



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 18th March 2022 at the Council Chambers, Northampton commencing at 1.00pm.

- 10.30am – Presentation by Oakajee Energy

Lunch will be served at 12.00pm.

A handwritten signature in blue ink, appearing to be 'Garry L KEEFFE', is shown within a light blue rectangular box.

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER
11th March 2022



~ Agenda ~

18th March 2022

NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 18th March 2022, at

The Council Chambers, Northampton commencing at 1.00pm.

GARRY KEEFFE
CHIEF EXECUTIVE OFFICER

11th March 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 11th March 2022

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER

AGENDA
ORDINARY MEETING OF COUNCIL
18th March 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 – 18th February 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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Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on Friday 18th February 2022

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2.1 OPENING

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

2.2 PRESENT

Cr L Sudlow	President	Northampton Ward
Cr R Horstman	Deputy President	Northampton Ward
Cr P Stewart		Kalbarri Ward
Cr D Pike		Kalbarri Ward
Cr R Suckling		Northampton Ward
Cr T Hay		Northampton Ward
Cr T Gibb		Kalbarri Ward
Cr R Burges		Kalbarri Ward
Mr Garry Keeffe	Chief Executive Officer	
Mr Grant Middleton	Deputy Chief Executive Officer	
Mr Neil Broadhurst	Manager of Works and Technical Services	
Mrs Michelle Allen	Planning Officer	

2.2.1 LEAVE OF ABSENCE

Nil

2.2.2 APOLOGIES

Nil

2.2.3 COUNCIL ACKNOWLEDGEMENT OF MRS MILDRED GORDON

On behalf of the Shire of Northampton, Cr Sudlow acknowledged the passing of Mrs Mildred Gordon who served as a Councillor for six years from 1978 – 1984. Cr Sudlow recognised Mrs Gordon as the first female Councillor to serve on the Shire of Northampton.

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2.3 QUESTION TIME

Nil

2.4 DISCLOSURE OF INTEREST

Cr GIBB declared a financial interest in item 7.3.1 Standard Amendment to Local Planning Scheme No. 11 as he owns property adjacent to Lot 511 Porter Street, Kalbarri and may incur a financial gain or loss from the decision of Council.

Cr HAY declared a financial interest in item 7.3.5 Outbuilding – Lot 111 (No. 7) Lynton Avenue, Port Gregory as he is the applicant and may incur a financial gain or loss from the decision of Council.

2.5 CONFIRMATION OF MINUTES

2.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING FRIDAY 17th DECEMBER 2021
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Moved Cr SUCKLING seconded Cr GIBB

That the minutes of the Ordinary Meeting of Council held on the 17th December 2021 be confirmed as a true and correct record.

CARRIED 8/0

2.5.2 CONFIRMATION OF MINUTES – SPECIAL MEETING OF COUNCIL THURSDAY 27th JANUARY 2022

Moved Cr HAY seconded Cr STEWART

That the minutes of the Special Meeting of Council held on the 27th January 2022 be confirmed as a true and correct record.

CARRIED 8/0

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2.6 RECEIVAL OF MINUTES

2.6.1 AUDIT COMMITTEE MEETING MINUTES

Moved Cr SUCKLING, seconded Cr STEWART

That the minutes of the Audit Committee Meeting held of the 18th February 2022 be received.

CARRIED 8/0

2.6.2 ADOPTION OF ANNUAL REPORT, COMPLIANCE AUDIT RETURN AND RISK MANAGEMENT COMPLIANCE CALENDER
--

Moved Cr SUCKLING, seconded Cr STEWART

That Council:

1. Adopts the 2020/2021 Annual Report including the Annual Financial Statements and Audit Report as presented;
2. Notes that whilst the Operating Surplus Ratio is below the target set by the Department, the Shire of Northampton is in a sound financial position.
3. Directs the Chief Executive Officer to correspond with the Minister for Housing; Lands; Homelessness; Local Government in relation to the Operating Surplus Ratio.
4. That the Council adopts the recommendation of the Shire of Northampton Audit Committee to adopt the Compliance Audit Return 2021.
5. That Council receives the Risk Management Compliance Calendar as presented.

CARRIED 8/0

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2.7 WORKS & ENGINEERING REPORT
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2.7.1 INFORMATION ITEMS - MAINTENANCE/CONSTRUCTION WORKS PROGRAM (ITEM 7.1.1)

Noted

2.7.2 HORROCKS FORESHORE – COMMUNITY KITCHEN AND REPLACEMENT OF EXISTING BBQ UNIT (ITEM 7.1.2)
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Moved Cr STEWART seconded Cr GIBB

That Council approve as authorised expenditure \$6,921.90 (ex GST) for the purchase of one new DA Christie BBQ to replace existing BBQ located at Horrocks Community Kitchen and this expense be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

Neil Broadhurst departed the meeting at 1.24pm.

2.7 HEALTH & BUILDING REPORT
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2.7.1 BUILDING APPROVALS (ITEM 7.2.1)
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Noted.

2.8 TOWN PLANNING REPORT

Cr GIBB declared a financial interest in item 7.3.1 as he owns property adjacent to Lot 511 Porter Street, Kalbarri and may incur a financial gain or loss from the decision of Council.

Cr GIBB departed the meeting at 1.26pm.

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2.8.1 STANDARD AMENDMENT – INITIATE AMENDMENT TO LOCAL PLANNING SCHEME NO. 11 – KALBARRI TOWNSITE – PT LOT 511 PORTER STREET & LOT 997 NANDA DRIVE, KALBARRI (ITEM 7.3.1)

Moved Cr STEWART seconded Cr BURGESS

That Council pursuant to Section 75 of the Planning and Development Act 2005, amend Shire of Northampton Planning Scheme No. 11 by:

1. Rezoning portion of Lot 511 Porter Street, Kalbarri from 'Special Use SU5' to 'Tourism' and 'Additional Use AU5';
2. Rezoning Lot 997 Nanda Drive, Kalbarri from 'Public Purpose' to 'Tourism' and 'Additional Use AU6';
3. Inserting an 'Additional Use (A5)' for the purposes of Workforce Accommodation in Schedule 1 – Specified additional uses for zoned land in the Scheme area of the Scheme Text for a portion of Lot 511 Porter Street, Kalbarri;

No	Description of Land	Additional Use	Conditions
A5	Portion of Lot 511 Porter Street Kalbarri	'D' Use: Workforce Accommodation	<ol style="list-style-type: none"> 1. In considering an application for development approval, the local government shall consider the following matters in addition to that which it may have regard to under the Scheme <ul style="list-style-type: none"> • Number of units; • Occupancy limitations – number of persons occupying the site and employer; • Measures to manage visual amenity impacts (screening, fencing and landscaping etc.); • Decommissioning/transitioning plans; • Rubbish disposal; • On-site carparking; and • Stormwater drainage. 2. Provision of a full-time on-site manager or caretaker for the workforce accommodation.

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				<p>3. Development is to be of a high standard and compliment the amenity of the built and natural environment in the area.</p> <p>4. A setback requirement to Woods Street of a minimum of 3 metres which includes a heavily vegetated buffer.</p> <p>5. Development should be designed so that it is capable of being adapted and used for future tourism and/or residential purposes.</p> <p>6. Development shall comply with the minimum and average lot sizes as per the R50 density code.</p>
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4. Inserting an 'Additional Use (A6)' for the purposes of Workforce Accommodation and Aged or Dependent Persons Dwelling in Schedule 1 – Specified additional uses for zoned land in the Scheme area of the Scheme Text for and Lot 997 Nanda Drive, Kalbarri;

No	Description of Land	Additional Use	Conditions
A6	Lot 997 Nanda Drive, Kalbarri	<p><u>'D' Use:</u></p> <ul style="list-style-type: none"> Workforce Accommodation <p><u>'A' Use:</u></p> <ul style="list-style-type: none"> Aged or Dependent Persons Dwelling 	<p>1. The local government may require a Local Development Plan to be prepared in accordance with Part 6 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, to address the following:</p> <ul style="list-style-type: none"> Vehicular access arrangements; Internal vehicle and pedestrian movements; Indicative site layout, including provisions of suitable setbacks and siting of development in a manner that considers surrounding land uses; Servicing, including sewer, water and power;

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				<ul style="list-style-type: none"> • A bushfire management plan to address <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i>; and • Such other information as may be required by the local government. <p>2. In considering an application for development approval of Workforce Accommodation, the local government shall consider the following matters in addition to that which it may have regard to under the Scheme and any approved Local Development Plan:</p> <ul style="list-style-type: none"> • Number of units; • Occupancy limitations – number of persons occupying the site and employer; • Measures to manage visual amenity impacts (screening, fencing and landscaping etc.); • Decommissioning/transitioning plans; • Rubbish disposal; • On-site carparking; and • Stormwater drainage. <p>3. Provision of a full-time on-site manager or caretaker for the workforce accommodation.</p> <p>4. A setback requirement to Nanda Drive of a minimum of 5 metres which includes landscaping.</p> <p>5. Development is to be of a high standard and compliment the amenity of the built and natural environment in the area.</p>
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				<p>6. Development should be designed so that it is capable of being adapted and used for future tourism and/or residential purposes.</p> <p>7. Development shall comply with the minimum and average lot sizes as per the R30 density code.</p>
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5. Amending the Scheme Maps accordingly.
6. Resolves, pursuant to the Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), that Amendment 2 is a standard amendment in accordance with r.34(b), (e) and (g) as it is considered consistent with the Shire of Northampton Kalbarri Townsite Local Planning Strategy, it will have minimal impact on land in the Scheme are not subject of the amendment and its is not considered a complex or basic amendment.
7. Authorise Council officers to prepare the scheme amendment documentation and maps;
8. Authorise the affixing of the common seal to and endorse the signing of the amendment documentation;
9. Pursuant to Section 81 of the *Planning and Development Act 2005*, refers Amendment 2 to the Environmental Protection Authority;
10. Following receipt of advice from the EPA, advertise the proposed Scheme Amendment No. 2 for public comment for a period of 42 days in accordance with r.47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

CARRIED 7/0

Cr GIBB returned to the meeting at 1.32pm

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2.8.2 LOCAL PLANNING POLICY REVIEW – CONSULTATION FOR PLANNING PROPOSALS (ITEM 7.3.2)
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Moved Cr HORSTMAN seconded Cr SUCKLING

That Council:

1. Pursuant to Schedule 2 - Deemed Provisions, Part 2, cl 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* resolve to:
 - a. Adopt the proposed draft Local Planning Policy for public comment and advertise the Policy for a period of 21 days;
 - b. Should no written, author-identified objections be received during the 21 day advertising period, then adopt for final approval the proposed Local Planning Policy and proceed to publish a notice to this effect in the local newspaper;
 - c. Should there be any written, author-identified objections received during the advertising period, require staff to present to Council a further report; and
 - d. Revoke the Consultation for Planning Proposals Local Planning Policy 2018.

CARRIED 8/0

2.8.3 PROPOSED DEVELOPMENT APPROVAL – MOBILE FOOD VEHICLE – BEAN THERE DONUT THAT – RESERVE 25307 GREY STREET, KALBARRI (ITEM 7.3.3)
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Moved Cr HAY seconded Cr GIBB

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 25307 in the north-east corner of the Boat Hire carparking, Kalbarri, subject to the following conditions:

1. Development/use shall be in accordance with the attached approved plans dated 18 February 2022 and subject to any modifications required as a consequence of this approval the endorsed plan(s) shall

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- 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 18 February 2023, 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 \$1000 for a twelve 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 6am and 2pm, 7 days per week;
 10. The Applicant shall at no time interfere or obstruct the operations and activities of Reserve 25307, 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;
-

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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. The approvals allows for one A-frame sign and one teardrop banner sign to be located immediately adjacent to the food van upon Reserve 25307;
14. This approval is issued only to K. Deadman 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 coffee, doughnuts, sandwiches, cakes, croissants (bakery items) and cool drink 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 locations 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 25307 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 25307;
21. The parking and storage of the commercial vehicle (mobile food vehicle) upon Lot 844 (No. 15) Sutherland Street, Kalbarri shall be provided for within the property boundary and the street verge areas are to be kept free of such vehicles;

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22. 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 7/1

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

<p>2.8.4 PRELIMINARY REVIEW OF MOBILE FOOD VEHICLE ACTIVITY IN KALBARRI – TWO TEMPORARY ALTERNATIVE LOCATIONS (ITEM 7.3.4)</p>
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Moved Cr SUCKLING 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*, authorise the Chief Executive Officer to

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grant temporary approval for a mobile food vehicle to operate upon Reserve 25307, subject to the following conditions:

1. Upon receipt of an application, provide temporary approval to Shire of Northampton based licensed food vendors, to operate their mobile food vehicles from Friday 18 February 2022 to Thursday 18 August 2022;
2. That approved Shire of Northampton based mobile food vendors be permitted to operate from 5pm to 9pm each day at the following two alternative locations:
 - i) Carparking area at the intersection of Clotworthy and Grey Streets;
 - ii) At Sally's Tree, adjacent to the boat ramp parking area; and
3. During the temporary approval period, commencing mid-June 2022, advertising is conducted seeking public comment on the temporary mobile food van activity with review of submissions to be presented for Council determination at their 19 August 2022 meeting.

CARRIED 8/0

**2.8.5 PROPOSED OUTBUILDING – LOT 111 (NO.7) LYNTON AVENUE,
PORT GREGORY (ITEM 7.3.5)**

Cr HAY declared a financial interest in item 7.3.5 as he is the applicant and may incur a financial gain or loss from the decision of Council.

Cr HAY departed the meeting at 1.54pm.

Moved Cr PIKE seconded Cr STEWART

That Council:

1. Grant Development Approval for an outbuilding upon Lot 111 (No. 7) Lynton Avenue, Port Gregory, subject to compliance with the following conditions:
 - (a) Development shall be in accordance with the attached approved plan(s) dated [insert date] and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed

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- plans shall not be modified or altered without the prior written approval of the Local Government;
- (b) Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition;
 - (c) A building permit shall be issued by the local government prior to the commencement of any work on the site;
 - (d) All stormwater is to be disposed of onsite to the approval of the local government;
 - (e) Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;
 - (f) The approved outbuilding is only to be used for general and vehicle storage purposes and minor maintenance upon vehicles housed therein to the approval of the Shire of Northampton and shall NOT be used for habitation, commercial or industrial purposes;
 - (g) The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
 - (h) The outbuilding walls and roof are to be constructed of face brick and coated metal sheeting as per the attached approved plan(s), in a colour to match the existing single house, and the use of Zinalume is not permitted;
 - (i) The external face of the boundary walls shall have a smooth surface finish with tooled joints, to the approval of the local government.

Advice Notes

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

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

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 18th February 2022

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.

CARRIED 7/0

Cr HAY returned to the meeting at 1.58pm.

2.8.2 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.6)
--

Noted.

2.9 FINANCE REPORT

2.9.1 ACCOUNTS FOR PAYMENT (ITEM 7.4.1)

Moved Cr PIKE, seconded Cr STEWART

That Municipal Fund Cheques 22148 to 22173 inclusive totalling \$131,156.28, Municipal EFT payments numbered EFT22988 to EFT23188 inclusive totalling \$1,256,713.19, Trust Fund Cheques 2668 to 2683 totalling \$12,333.70, Direct Debit payments numbered GJ0604 to GJ0712 inclusive totalling \$461,794.04 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

2.9.2 MONTHLY FINANCIAL STATEMENTS – DECEMBER 2021 AND JANUARY 2022 (ITEMS 7.4.2 AND 7.43)

Moved Cr SUCKLING seconded Cr GIBB

That Council adopts the Monthly Financial Reports for the periods ending 31 December 2021 and 31 January 2022.

CARRIED 8/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
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2.10 ADMINISTRATION & CORPORATE REPORT
--

2.10.1 RISING DAMP – NORTHAMPTON COMMUNITY CENTRE (ITEM 7.5.1)

Moved Cr SUCKLING seconded Cr HORSTMAN

The Council approve the additional expenditure of an estimated \$5,900 to undertake works to the Northampton Community Centre to rectify the rising damp to indoor stadium walls.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

2.10.2 GENERATOR PURCHASE – NORTHAMPTON SHIRE OFFICE (ITEM 7.5.2)

Moved Cr STEWART, seconded Cr BURGESS

That Council approve the purchase of a 77KVA generator for permanent use at the Northampton Shire Offices at an estimated cost of \$19,600 plus costs an estimated \$7,800 for the generator installation and this be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

2.10.3 CCTV COVERAGE – ADMINISTRATION CENTRES (ITEM 7.5.3)

Moved Cr HAY, seconded Cr GIBB

That Council approve the installation of close circuit television monitoring in the Northampton and Kalbarri administration centres at an estimated cost of \$4,900 and this be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

SHIRE OF NORTHAMPTON
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2.10.4 REQUEST FOR INSTALLATION OF SECURITY SYSTEM (ITEM 7.5.4)
--

Moved Cr SUDLOW, seconded Cr PIKE

That Council approve the installation of a security control and monitoring system at the Northampton Visitors Centre and RSL Hall at a cost of \$2,400 and this be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

2.10.5 VEHICLE ELECTRIC CHARGING STATION LOCATION – KALBARRI (ITEM 7.5.5)

Moved Cr GIBB, seconded Cr STEWART

That Council formally approves the location of an electric vehicle charging station on the river side of the car park located southwest of the IGA car park as per email advice by the CEO.

CARRIED 8/0

2.10.6 VEHICLE ELECTRIC CHARGING STATION – NORTHAMPTON (ITEM 7.5.6)

Moved Cr PIKE, seconded Cr GIBB

That Council formally approves the location of an electric vehicle charging station on the west side of Northampton Lions Park car park as per submitted plan.

CARRIED 8/0

2.10.7 WORKERS ACCOMODATION - NORTHAMPTON (ITEM 7.5.7)

Moved Cr HORSTMAN seconded Cr STEWART

That Council, if demand for workers accommodation arises, engage the services of GFG Temp Assist Consulting to undertake the purchase and management of required number of caravans for accommodating builders/tradespersons and farm workers to help with the rebuild of Northampton town and surrounds and support for farming enterprises as a result of Cyclone Seroja.

CARRIED 8/0

SHIRE OF NORTHAMPTON
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2.10.8 COOLCALALAYA ROAD ALIGNMENT (ITEM 7.5.8)

Moved Cr BURGESS seconded Cr SUCKLING

That Council progress with survey and subdivision to re-align the road reserve onto the actual constructed road where this occurs along the Coolcalalaya Road, and appoint HTD Surveyors to undertake the required survey and subdivision process at an estimated cost of \$ 35,000 and this be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

2.10.9 TRANSFER OF LEASE – KALBARRI DOCTORS SURGERY (ITEM 7.5.9)
--

Moved Cr GIBB seconded Cr SUCKLING

That Council approve the leasing of Lot 833 Hackney Street, Kalbarri to Dr Tara Hamilton for a term of 10 years plus an option to renew for a further 10 years and that the current annual rent of \$5,306 (Exclusive of GST) to apply and this be increased annually by CPI March (Perth) quarter as per the conditions of lease

CARRIED 8/0

2.10.10 RENEWAL OF NORTHAMPTON DOCTORS SURGERY LEASE (ITEM 7.5.10)

Moved Cr HORSTMAN seconded Cr SUCKLING

That Council approve of the renewal of the lease for Lot 10 Robinson Street, Northampton to the Wave 'n' Wattle Group for a further term of two years as from 2 July 2022.

CARRIED 8/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
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2.10.11 BUSHTRACKERS OWNERS MUSTER (ITEM 7.5.11)
--

Moved Cr GIBB seconded Cr STEWART

That Council offers to the Bushtrackers Owners group that it will pay 50% of the refuse services costs for their muster.

CARRIED 8/0

2.10.12 CHANGE ROOM ALTERATIONS – NORTHAMPTON COMMUNITY CENTRE (ITEM 7.5.12)
--

Moved Cr HAY seconded Cr GIBB

That Council accept the quote submitted by Wilson Complete Building Services for the redevelopment of the changerooms at the Northampton Community Centre and any additional costs for the project be declared authorised expenditure

CARRIED BY AN ABSOLUTE MAJORITY 8/0

2.10.13 AUSTRALIAN FIRE DANGER RATING SYSTEM UPDATE/FIRE WEATHER (ITEM 7.5.13)
--

Moved Cr SUCKLING seconded Cr BURGESS

That Council requests the proposed Fire Weather Districts in the Midwest & Gascoyne area be amended to remove the coastal area of the Shire of Northampton for the 'Wittecarra' area and placed into the 'Midwest Coastal' area as this recognises different weather patterns between coastal and inland areas and will improve Western Power access to this area of the Shire during Total Fire Ban situations.

CARRIED 8/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
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2.10.14 CR STOCK-STANDEN RESIGNATION (ITEM 7.5.14)
--

Moved Cr HORSTMAN seconded Cr STEWART

That Council requests the Western Australian Electoral Commission to approve the deferring the filling of the vacancy for the Northampton Ward until the 2023 Ordinary Election on the basis that the ward retains 80% representation and impending changes to the Local Government Act where smaller local governments such as the Shire of Northampton may be reduced to a maximum of seven Councillors.

CARRIED 8/0

2.10.15 AUDIT COMMITTEE DELEGATES

Moved Cr STEWART seconded Cr SUCKLING

That Council appoint Cr Hay as a member to the Audit Committee and Cr Horstman as Council delegate on the Northampton Community Centre Committee.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

2.10.15 2020/21 ANNUAL ELECTORS MEETING (ITEM 7.5.15)

Moved Cr SUCKLING seconded Cr STEWART

That the 2010/21 Annual Electors meeting be held Friday 18th March 2022 commencing at 4.00pm at the Northampton Council Chambers.

CARRIED 8/0

2.10.16 KALBARRI MULTI PURPOSE FACILITY – EOI CONCEPT PLANS (ITEM 7.5.16)
--

Moved Cr HAY seconded Cr SUCKLING

That Council appoint Eastman, Poletti & Sherwood to prepare concept plans for the proposed Kalbarri Multi-Purpose Community Centre at a cost of \$16,970 exclusive of GST and funds from the Building Reserve Fund be utilised for this expenditure.

SHIRE OF NORTHAMPTON
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CARRIED BY AN ABSOLUTE MAJORITY 8/0

2.11 PRESIDENT'S REPORT

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

12/01/2022 Hon. Stephen Dawson MLC, Minister for Emergency Services – Kalbarri
13/01/2022 Officers Pip Brown and Gare Landsborough, Western Power – Northampton
26/01/2022 Australia Day Breakfast, RSL Hall – Northampton
27/01/2022 Hon. Melissa Price MP, Member for Durack and Nicole Nelson, Tourism WA
02/02/2022 Hon. Bill Johnstone MLA, Minister for Mines, Petroleum, Energy, Corrective Services and Industrial Relations – Kalbarri
02/02/2022 Kalbarri Microgrid Reference Group Meeting – Kalbarri
02/02/2022 Opening of Kalbarri Microgrid Project – Kalbarri
10/02/2022 Regional Drought Resilience Meeting, Department Primary Industries and Regional Development – Zoom meeting
14/02/2022 Northern Zone Council Meeting – Mingenew
17/02/2022 Oakagee Energy – Northampton

2.12 VICE PRESIDENT'S REPORT

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

13/01/2022 Officers Pip Brown and Gare Landsborough, Western Power – Northampton
26/01/2022 Australia Day Breakfast, RSL Hall – Northampton
27/01/2022 Hon. Melissa Price MP, Member for Durack and Nicole Nelson, Tourism WA
02/02/2022 Opening of Kalbarri Microgrid Project - Kalbarri
10/02/2022 Local Recovery Coordination Group Meeting, St John's Ambulance Centre - Kalbarri

2.13 COUNCILLORS' REPORTS

2.13.1 CR STEWART

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

11/01/2022 Kalbarri Visitor Centre meeting – Kalbarri
18/01/2022 Kalbarri Visitor Centre meeting – Kalbarri
02/02/2022 Opening of Kalbarri Microgrid Project – Kalbarri
08/02/2022 Kalbarri Visitor Centre meeting – Kalbarri
15/02/2022 Kalbarri Visitor Centre meeting - Kalbarri

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 18th February 2022

2.13.2	CR GIBB
--------	---------

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

- | | |
|------------|--|
| 12/01/2022 | Hon. Stephen Dawson MLC, Minister for Emergency Services – Kalbarri |
| 10/02/2022 | Local Recovery Coordination Group Meeting, St John's Ambulance Centre - Kalbarri |

2.13.3	CR PIKE
--------	---------

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

- | | |
|------------|--|
| 02/02/2022 | Opening of Kalbarri Microgrid Project - Kalbarri |
|------------|--|

2.13.4	CR HAY
--------	--------

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

- | | |
|------------|---|
| 13/01/2022 | Officers Pip Brown and Gare Landsborough, Western Power – Northampton |
|------------|---|

2.13.5	CR BURGESS
--------	------------

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

- | | |
|------------|---|
| 12/01/2022 | Annual General Meeting of Kalbarri Board Riders Club – Kalbarri |
| 02/02/2022 | Opening of Kalbarri Microgrid Project – Kalbarri |

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 18th February 2022

2.14 NEW ITEMS OF BUSINESS

2.14.1 BANNER POLES – KALBARRI POLICE STATION
--

Cr STEWART advised that he has received a number of requests for the banner poles, previously installed on the parkland area at the corner of Grey and Porter Streets, Kalbarri, that were used for local groups to advertise events and that they be reinstated.

Moved Cr STEWART seconded Cr PIKE

That new banner poles be reinstated on the parkland area at the corner of Grey and Porter Streets, Kalbarri.

CARRIED 8/0

2.15 NEXT MEETING OF COUNCIL

The next Ordinary Meeting of Council will be held on Friday 18th March 2022 commencing at 1.00pm at the Council Chambers, Northampton.

2.16 CLOSURE

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 3.04pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 26 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 18 th MARCH 2022.
--

PRESIDING MEMBER: _____

DATE: _____

WORKS & ENGINEERING REPORT CONTENTS

7.1.1	INFORMATION ITEMS MAINTENANCE /CONSTRUCTION WORKS PROGRAM	2
7.1.2	OUTRIGHT SALE – FLEET VEHICLES #1 – 2021/2022 ONE (1) x 2WD SEDAN (KIA OPTIMA) ONE (1) x 2WD UTILITY (FORD RANGER)	4

7.1.1	INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM				
	<table> <tr> <td data-bbox="367 398 845 477">REPORTING OFFICER:</td><td data-bbox="845 398 1407 443">Neil Broadhurst - MWTS</td></tr> <tr> <td data-bbox="367 443 845 477">DATE OF REPORT:</td><td data-bbox="845 443 1407 477">10th March 2022</td></tr> </table>	REPORTING OFFICER:	Neil Broadhurst - MWTS	DATE OF REPORT:	10th March 2022
REPORTING OFFICER:	Neil Broadhurst - MWTS				
DATE OF REPORT:	10th March 2022				

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

Specific Road Works

- Maintenance grading carried out on Box, Ogilvie West, Little Bay, Little Bay lookout, Bowes River, Willow Gully, Larrard, Starling, Hatch and Isachar Back Road/s.
- Gravel Patching/Sheeting/Verge works carried out on Box, Ogilvie West and Isachar Back 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.
- Northampton – Various sites. Vegetation and powerlines clearance works.
- Northampton and Kalbarri – Pre reseal potholes and preparation works being undertaken.
- 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.
- Kalbarri – Assistance with placement and install of new toilets including Kalbarri depot site.
- Binu Tip Site – Works progressing to close existing area and development and opening of new site.
- Binu – Maintenance and water supply pipe clearance works.
- Rural – Sealing Aggregate sites cleared for stockpiling.
- Waste Disposal sites – Extensive maintenance and push up works carried out by shire resources due to Contractor unable to attend site.

Other Items (Budget)

- Northampton – Gwalla Street / Second Avenue works progressing.
- Northampton – Oval renovation works, and assistance associated with WAFL football game at NCC.
- Kalbarri – Foreshore rehabilitation works from Nature based playground north to boat hire and VMR south to chainman's carpark complete.
- Horrocks – Commenced ramp sealing works including assistance with Chemical dump point – Fire brigade shed area.

Plant Items

- Northampton Construction Loader – Received 11th March 2022.
- Northampton Fleet vehicles – Awarded – Sedan received, 3 x Utilities outstanding.

Staff Items

- Nil.

OFFICERS RECOMMENDATION

For Council information.

7.1.2	OUTRIGHT SALE – (FLEET VEHICLES #1 – 2021/2022). ONE (1) x 2WD SEDAN (KIA OPTIMA) ONE (1) x 2WD UTILITY (FORD COURIER)						
	<table> <tr> <td>REPORTING OFFICER:</td><td>Neil Broadhurst - MWTS</td></tr> <tr> <td>DATE OF REPORT:</td><td>9th March 2022</td></tr> <tr> <td>APPENDICES:</td><td>1. Nil.</td></tr> </table>	REPORTING OFFICER:	Neil Broadhurst - MWTS	DATE OF REPORT:	9th March 2022	APPENDICES:	1. Nil.
REPORTING OFFICER:	Neil Broadhurst - MWTS						
DATE OF REPORT:	9th March 2022						
APPENDICES:	1. Nil.						

