



**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> September 2020 at the Council Chambers, Northampton commencing at 1.00pm.

A handwritten signature in blue ink, appearing to be 'G. L. KEEFFE', is shown above the printed name.

**GARRY L KEEFFE**  
**CHIEF EXECUTIVE OFFICER**  
**11<sup>th</sup> September 2020**



# ~ Agenda ~

**18<sup>th</sup> September 2020**

## **NOTICE OF MEETING**

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 18<sup>th</sup> September 2020, at

The Council Chambers, Northampton commencing at 1.00pm.

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

**11<sup>th</sup> September 2020**

## SHIRE OF NORTHAMPTON

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Signed  \_\_\_\_\_

Date 11<sup>th</sup> September 2020

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

**AGENDA**  
**ORDINARY MEETING OF COUNCIL**  
**18<sup>th</sup> September 2020**

**1. OPENING**

**2. PRESENT**

- 2.1 Leave of Absence
- 2.2 Apologies

**3. QUESTION TIME**

**4. DISCLOSURE OF INTEREST**

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

**5. CONFIRMATION OF MINUTES**

- 5.1 Ordinary Meeting of Council – 21<sup>st</sup> August 2020

**6. RECEIVAL OF MINUTES**

- 6.1 Audit Committee Meeting – 18<sup>th</sup> September 2020

**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**

**SHIRE OF NORTHAMPTON**  
**Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on**  
**Friday 21<sup>st</sup> August 2020**

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## SHIRE OF NORTHAMPTON

### Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on Friday 21<sup>st</sup> August 2020

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**Friday 21<sup>st</sup> August 2020**

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<b>8.1      OPENING</b>
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The President thanked all Councillors and staff present for their attendance and declared the meeting open at 1.00pm

<b>8.2      PRESENT</b>
-------------------------

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

<b>8.2.1      LEAVE OF ABSENCE</b>
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Nil

<b>8.2.2      APOLOGIES</b>
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Cr L Sudlow

Northampton Ward

<b>8.3      QUESTION TIME</b>
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Nil

<b>8.4      DISCLOSURE OF INTEREST</b>
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Nil

**SHIRE OF NORTHAMPTON**  
**Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on**  
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<b>8.5 CONFIRMATION OF MINUTES</b>
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8.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING FRIDAY 17 <sup>TH</sup> JULY 2020
---

Moved Cr SUCKLING seconded Cr STEWART

That the minutes of the Ordinary Meeting of Council held on the 17<sup>th</sup> July 2020 be confirmed as a true and correct record.

CARRIED 8/0

8.5.2 BUSINESS ARISING FROM MINUTES
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CEO advised that Northampton Tyres will no longer be leasing this unit and therefore he will re-advertise its availability.

8.5.3 SPECIAL BUDGET MEETING OF COUNCIL 29 <sup>TH</sup> JULY 2020
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Moved Cr HAY seconded Cr SMITH

That the minutes of the Special Budget Meeting of Council held on the 29<sup>th</sup> July 2020 be confirmed as a true and correct record.

CARRIED 8/0

8.5.4 BUSINESS ARISING FROM MINUTES
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Nil

<b>8.6 RECEIVAL OF MINUTES</b>
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Nil

<b>8.7 WORKS &amp; ENGINEERING REPORT</b>
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8.7.1 INFORMATION ITEMS - MAINTENANCE/CONSTRUCTION WORKS PROGRAM (ITEM 7.1.1)
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Noted



**SHIRE OF NORTHAMPTON**  
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**Friday 21<sup>st</sup> August 2020**

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**8.8 HEALTH & BUILDING REPORT**

**8.8.1 BUILDING APPROVALS (ITEM 7.2.1)**

Noted.

**8.9 TOWN PLANNING REPORT**

**8.9.1 RESIDENTIAL DESIGN CODES VOLUME 1 INTERIM REVIEW 2020 –  
DRAFT SCHEDULE OF PROPOSED MODIFICATIONS (ITEM 7.3.1)**

Noted.

**8.9.2 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.2)**

Noted

**8.10 FINANCE REPORT**

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

Moved Cr PIKE, seconded Cr KRAKOUER

That Municipal Fund Cheques 21931 to 21952 inclusive totalling \$44,164.43, Municipal EFT payments numbered EFT20967 to EFT21078 inclusive totalling \$571,469.31, Trust Fund Cheques 2525 to 2540, totalling \$5,744.12, Direct Debit payments numbered GJ0101 to GJ0106 inclusive totalling \$237,680.95 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

**8.10.2 MONTHLY FINANCIAL STATEMENTS – JULY 2020 (ITEM 7.4.2)**

Moved Cr STOCK-STANDEN, seconded Cr STEWART

That Council adopts the Monthly Financial Report for the period ending 31<sup>st</sup> July 2020.

**SHIRE OF NORTHAMPTON**  
**Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on**  
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CARRIED 8/0

8.10.3     2020/2021 BUDGET ADOPTION (ITEM 7.4.3)
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Moved Cr SUCKLING, seconded Cr STOCK-STANDEN

That Council in accordance with Section 6.2 of the Local Government Act 1995 adopt the 2020/2021 budget as presented inclusive of the following:

Statutory Budget

Statutory Budget detail for 2020/2021 as presented on pages 1 to 26 including the following:

Statement of Comprehensive Income

Statement of comprehensive income as detailed on pages 2 & 4 of the budget for the 2020/2021 financial year showing the projected "Total Comprehensive Income" amount of -\$836,975.

Statement of Cash Flows

Statement of Cash Flows detailed on page 6 of the budget for the 2020/2021 financial year showing a projected "Cash and Cash Equivalents at the End of the year" totaling \$877,504.

Rate Setting Statement

Rates Setting Statement detailed on page 6 of the budget for the 2020/2021 financial year showing a "Net current assets at start of financial year" totaling \$1,815,811 from 2019/2020.

Fees and Charges

That Council adopts the Fees and Charges Schedule for the 2020/2021 Financial Year as presented in pages 119 – 130 of the Schedule Budget Format

2020/2021 Budget By Schedule Format

Detailed Schedule Budget format for 2020/2021 detailed on pages 1 to 131 of the supplementary information to the budget document showing a balanced budget totaling \$10,816,414.

CARRIED BY ABSOLUTE MAJORITY 8/0

**SHIRE OF NORTHAMPTON**  
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8.10.4    WAIVER OF 2020/2021 RATES (ITEM 7.4.4)
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Moved Cr SMITH, seconded Cr SUCKLING

That Council in accordance with Section 6.47 of the Local Government Act 1995 :-

1. Waive the rates on the following lessees for the 2020/2021 financial year:
  - Northampton Bowling Club – Lot 39 Hampton Road Northampton;
  - Northampton Golf Club – Portion of Reserve 23432 and Crown Grant in Trust Volume 1620 Folio 052;
  - Northampton Community Centre – Portion of Reserve 23432;
  - Kalbarri Camp and Community Hall – Kalbarri Town Lot 468 Reserve No 35559;
  - Kalbarri Golf and Bowling Club – part of Reserve No 30953;
  - Kalbarri Sport and Recreation Club – part of Reserve No 25447;
  - Kalbarri Occasional Childcare Centre – Lot 233 and 232 Smith Street, Kalbarri;
  - Edna Bandy Centre – Reserve 2038, Stephen Street Northampton;
  - Old School Community Centre – Lot 475, Stephen Street Northampton;
  - Binu Tennis Club – Reserve 23699, Northwest Coastal Highway, Binu;
  - Doctors Surgery – 51 (lot 29) Robinson Street, Northampton;
  - Doctors Surgery – 24 (lot 833) Hackney Street, Kalbarri;
  - LIA Units 1 – 4 lot 83 Kitson Circuit, Northampton;
  - Kalbarri Town Talk Lot 175 Kaiber Street, Kalbarri;

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- Horrocks Community Centre Lot 9501 North Court Horrocks; and
2. Waive the rates on the following aged care accommodation for the 2020/2021 financial year:
- Pioneer Lodge Inc – Lot 7 Robinson Street, Northampton; and
  - Department of Housing and the Shire of Northampton Lot 1001 Hackney Street, Kalbarri.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

<b>8.11 ADMINISTRATION &amp; CORPORATE REPORT</b>
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8.11.1 STRATEGIC COMMUNITY PLAN - ADOPTION (ITEM 7.5.1)
---

Moved Cr KRAKOUER, seconded Cr STEWART

That Council adopt the Strategic Community Plan 2020-2030 as presented.

CARRIED 8/0

8.11.2 LEASING OF PART OF RESERVE 49842 (ITEM 7.5.2)
--

Moved Cr SUCKING, seconded Cr STEWART

That Council approve 'in-principle' support for the issuing of a Management Licence to Reg Reynolds to allow him to manage the Council controlled camping area on Crown Reserve 49842 known as Little Bay Camping Grounds, as proposed and that he be advised that formal approval will only be considered upon the receipt and approval of a formal development application of his proposed camping area.

CARRIED 6/2

Cr SIMKIN wished for his name to be recorded as voting against the motion

Cr STOCK-STANDEN wished for her name to be recorded as voting against the motion

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<b>8.11.3     SUNDRY DEBTOR WRITE OFF (ITEM 7.5.3)</b>
--

Moved Cr KRAKOUER, seconded Cr SUCKLING

That Council write off the outstanding debt of \$720.00 for Half Way Bay refuse removal charges owed by Mr David Morris.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

<b>8.11.4     PYRITE DAMAGE – KALBARRI PLAYING COURTS (ITEM 7.5.4)</b>
--

Moved Cr STOCK-STANDEN, seconded Cr STEWART

That Council no longer pursue any further action with West Coast Sporting Services and progress with repairing the courts.

CARRIED 8/0

<b>8.11.5     REQUEST FOR FINANCIAL ASSISTANCE – BUILDING IMPROVEMENTS (ITEM 7.5.5)</b>
---

Moved Cr PIKE, seconded Cr SMITH

That Council approve expenditure of \$2,365 for the provision of two barrier fly-wire doors and a window at the Kalbarri Arts and Crafts Centre and that it be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

<b>8.12     PRESIDENT'S REPORT</b>
------------------------------------

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

31/07/2020	Main Roads WA Geraldton - Muchea to Geraldton Freight Transport Corridor
06/08/2020	State Government Infrastructure WA Workshop (Strategic 20-30 Year Plan)
07/08/2020	Department of Transport Geraldton – Port Gregory Jetty

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**Friday 21<sup>st</sup> August 2020**

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20/08/2020      Australian Defence Satellite Communications Station Geraldton -  
Batavia Local Emergency Management Committee Meeting

<b>8.13    COUNCILLORS' REPORTS</b>
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<b>8.13.1    CR STEWART</b>
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Since the last Council meeting Cr STEWART reported on his attendance at:

29/07/2020      Kalbarri Visitor Association Meeting

<b>8.13.2    CR SMITH</b>
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Since the last Council meeting Cr SMITH reported on his attendance at:

21/07/2020      Kalbarri Visitor Centre Meeting

18/08/2020      Kalbarri Visitor Centre Meeting

<b>8.13.3    CR PIKE</b>
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Since the last Council meeting Cr PIKE reported on his attendance at:

12/08/2020      WALGA RoadWise Meeting

20/08/2020      WALGA RoadWise Budget meeting

<b>8.13.4    CR SUCKLING</b>
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Since the last Council meeting Cr SUCKLING reported on her attendance at:

22/07/2020      Northampton Tourist Association Meeting

24/07/2020      Northampton Council Chambers – Meeting with Martin  
Aldridge MLC

29/07/2020      Northampton Tourist Association Meeting – AFL Figures

17/08/2020      Northampton Tourist Association Annual General Meeting

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**Friday 21<sup>st</sup> August 2020**

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**8.13.5 CR STOCK-STANDEN**

Since the last Council meeting Cr STOCK-STANDEN reported on her attendance at:

07/08/2020 Northampton Community Centre – Opening of Netball Courts

**8.14 NEW ITEMS OF BUSINESS**

Nil

**8.15 NEXT MEETING OF COUNCIL**

The next Ordinary Meeting of Council will be held on Friday 18<sup>th</sup> September 2020 commencing at 1.00pm at the Council Chambers, Northampton.

**8.16 CLOSURE**

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 2.01pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 11 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 18<sup>TH</sup> SEPTEMBER 2020.

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

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

## **WORKS & ENGINEERING REPORT CONTENTS**

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7.1.3	KALBARRI – HACKNEY STREET- PROPOSED DUAL USE PATHWAY BUDGET 2020/2021 – DUAL USE PATHWAY ALIGNMENT	6



7.1.1	<b>INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM</b>				
	<table> <tr> <td data-bbox="367 398 845 477"><b>REPORTING OFFICER:</b></td><td data-bbox="845 398 1407 443"><b>Neil Broadhurst - MWTS</b></td></tr> <tr> <td data-bbox="367 443 845 477"><b>DATE OF REPORT:</b></td><td data-bbox="845 443 1407 477"><b>4<sup>th</sup> September 2020</b></td></tr> </table>	<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>	<b>DATE OF REPORT:</b>	<b>4<sup>th</sup> September 2020</b>
<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>				
<b>DATE OF REPORT:</b>	<b>4<sup>th</sup> September 2020</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 Isachar Back, Isachar, Teakle, Blue Well, Horry, Frosty Gully, Burges, Willow Gully, Bowes River, Rifle Range, Pigeon Well, Wundi, Johnson, Parker, Baddera, Walsh, Oakabella East, Elliot, Bandy and Normans Well Road/s.
- Gravel Patching/Sheeting/Verge works carried out on Willow Gully, Bowes River, Frosty Gully, Isachar Back, Teakle, Johnson and Blue Well Road/s.

### **Maintenance Items**

- General – Signage and closure/opening of facilities surrounding the Covid 19 Pandemic.
- Northampton – Various Northampton townsite and rural road verge chemical spraying and verge tree pruning works.
- Northampton – Assistance with ‘Men’s Shed’ sand pad works for new shed.
- Northampton – Two substantial pipeline failures in Northampton, assistance in reinstatement etc. with Waiter Authority Western Australia.
- Northampton and Kalbarri – Various locations pothole and bitumen repair works. Including rural roads
- Kalbarri – Daily Toilet/BBQ cleans and litter collections continuing.
- Kalbarri – Tip Road maintenance.
- Rural – Horrocks Road – Storm damage - Reinstatement works to gravel shoulders, table drains, and offshoot drains plus install of additional offshoot drain/s.

### **Other Items (Budget)**

- Northampton – Preparation works to Bateman Street and Fifth Avenue construction works. Shall continue to a finished gravel surface. When weather conditions allow works to bitumen the pavement, concrete kerbing etc. shall recommence to complete the works.

**Plant Items**

- Truck and trailer tarps for securing of loads – Works commenced for supply and fitting of truck and trailing tarp system/s. – Dtrans/BRE
- P238 – Caterpillar Grader - A frame slide ram replacement. - Westrac

**OFFICERS RECOMMENDATION**

**For Council information.**

<b>7.1.2</b>	<b>KALBARRI – GILGAI TAVERN CARPARK TWO WAY TRAFFIC TO ONE WAY ACCESS</b>						
	<table><tr><td><b>REPORTING OFFICER:</b></td><td><b>Neil Broadhurst - MWTS</b></td></tr><tr><td><b>DATE OF REPORT:</b></td><td><b>3rd September 2020</b></td></tr><tr><td><b>APPENDICES:</b></td><td><b>1. Detail Plan. (Existing arrangement)</b></td></tr></table>	<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>	<b>DATE OF REPORT:</b>	<b>3rd September 2020</b>	<b>APPENDICES:</b>	<b>1. Detail Plan. (Existing arrangement)</b>
<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>						
<b>DATE OF REPORT:</b>	<b>3rd September 2020</b>						
<b>APPENDICES:</b>	<b>1. Detail Plan. (Existing arrangement)</b>						

**BACKGROUND:**

Management has been contacted in regard to the existing two-way parking arrangement in the car park area immediately adjoining the Kalbarri Gilgai Tavern/Shopping area. The concern raised is the current two-way traffic arrangement through the existing carpark and that a perceived danger exists as a result. The suggestion is to consider the removal of the existing two-way traffic flow and introduce a on-way traffic flow.

The current carpark layout has been in place for approximately 2 years and there have been no known events that have caused any personnel injury or property damage that can be directly contributed to the two-way traffic flow. The road widths and turning movements are all as per the original construction layout as presented to Council in selecting the preferred options available and as such within the original design perimeters. It has been observed that larger type vehicles at times try to access the area that creates some restraints. However, normal single unit vehicles have little if any problems travelling through the area.

The car park currently has line markings delineating a two-way traffic flow via the painting of large directional arrows. No signage is in place.

Should Council wish to amend the current situation to a one way traffic flow, the estimated cost to modify the car park would be \$1,500 which will require the removal of the 4 existing arrows (two way) and the installation of approximately 6 to 7 one way arrows. Due to the existing layout as selected by Council having no raised refuge islands the opportunity of available areas to include applicable signage is limited. The only available areas being the area immediately in front of the Gilgai Tavern which is a high pedestrian area.

**FINANCIAL & BUDGET IMPLICATIONS:**

The 2020/2021 Budget has no specific provision for the undertaking of these works.

If Council wish to proceed with the works, it is suggested that provisions are available under Council's Municipal Fund Road Maintenance operating account.

**COMMENT:**

Management are responding to concerns raised with the Chief Executive Officer from a member of the public. Management have no knowledge or correspondence regarding any injury or property damage within this area that would support the need for any modification or change of the traffic management within the area.

If Council wish to modify the existing traffic movement arrangements, it is recommended that further controls need to be put in place to have a successful one-way movement, being the installation of refuge island/s to allow better control and direction of traffic and allow installation of directional signs and other control measures to be put in place.

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.1.2**

**For Council Determination.**

### 7.1.2

DATE \_\_\_\_\_

18.9



<b>7.1.3</b>	<b>KALBARRI – HACKNEY STREET- PROPOSED DUAL USE PATHWAY BUDGET 2020/2021 – DUAL USE PATHWAY ALIGNMENT</b>						
	<table><tr><td data-bbox="367 392 845 436"><b>REPORTING OFFICER:</b></td><td data-bbox="845 392 1417 436"><b>Neil Broadhurst - MWTS</b></td></tr><tr><td data-bbox="367 436 845 470"><b>DATE OF REPORT:</b></td><td data-bbox="845 436 1417 470"><b>3rd September 2020</b></td></tr><tr><td data-bbox="367 470 845 504"><b>APPENDICES:</b></td><td data-bbox="845 470 1417 504"><b>1. Detail Plan. (Existing arrangement)</b></td></tr></table>	<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>	<b>DATE OF REPORT:</b>	<b>3rd September 2020</b>	<b>APPENDICES:</b>	<b>1. Detail Plan. (Existing arrangement)</b>
<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>						
<b>DATE OF REPORT:</b>	<b>3rd September 2020</b>						
<b>APPENDICES:</b>	<b>1. Detail Plan. (Existing arrangement)</b>						

**BACKGROUND:**

Management request a review for the works to construct a Dual Use Pathway along Hackney Street, Kalbarri, for the connection of the existing pathway at the Kalbarri School to the Shopping precinct area to the east of the school.

While being included within the 2020/2021 budget some discussion did occur regarding the alignment details resulting in the selected alignment to be along the northern side of Hackney Street. However further inspection onsite and discussion with Kalbarri staff and adjacent business owners have identified some issues and potential reasons for the Dual Use Pathway on the southern side may be a better alternative.

The overwhelming comment onsite was in support of this area to receive a Dual Use Pathway and appreciated Council's identification of this. The main pedestrian traffic concerns in the area were identified at the start and completion of school periods. The consensus was the existing situation is a safe practice in the morning school use and very adhoc and busy use at the end of the school day generally by both children and adults. The afternoon use commented on the general movement of pedestrians in this area crossing the road onto the bitumen surface and crossing diagonally onto the paved area of the shopping precinct area. Many of the children were not accompanied by adults and using bicycles. There seemed to be no preference for the use of the road verge area, but this could be contributed to either of these areas being quite sandy or uneven (north and south) and not pedestrian or bicycle user friendly.

Discussion onsite was based on, that while the dual use pathway alignment being placed on the north side would be the most direct and shortest option, the alignment does clash with the rear access to the existing business units in the area, with the movement of general and business delivery movements. Arguably this is the most direct route but from a design perspective the existing business access should be reduced in width (currently 32 metres) to allow a safer pedestrian movement to be undertaken. This would involve the installation of some additional concrete kerbing on the west side and modification of the concrete kerbing and pedestrian ramp location on the east side away from the business/s wall to allow a pedestrian road crossing of a maximum of 9 to10 metres only (Standard business driveway width maximum 9 to10 metres.). Overall works being 82 metres of 2m wide dual use pathway adjacent to concrete kerbing (no infill), approximately 30m of concrete kerbing, 12 to15m<sup>2</sup> of additional brick paving plus 3 x concrete pedestrian ramps. Some bitumen reinstatement works would be required at the actual crossing area.

Alternatively, the Dual Use Pathway could be placed on the south side of Hackney Street as recommended in the Budget Agenda. No restrictions exist on this side of the road and for practical purposes could be extended to connect with the existing dual use pathway located on Walker Street. Crossing points over Hackney Street would be installed via pedestrian ramps located at the planned marking for a disabled bay/s at the closed section of the laneway adjacent to the post office plus via the existing pedestrian ramp at Walker Street. The extension to Walker Street would have the added advantage for school traffic with a viable alternative route being available without having to go through the shopping precinct area via the post office road closure area. It is arguable that the greater part of school traffic either during or outside of school hours heads towards the Skatepark and Sport and recreation facilities. Overall works being 134m of 2m wide dual use pathway adjacent to the existing concrete kerbing (no infill) and 2 x pedestrian ramps.

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

The 2020/2021 Budget has made provision of \$20,000.00 for the construction of a pathway from the end of Hackney Street to the Post Office on north side.

The following are costings for the options as per above:

- Option #1 - Install Dual Use Pathway along the north side of Hackney Street  
\$17,700.00 (Materials/Contractor component – Exc GST)
- Option #2 - Install Dual Use Pathway along the south side of Hackney Street  
\$22,650.00 (Materials/Contractor component – Exc GST)

#### **COMMENT:**

The Manager of Works and Technical Services after inspecting and evaluating the site with Kalbarri works staff and adjacent business owners has felt obligated to forward the possible alternative options for Council consideration.

The overwhelming aim being to ensure that the main users of the proposed dual use pathway (School students and parents), can safely traverse the area while being able to cross a periodically busy section of road at school drop off and pick up times, combined with the recent relocation of the post office the area has experienced an increase in traffic numbers.

The Manager of Works and Technical Services offers the two options to consider and has priced the options accordingly.

Option 1, being on the north side of Hackney Street offers the shortest and cheapest option but still requires passage through the shopping precinct area. This option has more works components and realistically while cheaper would take longer to undertake. This option is within the current Council approved budget provisions

Option 2, being on the south side of Hackney Street is longer and at additional cost than the budget provision, however still allows access into the shopping precinct area if preferred but gives the option of passage around the shopping precinct if required. This option is effectively a larger works of similar nature.

Should Council resolve to adopt this option then the additional expenditure will be required to be approved as authorised expenditure and carried by an absolute majority.

Neither option removes the possibility that pedestrians may cross the road diagonally and direct from the school corner onto the paved area at the shopping precinct area. This is an area for pedestrian and children education.

