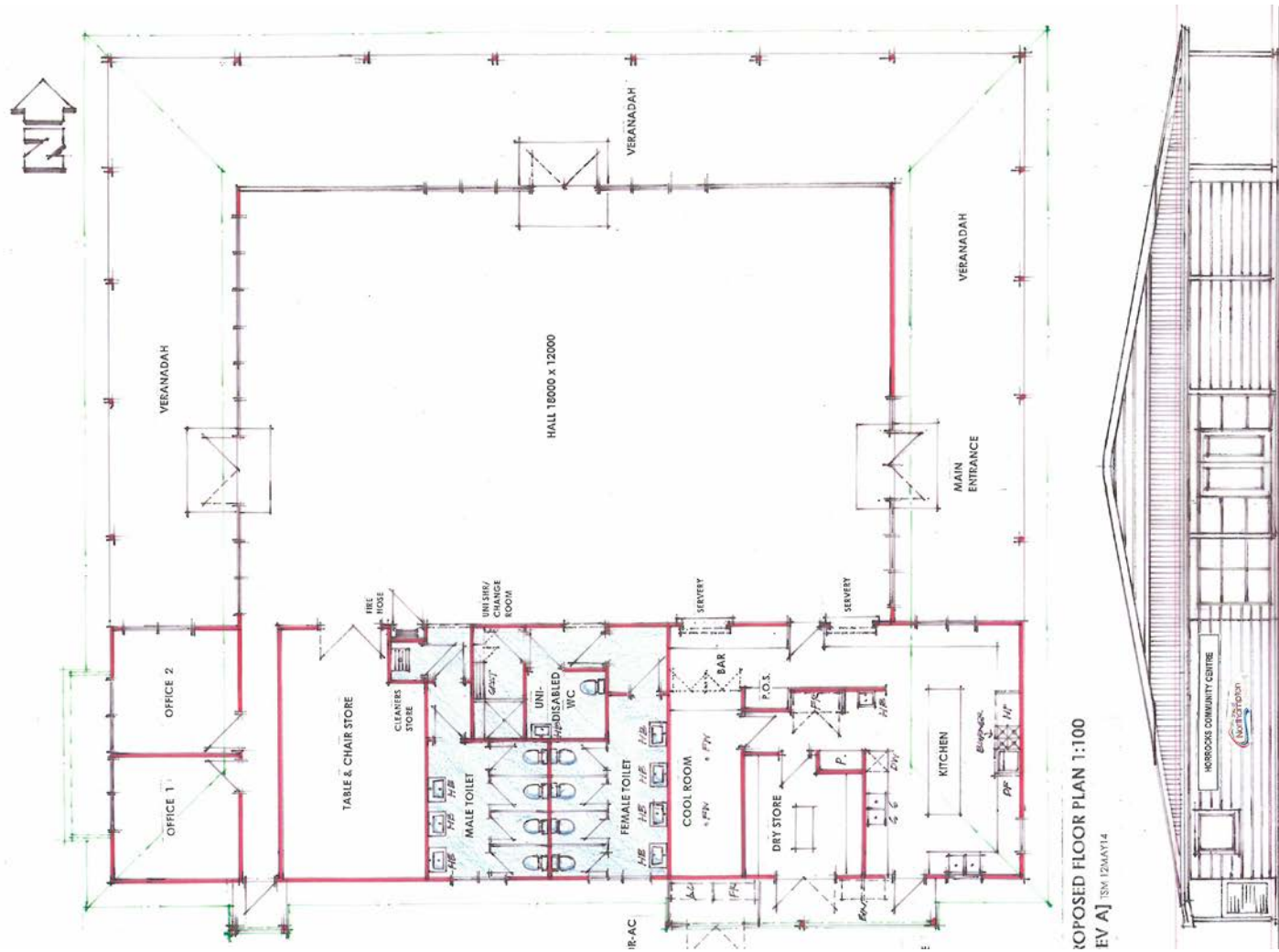
Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.5

That Council:

- 1. Adopt the revised plan for the proposed Horrocks Community Centre as submitted.**
- 2. Approve of the use of the portion of Lot 9501 for the new Centre.**
- 3. Approve Council contributions as stated in the cost estimates being in-kind \$591,525 and cash cost of \$67,700 for grant applications and consideration in future budgets.**
- 4. Submit an Expression of Interest for Mid West Investment Plan funding for the construction of the new Centre.**

APPENDICES 1





ESTIMATE SUMMARY

REV A

PROJECT ADDRESS	North Court, Horrocks WA
CLIENT	Horrocks Community Centre Inc Murray Criddle
DEVELOPMENT TYPE	Community Centre with Ablutions, Kitchen & Bar

DESIGN DOCUMENTATION FOR TENDERING & APPROVALS	36,075
Estimate from Teakle & Lalor to complete the design docs	
Including:	
Architectural (Incl planning, tender, building permit docs, liaising & organising consultants) = 2.75% of Building Cost	20,075
Site Survey	2,500
Structural Design	3,500
Electrical Design	4,000
Hydraulic Design	4,000
Mechanical (excl - can be done by A/C company tendering)	Nil
Energy Rating	500
Building Permit Certification (Private Certificate of Design C)	1,500
MAIN CONSTRUCTION WORK	680,000
Includes all structural and finishing work to the new centre	
CARPARK ALLOWANCE	50,000
SUBTOTAL	<u>766,075</u>
GST	76,608
TOTAL	<u><u>842,683</u></u>

Note: This is not a tender, to be used for Feasibility Purposes Only

MAIN CONSTRUCTION WORK INCLUSIONS LIST

The main construction scope of work includes core works shown on plan that need to be done to make the building habitable. The inclusions are provided below for comparison to other quotes.

