



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 15th July 2022 at the Council Chambers, Northampton commencing at 1.00pm.

- 10am – Meeting with Department of Biodiversity, Conservation and Attractions to discuss section of Reserve 12996 becoming part of the Kalbarri National Park.
- 11am – Presentation on Skytrust Training Records for staff as part of Councils Works, Health and Safety procedures.

A handwritten signature in blue ink, appearing to read "Garry L Keeffe", is positioned above the typed name.

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER
8th July 2022



~ Agenda ~

15th July 2022

NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 15th July 2022, at

The Council Chambers, Northampton commencing at 1.00pm.

GARRY KEEFFE
CHIEF EXECUTIVE OFFICER

8th July 2022

SHIRE OF NORTHAMPTON

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

Signed  _____

Date 8th July 2022

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER

AGENDA
ORDINARY MEETING OF COUNCIL
15th July 2022

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 – 17th June 2022

6. RECEIVAL OF MINUTES

7. REPORTS

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

8. COUNCILLORS & DELEGATES REPORTS

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

9. NEW ITEMS OF BUSINESS FOR DECISION

10. NEXT MEETING

11. CLOSURE

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SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Northampton Council Chamber on
Friday 17th June 2022**

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6.1 OPENING

The President thanked all Councillors and staff present for their attendance and declared the meeting open at 9.00am.

6.2 PRESENT

Cr L Sudlow	President	Northampton Ward
Cr R Horstman		Northampton Ward
Cr T Gibb		Kalbarri Ward
Cr R Buges		Kalbarri Ward
Cr P Stewart		Kalbarri Ward
Mr Garry Keeffe		Chief Executive Officer
Mr Grant Middleton		Deputy Chief Executive Officer

6.2.1 LEAVE OF ABSENCE

Nil

6.2.2 APOLOGIES

Cr T Hay
Cr D Pike
Cr R Suckling

6.3 QUESTION TIME

Nil

6.4 DISCLOSURE OF INTEREST

Nil

6.5 CONFIRMATION OF MINUTES

**6.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING
FRIDAY 20th MAY 2022**

Moved Cr HORSTMAN seconded Cr BURGESS

That the minutes of the Ordinary Meeting of Council held on the 20th May 2022 be confirmed as a true and correct record.

CARRIED 5/0

6.6 RECEIVAL OF MINUTES

6.7 WORKS & ENGINEERING REPORT

6.8 HEALTH & BUILDING REPORT

6.8.1 BUILDING STATISTICS FOR THE MONTH OF MAY 2022

Noted.

6.9 TOWN PLANNING REPORT

**6.9.1 PROPOSED RENEWAL OF COMMERCIAL RECREATIONAL USE -
DEVELOPMENT APPROVAL AND LICENSE AGREEMENT - BIG RIVER
RANCH HORSE TRAIL RIDES, KALBARRI (ITEM 7.3.1)**

Moved Cr STEWART seconded Cr GIBB

That Council:

1. Grant Development Approval for the experiential use (horse trail rides) upon Reserve 12996 (Lots 12678, 1018 and 120), Murchison River Foreshore Kalbarri, with the following conditions:

a. This Development Approval is an approval for the proposed use for the purposes of the Shire of Northampton's *Local Planning Scheme No. 11* –

Kalbarri and the Planning and Development Act (2005) only and does not constitute an approval of the proposed use by the Shire in its capacity as management body of the reserve within which the use is proposed to be located;

b. Development Approval is subject to:

i. In-principle approval of the Shire in its capacity as management body of the reserve within which the proposed use is to be located;

ii. Approval of the Minister of Lands in accordance with the provisions of the *Land Administration Act (1997)*;

iii. A Licence Agreement being entered into by the applicant and the Shire in accordance with Council's Policy 9.2 – *Requirements for Licence Agreements to Use Crown Reserves for Commercial, Recreational and Tourism Activities*;

c. This Development Approval shall remain valid whilst the agreement referred to in Condition b(iii) remains current and valid, and on the expiration or in the termination of such Licence Agreement, this Development Approval shall cease to be valid;

d. The proposed trail rides that traverse the Murchison River upon Reserve 12996 shall be limited to a maximum of sixteen (16) horses (including staff horses); and

e. The Applicant shall maintain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton, to comply with the provisions of the Shire of Northampton's *Local Planning Policy – Commercial Recreational Tourism Activity*.

Advice Notes:

Note 1: The Applicant is advised that it is not the responsibility of the local government to ensure that all correct approvals are in place and that all conditions contained within said approvals are upheld during the operations of the business;

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.

Note 4: The Applicant is advised that this development approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to Environmental Protections Act 1986, Fire and Emergency Services Act 1998 and Aboriginal Heritage Act 1972. It is the Applicant's responsibility to obtain any additional approvals required before the use lawfully commences.

Note 5: The Applicant is advised that they should undertake due diligence and take into consideration the State's Aboriginal Heritage when planning specific developments associated with the proposal so as to mitigate any risks where heritage sites may be present. More information is available at [https://www.wa.gov.au/organisation/department-of-planning-lands-and-heritage/aboriginal](https://www.wa.gov.au/organisation/department-of-planning-lands-and-heritage/aboriginal-heritage) heritage.

2. Authorise delegation to the Chief Executive Officer and the Planning Officer for preparation and execution of the License Agreement in Condition 1b(iii) above, with any disputes to be referred back to Council for final determination.

3. Refer the agreement to Department of Planning, Lands and Heritage for Ministerial Consent.

CARRIED 5/0

<p>6.9.2 PROPOSED DEVELOPMENT APPROVAL AND LICENSE AGREEMENT RENEWAL – MOBILE FOOD VEHICLE – SALT SISTER – RESERVE 52436 GREY STREET, KALBARRI AND COMMERCIAL PARKING AND STORAGE OF FOOD VAN UPON LOT 814 (NO. 8) KARINE MEWS, KALBARRI (ITEM 7.3.2)</p>

Moved Cr GIBB seconded Cr STEWART

That Council, having taken into consideration the provisions of the Shire of Northampton's Local Planning Scheme No. 11 (Kalbarri) and the Shire's Local Planning Policy *Mobile Food Vehicles*, grant approval for a mobile food vehicle to operate upon Reserve 52436, subject to the following conditions:

1. Development/use shall be in accordance with the attached approved plans dated 17 June 2022 and subject to any modifications required as a consequence of this approval the endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;
2. Any additions to, or change to, the approved use (not the subject of this consent/approval) requires further application and planning approval for that use/addition;
3. This Development Approval and Mobile Food Vehicle Permit is valid until 16 December 2022, after which the further renewal of the approval by the local government will be required. It is the responsibility of the operator to reapply in good time before expiration, and the local government will not automatically re-issue approvals;
4. That Council determines the application renewal fee of \$30 plus mobile food vehicle permit fee of \$250 for a three month period (as per Local Planning Policy – *Mobile food Vehicles*) as the appropriate fee for this application;
5. That it is the responsibility of the operator to pay the appropriate mobile food vehicle permit fee in good time before expiration, and the local government will not automatically issue renewal notices;
6. Should payment of the permit fee not be received by the due date, the current application will become void and no longer valid;
7. The Mobile Food Vehicle Permit issued shall be displayed on the dash or another prominent visible location of the approved vehicle at all operating times;
8. The approval is for one (1) Mobile Food Vehicle only;
9. The approved hours of operation of this food van are between 4pm and 9pm, for a maximum of 6 days per week;
10. The Applicant shall at no time interfere or obstruct the operations and activities of Reserves 25307 and Reserve 52436, or any approved users of the Reserves to the satisfaction of the local government;
11. Should substantiated ongoing complaints be received in relation to Condition No. (10), the Shire of Northampton reserves the right to review and/or revoke this Development Approval;

12. The Applicant shall obtain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton, to comply with the provisions of the *Shire of Northampton's Local Planning Policy – Mobile Food Vehicles*;
 13. No signage is permitted in relation to this Development Approval unless otherwise approved in writing by the local government;
 14. This approval is issued only to C. Watterson-Bolst and is NOT transferable to any other person or to any other land parcel, without the further application and approval of the Shire of Northampton;
 15. The food van is approved to sell African, Spanish and/or Asian food and will also sell water, softdrinks, juices and milk items only;
 16. The Applicant is required to provide adequate rubbish disposal facilities, remove all rubbish associated with the operation and maintain clean and sanitary conditions at all times;
 17. The land use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise;
 18. The mobile food vehicle is required to be removed from the approved Reserve location at the close of business each day and is not permitted to be stored overnight upon any Reserve;
 19. The use of a generator upon Reserve 52436 is only allowed during power outages and when the on-site power source is not accessible. At all other times, the Applicant shall utilise the power source provided by the Shire of Northampton;
 20. The Applicant shall be wholly financially responsible for the use of electricity accessed via the metered outlet upon Reserve 52436;
 21. The parking and storage of the commercial vehicle (mobile food vehicle) upon Lot 814 (No. 8) Karina Mews, Kalbarri shall be provided for within the property boundaries and the street verge areas are to be kept free of such vehicles; subject to:
 - (i) the van being stored within the property boundaries; and
 - (ii) the food van not causing injury to or prejudicially affecting the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise; and
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(iii) the Applicant meeting the requirements of Condition 22, as per below;

22. No food is to be prepared within the dwelling upon Lot 814 (No. 8) Karina Mews, Kalbarri and all food preparation shall be contained within the food vehicle, unless further application is made to, and approval is granted by, the Shire of Northampton;
23. The parking and storage of the commercial vehicle (food vehicle) upon Lot 814 (No. 8) Karina Mews, Kalbarri requires annual approval, and the Applicant is advised that they must re-apply to the Shire of Northampton prior to the end of each financial year (30th June) to gain approval for the parking of the food van upon this residential lot; and
24. The Shire of Northampton reserves the right to reposition the mobile food vehicle's permitted trading area, to be undertaken in consultation with the Applicant, so as to improve the efficiency and effectiveness of the site's use, if required.

Advice Notes

1. *The Applicant is advised that it is not the responsibility of the local government to ensure that all correct approvals are in place and that all conditions contained within said approvals are upheld during the operations of the business.*
2. *The Applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to the Health Act and Regulations, the Food Act and Regulations and the Environmental Protection (Noise) Regulations, is required at all times;*
3. *If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be made within 28 days from the date of this notice.*
4. *If a commercial vehicle owner/driver, who has been granted approval to park a vehicle on a lot, wishes to replace the vehicle with a different type of commercial vehicle, or park the vehicle in a different location to that approved, a new application is required to be lodged with the local government.*

CARRIED 5/0

6.9.3 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.3)

Noted

6.10 FINANCE REPORT

6.10.1 ACCOUNTS FOR PAYMENT (ITEM 7.4.1)

Moved Cr HORSTMAN, seconded Cr STEWART

That Municipal Fund Cheques 22218 to 22228 inclusive totalling \$35,743.98, Municipal EFT payments numbered EFT23525 to EFT23653 inclusive totalling \$1,740,289.48, Direct Debit payments numbered GJ01109 to GJ1117 inclusive totalling \$249,056.99 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 5/0

6.10.2 MONTHLY FINANCIAL STATEMENTS – MAY 2022 (ITEM 7.4.2)

Moved Cr GIBB, seconded Cr BURGESS

That Council adopts the Monthly Financial Report for the period ending 31 May 2022.

CARRIED 5/0

6.10.3 BUDGET SUBMISSIONS 2022-2023 (ITEM 7.4.3)

Moved Cr STEWART, seconded Cr GIBB

That Council consider the above projects for inclusion within the draft 2022/2023 Budget.

1. Kalbarri Visitor Centre – Annual Operating Subsidy \$60,000
2. Specified Area Rate - Kalbarri Tourism Advertising \$30,000

CARRIED 5/0

6.10.4 2022-2023 FEES AND CHARGES SCHEDULE/MINIMUM RATES
(ITEM 7.4.4)

Moved Cr STEWART, seconded Cr BURGESS

1. That Council reviews and adopts the Schedule of Fees and Charges for the 2022/2023 Financial Year as presented including the inflation rate of 3.0% for lease hold properties.
2. That Council adopts the minimum rate on rateable Gross Rental Value and Unimproved Value properties be set at \$580 per assessment for the 2022/2023 Financial Year.
3. That Council adopts an interest rate of 7.0% applicable to overdue and unpaid rate and service charges, a charge of \$5.00 and an interest rate of 5.0% applicable to rate and service charge instalment arrangements.
4. That Council increases the annual lease fee for leasehold properties by 3.0% for 2022/2023 and not the March quarter CPI rate (7.6%) per the lease agreements.

CARRIED BY ABSOLUTE MAJORITY 5/0

6.11 ADMINISTRATION & CORPORATE REPORT

6.11.1 SALARIES & ALLOWANCES TRIBUNAL REVIEW DECISION
(ITEM 7.5.1)

Moved Cr SUDLOW seconded Cr HORSTMAN

That Council defer item 6.11.1 until the July meeting of Council.

CARRIED 5/0

6.11.2 REVIEW OF DELEGATIONS (ITEM 7.5.2)

Moved Cr STEWART, seconded Cr GIBB

That Council:

1. Amend the wording of Delegation B01 where it states, “Environmental Health Officer and Building Surveyor Consultant” to read “Environmental Health Officer, Building Surveyor or appointed Building Surveyor Consultant”.
2. Amend the wording of Delegation B02 where it states, “Building Surveyor Consultant” to read “Building Surveyor or appointed Building Surveyor Consultant”.
3. Amend the wording of Delegation B03 where it states, “Environmental Health Officer/Building Surveyor” to read “Building Surveyor or appointed Building Surveyor Consultant”.
4. Amend Delegation W04 to read – “The Chief Executive Officer is delegated authority to sell items of surplus equipment, materials, tools, goods etc which are no longer required, or are outmoded, or are no longer serviceable to a value up to \$5,000 without advertising calling for expressions of interest.

For items of surplus equipment, materials, tools, goods etc which are no longer required and are considered to have a value above \$5,000 to \$19,999 then advertising calling expressions of interest is to occur before the delegation can be exercised.

CEO can refer the sale of any items of surplus equipment, materials, tools, goods etc which are no longer required, or are outmoded, or are no longer serviceable, to Council for determination.

5. Amend Delegation FO1 by increasing the authorised amount the CEO can provide in donation and or sponsorship from \$300 to \$1,000 and the wording of the delegation reflect both donation and/or sponsorship.
5. Amend Delegation W12 wording by removing procedures one and four as this is not the correct procedure as all applications must be referred to Main Roads WA.

CARRIED BY ABSOLUTE MAJORITY 5/0

6.11.3 REVIEW OF COUNCIL POLICIES (ITEM 7.5.3)
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Moved Cr SUDLOW, seconded Cr HORSTMAN

That Council:

1. Amend Policy 2.3, being the purchasing parameters to the following:

Up to \$20,000 - no quotations required to purchase if expenditure is approved in the Council budget.

\$20,001 to \$50,000 – obtain two verbal or written quotes and these quotes to be recorded by the relevant officer.

\$50,001 to \$100,000 – obtain at least two written quotes containing price specification of goods and services (with procurement decision based on all value for money consideration) and be submitted to Council for purchase endorsement.

\$100,001 to \$249,999 – Obtain at least two written quotations containing price specification of goods and services (with procurement decision based on all value for money consideration) and be submitted to Council for purchase endorsement.

\$250,000 and above – conduct a public tender

2. That Council determine what positions of Council management are to be Senior Staff members for Policy 4.1 being the Chief Executive Officer, Deputy CEO and Manager of Works and Technical Services.

3. That Council amend Policy 7.6 be amended to read:

“It is the Council policy that an aerial inspection of firebreaks be undertaken each year if deemed necessary by the Chief Fire Control Officer and the Chief Executive Officer.”

5. That Council revoke Policy 8.7 being the requirement to have structural inspections of Council building assets.

CARRIED 5/0

6.11.4 2022/2023 BUDGET MEETING (ITEM 7.5.4)

Management has recommended a revised meeting date due to clashes with other meetings and Council meeting date scheduled for the 15th July 2022.

Moved Cr GIBB, seconded Cr STEWART

That Council holds a Special Meeting of Council to consider the 2022/2023 Budget on Friday 29th July 2022, commencing 1.00pm at the Northampton Council Chamber.

CARRIED 5/0

6.11.5 MANAGEMENT OF VOLUNTEER BUSHFIRE BRIGADES (ITEM 7.5.5)

Moved Cr STEWART seconded Cr GIBB

That Council respond to the WA Local Government Association advising that:

1. That WALGA's advocacy position (a) is not supported, and it be the decision of the individual local government to determine if they wish to retain management of Bush Fire Brigade's and not be subject to that local government's capacity and/or capability.
2. Recommend to WALGA that Council reinforce its decision of June 2013 that it does not wish to retain the management of Bush Fire Brigade's within the Shire of Northampton and that responsibility should be with the Department of Fire and Emergency Services and they be resourced by the state government to undertake this management accordingly.

CARRIED 5/0

6.11.6 TRANSFER OF LEASE – NORTHAMPTON DOCTORS SURGERY
(ITEM 7.5.6)

Moved Cr SUDLOW, seconded Cr STEWART

That Council approve the leasing of Lot 10 Robinson Street, Northampton to Medibloom Group Pty Ltd for a term of 10 years plus an option to renew for a further 10 years and that the current lease of \$5,306 (Exclusive of GST) to apply and this be increased annually by CPI March (Perth) quarter as per the current conditions of the lease.

CARRIED 5/0

**6.11.7 CORPORATE BUSINESS PLAN & LONG TERM FINANCIAL PLAN
(ITEM 7.5.7)**

Moved Cr HORSTMAN, seconded Cr STEWART

That Council adopts the Corporate Business Plan 2022 to 2025 including the Long Term Financial Plan 2022/2023 – 2031/2032 as presented.

CARRIED 5/0

6.11.8 COMMUNITY BUILDERS PROGRAM (ITEM 7.5.8)

Moved Cr STEWART, seconded Cr HORSTMAN

That Council commit a provision of \$5,000 in the 2022/23 Budget as its contribution to the Community Builders Program.

CARRIED 5/0

6.12 PRESIDENT'S REPORT

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

- 24/4/2022 Local Recovery Co-ordination Group (LRCG) eMeeting
- 30/4/2022 Copenhagen Energy (Wind Turbines Kalbarri) eMeeting
- 23/5/2022 Meeting with Su Groome from DFES in Perth
- 26/5/2022 Meeting Cr Hellene McTaggart, Cr Warr, Mark Holdsworth RDA, Fiona Norling CGG and reps from DFES and DOCs to discuss Community Builders Program
- 8/6/2022 Local Operational Recovery Plan Meeting (DFES/Councillors/Staff)
- 8/6/2022 Regional Drought Resilience Plan Regional Workshop
- 9/6/2022 Steve Edwell ERA and NCZ to discuss Power Outages
- 10/6/2022 Peter Kenyon (Bank of Ideas) to Community Builders Program
- 13/6/2022 Shayne Silcox (CEO Review)

6.13 DEPUTY PRESIDENT'S REPORT

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

- 30/5/2022 Local Recovery Co-ordination Group (LRCG) Meeting with Samantha Edwards
- 2/6/2022 Red Cross Workshop – Support the Supporter
- 8/6/2022 Local Operational Recovery Plan Meeting (DFES/Councillors/Staff)
- 8/6/2022 Operational Area Support Group (OASG) Meeting

9/6/2022 Steve Edwell ERA and NCZ to discuss Power Outages
10/6/2022 ARLF – Well being index for the community
13/6/2022 Shayne Silcox (CEO Review)
15/6/2022 Offshore Wind Farms eMeeting

6.14 COUNCILLORS' REPORTS

6.14.1 CR STEWART

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

18/4/2022 Meeting with Senator Bridgett McKenzie
20/4/2022 Meeting with Hon Melissa Price MP
25/5/2022 Batavia Local Emergency Management Committee Meeting in Geraldton
8/6/2022 Local Operational Recovery Plan Meeting Northampton (DFES/Councillors/Staff)
14/6/2022 Shayne Silcox (CEO Review)
14/6/2022 Kalbarri Visitor Centre Committee Meeting

6.14.2 CR GIBB

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

7/6/2022 Shayne Silcox (CEO Review)
8/6/2022 Local Operational Recovery Plan Meeting Northampton (DFES/Councillors/Staff)
9/6/2022 Su Groome DFES (Phone) – Kalbarri Issues

6.14.3 CR BURGES

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

8/6/2022 Local Operational Recovery Plan Meeting Northampton (DFES/Councillors/Staff)
14/6/2022 Shayne Silcox (CEO Review)
14/6/2022 Meeting with Ray Harris – re Kalbarri RSL Memorial

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Northampton Council Chamber on
Friday 17th June 2022

6.15 NEW ITEMS OF BUSINESS

Nil

6.16 NEXT MEETING OF COUNCIL

The next Ordinary Meeting of Council will be held on Friday 15th July 2022 commencing at 1.00pm at the Northampton Council Chambers.

6.17 CLOSURE

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 10.30am.

THESE MINUTES CONSISTING OF PAGES 1 TO 17 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 17th JUNE 2022.

PRESIDING MEMBER: _____

DATE: _____

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9. CLOSURE	6

SHIRE OF NORTHAMPTON

Minutes of the Senior Staff Performance Review Committee held at the Northampton Council Chamber, on Tuesday 12th July 2022

1. OPENING

There being no elected Chairperson the CEO declared the meeting open at 2.30pm.

2. PRESENT

Cr E Sudlow	Northampton Ward
Ct R Horstman	Northampton Ward
Cr R Suckling	Northampton Ward
Cr P Stewart	Kalbarri Ward
Mr Garry Keefe (observer)	Chief Executive Officer

3. APOLOGIES

Nil

4. ELECTION OF CHAIRPERSON

CEO called for nominations for Chairperson

Cr Suckling nominated Cr Sudlow. There being further nominations Cr Sudlow was elected Chairperson for the Senior Staff Performance Review Committee.

5. PERFORMANCE REVIEW OF SENIOR STAFF

5.1 Manager for Works & Technical Services

Committee progressed through the Manager for Works and Technical Services performance review and made the following changes to the review scoring:

Criteria 6 – changed from “exceeds expectations” to meets expectations”, reason being for the state of gardens in Northampton dropping, however recognising that these have since improved.

Criteria 13 – changed from “meets expectations” to “exceeds expectations”, reason to recognise the efficient manner maintenance/repairs to plant is undertaken and the excellent condition of all of Council owned plant and equipment.

Mr Broadhurst, Manager for Works and Technical Services, entered the meeting at 3.10pm.

The Committee discussed the performance review assessment with Mr Broadhurst. The employee agreed with the review results.

The Committee discussed with the employee of the awarded CPI Perth March 7.6% increase with concern that it is such a large increase however would recommend to Council that an increase of 3.3%, being the CPI increase quarter to quarter as at March 2022 quarter, apply.

Mr Broadhurst left the meeting at 3.21pm.

5.2 Deputy Chief Executive Officer

Committee progressed through the Deputy Chief Executive Officer's performance review.

Criteria 12 – amended the result from “meets expectations” to “exceeds expectations” in recognition of how excellent the day to day administrative financial operations are occurring.

Criteria 13 – amended the result from “meets expectations” to “exceeds expectations” due to all required returns to the various departments being accurate and received by those departments due date.

Criteria 5 – relates to the conduct of elections. As the elections are biannual and the officer has in the past had minimal involvement, it was considered that this performance criteria is of no real relevance and it be deleted.

Mr Grant Middleton entered the meeting at 3.46pm.

The Committee discussed the performance review assessment with Mr Middleton. The employee agreed to the review results.

The Committee discussed with the employee of the awarded CPI Perth March 7.6% increase with concern that it is such a large increase however would recommend to Council that an increase of 3.3% being the CPI increase quarter to quarter as at March 2022 quarter, apply.

Mr Middleton left the meeting at 3.55pm.

5.3 Chief Executive Officer

The CEO, Mr Garry Keeffe left the meeting at 3.57pm

The Committee reviewed the CEO performance report prepared by consultant Dr Shayne Silcox.

The CEO, Mr Garry Keeffe reentered the meeting at 4.08pm.

6. REVIEW RESULTS DECISION - MANAGER FOR WORKS & TECHNICAL SERVICES

Moved Cr SUDLOW seconded Cr SUCKLING

That it be recommended to Council that:

1. That the performance review results be received.
2. Overall the officer meets the expectations of Council and Council recognises the efficient manner that the officer carries out his duties and in particular the operations of the works section.
3. There are no recommended changes or amendments to the Performance Criteria or Salary package.

4. Award a salary increase of 3.3% being the CPI increase quarter to quarter as at March 2022 quarter, subject to the receipt of legal advice on the conflict between the CPI increase of 7.6% already awarded and the proposal to amending the employment contract as per the following:

Delete the wording - the annual cash salary shall be increased by 2% or the March quarter of the Perth based Consumer Price Index or a National Wage Increase whichever is the greater and is to apply as from the first pay period ending after the 30 June of each year

And replace with:

The annual cash salary is to be determined by Council on an annual basis, and is to be at a minimum increase of 2%. In determining the increase, Council will consider the March quarter (calculated year on year) of the Perth based Consumer price index, whether there is a National Wage increase and the shires capacity to pay. The selected salary increase will apply from the first pay period ending after the 30 June of each year.

CARRIED 4/0

7. REVIEW RESULTS DECISION – DEPUTY CHIEF EXECUTIVE OFFICER

Moved Cr HORSTMAN, seconded Cr STEWART

That it be recommended to Council that:

1. That the performance review results be received.
2. Overall the officer meets the expectations of Council and Council recognises the efficient manner that the officer carries out his duties and in particular the operations of the works section.
3. That Criteria 5 – conduct of local government elections be deleted as due to them being held biannually the criteria is of no real relevance.
4. Award a salary increase of 3.3% being the CPI increase quarter to quarter as at March 2022 quarter, subject to the receipt of legal advice on the conflict between the CPI increase of 7.6% already awarded and the proposal to amending the employment contract as per the following:

Delete the wording - the annual cash salary shall be increased by 2% or the March quarter of the Perth based Consumer Price Index or a National Wage Increase whichever is the greater and is to apply as from the first pay period ending after the 30 June of each year

And replace with:

The annual cash salary is to be determined by Council on an annual basis, and is to be at a minimum increase of 2%. In determining the increase, Council will consider the March quarter (calculated year on year) of the Perth based Consumer price index, whether there is a National Wage increase and the shires capacity to pay. The selected salary increase will apply from the first pay period ending after the 30 June of each year.

CARRIED 4/0

8. REVIEW RESULTS DECISION – CHIEF EXECUTIVE OFFICER

Moved Cr HORSTMAN, seconded Cr STEWART

That it be recommend to Council that it:

1. Notes the Salaries and Allowances Tribunal Determination of 7 April 2022 (effective 1 July 2022).
2. Notes an increase in the Superannuation Guarantee Levy from 10% to 10.5% effective 1 July 2022.
3. Notes the outcomes of the Elected Member Performance Survey undertaken in January 2022 with the Chief Executive Officer being assessed at 'Exceeds Expectations' in this year's performance appraisal.
4. Adopts the modified performance criteria metrics (from 14 KRAs to a consolidated 9 KRAs that meet Operational Guidelines) for the 2022-2023 performance period outlined in section 5.8 of the consultants confidential report.
5. Approves:
 - (a) Amending the employment contract by deleting the wording – "*the annual cash salary shall be increased by 2% or the March quarter of the Perth based Consumer Price Index or a National Wage Increase whichever is the greater and is to apply as from the first pay period ending after the 30 June of each year*" and replace with:

"The annual cash salary is to be determined by Council on an annual basis, and is to be at a minimum increase of 2%. In determining the increase, Council will consider any SAT Band increase, the March quarter (calculated year on year) of the Perth based Consumer price index, whether there is a National Wage increase and the shires capacity to pay. "
 - (b) A Total remuneration Package as per Option 2 set out within the consultants reports.
 - (c) Adopts the variation to the Employment Contact (separate attachment) for the CEO to resolve errors and inconsistencies found within the previous contract and authorise that the Shire President to sign the updated Contract on behalf of Council.

SHIRE OF NORTHAMPTON

Minutes of the Senior Staff Performance Review Committee held at the Northampton Council Chamber, on Tuesday 12th July 2022

- (d) Adopt as per the Local Government (Administration) Amendment Regulations 2021 (CEO Standard Regulations) which require the Shire and the Chief Executive Officer (CEO) to agree and set out in a written document the process by which the CEO's performance will be reviewed, outlined in the Policy (4.16) identified in Section 8, Appendix 3 of the consultant's report.
6. Schedules the next review of the Chief Executive Officers performance and total remuneration package (TRP) for consideration by Council in May 2023.
7. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 18, by resolution of and absolute majority of the Council, endorse this review.
8. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 19, to notify the Chief Executive Officer of results of this performance review.

CARRIED 4/0

9. CLOSURE

There being no further business, the Chairperson thanked all present for their attendance and declared the meeting closed at 4.20pm.

WORKS & ENGINEERING REPORT CONTENTS

7.1.1	INFORMATION ITEMS MAINTENANCE /CONSTRUCTION WORKS PROGRAM	2
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7.1.1

INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM

REPORTING OFFICER:

Neil Broadhurst - MWTS

DATE OF REPORT:

6th July 2022

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

Specific Road Works

- Gravel Patching/Sheeting/Verge works carried out on Isseka East, Hatch, Starling, Lucky Bay, Little, Teakle and Wundi Road/s.

Maintenance Items

- General – Various signage and road furniture works.
- Northampton – Community Centre – Drainage issue surrounding groundwater or possible reticulation water leakage. Unresolved at this stage.
- Kalbarri – Review and Inspection of foreshore BBQ as a result of Cyclone Seroja. Electrician undertaking inspections for insurance purposes and quotes for repair/replacement being requested. Some have been able to be repaired. Two on foreshore require further investigation, one at Peet Park is giving intermittent problems and shall continue to be monitored.
- Kalbarri – Assistance with placement and install of new toilets. All works are complete.
- Waste Disposal sites – Extensive maintenance and push up works carried out by shire resources due to Contractor unable to attend site and material volumes.

Other Items (Budget)

- Northampton – Gwalla Street / Second Avenue works sealed with concrete kerb installed. Backfilling and site tidy up works progressing.
- Horrocks – Fire/Ambulance shed access road sealed and kerbed including installation of Chemical dump point. Kerb backfill and road asphalt works to be completed.

Plant Items

- Northampton Fleet vehicles – Awarded – Sedan received; 2 x utilities received; 1 x Utility outstanding.

Staff Items

- Two x Vacant positions to be advertised (Northampton outside staff).

OFFICERS RECOMMENDATION

For Council information.

SHIRE OF NORTHAMPTON

WORKS CREW 12 MONTHLY PROGRAM AND PROGRESS REPORT (2021/2022)

(July 2022)

2021/2022 Budget Works	Job No	Status	Comments
<u>REGIONAL ROAD GROUP PROJECTS - 150300</u>			
Kalbarri Road Reseal works 28.00 - 38.00 slk	RR14	COMPLETE	To be completed within April 2022
Northampton Nabawa Road Reseal works 0.00 - 4.38 slk	RR15	COMPLETE	To be completed within April 2022
<u>ROADS TO RECOVERY - 152100</u>			
Ogilvie East Road Reseal works 0.00 - 3.20 slk	RT36	COMPLETE	To be completed within April 2022
Kalbarri Road Reseal 28.00 - 38.00 slk	RT37	COMPLETE	To be completed within April 2022
Northampton Nabawa Road Reseal works 0.00 - 4.38 slk	RT38	COMPLETE	To be completed within April 2022
Port Gregory Road Reseal works 0.00 - 5.32 slk	RT39	COMPLETE	To be completed within April 2022
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
Carried Over from 2019/2020			
<u>Kalbarri</u>			
Karina Mews Reseal and replace concrete kerbing 210m	R982		Deferred to 2022/2023
Smith Street Asphalt reseal and replace concrete kerbing 0.40 - 0.66 slk	R990		Deferred to 2022/2023
Cont.			
2021/2022 Budget Works	Job No	Status	Comments

<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
New Projects			
<u>Northampton</u>			
Gwalla Street Construct, Seal and Drainage	R326	Commenced	Culvert/Drainage improvements part carry over to 2022/23 Sealed and kerbed. Backfill and tidy up outstanding.
Second Avenue Construct, Seal and Drainage	R327	Commenced	Sealed and kerbed. Backfill and tidy up outstanding.
Forrest Street Reseal 0.42 - 1.37 slk	R328	COMPLETE	
Brook Street Reseal 0.00 - 0.?? slk	R329	COMPLETE	
Harney Street Reseal 0.00 - 0.?? slk	R331	COMPLETE	
<u>Kalbarri</u>			
Grey Street Stage 1 Asphalt reseal	R330		Deferred to 2022/2023
Richardson Street Reseal 0.000 - 0.??slk	R333	COMPLETE	
Daglish Crescent Reseal 0.030 - 0.00 - 0.?? Slk	R334	COMPLETE	
Grey Street Construct parrallel parking - Wood street north on west side.	R996	COMPLETE	
<u>Horrocks</u>			
Glance Street Reseal xx -xx slk	R223		Deferred to 2022/2023
Mitchell Street Seal access to dump point	5044	Commenced	Asphalting and kerb backfill outstanding
Cont.			
2021/2022 Budget Works	Job No	Status	Comments

Rural			
Port Gregory Road Reseal works 0.00 - 5.32 slk	R332	COMPLETE	
<u>MUNICIPAL FOOTPATHS - 150900</u> Carried Over from 2019/2020			
Northampton - Stephen Street Replace DUP from NWCH to West Street	F702		Deferred to 2022/2023
Kalbarri - Grey Street Replace DUP at front of Allen Centre	F707		Deferred to 2022/2023
<u>MUNICIPAL FOOTPATHS - 150900</u> New Projects			
Kalbarri - Malaluca Pathway Maintenance of existing	08/T379		
Kalbarri -Grey Street Replace old asphalt with concrete opposite Allen Centre	F715	COMPLETE	
<u>OTHER WORKS - Depots/Ovals/Parks/Gardens etc</u>			
Northampton - Oval renovation Undertake Verti mowing	F016	COMPLETE	October 2021
Northampton Tip Site Turn Contamination site - 2 actions per year	3854/08		
Northampton Cemetery Site - Memorial Tree area Stage 2 - Shelter and Paving to south	4422/08	COMPLETE	
Northampton - Community Centre Install drainage pipe	08/D003	COMPLETE	
Kalbarri - Oval Renovation Undertake Verti Drain	F003	COMPLETE	October 2021
Binnu Tip Site Establish new site/trenches Cont.	3858/08	COMPLETE	
2021/2022 Budget Works	Job No	Status	Comments

<u>PLANT ITEMS - Major</u>			
Northampton - New Loader (Construction) Purchase new - trade/sell existing P252 Loader	4214/99	COMPLETE	Delivered by - Caterpillar.
Northampton - New Maintenance Truck Purchase New - trade/sell P234	4214/99	COMPLETE	Delivered by -Purcher International
Northampton - Load Covers 1 x Truck, 1 x Trailer Install and fit Load Covers	4214/99	COMPLETE	
Horrocks - New Zero Turn Mower New mower	4214/99	COMPLETE	
<u>PLANT ITEMS - Minor/Other/Sundry tools</u>			
Northampton - Set of hand held 2-way radios	7362/02	COMPLETE	
Northampton - Tip site generator	7362/02	COMPLETE	
Northampton - Chainsaw small rechargeable	7362/02		
Northampton Maintenance - Stihl power sweeper	7362/02	COMPLETE	
Northampton - Manager of Works Dash Cam	7362/02		
Northampton - Tip Site water tank	7362/02	COMPLETE	
Kalbarri - Chainsaw small rechargeable	7362/02	COMPLETE	
Kalbarri - Ranger Ute storage box	7362/02	COMPLETE	
Port Gregory - Borefield/Supply Tank monitoring sytem		COMPLETE	

HEALTH AND BUILDING REPORT CONTENTS

7.2.1	BUILDING STATISTICS FOR THE MONTH OF JUNE 2022	2
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7.2.1	INFORMATION ITEM: BUILDING STATISTICS
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DATE OF REPORT:	8th July 2022
RESPONSIBLE OFFICER:	Michaela Simpson – Manager of Building Services

1. BUILDING STATISTICS

Attached for Councils' information are the Building Statistics for June 2022.

OFFICER RECOMMENDATION – ITEM 7.2.1
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For Council information.