**VOTING REQUIREMENT:**

*Simple Majority Required:*

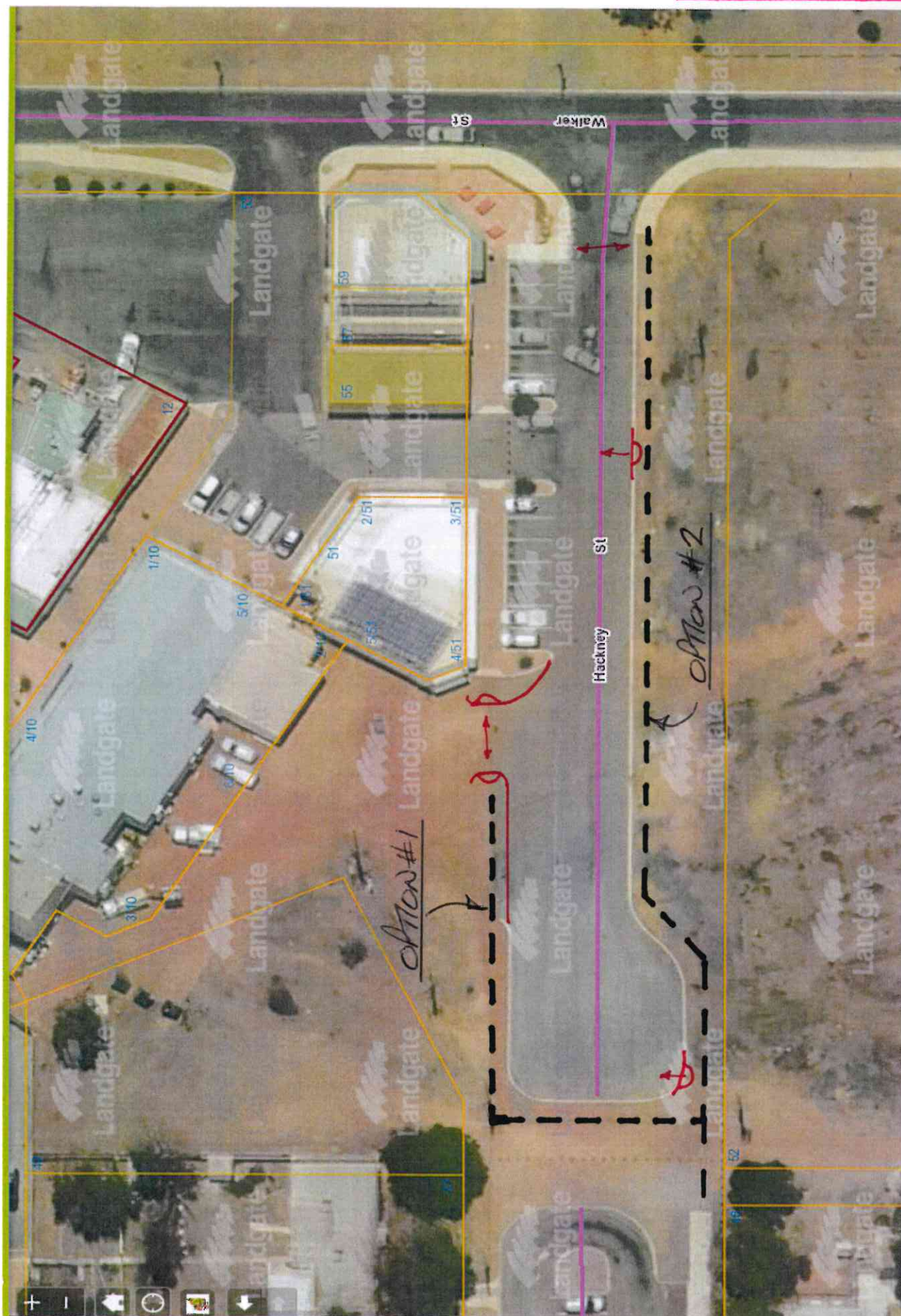
**OFFICER RECOMMENDATION – ITEM 7.1.2**

**That Council progress with the construction of a dual use pathway on the south side of Hackney Street and the additional cost to be incurred in the construction of the pathway at the revised location be declared authorised expenditure.**



### 7.1.3

18.9



# SHIRE OF NORTHAMPTON

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

(September 2020)

2020/2021 Budget Works	Job No	Status	Comments
<b><u>REGIONAL ROAD GROUP PROJECTS - 150300</u></b>			
<b>Kalbarri Road</b> Reseal works 18.00 - 28.00 slk	RR14		
<b><u>ROADS TO RECOVERY - 152100</u></b>			
<b>Binnu East Road</b> Reseal works 0.00 - 14.40 slk	RT35		
<b>Stephen Street</b> Asphalt Reseal 0.69 - 0.912 and 0.945 - 1.005 slk	RT34		Quotes being confirmed
<b><u>MUNICIPAL FUND CONSTRUCTION - 150600</u></b>			
<b>Carried Over from 2019/2020</b>			
<b><u>Northampton</u></b>			
<b>Bateman Street</b> Construct and Seal 210m	R971		Works commenced
<b>Fifth Avenue</b> Construct and Seal 230m	R986		Works commenced
<b><u>Kalbarri</u></b>			
<b>Karina Mews</b> Reseal and replace concrete kerbing 210m	R971		
<b>Smith Street</b> Asphalt reseal and replace concrete kerbing 0.40 - 0.66 slk	R986		
Cont.			
2020/2021 Budget Works	Job No	Status	Comments

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

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

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

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

## HEALTH AND BUILDING REPORT CONTENTS

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<b>7.2.1</b>	<b>INFORMATION ITEM: BUILDING STATISTICS</b>
	<b>DATE OF REPORT:</b> 11 <sup>th</sup> September 2020
	<b>RESPONSIBLE OFFICER:</b> Glenn Bangay – Principal EHO/Building Surveyor

## 1. BUILDING STATISTICS

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

### OFFICER RECOMMENDATION – ITEM 7.2.1

For Council information.



SHIRE OF NORTHAMPTON

HEALTH AND BUILDING REPORT – 18<sup>th</sup> SEPTEMBER 2020

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - AUGUST 2020									
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Materials	Area m2	Value	Fees
						1. Floor			1. App Fee
						2. Wall			2. BCITF
						3. Roof			3. BRB
									4. Other
05/08/2020	1823	M & R Paxman PO Box 394 KALBARRI	Owner/Builder	13 (Lot 911) Mainwaring Drive KALBARRI	S/F Colourbond Garage	1. Concrete 2. Metal 3. C/Bond	54	\$12,000	1. \$105.00 2. \$0.000 3. \$61.65 4. \$0.00
05/08/2020	1824	A & P Glazier PO Box 313 KALBARRI	Owner/Builder	22 (Lot 23) Phelps Loop KALBARRI	S/F C/Bond Roof Patio	1. Concrete 2. n/a 3. C/Bond	58	\$5,000	1. \$105.00 2. \$0.00 3. \$61.65 4. \$0.00
12/08/2020	1828	Summerstar Pty Ltd 8 Mallion St EMBLETON	Holtro Modular Pty Ltd PO Box 4 BASSENDEAN	399 (Lot 10646) Red Bluff Road KALBARRI	Double Brick Ablution C/Bond Roof Clad	1. Concrete 2. Brick 3. C/Bond	73	\$30,000	1. \$180.00 2. \$400.00 3. \$274.00 4. \$25.00
13/08/2020	1825	P & T Husbands PO Box 140 NORTHAMPTON	L Hose PO Box 479 NORTHAMPTON	73 (Lot 21) Robinson St NORTHAMPTON	Remove 80m2 ACM cladding	1. n/a 2. n/a 3. n/a	80	\$2,000	1. \$105.00 2. \$0.00 3. \$61.65 4. \$0.00
21/08/2020	1829	S & L Crickmay 98 Mitchell St HORROCKS	Owner/Builder	102 (Lot 75) Mitchell St HORROCKS	Conversion Class 10 to Class 1	1. Concrete 2. Brick 3. C/Bond	52	\$15,000	1. \$105.00 2. \$0.00 3. \$61.65 4. \$138.00
26/08/2020	1830	Whettingsteel Super Fund 191 George Rd GERALDTON	Batavia Timber & Salvage 21 Box St GERALDTON	221 (Lot 12) Hampton Rd NORTHAMPTON	ACM wall and roof cladding, demolish existing steel	1. n/a 2. n/a 3. n/a	63	\$7,700	1. \$105.00 2. \$0.00 3. \$61.65 4. \$0.00

## **TOWN PLANNING CONTENTS**

### **ITEMS**

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**7.3.1 HORROCKS COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN  
- FINAL ADOPTION**

<b>LOCATION:</b>	Horrocks Townsite
<b>FILE REFERENCE:</b>	10.5.6
<b>DATE OF REPORT:</b>	25 August 2020
<b>REPORTING OFFICER:</b>	Hayley Williams - Planning Consultant
<b>RESPONSIBLE OFFICER:</b>	Garry Keeffe - Chief Executive Officer
<b>APPENDICES:</b>	
1.	Schedule of Submissions
2.	Community survey results
3.	Horrocks Beach Coastal Hazard Risk Management and Adaptation Plan Reports (attached separately)

**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:**

The *Draft Horrocks Coastal Hazard Risk Management and Adaptation Plan* was publicly advertised from Friday 6th March 2020 until Friday 24th April 2020.. Due to the impact of Covid-19 a second round of public advertising was conducted in lieu of the Community Information Session from the 24th April 2020 to 19th June, 2020. At the conclusion of advertising a total of 2 submissions were received. This included 1 submission from a Government Agency and 1 submission from a landowner. The online community survey conducted during the second round of public advertising received 14 responses.

This report recommends that Council adopt the final *Draft Horrocks Coastal Hazard Risk Management and Adaptation Plan* as a guiding document and that Council acknowledge that funding implementation of the plan will require external funds for individual substantial projects..

**LOCALITY PLANS:**



**Figure 1: Horrocks CHRMAP Area Locality (GHD)**



**Figure 2: Planning Areas and Asset Mapping (GHD)**



## **BACKGROUND:**

Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) is a process that has been formalised through *State Planning Policy No.2.6 – State Coastal Planning Policy* (SPP 2.6) gazetted by the Western Australian State Government in 2013 under the *Planning and Development Act 2005*. In 2014 the Department of Planning, Lands and Heritage issued CHRMAP guidelines to assist local governments in developing and implementing the CHRMAP process. Clause 5.5 of SPP2.6 states, in respect to Adaptation Planning:

*“Adequate coastal hazard risk management and adaptation planning should be undertaken by the responsible management authority and/or proponent where existing or proposed development or landholders are in an area at risk of being affected by coastal hazards over the planning timeframe. Coastal hazard risk management and adaptation planning should include as a minimum, a process that establishes the context, vulnerability assessment, risk identification, analysis, evaluation, adaptation, funding arrangements, maintenance, monitoring and review, and communicate and consult”.*

The extent to which the coastal erosion and coastal inundation hazards are likely to impact on land in the coastal zone of Horrocks has been captured in the final Horrocks CHRMAP Report, which has been provided separately to Councillors via dropbox.

The purpose of final draft Horrocks CHRMAP is to provide a coastal management decision-making framework to adapt to coastal inundation and erosion risks for immediate, short, medium and long-term timeframes for coastal areas in Horrocks Beach. As the Shire of Northampton and the community learn more and understand more about how the coast and waterfront area will change in the future, the CHRMAP and recommended adaptation responses will need to be reviewed and updated to reflect and respond to the values, aspirations, and learning of the community and stakeholders.

### Public release of the draft Horrocks CHRMAP Report

The Shire released the draft Horrocks CHRMAP report for public comment on the 6th March 2020, closing on the 24th April, 2020. An additional 60 day advertising period, from the 24th April 2020 to the 19th June 2020, was undertaken due to the impact of Covid-19 restricting the opportunity to carry out consultation measures such as the Community and Councillor Information Session. A total of 2 submissions and 14 responses to the online community survey were received during the entire public consultation period. Community, Shire Officer and Steering Group

feedback has been incorporated into the final draft Horrocks CHRMAP report (**Appendix 3**).

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

There has been extensive engagement with the community and other stakeholders throughout the CHRMAP process.

#### Phases of Engagement

The engagement methodology has involved a number of key activities to identify stakeholders, inform them about the project process, provide opportunities for comment and document feedback for consideration from the project team. The consultation process was undertaken in three key phases:

- Phase 1: scoping – to engage with key community and stakeholder representatives.
- Phase 2: awareness and values – to inform and educate the community about the CHRMAP project and to obtain feedback related to community and stakeholder values.
- Phase 3: coastal risks and adaptation (formal advertising) – to inform the community of the results of the vulnerability and risk assessment, present the draft adaptation plan and to obtain feedback on the adaptation options proposed.

The awareness and values phase commenced on the 28 January 2019 when the community values survey was opened and concluded on 28 February 2019 when the community values survey was closed. Community drop-in sessions were also held on the 29 and 30 January 2019 in Horrocks. This stage of engagement involved:

- Informing the community about the project through the Shire's website, social media posts, media releases and project flyers located at the Horrocks general store and circulated through community groups.
- Obtaining feedback from the community regarding values of the coast through a survey.
- Community and stakeholder drop-in sessions/intercept surveys.

Roving intercept surveys were conducted on the afternoon of the 29 January 2019 and the morning of the 30 January 2019 in Horrocks. Community drop-in sessions were also held at these times. The Shire utilised distribution lists and drop in information was sent out via community groups. Drop-in sessions were attended by representatives of the Horrocks Beach Caravan Park, Horrocks Beach Holiday

Cottages, Horrocks Community Centre, cray fishermen, and members of the broader community. The General Store was also briefed about the project and displayed a project flyer.

#### Engagement levels

The survey opened on the 28 January 2019 and closed on the 28 February 2019. Approximately 15 people attended the community information session and/or were intercepted to complete the survey. The survey received 149 responses, including both in-person and online participants.

#### Steering Committee

During the preparation of the final draft Horrocks CHRMAP the Steering Committee, which includes the Shire of Northampton, Department of Transport, Department of Planning Lands and Heritage and community representatives, has met at varying intervals to review and discuss varying matters including, the Coastal Hazard Assessment and the Vulnerability and Risk Assessment as well as reviewing the draft Report prior to public advertising. The Steering Committee has had an opportunity to review and provide comment on the final draft CHRMAP with these comments being addressed in the final report now presented to Council.

#### Phase 3 Engagement - Public Advertising

On the 6th March 2020, the Shire released the draft Horrocks CHRMAP report for public comment. The initial advertising period was extended for an additional 60 days due to the impact of Covid-19 which prohibited the scheduling of both the community and Councillor information sessions. The following advertising and consultation measures were undertaken:

- Public Notice in the Geraldton Guardian on the 6th March 2020 and the 24th April 2020;
- Copies of the draft CHRMAP were made available at the Northampton and Kalbarri Library;
- The draft CHRMAP was available to view via the Shire's website;
- Email notifications were sent out to those stakeholders who had registered an interest in further engagement;
- Social media promotion, through the local Horrocks Community Centre Facebook page; and
- Online community survey that was both emailed to Shire's general notification addresses, those that had registered for further consultation previously and via a link through social media.



A total of 2 written submissions were received. This included 1 generalised submission from Western Power and 1 submission from a landowner in Horrocks.

The attached Schedule of Submissions (refer **Appendix 1**) addresses the submission in the context of issues raised by the respondent and makes recommendations accordingly. A copy of the submissions are available for viewing by Councillors if requested.

The online community survey received 14 responses, all supporting the overall approach and adaptation options. One respondent suggested inaccurate reflection of values but did not suggest alternatives. A copy of the responses from the online community survey are included in **Appendix 2**.

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

Funding for the preparation of the Coastal Hazard Risk Management and Adaptation Plan accounted for in the 2019/20 Budget, with a small reserve carried over into the 2020/21 Budget for finalisation of the CHRMAP.

The final draft Horrocks CHRMAP makes a number of recommendations for additional studies and monitoring measures which will have potential financial implications, these include:

- Additional feasibility assessments to confirm the financial viability of the preferred adaptation option;
- Review of shoreline movement data approximately every 5 years;
- Installation of nearshore hydrodynamic instrumentation to collect wave and water level conditions at locations where interim protection is planned to be implemented;
- Photo monitoring of the beach; and
- Lidar survey and aerial photography of the entire Horrocks coastline, repeated on a regular basis (5-10 years).

#### **STATUTORY IMPLICATIONS:**

*State: Planning and Development Act 2005*

*Local Government Act 1995*

*State Planning Policy 2.6 - State Coastal Planning Policy*

*Local: Shire of Northampton Local Planning Scheme No. 10*

Section 1.3(3) of Local Government Act 1995 details the process for local governments for planning for future risks: 1. In carrying out its functions a local

government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity”.

*Planning and Development Act 2005 – Part 3 – State Planning Policy No. 2.6 – State Coastal Planning Policy* details that:

1. Local and regional planning strategies, structure plans, schemes, subdivisions, strata subdivision, development applications, coastal planning strategies and foreshore management plans, as well as other planning decisions and instruments relating to the coast should comply with the policy measures;
2. A coastal planning strategy or foreshore management plan is developed in consultation with the broad community and relevant public authorities, and achieve the approval of the local land manager and the WAPC if appropriate;
3. Implementation of this Policy will be through related state planning policies, regional strategies, local planning strategies and regional and local planning schemes.

The development of the draft Horrocks CHRMAP report is consistent with these Acts.

**POLICY IMPLICATIONS:**

*Local: Horrocks Beach Local Planning Strategy*

The Shire’s *Horrocks Beach Local Planning Strategy* was approved in October 2015 with the purpose of guiding future growth and development. The strategy seeks to establish an overall pattern of development that respects the key physical, environmental and social issues together with the reasonable expectations of the community and facilitates economic provision of services and infrastructure of Horrocks Townsite and the broader expansion area.

The strategy supports the application of SPP2.6 and therefore the development of the final draft Horrocks CHRMAP.

The strategy proposes that the lower portions of the coastal region in Horrocks (Lot 20 (Cell 3) be identified as a Coastal Investigation Area, however this is outside of the area covered by this CHRMAP.

This CHRMAP reviews the coastal hazards associated with Horrocks Beach. The effects of coastal hazards and risks identified in the CHRMAP area will be taken into account when assessing development and land use proposals.

**STRATEGIC IMPLICATIONS:**

*Local: Shire of Northampton Community Strategic Plan 2016-2026*

Supporting strategies from the Shire of Northampton Community Strategic Plan are:

*Provide environmental leadership throughout the Shire  
Better protection of coastal Precincts/areas*

**COMMENT:**

The final draft Horrocks CHRMAP has been prepared following extensive community engagement over the past 18 months. Although the public advertising period was impacted upon by Phase 1 restrictions as part of the response to the Covid-19 pandemic, the lodgment of submissions and survey responses although minimal, have not proposed any serious objections to the CHRMAP and its overall purpose.

The Horrocks CHRMAP is the first plan of its type to be prepared for any coastal area within the Shire of Northampton. If endorsed by Council, the intention is for Shire staff to prioritise implementing actions of the CHRMAP as outlined in Section 5.1 and 5.2. Once endorsed by Council, the first steps to implement the CHRMAP are likely to include:

- Undertake further community consultation regarding managed retreat vs. protection for Planning Area 2;
- Investigate and implement short term sand replenishment;
- Update the Local Planning Scheme to include the application of Special Control Area 1, potential zone changes and update provisions to allow for temporary dwellings;
- Update the Horrocks Local Planning Strategy to consider identified coastal hazards and expansion areas;
- Place Section 70A of the Transfer of Land Act 1893 notifications on certificates of title for Glance Cove and Glance Street properties; and
- Continue to monitor sea wall for function and safety and continue dune stabilisation and revegetation.

It is important to note that the Horrocks CHRMAP acts as a starting point for further investigation. It includes recommendations to immediately undertake consultation to

examine the communities desire to develop a long term retreat strategy and examine the feasibility of coastal protection vs. managed retreat. The prioritisation of this recommendation, subject to the availability of external funding, will enable additional and focused community engagement on this key issue.

**VOTING REQUIREMENT:**

*Absolute Majority Required:* No.

**CONCLUSION:**

It is recommended that Council adopt the final *Draft Horrocks Coastal Hazard Risk Management and Adaptation Plan* as a guiding document and that Council acknowledge that funding implementation of the plan will require external funds for individual substantial projects..

OFFICER RECOMMENDATION – ITEM 7.3.1	FINAL ADOPTION
<p><b>That Council:</b></p> <ol style="list-style-type: none"><li><b>Notes the submissions received on the draft Horrocks Coastal Risk Hazard and Management Adaptation Plan (CHRMAP) with no further modifications;</b></li><li><b>Adopts the final Horrocks CHRMAP included as Appendix 3; and</b></li><li><b>Acknowledges that funding implementation of the Horrocks CHRMAP will require sourcing external funds and will require separate Council approval to fund individual substantial projects.</b></li></ol>	

## APPENDIX 1 - SCHEDULE OF SUBMISSIONS

Shire of Northampton

### DRAFT HORROCKS COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN

#### SCHEDULE OF SUBMISSIONS

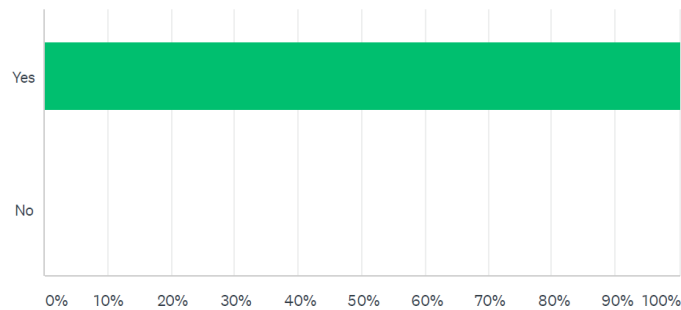
No	Date Received	Submitter	Submission Detail	Comment/Recommendation
1.	29/05/2020	D <u>Whettingsteel</u>	<p><b>No objection</b></p> <ul style="list-style-type: none"> <li>- The only thing which stood out as a concern to me was the comments around updating certificates of titles as "vulnerable to erosion". It wasn't clear to me if this is all Horrock's properties or just highly vulnerable ones such as Glance Cove. Our Horan way property for example is significantly less vulnerable for example, being a lot higher and protected by an elevated limestone rock platform on the ocean (zone 10). I would not be happy if the title were to be amended.</li> </ul>	<ul style="list-style-type: none"> <li>- Placing section 70A notifications on certificates of title may be conditioned as part of development or subdivision approval. Any applications for development or subdivision in Horrocks will be assessed and conditions applied as reasonable at that time.</li> </ul>
2.	19/06/2020	Western Power	<p><b>No objection</b></p> <ul style="list-style-type: none"> <li>- Generalised comments provided noting that Western Power don't comment on referrals.</li> </ul>	<ul style="list-style-type: none"> <li>- Noted.</li> </ul>

## APPENDIX 2 - ONLINE COMMUNITY SURVEY RESULTS

### Horrocks Beach Coastal Hazard Risk Management Plan (CHRMAP)

Q1 Do you support the overall approach to coastal planning as outlined in the CHRMAP (and summarized on project flyer 1)?

Answered: 14 Skipped: 0



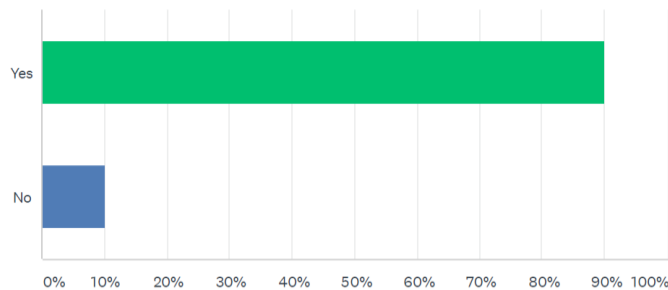
ANSWER CHOICES	RESPONSES	
Yes	100.00%	14
No	0.00%	0
TOTAL		14

Q2 What don't you support in the State's approach to coastal planning and the Horrocks CHRMAP? Why?

Answered: 0 Skipped: 14

Q3 The CHRMAP for Horrocks Beach identified community values at the time and used them to develop coastal adaptation strategies (refer to Section 3 of the report or project flyer 2). Do you agree that the community values identified are accurate?

Answered: 10 Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	90.00%	9
No	10.00%	1

Q4 How are the identified values identified inaccurate?

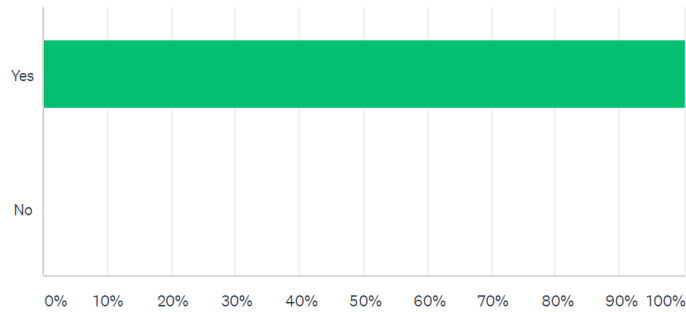
Answered: 0 Skipped: 14

Q5 What values do you think are missing?

Answered: 0 Skipped: 14

Q6 The adaptation options are presented in Section 5 of the draft Coastal Hazard Risk Management and Adaptation Plan and summarised on project flyer 3. Do you generally support the options proposed?

Answered: 8 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	100.00%	8
No	0.00%	0
TOTAL		8

Q7 What adaptation options would you support for Horrocks Beach?

