



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 17th June 2022 at the Council Chambers, Northampton commencing at 9.00am.

A handwritten signature in blue ink, appearing to read 'Garry L Keffe', is shown on a light blue background.

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER
10th June 2022



~ Agenda ~

17th June 2022

NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 17th June 2022, at

The Council Chambers, Northampton commencing at 9.00am.

GARRY KEEFFE
CHIEF EXECUTIVE OFFICER

10th June 2022

SHIRE OF NORTHAMPTON

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Signed  _____

Date 10th June 2022

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER

AGENDA
ORDINARY MEETING OF COUNCIL
17th June 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 – 20th May 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

SHIRE OF NORTHAMPTON

Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on Friday 20th May 2022

TABLE OF CONTENTS

5.1	OPENING	3
5.2	PRESENT	3
5.2.1	LEAVE OF ABSENCE	3
5.2.2	APOLOGIES	3
5.3	QUESTION TIME	3
5.4	DISCLOSURE OF INTEREST	3
5.5	CONFIRMATION OF MINUTES	4
5.5.1	CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING FRIDAY 22 nd APRIL 2022	4
5.6	WORKS & ENGINEERING REPORT	4
5.7	HEALTH & BUILDING REPORT	4
5.7.1	BUILDING APPROVALS (ITEM 7.2.1)	4
5.8	TOWN PLANNING REPORT	4
5.8.1	PROPOSED OUTBUILDING (R-CODE AND LPP VARIATIONS) – LOT 93 (NO. 14) PORT STREET, PORT GREGORY (ITEM 7.3.1)	4
5.8.2	PROPOSED ALFRESCO AREA – DRYWELL PLANTS PRODUCE AND CRAFTS – SHOP 1 – LOT 12 (NO. 221) HAMPTON ROAD, NORTHAMPTON (ITEM 7.3.2)	6
5.8.3	SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.3)	9
5.9	FINANCE REPORT	9
5.9.1	ACCOUNTS FOR PAYMENT (ITEM 7.4.1)	9
2.9.2	MONTHLY FINANCIAL STATEMENTS – APRIL 2022 (ITEMS 7.4.2)	9
2.9.3	BUDGET SUBMISSION 2022-2023 (ITEMS 7.4.3)	9
5.10	ADMINISTRATION & CORPORATE REPORT	10
5.10.1	CORPORATE BUSINESS PLAN REVIEW (ITEM 7.5.1)	10
5.10.1.1	REQUEST TO RE-ROOF CHIVERTON HOUSE	10
5.10.1.2	ABLUTIONS PORT GREGORY PARK AND PLAYGROUND	10
5.10.1.3	CEILING INSTALLATION - BINNU HALL	10
5.10.1.4	KALBARRI MULTI-PURPOSE COMMUNITY CENTRE	10
5.10.1.5	ACOUSTIC CEILING - RSL HALL, NORTHAMPTON	11
5.10.1.6	FLOOR COVERINGS - NORTHAMPTON DOCTORS SURGERY	11
5.10.1.7	STAIRS FOR BALANCE OF GRANNY'S POOL STAIRWAY, HORROCKS	11
5.10.1.8	NEW STORAGE SHED – PORT GREGORY OVAL	11

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

5.10.1.9	KALBARRI FORESHORE REDEVELOPMENT	11
5.10.1.10	DEFERMENT OF 2021/22 PROGRAMMED ROAD PROJECTS	11
5.10.1.11	BINNU EAST ROAD – RECONSTRUCT SECTION 12.6 TO 13.6SLK	12
5.10.1.12	FIFTH AVENUE – STORM WATER INSTALLATION	12
5.10.1.13	GREY STREET, KALBARRI – ASPHALT RE-SEAL	12
5.10.1.14	PORT GREGORY ASSOCIATION	12
5.10.1.15	OVERALL PROGRAM ADJUSTMENT	13
5.10.1.16	KALBARRI BOAT PENS CAR PARK	13
5.10.1.17	FOOTPATHS – GREGORY TOWNSITE	13
5.10.1.18	FOOTPATH AND FOOT BRIDGE TO PROVIDE ACCESS FROM JOHN STREET TO ONSLOW STREET, NORTHAMPTON	13
5.10.1.19	CURRENT PLAN STATUS	14
5.10.1.20	RED BLUFF ROAD PATHWAY	14
5.10.1.21	PLANT REPLACEMENT PROGRAM 2022 REVIEW – CURRENT PLAN STATUS	14
5.10.1.22	KALBARRI AERODROME	14
5.10.1 23	CORPORATE BUSINESS PLAN 2022 REVIEW	14
5.10.1 24	PROMOTIONAL SIGNAGE - KALBARRI	15
5.10.1 25	LOAN FUNDS	15
5.10.2	ELECTION OF DELEGAGE (ITEM 7.5.2)	15
5.10.3	KALBARRI AIRPORT – RPT OPPORTUNITIES REPORT (ITEM 7.5.3)	15
5.10.4	REQUEST FOR RENAMING OF A PORTION OF FROSTY GULLY ROAD (ITEM 7.5.4)	16
5.10.5	LOT 81 KITSON CIRCUIT (ITEM 7.5.5)	16
5.10.6	JUNE 2022 COUNCIL MEETING – START TIME CHANGE REQUEST (ITEM 7.5.6)	16
5.11	PRESIDENT’S REPORT	17
5.12	VICE PRESIDENT’S REPORT	17
5.13	COUNCILLORS’ REPORTS	17
5.13.1	CR PIKE	17
5.13.2	CR HAY	18
5.14	NEW ITEMS OF BUSINESS	18
5.15	NEXT MEETING OF COUNCIL	18
5.16	CLOSURE	18

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

5.1 OPENING

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

5.2 PRESENT

Cr L Sudlow	President	Northampton Ward
Cr R Horstman	Deputy President	Northampton Ward
Cr D Pike		Kalbarri Ward
Cr R Suckling		Northampton Ward
Cr T Hay		Northampton Ward
Cr R Burges		Kalbarri Ward
Mr Garry Keeffe	Chief Executive Officer	
Mr Grant Middleton	Deputy Chief Executive Officer	
Mrs Michelle Allen	Planning Officer	

5.2.1 LEAVE OF ABSENCE

Nil

5.2.2 APOLOGIES

Cr P Stewart	Kalbarri Ward
Cr T Gibb	Kalbarri Ward

5.3 QUESTION TIME

Nil

5.4 DISCLOSURE OF INTEREST
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Nil

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

5.5 CONFIRMATION OF MINUTES

5.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING FRIDAY 22 nd APRIL 2022
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Moved Cr SUCKLING seconded Cr HORSTMAN

That the minutes of the Ordinary Meeting of Council held on the 22nd April 2022 be confirmed as a true and correct record.

CARRIED 6/0

5.6 WORKS & ENGINEERING REPORT

Noted.

5.7 HEALTH & BUILDING REPORT

5.7.1 BUILDING APPROVALS (ITEM 7.2.1)

Noted.

5.8 TOWN PLANNING REPORT

5.8.1 PROPOSED OUTBUILDING (R-CODE AND LPP VARIATIONS) – LOT 93 (NO. 14) PORT STREET, PORT GREGORY (ITEM 7.3.1)
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Moved Cr HAY seconded Cr SUCKLING

That Council grant development approval for the proposed Outbuilding upon Lot 93 (No. 14) Port Street, Port Gregory subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated 20 May 2022 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the Local Government;
2. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition;
3. A building permit shall be issued by the local government prior to the commencement of any work on the site;

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

4. All stormwater is to be disposed of onsite to the approval of the local government;
5. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;
6. The Applicant shall provide a colour schedule for the outbuilding prior to construction of the outbuilding 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 outbuilding shall be constructed using coated metal sheeting (Colorbond) and the use of Zinalume is not permitted;
8. The development/land use is to have the necessary clearance/fire separation from the rear boundary as required under the relevant legislation including the Building Act 2011 and National Construction Code Series/Building Code of Australia (as amended);
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. The development/land use is to be located entirely within the property boundary.
11. The approved outbuilding is only to be used for general and vehicle storage purposes and minor maintenance upon vehicles housed therein to the approval of the local government and shall NOT be used for habitation, commercial or industrial purposes; and
12. 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.

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.

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

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

Note 3: With regard to Condition No. 10 it is recommended that the services of a licensed surveyor be employed to verify the exact boundary position.

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

CARRIED 6/0

5.8.2 PROPOSED ALFRESCO AREA – DRYWELL PLANTS PRODUCE AND CRAFTS – SHOP 1 – LOT 12 (NO. 221) HAMPTON ROAD, NORTHAMPTON (ITEM 7.3.2)

Moved Cr SUCKLING seconded Cr HAY

That Council approves the Application for Development Approval for an alfresco dining use upon the Grey Street Road Reserve immediately adjacent to Shop 1 – Lot 12 (No. 221) Hampton Road, Northampton, subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated 20 May 2022 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;
2. 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. The alfresco dining area shall be limited to the portion of Hampton Road access/pathway immediately adjacent to Shop 1 – Lot 12 (No. 221) Hampton Road, Northampton as marked in the attached approved plans dated 20 May 2022;
4. The alfresco dining furniture shall be limited to the number of two (2) tall tables (each measuring 0.400m wide by 1 metre long) and eight (8) stools (each measuring 0.400m²);
5. Temporary fixtures, such as tables and stools, shall not be permanently fixed and must be removed from the access/pathway area outside of trading hours, unless otherwise approved by the Shire of Northampton;

SHIRE OF NORTHAMPTON

Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on Friday 20th May 2022

6. When requested by the Local Government, the Applicant must temporarily remove the alfresco dining area furniture and equipment. The furniture and equipment may be replaced once directed by the Local Government;
 7. The alfresco dining area must be maintained in a clean and tidy condition to the satisfaction of the Local Government. The Applicant must ensure that any spillage of food and drinks are promptly cleaned from the ground and table surfaces, and that all rubbish is regularly removed, such that the area is maintained to ensure a high standard of amenity;
 8. The alfresco dining area must not be used in a manner to cause noise or nuisance to patrons or adjacent landowners or occupiers;
 9. The Applicant shall at all times ensure that tables and stools, equipment and furniture are contained within the designated alfresco dining area, so as to allow for safe and unobstructed pedestrian movement along the Hampton Road footpath, with a minimum clearance of 2.0 metres from the step and handrail to be maintained free for pedestrian access at all times.
 10. This approval is issued only to M. Elsum-Beaumont and is NOT transferrable to any other person or any other land parcel, without the further application and approval of the Shire of Northampton;
 11. If the use of the reserve for alfresco dining, in association with a food premise, discontinues for a continuous period of 12 months or longer, then this development approval shall lapse and a new development approval shall be required;
 12. The Applicant is solely responsible for all and any associated costs with the removal, alteration, repair, reinstatement or reconstruction (to the approval of the local government) of the thoroughfare, footpath or any part thereof arising from the use of the alfresco area;
 13. Pursuant to the Local Government Act 1995 and cl. 3.1.5 of the Shire of Northampton Local Planning Policy – Alfresco Dining, the Local Government must be indemnified against any damage which may arise from the proposed use of the reserve, and therefore public liability insurance cover to a minimum value of \$10 million must be held and maintained by the Applicant at all times.
 14. The Applicant is required to indemnify and keep indemnified the Shire, its servants and agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be made or brought by any person or corporation against the Shire, its servants and agents arising out of the approval, erection, existence or operation of the fence or signage;
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SHIRE OF NORTHAMPTON

Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on Friday 20th May 2022

15. The Applicant shall prepare and implement a Complaints Handling Procedure and a Noise Management Plan, to the approval of the local government. Complaints that are received by the Applicant shall be recorded in a complaints register, with this register to be made available to the local government upon their request;
16. The Applicant shall take reasonable steps to ensure that their contact details are made available to adjacent landowners, to the approval of the local government;
17. The Shire of Northampton reserves the right to revoke this “Alfresco Dining” approval, or require appropriate measures to be taken, in the event that:
 - (a) excessive noise, behaviour or other complaints are received;
AND
 - (b) the local government determines that such complaints have been insufficiently managed or dealt with by the applicant (for example, that the Complaint and Noise Management Plan has not been enacted sufficiently); and
18. Any lighting installed for the purpose of providing additional light to the alfresco area shall be such that:
 - (a) all illumination is confined within the boundaries of the property and approved alfresco area; and
 - (b) there shall not be any glare nuisance caused to adjacent landholdings and occupiers or passing traffic, to the approval of the local government.

Advice Notes:

Note 1: 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 and the Applicant is advised to liaise with the Shire’s Environmental Health Officer to ensure that the operations comply with the relevant legislation.

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.

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

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

CARRIED 6/0

5.8.3 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.3)
--

Noted

5.9 FINANCE REPORT

5.9.1 ACCOUNTS FOR PAYMENT (ITEM 7.4.1)

Moved Cr HORSTMAN, seconded Cr SUCKLING

That Municipal Fund Cheques 22204 to 22217 inclusive totalling \$89,496.91, Municipal EFT payments numbered EFT23408 to EFT23524 inclusive totalling \$1,213,489.99, Direct Debit payments numbered GJ01003 to GJ1010 inclusive totalling \$241,373.34 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

2.9.2 MONTHLY FINANCIAL STATEMENTS – APRIL 2022 (ITEMS 7.4.2)

Moved Cr HAY seconded Cr BURGESS

That Council adopts the Monthly Financial Reports for the periods ending 30th April 2022.

CARRIED 6/0

2.9.3 BUDGET SUBMISSION 2022-2023 (ITEMS 7.4.3)

Moved Cr SUCKLING, seconded Cr PIKE

That Council include the provision of a operational grant of \$35,000 for the Northampton Visitor Centre in the draft 2022/2023 Budget.

CARRIED 6/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

5.10 ADMINISTRATION & CORPORATE REPORT

5.10.1 CORPORATE BUSINESS PLAN REVIEW (ITEM 7.5.1)
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5.10.1.1 REQUEST TO RE-ROOF CHIVERTON HOUSE

No further action to be taken on this submission as this forms part of an insurance claim as a result of Cyclone Seroja and therefore is not considered in the Corporate Business Plan.

5.10.1.2 ABLUTIONS PORT GREGORY PARK AND PLAYGROUND

Moved Cr HORSTMAN, seconded Cr PIKE

That Council

1. Reiterate its previous decision that it will not approve the construction of new ablutions at the existing park and playground area due to the high water table and the inability to provide sufficient depth for operation of a septic tank and leach drain system
2. That the CEO investigate expansion of the existing ablutions and other alternative septic systems that may be able to be used to allow for the construction of an ablution at the playground park

CARRIED 6/0

5.10.1.3 CEILING INSTALLATION - BINNU HALL
--

Moved Cr SUDLOW, seconded Cr SUCKLING

That Council consider the installation of a ceiling in the Binnu Hall upon receipt of costings for the works and these works be considered in 2023/24.

CARRIED 6/0

5.10.1.4 KALBARRI MULTI-PURPOSE COMMUNITY CENTRE
--

Noted

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

5.10.1.5 ACOUSTIC CEILING - RSL HALL, NORTHAMPTON

Noted

5.10.1.6 FLOOR COVERINGS - NORTHAMPTON DOCTORS SURGERY

Noted

5.10.1.7 STAIRS FOR BALANCE OF GRANNY'S POOL STAIRWAY, HORROCKS

Moved Cr PIKE, seconded Cr HORSTMAN

That Council list the construction of the stairs for the balance of the Granny's Pool Stairway at Horrocks with provision of \$55,000 in 2022/23.

CARRIED 6/0

5.10.1.8 NEW STORAGE SHED – PORT GREGORY OVAL

Moved Cr SUCKLING, seconded Cr PIKE

That the CEO liaise with the Port Gregory Progress Association regarding purchase of a new storage shed at the Port Gregory Oval with provision of \$25,000 to be included in 2022/23 budget.

CARRIED 6/0

5.10.1.9 KALBARRI FORESHORE REDEVELOPMENT

Noted

5.10.1.10 DEFERMENT OF 2021/22 PROGRAMMED ROAD PROJECTS

Noted

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

5.10.1.11 BINNU EAST ROAD – RECONSTRUCT SECTION 12.6 TO 13.6SLK

Moved Cr HORSTMAN, seconded Cr SUDLOW

That Council list the reconstruction of the section 12.6 to 13.6 SLK in the 2022/23 financial year of the Corporate Business Plan and be further determined within the 2022/23 Budget.

CARRIED 6/0

5.10.1.12 FIFTH AVENUE – STORM WATER INSTALLATION

Moved Cr PIKE, seconded Cr BURGESS

That Council list the installation of underground storm water drainage to the west side of Fifth Avenue, Northampton in 2023/24.

CARRIED 6/0

5.10.1.13 GREY STREET, KALBARRI – ASPHALT RE-SEAL

Moved Cr SUCKLING, seconded Cr PIKE

That Council consider in the 2022/23 budget the asphalt reseals of Grey Street, Kalbarri programmed for 2021/22 that has now been carried over to 2022/23 and the section scheduled for 2022/23, to allow for both sections to be undertaken at the same time.

CARRIED 6/0

5.10.1.14 PORT GREGORY ASSOCIATION – CAR PARK & BBQ AREA

Moved Cr HAY, seconded Cr SUCKLING

That Council amend the Corporate Business Plan and bring forward the upgrade works to the Port Gregory car park and BBQ area for consideration in 2022/23.

CARRIED 6/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

5.10.1.15 OVERALL PROGRAM ADJUSTMENT

Moved Cr BURGESS, seconded Cr PIKE

That Council adopt the amended Corporate Business Plan program for car parks works as amended.

CARRIED 6/0

5.10.1.16 KALBARRI BOAT PENS CAR PARK

Moved Cr HORSTMAN, seconded Cr SUCKLING

That Council list the installation of a dual use pathway along the river side of the boat pen car park for consideration in 2024/25.

CARRIED 6/0

5.10.1.17 FOOTPATHS – GREGORY TOWNSITE

Moved Cr HAY, seconded Cr SUDLOW

That Council defers the consideration for the construction of a dual use pathway along Pluschke Drive from Henville Place to Port Street and then along Port Street to the General Store in Gregory until the Pink Lake Masterplan has been finalised as it may affect pathway connections within that plan.

CARRIED 6/0

**5.10.1.18 FOOTPATH AND FOOT BRIDGE TO PROVIDE ACCESS FROM
JOHN STREET TO ONSLOW STREET, NORTHAMPTON**

Moved Cr HORSTMAN, seconded Cr SUDLOW

That Council not consider the footpath and foot bridge project across the Nokanena Brook as it is not considered a priority requirement.

CARRIED 6/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

5.10.1.19 CURRENT PLAN STATUS

Moved Cr SUCKLING, seconded by Cr HAY

That Council amend the footpath plan as per the following:

- Stephen Street, Grey Street and George Grey Drive to occur in 2022/23
- Clotworthy Street and Kaiber Street works be deferred to 2023/24
- All projects listed for 2023/24 be deferred to 2024/25
- All projects listed for 2024/25 be deferred to beyond 2025

CARRIED 6/0

5.10.1.20 RED BLUFF ROAD PATHWAY

Noted

5.10.1.21 PLANT REPLACEMENT PROGRAM 2022 REVIEW – CURRENT PLAN STATUS

Moved Cr PIKE, seconded Cr HORSTMAN

That Council adopt the revised Plant Replacement Plan as presented subject to the value of the purchase of the backhoe proposed to be purchased in 2022/23 being clarified.

CARRIED 6/0

5.10.1.22 KALBARRI AERODROME

Noted

5.10.1 23 CORPORATE BUSINESS PLAN 2022 REVIEW

Moved Cr SUDLOW, seconded Cr HORSTMAN

That management investigate opportunities including all costings to employ a community development/project officer to assist to support community groups with events/programs and future recovery processes and report back to Council accordingly.

CARRIED 6/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

5.10.1 24 PROMOTIONAL SIGNAGE - KALBARRI
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Moved Cr SUCKLING, seconded Cr BURGESS

That Council not consider promotional signage on the two road entrances into Kalbarri as requested as travellers would already on the two main access roads to Kalbarri therefore no promotional signage to encourage travellers is warranted.

CARRIED 6/0

5.10.1 25 LOAN FUNDS

Noted

5.10.2 ELECTION OF DELEGATE (ITEM 7.5.2)
--

Moved Cr HAY, seconded Cr HORSTMAN

That Council appoints Cr HORSTMAN as a delegate for the Horrocks Community Centre for a term of 18 months ceasing October 2024.

That Council appoints Cr STEWART as a delegate for the Batavia Local Emergency Management Committee for a term of 18 months ceasing October 2024.

CARRIED 6/0

5.10.3 KALBARRI AIRPORT – RPT OPPORTUNITIES REPORT (ITEM 7.5.3)

Moved Cr SUCKLING, seconded Cr HAY

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

CARRIED 6/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

5.10.4 REQUEST FOR RENAMING OF A PORTION OF FROSTY GULLY ROAD (ITEM 7.5.4)
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Moved Cr SUDLOW, seconded Cr SUCKLING

That Council progress with the changing the name of the section of Frosty Gully Road from Normans' Well Road to the Northampton Nabawa Road to Frosty Gully East Road and advertise this proposal accordingly with all submissions received on this proposed change to be presented to Council for consideration

CARRIED 6/0

5.10.5 LOT 81 KITSON CIRCUIT (ITEM 7.5.5)
--

Moved Cr HAY, seconded Cr PIKE

That Council amend the initial lease period for Lot 81 Kitson Circuit, Northampton, from one year to two years due to the requirement for the lessee to construct an industrial shed on the lot within a two year period.

CARRIED 6/0

5.10.6 JUNE 2022 COUNCIL MEETING – START TIME CHANGE REQUEST (ITEM 7.5.6)

Moved Cr SUCKLING, seconded Cr HORSTMAN

That Council amend the start time for the 17th June 2022 Council meeting from 1.00pm to 9.00am and advertise this change accordingly as per requirements of Regulation 12(3) of the *Local Government (Administration) Regulations 1996*.

CARRIED 6/0

SHIRE OF NORTHAMPTON

Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on Friday 20th May 2022

5.11 PRESIDENT'S REPORT

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

- 26/04/2022 Northern Zone Council, Mingenew
- 26/04/2022 Deputy Premier and Minister for Tourism, Hon. Roger Cook MLA – Kalbarri Foreshore Development Plan
- 28/04/2022 Midwest Regional Update, Drought Vulnerability Assessment for Future Drought Fund
- 28/04/2022 Western Australian Football Commission and Western Australian Football League Organising Committee, Northampton
- 29/04/2022 Women in Leadership Breakfast, Geraldton
- 29/04/2022 Joanne Fabling, Chief Executive Officer of Mid West Chamber of Commerce and Industry and Melissa Finlay – Accommodation shortage in Kalbarri
- 30/04/2022 Western Australian Football League Seroja Cup, Northampton
- 03/05/2022 Cyclone Recovery interview, WA Museum
- 05/05/2022 Ric Payne, Disaster Recovery Chaplain, Northampton Council Chambers
- 05/05/2022 Regional Drought Resilience Working Group meeting, Geraldton
- 06/05/2022 Mayors and Presidents Forum, Perth Convention Centre

5.12 VICE PRESIDENT'S REPORT

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

- 04/04/2022 Operational Area Support Group, MS Teams meeting
- 11/04/2022 Operational Area Support Group, MS Teams meeting
- 25/04/2022 ANZAC Day Ceremony and Wreath Laying, RSL Hall Northampton
- 27/04/2022 Operational Area Support Group, MS Teams meeting
- 30/04/2022 Western Australian Football League Seroja Cup, Northampton

Since the last Council meeting Cr HORSTMAN on behalf of and at the request of Cr's STEWART and GIBB attended the following meeting:

- 29/04/2022 Hon. Melissa Price MLA - Workers Accommodation Camp, Kalbarri

5.13 COUNCILLORS' REPORTS

5.13.1 CR PIKE

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

- 25/04/2022 ANZAC Day and Wreath Laying Ceremony, Kalbarri

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 20th May 2022

5.13.2 CR HAY

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

18/05/2022 Audit Entrance Meeting, Northampton Council Chambers

5.14 NEW ITEMS OF BUSINESS

Cr SUDLOW raised the matter of recognising other flags that should be flown with the State of Western Australia flag at the Shire of Northampton's Council offices in Northampton and Kalbarri, these being the Australian Aboriginal flag and the National Australian Flag.

Moved Cr SUDLOW, seconded Cr PIKE

That Council list for consideration in 2022/23 the erection an additional two flag poles at both the Northampton and Kalbarri Shire offices to enable three flags to be flown, when appropriate, being those that represent the State of Western Australia, the Australian Aboriginal flag and the Australian National flag.

CARRIED 6/0

15 NEXT MEETING OF COUNCIL

The next Ordinary Meeting of Council will be held on Friday 17th June 2022 commencing at 9.00am at the Council Chambers, Northampton.

5.16 CLOSURE

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 3.30pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 18 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 20TH MAY 2022.

PRESIDING MEMBER: _____

DATE: _____

WORKS & ENGINEERING REPORT CONTENTS

There is no works report for June 2022

HEALTH AND BUILDING REPORT CONTENTS

7.2.1	BUILDING STATISTICS FOR THE MONTH OF MAY 2022	2
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7.2.1	INFORMATION ITEM: BUILDING STATISTICS
	DATE OF REPORT: 10 th June 2022
	RESPONSIBLE OFFICER: Michaela Simpson – Manager of Building Services

1. BUILDING STATISTICS

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

OFFICER RECOMMENDATION – ITEM 7.2.1

For Council information.

SHIRE OF NORTHAMPTON

HEALTH AND BUILDING REPORT – 17th JUNE 2022

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - MAY 2022						
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
25-05-22	1894	DG & AM Clements	Owner/Builder	114 (Lot 69) Grey Street	Timber frame & Clbond clad Art Studio with front verandah plus timber frame & Clbond roof Patio attached rear dwelling	\$ 18,000.00
26-05-22	21063	Imogen Caldwell & Cortney Brown	Bradley Smith (100380)	40 (Lot 16) Mariner Crescent	Construct steel framed shed	\$ 25,000.00
23-05-22	22010	Nigel and Alison Simkin	Owner Builder	14 (Lot 93) Port Street, Port Gregory	Construct a new patio, demolition and construction of new shed	\$ 36,000.00
19-05-22	22014	Marissa Fulwood	Owner Builder	10 (Lot 23) Browne Boulevard, Kalbarri	Construct steel patio	\$ 15,000.00
03-05-22	22019	Michael and Gillian Lee	Shoreline Outdoor World	47 (Lot 385) West Street, Northampton	Construct front and rear patio	\$ 16,470.00
04-05-22	22020	Malcolm and Wendy McRae, Bevan and Natalie Schultz, Rachel McRae, John and	WBS Modular Pty Ltd T/A Evoke Living Homes	9 (Lot 139) Simkin Place, Port Gregory	Construct single storey, three bedroom dwelling	\$ 269,811.00
04-05-22	22021	Peter and Anne Cripps	WBS Modular Pty Ltd T/A Evoke Living Homes	42 (Lot 11) Bateman Street, Northampton	Construct single storey, three bedroom dwelling	\$ 288,957.26
05-05-22	22022	Stuart Green and Melissa Saunders	Owner Builder	4 (Lot 292) Gould Street, Kalbarri	Construct steel framed outbuilding	\$ 19,200.00
05-05-22	22023	Richard and Tracey Hall	Owner Builder	34 (Lot 17) Mitchell Street, Horrocks	Construct steel framed carport	\$ 6,550.00
19-05-22	22024	Ronald Stoble and Kirily Beer	Andantino Pty Ltd T/A Outdoor World Wangara	13 (Lot 706) Callion Way, Kalbarri	Demolish vehicle impacted damaged shed	\$ 30,800.00
23-05-22	22025	Peter Fowler	Simple Life Nominees	2 (Lot 348) Penn Street, Kalbarri	Removal of asbestos roof sheeting	\$ 3,000.00
19-05-22	22026	David Booth	Modular WA (101630)	12 (Lot No. 269) Clifton Place, Kalbarri	Construct new single storey three bedroom dwelling	\$ 230,684.00
19-05-22	22027	Ronald Stoble and Kirily Beer	Andantino Pty Ltd T/A Outdoor World Wangara	13 (Lot 706) Callion Way, Kalbarri	Replace vehicle impacted damaged shed	\$ 50,000.00
31-05-22	22029	Ann Lee-Steere	Batavia Timber and Salvage	7 (Lot S/62) Horan Way, Horrocks	Full demolition of dwelling	\$ 31,570.00
6-04-2022	21CS309	Casey Gray	Bradley Smith Builders	1/6 Kelsar Green, Kalbarri	Repairs to roof, carport and porch	\$ 249,603.00

SHIRE OF NORTHAMPTON

HEALTH AND BUILDING REPORT – 17th JUNE 2022

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - MAY 2022						
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
22CS347	Global Ag Properties II Australia Pty Ltd	Wheatbelt Steel Pty Ltd (103186)		851 Ogilvie Road West, Ogilvie	Construct new machinery storage shed	\$ 248,600.00
22CS352	Richard and Margaret Burges	Inserve Australia T/A Construct Services		9 (Lot 12) Hackney Street, Kalbarri	Remediation repairs to structural roof and cladding, internal works and masonry	\$ 504,987.00
22CS353	Joshua Crothers	Johns Lyng Insurance Building Solutions		6 (Lot 732) Francis Close, Kalbarri	Re-construct first floor verandah roof	\$ 55,255.75
22CS354	Vicki and Ivor Dumbris	WA Insurance Builders		171 (Lot 46) Hampton Road, Northampton	Remediation works to roof frame and stonework	\$ 154,327.00
22CS355	Tilka Pty Ltd	Bradley Smith Builders		152 Harvey Road, East Bowes	Rectify and resheet damaged roof including patio extension	\$ 19,000.00
22CS357	Ivy Ash	OSC Building Maintenance		6 (Lot No. 341 Isachar Back Road, Sandy Gully	Replace damaged roof cover and replace water storage tank	\$ 139,379.27
22CS359	Gary and Tracey Ivey	Gliss Holdings Pty Ltd (WARA313)		12 (Lot 515) Chick Pl, Kalbarri	Remove and replace boundary asbestos fence with Colorbond	\$ 4,000.00
22CS359	Gary and Tracey Ivey	Gliss Holdings Pty Ltd (WARA313)		12 (Lot 515) Chick Pl, Kalbarri	Remove and replace boundary asbestos fence with Colorbond	\$ 4,000.00
22CS361	Gregory and Sandra O'Brien	Johns Lyng Insurance Building Solutions		7 (Lot 138) Simkin Place, Port Gregory	Remediation repairs to roof covering	\$ 125,857.85
22CS363	Gavin Craig and Gena McGregor	Johns Lyng Insurance Building Solutions		51 (Lot 296) Stiles Road, Kalbarri	Remediation repairs to walls and windows	\$ 168,292.00
22CS364	Janette Glenn and Michael O'Brien	WA Country Builders Pty Ltd		331 Normans Well Road, East Bowes	Construct new four-bedroom brick dwelling	\$ 480,108.00
22CS365	Shire of Northampton	Ausco Building Systems		25 (Lot 500) Anchorage Lane, Kalbarri	Stage One - Mess Hall Installation	\$ 486,000.00

TOWN PLANNING CONTENTS**JUNE 2022**

7.3.1	PROPOSED RENEWAL OF COMMERCIAL RECREATIONAL USE - DEVELOPMENT APPROVAL AND LICENSE AGREEMENT - BIG RIVER RANCH HORSE TRAIL RIDES, KALBARRI	2
7.3.2	PROPOSED DEVELOPMENT APPROVAL AND LICENSE AGREEMENT RENEWAL – MOBILE FOOD VEHICLE – SALT SISTER – RESERVE 52436 GREY STREET, KALBARRI AND COMMERCIAL PARKING AND STORAGE OF FOOD VAN UPON LOT 814 (NO. 8) KARINE MEWS, KALBARRI.	17
7.3.3	SUMMARY OF PLANNING INFORMATION ITEMS	55

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

LOCATION:	Lots 12678, 1018 and 120, Reserve 12996–Murchison River Foreshore, Kalbarri
APPLICANT:	Rex Smith – Surex Holdings Pty Ltd
OWNER:	State of Western Australia / Shire of Northampton
FILE REFERENCE:	10.6.1.3/10.6.7/R12996/A4760
DATE OF REPORT:	9 June 2022
REPORTING OFFICER:	Michelle Allen – Planning Officer
RESPONSIBLE OFFICER:	Garry Keeffe, Chief Executive Officer
APPENDICES:	
	1. Map of Horse Trail routes
	2. Description of operation as provided by Applicant
	3. 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.*

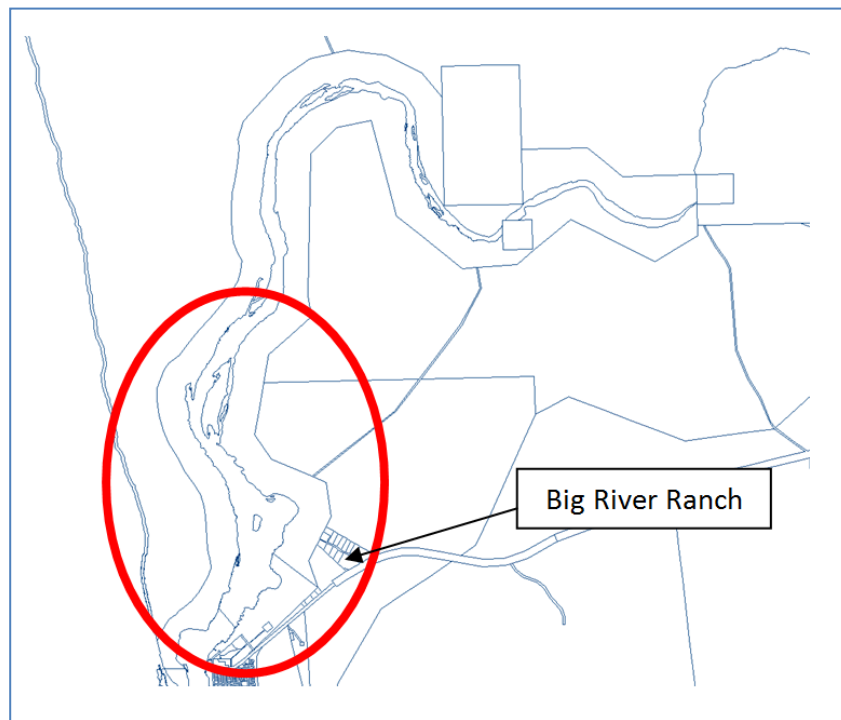
Quasi-Judicial *when Council determines an application within a clearly defined statutory framework, abiding by the principles of natural justice, acting only with discretion afforded it under law, and giving full consideration to Council policies and strategies relevant to the matter at hand. These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

SUMMARY:

An application has been received from Rex Smith, the owner of the Big River Ranch, who wishes to continue the existing horse trail rides upon Reserve 12996 for which the Applicant has 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 July 2022.

