

SHIRE OF EXMOUTH

Attachments

Ordinary Council Meeting – 10 October 2017



WA LABOR

Methamphetamine Action Plan

SUPPORTING COMMUNITIES AND FAMILIES



A Fresh Approach for WA

WA Labor Policy | January 2017

SUPPORTING COMMUNITIES AND FAMILIES

A McGowan Labor Government will implement a state-wide, coordinated and targeted Methamphetamine Action Plan (MAP) focussed on three key areas to reduce demand, reduce harm and reduce supply. This is the most comprehensive plan to tackle methamphetamine use ever released in WA.

WA Labor will work with experts and stakeholders on early targeted prevention, better treatment services and effective withdrawal services. The MAP will build on what is currently seen as best practice, providing education, training, rehabilitation, coordination and research.

There will be more focus on breaking the cycle of drug related crime in our community by ensuring that there is a focus on rehabilitation in prisons with a specialised treatment and withdrawal services.

The flow on effects of methamphetamine use are devastating and will not be solved by prosecution alone. We need to ensure that equal emphasis is given to reducing both the demand and the harm caused by methamphetamines.

As part of a State-wide integrated plan to tackle methamphetamine use a McGowan Labor Government will invest \$45 million over four years of new and existing budget allocations to implement our Methamphetamine Action Plan.

The implementation of the MAP will be overseen by a Taskforce established to ensure cross government cooperation in the battle against the devastating impact methamphetamine use is having on WA families and communities.



“I will implement a state-wide, coordinated and targeted Methamphetamine Action Plan to help tackle the devastation that Meth is having on our community.”

Mark

STAY INFORMED:

markmcgowan.com.au/MAP

Mark McGowan MP

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METHAMPHETAMINE ACTION PLAN

As part of a State-wide integrated plan to tackle methamphetamine use a McGowan Labor Government will implement a Methamphetamine Action Plan.

As part of the Methamphetamine Action Plan a McGowan Labor Government will:

- **Invest an additional \$2 million per annum into treatment facilities to respond to early intervention and severe methamphetamine dependence.**
- **Expand specialist drug services into rural and regional areas of need and open two specialised rehabilitation centres, one in the South West and one in the Kimberley.**
- **Investigate ways to ‘fast-track’ guardianship and administration applications for those methamphetamine addicts who are no longer able to make their own decisions and need help to manage their affairs and their rehabilitation.**
- **Introduce a Mental Health Observation area at Royal Perth Hospital emergency department.**
- **Work with drug and alcohol education agencies to ensure WA schools have the most up to date programs to better inform our young people.**
- **Ensure WA Police have the resources to significantly increase the volume of roadside alcohol and drug testing of WA drivers.**
- **Establishing a Taskforce to oversee the implementation of the MAP and ensure that coordination occurs across government.**
- **Create two dedicated drug and alcohol rehabilitation prisons, one for men and one for women to break the cycle of drug related crime in our community.**
- **Create a 10 person Prisoner Triage Unit to operate in those courts dealing with the greatest number of short sentence drug-related offenders.**

Reducing the level of methamphetamine use in the community will be one of the key performance indicators (KPIs) by which the new government will be measured.

A McGowan Labor Government will break down the silos across government and ensure that there is a coordinated plan to tackle the methamphetamine crisis facing our community.

Access to rehabilitation services

Currently there is a lack of residential and community based treatment facilities leaving some addicts waiting for treatment or travelling large distances from home to access rehabilitation services. Rehabilitation services need to be available during that crucial moment when a person acknowledges they need help.

Methamphetamines initially give users a heightened sense of wellbeing and confidence which then converts after a period of time into paranoia and agitation often leading to violence. Amphetamine specific rehabilitation services need specially trained staff that understand the physical risk posed by meth affected patients.

- **A McGowan Labor Government will invest an additional \$2 million per annum into treatment facilities to respond to early intervention and severe methamphetamine dependence.**

The impact of methamphetamine addiction on regional communities in WA has been devastating. Earlier this year more than 40 former ice users and their families met in Bunbury to discuss how to best tackle the scourge of methamphetamine use in regional WA.¹

They called for urgent rehabilitation services in the South West; “The need’s phenomenal, people need somewhere to go to get clean. They can’t just do it on their own.”²

There is a distinct lack of services available in regional communities. WA Labor recognises the importance of having these services available close to home where family and the community can remain connected.

- **A McGowan Labor Government will expand specialist drug services into rural and regional areas of need and open two specialised rehabilitation centres, one in the South West and one in the Kimberley.**

The final location of the centres will be determined following consultation with service providers and the community to ensure that the best clinical outcomes are achieved.

Within the model of treatment, the MAP will include support services that cater for the long withdrawal and recovery period and high relapse rate associated with methamphetamine use. It is important to remain mindful that methamphetamine use may be in conjunction with alcohol and other drug and mental health issues (co-morbidity). It is critical that services be flexible and holistic in the model of treatment.

Supporting families to fast track guardianship application

For the families of methamphetamine addicts, frustration has been directed at the length of time for the State Administrative Tribunal to rule on guardianship and administration applications which may take between 12 to 14 weeks.

- **A McGowan Labor Government will investigate ways to ‘fast-track’ guardianship and administration applications for those methamphetamine addicts who are no longer able to make their own decisions and need help to manage their affairs and their rehabilitation.**

¹ Loney, Georgia, ABC News Online, 2 April 2016, “Former ice addicts want more rehabilitation services in regional WA”, accessed online at <http://www.abc.net.au/news/2016-04-04/call-for-more-drug-rehabilitation-in-the-regions/7297000>

² Ibid

Mental Health Observation areas at Royal Perth Hospital

The open layout of emergency departments is not ideal for managing drug and alcohol affected people where they can be disruptive to patients and staff and at worst, pose a security and safety risk.

Mental Health Observation Units will be dedicated quiet safe sections within hospital emergency departments to help patients with mental health conditions or drug and alcohol intoxication who are not acute enough to require admission, but need assistance and close supervision for up to 72 hours.

- **A McGowan Labor Government will introduce a Mental Health Observation area at Royal Perth Hospital Emergency Department.**

Having an observation area dedicated for drug and alcohol affected people, separated from the mainstream emergency department will improve clinical outcomes and ensure specialist staff can be provided rather than general nursing staff. This will ensure that there are specially trained staff to handle acute presentations at public hospital emergency departments.

Reducing the demand for Methamphetamines

Western Australia has the highest rate of amphetamine use in Australia at 3.8 per cent which is one in every 25 people, compared to the national rate of 2.1 per cent.

WA Labor will build on our current drug education programs in schools to include the facts about methamphetamine use and help teachers, parents and the wider community to identify and support our young people at risk.

- **A McGowan Labor Government will work with drug and alcohol education agencies to ensure WA schools have the most up to date programs to better inform our young people.**

It is vital that we get the message across to our young people about the indiscriminate addictive nature of methamphetamines and the aggressive, violent results it can have on the person, family and the wider community.

Making Our Roads Safer

The rate of random drug and alcohol testing of drivers in WA is well below that of New South Wales, Victoria and South Australia.

Figures obtained by the RAC WA show that between January and October 2015, NSW had conducted 97,000 tests which is equivalent to one test per 78 drivers. During the same period, Victoria conducted 100,000 equivalents to one test per 59 drivers and South Australia conducted 40,000 making their ratio closer to one test per 40 drivers.

Meanwhile, in WA, 24,986 tests were conducted making our ratio one test per 104 drivers.

- **A McGowan Labor Government will ensure WA Police have the resources to significantly increase the volume of roadside alcohol and drug testing of WA drivers.**

Safe driving requires good judgement and concentration. WA State Government figures indicate that in 20 per cent of serious and fatal car accidents, methamphetamines and other drugs are a factor. More Police testing on our roads will provide more of the deterrent needed to stop people from driving whilst under the influence of drugs and alcohol.

Measuring our success

The flow on effects of methamphetamine use are devastating and will not be solved by prosecution alone. We need to ensure that equal emphasis is given to reducing both the demand and the harm caused by methamphetamines.

A McGowan Labor Government MAP will require coordination across the Department of Health, Mental Health, Education, Police, Judiciary and Corrective Services.

- **A McGowan Labor Government will establish a Taskforce to oversee the implementation of the MAP and ensure that coordination occurs across Government.**

The responsibility of executing the Methamphetamine Action Plan will sit with a high-level taskforce with representatives from the aforementioned government agencies, business leaders and subject matter experts from the non-government sector.

As part of the MAP, the Taskforce will:

- Produce measurable performance indicators of success.
- Ensure programs are targeted to areas of greatest need, especially in regional areas.
- Build specialist capability.
- Measure training outcomes to prevent occupational violence.
- Prioritise targeted community engagement, prevention and promotion initiatives.
- Produce recommendations for inclusion in the MAP.
- Review successful interventions from interstate and overseas for adoption in WA.

A NEW ROLE FOR OUR PRISONS

Rehabilitation Prisons

A McGowan Labor Government will create dedicated drug and alcohol rehabilitation prisons to target low level non violent offenders serving short prison sentences.

One prison will provide rehabilitation for men, the other will be dedicated to women. Effort and resources currently spread thinly across the entire prison system will be concentrated more heavily in these two locations focussing on those non violent prisoners who are not yet hardened, long-term offenders and who offer the greatest likelihood of rehabilitation.

The creation of dedicated rehabilitation prisons will be achieved through transforming the tasking of two existing prisons.

- **A McGowan Labor Government will create two dedicated drug and alcohol rehabilitation prisons, one for men and one for women to break the cycle of drug related crime in our community.**

Wandoo prison, which is currently operated on contract by Serco and designated a Young Men's Prison, will be re-tasked with provision of comprehensive drug and alcohol rehabilitation services for short term non violent women offenders. The women's drug rehabilitation prison will have capacity to accommodate 80 drug and/or alcohol addicted women at any one time.

The new Women's Remand Centre that has been built inside Hakea Men's prison (Sodexo recently announced as preferred operator) will be re-tasked to provide drug and alcohol rehabilitation services to short term non violent male offenders. There will be a capacity for 256 drug and/or alcohol addicted men in this facility.

Offenders who receive short sentences are those who have committed offences at the lower end of the spectrum. Often they are in the relatively early stages of an offending pathway. These offenders offer the greatest hope of rehabilitation if they receive targeted drug and alcohol programs. Only non violent offenders would be eligible.

Despite this obvious opportunity to reduce re-offending, currently more than half of those convicted for addictions offending receive no rehabilitation.

A Prisoner Triage Unit will select suitable offenders

Currently, all offenders sent to Western Australian prisons are initially classified as maximum security and must be processed and housed in a maximum security prison until their classification is downgraded.

The process of assessing and downgrading prisoners in our massively overcrowded system can take many months. A consequence of the delay is that around 40 per cent of the Casuarina maximum security prison population is comprised of prisoners on remand – effectively serving as an overflow facility for Hakea Remand prison.

- **A McGowan Labor Government will create a 10 person Prisoner Triage Unit to operate in those courts dealing with the greatest number of short sentence drug-related offenders.**

The Unit will circumvent the current process and select prisoners who have been given short term sentences for non violent drug related offences and divert them straight from the court to a rehabilitation prison.

This practice will prevent low level offenders from encountering hardened criminals within the maximum security remand prison and will provide the rehabilitation effort with the greatest likelihood of success.

Methamphetamine rehabilitation is not occurring in WA prisons

The most comprehensive study into health and substance abuse problems amongst Western Australian prisoners ever undertaken was released in April 2015 and confirmed exceptionally high rates of substance use and abuse in those entering WA prisons.

Three quarters of all men and women entering WA prisons fulfilled criteria for clinically diagnosed drug and/or alcohol disorder. Over 60 per cent of adults entering the prison system had used amphetamines or methamphetamine in the previous 12 months. This was 41 times the rate for the general female population and 22 times the rate for general population of males.

Under current State Government policies, prisoners on remand are not eligible for rehabilitation programs. During 2016 Budget Estimates Hearings, the government confirmed that between July 2012 and May 2016, the proportion of offenders in the state's prisons on remand (not having been sentenced) almost doubled from 17 per cent to 30 per cent.

Furthermore, after offenders are sentenced, the majority who receive sentences of 12 months or less leave prison without any rehabilitation.

In the 2013/14 financial year, just over 60 per cent of offenders who served a sentence over 6 months but less than 12 months in duration, left prison having not received the rehabilitation programs they were assessed as requiring.¹

¹ WA Legislative Assembly Question On Notice #5220, 15 March 2016

The rate of failure in program delivery grew in the next financial year 2014/15 with 64 per cent leaving prison without rehabilitation.²

We need prisons that are drug free

The Liberal State Government has cut funding to drug detection activity across the state prison system. As a result, the limited numbers of drug detection dogs are shared across the system making detection inconsistent and predictable. Funds for random urinalysis are also insufficient across the system resulting in likelihood of more drug use in prisons.

The State's primary entry point for male prisoners, Hakea remand prison, was recently the subject of an Inspector of Custodial Services Report which confirmed drug use by prisoners.

A McGowan Labor Government will ensure that each of the drug rehabilitation prisons is resourced for dedicated drug detection dog presence and high rotation random urinalysis.

Instead of having to compete with the wider prison system for limited resources, these two sites will have adequate detection activity to prevent in-prison drug use. Any prisoner detected through these processes will be subject to relevant additional charges and diverted to the mainstream prison system.

² WA Legislative Assembly Question On Notice #5220, 15 March 2016

Post release support is vital to success

Offenders serving short term sentences for drug related crime are highly unlikely to receive post-release supervision under the current system. Having completed a short sentence in a maximum security prison where they will have been placed in close proximity to serious, long term offenders, these prisoners are currently released into the community with no further oversight. It is likely that this process is contributing to the increased rate of re-offending occurring under the Liberal Government. In effect, our prisons have become crime universities, taking minor offenders and releasing or 'graduating' them far more likely to reoffend.

A McGowan Labor Government will reallocate half of the current total annual expenditure on prison drug and alcohol rehabilitation to ensure post release supervision of short term prisoners who have completed their sentences in the new rehabilitation prisons.

Specialist drug and alcohol service providers will be engaged to extend supervision of released prisoners long after their release date.

WA Labor will ensure that service providers engaged for in-prison rehabilitation under the renegotiated rehabilitation prison contracts, are the same providers used for post release supervision – this will ensure continuity in knowledge of the offender and program delivery.

WA LABOR

Methamphetamine Action Plan

Supporting Communities and Families

A New Role for Our Prisons

markmcgowan.com.au/MAP |  Mark McGowan MP

Printed and authorised by Patrick Gorman, 54 Cheriton St, Perth.



SHIRE PAVES THE WAY FOR INDUSTRY ON EXMOUTH GULF

Shire of Exmouth Meeting
10th October, 2017

My name is Denise Fitch, and I'm President of the Cape Conservation Group. Thank you for the opportunity to speak today. I will speak to Item 12.8 – Scheme Amendment No. 32 – Adoption for Advertising.

The Subsea 7 proposal for Heron Point is a major industrial development. Every aspect of its construction and operation will have a significant impact on our community and its special environment.

We understand that the site at Heron Point is ideal for the *proponent's* needs. Problem is the proponent's needs are not ideal for Heron Point. Even less suitable for the Gulf. This project will effect many people, the locals and tourists who use Heron Point area for recreation. People like Brett Wolf, whose wife Simone is here today, depend on it for their tourism business. Anyone who thinks access to Heron Point won't be affected by Subsea 7 is dreaming.

The Gulf is unique. Globally important. It's a crucial calving ground and nursery for whales. And the IUCN and other agencies say it has World Heritage values, *especially* the Western Gulf.

Up until now the Gulf's special ecological values have been respected. That respect has been written into the Shire's codes. About land use, about activities allowed in or near its waters, and about what can be built along it. That's why it doesn't look like Kwinana or Dampier or Port Hedland. Locals and tourists all flock to the Gulf because of that, because it's been looked after.

The item being put forward by the Shire tonight is the first step in winding back the rules that have kept Exmouth Gulf the way it is up till now. This hasn't been done as part of a strategic planning process, with proper public discussion. It's being presented to us tonight as a *fait accompli*. We only get three weeks to try and make sense of it. We only get our say after it's been decided. Not much of a process.

The first point I make is, that changes to zoning and land use are normally done on principle. Same with changes to definitions of land use. And tonight, both are being put forward –not to meet a principle, but to satisfy the needs of one business. This smooths the way for Subsea 7. In other words, what we're seeing is a *proposal-driven policy*. This isn't good governance. It is not, to quote the Commissioner, 'exemplary' because it sets a terrible precedent. It means that down the track, other corporations can expect to get a little love from Shire too. You change the rules for one, you get pressured into doing it for others. And you might ask yourself, when was the last time this Shire changed the Town Planning Scheme to satisfy an ordinary ratepayer? Someone point him out and I'll buy him a beer.

The second point is this. The changes to the Town Planning Scheme on the Agenda tonight have serious implications for the Gulf well beyond the Subsea 7 proposal. If they're passed, the Gulf will be exposed to industrial development in a way that was impossible before today. The framework we've worked under so successfully and responsibly up til now, will have begun to be dismantled. And that's a tragedy.

My third point is pretty simple, even though it's a bit awkward to say. We don't have an elected Council. And we're only a week or so out from Council elections. So why is this matter being brought forward tonight, when it could have waited a few more weeks? *That's what's causing so much alarm.* What's going on here? What's the rush? Especially when very soon this could all be decided by elected representatives of this community. By locals. By ratepayers. Not just one individual who has not been elected.

This is too big a matter to leave in the hands of a single appointee. I say this without prejudice and with all due respect. I'm not questioning the integrity or competence of the Commissioner. Just making the point to underline how critical and how exceptional a decision like this is. It will have a long-lasting impact on our future, on those of us who'll be here long after the Commissioner's tenure ends. Shire should accept the gravity of what it's brought before us tonight. It should recognize its mistake and set the matter aside until we have an elected Council.

We live in a special place. That's why most of us are here. But that makes us the custodians of one of the world's natural wonders. People all over the country are watching us. They expect us to act responsibly and put the protection of the Reef first. And to safeguard the Reef, we must protect the Gulf. And now, in the wake of the Shire's recent troubles, *there's an extra burden of scrutiny.* We're a long way up the highway in Exmouth, it's easy to assume no one will notice. But believe me, there are people paying attention.

There's a Council election in just over a week. This is a decision *Exmouth representatives* should make.

So with respect, I move that Agenda Item 12.8, together with the matter of changing land use zoning and the change of definitions be removed from tonight's Agenda and that the matter be decided only after a democratically elected Council is in place.

PROCESS FOR COMPLEX AMENDMENT TO LOCAL PLANNING SCHEME

The process for carrying out a complex amendment to a local planning scheme is governed by the:

- Planning and Development Act 2005 (P & D Act)
- Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)
- Environmental Protection Act 1986 (EP Act)

as follows:



* Please note the WAPC has the discretion to vary the statutory timeframes associated with the complex amendment process above.



Shire of
Exmouth
spoilt for choice

DRAFT

Adopted Council Policies

Current as at 10 October 2017

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POLICY MANUAL - OBJECTIVES

It is the policy of the Exmouth Shire Council to maintain a manual recording the various policies of the Council. Policies are to relate to issues of an on-going nature, policy decisions on single issues are not to be recorded in the manual.

The objectives of the Council's Policy Manual are:

- To provide Council with a formal written record of all policy decisions;
- To provide the staff with precise guidelines in which to act in accordance with Council's wishes;
- To enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
- To enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council;
- To enable Council to maintain a continual review of Council Policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
- To enable ratepayers to obtain immediate advice on matters of Council Policy.

The Policy Manual will be maintained in a loose-leaf binder and updated as and when a policy is varied by the Council. A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate staff.

Changes to Council Policy shall be made only on:

- Notice of motion, or
- An agenda item clearly setting out details of the amended policy.

GOVERNANCE

POLICY NO 1.1

1.1 - Senior Employees

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to identify designated Senior Employees as per the Local Government Act within the organisation.

POLICY STATEMENT

For the purposes of Section 5.37 of the *Local Government Act 1995*, the Council designates the following employee to be a “senior employee” –

- Chief Executive Officer

POLICY NO 1.2

1.2 Use of Council Logo and Crest

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

To ensure that Council's crest and logo retain their integrity through consistent and appropriate use.

POLICY STATEMENT

Council Logo



1. That Council uses its logo on all documentation, signage and promotional merchandise, with the exception of legal documents of Council, where the crest (common seal) is used under resolution of Council.
2. That Council permits an organisation or individual to use the corporate logo if the organisation or individual is conducting an event or project towards which Council has provided financial or in kind support by way of sponsorship.
3. The use of the corporate logo by private enterprise/commercial organisations be only permitted where some advantage could, in the opinion of the Chief Executive Officer, accrue to the Council. The approval in writing of the Chief Executive Officer shall be required to the use in each case and Council may fix an appropriate fee for that use.
4. If an organisation obtains permission to use the corporate logo, the following conditions apply:
 - The logo remains the property of the Shire of Exmouth and can only be used on approved materials;
 - The logo must not be used in conjunction with any merchandise, fundraising appeal or activity, or any product, without prior written approval;
 - The logo must be reproduced without alteration or modification and in accordance with the Council's Branding Style Guide. The elements of design and text are integral components of the logo device and must not be deleted or modified.
 - Final proofs of all materials that contain the logo are to be referred to the Chief Executive Officer, who may delegate this assessment to another employee for final approval of the application of the logo, prior to use.

- **Council Crest (Coat of Arms)**



The use of Council's crest is for the sole purpose of Council and for official and/or ceremonial purposes as determined by the Chief Executive Officer, including but not limited to the Shire's Common Seal.

Council will not grant permission for other organisations or individuals to use the crest.

Branding - Style Guide

Council has adopted a Branding Style Guide which is to be followed for Council's general administration purposes and for the design of all promotional material by Council and third parties.

POLICY NO 1.3

1.3 Fauna/Flora Emblems

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to identify the fauna and flora emblems for the Shire of Exmouth.

POLICY STATEMENT

Council has adopted as its fauna emblem the Whale Shark.



Council has adopted as its floral emblem the Cape Range Grevillea.



POLICY NO 1.4

1.4 - Citizenship Ceremonies

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to clarify who is responsible for conducting Citizenship Ceremonies on behalf of Council

POLICY STATEMENT

The Shire President shall conduct Citizenship Ceremonies on behalf of Council. In the absence of the Shire President, the Deputy President or the Chief Executive Officer may conduct the Ceremony.

DRAFT

POLICY NO 1.5

1.5 - Election of Committees and Representatives

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this policy is to establish a process for the swearing in of newly elected Councillors and their appointment on various committees of Council.

POLICY STATEMENT

The Council's policy is to hold a Special Meeting as soon as practical following an Ordinary Election Day to enable all existing and new Councillors to attend but before the next scheduled Ordinary Council meeting.

The order of business for the Special Meeting of Council is as follows:

- Swearing into office of all newly elected Councillors
- Election and swearing into office of the Shire President
- Election and swearing into office of the Deputy Shire President
- Nomination of seating for Councillors around the Council table
- Appointment of members of Committees
- Appointment of representatives to external organisations

In each year there is not an Ordinary Election Day, it is Council's policy, at the first Council Meeting in October to review its membership of all Committees and review its appointment of representatives to external organisations.

To promote a system for the election of Council representatives to all Council Committees and Organisations following the biennial Council elections according to the hierarchy of Committee types contained in 5.9(2) of the Act.

- That the Councillors nominate to become members of a Committee or to be appointed as Council's representative.
- That a list of all Council Committees and Organisations be provided to Councillors seeking nomination for at least 2 Council Committees (Council Committees consisting of i.) Council members only; ii) Council members and Employees; iii) Council members, Employees and Community members)
- That the Shire President invite any withdrawals from, or transfers and additions to, any of the Committees once the listing of candidates is complete.
- That a Council vote be held to determine Council's preference of candidates where there are more nominations for a Committee than required, starting with the first Committee

listed. The President may change the order of the committee selection process if it leads to the expediency of the process.

NOTES:

The President is entitled to be on any Committee which has Council representation (5.10(4))

The CEO is entitled to be on (or appoint a representative to) any Committee having employee representation (5.10(5)).

A Councillor is entitled to be on at least one Committee made up of:

- a) Council members only, or
- b) Council members and employees

Voting is to be conducted so that no voter's vote is secret (Admin Reg 9) *(This does not apply to the election of the President and Deputy President which is to be by secret ballot)*

DRAFT

1.6 - Council Briefing Sessions

Origin/Authority

Council Meeting: 27 January 2016

OBJECTIVE

The purpose of this policy is to constitute a Council Briefing Session in order to inform Council members of relevant and material facts and circumstances pertaining to matters to be considered by the Council or which are otherwise relevant to the good government of persons in the district.

POLICY STATEMENT

Council briefing sessions will be chaired by the President or in his/her absence the Deputy President. In the absence of both the President and Deputy President, the CEO will call for nominations from amongst the remaining Councillors to chair the meeting. The Chairman has the discretion of invoking Standing Orders to manage the briefing session if required, but in general Standing Orders do not apply.

Two types of Briefing Sessions shall be introduced by Council and shall be formed and administered so as to reflect the intent and purpose of the two Forums (Concept and Agenda) as outlined in the "*Local Government Operational Guidelines – Council Forums - January 2004*" publication produced by the Department of Local Government & Regional Development.

Agenda Briefing Sessions:

The Council Policy is to conduct an *Agenda Briefing Session* for Councillors and Officers on a regular basis prior to the monthly Ordinary Council meeting.

Where possible briefing sessions will be held at 4.00pm on the Tuesday prior to the Ordinary Council meeting (provided that Council agendas have previously been made available to Councillors) or by giving Councillors 72 hours' notice of the date and time of the meeting and will be held for the following purposes:

- (a) To advise Councillors about matters due to come before the Council for a decision.
- (b) To allow more time for Officers to brief Councillors on such matters.
- (c) To allow Councillors time to ask questions and seek clarification from Officers.
- (d) To allow all Councillors to receive the same information on each issue at the same time.
- (e) For Council to receive a delegation/presentation from particular proponents on confidential matters that is not for the public arena.
- (f) For Council to review and consider strategic planning strategies and projects.

Councillors attending Agenda Briefing Sessions have no delegated powers or duties and should not be drawn into debate or attempt to make decisions on Council agenda items raised at the Agenda Briefing Session.

Councillors and Officers may not participate in the discussion of an issue where they have a conflict of interest and the provisions of sections 5.59 to 5.71 inclusive of the *Local Government Act 1995* will apply at briefing sessions.

Minutes of Agenda Briefing Sessions will not be taken. The general public are not able to attend Agenda Briefing Sessions, and the matters discussed remain confidential matters unless resolved otherwise by Council, or as presented in the public Council Agenda. Members of the public may be invited to speak on a specific Agenda item before Council, but will not generally participate in discussion.

DRAFT

POLICY NO 1.7

1.7 - Legal Representation Costs Indemnification

Origin/Authority

Council Meeting: 19 January 2017

OBJECTIVE

To set out guidelines to assist Council in determining when it is appropriate to pay legal representation costs.

DEFINITIONS

“Approved Lawyer” means:

- a. A ‘certified practitioner’ as defined under the *Legal Practice Act 2003*; or
- b. From a law firm on the Shire’s panel of legal service providers, if relevant, unless the Council considers that this is not appropriate – for example, where there is or may be a conflict of interest or insufficient expertise; and
- c. Who is approved in writing by the Council or the CEO acting under delegated authority.

“Elected Member” or “Employee” means a current or former Commissioner, Elected Member, non-elected members of a Council Committee or Employee of the Council

“Legal Proceedings” may be civil, criminal or investigative (including the conduct of an inquiry under any written law).

“Legal Representation” means the provision to or on behalf of an Elected Member or Employee by an approved lawyer of legal services in respect of:

- a. A direct payment to the Approved Lawyer (or the relevant law firm); or
- b. A reimbursement to the Elected Member or Employee.

POLICY STATEMENT

Under the *Local Government Act 1995*, the general function of a local government is to provide for the good government of the persons in its district. Money held by the local government may be applied towards the performance of this function including the expenditure of funds to provide legal representation for Elected Members and Employees, as long as the local government believes on reasonable grounds that the expenditure falls within the scope of the general function.

This policy provides for criteria and circumstances for assessing the appropriateness of expending Shire funds on the legal representation of council members and employees.

DETAILS

3.1 Payment Criteria

There are four major criteria for determining whether the Shire will pay the legal representation costs of an Elected Member or Employee. These are:

- a. the legal representation costs must relate to a matter that arises from the performance, by the Elected Member or Employee, of his or her functions;
- b. the legal representation costs must be in respect of legal proceedings that have been, or may be, commenced;
- c. in performing the functions, to which the legal representation relates, the Elected Member or Employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d. the legal representation costs do not relate to a matter that is of a personal or private nature.

3.2 Examples of Legal Representation Costs That May be Approved

3.2.1 If the criteria in clause 3.1 of this policy are satisfied, the Shire may approve the payment of legal representation costs:

- a. where proceedings are brought against an Elected Member or Employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Elected Member or Employee; or
- b. for involvement in a statutory or other inquiry that requires information to be given, or to which information is given, by an Elected Member or Employee in connection with his or her functions; or
- c. to enable proceedings to be commenced and/or maintained by an Elected Member or Employee to permit them to carry out their functions – for example where an Elected Member or Employee sees to take action to obtain a restraining order against a person using threatening behaviour to the Elected Member or Employee; or
- d. where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Elected Members or Employees.

3.2.2 The Shire will not approve the payment of legal representation costs to an Elected Member for a defamation action, or a negligence action, instituted by the Elected Member or Employee.

3.3 Application for payment:

- 3.3.1 An Elected Member or Employee who seeks assistance under this Policy is to make an application(s) for payment of legal representation costs.
- 3.3.2 The application:
- a. Is to be made in writing to the Council or the CEO;
 - b. Is to give details of:
 - I. The matter for which legal representation is sought;
 - II. How the matter relates to the functions of the Elected Member or Employee making the application;
 - III. The lawyer (or law firm) who is to be asked to provide the legal representation;
 - IV. The nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc.);
 - V. An estimated cost of the legal representation; and
 - VI. Why it is in the interests of the Council for payment to be made;
 - c. is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates; and
 - d. as far as possible, is to be made before seeking the legal representation to which the application relates.
- 3.3.3 The application is to be accompanied by a written statement by the applicant that he or she:
- a. Has read and understands the terms of this Policy;
 - b. Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 3.7 and any other conditions to which the approval is subject; and
 - c. Undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 3.7
- 3.3.4 In relation to clause 3.3.3.c, when a person is to be in receipt of such monies the person should sign a document which requires repayment of that money to the local government as may be required by the local government and the terms of the Policy.
- 3.3.5 An application is to be accompanied by a report prepared by or on behalf of the CEO or, where the CEO is the applicant, by the Shire President.

3.4 Legal Representation Costs – Limit:

- 3.4.1 Unless otherwise determined by Council, payment of legal representation costs in respect of a particular application is not to exceed \$5,000.
- 3.4.2 An elected Member or Employee may make a further application to the Council in respect of the same matter.

3.5 Council's Powers:

3.5.1 Council may:

- a. refuse;
- b. grant; or
- c. grant subject to conditions,

an application for payment of legal representation costs.

3.5.2 Conditions under clause 3.5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

3.5.3 In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the Shire's existing insurance policy or its equivalent.

3.5.4 Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

3.5.5 Council may, subject to clause 3.5.6, determine that an Elected Member or Employee whose application for legal representation costs has been approved:

- a. has, in respect of the matter for which approval was given, not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- b. has given false or misleading information in respect of the application.

3.5.6 A determination under clause 3.5.5 may be made by Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

3.5.7 Where Council makes a determination under clause 3.5.5, it may also determine that all or part of the legal representation costs paid by the Shire, are to be repaid by the Elected Member or Employee in accordance with clause 3.7.

3.6 CEO Authorisation:

- 3.6.1 In cases of urgency, the CEO, subject to clause 3.6.2, may exercise, on behalf of the Council, any of the powers of the Council under clauses 3.5.1 and 3.5.2, to a limit of \$5,000, where a delay in approving an application would be detrimental to the legal rights of an Elected Member or Employee.
- 3.6.2 Where the CEO is the applicant, the powers in clause 3.6.1 are to be exercised by the Shire President.
- 3.6.3 An application approved by the CEO under clause 3.6.1, is to be submitted to the next meeting of Council which may exercise any of its powers under this Policy

3.7 Repayment of Legal Representation Costs;

- 3.7.1 An Elected Member or Employee, whose legal representation costs have been paid by the Shire, is to repay the Shire;
 - a. all or part of those costs – in accordance with a determination by Council under clause 3.5.5; or
 - b. as much of those costs as are available to be paid by way of set-off – where the Elected Member or Employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- 3.7.2 The Shire may take action in a court of competent jurisdiction to recover any monies due it under this Policy.

POLICY NO 1.8

1.8 - Public Relations – Press Releases

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to clarify the roles and responsibilities of individuals in relation to public relations/press releases.

POLICY STATEMENT

The *Local Government Act 1995* provides that the role of the Shire President is to speak on behalf of the Local Government and accordingly, the Shire President is the official spokesperson for the Council. If approached by the media for formal comment on any issues, Councillors and staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council's official spokesperson.

When the media does not make direct contact with the Shire President and a member of staff is asked to respond/comment to the media, the staff members will direct the enquiry to the Chief Executive Officer who will liaise with the Shire President if possible to determine who will respond/comment and the nature of the response/comment. If the Shire President is unable to be contacted, the Chief Executive Officer will determine who is to respond and the nature of the response.

Without express authority from the Shire President, staff and Councillors are not to offer a *Council* view, attitude, stance etc. on any issue, this clearly being the function of the Shire President.

Subject to the authorisation of the Chief Executive Officer, staff are able to provide factual information only to the media.

A Councillor's right to express a personal opinion on any issue of public interest is recognised.

POLICY NO 1.9

1.9 - Provision of Tablet (Internet Plan) to Councillors

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this policy is to encourage and support Councillors to use this electronic form of communication to facilitate timely communication of information.

POLICY STATEMENT

The Shire of Exmouth supports the use of electronic communications as an effective and efficient way of reducing the volume of paper used by Council and to facilitate timely communication of information. To assist with this Council has developed this policy to encourage and support the increased use by Councillors of this form of communication:-

1. The Shire will meet the following costs-
 - a) Installation and monthly fees associated with connecting to an Internet Service Provider with the provision of a dedicated Councillor Email Address i.e. Crxyz@exmouth.wa.gov.au.
 - b) Provision of a Tablet to be used for the receipt of Council electronic communications, electronic Council Agenda's and other matters relating to Council business. This tablet will need to be brought to each Council meeting with the intent of replacing the need for hard copy Agenda's.
2. No interstate or overseas calls will be paid for by the Shire.
3. Councillors who enjoy benefits under this Policy will provide their Council allocated email address to the public. 5. Within seven (7) days of a Councillor ceasing to be an elected member the Shire provided tablet internet service will be discontinued and any equipment returned to the Shire administration centre.

POLICY NO 1.10

1.10 - Honorary Freeman

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to evoke power to the Council by absolute majority to entrust Honorary Freeman to any deserving local government representative.

POLICY STATEMENT

The Council may, by a resolution passed by an absolute majority of members, confer upon any resident of the local government the title 'Honorary Freeman of the Local Government' using the following criteria as the base:

1. The resident has been recommended as a candidate by Council or any resident, elector, ratepayer, community or sporting group of the local government.
2. The nomination is supported by such information as is necessary for Council to make an informed decision on the matter.
3. The matter is to be considered behind closed doors at a meeting of the Council.
4. The conferral of an Honorary Freeman of the Local Government will generally be for:
 - Long and/or distinguished service to the community of the local government.
 - An achievement in any sphere which brings the local government area wide recognition.
 - As a mark of appreciation for a service or services rendered by the Council, community, sport, environment and/or business of the local government.
5. That a suitable ceremony is arranged at which the honour is conferred upon the recipient.

POLICY NO 1.11

1.11 - Councillor Complaints Policy

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this policy is to assist Councillors of the Shire of Exmouth to raise and resolve Council related Complaints in a fair and equitable manner.

POLICY STATEMENT

Although many Complaints can be resolved in an informal way there will be instances where a more formal process should be followed. The Shire of Exmouth is committed to providing a safe, harmonious and productive work environment where Complaints are dealt with sensitively and promptly. An essential part of developing this environment is ensuring that an elected member is encouraged to raise a Complaint knowing that appropriate action will be taken to address it. Complaints that are not addressed have the potential to grow into major problems that can cause tension, low morale and reduce performance and productivity.

This Policy complements and should be read and administered in conjunction with the processes and principles contained within the Shire of Exmouth Code of Conduct, Local Government Act 1995 and the Notification of Misconduct in Western Australia 1 July 2015.

The Complaint Resolution Procedure for Councillors will be managed by the Shire's Public Interest Disclosure Officer (PID) who will be responsible for the coordination and oversight of Complaint and complaint handling processes by the Councillors for the Council, with an emphasis on determining the proper jurisdiction of matters.

SCOPE OF POLICY

The policy applies to all Shire of Exmouth elected members but excludes unlawful conduct or behaviour such as discrimination and harassment or corrupt conduct.

Complaints raised by people who are not Councillors of the Shire of Exmouth are administered through the formal Complaints Handling Procedure and Policy 2.8.

DEFINITIONS

Complaint

A Complaint is any Council related complaint or concern from an elected member where the Councillor wishes to obtain an action or response.

Procedural Fairness

Procedural fairness refers to a process that provides fairness to all parties. It includes the right to be heard, the right to be treated without bias, the right to be informed of allegations being made and to be provided with an opportunity to respond to them and the right to information regarding the status of the Complaint.

Victimisation

Victimisation includes any unfavourable treatment of a person as a consequence of their involvement in a Complaint under these procedures. Unfavourable treatment includes ostracism, adverse changes to the work environment, and the denial of access to resources, work opportunities or training.

Conciliation and Mediation

Conciliation refers to the process where the complainant and respondent are assisted to reach a solution to the issue or Complaint that will allow the parties to continue to work in a manner satisfactory to both. The purpose of conciliation is to find a resolution, to ensure that the situation that caused distress does not reoccur and to remedy, where possible, any disadvantage suffered. The focus of this process is settlement of the Complaint rather than fact-finding or allocation of blame. Conciliation may be undertaken in accordance with this procedure by the Shire President, Chief Executive Officer, Deputy Chief Executive Officer external advisor or representative/s from the Department of Local Government & Regional Development. Conciliation may take place:

- as a series of separate meetings between the conciliator and each party, where the conciliator acts as a go-between; or
- through mediation where the complainant and respondent meet face-to-face with a neutral third party (the conciliator or mediator) in a joint session;
- or in a mix of the two.

Mediation may form part of the process of conciliation that may be undertaken between the parties (complainant and respondent) and should only be undertaken by an appropriately skilled and trained person.

GENERAL PRINCIPLES

A number of general principles guide the Council's policy and procedures on resolving a Complaint. The general principles include treating a Complaint seriously and sensitively, having due regard to procedural fairness, maintaining confidentiality and privacy.

Complaints should be handled quickly and as close as possible to their source, although this may be modified by the nature of the Complaint and/or the complainant's wishes. Concerns should be raised as soon as possible after the incident(s) occurred.

Wherever possible, Complaints should be addressed by a process of discussion, cooperation and conciliation. The complainant (the person raising the Complaint) and the respondent (the person against whom the Complaint is made) are expected to participate in the Complaint resolution process in good faith. The aim is to reach an acceptable outcome that minimises any potential detriment to ongoing relationships.

Complaints should not be frivolous or malicious or designed to generate 'political point scoring'. This may constitute misconduct.

No person should be victimised because they raise a Complaint in good faith or are associated with a Complaint. Complaint resolution amongst elected members is an integral part of the Shire Presidents' duties.

Legal and Policy Framework

The Complaint and complaint handling policy is complemented by the Shire of Exmouth Councillor Induction process, Shire of Exmouth Code of Conduct and the *Local Government (Official Conduct) Amendment Act 2007* which provides guidance on the rights and responsibilities of Councillors.

For Complaints relating to criminal, corrupt conduct or maladministration refer to the procedures for making a complaint or reporting incidents of criminal, corrupt conduct or maladministration under the *Public Interest Disclosure Act 2003*, *Corruption & Crime Commission Misconduct Act 2003* or certain provisions of the *Local Government Act 1995 & Regulations*.

Privacy Statement

All records and information gathered during the course of a Complaint will be managed in accordance with relevant Commonwealth and State privacy legislation.

IMPLEMENTATION

Responsibilities

All elected members at the Shire of Exmouth have a responsibility to identify, prevent and address problems between elected members in the Council environment. This includes the communication and implementation of this policy and the associated procedures.

POLICY NO 1.12

1.12 – Council Vehicle Fleet

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The objective of this policy is to ensure that Council maintains a suitable fleet of vehicles that contributes positively and effectively to the work performance of the Shire of Exmouth (Shire)

POLICY STATEMENT

The Chief Executive Officer shall determine vehicle allocations and vehicle use status applicable to employees and/or positions taking into consideration industry and market trends and whole of life costing.

In determining vehicle allocations and vehicle use, a flexible approach to the changeover of Council's vehicle fleet will be observed with due consideration being given to the make and model of vehicles and the kilometres travelled to ensure the most cost effective outcome for the Shire.

Value of Vehicles

The average annual whole of life cost shall be used to determine the value of vehicles provided to Shire staff to:

- ensure the full economic impact of various vehicle types is evaluated;
- enable a comparison of costs between make/model of vehicles; and
- enable a comparison with other options for providing vehicles to staff such as novated leasing.

The average annual whole of life cost shall be calculated over the life of the vehicle (based on optimum changeover) and include; depreciation, fuel, repairs & maintenance, tyres and fringe benefits tax.

Vehicle Selection Criteria

Vehicle selection shall be based on 6 criteria:

Item	Criteria	Description
1	Fit for Purpose	The vehicle must firstly meet the functional requirements of the position for which the vehicle is being acquired. Responsibility of the Fleet & Plant Coordinator.
2	Service Support	The vehicle must have local warranty and service support available.
3	Economic	Average annual whole of life costs based on 20,000km shall be used to provide a cost comparison between vehicles that meet the functionality requirements for the position.
4	Safety	The Shire has an obligation to provide a safe work place. Safety is assessed by Australian New Car Assessment Program (ANCAP) ratings on a scale of 1 - 5. The ratings are a guide of the potential injury risk if involved in an accident while in a vehicle. A minimum ANCAP 4 star rating shall apply for all passenger cars and utilities selected by the City.
5	Environmental (2 components)	CO2 Emissions - The main greenhouse gas emitted by motor vehicles is carbon dioxide (CO2). The level of CO2 emissions is linked to the amount of fuel consumed by the car, and the type of fuel used.
		Air pollution rating - is based on the level of air pollutant emissions allowable under the standard to which the particular vehicle has been tested.
6	Public image	All Council vehicles meet the required public image of the Shire.

A WEIGHTED ANALYSIS FOR PURCHASING DECISIONS

A weighted assessment taking into account economic, safety and environmental criteria shall be conducted on a range of vehicles that meet fit for purpose and council image requirements.

The IPWEA National Light Fleet Selection Model shall be used to conduct the assessment on a range of suitable vehicles based on the following weightings:

Weighting Factors in Light Vehicle Purchase Decisions

Criteria	Weighting (%)
Annual Whole of Life Costs (including FBT & fuel consumption)	70
CO2 Emissions	10
Air Pollution Rating	10
Safety	10

The selection model provides a weighted evaluation score for each vehicle included in the assessment. A recommendation shall be made from the highest scoring vehicles that are fit for purpose, have local service support and meet the Shire's requirements.

Optimum Replacement Timing

The optimum replacement timing for light fleet changeover shall be reviewed annually. The current optimum replacement timing for all passenger cars and utilities is 3 years/100,00km whichever occurs first.

Vehicle Disposal

Options for disposal include:

- trade-in to the dealer supplying the new vehicle;
- disposal by public auction through a reputable auction facility; or by tender.

The most cost effective method of disposal for each vehicle shall be based on the trade offer and compared to the likely return at public auction.

Optional Extras

Optional extras fitted to light-fleet vehicles can have a substantial effect on the resale value and capital purchase costs. Vehicle extras will be provided as follows, unless approved by the CEO or to suit operational requirements.

Included in standard specification

- Air Conditioning
- ONLY Light metallic paint
- Floor mats
- Mud flaps front & rear
- Passenger air bag where if not available as standard
- Cruise control
- ABS braking (Essential)
- Stability Control (where available as standard)
- Cargo barriers for station wagons/vans
- Central locking
- Auto adjustable rear mirrors
- Installation of solar tint to windows post manufacture
- Bull bars and Tow Pack

Categories of Vehicles

When a vehicle is due for purchase or replacement a weighted assessment will be made of a range of vehicles from the WA State Government Vehicle Acquisition Contract (37804) that are fit for purpose and meet the Shire's requirements. A Master list of vehicles shall be reviewed annually and approved by the CEO. Preference shall be given to vehicles with the highest weighted score.

Vehicle categories and example of selection of vehicles

Category	Position	Example Type of Vehicle
1	Chief Executive Officer	SUV Upper Large Negotiated contract of employment (Estimated Value \$65,000 exc GST)
2	Deputy Chief Executive Officer	SUV Large Diesel Landcruiser GXL Prado Auto (Estimated value \$55,000 exc GST)
3	Executive Managers	SUV Large Diesel Holden Colarado 7, LTZ (Estimated value \$45,000 exc GST)
4	Managers/Coordinators	The vehicle must meet the functional requirements of the position for which the vehicle is being acquired.

CLASSIFICATION OF USE

Chief Executive Officer, Deputy Chief Executive Officer and Executive Managers:

The Council shall be responsible for all running costs including but not limited to all registration, insurance, fuel, servicing and repair costs of the Motor vehicle except where fuel is to be paid by Officer whilst on long service leave.

- A log book must be kept for a period of 12 weeks every four years for FBT purposes
- The officer is prohibited from taking the vehicle outside of the recognized boundaries of the State of Western Australia without prior written consent of Council.
- Private use of the vehicle is extended to the designated council officer and only to their spouse or partner, unless extenuating circumstances apply.
- Council or the CEO may negotiate variations to this policy within individual employee contracts of employment, or other acceptable negotiations.

Officers Granted Limited, Minor or Infrequent Private use:

- A log book must be kept for a period of 12 weeks every four years for FBT purposes
- The Officer is granted private use of the Council vehicle excepting when the officer is on periods of leave
- All vehicle running costs will be the responsibility of the Shire of Exmouth
- The officer is prohibited from taking the vehicle outside of the recognized boundaries of the Shire of Exmouth without the prior consent of the CEO, unless on Council business
- Private use of the vehicle is extended to the designated council officer. The council officer is exclusively responsible for control of the vehicle and as such, private use is not extended to their spouse, partner or any other person, unless extenuating circumstances apply.
- The CEO may negotiate variations to this policy within individual employee contracts of employment, or other acceptable negotiations.

Officers Granted Commuter use:

The Officer is responsible for the vehicle and under no circumstances is to utilise the vehicle for purposes outside of the business of the Shire of Exmouth. This is with the exception of emergency cases at which time the officer may utilise the vehicle providing the officer reports the nature and duration of the usage to their immediate supervisor.

Other Conditions:

- The driver of the vehicle must hold a current WA driver's license, appropriate to the vehicle being driven.
- If the Officer is not using the vehicle whilst they are on leave, or does not have the level of private use to use the vehicle on leave, the vehicle is to be returned to Council for inclusion and use in the car pool.
- The employee responsible for the vehicle shall ensure that:
 - . The inside and outside of the vehicle is maintained in a clean condition.
 - . All manufacturer servicing is carried out
 - . In the event of an accident of damage occurring all necessary insurance claims are completed promptly
 - . The officer responsible for the vehicle shall ensure the vehicle is at all times kept in as safe and secure place as is possible.
- The vehicle shall not be used to assist in a private business or any other forms of employment.
- All vehicles shall be made available for the sole use of the Shire of Exmouth during an Officer's normal time of duty.

POLICY NO 1.13

1.13– Employee Gifts on Retirement & Resignation

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to determine the awarding of gifts to long term employees in recognition of their loyalty and dedication to the Shire.

POLICY STATEMENT

In accordance with Section 5.50(1) of the *Local Government Act 1995*, the Shire of Exmouth hereby adopts the following policy in relation to the recognition of service when an employee leaves its service.

It be noted an employee will not be considered to receive recognition by way of gratuity payment unless that person has given loyal and dedicated service to the Shire of Exmouth, as determined by the Chief Executive Officer.

5+ Years - \$100 for each year of service/or a gift of the same calculated value.

Guidelines:

At the discretion of the Chief Executive Officer, a gift based on the following guidelines may be provided to employees leaving Council prior to 5 years of service.

- The Value of the gift is not to exceed \$200. Presentation for Senior Managers leaving Council to be considered independently of this Policy by the Chief Executive Officer, or Shire President where the Officer is the Chief Executive Officer.

POLICY NO 1.14

1.14 - Acting Chief Executive Officer

Origin/Authority

Council Meeting: 22 August 2017

OBJECTIVE

The purpose of this policy is to appoint the Deputy Chief Executive Officer to the role of Chief Executive Officer in their absence whilst on leave.

POLICY STATEMENT

The Deputy Chief Executive Officer will act as the Chief Executive Officer with authority to exercise the powers and duties of that position when the Chief Executive Officer is on leave from the organisation.

DRAFT

POLICY NO 1.15

1.15 - Uniforms

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to provide guidelines on staff uniform entitlements.

POLICY STATEMENT

Council will pay up to a maximum of \$400.00 towards the cost of an approved corporate uniform per year for Executive and Administrative Staff. A once off contribution up to \$600 may be payable to new employees on commencement of employment, subject to the approval of the Chief Executive Officer.

Specific Administrative staff have shirts with Shire emblems provided, which form part of the uniform provision.

Uniforms include shirts, tops, trousers, shorts, dresses, skirts, coats, suits, ties/scarfs and shoes.

Staff other than administrative staff shall be provided with adequate safety clothing and footwear generally on an annual basis, or upon request and subject to the approval of the relevant Senior Manager.

Payments in accordance with this Policy will also apply to all Senior Employees (as defined in Policy 1.2), unless a higher sum is negotiated otherwise. This Policy does not apply to casual employees.

POLICY NO 1.16

1.16 - Council Employees Housing

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to establish guidelines for housing provision to designated Council employees.

POLICY STATEMENT

Specified Council employees are provided Council housing as part of their remuneration package based on the following:-

- Senior Employees – (CEO – 18 Schmidt Way), Executive standard 4 x 2 bedroom or 3 x 2 bedroom.
(Chief Executive Officer, Directors, Executive Managers)
- Middle Management & Professional Staff- 3 x 2 bedroom or 3 x 1 bedroom as available.
(Visitor Centre Manager, Airport Manager, Swimming Pool Manager, Engineering Works Supervisor, Building and Parks Supervisor, Administration Manager)
- Specialised Council Staff - 3 x 2 bedroom or 3 x 1 bedroom as available.
(Planning Officer, Environmental Health Officer, Building Surveyor, Community Ranger, Final Trim Grader Driver, Mechanic)
Caretaker Positions – relevant allocated residences
(Swimming Pool Manager, Depot Caretaker, APH Caretaker)

Employee Housing Incentive Scheme

Where an employee is entitled to the provision of housing in accordance with this Policy but they choose to live in their own accommodation, the employee is entitled to receive the sum (cash dollar value) attributed to the housing subsidy provided by Council in their remuneration package (this is treated as a taxable allowance and regarded as taxable income for the employee).

Employees who choose to exercise this option are not entitled to rent or sub-let out the Council housing allocated to their position.

Rent

Council employees occupying Council housing shall pay by payroll deduction a weekly rental which is based on the following:

- Senior Managers – Nil.
- Middle Management & Professional Staff – \$100/Week.
- Specialised Staff – \$150/Week
Caretakers Positions - \$100/Week

The amount of rental paid by specific employees for housing may be varied in accordance with the conditions of employment set out within their respective employment contracts, agreements, and letters of appointment or as otherwise negotiated.

POLICY NO 1.17

1.17 - Relocation Expenses

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this policy is to clarify the provision of re-location expenses to specified staff that have been appointed to work with the Shire of Exmouth.

POLICY STATEMENT

Council will provide re-location expenses to specified staff classified as Level 6,7,8,9,10,11 with the Shire Work Place Agreement.

Council will pay up to \$6000 removal expenses or as negotiated by Council or the Chief Executive Officer, based on a minimum of 3 quotes being obtained prior to acceptance of a removalist.

50% of the costs are refunded immediately upon commencement of employment and the production of suitable receipt.

The balance of the costs are refunded upon the completion of 12 months satisfactory service to be evaluated by the Chief Executive Officer.

Relocation expenses associated with the Chief Executive Officer will be determined through the employment negotiations with the Shire President.

Relocation expenses associated with the Executive Managers will be determined through the employment negotiations with the Chief Executive Officer.

POLICY NO 1.18

1.18 - Email & Internet Usage

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to encourage the sharing of information via the use of email and internet services, in order to provide a high standard of customer service to the community.

POLICY STATEMENT

Email and Internet facilities are provided to help maximise efficiency by use of modern technology. By providing secure, reliable and moderately fast external data connections Council also improves the ability to provide quality service to the Shire of Exmouth Community.

This policy is provided to clearly indicate the attitude of Council with regard to access and use of internet services in Council and related matters.

POLICY:

1. Access

Internet and email access will be granted for business related activities only. Occasional or infrequent private usage will be permitted provided this does not breach the intent of this policy nor impact on work performance.

2. Usage

Employees must:

- (a) at all times maintain high standards of professionalism, ethics and decorum in all electronic exchanges, and maintain the good image of the Shire of Exmouth abroad,
- (b) not access or email offensive, illegal or pornographic material,
- (c) maintain the integrity and confidentiality of data and services on the network,
- (d) maintain a proper duty of care in terms of privacy, confidentiality, copyright, accuracy, and timeliness of any information accessed from or distributed to external sources,
- (e) maintain record management and archiving practices and procedures (as provided below under Email Record Management Procedures,
- (f) record correspondence on the relevant file for incoming and outgoing information,
- (g) not use the internet to gain unauthorised access to, or make unauthorised changes to data on external sites,
- (h) must not use the internet to import executable programs in any form on to the Shire of Exmouth Network without prior approval of the Manager of Corporate Services,
- (i) in no way attempt to bypass Councils' virus checking systems and procedures to compromise security or services,
- (j) maintain effective use of computer resources (i.e. time, disk space),
- (k) in no way modify or compromise Councils' internet connection, and
- (l) use the internet connection in a cost effective manner.

3. Email Address Protocol

The Manager of Corporate Services is responsible for the creation of an email address for Councillors and Employees. An email shall be created based on the following protocol:-

- . Employees – based on the position title i.e.; ceo@exmouth.wa.gov.au
- . Councillors – based on the Councillors name i.e.: Cr_Cooper@exmouth.wa.gov.au
- . Where possible, the email extension shall be @exmouth.wa.gov.au.

4. Email Record Management Procedures

Email documents created or received by public officers (Councillors and Employees) in connection with official agency / Shire business are the property of the Shire of Exmouth, not the individual. They are public records and are subject to the same record keeping requirements as public records in other formats. Email also falls within the definition of a record under the Freedom of Information Act viz ... “*any article on which information has been stored or recorded. Either mechanically, magnetically or electronically.*” Therefore email may fall within the ambit of a Freedom of Information application to Council, and the applicant may have a legally enforceable right to access the (edited or unedited) information contained in the email.

All staff and Councillors are responsible for managing their own email documents and need to make decisions on their retention or disposal. Some messages may have long term value requiring them to be kept beyond their immediate administrative use. On the other hand, unnecessary retention of messages that are no longer of any further use will use up storage space and make retrieving messages more difficult.

A user should catalogue (register) into the mail system all messages that contain any of the following criteria:

- (a) Relates to necessary business of the Shire of Exmouth.
- (b) Is a formal communication between staff (e.g. a minute, a report or submission)
- (c) Has value for other people or the Shire of Exmouth as a whole.

5. Disclaimer on Email Correspondence

To ensure consistency of format and to protect against unauthorised distribution or use of emails generated by Council Officers, the following graphic and Disclaimer is to be placed as a footer on all emails produced by the Council Officers.



DISCLAIMER:

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited.

If you received this in error, please contact the sender and delete the material from any computer.

You should scan this e-mail and any attachments for viruses. The Shire of Exmouth accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this e-mail.

6. Security

The Manager of Corporate Services is responsible for maintenance of security, usage, monitoring and sanctions as written within this policy.

7. Monitoring

To ensure the continued security, reliability and usefulness of the internet connection, all email and internet services may be monitored. Information gathered from this monitoring will be made available to the appropriate person(s) if an employee is believed to have breached this policy.

8. Sanctions

Breaches of the provisions of this policy may result in disciplinary action and/or result in access to the service being revoked.

DRAFT

POLICY NO 1.19

1.19 - Injury Management & Rehabilitation

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to

- provide Shire employees with comprehensive, relevant and clear procedures when work related illness, injury or disability occurs.
- Develop and nurture a culture where there is an understanding of the injury management process.
- Support a return to work program in conjunction with the worker, the treating doctors and the rehabilitation providers (if engaged).

POLICY STATEMENT

As of June 2002 it is a requirement of the Municipal WorkCare Scheme that employers implement and adopt an Injury Management and Rehabilitation Policy.

Key Principles of Injury Management:

1. Recognition that the Shire of Exmouth and injured workers are the primary stakeholders in this policy;
2. Maintenance in or the safe return to work is the expected outcome;
3. The focus of all services should be workplace based;
4. The injury management process should be transparent, cost efficient and effective;
5. Early intervention and pro-active injury management is critical in achieving return to work goals;
6. When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision-making.

To assist in the timely injury management of employees, the Chief Executive Officer has appointed the Administration Manager to the role of workplace injury management coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures.

Policy:

1. To make provision for the injury management and rehabilitation of all workers who have sustained a compensable work related illness, injury or disability;
2. To treat all workers with dignity and respect;

3. To guarantee that all information is treated with sensitivity and confidentiality;
4. To return the injured worker to the fullest capacity for gainful employment of which they are capable.

DRAFT

POLICY NO 1.20

1.20 - Equal Opportunity

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is for Council to ensure that all staff abide by the Equal Opportunity Act, 1984 so as discrimination does not occur within the Shire of Exmouth organisation.

POLICY STATEMENT

Council recognises its legal obligations under the Equal Opportunity Act, 1984 and actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, sexual preference, pregnancy, and race, and disability, religious or political beliefs.

All employment training with this Council is directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with this Council are directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Council are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagements.

This Council does not tolerate harassment within its workforce. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, sex, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal employment opportunity goals of this Council are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

POLICY NO 1.21

1.21 - Sexual Harassment

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to outline Council's stance on Sexual Harassment within the workplace of Shire of Exmouth.

POLICY STATEMENT

Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Council, has a right to do so in an environment which is free from sexual harassment and the Council is committed to providing such an environment.

Council considers sexual harassment to be an unacceptable form of behaviour which will not be tolerated and recognises that sexual harassment is unlawful.

Sexual harassment is any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited and/or rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered and expressed as being offensive to an employee, elected member or member of the general public.

- Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching.
- Subtle or explicit demands for sexual activities or molestation.
- Intrusive enquiries into a person's private life.
- Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.
- Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexuality offensive material.

Council recognises that sexual harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. Council is therefore committed to any action which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific training where required for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Any complaints of sexual harassment made against any person associated with the Council will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.

Any person making a claim of sexual harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by sexual harassment will not have their employment status or conditions disadvantaged in anyway, as a result thereof.

A formal complaints/grievance procedure has been developed and will be utilised to effectively resolve complaints of sexual harassment.

DRAFT

POLICY NO 1.22

1.22 – Occupational Safety & Health

Origin/Authority

Council Meeting: 21 June 2012

OBJECTIVE

The purpose of this policy is to ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

POLICY STATEMENT

The Shire of Exmouth regards the promotion of sound and effective Occupational Safety and Health practices as a common objective for the CEO, Managers, Supervisors, Employees and Contractors.

1.1 Purpose

Background

The Shire of Exmouth acknowledges a duty to achieve their objectives by:

- Providing and maintaining a safe working environment.
- Providing adequate training and instruction to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk.
- Implementing procedures and systems that will be in compliance with AS/NZS 4801 Occupational Health and Safety Management Systems audit tool.
- Compliance with Occupational Safety and Health (OSH) Act 1984, 2005 amendments, and Regulations 1996, relevant OSH Australian Standards, Codes of Practice and Guidance Notes.

SCOPE OF POLICY

The policy applies to all Shire of Exmouth employees and contractors.