Answered: 0 Skipped: 14

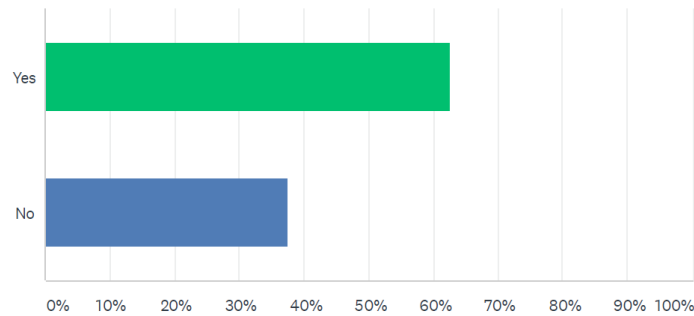
Q8 Why do you not support the proposed adaptation options proposed?

Answered: 0 Skipped: 14



Q9 Future activities required to inform coastal planning will involve investigation of funding and may include potentially the development of a retreat strategy. Would you be interested in participating in future coastal planning activities?

Answered: 8 Skipped: 6



ANSWER CHOICES		RESPONSES	
Yes		62.50%	5
No		37.50%	3
TOTAL			8

Q10 Please provide an email address to contact you to enable us to contact you.

Answered: 4 Skipped: 10

**APPENDIX 3 – HORROCKS COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN  
(CHRMAP)**

The full CHRMAP Report has been provided separately to Councillors and is available on the Shire of Northampton website at:

[https://www.northampton.wa.gov.au/news/horrocks-beach-draft-coastal-hazard-risk-management-and-adaptation-plan-\(chrmap\)/44](https://www.northampton.wa.gov.au/news/horrocks-beach-draft-coastal-hazard-risk-management-and-adaptation-plan-(chrmap)/44)

<b>7.3.2</b>	<b>TEMPORARY ACCOMMODATION WITHIN A CARAVAN - LOT 120 (NO. 7) LAWRENCIA LOOP, KALBARRI</b>
<p><b>LOCATION:</b> Lot 120 (No. 7) Lawrencia Loop, Kalbarri</p> <p><b>APPLICANT:</b> R Kurdzinski and C Power</p> <p><b>OWNER:</b> R Kurdzinski and C Power</p> <p><b>FILE REFERENCE:</b> 10.6.1.1 / 7LAW / A4042</p> <p><b>DATE OF REPORT:</b> 9 September 2020</p> <p><b>REPORTING OFFICER:</b> Hayley Williams - Consultant Planner</p> <p><b>RESPONSIBLE OFFICER:</b> Garry Keeffe - Chief Executive Officer</p> <p><b>APPENDICES:</b></p> <p>1. Shire of Northampton Local Planning Policy Caravans for Temporary Accommodation</p>	

#### **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.*

**Advocacy** *when Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*

#### **SUMMARY:**

Advice has been received from the Department of Local Government, Sport and Cultural Industries seeking Council's comment on an application from the owner of Lot 120 Lawrencia Loop, Kalbarri who has requested permission from the Minister to use a caravan on private property for 12 months under the *Caravans and Camping Grounds Regulations 1997*.

This report recommends that Council respond to the Department of Local Government, Sport and Cultural Industries advising that the application is not supported. However, should the Applicant obtain a building permit then Council would need to consider an application to use a caravan for temporary accommodation subject to conditions.

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**LOCALITY PLANS:**

**Figure 1. Locality plan of Lot 120 (No. 7) Lawrencia Loop, Kalbarri**



**Figure 2. Site plan of Lot 120 (No. 7) Lawrencia Loop, Kalbarri**



**BACKGROUND:**

The Applicants made initial enquiries regarding temporary accommodation at the time they were considering the purchase of Lot 120 Lawrencia Loop, Kalbarri.

A copy of the Shire of Northampton - Caravans for Temporary Accommodation Local Planning Policy was provided by email to the Applicants on two occasions (attached as **Appendix 1**) together with advice that Council did not support the use of caravans for temporary accommodation within areas zoned "Residential".

Some weeks later, after making the purchase of land the Shire's Ranger gave notice to the applicants to move the caravan from the lot where they had chosen to stay without approval. At that time no Application for Development Approval had been received from the applicants to construct a dwelling on the lot.

Since this time, the Applicants have submitted plans to construct a dwelling and that application has just completed advertising as part of the planning assessment process. No Building Permit has been lodged or approved.

Over the last 6 months the Shire staff have fielded a high number of enquiries regarding temporary accommodation. Whilst it is not the intention of the Shire to prohibit development or be unsympathetic to the financial constraints being felt during the Covid-19 pandemic, it is necessary to be mindful of the longer term impacts, particularly with regard to compliance. Allowing the use of caravans on a temporary basis within residential areas without an approved building permit, and the necessary undertaking that construction is to occur, has been shown historically to impact greatly on the amenity of residential areas and has been extremely difficult to rectify.

**COMMUNITY & GOVERNMENT CONSULTATION:**

Given that no Application for Development Approval has been lodged for this matter, community consultation has not occurred as part of the request to occupy a caravan for temporary accommodation under the *Caravans and Camping Grounds Regulations 1997*.

**FINANCIAL & BUDGET IMPLICATIONS:**

Nil. However, should Council refuse this application for temporary accommodation and the Applicant 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*

*Caravan Parks and Camping Grounds Regulations 1997*

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

Lot 120 Lawrencia Loop is zoned "Residential – R12.5" under Local Planning Scheme No. 11. The objectives of the "Residential" zone are:

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

Caravan Parks and Camping Grounds Regulations 1997

Regulation 11 of Part 2 *Caravanning and camping generally* of the Act, deals with camping other than at a caravan park or camping ground and states:

(1) *A person may camp —*

- (a) *for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval;*
- (b) *for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area;*
- (c) *for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve;*
- (d) *on any land which is —*
  - (i) *held by a State instrumentality in freehold or leasehold; or*
  - (ii) *dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control or management of a State instrumentality,**in accordance with the permission of that instrumentality; or*
- (e) *on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the*

*meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph.*

- (2) *Written approval may be given for a person to camp on land referred to in sub-regulation (1)(a) for a period specified in the approval which is longer than 3 nights —*
- (a) *by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months;*
- (b) *by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or*
- (c) *despite paragraph (b), by the local government of the district where the land is situated:*
- (i) *if such approval will not result in the land being camped on for longer than 12 consecutive months; and*
- (ii) *if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a building licence issued to that person in respect of the land is in force.*

#### **POLICY IMPLICATIONS:**

*Local: Shire of Northampton - Caravans for Temporary Accommodation Local Planning Policy*

The Shire of Northampton adopted the Caravans for Temporary Accommodation Local Planning Policy in 2013.

The objectives of the Local Planning Policy are to:

- To provide for and regulate the use of caravans for temporary accommodation purposes whilst building a residence.
- To ensure that outbuildings are not used for habitable purposes.
- To ensure that this type of temporary accommodation does not compromise the amenity of the area.
- To ensure an acceptable standard of development (by way of building and health compliance) is achieved.

Historically, Local Governments within regional Western Australia have (as a general practice) supported residential habitation of outbuildings (or sheds) in

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certain areas through the planning approval process. Such approvals are usually for periods of between 12 to 18 months to afford landowners the opportunity to temporarily reside on their property whilst constructing a permanent residence, subject to minimum health and building standards being met.

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

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

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

Historically, this matter was dealt with under two separate policies therefore Council Officers believed it necessary to adopt one policy on the matter that would deal with the issue explicitly, thus enabling clear communication to the general public. As a consequence, the following clause was adopted:

Of particular note is Cl. 3.3.2 which states:

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

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

The Local Planning Policy provides an opportunity for caravans to be used for temporary accommodation, subject to certain conditions and safeguards, on land only within the Rural Residential, Rural Smallholding and Rural zones. The reason for this is that these lots are generally larger in size and it is considered that there is less of an amenity impact on adjoining landowners.

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It is important to note that a Local Planning Policy shall not bind Council in respect of any application for Development 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. There has been a recent case where Council has exercised this discretion which is further examined in the Comment section of this report.

**STRATEGIC IMPLICATIONS:**

Nil.

**COMMENT:**

The request to reside in a caravan for a period of 12 months on Lot 120 (No. 7) Lawrencia Loop, Kalbarri is firstly considered to be premature given that the Application for Development Approval for a dwelling has not yet been approved, nor has a Building Permit been issued by the Shire of Northampton.

Regardless of whether a building permit is issued or not, the subject lot is zoned "Residential" and therefore Council would need to consider the request to occupy a caravan for temporary accommodation in light of the objectives of the Local Planning Policy and the state's regulations that pertain to Caravan Parks and Camping Grounds.

Council considered an application of a similar nature in March 2020 and exercised their discretion by granting approval for a caravan to be used as temporary accommodation on a "Residential" zoned lot. This lot, although located within the Northampton Townsite, is considerably larger than Lot 120 Lawrencia Loop (907m<sup>2</sup>). The larger lot size (5349m<sup>2</sup>), coupled with the setback from the street and the fact the Caravan Park in Northampton was closed were factors in Council supporting the application. Council also conditioned the approval by requiring that a bond be paid. It is important to note that ensuring compliance with the conditions of Development Approval in this instance have been difficult, further underscoring the importance of the Local Planning Policy and its consistent application.

**VOTING REQUIREMENT:**

*Absolute Majority Required:*     No.

**CONCLUSION:**

It is recommended that Council respond to the Department of Local Government, Sport and Cultural Industries advising that the application to occupy a caravan for temporary accommodation for a 12 month period on Lot 120 (No. 7) Lawrencina Loop is not supported. However, should the Applicant obtain a building permit than Council would consider an application to use a caravan for temporary accommodation subject to conditions.


**OFFICER RECOMMENDATION – ITEM 7.3.2**

**That Council provide the following advice to the Department of Local Government, Sport and Cultural Industries:**

- 1. That the Applicant is entitled to apply to stay in a caravan on a temporary basis once a building permit is issued, without the need for an exemption. However, this request pertains to a lot situated in the 'Residential' area and to do this Council will need to exercise discretion given that the Local Planning Policy is specific in stating that this type of use should not occur on "Residential" zoned lots. Council would also support the provisions outlined in the Local Planning Policy that requires the issuance of a building permit in the first instance as a means to manage and regulate instances of 'squatting' that have occurred historically and impacted on the amenity of residential areas;**
- 2. That approval to reside temporarily on this residential lot should not be granted to the Applicant due to the location (facing main arterial road of George Grey Drive), the size of the lot, the potential impacts on the amenity of the neighbourhood and the associated compliance complexities that may arise from granting such approval;**
- 3. Should Ministerial approval be granted, Council requests the following conditions be imposed to address health, safety and compliance risks as follows:**
  - a) A building permit to have been issued for the construction of a residence on the property with written evidence of a signed building contract with a registered builder for the construction and a commitment date that is within six (6) months by the builder for the commencement of the construction of the residence;**

- b) In the case of an owner builder, a building permit for a residence to have been issued by the Shire and the applicant to lodge a bond of \$10,000 with the Shire together with a Statutory Declaration providing a commitment to construct the residence with a commencement date to be within six (6) months;**
- c) A Statutory Declaration acknowledging that the use of the caravan on site is for temporary purposes only in accordance with regulation 11(2)(c) of the Caravan Parks and Camping Grounds Regulations 1997;**
- d) Provision of adequate ablution and washing facilities connected to an approved water supply and effluent disposal system to the satisfaction of the local government: and**
- e) No further exemptions will be granted in relation to this matter.**

## APPENDIX 1 – SHIRE OF NORTHAMPTON'S LOCAL PLANNING POLICY

		<h1>Caravans for Temporary Accommodation</h1> <h2>Local Planning Policy</h2>
Version 3		
<b>Scheme Provisions:</b> LPS #11 3.2 Zoning and Development Table 4.8.18 Use of Caravans or Outbuildings for Temporary Accommodation LPS #10 4.1 Zoning and Development Table	<b>Other References:</b> Shire of Northampton Local Planning Scheme No. 10 Shire of Northampton Local Planning Scheme No. 11 Planning and Development Act 2005 Caravan Parks and Camping Grounds Regulations 1997	<b>Special procedural considerations:</b>
<h3>1.0 CITATION</h3> <p>This is a local planning policy prepared under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and the <i>Shire of Northampton Local Planning Schemes: No. 10 - Northampton District; and No. 11 - Kalbarri Townsite ('the Scheme')</i>. It may be cited as the Caravans for Temporary Accommodation local planning policy.</p> <p>The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area. In making a determination under the Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with the Scheme.</p> <h3>2.0 OBJECTIVE</h3> <p>2.1 To provide for and regulate the use of caravans for temporary accommodation purposes whilst building a residence.</p> <p>2.2 To ensure that outbuildings are not used for habitable purposes.</p> <p>2.3 To ensure that this type of temporary accommodation does not compromise the amenity of the area.</p> <p>2.4 To ensure an acceptable standard of development (by way of building and health compliance) is achieved.</p> <h3>3.0 POLICY STATEMENT</h3> <h4>3.1 Background</h4> <p>Historically, local governments within regional Western Australia have (as a general practice)</p>		

supported residential habitation of outbuildings (or sheds) in certain areas through a development approval. Such approvals are usually for periods of between 12 to 18 months to afford landowners the opportunity to temporarily reside on their property whilst constructing a permanent residence, subject to the minimum health and building standards being met.

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

The advice detailed the status of an outbuilding (or shed) under the National Construction Code series (NCC) as a non-habitable (Class 10) structure and emphasised that even where minimum health and building standards were met these measures are still not adequate to achieve compliance with the standards prescribed by the NCC for a habitable (Class 1) building, such as a house. The advice concluded that a development approval for temporary residential use of a Class 10 building such as a shed would, in effect, amount to an authorisation by the local government for a proponent to breach building legislation.

### **3.2 Definition**

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

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

### **3.3 Policy**

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

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

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

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

- a. A building 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

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 a bond of \$10,000.00 with the local government and a Statutory Declaration providing a commitment to construct a residence and an accompanying commencement date that is within 6 months;

- b. A Statutory Declaration acknowledging the use of a caravan on-site is for temporary accommodation purposes only in accordance with regulation 11(2)(c) of

<p><i>the Caravan Parks and Camping Grounds Regulations 1997;</i></p> <p>c. Provision of adequate ablution and washing facilities connected to an approved water supply and effluent disposal system to the satisfaction of the local government; and</p> <p>d. The caravan being located within an outbuilding.</p> <p>3.3.4 Within Rural areas the local government may approve the occupation of 1 caravan on-site for up to 12 months pursuant to regulation 11(2)(c) of <i>the Caravan Parks and Camping Grounds Regulations 1997</i>, subject to the above requirements (Clause 4.3.3) with the exception that the caravan need not be located within an outbuilding but is to be located in an inconspicuous position (generally to the side or rear of the property).</p>			
<b>4.0 RESPONSIBILITY</b>	The Chief Executive Officer as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer to determine the location of a caravan (Clause 4.3.4).		
<b>5.0 ADOPTION</b>	22 February 2013	Final Adoption	
	V2 16 June 2014	Advertising / Final Adoption	(Minutes 6.8.1)
	V3 15 June 2018	Advertising / Final Adoption	

 <p>Shire of Northampton <i>Simply Remarkable</i></p>	<p><b>EXTRACT FROM THE CARAVAN PARKS AND CAMPING GROUNDS REGULATIONS 1997</b></p>
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**Part 2 — Caravanning and camping generally**

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

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

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**7.3.3 PROPOSED EXTENSION OF NON-CONFORMING USE – MOOCHER CONTRACTING, LOT 188 (NO. 93) JOHN STREET, NORTHAMPTON**

<b>LOCATION:</b>	<b>Lot 188 (No. 93) John Street, Northampton</b>
<b>FILE REFERENCE:</b>	<b>10.8.1.2 – 22 GWA / A1484</b>
<b>APPLICANT:</b>	<b>Moocher Contracting</b>
<b>OWNER:</b>	<b>TJ Moocher</b>
<b>DATE OF REPORT:</b>	<b>8 September 2020</b>
<b>REPORTING OFFICER:</b>	<b>Michelle Allen – Planning Officer</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Garry Keeffe – Chief Executive Officer</b>
<b>APPENDIX:</b>	
<b>1. Application Information</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:**

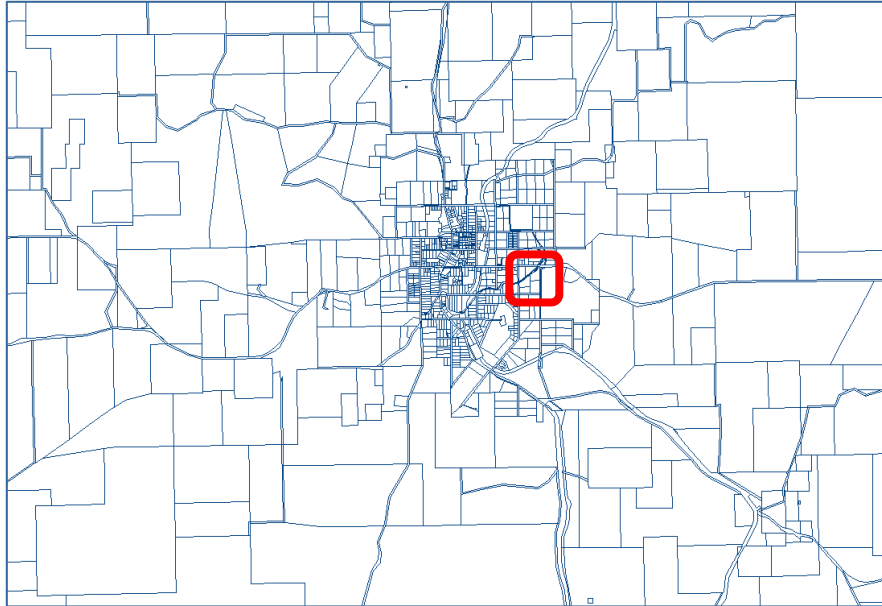
A request has been received from the abovementioned Applicant requesting Council formalise approval for non-conforming use rights upon Lot 188 (No. 93) John Street, Northampton. This site is currently used as a transport depot for Moocher Contracting and is considered to be a non-conforming use site under Local Planning Scheme No. 10, therefore any extension or modification requires development approval.

This report recommends conditional approval of the use.



**LOCALITY PLAN:**

**Figure 2. Locality plan of Lot 188 (No. 93) John Street, Northampton**



**Figure 2. Site plan of Lot 188 (No. 93) John Street, Northampton**



**BACKGROUND:**

Historically, the Applicant has operated a contract cartage (transport) business from the location Lot 188 (No. 93) John Street, Northampton for over 10 years using the vehicles at different locations throughout the State of Western Australia. When not in use the vehicles (two trucks and two side tipper trailers) are parked within the boundary of Lot 188. Rarely are all the vehicles parked on the lot at the same time.

Prior to an “Industrial” zoning being introduced into the Shire’s *Town Planning Scheme No. 6*, a number of industrial and commercial uses were allowed to occur within the townsite of Northampton. The ‘Moocher Contracting’ transport depot is one such site. Under the current *Local Planning Scheme No. 10*, new industrial uses are not permitted within the Residential zone, however the use upon Lot 188 is considered to be a non-conforming use because of its historical nature.

The landowner of Lot 188 John Street has submitted an Application for Development Approval to formalise approval of the non-conforming use that has occurred on this site for the past 10 years. This will allow appropriate controls to be put in place for the continuation of activity (past practices of the Moocher Contracting transport business) and to manage and confine the approved operations to Lot 188.

**THE PROPOSAL:**

The proposal is to formalise the historical use which is considered a permissible non-conforming use of the business under the current *Local Planning Scheme No. 10*.

A copy of the Application Information has been included as **Appendix 1** to this report.

The Applicant/Owner has advised that the vehicles are parked within the boundaries of Lot 188 (No. 93) John Street, Northampton on limited occasions when they are not being used to undertake the operations of the transport business. When the vehicles are on site, they are parked for the duration of the time with limited maintenance activities being undertaken. All major mechanical repairs and maintenance is undertaken by a qualified mechanic in Geraldton.

In consideration of the application the following information is provided:

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Lot Size	7,714m <sup>2</sup>
Zoning	Residential R5
Existing Development	Single House & Outbuilding
Existing Services	Water, Power & Phone
Access & Frontage	John Street
Topography	Undulating
Vegetation	Cleared at proposed site
Surrounding Land Uses	Residential R5

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

In accordance with the above requirements, correspondence was sent to six adjoining landowners. The advertising period for this consultation was from 6 August 2020 to 21 August 2020.

During that period two (2) submissions were received. One submission was in support of the application and one submission objected to the application in relation to noise impacts, proposed parking location and the location of a transport depot within the residential zoned area. A copy of this correspondence can be made available to Councillors upon request.

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

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

### **STATUTORY IMPLICATIONS:**

*State: Planning and Development Act 2005*

*Local: Shire of Northampton Local Planning Scheme No. 10 – Northampton*

The land is zoned “Residential R5” under Local Planning Scheme No. 10. “Transport Depot” and associated uses are not permitted under this zoning. However, the site is considered to be a non-conforming use and therefore the following provisions apply:

#### **4.9 NON-CONFORMING USES**

*Except as otherwise provided in the Scheme, no provision of the Scheme is to be taken to prevent:*

- (a) *the continued use of any land for the purpose for which it was being lawfully used immediately prior to the Gazettal date;*
- (b) *the carrying out of any development on that land for which, immediately prior to the Gazettal date, an approval or approvals, lawfully required to authorize the development to be carried out, were duly obtained and are current; or*
- (c) *subject to clause 11.2.1, the continued display of advertisements which were lawfully erected, placed or displayed prior to the Gazettal date.*

*Note: "Land" has the same meaning as in the Planning and Development Act and includes houses, buildings and other works and structures.*

#### 4.10 EXTENSIONS AND CHANGES TO A NON-CONFORMING USE

##### 4.10.1 A person must not:

- (a) *alter or extend a non-conforming use;*
- (b) *erect, alter or extend a building used in conjunction with or in furtherance of a non-conforming use; or*
- (c) *change the use of land from a non-conforming use to another non-conforming use,*

*without first having applied for and obtained planning approval under the Scheme.*

##### 4.10.2 *An application for planning approval under this clause is to be advertised in accordance with clause 9.4.*

#### **POLICY IMPLICATIONS:**

Nil.

#### **COMMENT:**

It is acknowledged that the Moocher Contracting business has used Lot 188 John Street, Northampton, for a substantial number of years and that this use is considered to be non-conforming under the current *Local Planning Scheme No. 10*. Non-conforming uses are afforded certain rights under the *Local Planning*

Scheme, however extensions and changes to these non-conforming uses must be approved by the local government.

The daily operations of the business are conducted off site at remote locations within the state and during these times the vehicles do not return to Lot 188. Normal operations of the vehicles does not occur on this site on a daily basis. It is not considered that the use of the vehicles during maintenance activity and to access and leave the site will increase the level of noise originating from the site, however limitations to operational hours will be required to be imposed within the conditions of approval to ensure work does not cause disturbance outside of usual operating hours. The applicant will be required to implement appropriate dust mitigation measures to mitigate any potential dust impacts upon adjoining landowners.

One objection from an adjacent landowner has been made in relation to the movement and associated noise and fumes of the trucks and trailers on the lot. Implementing appropriate measures to address noise, dust and fumes impacts should mitigate the concerns of the adjacent landowner in relation to the approval of the non-conforming use. No complaints have been received to the Shire of Northampton regarding the operations of the business from any further adjoining landowners.

It is considered that the use will have no predictable detrimental impact on the character or amenity of the immediate or general locality.

Having taking into consideration the requirements of the Shire's *Local Planning Scheme No. 10 – Northampton*, it is recommended that Council approve the Application for Development Approval with conditions.