This report recommends conditional approval of the application.

LOCATION PLAN:**BACKGROUND:**

In adopting the *Local Planning Policy – Commercial Recreational Tourism Activity on Crown Reserves* in December 2004 (with the most recent review of this Policy being in June 2018), Council acknowledged existing operators by issuing 12 month approvals for canoe safaris, horse riding tours, and river boat cruises.

Initially, an Agreement for the horse riding tours was endorsed by Council in April 2005. Council has since issued five further licenses to the owners of the Big River Ranch, with the most recent License Agreement being issued in May 2019 for a period of three years, which is due to expire in July 2022.

The Proposal

The tourist trail rides in Kalbarri are not proposed to change from that of the previous license agreement. The trail rides will consist of 16 horses, and fully guided tours will be offered twice daily. Operating hours will vary according to season and weather, however tours will run between approximately 9am and 4:30pm, morning and afternoon. Morning tours will run for two hours, departing at 9am, with a maximum of 12 riders and 4 staff. Afternoon tours will run for 1.5 hours, departing at 3pm, with a maximum of 12 riders and 4 staff.

The tours begin at the rear of Big River Ranch (Lot 11493, Ajana – Kalbarri Road, Kalbarri) and heading towards the Murchison River via Lot 12678 (Reserve 12996) using existing tracks and firebreaks to avoid environmental impact.

The morning ride will then follow the River's edge for about 500 metres where the horses will cross the River to the northern banks, utilising sandbars, and then follow along the bottom of the hills on the flat ground, continuing back towards the River banks past the small inland lake, and then returning to the River crossing point, before returning to the Ranch.

The afternoon ride will remain upon the eastern side of the Murchison River, where riders will travel up to near Goat Island and then looping through the bush and returning to the River's edge, following the existing tracks back to the Ranch.

If weather/seasonal conditions prohibit a safe River crossing, the morning tour will travel along the afternoon tour route with an extra loop taken to the North of the track.

The operators will store their horse equipment and feed in existing facilities on the Big River Ranch site.

A map detailing the horse trails is included within **Appendix 1**.

A written description of the horse trail rides has been provided by the Applicant, attached as **Appendix 2**.

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 26 April 2022 and closing on the 20 May 2022 (stakeholder correspondence) and commencing on 29 April 2022 and closing on 20 May 2022 (newspaper advertising). 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
 - Yamatji Marlpa Aboriginal Corporation
 - Nanda Aboriginal Corporation
 - Department of Biodiversity, Conservation and Attractions
 - Department of Mines, Industry Regulation and Safety
 - Department of Transport
 - Department of Jobs, Tourism, Science and Innovation

- Department of Planning, Lands and Heritage

The Advertising period closed on 20 May 2022 with a total of four submissions being received from government agencies. One submission was received after the closing date of the advertising period, however, no objections were received in relation to the renewal application.

FINANCIAL IMPLICATIONS:

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

Should Council grant formal development approval of this application and enter into a License 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 9.2.5 Reserve User Fee (a total of \$1500.00), plus a fee of \$150 for the preparation of the License Agreement.

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

STATUTORY IMPLICATIONS:

Local: Shire of Northampton Local Planning Scheme No. 11

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

Reserve 12996 is zoned 'Public Open Space' under *Local Planning Scheme No.11 (Kalbarri Townsite)* and is vested with the Shire of Northampton for the purposes of "Parkland and Recreation".

Table 1 of the Scheme states the following objectives for the Reserve:

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

POLICY IMPLICATIONS:

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

Shire of Northampton Kalbarri Townsite Local Planning Strategy

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

“It is considered that Kalbarri’s long term security of visitors lies heavily in expanding and promoting the Intrastate family tourist market and, in particular, heightening the range of experiences and services available to families.”

Shire of Northampton Kalbarri Coastal Management Strategy

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

- *“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; and*
- *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.”*

The Strategy also identifies the need to protect the northern foreshore environment of the Murchison River Reserve:

“It is also proposed that the northern foreshore is closed to licensed vehicles (cars) to reduce degradation of the fragile dune environments. The area will remain open to eco-tourism opportunities

such as quad bike tours on the condition that all access is constrained to existing pathways.”

Local Planning Policy - Commercial Recreational Tourism Activity on Crown Reserves (2018)

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.

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.*

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

Furthermore, Attachment 1 of the Policy identifies specific location and activity restrictions, and allows one horse riding tour, comprising up to 45 horses, to be conducted on Reserve 12996:

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); • 4 Wheel Bike Tours – 1 Agreement (maximum of 6 bikes); and • Canoe Safaris – 1 Agreement (maximum of 14 canoes).

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

- “Previous relevant experience of the applicant(s);*
- Full details of type of service to be operated;*
- Preferred location of operation (with alternatives);*
- Diagram of layout of service when in operation showing location of equipment, trailers, signs, operators table etc;*
- Hours and dates of operation;*
- Method of operation, eg. hourly hire, 15 minute rides, day trips, and proposed charges to clients”*

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.

COMMENT:

The horse trail rides are considered to be consistent with the objectives of *Local Planning Scheme No. 11 – Kalbarri*, the *Local Planning Policy – Commercial Recreational Tourism Activity on Crown Reserves*, and the *Kalbarri Coastal Management Strategy*.

The tours are a long-standing and well-known tourism activity in Kalbarri and are considered to not diminish the recreational amenity of residents or visitors to the Shire. Whilst it is acknowledged that the tours do have the potential to impact on an ecologically and culturally sensitive area, the applicant has demonstrated that existing tracks will continue to be used, and therefore it is unlikely that increased impacts would occur in this type of supervised tour setting. It is further noted that no complaints have been registered in relation to the tours over the previous term of the license agreement.

The advertising period for the licence renewal application closed on 20 May 2022 and with no objections being received in relation to the proposed tourism activity. It is considered appropriate to grant approval to the Applicant to conduct horse riding tours for a further three (3) year period.

Notwithstanding the above, appropriate conditions of approval and advice notes, including that only existing, well-established tracks are used and that the Applicant is familiar with the State Cultural Heritage Due Diligence guidelines, are recommended.

VOTING REQUIREMENT:

Simple Majority Required.

CONCLUSION:

Having taking into consideration the requirements of the Shire's *Local Planning Scheme No. 11 (Kalbarri Townsite)*, *Local Planning Strategies*, *Kalbarri Coastal Management Strategy* and *Local Planning Policy 'Commercial Recreational Tourism Activity on Crown Reserves'* and the skills and experience of the applicant and it is recommended that Council approve the Development Application and enter into a License Agreement with the Applicant to conduct horse riding tours for a three (3) year period, in accordance with Council Policy.

OFFICER RECOMMENDATION – ITEM 7.3.1

APPROVAL

That Council:

- 1. Grant Development Approval for the experiential use (horse trail rides) upon Reserve 12996 (Lots 12678, 1018 and 120), Murchison River Foreshore Kalbarri, with the following conditions:**
 - a. This Development Approval is an approval for the proposed use for the purposes of the Shire of Northampton's *Local Planning Scheme No. 11 – Kalbarri* and the *Planning and Development Act (2005)* only and does not constitute an approval of the proposed use by the Shire in its capacity as management body of the reserve within which the use is proposed to be located;**
 - b. Development Approval is subject to:**
 - i. In-principle approval of the Shire in its capacity as management body of the reserve within which the proposed use is to be located;**
 - ii. Approval of the Minister of Lands in accordance with the provisions of the *Land Administration Act (1997)*;**
 - iii A Licence Agreement being entered into by the applicant and the Shire in accordance with Council's Policy 9.2 – *Requirements for Licence Agreements to Use Crown Reserves for Commercial, Recreational and Tourism Activities*;**
 - c. This Development Approval shall remain valid whilst the agreement referred to in Condition b(iii) remains current and valid, and on the expiration or in the termination of such Licence Agreement, this Development Approval shall cease to be valid;**
 - d. The proposed trail rides that traverse the Murchison River upon Reserve 12996 shall be limited to a maximum of sixteen (16) horses (including staff horses); and**
 - e. The Applicant shall maintain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton, to comply with the provisions of the Shire of Northampton's *Local Planning Policy – Commercial Recreational Tourism Activity*.**

Advice Notes:

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

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

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

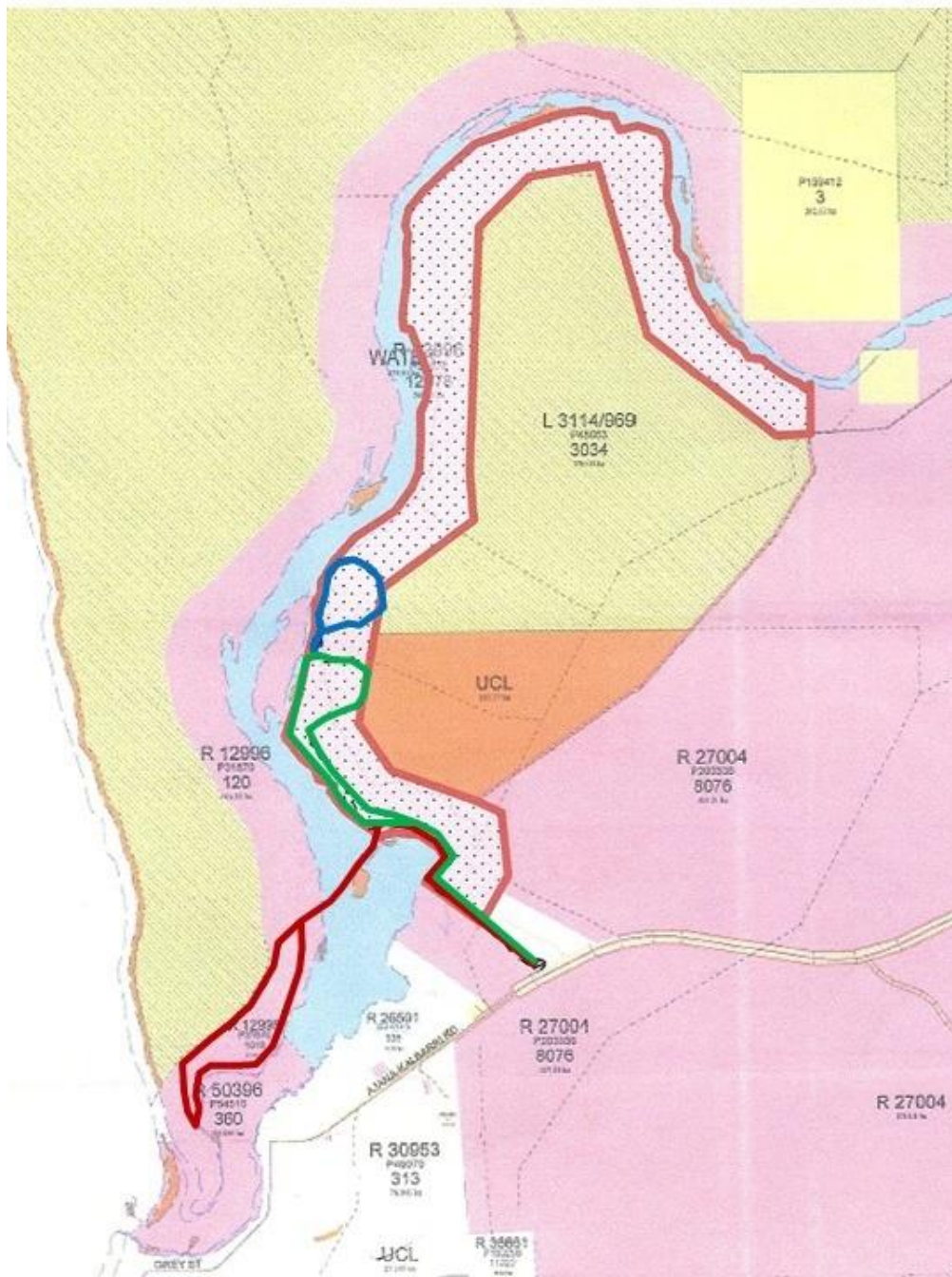
Note 4: *The Applicant is advised that this development approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to Environmental Protections Act 1986, Fire and Emergency Services Act 1998 and Aboriginal Heritage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

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

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

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

APPENDIX 1. MAP OF PROPOSED HORSE TRAIL RIDES



Note. Red route denotes 2 hour morning tour route, green route denotes 1.5 hour afternoon tour route and blue is additional loop if river crossing is prohibitive (morning tour will follow green route, plus blue loop).

APPENDIX 2. DESCRIPTION OF OPERATION AS PROVIDED BY APPLICANT

Big River Ranch
PO Box 70 Kalbarri WA 6536
Phone/Fax: 08 99371214
Mobile: 0429 424 073
ABN: 97 655 292 761



7th April 2022

(a) I Rex Smith and wife Sue Smith have now owned and run the Big River Ranch for nearly three years. Prior to owning the ranch we have been horse breeding under Surex Clydesdale, which we owned for 12 years in Brookston WA. We have nearly 15 years experience in the tourist sector and with the public sector both with our trail ride business here in Kalbarri and with our Clydesdales business. We were also involved with horse universities and animal hospitals from all over including student and lectures for education purposes. We have recently sold our other business except for our hobby farm so we can concentrate on improving and maintaining the Big River Ranch.

(b) We are proposing 2 horseback tours per day. One tour in the morning for 2 hours and one tour in the afternoon for 1.5 hours.

....The morning ride will be led by experienced staff directly down to the river from the back of the ranch, using only existing tracks and firebreaks avoiding any environmental impact. Following the river's edge for about 500 meters, we then cross over onto sand bars as marked on the map attached, pointing out Castle Rock and local wildlife. We then follow along the bottom of the hills on the flat ground continuing out to the water's edge past the small inland lake across from the boat pens foreshore offering experienced riders only a canter on the flat soft sand. We then follow the river back steering clear of flora and fauna to where we crossed over, following the same track back to the Ranch.

....The afternoon ride will be led by experienced staff directly down to the river from the back of the Ranch using only existing tracks and fire breaks avoiding any environmental impact. Our guides point out familiar sites such as Castle Rock, Red Hill and Goat Island along the way, then we loop through the bush offering experienced riders a canter on the soft sand and back onto the river edge taking the same track back to the Ranch, as shown on map.

#Max pp per tour will be approx – 12 customers plus 4 staff.

#Our tour tracks are as marked on map

#If unable to cross the river safely for example flooding or high tide then the 2 hour morning tour would stay on the 1.5 hour track and only loop around further along the river as marked on map.

(c) Map/Diagram as marked

(d) Morning tours intend to depart the Ranch at 9am (subject to time change) and afternoon tours intend to depart the Ranch at 3pm (subject to time change)... 7 days. Departure and return times

can vary depending on seasonal weather or due to late arrivals of customers. We intend to close Christmas day, Anzac day and Good Friday and closed to public when involved with school excursions or local events.

(e) *One – 2hr tour in the morning departing at 9am and returning at 11am. Max pp per tour approx. 12 plus 4 staff. Price - \$125.00

*One – 1.5hr tour in the afternoon departing at 3pm and returning at 4.30pm. Max pp per tour approx. 12 plus 4 staff. Price - \$100.00

Price rise will be eminent – date to be confirmed

(g) On every tour, staff are equipped with first aid and medical supplies and water to suit the number of customers and staff, mobile phone with emergency contacts.

Our horses are equipped with safe and well maintained bridles, saddle cloths and saddles which are regularly checked by experienced staff before and throughout all tours.

Our customers are supplied with safe, up to date Australian Standard Approved helmets and riding boots.

Customers are offered sun screen protection and insect repellent and must always carry water. We have in total 23 horses – 16 thoroughbreds, 6 standard breed, 1 clyde dales.

(h) All senior staff on each tour have a first aid certificate and CPR certified, plus the staff have WWC cards. Every tour is a safe and controlled single file manner and never rushed, with regularly trained horses and staff, easy and regularly repeated instructions throughout the tour for the safety and comfort of all customers, horses, staff and/or other uninvolved parties. Our tours have great respect and give way for all uninvolved parties, eg: general public, flora and fauna, other vehicles or traffic and other tours using the same surrounding areas. We only stick to existing tracks which are easily accessible in case of any emergencies and each tour is equipped with emergency contacts list, a wide range of medical supplies, water and mobile phone for emergency contacts, eg: police, fire, ambulance, SES, Sea Search and rescue, Head Office and Boat Hire for use of their rescue boat if needed. The river is only crossed on the same sand bar everyday and only when the river is not flowing, tides allow and sand bar is safe and visible. A 4WD vehicle is always on standby at the Ranch for tour accessibility if needed. The boat hire rescue boat is available to us also if needed. For any major emergency is our staff have contacts for emergency services and head office. Phone reception is available on our entire tour making it very easy and efficient for contact if needed.

(i) We now have an emergency plan with the Kalbarri Shire Works and Murchison House station for an access road so we are able to respond quickly if by any chance we do undergo a fatality with any of our horses while on tour.

With thanks

Rex and Sue Smith
Owner/Manager

APPENDIX 3 – SCHEDULE OF SUBMISSIONS

Shire of Northampton – PROPOSED RENEWAL OF COMMERCIAL RECREATIONAL USE - DEVELOPMENT APPROVAL AND LICENSE AGREEMENT - BIG RIVER RANCH HORSE TRAIL RIDES, KALBARRI				
Submission No. and date received	Respondent	Nature of Submission	Shire Comment	Shire Recommendation
1. 11/05/2022	Department of Jobs, Tourism, Science and Innovation	NO COMMENT No comments to make regarding license renewal	No response required	Submission noted
2. 20/05/2022	Department of Planning, Lands and Heritage	NO OBJECTION Thank you for the opportunity to comment on the Shire of Northampton's intent to consider the renewal of Use-Hire Site Licence Agreement 2019-001 which will authorise Big River Ranch to conduct "Horse Riding Trail Tours" within the boundaries of Crown Reserve 12996 "Parkland and Recreation", submitted by email to proposals@dplh.wa.gov.au . Reserve 12996 is under the care control and management of the Shire of Northampton (Shire) by way of Management Order K956116 which grants to the Shire the power to lease, sub-lease or licence, for any term not exceeding twenty-one (21) years, subject to the written consent of the Minister for Lands being first obtained. No objection is raised to the Shire submitting a formal request to the Department requesting the consent of the Minister for Lands, under delegated authority, including copies of the proposed Licence, for consideration.	No response required	Submission noted

3. 20/05/2022	Department of Water and Environmental Regulation	<p>NO OBJECTION</p> <p>Thank you for providing the renewal application received with correspondence dated 26 April 2022 for the Department of Water and Environmental Regulation (Department) to consider. The Department has no objections in relation to the proposal. The Department is satisfied that the proposal can be managed under the local Shire Town Planning Scheme with advice provided on best management practices for this activity. Please refer to attached Water Quality Protection Notes and Water Source Protection Guidelines: • WQPN – 81: Tracks and trails near sensitive water resources • WQPG - 13: Environmental guidelines for horse facilities and activities (December 2002) In the event there are modifications to the proposal that may have implications on aspects of the environment and water management, the Department should be notified to enable the impacts to be assessed.</p>	No response required (Notes and Guideline Information to be provided to applicant)	Submission noted
4. 24/05/2022	Department of Biodiversity, Conservation and Attractions	<p>NO OBJECTION</p> <p>The Department of Biodiversity, conservation and Attractions has no objections to the application and anticipates any associated environmental impacts will be appropriately managed by existing planning framework.</p>	No response required	Submission noted

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

LOCATION:	Reserve 52436 Grey Street, Kalbarri / Lot 814 (No. 8) Karina Mews, Kalbarri
APPLICANT:	Cindy Watterson-Bolst
OWNER:	State of Western Australia / Shire of Northampton
FILE REFERENCE:	10.6.1.3/10.6.7/R52436-A5176
DATE OF REPORT:	9 June 2022
REPORTING OFFICER:	Michelle Allen – Planning Officer
RESPONSIBLE OFFICER:	Garry Keeffe – Chief Executive Officer
APPENDICES:	
1.	Application Information
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 seeking to operate a Mobile Food Vehicle for an annual period has been received for the mobile food van (Salt Sister) to operate from Reserve 52436 (adjacent to the Land-Backed Wharf) or Reserve 25307 (being carparking area opposite Kalbarri Riverview Resort). The Applicant is proposing to sell African, Spanish and/or Asian food and will also sell water, softdrinks, juices and milk drinks at the Reserve locations and when not in operation the food van will be parked at Lot 814 (No. 8) Karina Mews, Kalbarri.

Advertising of the original proposal was undertaken in April 2022 with 21 days allowed for submissions to be made in respect of the application. During the advertising period 18 submissions were received, being:

- One (1) from a government authority advising no objection;
- Two (2) objections to the mobile food vehicle; and
- Fifteen (15) submissions from adjacent landowners to Reserves 25307 and 52436 supporting the proposed mobile food vehicle.

Advertising was undertaken of the 'Commercial Vehicle Parking' application upon residential Lot 814 (No. 8) Karina Mews, Kalbarri for the parking of the commercial vehicle (mobile food vehicle) outside of trading hours.

This report recommends conditional approval of the Application for Development Approval for the purpose of operating a Mobile Food Vehicle subject to Council determination of the appropriate location and time limited approval period.

LOCALITY PLANS:

Figure 1. Location Plan of Reserve 52436 Grey Street, Kalbarri (adjacent to Land Backed Wharf)

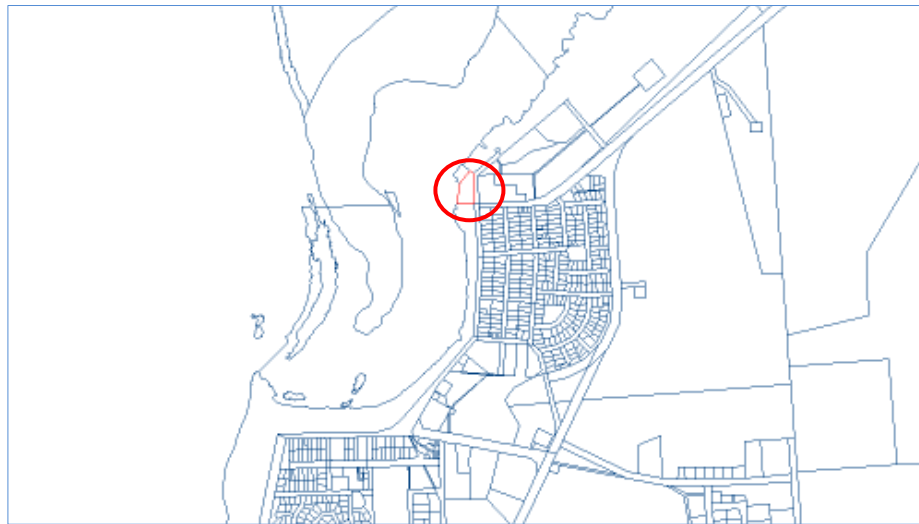


Figure 2. Site Plan of Reserve 52436 Grey Street, Kalbarri.



Figure 3. Location of Lot 814 (No. 8) Karina Mews, Kalbarri (Commercial Vehicle Parking)

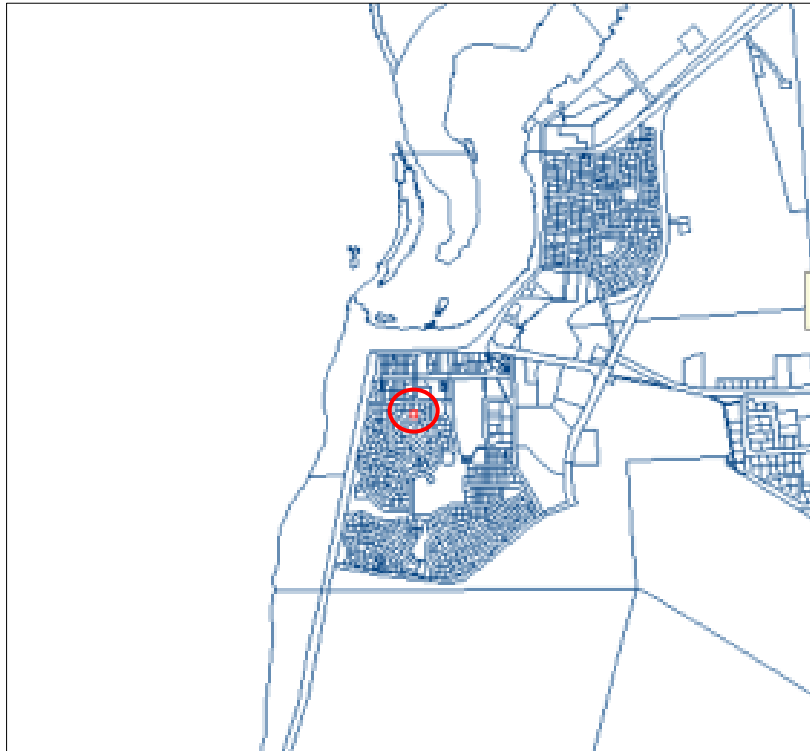


Figure 4. Site Plan of Lot 814 (No. 8) Karina Mews, Kalbarri



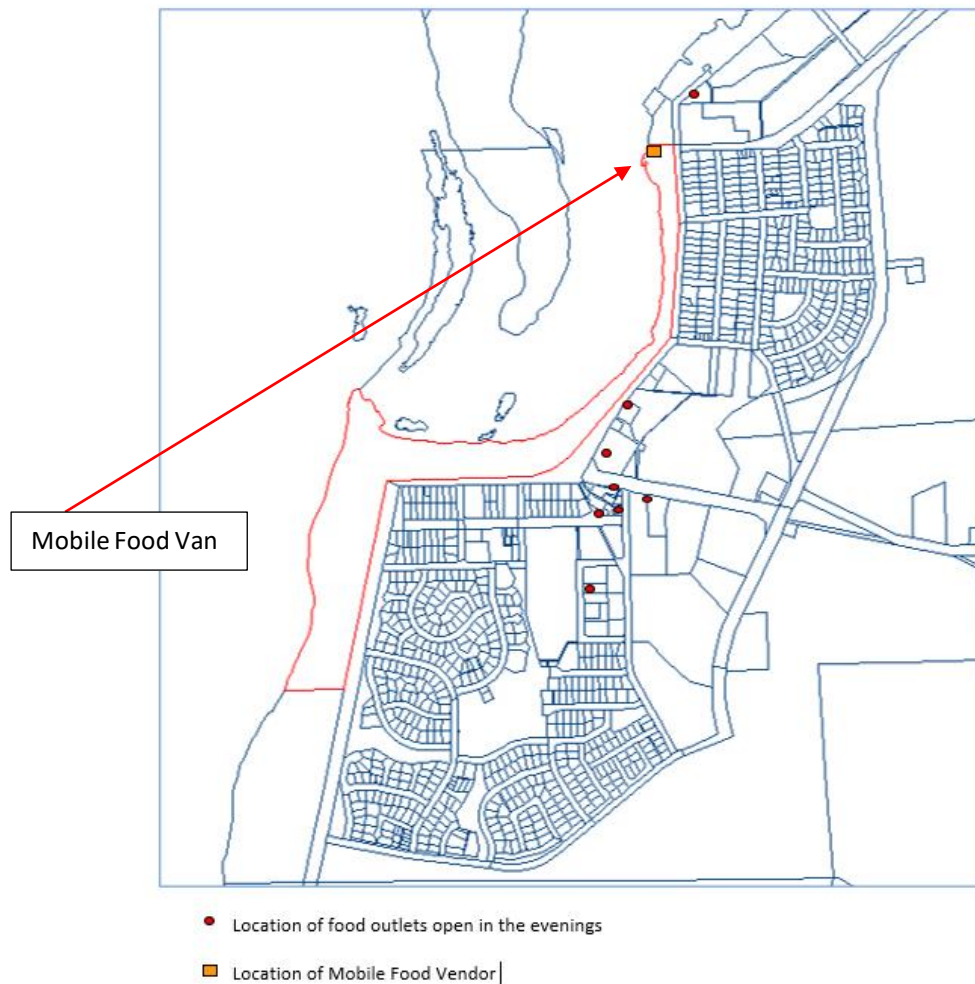
Figure 5. Location of Reserve 25307 Grey Street, Kalbarri (carparking area opposite Kalbarri Riverview Resort/intersection of Clotworthy and Grey Streets)



Figure 6. Site Plan of Reserve 25307 Grey Street, Kalbarri (carparking area opposite Kalbarri Riverview Resort/intersection of Clotworthy and Grey Streets)



Figure 7. Location of Food Outlets open in the evenings in relation to Reserves 52436 and 25307 Grey Street (carparking area opposite Kalbarri Riverview Resort/intersection of Clotworthy and Grey Streets)



BACKGROUND:

An Application for Development Approval seeking to operate a Mobile Food Vehicle for an annual period has been received for the mobile food van (Salt Sister) to operate from Reserve 52436 or Reserve 25307 Grey on the Kalbarri Foreshore. The Applicant has nominated two locations with Reserve 52436 being the preferred location and a Shire approved location on the foreshore.