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - JUNE 2022						
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
27-04-22	22017	Seby Parasiti	Owner Builder	16 (Lot 43) Diamon Vista, Kalbarri	Construct steel framed shed	\$ 12,800.00
31-05-22	22018	Pioneer Lodge Northampton	Owner Builder	70 (Lot 7) Robinson Street, Northampton	Construct gable patio	\$ 3,000.00
16-06-22	22028	Greg And Praline McCallum-Rowe	Owner Builder	4 (Lot 2) Jacques Boulevard, Kalbarri	Construct steel framed outbuilding	\$ 19,000.00
08-06-22	22030	Erika Johnson	Owner Builder	109 Johnson Road, Alma	Construct steel framed shed	\$ 19,000.00
16-06-22	22031	Gustavo Garcez Do Nascimento	Fox Modular	4 (Lot 106) Moonstone Way, Kalbarri	Construct new single storey two bedroom dwelling	\$ 210,616.39
08-06-22	22032	Julian Bowman	Simple Life Project	4 (Lot 6) Sunstone Drive, Kalbarri	Construct new timber framed two-bedroom dwelling and timber framed shed	\$ 275,000.00
13-06-22	22035	Robert and Cheryl Player	Murray River North PL T/A TR Homes (B/R 8476)	1 (Lot 102) Moonstone Way, Kalbarri	Construct steel framed, three-bedroom dwelling	\$ 288,447.00
16-06-22	22037	Jason Teakle	Murray River North PL T/A TR Homes (B/R 8476)	245 Isachar Back Road, Bowes	Construct steel framed, one-bedroom modular dwelling	\$ 130,718.00
21-06-22	22038	Donald Nairn	Bradley Smith Builders (100380)	73 (Lot 204) Glance Street, Horrocks	Construct carport	\$ 38,000.00
28-06-22	22040	Pauline Yukelic	Bradley Smith Builders (100380)	2 (Lot 67) Horan Way, Horrocks	Construct three-bedroom timber framed dwelling	\$ 749,000.00
19-05-22	22CS358	Teakhill Holdings Pty Ltd	Wheatbelt Steel Pty Ltd (103186)	770 Horrocks Road, Horrocks	Construct steel framed hay shed	\$ 116,700.00
26-05-22	22CS366	Roderick Hilzinger and Debra De-Rooy	Owner Builder	12 (Lot 83) Fifth Avenue, Northampton	Demolish two-bedroom timber framed house	\$ 30,000.00
31-05-22	22CS367	KLK Farms T/A Chillimong Farms	Wheatbelt Steel Pty Ltd (103186)	1756 Chillimong Road, Ogilvie	Construct steel framed fully enclosed shed	\$ 197,450.00
31-05-22	22CS368	KLK Farms T/A Chillimong Farms	Wheatbelt Steel Pty Ltd (103186)	40 Jib Jib Road, Alma	Construct steel framed fully enclosed shed	\$ 197,450.00
31-05-22	22CS369	KLK Farms T/A Chillimong Farms	Wheatbelt Steel Pty Ltd (103186)	40 Jib Jib Road, Alma	Construct steel framed fertiliser shed	\$ 184,030.00
31-05-22	22CS370	Robert & Valerie Davis, Martin & Cyndy Cannon	Fox Transportables	5 (Lot 270) Ash Place, Kalbarri	Construct four-bedroom steel framed dwelling	\$ 298,916.93
31-05-22	22CS372	Dennis Bridgeman	Bay Building Services	698 Frosty Gully Road, East Bowes	Remove and replace asbestos roof cover	\$ 61,800.00

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - JUNE 2022

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
03-06-22	22CS373	June Gorringe	Noel Visser	12 (Lot 97) Mortimer Street, Kalbarri	Remove and replace asbestos roof sheeting and wall cladding	\$ 11,000.00
03-06-22	22CS374	Erika Brown	VA Insurance Builders	109 Johnson Road, Alma	Remediation repairs to roof structure	\$ 63,349.00
09-06-22	22CS375	Owners of Strata Plan 19910	Bay Building Services	12A/12B/12C Harvey Place, Kalbarri	Replace roof tiles with Colorbond	131349
01-06-22	22CS376	Stephen and Rita Hansen	Johns Lyng Insurance Building Solutions	22 (Lot 806) Glass Street, Kalbarri	Remediation repairs to roof cover	260707
13-06-22	22CS377	John and Sandra Spence	Noel Visser	10 (Lot 297) Mallard Street, Kalbarri	Partial demolition of asbestos fencing	\$ 3,354.00
13-06-22	22CS378	Leonard & Alison Simmons	Noel Visser	25 (Lot 215) Smith Street, Kalbarri	Partial demolition of asbestos fencing	\$ 6,230.40
17-06-22	22CS379	Neil Blackburn	Modularis Pty Ltd T/A Modular WA	21 (Lot 488) Harvey Place, Kalbarri	Construct steel framed, two-bedroom modular dwelling	\$ 226,058.00
16-06-22	22CS381	Peter and Anne Cripps	WBS Modular Pty Ltd T/A Evoke Living Homes	3188 Binna Road West, Yallabatharra	Construct steel framed, four-bedroom modular dwelling with verandah	\$ 389,991.17
20-06-22	22CS382	Malcolm McQueen	Bay Building Services	11 (Lot 351) Patrick Crescent, Kalbarri	Replace asbestos roof sheeting with Colorbond	\$ 109,237.00
21-06-22	22CS384	Guy Hopkins and Kim Van Der Silk	Bellaluca Construction	25 (Lot 122) Mortimer Street, Kalbarri	Full demolition of dwelling	\$ 32,780.00
21-06-22	22CS385	John Curnow	Johns Lyng Insurance Building Solutions	59 (Lot 295) Stiles Road, Kalbarri	Remediation repairs to roof frame and replace roof cladding with Colorbond	596439.09
21-06-22	22CS387	BRW Enterprises	Bellaluca Construction & Stone	2281 (Lot 104) Ogilvie East Rd, Ogilvie	Full demolition of dwelling	21450
24-06-22	22CS388	Anne and Ty Hindmarsh	Owner Builder	3 (Lot 7) Rumex Road, Kalbarri	Remediation repairs to roof structure	150000
30-06-22	22CS389	Shire of Northampton	Geraldton Building Services and Cabinets	166 (Lot 130) Hampton Road, Northampton	Remediation repairs to roof sheeting, battens, rafters and beams on South Stable	28045.33
27-06-22	22CS390	Edward and Jennifer McClintock	Weirdos Carpentry & Maintenance	4043 (Lot 11) George Grey Drive, Yallabatharra	Reclad walls, resheet roof and replace electrical and plumbing on Cabin 2	18000
27-06-22	22CS391	Edward and Jennifer McClintock	Weirdos Carpentry & Maintenance	4043 (Lot 11) George Grey Drive, Yallabatharra	Reclad walls, resheet roof and replace electrical and plumbing on Cabin 3	18000
27-06-22	22CS392	Edward and Jennifer McClintock	Weirdos Carpentry & Maintenance	4043 (Lot 11) George Grey Drive, Yallabatharra	Reclad walls, resheet roof and replace electrical and plumbing on Cabin 5	18000
28-06-22	22CS393	Brad Simkin	Ryan Patterson	584 (Lot 1) Yallabatharra Road, Yallabatharra	Construct steel framed machinery shed	100000
28-06-22	22CS396	Maitland Dalton	MI Global Pty Ltd	4286 (Lot 58) North West Coastal Highway, Isseka	Construct steel framed shed	53084.9

TOWN PLANNING CONTENTS

JULY 2022

7.3.1	KALBARRI WILDERNESS CRUISES – LICENSE AGREEMENT FOR COMMERCIAL RECREATIONAL USE OF RESERVES 25307, MURCHISON RIVER FORESHORE, KALBARRI	2
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7.3.1 KALBARRI WILDERNESS CRUISES – LICENSE AGREEMENT FOR COMMERCIAL RECREATIONAL USE OF RESERVES 25307, MURCHISON RIVER FORESHORE, KALBARRI

LOCATION:	Reserve 25307
FILE REFERENCE:	10.6.1.3 – R25307 - KWC
APPLICANT:	Grant Ward & Tracy Grosvenor
OWNER:	State of Western Australia/Shire of Northampton
DATE OF REPORT:	8 July 2022
REPORTING OFFICER:	Michelle Allen – Planning Officer
RESPONSIBLE OFFICER:	Garry Keeffe – Chief Executive Officer
APPENDICES:	
1.	Information provided by the Applicant
2.	Schedule of Submissions

AUTHORITY / DISCRETION:

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

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 has been received from Kalbarri Wilderness Cruises who wish to continue the existing river boat cruises upon Reserve 25307, for which they have had previous development approval and a license agreement with the Shire of Northampton. The Applicant therefore seeks Development Approval and a new License Agreement with the Shire of Northampton for a further three year period in accordance with Council policy.

This Application for Development Approval has been referred to Council as use of the reserved land is vested in the Shire of Northampton, and the Applicant’s existing agreement is due to expire on 31 August 2022.

This report recommends conditional approval of the application.

LOCALITY PLAN:

Figure 1. Launch and mooring sites adjacent to Reserves 25307 & 26591, Kalbarri



Figure 2. Proposed area of operation within Murchison River



BACKGROUND:

An application has been received from Grant Ward and Tracy Grosvenor for the continued operation of Kalbarri Wilderness Tours – ‘River Princess’, which provides experiential boat cruises along the lower reaches of the Murchison River, Kalbarri.

As part of the application to Council the Applicant has provided:

- A completed Application for Development Approval form;
- Information regarding the business operations including location boundaries of operation, hours of operation, experience of staff, operating procedures, navigational and safety information, a list of safety equipment available on board, and signage information.

A full copy of the information provided by the Applicant in relation to their proposal has been included as **Appendix 1** to this report.

The operators hold Public Liability Insurance of \$20 million.

The Proposal:

The proposal involves the continued operation of the Kalbarri Wilderness Cruises. The ‘River Princess’ vessel holds a maximum of 36 passengers and 2 crew members with the vessel being in current survey with the Department of Transport and meeting the requirements of the Australian Maritime Safety Authority.

The operation of the vessel will be within the Murchison River as shown by the boundaries identified in Figure 2, operating once daily all year round, subject to demand, weather patterns and tides. Timing of tour departures is dependent upon the timing of the high tide, ensuring full access to the River by the vessel.

Usually, cruises depart at 10am or 4pm for 2.5 hours, however cruises may occur between the hours of 7am and 12pm. A Special Facility Liquor License permit is held by the Applicant with Department of Racing, Gaming and Liquor which permits the sale of alcohol for private groups aboard the vessel to 12pm, with catering for private functions capped to 6 hours for any booking.

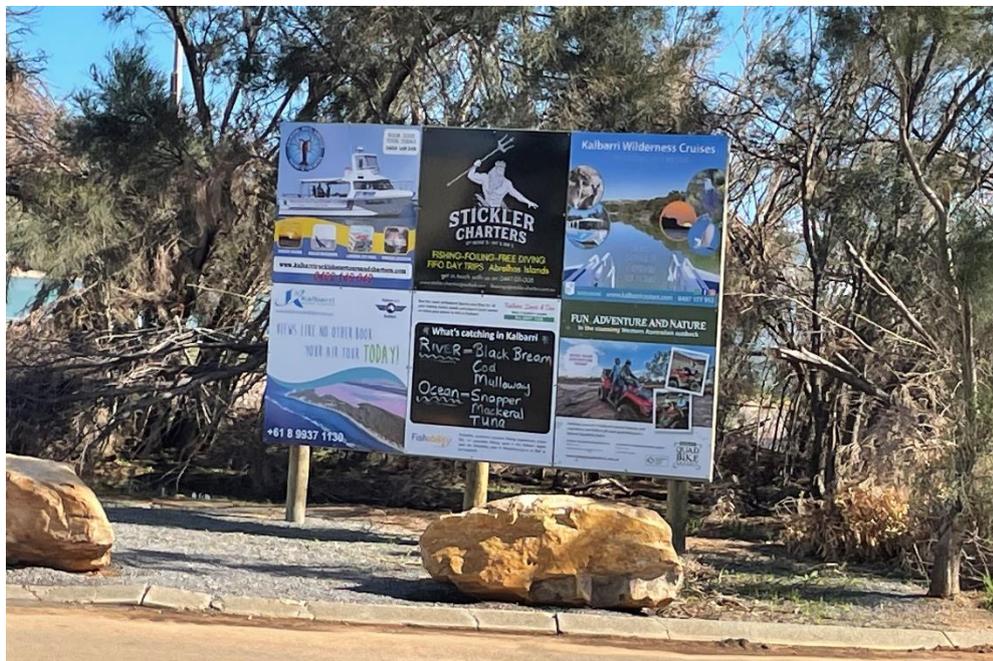
When not in use the vessel is moored at the Kalbarri Marina in a 12 metre bay, adjacent to Reserve 26591. The vessel departs from the pens and loads visitors via a ramp at the River foreshore adjacent to the Sea Search and Rescue building upon Reserve 25307 (refer to Figure 1).

The Applicant demonstrates a high level of experience, and has operated the vessel upon the Murchison River for the past ten years.

The Applicant does not require the use of Council Reserves to store any equipment, trailers or vehicles but, as the operations include the loading and unloading of passengers on the River Foreshore and the use of Department of Transport mooring facilities, the Applicant will require the adjacent use of Reserve 25307 to conduct their operations.

Prior to Cyclone Seroja, signage was erected in the car park behind the Kalbarri Sea Rescue Building and a decision by Council on future signage at this site has not been determined. Currently, the Applicant utilises one (1) fixed pylon sign (as per Figure 3) which is located upon Reserve 26591 at the Kalbarri Marina Facility.

Figure 3. Kalbarri Wilderness Cruise signage



COMMUNITY CONSULTATION:

The proposed use was advertised in accordance with Schedule 2 - Deemed Provisions, Part 8, cl 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 for a period of 23 days, commencing on 15 June 2022 and closing on 8 July 2022. A range of advertising was undertaken, including:

- A newspaper advert published in the Geraldton Guardian;
- Notices displayed at both the Northampton and Kalbarri Offices;
- Notice made available on the Northampton website;
- Letters sent to stakeholders and government agencies, including:
 - Department of Planning, Lands and Heritage
 - Department of Biodiversity, Conservation and Attractions
 - Department of Water and Environmental Regulation
 - Department of Transport
 - Yamatji Marlpa Aboriginal Corporation
 - Nanda Aboriginal Corporation
 - Kalbarri Sea Search and Rescue

During the advertising period, one (1) submission was received, with the three submissions citing no objection to the proposed use. A Schedule of Submissions is included as **Appendix 2** to this report.

FINANCIAL & BUDGET IMPLICATIONS:

The Applicant has paid a development application fee of \$447.00 under the Shire's 'Commercial Recreational Tourism Activity' Local Planning Policy.

Should Council grant formal development approval of this application and enter into a Licence Agreement for a period of three (3) years, the Applicant will be required to pay in advance an annual Reserve User Fee of \$500.00 as per Council Policy 9.2 (a total of \$1500.00) as well as a \$150 fee for the preparation of the License Agreement.

Alternatively, 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:

Local: Shire of Northampton's Local Planning Scheme No. 11

Shire of Northampton Local Planning Scheme No. 11 (Kalbarri)

Reserve 25307 is reserved as 'Public Open Space' under *Local Planning Scheme No. 11 (Kalbarri)* and are vested with the Shire of Northampton for the purposes of "Parklands" and "Parkland and Recreation".

The objectives of the 'Public Open Space' reserve under Scheme No. 11 are:

- *To set aside areas for public open space, particularly those established under the Planning and Development Act 2005 s. 152.*
- *To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.*

POLICY IMPLICATIONS:

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

Shire of Northampton Kalbarri Townsite Local Planning Strategy

The *Kalbarri Townsite Strategy* emphasises the importance of tourism to Kalbarri and states:

"It is considered that Kalbarri's long term security of visitors lies heavily in expanding and promoting the Intrastate family tourist market and, in particular, heightening the range of experiences and services available to families. This requires not only the provision of accommodation, attractions, and entertainment but, more importantly, the "packaging" of these into a "whole of family" (eg Club Med) experience where the parents have the opportunity to enjoy their holiday as much as the children."

The *Kalbarri Townsite Strategy* also emphasises that the proper management and use of the Murchison River estuary is a priority, stating:

“The mouth of the River and the waters adjacent to the Townsite are subject to intense competition for use by recreational swimmers and boaters, recreational and commercial fishing vessels accessing the ocean and tourism activities which is continuing to increase. As a consequence, existing conflicts and issues can be expected to intensify including:

- *Ensuring the safety of swimmers from boating traffic and the need to ensure clear demarcation of boating channels for swimmers;*
- *Conflicts between swimmers and other recreational users of non-powered craft, including commercially hired craft;*

Shire of Northampton Kalbarri Coastal Management Strategy

The objectives for this Strategy relate to environmental protection, protection of assets and facilitating ongoing human uses of the coast. The objectives of this Strategy are to:

- *“Protect and enhance the attraction of Kalbarri as a tourist destination- To ensure that Kalbarri can continue to support a local tourist economy and to enhance Kalbarri’s position as a premier holiday destination within Western Australia;*
- *Protect and maintain facilities and access for commercial and recreational use- To facilitate ongoing, sustainable public access and recreational use of the area for current and future generations. Ensure the facilities are adequate to meet the current needs of the community, visitors and local industry; and*
- *Manage public safety and protect infrastructure- To ensure public safety and the protection of infrastructure from damage by coastal and fluvial forces.”*

Commercial Recreational Tourism Activity - Local Planning Policy (2019)

The application has been lodged under Council’s ‘Commercial Recreational Tourism Activity’ Local Planning Policy. The objectives of the Policy are as follows:

- *“To ensure that commercial activities on reserves do not diminish the recreational amenity of residents or visitors who are attracted to the Shire for its natural beauty and environment;*

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

Section 3.3.3 of the Policy states the following in relation to water-based activities:

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

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

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

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

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

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

Furthermore Section 3.4.2 of the Policy states:

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

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

Location	Restriction
Reserve 12996, 25307 & 26591 “Murchison River Foreshore” Kalbarri	Jet Skis & Houseboats are NOT PERMITTED. No further approvals will be issued other than for the following: <ul style="list-style-type: none"> • BBQ Pontoon Hire – 1 Agreement (maximum 2 pontoons); and • River Boat Cruise – maximum of 2 boats; (Current Agreement is one boat – 35 passengers & 2 crew)
Reserve 25307 “Chinaman’s Beach” Kalbarri	NO commercial recreational tourism activity PERMITTED.

In assessing and determining an application, Council will be guided by the following selection criteria, as per section 3.5.2:

- (a) *“Previous relevant experience of the applicant(s);*
- (b) *Full details of type of service to be operated;*
- (c) *Preferred location of operation (with alternatives);*
- (d) *Diagram of layout of service when in operation showing location of equipment, trailers, signs, operators table etc;*
- (e) *Hours and dates of operation;*

- (f) *Method of operation, eg. hourly hire, 15 minute rides, day trips, and proposed charges to clients;*
- (g) *Type and numbers of equipment to be hired/used including details of make, age, special features etc;*
- (h) *All of the intended safety measures – ie. marker buoys, rescue boats, sign etc;*
- (i) *A cover note or similar statement from an insurance company indicating a willingness to promote insurance coverage (minimum \$20 million public liability coverage required);*
- (j) *Any on-site storage requirements (if permitted);*
- (k) *Intended signage (may require Council's additional separate approval); and*
- (l) *Any additional information specific to the individual service to be provided."*

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

STRATEGIC IMPLICATIONS:

The Shire of Northampton is well positioned to take advantage of the demand from visitors for this type of water-based tourism experience. Tourism is a major contributor to the Shire's economy and the area's local fishing, beaches and environs are attractive tourist features.

It is therefore applicable for Council to consider the strategic importance of tourism operations such as the Kalbarri Wilderness Cruises and the additional tourism value that the tours contribute to Kalbarri.

COMMENT:

The Kalbarri Wilderness Cruises proposal is considered to accord with the *Shire of Northampton Local Planning Scheme No. 11 – Kalbarri Townsite*, the *Shire of Northampton Kalbarri Townsite Local Planning Strategy*, the *Shire of Northampton Kalbarri Coastal Management Strategy* and the *Shire of Northampton Local Planning Policy - Commercial Recreational Tourism Activity*.

There are specific allowances within *Local Planning Policy – Commercial Recreational Tourism Activity* for the provision of two (2) River Boat Cruises to conduct commercial activities utilising Reserve 25307.

Should Council grant approval of this application, a License Agreement will be entered into with the Applicant for use of Reserve 25307, with the agreement also requiring the approval of the Minister for Lands.

VOTING REQUIREMENT:

Simple Majority Required.

CONCLUSION:

Having taking into consideration the requirements of the Shire's *Local Planning Scheme No. 11 (Kalbarri Townsite)*, *Local Planning Strategies*, *Kalbarri Coastal Management Strategy* and *Local Planning Policy 'Commercial Recreational Tourism Activity'* and the submissions received in relation to the Kalbarri Wilderness Tours, it is recommended that approval be issued to the Applicant, Grant Ward, for the use of Reserve 25307, subject to the conditions detailed below.

OFFICER RECOMMENDATION – ITEM 7.3.1	APPROVAL
That Council:	
<ol style="list-style-type: none"> <li data-bbox="371 1429 1329 1541">1. Grant Development Approval for the experiential use (River Boat Cruise - River Princess) of Reserve 25307, Murchison River Foreshore Kalbarri, subject to the following conditions: <ol style="list-style-type: none"> <li data-bbox="371 1574 1329 1843">a. This Development Approval is an approval for the proposed use for the purposes of the Shire of Northampton's <i>Local Planning Scheme No. 11 – Kalbarri</i> and the <i>Planning and Development Act (2005)</i> only and does not constitute an Agreement/License with the Shire of Northampton or the State of Western Australia in their capacities as management bodies of the reserve within which the use is proposed to be located; <li data-bbox="371 1877 1329 1989">b. The proposed River Boat Cruise that traverses the Murchison River and utilises Reserve 25307, shall be limited to one (1) motorised vessel for a period of three (3) years; 	

- c. The Applicant shall maintain required approvals with the Australian Maritime Safety Authority and Department of Transport and any other approvals that may be required with other governmental authorities;**
- d. The Applicant shall maintain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton to comply with the provisions of the Shire of Northampton's *Local Planning Policy – Commercial Recreational Tourism Activity*;**
- e. The tour operations are not to interfere at any time with the operations of the Kalbarri Sea Search and Rescue;**
- f. This Development Approval is subject to:**
 - (i) In-principle approval of the Shire in its capacity as management body of the reserve within which the proposed use is to be located;**
 - (ii) Approval of the Minister of Lands in accordance with the provisions of the *Land Administration Act (1997)*;**
 - (iii) A license agreement being entered into by the applicant and the Shire in accordance with Council's *Local Planning Policy – Commercial Recreational Tourism Activity*;**
- g. This Development Approval shall remain valid whilst the agreement referred to herein remains current and valid, and on the expiration or in the termination of such License Agreement, this Development Approval shall cease to be valid.**

Advice Notes

- 1. The Applicant is advised that it is not the responsibility of the local government to ensure that all correct approvals are in place and that all conditions contained within said approvals are upheld during the operations of the business.**
- 2. If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the *State Administrative Tribunal*. Such application must be made within 28 days from the date of this notice.**

- 2. Authorise delegation to the Chief Executive Officer and Planning Officer for preparation and execution of the Licence Agreement referred to at Condition 1f (iii) above, with any disputes to be referred back to Council for final determination; and**
- 3. Refer the License Agreement to the Department of Planning, Lands and Heritage for Ministerial consent.**

APPENDIX 1. INFORMATION SUBMITTED BY APPLICANT



20th May 2022
Michelle Allen
Planning Officer/ Community Development Officer
A: PO Box 61 Northampton WA 6535
P: (08) 9934 1202
E: cdo@northampton.wa.gov.au

Dear Michelle,

Re: Kalbarri Wilderness Cruises
10.6.7 – R25307 / OCR 27846

Commercial Recreational Tourism Activity on Crown Reserves

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

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

I, Grant Ward have been successfully operating Kalbarri Wilderness Cruises for a period of 10years (commenced operation, in April 2012). I hold a Master IV (5) Marine qualification and are an active member (Vice President) of the Kalbarri Marine Rescue (VMR673), with extensive knowledge of vessels, weather and safety. Together with my partner, Tracy Grosvenor, we have built our business in a very proficient manner, meeting all safety and license requirements of various departments and feeling very proud of the success and feedback we receive from our clientele.

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

We operate a fun and entertaining cruise along the lower reaches of the Murchison River in spectacular Kalbarri. Cruises operate at 10am or 4pm daily for 2.5 hours with departures based on the timing of the high tide and sunset. Weather patterns, pressure systems and the time of year all play a part on the water levels in the Murchison, therefore operation spans to generally one cruise daily. By operating on the high tide, this ensures full access to the river to see the Murchison River at its best.



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

The vessel is accommodated at the Kalbarri Maritime facility in a 15-meter pen with department of Transport.

VESSEL DETAILS: Berth ID: KLR16			
Vessel name:	River Princess	Unique identifier number:	437974
Vessel Class:	1 E	Vessel Standard	USL (Uniform Shipping Law)
Vessel type:	Passenger	Vessel length (m)	10.55m

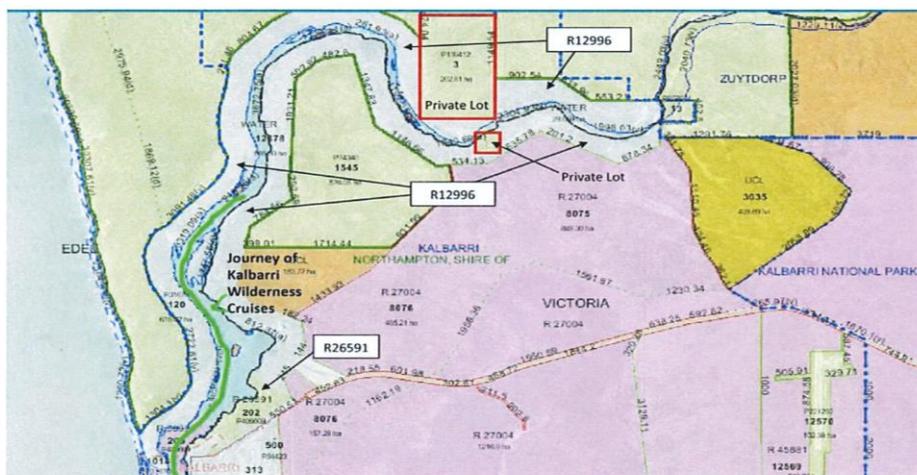
The vessel departs from the Kalbarri Maritime Facility and journeys to berth at the 'Beach Front', located in front of the Kalbarri Marine Rescue Building (VMR673). Passengers load onto the vessel at this location, via beach access and a wind down ramp.

- Map right shows Vessel location (accommodation) and loading location





- Map (Below) shows the journey we take on tours up the Murchison River; approx 12 km return, depending on the tide levels.



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

NA

(e) Hours and dates of operation;

We operate a 2.5hour River Cruise all year round.
Cruise departures are based on demand and tourism to the region.
Generally speaking in the summer months we offer sunset cruises and winter months are morning cruises.



(f) Method of operation e.g.: hourly hire, 15minute rides, day trips, and proposed charges to clients;

- 2.5hour to 3hour river cruises, between the hours of 7am to 12pm.

Custom tours and group bookings (Maximum 6 hours).

We hold a Special Facility Licence with the Department of Racing Gaming and Liquor (license No 6090077073), which permits operation for private groups to a time of 12pm and catering for private functions for a max period of 6 hours at a time.

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

The Murchison River Princess was specially designed and built for Kalbarri in 2000, holding a maximum number of 36 passengers and 2crew in comfortable seating. The vessel is in current survey and meets all requirements by the Australian Maritime Safety Authority (AMSA), with an active Safety Management Systems (SMS) plan, as well as Department of Transport and Department of Racing Gaming and Liquor regulations.

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

Safety is paramount in our business.

We hold 38 life jackets on board the vessel with an additional 10 safety buoys, meeting all requirements of AMSA.

There are 5 separate bulkheads on the vessel, with high water alarms and a structured maintenance program, risk register, risk assessment, log book and manifest. Passengers boarding the vessel are inducted and shown the location of life jackets, safety equipment and safety procedures. When visitors pre-book, there is detailed information provided on what to bring on tour and a detailed tour description.



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

Nil

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

Prior to Cyclone Seroja, signage was erected in the car park behind the Kalbarri Sea Rescue Building, refer to 10.6.6 (A3624) / OCR35065.

A decision by Council on future signage at this site has not been determined. Signage is located at the Kalbarri Marina Facility, upon Reserve 26591 Lot 202 Grey St, under the applicant, Kalbarri Rock Lobster Tours and Charters (*Shire approval 18.12.2020*)

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

We are active in the Kalbarri community and support and recommend all tourism activities, spruiking many fellow businesses while of tour.

We are a members of the following associations; and partake in joint advertising opportunities to promote tourism within the Shire.

- Kalbarri Visitor Centre with bookable product
- Australia's Coral Coast.
- Quality Tourism Accredited, Sustainable Tourism Accredited and Covid Vaxx Practicing business with Tourism Council Western Australia

We look forward to continuing our positive relationship with the Shire of Northampton and use of the crown reserve for our business.

Thank you
Grant Ward & Tracy Grosvenor



Kalbarri Wilderness Cruises
Grant Ward & Tracy Grosvenor
www.kalbarricruises.com
Phone: (08) 9937 1601 Mobile: 0437 177 912
Email: kalbarricruises@westnet.com.au
Po Box 443 Kalbarri WA 6536

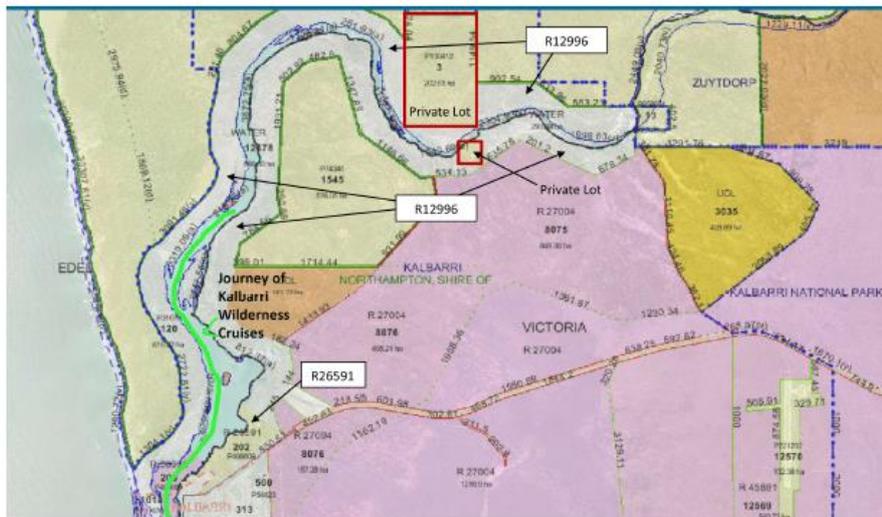
Below is a map showing the Vessel accommodation and Loading location





Kalbarri Wilderness Cruises
Grant Ward & Tracy Grosvenor
www.kalbarricruises.com
Phone: (08) 9937 1601 Mobile: 0437 177 912
Email: kalbarricruises@westnet.com.au
Po Box 443 Kalbarri WA 6536

This map (Below) shows the journey we take on tours up the Murchison River.



We look forward to continuing our positive relationship with the Shire of Northampton and use of this area for our business.

Thank you

APPENDIX 2. SCHEDULE OF SUBMISSIONS – KALBARRI WILDERNESS CRUISES

The following submissions were received in relation to advertising of the proposed Kalbarri Wilderness Cruise business, utilising Reserve 25307, Murchison River Foreshore, Kalbarri:

Shire of Northampton – Kalbarri Wilderness Cruises				
Submission No. & date received	Respondent	Nature of Submission	Shire Comment	Shire Recommendation
1. 20 June 2022	Kalbarri Volunteer Marine Rescue	SUPPORT Applicants are doing a great job promoting our community and tourism. They are also fully involved with our Sea Rescue Group and doing their best for the town of Kalbarri. Keep up the good work.		Submission noted

7.3.2 PROPOSED REPURPOSED DWELLING - LOT 184 (NO. 7) PORANA PLACE, KALBARRI

LOCATION:	Lot 184 (No. 7) Porana Place, Kalbarri
FILE REFERENCE:	10.6.1.1 / A4106
DATE OF REPORT:	7 July 2022
APPLICANT:	S Gorman
OWNER:	W Stevenson and HC Ash
REPORTING OFFICERS:	Michelle Allen/Hayley Williams
RESPONSIBLE OFFICER:	Garry Keeffe, Chief Executive Officer
APPENDICES:	
1.	Site Plan
2.	Repurposed Dwelling Plans
3.	Photos of Repurposed Dwelling

AUTHORITY / DISCRETION:

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

SUMMARY:

Council is in receipt of a retrospective Application for Development Approval for a repurposed dwelling to be placed upon Lot 184 (No. 7) Porana Place, Kalbarri for the purpose of residential accommodation.

As the proposal is for a second-hand repurposed dwelling that may have visual amenity impacts upon the residential area, it has been referred to Council for consideration. The application has been advertised to seven adjoining and adjacent landowners with no objections being received.

This report recommends Council grant conditional approval for the proposed development and use.

Figure 1 – Location Plan – Lot 184 (No. 7) Porana Place, Kalbarri

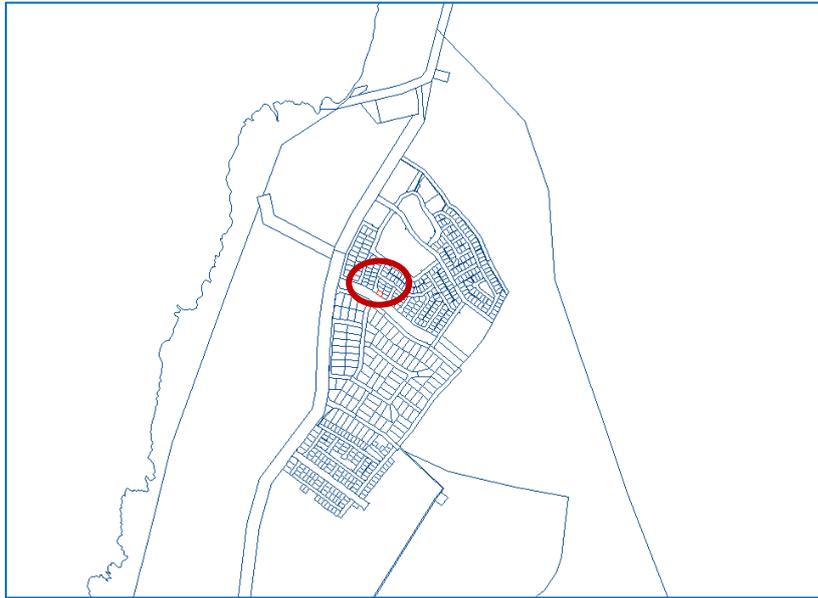


Figure 2 – Site Plan – Lot 184 (No. 7) Porana Place, Kalbarri



BACKGROUND:

Following notification of an unauthorised structure being placed on Lot 184 Porana Place, Kalbarri, and subsequent submission of an Application for Development Approval by the landowners in October 2021, Shire staff have worked with the landowners of Lot 184 to include remediation works to address provisions associated with the placement of a second-hand repurposed dwelling.

A new Application for Development Approval has been received for a proposed 'Repurposed Dwelling' and for the use of that dwelling as residential accommodation upon Lot 184 (No. 7) Porana Place, Kalbarri. It is noted that Lot 184 was a vacant lot that had no existing dwelling or structures on site until the unauthorised placement of the present structure.

Figures 3, 4 and 5 below show the level of amenity of adjoining landholdings adjoining Porana Place:

Figure 3 – Adjacent landholding Lot 194 (No. 3) Cassia Close, Kalbarri



Figure 4 – Adjacent landholding Lot 189 (No. 4) Cassia Close, Kalbarri



Figure 5 – Adjacent landholding Lot 193 (No. 5) Cassia Close, Kalbarri



The Proposal:

The application is seeking retrospective development approval for the permanent placement of a repurposed second-hand dwelling upon Lot 184 (No. 7) Porana Place, Kalbarri. Lot 184 is located within the Residential zone with a density code Residential R20 in the Eco Flora estate on the southern side of the townsite.

The one-bedroom transportable structure is clad in colorbond and was built in January 2021 before being placed on a lot within Kalbarri from where it was relocated to Porana Place. Building modifications are proposed for the 3m x

12m (36m²) dwelling and include a 3.0m wide steel framed verandah and timber decking area to be constructed on the northern (front) elevation. The application plans detail that Colorbond Custom Orb in the colour 'Classic Cream' will clad the external walls of the dwelling. Landscaping will be installed in the surrounding area to further address the amenity of the development and includes car parking and pedestrian access to the proposed dwelling.

The subject lot was vacant prior to the unauthorised placement of the current structure, and in consideration of the application the following information is provided:

Lot Size	515m ²
Existing Development	Vacant
Access & Frontage	Access via Porana Place
Services	Water, Phone and Power
Surrounding Land Uses	Residential R20

To support the application, the Applicant has provided the following:

- A completed Application for Development Approval with landowner's signature;
- Payment of the \$320 Development Application fee;
- Site and Building plans (attached as **Appendices 2 and 3**); and
- Photos of repurposed dwelling (attached as **Appendix 4**).

COMMUNITY/ GOVERNMENT CONSULTATION:

Given the potential for amenity impacts from the proposed development, advertising of the proposal has been conducted to seven adjoining and adjacent landowners. Advertising of the application has been conducted in accordance with Section 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* which states:

"(3) *The local government may advertise, or require the applicant to advertise, an application for development approval in one or more of the following ways-*

(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;

- (b) by publishing a notice of the proposed use or development in a newspaper circulating in the Scheme area 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 published;*
- (c) by publishing a notice of the proposed use or development by electronic means in a form approved by the local government CEO 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 published;*
- (d) by erecting a sign or signs in a conspicuous place on the land the subject of the application giving notice of the proposed use or development for a period of not less than 14 days from the day on which the sign is erected including on each sign 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 sign is erected."*

In accordance with the above, and with consideration of the Shire of Northampton's **Local Planning Policy - Consultation for Planning Proposals**, a Level C 'Consultation with Owners and Occupiers of Nearby Land' is considered appropriate, as per the following Policy provisions:

"Where a proposed land use or development is determined by the local government as having the potential to impact on not only the use or enjoyment of land adjoining the application site but also other neighbouring land, the owners/occupiers of those neighbouring properties will be consulted.

a. Method of Consultation

- i. The owners/occupiers of properties determined as being potentially affected by a development proposal (generally owners of all land within a radius of 60m of the boundary of the application site for land within an urban area or within an existing settlement) will be consulted in writing providing a minimum of 14 days (or such other period as may be*

prescribed by the relevant legislation) for the lodgement of any submissions.

- ii. *Dependent upon the level of impact in the area, the local government may also publish a notice of the development proposal in a newspaper circulating in the area inviting comment within a specified period."*

The application for the Repurposed Dwelling has been advertised to seven adjacent and adjoining landowners with no submissions being received.

FINANCIAL & BUDGET IMPLICATIONS:

The estimated cost of the development is \$100,000 and the applicant has paid a development application fee of \$320.00.

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
Planning and Development (Local Planning Schemes) Regulations 2015
State Planning Policy 7.3 – Residential Design Codes Vol 1 – 2 July 2021
Local: Shire of Northampton Local Planning Scheme No. 11 – Kalbarri*

Shire of Northampton Local Planning Scheme No. 11 – Kalbarri

The land is zoned Residential under Local Planning Scheme No. 11 – Kalbarri.

The objectives of the 'Residential' zone under Scheme No. 11 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 arrange of non-residential uses, which are compatible with and complementary to residential development.

Under the Scheme, a "Repurposed dwelling" is defined as:

"a building or structure not previously used as a single house which has been repurposed for use as a dwelling".

Under Residential Design Code provisions, the definition of a 'Single Bedroom Dwelling' is:

"a dwelling that contains a living room and no more than one other habitable room that is capable of use as a bedroom".

POLICY IMPLICATIONS:

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

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

Council adopted the "Repurposed and Second-hand Dwellings" Local Planning Policy on 16 June 2005, with the latest review of the Policy conducted in February 2018.

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

- 3.1 To ensure that any development proposing to use a repurposed or second-hand building meets acceptable aesthetic and amenity requirements in the locality for which it is proposed.*
- 3.2 To ensure that any repurposed or second-hand dwelling does not detract from an existing (or reasonably desired) streetscape.*
- 3.3 To enable the local government to retain such monies (bonds) to ensure the desired standard of development is achieved.*

Clause 5.1 Conditions states:

Buildings that are repurposed for residential use or are second-hand dwellings are, in some instances, of poor condition and as such the local government may impose conditions to ensure the building presentation is of an acceptable standard to enhance the streetscape appearance. Such conditions may include (but are not limited to) the following:

- a) Need for additional setbacks over and above the prescribed minimum and the need for screening via landscaping and/or boundary fencing;*

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

Clause 5.2 Development Guidelines states:

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

5.2.1 Verandahs, balconies etc on frontages

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

5.2.2 Materials

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

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

Where appropriate the use of varied building materials is encouraged to provide architectural relief.

5.2.3 Roof Design

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

5.2.4 External Treatments

Notwithstanding the requirement of Clause 5.2.1 above, in order to achieve high standard of dwelling construction and an appropriate level of amenity repurposed and second-hand dwellings will be required to address their external facades with additional windows or larger openings, the use of verandahs, decking or other architectural relief to side and rear elevations. It is also recommended that alternative materials be sought for window treatments (ie wooden French and bi-fold doors).

5.2.5 Landscaping

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

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

STRATEGIC IMPLICATIONS:

Local: *Community Strategic Plan 2016-2026*

Strategy Increase the number and affordability of short term and long term accommodation options available within the Shire

Key Actions Work with local residents to produce small quality developments in the major town centres

COMMENT:

It is considered that the proposed development complies with the requirements of the *Local Planning Scheme No. 11* and associated Local Planning Policies.

Whilst the development is proposed to be located within the Residential area on the southern side of the Kalbarri townsite, it is in keeping with the Schemes objective “to provide for a range of housing and choice of residential densities to meet the needs of the community”.

The need to provide appropriate forms of housing for all household types within a locality including one or two person households is recognised, however, the unauthorised placement of the single bedroom dwelling on the residential lot has necessitated retrospective consideration of a structure not built in the first instance for permanent residential purposes. Structures of this design and size are constructed for the purpose of short term and/or workforce accommodation and require considerable remediation works to meet Residential Design Code provisions and be fit for long term residential accommodation.

Whilst the development partially addresses the principles relating to repurposed dwellings, street surveillance and landscaping, there is an exception relating to streetscape.

The proposal can be considered in terms of three factors, being

- (i) the proposed dwelling is a repurposed second-hand single bedroom dwelling,
- (ii) the impact on streetscape amenity and
- (iii) the proposed use of the dwelling for residential accommodation following the impacts of Cyclone Seroja and the subsequent shortfall of available accommodation that has arisen for residents of Kalbarri.

Each of these factors will be considered separately below.

