



**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 18<sup>th</sup> October 2019 in the Council Chambers, Northampton commencing at 1.00pm.

Lunch will be served from 12.00pm.

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

**GARRY L KEEFFE**  
**CHIEF EXECUTIVE OFFICER**  
11<sup>th</sup> October 2019



# ~ Agenda ~

**18<sup>th</sup> October 2019**

## **NOTICE OF MEETING**

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 18<sup>th</sup> October 2019, at

The Council Chambers, Northampton commencing at 1.00pm.

**GARRY KEEFFE**  
**CHIEF EXECUTIVE OFFICER**

**11<sup>th</sup> October 2019**

## SHIRE OF NORTHAMPTON

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for licence, any statement, limitation or approval made by a member or officer of the **Shire of Northampton** during the course of any meeting is not intended to be and is not taken as notice of approval from the **Shire of Northampton**. The **Shire of Northampton** warns that anyone who has lodged an application with the **Shire of Northampton** must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the **Shire of Northampton** in respect of the application.

Signed  \_\_\_\_\_

Date 11<sup>th</sup> October 2019

**GARRY L KEEFFE**  
**CHIEF EXECUTIVE OFFICER**

**AGENDA**  
**ORDINARY MEETING OF COUNCIL**  
**18<sup>th</sup> October 2019**

**1. OPENING**

**2. PRESENT**

- 2.1 Leave of Absence
- 2.2 Apologies

**3. QUESTION TIME**

**4. DISCLOSURE OF INTEREST**

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

**5. CONFIRMATION OF MINUTES**

- 5.1 Ordinary Meeting of Council – 20<sup>th</sup> September 2019

**6. RECEIVAL OF MINUTES**

**7. REPORTS**

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

**8. COUNCILLORS & DELEGATES REPORTS**

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

**9. NEW ITEMS OF BUSINESS FOR DECISION**

**10. NEXT MEETING**

**11. CLOSURE**

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**9.1 OPENING**

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

**9.2 PRESENT**

Cr S Krakouer	Deputy President	Kalbarri Ward
Cr R Suckling		Northampton Ward
Cr T Carson		Northampton Ward
Cr T Hay		Northampton Ward
Cr S Stock-Standen		Northampton Ward
Cr S Smith		Kalbarri Ward
Cr P Stewart		Kalbarri Ward
Cr D Pike		Kalbarri Ward
Mr Garry Keeffe	Chief Executive Officer	
Mr Grant Middleton	Deputy Chief Executive Officer	
Mr Neil Broadhurst	Manager of Works & Technical Services	
Mrs Debbie Carson	Planning Officer	
Mrs Michelle Allen	Planning Officer	

**9.2.1 LEAVE OF ABSENCE**

Nil

**9.2.2 APOLOGIES**

Cr C Simkin	President	Northampton Ward
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**9.3 QUESTION TIME**

Nil

**9.4 DISCLOSURE OF INTEREST**

Cr Suckling declared a financial interest in Item 7.5.6 – Container Deposit & Recycling Collection Point as she is employed by the Northampton District High School and may incur a financial gain or loss from the decision of Council.

Cr Krakouer declared a financial interest in Items 7.3.2, Item 7.3.4 and Item 7.3.5 as he is a sub-contractor employed by the Applicant, Summerstar and may incur a financial gain or loss from the decision of Council.

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**9.5 CONFIRMATION OF MINUTES**

**9.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 16<sup>TH</sup>  
AUGUST 2019**

Moved Cr STEWART, seconded Cr HAY

That the minutes of the Ordinary Meeting of Council held on the 16<sup>th</sup> August 2019 be confirmed as a true and correct record, subject to the following amendment:

Item 8.9.4 be changed from “Moved SS” to read ‘Moved Cr Stock-Standen’

CARRIED 8/0

**9.5.2 BUSINESS ARISING FROM MINUTES**

- Minute 8.9.6 Compliance review/audit of non-conforming and unapproved fences within Brownes Farm R5 Residential Area – CEO Garry Keeffe advised that discussions were underway with City of Greater Geraldton Compliance Officer re undertaking initial review.
- Minute 8.11.1 Kalbarri PAW – Public submissions – CEO Garry Keeffe advised that no response had been received after additional correspondence on the matter was sent to interested parties.

**9.6 RECEIVAL OF MINUTES**

Nil.

**9.7 WORKS & ENGINEERING REPORT**

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

Noted

Mr Neil Broadhurst departed the meeting at 1.09pm.

**9.8 HEALTH & BUILDING REPORT**

**9.8.1 BUILDING APPROVALS (ITEM 7.2.1)**

Noted.



**9.9 TOWN PLANNING REPORT**

**9.9.1 REQUEST FOR EXTENSION OF DEVELOPMENT APPROVAL – PROPOSED THREE STOREY – SIX (6) MULTIPLE DWELLINGS (RESIDENTIAL) – LOT 400 (NO.28) GREY STREET, KALBARRI (ITEM 7.3.1)**

Moved Cr PIKE, seconded Cr SMITH

That Council grant a two (2) year extension to Development Approval 2013-074 for the development of six (6) multiple dwellings on Lot 400 (No. 28) Grey Street, Kalbarri subject to:

1. The Planning Service fee of \$145.00 being paid by the Applicant/Owner for the extension of current Development Approval.
2. The Approval lapsing on 18 December 2021 unless the proposed development is considered to have been substantially commenced.
3. That no further extensions to this approval be provided after 18 December 2021.

CARRIED 8/0

**9.9.2 AMENDED DEVELOPMENT APPLICATION – PROPOSED TEMPORARY CABINS (3) AND ENSUITES (2) – LOT 10646 (NO. 399) RED BLUFF ROAD, KALBARRI (ITEM 7.3.2)**

Cr Krakouer declared a financial interest in Items 7.3.2, Item 7.3.4 and Item 7.3.5 as he is a sub-contractor employed by the Applicant, Summerstar Pty Ltd and may incur a gain or loss from the decision of Council, and left the meeting at 1.16pm.

Moved Cr PIKE, seconded Cr CARSON

That Cr Smith preside in the role of Chairperson in the absence of the President and Deputy President for Agenda Items 7.3.2, 7.3.4, and 7.3.5.

CARRIED 7/0

Cr Krakouer departed the meeting at 1.16pm with Cr Smith taking the Chair.

Moved Cr CARSON, seconded Cr PIKE

1. That Council determine that the proposed amendments to DA 2018-037 for the provision of Temporary Cabins (3) and Ensuites (2) on Lot 10646

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(No. 399) Red Bluff Road, Kalbarri constitutes a minor amendment in accordance with Clause 77(1) (c) of the “Deemed Provisions” of the *Planning and Development (Local Planning Schemes) Regulations 2015*;

2. That Council approve the proposed amendment to DA 2018-037 for the extended provision of Temporary Cabins (3) and Ensuites (2) on Lot 10646 (No. 399) Red Bluff Road, Kalbarri under the same conditions and associated advice notes being applied, with the exception of:
  - a) Condition No. 6 - Modifying the timeframe for removal of all buildings so as to commence from the date of the approved amended plans, being the 20<sup>th</sup> September 2019, for an extended period of six (6) months;
  - b) Applying the following additional Condition - Condition No. 16 - That no time extensions to this approval, in relation to Condition No. 6, shall be allowed.

CARRIED 8/0

<p>9.9.3 PROPOSED AMENDMENT TO DEVELOPMENT APPROVAL – CARAVAN &amp; CHALET PARK, MANAGER’S RESIDENCE &amp; RECEPTION AREA – LOT 10646 (NO. 399) RED BLUFF ROAD, KALBARRI (ITEM 7.3.4)</p>
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Moved Cr PIKE, seconded Cr STEWART

1. That Council determine that the proposed amendments to DA 2016-063 for the development of a Caravan & Chalet Park on Lot 10646 (No. 399) Red Bluff Road, Kalbarri constitute a minor amendment in accordance with Clause 77(1) (c) of the “Deemed Provisions” of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. That Council approve the proposed amendments to DA 2016-063 for the development of a Caravan & Chalet Park and Caretaker’s Dwelling on Lot 10646 (No. 399) Red Bluff Road, Kalbarri subject to the same conditions and associated advice notes being applied, with the exception of:
  - a) Modifying Condition No. 1 so that it reads “Development shall be in accordance with the attached approved plan(s) dated 18 November 2016 and where applicable amended plans dated 20 September 2019 and as well as being subject to any modifications required as a consequence of any condition(s) of this approval. The

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endorsed plans shall not be modified or altered without the prior written approval of the Local Government”;

- b) Removing Condition No. 12 in relation to access/egress points, due to the reconfiguration of the access and egress points upon the lot;
- c) Renumbering existing Condition No. 13 to become Condition No. 12;
- d) Applying the following additional Conditions:

Condition No. 13. The transformer shall be screened from view from the street to the satisfaction of the local government.

Condition No. 14. The approval of the two outbuildings is subject to them being in good condition, and shall be to the further approval of the local government.

Condition No. 15. The rear BBQ area, as marked in RED on the attached approved plans dated 20 September 2019, shall be located wholly outside of the 9m DFES rear setback area.

CARRIED 7/0

9.9.4 REQUEST FOR FEE REDUCTION – AMENDMENT TO DEVELOPMENT APPROVAL – CARAVAN & CHALET PARK, MANAGER’S RESIDENCE & RECEPTION AREA – LOT 10646 (NO. 399) RED BLUFF ROAD, KALBARRI (ITEM 7.3.5)
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Moved Cr STEWART, seconded Cr PIKE

That Council support the request of the Applicant to reduce the planning application fee in relation to the proposed amendments to the Red Bluff Caravan Park development from \$7,017 to \$2,017, on the grounds that substantial planning fees relating to this development have already been paid.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

Cr KRAKOUER returned to the meeting at 1.41pm and resumed the Chair.

<p>9.9.5 CHANGE OF OWNER AND LICENSE AGREEMENT – THE MURCHISON EXPERIENCE RESERVE 12996 (NORTH AND SOUTH), LOTS 3 AND 13 (MURCHISON HOUSE STATION) MURCHISON RIVER (ITEM 7.3.3)</p>
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Moved Cr HAY, seconded Cr SMITH

That Council:

1. Grant Development Approval for an experiential use (canoe safaris) over Reserve 12996 and Lots 3 and 13, Murchison River Foreshore, Kalbarri subject to the following conditions:
  - a) This Development Approval is an approval for the proposed use for the purposes of the Shire of Northampton's Local Planning Scheme No. 11 – Kalbarri and the Planning and Development Act (2005) only and does not constitute an approval of the proposed use by the Shire in its capacity as management body of the reserve within which the use is proposed to be located;
  - b) This Development Approval is subject to:
    - (i) In-principle approval of the Shire in its capacity as management body of the reserve within which the proposed use is to be located;
    - (ii) Approval of the Minister of Lands in accordance with the provisions of the Land Administration Act (1997); and
    - (iii) A license agreement being entered into by the applicant and the Shire in accordance with Council's Policy 9.2 – Requirements for License Agreements to Use Crown Reserves for Commercial, Recreational and Tourism Activities;
  - c) The Canoe Hire shall be limited to twelve (12) licensed canoes, two 4WD vehicles and two (2) trailers;
  - d) The Applicant shall contact the Shire of Northampton's Environmental Health Officer to ensure compliance with all environmental health regulations;
  - e) The Applicant shall obtain any appropriate approvals for commercial vessel safety with the Australian Maritime Safety Authority, and use approved vessels only;
  - f) The Applicant shall maintain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton, to comply with the provisions of the Shire of

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Northampton's Local Planning Policy – Commercial Recreational  
Tourism Activity;

- g) This Development Approval shall remain valid whilst the License Agreement referred to above remains current and valid, and on the expiration or in the termination of such License Agreement, this Development Approval shall cease to be valid.

Advice Notes

Note 1: If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 2. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 3. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

2. Authorise delegation to the Chief Executive Officer and Planning Officer for the preparation and execution of the License Agreement, with any disputes to be referred back to Council for final determination.

3. Refer the License Agreement to the Department of Planning, Lands and Heritage for Ministerial consent.

CARRIED 8/0

9.9.6 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.6)
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Noted.

9.9.7 PROPOSED INCREASE IN PATRON NUMBERS – FINLAY'S RESTAURANT – LOT 376 (NO. 13) MAGEE CRESCENT, KALBARRI (ITEM 7.3.7)
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Moved Cr STEWART, seconded by Cr KRAKOUER

1. That Council authorise delegation to the Chief Executive Officer and Planning Officer for the preparation of a Development Approval, subject to there being no valid, author-identified planning objections to the

proposed use within the specified advertising timeframe, with any objections to be referred back to Council for their final determination.

2. That any Development Approval granted for the proposed increase in numbers upon Lot 376 (No. 13) Magee Crescent, Kalbarri, and the use of Lot 377 (No. 15) Magee Crescent, Kalbarri for overflow and staff parking, be subject to the following conditions:
    - a) Development shall be in accordance with the attached approved plan(s) dated [insert date] and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government;
    - b) Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;
    - c) The proponent is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan;
    - d) All parking of vehicles associated with the development shall be provided for within the property boundary of Lot 376 (No. 13) Magee Crescent, Kalbarri and within the property boundary of Lot 377 (No. 15) Magee Crescent, Kalbarri as marked in RED on the attached approved plans dated [insert date], and the street verge area shall be kept free of vehicles;
    - e) Staff carparking shall be limited to Lot 377 (No. 15) Magee Crescent, Kalbarri, as marked in RED on the attached approved plans dated [insert date], so as to maximise available patron carparking upon Lot 376 (No. 13) Magee Crescent, Kalbarri;
    - f) That a formal signed agreement be entered into by both the applicant and the adjacent lot owner, formalising the shared car parking space arrangements and be to the approval of the local government;
    - g) This approval is valid only whilst the carparking agreement with the landowner of Lot 377 (No. 15) Magee Crescent, Kalbarri remains
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valid. Should the landowner of Lot 377 Magee Crescent revoke their consent for use of their land for carparking purposes, this Development Approval shall be considered void, and the Applicant shall be required to lodge a new Application for Development Approval, detailing how carparking requirements will be sufficiently addressed so as to accommodate 175 patrons associated with the Restaurant/Microbrewery upon Lot 376 (No. 13) Magee Crescent, Kalbarri;

- h) Further to Condition (c) above, should substantiated, ongoing complaints be received in relation to any unapproved carparking (associated with this Development Approval) within the road reserve area or that encroaches upon or blocks adjacent landholdings, and it is considered that management of the issue has not been sufficiently dealt with so as to mitigate the unauthorised parking of vehicles, then the Shire of Northampton reserves the right to revoke this approval;
- i) The Applicant shall install and maintain signage (to be no larger than 1m<sup>2</sup> in size) within the defined carparking areas, so as to identify the overflow caparking location upon Lot 377, and to advise patrons that no parking within the road verge area is permitted;
- j) The loading and/or unloading of vehicles is to occur on-site and in a manner that does not interfere with the parking of patrons' vehicles within the car park; and
- k) This approval is subject to approval being granted by the Department of Racing, Gaming and Liquor for the increase in patron numbers from 100 to 175 persons. Should no approval be granted to increase the number of patrons under that Liquor License approval, then this development approval shall be considered to be void.

CARRIED 8/0

**9.10 FINANCE REPORT**

**9.10.1 ACCOUNTS FOR PAYMENT (ITEM 7.4.1)**

Moved Cr SUCKLING, seconded Cr STOCK-STANDEN

That Municipal Fund Cheques 21730 to 21752 inclusive totalling \$87,879.01, Municipal EFT payments numbered EFT19687 to EFT19831 inclusive totalling \$820,181.30, Trust Fund Cheques 2449 to 2454, totalling \$5,999.63, Direct Debit payments numbered GJ0203 to GJ0208 inclusive totalling \$223,914.66 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

**9.10.2 MONTHLY FINANCIAL STATEMENTS – AUGUST 2019 (ITEM 7.4.2)**

Moved Cr CARSON, seconded Cr SMITH

That Council adopts the Monthly Financial Report for the period ending 31 August 2019.

CARRIED 8/0

**9.11 ADMINISTRATION & CORPORATE REPORT**

**9.11.1 SPECIAL MEETING – SWEARING IN OF NEW COUNCILLORS,  
ELECTION OF PRESIDENT, DEPUTY PRESIDENT AND MEMBERS OF  
COMMITTEES (ITEM 7.5.1)**

Moved Cr STOCK-STANDEN, seconded Cr STEWART

That a Special meeting of Council be held Tuesday 22 October 2019 commencing at 9.30am to be held at the Northampton Council Chamber, Hampton Road Northampton, with the order of Business to be:

1. Swearing in of Councillors
2. Election of President
3. Election of Deputy President
4. Election of Committees
5. Election/Appointment of Delegates

CARRIED 8/0



9.11.2 NORTHAMPTON MOTORS & MACHINERY RESTORATION GROUP –  
RENEWAL OF LEASE (ITEM 7.5.2)

Moved Cr STOCK-STANDEN, seconded Cr SUCKLING

That Council:

1. Renew the existing lease on Reserve 44264 Third Avenue, Northampton to the Northampton Motors and Machinery Restoration Group Inc for a further term of 21 years.
2. That Council determine as per Regulation 30 of the *Local Government (Functions and General) Regulations 1996*, that the renewal of the lease does not require advertising due to the land is used by a community group where the members are not entitled or permitted to receive any pecuniary profit from the body's transactions and that the land is of no use or benefit to other persons.

CARRIED 8/0

9.11.3 OUTSTANDING RATES & CHARGES (ITEM 7.5.3)

Moved Cr SUCKLING, seconded Cr KRAKOUER

That Council commence the selling of the following lots as per Division 6 of the Local Government Act 1995 to recover outstanding rates and charges:

1. Lot 873 Portree Elbow, Kalbarri, residential property owned by Alannah Madden and Anthony Van Haren.
2. Lot 31 Clematis Crescent, Kalbarri, vacant lot owned by Agudo Pty Ltd.

CARRIED 8/0

9.11.4 FINANCIAL ASSISTANCE & UNTIED ROAD GRANT (ITEM 7.5.4)

Moved Cr SMITH, seconded Cr SUCKLING

That Council amend the adopted 2019/20 Budget to account for the shortfall in the financial assistance grants of \$41,742, by removing the provision for the creation of a road reserve to Little Bay of \$50,000.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

9.11.5 PROPOSED SALE OF LOT 82 KITSON CIRCUIT, NORTHAMPTON (ITEM 7.5.5)

Moved Cr CARSON, seconded Cr STEWART

That Council:

1. Approve the sale of Lot 82 Kitson Circuit, Northampton to Landmark at a purchase price of \$50,000 exclusive of GST.
2. That Council determine as per regulation 2(a)(ii) of the *Local Government (Functions and General) Regulations 1996* that the sale of Lot 82 Kitson Circuit, Northampton, is not of significant benefit to anyone other than the transferee and therefore advertising of the sale not be required.
3. The sale proceeds be deposited into the Land Development Reserve Fund.

CARRIED 8/0

9.11.6 CONTAINER DEPOSIT & RECYCLING COLLECTION POINT (ITEM 7.5.6)

Cr Suckling declared a financial interest in item 7.5.6 as she is employed by the Northampton District High School and may incur a gain or loss from the decision of Council, and left the meeting at 2.17pm.

Moved Cr HAY, seconded Cr STOCK-STANDEN

That Council support and approve the placement of bins for use as a waste and container refund and recycling collection point on the area of recreation reserve 23432, being the area of land west of the Agricultural Society (old) exhibition hall neighbouring the Northampton District High School, subject to the following conditions:

1. That the area is to be kept neat and tidy at all times by the Northampton District High School and E-Waste.
2. That should the area become in a state of untidiness then Council has the right to cease its operations and have the bins removed from site.
3. That when events such as the Northampton District Agricultural Show and other events that may be operational in close proximity of this area that

the bins either be removed or locked so as they are not used for general refuse disposal.

CARRIED 7/0

Cr Suckling returned to the meeting at 2.26pm.

**9.11.7 LUCKY BAY CARETAKER VEHICLE (ITEM 7.5.7)**

Moved Cr PIKE, seconded Cr SMITH

That Council amend the 2019/20 Budget by utilising the budget provision for the replacement of one grader operator utility and use that provision plus the \$20,000 to replace the Lucky Bay caretaker's vehicle with a second hand Toyota Landcruiser from Geraldton Auto Wholesalers for \$50,000 (GST exempt) with Endrust treatment to be applied to the vehicle and relist the grader operator utility for replacement in 2020/21.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

**9.12 DEPUTY PRESIDENT'S REPORT**

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

26/8/2019 Northern Country Zones Council meeting in Mingenew

**9.13 COUNCILLORS REPORTS**

**9.13.1 CR PIKE**

Since the last council meeting Cr Pike reported his attendance at:

18/9/2019 Kalbarri Development Association AGM (representing Cr STEWART)  
18/9/2019 Kalbarri Roadwise Committee – Road Trauma Day

**9.13.2 CR SMITH**

Since the last council meeting Cr Smith reported his attendance at:

10/9/2019 Kalbarri Visitor Centre

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**SHIRE OF NORTHAMPTON**  
**Minutes of Ordinary Meeting of Council held at the Council Chambers, Northampton on**  
**20<sup>th</sup> September 2019**

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**9.13.3 CR STOCK-STANDEN**

Since last Council meeting Cr Stock-Standen reported on her part attendance at:

12/9/2019 CHRMAP Steering Committee telephone conference

CEO Garry Keeffe reported that GHD will undertake a presentation of draft CHRMAP report to Council at their December meeting. A public meeting is planned for Horrocks in February 2020 to present the draft report to the Community.

**9.14 NEW ITEMS OF BUSINESS**

**9.14.1 STANDARD FENCE CONDITIONS FOR PLANNING APPROVALS**

Cr Smith raised with Council his concerns over the non-conforming fence issue that has previously been given consideration by Council, and asked if there were standard conditions that could be applied to planning approvals that provide more information regarding fence requirements.

Moved Cr SMITH, seconded Cr PIKE

That staff be directed to investigate options to inform applicants/residents of planning provisions for fencing related to relating to various zones and report back to Council at the next meeting.

CARRIED 8/0

**9.14.2 GMA COMMUNITY GRANT FUND**

Cr STOCK-STANDEN advised that GMA have developed a Community Grant Fund with a budget estimated of \$60,000 per annum. Criteria and further information will be provided to Council, as details are finalised.

Noted.

**9.15 NEXT MEETING OF COUNCIL**

The next Ordinary Meeting of Council will be held on Friday 18<sup>th</sup> October 2019 commencing at 1.00pm in the Council Chambers, Northampton.

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**9.16 CLOSURE**

There being no further business, the Deputy President thanked everyone for their attendance and declared the meeting closed at 2.55pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 17 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 18<sup>TH</sup> OCTOBER 2019.

PRESIDING MEMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

**WORKS & ENGINEERING REPORT CONTENTS**

7.1.1	INFORMATION ITEMS MAINTENANCE /CONSTRUCTION WORKS PROGRAM	2
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<b>7.1.1</b>	<b>INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM</b>
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<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>
<b>DATE OF REPORT:</b>	<b>11th October 2019</b>

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 Ajana East, Wickens, Binu East, Horan, Sudlow, Lucky Bay and Blue Well Road/s.
- Gravel Patching/Sheeting/Verge works carried out on Horry, Blue Well, Lucky Bay and Sudlow Road/s. (Sudlow Road done with landowners; Shire grader only onsite.)

**Maintenance Items**

- Northampton and Rural areas – General sign replacement and maintenance works.
- Kalbarri – Pruning of identified trees on western side of Edge Resort and general vegetation clean-up works.
- Northampton – Pruning of road verge vegetation.

**Other Items (Budget)**

- Hatch Road – Works commenced to install sealed floodway including road sealing, concrete walls upstream and downstream plus rock protection works. Weather has resulted in works being stopped with outstanding works included for the 2019/2020 budget.
- Harvey/Horry Road – Works commenced to construct and seal approximately 3.5kms from end of existing bitumen up Muskerry Hill.
- Kalbarri – Grey Street Chinamen’s lookout – Concrete pads and chairs x 3 installed.
- Port Gregory – Works to install concrete dual use pathway from toilets to Lynton Avenue completed.
- Horrocks – New drinking water fountain and memorial seat installed.
- Bitumen and Aggregate Tender/RFQ have been advertised. – 2 year periods for 2019/20 and 2020/21

**Plant Items**

- Lucky Bay vehicle – Vehicle has been delivered and being fitted out with radios etc.

**Staff/Personnel Items**

- Skin Cancer screenings – All applicable staff screening/s undertaken. (Every 2 years)
- Julie Waterson (Kalbarri Gardener) – Continues to be on restricted duties under workers compensation claim.

**For Council information.**



# SHIRE OF NORTHAMPTON

## WORKS CREW 12 MONTHLY PROGRAM AND PROGRESS REPORT (2019/2020)

(October 2019)

2019/2020 Budget Works	Job No	Status	Comments
<b><u>Regional Road Group Projects</u></b>			
<b>Kalbarri Road (Shared funding - RTR)</b> Shoulder Reconditioning works 46.00 - 54.00 slk	RR12	COMPLETE	Works awarded to RDH, Works completed 6th October 2019
<b>Port Gregory Road</b> Shoulder Reconditioning works - full length	RR13		
<b><u>Roads to Recovery</u></b>			
<b>Binnu West Road (Carry over)</b> Realign Chilimony Road intersection	RT25	COMPLETE	Completion of Grant extension
<b>Kalbarri Road (Shared funding - RTR)</b> Shoulder Reconditioning works 46.00 - 54.00 slk	RT29	COMPLETE	Works awarded to RDH, Works completed 6th October 2019
<b>Port Gregory Road (Shared funding - RTR)</b> Shoulder Reconditioning works - full length	RT26		
<b>Harvey Road / Horry Road</b> Construction and Bitumen seal (3.25km's)	RT32		Works commenced
<b>Erwood Street and Thornton Avenue</b> Construction and Bitumen seal	RT33		
<b><u>Commodity Route Funding</u></b>			
<b>Harvey Road / Horry Road (Share funding R2R)</b> Construction and Bitumen seal (3.25km's)	T727		Works commenced
Cont.			
2019/2020 Budget Works	Job No	Status	Comments

<b><u>MUNICIPAL FUND CONSTRUCTION</u></b>			
<b><u>Northampton</u></b>			
<b>Northampton - Bateman Street</b> Construct and Seal 210m	R971		
<b>Northampton - Lions Park</b> Construct and seal car park			
<b><u>Kalbarri</u></b>			
<b>Kalbarri - Blue Holes access - c/park (C/Over 2018/2019)</b> Construct access road and car park.	R989		
<b>Kalbarri - Walker Street (C/Over 2018/2019)</b> Reseal (0.107 - 0.370)	R979		
<b>Kalbarri - Karina Mews Street (C/Over 2018/2019)</b> Kerb replacement and Reseal	R982		
<b>Kalbarri - Gantheaume Crescent</b> Reseal (0.120 - 0.820)	R987		
<b>Kalbarri - Patrick Crescent</b> Reseal (0.000 - 0.330)	R988		
<b>Kalbarri - Ralph Street</b> Reseal (0.000 - 0.530)	R989		
<b>Port Gregory Road</b> Shoulder Reconditioning - Edge reinstatement provisions	R991		
<b><u>Rural</u></b>			
<b>Hatch Road</b> Install culvert and seal crossing	R985		
Cont.			
<b>2019/2020 Budget Works</b>	<b>Job No</b>	<b>Status</b>	<b>Comments</b>
<b><u>MUNICIPAL FOOTPATHS</u></b>			

<b>Northampton - Stephen Street (C/Over 2018/2019)</b> Replace DUP from NWCH to West Street	F702		
<b>Kalbarri - Grey Street</b> Replace DUP at front of Allen Centre			
<b>Kalbarri - Glass Street</b> Install DUP Tiki Cove to Medical Centre			
<b>Kalbarri - Grey Street</b> Install DUP Rushton Street to Red Bluff Road			
<b>Kalbarri - Malaluca Pathway</b> Undertake identified reinstatement works	T379		Works commenced
<b>Port Gregory</b> Install DUP Port Street to Lynton Avenue		COMPLETE	
Cont.			
<b>MUNICIPAL FUND CONSTRUCTION</b>	<b>Job No</b>	<b>Status</b>	<b>Comments</b>
<b><i>OTHER WORKS - Depots/Ovals/Parks/Gardens etc</i></b>			

<b>Northampton - Hampton Gardens</b> Replace stairs at toilet			
<b>Northampton - Hampton Gardens</b> Install paving and table/chairs on west side			
<b>Northampton - Lions Park Ablutions</b> Install pump and additional leach drains			Works/Quote within budget amount being finalised
<b>Northampton - Oval renovation</b> Undertake Verti draining			
<b>Kalbarri - Grey Street/Red Bluff car park</b> Install 3 x seats and concrete slabs		COMPLETE	
<b>Kalbarri - Oval/Tennis court area</b> Install safety barrier booth ends		COMPLETE	
<b>Kalbarri Depot</b> Remove loading ramp and repair fencing			
<b>Kalbarri Depot</b> Construct and install bus shed/shelter			
<b>Kalbarri Depot</b> Install cover/roof over concrete tank.			
<b>Kalbarri - Blue Holes car park area</b> Fence upgrade at completion of car park			
<b>Binnu tip site</b> Establish new site/trenches			
<b><u>PLANT ITEMS - Major</u></b>			
<b>Northampton - New Truck (6 wheeler)</b> Purchase new - trade/sell existing P228 Truck			
<b>Northampton - New Truck Trailer</b> Purchase new - trade/sell existing P262 (NR9376) Trailer Cont.			
<b>2019/2020 Budget Works</b>	<b>Job No</b>	<b>Status</b>	<b>Comments</b>
<b>Northampton - New Vibe Roller</b> Purchase new - trade/sell existing P204 (NR8941) Roller			

<p><b>Northampton - Utility - Gardener/Cleaner</b> Purchase New - trade/sell P236 (NR9890)- N/ton utility</p>		
<p><b>Northampton - Utility - Northampton Ranger</b> Purchase New - trade/sell P236- Horrocks utility</p>		Trade P236, P270 (NR9890) to Horrocks
<p><b>Northampton - Utility - Grader operator</b> Purchase New - trade/sell P198 (NR82) - Nton tip utility</p>		Trade P198 (NR82), P259 to Northampton tip.
<p><b>Northampton - Utility - Grader operator</b> Purchase New - trade/sell P202 (NR8245) - Kalbarri tip utility</p>		Trade P202, P259 (NR10197) to Kalbarri tip.
<p><b><u>PLANT ITEMS - Minor/Other/Sundry tools</u></b></p>		
Northampton - Set of hand held 2-way radios		
Northampton - Tip site generator		
Northampton - Chainsaw small		
Northampton Gardeners - R/charge extend hedge pruner	COMPLETE	
Northampton Gardeners - R/charge blower	COMPLETE	
Northampton Gardeners - R/charge garden shears	COMPLETE	
Northampton Gardeners - Battery charger	COMPLETE	
Northampton Gardeners - Petrol auger and bit	COMPLETE	
Northampton Gardeners - Felco secateurs x 2	COMPLETE	
Northampton Gardeners - Silvan backpack sprayer x 2	COMPLETE	
Northampton Gardeners - Folding tree pruning saw	COMPLETE	
Kalbarri - Rechargeable drill with batteries	COMPLETE	
Kalbarri - Rechargeable angle grinder/drill with batteries	COMPLETE	
Kalbarri - Gardener - Blower		
Kalbarri - Manual push fertiliser spreader		
Kalbarri - Tow fertiliser spreader		
General - Valve/service locator		
General - Reticulation Fertiliser impregnation unit		

LATE ITEMS

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**WORKS & ENGINEERING REPORT CONTENTS**

7.1.2	KALBARRI – POST OFFICE RELOCATION TRAFFIC MODIFICATION / CONSIDERATIONS	5
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LATE ITEMS

<b>7.1.2</b>	<b>KALBARRI – POST OFFICE RELOCATION TRAFFIC MODIFICATIONS / CONSIDERATIONS</b>	
	<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>
	<b>DATE OF REPORT:</b>	<b>16th October 2019</b>
	<b>APPENDICES:</b>	<b>1. Email Tuesday, October 15th, 2019. 2. Photographs x 2 3. Concept plans x 3</b>

**BACKGROUND:**

The Kalbarri Post Office has given notice to the Shire of Northampton of their intent to undertake relocation of this business to an alternative location within Kalbarri. The proposal is to relocate from their current location on Grey Street at the Marina shopping centre location to the shopping centre on Hackney Street (old Pot Alley and Day Spa area). The relocation is to take place over the weekend of 22<sup>nd</sup> to 25<sup>th</sup> November 2019. The proprietor of the Post Office has requested that Council consider the impact of the relocation in regard to the expected vehicle and pedestrian traffic increase on the Hackney Street and shopping centre area.

The Post Office proprietor has suggested that with the anticipated increased traffic amounts a possible modification for the Hackney Street area would be to make the area between the two shopping areas a pedestrian area only, or alternatively widen the footpath and introduce a one-way traffic system. Shire Management have also identified that arguably signage would have to be modified or added to advertise the location of the post office given Council have previously approved directional signs to the existing location. It has also now been identified that the post office boxes are to be located on the western wall of the building, the footpath in this area is arguably narrower than what would be suitable to cater for people accessing the post office boxes. The question also needs to be answered regarding the costs of the works associated with the post office relocation and who would be responsible for the works as a result of the relocation.

Shire of Northampton management have discussed the issue at length and without knowing the full impact regarding the increase in vehicle and pedestrian numbers and movement/s etc. the extent and impact of this business relocation on the existing situation can only be estimated at this stage. Staff initially have identified that the paved area to the western side of the building combined with the post office box location in this area is a point of conflict and suggest the closure of parking in this area along the western side of the building at this stage be via painted lines and marked accordingly to prevent vehicles parking in this area. Over time the area to be observed by Shire of Northampton staff with a management plan to be submitted to Council for future consideration.

## LATE ITEMS

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### **FINANCIAL & BUDGET IMPLICATIONS:**

The 2019/2020 Budget has no allocation of funds for any works associated with the anticipated impact for vehicle and pedestrian traffic in the area.

The overall expense to Council due to the private business location is requested to be clarified by Council regarding the overall responsibility of associated costs. It is arguable that the post office relocation through no direct decision by Council shall impact on the management of the area and the perceived works required to modify the area accordingly.

Council are requested to consider the anticipated works and direct management as to who would be perceived to be responsible for the associated costs.

The installation of additional direction or service signage is anticipated to be at the expense of the post office proprietor as per other business signage. It is anticipated that 3 locations require additional signage.

The removal of the existing plant/flower beds to be reinstated with matching paving is anticipated to be at the expense of the post office proprietor or premise owner.

The installation or modification to the existing traffic control and infrastructure within the area including additional paving, concrete kerbing, pavement markings including painted lines etc. The cost of these works could be argued due to the increased traffic as a result of the relocation of the post office or alternatively an opportunity for Council to enhance the area in question while allowing a more user-friendly pedestrian area.

### **COMMENT:**

The relocation of the Kalbarri post office is believed to be purely a commercial decision. As identified by the Post Office proprietor and Shire of Northampton management, the relocation is expected to have an impact on the traffic and pedestrian movement in the Hackney Street and shopping centre area including an increased need in traffic flow and vehicle parking facilities. The extent of this is while hard to identify, there is no question the immediate impact shall have an increased pressure on the existing infrastructure in place and needs consideration.

The expense for the relocation of an existing business within Kalbarri, and ultimately who should be responsible for any modification of the existing infrastructure (ie in this case a business increasing the general traffic in an otherwise relatively quiet area.) surrounding the new location is questionable in regard to ownership. However, it would be amiss of Shire management not to identify the relocation and the need for infrastructure improvements in the particular area to accommodate any traffic changes as a result of the business relocation.



## LATE ITEMS

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Several options are available for Council to consider and staff request direction from Council to pursue given the timeframe for the relocation.

Options as suggested by management and staff are as per below:  
(See also the attached concept plans)

1. No modification to infrastructure at all and leave as is.
2. Install no parking restraints either via pavement markings, signage or bollards along the western side of the proposed location to remove parking from this immediate area to allow safe movement of pedestrians etc.  
This could be combined with a one-way vehicle movement however the overall layout and movement of traffic in this area is not conducive to a one-way movement being installed.
3. Install a complete road closure between the buildings. This could be installed immediately with the installation of traffic bollards and line markings and via future budget consideration/s plan for the kerbing and paving of the area to achieve a full pedestrian area only. Parking numbers would remain about the same for this option but would restrict larger vehicle movements.

### **VOTING REQUIREMENT:**

*Simple Majority Required:*

#### **OFFICER RECOMMENDATION – ITEM 7.1.2**

1. **That Council discuss and direct Management to how both the financial cost and onsite modifications to traffic and pedestrian access are preferred to be considered for the relocation of the Kalbarri post office to the Hackney Street area.**

## HEALTH AND BUILDING REPORT CONTENTS

7.2.1	BUILDING STATISTICS FOR THE MONTH OF SEPTEMBER 2019	2
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**7.2.1 INFORMATION ITEM: BUILDING STATISTICS**

<b>DATE OF REPORT:</b>	<b>11<sup>th</sup> October 2019</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Glenn Bangay – Principal EHO/Building Surveyor</b>

**1. BUILDING STATISTICS**

Attached for Councils' information are the Building Statistics for September 2019.

**OFFICER RECOMMENDATION – ITEM 7.2.1**

**For Council information.**

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - SEPTEMBER 2019														
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Materials			Area m2	Value	Fees			
						1. Floor	Area m2	Value			1. App Fee	2. BCITF	3. BRB	4. Other
						2. Wall					2. 0.00			
						3. Roof					3. 61.65			
10/09/2019	1723	NDHS PO Box 13 NORTHAMPTON	Shoreline O/Door World PO Box 3223 BLUFF POINT	23 (Lot 466) Harvey Road NORTHAMPTON	Patio	1. Concrete	27	\$7,289	1. 105.00	2. 0.00	3. 61.65			
17/09/2019	1717	Sunpoint Nom 15 Regent St WEST MT LAWLEY	Jon Jessop 15 Regent St WEST MT LAWLEY	44 (Lot 472) Porter St KALBARRI	Solar Panels	1. n/a	n/a	\$20,000	1. 105.00	2. 0.00	3. 61.65	4. 15.00		
17/09/2019	1714	B Parkhurst & T Schroeder PMB Eurady GERALDTON	Simple Life Projects PO Box 147 KALBARRI	81 (Lot 272) Explorer Ave KALBARRI	dwelling	1. Concrete	230	\$358,860	1. 1,148.35	2. 717.72	3. 491.64	4. 0.00		
17/09/2019	1715	Kalbarri Park Inv P/L PO Box 575 FLOREAT	Simple Life Projects PO Box 147 KALBARRI	10 (Lot 473) Porter St KALBARRI	Demo accomm Hut	1. n/a	10	\$2,000	1. 105.00	2. 0.00	3. 61.65	4. 0.00		
17/09/2019	1716	A, C & A Armstrong 34 Kelvin St MAYLANDS	W Taylor Homes PO Box 2963 GERALDTON	30 (Lot 243) Stokes St HORROCKS	Two Storey Dwelling	1. Concrete	283	\$758,613	1. 1,441.36	2. 1,517.23	3. 1,039.30	4. 0.00		
18/09/2019	1721	Shire of Northampton PO Box 61 NORTHAMPTON	M Barnden PO Box 184 NORTHAMPTON	18-22 (Lot 120) Port St PORT GREGORY	Ablution Additions	1. Concrete	8	\$11,000	1. n/a	2. 0.00	3. 61.65	4. 0.00		
24/09/2019	1724	Dept of Biodiversity Conservation 17 Dick Perry Av KENSINGTON	GBSC Yurra PO Box 2074 GERALDTON	6314 West Loop Road KALBARRI	Kiosk, Shelter & Ablution Block	1. Concrete	514.036	\$3,682,327	1. 3,314.09	3. 5,044.79	4. 236.00			

## TOWN PLANNING CONTENTS

<b>7.3.1</b>	<b>BASIC AMENDMENT - ADMINISTRATIVE ERROR - LOT 834 (NO. 51) PORTER STREET, KALBARRI &amp; TEXTUAL AMENDMENT .....</b>	<b>2</b>
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**7.3.1 BASIC AMENDMENT - ADMINISTRATIVE ERROR - LOT 834 (NO. 51) PORTER STREET, KALBARRI & TEXTUAL AMENDMENT**

<b>LOCATION:</b>	<b>Lot 834 (No. 51) Porter Street, Kalbarri</b>
<b>APPLICANT:</b>	<b>Shire of Northampton</b>
<b>OWNER:</b>	<b>Diocese of Australia</b>
<b>FILE REFERENCE:</b>	<b>10.6.16.1 – 51POR / A2195</b>
<b>DATE OF REPORT:</b>	<b>2 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Hayley Williams - Senior Consultant Planner</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Garry Keeffe - Chief Executive Officer</b>
<b>APPENDICES:</b>	
	<b>1.</b>

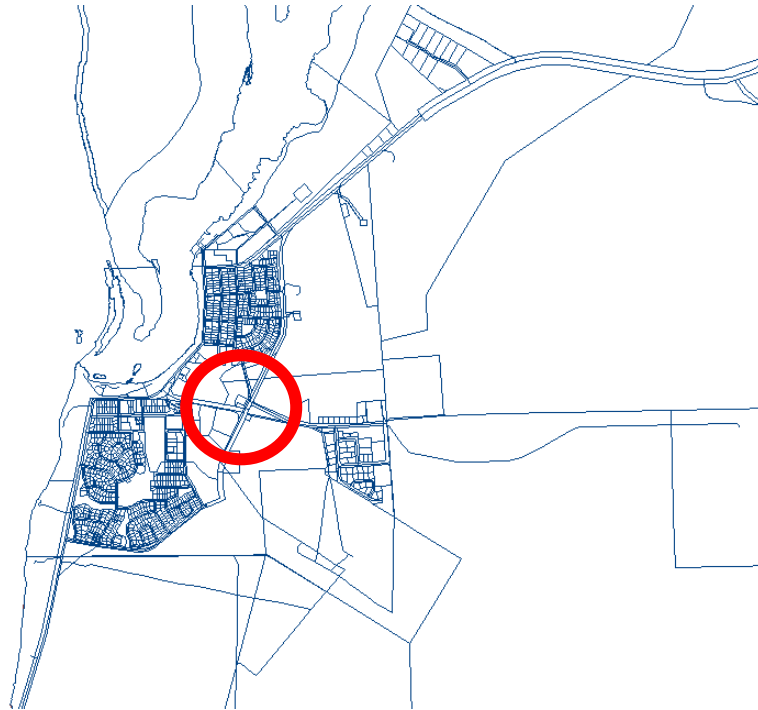
**AUTHORITY / DISCRETION:**

**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:**

Recent planning enquiries regarding future development and use of Lot 834 Porter Street, Kalbarri have highlighted an administrative error in the Zoning Table of *Local Planning Scheme No. 11 - Kalbarri Townsite* ('LPS11'). It is considered that amending the LPS11 to include 'Place of Public Worship' as a permitted use within the 'Private Clubs, Institutions and Places of Worship' falls within the parameters of a Basic Amendment. It is recommended that Council amend the Scheme to correct the administrative error, along with utilising the basic amendment to update some other minor administrative errors related to numbering.