PRELIMINARIES

- 1 BUILDING COMMISSION FEES & TRAINING FUND FEES (Compulsory for builders)
- 2 COMPACTION TEST
- 3 COUNCIL BUILDING PERMIT FEES (MUST BE DONE BY SUCCESSFUL BUILDER)
- 4 INSURANCES
- 5 TEMPORARY POWER BOX & FEES (When power is decommissioned to existing house)
- 6 SKIP BINS, TOILET HIRE, BRICKIES SCAFFOLD, TEMP FENCING, SITE CLEANS

SITWORKS

- 7 EARTHWORKS ALLOWANCE (\$20,000)

CONCRETE WORKS

- 8 CONCRETE FOOTINGS, SLAB AND REINFORCEMENT
- 9 TERMITE TREATMENT

STRUCTURAL STEEL & METALWORK

- 10 STRUCTURAL STEEL SUPPORT BEAMS AS REQUIRED TO ROOF
- 11 NEW ALUMINIUM WINDOWS AND COMMERCIAL GLAZED DOORS EXTERNALLY
- 12 STEEL INTERNAL DOOR FRAMES
- 13 FASCIA, GUTTERS & DOWNPIPES

STRUCTURAL CARPENTRY

- 14 BUILD WALL FRAMES FROM 90X45 TREATED PINE
- 15 BUILD ROOF STRUCTURE USING TREATED ROOF TRUSSES
- 16 ADD NOGGINGS AND SHEET PLY TO AREAS WHERE ADDITIONAL FIXINGS REQUIRED
- 17 INSTALL EAVES LININGS, SCYON EXTERIOR CLADDING, VAPOUR BARRIER AND INSULATION

ROOFING

- 18 SUPPLY AND INSTALL COLORBOND ULTRA ROOFING & MATERIALS DUE TO PROXIMITY TO COAST
- 19 USE CLASS 5 TEK SCREWS NEAR COAST

PLASTERBOARD & CEILINGS

- 20 INSTALL NEW 10mm GYPROCK WALLS INTERNALLY WITH WATER RESISTANT BOARD TO WET AREAS
- 21 INSTALL NEW 10mm GYPROCK CEILINGS TO EXTENSION WITH 75mm COVERED CORNICE
- 22 INSULATE WALLS WITH R1.5 BATTS TO ACHIEVE 6 STAR ENERGY RATING
- 23 INSULATE CEILING WITH R3.5 BATTS TO ACHIEVE 6 STAR ENERGY RATING

JOINERY & FIXING CARPENTRY

- 24 SOLID TIMBER DOORS TO KITCHEN, DRY STORE, COMPRESSOR ENCL & OFFICE ENTRANCE
- 25 SOLID FLUSH INTERNAL DOORS
- 26 NEW DOOR HARDWARE
- 27 SHELVING TO PANTRY & DRY STORE
- 28 NEW TOWEL RAILS & TOILET ROLL HOLDERS

CABINETWORK

- 29 COMMERCIAL KITCHEN BENCHTOPS, PREP AREA & BAR INCLUDING SERVERY
- 30 FIRE HYDRANT CUPBOARD
- 31 INCLUDES STAINLESS STEEL BENCHTOPS
- 32 TOILET PARTITIONS INCLUDING DOORS AND SELF OPENING HINGES

PLUMBING

- 33 FIXTURES AND FITTINGS TO A VALUE OF \$8,000 INCL GST
- 34 ALLOWANCE TO INCLUDE BASINS, MIXERS, TOILETS, TAPWARE, HANDRAILS TO DISABLED WC ETC
- 35 PLUMBING SERVICES INSTALLING ALL SERVICES AND FIXTURES
- 36 DRAINAGE TO BUILDING & CARPARK (SOAKWELLS)

ELECTRICAL

- 37 CONNECT TO NEAREST POWER DOME (RUN FROM BOUNDARY TO BUILDING)
- 38 MAIN SWITCHBOARD
- 39 INSTALL NEW ELEC POINTS INCLUDING LIGHT FITTINGS & POWER OUTLETS (ELEC LAYOUT TO BE DETERMINED)
- 40 INSTALLATION OF NEW APPLIANCES
- 41 2 X 900MM DOMESTIC OVENS
- 42 COMMERCIAL RANGEHOOD PC \$3000
- 43 COMMERCIAL COOKTOP PC \$3000

MECHANICAL (AIR CONDITIONING)

- 44 PROVISIONAL SUM OF \$40,000 FOR AIR CONDITIONING SYSTEM
- 45 PROVISIONAL SUM OF \$15,000 FOR COOLROOM PLANT AND WALL PANELLING

TILING

- 46 \$45/m2 SUPPLY OF WALL AND FLOOR TILING TO WET AREAS AND KITCHEN AS PER SKETCH
- 47 SKIRTING TILES TO WALLS THROUGH BATHROOMS AND TOILETS
- 48 KITCHEN WALL SPLASHBACK TILES 800MM ABOVE BENCH