Repurposed Dwelling

The Shire's *Local Planning Scheme No. 11* requires that repurposed dwelling proposals are able to meet the relevant zone's objectives, are able to complement the character of the locality by means of enhancing built form using a mixture of materials and architectural detail, and that the modified design is able to effectively mitigate any potential adverse visual impacts.

The Applicant has endeavored to modify the appearance of the building such that it takes on the appearance of a single dwelling, albeit one of limited size. The following repurposing measures are proposed for the repurposed dwelling:

- A verandah structure on the northern (front) elevation, as per the attached plans, comprising steel uprights and Colorbond metal roof sheeting;
- Timber decking on the floor area of the front verandah;
- Screening measures to be installed on one side of the front verandah and to hide the air conditioner and hot water system from view at the front of the dwelling;
- Colour palette of the structure to be provided prior to issue of building permit;
- Landscaping measures are informally proposed to soften the development; and
- Installation of a vehicle access driveway.

The proposed location of the repurposed dwelling is on a Residential zoned lot with a density coding of R20, on the southern side of the townsite. The lot is 515m² in area and the dwelling is proposed to sit diagonally on the southern side of the lot which is located at the end of a cul-de-sac. The proposed development is setback 10 metres from the street.

Streetscape

The proposed development seeks to vary the requirements that contribute to the streetscape of the area.

Streetscape is the term given to the collective appearance of all buildings, footpaths, gardens and landscaping along a street. The streetscape is the visual identity of a neighbourhood and whilst it is acknowledged that a number of lots remain vacant, there are also a number of lots that contain developments which form the character of the local area as shown earlier in the report (see Figures 3, 4 and 5). Elements of good streetscape design include houses that may have unique designs but fit together in a consistent pattern so that no single house is dominant or subordinate and they look like they belong in the neighbourhood.

Creating a sympathetic building that can fit in or complement the streetscape can be easily achieved when designing a new home or renovation and it could be argued that this was not achieved due to the unauthorised placement of the structure on the lot and the pressure to provide available accommodation options within Kalbarri.

To address the shortfalls of the development in the context of streetscape amenity, it is recommended that a formal landscaping plan be developed to include tree and shrub locations and varieties in relation to the pedestrian path, retaining wall, driveway and roadway.

Impacts of Cyclone Seroja

The Applicant seeks approval for the repurposed dwelling to be placed on Lot 184 as a direct consequence of the lack of available rental accommodation in Kalbarri. The applicant stated previously that retaining staff for their businesses was being greatly impacted by the lack of available accommodation options within the town.

It is acknowledged that the availability of rental accommodation within Kalbarri is limited due to the number of properties damaged by Cyclone Seroja and the increased demand associated with rebuilding and recovery works in the area.

VOTING REQUIREMENT:

Absolute Majority Required: No.

CONCLUSION:

It is recommended that Council grant development approval to the proposed repurposed dwelling development upon Lot 184 (No. 7) Porana Place, Kalbarri, subject to the conditions outlined below.

These conditions aim to reduce the visual impact of the proposed development upon the amenity of the area and place appropriate control measures over the proposed development.

OFFICER RECOMMENDATION – ITEM 7.3.2	APPROVAL
That Council resolve to grant retrospective development approval for the proposed repurposed dwelling development upon Lot 184 (No. 7) Porana Place, Kalbarri subject to the following conditions:	
1	Development shall be in accordance with the attached approved plan(s) dated 15 July 2022 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government;

- 2 If the development/use the subject of this approval is not substantially completed within a period of two (2) years after the date of this determination the approval shall lapse and be of no further effect;**
- 3 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;**
- 4 A building permit shall be issued by the local government prior to the commencement of any work on site;**
- 5 All stormwater is to be disposed of on-site to the specifications and approval of the local government;**
- 6 Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;**
- 7 Access, driveway, manoeuvring and car parking areas to be paved/sealed, drained and thereafter maintained to the approval of the local government;**
- 8 Installation of crossing places and verge gradients shall be to the standards and specification of the local government;**
- 9 Bin storage and clothes drying areas shall be provided to the rear of the dwelling or screened from the view of the street, to the approval of the local government;**
- 10 The storage of building materials associated with the relocated dwelling shall be to the rear of the dwelling or screened from public view. No long term storage of building materials shall be located forward of the dwelling;**
- 11 The space between the ground level and the floor level of the relocated dwelling shall be suitably enclosed to the approval of the local government;**
- 12 A materials and colour schedule for the dwelling shall be submitted prior to construction of the dwelling, and be to the approval of the local government. The materials and colours chosen shall be non-reflective and in keeping with the natural environment so as to lessen the visual impact of the repurposed dwelling on the amenity of the area;**
- 13 All verandah posts, rafters, downpipes, gutters and fascias are to be painted in colours, to the approval of the local government;**

- 14 The Applicant shall undertake all of the building modifications and requirements as specified below;**
- i) The verandah/patio structure to be constructed on the northern elevation comprising steel uprights and solid colorbond roof cladding; and**
 - ii) The verandah/patio structure to include wooden floor decking for the entire length and width of the north facing elevation.**
 - iii) Screening on a portion of the front (northern) and the full eastern side of the verandah/patio to be constructed utilising merbau timber battens on steel frame.**
 - iv) Screening of air conditioner and hot water system on the western side of the dwelling to be constructed utilising merbau timber battens.**
 - v) The external walls of the dwelling will be clad in Colorbond cladding in the colour ‘Surfmist’**
 - vi) The roof of the dwelling and verandah will be clad in Colorbond Custom Orb in the colour ‘Classic Cream’.**
- 15 Prior to the commencement of the development/land use a formal landscaping plan shall be submitted to and approved by the local government. The approved landscaping plan is to be implemented in full prior to the commencement of the approved use and maintained thereafter to the approval of the local government and will include:**
- i) The provision of two (2) car parking spaces to be provided forward of the dwelling, such that the carparking spaces are provided in direct association with the house and pedestrian path area, and be paved/sealed, drained and thereafter maintained to the approval of the local government;**
 - ii) The landscaped area surrounding the repurposed dwelling to be landscaped effectively and maintained thereafter as shown on the attached approved plans dated 15 July 2022 and to include tree and shrub locations and varieties in relation to pedestrian path, retaining walls, driveway and roadway.**

- 16** The Applicant shall lodge a Statutory Declaration with the Shire of Northampton prior to a Building Permit being issued, that provides a written and signed commitment to complete the required modifications to the approval of the local government and in accordance with, and acceptance of, Conditions 14, 15 and 17 of this approval;
- 17** A bond of \$10,000 shall be lodged with the Shire of Northampton prior to the issuance of a Building Permit, with the bond money to be repaid to the Applicant when the modifications as specified at Condition 14 and 15 are deemed to be completed (also refer to Condition 18 and Advice Note 5);
- 18** Should the works as specified at Conditions 14 and 15 not be undertaken or completed to the satisfaction of the local government within a period of 12 months from the date of this approval, being on or before the 15 July 2023, the Applicant will have forfeited their right to recover the bond as described within Condition 17; and
- 19** The Applicant/Owner shall include the minimum tree requirement, being one (1) tree with a minimum tree planting area of 2 metres by 2 metres within the street setback area of Lot 184 Porana Place, Kalbarri, so as to address the requirements of Clause 5.3.2 of the Residential Design Codes (2021).

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. *Assessment of the application was based on the use of the dwelling for residential purposes and any changes to this use (eg. for tourist/holiday accommodation) purposes requires further application and development approval for that use.*

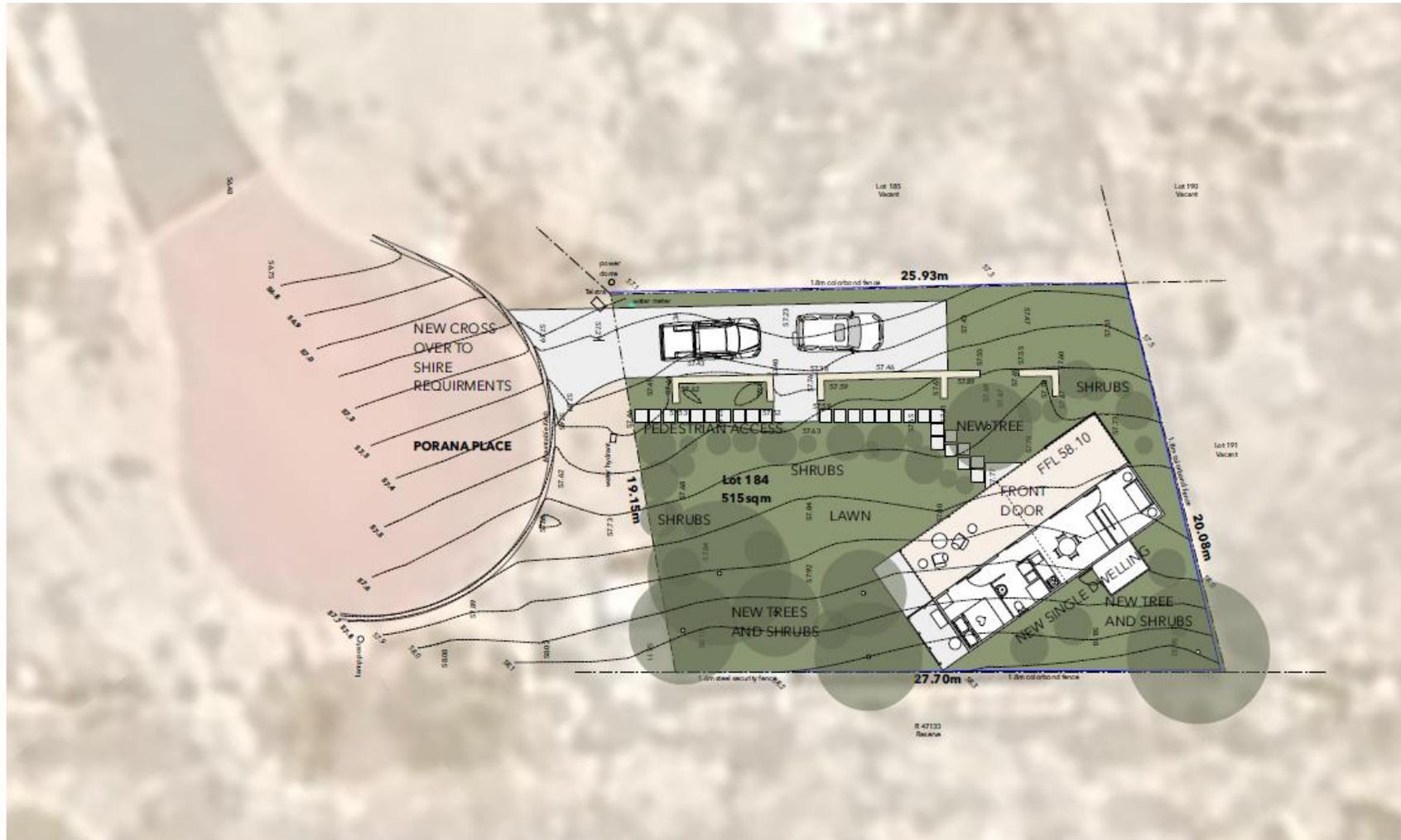
Note 3. *With regard to Condition No. 19, the minimum planting area is to be provided for each tree and shown on the site plan. The tree planting area is to be free of impervious surfaces and roof cover.*

Note 4. *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 5: *Should the Applicant fail to commence or complete the modifications specified at Condition 14 and 15 within the timeframes specified in Condition 18 the Applicant will have been deemed by the local government to have forfeited their bond. The Shire of Northampton may thereafter commence enforcement proceedings. These may include fines, prosecution, removal orders of the outbuilding and/or removal orders of the occupants. The Applicant is advised that, should delays to the modification works become likely, the Applicant should liaise immediately with the local government in order to seek a minor extension of approval and so as to avoid compliance measures being initiated by the local government.*

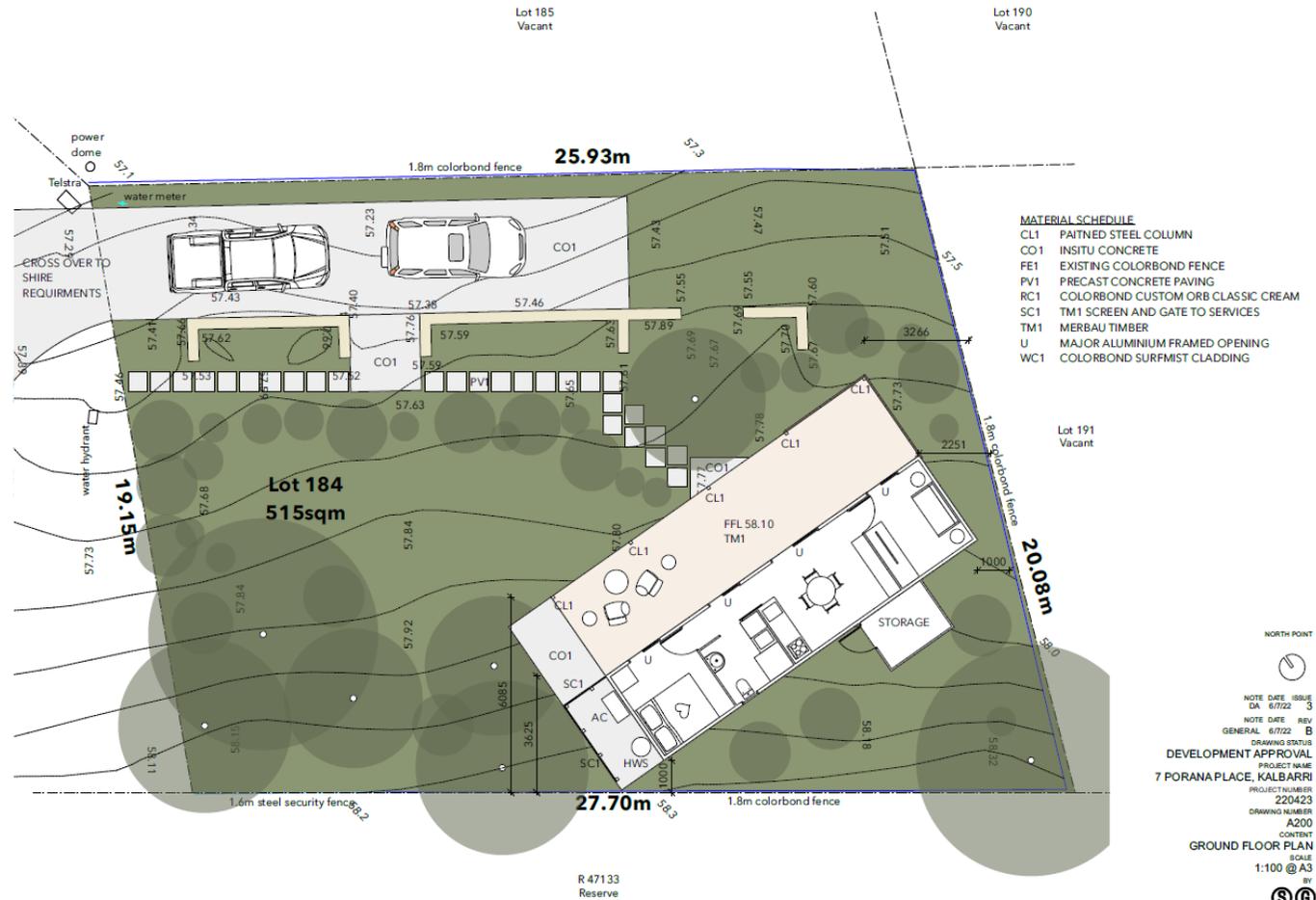
Note 6. *If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.*

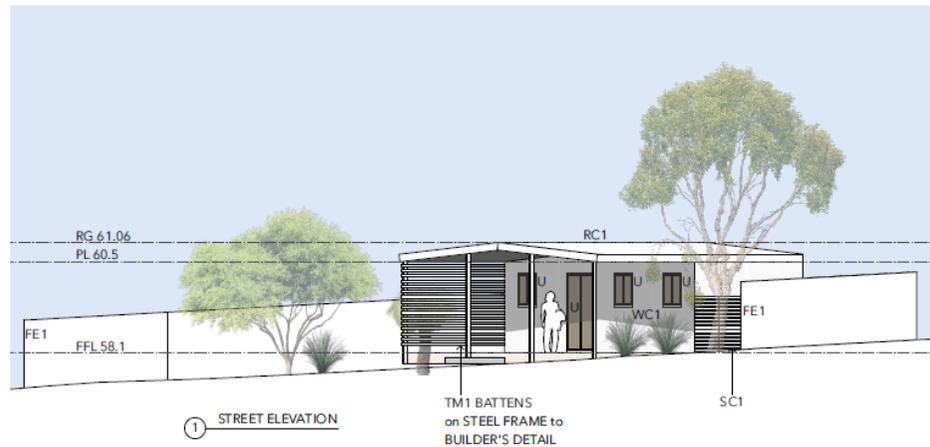
APPENDIX 1 – SITE PLAN



NOTE: NEW VEGETATION TO BE A MIX OF ENDEMIC 'LOCAL NATIVE' PLANTS

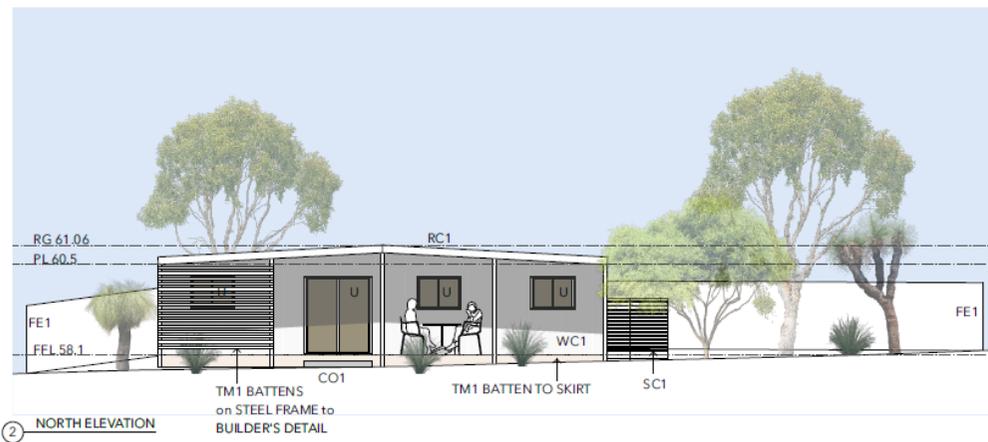
APPENDIX 2 – REPURPOSED DWELLING PLANS



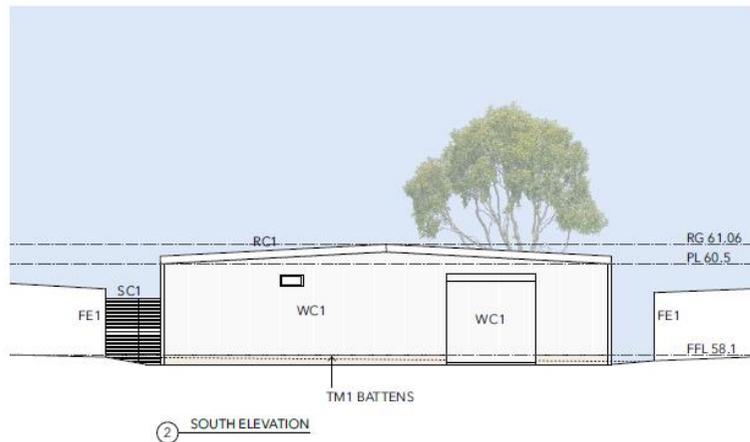
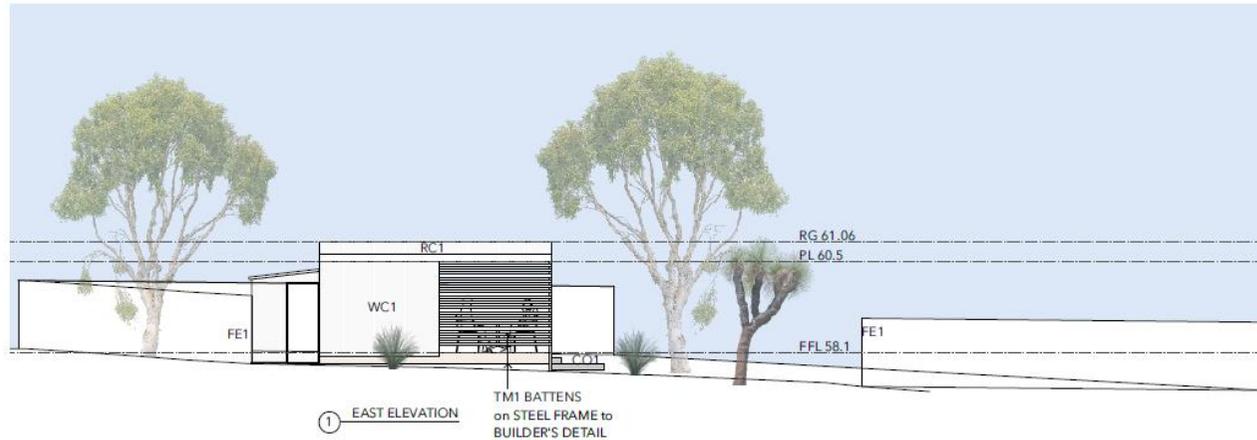


MATERIAL SCHEDULE

CL1	PAINTED STEEL COLUMN
CO1	INSITU CONCRETE
FE1	EXISTING COLORBOND FENCE
PV1	PRECAST CONCRETE PAVING
RC1	COLORBOND CUSTOM ORB CLASSIC CREAM
TM1	TM1 SCREEN AND GATE TO SERVICES
U	MAJOR ALUMINIUM FRAMED OPENING
WC1	COLORBOND SURFMIST CLADDING



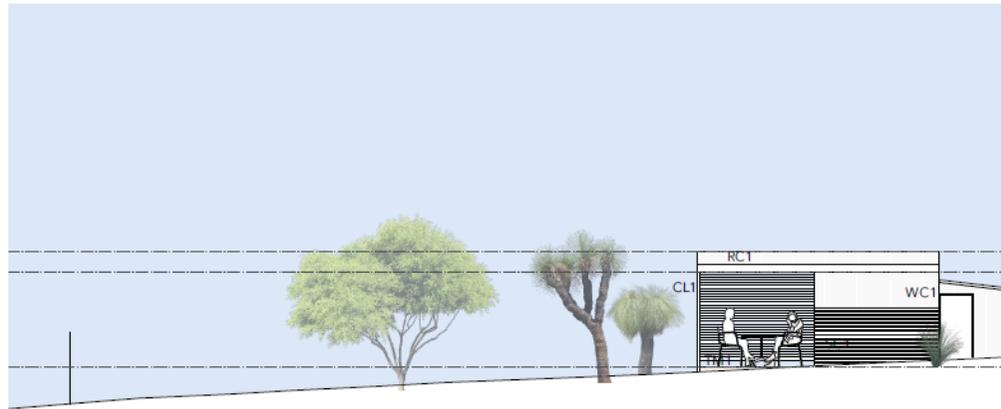
NOTE DATE ISSUE
DA 6/7/22 3
NOTE DATE REV
GENERAL 6/7/22 B
DRAWING STATUS
DEVELOPMENT APPROVAL
PROJECT NAME
7 PORANA PLACE, KALBARRI
PROJECT NUMBER
220423
DRAWING NUMBER
A300
CONTENT
ELEVATIONS
SCALE
1:200 @ A3
BY
(S) (G)



MATERIAL SCHEDULE

CL1	PAINTED STEEL COLUMN
CO1	INSITU CONCRETE
FE1	EXISTING COLORBOND FENCE
PV1	PRECAST CONCRETE PAVING
RC1	COLORBOND CUSTOM ORB CLASSIC CREAM
SC1	TM1 SCREEN AND GATE TO SERVICES
TM1	MERBAU TIMBER
U	MAJOR ALUMINIUM FRAMED OPENING
WC1	COLORBOND SURFMIST CLADDING

NOTE DATE ISSUE
DA 6/7/22 3
NOTE DATE REV
GENERAL 6/7/22 B
DRAWING STATUS
DEVELOPMENT APPROVAL
PROJECT NAME
7 PORANA PLACE, KALBARRI
PROJECT NUMBER
220423
DRAWING NUMBER
A301
CONTENT
ELEVATIONS
SCALE
1:200 @ A3
BY
S G



① WEST ELEVATION

MATERIAL SCHEDULE

CL1	PAINTED STEEL COLUMN
CO1	INSITU CONCRETE
FE1	EXISTING COLORBOND FENCE
PV1	PRECAST CONCRETE PAVING
RC1	COLORBOND CUSTOM ORB CLASSIC CREAM
SC1	TM1 SCREEN AND GATE TO SERVICES
TM1	MERBAU TIMBER
U	MAJOR ALUMINIUM FRAMED OPENING
WC1	COLORBOND SURFMIST CLADDING

NOTE DATE ISSUE	DA 6/7/22 3
NOTE DATE REV	GENERAL 6/7/22 B
DRAWING STATUS	
DEVELOPMENT APPROVAL	
PROJECT NAME	
7 PORANA PLACE, KALBARRI	
PROJECT NUMBER	
220423	
DRAWING NUMBER	
A302	
CONTENT	
ELEVATIONS	
SCALE	
1:200 @ A3	
BY	
 	

APPENDIX 3 – PHOTOS OF REPURPOSED DWELLING







7.3.3	RECONSIDERATION PURSUANT TO SECTION 31 OF THE STATE ADMINISTRATIVE TRIBUNAL ACT: PROPOSED CARPORTS AND OUTBUILDINGS FOR EXISTING GROUPED DWELLINGS - R-CODE VARIATIONS - LOT 238 (NO. 15) CARLTON CRESCENT, KALBARRI
LOCATION:	Lot 238 (No. 15) Carlton Crescent, Kalbarri
APPLICANT:	Kathryn Jackson representing JA Booth & IJ Bursnell
OWNER:	JA Booth & IJ Bursnell
FILE REFERENCE:	10.8.1.2 – 199 HAT/ A3913
DATE OF REPORT:	7 July 2022
REPORTING OFFICER:	Amanda Butterworth, Allering & Associates Consultant via Michelle Allen – Planning Officer
RESPONSIBLE OFFICER:	Garry Keeffe - Chief Executive Officer
APPENDICES:	
	1. Site Plan and Elevations
	2. Applicant's Justification
	3. Letter of Conditional Planning Approval and Approved Plans subject of March 2022 resolution by Council

AUTHORITY / DISCRETION:

- | | |
|-----------------------|--|
| Quasi-Judicial | <i>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.</i> |
| Advocacy | <i>when Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i> |

SUMMARY:

In March 2022, Council granted conditional approval for a Development Application for alterations and additions to two grouped dwellings at Lot 238 (15) Carlton Crescent, Kalbarri. The development included two double carports, located within the front setback area, with each of the double carports having a storeroom at the rear of the carport. The Development Approval issued by Council was subject to 15 conditions, with Conditions 14 and 15 requiring modification to the stores located to the rear of the carports.

The Applicant lodged an Application for Review to the State Administrative Tribunal in relation to the 2 conditions requiring modification to the carport/stores. After Mediation, the Applicant lodged revised plans. The Tribunal has issued an order inviting the Council to reconsider its decision based upon the additional information and revised plans submitted after Mediation.

This report recommends that Council reconsider its decision and grant approval for the revised plans with deletion of conditions 14 and 15.

LOCALITY PLANS:

Figure 1. Locality Plan of Lot 238 (No. 15) Carlton Crescent, Kalbarri

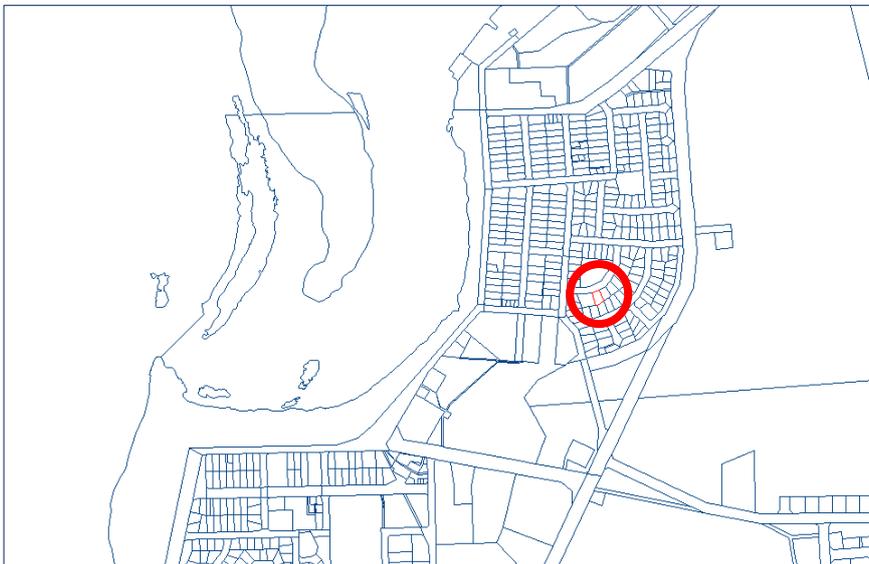


Figure 2. Site Plan of Lot 238 (No. 15) Carlton Crescent, Kalbarri (Pre-Cyclone Seroja)



Figure 3: Site Plan of Lot 238 (No. 15) Carlton Crescent, Kalbarri (after Cyclone Seroja)

Source: landgate.w.a.gov.au



BACKGROUND:

In September 2021, Council received a Development Application for alterations and additions to two (2) grouped dwellings at Lot 238 (No. 15) Carlton Crescent, Kalbarri. The proposed development includes two (2) carports with inbuilt storerooms which were proposed to be located in front of the dwellings and detached from the dwellings as well as alterations and additions to both dwellings.

Council considered the Development Application at its 18 March 2022 meeting (Item 7.3.1) whereby it was resolved to approve the Application subject to 15 conditions. A copy of the Conditional Approval and the Approved Plans is provided in Appendix 3.

The Applicant subsequently lodged an Application for Review to the State Administrative Tribunal (**SAT**) in regard to Conditions 14 and 15 of the Planning Approval. Condition 14 and 15 read as follows:

14. The Applicant/Owner shall reduce the size of the storeroom at the rear of the Unit 1 carport by removing a 3 metre portion located on the south-eastern corner, as marked in 'RED' on the attached approved plan(s) dated 18 March 2022, so as to address the requirements of Clause 5.2.3 Street Surveillance of the Residential Design Codes (2021); and
15. The Applicant/Owner shall reduce the size of the storeroom at the rear of the Unit 2 carport by removing a 3 metre portion located on the south-western corner, as marked in 'RED' on the attached approved plan(s) dated 18 March 2022, so as to address the requirements of Clause 5.2.3 Street Surveillance of the Residential Design Codes (2021).

The SAT Matter was listed for a Directions Hearing and then subsequently proceeded to Mediation. The Mediation resulted in revised plans and additional information being submitted by the Applicant. The revised plans included in Appendix 1 are the plans subject of this Reconsideration Request and report.

The Proposal:

An Application for Development Approval was received on 9 September 2021 for alterations and additions to the existing 2 grouped dwellings, more specifically the Application proposed:

- Two carport type structures with a front setback of 2 metres from the front pillars to the front boundary at Carlton Crescent. The carport type structures were detached from the dwellings and are of steel framed construction;
- To the rear of each carport was a proposed store measuring 6.3m in width which extends the width of each carport structure and is 3m in depth. The stores were also of a steel framed construction with a rendered stud wall finish;
- Extensions to Unit 1 also included a new office area and a bathroom extension; and
- A bathroom extension was also proposed to Unit 2.

Those plans were subject of the determination at the 18 March 2022 Council meeting.

The revised plans that have been lodged for Council reconsideration relate to alterations and additions to the existing grouped dwellings with a carport type structure with a store to the front of the dwelling and extensions to the existing dwellings. The carports maintain the 2 metre front setback (in accordance with the Approved Plans), however, the plans subject of this Reconsideration Request have been revised as follows:

- The carport structures have been redesigned to be closer together, with a distance of 2 metres between the two carports and an increased setback to the existing side boundaries from a minimum of 2.2m and 2.3m to 3.2m and 3.3m respectively.
- A reduction in the width of each of the stores (across the width of the lot) from 6.1m (Unit 1) and 6.3m (Unit 2) to 5 metres. This reduction in the width of the stores creates greater opportunities for visual interaction between the dwellings and the street.

As there is no change to the alterations and additions to the dwellings and as the alterations and additions to the dwellings (office and bathrooms) were approved by Council at the 18 March 2022 meeting, this report does not provide comment on those additions.

In regard to the carport/store structures, the following comparison is provided in relation to the March 2022 approval and the plans subject of this Reconsideration Report.

Grouped Dwelling 1:

Description	Application determined March 2022	Revised Application
Front setback	2.0m	2m (unchanged)
Min side setback to carport pillars	2.3m	3.3m (increase by 1 metre)
Side setback (internal)	2.0m	1m (decrease by 1 metre)
Width of store	Proposed: 6.1m Approved 3.1m	5m

Grouped Dwelling 2:

Description	Application determined March 2022	Revised Application
Front setback	2.0m	2m (unchanged)
Side setback	2.2m	3.3m (increase by 1 metre)
Side setback (internal)	2.0m	1m (decrease by 1 metre)
Width of store	Proposed: 6.3m Approved 3.3m	5m

The carport/store structures are still proposed to be of steel framed construction and a gable roof that includes a 19.48° pitch and the profile of the metal roof sheeting remains as 'custom-orb' roof cladding and 'rendered stud' walls for the storeroom structures with the colour schedule for both additions to be 'Surfmist'.

Copies of the revised Site, Floor and Elevation Plans of the proposed structures subject of this Reconsideration Request have been included as **Appendix 1** to this report. The supporting documentation provided by the Applicant subsequent to Mediation is provided in **Appendix 2**. A copy of the letter of Planning Approval from March 2022 (including the list of conditions and the marked up Approved Plans) are included as **Appendix 3**.

In consideration of the Application the following information is provided.

Lot Size	918m ²
Existing Development	Two grouped dwellings
Access and Frontage	Access Carlton Crescent
Services	Water, Sewer, Telephone and Power
Topography	Flat
Vegetation	Cleared, with existing landscaping
Surrounding Land Uses	Residential R12.5/30

The Application has been brought before Council because:

- The reconsideration (issues pursuant to Section 31 of the *State Administrative Tribunal Act 2004*) proposes to vary a decision of the Council;
- The Application requires consideration under the Design Principles of the Residential Design Codes in relation to:
 - Setback of garages and carports – Clause 5.2.1;
 - Street surveillance – Clause 5.2.3; and
 - Outbuildings – Clause 5.4.3.

COMMUNITY & GOVERNMENT CONSULTATION:

The original Application considered by Council on 18 March 2022 was referred to adjoining and adjacent landowners and no submissions were received. The revised plans subject of this Application have not been referred to neighbours for comment.

FINANCIAL & BUDGET IMPLICATIONS:

Costs have been incurred in regard to this matter as an independent planning consultant has been engaged to represent the Shire at the SAT Mediation and to prepare this report.

Should Council determine to reaffirm its decision and refuse this reconsideration, the Applicant may decide to exercise their right to proceed to a full hearing at the State Administrative Tribunal, costs will be incurred to defend the Council's decision in the hearing process.

STATUTORY IMPLICATIONS:

- State: Planning and Development Act 2005
State Administrative Tribunal Act 2004
State Planning Policy 7.1 - Residential Design Codes (2021)*
- Local: Shire of Northampton Local Planning Scheme No. 11*

Shire of Northampton Local Planning Scheme No. 11

The land is zoned “Residential R12.5/30” under the *Shire of Northampton Local Planning Scheme No. 11 - Kalbarri Townsite* with a “Grouped Dwelling” considered a discretionary ‘D’ use.

The objective of the “Residential” zone is:

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

The second objective is particularly of relevance to this Application given that Conditions 14 and 15 were imposed in order to provide for an improved streetscape in this residential area. The revised plans are considered to satisfy these objectives.

State Planning Policy 7.3 - Residential Design Codes (2021)

The *Residential Design Codes (R-Codes)* are formulated using a “performance” based approach. The R-Codes contain “Deemed-to-Comply” requirements and Design Principles. Where a proposal does not meet the relevant Deemed to Comply provisions and an Applicant addresses the Design Principles, the Council is required to exercise judgement/discretion to determine the Application.

The proposal meets the “Deemed-to-Comply” provisions of the *Residential Design Codes (2021)*, with the exception of:

- Setback of garages and carports – Clause 5.2.1;
- Street Surveillance – Clause 5.2.3; and
- Outbuildings – Clause 5.4.3.

The relevant provisions of these clauses of the Residential Design Codes are further detailed below.

Setback of Garages and Carports – Cl. 5.2.1

The proposal, as assessed as a carport/garage, does not meet the Deemed to Comply requirement C1.2 ii because the carport does not allow “*an unobstructed view between the dwelling and street*”. The relevant design principles and comment under the Design Principles is provided in the “Comment” section of this report.

Street Surveillance – Cl. 5.2.3

The proposed development does not satisfy the following “Deemed-to-Comply” provision(s) of the R-Codes in terms of the street surveillance. Under cl. 5.2.3 C3.2, it states:

At least one major opening from a habitable room of the dwelling faces the street and the pedestrian or vehicular approach to the dwelling.

As a result of the front dwelling being damaged and demolished after Cyclone Seroja, and giving consideration to the stores to the carports, the two remaining existing grouped dwellings do not meet this requirement. An assessment of the proposed development against the Design Principles of Cl. 5.2.3 is provided within the ‘Comment’ section of this report.

Outbuildings – Cl. 5.4.3

An ‘Outbuilding’ as defined by the R-Codes means:

‘An enclosed non-habitable structure that is detached from any dwelling’.

The proposed carport structures (and the associated stores) are detached from the dwelling and may reasonably be considered to the outbuildings. It is also noted that the Shire of Northampton Local Planning Policy – Outbuildings provides further guidance on the definition of ‘enclosed’.

The proposed development does not satisfy the “Deemed-to-Comply” provision(s) of the R-Codes of clause 5.4.3: Outbuildings C3 ii B (iv) as the carport/store structures are located within the primary street setback area.

An assessment of the proposed development against the Design Principles of Cl. 5.4.3 is provided within the ‘Comment’ section of this report.

POLICY IMPLICATIONS:

State: N/A

Local: Shire of Northampton Outbuildings Local Planning Policy

As the structure is detached from the dwelling and includes a wall other than a boundary wall, it may reasonably be described as an outbuilding. For this reason, the Shire's Outbuilding policy is relevant.

Whilst the proposed structures are reasonably considered as outbuildings, they present as carports located in the front setback, the R Code provisions relating to carports and outbuildings and the Shire's Local Planning Policy on Outbuildings have been taken into account at Mediation and an assessment as both a carport and outbuilding is provided in this report, noting that the stores are clearly an outbuilding.

One of the objectives of this Local Planning Policy includes:

To limit the visual impact of outbuildings.

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

An assessment of the proposal under this Local Planning Policy is provided in the comment section of this report.