The Applicant has previously operated a mobile food vehicle in the Shire of Augusta-Margaret River and is proposing to operate in Kalbarri for a maximum of six (6) nights per week between the hours of 4-00pm and 9-00pm. Seasonal demand may mean the mobile food van will only operate three (3) nights per week. On-site power will be accessed by the food van via a metered outlet upon Reserve 52436, except in instances where a generator is required (e.g. power outages).

The mobile food vehicle is a mobile food trailer which has Environmental Health approvals, and has signage wrapped around its external façade, as shown in **Appendix 1**.

Temporary Mobile Food Permits

Due to the devastation caused by Cyclone Seroja in Kalbarri and the impending July 2021 school holiday period, concern was raised with Council that local food outlets would not have the ability to cope with the increased demands for food over the two-week period from Friday 2 July to Sunday 18 July 2021. As a consequence, Council granted temporary approval at 18 June 2021 meeting for local mobile food vendors to operate at two alternative locations until 18 August 2022.

The two alternative locations approved on a temporary basis are:

- The carparking areas either at the intersection of Clotworthy and Grey Streets; and
- At Sally's Tree adjacent to the boat ramp parking area.

Review of operations over this eighteen month period will be conducted after 18 August 2022.

After Cyclone Seroja, the area remains in recovery phase with the lack of available food services being felt by tourists and locals on a day-to-day basis and especially during school holidays. At their 17 September 2021 meeting

following continued reports of limited available food services in Kalbarri, Council considered the matter of temporary approvals for local mobile food vendors.

Council determined a need to facilitate the availability of increased food options in Kalbarri and at the end of the interim approval period review the operations, the availability of food services and the impact on existing food businesses.

Currently 15 registered food businesses exist in Kalbarri and eight (8) of those businesses advertise as opening regularly in the evenings to serve food. Locations of these businesses are shown in **Figure 7**.

The Proposal:

The Applicant has applied to operate a Mobile Food Vehicle, known as Salt Sister on an annual basis upon one of the following locations:

- Location 1 - Reserve 52436 (adjacent to the Land-Backed Wharf) as shown in **Figure 1 and 2**; or
- Location 2 - Reserve 25307 (carparking area opposite Kalbarri Riverview Resort/intersection of Clotworthy and Grey Streets) see **Figures 5 and 6**; and

Location 1, being Reserve 52436, adjacent to the Land Backed Wharf area is an approved location, according to the Shire's Local Planning Policy *Mobile Food Vehicles* and is the applicant's preferred location.

In consideration of the application to operate at Reserve 52436 the following information is also provided:

Lot Size	8,175m ²
Access & Frontage	Access via Grey Street
Services	Water and Power
Surrounding Land Uses	Reserves (Harbour Purposes)- immediately adjacent, and Recreation & Parklands further south and north), Special Control Area 3 – Anchorage Mixed Use Precinct Tourism, and Murchison River activities and uses

Location 2 is not an approved location according to the Shire's Local Planning Policy *Mobile Food Vehicles* but due to the lack of food services currently in Kalbarri this location has been approved by Council on a temporary basis for

local approved mobile food vehicles to operate in the evenings between 4-00pm and 9-00pm.

The applicant is seeking to operate the mobile food vehicle for a maximum of six (6) nights a week between the hours of 4-00pm and 9-00pm and proposes to sell a variety of food such as African, Spanish and/or Asian food and will also sell water, softdrinks, juices and milk. All food will be prepared in the food van before being transported to the approved mobile food vehicle site.

As Council does not support the use of generators on a permanent basis along the Murchison River Foreshore, including Reserves 26501 and 52436, the Applicant will be required to connect to a metered power outlet upon the Reserve, with which the Applicant will assume all power costs incurred. On-site power will be accessed by the food van via a metered outlet, except in instances where a generator is required (e.g. power outages).

The Applicant shall at no time interfere or obstruct the operations and activities associated with Reserves 26501 and 52436 Grey Street, Kalbarri. Should Council determine Reserve 52436 as the approved location for this application, the applicant will move the mobile food vehicle from the position when the area is required by the Fuel Truck who utilises that area (Reserve 52436, adjacent to the Land Back Wharf – see **Figure 4**) when delivering fuel.

The mobile food vendor has obtained Environmental Health approvals and Public Liability Insurance cover. Approval for on-site free-standing signage has not been sought in the current application and limited signage currently exists on the external façade of the vehicle (see **Appendix 1**).

Parking of Mobile Food Vehicle

The Applicant has sought and been granted approval by the owner of Lot 814 (No. 8) Karina Mews, Kalbarri to utilise the site for parking of the mobile food vehicle.

COMMUNITY & GOVERNMENT CONSULTATION:

The application for the operation of the proposed mobile food vehicle was advertised in accordance with clause 64, Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, for a period of 21 days from 27 April until 20 May 2022 as per the following:

- Public advertising - notice of the development placed in the Geraldton Guardian;

- 83 letters to adjacent land and business owners in the Anchorage Precinct;
- A Notice of the development was also advertised at each of the Shire's administration buildings in Kalbarri and Northampton;
- A Notice of the development was advertised upon the Shire's website and social media page; and
- A notice of the development was also advertised in the local Community Newsletter 'Kalbarri Town Talk'.

During the above advertising periods the following submissions were received:

- two (2) objections to the mobile food vehicle;
- one (1) submission from a government authority advising no objection; and
- fifteen (15) submissions from adjacent landowners to Reserves 26501 and 52436 supporting the proposed mobile food vehicle.

Two submissions were received objecting to the proposed development. The objections were in relation to the impact to existing and new food service businesses and wastewater contamination.

A submission schedule, including a summary of the submissions received and comments made from the advertising process, is provided as **Appendix 2** to this report.

FINANCIAL & BUDGET IMPLICATIONS:

The applicant has paid a total sum of \$675-00 in respect of the application as follows:

- the sum of \$425.00 being payment of the advertising fee of \$375 associated with the application and the application fee of \$50.

Should Council approve the application, the mobile food vehicle permit fee of \$250 per three month period (as per Local Planning Policy *Mobile Food Vehicles*) will be payable.

With the adoption of *Local Planning Policy – Mobile Food Vehicles (LPP)* in March 2019, the Applicant is required under the new LPP, to pay the following fees and charges:

- An Application renewal fee for Site C of \$30; and
- A permit fee (dependent on time period) as detailed in LPP *Mobile Food Vehicles (LPP)* as follows:

- Three month permit = \$250;
- Six month permit = \$500;
- 12 month permit = \$1000; and
- Temporary permit (less than three months) = \$100.

The Applicant has chosen to initially pay the mobile food vehicle permit fee for a six-month period to 16 December 2022 and following Council's decision on the application, clarification will be sought from the applicant as to the preferred method of payment for future permit fees. It is further noted, that should payment of the permit fee not be renewed quarterly as a minimum, the current application will become void.

As the use of generators is not permitted on Reserves 26501 and 52436, being the area adjacent to the land backed wharf area, the Applicant will be required to connect to a metred power outlet upon the Reserve, with which the Applicant will assume all power costs incurred.

Alternatively, should Council refuse this application and the Applicant proceeds to exercise their right of appeal, costs are likely to be imposed on the Shire through its involvement in the appeal process.

STATUTORY IMPLICATIONS:

State: Planning and Development Act 2005

Planning and Development (Local Planning Scheme) Regulations 2015

Local: Shire of Northampton Local Planning Scheme No. 11

Reserves 25307 and 52436 are vested with the Shire for the purposes of "Parklands" and "Public Open Space" respectively.

Shire of Northampton Local Planning Scheme No. 11 – Kalbarri Townsite

Under *Local Planning Scheme No. 11* the land of Reserve 25307 is zoned "Parklands" and is located on the Murchison River foreshore therefore the objectives of the Foreshore Reserve are as follows:

- To set aside areas for foreshore reserved abutting a body of water or water course, particularly those required pursuant to State Coastal Planning Policy 2.6 – State Coastal Planning Policy and any other Commission policy.

- To provide for the protection of natural values, a range of active and passive recreational uses, cultural and community activities promoting community education of the environment and/or uses that are compatible with and/or support the amenity of the reservation.

The land of Reserve 52436 is zoned 'Reserve – Public Open Space' under Local Planning Scheme No. 11 with the objectives of the Reserve being:

- *"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."*

The land area is also a public reserve (Reserve 52436) that is vested with the Shire of Northampton for 'Fishing and Tourist Industries Purposes'. No objectives are specifically cited for this reserve and therefore the objectives would be considered to be activities that support and enhance fishing and tourism use and development.

The operation of a food vehicle is considered to be a 'Use Not Listed' under the Scheme and therefore does not fall within a defined use class under the Scheme Zoning Table. Section 3.3.4 of the Scheme is applied in this instance:

"The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table -

- determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government;*
- determine that the use may be consistent with the objectives of a particular zone and give notice under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or*
- determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone."*

Therefore, for a 'Use Not Listed', it must be determined whether the proposal is considered to be consistent with the objectives of the 'Foreshore' and 'Public Open Space' reserves.

As the Application also requires the approval of a residential lot for use for Commercial Vehicle Parking, the following provisions of the *Local Planning*

Scheme No. 11 also apply, in relation to the proposed use of Lot 814 (No. 8) Karina Mews, Kalbarri.

Lot 814 Karina Mews is zoned "Residential R17.5" under *Local Planning Scheme No. 11 – Kalbarri* with the Scheme stating the following purposes and intent for the 'Residential' zone:

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

The proposed use of the residential land falls under the definition of 'Commercial Vehicle Parking' which is defined under the Scheme as being:

"premises used for parking of one or 2 commercial vehicles but does not include -
(a) any part of a public road used for parking or for a taxi rank;
or
(b) parking of commercial vehicles incidental to the predominant use of the land"

The use 'Commercial Vehicle Parking' is listed as an "A" use under the *Local Planning Scheme No. 11*, meaning that:

"the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions."

As a 'Commercial Vehicle Parking' application, the length of any Development Approval for the commercial vehicle parking upon a residential lot (i.e. private residence) is limited to a twelve month period with an annual review, as per Clause 4.8.11 of the Scheme:

“4.8.11 Parking of Boats and Commercial Vehicles

- (a) *The local government may permit the parking of only one commercial vehicle on a lot in the “Residential”, Rural Residential” or “Environmental Conservation” zone provided -*
 - (i) *the amenity of the neighbourhood in the opinion of the local government is not adversely affected;*
 - (ii) *the vehicle forms an essential part of the occupation of an occupant of the dwelling;*
 - (iii) *the vehicle does not exceed either 3 metres in height or 12 metres in length;*
 - (iv) *any vehicle exceeding 8 metres in length is screened from public view; and*
 - (v) *no major repairs to the vehicle is undertaken and any minor repairs, maintenance, service or cleaning of any commercial vehicle or truck is undertaken in an area screened from public view.*
- (b) *Approval shall be issued on an annual basis only and if, in the opinion of the local government, the commercial vehicle is causing a nuisance or annoyance to owners or occupiers of land in the locality, the local government may not re-issue an approval.*
- (c) *A vehicle shall be considered to be parked on a lot for the purposes of these provisions if it remains on that lot for more than one hour in aggregate over any period of twenty four hours, unless the vehicle is being used bona fide in connection with ongoing construction work legally being carried out on the lot.*
- (d) *Commercial vehicles which are parked temporarily on a property for the purpose of delivering or loading goods associated with domestic residential use are exempt from clause 4.8.10.*
- (e) *No person shall on any lot within the Residential Zone keep, park, repair or store any boat, trailer, caravan or any associated material not specifically for the immediate use by the occupant in front of the building setback line.”*

The Applicant would therefore be required to re-apply for Development Approval (for the commercial vehicle parking) annually, should an approval be granted by Council.

Planning and Development (Local Planning Scheme) Regulations 2015

Clause 67 of Schedule 2 of the Regulations outlines a number of other matters that should be considered by local government when determining an application. The most relevant provisions are outlined below:

“In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application -

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (c) any approved State planning policy;*
- (g) any local planning policy for the Scheme area;*
- (i) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;*
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following -*
 - (i) environmental impacts of the development;*
 - (ii) the character of the locality;*
 - (iii) social impacts of the development;*
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;*
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;*
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety;*
- (s) the adequacy of –*
 - (i) the proposed means of access to and egress from the site; and*
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;*

- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (u) *the availability and adequacy for the development of the following -*
 - (i) *public transport services;*
 - (ii) *public utility services;*
 - (iii) *storage, management and collection of waste;*
 - (iv) *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
 - (v) *access by older people and people with disability;*
- (v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;*
- (za) *the comments or submissions received from any authority consulted under clause 66;*
- (zb) *any other planning consideration the local government considers appropriate.*

POLICY IMPLICATIONS:

Local: Shire of Northampton Kalbarri Townsite Strategy

Shire of Northampton Local Planning Policy – Mobile Food Vehicles

Shire of Northampton Kalbarri Townsite Strategy

The strategic vision of the Kalbarri Townsite Local Planning Strategy is:

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

The strategic objectives of the Strategy are:

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

The subject site sits adjacent to the ‘A1 – Fisherman’s Wharf’ planning area of the Anchorage Precinct under the *Shire of Northampton Kalbarri Townsite Strategy*. The *Strategy* identifies the following use and development provisions for the A1 – Fisherman’s Wharf site, as per the table below:

<i>Planning Area</i>	<i>Use & Development Provisions</i>
A1	<p>Fisherman’s Wharf :</p> <p>Land-backed Wharf with Restaurant / Kiosk / Fish & Chips / Outdoor Seating & Al Fresco Dining.</p> <p>Consider also inclusion of a Marine Interpretive Centre (Physical, European & Aboriginal use, Marine Flora & Fauna, Sea Horse Centre) as part of the Fisherman’s Wharf development. Alternatively, include in larger single Interpretive Centre with Visitor Centre incorporating the equivalent Terrestrial aspects.</p> <p>Require cash-in-lieu contributions to construction / upgrading of public carparks in vicinity and particularly POS area and Boat Trailer carparks in lieu of provision of on-site parking.</p> <p>Identify site boundaries in association with Department of Planning (DP) and State Land Services (SLS) and reserve appropriately with power to lease.</p> <p>Following completion of site definition prepare Detailed Local Structure Plan of site as basis for future subdivision, land and seabed leases and development approvals. Advertise Detailed Local Structure Plan for public comment for a minimum 28 days. Assess comments received and finalise for adoption by Council and WA Planning Commission.</p>

	<p>Rezone site under new Kalbarri Planning Scheme to Special Use Zone - Tourist Commercial and related provisions including an Interpretation of Tourist Commercial – minimum 42 day public advertising during rezoning period.</p> <p>Development to be subject to :</p> <ul style="list-style-type: none"> ▫ Approval by Council and WA Planning Commission of a Detailed Local Structure Plan of site and minimum 28 day public advertising period; and ▫ Approval to Commence Development including condition requiring payment of cash-in-lieu for parking prior to issue of a Building Licence.
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Local Planning Policy – Mobile Food Vehicles

The *Local Planning Policy for Mobile Food Vehicles* was adopted by Council at their 15 March 2019 Ordinary Meeting.

The *Local Planning Policy* states the following objectives:

- *“Provide guidance on the requirements for the operation of mobile food vehicles within the Shire of Northampton;*
- *Allow mobile food vehicles to operate in locations which support the activation of underutilised public spaces;*
- *Ensure mobile food vehicles operate in a way which complements existing food businesses within town sites;*
- *Ensure mobile food vehicles are of a temporary nature;*
- *Ensure mobile food vehicles do not unreasonably compromise the amenity of the surrounding residential area; and*
- *Ensure mobile food vehicle operators practise safe food handling in accordance with the Food Act 2008.”*

The *Local Planning Policy* also details the following sites as being suitable for mobile food vehicles, identifying the proposed site as being able to accommodate two mobile food vehicles:

“Kalbarri:

- *Reserve 52436, adjacent to the Kalbarri Land-Backed Wharf (Site C)*
- *Red Bluff Beach Road (Site D)”*

The Policy states the following in relation to proposed mobile food vehicles:

“3.4 Location and Siting

3.4.2 Alternative locations may be considered if they meet the purpose of this policy.

3.4.3 The following location requirements apply to all applications for mobile food vehicle permit:

- a) Mobile food vehicle permit holders are only permitted to trade in an approved location, which is to be at least 50m from an established food or beverage business and 500m from a business selling the same, or similar, food product during that business’ trading hours;*
- b) Mobile food vehicles are only permitted to trade at the locations detailed on their permits; and*
- c) Mobile food vehicles will be located so as not to obstruct pedestrian flow or vehicular traffic.*

3.6 Waste Management

3.6.1 The mobile food vehicle operator is required to maintain the mobile food vehicle and the surrounding area to a high standard and in accordance with the following requirements:

- a) When trading at an approved location the trade area must be cleaned frequently;*
- b) No waste or litter from the vehicle may be disposed of into Shire of Northampton’s rubbish bins. Mobile food vehicle operators must provide adequately sized bins for patrons use and remove all rubbish from the approved location at the end of trade;*
- c) A holding tank for wastewater must be located beneath the vehicle; and*
- d) Waste water, solid waste, litter or any other pollutant must not be placed on the site or allowed to enter the stormwater system, and must be disposed of appropriately and in compliance with relevant legislation and local government requirements.*

3.7 Fixtures

3.7.1 A mobile food vehicle may only be permitted to have temporary fixtures (subject to attaining the approval of the local government) such as tables, chairs, signs and umbrellas and be in accordance with the following:

- a) The fixtures are to be of a temporary nature and removed from the site at the end of trade each day;*
- b) The mobile food vehicle and temporary fixtures must be kept in a safe and well-maintained condition at all times;*
- c) All temporary fixtures relating to the mobile food vehicle should be sturdy and made of quality materials without sharp edges or other features likely to cause harm; and*
- d) Any temporary fixtures relating to mobile food vehicles must not obstruct pedestrian flow or vehicular traffic.*

3.8 Noise

3.8.1 The use of amplified noise is prohibited.

3.8.2 Generators must not have a manufacturer specified operational volume greater than 75dB. Noise emissions will be required to be monitored on an ongoing basis to ensure ageing equipment remains below this threshold, or compliance procedures may apply.

3.8.3 Notwithstanding the above provision (clause 3.8.2) all mobile food vehicle noise (including the generator) must comply with the assigned noise levels specified under the Environmental Protection (Noise) Regulations 1997.

3.9 Advertising

3.9.1 All advertising is to be fitted to the mobile food vehicle with the exception of one temporary A-frame sign and one tear drop banner and:

- a) Shall be located as close as practicable, and not exceeding 75m, from the location of the mobile food vehicle, with this location being subject to the approval of the Shire of Northampton;*
- b) A-frame signs shall not exceed any dimension of 1m or an area of 1m² on any side;*
- c) Shall be secured in accordance with any requirements of the Shire of Northampton; and*

A-frame signs and tear drop banners will be considered to be temporary fixtures and must comply with the requirements detail in cl. 3.7 of this policy.

3.10 Power

3.10.1 Mobile food vehicles need to be provided with their own power supply unless otherwise approved by Council. The use of generators upon Reserve 52436 will not be permitted except in emergency situations (e.g. power outages).

3.11 Public Risk Management

3.11.1 The permit holder assumes responsibility for any acts of negligence arising from their activity.

3.11.2 The mobile food vehicle permit holder assumes responsibility for any liability issues which may arise as a result of the operation of the mobile food vehicle being at the location."

STRATEGIC IMPLICATIONS:

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

- Strategy/s:
1. Promotion of industrial and commercial activities that add value to the existing industries and activities within the shire.
 2. Functionality of Marine facilities

Key Actions: 3.3.2 Protect existing marine/boating facilities

COMMENT:

A number of factors have been considered in relation to the proposed use, with each of these factors being detailed separately below.

Alignment with Statutory and Strategic Framework

Reserve 25307 is a Crown Reserve managed by the Shire of Northampton, located on the Murchison River foreshore having the purpose of "Foreshore Parklands" that provides for a range of active and passive recreational uses that are compatible with and/or support the amenity of the reservation. Whilst it is considered that the operation of a mobile food vehicle is consistent with the purpose of the Reserve, this location is not an approved location.

Reserve 52436 is a Crown Reserve managed by the Shire of Northampton, located on the Murchison River foreshore and having the purpose of “Public Open Space” that provides for a range of active and passive recreational uses. It is considered that the operation of a mobile food vehicle is consistent with the purpose of the Reserve and is an approved location. Reserve 52436 is also the applicant’s preferred location and currently one other mobile food van operates in this location during the day.

The Shire of Northampton’s *Kalbarri Townsite Strategy* seeks to enhance and develop Kalbarri as a tourist and family holiday destination, and it is considered that this application supports the strategy’s objectives. It is also considered that the proposal is consistent with the use and development provisions of the strategy for the “Fisherman’s Wharf” Planning Area.

With regard to Council’s adopted Policy, it is considered that the Applicant meets the objectives and provisions of the Policy and will be required to connect to a metred power outlet upon the Reserve, with which the Applicant will assume all power costs incurred.

Mobile Food Vehicle LPP

With regard to Council’s adopted Mobile Food Vehicles Policy, it is considered that the Applicant meets the majority of the objectives and provisions of the Policy.

Approval is sought to operate the vehicle in one of two locations, with one location being an approved location adjacent to the Kalbarri Land-Backed Wharf (see **Figures 1 and 2**). Approval for one mobile food vehicle to operate in this area currently exists thereby meeting the maximum number approved for a location according to LPP provisions can be achieved with this application.

The Policy states that alternative locations may be considered if they meet the purpose of the policy that identifies an approved location which has been determined to be at least 50m from an established business and 500m from a business selling the same or similar food product during that business’ trading hours.

The carparking area opposite Kalbarri Riverview Resort (as shown in **Figures 5 and 6**) is situated more than 900 metres from the closest business selling similar food in the evenings and is considered to meet provisions of the LPP. However it is not an approved location and the applicant has identified a preferred location of Reserve 52436 which is an approved location, therefore it is recommended as the approved location for the Salt Sister Mobile Food Vehicle.

Parking and Storage of a Commercial Vehicle

The Applicant is proposing to park and store the food van at a residential lot within Kalbarri, with the advertising period for the Commercial Vehicle Parking application closing on 20 May 2022. With no objections being received in relation to the proposed storage of the food van within the residential area, it is considered appropriate to permit the mobile food vehicle to be stored within the property boundaries of Lot 814 (No. 8) Karina Mews, Kalbarri outside of trading hours.

Summary

Due to the lack of available food services being experienced by tourists and locals on a day-to-day basis and during school holidays, Council determined a need to facilitate the availability of increased food options as an interim measure and at the end of that time (18 August 2022) to subsequently review the operations, the availability of food for tourists and locals and the impact to existing food businesses.

The proposal to operate on Reserve 52436 is in accordance with the Mobile Food Vans Local Planning Policy and is considered to accord with the direction previously set out by Council in response to recovery from Cyclone Seroja and to increase the availability of food services for tourists. Granting approval will enable the proposal to operate in accordance with this direction of Council as a measure to address available food options in Kalbarri for tourists and locals.

Should Council consider granting approval it is recommended when undertaking review of temporary mobile food permit operations and the impact to existing businesses, that consideration be afforded to the interim measures implemented as a response whilst recovery from Cyclone Seroja was underway and the relevance of those measures over the longer term.

Therefore, it is recommended that Council approve the Application for Development Approval to operate the mobile food vehicle on Reserve 52436 (carparking area opposite the Kalbarri Riverview Resort), subject to a time limited approval period.

VOTING REQUIREMENT:

Absolute Majority Required. No.

CONCLUSION:

It is considered that the Application for Development Approval is consistent with the *Shire of Northampton's Local Planning Scheme and Kalbarri Townsite Strategy*. Whilst the application is consistent with the *Local Planning Policy – Mobile Food Vehicles*, it meets provisions associated with 'approved locations' within the LPP in relation to the applicant's preferred location being Reserve 52436. Therefore, it is recommended that Council approve the Application for Development Approval, subject to the conditions detailed below including a time limited approval period.

OFFICER RECOMMENDATION – ITEM 7.3.2	APPROVAL
<p>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 <i>Mobile Food Vehicles</i>, grant approval for a mobile food vehicle to operate upon Reserve 52436, subject to the following conditions:</p>	
<p>1. Development/use shall be in accordance with the attached approved plans dated 17 June 2022 and subject to any modifications required as a consequence of this approval the endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;</p>	
<p>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;</p>	
<p>3. This Development Approval and Mobile Food Vehicle Permit is valid until 16 December 2022, after which the further renewal of the approval by the local government will be required. It is the responsibility of the operator to reapply in good time before expiration, and the local government will not automatically re-issue approvals;</p>	
<p>4. That Council determines the application renewal fee of \$30 plus mobile food vehicle permit fee of \$250 for a three month period (as per Local Planning Policy – <i>Mobile food Vehicles</i>) as the appropriate fee for this application;</p>	
<p>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;</p>	
<p>6. Should payment of the permit fee not be received by the due date, the current application will become void and no longer valid;</p>	
<p>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;</p>	
<p>8. The approval is for one (1) Mobile Food Vehicle only;</p>	
<p>9. The approved hours of operation of this food van are between 4pm and 9pm, for a maximum of 6 days per week;</p>	

10. **The Applicant shall at no time interfere or obstruct the operations and activities of Reserves 25307 and Reserve 52436, or any approved users of the Reserves to the satisfaction of the local government;**
11. **Should substantiated ongoing complaints be received in relation to Condition No. (10), the Shire of Northampton reserves the right to review and/or revoke this Development Approval;**
12. **The Applicant shall obtain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton, to comply with the provisions of the *Shire of Northampton's Local Planning Policy – Mobile Food Vehicles*;**
13. **No signage is permitted in relation to this Development Approval unless otherwise approved in writing by the local government;**
14. **This approval is issued only to C. Watterson-Bolst and is NOT transferable to any other person or to any other land parcel, without the further application and approval of the Shire of Northampton;**
15. **The food van is approved to sell African, Spanish and/or Asian food and will also sell water, softdrinks, juices and milk items only;**
16. **The Applicant is required to provide adequate rubbish disposal facilities, remove all rubbish associated with the operation and maintain clean and sanitary conditions at all times;**
17. **The land use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise;**
18. **The mobile food vehicle is required to be removed from the approved Reserve location at the close of business each day and is not permitted to be stored overnight upon any Reserve;**
19. **The use of a generator upon Reserve 52436 is only allowed during power outages and when the on-site power source is not accessible. At all other times, the Applicant shall utilise the power source provided by the Shire of Northampton;**
20. **The Applicant shall be wholly financially responsible for the use of electricity accessed via the metered outlet upon Reserve 52436;**

- 21. The parking and storage of the commercial vehicle (mobile food vehicle) upon Lot 814 (No. 8) Karina Mews, Kalbarri shall be provided for within the property boundaries and the street verge areas are to be kept free of such vehicles; subject to:**
 - (i) the van being stored within the property boundaries; and**
 - (ii) the food van not causing injury to or prejudicially affecting the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise; and**
 - (iii) the Applicant meeting the requirements of Condition 22, as per below;**
- 22. No food is to be prepared within the dwelling upon Lot 814 (No. 8) Karina Mews, Kalbarri and all food preparation shall be contained within the food vehicle, unless further application is made to, and approval is granted by, the Shire of Northampton;**
- 23. The parking and storage of the commercial vehicle (food vehicle) upon Lot 814 (No. 8) Karina Mews, Kalbarri requires annual approval, and the Applicant is advised that they must re-apply to the Shire of Northampton prior to the end of each financial year (30th June) to gain approval for the parking of the food van upon this residential lot; and**
- 24. The Shire of Northampton reserves the right to reposition the mobile food vehicle's permitted trading area, to be undertaken in consultation with the Applicant, so as to improve the efficiency and effectiveness of the site's use, if required.**

Advice Notes

- 1. The Applicant is advised that it is not the responsibility of the local government to ensure that all correct approvals are in place and that all conditions contained within said approvals are upheld during the operations of the business.**
- 2. The Applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to the Health Act and Regulations, the Food Act and Regulations and the Environmental Protection (Noise) Regulations, is required at all times;**

- 3. *If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be made within 28 days from the date of this notice.***
- 4. *If a commercial vehicle owner/driver, who has been granted approval to park a vehicle on a lot, wishes to replace the vehicle with a different type of commercial vehicle, or park the vehicle in a different location to that approved, a new application is required to be lodged with the local government.***

APPENDIX 1 – APPLICATION INFORMATION

APPLICATION INFORMATION – MOBILE FOOD VEHICLE KALBARRI 'SALT SISTER'

The Applicant is applying to operate a mobile food vehicle at the following location within Kalbarri:

- Portion of Reserve 52436 Grey Street, Kalbarri (adjacent to Kalbarri Land-Backed Wharf) (**Figure 1**); or
- Portion of Reserve 25307 Clotworthy Intersection Carpark (**Figure 1**).

The Applicant proposes to store the food van at Lot 814 (No.8) Karina Mews, Kalbarri (**Figure 2**) when not in use, where the van would be cleaned, connected to mains power and the food stored appropriately when the van is not in use.

The food van is powered by a portable generator and features a hot water system, stainless steel splashback and wooden benchtops, microwave, fridge and freezer and other kitchen appliances (rice cooker, deep fryer, slow cooker, grill press) (see **Figures 3**). The floor area of the food van measures 3.9m². The food vendor will sell African, Spanish and Asian food to complement the market lifestyle of Kalbarri. The applicant will also sell water, softdrinks, juices and milk drinks.

Additional application information is provided by the applicant (see **Figure 5**).

The Applicant seeks to operate the mobile food van upon portion of Reserve 52436 or portion of Reserve 25307 for a maximum of six (6) nights per week between the hours of 4-00pm and 9-00pm. Seasonal demand may mean the mobile food van will only operate three nights per week.