SUMMARY:

Council to determine 'Outright Sale' for the sale of One (1) 2WD Sedan and One (1) 2WD utility from council plant fleet as sale only basis.

BACKGROUND:

At the time of advertising for new 2021/2022 fleet vehicles the issue with supply and supply dates for new vehicles was discussed. Based on this information with extensive delays in receiving new vehicles and the implications with trade vehicle conditions/value possibly changing over the timeframe in receiving new vehicles the decision was made to advertise for new vehicles only and once received the trade vehicles be advertised on an 'Outright Sale' basis.

Advertising for sale of Councils existing 2 x plant items on an 'Outright Sale' only basis was carried out in the 'Geraldton Guardian' (Friday 1st March 2022) and 'Northampton News' (March 2022) closed 4:00pm Wednesday 9th March 2022.

In addition to this, copies of the advertisement and 'Outright Sale' information including vehicle details was forwarded (emailed) to vehicle dealerships in Geraldton.

FINANCIAL & BUDGET IMPLICATIONS:

The 2021/2022 Budget made the following provisions (Revenue) for the sale of trade vehicles. (All figure excluding GST). Figure were based on trade prices at time of vehicle appraisal for budget consideration

Trade/Sale of existing vehicles

One (1) x 2WD Sedan (Kia Optima) P282	\$15,000
One (1) x 2WD Utility (Ford Ranger) P198	\$ 2,000

SUMMARY OF QUOTES:

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

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.1.2.

For Council Determination.

SHIRE OF NORTHAMPTON

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

(March 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		
Northampton Nabawa Road Reseal works 0.00 - 4.38 slk	RR15		
<u>ROADS TO RECOVERY - 152100</u>			
Ogilvie East Road Reseal works 0.00 - 3.20 slk	RT36		
Kalbarri Road Reseal 28.00 - 38.00 slk	RT37		
Northampton Nabawa Road Reseal works 0.00 - 4.38 slk	RT38		
Port Gregory Road Reseal works 0.00 - 5.32 slk	RT39		
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
Carried Over from 2019/2020			
<u>Kalbarri</u>			
Karina Mews Reseal and replace concrete kerbing 210m	R982		
Smith Street Asphalt reseal and replace concrete kerbing 0.40 - 0.66 slk	R990		
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	
Second Avenue Construct, Seal and Drainage	R327	Commenced	
Forrest Street Reseal 0.42 - 1.37 slk	R328		
Brook Street Reseal 0.00 - 0.?? slk	R329		
Harney Street Reseal 0.00 - 0.?? slk	R331		
<u>Kalbarri</u>			
Grey Street Stage 1 Asphalt reseal	R330		
Richardson Street Reseal 0.000 - 0.??slk	R333		
Daglish Crescent Reseal 0.030 - 0.00 - 0.?? Slk	R334		
Grey Street Construct parrallel parking - Wood street north on west side.	R996	COMPLETE	
<u>Horrocks</u>			
Glance Street Reseal xx -xx slk	R223		
Mitchell Street Seal access to dump point	5044	Commenced	
Cont.			
2021/2022 Budget Works	Job No	Status	Comments

<u>Rural</u>			
Port Gregory Road Reseal works 0.00 - 5.32 slk	R332		
<u>MUNICIPAL FOOTPATHS - 150900</u> Carried Over from 2019/2020			
Northampton - Stephen Street Replace DUP from NWCH to West Street	F702		
Kalbarri - Grey Street Replace DUP at front of Allen Centre	F707		
<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		
<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		Awarded - Caterpillar 938k - Delivery mid tFebruary 2022.
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		
Northampton - Tip site generator	7362/02		
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		
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 FEBRUARY 2022	2
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7.2.1	INFORMATION ITEM: BUILDING STATISTICS
	DATE OF REPORT: 11 th March 2022
	RESPONSIBLE OFFICER: Michaela Simpson – Manager of Building Services

1. BUILDING STATISTICS

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

OFFICER RECOMMENDATION – ITEM 7.2.1

For Council information.

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - FEBRUARY 2022						
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
07-02-22	21146	Shire of Northampton	Connolly Creative Building Co	11 (Lot 301) Port Street, Port Gregory	Construct a half basketball court	\$ 21,413.61
07-02-22	21147	Tim and Sam Hay	Spartico Pty Ltd	7 (Lot 111) Lynton Avenue, Port Gregory	Remove outside asbestos wall cladding	\$ 2,000.00
07-02-22	21148	Tim and Sam Hay	Brian Reed	7 (Lot 111) Lynton Avenue, Port Gregory	Construct verandah and patio to existing dwelling	\$ 18,500.00
15-02-22	21149	David and Christine Bushell	Bellalucca Construction and Stone	4 (Lot 66) Horan Street, Horrocks	Full demolition of dwelling including swimming pool	\$ 33,470.80
24-02-22	21151	Kalbarri Tudor Holiday Park	Modular W/A (101630)	Unit 1/2, 10 Porter Street, Kalbarri	Construct two new single storey modular cabins inclusive of verandahs	\$ 271,348.00
01-02-22	21CS236	Alex Read & Wendy Gilbert	Redink Homes	6322 (Lot 17) Ajana Kalbarri Rd	Construct new single storey masonry dwelling	\$ 372,017.00
03-02-22	21CS238	Ronald Eddy & Susan Eddy	Western Building Pty Ltd (13230)	36 Oakabella Road East, Bowes	Remedial works to replace damaged building fabric including roof and verandah	\$ 324,410.00
02-02-22	21CS239	Brian Hull & Rhonda Hull	Western Building Pty Ltd (13230)	14 (Lot 103) Lynton Avenue, Port Gregory W/A 6535	Remedial repairs to roof and shed due to cyclone damage	\$ 280,005.00
02-02-22	21CS301	GE & NA Balsam	Kim Balsam	123 (Lot 81) Hampton Rd, Northampton	Full demolition of stone shed	\$ 500.00
10-02-22	21CS303	John Bennett	Inserve Australia T/A Construct Services (BC13)	Unit 1-4, 40 Mortimer Street, Kalbarri	Remediate and repair existing residential structure including the roof, verandah and carport	\$ 198,906.00
15-02-22	21CS304	Kevin Birrane	John Lynq Insurance Building Solutions (W/A)	5 (Lot 314) Balsam Street, Kalbarri	Repairs to roof due to cyclone damage	\$ 155,224.85
14-02-22	21CS305	Lyn Casley	Leonard Richard Casley	50 (Lot 459) John Street, Northampton	Replace front flat roof patio and construct new rear gable patio	\$ 13,500.00
15-02-22	21CS307	James Wilson	Boodjers Construct Pty Ltd	2 (Lot 1) Grey Street, Kalbarri	Re-roof and building repairs to two storey dwelling and freestanding garage	\$ 434,677.00
15-02-22	21CS308	Bradley and Melissa Smith	Bradley Smith Builders	48A/B (Lot 113) Smith Street, Kalbarri	Replace asbestos roof and wall cladding	\$ 35,000.00
21-02-22	21CS311	Ivan & Erica Teskle	Owner Builder	4563 North West Coastal Hwy, Bowes	Replace roof on shearing shed	\$ 40,000.00
21-02-22	21CS312	Brian Ayers	Auspan Building Systems	1534 Wundi Road, Northampton	Construct new shearing/storage shed	\$ 150,428.30
24-02-22	21CS313	Iain Connah	Noel Visser	12 (Lot 201) Balsam Street, Kalbarri	Remove asbestos roof sheeting	\$ 6,500.00
24-02-22	21CS314	Roxanne Powell	Noel Visser	16 (Lot 203) Balsam Street, Kalbarri	Remove asbestos roof sheeting, fencing and wall sheets	\$ 16,500.00
22-02-22	21CS315	Gregory Donaldson	Noel Visser	33 (Lot 253) Smith Street, Kalbarri	Removal and replacement of asbestos fencing	\$ 4,751.00
24-02-22	21CS316	Geoffrey Moody	CCS Building Maintenance	143 (Lot 281) Stiles Road, Kalbarri	Repair roof frame and roof cover, reconstruct masonry walls to garage	\$ 488,154.00
24-02-22	21CS317	Stephen Thorne	Bellalucca Construction	63 (Lot 11) Stephen Street, Northampton	Partial removal of ACM fence	\$ 6,622.00
28-02-22	21CS320	Squarewell Farming Co	Carimor Sheds Pty Ltd	176 (Lot 20) Teskle Road, Bowes	Construct new zincalume machinery shed	\$ 190,000.00
28-02-22	21CS322	David Fry & Catherine Suckling	Bellalucca Construction & Stone	2528 (Loc 10148) Binu Road West, Binu	Full demolition of fertiliser shed	\$ 13,388.82
28-02-22	21CS323	Broadview Vetures Pty Ltd	Bay Building Services (BC14536)	273 Percy Road, Bowes	Repairs to roof sheeting and veranda	\$ 105,225.00

TOWN PLANNING CONTENTS

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7.3.1 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:	JA Booth & IJ Bursnell
OWNER:	JA Booth & IJ Bursnell
FILE REFERENCE:	10.6.1.1 (A436)
DATE OF REPORT:	5 March 2022
REPORTING OFFICER:	Michelle Allen – Planning Officer
RESPONSIBLE OFFICER:	Garry Keeffe - Chief Executive Officer

APPENDICES:

1. Site Plan and Elevations (Single Dwelling)
2. Site Plan and Elevations (Outbuilding)
3. Site, Floor and Elevation Plans (P/A 085-08)
4. Application Letter – WA Planning and Logistics

Quasi-Judicial

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

SUMMARY:

Council is in receipt of an application for the development of several 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 essentially act as outbuildings due to their size and detachment from the dwellings. Council consideration is required due to the application seeking a number of variations to the 'Deemed-to-Comply' provisions of the Residential Design Codes.

This report recommends Council grant development approval to the additions subject to a reduction in the size and relocation of the storerooms/outbuildings to ensure views between Carlton Crescent and the grouped dwellings are maintained.

LOCALITY PLANS:

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

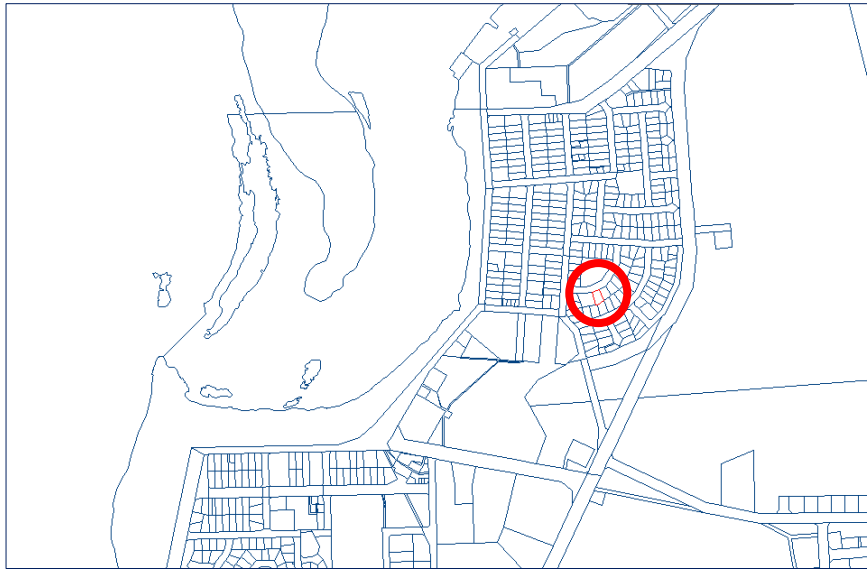


Figure 2. Site plan of Lot 238 (No. 15) Carlton Crescent, Kalbarri



BACKGROUND:

An application has been received for several additions to the existing grouped dwellings upon Lot 238 (No. 15) Carlton Crescent, Kalbarri. It is apparent upon assessment that the Applicant is seeking a number of variations to the Residential Design Codes of Western Australia ('R-Codes'), particularly for the proposed carport/storeroom structures which are located forward of both grouped dwellings.

Planning consent (P/C 002-07) was granted for two grouped dwellings to be constructed on Lot 238 Carlton Crescent on 12 January 2007. A subsequent application was made proposing three grouped dwellings with planning approval being granted (P/A 085-08) on 18 November 2008.

Approval P/A 085-08 required both grouped dwellings at the rear to construct storerooms. It appears a storeroom was constructed for Grouped Dwelling 2 (Unit 2) but not for Grouped Dwelling 1 (Unit 1).

The Proposal:

The proposed development includes additions to both grouped dwellings on the subject site consisting of:

Grouped Dwelling 1 (U1)		Grouped Dwelling 2 (U2)	
Double Carport		Double Carport	
Storeroom	19.4m ²	Storeroom	19.4m ²
Bathroom	Extension	Bathroom	Extension
Office	Addition	-	
Alfresco	Addition	-	

The carport/storerooms and other additions are proposed to be located with the following setbacks:

Grouped Dwelling 1:

Front setback	2.0m
Side setback	2.3m
Side setback (internal)	2.0m
Rear setback	0.87m to bathroom extension

Grouped Dwelling 2:

Front setback	2.0m
Side setback	2.2m
Side setback (internal)	2.0m
Rear setback	0.89m to bathroom extension

The aggregate area of each carport/storeroom structure is 63m². Each structure has a wall height of 2.7m and an overall maximum height of 3.825m. The buildings are proposed to be steel construction with a gable roof that includes a 19.48° pitch.

It is noted that the profile of the metal roof sheeting is 'custom-orb' roof cladding and 'rendered stud' walls of storeroom structures with the colour schedule for both additions to be 'surfmist'.

Copies of the applicant's site, floor and elevation plans for the grouped dwellings have been included as **Appendix 1** to this report. Copies of the site and elevation plans for the carport/storerooms has been included as **Appendix 2**. Copies of the site, floor and elevation plans for the three grouped dwelling development, approved as P/A 085-08, are provided for reference as **Appendix 3**.

In consideration of the application the following information is provided:

Lot Size (Lot 238)	918m ²
Existing Development	Two grouped dwellings
Access & 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 for the following variations to the Residential Design Codes:

- Setback of garages and carports – Clause 5.2.1;
- Street Surveillance – Clause 5.2.3;
- Outbuildings – Clause 5.4.3; and
- External fixtures, utilities and facilities – Clause 5.4.4.

COMMUNITY CONSULTATION:

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

"(3) (a) by giving notice of the proposed use or development to owners and occupiers of properties in the vicinity of the development who, in the opinion of the local government, are likely to be affected by the granting of development

approval, including a statement that submissions may be made to the local government by a specified day being a day not less than 14 days from the day on which the notice is given to the person..."

Additional correspondence was received from the landowner outlining the historical timeline of the proposed development. A copy of the correspondence is available and will be made available to Councillors upon request.

In accordance with the above requirements, correspondence was sent to five adjoining and adjacent landowners. The advertising period has not yet closed with the consultation period closing on 22 March 2022.

FINANCIAL & BUDGET IMPLICATIONS:

An Application for Development Approval fee of \$384 has been charged in line with the 2021/22 Statutory Planning Fees and Charges for the estimated cost of development of the additions.

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

STATUTORY IMPLICATIONS:

State: *Planning and Development Act 2005*

State Planning Policy 7.1 - Residential Design Codes (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."*

State Planning Policy 7.3 - Residential Design Codes (2021)

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

The proposed additions to the grouped dwellings comply with 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;
- Outbuildings – Clause 5.4.3; and
- External fixtures, utilities and facilities – Clause 5.4.4.

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

Setback of garages and carports – Cl. 5.2.1

The R-Codes defines a carport as:

‘A roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side, and being without a door unless that door is visually permeable.’

The proposed development includes a roofed structure for each grouped dwelling that will accommodate two motor vehicles. However, the structure will not be completely unenclosed with the rear portion containing a storeroom for the full width of the structure. While the carport structure on its own would meet the ‘Deemed-to-Comply’ standards, the addition of the enclosed portion affects how it can be assessed.

The proposed development does not satisfy the following “Deemed-to-Comply” provision(s) of the R-Codes in terms of the setback of the carport under cl. 5.2.1:

“C.1.2 Carports set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1i, except that the setback may be reduced by up to 50 per cent of the minimum setback stated in Table 1 where:

- i. width of the carport does not exceed 60 per cent of the frontage;*
- ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; and*

- iii. *the carport roof pitch, colours and materials are compatible with the dwelling.*

The proposed carports are located with a reduced front setback of 2.0 metres to Carlton Crescent. The R30 density code permits this in accordance with C1.2 where:

- i. the carport does not exceed 60 per cent of the frontage; and
- ii. the construction allows an unobstructed view between the dwelling and the street; and
- iii. the carport roof pitch, colours and materials are compatible with the dwelling

The carports are proposed to be built in a manner and form that matches the existing grouped dwellings and Unit 1 occupies 59% and Unit 2 occupies 60% of the frontage. Should it simply be the carports that were proposed, the development would be considered to comply. However, with the inclusion of a storeroom/outbuilding for the full width (6.12m) of each carport, the construction does not allow for unobstructed views between the dwellings and the street.

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

The design principles for the setback of garages and carports are:

"P1.1 Carports and garages set back 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.

P1.2 Garages and/or carports set back to ensure any vehicle parking on a driveway does not impede on any existing or planned adjoining pedestrian, cycle or dual-use path."

An examination of the proposed development against the Design Principles of Cl. 5.2.1 will be provided within 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:

"C3.1 The street elevation(s) of the dwelling to address the street with clearly definable entry points visible and accessed from the street.

C3.2 At least one major opening from a habitable room of the dwelling faces the street and the pedestrian or vehicular approach to the dwelling.

C3.3 For battleaxe lots or sites with internal driveway access, at least one major opening from a habitable room of the dwelling faces the approach to the dwelling.

The location of the storerooms for the full width of both carports prohibits the grouped dwellings from being visible from the street. While the proposed development includes definable entry points that are accessible from the street, they are not considered to be visible from the street. Both grouped dwellings provide habitable windows which face the pedestrian approach to the dwelling but are obscured by the proposed storeroom/outbuildings located within the carports. Where the “Deemed-to-comply” provisions are not able to be met, it is necessary to assess that component of the design against the relevant design principle(s).

The design principle for street surveillance is:

P3 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.”

An examination of the proposed development against the Design Principles of Cl. 5.2.3 will be 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’.

Although the structures contained within the carport are referred to as ‘Storerooms’ they are significantly larger than a typical 4m² storeroom measuring approximately 19m². Given it is an enclosed, habitable structure that is detached from the dwelling it may also be considered an outbuilding. 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 following “Deemed-to-Comply” provision(s) of the R-Codes in terms of outbuildings under clause 5.4.3:

“C3 Outbuildings associated with a dwelling site address either: i. the standards for small outbuildings (A. Small outbuilding); or ii. the standards for large and multiple outbuildings (B. Large and multiple outbuildings).

and

B. Large and multiple outbuildings

(i) individually or collectively does not exceed 60m² in area or 10 per cent in aggregate of the site area, whichever is the lesser;

(ii) set back in accordance with Table 2a;

(iii) does not exceed a wall height of 2.4m;

(iv) does not exceed a ridge height of 4.2m;

(v) not located within the primary or secondary street setback area;

and

(vi) does not reduce the open space and outdoor living area requirements in Table 1.”

The proposed development is considered to fall within the standards for B. Large outbuildings and collectively (carport and storeroom combined) exceeds 60m². The structure in its entirety, should it be considered to fall within the definition of an outbuilding, rather than a carport and storeroom, is also located within the primary street setback area and therefore does not meet the deemed-to-comply standards.

The design principles for consideration of the carport/storeroom structures if considered as an outbuilding are:

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

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

External Fixtures, utilities and facilities – Cl. 5.4.4

The R-Codes includes no separate definition for a storeroom, however it is defined by the 'Deemed-to-Comply' criteria as:

“C4.5 An enclosed, lockable storage area constructed in a design and material matching the dwelling where visible from the street, accessible from outside the dwelling, with a minimum dimension of 1.5m when provided external to a garage and 1m when provided within a garage and an internal area of at least 4m², for each grouped dwelling.”

While it may be argued that the storeroom complies with the 'Deemed-to-comply' criteria insofar as it being constructed in a design and material matching the dwelling generally the external location of storerooms should be screened from view. Furthermore, the size of the proposed storerooms is more than what is usually proposed (19m² instead of the minimum 4m² requirement), which casts doubt over applying the provisions of the R-codes as they relate to storerooms as an appropriate measure.

Therefore, the assessment of the application has examined through the design elements of carport, outbuilding and storeroom as they specifically relate to impact on street surveillance and streetscape.

POLICY IMPLICATIONS:

Local: Shire of Northampton Local Planning Policy – Outbuildings

Shire of Northampton Local Planning Policy – Outbuildings

The Shire of Northampton Outbuildings Local Planning Policy (LPP) is considered to be applicable should the carport/storeroom which exceeds 60m², be deemed as an outbuilding.

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

- "2.1 To alter the deemed-to-comply provisions of the R-Codes for Design Principle 5.4.3 and 6.4.4 – Outbuildings.*
- 2.2 To provide further clarity and a clear interpretation to the definition of an 'outbuilding'.*
- 2.3 To ensure that outbuildings are not used for habitation or commercial purposes by controlling building bulk (size and height).*
- 2.4 To limit the visual impact of outbuildings.*
- 2.5 To encourage the construction of outbuildings in materials and colours that complements the landscape and amenity of surrounding areas.*
- 2.6 To ensure that the outbuilding remains an ancillary use to the main dwelling or the principal land use on the property.*

The definition of an outbuilding between the Residential Design Codes and the LPP is the same, however, the LPP provides additional explanation of what is determined as 'enclosed'. The LPP states that a partial wall on any side of an outbuilding is considered to be enclosed.

The Local Planning Policy states the following provisions for outbuildings within the Residential R12.5/30 zone:

"3.3 Maximum Standards for R10 and Higher Density

3.3.1 Maximum standards do not override the open space requirements of Table 1 of the R-Codes or any specific Scheme requirements.

3.3.2 In addition to the deemed-to-comply requirements for Part 5.4.3, C3 iii, iv and v and Part 6.4.4, C4 iii, iv and v of the R-Codes, the following shall apply:

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

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

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

The proposed development is considered to meet the maximum standards prescribed by the LPP in terms of aggregate area, wall and roof height with the exception that the buildings are located within the primary street setback area.

3.10 Location and Appearance

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

The proposed development is located forward of both existing grouped dwellings however is consistent in design and constructed in the same materials and colours as the dwellings. This assists in ameliorating the impact of the structures, however, is not considered to comply with a number of design principles of the Residential Design Codes.

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

STRATEGIC IMPLICATIONS:

Nil.

COMMENT:

Assessment of the application indicates that the proposed additions comply with the objectives of the "Residential" zone as prescribed by the Shire of Northampton *Local Planning Scheme No. 11*. There are, however, a number of variations being sought to the "Deemed-to-Comply" provisions of the *Residential Design Codes*. While the proposed development partially addresses the principles relating to: the setback of carports, street surveillance, storerooms and outbuildings, there are a number of exceptions principally relating to street surveillance and streetscape.

Street Surveillance

The proposed development seeks to vary the requirements for street surveillance.

The Applicant has submitted plans that propose to locate a carport and storeroom structure in front of each existing grouped dwelling. The storeroom encloses the rear wall of the carport so that it obstructs the view from the street to the dwelling and vice versa.

The Applicant has provided the following argument to address the design principles relating to the Setback of Garages and Carports cl. 5.2.1 (P1.1):

"It is considered that the design can be supported for the following reasons:

- Whilst the storerooms at the rear of the carports do partially impede the view through to the rear units, it should be noted that previously there was an entire separate house in front of these two units which was two storey in design and manifested a wider frontage to the street than the two carports.*
- There is also ability to view past the carports on each side through to the rear units.*
- As there is a significant gap between the carport and the house, this is also a positive attribute as anyone entering the property will have to cross this open ground which is easily seen from each unit from multiple windows facing the front of the property.*

- *Therefore in affect there is the same level of surveillance to approaching visitors as viewed from the units then if the carport structures were not in place.”*

In response to the above, the argument that the grouped dwellings were previously screened by an ‘entire separate house’, which equates to the same as the proposed carport/storeroom structures, is fatally flawed. While it may have blocked the visibility of the units to the rear, it did in fact allow for views from the street to a dwelling and contributed positively to the streetscape.



Figure 3. Streetscape view pre-cyclone Seroja

It is considered that there is minimal room to view past the carports on each side through to the grouped dwellings. Due to the shape of the lot, there is greater ability for views to be made past the carport to a habitable room window for Unit 1, but not for Unit 2, as shown in **Figure 4**.

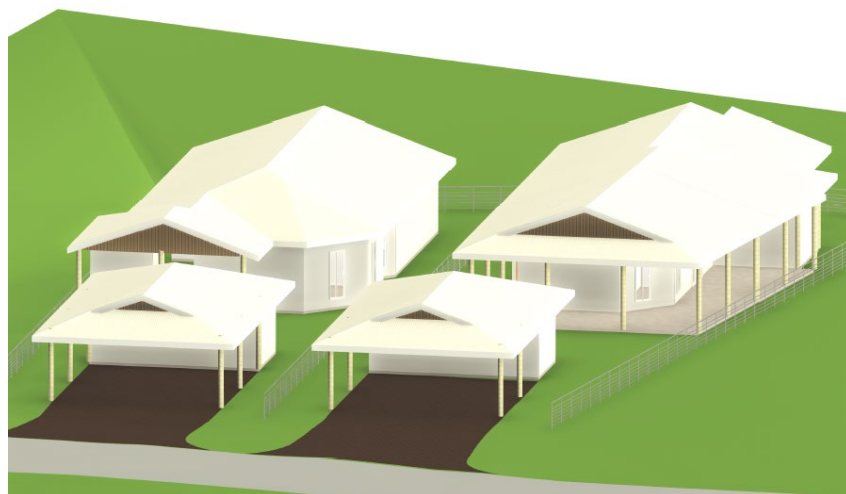


Figure 4. 3D view of proposed development

Whilst there may be a gap between the rear of the carport and the grouped dwellings, which allows for pedestrians to be seen upon approach to the dwellings, when considering the design principles associated with cl. 5.2.3 Street Surveillance, buildings need to be designed to provide surveillance between the individual dwellings and the street, not between individual dwellings and their own lot.

The other consideration of this design principle is to minimise opportunities for concealment and entrapment. While this may not be as important outside of metropolitan areas, concealment (such as a wall that blocks a view between the dwelling and the street) should still be avoided to ensure that new development enhances security for the building (and its occupants) and for people passing by.

To address the shortfalls of the design in terms of ensuring views between Carlton Crescent and the grouped dwellings are not obstructed, it is recommended the storeroom be reduced in size so it does not run the full width of the carport. This modification to the proposed development is considered to adequately address the design principles relating to street surveillance.

Alternatively, given that Unit 2 already has a storeroom constructed, the storeroom could be removed from the carport altogether.

Streetscape

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

Irrespective of the suburban or urban context of an area, there are a number of elements of streetscape that have general impact on amenity. These elements include the maintenance of views and vistas, the ability for secure and passive surveillance, landscape and shade, safety of access, privacy, open space and an attractive setting.

Previously the existence of the front unit/dwelling upon the property contributed to the streetscape of Carlton Crescent with that structure forming an integral part of the streetscape by connecting the dwelling visually to the street.

The Applicant's representative maintains *'there is not an unstructured view because surveillance of approaching visitors can still be achieved and there is still ample view of the rear units from the street to each side of the carports'*.

This statement is misleading as the submitted plans propose to locate a carport and storeroom structure in front of each existing grouped dwelling. Each storeroom will comprise four enclosed walls that run the full width of the rear of the carport so that it fully obstructs the front elevation of the dwelling from the street. The carport/storeroom structure will take up approximately 59% of unit 1 frontage and 60% of unit 2 frontage and whilst they meet clause 5.2.1 C1.2i and do not exceed 60% of the frontage, they do not comply with C1.2ii as the construction of a full width storeroom obstructs the view between the dwelling and the street. It also increases the dominance of the carport which detracts from the street presentation of the dwelling and garden and is considered to disconnect each dwelling from the streetscape due to their inability to be connected visually to the street.

It is recognised that following the impacts of Cyclone Seroja compliance with all R-Code provisions may not be possible. In every neighbourhood there are examples of dwellings and features that do not fully comply with R-Code provisions, but their existence should not constrain design when there is an opportunity to achieve a positive outcome for streetscape amenity and address the design principles in their entirety.

Therefore, reducing the size of the storerooms so they do not run the full width of the carport is considered to dramatically increase the visual connection of the grouped dwellings to Carlton Crescent thereby positively contributing to streetscape amenity and to the appearance of the existing grouped dwellings.

VOTING REQUIREMENT:

Absolute Majority Required: No.

CONCLUSION:

It is recommended that Council grant development approval to the proposed carports and storerooms upon Lot 238 (No. 15) Carlton Crescent, Kalbarri, subject to no author identified planning objections being received during the advertising period and to the conditions outlined below. These conditions aim to contribute positively to streetscape, maintain clear sight lines and provide for surveillance between the dwellings and the street and minimise opportunities for concealment and entrapment.