GLAZING

- 49 MIRRORS TO BATHROOMS & DISABLED WC
- 50 COMMERCIAL WINDOWS TO EXTERNAL DOORS OFF HALL
- 51 TOUGHENED GLAZING WHERE REQUIRED

PAINTING

- 52 PROFESSIONAL PAINTING TO NEW COMMUNITY CENTRE INTERNALLY & EXTERNALLY

FLOOR COVERINGS & WINDOW TREATMENTS

- 53 FLOOR COVERINGS PROVISIONAL SUM \$20,000 FOR HALL, PASSAGEWAY & OFFICES
- 54 WINDOW TREATMENTS PROVISIONAL SUM \$7,000 ALLOWANCE

EXTERNAL & MAINTENANCE

- 55 BRICK PAVING ALLOWANCE FOR 100M2
- 56 MAINTENANCE COVERED WITH 6 MONTH DEFECTS LIABILITY PERIOD
- 57 DEVPRO 10 YEAR STRUCTURAL WARRANTY (NORMALLY 6 YEARS)

EXCLUSIONS

- 1 WATER CORPORATION OR WESTERN POWER FEES FOR HEADWORKS OR INFRASTRUCTURE
- 2 EXCAVATION OF LIMESTONE OR HARD ROCK IF ENCOUNTERED
- 3 ASBESTOS REMOVAL
- 4 FENCING - NO DETAIL OF AREA OR EXACT SITE REQUIREMENTS AT TIME OF ESTIMATE
- 5 TELSTRA CONNECTIONS (WIRING BY DEVPRO BUT CONNECT BY CLIENT)
- 6 ASSUME SEWER RISER AVAILABLE AT BOUNDARY OF LOT FOR CONNECTION
- 7 LANDSCAPING & RETICULATION - NO DETAIL OR SCOPE PROVIDED AT TIME OF ESTIMATE
- 8 ASSUME BOTTLED GAS (PLUMBING BY DEVPRO, BOTTLES BY CLIENT)
- 9 ASSUME WATER & POWER AVAILABLE AT BOUNDARY FOR CONNECTION

APPENDICES 2



Norte – not to scale and location is subject to detail site plan

APPENDICES 3

Horrocks Community Centre

Lot Clearing Works

3 Tip Trucks	5 days	7hr days	105hrs @ \$120/hr	\$	12,600
1 Loader	5days	7hr days	35hrs @ \$125/hr	\$	4,375
1 Grader	2 days	7hr days	14hrs @ 150/hr	\$	2,100

Sand & Gravel Importation

3 Tip Trucks	3 days	7hr days	63hrs @ \$120/hr	\$	7,560
1 Water Truck	3 days	7hr days	21hrs @ \$120/hr	\$	2,520
2 Loaders	3 days	7hr days	42hrs @ \$125/hr	\$	5,250
1 Grader	2 days	7hr days	14hrs @ 150/hr	\$	2,100
Gravel royalties			200m3 @ \$2.50/m3	\$	500
Sand Royalties			400m3 @ \$2.50/m3	\$	1,000

Building Construction

		Est provided			
Design & Tender Documentation		\$ 36,075	\$	38,000	
Main Construction Costs		\$ 680,000	\$	715,000	
Solar Power System		\$ 11,000	\$	12,000	
Contingency			\$	50,000	

(note, increase estimate to allow for cost increase - 5%)

Car Park Area

Asphalt, Kerbing & Drainage - materials			\$	50,000	
Council plant for area preparation					
1 Water Truck	2 days	7hr days	14hrs @ \$120/hr	\$	1,680
1 Grader	2 days	7hr days	14hrs @ 150/hr	\$	2,100
1 Tip Trucks	1 day	7hr days	7hrs @ \$120/hr	\$	840
1 Roller	2 days	7hr days	14hrs @ \$100/hr	\$	1,400

Total	Council	MWIP	Lotteries	Community
\$ 19,075	\$ 19,075			
\$ 18,930	\$ 18,930			
\$ 815,000		\$ 695,000	\$ 100,000	\$ 20,000
\$ 56,020	\$ 6,020			

Other

Playground			
Power Upgrade			
Stay Pole Relocation - based on recent costs incurred by Council			
Project Management 1.1% of construction costs \$815,000	\$ 8,965		
Provision of 900m2 of freehold land - est on recent sales	\$570/m2		
Audit Costs for Grant Acquittals	\$ 1,200		
Relocation of half basketball court 14m x 15m court			
Concrete base \$60/m2 for 210m2	\$12,600	\$ 13,000	
Ring & Backboard		\$ 1,500	
Tables 16 @ 100	\$ 1,600	\$ 2,000	
Chairs 160 @ \$30	\$ 4,800	\$ 5,000	

Total	Council	MWIP	Lotteries	Community
\$ 40,000			\$ 40,000	
TBA				
\$ 15,000	\$ 15,000			
\$ 9,000	\$ 9,000			
\$ 513,000	\$ 513,000			
\$ 1,200	\$ 1,200			
\$ 14,500			\$ 13,000	\$ 1,500
\$ 2,000			\$ 2,000	
\$ 5,000			\$ 5,000	
\$ 1,508,725	\$ 632,225	\$ 695,000	\$ 160,000	\$ 21,500

ESTIMATED TOTAL COST

\$ 1,508,725

6.5.6	MID WEST INVESTMENT PLAN FUNDING APPLICATION FOR BINNU WEST ROAD & WHITE CLIFFS ROAD PROJECTS
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LOCATION:	Binnu West & White Cliffs
FILE REFERENCE:	4.2.14
DATE OF REPORT:	6 June 2014
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

That Council approve of the amended future road program for the inclusion of the Binnu West and White Cliffs Road projects.