STRATEGIC IMPLICATIONS:

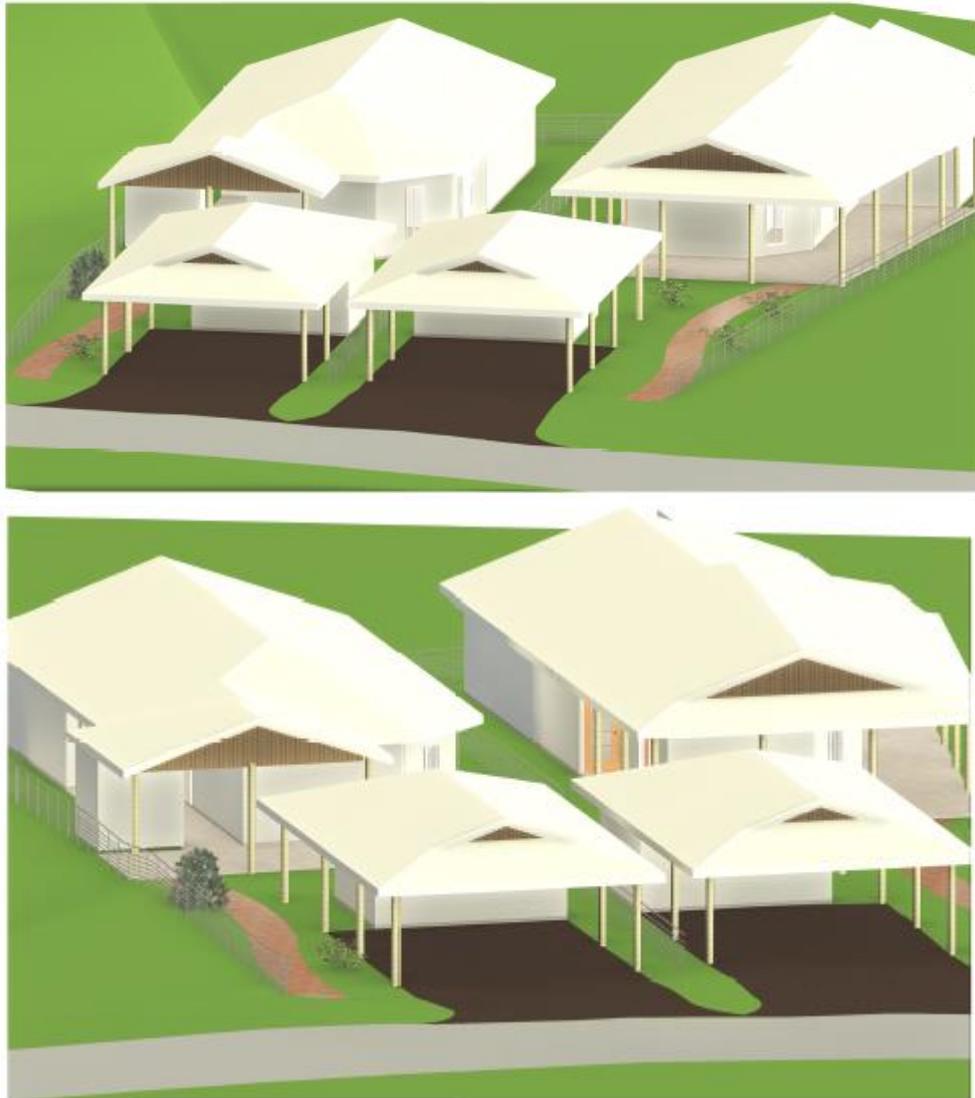
Local: Shire of Northampton Planning for the Future 2016-2026

COMMENT:**Setback of Garages and Carports – Cl. 5.2.1**

Assessed as a carport/garage, the proposal does not meet the Deemed to Comply requirement of C1.2 ii in that the carport does not allow "an unobstructed view between the dwelling and street".

The 3D images below show the relationship between the street, the carport and store structures and the grouped dwellings. As can be seen from these images, the revised plans create a view corridor between the dwellings and the street.

Figure 4: 3D image showing the view between the existing dwellings and the street, with the proposed carports and stores.



Details of the relevant Design Principles and an assessment under the Design Principles is provided below.

Design Principle	Comment
<p>P5.2.1 P 1.1</p> <p>Carports and garages setback to maintain clear sight lines along the street, to not obstruct views of dwellings from the street and vice versa, and designed to contribute positively to streetscapes and to the appearance of dwellings</p>	<p>The setback of 2 metres to the pillars of both carports maintains clear sight lines along the street.</p> <p>The revised plans provide increased setbacks to the existing side boundaries and provides a clear connection (including a path) from the street to the front door of each of the dwellings.</p> <p>Carlton Crescent contains other carports in the front setback.</p> <p>The revised plans also take into account a possible future fence between the dwellings and ensures that sight lines from the dwelling to the street will be possible after a fence is installed between the dwellings.</p> <p>The revised plans, with the stores not extending the full width of the carport, also result in a portion of both dwellings potentially being visible from the street through the carport structure.</p> <p>The revised design is considered to satisfy this Design Principle.</p>
<p>Garages and/or carports setback to ensure any vehicle parking on a driveway does not impede on any existing or planned adjoining pedestrian, cycle or dual-use path.</p>	<p>The proposal provides for 2 parking bays for each dwelling, located entirely within the property boundaries. As can be seen from the aerial images provided in Figures 2 and 3, there are no pedestrian paths on this section of Carlton Crescent.</p> <p>The proposal is not considered to impede pedestrian paths.</p> <p>The revised design is considered to satisfy the Design Principle.</p>

The revised plans are considered to satisfy the Design Principles of Clause 5.2.1 in relation to setbacks of garages and carports.

Street Surveillance – Cl. 5.2.3

Design Principle	Comment
<p>P5.2.3 P3</p> <p>Buildings designed to provide for surveillance (actual or perceived) between individual dwellings and the street and between common areas and the street, which minimise opportunities for concealment and entrapment.</p>	<p>The revised design incorporates a direct path and a link from the street to the front door of the dwelling. The revised plans identify the location of the main entry to both dwellings being a sliding door (on the side boundary to each of the dwellings) rather than the single door (located more centrally to the site). If the site is subdivided and a fence installed between the dwellings, street surveillance will be maintained, with this revised configuration. The patio/alfresco areas to the front of each dwelling will also have direct line of site to the street. It is considered that there are no areas for concealment or entrapment.</p> <p>The revised design is considered to satisfy the Design Principle.</p>

The revised plans are considered to satisfy the Design Principle of Clause 5.2.3 in relation to street surveillance.

Outbuildings – Cl. 5.4.3

Details of the relevant Design Principles and an assessment under the Design Principles is provided below.

Design Principle	Comment
<p>P5.2.3 P3</p> <p>Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties</p>	<p>The revised design has reduced the width of the proposed storerooms from that proposed in the Application, however, the proposed storerooms are wider than that required to comply with the Conditions 14 and 15.</p> <p>The design response takes into account the fact that the development was built with a house in front with the two grouped dwellings being located to the rear</p>

Design Principle	Comment
	<p>of the site noting that at the time of approval it was envisaged that the front house would be remain. The revised plans provide a mediated solution in recognition of the fact that the front dwelling was lost to Cyclone Seroja whilst also providing a positive contribution to the streetscape by providing a clear link from the dwellings to the street.</p> <p>The revised plans:</p> <ul style="list-style-type: none"> • provide a greater setback to the existing side boundaries, • meet the intent of Conditions 14 and 15 in that the stores do not extend the total width of the carport; and • provide a visual connection from the street to the dwelling. <p>For these reasons, the revised plans result in an outcome that will not detract from the streetscape or the visual amenity of residents or neighbouring properties.</p> <p>The revised design is considered to satisfy the Design Principle</p>

The revised plans are considered to satisfy the Design Principle of Clause 5.2.3 in relation to street surveillance.

In addition, in so far as the Shire’s Local Planning Policy provides objectives and replacement Deemed to Comply provisions in relation to outbuildings, the revised plans are considered to satisfy the development standards of the Policy and satisfy the relevant objectives.

VOTING REQUIREMENT:

Simple Majority Required.

CONCLUSION:

It is recommended that Council reconsider its decision and grant Development Approval to the alterations and additions to the grouped dwellings with the revised plans for the carport and storerooms at Lot 238 (15) Carlton Crescent, Kalbarri, with such approval being subject to the same conditions imposed in the March 2021 approval with the exception of Conditions 14 and 15 which are recommended to be deleted.

**OFFICER RECOMMENDATION – ITEM 7.3.3
APPROVAL**

That Council:

Pursuant to Section 31 of the State Administrative Tribunal Act 2004 in respect of SAT Application DR 53 of 2022 resolves to RECONSIDER its decision dated 18 March 2022 and based upon additional information and revised plans SET ASIDE that decision and RESOLVE as follows:

To APPROVE the Development Application for alterations and additions to the grouped dwellings on Lot 238 (15) Carlton Crescent, Kalbarri as shown on the amended plans dated received on 4 July 2022 and 11 July 2022 subject to the following conditions :

- 1. Development shall be in accordance with the attached Approved Plans received 17 June 2022 and 4 July 2022 and subject to any modifications required as a consequence of any condition (s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the Local Government;**
- 2. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;**
- 3. A building permit shall be issued by the local government prior to the commencement of any work on site;**
- 4. The applicant is to prepare, submit and adhere to stormwater and drainage plans to the approval of the Local Government, with all costs met by the applicant;**
- 5. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;**
- 6. The Applicant shall provide a materials and colour schedule for the carports and storerooms prior to construction of the carports and storerooms, which shall be to the approval of the local government. The colours chosen shall be non-reflective and in keeping with the natural coastal environment;**
- 7. The roof of the dwelling shall be constructed using coated metal sheeting(Colorbond) and the use of Zinalume is not permitted;**

- 8. Bin storage and clothes drying areas shall be provided and appropriately screened such that they are not visible from the view from the street/s, to the approval of the local government;**
- 9. Any lighting installed on the building, yard areas or car parking areas shall be located and designed in a manner that ensures:**
 - a. all illumination is confined within the boundaries of the property; and**
 - b. there shall not be any glare nuisance caused to adjoining residents or passing traffic, to the approval of the local government;**
- 10. Installation of crossing places and verge gradients shall be to the standards and specification of the local government (refer to Advice Note 1);**
- 11. All parking of vehicles including boats and trailers to be provided for within the property boundary and the street verge area to be kept free of vehicles;**
- 12. No panelling or screening shall be affixed to the side walls of the carport structure, so that the carport maintains visual permeability at all times to enhance visibility of vehicles entering and exiting the street upon Lot 238 and adjoining lots;**
- 13. The approved storeroom component is only to be used for general storage purposes to the approval of the local government and shall NOT be used for habitation, commercial or industrial purposes;**

Advice Notes:

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

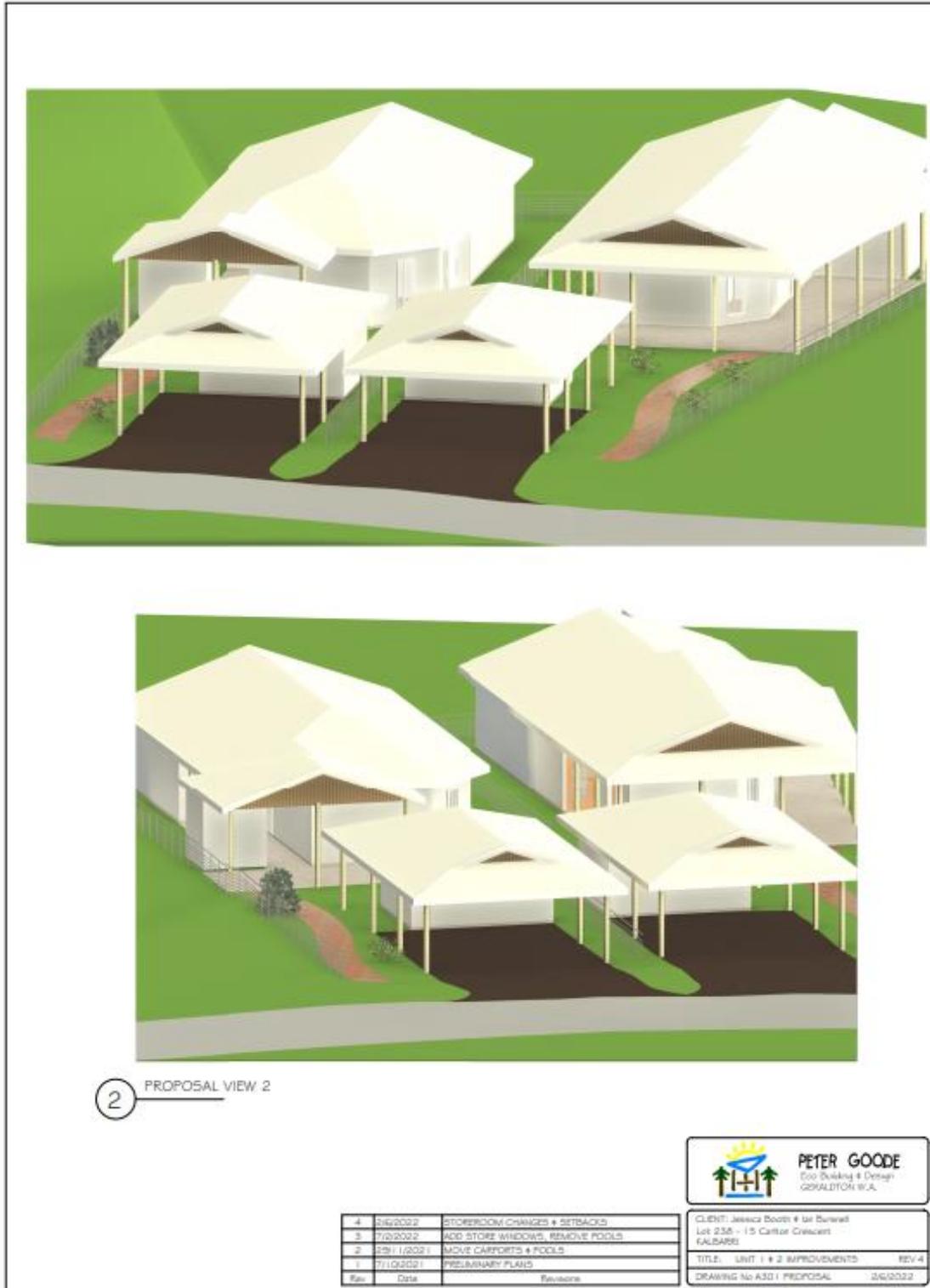
Note 2: If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

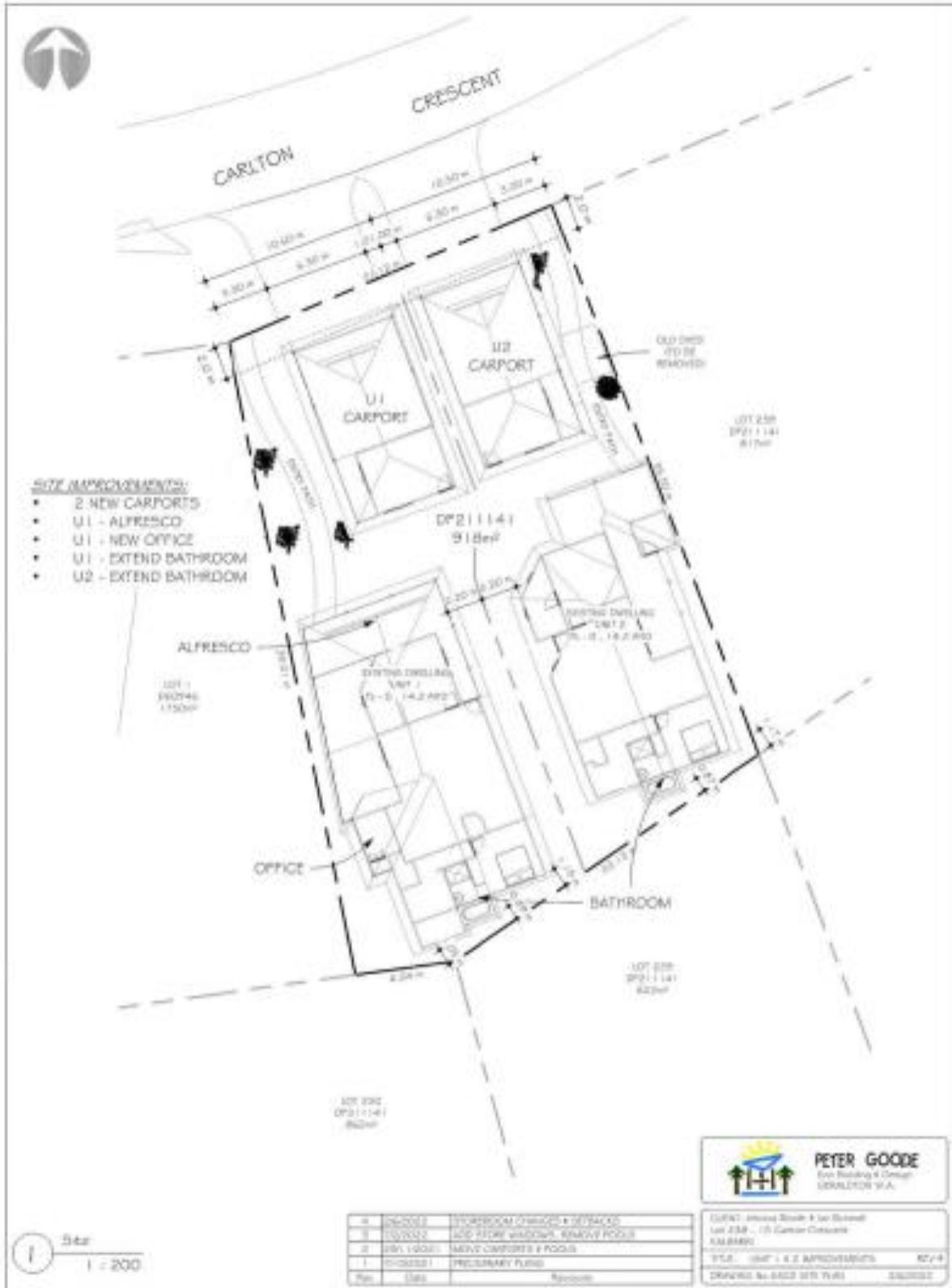
Note 3: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

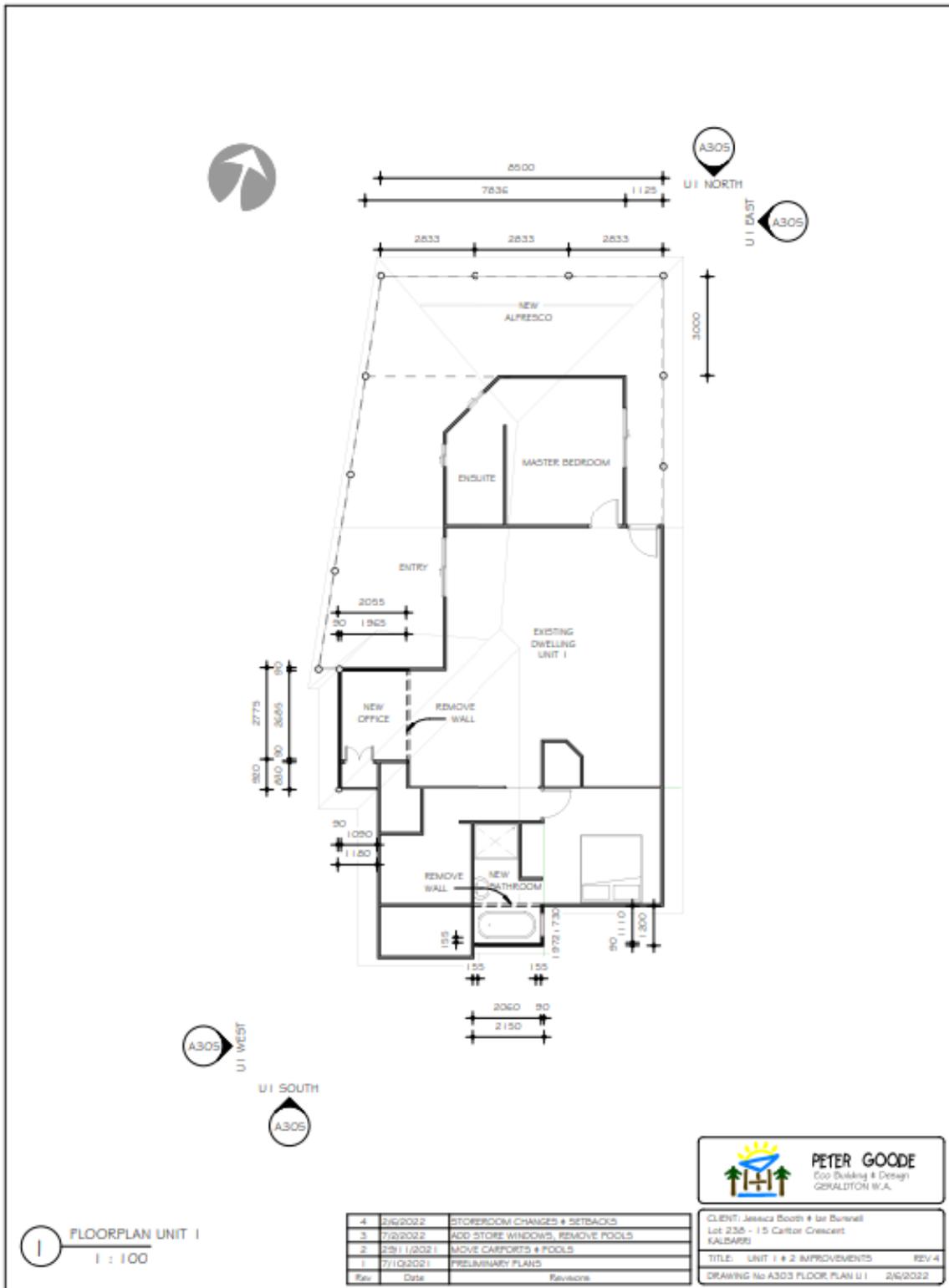
Note 4: Assessment of the application was based on the use of the dwelling for residential purposes and any changes to this use (eg. for tourist/holiday accommodation) requires further application and development approval for that use.

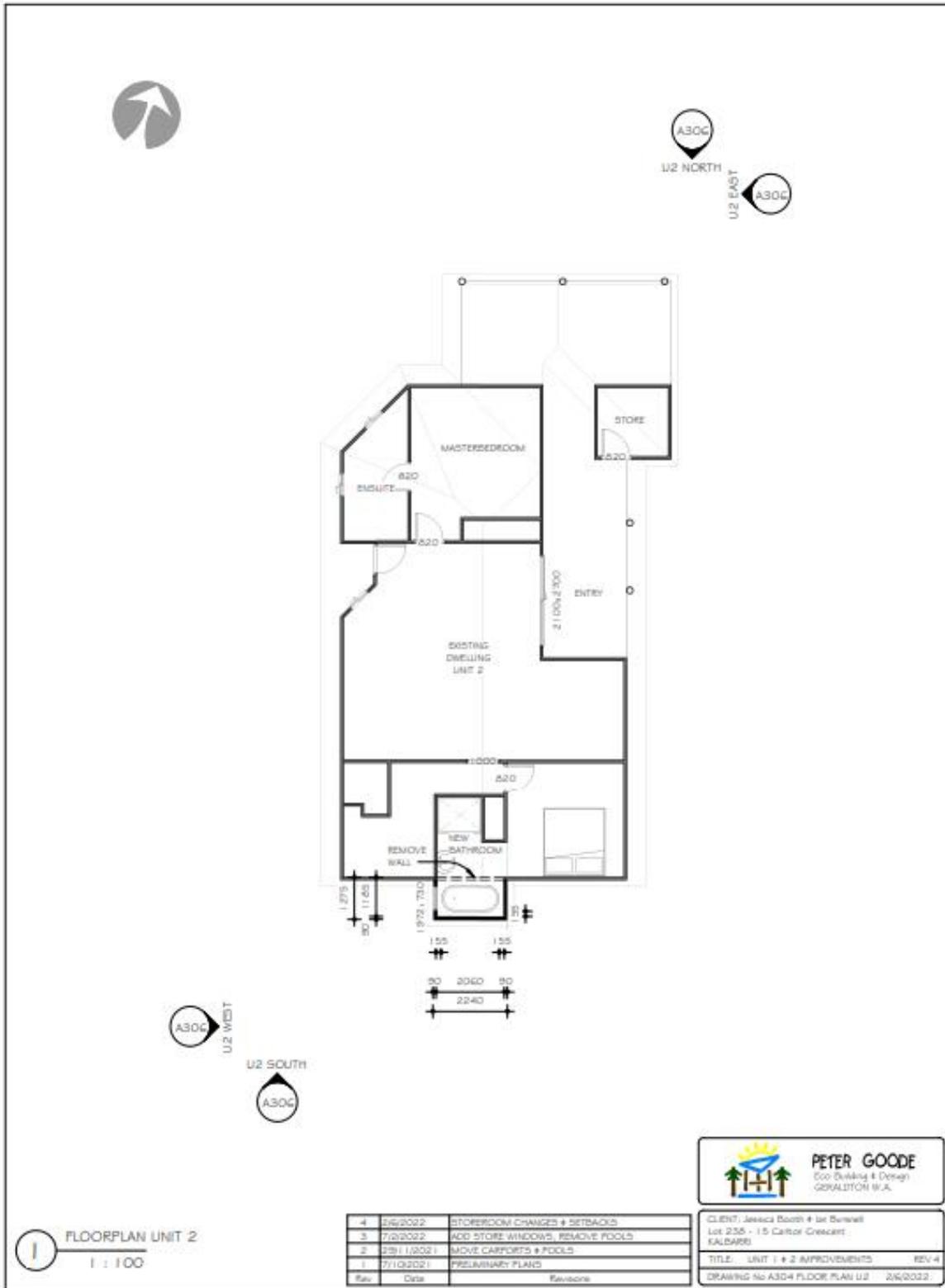
Note 5: Given that the matter is presently subject of an Application for Review to the State Administrative Tribunal, if an applicant or owner is aggrieved by this determination they can seek to have the matter listed for a hearing by the State Administrative Tribunal or request further mediation.

APPENDIX 1 – UPDATED PLANS







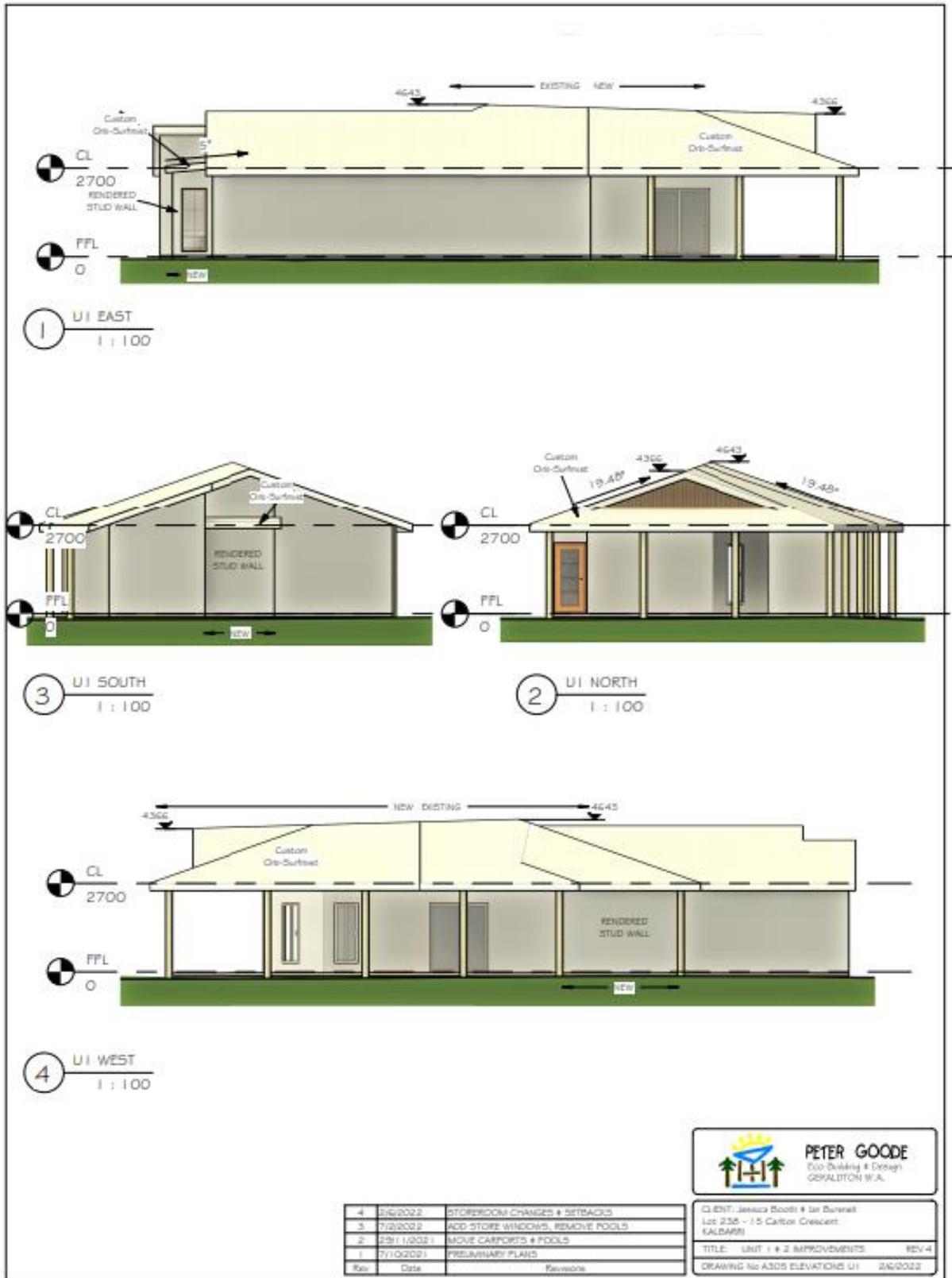


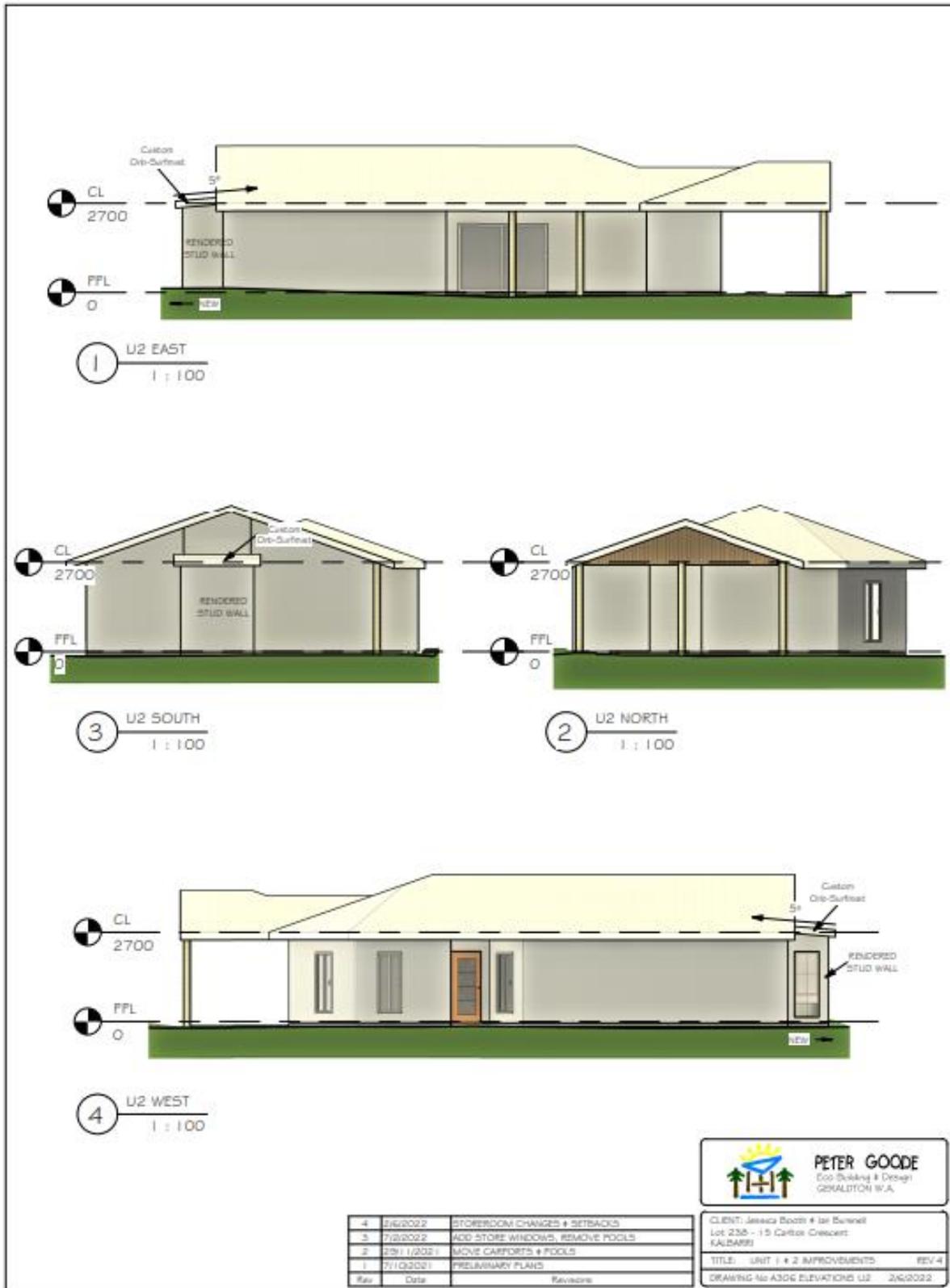
FLOORPLAN UNIT 2
1 : 100

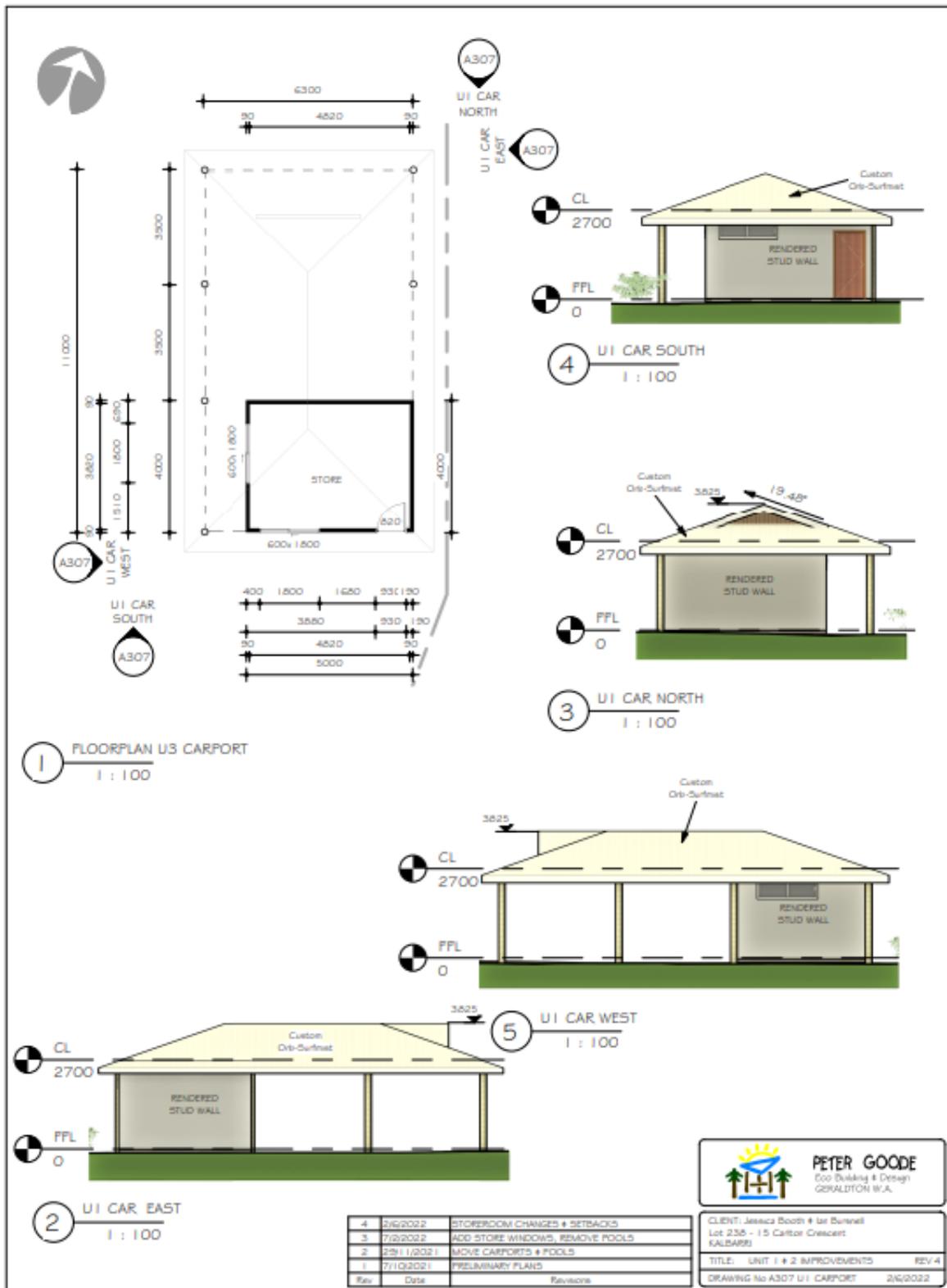
Rev	Date	Revisions
4	2/6/2022	STOREROOM CHANGES + SETBACKS
3	7/2/2022	ADD STORE WINDOWS, REMOVE POOLS
2	2/9/1/2022	MOVE CARPORTS + POOLS
1	7/1/2021	PRELIMINARY PLANS

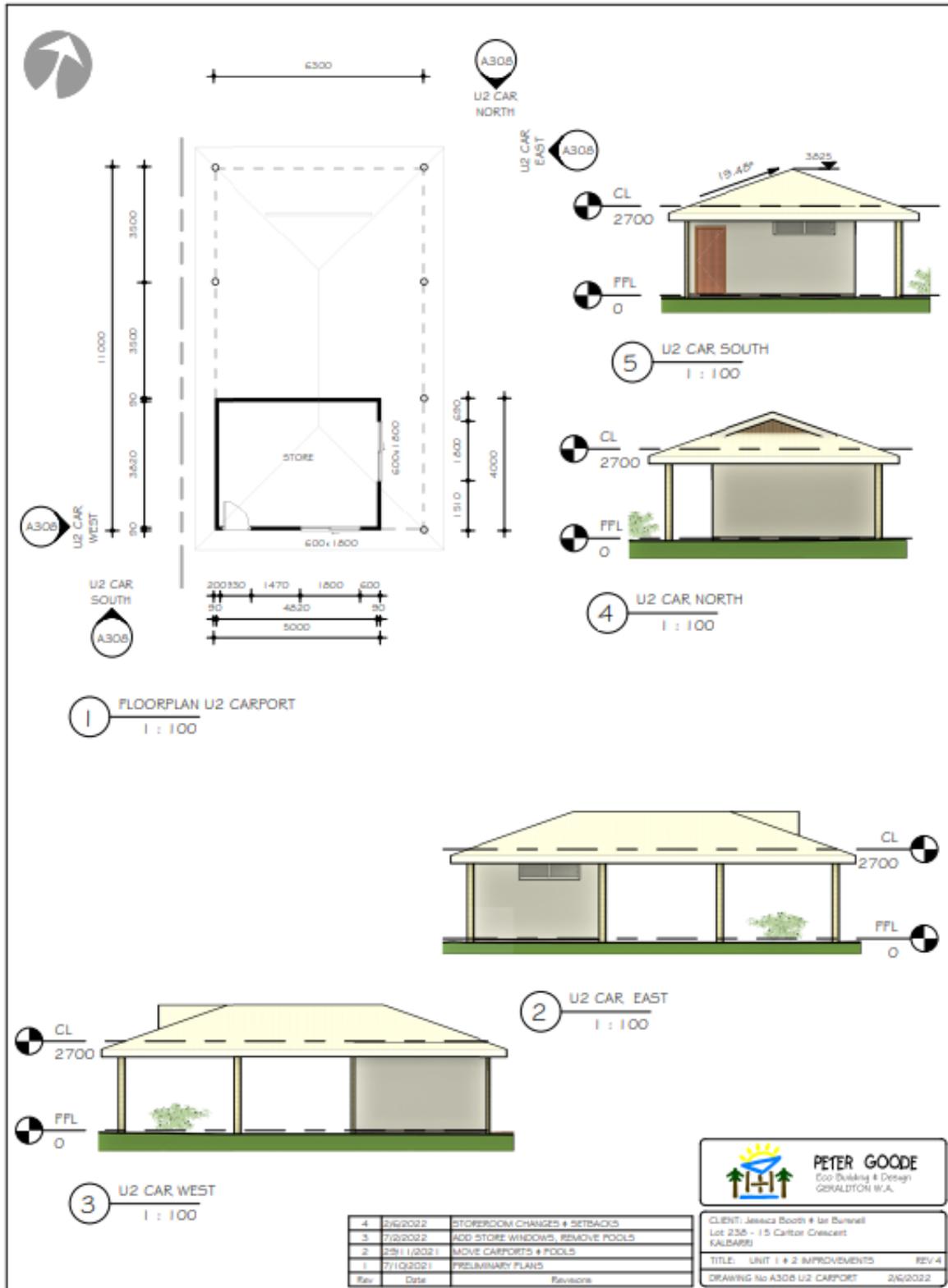
PETER GOODE
Eco Building & Design
GOSNELL W.A.