#### **VOTING REQUIREMENT:**

*Absolute Majority Required:*    No

**OFFICER RECOMMENDATION – ITEM 7.3.3**

**APPROVAL**

**That Council:**

- 1. Grant development approval for the non-conforming use on Lot 188 (No. 93) John Street, Northampton subject to the following conditions:**
  - (a) Development/use shall be in accordance with the attached approved plan(s) dated 18 September 2020 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;**
  - (b) This approval (relating to the non-conforming use) is issued only to Trevor John Mocher (the landowner) for Lot 188 (No 93) John Street, Northampton (the parcel of land) and is NOT transferrable to any other person or any other land parcel. Should there be a change of the occupier of the land in respect of which this development approval is issued this approval shall no longer be valid;**
  - (c) Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;**
  - (d) On-site vegetation, including new plantings, shall be maintained so as to minimise the visual, dust and noise impacts of the outbuilding and truck movements upon adjoining landholdings, to the approval of the local government;**
  - (e) Operational hours relating to the movement of the vehicles (two Trucks and two side tipper trailers) subject to this approval shall be limited to Monday – Friday 7am-8pm and Saturday – Sunday 8am-6pm;**
  - (f) This Approval applies to the parking of two (2) trucks and two (2) trailers only. The parking of additional commercial/industrial vehicles on-site shall require the further application for, and development approval of, those vehicles.**

**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.***



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## APPENDIX 1 - APPLICATION INFORMATION

### Commercial Vehicle Parking – Lot 188 (No. 93) John Street, NORTHAMPTON

Historically, the Applicant has operated a contract cartage business for many years from his property located at Lot 188 (No. 93) John Street, Northampton. During the year, the applicant uses these vehicles at many different locations throughout the State of Western Australia. When not in use the vehicles (two trucks and two side tipper trailers) are parked within the boundary of the abovementioned lot. Rarely, if ever, are all vehicles parked at the above location at the same time.

#### Vehicle details

Truck 1 – Mack 3-Axle Prime Mover (Gold)

Truck 2 – Western Star 3-Axle Prime Mover (White)

Side tipper trailers – Hoylak 3-Axle Trailer and Semi-Trailer



 Proposed parking area







**7.3.4 PROPOSED OUTBUILDING – R-CODES VARIATION - LOT 101 (NO. 76)  
MITCHELL STREET, HORROCKS**

<b>LOCATION:</b>	<b>Lot 101 (No. 76) Mitchell Street, Horrocks</b>
<b>APPLICANT:</b>	<b>A &amp; N Pluschke</b>
<b>OWNER:</b>	<b>A &amp; N Pluschke</b>
<b>FILE REFERENCE:</b>	<b>10.5.1.1/ A726</b>
<b>DATE OF REPORT:</b>	<b>8 September 2020</b>
<b>REPORTING OFFICER:</b>	<b>Michelle Allen – Planning Officer</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Garry Keeffe, Chief Executive Officer</b>
<b>APPENDICES:</b>	
1.	<b>Amended Site Plan (Outbuilding)</b>
2.	<b>Amended Outbuilding Plans</b>
3.	<b>Two Storey House Plans (D/A 2019-052)</b>
4.	<b>Applicant's Request to Council &amp; Associated Emails</b>
5,	<b>Site Photos</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:**

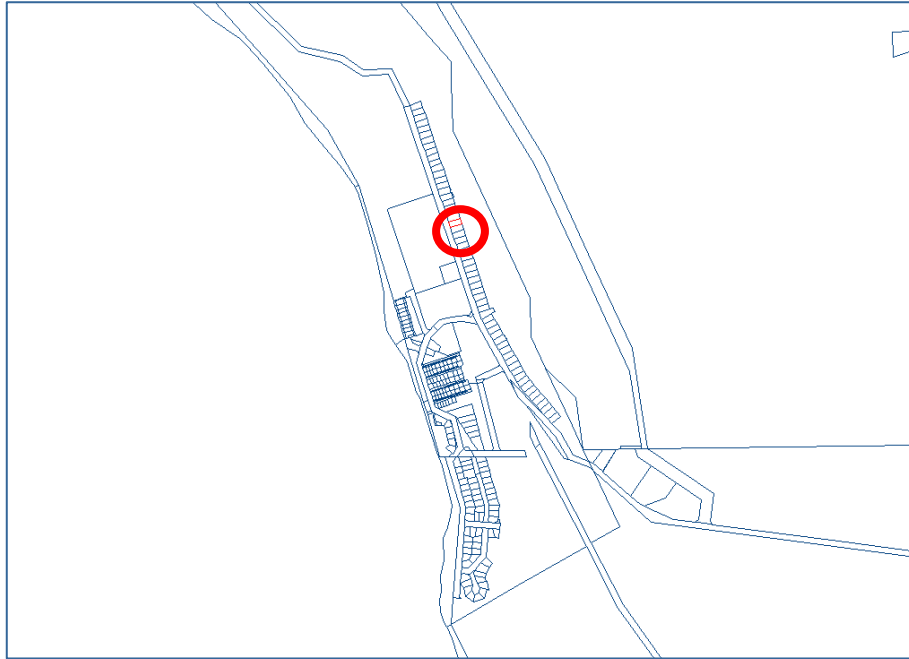
An Application for Development Approval has been received to amend an application for an outbuilding, upon Lot 101 (No. 76) Mitchell Street, Horrocks.

The Application for Development Approval has been referred to Council because the outbuilding exceeds Local Planning Policy provisions with regard to wall height, has a reduced setback to the southern lot boundary and does not meet 'Design Principles' provisions of the *Residential Design Codes of WA* ('R-Codes') in relation to building bulk, and therefore requires Council consideration.

This report recommends conditional approval of the application. Some of the recommended conditions will result in minor amendments to the proposed development in order to adequately address the design principles for lot boundary setback and building height.

**LOCALITY PLANS:**

**Figure 1. Locality plan of Lot 101 (No. 76) Mitchell Street, Horrocks**



**Figure 2. Site plan of Lot 101 (No. 76) Glance Street, Horrocks**



## BACKGROUND:

Approval was originally granted to Arc Seven 1, on behalf of the Applicants, to construct a retaining wall, a two-storey dwelling and an outbuilding on Lot 101 Mitchell Street, Horrocks in August 2019.

The Applicants (A & N Pluschke) are seeking to amend the application for the development of the outbuilding component that was previously approved upon Lot 101. The application is seeking a number of variations to the *Residential Design Codes of Western Australia* ('R-Codes').

## The Proposal:

The proposed outbuilding is separate to a three bedroom, two bathroom, two storey dwelling with a front single garage, a rear double garage and outdoor decking areas. The dwelling is located on the southern side of the lot such that it runs parallel to the southern boundary. The proposed outbuilding has the following setbacks:

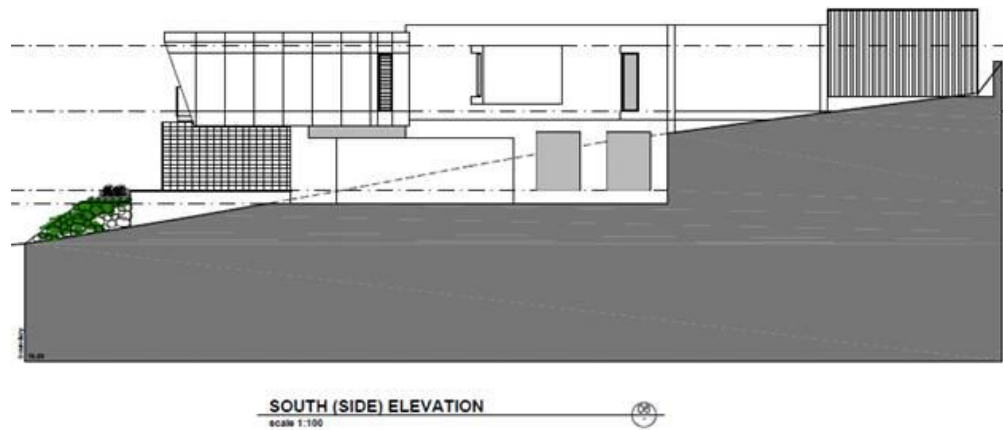
<b>Side (N)</b>	15.5m including manoeuvring area
<b>Side (E)</b>	0.7m to retaining wall on boundary at rear of lot
<b>Front (W)</b>	N/A – outbuilding at rear of lot
<b>Rear (S)</b>	Nil to retaining wall

The amended outbuilding's wall height is proposed to be 3.7 metres and will have a maximum overall/ridge height of 4.496 metres from natural ground level. The outbuilding is proposed to be constructed of painted colorbond steel sheeting. No colour schedule has been provided with the application.

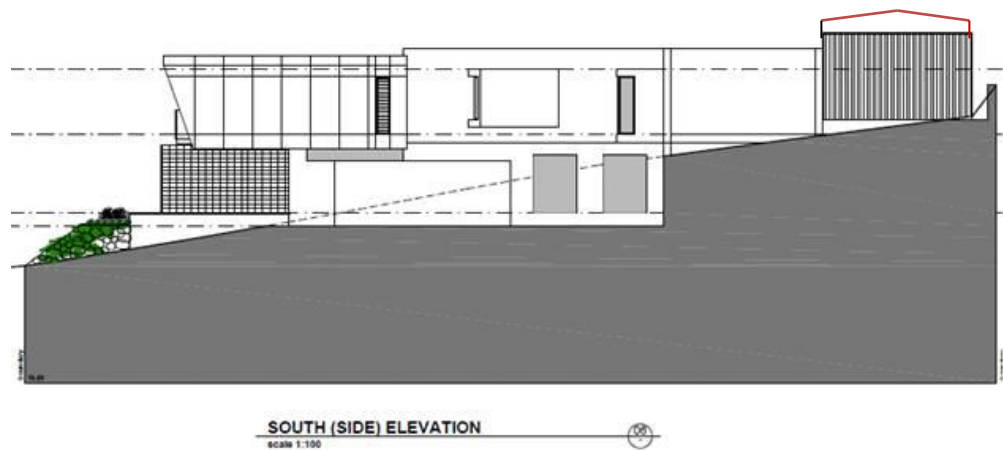
Details of the original and amended outbuilding dimensions are provided below:

	LPP Provisions	Original Plans	Amended Plans
Aggregate	120m <sup>2</sup>	54m <sup>2</sup>	73.2m <sup>2</sup>
Wall Height	3m	3.75m	3.70m
Ridge Height	4.5m	4m	4.496m
Setback (R)	0.7m	0.7m	0.7m
Setback (S)	3m	3m	Nil

**Figure 1: South Side Elevation (Original Application)**



**Figure 1: South Side Elevation (Amended Application)**



Copies of the applicant's site and elevation plans (as amended for the outbuilding) have been included as **Appendix 1** to this report. Copies of the original site and elevation plans pertaining to the dwelling and outbuilding have been included as **Appendix 2** of this report.



In consideration of the application the following information is provided:

Lot Size	804m <sup>2</sup>
Existing Development	Vacant, Residential R12.5 zoning
Access & Frontage	Access via Mitchell Street
Services	Water, Sewer, Telephone and Power
Topography	Varied levels, fall of 8m across site
Vegetation	Cleared
Surrounding Land Uses	Residential R12.5

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

- Reduced setback to the southern boundary;
- Reduced setback to the rear boundary; and
- Impact of building bulk on adjoining property on southern boundary.

It is noted for Council information that a number of other variations were sought within the Applicant's original development application, however these are considered to have already been adequately addressed through the application of the design principles.

#### **COMMUNITY CONSULTATION:**

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

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

The applicants provided a signed 'Adjoining Landowner Form' with their application and correspondence was formally sent to the adjoining landowner with a copy of the amended site and shed plans in accordance with the above

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requirements. The advertising period for this consultation was from 11 August 2020 to 25 August 2020.

No objection was received from the adjoining landowner.

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

An Application for Development Approval fee has been charged in line with the 2019/20 statutory Planning Fees and Charges for an amended application seeking multiple R-Code variations.

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

#### **STATUTORY IMPLICATIONS:**

*State: Planning and Development Act 2005*

*State Planning Policy 7.3 - Residential Design Codes Volume 1 (2019)*

*Local: Shire of Northampton Local Planning Scheme No. 10*

#### **Shire of Northampton Local Planning Scheme No. 10**

The land is zoned “Residential R12.5” under the *Shire of Northampton Local Planning Scheme No. 10* with an “Outbuilding” considered an associated use of a Single “House” and thereby a permitted use.

The objective of the “Residential” zone is:

*“To provide a variety of lot sizes and housing types, and accommodate a range of compatible uses, to cater for the diverse housing needs of the community at a range of densities that can ultimately support the provision of local services.”*

#### **State Planning Policy 7.3 - Residential Design Codes Volume 1 (2019)**

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

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

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- Lot Boundary Setbacks - Clause 5.1.3; and
- Outbuildings – Clause 5.4.3.

The focus of this report are the variations that relate to the impact of building bulk which is significant.

Therefore the following Clause is examined in further detail:

- Lot Boundary Setbacks - Clause 5.1.3.

#### Lot Boundary Setbacks - Clause 5.1.3

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

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

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

The setback required as per table 2A of the R-Codes is 3.0 metres, with the Applicant proposing a nil setback on the southern boundary.

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

The "Design Principles" for lot boundary setbacks are:

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

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

The proposed development is also seeking an increased maximum overall/ridge height to the outbuilding from 4 metres to 4.496 metres which is also considered to add to the significant impact of building bulk of the site.

### Outbuildings – Clause 5.4.3

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

### **POLICY IMPLICATIONS:**

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

#### Shire of Northampton Local Planning Policy – Outbuildings

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

- "3.1 To allow for a regional variation to the Residential Design Codes for Clause 5.4.3 – Outbuildings.*
- 3.2 To provide clear definition of what constitutes an "outbuilding".*
- 3.3 To ensure that outbuildings are not used for habitation or commercial purposes by controlling building bulk (size and height).*
- 3.4 To limit the visual impact of outbuildings.*
- 3.5 To encourage the construction of outbuildings in materials and colours that complements the landscape and amenity of surrounding areas.*
- 3.6 To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property."*

The Local Planning Policy states the following provisions for outbuildings within the Residential R-12.5 zone:

*"3.3.2 Maximum standards for outbuildings are as follows (these area requirements do not override the open space requirements of Table 1 of the Residential Design Codes (2019) or any specific Scheme requirement):*

- a) Residential R10 and high density – 120m<sup>2</sup> in area or 20% in aggregate of the site area, whichever is the lesser, with a maximum wall height of 3.0m and a total maximum height of 4.5m measured from natural ground level.*
- 4.2.3 In residential zoned areas the applicant will also be required to complete fencing of the side and rear property boundaries for the purpose of lessening the visual impact of the building from*

*neighbouring properties and the road to the approval of the local government.*

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

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

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

- 4.2.6 *Other than on rural land greater than 20ha, all non-brick and non-masonry constructed outbuildings in excess of 60m<sup>2</sup> in area are to be of a colour so as to complement the dwelling on the lot and/or visual character of the landscape (in general non-reflective building materials consistent with the character of the area, however, zincalume roofing may be permitted).*

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

**STRATEGIC IMPLICATIONS:**

Nil.

**COMMENT:**

The proposed development is considered to comply with the requirements of the *Shire of Northampton Local Planning Scheme No. 10*.

Whilst the application for development approval does not address the deemed-to-comply provisions of the *Residential Design Codes* in relation to building bulk, it

is considered that this can be addressed within the conditions of development approval. It is understood that the reduced setback on the southern boundary is being sought as it is viewed by the Applicants to be 'dead space'. Typically, the full setback (as per R-Codes provisions) should be required in instances where developments of significant height are proposed and where the reduced setback is considered to reduce open space, sunlight, or ventilation upon the site or adjoining landholding.

#### Lot Boundary Setback

The southern walls of the proposed dwelling run parallel with the block's southern boundary and sit atop a retaining wall structure constructed on the lot. The maximum height of the development is proposed to sit just under 7 metres above natural ground level at the rear of the site which has an 8 metre fall with the highest point being at the rear as shown in site photos (attached as **Appendix 5**). The maximum height of the original outbuilding structure was to sit approximately 6.5 metres high and the proposed amendment is seeking a maximum overall/ridge height of just under 7 metres. The required setback under the "Deemed-to-Comply" provisions of the R-Codes is 3 metres, and therefore the "Design Principles" of the R-Codes must be considered. The Applicant has provided comment in their correspondence, attached at **Appendix 4**, citing that:

*"Shed length could be reduced to 10.5 meter as boat length on trailer is 8 meters however, we proposed 12 meters to utilise entire space of limestone wall structure and pad for aesthetic reasons. Additionally, to avoid dead space at back of shed".*

*In terms of building Bulk and shadow factor the morning sun shadow would predominantly be on our own home and some on southern neighbour's property which is roof covered driveway. Southern neighbour has also provided signed approval to build a larger shed. The afternoon sun factor would be negligible as shadow would fall on to vacant hillside land at back of property which no houses will ever be built". The proposed reduced setback to 2.7m to the southern side boundary does not reduce the amenity of the adjoining site in terms of loss of privacy, direct sunlight or ventilation"*

As the reduction being sought on the southern boundary is for a nil setback, it is considered this will greatly increase the impact of building bulk of the site, already considered significant due to the 8 metre fall of the site and the height of the retaining wall and proposed dwelling. Therefore, it is considered that

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the “Design Principles” relating to Lot Boundary Setbacks have not been sufficiently addressed due to the increased height being sought for the outbuilding and the nil setback on the southern boundary. Whilst it is recognised the Applicant is seeking the increased height of the outbuilding to house a boat, a reduction in length of the outbuilding to 10.5 metres would allow the structure to sit 1.7 metres off the southern boundary and would alleviate the impact of building bulk.

### Outbuilding

The *Shire of Northampton's Local Planning Policy (LPP) - Outbuildings* allows a regional variation to the provisions of the *R-Codes* in relation to Outbuildings, however the development still exceeds these LPP provisions in terms of wall height (by 1.5 metres) and ridge height (by 0.5 metres). The applicant has provided a letter to Council (attached as **Appendix 4**), advising the reasons they require the proposed building height, namely being for the storage of the applicant's boat. Furthermore, the affected adjoining landowner has not expressed any objection to the proposal as per the landowner's submission received and no response was received from additional consultation forwarded with a copy of the amended plans.

The existing street amenity comprises a mix of double storey and single storey dwellings and therefore an outbuilding with an increased height is likely to further impact by way of further increasing building bulk to the single-storey dwelling on the southern side. Furthermore, if the proposed outbuilding at the rear of the dwelling was set back off the southern side boundary it is considered that the impact to building bulk would be greatly reduced but remain significant as indicated in the original application. Approving both the increased height and a ‘nil’ southern boundary setback of the outbuilding will have a substantial detrimental impact upon the amenity, natural sunlight or open space of the adjoining property.

Based upon the above, it is therefore recommended that Council approve the Application for Development Approval subject to the setback from the southern boundary being modified from a nil setback to 1.7 metre setback so as to meet the requirements of Clause 5.1.3 of the *Residential Design Codes (2015)*.

### **VOTING REQUIREMENT:**

*Simple Majority Required.*

## CONCLUSION:

It is recommended that Council grant development approval to the proposed single dwelling upon Lot 204 (No. 73) Glance Street, Horrocks, subject to the setback from the southern boundary being modified from a nil setback to 1.7 metre setback so as to meet the requirements of Clause 5.1.3 of the *Residential Design Codes (2015)* and the conditions outlined below.

OFFICER RECOMMENDATION – ITEM 7.3.4	APPROVAL
<p><b>That Council grant the following amendment/(s) to Development Approval 2019-052 to the proposed Outbuilding upon Lot 204 (No. 73) Glance Street, Horrocks subject to the following conditions:</b></p>	
<p>1. Development shall be in accordance with the attached approved plan(s) dated 18 September 2020 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government;</p>	
<p>2. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;</p>	
<p>3. A building permit shall be issued by the local government prior to the commencement of any work on site;</p>	
<p>4. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;</p>	
<p>5. The Applicant shall provide a colour schedule for the outbuilding prior to construction of the dwelling, which shall be to the approval of the local government. The colours chosen shall be non-reflective and in keeping with the natural coastal environment;</p>	
<p>6. The setback from the southern boundary, as marked in 'RED' on the attached approved plan(s) dated 18 September 2020, shall be modified from nil setback to 1.7 metres so as to meet the requirements of Clause 5.1.3 of the <i>Residential Design Codes (2015)</i>;</p>	
<p>7. The approved outbuilding component (i.e. named 'shed') is only to be used for general and vehicle storage purposes and minor maintenance upon vehicles housed therein to the approval of the</p>	

**Local government and shall NOT be used for habitation, commercial or industrial purposes; and**

**12. The construction of the outbuilding (but not including the laying of a cement pad) shall NOT be commenced prior to the construction of the dwelling unless the following can be satisfied:**

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

**AND**

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

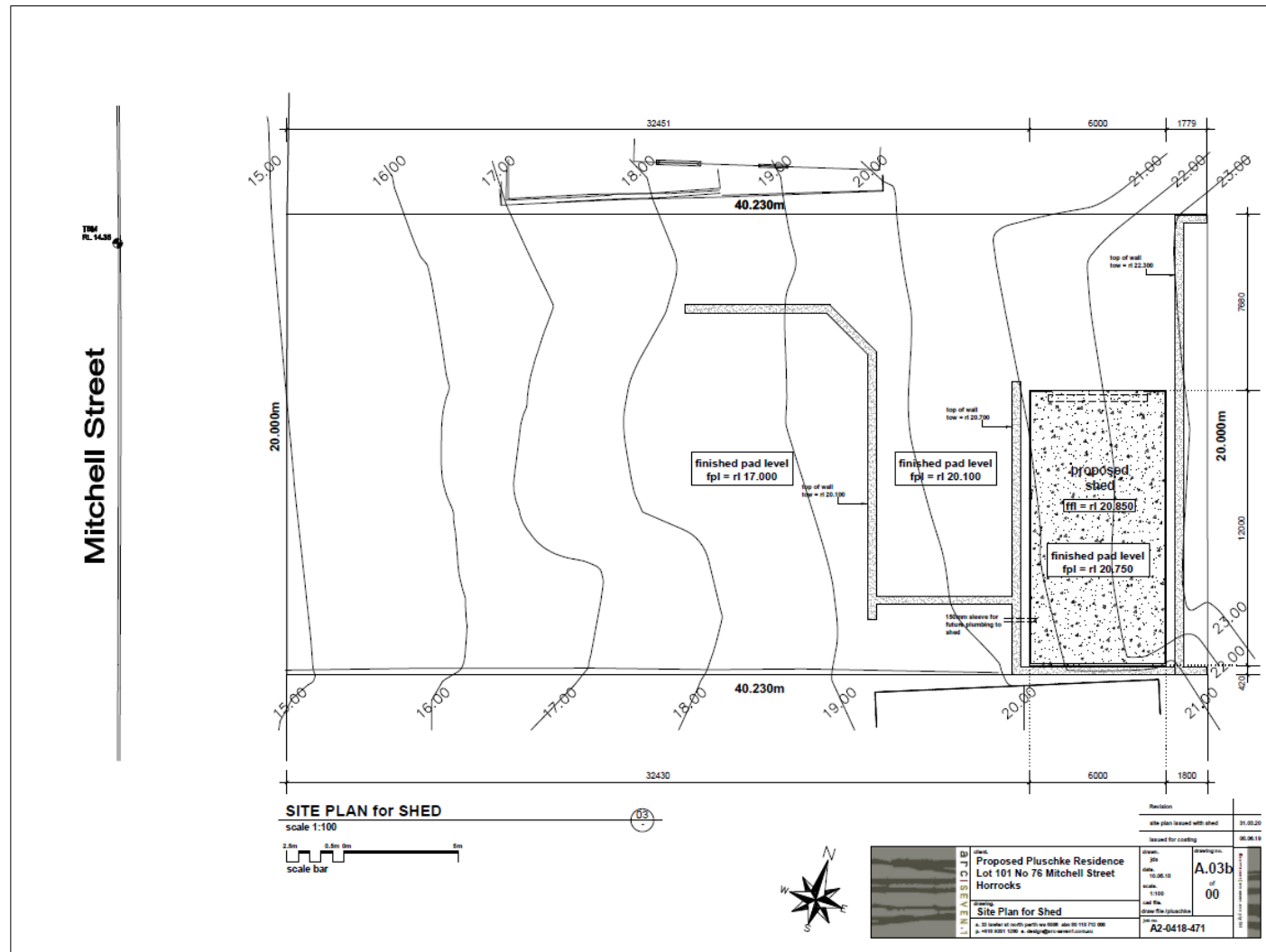
**Advice Notes:**

***Note 1: 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.***

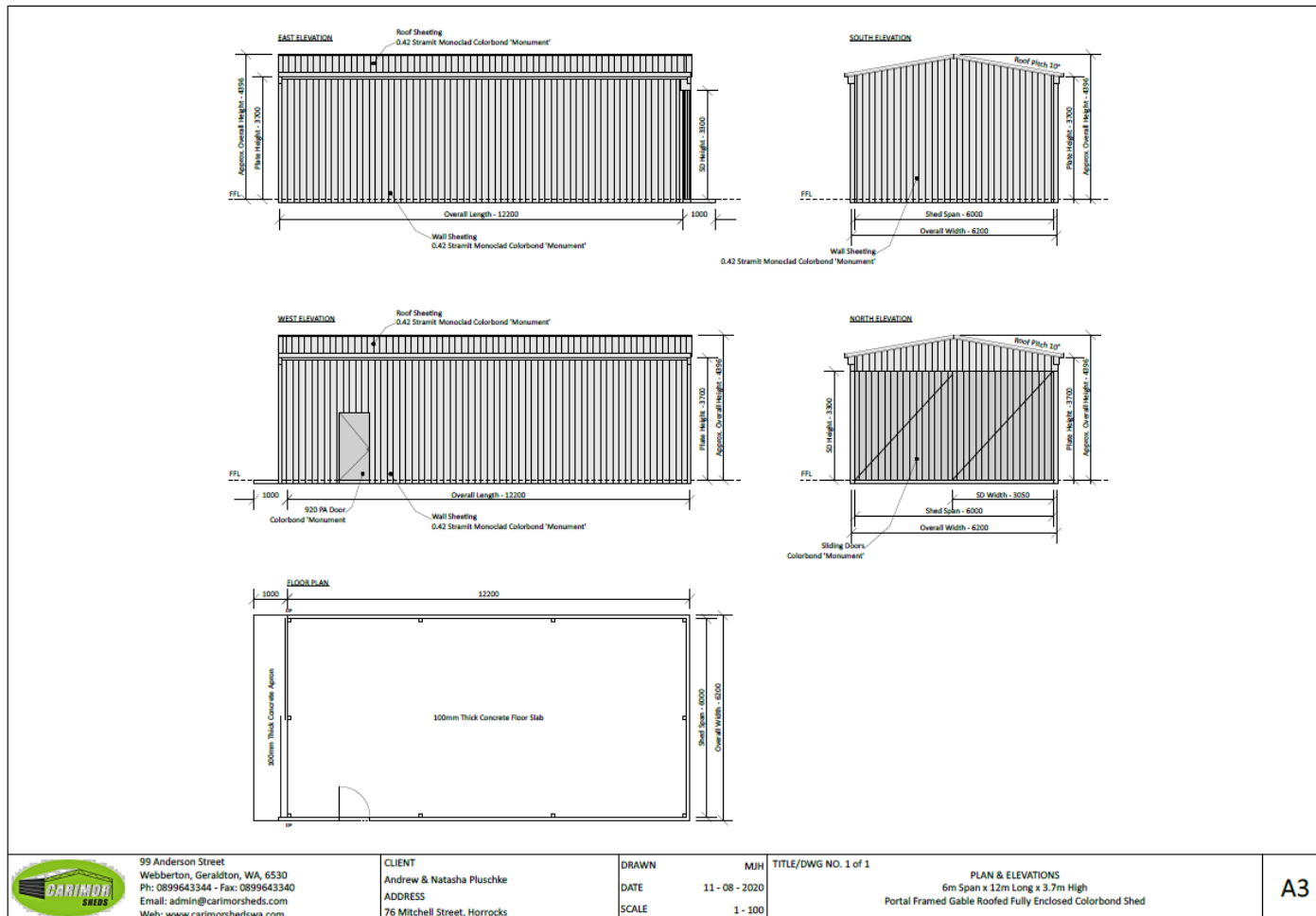
***Note 3. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.***