Figure 1 – Proposed locations



- Portion of Reserve 52436 Grey Street, Kalbarri (adjacent to Kalbarri Land-Backed Wharf)
- Portion of Reserve 25307 Clotworthy Intersection Carpark

Figure 2 - Location of Lot 814 (No. 8) Karina Mews, Kalbarri (Storage of van when not in use)



Figure 3 – Photos of Mobile Food Van





Figure 4 - Internal layout of Mobile Food Van 'Salt Sister'

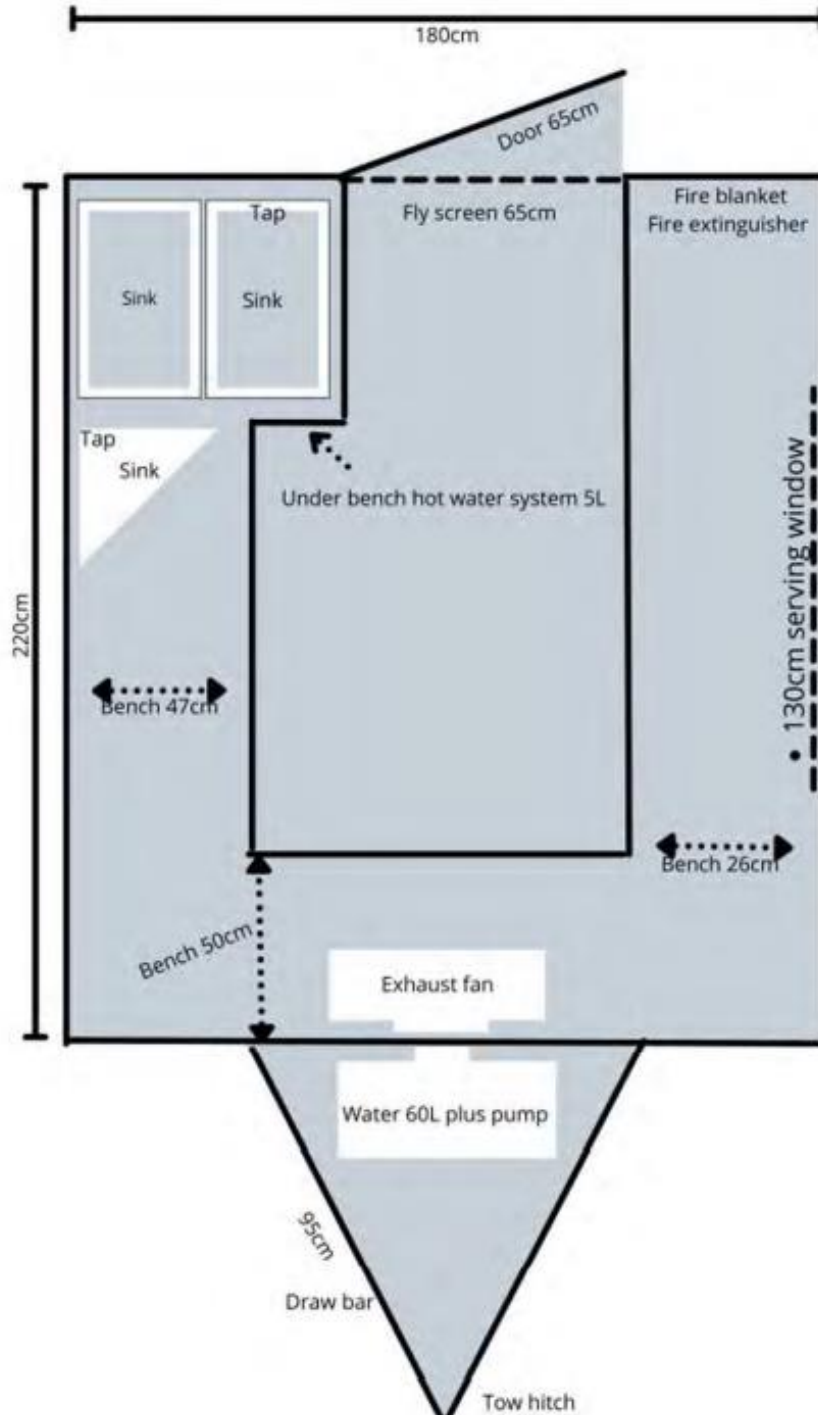


Figure 5 – Additional Application Detail

For the attention of the Northampton Shire.

We are very excited to be considered to provide a reliable food service in the township of Kalbarri.

The business will be conducted from a small food van owned and operated by qualified chefs.

Salt Sister is committed to delivering top quality food that differs from what is on offer in town already. The hours of operation will be from late afternoon to evening time, consistently.

Salt Sister will;

- Bring life to the waterfront
- Cater new options for tourists and locals
- Have reliable opening times
- Produce quality food
- Using locally sourced produce where possible
- Have fully vaccinated staff
- Staff will hold certificates in food handling and Covid safety in the work place
- Use biodegradable cutlery and packaging

The staff are currently very active members of the community, working in hospitality and tourism already in town and members of the Kalbarri Fire & Rescue Service. Salt Sister will be adding on to their other commitments.

The owner has already had success with the van previously and sees the need for a reliable food source in the town of Kalbarri after living here for some years.

There is a generator available for any power outages, it is a Gentrax 3.5kw pure sine wave petrol inverter. It is a pull start and is 58dB.

We hope you are as excited as we are, please let us know if there are any further questions you may have.

Salt Sister team.

APPENDIX 2. SCHEDULE OF SUBMISSIONS

No & Date Received	Respondent	Nature of Submission	Shire Comment	Shire Recommendation
1. 02/05/2022	Debbie Grove, Nautilus Retreat	SUPPORT I feel the mobile food van would be a great asset to the Kalbarri community and visitors. The town lacks food outlets especially from 2pm onwards, when visitors are arriving after a long day of travelling.	No response required	Submission noted
2. 02/05/2022	Rosemary Ralph, Kalbarri Fish n Chips	OBJECTION I pay \$2500/month rent and power, water and gas. Also I pay business insurance and employ 5 staff and pay worker's compensation. The cost of running a business is very high. When food vans are granted these licences they pay a very minimal fee to the Shire to run the van. With no other overheads and usually they only operate when it suits them and over the busy periods that local businesses use to get them through the quiet times. - If vans are going to continue being licensed in Kalbarri the shops will then become vacant as leases run out. Why would someone pay that amount of rent and overheads when they could then get a good van and pay minimal costs. When food vans are granted licences within the town there is no consideration taken to what impact this is having on established businesses within the town.	Whilst Council's LPP <i>Mobile Food Vehicles</i> provides guidance on the operation of mobile food vehicles within the foreshore area of Kalbarri and previously Council's LPP <i>Commercial Recreation Tourism Activity</i> has guided these developments since 2004. In adopting the Mobile Food Vehicle LPP, Council has gone from a three yearly approval process (<i>Commercial Recreation Licenses</i>) to an annual approval process. Thereby annual review of MFV permits ensures that suitability of sites and food on offer are regularly assessed in relation to proximity and impact to existing and new businesses.	Submission partly upheld Continued lack of available food options and the impact on visitor and residents' experiences is acknowledged by Council, who have sought to approve local approved mobile food vendors in two alternative locations as an interim measure to ease the burden on established businesses. Council has determined to undertake a review of mobile food vehicle operations on the foreshore at the end of the temporary approval period being 18 August 2022.
3. 03/05/2022	Stephen Ross	SUPPORT No supporting comments	No response required	Submission noted

SHIRE OF NORTHAMPTON
TOWN PLANNING REPORT – 17 JUNE 2022

4. 03/05/2022	Val Ross	SUPPORT No supporting comments	No response required	Submission noted
5. 03/05/2022	Kalbarri Bikes & Scooters Pty Ltd	SUPPORT We support additional food outlets until the town is rebuilt and more permanent options are available.	No response required	Submission noted
6. 03/05/2022	Spitfire MKV Pty Ltd	SUPPORT We support additional food outlets until the town is rebuilt and more permanent options are available.	No response required	Submission noted
7. 04/05/2022	Melissa Finlay, Finlay's Kalbarri	SUPPORT Kalbarri needs to provide services for tourists.	No response required	Submission noted
8. 05/05/2022	John Schleicher & Felicity Graham	SUPPORT <i>We feel another food van is needed. Good on them for having a go.</i>	No response required	Submission noted
9. 06/05/2022	Chris and Sue Geraghty	SUPPORT We think something like this (particularly the later hours) is badly needed in Kalbarri. We were very upset to hear recently that a young couple from our community could not get a night meal take away or dine-in in Kalbarri a few weeks. We are more than aware that businesses are struggling for various reasons but situations like this will not help Kalbarri to recover.	No response required	Submission noted
10. 11/05/2022	Gemma Fenn	SUPPORT No supporting comments	No response required	Submission noted
11. 11/05/2022	Daniel Wolstenholme	SUPPORT No supporting comments	No response required	Submission noted
12. 19/05/2022	Caroline Davies	SUPPORT We need more food vans for tourism and locals need to be open for longer hours.	No response required	Submission noted

SHIRE OF NORTHAMPTON
TOWN PLANNING REPORT – 17 JUNE 2022

13. 19/05/2022	Nicole Pavy	SUPPORT I believe it would be wonderful to have an additional food van. In our town of Kalbarri, I have worked at places for the last 5 ½ years where I am dealing with tourists and there is never enough food venues on offer. Would be nice to have another option to offer tourists and I believe locals will enjoy it as well. A lot of locals support Wild Indonesian Cuisine and hopefully Salt Sister will be the same. Good Luck. "Variety is the Spice of Life".	No response required	Submission noted
14. 20/05/2022	Department of Planning Lands and Heritage	NO OBJECTION No objection raised to submitting a formal request to the Department requesting consent of the Minister for lands should the Council resolve to offer the applicant a Lease or Licence.	No response required	Submission noted
15 24/05/2022	Grant Ward & Tracy Grosvenor	SUPPORT We provide our support to "Salt Sister's" application for a mobile food within Kalbarri. This option will be a welcome addition to town and compliment other food operators by providing a different option and style of food at a time of day when there are limited choices available. I believe it will help to fulfil visitors needs which is common feedback of our patrons. I look forward to supporting this local business.	No response required	Submission noted
16 25/05/2022	Glenn & Colleen Bubb trading as Pelly's Cafe	OBJECTION – Late Submission A Food Van for every café in town. Are you trying to send us all out of business? Environmental Disaster – all their wastewater wherever in the sand. I've heard 50 metres and 400 metres from our café. No thanks.	Council's LPP <i>Mobile Food Vehicles</i> provides guidance on the operation of mobile food vehicles within the foreshore area of Kalbarri and previously Council's LPP <i>Commercial Recreation Tourism</i>	Submission not upheld Continued lack of available food options and the impact on visitor and residents' experiences is acknowledged by Council, who have sought to approve local approved mobile food vendors as an interim measure to ease the burden on established businesses and to respond to

SHIRE OF NORTHAMPTON
TOWN PLANNING REPORT – 17 JUNE 2022

			<p>Activity has guided these developments since 2004. In addition to planning provisions, developments are required to meet environmental and health requirements.</p> <p>In adopting the Mobile Food Vehicle LPP, Council has gone from a three yearly approval process (<i>Commercial Recreation Licenses</i>) to an annual approval process. Thereby annual review of MFV permits ensures that suitability of sites and food on offer are regularly assessed in relation to proximity and impact to areas and existing and new businesses.</p>	<p>visitor/local requests to facilitate available food venues.</p> <p>Council has determined to undertake a review of mobile food vehicle operations at the end of the temporary approval period being 18 August 2022.</p>
17 25/05/2022	Joe & Carol Goodwin, Kalbarri Backpackers	<p>SUPPORT</p> <p>This venture will be a fantastic addition to the eating venue options in Kalbarri. As accommodation owners there are limited options, at inconsistent times, to accommodate our clients. This business does not intend to clash with others, merely offering viable alternatives to menu, location and opening times.</p> <p>We thoroughly support this venture and look forward to it opening.</p>	No response required	Submission noted
18. 06/06/2022	Steve McKenzie	<p>SUPPORT – Late Submission</p> <p>Good afternoon Peter,</p>	No response required	Submission noted

		<p>Can you please present this email to the next Shire of Northampton monthly meeting?</p> <p>I would like to add my support to Raya Shine with her food van Salt Sister. I believe that the hours need to be approved for Raya to operate her food van from 2pm to 8pm from Sunday through to Thursday.</p>		
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7.3.3 SUMMARY OF PLANNING INFORMATION ITEMS

DATE OF REPORT: 9 June 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 Planning Officer.

REF	APPLICANT	LOCATION	PROPOSED DEVELOPMENT / USE	DATE
036	R Smith	R52436 GREY STREET, KALBARRI	MOBILE FOOD VEHICLE PERMIT RENEWAL – JETTY FISH TRUCK	11 May 2022
037	AS & ML Fulwood	LOT 23 (NO. 10) BROWNE BOULEVARD, KALBARRI	PATIO (R-CODE VARIATION)	17 May 2022
038	M Elsum-Beaumont	LOT 12 (NO. 221) HAMPTON ROAD, NORTHAMPTON	FRONT ALFRESCO SEATING AREA (X2 TABLES AND X8 STOOLS)	20 May 2022, Ordinary Meeting
039	NC & A Simkin	LOT 93 (NO. 14) PORT STREET, PORT GREGORY	OUTBUILDING AND PATIO (R-CODE AND LPP VARIATION)	20 May 2022, Ordinary Meeting

OFFICER RECOMMENDATION – ITEM 7.3.3

For Council Information

7.4.1	ACCOUNTS FOR PAYMENT	2
7.4.2	MONTHLY FINANCIAL STATEMENTS – MAY 2022	10
7.4.3	BUDGET SUBMISSIONS 2022-2023	43
7.4.4	2022-2023 FEES AND CHARGES SCHEDULE/MINIMUM RATES	47

7.4.1 ACCOUNTS FOR PAYMENT

FILE REFERENCE:	1.1.1
DATE OF REPORT:	10th June 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 17th June 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 22218 to 22228 inclusive totalling \$35,743.98, Municipal EFT payments numbered EFT23525 to EFT23653 inclusive totalling \$1,740,289.48, Direct Debit payments numbered GJ01109 to GJ1117 inclusive totalling \$249,056.99 be passed for payment and the items therein be declared authorised expenditure.

SHIRE OF NORTHAMPTON
FINANCE REPORT – 17 JUNE 2022

MUNICIPAL FUND CHEQUES

Chq #	Date	Name	Description	Amount
22218	28-04-2022	SIMPLE LIFE PROJECTS	REFUND KERB DEPOSIT BA21021	500.00
22219	11-05-2022	AUSTRALIA POST	POSTAGE	462.55
22220	11-05-2022	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	12029.80
22221	11-05-2022	GERALDTON MOWER & REPAIR SPECIALISTS	WHIP SNIP SPARE PARTS	263.60
22222	11-05-2022	GERALDTON FLORAL STUDIO	ANZAC DAY WREATHS	160.00
22223	18-05-2022	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	164.35
22224	18-05-2022	TRAVIS MURPHY	REFUND BUS BOND	200.00
22225	20-05-2022	SYNERGY	ELECTRICITY CHARGES	20924.63
22226	25-05-2022	GERALDTON MOWER & REPAIR SPECIALISTS	WHIPSNIP PARTS	110.00
22227	25-05-2022	KLEENHEAT GAS	FACILITY FEE/CYLINDER CHARGE	600.60
22228	25-05-2022	SHIRE OF NORTHAMPTON	DOT VEHICLE LICENCE ADJUSTMENTS	328.45
				<u>\$35,743.98</u>

SHIRE OF NORTHAMPTON
FINANCE REPORT – 17 JUNE 2022

ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT

EFT #	Date	Name	Description	Amount
EFT23525	04-05-2022	ICON TOURISM CONSULTING	KAL AIRPORT FEASIBILITY BUSINESS CASE	3850.00
EFT23526	04-05-2022	AUSTRALIAN COMM AND MEDIA AUTHORITY	LICENCE RENEWAL MOBILE REPEATER	45.00
EFT23527	05-05-2022	WA TREASURY CORPORATION	LOAN 157	18464.02
EFT23528	06-05-2022	MIDWEST MULCHING MOWING	CHIL, OG/E, KAL/AJ RD VERGE MULCHING	144837.00
EFT23529	09-05-2022	AUSCO MODULAR	CYCLONE MESS HALL	224536.95
EFT23530	09-05-2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	4433.00
EFT23531	09-05-2022	J HINE AND SON CONSTRUCTION	CYCLONE ALMA SCHOOL	88000.00
EFT23532	09-05-2022	KALBARRI CONSTRUCTION	KAL FSHORE NEW TOILET BLOCKS	168103.10
EFT23533	11-05-2022	ALL CLEANING AND MAINTENANCE	KALBARRI OFFICE CLEANING	8046.50
EFT23534	11-05-2022	AJC FABRICATION PTY LTD	KALB ABLUTION CRAYPOT STRUCTURE	14850.00
EFT23535	11-05-2022	AW CRAGAN & ALLCAPRI PTY LTD	EXCAVATOR/BOBCAT WORKS	4224.00
EFT23536	11-05-2022	BEAUREPAIRES	2 TYRES & WHEEL ALIGNMENT	681.96
EFT23537	11-05-2022	BLACKWOODS	MAINT TRUCK RECIP SAW	830.99
EFT23538	11-05-2022	RUSSELL JOHN BROMLEY	NTON CEM PAINT MEMORIAL SHELTER	2550.00
EFT23539	11-05-2022	BRUCE ROCK ENGINEERING	FUSO TRUCK PARTS	179.52
EFT23540	11-05-2022	CAT WEST PTY LTD	EMULSION	1443.75
EFT23541	11-05-2022	CATERLAAS	PLANT REPAIRS/MTCE	446.25
EFT23542	11-05-2022	CENTRAL WEST PUMP SERVICE	NR OVAL REPAIR PUMP PIPE LEAK	1193.61
EFT23543	11-05-2022	CIVIC LEGAL	LEGAL ADVICE	1650.00
EFT23544	11-05-2022	COASTAL ELECTRICAL & SOLAR	KAL FSHORE/OFFICE ELECTRICAL MTCE	275.00
EFT23545	11-05-2022	COATES HIRE OPERATIONS PTY LTD	PT GREG GENERATOR HIRE	492.60
EFT23546	11-05-2022	WINC AUSTRALIA PTY LTD	PHOTOCOPIER COUNT/MTCE/OFFICE CHAIRS	3654.39
EFT23547	11-05-2022	CORSIGN WA PTY LTD	SIGNS	159.50
EFT23548	11-05-2022	TOLL TRANSPORT PTY LTD	FREIGHT	181.40
EFT23549	11-05-2022	DELTA FLOOR SANDING	RSL HALL FLOOR SAND & SEAL	7700.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 17 JUNE 2022

EFT #	Date	Name	Description	Amount
EFT23550	11-05-2022	ENGIN	TELEPHONE CHARGES	325.71
EFT23551	11-05-2022	EVERYDAY LANDSCAPING	KAL FSHORE DIG TRENCH	110.00
EFT23552	11-05-2022	FENN PLUMBING & GAS	SALLY'S TREE UNBLOCK DRAIN	275.00
EFT23553	11-05-2022	FREEMANS LIQUID WASTE PTY LTD	NCC LEECH DRAINS, PUMP SEPTICS	2850.00
EFT23554	11-05-2022	GANTHEAUME BAY ELECTRICAL	MINI EXCAVATOR HIRE	302.50
EFT23555	11-05-2022	GERALDTON BRICK	NCC BRICKS/PAVERS	1320.73
EFT23556	11-05-2022	GCO AUSTRALIA PTY LTD	TEST & TAG EQUIPMENT	5123.12
EFT23557	11-05-2022	GERALDTON TROPHY CENTRE	NAME BADGES	63.00
EFT23558	11-05-2022	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASE	1020.84
EFT23559	11-05-2022	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUEL/FUEL CARD PURCHASES	23842.75
EFT23560	11-05-2022	C + J HANSON PLUMBING CONTRACTORS	VARIOUS PLUMBING	1352.11
EFT23561	11-05-2022	TIM HAY	REFUND COUNCIL NOMINATION DEPOSIT REPLACE CH 2664	80.00
EFT23562	11-05-2022	TANYA HENKEL	HERITAGE ADVISORY SERVICES	1868.62
EFT23563	11-05-2022	ROBERT HORSTMAN	REFUND COUNCILLOR NOMINATION DEPOSIT RC 147983	80.00
EFT23564	11-05-2022	KALBARRI AUTO CENTRE	VEHICLE SERVICE	759.00
EFT23565	11-05-2022	KALBARRI EXPRESS FREIGHT	FREIGHT	116.84
EFT23566	11-05-2022	BP KALBARRI	FUEL, HARDWARE	323.87
EFT23567	11-05-2022	KALBARRI WAREHOUSE	HARDWARE	216.10
EFT23568	11-05-2022	KALBARRI NEWSAGENCY	HAT/STATIONERY	34.45
EFT23569	11-05-2022	KALBARRI GARDEN & CLEAN UP SERVICES	CYCLONE CALLION RES FENCE	3604.00
EFT23570	11-05-2022	KIMBERLEY QUARRY PTY LTD	SEALING AGGREGATE 21/22 & 22/23	117281.79
EFT23571	11-05-2022	KALBARRI PEST CONTROL	VISUAL TERMITE/URBAN PEST CONTROL	650.00
EFT23572	11-05-2022	LAKELINE RESOURCES PTY LTD (MOSS)	P/GREG REPAIR LEAK	4071.38
EFT23573	11-05-2022	LGISWA	INSURANCE CLAIM EXCESS	300.00
EFT23574	11-05-2022	LGRCEU	PAYROLL DEDUCTIONS	82.00
EFT23575	11-05-2022	MIDWEST MULCHING MOWING	NTON NABAWA ROAD VERGE MULCH	8019.00
EFT23576	11-05-2022	MID WEST AUTO AIR CONDITIONING	PLANT REPAIRS/MTCE	1381.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 17 JUNE 2022

EFT #	Date	Name	Description	Amount
EFT23577	11-05-2022	SHIRE OF MINGENEW	OSH VELPIC ONLINE TRAINING	229.90
EFT23578	11-05-2022	MOOREVIEW PLANTS & TREES	NCC PLANTS	141.93
EFT23579	11-05-2022	MOORE	AUDIT REG 17 & FINANCIAL MAN REVIEW	14708.10
EFT23580	11-05-2022	NAPA	PLANT PARTS	96.80
EFT23581	11-05-2022	NORTHAMPTON IGA	GOODS	204.94
EFT23582	11-05-2022	NORTHAMPTON NEWSAGENCY	STATIONERY NOV-APRIL 2022	5269.24
EFT23583	11-05-2022	NORTHAMPTON AUTO ELECTRICS	REPAIR WINDOW	585.40
EFT23584	11-05-2022	NORTHAMPTON PHARMACY	IMMUNISATIONS	840.00
EFT23585	11-05-2022	NORTHAMPTON FAMILY STORE	UNIFORMS	122.41
EFT23586	11-05-2022	GERALDTON CLEANPAK TOTAL SOLUTIONS	BLEACH	37.62
EFT23587	11-05-2022	PEST-A-KILL WA	CHIVERTON HOUSE TERMITE MAINT	1840.00
EFT23588	11-05-2022	PLATINUM ELECTRICIANS MIDWEST	NCCA/RSL/OTHER ELECTRICAL	2406.39
EFT23589	11-05-2022	PORT GREGORY CARAVAN PARK	PT GREGORY FIRE TRUCK FUEL	71.16
EFT23590	11-05-2022	MIDWEST SWEEPING CONTRACTORS	STREET SWEEPING RE-SEALS	10294.90
EFT23591	11-05-2022	SANDRA STOCK-STANDEN	REFUND COUNCILLOR NOMINATION DEPOSIT RC 147882	80.00
EFT23592	11-05-2022	SUN CITY PRINT & DESIGN	BUSINESS CARDS	159.00
EFT23593	11-05-2022	THE SHEARING SHED CAFE	REFRESHMENTS	192.50
EFT23594	11-05-2022	PAUL SHERIFF	COMPUTER SYNERGYSOFT ASSISTANCE	220.00
EFT23595	11-05-2022	SOLAHART GERALDTON	21 FITZGERALD ST ANODE REPLACED	230.00
EFT23596	11-05-2022	STAR TRACK EXPRESS	FREIGHT	407.50
EFT23597	11-05-2022	LANDGATE	VALUATION EXPENSES	422.46
EFT23598	11-05-2022	VIZONA PTY LTD	LIONS CAR PARK LIGHT	2299.00
EFT23599	11-05-2022	WESTRAC EQUIPMENT PTY LTD	PARTS	1068.10
EFT23600	11-05-2022	WA LOCAL GOVERNMENT ASSOC (WALGA)	COUNCILLOR TRAINING	1072.50
EFT23601	11-05-2022	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	1317.43
EFT23602	11-05-2022	NORTHAMPTON TYRES	6 TYRES, PUNCTURE REPAIRS, PARTS	3825.00
EFT23603	11-05-2022	CT & L WOODCOCK & SON PTY LTD	CARGO NETS, DROPPERS, BOOTS, TANK	3778.63
EFT23604	11-05-2022	WRIGHT WAY GLASS & MIRRORS	FITZ ST RES REPAIR WINDOW	539.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 17 JUNE 2022

EFT #	Date	Name	Description	Amount
EFT23605	11-05-2022	XAP TECHNOLOGIES PTY LTD	NCCA KIDSXAP MONTHLY SUBSCRIPTION	139.00
EFT23606	12-05-2022	KEVIN JOHN MOSS	PT GREG WATER REIMB FUEL	159.90
EFT23607	09-05-2022	TELSTRA	TELEPHONE CHARGES	1796.61
EFT23608	25-05-2022	BENARA NURSERIES	LIONS PK TREES	660.00
EFT23609	25-05-2022	RUSSELL JOHN BROMLEY	NR NEWS PAINT EXTERIOR	3250.00
EFT23610	25-05-2022	BRUCE ROCK ENGINEERING	NEW UTE FIT A FRAME, FUEL TANK	3663.64
EFT23611	25-05-2022	CATERLAAS	VAROUS PLANT MTCE	10757.81
EFT23612	25-05-2022	BOC GASES AUSTRALIA	INDUSTRY GASES	68.55
EFT23613	25-05-2022	CONNOLLY CREATIVE BUILDING CO	REFUND KERB DEPOSIT BA 1896	500.00
EFT23614	25-05-2022	TOLL TRANSPORT PTY LTD	FREIGHT	41.05
EFT23615	25-05-2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	4290.00
EFT23616	25-05-2022	ECO-FLORA CRANE, TRUCK & EXCAVATOR SERVICES	MRCH HS RD MTCE GRADING	1125.00
EFT23617	25-05-2022	FIVE STAR BUSINESS EQUIPMENT AND COMMUNICATIONS	PHOTOCOPIER COUNT/MTCE	175.58
EFT23618	25-05-2022	FULTON HOGAN INDUSTRIES PTY LTD	RESEALING WORKS	556946.98
EFT23619	25-05-2022	GERALDTON LOCK & KEY SPECIALISTS	KEYS/LOCKS	562.80
EFT23620	25-05-2022	GERALDTON AUTO WHOLESALE	NEW DMAX 4X4 (P312)	52250.70
EFT23621	25-05-2022	GREAT NORTHERN RURAL SERVICES	RETIC/VALVES	2061.59
EFT23622	25-05-2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	SUPPLY & FIT 2 TYRES/BALANCE	681.96
EFT23623	25-05-2022	GRIFFIN VALUATION ADVISORY	LAND/BUILDING VALUATION SERVICES	13750.00
EFT23624	25-05-2022	HASLEBYS HARDWARE SUPPLIES	PRESSURE PUMP, UTE BOX,	2568.42
EFT23625	25-05-2022	ROSEMARY JONES	RATE REFUND	296.20
EFT23626	25-05-2022	KALBARRI EXPRESS FREIGHT	FREIGHT	16.16
EFT23627	25-05-2022	BP KALBARRI	RAPIDSET, SPRAY MARKER, HERBICIDE, TAP	1188.96
EFT23628	25-05-2022	KIMBERLEY QUARRY PTY LTD	SEALING AGGREGATE	8024.34
EFT23629	25-05-2022	LGRCEU	PAYROLL DEDUCTIONS	82.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 17 JUNE 2022

EFT #	Date	Name	Description	Amount
EFT23630	25-05-2022	MODERN TEACHING AIDS PTY LTD	NCCA EMERGENCY COT/SANITISER	846.84
EFT23631	25-05-2022	MODUS AUSTRALIA	DOOR CLOSER	286.00
EFT23632	25-05-2022	DAVINA MOURAMBI	REFUND RSL BOND	230.00
EFT23633	25-05-2022	NAPA	KIA OPTIMA BATTERY	262.86
EFT23634	25-05-2022	NOVUS AUTOGLASS MIDWEST	REPAIR WINDSCREEN CHIP	110.00
EFT23635	25-05-2022	GERALDTON CLEANPAK TOTAL SOLUTIONS	TOILET PRODUCTS	683.20
EFT23636	25-05-2022	PLATINUM ELECTRICIANS MIDWEST	NCC, NCCA, OFFICE, ELECTRICAL	2191.56
EFT23637	25-05-2022	PROBUILD TECHNOLOGIES	CYCLONE KAL OVAL FENCING	3729.00
EFT23638	25-05-2022	MIDWEST SWEEPING CONTRACTORS	SWEEP NORTHAMPTON ROADS	4207.50
EFT23639	25-05-2022	SEQUEL CONSULTING ENGINEERS	CYCLONE CHIV HOUSE REPORT	512.33
EFT23640	25-05-2022	STATEWIDE BEARINGS	PARTS	121.00
EFT23641	25-05-2022	TOTALLY WORKWEAR - GERALDTON	WORKBOOTS	153.42
EFT23642	25-05-2022	WALKINDYER FARMING CO	GRAVEL	535.50
EFT23643	25-05-2022	WEIRDO'S CARPENTRY & MAINTENANCE	CYCLONE KAL OVAL FENCING TANKS	4980.00
EFT23644	25-05-2022	WESTRAC EQUIPMENT PTY LTD	CUTTING EDGES, PARTS	5209.20
EFT23645	25-05-2022	WA LOCAL GOV ASSOCIATION (WALGA)	HEADS OF AGENCIES FUNCTION	65.00
EFT23646	25-05-2022	WA TREASURY CORPORATION	LOAN 154	20658.33
EFT23647	25-05-2022	WILSON COMPLETE	CYCLONE OLD SCHOOL REPAIRS	96987.00
EFT23648	25-05-2022	WOODLANDS DISTRIBUTORS PTY LTD	DOGGIE BAG DISPENSERS	929.50
EFT23649	26-05-2022	RIC DAVEY	REIMB JACKET TWW	64.00
EFT23650	26-05-2022	REBECCA MAY DAVIS	NCCA REIMB INK STATION	148.76
EFT23651	26-05-2022	LAKELINE RESOURCES PTY LTD (MOSS)	P/GREG REPLACE 2 WATER SERVICES	1485.00
EFT23652	26-05-2022	TELSTRA	TELEPHONE CHARGES	693.97
EFT23653	26-05-2022	COUNTRYWIDE PUBLICATIONS	KVC COUNTRYWIDE PUBLICATION 2022 EDITION	1400.00
				<u>\$1,740,289.48</u>

SHIRE OF NORTHAMPTON
FINANCE REPORT – 17 JUNE 2022

DIRECT DEBITS

Jnl #	Date	Name	Description	Amount
	12-05-2022	PAYROLL	FN/E 11/05/2022	96997.00
	12-05-2022	SUPERCHOICE	SUPERANNUATION PAY FN/E 11/05/2022	23333.26
	26-05-2022	PAYROLL	FN/E 25/05/2022	97315.00
	26-05-2022	SUPERCHOICE	SUPERANNUATION PAY FN/E 26/05/2022	23211.99
GJ1109	31-05-2022	NATIONAL AUSTRALIA BANK	BANK FEES	72.30
GJ1110	31-05-2022	NATIONAL AUSTRALIA BANK	BANK MERCHANT FEES	214.71
GJ1111	31-05-2022	COMMONWEALTH BANK	BPOINT FEES	107.96
GJ1113	31-05-2022	NATIONAL AUSTRALIA BANK	BPAY	50.16
GJ1115	31-05-2022	NAB CEO CORPORATE CARD	BANK CHARGES	9.00
			NR1 FUEL	413.33
GJ1116	31-05-2022	NAB DCEO CORPORATE CARD	BANK CHARGES	9.00
			NCCA IINET	89.90
			KAL CHILD CARE IINET	80.29
			COMPUTER EXPS 2VNET/ADOBE	1,689.80
GJ1117	31-05-2022	NAB CEO CORPORATE CARD	REFRESHMENTS	30.00
			NR1 FUEL	386.06
			NGA CONFERENCE	
			FLIGHTS/REGISTRATION	5,047.23
				5463.29
				\$249,056.99

7.4.2 MONTHLY FINANCIAL STATEMENTS – MAY 2022

FILE REFERENCE:	1.1.1
DATE OF REPORT:	10th June 2022
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton
APPENDICES:	Monthly Financial Report for May 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 31 May 2022 are detailed from page 1 to page 31 per the attached Monthly Financial Report.