BACKGROUND:

Council lodged an application for funding from the Mid West Investment Plan through the Royalties for Regions Program for the construction and bitumen sealing of 9km's of the Binnu West Road and 13km of the White Cliffs Road. Council will recall that both applications were rejected by the MWDC Board with one of the reasons cited as the roads not being of regional significance, which was incorrect as both roads are not only roads of regional significance, they are also within the Roads 2025 and the now revised Roads 2030 planning documents.

Subsequently and appeal was lodged and the MWDC Board was requested to reconsider the applications.

Advice has now been received, through MWDC officers only, that Councils request for reconsideration has been granted.

COMMENT:

With the appeal being granted Council is required to amend the Business Plan that was previously submitted, being the section that refers to the Future Road Projects plan (being part of the Corporate Business Plan) as they were deleted as a result of the first decision by the MWDC.

FINANCIAL & BUDGET IMPLICATIONS:

The costs for each project is as follows"

Binnu West Road	\$1,630,000
White Cliffs Road	\$1,820,000

If the projects receive approval then the Binu West Road needs to commence in 2014/15 and be undertaken over a two year period ending 2015/16. For White Cliffs Road the works are proposed to commence in 2016/17 with completion in 2019/2020. This may result in other road projects also scheduled for these years having to be deferred but this will not be ratified until a later date.

This results in the current Asset Management Plan to be amended to include the following:

	2014/15	2015/16		
Binnu West	\$815,000	\$815,000		
Council Cost	\$125,000	\$125,000		
MWIP Grant	\$488,750	\$488,750		
Land Owners	\$201,250	\$201,250 (in kind)		
	2016/17	2017/18	2018/19	
White Cliffs Road	\$618,800	\$598,500	\$602,700	
Council Cost	\$ 68,800	\$ 68,500	\$ 68,000	
MWIP Grant	\$550,000	\$530,000	\$534,700	

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Planning for the Future 2013-2023

Corporate Business Plan – As stated above the change now affects the current adopted Corporate Business Plan. The changes have been made to the CBP that is being presented in Item 6.5.7

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.6

That Council amend the Corporate Business Plan to include the proposed road works for Binu West Road and White Cliffs Road as per the details contained within Item 6.5.6 of the Administration and Corporate Report.

6.5.7

CORPORATE BUSINESS PLAN

FILE REFERENCE:	4.2.4
DATE OF REPORT:	6 June 2014
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Complete document sent under separate Cover

SUMMARY:

Council to formally adopt the revised Corporate Business Plan.

BACKGROUND:

Council undertook a review of the Corporate Business Plan which included all Asset Management Plans at the ordinary meeting held 16 April 2014.

All amendments from the review have now been made to the CBP as well as those in item 6.5.6.

COMMENT:

The revised CBP requires rate increases of 5%, however the initial CBP was for annual rate increases of a minimum of 8%. With the decrease in the rate increase from 8% to 5% it affects future years of the long term financial plan. If Council wishes to undertake the projects that are proposed the options are larger increase in rates at the time, loan funds, or not undertake the projects.

A preferred option is that Council retain a set increase in rates and create reserve funds for individual projects.

The main aspects of the revised CBP that Council needs to be aware of is the ratios, being the Current Ratio and Rates Coverage Ratio.

With the revised CBP these ratios are as per the following:

	14/15	15/16	16/17	18/19	19/20	20/21
Current – Target > or = 1.1	0.49	0.00	(0.95)	(1.61)	(2.55)	(5.13)
Rates Coverage – Target > or = 40%	49.6%	48.9%	48.1%	47.5%	46.6%	45.1%

The Rates Coverage Ratio is acceptable however the Current Ratio's begin to move out of the acceptable target range which then requires the Council to either increase rates, use Loans for projects etc.

During the 2014/15 Budget deliberations, any new projects/major or capital purchases that have not been listed in the CBP will require a further increase in rates.

Other factors that are of some concern is the limited amount of reserve funds Council has for future plant replacements. In addition no funds are being allocated for the development of aged independent living Units in Northampton or the proposed aged care facility in Kalbarri. Again if Council wishes for reserve transfers for these projects to be undertake it will further require the need to either delete projects from the budget or extra rate increases will be required.

The CBP presented is a revised version and a full version will be sent out to Councillors in due course.

STATUTORY IMPLICATIONS:

State: Local Government Act 1995

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Planning for the Future 2013-2023

Corporate Business Plan.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.7

That Council adopts the revised Corporate Plan as per the review undertaken 16 April 2014 and incorporating the changes for the inclusion of the Binu West and White Cliffs Road projects.

6.5.8 NORTHAMPTON BOWLING CLUB – BUILDING INSURANCE

FILE REFERENCE:	14.1.2
DATE OF REPORT:	9 June 2014
CORRESPONDENT:	Northampton Bowling Club
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to consider request from Northampton Bowling Club for Council to pay for insurance on the club building.

BACKGROUND:

The Northampton Bowling Club are seeking Council assistance by being responsible for the insurance on the actual building. The club cites financial difficulty and the cost of all their other insurances for the request.