However, should a valid, author-identified planning objection be received during the advertising period, then the application will be re-presented to Council for their determination at their meeting 22 April 2022.

OFFICER RECOMMENDATION – ITEM 7.3.1

APPROVAL

That Council grant development approval for the proposed Carport and Storerooms upon Lot 238 (No. 15) Carlton Crescent, Kalbarri subject to the following conditions:

- 1. Development shall be in accordance with the attached approved plan(s) dated [insert date] and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government;**
- 2. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;**
- 3. A building permit shall be issued by the local government prior to the commencement of any work on site;**
- 4. The applicant 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 Zincalume 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;**
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 [insert date], 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 [insert date], 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.*

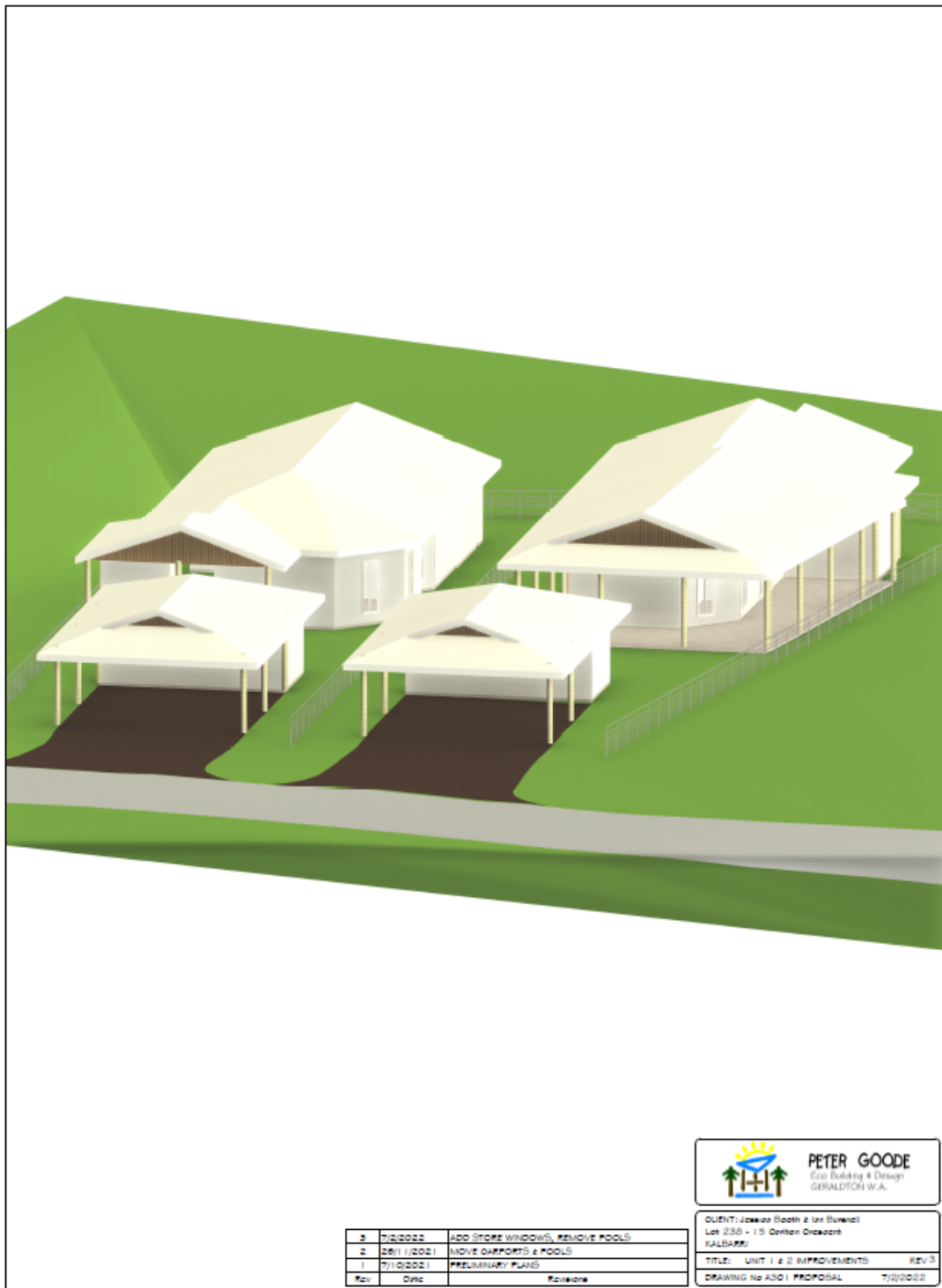
Note 2: *If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.*

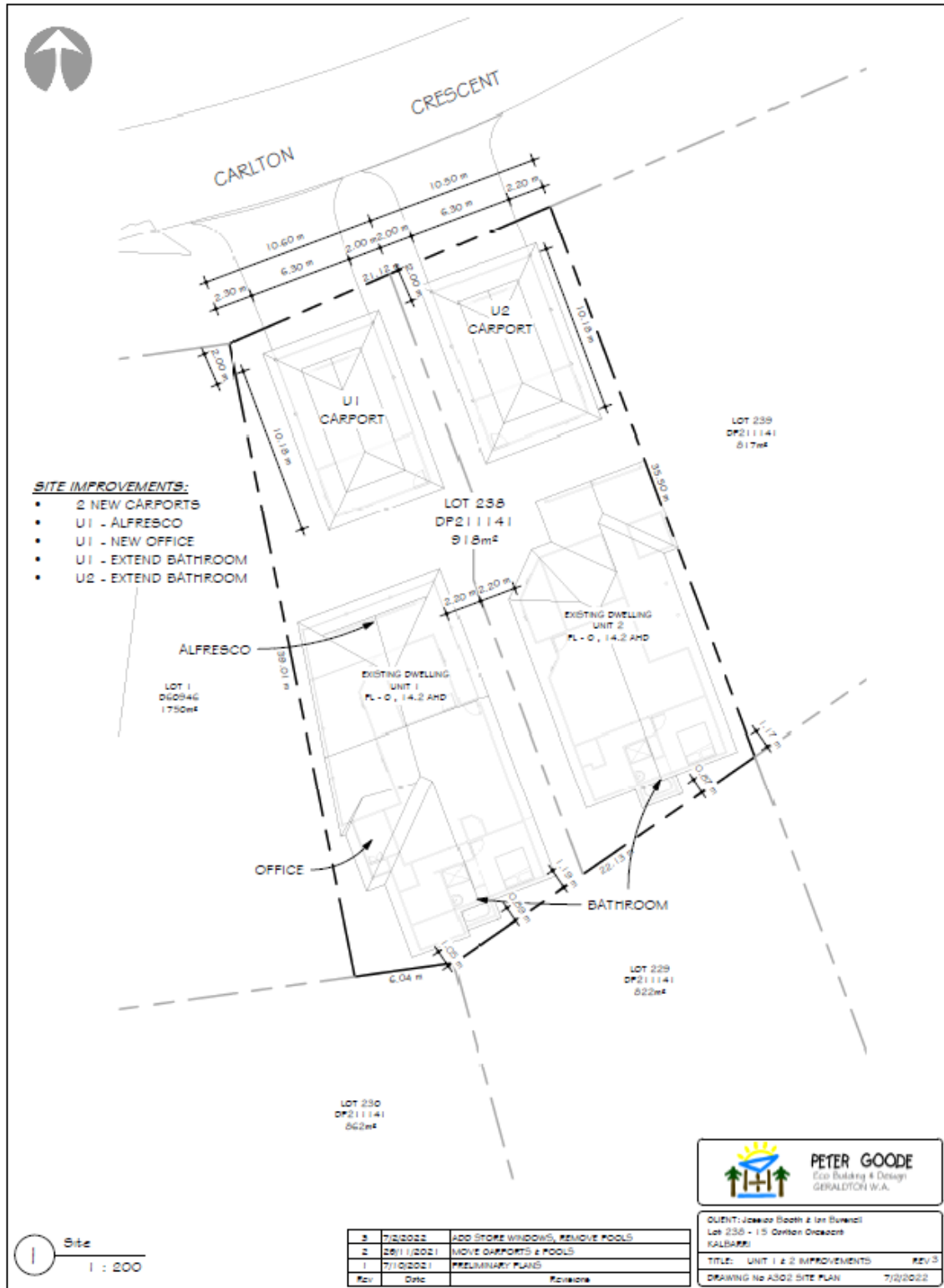
Note 3: *Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.*

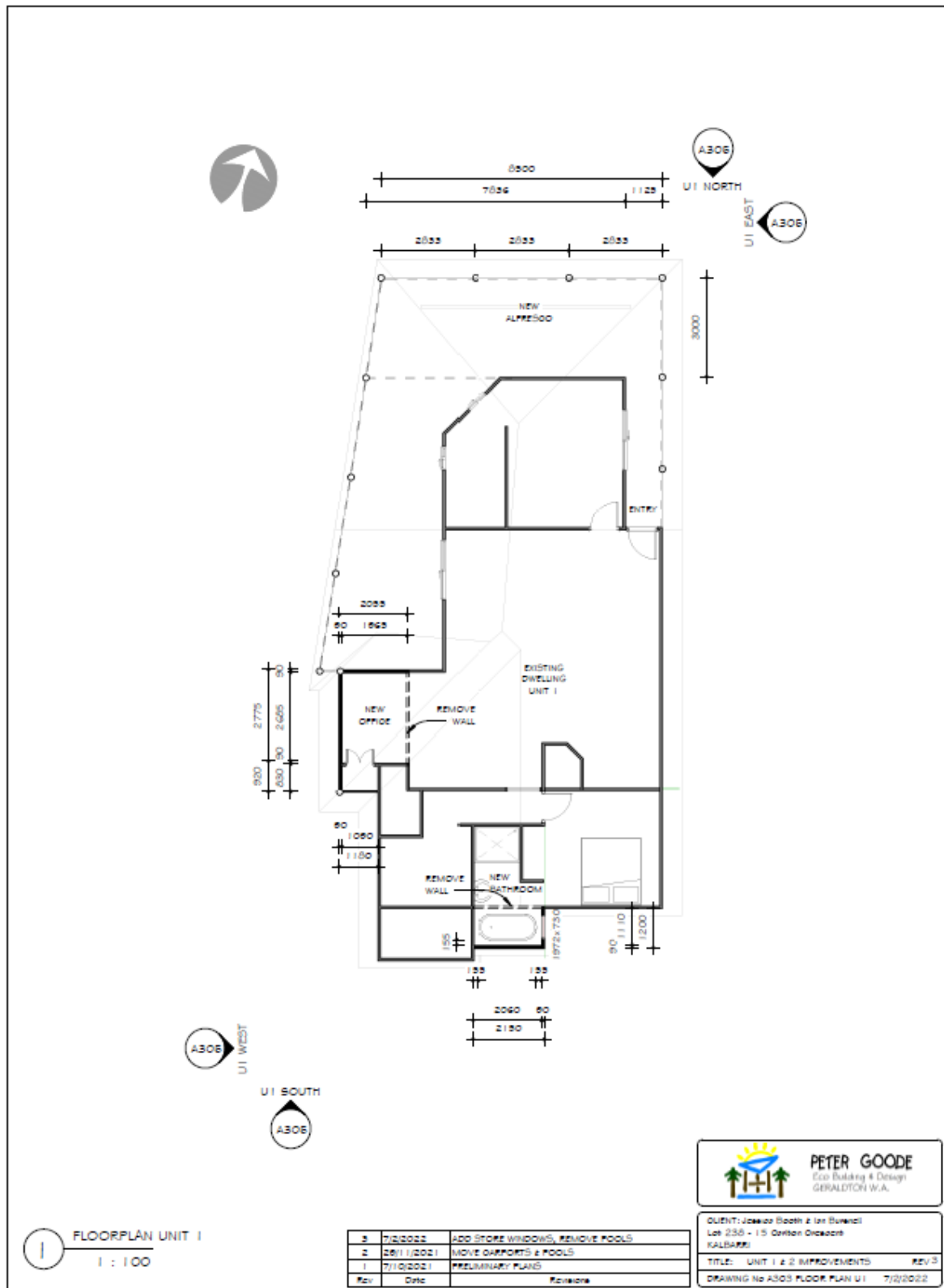
Note 4: *Assessment of the application was based on the use of the dwelling for residential purposes and any changes to this use (eg. for tourist/holiday accommodation) requires further application and development approval for that use.*

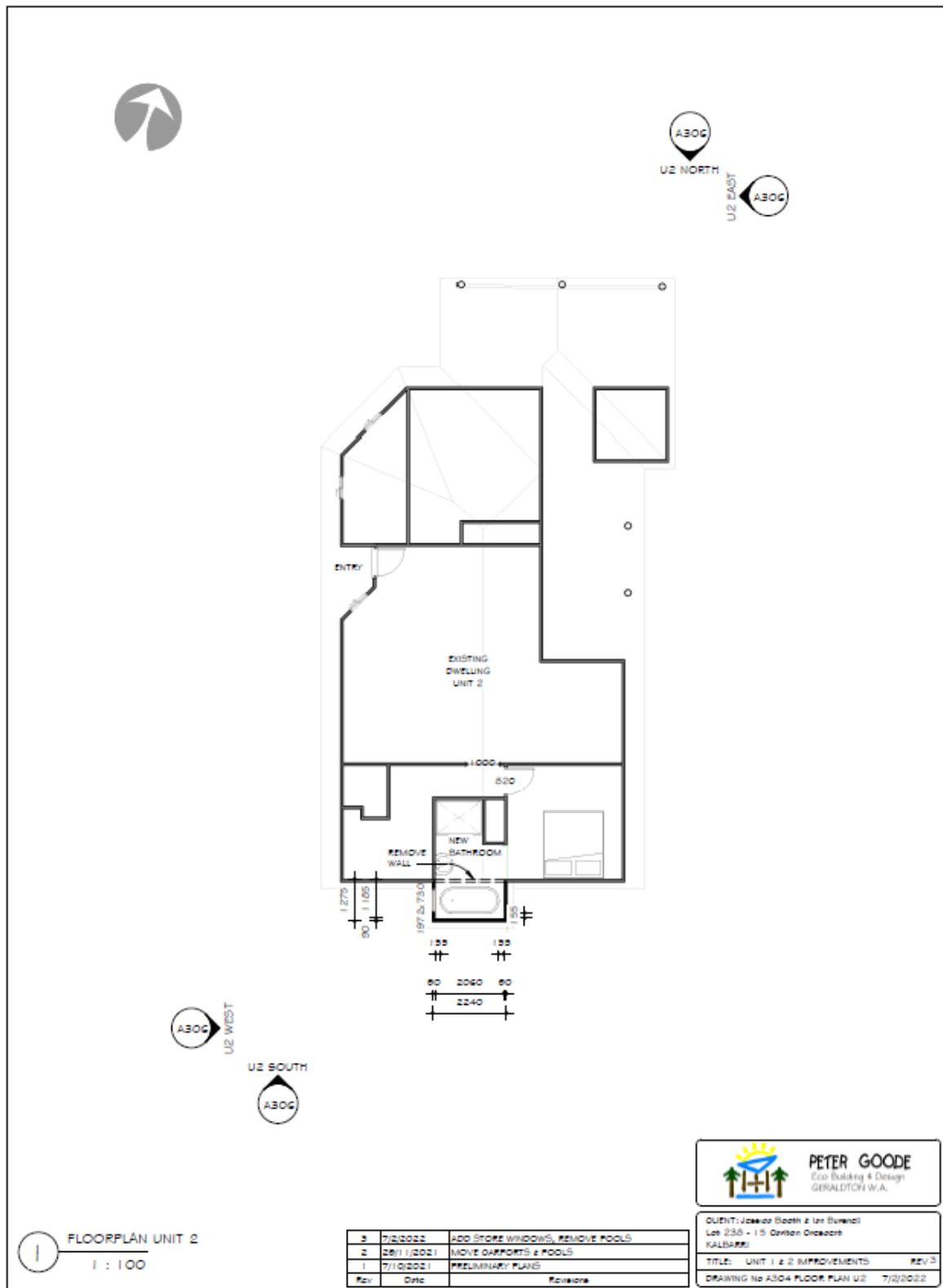
Note 5: *If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.*

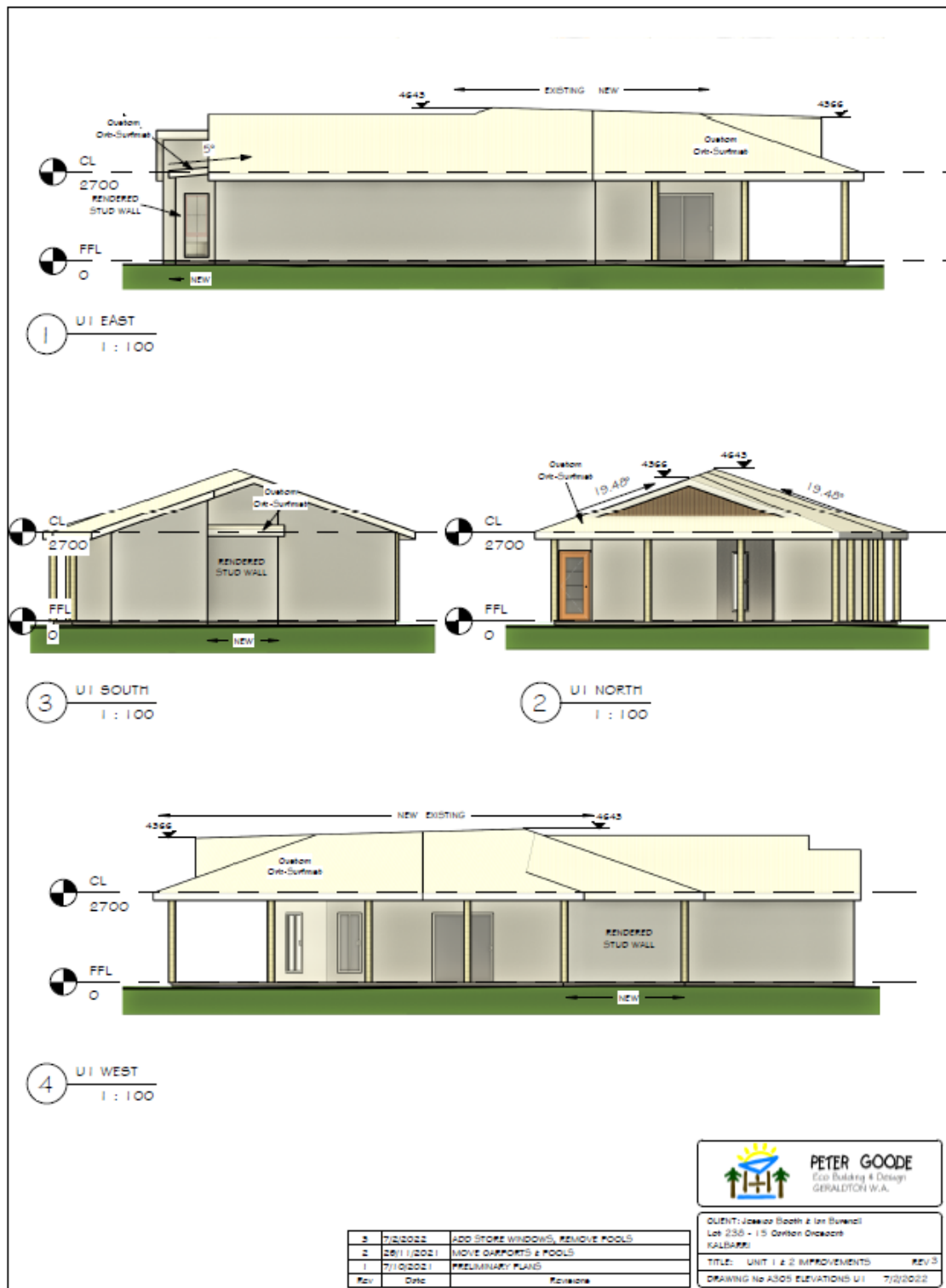
APPENDIX 1 – SITE PLAN AND ELEVATIONS (SINGLE DWELLINGS)