Employees and contractors have a duty of co-operation in the attainment of the policy objectives by:

- Working with care for their own safety and that of other employees, contractors and public who may be affected by their acts or omissions.
- Reporting conditions which appear to be unsafe to their supervisor.
- Co-operating in the fulfilment of the obligations placed on their employer.
- Assisting in the investigation and the reporting of any accidents with the objective of introducing measures to prevent re-occurrence.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

POLICY NO 1.23

1.23 – EX-factor Allowance (Cost of Living Assistance)

Origin/Authority

Council Meeting: 18 December 2014

OBJECTIVE

The purpose of this policy is to

1. Ensure the attraction and retention of the most suitably qualified and experienced staff.
2. Provide financial assistance to Council employees to off-set the high cost of living in Exmouth.

POLICY STATEMENT

In recognition of the cost of living experienced in Exmouth and the need to attract and more importantly, retain staff, Council offer an over-award allowance to all employees to help contribute towards these costs.

The Ex-Factor allowance, is set at \$15,000 p.a. effective 01 January 2015, and staff shall continue to receive this privilege subject to Council's long term financial sustainability.

Basis of Calculation

The allowance is an above award payment that is paid to employees as a fortnightly allowance. This allowance does not constitute part of the employee's hourly rate and as such is not subject to overtime calculations, however it is included in the calculation of the superannuation guarantee, Council superannuation payments and Leave Loading.

The allowance remains at the approved level regardless of movements in the CPI or changes in national wage levels.

Timing

The allowance is payable upon commencement of employment including the probationary period or as determined at the time in the offer of employment to an employee.

Eligibility

The allowance is payable to the following classes of employees:

- Permanent full-time employees;
- Permanent part-time employees (Pro-rata); and
- Fixed term employees at the discretion of the CEO.

Due to the uncertainty with the aviation industry and rostered hours associated, aviation staff who work beyond 1500 hours per annum will receive the full allowance, however if hours do not exceed this threshold, this allowance will be paid on a pro-rata basis.

Part time employees will receive a pro-rata portion of the allowance according to their respective hours worked. This allowance does not apply to casual, trainees or contracted employees.

The allowance may be withdrawn at any time from an employee in part or fully in the event that their status as an employee changes to an employee classification that is ineligible for the allowance.

POLICY NO 1.24

1.24 - Managing Public Question Time

Origin/Authority

Council Meeting: 20 September 2012

OBJECTIVE

The purpose of this policy is to provide guidelines for the management of Public Question Time at Council Meetings

POLICY STATEMENT

The Shire of Exmouth is required in accordance with the *Local Government Act 1995*, to allocate a time for questions to be raised by members of the public and responded to at every Ordinary or Special Council meeting, or Committee to which the local government has delegated powers or duties. The minimum time to be allocated for this task in the regulations is 15 minutes.

While the Presiding Member in accordance with the regulations determines the procedure at a meeting, this Policy is designed to assist and guide the Presiding Member and members of the public on a suitable procedure for managing public question time that is fair and equitable for all.

1. Prior to the Meeting

A register will be available in the Council Chambers prior to the Council meeting for people who wish to ask a question and a form for these people to write out their questions. Members of the public can register multiple questions which will be considered in accordance with this policy.

Members of the public asking questions should not attempt to use question time to make statements rather than questions. Members of the public need to be mindful of this in phrasing up a question.

Questions should not be offensive or defamatory in nature, as Council will not consider questions of this type due to the exposure by the local government to possible legal action for republishing defamatory remarks.

Council requests that members of the public respect the role and responsibilities of Council, Councillors and employees in asking questions. Questions should be phrased carefully and concentrate on the issue rather than individuals and should avoid the use of offensive language, racist, sexist, discriminatory or personally derogatory remarks. Questions relating to the personal affairs of Councillors or employees will not be accepted.

Certain questions may not be accepted by the presiding member where it relates to confidential matters, legal advice, legal proceedings, does not relate to the affairs of Council, or have been answered by earlier questions or questions at a previous meeting.

2. During the Meeting

The procedure during the meeting should be as follows:-

- (a) The presiding member opens question time with a brief statement of the Council Policy including-

- i.) the period of time set aside for public question time – minimum 15 minutes;
 - ii.) the availability of the Policy in the chamber;
 - iii.) that people will be called to ask their question in the order they have registered;
 - iv.) any person who has not registered will be given an opportunity to ask a question after those who have registered;
 - v.) Council will initially consider 1 question from each person and if there is adequate time remaining after considering all questions, an opportunity to ask further questions will be given. The right of each person to ask a question is the principle for this queued process.
- (b) When a person asks their question after being given the opportunity by the presiding member, they are required to give their name and read out their question.
 - (c) The presiding member determines who is to respond to the question.
 - (d) The question is responded to, taken on notice or not accepted.
 - (e) Public question time is closed following the expiration of the allocated time period or where there are no further questions.

3. Following the Meeting

Minutes of the meeting contain a summary of each question asked and the response given. Responses to questions taken on notice will be included in the minutes of the following meeting.

People with a large number of questions or questions that are of a detailed or technical nature are encouraged to write to Council, referring the matter to the CEO for action.

The Shire of Exmouth has referenced and acknowledges the Department of Local Government & Regional Development – Local Government Operational Guidelines Number 3 – *Managing Public Question Time* – 8 August 2002 in formulating this Policy.

POLICY NO 1.25

1.25 - Managing Petitions, Deputations, Presentations & Submissions

Origin/Authority

Council Meeting: 20 September 2012

OBJECTIVE

The purpose of this policy is to outline procedures for the handling of Petitions, Deputations, Presentations and Submissions

POLICY STATEMENT

The Shire of Exmouth as part of its Ordinary Council Meeting Agenda allocates time to receive Petitions, Deputations, and Presentations & Submissions from an individual(s), group or business.

Where an individual(s), group or business wishes to provide a Petition, Deputation, Presentation or Submission, they are to contact to Chief Executive Officer (preferably in writing) prior to the finalisation of the Agenda requesting that they be listed on the Council Agenda. In their request they are to advise the following:-

- Name of persons or persons wishing to give the presentation
- Who they represent (if appropriate)
- The topic that they wish to present on or purpose of the matter
- Whether they wish to give a Petition, Deputation, Presentation or Submission
 - i.) If they wish to submit a Petition, it must be in the prescribed format and submitted prior to the meeting
 - ii.) If they wish to give a Deputation or provide a Submission, they must advise who will be attending and submit written details prior to the meeting
- How long they wish to present for (generally 15 minutes is allocated towards a presentation)
- Provide any relevant material to provide with the Agenda
- Advise whether they require use of the Council's data projector, laptop computers, overhead projector screen or any other equipment

Any person(s) giving a presentation are to abide by Councils Standing Orders, speak for a maximum of 15 minutes unless approved otherwise by the Presiding Member, and not use offensive, derogatory or discriminatory language or gestures.

A maximum of two (2) presentations will be accepted at any one meeting unless approved otherwise in advance by the Presiding Member.

A Petition, Deputation, Presentation or Submission given from an individual(s), groups or businesses cannot be used to ask questions that would otherwise be raised and dealt with during Public Question Time and in accordance with Council's Policy No. 1.45 – Managing Public Question Time.

Council will generally only receive and note a Petition, Deputation, Presentation or Submission, unless the matter is to be dealt with later in the Agenda through an Officer's Report. Decisions shall not be made at this point of the meeting.

Where an individual(s), group or business wishes to provide a Confidential Deputation or Presentation to Council, they are to contact the Chief Executive Officer in writing outlining the request based on the general requirements of this Policy. Generally these types of deputations or presentations will be conducted during Council's Concept Briefing Sessions held on the Tuesday prior to the Ordinary Council meeting, unless arranged otherwise.

The Chief Executive Officer is to determine in consultation with the Shire President if necessary, whether approval to the request is granted. This decision is to be based on this Policy, the suitability, timing and/or relevance of the matter to Council, and whether the matter has already been dealt with or considered.

DRAFT

POLICY NO 1.26

1.26 – Fitness for Work - Drug and Alcohol Policy

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this policy is to provide a safe working environment by minimising hazards associated with inappropriate use of alcohol and/or drugs.

POLICY STATEMENT

Under the Occupational Safety and Health Act (1984) the Shire of Exmouth has a duty of care to protect workers from known hazards and risks. This includes impairment that may arise from the effects of drugs and alcohol.

The underlying principles of the Shire of Exmouth's Fitness for Work - Drug and Alcohol Policy (the Policy) are fairness and transparency. This includes introducing workplace alcohol and other drug testing procedures along with employee education, Leader training, disciplinary action, and the provision of appropriate counselling and assistance where necessary.

The policy provides a consistent and practical approach in managing the risks of impairment which may be caused by inappropriate use of alcohol and drugs in accordance with the Australian Standards as varied from time to time whilst at work.

This policy has been developed to:

- Provide a safe workplace that promotes and protects the well-being of all personnel working within the Shire of Exmouth;
- Introduce clear and appropriate guidelines, processes and procedures that are supported by all employees;
- Ensure that all methods of drug and alcohol testing, and the protocols employed, conform to the Australian Standards;
- Encourage employees who may experience a problem with alcohol or other drug dependency to seek assistance and counselling;
- Maintain sensitivity to the privacy of employees (e.g. testing, medical conditions, results) and to not compromise good working relationships within the workplace; and
- Ensure procedures are in place to describe the disciplinary action that will be taken when breaches of this Policy and associated procedures occur.

SCOPE

The Shire of Exmouth's commitment in relation to this policy and associated procedures is based on the following elements:

- A policy that is fair and reasonable;
- Professionally conducted sampling and testing procedures that provide the highest level of accuracy and respects the rights of the individual; and
- An employee assistance program to provide employees with support where needed.

This policy applies to all Shire of Exmouth property, premise, whether owned by the Shire of Exmouth leased or managed and covers all persons including, employees, Leaders, the Council, CEO, labour-hire personnel and those contractors who enter any Shire of Exmouth premises for the purposes of performing work for, or connected with the Shire of Exmouth.

DRUG AND ALCOHOL STANDARD

Alcohol Standard

A person must not report for work or remain at work with a BAC reading in excess of 0.00%. If a confirmed result is returned with a BAC reading of 0.02% or less the person will not be in breach of the Policy and Procedure however repeated incidences may initiate performance management.

No person shall perform duties, work or carry out any other employment-related tasks whilst having a BAC in excess of the specified standard of 0.00% or work with machinery and/or undertake any other high-risk activity.

Drug Standard

A positive drug result is a confirmatory drug test result above the cut off levels contained in Australian/New Zealand Standard AS/NZS 4308 (Urine) or Australian Standard AS4760 (Saliva) (Procedures for the collection, detection, quantitation of drugs of abuse in urine) as varied from time to time.

Illicit drugs and other illegal substances and products are strictly prohibited by the Shire of Exmouth. Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on any Shire of Exmouth property, premise, leased or managed will result in disciplinary action up to and including termination of employment and or termination of the contract arrangement or duties. This will apply regardless of whether the person is performing duties for the purposes of work or in their own leisure time.

TYPES OF DRUG AND ALCOHOL TESTING

- Pre-employment
- Suspicion drug and alcohol test
- Post-accident or serious incident drug and alcohol test
- Random drug and alcohol test
- Self-test (BAC)
- Blanket drug and alcohol test

TESTING AGENCY

The Shire of Exmouth has engaged an independent workplace drug testing company to assist it in carrying out a continuing program of drug & alcohol testing.

Each person must comply with any request to undertake testing made by a representative of the testing agency.

COMPLIANCE

Compliance with the policy and associated procedures by all personnel is a requirement of employment or engagement and a condition of entry on any Shire of Exmouth property or premises.

If a principal engages a contractor to carry out work, the principal is considered, in relation to matters over which he or she has control, to be responsible for the contractor and any person employed or engaged by the contractor to carry out or to assist in carrying out the work. The principal's duties are in addition to the contractor's duties as an employer.

Under the Corruption and Crime Commission Act, the Chief Executive Officer has an obligation to report suspected misconduct to the Corruption and Crime Commission and the Public Sector Commission.

EDUCATION AND TRAINING

The Shire of Exmouth will inform all employees, Leaders and contractors of its specific policies and procedures in relation to drugs and alcohol through the Staff induction process and information sessions.

All employees will have access to the Fitness for Work (Drug and Alcohol) Policy and Procedure.

CORPORATE SERVICES

POLICY NO 2.1

2.1 - Asset Capitalisation - Depreciation

Origin/Authority

Council Meeting: 20 September 2012

OBJECTIVE

The purpose of this policy is to provide guidelines for the financial management of the Shire of Exmouth's Assets; and to ensure that the Shire of Exmouth complies with statutory requirements and relevant Standards

POLICY STATEMENT

Depreciation of Assets

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight line basis using the following rates:

Buildings	40 years
Heavy Plant and Equipment	3 – 10 years
Light to Medium Vehicles	2 – 5 years
Light Mobile Equipment	2 years
Furniture and equipment	
Electronic Equipment	3 – 5 years
All other Items	5 – 10 years
Infrastructure	
Road Base Construction	40 years
Road Seals – Aggregate	12 years
Road Seals – Asphalt	20 years
Road (Unsealed) – Gravel	8 years
Road (Unsealed) – Unformed	6 years
Road Kerb	50 years
Bridges	50 years
Drains/Sewers	75 years
Airfield – Runways	12 years

Capitalisation of Assets

Capital expenditures are amounts expended to acquire future service potential or economic

benefits. An asset will be capitalised when the expenditure is in excess of the following thresholds (including freight, landing, commissions, design and other such costs):

Buildings	\$5,000
Heavy Plant and Equipment	\$5,000
Light to Medium Vehicles	\$5,000
Light Mobile Equipment	\$5,000
Furniture and Equipment	\$5,000
Infrastructure	\$5,000

Assets will be recorded at historical costs, until and unless disposed of.

DRAFT

POLICY NO 2.2

2.2- Interest Free Loans to Clubs & Organisations

Origin/Authority

Council Meeting: 27 August 2015

OBJECTIVE

The purpose of this policy is:

1. To provide long-term benefits to the Shire of Exmouth by financially assisting clubs and organisations within the Shire of Exmouth
2. To provide guidelines as to the administration of the Shire of Exmouth's Community Development Reserve Fund

POLICY STATEMENT

Community Development Reserve Fund:

Council has set aside funding in a Community Development Reserve Fund for the provision of interest free loans to Exmouth clubs and organisations to assist in the provision of facilities and equipment for the betterment of the club or organisation and its members.

Organisations are defined as incorporated, not-for-profit, sporting clubs and community organisations, excluding any private businesses, on-going government financial assisted groups, religious bodies and political groups.

It is the Council's policy that:-

An application in the prescribed form for an interest free loan must be completed in full.

1. Eligibility

The following Eligibility Criteria will be applied when receiving applications for interest free loans.

Eligibility Criteria (general):

To be eligible for funding, the applicant must:

- Use funding for a Capital Purchase i.e. equipment etc.
 - Be an Exmouth based community group or sporting club.
 - Offer a specific activity (project, program or event) within the Shire of Exmouth's local government boundaries;
 - Provide a direct benefit to the wider Exmouth community;
 - Have completed any project for which any Shire of Exmouth funding was previously received, with no outstanding debts to the Shire;
 - Satisfy the Loan Eligibility Criteria set out in the below.
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Ineligibility Criteria (general):

The Shire of Exmouth does not provide interest free loans for:

- Retrospective costs;
- Commercial activities;
- Core organisational operating costs, for example a permanent position within and organisation for ongoing work;
- Activities with a political or religious purpose only;
- Activities where the nature of the event can exert political influence;
- Periodical activities, like recurring weekly/monthly meetings;

2. Loan Assessment Criteria

The Executive Manager Community Engagement and the Executive Manager Corporate Services should undertake assessment of the application with a recommendation to the Council for final approval or otherwise of the loan. Assessment should as a minimum be based on:

- Perceived ability for the loan to be repaid in full and for repayments to be made on time;
- Ensuring that there is an apparent benefit not only to the club/organisation but also to the wider community from the loan being given;
- Clubs/organisations must have been in existence for 2 years and clearly demonstrated a stabilised or increased membership;
- Prior to an application being lodged, an applicant has used their best endeavours to source grant funding to assist with their purchase.
- Clubs/organisations must provide council with an end of year financial statement for each year of the loan.
- Clubs/organisations must produce at Council's request a current profit and loss statement within three weeks of a request being made (NB this in addition to the provision of the annual financial statement mentioned above).

No club/organisation can have more than one interest free loan at one time unless the Council is clearly satisfied that the club/organisation has the financial ability to service the additional loan. Total loan funds should not exceed \$100,000 however in exceptional circumstances an application can be made for Council consideration.

'An application fee of 5% will be charged on any new application and can be paid over the term of the loan'.

3. Default of Loan

- Any club or organisation, which defaults on a loan, is not permitted to receive any further interest free loans from council until the outstanding loan is repaid in full. In exceptional circumstances Council may review the timeframe for the repayment of a defaulted loan.

- Any default of a loan re-payment will incur a penalty to the club/ organisation of 10% per annum of the outstanding amount calculated monthly, unless arrangements have been made with council, prior to the repayment being defaulted.
- In the event that a club/organisation is wound up, any assets that have been accumulated by the use of funds from the Community Development Reserve Fund will revert to the Council.

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POLICY NO 2.3

2.3 - Common Seal

Origin/Authority

Council Meeting: 20 September 2012

OBJECTIVE

The purpose of this policy is to provide guidelines to ensure the correct usage of the Shire of Exmouth Common Seal.

POLICY STATEMENT

The Chief Executive Officer and the Shire President be authorised to affix the common seal to documents for dealings initiated by Council resolution. In this regard the Council resolution need not refer to the sealing action and may only express its wish for certain action which may, ultimately, require the affixing of the seal to a document to achieve the Council's intention.

Details of all instances where the seal has been affixed will be recorded in a Common Seal Register.

POLICY NO 2.4

2.4 - Leases

Origin/Authority

Council Meeting: 20 September 2012

OBJECTIVE

The purpose of this policy is to provide consistency in leasing documentation and equity in terms and conditions and to provide a rationale for fee calculations

POLICY STATEMENT

All buildings and/or land occupied by persons or organisations (e.g.: incorporated bodies, companies, partnerships, trust, associations, etc.) other than Council staff for Council related purposes shall enter into a Lease Agreement with the Shire of Exmouth to occupy and utilise the facility. A template Lease Agreement shall be utilised for this purpose.

All sub-lease arrangements entered into shall require the prior written approval of Council.

All improvements and permanent structures erected on Council property remain the property of Council, irrespective of who paid for the structure, unless when the lease is terminated all improvements made or structures erected are removed, returning the building and/or site to its original condition. This includes the removal of all material, debris and services from the site and the restoration of the building and/or site to the original condition when the Lessee took occupancy of the premises (this may involve the replanting of trees and landscaping). The only exception to this requirement is where the Council through the Chief Executive Officer agrees to accept partial restoration and/or financial compensation in lieu of full restoration or Council through the Chief Executive Officer determines there is value in Council retaining the improvements or modifications made to a site, or portion thereof.

Where the facilities are not fully utilised by a Lessee, co-location arrangements will be encouraged to ensure maximum utilisation and benefit is obtained from limited community facilities.

Standard lease terms shall be for period of between 1-5 years, unless otherwise approved by Council. Standard lease conditions shall require the Lessee to pay for all utility costs, rates, maintenance, insurance, operational costs and legal costs associated with the creation of the lease.

Annual lease fees shall be based on commercial rental values charged at a rate per square metre and will be reduced in accordance with the "Annual Lease Fee Discount Table" Discounts are provided by Council to reflect the contribution the Lessee has made or will make to the Exmouth community through the community or volunteer service provided, or through the provision of improved assets or infrastructure. The Chief Executive Officer has the ability to negotiate within +10% or -10% of the above discounts.

<u>Annual Lease Fee Discount Table</u>	Service Discount %	Lessee Paid for Building
A. - Commercial and profit making organisations e.g.: Skywest, Mobil, Bristows, Norwest Airworks, NW Parallel, etc.	0%	25%
B. - All Government funded services/offices or public/private partnerships that provide a full fee paying service or general government services to the Exmouth community e.g.: DPI, GDC, etc.	0%	25%
C. - All Government funded services or public/private partnerships that provide a discounted fee paying service to the Exmouth community e.g.: .	60%	25%
D. - All Government funded services or public/private partnerships that provide free services to the Exmouth community e.g.: infant health, child care centre, etc.	70%	25%
E. - All volunteer nonprofit organisations that service the Exmouth community but do have facilities available to the public to raise funds (i.e.: bar, room hire, catering facilities) e.g.: golf, tennis, bowls, yacht, etc.	75%	25%
F. - All nonprofit community service organisations that service the Exmouth community which do not have facilities available to the public to raise funds (i.e.: room hire, entry fees, catering facilities) e.g.: Centacare, Exmouth Carers Support Group, Exmouth Community Support Group, etc.	100%	0%
G. - All volunteer nonprofit organisations that service the Exmouth community but do not have facilities available to the public to raise funds (i.e.: no bar or catering facilities) e.g.: lioness club, PCYC, senior citizens, RSL, toy library, girl guides, playgroup, visitor centre, squash, football etc.	100%	0%
H. - Government funded services/offices that provide a full fee paying service or general government services to the Exmouth community e.g.: TAFE	0%	30%

POLICY NO 2.5

2.5 - Community Notice Board

Origin/Authority

Council Meeting: 1 October 2015

OBJECTIVE

The purpose of this policy is to provide a fair and equitable rationale for the use of space on the Shire's Community Notice Boards and to provide detailed guidelines as to the nature of notices acceptable on the Shire's Community Notice Boards.

POLICY STATEMENT

The Shire of Exmouth has two notice boards at Lot 387 Ross Street (Mall), being a wall mounted cabinet style and an electronic sign style.

1. Wall Mounted Notice Board

This Notice Board is available for advertising and general community information, as follows:

- A portion (not more than a third of its total area) will be made available for Commercial / Corporate Advertising,
- A portion (not more than a third of its total area) will be made available for Personal / Individual Advertising, and
- A portion (not more than a third of its total area) will be made available for General Community Information / Notices.

Nature of notices

Commercial/Corporate Advertising is deemed to include the following:

- Opening and closing of seasonal businesses
- Corporate Information, Notices and Advertising
- Corporate Media Statements
- Notice of Meeting for Community Reference Groups, issues.

Personal/Individual Advertising is deemed to include the following:

- Sale of personal items such as car, boat, domestic effects, etc.
- Notices seeking travel, accommodation, etc.
- Garage Sales
- Private Sale of a house

General Community Information/Notices are deemed to be from not-for-profit organisations like clubs, groups and volunteer organisations. They may include the following:

- Shire Notices
 - Special community events
 - Sporting and cultural events
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- Fundraising activities by non-profit organisations like community groups and sporting associations
- Notice of meetings for Community / Sporting groups

Size of Notices

The standard size for all notices will be A5 (21cmx15cm). A4 notices may be permitted in special circumstances for General Community Information/Notices only and subject to available space.

2. Electronic Notice Board

This Notice Board is available for General Community Information/Notices from the Shire of Exmouth, government agencies and not-for-profit organisations like clubs, groups and volunteer organisations.

Nature of Notices

Information/Notices may including the following:

- Shire Notices
- Special community events
- Sporting and cultural events
- Fundraising activities by non-profit organisations
- Notice of meetings for community/sporting groups

Size, Number and Duration of Electronic Notices

- Size of the notice (length of text) is limited by size of the projection screen.
- Number of notices will be 1 per organisation, per event.
- Duration of a notice is a maximum of 2 weeks. Permanent or regular/repetitive notices will not be permitted.

Advertisers are required to submit an Application for Advertising form for approval before publication on the Electronic Notice Board.

3. General Conditions of Notice

Notice fees

Notice fees for both Notice Boards will be in accordance with Council's *Schedule of Fees & Charges*.

The Shire of Exmouth reserves the right to not accept or remove from the Notice Boards any material that is offensive, sexist, racist, or political in nature or simply expresses the personal views of an individual/group or could be regarded as propaganda or derogatory.

POLICY NO 2.6

2.6 – Investment Policy

Origin/Authority

Council Meeting: 20 September 2012

OBJECTIVE

The purpose of this policy is to:

1. To undertake authorised investment of surplus funds after assessing credit risk and diversification limits.
2. To maximise earnings from authorised investments and ensure the security of Council funds.

POLICY STATEMENT

AUTHORITY FOR INVESTMENT

All investments are to be made in accordance with:

- *Local Government Act 1995* - Section 6.14.
- The Trustees Amendment Act 1997 - point 6, re: Part III -Investments.

AUTHORISED INVESTMENTS

Authorised investments would include but not necessarily be limited to:

- Bank accepted/endorsed bank bills;
- Bank negotiable Certificates of Deposit;
- Bank interest bearing deposits;
- State/Commonwealth Government bonds;
- Funds managed by fund managers having a credit rating A1, A+ or AA - (Standard & Poors, (S&P) Australian Ratings) or better.

GUIDELINES

(a) Council's Direct Investments -

(i) Quotations on Investments

Not less than two (2) quotations shall be obtained from authorised institutions whenever an investment is proposed. The best quote on the day will be successful after allowing for administrative and banking costs, as well as having regard to the limits set above. Staff are to record such details and to which institution it was lodged.

(ii) Term to Maturity

The term to maturity of any Council's direct investments may range from "at Call" to 180 days.

(b) Investments with Funds Managers - Prudential Requirements

(i) Investments in managed funds will only include those rated either at least A1 + short term or AA - long term. Products will only include cash funds for funds

invested for 0-6 months and cash-plus/cash enhanced funds for funds available for investment over 6 months.

(c) General Policy Guidelines

(i) Diversification/Credit Risk

The amount invested with any one financial institution or managed fund should not exceed the following percentages of average annual funds invested. When placing investments, consideration should be given to the relationship between credit rating and interest rate.

Long Term Rating (Standard & Poors)	Short Term Rating (Standard & Poors)	Maximum Percentage of Total Investments
AAA to AA-	A1+	45%
A+ to A-	A1	30%

(ii) Credit Ratings

If any of the funds/securities held are downgraded such that they no longer fall within Council's investment policy guidelines, they will be divested within 30 days or as soon as practicable.

THE SHORT TERM RATING ORDER 0-365 days (as defined by S&P Australian Ratings) is:

A1+	Extremely strong degree of safety regarding timely payment
A1	A strong degree of safety for timely payment
A2	A satisfactory capacity for timely payment

Long Term Rating Order Is:

AAA AAA-	An extremely strong capacity to repay
AA+ to AA-	A very strong capacity to repay
A+ to A- BBB+ to BBB-	A strong capacity to repay

(d) Reporting

- (i) A monthly information report should be provided to Council detailing the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio.

The report should also detail investment income earned versus budget year to date.

- (ii) For audit purposes, certificates must be obtained from the banks/fund managers confirming the amounts of investment held on Council's behalf at 30 June each year.

(e) Variation to Policy

The Chief Executive Officer or his delegated representative be authorised to approve variations to this policy if the investment is to Council's advantage and/or due to revised legislation.

All changes to this policy are to be reported to Council at the next Council meeting.

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POLICY NO 2.7

2.7 - Purchasing Policy

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

POLICY STATEMENT

The Shire of Exmouth is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the "Act") and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the "Regulations") Procurement processes and practices to be complied with are defined within this Policy and the Shire's prescribed procurement procedures.

1 ETHICS & INTEGRITY

1.1 Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

1.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
 - all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;
 - purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
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- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2 VALUE FOR MONEY

2.1 Policy

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

2.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

3 PURCHASING REQUIREMENTS

3.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

3.2 Policy

Purchasing that is \$150,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 3.5 of this Purchasing Policy.

Purchasing that exceeds \$150,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 3.6 of this Policy is not deemed to be suitable.

3.3 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

3.4 Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

3.5 Purchasing Thresholds

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000	<p>Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire, or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market.
Over \$5,000 and up to \$50,000	<p>Obtain at least three (3) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market.
Over \$50,000 and up to \$150,000	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>

Over \$150,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 3.6 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
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3.6 Minimum Protocols for Quotation not met.

If a purchase is made and the minimum protocol is not met, a file note signed by the Chief Executive Officer needs to be completed, detailing the reasons for not meeting the protocol. This process is to occur prior to the purchase occurring.

3.7 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the Shire's; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

3.8 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire's tendering procedures must be followed in full.

3.9 Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer or Executive prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

3.10 Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

3.11 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

4 **RECORDS MANAGEMENT**

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;

- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;

- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

5 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

6 BUY LOCAL POLICY

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy.

7 PURCHASING FROM DISABILITY ENTERPRISES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

8 PURCHASING FROM ABORIGINAL BUSINESSES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money. Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

9 PANELS OF PRE-QUALIFIED SUPPLIERS

9.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

9.2 Establishing a Panel

Should the Shire Chief Executive Officer determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

9.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 9.4; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 9.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

9.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel

that captures all communications between the Shire and Panel members.

9.5 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

POLICY NO 2.8

2.8 – Distribution and Display of Promotional and Advertising material at Council Offices or Buildings

Origin/Authority

Council Meeting: 20 September 2012

OBJECTIVE

The purpose of this policy is to establish guidelines under which the distribution and display of promotional material at Council offices or buildings is either permitted or not permitted.

POLICY STATEMENT

Subject to the following conditions and upon application, the distribution or display of promotional material at Council offices or Buildings may be permitted where:-

- (a) The approval of the Chief Executive Officer or delegated Council Officer has been obtained prior to material being displayed or distributed;
- (b) The material is in the public or Exmouth community's interest
- (c) The material to be displayed or distributed is not :-
 - political in nature or purpose
 - discriminatory
 - offensive, derogatory, vexatious or slanderous of individuals or organisations
 - legal in nature
 - an action that would breach a Federal, State or Council Local Laws or Policy
 - the personal opinions of an individual or organisation

In the event of a breach of this policy, the person or individual may be subject to an infringement under relevant Council Local Laws or the Litter Act.

POLICY NO 2.9

2.9 – Disposal of Surplus Council Furniture and Equipment

Origin/Authority

Council Meeting: 20 September 2012

OBJECTIVE

The purpose of this policy is to establish guidelines under which the disposal of surplus, obsolete or out of date furniture and equipment is permitted.

POLICY STATEMENT

Subject to the limits and exemptions provided under Legislation, the disposal of surplus, obsolete or out of date furniture and equipment owned by the Shire of Exmouth may be permitted on the following basis:

- (a) The approval of the Chief Executive Officer or delegated Council Officer has been obtained prior to material being offered for disposal.
- (b) The furniture and / or equipment (excluding confiscated passenger items) is surplus to Council's requirements (i.e.: cannot be utilised elsewhere in the organisation), is obsolete or is out of date with current standards and equipment.
- (c) Any passenger items confiscated during the security screening process at Learmonth Airport which remains unclaimed after a 3 month waiting period and is surplus to Council's requirements, shall be disposed of through a public sale with any proceeds received transferred to the "Aviation Reserve" Account.
- (d) The furniture and / or equipment is to be offered in the first instance to not-for-profit Exmouth based community, service, sporting or religious groups through Expressions of Interest advertised on the Public Notice Board.

In the event that furniture and / or equipment remains undisposed after being offered to not-for-profit groups, then disposal through a written public "Offer to Purchase Tender" will be made available. The above policy excludes items potentially containing confidential information or items that may be considered dangerous or unsafe due to its condition.

POLICY NO 2.10

2.10 – Debt Recovery

Origin/Authority

Council Meeting: 20 September 2012

OBJECTIVE

The purpose of this policy is to establish guidelines that ensure consistency and transparency in the recovery of outstanding debts and to recover outstanding income in a timely manner.

POLICY STATEMENT

The purpose of this Policy is to set out the principles and processes for the recovery of outstanding Rates, Charges and Accounts Receivable.

1. RATES AND CHARGES

Initial Recovery Action

Where rates are outstanding for 15 days after the due date of the rates, and no prior written arrangement has been made with authorized Council Officers –

- i) A reminder notice is issued on all properties that have an outstanding balance of \$50 or greater.
- ii) The reminder notice will give the ratepayer fourteen (14) days to either pay the outstanding amount in full or make application for an alternate payment schedule.

Final Notices

A final notice will be issued when:

- i) No payment has been made; or
- ii) Insufficient payment to cover the first instalment has been made; or
- iii) Where there is no current valid instalment option (i.e. persons have not made an application for an alternative payment schedule).

Notice of Intention to Summons

A Notice of Intention to summons will be issued generally no later than 30 days after the final notice has been issued to all owners of property who have failed to make any payment within the financial year and who have not contacted Council Officers to make any special arrangement for payment, or have defaulted on an approved payment option.

Issue of Summonses

A summons will be issued for recovery of the total debt including interest and costs associated with the summons. Where it remains outstanding, Council will obtain Judgement and continue the available legal processes including the issue of a Warrant of Execution against Goods if necessary.

Sale of Land for Rate Arrears

Subject to Council approval, where rates remain unpaid for three years or more and no arrangements to pay exists, Council will commence proceedings to sell the property in accordance with section 6.68 of the *Local Government Act 1995*.

2. ACCOUNTS RECEIVABLE

Statements

Statements will be issued 15 days after the end of the month.

Reminder Notices

Reminder Notices will be issued to invoices that are outstanding for 30 days after the date of the invoice.

Final Notices

Final Notices will be issued during a period generally not exceeding 30 days after the due date of a reminder notice for payment of account.

Notice of Intention to Summons

A Notice of Intention to summons will be issued generally no later than 30 days after the final notice to debtors who have failed to make payment and who have not contacted Council Officers to make any special arrangement for payment, or have defaulted on an approved payment option.

Issue of Summonses

A summons will be issued for recovery of the total debt including interest and costs associated with the summons. Where it remains outstanding, Council will obtain Judgement and continue the available legal processes including the issue of a Warrant of Execution against Goods if necessary.

POLICY NO 2.11

2.11 - Use of Corporate Credit Card

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

To regulate the use of Shire of Exmouth Corporate Credit Cards held by Council employees.

POLICY SCOPE

This policy applies to all officers issued with a corporate credit card. It documents the responsibilities attached to the issue and acceptable use of these cards.

LEGISLATION

The use of Corporate Credit Cards is not specifically mentioned in the *Local Government Act 1995*. However the impacts of the use and control of corporate credit cards are related to the following sections of the *Local Government Act 1995* -

1. Section 6.5(a) requires the CEO to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government.
2. *Local Government (Financial Management) Regulations 1996* regulation 11(1)(a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

POLICY STATEMENT

General

Credit Cards assist in achieving efficiencies in the purchasing and payment process as:

- They reduce the steps required to process and pay for a purchase.
- Credit Cards are a more flexible payment tool in order to enhance daily purchasing processes and reduce administrative costs.

These advantages result in prompt payment of suppliers, reduction in paperwork, improved cash management and greater convenience.

Authorised Use and Limits

Shire of Exmouth Corporate Credit Cards are to be used only in pursuit of official Council business. Corporate Credit Cards may be issued to the Chief Executive Officer, Deputy Chief Executive Officer, Executive Manager Corporate Service's and the Executive Manager Commercial and Community.

The following credit card limits apply:

- | | |
|--|----------|
| - Chief Executive Officer | \$10,000 |
| - Deputy Chief Executive Officer | \$5,000 |
| - Executive Manager Corporate Service's | \$5,000 |
| - Executive Manager Commercial and Community | \$5,000 |

Council must approve the use of a credit card to the Chief Executive Officer, Deputy Chief Executive Officer, Executive Manager Corporate Service's and the Executive Manager Commercial and Community and any changes to their credit card limit.

The *Local Government Act 1995* does not allow for the issue of Corporate Credit Cards to Elected Members. There are no provisions within the Act which allow an Elected Member to incur a debt, as would occur with the use of a credit card.

Financial Institution

The Shire's Corporate Credit Cards are to be issued by its financial institution.

Purchasing and use of corporate credit cards

Corporate Credit Cards are only be used for purchasing goods and services on behalf of the Shire which is authorised in the current budget. Cardholders must follow the Shire of Exmouth Purchasing Policy. Personal expenditure is prohibited.

Under no circumstances are Corporate Credit Cards to be used for cash withdrawals. Where the purchase has been made via facsimile, telephone, or over the internet an invoice or receipt is required in all circumstances and must contain details of the purchase.

For Fringe Benefits Tax purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire staff.

Payments

The Financial Provider of the credit card will supply the Shire with a statement of account each month. The statement will be provided by the Accounts Officer to the respective cardholder for certification and the supply of receipts and tax invoices in support of the transactions. All paperwork must be returned to Accounts Officer within 7 days of receiving the statement.

Once the cardholder has returned the statement, it must be signed by the Chief Executive Officer's. The Shire President will be required to authorise and sign the Chief Executive Officer's statement.

A credit card transaction slip is not acceptable to support the claim.

All invoices/receipts must include the suppliers ABN, amount and whether GST applies, and a brief description of goods and services purchased.

Stolen or lost credit card

In the event that the cardholder loses or misplaces their credit card they will need to report this to the issuing financial institution by telephone. Written notification must also be forwarded to the Finance Manager.

Misuse of Corporate Credit Cards

All holders of corporate credit cards are in a position of trust in regard to the use of public funds and improper use of that trust may render the cardholder liable to disciplinary/ legal action / criminal prosecution. Improper use includes misuse and/or fraudulent use.

Reward/Bonus Points

Where the corporate credit cards carry rewards or bonus points, under no circumstances are rewards or bonus points to be redeemed for an employee's private benefit. These rewards or points will be accumulated in the name of the Shire of Exmouth. The Chief Executive Officer will decide how these points are to be utilised.

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POLICY NO 2.12

2.12 – Regional Price Preference

Origin/Authority

Council Meeting: 18 September 2014

OBJECTIVE

To provide price preference to regional suppliers located within the Shire of Exmouth when evaluating and awarding contracts via the Tendering Process.

POLICY STATEMENT

This policy applies to all tenders called by the Shire of Exmouth, unless Council resolves that this policy will not apply to a particular tender and will apply to regional suppliers located within the district of the Shire of Exmouth (stipulated area).

The following price preference (where claimed) will be given to tenderers submitting tenders assessed in relation to this policy.

- a) Up to 10% where the contract is for goods or services, up to a maximum price reduction of \$50,000;
- b) Up to 5% where the contract is for construction (building) services, up to a maximum price reduction of \$50,000;
- c) Only those goods and services identified in the tender as being from a source or supplied through the businesses physical presence located within the stipulated area will have the price preference applied when assessing the tender.

Regional Contractor/Supplier - must fulfil the following conditions:

- a) Have had a permanent office and permanent staff in the Shire of Exmouth for a period of up to 6 months prior to bids being sought; and
- b) Be either registered or licensed in Western Australia; and
- c) Demonstrate a majority of all the good or services are to be supplied from regional sources.

It should be noted that price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered.

POLICY NO 2.13

2.13 Risk Management Policy

Origin/Authority

Council Meeting: 18 September 2014

OBJECTIVE

The purpose of this policy is to document the Council's commitment to the identification and management of risks that may impact on the achievement of its business objectives which include:

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

POLICY STATEMENT

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk Management), in the management of all risks that may affect the Council, its customers, people, assets, functions, objectives and operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Executive Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee with the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

POLICY NO 2.14

2.14 Asset Management Policy

Origin/Authority

Council Meeting: 18 September 2014

OBJECTIVE

The purpose of this policy is to ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that assets service the community for current and future generations;
- Ensure that assets provide a level of service and risk the community is willing to support;
- Ensure the sustainable management of assets;
- Allow informed decision making, incorporating life cycle costing principles.

POLICY STATEMENT

Council is committed to ensuring that Asset Management is recognised as a major corporate function within Council. Asset Management will form part of the Council's day-to-day business practices and will be used to make informed decisions in relation to service delivery when it comes to considering the need to acquire new assets, renew existing assets, and upgrade existing assets or disposal of assets.

Adopting Asset Management principles will assist the Council in achieving its Strategic Plan and Long Term Financial objectives. A strategic approach to Asset Management will ensure that Council delivers the highest appropriate level of service through its assets. This will provide a positive impact on members of the public and staff, Councils financial position, the ability of Council to deliver the expected level of service and infrastructure.

A consistent Asset Management Plan must exist for implementing systematic asset management and appropriate asset management best-practice throughout all areas of the Council. Systematic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.

An inspection regime will be used as part of Asset Management to ensure agreed service levels are maintained and to identify asset renewal priorities. Asset renewals required to meet agreed service levels and identified in Asset Management Plan and Long Term Financial Plan will be fully funded in an annual budget.

Prior to considering of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:

- Need for facility (short or long term)
- Legislative requirements;
- Opportunities for rationalisation;
- Future liability including ultimate retention / disposal;
- Opportunities for multiple use

Administration will implement procedures that ensure the asset database is maintained and updated and provide required reports to Council to meet their statutory responsibilities.

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AVIATION

POLICY NO 3.1

3.1 - Learmonth Airport

Origin/Authority

Council Meeting: 20 December 2012

OBJECTIVE

The purpose of this policy is to provide guidance for management of the Learmonth Airport and Learmonth Heliport facilities.

GUIDING PRINCIPLES FOR MANAGEMENT OF THE FACILITY

It is Council's intent that Learmonth Airport (including Learmonth Heliport) fulfil its role as a strategic airport for the Ningaloo region, providing particular benefits to the local community in the form of:

- efficient and accessible passenger transport to Perth and other towns in the short-term and other capital cities in the long term
- efficient, cost effective and accessible air freight transport to Perth and other locations
- support and assist in the attraction and development of tourism in the region
- progressive and financially responsible development of the facility
- sustainable commercial enterprise of a nature suitable to the remote environment of the airport and heliport, and of "Net Public Benefit"
- an absolute commitment to safety and high level maintenance regimes

It is the expectation of Council that its officers will manage the facility in a manner that creates a climate of encouragement of conventional and traditional airport usage whilst at all times adhering to the regulations and conditions imposed on the operations of the facility by statutory authorities.

Council will adopt policies and strategies to govern potentially high impact activities at the airport to be implemented by staff in the determination of proposals that might come forward.

In allowing other uses of the airport, Council officers will ensure a knowledge of, and a commitment to, regulatory, environmental and other conditions pertaining to airport operations by users of the facility.

POLICY NO 3.2

3.2 - Exmouth Aerodrome

Origin/Authority

Council Meeting: 20 December 2012

OBJECTIVE

The purpose of this policy is to provide guidance for management of the Exmouth Aerodrome.

GUIDING PRINCIPLES FOR MANAGEMENT OF THE FACILITY

It is Council's intent that Exmouth Aerodrome fulfil its role as a subsidiary airport to Learmonth Airport, and provide particular benefits to the local community in the form of:

- efficient and accessible passenger transport within the Exmouth / Ningaloo Region
- support and assist in the attraction and development of tourism in the region
- supports recreational opportunities for tourism and flying enthusiasts
- progressive and financially responsible development of the facility
- sustainable commercial enterprise of a nature suitable to the remote environment of the airport, and of "Net Public Benefit"
- an absolute commitment to safety and high level maintenance regimes

It is the expectation of Council that its officers will manage the facility in a manner that creates a climate of encouragement of conventional and traditional airport usage whilst at all times adhering to the regulations and conditions imposed on the operations of the facility by statutory authorities.

Due to the nature of the facility and the shared use of the landing strip by multiple Lessees, Council expects that "good neighbour" principles will be reflected in the management of the airport and activities/operations based there.

Council will adopt policies and strategies to govern potentially high impact activities at the airport to be implemented by staff in the determination of proposals that might come forward.

POLICY NO 3.3

3.3 – Display of Promotional material and Advertising Signs at the Learmonth Airport Terminals.

Origin/Authority

Council Meeting: 20 December 2012

OBJECTIVE

The purpose of this Policy is to provide efficient, fair and equitable management processes for the use of the Shire of Exmouth Learmonth Airport Terminals for the display of promotional material and advertising signs by:

- establishing guidelines under which the display of promotional material and advertising signs at the Learmonth Airport Terminals is either permitted or not permitted; and
- to provide procedures that assist in the effective management of promotional material and advertising signs at the Learmonth Airport Terminals.

POLICY STATEMENT

- The Policy applies to the Learmonth Airport Terminals, being the Terminal and the Heliport.
- The Policy applies to the display of promotional material and advertising signage within the Terminal, including signage like indoor signs on walls or windows, pillar stands and display holders, free-standing banners and A-frames. No other means of advertisement of signs are permitted under this policy.
- Signage directly related to the Airlines, Airport Kiosk and affixed to the business booths within the Airport Terminal (i.e. car rental and bus) are exempt from paying the advertising Fee, and the advertising period stated below in this Policy will not apply.
- The scope of this Policy does not address signage guidelines and regulations as described in the Shire of Exmouth Policy 6.9 -*Signs*.
- The Policy does not apply to signage required at the Learmonth Airport Terminals by Government Legislation (Federal, State or Local).
- Where a request is made to display promotional material and signage for a Federal or State Government Department (i.e. Department of Conservation & Environment), the advertising period will be limited to three (3) months maximum and the organisation will be exempt from paying the advertising Fee. The advertising period stated below in this Policy will not apply to such organisations.

Definitions

'*Signage*' and '*Advertising Sign*' and '*Sign*' in this Policy refer to indoor signs on walls or windows, pillar stands, free-standing banners, A-frames and display stands for brochures. No other type of signage or external signage is permitted.

'*Heliport*' refers to the Learmonth Heliport.

'*Learmonth Airport Terminals*' refers to the inside of the Terminal and Heliport buildings.

'*Terminal*' refers to Learmonth Airport Terminal.

'*Promotional material*' refers to brochures, flyers and posters not larger than A4 size.

'*Advertiser*' refers to the person who applies for approval and/or is the owner of the advertising material or sign.

Related Legislation

Shire of Exmouth Policy 6.9 -*Signs*.

Shire of Exmouth Policy 2.12 – *Distribution and Display of Promotional and Advertising material at Council Offices or Buildings*

Shire of Exmouth Policy 3.1 -*Learmonth Airport*.

Shire of Exmouth Town Planning Scheme No. 3 -Schedule 5 -*Exempted Advertisements* (Note: exempted from formal planning approval under the Shire's Town Planning Scheme No. 3).

Requirements for all promotional material and signage

Subject to the following conditions and upon application, the display of promotional material and signage at the Learmonth Airport Terminals may be permitted where:-

- (a) The approval of the Executive Manager Aviation Services or delegated Council Officer has been obtained prior to material being installed or displayed;
- (b) The material is reflective of the tourism and business attributes of the location ;
- (c) The material to be displayed or distributed is not :-
 - political in nature or purpose
 - discriminatory, racists or defamatory signage
 - offensive, derogatory, vexatious or slanderous of individuals or organisations
 - legal in nature
 - an action that would breach a Federal, State or Council Local Laws or Policy
 - the personal opinions of an individual or organisation

Standards for all Signs

When considering proposals for display of material or advertisement signage, the Council will at a minimum, have regard to the following characteristics of the proposed Sign:

- a) The proposed size:
 - Walls – maximum of 1m x 2m (Height x Length).
 - Windows –no limit, but as per size of available window space.
 - Pillar stands/information stands -approximately 0.6m x 0.6m x 2.4m (L x W x H).
 - Display holders - to accommodate maximum A4 sized material.
 - Free-standing banner – maximum of 2.1m x 1m (H x W).
 - A-frame – maximum of 1m x 0.8m (H x W).
- b) Not be illuminated and not having any moving parts.
- c) Not pose a threat to public safety or health.

- d) Not obstruct pedestrian access.
- e) Be in accordance with Shire Policy 3.1 Learmonth Airport.
- f) Be in accordance with any conditions relating to advertising and/or signage in an executed Sub-Lease or Licence Agreement.
- g) Proposed location of the Sign to be approved/positioned in areas as directed by the Executive Manager Aviation Services.

Any proposed deviations from the above requirements are to the discretion of the Executive Manager Aviation Services and the CEO of the Shire of Exmouth for consideration.

The location shall be limited in the Terminal to:

- Above arrival baggage carousel doors (wall display only);
- Northern & Western walls of arrivals foyer;
- Between the arrivals foyer door and rental booths (excluding wall and window displays);
- Between the arrivals toilets and glass wall (excluding window display);
- Toilets and cubicles (single A4 display holder only – no brochures/pamphlets)
- Wall behind check-in conveyor (wall display only);
- Check-in queuing area (free-standing banner and A-frame only);
- Southern end of check-in hall; and
- Eastern wall of Café area between café and toilets.

The location shall be limited in the Heliport to:

- No window displays;
- The Southern wall;
- The Northern wall between the breathalyser area and front door; and
- Alongside the coffee machine (excluding wall and window displays).

Any proposed deviations from the above locations are to the discretion of the Executive Manager Aviation Services and the CEO of the Shire of Exmouth for consideration.

Advertisement at Learmonth Airport Terminals

- Advertisement Signage is to be professionally designed and made, to the satisfaction of Council officers.
- Every sign shall be securely fixed to the structure by which it is supported to the satisfaction of Council officers and shall be maintained in a safe condition.
- The Advertiser is responsible for professional design, construction, installation and removal of signs & displays and pays for any costs involved with this activity, including any rectification works and associated costs to the affixed surface if so required.
- Where Advertisement Signage is to be affixed to or displayed within a sub-leased or licenced area, the Advertisement Signage must be removed at the cessation of the lease period and the area made good.

CONDITIONS OF ADVERTISING

Application Procedures

- Advertisers are required to submit their application for display of promotional material and advertising signage with the Executive Manager Aviation Services;
- An Application Form is available and outlines the requirements for the submission; an application is not subject to Fees;

- The Executive Manager Aviation Services of the Shire of Exmouth issues approvals, with conditions as required, and refusals for advertisements at the Learmonth Airport Terminals;
- Upon approval and before the display or installation of the advertisement, the Advertiser is required to pay the Fee for advertising at Learmonth Airport or Learmonth Heliport as listed in the Shire of Exmouth's annually adopted *Schedule of Fees & Charges*. The Schedule of Fees & Charges is available for viewing at the Shire Offices.
- The Advertiser is required to contact the Airport Manager or Heliport Co-ordinator to arrange for a suitable time to install the approved sign.

Advertising period

- Both promotional material and advertising signs are subject to a minimum advertising period of 3 months, the maximum advertising period is 1 year after which a new application is required.
- Any request for a shorter period due to extenuating circumstances will be referred to the Executive Manager Aviation Services for consideration.

Terms and Notice of Termination

By the Shire of Exmouth:

- The Shire may terminate the right to advertise or display material at any future date by giving notice in writing, to the advertiser. The Shire will endeavour to give a minimum of 4 weeks' notice to the advertiser.
- There will be no minimum notice necessary if this action is undertaken as a result of damage to property, public safety or any urgent matter as determined by the Executive Manager Aviation Services or Chief Executive Officer.

By the Advertiser:

- Advertisers must give at least 4 weeks' notice of their intention to cease the use of the Terminal or Heliport for display or advertising purposes.
- If the display of material or signage is cancelled, monies paid in advance will not be refunded.
- Any claim for a refund due to extenuating circumstances will be referred to the Executive Manager Aviation Services or Chief Executive Officer for consideration.

Public Liability

- Advertisers who apply for an advertising sign to be installed (i.e. on-wall or pillar stand) are required to have current Public Liability Insurance cover of \$5 million or greater before advertising at a Shire building or property and provide evidence of such at the time of application for approval to the Shire officers to place on file.
- The applicant shall ensure that the above insurance is extended to cover any sign permit granted under the above Local Law;
- The permit holder shall indemnify the Shire of Exmouth in respect of any injury to any person or damage to any property, which may occur in connection with the use of the Public Place.

Compliance with Regulations

Advertisers shall comply with the provision of the Shire of Exmouth Policies and guidelines.

In the event of a breach of this Policy, the person or individual may be required to remove their promotional material or advertising sign from a Shire building or property.

Notwithstanding any of the preceding, the Shire of Exmouth reserves the right to refuse any advertisement in any form at any time in any location for any reason, whether or not stated.

Where this Policy is silent on a matter, a decision will be made by the Chief Executive Officer of the Shire of Exmouth, unless delegated otherwise.

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COMMUNITY ENGAGEMENT

POLICY NO 4.1

4.1 - Sponsorships, Donations and Waiver of Fees

Origin/Authority

Council Meeting: 20 September 2012

OBJECTIVE

The purpose of this policy is to provide efficient, fair and equitable management processes for the requests received from community groups and organisations for donations, sponsorships and the waiver of fees & charges by Council.

POLICY STATEMENT

The Shire of Exmouth aims to build a sustainable local community and improve their quality of life. The Policy outlines processes for the assessment of requests for Council support to ensure:-

- a. Transparency and accountability to the Exmouth community;
- b. An effective reporting mechanism to Council regarding the total value of cash and non-cash contributions approved in any one financial year;
- c. An equitable assessment of each application or request received;
- d. A standard process for applicants to follow when requesting support (funding) from the Shire.

The Shire supports our community through our community development and environmental programs, but also through our support for community driven programs and projects with cash and non-cash contributions by Council.

However, as a general principle, Council prefers that community groups, organisations and community events are supported to become independent and self-funding.

In order to pursue the Shire's wider objectives in an accountable and equitable manner, this Policy provides a framework for the assessment of requests for donations, sponsorships and requests for the waiver of fees & charges for the use of Shire facilities and equipment. All requests will be assessed in conjunction with the Shire's existing Policies and the Shire's annual *Schedule of Fees & Charges*.

The responsibility for the disbursement of funds will be with Council and delegated officers, whilst Council officers will undertake the management of these processes.

Definitions

‘Funding’	refers to support by the Shire of Exmouth to community groups, organisations and similar, either through cash or non-cash contributions towards their activities.
‘Event sponsorship’	refers to the Shire of Exmouth making a cash or non-cash contribution (or a combination of both) to an organisation for a specific purpose or event where the Shire of Exmouth receives public recognition for its contribution in a manner negotiated by both parties and where the funded organisation may be required to present a financial acquittal to the Shire. If there is not a mutual benefit, it is a donation, not sponsorship. Sponsorships do attract GST.
‘Cash donation’	refers to a cash contribution to an organisation that may be associated with a particular event, purpose or project but that does not carry with it any specific guidelines for use, nor any acquittal requirements. Donations do not attract GST.
‘Non-cash donation’	refers to a donation by the Shire of Exmouth services/or resources where no cash is exchanged. Non-cash requests include but are not limited to waived venue hire, the waiver of fees for the use of Council equipment, or the waiver of Occasional Stall Holders Permit fees.
‘Shire facilities’	are defined as all Shire owned and operated facilities and reserves across the Shire that are included as available for hire or use in the Shire’s Annual Schedule of Fees & Charges.
‘Council Equipment’	refers to Shire owned property that may be available for use by community groups and organisations.
‘Fundraising’	an activity with the primarily aim to raise funds for an organisation (but excludes the provision of a service/activity to the community with fundraising as a secondary purpose); to be determined at the discretion of the CEO of the Shire of Exmouth.
‘Community Groups’	means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, cultural, educational, recreational, religious, sporting or other like nature and from which any member does not receive any pecuniary profit.

SCOPE OF POLICY

The Policy applies to Donations and Sponsorships, including the Waiver of Fees & Charges as determined by the Exmouth Shire Council.

With this Policy, Council of the Shire of Exmouth makes a distinction between:

1. once-off activities vs. periodical activities (weekly or monthly frequencies) within a full financial year. No Council support is provided to periodical activities since the Shire considers those as the normal, core business of the group or organisation which should be sustainable without Council support.
2. the organisation vs. the activities undertaken by the organisation, with a waiver of Application & Permit Fees for Occasional Stall Holders available for those organisations listed in the Shire’s ‘*Council Contributions –Procedures & Guidelines*’ document.

The Shire's '*Council Contributions – Procedures & Guidelines*' document outlines the general and specific procedures and criteria applicable for groups wishing to be considered for Council support through Donations or Sponsorship. The Procedures & Guidelines also contains exemptions and variations to (parts of) this Policy for various organisation and groups.

Types of Contributions

Shire support for community groups and organisation available under this Policy includes:

1. Event Sponsorships
2. Donations

Contributions by the Shire of Exmouth may include (a combination of) the following:

1. Cash contributions:
 - Exmouth District High School student prize
 - Other
2. Non-cash contributions:
 - Fee waivers for the use of halls, rooms, grounds/ovals or facilities (~~Policy 3.4 and Delegation Manual –delegation No. 41~~);
 - Fee waivers for equipment as listed in the Shire's Fees & Charges (~~Policy 3.29~~);
 - Use of Shire resources for Community works (Policy 8.5).
 - Fee waiver for Occasional Stall Holders Permits & Application Fee (Policy 6.15 and Delegation Manual –delegation No. 45).

Notwithstanding fee waivers, bonds remain a requirement for the use of Shire venues and equipment.

Non-cash Donations:

- For a non-cash donation, applicants will need to discuss with a Shire Officer the type of contribution they are seeking. This is to see if the Shire of Exmouth is in a position to provide the non-cash contribution.
- The Shire will provide an estimate of the value of the non-cash contribution, so that this value can be included in the request for Donation.
- Non-cash contributions are subject to conditions of Policy 3.29, or Policy 6.15 respectively and determined by the Shire's *Schedule of Fees & Charges*.
- Requests for a waiver of Stall Holder Fees and Permits are addressed in Policy 6.15, the Shire of Exmouth Local Law and the Shire of Exmouth '*Council Contributions – Procedures & Guidelines*'.

Eligibility Criteria for funding contributions

Criteria are applied to all types of funding by the Shire with some types of funding having specific eligibility criteria.

Eligibility Criteria (general):

To be eligible for funding, the applicant must:

1. Offer a specific activity (project, program or event) within the Shire of Exmouth's local government boundaries;
2. Provide a direct benefit to the wider Exmouth community;
3. Have completed any project for which any Shire of Exmouth funding was previously received, with no outstanding debts to the Shire;
4. Satisfy the funding type specific eligibility criteria set out in the below;

Ineligibility criteria (general):

The Shire of Exmouth does not provide funding support for:

- Commercial activities;
- Core organisational operating costs, for example a permanent position within an organisation for ongoing work;
- Activities with a political or religious purpose only;
- Activities where the nature of the event can exert political influence;
- Periodical activities, like recurring weekly/monthly meetings;
- Retrospective costs;
- Generic fundraising campaigns where there is no significant community program, activity or project provided;
- Appeals for donations of a State or National nature, or if they are not concerned or connected with the Exmouth/Gascoyne Areas (with the exception of Disaster or emergency appeals and requests from other local governments or in connection with or from the WA Local Government Association).

Shire Contributions

Exmouth Event Sponsorship

Event Sponsorship aims to promote the Shire of Exmouth's image, increase the general awareness of the region and foster community spirit and pride within the region.

With Event Sponsorships the Shire of Exmouth receives public recognition for its contribution in a manner negotiated by both parties. If there is not a mutual benefit, it is a donation.

The Shire will consider contributions to events and these contributions can be up made in cash and/or non-cash. Events will be accessible for the wider community. Examples of such events include: the Whale Shark Festival, Relay for Life and Gamex.

Eligibility

Council shall consider requests for Event Sponsorship on their individual merit and generally supports Events that:

- Meet the general eligibility criteria (clause 3.2);
- Address the Specific Assessment Criteria as outlined below;
- Help to celebrate our diverse community;
- Are well supported through a project plan and/or project management strategy;
- Substantiate the resource needed for the event, including funding from other sources wherever possible;
- Include an appropriate evaluation proposal; and
- Have plans for what will happen following the event, if applicable.

Ineligibility

As per the general ineligibility criteria (clause 3.2), and in addition:

- When an admission fee is charged or an event/activity is a fundraiser for a club or organisation (with the exception of gold coin donations).

Specific Assessment Criteria

The applicant will need to demonstrate that the proposed event will address at least two of the following criteria:

- Foster community spirit and pride in our community;
- Demonstrate benefits to Exmouth or the Exmouth region;
- Enhance public awareness of our region;
- Provide local enterprise, employment or volunteering opportunities; or
- Maximise the Shire of Exmouth's exposure.

Shire Contribution

The total available budget for Event Sponsorship contributions will be determined each year during the Shire's annual budget deliberations.

An Exmouth Event Sponsorship may be provided in cash, non-cash or a combination of these to the maximum combined value per financial year of **\$1,500** per organisation. Any Sponsorship proposals over \$1,500 may be determined by Council. The actual Event Sponsorship contribution will be determined on a case-by-case basis.

Exmouth Donations

Exmouth Donations aim to support endeavours in sport, community development, the environment or culture and the arts that contribute to the viability of community projects and events.

A donation is a cash or non-cash contribution to an organisation that may be associated with a particular event, purpose or project but that does not carry with it any specific guidelines for use, or any acquittal requirements.