The club has not provided details of their current insurance costs however these are being requested and will be presented at the meeting.

COMMENT:

Council has previously assisted the club with a one off payment for insurances but has not since contributed.

There are a number of buildings under Council's insurance portfolio, such as halls, Northampton Community Centre, Kalbarri Sport and Recreation Centre, however where there are individual clubs solely operating from a premises, then that club is responsible for all insurance costs as per the lease agreement, these include Northampton and Kalbarri Golf Club Houses.

FINANCIAL & BUDGET IMPLICATIONS:

The estimated cost to insure the Northampton Bowling Clubs building would be \$1,000 to \$1,200 per annum and is based on an insurable value of \$400,000 to \$500,000.

There is no provision for this cost within the 2013/14 budget however the insurance cost could be allocated for in the 2014/15 Budget when the actual cost is known.

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 2013/2014 Budget, Council needs to approve the expenditure by an absolute majority as per Section 6.8 of the Local Government Act 1995 if the expenditure is to be incurred by 30 June 2014.

VOTING REQUIREMENT:

Simple or Absolute Majority depending on the decision of Council.

OFFICER RECOMMENDATION – ITEM 6.5.8

For Council determination.

6.5.9 DOG EXERCISE AREAS

FILE REFERENCE:	5.3.1
DATE OF REPORT:	9 June 2014
CORRESPONDENT:	Department of Local Government & Communities
REPORTING OFFICER:	Garry Keefe

SUMMARY:

Council to determine dog exercise areas by a Council decision and not through the current Local Law due to amendment to the Dog Act.

BACKGROUND:

Advice has been received that the Dog Amendment Regulations 2014 (Dog Regulations) were published in the *Government Gazette* 20 May 2014.

A major amendment from the Regulations is in relation to dog exercise areas and areas where dogs are prohibited from. Currently all dog exercise areas are as per the *Council Local Laws Relating to Dogs 2004*.

From 1 November 2013 the Dog Amendment Act removed a local government's ability to make local laws in respect of dog exercise and prohibited areas. In order to relieve local governments from having to remove these provisions from their local laws by having to follow the local law making process as per the requirements of section 3.12 of the *Local Government Act 1995*, the Dog regulations provide a sunset date, 31 July 2014, for the operation of those clauses.

This means that if a local government has a local law that provides for dog exercise areas or areas where dogs are prohibited, which this Council does, the local law clauses will be inoperable as from 31 July 2014. Should Council wish to retain or establish exercise areas or specify places where dogs are prohibited, they must now do so via a Council resolution (by an absolute majority) in accordance with the amended Section 31 of the Dog Act 1976 rather than through a local law.

COMMENT:

This Council has the following areas in its current local laws:

SCHEDULE 2
(Clause 5.1)

Places where dogs are absolutely prohibited

1. Restrictions applying throughout the district

- 1.1 A public building.
- 1.2 A shop or other place of business, not being where dogs are sold or treated for illness or injury.

2. Kalbarri Beaches

- 2.1 Chinaman's Beach - that section of beach between the boat ramp and Chinaman's Point.
- 2.2 Blue Holes Beach Area - that section of beach 100m South and 100m North of the Blue Holes Carpark, except that it will be permitted to walk a dog on a leash on the rear most section of the beach to get to the area beyond these points where a dog can be exercised off the leash.
- 2.3 Red Bluff - that section of beach from the carpark to a point 200m North of the carpark.
- 2.4 Pelican Feeding Area - for the hours between 8:00am and 9:30am in that portion of reserve 25307 contained within the Westerly projection of the Northern Boundary of Woods Street and the Westerly projection of the Northern Boundary of Lot 53 Grey Street, but excluding the Public Footpath on the Western Boundary of the reserve with Grey Street.

3. Port Gregory Beach

- 3.1 That section of beach 200m South-East and 200m North-West of the Jetty, except that it will be permitted to walk a dog on a leash on the rear most section of the beach to get to the area beyond these points where a dog can be exercised off the leash.

4. Horrocks Beach

- 4.1 That section of beach between the boat ramp and a point 200m south of the boat ramp.

5. Northampton

- 5.1 Hampton Gardens - being Lot 27 Hampton Road.
- 5.2 Northampton Recreation Oval - being part of reserve 23432 Harvey Road.
- 5.3 Kings Park - being lots 8 & 9 of 198 Hampton Road.

SCHEDULE 3
(Clause 5.2)

Places which are dog exercise areas within Townsites

1. Kalbarri

- 1.1 River Foreshore North - being that area of reserve 25307 that extends North from a line described by the Westerly Projection of the Southern boundary of Cole Street.
- 1.2 Coastal Reserves - being that part of reserve 25307 south of a Line described by the Westerly projection of the Northern Boundary of Hackney Street and reserve 34550.
- 1.3 Kalbarri Town Oval - being reserve 25447.

2. Horrocks

- 2.1 That area of beach North of the boat ramp.

3. Port Gregory

- 3.1 That area of beach located beyond a point 200m South-East and a point 200m North-West of the Jetty.

4. Northampton

- 4.1 Old School Oval - lot 475 Robinson Street

SCHEDULE 4
(clause 5.3)

Additional places outside townsites where dogs are required to be kept on a leash

- 1. That area of freehold located South of the Kalbarri Townsite that is encompassed by;
 - (i) the Southern townsite boundary, and
 - (ii) the National Park to the South and East, and
 - (iii) Red Bluff Road and George Grey Drive to the West

All areas can remain in force with the exception of the Northampton exercise area, reason being is that the old oval on then Lot 475 Robinsons Street no longer exists due to residential subdivision.