**LOCALITY PLANS:**



**BACKGROUND:**

A recent planning enquiry concerning the site of the Kalbarri Anglican Church on Lot 834 (No. 51) Porter Street, Kalbarri has drawn attention to an administrative error in the Zoning Table of LPS No. 11.

During the drafting of LPS No. 11 and its adoption process the *Planning and Development (Local Planning Schemes) Regulations* came into operation in 2015. This required a substantial re-writing of the Scheme Text and updating of the zones to reflect the zones contained within the Model Provisions.

During this process the original Special Use zone was changed to the 'Private Clubs, Institutions and Places of Public Worship' zone, however the use class of 'Place of Worship' was listed as an 'X' use (not permitted) within the zone. Given that the Special Use zone had included a 'Church' as a special use of Lot 834 and that the inclusion of the use "Place of Worship" is in line with the objectives of the 'Private Clubs, Institutions and Places of Public Worship' zone, it is considered that this matter falls within an administrative error and can be rectified through a Basic Amendment.

Lot 834 includes an existing brick church, caretaker's dwelling and associated outbuildings. The brick church was granted a building permit on the 26 June 1991.

**COMMUNITY & GOVERNMENT CONSULTATION:**

The Scheme Amendment will be referred to the Environmental Protection Authority in accordance with the requirements of the Planning and Development Act 2005, to determine whether it needs to be assessed under the Environmental Protection Act. The amendment will also be referred to the Western Australian Planning Commission.

Given the Scheme Amendment has been determined as a "Basic Amendment" no advertising of the amendment is required.

**FINANCIAL & BUDGET IMPLICATIONS:**

The preparation of a Scheme Amendment will be covered under Council's 2019/20 budgetary provisions for Planning Consultant fees. Given the Scheme Amendment has been deemed a 'Basic Amendment' there will be no associated advertising costs.



**STATUTORY IMPLICATIONS:**

*State: Planning and Development Act 2005*

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

*Local: Shire of Northampton Local Planning Scheme No. 11 - Kalbarri Townsite*

Lot 834 is zoned 'Private Clubs, Institutions and Places of Worship' under Local Planning Scheme No. 11 - Kalbarri Townsite. The objectives of this zone are:

- *To provide sites for privately owned and operated recreation, institutions and places of worship.*
- *To integrate private recreation areas with public recreation areas wherever possible.*
- *To separate potentially noisy engine sports from incompatible uses.*
- *To provide for a range of privately owned community facilities, and uses that are incidental and ancillary to the provision of those facilities, which are compatible with surrounding development.*
- *To ensure that the standard of development is in keeping with surrounding development and protects the amenity of the area.*

An extract of the Zoning Table below includes the following types of land uses and their use permissibility within the Private Clubs, Institutions and Places of Public Worship' zone:

<b>Use permissibility</b>	<b>Land Use</b>
P	Club premises, Recreation - Private
D	Caretaker's dwelling, Carpark, Child Care Premises, Civic use, Community purpose, Night club,
A	Repurposed dwelling, Telecommunications infrastructure,
I	Office, Restaurant/cafe, Serviced apartment, Small bar,
X	Place of Worship

It is evident given the objectives of the zone that 'Place of Worship' should not have an 'X' use but be afforded a 'P' use in line with 'Club Premises' and 'Recreation Private'.

**POLICY IMPLICATIONS:**

*Local: Kalbarri Townsite Local Planning Strategy*

The *Kalbarri Townsite Local Planning Strategy* includes the following recommendation for Lot 834 Porter Street, Kalbarri:

<b>TC8</b>	<b>Worship Centre :</b> Multi-denominational worship centre based on existing facilities.
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**STRATEGIC IMPLICATIONS:**

*Local: Shire of Northampton Planning for the Future 2016-2026*

Nil.

**COMMENT & CONCLUSION:**

The proposed amendment to include the use class, 'Place of Worship', as a 'P' use within the 'Private Clubs, Institutions and Places of Worship' zone, is considered to fall within the description of what constitutes a Basic Amendment under cl. 34(a) of Part 5, Division 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The classification of the land use 'Place of Worship' as a use 'not permitted' within the zone, is considered to be at odds with the Zone and its objectives. It also appears that during the drafting process amendments were made to the type of zone which resulted in the administrative error.

To further explain how this administrative error occurred it is important to note in the initial draft that was sent to the WA Planning Commission for consent to advertise, Lot 834 was zoned as "Special Use 6' as follows:

SU 6	Lot 834 Porter Street, Kalbarri.	<ul style="list-style-type: none"> <li>• Church</li> <li>• Caretaker's Dwelling</li> </ul>	<ol style="list-style-type: none"> <li>1) The Caretaker's Dwelling approval is restricted for the use of the Minister/Parson or Authorised Representatives of the Church.</li> <li>2) All development shall comply with the requirements of the Scheme as determined by Council.</li> <li>3) A 5 metre wide buffer of native vegetation shall be maintained along the Porter Street and Nanda Drive frontages of the land.</li> </ol>
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The adoption of the LPS No. 11 took place over the time the *Planning and Development (Local Planning Schemes) Regulations 2015* came into effect. This resulted in a substantial rewriting of the Scheme after the initial draft had been lodged with the WA Planning Commission. The amendments included an entire change of zone for Lot 834 to the model provision zone of 'Private Clubs, Institutions and Places of Worship'. The amendment failed to give the correct zoning classification for the use 'Place of Worship' even though it had been included within the Special Use zone, along with the use 'Caretaker's Dwelling' and its existing approved use is for both the church and the caretaker's dwelling.

It is recommended that the administrative error be corrected to ensure that a 'Place of Worship' is a permitted use within the 'Private Clubs, Institutions and Places of Worship' zone.

#### **Other amendment**

As part of the basic amendment it is also proposed to include the following matter:

- Amend cl. 4.8.17(b) to include a reference to 4.8.17 rather than 4.8.16

The proposed amendment is considered to rectify administrative errors that have occurred during the preparation of *Local Planning Scheme No. 11 - Kalbarri Townsite*.

#### **VOTING REQUIREMENT:**

*Absolute Majority Required:* No.

#### **OFFICER RECOMMENDATION – ITEM 7.3.1**

##### **That Council:**

- 1. Pursuant to Section 75 of the Planning and Development Act 2005, amend Shire of Northampton Planning Scheme No. 10 by:**
  - 1.1 Amending the Zoning Table by making the use class 'Place of Worship' a 'P' (permitted) use within the 'Private Clubs, Institutions and Places of Worship' zone; and**
  - 1.2 Amend cl. 4.8.17(b) to include a reference to '4.8.17' rather than '4.8.16'.**

- 2. resolves, pursuant to the Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), that Amendment 1 is a basic amendment in accordance with r.34(a) of the Regulations as it proposes to amend the Scheme text to correct administrative errors;**
- 3. authorise Council officers to prepare the scheme amendment documentation;**
- 4. authorise the affixing of the common seal to and endorse the signing of the amendment documentation;**
- 5. pursuant to Section 81 of the *Planning and Development Act 2005*, refers Amendment 1 to the Environmental Protection Authority;**
- 6. pursuant to r.58 of the Regulations, provides Amendment 1 to the Western Australian Planning Commission**

**7.3.2 FENCING STRATEGY**

<b>LOCATION:</b>	Whole of Shire
<b>FILE REFERENCE:</b>	10.4.1
<b>DATE OF REPORT:</b>	26 September 2019
<b>REPORTING OFFICER:</b>	Hayley R Williams - Senior Consultant Planner
<b>RESPONSIBLE OFFICER:</b>	Garry Keeffe - Chief Executive Officer

**AUTHORITY / DISCRETION:**

**Executive**                      *the substantial direction setting and oversight role of the Council. For example, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*

**SUMMARY:**

A new item of business was raised at Council's September meeting concerning the investigation of standard conditions for fencing. The matter of front fencing and dividing fences has been examined in the context of not only the application of standard conditions but also through the application of a suite of measures to raise awareness within the community and local development industry. This report recommends that Council consider implementing a range of measures to address the issue of fencing within townsite areas of the Shire.

**BACKGROUND:**

Front fencing, within particular residential areas of Kalbarri, has been a matter requiring planning guidance since 2004, when the first Local Planning Policy was adopted.

The matter has recently come to the forefront with a number of front fences being constructed without development approval and being considered non-compliant with the *Residential Design Codes of Western Australia* or the *Shire of Northampton Local Planning Policy - Street Walls and Front Fences in Kalbarri Residential Areas*.

It is considered necessary to examine the history behind the Local Planning Policy, the application of standard conditions (where applicable) along with a range of other measures which will assist in building community understanding of fencing standards.

### **Standard Conditions**

The matter of standard conditions for fencing has been raised in order to ensure compliance with the policy provisions of Council. The application of standard conditions is considered one way in which to ensure compliance, however, this can only be applied in limited circumstances where a development is not exempt from obtaining approval. There are also limitations as to the application of conditions, in particular where other legislation has effect, such as in the case of dividing fences.

The application of standard conditions is a matter that has been examined from a legal perspective by WALGA. Whilst there is no difficulty applying conditions for fencing where it specifically relates to a development, such as a new single residential dwelling (where the development is not exempt) or grouped dwelling development, there needs to be a consideration of the conditions' validity to the development.

The State Administrative Tribunal (SAT) and other appeal bodies in Australia have generally adopted the approach taken in *Newbury DC v Secretary of State for the Environment (1981) AC578* when considering the validity of conditions. This decision holds that in order to be valid, a condition must:

- Be imposed for a planning purpose;
- Fairly and reasonably relate to the development considered; and,
- Be reasonable, i.e. the condition is not so unreasonable that no reasonable planning authority could have imposed it.

Additionally, conditions should also:

- Be enforceable;
- Be precisely and consistently worded with no ambiguity or uncertainty;
- Represent the end of the relevant approval process; and,
- Not duplicate other legislation or obligations.

### **Planning Purpose**

The first requirement is that a condition must have a planning purpose. This rule has two aspects. The first considers if the condition bears a relationship to planning theory and/or policy. The second aspect is to determine if the condition is necessary to fulfill the proper planning purpose in the particular circumstances of the case.

A condition which duplicates controls under separate legislation would not normally be necessary and may not fulfill a planning purpose. However, where

other controls are unavailable, a condition may be needed to address the land use effects of the proposed development. In terms of dividing fences, this is a matter that is regulated by the *Dividing Fences Act 1961*, not the *Planning and Development Act 2005* and therefore while there may be a planning purpose, it may not be enforceable and duplicate other legislation.

In terms of front fencing, which is specifically addressed by *SPP 7.3 - Residential Design Codes of Western Australia ('R-Codes')*, a condition relating to front fencing would need to fairly and reasonably relate to the development being considered.

### **WALGA Standard Conditions for Fencing**

As part of a review of Standard Planning Conditions, WALGA has examined a range of conditions that are considered to valid. In relation to fencing these standard conditions are:

- *Prior to the commencement of works, detailed plans of the proposed fencing which demonstrate compliance with (insert details of Local Planning Policy) are to be submitted to and approved by the Local Government.*
- *Any fences / walls in the front setback of the property must comply with the provisions of the Residential Design Codes, which require front walls and fences to be visually permeable:*
  - o *1.2 metres above natural ground level within the primary street setback area; and*
  - o *0.75 metres above natural ground level within 1.5 metres of the intersection of a driveway and a public street or where two streets intersect.*

These conditions are applied as standard conditions to all new residential development. However, in some cases a Single House, where it complies with the 'Deemed-to-Comply' provisions of the Residential Design Codes, is exempt from obtaining development approval under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### **COMMUNITY & GOVERNMENT CONSULTATION:**

Should Council consider undertaking a review of the *Shire of Northampton Local Planning Policy - Street Walls and Front Fences in Kalbarri Residential Areas*, then public advertising and consultation will be undertaken in accordance with cl. 4 and 5 - Part 2 Local Planning Framework, of the 'Deemed Provisions' of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**FINANCIAL & BUDGET IMPLICATIONS:**

The Fencing Strategy and the recommended suite of measures will be covered under Council's 2019/20 budgetary provisions for Planning Consultant fees. There will be an additional cost associated with undertaking public advertising for the review and amendment of the Local Planning Policy.

**STATUTORY IMPLICATIONS:**

*State: Planning and Development Act 2005*

*Local: Shire of Northampton Local Planning Schemes No. 10 and 11*

*Shire of Northampton - Fencing Local Law*

**Scheme provisions giving effect to R-Codes**

Clause 4.1 of Local Planning Scheme No. 11 and Clause 5.2 of Town Planning Scheme No. 10 refer to the R-Codes being read as part of the Scheme. Where land is zoned 'Residential' and used for residential purposes dealt with by the R-Codes, it is then required to conform with the provisions of the codes. This includes the development of street walls and front fences.

**Town Planning Scheme No. 10 - Schedule 14**

Schedule 14 of Town Planning Scheme No. 10 includes Detailed Design and Streetscape Policy Guidelines for Town Centre Conservation Special Control Area, which includes guidelines for fencing.

These guidelines are only applicable to land contained within SCA4 - Town Centre Conservation Precinct, which is centered around Hampton Road.

**Fencing Local Law**

The Fencing Local Law sets out a range of matters including what is considered to be 'sufficient fencing' in terms of a dividing fence, as well as outlining appropriate fencing materials, maintenance of fencing and fencing standards for rural and industrial zoned land.

The Local Law also incorporates provisions for front fencing, however, there are some inconsistencies between the R-Codes and the Local Law. The Local Law does make it clear that in the event of any inconsistency with any Act, Regulation of district planning scheme, the provisions those Acts, Regulations of district planning scheme are to prevail. Therefore, when considering the matters of front fences or dividing fences, the Residential Design Codes and the Dividing Fences Act are the guiding authorities, respectively.



**POLICY IMPLICATIONS:**

*State: SPP 7.3 - Residential Design Codes (Volume 1)*

*Local: Local Planning Policy -Street Walls and Fences in Kalbarri Residential Areas*

Part 5 of Volume 1 of the *Residential Design Codes of Western Australia* includes the following provisions for street walls and front fences:

<b>Design principles</b> <i>demonstrates compliance with the following design principles (P)</i>	<b>Development</b> <i>compliance with the following design principles (P)</i>	<b>Deemed-to-comply</b> <i>satisfies the following deemed-to-comply requirements (C)</i>	<b>Development</b> <i>deemed-to-comply requirements (C)</i>
<b>5.2.4 Street walls and fences</b>			
	<p>P4 Front fences are low or restricted in height to permit surveillance (as per Clause 5.2.3) and enhance streetscape (as per clause 5.1.2), with appropriate consideration to the need:</p> <ul style="list-style-type: none"> <li>• for attenuation of traffic impacts where the street is designated as a primary or district distributor or integrator arterial; and</li> <li>• for necessary privacy or noise screening for outdoor living areas where the street is designated as a primary or district distributor or integrator arterial.</li> </ul>	C4	<p>Front fences within the primary street setback area that are visually permeable above 1.2m of natural ground level, measured from the primary street side of the front fence.</p>
<b>5.2.5 Sight lines</b>			
	<p>P5 Unobstructed sight lines provided at vehicle access points to ensure safety and visibility along vehicle access ways, streets, rights-of-way, communal streets, crossovers, and footpaths.</p>	C5	<p>Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, other structures adjoin vehicle access points where a driveway meets a public street and where two streets intersect (refer Figure Series 9).</p>

### Street Walls and Front Fences in Kalbarri Residential Areas (2018)

The Local Planning Policy (LPP) was initially adopted by Council in December 2004 and was recently reviewed in 2018. The objective of the policy has been to provide clear direction as to circumstances under which Council may approve street walls and fences in accordance with the Design Criteria (currently P4).

The LPP distinguishes between the established residential areas north and west of Nanda Drive, the 2,000m<sup>2</sup> lots in Port Kalbarri and the remaining residential areas of Kalbarri.

For the established residential areas north and west of Nanda Drive the following provisions apply:

*High walls or fences have affected the streetscape in these areas and therefore the policy allows for a street wall or fence up to 1.8m high provided certain criteria are met and only that it occupies 50% of the frontage of the lot.*

For the Port Kalbarri R5 (2,000m<sup>2</sup>) residential area the following provisions apply:

*Given the location of this area near the coastal portions of the Kalbarri National Park, and the general sense of openness that is associated with 'larger' lot sizes, it is considered inappropriate that front walls and fences should be built higher than 1.2m.*

For all other residential areas the 'Deemed-to-Comply' provisions of the R-Codes apply.

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:**

*Local: Shire of Northampton Planning for the Future 2016-2026*

Nil.

### **COMMENT:**

The review of fencing within residential areas of the Shire has examined both the statutory and strategic planning framework used to guide decision making. This has included a review of *Local Planning Scheme No. 10 and 11, the Street*

*Walls and Front Fences Local Planning Policy*, and the *Shire of Northampton Fencing Local Law*. The review has also extended to an examination of the procedural and operational requirements of development applications and building permits and importantly communication of information to Applicants and more broadly the community.

### **Review of Local Planning Policy**

The current Local Planning Policy (LPP) - Street Walls and Front Fences in Kalbarri Residential Areas has been operational since December 2004. The original intent of the LPP was to include some additional dispensation for front fencing within the residential area north and west of Nanda Drive, by allowing up to 50% of the frontage to have a fence height of 1.8m. The other area that was prescribed a more rural type of fencing was the Residential R5 area within the original Browne Farm subdivision. Over time and as more lots have been developed within the Residential R5 zone, it appears that expectations have changed with landowners wishing to be afforded greater residential amenity rather than rural amenity, particularly when concerning the matter of front fencing. This is evident by the increased number of un-approved fences being constructed and the number of applications that have been lodged over LPP's operational timeframe, including a number of appeals to the State Administrative Tribunal.

It is therefore evident that the LPP needs to be reviewed and input sought from landowners within the specific areas impacted upon by the LPP.

The other matter to consider is the extension of a Front Fencing LPP to other residential areas, such as Port Gregory, Horrocks and Northampton. At present the guidance is provided by the Residential Design Codes as per cl. 5.2.4 and 5.2.5.

### **Fencing Information Package and Website**

Given the number of front fences that have been constructed without planning and/or building approval it is considered important to deliver a range of information packages to raise awareness within the community and local development industry.

It is proposed to include a webpage from the Shire of Northampton homepage, which includes information relating to both front fencing and dividing fences. It is proposed that this webpage would include information sheets, checklists and links to external information sources, such as the Dividing Fences Information Booklet, to further raise awareness on the matter of fencing within the residential areas of the Shire.

### **Development Application and Building Permit Processes**

One of the key issues raised during the review related to an administrative process. When a proposed development is exempt from obtaining development approval under the *Planning and Development (Local Planning Schemes) Regulations 2015*, there is no mechanism to include a condition of approval that relates to front fencing. However, as part of the building permit approval it is considered that information sheets relating to front fencing standards and dividing fences could be included to draw attention to this matter.

### **Review of Local Law**

The Fencing Local Law contains a number of matters relating to fencing. When undertaking its next review it is recommended that parts of the local law that duplicate provisions within the Residential Design Codes be removed.

### **VOTING REQUIREMENT:**

*Absolute Majority Required:* No.

### **CONCLUSION:**

It is recommended that Council:

- Review the existing Local Planning Policy - Front Fencing in Kalbarri Residential Areas, with the view to removing the specific fencing requirements for the Browne Farm area given the shift in residential expectations, along with the expansion of the front fencing policy to residential areas within the townsites of Port Gregory and Horrocks.
- Further examine front fencing within the townsite of Northampton due to the unique situation in *Local Planning Scheme No.10* whereby design guidelines are included for fencing within SCA4 - Town Centre Conservation Area and given the rural nature of some parts of land within the gazetted townsite boundary;
- Prepare Information Packages for Front Fencing and Dividing Fences, including illustrations to visibly demonstrate fencing requirements prescribed by the Residential Design Codes;
- Develop a website page dedicated to outlining and explaining front fencing and dividing fences with links to Local Planning Policy, Information Packages and external bodies that regulate dividing fences;
- Prepare an information flyer that addresses the above, to be published in local newspapers and forwarded to businesses/contractors that construct fencing in the local government area;

- Review administrative procedures for Development Applications and Building Permits and the inclusion of Information Packages with a building permit, where development is exempt from obtaining development approval; and
- Include a list of minor amendments to the Fencing Local Law for inclusion in the next review.

**OFFICER RECOMMENDATION – ITEM 7.3.2**

**That Council:**

1. **Review the existing *Local Planning Policy - Front Fencing in Kalbarri Residential Areas*, with the view to removing the specific fencing requirements for the Browne Farm area given the shift in residential expectations, along with the expansion of the front fencing policy to residential areas within the townsites of Port Gregory and Horrocks;**
2. **Further examine front fencing within the townsite of Northampton due to the unique situation in *Local Planning Scheme No.10* whereby design guidelines are included for fencing within SCA4 - Town Centre Conservation Area and given the rural nature of some parts of land within the gazetted townsite boundary;**
3. **Prepare Information Packages for Front Fencing and Dividing Fences, including illustrations to visibly demonstrate fencing requirements prescribed by the Residential Design Codes;**
4. **Develop a website page dedicated to outlining and explaining front fencing and dividing fences with links to Local Planning Policy, Information Packages and external bodies that regulate dividing fences;**
5. **Prepare an information flyer that addresses the above, to be published in local newspapers and forwarded to businesses/contractors that construct fencing in the local government area;**
6. **Review administrative procedures for Development Applications and Building Permits and the inclusion of Information Packages with a building permit, where development is exempt from obtaining development approval; and**
7. **Include a list of minor amendments to the Fencing Local Law for inclusion in the next review.**

**7.3.3 APPLICATION FOR DEVELOPMENT APPROVAL AND LICENSE AGREEMENT – SIGHTSEEING PINK LAKE AND COASTAL TOURS**

<b>LOCATION:</b>	<b>UCL land parcels – Port Gregory Townsite and beach areas between Hutt River mouth and Lucky Bay</b>
<b>APPLICANT:</b>	<b>TS Hay Pty Ltd/Port Gregory Caravan Park WA</b>
<b>OWNER:</b>	<b>State of Western Australia</b>
<b>FILE REFERENCE:</b>	<b>10.7.1.3 / 9.2.3/ A663</b>
<b>DATE OF REPORT:</b>	<b>8 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Michelle Allen – Planning Officer</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Deb Carson – Planning Officer</b>
<b>APPENDICES:</b>	
1.	<b>Application Details</b>
2.	<b>Schedule of submissions and submission from YMAC</b>

**AUTHORITY / DISCRETION:**

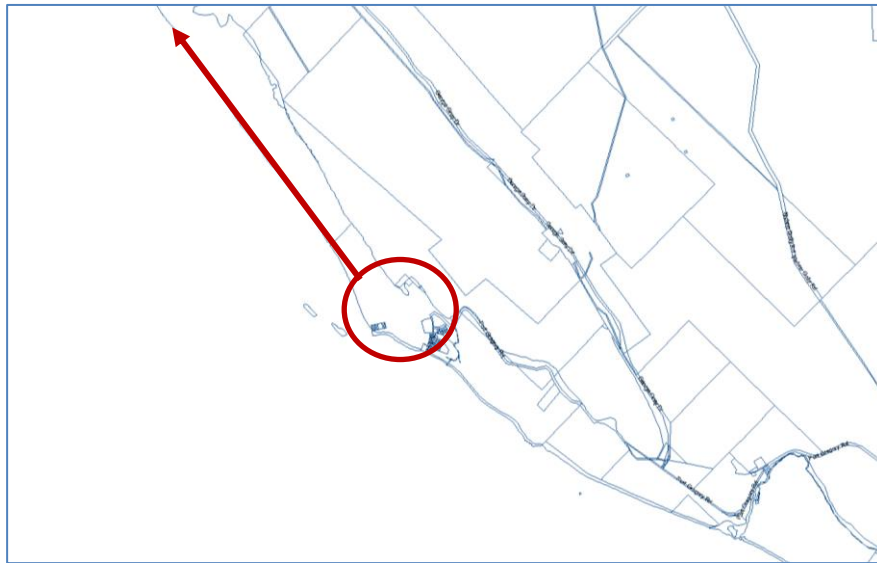
**Quasi-Judicial** *when Council determines an application within a clearly defined statutory framework, abiding by the principles of natural justice, acting only with discretion afforded it under law, and giving full consideration to Council policies and strategies relevant to the matter at hand. These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

**SUMMARY:**

An Application for Development Approval has been received for the proposed use of Unallocated Crown Land to conduct sight-seeing tours of the Port Gregory Coastline, including the sand dunes and the unique Pink Lake viewing stops. The Applicant has already received consent for the proposed renewal of a license from the Hutt River Working Group of the Yamatji Marlpa Aboriginal Corporation for a two year term to April 2021. Council's approval will formalise consent from a Local Government perspective and allow the use of the land for this purpose, subject to a license being issued by the Department of Planning, Lands and Heritage.

The proposal was advertised for a period of 21 days, with the advertising deadline being 17 October 2019, with one (1) submission received at the time of writing this report. An Addendum report will be provided to Council as a Late Item summarising further submissions and providing a recommendation to Council.

**LOCATION PLAN:**



**BACKGROUND:**

An Application for Development Approval was received on 19 February 2018 with the Applicant applying to conduct tours of the Port Gregory Pink Lake and coastal areas. Due to the land being predominantly Unallocated Crown Land that is owned by the State of Western Australia, the Applicant was requested to seek the approval of the Department of Planning, Lands and Heritage in the first instance, so that the Shire of Northampton could progress a Development Application (i.e. landowner approval must be given before Planning assessment and approval can be given). At that time, that Department (DPLH) performed its own consultation process and issued the Applicant's with a License Agreement to utilise the subject land for the purposes requested.

This License Agreement expired in April 2019 and a subsequent license application to Department of Planning, Lands and Heritage was denied. The application was submitted during the time a native title claim was being registered over lands in the area and whilst the area was subject to Aboriginal Heritage surveys.

A new Application for Development Approval was received on 24 September 2019 with the Applicant applying to conduct tours of the Port Gregory Coastline, including sand dunes and the Pink Lake area. The land being used is predominantly Unallocated Crown Land that is owned by the State of Western Australia. An approval from Council will formalise the required processes and requirements of the Local Government and assess the Application against the objectives of the Shire of Northampton's statutory documents, as well as institute conditions that are deemed appropriate from a Local Government perspective.

**The proposal:**

The Applicant will conduct guided sight-seeing tours of the Pink Lake and Port Gregory coastline in a 6-seater side-by-side buggy (as described in Application information attached as **Appendix 1**). The tours will depart the Port Gregory Caravan Park (owned by the Applicants), with a variety of tours on offer for durations of 15 minutes, 45 minutes and the larger tour including the coastal areas taking 4 hours, with morning tea provided. Tour times will be 9-30am and 3-30pm daily, subject to demand and bookings. The tours will utilise existing tracks and beach, as highlighted in **Appendix 1**. The 6-seater Can Am SSV Defender buggy is proposed to be road licensed so as to be able to utilise gazetted roads to access the tour areas and fitted with suitable safety equipment. Tour participants will be required to wear helmets throughout the duration of the tour (whilst on the vehicle). First aid equipment, drinking water, rubbish bags and a mobile phone will be carried at all times on all tours and public liability insurance will be held by the Applicant for the purpose of providing this tour service. The buggy is proposed to be stored within an existing shed upon the grounds of the Port Gregory Caravan Park when not in use.

**COMMUNITY & GOVERNMENT CONSULTATION:**

The application was advertised for a period of 21 days (from 25 September to 17 October 2019) in accordance with Section 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* with a notice placed in the Geraldton Guardian, on the Shire website and available at both the Northampton and Kalbarri Shire offices. The application was also forwarded to the following governmental agencies and key stakeholders for consideration:

- Department of Water and Environmental Regulation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Mines, Industry Regulation and Safety;
- Department of Transport;
- Department of Jobs, Tourism, Science and Innovation; and
- Department of Primary Industries and Regional Development.

Prior to the advertising period commencing, the Yamatji Marlpa Aboriginal Corporation provided a letter of consent on the 20 September 2019 to the Department of Planning, Lands and Heritage to renew a license for the Pink Lake Buggy Tours for a term of two (2) years to April 2021. A copy of the letter is included at **Appendix 2**.

A schedule of submissions will be provided as an Addendum.



**FINANCIAL IMPLICATIONS:**

The Applicant has paid a development application fee of \$447.00. In addition to this, should Council determine to refuse this application and the Applicant proceeds 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 Local Planning Scheme No. 10*

The areas of Unallocated Crown Land are zoned “General Rural” under *Local Planning Scheme No. 10*, with the purpose of this zone being:

*“To provide for the sustainable use of land for the agricultural industry and other uses complimentary to sustainable agricultural practices, which are compatible with the capability of the land and retain the rural character and amenity of the locality.”*

The land subject to this application also falls within Special Control Area 1 (SCA1), Coastal Planning and Management, with the purpose and provision of the SCA1 being as follows:

*“6.2.1 Purpose and Intent*

*(a) To protect and enhance the environmental, cultural, recreational and/or scenic values of the area; and*

*(b) Give priority to coastal dependent land uses and development that by their very nature require coastal sites.*

*6.2.2 Relevant Considerations*

*6.2.2.1 In determining land uses and development proposals the local government will have due regard to relevant State Government policies and any relevant coastal management policies and plans.*

*6.2.2.2 All use and development of land requires application for planning approval. In considering any application for planning approval, local government shall:*

*(a) Ensure that the development proposed will not result in any net export of nutrients from the land into the nearshore waters and may require that no vegetation be cleared or removed from the site and require that all stormwater be retained on-site;*

*(b) Ensure that the proposed development is adequately set back from visually prominent or unstable features of the coastline such as headlands, ridgelines, cliffs, beaches and other locations which are the focus of attention, unless such a location is essential;*

*(c) Determine the coastal setback based on the stability of the shoreline and the ability of the proposed development to harmonise with the landscape elements in relation to scale, height, colours and materials;*

*(d) Assess the impact on any area within or adjacent to the subject land that contains an unstable landform, which may impact on the proposed development and/or any foreshore area will be subjected to additional use generated as a result of the proposed development; and*

*(e) Apply a 100 year planning timeframe where it is determined that a proposed development may be impacted by an unstable landform that is located on private freehold land or of a magnitude that stabilisation is unlikely to be achieved.*

*6.2.2.3 In considering any application for planning approval, the local government may impose conditions which require:*

*(a) Services along a beachfront to be underground;*

*(b) The proponent to enter into an agreement with the local government for the reconstruction or stabilisation of dunes either located on the subject land or adjoining foreshore areas such agreement shall include the planning and maintenance of native or locally acceptable species of vegetation as determined by local government and should be limited to a defined area of impact*

*(c) Reconstruction and stabilisation works as part of the implementation of an adopted management or strategy plan; and*

*(d) Preparation and implementation of a foreshore and reserve management strategy.*

#### *6.2.3 Referral of Applications*

*Where warranted by wider implications that a proposed development may have, the local government may refer a development application*

*to adjacent local governments and relevant agencies and community groups for comment.”*

**POLICY IMPLICATIONS:**

*Local: Shire of Northampton Coastal Management Strategy  
Shire of Northampton Local Planning Policy – Commercial Recreational  
Tourism Activity*

Shire of Northampton Coastal Management Strategy

The Strategy identifies several key issues, with the relevant issues outlined below:

*Environmental management - Appropriate management of recreational land uses to reduce and mitigate environmental degradation.*

*Access - Provision and maintenance of coastal access, including consideration of vehicles and pedestrians. It is important that access to the coast is provided (where appropriate) for professional and recreational pursuits. However this needs to be balanced with environmental protection of dunes and vegetation. Having more than one access track leading to and from the same site can lead to unnecessary disturbance to dunes, which can eventually lead to erosion and dune blowouts. This can be a particular issue during peak/busy times.*

*4WDs and Off-road Vehicles - ORV use (including unlicensed vehicles and road registered vehicles) along the study area is becoming increasingly popular and requires management to help prevent land use conflict and environmental degradation. Vehicles driving through dunes can lead to vegetation damage and erosion and can also have a detrimental impact on migratory birds and their habitats. While it is important to retain this recreational land use it should be controlled by encouraging drivers to keep to existing tracks. ORV use along the beach can also be an issue where the sand is soft (and causes vehicles to become bogged) and where the tide is high (and causes vehicles to become submerged).*

*High Recreational Value - The community highly value the coastal area as a recreational resource for its aesthetic and environmental values, the sense of isolation and the broad range of recreational choices. As a result, the community have expressed that the Shire’s coastal area requires sensitive management to preserve the current*

*values and opportunities which are generally regarded by the community to be fairly well balanced at present.*

*Heritage - Coastal management will need to have regard for Aboriginal cultural heritage sites and historic heritage places identified by the Department of Planning, Lands and Heritage. Registered Aboriginal Heritage Sites have been identified at Wagoie, Lucky Bay, Hutt River Mouth, and Woolawar Gully with the potential that additional Aboriginal Heritage sites might be identified in the future."*

The coastal areas that are proposed to be traversed by the sight-seeing tour fall within Sections 1 and 2 of the study areas of the Coastal Management Strategy. The Strategy describes Sandalwood Bay, located south of Halfway Bay, as the following:

*"Sandalwood Bay is a low-key day use site located just south of Halfway Bay. No facilities are recommended at this site to encourage its continued low-key use and wilderness experience and to discourage anything more than day use of this area. Sandalwood Bay is backed by dunes supporting a stabilising cover of vegetation. It is accessed via the beach or by a track entering from the east through a difficult passage in the high frontal dune. 4WD tracks are already well defined and in order to protect coastal vegetation and landforms further vehicle encroachment should be minimised. As is mentioned earlier, sand is accumulating within Sandalwood Bay which makes access difficult at certain times, especially if the tide is in and the beach is narrow. The dunes are also soft and difficult to drive across. There may be a need to erect signage at the Halfway Bay camp site to inform visitors of the risks and issues with access to Sandalwood Bay."*

The subject land also falls within Sector 2 of the Coastal Management Strategy, with the Strategy stating the following in relation to the area:

*"Vehicles can travel north along the beach from Port Gregory towards Halfway Bay and Lucky Bay. They can also travel south to a small swimming beach at Nobby's Hole and further south to the Hutt River mouth.*

*The remnants of an old whaling station are located in the dunes immediately north of Port Gregory. It was known as Pakington Whaling Station and was located at the site of the proposed Pakington townsite, behind the sand dunes of Hillock Point. Some narrow lots of UCL are reminders of the proposed townsite location.*

*The following information is from the document Pakington Whaling Station (Rodrigues and Anderson, 2006). The whaling station operated from the mid-1800's right up to possibly the 1920's. It is also possible that the whaling parties in the 1800's lived on the lots identified as the townsite. A number of features were exposed after some strong winds in 2006 including remnants of a stone jetty, a pile of brick rubble and a stone floor of a built structure. Also found were ferrous metals, whalebone, glass, ceramics and oyster shells. The site is covered by coastal shrubs so the archaeological features are not immediately visible. However a 4WD track runs through the area which makes it possible that some disturbance could occur without knowing."*

#### Local Planning Policy - Commercial Recreational Tourism Activity 2019

The application has been lodged under Council's 'Commercial Recreational Tourism Activity 2019 Local Planning Policy'.

The objectives of the Policy are as follows:

- 2.1 *"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;*
- 2.2 *To ensure ecologically sustainable use and protection of reserves for the benefit and enjoyment of future generations;*
- 2.3 *To retain reserves (where appropriate) as places for passive and/or active recreation for residents and visitors;*
- 2.4 *To regulate the level and intensity of commercial activities on reserves as necessary to ensure that it does not destroy the value and nature of the activity and the resource on which it is based;*
- 2.5 *To enable appropriate (limited) opportunities for commercial tourism operators to provide services and facilities to the public to enhance their visit to the Shire;*
- 2.6 *To provide criteria for assessing and determining applications."*

Section 3.3.2 provides specific provisions in relation to the use of Reserves for land-based activities as per the following:

- 3.3.2.1 *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.*
- 3.3.2.2 *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.*

*3.3.2.3 If the beach is to be used then the activity must be determined as compatible with the beach environment.*

*3.3.2.4 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.*

*3.3.2.5 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.*

*3.3.2.6 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.*

## **COMMENT**

The proposed Sightseeing Pink Lake and Coastal tours are considered to be consistent with the objectives of *Town Planning Scheme No. 10 – Northampton*, the *Local Planning Policy – Commercial Recreational Tourism*, and the *Shire of Northampton's Coastal Planning Strategy*.

The Applicant's proposed tour activities will be day-use only and will utilise existing tracks and the beach for vehicle access and tour routes, and therefore the tours are considered likely to have a minimal impact upon the natural environment. The Department of Biodiversity, Conservation and Attractions have identified the presence of migratory birds in some areas of the proposed tour routes, and this correspondence will be provided to the Applicant as further advice and information. It is considered that the proposed tours may also help to somewhat alleviate and reduce vehicular traffic stopping in dangerous locations near the Pink Lake and within road reserve areas by providing an alternative means of viewing the lake.

## **VOTING REQUIREMENT:**

*Simple Majority Required.*

**CONCLUSION:**

The advertising period for submissions does not close until Thursday 17 October 2019, and therefore a Schedule of Submissions and a recommendation whether to approve the proposed use will be provided to Council as an Addendum to this report as a Late Item.

**OFFICER RECOMMENDATION – ITEM 7.3.3**

**To be provided as an Addendum to this report.**

## APPENDIX 1. APPLICATION INFORMATION

### Pink Lake and Coastal Tour Proposal

We, Tim and Sam Hay of the Port Gregory Caravan Park WA, are submitting this application of a proposal to restart our Pink Lake Buggy Tour in Port Gregory. We have an agreement with the YMAC working group who are the Traditional Owners and native title claimants of this area. The letter is attached.

Please find below the criteria required as per the application form.

(a) Previous relevant experience of the applicant(s);

For 8 ½ years we have owned and operated the Port Gregory Caravan Park and have been able to bring it up to very good standard. We have managed to bring old and new visitors to Port Gregory and have increased the number of families staying with us. Recently we have also seen a spike in Chinese and Asian tourists staying to take in the Pink Lake – the Hutt Lagoon.

We are accredited with the Caravan Industry of Australia and the Tourism Council. We are proud members of the Tourism Council, and of Australia's Coral Coast and are committed to providing an excellent tourism experience and stay for our guests whilst impacting minimally on the environment, community and other sight seers and beach goers.