FINANCIAL & BUDGET IMPLICATIONS:

The 31st May 2022 financial position is comprised of the following:

Total operating revenue has a surplus position of \$4,820,643 and operating expenditure has a deficit position of \$1,430,665 to the end of May 2022.

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

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

Further explanations of material variations are detailed by reporting program in Note 17 of the Monthly Financial Report.

STATUTORY IMPLICATIONS:

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

POLICY IMPLICATIONS:

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

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.4.2

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

SHIRE OF NORTHAMPTON
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 May 2022

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

TABLE OF CONTENTS

Monthly Summary Information	2
Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Note 1 Statement of Financial Activity Information	8
Note 2 Cash and Financial Assets	9
Note 3 Receivables	10
Note 4 Other assets	11
Note 5 Payables	12
Note 6 Rate Revenue	13
Note 7 Disposal of Assets	15
Note 8 Capital Acquisitions	16
Note 9 Borrowings	18
Note 10 Cash Reserves	20
Note 11 Other Liabilities	22
Note 12 Operating grants and contributions	23
Note 13 Non operating grants and contributions	24
Note 14 Bonds and Deposits	25
Note 15 Trust	26
Note 16 Budget Amendments	27
Note 17 Variance	31

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2022**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 May 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 inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING 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

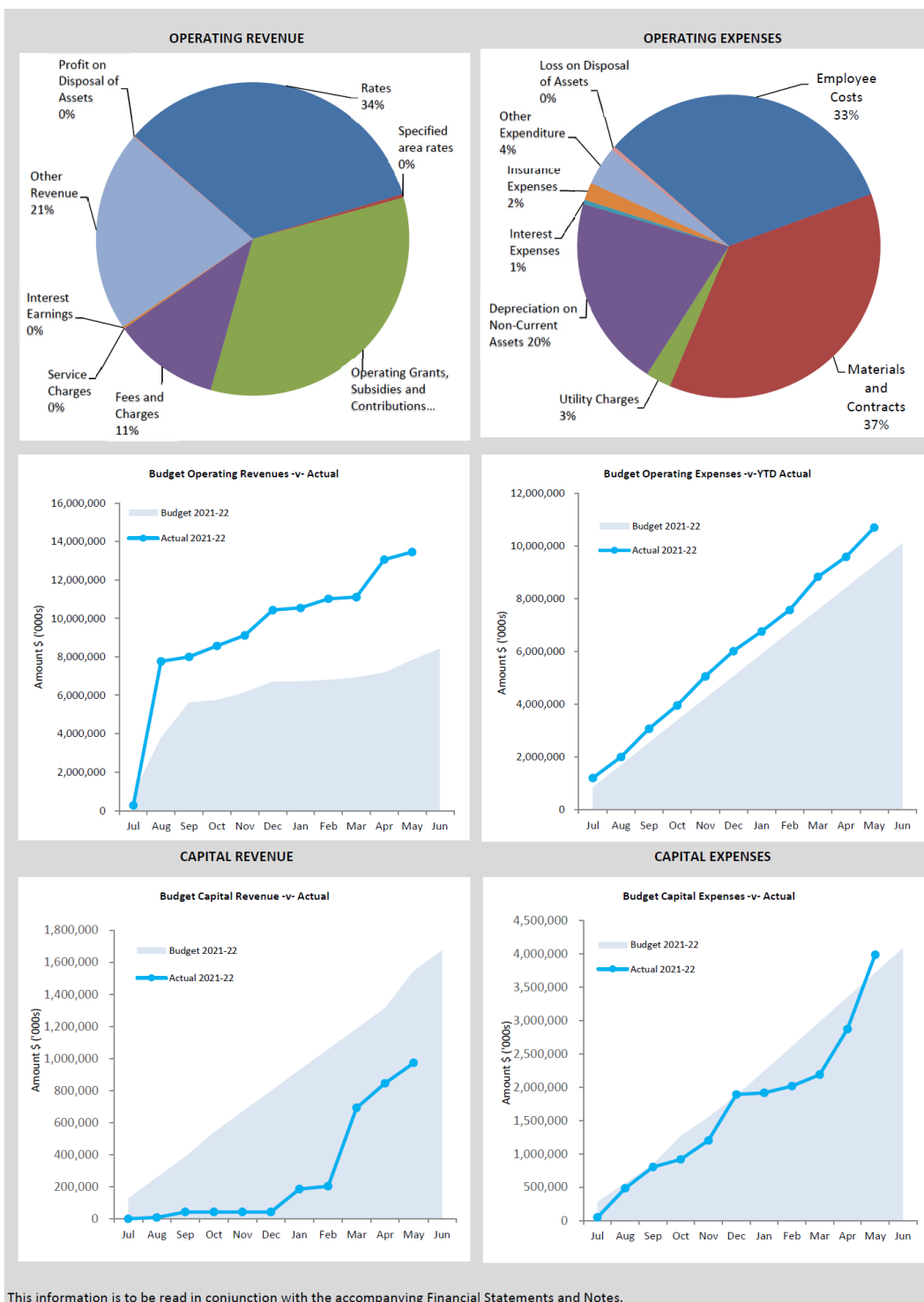
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 31 MAY 2022

SUMMARY INFORMATION - GRAPHS



Please refer to the compilation report

SHIRE OF NORTHAMPTON | 3

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2022**

STATUTORY REPORTING PROGRAMS

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

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 4

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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	50,886	80,018	29,132	57.25%	▲
General purpose funding	6	5,481,789	5,476,787	7,860,069	2,383,282	43.52%	▲
Law, order and public safety		91,166	83,534	107,636	24,102	28.85%	▲
Health		33,112	26,664	22,240	(4,424)	(16.59%)	▼
Education and welfare		199,723	183,062	229,141	46,079	25.17%	▲
Housing		76,240	69,872	52,483	(17,389)	(24.89%)	▼
Community amenities		1,278,003	1,232,216	1,077,197	(155,019)	(12.58%)	▼
Recreation and culture		612,449	561,363	100,781	(460,582)	(82.05%)	▼
Transport		206,300	194,200	195,079	879	0.45%	▲
Economic services		231,555	222,054	314,461	92,407	41.61%	▲
Other property and services		586,104	537,229	3,419,407	2,882,178	536.49%	▲
		8,851,971	8,637,867	13,458,510	4,820,643		▲
Expenditure from operating activities							
Governance		(917,940)	(846,688)	(855,755)	(9,067)	(1.07%)	▼
General purpose funding		(281,435)	(258,424)	(226,609)	31,815	12.31%	▲
Law, order and public safety		(371,591)	(345,127)	(397,579)	(52,452)	(15.20%)	▼
Health		(221,420)	(199,271)	(198,907)	364	0.18%	▲
Education and welfare		(247,577)	(227,229)	(263,196)	(35,967)	(15.83%)	▼
Housing		(80,882)	(74,610)	(82,312)	(7,702)	(10.32%)	▼
Community amenities		(1,611,155)	(1,477,304)	(1,579,186)	(101,882)	(6.90%)	▼
Recreation and culture		(1,898,598)	(1,744,418)	(1,654,881)	89,537	5.13%	▲
Transport		(3,842,840)	(3,511,508)	(3,054,934)	456,574	13.00%	▲
Economic services		(428,844)	(393,183)	(339,743)	53,440	13.59%	▲
Other property and services		(208,349)	(202,294)	(2,057,620)	(1,855,326)	(917.14%)	▼
		(10,110,631)	(9,280,056)	(10,710,721)	(1,430,665)		▼
Non-cash amounts excluded from operating activities	1(a)	2,337,800	2,141,619	2,221,628	80,009	3.74%	▲
Amount attributable to operating activities		1,079,140	1,499,430	4,969,417	3,469,987		▲
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	981,656	899,969	811,651	(88,318)	(9.81%)	▼
Proceeds from disposal of assets	7	157,000	156,996	125,795	(31,201)	(19.87%)	▼
Proceeds from self supporting loans	9	35,626	32,648	35,627	2,979	9.12%	▲
Purchase of property, plant and equipment	8	(3,886,400)	(3,534,447)	(3,815,440)	(280,993)	(7.95%)	▼
Amount attributable to investing activities		(2,712,118)	(2,444,834)	(2,842,367)	(397,533)		▼
Financing Activities							
Proceeds from new debentures	9	100,000	0	0	0	0.00%	
Transfer from reserves	10	0	0	16,790	16,790	0.00%	
Repayment of debentures	9	(196,293)	(179,935)	(172,461)	7,474	4.15%	▲
Transfer to reserves	10	(117,075)	(107,319)	(158,394)	(51,075)	(47.59%)	▼
Amount attributable to financing activities		(213,368)	(287,254)	(314,065)	(26,811)		▼
Closing funding surplus / (deficit)	1(c)	0	613,688	3,361,249			

KEY INFORMATION

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

The material variance adopted by Council for the 2021-22 year is \$5,000 or 0.00% whichever is the greater.

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 5

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2022**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

GRANT REVENUE

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

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

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

FEES AND CHARGES

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

SERVICE CHARGES

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

EXPENSES

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 6

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,846,346	1,846,346	1,548,264	(298,082)	(16.14%)	▼
Revenue from operating activities							
Rates	6	4,595,218	4,595,218	4,580,083	(15,135)	(0.33%)	▼
Specified area rates	6	51,000	51,000	50,202	(798)	(1.57%)	
Operating grants, subsidies and contributions	12	2,883,980	2,726,247	4,523,595	1,797,348	65.93%	▲
Fees and charges		1,254,773	1,216,402	1,481,158	264,756	21.77%	▲
Interest earnings		51,500	49,000	28,744	(20,256)	(41.34%)	▼
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	8,653,359	13,473,011	4,819,652		▲
Expenditure from operating activities							
Employee costs		(3,837,409)	(3,524,441)	(3,541,107)	(16,666)	(0.47%)	▼
Materials and contracts		(2,809,898)	(2,575,199)	(3,966,273)	(1,391,074)	(54.02%)	▼
Utility charges		(326,395)	(298,958)	(288,166)	10,792	3.61%	▲
Depreciation on non-current assets		(2,353,300)	(2,157,111)	(2,192,378)	(35,267)	(1.63%)	▼
Interest expenses		(61,171)	(56,056)	(51,760)	4,296	7.66%	
Insurance expenses		(211,641)	(211,596)	(200,543)	11,053	5.22%	▲
Other expenditure		(510,817)	(472,187)	(441,245)	30,942	6.55%	▲
Loss on disposal of assets	7	0	0	(43,750)	(43,750)	0.00%	
		(10,110,631)	(9,295,548)	(10,725,222)	(1,429,674)		▼
Non-cash amounts excluded from operating activities	1(a)	2,337,800	2,141,619	2,221,628	80,009	3.74%	▲
Amount attributable to operating activities		1,079,140	1,499,430	4,969,417	3,469,987		▲
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	981,656	899,969	811,651	(88,318)	(9.81%)	▼
Proceeds from disposal of assets	7	157,000	156,996	125,795	(31,201)	(19.87%)	▼
Proceeds from self-supporting loans	9	35,626	32,648	35,627	2,979	9.12%	
Payments for property, plant and equipment	8	(3,886,400)	(3,534,447)	(3,815,440)	(280,993)	7.95%	▼
Amount attributable to investing activities		(2,712,118)	(2,444,834)	(2,842,367)	(397,533)		▼
Financing Activities							
Proceeds from new debentures	9	100,000	0	0	0	0.00%	
Transfer from reserves	10	0	0	16,790	16,790	0.00%	
Repayment of debentures	9	(196,293)	(179,935)	(172,461)	7,474	4.15%	▲
Transfer to reserves	10	(117,075)	(107,319)	(158,394)	(51,075)	(47.59%)	▼
Amount attributable to financing activities		(213,368)	(287,254)	(314,065)	(26,811)		
Closing funding surplus / (deficit)	1(c)	0	613,688	3,361,249			

KEY INFORMATION

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

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

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 7

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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)	29,249
Add: Depreciation on assets		2,353,300	2,157,111	2,192,378
Total non-cash items excluded from operating activities		2,337,800	2,141,619	2,221,628

(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 31 May 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(839,610)	(839,610)	(981,214)
Less: - Financial assets at amortised cost - self supporting loans	4	(35,627)	(34,126)	(35,627)
Less: Land Held for Resale		(235,000)	(235,000)	(235,000)
Add/Less: Adjustments				187,725
Add: Borrowings	9	196,293	196,293	172,461
Add: Provisions - Employee	11	757,961	757,960	718,085
Total adjustments to net current assets		(155,983)	(154,483)	(173,569)

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

Current assets				
Cash and cash equivalents	2	2,558,150	2,524,567	4,058,249
Financial assets at amortised cost	2	0	34,126	35,627
Rates receivables	3	253,928	179,502	92,085
Receivables	3	423,158	408,171	276,655
Other current assets	4	240,791	240,791	348,636
Less: Current liabilities				
Payables	5	(490,296)	(569,592)	(385,888)
Borrowings	9	(196,293)	(196,293)	(172,461)
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)	(173,569)
Closing funding surplus / (deficit)		1,846,346	1,548,264	3,361,249

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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	1,073,092		1,073,092		NAB		At call
Petty Cash	Cash on Hand	1,250		1,250				
Investment	Reserves	0	981,214	981,214		NAB	0.55%	30/06/2022
Cash Deposits	Trust	0	147,851	147,851	147,851	NAB		At Call
Investment	Term Deposit	500,683		500,683		NAB	0.60%	30/06/2022
Investment	Term Deposit	500,785		500,785		NAB	0.62%	30/06/2022
Investment	Term Deposit	1,001,226		1,001,226		NAB	0.70%	30/06/2022
Total		3,077,035	1,129,065	4,206,100	147,851			
Comprising								
Cash and cash equivalents		3,077,035	1,129,065	4,206,100	147,851			
		3,077,035	1,129,065	4,206,100	147,851			

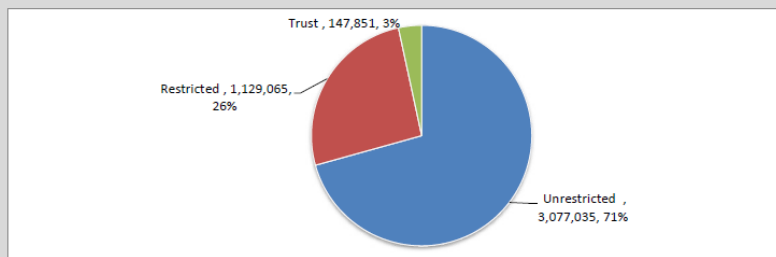
KEY INFORMATION

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

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

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

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



Total Cash	Unrestricted
\$4.21 M	\$3.08 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

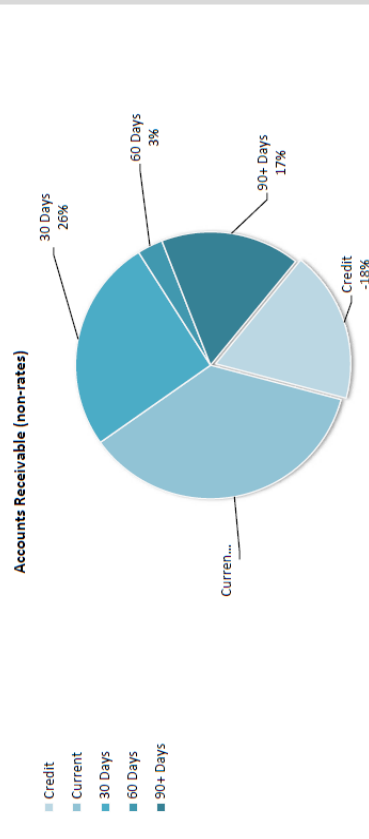
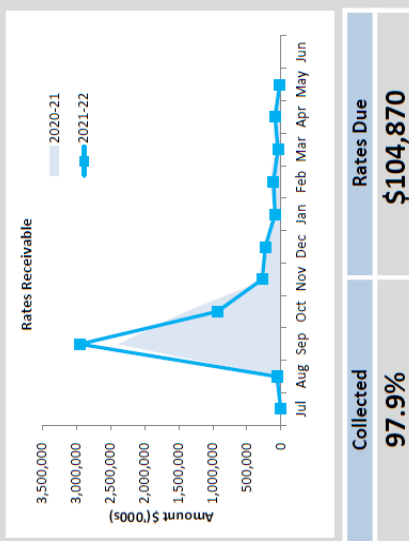
	31-May-22	30 June 2021
Rates receivable	\$	\$
Opening arrears previous years	104,870	211,013
Levied this year	4,630,284	4,709,139
Less - collections to date	(4,643,070)	(4,815,282)
Equals current outstanding	92,085	104,870
Net rates collectable	92,085	104,870
% Collected	98.1%	97.9%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	(11,307)	22,238	15,960	1,884	10,317	39,092
Percentage	(28.9%)	56.9%	40.8%	4.8%	26.4%	
Balance per trial balance	(11,307)	22,238	15,960	1,884	10,317	39,092
Sundry receivable		166,657				166,657
Rubbish Receivables		24,927				24,927
Accrued Income		(8,656)				(8,656)
Emergency Services Levy		54,635				54,635
Total receivables general outstanding						276,655

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Debtors Due	\$276,655
Over 30 Days	72%
Over 90 Days	26.4%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 May 2022
Other current assets	\$	\$	\$	\$
Inventory				
Fuel & Materials	5,791	0	107,845	113,636
Land Held for Resale	235,000	0	0	235,000
Total other current assets				348,636

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

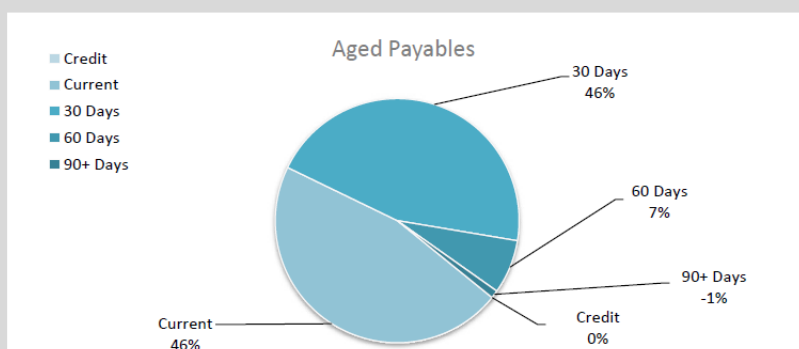
OPERATING ACTIVITIES

NOTE 5
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	60,233	59,071	9,317	(1,341)	127,281
Percentage	0%	47.3%	46.4%	7.3%	-1.1%	
Balance per trial balance						
Sundry creditors	0	60,233	59,071	9,317	(1,341)	127,281
Sundry/Payroll Deductions		(40)				(40)
Tax Payable		71,968				71,968
Accrued salaries and wages		1,820				1,820
Bonds and Deposits		184,859				184,859
Total payables general outstanding	0	318,840	59,071	9,317	(1,341)	385,888
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

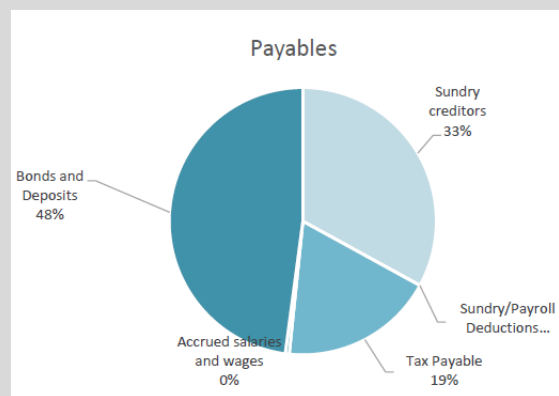
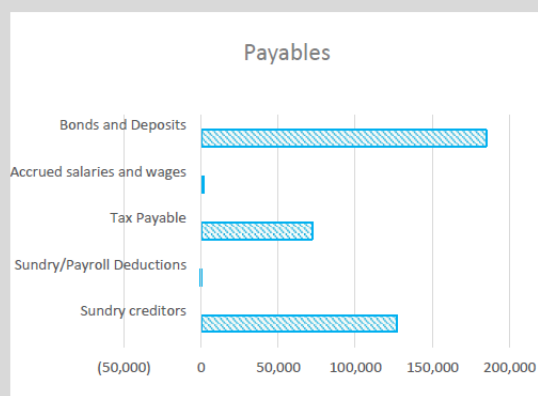
\$385,888

Over 30 Days

53%

Over 90 Days

-1.1%



OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

General rate revenue	RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget				YTD Actual			
					Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
					\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value												
General GRV	0.079956	1,459	20,058,557	1,591,761	0	0	0	1,591,761	1,603,612	(21,623)	(7,329)	1,574,660
Unimproved value												
General UV	0.011983	428	203,434,031	2,338,452	0	0	0	2,338,452	2,338,747	1,026	80	2,339,853
Sub-Total		1,887	223,492,588	3,930,213	0	0	0	3,930,213	3,942,359	(20,597)	(7,249)	3,914,513
Minimum payment												
Gross rental value												
General GRV	565	1,116	3,390,741	630,540	0	0	0	630,540	636,755			636,755
Unimproved value												
General UV	565	61	789,227	34,465				34,465	28,815			28,815
Sub-total		1,177	4,179,968	665,005	0	0	0	665,005	665,570	0	0	665,570
Total general rates								4,595,218				4,580,083
Specified area rates												
Kalbarri Tourism	0.001821		16,484,984	30,000	0	0	0	30,000	30,104	(902)	0	29,202
Port Gregory Water Supply	0.037394		561,586	21,000	0	0	0	21,000	21,000	0	0	21,000
Total specified area rates			17,046,570	51,000	0	0	0	51,000	51,104	(902)	0	50,202
Total								4,646,218				4,630,284

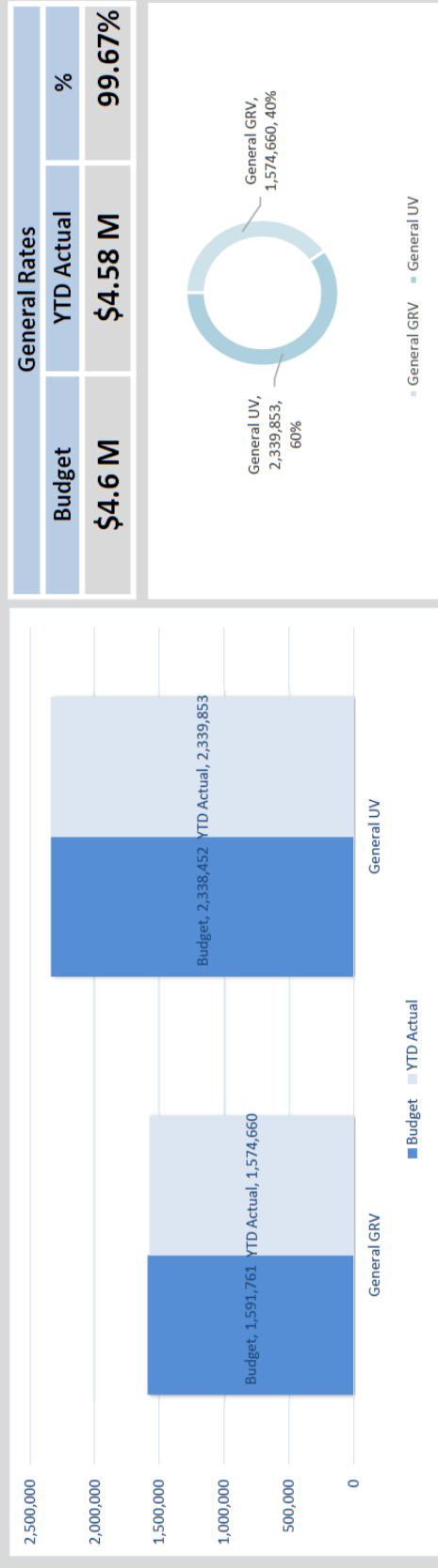
Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

KEY INFORMATION

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



Please refer to the compilation report

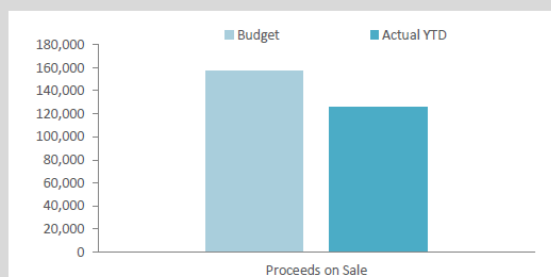
SHIRE OF NORTHAMPTON | 14

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

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

KEY INFORMATION



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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 15

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

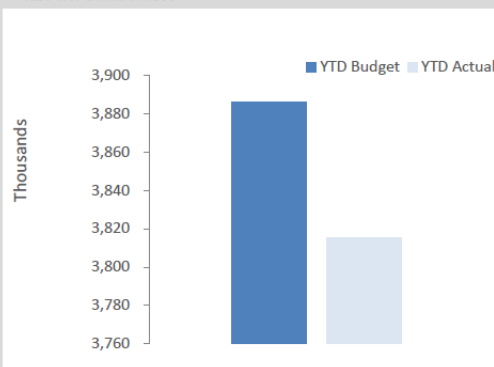
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	866,500	757,116	1,490,511	733,395
Furniture and equipment	10,000	9,163	24,404	15,241
Plant and equipment	759,015	714,583	703,394	(11,189)
Infrastructure - Roads	1,718,625	1,575,343	1,109,272	(466,071)
Infrastructure - Footpaths & Carpark	274,684	242,160	192,528	(49,632)
Infrastructure - Parks & Ovals	252,076	231,044	288,715	57,671
Infrastructure - Other	5,500	5,038	6,617	1,579
Capital Expenditure Totals	3,886,400	3,534,447	3,815,440	280,993
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	981,656	899,969	811,651	(88,318)
Borrowings	100,000	0	0	0
Other (disposals & C/Fwd)	157,000	156,996	125,795	(31,201)
Cash backed reserves				
Leave Reserve	237,014	237,014	236,219	(795)
Roadworks Reserve	29,640	29,640	29,320	(320)
Kalbarri Airport Reserve	205,573	205,573	205,508	(65)
Building/Housing Reserve	131,864	131,864	114,574	(17,290)
Kalbarri Tourism Rate Reserve	6,975	6,975	6,975	0
Computer and Office Equipment Reserve	33,948	33,948	33,793	(155)
Land Development Reserve	311,671	311,671	354,825	43,154
Contribution - operations	1,691,059	1,520,797	1,896,780	375,983
Capital funding total	3,886,400	3,534,447	3,815,440	280,993

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.89 M	\$3.82 M	98%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.98 M	\$0.81 M	83%

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 16

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total Level of completion indicators					
	0%	Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.			
	20%				
	40%				
	60%				
	80%				
	100%				
	Over 100%				
%	Account Description	Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
	Governance				
	Office Generator	0	0	19,627	(19,627)
	Photocopier & Fuji Screen N'pton Office, LED Footings	10,000	9,163	24,404	(14,404)
	Governance Total	10,000	9,163	44,031	(34,031)
	St John's Building Port Gregory	0	0	129,460	(129,460)
	Education and Welfare Total	0	0	129,460	(129,460)
	Health				
	EHO Vehicle	34,000	33,996	30,206	3,794
	Education and Welfare Total	34,000	33,996	30,206	3,794
	Purchase of Lot 72 Seventh Avenue Northampton	0	0	323,515	(323,515)
	Communities Amenities				
	Marina Ablutions	156,000	129,999	287,791	(131,791)
	Sallys Tree ablutions	160,000	133,333	108,185	51,815
	Chinamans Ablutions	130,000	108,333	82,723	47,277
	Memorial Tree (LR&I Funding)	17,100	15,675	24,249	(7,149)
	Install Dump Point Horrocks	5,000	4,576	9,574	(4,574)
	Seal Access Road to Horrocks Dump Point	24,825	22,726	22,578	2,247
	Communities Amenities Total	492,925	414,642	535,100	(42,175)
	Recreation And Culture				
	Horrocks Playground Equipment	5,720	5,236	8,737	(3,017)
	Pump Tracks Horrocks & Northampton	120,000	109,989	141,872	(21,872)
	Marina Playground	104,256	95,568	104,283	(27)
	Allen Centre - Tourist Bus Carpark	117,064	97,697	131,207	(14,143)
	Kalbarri Community Camp Kitchen	400,000	366,663	375,464	24,536
	Northampton Bowling Club Fence (Funded by the Club)	0	0	19,773	(19,773)
	Stud Breeders Shed - Northampton	0	0	150,000	(150,000)
	Recreation And Culture Total	747,040	675,153	931,335	(184,295)
	Transport				
	Road Construction	1,693,800	1,552,617	1,086,694	607,106
	Footpath/Carpark Construction	157,620	144,463	61,321	96,299
	Maintenance Truck C/Over	167,515	153,552	517,899	(350,384)
	Truck & Trailer Tarpaulins	25,000	22,916	0	25,000
	Heavy Loader - Northampton	330,000	302,494	0	330,000
	Zero Turn Mower - Horrocks	10,500	9,625	10,135	365
	Ute Leading Hand Mainenance	52,000	37,000	84,280	(32,280)
	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	18,788	13,600	6,900
	Transport Total	2,551,935	2,351,455	1,773,929	778,006
	Economic & Other Property and Services				
	Purchase Vehicle Building Surveyor	45,000	45,000	41,247	3,753
	Monitoring system - Port Gregory Water Supply	5,500	5,038	6,617	(1,117)
	Economic & Other Property and Services Total	50,500	50,038	47,864	2,636
	Capital Expenditure by Program Total	3,886,400	3,534,447	3,815,440	70,960

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 17

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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	36,586	36,586	152,573	152,573	5,283	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	32,122	32,122	307,878	307,878	5,871	6,864
Loan 158 - Plant Purchases	0	0	100,000	0	0	0	100,000	0	0
	1,117,327	0	100,000	136,834	160,666	980,493	1,056,661	20,323	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	19,901	19,901	302,907	273,841	16,856	18,104
	651,768	0	0	35,627	35,627	645,208	616,141	31,437	33,827
Total	1,769,095	0	100,000	172,461	196,293	1,625,701	1,672,802	51,760	61,171
Current borrowings	196,293					172,461			
Non-current borrowings	1,572,802					1,453,239			
	1,769,095					1,625,701			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

[New borrowings 2021-22](#)

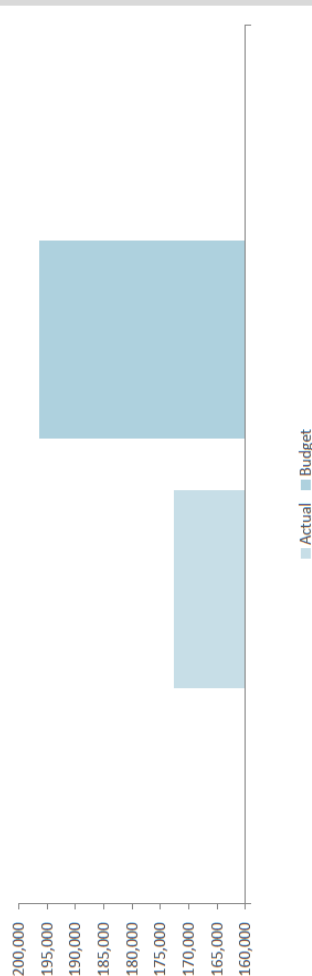
FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
Loan 158 - Plant Purchases	\$ 0	\$ 100,000	WATC	Fixed	10	\$ 7,392	1.25 %	\$ 0	\$ 0	\$ 0
						7,392				