This particular area was raised with Council following the subdivision however no firm decision was made. Reason being is that the Council resolved to allow the use of the golf club as a dog exercise area however the golf club did not commit to this request due to security concerns, however now that a caretaker lives on site these concerns are diminished somewhat.

Apart from the oval (which is not recommended) the golf course seems to be the most practicable for a dog exercise area. Persons are currently using the golf course for this purpose.

If the golf course is adopted then signage will need to be installed requesting users to stay off the sand greens areas and no vehicles allowed on fairways.

The Northampton Golf Club will need to be consulted on this issue.

The amendments to the Dog Act also now requires a local government to give 28 days' notice on the intention to specify dog prohibited or dog exercise areas, Once the Council resolution has been passed, the local government should inform the public of the new restrictions.

Advice from the Department of Local Government and Communities is that as we have a local law containing clauses which establish dog exercise areas, or prohibit dogs absolutely from areas and Council wants those areas to remain then only a Council resolution is required. With an amendment required to suit the Northampton exercise area then the community consultation provisions as above needs to be undertaken.

CONCLUSION

At this stage it is recommended that Council formally adopt all existing exercise and prohibited areas as per the existing local law, with the exception of the Northampton areas and further consultation be undertaken with the Northampton Golf Club to consider the golf course as a dog exercise area. If approved by the club then Council will need to undertake the community consultation process with the 28 days notice.

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION 1 – ITEM 6.5.7

That the following areas are declared dog exercise areas/prohibited areas:

PLACES WHERE DOGS ARE ABSOLUTELY PROHIBITED

1. Restrictions applying throughout the district

- 1.1 A public building.
- 1.2 A shop or other place of business, not being where dogs are sold or treated for illness or injury.

2. Kalbarri Beaches

- 2.1 Chinaman's Beach - that section of beach between the boat ramp and Chinaman's Point.
- 2.2 Blue Holes Beach Area - that section of beach 100m South and 100m North of the Blue Holes Carpark, except that it will be permitted to walk a dog on a leash on the rear most section of the beach to get to the area beyond these points where a dog can be exercised off the leash.
- 2.3 Red Bluff - that section of beach from the carpark to a point 200m North of the carpark.
- 2.4 Pelican Feeding Area - for the hours between 8:00am and 9:30am in that portion of reserve 25307 contained within the Westerly projection of the Northern Boundary of Woods Street and the Westerly projection of the Northern Boundary of Lot 53 Grey Street, but excluding the Public Footpath on the Western Boundary of the reserve with Grey Street.

3. Port Gregory Beach

- 3.1 That section of beach 200m South-East and 200m North-West of the Jetty, except that it will be permitted to walk a dog on a leash on the rear most section of the beach to get to the area beyond these points where a dog can be exercised off the leash.

4. Horrocks Beach

- 4.1 That section of beach between the boat ramp and a point 200m south of the boat ramp.

5. Northampton

- 5.1 Hampton Gardens - being Lot 27 Hampton Road.
- 5.2 Northampton Recreation Oval - being part of reserve 23432 Harvey Road.
- 5.3 Kings Park - being lots 8 & 9 of 198 Hampton Road.

PLACES WHERE DOGS CAN BE EXERCISED AT

1. Kalbarri

- 1.1 River Foreshore North - being that area of reserve 25307 that extends North from a line described by the Westerly Projection of the Southern boundary of Cole Street.
- 1.2 Coastal Reserves - being that part of reserve 25307 south of a Line described by the Westerly projection of the Northern Boundary of Hackney Street and reserve 34550.
- 1.3 Kalbarri Town Oval - being reserve 25447.

2. Horrocks

- 2.1 That area of beach North of the boat ramp.

3. Port Gregory

- 3.1 That area of beach located beyond a point 200m South-East and a point 200m North-West of the Jetty.

Additional places outside townsites where dogs are required to be kept on a leash

- 1. That area of freehold located South of the Kalbarri Townsite that is encompassed by;
 - (i) the Southern townsite boundary, and
 - (ii) the National Park to the South and East, and
 - (iii) Red Bluff Road and George Grey Drive to the West

OFFICER RECOMMENDATION 2 – ITEM 6.5.7

That Council approaches the Northampton Golf Club for their approval to use the golf course as a designated dog exercise area for the Northampton townsite.

6.5.8 COUNCILLORS SITTING FEES & INCIDENTAL COSTS

FILE REFERENCE:	4.1.1
DATE OF REPORT:	9 June 2014
REPORTING OFFICER:	Garry Keefe

SUMMARY:

Council to review sitting fees, meeting attendance fees and allowances to assist with preparation of 2014/15 Budget.

BACKGROUND:

At the May meeting the issue of revising Council sitting and attendance fees was mentioned. Although no formal motion was voted upon the CEO did indicate that he would prepare a report for Council consideration.

Under current legislation, the range of fees payable to a Councillor, President or Deputy President are set by the Administrative Salaries and Allowances Tribunal where each local government is within Bands numbered 1 to 4, this Council is in Band 4.