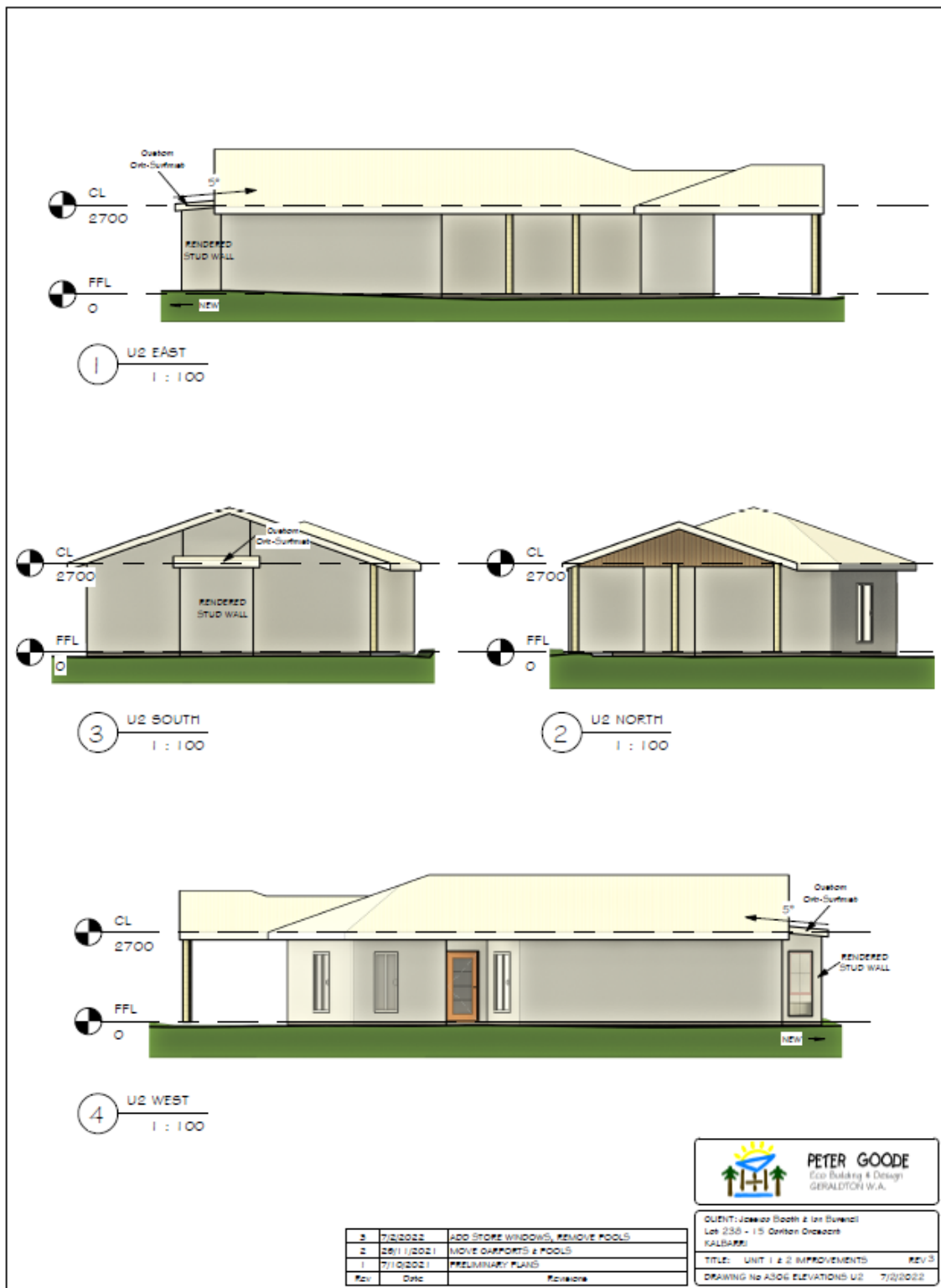




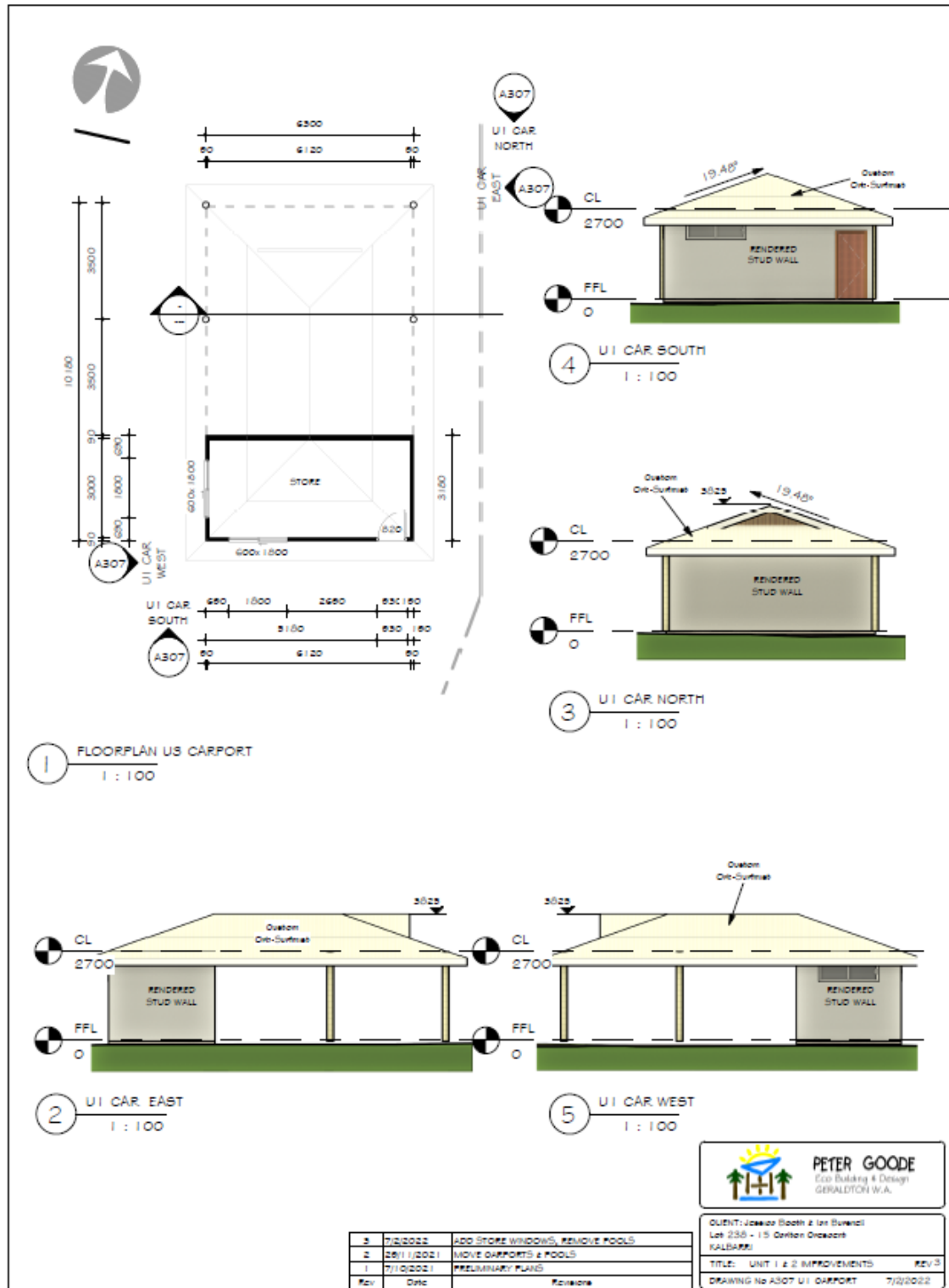


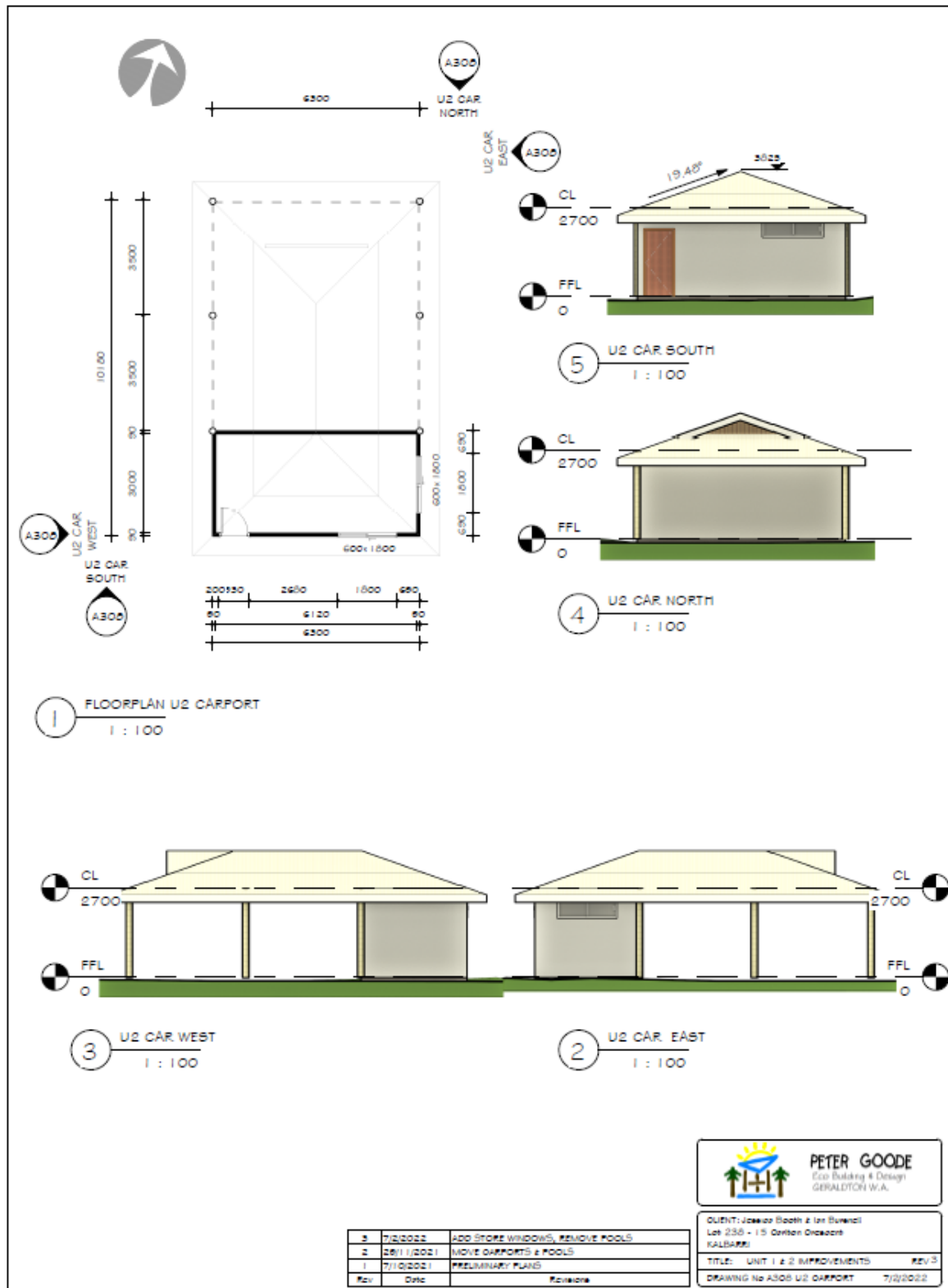




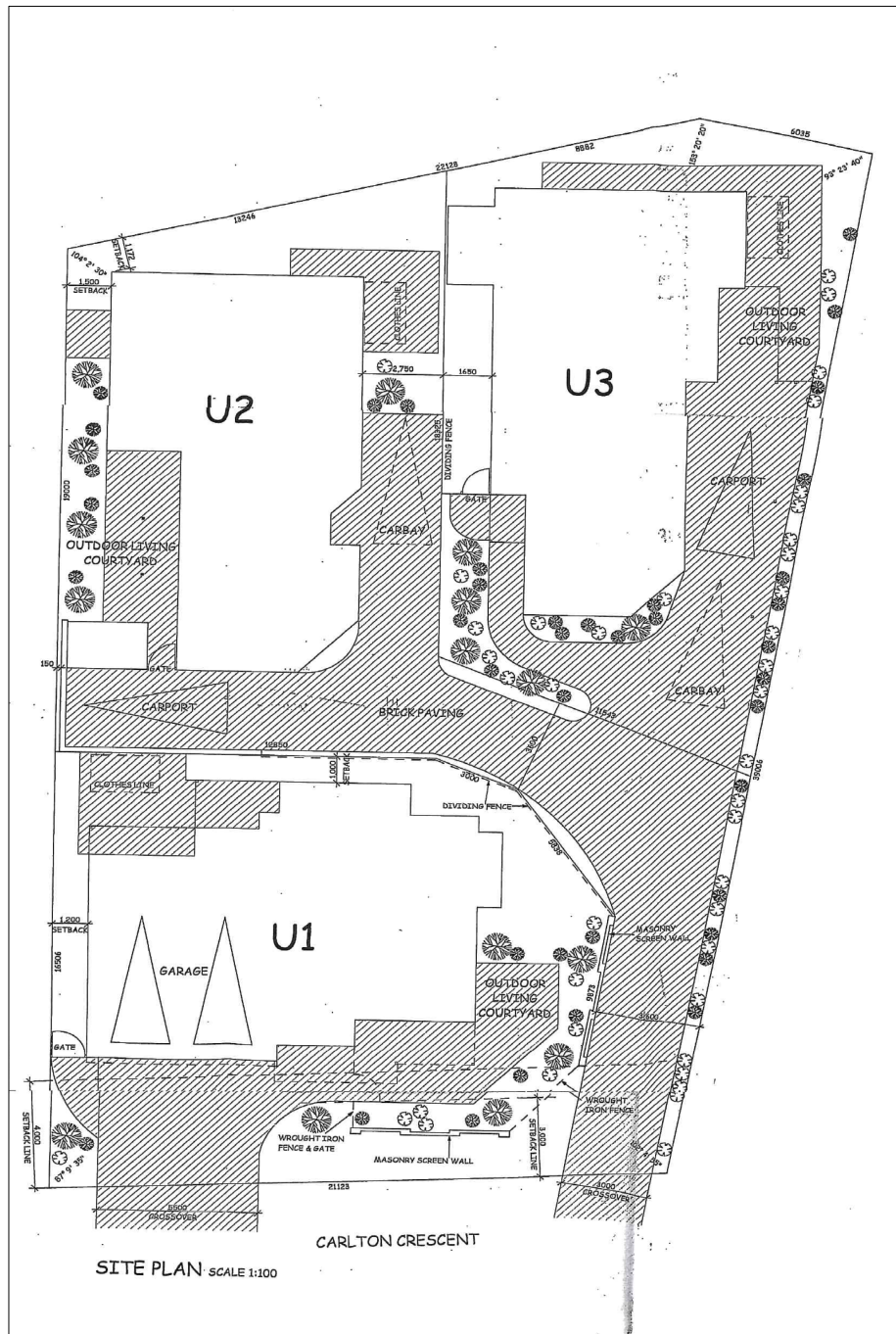


APPENDIX 2 – SITE PLAN & ELEVATIONS (OUTBUILDINGS)

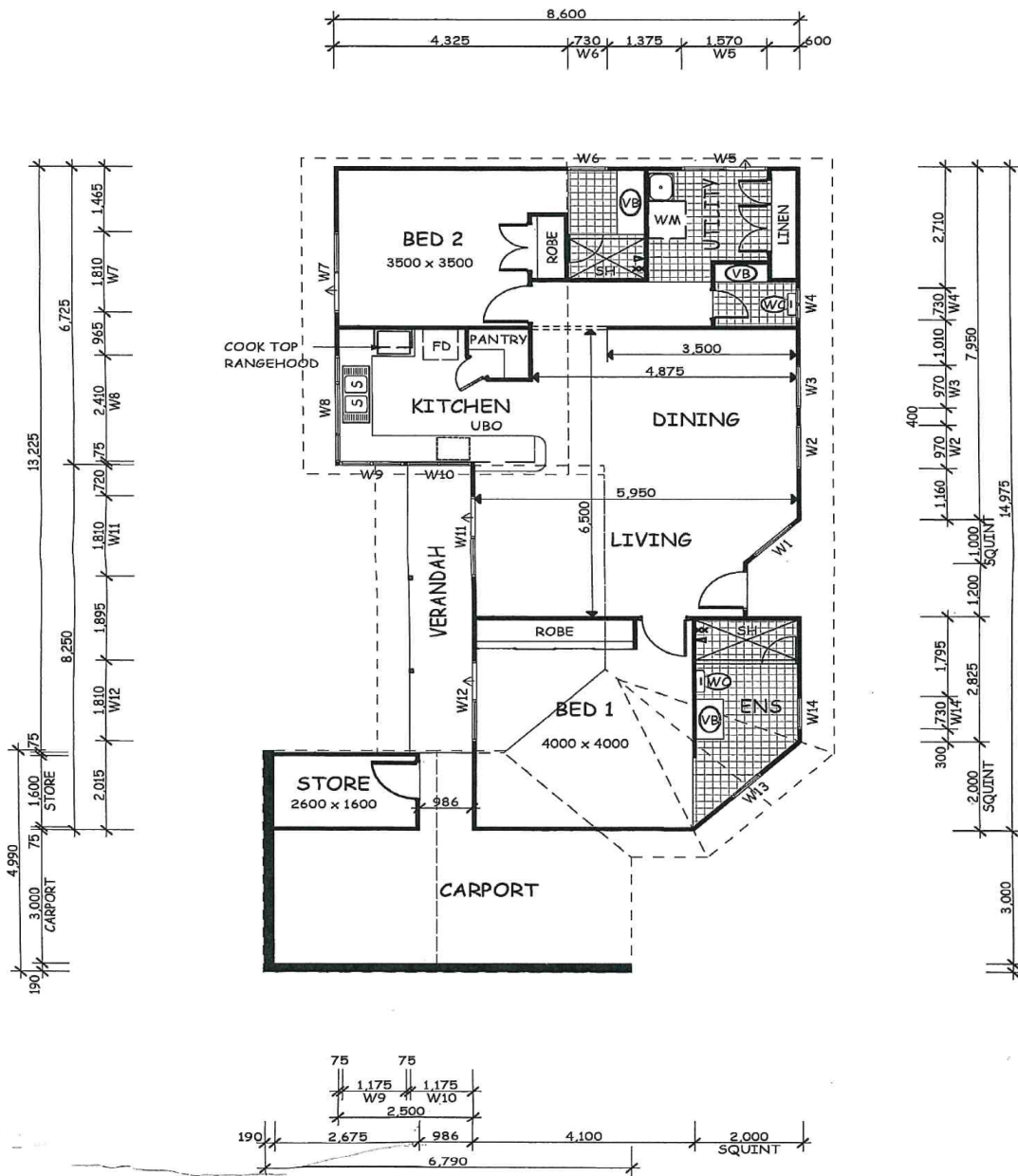




APPENDIX 3 – SITE, FLOOR AND ELEVATION PLANS (P/A 085-08)

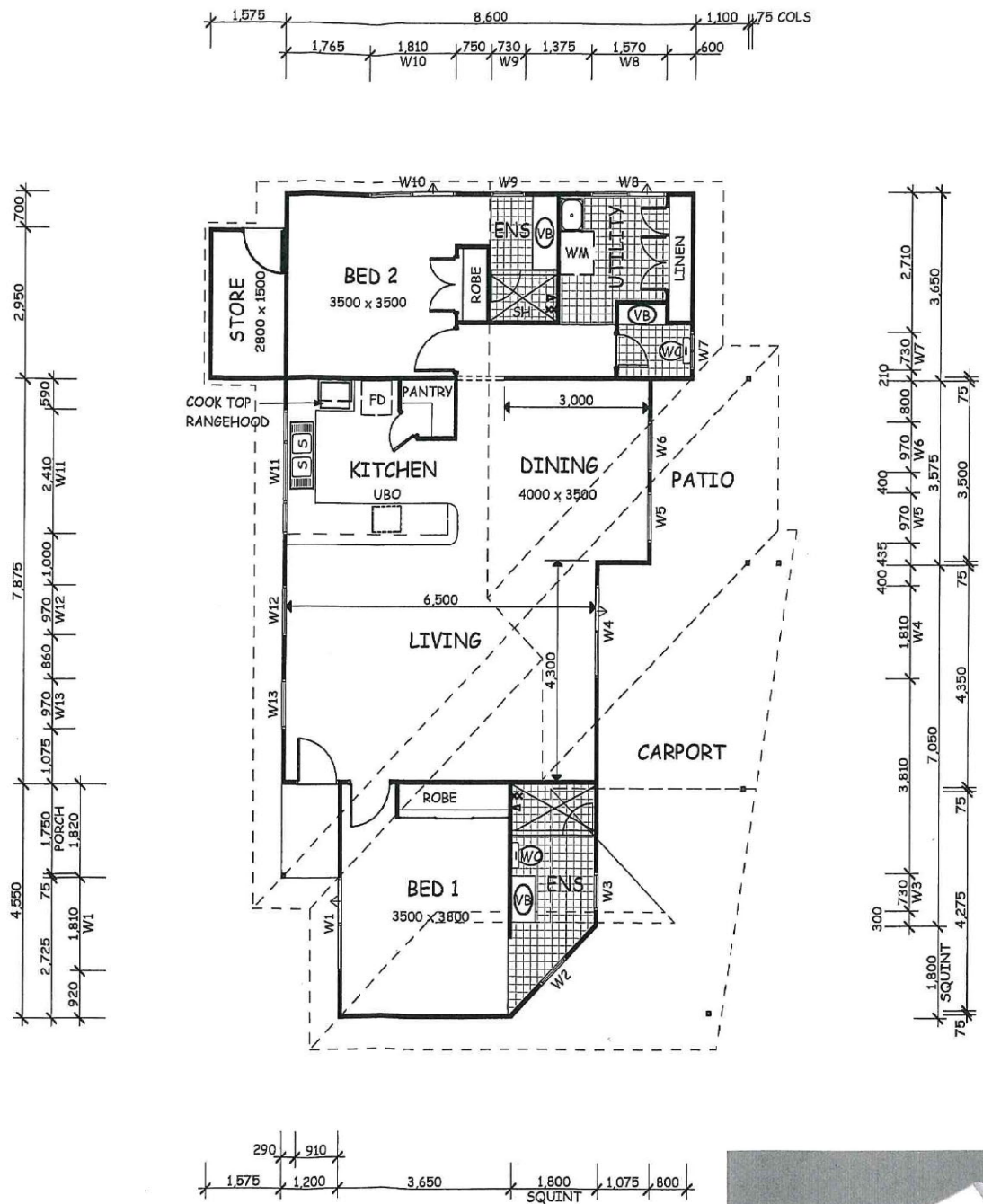


FLOOR PLAN (now known as UNIT 1)

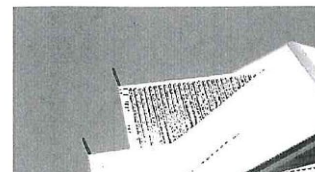


FLOOR PLAN UNIT 2 SCALE 1:100

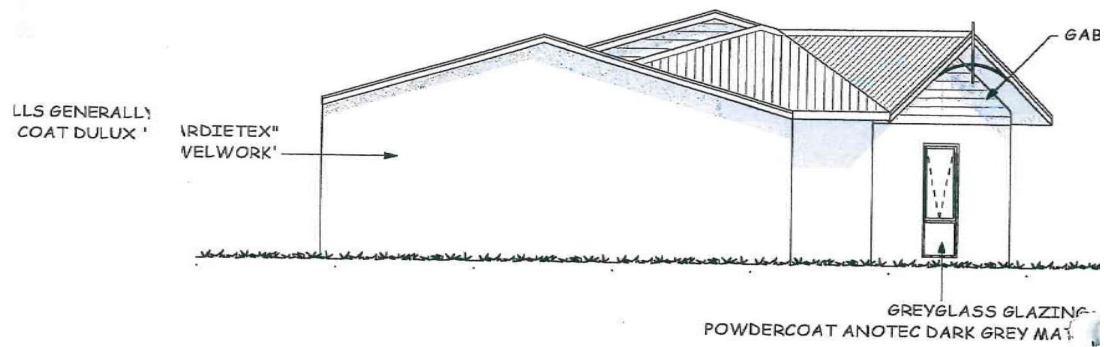
FLOOR PLAN (now known as UNIT 2)



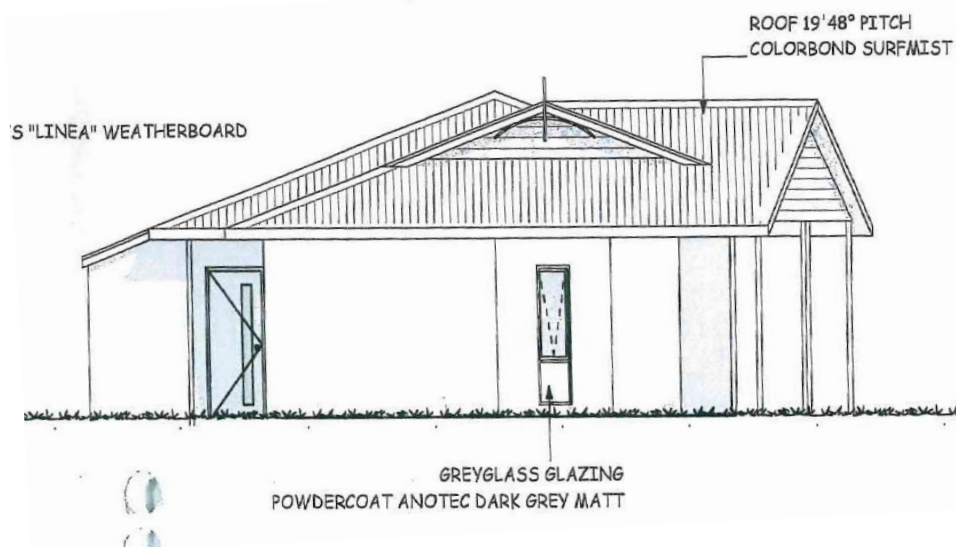
FLOOR PLAN UNIT 3 SCALE 1:100



ELEVATION – UNIT 1



ELEVATION – UNIT 2



APPENDIX 4 – APPLICATION LETTER (WA PLANNING & LOGISTICS)



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

9 September 2021

Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535

Dear Michelle,

APPLICATION FOR DEVELOPMENT APPROVAL – ALTERATIONS/ADDITIONS AT 15 CARLTON CRESCENT, KALBARRI

I write in relation to a development application seeking to obtain development approval for alterations and additions for two units upon 15 Carlton Crescent Kalbarri.

Figure 1: Aerial photograph of property



Unfortunately, in the aftermath of cyclone Seroja it was found that the front unit upon this property sustained significant damage and has since been removed from the site.

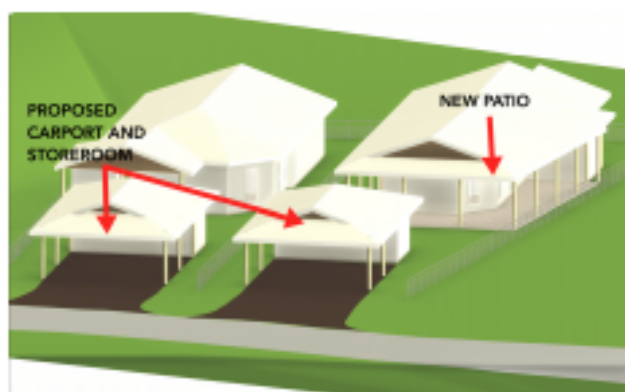
This application is seeking to reconfigure the property into only 2 units and for the first time provide dedicated carparking for each unit as well as a storage area.



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The development application can be summarised as follows:

- Unit 1
 - New carport and storage room (to satisfy grouped dwelling requirements for subdivision)
 - New alfresco/patio
 - Alteration for bathroom
 - Alteration for office
- Unit 2
 - New carport and storage room (to satisfy grouped dwelling requirements for subdivision)
 - Alteration for bathroom



The design of the additions is in matching colours and materials to the existing units. These homes have not been renovated for many years and with the addition of the carports at the front of the property and formalisation of crossovers to match, this will greatly improve the appearance of the property. , position of the outbuilding into the rear corner of the lot and the use of other matching design elements like matching paving and landscaping will tie this all together in a way that should be supported and celebrated by the City as outbuildings are rarely constructed to such a high standard, and with such a visible location this is a highly desirable outcome.

PROPOSED DEVELOPMENT UPON THE PROPERTY

The carport/storage structures are proposed to be constructed with a colorbond roof in the colour 'surfmist' (white) to match with the existing house. The rendered wall of the storerooms is also to be 'surfmist' in colour to match with the walls of the existing units.



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These structures will be completely matching with the existing residences and will look like it's always been part of the same development. This is important as now that the front unit has been damaged and removed the owners are reconfiguring the property to ultimately be subdivided into two separate lots.

As the original units were constructed at the very rear of the property it is practically impossible to add any additions to the property that strictly comply with Council policy in relation to development within a front setback area, however it is considered in light of the carport structures being open on 3 sides, constructed in matching colours and materials to the existing houses and the fact that the rear units can still be viewed between the carport structures, the streetscape is not detrimentally affected by the rear siting of the existing units. In fact, with no structures in the front setback area as the lot exists now actually looks out of place in the context of the setbacks of surrounding development. Having the carport structures at the front of the property will restore balance to the streetscape and improve the overall appearance of the property.

This is an unusual application with its own set of circumstances, and it is considered that support of the application can be made on this basis.

R-CODES

Policy Requirement	Comment
<p>Clause 5.2.3 Street surveillance Ultimately, the design should "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" and have "at least one major opening from a habitable room of the dwelling facing the street and the pedestrian or vehicular approach to the dwelling".</p>	<p>It is considered that the design can be supported for the following reasons:</p> <ul style="list-style-type: none"> • Whilst the storerooms at the rear of the carports do partially impede the view through to the rear units, it should be noted that previously there was an entire separate house in front of these two units which was two storey in design and manifested a wider frontage to the street than the two carports. • There is also ability to view past the carports on each side through to the rear units. • As there is a significant gap between the carport and the house, this is also a positive attribute as anyone entering the property will have to cross this open ground which is easily seen from each unit from multiple windows facing the front of the property. • Therefore in affect there is the same level of surveillance to approaching visitors as viewed from the units then if the carport structures were not in place.
<p>C3.2 Carports set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1i, except that the setback</p>	<p>The carports take up approximately 39% of unit 1 frontage and 60% of unit 2 frontage. Therefore the setback can be reduced by 30%.</p>



**PLANNING
& LOGISTICS**

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<p>may be reduced by up to 50 per cent of the minimum setback stated in Table 1 where:</p> <ul style="list-style-type: none"> i. the width of the carport does not exceed 60 per cent of the frontage; ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; and iii. the carport roof pitch, colours and materials are compatible with the dwelling." 	<p>As detailed above there is not an unstructured view can be supported because surveillance of approaching visitors can still be achieved and there is still ample view of the rear units from the street to each side of the carports.</p> <p>The carports are completely matching in design, colours and materials.</p>
<p>5.1.3 Side boundary setbacks</p>	<p>We believe that the reduced setback can be support because:</p> <ul style="list-style-type: none"> ▪ It will not impact on the use and enjoyment of the adjoining property ▪ Fire separation is still achieved ▪ Does not affect light and ventilation ▪ Patios are low impact areas of outdoor recreation and an accepted part of residential living

LOCAL PLANNING POLICY – OUTBUILDINGS

Policy Requirement	Comment
2.0 Objectives	Compliant
3.3 Maximum standards	Compliant
120m ² in area or 20% in aggregate of the site area, whichever is the lesser	
3.6 Setbacks	Compliant
3.9 Use of Outbuildings	Compliant
<p>3.10 Location and Appearance</p> <p>3.10.1 Regardless of zoning, on lots of 4ha or less, an outbuilding and/or detached garage is to be located entirely behind any existing dwelling on the lot unless the outbuilding and/or detached garage is consistent in design and constructed in the same materials and colours as the dwelling.</p>	<p>The carport/storage structures will be constructed in the same materials and colours as the existing units. All walls and roof cladding will be white 'surfmist' in colour.</p>

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

I would implore the Shire to see the greater argument here for the application to be considered on its individual merits and not on a strict guidelines of normal placement of buildings. Considering the information provided within this report, it is considered that the use, design, and position of the proposed buildings will ensure that the proposal is in keeping with the 'residential' zone and therefore a request for Approval is sought.

Trusting that this correspondence and the enclosed information meets with your requirements, however, should further information be required, please do not hesitate to contact Kathryn Jackson from WA Planning & Logistics on 0459 186 171.

Yours faithfully,



Kathryn Jackson
WA PLANNING & LOGISTICS

7.3.2 PROPOSED KALBARRI QUADBIKE SAFARIS LICENCE AGREEMENT – RESERVE 12996 (NORTH/SOUTH), UCL, LOTS 1545 & 13 MURCHISON HOUSE STATION, AJANA-KALBARRI ROAD, KALBARRI

LOCATION:	Reserve 12996– Murchison River Foreshore and Lots 1545 and 13 Ajana-Kalbarri Rd, Kalbarri
FILE REFERENCE:	10.6.7/10.6.1.3/R12996
APPLICANT:	ML Rodger & EM Nightingale
OWNER:	C Carruth & B Sparkhall, State of Western Australia
DATE OF REPORT:	10 March 2022
REPORTING OFFICER:	Michelle Allen – Planning Officer
RESPONSIBLE OFFICER:	Garry Keeffe, Chief Executive Officer
APPENDICES:	
1	Information supplied 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 Quadbike Safaris who wish to continue the existing quad bike tours upon Reserve 12996 (North and South) as well as private landholdings, 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 30 June 2022.

This report recommends conditional approval of the application.

BACKGROUND:

An application has been received from Ellen Nightingale and Martin Rodgers for the continued operation of Kalbarri Quadbike Safaris.

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

- Completed Form of Application for Planning Approval;
- Detailed information regarding the business operations including hours/days of operation, experience of staff, operation procedures;
- Equipment and safety information; and
- Public Liability Insurance Certificate to \$20 million.

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

Kalbarri Quadbike Safaris, as run by Ellen Nightingale and Martin Rodgers, has operated since July 2010 and provides fully guided tours of varying duration (1.5, 2.5 and 5 hours) on All Terrain Vehicles (quadbikes) operated by the participants.

The guided tours are provided on Reserve 12996, North and South of the Murchison River, along with land contained within Murchison House Station's leasehold.

The guided tours are based at Murchison House Station (Lot 13) and start and finish at this location. Tours operate seven days per week, from 7am to 7pm, weather permitting. The operation consists of seven (7) bikes including one (1) bike used by the tour guide.

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

COMMUNITY & GOVERNMENT 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 21 days, commencing on the 4 February 2022 and closing on the 25 February 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 Water and Environmental Regulation
 - Nanda Aboriginal Corporation
 - Yamatji Marlpa Aboriginal Corporation
 - Department of Biodiversity, Conservation and Attractions
 - Department of Planning, Lands and Heritage

A Schedule of Submissions is included as **Appendix 2** to this report. The Schedule identifies the respondents, summarises the matters raised and provides individual comment upon those matters.

FINANCIAL & BUDGET IMPLICATIONS:

The applicant has paid a planning application fee of \$447.00 under the Shire's 'Commercial Recreational Tourism Activity on Crown Reserves' Local Planning Policy.

Should Council grant formal planning 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:

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

Reserve 12996 is zoned 'Public Open Space' under *Local Planning Scheme No. 11 (Kalbarri)* and is vested with the Shire of Northampton for the purposes of "Parkland and Recreation". The land contained within Murchison House's Pastoral Lease is zoned "Public open Space" as well as "Rural".

Clause 2.2.3 of the Scheme states the following objectives for Public Open Space Reserves:

- *“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.”*

Clause 3.1.2 of the Scheme states the following objectives for Rural zoned land:

- *To provide for the maintenance or enhancement of specific local rural character.*
- *To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.*
- *To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.*
- *To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural Zone.*
- *To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.*

POLICY IMPLICATIONS:

Kalbarri Coastal Management Strategy (2015)

The *Kalbarri Coastal Management Strategy* is a strategic document that provides guidance for the management of coastal and human use impacts on the Kalbarri foreshore reserve, which includes Reserve 12996.

The objectives of this strategy include the following:

- *Protect and maintain the environmental and cultural values of the Murchison River. To conserve areas of geological, environmental and cultural significance, minimise the impact of human activities on the values and preserve the important cultural and recreational values of the River Reserve.*
- *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.*

Section 2.7.2 of the Strategy outlines the following in relation to Aboriginal Heritage:

"The study area contains a number of cultural sites that are important to the Nanda people ... some of which are registered with the Department of Aboriginal Affairs.

The area covered by this Strategy has previously been the focus of a number of dedicated ethnographic and archaeological studies into the extensive Aboriginal heritage and sites of importance to the Nanda people ... There is a concentration of heritage throughout the study area and Murchison River Reserve, particularly in Paradise flats (Reserve 12996) which includes numerous camping grounds, freshwater springs, engravings, artefacts and mythological sites"

The Recreational values of the Kalbarri community are also addressed within the Strategy:

"Off road vehicle use is a significant activity within the study area. Vehicles can access the beach directly at Wittecarra Creek, in the townsite and along parts of the Murchison River Reserve.

Commercial recreational tourism is permitted in the Murchison River Reserve. This includes Quadbike Tours and horse riding.

In addition to organised tours, off road vehicles including quad bikes and dirt bikes often access the Murchison River Reserve on both the northern and southern shores. The level of access is felt by the community to be increasing and is likely to lead to further impacts on the values of the Reserve such as loss of vegetation, noise and degradation of coastal dune landforms

Two of the key issues identified within the Strategy is stated as per below:

Off Road Vehicles

“Problems associated with the use of off road vehicles are still being experienced throughout the Murchison River Reserve and it is necessary to control vehicle use to limit environmental damage, protect heritage and culturally significant sites.”