CLIENT: Jessica Booth 4 Jet Sunwell Lot 235 - 15 Cartor Crescent KALBARRI	
TITLE: UNIT 1 + 2 IMPROVEMENTS	REV: 4
DRAWING No: A304 FLOOR PLAN U2 - 2/6/2022	









APPENDIX 2 – APPLICANT’S JUSTIFICATION



PO Box 1570,
Geraldton WA 6531
0459 186 171
Admin@waplanning.com.au

4 July 2022

Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535

Attention: Planning Department

Dear Sir/Madam

**DR 53/2022 BOOTH & ANOR v SHIRE OF NORTHAMPTON COUNCIL 15 CARLTON CRESCENT,
KALBARRI**

Thank you for the opportunity to provide you with an amended plan for 15 Carlton Crescent, Kalbarri following mediation through the SAT process.

We now have an amended plan to share with you that I believe can satisfy all parties as well as the intent of the R-Codes to provide for a high quality streetscape whilst still providing opportunity for outdoor recreational activity and a sense of design to the layout of buildings upon the land as they relate to each other.

We are pleased to provide you with an amended plan that reduces the overall width of the storeroom to provide a greater opportunity for surveillance and view to the existing dwellings as shown below.

View of Unit 1





**PLANNING
& LOGISTICS**

PO Box 1570,
Geraldton WA 6531
☎ 0459 186 171
✉ Admin@waplanning.com.au

View of Unit 2



In summary the following amendments have occurred in relation to the application:

	Original Application	Amended Plan
Storeroom width	6.3m	5m
Storeroom depth	3m	4m
Storeroom floor area	18.9m ²	20m ²
Setback to side boundary	2m	1m
Setback to street	2m	2m
Pedestrian Pathway	No pathway	Pathway provided
Delineate entry to units	Not clear	Entry to each unit defined

Given the amended design, the matching colours, materials and design of the carport/storeroom structures with the existing dwellings, the improvements made with increased legibility of access to the property with designated pedestrian pathways and reduced width that this application is now able to be supported by the Shire of Northampton. The overall development will be of a high-quality design and is the kind of development that I believe should be afforded support given its suitability in appearance, use and context of surrounding existing development.

Should you have any queries in relation to this matter please do not hesitate to contact me at your convenience.

Yours faithfully,

Kathryn Jackson
WA PLANNING & LOGISTICS

**Appendix 4 - LETTER OF CONDITIONAL PLANNING APPROVAL AND APPROVED PLANS
SUBJECT OF MARCH 2022 RESOLUTION BY COUNCIL**



Our Ref: 10.6.1.1 – (A436) / OCR37596
Enquiries: Michelle Allen - planning@northampton.wa.gov.au

199 Hampton Road
PO Box 61
Northampton WA 6535

P 08 9934 1202
F 08 9934 1072
E council@northampton.wa.gov.au
W www.northampton.wa.gov.au

JA Booth and IJ Bursnell
PO Box 717
KALBARRI WA 6536

Dear Jessica and Ian

**DEVELOPMENT APPROVAL – ADDITIONS TO TWO GROUPED DWELLINGS (CARPORTS
AND STOREROOMS) - R-CODE VARIATION
LOT 238 (NO. 15) CARLTON CRESCENT, KALBARRI**

I refer to the above application and advise that the Shire of Northampton under delegation has granted Development Approval as per the attached Determination on Application for Development Approval D/A 2022-023.

All of the conditions of the enclosed Development Approval are to be substantially complied with, to the satisfaction and requirements of the Shire prior to the commencement of use of the development. In this regard you should contact the Shire's Planning Officer at least 7 days prior to your intended date of commencement to arrange a final inspection.

PLEASE NOTE: This Development Approval **DOES NOT** constitute a building permit, for which a separate application must be made to the Shire. You must not commence development until you have also obtained a building permit, together with any additional approval which may be required from other government agencies under separate legislation. If your property is the subject of a strata/survey strata plan, you may also need to obtain approval from the other owners under the Strata Titles Act. It is your responsibility to obtain any additional approvals required before work can lawfully commence.

Please quote the above Reference in any future correspondence to Council on this matter, and if you have any queries or require any further information please do not hesitate to contact this office.

Yours faithfully



GARRY KEEFFE
CHIEF EXECUTIVE OFFICER

23 March 2022

Encl.



-2-

199 Hampton Road
PO Box 61
Northampton WA 6535

P 08 9934 1202
F 08 9934 1072
E council@northampton.wa.gov.au
W www.northampton.wa.gov.au

D/A No: 2022-023

DETERMINATION ON APPLICATION FOR DEVELOPMENT APPROVAL
Planning and Development Act 2005
Shire of Northampton Local Planning Scheme No. 11 – Kalbarri

Applicant:	JA Beoth and IJ Bursnell		
Owner:	JA Beoth and IJ Bursnell		
Location/Lot:	238	No:	15
Street:	Carlton Crescent	Suburb/Locality:	Kalbarri
Application date:	7 February 2022	Received on:	23 February 2022
Description of proposed development/use:	Additions to Two Grouped Dwellings (Carports & Storerooms) – R-Code Variation		
Date of Determination:	18 March 2022 Ordinary Meeting		

The application for development approval is APPROVED subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated 18 March 2022 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government;
2. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;
3. A building permit shall be issued by the local government prior to the commencement of any work on site;
4. The applicant is to prepare, submit and adhere to stormwater and drainage plans to the approval of the Local Government, with all costs met by the applicant;
5. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;
6. The Applicant shall provide a materials and colour schedule for the carports and storerooms prior to construction of the carports and storerooms, which shall be to the approval of the local government. The colours chosen shall be non-reflective and in keeping with the natural coastal environment;
7. The roof of the dwelling shall be constructed using coated metal sheeting (Colorband) and the use of Zincume is not permitted;

-3-

8. Bin storage and clothes drying areas shall be provided and appropriately screened such that they are not visible from the view from the street/s, to the approval of the local government;
9. Any lighting installed on the building, yard areas or car parking areas shall be located and designed in a manner that ensures:
 - (a) all illumination is confined within the boundaries of the property; and
 - (b) there shall not be any glare nuisance caused to adjoining residents or passing traffic, to the approval of the local government;
10. Installation of crossing places and verge gradients shall be to the standards and specification of the local government (refer to Advice Note 1);
11. All parking of vehicles including boats and trailers to be provided for within the property boundary and the street verge area to be kept free of vehicles.
12. No panelling or screening shall be affixed to the side walls of the carport structure, so that the carport maintains visual permeability at all times to enhance visibility of vehicles entering and exiting the street upon Lot 238 and adjoining lots; and
13. The approved storeroom component is only to be used for general storage purposes to the approval of the local government and shall NOT be used for habitation, commercial or industrial purposes.
14. The Applicant/Owner shall reduce the size of the storeroom at the rear of the Unit 1 carport by removing a 3 metre portion located on the south-eastern corner, as marked in 'RED' on the attached approved plan(s) dated 18 March 2022, so as to address the requirements of Clause 5.2.3 Street Surveillance of the Residential Design Codes (2021); and
15. The Applicant/Owner shall reduce the size of the storeroom at the rear of the Unit 2 carport by removing a 3 metre portion located on the south-western corner, as marked in 'RED' on the attached approved plan(s) dated 18 March 2022, so as to address the requirements of Clause 5.2.3 Street Surveillance of the Residential Design Codes (2021).

Advice Notes:

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

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

-d-

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

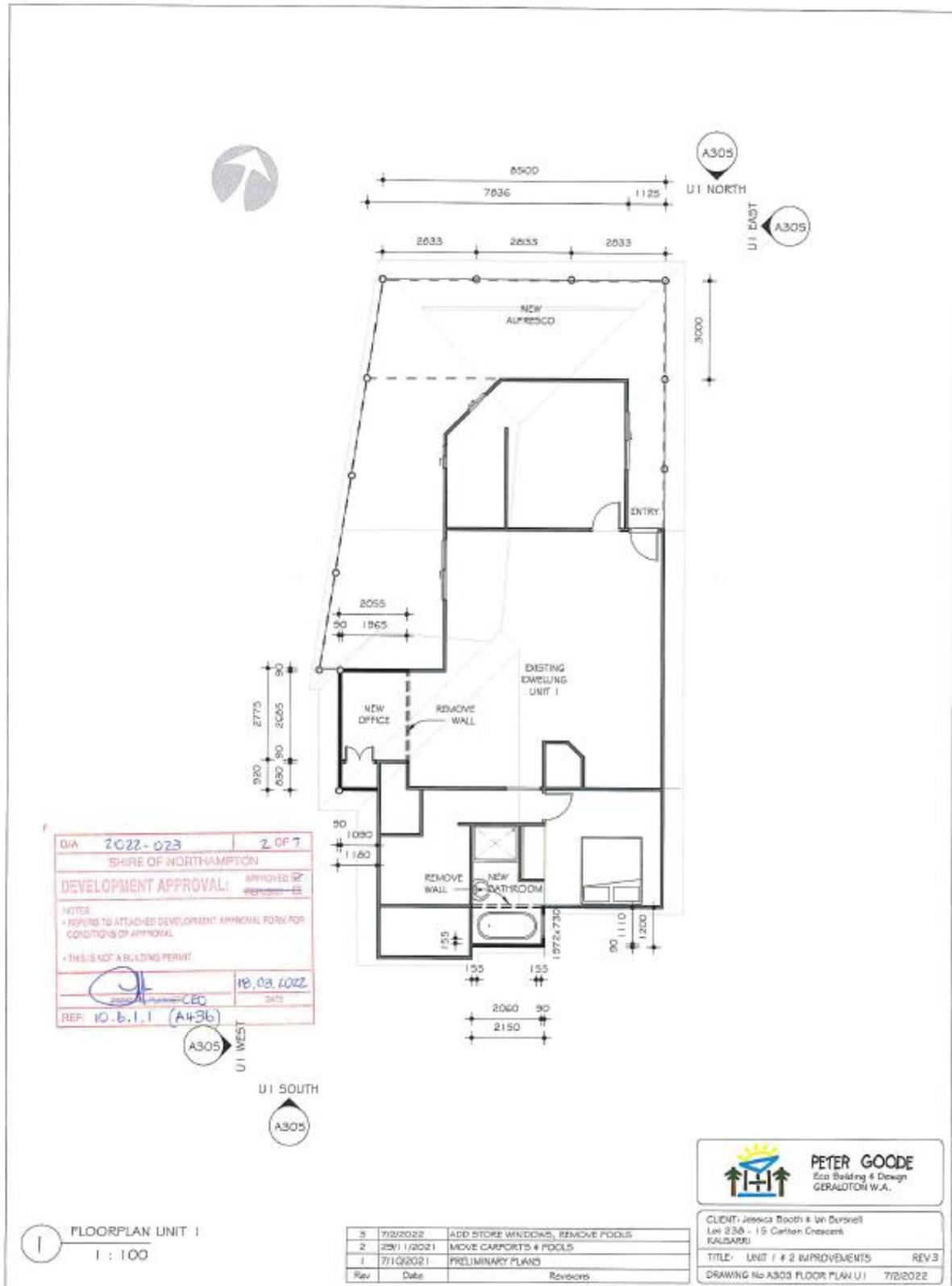
Note 4: Assessment of the application was based on the use of the dwelling for residential purposes and any changes to this use (eg. for tourist/holiday accommodation) requires further application and development approval for that use.

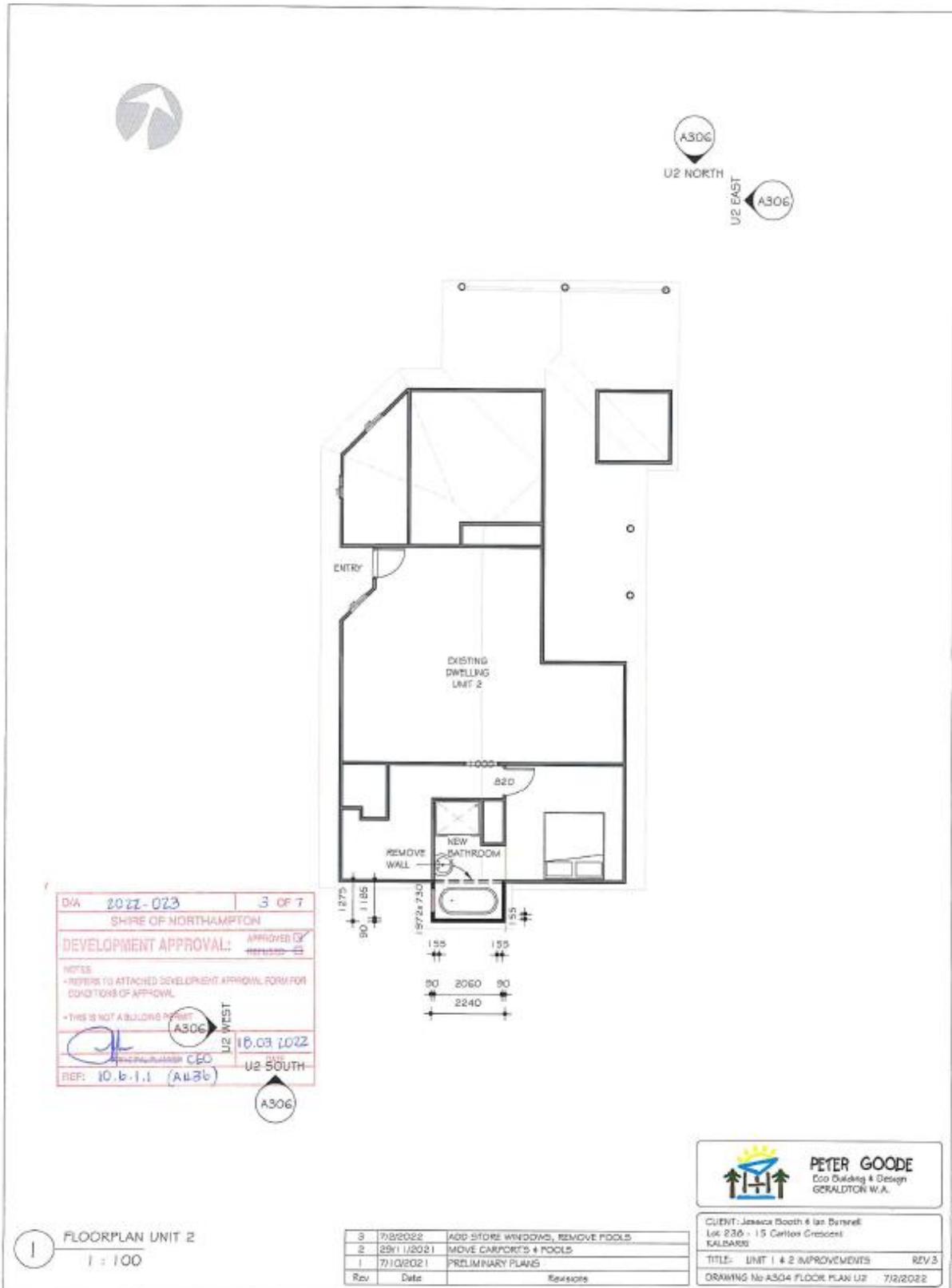
Note 5: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

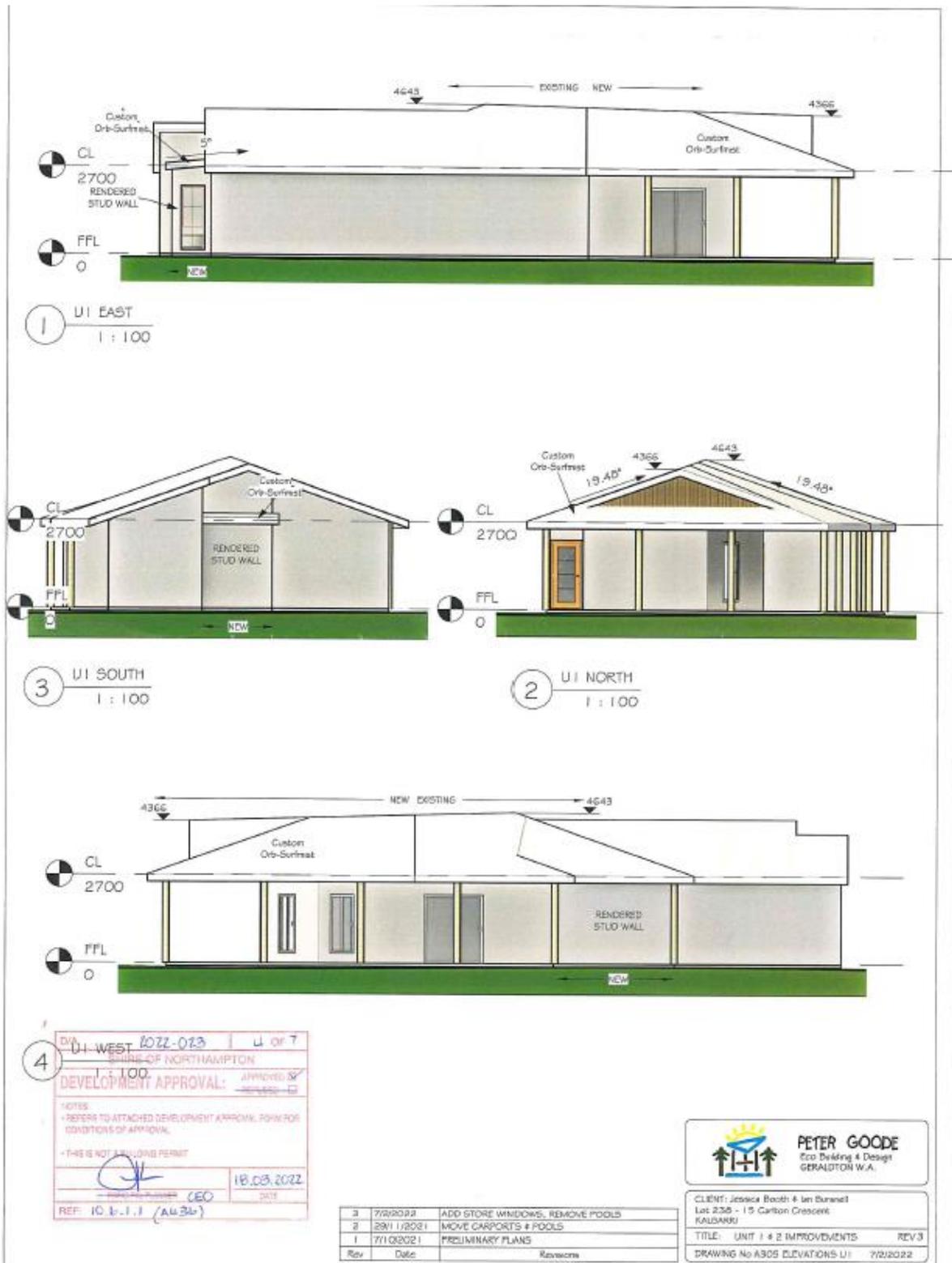


GARRY KEEFFE
CHIEF EXECUTIVE OFFICER

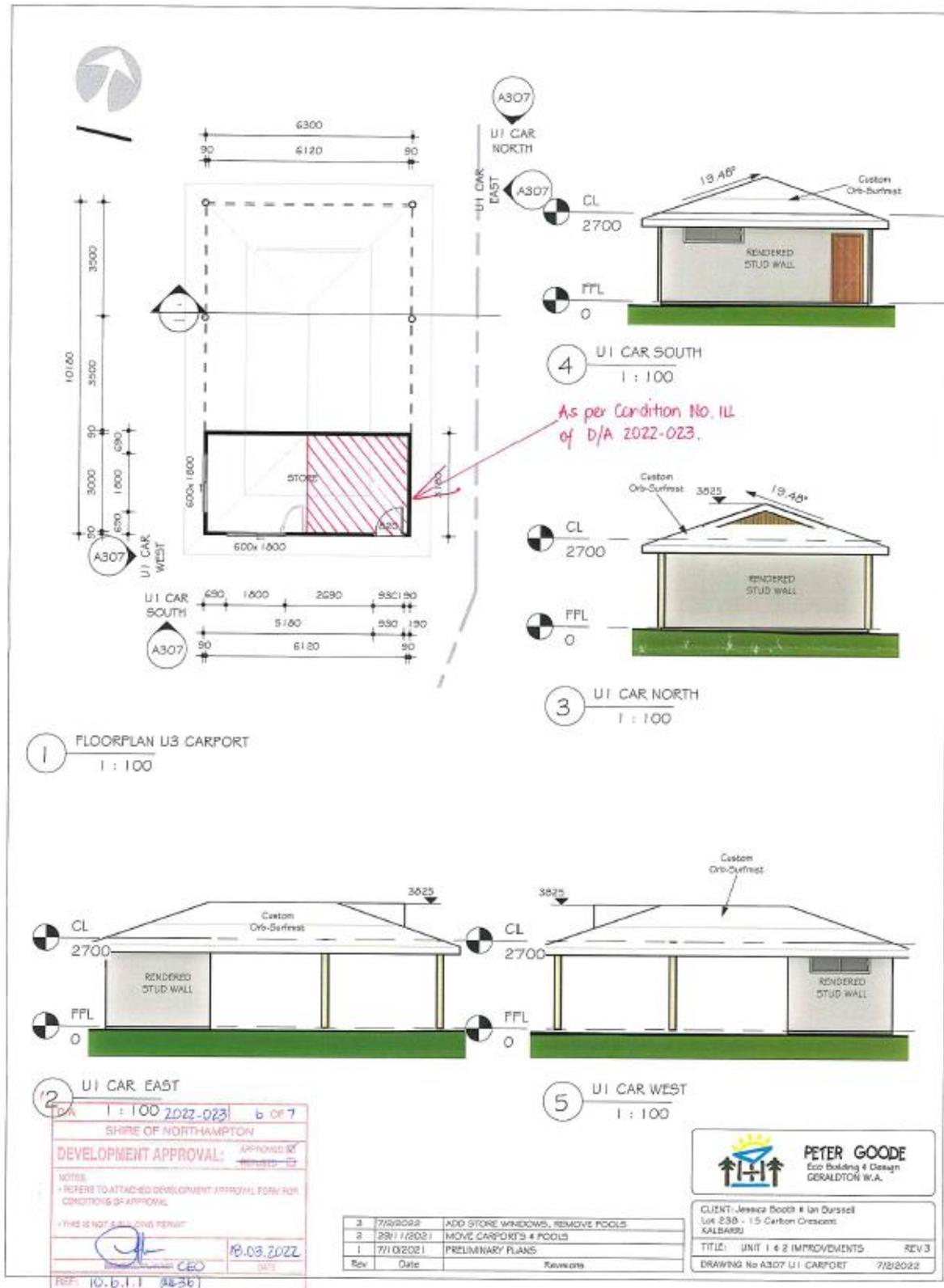
23 March 2022

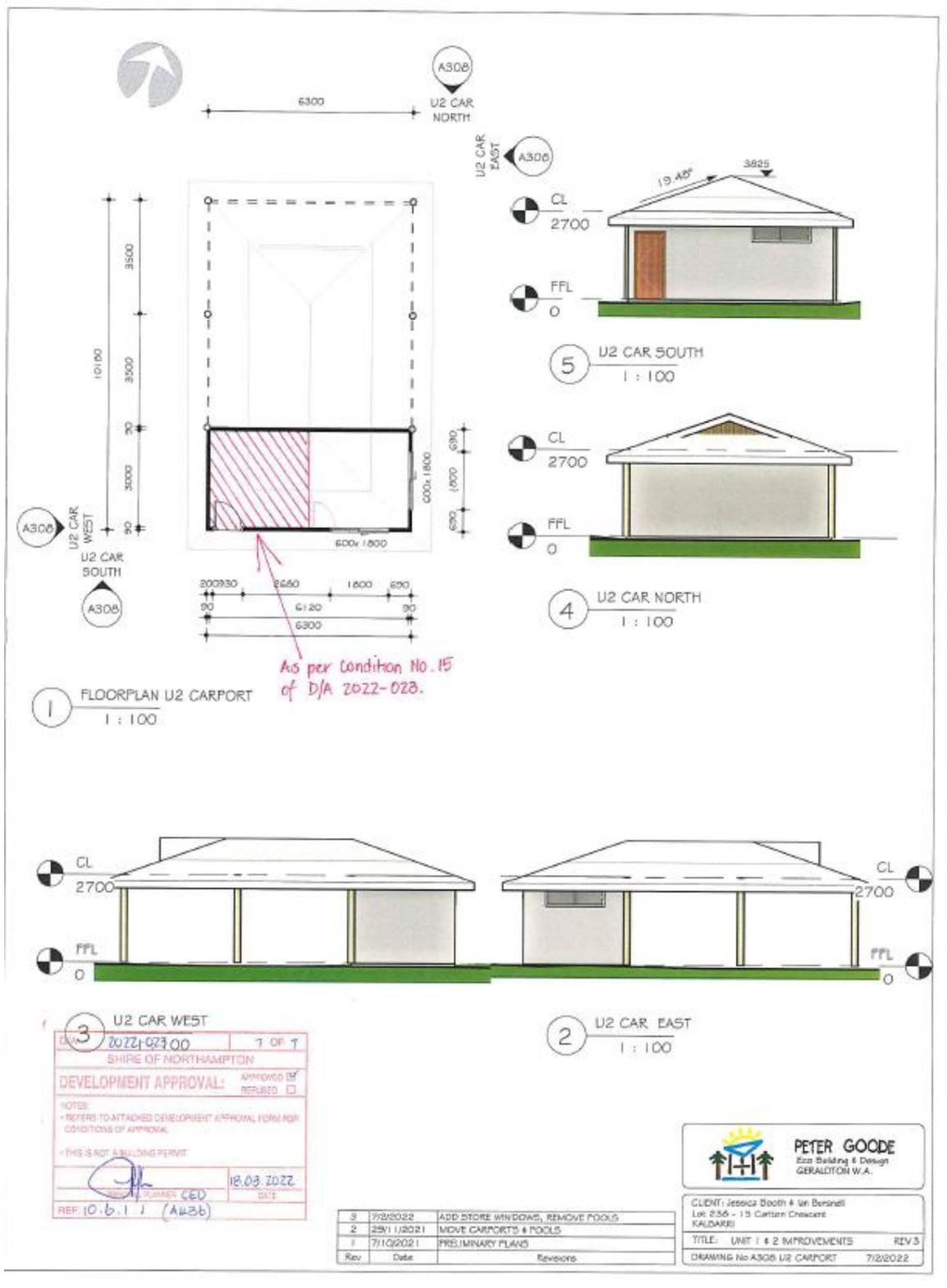












7.3.4 SUMMARY OF PLANNING INFORMATION ITEMS

DATE OF REPORT: 8 July 2022
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
040 Cancelled	S Gorman	LOT 16 (NO. 803) GLASS STREET, KALBARRI	HOLIDAY HOUSE USE FOR SINGLE HOUSE	13 June 2022
041	Fox Transportables	LOT 106 (NO. 4) MOONSTONE WAY, KALBARRI	SINGLE DWELLING (R-CODE VARIATION)	14 June 2022
042	Allsage Pty Ltd	LOT 11 (NO. 2) HIBBERTIA ROAD, KALBARRI	RETAINING WALLS (R-CODE VARIATION)	14 June 2022
043	S Gorman	LOT 16 (NO. 803) GLASS STREET, KALBARRI	HOLIDAY HOUSE USE FOR SINGLE HOUSE	15 June 2022
035 amendment	Pippa Johnston	LOT 62 (NO. 7) HORAN WAY, HORROCKS	SINGLE DWELLING (R-CODE VARIATION) - AMENDMENT	24 June 2022
044	Surex Holdings Pty Ltd	RESERVE 12996 MURCHISON RIVER FORESHORE, KALBARRI	KALBARRI HORSE RIDE TRAILS, BIG RIVER RANCH, (16 HORSES)	17 June 2022 Ordinary Meeting
045	Cindy Watterson-Bolst	RESERVE 52436 GREY STREET, KALBARRI	MOBILE FOOD VEHICLE PERMIT (SALT SISTER)	17 June 2022 Ordinary Meeting
046	Vikas Sah atf Vikas Sah Family Trust	LOT 44 (NO. 181) HAMPTON ROAD, NORTHAMPTON	STAGE 1 ROOF REPAIRS/REPLACEMENT – HERITAGE LISTED BUILDING MI PLACE NO 104 IN SCA4 TOWN CENTRE CONSERVATION PRECINCT	24 June 2022
047	Cindy Watterson- Bolst	LOT 814 (NO. 8) KARINA MEWS, KALBARRI	COMMERCIAL VEHICLE PARKING (MFV SALT SISTER)	17 June 2022 Ordinary Meeting

048	Leander Crickmay	LOT 7 (NO. 8) MARINER CRESCENT, KALBARRI	SINGLE DWELLING (R-CODE VARIATION)	28 June 2022
049	Sheila Den Exter	LOT 47 (NO. 189) HAMPTON ROAD, NORTHAMPTON	TWO (2) PYLON SIGNS (THE HAMPTON GALLERY) – HERITAGE LISTED BUILDING MI PLACE NO 103 IN SCA4 TOWN CENTRE CONSERVATION	29 June 2022
050	SM & NH Bellairs	LOT 770 (NO. 54) GLASS STREET, KALBARRI	SIDE FENCE (R-CODE VARIATION)	30 June 2022
051	Simple Life PProjects	LOT 666 (NO. 40) GANTHEAUME CRESCENT, KALBARRI	ANCILLARY ACCOMMODATION	30 June 2022

OFFICER RECOMMENDATION – ITEM 7.3.4

For Council Information

7.4.1	ACCOUNTS FOR PAYMENT	2
7.4.2	MONTHLY FINANCIAL STATEMENTS – JUNE 2022	10

7.4.1 ACCOUNTS FOR PAYMENT

FILE REFERENCE:	1.1.1
DATE OF REPORT:	8th July 2022
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton/Leanne Rowe
APPENDICES:	1. List of Accounts

SUMMARY

Council to authorise the payments as presented.

BACKGROUND:

A list of payments submitted to Council on 15th July 2022, 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 22229 to 22240 inclusive totalling \$82,190.62, Municipal EFT payments numbered EFT23654 to EFT23767 inclusive totalling \$425,748.46, Direct Debit payments numbered GJ01212 to GJ1218 inclusive totalling \$236,890.49 be passed for payment and the items therein be declared authorised expenditure.

SHIRE OF NORTHAMPTON
FINANCE REPORT – 15 JULY 2022

MUNICIPAL FUND CHEQUES

Chq #	Date	Name	Description	Amount
22229	08/06/2022	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	8657.35
22230	08/06/2022	SHIRE OF NORTHAMPTON	BRB COMMISSION MARCH 2022	242.25
22231	14/06/2022	SYNERGY	ELECTRICITY CHARGES	31155.61
22232	14/06/2022	WATER CORPORATION	WATER USE & SERVICE CHARGES	17020.50
22233	21/06/2022	AUSTRALIA POST	POSTAGE	183.91
22234	21/06/2022	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	14148.45
22235	21/06/2022	COMMISSIONER OF POLICE	RENEW CORPORATE FIREARMS LICENCE 09990138	137.00
22236	21/06/2022	GERALDTON MOWER & REPAIR SPECIALISTS	PARTS	84.00
22237	21/06/2022	KALBARRI GAS	GAS	190.00
22238	21/06/2022	KALBARRI VOLUNTEER FIRE & RESCUE SERVICES	PRESCRIBED BURN - BUSHFIRE RISK MITIGATION PROGRAM	10000.00
22239	24/06/2022	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	171.55
22240	28/06/2022	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES 0300NR	200.00
				<u><u>\$82,190.62</u></u>

ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT

EFT #	Date	Name	Description	Amount
EFT23654	03/06/2022	DPT. OF WATER & ENVIRONMENT REG	KAL REFUSE SITE RENEW LIC	974.40
EFT23655	03/06/2022	GRAEME GIBBONS PHOTOS	ARIAL PHOTOS	260.00
EFT23656	03/06/2022	NORTHAMPTON AUTO ELECTRICS	PLANT ELECTRICAL REPAIRS	3143.50
EFT23657	03/06/2022	PRIME TELEVISION (SOUTHERN) PTY LTD	KVC ADVERTISING	10499.50
EFT23658	03/06/2022	SEVEN NETWORK (OPERATIONS) LTD	KVC TV ADVERISING	3500.20
EFT23659	03/06/2022	TRAVELWEST PUBLICATIONS (HELLO PERTH)	KVC LISTING ON THE WA MAP	975.00
EFT23660	08/06/2022	ABROLHOS ELECTRICS	KAL TEST & TAG	6732.00
EFT23661	08/06/2022	AERODROME MANAGEMENT SERVICES	ENGINEER REVIEW KAL AERODROME RESEAL	3168.00
EFT23662	08/06/2022	ANGIES CAFE	REFRESHMENTS	276.00
EFT23663	08/06/2022	P & M AUTOMOTIVE EQUIPMENT	DEPOT HOIST INSPECTION	929.50
EFT23664	08/06/2022	LIBERTY NORTHAMPTON	FUEL	172.47
EFT23665	08/06/2022	CATERLAASST	PLANT MAINTENANCE	3049.78
EFT23666	08/06/2022	CLEANAWAY OPERATIONS PTY LTD	DOM/COM 240LT REFUSE COLL/SITE MTCE	37955.45
EFT23667	08/06/2022	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	1423.02
EFT23668	08/06/2022	CORSIGN WA PTY LTD	SIGNS	586.30
EFT23669	08/06/2022	TOLL TRANSPORT PTY LTD	FREIGHT	75.28
EFT23670	08/06/2022	C & J DAWE	RATE REFUND	750.00
EFT23671	08/06/2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	4862.00
EFT23672	08/06/2022	FENN PLUMBING & GAS	KAL FSHORE PLUMBING REPAIRS	2060.18
EFT23673	08/06/2022	HERSEY'S SAFETY PTY LTD	SAFETY EQUIPMENT	195.80
EFT23674	08/06/2022	JASON SIGNMAKERS	SIGNS	1077.43
EFT23675	08/06/2022	JCB CONSTRUCTION EQUIPMENT AUST (CFC, CEA, JCB)	PARTS	255.59
EFT23676	08/06/2022	JETCO PLUMBING SERVICES	SALAMIT PL RES MTCE	755.00
EFT23677	08/06/2022	JOHNS LYNG GROUP - INSURANCE BUILDING SOLUTIONS (WA) PTY LTD	CYCLONE KAL GOLF/BOWLS REPAIRS	80999.66

SHIRE OF NORTHAMPTON
FINANCE REPORT – 15 JULY 2022

EFT #	Date	Name	Description	Amount
EFT23678	08/06/2022	KALBARRI STATE EMERGENCY SERVICE	ESL INSTALMENT	8497.50
EFT23679	08/06/2022	KALBARRI EXPRESS FREIGHT	FREIGHT	114.36
EFT23680	08/06/2022	KALBARRI NEWSAGENCY	STATIONERY	20.40
EFT23681	08/06/2022	KALBARRI PEST CONTROL (BC DIGGINS & KP LAW)	TERMITE INSPECT/PEST CONTROL	600.00
EFT23682	08/06/2022	LAKELINE RESOURCES PTY LTD (MOSS)	PT GREG WATER REPAIRS	990.00
EFT23683	08/06/2022	LGISWA	EMPLOYEE SKINCANCER SCREENING	3262.46
EFT23684	08/06/2022	LGRCEU	PAYROLL DEDUCTIONS	82.00
EFT23685	08/06/2022	GERALDTON TOYOTA	NR1 SERVICE	901.35
EFT23686	08/06/2022	MIDWEST FINANCIAL	2022 FBT RETURN	935.00
EFT23687	08/06/2022	MIDWEST TURF SUPPLIES	NTON OVAL REDEVELOP FOR WAFL	8926.00
EFT23688	08/06/2022	M L COMMUNICATIONS	DEPOT IPECS WIFI PHONES REPAIRS	495.00
EFT23689	08/06/2022	OFFICE NATIONAL	KAL CHEMICAL ROOM WHITEBOARD	124.44
EFT23690	08/06/2022	PAUL SHERIFF	SYNERGYSOFT SUPPORT	275.00
EFT23691	08/06/2022	STAR TRACK EXPRESS	FREIGHT	164.35
EFT23692	08/06/2022	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	GRAVEL PUSHUP	12375.00
EFT23693	08/06/2022	2V NET IT SOLUTIONS	COMPTER MTCE/SUPPORT	574.00
EFT23694	08/06/2022	DATATRAX PTY LTD	QUARTERLY TOUCHSCREEN	395.00
EFT23695	08/06/2022	WESTRAC EQUIPMENT PTY LTD	PARTS	456.74
EFT23696	08/06/2022	NORTHAMPTON TYRES	131NR PUNCTURE REPAIR	45.00
EFT23697	08/06/2022	WILSONS SIGN SOLUTIONS	PLAQUE	147.95
EFT23698	08/06/2022	WILLIAMS & HUGHES	NORTHAMPTON DR SURGERY LEASE	1831.30
EFT23699	08/06/2022	LLEW WITHERS	PUBLIC HEALTH PLAN	4400.00
EFT23700	08/06/2022	CT & L WOODCOCK & SON PTY LTD	22500LT TANK, GENSET, TOILET PAPERS	8013.60
EFT23701	08/06/2022	WURTH AUSTRALIA PTY LTD	HARDWARE	305.05
EFT23702	08/06/2022	BUILDING AND CONST IND TRAINING FUND	BCITF MARCH 2022	9573.32
EFT23703	08/06/2022	DPT OF MINES, INDUSTRY REGU AND SAFETY	BRB APRIL 2022`	2865.44
EFT23704	03/06/2022	AUSTRALIAN TAXATION OFFICE	FBT MARCH 2022	387.01