The fees payable under Band 4 (which were amended 2013/14) are as per following:

Council meeting fees per meeting – local governments, Section 5.98(1) of Local Government Act 1995

	Minimum	Maximum
For a Council member other than President	\$88	\$224
For the office of President	\$88	\$463

Council currently pays \$150 per meeting for all members.

Committee Meeting and Prescribed Meeting Attendance Fees – Per Meeting

For a Council member including the President	\$44	\$113
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Council currently pays \$70 per meeting for all members.

Annual Attendance Fees In Lieu Of Council Meeting And Committee Meeting Attendance Fees

The Annual Attendance fees applies where a local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings an annual fee.

For a Council member other than President	\$3,500	\$ 9,000
For the office of President	\$3,500	\$18,500

Council does not pay the annual fee and has previously indicated that an elected member only receives the sitting fee when in attendance at a Council or Committee meeting.

Annual Allowance for a President

President	\$500	\$19,000
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Council currently pays an annual allowance of \$10,000 to the President.

Annual Allowance for a Deputy President

The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.

Deputy President	\$125	\$4,750
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Council currently pays an annual allowance of \$1,000 to the Deputy President.

Other Payable Allowances

A local government may decide (absolute majority) that instead of reimbursing council members for all of a particular type of expense it will instead pay all council members

- (a) the prescribed minimum annual allowance for that type of expense; or
- (b) the annual allowance set by the local government within the prescribed range for that type of expense, and only reimburse the member for expenses of that type in excess of the amount of the allowance.

The prescribed maximum annual allowance for travelling and accommodation expenses are—

- that prescribed as being a kind of expense to be reimbursed by all local governments; or

- that have been approved for reimbursement by the local government is the same amount to which a person would be entitled for those expenses in the same circumstances under the **Public Service Award 1992** issued by the Western Australian Industrial Commission as amended from time to time.

In the above this Council has adopted a set fee of 50 cents per kilometer.

Council members – expenses

A council member who incurs an expense of a kind prescribed as one:

- to be reimbursed by all local governments; or
- which may be approved by any local government and which has been approved for reimbursement

is entitled to be reimbursed subject to the following limits:

- the minimum extent of reimbursement for the expense which has been prescribed; or
- the extent set by the local government to which the expense can be reimbursed and which is within the prescribed range (if any).

If an expense is of a kind that may be approved by a local government for reimbursement, then it may be approved generally or in a particular case however, the limits prescribed by regulations may not be exceeded.

For the purposes of this section the kinds of expenses that are to be reimbursed by all local governments are

- rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
- child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.

The extent to which rental charges can be reimbursed is the actual amount.

The extent to which child care costs can be reimbursed is the actual cost per hour or \$25.00 per hour, whichever is the lesser amount.

The extent to which travel costs can be reimbursed

- if the person lives or works in the local government district or an adjoining local government district, is the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- if the person does not live or work in the local government district or an adjoining local government district, is the actual cost, in relation to a journey from the person's place of residence or work and back
 - for the person to travel from the person's place of residence or work to the meeting and back; or
 - if the distance travelled is more than 100 km, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

For the purposes of rental and travel costs actual amounts and actual costs are to be verified by sufficient information.

For the purposes of this section the kinds of expenses that may be approved by any local government for reimbursement by the local government are:

- an expense incurred by a council member in performing a function under the express authority of the local government;
- an expense incurred by a council member to whom the paragraph above applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
- an expense incurred by a council member in performing a function in his or her capacity as a council member.

In this section:

ICT expenses means –

- rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
- any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.

Travel and accommodation expenses means –

- travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
- any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$50.

COMMENT:

As all fees payable are determined by the Salaries and Allowances Tribunal there is no further comment to make.

FINANCIAL & BUDGET IMPLICATIONS:

Any change to current fees or allowances paid will have an effect on the 2014/15 and future budgets, either with an increase in expenditure or a decrease in expenditure (which will only occur if a reduction in fees or allowances occur).

STATUTORY IMPLICATIONS:

State: Local Government Act 1995

VOTING REQUIREMENT:

Absolute Majority Required - if Council resolves to amend its current level of fees and allowances paid.

OFFICER RECOMMENDATION – ITEM 6.5.8

For Council determination.

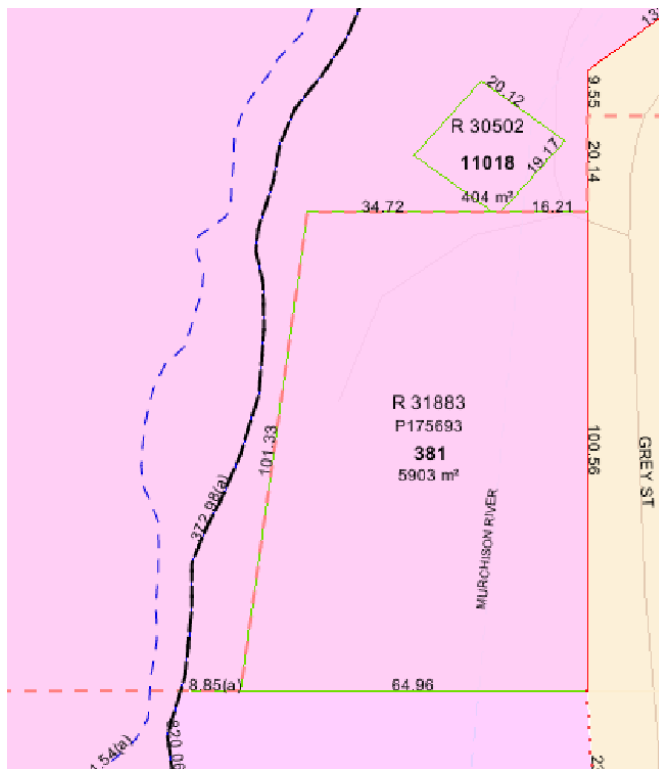
6.5.9 PROPOSED RE-ALIGNMENT OF RESERVE BOUNDARIES, RESERVES 30502, 31883 & 26591