Both Tim and Sam grew up in the surrounding regions and believe they have a great knowledge of the local area and history.

We operated the Pink Lake Buggy Tour from September 2018 (the license was back dated to April however we didn't have a Buggy at that point). It was starting to become popular and the guests we took, loved it. The Pink Lake Buggy Tour was also accredited with the Tourism Council and once our license from DoL is granted we will endeavour to also have our accreditation reinstated.

(b) Full details of type of service to be operated;

The service operated will be a sight-seeing tour of the Port Gregory Coastline, including the sand dunes and unique pink lake viewing stops, in a 6-seater side by side buggy. Pink Lake Tours will run for an hour. The service will be targeted at our visitors who are stopping to see the wonder of the 'pink lake' on their way through to or from Kalbarri. It will be an adventure type 'experience the coast' tour, with the guide (us) giving guests information about the pink lake, the history of Port Gregory and showing them what we have to offer in the way of flora and fauna.

(c) Preferred location of operation (with alternatives);

Please see the enclosed map with existing tracks and coastline that we intend to use highlighted. We propose to operate from the Port Gregory Caravan Park down to the beach, and south for about 8kms. We have highlighted some existing tracks in the sand dunes which will be used to get to a section of the pink lake that is not near the road, and inaccessible without the use of a buggy or quad bike. Then to come around the pink lake and back to the Caravan Park on the gravel road past the hall and along Port St.



(d) Diagram of layout of service when in operation showing location of equipment, trailers, signs, operators table etc;

The only equipment used will be the buggy and safety equipment (helmets) which will be being worn at the time of operation. The reception office and patio of the Caravan Park will be the point of arrival and where the tour will begin and end.

(e) Hours and dates of operation;

We will offer our tours on a twice a day basis – morning and afternoon. The tours will run at 9.30am and 3.3pm. We found that the 9.30 am tour was much more popular, and we would expect to run approximately 4 full tours a week.

(f) Method of operation, eg. Hourly hire, 15-minute rides, day trips, and proposed charges to clients;

The tour is guided with the guests travelling as passengers. The cost is \$80 per adult and \$50 per child.

(g) Type and numbers of equipment to be hired/used including details of make, age, special features etc.

The tour will be operated by ourselves, Tim or Sam, in a 6-seater side by side vehicle – Can Am SSV Defender 2018. Please see attached for the specifications of this vehicle which is licensed and road worthy. At this stage we only own and run 1 vehicle, however if the demand for higher passenger numbers (to tour at the same time) becomes apparent we would like to be able to run a second 6 seater buggy.

(h) All of the intended safety measures -i.e. Marker buoys, rescue boats, sign etc;

This vehicle is fitted out with all safety requirements including but not limited to seatbelts, indicators, mirrors, rollbar, roof, fire extinguisher and side safety nets. We have also had the vehicle road registered through the Department of Transport. Helmets will be provided and required to be worn by participants. A mobile phone with Emergency App will be on board and accessible to all guests during the tour. We will have on board an adequate first aid kit, and plenty of drinking water for all guests kept in an iced esky or car fridge.

Helmets are worn by passengers at all times. Clients will be given a safety briefing at the Caravan Park (point of departure) before leaving, which will include how to use the Emergency App (this has the 000 number ready to go and advises your latitude and longitude which will be able to be given to the operator).

We are aware of the WA Activity Standards for Four Wheel Driving, which is not a legislated license per se, but will be a great guideline for basing our business and procedures on. Taking great care with our Risk Management, Emergency Response Plans and minimal environmental impact plans

(i) A cover note of similar statement from an insurance company indicating a willingness to promote insurance coverage (minimum \$20 million public liability).

Please see the attached quote from our insurer Elders Insurance

(j) Any on-site storage requirements (if permitted)

None required. The buggy and helmets will be stored in the shed that is already on the grounds of the Caravan Park.

(k) Intended signage (may require Council's additional separate approval);

We have had Council's approval to put a sign on the boundary fence of the Caravan Park.

(l) any additional information specific to the individual service to be provided.

The tour should not affect any other beach goers or users of the dune tracks. The times we are proposing to run the tours are an acceptable time (no early mornings or late nights) and the noise will be limited (we don't have generators to run or big trucks etc). We will be using tracks that are already present as to keep to our minimal environmental impact policy. The buggy will have a rubbish bag for any garbage along the way, and we will enforce a strictly no smoking policy. The clients will be made aware of how important it is to conserve the natural environment and keep our impact to an absolute minimum.

Thanks for your time and we look forward to working with you in the future.

Tim and Sam Hay

Owner/Managers

Port Gregory Caravan Park WA.

**PROPOSED TOUR ROUTE**  
**SIGHTSEEING PINK LAKE AND COASTAL TOURS, PORT GREGORY**



**7.3.4 RETROSPECTIVE DEVELOPMENT APPROVAL - PROPOSED CHANGE OF USE OF PART OF STRUCTURE FROM 'OUTBUILDING' TO 'DWELLING' - LOT 4 (NO. 11) RANCH COURT, KALBARRI**

<b>LOCATION:</b>	<b>Lot 4 (No. 11) Ranch Court, Kalbarri</b>
<b>FILE REFERENCE:</b>	<b>10.6.1.1 / 11RAN / A4763</b>
<b>APPLICANT:</b>	<b>JARROD AND CHELSEA DAWE</b>
<b>OWNER:</b>	<b>JARROD AND CHELSEA DAWE</b>
<b>DATE OF REPORT:</b>	<b>9 September 2019</b>
<b>REPORTING OFFICER:</b>	<b>Michelle Allen – Planning Officer</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Debbie Carson - Planning Officer</b>
<b>APPENDICES:</b>	
1.	<b>Information provided by the Applicant</b>
2.	<b>Schedule of Submissions</b>

**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.*

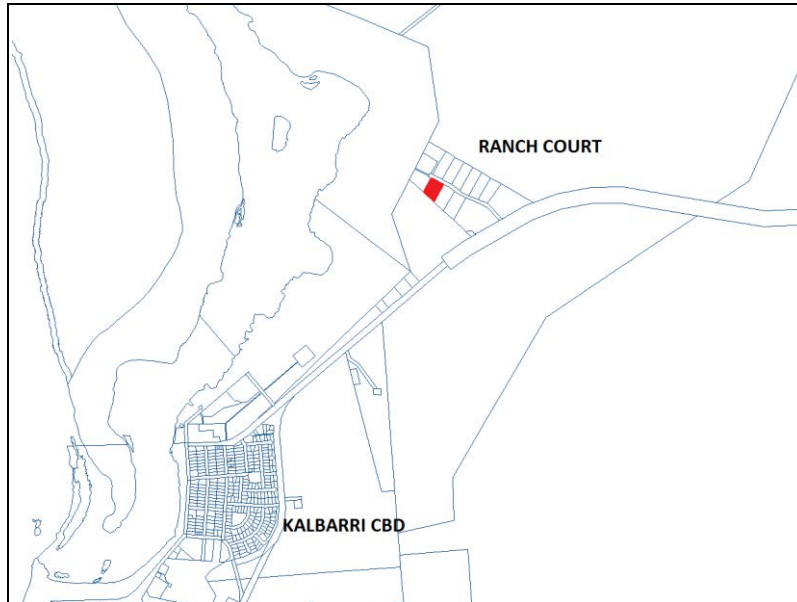
**SUMMARY:**

Council is in receipt of an application to convert part of an outbuilding at Lot 4 (No. 11) Ranch Court, Kalbarri into a habitable living space. Council consideration is required as the proposal is in contravention of *Shire of Northampton's Outbuilding Local Planning Policy (2018)*.

This report recommends conditional approval of the application.

**LOCALITY PLANS:**

**Figure 1 – Location Plan for Lot 4 (No. 11) Ranch Court, Kalbarri**



**Figure 2 – Aerial photograph of Lot 4 (No. 11) Ranch Court, Kalbarri**



**BACKGROUND:**

The applicant's original application to Council in March 2012 sought planning approval for an outbuilding 12m x 24m (288m<sup>2</sup>) with an associated, but physically separate, single dwelling. Council refused that application because the proposed outbuilding did not comply with provisions of the *Shire of Northampton Local Planning Policy – Outbuildings (2007)*, exceeding the allowable total area for an outbuilding and did not meet the objectives of the policy.

The application for planning approval was REFUSED by Council at their meeting on 16 March 2012 as per the following motion:

*“That Council having taken into consideration the provisions of Town Planning Scheme No. 9 (Kalbarri Townsite) and the Shire’s ‘Outbuildings’ Local Planning Policy, refuse planning approval for an outbuilding on Lot 4 (No.11) Ranch Court, Kalbarri for the following reasons:*

- 1) The proposed outbuilding does not comply with Clauses 4.2.2(c) of the ‘Outbuildings’ Local Planning Policy;*
- 2) The proposed outbuilding does not meet the objectives of the ‘Outbuildings’ Local Planning Policy;*
- 3) Approval of this application may well set an undesirable precedent, which in time could prove to be detrimental to the rural residential amenity and lifestyle opportunities of the locality; and*
- 4) Council is not satisfied that sufficient justification has been provided to warrant a departure from the requirements of the ‘Outbuildings’ Local Planning Policy.”*

Subsequently a Building Permit was issued on 17 April 2012 for a 240m<sup>2</sup>, two-storey outbuilding and a separate single dwelling to be built on this lot in accordance with the *Shire of Northampton Local Planning Policy – Outbuildings (2007)* and was granted approval to erect the outbuilding prior to construction of the dwelling, subject to the requirement for a statutory declaration to be signed by both landowners to commence construction of the separate dwelling within a stated timeframe.

As a result, two Statutory Declarations were provided by each landowner, Jarrod Dawe and Chelsea Dawe, dated 20 February 2012 stating the following:-

*“I will pour the concrete slab for our dwelling at Lot 4 Ranch Court, Kalbarri, within 6 months of the date of our building licence being issued.”*

To date, these works have not been undertaken, so as to comply with the approval and the Statutory Declarations provided. It is further noted for Council information that the original outbuilding that was granted building approval, was approved as a Class 10A structure only (i.e. a non-habitable building) however this approval was Building Approval only. No planning approval has ever been granted for the construction of the reduced size outbuilding (now constructed) nor the separate proposed dwelling (not constructed).

**The Proposal:**

The Applicant’s current application is seeking retrospective planning approval of the conversion of part of the current 12m x 20m (240m<sup>2</sup>) outbuilding to a habitable living area. Building modifications include construction of a kitchen/living area and bathroom facility on the ground floor of the outbuilding together with a staircase to the upper mezzanine floor within which two bedrooms are situated.

In consideration of the application the following information is provided:

Lot Size	1.09ha
Existing Development	Outbuilding
Vehicular Access	via Ranch Court
Vegetation	Landscaped
Surrounding Land	Rural Residential, Reserve - Parklands, Kalbarri National Park and Special Use 1 – Horse Ranch

The subject property has one outbuilding erected with living spaces constructed within and considerable landscaping on the lot, as well as a sea container located forward of the outbuilding.

Formal consultation with the Applicants has been undertaken by the Shire in an attempt to facilitate a successful outcome with the Applicants and so as to ensure that the modified outbuilding complies with *Shire of Northampton Local Planning Scheme No.11 (Kalbarri Townsite)* and the Shire’s *Outbuilding and Repurposed and Secondhand Dwellings Local Planning Policies*.

Initially, the Applicant proposed that the modifications to the existing “dwelling” portion of the outbuilding would include a verandah along a portion of the northern façade and eastern façade, with the verandah having timber uprights and a shade cloth roof. Shire staff thereafter requested that further modifications be made to the design so as to better meet the Shire planning provisions. The Applicants have therefore made some further design modifications, with the final proposed building modifications including the following:-

1. The side door (located upon the northern elevation) to be replaced with a solid timber door (rather than colourbond/steel);
2. A verandah/patio structure, as per the attached plans, comprising timber uprights and Colourbond cladding in a colour to contrast the outbuilding and that soften and provide architectural relief;
3. Timber decking of the verandah area to contrast the steel material of the outbuilding.

It was further proposed to the Applicants that they consider providing car parking spaces forward of the “shed area” of the outbuilding, such that parking is provided in direct association with the house and verandah/front door area, and that the rear outbuilding area along the northern elevation retains some level of screening to clearly delineate the “dwelling” space from the outbuilding. No response in relation to this further suggested modification has been received from the Applicant.

Information pertaining to the application, including a Site Plan, Elevation and Floor Plans are included as **Appendix 1** to this report.

A copy of the Applicants’ correspondence and photographs of the outbuilding is attached at **Appendix 2**.

#### **COMMUNITY & GOVERNMENT CONSULTATION:**

In considering this application to convert the Class 10A outbuilding to become (in part) a Class 1A Dwelling (habitable building), advertising was undertaken to neighbouring landowners, so as to comply with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and no submissions were received by close of the advertising period being 9 October 2019.



### **FINANCIAL & BUDGET IMPLICATIONS:**

The applicant has paid development application fees totaling \$441.00, being the initial planning fee of \$147 plus the sum of \$294 (twice the sum of \$147) by way of penalty where the change of use has commenced.

Should Council refuse this application and the Applicant proceeds 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*

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

*Local: Shire of Northampton Local Planning Scheme No. 11 – Kalbarri*

Shire of Northampton Local Planning Scheme No. 11 – Kalbarri

The land is zoned “Rural Residential” under Local Planning Scheme No. 11 (Kalbarri Townsite).

The objectives of the ‘Rural Residential’ zone under Scheme No. 11 are:

- *To provide for lot sizes in the range of 1 ha to 4 ha.*
- *To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.*
- *To set aside areas for the retention of vegetation and landform or other features which distinguish the land.*

Part 4: General Development Requirements of the Local Planning Scheme states the following relevant provisions:

Clause 4.8.6 Development in Special Residential, Rural Residential and rural Smallholdings zones states:

- (c) *All buildings shall be sympathetic to existing landscape elements, namely landform and vegetation, in terms of their design, building height, materials and cladding colours. The local government may specify roof and wall*

*materials and colours where, in the opinion of the local government, it is necessary so as not to prejudice the landscape amenity of the surrounding area.*

Clause 4.8.19 Outbuildings states:

- (a) *No outbuilding shall be erected on any land zoned “Residential” or “Rural Residential where there is no dwelling located on the lot.*
- (b) *Outbuildings shall be of single storey construction and shall be located behind the setback to the street or streets of any existing or proposed dwelling on a lot.*
- (c) *The following acceptable development provisions apply in relation to the size of outbuildings –*
  - (ii) *Within the “Rural Residential” zone and “Residential – R5” code for lots of 2,000m<sup>2</sup> or greater in area - 240m<sup>2</sup> in aggregate area, with a maximum wall height of 4.0m and a total maximum height of 6.5m measured from natural ground level.*
  - (iii) *In considering applications for outbuildings, due regard will be given to protect the future amenity of the lots once subdivided, and the local government may impose a condition of approval requiring that a legal agreement be entered into 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 the size limits prescribed in (b) above.*

**POLICY IMPLICATIONS:**

*Local: Shire of Northampton Local Planning Policy – Outbuildings*

*Local: Shire of Northampton Local Planning Policy – Repurposed and Second-hand Dwellings*

Council adopted the “Outbuildings” Local Planning Policy on 19 December 2007, with the latest review of the Policy being in August 2018.

Shire of Northampton Local Planning Policy – Outbuildings

The Local Planning Policy for Outbuildings states the following objectives:

- 2.1 *To alter the deemed-to-comply provisions of the R-Codes for Design Principle 5.4.3 and 6.4.4 – Outbuildings.*

- 2.2 *To provide further clarity and a clear interpretation to the definition of an 'outbuilding'.*
- 2.3 *To ensure that outbuildings are not used for habitation or commercial purposes by controlling building bulk (size and height).*
- 2.4 *To limit the visual impact of outbuildings.*
- 2.5 *To encourage the construction of outbuildings in materials and colours that complements the landscape and amenity of surrounding areas.*
- 2.6 *To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.*

Clause 3.8 Outbuildings on Vacant Residential, Rural Residential and Rural Smallholding Land states:

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

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

3.8.2 *The approval of the outbuilding, prior to the residence, will be subject to the outbuilding not being used for habitable purpose in residential zoned areas,*

*and in rural residential and rural smallholding zoned areas will be subject to Local Planning Policy – Caravans for Temporary Accommodation.*

Clause 3.9 Use of Outbuildings states:

*3.9.1 Outbuildings shall only be used for incidental uses associated with a residential use and/or general agricultural purposes and shall not be used for any commercial or industrial use (with the exception of an approved home based business).*

*3.9.2 The storage of any items in connection with a commercial or industrial operation (e.g. cray pots, building materials, etc.) is considered contrary to the objectives of this policy.*

*3.9.3 Based on legal advice, it is not possible for development 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.*

Shire of Northampton Local Planning Policy – Repurposed and Second-hand Dwellings

Council adopted the “Repurposed and Second-hand Dwellings” Local Planning Policy on 16 June 2005, with the latest review of the Policy being in June 2014.

The Local Planning Policy for Repurposed and Second-hand Dwellings states the following objectives:

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

*3.2 To ensure that any repurposed or second-hand dwelling does not detract from an existing (or reasonably desired) streetscape.*

*3.3 To enable the local government to retain such monies (bonds) to ensure the desired standard of development is achieved.*

Clause 5.1 Conditions states:

*Buildings that are repurposed for residential use or are second-hand dwellings are, in some instances, of poor condition and as such the local government*

*may impose conditions to ensure the building presentation is of an acceptable standard to enhance the streetscape appearance. Such conditions may include (but are not limited to) the following:*

- a) Need for additional setbacks over and above the prescribed minimum and the need for screening via landscaping and/or boundary fencing;*
- b) A bond/bank guarantee and legal agreement to ensure the external appearance of the repurposed or second-hand dwelling has been completed to the approval of the local government;*
- c) The space between the ground level and the floor level being suitably enclosed;*
- d) Upgrading, alterations or additional design features that will enhance the elevations and architectural detail of the proposed development (ie. roof pitch, eaves, colours/materials and external treatments);*
- e) The roof and / or walls being clad of non-reflective materials and be consistent or complimentary in colour with the surrounding natural landscape features or desired streetscape; and*
- f) Require landscaping and constructed vehicle access to be established within a specified timeframe and thereafter maintained.*

Clause 5.2 Development Guidelines states:

*All repurposed and second-hand dwellings shall adequately address the following development standards:*

#### *5.2.1 Verandahs, balconies etc on frontages*

*In order to ensure that the repurposed or second-hand dwelling does not detract from an existing (or reasonably desired) streetscape, the proposed development is required to provide verandahs, awnings, balconies, porches, porticos or other architectural relief on the elevations that are viewed from the street.*

#### *5.2.2 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 varied building materials is encouraged to provide architectural relief.*

#### *5.2.3 Roof Design*

*Roof design can utilise gable, hipped or skillion design. Flat roofs are only permitted where the design of the building has been extensively enhanced by other external treatments and is an integral part of the modern profile of the dwelling.*

#### *5.2.4 External Treatments*

*Notwithstanding the requirement of Clause 5.2.1 above, in order to achieve high standard of dwelling construction and an appropriate level of amenity repurposed and second-hand dwellings will be required to address their external facades with additional windows or larger openings, the use of verandahs, decking 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).*

#### *5.2.5 Landscaping*

*In order to not detract from an existing (or reasonably desired) streetscape the proposed development is required to lodge and implement a landscape plan.*

A Local Planning Policy shall not bind Council in respect of any application for Planning Approval 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/CONCLUSION:**

An application has been received in August 2019 proposing to convert part of the current 12m x 20m (240`m<sup>2</sup>) outbuilding to include living space. It appears evident, based on recent visual inspection and formal communications with the applicants, that conversion of living spaces within the outbuilding have already been undertaken and the outbuilding is presently occupied and being used as a dwelling. Therefore, the Applicant is seeking retrospective planning and building approval for internal works already completed as well as approval for modifications to the external façade of the building so as to address the requirements of the Shire of Northampton.

In response to their application made, the applicants were requested to make substantial modifications externally to appropriately convert part of the outbuilding to become a single dwelling. There are currently four (4) small windows on the front façade which face the primary street, and whilst it would be preferable to have larger windows and a front door installed on this façade it is understood that this is not practical due to the placement of water tanks in that area and the internal fitting that has already occurred. As a consequence, the main entry point is located upon the northern (side) elevation and includes a “front” door to provide direct access to the habitable living area of the outbuilding. To delineate this area and improve access to the dwelling portion of the building, and sufficiently separate the “dwelling” from the “outbuilding”, it is considered appropriate to require that the applicant maintains a screening structure that clearly separates the outbuilding area of the building from the habitable area. This screening would also enhance the view from the front streetscape by partially screening the non-habitable portion of the building. A verandah/patio area is proposed and the applicants have agreed to include a solid colorbond roof (rather than shade cloth as initially proposed) in a contrasting ‘Ironstone’ colour with wooden decking as flooring of the area to further enhance the building facade.

It is also noted that the Applicant has an unapproved sea container located forward of the outbuilding, and visible from view from the street. So as to comply with the Local Planning Policy for sea containers, it is recommended that Council

require the Applicant to either remove, move or clad the sea container so as to comply with the Local Planning Policy for Shipping Containers.

Should Council consider approval of the current application, and given the history of previous applications regarding this development, that requirements for a bond to be payable upfront and Statutory Declarations to be signed by the Applicants form part of the conditional approval of this application in accordance with the Shire's Local Planning Policy for Repurposed Dwellings.

**VOTING REQUIREMENT:**

*Simple Majority Required.*

<b>OFFICER RECOMMENDATION – ITEM 7.3.4</b>	<b>APPROVAL</b>
<p><b>That Council, having taken into consideration the provisions of the Local Planning Scheme No. 11 (Kalbarri Townsite) and the Shire's 'Outbuildings' Local Planning Policy and the Shire's 'Repurposed and Second-hand Dwellings' Local Planning Policy, grants retrospective development approval for the building upon Lot 4 (No. 11) Ranch Court, Kalbarri, comprising a forward habitable dwelling and rear outbuilding, subject to the following conditions:</b></p>	
<p><b>1. Development shall be in accordance with the attached approved plan(s) dated 18 October 2019 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;</b></p>	
<p><b>2. Any additions to or change of use of any part of the building or land (not the subject of this approval) requires further application and development approval for that use/addition;</b></p>	
<p><b>3. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;</b></p>	
<p><b>4. A building permit shall be issued by the local government prior to the commencement of any additional works on site;</b></p>	



- 5. The Applicant shall undertake all of the building modifications and requirements as specified below;**

  - a) The north-facing door to be replaced with a timber door;**
  - b) The verandah/patio structure to be constructed comprising timber uprights and solid colorbond roof cladding in Ironstone colour**
  - c) The verandah/patio structure to include wooden floor decking for the entire length and width of the patio area;**
  - d) Permanent, non-visually permeable, fixed screening to a height of at least 1.8 metres (as marked in RED on the attached approved plan(s) dated 18 October 2019) to be constructed and maintained to clearly delineate and separate the dwelling space from the rear outbuilding area and to screen the rear outbuilding area from view from the street, to the satisfaction of the local government;**
  - e) The provision of two (2) car parking spaces to be provided forward of the screening (as specified above), such that the carparking spaces are provided in direct association with the house and verandah/front door area, and be to a compacted gravel standard to the approval of the local government;**
  - f) The shipping (sea) container, currently located forward of the lot, to be either:**
    - i) removed from Lot 4 (No. 11) Ranch Court, Kalbarri; or**
    - ii) moved so as to be located wholly behind the dwelling or within the outbuilding such that it is not visible from view from the street;**
    - iii) externally modified to include wall and roof cladding so that the facades of the sea container are completely screened/covered, to the approval of the local government.**
- 6. The Applicant shall lodge a Statutory Declaration with the Shire of Northampton prior to a Building Permit being issued, that provides a written and signed commitment to complete the required modifications to the approval of the local government and in accordance with, and acceptance of, Condition No's 5, 7 and 8 of this approval;**
- 7. A bond of \$5,000 shall be lodged with the Shire of Northampton prior to the issuance of a Building Permit, with the bond money to be repaid to the Applicant when the modifications as specified at Condition No. 5 are deemed to be completed (also refer to Condition No. 8 and Advice Note 3);**

- 8. Should the works as specified at Condition No. 5 not be undertaken or completed to the satisfaction of the local government within a period of 6 months from the date of this approval, being on or before the 18th April 2020, the Applicant will have forfeited their right to recover the bond as described within Condition No. 7.**

**Advice Notes**

**Note 1: If the development/use the subject of this approval is not substantially commenced within a six month period, the approval will lapse and be of no further effect.**

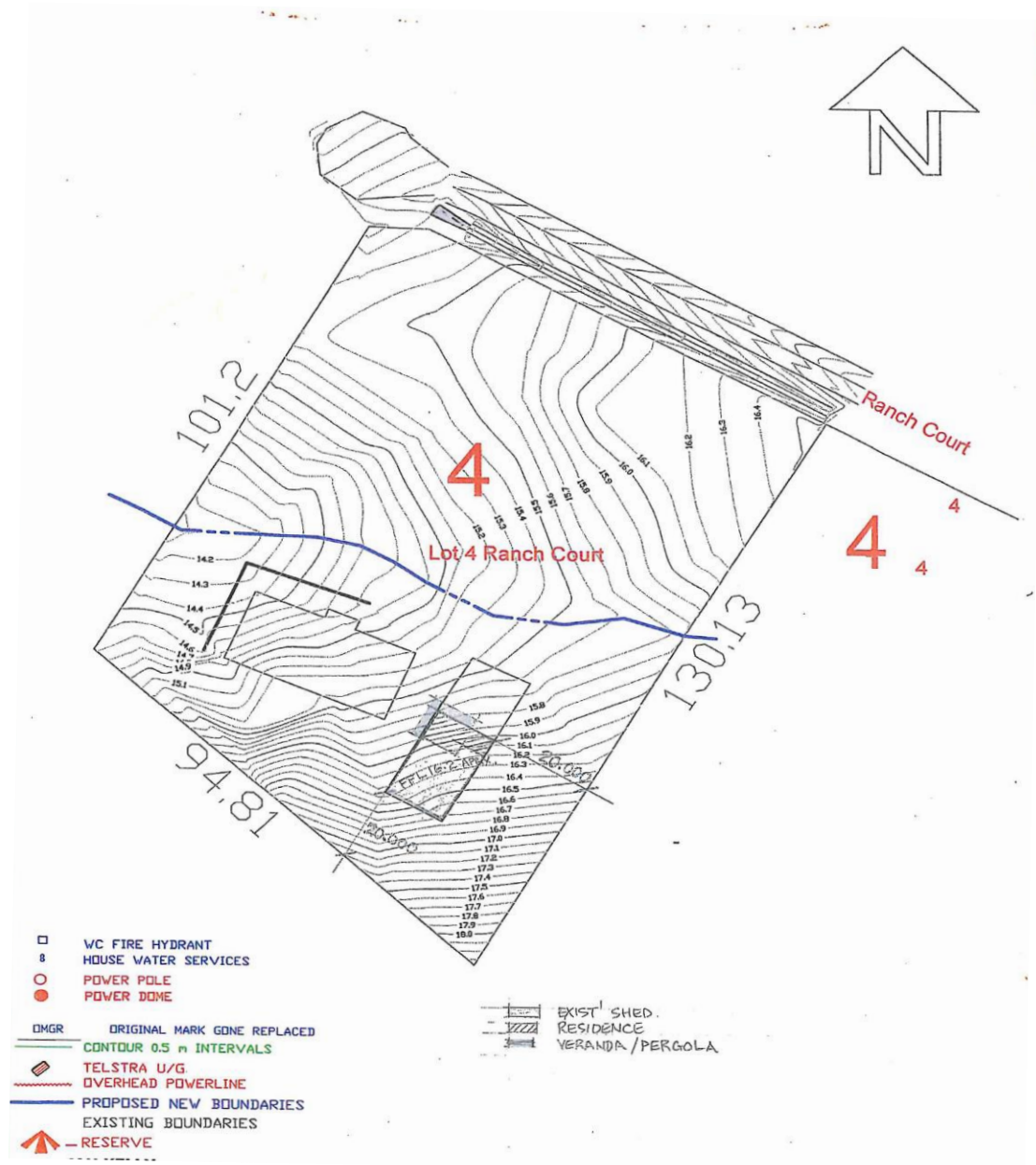
**Note 2. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.**

**Note 3. Should the Applicant fail to commence or complete the modifications specified at Condition No. 5 within the timeframes specified in Condition No. 8, the Applicant will have been deemed by the local government to have forfeited their bond. The Shire of Northampton may thereafter commence enforcement proceedings. These may include fines, prosecution, removal orders of the outbuilding and/or removal orders of the occupants. The Applicant is advised that, should delays to the modification works become likely, the Applicant should liaise immediately with the local government in order to seek a minor extension of approval and so as to avoid compliance measures being initiated by the local government.**

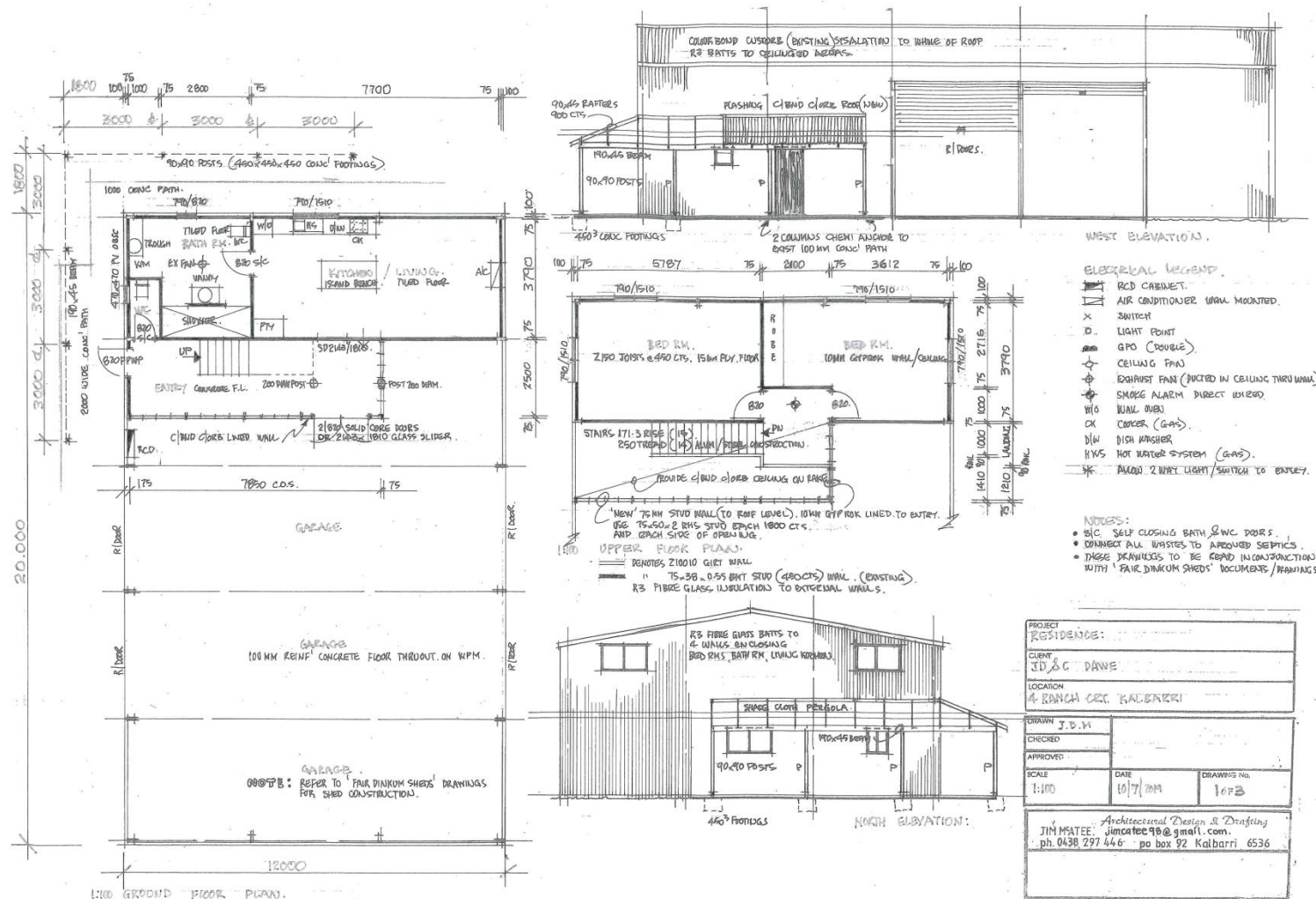
**Note 4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.**

**APPENDIX 1**

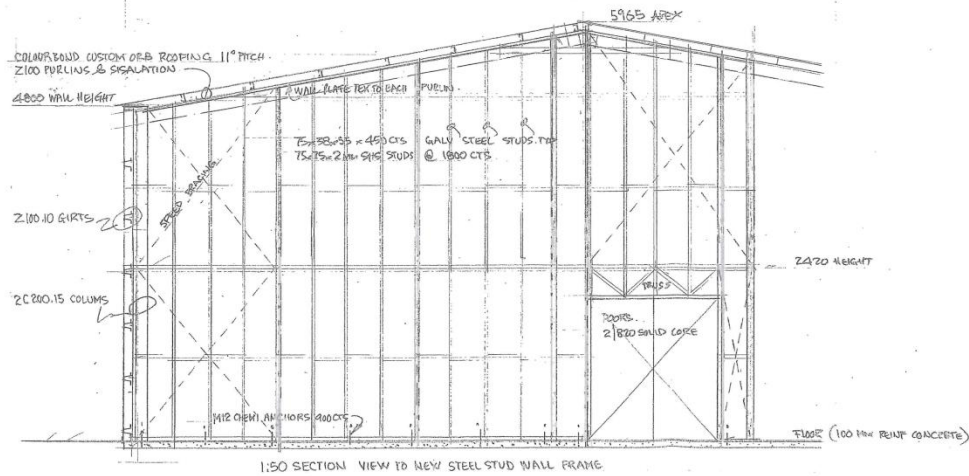
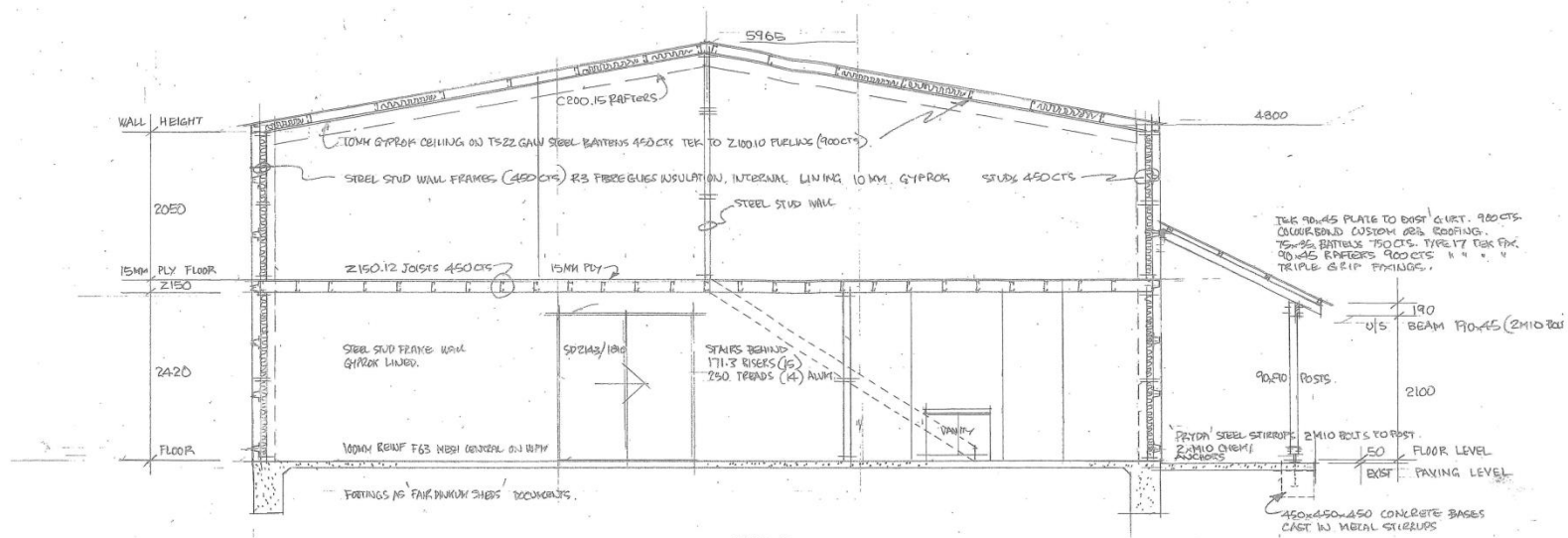
**Site Plan Lot 4 (No. 11) Ranch Court, Kalbarri**



**Floor Plan Lot 4 (No. 11) Ranch Court, Kalbarri**



**Elevation Lot 4 (No. 11) Ranch Court, Kalbarri**



PROJECT RESIDENCE		
CLIENT J D & C DAVIE		
LOCATION LOT 4 RANCH CRT KALBARRI		
DRAWN J D M		
CHECKED		
APPROVED		
SCALE 1:50	DATE 11/07/2019	DRAWING NO. 20E3
Architectural Design & Drafting JIM MSATEE - ARCHITECT & DRAFTER ph. 0438 297 446 - po box 92 Kalbarri 6536		

## APPENDIX 2 – APPLICANT CORRESPONDENCE

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**From:** JD and Chelsea Dawe [<mailto:chelseadawe@bigpond.com>]  
**Sent:** Tuesday, September 17, 2019 8:30 AM  
**To:** Deb Carson  
**Cc:** JD and Chelsea Dawe  
**Subject:** 11 Ranch court Kalbarri

Hello Deb,

Thank you for your response to our Application. The reason we did not build the single dwelling was due to the down turn in the real estate market. Unfortunately for us

We bought in the peak paying \$295,000 for our block. The prices quickly went down and now our block is worth \$130,000. We also bought a house in town around the same time and have lost about \$130,000. We can't afford to live in our house in town we need to rent it out and can't afford to rent in town and pay the block off. We are between a rock and a hard place which we hate. Jarrod being a carpenter has turned the north end of our shed into a 2 bedroom unit. We think that with the drawings that Jim Mcatee has done the shed will blend in with the Semi Rural environment and our landscaping will only grow so in a couple of years you will not see the shed from the road. We will get Jim to draw up the 2 sides that are not in the plans. All of the points of modification to our current building plans please refer to the photos attached of a approved dwelling. We feel we are not being unreasonable wanting to reside in our shed being we live on a No Through road in a rural setting

Thanks

Jarrold and Chelsea Dawe<image001.png><image002.jpg><image003.png>

On 17 Sep 2019, at 8:39 am, Deb Carson <[cdo@northampton.wa.gov.au](mailto:cdo@northampton.wa.gov.au)> wrote:

Hello and thank you for your email. Can I confirm please that you have determined not to make any changes to the original building plans, and would like to progress with submitting your application as is? Unfortunately, if this is the case, you will be unlikely to obtain approval for the modifications, as they are not in accordance with the *Local Planning Policy for Repurposed and Secondhand Dwellings* or the Shire's *Local Planning Scheme No. 11* provisions.

Could you also please arrange payment of the outstanding planning fee of \$294 as soon as possible?

Thank you

Kind Regards,  
Deb Carson

<image004.jpg>

**Deb Carson**  
**Planning Officer**

A: PO Box 61 Northampton WA 6535

P: (08) 9934 1202 F: (08) 9934 1072

E: [cdo@northampton.wa.gov.au](mailto:cdo@northampton.wa.gov.au)

**From:** Chelsea Dawe <[chelseadawe@bigpond.com](mailto:chelseadawe@bigpond.com)>  
**Sent:** Wednesday, September 18, 2019 9:57 AM  
**To:** Deb Carson  
**Subject:** Re: 11 Ranch court Kalbarri

Yes we would like to submit our plans . We will be building the patio out of timber and can change the shade cloth to color bond Jim thought shade cloth would soften the frontage . We have a front door which we will also change to timber it is located on the side but that is were you park . We will pay the outstanding planning fee today thank you. Chelsea

**From:** Deb Carson  
**Sent:** Friday, September 20, 2019 11:41 AM  
**To:** Chelsea Dawe  
**Subject:** RE: 11 Ranch court Kalbarri

Thanks Chelsea

Just a couple more questions please.

Do you have a colour in mind for the roof of the patio? And will that patio area have a concreted or decked floor?

Could you also please send us a couple of photos that show the front and side façades of the shed?

We have also received your payment of the outstanding portion of the fee, thank you.