Eligibility

Council shall consider requests for Donations on their individual merit and generally supports activities that:

- Meet the general eligibility criteria (clause 3.2);
- Address the Specific Assessment Criteria as outlined below;
- Substantiate the Shire contribution needed for the activity.

Ineligibility

As per the general ineligibility criteria (clause 3.2), and in addition:

- Continuous requests for waiver of fees and charges, i.e. periodical activities as outlined in Shire Policy 7.11 Hire of Shire Venues;
- When an admission fee is charged or an event/activity is a fundraiser for a club or organisation (with the exception of gold coin donations).

Specific Assessment Criteria

The applicant will need to demonstrate that the proposed activity will address at least two of the following criteria:

- Community benefits from the planned activity;
- Availability of an event or activity to the wider Exmouth community;
- The ability of the event or activity to complement existing community services;
- Contribution to the event or activity made by the applicant (in either funds, labour or in-kind support);
- Willingness to work co-operatively with other organisations where appropriate.

Shire Contribution

The total available budget for Donations will be determined each year during the Shire's annual budget deliberations.

A Donation can be provided in cash, non-cash or a combination of these to the maximum combined value per financial year of **\$250**. Any Donation requests over \$250 may be determined by Council. The actual contribution will be determined on a case-by-case basis.

Other Conditions

- Where this Policy is silent on a matter, a decision will be made by the Chief Executive Officer of the Shire of Exmouth, unless delegated otherwise.
- Any claim for Council support due to extenuating circumstances will be referred to the Chief Executive Officer for consideration.

DRAFT

HEALTH & BUILDING

POLICY NO 5.1

5.1 - Building Permit – Fees

Origin/Authority

Council Meeting: 17 May 2012

OBJECTIVE

The purpose of this policy is to provide Council officers and applicants guidance in relation to how Building Permit Application Fees and specifically how the 'estimated value' of the proposed works are determined.

POLICY STATEMENT

It is Council policy that Building Permit Application Fees and fees for the provision of any certification related to building services are paid in full upon lodgement of the application. Any application submitted without the full payment of the prescribed adopted fee will be regarded as an incomplete application and may be returned to the applicant. Where the fee is calculated from the estimated value of the proposed works the Executive Manager of Health & Building and the Building Surveyor may determine the estimated value of the proposed construction in accordance with Regulation 3 and Schedule 1 of the Building Regulations 2012.

Council Officers are authorised to set minimum estimated rates for various methods of construction to assist in the assessment of an application.

If an applicant does not agree with the estimated value which has been calculated, the applicant may be required to submit such supporting evidence on construction value as considered necessary by Council Officers to enable a revision of the estimated value.

POLICY NO 5.2

5.2 – Refund of Building Permit Fees

Origin/Authority

Council Meeting: 17 May 2012

OBJECTIVE

Ensure that a structured approach is maintained by Council when dealing with the issue of building fee refunds.

- Enable staff to deal with the refund of building fees under delegated authority.

POLICY

This policy is designed to clearly define the different categories of building fee refunds applicable to building licence applications that are cancelled.

It is the intent of the policy to allow staff to deal with requests for building permit fee refunds administratively and for such requests to be dealt with in a consistent manner.

The policy places a building permit that is withdrawn into one of three categories for determining the level of refund applicable to the building fees paid.

Where an application is withdrawn and does not reasonably sit within one of the following categories, then it shall be reported to Council's Chief Executive Officer for determination.

Category 1

A building permit application is submitted but is withdrawn prior to any assessment being carried out by Council.

In this instance Council has receipted the application registered (i.e. given a number and information recorded on the computer system), registered, established a file and placed any trust monies (e.g. BRB and BCITF levies in to respective accounts).

The minimum fee for an application is prescribed by regulation. In these instances it is considered that Council would have spent at least that amount in administration costs.

Accordingly in this category an administration fee, being the minimum building permit application fee, shall be retained by Council and the balance may be refunded to the applicant upon request.

Category 2

A building permit application is submitted but is withdrawn prior to approval being granted or is cancelled/refused due to required information not being provided by the applicant within the timeframe prescribed by the Building Regulations.

That is, Council has carried out the administrative function of Category one and also undertaken the professional assessment such as site inspection, plan and specification assessment for compliance with the Building Code of Australia and Health Act assessment. Formal appraisal has not been completed and may be pending further information or planning approval.

In this instance, where preliminary processing has been completed and the application is withdrawn, Council would be “out of pocket” if only the minimum permit application fee was retained.

In order to retain an appropriate amount of the application fee to cover the preliminary assessment and processing costs the following refund structure is adopted by the Council:-

- Where the application fee paid is \$150.00 or less no refund will be given;
- Where the application fee paid is greater than \$150.00 but less than \$300.00, a minimum fee of \$150.00 shall be retained by Council and the balance may be refunded to the applicant upon request; and
- Where the application fee paid exceeds \$300.00 then 50% of the fee may be refunded upon request.

DRAFT

POLICY NO 5.3

5.3 - Building Control – Verandahs and Awnings Over Streets

Origin/Authority

Council Meeting: 17 May 2012

OBJECTIVE

The purpose of this policy is to maintain the primary function of the road reserve, being to carry certain essential/utility services and for the safe movement of vehicles and pedestrians.

Council will require all Building Licenses issued for Verandahs and Awnings over Streets, including those that involve the erection of posts for aesthetic purposes, to contain a condition that the posts do not fulfill any structural function and that the verandahs and awnings are supported by a cantilever structure.

DRAFT

POLICY NO 5.4

5.4 - Water Tanks – Building Control

Origin/Authority

Council Meeting: 17 May 2012

OBJECTIVE

The purpose of this policy is to reduce the administration burden associated with having to obtain a Building Permit for small 'domestic' sized rain water tanks or tanks installed for farming purposes and to provide guidance to applicants that intend to construct large water tanks in relation to the minimum standards required to obtain a Building Permit.

POLICY

It is Council Policy that a Building Permit is required for water tanks of 20 kilolitres or greater. Tanks that do not require a Building Permit include tanks installed for farming purposes (stock watering etc.)

The National Water Commission's 'Rainwater Tank Design and Installation Handbook November 2008', is adopted for the purpose of setting the minimum standards for tank design, construction and siting. Copies are available at http://www.nwc.gov.au/_data/assets/pdf_file/0016/10753/RAINWATER_handbooknwc_logo.pdf

Building Permit Application Requirements

Plans for the tank, certified by a structural engineer, are required to be submitted with the Building Permit application. The following conditions will be placed on a Building Permit for a tank:

- A. In addition to wind loading design criteria, certification from a structural engineer is required prior to construction of a tank confirming that the site is suitable for the proposed tank design and that the compaction is adequate.
- B. A 50 mm male threaded outlet with a gate valve is to be installed at the base of the tank for fire fighting purposes with the tank and outlet to be located to allow a fire truck access to withdraw water without obstruction.
- C. Where a water tank is buried or partially buried, provision of the 50 mm male threaded valve shall be on a rising outlet or provided with a masonry surround to ensure access to the valve for fire fighting purposes is maintained.

POLICY NO 5.5

5.5 - Temporary Accommodation – Caravans

Origin/Authority

Council Meeting: 17 May 2012

OBJECTIVE

The purpose of this policy is to enable people to temporarily use caravan accommodation for short stays with relatives and friends or for accommodation whilst constructing a dwelling.

Definitions:

“Camp” as per the Oxford Dictionary;

‘Noun: Temporary accommodation of huts, tents etc. for detainees, holiday makers etc.

Verb: Lodge in temporary quarters or in the open’

Caravan Parks and Camping Grounds Regulations 1997, Part 2 – Caravanning and camping generally, 8A, Definition of “camp” in this Part;

‘In this Part “camp” when used as a verb, includes to camp in a vehicle.’

Legislative Requirement:

Caravan Parks and Camping Grounds Regulations 1997, Part 2 – Caravanning and camping generally, Regulation 11 – Camping other than at a caravan park or camping ground:

(1) A person may camp –

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

Minister to give permission under this paragraph.

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

Policy:

In each instance:

1. Application for approval must be made to the Shire of Exmouth by completing in full the Application to Camp Other Than in Caravan Parks & Camping Grounds.
2. Approval may be granted for a maximum of one camp per property at any one time. This does not prevent approval being granted for another camp provided the aggregate time does not exceed three (3) months in any twelve (12) month period.

Approval will not be granted for persons to camp on any vacant land.

Approval for in excess of 3 months will need to be obtained from the Minister for Local Government and Regional Development. The Shire of Exmouth will not support applications made to the Minister to camp for in excess of 3 months other than in conjunction with the construction of a dwelling.

3. The dwelling of the premises subject of the application is to have toilet, ablution and laundry facilities, available for use by the person/people camping, that comply with the Building Code of Australia, Council's Local Laws and Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974. Details of these services are required to be provided as part of the application.
4. The camp is to be located wholly on the property, and be at least one (1) metre from the property boundary. Tents used for camping purposes must be located at the rear of the dwelling.
5. All caravans are to satisfy cyclone safety standards equivalent to those required for caravans in licensed facilities by clause 48 of schedule 7 of the Caravan Parks and Camping Grounds Regulations 1997.

It should be noted for a caravan to safely survive a cyclone it should be housed in a cyclone rated shed.

6. Approval, in writing, is to be obtained from owners of the property. Occupiers of adjacent properties will be consulted in relation to the application unless the applicant has done so and provided written responses with the application for consideration by the Shire.
7. Council reserves the right to withdraw the approval at any stage.

ADDITIONAL REQUIREMENTS FOR CAMPING OUTSIDE OF CARAVAN PARKS FOR PERIODS UP TO (12) MONTHS DURING THE CONSTRUCTION OF A DWELLING.

It is Council's policy that the following conditions be imposed on persons wishing to occupy a caravan as temporary accommodation during the construction of a residence dwelling in a residential, marina, rural, special rural, pastoral, mixed use or special use zone or the construction of a caretaker's residence in a light industrial, industrial zone or special use zone.

1. In all instances an application must be made to the Council and approval received before any caravan is used for residential occupancy outside an approved caravan park or camping area.
2. The plans and specifications for the proposed residence or caretaker's cottage, including details of waste water treatment/disposal must be approved, a building licence issued and the concrete slab or equivalent works completed. In unsewered areas an Application to construct or install an Apparatus for the Treatment of Sewerage (eg septic system) must be approved and a Permit to Install an Apparatus for the Treatment of Sewerage issued.
3. The application for temporary accommodation shall include the following details.
 - 3.1 A plan of the temporary accommodation depicting the layout of the caravan and ablution facilities indicating the location of the following:
 - a) Water Closet
 - b) Shower
 - c) Wash Trough
 - d) Kitchen Sink
 - e) Hot water System
 - 3.2 A drainage plan depicting how the fixtures and fittings are to be connected to the on site waste water treatment system or sewerage system.
 - 3.3 A Programme of Works specifying progress target dates for the construction of the permanent dwelling including completion of the following milestones:- Floor; Wall Framing/Construction; Roof Framing and Cladding; Completion of required Wet Areas (ie kitchen, laundry and bathroom (or ensuite); and at least one bedroom to habitable standards.
4. Should Council give its consent to establish temporary accommodation it would be for an interim initially for a period of six (6) nine (9) months. A possible extension to nine (9) no more than twelve (12) consecutive months may be granted by the Executive Manager of Health and Building or Chief Executive Officer, subject to satisfactory

progress being maintained on the permanent dwelling. Note:- 'Satisfactory progress' meaning progress in accordance target dates specified in the approved Programme of Works.

5. Should the progress of construction on the permanent dwelling not be meeting the approved target dates, the applicant shall provide a revised Programme of Works. Should the Council approve the revised Programme of Works and grant an extension of the Temporary Accommodation Permit, the permit shall only be extended to a maximum of six (6) twelve (12) months from the original expiry initial approval. Note:- Pursuant to the Caravan Parks and Camping Ground Regulations 1997, the Council may only grant approval for temporary accommodation in a caravan on land relating to a building license permit that has been issued for no more than twelve (12) consecutive months.
6. Subject to approval being granted by Council in writing, the applicant may proceed to:
 - 6.1 Assemble/locate the temporary accommodation in compliance with the conditions of approval.
 - 6.2 Install the on site sewerage treatment system or sewer connection in accordance with approved plans.
7. Upon completion of the above, the Council's Environmental Health Officer shall be contacted in order to arrange inspection of the temporary accommodation.
8. Upon all conditions being met, a certificate notice shall be issued permitting the temporary accommodation to be occupied.

TOWN PLANNING

POLICY NO 6.1

6.1 - Home Occupation

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Shire of Exmouth Town Planning Scheme No.3

RELATED LEGISLATION AND STATUTES

1. INTRODUCTION

1.1 POLICY OBJECTIVES

The objectives of this policy are to:

- Provide for and promote small businesses that are able to operate within existing residential areas;
- Provide a flexible approach to the assessment of applications for people wanting to undertake a home occupation; and
- Recognise the advantages of home occupations to the community.

1.2 POLICY STATEMENT

There are many advantages and benefits in providing an appropriate mix of non-residential land-uses that are compatible in areas with a predominately 'residential' neighbourhood . A number of these benefits include:

- Reducing traffic congestion and emissions through less commuter vehicles on the road network;
- Contributing to a positive work and lifestyle balance by providing more opportunities for residents to spend more time at home;
- Providing economic benefits to the community by reducing the initial setup costs for new and small businesses. Once businesses grow beyond the provisions of a home occupation, it is expected that they be relocated to more appropriate land use zone; and
- Increased passive surveillance and safety within the residential neighbourhood due to an increased number of residents within their local neighbourhood during general business hours.

Not all home occupations are compatible within the 'Residential' neighbourhood and this Policy has been formulated to guide the community as to what is an acceptable home occupation in order to protect the character and amenity of residential neighbourhoods.

Types of acceptable Home Occupations may include, but are not limited to, the following:

- Professional Service: Real Estate, Engineering, Surveying, Planning, Architecture, Valuation, Secretarial, Legal, Finance, Photography, Security, Home Based Travel Consultant.
- Human Services: Beautician, Medical, Therapeutic, Guidance, Masseuse, other.
- Trades: Business contact address and administration only eg. Builder, Plumber, Electricians, Mobile Hairdressing.
- Tourism Related Businesses: dive tours, fishing charters, 4WD and Adventure Tours.

1.3 DEFINITIONS

'*Dwelling*' means a building or portion of a building being used or intended, adapted or designed to be used for the purpose of human habitation or a permanent basis by;

- A single person
- A single family
- No more than six persons who do not comprise a single family

'*Home Occupation*' means a business or activity carried out within a dwelling or the curtilage of a dwelling by a person resident therein or within a domestic out building by a person resident in the dwelling to which it is appurtenant that –

- (a) *Entails the conduct of a business, office, a workshop only, and does not entail the retail sale or display of goods of any nature;*
- (b) *Does not cause injury to or prejudicially affect the amenity of the neighbourhood;*
- (c) *Does not detract from the residential appearance of the dwelling or domestic out building;*
- (d) *Does not entail employment of any person not a member of the occupier's household;*
- (e) *Does not occupy an area greater than 20m²;*
- (f) *Does not display a sign exceeding 0.2m² in area;*
- (g) *In the opinion of the Council is compatible with the principal uses to which land in the zone in which it is located may be put;*
- (h) *Will not result in the requirement for a greater number of parking facilities than normally reserved for single dwelling, and will not result in a substantial increase in the amount of vehicular traffic in the vicinity;*
- (i) *Does not entail the presence, parking, and garaging of a vehicle of more than two (2) tonnes tare weight; and*
- (j) *Does not involve the use of an essential service of greater capacity than normally required.*

As per Schedule 1 in the Shire of Exmouth Town Planning Scheme Number 3.

'*Home Office*' shall be defined by the following characteristics:

- is carried out solely from within a dwelling;
- does not entail the retail sale, display, manufacture or hire of goods of any nature;
- does not require any clients or customers to visit the dwelling regularly;
- will employ no more than the equivalent of one full-time staff, one of whom is a permanent resident of the dwelling;
- does not entail the presence, parking or garaging of any additional vehicles; and
- does not entail a family day care service, hairdressing, services involving skin penetration, the preparation of food, vehicle service or vehicle repairs.

'Home Business' shall be defined by the following characteristics:

- may be carried out in a dwelling, in an approved outbuilding, or on the lot which the dwelling is situated;
- relies on clients visiting the site;
- does not employ any more than the equivalent of two full-time staff, one of which must be a permanent resident of the dwelling;
- does not entail the retail sale of any goods, other than those produced, manufactured, serviced or repaired at the subject property, or may entail the sale of those goods that are incidental and directly related to the operation of the home business;
- involves a maximum of one (1) client visiting the premise at any one time;
- shall not result in any traffic conflict as a result of the inadequacy of on-site and off-site parking; and
- shall not result in a substantial increase in the amount of vehicular traffic in the area.

An "Activity" shall include plant, vehicles equipment parked or stored at the premises.

2. POLICY PROVISIONS

All home occupations shall be classified as a 'Home Office' or 'Home Business'.

Home occupations that are determined to be a 'home office' are exempt from planning approval. Should any home office grow to the extent that its operation has become the subject of a notice or complaint, the occupant of the dwelling shall demonstrate compliance with the operations of a home office or make an application for planning approval.

All 'Home Businesses' require planning approval.

The use of a telephone or facsimile in a dwelling or curtilage, for after hours business communications does not require planning approval or a home occupation permit

2.1. SCALE AND OPERATION

A home occupation shall:

- entail the conduct of an occupation, business, service, trade or similar activity on any lot with a dwelling;
- have at least one employee as a permanent resident of the dwelling;
- not detract from the residential appearance of a dwelling or domestic outbuilding;
- not include the outdoor storage of any materials or supplies;
- not impose any substantial increase on vehicular traffic in the area;
- not involve the use of a commercial vehicle, unless otherwise approved by Council in accordance with the Scheme;
- not include Bed and Breakfast Accommodation as defined in the Scheme;
- be limited to displaying one sign no greater than 0.2 square metres in area which is exempt from planning approval;
- not impose a load on any utility greater than that required for domestic use; and
- be compatible with its surrounds and not adversely affect the amenity of the area with respect to:
 - the transporting of materials or goods to or from the dwelling;
 - the hours of operation, which should generally be limited to the normal business hours of 8am to 5pm Monday to Saturday; and
 - the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, waste water or waste products, electrical interference, or light.

2.2. APPROVAL PROCESS

In accordance with Table 1 of the Scheme, a Home Occupation is an AA use within the following zones: Residential, Mixed Use, Special Rural and Pastoral. In addition, a person shall not commence or carry out a home occupation on any parcel of land in these zones without obtaining a planning approval from Council, in accordance with Section 8.2 of the Scheme.

If the applicant for the home business is not the owner of the property, a letter from the landowner giving consent to the home business is required.

Section 8.5 of the Scheme, outlines the matters that will be considered by Council when assessing a planning application for a home occupation.

Following the issue of a planning approval, the applicant must then obtain a Home Occupation Permit from Council. The Home Occupation cannot commence without the current permit. Home Occupation Permits are valid for 12 months.

2.2.1 Consultation

Any home business that is likely to display any variation to the characteristics listed in Section 2 will be advertised in accordance with Section 8.3 of the Scheme.

3. ADDITIONAL INFORMATION

In accordance with Section 4.4 of the Scheme, an approval to conduct a home occupation is issued to an occupier of the land, and cannot be transferred or assigned to any other person or parcel of land to which it was granted. Should there be a change in occupier of the land, the approval for a home occupation will be cancelled.

Council Officers have the authority to inspect premises at any reasonable time to ensure compliance. An inspection report will be submitted for renewal applications for Council consideration.

If, in the opinion of Council, a home occupation is causing a nuisance or annoyance to within the locality, Council may rescind the approval.

POLICY NO 6.2

6.2 - Colour Palette for Developments

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Shire of Exmouth Town Planning Scheme No.3

RELATED LEGISLATION AND STATUES

Exmouth Townscape Enhancement Plan

1. INTRODUCTION

1.1 POLICY OBJECTIVES

The objectives of this policy are to:

- Create a consistent colour palette applicable to development using colours from the existing natural environment;
- Strengthen the identity of the town;
- To provide guidance to council and private landowners and developers when the question of appropriate external colours for new development is being considered;
- To attain a high quality visual streetscape; and
- To preserve, enhance and complement the existing natural environment.

1.2 POLICY STATEMENT

An integral part of the 'Townscape Enhancement Plans and Design/Development Guidelines' is the adoption of a "colour palette" to be used as a guide by Council when it assesses new development, and when it selects colours for application to public street furniture and public buildings.

The colours are considered appropriate to the Exmouth environment, and have the potential to introduce an exciting new element into the town's character which is presently lacking.

2. POLICY PROVISIONS

- Council shall apply the adopted colour palette when choosing colours for all development including street furniture and public buildings within the Shire of Exmouth scheme area.
- Council shall also use the colour palette as a guide for applicants when assessing new development in all zones within the Shire of Exmouth Town Planning Scheme No.3 scheme area excluding residential zone.
- Applicants will be required to indicate external colours proposed for walls, roofs, trims etc., when applying for planning approval. Applicants will be strongly encouraged to use the colour palette, and in many cases use of the colour palette will form a condition of approval.

- Any request by an applicant to deviate from the adopted palette must be accompanied by detailed reasons. The CEO may approve alternative colours which are reasonably close to those contained within the palette, and where the overall visual intent will not be compromised.

The adopted colour palette is attached.

Note: Colour photocopies can never fully reproduce paint colours. The original colour palette has been laminated and is kept in the offices of the Shire of Exmouth.

DRAFT

POLICY NO 6.3

6.3 - Ancillary Accommodation

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Shire of Exmouth Town Planning Scheme No.3

RELATED LEGISLATION AND STATUTES

State Planning Policy 3.1: Residential Design Codes

1. INTRODUCTION

1.1 POLICY OBJECTIVES

- To provide flexibility and assistance in providing accommodation to family members within the same lot to meet the needs of local residents.
- To ensure that ancillary accommodation is provided constructed and located in such a way as to minimise its impact on the existing amenity of the locality.

1.2 DEFINITIONS

'Ancillary Accommodation' means self-contained living not reliant on the main residence and maintaining their own conveniences. Ancillary accommodation may be detached or attached from the single house occupied by members of the same family as the occupiers of the main dwelling in accordance with the Residential Design Codes.

'Main Residence' means the dwelling that was first approved on the lot for habitable purposes.

'Physically Attached' means physically joined to a wall of the main residence, sharing a common wall.

2. POLICY PROVISIONS

2.1 POLICY APPLICATION AREA

Ancillary accommodation is only to be considered by council in areas zoned Residential, Special Rural, Special Use Zone – Cape Wilderness Estate and Pastoral in accordance with the Shire of Exmouth Town Planning Scheme No.3. Ancillary accommodation is not permitted in all other zones.

2.2 SITE AREA AND OPERATIONAL REQUIREMENTS

Ancillary Accommodation must:

- Comply with the setback requirements in accordance with Table 1 of the R-Codes;
 - Not be located on a Lot that is less than 450sqm in accordance with the R-Codes;
 - Meet open space requirements in accordance with Table 1 of the R-Codes
 - Be located at the rear of existing residence
 - Have a maximum total area of 100m² or lesser which includes garages, carports and upper storey levels;
 - Be accommodated by a member of the family of the occupier of the main
-
-

residence;

- Provide one uncovered or covered hardstand car parking bay;
- The owner must enter into a legal agreement with Council to ensure that the accommodation will only be occupied by a family member. The costs of the legal agreement shall be borne by the applicant. The form of the legal agreement to be in the form a section 70A notification under the Transfer of Land Act 1893 and shall be registered on the Certificate of Title prior to the issue of a building licence for ancillary accommodation;
- Use colours and a roof pitch compatible with the main dwelling; and
- Have a complementary style to the main dwelling.

2.3 APPROVAL PROCESS

A planning application must be made in the form prescribed in Schedule 7 of the Scheme, and shall be accompanied by a site plan (three copies) identifying the proposed area to be utilised for the proposed ancillary accommodation and a covering letter outlining how the ancillary accommodation complies with Section 2.2 above.

Section 8.5 of the scheme, outlines the matters that will be considered by council when assessing a planning application for ancillary accommodation.

Note: Subdivision of ancillary accommodation dwelling is strictly not permitted for strata or freehold subdivision.

2.3.1 CONSULTATION

Any ancillary accommodation proposed in front of the main residence in extenuating circumstances is to be notified to adjoining and opposite landowners for comment to be received within 21 days in accordance with section 8.3 of the scheme.

POLICY NO 6.4

6.4 - Caretaker's Dwelling

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Shire of Exmouth Town Planning Scheme No.3

RELATED LEGISLATION AND STATUTES

WAPC Planning Bulletin 70

1. INTRODUCTION

1.1 OBJECTIVES

- To provide for a *caretaker's dwelling* on land where full-time or permanent residency is warranted by a person charged with or responsible for the care of buildings, plant and equipment or grounds;
- To assist and guide proponents and the Council in the provision of a *caretaker's dwelling*.

1.2 POLICY STATEMENT

In certain situations and circumstances, there is often a need for people charged with the full-time care of buildings, plant, equipment and grounds (such as schools, sports ovals, national parks, defence and security installations etc.) to reside full-time on land containing those buildings in order to effectively fulfil their duty of care.

Such situations and circumstances include places where on-site security is paramount, or where plant and equipment requires continual monitoring, or for the ongoing maintenance of buildings, equipment and grounds, or where the distance separating a place where a person is expected to ordinarily reside (eg. in designated residential areas) and the place of care, will not allow for a timely or urgent and effective response to attend to emergency and critical situations. This is more so where the public interest and public security is particularly at stake.

In recognition of this, the Shire of Exmouth has included in Town Planning Scheme No.3 a land use category 'caretaker's dwelling' together with associated provisions that provide for – at the Council's discretion - a dwelling to be established on land for occupancy by a person having the full-time care of buildings, plant and equipment and grounds contained in that land.

This category was included to differentiate a 'caretaker's dwelling' from an ordinary dwelling because of their differing purposes, and the requirement that a caretaker's dwelling be a use that is incidental to the predominant use of the site.

The 'dwelling' land use category is generally recognised as a primary use of land and to this end, geographically defined or zoned areas are set aside under a town planning scheme to provide for this use, and for the bulk of a city, town or settlement's residential population to ordinarily reside.

However, in remote towns and settlements, such as Exmouth, and particularly where commercial opportunities are limited or business sustainability is marginal due to seasonal population fluctuations, there is – invariably - a tendency for business proprietors (and their family) to want to reside permanently from their place of business in order to reduce their cost of living (ie. not to maintain a separate place of residence). This is a typical occurrence in industrial or light industrial zoned areas.

Associated with this - particularly when a pattern of 'de facto' residential development begins to emerge - is an expectation for such areas to be provided with a level of community and social services and facilities (usually by the local government) commensurate with the level of services and facilities enjoyed by those ordinarily residing in a town or settlement's designated residential areas.

Similarly, there is also an expectation by residents of caretaker dwellings that they should enjoy the same or similar levels of environmental health standards ordinarily enjoyed by residents in a town or settlement's designated residential areas, notwithstanding that there are differing standards (usually lower) for areas of non-residential land use.

Acquiescence to such expectations can lead to surrounding existing lawfully established land use, and future surrounding land use that can be reasonably expected to be lawfully established, being compromised. It also diminishes the integrity of the Shire's town planning scheme.

Whilst sympathetic to some of the reasons why people seek to reside in caretaker dwellings, and their residential living expectations, Council is not prepared to compromise existing and future surrounding land use that has been lawfully established or can be lawfully established, and the development opportunities afforded to those land uses under Town Planning Scheme No.3.

It is Council's view that the provision of a caretaker's dwelling can only ever be incidental and ancillary to the predominant use of the land upon which it is to be established, and that it is only prepared to grant approval to an application to use land or a building for a caretaker's dwelling where it can be justified.

Therefore, Council's approach to considering and determining an application for approval to use or develop land for a caretaker's dwelling will be guided by its policy set out below.

1.3 DEFINITIONS

"Caretakers Dwelling" means a building used as a dwelling by a person having the care of the building, plant, equipment or grounds associated with an industry, business, office or recreation area carried on or existing on the same site. In accordance with Shire of Exmouth Town Planning Scheme No.3.

"Habitable Room" means a room used for normal domestic activities that includes:

- A bedroom, living room, lounge room, music room, sitting room, television room, kitchen, dining room, sewing room, study, playroom, sunroom, gymnasium, fully enclosed swimming pool or patio; but excludes
- A bathroom, laundry, water closet, food storage pantry, walk in wardrobe, corridor, hallway, lobby, photographic dark room, clothes drying room, verandah and unenclosed swimming pool or patio and other spaces of specialized nature occupied neither frequently nor for extended periods.

“*Predominant Use*” means the primary use of premises to which all other uses carried out on the premises are subordinate, incidental or ancillary.

2. POLICY PROVISIONS

2.1 DEVELOPMENT REQUIREMENTS

- Prior to the erection of a caretakers dwelling there must be a predominant industrial use or building on the site;
- Only one caretakers dwelling is permitted on a lot and that dwelling should be on the same lot as the associated industrial use in accordance with WAPC planning bulletin 70 and Town Planning Scheme, ‘lot’ shall exclude a strata lot or survey strata lot created pursuant to the Strata Title Act 1985 ;
- A caravan or park home shall not be permitted as a caretakers dwelling for either permanent or temporary accommodation;
- A caretakers dwelling shall be screened and/or fenced from the street frontage of the lot to the satisfaction of the council and wherever possible shall be sited at the rear of other buildings on the lot;
- Open verandahs may be permitted but must not be enclosed by any means unless the total floor area remains within the 100 square metres in accordance with WAPC planning bulletin 70;
- A caretakers dwelling is to have a total floor area of 100m² or less in accordance with WAPC planning bulletin 70;
- Caretakers dwelling to be incidental to the predominant permissible use in accordance with WAPC planning bulletin 70;
- If the predominant permissible use ceases to exist, the caretakers dwelling approval will have lapsed and the caretakers dwelling must be vacated by the occupier;
- Car parking for the use of the caretaker shall be provided on site; and
- The caretakers dwelling may need to include measures to mitigate adverse environmental impacts.

2.2 STATEMENT OF JUSTIFICATION

Pursuant to clause 8.2 of the Shire of Exmouth Town Planning Scheme No.3, an application for approval to use land or a building for a *caretaker’s dwelling* shall include a statement justifying or warranting the requirement for the provision of a *caretaker’s dwelling*.

The statement shall include:

- (i) reasons why the caretaker cannot ordinarily, reside within the Shire’s designated or zoned residential areas, or in areas where single, grouped and multiple dwellings are permitted or likely to be permitted.

Such reasons shall be consistent with a requirement for:

- (a) full-time monitoring and surveillance of access to and from the place of care, or of plant and equipment in continual use. Where a caretaker is deemed necessary for security purposes, reasons should be provided why the security of the site cannot be provided by security services or staff being ‘on call’;
- (b) the continuous maintenance of buildings, plant and equipment and grounds;

or

- (c) the distance separating the area or place where a person is expected to ordinarily reside (eg. in recognised residential areas) and the place of care will not allow for a timely or urgent and effective response to attend to emergency and critical situations at the place of care.
- (ii) that there will not be an unacceptable health risk to the caretaker;
- (iii) that the caretaker acknowledges that the services and amenity normally afforded to a person residing in a residential zoned area is not applicable to the site; and
- (iv) that the provision of a *caretaker's dwelling* will not compromise the lawful operations of lawfully established surrounding land uses, nor prejudice future surrounding land use that could reasonably be expected to be lawfully established.

2.3 APPROVAL PROCESS

Caretaker dwellings are not permitted unless such use is incidental to the predominant use as decided and approved by Council in areas zoned Town Centre, Tourist, Mixed Use, Light Industrial, Industrial and Pastoral. A planning application is required.

A planning application must be made in the form of prescribed in Schedule 7 of the Scheme, and shall be accompanied by a site plan (three copies) identifying the proposed area to be utilised for the caretaker dwelling, the statement of justification and a covering letter outlining how the caretaker dwelling complies with Section 2.1 and 2.2 above.

Section 8.5 of the scheme, outlines the matters that will be considered by council when assessing a planning application for a caretaker dwelling.

Pursuant to clause 8.6 of the Shire of Exmouth Town Planning Scheme No.3, in granting approval, Council is to satisfy itself that:

- (i) the necessity for a caretaker on the site has been adequately established by the proponent;
- (ii) there will not be an unacceptable health risk to the caretaker;
- (iii) that the provision of a *caretaker's dwelling* will not compromise the lawful operations of lawfully established surrounding land uses, nor prejudice future surrounding land use that could reasonably be expected to be lawfully established; and
- (iv) that the level of security necessary for the security of a site cannot ordinarily be provided by a security service or by staff being 'on call';

In granting approval to an application to use land or a building for a *caretaker's dwelling*, a condition shall be imposed requiring the proponent to prepare and sign – prior to the caretaker's dwelling being occupied - a statement of undertaking advising the prospective caretaker (if not the proponent), and the prospective caretaker acknowledging accordingly, that occupancy of the *caretaker's dwelling* may result in a lesser or lower enjoyment of residential living, and the application of lesser or lower prescribed environmental health standards, that would ordinarily be expected if living in the Shire's designated or zoned residential areas.

POLICY NO 6.5

6.5- Bed & Breakfast Accommodation

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Town Planning Scheme No. 3

RELATED LEGISLATION & STATUTES

- Building Regulations 2012
- Building Code of Australia
- Health Act 1911
- Shire of Exmouth Health Local Laws 1989 – Lodging Houses
- Food Act 2008
- Health (Aquatic Facilities) Regulations 2007

1. INTRODUCTION

1.1 POLICY OBJECTIVES

- Support a diverse accommodation base within the Shire;
- Provide an effective framework and guide for the provision of a 'Bed & Breakfast' establishment within the Shire;
- Ensure that a 'Bed & Breakfast' establishment is maintained to a satisfactory standard and that its use is lawfully conducted;
- Ensure the amenity of the site and the neighbourhood in which a 'Bed & Breakfast' establishment is located is suitably maintained;
- Ensure the 'Bed & Breakfast' establishment is adequately signposted as required; and
- Ensure that a 'Bed & Breakfast' is appropriately sited and located in order to provide for the safety of motorists and guests.

1.2 POLICY STATEMENT

Exmouth and its region is a popular tourist and recreation destination, regionally, nationally, and internationally.

Many tourists and visitors seek a diverse range of tourist and recreation experiences when visiting, and quite often have differing accommodation and amenity needs and requirements.

Arguably, the enjoyment or favourable memory of any tourist or recreation experience, or place visited, is influenced by the nature, character, standard and type of accommodation and amenities provided.

Bed and breakfast accommodation is an emerging form of alternate tourist and visitor accommodation within Exmouth that operators of seek to provide to meet the needs and requirement of tourists and visitors.

The Shire of Exmouth Town Planning Scheme No 3 provides for bed and breakfast accommodation to be considered and approved by Council, however, it presently lacks suitable provisions and controls etc. to guide Council and proponents in providing for bed and breakfast accommodation.

The Bed and Breakfast policy sets out to address this.

1.3 DEFINITIONS

'Bed & Breakfast Establishment' means any dwelling in which the resident of the dwelling provides accommodation on a short term basis and includes the provision of breakfast in accordance with the Town Planning Scheme No.3

'Dwelling' means (as per the meaning in the Residential Design Codes of Western Australia) a building or portion of a building being used or intended, adapted or designed to be used for the purpose of human habitation on a permanent basis by:

- a single person
- a single family
- no more than six (6) persons who do not comprise a single family

'Guest' means a paying visitor who intends to stay overnight at the Bed and Breakfast Accommodation and does not include the operator or another long-term resident of the dwelling.

'Short Term Stay' means where the room or bed is occupied for not more than 90 days in any 12 month period by the same guest.

2. POLICY PROVISIONS

2.1 POLICY APPLICATION AREA

Pursuant to clause 3.2.4 (a) of the Shire of Exmouth Town Planning Scheme (TPS) No.3, the use class 'bed and breakfast' is a use not listed by the Scheme but defined in the scheme's Residential, Special Rural, Marina and Town Centre zones and may be permitted at Council's discretion

In all other zones, the use is prohibited;

- Approval for a *'bed and breakfast'* use to be carried out in any of the above zones shall only be granted where an application for approval is deemed to comply with the requirements of TPS No. 3, this policy and any other relevant policy;
- Notwithstanding the power conferred on Council by clause 4.3 of the scheme, Council will not favourably consider any variation to the requirements set out above.

2.2 USE LIMITATIONS

- The use shall only be approved to be conducted in a single residential dwelling in which the resident of the dwelling provides breakfast. Tea and coffee making facilities may be provided in each guest bedroom;
- Guest access to a kitchen for preparation of meals is not permitted;

- The host is to permanently reside in the dwelling approved for a 'bed and breakfast' establishment;
- 'Bed & Breakfast' accommodation must be for short term guests only and not considered as long term permanent accommodation; and
- A maximum of six (6) guests only being accommodated at any one time;

2.3 FORM OF DEVELOPMENT

- The bedrooms and amenities to be utilised by guests are to be provided under the main roof or physically connected to the main dwelling by either a common wall or covered pathway, and are to be consistent with the design, form, style and external appearance of the approved dwelling;
- A maximum of four (4) guest bedrooms only being provided,

2.4 ACCESS AND PARKING

- On-site car parking is to be provided at a ratio of one (1) car bay per guest bedroom, in addition to the prescribed parking requirements for a single residential dwelling;
- Pursuant to clause 4.2 of TPS no.3, all required parking bays are to be designed, installed, paved and suitably screened from any street prior to the use commencing;
- No on-street car parking for guests or permanent occupants of the dwelling will be permitted.

2.5 SIGNAGE

- Council may permit one (1) sign on the site of the approved 'Bed & Breakfast' establishment advertising the name of the establishment and the name of the proprietor in accordance with the provisions of Council's Signage Policy.
- Directional signposting for a 'Bed and Breakfast' establishment is to be erected in accordance with Council's Signage Policy. It is considered that appropriately located and scaled signage is an important factor in assisting visitors to access their destination in a safe, informed manner whilst retaining the values of the immediate streetscape.

2.6 BUILDING REQUIREMENTS

- Each guest bedroom is to be provided with an approved smoke detector installed in accordance with Building Code of Australia. A Dry Chemical Portable Fire Extinguisher shall be installed in each guest bedroom. An emergency lighting system is to be installed in appropriate areas of the dwelling as deemed necessary and in accordance with the Building Code of Australia;
- In the case of an existing dwelling (ie, Class 1a building) being granted planning approval for use as a bed and breakfast, the proponent shall make a separate application to the Shire for a 'change of use' to a Class 1b subject to Regulation 22 of the Building Regulations 2012. All works required to satisfy compliance with the Building Code of Australia Volume 2 – Part 3.7.2 Smoke Alarms relating to a Class 1b building shall be completed prior to the 'Bed and Breakfast' use commencing;

- Building approval will be required if any structural changes (internal and/or external) are proposed to an existing dwelling. Major new premises may be deemed commercial under the requirements of the Building Code of Australia, which incorporates fire safety provisions.

2.8 ENVIRONMENTAL HEALTH REQUIREMENTS

- In relation to water supply, a dwelling approved for use as a 'Bed & Breakfast' establishment must be either connected to the Water Corporation's scheme water supply or, alternatively, be serviced by a rainwater tank with a minimum storage of 90,000 litres;
- Kitchen facilities and food handling practices are to be in accordance with the minimum requirements of the *Food Hygiene Regulations 1993*, and breakfast/dining room facilities may be shared with occupants of the dwelling household;
- Separate bathroom and toilet facilities are to be provided for guests;
- A Shire Officer will conduct a minimum of one (1) compliance inspection of the 'Bed & Breakfast' establishment each year. Council will only support continued use of the approved establishment which demonstrates a high standard of hygiene and facilities;

7.4 The host shall maintain a guest register that shall be made available for inspection by a Shire Officer upon request.

2.9 MANAGEMENT

- A management plan is to be submitted at the time of lodging the application.
- The management plan is to address;
 - Ongoing maintenance
 - Noise control
 - Car parking
 - Use of Storage Areas
 - Management of complaints
 - Compliance with strata by laws (if applicable) in the form of a statement of compliance
 - Maximum occupancy and duration of stay
 - Check in check out times
- A code of conduct is required to be submitted at the time of lodging the application. This document must detail the expected behaviour of guests in order to manage anti-social behaviour and potential conflict between guests, residents and neighbours. The document must then be displayed in a prominent position within the premises.

2.10 FEES AND CHARGES

- An approved 'Bed & Breakfast' will require an annual permit with a fee set by the Council that shall be made payable to the Shire. Council will issue notices to Bed and Breakfast providers explaining that the bed and breakfast permit requires renewal. Upon payment of the renewal fee and subject to ongoing

compliance with this policy, an annual permit for a 'Bed & Breakfast' establishment shall be issued.

2.11 REVOKING OF B&B LICENCE

- Council may withdraw its approval of a B&B Licence for non-compliance if the approved use:
 - (a) causes a disturbance or annoyance to neighbours or occupiers of land in the vicinity
 - (b) causes traffic problems
 - (c) contravenes any of the other criteria as laid down in the Policy.

2.12 APPROVAL PROCESS

A planning application must be made in the form of prescribed in Schedule 7 of the Scheme, and shall be accompanied by a site plan (three copies) identifying the proposed area to be utilised for the proposed Bed Breakfast accommodation and a covering letter outlining how the proposal complies with Section 2.2 above.

Section 8.5 of the scheme, outlines the matters that will be considered by Council when assessing a planning application for bed and breakfast.

Pursuant to TPS No.3, an application for approval for a 'bed and breakfast' use is to include the following:

- the location of the ingress/egress point on the subject site;
- sight distances (in metres) in each direction at the ingress/egress point;
- location of any obstructions within the adjacent road reserve (i.e. trees, crests);
- the speed limit of road access proposed to be gained;
- approximate number, and type of vehicles likely to utilise the establishment each year;

Pursuant to TPS No.3, an application for approval to establish a 'bed and breakfast' establishment on land abutting a road under the care and control of Main Roads Western Australia (MRWA), and for which direct vehicle access is sought, shall be referred to MRWA for comment and advice. In determining the application Council shall consider any advice provided by MRWA in respect to the application;

2.12.1 CONSULTATION ADVERTISING

- Written notification will be forwarded by Council to the owners of land adjoining and opposite the subject allotment, which shall contain the following information:
 - (a) a description and address of the site
 - (b) a description of the building or land use
 - (c) the name of the applicant
 - (d) where and when the plans can be inspected
 - (e) the time period within which written submissions are to be made
 - (f) a copy of the notification plan
- The application will be advertised for 21 days pursuant to the Shire's Town Planning Scheme.

- Written comments on the application will be received for the nominated period, from the date of the notification letter or from the date of first advertisement of the application.

SUBMISSIONS

- The matters that Council will take into consideration in forming an opinion as to whether the enjoyment of land may be detrimentally affected shall include:
 - (a) the views to and the view from the land
 - (b) overshadowing and loss of solar access to adjoining and neighbouring land and buildings
 - (c) privacy of adjoining and neighbouring land
 - (d) drainage, noise, dust, odours and similar emissions
 - (e) the visual quality of the building in relation to the streetscape and adjoining locality
 - (f) the effect of the proposed development on property and persons whose amenity is likely to be affected by the development
 - (g) compatibility with adjacent land use
 - (h) bulk and scale
 - (i) any other matter which Council deems relevant
- Submissions made in respect of applications must be in writing and addressed to the Chief Executive Officer.
- Submissions must clearly indicate the name and address of the person making the submissions.
- Special alternate arrangements may be made where any difficulty exists in the provision of written submissions.
- On the expiry of the notification or advertising period Council will make a determination after consideration of all submissions. Persons making submissions will be advised in writing of Council's determination.

POLICY NO 6.6

6.6 - Outbuildings

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Town Planning Scheme No. 3

RELATED LEGISLATION & STATUTES

- Residential Design Codes of Western Australia (R-Codes)
- The Building Act 2011
- Building Regulations 2012

1. POLICY OBJECTIVE

- To assist and guide proponents and the Council in relation to the provision of 'outbuildings' on land within the scheme area; and
- To ensure the provision of appropriately sized and scaled ancillary 'outbuildings', where so permitted.

1.1 POLICY DEFINITIONS

"Outbuilding" means an enclosed non-habitable structure that is ancillary to and detached from a dwelling, used for domestic purposes associated with the enjoyment of that dwelling, and may include the garaging of motor vehicles.

"Oversized Outbuilding" means outbuilding(s) that collectively exceed 60m² in area and/or have a wall height exceeding 2.4m and/or a ridge height that exceeds 4.2m.

"Reduced setback" means any distance between 901mm from the property boundary and the minimum prescribed setback provided by Table 1, Tables 2a and 2b, Figures 2a-2e and Figure 3 of the R-Codes (generally 1-1.5m).

"On a boundary" means any distance between 0mm – 900mm from the property boundary.

"Enclosed" means the enclosure of two or more sides of the outbuilding (in addition to the roof) with a non-permeable cladding. The use of permeable materials such as open lattice or shade cloth does not constitute an enclosed side.

"Detached" means not sharing a common wall, or having an adjoining wall.

"R-Codes" means the Residential Design Codes of Western Australia.

2. POLICY PROVISIONS

2.1 APPROVAL PROCESS

Proposed outbuildings will generally be determined under one of the following categories:

2.1.1 Determined by Delegated Authority

A proposed outbuilding that requests a variation to the Residential design Code but complies with the following standards, is defined as an *Oversized Outbuilding* and can generally be determined under delegated authority by Council Officers.

In the case of land zoned **Residential**, an application must be made for a Outbuilding Variation, pursuant to the R-Codes.

Any proposed outbuildings on land zoned **Residential Development, Marina, Special Rural, and Special Use – Wilderness Estate**, requires a planning application made pursuant to section 8.2 of the Scheme (i.e. a standard Planning Approval application).

To be determined under delegated authority, an oversized outbuilding must:

1. Comply with the open space requirements of Table 1 of the R-Codes (i.e. min 50% of the lot is open space) and other Scheme requirements can be achieved;
2. The oversized outbuildings do not exceed the following maximum size in the respective zones: -
 - **Residential R17.5 and higher density** – do not exceed 90m², with a maximum wall height of 3.6m and a maximum gable roof height (or apex) of 4.5m measured from natural ground level.
 - **Special Rural, Special Use - Wilderness Estate and Pastoral** – do not exceed 150m², with a maximum wall height of 3.8m and a maximum gable roof height (or apex) of 4.8m measured from natural ground level.

A reduced setback between 900mm and the prescribed setback stated in the R-codes, may be considered under delegated authority for Oversized Outbuildings where solar access is not compromised for neighbouring properties.

Where it can be demonstrated that solar access will not have an adverse impact on a neighbouring property, Outbuildings on a boundary (setback 0mm or between 700mm to 900mm) will only be considered in the following circumstances:

- existing development – where the wall abuts an existing or simultaneously constructed wall of similar or greater dimension; or,
- In areas where residential density areas are coded R17.5 to R20, proposed walls are **not higher than 3 metres and no more than 9 metres in length** and no objection has been raised from the affected neighbour; or
- In areas coded R30, proposed walls are **not higher than 3 metres and no more than 6 metres in length**, provided no objection has been raised from the affected neighbour.

Where an affected neighbour objects to the proposal to build on the boundary, Council will exercise its discretion in determining whether to approve or refuse the application.

Affected neighbours of any proposed Oversized Outbuilding or reduced setback in accordance with the R-Codes, will be consulted in accordance with the requirements of Element 4 of the R-Codes. Any objections received during the consultation period will be considered during the assessment of the planning application.

Any proposed Outbuildings on land listed on the State's Register of Heritage Places, the Shire's Municipal Inventory, or in a 'Heritage Precinct' designated by the Scheme requires the lodgement of a planning application. In these cases, the form and scale of the

'outbuilding' must be designed to be compatible with the distinct heritage character.

2.1.2 Determined by Elected Council

Applications for oversized outbuildings varying the requirements of section 2.1.1 can be submitted, however clear justification for the proposed variation to this Policy will need to be provided with the planning application.

Following notification to neighbours for comment, Shire Officers will report these applications to Council determination. It should be noted that applications that do not comply with this Policy should only be submitted in exceptional circumstances, and still risk being refused. Fees paid for refused applications are non-refundable.

3. **ADDITIONAL INFORMATION**

This Policy is not applicable to sea containers. Refer to the Council's Sea Container Policy.

3.1. BUILDING AN OUTBUILDING ON VACANT LAND (PRIOR TO A DWELLING)

As an outbuilding is ancillary to a dwelling, the approval of an outbuilding on land prior to the construction of a dwelling shall only be granted if one of the following requirements has been satisfied:

- 1) Council has granted special approval for the outbuilding to be erected prior to the dwelling; or
- 2) The applicant has a current building permit, through a registered builder for the dwelling issued prior to or with the building permit for the outbuilding; or
- 3) In the case of an owner builder, the applicant has a current building licence for the dwelling and provides a Statutory Declaration with the building permit application for the outbuilding providing a commitment to construct a residence within 6 months of completion of the outbuilding (the residence and outbuilding applications can be submitted together, accompanied by the Statutory Declaration).

In addition, the approval of an outbuilding prior to a residence (in a residential area) will be subject to the applicant constructing suitable fencing of the side and rear property boundaries to provide sufficient screening to reduce the visual impact of the structure from neighbouring properties. For example, a 1.8m colorbond fence would be considered suitable to screen an outbuilding that meets the height restrictions of this Policy.

3.2. TEMPORARY USE OF OUTBUILDINGS FOR HABITABLE PURPOSES

Unless approval has been granted by Council and the construction is in accordance with Class 1 requirements of the Building Code of Australia (BCA), outbuildings cannot be used for habitable purposes, even on a temporary basis.

Within the **Special Use - Wilderness Estate, Special Rural** and **Pastoral** zones, proposals to temporarily reside in an outbuilding (prior to and while the main residence

is constructed) can only be considered by Council if it is built as a Class 1 building (in accordance with the provisions of the BCA for a dwelling). For proposals in the Wilderness Estate, the outbuilding must be at least 150m² (variations up to 10% i.e. 165m² can be considered for approval by Council). Following construction of the main residence, the outbuilding shall be modified to revert to either a standard outbuilding or with combined ancillary accommodation (with living area no greater than 100m² and the remainder separately used for outbuilding purposes).

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ATTACHMENT 1

From: *Residential Design Codes of Western Australia, 2008 (pg 24 Pt 6)*

Performance Criteria	Acceptable Development
<p>New development should meet these criteria</p>	<p>The acceptable development provisions illustrate one way of meeting the associated performance criteria</p>
<p>6.10.1 Outbuilding</p> <p>P1 Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties</p>	<p>A1 Outbuildings that:</p> <ul style="list-style-type: none"> i are not attached to a dwelling; ii are non-habitable; iii collectively do not exceed 60m² in area or 10% in aggregate of the site area, whichever is the lesser; iv do not exceed a wall height of 2.4m; v do not exceed ridge height of 4.2m Vi are not within the primary street setback area; vii do not reduce the amount of open space required in Table 1; and viii comply with the siting and design requirements for the dwelling, but do not need to meet rear setback requirements of Table 1.

POLICY NO 6.7

6.7 - Murat Road Development Guidelines

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Town Planning Scheme No. 3

RELATED LEGISLATION & STATUTES

- Residential Design Codes of Western Australia
- The Building Act 2011
- Building Regulations 2012

POLICY OBJECTIVES

- To implement design guidelines for development proposals that address or are clearly visible from Murat Road;
- To enhance to streetscape appearance of buildings and site development to a high standard of presentation;
- To encourage a diversity of architectural presentation to the streetscape that enhances a tourism character for the Exmouth Township entry road; and
- To provide design guidance to developers to assist with streamlining the planning development process.

PREAMBLE

This Policy enhances the site and development requirements of Clauses 5.3, 5.4, 5.6 of the Shire of Exmouth Town Planning Scheme No. 3 and introduces requirements for public purpose reserve. The Policy only applies to properties fronting Murat Road generally from Maidstone Crescent to the north and Mortiss Street to the south.

The zoning of the land along Murat Road comprises of Town Centre, Tourist, Mixed Use and Public Purposes.

Where there is any inconsistency between the Scheme and the Policy, the Scheme shall prevail.

Where an Outline Development Plan applies to any portion of the Murat Road Development area, the ODP shall prevail.

The Policy shall not bind the Council in respect of any application for Planning Approval but the Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its decision.

1.0 TOWN CENTRE

1.1 Site Requirements

- Buildings to be setback at least 9 metres from Murat Road and at least 4.5 metres from a secondary street.
- Rear and side boundary setbacks to accord with the Building Code of Australia.
- A minimum landscaping strip along the Murat Road boundary to be a minimum 4 metres deep across the front setback and 2 metres along a secondary street. Car parking areas to have landscaping provided at least between 8 car parking bays for shaded parking. A minimum landscaping requirement of 5% of the lot area for commercial development and 15% for tourist accommodation. All landscaping to be fully reticulated.
- Up to 2 metres of the road verge may be credited towards the calculable area of landscaping provided it is landscaped and reticulated. Any landscaping of the road verge should be subject to the Council's Verge Enhancement Policy.
- A performance bond of \$100 per linear metre of road frontage as required for a 12 month period to ensure landscaping is maintained. The 12 month period is effective from the completion of the landscaping to the satisfaction of the Chief Executive Officer. The bond shall be paid prior to the issuance of a Building Licence or the commencement of the use where a Building Licence is not required.
- Provision shall be made to ensure that vehicles of no less than 9 metres in length can enter and leave the site in forward gear.
- Vehicle crossovers shall be limited to one per property. In the case of corner lots, access shall be from the secondary road. Any application to subdivide and create additional Murat Road frontage lots will be assessed on its merits and consideration given to any Shire/Main Roads WA plans for the redevelopment of Murat Road. In the case of a subdivision a crossover to each property will not generally be supported.
- Vehicle crossovers to be constructed to accord with National Engineering Standards; Austroads Guide to Traffic, Engineering Practice Part 5 Intersections.
- The pedestrian dual use footpath alignment shall take precedence over the vehicle crossover.
- Vehicle access, manoeuvring and car parking areas shall be constructed of paved concrete and/or bitumen surface.

1.2 Development Requirements

- The maximum building height shall be two stories. The building/s external walls shall be designed by a suitably qualified Architect and constructed of masonry brick, render or the like with elements of timber weatherboard, corrugated steel to provide a variety of materials. Colorbond corrugated sheeting with profiles running horizontally may be utilised provided panels are broken up to avoid large unarticulated areas.

- Building elevations will require articulation of built form and show clearly defined entry statements to main buildings. Sun shade devices should be used on facades and building fronts to provide protection for pedestrians.
- Buildings shall present to the streetscape with no blank walls being visible from primary and secondary streets.
- Roof design may comprise of alternative shapes of gable, skillion or hip though the site development shall have complimentary and consistent roof form.
- The building/s external colour scheme to accord with Councils Colour Palette.
- Any signage located on the Lot or building shall comply with Council's Signage Policy.
- External lighting to be provided to improve night time visibility within the premises grounds and accord with National Crime Prevention through Environmental Design principles.
- Street fencing shall be at least 50% visually permeable and columns not exceed 2.1 metres in height and infill fencing a maximum of 1.8 metres in height.

2.0 TOURIST

2.1 Site Requirements

- Buildings to be setback at least 4 metres from Murat Road and at least 4.0 metres from secondary street. The buildings front elevation shall address the road with rear vehicle access.
- Rear and side boundary setbacks to accord with the Building Code of Australia.
- A minimum landscaping strip along Murat Road to be 3 metres and 2.5 metres along a secondary street. Car parking areas to have landscaping provided at least between 8 car parking bays for shaded parking. A minimum landscaping requirement of 15% of the lot area. All landscaping to be fully reticulated.
- Up to 2.0m of the road verge may be credited towards to calculable area of landscaping provided it is landscaped and reticulated. Any landscaping of the road verge should be subject to the Council's Verge Enhancement Policy.
- A performance bond of \$100 per linear metre of road frontage is required for a 12 month period to ensure landscaping is maintained. The 12 month period is effective from the completion of the landscaping to the satisfaction of the Chief Executive Officer. The bond shall be paid prior to the issuance of a Building Licence or the commencement of the use where a Building Licence is not required.
- Provision shall be made to ensure that vehicles of no less than 12 metres in length (car and boat trailer/caravan) can enter and leave the site in forward gear.
- Vehicle crossovers shall be limited to one per property. In the case of corner lots, access shall be from the secondary road. Any application to subdivide and create additional Murat Road frontage lots will be assessed on its merits and consideration

given to any Murat Road Development Plan. In the case of a subdivision a crossover to each property will not generally be supported.

- Vehicle crossovers to be constructed to accord with National Engineering Standards; Austroads Guide to Traffic Engineering Practice, Part 5 Intersections.
- The pedestrian dual use footpath alignment shall take precedence over the vehicle crossover.
- Vehicle access, manoeuvring and car parking areas shall be constructed of paved concrete and/or bitumen surface.

2.2 Development Requirements

- The maximum building height shall be two stories. The buildings external walls shall be constructed of masonry brick, render or the like with elements of timber weatherboard corrugated steel to provide a variety of materials. Colorbond corrugated sheeting with profiles running horizontally, panels to be broken up to avoid long unarticulated areas.
- Building elevations will require articulation of built form and show clearly defined entry statements to main buildings. Sunshade devices should be used on facades and building fronts to provide protection for pedestrians.
- Buildings shall present to the streetscape with no blank walls being visible from primary and secondary streets.
- Roof design may comprise of alternative shapes if gable or hip roofs of between 25° to 33° pitch though the site development shall have complimentary and consistent roof form. In the case of single storey buildings the width of the eaves shall provide a projection of at least 25% of the wall height from the external wall to improve thermal cooling of buildings.
- The building external colour scheme to accord with Councils Colour Palette.
- Any signage located on the Lot or building shall comply with Council's Signage Policy.
- External lighting to be provided to improve night time visibility within the complex grounds and accord with National Crime Prevention through Environmental Design Principles.
- Street fencing shall be at least 50% visually permeable and columns not exceed 2.1 metres in height and infill fencing a maximum of 1.8 metres in height.

3.0 MIXED USE

3.1 Site Requirements

- Buildings to be setback at least 9 metres from Murat Road and at least 6 metres from a secondary street.
- Rear and side boundary setbacks to accord with the Building Code of Australia.
- A minimum landscaping strip along Murat Road to be 2.5 metres and 1 metre along a

secondary street. Car parking areas to have landscaping provided at least between 6 car parking bays for shaded parking. A minimum landscaping requirement of 5% of the lot area. All landscaping to be fully reticulated.

- Up to 2.0m of the road verge may be credited towards to calculable area of landscaping provided it is landscaped and reticulated. Any landscaping of the road verge should be subject to the Council's Verge Enhancement Policy.
- A performance bond of \$100 per linear metre of road frontage is required for a 12 month period to ensure landscaping is maintained. The 12 month period is effective from the completion of the landscaping to the satisfaction of the Chief Executive Officer. The bond shall be paid prior to the issuance of a Building Licence or the commencement of the use where a Building Licence is not required.
- Provision shall be made to ensure that vehicles of no less than 9 metres in length can enter and leave the site in forward gear.
- Vehicle crossovers shall be limited to one per property. In the case of corner lots, access shall be from the secondary road. Any application to subdivide and create additional Murat Road frontage lots will be assessed on its merits and consideration given to any Murat Road Development Plan. In the case of a subdivision a crossover to each property will not generally be supported.
- Vehicle crossovers to be constructed to accord with National Engineering Standards; Austroads Guide to Traffic Engineering Practice, Part 5 Intersections.
- The pedestrian dual use footpath alignment shall take precedence over the vehicle crossover.
- Vehicle access, manoeuvring and car parking areas shall be constructed of paved concrete and/or bitumen surface.
- Rear access driveways and rear storage areas may be compacted limestone, gravel or similar material where car parking and manoeuvring areas are located to the front of the property.
- Residential dwellings shall be located to the rear of the property or on the first floor above the business but not as a mezzanine to the business building. Note: Where the residential dwelling is adjoining or less than 3.0m to the business, the Building Code of Australia requires fire rated separating wall/s and/or floor to be provided.

3.2 Development Requirements

- The maximum building height shall be two stories. The buildings external walls shall be designed by a qualified Architect and constructed of masonry brick, render or the like with elements of timber weatherboard, corrugated steel to provide a variety of materials. Colorbond corrugated sheeting with profiles running horizontally may be utilised provided panels are broken up to avoid long unarticulated areas.
- Large prefabricated steel sheds with limited aesthetic qualities will not be permitted.
- Building elevations will require articulation of built form and show clearly

defined entry features to the main front elevations. Sunshade devices should be used on facades and building fronts to provide protection for pedestrians.