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

\$172,461

Interest earned

\$28,744

Interest expense

\$51,760

Reserves balance

\$.98 M

Loans due

\$1.63 M

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 19

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

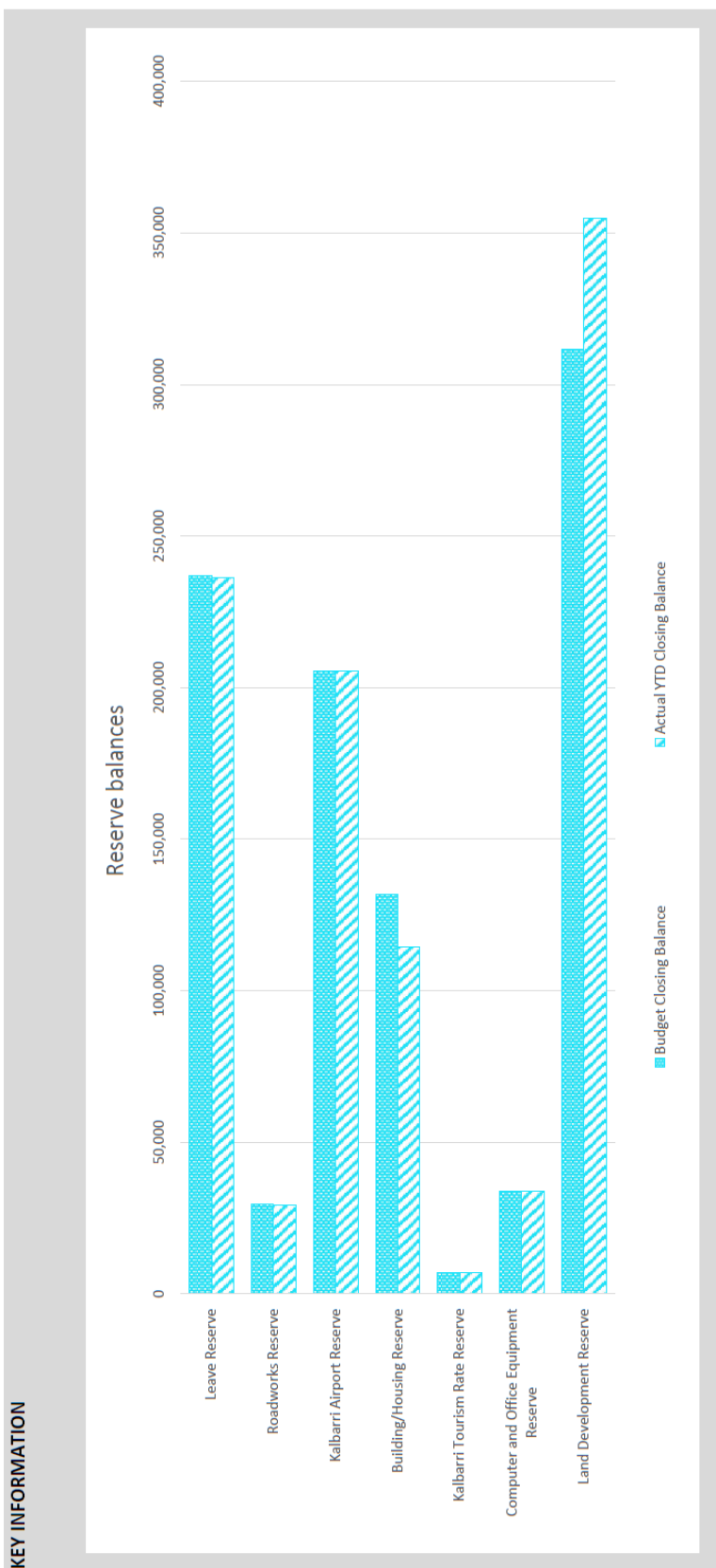
OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	230,764	1,250	455	5,000	5,000	0	0	237,014	236,219
Roadworks Reserve	29,140	500	180	0	0	0	0	29,640	29,320
Kalbarri Airport Reserve	105,473	100	35	100,000	100,000	0	0	205,573	205,508
Building/Housing Reserve	131,364	500	0	0	0	0	(16,790)	131,864	114,574
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	95	0	0	0	0	33,948	33,793
Land Development Reserve	309,171	2,500	924	0	44,729	0	0	311,671	354,825
	839,610	5,100	1,689	111,975	156,704	0	(16,790)	956,685	981,214

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 20



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 May 2022
		\$	\$	\$	\$
Provisions					
Annual leave		258,553			258,553
Long service leave		459,531			459,531
Total Provisions		718,085	0	0	718,085
Total other current assets		718,085			718,085
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Description/Provider	Unspent operating grant, subsidies and contributions liability				Operating grants, subsidies and contributions revenue		
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 May 2022	Current Liability 31 May 2022	Adopted Budget Revenue	YTD Budget
	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies							
General purpose funding							
Grants Commission - General/	0	0	0	0	0	426,350	426,348
LRCH Phase 1 & 2 unspent revenue from 20/21						0	0
Grants Commission - Roads/	0	0	0	0	0	357,000	357,000
Law, order, public safety							
Emergency Services Levy - BFB	0	0	0	0	0	44,445	40,738
Emergency Services Levy - SES	0	0	0	0	0	31,221	28,617
Education and welfare							
NCCA Operational Grant/Fundraising	0	0	0	0	0	72,000	66,000
Recreation and culture							
NCC Toilet Upgrade (Womens Football)	0			0	0	0	0
WAFU Game Grant				0	0	0	0
Transport							
MRD - Maintenance	0	0	0	0	0	187,809	187,809
	0	0	0	0	0	1,118,825	1,106,512
							187,809
							3,587,295

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 23

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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 31 May 2022	Current Liability 31 May 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	79,332	0
Backyard Cricket Grant (Library)				0		1,500	1,500	1,500
Marina Ablutions (Kalbarri)				0		83,461	76,505	0
Transport								
Regional Road Group Funding				0		356,667	326,942	356,667
Roads to Recovery Funding				0		453,484	415,690	453,484
	0	0	0	0	0	981,656	899,969	811,651

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 24

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 14
BONDS AND DEPOSITS**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 May 2022
	\$	\$	\$	\$
Building Levies (BCITF & BRB)	7,920	75,848	(64,905)	18,863
Community Bus Bond	5,600	1,000	(1,400)	5,200
Unclaimed Monies - Rates	5,179	0	0	5,179
BROC - Management Funds	1	0	0	1
RSL Hall Key Bond	430	460	(460)	430
Special Series Plates	1,540	5,270	(3,400)	3,410
Northampton Child Care Association	12,797	11,964	(843)	23,918
Horrocks Memorial Wall	204	750	(291)	663
One Life	940	0	0	940
Rubbish Tip Key Bond	1,400	400	0	1,800
Horrocks - Skatepark	1,050	0	(1,050)	0
RSL - Kalbarri Memorial	16,130	0	0	16,130
DOT - Department of Transport	0	249,743	(249,743)	0
Cyclone Seroja Donations	23,219	36,540	(12,500)	47,259
Sale of Land	0	150,503	(119,742)	30,761
Housing Bonds	0	760	(760)	0
Miscellaneous Deposits	0	110	(110)	0
	76,409	533,348	(455,203)	154,553

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 15
TRUST**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 May 2022
	\$	\$	\$	\$
Trust				
Nomination Deposits	0	800	(800)	0
Public Open Space	0	0	0	0
				0
	0	800	(800)	0

NOTE 16
BUDGET AMENDMENTS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

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

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

Please refer to the compilation report

NOTE 16
BUDGET AMENDMENTS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

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

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

Please refer to the compilation report

NOTE 16
BUDGET AMENDMENTS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

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

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

Please refer to the compilation report

NOTE 16
BUDGET AMENDMENTS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

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

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 30

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

NOTE 17
EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2021-22 year is \$5,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	29,132	57.25%	▲ Permanent	Var due to reimb of lease costs, ATO refund & additional agents fees
General purpose funding	2,383,282	43.52%	▲ Permanent	Variance due to FAG's advance payment for 22/23, additional FAG's General Grant 21/22 LRCI funding journalled from 20/21
Law, order and public safety	24,102	28.85%	▲ Permanent	Var due to (DFES Funded) SES outboard motor purchase.
Education and welfare	46,079	25.17%	▲ Timing	Var associated with the reimbursement of workers compensation recoup
Housing	(17,389)	(24.89%)	▼ Permanent	Var due to reduced residential rental income
Community amenities	(155,019)	(12.58%)	▼ Timing	Var associated sale of scrap metal
Recreation and culture	(460,582)	(82.05%)	▼ Timing	Var associated with insurance reimbursement allocation for replacement of buildings (Kalbarri Camp)
Economic services	92,407	41.61%	▲ Permanent	Var due to additional building permit revenue
Other property and services	2,882,178	536.49%	▲ Permanent	Var due to recieval of LGIS Insurance pre-payments and DRFAWA reimbursement
Expenditure from operating activities				
Governance	(9,067)	(1.07%)	▼ Timing	Positive short term and will reconcile as the year progresses
General purpose funding	31,815	12.31%	▲ Timing	Minor short term variance
Law, order and public safety	(52,452)	(15.20%)	▼ Permanent	Var due to Kalbarri SES outboard motor purchase and large BFB PPE purchase (Ogilvie)
Education and welfare	(35,967)	(15.83%)	▼ Timing	Var due to increased NCCA payroll costs (inc workers compensation employee payments)
Housing	(7,702)	(10.32%)	▼ Permanent	Var due to insurance repairs post Seroja
Community amenities	(101,882)	(6.90%)	▼ Permanent	Var due to additional refuse site works and Planning costs
Recreation and culture	89,537	5.13%	▲ Timing	Variance will reconcile once building works/ repairs are completed (Cyclone Seroja)
Transport	456,574	13.00%	▲ Timing	Variance due to muni roads underspend
Economic services	53,440	13.59%	▲ Timing	Budget profile issue only
Other property and services	(1,855,326)	(917.14%)	▼ Permanent	Var due to the costs associated with cyclone Seroja insurance and recovery works
Investing activities				
Non-operating grants, subsidies and contributions	(88,318)	(9.81%)	▼ Timing	Temporary short term variance
Capital acquisitions	(280,993)	(7.95%)	▼ Timing	Further Vehicle purchases to be completed in June
Financing activities				
Repayment of debentures	7,474	4.15%	▲ Timing	Will reconcile, budget timing situation only
Transfer to reserves	(51,075)	(47.59%)	▼ Permanent	Transfers processed October 21 & January 22

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 31

7.4.3 BUDGET SUBMISSIONS 2022-2023

FILE REFERENCE:	1.1.1
DATE OF REPORT:	10th June 2022
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Garry Keeffe/Grant Middleton
APPENDICES:	1. Detailed Budget Submissions

SUMMARY:

Council to consider budget submissions from groups or organisations for funding in the 2022/2023 Budget.

BACKGROUND:

The public advertising period for the lodgement of Budget submissions for projects to be considered in the 2022/2023 budget closed on 18th March 2022 and was part of the mailout “Notice to Residents” Corporate Business Plan and Long Term Financial Plan 2022/2023 Review.

The submissions detailed below have been received and Council is requested to consider if these projects are to be included within the 2022/2023 Draft Budget for consideration. Details of the funding requests have been provided as an attachment to this agenda item.

There are no deferred projects from the 2021/2022 budget process that need to be considered for 2022/2023.

It is also suggested that applicants actively pursue alternate funding opportunities where projects can be funded from other sources to offset expenditure. In some cases it may be prudent to defer items until 2023/2024 whilst funding is being sought.

It is requested that Council consider the following projects for listing in the draft 2021/2022 budget.

New Budget Requests

1. Kalbarri Visitor Centre - \$60,000

The Kalbarri Visitor Centre has requested funding totaling \$60,000 for their annual operational subsidy. This request represents an increase of \$10,000 over and above last year’s budget allocation. The Kalbarri Visitor Centre is a level 1 accredited Visitor Centre with 109 internal and 62 external members.

Management comment – The Kalbarri Visitor Centre Operational Grant was \$25,000 2013/2014., \$30,000 – 2014/2015 - 2015/2016, \$35,000 2016/2017 – 2018/2019, \$50,000 – 2019/2020 – 2020/2021

2. Kalbarri Visitor Centre (Specified Area Rate) - \$30,000

There has been a request for funding of \$30,000 to continue with the Specified Area Rate to be utilised for TV, digital and print media campaigns and attendance at tourism trade shows.

Management comment – The Kalbarri Specified Area rate levied in previous years = \$30,000 from 2017/2018 – 2020/2021 for advertising and promotion, \$31,500 in 2016/2017 for advertising and promotion, \$30,000 in 2015/2016 comprising \$15,000 advertising and promotion and \$15,000 for entry statements.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.4.4

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

KALBARRI *Visitor Centre*

18th May 2022

Mr Garry Keefe
Chief Executive Officer
Shire of Northampton
P O Box 61
NORTHAMPTON WA 6535

Dear Garry,

RE: Budget Submission – Kalbarri Visitor Centre – Operating Subsidy - 2022-2023

The Kalbarri Visitor Centre (KVC) wish to apply for an annual operating subsidy from the Shire of Northampton of \$60,000 for the 2022-2023 financial year.

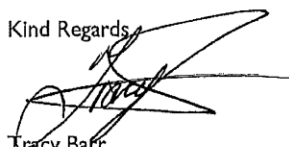
Shire have been very supportive over recent years where previous operating subsidies have enabled the Visitor Centre to thrive and continue to support the Community and its visitors. We have a strong team spirit and a supportive voluntary committee who are passionate about the KVC and tourism. Currently KVC has 109 internal and 62 external members which demonstrates strong support for our services and the centre.

We are very proud of our Level 1 Accredited Visitor Centre and have a positive outlook for Kalbarri's future. The timing of Cyclone Seroja set the town back after Covid and Border restrictions had been lifted but currently the Visitors that come into the Centre, demonstrates that with our help, they are returning to our region, and in turn supporting the local businesses.

We trust Council have many financials considerations and will review our request in favour, to continue this essential service to the town and the Shire of Northampton.

Thank you.

Kind Regards,



Tracy Barr
Manager
Kalbarri Visitor Centre Management Committee

KALBARRI

Visitor Centre

18th May 2022

Mr Garry Keefe
Chief Executive Officer
Shire of Northampton
P O Box 61
NORTHAMPTON WA 6535

Dear Garry

RE: Budget Submission – Kalbarri Tourism Specialised Area Rate 2022-2023

We would sincerely like to thank Council for its ongoing support.

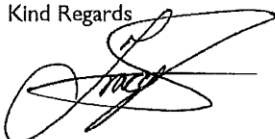
As Council will be aware, one of the primary roles of the Kalbarri Visitor Centre is to promote and service the Kalbarri region as an attractive tourism destination within the Shire. We have achieved this with approved funding granted by Shire, and we thank you.

The Specified Area Rate funding is instrumental in promoting Kalbarri as a desirable tourism destination and assists to increase visitation to the town. Funds from 2021-2022 enabled the Centre to create a new TV commercial and screen this on air, as well as various print mediums to promote Kalbarri, post Covid 19 and Cyclone Seroja.

We request an allocation of \$30,000 from the 2022-2023 Kalbarri Tourism Specified Area Rate to be granted to the Centre. This will allow us to continue marketing Kalbarri by means of TV, digital, print media and attendance at tourism trade shows to strengthen our presence, as one of the top holiday destinations in WA.

Thank you for your consideration, we look forward to a favourable outcome.

Kind Regards



Tracy Barr
Manager
Kalbarri Visitor Centre

7.4.4	2022-2023 FEES AND CHARGES SCHEDULE/MINIMUM RATES
FILE REFERENCE:	1.1.1
DATE OF REPORT:	10 June 2022
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton
ATTACHMENT:	Schedule of Fees and Charges 2022/2023

SUMMARY:

Council to consider the recommended Fees and Charges Schedule for 2022/2023 and the minimum rate charge, interest rates & instalment fee for inclusion in the Draft 2022/2023 Budget.

BACKGROUND:

Each year Council is presented with information in relation to the Fees and Charges Schedule and the minimum rate in the dollar for the next financial year commencing 1st July. Section 6.2(1) of the Local Government Act 1995 allows for the early adoption of the Schedule of Fees and Charges.

By adopting the Fees and Charges schedule staff can implement any new fee structure for the upcoming financial year prior to the adoption of the budget. While the adoption of the rates fee and interest rates will allow staff to complete rates modelling accurately in preparation for the adoption of a rate in the dollar for GRV and UV properties.

FEES AND CHARGES

Council is requested to review and adopt the schedule of fees and charges for 2022/2023. The adopted schedule of fees and charges is a key document used in preparing the 2022/2023 annual budget.

There were no increases to Fees and Charges for 2020/2021 and 2021/2022 budget due to COVID 19 initially and cyclone Seroja during 2021. Council will need to determine if a 3.0% increase is to be applied for the 2022/2023 financial year for lease hold fees or if Council revert to a CPI % based increase methodology. This methodology was used in prior pre-pandemic years for calculating leasehold property increases and other fees and charges that may be subject to increases. However, due to the high inflation rate for the March 2021 to March 2022 year of 7.6% it is proposed to use the inflation rate used to formulate the latest Corporate Business Plan 2022 to 2025 which is 3.0%

Therefore, the attached Fees and Charges schedule has an inflation rate of 3.0% applied to lease properties and other charges that are generally linked to an annual increase if applicable for presentation purposes pending Council determination.

Whilst inflation factors are pertinent when officers prepare the Schedule of Fees and Charges and minimum rate calculation the overall impact on Councils budget needs to be considered as there will be an inflationary impact on expenditure items in the annual budget.

For information purposes the CPI and WA Local Government (LGCI) inflation cost factors are as follows:

Consumer Price Index (ABS) – Perth (CPI) for March 2021 to March 2022 is 7.6%.

The WA Local Government (LGCI) cost Index for the 2022/2023 financial year is 2.5%.

RATE INSTALLMENT AND INTEREST FEES

Council is requested to consider the instalment interest fee, instalment charge and late payment penalty interest percentage rate. The Local Government COVID-19 Response Amendment Order 2021 resulted in Late Payment Penalty Interest rate being reduced from 8.0% to 7.0% for last financial year 2021/2022. Staff are requested the rate remain at 7.0% while the region recovers from the impacts of COVID and Cyclone Seroja with Rate Instalment Interest rate remains at 5.0%.

	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Proposed 2022/2023
Rate Instalment Fee	\$5.00	\$5.00	\$5.00	\$5.00
Rate Instalment Interest	5.0%	5.0%	5.0%	5.0%
Late Payment Penalty Interest	10.0%	8.0%	7.0%	7.0%

SETTING OF MINIMUM RATE

The minimum rate of \$565 per annum has not changed in the last three years. (2019/2020, 2020/2021, 2021/2022) It is recommended that the minimum rate amount increase to \$580.00 for 2022/2023 which equates to an approximate increase of 3.0%.

The minimum rate for 2014/2015 to 2021/2022 was set as per the following:

2022/2023	-	\$580.00	Proposed
2021/2022	-	\$565.00	Adopted
2020/2021	-	\$565.00	Adopted
2019/2020	-	\$565.00	Adopted
2018/2019	-	\$550.00	Adopted
2017/2018	-	\$535.00	Adopted
2016/2017	-	\$520.00	Adopted
2015/2016	-	\$495.00	Adopted
2014/2015	-	\$475.00	Adopted

There are legislative restrictions involved with setting a minimum rate, the Local Government Act that stipulates that no more than 50% of properties can be charged the minimum rate. The Shire is well below the legislated threshold and the proposed minimum of \$580.00 is relatively low when compared to the Gross Rental Value (GRV) minimum of other localities for 2022/2023 but higher than the Unimproved Value (UV) minimum that Chapman Valley will impose for 2022/2023.

Comparison with other Shires (22/23 proposed)

		GRV	UV
Shire of Chapman Valley	22/23	\$700	\$400
Mullewa (City of Greater Geraldton)	22/23	\$1,027	\$1,027
City of Greater Geraldton	22/23	\$1,027	\$1,027
Shire of Irwin	22/23	\$1,050	\$1,050
Shire of Mingenew	21/22	\$707	\$1,060.50

FINANCIAL & BUDGET IMPLICATIONS:

The adopted schedule of fees and charges and rating components will assist in the preparation of the 2022/2023 draft budget.

STATUTORY IMPLICATIONS:

Local Government Act 1995

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

* *Absolute majority required.*

6.16. Imposition of fees and charges

(1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* *Absolute majority required.*

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and
- (b) amended* from time to time during a financial year.

* *Absolute majority required.*

6.35. Minimum payment

(1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.

(2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.

(3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —

(a) 50% of the total number of separately rated properties in the district; or

(b) 50% of the number of properties in each category referred to in subsection (6),
on which a minimum payment is imposed.

(4) A minimum payment is not to be imposed on more than the prescribed percentage of —

(a) the number of separately rated properties in the district; or

(b) the number of properties in each category referred to in subsection (6),

unless the general minimum does not exceed the prescribed amount.

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION – ITEM 7.4.5

- 1. That Council reviews and adopts the Schedule of Fees and Charges for the 2022/2023 Financial Year as presented including the inflation rate of 3.0% for lease hold properties.**
- 2. That Council adopts the minimum rate on rateable Gross Rental Value and Unimproved Value properties be set at \$580 per assessment for the 2022/2023 Financial Year.**
- 3. That Council adopts an interest rate of 7.0% applicable to overdue and unpaid rate and service charges, a charge of \$5.00 and an interest rate of 5.0% applicable to rate and service charge instalment arrangements**

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2022/2023**

SCHEDULE 3 - GENERAL PURPOSE REVENUE

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Rate	GST	Total	
<u>SALE OF REPORTS</u>							
Owners & Occupiers Electoral Roll		\$25.00		\$25.00	Nil	\$25.00	per roll
Property Addresses Report		\$20.00		\$20.00	Nil	\$20.00	per report
<u>RATES INSTALMENT FEES & CHARGES</u>							
Rate Instalment Fee	Charged on each additional instalment notice sent	\$5.00		\$5.00	Nil	\$5.00	per instalment
Rate Instalment Interest Percent	Interest % charged on rate instalment option	5.0%		5.0%	Nil	5.0%	per instalment
Late Payment Penalty Interest	Interest charged per annum calculated on daily	7.0%		7.0%	Nil	7.0%	per annum/daily
<u>LOCAL AUTHORITY PROPERTY ENQUIRY REPORTS</u>							
Account Inquiry - Rates, Orders and Requisitions		\$90.00		\$90.00	Nil	\$90.00	per inquiry
Account Inquiry - Orders and Requisitions Only		\$55.00		\$55.00	Nil	\$55.00	per inquiry
Account Inquiry - Rates Only		\$35.00		\$35.00	Nil	\$35.00	per inquiry
Provide additional Rates Instalment Notice	Discretionary Charge	\$5.00		\$5.00	Nil	\$5.00	per account

SCHEDULE 4 - GOVERNANCE

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Single side incl GST	Double sided incl GST	Single side incl GST	GST	Total	Double sided incl GST
<u>PHOTOCOPY/PRINTING CHARGES</u>							
A4 Copies		\$0.30	\$0.40	\$0.27	\$0.03	\$0.30	\$0.40
A3 Copies		\$0.40	\$0.50	\$0.36	\$0.04	\$0.40	\$0.50
A4 use of own paper		\$0.10	\$0.20	\$0.09	\$0.01	\$0.10	\$0.20
A4 Copies - Colour		\$0.50	\$1.00	\$0.45	\$0.05	\$0.50	\$1.00
A3 Copies - Colour		\$1.00	\$2.00	\$0.91	\$0.09	\$1.00	\$2.00
A4 Laminating	per sheet	\$1.00		\$0.91	\$0.09	\$1.00	
A3 Laminating	per sheet	\$2.00		\$1.82	\$0.18	\$2.00	
Binding	per booklet	\$2.00		\$1.82	\$0.18	\$2.00	
<u>FACSIMILE CHARGES</u>							
Fee to Receive		\$0.50		\$0.45	\$0.05	\$0.50	
<u>SEND/SCAN EMAIL</u>							
Send/Scan 1 - 5 pages		\$1.00		\$0.91	\$0.09	\$1.00	
Send/Scan per additional 20 pages		\$1.00		\$0.91	\$0.09	\$1.00	
<u>COUNCIL AGENDAS</u>							
Purchase of Council documents (Printed Version)	includes Agenda, Minutes, other large documents	\$15.00		\$13.64	\$1.36	\$15.00	per booklet

SCHEDULE 5 - LAW, ORDER AND PUBLIC SAFETY

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
<u>DOG REGISTRATION FEE'S</u>		1 Year	3 Years	1 Year	GST	3 Years	Lifetime
Unsterilised Dog/Bitch	Fees as per the DOG Act 1976	\$50.00	\$120.00	\$50.00	N/A	\$120.00	\$250.00
Sterilised Dog/Bitch		\$20.00	\$42.50	\$20.00	N/A	\$42.50	\$100.00
Working Dog (Farm)						¼ of Registration Fee	
Unsterilised Dog/Bitch (Pensioner)		\$25.00	\$60.00	\$25.00	N/A	\$60.00	\$125.00
Sterilised Dog/Bitch (Pensioner)		\$10.00	\$21.25	\$10.00	N/A	\$21.25	\$50.00
Sterilisation Refund within 1st Year	Pensioners 50% of Listed Refund	\$30.00	\$77.50	\$30.00	N/A	\$77.50	\$150.00
Sterilisation Refund in 2nd Year		N/A	\$51.66	N/A	N/A	\$51.66	\$100.00
Sterilisation Refund in 3rd Year		N/A	\$25.83	N/A	N/A	\$25.83	\$50.00
<u>DOG POUND AND OTHER RELATED CHARGES</u>							
Seizure & Impounding Fee	Set by Council	\$44.00	N/A	\$44.00	N/A	N/A	
Sustenance	Set by Council	\$16.50	N/A	\$16.50	N/A	N/A	per day
Animal Destruction Fee	Set by Council	\$55.00	N/A	\$55.00	N/A	N/A	per animal
Possum/Cat Trap Hire	Set by Council	\$55.00	N/A	\$55.00	N/A	N/A	refundable
Kennel Application Fee	Fixed under local law	\$100.00	N/A	\$100.00	N/A	N/A	per application
Annual Kennel Registration Fee	Fixed under local law	\$50.00	N/A	\$50.00	N/A	N/A	per annum
Renewal of Kennel Licence	Fixed under local law	\$50.00	N/A	\$50.00	N/A	N/A	per annum
Dog Barking Control Device	Hire Fee per week	\$22.00	N/A	\$25.00	N/A	N/A	per week
Dog Barking Control Device	deposit	\$55.00	N/A	\$100.00	N/A	N/A	refundable
<u>CAT REGISTRATION FEE'S</u>							
Sterilised Cat		\$20.00	\$42.50	\$20.00	N/A	\$42.50	\$100.00
Pensioner Owned Cat		\$10.00	\$21.25	\$10.00	N/A	\$21.25	\$50.00
Annual application to Breed (per cat)		\$100.00	N/A	\$100.00	N/A	N/A	
<u>CAT POUND AND OTHER RELATED CHARGES</u>							
Seizure & Impounding Fee	Set by Council	\$44.00	N/A	\$44.00	N/A	N/A	per animal
Sustenance	Set by Council	\$16.50	N/A	\$16.50	N/A	N/A	per day
Animal Destruction Fee	Set by Council	\$55.00	N/A	\$55.00	N/A	N/A	per animal
Cat Trap Hire	Set by Council	\$55.00	N/A	\$55.00	N/A	N/A	refundable

SCHEDULE 6 - EDUCATION & WELFARE

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
<u>NORTHAMPTON CHILD CARE</u>							
Daily Fee (Permanent Bookings)	Set by NCCA AGM/Council	\$95.00		\$100.00	N/A	\$100.00	per session
Casual Daily Fee	Set by NCCA AGM/Council	\$110.00		\$110.00	N/A	\$110.00	per session
Morning Session (8.00 am - 12.30 pm)	Set by NCCA AGM/Council	\$75.00		\$75.00	N/A	\$75.00	per session
Afternoon Session (1.00 pm - 5.30 pm)	Set by NCCA AGM/Council	\$75.00		\$75.00	N/A	\$75.00	per session
Before School Care (8.00 am - 9.00 am)	Set by NCCA AGM/Council	\$10.00		\$10.00	N/A	\$10.00	per session
After School Care (3.00 pm - 5.30 pm)	Set by NCCA AGM/Council	\$30.00		\$30.00	N/A	\$30.00	per session
Membership Fee	Set by NCCA AGM/Council	\$10.00		\$10.00	N/A	\$10.00	per annum
<u>Staff Discount</u>							
Daily Fee (Staff Rate)	Set by NCCA AGM/Council	\$66.50		\$70.00	N/A	\$70.00	per session
Morning/Afternoon Session Fee (Staff Rate)	Set by NCCA AGM/Council	N/A		\$52.50	N/A	\$52.50	per session
After School Care (Staff Rate)	Set by NCCA AGM/Council	\$21.00		\$21.00	N/A	\$21.00	per session
Northampton Child Care Association	Peppercorn Lease	\$1.00		\$0.91	\$0.09	\$1.00	per annum
Kalbarri Day Care Centre	Peppercorn Lease	\$1.00		\$0.91	\$0.09	\$1.00	per annum

SCHEDULE 7 - HEALTH

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
Kalbarri Doctors Surgery	New Lease from 29/02/2022	\$5,836.65		\$5,306.04	\$530.60	\$5,836.65	per annum
Northampton Doctors Surgery	3.0% increase applied 2022/2023	\$5,836.65		\$5,465.23	\$546.52	\$6,011.75	per annum
Trading in Public Places Policy	Annual fee	\$220.00		\$200.00	\$20.00	\$220.00	per annum
	Health (Offensive Trades Fees) Regulations 1976 as amended						
Offensive Trades Licenses	Piggeries Fee	\$298.00		\$298.00	Nil	\$298.00	License per annum
Offensive Trades Licenses	Fish Processing Fee	\$298.00		\$298.00	Nil	\$298.00	License per annum
Offensive Trades Licenses	Inspection of OT Premises	\$60.00		\$60.00	Nil	\$60.00	minimum per inspection
Water Monitoring of Private Water	Microbiological Water Sample	\$44.00		\$44.00	Nil	\$44.00	per sample
Samples	Chemical Water Sample	\$275.00		\$250.00	\$25.00	\$275.00	per sample
Water Monitoring of Semi Public Pools	Microbiological Water Sample	\$35.00		\$35.00	Nil	\$35.00	per sample
Food Act Registration		\$225.00		\$225.00	Nil	\$225.00	License per annum

SCHEDULE 9 - HOUSING

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
STAFF							
Lot 43 Bateman Street - Northampton	Per Employment Contract			Set by Employment Contract			
Lot 605 Salamat Place - Kalbarri	Per Employment Contract			Set by Employment Contract			
OTHER							
Lot 23 Rake Place - Northampton		\$250.00		\$250.00	Nil	\$250.00	per week
Oval Residence		\$190.00		\$190.00	Nil	\$190.00	per week
Lot 72 Seventh Avenue - Northampton		\$133.00		\$133.00	Nil	\$133.00	per week
Lot 6 Robinson Street - Northampton		\$130.00		\$130.00	Nil	\$130.00	per week
Lot 14 Callion Way - Kalbarri	Doctors Residence provided rent free	N/A		N/A	N/A	N/A	
Lot 454 Fitzgerald St - Northampton		\$190.00		\$190.00	Nil	\$190.00	per week
Lot 42 Bateman Street - Northampton	Doctors Residence provided rent free	N/A		N/A	N/A	N/A	