Lack of awareness regarding cultural values

“The traditional Nanda inhabitants of the Kalbarri area have a long history of use and strong cultural association with the River Reserve and in particular Gregory’s Rocks and the Paradise Flats area... The Murchison House Station was historically a big employer of aboriginal people in the area and there is a permanent use of the station and paradise flats area for recreational and cultural activities.

There are numerous sites of cultural and mythological significance that experience the highest incidence of recreational use by members of the Kalbarri community and visitors to the area.

These areas are registered with the Department of Aboriginal Affairs and known to the local community but there is no other recognition of the significance of the locations and heritage.”

Commercial Recreational Tourism Activity on Crown Reserves Local Planning Policy (2019)

The application has been lodged under Council’s ‘Commercial Recreational Tourism Activity on Crown Reserves’ 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 3.3.1 of the Policy states the following in relation to land-based activities:

- 3.3.1.1 *The natural systems should be able to sustain the form of recreation or activity which is proposed.*
- 3.3.1.2 *The activity should be compatible with the vesting purpose of the land and with the preservation values of the land, eg. they do not impinge upon rare or fragile ecosystems or impair key features of the landscape, or increase visitor pressure on land to an unacceptable level and do not detract from the reasonable enjoyment of the land by the public.*
- 3.3.1.3 *Generally the widest range of activities consistent with the reserve purpose should be allowed. Uses that impair other forms of use to an unreasonable extent or place the safety of others in jeopardy should be controlled or eliminated. In certain instances, for safety reasons, priority use may be allocated to specialised recreation activities at sites that are uniquely suited to those activities (eg. jet ski hire).*
- 3.3.1.4 *Sites that are likely to suffer environmental/stability problems from increased human activity or have a high conservation value will be excluded.*
- 3.3.1.5 *The Shire will endeavour within the resources available to it to provide an appropriate level of supervision of activities on the reserve or UCL. This is particularly important where natural and cultural values may be impaired. If this cannot be done, the activity should where practicable be restricted, relocated or eliminated.*
- 3.3.1.6 *The activity should enhance the appropriate use of, enjoyment, understanding and appreciation of the land.*
- 3.3.1.7 *The activity should meet all statutory and industry requirements relevant to the operation including compliance with statutory town planning requirements (ie. zoning provisions, development control, Scheme purposes and*

objectives) and any relevant strategic planning report recommendations.

- 3.3.1.8 *If an application is received for an existing activity by a previous Agreement holder of that activity and on the same site, Council will give preference to the previous Agreement holder where no recorded breach of any condition has been noted by Council.*

Furthermore Section 3.4.2 and the attached Schedule 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 & 26591 “Paradise Flats” Kalbarri	<p>No further approvals will be issued other than for the following:</p> <ul style="list-style-type: none"> • Horse Riding Tours – 1 Agreement (maximum of 45 horses); (Current agreement is 18 horses including staff horses) • 4 Wheel Bike Tours – 1 Agreement (maximum of 7 bikes); • Canoe Safaris – 1 Agreement (maximum of 14 canoes). • Including 1x guided vessel and 3x 4wd trucks and 2 x trailers • Land-based fishing tours - 1 Agreement • 1x six seater ATV, 2x canoes and 1x motorised pontoon for staff use only.

The Policy states that for Reserve 12996 and 26591 one (1) approval be granted for 4 Wheel Bike Tours, with a maximum of 7 bikes. The Kalbarri Quadbike Safaris are considered to accord with the recommendations of this Policy.

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:

Western Australia is recognised both internationally and interstate as being a unique wilderness destination providing visitors with an opportunity to connect with nature.

Kalbarri is one of the state's premier tourism destinations being located at the mouth of the Murchison River in close proximity to coastal cliffs and inland gorges which offer spectacular views.

It is therefore pertinent for Council to consider the strategic importance of tourism operations such as Kalbarri Quadbike Safaris and the tourism value they contribute to Kalbarri.

COMMENT:

The proposed quad bike tours are considered to accord with the *Shire of Northampton Local Planning Scheme No. 11 – Kalbarri Townsite*, the *Shire of Northampton's Kalbarri Coastal Management Strategy* and the *Shire of Northampton Local Planning Policy - Commercial Recreational Tourism Activity on Crown Reserves*.

The Shire's Local Planning Strategy highlights concerns regarding environmental and cultural degradation, one of the primary concerns being the use of off road vehicles (ORV's) along the Murchison River Foreshore area. It is noted however that this would typically apply to the *uncontrolled* use and management of ORV's within the foreshore Reserve area. In contrast, the Kalbarri Quadbike Safari tours have been operating for a number of years within the recreational reserve area, utilising existing and well-established tracks only and offering only supervised, guided tours. No complaints have ever been received in relation to the quadbike business or users in relation to having a detrimental impact upon the natural environment or sites of cultural heritage significance. It is also noted that Reserve 12996 is zoned as Public Open Space and for the purpose of Parklands and Recreation. In consideration of the above, it is

therefore considered that the operational activities of the business do not pose an unacceptable risk to the environmental or cultural values of the area, and any potential risk can be managed through appropriate conditions of approval, including that only existing, well-established tracks are used and that the Applicant is familiar with the State Cultural Heritage Due Diligence guidelines, which are designed to assist proponents to identify and mitigate any risks to Aboriginal Heritage sites.

Should Council grant approval of this application, a Licence Agreement will be entered into with the applicant, with the agreement requiring the approval of the Minister of Lands. The Licence Agreement contains all those requirements and conditions considered essential for the operations of the business and to ensure ecologically sustainable use and protection of Reserves for the benefit and enjoyment of future generations.

As the Application also requires the storage of quad bikes at Murchison House Station, a Home Business approval will also need to be granted, should this proposal be supported by Council.

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 Strategy* and *Local Planning Policy 'Commercial Recreational Tourism Activity on Crown Reserves'*, it is recommended that approval be issued to the Quadbike Tours for Reserve 12996 (North and South) along with Lot 1545 and Lot 13, and a Home Business Approval be granted for the storage of the Quad Bikes, with particular note of the need for the Applicant to refamiliarise themselves with the State Cultural Heritage Due Diligence guidelines.

OFFICER RECOMMENDATION – ITEM 7.3.2		APPROVAL
That Council:		
1	Grant Planning Approval for a Commercial Recreational Tourism Activity (Quadbike Tours) over Reserves 12996 (North/South) and Lots 1545 and 13 Ajana-Kalbarri Road, Kalbarri subject to the following conditions:	

- a** This Planning 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** Approval of the Minister of Lands in accordance with the provisions of the *Land Administration Act (1997)*;
- c** A licence agreement being entered into by the applicant and the Shire in accordance with Council's *Local Planning Policy – Commercial Recreational Tourism Activity on Crown Reserves*;
- d** This Planning Approval shall remain valid whilst the licence agreement referred to in Condition (c) remains current and valid, and on the expiration or in the termination of such licence agreement, this Planning Approval shall cease to be valid.
- e** The Applicant shall conduct the tours using existing pathways, roads and tracks only, and shall not negatively impact, degrade or damage the natural amenity or cultural heritage sites within the approved land locations in any way;
- f** The Applicant shall maintain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton, to comply with the provisions of the Shire of Northampton's *Local Planning Policy – Commercial Recreational Tourism Activity*

Advice Notes:

- i** 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; and

- | | |
|---|--|
| | <ul style="list-style-type: none"> ii. Where an approval has lapsed, no development/use shall be carried out without the further approval of the local government having first been sought and obtained. iii 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 Fish Resources Management Act 1994, 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. iv 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/departments/planning-lands-and-heritage/aboriginal heritage. v. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination |
| 2 | Authorise delegation to the Chief Executive Officer and Planning Officer for preparation and execution of the Licence Agreement with any disputes to be referred back to Council for final determination. |
| 3 | <p>Grant Planning Approval for a Home Business for the storage of quad bikes upon Lot 13 (No. 5618) Ajana-Kalbarri Road subject to the following conditions:</p> <ul style="list-style-type: none"> a The business activity on the property shall be limited to the establishment of a Home Business (Quadbike Storage) and related duties; b The activity is at all times to comply with the definition of "Home Business" under the Local Planning Scheme No. 11; |

- c The home business shall not occupy an area greater than 50m²;**
- d The home business shall not involve the retail sale or display of goods of any nature;**
- e This approval is issued only to M Rodger & E Nightingale and is NOT transferable to any other person or to any other land parcel. Should there be a change of the occupier on the land in respect of which this planning approval is issued this approval shall no longer be valid;**
- f The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise;**
- g Any additions to or change of use of any part of the building or land (not the subject of this approval) requires further application and development approval for that use/addition; and**
- h This Development Approval shall remain valid whilst the licence agreement with the Shire of Northampton remains current and valid, and on the expiration or in the termination of such licence agreement, this Development Approval shall cease to be valid.**

Advice Notes:

- i. 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.**
- ii. 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 – INFORMATION SUPPLIED BY APPLICANT

Ellen Nightingale and Martin Rodger of 4 Maver Street Kalbarri trading as Kalbarri Quadbike Safaris wish to make application for approval to conduct a Commercial Tourism Business on the Murchison River Reserve, Reserve Number 12996:

In support of our application we submit:

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

Both operators have been successfully operating Kalbarri Quadbike Safaris, since the Lease was granted to them in July 2010;

We continue to maintain a high level of safety in our operation, and have only experienced minor mishaps, as would be expected with inexperienced riders;

Prior to coming to Kalbarri more than 20 years ago, both applicants held senior executive roles in which risk management and caring for the wellbeing of employees, volunteers and patients was paramount;

Since living in Kalbarri, both applicants own and operate the Jetty Seafood Shack, which operates as a very successful business, with no breaches of the Shire health requirements or occupational accidents to date;

Both applicants hold a relevant first aid certificate.

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

Kalbarri Quadbike Safaris' tourism product consists of providing fully guided tours of varying duration (2 and 5 hours) on All Terrain Vehicles (quad bikes) operated by the participants. Our policies require that participant drivers must have a drivers licence, and be at least 18 years of age. Detailed instructions about operating the quad bikes and a training session are part of each tour for each participant. Following this, the tour guide assesses the confidence of the riders, and designs a tour route that best matches their abilities. Further, tours are designed into sections with stops, and the tour guide provides detailed instructions about the terrain expected and guidance about the handling of the quadbike.

Various tour routes are available to us for planning tours for individual customer groups, and include the Murchison River Reserve, and Murchison House Station Freehold and Pastoral Lease.

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

The tours are based on these being operational on the current lease which includes all tracks on R 12996, on both sides of the Murchison River Reserve as vested in the Shire of Northampton accessed via Murchison House Station. In addition permission is

provided to access the MHS Leasehold 3034 and the Leasehold on the north side of the River.

Kalbarri Quadbike Safaris offers bush based quadbike tours, and as such there are no alternative locations.

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

A map (Google) showing the location of the tracks to be used, with reference to the reserve number is attached. The tours leave from the depot located at Lot 5618 Ajana-Kalbarri Road, Kalbarri (Murchison House Station). Kalbarri Quadbike Safaris never ventures onto Kalbarri National Park.

(d) Hours and dates of operation;

Tours can operate every day, unless the weather is too hot or too wet. Tours operate in day time hours only, between 7am and 7pm.

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

Tours are arranged to be 2 and 5 hours duration. Tours may also be customized for individual groups. The cost of tours ranges from \$120 to \$240 per rider, passengers are charged between \$50 and \$100 per person. A brochure is attached for information, and our comprehensive website www.kalbarriquadsafaris.com.au may also be of interest.

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

All tours include one lead bike ridden by the Guide and up to ~~six~~ additional bikes ridden by adult customers, who may also carry a passenger on an approved bike; making it possible for a tour to comprise of up to seven bikes in total.

Our fleet currently consists of nine All Terrain Vehicles (quad bikes) manufactured by Cfmoto and these meet new legislative and regulatory requirements for quad bikes, <https://www.cfmoto.com.au/range/atv>.

Quad bikes continue to be developed in terms of safety features and easy handling and the engine size of an adult size bike is increasing as the weight also increases, which makes them more stable to handle safely.

Clearly, we have more bikes than would be approved for an individual tour. This is so that bikes can be allocated based on requirements, and that we have back up bikes for

servicing and when the unexpected break down happens. This way we can fulfil our obligations for booked customers.

We suggest that our Lease Agreement does not specify the exact power of the vehicle, but rather require that: ***The operator purchase vehicles taking in consideration the highest safety standards and lowest power to weight ratio available in the market at the time of purchase.***

(h) All of the intended safety measures – ie. marker buoys, rescue boats, signs etc;

Safety measures for Kalbarri Quadbike Safaris include: Rider must have a drivers licence and be at minimum 18 years old, detailed instruction on the requirements of the rider, followed by a practice session on straight and undulated terrain to familiarize the rider on the handling of the quadbike in these conditions, frequent stops to check on the confidence of the rider and to describe upcoming terrain and conditions.

Tour participants are expected not to be under the influence of drugs or alcohol, and alcohol will not be offered on tour. Participants who are suspected to be under the influence of drugs or alcohol will not be permitted to ride the vehicles or participate in the tour.

In addition, the Tour Leader carries a mobile phone (with booster) in case of emergency, a fully equipped first aid kit for outdoor use, extra water, and a fire extinguisher.

Of paramount importance for safety and comfort is regular instruction and the design of the tour to match the abilities of the 'weakest' rider in the group.

All customers sign an indemnity form (copy attached) and bikes also have instruction stickers that clearly state expectations and consequences (copy attached).

(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);

Relevant insurance has been obtained to the previous limit of \$20m, and the certificate of currency is attached. A new certificate of currency is provided to the Shire of Northampton annually in July.

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

Storage of vehicles when not in use is in a locked shed at Murchison House Station.

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

Signage is within the boundary of Murchison House Station. No road signage is needed, as customers only access the Station for a confirmed tour;

And

(I) Any additional information specific to the individual service to be provided:

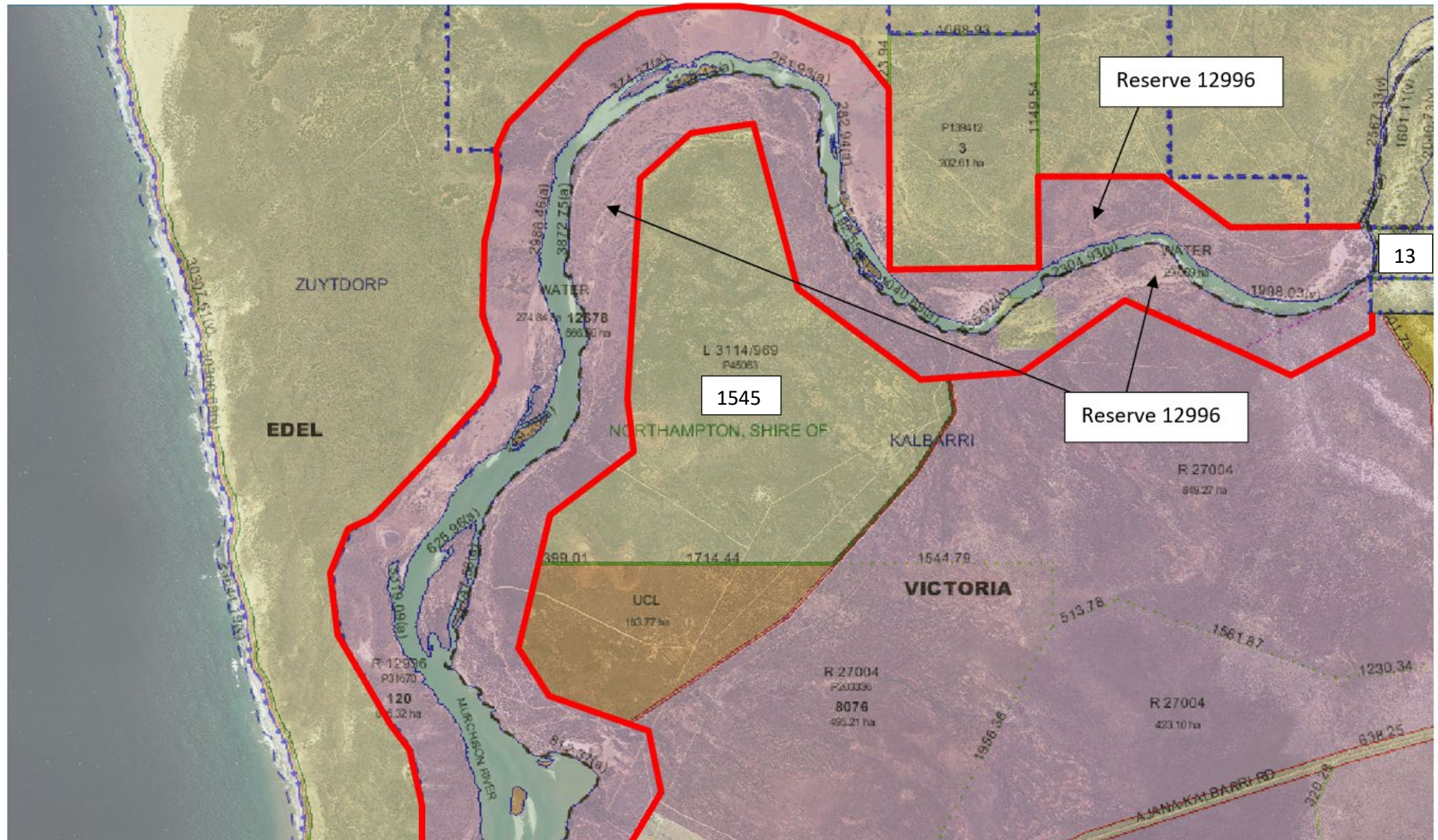
We care for the environment, and conduct 'rubbish runs' after each school holidays in an attempt to minimise the amount of litter in the area. We do collect rubbish also 'on tour' if it is appropriate to stop.

We observe activity within the Reserve and report to the Ranger/CEO where this is needed.

It appears that there a limited resources for a presence from Shire Staff, and it is an advantage for the Shire to have Commercial Operators such as ourselves, to observe and report activity such as long term camping.

However, in general the Murchison River Reserve appears to be appropriately used as a Recreational Reserve by local people and visitors alike.

We have also participated in the development of the Shire's Coastal Management Plan, and will work actively to implement it, as and when required.



APPENDIX 2. SCHEDULE OF SUBMISSIONS

No	Date Received	Submitter	Submission Detail	Comment/Recommendation
1	25/02/2022	Department of Biodiversity, Conservation & Attractions	INDIFFERENT The Department has no objections.	Noted.
2	25/02/2022	Department of Water & Environmental Regulation	INDIFFERENT The Department has no objections.	Noted.

7.3.3 SUMMARY OF PLANNING INFORMATION ITEMS

DATE OF REPORT: 11 March 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
006	Evoke Living Homes	LOT 139 (NO. 9) SIMKIN PLACE, PORT GREGORY	SINGLE DWELLING	15 February 2022
007	TR & SJ Hay	LOT 111 (NO. 7) LYNTON AVENUE, PORT GREGORY	OUTBUILDING (R-CODE & LPP VARIATIONS)	18 February 2022 Council Meeting
008	K Deadman	RESERVE 25307 GREY STREET, KALBARRI	MOBILE FOOD VEHICLE – ‘KAT-A-CHINO’	18 February 2022 Council Meeting
009	E,A & J McClintock	LOT 11 (NO. 4043) GEORGE GREY DRIVE, KALBARRI & RESERVE 35206	EXPERIENTIAL USE – GUIDED QUAD BIKE TOURS	23 February 2022
010	L Kettridge	LOT 519 (NO. 4) CHICK PLACE, KALBARRI	RETAINING WALL (R-CODE) VARIATION	24 February 2022
011	WA Country Builders	LOT 956 (NO. 15) GLIDDON AVENUE, KALBARRI	SINGLE DWELLING (R-CODE VARIATION)	24 February 2022
012	Bradley Smith Builders	LOT 16 (NO. 40) MARINER CRESCENT, KALBARRI	SINGLE DWELLING (R-CODE VARIATION)	24 February 2022
013	W & EB Lindsell	LOT 166 (NO. 46) CENTROLEPIS CIRCUIT, KALBARRI	SINGLE HOUSE & OUTBUILDING (R-CODE & LPP VARIATION)	25 February 2022
014	T & R Homes	LOT 102 (NO. 1) MOONSTONE WAY, KALBARRI	SINGLE HOUSE (R-CODE VARIATION)	28 February 2022
015	T & R Homes	LOT 808 (NO. 28 GLASS STREET, KALBARRI	SINGLE HOUSE (R-CODE VARIATION)	2 March 2022

016	Champion Sheds	LOT 78 (NO. 21) PORT STREET, PORT GREGORY	OUTBUILDING – R-CODE & LPP VARIATION)	2 March 2022
017	Zeeka Investments Pty Ltd	LOT 100 (NO. 217) HAMPTON ROAD, NORTHAMPTON	RENOVATION – HERITAGE BUILDING PLACE NO. 70 – NEWSAGENCY DWELLING	2 March 2022

OFFICER RECOMMENDATION – ITEM 7.3.3

For Council Information

7.4.1	ACCOUNTS FOR PAYMENT	2
7.4.2	MONTHLY FINANCIAL STATEMENTS – FEBRUARY 2022	11
7.4.3	2021/2022 BUDGET REVIEW	39

7.4.1 ACCOUNTS FOR PAYMENT

FILE REFERENCE:	1.1.1
DATE OF REPORT:	10th March 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 18th March 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 22174 to 22190 inclusive totalling \$87,154.03, Municipal EFT payments numbered EFT23189 to EFT23302 inclusive totalling \$442,444.33, Trust Fund Cheques 2684 to 2686 totalling \$461.65, Direct Debit payments numbered GJ0805 to GJ0811 inclusive totalling \$246,68.42 be passed for payment and the items therein be declared authorised expenditure.

SHIRE OF NORTHAMPTON
FINANCE REPORT – 18 MARCH 2022

MUNICIPAL FUND CHEQUES

Chq #	Date	Name	Description	Amount
22174	03-02-2022	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	166.30
22175	04-02-2022	ROBERT FILBY HUTSON	REFUND KERB BOND BA21029	500.00
22176	07-02-2022	SYNERGY	ELECTRICITY CHARGES	46764.84
22177	08-02-2022	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	11076.65
22178	08-02-2022	GERALDTON MOWER & REPAIR SPECIALISTS	PARTS	480.00
22179	08-02-2022	HOPPYS PARTS R US	PARTS	169.67
22180	08-02-2022	IBIS STYLES GERALDTON	ACCOMMODATION TRAINING	746.00
22181	08-02-2022	KALBARRI GAS	GAS SERVICE	155.00
22182	08-02-2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE	813.36
22183	10-02-2022	WATER CORPORATION	WATER USE & SERVICE CHARGES	17458.40
22184		CANCELLED		
22185		CANCELLED		
22186		CANCELLED		
22187	16-02-2022	AUSTRALIA POST	POSTAGE	383.56
22188	16-02-2022	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	7369.20
22189	16-02-2022	RHONDA BARBETTI	UNIFORM EMBROIDERY/ EMBLEMS	903.50
22190	25-02-2022	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	167.55
				<u>\$87,154.03</u>

ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT

EFT #	Date	Name	Description	Amount
EFT23189	08-02-2022	ALL CLEANING AND MAINTENANCE	KAL OFFICE CLEAN	3784.00
EFT23190	08-02-2022	AERODROME MANAGEMENT SERVICES	WINDSOCK	621.50
EFT23191	08-02-2022	BATAVIA TIMBER & SALVAGE	PT GREG TIP ASBESTOS REMOVAL	5225.00
EFT23192	08-02-2022	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	NTN CRAKER DUST	184.10
EFT23193	08-02-2022	LIBERTY NORTHAMPTON	HKS PLANT FUEL	123.74
EFT23194	08-02-2022	BRUCE ROCK ENGINEERING	BIN STANDS	1698.89
EFT23195	08-02-2022	BUNNINGS (GERALDTON WAREHOUSE)	TOOL BOXES	63.00
EFT23196	08-02-2022	CATERLAAS	NR10203 LIMP MODE REPAIR	2046.11
EFT23197	08-02-2022	CENTRAL WEST PEST CONTROL	PEST CONTROL	360.00
EFT23198	08-02-2022	CENTRAL WEST PUMP SERVICE	PG WATER PUMP	6221.60
EFT23199	08-02-2022	CHOICES FLOORING	BATEMAN RES CARPETS	5500.00
EFT23200	08-02-2022	COFFEY SERVICES AUSTRALIA PTY LTD	NTON REFUSE SITE SOIL SAMPLING	16225.00
EFT23201	08-02-2022	COASTAL ELECTRICAL & SOLAR	JETTY BORE CONNECTION	110.00
EFT23202	08-02-2022	BOC GASES AUSTRALIA	INDUSTRY GASES	68.64
EFT23203	08-02-2022	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	1336.75
EFT23204	08-02-2022	CORSIGN WA PTY LTD	SIGNS	4650.60
EFT23205	08-02-2022	TOLL TRANSPORT PTY LTD	FREIGHT	41.05
EFT23206	08-02-2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	4576.00
EFT23207	08-02-2022	EASTMAN POLETTI SHERWOOD ARCHITECTS PTY LTD	KAL ABLUTIONS JAKES POINT	7132.49
EFT23208	08-02-2022	ECO-FLORA CRANE, TRUCK & EXCAVATOR SERVICES	KAL TIP FIRE WATER CART	880.00
EFT23209	08-02-2022	FIVE STAR BUSINESS EQUIPMENT	PHOTOCOPIER COUNT/MTCE	44.92
EFT23210	08-02-2022	FORPARK AUSTRALIA	KAL PLAYGROUND REPLACE EQUIP	844.80
EFT23211	08-02-2022	ATOM GERALDTON	PPE	334.32
EFT23212	08-02-2022	GLENEVA FARMING PTY LTD	GRAVEL	8683.95

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EFT #	Date	Name	Description	Amount
EFT23213	08-02-2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	GRADER UTE 4 TYRES	895.81
EFT23214	08-02-2022	BELINDA GREENFIELD (NCCA)	NCCA REIMB COURSE	55.00
EFT23215	08-02-2022	HASLEBYS HARDWARE SUPPLIES	NCCA GOODS	123.65
EFT23216	08-02-2022	C + J HANSON PLUMBING CONTRACTORS	OLD POLICE ST SEPTIC	601.80
EFT23217	08-02-2022	JOHNS LYNG GROUP - INSURANCE BUILDING SOLUTIONS (WA) PTY LTD	CYCLONE KAL SPORT/REC FENCING	3817.00
EFT23218	08-02-2022	KALBARRI AUTO CENTRE	VEHICLE BATTERY, PUNCTURE REPAIR	644.60
EFT23219	08-02-2022	KALBARRI STATE EMERGENCY SERVICE	ESL 3RD INSTALMENT	8497.50
EFT23220	08-02-2022	KALBARRI REFRIG AND AIRCON SERVICE	SERVICE BUILDING AIRCONS	181.50
EFT23221	08-02-2022	KALBARRI SHUTTLE	2021 XMAS FUNCTION DRIVER	330.00
EFT23222	08-02-2022	KALBARRI PROPERTY CARE	KAL TENNIS COURTS WINDBREAK	550.00
EFT23223	08-02-2022	KOMATSU AUSTRALIA PTY LTD	LOADER REPLACE ALARM UNIT	621.37
EFT23224	08-02-2022	MCINTOSH & SON	CYCLONE REPAIR GENSET	500.43
EFT23225	08-02-2022	LGRCEU	PAYROLL DEDUCTIONS	164.00
EFT23226	08-02-2022	MIDWEST MULCHING MOWING	FIRE PREVENTION MULCHING	5676.00
EFT23227	08-02-2022	M L COMMUNICATIONS	CYCLONE WAGOE UHF YAGI ANTENNA	16990.62
EFT23228	08-02-2022	MUNDA FABRICATION	CYCLONE NTON DEPOT CARPORT	4378.00
EFT23229	08-02-2022	MIDWEST SOLAR POWER	CYCLONE NTON OFFICE SOLAR PANELS	40040.09
EFT23230	08-02-2022	THE WORKWEAR GROUP	UNIFORM	489.57
EFT23231	08-02-2022	NORTHAMPTON PHARMACY	VACCINATIONS	357.20
EFT23232	08-02-2022	NOVUS WINDSCREENS GERALDTON	GRADER WINDSCREEN	347.00
EFT23233	08-02-2022	PEST-A-KILL WA	CHIV HOUSE ANT TREATMENT	132.00
EFT23234	08-02-2022	PRECISION LASER SYSTEMS	LASER LEVEL REPAIRS	330.00
EFT23235	08-02-2022	PUBLIC LIBRARIES WA INC.	PLWA MEMBERSHIP 2022	170.00
EFT23236	08-02-2022	MANDY REILLY	NCCA REIMB GOODS	480.00
EFT23237	08-02-2022	REG REYNOLDS FAMILY TRUST	ACCOMODATION HKS PUMP TRACK	1590.00
EFT23238	08-02-2022	ROAD RUNNER MECHANICAL SERVICES	PARTS	619.59
EFT23239	08-02-2022	KARENE SEDGWICK	RATE REFUND	255.11
EFT23240	08-02-2022	THE SHEARING SHED CAFE	REFRESHMENTS	283.25