SHIRE OF NORTHAMPTON
FINANCE REPORT – 15 JULY 2022

EFT #	Date	Name	Description	Amount
EFT23705	10/06/2022	CHRISTIE PARKSAFE	HKS FSHORE BBQ COOKTOP	6789.09
EFT23706	09/06/2022	NEIL BROADHURST	REIMB GLASSES	300.00
EFT23707	09/06/2022	GRANT MIDDLETON	TRAINING REIMB ACCOMM	250.00
EFT23708	08/06/2022	TELSTRA	TELEPHONE CHARGES	1177.42
EFT23709	14/06/2022	WESTERN AUSTRALIAN TREASURY CORP	LOAN 156	27791.42
EFT23710	17/06/2022	DANIEL TILBROOK	CHIV HOUSE QUOTE	187.00
EFT23711	21/06/2022	MICHELLE ALLEN	TP CONFERENCE REIMBS ACCOMM/TAXI	100.10
EFT23712	21/06/2022	ALLERDING & ASSOCIATES	PROFESSIONAL FEES	3631.74
EFT23713	21/06/2022	KALBARRI IGA	GOODS	270.14
EFT23714	21/06/2022	AUSSIE TREE SERVICES	HAMPTON RD POWER LINE TREE LOPPING	876.15
EFT23715	21/06/2022	MT & HM BARNDEN	CYCLONE PT GREG HALL VERANDAH	6963.00
EFT23716	21/06/2022	BLACKWOODS	JUMP STARTER & JUMP LEADS	1881.55
EFT23717	21/06/2022	LIBERTY NORTHAMPTON	FUEL	180.20
EFT23718	21/06/2022	CENTRAL WEST PUMP SERVICE	WOM PUMP REPAIRS	2326.50
EFT23719	21/06/2022	CLEANAWAY OPERATIONS PTY LTD	RES COMM 240LT COLLECT/SITE MTCE	34391.30
EFT23720	21/06/2022	BOC GASES AUSTRALIA	INDUSTRY GASES	70.84
EFT23721	21/06/2022	REBECCA MAY DAVIS	NCCA REIMB BUNNINGS MAT	272.54
EFT23722	21/06/2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	4147.00
EFT23723	21/06/2022	MR KEITH SCOTT DRAGE	REFUND OVERPAID BA21136	61.65
EFT23724	21/06/2022	ECO-FLORA CRANE, TRUCK & EXCAVATOR SERVICES	TRUCK POTABLE WATER	180.00
EFT23725	21/06/2022	ENGIN	TELEPHONE CHARGES	306.05
EFT23726	21/06/2022	ENVIRONMENTAL HEALTH AUSTRALIA INC	I'M ALERT FOOD SAFETY PROGRAM	330.00
EFT23727	21/06/2022	DEPT OF MINES, INDUSTRY REG AND SAFETY	BRB MARCH 2022 (ADDITIONAL)	50.00
EFT23728	21/06/2022	FIVE STAR BUSINESS EQUIPMENT	PHOTOCOPIER COUNT/MTCE	22.99
EFT23729	21/06/2022	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	854.31
EFT23730	21/06/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	WHEEL BEARING/ALIGNMENT	60.01

SHIRE OF NORTHAMPTON
FINANCE REPORT – 15 JULY 2022

EFT #	Date	Name	Description	Amount
EFT23731	21/06/2022	GREAT SOUTHERN FUEL SUPPLY	DEPOTS BOWSER FUEL/FUEL CARDS	45589.56
EFT23732	21/06/2022	HASLEBYS HARDWARE SUPPLIES	EYE WASH STATION, FERTILISER, HARDWARE	2157.29
EFT23733	21/06/2022	TANYA HENKEL	HERITAGE ADVISORY SERVICES	1751.75
EFT23734	21/06/2022	HOSEXRESS	HYDRAULIC HOSE	530.16
EFT23735	21/06/2022	KALBARRI EXPRESS FREIGHT	FREIGHT	21.13
EFT23736	21/06/2022	KALBARRI PHARMACY	FLU VAXS	41.00
EFT23737	21/06/2022	BP KALBARRI	FUEL	354.82
EFT23738	21/06/2022	KALBARRI WAREHOUSE	PLANTS/POTTING MIX	246.20
EFT23739	21/06/2022	KALBARRI CARRIERS	FREIGHT	46.20
EFT23740	21/06/2022	KALBARRI AUTO ELECTRICS	PARTS	143.50
EFT23741	21/06/2022	KALBARRI CONSTRUCTION	CYCLONE KAL CEMETERY SHELTER	8657.00
EFT23742	21/06/2022	LAKELINE RESOURCES PTY LTD (MOSS)	PT GREG TOILETS PUMP REMOVAL/REPLACEMENT	464.75
EFT23743	21/06/2022	LGIS RISK MANAGEMENT	REGIONAL RISK COORDINATOR 21/22	6757.09
EFT23744	21/06/2022	LUCINDA'S EVERLASTINGS	GARDENS EVERLASTING SEEDS	375.00
EFT23745	21/06/2022	LGRCEU	PAYROLL DEDUCTIONS	82.00
EFT23746	21/06/2022	M L COMMUNICATIONS	HAND HELD RADIO TWIN PACK	633.09
EFT23747	21/06/2022	MOORE	WORKSHOPS FINANCIAL/MANAGE REPORTING	2420.00
EFT23748	21/06/2022	NORTHAMPTON IGA	SHIRE & NCCA GOODS	103.88
EFT23749	21/06/2022	NORTHAMPTON AUTO ELECTRICS	PLANT AUTO ELECT MTCE	2210.70
EFT23750	21/06/2022	NORTHAMPTON PHARMACY	SHIRE & NCCA GOODS	335.99
EFT23751	21/06/2022	NOVUS AUTOGLASS MIDWEST	VEHICLE WINDSCREEN	945.00
EFT23752	21/06/2022	THE SHEARING SHED CAFE	REFRESHMENTS	38.50
EFT23753	21/06/2022	SPALDING ELECTRICAL SERVICES	HKS FSHORE BBQ REPAIRS	132.00
EFT23754	21/06/2022	ST JOHN AMBULANCE WA LTD	NCCA FIRST AID KITS	135.56
EFT23755	21/06/2022	THE SEWING FAIRY	UNIFORM EMBROIDERY	40.00
EFT23756	21/06/2022	2V NET IT SOLUTIONS	COMPTER MTCE/SUPPORT	330.00
EFT23757	21/06/2022	TOTALLY WORKWEAR - GERALDTON	WORK BOOT	194.14

SHIRE OF NORTHAMPTON
FINANCE REPORT – 15 JULY 2022

EFT #	Date	Name	Description	Amount
EFT23758	21/06/2022	TRUCKLINE	PARTS	192.50
EFT23759	21/06/2022	LANDGATE	VALUATION EXPENSES	9885.09
EFT23760	21/06/2022	WESTRAC EQUIPMENT PTY LTD	TIP BUCKET	1388.37
EFT23761	21/06/2022	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	RAPID ATIGEN TESTS	891.00
EFT23762	21/06/2022	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	464.98
EFT23763	21/06/2022	NORTHAMPTON TYRES	8 TYRES	3260.00
EFT23764	21/06/2022	CT & L WOODCOCK & SON PTY LTD	FERTILISER, SPRAYS, BOOTS, GOODS	7299.03
EFT23765	23/06/2022	WENDY DALLYWATER	REIMB ACCOMM BATEMAN RES FLOOD	2040.00
EFT23766	23/06/2022	KEVIN JOHN MOSS	PT GREG WATERREIMB FUEL	95.94
EFT23767	23/06/2022	LGISWA	REFUND OVERPAID INSURANCE CLAIM	590.91
				\$425,748.46

DIRECT DEBITS

Jnl #	Date	Name	Description	Amount
	09/06/2022	PAYROLL	FN/E 8/06/2022	95918.00
	10/06/2022	SUPERCHOICE	SUPERANNUATION PAY FN/E 08/06/2022	22188.94
	23/06/2022	PAYROLL	FN/E 22/06/2022	92306.00
	23/06/2022	SUPERCHOICE	SUPERANNUATION PAY FN/E 22/06/2022	22744.15
GJ1212	30/06/2022	NATIONAL AUSTRALIA BANK	BANK FEES	150.08
GJ1213	30/06/2022	NATIONAL AUSTRALIA BANK	BANK MERCHANT FEES	265.11
GJ1214	30/06/2022	COMMONWEALTH BANK	BPOINT FEES	31.82
GJ1215	30/06/2022	NATIONAL AUSTRALIA BANK	BPAY	51.04
GJ1217	30/06/2022	NAB CEO CORPORATE CARD	BANK CHARGES	9.00
			HOTELSONE ALGA ACCOMM	306.00
				<u>315.00</u>
GJ1218	30/06/2022	NAB DCEO CORPORATE CARD	BANK CHARGES	9.00
			NCCA IINET	84.21
			KAL CHILD CARE IINET	80.29
			COMPUTER EXPS 2VNET/ADOBE	1,177.85
			ALGA CONFERENCE REGISTRATION	1,264.00
			PLANNING INSTITUTE CONFERENCE	305.00
				<u>2920.35</u>
				<u>\$236,890.49</u>

7.4.2 MONTHLY FINANCIAL STATEMENTS – JUNE 2022

FILE REFERENCE:	1.1.1
DATE OF REPORT:	8 th July 2022
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton
APPENDICES:	Monthly Financial Report for June 2022

SUMMARY

Council to adopt the monthly financial reports as presented.

BACKGROUND:

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

The Monthly Statements of Financial Activity for the period ending 30 June 2022 are detailed from page 1 to page 31 per the attached Monthly Financial Report.

FINANCIAL & BUDGET IMPLICATIONS:

The 30th June 2022 financial position is comprised of the following:

Total operating revenue has a surplus position of \$5,331,130 and operating expenditure has a deficit position of \$1,540,329 to the end of June 2022.

The surplus revenue position is predominately due to the \$2,750,000 insurance payment from LGIS received during August and December and the \$1,884,110 advance FAG's payment for 2022/2023 received during April. The additional expenditure compared to budget relates predominately to Cyclone Seroja insurance repairs which will be offset by insurance revenue.

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

Further explanations of material variations are detailed by reporting program in Note 17 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 Monthly Financial Report for the period ending 30 June 2022.

SHIRE OF NORTHAMPTON

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 June 2022

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2022**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 June 2022

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 in-consistent 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 POLICES

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

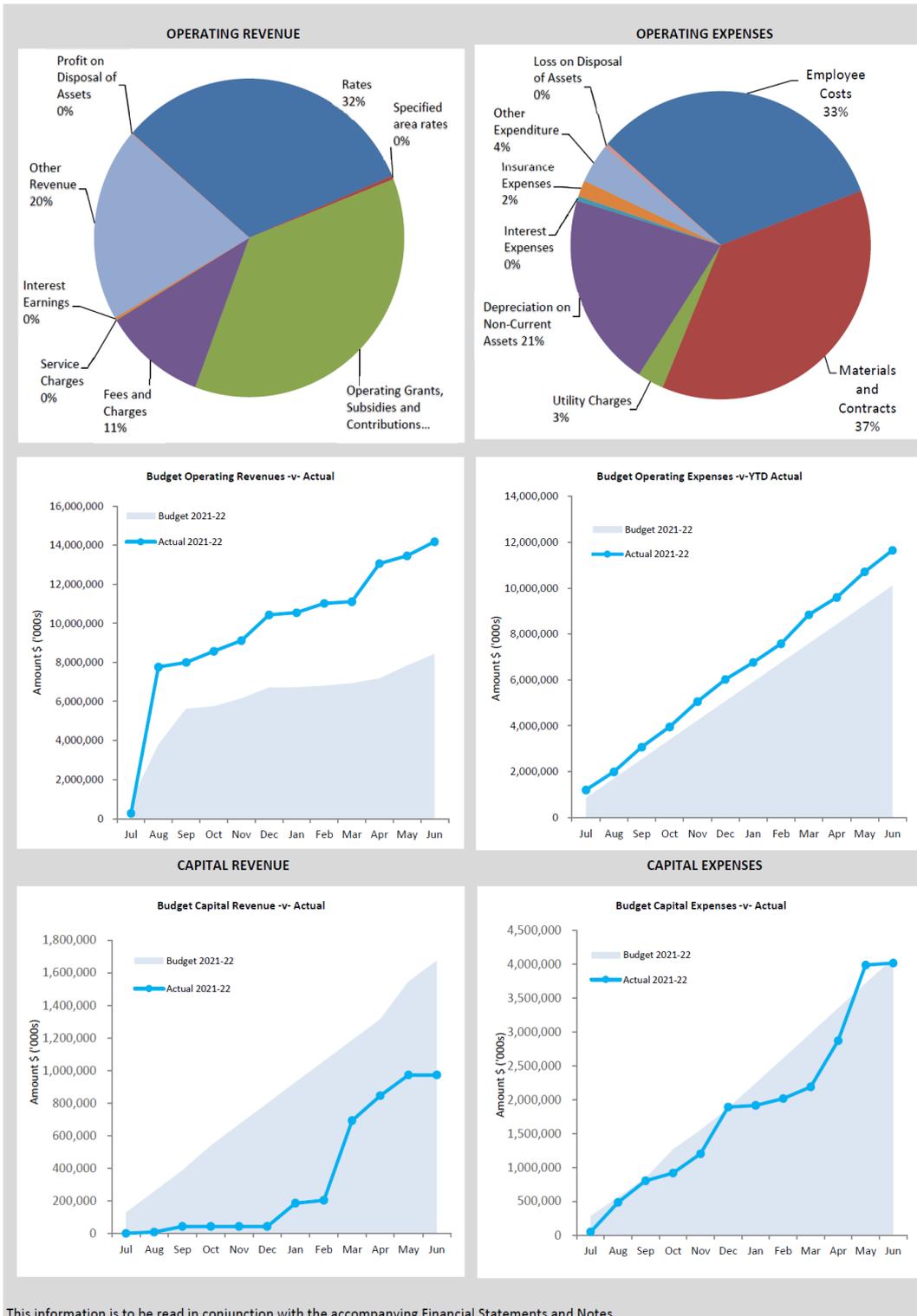
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 30 JUNE 2022

SUMMARY INFORMATION - GRAPHS



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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2022**

STATUTORY REPORTING PROGRAMS

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

GOVERNANCE	ACTIVITIES
<p>To provide a decision making process for the efficient allocation of scarce resources.</p>	<p>Includes the activities of members of council and the administrative support available to the Council for the provision of governance of the district.</p>
<p>To collect revenue to allow for the provision of services.</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p>To provide services to help ensure a safer and environmentally conscious community.</p>	<p>Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.</p>
<p>To provide an operational framework for environmental and community health.</p>	<p>Inspection of food outlets and their control, administration of health local laws and maintenance</p>
<p>To provide services to disadvantaged persons, the elderly, children and youth.</p>	<p>Maintenance of child minding centre's, operational costs associated with the Northampton Child Care Association.</p>
<p>To provide and maintain shire housing.</p>	<p>Provision and maintenance of shire housing.</p>
<p>To provide services required by the community.</p>	<p>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.</p>
<p>To establish and effectively manage infrastructure and resource which will help the social wellbeing of the community.</p>	<p>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.</p>
<p>To provide safe, effective and efficient transport services to the community.</p>	<p>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.</p>
<p>To help promote the shire and its economic wellbeing.</p>	<p>Tourism and area promotion including the maintenance and operation of camping facilities. Provision of Building Services and Port Gregory Water Supply.</p>
<p>To monitor and control Shire's overhead operating accounts.</p>	<p>Private works operation, plant repair and operation costs and engineering operation costs.</p>

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

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)	1,846,346	1,846,346	1,548,264	(298,082)	(16.14%)	
Revenue from operating activities							
Governance		55,530	55,530	84,934	29,404	52.95%	▲
General purpose funding	6	5,481,789	5,481,789	8,374,527	2,892,738	52.77%	▲
Law, order and public safety		91,166	91,166	120,634	29,468	32.32%	▲
Health		33,112	33,112	28,565	(4,547)	(13.73%)	▼
Education and welfare		199,723	199,723	234,982	35,259	17.65%	▲
Housing		76,240	76,240	68,913	(7,327)	(9.61%)	▼
Community amenities		1,278,003	1,278,003	1,095,403	(182,600)	(14.29%)	▼
Recreation and culture		612,449	612,449	102,686	(509,763)	(83.23%)	▼
Transport		206,300	206,300	195,174	(11,126)	(5.39%)	▼
Economic services		231,555	231,555	328,207	96,652	41.74%	▲
Other property and services		586,104	586,104	3,549,074	2,962,970	505.54%	▲
		8,851,971	8,851,971	14,183,101	5,331,130		▲
Expenditure from operating activities							
Governance		(917,940)	(917,940)	(920,638)	(2,698)	(0.29%)	
General purpose funding		(281,435)	(281,435)	(254,190)	27,245	9.68%	▲
Law, order and public safety		(371,591)	(371,591)	(437,866)	(66,275)	(17.84%)	▼
Health		(221,420)	(221,420)	(215,342)	6,078	2.74%	▲
Education and welfare		(247,577)	(247,577)	(279,146)	(31,569)	(12.75%)	▼
Housing		(80,882)	(80,882)	(88,617)	(7,735)	(9.56%)	▼
Community amenities		(1,611,155)	(1,611,155)	(1,721,646)	(110,491)	(6.86%)	▼
Recreation and culture		(1,898,598)	(1,898,598)	(1,811,192)	87,406	4.60%	▲
Transport		(3,842,840)	(3,842,840)	(3,365,878)	476,962	12.41%	▲
Economic services		(428,844)	(428,844)	(366,377)	62,467	14.57%	▲
Other property and services		(208,349)	(208,349)	(2,190,067)	(1,981,718)	(951.15%)	▼
		(10,110,631)	(10,110,631)	(11,650,960)	(1,540,329)		▼
Non-cash amounts excluded from operating activities	1(a)	2,337,800	2,337,800	2,419,856	82,056	3.51%	▲
Amount attributable to operating activities		1,079,140	1,079,140	4,951,997	3,872,857		▲
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	981,656	981,656	811,651	(170,005)	(17.32%)	▼
Proceeds from disposal of assets	7	157,000	157,000	125,795	(31,205)	(19.88%)	▼
Proceeds from self supporting loans	9	35,626	35,626	35,627	1	0.00%	
Purchase of property, plant and equipment	8	(3,886,400)	(3,886,400)	(3,821,435)	64,965	1.67%	▲
Amount attributable to investing activities		(2,712,118)	(2,712,118)	(2,848,362)	(136,244)		▼
Financing Activities							
Proceeds from new debentures	9	100,000	100,000	0	(100,000)	(100.00%)	▼
Transfer from reserves	10	0	0	16,790	16,790	0.00%	
Repayment of debentures	9	(196,293)	(196,293)	(196,293)	0	0.00%	
Transfer to reserves	10	(117,075)	(117,075)	(159,783)	(42,708)	(36.48%)	▼
Amount attributable to financing activities		(213,368)	(213,368)	(339,286)	(125,918)		▼
Closing funding surplus / (deficit)	1(c)	0	0	3,312,613			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 threshold. Refer to Note 17 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 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 30 JUNE 2022**

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 30 JUNE 2022

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)	1,846,346	1,846,346	1,548,264	(298,082)	(16.14%)	▼
Revenue from operating activities							
Rates	6	4,595,218	4,595,218	4,580,083	(15,135)	(0.33%)	▼
Specified area rates	6	51,000	51,000	50,202	(798)	(1.57%)	
Operating grants, subsidies and contributions	12	2,883,980	2,883,980	5,203,892	2,319,912	80.44%	▲
Fees and charges		1,254,773	1,254,773	1,519,442	264,669	21.09%	▲
Interest earnings		51,500	51,500	34,754	(16,747)	(32.52%)	▼
Other revenue		0	0	2,794,729	2,794,729	0.00%	
Profit on disposal of assets	7	15,500	15,500	14,501	(999)	(6.45%)	
		8,851,971	8,851,971	14,197,602	5,345,631		▲
Expenditure from operating activities							
Employee costs		(3,837,409)	(3,837,409)	(3,833,518)	3,891	0.10%	
Materials and contracts		(2,809,898)	(2,809,898)	(4,324,702)	(1,514,804)	(53.91%)	▼
Utility charges		(326,395)	(326,395)	(334,079)	(7,684)	(2.35%)	▼
Depreciation on non-current assets		(2,353,300)	(2,353,300)	(2,390,607)	(37,307)	(1.59%)	▼
Interest expenses		(61,171)	(61,171)	(55,720)	5,451	8.91%	▲
Insurance expenses		(211,641)	(211,641)	(200,543)	11,098	5.24%	▲
Other expenditure		(510,817)	(510,817)	(482,542)	28,275	5.54%	▲
Loss on disposal of assets	7	0	0	(43,750)	(43,750)	0.00%	
		(10,110,631)	(10,110,631)	(11,665,461)	(1,554,830)		▼
Non-cash amounts excluded from operating activities	1(a)	2,337,800	2,337,800	2,419,856	82,056	3.51%	▲
Amount attributable to operating activities		1,079,140	1,079,140	4,951,997	3,872,857		▲
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	981,656	981,656	811,651	(170,005)	(17.32%)	▼
Proceeds from disposal of assets	7	157,000	157,000	125,795	(31,205)	(19.88%)	▼
Proceeds from self-supporting loans	9	35,626	35,626	35,627	1	0.00%	
Payments for property, plant and equipment	8	(3,886,400)	(3,886,400)	(3,821,435)	64,965	(1.67%)	▲
Amount attributable to investing activities		(2,712,118)	(2,712,118)	(2,848,362)	(136,244)		▼
Financing Activities							
Proceeds from new debentures	9	100,000	100,000	0	(100,000)	(100.00%)	▼
Transfer from reserves	10	0	0	16,790	16,790	0.00%	
Repayment of debentures	9	(196,293)	(196,293)	(196,293)	0	0.00%	
Transfer to reserves	10	(117,075)	(117,075)	(159,783)	(42,708)	(36.48%)	▼
Amount attributable to financing activities		(213,368)	(213,368)	(339,286)	(125,918)		
Closing funding surplus / (deficit)	1(c)	0	0	3,312,613			

KEY INFORMATION

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

Refer to Note 17 for an explanation of the reasons for the variance.

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 7

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

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 Budget	YTD Actual (b)
Non-cash items excluded from operating activities				
			\$	\$
Adjustments to operating activities				
Add/Deduct: Profit/Loss on asset disposals	7	(15,500)	(15,500)	29,249
Add: Depreciation on assets		2,353,300	2,353,300	2,390,607
Total non-cash items excluded from operating activities		2,337,800	2,337,800	2,419,856

(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 30-06-2021	This Year Opening 1 July 2021	Year to Date 30 June 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(839,610)	(839,610)	(982,603)
Less: - Financial assets at amortised cost - self supporting loans	4	(35,627)	(34,126)	(35,627)
Less: Land Held for Resale		(235,000)	(235,000)	(235,000)
Add/Less: Adjustments				39,874
Add: Borrowings	9	196,293	196,293	196,293
Add: Provisions - Employee	11	757,961	757,960	718,085
Total adjustments to net current assets		(155,983)	(154,483)	(298,978)

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

Current assets				
Cash and cash equivalents	2	2,558,150	2,524,567	4,178,914
Financial assets at amortised cost	2	0	34,126	35,627
Rates receivables	3	253,928	179,502	61,971
Receivables	3	423,158	408,171	292,499
Other current assets	4	240,791	240,791	250,567
Less: Current liabilities				
Payables	5	(490,296)	(569,592)	(293,610)
Borrowings	9	(196,293)	(196,293)	(196,293)
Contract liabilities	11	0	(200,441)	0
Provisions	11	(787,109)	(718,084)	(718,085)
Less: Total adjustments to net current assets	1(b)	(155,983)	(154,483)	(298,978)
Closing funding surplus / (deficit)		1,846,346	1,548,264	3,312,613

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 30 JUNE 2022

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	3,195,061		3,195,061		NAB		At call
Petty Cash	Cash on Hand	1,250		1,250				
Investment	Reserves	0	982,603	982,603		NAB	2.30%	28/09/2022
Total		3,196,311	982,603	4,178,914	0			
Comprising								
Cash and cash equivalents		3,196,311	982,603	4,178,914	0			
		3,196,311	982,603	4,178,914	0			

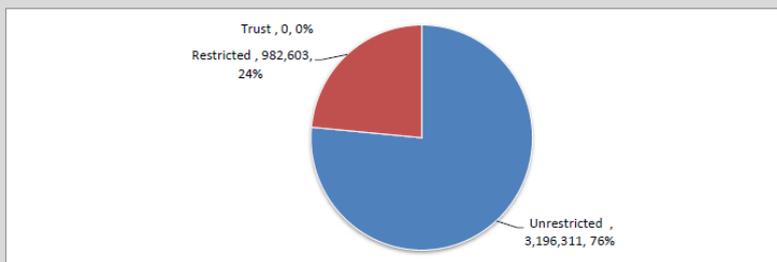
KEY INFORMATION

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
\$4.18 M	\$3.2 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

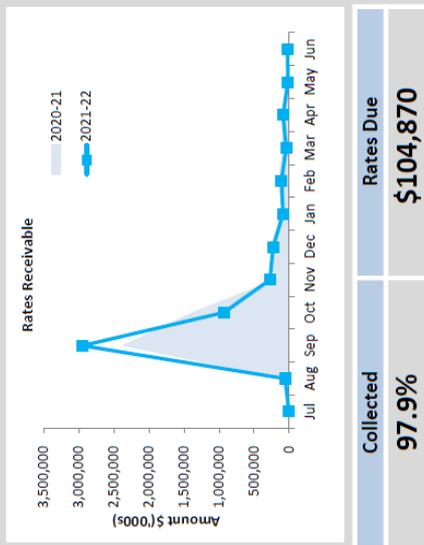
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	\$ (11,164)	\$ 174,942	\$ 9,874	\$ 11,571	\$ 10,602	\$ 195,824
Percentage	(5.7%)	89.3%	5%	5.9%	5.4%	
Balance per trial balance						
Sundry receivable	(11,164)	174,942	9,874	11,571	10,602	195,824
GST receivable		30,421				30,421
Rubbish Receivables		22,638				22,638
Accrued Income		(8,656)				(8,656)
Emergency Services Levy		52,272				52,272
Total receivables general outstanding						292,499

Amounts shown above include GST (where applicable)

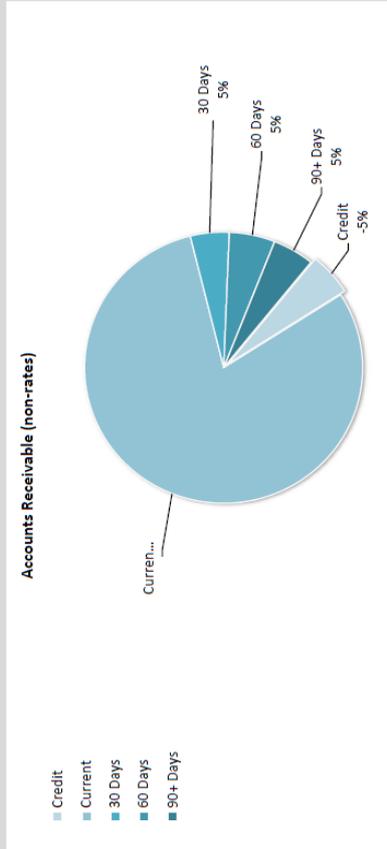
	30-Jun-22	30 June 2021
Rates receivable		
Opening arrears previous years	\$ 104,870	\$ 211,013
Levied this year	4,630,284	4,709,139
Less - collections to date	(4,673,183)	(4,815,282)
Equals current outstanding	61,971	104,870
Net rates collectable	61,971	104,870
% Collected	98.7%	97.9%

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.



Collected **97.9%**
Rates Due **\$104,870**



Debtors Due
\$292,499

Over 30 Days
16%

Over 90 Days
5.4%

Please refer to the compilation report

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 30 June 2022
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel & Materials	5,791	9,777	0	15,567
Land Held for Resale	235,000	0	0	235,000
Total other current assets				250,567
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 30 JUNE 2022

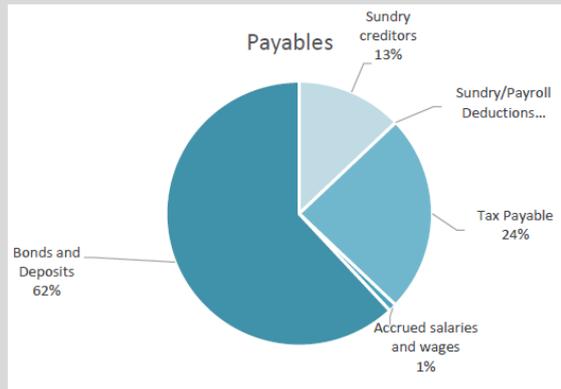
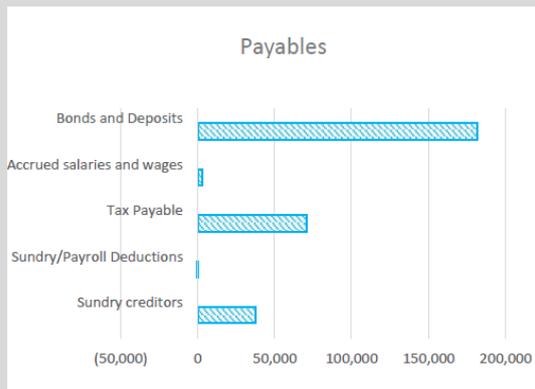
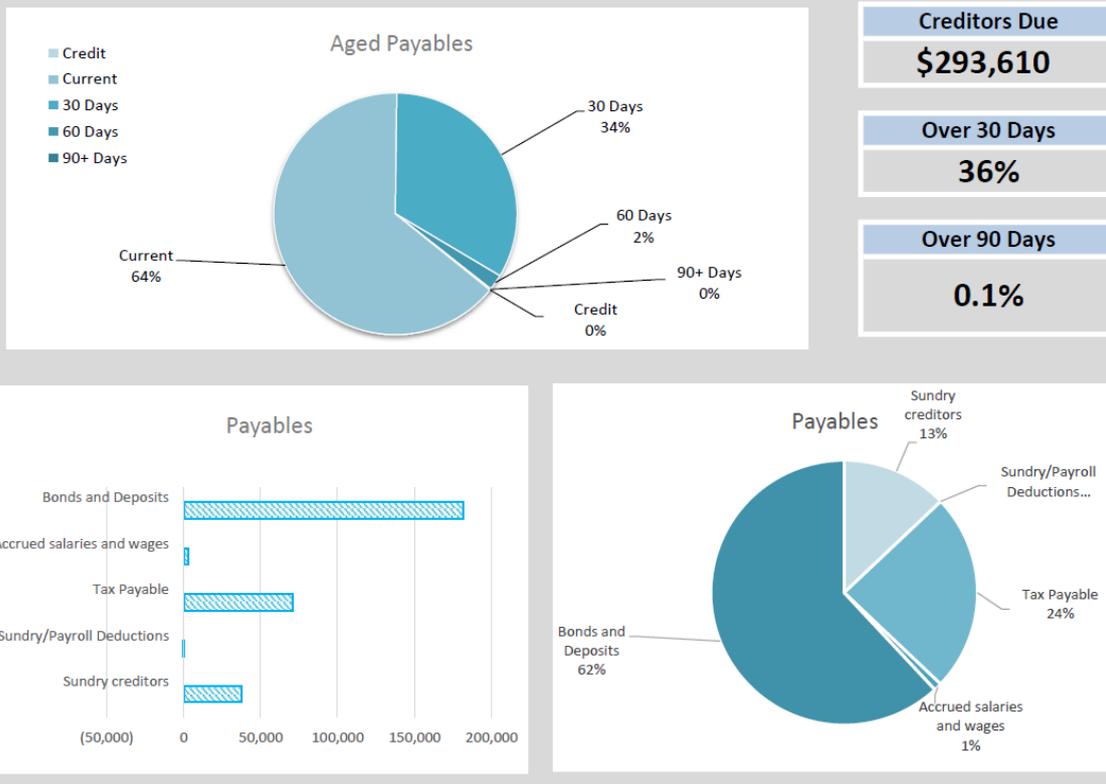
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	24,376	12,650	799	53	37,878
Percentage	0%	64.4%	33.4%	2.1%	0.1%	
Balance per trial balance						
Sundry creditors	0	24,376	12,650	799	53	37,878
Sundry/Payroll Deductions		(40)				(40)
Tax Payable		71,113				71,113
Accrued salaries and wages		2,860				2,860
Bonds and Deposits		181,799				181,799
Total payables general outstanding	0	280,108	12,650	799	53	293,610

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.



OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

General rate revenue	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			YTD Actual				
				Rate Revenue	Interim Rate	Back Rate	Rate Revenue	Interim Rates	Back Rates	Total Revenue	
RATE TYPE			\$	\$	\$	\$	\$	\$	\$		
Gross rental value											
General GRV	0.079956	1,459	20,058,557	1,591,761	0	0	1,591,761	1,603,612	(7,329)	1,574,660	
Unimproved value											
General UV	0.011983	428	203,434,031	2,338,452	0	0	2,338,452	2,338,747	1,026	2,339,853	
Sub-Total		1,887	223,492,588	3,930,213	0	0	3,930,213	3,942,359	(7,249)	3,914,513	
Minimum payment											
Gross rental value											
General GRV	565	1,116	3,390,741	630,540	0	0	630,540	636,755		636,755	
Unimproved value											
General UV	565	61	789,227	34,465			34,465	28,815		28,815	
Sub-total		1,177	4,179,968	665,005	0	0	665,005	665,570	0	665,570	
Total general rates							4,595,218			4,580,083	
Specified area rates											
Kalbarri Tourism	0.001821		16,484,984	30,000	0	0	30,000	30,104	(902)	0	29,202
Port Gregory Water Supply	0.037394		561,586	21,000	0	0	21,000	21,000	0	0	21,000
Total specified area rates			17,046,570	51,000	0	0	51,000	51,104	(902)	0	50,202
Total							4,646,218				4,630,284

Please refer to the compilation report

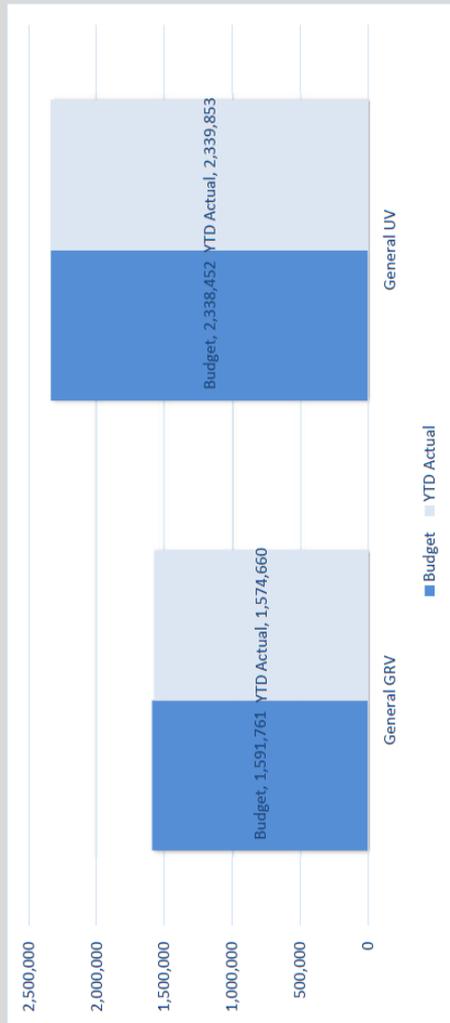
SHIRE OF NORTHAMPTON | 13

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

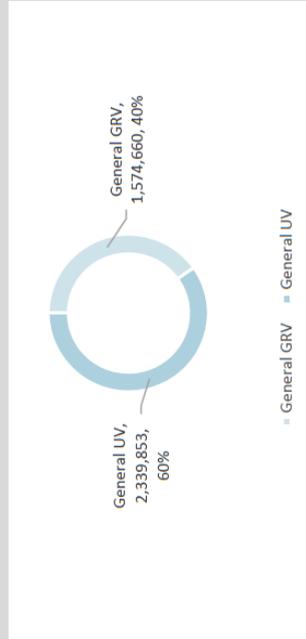
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

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.