- Roof design may comprise of alternative shapes of gable, skillion or hip.
- The building external colour scheme to accord with Councils Colour Palette.
- Any signage located on the Lot or building shall comply with Council's Signage Policy.
- External lighting to be provided to improve night time visibility within the site grounds and accord with National Crime Prevention through Environmental Design Principles.
- Street fencing shall be at least 50% visually permeable and columns not exceed 2.1 metres in height and infill fencing a maximum of 1.8 metres in height.

4.0 PUBLIC PURPOSES/RECREATION AND OPEN SPACE

4.1 Site Requirements

- The maximum building height shall be one storey up to 5.5 metres. Buildings to be setback at least 9 metres from Murat Road and at least 6.0 metres from a secondary street.
- Rear and side boundary setbacks to be at least 6.0 metres.
- Landscape screening may be required for buildings in excess of 3.5 metres in total height.
- Provision shall be made to ensure service vehicles may enter and leave the site in forward gear.
- Vehicle crossovers shall be limited to one per property. In the case of corner lots, access shall be from the secondary road. Vehicle crossovers to be constructed to accord with National Engineering Standards; Austroads Guide to Traffic Engineering Practice, Part 5 Intersections.
- The pedestrian dual use footpath alignment shall take precedence over the vehicle crossover.

4.2 Development Requirements

- The buildings external walls shall be constructed of masonry brick, render or the like with elements of timber weatherboard, corrugated steel to provide a variety of materials. Colorbond corrugated sheeting with profiles running horizontally, panels to be broken up to avoid long unarticulated areas.
- Large prefabricated steel sheds with limited aesthetic qualities will not be permitted.
- Roof design may comprise of alternative shapes of gable, skillion or hip.
- The building external colour scheme to accord with Councils Colour Palette.

Any signage located on the Lot or building shall comply with Council's Signage Policy.

- External lighting to be provided to improve night time visibility around the perimeter of the building/s and accord with National Crime Prevention through Environmental Design Principles.
- Street fencing shall be at least 50% visually permeable and columns not exceed 2.1 metres in height and infill fencing a maximum of 1.8 metres in height. No barbed wire fencing shall be permitted.

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POLICY NO 6.8

6.8 - Signs

Origin/Authority

Council Meeting: 21 February 2013

ENABLING LEGISLATION

Town Planning Scheme No. 3

RELATED LEGISLATION & STATUTES

- Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law
- Building Regulations 2012

1. INTRODUCTION

POLICY OBJECTIVES

1. To guide the design, materials and siting of advertising structures and signs in the shire area.
2. To ensure consistent policy and clearly set out the requirements of the Shire of Exmouth for applicants making an application for outdoor advertising.
3. To preserve the streetscape locality values and qualities of Exmouth whilst enhancing the local tourism economy.
4. To provide relevant information at appropriate locations to guide visitors to tourist businesses and attractions.
5. To coordinate the style of signage through the use of components and features to achieve a strong distinct identity.
6. To establish a standard type of approved signs to clearly identify businesses.
7. To reduce visual clutter, driver confusion, landscape detraction and traffic hazards caused by poor and indiscriminate signage.
8. To decrease bureaucratic procedures, restrictions and constraints, as well as legal and jargonistic guidelines.

POLICY STATEMENT

This policy has been prepared to support and be read in conjunction with Clause 4.9 of the Shire of Exmouth Town Planning Scheme No. 3 (Scheme). The Scheme requires the submission of an application for planning approval for non-exempt advertisements. Schedule 5 of the Scheme outlines signs which are exempt from requiring planning approval.

This policy is aimed at simplifying and explaining to potential advertisers or their agents the requirements of Council. It is not intended to be a strict rule to stifle high standard innovative design, but rather encourage good quality signage that is appropriate for Exmouth.

This Policy outlines what signage is acceptable under the provisions of the Scheme, and how applications can be made for new signage, or for alterations to existing signage.

Advertising signage is about communicating messages to consumers, and it comes in many forms. It can be printed, painted, projected or illuminated onto a wide variety of surfaces. Illuminated signs can include neon tubes, floodlights or back lights. Flags, bunting, awnings, tethered balloons, pylon signs, window signs, roof signs, hoardings, fibre optics, television, flashing, chasing signs and animated signs are all examples of the broad scope of advertising.

Signs may be on buildings, facias, windows, walls or roofs. Freestanding signs may be on frames or on poles or on street furniture.

Council's main concerns in regard to advertising signage relate to:

- visual impact on surrounding land and buildings;
- visual impact on streetscape;
- visual impact on the overall locality; and
- the structural integrity and safety aspects of a sign for cyclonic events.

The surface area of a proposed sign is calculated in square metres – that is, its measured height x breadth. When assessing odd or unusual shaped signs (for example, spheres, columns, animal shapes, etc.) the Council will define the surface area of the sign as its area in silhouette or profile when viewed from any one perspective. That is, the signs maximum assessable surface area will equate to its maximum silhouette or profile.

PLANNING CONSIDERATIONS

When considering proposals for new advertising signage Council will have regard to:

- whether a new sign is compatible with any existing signs on the site;
- whether a new sign complements or detracts from the dominant character of the surrounding landscape;
- whether a new sign complements or detracts from the architectural style and character of the building, site or area;
- whether a new sign compromises surrounding land uses due to its size, design, location or the use of illumination or devices such as flashing or moving elements;
- whether a new sign may be hazardous to vehicular or pedestrian traffic;
- whether a new sign added to an existing directional sign or structure would prejudice readability due to excessive signs at one location;
- whether a new sign on or attached to a heritage building is discreet and complements the building and area; and
- whether rationalisation or reduction in the number of existing signs is appropriate and achievable.

Where a proposed advertising sign or device is to be located within a reserve set aside under the Scheme or future Town Planning schemes, Council will determine applications on their merits based on the principles embodied in this policy. As a guide, general advertising of this nature is not supported.

2. EXISTING SIGNS

- Existing signs are those, which were erected, placed or displayed lawfully prior to the coming into force of this Policy.
- No provision of this Policy shall prevent the continued use of a sign for which, immediately prior to this Policy coming into operation, all licences and approvals required to authorise the erection of the sign, were duly obtained and are current.
- However, where Council considers that a particular sign conflicts with the aims or objectives of this Policy, it may serve an enforcement notice to require the advertiser to remove or adapt the sign.

3. SIGNS – ZONING CHART

The Zoning Chart below has been developed to provide a simple check to assist with applications for signage approval. It shows the types of signs that are permitted in the different zones and reserves.

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Signs – Zoning Chart

SIGN TYPE	ZONES/RESERVES														
	Town Centre	Marina	Tourist	Mixed Use	Light Industrial	Industrial	Residential	Residential Development	Special Rural	Pastoral	Special Use	Recreation and Open Space	Public Purpose	Roads	
ON BUILDING															
Above Roof (11.1)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Part of Roof (11.2)	S	S	S	PE	PE	PE	X	X	X	X	X	X	X	X	
Wall (11.3)	S	S	S	P	P	P	S	S	X	X	X	X	X	X	
Projecting (11.4) *1	S	S	S	P	P	P	X	X	X	X	X	X	X	S	
Window (11.5)	PE	P	P	PE	PE	PE	X	X	X	X	X	X	X	X	
OFF BUILDING															
Rural Business (7.0)	X	X	X	X	X	X	X	X	P	P	X	X	X	X	
Pylon (12.1) *2	S	S	S	P	P	P	X	X	X	X	X	X	X	X	
On Ground (12.2) *2 *3	P	P	P	P	P	P	X	X	X	X	PE	PE	X	X	
Panel (12.3)	S	S	S	P	P	P	X	X	X	X	X	X	X	X	
Hoarding (12.4) *2	X	X	X	X	X	X	X	X	X	X	X	P	P	X	
Tethered (12.5)	P	P	P	P	X	X	X	X	X	X	X	P	X	X	
Product Display (12.6)	X	X	X	P	P	P	X	X	X	P	X	X	X	X	
TEMPORARY															
Real Estate Directional (8.0)	P	P	P	P	P	P	P	P	P	P	P	X	X	X	
Real Estate Development (9.0)	P	P	P	P	P	P	P	P	P	P	P	X	X	X	
Real Estate "For Sale" (10.0)	PE	PE	PE	PE	PE	PE	PE	PE	PE	PE	PE	X	PE	X	
Construction Site (12.7)	P	P	P	P	P	P	P	P	P	P	P	P	P	X	
Display Home (12.8)	X	P	P	X	X	X	P	P	P	X	P	X	X	X	
Public Information (12.9) *3	PE*	PE*	PE*	PE	PE	PE	PE*	PE*	PE*	PE*	PE*	PE*	P	P	
OTHER															
Business Direction (6.0)	X	X	X	P	P	P	P	P	P	P	P	X	X	P	

LEGEND

X	Not permitted	*1	Certain types of Projecting signs require a Building Permit
P	Permissible, application required	*2	Building Permit is required
PE	Permitted, exempt from application	*3	Portable on Ground signs and Public Information signs on Council Property also require a permit pursuant to the Shire's Advertising signs on Thoroughfares Local Law.
PE*	Permitted, exempt from application unless the proposal is not consistent with the Policy		
S	Permissible, application required. A total site signage plan is required if varying the standards in this Policy.		

Note: Certain types of signs are not permitted (X) in any zones. These signs have been included so as to avoid confusion, which would occur if certain types were not described. Council presently considers those listed as not permitted are not acceptable forms of signage for that zone.

4.0 POLICY PROVISIONS

The Council may vary a standard or provision subject to conditions it thinks fit. However, all applications for variations must include justification for the variation and in most cases that will involve the submission of a Total Site Signage Plan. A sign application must include the following information to enable assessment of the proposed sign(s) and in some cases will form part of a Planning Application or Building Permit application.

All advertisement signs and devices shall:

- not pose a threat to public safety or health;
- subject to the noted exceptions within this Policy, not extend beyond any boundary of a lot or lease area except with the approval of the Council.

If illuminated the advertising sign or device shall:

- not cause a nuisance, by way of light spillage, to abutting sites or roadways;
- not comprise flashing, running or intermittent lights;
- not interfere with or be likely to be confused with traffic control signals or create a traffic hazard;
- have any boxing or casing in which it is enclosed constructed of incombustible material;
- where comprising glass (other than fluorescent tubing) have the glass so protected as to prevent its falling into a public place in the event of breakage;
- have its electrical installation constructed and maintained to the satisfaction of Western Power or the appropriate electrical supply authority and in accordance with the relevant Australian Standard.

1. Every sign shall be securely fixed to the structure by which it is supported to the satisfaction of Council and shall be maintained in a safe condition.
2. All signs shall be designed, constructed, finished, installed and maintained to a standard compatible with their surroundings including buildings, townscape,

landscaping and other signs.

3. Signs attached to buildings shall reflect the architectural features of the building in placement, style and proportions, and should be based on the approved colours endorsed by Council where possible.
4. A person shall not erect a sign so as to obstruct access to or from a door, fire escape or window, other than a window designed for the display of goods.
5. Hoarding signs, Pylon signs, non-portable on ground signs and some forms of Projection signs are required to obtain a Building Permit prior to erection of the structure and the application shall include certification from a suitably qualified structural engineer.
6. Temporary signs and Portable on ground signs located on council property require a permit pursuant to the Shire of Exmouth Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

5.0 TOTAL SITE SIGNAGE PLAN

A Total Site Signage Plan (TSSP) means an overall plan of the whole of the subject site showing the location and size of all advertisement signs proposed for the site, as well as the outline of any buildings, car parking areas, vehicular access points to the site, etc. Any existing signs must also be included on the plan and clearly delineated.

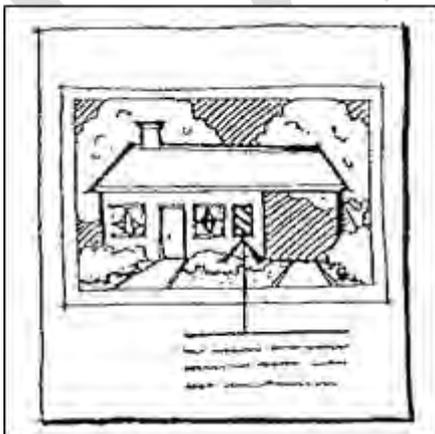
A TSSP is only required as part of an application when some variation from the standards is requested, or a development is proposed that has potential for many signs.

All subsequent applications for an advertisement sign on the subject lot must be in accordance with the approved TSSP. If not, a new TSSP may be required to be approved by the Council.

A "Simple Total Site Signage Plan" Example

A simple TSSP is suitable for the following applications only:

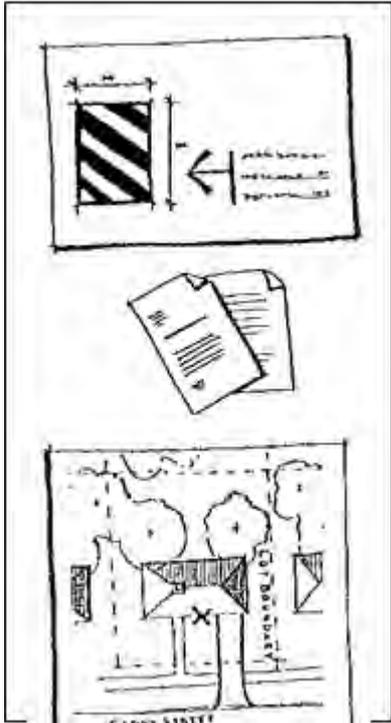
- Residential Zone Wall Signs
- On Ground Signs



1. A clear illustration of where the sign/s will be placed on the site or building. This could be:

- a drawing of the sign done to the correct scale and pasted to a photo
- a sketch on your builder's plans and/or elevations; or
- a perspective drawing

The illustration must also show the relation of the sign to neighbouring properties, so that Council can check it will not have a negative impact on your neighbours.



2. An illustration or photograph of the sign/s with dimensions marked. (The actual content of the sign need not be shown.)

3. Additional notes to support your application and outline the reasons why you may wish to vary from the standards.

4. A Site Plan showing clearly where each sign is to be located in relation to the building, site boundaries and neighbouring properties.

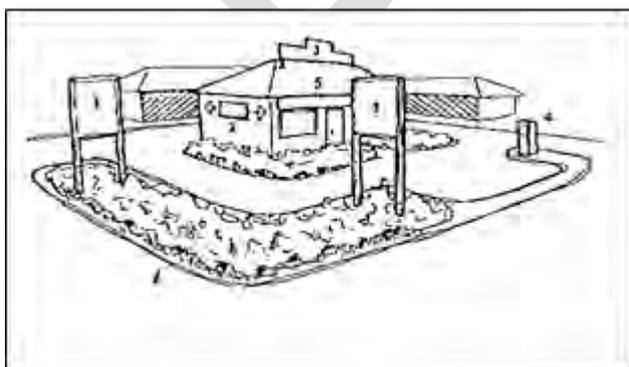
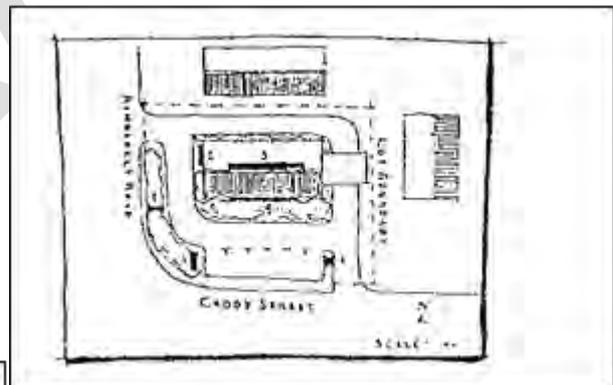
6.0 A “ COMPLEX TOTAL SITE SIGNAGE PLAN” EXAMPLE

A complex TSSP is to be lodged for signs listed in 3.0 Signs – Zoning Chart

1. A Site Plan showing clearly where each sign is to be located in relation to the building, site boundaries and neighbouring properties.

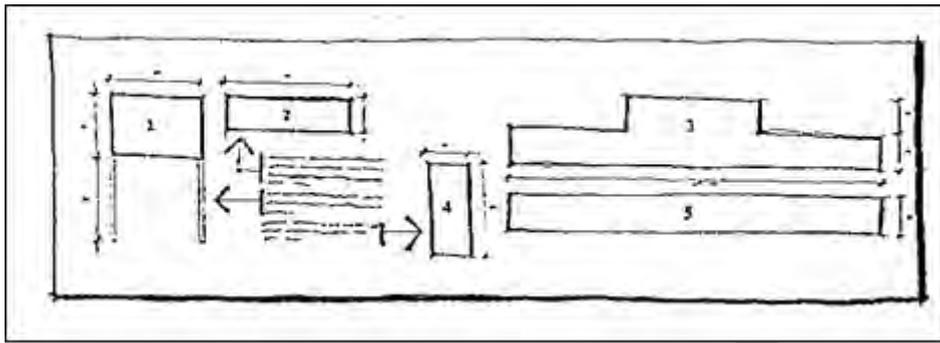
The plan must show:

- A scale and North point;
- Lot boundaries;
- Street and road names; and
- Existing signs to be removed or retained.



2. A perspective drawing or photomontage (modified digital photo) showing;

- Neighbouring buildings or sites;
- Lot boundaries;
- Existing signs to be removed or retained.



3. A sheet illustrating each sign to be installed and clearly showing:
 - Dimensions;
 - Surface areas; and
 - Heights above ground.
4. Additional notes to support your application as requested by Council's staff (ie, structural engineer certificate).

7.0 PROVISIONS FOR EACH TYPE OF SIGNAGE

7.1 Business And Essential Services/Facilities Direction Signs

This form of sign means a sign erected in a street or public place to indicate the direction to another place or facility in the Shire. This does not include signs erected or affixed by the Council, the Commissioner of Main Roads.

Main Roads WA approval is required prior to the erection of signs on the Minilya-Exmouth Road and Burkett Road.

7.1.1 Directional Signs (single on pole)

Council will allow erection of a direction sign at the cost of the business proprietor, which indicates the nature of the business or activity that may be located by following the direction indicated by the sign.

Directional signs shall have a maximum height of 200mm, a length of 1000mm, with 120mm letters. Writing is to be white on blue background for a business or tourist service/facility, or white on brown for a tourist attraction. The individual business name may also be permitted and shall be incorporated with the sign. Such signs shall not be located more than 3.0m above the ground.

A Direction sign is not permitted for home occupation uses or business within the Town Centre shopping precinct and business direction signs are not to be erected along Murat Road.

With the exception of the delegated area, Main Roads WA approval is required prior to the erection of signs on the Minilya-Exmouth Road and Burkett Road.

7.1.2 Stack Signs

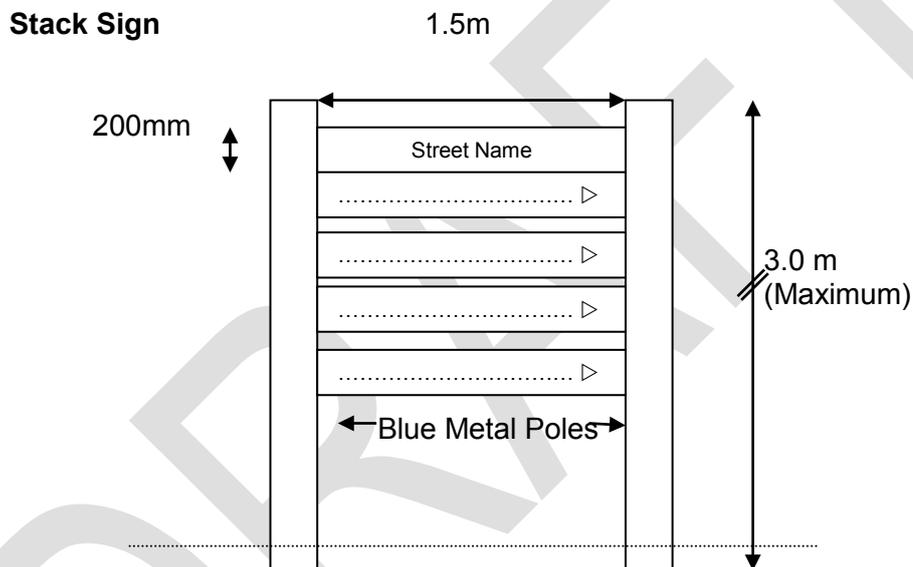
The policy initiates a review of the signage on Murat Road Stack signs. The policy will require Council to fully review the provision of essential services and facilities in the Town Centre which should have sign priority and clear readability on Stack signs.

The review may result in stack signs having only essential services in the vicinity of Maidstone Crescent and generic signs to the Mixed Use and Light Industrial areas.

It is envisaged that one sign be positioned at the front of the Visitors Centre, along Murat Road stating 'local business directory'. The public could view a plan positioned near the Visitors Centre of the town with all businesses located on the plan.

Where more than one such direction sign is required for a particular street junction, then they may be incorporated into a stack sign structure which will be funded by Council and erected to meet the following standards:

- All letters and numbers shall be white on a blue background for essential services facilities and businesses or white on brown for tourist attractions.
- each individual sign shall be a maximum height of 200mm and length of 1.5 metres for Murat Road Stack Signs.
- to be located to the satisfaction of the Council to ensure traffic safety.
- the overall structure shall be in the following form:



In the Town Centre this stack sign concept may not be a practical proposition from a traffic/pedestrian safety perspective. Stack signs within the town centre are generally not supported due to the impact upon traffic and pedestrian movement.

A moratorium on new commercial stack signs on Murat Road will occur until a review of all essential services/facilities has been completed by Council.

Council will give priority for essential Services/Facilities such as major community facilities, schools, churches, hospital, medical centre, toilets, sport and recreational facilities, tourist sites and attractions, etc. on the Murat Road Stack Signs. Council will allow erection of a direction sign for essential services/facilities at its own cost.

Any directional signs approved by council does not constitute approval in perpetuity and may be removed by council to facilitate erection of new stack signage which accords with clause 6.6 following consultation with businesses with signs on stack structures. Council may substitute generic business signage for stack signs where the signs are unable to accommodate the vast array of businesses, (for example the mixed use or light industrial area). Generic signs will be erected at Councils cost.

Where a sign is required for in the pastoral zone a traffic safety perspective, a warning direction sign shall be located in advance of the street junction. The warning sign shall again be a composite form as follows:

7.2 Business Signs On Rural Property

A rural business sign means a sign erected on a rural property where the business is being carried out.

A rural business sign shall :

- not indicate or display any matter other than for the purpose of advertising the sale of produce grown, or made available on the land, on which the sign is erected;
- be erected within the boundaries of the land on which the produce offered for sale was grown or made, or alternatively on the adjoining road verge, if (in the opinion of Council) existing vegetation would otherwise obscure the sign;
- not exceed 2 square metres in area;
- not to exceed an overall height of more than 3 metres from the natural ground level;
- be secured on a frame mounted to timber or steel poles or similar and anchored securely to the ground;
- be of a professional standard; and
- be kept clean and free from unsightly matter and in good condition and presentation.

Generally only one sign will be permitted per lot, however in special circumstances (for instance such as the size of the lot or traffic safety), Council may allow two signs to be erected.

Where such a sign is to be erected on a lot where more than one activity is carried out, Council will require advertising to be incorporated into one sign complying with the following:

- not exceed 2 square metres in area and 3 metres in height from the natural ground level.
- Colours should not conflict with traffic management signs.

7.3 REAL ESTATE DIRECTIONAL SIGNS

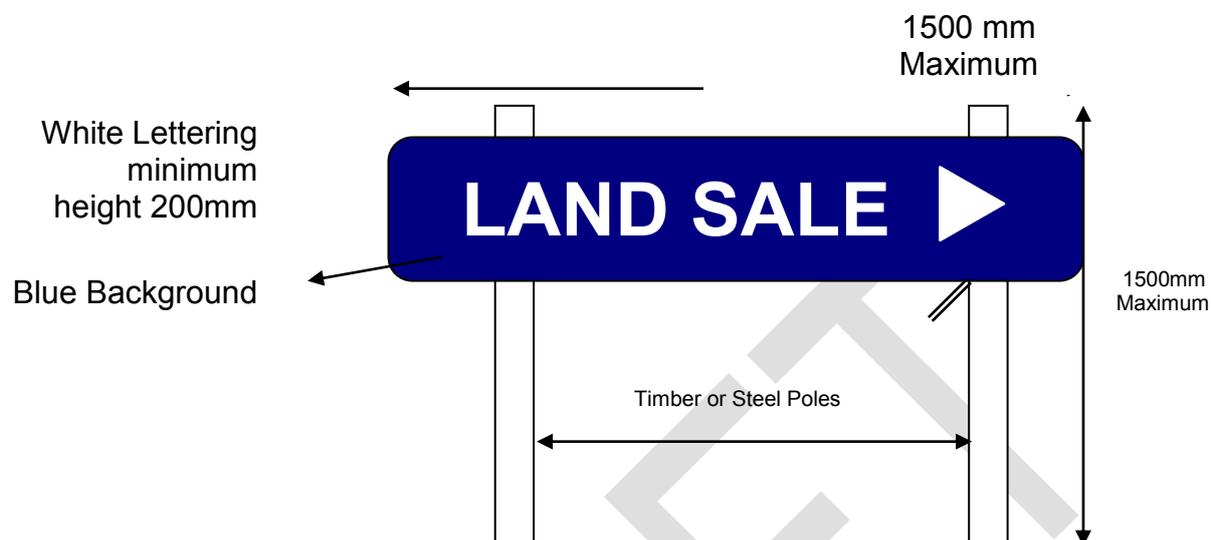
Real estate directional signs are those which direct persons towards a particular property that is being offered for sale. They are not located on the property, but are located in a prominent position in most instances on a major arterial road with an indication of how to find the property or how far away it is. For the purposes of this policy, major arterial roads include: Murat Road, Minilya-Exmouth Road and Burkett Road

It is considered that real estate directional signs detract from the character and amenity of the district of Exmouth. As a result a maximum of two signs are permitted.

Real estate directional signs are permitted if the property for sale is located outside the townsite, and is positioned off a major arterial road. Such signs are to be removed after settlement date of the property transaction with a maximum period of 14 days after settlement.

7.3.1 STANDARDS FOR REAL ESTATE DEVELOPMENT SIGNS

Council's approved form of directional sign is shown below. Signs not adhering to this format are not permitted:



- The words on these standard signs may consist of "LAND SALE", "AUCTION SALE" or "FARM SALE".
- The sign must be securely fixed to the timber or steel poles, star pickets are not permitted.
- Approval from Main roads is required prior to the erection of signs on Minilya-Exmouth Road and Burkett Road.

7.4 REAL ESTATE DEVELOPMENT SIGNS

Real estate development signs are those erected on new residential and tourist developments or subdivisions. They are generally large and contain information such as the name of the estate, plan of the subdivision, details of facilities/number of lots/prices, leasing details, auction details and the real estate agency contact details.

Each subdivision/development shall be permitted one such development sign except that when there are two prominent road frontages, when a second such sign shall be permitted.

Development signs are to be a maximum of 12 square metres in area and shall be securely mounted on timber or steel poles. The sign must be located within the land area being offered for sale.

Development signs are to be removed as soon as possible up to a maximum period of 14 days after settlement of the sale or the leasing of 90% of the lots.

Should a sold block come back on the market with another agent, during the marketing of a subdivision or development, then that agent may erect their standard "For Sale" sign.

7.5 REAL ESTATE "FOR SALE" SIGNS

"For Sale" signs are those erected on various kinds of individual properties being offered for sale and include the selling real estate agency contact details and the

words "For Sale". They are to be a maximum size of 1.2m² and erected on steel poles.

"For Sale" signs in the urban areas shall be limited to two such signs per property. The two signs can be located in a V shape for ease of identification and for safety reasons. Such signs do not have to be placed parallel to lot boundaries.

In the case of a joint exclusive between two agents, then both agents can erect one normal "For Sale" sign each.

The "For Sale" signs are to be removed after settlement of the property transaction up to maximum period of 14 days after settlement.

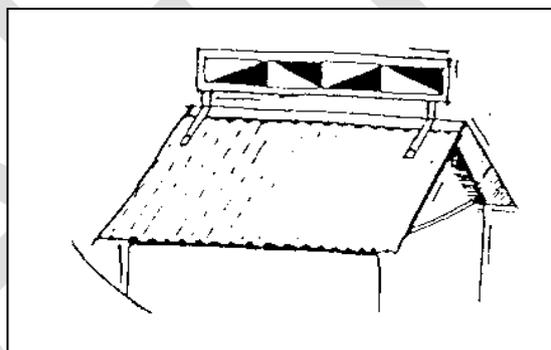
The "For Sale" sign described above shall also be interpreted to include those advertising properties or premises to "Lease" or to "Let".

7.6 ON BUILDING SIGNS

7.6.1 Above Roof Sign

This is an advertising sign, which protrudes above the normal roof line with little or no relation to the architectural design of the building. It does not however include a "Part of Roof" sign.

An Above Roof sign is not permitted in any zone.

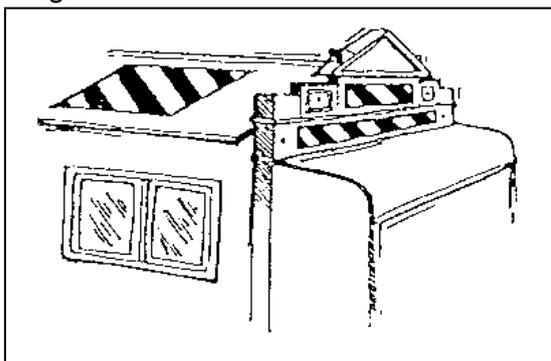


7.6.2 Part of Roof Sign

This is an advertising sign, which is fixed to a fascia, or to the roof itself or which forms part of a projection above the eaves, or ceiling of the building.

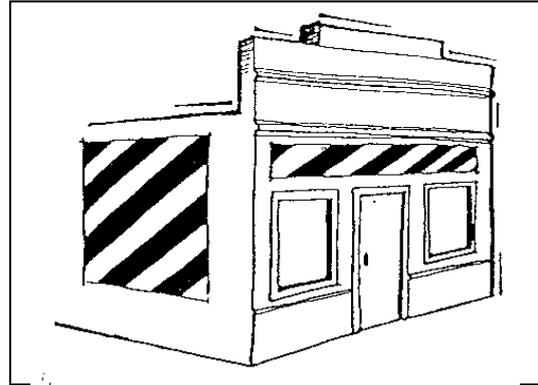
A Part of Roof sign shall be fixed parallel to the fascia or portion of the building (including the roof) to which it is attached.

A Part of Roof sign shall have a maximum area of 3000mm, it shall not project more than 300mm from the portion of the building to which it is attached and shall not be within 500mm of either end of the fascia, roof or parapet of the building to which it is attached.



7.6.3 Wall Sign

This is an advertising sign which is fixed to the external part of a wall of the building and may not project more than 300mm out from the wall. Any such projection shall have a minimum clearance of 2.4m from the ground and no part of a wall sign shall be above the lowest point of the eaves or ceiling of the building



Wall signs shall be limited to a maximum number of two such signs on any one wall for each tenancy within a building other than a building within a Residential zone.

Wall signs shall not exceed 10m² in area in aggregate on any one wall or 25% of that wall area, unless a Total Site Signage Plan for the whole site has been submitted and approved by Council.

A Wall Sign, if placed directly over door openings, shall not project below the top of that door.

A Wall Sign if located within a Residential zone and attached to a building used predominantly for a residential use, shall;

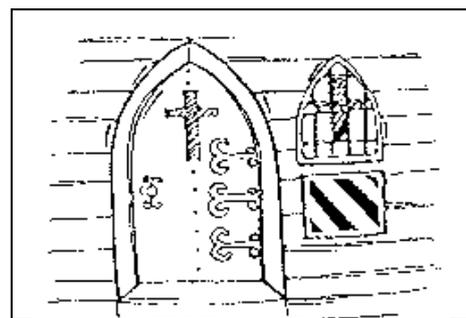
- not exceed 0.2m² in area; and
- not exceed one sign per lot.

A Wall sign located within a Residential zone and attached to a building used predominantly for a commercial use, shall;

- not exceed 0.5m² in area; and
- not exceed one sign per lot.

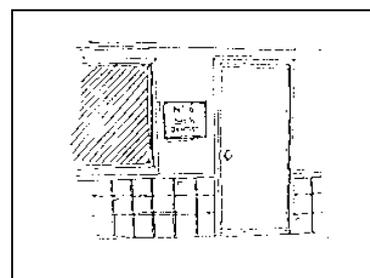
A wall sign located in the Industrial, Light Industrial and Mixed Use zone shall have a maximum combined area of 20m² and a maximum individual sign size of 8m².

Wall signs are permitted for places of public worship, meeting and assembly halls provided only one sign is placed on each building and such signs shall not exceed 1.0m².



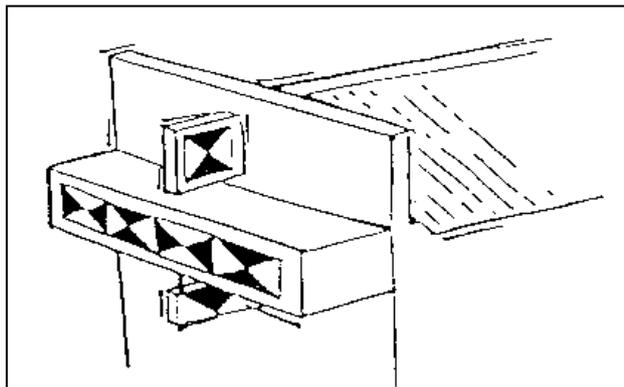
Wall signs to display the name, number and address of a building are permitted provided only one sign is placed on each building and such signs shall not exceed 0.2m²

A Wall sign of up to 0.5m² is permitted for home holiday accommodation.

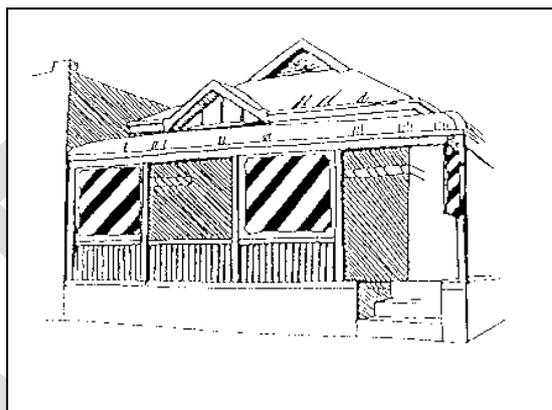


7.6.4 Projecting Signs

This is an advertising sign, which is attached to a projection (including a verandah), which projects more than 300mm from a wall of the building below the eaves or ceiling height.



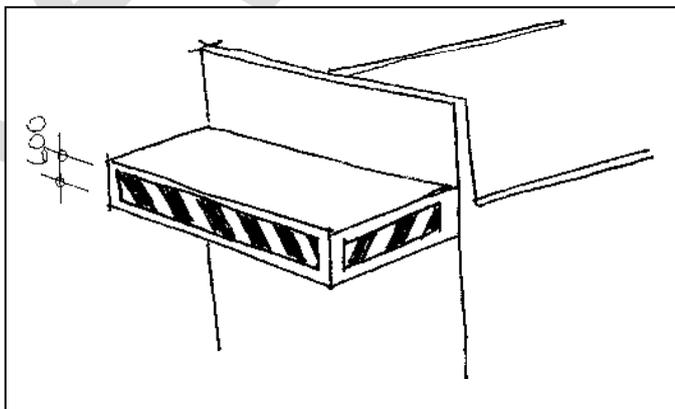
Projecting signs shall be limited to one such sign per tenancy on a lot other than any projecting signs that are attached to the fascia of the verandah or the like. All such signs shall have a minimum clearance of 2.4m from the ground.



Projecting signs on the fascia of a verandah shall not exceed 600mm in a vertical dimension and shall not project beyond the outer frame or surrounds of the fascia.

Projecting signs on the underside of a verandah shall not:

- exceed 2.4m in length
- exceed 600mm in a vertical dimension
- weigh more than 30kg
- be within 3.0m of another such sign attached to the underside of the same verandah unless deemed acceptable to Council
- project beyond the outer frame or surround of the verandah, or
- have a vertical clearance from the ground to the underside of the sign of less than 2.1m.



Projecting signs on the underside of a verandah shall be at right angles to the front street boundary except on a corner lot where the signs may be placed so as to be visible from both streets.

Projecting signs above a verandah shall not:

- exceed 2.0m in length
- exceed 600mm in a vertical dimension
- be within 3.0m of another such sign attached above the same verandah, or
- project beyond the outer frame or surround of the verandah.

In the absence of a verandah fascia less than 600mm high Council may consider a

projecting sign at the gutter line but not exceeding 600mm high.

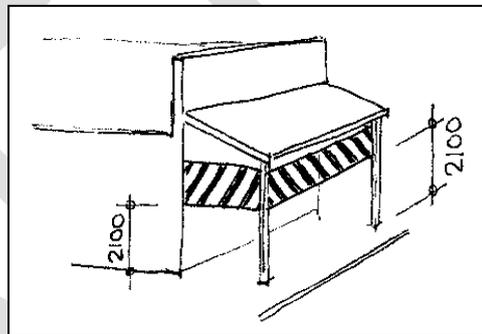
Projecting signs attached directly to the building shall not:

- project more than 1.0m from the outer wall and not exceed 1.5m² in area
- be placed within 2.0m of either end of the wall to which they are attached (in exceptional circumstances such as a narrow shop front Council may allow a reduction), or
- project above the top of the wall to which they are attached.

Projecting signs may be subject of a Building permit with appropriate structural engineering details.

Projecting signs include blinds or screens dropped vertically down from the fascia of a verandah, awning or canopy to provide protection from the sun, rain or wind where these blinds or screens contain forms of advertising. These blinds or screens shall be fixed rigidly into position and in special circumstances Council may approve such devices at the end of a verandah.

Any blind or screen shall have a minimum clearance of 2.1m from the ground and Council may average this headroom requirement where it is considered the device will not create a hazard for pedestrians or conflict with the built form.



The blinds or screens are to be sympathetic to the surrounding built form in regards to design, colour and material. Preferred background colours include colours in accordance with Council's Colour Palette.

All blinds or screens must be kept in good repair and condition to the satisfaction of Council. Council will not permit any device to be hung below or otherwise attached to any blind. This excludes connection of the blind to a building, verandah, awning or canopy approved by Council, or the attachment of an advertising device in accordance with this policy on the face of the blind or screen.

Advertising on blinds or screens shall be limited to the name of the business or the form of activity taking place within the building (ie Chemist, Bakery etc.). Signs advertising particular brand names will not be permitted excluding screening around alfresco areas up to 1 metre in height.



Advertisements must be either painted directly onto the blind, or alternatively securely fixed to the blind and maintained in a safe condition to the satisfaction of Council.

Writing shall be limited to a single line, except where smaller print above/or below the main wording is considered incidental to the main advertisement. Maximum height of writing, is to be 300mm.

Council will only permit the illumination of blinds in special circumstances. Justifications must be presented with regard to amenity and impact on adjoining properties and passing traffic.

Projecting signs attached to verandah posts, power poles, banner poles or other features of

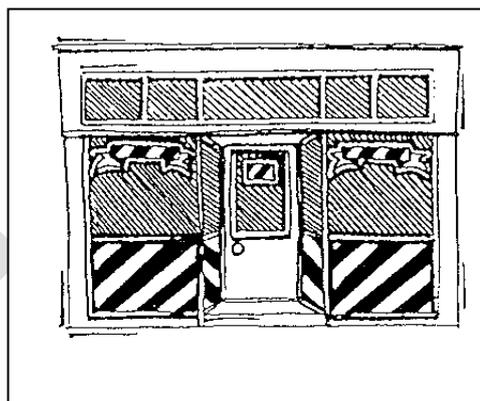
street furniture located within road reserves are not permitted. In certain cases, Council may permit limited advertising in the form of lettering being painted directly onto the verandah post, but it will not allow signs to be attached to the post in any form..

In the case of all Projecting signs over public land, the applicant must provide written confirmation at the time of application that they have suitable comprehensive public liability insurance to indemnify Council against any claim should an accident involving the proposed projecting sign occur.

7.6.5 Window Signs

This is an advertising sign, which is painted or fixed either to the interior or exterior of the glazed area of a window and any part of which is visible from outside the building. Window signs internal to the building and which cannot be seen from outside do not require Council approval.

Window signs shall not cover more than 50% of the glazed areas of any one window or exceed 10m² in area in aggregate per tenancy lot.



7.7 OFF BUILDING SIGNS

7.7.1 Pylon Signs

This is an advertising sign, which is fixed to a structure, which has one or more supports. The overall height (including supports) is greater than the sign's width (horizontal dimension).

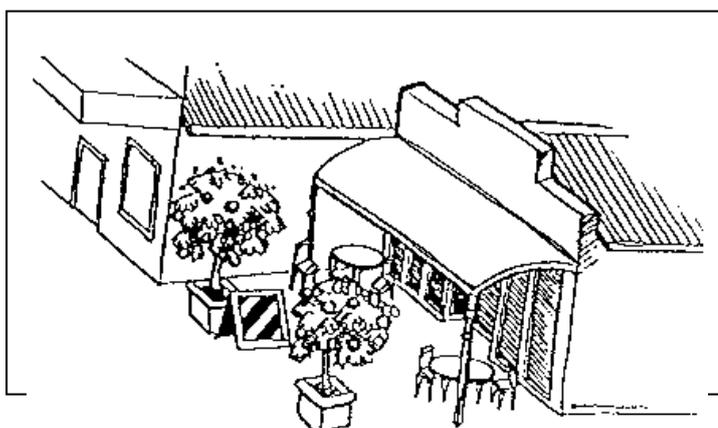
Pylon signs shall have a minimum clearance of 2.4m from ground level, shall not be more than 4.0m above ground level, shall not exceed 2.4m measured either vertically or horizontally across the face of the sign. Pylon signs shall not be greater than 2.88m² in area and shall be limited to one sign per street frontage on any one lot.

Pylon signs shall be subject of a Building permit with appropriate structural engineering details.

7.7.2 On Ground Signs

This is an advertising sign which is not attached to a building and no portion of this type of sign can be higher than 1.2m above ground level. These include sandwich board signs or 'A' frame signs.

On Ground signs which in the opinion of Council are portable shall, where possible, be located wholly within the boundaries of the lot.



Portable on ground signs located within the lot boundaries shall:

- be displayed only during normal business hours of the business to which the sign relates
- be limited to a maximum of two signs per tenancy on a lot
- not obstruct pedestrian access
- have no moving parts once the sign is in place, and
- have a maximum vertical or horizontal dimension of 1.0m and have an area of not more than 0.6m².

Where a portable on ground sign cannot be located within the lot boundaries due to nil setbacks and the lot is located within the Town Centre Shopping Precinct bound by Maidstone Crescent (west side), Learmonth Street(both sides), Kennedy Street(both sides) and Thew Street(north side), a portable on ground sign may be located wholly within 600mm of the front boundary wall of the lot subject to adequate insurance coverage being provided by the applicant to Council.

If owing to the above, a sign is to be located on Council property, the sign will also be subject to an annually renewable permit pursuant to the Shire of Exmouth Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law. Such signs shall:

- be displayed only during normal business hours of the business to which the sign relates
- be limited to a maximum of one sign per tenancy on a lot
- not obstruct pedestrian access
- have no moving parts once the sign is in place, and
- have a maximum vertical or horizontal dimension of 1.0m and have an area of not more than 0.6m².

Where a lot has frontage to a road verge that is greater than 15 metres from the lot boundary to the edge of the carriage way, it is considered that the effectiveness of signage may be restricted due to distance. In such instances, a portable on ground sign may be located on the road verge subject to adequate insurance coverage being provided by the applicant to Council.

Such signs will also be subject to an annually renewable permit pursuant to and comply with the Shire of Exmouth Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law. Such signs shall:

- be displayed only during normal business hours of the business to which the sign relates
- be limited to a maximum of one sign per tenancy on a lot
- have no moving parts once the sign is in place
- not be located within 3m of the edge of the carriage way, and
- not be placed on a footpath.

Applications for portable on ground signage on Council property relating to premises that do not have nil setbacks or have frontage to a road verge less than 15m wide will generally be refused. However, any such application will be considered by Council on its merits and shall include a total signage plan with the application.

On Ground signs which in the opinion of Council are not portable shall:

- be subject to a Building permit with appropriate structural engineering details;
 - be located wholly within the boundaries of the lot;
 - have a maximum vertical dimension of 1.2m and a maximum area of 1.2m²;
 - advertise only products or services available from the lot and
-
-

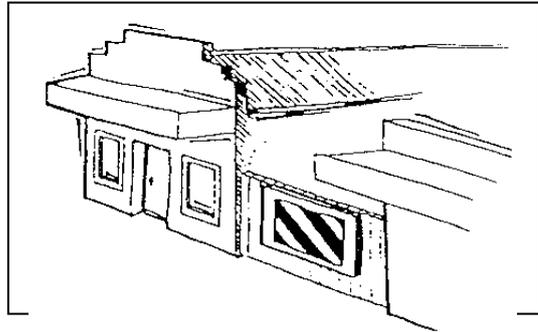
- be limited to a maximum of one sign per street frontage on any one lot.

On Ground signs are not permitted for holiday accommodation uses.

7.7.3 Panel Signs

This is an advertising sign, which is fixed to a panel and is greater than 1.2m above ground level. It does not include a pylon sign, a hoarding sign or a real estate development sign.

A Panel sign shall have a maximum vertical dimension of 1.5m and a maximum area of 4.0m².



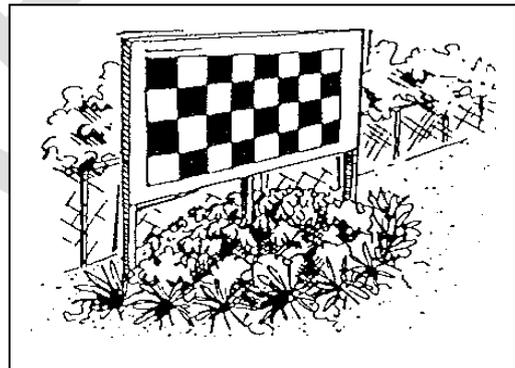
A Panel sign shall not:

- in aggregate have a combined area of 16m² per lot
- not be less than 1.0m or greater than 2.5m from ground level
- not be erected in the area between a building and the front boundary of a lot except with the approval of Council, and
- not be with 10m of another panel sign on the same lot.

7.7.4 Hoarding Sign

This is an advertising sign, which is fixed to a structure and which has one or more supports. The overall height (including supports) is less than the sign's width (horizontal dimension). Part of the sign must be greater than 1.2m above ground level.

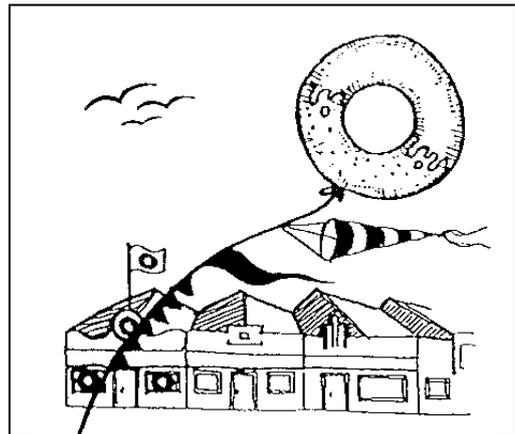
A Hoarding sign shall have a maximum area of 10m² and be limited to a maximum of one such sign per street frontage of the lot.



A Hoarding sign shall not:

- be less than 1.2m or greater than 2.5m from ground level and
- be erected in the area between any building and the front boundary of a lot.

Hoarding signs shall be subject of a Building permit with appropriate structural engineering details



7.7.5 Tethered Signs

This is an advertising or marketing sign, which is suspended from or tethered (tied) to any structure or tree framework). The sign may be made of paper, plastic, fabric or a similar material. It includes "lighter than air" aerial devices, inflatables, bunting, banners, flags, semaphore signs and kites.

A Tethered sign shall be located wholly within the boundaries of the lot and have a maximum vertical dimension of 0.75m and a maximum area of 2m².

A Tethered sign shall be limited to a maximum of one display per street frontage or any one lot unless agreed otherwise by Council.

A Tethered sign shall not:

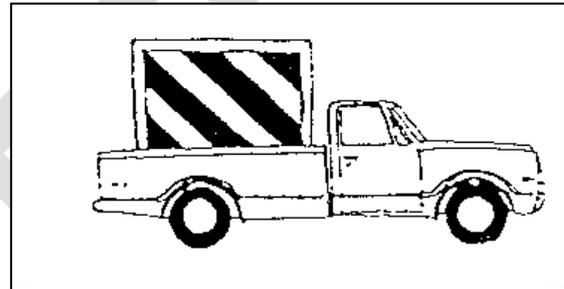
- be less than 2.5m or greater than 5.0m from ground level, and
- be within 10m of a Pylon sign.

A Tethered sign which consists of balloon type objects shall not:

- exceed 5.0m in diameter or 6.0m in height, and
- be displayed for more than 14 days in aggregate in any one calendar year, except with the prior written approval of the Council.

7.7.6 Product Display Sign

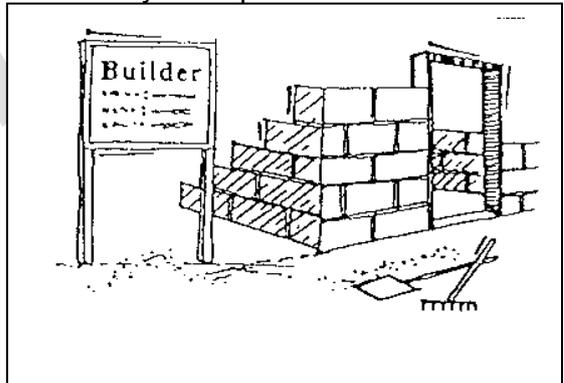
This is an advertising sign applied to, or adhered to or placed on a vehicle (the vehicle might be a car, truck, boat, trailer, caravan, machinery or similar whether moveable or not). It can be a product or object, which is displayed for the purpose of advertising.



A Product Display sign shall be located wholly within the boundaries of the lot, placed so as to not cause any interference, whether directly or indirectly, with the use of the lot. Signs shall have no moving parts, limited to a maximum of one sign per street frontage on any one lot and have a maximum vertical or horizontal dimension of 2.0m.

A Product Display sign shall not be located within a road or any other public reserves.

A Product Display sign does not include sign writing painted onto vehicles.

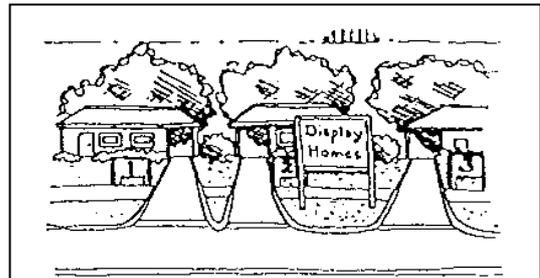


7.7.7 Construction Site Signs

This is an advertising sign, which is displayed only for the duration of the construction of a building or development. It does not include a Real Estate Development sign. This sign can also include a tradesman's individual trades' signs or logos.

A Construction Site sign shall be limited to one sign per street frontage and contain details of the project and the contractors undertaking the construction work.

A Construction Site sign shall be limited to 2.5m² for housing, 12m² for major redevelopment, 8m² for commercial and industrial developments.



7.7.8 Display Home Signs

This is advertising sign displayed for the period over which homes are on display for public inspection.

One Display Home sign is permitted for each dwelling on display. The sign can have a maximum area of 2.5m² for single dwelling and 8m² for group dwellings.

Display Home signs cannot be illuminated.

7.7.9 Signs for Public Information

Notwithstanding any other provision of this Policy the Council may allow the display of advertisements of meetings, charitable functions, art or cultural activities or other events of public interest or the display of advertisements at theatres and other places of public entertainment (other than those conducted by a person for the purpose of commercial gain unless in the interest of the community or tourists).

A person shall not erect or maintain a sign more than 2 weeks before the meeting, function event or activity to which it relates and be removed no later than 24 hours after the conclusion of the meeting, function, event or activity.

A person shall not erect or maintain a public information sign on a thoroughfare unless an application has been made pursuant to the Shire of Exmouth Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law and a permit issued.

An application made pursuant to the above in relation to Public information signs of the type commonly referred to as 'Banner Signs', may be approved under delegation by the Chief Executive Officer subject to the sign being:

- In relation to a special event;
- in relation to the following areas prescribed by Council; a) in the shopping centre car park on the bollards adjacent to the public ablution facilities and b) on Recreation Reserve 29066 on the bollards between Talanjee oval and Murat Road for community events and/or events upon the above reserve;
- of an acceptable material and appearance following presentation of the banner at the administration office for assessment;
- of lettering not less than 200mm high; and
- of a size that falls within the following ranges;

Height		Length
a) 0.5m – 1.2m	x	1.2m – 2.4m
b) 1.2m – 2.0m	x	1.2m – 2.4m
c) 1m	x	4.8m

In respect to the activity commonly referred to as a "Garage Sale" sign(s) can be placed within road reserves directing people to the property the sale is being conducted at, but the sign(s) can only be placed on display on the day of the garage sale. The maximum size permissible for this type of sign is 0.4m². Such signs must be neatly prepared and be located in positions so as to not cause a traffic or pedestrian hazard. For example, the sign shall not be located on or within 3.0m of a carriageway or on a footpath. Such signs must be removed immediately upon the completion of the sale on the day.

7.7.10 Election Signage

Council may regulate the erection, location, size and removal of election signage in accordance with the principles of this policy and in line with other relevant laws and regulations.

NOTE: 'Adequate insurance coverage' as referenced in Part 12 of this Policy is satisfied by the following:

- the applicant having Public Liability Insurance to a minimum cover of \$5,000,000;
 - the applicant ensuring that the above insurance is extended to cover any sign permit granted under the above Shire of Exmouth Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law; and
 - the applicant providing written evidence that the Shire of Exmouth is indemnified in respect of any injury to any person or damage to any property, which may occur in connection with the use of the Public Place. Such evidence shall be produced prior to the Permit being issued.
- Any application for signage on Council property that requires a permit pursuant to the Shire of Exmouth Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law and does not comply with the requirements of the above Local Law, cannot be approved by Council.

8.0 ENFORCEMENT

The Council has powers to enforce compliance with the conditional approval; it issues for advertising signs.

The Council may serve an enforcement notice upon a non-complying advertiser, and the notice shall specify the following:

- the advertisement sign(s) in question;
- full details of the action to be taken by the advertiser to comply with the notice;
- the period (which will not be less than 28 days) within which the action specified by the Council shall be completed by the advertiser.

Prohibited signs that have enforcement notices served, are to be removed within 28 days from the date of the enforcement notice.

Any person upon whom an enforcement notice is served may, appeal against the action to the State Administrative Tribunal. Where any such appeal is lodged, the effect of the notice shall be suspended until the appeal is determined.

Any person who fails to comply with the requirements of an enforcement notice commits an offence as set out in Town Planning Scheme No. 3 and is liable to the penalties prescribed in section 10 of the Planning and Development Act 2005 (as amended).

If a person fails to comply with the requirements of the enforcement notice, representatives of the Council may enter the subject land and carry out the requirements of the notice and Council may then recover its costs as a debt from the person who failed to comply with the enforcement notice.

9.0 APPROVAL PROCESS

Signs are only exempt if they comply with the dimensions in this policy. Signs exceeding maximum area or signs not included in this policy require Town Planning approval.

An application for proposed signage/or Planning approval shall be accompanied by a completed Schedule 8 – Control of Advertisements additional information sheet.

Where a sign, which requires an application for Planning Consent conforms with the requirements listed in this Policy then a Notice of Approval of Planning Consent will be issued. Where such a sign is proposed to depart from the requirements listed, then the application will be considered in the context of the aims and objectives of this Policy.

10.0 FEES

Council may charge a fee in respect to applications for planning consent for signs and annual sign licence fees.

Fees and charges shall be determined by Council in the current budget process in accordance with section 6.16 of the *Local Government Act 1995* and can be viewed in councils current budget.

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SCHEDULE 8

**ADDITIONAL INFORMATION FOR ADVERTISEMENTS
(to be completed in addition to Application for Planning Approval)**

- 1 Name of Advertiser (if different from owner):.....
- 2 Address in full:.....
- 3 Description of Property upon which advertisement is to be displayed including full details of its proposed position within that property:
- 4 Details of Proposed Sign:
- Height: Width: Depth:
- Colours to be used:
- Height above ground level - To top of Advertisement:
- To underside of Advertisement:
- Materials to be used:
- Illuminated: Yes/No
If yes, state whether steady, moving, flashing, alternating, digital, animated, or scintillating, etc.:
.....
- If yes, state intensity of light source:
- 5 State period of time for which advertisement is required:.....
- 6 Details of signs, if any, to be removed if this application is approved:
.....
.....
- NB Application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed in 6 above.
- Signature of Advertiser(s):
(if different from landowners)
- Date:

Control of Advertisements

Power to Control Advertisements

- (a) For the purpose of the Scheme, the erection, placement and display of advertisements and the use of land or buildings for that purpose is development within the definition of the Act requiring, except as otherwise provided, the prior approval of the Council. Planning approval is required in addition to any Licence, Permit or Approval required under Building Regulations and/or Council's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.
- (b) Applications for the Council's planning approval pursuant to this clause shall be submitted in accordance with the provisions of the Scheme and shall be accompanied by Additional Information in the form specified in Schedule 8 giving details of the advertisement(s) to be erected, placed or displayed on the land.
- (c) All signage shall accord with the Scheme and Councils signage Policy P-08 unless varied at the discretion of Council.

Existing Advertisement

Advertisements which:

- (a) were lawfully erected, placed or displayed prior to the approval of the Scheme, or
- (b) may be erected, placed or displayed pursuant to an approval granted by the Council prior to the approval of the Scheme, hereinafter in this clause referred to as "existing advertisements", may except as otherwise provided, continue to be displayed or be erected and displayed in accordance with the approval as appropriate.

Consideration of Applications

Without limiting the generality of the matters which may be taken into account when making a decision upon an application for planning approval to erect, place or display an advertisement, the Council shall examine each such application in the light of the objectives of the Scheme and with particular reference to the character and amenity of locality within which it is to be displayed, including its historic or landscape significance and traffic safety, and the amenity of adjacent areas which may be affected.

Exemptions from the Requirement to Obtain Planning Approval

Subject to the provisions of the Main Roads (Control of Signs) Regulations 1983 and notwithstanding the provisions of sub-clause 4.9.1(a) the Council's prior planning approval is not required in respect of those advertisements listed in Schedule 5

which for the purpose of this clause are referred to as “exempted advertisement”. The exemptions listed in Schedule 5 do not apply to places, buildings, conservation areas or landscape protection zones which are either:

- (a) listed by the National Trust; or
- (b) listed on the register of the National Estate; or
- (c) included in the Heritage List; or
- (d) in a Heritage Precinct.

Discontinuance

Notwithstanding the scheme objectives and sub-clause 4.9.4 where the Council can demonstrate exceptional circumstances which cause an exempted or existing advertisement to seriously conflict with the objectives of the Scheme, it may by notice in writing (giving clear reasons) require the advertiser to remove, relocate, adapt, or otherwise modify the advertisement within a period of time specified in the notice.

Derelict or Poorly Maintained Signs

Where in the opinion of the Council, an advertisement has been permitted to deteriorate to a point where it conflicts with the objectives of the Scheme or it ceases to be effective for the purpose for which it was erected or displayed, the Council may by notice in writing require the advertiser to:

- (a) repair, repaint or otherwise restore the advertisement to a standard specified by the Council in the notice; or
- (b) remove the advertisement.

Notices

- (a) “the advertiser” shall be interpreted as anyone or any group comprised of the landowner, occupier, or licensee.
- (b) any notice served in exceptional circumstances pursuant to sub-clause 4.9.5 or 4.9.6 shall be served upon the advertiser and shall specify:
 - (i) the advertisement(s) the subject of the notice;
 - (ii) full details of the action or alternative courses of action to be taken by the advertiser to comply with the notice;
 - (iii) the period, not being less than 60 days, within which the action specified shall be completed by the advertiser.

- (c) any person upon whom a notice is served pursuant to this sub-clause may within a period of 60 days from the date of the notice appeal in accordance with Part V of the Act, and where any such appeal is lodged the effect of the notice shall be suspended until the decision to uphold, quash or vary the notice is known and, shall thereafter have effect according to that decision.

Enforcement and Penalties

The offences and penalties provisions specified in clause 9.2 of the Scheme apply to the advertiser in this clause.