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EFT #	Date	Name	Description	Amount
EFT23241	08-02-2022	PAUL SHERIFF	SYNERGYSOFT SUPPORT	110.00
EFT23242	08-02-2022	2V NET IT SOLUTIONS	COMPUTER EXPENSES/SUPPORT	1148.00
EFT23243	08-02-2022	TOTAL TOILETS	CYCLONE KAL FSHORE PORTABLE TOILETS	17688.32
EFT23244	08-02-2022	REBECCA TRAVIS (NCCA)	NCCA REIMB COURSE	49.95
EFT23245	08-02-2022	LANDGATE	VALUATION EXPENSES	928.08
EFT23246	08-02-2022	IT VISION	COMPUTER EXPENSES	1764.31
EFT23247	08-02-2022	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	1084.95
EFT23248	08-02-2022	WA TREASURY CORPORATION	LOAN 155	14558.26
EFT23249	08-02-2022	XAP TECHNOLOGIES PTY LTD	NCCA KIDSXAP MONTHLY SUBSCRIPTION	139.00
EFT23250	03-02-2022	CLEANAWAY OPERATIONS PTY LTD	RES/COMM REFUSE COLL/SITE MTCE	35921.68
EFT23251	03-02-2022	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	2181.08
EFT23252	03-02-2022	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUEL/FUEL CARDS	39704.59
EFT23253	03-02-2022	LEO RYAN	REIMB DODO LAND LINE	39.90
EFT23254	03-02-2022	STOROR PLUMBING AND GAS	HAMPTON GARDENS TOILET REPAIRS	255.62
EFT23255	03-02-2022	WA TREASURY CORPORATION	GFEES 31 DECEMBER 2021	4562.73
EFT23256	07-02-2022	TELSTRA	TELEPHONE CHARGES	4891.12
EFT23257	11-02-2022	DS AGENCIES PTY LTD	H-DUMPEZY DUMP POINT	3003.01
EFT23258	16-02-2022	KALBARRI IGA	GOODS	51.54
EFT23259	16-02-2022	BLACKWOODS	HARDWARE	159.81
EFT23260	16-02-2022	CATERLAAS	JCB BHOE REPAIRS	6450.63
EFT23261	16-02-2022	COATES HIRE OPERATIONS PTY LTD	PG WATER GENERATOR HIRE	215.33
EFT23262	16-02-2022	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	278.98
EFT23263	16-02-2022	TOLL TRANSPORT PTY LTD	FREIGHT	66.23
EFT23264	16-02-2022	ENGIN	ENGIN CHARGES	440.95
EFT23265	16-02-2022	EVERYDAY LANDSCAPING	KAL SEABREEZE CHILD CARE RETIC	550.00
EFT23266	16-02-2022	FIVE STAR BUSINESS EQUIPMENT AND COMMUNICATIONS	PHOTOCOPIER COUNT/MTCE	43.32
EFT23267	16-02-2022	GERALDTON LOCK & KEY SPECIALISTS	NCC REPAIRS	905.80
EFT23268	16-02-2022	ATOM GERALDTON	HARDWARE	551.78

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EFT #	Date	Name	Description	Amount
EFT23269	16-02-2022	GILGAI TAVERN	NTON CONT CREW MEALS	119.00
EFT23270	16-02-2022	THE GREEN MAN TREE SERVICES	KAL PHELPS LOOP GRIND STUMPS	605.00
EFT23271	16-02-2022	HASLEBYS HARDWARE SUPPLIES	SPRINKLERS, RETIC, HARDWARE	5668.48
EFT23272	16-02-2022	C + J HANSON PLUMBING CONTRACTORS	NTON DR SURGERY PLUMBING REPAIRS	546.62
EFT23273	16-02-2022	HEARING & AUDIOLOGY	STAFF AUDIO TESTING	270.00
EFT23274	16-02-2022	HOSEXPRESS	LOADER HOSE	82.00
EFT23275	16-02-2022	ISOLATED CHILDREN'S PARENTS ASSOCIATION	SPONSORSHIP	1100.00
EFT23276	16-02-2022	KALBARRI BP ROADHOUSE & HARDWARE	HARDWARE, RETIC	642.76
EFT23277	16-02-2022	KALBARRI WAREHOUSE	HARDWARE	145.25
EFT23278	16-02-2022	KALBARRI NEWSAGENCY	STATIONERY	118.90
EFT23279	16-02-2022	KALBARRI REFRIG AND AIRCON SERVICE	SERVICE BUILDING AIRCONS	121.00
EFT23280	16-02-2022	LOCAL GOVERNMENT SUPERVISORS ASSOCIATION	LG WORKS ASSOC MEMBERSHIP RENEWALS	400.00
EFT23281	16-02-2022	MODERN TEACHING AIDS PTY LTD	NCCA GLOVES, RUBBISHBAGS, GOODS	1977.87
EFT23282	16-02-2022	NAPA	PLANT PARTS	403.26
EFT23283	16-02-2022	NORTHAMPTON IGA	GOODS	300.78
EFT23284	16-02-2022	NORTHAMPTON NEWSAGENCY	NCCA STATIONERY	361.39
EFT23285	16-02-2022	GERALDTON CLEANPAK TOTAL SOLUTIONS	COVID PPE , CLEANING SUPPLIES	1203.42
EFT23286	16-02-2022	O'BRIEN SMASH REPAIRS	INSURANCE EXCESS	300.00
EFT23287	16-02-2022	ORIGO PTY LTD	PG WATER SUPPLY TANK MONITOR	1069.20
EFT23288	16-02-2022	PLATINUM ELECTRICIANS MIDWEST	NCC/OFFICE/PUMP ELECTRICAL REPAIRS	568.50
EFT23289	16-02-2022	ROAD RUNNER MECHANICAL SERVICES	PLANT REPAIRS	626.45
EFT23290	16-02-2022	THE SHEARING SHED CAFE	REFRESHMENTS	445.50
EFT23291	16-02-2022	2V NET IT SOLUTIONS	2 LAPTOPS, SCREENS, USB HUBS	4380.00
EFT23292	16-02-2022	TOTALLY WORKWEAR - GERALDTON	UNIFORMS	218.35
EFT23293	16-02-2022	CT & L WOODCOCK & SON PTY LTD	NTON OFFICE GENSET, FENCING, HARDWARE	26601.20
EFT23294	16-02-2022	XAP TECHNOLOGIES PTY LTD	NCCA KIDSXAP MONTHLY SUBSCRIPTION	139.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 18 MARCH 2022

EFT #	Date	Name	Description	Amount
EFT23295	16-02-2022	YOUNG MOTORS P/L	EHO VEHICLE SERVICE	475.00
EFT23296	17-02-2022	MICHELLE ALLEN	REIMB FUEL (KALBARRI)	72.56
EFT23297	17-02-2022	CHRIS REYNOLDS	REIMB OVERPAYMENT	27.00
EFT23298	17-02-2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	4862.00
EFT23299	17-02-2022	KEVIN JOHN MOSS	REIMB FUEL	424.32
EFT23300	17-02-2022	MICK SPARLING	REIMB MOB PHONE REPAIRS	80.00
EFT23301	21-02-2022	AUSTRALIAN TAXATION OFFICE	BAS JANUARY 2022	53320.00
EFT23302	23-02-2022	KALBARRI CONSTRUCTION	KAL PUBLIC TOILETS (3) 20% DEP	37147.00
				<u>\$442,444.33</u>

SHIRE OF NORTHAMPTON
FINANCE REPORT – 18 MARCH 2022

TRUST FUND CHEQUES

Chq #	Date	Name	Description	Amount
2684	07-02-2022	KEITH SCOTT DRAGE	REFUND BA 21136 FEE OVERPAYMENT	61.65
2685	18-02-2022	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES 2012NR	200.00
2686	23-02-2022	WESTERN POWER	REFUND KAL BUS BOND	200.00
				\$461.65

SHIRE OF NORTHAMPTON
FINANCE REPORT – 18 MARCH 2022

DIRECT DEBITS

Jnl #	Date	Name	Description	Amount
	03-02-2022	PAYROLL	FN/E 2/03/2022	92422.00
	03-02-2022	SUPERCHOICE	SUPERANNUATION FN/E 02/03/2022	21827.86
	17-02-2022	PAYROLL	FN/E 16/02/2022	105381.81
	18-02-2022	SUPERCHOICE	SUPERANNUATION 16/02/2022	24932.45
GJ0805	28-02-2022	NATIONAL AUSTRALIA BANK	BANK FEES	194.37
GJ0806	28-02-2022	NATIONAL AUSTRALIA BANK	BANK MERCHANT FEES	270.96
GJ0807	28-02-2022	COMMONWEALTH BANK	BPOINT FEES	62.50
GJ0808	28-02-2022	NATIONAL AUSTRALIA BANK	BPAY	161.92
GJ0810	28-02-2022	NAB CEO CORPORATE CARD	BANK CHARGES	9.00
			REFRESHMENTS	127.00
			MEMBER EXP GIFT	450.00
			CR CONFERENCE EXP	-487.73
GJ0811	28-02-2022	NAB DCEO CORPORATE CARD	BANK CHARGES	9.00
			NCCA IINET	82.48
			KALBARRI CHILD CARE IINET	80.14
			COMPUTER EXPS 2VNET/ADOBE	1,084.66
				1256.28
				\$246,608.42

7.4.2 MONTHLY FINANCIAL STATEMENTS – FEBRUARY 2022

FILE REFERENCE:	1.1.1
DATE OF REPORT:	10th March 2022
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton
APPENDICES:	Monthly Financial Report for February 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 28 February 2022 are detailed from page 1 to page 26 per the attached Monthly Financial Report.

FINANCIAL & BUDGET IMPLICATIONS:

The 28th February 2022 financial position is comprised of the following:

Total operating revenue has a surplus position of \$3,183,860 and operating expenditure has a deficit position of \$730,686 to the end of February 2022.

The surplus revenue position is predominately due to the \$2,750,000 insurance payment from LGIS received during August and December and additional FAG's General Grant Revenue. 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 15 of the Monthly Financial Report.

STATUTORY IMPLICATIONS:

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

POLICY IMPLICATIONS:

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

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.4.2

That Council adopts the Monthly Financial Report for the period ending 28 February 2022.

SHIRE OF NORTHAMPTON
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 28 February 2022

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 28 February 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

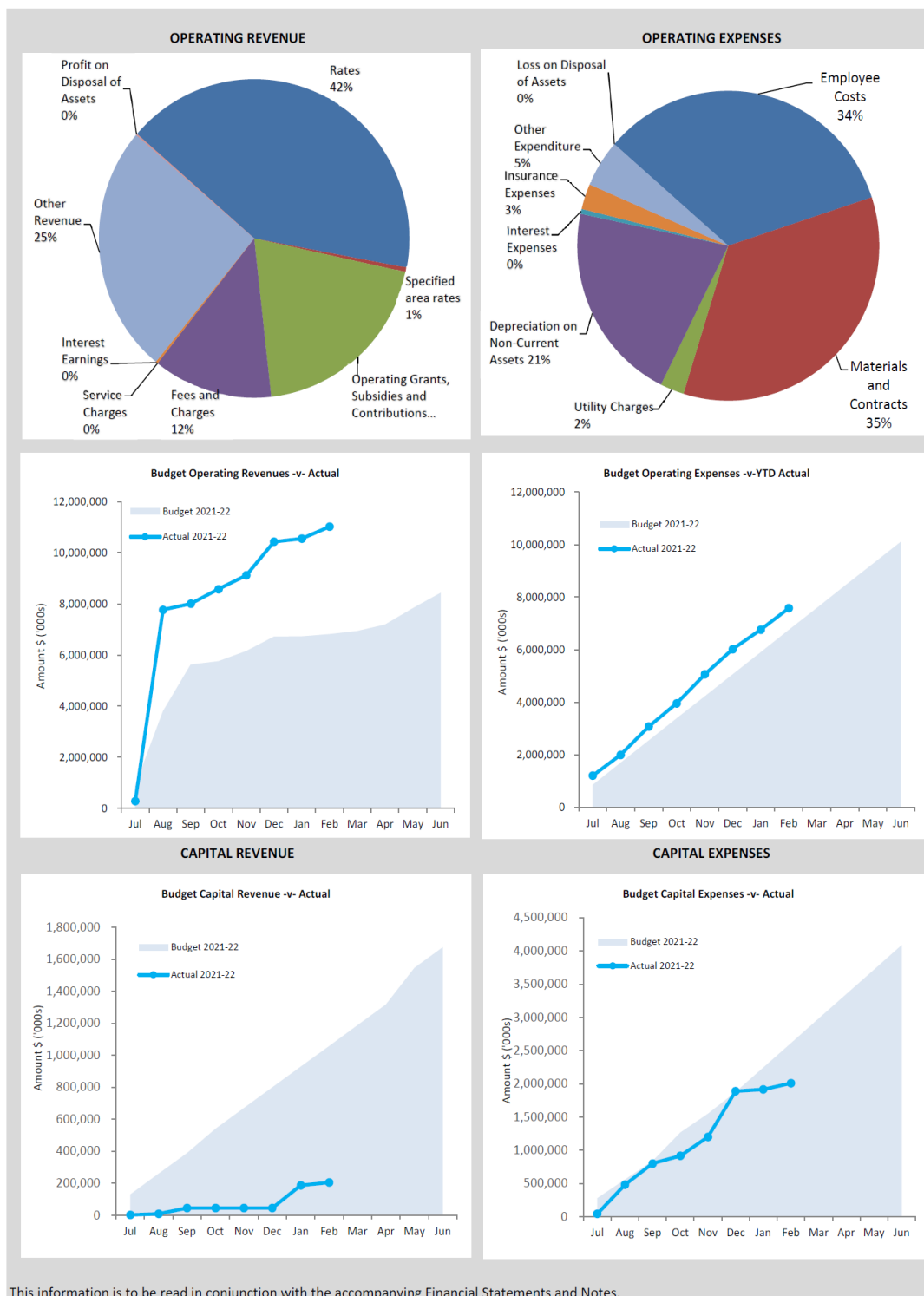
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 28 FEBRUARY 2022

SUMMARY INFORMATION - GRAPHS



Please refer to the compilation report

SHIRE OF NORTHAMPTON | 3

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

STATUTORY REPORTING PROGRAMS

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

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 4

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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	37,008	62,184	25,176	68.03%	▲
General purpose funding	6	5,481,789	5,244,229	5,679,964	435,735	8.31%	▲
Law, order and public safety		91,166	60,752	84,853	24,101	39.67%	▲
Health		33,112	23,388	16,390	(6,998)	(29.92%)	▼
Education and welfare		199,723	133,136	189,916	56,780	42.65%	▲
Housing		76,240	50,816	33,979	(16,837)	(33.13%)	▼
Community amenities		1,278,003	1,095,014	886,494	(208,520)	(19.04%)	▼
Recreation and culture		612,449	408,264	67,536	(340,728)	(83.46%)	▼
Transport		206,300	203,953	209,103	5,150	2.52%	▲
Economic services		231,555	193,722	283,325	89,603	46.25%	▲
Other property and services		586,104	390,712	3,511,109	3,120,397	798.64%	▲
		8,851,971	7,840,994	11,024,854	3,183,860		▲
Expenditure from operating activities							
Governance		(917,940)	(633,613)	(598,222)	35,391	5.59%	▲
General purpose funding		(281,435)	(189,502)	(157,933)	31,569	16.66%	▲
Law, order and public safety		(371,591)	(258,761)	(320,121)	(61,360)	(23.71%)	▼
Health		(221,420)	(148,994)	(145,698)	3,296	2.21%	▲
Education and welfare		(247,577)	(166,440)	(189,768)	(23,328)	(14.02%)	▼
Housing		(80,882)	(56,184)	(63,667)	(7,483)	(13.32%)	▼
Community amenities		(1,611,155)	(1,077,518)	(1,125,486)	(47,968)	(4.45%)	▼
Recreation and culture		(1,898,598)	(1,284,272)	(1,046,275)	237,997	18.53%	▲
Transport		(3,842,840)	(2,563,946)	(2,176,891)	387,055	15.10%	▲
Economic services		(428,844)	(286,650)	(270,336)	16,314	5.69%	▲
Other property and services		(208,349)	(184,564)	(1,486,732)	(1,302,168)	(705.54%)	▼
		(10,110,631)	(6,850,444)	(7,581,130)	(730,686)		▼
Non-cash amounts excluded from operating activities	1(a)	2,337,800	1,553,316	1,574,935	21,619	1.39%	▲
Amount attributable to operating activities		1,079,140	2,543,866	5,018,659	2,474,793		▲
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	981,656	654,932	144,167	(510,765)	(77.99%)	▼
Proceeds from disposal of assets	7	157,000	156,996	35,000	(121,996)	(77.71%)	▼
Proceeds from self supporting loans	9	35,626	23,744	25,508	1,764	7.43%	▲
Purchase of property, plant and equipment	8	(3,886,400)	(2,479,062)	(1,882,272)	596,790	24.07%	▲
Amount attributable to investing activities		(2,712,118)	(1,643,390)	(1,677,597)	(34,207)		▼
Financing Activities							
Proceeds from new debentures	9	100,000	0	0	0	0.00%	
Repayment of debentures	9	(196,293)	(130,862)	(127,776)	3,086	2.36%	▲
Transfer to reserves	10	(117,075)	(78,050)	(157,284)	(79,234)	(101.52%)	▼
Amount attributable to financing activities		(213,368)	(208,912)	(285,060)	(76,148)		▼
Closing funding surplus / (deficit)	1(c)	0	2,537,910	4,604,266			

KEY INFORMATION

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

The material variance adopted by Council for the 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 28 FEBRUARY 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.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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	4,580,495	(14,723)	(0.32%)	▼
Specified area rates	6	51,000	51,000	50,174	(826)	(1.62%)	
Operating grants, subsidies and contributions	12	2,883,980	2,035,952	2,190,182	154,230	7.58%	▲
Fees and charges		1,254,773	1,101,832	1,370,118	268,286	24.35%	▲
Interest earnings		51,500	41,500	24,654	(16,846)	(40.59%)	▼
Other revenue		0	0	2,794,729	2,794,729	0.00%	
Profit on disposal of assets	7	15,500	15,492	14,501	(991)	(6.40%)	
		8,851,971	7,840,994	11,024,854	3,183,860		▲
Expenditure from operating activities							
Employee costs		(3,837,409)	(2,587,904)	(2,544,054)	43,850	1.69%	▲
Materials and contracts		(2,809,898)	(1,874,372)	(2,642,621)	(768,249)	(40.99%)	▼
Utility charges		(326,395)	(217,424)	(193,400)	24,024	11.05%	▲
Depreciation on non-current assets		(2,353,300)	(1,568,808)	(1,589,436)	(20,628)	(1.31%)	▼
Interest expenses		(61,171)	(40,768)	(38,969)	1,799	4.41%	
Insurance expenses		(211,641)	(211,596)	(200,543)	11,053	5.22%	▲
Other expenditure		(510,817)	(349,572)	(372,107)	(22,535)	(6.45%)	▼
		(10,110,631)	(6,850,444)	(7,581,130)	(730,686)		▼
Non-cash amounts excluded from operating activities	1(a)	2,337,800	1,553,316	1,574,935	21,619	1.39%	▲
Amount attributable to operating activities		1,079,140	2,543,866	5,018,659	2,474,793		▲
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	981,656	654,932	144,167	(510,765)	(77.99%)	▼
Proceeds from disposal of assets	7	157,000	156,996	35,000	(121,996)	(77.71%)	▼
Proceeds from self-supporting loans	9	35,626	23,744	25,508	1,764	7.43%	
Payments for property, plant and equipment	8	(3,886,400)	(2,479,062)	(1,882,272)	596,790	(24.07%)	▲
Amount attributable to investing activities		(2,712,118)	(1,643,390)	(1,677,597)	(34,207)		▼
Financing Activities							
Proceeds from new debentures	9	100,000	0	0	0	0.00%	
Repayment of debentures	9	(196,293)	(130,862)	(127,776)	3,086	2.36%	
Transfer to reserves	10	(117,075)	(78,050)	(157,284)	(79,234)	(101.52%)	▼
Amount attributable to financing activities		(213,368)	(208,912)	(285,060)	(76,148)		
Closing funding surplus / (deficit)	1(c)	0	2,537,910	4,604,266			

KEY INFORMATION

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

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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)	(15,492)	(14,501)
Add: Depreciation on assets		2,353,300	1,568,808	1,589,436
Total non-cash items excluded from operating activities		2,337,800	1,553,316	1,574,935

(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 28 February 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(839,610)	(839,610)	(996,894)
Less: - Financial assets at amortised cost - self supporting loans	4	(35,627)	(34,126)	(25,508)
Less: Land Held for Resale		(235,000)	(235,000)	(235,000)
Add/Less: Adjustments				39,874
Add: Borrowings	9	196,293	196,293	127,777
Add: Provisions - Employee	11	757,961	757,960	718,085
Total adjustments to net current assets		(155,983)	(154,483)	(371,667)

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

Current assets				
Cash and cash equivalents	2	2,558,150	2,524,567	5,150,877
Financial assets at amortised cost	2	0	34,126	25,508
Rates receivables	3	253,928	179,502	289,356
Receivables	3	423,158	408,171	248,088
Other current assets	4	240,791	240,791	282,007
Less: Current liabilities				
Payables	5	(490,296)	(569,592)	(174,043)
Borrowings	9	(196,293)	(196,293)	(127,777)
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)	(371,667)
Closing funding surplus / (deficit)		1,846,346	1,548,264	4,604,266

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 28 FEBRUARY 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	2,150,972		2,150,972		NAB		At call
Petty Cash	Cash on Hand	1,450		1,450				
Investment	Reserves	0	996,894	996,894		NAB	0.28%	28/09/2021
Cash Deposits	Trust	0	146,795	146,795	146,795	NAB		At Call
Investment	Term Deposit	500,510		500,510		NAB	0.20%	2/05/2022
Investment	Term Deposit	500,148		500,148		NAB	0.36%	31/03/2022
Investment	Term Deposit	1,000,902		1,000,902		NAB	0.20%	31/01/2022
Total		4,153,983	1,143,689	5,297,672	146,795			
Comprising								
Cash and cash equivalents		4,153,983	1,143,689	5,297,672	146,795			
		4,153,983	1,143,689	5,297,672	146,795			

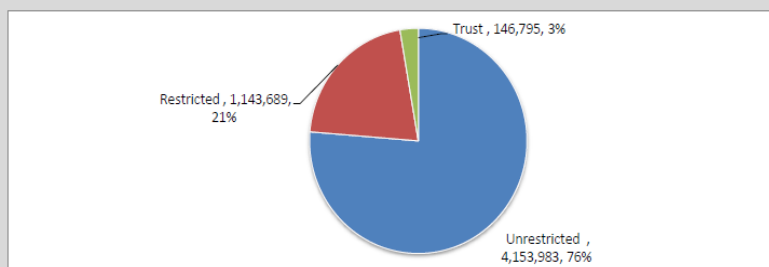
KEY INFORMATION

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

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

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

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



Total Cash	Unrestricted
\$5.3 M	\$4.15 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

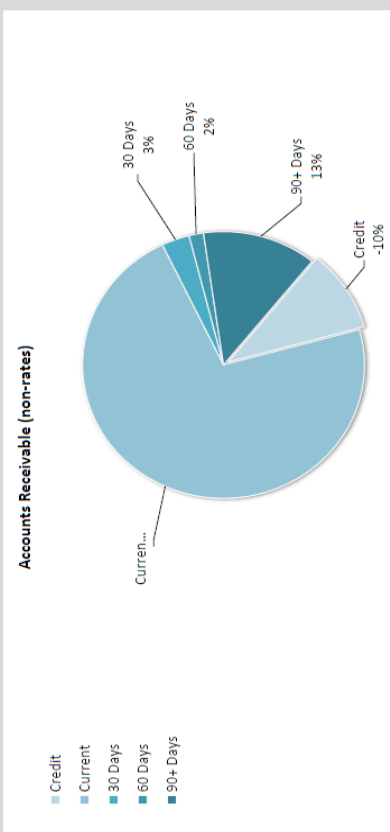
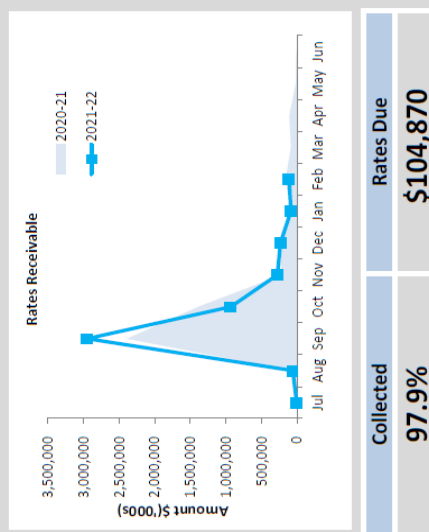
Rates receivable	28-Feb-22	30 June 2021
Opening arrears previous years	\$ 104,870	\$ 211,013
Levied this year	4,630,669	4,709,139
Less - collections to date	(4,446,183)	(4,815,282)
Equals current outstanding	289,356	104,870
Net rates collectable	289,356	104,870
% Collected	93.9%	97.9%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	(14,821)	107,979	4,844	2,436	19,656	120,093
Percentage	(12.3%)	89.9%	4%	2%	16.4%	
Balance per trial balance	(14,821)	107,979	4,844	2,436	19,656	120,093
Sundry receivable		37,475				37,475
GST receivable		32,841				32,841
Rubbish Receivables		(8,656)				(8,656)
Accrued Income		66,335				66,335
Emergency Services Levy						
Total receivables general outstanding						248,088

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 28 February 2022
Other current assets	\$	\$	\$	\$
Inventory				
Fuel & Materials	5,791	0	41,217	47,007
Land Held for Resale	235,000	0	0	235,000
Total other current assets				282,007
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 28 FEBRUARY 2022

OPERATING ACTIVITIES

NOTE 5

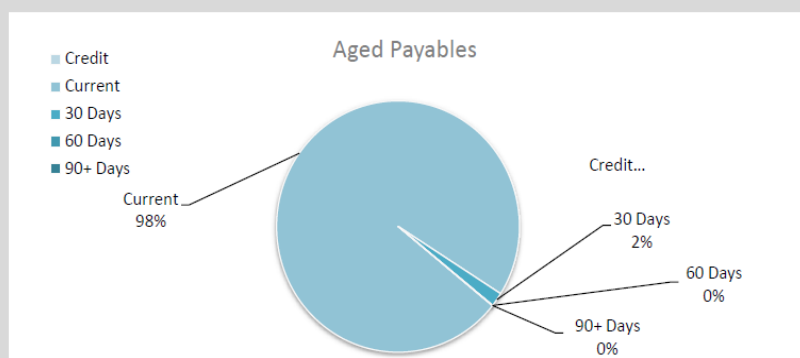
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	93,176	1,735	0	(37)	94,873
Percentage	0%	98.2%	1.8%	0%	0%	
Balance per trial balance						
Sundry creditors	0	93,176	1,735	0	(37)	94,873
Sundry/Payroll Deductions		(40)				(40)
Tax Payable		46,273				46,273
Accrued salaries and wages		1,830				1,830
Bonds and Deposits		31,107				31,107
Total payables general outstanding	0	172,345	1,735	0	(37)	174,043

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due

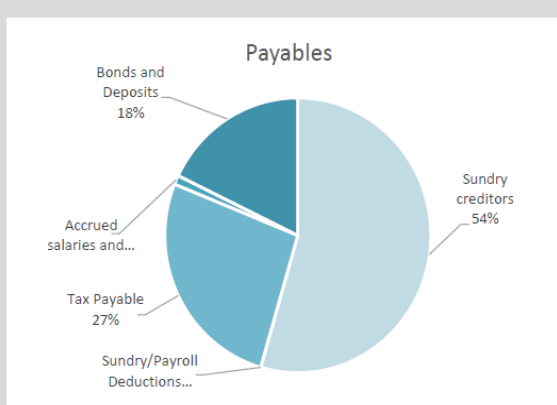
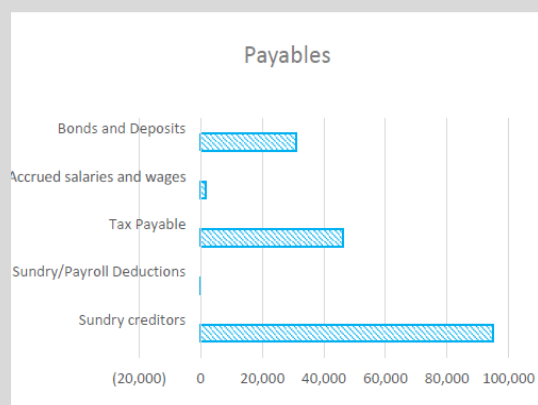
\$174,043