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
PLANNING REPORTS							
Rural Strategy				Cost Recovery + 10% Admin Fee			
Town Planning Scheme Reports				Cost Recovery + 10% Admin Fee			
CD/USB Digital copy	Copy of planning document	\$30.00		\$30.00	Nil	\$30.00	per copy
PLANNING SERVICES							
Development Applications	(a) Not more than \$50,000	\$147.00		\$147.00	Nil	\$147.00	
	(b) More than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development					
	(c) More than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500,000					
	(d) More than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million					
	(e) More than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million					
	(f) More than \$21.5 million	\$34,196.00		\$34,196.00			
Penalty Provisions NOTE:	If development has commenced, or been carried out, an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application.(in addition to the initial application fee)						
Mobile Food Vehicle Application	Pre-approved site per Local Planning Policy	\$50.00		\$45.45	\$4.55	\$50.00	
Mobile Food Vehicle Application	Other sites	\$297.00		\$270.00	\$27.00	\$297.00	
Mobile Food Vehicle Permit	Three month (MFV) permit	\$250.00		\$227.27	\$22.73	\$250.00	Three month permit
Mobile Food Vehicle Permit	Six month (MFV) permit	\$500.00		\$454.55	\$45.45	\$500.00	Six month permit
Mobile Food Vehicle Permit	Twelve month (MFV) permit	\$1,000.00		\$909.09	\$90.91	\$1,000.00	Twelve month permit
Mobile Food Vehicle Permit	Temporary (MFV) permit less than three months	\$100.00		\$90.91	\$9.09	\$100.00	Temporary permit

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
<u>SUBDIVISION CLEARANCE - LANDSCAPING</u>							
Legal Agreement				Prepared by Councils Solicitors at the Subdividers Cost			
Bond	not more than \$10,000 More than \$10,000			100% of the total value of landscaping works, or an alternative arrangement to the full bond, including the lodgement of an absolute caveat over lots within the subdivision.			
Amended Plans	(this applies where a determination is already given by the Council or where amended plans are submitted and not requested by the Council)			66% of the original application fee with a minimum of \$73.			
<u>SUBDIVISION CLEARANCE - LANDSCAPING</u>							
Subdivision Clearances	not more than 5 lots between 6 and 195 lots (first 5 lots charged at \$73 each) more than 195 lots	\$73.00 \$35.00 \$7,393.00		\$73.00 \$35.00 \$7,393.00	Nil Nil Nil	\$73.00 \$35.00 \$7,393.00	per lot per lot
Extractive Industry	Initial Fee Renewal Fee	\$739.00 \$315.00		\$739.00 \$315.00	Nil Nil	\$739.00 \$315.00	
<i>Penalty Provisions NOTE:</i>	<i>If development has commenced, or been carried out, an additional amount of \$1,478 by way of penalty</i>						
Home Occupations/Cottage Industries	initial fee renewal fee	\$222.00 \$73.00		\$222.00 \$73.00	Nil Nil	\$222.00 \$73.00	
<i>Penalty Provisions NOTE:</i>	<i>If the home occupation or cottage industry has commenced, an additional amount of \$444 by way of penalty</i>						
Other Planning Charges	Change of use/continuation of non-conforming use where development is not occurring	\$295.00		\$295.00	Nil	\$295.00	
<i>Penalty Provisions NOTE:</i>	<i>If the change of use or the alteration or extension or change of the non-conforming use has commenced, an additional amount of \$590 by way of penalty.</i>						
	Demolition where Planning Approval is required	\$147.00		\$147.00	Nil	\$147.00	
	Relocation of Building Envelope	\$147.00		\$147.00	Nil	\$147.00	
	Reply to Property Settlement Questionnaire	\$90.00		\$90.00	Nil	\$90.00	
	Issue of written planning advice	\$73.00		\$73.00	Nil	\$73.00	
	Extension of current Planning Approval	\$145.00		\$131.82	\$13.18	\$145.00	
	Issue of Section 40 Certificate	\$90.00		\$81.82	\$8.18	\$90.00	
	Issue of Zoning Certificate	\$73.00		\$73.00	Nil	\$73.00	
	Road/ROW/PAW request for closure	\$760.00		\$690.91	\$69.09	\$760.00	

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
Town Planning Scheme Amendments	Basic Scheme Amendment	\$2,205.00		\$2,205.00	Nil	\$2,205.00	
	Standard Scheme Amendment	\$4,410.00		\$4,410.00	Nil	\$4,410.00	50% refundable if not advertised
	Complex Scheme Amendment	\$8,820.00		\$8,820.00	Nil	\$8,820.00	50% refundable if not advertised
	Structure Plan	\$6,930.00		\$6,930.00	Nil	\$6,930.00	
	Modification to plans once approval given	\$2,310.00		\$2,310.00	Nil	\$2,310.00	
	Local Development Plan (other than required as part of subdivision)	\$760.00		\$760.00	Nil	\$760.00	
	Modification to plans once approval given	\$315.00		\$315.00	Nil	\$315.00	
Advertising/Consulting Fee's	On site signage (per sign)	\$375.00		\$340.91	\$34.09	\$375.00	
	Newspaper advertising (per advertisement)	\$375.00		\$340.91	\$34.09	\$375.00	
	Level A Consultation	N/A		\$0.00	Nil	\$0.00	no additional charge
	Level B Consultation	\$150.00		\$136.36	\$13.64	\$150.00	
	Level C Consultation	\$300.00		\$272.73	\$27.27	\$300.00	
	Level D/E Consultation	\$600.00		\$545.45	\$54.55	\$600.00	
	(1) 'Basic', 'Standard' and 'Complex' Town Planning Scheme Amendments are as defined within the Planning and Development (Local Planning Schemes) Regulations 2015 (2) "Cost Recovery" is calculated on the basis of costs incurred by the Shire from outside suppliers plus a 10% Administration charge. (3) Fees are non-refundable unless otherwise stated.						
	Pre-Strata inspection	\$380.00		\$345.45	\$34.55	\$380.00	

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
REFUSE SITES							Note: Load = double trailer or small truck
<u>Northampton & Kalbarri Refuse Sites</u>							
Commercial/Business Vehicles	General Waste - Builders Rubble, contaminated with refuse	\$58.00		\$52.73	\$5.27	\$58.00	per load
	\$17.50/m3 (Small trailer 6x4 or ute = \$35.00)	\$17.50		\$15.91	\$1.59	\$17.50	per m ³
	Putrescible Waste (Placed in bulk bins)	\$58.00		\$52.73	\$5.27	\$58.00	per load
	Cardboard (Small trailer 6x4 or ute = \$30.00)	\$58.00		\$52.73	\$5.27	\$58.00	per load
	Green Waste Only	\$11.50		\$10.45	\$1.05	\$11.50	per load
	Mattress - Single	\$10.00		\$9.09	\$0.91	\$10.00	per unit
	Mattress - Double or larger	\$20.00		\$18.18	\$1.82	\$20.00	per unit
Non-commercial/Private Vehicles							
Tray Back/Utility type vehicles/Trailers	General Waste (Inert)	\$5.00		\$4.55	\$0.45	\$5.00	per load
	Greenwaste - Must be separated with no other waste mixed in or added.	\$2.00		\$1.82	\$0.18	\$2.00	per load
	Bulk Putrescible Waste	\$16.00		\$14.55	\$1.45	\$16.00	per small trailer
	Putrescible Waste (200L/240L)	\$5.50		\$5.00	\$0.50	\$5.50	per drum/bin
	Cardboard	\$30.00		\$27.27	\$2.73	\$30.00	per load
	Mattress - Single	\$7.50		\$6.82	\$0.68	\$7.50	per unit
	Mattress - Double/Queen/King	\$16.00		\$14.55	\$1.45	\$16.00	per unit
	Tractor Tyres (No rim) 1M to 2M Tall	\$116.00		\$105.45	\$10.55	\$116.00	each
	Tractor Tyres (No rim) up to 1M Tall	\$44.00		\$40.00	\$4.00	\$44.00	each
	Truck Tyres (No rim)	\$30.00		\$27.27	\$2.73	\$30.00	each
	Four Wheel Drive (4WD) Tyres - (No rim)	\$10.00		\$9.09	\$0.91	\$10.00	each
	Motor Vehicle Tyres (No rim)	\$7.70		\$7.00	\$0.70	\$7.70	each
	Motor Cycle Tyres (No rim)	\$4.50		\$4.09	\$0.41	\$4.50	each
	Fire Extinguishers	\$2.00		\$1.82	\$0.18	\$2.00	each
	LPG Bottles - Small	\$2.00		\$1.82	\$0.18	\$2.00	each
	LPG Bottles - Large (9kg)	\$10.00		\$9.09	\$0.91	\$10.00	each
	White Goods (Stove/Fridge/Freezer/Washing Machine etc)	\$10.00		\$9.09	\$0.91	\$10.00	each
	Car Bodies	\$10.00		\$9.09	\$0.91	\$10.00	each
Asbestos - Special Burials (Kalbarri Refuse Site Only)	Asbestos - Non Commercial Operators - up to 10m ²	\$10.00		\$9.09	\$0.91	\$10.00	per sheet/minimun \$20.00
	Asbestos - Commercial Operators	\$75.00		\$68.18	\$6.82	\$75.00	per m3/minimun \$150.00
240L Wheelie Bin	Recoup of cost of 240L bins	\$100.00		\$90.91	\$9.09	\$100.00	per bin
Rubbish Bin Parts	Wheels	\$10.00		\$9.09	\$0.91	\$10.00	per item
	Axles	\$10.00		\$9.09	\$0.91	\$10.00	per item

	Lids	\$18.00		\$16.36	\$1.64	\$18.00	per item
	Pins	\$1.00		\$0.91	\$0.09	\$1.00	per item

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
<u>REFUSE CONTINUED</u>							
Port Gregory Fishermans Wharf	1.5m³ - Front Loader Bin (Serviced Weekly)	\$44.50		\$40.45	\$4.05	\$44.50	per bin/ service
Kalbarri Fishermans Wharf	3.0m³ - Front Loader Bin (Serviced Weekly)	\$89.50		\$81.36	\$8.14	\$89.50	per bin/ service
Half Way Bay - Rubbish Removal		\$290.00		\$263.64	\$26.36	\$290.00	per bin/ year
Septic Tank Application Fee	Charges are fixed by State legislation.	\$118.00		\$118.00	Nil	\$118.00	per application
Inspection Fee	Charges are fixed by State legislation.	\$118.00		\$118.00	Nil	\$118.00	per inspection
Local Government Report Fee	Charges are fixed by State legislation.	\$118.00		\$118.00	Nil	\$118.00	per report
<u>COMMUNITY BUS</u>							
Hire of Bus	All fuel costs plus fee	\$0.65		\$0.59	\$0.06	\$0.65	per kilometre
	Seniors and school children	\$0.55		\$0.50	\$0.05	\$0.55	per kilometre
	Northampton Active Seniors	\$0.25		\$0.23	\$0.02	\$0.25	per kilometre
Deposit	Refundable deposit	\$200.00		\$200.00	Nil	\$200.00	refundable
<u>CEMETERY BURIAL FEES</u>							
Ordinary Grave for an adult (Mon to Friday)		\$500.00		\$454.55	\$45.45	\$500.00	
Ordinary Grave for an adult (Sat, Sun or Public Holiday)		\$600.00		\$545.45	\$54.55	\$600.00	
Grave for a child under 7 years (Mon to Fri)		\$300.00		\$272.73	\$27.27	\$300.00	
Grave for a child under 7 years (Sat, Sun or Public Holiday)		\$400.00		\$363.64	\$36.36	\$400.00	
Test dig via request (at cost to applicant)							
Excavator/Rock Breaker if required charged back to applicant at cost.							
<u>CEMETERY REOPENING FEES</u>							
Ordinary Grave for an adult		\$200.00		\$181.82	\$18.18	\$200.00	
Grave for a child under 7 years		\$160.00		\$145.45	\$14.55	\$160.00	
<u>CEMETERY/MISCELLANEOUS CHARGES</u>							
Funeral Directors Licence		\$100.00		\$100.00	Nil	\$100.00	
Monument Fee (Adult)		\$55.00		\$50.00	\$5.00	\$55.00	
Monument Fee (Baby/Infant)		\$27.50		\$25.00	\$2.50	\$27.50	
Single Niche Wall Fee		\$27.50		\$25.00	\$2.50	\$27.50	
Double Niche Wall Fee		\$55.00		\$50.00	\$5.00	\$55.00	
Plaque for Niche Wall				At cost plus 10% GST			
Horrocks Memorial Wall Plaques		\$250.00		\$250.00	Nil	\$250.00	

SCHEDULE 11 - RECREATION AND CULTURE/LIBRARIES

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
<u>FORESHORE LEASES</u>							
Baileys Marine Fuels - Lot 200 Grey St Kalbarri	3.0% increase applied 2022/2023	\$4,220.26		\$3,951.70	\$395.17	\$4,346.87	per annum
<u>OVAL RESERVE RENTALS</u>							
Northampton Agricultural Society	3.0% increase applied 2022/2023	\$611.20		\$572.31	\$57.23	\$629.54	per annum
Northampton Football club	3.0% increase applied 2022/2023	\$2,482.17		\$2,324.22	\$232.42	\$2,556.64	per annum
Northampton Cricket Club	3.0% increase applied 2022/2023	\$225.10		\$210.78	\$21.08	\$231.85	per annum
Education Department	3.0% increase applied 2022/2023	\$3,422.50		\$3,204.71	\$320.47	\$3,525.18	per annum
<u>KALBARRI FORESHORE RESERVE</u>							
Kalbarri Boat Hire	3.0% increase applied 2022/2023	\$1,207.09		\$1,130.28	\$113.03	\$1,243.31	per annum

SCHEDULE 11 - RECREATION AND CULTURE/LIBRARIES

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
<u>RSL HALL NORTHAMPTON HIRE CHARGES</u>							
Weddings/Parties/Functions		\$125.00		\$113.64	\$11.36	\$125.00	per booking
Bond for Weddings/Parties/etc...	(Trust A/c no GST applies)	\$230.00		\$230.00	N/A	\$230.00	per booking
Meetings		\$17.00		\$15.45	\$1.55	\$17.00	per booking
Miscellaneous Use Hire	where use does not fit into other categories	N/A		\$18.18	\$1.82	\$20.00	per booking
Travelling Shows/Films		\$65.00		\$59.09	\$5.91	\$65.00	per booking
Local Club/Organisations Meeting		No charge		No charge			
Chair Hire Fee		\$22.00		\$20.00	\$2.00	\$22.00	per 50 chairs min of 50 chairs
Trestle Hire Fee		\$11.00		\$10.00	\$1.00	\$11.00	per trestle
<u>ALLEN CENTRE MEETING ROOM HIRE CHARGES</u>							
Local Club Meeting		No charge		No charge			
Local Club Meeting with drinks/food		\$20.00		\$18.18	\$1.82	\$20.00	per booking/day
Hire of Meeting room by outside groups/organisations		\$65.00		\$59.09	\$5.91	\$65.00	per booking/day
Miscellaneous Use Hire	where use does not fit into other categories	\$20.00		\$18.18	\$1.82	\$20.00	per booking
Other uses		At discretion of Council				At discretion of Council	

SCHEDULE 12 - TRANSPORT

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
<u>DIRECTIONAL SIGNS</u>							
Single Sided Sign	At cost of sign and freight	At Cost		At Cost	10%		per sign
Double Sided Sign	At cost of sign and freight	At Cost		At Cost	10%		per sign
Installation of signs (Existing Post/Structure)		\$60.00		\$54.55	\$5.45	\$60.00	per sign
Installation of signs (New Location)		At Cost		At Cost	10%		
<u>KALBARRI AIRSTRIP CHARGES</u>							
Pexton Nominees Hangar Fees	3.0% increase applied 2022/2023	\$705.70		\$660.14	\$66.01	\$726.15	per annum
Pexton Nominees Landing Fees	Nil Increase 2022/2023	\$1,364.00		\$1,240.00	\$124.00	\$1,364.00	per annum
Voluntary Landing contribution	Nil Increase 2022/2023	\$15.00		\$13.64	\$1.36	\$15.00	per landing
Additional Hangar Site	per square metre	\$5.50		\$5.00	\$0.50	\$5.50	per annum
Hanger No 2 - G McFarlane	3.0% increase applied 2022/2023	\$394.98		\$369.85	\$36.98	\$406.83	per annum
Permanent private aircraft parking	in lieu of landing charges	\$264.00		\$240.00	\$24.00	\$264.00	per annum

SCHEDULE 13 - RURAL SERVICES/TOURISM/BUILDING CONTROL/WATER SUPPLY

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
<u>CARAVAN PARK LEASES</u>							
Summerstar Pty Ltd - Lot 12158 Glance Street, Horrocks	3.0% increase applied 2022/2023	\$22,158.40		\$20,748.32	\$2,074.83	\$22,823.15	per annum
Summeratar Pty Ltd - Lot 101 Mitchell Street, Horrocks	3.0% increase applied 2022/2023	\$12,789.15		\$11,975.30	\$1,197.53	\$13,172.82	per annum
RW & DE Allen - Lot 588 Grey Street, Kalbarri	3.0% increase applied 2022/2023	\$24,058.01		\$22,527.05	\$2,252.71	\$24,779.76	per annum
RW & DE Allen - Lot 589 Grey Street, Kalbarri	3.0% increase applied 2022/2023	\$14,880.62		\$13,933.84	\$1,393.38	\$15,327.22	per annum
<u>CAMPING FEES</u>							
Little Bay camping fees		\$15.00		\$13.64	\$1.36	\$15.00	per vehicle per night
<u>BUILDING PERMITS</u>							
Class 1 and 10 Buildings (Uncertified)	Set by state legislation	0.32%		0.32%	Nil	0.32%	value of application
Class 1 and 10 Buildings (Certified)	Set by state legislation	0.19%		0.19%	Nil	0.19%	value of application
Minimun Building application Fee	Set by state legislation	\$105.00		\$105.00	Nil	\$105.00	per application
All other Building Classes - Class 2 to 9 (Certificate)	Set by state legislation	0.09%		0.09%	Nil	0.09%	value of application
Application to Extend a Building Permit	Set by state legislation	\$105.00		\$105.00	Nil	\$105.00	per application
Demolotion Permit Class 1 & 10	Set by state legislation	\$105.00		\$105.00	Nil	\$105.00	per application
Demolotion Permit Class 2 to 9 (Each Storey)	Set by state legislation	\$105.00		\$105.00	Nil	\$105.00	per storey
Application for occupancy permit (strata scheme)	Set by state legislation	\$115.00		\$115.00	Nil	\$115.00	\$11.60 per unit, min = \$115
Building Services Levy (BSL) < \$45,000	Set by state legislation	\$61.65		\$61.65	Nil	\$61.65	
Building Services Levy (BSL) > \$45,000	Set by state legislation	0.137%		0.137%	Nil	0.137%	value of application
CITF Levy (BSL) - \$20,000	Set by state legislation	0.20%		0.20%	Nil	0.20%	value of application
Bond for kerbs, verges & paths	Bond requested at discretion of Building Surveyor	\$500.00		\$500.00	Nil	\$500.00	prior to application
Bond - Relocated Dwellings	Bond refundable on completion of building	\$10,000.00		\$10,000.00	Nil	\$10,000.00	prior to application
Building Certification Service	Under New Building Act 2011	\$176.00		\$160.00	\$16.00	\$176.00	per hour
Septic Tank & Effluent Disposal Fees	Set by state legislation - includes application fee and inspection fee	\$236.00		\$236.00	Nil	\$236.00	per application
<u>SWIMMING POOL INSPECTION FEES</u>							
Annual Pool Inspection Fee	Pool inspection every 4 years, charge is per annum.	\$16.50		\$16.50	Nil	\$16.50	per annum
<u>WATER</u>							
Water purchase from Shire standpipe	Charged at cost plus additional administration component of 10%. Minimum charge of \$2.00 per KL and \$20.00 per Truck	\$2.00		\$2.00	Nil	\$2.00	per KL (minimun)
Port Gregory Water Supply	Contribution to water consumption (BASf)	\$5,000.00		\$5,000.00	Nil	\$5,000.00	per annum

SCHEDULE 14 - PRIVATE WORKS/OTHER PROPERTY

DESCRIPTION	COMMENTS	2021/2022 UNIT RATE		2022/2023 UNIT RATE			
		Total		Std Rate	GST	Total	
<u>PLANT HIRE CHARGES</u>							
Prime Mover & Low Loader		\$175.00		\$159.09	\$15.91	\$175.00	per hour
12 Tonne Tip Truck		\$130.00		\$118.18	\$11.82	\$130.00	per hour
Small Tip Truck		\$85.00		\$77.27	\$7.73	\$85.00	per hour
Grader		\$165.00		\$150.00	\$15.00	\$165.00	per hour
Loader		\$135.00		\$122.73	\$12.27	\$135.00	per hour
Backhoe		\$110.00		\$100.00	\$10.00	\$110.00	per hour
Tractor		\$100.00		\$90.91	\$9.09	\$100.00	per hour
Roller		\$100.00		\$90.91	\$9.09	\$100.00	per hour
Plate Compactor		\$110.00		\$100.00	\$10.00	\$110.00	per day
Jack Hammer		\$100.00		\$90.91	\$9.09	\$100.00	per day
Genset		\$90.00		\$81.82	\$8.18	\$90.00	per day
Sale of Gravel	Dependant on location - refer Manager of Works			Cost Recovery + 10% Admin Fee			per m ³
Sale of Sand	Dependant on location - refer Manager of Works			Cost Recovery + 10% Admin Fee			per m ³
<u>LEASE CHARGES</u>							
Unit 1 Lot 83 Kitson Circuit, Northampton	3.0% increase applied 2022/2023	\$7,071.98		\$6,621.94	\$662.19	\$7,284.14	Per annum
Unit 2 Lot 83 Kitson Circuit, Northampton	3.0% increase applied 2022/2023	\$7,071.98		\$6,621.94	\$662.19	\$7,284.14	Per annum
Unit 3 Lot 83 Kitson Circuit, Northampton	3.0% increase applied 2022/2023	\$8,250.64		\$7,725.60	\$772.56	\$8,498.16	Per annum
Unit 4 Lot 83 Kitson Circuit, Northampton	3.0% increase applied 2022/2023	\$8,250.64		\$7,725.60	\$772.56	\$8,498.16	Per annum
Lot 81 Kitson Circuit, Northampton	New Lease	N/A					Per annum
Halfway Bay Cottages	Lease fees per lease conditions	\$550.00		\$500.00	\$50.00	\$550.00	Per annum
Lucky Bay Caretakers Accommodation	Rent of accommodation and shed	\$100.00		\$100.00	\$0.00	\$100.00	Per Week

ADMINISTRATION & CORPORATE REPORT

7.5.1	SALARIES & ALLOWANCES TRIBUNAL REVIEW DECISION.....	2
7.5.2	REVIEW OF DELEGATIONS	5
7.5.3	REVIEW OF COUNCIL POLICIES.....	9
7.5.4	2022/2023 BUDGET MEETING	14
7.5.5	MANAGEMENT OF VOLUNTEER BUSHFIRE BRIGADES.....	15
7.5.6	TRANSFER OF LEASE – NORTHAMPTON DOCTORS SURGERY.....	31
7.5.7	CORPORATE BUSINESS PLAN & LONG TERM FINANCIAL PLAN	34

7.5.1

SALARIES & ALLOWANCES TRIBUNAL REVIEW DECISION

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

SUMMARY:

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

BACKGROUND:

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

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

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

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

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

Sitting Fees

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

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

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

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

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

President Annual Allowance

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

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

FINANCIAL & BUDGET IMPLICATIONS:

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

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.1

For Council determination.

7.5.2	REVIEW OF DELEGATIONS
FILE REFERENCE:	4.2.4
DATE OF REPORT:	26 May 2022
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Delegation Register (separate cover)

SUMMARY:

Council to review its Delegations and are advised to refer to their Delegation Register which is provided separate to the main agenda.

REVIEW OF DELEGATIONS

Throughout 2021/22 no amendments to any delegations occurred.

However a full review by Management has been undertaken and the following changes are required for Council consideration and endorsement.

Delegation B01 – Demolition Permits

The wording of the delegation refers to the “Environmental Health Officer and Building Surveyor Consultant”. Now that Council employs its own Building Surveyor this needs to be amended. However it is considered that the words “appointed Building Surveyor Consultant” be included within the delegation to allow for when Council is required to employ a consultant to assist the staff member or when staff member is on leave etc.

The wording be amended to read “Environmental Health Officer, Building Surveyor or appointed Building Surveyor Consultant”

Delegation B02 – Building Extension, Time to Complete

The wording of the delegation refers to the “Building Surveyor Consultant”. As per previous delegation this needs to be amended to reflect Council's own employed Building Surveyor.

The wording be amended to read “Building Surveyor or appointed Building Surveyor Consultant”.

Delegation B03 – Building Order (BA21) Building Removal, Neglect, Dilapidated, Unlawful Works and Dangerous

The wording of the delegation refers to the “Environmental Health Officer/Building Surveyor”.

The wording was for when the one officer was both the Environmental Health Officer and Building Surveyor. Wording to be amended to reflect the current situation and to include a consulting building Surveyor if and when required.

The wording be amended to read “Building Surveyor or appointed Building Surveyor Consultant”.

Delegation B04 – Certificates of Building Compliance & Construction Compliance

The wording of the delegation refers to the “Building Surveyor Consultant”.

To reflect the current situation the wording needs to be amended to read “Building Surveyor or appointed Building Surveyor Consultant”.

Delegation F01 – Donations

Delegation allows for the CEO to provide donations up to \$300. This is considered to be relatively low and recommend that the amount be increased to \$500.

In addition the wording of the delegation only relates to donations. On occasions the Council receives request for sponsorship of community events and consider this also be included within the delegation.

Delegation W04 – Disposal of Surplus Equipment

The delegation states that the CEO is delegated authority to sell, by calling for expressions of interest, goods and surplus materials, machinery etc to the value of \$5,000.

In some instances an old piece of machinery or material is sold when an offer is made by a member of the public when the value is below \$1,000. Therefore it is considered that the advertising calling for expressions of interest in some cases is not warranted and recommend that this wording be

amended to require that calling of expressions of interest to sell surplus goods/plant/equipment to a value in excess of \$5,000 be required.

In addition the value of the goods is set at a maximum of \$5,000. Under the provisions of the Local Government (Functions and General) Regulations all property for sale over the value of \$20,000 must be advertised. Again to provide flexibility to the disposition of plant/equipment under the value of \$20,000 it is recommended that the delegation be amended by changing the value from \$5,000 to \$19,999.

Delegation W12 – Long Vehicle, Road Train & Extra Mass Permits

The delegation has two errors. The first error is item 1 of the procedure, being that the operator applies to the Shire of Northampton, this is incorrect. The correct procedure is that the operator must apply to Main Roads WA Heavy Vehicle Services Division.

The second error is item 4, which requires Council staff to send application to MRWA for assessment. This is not what occurs. The application is referred to Council staff who then undertake an assessment of the road and provide comment back to MRWA for their further assessment, therefore this item of the procedure needs to be deleted.

There are no other recommended changes to existing delegations.

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.2

That Council:

- 1. Amend the wording of Delegation B01 where it states, “Environmental Health Officer and Building Surveyor Consultant” to read “Environmental Health Officer, Building Surveyor or appointed Building Surveyor Consultant”.**
- 2. Amend the wording of Delegation B02 where it states, “Building Surveyor Consultant” to read “Building Surveyor or appointed Building Surveyor Consultant”.**

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

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

CEO can refer the sale of any items of surplus equipment, materials, tools, goods etc which are no longer required, or are outmoded, or are no longer serviceable, to Council for determination.
- 5. Amend Delegation FO1 by increasing the authorised amount the CEO can provide in donation and or sponsorship from \$300 to \$500 and the wording of the delegation reflect both donation and/or sponsorship.**
- 5. Amend Delegation W12 wording by removing procedures one and four as this is not the correct procedure as all applications must be referred to Main Roads WA.**

7.5.3	REVIEW OF COUNCIL POLICIES
	<p>FILE REFERENCE: 4.2.4</p> <p>DATE OF REPORT: 26 May 2022</p> <p>REPORTING OFFICER: Garry Keeffe</p> <p>APPENDICES: Policy Manual (separate cover)</p>

SUMMARY:

Council to review its Policies. Councillors are advised to refer to their Policy Manual which is provided separate to the main agenda.

NEW POLICIES ADOPTED

No new policies were adopted by Council since the last review in June 2021.

POLICY AMENDMENTS

Council is requested to consider the following amendments to existing policies.

Policy 2.3 – Purchasing and Tender Guide Purchasing Policy

The policy provides parameters as to when Management is required to obtain verbal and written quotes. As Council is fully aware the obtaining of quotes in our area is extremely difficult and in cases breaches of the policy have occurred, mainly for no quotes being obtained, which have been reported on by the Auditor General in previous audits.

The current policy states:

Amount of Purchase	Model Policy
Up to \$5,000	No quotations required prior to purchase if expenditure is approved in Council budget.
\$5,001 - \$19,999	Obtain two verbal quotes and these quotes to be recorded by the relevant officer.
\$20,000 - \$249,999	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$250,000 and above	Conduct a public tender process.

Due to the difficulty in obtaining quotes, it is recommended that the dollar value parameters be amended as per below:

Amount of Purchase	Model Policy
Up to \$20,000	No quotations required prior to purchase if expenditure is approved in Council budget.
\$20,001 - \$50,000	Obtain two verbal or written quotes and these quotes to be recorded by the relevant officer.
\$50,001 - \$100,000	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$100,001 – \$249,999	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations) and be submitted to Council for purchase endorsement.
\$250,000 and above	Conduct a public tender process.

If the above change is adopted or amended, then the delegation to what value each officer can purchase will also require amending.

In addition to the parameters the policy sets out additional provisions, procedures that officers and the Council must follow. (Refer to the Policy Manual).

Policy 4.1 – Senior Staff

It is the determination of Council who is deemed Senior Staff. Those deemed Senior Staff have a major management role in the functions of the Council which requires reporting to Council, supervision of staff etc.

The current policy states that the CEO, Deputy CEO, Manager for Works and Technical Services, Environmental Health Officer/Building Survey and Principal Planner are Senior Staff.

With the appointments of the current Environmental Health Officer and Building Surveyor, they were advised that their positions would no longer be classed Senior Staff as have no real management role that other officers have, however the two officers still receive the benefits as other Senior Staff. This decision regrettably is not in accordance with the current Council Policy.

There are some benefits and restrictions when designating Senior Staff as per the requirements of Section 5.37 of the Local Government Act 1995 where it states:

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for it doing so.
- (3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.
- (4A) Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.
- (4) For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.

In addition the Council no longer employs a Principal Planner therefore this needs to be deleted from the policy.

Council is therefore requested if the Environmental Health Officer and Building Surveyor are to be declared Senior Employees.

Policy 7.6 – Aerial Inspection of Firebreaks

The current policy in undertaking aerial inspections of firebreaks within the shire is very directive where it states:

“It is the Council policy that an aerial inspection of firebreaks is to be undertaken each year”

The policy was developed many years ago when local aircraft owners provided the service at minimal cost, these privately owned planes are diminishing and now not always available which will result in chartering an aircraft which comes at a significant cost.

Using aircraft for firebreak inspection has not occurred for a number of years.

It is recommended that the policy be amended to provide flexibility if an aerial inspection can be undertaken and recommend that the wording of the policy be amended accordingly as per the Officers recommendation.

Policy 8.7 - Independent Inspection of Council Owned Assets - Buildings

Policy 8.7 states:

That commencing from 2008 and in order to protect its assets, Council requires that all Council owned buildings, including dwellings, with a value of \$500,000 or more be independently inspected and reported upon by a Structural Engineer as to their structural soundness. The frequency of such inspections to be:-

<i>Complexes</i>	<i>every Five (5) Years.</i>
<i>Major Public Facilities</i>	<i>every Five (5) Years.</i>
<i>Residences</i>	<i>every Ten (10) Years.</i>

That these inspections be co-coordinated by the EHO/Building Surveyor who shall provide copies of the received reports to the Ordinary Meeting of Council immediately following their receipt.