**APPENDIX 1 – AMENDED SITE PLAN (OUTBUILDING)**





**APPENDIX 2 – AMENDED OUTBUILDING PLANS**



APPENDIX

3 –

TWO STOREY HOUSE PLANS (D/A 2019-052)

proposed two storey residence



no 176 mitchell street, horrocks

sh DA.00 - Cover Sheet  
sh DA.01 - Site & Location Plan  
sh DA.02 - Ground Floor & Site Plan  
sh DA.03 - First Floor  
sh DA.04 - Roof Plan  
sh DA.05 - Elevations  
sh DA.06 - Elevations  
sh DA.07 - Modelling  
sh DA.08 - Overshadowing Plan

Revision	
garage reconfigured	18.08.19
issued for planning application	18.08.19
sketch 8 presentation	15.02.19
sketch 7 presentation	07.02.19
sketch 6 presentation	27.11.18
sketch 5 presentation	18.10.18
sketch 4 presentation	12.10.18
sketch 3 presentation	06.10.18
sketch 2 presentation	27.08.18
sketch 1 presentation	17.08.18
concept 1 presentation	17.08.18

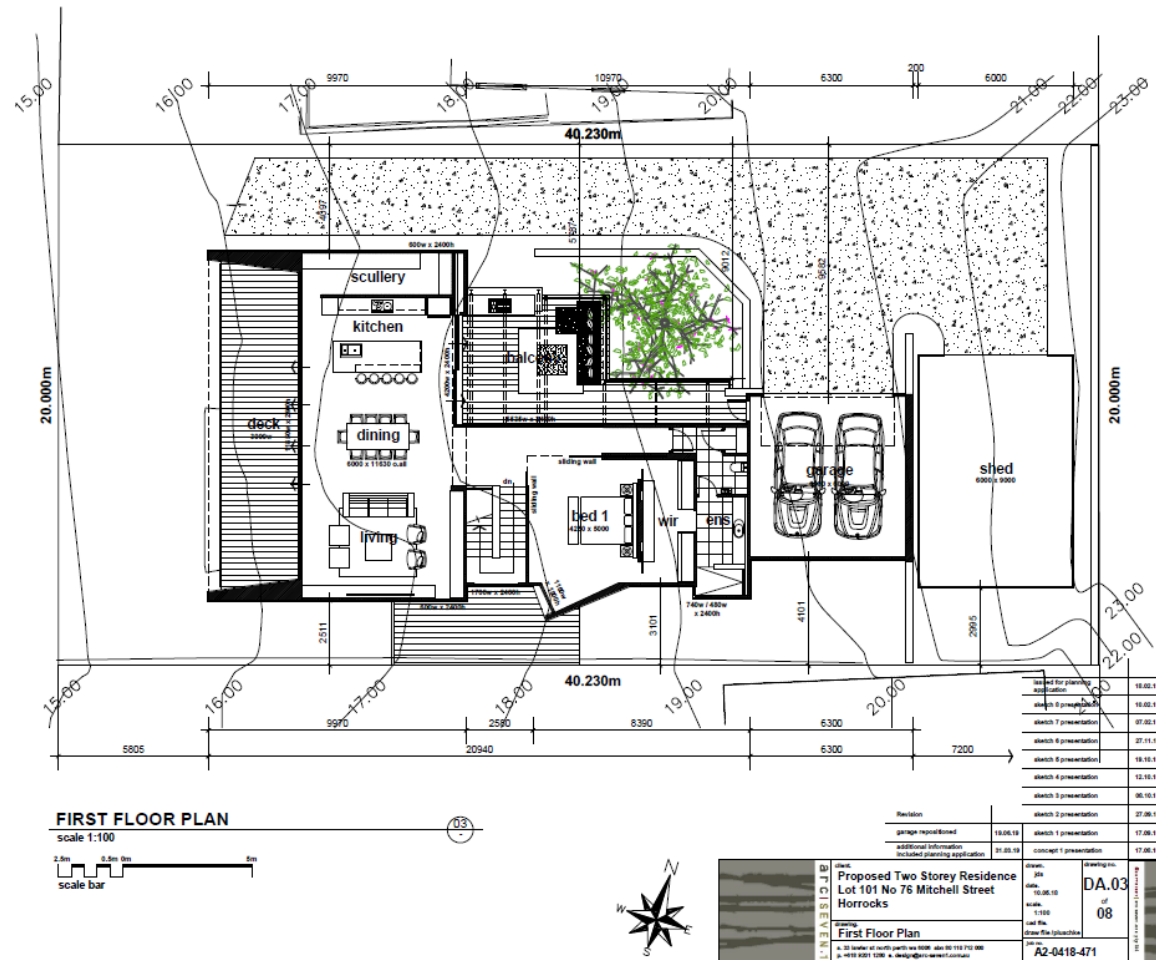
01	Sheet	Proposed Two Storey Residence	drawing no.	DA.00
02	Site	Lot 101 No 76 Mitchell Street	date	18.08.19
03	Location	Horrocks	scale	1:1000
04	Planning		used for	show file (application)
05	Cover Sheet		job no.	A2-0418-471
06				
07				
08				
09				
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18				
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## proposed two storey residence

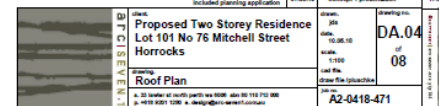


# proposed two storey residence

Mitchell Street



# proposed two storey residence

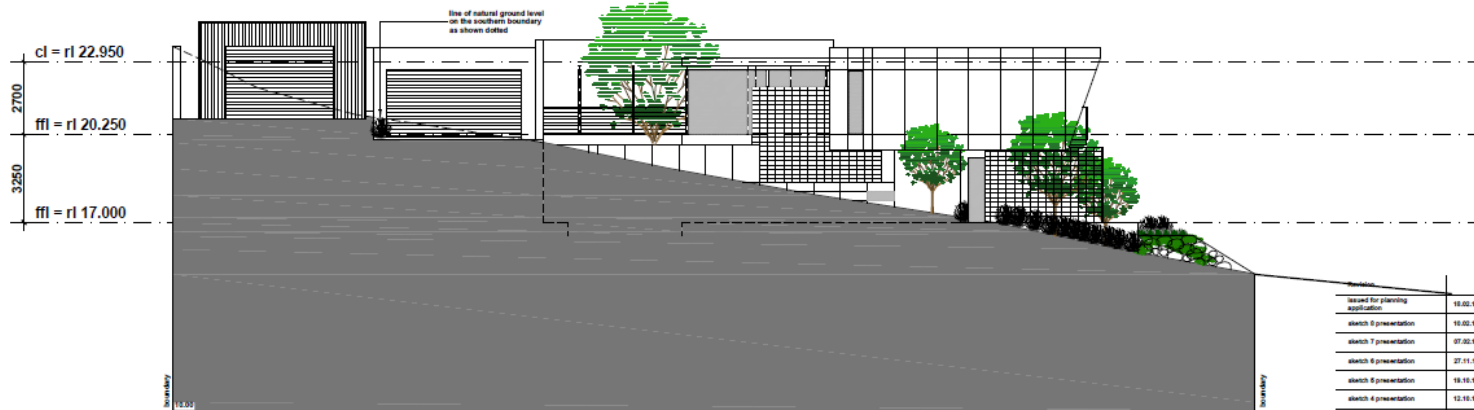


proposed two storey residence



**WEST (MITCHELL STREET) ELEVATION**  
scale 1:100

04



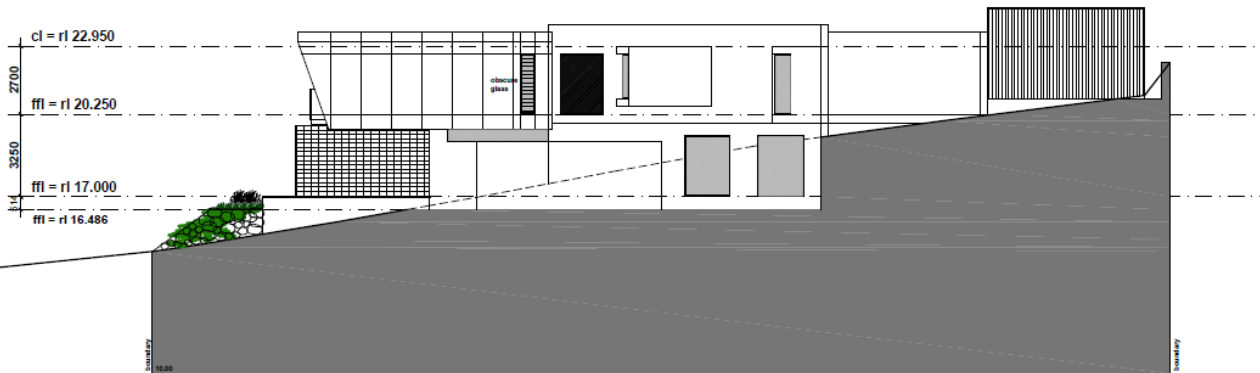
**NORTH (SIDE) ELEVATION**  
scale 1:100

05

Issued for planning application	19.02.19
Sketch 2 presentation	19.02.19
Sketch 7 presentation	07.02.19
Sketch 8 presentation	22.11.18
Sketch 9 presentation	19.10.18
Sketch 4 presentation	12.10.18
Sketch 3 presentation	06.10.18
Sketch 2 presentation	27.09.18
Sketch 1 presentation	17.09.18
Concept 1 presentation	17.09.18

B F C S E L I	Client	Proposed Two Storey Residence	Drawing No.	DA.05
	Site	Lot 101 No 76 Mitchell Street	of	08
	Scale	1:100		
	Drawing	Elevations		
	Author	A. 20 owner of north parts via 6000, also 60 110 712 000		
	Drawn	A. 20 owner of north parts via 6000, also 60 110 712 000		
	Check	A. 20 owner of north parts via 6000, also 60 110 712 000		
	Project	A2-0418-471		

# proposed two storey residence



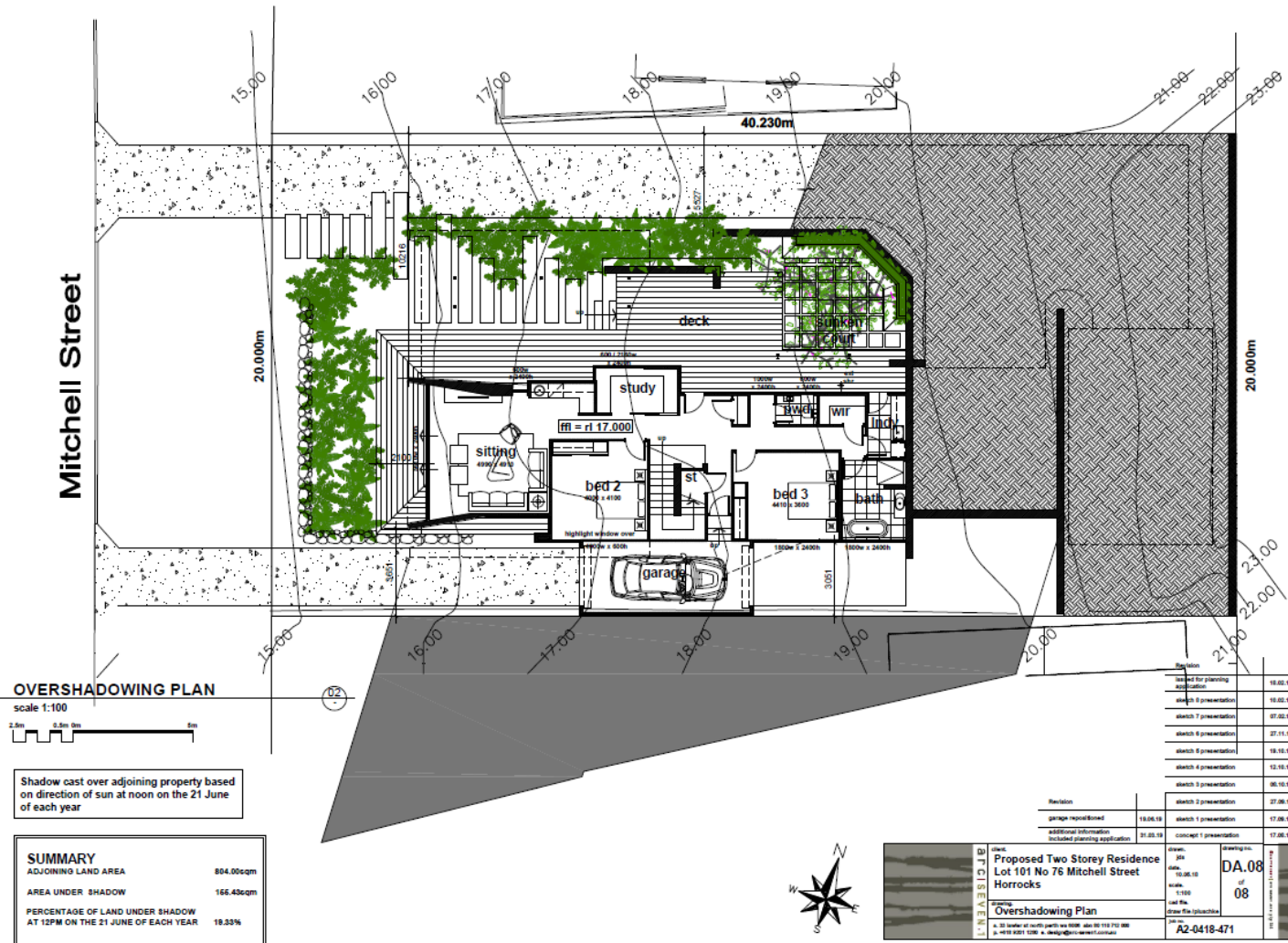
**SOUTH (SIDE) ELEVATION**  
scale 1:100

Revision	
additional information included planning application	31.03.19
issued for planning application	19.02.19
sketch 6 presentation	10.02.19
sketch 7 presentation	07.02.19
sketch 6 presentation	27.11.18
sketch 6 presentation	19.11.18
sketch 4 presentation	12.11.18
sketch 3 presentation	06.10.18
sketch 2 presentation	27.09.18
sketch 1 presentation	17.09.18
concept 1 presentation	17.06.18

(b) (7) (F) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99)	sheet <b>Proposed Two Storey Residence Lot 101 No 76 Mitchell Street Horrocks</b>	owner J.M. date 19.05.10 scale 1:1000 east file drawing file (plan/section) sheet <b>A2-0418-471</b>	drawing no <b>DA.06</b> <b>08</b>
	drawing <b>Elevations</b> A 20 scale of north point on 1000 and also 10 1/2 1000 A 20 scale 1/2000 A 20 scale 1/2000 and also 1/2000		



## proposed two storey residence





proposed two storey residence



Revision	
Issued for planning application	18.09.19
Sketch 2 presentation	19.09.19
Sketch 3 presentation	07.09.19
Sketch 4 presentation	27.11.19
Sketch 5 presentation	19.10.19
Sketch 6 presentation	12.10.19
Sketch 7 presentation	06.10.19
Sketch 8 presentation	27.09.19
Sketch 9 presentation	17.09.19
Concept 1 presentation	17.09.19

DA.07 of 08	DA.07 of 08
Modelling	Modelling
A. 20 South of Northampton Road, 1000, also 100 110 120 130 A. 1000 1001 1002 A. 1000 1001 1002	A. 20418-471

#### APPENDIX 4 – APPLICANTS REQUEST TO COUNCIL AND ASSOCIATED EMAILS

**From:** A&N Pluschke <[ajandnv@bigpond.com](mailto:ajandnv@bigpond.com)>  
**Sent:** Thursday, September 3, 2020 4:47 PM  
**To:** Michelle Allen <[cdo@northampton.wa.gov.au](mailto:cdo@northampton.wa.gov.au)>  
**Subject:** FW: Amendment to D/A 2019-052 - Outbuilding Lot 101 (No. 76) Mitchell St, Horrocks (A726)

Hi Michelle,

Further to our conversation today 3.9.2020 we have decided for our shed plan to go to council to see if it can be approved as drawn up by Carimor Shed, Michael Hebbiton.

The shed dimensions have been designed around storage of Andrew's boat.

Boat height on trailer 3250 so shed side wall to door frame 3300. Further overall height 4396 (approximately 1 meter allowance) for roof truss and door frame structures to be built on top of wall height.

Shed length could be reduced to 10.5 meter as boat length on trailer is 8 meters however, we proposed 12 meters to utilise entire space of limestone wall structure and pad for aesthetic reasons. Additionally, to avoid dead space at back of shed.

In terms of Building Bulk and shadow factor the morning sun shadow would predominantly be on our own home and some on southern neighbour's property which is a roof covered driveway. Southern neighbour has also provided signed approval to build a larger shed. The afternoon sun factor would be negligible as shadow would fall on to vacant hillside land at back of property which no houses will ever be built.

The shed purpose is solely as a garage for boat and second vehicle. If not approved by council then obviously we will have to downsize shed which would defeat the purpose of storing the boat.

We shall await the council decision on the shed plan.

Thankyou for your assistance with this matter.

Kind regards

Andrew & Natasha Pluschke

**From:** A&N Pluschke <[ajandnv@bigpond.com](mailto:ajandnv@bigpond.com)>  
**Sent:** Tuesday, 11 August 2020 9:22 AM  
**To:** 'Michelle Allen' <[cdo@northampton.wa.gov.au](mailto:cdo@northampton.wa.gov.au)>  
**Subject:** RE: Amendment to D/A 2019-052 - Outbuilding Lot 101 (No. 76) Mitchell St, Horrocks (A726)

Morning Michelle,

---

Drawings as requested by Carimor for our shed at Horrocks – amendment.

We will not be seeking Building approval for this shed with Engineering plans from Carimor until we have signed a building contract for the house. As per regulations. Quotes are due in the next 2 weeks from the builders for the house (fingers crossed).

Hoping this is what you require.

Kind regards  
Natasha Pluschke

**From:** Michelle Allen <[cdo@northampton.wa.gov.au](mailto:cdo@northampton.wa.gov.au)>  
**Sent:** Wednesday, 5 August 2020 3:13 PM  
**To:** A&N Pluschke <[ajandnv@bigpond.com](mailto:ajandnv@bigpond.com)>  
**Subject:** Amendment to D/A 2019-052 - Outbuilding Lot 101 (No. 76) Mitchell St, Horrocks (A726)

Hello Natasha

I have discussed the plans with our Senior Planner and wish to advise that we require Floor and Elevation Plans from the shed supplier that pertain to your shed. Elevation plans are drawings that show the structure on each side with measurements and the purpose of an elevation is to show the finished appearance of a given side of a structure and so on. The drawing that you supplied is a 3D type drawing which does not adequately show building heights, door heights and types and so on specific to the structure. You should be able to go back to Carimor for these plans.

When submitting an application like this, in these circumstances you are required to obtain both planning and building approval. When planning approval is obtained the application is then passed to the Building Department for their assessment from a structural perspective. For your information, you will also be required to obtain engineer's drawings of the shed/outbuilding structure when submitting your plans for building approval, which is the second step in this process. Engineer's drawings are a type of technical drawing that convey information relating to materials, measurements and so on necessary for the assessment of a structure from a building perspective and are also easily obtained from the shed supplier.

The reason we require these drawings is because your original approval was for a different sized shed. Any alteration to that original approval requires another application/amendment to that approval. This new structure is proposed to be 18m<sup>2</sup> bigger than the original proposed shed and is proposed to be located in a different spot (albeit closer to the boundary). This has potential to have an impact on the lot with regards to building bulk so the State's planning laws require us to reassess the application in relation to this new shed/outbuilding.

Once you are able to supply the floor and elevation plans, we will be in a position to assess your application.

Kind Regards,  
Michelle Allen



**Michelle Allen**  
**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)

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**APPENDIX 5 - SITE PHOTOS (Lot 101 (No. 76) Mitchell Street, Horrocks)**







### 7.3.5 SUMMARY OF PLANNING INFORMATION ITEMS

**DATE OF REPORT:** 9 SEPTEMBER 2020  
**REPORTING OFFICER:** Michelle Allen – Planning Officer

#### COMMENT:

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

REF	APPLICANT	LOCATION	PROPOSED DEVELOPMENT / USE	DATE
060	GOVT OF WA DPLH	FMR WHEAL ELLEN MINESITE, RESERVE 52194 DRAGE STREET, NORTHAMPTON	PERMANENT CONTAINMENT CELL & REMEDIATION OF LEAD TAILINGS	17 AUGUST 2020
061	TROY DOWN, MIDWEST ENDURO CLUB	LOTS 55, 56 & 57 (NO. 3530) PORT GREGORY ROAD, YALLABATHARRA	ENDURO RIDE EVENT	24 AUGUST 2020
062	DOUG GILL	LOT 20 (NO. 223) HAMPTON ROAD, NORTHAMPTON	SIGNAGE – FISH AND CHIP SHOP	25 AUGUST 2020
063	R PEARCE	LOT 29 (NO. 109) HAMPTON ROAD, NORTHAMPTON	TEMPORARY SHIPPING CONTAINER	25 AUGUST 2020
064	M BARNDEN	LOT 48 (NO. 46) MITCHELL STREET, HORROCKS	RETAINING WALL – R-CODE VARIATION	26 AUGUST 2020
065	G JONES	LOT 157 (NO. 32) WURMBEA WAY, KALBARRI	SINGLE DWELLING & OUTBUILDING – R-CODE VARIATIONS	27 AUGUST 2020
066	SHORELINE	LOT 436 (NO. 12) ERWOOD	ANCILLARY DWELLING AND	8 SEPT 2020

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	OUTDOOR WORLD (DALGLEISH)	ROAD, NORTHAMPTON	RETAINING WALLS – R-CODE VARIATIONS	
067	CHADWICK BARRON (TUESLEY)	LOT 7 (NO. 6) GLANCE COVE, HORROCKS	LOT 7 (NO. 6) GLANCE COVE, HORROCKS	9 SEPT 2020

**OFFICER RECOMMENDATION – ITEM 7.3.5**

**For Council Information**



7.4.1	ACCOUNTS FOR PAYMENT	2
7.4.2	MONTHLY FINANCIAL STATEMENTS – AUGUST 2020	10

**7.4.1 ACCOUNTS FOR PAYMENT**

<b>FILE REFERENCE:</b>	<b>1.1.1</b>
<b>DATE OF REPORT:</b>	<b>10<sup>th</sup> September 2020</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> September 2020, for confirmation in respect of accounts already paid or for the authority to those unpaid.