Over 30 Days

2%

Over 90 Days

0%



OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

General rate revenue	RATE TYPE	Rate in \$ (cents)	Number of Properties	Budget			YTD Actual		
				Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Total Revenue
					\$	\$	\$	\$	\$
Gross rental value									
General GRV		0.079956	1,459	20,058,557	1,591,761	0	0	1,591,761	1,603,612
Unimproved value									(7,329)
General UV		0.011983	428	203,434,031	2,338,452	0	0	2,338,452	2,338,747
Sub-Total			1,887	223,492,588	3,930,213	0	0	3,930,213	3,942,359
Minimum payment									(20,185)
Gross rental value									
General GRV		565	1,116	3,390,741	630,540	0	0	630,540	636,755
Unimproved value									
General UV		565	61	789,227	34,465			34,465	28,815
Sub-total			1,177	4,179,968	665,005	0	0	665,005	665,570
Total general rates								4,595,218	4,580,495
Specified area rates									
Kalbarri Tourism		0.001821		16,484,984	30,000	0	0	30,000	30,076
Port Gregory Water Supply		0.037394		561,586	21,000	0	0	21,000	(902)
Total specified area rates				17,046,570	51,000	0	0	51,000	(902)
Total								4,646,218	4,630,669

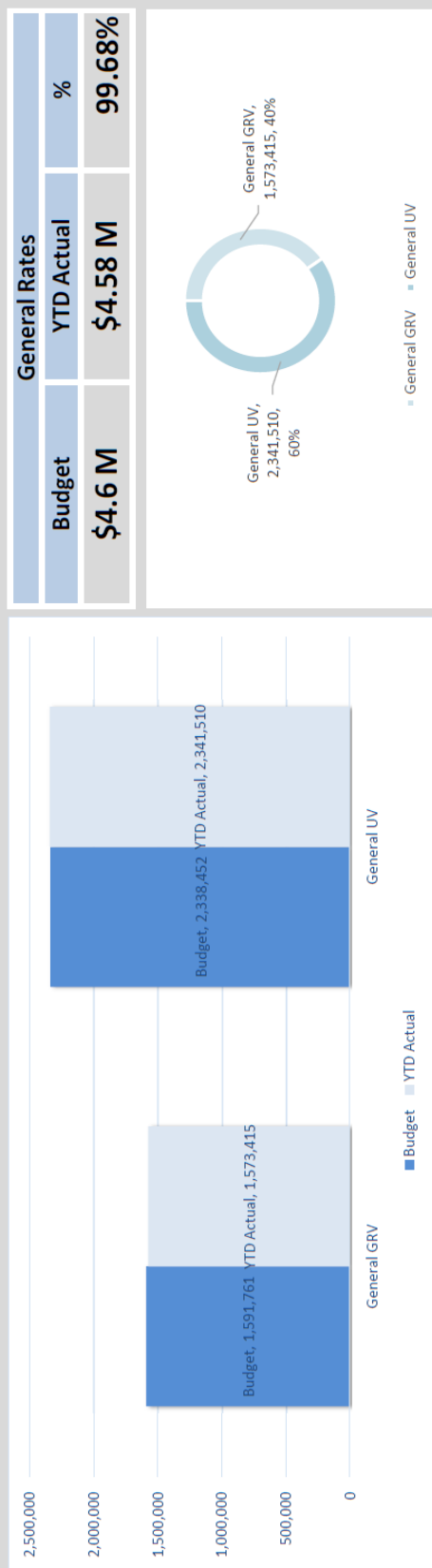
Please refer to the compilation report

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

KEY INFORMATION

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



Please refer to the compilation report

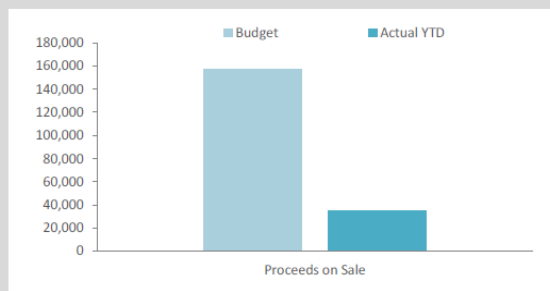
SHIRE OF NORTHAMPTON | 14

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Health								
41768	P282 - Kia Optima - EHO	11,000	15,000	4,000	0			0	0
	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)			0	0
41736	P252 - Heavy Loader N'hpton	90,000	85,000	0	(5,000)			0	0
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)	20,499	35,000	14,501	0

KEY INFORMATION



Proceeds on sale		
Annual Budget	YTD Actual	%
\$157,000	\$35,000	22%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

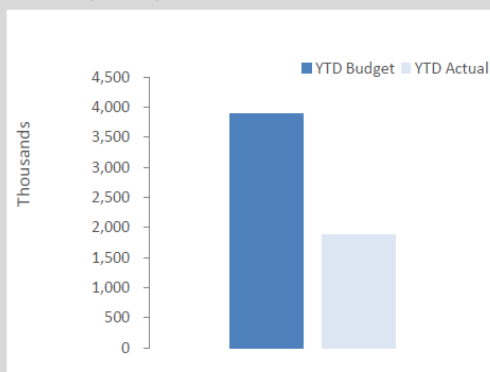
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	866,500	428,994	1,179,550	750,556
Furniture and equipment	10,000	6,664	24,213	17,549
Plant and equipment	759,015	581,332	240,542	(340,790)
Infrastructure - Roads	1,718,625	1,145,704	84,977	(1,060,727)
Infrastructure - Footpaths & Carparks	274,684	144,672	131,207	(13,465)
Infrastructure - Parks & Ovals	252,076	168,032	220,810	52,778
Infrastructure - Other	5,500	3,664	972	(2,692)
Capital Expenditure Totals	3,886,400	2,479,062	1,882,272	(596,790)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	981,656	654,932	144,167	(510,765)
Borrowings	100,000	0	0	0
Other (disposals & C/Fwd)	157,000	156,996	35,000	(121,996)
Cash backed reserves				
Leave Reserve	237,014	237,014	235,904	(1,110)
Roadworks Reserve	29,640	29,640	29,195	(445)
Kalbarri Airport Reserve	205,573	205,573	205,483	(90)
Building/Housing Reserve	131,864	131,864	131,419	(445)
Kalbarri Tourism Rate Reserve	6,975	6,975	6,975	0
Computer and Office Equipment Reserve	33,948	33,948	33,728	(220)
Land Development Reserve	311,671	311,671	354,190	42,519
Contribution - operations	1,691,059	710,449	706,211	(4,238)
Capital funding total	3,886,400	2,479,062	1,882,272	(596,790)

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





















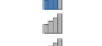






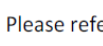





Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.89 M	\$1.88 M	48%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.98 M	\$0.14 M	15%

Please refer to the compilation report

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total Level of completion indicators				
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.				
%	Account Description	Current Budget	Year to Date Budget	Variance (Under)/Over
Governance				
	Office Generator	0	0	19,627 (19,627)
	Photocopier & Fuji Screen N'pton Office, LED Footings	10,000	6,664	24,213 (14,213)
	Governance Total	10,000	6,664	43,840 (33,840)
	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	33,996	0 34,000
	Education and Welfare Total	34,000	33,996	0 34,000
	Purchase of Lot 72 Seventh Avenue Northampton	0	0	323,515 (323,515)
Communities Amenities				
	Marina Ablutions	156,000	52,000	120,115 35,885
	Sallys Tree ablutions	160,000	53,333	108,185 51,815
	Chinamans Ablutions	130,000	43,333	82,723 47,277
	Memorial Tree (LR&I Funding)	17,100	11,400	24,029 (6,929)
	Install Dump Point Horrocks	5,000	3,328	2,730 2,270
	Seal Access Road to Horrocks Dump Point	24,825	16,528	16,359 8,466
	Communities Amenities Total	492,925	179,922	354,142 138,784
Recreation And Culture				
	Horrocks Playground Equipment	5,720	3,808	8,737 (3,017)
	Pump Tracks Horrocks & Northampton	120,000	79,992	81,032 38,968
	Marina Playground	104,256	69,504	104,283 (27)
	Allen Centre - Tourist Bus Carpark	117,064	39,608	131,207 (14,143)
	Kalbarri Community Camp Kitchen	400,000	266,664	171,339 228,661
	Northampton Bowling Club Fence (Funded by the Club)	0	0	80,613 (80,613)
	Stud Breeders Shed - Northampton	0	0	150,000 (150,000)
	Recreation And Culture Total	747,040	459,576	727,211 19,829
Transport				
	Road Construction	1,693,800	1,129,176	68,618 1,625,182
	Footpath/Carpark Construction	157,620	105,064	0 157,620
	Maintenance Truck C/Over	167,515	111,674	169,533 (2,018)
	Truck & Trailer Tarpaulins	25,000	16,666	0 25,000
	Heavy Loader - Northampton	330,000	219,995	0 330,000
	Zero Turn Mower - Horrocks	10,500	7,000	10,135 365
	Ute Leading Hand Maintenance	52,000	37,000	0 52,000
	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	13,664	13,600 6,900
	Transport Total	2,551,935	1,750,240	261,886 2,290,049
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	3,664	972 4,528
	Economic & Other Property and Services Total	50,500	48,664	42,219 8,281
	Capital Expenditure by Program Total	3,886,400	2,479,062	1,882,272 2,004,128

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 28 FEBRUARY 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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing										
	Loan 154 - Staff Housing	189,159	0	0	18,145	36,586	171,014	152,573	3,066	5,773
Recreation and culture										
	Loan 156 - RSL Hall Extensions	454,484	0	0	23,589	47,420	430,895	407,064	5,634	10,920
Transport										
	Loan 153 - Plant Purchases	133,684	0	0	44,538	44,538	89,146	89,146	3,535	3,787
	Loan 157 - Plant Purchases	340,000	0	0	15,997	32,122	324,003	307,878	3,532	6,864
	Loan 158 - Plant Purchases	0	0	100,000	0	0	0	100,000	0	0
		1,117,327	0	100,000	102,268	160,666	1,015,059	1,056,661	15,767	27,344
Self supporting loans										
Education and welfare										
	Loan 155 - Pioneer Lodge	358,026	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
Other property and services										
	Loan 152 - Staff Housing (CEO)	293,742	0	0	9,783	19,901	302,907	273,841	8,621	18,104
		651,768	0	0	25,508	35,627	645,208	616,141	23,202	33,827
Total		1,769,095	0	100,000	127,776	196,293	1,660,267	1,672,802	38,969	61,171
Current borrowings		196,293					127,777			
Non-current borrowings		1,572,802					1,532,490			
		1,769,095					1,660,267			

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 28 FEBRUARY 2022

New borrowings 2021-22

FINANCING ACTIVITIES

NOTE 9

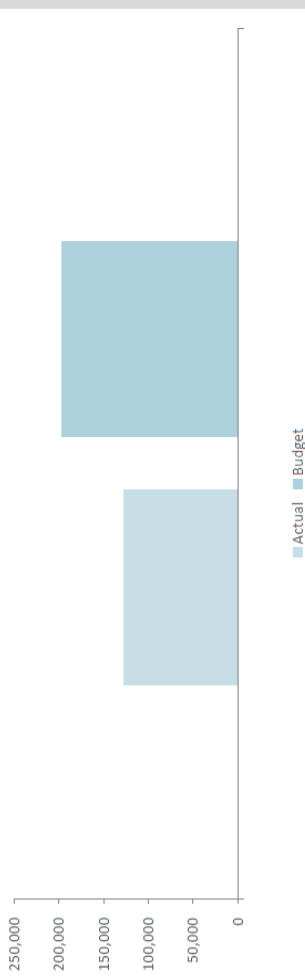
BORROWINGS

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	\$	\$ 100,000	WATC	Fixed	10	\$ 7,392	1.25	\$	\$	\$
	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.

Borrowings (Principal Repayments)



Principal repayments	\$127,776
Interest earned	\$24,654
Reserves balance	\$1. M
Interest expense	\$38,969
Loans due	\$1.66 M

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 19

OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

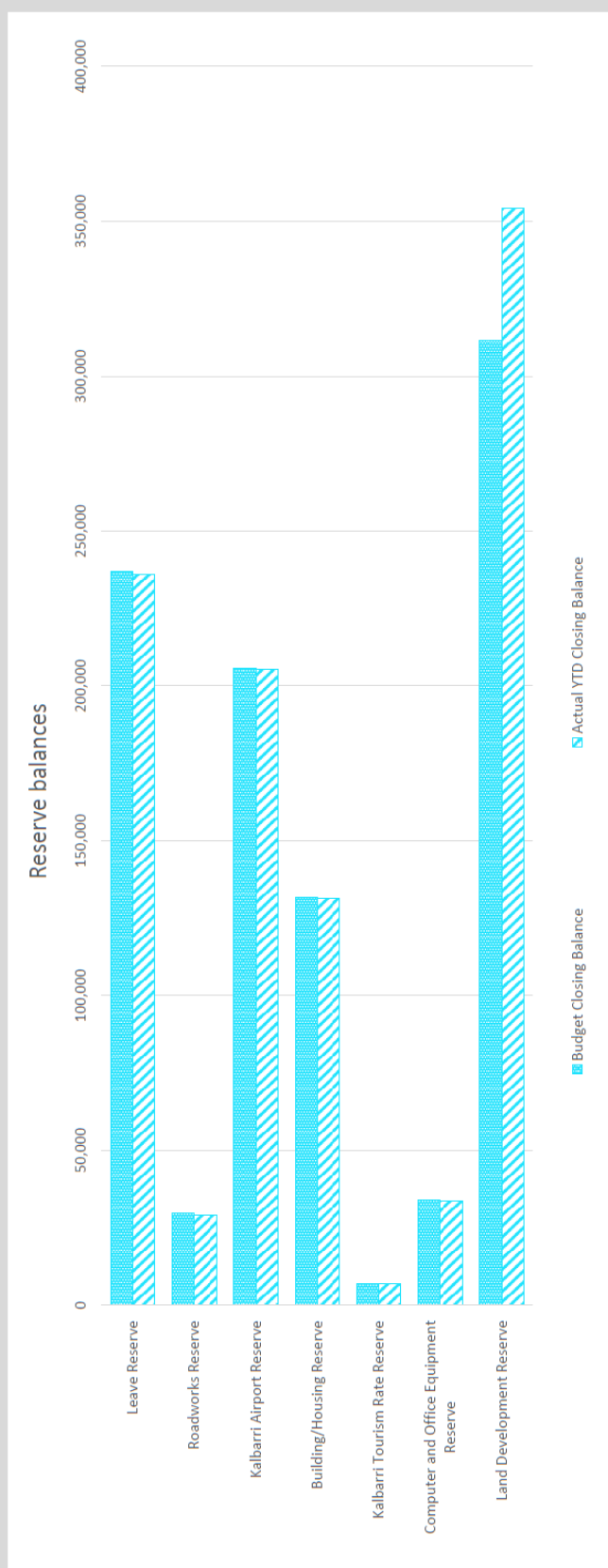
Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	230,764	1,250	140	5,000	5,000	0	0	237,014	235,904
Roadworks Reserve	29,140	500	55	0	0	0	0	29,640	29,195
Kalbarri Airport Reserve	105,473	100	10	100,000	100,000	0	0	205,573	205,483
Building/Housing Reserve	131,364	500	55	0	0	0	0	131,864	131,419
Kalbarri Tourism Rate Reserve	0	0	0	6,975	6,975	0	0	6,975	6,975
Computer and Office Equipment Reserve	33,698	250	30	0	0	0	0	33,948	33,728
Land Development Reserve	309,171	2,500	290	0	44,729	0	0	311,671	354,190
	839,610	5,100	580	111,975	156,704	0	0	956,685	996,894

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 20

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 28 February 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.

NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

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 28 Feb 2022	Current Liability 28 Feb 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	319,761	787,669
Grants Commission - Roads/	0	0	0	0	0	357,000	267,750	281,250
Law, order, public safety								
Emergency Services Levy - BFB	0	0	0	0	0	44,445	29,628	26,572
Emergency Services Levy - SES	0	0	0	0	0	31,221	20,812	18,666
Education and welfare								
NCCA Operational Grant/Fundraising	0	0	0	0	0	72,000	48,000	70,000
Transport								
MRD - Maintenance	0	0	0	0	0	187,809	187,809	187,809
	0	0	0	0	0	1,118,825	873,760	1,371,965
Operating contributions								
Recreation and culture								
NCC Toilet Upgrade (Womens Football)	0			0	0	0	0	10,000
	0	0	0	0	0	0	0	10,000
TOTALS	0	0	0	0	0	1,118,825	873,760	1,381,965

Please refer to the compilation report

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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	Liability Reduction (As revenue)	Liability 28 Feb 2022	Current Liability 28 Feb 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Recreation and culture								
Pump Tracks (LRCI Grant)	0			0		86,544	57,696	0
Backyard Cricket Grant (Library)				0		1,500	1,500	1,500
Marina Ablutions (Kalbarri)				0		83,461	55,640	0
Transport								
Regional Road Group Funding				0		356,667	237,776	142,667
Roads to Recovery Funding				0		453,484	302,320	0
	0	0	0	0	0	981,656	654,932	144,167

Please refer to the compilation report

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**NOTE 14
TRUST FUND**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 28 Feb 2022
	\$	\$	\$	\$
Building Levies (BCITF & BRB)	7,920	57,168	(52,003)	13,085
Community Bus Bond	5,600	600	(1,200)	5,000
Unclaimed Monies - Rates	5,179	0	0	5,179
BROC - Management Funds	1	0	0	1
RSL Hall Key Bond	430	230	0	660
Special Series Plates	1,540	4,340	(2,800)	3,080
Northampton Child Care Association	12,797	11,631	(150)	24,278
Horrocks Memorial Wall	204	750	(291)	663
One Life	940	0	0	940
Rubbish Tip Key Bond	1,400	200	0	1,600
Horrocks - Skatepark	1,050	0	(1,050)	0
RSL - Kalbarri Memorial	16,130	0	0	16,130
DOT - Department of Transport	0	179,282	(179,282)	0
Cyclone Seroja Donations	23,219	34,540	(12,500)	45,259
Sale of Land	0	150,503	(119,742)	30,761
Nomination Deposits	0	800	(640)	160
Housing Bonds	0	760	(760)	0
	76,409	440,804	(370,417)	146,796

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 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	25,176	68.03%	▲ Permanent	Var due to reimb of lease costs, ATO refund & additional agents fees
General purpose funding	435,735	8.31%	▲ Permanent	Variance due to LRCL funding & additional FAG's General Grant
Law, order and public safety	24,101	39.67%	▲ Permanent	Var due to (DFES Funded) SES outboard motor purchase.
Health	(6,998)	(29.92%)	▼ Timing	EHO billings and lease fees to be raised
Education and welfare	56,780	42.65%	▲ Timing	Var associated with NCCA operational grant budget profile and Workers Compensation Recoup
Housing	(16,837)	(33.13%)	▼ Permanent	Var due to reduced residential rental income
Community amenities	(208,520)	(19.04%)	▼ Timing	Var associated with insurance reimbursement allocation for replacement of buildings (Ablutions)
Recreation and culture	(340,728)	(83.46%)	▼ Timing	Var associated with insurance reimbursement allocation for replacement of buildings (Kalbarri Camp)
Transport	5,150	2.52%	▲ Timing	Minor variance
Economic services	89,603	46.25%	▲ Permanent	Var due to additional building permit revenue
Other property and services	3,120,397	798.64%	▲ Permanent	Var due to recieval of LGIS Insurance pre-payments and DRFAWA reimbursement
Expenditure from operating activities				
Governance	35,391	5.59%	▲ Timing	Positive short term and will reconcile as the year progresses
General purpose funding	31,569	16.66%	▲ Timing	Minor short term variance
Law, order and public safety	(61,360)	(23.71%)	▼ Permanent	Var due to Kalbarri SES outboard motor purchase and large BFB PPE purchase (Ogilvie)
Education and welfare	(23,328)	(14.02%)	▼ Timing	Var due to increased NCCA payroll costs (inc workers compensation employee payments)
Housing	(7,483)	(13.32%)	▼ Permanent	Var due to insurance repairs post Seroja
Community amenities	(47,968)	(4.45%)	▼ Permanent	Var due to additional refuse site works
Recreation and culture	237,997	18.53%	▲ Timing	Variance will reconcile once building works/ repairs are completed (Cyclone Seroja)
Transport	387,055	15.10%	▲ Timing	Variance due to muni roads underspend, actuals and budget should reconcile as year progresses
Economic services	16,314	5.69%	▲ Timing	Budget profile issue only
Other property and services	(1,302,168)	(705.54%)	▼ Permanent	Var due to the costs associated with cyclone Seroja insurance and recovery works
Investing activities				
Non-operating grants, subsidies and contributions	(510,765)	(77.99%)	▼ Timing	Temporary short term variance
Capital acquisitions	596,790	24.07%	▲ Timing	Further Plant purchases to be completed in second half of the year
Financing activities				
Transfer to reserves	(79,234)	(101.52%)	▼ Permanent	Transfers processed October 21 & January 22

Please refer to the compilation report

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7.4.3 2021/2022 BUDGET REVIEW

FILE REFERENCE:	1.1.1
DATE OF REPORT:	10 March 2022
REPORTING OFFICER:	Garry Keeffe/Grant Middleton
APPENDICES:	Budget Review

BACKGROUND:

The *Local Government (Financial Management) Regulations 1996* require a budget review to be completed between 1 January and 31 March each financial year.

The review of an annual budget for a financial year must:

- Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- Consider the local government's financial position as at the date of the review; and
- Review the outcomes for the end of the financial year that are forecast in the budget.

COMMENT:

The intention of the legislation is to ensure local governments conduct at least one budget review between six and nine months into the financial year.

The Budget review is a detailed comparison of the year to date actual results with the adopted or amended budget. It establishes whether a local government continues meeting its budget commitments, is in receipt of income and incurs expenditure in accordance with the adopted budget.

The current review is indicating an overall budget surplus of \$768,061.

Significant changes to items listed in the 2021/2022 Budget Review include the following:

Expenditure

- Rates Legal Expenses – Reduced legal expenses associated with rates recovery \$15,000
- Generator Purchase and Installation – Back up power for the Northampton Office (Approved by Council) \$27,500
- Additional PPE – Bulk purchase of equipment for Ogilvie BFB (ESL Grant related) \$23,106
- Septic Pump Out Costs – Additional pump out costs for Hampton Gardens due to wet weather \$17,525
- Northampton Oval Upgrade – Additional ground works required to bring playing surface up to standard \$44,000
- Pump Tracks – Additional costs due to restructure of works \$17,530

Road Works Own Resources

- Survey costs to rectify Coolcalalaya Road reserve and road alignment \$35,000
- Savings Karina Mews reseal and kerb delayed until 22/23 \$30,000
- Savings Smith St Asphalt Seal works delayed until 22/23 \$87,000
- Savings Grey St Asphalt Seal works delayed until 22/23 \$295,000

Footpath Construction

- Savings Stephen St construction deferred to 22/23 \$47,400
- Savings Grey St construction deferred to 22/23 \$40,800
- Additional costs associated with WHS Coordinator position \$40,000

Income

- Financial Assistance Grant – Additional grant allocation \$374,620
- Refuse Charges Residential and Business – less income due to bin collection cancellations due to cyclone damage to properties \$31,512
- Refuse Site Charges – Additional income resulting from cyclone Seroja debris \$52,520
- Building Permits – Additional building permit revenue \$51,240
- Scrap Metal – Additional revenue from sale \$110,530
- LRCI Grant - Reversal of contract liability journal associated with unspent grant funds from 20/21- \$200,441

Summary

The current budget review addresses the change (reduction) in the carryover figure of \$298,082 per the Annual Financial Statements for 2020/2021. Financial Management Regulation 33 (2A) (c) requires the outcomes for the end of the financial year to be part of the budget review process.

The amount included in the 2021/2022 budget as a carryover was estimated at \$1,846,346 whereas the Annual Financial Statements for 2020/2021 detail a carryover amount of \$1,548,264. The reduction carryover amount of \$298,082 is predominately due to the following:

Contract Liability for unspent LRCI grant funding	\$200,441
Payroll and payment accruals (additional compared to budget)	\$110,978
(Payroll Accrual = \$69,755, Payment Accruals = 91,223 while the budgeted figure for accruals per schedule 2 = \$50,000)	

The carryover figure in the budget is an estimate based on the trial balance and other known variables at the time of finalising the budget. Whilst there are not normally a large number of changes the final position can vary depending on end of year processes which include accruals. A major factor in the decreased carryover figure was the contract liability journal for unspent LRCI grant funding requested by our auditors (Butler Settineri) which was posted after the finalisation of the budget process.

The summary of the final budget variation position for 2021/2022 is as follows:

Adjustment to carryover figure from 2020/2021	-\$298,082
Reduced Expenses 2021/2022	\$286,449
Increased Income 2021/2022	<u>\$779,694</u>
Estimated Surplus @ 30 June 2022	<u>\$768,061</u>

The budget review considers all relevant changes in expense and income plus allowing for the change in the carryover figure resulting in an estimated surplus amount of \$768,061.

STATUTORY IMPLICATIONS:

*General Financial Management of Council
Local Government (Financial Management) Regulation 33A 1996*

Regulation 33A (1) (2) (3) and (4) of the FM Regulations requires the results of the budget review to be submitted to Council within 30 days of the review. Council is then to consider the review and determine whether or not to adopt the review, any part of the review and any recommendations made in the review.

FINANCIAL & BUDGET IMPLICATIONS:

Main implications will be changes to the 2021/2022 Budget if further projects need to be delayed or works brought forward.

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION – ITEM 7.4.3

That Council in accordance with regulation 33A of the Local Government (Financial Management) Regulations 1996 adopt the review of the 2021/2022 Budget and note any variances or recommendations.