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SCHEDULE 5

EXEMPTED ADVERTISEMENTS

LANDUSE DEVELOPMENT	AND/OR	EXEMPTED SIGN (includes the change of posters or poster signs and applies to non-illuminated signs unless otherwise stated)	MAXIMUM AREA
Dwellings		One professional name-plate as appropriate.	0.2m ²
Home Occupation		One advertisement describing the nature of the home occupation.	0.2m ²
Places of Worship, Meeting Halls and Places of Public Assembly		One advertisement detailing the function and/or the activities of the institution concerned.	0.2m ²
Cinemas, Theatres and Drive-In Theatres		Two signs (illuminated or non-illuminated) detailing the entertainment being presented from time to time at the venue upon which the signs are displayed.	Each advertisement sign not to exceed 5m ²
Shops, Showrooms and other uses appropriate to a Shopping Area		As per the Shire of Exmouth 6.9 - Signs Policy	
Industrial and Warehouse Premises		A maximum of four advertisements applied to or affixed to the walls of the building but not including signs which project above the eaves or the ridge of the roof of the building, and excluding signs projecting from a building and excluding signs which are connected to a pole, wall, or other building.	Total area of such advertisements shall not exceed 15m ²
		A maximum of two free-standing advertisement signs not exceeding 5 metres in height above ground level.	Maximum permissible total area shall not exceed 10m ² and individual advertisement signs shall not exceed 6m ² .
Showroom, racecourses, major racing tracks, sports stadia, major sporting grounds and complexes		All signs provided that, in each case, the advertisement is not visible from outside the complex or facility concerned either from other private land or from public places and streets.	Not Applicable

Public Places and Reserves	<p>a) Advertisement signs (illuminated and non-illuminated) relating to the functions of Government, a public authority or Council of a local government excluding those of a promotional nature constructed or exhibited by, or on behalf of any such body; and</p>	Not Applicable
	<p>b) Advertisement signs (illuminated and non-illuminated) required for the management or control of traffic on any public road, car park, cycleway, railway or waterway where such advertisement has been constructed or exhibited by or at the direction of a Government department, public authority or the Council of a local government; and</p>	Not Applicable
	<p>c) Advertisement signs (illuminated and non-illuminated) required to be exhibited by or pursuant to any statute or regulation or the like made pursuant to powers contained within a Statute provided that any such advertisement is constructed and/or exhibited strictly in accordance with the requirements specified therein.</p>	Not Applicable
Advertisements within Buildings	All advertisements placed or displayed within buildings which cannot ordinarily be seen by a person outside of those buildings.	Not Applicable
All classes of buildings other than single family dwellings	One advertisement sign containing the name, number and address of the building, the purpose for which the building is used or the name and address of the managing agent thereof.	0.2m ²

TEMPORARY SIGNS	EXEMPTED SIGN TYPE AND NUMBER (All non-illuminated unless otherwise stated. Includes the change of posters or poster signs and applies to non-illuminated signs unless otherwise stated)	MAXIMUM AREA
<p>Building Construction Sites (advertisement signs displayed only for the duration of the construction) as follows:</p>		
a) Dwellings	One advertisement per street frontage containing details of the project and the contractors undertaking the construction work.	2m ²
b) Multiple dwellings, shops, commercial and industrial properties	One sign as for a) above.	5m ²
c) Large development or redevelopment projects involving shopping centres, office or other buildings exceeding three (3) storeys in height	One sign as for a) above. One additional sign showing the name of the project builder.	10m ² 5m ²
Sales of goods or livestock		
	One sign per lot displayed for a period not exceeding three (3) months advertising the sale of goods or livestock upon any land or within any building upon which the sign is exhibited provided that the land is not normally used for that purpose.	2m ²
Property Transactions		
<p>Advertisement signs displayed for the duration of the period over which property transactions are offered and negotiated as follows:</p>		
a) Dwellings	One sign per street frontage for each property relating to the sale, leasing or impending auction of the property at or upon which the sign is or the signs are displayed.	Each sign shall not exceed an area of 2m ²
b) Multiple dwellings, shops, commercial and industrial properties	One sign as for a) above.	Each sign shall not exceed an area of 5m ²

- c) Large properties comprised of shopping centres, buildings in excess of four (4) storeys and rural properties in excess of five (5) hectares. One sign as for a) above Each sign shall not exceed an area of 10m²
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Display Homes

- Advertisement signs displayed for the period over which homes are on display for public inspection
- a) One sign for each dwelling on display. 2m²
 - b) In addition to a) above one sign for each group of dwellings displayed by a single project builder giving details of the project building company and details of the range of dwellings on display. 5m²
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POLICY NO 6.9

6.9 – Use of Sea Containers

Origin/Authority

Adopted Council Meeting: 21 February 2013

1. INTRODUCTION

1.1 POLICY OBJECTIVES

- To regulate and guide the use of Sea Containers within the Shire of Exmouth.
- To ensure appropriate development within the Shire of Exmouth in order to protect the amenity and streetscape of the Shire.

1.2 POLICY STATEMENT

Sea containers provide an affordable option for storing goods and equipment and have become increasingly popular for this use.

Sea Containers fall under the definition of 'Building' and therefore is a form of 'Development' under Council's Scheme. As such, the 'development' of sea containers on land requires guidance to ensure the good and proper planning of the Shire of Exmouth

1.3 DEFINITIONS

'Ancillary' means providing necessary support to the primary activities or operation of the lot.

'Sea Container' any object that can be used to hold things (especially a large metal box like object of standardised dimensions that can be loaded from one form of transport to another).

2. POLICY PROVISIONS

2.1 GENERAL PROVISIONS

- Sea Containers are not listed in Scheme and may be permitted within 'Light Industry', 'Industry', 'Special Use- Composite Industry', 'Strategic Industry', 'Mixed Use' & 'Pastoral', 'Special Rural' and shall be subject to planning approval from the Shire.
 - All sea containers require a building licence.
 - During the planning application stage, where there may be amenity issues, adjoining landowners may be invited to comment on the proposal.
 - Sea containers shall not be used for any form of accommodation.
 - Where sea containers have fallen into disrepair or become unsightly, Council shall require they be removed from the property or suitably upgraded.
 - Planning Approval is not required where a sea container is to be used for storage of plant, machinery or building equipment where a building licence is current and construction is taking place. The container shall be removed within 14 days of
-

completion of construction.

2.2 DEVELOPMENT REQUIREMENTS

- A maximum of one (1) sea container (no more than 9m in length) shall be permitted within the 'Mixed Use' Zone.
- A maximum of two (2) sea containers (no more than 12 metres in Length) shall be permitted within the 'Light Industry', 'Special Rural' and 'Special Use- Composite Industry' Zones.
- A maximum of ten (10) sea containers (no more than 12 metres in Length) shall be permitted within the 'Strategic Industry' and 'Industry' Zones.
- All sea containers shall be located behind the building line and adequately screened from the street, including the provision of landscaping where Council considers it necessary. Sea containers shall not be stacked vertically.
- Where a sea container can't be adequately screened from the street or adjoining properties, Council shall require external modifications, which may include the addition of a pitched roof and/or cladding so as to protect the amenity of Exmouth.
- Sea Containers shall accord with the relevant provisions of the Shire of Exmouth Town Planning Scheme No.3
- Sea Containers shall be painted externally in accordance with the Shire of Exmouth Colour Palette.
- The use of sea containers shall relate directly to and be ancillary to the predominant use of the land as approved by Council.
- Sea containers shall be located within normal building setbacks in accordance with the R-Codes.
- Sea containers shall not be located over existing utilities and services.

POLICY NO 6.10

6.10 – Landscaping

Origin/Authority

Adopted Council Meeting: 21 February 2013

1. INTRODUCTION

a. OBJECTIVES

- To retain the ability to apply conditions relating to Landscaping within all zones in the Shire, if deemed appropriate by Council Officers within the assessment phase of any Development Application, If the land is subject to any Development Application in an area which is covered by an adopted ODP or DG's, the landscaping requirements within the ODP or DG's prevail.
- To ensure a consistent, equitable and fair approach to Landscaping design requirements across the Town Planning Scheme Area.
- To protect and enhance the landscape character of the Scheme area.

b. DEFINITIONS

'Xeriscaping' is defined as a term referring to landscapes or gardens that are characterised by the use of little water. These landscapes rely totally on the natural rainfall of the area. Xeriscaping is acceptable as landscaping.

1.3 POLICY CONTEXT

This Policy will provide a basis for ensuring a high standard of development and visual amenity within the Shire. These standards shall provide the basis for determining appropriate landscaping for all development applications.

2. POLICY PROVISIONS

2.1 LANDSCAPING

1. Developments shall incorporate adequate provision of landscaping for the purpose of screening, shade and improvements to visual amenity.
2. Where landscaping is to be provided along the street verge, trees shall be provided at the rate of 1 tree to every four metres of frontage.

Where parking is provided, shade trees shall be provided at the rate of one tree to every 7 bays. Shade trees shall be contained in planter beds or similar approved structures

3. Proposed landscaping areas are to be reticulated, with all necessary conduits being installed prior to hard surfacing.
 4. Where deemed necessary by Council Officers, a landscaping Plan at scale of not less than 1:500 is to be submitted and approved by Council prior to the issue of a building licence detailing the following:
 - (a) The location and type of proposed trees, shrubs and lawns, referenced in a legend
 - (b) Existing natural vegetation and major trees to be retained on site:
-

- (c) Areas that are to be reticulated or irrigated;
- (d) Any hardstand areas including parking;
- (e) The locations of any existing or proposed buildings; and
- (f) The location of infrastructure such as poles, sewer lines etc.

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POLICY NO 6.11

6.11 – Parking

Origin/Authority

Adopted Council Meeting: 21 February 2013

1. INTRODUCTION

1.1 OBJECTIVES

- To provide an adequate size, number and type of parking areas for non-residential land-uses.
- To develop standards that ensure parking areas have sufficient internal manoeuvring and circulation.
- To ensure that car parking areas are readily accessible and easily located for all staff and visitors.
- To provide service areas including loading areas on-site which are functional and cater for the appropriate size and type of development.
- To ensure the design and construction of parking areas are attractive, safe and efficient.
- Provide a higher visual standard for non-residential areas.
- Encourage the provision of joint use parking and alternative transportation.

1.2 POLICY CONTEXT

This Policy provides consolidation of the parking requirements listed under Section 4.2 of the Shire of Exmouth Town Planning Scheme No. 3 and its approach to assessing development and subdivisions within non-residential areas of the municipality.

This Policy will provide a basis for ensuring a high standard of development and amenity within non-residential areas. This Policy has been developed with regard to Australian Standards AS/NZS 2890.1:2004– Parking Facilities: Off-Street Parking and AS 2890.2:2001– Parking Facilities: Off-Street Commercial Vehicle Facilities. These standards shall provide the basis for assessing manoeuvring capability for all development and subdivision applications.

2. POLICY PROVISIONS

2.1 DESIGN COMPONENTS

Location

- All onsite-parking areas shall be designed and located in areas readily accessible to staff, clients and visitors.
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- Unless otherwise approved by Council, all parking spaces shall be freely accessible to the general public.
- All parking is to provide a safe pedestrian environment.
- Parking is to incorporate existing vegetation where possible to increase visual amenity and provide shading.

Access and Manoeuvring

- Vehicle entry/exit points kept to a minimum and located to the street with the lowest traffic volume.
- Driveways shall be designed so it is clear to drivers that pedestrian and road traffic have priority of movement.
- Unless otherwise specified, access driveways shall have a minimum width of 4.5m to accommodate the largest vehicle most likely to use the site.
- Parking and manoeuvring areas shall be adequately designed to enable all vehicles to enter and exit the property in forward gear whereby the development and the nature of access streets make it necessary to do so for the purpose of safety and so as not to impede traffic flow.
- All Car parking shall be designed so as to allow ingress and egress of all parking bays to be achieved in one movement.

Loading/Unloading Areas

- Provision of sufficient manoeuvring and service areas for the largest vehicle most likely to access the site in relation to all permissible uses of the land shall be provided. In the case of 'Mixed Use', 'Light Industrial' & 'Industrial' the site shall be able to accommodate, as a minimum, a medium rigid vehicle with a length of 8.8m and a 10m turning radius.
- Unless otherwise endorsed by Council, all manoeuvring shall be contained on-site. Council may consider on-street manoeuvring where it is deemed it will have no impact on safety or traffic flow. Where approved, on street manoeuvring for service vehicles shall be restricted to one reverse movement, either onto or off the street.
- Loading areas shall be located so that all commercial vehicles are located wholly on site during loading/unloading and where possible, located behind the actual building line.
- Loading Areas shall be separated from areas of car parking, pedestrian activities and entrances/ exits so as not to impede on-site traffic movement and manoeuvring.

Special Purpose Bays

- In the case of land-uses which attract special use vehicles (i.e. Tourist Zone, Boating/diving/fishing businesses) Council may require the provision of bays marked for the exclusive use of service vehicles, buses, taxis, coaches, cars with trailers and boats.

Construction Standards

- All parking and access areas shall be appropriately sealed, line-marked (or marked to the satisfaction of Council Officer's where crushed gravel/limestone is used) and drained to the satisfaction of Council. In the case of 'Mixed Use' lots not adjoining Tourist or Residential zones, 'Light Industrial' & 'Industrial' lots, paving of compacted crushed Gravel/Limestone to minimum standard of 80mm thick is also accepted.
- Where parking is provided behind the actual building line, parking and manoeuvring areas may be suitably constructed using crushed rock/gravel/limestone to the satisfaction of Council.
- All parking and access ways located within the front setback shall be suitably paved, sealed and landscaped to the satisfaction of Council.
- All parking bays and manoeuvring areas are to be constructed in accordance with Schedule four (4) of the Shire of Exmouth Town Planning Scheme No. 3.

*** Note: For the purpose of clarity "paved" is defined as a compacted surface utilising sprayed bitumen, bituminous concrete, insitu concrete, paving bricks or blocks.*

Scheme No.3

1. Parking provisions for tourist accommodation and Resorts shall be determined on the following table.

<i>Use</i>	<i>Number of Parking Spaces</i>
<i>Backpacker Accommodation</i>	<i>1 space per 6 persons which may be accommodated 1 bus bay to every 40 persons which may be accommodated 1 additional bay for every 2 staff members</i>
<i>Caravan Park</i>	<i>1 space per site plus 1 visitor bay for every 20 sites 1 additional bay for every 2 staff member</i>
<i>Chalet/ Cabin/ Serviced Apartment</i>	<i>1 space per chalet/cabin/serviced apartment An additional bay is required for every chalet/cabin/serviced apartment that can accommodate more than 4 people 1 additional bay for every 2 staff member</i>
<i><u>Resort Accommodation</u></i>	
<i>Restaurant</i>	<i>13 bays per 100m² *</i>
<i>Bar</i>	<i>15 bays per 100m² *</i>
<i>Assembly Area/ Conference Room</i>	<i>11 bays per 100m² *</i>
<i>Lounge Bar</i>	<i>15 bays per 100m² *</i>
<i>Garden Bar or Outdoor Drinking Area</i>	<i>15 bays per 100m² *</i>
	<i>1 additional bay for every 2 staff members</i>

** Note: The number of parking spaces provided above acknowledges that in-house guests will largely use the resort facilities. Therefore Council, subject to the provisions of minimum parking bays for the accommodation will consider granting a concession for the bays required by Schedule 4 of the Shire of Exmouth Town Planning Scheme No.3 for 'Resort' associated uses.*

In special circumstances the Council may permit the car parking for a development to be provided on another site, subject to that site being suitably located and guarantee of availability.

POLICY NO 6.12

6.12 – Holiday Accommodation

Origin/Authority

Adopted Council Meeting: 27 January 2016

ENABLING LEGISLATION

Planning and Development (Local planning Scheme) Regulations 2015
Town Planning Scheme No 3

RELATED LEGISLATION & STATUTES

Local Government Act 1995
Local Government Financial Management Regulations 1996
Planning & Development Act 2005
Building Code of Australia

1. **INTRODUCTION**

There are high demands for holiday accommodation within the Shire of Exmouth, from both visitors and investors alike. This Policy has been produced to assist Council in managing the nature and extent of holiday accommodation in the 'residential' areas of Exmouth.

The Shire of Exmouth is concerned that the availability of housing for permanent residents may, potentially be compromised by the use of residential dwellings for short stay accommodation.

If not properly managed, holiday accommodation may generate conflict with adjoining property owners. This conflict can comprise of excessive noise late in the evening, excessive vehicles and trailer boats being parked on the road verge in the vicinity of the dwelling, excess rubbish in bins from a large numbers of persons staying in the dwelling, and subsequent decomposition of waste which can often comprise of fish offal. This policy also provides guidance on the procedure for lodging complaints to ensure the complaints system is not misused by complainants.

1.1. POLICY OBJECTIVES

- To support a diverse accommodation base within the Shire of Exmouth;
 - To provide an effective management framework and guide for the provision of Holiday Accommodation (other than within the Tourist zone) within the Shire of Exmouth;
 - To ensure that a Holiday Accommodation establishment is maintained to a satisfactory standard and that its use is lawfully conducted;
 - To ensure that all Holiday Accommodation applications accord with *Town Planning Scheme No.3*;
 - To ensure Holiday Accommodation does not compromise the amenity of the residential neighbourhood through appropriate Development Approval conditions.
 - To promote the provision of long term residential dwellings, for local residents within Skipjack Circle Estate as defined in Appendix 2.
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- To ensure that Holiday Accommodation Establishments comply with the Building Code of Australia and *Health Act 1911*.

1.2. DEFINITIONS

"Annual Term" means the initial Development Approval period or the subsequent 12 month period of an annual approval, both of which will lapse on the nearest 30 September each year in accordance with Section '2.3 Renewal of Approvals'.

"Dwelling" means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

"Holiday Accommodation" means any land or buildings used for accommodation and recreation for holiday purposes but does not include a hotel or a motel.

"Habitable Room" means a bedroom.

"Hotel" means any land or buildings providing accommodation for the public the subject of a hotel licence granted under the provisions of the *Liquor Licensing Act 1988* and may include a betting agency operated in accordance with the *Totalisator Agency Betting Board Act 1960*, but does not include a motel, tavern, or boarding house the subject of a limited hotel licence or other licence granted under that Act.

"Motel" means any land or buildings used or intended to be used to accommodate patrons in a manner similar to a hotel, but in which special provision is made for the accommodation of patrons with motor vehicles and to which a licence under the *Liquor Licensing Act 1988* may have been granted.

"Short stay" means that no person is to stay for more than three months (90 days) in any 12 month period.

"Landowner" means the owner of the premises for short stay purposes.

"Grouped Dwellings" means a dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partially vertically above another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property.

"Manager" means the person nominated by the landowner or Holiday Accommodation Applicant as being responsible for managing the Holiday Accommodation and is living and readily contactable within 10 minutes of the property.

"Skipjack Circle Estate" means all land as defined in Appendix 1.

"Substantiated Complaint" means a complaint lodged in writing to the Shire of Exmouth providing evidence in accordance with Section '3.2 Substantiated Complaint' of non-compliance with a condition of development approval for the operation of a Holiday Accommodation that is accepted by Council Officers as warranting further investigation.

1.3. POLICY CONTEXT

This policy primarily relates to 'residential style' Holiday Accommodation (i.e. holiday homes) and does not include hotels or motels.

The use of Holiday Accommodation on a lot, shall not prejudice the amenity of the local neighbourhood in any way.

Holiday Accommodation requires Council approval and can only be considered in the following zones:

Residential: Not permitted, unless elected Council has granted approval after advertising in accordance with the Scheme. Holiday Accommodation is not permitted in the Skipjack Circle Estate, as defined in Appendix 2.

Tourist: is a Permitted 'P' use in this zone (requires Development Approval).

Marina: Precinct A – not permitted, unless elected Council has granted approval after advertising in accordance with the Scheme. Precincts B, C, D, E – In accordance with the Exmouth Marina Outline Development Plan.

Pastoral: is an 'AA' use meaning that the use is not permitted unless the Council has granted Development Approval. Council has delegated Authority to the Executive Manager Town Planning to determine applications for AA uses which are in accordance with Council's local planning Policies and *Town Planning Scheme No. 3*.

Owners of all forms of Holiday Accommodation are encouraged to support the Exmouth Visitor Centre by becoming a member.

2. POLICY PROVISIONS

The following provisions must be complied with for holiday accommodation:

1. The maximum number of vehicles and trailers (including boats on trailers) is three and two respectively. Please note, the property does not include the Council road verge or adjoining/nearby vacant land. Car parking will be calculated on the basis of 4 persons per vehicle.

A Site Plan shall be included with any Development Application for Holiday Accommodation and must clearly identify the nominated area for all proposed vehicle and trailer parking.

2. All Holiday Accommodation establishments may erect one (1) sign not exceeding 0.2m² in accordance with the following development standards:
 - a. The sign shall be a maximum of 450mm 'in height', length of 450mm, with 50mm letters, black on white background;
 - b. The sign shall be displayed in an appropriate position, securely fixed, visible from the public road subject to visual amenity; and
 - c. The signage shall only state:
 - i. The address of the property;
 - ii. The local real estate agents or caretaker / Manager;
 - iii. After hours contact and phone number; and
 - iv. Council's approval number.

No directional signs will be permitted.

3. All Holiday Accommodation is to be managed by local real estate agents, or have

a local caretaker / Manager living and readily contactable within 10 minutes of the property.

4. All proposed Holiday Accommodation applications are required to provide an adequate number of rubbish bins prior to the use commencing. At least two (2) rubbish bins must be provided where the total number of occupants is 10 or less. Where an application seeks to accommodate more than 10 persons, at least three (3) rubbish bins must be provided.
5. An approved smoke alarm must be installed on or near the ceiling in each guest bedroom; and in every corridor or hallway associated with a bedroom, or if there is no corridor or hallway, in an area between the bedrooms and the remainder of the building. Where the building is more than one storey, approved smoke alarms must be installed on each storey. The smoke alarms must be installed in accordance with AS 3786 and be connected to the consumer mains power.

2.1. INFORMATION REQUIRED FOR A DEVELOPMENT APPLICATION FOR HOLIDAY ACCOMMODATION

1. All Development Applications for Holiday Accommodation shall include a Management Statement that explains how the property will be managed and maintained.

The following information must be included in the Management Statement:

- a. A Code of Conduct that outlines occupant rules.
- b. The required number of rubbish bins to be provided and their location.

Note: Owners and/or Managers of Holiday Accommodation are encouraged to direct guests to use the fish offal bins provided at the boat ramp fish cleaning stations and not to use the household bins for fish waste.

- c. Outside barbeques are to be gas or electric.
- d. No fires are to be lit outside.

2. An emergency response plan is to be provided and should include:

- a. a fire escape route map;
- b. the location of fire extinguisher(s). Fire extinguisher(s) are to be placed in a clearly visible location and are to be maintained in proper working order;
- c. location of smoke alarms and emergency lighting;

The Plan is required to be clearly displayed in a conspicuous location within the dwelling.

3. The management plan and emergency response plan shall include provisions relating to the use of any jetty, gangway and mooring envelope, to be used in accordance with the relevant provisions of the Exmouth Marina Village Canal Boat Mooring Management Plan and Standard Operating procedures, where applicable.

2.2. APPROVAL PROCESS

Once a completed Development Application has been received, that complies with the above sections, applications will be advertised for 21 days in accordance with clause 8.3 of the Scheme. Council will have regard to the comments of adjoining property owners and any

prior use of the dwelling for Holiday Accommodation. Additional matters to be considered by Council when assessing the application are set out in Section 8.5 of the Scheme.

Council may include the following requirements as conditions of consent, following any Development Approval:

1. The maximum number of overnight occupants allowed within the dwelling to ensure compliance with the ventilation and overcrowding requirements of the Health Local Laws (refer to Appendix 1).
2. The maximum number of vehicles and trailers (including boats on trailers) permitted on the property.
3. A system of lighting must be installed to assist with the evacuation of occupants in the event of a fire. The lighting must be activated by the smoke alarms and consist of a light incorporated within the smoke alarm or lighting located in the corridor, hallway or areas served by the smoke alarm. Where the evacuation lighting is not of the type incorporated within the smoke alarm, it shall be provided with emergency backup power supply.
4. Occupant rules 'Codes' of conduct shall be clearly displayed in the premises.
5. Noise levels to comply with the *Environmental Protection (Noise) Regulations 1997*.
6. Further conditions may be included at Council's discretion. The onus is on the landowner to ensure that all conditions of approval are complied with, under all relevant legislation.

2.3. RENEWAL OF APPROVALS

Initial Development Approval for Holiday Accommodation shall be granted until the nearest 30 September. Following Development Approval, an annual permit will be issued for an Annual Term after paying the prescribed fee. Council will issue notices to Holiday Accommodation providers explaining that the Holiday Accommodation permit is about to expire, and a renewed permit is required to continue operating. If there are no changes and less than three (3) substantiated complaints have been applied to the Holiday Accommodation, the annual permit will be renewed and no further consultation or reporting is required.

If changes to existing Holiday Accommodation are proposed a new Development Application is required. The application will be advertised and assessed as a new application.

Should three (3) or more substantiated complaints be applied to a Holiday Accommodation within a period of not less than three (3) years renewal of the permit may not be granted upon expiration in accordance with Section '3.1 Compliance And Enforcement'.

3. ADDITIONAL INFORMATION

3.1. COMPLIANCE AND ENFORCEMENT

Any breach of a condition of Development Approval constitutes a breach of the *Planning and Development Act 2005*, the Shire of Exmouth's *Town Planning Scheme No. 3*, and this policy. When investigating complaints, Council Officers will have due regard to Council's complaints handling procedures, the requirements of the *Planning and Development Act 2005*, and the Town Planning Scheme.

When a complaint is received, the following process will occur:-

- a) If a complaint is regarding noise and antisocial behaviour, the complainant will be advised that the police or Manager must be contacted. Further to this, Council Officers will contact the police or Manager to ascertain the nature of the complaint, then will take appropriate action if the complaint is not of a vexatious nature. It is recommended that the police or Manager are contacted as a first option as they may be able to resolve the matter immediately.
- b) A complaint must be received in writing with enough evidence to determine whether the complaint is substantiated or not. Refer to Section '3.2 Substantiated Complaints' below for further clarification.
- c) Council Officers will take appropriate action in accordance with Council's complaints handling procedures.
- d) Council Officers will consider all complaints and any evidence provided and determine whether the complaint can be considered a Substantiated Complaint warranting further investigation. This may involve further investigation and liaison with other authorities, affected property owners, the Manager of the Holiday Accommodation or any other person considered necessary. The complainant will remain anonymous, and will be advised of the nature of the outcome of any complaint.
- e) A complaint may be determined as not being a Substantiated Complaint through the provision of a lack of evidence or there not being reasonable indication that non-compliance with conditions of Development Approval has occurred. Such complaints may be dismissed and Council Officers will advise the complainants in writing and advise the correct complaints procedure for future complaints regarding Holiday Accommodation. The continued lodgement of complaints not in accordance with the correct procedure will result in the complaints no longer being acknowledged.
- f) In the event that a Substantiated Complaint is received, the owner, real estate agent, Manager or applicant responsible for the operation of the Holiday Accommodation may be advised that the Shire has received and is investigating a substantiated complaint. Any respondent will be given 28 days to respond to any allegations, and to provide explanation or advice as to the nature of any alleged breach.
- g) If no response is received within the outlined timeframe, a letter will be sent warning the respondent of the implications of not providing a response, and seeking a reply within a specified timeframe.

~~b) If the result of the investigation reveals that there is/was ongoing or has been an~~

incident of non-compliance with a condition of Development Approval Council will adopt a three Substantiated Complaints policy. A Substantiated Complaint will be applied to a Holiday Accommodation for every evidence of non-compliance. The respondent will be advised of each Substantiated Complaint in writing from Council Officers.

- i) Failure to reply to any correspondence regarding investigation into non-compliance with a condition of Development Approval will result in a Substantiated Complaint being applied.

If the non-compliance is on-going and the respondent fails to rectify the compliance matter immediately after receiving the first strike, an additional strike will be applied for every request from Council officers to rectify the matter.

- j) If a response is received within the appropriate timeframe, the seriousness of any alleged breach will be assessed by Council Officers. Upon three Substantiated Complaints being applied to a Holiday Accommodation within three (3) years Council Officers may put a recommendation to Council for the cancellation of Development Approval for the Holiday Accommodation for a period of not less than twelve (12) months where the Holiday Accommodation use cannot occur at the conclusion of the Annual Term. Such recommendations will be considered behind closed doors. If and when a new application for Development Approval for the use Holiday Accommodation is lodged with the Shire the applicant is required to demonstrate that there is a new manager from the previously approved manager.

If a Holiday Accommodation continues to operate without Council approval after a cancellation, the penalties of undertaking development without approval apply under the relevant provisions of the *Planning and Development Act 2005*.

- k) Development Approval is granted over the land, and is non-transferrable.

SUBSTANTIATED COMPLAINTS

It is important that only complaints that are substantiated with evidence of non-compliance with a condition of approval for Holiday Accommodation are considered. This is to prevent the misuse of the lodging of complaints and the three substantiated complaints policy outlined in Section '3.1 Compliance and Enforcement' above by complainants.

A complaint must be provided in writing to the Shire of Exmouth and provided with sufficient evidence proving ongoing or an incident of non-compliance with a condition of Development Approval for a Holiday Accommodation. Examples of evidence that may be considered sufficient include but are not limited to the following:

A police report or confirmation in writing from a police officer in regard to a response to an incident at a Holiday Accommodation where there was non-compliance with a condition of Development Approval.

Confirmation in writing from the Manager or any person responsible for the operation of a Holiday Accommodation confirming any non-compliance.

Current Holiday Accommodation advertisements with the date of the advertisement shown.

Photos with date records.

Evidence of non-compliant noise levels pursuant to the Environmental Protection (Noise) Regulations 1997 and/or any approved Management Statement.

The evidence provided must be recent. The provisions of evidence a substantial period after the occurrence of the non-compliance, as determine by Council Officers, will not be considered.

It should be noted that incidents occurring off the subject property cannot be considered in regard to the operation of a Holiday Accommodation. The operation of a Holiday Accommodation is limited to within the property boundaries where approval has been granted. Therefore, non-compliance with conditions of Development Approval can only occur within the property boundaries of premises to warrant the cancellation of a Development Approval.

4. Appendixes **Appendix 1**

Health Act 1911

Shire of Exmouth Health Local Laws 1998

Division 2 – Ventilation of Houses

Overcrowding

22. The owner or occupier of a house shall not permit -
- (a) a room in the house that is not a habitable room to be used for sleeping purposes: or
 - (b) a habitable room in the house to be used for sleeping purposes unless –
 - i.) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and
 - ii.) for every person between the ages of 1 and 10 years there is at least 8 cubic metres of air space per person; or
 - (c) any garage or shed to be used for sleeping purposes.

POLICY NO 6.13

6.13 – Temporary Workers Accommodation

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Town Planning Scheme No 3

RELATED LEGISLATION & STATUTES

Local Government Act 1995

1. INTRODUCTION

1.1 POLICY OBJECTIVES

- To minimise the impact on the existing community of the shortage of workers accommodation associated with development projects.
- To encourage Temporary Workers Accommodation development which is flexible to accommodate changing local economic and social conditions, whilst remaining compliant with Scheme zoning requirements.
- Provide an effective framework and guide for the provision of Temporary Workers Accommodation within the Shire;
- Ensure that Temporary Workers Accommodation is maintained to a satisfactory standard and that its use is lawfully conducted and consistent with the objectives of a particular zone;
- To ensure Temporary Workers Accommodation in the approved zones does not compromise the local amenity of the neighbourhood through appropriate planning approval conditions.

1.2 POLICY STATEMENT

Council and the community are aware of and experiencing the impact of limited or expensive accommodation in Exmouth. This is resulting in the loss of employees from all sectors in the town and having a noticeable impact on the community through loss of individuals and families from Exmouth.

With less people able to live and work in Exmouth, less people are able to be employed by local businesses and contribute to the economic sustainability of the community, and less people are able to contribute to the fabric and social well-being of the community.

The Council is endeavouring to overcome this major problem through a variety of measures. The Policy is one of those measures aimed at assisting businesses in attracting and retaining employees through the allowance of workers accommodation on business premises.

This Policy does not apply to those lots directly adjacent to Murat Road.

1.3 DEFINITIONS

'Temporary Workers Accommodation' is a building or caravan used for the accommodation of temporary or intermittent workers, comprising bedroom(s), and appropriate dining, kitchen, and ablution facilities (or access to such facilities).

'Dwelling' means (as per the meaning in the Residential Design Codes of Western Australia) a building or portion of a building being used or intended, adapted or designed to be used for the purpose of human habitation on a permanent basis by:

- a single person
- a single family
- no more than six (6) persons who do not comprise a single family

'Short Term Stay' means where the room or bed is occupied for not more than 90 days in any 12 month period by the same guest.

2. POLICY PROVISIONS

In considering applications Temporary Workers Accommodation, Council will have regard for the following :-

Function/End Use

- The design of any Temporary Workers Accommodation development should be adaptable to accommodate and complement the zoned land use. Preference shall be given to proposals which demonstrate that the resulting infrastructure will facilitate or not impede the current or future development of the site. Council notes the particular potential for developments which have tourism as an end use.

Form

Temporary Workers Accommodation may take the form of a self contained unit, transportable donga accommodation or caravan. For self contained units or transportable donga accommodation the following base requirements will apply.

- Temporary Workers Accommodation should have a demonstrated level of interdependence which allows it to function as a singly managed complex.
- Unless otherwise approved by Council, each accommodation unit / suite shall contain no more than one (1) bedroom.
- Where incorporated, cooking/food preparation facilities within individual accommodation units shall be of a kitchenette nature only.

The development is to have external colours consistent with Council's Colour Palette.

- Laundry, sanitary and ablution facilities shall be provided or accessible within the lot site for all forms of Temporary Workers Accommodation.

Management

- All developments are required to supply a management statement for the complex for consideration by Council. The management statement is required to demonstrate how the following issues will be addressed :-
 - transport of workers (to and from site & out of hours)
 - site access and egress

- catering and hygiene
- emergency management (cyclone preparation plan).
- security
- occupant rules of conduct

Should Council grant planning approval the standard conditions applicable to the Temporary Workers Accommodation land use will, amongst other applicable planning and/or building conditions, be as follows :-

The accommodation on a site is to be provided and used solely for employees or contractors of the business currently operating from the site.

1. The maximum number of occupants vehicles and trailers (including boats on trailers) permitted on the property shall be one standard vehicle for every two sleeping units. All vehicle parking, manoeuvring and circulation areas are to be suitably constructed and marked to the specification and satisfaction of Council Officers in accordance with Council Policy. In determining vehicle parking, manoeuvring and circulation areas, it is to be noted that the property does not include the Council road verge or adjoining/nearby vacant land.
2. Laundry, sanitary and ablution facilities shall be provided or accessible within the lot site.
3. The Temporary Workers Accommodation land use shall not prejudice the amenity of the local neighbourhood.
4. Occupants rules of conduct shall be clearly displayed in the premises.
5. No directional signs will be permitted. On site sign to accord with Councils Sign Policy 6.9.
6. If in the opinion of Council the approved use causes a nuisance or annoyance to owner/occupiers of the land in the vicinity, or to persons or traffic using roads in the vicinity of the approved use, Council may withdraw its approval.
7. The Temporary Workers Accommodation approval is for a maximum period of up to 3 years. Where the Temporary Workers Accommodation is a caravan, Council approval is for a maximum of 3 months, subject to compliance with other relevant conditions and Council Policy.
8. Only in exceptional circumstances and upon receipt of a new application will Council consider an extension of a Temporary Workers Accommodation approval. In all general circumstances, the structure must not be used as Temporary Workers Accommodation after the approval period has ceased and an extension will not be provided.

The Temporary Workers Accommodation is subject to compliance with all relevant Health and Building Laws, including cyclone engineering requirements and provisions (ie: engineered footings, tie down points, etc.) and ablution/toilet facilities.

2.1 Approval Process

Temporary workers accommodation requires planning approval in all zones listed in the scheme. Application will be advertised in accordance with clause 8.3 of the Town Planning Scheme No.3 for 21 days.

Following advertising, at the proponents cost, Council will have regard to the comments of adjoining property owners and prior use of the location / dwelling for temporary workers accommodation if retrospective approval is sought.

DRAFT

POLICY NO 6.14

6.14 - Naming of Roads, Public Places and Streets

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Town Planning Scheme No 3.

1. INTRODUCTION

1.1 OBJECTIVE

The purpose of this policy is to provide adequate new names to service the needs of new subdivisional roads and any name changes and to ensure new names meet Council's general requirements without each decision having to be made by Council.

1.2 POLICY STATEMENT

Guidelines:

- Council is to maintain an ongoing list of appropriate names to be used for allocation to public places, reserves, roads and streets.
- The list is to comprise names already registered with DPI - Land Assets Management Services on the approved names register and of names submitted by Council for inclusion on the register. This register contains names of significance to the region and pioneers of the area.
- Names not to be included would be incongruous names, First name or First name/surname combinations, corrupted names, names that are unduly cumbersome or difficult to pronounce, obscene or derogatory names, racist or discriminatory names and company or commercialised names.
- Names that exist in surrounding Local Government Authorities, within a 50km radius, would be refused.
- Any offerings of pioneers or early settlers names would have to be supported by the explanation of the significance and applicability of such names offered.
- No duplication of existing names would be approved, including similar sounding names, names created by the addition/subtraction of 's' or similar names with different suffixes.
- Names of living persons will only be considered in exceptional circumstances.
- No commercial names will be considered (eg businesses, products, commercial services).

1.3 SUBMISSION OF NAMES

Where a sub-division will lead to the creation of a new locality, registered by DPI, the proposed name of the sub-division is to be submitted to Council and then to DPI for approval.

1.4 LOCALITY NAMES

Names for new localities or changes of names to preferably have an Australian emphasis and to be selected from the following categories:-

Name associated with the area:
Aboriginal – feature or descriptive.
Locational or descriptive name.
Pioneer settler of the area.
Early property name.

Name associated with the development of the state:
Statesman or former politician.
Other eg, ship, event, etc.

Other choice of name:
Flora and Fauna Association.

Localities may **not** be named in honour of someone still living.

DRAFT

POLICY NO 6.15

6.15 – Construction of Shed/Barn Style Dwellings

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Shire of Exmouth Town Planning Scheme No.3

1. INTRODUCTION

1.1 OBJECTIVES

The primary objectives of the policy are to:

- Set out the approval requirements for the development of shed/barn style dwellings;
- Provide acceptable development provisions for the appearance of shed/barn style dwellings.
- Provide guidance on where this type of development can be considered in the Shire of Exmouth.

1.2 POLICY STATEMENT

In recent years an industry trend has developed for the marketing of “barn style” sheds as permanent dwellings. The Building Code of Australia can be applied to recognise such structures as dwellings but Council has concerns about the amenity and appearance of such structures in the Residential and/or Marina zones. Essentially the buildings have the appearance and finish of a shed and their location in a residential environment can detract from the appearance and amenity of surrounding lots.

1.3 DEFINITION

Shed/barn style dwelling: means design of a building ordinarily built as a shed proposed to be constructed as a dwelling

2.0 POLICY PROVISIONS

- This Policy applies to the construction of shed/barn style structures that are proposed to be used as dwellings in the Shire of Exmouth.
- Shed/barn style dwellings can be considered in all zones in the Shire of Exmouth except the Residential and Marina zones. Shed/Barn style dwellings are not permitted in the Residential and Marina zones as they are not considered complementary to the quality of design, aesthetics and construction appropriate for these zones. Pastoral zones are exempted from the provisions 5.1 to 5.4 of this policy.
- This Policy requires that an Application for Planning Approval is required to be lodged with the Shire of Exmouth for the construction of shed/barn style dwellings.

2.1 DEVELOPMENT GUIDELINES

All shed/barn style dwellings must meet the following development standards: -

Verandahs, balconies etc. on frontages

The provisions of Element 6.2 – Streetscape requirements of the R-Codes applies to all residential development within the Shire of Exmouth.

In order to achieve an attractive streetscape all shed/barn style dwellings are required to provide verandahs, awnings, balconies, porches, porticos or other architectural relief on the elevations that are viewed from the street.

Materials

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

The use of Colorbond for roofs and/or walls shall be consistent with Council's adopted colour palette for development. Where appropriate the use of alternative building materials i.e. wood, masonry is encouraged to provide architectural relief to the extensive use of Colorbond.

Roof Design

Roof design can utilise gable, hipped or skillion design and must incorporate a roof pitch. Flat roofs are not permitted.

External Treatments

Notwithstanding the requirement of Clause 5.1 above, in order to achieve high standard of dwelling construction and an appropriate level of amenity, shed/barn style dwellings will be required to address their external facades with additional windows or larger openings, the use of verandahs or other architectural relief to side and rear elevations.

It is also recommended that alternative materials be sought for window treatments (e.g. wooden French and bi-fold doors – Refer Appendix A – Example 2).

Building Code of Australia Requirements

Shed/barn style dwellings are to meet all relevant requirements of Class 1 buildings as provided by the Building Code of Australia. Furthermore, shed/barn style dwellings are required to meet the applicable energy efficiency ratings.

2.2 APPLICATION DETAILS

All applications must be lodged with a 'Form 1 – Application for Planning Approval', an application fee and three (3) sets of site and elevation plans.

The site plan shall be to scale and show: -

- the location of the proposed dwelling to be erected on the site;
- existing car parking/driveway area;
- existing crossovers;
- setbacks from the boundary; and,
- proposed landscaping

Floor plans and elevations of the dwelling, including all exterior finishes proposed to be erected are required to be provided as part of the Application for Planning Approval.

APPENDIX A – EXAMPLES & DOCUMENTARY



EXAMPLE 1			
	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage	√		Balcony treatment is considered to soften front elevation, however, use of same materials, no landscaping and small windows creates “shed” look. Balustrade is also required for the balcony.
Materials		√	Use of same materials, standard shed construction with no additional features.
Roof Design	√		Gabled roof considered appropriate.
External Treatments		√	No external treatments.
Landscaping		√	No landscaping.
Overall comment:			
Typical barn style shed containing no eaves, few windows and external treatments to break up the external facades. The use of balcony is supported where it complies with the Visual Privacy provisions of the R-Codes. <u>Overall Poor Design.</u>			



EXAMPLE 2			
	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage	√		Balcony treatment and verandahs help to soften frontage. Use of alternative materials is also considered to contribute to the streetscape
Materials	√		Excellent use of alternate materials and colour
Roof Design	√		Gabled roof considered appropriate.
External Treatments	√		Verandahs, large windows and doors to the side elevations help to soften appearance of "shed" look.
Landscaping	√		Excellent use of landscaping
Overall comment:			
This is considered to be an excellent example of how barn style sheds can be treated to create a positive streetscape element. The use of alternative materials and colour softens the appearance of "Colorbond". Landscaping also contributes in a positive manner. <u>Overall Good Design.</u>			



EXAMPLE 3			
	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage	✓		Balcony treatment and verandahs help to soften frontage. Use of different colours is also considered to contribute to the streetscape
Materials	✓		Although a standard material is used throughout, the colours help to break up and mitigate the effects of monotone facades.
Roof Design	✓		Gabled roof considered appropriate.
External Treatments	✓		Windows and doors are considered to soften the appearance of the “shed” look.
Landscaping		✓	No landscaping provided.
<p>Overall comment: This prefabricated structure contains a large amount of detail, through the increased use of openings, verandahs to all four elevations and contrasting colours. It is considered to be a good example of how prefabricated shed structures can be addressed to soften their appearance and provide a high level of amenity. <u>Overall Good Design.</u></p>			

POLICY NO 6.16

6.16 – Design Guidelines for Exmouth Marina Village Precinct ‘A’

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Planning and Development Act 2005
Town Planning Scheme No 3.

RELATED LEGISLATION & STATUTES

Residential Design Guidelines (R-Codes)
Broad Design Guidelines for Exmouth Marina Village

1. INTRODUCTION

1.1 POLICY STATEMENT

The Exmouth Marina Precinct A project comprises a unique residential estate offering 130 Canal (wet) lots and an additional 39 residential (dry) lots in a unique location on the east coast of the Exmouth Peninsula.

Design Guidelines for the Marina were prepared to ensure a high standard of residential construction and amenity within the Exmouth Marina Village Precinct A area and ensure it reinforces the projects unique coastal location. The Guidelines set out the minimum standards and conditions under which residential development within the project will normally be applied.

The original Design Guidelines have been reviewed (in 2009) to ensure that they can be practically applied to the ‘as constructed’ subdivision of the Marina. Variations to these guidelines are generally not supported and can only be considered with justification and with the approval of the Shire of Exmouth.

Refer to Appendix *Design Guidelines for the Exmouth Marina Village Precinct ‘A’* which can be viewed at the Shire Administration Office or requested from the Shire’s planning department.

POLICY NO 6.17

6.17 – Design Guidelines for Lot 11 & 12 Market Street

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Planning and Development Act 2005
Town Planning Scheme No 3

RELATED LEGISLATION & STATUTES

Residential Design Code of Western Australia
Outline Development Plan for Lot 11 & 12 Market Street

1. INTRODUCTION

1.1 OBJECTIVES

- To ensure a consistently high standard of development is maintained within the subdivision with high quality dwelling elevations that highlight and provide visual interest to the detail and scale of design, and positively contribute to the streetscape of the adjacent Exmouth Marina development.
- To facilitate a harmonious and attractive environment between residential lots and lots that are permissible to operate a business

1.2 POLICY CONTEXT

The Lot 11 & 12 Market Street subdivision comprises of a residential estate offering 46 lots with 21-27 having the additional option of the other land use, Cottage industry, Home Occupation, Home business, office and consulting rooms as defined in the Outline Development Plan and the Shire of Exmouth Town Planning Scheme No 3. refer to attachment 1 for definitions.

The Design guidelines are prepared to ensure a high standard of residential contribution and to compliment the abutting Exmouth Marina Village development. The guidelines set out the minimum standards and conditions for developments within the subdivision.

The Design Guidelines are prepared in line with the approved ODP are proposed as a Local Planning Policy to provide them with appropriate status under the Shire of Exmouth Town Planning Scheme. Clause 9.6 of the Town Planning Scheme No.3 provides the Council with the ability to prepare and adopt Local planning policies. The Scheme sets out clear procedures for advertising, review, amend and adoption of Local Planning Policies.

1.3 DEFINITIONS

'Home business' means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which —

- does not employ more than 2 people not members of the occupier's household;
- will not cause injury to or adversely affect the amenity of the neighbourhood;
- does not occupy an area greater than 50 square metres;
- does not involve the retail sale, display or hire of goods of any nature;
- in relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and
- does not involve the use of an essential service of greater capacity than normally required in the zone;

'Home occupation' means a business or activity carried out within a dwelling or the curtilage of a dwelling by a person resident therein or within a domestic outbuilding by a person resident in the dwelling to which it is appurtenant that:

- entails the conduct of a business, office, a workshop only, and does not entail the retail sale or display of goods of any nature;
- does not cause injury to or prejudicially affect the amenity of the neighbourhood;
- does not detract from the residential appearance of the dwelling or domestic outbuilding;
- does not entail employment of any person not a member of the occupier's household;
- does not occupy an area greater than 20m²;
- does not display a sign exceeding 0.2m² in area;
- in the opinion of the Council is compatible with the principal uses to which land in the zone in which it is located may be put;
- will not result in the requirement for a greater number of parking facilities than normally reserved
- for a single dwelling, and will not result in a substantial increase in the amount of vehicular traffic in the vicinity;
- does not entail the presence, parking, and garaging of a vehicle of more than two (2) tonnes tare weight.

'Industry – Cottage' means a business, professional service, trade or light industry producing arts and craft goods which cannot be carried out under the provisions relating to a "home occupation" and which in the opinion of the Council:

- (a) does not cause injury to or prejudicially affect the amenity of the neighbourhood;
- (b) where operated in a Residential Zone, does not entail the employment of any person other than a member of the occupier's household;

'Consulting rooms' means a building (other than a hospital or medical centre) used by practitioners who are legally qualified medical practitioners or dentists, physiotherapists, chiropractors or persons ordinarily associated with a practitioner in the prevention or treatment of physical or mental injuries or ailments, and the practitioners may be of the one profession or any combination of professions or practices.

POLICY PROVISIONS

2.1 PERMISSIBLE LAND USES

All developments and land uses shall be in accordance with the Zoning Table (Table 1) of the Shire of Exmouth Town Planning Scheme No3. (the Scheme).

With the exception of Lots 21-27 which will exclusively have the additional option of the land uses Cottage Industry, Home Occupation, Home Business, Office and Consulting rooms as ~~defined under the Town Planning Scheme No.2 and the model scheme text in the case of~~

“home business”. The uses Cottage Industry, Home Business and Home Occupation are ‘SA’ uses.

2.2 GUIDELINES

Building Form

- The architectural design of a dwelling is to be of a high quality in keeping with the attributes and character of the area.

Minimum Dwelling Size

- No dwelling shall be constructed unless it has a minimum floor area inclusive of all floors, measured to include the external walls of the dwelling and excluding balconies, verandahs, garages, carports, patios, pergolas, and external outdoor living area of 120m² or greater.

Site Density

- The density of residential development is R20.

Services

- The subdivision is serviced by reticulated water, sewer and underground power.

Building Height

- No building shall be constructed to a height greater than 2 storeys with a loft contained within the main roof space. Loft roof envelope pitching height maximum is 6.5m above ground floor.

Minimum Finished Floor Level

- Finished floor level of dwellings shall be at least 100mm above the finished ground level. The finished Lot levels for the subdivision are show in *Figure 1*. The maximum Finished Floor Level for any dwelling shall be in accordance with the Residential Design Codes. Any building pad raised 300mm above the natural ground shall be retained within the footprint of the external dwelling walls and ground levels shall not be altered for the balance of the lot.

External Colour and Material

- The colour and material of external walls of all buildings and structures are to be of a high quality. All developments along Market Street shall *have* external colours consistent with Council’s Colour Palette in accordance with Council Policy shown in *Figure 2*.
- Due to the proximity of the development to the Exmouth Gulf and potential high exposure to high salts laden winds, all structural steel, external steel/colourbond roof cladding and external steel /colourbond wall cladding is to be corrosive resistant and of a suitable type for a high saline environment.
- Designers, owners, architects and key stakeholders should be aware that any colourbond needs to be specially suited to a saline environment (ie colourbond ultra), the available colour range is substantially limited compared with that available for standard colourbond.

Fencing

- All fencing shall be of adequate structural design to meet cyclone construction requirements and will require a building licence from the Shire of Exmouth. Fencing to Market Street – Lots 21-27 shall be constructed with fencing along Market Street as detailed on the plan in *Figure 3*.

Setbacks

- As per the R-Code R20 density. All other dwellings on Lots 21-27 shall comply with minimum building setback and design elements in *Figure 4*. Structures built on these lots have dual purpose and are built in accordance with design requirements of Type B and C structures.

Stormwater

- Stormwater shall be managed so as not to discharge on to neighbouring properties. All Stormwater drainage from garden and paved areas shall be retained on site and/or directly discharged into the road drainage system.

Crossover and Driveways

- As per Council Policy 6 and Driveways as per the R-Codes

Sustainable Design

- Grey water re use systems shall be installed for all dwellings and reticulated to landscape areas. All grey water reuse systems must be approved by the Shire's Environmental Health Services and a permit to install obtained prior to any installation works commencing

Landscaping

- A landscaping plan to be submitted on application for a building licence and all landscaping shall be completed two months after completion of the dwelling.

2.3 APPROVAL PROCEDURE

Planning approval is required for all development including dwellings, any variation to the Residential Design Codes for dwellings and ancillary structures i.e Sheds, outbuildings; and

In addition to the Planning Approval, all development will require a building licence and must comply with the requirements of: Shire of Exmouth Town Planning Scheme No3.; The Residential Design Code of Western Australia (R-Codes); The Design Guidelines and The Building Code of Australia.

POLICY NO 6.18

6.18 Town Planning Fees

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Planning and Development Act 2005
Town Planning Scheme No. 3

RELATED LEGISLATION & STATUTES

Planning and Development Regulations 2009

1. INTRODUCTION

1.1 POLICY OBJECTIVE

- To be consistent in setting and administrating fees for a variety of planning matters.
- To support and facilitate development by non-profit organisations within the Scheme Area.
- To assist Council in recoument of costs for processing planning application.

1.2 DEFINITIONS

Non-profit organisation: means any organisation whether incorporated or not, which is of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature, and from which its shareholders or trustees do not benefit financially. Any money earned must be retained by the organisation, and used for its own expenses, operations, and programs.

2.0 FEE SCHEDULE

Fees are set in accordance with Schedule 2 of the *Planning and Development Regulations 2009*. This schedule reflects the maximum fees that can be charged by a local government for a variety of planning services.

Details of Town Planning Fees are included in the Schedule of Fees & Charges adopted by Council and included in the Annual Budget each financial year.

3.0 PAYMENT OF DEVELOPMENT APPLICATION FEES

All planning fees that are payable for the determination of a development application are payable at the time of lodgement of an Application for Planning Approval. Council reserves the right to not determine an application until such time as a payment of fees has been received and deposited into its account.

Where Council has resolved to refuse to grant Planning Consent, any fees that have been paid to Council are not refundable. The applicant is to be made aware that the fee is for the determination of an application, not its approval.

4.0 REFUND OF DEVELOPMENT APPLICATION FEES

Where a development application has been lodged and is subsequently withdrawn by an applicant and a request for refund of the planning fees made, the following refund guidelines will apply:

- Where Council has determined an application – no refund.
- Where a planning approval has expired after the recommended two (2) years.
 - Council grant a 50% fee waiver for planning application fees for the processing of identical plans for proposed developments; or
 - Where the plans are considered to be different to the original approved plans, normal planning application fees apply.
 - Where a request for withdrawal is made within one (1) week of the Ordinary Council Meeting in which the subject application is scheduled to be determined – no refund.
- At any stage prior to one (1) week before the Ordinary Council Meeting where the application will be determined – 50% refund.

5.0 WAIVERING OF FEES

Waiving of fees will be considered in general on the basis of:

- Where the application is for a non-profit organisation then the minimum fee is to be charged.
- All other situations shall be refused unless special circumstances can be demonstrated that Council should waive the fees.

6.0 TOWN PLANNING SCHEME AMENDMENTS, OUTLINE DEVELOPMENT PLANS & STRUCTURE PLANS

Council will require the initial payment of the application as per Council's Fees and Charges. Applications will not be processed prior to receipt of this fee. If a Scheme Amendment is refused no refund is allowed.

Council is to apply the applicable hourly rates adopted as part of Council's schedule of Fees and Charges for processing Town Planning Scheme Amendments, Outline Development Plans & Structure Plans as follows:

Council will raise another invoice based on the actual costs of processing of applications by apply the applicable hourly rates adopted as part of Council's schedule of Fees and Charges.

Council reserves the right to not determine the final outcome of the application until such time as a payment of fees has been received and deposited into its account.

7.0 PAYMENT OF HOME OCCUPATION FEES

Home occupation application fees will be subject to the same measures as development application fees in terms of timing of payment and refund policy. Renewal of Home Occupation Permits will occur annually from the date of the first approval, with payment of the renewal fee payable prior to issue of the new permit.

8.0 PAYMENT OF SUBDIVISION CLEARANCE FEES

Where Council receives a request for the clearance of conditions on a subdivision approval, it will not clear any conditions until the appropriate fee has been received and deposited into its account.

The clearance fee will be determined in accordance with the number of lots proposed, regardless of the number of existing lots that are being amalgamated and re-subdivided.

9.0 OTHER MATTERS

Council will have regard to the *Planning and Development Act 2005* and subsequent regulation (*Planning and Development Regulations 2009*) for matters not covered by this Policy. The fees referred to in this Policy are to be set by Council and reviewed annually.

DRAFT

POLICY NO 6.19

6.19 – District Water Management Strategy

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Planning and Development Act 2005
Town Planning Scheme No 3

RELATED LEGISLATION & STATUTES

Local Government Act 1995

1. INTRODUCTION

1.1 OBJECTIVES

This DWMS has been developed to:

- Provide a broad level stormwater management framework to support future development.
- Incorporate appropriate best management practices into the drainage systems that address the environmental and stormwater management issues identified.
- Minimise development construction costs, which will result in reduced land costs for future home owners.
- Minimise ongoing operation and maintenance costs for the land owners and Shire of Exmouth.
- Develop a water conservation strategy for the area that will accommodate existing groundwater allocation constraints for the area.

1.2 AIM

To demonstrate that the land zoned in the District Structure Plan (2011) is capable of supporting urban development. This would be undertaken through the development and documentation of strategies for sustainable best practices for water conservation, groundwater protection, wetland dependent ecosystem production, maintenance of existing hydrological regimes, assessment of any further work that may be required at future stages of development and monitoring programmes that may be implemented to ensure that these strategies are achieved.

POLICY NO 6.20

6.20 – Design Guidelines For Exmouth Marina Village Precinct ‘B’

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Planning and Development Act 2005
Town Planning Scheme No 3.

RELATED LEGISLATION & STATUTES

Residential Design Guidelines (R-Codes)
Broad Design Guidelines for Exmouth Marina Village

1. INTRODUCTION

1.1 POLICY STATEMENT

The Exmouth Marina Precinct B project comprises a unique residential estate offering Canal (wet) residential lots, additional residential (dry) lots, and lots for tourist, restaurant and shop purposes in a unique location on the east coast of the Exmouth Peninsula.

Design Guidelines as part of the Outline Development Plan for the Marina Precinct B were prepared to ensure a high standard of residential construction and amenity within the area and ensure it reinforces the projects unique coastal location. The Guidelines set out the minimum standards and conditions under which development within the project will normally be applied.

The original Design Guidelines have been reviewed (in 2011) to ensure that they can be practically applied to the ‘as constructed’ subdivision of the Marina. Variations to these guidelines are generally not supported and can only be considered with justification and with the approval of the Shire of Exmouth.

Refer to *Precinct B Exmouth Marina Village Modified Outline Development Plan* which can be either viewed at the Shire Administration Office or requested from the Shire’s planning department.

POLICY NO 6.21

6.21– Design Guidelines for Exmouth Marina Village Precinct ‘C’

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Planning and Development Act 2005
Town Planning Scheme No 3.

RELATED LEGISLATION & STATUTES

Residential Design Guidelines (R-Codes)
Broad Design Guidelines for Exmouth Marina Village

1. INTRODUCTION

1.1 POLICY STATEMENT

The Exmouth Marina Precinct C project comprises a unique strata residential estate, residential lots and a resort site in a unique location on the east coast of the Exmouth Peninsula.

Detailed Design Guidelines for the Exmouth Marina Precinct C were prepared to ensure a high standard of residential construction and amenity within the Exmouth Marina Village Precinct C area and ensure it reinforces the projects unique coastal location. The Guidelines set out the minimum standards and conditions under which development within the project will normally be applied.

Variations to these guidelines are generally not supported and can only be considered with justification and with the approval of the Shire of Exmouth.

Refer to *Exmouth Marina Village Precinct ‘C’ resort site detailed design guidelines and Detailed Area Plan permanent residential lots, precinct C* which can be either viewed at the Shire Administration Offices or requested from the Shire’s planning department.

POLICY NO 6.22

6.22 Sand and Dust Control on Private Property

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Planning and Development Act 2005
Town Planning Scheme No 3

RELATED LEGISLATION & STATUTES

Local Government Act 1995

1. INTRODUCTION

1.1 OBJECTIVES

- To minimise dust and sand nuisance caused by works, subdivisions and significant developments.
- To ensure appropriate measures are taken by property owners and/or developers/builders to protect the health and amenity of existing neighbourhoods.
- To provide guidance on the process of determining what dust and sand drift/erosion mitigation measures are considered appropriate for a development

1.2 POLICY CONTEXT

Since about 2005 the Shire of Exmouth has been one of the most rapidly developing regional local governments in the State. With the completion of several subdivisions over recent years, airborne dust and wind blown sand from the large areas of vacant land and rubbish from construction sites has become a problem.

This local planning policy provides guidance to Council's administration, land developers and builders for the procedures that are to be implemented to ensure works, subdivisions and significant developments are carried out in such a way to minimise dust and sand nuisance.

1.3 DEFINITIONS

'*Significant development*' means any industrial, commercial and/or multiple residential dwellings with a total ground floor area above 300m².

2. POLICY PROVISIONS

2.1 DUST MANAGEMENT PLAN

A detailed Dust Management Plan is required for all works associated with land development and construction sites where all the following criteria are met:-

- The land area is equal to or greater than 2,000m²; and
- The proposed development is close to an existing urban area; and
- Earthworks, land clearing or other site work is likely to generate dust in adverse conditions; and/or
- The development is for the construction of significant development.