Policy was adopted at the Council's June 2007 meeting and resulted from a report submitted by the then Environmental Health Officer/Building Surveyor of a structural engineer's report on works required at the Northampton Community Centre which involved, repair roof leaks and re-tek screw roof, install damp proof membrane, re-point mortar and repair masonry surface fretting and replacement of concrete paths. Some of the works were undertaken in post budgets until the Centre was fully reconstructed in 2015/16.

The policy has never been acted upon. Structural Engineering reports have occurred but only when deemed necessary or recommended by a builder due to the circumstances of the building. Many of the Council buildings have had a structural engineer report on them following cyclone Seroja of which some have been repaired with others being demolished.

Apart from the above the engaging of a structural engineer to undertake such inspections will come at a significant cost.

It is considered that this policy is not required and recommended it be revoked.

OFFICER RECOMMENDATION – ITEM 7.5.3

That Council:

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

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

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

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

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

\$250,000 and above – conduct a public tender
- 2. That Council determine what positions of Council management are to be Senior Staff members for Policy 4.1.**
- 3. That Council amend Policy 7.6 be amended to read:**

“It is the Council policy that an aerial inspection of firebreaks be undertaken each year if deemed necessary by the Chief Fire Control Officer and the Chief Executive Officer.”
- 4. That Council revoke Policy 8.7 being the requirement to have structural inspections of Council building assets.**

7.5.4 2022/2023 BUDGET MEETING

FILE REFERENCE:	1.1.2
DATE OF REPORT:	26 May 2022
REPORTING OFFICER:	Garry Keefe

SUMMARY:

Selection of a date and time for the 2022/23 Budget meeting.

COMMENT:

Preparation of the 2022/23 Budget is underway, and Council is requested to consider a date for the meeting.

Past practice has been to hold the budget meeting on the fourth Friday of July which for 2022 will be the 22nd July 2022 and the Council is requested to hold the budget meeting on this day.

Previous practice has been to commence the meeting at 1.00pm.

The meeting will formally consider the draft budget and then the required statutory accounting format will be presented at the August 2022 meeting for formal adoption.

STATUTORY IMPLICATIONS:

State: Local Government Act 1995 – Section 5.25 Administration Regulation 12(3)

Council is to give public notice of the Special Meeting.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.4

That Council holds a Special Meeting of Council to consider the 2022/2023 Budget on Friday 22nd July 2022, commencing 1.00pm at the Northampton Council Chamber.

7.5.5	MANAGEMENT OF VOLUNTEER BUSHFIRE BRIGADES
	<p>FILE REFERENCE: 5.1.2</p> <p>CORRESPONDENT: WA Local Government Association</p> <p>DATE OF REPORT: 27 May 2022</p> <p>REPORTING OFFICER: Garry Keeffe</p> <p>APPENDICES:</p> <ul style="list-style-type: none"> 1. WALGA Advocacy report 2. Submission Survey 3. June 2013 Agenda report

SUMMARY:

Council to consider its position on the future of the management of Volunteer Bush Fire Brigades and respond to the WA Local Government Association accordingly.

BACKGROUND:

Local Governments have extensive roles and responsibilities embedded in the State Emergency Management Framework across the emergency management spectrum of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs). 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers.

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on Local Government responsibilities for managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore consultation on a new Advocacy Position with respect to management of BFBs is timely.

WALGA has prepared a proposed Advocacy Position on arrangements for the management of BFBs. WALGA Advocacy Positions guide WALGA's policy, advocacy and capacity building activities and support a consistent and whole-of-sector approach. The endorsement of a new Advocacy Position will assist the WALGA in its engagement with the State Government as it progresses with the consolidation of the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998*.

An eight week period for sector consultation is designed to enable Local Governments to engage with relevant stakeholders including volunteers, and for Councils to make a decision with respect to their Local Governments' position.

The proposed Advocacy Position Paper is released for Local Government consultation until 8 July 2022.

COMMENT:

Council has considered the issue of the management of Bush Fire Brigades previously. At the June 2013 meeting, a report of DFES undertaking a review of the Emergency Services Legislation was considered where the Council resolved to support future legislation providing the option for local governments to transfer the responsibility for bush fire brigade operations and administration to the Department of Fire and Emergency Services.

The June 2013 Agenda report is at Appendices 3.

Concern has also been expressed by many local governments of the implications that the new *Work Health and Safety Act* will have in relation to the management of Bush Fire Brigades where it is considered, although disputed by some, that the local government can be liable for injury/damage due to the definition of volunteers and whose control those volunteers are under.

WALGA are seeking local government input on their proposed advocacy position on arrangements for the management of Bush Fire Brigades being that WALGA advocates that the State Government must provide for:

- (a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability, and resources of the Local Government;
- (b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
- (c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
- (d) The recognition of prior learning, experience, and competency of Bush Fire Brigade volunteers. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).

- (e) Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

From a management perspective the following comments are made to the survey:

- Does your Local Government support the proposed Advocacy Position on arrangements for the management of Bush Fire Brigades? Why or why not?

It is supported however WALGA in part (a) state where the management is beyond the capacity and capability of the local government. This should not be the case and a local government should be allowed to choose if they wish to retain management or not of BFB's.

- Does your Local Government have any further suggestions or changes to the proposed Advocacy Position?

No as consider other areas are covered.

- For those Local Governments who manage BFBs, is your Local Government's preference to continue to manage BFBs or to transfer responsibility to the State Government?

Recommend that Council reinforce its decision of June 2013 that it does not wish to retain the management of BFB's within the Shire of Northampton and that responsibility should be with the Department of Fire and Emergency Services.

FINANCIAL & BUDGET IMPLICATIONS:

Nil

STATUTORY IMPLICATIONS:

State: *Bush Fires Act 1954*

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.5

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

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

APPENDICES 1 – WALGA Advocacy Report



Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position

May 2022



Table of Contents

Table of Contents	1
Executive Summary	2
How to Comment on This Paper	2
Introduction	3
Background	4
Current Arrangements in WA	5
Considerations for Future Bush Fire Brigade Management Arrangements	5
<i>Local Government Views</i>	5
<i>Recommendations of Previous Reviews</i>	6
<i>Work Health and Safety Act 2020</i>	6
<i>Volunteer Insurance</i>	7
<i>Sector Capacity, Capability and Resourcing</i>	7
<i>Bush Fire Service and Volunteerism</i>	7
Options for future management of BFBs	8
Proposed Position	8
Management of Bush Fire Brigades	9
How to Provide a Response to this Paper and Proposed Position	10
APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements	11

Acknowledgement

The WA Local Government Association (WALGA) acknowledges the Traditional Owners of the land and pays respects to Elder's past, and present. WALGA acknowledges the continuing knowledge and cultural practices that they bring to the Local Government and Emergency Management sectors to support resilient and sustainable land management on WA landscapes.

Executive Summary

Western Australian Local Governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs).

This Paper proposes a new Advocacy Position on the management of BFBs to guide the Association's emergency management advocacy on behalf of Local Government, and in particular its engagement with the State Government on the development of the *Consolidated Emergency Services Act* which is expected to be released for stakeholder consultation in early 2023.

How to Comment on This Paper

Local Governments are encouraged to provide a written response to this Paper or to complete the [survey](#). Formal Council resolutions will assist the Association understand the sentiment of the sector on this important issue.

The Paper outlines the proposed Advocacy Position, followed by the background and rationale for the new position.

Questions are provided at the end of the Paper to guide feedback.

For further information please contact WALGA's Resilient Communities Policy Manager, Susie Moir via 9213 2058 or smoir@walga.asn.au

Feedback should be provided in response to the questions via email to em@walga.asn.au by **5pm Friday 8 July 2022**.

Introduction

This Paper seeks Local Government's views on a new WALGA Advocacy Position on the management of volunteer bush fire brigades (BFBs).

WALGA Advocacy Positions guide WALGA's policy, advocacy and capacity building activities and support a consistent and whole-of-sector approach.

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on Local Government responsibilities for managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore consultation on a new Advocacy Position with respect to management of BFBs is timely.

In 2012, 2019 and 2021, WALGA undertook comprehensive consultation with Local Government in relation to emergency management matters.

In 2021 WALGA undertook a comprehensive [Local Government Emergency Management Survey](#) to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey. Responses were provided by:

- 36 Chief Executive Officers
- 18 Community Emergency Services Managers
- 50 Local Government officers

As part of the survey Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

These Survey responses reinforce that it is timely to engage with the sector on this issue.

WALGA has been undertaking a process to update our Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management, which will be considered at the July 2022 State Council meeting, as listed in Appendix 1. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

A comprehensive Advocacy Position regarding the *Consolidated Emergency Services Act*, is outlined in Appendix 1, Advocacy Position 8.4.

Background

FESA (now the Department of Fire and Emergency Services (DFES)) was established in 1999 for the purpose of improving coordination of the State's emergency services, replacing the Fire Brigades and Bush Fires Boards¹. DFES provides strategic leadership for emergency services across WA. DFES manages the career fire and rescue service, as well as a number of volunteer emergency services: Volunteer Fire and Emergency Services (VFES); Volunteer Fire and Rescue Service (VFRS); State Emergency Services (SES); and Marine Rescue Western Australia.

Around Australia:

- WA is the only State in Australia in which Local Governments manage bushfire volunteers (pursuant to the *Bush Fire Act 1954*).
- In New South Wales, the NSW Rural Fire Service, which makes up the world's largest firefighting volunteer services, is managed by the NSW Government².
- Similarly, the Victorian Government manages the Country Fire Authority which manages regional fire services in Victoria³.
- In South Australia, the *Fire and Emergency Services Act 2005* (SA) provides for the South Australian Country Fire Service (SACFS) being established as a body corporate, currently managing 14,000 volunteers. The SACFS is responsible to the Minister for Emergency Services⁴.
- In Queensland, the *Fire and Emergency Services Act 1990* (Qld) provides for the establishment of rural fire brigades, with the Commissioner responsible for the efficiency of rural fire brigades⁵.
- The Tasmanian Fire Service sits under the State Fire Commission, established under the *Fire Service Act 1979*⁶, with more than 200 fire brigades across Tasmania, 350 career firefighters and 5000 volunteers.
- The ACT Rural Fire Service sits under the ACT Emergency Services Agency⁷ and is responsible for all bush and grass fires in rural ACT areas, through 450 volunteers in eight brigades.
- Bushfires NT is a division of the Department of Environment, Parks and Water Security, which is responsible for administration of the *Bushfires Management Act 2016*⁸. The Minister appoints members of the Bushfires Council and regional bushfires committees.

¹ <https://www.dfes.wa.gov.au/site/about-us/corporate-information/corporate-history/corporate-history.html>

² <https://www.rfs.nsw.gov.au/about-us/history>

³ <https://www.cfa.vic.gov.au/about-us/who-we-are>

⁴ [Part B 2015 South Australian Country Fire Service.pdf \(audit.sa.gov.au\)](#)

⁵ [Fire and Emergency Services Act 1990 \(legislation.qld.gov.au\)](#)

⁶ [TFSAnnualReport2021.pdf \(fire.tas.gov.au\)](#)

⁷ [Emergencies Act 2004 | Acts](#)

⁸ [Legislation Database \(nt.gov.au\)](#)

Current Arrangements in WA

In Western Australia 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers. The Bush Fire Service is the largest volunteer emergency service by a significant margin:

- Bush Fire Service: 19,639 volunteers
- Fire and Rescue Service: 2,486 volunteers
- State Emergency Services: 2001 volunteers
- Volunteer Fire and Emergency Services: 926 volunteers
- Emergency Services Cadet Corps: 2,261 volunteers
- Marine Rescue Service: 1,559 volunteers⁹.

The number of BFBs managed by Local Governments varies from one up to 20. For example, the Shire of Cranbrook, which has a population of 1000 people, annual revenue of \$8 million and 29 employees manages 11 BFBs. The City of Mandurah, population 88,000, annual revenue of \$116 million and 678 employees, manages one BFB.

DFES also manages some BFBs. This includes seven bushfire brigades within the Kimberley and seven bushfire brigades within the Pilbara regions, under Memorandums of Understanding (MOU) with relevant Local Governments which make DFES responsible for the day-to-day management of the BFB and all response activities, excluding in relation to land tenure managed by the Department of Biodiversity, Conservation and Attractions.

Under this arrangement, Local Governments maintain responsibility for administering the *Bushfires Act* and carry out activities such as inspecting fire breaks and issuing burning permits.

The Local Government Grants Scheme (LGGS) Manual ([Appendix 1](#)) outlines five different 'profiles' for Bush Fire Brigades, as follows:

- Farmer Response Rural Brigades
- Pastoral Emergency Management
- Rural Brigades
- Settlement Brigades (Rural/Semi Rural)
- Urban Brigades (Defensive/Structural/Breathing Apparatus).

Considerations for Future Bush Fire Brigade Management Arrangements

Local Government Views

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

⁹ DFES Volunteering, April 2022

Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

Recommendations of Previous Reviews

Over the years there have been many calls for transformational change to the State Emergency Management Framework, in particular rural fire management.

The [Ferguson Report](#) on the 2016 Waroona Bushfire recommended that the State Government establish a rural fire service to address perceived issues in rural fire management, including insufficient capacity and unsuitable governance to deliver rural fire services. In 2017 the State Government hosted a bushfire mitigation summit at which a number of options were considered by stakeholders: a rural fire service operated within DFES; a rural fire service operated within DFES with autonomy; and a dedicated rural fire service that operated independently. Options to transfer the management of all BFBs under one umbrella – DFES or other – were also explored.

The 2017 [Economic Regulation Authority Review of the Emergency Services Levy \(ESL\)](#) considered the extent to which the ESL should be available to fund the administrative and/ or operational costs of a rural fire service, although it was outside the terms of reference for the ERA to examine the merits of a rural fire service or form a view on the best model of a rural fire service¹⁰. A number of Local Governments provided submissions to the ERA Review that supported the creation of a rural fire service¹¹.

Work Health and Safety Act 2020

The requirements of the *Work Health and Safety Act 2020*, enacted in March 2022, have heightened concerns in the sector regarding risk and liability in the management of BFBs, resourcing requirements and training and competency.

The shared responsibility for the health and safety of BFB volunteers adds further complexity to the management of BFBs and responsibilities. Local Governments, DFES, and in some cases the Department of Biodiversity, Conservation and Attractions (DBCA), have a shared duty of care to BFB volunteers due to Controlling Agency activities at incidents, and funding mechanisms (LGGS) for BFB operations and capital equipment.

DFES has a role as the lead fire and emergency services agency in WA for preparing training resources and standard operating procedures. DFES is currently developing additional resources suited to each of the above BFB 'profiles', specifically the management and training of BFBs. These additional resources will be discussed further with the sector in the coming months.

Whether the management structure for BFBs could be aligned to reflect the current operations of different brigade 'profiles', as provided in the LGGS Manual and outlined on Page 5 of this Paper, would require further discussion between DFES and the Local Government sector. This could allow for scalability of BFBs depending on location, resources and capabilities.

¹⁰ [ERA Review of the ESL, 2017, pg 185](#)

¹¹ [ERA ESL Review – summary of submissions to issues paper and draft report](#)

Volunteer Insurance

Local Governments are responsible for providing compensation for injury caused to present and former BFB volunteers as a result of their duties. The commercial insurance market ceased writing injury insurance for volunteers in 2012, therefore a self-insurance mutual scheme was implemented to ensure that Local Governments continue to meet this obligation.

Since 2012, due to the high cost of claims, the aggregate limit of liability has increased from \$250,000 to \$750,000. In addition, the annual cost of insurance has nearly doubled (92%) from \$47.50 to \$91.20 per volunteer, and it is expected that this trend will continue¹².

Sector Capacity, Capability and Resourcing

Local Governments vary in their capability, capacity, and resources to manage BFBs, as well as their other extensive legislative responsibilities and requirements¹³.

By way of overview, Local Governments in Western Australia:

- vary in size from less than 1.5 to over 370,000 square kilometres;
- have populations of just over 100 to more than 220,000 people;
- employ fewer than 10 to over 1000 staff; and
- have revenue (2019-20) ranging from just over \$2 million to just over \$225 million¹⁴.

Bush Fire Service and Volunteerism

The localised culture and history of BFBs in WA has had a large influence on the way that Local Governments engage with and manage BFBs. Many BFBs operate in an independent and self-sufficient way, which Local Governments encourage and support, as this contributes to expansion of the volunteer network in the local community, while also building community networks and resilience.

Communities, and therefore many Local Governments, have a significant interest in volunteering and BFBs, with some Local Governments very involved in the establishment, management and operation of their local BFBs. Therefore it is essential that any future management arrangements, including the transfer of responsibility for management of BFBs to the State Government, should be a voluntary process available to Local Governments that do not have the capacity, capability or resources to manage BFBs. It is also essential that the integrity of the Bush Fire Service is maintained, whatever the arrangements for the management of BFBs.

¹² Data provided by LGIS, 17 May 2022

¹³ 2021 Local Government Emergency Management Capability report - SEMC

¹⁴ [Department of Local Government, Sport and Cultural Industries](#)

Options for future management of BFBs

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

Proposed Position

Based on the feedback received from Local Governments in the WALGA Emergency Management Survey and the other considerations outlined above, it is considered appropriate for the Association to **support a hybrid model** for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those Local Governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a Local Government does not.

Whatever the arrangements for future management of BFBs, it is apparent that Local Governments with responsibility for management of BFBs require **additional support and resourcing** which should be provided by the State Government, including:

- development of a suite of guidelines and resources to assist Local Governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
- expansion of the Community Emergency Services Manager Program (CESM) so that every Local Government with responsibility for managing BFBs has access to the Program if they wish to participate;
- universal access to DFES training for BFBs; and
- development of mandatory and minimum training requirements including recognition of competency for volunteers.

Based on the previous commentary, the following Advocacy Position is proposed:

Management of Bush Fire Brigades

1. The Association advocates that the State Government must provide for:

- a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
 - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
 - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
 - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).
3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

APPENDICES 2 – June 2013 Agenda Report

6.5.11	EMERGENCY SERVICES REVIEW – TRANSFER OF RESPONSIBILITIES
FILE REFERENCE:	5.1.2
CORRESPONDENT:	Department of Fire & Emergency Services
DATE OF REPORT:	10 June 2013
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to determine if it wishes for the Department of Fire and Emergency Services (DFES) to take over the administration and operation of Bush Fire Brigades.

BACKGROUND:

The DFES is currently conducting a review of the Emergency Services Legislation. As part of the process a Concept Paper is being developed that will facilitate consideration of key issues raised through ongoing consultations and previous reviews.

During the consultation process a key issue that has been identified is the administration and operation of bush fire brigades. A number of submissions were received on this issue, specifically related to Recommendations 55, 56 and 58 which state:

Recommendation 55 - the emergency services legislation is to provide DFES and local government to enter into an agreement for the purpose of transferring the following responsibilities to DFES on a permanent basis:

- Emergency incident control
- Bush Fire Brigade operations and administration
- The determination and administration of Emergency Services Levy in relation to the capital and recurring costs associated with bush fire brigades.

Recommendation 56 – such an agreement is only to be entered into if both DFES and the local government agree to terms and conditions.

Recommendation 58 – Any additional costs of transfer of Bush Fire Brigades from local government are to be borne by the state.

COMMENT:

The DFES are requesting Council to consider:

If future legislation provided the option for local governments to transfer the responsibility for bush fire brigade operations and administration to DFES, would Council be likely to retain or transfer the responsibility?

The operations of bush fire brigades has always been under the control of local government and from a management perspective it's not a onerous task, however the real issue is if and when a situation arises at a fire where a person/s gets injured or worse, then the local government and the volunteers come under scrutiny on how the situation was handled etc. In this instance it is best that DFES control such events.

It is always been the opinion of the CEO that fire brigades and the administration of the Bush Fires Act should be the responsibility of DFES, they have the resources to undertake it and takes away possible litigation and other legal issues from local government and volunteers.

However on the flip side the local bush fire brigades would no doubt find it easier to liaise with Council staff rather than DFES staff purely because we are in the community.

This issue was raised at the recent Bush Fire Advisory Annual Meeting and those present had no concerns with the transfer of the administration and operation of brigades to DFES.

FINANCIAL & BUDGET IMPLICATIONS:

There is no real financial implications for Council as operation costs of Bush Fire Brigades are reimbursed by the Emergency Services Levy, the main cost to Council is staff time.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.11

For Council consideration.

7.5.6	TRANSFER OF LEASE – NORTHAMPTON DOCTORS SURGERY
	<p>LOCATION: Lot 10 Robinson Street, Northampton</p> <p>FILE REFERENCE: 7.2.1</p> <p>CORRESPONDENT: Wave & Wattle Group</p> <p>DATE OF REPORT: 1 June 2022</p> <p>REPORTING OFFICER: Garry Keeffe</p>

SUMMARY:

Council to approve the cancelling of the existing lease and issuing a new lease on Lot 10 Robinson Street, Northampton, being the Northampton Doctors Surgery due to change in ownership of the surgery business.

LOCALITY PLANS:



BACKGROUND:

Advice has been received that the Northampton Doctors Surgery business operations is to be transferred from the Wave n Wattle Group (Dr Hutchison) to Medibloom Group Pty Ltd (Dr Tara Hamilton) as of 30th June 2022. As a result the lease on the premises requires amendment of which Council approval is required.

The lot that the surgery is located on is owned freehold by Council. The current lease to Wave 'n' Wattle expires 1 July 2022.

COMMENT:

With the change of ownership and the expiration of the existing lease on 1st July 2022, a new lease is to be entered into for the property. The requested lease is 10 years with a 10 year option.

FINANCIAL & BUDGET IMPLICATIONS:

Within the current lease the annual rent when the lease was first entered into was \$20,000 per annum and increased annually by the CPI March quarter (Perth). However on an approach by Dr Hutchinson at the May 2015 Council meeting, the Council resolved that the lease fee for both the Kalbarri and Northampton surgeries to be \$5,000 per annum and this is increased annually by CPI March quarter (Perth).

This change was based on what the actual operating/maintenance costs were on the two surgeries to Council and also to provide a financial incentive to the surgeries in their operations.

This annual rent has remained in place since the 2015 decision, and it is recommended that the current lease fee remain. Current rent is \$5,306 plus GST.

Costs for the preparation and registering of the new lease will be incurred however with the condition of the lease these costs are to be paid for by the lessee, therefore apart from staff time there will be no cost to Council.

STATUTORY IMPLICATIONS:

State: Local Government Act 1995 – Section 3.58 and regulations.

There is no requirement to advertise this lease transfer as under the *Local Government (Functions and General) Regulations 1996* a disposition to an organisation that provides a health service and the property is of no value to any other body/person, is exempt from advertising requirements.

State: Land Administration Act 1997

As per the provisions of the *Land Administration Act 1997*, the approval of the Minister for Lands for the renewal of the lease is required.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.6

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

7.5.7 CORPORATE BUSINESS PLAN & LONG TERM FINANCIAL PLAN

FILE REFERENCE:	4.2.4
DATE OF REPORT:	7 June 2022
REPORTING OFFICER:	Garry Keeffe/Grant Middleton

SUMMARY:

Council to formally adopt the revised Corporate Business Plan which includes the long term financial plan and workforce plan.

BACKGROUND:

Council undertook a review of the Corporate Business Plan which included all Asset Management Plans at the ordinary meeting held 20 May 2022.

All amendments from the review have now been made to the CBP.

The amended Asset Management Plans for Transport, Buildings, Recreation, Roads, Footpaths, Car Parking areas Plant and Equipment are all incorporated into the CBP/LTFP. All new assets proposed within the plans which have been funded via grant funding or Council cash.

In the preparation of the Corporate Business Plan 2022 to 2025 (2022/2023 – 2025/2026) and the Long Term Financial Plan (2022/2023 to 2031/2032) there have been a number of assumptions made in relation to the application of cost increases and the expenditure out-turn for 2022/2023. A summary of the cost index assumptions is listed below and detailed in the Corporate Business Plan on page 21.

While no new loans are included in the current CBP/LTFP it is anticipated that there may be the requirement for future loan funds for major plant purchases and this will need to be determined when adopting the annual budget for each year.

COST INDEX/DRIVERS

Based on projects proposed the LTFP has an annual rate increase of 3% for 2022/2023 to 2024/2025 and then a 2.0 % increase modelled from 2024/2025 to 2031/2033.

Employee costs have been modelled on an increase of 2.5 % each year from 2022/2023 to 2024/2025 and then 2% thereafter, however this is very dependent on what National Wage Case increases are provided. In the current climate there is the possibility of a wage increase of 5.1% which will have an effect on the LTFP and will be required to be adjusted accordingly should this wage increase be awarded.

Further variable cost index assumptions are detailed on page 21 of the Corporate Business Plan document.

COMMENT:

The CBP results in the following adverse ratios:

	<u>22/23</u>	<u>23/24</u>	<u>24/25</u>	<u>26/27</u>
Operating Surplus Ratio – Target = 0 - 15	-58.97	-18.86	-16.55	-15.42

All ratios are detailed on page 40 of the CBP/LTFP. Apart from the Operating Surplus Ratio above, the majority of the ratios are either within the standard set by the Department of Local Government or will achieve the target in future years.

The Operating Surplus Revenue ratio target set by the Department has been an issue for several years and this is one of the ratio's that has been recommended for change by the WALGA working group. Any adverse ratio trends are reported to the Department each year as required.

The CBP and Workforce Plan are provided under separate cover and available in drop box.

During the 2022/23 Budget deliberations, any new projects/major or capital purchases that have not been listed in the CBP will require either an increase in rates or the deletion of a project or use of loan funds.

STATUTORY IMPLICATIONS:

State: *Local Government Act 1995.*

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Community Strategic Plan 2020-2030
Shire of Northampton Corporate Business Plan Review

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.7

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

ADMINISTRATION & CORPORATE REPORT

LATE ITEMS

7.5.8	COMMUNITY BUILDERS PROGRAM	2
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7.5.8 COMMUNITY BUILDERS PROGRAM

FILE REFERENCE:	10.2.6
CORRESPONDENT:	Regional Development Australia (RDA)
DATE OF REPORT:	9 June 2022
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Advice for RDA on Program

SUMMARY:

Council to consider participating and providing a financial contribution within the 2022/23 Budget for the Community Builders Program for the Shire of Northampton.

BACKGROUND:

Please refer to the advice provided by Regional Development Australia at Appendices 1

COMMENT:

The Council must first determine if it wishes to be involved in the Community Builders Program and if so, then list a funding contribution within the 2022/23 Budget. It is recommended though that if the Council does resolve to be involved then it commits to the funding contribution within the new budget to allow the project to commence sooner than our budget meeting to be held in late July 2022.

To receive the maximum benefit from the program, it is recommended that a contribution of \$5,000 be committed.

FINANCIAL & BUDGET IMPLICATIONS:

Should a contribution be made then it will form part of the 2022/23 Budget and as suggested a committed allocation.

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Community Strategic Plan 2016-2026

3.	Our People		
3.1	To support our local communities in a place management approach to services, facilities, and lifestyle enhancement		
	Key Outcomes	Objectives	Success Measures
3.1	Providing community and recreation facilities within budget constraints	Asset development and management plans in place	Community satisfaction and level of facility use
3.2	Support community action groups wherever practicable to achieve positive outcomes in their locality to enhance lifestyle	Each community has a progress or community association that is supported by Council	Level of activity or number of community projects in each locality
3.3	Advocate for services or facilities the Shire cannot provide	Increased services or facilities	Reduction of the gaps in services or facilities

5.	Our Leadership		
5.1	To be accountable for good governance, strong stewardship and leadership with proactive communication and consultation		
	Key Outcomes	Objectives	Success Measures
5.1.1	To maintain and expand capacity and capability in the Shire workforce as required for ongoing good governance, accountability,	A retained and developed workforce and effective recruitment in staff turnover	Stable workforce and successful recruitment
5.1.2	To maintain best practice in all areas of Council operations incorporating appropriate risk management strategies	Policy and procedure manuals reviewed and updated as required; risk management strategies embedded in planning and operations	Satisfied Community and Employees
5.1.3	To demonstrate a proactive approach to community and economic development, and service delivery	Community engagement strategies in place and positive relationships with business and service providers	Community satisfaction levels and level of interaction with business owners and service providers

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.8

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

APPENDICES 1 – Regional Development Australia Advice – Community Development Program



20th May 2022

Dear CEO,

Re: Community Builders Program

The purpose of this letter is to bring you up to date with the progress of the Community Builder Program.

Northern Zone WALGA Meeting and Response

You will recall that Peter Kenyon from the 'Bank of I.D.E.A.S' provided an overview of the Community Builders program to the WALGA Northern Zone meeting on 26th April. Peter had been approached by Rural Aid who wished to fund the Community Builders Program in two Western Australian communities.

Since that time Rural Aid has unfortunately had to trim the funding allocation to Western Australia, largely due to the support that they are now providing to Queensland farmers and communities in the wake of the Queensland floods. Rural Aid have decided to fund one program in WA and that will be in the Southern Wheatbelt region.

The response to the WALGA presentation has been overwhelmingly positive with a high level of support, from people who have previously participated in the program or who have heard about it, for the Community Builders program to run in this region. People who participated in the program when it was last run in this region have recalled the value that it brought to them personally and the contribution that it made to their communities. Peter Kenyon has had meetings throughout the region to capture this interest, get input into how the program might be delivered and how it can add value to capacity building and local leadership.

The vision of RDA MWG is
"A strong and prosperous Midwest Gascoyne Region with an enhanced identity, prosperity and quality of life".

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ABN 22 450 469 916

Budget and Funding Approaches

With all of this in mind there have been very real efforts to find a way to run the program in this region.

The program requires a budget of \$100,000 - \$110,000 to run effectively. This includes:

High Level Budget: Community Builder Program	
Program establishment, training and delivery, program coordination and materials, preparation of action plans, direct disbursements.	\$70,000
Community organiser.	\$20,000
Travel, accommodation, handbooks, catering for project meetings.	\$10,000
Contingency.	\$10,000

At this stage there are budgeted contributions from Regional Development Australia Mid West Gascoyne (RDAMWG) and the Foundation for Rural and Regional Renewal (FRRR). The contributions are subject to final confirmation, but together are around \$40,000.

It is anticipated that the balance will be realised from State Government organisations and participating local governments.

Approaches have been made to the Seroja Recovery Coordination Group and other State Government Departments and it is hoped to have an indication of support within the next couple of weeks.

I would also like to ask Shires that have an interest in supporting the participation of their community in the Community Builders Program to give consideration in their draft budgets to a contribution in the range of \$1,000 to \$5,000. Can you also consider in kind contributions that might include facilities to host the regional program team meetings, catering to support these meetings, printing of support materials etc.

Program Coordination

A community-based program coordination group has been established to coordinate the management of the program, budget and funding, communications, procurement and who does what. This letter has been prepared following the first meeting of this group. The next meeting of the coordination group is on the 10th of June and further details of the program will be forwarded to you at this stage. Should the program proceed your shire and the community will be provided with ongoing updates to allow visibility of progress.

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Timeframe

Initially, the Community Builder Program was scheduled to begin in late June 2022. It is now recognised that a June start date is extremely ambitious and the current proposed dates are for the program to commence in September 2022 with a break over the Christmas period and to finalise in March 2023. Strong consideration is being given for the program to run over a number of years to enable plans to move into delivery and to give program participants the opportunity to input and mentor new and emerging leaders.

Confirmation

Can you please confirm or otherwise the consideration of a financial contribution between \$1,000 and \$5,000 in the draft 2022/23 budgets and / or in-kind contributions as outlined above by Monday 6th June, by return email.

Appreciating that a further update on the details of the program will be provided in mid-June, every effort will be made to address questions or provide additional information.

Sincerely



Mark Holdsworth

Executive Officer

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