APPENDICES 1 – 2021/2022 Budget Review

2021/2022 BUDGET REVIEW

Item	Reason	Variance
EXPENDITURE		
Schedule 3 - General Purpose Income		
<u>Rates</u>		
Rates Legal Expenses	Reduced legal expenses associated with rates recovery	-\$ 15,000
Schedule 4 - Members & Administration		
<u>Administration</u>		
CCTV Security	Approved by Council (Northampton & Kalbarri Offices)	\$ 4,900
Office Expenses	Additional printing costs	\$ 4,000
Training Costs	Due to COVID restrictions savings depicted	-\$ 6,000
Legal Costs	Based on current expenditure trend, expect saving	-\$ 3,000
CEO Performance Review	Consultant to assist in review not budgeted for	\$ 4,800
Generator Purchase & Installation	Approved by Council	\$ 27,500
Photocopier	Cost less than budget provision	-\$ 1,804
LED Screen Footing	Account received after 30 June	\$ 6,062
Video Conferencing System	Approved by Council	\$ 9,955
Schedule 5 - Law & Order		
<u>Fire Prevention</u>		
Fire Control	Purchase of bulk PPE (Ogilvie BFB) ESL Grant related	\$ 23,106
Schedule 8 - Education & Welfare		
Edna Bandy Centre	Repair walls brickwork	\$ 1,500
Schedule 9 - Housing		
<u>Housing</u>		
Fitzgerald Street Residence	Replace eaves (approved by Council)	\$ 9,440
Lot 14 Callion Way	Rebuild Reticulation - additional cost incurred	\$ 3,052
Schedule 10 - Community Amenities		
<u>Refuse Control</u>		
Port Gregory Refuse Site	Illegally Dumped asbestos removal	\$ 4,750
	Tip area clean up - dozer hire	\$ 4,400
Binnu Refuse Site	Redevelop new tip area - cost less than estimated	-\$ 7,900
<u>Town Planning & Regional Development</u>		
Local Planning Strategy	Cost incurred not budgeted for	\$ 5,000
Consultants Expenses	Additional costs due to extra planning submissions/enquiries	\$ 8,000
<u>Other Community Amenities</u>		
Hampton Gardens ablutions	Additional septic pump outs due to wet weather	\$ 17,525
Horrocks Ablutions	Replace cisterns	\$ 3,482
Northampton Cemetery Shelter	Additional costs for brick paving not budgeted for	\$ 6,930
Schedule 11 - Recreation & Culture		
<u>Public Halls & Civic Centres</u>		
RSL Hall	Security installation	\$ 2,400
<u>Other Recreation & Culture</u>		
Allen Centre		
Car Park Construction	Additional costs incurred, line marking etc	\$ 5,698

2021/2022 BUDGET REVIEW

Item	Reason	Variance
Kalbarri Foreshore Parkland	Replace pump (Allen Centre bore)	\$ 3,800
<u>Northampton Recreation & Community Centre</u>		
NCC	Additional costs to rectify rising damp damage	\$ 5,840
	Additional costs in changeroom upgrades	\$ 2,000
	Sports administrator Contrib - less cost due to vacancy	-\$ 3,000
Northampton Oval Upgrade	Oval Upgrade \$54,000 less grants to date	\$ 44,000
	Additional ground works required	
	Electrical for generator connections to pumps	
	Generator Hire for power outages during critical growing	
<u>Swimming Areas & Beaches</u>		
Pump Tracks	Additional Cost incurred due to restructure of works	\$ 17,530
Horrocks Foreshore	Replace BBQ (Council approved at February meeting)	\$ 6,920
<u>Other Culture</u>		
Old Police Station/Courthouse	Additional septic tank pump out costs - wet weather	\$ 5,550
Schedule 12 - Transport		
<u>Road Works Own Resources</u>		
Coolcalalaya Road	Survey to rectify road reserve and road alignment	\$ 35,000
Karina Mews	Reseal & replace kerb defer to 2022/23	-\$ 30,000
Smith Street Asphalt Seal	Cant get contractor until June, will go into 2022/23	-\$ 87,000
Grey St Kalbarri Asphalt Seal	Cant get contractor until June, will go into 2022/23	-\$ 295,000
<u>Footpath Constructon</u>		
Stephen Street, Northampton	Unable to secure contractors to undertake works be deferred to 2022/23	-\$ 47,400
Grey Street, Kalabrri	Unable to secure contractors to undertake works be deferred to 2022/23	-\$ 40,800
Schedule 13 - Economic Services		
<u>Building Control</u>		
Contract Building Surveyor	Due to employing of Building Surveyor, less cost for contract	-\$ 12,000
Casual B/S Employee	Casual Building Surveyor not employed	-\$ 24,500
Building Surveyor Vehicle	Savings on purchase	-\$ 3,750
<u>Tourism & Area Promotion</u>		
Little Bay	Camp grounds handed over, reduced wages	-\$ 10,000
<u>Building Control</u>		
Contract Building Surveyor	Savings due to employing a Building Surveyor	-\$ 12,435
Schedule 14 - Public Works Overheads		
Occupational & Safety Officer	New employee approved by Council (estimate cost shown)	\$ 40,000
ESTIMATED REDUCED EXPENDITURE		-\$ 286,449

2021/2022 BUDGET REVIEW

Item	Reason	Variance
INCOME		
Schedule 3 - General Purpose Income		
Rates	less rates levied due to valua e changes re Seroja	-\$ 7,290
Rates	Back rates levied	\$ 7,250
Financial Assistance Grant	Additional Grant Allocated	\$ 374,620
Penalty/Instalment Interest	Reduced Interest	-\$ 10,000
Schedule 4 - Members & Administration		
Rebates & Commissions	Extra payment for good driving behaviour	\$ 4,200
Info Search Fee	Additional Rates account Enquiries	\$ 6,800
Schedule 7 - Law, Order, Public Safety		
Illegal Camping Fines	Addiotnal fines issued	\$ 1,690
Schedule 9 - Housing		
Residential Rental	Reduced income for Salamat Place (employee housing)	-\$ 10,000
Schedule 10 - Community Amenities		
Refuse Charges Residential	Less income due to large number of properties cancelling refuse removal due to cyclone damaged buildings	-\$ 26,016
Refuse Charges - Business	Less income due to closure fo some businesses	-\$ 5,496
Refuse Sites Charges	Additonal income as a result of debris from Seroja	\$ 52,520
Schedule 11 - Recreation and Culture		
Reimbursements	Correction of GST revenue treatment associated with the synthetic bowling green contributions	\$ 15,325
Schedule 13 - Economic Services		
Little Bay Camping	Camp Ground handed over	-\$ 3,120
Building Permits	Additional building permit revenue to date, expect additional revenue	\$ 51,240
Port Gregory Water Supply	BASF charge for water consumption not included in budget	\$ 5,000
Schedule 14 - Other Property and Services		
Contributions	Sale of Scrap Metal	\$ 110,530
	Seroja Disaster Relief Claim, additional income received	\$ 12,000
Current Liability		
LRCI Grant funding	Reversal of journal associated with unspent grant funds from 2020/2021	\$ 200,441
ESTIMATED ADDITIONAL INCOME TO BE RECEIVED		\$ 779,694

2021/2022 BUDGET REVIEW

Item	Reason	Variance
Summary	Increase in costs to be incurred	\$ 286,449
	Increase in Income	\$ 779,694
	Opening Budget Surplus Adjustment C/FWD @ 30/06/2021	-\$ 298,082
	Estimated Surplus at 30 June 2022	\$ 768,061
	Budget C/FWD	\$ 1,846,346
	Annuals C/FWD	\$ 1,548,264
	Variance	-\$ 298,082
	<u>Contributing factors for C/FWD variance</u>	
	Contract Liability for unspent LRCI grant funding	\$ 200,441
	Payroll and payment accruals (additional compared to budget)	\$ 110,978
	(Payroll Accrual = \$69,755, Payment Accruals = 91,223 while the budgeted figure for accruals per schedule 2 = \$50,000)	

ADMINISTRATION & CORPORATE REPORT

7.5.1	REQUEST FOR SPONSORSHIP DEFERMENT	2
7.5.2	RUOK TREE	3
7.5.3	KALBARRI ELECTRIC VEHICLE CHARGING UNIT	6
7.5.4	LOT 81 KITSON CIRCUIT	9

7.5.1**REQUEST FOR SPONSORSHIP DEFERMENT**

FILE REFERENCE:	2.1.3
CORRESPONDENT:	Isolated Children's Parents Association
DATE OF REPORT:	3 March 2022
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to consider deferring approved sponsorship to the Isolated Children's Parents' Association to assist with the conducting of their 2023 State Conference.

BACKGROUND:

Council at their November 2021 meeting approved a sponsorship of \$1,000 towards their 50th State Conference that was to be held 18 March 2022. Unfortunately due to COVID 19 restrictions the ICPA has advised that they have had to cancel the conference and planned to hold it in 2023 and request if the Council's sponsorship can be carried over to 2023.

COMMENT:

It is recommended that the request be approved and if Council does approve the deferment, then a provision will be made in the 2022/23 Budget.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION – ITEM 7.5.1

That Council defer the \$1,000 sponsorship for the isolated Children's Parents Association state conference until 2023 and provision for this sponsorship be provide for in the 2022/23 Budget.

7.5.2**RUOK TREE**

LOCATION:	Kalbarri Foreshore
FILE REFERENCE:	11.1.7
CORRESPONDENT:	Sue- Ellen Strand
DATE OF REPORT:	8 March 2022
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to consider request for a blue painted RUOK tree on the Kalbarri foreshore and parkland area.

BACKGROUND:

The request is to allow for a tree at Chinaman's Beach (refer below photos) to be painted blue as par to the RUOK movement. The proposal is for a Kalbarri School project.





The request was referred to the Kalbarri Development Association for their comment who has advised that they are not in agreeance with a blue tree being on the foreshore but would like to advise that they would support one at their shopping precinct project that the KDA are developing.

This is the lawn area between the two shopping precincts to have seating and shelters etc in that area and the KDA are hoping to have plans available soon for consideration by Council.

COMMENT:

Although the blue tree RUOK movement is supported , it is not considered that having a blue tree along any of the Kalbarri parkland and foreshore area is appropriate as it will distract from the natural outlook and beauty of the area and therefore it is recommended that the proponents seek other locations other than the foreshore parkland areas.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.2

That Council not approve of a Blue painted RUOK tree on any part of the Kalbarri foreshore parkland areas and advise the proponents to submit alternative sites for further consideration by Council.

7.5.3 KALBARRI ELECTRIC VEHICLE CHARGING UNIT

FILE REFERENCE:	18.1.6
CORRESPONDENT:	Craig Simkin
DATE OF REPORT:	4 March 2022
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Copy of email from Mr Simkin

SUMMARY:

Council to consider objection to the location of the Kalbarri Electric vehicle (EV) Charging Station.

LOCALITY PLANS:

BACKGROUND:

Council at the February 2022 meeting formally approved the location of an electric vehicle charging station at the car park south of the IGA car park.

Mr Craig Simkin has objected to this proposal and has request that his concerns and an alternative site be presented to Council for consideration.

COMMENT:

Following the formal approval for the locations, an agreement has been entered into with Synergy for both the Kalbarri and Northampton EV charging station sites.

The recommended alternative location at the long vehicle parking was not supported by management or synergy due to possible conflict with buses and other long vehicle's that use the area.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.3**For Council consideration.**

APPENDICES 1 – Craig Simkin Email**Garry Keeffe**

From: Craig Simkin <carsimfarms@bigpond.com>
Sent: 3 March, 2022 8:54 AM
To: Garry Keeffe
Subject: Proposed EV charging Staion for Kalbarri.

Hi Garry and councillors. At the February meeting i see it was passed that the new EV charging station is to be located in the car park south west of the Kalbarri IGA. As a resident I believe that this is not in the best place for the station and do not support the decision made by council. I know that this is part of the foreshore development plan and Synergy with no cost to council, but to have an area to assist long vehicles for charging it will need an enlargement of the park and also power to be routed to there. Council put in the long vehicle and coach park behind the Allen Centre for the purpose of accommodating these long vehicles. There is already two charging points in the vicinity of the Allen Centre car parks and believe that the additional charging points would be better located in this long bay car park where power is close by, visitors centre, library and public toilets. This area is more central to the main hub of the town and whilst their vehicle is being charged can wonder a little.

Please give this consideration for change at your March meeting and relocate to the park suggested.

Regards Craig Simkin.

7.5.4 LOT 81 KITSON CIRCUIT

LOCATION:	81 Kitson Circuit, Northampton
FILE REFERENCE:	10.8.2.3
CORRESPONDENT:	John Van Maanen
DATE OF REPORT:	8 March 2022
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to determine leasing and then purchasing of Lot 81 Kitson Circuit, Northampton.

LOCALITY PLANS:



BACKGROUND:

At the October 2021 meeting, Council resolved to:

1. Approve the leasing of Lot 81 Seventh Avenue/Kitson Circuit Northampton to John Van Maanen for the purpose of a laydown and storage area for fabrication equipment, machinery, steel supplies and workspace subject to:

- (a) that the lessee to construct a commercial grade security fence on the boundary of Lot 81 within six months from the commencement of the lease term; and
 - (b) that the lessee to construct a light industrial shed on the lot with the same material and colours as existing sheds in the area within two years from the commencement of the lease.
2. That Council determine that the leasing of Lot 81 has no significant benefit to any other person as the lot has been vacant for many years and no other person/s have shown an interest in either leasing or purchasing the lot and therefore determine it be exempt from advertising requirements as per Section 3.58 of the Local Government Act 1995.

COMMENT:

Following from that decision a rental valuation was provided from a licensed valuer which has been determined at \$14,500 per annum which is considered rather high therefore a valuation to purchase the lot was then obtained which was determined at \$50,000.

The proponent was advised of the above, and it was suggested to him that economically it would be in his best interest that he purchase the lot considering the high annual rent.

Mr Van Maanen has now requested if he can rent Lot 81 Kitson Circuit for a 12 month period and then consider purchasing following that term of rent. Mr Van Maanen also indicated that he would fence the lot as required within six months and then shed construction within two years from purchasing the lot.

Purpose will be mostly storage, no details of what is to be stored, then steel sales followed by fabrication.

Should this proposal be approved then the initial lease and then purchase will have to have a legal instrument by way of a memorial on the Certificate of Title or similar to ensure the shed is constructed within two years from date of purchase the lot to ensure it is constructed.

Only concern from a Management Perspective is that as it is for primarily storage initially the lot could become untidy and unsightly.

FINANCIAL & BUDGET IMPLICATIONS:

There will be minimal cost to Council as the proponent will be required to pay for all fees in the preparation of the lease documents.

STATUTORY IMPLICATIONS:

State: Local Government Act 1995 – Section 3.58

Under Section 3.58, leasing of land has the same meaning as selling land and therefore the following applies:

(1) *In this section —*

dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

property *includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*
(i) *describing the property concerned; and*
(ii) *giving details of the proposed disposition; and*
(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

The Local Government (Functions and General) Regulations 1996 provide that a disposition as per the above is exempt if

- (i) its market value is less than \$5,000; and
- (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee.

As no other person/s has shown any interest in the leasing or purchasing of this lot, the Council could determine that the ownership of Lot 81 would be of no significant benefit to any other person other than Mr Van Maanen and therefore advertising as per Section 3.58 would not be required.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.4

For Council determination.

ADMINISTRATION & CORPORATE REPORT**LATE ITEMS**

7.5.5	CHILD SAFETY & WELFARE POLICY	2
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7.5.5	CHILD SAFETY & WELFARE POLICY								
<table> <tr> <td>FILE REFERENCE:</td><td>8.1.2</td></tr> <tr> <td>DATE OF REPORT:</td><td>16 March 2022</td></tr> <tr> <td>REPORTING OFFICER:</td><td>Garry Keeffe</td></tr> <tr> <td>APPENDICES:</td><td>1. Draft Child Safety & Welfare Policy</td></tr> </table>		FILE REFERENCE:	8.1.2	DATE OF REPORT:	16 March 2022	REPORTING OFFICER:	Garry Keeffe	APPENDICES:	1. Draft Child Safety & Welfare Policy
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DATE OF REPORT:	16 March 2022								
REPORTING OFFICER:	Garry Keeffe								
APPENDICES:	1. Draft Child Safety & Welfare Policy								

SUMMARY:

Council to formally adopt a Child Safety and Welfare Policy.

COMMENT:

In the preparation of grant application to assist the local organising committee with the coming WA Football League game in Northampton on the 30 April 2022, one of the criteria to be eligible for the grant was that the local government must have a Child Safety Policy which this Council has not yet adopted such a policy and consider this needs to be undertaken. It is considered that this may be a requirement in further grant applications, especially for community and sporting precincts where children activities are held.

Currently the Council does not run/conduct any activities where the Council and/or staff are directly involved. However this could change in the future and such a policy is considered paramount. Apart from organised activities the Council does operate libraries, and in some cases have work experience opportunities for students, and therefore the adoption of such a policy is further warranted.

STATUTORY IMPLICATIONS:

State: Children and Community Services Act 2004

VOTING REQUIREMENT:

Simple Majority Required:

<p>OFFICER RECOMMENDATION – ITEM 7.5.1</p> <p>That Council formally adopt the draft Child Safety and Welfare Policy as presented at Appendices 1.</p>

APPENDICES 1 – Child Safety & Welfare Policy

SHIRE OF NORTHAMPTON – DRAFT CHILD SAFETY & WELFARE POLICY

OBJECTIVES

The Shire of Northampton is committed to creating a culture and environment where the safety and welfare of children is paramount. This shall be achieved through the commitment to implementing the Western Australia Government directives and National Principles for Child Safe Organisations across its operations.

POLICY STATEMENT

The Shire supports children safety and welfare in our community, and when accessing our facilities and in the care of our services. All persons undertaking work with children (PWWC) must uphold and promote the protection of children and respond appropriately where concerns are identified.

The Shire is committed to the ongoing education of children, young people and families, staff, volunteers, contractors and key stakeholders about their rights, responsibilities and reporting processes relating to child safety and welfare.

POLICY DETAILS

1. Build a Child Safe Culture

All PWWC have a responsibility to support the Shire's commitment and obligation to create a child safe culture. Such a culture is critical to ensuring the welfare and safety of children under our care, as all children have a right to develop and reach their potential.

2. National Redress Scheme Participation

The Shire's commitment to child safety and welfare was confirmed in May 2020 when Council resolved to participate in the National Redress Scheme. This policy expands on the Shire's established position and provides a clear public commitment to the National Principles for Child Safe Organisations.

3. Recognising Abuse or Neglect

The Shire has a zero tolerance of child abuse, and shall treat all allegations seriously with a commitment to investigate allegations. The Shire shall follow the direction of Police and relevant child safety and welfare agencies in the management of its child safety and welfare responsibilities.

The Shire acknowledges that every child has the right to be heard, protected and to have their concerns managed appropriately. The Shire will use its best endeavours to seek to resolve the concerns of a child in accordance with this policy.

Leadership

The Shire shall endeavour to recognise when a child within its care is exposed to any form of abuse. Appendix 3 provides definitions of the six main types of abuse which could occur or present.

4. Child Safety and Welfare Procedure & Code Of Conduct

The Shire requires all PWWC to comply with this policy and the related Responding & Reporting Procedure and the Child Safety and Welfare Code of Conduct which are detailed in Appendix 1 and 2.

5. Child Safety Officers

In delivering services to children, the Shire shall ensure the appointment or the use of existing designated employees as Child Safety Officers. This role shall be undertaken by specifically appointed officers or the manager responsible for the service.

6. Recruitment

All PWWC engaged in child-related work as defined in the *Working with Children Act 2004* are required to hold a Working with Children (WWC) Card. In addition the Shire takes responsibility to assess if a person is suitable to work with children and young people in addition to a WWC Card.

For positions that involve engagement with children, recruitment is based on selection criteria which clearly demonstrate the commitment to child safety and wellbeing to ensure the most appropriate PWWC is employed.

7. Training & Supervision

The Shire is committed to ensure that PWWC have access to training to develop and maintain an understanding of child safety and wellbeing. In addition to position specific training requirements, training will be available to all PWWC which shall include how to identify, assess, and minimise risks of child abuse and to detect potential indicators of child abuse.

8. Confidentiality

The Shire shall ensure that all information or details relating to children is maintained in strict confidence. Any and all personal information collected by the Shire in providing services for children shall be restricted to only PWWC with responsibility for the services in compliance with this policy and its associated procedure and code of conduct.

CONSEQUENCES

This policy represents the expected standards of the Shire. Deviations from the standards outlines shall invoke disciplinary action to be taken.

KEY TERM DEFINITION

Child (and or Children) in accordance with the section 3 of the *Children and Community Services Act (2004)* defines a Child as a person who is under 18 years of age. In addition reference to **young persons** is read to include any person below the age of 18 years of age.

Persons Working with Children (PWWC) relates to all persons undertaking child-related works. This includes but is not limited to the following, Shire staff, volunteers, and students, persons undertaking work experience, contractors, and partnered organisations who are responsible for the provision of children's activities or programs.

ROLES AND RESPONSIBILITIES

The Council are responsible for providing leadership for the good governance of Council by acting as a responsible partner in fostering and developing an organisational culture that has zero tolerance for child abuse. Council will advocate in the best interests of children to create and sustain a community in which children are safe and protected from abuse.

The Chief Executive Officer and Designated Senior Staff are responsible for driving the culture of zero tolerance for child abuse and ensuring that the organisation has effective controls in place for child safety and welfare. This will be achieved by ensuring:

- The Shire has in place and implements robust child safety and welfare procedures that protect children from child abuse.
- Suspected or alleged instances of child abuse are reported and fully investigated.
- Support is provided to managers, staff, volunteers and contractors in undertaking their child safety and welfare responsibilities.

Managers, Facility Managers and Child Safety Officers shall ensure this policy and associated procedures are followed and implemented by:

- Acting as the first point of contact for receiving reports of child safety concerns or allegations of abuse within Council.
- Supporting the notification of child safety concerns or allegations to relevant authorities (Police or Child safety and welfare agencies).
- Assisting alleged victims and their families to access counselling and support services.
- Providing support to affected staff.

All staff, volunteers and contractors must familiarise themselves with the relevant laws, the Code of Conduct, and policy and procedures in relation to child safety and welfare, and comply with all requirements, including:

- Participation in staff induction and refresher training.
- Report any suspicion or reasonable belief that a child's safety may be at risk to a designated Child safety and welfare officer.
- Provide an environment that is supportive of all children's emotional and physical safety.

APPENDIX 1

CHILD SAFETY AND WELFARE CODE OF CONDUCT

The Child Safety and Welfare Code of Conduct (the Code) lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. Above all, a Code helps to protect children from harm.

The Code serves to protect all children and young people (any person under 18 years of age), reduce any opportunities for abuse or neglect to occur, and promote child safety & wellbeing within the Shire. It provides guidance on how to best support children and young people and how to avoid or better manage difficult situations. Where a Persons Working with Children (PWWC) breaches the Code, the Shire may take disciplinary action, including in the case of serious breaches, dismissal and external reporting.

This Code applies to all Shire staff (including contract and temporary), committee members, contractors and sub-contractors, interns, volunteers or any other person or bodies associated with the Shire or any of its staff that engage with children and young people. The Shire acknowledges that protecting children and young people's safety & wellbeing is everyone's business.

The Code is made available to all PWWC, families and participants via the Shire's website. All PWWC are expected to act in accordance with this Code in their physical and online interactions with children and young people.

ALL PWWC SHALL

- Act in accordance with child safety and welfare policy and procedures at all times.
 - Behave respectfully, courteously and ethically towards children and young people, their families and towards other staff and volunteers.
 - Listen and respond to the views and concerns of children and young people, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
 - Promote the human rights, safety and wellbeing of all children in the Shire.
 - Demonstrate appropriate personal and professional boundaries.
 - Respect the cultural and religious practices, individual capability and gender identity/sexuality of children, young people and families, and understand and respond to any identified special needs.
 - Create an environment that promotes and enables children and young people's participation, is welcoming, culturally safe and inclusive for all and their families.
-

- Involve children and young people in making decisions about activities, policies and procedures that concern them wherever possible.
- Contribute, where appropriate, to Shire policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children and young people's safety and wellbeing as required by Shire risk assessment and management policy and/or procedures.
- Respond to any concerns of a child or young person's harm or abuse promptly and in line with Shire policy and procedure for receiving and responding to concerns.
- Report all suspected or disclosed child or young person's abuse or neglect as required by *Children and Community Services Act 2004*.
- Handle all personal information in accordance with Shire's privacy responsibilities.

ALL PWWC ARE PROHIBITED FROM

- Engaging in any unlawful activity with or in relation to a child.
 - Engaging in any activity that is likely to physically, sexually or emotionally harm a child.
 - Engage in any form of sexual relationship with a child or young person.
 - Unlawfully discriminate against anyone on the basis of gender identity, culture, race, religion or disability.
 - Be alone with a child unnecessarily.
 - Travel, or be accommodated, alone with a child or young person before, during or after a Shire program, excursion or camp. Where approved transport is undertaken, a minimum of two adults must be present.
 - In the event that a child or young person presents at a Shire staffed facility and there is only a single PWWC in attendance. The PWWC is to immediately report to their line manager the presentation of an unplanned child's or young person attendance. The PWWC in the provision of support to the child or young person must comply with their line managers directions.
 - Instigate personal contact, including online contact, with children and young people they are working with for a purpose unrelated to Shire activities.
-

- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless they are required to do so by Shire policy and procedure on reporting.
- Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.
- Ignore or disregard any suspected or disclosed child abuse or neglect.
- Report to work under the influence of or in possession of alcohol or illegal substances.
- Take photos or videos of children on personal cameras or mobile phones/devices. All photos must be authorised and be taken on Shire supplied devices.
- Use personal social media platforms such as Facebook, Instagram, Snapchat etc. to contact or converse with children engaged in Shire programs. Appropriate contact with children for the purpose of delivery of Shire programs must be limited to official Shire accounts/platforms only.
- Give personal gifts to children unless under the banner of a gift from Shire (e.g. gifts from the Shire to each child at Christmas).

APPENDIX 2

RESPONDING AND REPORTING PROCEDURE

All Persons Working with Children (PWWC) are required to identify, report and respond immediately (or where reasonably practicable no later than before ending work on that day) any concerns, suspicions or allegations of child abuse.

Where a child safety concern may result from:

- a disclosure from the child or young person,
- a disclosure from a parent or carer,
- disclosure from another child,
- physical or behavioural indicators of abuse, and
- staff and/ or volunteer involvement in the community external to their professional role with Shire.

IF A CHILD OR YOUNG PERSON IS AT RISK OF HARM OR IN IMMEDIATE DANGER, YOU MUST REPORT THE SITUATION DIRECTLY TO WA POLICE ON 000.

In the event an allegation of abuse is made against any Shire related PWWC it may potentially constitute a serious breach of the Child safety and welfare policy, this procedure, the Child Safety and Welfare Code of Conduct, and child safety and welfare legislation.

Breaches if substantiated include, but are not limited to:

- sexually assaulted a child or young person who is involved in a Shire program or activity,
- physically assaulted a child or young person who is involved in a Shire program or activity,
- verbal abuse, denigrate or bully a child or young person who is involved in a Shire program or activity,
- sexually harass a child or young person who is involved in a Shire program or activity,
- take, reproduce and/or distribute photos of a child or young person without the consent of their parents/ guardians,
- publish any material containing images of children or young people who are involved in a Shire program or activity that can be used for the sexual gratification of others,

- groom or otherwise interfere with the physical or mental wellbeing of a child or young person.

In accordance with the Child Safety and Welfare Policy this Procedure and the Child Safety and Welfare Code of Conduct, all PWWC or any other party who has identified an issue must immediately report any suspected or alleged incident of abuse as per the procedure below.

STEP 1 - REPORT

If an allegation is made against any PWWC, it must be reported to the CEO.

If the allegation is made against the CEO, the allegation is to be reported to the Shire President.

If an allegation is made by an external stakeholder or partnered organisation, the allegation is to be provided in writing to the CEO who is to investigate the allegation.

If an allegation is made against a third party or where suspected abuse is identified but is unrelated to a Shire activity the Shire shall report the matter to the Department of Child Protection and Family Support.

STEP 2 - RECORD

A written record of observations and/ or any statements (correspondence) disclosed by a child or young person or other person should be factual and detail information such as:

- details about the child/ young person,
- details of those involved e.g. person who made the allegation,
- objective information about what was seen, what was said, and what has happened,
- the immediate risk to the child/ young person,
- whether or not the child/ young person has support, and
- what may need to happen to make the child safe.

This information should then be recorded or where reasonably practicable no later than before ending a shift, and must be treated as highly confidential. General discussions about the matter should not occur. This information could be required at a later stage should legal action arise.

All written record observations and/ or any statements (correspondence) recorded and/or received should only be used to assist in developing a comprehensive report detailing the chronology of events, with a copy of all correspondence to be recorded on Council records.

All documentation used during this reporting process will be filed and stored in a confidential manner. This documentation is not to be given to any other party unless specified by the *Children and Community Services Act 2004*.

STEP 3 - ASSESS

The CEO or their delegate will be required to immediately stand down any PWWC from all programs and activities involving the direct supervision of, and/ or direct contact with children and young people until further notice.

Where the PWWC is employed by the Shire, the CEO will assess all evidence obtained and conduct relevant interviews to collect statements from all those involved. Where the PWWC is employed by a third party organisation, the CEO will engage with that organisation.

The CEO must determine if the allegation is to be reported to the Department of Child Protection and Family Support within 24 hours (or where reasonably practicable).

If the CEO decides not to report the allegation to Department of Child Protection and Family Support and/ or the WA Police, the person who raised the allegation should be given a clear written statement of the reason/s why no further action will be taken. Should the person who raised the allegation still remain concerned about the situation, they are free to consult with or report to the Department of Child Protection and Family Support.

STEP 4 - REPORT

If the CEO determines the alleged incident must be reported to the Department of Child Protection and Family Support, it should be reported within 24 hours (or where reasonably practicable). A written report is to be provided using the Child safety and welfare Concern Referral form found online (Department of Child Protection– Reporting your Concern webpage) to the best of their knowledge.

The Department of Child Protection and Family Support will decide what response would be in the best interest of the parties involved. Parents/guardians are not to be informed of any reports made to the Department of Child Protection and Family Support and/or WA Police unless the agencies have instructed to do so.

APPENDIX 3

DEFINITIONS OF ABUSE

A child can suffer from one or more of these. Abuse can happen within a family or through a person outside the immediate family. Each type of abuse has a range of indicators, although just one indicator on its own may not suggest abuse.

Definitions of Abuse

Physical Abuse	Physical abuse is when a child or young person is deliberately hurt, or is at serious risk of being physically hurt, by their parents or carers. This can include punching, kicking, shaking or throwing, scalding/burning, strangling or leaving a child alone in a car. It can also be from excessive physical discipline, or by being given drugs including alcohol. These injuries are not treated as accidental.
Sexual Abuse	Sexual abuse is children and young people being exposed to inappropriate sexual activity. This includes being involved in sexual acts (masturbation, fondling, oral sex or penetrative sex); or witnessing sexual activity, either directly or through pornography.
Emotional Abuse	Emotional abuse is being treated in ways that damages a child or young person's ability to feel and express a range of emotions. This can be caused by behaviours that occur over time, such as verbal abuse and teasing, rejection, physical or social isolation, threats and bullying.
Psychological Abuse	Psychological abuse is being treated in ways that damages a child or young person's self-esteem, personal and moral development and intelligence. This can be caused by behaviours that occur over time, for example, belittling, threatening, isolating and causing the child to feel worthless.

Neglect	Neglect is not providing enough care or supervision so that the child or young person is injured, or their development is damaged. It includes lack of food, shelter, affection, supervision, untreated medical problems and abandonment.
Family & Domestic Abuse	<p>Family and domestic violence is strongly associated with child abuse and neglect. It is more likely that a child's basic needs will not be met in a family where there is domestic violence. Witnessing violence between parents, or being involved in a violent act, can seriously affect the emotional health of children and young people. It can affect self-image, response to other people, and the ability to form healthy relationships.</p> <p>These children and young people don't feel safe and secure. They believe that violence is a solution to problems and may develop signs of posttraumatic stress disorder. Family and domestic violence is seen as child abuse when it clearly affects the child or young person's physical, emotional and psychological development.</p>
Cyber/online abuse	<p>Cyber/online abuse is a type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones and it can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats, online gaming, live-streaming sites.</p> <p>Cyber/online abuse can take different forms, such as cyber bullying, online grooming, online sexual abuse, and child sexual exploitation. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming or the abuse might only happen online.</p>