General Rates		
Budget	YTD Actual	%
\$4.6 M	\$4.58 M	99.67%



Please refer to the compilation report

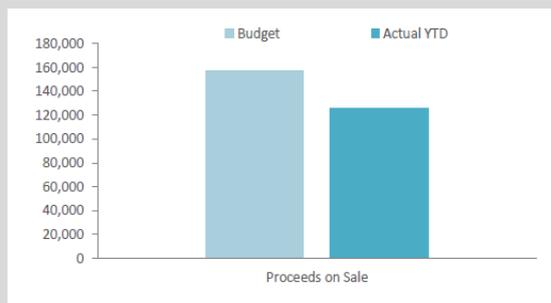
SHIRE OF NORTHAMPTON | 14

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

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)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
	A/Block Kalbarri Marina	0	0	0	0	35,295	0	0	(35,295)
	Plant and equipment								
	Health								
41768	P282 - Kia Optima - EHO	11,000	15,000	4,000	0	10,023	9,545	0	(478)
	Transport								
41770	P284 - Ute LH Main't N'hpton	15,000	10,000	0	(5,000)			0	0
41758	P271 - Ute LH Road Construction	2,000	10,000	8,000	0			0	0
41676	P198 - Ute M'tce Grader Op	2,500	2,000	0	(500)	2,542	1,250	0	(1,292)
41736	P252 - Heavy Loader N'hpton	90,000	85,000	0	(5,000)	86,685	80,000	0	(6,685)
41715	P234 - M'tce Truck N'hpton	21,000	35,000	14,000	0	20,499	35,000	14,501	0
		141,500	157,000	26,000	(10,500)	155,045	125,795	14,501	(43,750)

KEY INFORMATION



Proceeds on sale		
Annual Budget	YTD Actual	%
\$157,000	\$125,795	80%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

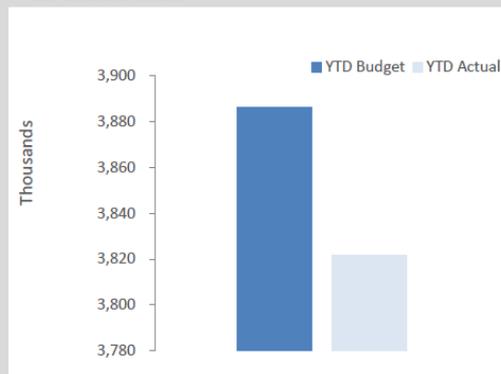
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	866,500	866,500	1,490,918	624,418
Furniture and equipment	10,000	10,000	24,404	14,404
Plant and equipment	759,015	759,015	705,224	(53,791)
Infrastructure - Roads	1,718,625	1,718,625	1,113,030	(605,595)
Infrastructure - Footpaths & Carparks	274,684	274,684	192,528	(82,156)
Infrastructure - Parks & Ovals	252,076	252,076	288,715	36,639
Infrastructure - Other	5,500	5,500	6,617	1,117
Capital Expenditure Totals	3,886,400	3,886,400	3,821,435	(64,965)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	981,656	981,656	811,651	(170,005)
Borrowings	100,000	100,000	0	(100,000)
Other (disposals & C/Fwd)	157,000	157,000	125,795	(31,205)
Cash backed reserves				
Leave Reserve	237,014	237,014	236,560	(454)
Roadworks Reserve	29,640	29,640	29,456	(184)
Kalbarri Airport Reserve	205,573	205,573	205,535	(38)
Building/Housing Reserve	131,864	131,864	114,710	(17,154)
Kalbarri Tourism Rate Reserve	6,975	6,975	6,975	0
Computer and Office Equipment Reserve	33,948	33,948	33,861	(87)
Land Development Reserve	311,671	311,671	355,506	43,835
Contribution - operations	1,691,059	1,691,059	1,901,385	210,326
Capital funding total	3,886,400	3,886,400	3,821,435	(64,965)

SIGNIFICANT ACCOUNTING POLICIES

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

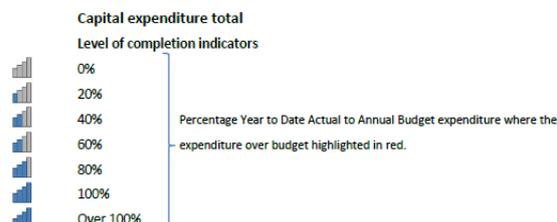
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.89 M	\$3.82 M	98%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.98 M	\$.81 M	83%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)



%	Account Description	Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
	Governance				
	Office Generator	0	0	19,627	(19,627)
	Photocopier & Fuji Screen N'pton Office, LED Footings	10,000	10,000	24,404	(14,404)
	Governance Total	10,000	10,000	44,031	(34,031)
	St John's Building Port Gregory	0	0	129,460	(129,460)
	Education and Welfare Total	0	0	129,460	(129,460)
	Health				
	EHO Vehicle	34,000	34,000	30,206	3,794
	Education and Welfare Total	34,000	34,000	30,206	3,794
	Purchase of Lot 72 Seventh Avenue Northampton	0	0	323,515	(323,515)
	Communities Amenities				
	Marina Ablutions	156,000	156,000	287,791	(131,791)
	Sallys Tree ablutions	160,000	160,000	108,185	51,815
	Chinamans Ablutions	130,000	130,000	82,723	47,277
	Memorial Tree (LR&I Funding)	17,100	17,100	24,249	(7,149)
	Install Dump Point Horrocks	5,000	5,000	9,574	(4,574)
	Seal Access Road to Horrocks Dump Point	24,825	24,825	22,675	2,150
	Communities Amenities Total	492,925	492,925	535,197	(42,272)
	Recreation And Culture				
	Horrocks Playground Equipment	5,720	5,720	8,737	(3,017)
	Pump Tracks Horrocks & Northampton	120,000	120,000	141,872	(21,872)
	Marina Playground	104,256	104,256	104,283	(27)
	Allen Centre - Tourist Bus Carpark	117,064	117,064	131,207	(14,143)
	Kalbarri Community Camp Kitchen	400,000	400,000	375,872	24,128
	Northampton Bowling Club Fence (Funded by the Club)	0	0	19,773	(19,773)
	Stud Breeders Shed - Northampton	0	0	150,000	(150,000)
	Recreation And Culture Total	747,040	747,040	931,743	(184,703)
	Transport				
	Road Construction	1,693,800	1,693,800	1,090,354	603,446
	Footpath/Carpark Construction	157,620	157,620	61,321	96,299
	Maintenance Truck C/Over	167,515	167,515	517,899	(350,384)
	Truck & Trailer Tarpaulins	25,000	25,000	0	25,000
	Heavy Loader - Northampton	330,000	330,000	0	330,000
	Zero Turn Mower - Horrocks	10,500	10,500	10,135	365
	Ute Leading Hand Mainenance	52,000	37,000	86,109	(34,109)
	Ute Road Construction	55,000	55,000	0	55,000
	Ute Maintenance Grader	40,000	55,000	0	40,000
	Kalbarri Depot Ablution	20,500	20,500	13,600	6,900
	Transport Total	2,551,935	2,551,935	1,779,419	772,516
	Economic & Other Property and Services				
	Purchase Vehicle Building Surveyor	45,000	45,000	41,247	3,753
	Monitoring system - Port Gregory Water Supply	5,500	5,500	6,617	(1,117)
	Economic & Other Property and Services Total	50,500	50,500	47,864	2,636
	Capital Expenditure by Program Total	3,886,400	3,886,400	3,821,435	64,965

Please refer to the compilation report

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FINANCING ACTIVITIES
NOTE 9
BORROWINGS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

Repayments - borrowings

Information on borrowings

Particulars	1 July 2021		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Housing										
Loan 154 - Staff Housing	189,159	0	0	0	36,586	36,586	152,573	152,573	5,283	5,773
Recreation and culture										
Loan 156 - RSL Hall Extensions	454,484	0	0	0	47,420	47,420	407,064	407,064	9,594	10,920
Transport										
Loan 153 - Plant Purchases	133,684	0	0	0	44,538	44,538	89,146	89,146	3,535	3,787
Loan 157 - Plant Purchases	340,000	0	0	0	32,122	32,122	307,878	307,878	5,871	6,864
Loan 158 - Plant Purchases	0	100,000	0	100,000	0	0	0	100,000	0	0
	1,117,327	0	0	100,000	160,666	160,666	956,661	1,056,661	24,283	27,344
Self supporting loans										
Education and welfare										
Loan 155 - Pioneer Lodge	358,026	0	0	0	15,726	15,726	342,300	342,300	14,580	15,723
Recreation and culture										
Loan 151 - Kalbarri Bowling Club	0	0	0	0	0	0	0	0	0	0
Other property and services										
Loan 152 - Staff Housing (CEO)	293,742	0	0	0	19,901	19,901	302,907	273,841	16,856	18,104
	651,768	0	0	0	35,627	35,627	645,208	616,141	31,437	33,827
Total	1,769,095	0	0	100,000	196,293	196,293	1,601,869	1,672,802	55,720	61,171
Current borrowings	196,293						196,293			
Non-current borrowings	1,572,802						1,405,575			
	1,769,095						1,601,869			

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 30 JUNE 2022

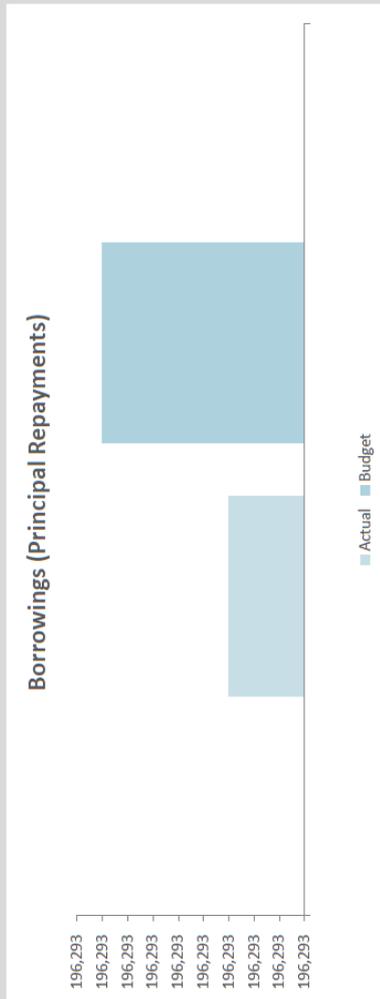
New borrowings 2021-22

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	
Loan 158 - Plant Purchases	\$ 0	\$ 100,000	WATC	Fixed	10	\$ 7,392	1.25 %	\$ 0	\$ 0	\$ 0
	0	100,000				7,392		0	0	0

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.



Principal repayments	\$196,293
Interest earned	\$34,754
Reserves balance	\$0.98 M
Interest expense	\$55,720
Loans due	\$1.6 M

Please refer to the compilation report

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

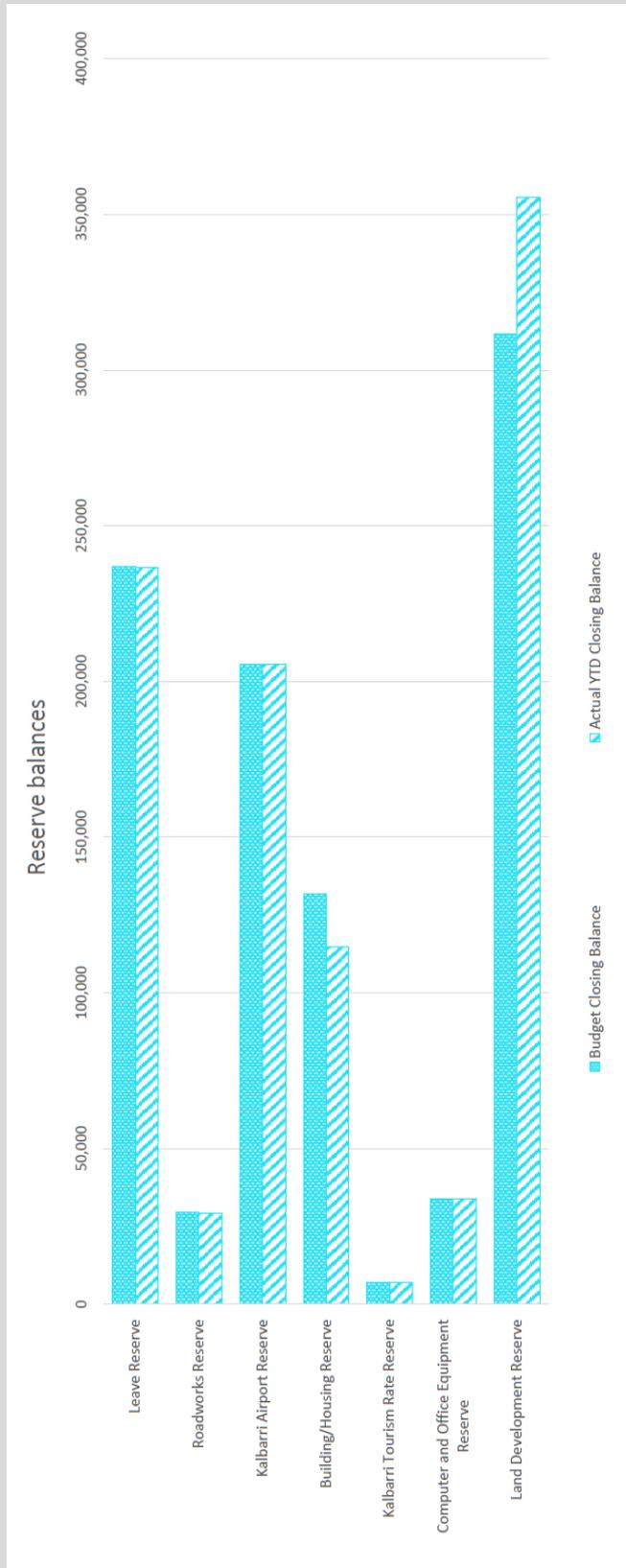
OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers		Actual Transfers		Budget Closing Balance	Actual YTD Closing Balance
				In (+)	Out (-)	In (+)	Out (-)		
Leave Reserve	\$ 230,764	\$ 1,250	\$ 796	\$ 5,000	\$ 0	\$ 5,000	\$ 0	\$ 237,014	\$ 236,560
Roadworks Reserve	29,140	500	316	0	0	0	0	29,640	29,456
Kalbarri Airport Reserve	105,473	100	62	100,000	0	100,000	0	205,573	205,535
Building/Housing Reserve	131,364	500	136	0	0	0	0	131,864	114,710
Kalbarri Tourism Rate Reserve	0	0	0	6,975	0	6,975	0	6,975	6,975
Computer and Office Equipment Reserve	33,698	250	163	0	0	0	0	33,948	33,861
Land Development Reserve	309,171	2,500	1,606	0	0	44,729	0	311,671	355,506
	839,610	5,100	3,079	111,975	0	156,704	0	956,685	982,603

Please refer to the compilation report

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KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 30 June 2022
		\$	\$	\$	\$
Provisions					
Annual leave		258,553			258,553
Long service leave		459,531			459,531
Total Provisions		718,085	0	0	718,085
Total other current assets		718,085			718,085
Amounts shown above include GST (where applicable)					

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

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 30 Jun 2022	Current Liability 30 Jun 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Grants Commission - General/	0	0	0	0	0	426,350	426,350	2,488,233
LRCH Phase 1 & 2 unspent revenue from 20/21						0	0	200,441
Grants Commission - Roads/	0	0	0	0	0	357,000	357,000	1,044,148
Law, order, public safety								
Emergency Services Levy - BFB	0	0	0	0	0	44,445	44,445	39,334
Emergency Services Levy - SES	0	0	0	0	0	31,221	31,221	27,631
Education and welfare								
NCCA Operational Grant/Fundraising	0	0	0	0	0	72,000	72,000	70,000
Recreation and culture								
NCC Toilet Upgrade (Womens Football)	0	0	0	0	0	0	0	10,000
WAFI Game Grant						0	0	10,000
Transport								
MRD - Maintenance	0	0	0	0	0	187,809	187,809	187,809
	0	0	0	0	0	1,118,825	1,118,825	4,077,596

Please refer to the compilation report

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

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 (As revenue)	Liability 30 Jun 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies						
Recreation and culture						
Pump Tracks (LRCI Grant)	0	0	0	86,544	86,544	0
Backyard Cricket Grant (Library)			0	1,500	1,500	1,500
Marina Ablutions (Kalbarri)			0	83,461	83,461	0
Transport						
Regional Road Group Funding			0	356,667	356,667	356,667
Roads to Recovery Funding			0	453,484	453,484	453,484
				981,656	981,656	811,651

Please refer to the compilation report

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

NOTE 14
BONDS AND DEPOSITS

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	Amount	Amount	Closing Balance
	1 July 2021	Received	Paid	30 Jun 2022
	\$	\$	\$	\$
Building Levies (BCITF & BRB)	7,920	83,682	(77,698)	13,904
Community Bus Bond	5,600	1,000	(1,400)	5,200
Unclaimed Monies - Rates	5,179	0	0	5,179
BROC - Management Funds	1	0	0	1
RSL Hall Key Bond	430	460	(460)	430
Special Series Plates	1,540	5,580	(3,600)	3,520
Northampton Child Care Association	12,797	11,964	(1,107)	23,654
Horrocks Memorial Wall	204	750	(439)	515
One Life	940	0	0	940
Rubbish Tip Key Bond	1,400	400	0	1,800
Horrocks - Skatepark	1,050	0	(1,050)	0
RSL - Kalbarri Memorial	16,130	0	0	16,130
DOT - Department of Transport	0	263,025	(263,025)	0
Cyclone Seroja Donations	23,219	36,540	(12,500)	47,259
Sale of Land	0	150,503	(119,742)	30,761
Housing Bonds	0	760	(760)	0
Miscellaneous Deposits	0	110	(110)	0
	76,409	554,774	(481,890)	149,293

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 15
TRUST**

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 2021	Amount Received	Amount Paid	Closing Balance 30 Jun 2022
	\$	\$	\$	\$
Trust				
Nomination Deposits	0	800	(800)	0
Public Open Space	0	0	0	0
	0	800	(800)	0

NOTE 16
BUDGET AMENDMENTS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Opening Budget Surplus Adjustment C/FWD @ 30/06/2021		Opening Surplus(Deficit)	\$ (298,082)			\$ 0
	EXPENDITURE						
	Schedule 3 - General Purpose Income						
4082	Rates - Reduced legal expenses associated with rates recovery			15,000			(283,082)
	Schedule 4 - Members & Administration						
0372/4772	CCTV Security - Approved by Council (Northampton & Kalbarri Offices)				(4,900)		(287,982)
0452	Office Expenses - Additional Printing Costs				(4,000)		(291,982)
0342	Training Costs - Due to COVID restrictions savings depicted			6,000			(285,982)
0692	Legal Costs - Based on current expenditure trend, expect saving			3,000			(282,982)
0920	CEO Performance Review - Consultant to assist in review not budgeted for				(4,800)		(287,782)
0164	Generator Purchase & Installation - Approved by Council				(27,500)		(315,282)
0134	Photocopier - Cost less than budget provision			1,804			(313,478)
0134	LED Screen Footing - Account received after 30 June				(6,062)		(319,540)
0134	Video Conferencing System - Approved by Council				(9,955)		(329,495)
	Schedule 5 - Law & Order						
1062	Fire Control - Purchase of bulk PPE (Ogilvie BFB) ESL Grant related				(23,106)		(352,601)
	Schedule 6 - Education & Welfare						
1312	Edna Bandy Centre - Repair walls brickwork				(1,500)		(354,101)
	Schedule 9 - Housing						
3212	Fitzgerald St Residence - Replace eaves (approved by Council)				(9,440)		(363,541)
3492	Lot 14 Callion Way - Rebuild Reticulation - additional cost incurred				(3,052)		(366,593)
	Schedule 10 - Community Amenities						
	<u>Refuse Control</u>						
3860	Port Gregory Refuse Site - Illegally Dumepe asbestos removal				(4,750)		(371,343)
3860	Port Gregory Refuse Site - Tip area clean up - dozer hire				(4,400)		(375,743)
3858	Binnu Refuse Site - Redevelop new tip area - cost less than estimated			7,900			(367,843)
	<u>Town Planning & Regional Development</u>						
4372	Local Planning Strategy - Cost incurred not budgeted for				(5,000)		(372,843)
4282	Consultants Expenses - Additional costs due to extra planning submissions/enquiries				(8,000)		(380,843)

Please refer to the compilation report

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NOTE 16
BUDGET AMENDMENTS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<u>Other Community Amenities</u>						
4442	Hampton Gardens ablutions - Additional septic pump outs due to wet weather					(17,525)	(398,368)
4732	Horrocks Ablutions - Replace cisterns					(3,482)	(401,850)
3354	Northampton Cemetery Shelter - Additional costs for brick paving not budgeted for					(6,930)	(408,780)
	Schedule 11 - Recreation & Culture						
4702	RSL Hall - Security Installation					(2,400)	(411,180)
4772	Allen Centre Car Park - Additional line marking costs					(5,698)	(416,878)
4952	Kalbarri foreshore Parkland - Replace pump (Allen Centre bore)					(3,800)	(420,678)
5072	Northampton Community Centre - Additional costs to rectify rising damp issue					(5,840)	(426,518)
5072	Northampton Community Centre - Additional costs associated with changeroom upgrades					(2,000)	(428,518)
5072	Northampton Community Centre - Reduced Sports Admin contribution due to vacancy			3,000			(425,518)
5122	Northampton Oval Upgrade - additional ground works plus generator hire					(44,000)	(469,518)
3670	Northampton Pump Track - additional costs due to restructuring of works					(17,530)	(487,048)
4972	Horrocks foreshore - Replace BBQ (Approved at February Meeting)					(6,920)	(493,968)
5522	Old Police Station/Courthouse - Additional septic tank pump out costs - wet weather					(5,550)	(499,518)
	Schedule 12 - Transport						
5060	Coolcalalaya Road - Survey to rectify road reserve and road alignment					(35,000)	(534,518)
5060	Karina Mews - Reseal & replace kerb - defer to 22/23			30,000			(504,518)
5060	Smith Street (Asphalt Seal) - Cant get contractor until June, will go into 2022/23			87,000			(417,518)
5060	Grey St Kalbarri (Asphalt Seal) - Cant get contractor until June, will go into 2022/23			295,000			(122,518)
	Footpath Constructon						
5090	Stephen Street, Northampton - Unable to secure contractors to undertake works be deferred to 2022/23			47,400			(75,118)
5090	Grey Street, Kalbarri - Unable to secure contractors to undertake works be deferred to 2022/23			40,800			(34,318)
	Schedule 13 - Economic Services						
	<u>Building Control</u>						
6412	Contract Building Surveyor - Due to employing of Building Surveyor, less cost for contract			12,000			(22,318)
6412	Casual B/S Employee - Casual Building Surveyor not employed			24,500			2,182
5124	Building Surveyor Vehicle - Savings on purchase			3,750			5,932

NOTE 16
BUDGET AMENDMENTS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<u>Tourism & Area Promotion</u>						
6352	Little Bay - Camp grounds handed over, reduced wages				10,000		15,932
	<u>Building Control</u>						
6442	Contract Building Surveyor - Savings due to employing a Building Surveyor				12,435		28,367
	Schedule 14 - Public Works Overheads					(40,000)	(11,633)
7582/7572	Occupational & Safety Officer - New employee approved by Council (estimate cost shown)						
	INCOME						
	Schedule 3 - General Purpose Income						
4501	Rates - less rates levied due to valuation changes re Seroja					(7,290)	(18,923)
4541	Rates - Back rates levied			7,250			(11,673)
4611	Financial Assistance Grant - Additional Grant Allocated			374,620			362,947
4511/4591	Penalty/Instalment Interest - Reduced Interest					(10,000)	352,947
	Schedule 4 - Members & Administration						
0153	Rebates & Commissions - Extra payment for good driving behaviour			4,200			357,147
0253	Info Search Fee - Additional Rates account Enquiries			6,800			363,947
	Schedule 7 - Law, Order, Public Safety						
0843	Illegal Camping Fines - Additional fines issued			1,690			365,637
	Schedule 9 - Housing						
2843	Residential Rental - Reduced income for Salamat Place (employee housing)					(10,000)	355,637
	Schedule 10 - Community Amenities						
3343	Refuse Charges Residential - Less income due to large number of properties cancelling refuse removal due to cyclone damaged buildings					(26,016)	329,621
3383	Refuse Charges - Business - Less income due to closure of some businesses					(5,496)	324,125
3323	Refuse Sites Charges - Additional income as a result of debris from Seroja			52,520			376,645
3363	Contributions - Sale of Scrap Metal			110,530			487,175
	Schedule 11 - Recreation and Culture						
4453	Reimbursements - Correction of GST revenue treatment associated with the synthetic bowling green contributions			15,325			502,500
	Schedule 13 - Economic Services						
5613	Little Bay Camping - Camp Ground handed over					(3,120)	499,380
5653	Building Permits - Additional building permit revenue to date, expect additional revenue			51,240			550,620
5993	Port Gregory Water Supply - BASF charge for water consumption not included in budget			5,000			555,620

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Please refer to the compilation report

NOTE 16
BUDGET AMENDMENTS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Schedule 14 - Other Property and Services						
6623	Contributions - Seroja Disaster Relief Claim, additional income received				12,000		567,620
	Current Liability						
	LRCI Grant funding - Reversal of journalunspent grant funds from 2020/2021		Non Cash Item	200,441			768,061

Please refer to the compilation report

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

NOTE 17
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 2021-22 year is \$5,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	29,404	52.95%	▲ Permanent	Var due to reimb of lease costs, ATO refund & additional agents fees
General purpose funding	2,892,738	52.77%	▲ Permanent	Variance due to FAG's advance payment for 22/23, additional FAG's General Grant 21/22 LRCI funding journalled from 20/21
Law, order and public safety	29,468	32.32%	▲ Permanent	Var due to (DFES Funded) SES outboard motor purchase and Kalbarri VFRS Mitigation Firebreak.
Education and welfare	35,259	17.65%	▲ Timing	Var associated with the reimbursement of workers compensation recoup and reduced rebate and session fees.
Housing	(7,327)	(9.61%)	▼ Permanent	Var due to reduced residential rental income for Kalbarri property occupied by the Building Surveyor.
Community amenities	(182,600)	(14.29%)	▼ Timing	Var associated sale of scrap metal and additional refuse site fees.
Recreation and culture	(509,763)	(83.23%)	▼ Timing	Var associated with insurance reimbursement allocation for replacement of buildings (Kalbarri Camp)
Transport	(11,126)	(5.39%)	▼ Timing	Minor variance
Economic services	96,652	41.74%	▲ Permanent	Var due to additional building permit revenue
Other property and services	2,962,970	505.54%	▲ Permanent	Var due to recieval of LGIS Insurance pre-payments and DRFAWA reimbursement
Expenditure from operating activities				
General purpose funding	27,245	9.68%	▲ Timing	Var due to reduced legal expenses
Law, order and public safety	(66,275)	(17.84%)	▼ Permanent	Var due to Kalbarri SES outboard motor purchase & Kalbarri VFRS Mitigation burn (both offset by revenue) and large BFB PPE purchase for Ogilvie. (ESL Grant))
Health	6,078	2.74%	▲ Timing	Var due to reduced expenditure at both doctors surgeries and depreciation.
Education and welfare	(31,569)	(12.75%)	▼ Timing	Var due to increased NCCA payroll costs (inc workers compensation employee payments)
Housing	(7,735)	(9.56%)	▼ Permanent	Var due to insurance repairs post Seroja
Community amenities	(110,491)	(6.86%)	▼ Permanent	Var due to additional refuse site works and Planning costs
Recreation and culture	87,406	4.60%	▲ Timing	LRCI Grant funding revenue allocation issue
Transport	476,962	12.41%	▲ Timing	Variance due to muni roads underspend
Economic services	62,467	14.57%	▲ Timing	Var due to reduced expenditure for Building Surveyor and Tourism
Other property and services	(1,981,718)	(951.15%)	▼ Permanent	Var due to the costs associated with cyclone Seroja insurance and recovery works
Investing activities				
Non-operating grants, subsidies and contributions	(170,005)	(17.32%)	▼ Timing	Var associated with LRCI Grant funding revenue allocation
Capital acquisitions	64,965	1.67%	▲ Timing	Var due to the delay finalising utility purchases
Financing activities				
Transfer to reserves	(42,708)	(36.48%)	▼ Permanent	Variance due to Rake Place land sale revenue transferred into Reserves

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 31

ADMINISTRATION & CORPORATE REPORT

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7.5.1 SALARIES & ALLOWANCES TRIBUNAL REVIEW DECISION

FILE REFERENCE:	4.1.1
CORRESPONDENT:	Salaries & Administrative Tribunal
DATE OF REPORT:	25 May 2022
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to review sitting fees for 2022/2023 due to an increase awarded by the Salaries and Allowances Tribunal.

Matter was deferred from the June 2022 meeting to be considered at the July 2022 meeting.

BACKGROUND:

The Salaries and Allowances Tribunal (SAT) is established under the *Salaries and Allowances Act 1975*, and has the responsibility for both determining and recommending rates of remuneration for the Governor, Members of Parliament, Judges, Magistrates, the Parliamentary Inspector of the Corruption and Crime Commission, Clerks of the Parliament, Commissioners of the Western Australian Industrial Relations Commission, Local Government CEOs, Local Government Elected Members, Members of the Special Division of the Public Service and Prescribed Office Holders.

Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') at intervals of not more than 12 months, to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to Chief Executive Officers of local governments".

Section 7B(2) of the SA Act requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine the amount of:

- fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
- expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and

- allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.

SAT has now issued a determination and has increased the level of fees by 2.5% applicable as per the following.

Sitting Fees

The current fee payment for Band 3 is a minimum of \$193 and a maximum of \$410, for the President minimum \$193 and maximum \$634.

The current fee paid is \$250 per Council meeting, \$100 per committee meeting and \$50 per Community meeting where that Councillor is an appointed delegate by the Council. The President receives \$400 per Council meeting.

The increases determined by SAT now provides the following minimum and maximums payables:

	Minimum	Maximum
Per meeting fee		
Council meetings		
Elected member	\$198	\$420
President	\$198	\$650
Council committee meetings		
President and Elected Member	\$99	\$210

Annual fees are not shown as this Council has previously adopted the attendance per meeting fee.

President Annual Allowance

The current fee for the President Allowance is \$14,000. With the SAT increase the minimum amount payable is \$1,051 with a maximum of \$37,881.

The Deputy President range is 25% of the above as per section 5.98A(1) of the Local Government Act 1995.

FINANCIAL & BUDGET IMPLICATIONS:

Council is requested to adopt revised sitting fees for Council, Committees of Council and community meetings attended by delegates to assist with the 2022/23 Budget preparation.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.1

For Council determination.

7.5.2 COMMUNITY DEVELOPMENT OFFICER/EVENTS COORDINATOR

FILE REFERENCE:	10.2.6
DATE OF REPORT:	9 June 2021
REPORTING OFFICER:	Garry Keefe

SUMMARY:

Council to consider a job description for proposed Community Development Officer/Events Coordinator.

BACKGROUND:

Council at its May 2022 meeting resolved to consider the employing of a Community Development Officer/Events Coordinator within the 2022/23 Budget.

A search of local authorities with similar positions has been undertaken. In the case of an Events Coordinator, this position is at local governments that have an events budget including sponsorship of the event. A local authority within the Midwest has such a budget to the value of \$131,000. The position also involves other operations of a local government outside community development and events coordination.

City and large regional Councils also have events budgets on a larger scale. This Council does not have an events budget and has a policy, being Policy 2.8 Funding for Ongoing Community Events that states:

“Where Council funds a community group for the operation of a community event and that funding is for more than one year, then it is the policy of Council that no further funding after three years will be provided as it is considered that over that period the event should have reached an income level to allow the continuation of that event on its own finances.”

COMMENT:

The following position descriptions are provided.

Shire of Northampton – Current Position Description

- Provide professional advice and direction to Council and community members on community, grant and acquittal related matters;
- Provide administrative and other necessary support in the preparation of funding applications and acquittals;

- Undertake project management and research related project management matters including project facilitation, implementation and monitoring as required;
- Work in an integrated manner with other stakeholders to achieve effective delivery of Community development grant application/acquittal and project management across the Shire of Northampton;
- Assist in the co-ordination and planning of community based projects, services and events in consultation with the community;
- To undertake research and report writing;
- To prepare, manage and distribute community promotional material for public release;
- To prepare, co-ordinate and maintain community information and services profile;
- To provide assistance in promoting and developing tourism through marketing and promotion of the district and community;
- Perform other relevant duties as directed by the Chief Executive Officer.

Other local authorities position duties – Council A

- Encourage the development of community participation and leadership through recognising and supporting innovative community development practices which promote the concepts of self-help and volunteering and contribute to sustainable communities.
- Assess community needs and interests and conduct community consultation to assist in planning to fill gaps in local services.
- Guide and mentor community groups toward sustainability.
- Promote the flow of information to and from the community and actively promote the Local Government's programs and services.
- Represent the Local Government as required.
- Raise community awareness about availability of resources and support groups

- Contribute to the development of community and stakeholder engagement initiatives.
- Support the implementation of Council's strategic priorities and community needs through the research of and preparation of grants submissions.
- Build strong partnerships with relevant funding bodies.
- Assist with advocacy and the development of partnerships with all spheres of government, business and services about community needs, funding arrangements, community consultation and other community concerns.
- Investigate opportunities for individuals, groups, and organisations to undertake relevant training, planning, research and consultation.
- Develop and co-ordinate appropriate marketing campaigns to promote and increase awareness of community events, services, and activities.
- Promote more effectively the Shire of Northampton.

For Shire related events:

- Coordinate and attend Shire events as required, including planning, promotion, and evaluation of events.
- Develop, implement, and monitor processes and procedures for the effective co-ordination of the Shire's events.
- Liaise with stakeholders including suppliers, contractors, stall holders, security, community groups, shire staff etc at all stages of events to ensure appropriate arrangements are in place, all regulatory and policy conditions are complied with, and feedback is provided for future events as required.
- Apply for appropriate licences and approvals.
- Prepare grant and sponsorship submissions/requests and document sponsor benefits delivered.

Other local authorities position duties – Council B

Events

- Plan, organise and coordinate significant community events as directed by the Community Development Officer.
- Ensure ongoing monitoring and implementation of Council's event policy, strategy and plan, including maintaining liaison and cooperation with key community services staff and other Council's business units as required.
- Liaise with all event stakeholder's regarding events held in the Shire, particularly relating to use of public space, risk management, traffic management, advertising, planning and development.
- Produce and maintain the Shire of Northampton's Council calendar of events.
- Undertake occasional out of hours (e.g., evenings or weekends) or on-call work to support the successful delivery of events.
- Actively work to attract new events to the Shire.
- Carry out administrative tasks for the efficient operation of events and maintain accurate records.
- Build partnerships with Government and community agencies and contribute to any approved regional event planning initiatives.
- Develop, maintain and update events related databases as needed.
- Administer approved grants in relation to events including community grants assessment, liaison with grants recipients, grants payments and acquittal.
- Facilitate and maintain effective professional relationships with all staff, community groups, clubs and other stakeholders.
- Act as first point of contact for the Shire for events enquiries.
- Respond sensitively and promptly to all community requests.
- Develop partnerships and networks that enhance events management in the area/region with a focus on encouraging resource sharing.

Key Performance Indicators

- Plan, organise and coordinate significant community events within budget limitations and in accordance with Council's event policies and strategies.
- Build and maintain a sustainable annual events calendar for the Shire.
- Logistically ensure the full implementation of all events.
- Coordinate the communication and marketing of all events, working with relevant stakeholders to identify markets and audiences.
- Develop, maintain, and update events-related databases as needed.
- Ensure strong industry, stakeholder, and community engagement by facilitating and maintaining ongoing effective professional relationships with all staff, community groups, clubs, and other stakeholders.
- Continue to enhance and create new events for the Shire.
- Administer approved grants in relation to events including community grants assessment, liaison with grants recipients, grants payments and acquittal.
- Actively pursue opportunities to enhance and attract new events to the Shire each year.
- Provide advice on event matters and opportunities externally to the Shire community and internally to Shire staff as directed.
- Monitor community satisfaction with the Shire's provision of events.
- Portray and maintain professional work behaviour in accordance with the Shire's values.
- Undertake an assessment of hazards involved in potential activities related to events.

- Always ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations.

As can be seen although the wording varies the goals of the positions are similar. The only exception is the recovery from cyclone Seroja.

From the above, the following position description has now been developed and is presented to ensure the position as described is what the Council wishes to achieve and provide to the community.

Shire of Northampton – Community Development Officer/Events Coordinator

- Provide professional advice and direction to Council and community members on community, grant and acquittal related matters;
- Provide administrative and other necessary support in the preparation of funding applications and acquittals;
- Undertake project management and research related project management matters including project facilitation, implementation and monitoring as required;
- Work in an integrated manner with other stakeholders to achieve effective delivery of Community development grant application/acquittal and project management across the Shire of Northampton;
- Assist in the co-ordination and planning of community based projects, services and events in consultation with the community;
- To undertake research and report writing;
- To prepare, manage and distribute community promotional material for public release;
- To prepare, co-ordinate and maintain community information and services profile;
- To provide assistance in promoting and developing tourism through marketing and promotion of the district and community;
- To provide assistance in promoting and developing Cyclone Seroja recovery activities;

- Assess community needs and interests and conduct community consultation to assist in planning to fill gaps in local services;
- Support the implementation of Council's strategic priorities and community needs through the research of and preparation of grants submissions;
- Perform other relevant duties as directed by the Chief Executive Officer.

Event Coordination

- Coordinate and attend Shire events as required, including planning, promotion, and evaluation of events in line with key priority;
- Carry out administrative tasks for the efficient operation of these events and maintain accurate records;
- Liaise with stakeholders to ensure appropriate arrangements are in place, all regulatory and policy conditions are complied with, and feedback is provided for events as required;
- Apply for appropriate licences and approvals;
- Develop partnerships and networks that enhance events management in the area/region with a focus on encouraging resource sharing;
- Develop, implement, and monitor processes and procedures for the effective co-ordination of the Shire's events.

The event description does not specifically state organising events for community groups specifically as it is considered that this could be a major task for the officer and for any community event it needs to still have that community involvement.

If the Council considers the position needs to be involved in community events, then it should only be those events that help with building community sustainability, facilitating recovery and building and economic capacity. On that basis the position description could include the following:

- Assist community groups to plan, organise, coordinate and promote their community event.

FINANCIAL & BUDGET IMPLICATIONS:

From research undertaken the salary for such an officer ranges from \$56,000 to \$65,000, plus superannuation. Taking the higher wage the cost to Council would be \$71,500 plus insurances which would be relatively minimal.

In addition to salary costs, computer and other office supply requirements will also be incurred.

When this Council previously employed a Community and Economic Development Officer through a grant received for the position, it also provided a vehicle which may need to occur with this position, although with the last employee who performed the CDO roll that also combined into the Planning Officer roll, no car was or is provided. With the current employee the CDO roll has had to take a backward step due to the planning needs post cyclone Seroja and other developments. Also it has been experienced that when attempting to assist community groups with an event, some groups wanted our officer to organise and run the event for the community groups which we simply do not have the resources to undertake that task.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.2

For Council determination.

7.5.3 GLANCE COVE STRATA ACCESS

LOCATION:	Lot 17 Glance Cove, Horrocks
FILE REFERENCE:	12.1.3 & 10.5.3
CORRESPONDENT:	Glance Cove Cottages
DATE OF REPORT:	3 July 2022
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Plan of new access

SUMMARY:

Council to determine a request from the Glance Cove Cottages for an access to their Lot 17.

LOCALITY PLAN



BACKGROUND:

The Glance Cove Cottages Strata “the Strata” have now for a number of years been progressing with changes to their strata with the inclusion of an access easement at the rear of the strata shown above as Easement “B” outlined in green border. This easement will allow for the relocation of all the existing cottages forward of their lot which is what the cottage owners are seeking.

In 2004 the Council received a second request from the strata to allow access through Council owned Lot 19. The following is an extract from the officer’s report to the May 2004 Council meeting:

The application would essentially involve the widening of Glance Cove by around 26m² and the cul-de-sac head of North Court by around 230m² to allow rear access to the strata lots via a 6m wide common internal driveway (which is proposed to be part of the strata lots but with a right of carriageway easement allowing access). The applicant has stated they would be willing to pay for the survey costs involved.

Council has already given 389m² from Lot 16 (now Lot 70) to accommodate a road widening at the request of the strata owners for underground power, however this also ensured that the existing gravel formation of Glance Cove was within the road reserve.

The process of re-subdivision of the strata lots to achieve the desired change in lot boundaries is subject to some uncertainty. It is considered that WAPC approval may be required for the re-subdivision however the applicant considers that the proposal can be achieved via a merger process under the Strata Titles Act. In either case the process required is not for consideration by Council.

What is for Council to decide is whether to support the road widening of Glance Cove and North Court to primarily benefit the owners of Lot 17 for changes to the internal access of the strata lots.

Council needs to be mindful of the objections received from the neighbouring owners and whether it wishes to become involved in the process and seen to be “taking sides”. Bearing in mind that the re-subdivision/merger process can be dealt with internally by the strata owners and does not necessarily need the widening of roads to reconfigure the access. If the owners pursue this option, Council would be independent of the process.

Should Council entertain the road widening proposal, then consideration would need to be given as to whether the Shire should be financially compensated for the land required (approximately 255m²).

The Council at the May 2004 meeting resolved to defer the application from the Glace Street Strata to the next Ordinary Meeting of Council subject to both Strata's agreeing on a proposal for road widening/vehicle access.

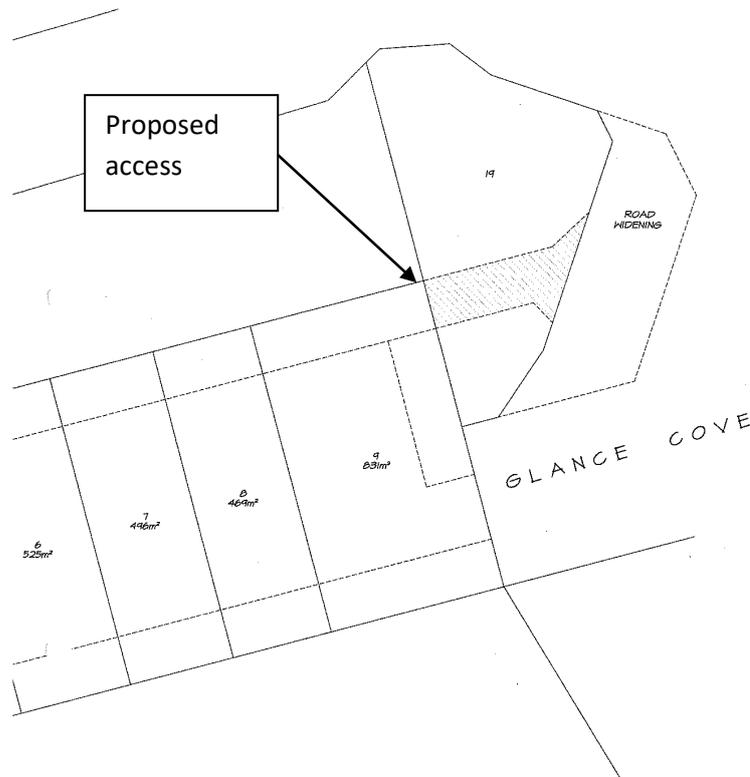
The matter was not discussed at the June 2004 meeting with a minute notation that the Council inspect the site before any decision is made.

In 2008 the subject arose again where the matter was referred to the then Department of Planning to seek their advice on the proposed road widening.

There were several factors to consider. At the time Lot 19 had significant land value. If the proposed road was progressed, then the closure of the balance of Glace Cove would need to be closed and incorporated into the balance of neighbouring Council owned Lot 16 which would come at a significant cost to the Council as the Council would be required to purchase the unused road reserve portion.

The Strata was requested to consider if they would purchase the portion of land required. To assist in this regard a valuation for the portion of land required, being 211.8m² was obtained being \$48,500. The matter did not progress.

The matter was again reported at the November 2017 meeting where the Strata requested Council to once again consider the provision of the access as proposed shown on the following plan.



Management suggested to the Council that it had two options, option 1 to subdivide the access out of Lot 19 and form part of the existing road access into Lot 19, option 2 create an access easement across Lot 19.

The creation of a new road reserve will come at a significant cost with survey fees, subdivision fees etc and the downside of this road access is that it is likely that the unused portion of the road reserve, being predominantly gardens, will have to be purchased from the Department of Lands by Council as per the 2008 advice.

The best option recommended by Management was to create an access easement and then once the cottages have been located the boundaries of the road reserve, Lot 70, balance of lot 19 etc can then be re-visited. The officer's recommendation was:

1. Lodge a request for an easement across Lot 19 Glance Cove as per the plan at Appendices 1 to allow a northern access to the Glance Cove Strata with all costs associated with the creation of this easement being the responsibility of the Glance Cove Strata.
2. When the cottages of the strata have been re-located to the front of the individual strata lots then consideration be given to amending the road reserve that currently accesses the Lot.