Kind Regards,  
Deb Carson



**Deb Carson**  
**Planning Officer**  
A: PO Box 61 Northampton WA 6535  
P: (08) 9934 1202 F: (08) 9934 1072  
E: [cdo@northampton.wa.gov.au](mailto:cdo@northampton.wa.gov.au)

**From:** Chelsea Dawe <[chelseadawe@bigpond.com](mailto:chelseadawe@bigpond.com)>  
**Sent:** Tuesday, September 24, 2019 12:00 PM  
**To:** Deb Carson  
**Subject:** 11 Ranch Court Kalbarri

Hi Deb we would like to do the patio roof in colourbond Ironstone the same as the shed roof and trim and the floor would be decking thank you Chelsea



**PHOTOS PROVIDED BY APPLICANT**



**Eastern Elevation (facing primary street)**



**Northern elevation**



**Northern elevation showing main entry**



**Western and southern elevations**



**Front gate entrance**

## **LATE ITEMS - TOWN PLANNING**

### **CONTENTS**

<b>7.3.4</b>	<b>ADDENDUM TO RETROSPECTIVE DEVELOPMENT APPROVAL – PROPOSED CHANGE OF USE OF PART OF STRUCTURE FROM ‘OUTBUILDING’ TO ‘DWELLING’ – LOT 4 (NO. 11) RANCH COURT, KALBARRI.....</b>	<b>2</b>
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**7.3.4 ADDENDUM TO RETROSPECTIVE DEVELOPMENT APPROVAL – PROPOSED CHANGE OF USE OF PART OF STRUCTURE FROM ‘OUTBUILDING’ TO ‘DWELLING’ – LOT 4 (NO. 11) RANCH COURT, KALBARRI**

<b>LOCATION:</b>	<b>Lot 4 (No. 11) Ranch Court, Kalbarri</b>
<b>FILE REFERENCE:</b>	<b>10.6.1.1/11RAN / A4763</b>
<b>APPLICANT:</b>	<b>Jarrold and Chelsea Dawe</b>
<b>OWNER:</b>	<b>Jarrold and Chelsea Dawe</b>
<b>DATE OF REPORT:</b>	<b>15 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Michelle Allen – Planning Officer</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Deb Carson – Planning Officer</b>
<b>APPENDICES:</b>	
<b>1.</b>	<b>Information provided by Applicant</b>

**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:**

Further to the report provided in the main Agenda, Shire staff have now received email correspondence from the Applicants which is provided in **Appendix 1** for Council information and consideration.

Correspondence received is in response to matters raised by staff prior to compiling the main agenda report regarding further proposed modifications. Council is requested to consider further correspondence received from the Applicant in relation to provision of car parking spaces and screening, the requirement for a bond and the unapproved location of a sea container on the lot.

**COMMENT:**

To achieve compliance with the *Shire of Northampton's Local Planning Scheme No. 11 – Kalbarri*, and the Shire of Northampton's Local Planning Policies "Outbuildings" and "Repurposed and Second-hand Dwellings", a number of design elements have been assessed for the proposed change of use of a portion of the building from an 'Outbuilding' to a 'Dwelling'. At the time of compiling the main agenda report, the Applicant had advised a number of negotiated changes to the original building design (including a solid verandah roof, wooden entry door and verandah decking), however Shire Officers were still awaiting details relating to carparking and screening of the outbuilding, and any proposed modifications to the sea container that is currently in situ upon the landholding. Email correspondence has now been received from the Applicants that addresses those additional matters raised, and this information is provided and discussed below for Council's further information.

Car parking and screening

Shire officers requested that the Applicants consider the provision of car parking spaces forward of the "shed" area of the outbuilding, such that parking would be available in direct association with the house and verandah/front door area, and so that the rear outbuilding area would be predominantly screened so as to clearly delineate the "dwelling" space from the "outbuilding" space of the building.

The Applicant has advised that this would require removal of garden beds to provide parking spaces and in their opinion would not change anything as there is already a very clear parking area and front door on the lot at present.

In earlier correspondence, the Applicant agreed to install wooden decking as flooring to the verandah and a new wooden front door to the "dwelling" area and in so doing, it is considered that removal of a significant portion of the existing garden beds would be required to be removed so as to be able to construct the verandah. **Appendix 2** includes photographs of the "dwelling entry area" and shows the current concrete pathway leading to the entry door, which is 1 metre wide on the northern side, and 2 metres wide on the southern side. The proposed verandah (to eaves) will be 4.8 metres wide. Noting that the garden beds are located right up to the concrete footpath edge, a minimum of 2.8 metres of clearing of that vegetation would be required so as to be able to construct the verandah, leaving only (what would appear to be) a thin strip of vegetation between the new verandah and the existing undeveloped and unlandscaped sand area, which would be appropriate for guest carparking.

It is proposed that provision of car parking spaces in the same area and clearly adjacent to the front of the dwelling is more appropriate than the parking spaces available presently which are adjacent to the outbuilding area of the structure. Erection of screening to further delineate the “dwelling” from the “outbuilding” in that area is considered appropriate to limit the visual impact of the outbuilding from the streetscape.

It is further noted for Council information that the driveway internally of the lot traverses the northern and western lot boundaries such that current vehicular access and approach is from the rear of the lot and building. Therefore Council is requested to consider the merit of requiring screening and carparking to delineate the “dwelling” from the “outbuilding” and provide direct access to the “dwelling” portion, as per Condition No. 5(e) of the main agenda report, or whether they wish to remove this condition in light of the information provided by the Applicant.

#### Bond

It is reiterated to Council that the Applicant is seeking retrospective planning approval for the conversion of part of the current outbuilding to create a habitable living area, having already completed the internal building modifications and thereby contravening the *Shire of Northampton’s Outbuilding Local Planning Policy (2018)*.

In March 2012, the Applicants were refused planning approval for an oversized outbuilding, however were subsequently granted building approval to erect a smaller outbuilding prior to the construction of a separate dwelling, subject to the Applicants providing Statutory Declarations stating that the construction of the house pad would commence within six (6) months of the date of the building licence being issued. The dwelling was never constructed and therefore compliance with the lodged Statutory Declarations not achieved.

The matter of payment of a bond upfront and provision of a Statutory Declaration associated with this most recent planning application, was raised with the Applicant who has stated that they feel it is unnecessary and that the \$5,000 would be better off going towards their renovations.

Given the history of previous applications and approvals and the Applicant’s record of non-compliance with Local Government provisions and approval processes, and the Applicant’s record of non-completion of works, Council is requested to consider

whether requirement for payment upfront of a bond of \$5,000 is required as per the recommended Conditions No. 7 and 8.

### Sea Container

The matter of a sea container being located on the lot without formal approval and in a location forward of the outbuilding structure (as shown in **Appendix 2**), has been raised with the Applicant. Council's policy is to allow sea containers to be placed on site for a period of up to 12 months and only if associated with the construction of a dwelling or an outbuilding.

The objectives of the Shire of Northampton Local Planning Policy "Shipping Containers" is:

- 1.1 *"To ensure an acceptable quality of development is achieved that does not detrimentally affect the amenity and streetscape of the locality.*
- 1.2 *To establish guidelines for the assessment of proposals to place shipping containers or other similar re-locatable storage units on land within the municipality."*

Furthermore, measures of the policy state:

### **"3.2 Policy Measures**

- 3.2.1 *The placement of a shipping container or similar relocatable storage unit on land, other than industrial land and rural land greater than 20 hectares in area, requires the development approval of the local government as it is considered to fall within the definitions of 'building' and therefore, 'development' under the Scheme.*
- 3.2.2 *In general, development 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.*
- 3.2.3 *It is considered that shipping containers (or other similar relocatable storage units) 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.*

3.2.4 *For the purposes of assessment and approval, the local government will classify a shipping container or other similar relocatable storage units as an outbuilding ancillary to the approved use of the land.*

3.2.5 *The permanent use and placement of shipping containers in Residential zoned areas is not supported.*

3.2.6 *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) shipping container on a property; and*
- b) *a container that exceeds 6.0m in length, 2.4m in width, and 2.6m in height.*

3.2.7 *In order for the local government to issue development approval, the applicant must address that the proposed shipping container or other similar relocatable storage unit will (at a minimum):*

- a) *not result in a detrimental impact on the amenity of the land or any adjoining land or development;*
- b) *not impinge on any boundary setbacks, as required by the Scheme, or be located in front of the building line, or be visually prominent from any public road;*
- c) *not compromise any associated approved development or use by:*
  - *impinging on any car parking bays required to satisfy the minimum car parking requirement for the associated approved development or use;*
  - *being located within an existing service yard or bin storage area;*
  - *obstructing any existing access or visual truncation provided to an accessway, pedestrian or traffic;*
- d) *be in good repair with no visible rust marks, a uniform colour to complement the building to which it is ancillary or surrounding natural landscape features; and*
- e) *be appropriately screened (vegetation or otherwise), where considered necessary by the local government, in order to meet a. above and the objectives of this policy.*

### **3.3 Application requirements**

*Applications for the use of a shipping container are required to address the following;*

- a) *The submission of:*

- a completed and sign development 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 shipping container; and
- any elevation drawings and/or photographs illustrating the presentation and appearance of the shipping container in good repair and in uniform colour with no visible rust marks.

### **3.4 Advertising and consultation**

*Other than on industrial and rural zoned land greater than 20ha, an application for a shipping container, or similar relocatable storage units will be advertised for a minimum period of 14 days pursuant to the cl. 64, Part 8 of Schedule 2 - Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 and the Shire of Northampton Consultation for Planning Proposals Local Planning Policy."*

No approval has ever been sought by the Applicant for placement of the sea container. The Applicants have been advised that should they wish to retain the sea container onsite permanently, then relocation of the container would be required such that it is be located in a less visually prominent location and information would need to be provided showing proposed plans for screening and cladding of the container so that it would be sufficiently and permanently screened or modified externally so as to remove the appearance of an outbuilding or cladded structure.

The Applicant's response states that they will not be submitting plans for the sea container at this time and will deal with it after completion of the current outbuilding/dwelling modifications.

In light of the Applicant's response to the matter of an unapproved sea container located on the said lot, Council is requested to consider whether provisions relating to approval or removal of the sea container, as per Condition 5 (f) of the main agenda report, are appropriate.

**CONCLUSION:**

Since receipt of the Applicant's correspondence, it is recommended that Council, in addition to the information presented within the main Agenda report, give additional consideration to the issues of carparking spaces and screening, the payment of a bond and the sea container, and in particular Conditions 5(d), 5(e) and 5(f) and Conditions 7 and 8.

**OFFICER RECOMMENDATION ITEM 7.3.4**

**APPROVAL**

**That Council, having taken into consideration the provisions of the Local Planning Scheme No. 11 (Kalbarri Townsite) and the Shire's 'Outbuildings' Local Planning Policy and the Shire's 'Repurposed and Second-hand Dwellings' Local Planning Policy, grants retrospective development approval for the building upon Lot 4 (No. 11) Ranch Court, Kalbarri, comprising a forward habitable dwelling and rear outbuilding, subject to the following conditions:**

- 1. Development shall be in accordance with the attached approved plan(s) dated 18 October 2019 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the Local Government;**
- 2. Any additions to or change of use of any part of the building or land (not the subject of this approval) requires further application and development approval for that use/addition;**
- 3. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;**
- 4. A building permit shall be issued by the local government prior to the commencement of any additional works on site;**
- 5. The Applicant shall undertake all of the building modifications and requirements as specified below;**
  - a) The north-facing door to be replaced with a timber door;**
  - b) The verandah/patio structure to be constructed comprising timber uprights and solid colorbond roof cladding in Ironstone colour**

- c) **The verandah/patio structure to include wooden floor decking for the entire length and width of the patio area;**
  - d) **Permanent, non-visually permeable, fixed screening to a height of at least 1.8 metres (as marked in RED on the attached approved plan(s) dated 18 October 2019) to be constructed and maintained to clearly delineate and separate the dwelling space from the rear outbuilding area and to screen the rear outbuilding area from view from the street, to the satisfaction of the local government;**
  - e) **The provision of two (2) car parking spaces to be provided forward of the screening (as specified above), such that the carparking spaces are provided in direct association with the house and verandah/front door area, and be to a compacted gravel standard to the approval of the local government;**
  - f) **The shipping (sea) container, currently located forward of the lot, to be either:**
    - i) **removed from Lot 4 (No. 11) Ranch Court, Kalbarri; or**
    - ii) **moved so as to be located wholly behind the dwelling or within the outbuilding such that it is not visible from view from the street;**
    - iii) **externally modified to include wall and roof cladding so that the facades of the sea container are completely screened/covered, to the approval of the local government.**
- 6. The Applicant shall lodge a Statutory Declaration with the Shire of Northampton prior to a Building Permit being issued, that provides a written and signed commitment to complete the required modifications to the approval of the local government and in accordance with, and acceptance of, Condition No's 5, 7 and 8 of this approval;**
- 7. A bond of \$5,000 shall be lodged with the Shire of Northampton prior to the issuance of a Building Permit, with the bond money to be repaid to the Applicant when the modifications as specified at Condition No. 5 are deemed to be completed (also refer to Condition No. 8 and Advice Note 3);**
- 8. Should the works as specified at Condition No. 5 not be undertaken or completed to the satisfaction of the local government within a period of 6 months from the date of this approval, being on or before the 18th April 2020, the Applicant will have forfeited their right to recover the bond as described within Condition No. 7.**

**Advice Notes**

**Note 1: If the development/use the subject of this approval is not substantially commenced within a six month period, the approval will lapse and be of no further effect.**

**Note 2. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.**

**Note 3. Should the Applicant fail to commence or complete the modifications specified at Condition No. 5 within the timeframes specified in Condition No. 8, the Applicant will have been deemed by the local government to have forfeited their bond. The Shire of Northampton may thereafter commence enforcement proceedings. These may include fines, prosecution, removal orders of the outbuilding and/or removal orders of the occupants. The Applicant is advised that, should delays to the modification works become likely, the Applicant should liaise immediately with the local government in order to seek a minor extension of approval and so as to avoid compliance measures being initiated by the local government.**

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

**APPENDIX 1 – APPLICANT CORRESPONDENCE**

**From:** JD and Chelsea Dawe <[chelseadawe@bigpond.com](mailto:chelseadawe@bigpond.com)>  
**Sent:** Friday, October 11, 2019 7:48 AM  
**To:** Deb Carson <[cdo@northampton.wa.gov.au](mailto:cdo@northampton.wa.gov.au)>  
**Subject:** Re: 11 Ranch Court Kalbarri

Morning Deb sorry it's taken so long to respond school holidays are a crazy busy time. Due to the fact that our residence is 80+ meters from the road I don't think pulling out garden to add car parking will change anything. Being a private residence the only people that come to our place is friends who drive up the drive way to a very clear parking area and front door. As per the bond we feel it is unnecessary the \$5000 would be better off going towards our renovations. We will not be submitting plan for the sea container at this time we will deal with it after the currant renos. Thankyou Chelsea .

**From:** Deb Carson <[cdo@northampton.wa.gov.au](mailto:cdo@northampton.wa.gov.au)>  
**Date:** Tuesday, 8 October 2019 at 9:50 AM  
**To:** Chelsea Dawe <[chelseadawe@bigpond.com](mailto:chelseadawe@bigpond.com)>  
**Subject:** RE: 11 Ranch Court Kalbarri

Hello Chelsea and Jarrad

I'm just following up on my previous email to you, could you please provide a response in relation to the matters below as soon as possible so that this can be presented to Council next week?

Thank you

Kind Regards,  
Deb Carson

**From:** Deb Carson  
**Sent:** Tuesday, September 24, 2019 2:59 PM  
**To:** Chelsea Dawe  
**Subject:** RE: 11 Ranch Court Kalbarri

Thanks for that extra information and photos Chelsea, I think with those proposed changes to the outbuilding we can get your application across the line for planning approval. Is there any opportunity to provide carparking forward of the shed area, such that parking is provided in direct association with the house and verandah/front door area, and the rear area can retain some level of screening from view from the street?

I will need to take this to Council at their 18<sup>th</sup> October 2019 Ordinary Meeting for their approval, as there is also the matter of the bond that will need to be determined by them.

If you would like to provide any further information, or address Council on your application or the matter of the bond, then please do so in writing by no later than the end of this month. Given the history of previous applications and approvals etc, it is very likely that Council will require the \$5,000 bond fee payable up front and a Statutory Declaration signed (in accordance with the *Local Planning Policy – Repurposed and Secondhand Dwellings*), prior to your application being granted final planning approval. I just wanted to ensure that you are made aware of this so that there are no surprises later.

I would also like to raise the matter of the sea container that is located forward of your house. It is Council's Policy to only allow a sea container on site for a period of up to 12 months and only if it is associated with the construction of a dwelling or outbuilding. I have attached our *Shipping Container Local Planning Policy* for your further information. Should you wish to retain the sea container onsite permanently, then we would require you to consider the relocation of the container such that it is in a less visually prominent location and/or progress plans to ensure that it is sufficiently and permanently screened or modified externally so as to take the appearance of an outbuilding or cladded structure. If we can tidy up an approval for the sea container now within this current development application, there will be no requirement for an additional planning fee to be charged or application to be made for the container as an additional application and approval. For this to occur, we would require further plans to be provided that show the changes proposed. If you could advise re the sea container at your earliest opportunity that would be greatly appreciated.

Thank you

Kind Regards,  
Deb Carson

**APPENDIX 2.**

**PHOTOGRAPHS OF FRONT ENTRY AREA AND CURRENT LANDSCAPING AND SEA CONTAINER**



**Driveway “entry” to building approaching from south-west (rear) of lot**



**View of entry door and landscaping from south (rear view, left) and north (front view, right)**





**Sea container, as viewed from the street**

## **LATE ITEMS - TOWN PLANNING**

### **CONTENTS**

<b>7.3.3</b>	<b>ADDENDUM TO APPLICATION FOR DEVELOPMENT APPROVAL AND LICENSE AGREEMENT – SIGHTSEEING PINK LAKE AND COASTAL TOURS .....</b>	<b>2</b>
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**7.3.3 ADDENDUM TO APPLICATION FOR DEVELOPMENT APPROVAL AND LICENSE AGREEMENT – SIGHTSEEING PINK LAKE AND COASTAL TOURS**

<b>LOCATION:</b>	<b>UCL land parcels – Port Gregory Townsite and beach areas between Hutt River mouth and Lucky Bay</b>
<b>APPLICANT:</b>	<b>TS Hay Pty Ltd/Port Gregory Caravan Park WA</b>
<b>OWNER:</b>	<b>State of Western Australia</b>
<b>FILE REFERENCE:</b>	<b>10.7.1.3 / 9.2.3/ A663</b>
<b>DATE OF REPORT:</b>	<b>8 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Michelle Allen – Planning Officer</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Deb Carson – Planning Officer</b>
<b>APPENDICES:</b>	
1.	<b>Schedule of Submissions</b>
2.	<b>Proposed Tour Route</b>

**AUTHORITY / DISCRETION:**

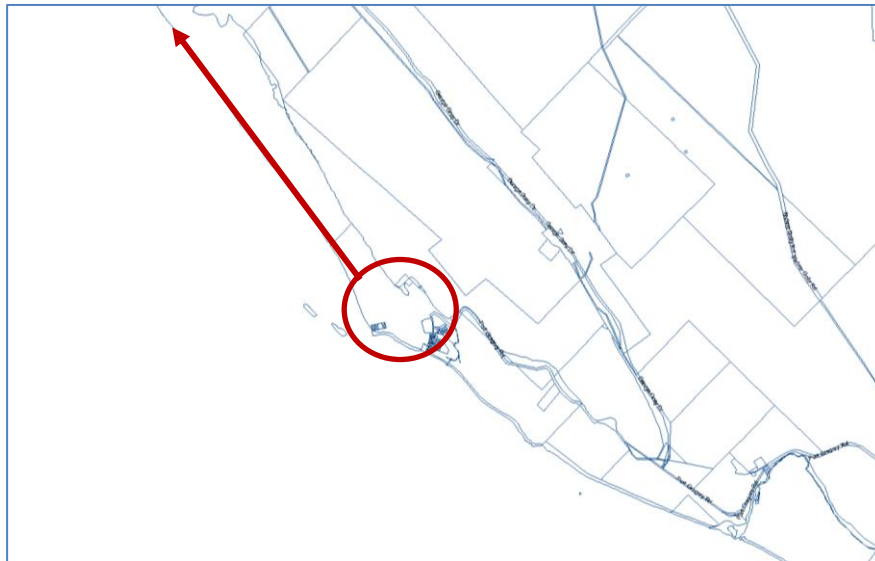
**Quasi-Judicial** *when Council determines an application within a clearly defined statutory framework, abiding by the principles of natural justice, acting only with discretion afforded it under law, and giving full consideration to Council policies and strategies relevant to the matter at hand. These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

**SUMMARY:**

Further to the report provided in the main agenda, this Addendum is provided to Council following closure of the advertising period for submissions on Thursday 17 October 2019.

This report provides Council with a table of submissions received during the advertising period and recommends conditional approval of the applicant's application.

**LOCATION PLAN:**



**COMMUNITY & GOVERNMENT CONSULTATION:**

The application for the proposed use of Unallocated Crown Land to conduct sight-seeing tours of the Port Gregory Coastline including the sand dunes and the unique Pink Lake viewing stops (as provided in **Appendix 2**), was advertised in accordance with clause 64, Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, as per the following:

- Public advertising - notice of the development placed in the Geraldton Guardian;
- Letter to the relevant Government Departments;
  - Department of Transport;
  - Department of Primary Industries and Regional Development;
  - Department of Jobs, Tourism, Science and Innovation;
  - Department of Mines, Industry Regulation and Safety;
  - Department of Biodiversity, Conservation and Attractions; and
  - Department of Water and Environmental Regulation.
- A Notice of the development was also advertised at each of the Shire's administration buildings; and
- A Notice of the development was also advertised upon the Shire's website.

Prior to the advertising period, copy of a letter of consent from the Yamatji Marlpa Aboriginal Corporation as forwarded by them to the Department of Planning, Lands and Heritage on the 20 September 2019 was received by the Applicant and was attached to their Development Application.

During the above advertising periods the following submissions were received:

- Two (2) submissions were received from Government Departments :-
  - Department of Biodiversity, Conservation and Attractions; and
  - Department of Primary Industries and Regional Development.

A submission schedule, including a summary of the submissions and comments made, is provided as **Appendix 1**. to this report.

**VOTING REQUIREMENT:**

*Simple Majority Required.*

**CONCLUSION:**

Based upon the above, it is recommended that Council approve the Applicant's Development Approval and endorse the License Agreement for a two (2) year term to April 2021 between the Applicant and the Department of Planning, Lands and Heritage, subject to the conditions outlined below.

**OFFICER RECOMMENDATION – ITEM 7.5.3  
APPROVAL**

**That Council grant Development Approval for an experiential use (sightseeing tours) over the land areas of Unallocated Crown Land as identified, subject to the following conditions:**

- 1. This Development Approval is an approval for the proposed use for the purposes of the Shire of Northampton's *Local Planning Scheme No. 10 – Northampton* and the *Planning and Development Act (2005)* only;**
- 2. The Applicant obtaining the signature of the Department of Planning, Lands and Heritage on the Application for Development Approval Form, relating to this application and approval;**
- 3. This Development Approval is subject to the continuing Approval of the Minister of Lands by means of a valid License Agreement with the Department of Planning, Lands and Heritage (or relevant state lands authority) in accordance with the provisions of the *Land Administration Act (1997)*;**
- 4. This Development Approval shall remain valid whilst the License Agreement referred to above remains current and valid, and on the expiration or in the termination of such License Agreement, this Development Approval shall cease to be valid;**

5. **The proposed tour, to traverse the areas of Unallocated Crown Land as identified in the attached approved plans dated 18 October 2019, shall be limited to the provision of one (1) six-seater side-by-side buggy;**
6. **The Applicant shall provide an Emergency Management Plan to the Shire of Northampton, and be to the approval of the local government, prior to the commencement of the proposed use;**
7. **The Applicant shall contact the Shire of Northampton’s Environmental Health Officer to ensure compliance with the Food Act (2008) prior to commencement of the proposed use;**
8. **Tour times shall be limited to the hours of 8am and 5pm, Sunday to Saturday inclusive;**
9. **The Applicant shall comply with the requirements as set out by the Department of Biodiversity, Conservation and Attractions, to the satisfaction of the Local Government, for the protection of migratory bird species, and tours and tour participants shall not in any way interfere with those bird species;**
10. **The Applicant shall conduct the tours ONLY using existing pathways, roads and tracks as identified in the attached approved plans dated 18 October 2019, and shall not negatively impact, degrade or damage the natural amenity within the approved land locations in any way; and**
11. **The Applicant shall obtain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton, to comply with the provisions of the Shire of Northampton’s Local Planning Policy – Commercial Recreational Tourism Activity.**

**Advice Notes:**

**Note 1:** *If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect;*

**Note 2:** *Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.*

- Note 3.** *The Applicant is advised to familiarise themselves with the Aboriginal Heritage Due Diligence Guidelines, which are designed to assist proponents to identify and mitigate any risks to Aboriginal Heritage, available at <https://www.daa.wa.gov.au/globalassets/pdf-files/ddg>.*
- Note 4.** *With regard to Condition 9, the Applicant will be provided with advice from the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife) relating to the environmental significance of the Hutt Lagoon system and migratory shorebirds and waders located there.*
- Note 5:** *If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.*

**APPENDIX 1. - SCHEDULE OF SUBMISSIONS**

No	Date Received	Submitter	Submission Detail	Comment/Recommendation
1.	7/10/2019	Dept of Biodiversity, Conservation and Attractions	<p><b>NO OBJECTION</b></p> <p>DBCA considers level of activity will not negatively impact vegetation or fauna habitats in the area. Nonetheless it recommends that the applicant be advised of the importance of keeping vehicles to existing tracks and bare sand areas (beaches &amp; mobile dunes) in order to prevent impacts to vegetation and fauna habitat.</p> <p>Pink Lake is an Environmentally Sensitive Area and is listed in the Directory of Important Wetlands of Australia. Areas proposed for sightseeing tours provide important habitat for many bird species, including shorebirds and migratory waders that are protected under international agreements. A list of bird species recorded near the area of the proposed coastal tours was provided.</p>	<p>Noted. Condition No. 9 and Advice Note 4 has been applied so as to address the bird concerns raised, and Condition No. 10 has been applied to address vehicular access and use.</p>
2.	11/10/2019	Dept. Primary Industries & Regional Development	<p><b>NO OBJECTION</b></p> <p>With feral pigs in Shire of Northampton, DPIRD highlighted risk of highly contagious virus African swine fever and pathways to entry into Australia via people visiting from overseas with contagion on footwear. DPIRD recommends tour operators include education regarding hygiene and ensuring wild pigs cannot access food waste products.</p>	<p>Noted. It is questionable as to whether dissemination of information regarding quarantine and biosecurity matters should become the responsibility of the tour operator, given that this is the responsibility of the Federal Government, with quarantining and biosecurity activities occurring at point of entry for international tourists.</p>



			DPIRD advised deep coastal sands traversed by proposed tour are extremely susceptible to wind erosion and recommends that buggy tours only adhere to formed tracks.	With regard to concerns regarding erosion, Condition No. 10 has been applied to address vehicular access and use.
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**APPENDIX 2. - PROPOSED TOUR ROUTE  
SIGHTSEEING PINK LAKE AND COASTAL TOURS, PORT GREGORY**



7.4.1	ACCOUNTS FOR PAYMENT	2
7.4.2	MONTHLY FINANCIAL STATEMENTS – SEPTEMBER 2019	10

**7.4.1 ACCOUNTS FOR PAYMENT**

<b>FILE REFERENCE:</b>	<b>1.1.1</b>
<b>DATE OF REPORT:</b>	<b>4 October 2019</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>Nil</b>
<b>REPORTING OFFICER:</b>	<b>Leanne Rowe/Grant Middleton</b>
<b>APPENDICES:</b>	<b>1. List of Accounts</b>

**SUMMARY**

Council to authorise the payments as presented.

**BACKGROUND:**

A list of payments submitted to Council on 18<sup>th</sup> October 2019, for confirmation in respect of accounts already paid or for the authority to those unpaid.

**FINANCIAL & BUDGET IMPLICATIONS:**

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

**POLICY IMPLICATIONS:**

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

**VOTING REQUIREMENT:**

Absolute Majority Required:

**OFFICER RECOMMENDATION – ITEM 7.4.1**

**That Municipal Fund Cheques 21753 to 21768 inclusive totalling \$56,743.94, Municipal EFT payments numbered EFT19832 to EFT19912 inclusive totalling \$257,681.54, Trust Fund Cheques 2455 to 2462, totalling \$3,051.82, Direct Debit payments numbered GJ0302 to GJ0310 inclusive totalling \$267,721.31 be passed for payment and the items therein be declared authorised expenditure.**

SHIRE OF NORTHAMPTON  
FINANCE REPORT – 18 OCTOBER 2019

Chq #	Date	Name	Description	Amount
21753	09-09-2019	WESTERN AUSTRALIAN PLANNING COMMISSION	PLANNING COMMISSION APPLICATION DEP PLAN 417460	639.00
21754	09-09-2019	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	179.90
21755	16-09-2019	SHIRE OF NORTHAMPTON	NR10505 REGISTRATION	107.05
21756	17-09-2019	PETTY CASH - KALBARRI	PETTY CASH RECOUP	81.65
21757	17-09-2019	WATER CORPORATION	WATER USE & SERVICE CHARGES	360.73
21758	17-09-2019	SYNERGY	ELECTRICITY CHARGES	12934.59
21759	17-09-2019	TELSTRA	TELEPHONE CHARGES	1827.39
21760	19-09-2019	AUSTRALIA POST	POSTAGE	3140.47
21761	19-09-2019	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	16009.29
21762	19-09-2019	GERALDTON MOWER & REPAIR SPECIALISTS	STIHL TELESCOPIC TOOL	404.00
21763	19-09-2019	KALBARRI GAS	KAL REC SUPPLY & INSTALL FENCE	3300.00
21764	19-09-2019	KLEENHEAT GAS	GAS FACILITY FEE	79.20
21765	19-09-2019	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES RECOVERY OF UNPAID RATES LOT 984 MAINWARING DV KALB	13807.32
21767	19-09-2019	SHIRE OF NORTHAMPTON	A2941 KALB RES REFUSE	3685.00
21768	26-09-2019	RIGHT 4 THE ROAD	NTON COM BUS ANNUAL INSPECTION	188.35
				<b><u>\$56,743.94</u></b>

**ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT**

<b>EFT #</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT19832	05-09-2019	NEIL BROADHURST	REIMB GLASSES	300.00
EFT19833	05-09-2019	JUSTINE FIRMIN	REFUND LUCKY BAY FEES	15.00
EFT19834	05-09-2019	LEO RYAN	REIMB GLASSES	339.90
EFT19835	19-09-2019	ABROLHOS ELECTRICS	KAL AGED REPLACE SMOKE ALARMS	2249.83
EFT19836	19-09-2019	ALAN CRAGAN BOBCAT & EXCAVATOR HIRE	HKS FSHORE BOBCAT HIRE DUP	655.82
EFT19837	19-09-2019	KALBARRI IGA	REFRESHMENTS	109.11
EFT19838	19-09-2019	ARROW BRONZE	NICHE WALL PLAQUE	170.88
EFT19839	19-09-2019	BATAVIA TIMBER & SALVAGE	NTON BOWLING REMOVE ASBESTOS FLOORING	1848.00
EFT19840	19-09-2019	BLACKWOODS	50 TRAFFIC CONES	896.92
EFT19841	19-09-2019	BUNNINGS BUILDING SUPPLIES	PLANTER POTS PLANTS	121.26
EFT19842	19-09-2019	BUSINESS KEY PTY LTD	KVC KALB MAP ADVERT	841.50
EFT19843	19-09-2019	SAMANTHA CALDWELL	NCCA MATERIALS CUBBY BUILDING	254.50
EFT19844	19-09-2019	CATERLAAST	VIBE ROLLER ARTICULATION REPAIRS	9994.56
EFT19845	19-09-2019	CENTRAL WEST PEST CONTROL	NCCA PEST CONTROL	120.00
EFT19846	19-09-2019	MIDWEST CHEMICAL & PAPER	WIPER ROLL, ZONEFRESH, 20LT LEMON	276.76
EFT19847	19-09-2019	CIVIC LEGAL	LEGAL ADVICE NCCA MOA	2750.00
EFT19848	19-09-2019	CLARKSON FREIGHTLINES	FREIGHT SIGN POLES	407.87
EFT19849	19-09-2019	COASTAL PLUMBING & GAS FITTING	TEST BACKFLOW DEVICE	165.00
EFT19850	19-09-2019	DEPARTMENT OF TRANSPORT	KALB MARINE FACILITY REIMB WATER	29.14
EFT19851	19-09-2019	SIMON DRAGE	REBATE SEAT PLANK FOR PLAQUE	60.50
EFT19852	19-09-2019	D-TRANS	PIG TRAILER REPAIRS	11758.75
EFT19853	19-09-2019	ENGIN PTY LTD	ENGIN CHARGES	240.58
EFT19854	19-09-2019	FIVE STAR BUSINESS EQUIPMENT	PHOTOCOPIER COUNT/MTCE	450.10
EFT19855	19-09-2019	GERALDTON LOCK & KEY SPECIALISTS	BINNU HALL LOCK	104.83

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EFT #	Date	Name	Description	Amount
EFT19856	19-09-2019	GERALDTON & MIDWEST SECURITY SERVICES	SECURITY SYSTEM - QUARTER	788.56
EFT19857	19-09-2019	GREAT NORTHERN RURAL SERVICES	HUNTER SOLENOID	669.03
EFT19858	19-09-2019	C + J HANSON PLUMBING CONTRACTORS	OVAL HOUSE INSTALL GNC SEPTIC SYSTEM	13526.62
EFT19859	19-09-2019	TANYA HENKEL	HERITAGE ADVISORY SERVICES	1760.04
EFT19860	19-09-2019	HILLE, THOMPSON & DELFOS	SUDIV LOT 47 MITCHELL ST HKS	7120.30
EFT19861	19-09-2019	HOSEXPRESS	MAKE AIR HOSE	99.75
EFT19862	19-09-2019	IPLX PIPELINES AUSTRALIA PTY LTD	5 PLASTIC CULVERTS STOCK	1488.30
EFT19863	19-09-2019	JASON SIGNMAKERS	SIGN POLES/BRACKETS HKS/PORT SIGNS	2224.64
EFT19864	19-09-2019	KALBARRI AUTO CENTRE	SERVICE	1266.00
EFT19865	19-09-2019	KALBARRI EXPRESS FREIGHT	FREIGHT	193.60
EFT19866	19-09-2019	KALBARRI B P SERVICE STATION	DEGREASER	12.65
EFT19867	19-09-2019	KALBARRI WAREHOUSE	GLASS CLEANER, ARMOR ALL	153.55
EFT19868	19-09-2019	KALBARRI LAWNMOWING SERVICE	KAL AGED LAWNMOWING, SPRAYING	480.00
EFT19869	19-09-2019	KALBARRI GRAVEL & SAND SUPPLIES	KALB GRAVEL VERGE SUPPLY	660.00
EFT19870	19-09-2019	KALBARRI PEST CONTROL (BC DIGGINS & KP LAW)	VISUAL TERMITE INSPECTION & URBAN SPRAY	940.00
EFT19871	19-09-2019	LGISWA	HEARING TESTS	135.96
EFT19872	19-09-2019	MARK ARMSTRONG ELECTRICAL	CONNECT NEW ARFU SYSTEM	1820.50
EFT19873	19-09-2019	LGRCEU	Payroll deductions	287.00
EFT19874	19-09-2019	MIDWEST MULCHING MOWING	GEORGE GREY VERGE MOWING	48400.00
EFT19875	19-09-2019	MODERN TEACHING AIDS PTY LTD	NCCA SAND SCOOPS	71.45
EFT19876	19-09-2019	NORTHAMPTON IGA	GOODS	42.67
EFT19877	19-09-2019	NORTHAMPTON NEWSAGENCY	STATIONERY	600.07
EFT19878	19-09-2019	NORTHAMPTON AUTO ELECTRICS	SUPPLY & FIT NEW EVAPORATOR	2734.08
EFT19879	19-09-2019	NORTHAMPTON FAMILY STORE	UNIFORMS	597.40
EFT19880	19-09-2019	PEMCO DIESEL PTY LTD	ISSEKA FIRE TRUCK REPAIR PUMP	788.98
EFT19881	19-09-2019	PORT GREGORY CARAVAN PARK	2 GAS BOTTLES	72.00

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EFT #	Date	Name	Description	Amount
EFT19882	19-09-2019	QUANTUM SURVEYS	HARVEY/HORRY SURVEY, DESIGN SETOUT	14137.97
EFT19883	19-09-2019	RAC	RAC BUSINESSWISE ROADSIDE SERVICE	742.00
EFT19884	19-09-2019	REPEAT PLASTICS WA	KIMBERLEY IN GROUND BENCH HKS	707.30
EFT19885	19-09-2019	ROAD RUNNER MECHANICAL SERVICES	PARTS FILTER, FUSE BOX&COVER	1023.20
EFT19886	19-09-2019	MIDWEST SWEEPING CONTRACTORS	STREET SWEEPING PRE-SHOW	1683.00
EFT19887	19-09-2019	PAUL SHERIFF	SYNERGY CREATE PLAY ACC	165.00
EFT19888	19-09-2019	SPALDING ELECTRICAL SERVICES	OVAL RES DISCONNECT POWER	499.40
EFT19889	19-09-2019	STAR TRACK EXPRESS	FREIGHT	5.02
EFT19890	19-09-2019	ST JOHN AMBULANCE NORTHAMPTON	NCCA ST JOHN	320.00
EFT19891	19-09-2019	SUNNY SIGN COMPANY PTY LTD	RURAL ADDRESS PLATES	269.72
EFT19892	19-09-2019	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	DOZER HIRE	32912.00
EFT19893	19-09-2019	WEIRDO'S CARPENTRY & MAINTENANCE	KAL CAMP TAKE DELIVERY OF TOILET	247.50
EFT19894	19-09-2019	WESTRAC EQUIPMENT PTY LTD	REPAIR CENTER SHIFT LOCK	3558.43
EFT19895	19-09-2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	2019 LG WEEK CR KRAKOUER	9274.00
EFT19896	19-09-2019	WEST AUSTRALIAN NEWSPAPERS LTD	KVC TRAVEL FEATURE	1200.00
EFT19897	19-09-2019	WESTERN RESOURCE RECOVERY PTY LTD	HAMPTON GDNS PUMP SEPTIC 2 & LEECH 1	6666.00
EFT19898	19-09-2019	NORTHAMPTON TYRES	SUPPLY & FIT 4 TYRES	8511.00
EFT19899	19-09-2019	WILLIAMS & HUGHES	LEGAL FEES NTON GOLF CLUB LEASE	198.10
EFT19900	19-09-2019	AT & DE WILSON PTY LTD	OLD SCHOOL CLASSROOMS EXT MTCE & PAINTING	10260.00
EFT19901	19-09-2019	CT & L WOODCOCK	400LT SQUATPAC TANK, HOSE REEL	3122.95
EFT19902	19-09-2019	WURTH AUSTRALIA WEST	LUBES	133.21
EFT19903	19-09-2019	XAP TECHNOLOGIES PTY LTD	KIDSXAP MONTHLY SUBSCRIPTION	139.00
EFT19904	19-09-2019	AUSTRALIAN TAXATION OFFICE	AUGUST 2019 BAS	11143.00
EFT19905	12-09-2019	DAN ARMES	REFUD LUCKY BAY FEES	45.00



SHIRE OF NORTHAMPTON  
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EFT #	Date	Name	Description	Amount
EFT19906	12-09-2019	DANIEL TILBROOK	LYNTON CONVICT ST GAOL WALLS LIME MOTAR SEALING	12630.00
EFT19907	12-09-2019	FRANK ZAPPIA CONCRETE	HKS CONCRETE DUP (SHELTER COM KITCHEN)	8580.00
EFT19908	17-09-2019	AUSSIE SHEDS	KALBARRI DEPOT ENGINEER DRAWINGS	2000.00
EFT19909	17-09-2019	DEVISE URBAN PLANNING	PLANNING SERVICES 30 AUG - 12 SEPT 2019	4290.00
EFT19910	19-09-2019	GLENN BANGAY	REIMB EHA STATE CONF 2019 ACCOMM/MEALS	1403.44
EFT19911	19-09-2019	OWEN SIMKIN	REIMB FUEL 53 KMS @ 0.78C	41.34
EFT19912	25-09-2019	INDIGO STORM PHOTOGRAPHY	2 X PHOTOGRAPHS	680.00
				<b>\$257,681.54</b>

**TRUST FUND CHEQUES**

<b>Chq #</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
2455	11-09-2019	BUILDING CONSTRUCTION INDUSTRY TRAINING	BCTF AUGUST 2019	1003.75
2456	11-09-2019	SHIRE OF NORTHAMPTON	BCTF COMMISSION AUGUST 2019	8.25
2457	11-09-2019	DEPT MINES INDUSTRY REGULATION/SAFETY	BRB AUGUST 2019	914.82
2458	11-09-2019	SHIRE OF NORTHAMPTON	BRB COMMISSION AUGUST 2019	25.00
2459	16-09-2018	CHAPMAN VALLEY PRIMARY SCHOOL	REFUND BUS BOND	200.00
2460	20-09-2019	DEPT PLANNING & INFRASTRUCTURE	SPECIAL SERIES PLATES 300NR	200.00
2461	16-06-2019	MS MARIE LEVETT	REFUND KERB DEPOSIT	500.00
2462	26-09-2019	MRS LYN BRUNKE	REFUND BUS BOND	200.00
				<b>\$3,051.82</b>

SHIRE OF NORTHAMPTON  
FINANCE REPORT – 18 OCTOBER 2019

**DIRECT DEBITS**

Jnl #	Date	Name	Description	Amount
	05/09/2019	PAYROLL	FN/E 04/09/2019	96210.00
	05/09/2019	SUPERCHOICE	SUPERANNUATION FN/E 04/09/2019	23335.93
	19/09/2019	PAYROLL	FN/E 18/09/2019	100613.00
	19/09/2019	SUPERCHOICE	SUPERANNUATION FN/E 18/09/2019	25743.99
GJ0302	30-09-19	NATIONAL AUSTRALIA BANK	BANK FEES	149.13
GJ0304	30-09-19	NATIONAL AUSTRALIA BANK	BPOINT FEES	178.47
GJ0305	30-09-19	NATIONAL AUSTRALIA BANK	BPAY	509.52
GJ0307	30-09-19	CEO CORPORATE CARD	BANK CHARGES	9.00
			WESTERN POWER STREET LIGHT	497.92
			LG WEEK EXPENSES	<u>2,136.19</u>
GJ0308	30-09-19	DCEO CORPORATE CARD	BANK CHARGES	9.00
			NCCA IINET	81.46
			KAL CHILD CARE IINET	80.28
			2V NET COMPUTER EXPS OFFICE	
			365	442.99
			WA ROPES KALB FORESHORE	605.00
			TELEPHONE EXPS	<u>40.00</u>
GJ0309	30-09-19	NATIONAL AUSTRALIA BANK	LOAN 152 PRINCIPAL CEO SS LOAN	8844.45
GJ0310	30-09-19	NATIONAL AUSTRALIA BANK	LOAN 152 INTEREST CEO SS LOAN	8234.98
				<u><u><b>\$267,721.31</b></u></u>

**7.4.2 MONTHLY FINANCIAL STATEMENTS – SEPTEMBER 2019**

<b>FILE REFERENCE:</b>	<b>1.1.1</b>
<b>DATE OF REPORT:</b>	<b>4<sup>th</sup> October 2019</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>Nil</b>
<b>REPORTING OFFICER:</b>	<b>Grant Middleton</b>
<b>APPENDICES:</b>	<b>Monthly Financial Report for September 2019</b>

**SUMMARY**

Council to adopt the monthly financial reports as presented.