LOCATION: Grey Street, Kalbarri
FILE REFERENCE: 9.1.4
DATE OF REPORT: 10 June 2014
REPORTING OFFICER: Garry Keeffe

SUMMARY:

Council to consider recommending to the Department of Lands re-aligning boundaries of crown reserves within the Kalbarri commercial fishing precinct area to match lands that are used by the fishing industry.

LOCALITY PLANS:



BACKGROUND:

Over the years a number of changes have occurred to the commercial fishing precinct at Kalbarri which has resulted in two crown reserves that have Management Orders drawn in favour of Council, requiring re-alignment for their specific purpose.

At present the precinct traverses over three reserves:

Reserve 30502 – purpose is for “Slipway”

Reserve 31883 – purpose is for “Fishing & Tourist Industries”

These two reserves are then surrounded by Reserve 26591, purpose being “parklands” and this reserve commences on the southern boundary of Reserve 31883 and ends when it joins Reserve 12996 further up stream of the Murchison River.

As can be seen from the above locality plans the land tenure in the form of crown reserves is “ad hoc”

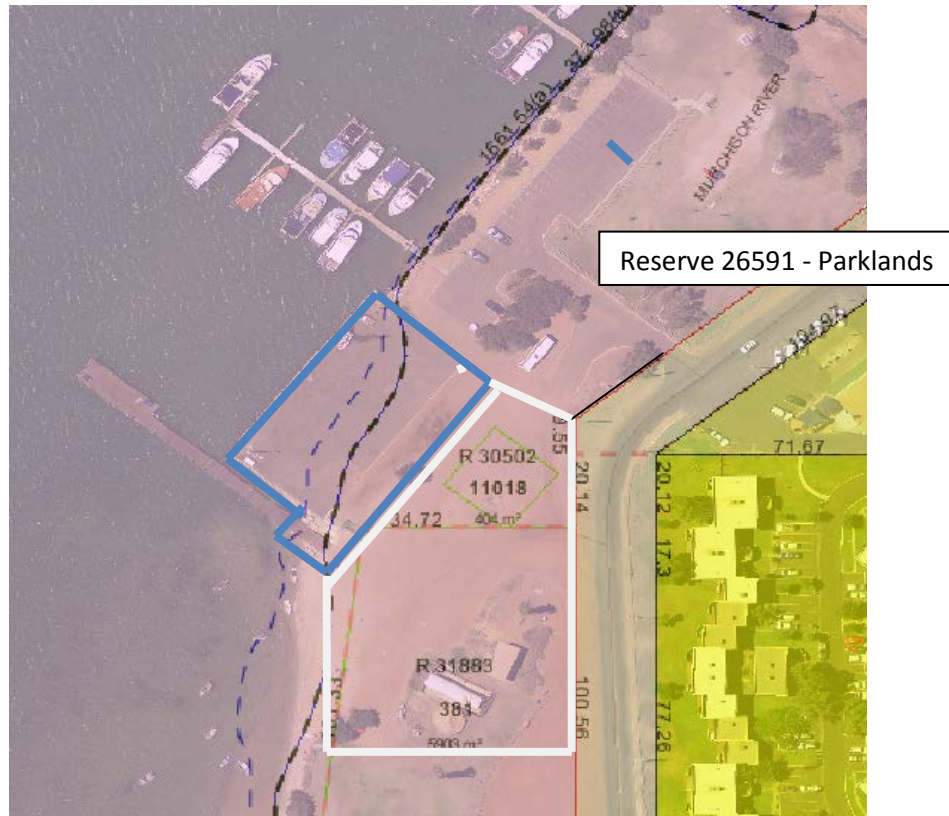
COMMENT:

It is recommended that Council approach the Department of Lands to rectify this situation by:

1. Abolish both reserves 38502 and 31883.
2. Create a new reserve (highlighted in white) for “Fishing & Tourist Industries”.
3. Create a new reserve (highlighted in blue) for “Fishing Industry” but request the Department of Transport who manages this particular area to accept a Management Order in their favour and this area no longer be under the control of Council.
4. Amend the boundary of Reserve 26591 to accommodate the above.

The plan below is only a draft as to where the two new reserve boundaries could be located and can be altered and will no doubt change when a formal survey is undertaken should Council resolve to progress this matter

Council will also need to request the Department of Lands to consider approval for the boundary amendment.



FINANCIAL & BUDGET IMPLICATIONS:

As the Council is requesting the alteration it is likely that Council will be responsible for site survey costs and reserve boundary design. The cost of the surveys is not known however if this proposal is pursued a budget allocation of \$5,000 should be considered in the 2014/15 Budget.

STATUTORY IMPLICATIONS:

State: Land Administration Act

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.9

That Council requests the Department of Lands to undertake a boundary realignment for Crown Reserves and create new reserves as proposed in Item 6.5.9 of the Administration & Corporate Report.