The Council resolved not to adopt the officer's recommendation and adopted the following:

"That Council not accept the request from the Glance Cove Strata Council for an access way across Council Lot 19 to access their strata easement."

During the debate on the matter, the Council determined that Lot 19 is considered to be of commercial value to Council and by allowing the access easement or other legal access, it further diminished the value of the lot.

CURRENT SITUATION

The strata have now once again submitted a request for a better access to the rear of their strata as per previous requests. Refer to their correspondence at Appendices 1.

The access recommended is not too dissimilar to what has previously been submitted to Council.

The Council is once again requested to determine if (a) if a portion of the lot is to be sold to allow access, (b) a further road widening to allow access be undertaken or (c) if an access easement is to be approved.

Either option will take time and come at a significant cost. The road widening is not preferred as it may require the Council to purchase the balance of the unmade Glance Street Road reserve as per previous advice, however what that value will be is unknown.

The purchase of the triangle portion required can be undertaken however will require a formal subdivision and a value for the portion of land to be excised from Lot 19 will need to be determined. However in recent subdivisions where property owners in Mitchell Street Horrocks purchased a portion of land at the rear of their properties, the land value was around \$200 yet cost was in excess of \$5,000 to undertake the subdivision process.

The access easement appears to be the simplest way to progress a legal access being requested.

FINANCIAL & BUDGET IMPLICATIONS:

Survey costs and registration/lodgment costs will be incurred, and the Strata should be responsible for these costs of which they have now indicated they will be.

STATUTORY IMPLICATIONS – TOWN PLANNING:

The strata lots (Lot 18) and Lot 16 is zoned “Town Centre” under Town Planning Scheme No 10, with the southern portion of Lot 500 abutting North Court being a local scheme reserve for the purposes of “Foreshore Conservation & Dune Protection”.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.3

For Council determination.

APPENDICES 1 – GLANCE COVE STRATA CORRESPONDENCE AND PLANS**POSTED**
ICR 33362GK
9.1.4**Garry Keefe**

From: Brian Donegan <dbdonegan@bigpond.com>
Sent: 9 May, 2022 7:17 AM
To: Garry Keefe
Subject: Glance Cove Strata - Request for access road amendment
Attachments: Signatures.pdf; Survey Strata Plan 15012.pdf; Document Covenant Plan J580587.pdf; Glance Cove - Existing.pdf

Dear Garry,

As the owners of the Glance Cove Strata situated on Lot 17, Horrocks, we wish to make an application for the relocation of the access road, Glance Cove.

The units making up the present Glance Cove Strata were originally provided in the 1970s on a lease-hold basis by the Shire, to replace some of the shacks removed from the beach side of Glance Street. The Shire organised an access road to the front of Lot 17, connecting to the Strata's private driveway. When the leases were due to expire, the properties were converted to Strata Title, with each owner owning a small area covering their individual cottage, and the remainder being common ground.

In 2004 the owners were given the option of converting to a Survey Strata, which would divide the common ground between the individual owners and, among other things, allow them to build larger houses if they desired. All aspects of the conversion process needed unanimous approval by all owners.

As part of the conversion the owners decided to look at relocating the internal driveway (Easement D) to the rear of the Strata (Easement B), partly for aesthetic reasons, but also to allow garaging at the rear of houses, if and when individual owners rebuilt.

The Shire was approached requesting that they adjust the Glance Cove Road reserve to provide access to a rear driveway. The Shire looked favourably on the proposal but advised that they could not consider it until the change to Survey Strata was approved by Landgate. Landgate, however, would not approve the change unless there first was access to the rear driveway!

After extended discussion the owners of Lot 9 (Bridgeman's) granted a temporary Easement (E) through their Lot, to satisfy Landgate requirements, with the understanding that the Easement would be dissolved when direct access was obtained

from the Shire (see attached Survey Strata Plan). The replacement Easement (B) came into effect in March 2006, the driveway changes came into effect in March 2021 (See attached Document Covenant Plan).

The Strata approached the Shire about relocating the access road twice, soon after the conversion to Survey Strata, and in 2017. Each time the approach failed, partly because some owners actively lobbied against it. These owners have since changed their mind and are now actively in favour. For this reason, we are now asking the Shire to reconsider our application again (see attached Unit Holders Signatures).

We believe it is to both our's and the Shire's benefit for the Glance Cove Road reserve to be altered to connect with the Southern end of our Eastern driveway. Below we have illustrated the existing and the proposed access to our properties for your consideration.





We believe this would be beneficial to the Shire as it will tidy up the land division in that it will provide more land around the rotunda. The relocated access road would occupy substantially less area of land. Glance Cove in the past has been widened from the standard ~20m width to 31m width. The reason for this expansion was that a garden was planted, and a rotunda was built alongside the road reserve thereby requiring widening of the reserve to allow unit holders to maintain access to their homes. Consequently, the current road reserve is 2-4 times larger than what is normally required. The proposed relocation of the access road would thereby free up prime beachside land for community use. Attached are photos depicting the general area for your convenience.

It We would welcome the opportunity to discuss the above with you and would welcome your suggestions as to how we could achieve access to Lot 17 in a favourable manner for the owners and the community.

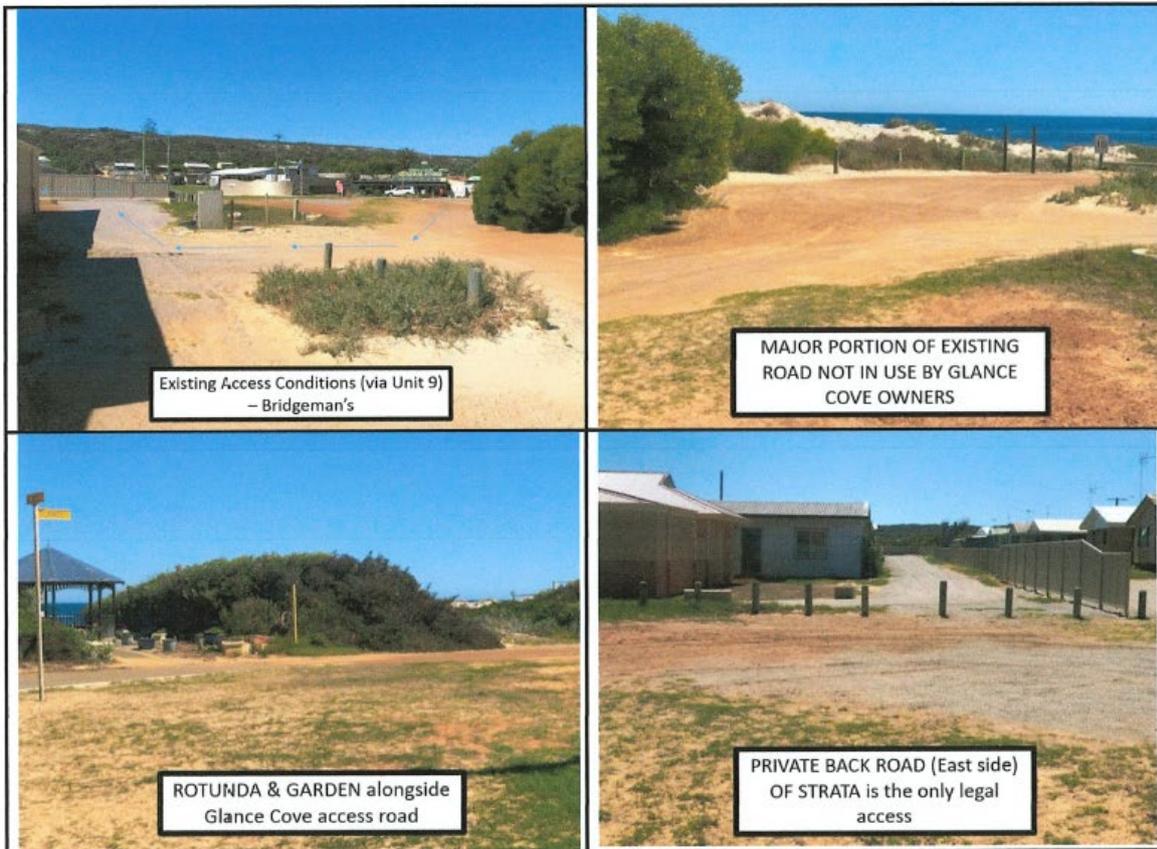
Yours sincerely

Brian Donegan

mobile 0414757393

Secretary

Glance Cove - Existing



7.5.4	CSRFF APPLICATION – NORTHAMPTON NETBALL CLUB	
	LOCATION:	Northampton Community Centre
	FILE REFERENCE:	11.1.8
	CORRESPONDENT:	Northampton Netball Association
	DATE OF REPORT:	3 July 2022
	REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to determine an application for CSRFF grant to assist with refurbishment of a portion of the Northampton Community Centre for the Northampton Netball Association use and list for consideration a contribution towards the project of one third in the 2022/23 Budget.

BACKGROUND:

The Northampton Netball Association with the approval of the Northampton Community Centre, are proposing to refurbish a lower section of the NCC building to better accommodate their needs with office space and storeroom needs for the Association. The project is to refit and upgrade of the old squash courts kitchen/ equipment storeroom downstairs at the Northampton Community

Details of the proposal are at Appendices 1.

The Association are seeking Council assistance should their Community Sport and Recreation Facilities Fund application be successful. A condition of this fund is for the local authority to approve the project and prioritize it with other CSRFF projects lodged by sporting groups, of which there are no others. The funding is provided on a one third CSRFF, one third the Netball Association and one third Council.

COMMENT:

The Association has obtained a quote for the works, which is \$57,285, round to \$60,000, which requires Council to contribute \$20,000 if the Netball Association’s CSRFF application is successful.

The project is supported as provides improve amenities for the Netball Association which is one of the major users of the NCC.

FINANCIAL & BUDGET IMPLICATIONS:

The request will require Council to make a provision within the 2022/23 Budget of \$20,000 for the proposed project.

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Community Strategic Plan 2016-2026

3.	<i>Our People</i>	
3.1	To support our local communities in a place management approach to services, facilities, and lifestyle enhancement	
	Key Outcomes	Objectives
3.1	Providing community and recreation facilities within budget constraints	Asset development and management plans in place
3.2	Support community action groups wherever practicable to achieve positive outcomes in their locality to enhance lifestyle	Each community has a progress or community association that is supported by Council

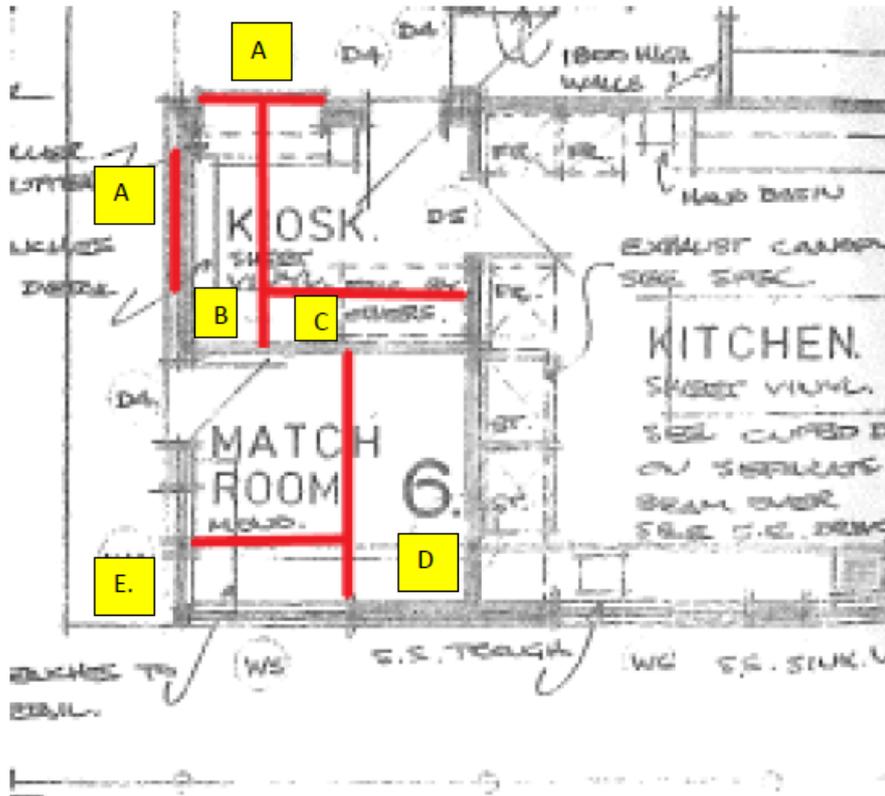
VOTING REQUIREMENT:

Simple Majority Required:

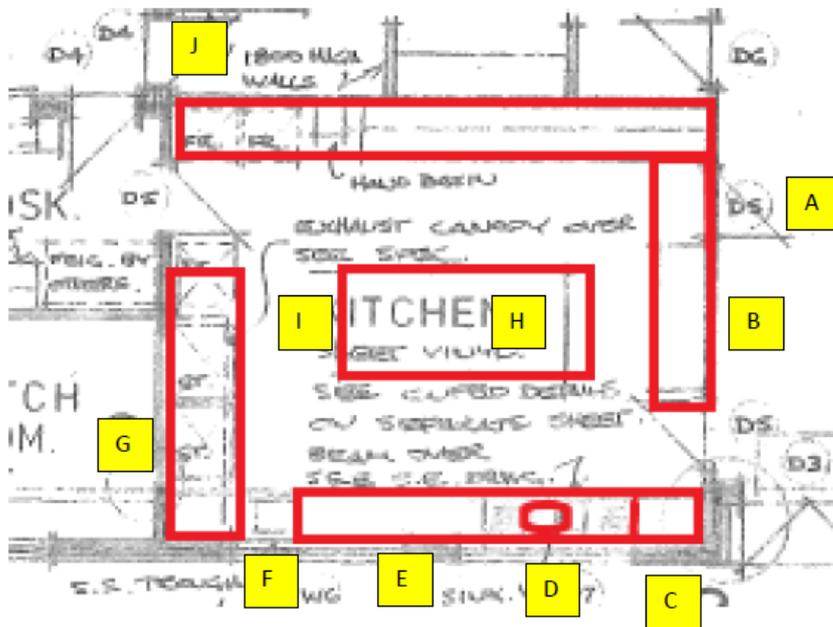
OFFICER RECOMMENDATION – ITEM 7.5.4

That Council support the CSRFF application being submitted by the Northampton Netball Association for improvements to their amenities at the Northampton Community Center and contribute \$20,000 towards the project and this contribution be committed within the 2022/23 Budget.

APPENDICES 1 – PROJECT DESCRIPTION



- A. 2x kiosk windows removed/ filled in
- B. Full height cupboards installed
- C. Countertop installed, with undercounter cupboards
- D. Full height cupboards
- E. Countertop installed with under counter cupboards



- A. Door opening removed/ filled in
- B. Countertop installed, with one open shelf underneath
- C. Washing machine space, no countertop, just an open space
- D. Full sink facilities retained,
- E. Countertop installed with undercounter cupboards, backsplash installed along sink space, as wide as possible in line with door opening, no above head cupboards due to windows
- F. Hooks installed into walls for ball bags, hanging storage
- G. Open metal racks with mesh shelves (storage of netball poles, tennis nets ect)
- H. New island created of full height cupboards, can have doors either side, or just one side to retain depth if necessary
- I. Hooks installed into outside side of cupboard for hanging storage
- J. Full height cupboards the length of the room, as wide as possible to the doorway opening

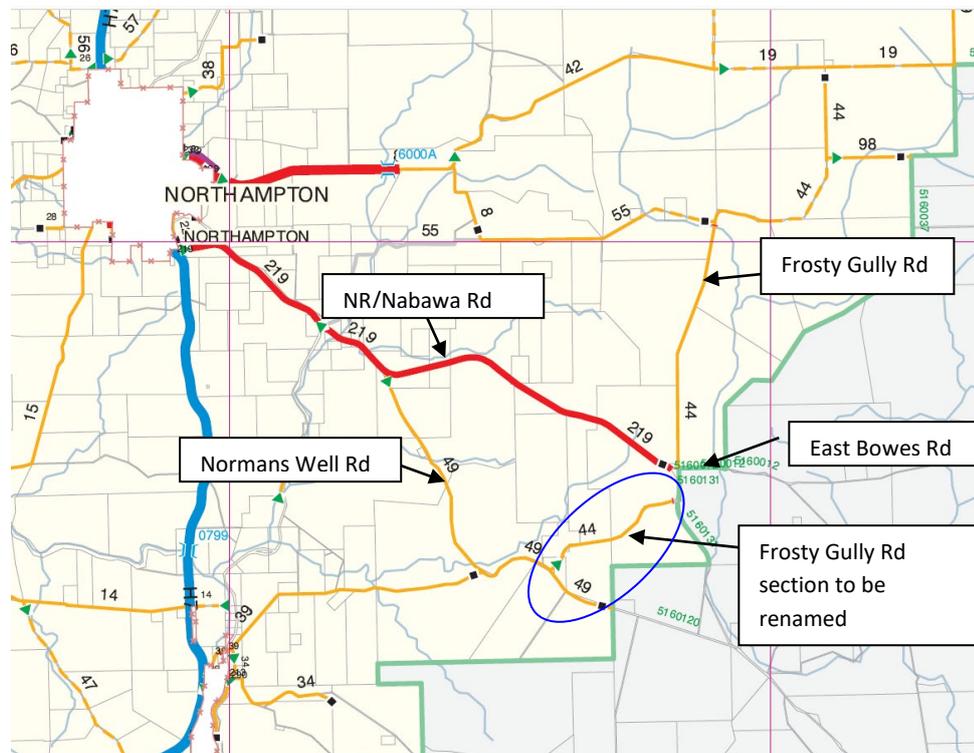
7.5.5 REQUEST FOR RENAMING OF A PORTION OF FROSTY GULLY ROAD

LOCATION: East Bowes
FILE REFERENCE: 12.1.4
DATE OF REPORT: 3 July 2022
REPORTING OFFICER: Garry Keeffe

SUMMARY:

Council to formally submit a request to the Geographic Names Committee to change the name of a section of Frosty Gully Road to Frosty Gully East Road.

LOCALITY PLANS:



BACKGROUND:

A request from a Ms Deanne Shaw was submitted to the May 2022 Council meeting requesting a name change to a portion of Frosty Gully Road due to the Frosty Gully Road being in two separate sections, that it is causing confusion to persons wishing to get to their property.

The road as per the above plan #44 depicts the Frosty Gully Road, #39 depicts the Isseka Road and #49 depicts the Normans Well Road and #219 depicts the Northampton Nabawa Road.

As can be seen the Frosty Gully Road is divided by sections of East Bowes Road and the Northampton Nabawa Road.

COMMENT:

The Council considered that the name change was appropriate and undertook advertising advising that it intends to submit to the Geographical Names Committee to change the portion of the southern part of Frosty Gully Road to “Frosty Gully East Road”.

Advertising of the proposed road name change was undertaken and all landowners that neighbour this portion of the Frosty Gully Road were corresponded to advising of the proposed name change and seeking their comments.

At the close of the submission period, 1st July 2022, no objections to the road name were received and only two responses supporting the name change was received.

As a result Council can now progress with the seeking the Geographic Names Committee approval for the road name change for this portion of the Frosty Gully Road.

FINANCIAL & BUDGET IMPLICATIONS:

Apart from advertising costs, there are no other financial implications for the Council.

STATUTORY IMPLICATIONS:

State: Land Administration Act

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.5

That Council submit a request to the Geographical Names Committee to change the section of the Frosty Gully Road from Normans’ Well Road to the Northampton Nabawa Road to Frosty Gully East Road.

**7.5.6 MOU BATAVIA LOCAL EMERGENCY MANAGEMENT COMMITTEE
ARRANGEMENTS AND MEMBERSHIP**

FILE REFERENCE:	5.1.3
CORRESPONDENT:	Batavia Local Emergency Management Committee
DATE OF REPORT:	10 July 2022
REPORTING OFFICER:	Grant Middleton
APPENDICES:	1. Batavia Local Emergency Management Arrangements – forwarded under separate cover 2. Batavia LEMC Recovery Plan – forwarded under separate cover

SUMMARY:

Council to endorse the Batavia Local Emergency Management Arrangements and the Batavia LEMC Recovery Plan.

Additionally, Council will need to decide if membership of the Batavia Local Emergency Management Committee should continue as per the current Memorandum of Understanding (MOU) or if Council reverts to a stand-alone Local Emergency Management Committee.

BACKGROUND:

The Batavia Local Emergency Management Committee (BLEMC) was established in 2015 with the intent of removing administrative duplications and deal with emergency management on a regional, rather than an individual local government basis.

Prior to the formation of the BLEMC the Shire of Northampton had a Northampton Local Emergency Management Committee and a Kalbarri Local Emergency Management Committee with Local Emergency Management Arrangements (LEMA) in place for both committees.

The BLEMC includes the City of Greater Geraldton and the Shire of Northampton and the Shire of Chapman Valley. The formation of the BLEMC was noted by the Midwest Gascoyne District Emergency Management Committee (DEMC) on 22 July 2015 and endorsed by SEMC. Initially the operation of the BLEMC was per guidelines established at a meeting between the three participating local government entities (LG's) on 11th May 2015. The

current Memorandum of Understanding (MOU) was established and signed off by the three LG's on 20th July 2020.

The MOU sets out the Chair, Deputy Chair and Executive Support functions which rotate every two years. The Shire of Northampton assumed Chair and Executive Officer responsibilities this calendar year while the Shire of Chapman Valley was responsible for the two preceding years and the City of Greater Geraldton held the chair and execution officer functions for the two years prior to that. The City of Greater Geraldton had an extended period supporting the BLEMC functions prior to the current MOU being established.

Appointment of Committee Chair & Provision of Secretariat Support

The BLEMC Chair, Executive & Secretariat will be a two year appointment. Every two years the BLEMC will rotate the Executive Committee roles.

The two year rotation will be as follows:

Commencement of Period	Chair	Deputy Chair	Executive Officer & Secretariat
Up to November 2019	Elected Member (CGG)	Elected Member (SCV)	CGG
Up to November 2021	Elected Member (SCV)	Elected Member (SNR)	SCV
Up to November 2023	Elected Member (SNR)	Elected Member (CGG)	SNR
Up to November 2025	Elected Member (CGG)	Elected Member (SCV)	CGG
Up to November 2027	Elected Member (SCV)	Elected Member (SNR)	SCV
Up to November 2029	Elected Member (SNR)	Elected Member (CGG)	SNR
Up to November 2031	Elected Member (CGG)	Elected Member (SCV)	CGG
Up to November 2033	Elected Member (SCV)	Elected Member (SNR)	SCV
Up to November 2035	Elected Member (SNR)	Elected Member (CGG)	SNR

LOCAL MANAGEMENT ARRANGEMENTS AND RECOVERY PLAN

The term Local Emergency Management Arrangements (LEMA) refers to the collection of all emergency management documentation, systems, processes, agreements and memorandums of understanding which affect the local government district. The LEMA is the overarching document and associated sub-plans which the local government is responsible for developing, maintaining and testing. As a minimum local governments must have Local Emergency Management Arrangements (LEMA) in place. The Batavia LEMC does not currently have a LEMA in place or Recovery Plans.

Local Management Arrangements are required to be reviewed and submitted for endorsement by Council, the Local Emergency Management Committee, the District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC) every five years.

The Shire of Northampton has legacy LEMA's for Kalbarri and Northampton that under normal circumstances would have been reviewed however as the Northampton and Kalbarri LEMC's were no longer in operation staff have focused on finalising the Batavia LEMA. The Shire of Chapman Valley and the City of Greater Geraldton's also have legacy LEMA's.

All three local government entities post cyclone Seroja are now in need of up to date compliant arrangements. The review process should take place every 5 years or when a major incident has taken place per State Emergency Management Committee guidelines.

There has been a considerable body of work over the last 6-7 years to get the Batavia Local Emergency Management arrangements formalised. The document needs to be endorsed by each local government, signed off by the LEMC, noted by DEMC and submitted to SEMC for final sign off.

COMMENT:

One of the benefits of the collaboration identified during the initial merger process was that the two smaller LG's would benefit from the City of Greater Geraldton's larger Emergency Management capability. This hasn't eventuated with each LG basically operating as normal throughout the year with the occasional collaboration and coming together for the quarterly BLEMC meetings. Staff involved with EM activities in the three member LG's have busy jobs supporting their own member Council so the ability to work collaboratively has been difficult. The City of Greater Geraldton has recently advertised for an Emergency Services Officer, part of the duties will include assisting with the maintenance of emergency management plans and arrangements.

During cyclone Seroja there was little or no support or meaningful interaction between the three participants. Additionally, the BLEMC went into hiatus for 8 months after cyclone Seroja. This approval by SEMC was beneficial as it freed up the LG's from some of the administrative burden that is associated with Emergency Management (EM) activities but it highlights a key deficiency with this type of arrangement when recovery activities are required and the difficulty for any collaboration to benefit the LG's concerned.

One good example of the collaboration between the LG's was the establishment of standardized, prohibited, and restricted burning dates. This has been a great success and removed the anomalies that used to exist particularly in the farming community. This collaboration may have occurred without the BLEMC but having the BLEMC in place was advantageous during the process.

The CEO and Deputy CEO met with DFES staff on 9th June 2022 to discuss the BLEMC structure and the suitability for the Shire. It was explained that while there were some similarly sized local governments that utilised a collaborative LEMC structure this model didn't necessarily suit our situation with one large LG and two smaller LG's. The membership of the BLEMC doesn't lend itself to having local representation and input. Additionally, the membership of the BLEMC is somewhat similar to the DEMC membership which isn't the intention for LEMC's.

If the Shire of Northampton was to revert to a situation whereby it had a single stand-alone LEMC the membership would largely be comprised of local HMA's and other key local members with meetings rotating between Kalbarri and Northampton and other locations as required.

FINANCIAL & BUDGET IMPLICATIONS:

No financial implications envisaged. The regional approach to emergency management was initially intended to reduce the administrative burdens on each participating LGA.

STATUTORY IMPLICATIONS:

Emergency Management Act 2005

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.6

- 1. That Council endorse the Batavia Local Emergency Management Arrangements and the Batavia LEMC Recovery Plan as presented.**
- 2. That Council support the Shire remaining as part of the Batavia Local emergency Management committee.**

Or

That Council supports the formation of a standalone Local Emergency Management Commit and the withdrawal from the Batavia Local Emergency Management Committee.

ADMINISTRATION & CORPORATE REPORT

LATE ITEMS

7.5.7	REGULAR PASSENGER TRANSPORT SERVICES – KALBARRI AIRPORT	2
7.5.8	OPERATIONAL RECOVERY PLAN – CYCLONE SEROJA	11

7.5.7 REGULAR PASSENGER TRANSPORT SERVICES – KALBARRI AIRPORT

FILE REFERENCE:	12.2.3
DATE OF REPORT:	13 July 2022
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Items of correspondence relating to RPT

SUMMARY:

Council to determine a request to the State Government to have Kalbarri Airport included in their proposed review of regular passenger services in Western Australia.

BACKGROUND:

Cr Stewart has requested that Council consider another formal approach to the State Government encouraging them to include the Kalbarri Airport within the review of regular passenger transport services.

A number of letters/emails have been forward by the CEO to airlines within the region and to the Minister for Transport on this matter. In addition the matter was raised by the Hon Shane Love in state parliament. Copies of these items of correspondence and the Hansard recording are at Appendices 1.

COMMENT:

When Council consider the RPT service report from Manny Papadopoulos at the May 2021 meeting, the Council resolved the following:

That Council note the report and undertake a review of the recommendations in twelve months to allow time for what develops with COVID 19 and possible industry developments in the area.

As a result no further action has been taken on the matter and is now presented for Council discussion and determination.

It is brought to the Councils' attention though that within the Minister for Transport's letter she makes the statement "If a viable opportunity for Kalbarri RPT services is presented as part of the tender process, it will be considered by the Government". It is considered that this is if a airline submits a tender to operate a RPT service into Kalbarri.

FINANCIAL & BUDGET IMPLICATIONS:

Should a RPT service resume at the airport there will be increase in operating costs for compliance with income received from passenger fees. These costs and fees are unknown at this stage.

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Community Strategic Plan 2016-2026

Key Issues, Aspirations or Projects	Key Stakeholders or Drivers
Regular passenger airline service to Kalbarri	Owned by Shire - Airlines control flight paths

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.7

For Council consideration.

APPENDICES 1 – Items of Correspondence and Hansard Recording

Our Ref: 12.2.3/OCR37464

Hon Rita Saffioti Bbus MLA
Minister For Transport Planning Lands
9th Floor, Dumas House
2 Havelock Street
WEST PERTH WA 6005

Dear Hon Minister,

REGULAR PASSENGER TRANSPORT SERVICE - KALBARRI AIRPORT

It is our understanding that the current air route from Perth to Denham and Carnarvon is to be reviewed within the near future. We encourage the Minister to please consider the inclusion of Kalbarri to be a part of the flight route to provide a regular passenger transport service from Perth to Kalbarri.

There is no doubt that with the borders now opening that tourist traffic to our region will again increase, with the new Sky Walk within the Kalbarri National Park being a major draw card as well as other well know tourist sites in the Kalbarri area.

In addition to tourism there is a new garnet mine opening approximately 24km south of Kalbarri . The construction phase has commenced and has already instigated a charter service for workers from Perth to Kalbarri through Skippers Aviation for required and qualified employees. It is the mine proponents preference to have their workers housed in Kalbarri however it is up to the employee to find their own accommodation which at present is relatively difficult due to limited stock available and with construction of new premises, limited building contractors, materials and lending institutions restrictions where they will not provide loans for housing purchases and construction in our area unless large deposits of 40% (which is what we have heard) is paid. If accommodation cannot be provided in Kalbarri for the garnet mine operations employees, it is now likely that this fly in fly out arrangement will continue.

Also there is a very large, scaled Hydrogen Plant being proposed approximately 30km north of Kalbarri which will again require a large workforce for construction and operations and again due to accommodation restrictions it is likely that the Kalbarri Airport will be required for workers both in the construction and operating phase.

Our preference is for workers from both operations to reside in Kalbarri however if workers, employers or other investment firms are not willing to invest in purchasing/constructing residences then the operations of the above will be reliant on air-charter operations.

All of the above we consider are a catalyst to allow for a RPT service for local residents and visitors in conjunction with the mining operations that would make the service viable.

We would welcome further discussion this proposal should the Minister wish to do so.

Yours faithfully

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER

08/03/2022



Minister for Transport; Planning; Ports

Our ref: 72-37692
Your ref: 12.2.3/OCR37464

Mr Garry Keeffe
Chief Executive Officer
Shire of Northampton
council@northampton.wa.gov.au

Dear Mr Keeffe

REGULAR PUBLIC TRANSPORT AIR SERVICE BETWEEN PERTH AND KALBARRI

Thank you for your correspondence dated 8 March 2022 regarding your request for a regular public transport (RPT) air service between Perth and Kalbarri.

The Perth-Carnarvon-Monkey Mia air route is fully regulated under a deed of agreement between the State and Regional Express Airlines until 30 June 2023. The State Government, through the Department of Transport, aims to issue a tender for this route in mid-2022, along with other fully regulated routes in WA.

As has been the case in previous tenders, the upcoming competitive tender process for regional air routes will provide flexibility for airline proposals. Tenders will be invited that consider the existing RPT routes in WA; however, bids proposing additional regional connections on a network configuration basis, that would be commercially viable, will also be encouraged.

I note that the previous RPT service to/from Kalbarri was withdrawn on 1 July 2013 at the request of the Shire of Northampton due to low passenger numbers, and the significant costs required to maintain RPT operations of Kalbarri Airport. If a viable opportunity for Kalbarri RPT services is presented as part of the tender process, it will be considered by the Government.

Thank you for raising this matter.

Yours sincerely



**HON RITA SAFFIOTI MLA
MINISTER FOR TRANSPORT**
12 APR 2022

Garry Keefe

From: Peter Stewart <pjstewart@westnet.com.au>
Sent: 23 May, 2022 11:55 AM
To: Garry Keefe
Subject: Fwd: Kalbarri Airport

Sent from my iPhone

Begin forwarded message:

From: Peter Stewart <pjstewart@westnet.com.au>
Date: 22 May 2022 at 7:33:40 pm AWST
To: Peter Stewart <pjstewart@westnet.com.au>
Subject: Kalbarri Airport

Cr Peter Stewart
Shire Of Northampton
PO Box 85
Kalbarri
WA 6536
22nd May 2022

To: Minister for Transport
Hon Rita Saffioti,

I am a strong advocate for Kalbarri needing a flight service.
It was brought to my attention in an article printed in the Geraldton Guardian on Friday 20th May Re:
Air flights between Kalbarri and Perth.
I feel there are points that need clarifying.

A point that has been made is Kalbarri close Proximity to Geraldton and the figure that has been put forward is that we are only one and a half hours from the Geraldton airport but in fact we are two hours from the Geraldton airport, given we have to be at the airport one hour before departure we have to leave Kalbarri at least three hours before departure for a one hour flight making it a four hour journey (same as Perth to Sydney) that would explain why all the politician that come to Kalbarri come on charter flights.

When you look at travel times for Carnarvon to Perth Three Hours Fifteen minutes
Monkey Mia to Perth two hours thirty minutes.

The article also states due to our small population we could not sustain a service yet Denham up the road from us with half the population and less tourism accommodation has six flights a week, yet Kalbarri even after Cyclone Seroja, has more accommodation.

One of the other points made was if Exmouth did not have a resource industry there would be no regular Public Transport into the town.

Kalbarri now has three working mines within sixty Kms of the town. One of the mines have resorted to charter flights to bring their workers into town. The mine found arriving through Geraldton was not viable.

I also find it hard to believe after spending twenty million dollars on the Kalbarri Sky Walk our Politicians and tourism bodies did not think that people might like to fly in rather than spend the time driving the six and half hours or the flight via Geraldton.

We have one tour operator that charters a fifty-seater plane to bring people up to The Sky walk for dinner.

It makes sense to me that a town with a strong tourism industry, mines on our doorstep and people who do not want to drive to Perth, why we do not have a Regular public transport flight service in and out of Kalbarri.

A solution would be that out of the six flights to Monkey Mia if we could have two of those weekly services come into Kalbarri instead of Monkey Mia, as a trial.

Yours faithfully

Cr. Peter Stewart

Minister.saffioti@dpc.wa.gov.au

MooreElectorate@mp.wa.gov.au; Northwest <Northwest@mp.wa.gov.au>; Minister.Cook@dpc.wa.gov.au

Garry Keefe

From: Garry Keefe
Sent: 3 June, 2022 8:43 AM
To: ceo@skippers.com.au
Subject: Use of Charter for RPT Service

Stan Quinlivan
Chief Executive Officer
Accountable Manager

Good Morning Stan,

I wish to inquire if Skippers would consider, if available, the provision of seats for a regular passenger transport service to Kalbarri from Perth as part of the charter operations your provide for Australian Garnet. The request is only if you have available seats on the aircraft that are not used by Australian Garnet.

I will approach Australian Garnet on this matter to determine if they would approve the use of available seats on their charter for a service for our local residents if needed however will wait for your response before I approach them.

I look forward to your response.

Garry L Keefe
Chief Executive Officer
P: 99341202 M: 0427 341202
ceo@northampton.wa.gov.au
www.northampton.wa.gov.au



Disclaimer by the Shire of Northampton. This email is private and confidential, if you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire unless this is clearly indicated. You should scan this email and any attachments for viruses. The Shire accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.

Garry Keeffe

From: Peter Stewart <pjstewart@westnet.com.au>
Sent: 15 June, 2022 11:38 AM
To: Garry Keeffe; Liz Sudlow; Robert Horstman
Subject: Fwd: Kalbarri Airport (Case Ref: SL5914)

Sent from my iPhone

Begin forwarded message:

From: Shane Love MLA <mooreelectorate@mp.wa.gov.au>
Date: 15 June 2022 at 10:24:57 am AWST
To: pjstewart@westnet.com.au
Subject: Re: Kalbarri Airport (Case Ref: SL5914)

Hi Peter

Thank you for your email.
Shane asked this question in Estimates, and he thought you might be interested in the Minister's response:

25/5/2022

Mr R.S. LOVE: I thank the member for Warren–Blackwood for that segue into my next question. I have been contacted by a former constituent of mine from Kalbarri who inquired whether Kalbarri could at some point have an air passenger service reinstated. He referenced an article in *The Geraldton Guardian* of 20 May that pooh-pooed the idea, but he would certainly like to put it forward.

Ms R. SAFFIOTI: Who pooh-pooed the idea?

Mr R.S. LOVE: It was raised by Peter Stewart. I think he may have contacted the minister's office recently. I put to the minister that it would be an excellent idea to re-examine that service for the town of Kalbarri. It was dropped in about 2005 or 2006—something like that—but there is quite a good airstrip up there and plenty of potential, as the minister would know, with the skywalk and investments in that area. On behalf of my constituent, I ask: would the minister consider an approach to reinstate an air service to Kalbarri?

Ms R. SAFFIOTI: People who know me know that I will consider everything! That is my view of life. I think I consider everything; maybe that is one criticism of me. My view is that there are many more improvements that we could make with regional air travel in WA. My view is about volume. We want to make intra-regional travel more accessible and more affordable so that more people do it. Air travel is one area that might require government intervention early and then it will gain its own momentum. We have seen that in the other states. In talking to some of the airlines, sometimes air routes gain their own momentum and can then support themselves. My view is that we will continue to look at opportunities to support further routes, bigger planes and more frequency. Probably one of my biggest priorities is to have so many people who want to travel in Western Australia that the airlines respond. We have a number of good airlines in WA. There have been some criticisms about some of the planes that they fly—I can think of one in particular—but I have always had very good relationships with all of them, even airlines like REX. I have had a very good relationship with them, particularly when COVID hit, and we supported them over some tough periods. I will continue to support proposals. Aviair came to us with a proposal and we very much went into bat for that and got supported. My view is that airlines can come forward with ideas, and when we believe that we can support them and there is a future, we will back them and support them. Normally, we hear from the airlines themselves. That is the system, because they are the ones that approach us with ideas. As I said, if I could double the number of people flying in Western Australia tomorrow, I would do it. When people talk about tourism in regional WA, the reality is that some people love the driving—they love the two or three days of driving—and the camping, but a lot of people like it to be a bit easier. One of our issues in the past has been that we have thought that everyone loves the full-on adventure, whereas a lot of people like the niceties of air travel and good places to stay, too, and I think we need

7.5.8 OPERATIONAL RECOVERY PLAN – CYCLONE SEROJA

LOCATION:	Shires of Northampton & Chapman Valley
FILE REFERENCE:	5.1.8
DATE OF REPORT:	13 July 2022
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Draft Operational Recovery Plan (sent under separate cover)

SUMMARY:

Council to formally adopt the presented Operational Recovery Plan as presented or amended.

BACKGROUND:

Prior to the 18 March 2022 Council meeting, Council discussed with the Department of Fire and Emergency Services representatives the draft Operational Recovery Plan prepared for the Shires of Northampton and Chapman Valley.

A revised plan was forwarded to all Councillors on Monday 11th July 2022 requesting feedback from Councillors. Only one Councillor (Cr Sudlow) has provided comment at the time of compiling this report on the proposal being:

Change the wording to refer to the 5 elements on the first page, as priorities rather than 'game changers' – particularly housing and coastal redevelopment. These are essential to the recovery of the area and that these items should be listed in the body of the plan, under the relevant headings.

COMMENT:

In addition to the above, the only comment from a Management perspective is that within the damage and impacts section the plan refers to the Lone Pine at the Binu School. During the discussion on 18 March 2022, this was to be removed from the plan as is not as significant as others.

Council is requested to consider comments provided and either have the plan amended and adopted subject to those amendments or adopt the plan as is presented.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.8

For Council determination.