**BACKGROUND:**

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

The Monthly Statements of Financial Activity for the period ending 30 September 2019 are listed below, and include:

Monthly Summary Information

Statement of Financial Activity by Program

Statement of Financial Activity By Nature or Type

Statement of Capital Acquisitions and Capital Funding

Statement of Budget Amendments

Note 1 Significant Accounting Policies (presented with the budget)

Note 2 Explanation of Material Variances

Note 3 Net Current Funding Position

Note 4 Cash and Investments

Note 5 Budget Amendments (as per Budget Review process)

Note 6 Receivables

Note 7 Cash Backed Reserves

Note 8 Capital Disposals

Note 9 Rating Information

Note 10 Information on Borrowings

Note 11	Grants
Note 12	Trust
Note 13	Details of Capital Acquisitions
Appendix B	Detailed Schedules (separate presentation)

### **FINANCIAL & BUDGET IMPLICATIONS:**

The 30 September 2019 financial position is comprised of the following:

Total operating revenue has a positive variance of \$185,320 and operating expenditure has a positive variance of \$157,727. The variances are not considered significant and generally relate to timing differences between budget and actuals. Any significant variances will be dealt with in the budget review process.

Investing and Financing variances will reconcile as the year progresses and it is anticipated there will be no significant budget variations.

### **STATUTORY IMPLICATIONS:**

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

### **POLICY IMPLICATIONS:**

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

### **VOTING REQUIREMENT:**

Simple Majority Required:

### **OFFICER RECOMMENDATION – ITEM 7.4.2**

**That Council adopts the Monthly Financial Report for the period ending 30 September 2019.**

**SHIRE OF NORTHAMPTON**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 September 2019**

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

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Note 2	Explanation of Material Variances
Note 3	Net Current Funding Position
Note 4	Cash and Investments
Note 5	Budget Amendments (presented as per Budget Review process)
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals
Note 9	Rating Information
Note 10	Information on Borrowings
Note 11	Grants
Note 12	Trust
Note 13	Details of Capital Acquisitions

SHIRE OF NORTHAMPTON  
Information Summary  
For the Period Ended 30 September 2019

**Key Information**

**Report Purpose**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

**Overview**

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

**Statement of Financial Activity by reporting program**

Is presented in the Statement of Financial Activity as a surplus as at 30 September 2019 of \$6,343,587.

**Items of Significance**

The material variance adopted by the Shire of Northampton for the 2019/20 year is \$5,000. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

**Capital Expenditure**

Infrastructure Assets - Roads ▲ \$ 152,676 Actuals and budget will converge as the year progresses

**Capital Revenue**

Non-operating Grants, Subsidies and Contributions ▲ \$ 109,918 Actuals and budget will converge as the year progresses

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
<b>Significant Projects</b>				
Construct Extension to RSL Hall	33%	\$ 610,100	\$ 152,523	\$ 200,531
Blue Holes Carpark Redevelopment R969	0%	\$ 135,450	\$ 33,855	\$ -
Old School Building Upgrades	68%	\$ 77,935	\$ 19,482	\$ 52,865
Road Construction	17%	\$ 1,928,213	\$ 482,019	\$ 329,343
Footpath Construction	3%	\$ 297,403	\$ 74,346	\$ 7,617
Tip Truck Northampton	0%	\$ 250,000	\$ 62,499	\$ -
Tipping Trailer Northampton	0%	\$ 85,000	\$ 21,250	\$ -
Vibe Roller	0%	\$ 180,000	\$ 44,999	\$ -
<b>Grants, Subsidies and Contributions</b>				
Operating Grants, Subsidies and Contributions	38%	\$ 1,156,493	\$ 418,549	\$ 434,061
Non-operating Grants, Subsidies and Contributions	40%	\$ 1,500,386	\$ 494,207	\$ 604,125
	39%	\$ 2,656,879	\$ 912,756	\$ 1,038,186
Rates Levied	100%	\$ 4,703,547	\$ 4,672,601	\$ 4,703,750

*% Compares current ytd actuals to annual budget*

Financial Position		Closing (Audited)	
		Balance 30 June 2019	Current Year 30 Sep 2019
Adjusted Net Current Assets	363%	\$ 1,745,371	\$ 6,343,587
Cash and Equivalent - Unrestricted	155%	\$ 1,690,209	\$ 2,620,500
Cash and Equivalent - Restricted	65%	\$ 1,482,505	\$ 963,686
Receivables - Rates	1113%	\$ 302,667	\$ 3,368,414
Receivables - Other	53%	\$ 99,260	\$ 52,571
Payables	20%	\$ 503,622	\$ 101,205

*% Compares current ytd actuals to prior year actuals at the same time*

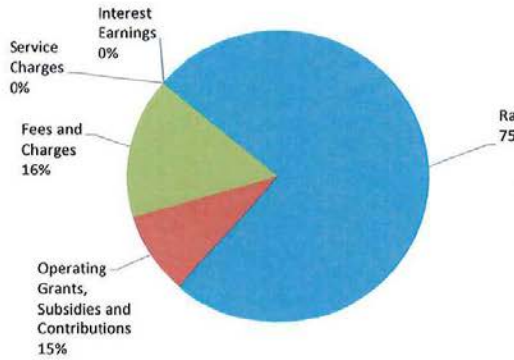
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**Preparation**

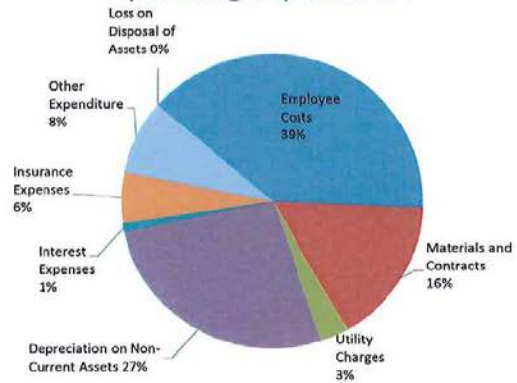
Prepared by: Grant Middleton  
Date prepared: 4/10/2019

SHIRE OF NORTHAMPTON  
Information Summary  
For the Period Ended 30 September 2019

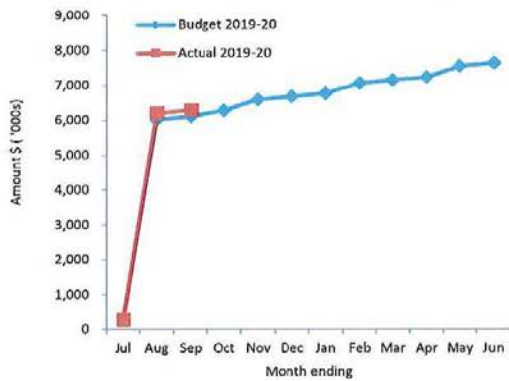
Operating Revenue



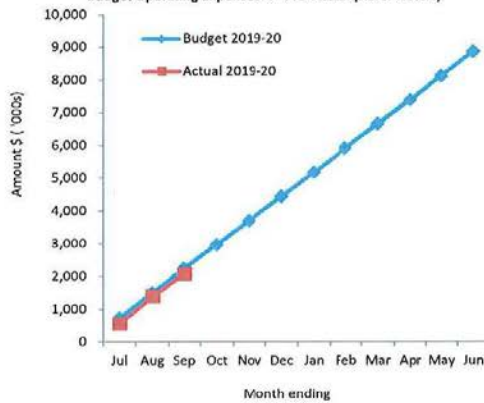
Operating Expenditure



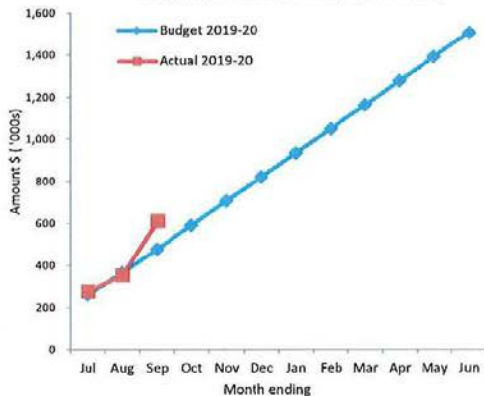
Budget Operating Revenues -v- Actual (Refer Note 2)



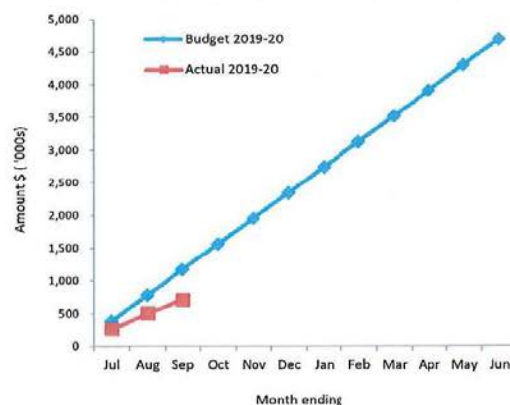
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



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



SHIRE OF NORTHAMPTON  
STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 30 September 2019

	Note	Amended Annual Budget \$	Amended YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening Funding Surplus(Deficit)</b>	3	1,734,648	1,734,648	1,734,648	0	0%	
<b>Revenue from operating activities</b>							
Governance		60,154	17,856	29,712	11,856	66%	▲
General Purpose Funding	9	5,650,065	4,908,100	4,891,793	(16,307)	(0%)	▼
Law, Order and Public Safety		73,383	18,336	1,748	(16,588)	(90%)	▼
Health		40,112	10,023	10,931	908	9%	▲
Education and Welfare		226,362	73,263	118,099	44,836	61%	▲
Housing		53,436	13,356	12,049	(1,307)	(10%)	▼
Community Amenities		886,277	789,543	769,124	(20,419)	(3%)	▼
Recreation and Culture		81,418	20,340	65,939	45,599	224%	▲
Transport		180,166	164,466	174,993	10,527	6%	▲
Economic Services		274,600	51,846	179,089	127,243	245%	▲
Other Property and Services		122,565	30,633	29,605	(1,028)	(3%)	▼
		<b>7,648,538</b>	<b>6,097,762</b>	<b>6,283,082</b>			
<b>Expenditure from operating activities</b>							
Governance		(884,872)	(242,846)	(220,433)	22,413	9%	▲
General Purpose Funding		(220,112)	(55,017)	(62,908)	(7,891)	(14%)	▼
Law, Order and Public Safety		(338,993)	(84,687)	(94,648)	(9,961)	(12%)	▼
Health		(168,239)	(42,045)	(49,670)	(7,625)	(18%)	▼
Education and Welfare		(314,994)	(78,720)	(72,841)	5,879	7%	▲
Housing		(100,877)	(25,173)	(30,226)	(5,053)	(20%)	▼
Community Amenities		(1,584,857)	(396,069)	(280,629)	115,440	29%	▲
Recreation and Culture		(1,650,663)	(412,446)	(356,179)	56,267	14%	▲
Transport		(3,094,055)	(768,462)	(774,730)	(6,268)	(1%)	▼
Economic Services		(467,989)	(116,949)	(119,663)	(2,714)	(2%)	▼
Other Property and Services		(40,565)	(10,104)	(12,865)	(2,761)	(27%)	▼
		<b>(8,866,216)</b>	<b>(2,232,518)</b>	<b>(2,074,791)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,149,300	537,303	558,069	20,766	4%	▲
Adjust (Profit)/Loss on Asset Disposal	8	8,720	7,182	(11,844)	(19,026)	(265%)	▼
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>940,342</b>	<b>4,409,729</b>	<b>4,754,516</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	1,500,386	494,207	604,125	109,918	22%	▲
Proceeds from Disposal of Assets	8	116,900	51,345	28,364	(22,981)	(45%)	▼
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(854,035)	(213,501)	(280,089)	(66,588)	(31%)	▼
Infrastructure Assets - Roads	13	(1,928,213)	(482,019)	(329,343)	152,676	32%	▲
Infrastructure Assets - Parks and Gardens	13	(443,450)	(110,859)	(10,646)	100,213	90%	▲
Infrastructure Assets - Footpaths/Carparks	13	(536,238)	(134,043)	(7,617)	126,426	94%	▲
Infrastructure Assets - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(751,400)	(187,845)	(83,609)	104,236	55%	▲
Furniture and Equipment	13	(21,500)	(5,373)	0	5,373	100%	▲
<b>Amount attributable to investing activities</b>		<b>(2,917,550)</b>	<b>(588,088)</b>	<b>(78,814)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		365,000	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		36,391	9,090	7,200	(1,890)	(21%)	▼
Transfer from Reserves	7	58,694	14,674	0	(14,674)	(100%)	▼
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(157,325)	(39,331)	(36,405)	2,926	7%	▲
Transfer to Reserves	7	(60,200)	(15,050)	(37,558)	(22,508)	(150%)	▼
<b>Amount attributable to financing activities</b>		<b>242,560</b>	<b>(30,618)</b>	<b>(66,763)</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>5,525,671</b>	<b>6,343,587</b>	<b>817,916</b>	<b>15%</b>	

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF NORTHAMPTON  
STATEMENT OF FINANCIAL ACTIVITY  
(By Nature or Type)  
For the Period Ended 30 September 2019

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	1,734,648	1,734,648	1,734,648	0	0%	
<b>Revenue from operating activities</b>							
Rates	9	4,703,547	4,672,601	4,703,750	31,149	1%	▲
Operating Grants, Subsidies and Contributions	11	1,557,893	530,135	574,659	44,524	8%	▲
Fees and Charges		1,280,648	871,314	975,234	103,920	12%	▲
Interest Earnings		106,450	30,894	17,595	(13,299)	(43%)	▼
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	0	0	11,844			
		<b>7,648,538</b>	<b>6,104,944</b>	<b>6,283,082</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(3,365,648)	(841,233)	(815,368)	25,865	3%	▲
Materials and Contracts		(2,164,572)	(540,873)	(334,676)	206,197	38%	▲
Utility Charges		(320,250)	(80,007)	(62,269)	17,738	22%	▲
Depreciation on Non-Current Assets		(2,149,300)	(537,303)	(558,069)	(20,766)	(4%)	▼
Interest Expenses		(64,877)	(16,212)	(19,107)	(2,895)	(18%)	
Insurance Expenses		(209,440)	(52,248)	(117,357)	(65,109)	(125%)	▼
Other Expenditure		(583,409)	(164,642)	(167,944)	(3,302)	(2%)	
Loss on Disposal of Assets	8	(8,720)	(7,182)	0			
		<b>(8,866,216)</b>	<b>(2,239,700)</b>	<b>(2,074,791)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,149,300	537,303	558,069	20,766	4%	▲
Adjust (Profit)/Loss on Asset Disposal	8	8,720	7,182	(11,844)	(19,026)	(265%)	▼
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>940,342</b>	<b>4,409,729</b>	<b>4,754,516</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	11	1,500,386	494,207	604,125	109,918	22%	▲
Proceeds from Disposal of Assets	8	116,900	51,345	28,364	(22,981)	(45%)	▼
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(854,035)	(213,501)	(280,089)	(66,588)	(31%)	▼
Infrastructure Assets - Roads	13	(1,928,213)	(482,019)	(329,343)	152,676	32%	▲
Infrastructure Assets - Parks and Gardens	13	(443,450)	(110,859)	(10,646)	100,213	90%	▲
Infrastructure Assets - Footpaths/Carparks	13	(536,238)	(134,043)	(7,617)	126,426	94%	▲
Infrastructure Assets - Drainage	13	0	0	0	0		
Plant and Equipment	13	(751,400)	(187,845)	(83,609)	104,236	55%	▲
Furniture and Equipment	13	(21,500)	(5,373)	0	5,373	100%	▲
<b>Amount attributable to investing activities</b>		<b>(2,917,550)</b>	<b>(588,088)</b>	<b>(78,814)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		365,000	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		36,391	9,090	7,200	(1,890)	(21%)	
Transfer from Reserves	7	58,694	14,674	0	(14,674)	(100%)	▼
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(157,325)	(39,331)	(36,405)	2,926	7%	▲
Transfer to Reserves	7	(60,200)	(15,050)	(37,558)	(22,508)	(150%)	▼
<b>Amount attributable to financing activities</b>		<b>242,560</b>	<b>(30,618)</b>	<b>(66,763)</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>0</b>	<b>5,525,671</b>	<b>6,343,587</b>	<b>817,916</b>	<b>15%</b>	<b>▲</b>

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

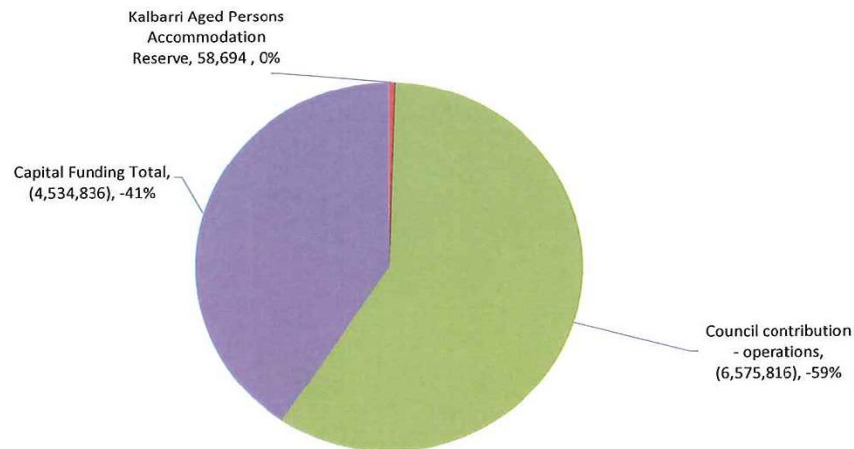
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF NORTHAMPTON  
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING  
For the Period Ended 30 September 2019

Capital Acquisitions

	Note	YTD Actual New & Upgrade (a) \$	YTD Actual (Renewal Expenditure) (b) \$	YTD Budget (d) \$	Annual Budget \$	YTD Actual Total (c) = (a)+(b) \$	Variance (d) - (c) \$
Land and Buildings	13	(227,224)	(52,865)	(213,501)	(854,035)	(280,089)	(66,588)
Infrastructure Assets - Roads	13	0	(329,343)	(482,019)	(1,928,213)	(329,343)	152,676
Infrastructure Assets - Parks & Ovals	13	(10,646)	0	(110,859)	(443,450)	(10,646)	100,213
Infrastructure Assets - Footpaths	13	(7,617)	0	(134,043)	(536,238)	(7,617)	126,426
Plant and Equipment	13	0	(83,609)	(187,845)	(751,400)	(83,609)	104,236
<b>Capital Expenditure Totals</b>		<b>(245,486)</b>	<b>(465,817)</b>	<b>(1,133,640)</b>	<b>(4,534,836)</b>	<b>(711,303)</b>	<b>422,337</b>
<b>Capital acquisitions funded by:</b>							
Capital Grants and Contributions				494,207	1,500,386	604,125	
Borrowings				0	365,000	500,000	
Disposals				51,345	116,900	28,364	
Council contribution - Cash Backed Reserves							
Kalbarri Aged Persons Accommodation Reserve				14,674	58,694	0	
Council contribution - operations				(1,693,865)	(6,575,816)	(1,843,792)	
<b>Capital Funding Total</b>				<b>(1,133,640)</b>	<b>(4,534,836)</b>	<b>(711,303)</b>	

Budgeted Capital Acquisitions Funding



SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

**Note 2: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.  
The material variance adopted by Council for the 2019/20 year is \$5,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	11,856	66%	▲	Timing	Actuals and budget will converge as the year progresses
General Purpose Funding	(16,307)	0%	▼	Permanent	Var associated with reduced FAG's grant
Law, Order and Public Safety	(16,588)	-90%	▼	Timing	Actuals and Budget will converge as the year progresses
Education and Welfare	44,836	61%	▲	Timing	Var due to NCCA grant profile & aged housing rent
Community Amenities	(20,419)	-3%	▼	Timing	Var due to minor increase in rubbish & planning fees
Recreation and Culture	45,599	224%	▲	Timing	Actuals and budget will converge as the year progresses
Transport	10,527	6%	▲	Timing	Actuals and budget will converge as the year progresses
Economic Services	127,243	245%	▲	Timing	Var due to lease budget profile
<b>Operating Expense</b>					
Governance	22,413	9%	▲	Timing	Var due to conf & councillor expenses, will reconcile EOY
General Purpose Funding	(7,891)	-14%	▼	Permanent	Var due to legal fees
Law, Order and Public Safety	(9,961)	-12%	▼	Timing	Var due to timing issue with payments, will reconcile
Health	(7,625)	-18%	▼	Timing	Var due to reduced salaries costs
Education and Welfare	5,879	7%	▲	Timing	Var due to lower than anticipated NCCA expenditure
Housing	(5,053)	-20%	▼	Timing	Actuals and budget will converge as the year progresses
Community Amenities	115,440	29%	▲	Timing	Var due to lag in rubbish collection costs invoices
Recreation and Culture	56,267	14%	▲	Timing	Actuals and budget will converge as the year progresses
Transport	(6,268)	-1%	▼	Timing	Actuals and budget will converge as the year progresses
<b>Capital Revenues</b>					
Non-operating Grants, Subsidies and Contributions	109,918	22%	▲	Timing	Actuals and budget will converge as the year progresses
Proceeds from Disposal of Assets	(22,981)	-45%	▼	Timing	Actuals and budget will converge as the year progresses
<b>Capital Expenses</b>					
Land and Buildings	(66,588)	-31%	▼	Timing	RSL Hall construction to be completed late 2019
Infrastructure Assets - Roads	152,676	32%	▲	Timing	Actuals and budget will converge as the year progresses
Infrastructure Assets - Parks and Gardens	100,213	90%	▲	Timing	Actuals and budget will converge as the year progresses
Infrastructure Assets - Footpaths/Carparks	126,426	94%	▲	Timing	Actuals and budget will converge as the year progresses
Plant and Equipment	104,236	55%	▲	Timing	Plant purchase normally completed by December
Furniture and Equipment	5,373	100%	▲	Timing	Desktop computers/iPads to be replaced early 2020
<b>Financing</b>					
Repayment of Debentures	2,926	7%	▲	Timing	Loan repayments are made bi-annually

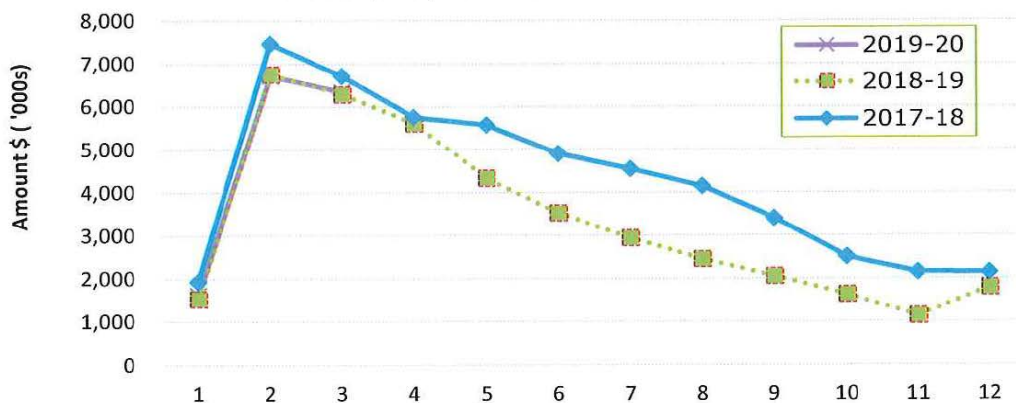
SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Current Years (Budgeted) 30 June 2019 \$	Current 30 Sep 2019 \$
<b>Current Assets</b>			
Cash Unrestricted	4	468,727	2,620,500
Cash Restricted	4	2,410,135	963,686
Receivables - Rates	6	307,864	3,368,414
Receivables - Other	6	106,854	52,571
Receivables - Rubbish		38,218	433,793
Emergency Services Levy		42,009	(70,107)
ATO Receivable		0	32,549
Inventories		8,023	42,023
Accruals/Adjustment		0	(1,757)
		<u>3,381,830</u>	<u>7,441,672</u>
<b>Less: Current Liabilities</b>			
Payables		(526,240)	(101,205)
Income Received in Advance		(194,813)	0
Provisions		0	(33,192)
		<u>(721,053)</u>	<u>(134,398)</u>
Less: Cash Reserves	7	(926,129)	(963,687)
<b>Net Current Funding Position</b>		<b>1,734,648</b>	<b>6,343,587</b>

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

Note 4: Cash and Investments

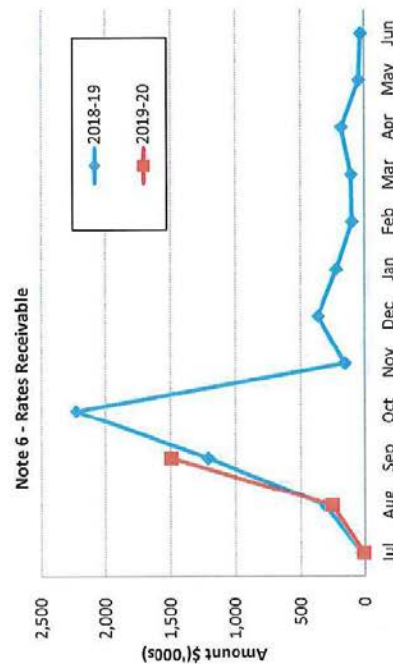
	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	1,618,850			1,618,850	National	-	At Call
Cash On Hand	1,650			1,650	N/A	Nil	On Hand
Trust Bank Account			43,218	43,218	National	-	At Call
OCDF - Binnu/White Cliffs		0		0	WATC	1.45%	N/A
(b) Term Deposits - Municipal GMI 1065****	1,000,000			1,000,000	National	1.71%	20-Feb-20
(c) Term Deposits - Reserves TD 16-236-****		963,686		963,686 0	National	1.60%	30-Aug-19
<b>Total</b>	<b>2,620,500</b>	<b>963,686</b>	<b>43,218</b>	<b>3,627,404</b>			

Comments/Notes - Investments

SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

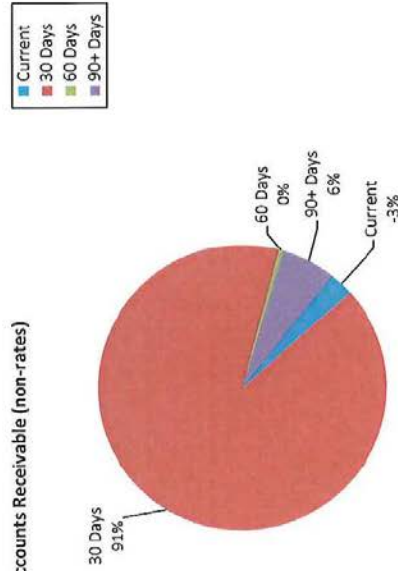
	30 Sep 2019	30 June 2019	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
<b>Note 6: Receivables</b>								
Receivables - Rates Receivable	\$ 259,318	\$ 302,667						
Opening Arrears Previous period	4,703,750	4,574,430	Receivables - General	(1,438)	50,274	287	3,447	\$ 52,571
Levied this year	(1,594,654)	(4,617,780)	Balance per Trial Balance					
Less Collections to date	3,368,414	259,318	Sundry Debtors					52,571
Equals Current Outstanding			Receivables - Other					0
<b>Net Rates Collectable</b>	<b>3,368,414</b>	<b>259,318</b>	<b>Total Receivables General Outstanding</b>					<b>52,571</b>
% Collected	32.13%	94.68%						

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates

Note 6 - Accounts Receivable (non-rates)



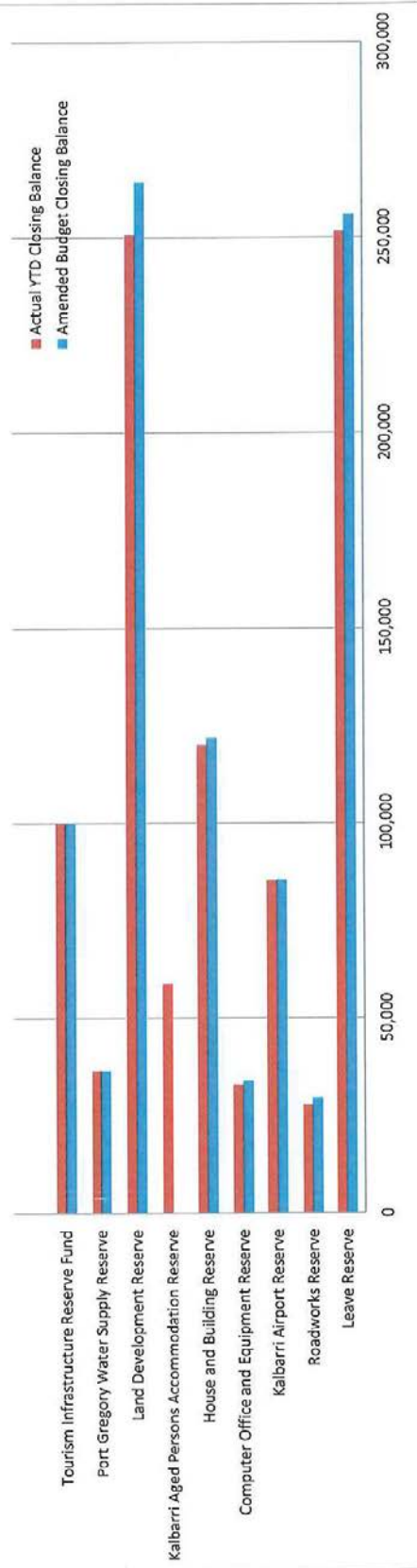
Comments/Notes - Receivables General

SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
Leave Reserve	\$ 246,008	\$ 5,000	\$ 510	\$ 5,000	\$ 5,000	\$ 0	\$ 0	\$ 256,008	\$ 251,518
Roadworks Reserve	27,641	2,000	200	0	0	0	0	29,641	27,841
Kalbarri Airport Reserve	65,316	200	20	20,000	20,000	0	0	85,516	85,336
Computer Office and Equipment Reserve	32,944	1,000	100	0	0	0	0	33,944	33,044
House and Building Reserve	109,865	2,000	200	10,000	10,000	0	0	121,865	120,065
Kalbarri Aged Persons Accommodation Reserve	58,694	0	0	0	0	(58,694)	0	0	58,694
Land Development Reserve	249,161	15,000	1,528	0	0	0	0	264,161	250,689
Port Gregory Water Supply Reserve	36,500	0	0	0	0	0	0	36,500	36,500
Tourism Infrastructure Reserve Fund	100,000	0	0	0	0	0	0	100,000	100,000
	<b>926,129</b>	<b>25,200</b>	<b>2,558</b>	<b>35,000</b>	<b>35,000</b>	<b>(58,694)</b>	<b>0</b>	<b>927,635</b>	<b>963,687</b>

Note 7 - Year To Date Reserve Balance to End of Year Estimate





SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual			Amended Budget		
		Net Book Value	Proceeds	Profit (Loss)	Net Book Value	Proceeds	Profit (Loss)
		\$	\$	\$	\$	\$	\$
	<b>Plant and Equipment</b>						
P265	Ford Everest (CEO)	16,519	28,364	11,844	17,120	28,400	11,280
P269	Isuzu Dmax 4x2 (Grader Op Maint)				11,000	3,000	(8,000)
P259	Mazda BT50 4x2 ute (Grader Operator)				7,000	2,000	(5,000)
P244	Ford Ranger 2.2 T/D (M'tce Cleaner)				8,000	500	(7,500)
P236	Isuzu Dmax (Horrocks)				11,000	3,000	(8,000)
P228	Mitsubishi Fuso Tipper 2011				35,500	35,000	(500)
P207	Pig Trailer side/rear tipper				10,000	15,000	5,000
P204	Dynapac Vibe Roller				26,000	30,000	4,000
		<b>16,519</b>	<b>28,364</b>	<b>11,844</b>	<b>125,620</b>	<b>116,900</b>	<b>20,280</b>
				<b>0</b>			<b>(29,000)</b>

SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

Note 9: Rating Information	Rate in \$	Number of Properties	Rateable Value \$	YTD Actual			Amended Budget							
				Rate Revenue \$	Interim Rates \$	Back Rates \$	Rate Revenue \$	Interim Rate \$	Back Rate \$	Total Revenue \$				
<b>Differential General Rate</b>														
General GRV	0.079912	1,565	17,471,427	1,701,415			1,701,415	1,692,940	0	0	0	1,692,940		
General UV	0.012610	438	177,062,768	2,355,757			2,355,757	2,355,757	0	0	0	2,355,757		
<b>Sub-Totals</b>		<b>2,003</b>	<b>194,534,195</b>	<b>4,057,172</b>	<b>0</b>	<b>0</b>	<b>4,057,172</b>	<b>4,048,697</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,048,697</b>		
<b>Minimum Payment</b>														
General GRV	\$ 565.00	1,015	7,299,852	570,650			570,650	573,475	0	0	0	573,475		
General UV	565.00	71	3,203,562	34,465		1,236	35,701	40,115	0	0	0	40,115		
<b>Sub-Totals</b>		<b>1,086</b>	<b>10,503,414</b>	<b>605,115</b>	<b>0</b>	<b>1,236</b>	<b>606,351</b>	<b>613,590</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>613,590</b>		
<b>Totals</b>		<b>3,089</b>	<b>205,037,609</b>	<b>4,662,287</b>	<b>0</b>	<b>1,236</b>	<b>4,663,523</b>	<b>4,662,287</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,662,287</b>		
Discounts/Concession							(1,236)							
Amount from General Rates							4,662,288					4,662,287		
Ex-Gratia Rates							0					0		
Specified Area Rates							41,462					41,260		
<b>Totals</b>							<b>4,703,750</b>					<b>4,703,547</b>		

Comments - Rating Information

SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

Note 10: Information on Borrowings  
(a) Debenture Repayments

Particulars	01 Jul 2019	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Recreation and Culture</b>			\$	\$						\$
Loan 156 - RSL Hall Extensions	500,000	0	45,516	500,000	454,484	0	10,771	0	0	10,771
Loan 148A - Kalbarri Library Extension	0	0	0	0	0	0	0	0	0	0
<b>Transport</b>										
Loan 153 - Plant Purchases	174,814	20,360	41,130	154,454	133,684	3,514	7,716	3,514	0	7,716
Loan 157 - Plant Purchases	365,000				365,000					
<b>Other Property and Services</b>										
Loan 154 - Staff Housing	223,447	0	34,288	223,447	189,159	0	8,497	0	0	8,497
<b>Self Supporting Loans</b>										
Loan 151 - Kalbarri Bowling Club	3,839	0	3,839	3,839	0	0	202	0	0	202
Loan 152 - Staff Housing	311,752	8,845	18,010	302,907	293,742	8,235	20,565	8,235	0	20,565
Loan 155 - Pioneer Lodge	372,568	7,200	14,542	365,368	358,026	7,358	17,126	7,358	0	17,126
	1,586,420	365,000	157,325	1,550,015	1,794,095	19,107	64,877	19,107	0	64,877

All debenture repayments were financed by general purpose revenue except loans 147, 151, 152 & 155 which are self supporting loans.