Dust Management Plans are required to be submitted and approved by Council Officers prior to the issue of a building licence in relation to building construction works; or in relation to land subdivisions, prior to the commencement of any site works.

2.2 GUIDELINES

Developers and builders should follow the Department of Environment and Conservation (DEC) "Land Development Sites and Impacts on Air Quality – A Guideline for the Prevention of Dust and Smoke Pollution from Land Development Sites in Western Australia" (DEP – 1996).

In the interests of the amenity of the community and to ensure that the site complies with the relevant requirements, it is highly recommended that the Dust Management Plan follow the procedures recommended in the above guidelines.

As an example, depending on the scale/type of development and the potential impact on an urban neighbourhood, one or more of the following measures may be adopted:-

- Provide sprinklers or reticulation system on site, which can be operated by a designated person (e.g. contractors, builders or neighbours) and wet down all areas which may be causing or potentially causing a dust and sand nuisance.
- Cover all piles of sand or other building materials, which may be causing or potentially causing a litter, dust and/or sand nuisance.
- Apply a surface binding solution or material to all areas, which may be causing or potentially causing a dust and sand nuisance.
- Erection of wind fencing to the extent and in locations as appropriate.
- The site should be levelled, compacted, then covered with a minimum of 100mm of good topsoil and seeded with a fast-growing, robust grass to stabilise the entire site.

6.23 - Secondhand Buildings & Secondhand Building Materials

Origin/Authority

Adopted Council Meeting: 21 February 2013

ENABLING LEGISLATION

Planning and Development Act 2005

Town Planning Scheme No 3

RELATED LEGISLATION & STATUTES

Local Government Act 1995

1. INTRODUCTION

1.1 OBJECTIVE

The purpose of this policy is to provide a basis for the use of Secondhand Buildings for relocation and the use of Secondhand building materials within the Shire of Exmouth.

1.2 POLICY STATEMENT

Secondhand Buildings

It is the Council's policy that the following conditions will apply to the use of secondhand buildings proposed for relocation within the Shire.

Council will assess each application to determine the potential impact on amenity of the area and to ensure that the building will be sympathetic to the neighbourhood character in accordance with the provisions of the Town Planning Scheme No.3.

- a. All relocated dwellings are to comply with relevant provisions of the Building Code of Australia, Health Act and Town Planning Scheme.
 - b. The dwellings are to be inspected by a Council Building Surveyor at the expense of the applicant (to be paid in advance) and a list of required works will be made. Alternatively, Council will consider a written report from the appropriate Local Authority Building Services Department or a Structural Engineer.
 - c. For the assessment of the proposed relocation, the Council requires the submission of a Building Licence Application, together with plans, site plans and photographs of the dwelling.
 - d. The Council may seek comment from adjoining and affected landowners.
 - e. A bond or bank guarantee of \$10,000 per secondhand building being applied for, refundable when the building has been relocated and finished to a standard acceptable by Council Officers.
 - f. If any approval is granted, the following additional requirements may be imposed and applicants are to be advised accordingly:
 - The formal submission of an application for both a building licence and a septic tank (where applicable).
 - The building is to be completely restumped.
-

- The underside of the building is to be fully enclosed.
- The exterior claddings, walls and roof are to be brought up to as new standard (this may entail brick or colourbond veneering).
- Council will consider the effect on surrounding properties and may require alterations to the design and site location so as to complement the surrounding properties.
- The applicant will be required to complete all specified remedial works within 12 weeks of the relocated building being placed on site.
- Asbestos to be removed prior to transporting the dwelling to the Shire.

Secondhand Building Materials

It is the Council's policy that the following conditions will apply in respect to the use of secondhand building materials in the Shire.

- a. Within the town boundaries new materials to be used unless special dispensation is given by the Shire for minor buildings such as sheds, tanks, fences etc.
- b. Outside the town boundary secondhand materials to be allowed with Shire permission only.

ENGINEERING & TRANSPORT

POLICY NO 7.1

7.1 - Multi Use Paths within the Exmouth Town Site

Origin/Authority

Council Meeting: 16 August 2012

OBJECTIVE

The purpose of this policy is to provide for safe pedestrian movement within the Exmouth townsite, taking into consideration long term maintenance requirements, aesthetic appeal and budgetary allocation.

POLICY STATEMENT

To install a network of Multi Use Paths (footpaths) within the Exmouth townsite based on strategic pedestrian routes that meet a variety of user needs. These Multi Use Paths shall be constructed of different materials based on their location.

Guidelines

It is accepted that the primary purpose of Multi Use Paths (MUP's) is to provide for safe and easy pedestrian movement. The many and varied uses and users of the MUP's are as follows :-

- Recreation and Leisure – walking, jogging, bicycle riding, roller skates, skate boards, scooters, gophers, etc.
- Pedestrian movement – safe movement of pedestrians from one location to another. This can be done using a variety of means including walking, bicycling, motorised gophers, etc. Examples include walking to school, walking/riding to the shops, using the gopher to ride to the shops.

As road reserves form a significant proportion of public open space available to residents and can improve their streetscape and lifestyle, Multi Use Paths within those reserves have an equally important function.

The following principles shall apply to the future development, upgrading and improvement of Multi Use Paths:

RESIDENTIAL ZONE AREAS – STANDARD ACCESS ROUTES:

- All existing streets located within the residential zones of the Exmouth townsite shall have a 2.1 metre wide Multi Use Path on one side of the road verge within the safety zone as stated in the Australian Standards.
 - Those streets identified as Standard pedestrian routes shall have Multi Use Paths constructed of concrete.
 - All new residential subdivisions and developments are to incorporate Multi Use Paths as a condition of development.
-

- All paths are to incorporate disabled access needs and have suitable on and off ramps installed to enable access from the road to the path.
- The purpose of this policy is to reduce future maintenance requirements and provided a safer path that complies with all relevant Standards.

RESIDENTIAL / OTHER ZONE AREAS – STRATEGIC ACCESS ROUTES:

- All existing streets located within the residential and other zones of the Exmouth townsite shall have a 2.1 – 2.5 metre wide Multi Use Path on one side of the road verge within the safety zone as stated in the Australian Standards.
- Those streets identified as Strategic pedestrian routes shall have Multi Use Paths constructed of concrete and shall incorporate dedicated pedestrian lighting or be serviced by existing street lights..
- All paths are to incorporate disabled access needs and have suitable on and off ramps installed to enable access from the road to the path.
- The purpose of this policy is to reduce future maintenance requirements and provided a safer path that complies with all relevant Standards.

COMMERCIAL / BUSINESS ZONE AREAS:

- In general, within the Shopping Centre Precinct (Ross Street Mall) or the Exmouth Marina Commercial / Business precinct, all existing streets shall have a Multi-Use Path on at least one side of the road verge extending from the road verge (kerbing) to the shop/business front and within the safety zone as stated in the Australian Standards. There will be exceptions where certain areas shall have Multi Use Paths on both sides of the road verge, or the width of the path will only be 2.1 or 2.5 metres wide.
- In general, all existing streets located within the commercial / business zone of the Exmouth townsite shall have a Multi-Use Path on one at least one side of and contained within the road verge and within the safety zone as stated in the Australian Standards. There will be exceptions where certain areas shall have Multi Use Paths on both sides of the road verge, or the width of the path will only be 2.1 or 2.5 metres wide.
- Those streets within the Shopping Centre Precinct (Ross Street Mall) or the Exmouth Marina Commercial / Business precinct shall have Multi Use Paths constructed of coloured paving brick or stencilled concrete. Those streets within the Commercial/Business zone shall have Multi Use Paths constructed of concrete or paving brick.
- All paths are to incorporate disabled access needs and have suitable on and off ramps installed to enable access from the road to the path.
- The purpose of this policy is to ensure continuity in theme and aesthetics for the Central Business District and Commercial Areas and to reduce future maintenance requirements.

INDUSTRIAL, LIGHT INDUSTRIAL & MIXED USE ZONE AREAS:

- In general Multi Use Paths are not required or provided in Industrial, Light Industrial or Mixed Use areas.

OTHER ZONE AREAS:

- In general, Dual Use Paths in other zones will be constructed along the same lines as the Residential Zone Areas – Standard Access Routes.

Definitions:

Strategic Access Routes

- Murat Road (from Maidstone Crescent in the north to Market Street in the south), Nimitz Street, Maidstone Crescent, Krait Street, Kennedy Street, and Maddaffari Drive.

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POLICY NO 7.2

7.2 - Use of Shire Resources for Community Works

Origin/Authority

Council Meeting: 16 August 2012

OBJECTIVE

The purpose of this policy is to outline entitlements of Community based groups for the use of Shire Resources for Community Works.

POLICY STATEMENT

Council authorises the Chief Executive Officer to determine any application for works requested by any sporting body or community based group, subject to the following conditions:

- 1 Works will be approved on the basis of the community benefit received and the annual budget allocation (ie: Whaleshark Festival). Where a broader community benefit cannot be demonstrated, the request may be rejected.
- 2 Works shall not exceed a cumulative total value of \$2000 per sporting body or community group per annum. The value of work will include plant, labour and overhead costs. Requests for works above this sum are to be determined by the CEO.
- 3 The proposed works will not impede or effect the progress on the Shire's works and maintenance programs.
- 4 All sporting body and community based group works are to be costed into Council's donation section of the annual budget. Support lists will be presented to Council from time to time detailing works done and costings of same.
- 5 All plant on loan to community groups must be operated by Council's operator or driver of that equipment.

POLICY NO 7.3

7.3 - Guidelines and Specifications for the Design and Construction of Storm Water Drainage Systems

Origin/Authority

Council Meeting: 16 August 2012

OBJECTIVE

The purpose of this policy is to direct civil development and associated storm water impacts, assessment and mitigation consistently.

POLICY STATEMENT

Council Officers shall advise and approve storm water drainage based on the State Government Planning Policy, Department of Water Management and the Institute of Public Works Engineering Australia Guidelines and Specifications.

and

This policy comprises of the following documents:

1. State Planning Policy 2.9 Water Resources (Government of WA, 2006)
2. Government of Western Australia Department of Water Stormwater Management Manual 2007 and amendments.
3. Local Government Guidelines for Subdivisional Development. Institute of Public Works Engineering Australia WA Division, Section 4 Drainage Management Guidelines.

POLICY NO 7.4

7.4 - Specification for the Design and Construction of Roads, Footpaths and Car Parks

Origin/Authority

Council Meeting: 16 August 2012

OBJECTIVE

The purpose of this policy is to ensure that all civil works within the road reserve are constructed to engineered standard and specification consistently.

POLICY STATEMENT

Council Officers shall advise and approve the design and construction of roads, footpaths and car parks based on the following guidelines and specifications:

1. Main Roads Western Australia Specifications,
2. Institute of Public Works Engineering Australia, Local Government Guidelines for Subdivisional Development.

POLICY NO 7.5

7.5 - Verge Enhancement

Origin/Authority

Council Meeting: 16 August 2012

OBJECTIVE

The purpose of this policy is to enhance the street scape of the townsite areas and to provide financial assistance to property owners/occupiers that carry out approved verge enhancements.

POLICY STATEMENT

Property owners or occupiers that carry out approved verge enhancements will be eligible upon presentation of copies of receipts of goods and/or services purchased locally for reimbursement to the respective amounts as adopted by Council Budget for a single verge and for a corner block where dual verges are enhanced.

Eligibility for the reimbursement is subject to the following conditions:

1. Concrete kerbing being insitu or as approved by the Executive Manager Engineering Services;
2. A plan of the enhancement shall be provided to the Shire's administration for approval prior to any works commencing. The plan shall provide information relating to the proposed method of enhancement, existing street trees and any proposed new trees or other vegetation;
3. Any proposed removal of trees shall be in accordance with Council's Townsite Street Tree Policy;
4. An "approved verge enhancement" is one that is consistent with that defined in this policy;
5. The current or previous owner/occupier of the premises immediately adjacent to the verge not having already received a reimbursement for such works on the same verge;
6. The applicant taking all responsibility in relation to the protection of any underground services. The cost of any repairs to such services resulting from verge works shall be borne by the applicant.
7. The applicant to accept full responsibility for the ongoing maintenance of the verge.

Definitions: An “approved verge improvement” is one that;

- is consistent with Council’s Policy relating to Townsite street trees;
- involves the removal of top soil and placement of fines to the following specification OR the installation of a water wise reticulation system and/or other suitable landscaping; and
- if the proponent intends to carry out landscaping of the verge, he/she shall give consideration to the recommendations and guidelines provided in section 10.0 of the Exmouth Townscape Plan, in particular ‘plant descriptions’.

Specifications:

For Fines Treatment: Removal of 100mm of top soil, backfill and compaction of 80mm of fines.

Lawn Treatment: Sprinklers shall be located adjacent to the street kerbing facing towards the verge. The spray shall be set so as to minimize any water wastage on to hardstand or road areas. Note: Council does not support the installation of lawn on verges and does not reimburse costs associated with the installation of lawn.

Garden Beds: Planting and maintenance of a garden bed is permitted provided that –

- i. clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in the thoroughfare; and
- ii. where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2 metres along that part of the verge immediately adjacent to the kerb.

In all of the above treatments a minimum of two trees must be planted and maintained by the resident. Tree and/or plant species to be approved by the Council Officers and selected from the Shire’s Townscape Enhancement recommended plant list.

Note:

All applicants are advised that should the Shire at some time in the future be installing a footpath along the verge in question, the footpath will be laid from the kerb a maximum of 2.0 metres into the verge. The Shire will reinstate any fines to enhanced verges following the footpath works.

POLICY NO 7.6

7.6 - Crossover and Verges– Within Townsite

Origin/Authority

Council Meeting: 16 August 2012

OBJECTIVE

The purpose of this policy is to establish guidelines for the construction of Crossovers and Verges within the Shire of Exmouth townsite.

POLICY STATEMENT

The following is Council's policy in relation to crossovers within the Exmouth townsite.

Standard Crossovers:

All crossovers shall be constructed to the approved Engineering Services specifications. The Owner/agent is to arrange for construction.

The crossover shall be paved utilising sprayed bitumen, bituminous concrete, insitu concrete, paving bricks or blocks.

Council will contribute (or subsidise) half the cost of a standard crossover to a maximum of \$500 (one crossover to a property) subject to the crossover being deemed to conform with the specifications, and a copy of the invoice for the entire works being provided.

The subsidy applies to single residential.

Crossovers, eligible for subsidy, may be claimed for at the subsidy rate that applies in the financial year construction is completed.

Reconstruction of one crossover to a property will attract a second subsidy where that crossover has exceeded its expected life (taken as 15 years).

The removal of kerbing, etc. to accommodate a crossover and any remedial works needs to be approved by the Council's Engineering Services at the cost to the applicant. Footpaths shall not be removed in the location of the crossover. The pedestrian/multi-use pathway shall take precedence over vehicle crossovers. In certain areas, Residential Design Guidelines may apply which may impact and have precedence over this Policy.

Second Crossovers:

Where a person wishes to construct a second crossover to a residential property an application shall be made in writing and the Executive Manager Engineering Services will arrange inspection of the property to make sure the second crossover will not cause traffic or other problems.

The crossover shall be constructed to the approved Engineering Services specification. The Executive Manager Engineering Services may approve or disapprove the construction of a second crossover. A person who is not satisfied with a decision of the Executive Manager Engineering Services may appeal in writing to the CEO in the first instance and then Council

for a ruling if they continue remain dissatisfied.

Council will not contribute towards the construction of a second crossover at any property.

The removal of kerbing, etc. to accommodate a second crossover and any remedial works needs to be approved by the Council's Engineering Services at the cost to the applicant. Footpaths shall not be removed in the location of the crossover. The pedestrian/multi-use pathway shall take precedence over vehicle crossovers. In certain areas, Residential Design Guidelines may apply which may impact and have precedence over this Policy.

Specification:	Drawing:
Crossover and verge Residential Width Alternatives	TS07-1-1
Crossover and verge Residential Concrete Crossovers	TS07-2-2
Crossover and verge Residential Concrete and Brick Paved	TS07-3-3
Crossover and verge Residential Block paved crossover	TS07-4-1
Crossover and verge Residential Verge Grade and Rise at Road Reserve Boundary	TS07-5-0
Crossover and verge Residential Driveway Gradings with Standard 2% Verge Maximum Level Above and Below Kerb	TS07-6-0
Crossover and verge Residential Driveway Gradings with Standard 2% / 10% Verge Maximum Level Above and Below Kerb	TS07-7-0
Crossover and verge Residential Brick paved crossover Approved Laying Patterns	TS07-8-1
Crossover and verge Standard Crossover details	TS07-10-0
Crossover and verge Industrial/Commercial Concrete Crossover	TS07-11-1
Crossover and verge Concrete Bin Pads Layout and details	TS07-12-1

The Shire uses the City of Wanneroo technical drawings by permission.

POLICY NO 7.7

7.7 - Crossover – Commercial and Outside Townsite

Origin/Authority

Council Meeting: 16 August 2012

OBJECTIVE

The purpose of this policy is to establish guidelines for the construction of Crossovers and Verges for Commercial Properties and properties located outside the townsite of Shire of Exmouth.

POLICY STATEMENT

The following is Council's policy in relation to crossovers outside the Exmouth townsite.

Standard Crossovers:

All crossovers shall be constructed to the approved Engineering Services specifications. The Owner/agent is to arrange for construction.

Only crossovers that are paved utilising sprayed bitumen, bituminous concrete, insitu concrete, paving bricks or blocks attract a Council contribution. Gravel/Limestone constructed crossovers are acceptable (unless specified to a higher standard).

The removal of kerbing, etc. to accommodate a crossover and/or the installation of culvert piping, and any remedial works needs to be approved by the Manager of Engineering Services at the cost to the applicant. Footpaths shall not be removed in the location of the crossover. The pedestrian/multi-use pathway shall take precedence over vehicle crossovers. In certain areas, Residential Design Guidelines may apply which may impact and have precedence over this Policy.

Second Crossovers:

Where a person wishes to construct a second crossover to a property an application shall be made in writing and the Manager of Engineering Services will arrange inspection of the property to make sure the second crossover will not cause traffic or other problems.

The crossover shall be constructed to the approved Engineering Services specification. The Council's Engineering Services may approve or disapprove the construction of a second crossover. A person who is not satisfied with a decision of the Engineering Services may appeal in writing to the CEO in the first instance and then Council for a ruling if they continue remain dissatisfied.

The removal of kerbing, etc. to accommodate a second crossover and/or the installation of culvert piping, and any remedial works needs to be approved by the Manager of Engineering Services at the cost to the applicant. Footpaths shall not be removed in the location of the crossover. The pedestrian/multi-use pathway shall take precedence over vehicle crossovers. ~~In certain areas, Residential Design Guidelines may apply which may impact and have~~

precedence over this Policy.

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POLICY NO 7.8

7.8 - Alterations or Damage to Council Street Infrastructure

Origin/Authority

Council Meeting: 16 August 2012

OBJECTIVE

The purpose of this policy is to identify the processes involved when alterations or damage to Council Street Infrastructure occurs.

POLICY STATEMENT

The following is Council's policy in relation to alterations or damage to Council Street Infrastructure that may occur as a result of building or development activity, or as a result of negligence, vandalism or destructive acts.

Alterations:

All costs related to altering existing infrastructure in roads or streets, eg: sumps, drains, kerbing, crossovers, road seal, signage, footpaths, etc., shall be borne by the party requesting the change.

Where a person wishes to conduct alteration works, an application shall be made in writing and the Manager of Engineering Services will arrange inspection of the location to assess the requested works.

Any alterations shall be constructed to the approved Engineering Services specification or Council Policy. The Manager of Engineering Services may approve or disapprove the alterations. A person who is not satisfied with a decision of the Manager of Engineering Services may appeal in writing to the CEO in the first instance and then Council for a ruling if they continue to remain dissatisfied.

Where the party requesting the alteration does not undertake the remedial works themselves, or arrange it themselves, the Engineering Services Officers will undertake the work and raise an invoice to the party at private works rates.

Damage:

All costs related to damage caused to existing infrastructure in roads or streets, eg: sumps, drains, kerbing, crossovers, road seal, islands, signage, footpaths, etc., shall be borne by the party causing the damage.

Any remedial works shall be constructed to the approved Engineering Services specification or Council Policy.

Where a person wishes to conduct activities that they believe may cause damage (eg: transportable house delivery), they should contact the Manager of Engineering Services to arrange an inspection of the location before the activity commences to assess the condition of the infrastructure, and to seek approval of the works or activity. Prior to the commencement of the works and as a condition of approval, Council Officer's may require the provision of a bond in accordance with bond requirements in Council's annual budget

prior to the commencement of the works.

Where the party required to undertake remedial works does not undertake the work themselves, or arrange it themselves, the Engineering Services Officers will undertake the work and raise an invoice to the party at private works rates.

Reference to this Policy shall be made as a standard condition of Building License Approval.

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POLICY NO 7.9

7.9 - Lighting - Streets, Footpaths, Parks, Recreation and Other Areas

Origin/Authority

Council Meeting: 16 August 2012

OBJECTIVE

The purpose of this policy is to provide framework for the provision of lighting to streets, footpaths, parks, recreation and other areas within the Shire of Exmouth.

POLICY STATEMENT

The following is Council's policy in relation to Street lighting:

- A. It is Council's policy to require the following minimum criteria before approving applications for street lighting:
1. The area of street light illumination shall be urban areas with others areas lit on a selective basis.
 2. The lighting shall be installed as deemed necessary and based on Council Policy for public safety in all streets at points such as school precincts, intersections, culs-de-sac, traffic calming, public access ways, shopping precincts and street sections.
 3. Orders to Horizon Power for installation to be for street sections rather than isolated lamps. Existing established residential areas for upgrade or new lighting may only be issued when budgeted for.
 4. Where a resident demonstrates clearly a social impact due to a street light, Horizon Power shall be requested to install a shroud to limit the light spill from the street light.
- B. It is Council's policy to require, as a standard condition of development, that all new subdivisions and developments, inclusive of all new stages of subdivisions and developments, address wherever feasible the following minimum standard of street lighting entirely at the developer's expense:
1. Street lighting at the locations and to the intensity is to be determined in accordance with Council Policy, and is to be designed and provided as a standard condition of subdivision or developments where the safety of vehicles and/or pedestrians is of concern, such as multi--use paths, public access ways, along and at intersections on major roads (ie. collector and distributor roads - including intersections with existing roads), commercial areas, car parks, playgrounds, schools and other areas
 2. The developer is to provide Council with a street lighting plan for the subdivision or development for approval by the Engineering Services department prior to commencement of the development and installation.
-

3. This approved plan is the street lighting (serviced by underground power) plan to be implemented by and at the developer's cost.
4. The street lighting plan is not deemed approved by Council until so stamped and signed by the appropriate Council Officer.
5. The guidelines for the provision of street lighting shall be based on the relevant Australian Standard.

Existing Street Lighting:

The general policy is for there to be one (1) street light every second power pole and that where housing is sparsely situated, lighting be provided to accommodate security requirements.

The Engineering Services department shall assess the necessity and adequacy of street lighting.

Future Development and Subdivision Street Lighting:

The general policy is for there to be one (1) street light every second power pole and that where housing is sparsely situated, lighting be provided to accommodate security requirements.

The Engineering Services department shall assess the necessity and adequacy of street lighting.

New subdivisions or developments are to have galvanised street poles except in those designated areas where decorative power coated street lights may be used. An example of a designated area includes the Shopping Precincts.

External fascia of commercial buildings shall provide external lighting to the public pathway adjoining the development road frontage.

Decorative Street Lights:

The general policy is to only have decorative street lighting (powder coated with the marlin symbol) in Maidstone Crescent, central Murat Road, Horwood Quays and those designated areas regarded as shopping precincts.

Footpath Lighting:

Street lighting should be designed and installed so as to provide lighting to footpaths and pedestrian accessways. Where adequate lighting cannot be provided through power pole street lighting, additional dedicated footpath lighting may be installed, subject to adequate budget provision. Where footpath lighting is installed, decorative street lights (powder coated with the marlin symbol) shall be used.

Park Lighting:

Adequate lighting should be installed in the Federation, Falls Street and Krait Street Parks, with future parks provided appropriate lighting so as to minimise anti social behaviour and to improve the safety of users.

Recreation & Other Area Lighting:

Other designated recreation areas should have adequate lighting to improve safety and usability, and to reduce anti social behaviour. These include the Skate Park, Talanjee Oval and multi user Public Toilets.

~~All street, footpath and park lighting which are under the control of the City shall be~~

installed on a timer/sensor basis which turns lighting off between 12.00am – 1.00am, or is manually operated.

The Skate Park and multi use Public Toilets shall have lighting that is installed on a sensor basis, so that lighting is always provided outside of daylight hours.

All of the above lighting options are subject to relevant agencies Policies and Procedures.

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POLICY NO 7.10

7.10 - Private Works

Origin/Authority

Council Meeting: 19 February 2015

OBJECTIVE

The purpose of this policy is to provide a service to persons or organisations within the Local Government, particularly where the service cannot be provided by other businesses or agencies and to ensure a source of income for Council and the efficient use of Council's plant and human resources.

POLICY STATEMENT

Council Officers shall undertake private works upon request based on the following Guidelines:

Guidelines:

- i) A written estimate of the cost of the works (quote) is to be prepared by the authorised Council Officer(s) and where requested, a written undertaking by the customer to pay the actual cost of the works if it exceeds the estimate is required.
- ii) The estimate (quote) will include the full cost of materials, plant hire based on the Council's current budget plant hire rate which also includes fuel and depreciation, the direct cost of labour plus Council's standard overhead rate. A further charge of 15% administration will be levied on the total of the above.
- iii) Private Works is to be conducted where possible outside of ordinary working hours and on weekends to enable Council's annual works program to be completed. The quote provided shall incorporate these overtime penalty rates. .
- iv) 15% Administration Fee will not be applied on purchases made on behalf of Government Agencies who have provided a valid purchase order. This will allow Council to purchase bulk product at a discounted price, without any financial obligation.

POLICY NO 7.12

7.12 - Responsibilities at Schools – Pedestrian and Vehicle Facilities

Origin/Authority

Council Meeting: 16 August 2012

OBJECTIVE

The purpose of this policy is to provide a framework for the provision of vehicle and pedestrian facilities for schools.

POLICY STATEMENT

Council is to consider the provision of vehicle and pedestrian facilities at schools in the following circumstances and within the following criteria only:

- (a) Requests for consideration will only be processed when received as a formal request from Parents and Citizens Associations, the school Principal or the Education Department of WA and that request be supported by facts, sketch plan and clear details of the funding requested and any alternative source of funds.
- (b) Requests received are to be evaluated by staff, a preliminary plan prepared with an estimated cost and a report prepared and referred to Council with a recommendation.
- (c) Council consider funding up to 80% of pedestrian facilities at schools being footpaths/dual use paths, pedestrian crossings, , minor traffic management (e.g. other than roundabouts), barriers/rails, ramps, signs and parking restrictions.
- (d) Council consider up to a maximum 50% of funding with the balance sourced from the school or the Education Department of WA for vehicle facilities being set-down/pick-up bays, major traffic management (such as roundabouts) and other forms of embayment's protecting standing only vehicles (other than buses).
- (e) Council does not provide any funding for bus embayment's at schools.
- (f) Council does not fund any facility within school grounds.
- (g) Council funding sources be through the Five Year Plan process and/or Minor Works budget.

RANGER & EMERGENCY SERVICES

POLICY NO 8.1

8.1 - Vandalism – Reward for Conviction

Origin/Authority

Council Meeting: 15 November 2012

OBJECTIVE

The purpose of this policy is to provide further incentive to members of the public to report acts of vandalism of Council Property to the Shire of Exmouth.

POLICY STATEMENT

Council policy is to pay a reward to any person or persons giving information which leads to the successful conviction of vandals who have wilfully damaged Council property. The amount of the reward is to be determined by Council and based upon the individual circumstances. The Council staff and members of the Police Force or Australian Federal Police are not eligible for this reward.

POLICY NO 8.2

8.2 - Cyclone Cleanup

Origin/Authority

Council Meeting: 15 November 2012

OBJECTIVE

The purpose of this policy is to provide specific guidelines to the Exmouth residents on how the annual cyclone clean up will be conducted.

POLICY STATEMENT

It is Council's Policy to undertake a free annual pre-cyclone season cleanup within the Exmouth townsite for residential lots only.

The annual cleanup collection will take place within approximately two weeks from the 1st November each year. Material put out after these dates will not be removed.

The following General Advice shall be issued to residents regarding the cleanup.

1. Council will only collect items that are likely to be a hazard in cyclonic wind conditions (i.e. sheet metals, green waste etc.)
2. Items must be separated into different groups (i.e. green waste, other waste)
3. Council will not enter private property to collect waste
4. Tree pruning waste is to be no longer than 1.5 metres and is to be separated from all other waste (clean green waste)
5. Loose material such as leaves and other vegetation should be suitably wrapped, tied or placed in bags to prevent litter spread and to aid collection.
6. Bulky items should be cut or dismantled to lengths no longer than 1.5 metres
7. Keep all waste clear of fences, water meters, power poles, vehicles, trailers, Telstra pits, driveways and gardens to ensure it is accessible for bobcats/loaders.

8. THE SHIRE OF EXMOUTH WILL NOT REMOVE:

- | | | | |
|----------------------------|---------------|----------------------|-----------------------|
| - Batteries | - Gas Bottles | - Asbestos | -Paints |
| - Chemicals | - Poisons | - Fuel/Oil | - Food |
| - Liquids | - Tyres | - Car parts | - Dirt/Rubble |
| - Concrete | - Bricks | - Fridges | - Freezers |
| - Pesticides | - Flares | - Mattresses | - Household Furniture |
| - Air conditioners | | - Fire Extinguishers | - Hazardous Wastes - |
| Household Electrical Items | | - Other bulk items | |

9. If any of these items are placed on the verge or contrary to the above guidelines, your entire pile of waste is likely to not be removed by the Shire. You will also be required to remove the items yourself and could be liable to a penalty (maximum being \$1000.00).

10. Items placed on the verge after the Shire collection will not be removed.

POLICY NO 8.3

8.3 - Camping on Exmouth Recreation Ground

Origin/Authority

Council Meeting: 15 November 2012

OBJECTIVE

The purpose of this policy is to enable people to camp temporarily on the Exmouth Recreation Ground without obtaining written approval from Council.

POLICY STATEMENT

Sideshow operators, stall operators and organisers at festivals/events are only permitted to camp on Talanjee and Koobooroo Ovals on the night before and during the period of the Show, and must remove all camping and other gear during the day following the end of the Show.

Any variation to this Policy requires an application to the Shire of Exmouth. Approval may be given by the CEO where the variation is 1 day either side of the event. Where a more significant variation is requested, approval of the Council is required.

POLICY NO 8.4

8.4 – Emergency Overflow Camping Grounds

Origin/Authority

Council Meeting: 21 February 2013

OBJECTIVE

The purpose of this policy is to provide overflow facilities in the Shire that will accommodate additional numbers of camping tourists when permanent caravan parks and camping grounds facilities within the Shire are operating at or near capacity.

This policy will ensure that the operation of overflow sites/facilities within the Shire of Exmouth complies with legislative requirements.

Ensure that there is a consistency of regulation so that all overflow site/facilities operate and meet the same standard.

Ensure that the operation of overflow sites/facilities does not impact on the viability of permanent facilities.

Legislative Requirements:

The legislative base for the overflow facilities will be in accordance with the Caravan Parks and Camping Grounds Act and Regulations.

POLICY STATEMENT

PART A

This section relates to the use of overflow camping sites within the existing licenced caravan parks within the Shire of Exmouth.

Each caravan park is issued with a limited number of overflow sites in accordance with the Caravan Parks and Camping Grounds Act & Regulations. These are the only sites that may be used as an overflow facility. All such bays will be identified on the caravan parks licence and can only be used during the peak holiday periods and in accordance with the conditions detailed on the licence.

PART B

This section relates to the establishment and operation of a self-contained Recreational Vehicles emergency overflow facility.

For the purposes of this policy, a self-contained Recreational Vehicles includes all buses and over-size motorhomes that are completely independent of needing power, water, waste services, sewerage and sullage points (based on the Campervan and Motorhome Club of Australia Self Contained RV guidelines). It does not include any caravan, trailer or tent.

~~1. The Shire may establish an overflow area for self contained Recreational Vehicles~~

only when there are no vacancies for vehicles of this nature available at any caravan park within the Shire of Exmouth. A camper is permitted to book for up to 3 consecutive days at the overflow only if it is believed that there are no available spaces in the caravan parks during the 3 day period.

2. The maximum stay at the Exmouth Shire Council self-contained Recreational Vehicles Overflow Camping facility is to be a maximum of 3 consecutive days. Authorised camp ground hosts may stay longer than the maximum period at the Overflow Camping grounds.
3. The self-contained Recreational Vehicle overflow shall be primarily based between the Arboretum and the Netball courts on Willersdorf Road, although specific circumstances may arise requiring the site to be temporarily relocated e.g.: heavy rainfall or increased numbers. Temporary relocation of the Overflow will be at the discretion of the Chief Executive Officer.
4. Fees for camping at this facility shall be determined in accordance with Council's Annual Schedule of Fees and Charges.
5. The maximum number of vehicles allowed in self-contained Recreational Vehicles overflow facility area will be determined based on allocated spacing between vehicles, size of vehicles (whether they have trailers), turning circles, and usable space in the allocated area.
6. Dogs are permitted in this overflow camping area but must be held on a leash and be under the control of a responsible person at all times.

PART C

This section relates to the Shire of Exmouth Overflow Camping Grounds.

1. Where there are no vacancies available at all existing Caravan Parks within the Shire of Exmouth, including approved overflow sites within the licensed Caravan Parks, the Shire of Exmouth, at the discretion of the Chief Executive Officer, may authorise the operation of Overflow Camping Grounds at the following locations:-
 - Designated overflow bays east of Koobooroo Oval – under the supervision of Council's Ranger Services and/or the authorized Camp Host;
 - Exmouth Golf Club (secondary option) – under the supervision of the Exmouth Golf Club Caretaker;
 - And should both the above become full, Niblett Park south of Exmouth Visitor Centre - under the supervision of Council's Ranger Services and/or the authorized Camp Host;
2. These overflow sites are only to be opened for use in the following sequence and occupied in accordance with the number of sites specified:-

1 st	Koobooroo Oval	20 powered sites and 10 unpowered sites;
2 nd	Exmouth Golf Club	10 unpowered sites; and
3 rd	Niblett Park	20 powered sites

3. The maximum stay at the Exmouth Shire Council Emergency Overflow Camping

facilities is to be a maximum of 3 consecutive days. Authorised camp ground hosts may stay longer than the maximum period at the Overflow Camping grounds. A camper is permitted to book for up to 3 consecutive days at the overflow only if it is believed that there are no available spaces in the caravan parks during the 3 day period.

4. During the utilisation of the Koobooro and Niblett oval overflow sites, the Council's Ranger is to resolve any unforeseen problems arising except where a camp ground host has been appointed, in which case the camp ground host is responsible for day to day supervision and management of the facility. In relation to the Exmouth Golf Club overflow sites, the Exmouth Golf Club Inc and/or their appointed camp ground host is to resolve any unforeseen problems arising and are responsible for day to day supervision and management of the facility.
5. Fees for camping at the above facilities shall be determined in accordance with Council's Annual Schedule of Fees and Charges.
6. Dogs are permitted in the above overflow camping areas but must be held on a leash and be under the control of a responsible person at all times.
7. Use of clothes washing machines is prohibited at the Exmouth Golf Club and Niblett Park overflow camping grounds due to the lack of sullage disposal facilities. Patrons are to use the public laundry in the Central Business District or other approved accessible facility.

POLICY NO 8.5

8.5– Multiple Dogs

Origin/Authority

Council Meeting: 15 November 2012

Enabling Legislation

Dog Act 1976

Local Government Act 1995

Related Legislation & Statutes

Shire of Exmouth Dogs Local Law

Preamble

The Dogs Act and the Shire of Exmouth Dog Local Law place a limit on the number of dogs that may be kept on a property. This limit is 2 dogs over the age of 3 months within the townsite and 4 dogs over the age of 3 months outside the townsite.

Section 26(3) of the Dog Act provides for Council to make an exemption to the Local Law and permit a person to keep more than the prescribed number of dogs. Any exemption Council makes may be subject to conditions relating to the dogs in the application. Council cannot approve more than 6 dogs on a premise and Council may revoke the approval at any time.

Policy Objectives:

This policy seeks to ensure that multiple dog applications are treated in a fair and consistent manner having regard to the relevant Acts, Regulations, Local Laws and not to create disharmony in the immediate neighbourhood due to problems that could occur through having a multiple dogs on a single property.

Definitions:

“Authorised Officer” – means a person appointed by the Shire of Exmouth under the Dog Act 1976.

“Premise” – means the property or properties owned or occupied by the applicant. Where a property consists of more than one land title, all parcels of land together shall be deemed to be one premise.

Policy:

1. An owner or occupier of land within the Shire of Exmouth shall not be allowed to keep more than :-
 - a) two (2) dogs on a premise within the townsite, without the prior written approval of the Council.
 - b) four (4) dogs on a premise outside the townsite, without the prior written approval of Council.
 2. No person within the Shire of Exmouth will be permitted to keep more than six (6) dogs on a premise under any circumstance. This requirement will not apply to a dog kennel facility approved under the provisions of the relevant Shire of Exmouth Town Planning Scheme.
-

3. Council will not approve more than two (2) dogs within the townsite or four (4) dogs outside the townsite unless it can be shown to the satisfaction of an authorised officer that:
 - a) the property has sufficient open space capable of housing a 3rd/5th dog; or
 - b) the 3rd / 5th dog is to replace an elderly or sick dog which is likely to die within the next 12 months.
4. In order to seek Council's approval to keep between three (3) and six (6) dogs on a property, the owner / occupier must provide a written application advising of the following information :-
 - a) Contact details of the applicant, including their full postal address;
 - b) Complete details on the property on which the dogs will be kept;
 - c) The reasons for which they require the permit; and
 - d) The total number of dogs to be kept on the property.
5. Prior to determination, all applications to keep between three (3) and six (6) dogs on a property will :-
 - (a) Be referred to adjoining landowners for comment. Adjoining landowners will have 14 days from the date of referral to lodge a written submission on the proposed application. Where no response is received, Council will take the view that the adjoining owners have no objection to the application.
 - (b) All dogs must be registered to the address in the application
 - (c) The property will be inspected for (i) suitable containment (ii) ensure that dog faeces are removed regularly and in an appropriate manner (iii) the general health and welfare of the dogs is suitable.
 - (e) In the case where an application is being made for a dog to replace an old dog, the old dog is in all probability likely to die within the next 12 months.
6. Following approval to keep three (3) to six (6) dogs on a property, an authorised officer of Council may inspect the subject property at any time to inspect fencing, dog numbers and registration of dogs.
7. Any application approved by Council shall be an approval only for (i) the dogs named in the application (ii) the property named in the application.
8. Council reserves the right to revoke any approval to keep three (3) to six (6) dogs on a property if it is considered that a breach or offence against the *Shire of Exmouth Dogs Local Law* or the *Dog Act 1976* has been committed. In this circumstance, the Council may require that the number of dogs on the property be reduced to a maximum of two (2) within 14 days.
9. The Chief Executive Officer is delegated authority to perform the functions of Council in respect to the following:
 - a) The determination of applications to keep between three (3) and six (6) dogs on a property, where the application meets all requirements of this policy, the *Shire of Exmouth Dogs Local Law* and no written objection has been received from adjoining landowners during the notification period; and
 - ~~b) To refuse applications to keep more than six (6) dogs on a property that are not~~

in connection with a dog kennel facility approved under Council's relevant Town Planning Schemes.

- c) To place any conditions on the approval which the Chief Executive Officer sees fit.
10. Any application not considered to fall within the delegation parameters defined in Section 9 will be referred to Council for determination.
 11. Any applicant whose application has been refused or is not satisfied with the conditions placed on an approval is to be advised of their right of appeal to the State Administrative Tribunal. Applicants shall be advised they have a maximum of 28 days from the date of notice to lodge their appeal.

All dogs within the Shire of Exmouth must meet the requirements set out in Section 3.1 of the Shire of Exmouth Dogs Local Law – Dogs to be Confined.

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Shire of Exmouth
Management Practice and Procedure
Manual



Management Practice and Procedure Manual

Current as at 27th September 2017

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GOVERNANCE

PROCEDURE NO 1.1

1.1 - Attendance at Conferences, Seminars, Training Courses and Meetings

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to implement the ability for Council employees to attend Conferences, Seminars, Training Courses and meetings for professional development.

STATEMENT

Council supports and wherever possible will take advantage of appropriate training and networking opportunities for Staff in accordance with the following guidelines and subject to budget limitations: -

- i.) Priority be given to any Course or Seminar that is specifically relevant to Staff and attendance at such Course or Seminar is subject to approval by the Chief Executive Officer or relevant Manager.
- ii.) Priority is given to the attendance of any Staff member at any Induction or Training Course specifically organised for the benefit of new Staff.
- iii.) Conference, Seminars, Courses or meetings organised by organisations of which Council or the Staff Member is a member or has an interest in would usually be attended by Council's appointed representatives to those organisations.
- iv.) In the case of Conferences or meetings relevant to specific disciplines, the relevant Staff member would have priority in attending.
- v.) When determining costs of a conference, seminar, training course or meeting all costs including travelling (motor vehicle, air fares, etc.), accommodation, meals, related conference registration, travel expenses and business telephone costs will be paid for or reimbursed by Council. Meal, accommodation and other expense allowances shall be paid in accordance with the Local Government Officer's (WA) Award 1999 or upon presentation of a formal claim supported by receipts where possible. A petty cash advance may be requested for these expenses, with a formal acquittal required upon return. All other expenses, within reason upon formal claim to and supported by receipts where possible, will be paid subject to the approval of the Chief Executive Officer. A Travel Expense claim form must be submitted by the Employee to claim this allowance.

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- vi.) Where the partner of a Staff member attends an annual conference with the Staff Member, related conference registration and meal costs will be paid for by Council.
- vii.) Conferences in other States require the prior approval of Council if it relates to the Chief Executive Officer, or the Chief Executive Officer if it relates to other staff members.
- viii.) Reports on Conference attendance is to be provided in writing to the Council / Chief Executive Officer if requested by either the Shire President in relation to Chief Executive Officer, or the Chief Executive Officer in relation to Council Staff.
- ix.) In relation to attendance at Local Government Week the following shall apply:
 - The Chief Executive Officer be entitled to attend Local Government Week.
 - Bookings to the Conference/Hotel shall be made as soon as notice is given of the venue/Conference in order to avoid problems with accommodation.
- x.) Meals:
 - a) Evening Meal on production of receipts or through the in-house restaurant – maximum up to \$75.00 per person per day or where relevant, the equivalent cost of the formal evening dinner function if an annual conference, course or seminar.
 - b) Breakfast on production of receipts or through the in-house restaurant – maximum up to \$35.00 per person per day.
 - c) Lunch is normally provided by course, however if not provided, Council will pay up to a maximum of \$40.00 per person per day on production of receipts or through the in-house restaurant.
- xi.) If the participant chooses to stay with relatives or friends in lieu of accommodation at a hotel or motel, an accommodation allowance of \$60 per night will be provided. An accommodation claim form must be submitted to claim this allowance.
- xii.) Other Expenses: -
 - a) Council will allow employees to travel to the conference, course, and seminar or meeting in work time i.e. if the course is to be held in Perth, the employee can depart Exmouth on the day prior to the course if flying, or 2 days prior if driving. The same principal would apply for any other destinations.
 - b) Travelling home from a conference, course, seminar or meeting is in the participants work time – however no overtime is paid if this travel is out of normal business hours.
 - c) Council will provide a vehicle for travel where possible, however the vehicle must be returned to Exmouth on the same day, unless arrangements are made to the Chief Executive Officer's satisfaction for an extension.

- d) If any Employee wishes to utilise their own vehicle in preference to a Council vehicle to travel to any part of the State on Council business (i.e. if the family choose to go to Perth) then Council will pay the lesser cost of either one adult airfare or per kilometre for the vehicle for travel to and from the course or meeting. Such claims shall be calculated based on the current rates applicable in the Local Government Industry (WA) Award 2010 for travel.

A claim form for the purposes of this procedure will be made available by the Executive Manager Corporate Services on request, with Employees making a declaration to the effect that the travel expense was incurred.

PROCEDURE NO 1.2

1.2 - Shire Security

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to identify Council's approach to ensuring Shire Security.

STATEMENT

Council's procedure in relation to Security shall be: -

Shire Administration Centre

Senior Employees only are to be issued with a key and other staff as required at the discretion of the Chief Executive Officer. All keys are to be returned and recorded in the key register when an employee leaves the Council's employment. All keys for Council facilities and buildings are to be kept in the lockable key cabinet in the strong room, with a key register maintained for usage. Staff holding a key to the Administration Centre are not to access the building outside of normal working hours unless on Council duties, or as approved by the CEO.

No cash is to be left lying around Council offices with all cash and valuable items being stored and locked in the safe at the end of each day's business.

Master Key

A master key system is to be maintained for the Shire buildings, with strict limitations on the distribution of keys. The CEO is to hold a master key with keys provided to designated Senior Employees and staff.

Shire Depot

All keys for Council facilities and buildings are to be kept in the lockable key cabinet in the strong room, with a key register maintained for usage.

Staff holding a key to the Shire Depot are not to access the depot outside of normal working hours unless on Council duties or with the prior approval of the Manager Works or Chief Executive Officer.

PROCEDURE NO 1.3

1.3 - Staff Induction

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to ensure the provision of the procedures identified within the Shire of Exmouth Staff Induction Manual at the commencement of a staff member's employment.

STATEMENT

All Council Employees are to undertake a Staff Induction upon commencement of employment with the Shire of Exmouth, after which the Staff Induction Manual is to be signed by the new Employee and Supervisor conducting the induction, and placed on the employees payroll file as a formal record of the induction being completed.

Matters to be discussed and included in the induction process and manual include, but are not limited to the following:-

Shire Requirements

- i.) The Role of the Local Government
- ii.) Organisational Structure
- iii.) Conditions of Services
- iv.) Complaints/Grievance Procedure
- v.) Code of Conduct
- vi.) Records Obligation including overview of the server documents
- vii.) Purchasing procedures
- viii.) Timesheets
- ix.) Tour of the Shire facilities and work areas

PROCEDURE NO 1.4

1.4 - Protection from the Sun for Outdoor Work

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to state Council's approach to sun protection for employees who work outdoors.

STATEMENT

It is Council's practice that employees exposed to long periods of ultra violet radiation from the sun be encouraged to take adequate precautions against its harmful effects. Recommended clothing and protection levels are as follows:

- Wide brimmed sun hat
- Sunglasses
- Sunscreen, applied at least twice daily to all exposed skin.
- Long sleeve, light weight shirt, sleeves are not rolled up and the shirt must have a collar.
- A minimum of short trousers with legs no higher than 50mm above the knee.

Council will issue all of the above upon request of the employee with the exception of shorts or optic glasses. Long trousers or coveralls only will be issued.

The type of equipment to be selected will be after consultation with all employees.

No less than the minimum standard of UV protection apply to all clothing and protective equipment selected.

PROCEDURE NO 1.5

1.5 - Apprenticeships & Trainees

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to set guidelines for the employment of apprentices or trainees after the completion of their apprenticeship or traineeship.

STATEMENT

When an apprenticeship or traineeship position has been established by Council and the apprenticeship/traineeship contract expires, the employee assuming he/she has qualified, may be offered further employment with Council only if a position is available at that time and their performance has been considered satisfactory.

If a position is not available the apprentice's/trainee's contract of employment is to be treated as terminated.

The vacant apprenticeship/traineeship position is to be advertised as soon as possible and a new apprentice/trainee employed.

PROCEDURE NO 1.6

1.6 - First Aid Training

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to ensure all employees have access to adequate first aid facilities and equipment, and if required, the opportunity to complete First Aid Training.

STATEMENT

It is Council's responsibility to provide appropriate and adequate first aid facilities in the event of an accident. To meet this responsibility three First Aid stations shall be maintained being:

- At the Exmouth Shire Council offices
- At the Exmouth Shire Works Depot
- At the Exmouth Swimming Pool

Council will provide training and first aid allowance for five qualified Senior First Aid attendants, two for the Exmouth Shire Works Depot, two for the Exmouth Swimming Pool and one for the Exmouth Shire Council Offices to maintain where possible a continuous service of at least one during normal work hours.

Additionally, staff will be encouraged to learn first aid by participation in one of the following courses:

Basic Life Support

The first of the first aid training courses is a three (3) hour 'Basic Life Support' course where staff learn the basics of resuscitation and casualty management. This course requires yearly refresher updates to review and practice and employees are able to do the course in work time.

Senior First Aid

The second is a 24 hour 'Senior First Aid' certificate course where staff will learn more comprehensive first aid treatment. This course requires 3 yearly refresher courses of 8 hours to retain the validity of the certificate.

Council will consider a budget each year from annual performance appraisals for first aid training and selected staff will be listed to receive training. The training budget is fixed so staff numbers may be limited to the budget in each year. Preference for training will be given to staff in work places where first aid will be of most benefit to Council. The trained and appointed essential first aiders shall be publicised in the respective workplaces. Council will meet the cost of training but where participation is voluntary staff will be expected to undergo training in their own time.

PROCEDURE NO 1.7

1.7 - Medical Examination

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to outline Council protocol for the attainment of Medical Certificates for all new employees to the Shire of Exmouth.

STATEMENT

Prior to employment for any period greater than three months or where required by the Chief Executive Officer, potential new employees are required to obtain a satisfactory medical certificate from a registered medical practitioner. The certificate is to be in a format suitable to Shire of Exmouths' requirements.

A condition offer of employment may be entered into subject to the presentation of a Medical Certificate advising that the person is able to perform the required duties and are deemed to be satisfactory by the Senior Manager concerned.

Where there are legitimate concerns about an employees' health, the staff member is expected to present themselves for medical examinations whenever required, following formal request from the Chief Executive Officer or relevant Senior Manager.

The costs of the medical examination and specialist follow-up is to be met by Council, within reasonable limits.

PROCEDURE NO 1.8

1.8 - Employee Grievance Procedure

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to assist staff members of the Shire of Exmouth to raise and resolve work-related grievances in a fair and equitable manner.

STATEMENT

The Shire of Exmouth is committed to providing a safe, harmonious and productive work environment where grievances are dealt with sensitively and promptly. An essential part of developing this environment is ensuring that a staff member is encouraged to raise a grievance knowing that their supervisor will take appropriate action to address it. Grievances that are not addressed have the potential to grow into major problems that can cause tension, low morale and reduce performance and productivity.

Although many grievances can be resolved in an informal way there will be instances where a more formal process should be followed.

This procedure complements and should be read and administered in conjunction with the processes and principles contained within the Shire of Exmouth Staff Induction Manual, Shire of Exmouth Code of Conduct and the Local Government (Official Conduct) Amendment Act 2007.

The Grievance Resolution Procedure for Staff incorporates a new role for a Council "Independent Grievance Officer" who will be responsible for the coordination and oversight of grievance and complaint handling processes for the Council, with an emphasis on determining the proper jurisdiction of matters.

SCOPE

The procedure applies to all Shire of Exmouth staff and covers all work-related staff grievances but excludes unlawful conduct or behaviour such as discrimination and harassment or corrupt conduct. The grievance resolution procedure may also be used by person(s) with a significant interest or public interest in the subject matter of a grievance.

Grievances raised by people who are not employees of the Shire of Exmouth are administered through the formal Complaints Handling Procedure.

The grievance may be against another Council staff member/s or Councillor/s. In certain circumstances, these procedures may be used to deal with a grievance against a person who is not a Council employee or Councillor but who is involved in a Council related activity.

This procedure will not apply as a second avenue of appeal where an appeal or review of a decision or outcome has been undertaken in accordance with another policy or procedure of the Council.

DEFINITIONS

Grievance

A grievance is any work-related complaint or concern from a staff member where the staff member wishes to obtain an action or response.

Procedural Fairness

Procedural fairness refers to a process that provides fairness to all parties. It includes the right to be heard, the right to be treated without bias, the right to be informed of allegations being made and to be provided with an opportunity to respond to them and the right to information regarding the status of the grievance.

Victimisation

Victimisation includes any unfavourable treatment of a person as a consequence of their involvement in a grievance under these procedures. Unfavourable treatment includes ostracism, adverse changes to the work environment, and the denial of access to resources, work opportunities or training.

Conciliation and Mediation

Conciliation refers to the process where the complainant and respondent are assisted to reach a solution to the issue or grievance that will allow the parties to continue to work in a manner satisfactory to both. The purpose of conciliation is to find a resolution, to ensure that the situation that caused distress does not reoccur and to remedy, where possible, any disadvantage suffered. The focus of this process is settlement of the grievance rather than fact-finding or allocation of blame. Conciliation may be undertaken in accordance with this procedure by the relevant supervisor, senior manager or specialist group. Conciliation may take place:-

- as a series of separate meetings between the conciliator and each party, where the conciliator acts as a go-between; or
- through mediation where the complainant and respondent meet face-to-face with a neutral third party (the conciliator or mediator) in a joint session;
- or in a mix of the two.

Mediation may form part of the process of conciliation that may be undertaken between the parties (complainant and respondent) and should only be undertaken by an appropriately skilled and trained person.

General Principles

A number of general principles guide the Council's procedures on resolving a grievance. The general principles include treating a grievance seriously and sensitively, having due regard to procedural fairness, maintaining confidentiality and privacy.

Grievances should be handled quickly and as close as possible to their source, although this may be modified by the nature of the grievance and/or the complainant's wishes. Concerns should be raised as soon as possible after the incident(s) occurred.

Wherever possible, grievances should be addressed by a process of discussion, cooperation and conciliation. The complainant (the person raising the grievance) and the respondent (the person against whom the grievance is made) are expected to participate in the grievance resolution process in good faith. The aim is to reach an acceptable outcome that minimises any potential detriment to ongoing relationships.

Grievances should not be frivolous or malicious or designed to avoid performance management processes. This may constitute misconduct.

No person should be victimised because they raise a grievance in good faith or are associated with a grievance. Grievance resolution is an integral part of a supervisor's duties. Managers and supervisors have a responsibility to identify, prevent and address problems in the workplace. If at any time a manager, senior manager, or the CEO believes that the grievance is within the scope of the Council's provisions for staff misconduct/serious misconduct or unsatisfactory performance, the appropriate disciplinary procedures as per the relevant Award or Contract of Employment should be followed.

This procedure does not limit the right of any staff member to seek the advice and assistance of their union or professional association. The Council's Independent Grievance Officer may also provide assistance to the complainant, supervisor or senior manager to encapsulate the issues raised in the grievance.

Legal and Policy Framework

For grievances relating to criminal, corrupt conduct or maladministration refer to the procedures for making a complaint or reporting incidents of criminal, corrupt conduct or maladministration under the Public Interest Disclosure Act, Corruption & Crime Commission or certain provisions of the Local Government Act & Regulations.

Privacy Statement

All records and information gathered during the course of a grievance will be managed in accordance with relevant Commonwealth and State privacy legislation.

IMPLEMENTATION

Responsibilities

All managers and supervisors at the Shire of Exmouth have a responsibility to identify, prevent and address problems in the workplace. This includes the communication and implementation of this procedure and the associated procedures.

PROCEDURE NO 1.9

1.9 – Personal Leave & Sick Leave (Entitlements)

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of the procedure is to provide guidance regarding the interpretation of 'Personal Leave for personal injury or sickness', as defined in Clause 8.2.5 of the 'All of Staff Collective Agreement 2011' and the impact on employee entitlements and Council allowances.

STATEMENT

The procedure establishes the implications on Council provided allowances where an employee takes Personal Leave, Parental Leave, Family Leave, Unpaid Leave and Sick Leave.

DEFINITIONS

For the purposes of this procedure only and any other related Council Policies and/or procedures, the following definitions apply:

Ill Health or sickness is regarded as the health impact of various illnesses, medical conditions or virus conditions. Examples of what are regarded as *ill health or sickness* are common colds, influenza, gastro virus, other viruses, severe headaches or migraines, emergency medical treatment for heart attack, cancer treatment, appointment with a specialist medical practitioner as part of and as follow treatment for cancer, etc.

Examples of what is not regarded as *ill health or sickness* are mild headaches, self-inflicted ill health such as a hangover, scheduled doctors or specialist appointment, scheduled dental treatment, etc.

These examples are not exhaustive but illustrate the interpretation of what is *ill health or sickness*.

Personal Injury is regarded as the health impact of an injury incurred that affects the physical or mental capacity of the person to be able to perform their employment duties. Examples of what are regarded as *personal injuries* are broken bones, muscular strain or tearing, joint strain/dislocation/tearing, back injury, severe bruising and cuts causing swelling and/or bleeding, etc.

These examples are not exhaustive but illustrate the interpretation of what is *personal injury*.

SCOPE

Where an employee applies for and is granted Personal Leave, Parental Leave, Family Leave, Unpaid Leave without Pay or Sick Leave for a period of 3 months or less, any Council Allowances, Subsidies, Reimbursements and Payments which that employee is entitled to shall continue, provided that employee returns to work in their designated role within that 3 month period. Based on the position, organisation needs and time period involved, the Council vehicle, keys to facilities and mobile phone may need to be returned.

Where an employee applies for and is granted Personal Leave, Parental Leave, Family Leave, Unpaid Leave without Pay or Sick Leave for any period greater than 3 months, any Council Allowances, Subsidies, Reimbursements and Payments which that employee is entitled to shall cease from the time that employee commences leave.

Where an employee initially applies for and is granted Personal Leave, Parental Leave, Family Leave, Unpaid Leave without Pay or Sick Leave for a period of 3 months or less, but due to circumstances beyond their control this period of time extends greater than 3 months, consideration of entitlements will be considered and determined by the CEO on a case by case basis.

For example: If an employee entitled to Council housing, Council vehicle, mobile phone, etc. applies for and is granted 6 months leave without pay, then the following would apply from the commencement of leave:-

- the provision of a Council house would continue. The provision of a rental subsidy from Council would cease and the employee would have to pay the full rental charge assessed for the property. The provision of a utility subsidy from Council would cease and the employee would have to pay the full utility charges applicable for the property
 - the provision of a Council vehicle would cease and the vehicle would be returned
 - the provision of a Council mobile phone would cease and the mobile phone would be returned
 - the provision of any Council keys would cease and the keys would be returned
 - The accrual of service towards the Council's annual travel reimbursement would be suspended until the employee returned to work
 - The accrual of service towards RDO's, Annual Leave, Long Service Leave, Sick Leave, etc. would be suspended until the employee returned to work in accordance with the relevant Award of Regulations.
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COPORATE SERVICES

PROCEDURE NO 2.1

2.1 - Responding to Repetitive and/or Abusive Requests

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this Procedure is to assist and guide staff in dealing with repetitive and/or abusive requests.

STATEMENT

Staff are not required to respond to any written communication, facsimile, email or telephone communications, of a repetitive and/or abusive nature. A response should only be provided if it is considered to be going to "significantly advance the matter" and provided that the subject matter of the question(s) has not been previously dealt with and having regard to their commitments to the provision of good local government to the community generally.

Further to this, when a response is considered appropriate, staff are to respond only to written communication, including facsimiles or emails registered as inwards mail. Staff are not required to respond to telephone communications.

(Where questions are directed to the local government, other than questions to be asked at a Council meeting, then it is open to the Chief Executive Officer, or the President if questions are directed to the President, to respond that the questions have been previously dealt with and that the matter would not be significantly advanced by further response. Resources would also be directed away from providing efficient and effective local government to the community generally. Alternatively the Chief Executive Officer or the President need not respond at all on the basis that there have been numerous questions and answers on the same subject matter previously.)

PROCEDURE NO 2.2

2.2 - Complaints Handling

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to provide a set of guidelines with regard to handling customer complaints ensuring that the Shire of Exmouth:

1. Recognises, promotes and protects the customer's right to comment on their dealings with the Shire of Exmouth;
2. Provides for natural justice and procedural fairness to ensure that the Shire officer is able to respond to any complaint and is not subject to unfair, unfounded or inappropriate allegations;
3. Provides an efficient, fair and accessible framework for resolving customer complaints;
4. Sets standard for dealing with customer complaints;
5. Increases the level of satisfaction among customers through the delivery of effective and consistent services; and
6. Enhances the Shire's image and reputation, particularly its reputation for customer service.

STATEMENT

Definitions

A complaint is a grievance against a process or the quality of service that a customer receives when dealing with the Shire (i.e. poor customer service, inappropriate staff behaviour etc.), as distinct from a service request, which is a request for the Shire to undertake certain works or rectify a particular problem (i.e. notification of a pot hole in road, dangerous tree branches; stray dogs/livestock etc.). Service requests are lodged with the relevant department for action as soon as they are received.