**FINANCIAL & BUDGET IMPLICATIONS:**

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

**POLICY IMPLICATIONS:**

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

**VOTING REQUIREMENT:**

Absolute Majority Required:

**OFFICER RECOMMENDATION – ITEM 7.4.1**

**That Municipal Fund Cheques 21953 to 21966 inclusive totalling \$78,989.12, Municipal EFT payments numbered EFT21079 to EFT21163 inclusive totalling \$507,758.23, Trust Fund Cheques 2541 to 2548, totalling \$2,814.79, Direct Debit payments numbered GJ0205 to GJ0211 inclusive totalling \$214,316.36 be passed for payment and the items therein be declared authorised expenditure.**

SHIRE OF NORTHAMPTON  
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**MUNICIPAL FUND CHEQUES**

Chq #	Date	Name	Description	Amount
21953	04-08-2020	SYNERGY	ELECTRICITY CHARGES	15442.07
21954	04-08-2020	TELSTRA	TELEPHONE CHARGES	1619.37
21955	12-08-2020	TELSTRA	TELEPHONE CHARGES	127.48
21956	12-08-2020	SYNERGY	ELECTRICITY CHARGES	13025.88
21957	12-08-2020	WATER CORPORATION	WATER USE & SERVICE CHARGES	12345.18
21958	12-08-2020	PETTY CASH - NCCA	NCCA PETTY CASH RECOUP	191.25
21959	13-08-2020	AUSTRALIA POST	POSTAGE, GST	384.14
21960	13-08-2020	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	16730.24
21961	Cancelled			
21962	13-08-2020	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	18242.51
21963	14-08-2020	MR M KOENIG	REFUND PLANNING PART APP FEE	176.00
21964	17-08-2020	T&R HOMES WA PTY LTD	REFUND KERB BOND BA 1804	500.00
21965	17-08-2020	LESLEY MOOCHER	REFUND DOG LIFETIME REGISTRATION	125.00
21966	24-08-2020	GAVIN JAMES NEWHILL	REFUND DOG REGISTRATION	80.00
				<b>\$78,989.12</b>

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**ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT**

EFT #	Date	Name	Description	Amount
EFT21079	03-08-2020	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	VARIOUS ROADS BITUMEN	15979.12
EFT21080	03-08-2020	LGISWA	20/21 INSURANCES	188203.92
EFT21081	03-08-2020	LGIS INSURANCE BROKING	20/21 INSURANCES	2970.00
EFT21082	03-08-2020	HOLCIM AUSTRALIA PTY LTD	GLASS ST DUP CONCRET/PREMIX	7273.31
EFT21083	03-08-2020	LANDGATE	VALUATION EXPENSES	301.68
EFT21084	03-08-2020	EMILY WILLIAMS	NCCA REIMB SEEK ADVERT	313.50
EFT21085	06-08-2020	GLENN BANGAY	REIMB NODE1/GAS	34.60
EFT21086	06-08-2020	LEO RYAN	REIMB DODO LANDLINE	39.90
EFT21087	05-08-2020	SIMPLE LIFE PROJECTS	JAKES POINT ABLUTIONS - CLAIM 1	67266.33
EFT21088	13-08-2020	ABCO PRODUCTS PTY LTD	SURGICAL MASKS/TERMOMETERS	693.22
EFT21089	13-08-2020	ABLE SALES	KAL AIRPORT 2 GENERATORS	17165.00
EFT21090	13-08-2020	KALBARRI IGA	GOODS	42.22
EFT21091	13-08-2020	ARROW BRONZE	NICHE WALL PLAQUE	1059.08
EFT21092	13-08-2020	AXIS AUTOS	PT GREG FIRE TRUCK PARTS	2212.95
EFT21093	13-08-2020	BOLTS-R-US	HARDWARE	212.31
EFT21094	13-08-2020	LIBERTY NORTHAMPTON	FUEL	195.65
EFT21095	13-08-2020	BUNNINGS (GERALDTON WAREHOUSE)	KALB PLANTS	193.47
EFT21096	13-08-2020	MIDWEST CHEMICAL & PAPER DISTRIBUTORS	LIQUID SOAP	196.31
EFT21097	13-08-2020	COASTAL ELECTRICAL & SOLAR	KAL FSHORE EXT POWER POINTS	291.50
EFT21098	13-08-2020	BOC GASES AUSTRALIA	INDUSTRY GASES	73.93
EFT21099	13-08-2020	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	499.84
EFT21100	13-08-2020	TOLL TRANSPORT PTY LTD	FREIGHT	811.44
EFT21101	13-08-2020	DEVISE URBAN PLANNING	PLANNING SERVICES	3003.00
EFT21102	13-08-2020	SIMON DRAGE	NCC DOOR REPAIRS	507.10
EFT21103	13-08-2020	ENGIN PTY LTD	ENGIN CHARGES	240.50
EFT21104	13-08-2020	FENN PLUMBING & GAS	KCC REPAIR PIPE	533.50

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EFT #	Date	Name	Description	Amount
EFT21105	13-08-2020	ATOM GERALDTON	PROTECTIVE CLOTHING	114.43
EFT21106	13-08-2020	GERALDTON SIGN MAKERS	SIGNS	552.75
EFT21107	13-08-2020	GERALDTON AUTO WHOLESALERS	VEHICLE SERVICE	501.42
EFT21108	13-08-2020	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	521.40
EFT21109	13-08-2020	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUELS, FUEL CARD PURCH	23741.67
EFT21110	13-08-2020	HANSON PLUMBING & GAS	NCC GAS, DUMPPPOINT CLEAR	445.50
EFT21111	13-08-2020	HELENORE FARMS PTY LTD	GRAVEL	346.50
EFT21112	13-08-2020	TANYA HENKEL	HERITAGE ADVISORY SERVICES	1453.22
EFT21113	13-08-2020	INSTANT WEIGHING	LOADER CALIBRATE SCALES	1094.50
EFT21114	13-08-2020	JCB CONSTRUCTION EQUIPMENT AUST	BACKHOE LIGHT	177.90
EFT21115	13-08-2020	KALBARRI AUTO CENTRE	FUEL PUMP REPAIRS	77.00
EFT21116	13-08-2020	KALBARRI EXPRESS FREIGHT	FREIGHT	75.02
EFT21117	13-08-2020	KALBARRI BP ROADHOUSE & HARDWARE	HARDWARE	482.24
EFT21118	13-08-2020	KALBARRI LAWNMOWING SERVICE	LAWN MOWING AND SPRAYING	220.00
EFT21119	13-08-2020	KALBARRI CARRIERS	FREIGHT	677.88
EFT21120	13-08-2020	KALBARRI NEWSAGENCY	STATIONERY	83.80
EFT21121	13-08-2020	KALBARRI AUTO ELECTRICS	KALB DMAX LOCATE LIGHT FAULTS	55.00
EFT21122	13-08-2020	KALBARRI VISITORS CENTRE INC	KVC OPERATING SUBSIDY 20/21	50000.00
EFT21123	13-08-2020	KINGS BODYWORKS	INSURANCE EXCESS	300.00
EFT21124	13-08-2020	KALBARRI PEST CONTROL	VISUAL TERMITE INSP, URBAN PEST CONTROL	530.00
EFT21125	13-08-2020	NORTHAMPTON TOWING	FREIGHT NEW TRUCK AGG BOX	495.00
EFT21126	13-08-2020	LIMITLESS PROMOTIONS	DOG AND CAT TAGS	395.00
EFT21127	13-08-2020	LGRCEU	PAYROLL DEDUCTIONS	102.50
EFT21128	13-08-2020	SHIRE OF MINGENEW	LGIS - VELPIC TRAINING AND SAFETY	13.20
EFT21129	13-08-2020	M L COMMUNICATIONS	PHONE REPLACEMENT	592.90
EFT21130	13-08-2020	MODUS AUSTRALIA	KINGS PARK TOILETS DEPOSIT	14064.16
EFT21131	13-08-2020	MIDWEST SOLAR POWER	GENERATOR MAINTAINENCE	760.00
EFT21132	13-08-2020	NAPA	HARDWARE GOODS	377.13

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EFT #	Date	Name	Description	Amount
EFT21133	13-08-2020	NATURE PLAYGROUNDS	NATURE PLAYGROUND CABLE	484.00
EFT21134	13-08-2020	NORTHAMPTON IGA	GOODS, REFRESHMENTS	401.89
EFT21135	13-08-2020	NORTHAMPTON COMMUNITY CENTRE	SPORTS ADMINISTRATION	587.50
EFT21136	13-08-2020	NORTHAMPTON NEWSAGENCY	STATIONERY, NEWSPAPERS	1075.84
EFT21137	13-08-2020	NORTHAMPTON COMMUNITY NEWS	NCCA ADVERTISING	30.00
EFT21138	13-08-2020	NOVUS WINDSCREENS GERALDTON	ROLLER SUPPLY AND FIT WINDSCREEN	1254.01
EFT21139	13-08-2020	GERALDTON CLEANPAK TOTAL SOLUTIONS	CLEANING PRODUCTS	1111.92
EFT21140	13-08-2020	SUN CITY PRINT & DESIGN	STATIONERY	3139.00
EFT21141	13-08-2020	THE SHEARING SHED CAFE	REFRESHMENTS	195.00
EFT21142	13-08-2020	SOS GLAZING	CALLION RES GLASS DOORS MTCE	419.10
EFT21143	13-08-2020	SPALDING ELECTRICAL SERVICES	NPTN DEPOT REPLACE RCD COVER	146.30
EFT21144	13-08-2020	SUNCITY SIGNS AND GRAPHICS	EMBLEMS	143.00
EFT21145	13-08-2020	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	GRAVEL STOCKPILE/PUSH UP	7260.00
EFT21146	13-08-2020	2V NET IT SOLUTIONS	COMPTER MTCE	574.00
EFT21147	13-08-2020	LANDGATE	VALUATION EXPENSES	429.64
EFT21148	13-08-2020	BOB WADDELL & ASSOCIATE PTY LTD	SYNERGYSOFT PENSIONER JNL	264.00
EFT21149	13-08-2020	WEIRDO'S CARPENTRY & MAINTENANCE	CHINAMANS TOT RESHEET ROOF	7550.00
EFT21150	13-08-2020	WESTRAC EQUIPMENT PTY LTD	ROLLER SERVICE	302.46
EFT21151	13-08-2020	WA LOCAL GOVERNMENT ASSOCIATION	SUBSCRIPTIONS	25836.63
EFT21152	13-08-2020	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	478.88
EFT21153	13-08-2020	WA TREASURY CORPORATION	LOAN 155	14558.26
EFT21154	13-08-2020	WILLIAMS & HUGHES	LEGAL ADVICE	1287.77
EFT21155	13-08-2020	CT & L WOODCOCK & SON PTY LTD	PORTABLE GENERATOR, RETIC, FERTILISER	7130.65
EFT21156	13-08-2020	MICHAEL TUNBRIDGE	REIMB BUNNINGS GARDEN BRUSH	30.68
EFT21157	20-08-2020	GLENN BANGAY	REIMB UTILITIES	409.95
EFT21158	20-08-2020	BRIAN S HUTCHINSON	REIMB TELSTRA LINE RENTAL	63.90
EFT21159	20-08-2020	LEO RYAN	REIMB PHONE REPAIR	198.00

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EFT #	Date	Name	Description	Amount
EFT21160	19-08-2020	AUSTRALIAN TAXATION OFFICE	BAS JULY 2020	18552.00
EFT21161	28-08-2020	DEVISE URBAN PLANNING	PLANNING SERVICES	3575.00
EFT21162	03-09-2020	LEO RYAN	REIMB LAND LINE	39.90
EFT21163	06-08-2020	LEANNE ROWE	REIMB UNI FEES	1665.45
				<u>\$507,758.23</u>

SHIRE OF NORTHAMPTON  
FINANCE REPORT – 18 SEPTEMBER 2020

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**TRUST FUND CHEQUES**

Chq #	Date	Name	Description	Amount
2541	03-08-2020	LUSCOMBE SYNDICATE	REFUND KAL BUS BOND	200.00
2542	04-08-2020	SHIRE OF NORTHAMPTON	BRB COMMISSION JULY 2020	60.00
2543	04-08-2020	DEPT MINES INDUSTRY REG & SAFETY	BRB JULY 2020	1021.86
2544	04-08-2020	BUILDING & CONST INDUSTRY TRAINING FUND	BCTF JULY 2020	616.43
2545	04-08-2020	SHIRE OF NORTHAMPTON	BCTF COMMISSION JULY 2020	16.50
2546	12-08-2020	DEP OF PLANNING & INFRASTRUCTURE	SPECIAL SERIES PLATE 520NR	200.00
2547	20-08-2020	DEP OF PLANNING & INFRASTRUCTURE	SPECIAL SERIES PLATES 74NR	200.00
2548	26-08-2020	NORTHAMPTON DISTRICT HIGH SCHOOL	ONELIFE PRINTING INV 2020/1	500.00
				<b><u>\$2,814.79</u></b>



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**DIRECT DEBITS**

Jnl #	Date	Name	Description	Amount
	06-08-2020	PAYROLL	FN/E 05/08/2020	86675.00
	06-08-2020	SUPERCHOICE	SUPERANNUATION FN/E 05/08/2020	20963.59
	20-08-2020	PAYROLL	FN/E 19/08/2020	84367.00
	20-08-2020	SUPERCHOICE	SUPERANNUATION FN/E 19/08/2020	21092.82
GJ0205	31-08-2020	NATIONAL AUSTRALIA BANK	BANK FEES	58.30
GJ0206	31-08-2020	NATIONAL AUSTRALIA BANK	MERCHANT FEES	61.98
GJ0207	31-08-2020	COMMONWEALTH BANK	BPOINT FEES	52.10
GJ0208	31-08-2020	NATIONAL AUSTRALIA BANK	BPAY	85.36
GJ0210	31-08-2020	NAB CEO CORPORATE CARD	BANK CHARGES	9.00
			REFRESHMENTS	100.40
			LANDGATE	26.70
			DOT LICENCE	95.10
				231.20
GJ0211	31-08-2020	NAB DCEO CORPORATE CARD	BANK CHARGES	9.00
			NCCA IINET	81.45
			KAL CHILD CARE IINET	80.29
			2V NET COMPUTER EXPS OFFICE 365	466.29
			RED DOT STATIONERY	10.00
			BUNNINGS LITTLE BAY MAT	39.00
			ELECTRICAL HOME VAC BAGS	42.98
				729.01
				<b><u>\$214,316.36</u></b>

**7.4.2 MONTHLY FINANCIAL STATEMENTS – AUGUST 2020**

<b>FILE REFERENCE:</b>	<b>1.1.1</b>
<b>DATE OF REPORT:</b>	<b>10<sup>th</sup> September 2020</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 August 2020</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 31 August 2020 are detailed from page 1 to page 26 per the attached Monthly Financial Report.

**FINANCIAL & BUDGET IMPLICATIONS:**

The 31 August 2020 financial position is comprised of the following:

Total operating revenue has a positive variance of \$232,092 and operating expenditure has a positive variance of \$153,573. The additional revenue and expenditure can be attributed to a relatively minor budget profile issue however it is not anticipated that there will be any major variations this financial year.

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

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

**STATUTORY IMPLICATIONS:**

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

**POLICY IMPLICATIONS:**

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

**VOTING REQUIREMENT:**

Simple Majority Required:

**OFFICER RECOMMENDATION – ITEM 7.4.2**

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

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

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

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

**SUMMARY INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 August 2020

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

**SIGNIFICANT ACCOUNTING POLICIES**

**GOODS AND SERVICES TAX**

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

**CRITICAL ACCOUNTING ESTIMATES**

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

**ROUNDING OFF FIGURES**

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

MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2020

SUMMARY INFORMATION - GRAPHS



Please refer to the compilation report

SHIRE OF NORTHAMPTON | 3



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

**STATUTORY REPORTING PROGRAMS**

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

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 4

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,815,811	1,815,811	1,815,811	0	0.00%	
<b>Revenue from operating activities</b>							
Governance		81,900	11,564	21,136	9,572	82.77%	▲
General purpose funding	6	6,082,050	5,006,144	5,113,896	107,752	2.15%	▲
Law, order and public safety		75,621	12,596	1,797	(10,799)	(85.73%)	▼
Health		34,612	5,766	583	(5,183)	(89.88%)	▼
Education and welfare		216,658	36,104	115,880	79,776	220.96%	▲
Housing		77,836	12,970	13,289	319	2.46%	
Community amenities		868,847	747,673	745,255	(2,418)	(0.32%)	
Recreation and culture		30,065	5,006	9,077	4,071	81.32%	
Transport		233,646	178,067	225,880	47,813	26.85%	▲
Economic services		184,965	88,796	105,413	16,617	18.71%	▲
Other property and services		142,293	23,710	8,281	(15,429)	(65.07%)	▼
		8,028,493	6,128,396	6,360,488	232,092		▲
<b>Expenditure from operating activities</b>							
Governance		(857,374)	(146,407)	(168,749)	(22,342)	(15.26%)	▼
General purpose funding		(279,797)	(46,626)	(57,060)	(10,434)	(22.38%)	▼
Law, order and public safety		(364,629)	(63,492)	(78,634)	(15,142)	(23.85%)	▼
Health		(225,918)	(37,636)	(27,086)	10,550	28.03%	▲
Education and welfare		(265,537)	(44,238)	(39,741)	4,497	10.16%	
Housing		(77,979)	(12,962)	(18,080)	(5,138)	(35.48%)	▼
Community amenities		(1,621,783)	(270,186)	(168,945)	102,241	37.47%	▲
Recreation and culture		(1,754,968)	(292,338)	(231,861)	60,477	20.69%	▲
Transport		(3,756,978)	(626,136)	(564,742)	61,394	9.81%	▲
Economic services		(303,696)	(50,586)	(97,978)	(47,392)	(93.69%)	▼
Other property and services		(39,293)	(6,528)	9,314	15,842	242.68%	▲
		(9,547,952)	(1,597,135)	(1,443,562)	153,573		▲
Non-cash amounts excluded from operating activities	1(a)	2,190,000	2,190,000	349,386	(1,840,614)	(84.05%)	▼
Amount attributable to operating activities		670,541	6,721,261	5,266,312	(1,454,949)		▼
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	682,484	611,589	91,600	(519,989)	(85.02%)	▼
Proceeds from disposal of assets	7	206,000	34,332	89,000	54,668	159.23%	
Proceeds from self supporting loans	9	34,126	7,931	7,487	(444)	(5.60%)	
Purchase of property, plant and equipment	8	(3,263,345)	(457,764)	(452,136)	5,628	1.23%	▲
Amount attributable to investing activities		(2,340,735)	196,088	(264,049)	(460,137)		▼
<b>Financing Activities</b>							
Transfer from reserves	10	100,000	16,667	100,000	83,333	500.00%	▲
Repayment of debentures	9	(190,417)	(31,736)	(28,674)	3,062	9.65%	
Transfer to reserves	10	(55,200)	(9,200)	(36,016)	(26,816)	(291.48%)	▼
Amount attributable to financing activities		(145,617)	(24,270)	35,309	59,579		▲
Closing funding surplus / (deficit)	1(c)	0	8,708,891	6,853,384			

KEY INFORMATION

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

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

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 5



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

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**GRANT REVENUE**

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

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

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**EXPENSES**

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 6

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,815,811	1,815,811	1,815,811	0	0.00%	
<b>Revenue from operating activities</b>							
Rates	6	4,720,586	4,678,086	4,720,780	42,694	0.91%	▲
Operating grants, subsidies and contributions	12	2,000,206	584,289	775,531	191,242	32.73%	▲
Fees and charges		1,174,701	854,605	767,832	(86,773)	(10.15%)	▼
Interest earnings		82,500	11,166	1,548	(9,618)	(86.13%)	▼
Other revenue		0	0	45,682	45,682	0.00%	
Profit on disposal of assets	7	50,500	250	49,116	48,866	19546.32%	▲
		<b>8,028,493</b>	<b>6,128,396</b>	<b>6,360,488</b>	<b>232,092</b>		▲
<b>Expenditure from operating activities</b>							
Employee costs		(3,675,853)	(612,512)	(562,822)	49,690	8.11%	▲
Materials and contracts		(2,513,572)	(418,744)	(164,021)	254,723	60.83%	▲
Utility charges		(346,790)	(57,756)	(22,439)	35,317	61.15%	▲
Depreciation on non-current assets		(2,240,500)	(373,406)	(398,502)	(25,096)	(6.72%)	▼
Interest expenses		(68,476)	(11,408)	(9,758)	1,650	14.46%	
Insurance expenses		(198,215)	(32,954)	(136,620)	(103,666)	(314.58%)	▼
Other expenditure		(504,546)	(90,355)	(149,402)	(59,047)	(65.35%)	▼
		<b>(9,547,952)</b>	<b>(1,597,135)</b>	<b>(1,443,562)</b>	<b>153,573</b>		▲
Non-cash amounts excluded from operating activities	1(a)	2,190,000	2,190,000	349,386	(1,840,614)	(84.05%)	▼
<b>Amount attributable to operating activities</b>		<b>670,541</b>	<b>6,721,261</b>	<b>5,266,312</b>	<b>(1,454,949)</b>		▼
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	682,484	611,589	91,600	(519,989)	(85.02%)	▼
Proceeds from disposal of assets	7	206,000	34,332	89,000	54,668	159.23%	▲
Proceeds from self-supporting loans	9	34,126	7,931	7,487	(444)	(5.60%)	
Payments for property, plant and equipment	8	(3,263,345)	(457,764)	(452,136)	5,628	(1.23%)	▲
<b>Amount attributable to investing activities</b>		<b>(2,340,735)</b>	<b>196,088</b>	<b>(264,049)</b>	<b>(460,137)</b>		
<b>Financing Activities</b>							
Transfer from reserves	10	100,000	16,667	100,000	83,333	500.00%	▲
Repayment of debentures	9	(190,417)	(31,736)	(28,674)	3,062	9.65%	
Transfer to reserves	10	(55,200)	(9,200)	(36,016)	(26,816)	(291.48%)	▼
<b>Amount attributable to financing activities</b>		<b>(145,617)</b>	<b>(24,270)</b>	<b>35,309</b>	<b>59,579</b>		
Closing funding surplus / (deficit)	1(c)	0	8,708,891	6,853,384			

KEY INFORMATION

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

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

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

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

NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$
Adjustments to operating activities			
Add/Deduct: Profit/Loss on asset disposals	7	(50,500)	(49,116)
Add: Depreciation on assets		2,240,500	398,502
Total non-cash items excluded from operating activities		2,190,000	349,386

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

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

		Last Year Closing 30 June 2020	Year to Date 31 August 2020
Adjustments to net current assets			
Less: Reserves - restricted cash	10	(965,039)	(901,055)
Less: Land Held for Resale		(235,000)	(235,000)
Add/Less: Adjustments			(14,604)
Add: Borrowings	9	190,417	161,743
Add: Provisions - Employee	11	735,158	787,109
Add: Movement in Provisions		22,806	0
Total adjustments to net current assets		(251,658)	(201,807)