(b) New Debentures

No new debentures have been received during 2019/2020

SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

Note 11: Grants

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Amended Budget Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected Revenue (d)+(e)	YTD Actual Revenue (Expended) (c)	Unspent Grant (a)-(b)+(c)	
			\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>General Purpose Funding</b>												
Grants Commission - General	WALGGC	Operating	0	442,069	0	110,517	442,069		442,069	115,897	0	
Grants Commission - Roads	WALGGC	Operating	0	397,616	0	99,404	397,616		397,616	83,589	0	
Northampton Creative Arts	LotteryWest	Non-operating	0	0	0	0	0		0	0	0	
<b>Law, Order and Public Safety</b>												
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating	0	31,710	0	7,360	31,710		31,710	0	0	
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Operating	0	25,523	0	6,926	25,523		25,523	0	(10,882)	
Grant Feral Eradication	Department of Primary Industries	Operating	0	0	0	0	0		0	0	0	
Bushfire Risk Mitigation Grant	Dept. of Fire & Emergency Serv.	Operating	0	0	0	0	0		0	0	0	
<b>Education and Welfare</b>												
Education Department	NCCA Operating Grant	Operating	0	62,000	0	15,498	62,000		62,000	62,000	0	
<b>Community Amenities</b>												
Coastal Management Plan Grant	Department of Planning	Operating - Tied	0	25,000	0	6,249	25,000		25,000	0	0	
<b>Recreation and Culture</b>												
Heritage Advisory Services	State Heritage Office	Operating	0	0	0	0	0		0	0	0	
Kalbarri Foreshore Redevelopment	WABN Grant	Non-operating	0	0	0	0	0		0	0	0	
Northampton Community Centre - Court Upgrade	CSRF	Non-operating	0	134,417	0	33,603	134,417		134,417	0	0	
Seniors Week	Seniors WA	Operating	0	0	0	0	0		0	0	0	
Old School Building Upgrade	RED's/Lotterywest	Non-operating	0	12,493	0	12,493	12,493		12,493	0	52,865	
BBQ/Shelter Donation												
<b>Transport</b>												
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	306,666	0	76,665	306,666		306,666	203,999	140,199	
Backspot Funding	State Government	Non-operating	0	0	0	0	0		0	0	0	
White Cliffs	State Government (RAR)	Non-operating	0	146,326	0	146,326	146,326		146,326	145,326	146,326	
Roads To Recovery	Federal Government (RGR)	Non-operating	0	453,484	0	113,370	453,484		453,484	75,000	(153,958)	
Harvey & Horry Roads	Commodity Route Funding	Non-operating	0	447,000	0	111,750	447,000		447,000	178,800	148,408	
MRWA Maintenance Grants	Main Roads WA	Operating	0	172,575	0	172,575	172,575		172,575	172,575	0	
WA Road Safety Commission	Kalbarri Roadwise	Non-operating	0	0	0	0	0		0	0	0	
<b>TOTALS</b>			0	1,156,493	1,500,386	912,756	2,656,879	0	2,656,879	1,038,186	(280,967)	333,841
<b>SUMMARY</b>												
Operating			0	1,131,493	0	412,300	1,131,493		1,131,493	434,061	(10,682)	0
Operating - Tied	Operating Grants, Subsidies and Contributions		0	25,000	0	6,249	25,000		25,000	0	0	0
Non-operating	Tied - Operating Grants, Subsidies and Contributions		0	1,500,386	1,500,386	494,207	1,500,386		1,500,386	604,125	(270,285)	333,841
	Non-operating Grants, Subsidies and Contributions		0	1,156,493	1,500,386	912,756	2,656,879	0	2,656,879	1,038,186	(280,967)	333,841

SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

**Note 12: Trust Fund**

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

Description	Opening	Amount	Amount	Closing Balance
	Balance			Received
	01 Jul 2019			
	\$	\$	\$	\$
Town Planning - Security Bonds	0			0
Galena Donations	0		0	0
Transportable Housing Bond	0	0	(1,000)	(1,000)
Footpath Deposits	0	1,000	0	1,000
Horrocks Retention Fee - Parking/Stage 2	0		0	0
Retentions - Subdivisions	0		0	0
Building Levies (BCITF & BRB)	183	10,166	(4,800)	5,550
Community Bus Bond	4,800	1,000	(600)	5,200
Safer WA Funds	0			0
Northampton Cemetery Funds	0			0
Unclaimed Monies - Rates	4,044	80	0	4,124
Nomination Deposits	0	160	0	160
DOLA - Parks & Gardens Development	0			0
Aged Unit Bond	0	0	0	0
Council Housing Bonds	0	0	0	0
BROC - Management Funds	1			1
Kalbarri Youth Space Project Funds	0		0	0
Burning Off Fees	0		0	0
RSL Hall Key Bond	420	0	(420)	0
Peet Park Donations	0			0
Willa Guthurra	0			0
Special Series Plates	770	310	(770)	310
Auction	0			0
Kidsport	0	0	0	0
Public Open Space	0			0
ReDone (Kalbarri Park/Beach Shelters)	0		0	0
Northampton Child Care Association	22,235	0	0	22,235
Horrocks Memorial Wall	0	250	0	250
One Life	1,940	0	0	1,940
Conservation Incentives	0	0	0	0
Kalbarri Camp School	0	0	0	0
Roadwise Award Fundriser	0	0	0	0
Rubbish Tip Key Bond	1,400	0	0	1,400
Horrocks - Skatepark	1,050	0	0	1,050
	<b>36,842</b>	<b>12,966</b>	<b>(7,590)</b>	<b>42,219</b>

SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

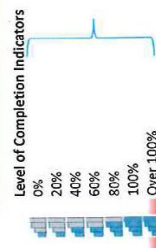
Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<i>Level of completion indicator, please see table at the end of this note for further detail.</i>								
<b>Government</b>								
Replace Councilor iPads x 9	101340	0	0	0	(5,000)	(1,250)	1,250	
Replace Desktop computers x 11	101340	0	0	0	(16,500)	(4,123)	4,123	
Replace CEO Vehicle	101640	0	(54,275)	(54,275)	(54,100)	(13,524)	(40,751)	
<b>Government Total</b>		0	(54,275)	(54,275)	(75,600)	(18,897)	(35,378)	
<b>Law and Order</b>								
		0	0	0	0	0	0	
<b>Law and Order Total</b>		0	0	0	0	0	0	
<b>Communities Amenities</b>								
New ablutions at Blueholes	133440	0	0	0	(110,000)	(27,498)	27,498	
Northampton Cemetery Fence	133540	0	0	0	(48,500)	(12,125)	12,125	
Erect shelter at HCC Playground	133540	0	0	0	(25,000)	(6,250)	6,250	
<b>Communities Amenities Total</b>		0	0	0	(183,500)	(45,873)	45,873	
<b>Recreation And Culture</b>								
Construct Extension to RSL Hall	135140	(200,531)	0	(200,531)	(610,100)	(152,523)	(48,008)	
Replace Stairs Horrocks	136640	0	0	0	(18,000)	(4,500)	4,500	
Horrocks Information Shelter	136640	(7,800)	0	(7,800)	(7,800)	(1,950)	(5,850)	
Install Replias Seats Grey SV/Red Bluff	136640	(2,846)	0	(2,846)	(6,600)	(1,650)	(1,196)	
Kalbarri Foreshore Parkland Redevelopment	136940	0	0	0	(127,300)	(31,824)	31,824	
Blue Holes Carpark Redevelopment R969	135940	0	0	0	(135,450)	(33,855)	33,855	
Northampton Community Centre Courts Upgrade	137540	0	0	0	(210,250)	(52,560)	52,560	
Kalbarri Camp School Disabled Ablutions	136340	(24,875)	0	(24,875)	(26,000)	(6,498)	(18,377)	
Lions Park - Asphalt Seal Car Park	138840	0	0	0	(103,385)	(25,842)	25,842	
Old School Building Upgrades	138040	0	(52,865)	(52,865)	(77,935)	(19,482)	(33,383)	
<b>Recreation And Culture Total</b>		(236,051)	(52,865)	(288,917)	(1,322,820)	(330,684)	41,767	

SHIRE OF NORTHAMPTON  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2019

Note 13: Capital Acquisitions

Account	YTD Actual			Amended Budget			Strategic Reference / Comment
	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
Assets	\$	\$	\$	\$	\$	\$	
<b>Transport</b>							
Road Construction	0	(329,343)	(329,343)	(1,928,213)	(482,019)	152,676	
Footpath Construction	(7,617)	0	(7,617)	(297,403)	(74,346)	66,729	
Bus Shed - Kalbarri Depot	(1,818)	0	(1,818)	(30,000)	(7,500)	5,682	
Tip Truck Northampton	0	0	0	(250,000)	(62,499)	62,499	
Tipping Trailer Northampton	0	0	0	(85,000)	(21,250)	21,250	
Vibe Roller	0	0	0	(180,000)	(44,999)	44,999	
Utility - Grader Operator x 2	0	0	0	(82,000)	(20,500)	20,500	
Utility - Northampton Mfice/Cleaner	0	(28,674)	(28,674)	(28,300)	(7,075)	(21,599)	
Utility - Northampton Ranger	0	(659)	(659)	(52,000)	(13,000)	12,341	
<b>Transport Total</b>	<b>(9,435)</b>	<b>(358,676)</b>	<b>(368,111)</b>	<b>(2,932,916)</b>	<b>(733,188)</b>	<b>365,077</b>	
<b>Economic Services/Other Property and Services</b>							
Lucky Bay Caretaker vehicle	0	0	0	(20,000)	(4,998)	4,998	
<b>Other Property and Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(20,000)</b>	<b>(4,998)</b>	<b>4,998</b>	
<b>Capital Expenditure by Program Total</b>	<b>(245,486)</b>	<b>(465,817)</b>	<b>(711,303)</b>	<b>(4,534,836)</b>	<b>(1,133,640)</b>	<b>422,337</b>	
<b>Capital Expenditure By Class</b>							
Land Held for Resale	0	0	0	0	0	0	
Land and Buildings	(227,224)	(52,865)	(280,089)	(854,035)	(213,501)	(66,588)	
Infrastructure Assets - Roads	0	(329,343)	(329,343)	(1,928,213)	(482,019)	152,676	
Infrastructure Assets - Footpaths/Carparks	(7,617)	0	(7,617)	(536,238)	(134,043)	126,426	
Infrastructure Assets - Parks and Ovals	(10,646)	0	(10,646)	(443,450)	(110,859)	100,213	
Plant and Equipment	0	(83,609)	(83,609)	(751,400)	(187,845)	104,236	
Furniture and Equipment	0	0	0	(21,500)	(5,373)	5,373	
<b>Capital Expenditure Total by Class</b>	<b>(245,486)</b>	<b>(465,817)</b>	<b>(711,303)</b>	<b>(4,534,836)</b>	<b>(1,133,640)</b>	<b>422,337</b>	



**Shire of Northampton  
Schedule Format  
2019/2020  
Summary**

	Ytd Actual 30/09/2019	Ytd Budget 30/09/2019	Annual Budget 30/06/2020
<b>Operating Revenue</b>			
Governance	-17,868	-15,036	-60,154
General Purpose Funding	-4,891,793	-4,908,100	-5,650,065
Law, Order, Public Safety	-1,748	-18,336	-73,383
Health	-10,931	-10,023	-40,112
Education and Welfare	-118,099	-73,263	-226,362
Housing	-12,049	-13,356	-53,436
Community Amenities	-769,124	-784,545	-866,277
Recreation and Culture	-65,939	-32,833	-93,911
Transport	-174,993	-174,468	-180,166
Economic Services	-179,089	-51,846	-274,600
Other Property and Services	-29,605	-30,633	-122,565
<b>Total Operational Revenue</b>	<b>-6,271,238</b>	<b>-6,112,439</b>	<b>-7,641,031</b>
<b>Operating Expenditure</b>			
Governance	220,433	249,944	924,552
General Purpose Funding	62,908	55,017	220,112
Law, Order, Public Safety	94,648	84,687	338,993
Health	49,670	42,045	168,239
Education and Welfare	72,841	78,720	314,994
Housing	30,226	25,173	100,877
Community Amenities	280,629	396,069	1,584,857
Recreation and Culture	356,179	412,446	1,650,663
Transport	774,730	761,364	3,045,655
Economic Services	119,663	116,949	467,989
Other Property and Services	12,865	10,104	40,565
<b>Total Operating Expenditure</b>	<b>2,074,791</b>	<b>2,232,518</b>	<b>8,857,496</b>
<b>Capital Revenue</b>			
Governance	16,519	-2,820	-11,280
General Purpose Funding	0	0	0
Law, Order, Public Safety	0	0	0
Health	0	0	0
Education and Welfare	-7,200	-3,633	-14,542
Housing	0	0	0
Community Amenities	0	0	0
Recreation and Culture	0	-22,067	-125,763
Transport	-604,125	-448,111	-1,353,476
Economic Services	0	0	0
Other Property and Services	0	0	0
<b>Total Capital Revenue</b>	<b>-594,806</b>	<b>-476,631</b>	<b>-1,505,061</b>



**Shire of Northampton  
Schedule Format  
2019/2020  
Summary**

	Ytd Actual 30/09/2019	Ytd Budget 30/09/2019	Annual Budget 30/06/2020
<b>Capital Expenditure</b>			
Governance	54,275	18,897	75,600
General Purpose Funding	0	0	0
Law, Order, Public Safety	0	0	0
Health	0	0	0
Education and Welfare	7,200	3,633	14,542
Housing	0	8,571	34,288
Community Amenities	0	45,873	183,500
Recreation and Culture	288,917	343,020	1,372,175
Transport	388,472	743,469	2,974,046
Economic Services	0	4,998	20,000
Other Property and Services	8,844	4,500	18,010
<b>Total Capital Expenditure</b>	<b><u>747,708</u></b>	<b><u>1,172,961</u></b>	<b><u>4,692,161</u></b>
Profit/Loss Sale of Asset	16,519	-2,820	-11,280

**Schedule Format  
2019/2020  
General Purpose Revenue - Schedule 3**

	YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>RATES</b>			
<b>Operating Revenue</b>			
0223	0	0	0
0263	0	0	0
0264	-12,424	-4,998	-20,000
4033	0	0	-21,643
4501	-4,662,287	-4,662,287	-4,662,287
4511	-5,160	-15,000	-30,000
4541	-1,237	0	0
4560	0	0	0
4570	1,236	0	0
4591	-6,298	-2,000	-20,000
4711	0	-145	-1,450
	<b>-4,686,171</b>	<b>-4,684,430</b>	<b>-4,755,380</b>
<b>Operating Expenditure</b>			
4012	16,232	16,956	67,830
4022	2,718	2,625	10,510
4032	0	0	0
4052	1,995	1,311	5,250
4062	2,452	750	3,000
4072	379	3,123	12,500
4082	18,728	9,999	40,000
4102	139	42	178
4522	72	0	0
	<b>42,716</b>	<b>34,806</b>	<b>139,268</b>

**GENERAL PURPOSE GRANT FUNDING**

<b>Operating Revenue</b>			
4603	-6,136	-13,749	-55,000
4611	-115,897	-110,517	-442,069
4621	-83,589	-99,404	-397,616
	<b>-205,622</b>	<b>-223,670</b>	<b>-894,685</b>
<b>Operating Expenditure</b>			
4642	20,193	20,211	80,844

**Schedule Format  
2019/2020  
Governance / Members - Schedule 4**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>GOVERNANCE</b>				
<b>Operating Income</b>				
0013	CONTRIBUTIONS	-88	0	0
<b>Operating Expenditure</b>				
0012	MEMBERS TRAVELLING	198	2,499	10,000
0022	CONFERENCE EXPENSES	13,716	26,882	32,050
0032	ELECTION EXPENSES	0	1,623	6,500
0052	ALLOWANCES	0	4,374	17,500
0062	MEMBERS EXPENSES OTHER	746	6,750	27,000
0072	REFRESHMENTS & RECEPTIONS	3,240	3,750	15,000
0092	ADMIN ALLOC TO GOVERNANCE	44,406	44,445	177,785
0102	INSURANCE	3,708	924	3,707
0112	SUBSCRIPTIONS	17,865	14,745	58,990
0132	MEETING ATTENDANCE FEES	0	7,335	29,350
0152	COUNCIL CHAMBERS MAINT	230	216	894
	<b>Total Operating Expenditure</b>	<b>84,111</b>	<b>113,543</b>	<b>378,776</b>
<b>ADMINISTRATION</b>				
<b>Operating Income</b>				
0133	CONTRIBUTIONS	0	-3,750	-15,000
0153	REBATES AND COMMISSIONS	-14,269	-8,463	-33,854
0233	- OTHER CHARGES	-252	-198	-800
0243	- PHOTOCOPYING	-829	-375	-1,500
0253	- INFO SEARCH FEE	-2,430	-2,250	-9,000
0293	GRANT - REVENUE (VARIOUS)	0	0	0
	<b>Total Operating Income</b>	<b>-17,780</b>	<b>-15,036</b>	<b>-60,154</b>
<b>Operating Expenditure</b>				
0174	DEPRECIATION	9,038	9,375	37,500
0272	- SALARIES - MUNICIPAL	124,220	130,173	520,700
0282	- LONG SERVICE LEAVE	0	0	0
0302	ADMIN SUPERANNUATION	18,559	18,339	73,360
0312	- INSURANCE	20,151	10,899	43,602
0332	- CONFERENCES & SEMINAR	2,320	1,875	7,500
0342	- TRAINING COSTS	1,627	1,998	8,000
0372	- OFFICE MAINTENANCE	7,370	10,989	43,997
0408	CONSULTANCY - FINANCIAL PLANS/VALUATIONS	0	750	3,000
0422	- PRINTING & STATIONERY	4,714	2,499	10,000
0432	- TELEPHONE	4,042	5,748	23,000
0442	- ADVERTISING	0	624	2,500
0452	- OFFICE EQUIPT MTCE	2,626	2,250	9,000
0462	- BANK CHARGES	1,933	3,498	14,000
0482	- POSTAGE & FREIGHT	786	1,248	5,000
0492	- OFFICE EXPENSES OTHER	1,805	3,744	15,000
0495	OFFICE SECURITY EXPENSES	717	498	2,000

**Schedule Format**  
**2019/2020**  
**Governance / Members - Schedule 4**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
0502	- COMPUTER EXPENSES	37,651	14,841	59,380
0512	ROUNDING ACCOUNT	-1	0	0
0572	- VEHICLE RUNNING EXP.	859	3,123	12,500
0592	FRINGE BENEFITS TAX	0	6,249	25,000
0602	EXPENSES - GRANT RELATED	0	0	0
0672	- AUDIT FEES	0	10,974	43,900
0692	- LEGAL EXPENSES	4,600	2,499	10,000
0732	ADMIN UNIFORMS	0	750	3,000
0742	LESS ALLOCATED FROM GOVERNANCE	-243,018	-243,234	-972,939
0762	BAD DEBTS WRITE OFF	0	249	1,000
0942	ADMIN ALLOC TO GENERAL ADMIN	136,322	136,443	545,776
	<b>Total Operating Expenditure</b>	<b>136,322</b>	<b>136,401</b>	<b>545,776</b>
	<b>Capital Income</b>			
0283	PROFIT/LOSS SALE OF ASSET	16,519	-2,820	-11,280
	<b>Total Capital Income</b>	<b>16,519</b>	<b>-2,820</b>	<b>-11,280</b>
0175	PROCEEDS SALE OF ASSETS	-28,364	-7,098	-28,400
	<b>Capital Expenditure</b>			
0134	FURNITURE AND EQUIPMENT	0	5,373	21,500
0164	PLANT & EQUIPMENT	54,275	13,524	54,100
0184	PRINCIPAL ON LOANS	0	0	0
	<b>Total Capital Expenditure</b>	<b>54,275</b>	<b>18,897</b>	<b>75,600</b>

**Schedule Format**  
**2019/2020**  
**Law, Order and Public Safety - Schedule 5**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>FIRE PREVENTION</b>				
<b>Operating Revenue</b>				
0583	EMERGENCY SERVICES LEVY	0	-15,306	-61,233
0584	REIMBURSEMENTS	0	0	0
0585	GRANT REVENUE	0	0	0
0613	VOLY FIRE CONTRIB - NPTON	0	0	0
0623	REIMBURSMENTS	0	-411	-1,650
0673	FIRE INFRINGEMENTS	0	-249	-1,000
0703	GRANT - EMERGENCY SERVICES VEHICLE AND	0	0	0
	<b>Total Operating Revenue</b>	<b>0</b>	<b>-15,966</b>	<b>-63,883</b>
0335	DISPOSAL OF ASSETS	0	0	0
0683	PROFIT/LOSS SALE OF ASSET	0	0	0
<b>Operating Expenditure</b>				
1042	FIRE INSURANCE	8,200	2,049	8,200
1052	COMM. MTCE AND REPAIRS	1,741	1,029	4,120
1062	FIRE CONTROL EXP. OTHER ESL & NON ESL	10,682	13,500	54,033
1072	AERIAL INSPECTIONS	0	0	0
1082	FIRE FIGHTING	152	2,931	11,750
1104	FIRE BRIGADE HQ VFRS OLD DEPOT	916	756	3,038
1112	PRIVATE WORKS - FIRE PREV	0	0	0
1122	BURN OFF FEE REFUND	0	0	0
1132	ADMIN ALLOC TO FIRE PREVENTION	7,285	7,290	29,165
1142	KALBARRI SES OPERATIONS	15,615	8,226	32,920
1144	GRANT RELATED EXPENSE	0	0	0
1152	PORT GREGORY FIRE SHED	258	273	1,115
1154	ISSEKA FIRE SHED	101	132	553
1156	HORROCKS FIRE/AMBULANCE SHED	68	81	337
1158	BINNU FIRE SHED	21	57	242
1304	ASSET DEPRECIATION	13,836	11,250	45,000
	<b>Total Operating Expenditure</b>	<b>58,876</b>	<b>47,574</b>	<b>190,473</b>
<b>Capital Revenue</b>				
0325	GRANT FUNDS - EQUIPMENT	0	0	0
0525	GOVERNMENT GRANTS	0	0	0
<b>Capitla Expenditure</b>				
0338	LAND & BUILDINGS	0	0	0
0334	PLANT & EQUIPMENT	0	0	0
0514	PLANT & EQUIPMENT	0	0	0
	<b>Total Capital Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Schedule Format  
2019/2020  
Law, Order and Public Safety - Schedule 5**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>ANIMAL CONTROL</b>				
<b>Operating Revenue</b>				
0763	- FINES AND PENALTIES	-100	-123	-500
0773	- DOG REGISTRATION	-625	-1,749	-7,000
0783	- REIMBURSEMENTS/OTHER	0	0	0
0803	- IMPOUNDING FEES	0	-123	-500
0833	MISC GRANTS	0	0	0
	<b>Total Operating Revenue</b>	<b>-725</b>	<b>-1,995</b>	<b>-8,000</b>
<b>Operating Expenditure</b>				
1162	DOG CONTROL EXPENSES	4,729	5,511	22,060
1172	ADMIN ALLOC TO ANIMAL CON	582	582	2,330
1192	CAT CONTROL EXPENSES	817	657	2,650
1202	NORTHERN BIO GROUP GROUP DOG/PIG CON	0	0	0
	<b>Total Operating Expenditure</b>	<b>6,129</b>	<b>6,750</b>	<b>27,040</b>
<b>Capital Expenditure</b>				
1164	DOG POUND CAGES	0	0	0
<b>OTHER LAW, ORDER AND PULIC SAFETY</b>				
<b>Operating Revenue</b>				
0843	ILLEGAL CAMPING FINES	-1,023	-375	-1,500
0873	PROFIT/LOSS FROM SALE OF ASSET	0	0	0
<b>Operating Expenditure</b>				
1212	SALARIES (RANGER)	22,011	24,750	99,000
1232	CONTROL EXPENSES OTHER	2,749	1,365	5,480
1242	FLOOD CONTROL EXPENSES - KALBARRI	0	0	0
4122	ABANDONED VEHICLES	39	0	0
4132	LAW & ORDER ASSET DEPRECN	4,843	4,248	17,000
	<b>Total Operating Expenditure</b>	<b>29,643</b>	<b>30,363</b>	<b>121,480</b>

**Schedule Format  
2019/2020  
Education and Welfare - Schedule 6**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>PRE-SCHOOL</b>				
<b>Operating Revenue</b>				
1103	NCCA - REIMBURSEMENTS	0	-22,236	-22,236
1113	NCCA - SUSTAINABILITY FUNDING	0	-3,750	-15,000
1123	NCCA CCS REBATE	-14,810	-4,998	-20,000
1133	NCCA SESSION FEES	-16,531	-22,500	-90,000
1143	NCCA MEMBERSHIP REVENUE	0	0	0
1163	NCCA FUNDRAISING/GRANTS REVENUE	-62,000	-15,498	-62,000
	<b>Total Operating Revenue</b>	<u>-93,341</u>	<u>-68,982</u>	<u>-209,236</u>
<b>Operating Expenditure</b>				
1312	NCCA - BUILDING RELATED EXPENSES	2,364	4,719	18,911
1314	YOUTH PROGRAMS	0	498	2,000
1322	NCCA PAYROLL EXPENSES	29,489	32,997	131,990
1332	NCCA - GRANT RELATED EXPENSES	8,107	0	0
1342	NCCA - SUPERANNUATION	2,773	3,135	12,540
1352	NCCA TRUST TRANSFER (NET PROFIT)	0	0	0
1362	ADMIN ALLOCATED TO NORTHAMPTON CHILD C	1,839	1,839	7,364
1372	NCCA INSURANCE/MATERIALS ETC	3,832	10,614	42,470
1412	ASSET DEPRECIATION	1,609	1,623	6,500
3202	KALBARRI CHILD CARE CENTRE	720	3,423	13,725
	<b>Total Operating Expenditure</b>	<u>50,735</u>	<u>58,848</u>	<u>235,500</u>
<b>Capital Revenue</b>				
<b>Capital Expenditure</b>				
1316	LAND & BUILDINGS	0	0	0
<b>WELFARE</b>				
<b>Operating Revenue</b>				
0853	AGED UNITS RENTAL INCOME	-14,755	0	0
1173	SELF SUPPORTING LOAN INTEREST REIMBURSEM	-10,003	-4,281	-17,126
	<b>Total Operating Revenue</b>	<u>-24,758</u>	<u>-4,281</u>	<u>-17,126</u>
<b>Operating Expenditure</b>				
2362	KALBARRI AGED HOUSING MAINT	14,749	15,591	62,368
3012	INT ON LOANS	7,358	4,281	17,126
3062	PIONEER LODGE (8 UNITS) CONSTRUCTION COST	0	0	0
	<b>Total Operating Expenditure</b>	<u>22,107</u>	<u>19,872</u>	<u>79,494</u>
<b>Capital Revenue</b>				
0715	LOAN INCOME - AGED HOUSIN	0	0	0
0815	TRANSFER FROM AGED RESERV	0	0	0
1183	SELF SUPPORTING LOAN - REIMB PIONEER LODG	-7,200	-3,633	-14,542
1083	GRANTS	0	0	0

**Schedule Format  
2019/2020  
Education and Welfare - Schedule 6**

	<b>YTD Actual 30/09/2019</b>	<b>YTD Budget 30/09/2019</b>	<b>Annual Budget 30/06/2020</b>
<b><i>Total Capital Revenue</i></b>	-7,200	-3,633	-14,542



**Schedule Format**  
**2019/2020**  
**Education and Welfare - Schedule 6**

	YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>Capital Expenditure</b>			
3052 PIONEER LODGE (CARPARK)	0	0	0
3114 PRINCIPAL ON LOANS	7,200	3,633	14,542
<b>Total Capital Expenditure</b>	<u>7,200</u>	<u>3,633</u>	<u>14,542</u>

**Schedule Format  
2019/2020  
Health - Schedule 7**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>PREVENTATIVE SERVICES</b>				
<i><b>Operating Revenue</b></i>				
1673	- FOOD VENDORS	-140	-249	-1,000
1753	REIMBURSEMENTS	0	0	0
1763	CONTRIBUTIONS	0	-6,624	-26,500
	<b>Total Operating Revenue</b>	<b>-140</b>	<b>-6,873</b>	<b>-27,500</b>
1764	PROFIT/LOSS ON SALE ASSET	0	0	0
<i><b>Operating Expenditure</b></i>				
2012	SALARIES	28,433	21,537	86,151
2022	HEALTH SUPERANNUATION	5,992	2,043	8,180
2042	CONTROL EXPENSES OTHER	4,258	4,524	18,110
2052	VEHICLE RUNNING EXPENSES	1,843	2,997	12,000
2082	HEALTH BUILDING MAINT	38	18	76
2092	MISC HEALTH RELATED EXPENDITURE	0	0	0
2102	ADMIN ALLOC TO HEALTH	321	321	1,286
	<b>Total Operating Expenditure</b>	<b>40,886</b>	<b>31,440</b>	<b>125,803</b>
1385	DISPOSAL OF ASSETS (P/L)	0	0	0
<i><b>Capital Revenue</b></i>				
1396	GOVERNMENT GRANTS	0	0	0
	<b>Total Capital Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>
1375	PROCEEDS SALE OF ASSET	0	0	0
<i><b>Capital Expenditure</b></i>				
1324	PLANT AND EQUIPMENT - HLT	0	0	0
<b>OTHER HEALTH</b>				
<i><b>Operating Revenue</b></i>				
2023	LEASE - DOCTORS SURGERY (NORTHA	-10,612	-2,652	-10,612
2033	RENTAL LOT 43 BATEMAN STREET (DC	0	0	0
2043	REIMBURSEMENTS - OTHER	-179	-498	-2,000
2093	RENT LOT 14 CALLION WAY	0	0	0
	<b>Total Operating Revenue</b>	<b>-10,791</b>	<b>-3,150</b>	<b>-12,612</b>
<i><b>Operating Expenditure</b></i>				
2053	PROFIT/LOSS SALE ASSET	0	0	0
2312	DOCTOR SURGERY - KALBARRI	2,753	4,647	18,600
2342	DOCTORS SURGERY - NORTHAMPTON	1,162	1,083	4,336
2382	ASSET DEPRECIATION	4,869	4,875	19,500
1375	PROCEEDS SALE OF ASSET	0	0	0
	<b>Total Operating Expenditure</b>	<b>8,783</b>	<b>10,605</b>	<b>42,436</b>

**Schedule Format  
2019/2020  
Health - Schedule 7**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
	<b><i>Capital Revenue</i></b>			
2083	LAND SALES RESERVE	0	0	0
	<b><i>Capital Expenditure</i></b>			
0834	LAND & BUILDINGS	0	0	0
1644	FURNITURE AND EQUIPMENT	0	0	0
	<b><i>Total Capital Expenditure</i></b>	<u>0</u>	<u>0</u>	<u>0</u>

**Schedule Format  
2019/2020  
Housing - Schedule 9**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>STAFF HOUSING</b>				
<b>Operating Revenue</b>				
2833	CONTRIBUTIONS	0	0	0
2843	RESIDENTIAL RENTAL	-10,906	-11,607	-46,436
	<b>Total Operating Revenue</b>	<b>-10,906</b>	<b>-11,607</b>	<b>-46,436</b>
2873	PROFIT/LOSS ON SALE ASSET	0	0	0
<b>Operating Expenditure</b>				
3172	- OVAL RESIDENCE	14,419	3,612	14,464
3212	- LOT 454 FITZGERALD	425	825	3,327
3222	ASSET DEPRECIATION	8,023	7,500	30,000
3232	- LOT 43 BATEMAN ST	1,090	1,095	4,396
3242	LOT 42 BATEMAN STREET	808	882	3,546
3252	ADMIN ALLOC TO STAFF HOUS	323	321	1,293
3262	INTEREST ON LOANS	0	2,124	8,497
3282	605 SALAMIT PLACE	1,490	3,141	12,587
3432	LOT 23 RAKE PLACE NORTHAMPTON	1,010	1,299	5,210
	<b>Total Operating Expenditure</b>	<b>27,588</b>	<b>20,799</b>	<b>83,320</b>
<b>Capital Revenue</b>				
2425	LOAN LIABILITY - HOUSING	0	0	0
<b>Capital Expenditure</b>				
2494	LAND & BUILDINGS - STAFF HOUSING	0	0	0
2534	PRINCIPAL ON LOANS	0	8,571	34,288
	<b>Total Capital Expenditure</b>	<b>0</b>	<b>8,571</b>	<b>34,288</b>
<b>HOUSING OTHER</b>				
<b>Operating Revenue</b>				
3003	REIMBURSEMENTS - HOUSING OTHER	-1,143	-1,749	-7,000
	<b>Total Operating Revenue</b>	<b>-1,143</b>	<b>-1,749</b>	<b>-7,000</b>
<b>Operating Expenditure</b>				
3422	ESL PAYMENTS FOR MISC PROPERTY	0	0	0
3442	RESIDENCE - LOT 6 ROBINSON ST	733	726	2,919
3482	LOT 74 SEVENTH AVENUE	621	1,632	6,555
3492	14 CALLION WAY KALBARRI - DOCTO	1,284	2,016	8,083
	<b>Total Operating Expenditure</b>	<b>2,639</b>	<b>4,374</b>	<b>17,557</b>

**Schedule Format  
2019/2020  
Community Amenities - Schedule 10**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>SANITATION - HOUSEHOLD</b>				
<b>Operating Revenue</b>				
3253	KALBARRI RESIDENTIAL	-346,060	-342,035	-342,035
3263	OTHER RESIDENTIAL	-232,155	-231,485	-231,485
3273	240 LITRE CARTS	-855	-624	-2,500
	<b>Total Operating Revenue</b>	<b>-579,070</b>	<b>-574,144</b>	<b>-576,020</b>
<b>Operating Expenditure</b>				
3812	DOMESTIC REFUSE COLLECT.	53,811	96,249	385,000
3822	REFUSE SITE MAINTENANCE	0	0	0
3826	DEPRECIATION - REFUSE SITES	1,265	1,248	5,000
3832	PURCHASE OF 240L CARTS	0	750	3,000
3854	NORTHAMPTON REFUSE SITE	27,237	48,183	192,750
3856	KALBARRI REFUSE SITE MAINTENANCE	31,993	51,771	207,100
3858	BINNU REFUSE SITE MAINTENANCE	1,807	6,312	25,275
3860	PORT GREGORY REFUSE SITE MAINTENANCE	730	1,473	5,910
3861	LUCKY BAY REFUSE COLLECTION	931	5,748	23,000
3892	ADMIN ALLOC TO SANITATION	447	447	1,790
	<b>Total Operating Expenditure</b>	<b>118,220</b>	<b>212,181</b>	<b>848,825</b>
<b>Capital Expenditure</b>				
3304	REFUSE - FURNITURE & EQUIP	0	0	0
<b>SANITATION - OTHER</b>				
<b>Operating Revenue</b>				
3313	GRANTS - OTHER	0	0	0
3323	REFUSE SITE FEES - KALBARRI/NORTHAMPTON	-21,784	-60,000	-60,000
3343	BUSINESS REFUSE KALBARRI	-109,880	-114,570	-114,570
3353	REFUSE FEES - LUCKY BAY	-9,227	-9,227	-9,227
3383	BUSINESS REFUSE OTHER	-25,460	-6,363	-25,460
3403	REIMBURSEMENT- WHARF BINS (GST)	0	0	0
3405	REIMBURSMENTS - DRUMMUSTER	0	-999	-4,000
	<b>Total Operating Revenue</b>	<b>-166,352</b>	<b>-191,159</b>	<b>-213,257</b>
<b>Operating Expenditure</b>				
3722	IND/COMM REFUSE COLLECT	0	0	0
3772	STREET REFUSE COLLECT/LITTER	22,980	28,746	115,000
3774	DRUM MUSTER	335	999	4,000
	<b>Total Operating Expenditure</b>	<b>23,314</b>	<b>29,745</b>	<b>119,000</b>

**Schedule Format  
2019/2020  
Community Amenities - Schedule 10**

	YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>Capital Expenditure</b>			
3305	0	0	0
3335	0	0	0
3336	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

**SANITATION - SEWERAGE**

<b>Operating Revenue</b>			
3543	-354	-249	-1,000
3553	-354	-249	-1,000
	<u>-708</u>	<u>-498</u>	<u>-2,000</u>

**TOWN PLANNING AND REGIONAL DEVELOPMENT**

<b>Operating Revenue</b>			
3743	-16,151	-7,500	-30,000
3763	0	-6,249	-25,000
3823	0	-48	-200
3833	0	0	0
3873	0	0	0
	<u>-16,151</u>	<u>-13,797</u>	<u>-55,200</u>

3935	0	0	0
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<b>Operating Expenditure</b>			
3925	0	0	0
4202	20,797	14,814	59,260
4212	3,362	1,407	5,630
4232	245	60	250
4242	218	249	1,000
4252	1,809	771	3,094
4262	0	0	0
4272	0	0	0
4282	23,985	21,999	88,000
4302	0	1,248	5,000
4372	0	15,498	62,000
4382	10,577	999	4,000
4852	51	24	102
4862	0	0	0
4872	3,915	3,918	15,674
	<u>64,960</u>	<u>60,987</u>	<u>244,010</u>

**Schedule Format  
2019/2020  
Community Amenities - Schedule 10**

	YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>Capital Revenue</b>			
3905	0	0	0
3925	0	0	0
7480	0	0	0
<b>Total Capital Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Capital Expenditure</b>			
4014	0	0	0

**OTHER COMMUNITY AMENITIES**

<b>Operating Revenue</b>			
3802	0	0	0
3853	-1,227	-873	-3,500
3863	-2,709	-2,250	-9,000
3883	-300	-75	-300
3893	-2,607	-1,749	-7,000
<b>Total Operating Revenue</b>	<b>-6,843</b>	<b>-4,947</b>	<b>-19,800</b>

<b>Operating Expenditure</b>			
4422	2,865	6,471	25,911
4432	578	573	2,300
4442	6,151	5,379	21,552
4452	12,356	11,874	47,500
4462	4,232	5,028	20,150
4492	2,127	1,932	7,755
4572	4,589	4,581	18,352
4582	3,501	7,536	30,170
4592	6,687	7,713	30,865
4652	2,430	3,813	15,273
4732	6,813	8,910	35,673
4742	1,465	5,934	23,763
4752	6,823	4,641	18,595
4802	3,751	4,350	17,440
4807	6,079	9,522	38,099
4812	1,263	1,899	7,624
4766	0	0	0
4842	2,425	3,000	12,000
<b>Total Operating Expenditure</b>	<b>74,135</b>	<b>93,156</b>	<b>373,022</b>

<b>Capital Revenue</b>			
3865	0	0	0

**Schedule Format**  
**2019/2020**  
**Community Amenities - Schedule 10**

	YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>Capital Expenditure</b>			
3324 KALBARRI CEMETERY DEVELOPMENT	0	0	0
3344 PUBLIC AMENITIES - BUILDINGS	0	27,498	110,000
3354 PUBLIC AMENITIES - OTHER	0	18,375	73,500
3360 HORROCKS COMMUNITY CENTRE	0	0	0
<b>Total Capital Expenditure</b>	<b>0</b>	<b>45,873</b>	<b>183,500</b>



**Schedule Format  
2019/2020  
Recreation and Culture - Schedule 11**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>PUBLIC HALLS</b>				
<b>Operating Revenue</b>				
4043	REIMBURSEMENTS	-730	-1,350	-5,400
4053	CHARGES - HALL HIRE	-402	-123	-500
4063	ALLEN COMM. CENTRE	-96	-186	-750
	<b>Total Operating Revenue</b>	<b>-1,227</b>	<b>-1,659</b>	<b>-6,650</b>
<b>Operating Expenditure</b>				
4672	- PORT GREGORY HALL	882	822	3,316
4682	- ALMA HALL	161	276	1,122
4692	- BINNU HALL	2,133	2,310	9,276
4702	- RSL HALL	1,189	4,797	19,221
4712	- AJANA HALL	1,353	1,902	7,625
4722	INTEREST ON LOANS PUBLIC HALLS, CIVIC CEN	0	2,691	10,771
4772	- ALLEN COMM. CENTRE	15,751	16,998	68,015
4782	- HORROCKS COMMUNITY KITCHENS	4,898	6,675	26,726
4792	ASSET DEPRECIATION	17,359	16,998	68,000
4832	ADMIN ALLOC TO HALLS	2,388	2,388	9,561
	<b>Total Operating Expenditure</b>	<b>46,115</b>	<b>55,857</b>	<b>223,633</b>
<b>Capital Income</b>				
4625	RSL LOAN FUNDS	0	0	0
<b>Capital Expenditure</b>				
3514	LAND & BUILDINGS	200,531	152,523	610,100
3515	BINNU HALL	0	0	0
3544	PRINCIPAL ON LOANS PUBLIC HALLS, CIVIC CE	0	11,379	45,516
	<b>Total Capital Expenditure</b>	<b>200,531</b>	<b>163,902</b>	<b>655,616</b>
<b>SWIMMING AREAS AND BEACHES</b>				
<b>Operating Revenue</b>				
3973	CONTRIBUTIONS	0	0	0
3975	CONTRIBUTIONS/DONATIONS	0	0	0
4303	RESERVE LEASES - KALBARRI FORESHORE	-4,934	-1,233	-4,933
4535	REIMBURSEMENT/CONTRIBUTION	0	0	0
	<b>Total Operating Revenue</b>	<b>-4,934</b>	<b>-1,233</b>	<b>-4,933</b>
<b>Operating Expenditure</b>				
3982	ASSET DEPRECIATION	10,516	13,749	55,000
4952	- KALBARRI F/SHORE RES.	35,421	47,976	191,931
4972	- HORROCKS F/SHORE RES.	19,442	16,488	65,984
5012	- PORT GREGORY F/SHORE	570	1,218	4,900
6742	- HORROCKS FORESHORE	2,315	0	0

**Schedule Format  
2019/2020  
Recreation and Culture - Schedule 11**

	<u>YTD Actual 30/09/2019</u>	<u>YTD Budget 30/09/2019</u>	<u>Annual Budget 30/06/2020</u>
<b>Total Operating Expenditure</b>	<b>68,264</b>	<b>79,431</b>	<b>317,815</b>
<b>Capital Income</b>			
4513 KALBARRI TOURISM SPECIFIED RATE RESERVE	0	0	0
4523 GRANTS	0	0	0
4526 LAND SALES RESERVE	0	0	0
<b>Total Capital Income</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Expenditure</b>			
3594 CAR PARK DEVELOPMENT	0	33,855	135,450
3664 FORESHORE INFRASTRUCTURE	10,646	8,100	32,400
3669 LITTLE BAY REDEVELOPMENT	0	0	0
3670 HORROCKS FORESHORE SEAWALL	0	0	0
3674 KALBARRI BOAT RAMP UPGRADE	0	0	0
3684 HORROCKS JETTY	0	0	0
3694 KALBARRI FORESHORE - DUP & BBQ	0	31,824	127,300
4527 MISC GRANT	0	0	0
3672 ZUYTDORP MEMORIAL	0	0	0
<b>Total Capital Expenditure</b>	<b>10,646</b>	<b>73,779</b>	<b>295,150</b>
<b>OTHER RECREATION AND SPORT</b>			
<b>Operating Revenue</b>			
4333 - EDUCATION DEPT - OVAL	-3,111	-777	-3,111
4373 CONTRIBUTIONS & DONATIONS	0	0	0
4383 CONTRIBUTIONS	0	0	0
4423 LEASES & RENTALS	-3,221	-804	-3,222
4433 INTEREST REIMBURSEMENT	-55	-48	-202
4453 REIMBURSEMENTS- REC. CTRE/GOLF CLUB	-53,046	-15,573	-62,300
<b>Total Operating Revenue</b>	<b>-59,434</b>	<b>-17,202</b>	<b>-68,835</b>
4393 PROFIT/LOSS ON SALE	0	0	0