A complaint can be received either:

- in writing; or
- in person;

the person must complete the Customer Feedback Form for record keeping purposes.

Anonymous complaints cannot be investigated as it is not possible to undertake due process to ensure procedural fairness.

Commitment

1. All complaints will be handled quickly, fairly, effectively and courteously and in a manner which ensures natural justice and due process.
2. Responses to complaints should always be in positive terms and never retaliatory.
3. The rights of the complainant are protected as are those of staff who receive the complaint, or who may be subject of a complaint.

Recording Customer Complaints

1. The standard Customer Feedback Form will be used throughout the Shire of Exmouth to record all Customer complaints.
2. Immediately a complaint is received, a copy of the complaint and/or the Customer Feedback Form must be forwarded to the relevant Manager who will monitor the process.
3. The physical record of all complaints and all supporting documentation will be recorded in the Shire's Records Management System to allow for accountability and audit.

Responsibility

1. All staff are charged with the responsibility of dealing with customer complaints in a courteous manner and to provide customers with information on the Shire of Exmouth complaint handling process.
2. Staff have a responsibility to record all customer complaints on the Customer Feedback Form in compliance with this Procedure.
3. Any complaints of a serious nature involving inappropriate behaviour of staff (rudeness, discrimination or harassment) should be referred to the Chief Executive Officer, who will inform the relevant Executive Manager, and Manager (if required).
4. All other complaints should be referred to the relevant Manager who will assign investigation of the complaint to an appropriate Officer. In some instances it may be appropriate to engage someone external to the organisation to conduct the investigation. This will be a decision of the Executive Management Team.
5. All complaints will be acknowledged in writing, detailing the action to be taken within 10 working days.
6. Complaints which are unresolved after 10 working days will be referred back to the relevant Manager.
7. Complaints which are unresolved after 15 working days will be referred to the Chief Executive Officer.

Complaint Handling – Verbal Complaints

Complaints received in person will be handled by the staff member receiving the complaint if possible, or referred to someone who can resolve the matter. Verbal complaints which are resolved immediately must be recorded on the Customer Feedback Form and forwarded to the relevant Manager.

When the complaint cannot be resolved immediately the Customer Feedback Form will be completed and the complaint handled as for a written complaint.

Complaint Handling – Written Complaints

Complaints received by writing will be forwarded to the relevant Manager unless the complaint relates to inappropriate behaviours of staff (rudeness, discrimination or harassment) and should therefore be referred to the Chief Executive Officer who will then inform the relevant Executive Manager.

Complaint Handling – Response to the Complainant

The complainant will be advised of receipt of the complaint within ten working days. After the complaint has been investigated and a resolution agreed to, the complainant will be notified.

Empowering Staff

1. All staff will have access to the complaint handling Procedure and be made aware of it.
2. All staff will be made aware of updates to the Procedure.
3. New staff will receive a copy of the Procedure as part of the induction process.
4. Where possible staff will receive training in aspects of customer service relevant to this Procedure, including the differentiation between complaints and service requests.

Monitoring Customer Complaints

The Administration Manager shall be responsible for:

- Monitoring all Customer complaints and ensuring their completion.
- Reporting to the Executive Management Team monthly on complaints lodged.

COMMERCIAL AND COMMUNITY

PROCEDURE NO 3.1

3.1 – Hire and Use of Shire Venues; Shire Hall and Recreation Centre

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this Procedure is to provide efficient, fair and equitable management processes for the use of the Shire of Exmouth venues, in particular the Shire Hall and the Recreation Centre.

STATEMENT

With this procedure the Shire recognises the desirability of having the Shire Hall and the Recreation Centre used as much as possible by residents and community groups.

SCOPE

The procedure applies to the Shire Hall and Recreation Centre, in this procedure referred to as Shire Venues.

The Shire of Exmouth makes a distinction between once-off bookings and periodical bookings within a full calendar year, as follows:

Once-off bookings: a booking for a single day or a maximum number of 10 consecutive days.

Periodical bookings: bookings that have weekly or monthly frequencies.

Related Shire regulations and guidelines to this procedure include:

- Shire of Exmouth Annual *Schedule of Fees & Charges*;
- Shire of Exmouth booking form '*Application and Conditions to Hire Hall or Recreation Centre*'; to be used for venue bookings and setting out the conditions of use.

Reservations and bookings

Bookings and Charges

- Application for the hire of Shire Venues must be lodged with the Shire in writing using the appropriate Application Form.
- The Application Form & Bond are to be submitted during normal opening hours with the Shire 48hrs prior to hiring; no bookings are confirmed until these are received and the appropriate hire fee is paid before the actual use of the venue.

- The relevant fees and bonds for the use of Council venues are listed in the Shire of Exmouth's annually adopted Schedule of Fees & Charges. The Schedule of Fees & Charges is available for viewing at the Shire Offices.
- Consideration may be given to requests in writing for the waiver of fees and charges for the use of Council venues where such waivers comply with Council regulations and policies. Requests need to be submitted with the Shire at least 1 week prior to the booking date.

Scheduling Procedures

- Once-off use: reservation of date(s) shall not be made more than 12 months in advance.
- Periodical use: the reservation of dates for periodical use of the Shire Venues shall not be made more than 3 months in advance by submitting a schedule with the known dates and times of use for the requested period.

Priorities for use of the Shire Venues

Council will not support the Shire venues to be used in high frequencies by any group or individual, where this limits accessibility for other users.

Where conflict exists for use of a particular venue, and no alternative dates or venues are available or feasible, Council will apply the following criteria for priorities of use by different groups, in the following order:

1. Once-off bookings have priority over periodical bookings (weekly, monthly frequencies); this to ascertain that venues are available for events and to ensure that one group does not dominate the use of a venue; and
2. The classifications in descending order similar to the Shire's Schedule of Fees & Charges, being:
 - Level 1 -Clubs & Organisations –Operations (i.e. training, sporting events, meetings, registrations, rehearsals). In addition, Council has a Level 1 priority for activities and events aimed at community involvement or for community benefit.
 - Level 2 -Clubs, Organisations, Groups –Fundraising (i.e. fire brigade, ambulance, art groups, school).
 - Level 3 - Balls, Weddings and Parties.
 - Level 4 –Business, Company, Corporations (i.e. profit making ventures, travelling shows, performers, exhibitions).
3. Regarding use of Recreation Centre, bookings for the Centre in combination with the use of an oval have priority over bookings for the Recreation Centre only; this to ensure that sporting groups using an oval have access to the Centre.
4. For similar type users and bookings, reservations are on a first-come basis. Therefore, reservations should be made as much in advance of the activity as possible.
5. Based on the above priorities, Council reserves the right to cancel the use of a venue by a group or person, even if a booking was already confirmed.

Observance of venue hire period

- Observation of the allocated booking times is important to avoid clashes between the various hirers who use the venues.

- The venue premises must be vacated on or before the agreed time.
- Setting up and cleaning times may be included in the booking period and fees are in accordance with the Shire's Schedule of Fees & Charges.

Notice of Termination and Cancellation

By the Shire of Exmouth:

- The Shire may cancel or terminate the right to hire a venue at any future date by giving notice, in writing, to the Hirer. The Shire will endeavour to give a minimum of 2 week's notice to the hirer.
- There will be no minimum notice necessary if this action is undertaken as a result of damage to property, disturbance to neighbours, failure to pay for hire or other costs and use of the premises at variance with the approved usage.
- Council reserves the right to cancel any booking if maintenance or building works are required. Council will endeavour to give sufficient notice.

By the Hirer:

- Periodical hirers must give at least 2 week's notice of their intention to cease using the venue or at least 2 business day's notice for a cancellation within their periodic hire period (i.e. a single date in their schedule of reservations).
- Once-off hirers must give at least 2 business day's notice of their cancellation.
- If a booking is cancelled, monies paid in advance will be refunded, except when the cancellation is not made in accordance with the requirements in the above, in which case the total hire fee will be retained.
- Any claim for a refund due to extenuating circumstances will be referred to the Chief Executive Officer for consideration.

Conditions of use

Public Liability

- Incorporated Bodies, Sporting Clubs and Associations of any kind need to have current Public Liability Insurance cover over \$5 million or greater before using a Shire venue and provide evidence of such to the Shire officers to place on file.
- Casual Hirers (other than Incorporated Bodies, Sporting Clubs or Associations), are covered under the Shire of Exmouth Casual Hirers Insurance (\$10million).
- Hirers of the venues will ensure that the health of visitors, spectators and/or competitors within the facilities will be taken into consideration at all times.

Compliance with Acts and Regulations

The hirers shall comply with the provision of the Health Act, Liquor Act or any other Act and/or regulation in force at the time of hire and applicable to such hiring and use of the facilities.

Other Conditions

- The hirer will adhere to the Shire's regulations as set out on the Shire's '*Application and Conditions to Hire Shire Hall or Recreation Centre*'.
- The hirer may not assign or sub-let the premises or any part thereof.

- Where this Procedure is silent on a matter, a decision will be made by the Chief Executive Officer of the Shire of Exmouth, unless delegated otherwise.

Notes

- The Hard Courts at the Exmouth District High School are not a Shire Venue because the Shire does not own this facility. However, the use of this venue is regulated through bookings via the Shire for after hour use by community groups and clubs. Booking forms are available at the Shire offices and user Fees & Bonds are set annually through Council's *Schedule of Fees & Charges*.

PROCEDURE NO 3.2

3.2 – Use of Social Media (Facebook) for Publicity

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to provide guidelines for the use of Facebook and to outline the Shire's position in relation to the use of social media by its employees, whether in an official or private capacity.

STATEMENT

The Shire of Exmouth ("the Shire") embraces the use of social media for the promotion, development and delivery of its services, and to facilitate communication with young people. However, the Shire recognises that there are risks and challenges associated with the use of these platforms.

Social media is the term used for internet-based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared over open digital networks.

Social media may include (although is not limited to):

- Social networking sites (for example Facebook, MySpace, LinkedIn).
- Video and photo sharing websites (for example Flickr, YouTube, Instagram).
- Blogs, including corporate blogs and personal blogs.
- Blogs hosted by media outlets (for example "comments" or "your say" features on news websites).
- Micro-blogging (for example Twitter).
- Wikis and online collaborations (for example Wikipedia).
- Forums, discussion boards and groups (for example Google groups, Whirlpool).
- Vod and podcasting.
- Online multiplayer gaming platforms (for example World of Warcraft, Second Life).
- Instant messaging (including SMS).
- Geo-spatial tagging (for example Foursquare, Facebook 'Places' feature)
- Social Book Marking (for example Pinterest)

Social media also includes all other emerging electronic/digital communication applications. In this instance the Shire is focusing its attention on Facebook, however that does not rule out future extension of social media for the purposes of communication.

Official Use of Social Media

Official use refers to communication carried out from one of the Shire's own social media channels (such as the Shire of Exmouth's Facebook page), or when an employee posts on an external channel as an authorised Shire representative (for example, when answering a question posted on a public forum).

Who is authorised to Comment

Before engaging in social media activity as a representative of the Shire, employees must become authorised to comment.

Employees may not comment unless authorised to be a representative spokesperson of the Shire.

To be authorised to comment or be an authorised spokesperson, employees must have the explicit approval of the CEO or Executive Manager of Community Engagement.

Authorised Officers must:

- Be open about their relationship with the Shire and that they are representing the Shire in a professional capacity;
- Post information that is accurate, fair and true;
- Refer to another Officer to check information before it is posted;
- Professional, relevant and responsive;
- Ensure all content matches the quality standards of the Shire;
- Ensure they are not the first to make an announcement, unless authorised to do so;
- Avoid any type of controversial topics and allow the EMCE to inform the community via the approved channels;
- Comment only on their areas of expertise and experience;
- Ensure any errors are corrected as soon as they are discovered;
- Be polite and respectful in all comments; and
- Abide by Facebook's own terms of use.

Authorised Officer must not:

- Post material that is discriminatory in any way, obscene or offensive, defamatory, overtly sexual or explicit;
- Threatening or describing violent events or behaviours;
- Refers to or encourages the use of illegal drugs;
- Illegal or encouraging of illegal behaviours (including the violation of current Australian copyright laws);
- Harassing or hateful to an organisation or person, including the Shire of Exmouth, our employees, stakeholders, associates and suppliers;
- Discuss Local Government Elections and candidates;
- Spam, repetitive and non-relevant;
- Selling or advertising by commercial enterprises;
- Relates to religious, political or cultural beliefs;

- Comments not topically related to the particular social medium being commented on and;
- Comment or post any material that might otherwise cause damage to the Shire's reputation or bring it into disrepute.

The above criteria will also be expected from users of the Service, and if this is not adhered to then such posts will be removed and they will be blocked from posting on the Shire's social media platforms.

Responding to Posts

The Authorised Officers will act as Administrators for the Shires Social Media page(s), however at their discretion not every comment / post will receive a response, any comments that are responded to, will be during normal business hours.

If a comment or post requires a formal response they will be directed to put their comment / query in writing using the postal address.

The Act of Liking a Post

The act of the Shire 'following' or 'liking' an individual person, group, organisation, business, event or location through the social media platforms does not indicate the Council or the Shire endorses the views, products, services or activities pertaining to the 'followed' or 'liked' group, business or entity. We are not necessarily directly affiliated with and do not endorse any advertisement that may appear when viewing our page, unless stated otherwise.

Personal Use of Social Media

This procedure does not intend to stop employees' personal use of social media, however the procedure does apply to personal social media when the employee chooses to identify themselves as an employee of the Shire, or makes reference to the Shire, its services, the Council or other Shire staff.

Employees are personally responsible for content published by them on any form of social media platform. Employees should not rely on a site's security settings to guarantee privacy. Comments or photos posted on one site could potentially be used on others under the terms and conditions of many social media platforms.

Employees should be aware of and understand the potential risks and damage to the Shire that can occur, either directly or indirectly, from their personal use of social media and should comply with this procedure to ensure that the risk is minimised.

To avoid breaching this Procedure employees must:

- Only disclose and discuss publicly available information;
- Ensure that all content published is accurate and not misleading and complies with all relevant Shire policies and other government requirements;
- Expressly state that stated views are personal and are not representative of the Shire;
- Behave politely and respectfully; and

- Abide by the terms of use for using the social media platform or website, and adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and any other applicable laws.

Employees must not:

- Post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, discloses other people's personal information, breaches a Court suppression order, or is otherwise unlawful;
- Imply that they are authorised to speak as a representative of the Shire, nor give the impression that the views expressed are those of the Shire;
- Use the identity or likeness of another employee, contractor or member of Council;
- Use their Shire email address or any Shire logo or insignia, which may give the impression of official support or endorsement of their personal comment;
- Use or disclose any confidential information or personal information obtained in their capacity as an employee or contractor of the Shire;
- Post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another employee, Councillor or contractor of the Shire; and
- Comment or post any material that might otherwise cause damage to the Shire's reputation, commercial interests or bring the Shire into disrepute.

Compliance

Depending on the circumstances, non-compliance with this procedure may constitute a breach of employment contract, misconduct under the Shire's Code of Conduct, sexual harassment, discrimination, or some other contravention of the law. Failure to comply with the Procedure may result in disciplinary action and, in more serious cases, may result in termination of employment.

The Shire reserves the right to remove any material that contravenes this procedure from its own social media platforms.

Identifying Inappropriate Use

Where an employee becomes aware of inappropriate or unlawful on-line content that relates to the Shire, or content that may otherwise have been published in breach of this procedure, the situation and circumstances should be reported immediately to either the Executive Manager of Commercial and Community or the Chief Executive Officer for assessment.

DEVELOPMENT SERVICES

PROCEDURE NO 4.1

4.1 - Group Instruction at the Paltridge Memorial Swimming Pool

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to ensure appropriate and minimum standards of public and patron safety at the Paltridge Memorial Swimming Pool.

STATEMENT

This procedure provides guidance to Councils administration and Swimming Pool staff as well as detailing appropriate procedures to be followed by individuals or groups that intend to use the Shire of Exmouth's Paltridge Memorial Pool to conduct group instruction, training or classes.

In accordance with the Shire of Exmouth Local Government Property Local Law [3.13 (1) (d)]; *a person shall not without a permit teach, coach or train, for profit, any person in a pool...which is on local government property.*

This Council procedure requires that the process of obtaining the above permit detailed in the *Paltridge Memorial Swimming Pool Procedure for Group Instruction* and the conditions specified in the above procedure including the Out of Hours Access Rules relating to obtaining such permits are complied with.

The abovementioned procedures have been developed to ensure that any activity relating to a Permit issued providing access to the Paltridge Memorial Swimming Pool for group instruction is carried out with an appropriate level of regard the safety of the pool patrons and the general public as well as the staff and students accessing the pool. The Shire of Exmouth regards the safety and welfare of the general public, pool patrons and the staff and students of any group instruction that access the Paltridge Memorial Swimming Pool as a very serious matter.

As such the procedures and related forms and rules will form conditions of any permit issued and any breach of a condition may result in the permit holder being refused entry to the Paltridge Memorial Swimming Pool facility for the period of time specified by the above procedures and/or further action under the Shire of Exmouth Local Government Property Local Law.

PROCEDURE NO 4.2

4.2 - Use of Council Firearms

Origin/Authority

Council Meeting: 10 October 2017

OBJECTIVE

The purpose of this procedure is to outline the guidelines for the use of the Shire of Exmouth's Firearms as per the Corporate Firearms Licence Conditions.

STATEMENT

Council Firearms will not be used or accessed by an employee unless:

- (a) The employee has been authorised on the Corporate Firearms License to use firearms by the Chief Executive Officer, for carrying out the relevant duties of which the employee is authorised to use the said firearms.
- (b) The employee has read and understands the Corporate Firearms Licence and Conditions issued to the Shire of Exmouth by the WA Police Firearms Branch (refer below) and Council's Firearms Policy.
- (c) The employee can demonstrate they are competent and experienced in the safe use and handling of the firearms or has attended an Accredited Firearms Handling and Safety course.
- (d) The employee understands the conditions under the relevant Acts that allow for the use of firearms in the course of carrying out the authorised employee's duties (i.e. relevant section of Dog Act 1976 etc.)

and shall be in accordance with the following conditions:

- (a) Access to gun cabinets and gun cabinet keys will only be permitted to those employees that are listed on the corporate firearms licence (carried by authorised employee or contained within suitably secured cabinet).
- (b) Federal Police Clearance Certificates provided for each person on licence.
- (c) When firearms are transported they must be fitted with trigger locks (where supplied), contain no ammunition and be secured in lockable firearms rack if fitted to the vehicle.

- (d) When the discharge of firearms is necessary within town limits, Police must be notified prior to discharge of firearm if possible or immediately after discharge of firearm if possible.

An audit of firearms held by the Shire of Exmouth shall be undertaken by the Chief Executive Officer.

CORPORATE FIREARMS LICENCE CONDITIONS

The following conditions are placed on the Shire of Exmouth Corporate Firearms Licence.

- 1. The licence entitles the Shire of Exmouth "to possess the firearms named and identified in that licence, together with ammunition therefore, and authorises your organisation to permit any of your employees to possess, carry and use any such firearm or ammunition either:

- (i) on the premises of your organisation, or
- (ii) in the course of his or her employment generally as in that licence specified"

in accordance with section 16(c) of the Act.

- 1.1 The purpose to be specified on the licence and the conditions under which it is issued are:

- (a) For use by authorised employees of the Shire of Exmouth in the course of their duties in the destruction of sick, strayed or unwanted dogs or other animals.
- (b) When carried in the Shire's vehicles the firearms are to be kept secured at all times.
- (c) When not being used in the course of employment generally, the firearms are to be kept in strict security on the premises of the organisation.
- (d) The licensee will forthwith supply to the Police Firearms Branch a list containing the name, address and date of birth of all persons using the firearms and advise same of any future changes.

- 2. This licence, under the provisions of section 8(f) of the Act, precludes the necessity for the Shire of Exmouth employees to hold a licence for the Shire's firearms used for that purpose.

- 3. Section 31(2) of the Act requires "the holder of a Corporate Firearms Licence to compile, maintain and furnish records in such a manner as is prescribed, all entries therein to be made at the time of the transaction to which they relate and any such record to be produced for inspection by any member of the Police Force on his request".

- 3.1 Regulation 18(a) provides as follows:

"the holder of a Corporate Licence shall, in a permanent and legible manner, maintain a record in a form approved by the Commissioner showing particulars of the firearms and ammunition in the possession of each employee at any time, the name and place of residence of the employees in such possession, and, where the

firearm is carried elsewhere than on the premises of the organisation, the purposes and places where the employee is authorised by the organisation to carry the firearm

- 3.2 It will be sufficient compliance with the regulations for the Shire of Exmouth to keep the required particulars in a book drawn up and set aside for that purpose.

Under section 21(2) of the Act, “a person, whether or not the holder of that licence, permit or approval, who commits a breach of, or fails to observe, a restriction, limitation or condition to which a licence, permit or approval issued or granted under this Act was made subject, and who is a person who ought reasonably to have known of the existence of that restriction, limitation or condition, commits an offence”

Additional firearms required may be added to the Corporate Firearms Licence upon application to a Police Station and, where necessary, referred to Firearms Branch for consideration of approval. The Shire of Exmouth is to advise this branch in writing of the disposal of any of the firearms so that the schedule of firearms can be updated.

FIREARM STORAGE AND SECURITY REQUIREMENTS

Firearms Regulations -

11A .Storage security requirements

(1) A person entitled to possess firearms or ammunition of any kind is to ensure that the firearms or ammunition are stored in accordance with this regulation.

(2) Firearms and ammunition are to be stored in a locked cabinet or container that at least meets the specifications described in Schedule 4 or in such other way as is approved.

(3) A cabinet or container that can be unlocked with a key is to be regarded as unlocked if the key is left in the lock or is otherwise accessible where the cabinet or container is located.

[(4)-(6) deleted]

(7) A magazine is not to contain any ammunition when it is stored.

(8) Ammunition is not to be stored in a cabinet or container in which a firearm is stored unless the ammunition is in another locked metal container in which no firearm is stored and which is securely affixed so as to prevent its removal from the cabinet or container.

(9) Despite sub regulation (8), propellant that is not incorporated in a cartridge is not to be stored, whether or not it is in another container, in a container or cabinet that contains any ammunition, firearm, or primer.

(10) The requirements of this regulation are in addition to, not instead of, any requirements under the Dangerous Goods Safety Act 2004.

Property Valuation & Advisory (WA)
Unit 2, 168 Stirling Highway
Nedlands WA 6009

PO Box 413
Nedlands WA 6909
Telephone: 08 6500 3600
Facsimile: 08 6500 3698
info@pvawa.com.au



BS/GM
Ref 605627

13 September 2017

Chief Executive Officer
Shire of Exmouth
PO Box 21
EXMOUTH WA 6707

Attention: Cameron Woods

Dear Sir,

**RE: MARKET RENTAL ADVICE
NINGALOO CENTRE, LOT 300 MURAT ROAD, EXMOUTH WA**

We refer to instructions received from NS Advisory on behalf of Shire of Exmouth dated 13 September 2017 to provide an opinion of Market Rent for various tenancies within the Ningaloo Centre, Lot 300 Murat Road, Exmouth WA, for rental and lease negotiation purposes. This updated advice is to be read in conjunction with our full report dated 21 February 2017 and is subject to the assumptions, conditions and limitations therein. In providing this advice we have relied on notification of practical completion and photographic evidence provided by the Shire of Exmouth.

The subject tenancies are detailed as follows:

- University of WA (Ningaloo Alliance)
- Central Regional TAFE
- Shire Offices
- Visitor Centre Retail and Gallery
- Visitor Centre Offices (VCO 01 – 03)
- Indoor Play (as Commercial/Retail)
- Ningaloo Centre Café
- Professional Offices (PO 01, PO 02, PO Reception, Temp Office)
- Community Housing Ltd

DEFINITIONS RELEVANT TO BASIS OF VALUATION

Lessor

The owner of a property who transfers the right to occupy and use property to another by way of a lease agreement.

Lessee

A person / legal entity who receives the right to occupy and use a property under the terms of a lease.

Permitted Use

The allowable use within the premises specified in the lease contract (not to be confused with 'permissible use').

Vacant Possession

In real estate this refers to a right to possession of land or built-up property in respect of which there is no current occupant.

Rent

A payment made periodically by a lessee to a lessor for the use of premises. The term "Rent" is often associated with a variety of other terms outlined below:

Base Rent: The minimum acceptable rental provided in a lease. In retail leases the base rent generally refers to the commencing rent which is supplemented with a 'percentage rent' based on the tenants turnover.

Break-Even Rent: The point at which a tenant's base rent is equal to an agreed level of sales above which percentage rent takes effect.

Concessionary Rent: A discounted rent, usually during the initial lease term.

Effective Rent: The actual liability for rent and outgoings after adjustments for any incentives to the face rent are taken into account.

Equivalent Rent: refers to the rent being adjusted for the effects of any market rent reviews that will occur in the period of consideration.

Face Rent: The rent shown on a lease document which may or may not include incentives and may or may not include outgoings.

Gross Rent: In a gross lease, all operating costs of the property (excluding direct tenancy expenses) are included in the rental.

Market Rent: The estimated amount for which a property, or space within a property, should lease on the date of valuation between a willing lessor and a willing lessee on appropriate terms in an arm's-length transaction, after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion. Whenever Market Rent is provided, the "appropriate lease terms" which it reflects should also be stated.

Net Rent: In a net lease the owner recovers outgoings from the tenant on a pro-rata basis (where applicable).

Passing (or contract) Rent: The rent specified by a given lease agreement; although a given contract rent may equate to the Market Rent, in practice they may differ substantially, particularly for older leases with fixed rental terms.

Peppercorn Rent: A term used where it is desired to reserve only a nominal rent for any period. A minimal rent which is below market value.

Turnover / Percentage / Participation Rent: Any form of lease rental arrangement in which the lessor receives a form of rental that is based upon the sales of the lessee. Percentage rent is an example of a turnover rent.

Lease

(a) A contract arrangement in which rights of use and possession are conveyed from a property's title owner (called the landlord, or lessor) in return for a promise by another (called a tenant or lessee) to pay rents as prescribed by the lease. In practice the rights and the duties of the parties can be complex, and are dependent upon the specified terms of their contract;

(b) An agreement whereby the lessor conveys to the lessee in return for a payment or series of payments the right to use an asset for an agreed period of time.

Leasing Incentives

Inducements offered by landlords to attract tenants to lease space. Typically occurs when supply exceeds demand, but in order to maintain value by not lowering face rent or contract rent, tenants are given incentives such as rent free periods, cars and other gifts. Often such inducements are secret. The discount or contribution offered to a lessee at the commencement of a lease which may be applied at the start, during, or at the end of the lease term and is outside the lease terms.

Outgoings

The expenses incurred in generating income. In real estate, these expenses include but are not necessarily limited to property rates, repairs, insurance, repairs and maintenance and management fees. Operating expenses when subtracted from gross income equal net operating income.

For the purpose of this advice we have assessed Net Market Rent before rent free incentive but inclusive of proposed fit out. In accordance with the Land Valuers Licensing Act 1978, Licensed Valuers Code of Conduct and the Australian Property Institute, Market Rent means:

"The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion."

Highest and Best Use

The valuation assessment is premised on Highest and Best Use, which is defined, in accordance with the API Professional Practice Standards as:

"The most probable use of a property which is physically possible, appropriately justified, legally permissible, financially feasible, and which results in the highest value of the property being valued."

PECUNIARY INTEREST

Neither the valuer nor the valuation firm has any pecuniary interest giving rise to a conflict of interest in valuing the property.

DATE OF INSPECTION

21 February 2017

DATE OF VALUATION

13 September 2017

This valuation is current as at the date of valuation only. The rents assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements and factors specific to the particular property). We do not accept responsibility or liability for losses arising from such subsequent changes in market rent. Without limiting the generality of the above comment, we do not assume responsibility or accept liability where the valuation is relied upon after the expiration of 90 days from the date of valuation or such earlier date if you become aware of any factors that have an effect on the valuation.

Should there be a difference between date of valuation and inspection, it is assumed that no significant event occurs between these dates that would impact the market rent for the subject tenancies.

GOODS AND SERVICES TAX (GST)

The rental information quoted has been obtained from a number of sources and is assumed to be GST exclusive. Whilst we understand the information to be reliable, we are unable to guarantee the accuracy.

The assessed Market Rents are GST exclusive and we assume that GST, if applicable, would be payable in addition.

Under "A New Tax System (Goods and Services Tax Act 1999)" we expect the tenancies would attract GST liability unless the Lessor or Lessee is exempt.

In relation to any potential GST liability, we advise that we are not taxation or legal experts and we recommend competent and qualified advice be obtained. We are also of the view that any interested party relying on this valuation should obtain their own legal advice on the GST position. Should this advice vary from our interpretation of the legislation and Australian Taxation Office rulings current as at the date of this valuation, we reserve the right to review and amend our valuation accordingly.

CERTIFICATE OF CROWN LAND TITLE DETAILS

Volume/Folio	Description	Primary Interest Holder
LR3167/393	Lot 300 on Deposited Plan 408720	Shire of Exmouth, registered 30.9.2016.

1.1.1 Limitations, Reserves, Interests, Orders & Notifications

Crown Land Title LR3167/393 refers to the following Reserve, Management Order and Easement:

1. N447118 – Reserve 52730 for the purpose of Community Centre and Research Centre, registered 30.9.2016.
 N447119 – Management Order contains conditions to be observed with power to Lease for any term not exceeding 10 years, subject to the consent of the Minister of Lands, registered 30.9.2016.
2. N524953 – Easement to Regional Power Corporation for access purposes. See Instrument and Deposited Plan 408725, registered 6.1.2017.

The abovementioned Order and Easement have been considered in our assessment and in our opinion they do not adversely impact the market rents assessed.

If there are any encumbrances, encroachments, restrictions, leases or covenants which are not noted in this report, they may affect our assessment. If any such matters are known or discovered, we should be advised and asked as to whether they affect our assessment.

LAND DESCRIPTION

Lot 300 – Ningaloo Centre Site	
Frontage to Murat Road	236.95 metres
Frontage to Willersdorf Road	253.49 metres
Eastern boundary	273.90 metres
Frontage to Truscott Crescent	173.15 metres

Site Area	6.7353 hectares
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PLANNING

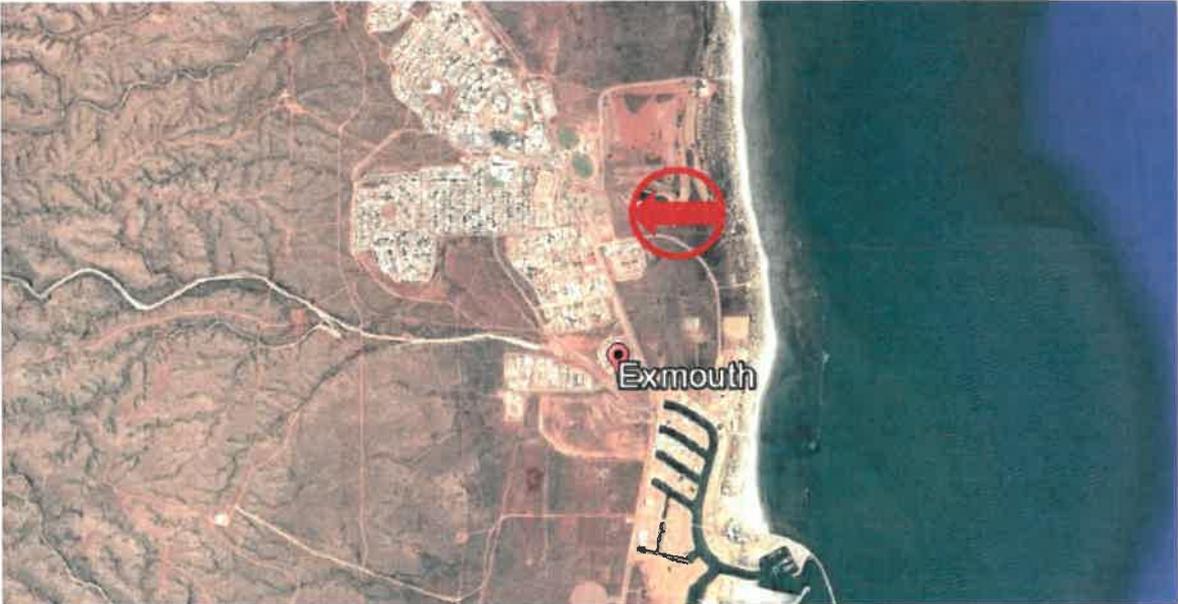
Planning Scheme		Town Planning Scheme No 3
Local Authority	Shire of Exmouth	
Zoning	Public Purposes	
		LEGEND LOCAL SCHEME RESERVES <small>(see scheme text for additional information)</small>  Public purposes  Public purposes Drainage  Recreation and open space  Roads
Car Parking	Shop – 6 spaces for every 100 square metres of Net Lettable Area Office – 5 spaces for every 100 square metres of Net Lettable Area Showroom - 3 spaces for every 100 square metres of Net Lettable Area	
Approvals	We are not instructed to, nor have we confirmed that the subject Improvements have been approved in accordance with the requirements of Town Planning Scheme No.3. Our advice is provided on the basis that the Improvements are approved under the relevant schemes and that the buildings conform to the requirements of the relevant approvals.	
Heritage Issues	No. Refer to Section 2.5.3	

LOCALITY AND SURROUNDING DEVELOPMENT

The Shire of Exmouth comprises an area of some 6,261 square kilometres located 1,270 kilometres north of the City of Perth. The town site was originally developed in 1964 as a support town for the United States Naval Communications Station, Harold E. Holt. Although the population of Exmouth is in the order of 2,700, during the period April to October the resident population can increase to in excess of 7,000. The main feature of the Exmouth region is the World Heritage listed Ningaloo Marine Park which abuts the Cape Range National Park and incorporates some 260 kilometres of reef coastline.

The subject properties are located at the eastern periphery of the Exmouth town centre fronting Murat Road which is the primary town site thoroughfare. Community facilities and services located within proximity include the District Hospital, Shire Hall, Infant Health Clinic, Child Care Centre, State Emergency Service, Police and Courthouse, Post Office, Central West TAFE community swimming pool, golf club and local ambulance depot. Playing fields, tennis courts and skate-park adjoin the subject land to the north. The main retail facilities are located adjacent to Maidstone Crescent incorporating Ross Street Mall. The Exmouth town site includes a retirement village, Recreation Centre, Yacht Club RSL club, hotel, tavern, resort and government schools. The Exmouth Marina is located to the south of the subject sites and incorporates extensive new water front housing, marine industrial complexes and the

Game fishing Club. The Learmonth Airport is located 40 kilometres south of the town site, servicing the Exmouth community. The land and ground facilities are maintained to international standard. Exmouth also has a light aircraft strip 13 kilometres south of the town site. Exmouth local industry includes fishing and prawning, off shore resource servicing and communications base operations. Tourism based on the Ningaloo Reef is a major contributor to the local economy and the subject Ningaloo Centre will become the focal point for visitors to the region and will provide facilities for ongoing marine research.

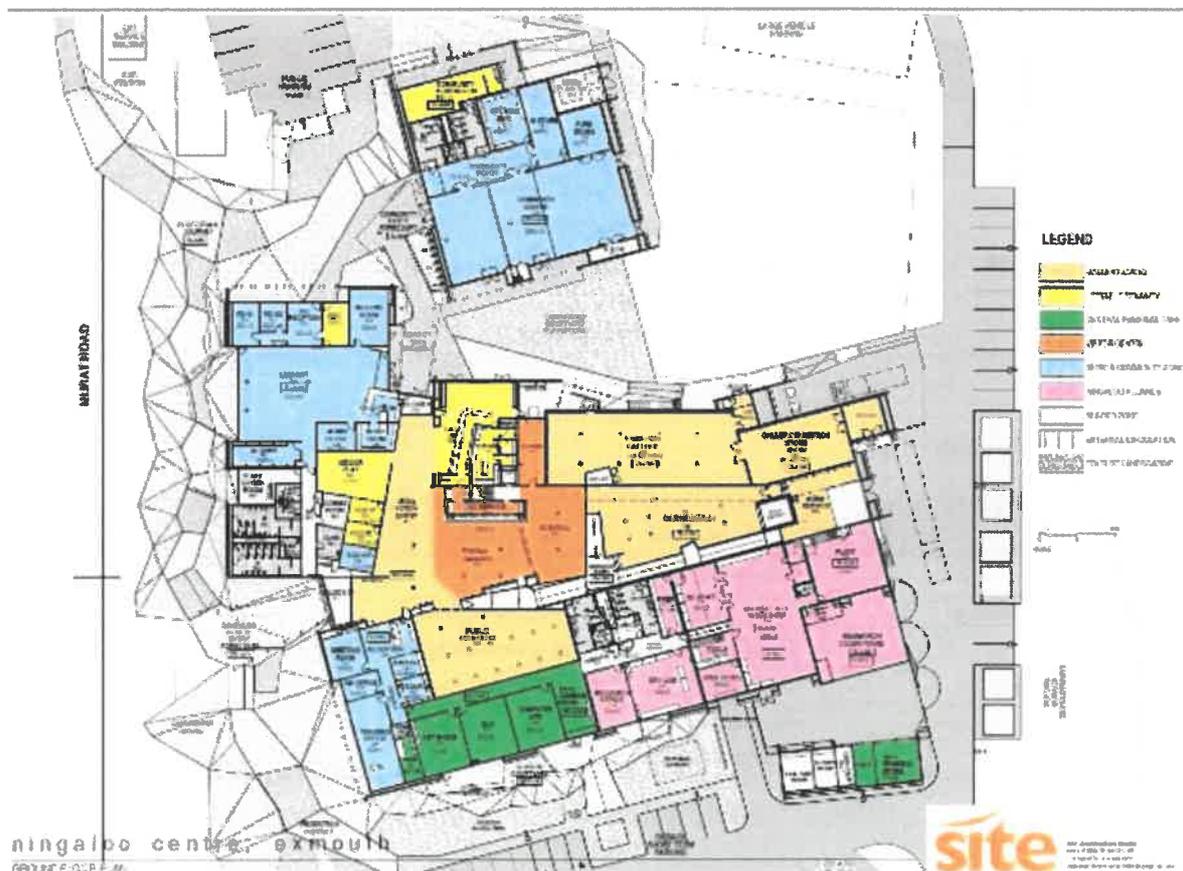


Source: Google Maps

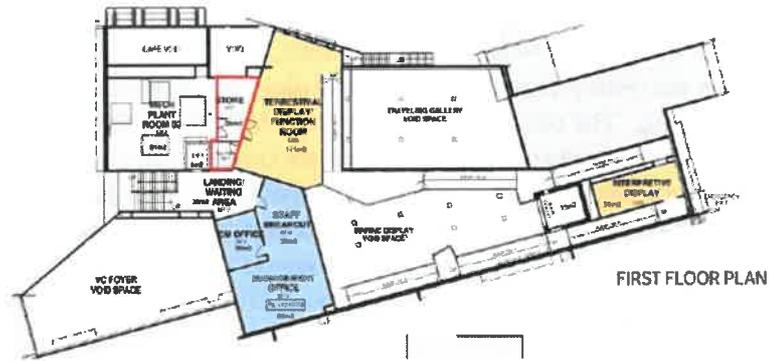
NINGALOO CENTRE

The Ningaloo Centre reached Practical Completion on 2 June 2017. The building is described as a state-of-the-art centre which will deliver new research, education, tourism and community facilities to Exmouth. Facilities include town site history, marine and terrestrial displays and the centre provides for function and community events catering. The complex houses the only Marine Research Centre between Perth and Darwin incorporating the University of Western Australia's Oceans Institute together with other research organisations which form the Ningaloo Alliance partnership. In addition, the building provides accommodation for TAFE, a public library, gallery space, the Ningaloo Centre Café, Gascoyne Development Commission plus various smaller tenancies for community groups and temporary commercial office use. The Exmouth Visitor Centre and Public Library attract combined visitor numbers of 120,000 to 140,000 annually.

Ground Floor Plan



First Floor Plan



Construction Details

Footings/Floors	Concrete
External Walls	Concrete panel/stud framing
Roof	Steel frame/metal deck cladding
Floors	Polished concrete/vinyl/carpet
Internal Walls	Steel framed/painted plaster
Jolnery	Aluminium/timber
Ceilings	Suspended painted plaster

Building Services

Lifts	Single lift service
Air Conditioning	Roof mounted, ducted reverse cycle
Lighting	Recessed downlights and feature spotlighting
Fire Services	Standard
Security	Standard
Stairs	Concrete/timber

Parking

Bitumen sealed open car parking provided.

PHOTOGRAPHS

UWA Ningaloo Alliance



Central Regional TAFE



Shire of Exmouth



Visitor Centre Retail





Visitor Centre Office and Indoor Play



Ningaloo Centre Cafe



BASIS OF ASSESSMENT

When undertaking an assessment of market rent under the terms of a draft or notional lease, the following elements are taken into account:

- Lessor and Lessee details
- description of the premises
- permitted use under the lease
- date of commencement and term of lease
- date of assessment
- option(s) for renewal
- commencing rental
- method and frequency of rent reviews
- period to which the rental being assessed is applicable
- lessor's and lessee's liability for outgoings
- outgoings cost
- assignment clause and sub-leasing rights
- fit-out and fit-out costs
- treatment of incentives
- make-good provisions

We have been provided with a Lease Status Schedule of for the following tenancies:

- University of WA Ningaloo Alliance
- Central Regional TAFE
- Community Housing Ltd
- Gascoyne Development Commission
- Ningaloo Centre Café
- Visitor Centre areas
- Shire of Exmouth

To the extent possible we have assessed market rents based on the general terms and conditions detailed in the schedule provided. Our assessments are based on face rent and no allowance has been made for incentives which may be required to attract suitable tenants. The rental assessments have been based on comparison to the available market evidence.

Market rent for those tenancies which are not included in the Lease Status Schedule have been assessed on the following broad parameters:

Hypothetical Lease Assumptions - Ningaloo Centre (NC)			
Lease Terms/Conditions	VCO 1 - 3	Indoor Play (Office/Retail)	PO (Reception)
Name of the Lessor	Shire of Exmouth	Shire of Exmouth	Shire of Exmouth
Name of the Lessee	TBA	TBA	TBA
Tenancy Area(m ²)	40.5	57	32
Permitted Use	Commercial Office	Commercial Office/Retail	Commercial Office
Date of Commencement	13/09/2017	13/09/2017	13/09/2017
Term of Lease (Yrs)	3	3	3
Option(s) for Renewal	1	1	1
Renewal Period (Yrs)	3	3	3
Method of Rent Reviews	CPI	CPI	CPI
Frequency of Rent Reviews	Annual	Annual	Annual
Lessee's liability for Outgoings	100%	100%	100%
GST Liability	Lessee	Lessee	Lessee
Assignment Clause	Permitted	Permitted	Permitted
Sub-leasing Rights	Lessor to Consent	Lessor to Consent	Lessor to Consent
Fit-out Costs	Lessee	Lessee	Lessee
Treatment of Incentives	Nil	Nil	Nil
Make-good Provisions	Lessee	Lessee	Lessee
Comm Tenancy (Retail Shops) Act	No	No	No

OUTGOINGS

NS Advisory have provided a preliminary outgoings budget for the Ningaloo Centre which is detailed as follows:

Adopt - Ningaloo Centre:	GFA
Operational Maintenance:	\$/sqm
Air Conditioning	16.00
Fire Service	4.00
Lift Service	4.00
Externals	5.00
Sundries	3.00
General Maintenance	10.00
	42.00
Outgoings:	
Insurance	17.00
Cleaning	35.00
Security	10.00
Power	50.00
Water	18.00
	130.00
Total	172.00

The estimated outgoings are considered relatively high for a regional locality and we are advised that various cost savings are likely. For the purpose of this advice we are instructed to assume outgoing costs applicable to a modern regional commercial building.

TENANCY DETAILS

For the purpose of this advice we have relied on the revised Tenancy Plan prepared by Site Architecture Studio which identifies the following tenancy areas:

Tenancy Net Lettable Areas				
Tenancy		Tenancy Area Code	Area m ²	Total Area m ²
UWA Ningaloo Alliance	Plant	D26	77.00	
	Aquaculture Workshop	D25	186.00	
	Wet Lab	D22	48.00	
	Tool Store	D24	21.00	
	UWA Store	D24	25.00	
	Prep Area	D21	22.50	
	Dry Lab	D20	69.00	
	Research Office	D19	39.00	
	Balance of Tenancy		23.50	511.00
	Research Courtyard			124.00
Central Regional TAFE	TAFE Common Room & Passage		82.50	
	Computer Lab	D12	50.00	
	GLA	D11	50.00	
	Art Room	D09	50.00	
	Store	D10	14.50	
	TAFE Training Store		47.00	294.00
Shire Offices	Reception Passage & Clean Store	D01	59.50	
	Meeting Room	D05	30.00	
	CO Office	D03	15.00	
	Training Room	D07	60.00	
	Archive	D04	12.50	
	Resource	D06	15.00	192.00
Visitor Centre	Retail and Gallery	VO2, 3, 4 & M13		282.00
Visitor Centre Offices	VCO 1	V05	13.50	
	VCO 2	V06	13.50	
	VCO 3	V07	13.50	40.50
Indoor Play	Office/Retail	M21		57.00
Ningaloo Café	Café & Kitchen	M22 & M23		136.00
Professional Offices	PO 1	C12	20.00	
	PO 2	C13	13.50	
	PO Reception	C11	32.00	
	PO Temp (GDC)	C09	20.00	85.50
Community Housing Ltd				55.00

RENTAL EVIDENCE

Exmouth/Coral Bay Commercial Tenancies - Rental Evidence						
Property	Tenant	Annual Rent (Net p.a.)	NLA (m ²)	Rent (\$/m ²)	Date Set/ Passing	Comments
Shop Strata Lot 3 Ross Street, Exmouth	Tours	\$26,000	60	\$433	Passing Sept 2016	Retail shop in the Ross Street Mall leased for 2 years in Sept 2011 with further terms of 2 + 1 years. CPI review annually with market review at renewal. Passing rent based on CPI. Tenant advises that the rents has not been reviewed since start of lease.
37 Maidstone Crescent, Exmouth	Bamboo Café	\$39,600	70	\$566	2016	A retail shop leased as a café and located within the Exmouth town centre retail precinct. Vacant for several months after closure of the Confi Café. The shop was available for lease with original restaurant equipment in situ.
5 Pellew Street, Exmouth	TAFE (Durack)	\$73,080	252	\$290	Mid 2015	A modern single level fully air-conditioned block and iron commercial building located in the Mixed Use precinct of the Exmouth town site. The Campus was established in 1997 and delivers approximately twenty five qualifications to around 250 students each year. Facilities include a computer lab, conference room and amenities. The lease was for a 3 year term expiring mid 2016.
Shop 3, 39 Maidstone Crescent, Exmouth	Collaborations Liquor Store	\$61,200	153	\$400	Dec-14	The subject property comprises a 153 square metre strata titled retail/commercial unit situated at the eastern end of a three unit development within the central shopping precinct of Exmouth. The area is characterised by a mixture of office and retail businesses. The lease details relate to a new lease which was to executed in 2014 to replace an old lease due to expire in Dec 2015. The new lease was based on a 10 year term with 4% fixed increases. Rent was to be set at market for commencement. The leased area included 77m ² of retail area plus 76m ² of storage.
5 Kennedy Street, Exmouth	Restaurant & Residence	\$80,000	175	\$457	May-15	A 3 bedroom residence with restaurant and covered alfresco at street frontage. After allowance for the dwelling rent the restaurant and Alfresco rent is estimated at \$80,000pa for 175m ² reflecting \$457/m ² . Leased for a 1 year term.
28 Maidstone Crescent, Exmouth	Australia Post	\$40,600	130	\$312	Passing rent at May 2016	An older free standing building occupied by Australia Post. The property includes 6 marked car bays at the street frontage and the building has an area of approximately 130m ² . After an adjustment for nil electricity charge at approximate cost of \$6,000p.a. the net rent equates to \$312/m ² .
1 Thew Street, Exmouth	Café	\$39,186	114	\$344	Passing 2013	A single level, brick and iron tenancy fitted out as a café. Located within the Exmouth retail complex.
Shop Strata Lot 2 Ross Street, Exmouth	Idaho Boutique	\$22,800	65	\$351	Passing 2013	A single level rendered brick and metal deck retail tenancy located within the Exmouth retail complex.
Shop 17 Ross Street, Exmouth	Ray White	\$68,000	170	\$400	Passing 2013	A single level rendered brick and metal deck retail tenancy located within the Exmouth retail complex. Access to rear carpark, mall frontage. Owner expended approximately \$100,000 on fit-out.
Shop 1 37 Maidstone Crescent, Exmouth	Real Estate	\$42,500	85	\$500	Jul-15	Reported rent for a smaller marginally superior shop occupied by Exmouth Cape Real Estate.
1/3B Kennedy Street, Exmouth	Real Estate Agency	\$27,601	48	\$575	Mar-13	5 + 5 + 5 year lease term commenced in March 2013. Net rent with outgoing estimated at \$195/m ² . Shared kitchen and WC at rear of units.
2/3B Kennedy Street, Exmouth	Hair Dresser	\$17,454	25	\$698	May-13	1 + 1 year lease commenced in May 2013. Net rent with outgoing estimated at \$85/m ² . Shared kitchen and WC at rear of units.
Shop 1, 2 Ross Street Mall, Exmouth	Exmouth Cape Real Estate			\$500	Jun-13	Retail shop fronting Ross Street Mall a pedestrian mall in the centre of the Exmouth retail precinct.
73 Maidstone Crescent, Exmouth	Shop Office	\$13,200	72	\$183	For Lease	An older building which may be used as a shop or office removed from the retail precinct which has been for lease for 6 months with only one enquiry.
73 Maidstone Crescent, Exmouth	Café/Restaurant (Heilboyz)	\$26,400	173	\$153	Passing Feb 2017	An older building removed from the retail precinct comprising kitchen of 57m ² and dining area of 117.5m ² plus 200m ² alfresco area. Tenant has completed the fit-out and has carried out all maintenance.
Lot 12 Robinson Street, Coral Bay	Coral Bay Eco Tours	\$15,712	13	\$1,209	Short Term Tenancy 2014	Retail shop in the Coral Bay Shopping Village, located opposite the beach adjacent to the Peoples Park Caravan Village.
Lot 12 Robinson Street, Coral Bay	Coral Bay Shells Boutique	\$17,840	21	\$840	Short Term Tenancy 2014	Retail shop in the Coral Bay Shopping Village, located opposite the beach adjacent to the Peoples Park Caravan Village.
Lot 12 Robinson Street, Coral Bay	Fine Café (incl alfresco)	\$21,168	40	\$529	Short Term Tenancy 2014	Retail shop in the Coral Bay Shopping Village, located opposite the beach adjacent to the Peoples Park Caravan Village. Adjacent to a large shaded alfresco area.
Lot 12 Robinson Street, Coral Bay	Dive Shop - Ningaloo Experience	\$9,046	40	\$226	Short Term Tenancy 2014	Retail shop in the Coral Bay Shopping Village, located opposite the beach adjacent to the Peoples Park Caravan Village. Small detached tenancy.
Ross Street, Exmouth	Supermarket	\$208,120	781	\$266	Jan-17	A regional IGA located within the established Exmouth commercial and retail precinct. Lease commenced in September 2006 with a term of 8 years 7 months with 2 further options of 5 years each. CPI reviews annually with market reviews every 3 years. Passing rent in January 2017 prior to market review of \$208,120pa. Advice for review in 2017 reflected a considerable reduction.

Exmouth/Coral Bay Commercial Tenancies - Rental Evidence						
Property	Tenant	Annual Rent (Net p.a.)	NLA (m ²)	Rent (\$/m ²)	Date Set/ Passing	Comments
Learmonth Airport	Bar Kitchen Kiosk	\$23,850	53	\$450	Aug-15	Commencement rent for the Airport Kiosk increasing annually to CPI. The tenancy comprises bar/kitchen/kiosk of 25m ² ; Storeroom of 7m ² and front counter of 21m ² . Patrons have usage of a large airport seating area which is not included in the leased area. Leased from 30 August 2015 for 2 years with a 3 year option. Permitted Use is Bar & Kiosk. Charges and outgoings contributions equated to \$108/m ² for year one payable in additions to base rent. Specific opening times apply to coincide with flights.
Learmonth Airport	Qantas Airport Office	\$4,320	9.6	\$450	Market Assessment May 2016	Assessments for rent review purposes in May 2016. Original lease term from October 2011 for a 2 year term at a net base rent of \$343/m ² . Further term of 2 years.
Learmonth Airport	Qantas Check in Counters	\$16,000	32	\$500	Market Assessment May 2016	Assessments for rent review purposes in May 2016. Original lease term from March 2011 for a 2 year term at a gross rent of \$677/m ² . Further terms were at Council discretion.
Learmonth Airport (Heliport Building)	Qantas Freight Office	\$2,950	11.8	\$250	Market Assessment May 2016	Small office tenancy in the heliport building adjacent to the Learmonth Airport complex.
Learmonth Airport (Heliport Building)	Toll Freight Office	\$2,950	11.8	\$250	Market Assessment May 2016	Small office tenancy in the heliport building adjacent to the Learmonth Airport complex.

North West Retail Tenancies - Rental Evidence						
Property	Tenant	Annual Rent (Net p.a.)	NLA (m ²)	Rent (\$/m ²)	Date Set/ Passing	Comments
1/427 Robinson Street, Camarvon	IGA	\$175,603	1,302	\$135	Aug-15	A regional IGA located at the intersection of Robinson and Angelo Streets. A 5 year lease commencing August 2015 with 3 additional 5 year options. Annual reviews, alternating between CPI and market.
1/242 Point Leander Drive, Port Denison	Food Works	\$66,180	550	\$120	Jun-15	A regional supermarket located on Point Leander Drive, the main road through Port Denison. Lease commenced in August 2008 for a term of 8 years with a 5 year option. Commencing rent of \$66,180, which has been reviewed as at June 2015.
Unit 4, Newman Boulevard Shopping Centre, Newman	Retravision	\$115,740	301	\$385	Jun-14	Passing rent as at June 2014. 10 year term plus 5 year option, commencing 2011 with most recent review in 2014.
Unit 6, Newman Boulevard Shopping Centre, Newman	Fire n Ice Café & Deli	\$63,266	127	\$656	Jun-14	Passing rent as at June 2014. 5 year term plus 2x5 year option, commencing 2012 with most recent review in 2013.
Supermarket A	Woolworths	\$545,072	3,087	\$178	Dec-13	Supertown Shopping Centre
Supermarket B	Woolworths	\$725,129	4,051	\$179	Jul-14	Pilbara Mining Town
Supermarket C	Woolworths	\$719,528	3,994	\$212	Nov-12	Supertown Shopping Centre, New
Supermarket D	Woolworths	\$969,000	3,600	\$255	Jun-13	Established South-Western Town
Supermarket E	Woolworths	\$664,810	3,499	\$190	Sep-13	Regional Centre
Supermarket F	Woolworths	\$634,400	3,985	\$160	Sep-13	Pilbara Mining Town
Supermarket G	Woolworths	\$614,320	2,194	\$280	Jul-16	Large Kimberley Town
969 Stadium Road, Tom Price	Café	\$28,386	155	\$180	Oct-16	Lease to a café commencing October 2016. 5 year term plus 5 year option. Fixed reviews of 4% with market at renewal.

Regional Government Tenancies - Rental Evidence						
Property	Tenant	Annual Rent (Net p.a.)	NLA (m ²)	Rent (\$/m ²)	Date Set/ Passing	Comments
85 Duchess Street, Busselton	Commonwealth Employment Services	\$217,000	522	\$416	Oct-16	A modern office with 4 star NABERS rating. Comprises open plan office configuration with fit-out belonging to owner, air conditioning, and 7 car bays. Gross building area of 573m ² with NLA of 522m ² . Tenanted by government tenant (Commonwealth Employment Services) for the past 7 years, with 3 years remaining plus a 3 year option. Annual reviews to the greater of CPI or 3.5%. Located opposite a major shopping centre redevelopment. Passing rent. High passing rent due to fixed reviews.
281 Fitzgerald Street, Northam	Northam Library	\$149,730	506	\$296	Apr-13	An 819m ² level main street lot situated in an area surrounded by larger government and council offices. Improvements comprise a 2011/2012 constructed 2 level brick and iron office building a good level of finish and appeal. 16 car bays, some which are covered. Leased until April 2023 with 2 x 2 year options and annual rent reviews to 3.50%.
87 Fitzgerald Street, Northam	Centrelink	\$158,958	600	\$265	Jul-13	A site which rises above road level and has good exposure to Northam's main thoroughfare. Improvements comprise a circa 1980s built brick and iron office. Car parking is located at the rear of the site. Leased to Centrelink with gross income of \$158,958.
58 The Esplanade, Esperance	Centrelink	\$115,000	330	\$348	Jan-16	An oceanfront concrete and iron office building leased to Centrelink for 4 years plus 2 x 3 year options. The internal fit out is modern, comprising a large open plan area plus plaster and glass partitioned offices. The property comprises 5 marked car bays to the front with additional parking at the rear.

North West Commercial Tenancies - For Lease						
Property	Status	Asking Rent (Net p.a.)	NLA (m ²)	Rent (\$/m ²)	Date	Comments
44B Dampier Terrace, Broome	For Lease	\$48,000	220	\$218	Sep-17	A ground floor tenancy suitable for retail, office or gallery use. Comprises two large showrooms with timber flooring and high ceilings. Located approximately 1 kilometre east of Broome International Airport with views to the Dampier Creek mouth. Available since early 2017.
1B/27-29 Dampier Terrace, Broome	For Lease	\$52,932	120	\$440	Sep-17	A 120m ² office tenancy with dedicated server room, kitchenette, rear carpark, and shared breezeway of 86m ² . Outgoings of \$16,105pa. Located on the eastern side of Dampier Terrace opposite the Dampier Creek mouth. Available since early 2017.
1/46 Dampier Terrace, Broome	For Lease	\$60,000	227	\$220	Sep-17	A 227m ² ground floor office tenancy with 2 kitchenettes, ablutions, secure store, patio, and 2 undercover car bays. Fit out comprises tiled flooring and plaster panelled ceilings. Located at the corner of Dampier Terrace at its continuation with Frederick Street. Available since early 2017.
1/27-29 Dampier Terrace, Broome	For Lease	\$34,985	77	\$453	Sep-17	A modern ground floor office tenancy with kitchenette. Suite is finished with the exception of floor coverings. Located on the eastern side of Dampier Terrace opposite the Dampier Creek mouth. Available since early 2017.
1/2 Byass Street, South Hedland	For Lease	\$110,400	460	\$240	Sep-17	A 2,000m ² site with lettable area of 460m ² . Zoned 'Mixed Business', the property is suitable for a range of uses such as office, retail, showroom, medical or leisure. Corner location at the intersection of Byass and Gregory Street with further exposure to Bottlebrush Crescent. Includes 20 car bays. Available since early 2017.
2/2 Cable Beach Road East, Broome	For Lease	\$66,965	251	\$355	Sep-17	An office tenancy comprising multiple glass and plaster partitioned offices, plus kitchen and ablutions. Located approximately 750 metres west of the Boulevard Shopping Centre. Available since early 2017.

SUMMARY AND COMMENTS

The market evidence confirms that smaller retail tenancies in Exmouth and other mid-west / north-west town sites are achieving rents in the general range from \$150 to \$700 per square metre depending primarily on location, tenancy area, tenancy use and local population/demographics. Larger commercial office tenancies are generally leased or available for lease in the range from \$270 to \$440 per square metre. Small office tenancies range up to \$500 per square metre for specialised locations. Larger retail premises rental evidence generally comprising supermarkets ranges from \$120 to \$280 per square metre.

The quality of commercial buildings and standard of commercial accommodation in the north-west and particularly Exmouth is generally well below the standard being provided within the Ningaloo Centre. That said, we consider it unlikely in the current economic climate that prospective tenants would pay a significant premium for the subject tenancies. Consideration has also been given to the location of the property some distance from the commercial precinct of Exmouth. We have assumed average outgoings applicable to a modern regional commercial building.

We also note that the Ningaloo Centre prime focus is on education, research and tourism and the use of the building is not for dedicated professional office or retail use. The assessed market rental levels for the commercial tenancies are considered to reflect this.