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

Current assets			
Cash and cash equivalents	2	2,753,441	2,291,152
Rates receivables	3	325,425	4,835,161
Receivables	3	121,347	761,845
Other current assets	4	244,514	265,618
Less: Current liabilities			
Payables	5	(436,357)	(134,408)
Borrowings	9	(190,417)	(161,743)
Contract liabilities	11	(15,326)	(15,326)
Provisions	11	(735,158)	(787,109)
Less: Total adjustments to net current assets	1(b)	(251,658)	(201,807)
Closing funding surplus / (deficit)		1,815,811	6,853,384

CURRENT AND NON-CURRENT CLASSIFICATION

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

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

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Deposits	Municipal	1,372,592		1,372,592		NAB		At call
Petty Cash	Cash on Hand	1,450		1,450				
Investment	Reserves	0	901,056	901,056		NAB	0.70%	02/03/2021
Cash Deposits	Trust	0	49,740	49,740	49,740	NAB		At Call
Retention	Term Deposit	16,053		16,053		NAB	1.47%	14/10/2020
<b>Total</b>		<b>1,390,096</b>	<b>950,796</b>	<b>2,340,892</b>	<b>49,740</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,390,096	950,796	2,340,892	49,740			
		1,390,096	950,796	2,340,892	49,740			

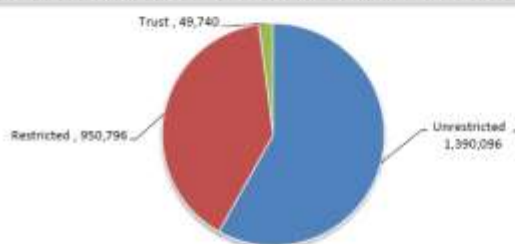
KEY INFORMATION

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

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

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

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



Total Cash	Unrestricted
<b>\$2.34 M</b>	<b>\$1.39 M</b>



OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates receivable	31-Aug-20	30 Jun 2020
Opening arrears previous years	\$ 211,013	\$ 251,835
Levied this year	4,720,780	4,574,430
Less - collections to date	(96,632)	(4,615,252)
Equals current outstanding	<b>4,835,161</b>	<b>211,013</b>
<b>Net rates collectable</b>	<b>4,835,161</b>	<b>211,013</b>
% Collected	2%	95.6%

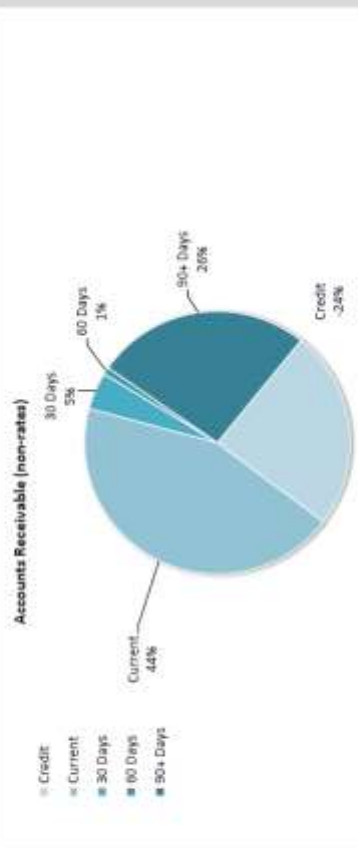
  

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	\$ (7,544)	\$ 13,538	\$ 1,413	\$ 279	\$ 8,076	\$ 15,762
Percentage	(47.9%)	85.9%	9%	1.8%	51.2%	
<b>Balance per trial balance</b>	<b>(7,544)</b>	<b>13,538</b>	<b>1,413</b>	<b>279</b>	<b>8,076</b>	<b>15,762</b>
Sundry receivable						32,292
GST receivable						700,208
Rubbish Receivables						(9,929)
Accrued Income						23,513
Emergency Services Levy						
<b>Total receivables general outstanding</b>						<b>761,845</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Debtors Due	\$761,845
Over 30 Days	62%
Over 90 Days	51.2%

Please refer to the compilation report

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

OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS

	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 August 2020
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel & Materials	9,514	21,104	0	30,618
Land Held for Resale	235,000	0	0	235,000
<b>Total other current assets</b>				<b>265,618</b>
Amounts shown above include GST (where applicable)				

KEY INFORMATION

**Inventory**

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

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

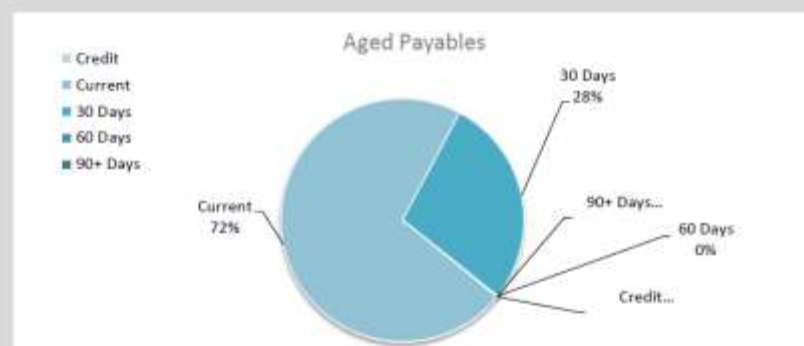
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2020

OPERATING ACTIVITIES  
NOTE 5  
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	72,016	27,937	0	(124)	99,829
Percentage	0%	72.1%	28%	0%	-0.1%	
<b>Balance per trial balance</b>						
Sundry creditors		1,417	27,937	0	(124)	29,230
Sundry/Payroll Deductions		6,683				6,683
Accrued salaries and wages	4,021					4,021
ATO liabilities		59,895				59,895
Bonds and Deposits		34,579				34,579
<b>Total payables general outstanding</b>	<b>4,021</b>	<b>102,574</b>	<b>27,937</b>	<b>0</b>	<b>(124)</b>	<b>134,408</b>
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Creditors Due

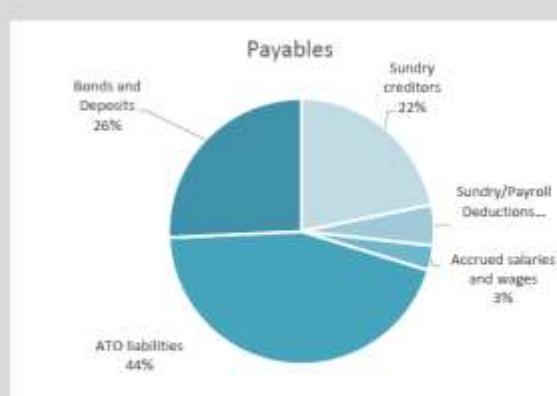
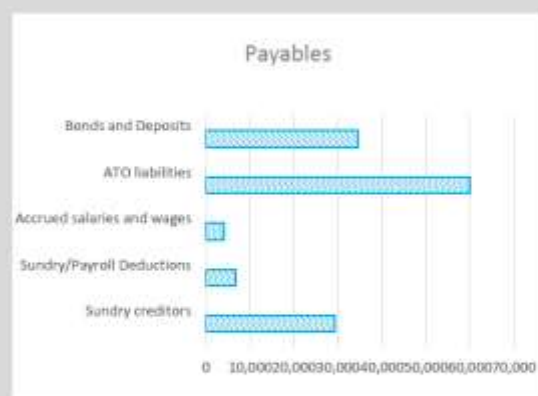
**\$134,408**

Over 30 Days

**28%**

Over 90 Days

**-0.1%**





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

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General rate revenue:	RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget				YTD Actual			
					Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
					\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>												
	General GRV	0.079912	1,562	17,747,241	1,717,044	0	0	1,717,044	1,717,043	0	0	1,717,043
<b>Unimproved value</b>												
	General UV	0.012610	437	196,966,424	2,351,382	0	0	2,351,382	2,351,383	0	0	2,351,383
	<b>Sub-Total</b>		<b>1,999</b>	<b>214,713,665</b>	<b>4,068,426</b>	<b>0</b>	<b>0</b>	<b>4,068,426</b>	<b>4,068,426</b>	<b>0</b>	<b>0</b>	<b>4,068,426</b>
<b>Minimum \$</b>												
<b>Gross rental value</b>												
	General GRV	565	993	7,016,922	561,045	0	0	561,045	564,799	1,896	0	566,695
<b>Unimproved value</b>												
	General UV	565	71	3,347,659	40,115			40,115	29,111	4,117	1,237	34,465
	<b>Sub-total</b>		<b>1,064</b>	<b>10,364,581</b>	<b>601,160</b>	<b>0</b>	<b>0</b>	<b>601,160</b>	<b>593,910</b>	<b>6,013</b>	<b>1,237</b>	<b>601,160</b>
	<b>Discount</b>							<b>0</b>				<b>(27)</b>
	<b>Total general rates</b>							<b>4,669,586</b>				<b>4,669,559</b>
<b>Specified area rates</b>												
	Kalbarri Tourism	Rate in \$ (cents)										
	Port Gregory Water Supply	0.001721		17,443,404	30,000	0	0	30,000	30,221	0	0	30,221
		0.036904		569,036	21,000	0	0	21,000	21,000	0	0	21,000
	<b>Total specified area rates</b>			<b>18,012,440</b>	<b>51,000</b>	<b>0</b>	<b>0</b>	<b>51,000</b>	<b>51,221</b>	<b>0</b>	<b>0</b>	<b>51,221</b>
	<b>Total</b>							<b>4,720,586</b>				<b>4,720,780</b>

Please refer to the compilation report

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

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

KEY INFORMATION

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



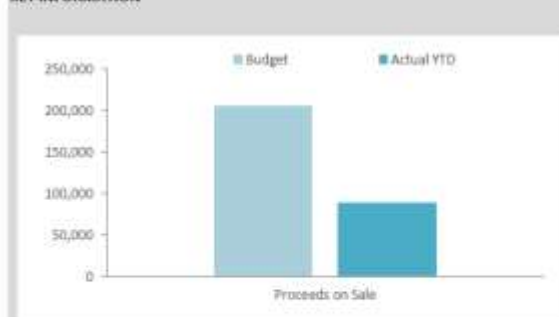
Please refer to the compilation report

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

OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
41761	P274 - Isuzu MUX - DCEO	8,500	21,000	12,500	0			0	0
	Transport								
41707	P228 - Northampton Tip Truck	30,000	71,000	41,000	0	30,884	71,000	40,116	0
41686	P207 - Pig Trailer Northampton	9,000	18,000	9,000	0	9,000	18,000	9,000	0
41596	P159 - Case Tractor - Northampton	3,000	0	0	(3,000)			0	0
41715	P234 - Fuso M'ice Truck Northampton	23,000	25,000	2,000	0			0	0
41763	P277 - Toyota Prado	30,000	31,000	1,000	0			0	0
	Economic services								
41788	P301 - Landcruiser Ute Lucky Bay	52,000	40,000	0	(12,000)			0	0
		155,500	206,000	65,500	(15,000)	39,884	89,000	49,116	0

KEY INFORMATION



Proceeds on sale		
Annual Budget	YTD Actual	%
<b>\$206,000</b>	<b>\$89,000</b>	<b>43%</b>

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

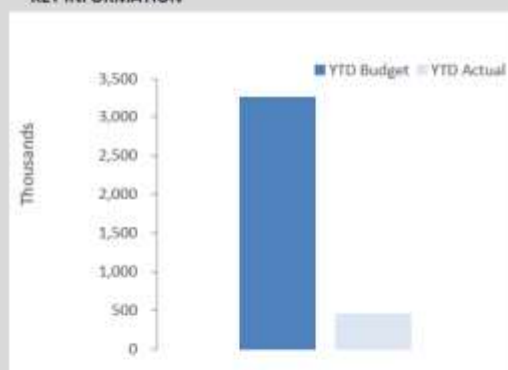
INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	334,090	0	90,182	90,182
Furniture and equipment	70,000	11,666	0	(11,666)
Plant and equipment	708,400	118,066	293,794	175,728
Infrastructure - Roads	1,366,195	292,817	29,244	(263,573)
Infrastructure - Footpaths & Carpark	538,520	30,549	22,664	(7,885)
Infrastructure - Parks & Ovals	218,140	0	0	0
Infrastructure - Other	28,000	4,666	16,252	11,586
<b>Capital Expenditure Totals</b>	<b>3,263,345</b>	<b>457,764</b>	<b>452,136</b>	<b>(5,628)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,500,386	1,500,386	994,023	(506,363)
Other (disposals & C/Fwd)	206,000	34,332	89,000	54,668
Cash backed reserves				
Leave Reserve	0	256,008	0	(256,008)
Roadworks Reserve	0	29,641	0	(29,641)
Kalbarri Airport Reserve	0	85,516	0	(85,516)
Building/Housing Reserve	0	121,865	0	(121,865)
Computer and Office Equipment Reserve	0	33,944	0	(33,944)
Land Development Reserve	0	364,161	0	(364,161)
Port Gregory Water Supply Reserve	0	36,500	0	(36,500)
Tourism Infrastructure Reserve	100,000	100,000	100,000	0
Contribution - operations	1,456,959	(2,104,589)	(730,887)	1,373,702
<b>Capital funding total</b>	<b>3,263,345</b>	<b>457,764</b>	<b>452,136</b>	<b>(5,628)</b>

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$3.26 M</b>	<b>\$0.45 M</b>	<b>14%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.5 M</b>	<b>\$0.99 M</b>	<b>66%</b>

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 16

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

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS (CONTINUED)



%	Account Description	Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
<b>Governance</b>					
	LED Signage (FAG's LR&I Funding)	70,000	11,666	0	70,000
	DCEO Vehicle Replacement	43,000	7,166	0	43,000
	<b>Governance Total</b>	<b>113,000</b>	<b>18,832</b>	<b>0</b>	<b>113,000</b>
<b>Communities Amenities</b>					
	Jacques Point Ablutions	209,090	0	90,182	118,908
	Kings Park Point Ablutions	100,000	0	0	100,000
	Car Park for Jaques Point Ablutions	70,000	22,731	0	70,000
	Northampton Cemetery Fence	38,500	0	0	38,500
	Memorial Tree (FAG's LR&I Funding)	20,000	0	0	20,000
	<b>Communities Amenities Total</b>	<b>437,590</b>	<b>22,731</b>	<b>90,182</b>	<b>347,408</b>
<b>Recreation And Culture</b>					
	Port Gregory Shelters	24,000	0	0	24,000
	Horrocks Shelter at Parkland BBQ	11,000	0	0	11,000
	Blue Holes Carpark Redevelopment R969	29,400	0	0	29,400
	Horrocks access steps from oval to HCC	7,500	0	0	7,500
	Northampton Bowling Club Synthetic Green	117,140	0	0	117,140
	Northampton Community Centre Solar Power	15,000	0	0	15,000
	Allen Centre Tourist Bus Park (FAG's LR&I Funding)	235,000	0	0	235,000
	Old School Roof Replacement (Seed Funding)	10,000	0	0	10,000
	<b>Recreation And Culture Total</b>	<b>449,040</b>	<b>0</b>	<b>0</b>	<b>449,040</b>
<b>Transport</b>					
	Road Construction	1,366,195	292,817	29,244	1,336,951
	Footpath/Carpark Construction	204,120	7,818	22,664	181,456
	Tip Truck Northampton	225,200	37,533	228,594	(3,394)
	Small Tractor	83,000	13,833	0	83,000
	Maintenance Truck Northampton	140,000	23,333	0	140,000
	Truck and Trailer Tarpaulin	85,000	14,167	0	85,000
	Gardeners Tandem Tipping Trailer	7,000	1,167	0	7,000
	Works Manager Vehicle	60,000	10,000	0	60,000
	Airport - Install 2 x 22KVA Generators	28,000	4,666	16,252	11,748
	<b>Transport Total</b>	<b>2,263,715</b>	<b>416,201</b>	<b>361,954</b>	<b>1,901,761</b>
	<b>Capital Expenditure by Program Total</b>	<b>3,263,345</b>	<b>457,764</b>	<b>452,136</b>	<b>2,811,209</b>

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 17



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

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Housing</b>									
Loan 154 - Staff Housing		189,159	0	0	35,418	189,159	153,741		7,156
<b>Recreation and culture</b>									
Loan 156 - RSL Hall Extensions		454,484	0	0	46,459	454,484	408,025		12,210
<b>Transport</b>									
Loan 153 - Plant Purchases		133,684	0	0	42,800	112,497	90,884	2,687	5,789
Loan 157 - Plant Purchases		340,000	0	0	31,614	340,000	308,386		7,593
		1,117,327	0	0	156,291	1,096,140	961,036	2,687	32,748
<b>Self supporting loans</b>									
<b>Education and welfare</b>									
Loan 155 - Pioneer Lodge		358,026	0	7,487	15,122	350,538	342,904	7,071	16,435
<b>Recreation and culture</b>									
Loan 151 - Kalbarri Bowling Club		0	0	0	0	0	0	0	0
<b>Other property and services</b>									
Loan 152 - Staff Housing (CEO)		293,742	0	0	19,004	302,907	274,738	0	19,293
		651,768	0	7,487	34,126	653,446	617,642	7,071	35,728
<b>Total</b>		1,769,095	0	28,674	190,417	1,749,586	1,578,678	9,758	68,476
<b>Current borrowings</b>		190,417				161,743			
<b>Non-current borrowings</b>		1,578,678				1,587,843			
		1,769,095				1,749,586			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

Please refer to the compilation report

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

New borrowings 2020-21

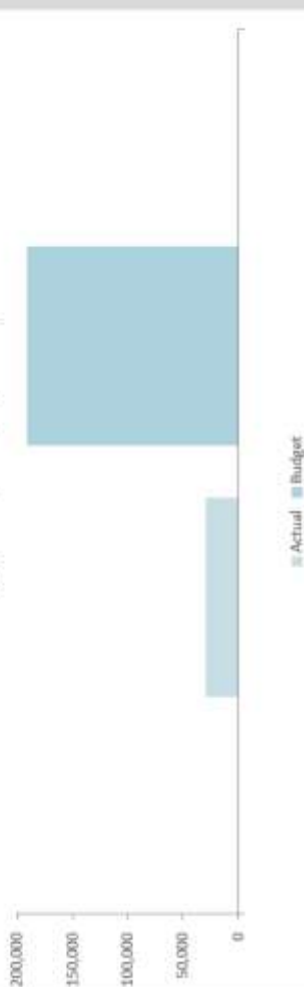
FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

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

KEY INFORMATION

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

Borrowings (Principal Repayments)



Principal repayments

\$28,674

Interest earned

\$1,548

Interest expense

\$9,758

Reserves balance

\$ 9 M

Loans due

\$1.75 M

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 19

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

OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES

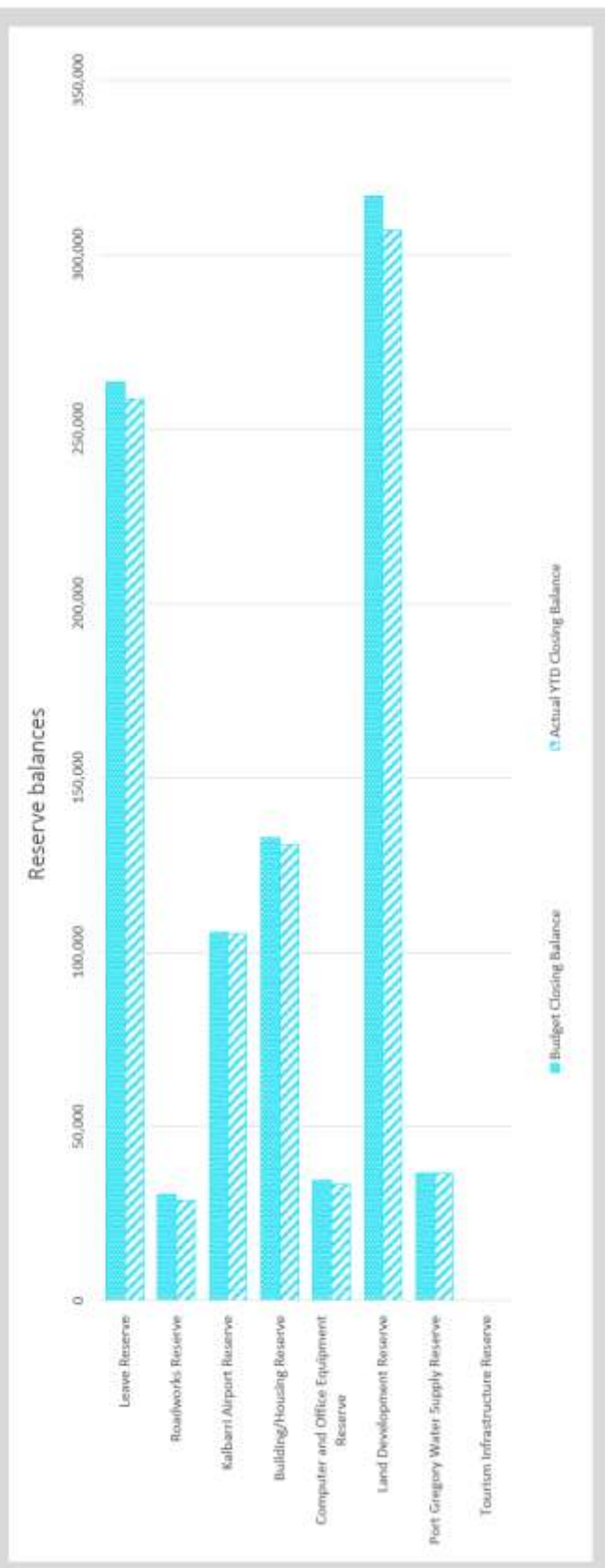
Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	253,511	5,000	250	5,000	5,000	0	0	253,511	258,761
Roadworks Reserve	28,639	2,000	100	0	0	0	0	30,639	28,739
Kalbarri Airport Reserve	85,422	200	10	20,000	20,000	0	0	105,622	105,432
Building/Housing Reserve	120,853	2,000	100	10,000	10,000	0	0	132,853	130,953
Computer and Office Equipment Reserve	33,446	1,000	50	0	0	0	0	34,446	33,496
Land Development Reserve	306,658	10,000	506	0	0	0	0	316,658	307,164
Port Gregory Water Supply Reserve	36,500	0	0	0	0	(100,000)	(100,000)	36,500	36,500
Tourism Infrastructure Reserve	100,000	0	0	0	0	(100,000)	(100,000)	0	0
	<b>965,039</b>	<b>20,200</b>	<b>1,016</b>	<b>35,000</b>	<b>35,000</b>	<b>(100,000)</b>	<b>(100,000)</b>	<b>920,239</b>	<b>901,055</b>

Please refer to the compilation report



KEY INFORMATION



Please refer to the compilation report

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

OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES

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

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

KEY INFORMATION

**Provisions**

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

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

**Employee benefits**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

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

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Description/Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2020	Current Liability 31 Aug 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
General purpose funding								
Grants Commission - General/	0	0	0	0	0	463,588	115,897	360,364
Grants Commission - Roads/	0	0	0	0	0	334,355	83,588	81,512
Local Roads & Infrastructure Program	0	0	0	0	0	490,300	122,575	0
Law, order, public safety								
Emergency Services Levy - BFB	0	0	0	0	0	34,646	5,774	0
Emergency Services Levy - SES	0	0	0	0	0	24,975	4,162	0
Education and welfare								
NCCA Operational Grant/Fundraising	0	0	0	0	0	88,223	14,702	88,223
Community amenities								
GRANT - CHARMAP	0	0	0	0	0	10,000	1,666	0
Transport								
MRD - Maintenance	0	0	0	0	0	176,655	176,655	176,655
	0	0	0	0	0	1,622,742	525,019	706,754

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 23

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

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Description/Provider	Unspent non operating grants, subsidies and contributions liability				Non operating grants, subsidies and contributions revenue			
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2020	Current Liability 31 Aug 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Transport								
Regional Road Group Funding	15,326		(15,326)	0	0	229,000	205,212	91,600
Roads to Recovery Funding				0	0	453,484	406,377	0
	<b>15,326</b>	<b>0</b>	<b>(15,326)</b>	<b>0</b>	<b>0</b>	<b>682,484</b>	<b>611,589</b>	<b>91,600</b>