**Schedule Format**  
**2019/2020**  
**Recreation and Culture - Schedule 11**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>Operating Expenditure</b>				
4962	- KALBARRI OVAL RESERVE	3,442	11,067	44,311
4969	KALBARRI SKATE PARK	2,441	2,775	11,135
4982	- HORROCKS OVAL RESERVE	1,150	813	3,271
4992	- PARKS, RES, GARDENS GEN	68,452	91,575	366,322
4998	PARKS & GARDENS - PORT GREGORY	470	423	1,700
5002	ADMIN ALLOC TO OTHER REC	4,523	4,527	18,108
5022	- LIONS PARK	2,409	5,643	22,600
5032	- BI-CENTENIAL PARK	285	1,821	7,300
5072	NORTHAMPTON COMMUNITY CENTRE	7,801	14,991	59,990
5082	- KALBARRI REC CENTRE	6,212	7,122	28,515
5092	HORROCKS - MATT BURRELL (TENNIS/BOWLS,	644	816	3,300
5102	INTEREST ON LOANS	0	48	202
5112	NORTHAMTPON BOWLING CLUB	0	0	0
5115	KALBARRI GOLF & BOWLING CLUB	2,559	1,278	5,119
5122	- NORTHAMPTON REC OVAL	18,144	23,454	93,842
5169	NORTHAMPTON SPORTS CLUBS (GOLF/BOWL	3,327	2,397	9,595
5172	ASSET DEPRECIATION	66,338	61,248	245,000
5262	KALBARRI CAMP SCHOOL - BUILDING/GROUN	2,796	2,058	8,242
	<b>Total Operating Expenditure</b>	<b>190,995</b>	<b>232,056</b>	<b>928,552</b>
<b>Capital Revenue</b>				
3735	GRANT REVENUE	0	12,493	12,493
3775	SS LOAN - BOWL CLUBS	0	-957	-3,839
4473	GRANTS	0	-33,603	-134,417
7395	TFR FROM KALBARRI TENNIS NETBALL RESERV	0	0	0
	<b>Total Capital Revenue</b>	<b>0</b>	<b>-22,067</b>	<b>-125,763</b>
<b>Capital Expenditure</b>				
3624	PRINCIPAL ON LOANS	0	957	3,839
3634	LAND AND BUILDINGS (OTH REC AND SPORT)	24,875	6,498	26,000
3654	SKATE PARK CONSTRUCTION	0	0	0
3714	OTHER INFRASTRUCTURE - KALBARRI/TENNIS	0	0	0
3715	FURNITURE & EQUIPMENT	0	0	0
3716	PARKS & OVALS INFRASTRUCTURE	0	0	0
3734	PLANT & EQUIPMENT	0	0	0
3744	MATCHING CONT - CSRFF	0	0	0
3754	INFRASTRUCTURE RECREATION	0	52,560	210,250
3884	CAR PARK CONSTRUCTION	0	25,842	103,385
	<b>Total Capital Expenditure</b>	<b>24,875</b>	<b>85,857</b>	<b>343,474</b>

**TELEVISION AND RADIO REBROADCASTING**

<b>Operating Expenditure</b>				
5232	T.V. RECEIVER STATION	0	0	0

**Schedule Format  
2019/2020  
Recreation and Culture - Schedule 11**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
5242	ASSET DEPRECIATION	0	0	0
	<b>Total Operating Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>

**LIBRARIES**

<b>Operating Revenue</b>				
4613	CHARGES - LOST BOOKS	0	-12	-50
4623	REIMBURSEMENTS	-224	-24	-100
4653	INTERNET ACCESS FEE - KALBARRI	-7	-60	-250
	<b>Total Operating Revenue</b>	<b>-231</b>	<b>-96</b>	<b>-400</b>

<b>Operating Expenditure</b>				
5312	SALARIES	11,891	12,531	50,130
5322	LIBRARY SUPERANNUATION	907	1,191	4,770
5332	LIBRARY OPERATING OTHER	2,979	1,437	5,754
5334	LIBRARY INTERNET SERVICE	50	123	500
5342	LIBRARY BUILDING MTCE	368	183	737
5402	ADMIN ALLOC TO LIBRARIES	128	126	510
	<b>Total Operating Expenditure</b>	<b>16,322</b>	<b>15,591</b>	<b>62,401</b>

**OTHER CULTURE**

<b>Operating Revenue</b>				
0913	REIMBURSEMENT/CONTRIBUTIONS	0	0	0
3735	GRANT REVENUE	0	-12,493	-12,493
4703	150 YEAR CELEBRATIONS - REVENUE (INC BRI	-10	0	0
4713	MOONIEMIA CENTRE REIMB	0	0	0
4743	GRANT REVENUE - INC SENIORS WEEK	0	0	0
4763	GRANTS	0	0	0
4773	CHARGES - OLD POLICE STN	-103	-150	-600
4793	CONTRIBUTIONS/REIMBURSEMENTS	0	0	0
	<b>Total Operating Revenue</b>	<b>-113</b>	<b>-12,643</b>	<b>-13,093</b>

<b>Operating Expenditure</b>				
1712	NORTHAMPTON NEWS BUILDING	432	906	3,645
5512	OLD RAILWAY STATION	4,234	6,837	27,385
5522	OLD POLICE STATION	1,160	3,090	12,386
5532	CHIVERTON HOUSE	2,750	3,858	15,469
5542	OLD SCHOOL SITE	1,543	858	3,445
5552	KALBARRI ART & CRAFT CNTR	645	435	1,751
5562	RAILWAY CARRIAGE - NORTHAMPTON	0	0	0
5572	HIST PROJECTS/HERITAGE SITES	1,600	999	4,000
5582	OLD ROADS BOARD BUILDING	462	573	2,315
5592	LYNTON HISTORICAL SITE	13,726	3,888	15,575
5612	GWALLA CEMETERY	0	0	0
5652	ASSET DEP'N CULTURE	7,283	6,999	28,000

**Schedule Format  
2019/2020  
Recreation and Culture - Schedule 11**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
5662	GRANT EXP - INC SENIORS WEEK ETC	0	0	0
5682	LOT 175 KAIBER ST KALBARRI (EX ST JOHNS BL	649	1,068	4,291
	<b>Total Operating Expenditure</b>	<b>34,483</b>	<b>29,511</b>	<b>118,262</b>

**Schedule Format  
2019/2020  
Transport - Schedule 12**

	YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>CONSTRUCTION OF ROADS, BRIDGES AND DEPOTS</b>			
<b>Capital Expenditure</b>			
5030	63,800	78,465	313,900
5034	6,193	6,198	24,792
5060	0	125,073	500,337
5090	7,617	74,346	297,403
5130	1,818	7,500	30,000
5150	0	0	0
5180	0	0	0
5204	0	0	0
5210	228,958	156,381	625,544
5214	30,392	115,902	463,640
5215	0	0	0
5224	20,360	10,281	41,130
	<b>359,138</b>	<b>574,146</b>	<b>2,296,746</b>
<b>Capital Revenue</b>			
5205	-75,000	-113,370	-453,484
5206	0	0	0
5207	0	0	0
5209	-146,326	-146,326	-146,326
5481	-203,999	-76,665	-306,666
5561	0	0	0
5208	0	0	0
5483	-178,800	-111,750	-447,000
7485	0	0	0
	<b>-604,125</b>	<b>-448,111</b>	<b>-1,353,476</b>
<b>MAINTENANCE OF ROADS, BRIDGES AND DEPOTS</b>			
<b>Operating Expenditure</b>			
3994	261,261	253,749	1,015,000
5820	0	0	0
5850	370,975	368,937	1,475,774
5860	7,010	2,250	9,010
5910	4,127	3,702	14,842
5920	500	498	2,000
5930	10,501	10,395	41,626
5950	225	117	489
5960	22,725	30,000	120,000
5980	0	0	0
5982	3,053	3,054	12,222
5990	114,733	107,748	431,000
5992	3,514	1,929	7,716
6000	0	0	0

**Schedule Format**  
**2019/2020**  
**Transport - Schedule 12**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
6002	REFUND OF OVERPAYMENT - MAIN ROADS OI	0	0	0
6262	MISC DEPOT/YARDS (EX APB DEPOT)	0	0	0
	<b>Total Operating Expenditure</b>	<b>798,622</b>	<b>782,379</b>	<b>3,129,679</b>

**Operating Revenue**

6223	CONTRIBUTION (INC STREET LIGHTING)	0	-936	-3,750
6281	- MRD MAINTENANCE	-172,575	-172,575	-172,575
6351	DIRECTIONAL ADVERT SIGNS	0	0	0
	<b>Total Operating Revenue</b>	<b>-172,575</b>	<b>-173,511</b>	<b>-176,325</b>

**ROAD PLANT PURCHASES**

**Operating Expenditure**

3610	LESS PLANT DEPN WRITTEN BACK	-51,195	-45,000	-180,000
4275	PROCEEDS SALE OF ASSETS	0	0	0
	<b>Total Operating Expenditure</b>	<b>-51,195</b>	<b>-45,000</b>	<b>-180,000</b>

4265	CONTRIBUTIONS	0	0	0
4285	- UTILITIES (PROCEEDS OF TRADE)	0	-4,248	-8,500
4315	- MACHINERY (PROCEEDS OF TRADE)	0	-39,999	-80,000
4345	LOAN LIABILITY - PLANT	0	0	-365,000
4395	DISPOSAL OF VEHICLES (P/L)	0	14,250	28,500
4405	DISPOSAL OF MACHINERY (P/L)	0	-4,248	-8,500
		<b>0</b>	<b>-34,245</b>	<b>-433,500</b>

**Capital Expenditure**

4034	LAND & BUILDINGS	0	0	0
4214	ROAD PLANT/MACHINERY	0	128,748	515,000
4224	UTILITIES (VEHICLES)	29,334	40,575	162,300
4234	TRUCKS	0	0	0
4244	BULLDOZER	0	0	0
4254	OTHER EQUIPMENT	0	0	0
	<b>Total Capital Expenditure</b>	<b>29,334</b>	<b>169,323</b>	<b>677,300</b>

**AERODROMES**

**Operating Revenue**

5113	CHARGES - LANDING FEES	-1,417	-708	-2,840
5133	HANGAR SITE LEASE	-1,001	-249	-1,001
	<b>Total Operating Revenue</b>	<b>-2,418</b>	<b>-957</b>	<b>-3,841</b>

**Operating Expenditure**

5902	ADMIN ALLOCATED TO AERODROMES	483	483	1,934
5912	ASSET DEPRECIATION	13,733	13,749	55,000
5932	KALBARRI AIRPORT MTCE	13,087	9,753	39,042
	<b>Total Operating Expenditure</b>	<b>27,303</b>	<b>23,985</b>	<b>95,976</b>

**Schedule Format  
2019/2020  
Transport - Schedule 12**

		<b>YTD Actual 30/09/2019</b>	<b>YTD Budget 30/09/2019</b>	<b>Annual Budget 30/06/2020</b>
	<b>Capital Revenue</b>			
5163	Airport Reserve	0	0	0



**Schedule Format  
2019/2020  
Economic Services - Schedule 13**

	YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>RURAL SERVICES</b>			
<i>Operating Revenue</i>			
5513	0	0	0
<i>Operating Expenditure</i>			
6232	0	0	0
<b>TOURISM AND AREA PROMOTION</b>			
<i>Operating Revenue</i>			
5543	0	0	0
5563	-67,169	0	-67,170
5573	0	-1,185	-4,750
5583	0	0	0
5593	-30,202	-7,500	-30,000
5603	-25,046	-21,249	-85,000
5613	-2,835	-3,750	-15,000
	<b>-125,253</b>	<b>-33,684</b>	<b>-201,920</b>
<i>Operating Expenditure</i>			
6312	6,521	6,525	26,107
6352	1,786	3,465	13,875
6372	52,215	31,569	126,300
6392	6,282	6,249	25,000
6402	30,251	34,719	138,911
	<b>97,054</b>	<b>82,527</b>	<b>330,193</b>
<i>Capital Income</i>			
5005	0	0	0
5035	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
5045	0	0	0
<i>Capital Expenditure</i>			
5016	0	0	0
5054	0	4,998	20,000
	<b>0</b>	<b>4,998</b>	<b>20,000</b>
<b>BUILDING CONTROL</b>			
<i>Operating Revenue</i>			
5653	-6,190	-4,998	-20,000
5673	-2,640	-750	-3,000
5713	-213	-750	-3,000
5733	0	0	0
	<b>-9,042</b>	<b>-6,498</b>	<b>-26,000</b>

**Schedule Format  
2019/2020  
Economic Services - Schedule 13**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
	<b><i>Operating Expenditure</i></b>			
5195	DISPOSAL OF ASSET	0	0	0
6412	SALARIES	8,922	16,551	66,210
6422	BUILDING SUPERANNUATION	0	2,565	10,260
6432	VEHICLE RUNNING EXPENSES	302	873	3,500
6442	CONTROL EXPENSES OTHER	2,329	5,283	21,160
6472	BUILD CONTROL BUILD MAIN	38	18	77
6492	ASSET DEPN -ECON SERV BUI	3,025	3,000	12,000
6512	ADMIN ALLOC TO BUILD CONT	1,444	1,443	5,779
	<b><i>Total Operating Expenditure</i></b>	<b>16,059</b>	<b>29,733</b>	<b>118,986</b>
	<b><i>Capital Revenue</i></b>			
5175	PROCEEDS SALE OF ASSETS	0	0	0
5185	P/L ON SALE OF ASSET	0	0	0
	<b><i>Capital Expenditure</i></b>			
5124	PLANT AND EQUIPMENT	0	0	0
	<b>OTHER ECONOMIC SERVICES</b>			
	<b><i>Operating Revenue</i></b>			
5933	REIMBURSEMENTS	0	-498	-2,000
5943	GRANT - LIVING COMMUNITIES PROGRA	0	0	0
5973	LIA (KITSON CIRCUIT) UNITS ANNUAL RE	-30,534	-8,352	-33,420
5983	ELECTRICITY SUPPLY REIMBU	0	0	0
5993	PT GREGORY SPEC AREA RATE	-14,260	-2,814	-11,260
	<b><i>Total Operating Revenue</i></b>	<b>-44,795</b>	<b>-11,664</b>	<b>-46,680</b>
	<b><i>Operating Expenditure</i></b>			
6752	- PORT GREGORY	5,271	3,024	12,131
6812	KITSON CIRCUIT LIA INDUSTRIAL UNITS P	1,277	1,665	6,679
	<b><i>Total Operating Expenditure</i></b>	<b>6,549</b>	<b>4,689</b>	<b>18,810</b>

**Schedule Format  
2019/2020  
Other Property and Services - Schedule 14**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>PRIVATE WORKS</b>				
<b>Operating Revenue</b>				
6153	- PLANT HIRE	-2,627	-4,998	-20,000
<b>Operating Expenditure</b>				
6912	PRIVATE WORKS - SCH 14	713	4,995	20,000
<b>OTHER PROPERTY AND SERVICES</b>				
<b>Operating Revenue</b>				
5623	LEASE FEES - HALF WAY BAY COTTAGES	-16,000	-3,999	-16,000
6590	SELF SUPPORTING LOAN INTEREST REIMBURSEMENT	0	-5,139	-20,565
6653	NEW OTHER PROPERTY AND SERVICES	0	0	0
7045	NORTHAMPTON LIA (EX MWDC GRANT ETC)	0	0	0
	<b>Total Operating Revenue</b>	<b>-16,000</b>	<b>-9,138</b>	<b>-36,565</b>
<b>Operating Expenditure</b>				
5633	GRANTS & CONTRIBUTIONS	0	0	0
6659	INTEREST ON LOANS - CEO HOUSE (SELF SUPPORT)	8,235	5,139	20,565
6768	HALF WAY BAY COTTAGES	0	0	0
	<b>Total Operating Expenditure</b>	<b>8,235</b>	<b>5,139</b>	<b>20,565</b>
7025	PROFIT / LOSS ON SALE	0	0	0
7065	LOSS ON LAND HELD FOR RESALE VALUE	0	0	0
<b>Capital Revenue</b>				
5633	GRANTS & CONTRIBUTIONS	0	0	0
6591	SELF SUPPORTING LOAN - REIMB CEO PRINCIPAL LOAN LIABILITY	0	-4,500	-18,010
		0	0	0
7015	PROCEED FROM SALE ASSET	0	0	0
7035	NORTHAMPTON INDUSTRIAL UNITS TFR TO MUNI	0	0	0
7490	LAND DEVELOPMENT RESERVE TRANSFER TO MUNI	0	0	0
7500	<b>Total Capital Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>
6654	SALE / DISPOSAL ACCOUNT	0	0	0
<b>Capital Expenditure</b>				
6574	SUBDIVISIONS	0	0	0
6758	NORTHAMPTON INDUSTRIAL UNITS	0	0	0
6592	PRINCIPAL ON LOANS - CEO HOUSE (SELF SUPPORT)	8,844	4,500	18,010
6664	LOAN PAYMENT	0	0	0
	<b>Total Capital Expenditure</b>	<b>8,844</b>	<b>4,500</b>	<b>18,010</b>

**Schedule Format  
2019/2020  
Other Property and Services - Schedule 14**

	YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>PUBLIC WORKS OVERHEADS</b>			
<b>Operating Expenditure</b>			
7112	30,841	34,560	138,250
7122	78	18	77
7132	2,010	3,198	12,810
7142	2,332	2,499	10,000
7152	67,413	72,642	290,574
7162	50,173	75,000	300,000
7172	45,687	22,311	89,250
7182	18,248	4,998	20,000
7192	10,441	4,998	20,000
7232	1,900	1,899	7,606
7242	8,730	6,246	25,000
7252	0	624	2,500
7282	0	2,124	8,500
7302	-212,259	-231,141	-924,567
	<b>25,594</b>	<b>-24</b>	<b>0</b>

<b>PLANT OPERATION</b>			
<b>Operating Revenue</b>			
6323	0	0	0
6423	0	0	0
6433	-62	-249	-1,000
6443	-10,916	-15,000	-60,000
	<b>-10,978</b>	<b>-15,249</b>	<b>-61,000</b>
<b>Operating Expenditure</b>			
7312	3,489	75,000	300,000
7322	15,692	7,500	30,000
7332	50,075	56,247	225,000
7342	33,071	30,996	124,000
7352	35,066	12,489	49,962
7362	5,894	4,665	18,660
7382	753	753	3,013
7502	-151,638	-187,656	-750,635
	<b>-7,599</b>	<b>-6</b>	<b>0</b>

**Schedule Format  
2019/2020  
Other Property and Services - Schedule 14**

		YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
<b>MATERIALS (ASSETS)</b>				
<b>Capital Expenditure</b>				
6620	MATERIALS PURCHASED	0	0	0
6630	STOCK RECEIVED CONTROL	34,000	0	0
6750	LESS MATERIALS ALLOCATED	0	0	0
	<b>Total Capital Expenditure</b>	<u>34,000</u>	<u>0</u>	<u>0</u>
<b>SALARIES AND WAGES</b>				
<b>Operating Revenue</b>				
6941	REIMB. - WORKERS COMPENS.	0	-1,248	-5,000
<b>Operating Expenditure</b>				
6810	GROSS SALARIES FOR YEAR	282,053	280,128	1,120,520
6820	GROSS WAGES FOR YEAR	497,434	514,329	2,057,322
6830	WORKERS COMPENSATION	11,916	0	0
6890	SALARIES ALLOC FRM SCH 20	-282,053	-280,128	-1,120,520
6900	WAGES ALLOC FRM SCH 20	-523,428	-514,329	-2,057,322
	<b>Total Operating Expenditure</b>	<u>-14,078</u>	<u>0</u>	<u>0</u>

**Schedule Format  
2019/2020  
Funds Transfers/Reserve Funds**

**RESERVE BANK ACCOUNTS**

**Ytd Balance  
30/09/2019**

0741	REFUSE MANAGEMENT BANK	0
0861	LEAVE RESERVE BANK	251,518
0801	ROADWORKS RESERVE BANK	27,841
0821	KALBARRI AERODROME BANK	85,335
0841	COMP & OFFICE EQUIP BANK	33,044
0881	HOUSE & BUILDING RESERVE	120,065
0871	KAL AGED PERSONS ACCOMM RESRV	58,694
0761	TOURISM INFRASTRUCTURE RESERVE BANK	100,000
0911	NPTON AGED PERSONS BANK	0
0961	TPS REVIEW RESERVE	0
0811	KALBARRI PARKLAND REDEVELOPMENT RESEF	0
0831	PLANT RESERVE BANK	0
0851	SPORT & RECREATION RESERVE	0
0893	PORT GREGORY WATER SUPPLY RESERVE	36,500
0791	PUBLIC AMENITIES RESERVE	0
1871	COASTAL MANAGEMENT RESERVE	0
0731	KAL TOURISM SPEC RATE RES	0
0891	FOOTPATH RESERVE	0
0901	TOWNSCAPE CARPARK RESERVE	0
0965	NORTHAMPTON INDUSTRIAL UNITS RESERVE	0
0091	MAJOR LAND TRANS BANK	250,689
0975	150TH ANNIVERSAY RESERVE BANK	0
1881	KAL BARRI TENNIS NETBALL RESERVE BANK	0
<b>Total</b>		<b>963,686</b>

**Schedule Format**

**2019/2020**

**Trust Funds**

**TRUST FUND**

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
	<b>30/09/2019</b>	<b>30/09/2019</b>	<b>30/06/2020</b>
<b>EXPENSES</b>			
8260 RETENTIONS - EXPENSE	0	0	0
8280 RENTAL HOUSING BONDS - EXPENSE	0	0	0
8300 FOOTPATH DEPOSITS - EXPENSE	0	0	0
8320 TAXATION INSTALMENTS - EXPENSE	0	0	0
8330 MISCELLANEOUS GOVT GRANT - EXPENSE	0	0	0
8340 KALBARRI YAC FUNDS - EXPENSE	0	0	0
8350 KALBARRI AIRPORT SECURITY - EXPENSE	0	0	0
8360 WA SENIORS - EXPENSE	0	0	0
8380 GALENA DONATIONS - EXPENSE	0	0	0
8390 SALE OF LAND (OUTSTANDING RATES) - EXPENSE	0	0	0
8400 CEMETERY PURCHASES - EXPENSE	0	0	0
8420 COMMUNITY BUS BOND - EXPENSE	600	0	0
8422 WILA GUTHARRA - EXPENSE	0	0	0
8430 RATES OVERPAID - EXPENSE	0	0	0
8440 UNCLAIMED MONIES - EXPENSE	0	0	0
8450 LEASE PAID IN ADVANCE - EXPENSE	0	0	0
8460 MISCELLANEOUS DEPOSITS - EXPENSE	0	0	0
8470 NOMINATION DEPOSITS - EXPENSE	0	0	0
8480 INTEREST ON HOUSING BOND - EXPENSE	0	0	0
8490 SPARE - EXPENSE	0	0	0
8500 SPARE - EXPENSE	0	0	0
8510 BUILDING TRAINING FUND - EXPENSE	2,592	0	0
8520 FOOTPATHS/CYCLEWAYS - EXPENSE	0	0	0
8530 INTEREST ON F/PATH INVEST - EXPENSE	0	0	0
8540 TRANSPORTABLE HOUSE BONDS - EXPENSE	1,000	0	0
8550 BURN OFF FEES - EXPENSE	0	0	0
8560 HORROCKS WATER SUPPLY - EXPENSE	0	0	0
8570 SALE OF HISTORICAL BOOKS - EXPENSE	0	0	0
8580 TIP KEY BOND - EXPENSE	0	0	0
8590 HERITAGE GRANTS - EXPENSE	0	0	0
8602 REDONE (KALBARRI SHELTERS) - EXPENSE	0	0	0
8610 CONSERVATION INCENTIVES - EXPENSE	0	0	0
8620 TOWNSCAPE PROCESS RECORD - EXPENSE	0	0	0
8630 DROUGHT/FLOOD RELIEF FUND - EXPENSE	0	0	0
8640 SPECIAL ISSUE LICENSE PLATES - EXPENSE	770	0	0
8650 GALENA MANAGEMENT PLAN - EXPENSE	0	0	0
8660 LCDC-LAND PLANNING PROJECT - EXPENSE	0	0	0
8670 DOLA - FOOTPATH GRANT - EXPENSE	0	0	0
8680 SPORT & REC STUDY KALBARRI - EXPENSE	0	0	0
8690 COASTWEST GRANTS - EXPENSE	0	0	0
8700 PORT KALB RETENTION FUNDS - EXPENSE	0	0	0
8710 FERAL ERADICATION GRANT - EXPENSE	0	0	0
8720 BINNU TOWN BORE MONEY - EXPENSE	0	0	0
8730 LANDSCAPING DOLA - EXPENSE	0	0	0

	YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
8740	NPTON TOWNSCAPE EXPENSE	0	0
8750	ROADWISE AWARD FUNDRAISER - EXPENSE	0	0
8760	KALBARRI T/SCAPE FUNDS - EXPENSE	0	0
8770	GWALLA WALLS FUND - EXPENSE	0	0
8780	RSL HALL KEY BOND - EXPENSE	420	0
8790	SAFER NPTON RDWISE FUNDS - EXPENSE	0	0
8800	PORT GREG/HORROCKS RD DEV - EXPENSE	0	0
8810	NABAWA RD FUNDING - EXPENSE	0	0
8820	AGED PERSONS UNITS BONDS - EXPENSE	0	0
8830	HORROCKS SKATE PARK - EXPENSE	0	0
8840	DEPT OF TPT (SPECIAL PLATES) - EXPENSE	0	0
8850	AGED UNITS RENTAL - EXPENSE	0	0
8860	BRB LEVY - EXPENSE	2,207	0
8870	KALBARRI SALLYS TREE PLAYGROUND - EXPENSE	0	0
8880	CDO GRANT - EXPENSE	0	0
8891	PEET PARK DONATIONS - EXPENSE	0	0
8893	AUCTION - EXPENSE	0	0
8896	KIDSPORT - EXPENSE	0	0
8897	NCCA - EXPENSE	0	0
8899	COMMUNITY SKATE PARK - EXPENSE	0	0
8901	HORROCKS MEMORIAL WALL - EXPENSE	0	0
8903	ONELIFE NORTHAMPTON - EXPENSE	0	0
8906	KALBARRI CAMP SCHOOL - EXPENSE	0	0
	<b>TOTAL EXPENSES</b>	<b>7,590</b>	<b>0</b>
	<b>INCOME</b>		
8261	RETENTIONS - INCOME	0	0
8281	RENTAL HOUSING BONDS - INCOME	0	0
8301	FOOTPATH DEPOSITS - INCOME	-1,000	0
8311	SPARE - INCOME	0	0
8321	TAXATION INSTALMENTS - INCOME	0	0
8331	MISCELLANEOUS GOVT GRANT - INCOME	0	0
8341	KALBARRI YAC FUNDS - INCOME	0	0
8351	KALBARRI AIRPORT SECURITY - INCOME	0	0
8361	WA SENIORS - INCOME	0	0
8381	GALENA DONATIONS - INCOME	0	0
8391	SALE OF LAND (OUTSTANDING RATES) - INCOME	0	0
8401	CEMETERY FUNDRAISING - INCOME	0	0
8421	COMMUNITY BUS BOND INCOME	-1,000	0
8423	WILA GUTHARRA - INCOME	0	0
8431	SPARE - INCOME	0	0
8441	RATES OVERPAID - INCOME	0	0
8451	UNCLAIMED MONIES - INCOME	0	0
8461	LEASE PAID IN ADVANCE - INCOME	0	0
8471	MISCELLANEOUS DEPOSITS - INCOME	-80	0
8481	NOMINATION DEPOSITS - INCOME	-160	0
8491	INTEREST ON HOUSING BOND - INCOME	0	0
8501	SPARE - INCOME	0	0
8511	BUILDING TRAINING FUND - INCOME	-10,166	0
8521	FOOTPATHS/CYCLEWAYS - INCOME	0	0



	YTD Actual 30/09/2019	YTD Budget 30/09/2019	Annual Budget 30/06/2020
8531	INTEREST ON F/PATH INVEST - INCOME	0	0
8541	TRANSPORTABLE HOUSE BONDS - INCOME	0	0
8551	BURN OFF FEES - INCOME	0	0
8561	HORROCKS WATER SUPPLY - INCOME	0	0
8571	SALE OF HISTORICAL BOOKS - INCOME	0	0
8581	TIP KEY BOND - INCOME	0	0
8591	HERITAGE GRANTS - INCOME	0	0
8601	REDONE (KALBARRI SHELTERS) - INCOME	0	0
8611	CONSERVATION INCENTIVES - INCOME	0	0
8621	TOWNSCAPE PROCESS RECORD - INCOME	0	0
8631	DROUGHT/FLOOD RELIEF FUND - INCOME	0	0
8641	SPECIAL ISSUE LICENSE PLATES - INCOME	-200	0
8651	GALENA MANAGEMENT PLAN - INCOME	0	0
8661	LCDC-LAND PLAN PROJECT - INCOME	0	0
8671	DOLA FOOTPATH GRANT - INCOME	0	0
8681	SPORT & REC STUDY KALBARRI - INCOME	0	0
8691	COASTWEST GRANTS - INCOME	0	0
8701	PORT KALB RETENTION FUNDS - INCOME	0	0
8711	FERAL ERADICATION GRANT - INCOME	0	0
8721	BINNU TOWNSITE BORE MONEY - INCOME	0	0
8731	LANDSCAPING DOLA - INCOME	0	0
8741	NPTON TOWNSCAPE - INCOME	0	0
8751	ROADWISE AWARD FUNDRAISER - INCOME	0	0
8761	KALBARRI T/SCAPE FUNDS - INCOME	0	0
8771	GWALLA WALLS FUND - INCOME	0	0
8781	RSL HALL KEY BOND - INCOME	0	0
8791	SAFER NPTN RDWISE FUND - INCOME	0	0
8801	PORT GREG/HORROCKS RD DEV - INCOME	0	0
8811	NABAWA ROAD FUNDING - INCOME	0	0
8821	AGED PERSONS UNITS BONDS - INCOME	0	0
8831	HORROCKS SKATE PARK - INCOME	0	0
8841	DEPT TPT (SPECIAL PLATES) - INCOME	-110	0
8851	AGED UNITS RENTAL - INCOME	0	0
8861	BRB LEVY - INCOME	0	0
8871	KALBARRI SALLYS TREE PLAYGROUND - INCOME	0	0
8881	CDO GRANT - INCOME	0	0
8890	PEET PARK DONATIONS - INCOME	0	0
8892	AUCTION - INCOME	0	0
8894	PUBLIC OPEN SPACE (POS) - INCOME	0	0
8895	KIDSPORT - INCOME	0	0
8898	NCCA - INCOME	0	0
8900	COMMUNITY SKATE PARK - INCOME	0	0
8902	HORROCKS MEMORIAL WALL - INCOME	-250	0
8904	ONELIFE NORTHAMPTON - INCOME	0	0
8905	KALBARRI CAMP SCHOOL - INCOME	0	0
	<b>TOTAL INCOME</b>	<b>-12,966</b>	<b>0</b>
	Trust Fund Movement	-5,377	0
0711	TRUST FUND BANK	6,377	
	Difference	1,000	

**ADMINISTRATION & CORPORATE REPORT**

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**7.5.1 SEALING AGGREGATE & BITUMEN TENDERS**

<b>FILE REFERENCE:</b>	<b>12.1.1</b>
<b>DATE OF REPORT:</b>	<b>8 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keefe</b>

**SUMMARY:**

Council to appoint a committee for the determining of tenders for aggregate and bitumen supplies for 2019/20 and 2020/21.

**BACKGROUND:**

Tenders have been invited by advertising for the supply of an estimated 5,300 tonne of sealing aggregate and 560,000 litres of bitumen product for Councils roadworks programs for both 2019/20 and 2020/21.

The aggregate tender is normally undertaken through the WALGA preferred suppliers' program however due to local suppliers no longer being involved in this program, general advertising of the tender has been undertaken.

The bitumen products are being undertaken through the WALGA preferred suppliers' program.

Both tenders close 4.00pm on Wednesday 23 October 2019.

**COMMENT:**

Normally the above tenders would be submitted to the next Council meeting following the close of tenders, in this case the November meeting, however the road works program will require some of these products prior to the November meeting and therefore the Council is requested to exercise their powers under Section 5.8, 5.16 and 5.17 of the Local Government Act to form a committee comprising of Council members and staff with delegated authority to determine the tenders prior to the November meeting.

It is recommended that the committee comprise of three Councillors, the CEO and Manager for Works and Technical Services.

**FINANCIAL & BUDGET IMPLICATIONS:**

Purchase of the aggregate and bitumen products are within the budget requirements and road works programme.

**STATUTORY IMPLICATIONS:**

*State: Local Government Act 1995 – Section 5.8, 5.16 & 5.17*

**5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*\* Absolute majority required.*

**5.16. Delegation of some powers and duties to certain committee**

(1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

*\* Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

**5.17. Limits on delegation of powers and duties to certain committees**

(1) A local government can delegate —

(a) to a committee comprising council members only, any of the council's powers or duties under this Act except —

- (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
- (ii) any other power or duty that is prescribed;

and

(b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and

(c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —

- (i) the local government's property; or
- (ii) an event in which the local government is involved.

**VOTING REQUIREMENT:**

*Absolute Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.1**

**That Council form a committee with membership being (insert Councillors names) the CEO and Manager for Works and Technical Services with delegated authority to determine tenders for the supply of road aggregate and bitumen products for Council road works program for 2019/20 and 2020/21.**

**7.5.2 POTENTIAL REGULAR PASSENGER TRANSPORT SERVICES TO KALBARRI AERODROME**

<b>LOCATION:</b>	<b>KALBARRI AERODROME</b>
<b>FILE REFERENCE:</b>	<b>12.2.3</b>
<b>DATE OF REPORT:</b>	<b>8 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>
<b>APPENDICES:</b>	<b>1. Warrick Lodge – Rex Airlines</b>

**SUMMARY:**

Information on approach to Rex Airlines for a potential service to Kalbarri.

**BACKGROUND:**

At the September meeting discussion occurred on a regular passenger transport (RPT) service to Kalbarri. Further information has now been obtained on the requirements etc for such a services and the likelihood of obtaining a service.

**COMMENT:**

There are two situations where an RPT service can apply, regulated and unregulated. A regulated service is a route that is regulated by the Department of Transport such as the Perth to Shark Bay route. A Kalbarri route at this stage would be classed as an unregulated route and no formal approvals from the Department of Transport are required. However if a service was to piggyback on a regulated service such as the one mentioned above then DOT approval is required.

The DOT have advised that they would not be in favour of a Kalbarri service piggy backing onto the Carnarvon, Shark Bay route. One of the main reasons given is that airlines nor passenger support three stops as adds time to the flights and can at times affect timetables.

As advised Rex Airlines were approached and this was undertaken with the possibility of them commencing a service to Geraldton. Their advice (Appendices 1) is that they would not consider a service to Geraldton at this stage as it would be unviable at this stage whilst this route is unregulated and Qantas already servicing Geraldton.

They also state that they do not support a Kalbarri service with the current Shark Bay and Carnarvon services due to implications with service levels and contractual arrangements between Rex and the WA State Government.

With an RPT service the Council must also re-implement and re-instate certain requirements. Fortunately since the aerodrome was last certified a number of the previous requirements no longer apply which reduces some of the burden.

For aircraft supplying an RPT service with a seat capacity of greater than 30 seats, under the current rules the aerodrome will need to be certified.

All staff involved with the operations of the aerodrome will be required to re-obtain their Australian Security Identification Certification, including the CEO as he is deemed the manager of the aerodrome. Other than the requirement for ASIC display, there are no other security manning requirements. There is a new security tier system being rolled out soon, although still not 100% confirmed it is likely that the cut off will be 30,000 departing passengers and over 40 seat aircraft. It is unlikely the new security tier system will require manned security at the Kalbarri aerodrome.

All existing Operational Manual, Transport Security Program, Airside Safety Management System manuals, inspections requirements and time frames etc will also need to be reviewed and updated.

In addition, a number of requirements required by CASA which involves a number of inspections etc. Typical annual inspection fees are approximately \$15,000 when including the Aerodrome Technical, Electrical Technical and Transport Security Program review as required. This price includes travel expenses and has been provided by a consultancy firm this Council has used previously for such inspections.

Recently CASA released the final version of the new Manual of Standards MOS139. This will have changes to the frequency of inspections with the electrical annual technical inspection due every two years instead of annually. The finer details of this change are yet to be provided.

Advice from a consulting firm who undertakes all inspections etc is that one of the major potential implications for the Kalbarri aerodrome will be the runway strip width. At present there is a 90m graded width and enough room for 150m overall. The amount of room required for an aerodrome with a Global Navigation Satellite System instrument approach.

The new rules require a total of 280m width for an aerodrome with an instrument approach. Being the same as Perth where you can land an A380 with minimal visibility.

The risk for the Kalbarri aerodrome is that when it becomes certified (as part of the transition there will no longer be registered airports) and then traffic increases to the point where an instrument approach is desired. This will require the 280m full width which will require the relocation of the terminal and apron area. If the aerodrome has the instrument approach in prior to complying to the new standards, then the 150m overall width would be grandfathered.

There is no solid requirement for any aerodrome to have an instrument approach. There is statistics that note they are safer than visual approaches and there are some airlines such as Qantas/Virgin who have it written into their operating documents that they will only fly into airports with an instrument approach. Airlines such as Rex don't have that requirement and are quite content flying into airports such as Shark Bay without an approach at present.

To have the instrument approach at the Kalbarri Aerodrome will come at cost of approximately \$100,000, plus ongoing inspection and renewal costs.

Unfortunately, at this stage it does not appear that an RPT service to Kalbarri, in the near future, is likely to occur unless an airline is willing to show interest or that Council itself approach other airlines that possibly are willing to provide the service.

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.2**

**For Council information.**

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**APPENDICES 1 – REX AIRLINES ADVICE**

**POSTED**  
ICR 30507

GK  
12-2-3

**Garry Keefe**

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**From:** Warrick Lodge <warrick.lodge@rex.com.au>  
**Sent:** 20 September, 2019 3:16 PM  
**To:** Mel Bryer  
**Subject:** Regional Express (Rex) services to Geraldton  
**Attachments:** 20092019142038-0001.pdf; MR20190625- Rex Responds to Gerldton Queries.pdf

For the attention of the CEO,

Good Afternoon Mr Keefe,

I have just received the attached letter – thank you. I am not aware of the prior letter however please accept my apologies for the delayed response.

Rex operates the Perth Carnarvon / Monkey Mia route under a 5 year Deed of Agreement with the WA State Government. This commenced in July 2018, so we have therefore just commenced year 2 of the 5 year contract.

In regards to the Perth to Geraldton route, Rex made its position known back in June 2016 as per the attached public statement and our position has not changed. As referenced in the attached statement, should the WA Government go down the path of regulating the Geraldton to Perth route, Rex is willing to give an undertaking that it will respond to the tender and put in a bid that would essentially replicate its formula for air services that have proven to be so successful elsewhere in WA, including the Community Fare scheme.

It is Rex's view that it would not be feasible to incorporate services to Kalbarri into the Perth – Carnarvon/Monkey Mia services, as this would have implications to the service levels for both Carnarvon and Monkey Mia (Shark Bay). There are also contractual implications associated with the Deed of Agreement between Rex and the WA State Government.

Thanks for your enquiry and once again I apologise for the delayed response.

Regards,



**Warrick Lodge**  
General Manager  
Network Strategy  
Regional Express (Rex)  
E [warrick.lodge@rex.com.au](mailto:warrick.lodge@rex.com.au)  
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## Regional Express

25 JUNE 2019

### MEDIA RELEASE

#### REX RESPONDS TO QUERIES REGARDING EXPANSION TO GERALDTON IN WESTERN AUSTRALIA

Following Virgin Australia's decision to withdraw from the Perth-Geraldton route, Rex has been bombarded by queries from various interested parties on Rex's intentions concerning the route. Rex provides below its position and thinking on the future of airtservices for Geraldton.

On 28 February 2016 Rex commenced the Perth-Albany and Perth-Esperance routes under a Deed of Agreement with the Western Australian (WA) government. This confers onto Rex the sole right to operate on the Perth-Albany and Perth-Esperance routes for a five-year term. This was a major milestone for Rex as it resulted in the establishment of operations in WA for the first time.

Prior to Rex's entry, these routes were similarly abandoned by Virgin Australia on the grounds that they were unprofitable even though they were the regulated monopoly provider. Today Rex provides a sustainable air service that offers more frequency, lower average fares and greater reliability.

Following Rex's remarkable success in turning around a loss-making route to one that is sustainable and thriving, the WA government awarded Rex the regulated routes of Perth-Carnarvon / Monkey Mia (Shark Bay) on 2 July 2018. Here again, Rex succeeds in providing these routes with more frequencies, lower average fares and much greater reliabilities. Rex has five Saab 340 B-plus aircraft based in Perth with locally based flight crew, engineering and airport staff.

Since commencing the Albany and Esperance routes, Rex has introduced a revolutionary Rex Community Fare scheme on both routes. This has been achieved in partnership with the City of Albany and the Shire of Esperance as well as with Perth Airport. The Community Fare is priced at \$139 fully inclusive for both the Albany and Esperance routes and on an annual basis we are seeing more than 25 per cent (one in four) of Albany and Esperance passengers travelling on the Community Fare. Rex has also introduced the Community Fare on the Perth to Carnarvon / Monkey Mia route priced at \$198 and \$157 respectively and we are seeing significant increases in total passenger numbers and community fare passenger numbers on both these routes.

The Geraldton route is too small to sustain competition in the long term, and this is borne out by the exit of Virgin Australia from the route. Arguably, with its proven efficiency and expertise in servicing over 50 regional cities, Rex could possibly mount an air service to compete with Qantas on this route. However, such an initiative would result in very marginal returns at best for Rex and would not be worth the investment in capital and, more importantly, in crew resources at a time when the pilot shortage is still having a severe negative impact.

After Virgin Australia's exit, it is inconceivable that, besides Rex, there could be another carrier able and willing to take on Qantas and mount an air service to Geraldton in competition. This means that Geraldton would be stuck with Qantas as a monopoly provider when Virgin Australia stops its services in July 2019. It would not be difficult to foresee what would happen to the airfares (and the passenger numbers) when this happens; it suffices to look at other Qantas monopoly ports like Lord Howe.



## **Regional Express**

Since Geraldton is going to be de facto condemned to a sole operator for its air services, Rex believes that it would be better for the community to have some control over the conditions of operations of the sole operator. This can be achieved by following the example of Albany and Esperance, i.e. regulating the route and awarding the regulated route to the operator that would be able to provide the best community value in terms of average fare, frequency, schedule and reliability.

Should the WA Government go down the path of regulation of the Geraldton to Perth route, Rex is willing to give an undertaking that it will respond to the tender and put in a bid that would essentially replicate its formula for air services that have proven to be so successful elsewhere in WA, including the Community Fare scheme.

**Regional Express (Rex)** is Australia's largest independent regional airline operating a fleet of more than 50 Saab 340 aircraft on some 1,500 weekly flights to 60 destinations throughout all states in Australia. In addition to the regional airline Regional Express, the **Rex Group** comprises wholly owned subsidiaries **Pel-Air Aviation** (air freight, aeromedical and charter operator) and the **Australian Airline Pilot Academy**.

**Rex Media Contact: Corporate Communications: +61 402 438 361 [media@rex.com.au](mailto:media@rex.com.au)**

**7.5.3 FINANCIAL ASSISTANCE REQUEST – KALBARRI ROCK LOBSTER FEST**

<b>FILE REFERENCE:</b>	<b>18.1.3</b>
<b>CORRESPONDENT:</b>	<b>Kalbarri Rock Lobster Fest</b>
<b>DATE OF REPORT:</b>	<b>8 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>

**SUMMARY:**

Council to consider a request from the correspondent for a financial contribution for the purchase of portable drinking units to be used in festivals/events at Kalbarri.

**BACKGROUND:**

A request has been received from the Kalbarri Rock Lobster Fest for Council to consider a financial contribution of \$5,000 to assist with the purchase of two semi portable drinking units to be used at events/festivals in Kalbarri.

The group has submitted a grant application to the WA Waste Authority to assist with the funding for the units

The group also indicate that the units when not required for events that one be located at the Kalbarri School and one at the Kalbarri Visitors Centre for their use. With the KVC location no advice from the KVC or where such a unit is to be located has been provided.

The unit they are pursuing is a model MP-X-TO-02 as shown below.



The estimated cost for each unit is \$7,000 GST inclusive and includes the unit, delivery, artwork and advertising component.

Further details of the units can be obtained from the Meet Pat website who is the provider of the units.

**COMMENT:**

Within the groups advice they also provided costs to hire three units delivered to Kalbarri is an estimated \$620. The CEO queried this with the group based on the economics of hire versus purchase. The purchase of one unit not including artwork etc is \$4,650 (based on their advice), therefore if they hire three units as opposed to purchasing two units the hired ones could be used on 15 occasions when required. With the group only having one event per year that would be 15 years of hire and there would be no ongoing maintenance costs etc if units were to be purchased.

If Council is to consider a contribution, then it is recommended that only the unit purchase and delivery costs should be considered which for two units would be \$4,650 GST inclusive based on the quote provided by the group. Advertising costs should be the responsibility of those who wish to advertise.

**FINANCIAL & BUDGET IMPLICATIONS:**

There is no provision within the 2019/20 Budget for this expenditure and therefore if Council is to contribute it will need to be declared as authorised expenditure.

**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 2019/2020 Budget, Council needs to approve the expenditure by an absolute majority as per Section 6.8 of the Local Government Act 1995.

**OFFICER RECOMMENDATION – ITEM 7.5.3**

**For Council consideration.**

**7.5.4 FINANCIAL ASSISTANCE REQUEST – ANNUAL CHRISTMAS LUNCHEON FOR SENIORS - NORTHAMPTON**

<b>LOCATION:</b>	<b>Northampton</b>
<b>FILE REFERENCE:</b>	<b>2.1.3</b>
<b>CORRESPONDENT:</b>	<b>Northampton Lions Club</b>
<b>DATE OF REPORT:</b>	<b>8 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>

**SUMMARY:**

Council to consider a request from the correspondent for a financial contribution to assist with the provision of the annual Christmas luncheon for Northampton seniors.

**BACKGROUND:**

Each year for the past 45 plus years, the Northampton Lions Club provides a Christmas dinner to all seniors (must be over the age of 60 years) within the surrounds of Northampton, including Horrocks and Port Gregory and those residing in the rural areas of the shire.

The Club advises that they will be changing the format to a luncheon.

The club indicates that the event costs them approximately \$4,000 and due to increasing financial pressure on their own resources are requesting Council for a contribution to assist with the luncheon.

**COMMENT:**

If Council approves the request it needs to be mindful that it could result into a yearly request and set a precedence for other similar type events throughout the Shire.

Currently the Council provides \$200 towards the Northampton Australia Day breakfast and no other similar events are provided financial assistance.

**FINANCIAL & BUDGET IMPLICATIONS:**

There is no provision within the 2019/20 Budget for this expenditure and therefore if Council is to contribute it will need to be declared as authorised expenditure.

**STATUTORY IMPLICATIONS:**

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*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 2019/2020 Budget, Council needs to approve the expenditure by an absolute majority as per Section 6.8 of the Local Government Act 1995.

**OFFICER RECOMMENDATION – ITEM 7.5.4**

**For Council consideration.**

**7.5.5 ADDITIONAL STREET LIGHTING – ROBINSON STREET, NORTHAMPTON**

<b>LOCATION:</b>	<b>Robinson Street, Northampton</b>
<b>FILE REFERENCE:</b>	<b>12.1.3</b>
<b>DATE OF REPORT:</b>	<b>8 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>

**SUMMARY:**

Council to consider the installation of two additional streetlights in Robinson Street, Northampton at a cost of \$4,521 (GST not applicable).

**LOCALITY PLANS:**



**BACKGROUND:**

A resident/property owner has made a request for additional street lighting in the section of Robinson Street from Stephen street through to Mary Street as indicated in the locality plan.

**COMMENT:**

Upon investigating this request there was a streetlight in this section however when Western Power replaced the transformer no streetlight was re-instated at the time as their new policy is that streetlights cannot be located on the same pole as a transformer.



The cost for the installation of streetlights is the responsibility of the local government. Western Power has provided a quote of \$4,521 to install two lights each 42W CFL. These match existing lights on the remainder of Robinson Street.

**FINANCIAL & BUDGET IMPLICATIONS:**

There is no specific provision for additional streetlight expenditure within the 2019/20 Budget however it is considered that the cost for the lights can be accommodated within the Council's annual Road Maintenance budget however it is recommended that the Council authorise the expenditure should Council agree with the proposal.

**STATUTORY IMPLICATIONS:**

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

**VOTING REQUIREMENT:**

*Absolute Majority Required:* - As there is no specific provision for this expenditure within the 2019/2020 Budget, Council needs to approve the expenditure by an absolute majority as per Section 6.8 of the Local Government Act 1995.

**OFFICER RECOMMENDATION – ITEM 7.5.5**

**That Council approve of the installation of two additional streetlights in Robinson Street, Northampton between Stephen and Mary Streets at a cost of \$4,521 and this be declared authorised expenditure.**

**7.5.6 OUTSTANDING RATES REPAYMENT REQUEST – V GILL**

<b>FILE REFERENCE:</b>	<b>3.1.8</b>
<b>CORRESPONDENT:</b>	<b>Vivienne Gill</b>
<b>DATE OF REPORT:</b>	<b>8 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>

Due to the personal nature of this matter involving personal financial details a separate report to the main agenda is provided.

Council is requested to discuss this matter “*in-camera*”.

**OFFICER RECOMMENDATION – ITEM 7.5.2**

**For Council consideration.**

**7.5.7 SUPPOSED INTERFERENCE WITH EXERCISE OF NATIVE TITLE RIGHTS AT LUCKY BAY**

<b>LOCATION:</b>	<b>Lucky Bay Camping Node</b>
<b>FILE REFERENCE:</b>	<b>10.9.5</b>
<b>CORRESPONDENT:</b>	<b>Yamatji Marlpa Aboriginal Corporation</b>
<b>DATE OF REPORT:</b>	<b>8 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keefe</b>

Due to the nature of this matter involving aboriginal cultural activities and Council staff, a report separate to the main agenda on this matter is provided.

Council is requested to discuss this mater *“in-camera”*.

**OFFICER RECOMMENDATION – ITEM 7.5.7**

**For Council determination.**

**7.5.8 SIZE & SCALE COMPLIANCE REGIME – LOCAL GOVERNMENT ACT REVIEW**

<b>FILE REFERENCE:</b>	<b>4.2.8</b>
<b>CORRESPONDENT:</b>	<b>WA Local Government Association</b>
<b>DATE OF REPORT:</b>	<b>8 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>

**SUMMARY:**

Council to provide comment on legislative compliance requirements regime that should or could be instigated.

**BACKGROUND:**

During the current Local Government Act review process, WALGA following consultation with the sector, developed key principles and advocacy positions which were subsequently endorsed through the Zone and State Council meeting process.

The following are the key principles;

*1) That the sector endorses a ‘Principles over Prescription’ approach to the Local Government Act Review and actively promote the benefits of the general principles listed below, intended to safeguard against the new Local Government Act becoming overly prescriptive:*

*(a) Uphold the General Competence Principle currently embodied in the Local Government Act;*

*(b) Provide for a flexible, principles-based legislative framework;*

*(c) Promote a size and scale compliance regime;*

*(d) Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration the Local Governments role in creating a sustainable and resilient community through;*

- i. Economic Development*
- ii. Environmental Protection*
- iii. Social Advancement;*

*(e) Avoid red tape and ‘de-clutter’ the extensive regulatory regime that underpins the Local Government Act; and*

*(f) The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.*

2. (a) *Support the continuance of the Department of Local Government, Sport and Cultural Industries as a direct service provider of compliance and recommend the Department fund its capacity building role through the utilisation of third party service providers.*

*(b) Call on the State Government to ensure there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995.*

In respect principle 1 (c) *Promote a size and scale compliance regime*, to assist in advocacy to the State Government as part of the Local Government Act review process, WALGA is seeking sector assistance in identifying examples of where a size and scale compliance regime could be identified in the Act and Regulations.

**COMMENT:**

The size and scale is likely to be based on the Band Categories as provided through the Salaries and Allowances Tribunal.

In 2017 CEO's and senior officers from within the Midwest Region met to discuss legislation imposed by the current Local Government Act 1995 and associated regulations. Following those discussions a report was presented to Council who endorsed the report and subsequently has been used by a number of Councils as a submission to the review of the Local Government Act.

Within the above report, the following areas were identified where the requirements should be based on size and scale of the local government:

Reg 17A Financial Management Regs - Assets, valuation of for financial reports

When the 2017 review was undertaken the requirement then was for all assets to be revalued every three years. A recent change has now seen the regulation amended to at least 3 years but no more than 5 years after the day on which the asset was last valued or revalued.

This is still considered onerous and a costly exercise in rural remote areas where asset values do not change a great deal.

Reg 5.56 Planning for the future -Integrated Planning & Reporting

The review commented that the current requirements for Integrated Planning & Reporting (IPR) are too onerous, specifically for smaller LGAs with limited resources.

The most recent review undertaken by the DLGC has only exacerbated the resource requirements on LGAs to review their IPR.

There must be different levels of requirements placed on LGAs of different sizes & resource capacity. The current IPR set up has resulted in smaller LGAs having to increase rate revenue to obtain external services/consultants to step these LGAs through the process.

Long Term Financial Plans and Asset Management Plans linked to basic Strategic Community Plans is all that should be required.

Corporate Business Plans & Workforce Plans are superfluous.

Audit Reg. 17 - CEO to review certain systems and procedures

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.

This is onerous and should be removed or amended. Not sure why this would need to go to the Audit Committee then to Council. If retained, then should go directly to Council with the Council then determines if any items raised needs further investigation and then putting this to the Audit Committee.

In many instances the process is very onerous on the CEO and therefore external assistance is used which comes at a cost to the Council.

The group recommend that there should be different requirements for different "bands" of local governments and the DLGC's expectations need to be amended to allow reviews to be done in house.

### Reg 20 – Financial Reporting

Currently there is a one size fits all model for the annual financial process and Corporate Business Planning Process. It is suggested that a scenario where there is a tiered process be implemented where that it requires a higher level of reporting for larger LG's, similar to the tiered approach that exists with company reporting.

The group recommend that the DLGC develop a “tiered” process on the level of reporting for each LG and on the level of compliance.

### Section 5.53 – Annual Report Requirements

As recommended by the CEO/Senior Staff Group and not dissimilar to the Financial Reporting requirements above, there should be a tiered process, which requires a higher level of Annual Reporting requirements for larger LG's (i.e. higher Band levels) and a lower requirement for those LGAs on the lower Bands.

### **VOTING REQUIREMENT:**

*Simple Majority Required:*

#### **OFFICER RECOMMENDATION – ITEM 7.5.8**

**Council provide the following comments to the Western Australian Local Government Association on the *Size & Scale Compliance Regime* concept as part of the current Local Government Act Review:**

#### **Reg 17A Financial Management Regs - Assets Valuations**

**Currently all assets are to be revalued every three years. A recent change has now seen the regulation amended to at least 3 years but no more than 5 years after the day on which the asset was last valued or revalued.**

**This is still considered onerous and a costly exercise in rural remote areas where asset values do not change a great deal. Therefore, the revaluation period should be linked to the LGA Band level, ranging hypothetically from 5 to 10 years depending on the Band level.**

**Reg 5.56 Planning for the Future -Integrated Planning & Reporting**

**The current requirements for Integrated Planning & Reporting (IPR) are too onerous and expensive, specifically for smaller LGAs with limited resources.**

**The most recent review undertaken by the DLGC has only exacerbated the resource requirements on LGAs to review their IPR.**

**There should be different levels of requirements placed on LGAs of different sizes & resource capacity. The current IPR set up has resulted in smaller LGAs having to increase rate revenue to obtain external services/consultants to step these LGAs through the process.**

**Long Term Financial Plans and Asset Management Plans linked to basic Strategic Community Plans or Corporate Business Plans is all that should be required for LGAs on the lower Band levels.**

**Workforce Plans are superfluous.**

**Audit Reg. 17 - CEO to review certain systems and procedures**

**Currently 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.**

**This is onerous and should be removed or amended. It is also confusing as to why this would need to go to the Audit Committee in the first instance then to Council. If this requirement is retained then the period for LGAs on the lower Bands should only have to do the reviews less often than those on the higher Band levels. Also, the outcomes of the reviews should go directly to Council with the Council then determining if any items raised needs further investigation and then putting this to the Audit Committee. This will remove the need to hold a Finance Committee Meeting for the sake of it and only have these meeting if/when needed.**

**In many instances the process is very onerous on the CEO and therefore external assistance is used which comes at a cost to the Council.**



**Different requirements for different Bands of local governments is important and the DLGC's expectations need to be amended to allow reviews to be done in house.**

**Reg 20 – Financial Reporting Requirements**

Currently there is a *one size fits* all model for the annual financial reporting requirements. A scenario where there is a tiered process, which requires a higher level of financial reporting requirements for larger LG's (i.e. higher Band levels) and a lower requirement for those LGAs on the lower Bands (i.e. develop a "tiered" process on the level of financial reporting requirements for each LG and on the level of compliance).

**Section 5.53 – Annual Report Requirements**

Not dissimilar to the Financial Reporting requirements above (Item 4), there should be a tiered process, which requires a higher level of Annual Reporting requirements for larger LG's (i.e. higher Band levels) and a lower requirement for those LGAs on the lower Bands.

**7.5.9 MANDATORY CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES**

<b>FILE REFERENCE:</b>	<b>4.2.8</b>
<b>CORRESPONDENT:</b>	<b>Department of Local Government, Sport and Cultural Industries</b>
<b>DATE OF REPORT:</b>	<b>9 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>
<b>APPENDICES:</b>	<b>1. Survey for the proposed code 2. Draft Code and WALGA submission forwarded under separate cover.</b>

**SUMMARY:**

Council to consider the proposed mandatory code of conduct and complete survey.

**BACKGROUND:**

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to Mandatory Codes of Conduct for Council Members, Committee Members and Candidates for Local Government Elections (Part 5, Division 9 as amended by the *Local Government Legislation Amendment Act 2019*).

The Department of Local Government, Sport and Cultural Industries have released a draft document – *Mandatory Code of Conduct for Council Members, Committee Members and Candidates* – for consultation.

While WALGA and other invited parties participated in a working group to develop the document, the draft was released without WALGA’s endorsement and there are a number of concerns with the draft that will be expanded upon in this submission.

The Department of Local Government, Sport and Cultural Industries is seeking feedback on the draft document by 6 December 2019. It is important that Local Governments also make submissions to the Department on this draft document to ensure the sector’s views are received.

WALGA is seeking feedback on this draft submission by 25 October 2019. WALGA’s submission, which will be updated following sector feedback, will then be included in the December State Council Agenda for consideration at

November Zone meetings, before being considered at the 4 December meeting of State Council.

The Mandatory Code of Conduct will be a departure from the present legislative form that separates Codes of Conduct and the Rules of Conduct Regulations.

It will also depart from the present requirement to adopt one Code of Conduct that is to be observed by council members, committee members and employees.

The new section 5.51A, to commence at another time, will require the CEO to prepare and implement a Code of Conduct to be observed only by employees, aligning with the Sector's view that all matters relating to employees be separated from Council involvement and be contemplated within the CEO's functions under Section 5.41(g) of the Act.<sup>5</sup>

An additional significance is that the Mandatory Code of Conduct will apply to Local Government election candidates in the same way it applies to council members, and an alleged breach of the Code of Conduct by a candidate can only be referred to the Local Government Standards Panel if elected.<sup>6</sup>

This aligns with the Sector's advocacy that a Code of Conduct should apply to candidates and the proposal that any inappropriate behaviour during the election cycle should result in the successful candidate being held accountable under the Rules of Conduct Regulations.

The Department's Draft for Consultation provides further guidance on the new Code:

- *The Act requires that local governments adopt the Code within three months of the amendments taking effect. Until the Code is adopted, the model Code applies.*
- *While local governments are not able to amend Part A or Part C, additional behaviours can be included in Part B that are not inconsistent with the Code.*
- *In considering additional behaviours, the council may give consideration to behaviours that are not currently represented in the Code that it considers are important. This may include introducing a dress standard for members or use of technology, for example.*

- *To adopt the Code, a resolution passed by an absolute majority is required. Once the Code is adopted, it must be published on the local government's official website.*

**COMMENT:**

Local Government currently operates under a model code of conduct and this mandatory code of conduct is proposed to have one code for all local governments as opposed to the model code where individual local governments can alter. Further the code will become a regulation and therefore legislatively enforced as opposed to the model code which had no real power to resolve matters.

The mandatory code is supported and contains a majority of matters already within the model code and the one this Council has adopted.

However the matter relating to Complaint Management requires attention:

Complaint Management – (Section 2.17 to 2.29) – There will be a greater onus on the Council to implement the proposed aspects associated with how complaints against Elected Members are handled. Local governments will be required to have a policy on how complaints are going to be handled or managed. This will require additional administrative resources; however, it is considered that the recommended process would be beneficial as the current Code of Conduct situation across the industry is lacking.

WALGA have also provided a draft submission which has been provided under separate cover to Councillors.

The DLGC also requests local governments to complete the conduct survey presented at Appendices 1 and Council is requested to submit this survey as a joint Northampton Shire Council response.

**STATUTORY IMPLICATIONS:**

*State: Local Government Act Review*

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.9**

**That Council**

- 1. Submit the following to the Department of Local Government, Sport & Cultural Industries and the Western Australian Local Government Association on the Draft Consultation Papers and complete and submit the survey as requested by the Department of Local Government, Sport and Cultural Industries.**

**Mandatory Code of Conduct for Council Members, Committee Members & Candidates**

**Support the overall intention & content of the Draft Paper, yet has concerns with the proposed Complaint Handling Provisions requiring additional resources (either internal or external) to administer.**

- 2. Support the draft submission from the WA Local Government Association as presented.**

**APPENDICES 1 – Survey on Mandatory code of conduct**

**Part A - Principles**

**Council members, committee members and candidates are expected to adhere to and promote and support the following principles by example.**

**Adhering to these principles will ensure that council members and candidates can comply with the behaviours outlined in Part B or conduct as outlined in Part C. all behaviour should be considered against these principles, whether or not it is covered specifically in Part B or Part C.**

1. Please indicate your support of the following *Personal Integrity Principles*

- 1.1 Act with care and diligence and participate in decision making in an honest, fair, impartial and timely manner, considering all relevant information.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.2 Act with honesty, integrity and uphold the concept of natural justice.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.3 Identify, declare and appropriately manage any conflicts of interest in the public interest and interests of the Council including not accepting gifts that may give the appearance of a conflict of interest or an attempt to corruptly influence behaviour.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.4 Uphold the law, and, on all occasions, act in accordance with the trust placed in council members.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

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1.5 Avoid damage to the reputation of the local government.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.6 Not be impaired by mind effecting substances while performing official duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

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2. Please indicate your support of the following **Relationships With Others Principles**

1.7 Treat others with respect, courtesy and fairness.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.8 Maintain and contribute to a harmonious, safe and productive work environment for all.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

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1.9 Respect and value diversity in the workplace and in the community.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

3. Please indicate your support of the following **Accountability Principles**

1.10 Base decisions on relevant and factually correct information and make decisions on merit and in accordance with statutory obligations and good governance.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.11 Be open and accountable to the public, represent all constituents and make decisions in the public.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?



4. Should any additional principles be incorporated in Part A?

Part B – Behaviour

**Part B sets out the standards of behaviour which enable and empower council members to meet the principles outlined in Part A. Behaviour is expected to be managed at the local level by the local government, so Part B also deals with how complaints are to be managed.**

**Failure to comply with this Part may give rise to a complaint against a council member’s conduct, followed by a subsequent investigation and possible corrective action by the local government. The emphasis should be on an educative role to establish sound working relationships and avoid repeated breaches, rather than punishment.**

5. Please indicate your support for the following *Personal Integrity Behaviours*.

2.1 Act in line with the principles outlined in this Code when performing official duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.2 Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.3 Respect and comply with all council policies, procedures and resolutions.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.4 Ensure professional behaviour is not compromised by the use of alcohol or drugs.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.5 Use all forms of media, including social media, in a way that complies with this Code.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?

6. Please indicate your support for the following ***Relationships with Others Behaviours***.

2.6 Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.7 Do not bully or harass council staff, other council members or members of the public in any form, including social media.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.8 Deal with the media in a positive, informative and appropriate manner in accordance with the Local Government Act 1995 and relevant local government policies.

Very unresponsive	Unsupportive	Neutral	Supportive	Very supportive

2.9 While acting as a council member, do not:

- (i) Use offensive or pejorative language in reference to another council member, council employee or member of the public; or
- (ii) Disparage the character of any council member or council employee or impute dishonest or unethical motives to them in the performance of their duties.

Very unresponsive	Unsupportive	Neutral	Supportive	Very supportive

2.10 When attending a council or committee meeting, do not:

- (i) Behave in an abusive or threatening manner towards another council member or other person attending the meeting;
- (ii) Make statements that the person knows, or could be reasonably expected to know, that are false or misleading;  
Or
- (iii) Repeatedly disrupt the meeting

Very unresponsive	Unsupportive	Neutral	Supportive	Very supportive

2.11 When attending a council or committee meeting:

- (i) Comply with the local law that relates to conduct of people at council or committee meetings;
  - (ii) Promptly comply with any direction given by the presiding member at that meeting; and
  - (iii) Immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.
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Very unresponsive	Unsupportive	Neutral	Supportive	Very supportive

2.12 Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.

Very unresponsive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?

7. Please indicate your support for the following **Accountability Behaviours**.

2.13 Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.

Very unresponsive	Unsupportive	Neutral	Supportive	Very supportive

2.14 Take responsibility for decisions and actions.

Very unresponsive	Unsupportive	Neutral	Supportive	Very supportive

2.15 Abide by the decisions of council and publicly support the decisions even if of an alternative view.

Very unresponsive	Unsupportive	Neutral	Supportive	Very supportive

2.16 Adhere to the principles in the:

- (i) *Occupational Safety and Health Act 1984(WA);*
- (ii) *Equal Opportunity Act 1984(WA);*
- (iii) *Racial Discrimination Act 1975(Cth);* and
- (iv) *Sex Discrimination Act 1984 (Cth).*

Very unresponsive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?

8. Should any additional behaviours be incorporated in Part B?

9. Part B of the Code includes a complaint management process. Should this part include a time period in which complaints must be lodged after the alleged breach occurred?

- No time period
- 1 month
- 3 months
- 6 months
- Other (please specify)

10. Who is the best person for Part B complaints to be directed to?

- Mayor or President
- Deputy Mayor or President
- Presiding member
- Chief Executive Officer
- Nominated local government employee
- Other (please specify)

11. What actions are appropriate for councils to impose if a Part B breach is found?

- Apology
- Training
- Mediation
- Counselling
- Other (please specify)

12. Do you have any suggestions for specific actions that could be incorporated into the guidelines?

13. Should recurrent breaches of behaviour be referred to the Local Government Standards Panel?

- Yes
- No

Please provide a reason(s) for your answer

14. Should Council be required to develop an action plan and give the council member an opportunity to resolve their behaviour before a third complaint is referred to the Standards Panel under Part C?

- Yes
- No
- Other (please specify)

15. How beneficial would it be for local governments to engage an independent person to assist with the review of complaints?

- Extremely useful
- Very useful
- Somewhat useful
- Not so useful
- Not at all useful
- Other (please specify)

16. What should happen if a council cannot agree on an investigation or course of action following an alleged breach of Part B?

- An independent person should be engaged to conduct a review
  - The complaint should be dismissed
  - The Mayor or President makes the decision
-

- The CEO makes the decision
- Other (please specify)

Part C – Rules of Conduct

**Rules of conduct breaches are matters that:**

- **Negatively affect the honest or impartial performance of a council member;**
- **Involve a breach of trust placed in the council member; or**
- **Involve the misuse of information or material.**

**Alleged breaches of this part can be referred to the Local Government Standards Panel (Standards Panel) in accordance with the *Local Government Act 1995* (the Act). A breach of this Part is a “minor breach”.**

36. Do you have any comments or feedback on Part C?



## Guidelines

**Guidelines have been prepared to accompany the Code the Conduct. The guidelines are intended to provide clarification and guidance in relation to complain and enforcement.**

37. Are the guidelines a useful tool to accompany the Code?

- Extremely useful
- Very useful
- Somewhat useful
- Not so useful
- Not at all useful

Please specify why

38. Do you have any suggestions for additional inclusions in the guidelines?

**7.5.10**

**STANDARDS AND GUIDELINES FOR LOCAL GOVERNMENT CEO, RECRUITMENT AND SELECTION, PERFORMANCE REVIEW AND TERMINATION**

<b>FILE REFERENCE:</b>	<b>4.2.4</b>
<b>CORRESPONDENT:</b>	<b>Department of Local Government, Sport and Cultural Industries</b>
<b>DATE OF REPORT:</b>	<b>9 October 2019</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>
<b>APPENDICES:</b>	<b>1. Guidelines Report and WALGA submission forwarded under separate cover. 2. Survey to be Completed</b>

**SUMMARY:**

Council to consider the proposed Standards and Guidelines for Local Government CEO, recruitment and selection, performance review and termination.

**BACKGROUND:**

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to CEO recruitment, performance and termination (Sections 5.39A and 5.39B).

The Department of Local Government, Sport and Cultural Industries have released a draft document – *Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination* – for consultation.

While WALGA and other invited parties participated in a working group to develop the document, the draft was released without WALGA’s endorsement and there are a number of concerns with the draft that will be expanded upon in this submission.

The Department of Local Government, Sport and Cultural Industries is seeking feedback on the draft document by 6 December 2019. It is important that Local Governments also make submissions to the Department on this draft document to ensure the sector’s views are received.

WALGA is seeking feedback on this draft submission by 25 October 2019. WALGA’s submission, which will be updated following sector feedback, will then be included in the December State Council Agenda for consideration at

November Zone meetings, before being considered at the 4 December meeting of State Council.

**COMMENT:**

There are some concerns with the Draft Paper, and it is advised that the CEO has a direct financial interest with some of the below comments.

1. Many recommendations throughout the Draft Paper will result in the need for a local government (without a dedicated internal HR section) to obtain the services of an external HR consultant to address the proposed changes;
2. The ability for any LGA (without a dedicated internal HR section) to undertake the CEO recruitment process internally will basically not be possible, forcing such LGAs to using and paying for an external recruitment consultancy service;
3. There appears to be a contradiction with many recommendations being based upon a “One Size Fits All” approach, which was considered an important issue the current Act Review process is trying to address;
4. Inclusion of external, independent person(s) on the CEO Selection Panel may also come at a cost to the LGA if this person does do this voluntarily;
5. Section S1.11 states “*The local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years*”. This recommendation is for the full recruitment process to occur, which is an unnecessary cost imposition upon a LGA if the Council is happy with the incumbent CEO. This should only occur by an Absolute Majority decision of Council and not mandatory under legislation.

It must also be understood the Council can advertise the position at the end of the incumbent CEO’s contract anyway, so the recommended new legislation is basically superfluous.

The question is when this proposed 10 year cycle commences? Is this from the date the legislation is passed or is it retrospective. The retrospective scenario could create an issue for those LGAs with CEO’s who’s 10 year period occurs around the same time or a CEO is part way through an existing, binding Contract of Employment.

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The above comments are supported by the WALGA Draft Submission where it is stated:

*“It is unclear why there is a need for the position of Chief Executive Officer to be advertised after 10 years as a matter of course.*

*If the Council and the Chief Executive Officer are satisfied with the employment relationship, then forcing the position to be advertised will be disruptive, time-consuming, expensive, and counter-productive for the Local Government. Further, it will create uncertainty for the CEO who may be forced to look for alternative employment ‘just in case’.*

*In addition, if the performance management process is undertaken correctly and thoroughly, there should not be any need for the position to be advertised after a timeframe specified in regulations.*

*Lastly, as Chief Executive Officers are on fixed term contracts, Councils already have the opportunity to consider whether to renew the incumbent’s contract.*

*WALGA’s view is that this requirement should be removed from the guidelines, and not included in regulations;*

*Council, as the employer, should determine when the position of CEO is advertised”;*

6. The Draft Paper states *“It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any (even slight) doubt as to the meaning of the provisions of the contract.”* This is probably wise if the Model Contract is deviated from, yet will again incur additional cost on local government authorities

The WALGA Draft Submission also expresses the following concerns:

*“It is unclear why an independent person should be included on the selection panel that makes recommendations to Council about the employment of a Chief Executive Officer.*

*Employment of the Chief Executive Officer is a fundamental role of Council. Including others on the selection panel risks creating uncertainty and ambiguity about the employment relationship.*

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*The requirement to have an independent person on the selection panel is also impractical and may cause processes and decisions to become protracted. There is no guarantee that the independent person will have knowledge or experience in recruitment, Local Government processes, or Local Government Act requirements. This requirement could also add an unnecessary and unreasonable cost to the recruitment process, particularly for Councils in remote locations”;*

7. Section S2.6 states “The council has endorsed the performance review assessment by absolute majority”. Why it has to be an absolute majority is questionable, why can it be by a simple majority.
8. The Draft Paper states “...it is important to align the CEO’s performance criteria to the goals contained in the council’s Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO’s performance criteria should be updated to reflect the changes”. I believe this has merit; however, it must be clear the CEO does not have total control over the changes made to these Plans and this needs to be clear if aspects of the Plan implementation is linked to the performance review;
9. The Draft Paper states “If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance management and, if possible, experience in local government or dealing with the performance management of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO”. This is yet another example of additional costs to the local government authority;
10. Part 4 of the Draft Paper refers to the establishment of Local Government Commissioner to monitor and enforce local government compliance with the proposed Standards. This is the establishment of another bureaucracy and it appears the Commission may have the ability to pass on costs to the local government authority by way of a levy. The concept of a levy should be opposed and the State Government should cover all costs for any Agency or Commission they introduce.

#### **STATUTORY IMPLICATIONS:**

State: *Local Government Act 1995 Review*

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**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.10**

**That Council**

- 1. Submit the following to the Department of Local Government, Sport & Cultural Industries (DLG) and the Western Australian Local Government Association on the Draft Standards and Guidelines for Local Government CEO, Recruitment and Selection, Performance and Termination:**
  - (a) The recommendations throughout the Draft Paper will result in the need for a local government (without a dedicated internal HR section) to obtain the services of an external HR consultant to address the proposed changes;**
  - (b) The ability for an LGA (without a dedicated internal HR section) to undertake the CEO recruitment process internally will basically not be possible, forcing such LGAs to using and paying for an external recruitment consultancy service;**
  - (c) There appears to a contradiction with the recommendations being based upon a “One Size Fits All” approach, which was considered an important issue the Act Review was to try and address;**
  - (d) Inclusion of external, independent person(s) on the CEO Selection Panel may also come at a cost to the LGA if this person does do this voluntarily;**
  - (e) Section S1.11 states “The local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years”. This recommendation is for the full recruitment process to occur, which is an unnecessary cost imposition upon a LGA if the Council is happy with the incumbent CEO. This should only occur by an Absolute Majority of Council and mandatory under legislation;**

- (f) It must also be understood the Council can advertise the position at the end of the incumbent CEO's contract anyway, so the recommended new legislation is basically superfluous;
- (g) When this proposed 10 year cycle commences? Is this from the date the legislation is passed or is it retrospective. The retrospective scenario could create an issue for those LGAs with CEO's who's 10 year period occurs around the same time or a CEO is part way through an existing, binding Contract of Employment;
- (h) The Draft states *"It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any (even slight) doubt as to the meaning of the provisions of the contract."* This is probably wise if the Model Contract is deviated from, yet will again incur additional cost on local government authorities;
- (i) Section S2.6 states *"The council has endorsed the performance review assessment by absolute majority".* This should be a Simple Majority;
- (j) The Draft states *"...it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes".* Though this has merit, it must be clear the CEO does not have total control over the changes made to these Plans and this needs to be clear if aspects of the Plan implementation is linked to the performance review;
- (k) The Draft states *"If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance management and, if possible, experience in local government or dealing with the performance management of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO".* This is yet another example of additional costs to the local government authority;

**(I) Part 4 of the Draft Paper refers to the establishment of Local Government Commissioner to monitor and enforce local government compliance with the proposed Standards. This is the establishment of another bureaucracy and it appears the Commission may have the ability to pass on costs to the local government authority by way of a levy. The concept of a levy should be opposed and the State Government should cover all costs for any Agency or Commission they introduce.**

**Is this a stepping stone to have all CEO's appointed through the state government channels and not by the individual Council.**

**2. Council submit the survey as requested by the Department of Local Government, Sport and Cultural Industries, refer to Appendices 2.**



**APPENDICES 2 – Survey for Completion**

**Recruitment and selection**

17. How frequently should a council be required to re-advertise the CEO position?

- a. At the conclusion of the term of the CEO’s contract
- b. Where a person has occupied the CEO position for two (2) consecutive terms
- c. Where a person has occupied the CEO position for ten (10) consecutive years
- d. When council determines
- e. Unsure
- f. Other (please specify)

18. To what extent do you support the following statement?

“A local government should be required to undertake ‘blind CV recruitment’ (i.e. redacting personal details and any diversity specific information from curriculum vitae) to avoid bias in the early stages of the recruitment process.”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

It is proposed that a council will be required to appoint a selection panel made up of council members to conduct and facilitate the CEO recruitment and selection process.

The selection panel would be responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

19. To what extent do you support the following statement?

“The selection panel must include at least one person who is independent of the council to assist the council in selecting the CEO”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

20. If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
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<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

21. To what extent do you support the following statement?

“If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, the independent person must not be a current council member or staff member of any local government”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

22. Should there be any other restrictions on who the independent person on a selection panel should be?

- a. Yes
- b. No
- c. If yes, please specify

**Performance review**

The *Local Government Act 1995* currently requires a council to review the performance of the CEO annually.

23. How frequently should a council review the performance of the CEO?

- a. Annually
- b. Twice annually
- c. Quarterly
- d. Every two years
- e. When council determines a performance review is required

24. To what extent do you support the following statement?

“A local government should be required to establish a performance review panel, which must include at least one person who is independent of the council, to assist the council in assessing the performance of a CEO”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

25. If a council is required to have an independent person assist them in assessing the performance of a CEO as part of a performance review panel, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

26. Should there be any restrictions on who the independent person should be?

- a. Yes
- b. No
- c. If yes, please specify

### Termination

27. To what extent do you support the following statement:

“The legislation should provide a minimum notice period that the council provides to the CEO if the council terminates the CEO’s employment before the expiry date of the employment contract”

Very unresponsive	Unsupportive	Neutral	Supportive	Very supportive

28. If the legislation required council to provide the CEO with a minimum notice period of the early termination of the CEO’s employment, what should the minimum notice period be?
- Two (2) weeks
  - Four (4) weeks
  - Other (please specify)

**Monitoring and enforcement**

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

29. Who should be responsible for monitoring and enforcing the CEO standards?
- Public Sector Commission or other integrity agency
  - Department of Local Government, Sport and Cultural Industries
  - Independent office of Local Government Commissioner
  - Joint Panel consisting of nominees from the WA Local Government Association (WALGA) and the Local Government Professionals WA (LGPro WA)
  - Local Government Standards Panel (expanded role)
  - Other (please specify)

30. To what extent do you support the following statement?

“If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation”

Very unresponsive	Unsupportive	Neutral	Supportive	Very supportive

31. What powers should the body responsible for monitoring and enforcing the standards have? (please choose one or more of the following options)

<input type="checkbox"/>	To order a local government to restart a process (recruitment, selection, performance review or termination) or remedy a defect
<input type="checkbox"/>	To order that a third party be involved in the performance review process
<input type="checkbox"/>	To order that a local government engages in mediation or arbitration to resolve a dispute (this could be disputes between council members or between council members and the CEO)
<input type="checkbox"/>	To arbitrate or make a ruling on a matter
<input type="checkbox"/>	To prepare a report on contract termination (for potential referral for industrial relations action)
<input type="checkbox"/>	To provide a report to the Minister for Local Government or the Director General of the Department of Local Government, Sport and Cultural Industries for consideration in relation to powers to suspend, dismiss or order remedial action whether in regards to the entire council or individual council members
<input type="checkbox"/>	To order that a local government seeks professional advice or assistance from an independent person
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

32. To what extent do you support the following statement?

“If the body responsible for monitoring and enforcing the CEO standards directed a local government to undertake mediation or arbitration to resolve a dispute, the costs of the dispute resolution should be borne by the local government.”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

33. To what extent do you support the following statement?

“If a council has not complied with the standard for a particular process, they should be required to recommence the process”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

34. To what extent do you support the following statement?

“Local governments should be subject to penalties if they do not comply with the CEO standards”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

35. Do you have any additional comments in relation to the CEO standards?

**Guidelines accompanying the CEO standards**

The mandatory CEO standards will be accompanied by guidelines outlining the recommended practice for local governments undertaking the processes of recruitment and selection, performance review and early termination of CEOs.

36. How useful are the proposed guidelines?

Extremely useful	Very useful	Moderately useful	Slightly useful	Not at all useful

Please specify why:

37. Do you have any suggestions regarding any changes that need to be made to the proposed guidelines or is there anything else you think should be included in the guidelines? (please specify)

Do you have any additional comments in relation to the guidelines.

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