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 24

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

**NOTE 14  
TRUST FUND**

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

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance 31 Aug 2020
	\$	\$	\$	\$
Building Levies (BCITF & BRB)	183	4,619	(1,715)	3,087
Community Bus Bond	4,600	800	(400)	5,000
Unclaimed Monies - Rates	4,044	0	0	4,044
BROC - Management Funds	1	0	0	1
RSL Hall Key Bond	230	430	(230)	430
Special Series Plates	0	620	(400)	220
Northampton Child Care Association	16,547	0	0	16,547
Horrocks Memorial Wall	0	0	(148)	(148)
One Life	1,440	0	(500)	940
Rubbish Tip Key Bond	1,800	0	0	1,800
Horrocks - Skatepark	1,050	0	0	1,050
RSL - Kalbarri Memorial	17,326	0	(554)	16,772
DOT - Department of Transport	0	38,334	(38,334)	0
	<b>47,220</b>	<b>44,803</b>	<b>(42,281)</b>	<b>49,741</b>



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

NOTE 15  
EXPLANATION OF MATERIAL VARIANCES

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Governance	9,572	82.77%	▲ Permanent	Var due to insurance rebate allocation
General purpose funding	107,752	2.15%	▲ Permanent	Var due to FAG's budget profile
Law, order and public safety	(10,799)	(85.73%)	▼ Permanent	Will reconcile, ESL budget profile only
Health	(5,183)	(89.88%)	▼ Permanent	Will reconcile, budget profile only
Education and welfare	79,776	220.96%	▲ Timing	NCCA grant revenue to be recognised August 2020 Actuals and budget will converge as the year progresses
Transport	47,813	26.85%	▲ Timing	
Economic services	16,617	18.71%	▲ Timing	Will reconcile, budget timing situation only
Other property and services	(15,429)	(65.07%)	▼ Timing	Will reconcile, lease fees not raised
<b>Expenditure from operating activities</b>				
Governance	(22,342)	(15.26%)	▼ Timing	Will reconcile, budget timing situation only
General purpose funding	(10,434)	(22.38%)	▼ Permanent	Var due to legal fees and add Rates salary
Law, order and public safety	(15,142)	(23.85%)	▼ Timing	Var due to the insurance payment budget profile
Health	10,550	28.03%	▲ Permanent	Will reconcile as year progresses
Housing	(5,118)	(39.48%)	▼ Permanent	Var due to fence repairs at Salamat Place
Community amenities	101,241	37.47%	▲ Timing	Var due to lag in rubbish collection costs invoices
Recreation and culture	60,477	20.69%	▲ Permanent	Var due to reduced parks and gardens exp
Transport	61,394	9.81%	▲ Permanent	Var due to reduced road maint expenditure
Economic services	(47,392)	(93.69%)	▼ Timing	Will reconcile, budget timing situation only
Other property and services	15,842	242.68%	▲ Permanent	Var due to the insurance payment budget profile
<b>Investing activities</b>				
Non-operating grants, subsidies and contributions	(519,989)	(85.02%)	▼ Timing	Will reconcile, budget timing situation only
Capital acquisitions	5,628	1.23%	▲ Timing	Purchase of tip truck and dual axle pig trailer completed July 2020
<b>Financing activities</b>				
Transfer from reserves	83,333	500.00%	▲ Timing	Transfers processed August 2020
Transfer to reserves	(26,816)	(291.48%)	▼ Permanent	Transfers processed August 2020

**ADMINISTRATION & CORPORATE REPORT**

7.5.1	ELECTED MEMBER TRAINING & PROFESSIONAL DEVELOPMENT POLICY .....	2
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7.5.5	SENIOR EMPLOYEE'S EMPLOYMENT CONTRACT RENEWALS .....	18



7.5.1	ELECTED MEMBER TRAINING & PROFESSIONAL DEVELOPMENT POLICY
	<p><b>FILE REFERENCE:</b> 4.2.4</p> <p><b>DATE OF REPORT:</b> 27 August 2020</p> <p><b>REPORTING OFFICER:</b> Garry Keefe</p> <p><b>APPENDICES:</b> 1. Draft Policy</p>

#### **SUMMARY:**

Council to adopt a policy for elected Member Training and Professional Development as required by Section 5.128 of the Local Government Act 1995.

#### **BACKGROUND:**

During a recent check of compliance by Management it has been discovered that this Council does not have an Elected Member Training and Development Policy as required by the Local Government Act 1995.

Attached is a draft policy for Council consideration and adoption.

#### **STATUTORY IMPLICATIONS:**

*State: Local Government Act 1995*

5.128. Policy for continuing professional development

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

*\* Absolute majority required.*

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

*\* Absolute majority required.*

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

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

- (5) A local government —

- (a) must review the policy after each ordinary election; and
- (b) may review the policy at any other time.

**VOTING REQUIREMENT:**

*Absolute Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.1**

**That Council adopt the Elected Member Training & Professional Development policy as presented.**

## **APPENDICES 1 – Draft Policy – Elected Member Training & Professional Development**

### **OBJECTIVES**

Outline the process and conditions associated with Elected Members attending training or professional development.

This Management Procedure does not cover mandatory Elected Member Training stipulated under legislation. Such Training will be budgeted for accordingly and the Elected Members required to undertake such training must attend the required course.

### **MANAGEMENT PROCEDURE STATEMENT**

#### **Nominations**

Notices inviting Councillors to nominate delegates to undertake training or professional development and similar occasions are to be brought Councillors attention.

Any Councillor who wishes to undertake training or professional development shall request endorsement from the CEO for consideration.

#### **EXPENSES**

The CEO is to approve Councillors training and professional development applications where:

- The application complies.
- An application is forwarded to the CEO for approval in a reasonable time to meet the registration deadline.
- Training and/or development is to be held within Western Australia.
- There are sufficient funds available in the Councillor allocation to meet the costs of attendance; and
- Approval of attendance at an event does not impede a quorum at any scheduled Council or Committee meetings.

Formal Council approval is required for a Councillor to attend training or professional development where:

- The application does not comply.
- Sufficient funds are not available in the Shire's budget for this purpose; and
- The training and/or development is outside of Western Australia.

Any Councillor who has been approved by the CEO or Council to attend training or professional development courses will have the following expenses paid, unless any variation is otherwise determined by Council resolution:

**Travel**

- Private Vehicle Use – (at the rate determined by the State Administrative Tribunal) Claim form showing km's and purpose to be submitted.
- All costs associated with any other form of travel (i.e. air, bus, etc.)

**Accommodation**

- Room and meals as per Council Policy 4.3.
- Alcoholic beverage as per Council Policy 4.3.

**Other**

- Course registration expenses.
- Taxi fares as approved by Chief Executive Officer.
- All Councillor partner expenses must be paid for by the relevant Councillor member (Either at the time expense is incurred or by reimbursing Council at a later date)

**7.5.2 LOCAL GOVERNMENT ACT REVIEW**

<b>FILE REFERENCE:</b>	<b>4.2.8</b>
<b>DATE OF REPORT:</b>	<b>28 August 2020</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>
<b>APPENDICES:</b>	<b>1. Review Panel Recommendations</b> (forwarded under separate cover) <b>2. City of Perth Report Recommendations</b> (forwarded under separate cover) <b>3. Previous Changes Considered by Council</b> (forwarded under separate cover)

**SUMMARY:**

Council to consider proposed changes to the Local Government Act recommended in the final report of the Local Government Review Panel report and also to recommended changes that are to apply to all local governments from the investigation into the City of Perth.

**BACKGROUND:**

Council is now well aware of the review that has been progressing into the review of the Local Government Act. Two reports (as mentioned in the summary) have been received and forwarded to Councillors which recommend many changes and this Council is requested to now provide comment on those changes and whether it supports or does not support the recommended changes.

In respect to the Local Government Review Panel Final Report it appears there is no avenue for local governments to make submissions to the report. However at a recent WA Local Government Association Northern Zone Meeting, it was recommended that the Zone provide a position on the changes from its members and that this position be determined at a forum of members.

**COMMENT:**

The changes are wide and varied and provided at Appendices 1 are changes that are recommended in the final report and the position of the WA Local Government Association on each recommendation, the CEO's comment on each recommendation. Appendices 2 are the changes recommended from the City of Perth inquiry with CEO comment.

The Council is now requested to provide its position on each recommendation of both reports for them to be forwarded to the Northern Zone to assist with a formal response to WALGA on the proposed changes.

In a recent webinar on the review it was stated by a state government representative that it is unlikely that a Green Bill will be available in this term of the state government and likely to be available in 2022. Nevertheless local governments need to ensure their voices are heard on the changes recommended.

In addition to the above mentioned reports there does not appear to be any consideration of other suggested changes that this Council has previously adopted, refer to Appendices 3. Some have been considered but many others have not, and it is recommended that Council as part of its response to the Northern Zone also include these matters.

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.2**

**For Council consideration.**

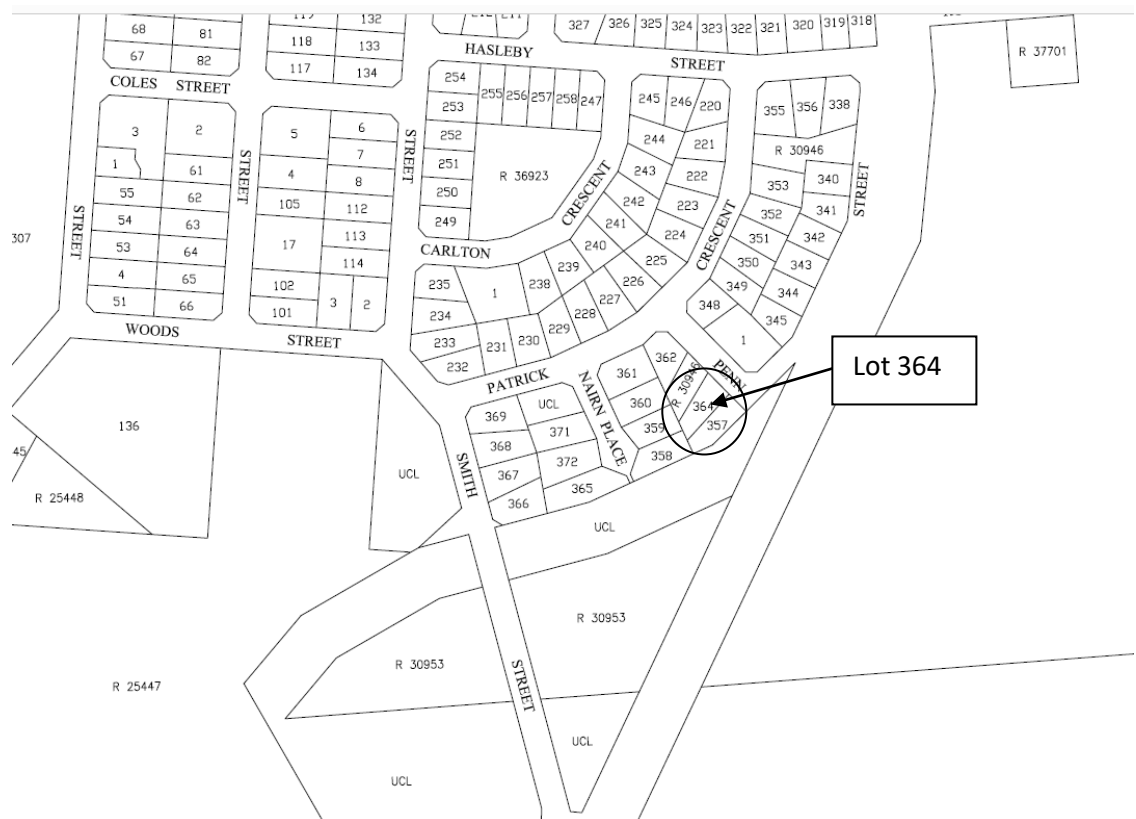
### 7.5.3 BOUNDARY FENCE LOCATION – LOT 364 PENN STREET, KALBARRI

<b>LOCATION:</b>	<b>Lot 364 Penn Street, Kalbarri</b>
<b>FILE REFERENCE:</b>	<b>13.3.2</b>
<b>CORRESPONDENT:</b>	<b>Karen Bischoff</b>
<b>DATE OF REPORT:</b>	<b>7 September 2020</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>
<b>APPENDICES:</b>	<b>1. Aerial Photo of Encroachments</b> <b>2. Photos of Encroachments</b>

### SUMMARY:

Council to consider providing support for the excision of a portion of Reserve 30946 to be amalgamated into Lot 364 to resolve encroachments that have occurred into Reserve 30946.

### LOCALITY PLANS:





**BACKGROUND:**

The owner of Lot 364 Penn Street, Kalbarri is in the process of selling the property. During the current sale processes the owner has discovered that the western boundary fence, a portion of a car port, a small shed and other structures have been located on part of Reserve 30946, being a reserve for the purpose of drainage with a Management Order drawn in favour of Council for this purpose.

The current owner has inherited this issue on the original purchase of the property when at that time the anomaly was not detected.

The Residence was constructed in 1984 and the car port in 1985. The current owner purchased the property in 2003.

**COMMENT:**

The current owner was originally seeking Council approval to allow the existing western fence to remain on Reserve 30946 until such time that fence requires replacement when a new fence must be located on the correct boundary alignment. Being a crown reserve the above proposal was referred to the Department of Planning Lands and Heritage who advised:

1. *Instruct the registered proprietor of Lot 364 to remove the encroaching materials from Crown Reserve 30946, including the current fence alignment and construct a replacement fence on the "as surveyed" Lot boundary; or*
2. *The owner of Lot 364 submit a formal request to the Shire of Northampton to purchase the encroachment into Reserve 30946, agree to meet all costs incurred including any rezoning of the encroached land, the Shire Administration present the request to the Northampton Shire Council for consideration, if Council resolves to support the request, the registered proprietor of Lot 364 submit a Crown Land Enquiry Form (CLEF) to the Department of Planning, Lands and Heritage (DPLH) requesting the purchase of the encroachment for amalgamation with freehold Lot 364 with agreement to meet all costs and charges incurred.*

DPLH also advise that the preferred option for the amended boundary would be as per the following plan. This being a straight boundary line and not a triangular section where the encroachments are located as shown on the plan at Appendices 1.



The actual boundary re-alignment will be a matter between the owner of Lot 364 and the DPLH. Council will receive notification of the proposed boundary alignment and be given the opportunity to comment on which is handled at administration level.

The above advice has been provided to the current owner who now seeks support from Council to accept an excision of Reserve 30946 to encompass the encroachments into Lot 364. Once support is provided then the owner will progress with the subdivision in association with the DPLH to enact the above. All costs for this process are the owner's responsibility.

With the reserve purpose being for drainage there are no known impediments for the above to not occur.

Being a crown reserve the sale process of the portion of the reserve required is undertaken by DPLH who also receive all sale proceeds.

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

There are no financial implications to Council for the above process apart from staff in assessing the subdivision when lodged.

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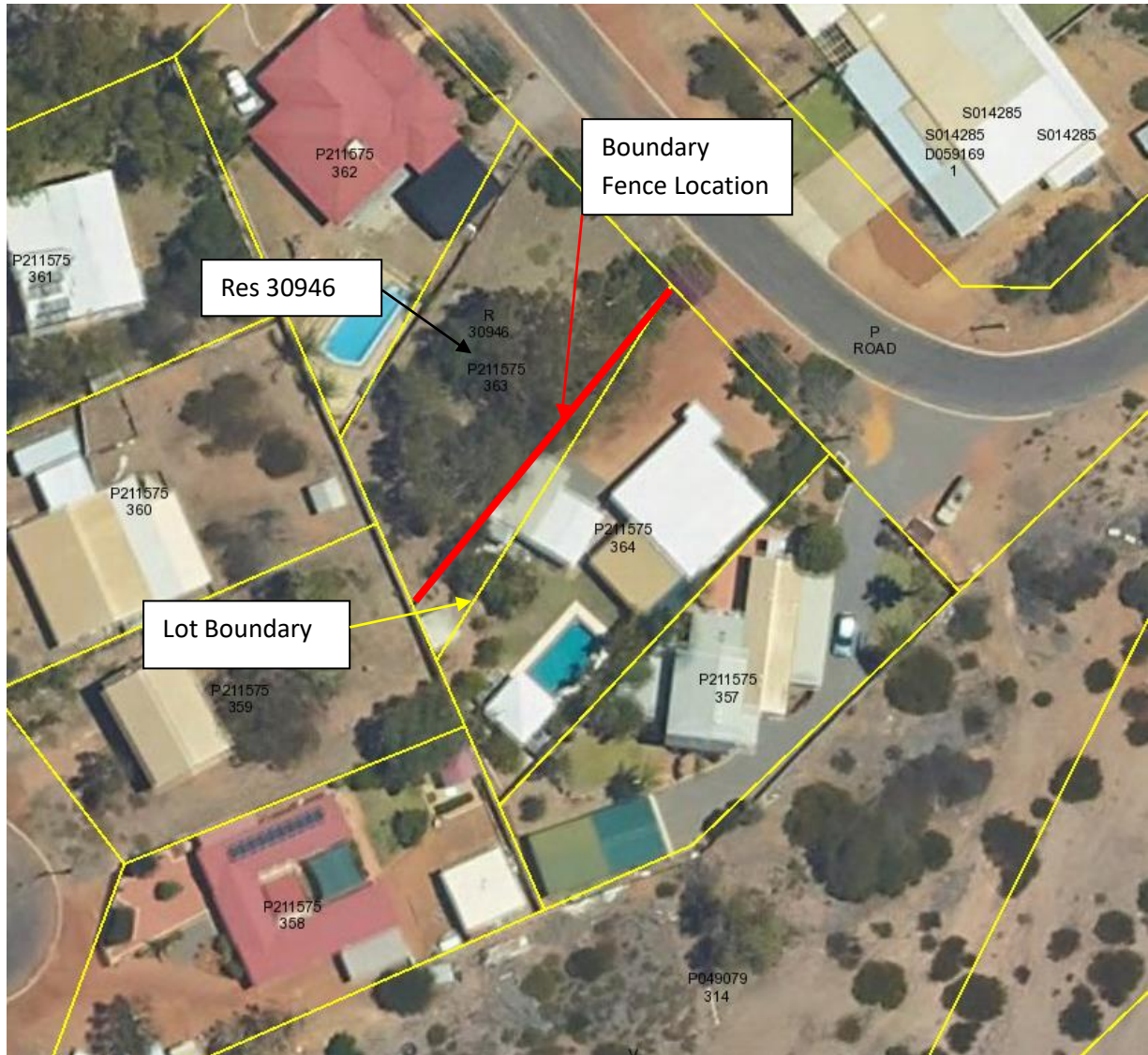
**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.3**

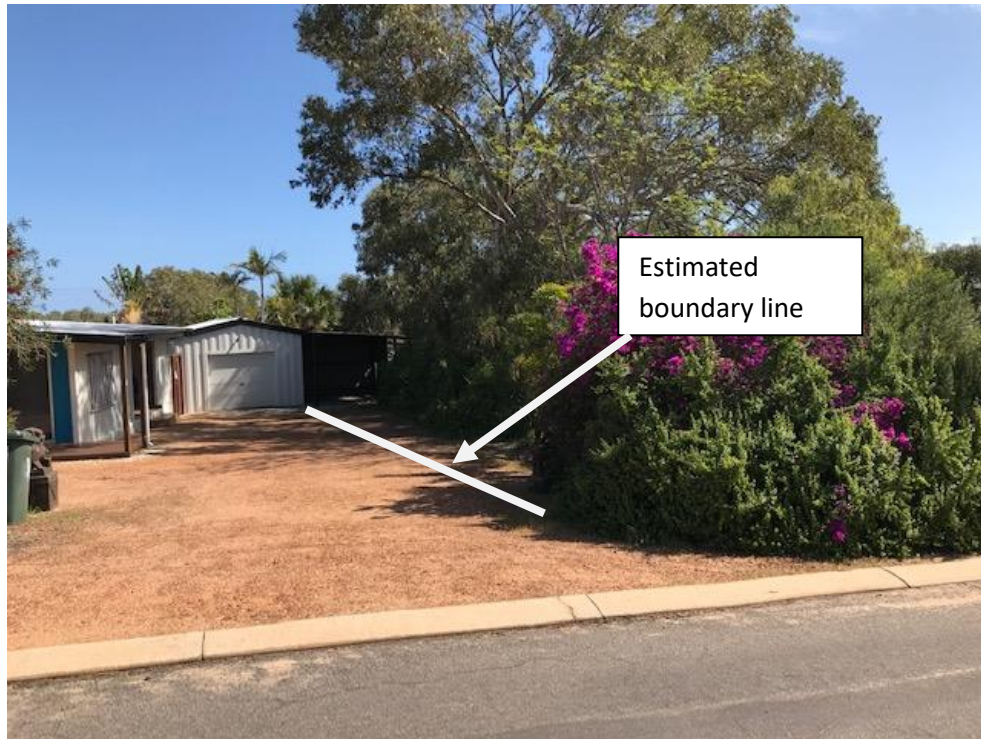
**That Council support the excision of a portion of Reserve 30946 to be amalgamated into Lot 364 Penn Street, Kalbarri to resolve encroachments that have occurred into Reserve 30946.**

**APPENDICES 1 – Aerial Photo of encroachments on Reserve 30946**





**APPENDICES 1 – Photos of encroachments**







Current boundary fence – located on Reserve 30946









7.5.4	STREET KERB HOUSE NUMBERING
	<p><b>LOCATION:</b> Kalbarri Townsite Streets</p> <p><b>FILE REFERENCE:</b> 12.1.2</p> <p><b>CORRESPONDENT:</b> St John Ambulance - Kalbarri</p> <p><b>DATE OF REPORT:</b> 7 September 2020</p> <p><b>REPORTING OFFICER:</b> Garry Keeffe</p>

#### **SUMMARY:**

Council to consider the approval of expenditure to undertake house numbering on street kerb throughout the Kalbarri town site.

#### **BACKGROUND:**

In March 2020 the Kalbarri St John Ambulance forwarded a request for the house street numbering on kerb throughout Kalbarri again be undertaken.

This process was previously carried out by the Kalbarri Men's Shed who were again requested prior to the adoption of the budget to undertake this task. Unfortunately due to either changed email addresses or incorrect email addresses or some other reason, the CEO's emails to the Men's Shed were returned as incorrect address and therefore a provision was not placed in the 2020/21 Budget.

The Kalbarri Men's Shed have now provided a quote of \$5,500 to undertake the numbering.

#### **COMMENT:**

The placement of house numbers on street kerbing is supported and is a valuable tool for emergency services to ensure they attend the correct address. It is unfortunate that a provision due to the above circumstances was not included within the 2020/21 Budget, however the cost can be accommodated within the budget provision for Road Maintenance.

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

There is no provision within the 2020/21 Budget for this purchase.

#### **STATUTORY IMPLICATIONS:**

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

**VOTING REQUIREMENT:**

*Absolute Majority Required:* - As there is no provision for this expenditure within the 2020/2021 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**

**That Council approve the engaging of the Kalbarri Men's Shed to undertake the repainting of house/building numbers on street kerbing throughout the Kalbarri townsite at a cost of \$5,500 and this be declared authorised expenditure.**

<b>7.5.5</b>	<b>SENIOR EMPLOYEE'S EMPLOYMENT CONTRACT RENEWALS.</b>
<b>FILE REFERENCE:</b>	<b>17.2.2, 17.2.15 &amp; 17.2.37</b>
<b>DATE OF REPORT:</b>	<b>10 September 2020</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>
<b>APPENDICES:</b>	<b>1. Contract renewal requests (to be provided under separate cover)</b>

#### **SUMMARY:**

Council to determine employment contract renewal's for senior staff members the Chief Executive Officer, Deputy Chief Executive Officer and the Manager for Works and Technical Services.

#### **BACKGROUND:**

The employment contracts for the above three staff members all expire on the 3 June 2021.

The clause for employment renewal in each contract states:

*"There is no compulsion on either the Council or the Officer to agree to a new Contract. The Council and/or the Officer shall initiate discussions not later than 12 months prior to the expiry of the Term for the parties to enter into a new Contract for a further term with the Council making a decision to finalise those discussions not later than nine months prior to the expiry of the term of this Contract. In the event that the Council and the Officer agree to a new contract, a new contract will be executed."*

Therefore based on the above time frames stipulated, negotiations for the renewal of the employment contracts need to commence.

#### **COMMENT:**

All three employees wish to renew their current contracts for further terms of five years. Each individual requests to form part of the employee's new contract for Council determination will be provided under separate cover prior to the Council meeting.

**FINANCIAL & BUDGET IMPLICATIONS:**

There are no implications for 2020/21 financial year however will have implications for 2021/22 onwards depending on the acceptance of revised conditions for each employee and the acceptance for the employment contracts to be renewed.

**STATUTORY IMPLICATIONS:**

*State: Local Government Act 1995*

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.5**

**For Council determination.**