Consideration must also be given to competing commercial space within the Exmouth town site and whether prospective tenants will pay a premium for the above average standard of accommodation within the Ningaloo Centre. Given the limited demand for professional offices in Exmouth, we believe that very realistic rental levels should be expected. Tenancies which are proposed for retail use are likely to be restricted to those uses which are complimentary to the main focus of the centre. Such businesses may not show the profitability levels of traditional retailers currently occupying the main retail mall and this may impact the level of demand and rents which may be achieved for the subject tenancies. Sustainability of

prospective tenants is an important consideration and the tenant mix for the centre should be as complimentary as possible to avoid direct competition between commercial tenants. We believe potential tenants are likely to include those linked to local and state government and potentially health related services subject to approval.

In respect to the UWA tenancy we note that a large proportion of the leased area comprises open storage or industrial style workshops. Although a quality fit out has been provided, the tenancy configuration is relatively specialised and may not appeal to the general market. We also note that the Permitted Use in the Lease for marine research and educational facilities is very specific and we have taken this into consideration in our assessment of market rent.

The TAFE tenancy comprises a fit-out and layout which is quite adaptable to other commercial uses and the Permitted Use in the draft Lease allows office use. We consider that this tenancy is generally comparable to other average to above average office accommodation in the North West however it has been acknowledged that the tenancy does not have direct internal access to the main foyer.

Our assessment of market rent for the Visitor Centre tenancy takes into account the non-exclusive use of the central retail gallery and also allows a premium for the small VC offices which front the main foyer. The area indicated as storeroom on the plan may be used for storage and as management office accommodation and this has been considered in our assessment.

RENTAL ASSESSMENTS

Subject to the qualifications and assumptions contained within this report and the existing lease status documentation, we assess the Market Rent for the various tenancies within the Ningaloo Centre, Lot 300 Murat Road, Exmouth, WA, as at 13 September 2017, to be:

Tenancy		Tenancy Area (m ²)	Market Rent Range (\$/m ² net)			Adopt	Market Rent (\$p.a. net)
UWA Ningaloo Alliance	Internal	511.00	\$150	to	\$170	\$160	\$81,760
	Courtyard	124.00	\$40	to	\$50	\$45	\$5,580
		635.00				\$138	\$87,340
Central Regional TAFE	Internal	247.00	\$240	to	\$260	\$250	\$61,750
	Training Store	47.00	\$60	to	\$80	\$70	\$3,290
		294.00				\$221	\$65,040
Shire Offices	Ground Floor	192.00	\$240	to	\$260	\$250	\$48,000
	First Floor	111.00	\$220	to	\$240	\$230	\$25,530
		303.00				\$243	\$73,530
Visitor Centre	Retail & Gallery	256.00	\$260	to	\$280	\$270	\$69,120
	Store/Office	26.00	\$220	to	\$240	\$230	\$5,980
		282.00				\$266	\$75,100
Visitor Centre Offices	VCO 1	13.50	\$400	to	\$420	\$410	\$5,535
	VCO 2	13.50	\$400	to	\$420	\$410	\$5,535
	VCO 3	13.50	\$400	to	\$420	\$410	\$5,535
Indoor Play		57.00	\$280	to	\$300	\$290	\$16,530
Ningaloo Café		136.00	\$280	to	\$300	\$290	\$39,440
Professional Offices	PO 1	20.00	\$300	to	\$320	\$310	\$6,200
	PO 2	13.50	\$350	to	\$370	\$360	\$4,860
	PO Reception	32.00	\$280	to	\$300	\$290	\$9,280
	PO Temp (GDC)	20.00	\$300	to	\$320	\$310	\$6,200
Community Housing Ltd		55.00	\$280	to	\$300	\$290	\$15,950

CRITICAL ASSUMPTIONS

Market Rental Value

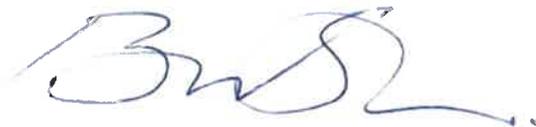
- Where applicable the market rents have been assessed subject to the Lease Status Schedule. We confirm having sighted available lease documentation. Furthermore, we assume that no variations to the draft leases exist which have not been disclosed. Where draft leases have not been provided we have relied on tenancy details provided by NS Advisory and assumed standard commercial leases with minimum 3 year terms and similar options.
- The market rental assessments assume standard vacant commercial tenancy presentation including floor coverings, window treatments and reverse cycle air conditioning. We have assumed shared ablution facilities shown as communal/shared areas on the plans provided.
- The market rental assessments are reported net of outgoings and GST and assume individual tenants would be responsible for payment of service charges for electricity and water usage relevant to the individual tenancies.
- We have relied upon the Net Lettable Areas as indicated on plans provided. Should any subsequent surveys indicate a variation to the areas adopted within this report, we should be advised and asked whether the variation may affect our assessment.
- We have assumed lease up periods of 4 to 6 months with market related incentives based on fit-out contribution or rent free periods.
- The registered interests noted on the Certificate of Title which are detailed within this report, with the exception of mortgages, have been considered in our assessment of Market Rent. If there are any limitations, interests, encumbrances and notifications which are not noted on the search of the Certificates of Title, they may affect our assessment. If any such matters are known or discovered, we should be advised and asked as to whether they affect our assessment.
- The valuation is based on the critical condition that the government holds no requirements of the land. It is recommended that any party relying on this valuation undertake its own searches in this regard.
- The planning information set out in this report has been obtained via the internet site of the relevant local authority and/or Planning Western Australia. We have relied upon this information in assessing the value of the property. No responsibility is accepted for the accuracy of that information and if it is wrong in any significant respect, our assessment of value may be different. Should you have concerns regarding the validity of this information we would recommend that a formal enquiry be made with the appropriate authority.
- In undertaking our valuation we have relied upon information submitted by the Shire of Exmouth and NS Advisory. Where possible, within the scope of our retainer and limited to our expertise as valuers, we have reviewed this information including by analysis against industry standards. Based upon that review, we have no reason to believe that the information is not fair and reasonable or that material facts have been withheld. However, our enquiries are necessarily limited by the nature of our role and we do not warrant that we have identified or verified all of the matters which a full audit, extensive examination or "due diligence" investigation might disclose. For the purpose of our valuation assessment, we have assumed that this information is correct.
- This valuation is current as at the date of valuation only. The rental values assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements and factors specific to the particular property). We do not accept responsibility or liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, we do not assume responsibility or accept liability where the valuation is relied upon after the expiration of 90 days from the date of valuation or such earlier date if you become aware of any factors that have an effect on the valuation.
- Our assessments are based on face rent and no allowance has been made for incentives which may be required to attract suitable tenants.

This assessment is for the private and confidential use only of Shire of Exmouth and NS Advisory and for the specific purpose for which it has been requested. No third party is entitled to use or rely upon this report in any way and neither the valuer nor **Property Valuation & Advisory (WA)** shall have any liability to any third party who does.

Only a signed original of this assessment should be relied upon and no responsibility will be accepted for photocopies of the report.

No part of this assessment or any reference to it may be included in any other document or reproduced or published in any way without written approval of the form and context in which it is to appear.

Yours faithfully
Property Valuation & Advisory (WA)

A handwritten signature in blue ink, appearing to read 'B. Smith', with a long horizontal flourish extending to the right.

Blake Smith A.A.P.I.
Director
Certified Practising Valuer
Licensed Valuer Number 530
For the State of Western Australia

ANNEXURES

Instructions
Certificate of Title/Deposited Plan

Blake Smith

From: Richard Johnston <RJohnston@nsadvisory.com.au>
Sent: Wednesday, 13 September 2017 9:42 AM
To: Blake Smith
Cc: Keith Woodward
Subject: NC - Valuation Letter Instruction
Attachments: Ningaloo Centre - Revised Floor Plan (Sept-17).pdf

Importance: High

Hi Blake,

On behalf of the Shire of Exmouth, can you please proceed with the rental valuation letter, based on the agreed fee of \$2,800 ex GST.

The updated letter should include the following tenancies, as per the attached plan:

- UWA Ningaloo Alliance
- Central Regional TAFE
- Shire offices
- Visitor Centre Retail and Gallery
- Visitor Centre Offices (VCO 01 to 03)
- Indoor Play (as commercial / retail)
- Café
- PO 01, PO 02, PO Reception, Temp Office.
- Community Housing Ltd.

Note the Valuation letter should be addressed to the Shire CEO, Cameron Woods.

Keith Woodward is currently coordinating a PO for issue.

Any further queries please advise.

Kind regards,

Richard Johnston

\\ General Manager / Associate Director

Suite 4, Level 1, 437 Roberts Road Subiaco WA 6008

† 08 6424 9041 † 08 6363 0899 m 0447 965 217

www.nsadvisory.com.au

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WESTERN



AUSTRALIA

REGISTER NUMBER 300/DP408720	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

VOLUME **LR3167** FOLIO **393**

**RECORD OF QUALIFIED CERTIFICATE
OF
CROWN LAND TITLE
UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997
NO DUPLICATE CREATED**

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 300 ON DEPOSITED PLAN 408720

**STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)**

STATUS ORDER/INTEREST: RESERVE UNDER MANAGEMENT ORDER

PRIMARY INTEREST HOLDER: SHIRE OF EXMOUTH OF PO BOX 21 EXMOUTH
(XE N447119) REGISTERED 30/9/2016

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)**

- 1. N447118 RESERVE 52730 FOR THE PURPOSE OF COMMUNITY CENTRE AND RESEARCH CENTRE REGISTERED 30/9/2016.
- N447119 MANAGEMENT ORDER. CONTAINS CONDITIONS TO BE OBSERVED. WITH POWER TO LEASE FOR ANY TERM NOT EXCEEDING 10 YEARS, SUBJECT TO THE CONSENT OF THE MINISTER FOR LANDS. REGISTERED 30/9/2016.
- 2. N524953 EASEMENT TO REGIONAL POWER CORPORATION FOR ACCESS PURPOSES. SEE INSTRUMENT AND DEPOSITED PLAN 408725. REGISTERED 6/1/2017.

- Warning:
- (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.
 - (2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.
 - (3) The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents of for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP408720
PREVIOUS TITLE: LR3143-281

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE
QUALIFIED

REGISTER NUMBER: 300/DP408720

VOLUME/FOLIO: LR3167-393

PAGE 2

PROPERTY STREET ADDRESS:

NO STREET ADDRESS INFORMATION AVAILABLE.

LOCAL GOVERNMENT AUTHORITY:

SHIRE OF EXMOUTH

RESPONSIBLE AGENCY:

DEPARTMENT OF LANDS (SLSD)

NOTE 1: N447118 CORRESPONDENCE FILE 00731-2016-01RO

P408720

<u>Lot Number</u>	<u>Part</u>	<u>Register Number</u>	<u>Section</u>
300		LR 3167/393	

<u>Lot Number</u>	<u>Part</u>	<u>Register Number</u>	<u>Section</u>
303		LR 3167/394	

Shire of Exmouth PUBLIC NOTICE

22 September 2017

INTENTION TO LEASE LOCAL GOVERNMENT PROPERTY

Under section 3.58 of the *Local Government Act 1995* the Shire of Exmouth hereby advises of intent to Lease portions of the Ningaloo Centre upon Lot 300 Deposited Plan 408720 Murat Road Exmouth as follows:

Proposed Leaseholder	M2	Reason for Lease	Term of Lease (years)	Commencement Date	Annual Rental
University of Western Australia	511sqm plus 124sqm courtyard	Education and research	5 + 5 + 5 years	Target 1 November 2017	\$80,000 p.a. plus GST and outgoings.
Central Regional TAFE	247sqm	Education and research	10 + 5 + 5 years	1 December 2017	\$40,755 p.a. plus GST and outgoings.
Community Housing	55sqm	Commercial office	3 + 3 years	October 2017	\$15,125 p.a. plus GST and outgoings.
Gascoyne Development Commission	20sqm	Commercial office	TBC	TBC	\$5,500 p.a. and plus GST and outgoings.

Public submissions regarding the above may be made in writing to the Chief Executive Officer, Shire of Exmouth, PO Box 21 Exmouth WA 6707 and received at the Shire offices not later than 3.00 pm on Monday 9th October 2017.

For more information please contact Keith Woodward, Deputy Chief Executive Officer on (08) 9949 3000.

Cameron Woods
Chief Executive Officer





Shire Of Exmouth
 PO Box 21
 Exmouth WA 6707
 Ph (08) 99493000
 Fax (08) 99493050
 email records@exmouth.wa.gov.au>

**Paltridge Memorial Swimming Pool Multi-Purpose Community Room & Store
 Tender Number 3-2017**

**Tender Addendum No. 001
 Date: Wednesday, 20 September 2017**

IMPORTANT: Tenderers are required to acknowledge this tender addendum prior to the Tender Closing Date - failure to acknowledge may constitute grounds for rejection of Tender.

**Acknowledgements must be sent by email
 to es@exmouth.wa.gov.au prior to the Tender Closing Date**

Further to Invitation to Tender Number **001**, Tenderers are advised of the following change(s) or clarification(s) to the Tender Documents.

The following items are for tenderers information and amendment and is to be taken as part of the Tender Documentation and Tenderers Price:

Amendments:

1. Eaves width to be reduced to 500mm front & rear.
2. Gutters and downpipes to be removed from tender.
3. A/C Cooling only, sizing as per Australian Standard.
4. Storage over caged stores to be removed.
5. Caged stores 50 x 50 galvanised mesh acceptable material.
6. Caged Stores 50 x 50 SHS Duragal frame 2100 High with supporting top rail.
7. Emergency Light removed from tender.
8. Timber door frames, double rebate frame to multi-purpose community room and plywood solid core doors.
9. Multi-Purpose Community Room Aircell Insulbreak and added insulation as per Energy Efficiency report
10. Storeroom and Multi- User Storeroom Aircell Insulbreak to walls
11. Emergency escape lever handle door latches to doors
12. Locks to Multi-purpose community room keyed alike, EASC store room keyed alike
13. Allowance to cut 500mm off the existing kids shade structure. The structure is 13.6 mtrs long and 150mm thick material is Bondor Solarspan, include reinstatement of flashings.
14. Oleanders to be cut to ground level by others

Attachments:

1. Structural Engineering Slab and Footing Layout Details Sheet 1, Structural Engineer B.Pittard 18/09/2017
2. Details and Specifications Sheet 2, Structural Engineer B.Pittard 18/09/2017

All other terms and conditions remain unchanged.

We hereby acknowledge receipt of the above referenced Addendum to the Invitation to Tender and the Tender Addendum shall be incorporated into our Tender submission.

Name of Contractor Company: _____

Signature of Authorised Representative: _____

Name/Title [print]: _____

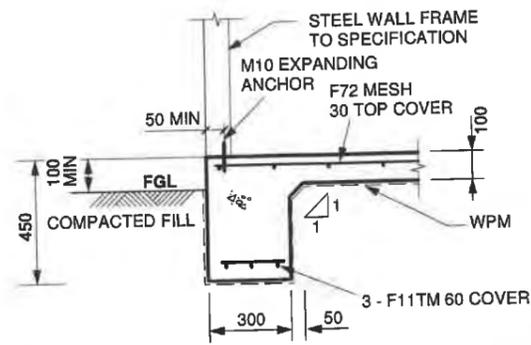
[end of Tender Addendum]

SITE CLASSIFICATION

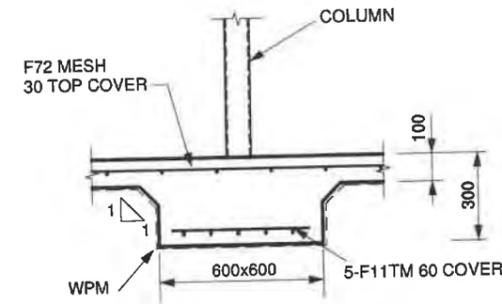
1. FOOTINGS HAVE BEEN DESIGNED FOR USE ON A CLASS 'S' SITE IN ACCORDANCE WITH AS2870.
2. SITE CLASSIFICATION HAS BEEN ASSESSED AS CLASS 'S' FROM BUILDERS INFORMATION SUPPLIED

EARTHWORKS, FOOTINGS AND SLAB SPECIFICATION

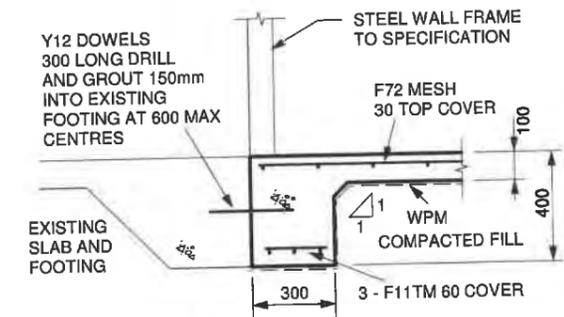
1. CUT BASE TO REMOVE ALL VEGETATION, TOPSOIL AND DELETERIOUS FILL MATERIAL UNDER THE BUILDING AREA.
2. CUT BASE IS TO BE GRADED SUCH THAT WATER CANNOT RUN UNDER OR POND UNDER THE BUILDING AREA.
3. SITE TO BE COMPACTED TO A MIN 7 BLOWS/300mm FOR 750mm DEPTH.
4. DRAIN ROOF AND SURFACE WATER AWAY FROM FOUNDATION AREA.
5. ALL MESH TO CONFORM WITH AS 1304.
6. LAP ALL MESH ONE TRANSVERSE WIRE PLUS 25mm OR TO MANUFACTURER'S SPECIFICATIONS.
7. ALL CONCRETE TO BE N25/20/80 MIN.
8. CURE SLAB BY KEEPING MOIST (OR EQUIVALENT METHOD), FOR 7 DAYS TO IMPROVE CRACK CONTROL.



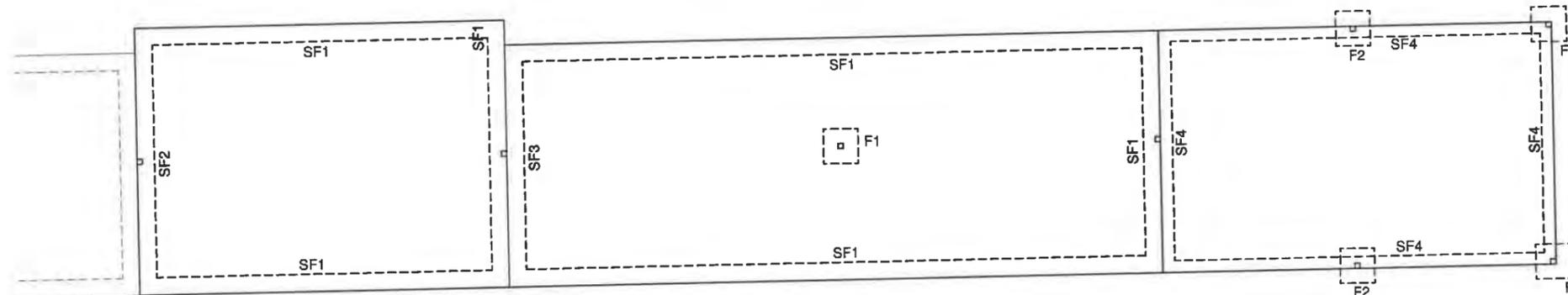
SF1 - EDGE BEAM AND SLAB DETAIL



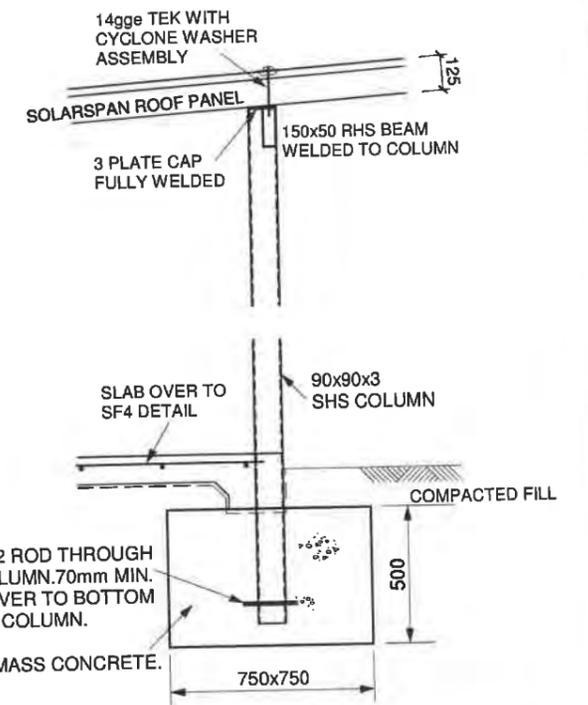
F1 - SLAB THICKENING



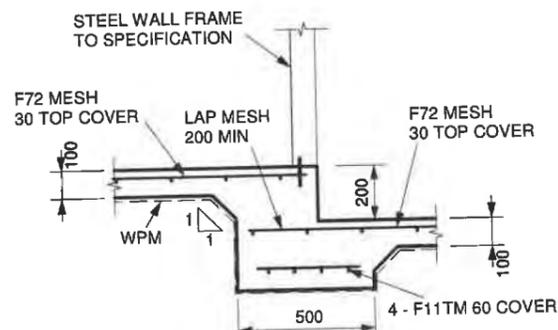
SF2 - EDGE BEAM AND SLAB DETAIL



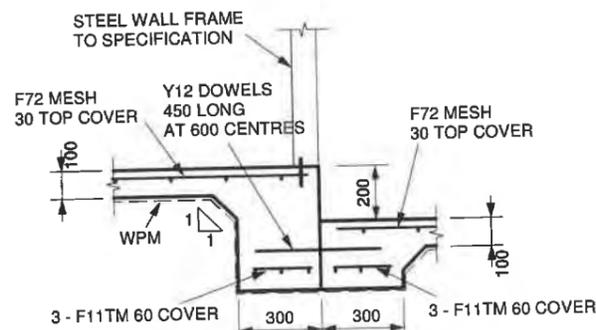
CONCRETE SLAB AND FOOTING LAYOUT



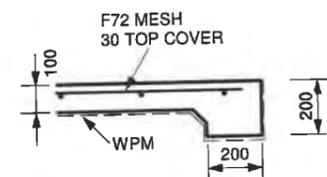
**STEEL COLUMN FOOTING DETAIL - F2
ROOF PANEL TO BEAM DETAIL
ROOF PANEL TO WALL SIMILAR.**



SF3 - SLAB STEP



ALTERNATIVE SF3 - SLAB STEP



**SF4 - EDGE BEAM
AND SLAB DETAIL**

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 MIE Aust 1111802
 17 Lobelia Drive, Darlington, 6070
 Ph: 9299 7442
 email: brucepittard@inet.net.au
 CERTIFIED FOR STRUCTURAL SUFFICIENCY

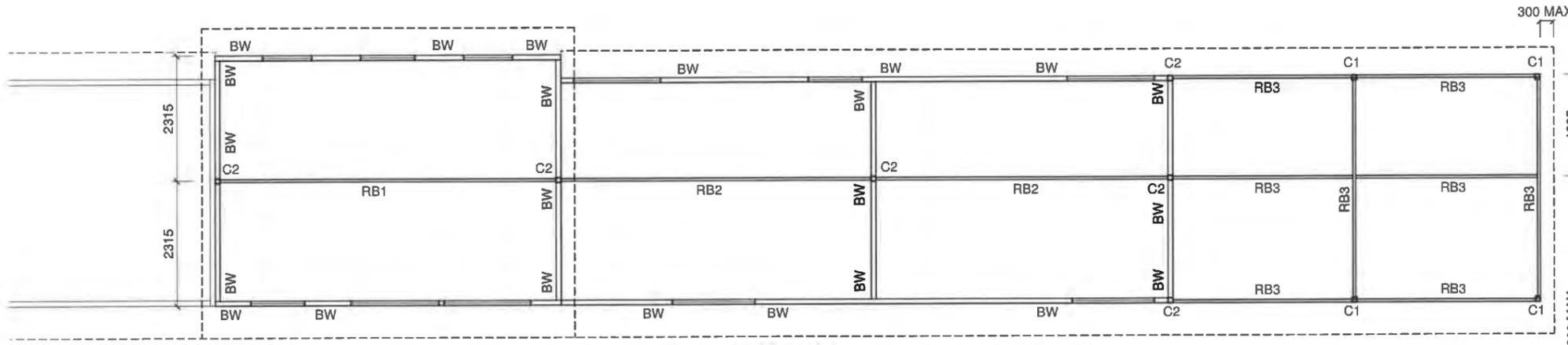
Project		PROPOSED RENOVATION AT EXMOUTH AQUATIC CENTRE & EXMOUTH AMATEUR SWIMMING CLUB FACILITY BUILDING	
Drawn		Job No.	
BAP.			
Scales	Date	Sheet No.	
1:100, 1:25	18/09/17	1 of 2	
Sheet Title		SLAB AND FOOTING LAYOUT AND DETAILS	

DESIGN CRITERIA

DEAD AND LIVE LOADS IN ACCORDANCE WITH AS1170.1
 WIND LOADS IN ACCORDANCE WITH AS1170.2
 WIND REGION D , TERRAIN CATEGORY 2 IN ACCORDANCE WITH AS1170.2
 MAX STRENGTH DESIGN GUST WIND SPEED $V_u = 88\text{m/s}$
 SERVICEABILITY DESIGN WIND SPEED = 55m/s
 EXTERNAL PRESSURE COEFFICIENT $C_{pi} = -0.65$ or 0.70
 INTERNAL PRESSURE COEFFICIENT $C_{pi} = 0.70$ or -0.65
 IMPORTANCE LEVEL 2
 EARTHQUAKE LOADS IN ACCORDANCE WITH AS1170.4
 HAZARD FACTOR = 0.12
 PROBABILITY FACTOR = 1.0
 LOW-HIGH-LOW PRESSURE SEQUENCES IN ACCORDANCE WITH THE BCA SECTION 3.10.1.0(f) TABLE 3.10.1.

GENERAL SPECIFICATION

- ROOF CLADDING TO BE 125mm SOLARSPAN PANELS FIXED AS PER ROOF SPECIFICATION, AND MANUFACTURERS SPECIFICATIONS.
- WALL CLADDING IS TO BE 0.42 COLORBOND CORRUGATED STEEL SHEETING FIXED IN ACCORDANCE WITH MANUFACTURERS SPECIFICATION.
- GLAZED ASSEMBLIES
 ULTIMATE DESIGN STRENGTH = 4.44 KPa > 1200mm FROM EXTERNAL CORNERS, 6.57 KPa WITHIN 1200mm OF EXTERNAL CORNERS
 SERVICEABILITY DESIGN STRENGTH = 1.33 KPa > 1200mm FROM EXTERNAL CORNERS, 1.99 KPa WITHIN 1200mm OF EXTERNAL CORNERS
 WATER PENETRATION = 0.45 KPa
- STEEL FRAMEWORK TO BE IN ACCORDANCE WITH AS4600 COLD FORMED STEEL STRUCTURES CODE
- ALL WORKMANSHIP TO BE IN ACCORDANCE WITH THE BUILDING CODE OF AUSTRALIA
- ALL MATERIAL TO BE FITTED IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS UNLESS OTHERWISE NOTED.
- ALL EXPOSED STEELWORK TO BE HOT DIP GALVANISED IN ACCORDANCE WITH AS1650 OR DURAGAL FINISH PAINTED IN ACCORDANCE WITH THE MANUFACTURERS RECOMMENDATIONS FOR THE EXPOSURE CLASSIFICATION. ALL WELDS ARE TO BE PAINTED WITH ZINC RICH PRIMER PRIOR TO PAINT APPLICATION. ENDS OF ALL EXPOSED MEMBERS ARE TO BE SEALED WITH 2mm FULLY WELDED PLATES.



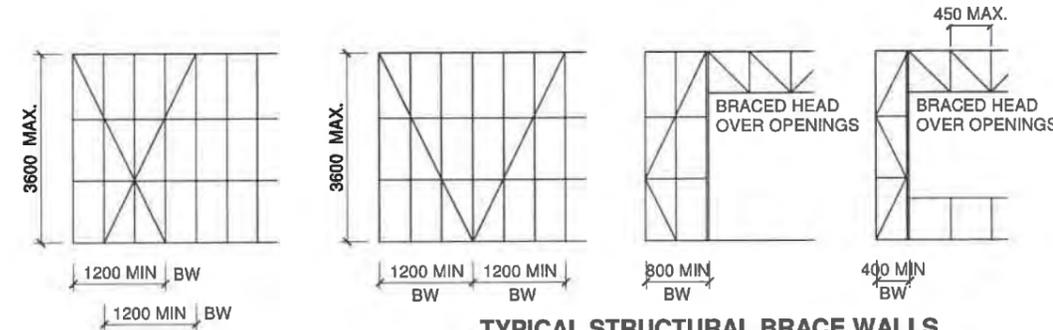
WALL FRAME, COLUMN AND ROOF BEAM LAYOUT

NOTES

- BW = STRUCTURAL BRACE WALL TO DETAIL
- C1 = 90x90x3 SHS COLUMN
- C2 = 90x90x2 SHS COLUMN BUILT INTO WALL FRAME
- RB1 = 150x50x4 RHS ROOF BEAM
- RB2 = 150x50x3 RHS ROOF BEAM
- RB3 = 150x50x2 RHS ROOF BEAM

WALL FRAME SPECIFICATION

- ALL EXTERNAL WALL MEMBERS TO BE 90x32x1.15mm G500 STUD SECTION UNLESS NOTED OTHERWISE BELOW.
- ALL INTERNAL WALL MEMBERS TO BE 75x32x1.15mm G500 STUD SECTION UNLESS NOTED OTHERWISE BELOW.
- 90x40x1.6mm TOP PLATE TO ALL WALLS SUPPORTING ROOF PANELS.
- FULL HEIGHT STUDS TO EXTERNAL WALLS TO BE 90x40x1.6mm G450 AT 450mm MAX. CENTRES, OR 90x32x1.15 G500 STUD SECTION AT 400 MAX. CENTRES.
- STUDS TO BE AT 450mm CENTRES TO INTERNAL WALLS.
- ALL STUDS TO BE WELDED TOP AND BOTTOM WITH 90mm MIN WELD LENGTH.
- STUDS UNDER WINDOW SILLS TO BE 90x32x1.15 G500 AT 450 MAX. CENTRES, WELDED 60mm MIN. EACH END.
- ALL MEMBERS OVER WINDOW AND DOOR HEADS TO EXTERNAL WALLS TO BE 90x32x1.15 G500 WELDED 80mm MIN. EACH END.
- ALL OPENINGS, IN EXTERNAL WALLS >750mm WIDE < 1350 WIDE TO HAVE DOUBLE STUDS EACH SIDE. OPENINGS IN EXTERNAL WALLS 1350 TO 2450 WIDE TO HAVE 90x90x2 SHS EACH SIDE.
- DOUBLE STUDS AND SHS JAMB STUDS TO BE WELDED 180mm MIN. EACH END.
- DOUBLE STUDS TO BE WELDED EACH SIDE 30mm MIN AT HEADS, SILLS AND NOGGINGS, AND AT 600mm MAX. CENTRES BETWEEN.
- WINDOW HEADS <1200mm WIDTH TO BE 1.15 STUD. WELD 70mm MIN. EACH END. WINDOW HEADS 1200mm to 1850mm TO BE DOUBLE STUD WELDED AT 400mm CENTRES EACH SIDE, WELD 80mm MIN. EACH END.
- WINDOW SILLS <1850 WIDE TO BE 90x32x1.15 STUD WELDED 80mm MIN. EACH END.
- ALL WALLS TO HAVE NOGGINGS AT 1200 MAX. CENTRES.
- NOGGINGS TO BE WELDED WITH 60mm MIN WELD EACH END.
- BRACES TO BE WELDED WITH 90mm MIN WELD EACH END.
- WELDS TO BE PLACED EQUALLY ON BOTH SIDES OF MEMBERS.
- ALL WELDS AND DAMAGED COATINGS TO BE PAINTED WITH ZINC RICH PRIMER.
- FIX FRAMES TO SLAB WITH M12x65 SCREW BOLTS OR SIMILAR THROUGH 50x50x4 PLATE WASHERS. FIXINGS TO BE AT, EACH SIDE OF EXTERNAL CORNERS, EACH SIDE OF OPENINGS, WALL JUNCTIONS, EACH END OF WALL BRACES, AND AT 900mm MAX CENTRES BETWEEN THE PRECEEDING LOCATIONS.
- ALL FIXINGS TO BE WITHIN 100mm OF STUDS.
- FIX FRAMES TOGETHER AT JUNCTIONS WITH 3 No 12-14x20 TEKS AT TOP, AT EACH NOGGING AND AT BOTTOM.
- BUILD 90x90x2 SHS COLUMNS INTO WALL FRAMES AT ROOF BEAM SUPPORT LOCATIONS, WELD 180mm MINIMUM TOP AND BOTTOM.
- FIX FRAMES TO CONCRETE SLAB EACH SIDE OF ALL COLUMNS WITH 2 No M12x65 ANCHORS WITH 50x50x4 PLATE WASHERS, 70mm APART.



TYPICAL STRUCTURAL BRACE WALLS

ROOF SPECIFICATION

- ALL ROOF BEAMS ARE TO BE WELDED TO COLUMNS WITH 150mm MIN. WELD (5FW) LENGTH EACH END.
- ROOF TO BE 125mm THICKNESS SOLARSPAN PANELS.
- PANELS TO BE FIXED TO WALL FRAME TOP PLATE AND TO ALL BEAMS WITH 14ggs TEKS AT EACH RIB AND PAN. TEKS TO BE FITTED WITH CYCLONE WASHER ASSEMBLIES.

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 Ph: 9299 7442
 email: brucepittard@inet.net.au
 CERTIFIED FOR STRUCTURAL SUFFICIENCY

Project		
PROPOSED RENOVATION AT EXMOUTH AQUATIC CENTRE & EXMOUTH AMATEUR SWIMMING CLUB FACILITY BUILDING		
Drawn	Job No.	
BAP.		
Scales	Date	Sheet No.
1:100	18/09/17	2 of 2
Sheet Title		
DETAILS AND SPECIFICATION		

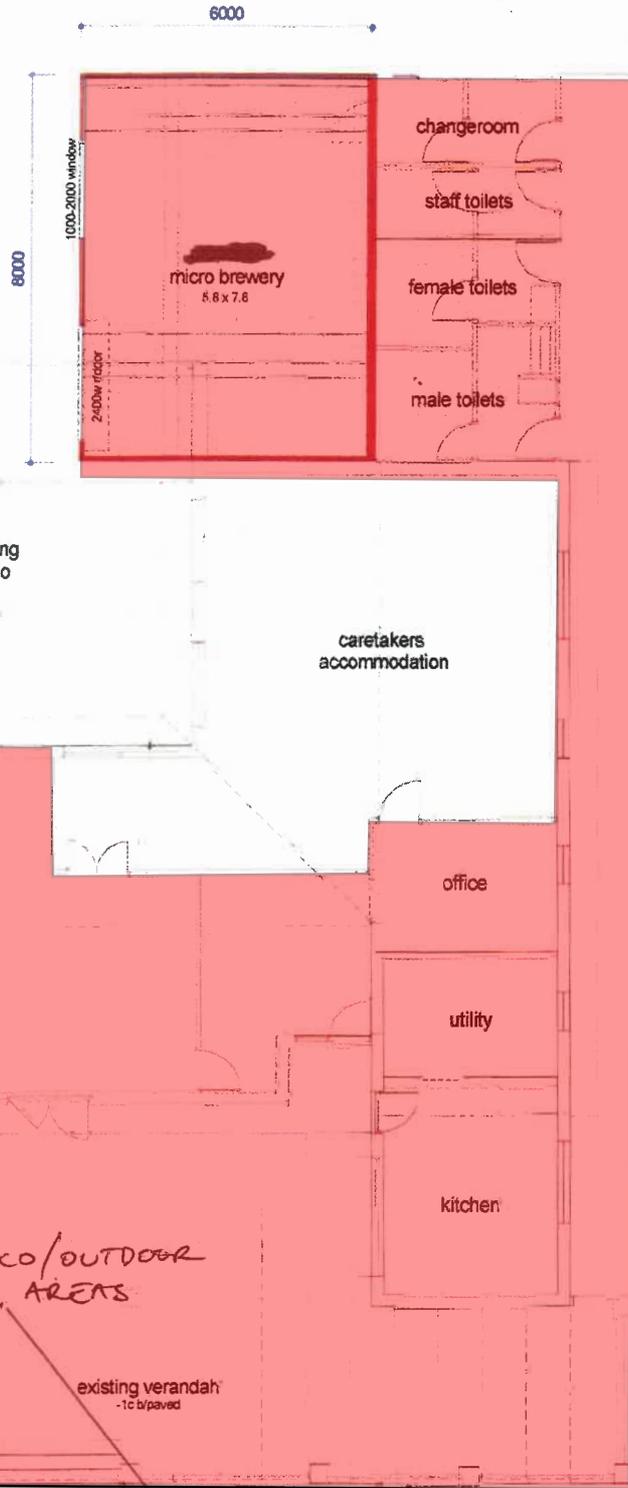


Open Space Calcs

Site Area 815m²
 Open Space m² 558m²
 Open Space % 68%

Area used for consumption of liquor

remove existing pergola



LEGEND

BARRIER
 (GALVANISED) STEEL



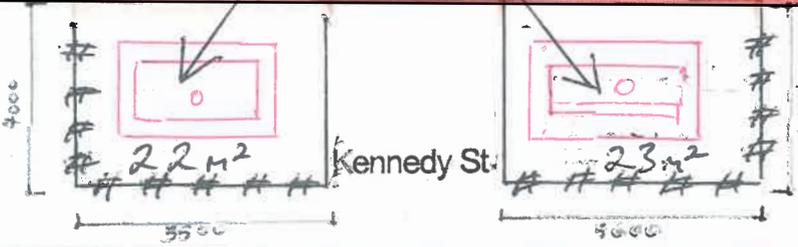
TABLE

AREAS

Floor 177.91m²
 Verandah 124.32m²
 Patio 44.58m²
 Toilets 30.80m²
 Brewery 48.00m²
 Alfresco 45.00m²
 Total 470.61m²

CLIENT NOTE

Design Concepts are subject to council approvals, engineers details, site survey and energy efficiency requirements.



FLOOR PLAN
 GROUND FLOOR



Craig 0438 975 039
 designright@bigpond.com

Lot 21 #5 Kennedy St, Exmouth

For:
 Froth Brewery

© copyright

Revision	Date
26/09/16 various CS	

Drawn : CS
 Date : 21/09/16
 Scale : 1:100
 Sheet : 2 of 6

To whom it may concern,

This cover letter document is in support of an Application for Development Approval to the Shire of Exmouth for business Froth Craft, located at property lot 21, on 5 Kennedy St, Exmouth, 6707, to change its land use from 'Restaurant' to 'Tavern'.

The Shire of Exmouth Town Planning Scheme No. 3 classifies the property as the 'Town Centre' zone. The 'Tavern' land use is permissible within the Town Centre zone subject to receiving Council approval following notice of the proposed Tavern being given in accordance with the Scheme. The definition of the 'Tavern' land use is as follows:

"tavern: means any land or buildings wherein the primary use is the consumption of beverages and may include a restaurant or facilities for entertainment and to which a license may have been granted under the provisions of the Liquor Licensing Act, 1988."

The application is hoping to be submitted to the next possible Council meeting and, pending approval, is to be a requisite supporting document submitted in conjunction with an application to Racing, Gaming & Liquor for a Tavern Liquor License.

Currently, Froth Craft operates under Restaurant Liquor License #6060040642 with an Extended Trading Permit - Liquor Without A Meal.

This document outlines the intended style of trading and operations that a change to a Tavern land use, and a Tavern Liquor License, would enact.

Structural Changes

There are no works proposed and no intended structural changes with a change of land use.

Capacity

In accordance with *Health (Public Building) Regulations 1992*, and granted that there are no structural works in this development application proposed to increase the number of toilet facilities on the premises, Froth Craft has no immediate intention to exceed its capacity of 120 PAX with a change of land use - although under the public building regulations the capacity under a Tavern land use is permitted to increase to 0.85 persons per square metre, from the 1 persons per square metre permitted for a Restaurant land use, provided that enough toilets are supplied in the future.

Intended Guest Experience

Froth Craft would not change its focus on providing a safe, warm and welcoming atmospheric venue serving great quality fresh produce from the kitchen and responsibly serving delicious artisan craft beer from its on-site microbrewery. Froth Craft endeavours to provide a family friendly venue and pioneer in Exmouth the culture of responsibly enjoying artisan craft beer. None of this would differ with a change of land use.

Guests of Froth Craft are currently only permitted to order or consume liquor when seated at a table deemed suitable for dining. A change of land use, and subsequent tavern liquor license, would allow guests to order liquor at the bar and consume liquor while standing.

Froth Craft has a strong focus on providing quality live entertainment in accordance with local noise regulations. Allowing guests to order and consume liquor while standing would aid in guests' enjoyment (and ability to be in better view and closer proximity to) live music performances.

Packaged Liquor

A change of land use, and subsequent tavern liquor license, would enable guests to purchase takeaway packaged liquor. Froth Craft is pioneering artisan craft beer culture in Exmouth and aims in the future to provide the option to guests of enjoying the business' quality brews off-site.

'Growlers' are 1.89L glass bottles that are environmentally friendly and reusable. Encouraging guests to bring in their own 'growler', and have it refilled to purchase as takeaway package liquor, would create a unique experience in the region and help foster the culture of responsibly enjoying artisan craft beer.

Froth Craft intends to only sell, as packaged liquor, craft beer that is made on-site in its microbrewery. It does NOT intend to be a liquor store and allow public to purchase copious amounts of varied packaged liquor.

Noise

Froth Craft would continue to comply to the noise level regulations outlined in the state legislated *Environmental Protection (Noise) Regulation 1997*. Live amplified music would not occur after 10 P.M.

Opening Hours

Froth Craft currently trades:

Monday - Friday: 12 P.M - 11 P.M.

Saturday: 8 A.M - 11 P.M.

Sunday: 8 A.M - 10 P.M.

Intended changing of opening hours for Froth Craft with a change of land use:

Monday - Thursday: 12 P.M - 11 P.M.

Friday: 12 P.M - 12 A.M.

Saturday: 8 A.M - 12 P.M.

Sunday: 8 A.M - 10 P.M.

Under the current liquor license, the kitchen is required to be open in order to serve liquor. Therefore, whenever Froth Craft is trading/serving liquor, the kitchen is to be open, staffed and able to be serving food. A tavern land use, and subsequent tavern liquor license, would enable the Froth Craft kitchen more flexibility to close for quieter hours whilst allowing the business to trade for longer periods in the evening once dinner service finishes.

A limited kitchen menu during quieter hours, and the ability to keep trading past dinner hours, would severely cut wages and operating costs and aid in the financial longevity of the business.

Plans - Site Plan and Licensed Area Plan

See attached.

Health/Safety

Froth Craft has worked closely with the Shire of Exmouth Environmental Health Officer to ensure compliance with the law across all aspects of Workplace Health & Safety. Froth Craft will endeavour at all times to maintain proper duty of care for staff and patrons alike.

Staffing Costs/Economic Benefit

Froth Craft will maintain a focus on employing members of the local community and providing a great learning environment for those wishing to further their development in the hospitality industry.

A change of land use, and subsequent tavern liquor license, would allow for a more relaxed style of service without impeding the guest experience. As mentioned above, allowing guests to order and consume liquor while standing would greatly reduce the number of waitstaff required to trade. Lower numbers of waitstaff required on the floor to satisfy the current liquor license requirements would severely cut wages and operating costs.

Lower numbers of kitchen staff required to have the kitchen open whenever liquor is served would severely cut wages and operating costs.

Tourism

Froth Craft intends to offer informative tours of the on-site microbrewery and brewing process, guided by Froth Craft's Head Brewer Tyler Little: a tourism boon for the north-west of W.A and a unique experience that would enhance their visit to the venue. Currently the liquor license inhibits this as guests are only permitted to order or consume liquor when seated at a table deemed suitable for dining. The brewery has limited space. The change of land use, and subsequent tavern liquor license, would allow for guests to sample the brews inside the brewery, while standing, at the end of their tour.

Public Support & Community Involvement

Froth Craft has been humbled, and buoyed with optimism, from the huge amount of support and encouragement from the public of Exmouth that a new venture such as ours has received. Froth Craft has strong community involvement across various groups and organisations, and will further its goals to be:

- a social hub in the heart of Exmouth's town centre
- a town asset, and tourism drawcard, valued by the public of Exmouth
- a venue that fosters local, and touring artists, across various formats
- a large employer of local Exmouth residents
- a profitable business operating in accordance with development outlined in the *Exmouth Town Centre and Town Revitalisation Scheme*: namely to enhance experiences in the town centre
- an environmentally friendly business operating sustainably
- pioneers of a culture of responsibly enjoying artisan craft beer and high quality fresh food
- supporters of local environmental and conservation groups
- supporters of local organisations and sporting clubs

Yours frothfully,



Pete Firth
Director
Froth Craft

10/8/12



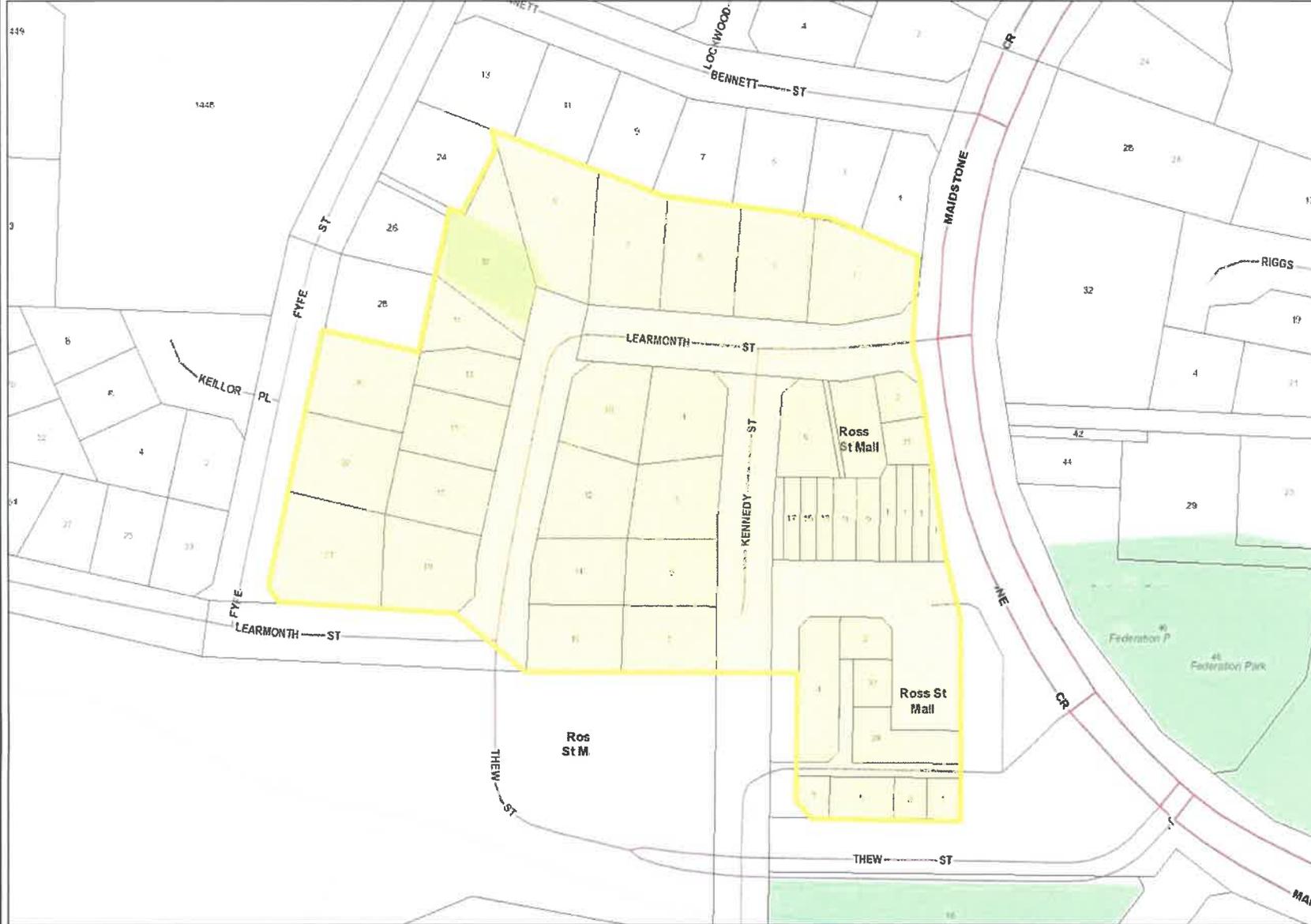


Properties referred the proposal

Map Title

Legend

Cadastre



0.1 0 0.06 0.1 Kilometers



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Proposed Tavern - Lot 21 (5) Kennedy Street, Exmouth Site Photography





**Shire of Exmouth
Town Planning Scheme No. 3**

Amendment No. 32

Rezoning Part of Lot 233 and 1586 Minilya-Exmouth Road, Learmonth to 'Special Use' zone

PLANNING AND DEVELOPMENT ACT 2005
RESOLUTION DECIDING TO ADOPT AMENDMENT TO LOCAL PLANNING
SCHEME

Shire of Exmouth
Town Planning Scheme No.3
Amendment No.32

Resolved that the Local Government pursuant to Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Rezoning Part of Lot 233 Minilya-Exmouth Road and Part of Lot 1586 Minilya-Exmouth Road, Learmonth, from 'Pastoral' to 'Special Use No. 9' Zone;
2. Amend the Scheme Map accordingly; and
3. Amend 'Schedule 3 – Special Use Zones' to include SU9 and relevant conditions to apply to that zoned Part of Lot 233 Minilya-Exmouth Road and Part of Lot 1586 Minilya-Exmouth Road, Learmonth:

	No	PARTICULARS OF LAND	SPECIAL USE	CONDITIONS
SU9	9	Part of Lot 233 Minilya-Exmouth Road, Learmonth, and Part of Lot 1586 Minilya-Exmouth Road, Learmonth	As a 'P' use, subject to development approval: <ul style="list-style-type: none"> • Industry • Industry - Light • Marine support facility • Pipeline Fabrication Facility • Public Utility • Telecommunications Infrastructure • Warehouse/Storage 	<ol style="list-style-type: none"> 1. Buildings (excluding gatehouse and incidental structures) shall be setback a minimum of 100 metres from any lot boundary with frontage to Minilya-Exmouth Road. 2. Rural style fencing is permitted. 3. Development within the Special Use zone area is subject to referral of a proposal to the Environmental Protection Authority under section 38 of the <i>Environmental Protection Act 1986</i>. 4. As part of a Development Application the following shall be addressed to the specification and satisfaction of the local government: <ol style="list-style-type: none"> a. Details of heritage assessment processes. b. Details for a potable and non-potable water supply. c. Details for waste water treatment. d. Details for stormwater management. e. Access from Minilya-Exmouth Road, in consultation with Main Roads WA. f. Details for construction management.

4. Modify the land use definitions in the Shire of Exmouth Town Planning Scheme No. 3 as required in order to be consistent with the advertised draft Local Planning Scheme No. 4 and the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

- a. Replace the 'Industry' definition with – "**industry** means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes –
 - (a) the storage of goods;
 - (b) the work of administration or accounting;
 - (c) the selling of goods by wholesale or retail;
 - (d) the provision of amenities for employees;
 - (e) incidental purposes."

- b. Replace the 'Industry - Light' definition with – "**industry – light** means premises used for an industry where impacts on the amenity of the area in which the premises is located can be mitigated, avoided or managed."

- c. Insert the following definition for 'Marine Support Facility' – "**marine support facility** means premises used for lay-down, fabrication, repair, loading and maintenance purposes associated with marine based industry, and may include a marine based component as a single operator or common use facility and terrestrial based components, whether contiguous or not."

- d. Insert the following definition for 'Pipeline Fabrication Facility' – "**pipeline fabrication facility** means premises used for fabricating and launching pipelines and includes: lay down and parking area(s); road access; workshops for fabrication facilities; track(s), launchway(s) and coastal infrastructure used to convey pipelines to the coastline; and incidental uses and services thereto."

- e. Replace the 'Public Utility' definition with – "**public utility** means any work or undertaking constructed or maintained by a public authority or the local government as may be required to provide water, sewerage, electricity, gas, drainage, communications or other similar services."

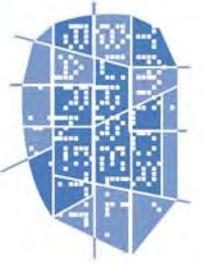
- f. Replace the 'Storage Yard' definition with – "**warehouse/storage** means premises including indoor or outdoor facilities used for –
 - (a) the storage of goods, equipment, plant or materials; or
 - (b) the display or sale by wholesale of goods."

The amendment is complex under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the reason that the proposal is not addressed by any Commission-endorsed Local Planning Strategy that applies to the Shire of Exmouth.

Dated this day of 20.....

.....
 CHIEF EXECUTIVE OFFICER

AMENDMENT REPORT



Scheme Amendment Request for Shire of Exmouth
Town Planning Scheme No. 3

AUSTRALIAN PIPELINE FABRICATION FACILITY LEARMONTH



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Technical Appendices

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1 INTRODUCTION

This request is submitted to the Shire of Exmouth to amend the Town Planning Scheme No. 3 (TPS 3). The Amendment Request seeks to rezone part of Lot 233 and part of Lot 1586 Minilya-Exmouth Road, Learmonth from the 'Pastoral' zone to a 'Special Use No. 9' zone, in order to facilitate the development for a Pipeline Fabrication Facility. The Scheme Amendment Request seeks to rezone approximately 424 hectares of land to 'Special Use No. 9'. The Scheme Amendment Request to TPS 3 is shown in **Appendix A**.

We understand that the draft *Local Planning Scheme No. 4* (LPS 4) may be finalised and gazetted during the timeframe for processing the Scheme Amendment. We would seek the Shire's cooperation and the Department's consideration of the Scheme Amendment Request so that it can be incorporated into the draft LPS 4. If it is incorporated into draft LPS 4 it would be renumbered from SU9 to SU7. **Appendix B** shows how the rezoning would appear on the Scheme Maps as 'Special Use No. 9' under TPS 3 and as 'Special Use No. 7' under draft LPS 4.

The 'Special Use' zoning (under TPS 3 or LPS 4) will provide the ability to prepare and submit a Development Application over the zoned area for the buildings, services and other works required for constructing the Pipeline Fabrication Facility.

The boundary of the zone currently aligns with a "project envelope" that is being used for environmental reporting (refer to **Appendix C**). The project site itself is subject to detailed design and so, in order to provide flexibility, the zoning covers a larger land area than what would be required for the development.

360 Environmental has prepared an Environmental Assessment Report (**Appendix D**) which has not identified any significant issues. Our Client intends to refer the proposal to the Office of the Environmental Protection Authority (OEPA) under section 38 of the *Environmental Protection Act 1986*. A meeting was held with Subsea 7 and the OEPA, Department of Planning, Lands and Heritage (DPLH), 360 Environmental, and Taylor Burrell Barnett on 13 September 2017. The meeting was useful in providing an outline of the strategy for seeking the relevant environmental and planning approvals.

This request is submitted in anticipation that the Shire can consider the proposal, and present it to its Council Meeting in October 2017 for initiation and advertising. We would welcome the inclusion of this request on the Shire's October Council Agenda in order to proceed with necessary steps towards public advertising as a 'Complex' Amendment.

1.1 THE PROPONENT

Subsea 7 is an engineering, construction and services company that serves the offshore oil and gas industry sector, and has a local office based in the Perth CBD. Subsea 7 provides seabed-to-surface engineering and construction services, including vessels, remotely operated vehicles, and land-based manufacturing facilities. Subsea 7 operates in all major oil and gas areas around the world, however also seeks to have a local operation based in the Learmonth locality, within the Shire of Exmouth.

A diverse project team is partnered with our client, Subsea 7. The project team partners include:

- a) **GHD** – engineering and coordination of technical services/inputs;
- b) **360 Environmental** – environmental science and environmental approvals;
- c) **Squire Patton Boggs** – legal coordination for land tenure and native title; and
- d) **Taylor Burrell Barnett** – town planning.

1.2 REPORT FORMAT

This Report outlines our Client's formal request to the Shire of Exmouth for considering a Scheme Amendment to the Town Planning Scheme No. 3. The report is structured to provide a high-level description of the project, a description of the Project Area (from a land tenure, engineering and environmental perspective), and a description of the requested amendment. Supporting this request is an Environmental Assessment Report prepared by 360 Environmental, refer **Appendix D**.

1.3 SCHEME AMENDMENT REQUEST

The requested amendment is to rezone the project site from 'Pastoral' to 'Special Use No. 9' on the Scheme Map. The Scheme Amendment Request is shown in **Appendix A** and a Scheme Map to indicate the rezoning is shown in **Appendix B**.

The 'Special Use' zone is advantageous for our Client and the Shire, as:

- This proposal is for a very unique development that does not comfortably sit within any other zone. There is only one such other facility that is permanently operating in the world, which is run by Subsea 7 in Scotland;
- A 'Special Use' zone will provide the opportunity for the land use and works to proceed in an orderly and proper manner, with specific provisions in the Scheme Text to guide development; and
- The wide range of studies that will underpin development of the site will be determined within similar timeframes as the Scheme Amendment. Therefore, development will not proceed without other approvals also being in place.

This Scheme Amendment request will provide an appropriate zoning to provide certainty for our Client.

1.3.1 OTHER APPROVALS

The Project Team is proceeding with a number of other approval processes as follows:

- Referral to the Office of the EPA under section 38 of the *Environmental Protection Act 1986* (WA).
- Referral to the Department of the Environment and Energy (Federal) under the *Environmental Protection and Biodiversity Conservation Act 1999* (Cth).
- Licence of Crown Land from the Department of Planning, Lands and Heritage (State Lands Services) under the *Land Administration Act 1997* (WA).
- Heritage Agreement under the *Aboriginal Heritage Act 1972* (WA).
- Indigenous Land Use Agreement under the *Native Title Act 1993* (Cth).

2 PROJECT DESCRIPTION

2.1 THE PROJECT

The project is described as a 'pipeline fabrication facility'. The initial project would be for constructing a large shed structure at the southern end of a 10 kilometre long linear corridor. Within this linear corridor, a series of roads and tracks would run in a relatively straight line from the manufacturing building to the coastline. The roads allow vehicles to travel alongside the track(s). The track(s) are used to convey the manufactured pipeline to the coast. A comparable example is our Client's Wester Site, near Wick in Scotland (refer **Figure 1**).

The estimated area of the zoning is 424 hectares, which reflects the size of the 'project envelope' (refer **Appendix C**). The project envelope is larger than the land area requirements of the project, in order to investigate and assess a wider area for environmental and Aboriginal Heritage matters. Should any such matters be identified and warrant protection, the zone would be sufficiently large enough for future flexibility in preparing detailed design drawings for a development application. By then, the design of the facility would avoid and mitigate against any such matters.

A pipeline is comprised of a number of pipes contained within a larger pipe casing. Short lengths of pipeline are shipped from overseas to a material offloading facility, trucked to the site and welded together to the desired length as per contractual specifications. The inner pipes may be fitted for particular purposes such as telecommunications, water, electricity, gas, oil. Pressure testing is carried out on-site using water (to be sourced from bores) before a bundle pipeline is launched. Whilst the manufacturing of bundles is based on customer demand, it is estimated that two launches could occur per annum (on average).

A pipeline would be progressively manufactured as one long segment, and moved out from the manufacturing facility along the track(s). Once manufactured to its desired length (which can be up to 10km in length) and pressure tests have been carried out, the pipeline is then launched from the coastline and transited to where it needs to be installed. Once at its designated location the pipeline is fixed to the sea floor to connect with other pipeline segments or infrastructure. Each pipeline segment therefore would contribute to an integrated network laid on the sea floor for various uses and functions for the oil and gas industry sector.

Within the project site, there will be some structures at the coastline to ensure a launchway is maintained. Modelling is being undertaken to understand how the landform, coastline and topography of the site would work with the track(s), structures and launchway.

2.1.1 SITE SELECTION

Our Client has investigated a large number of coastal locations from the Mid West region to the south and all through the Gascoyne, Pilbara and Kimberley regions. Site selection is important as such a facility requires a number of essential characteristics, including a:



Figure 1 Example of comparable Subsea 7 facility (Wester Site, Scotland)

- 10 kilometre long stretch of straight and flat land for the pipelines to be fabricated and conveyed;
- Gentle sloping aspect of the landform to the ocean, and a sandy beach and an acceptable seabed profile for launches; and
- Sheltered coastal location to mitigate against wind, waves, and swell.

Sites with the characteristics required for the project are very limited and the number of sites that are in proximity to a town and other facilities are almost non-existent. Learmonth meets these criteria and has the right characteristics for launching pipeline bundles. As an additional benefit, Learmonth is close to a population centre for a commuting workforce. The project site is also within viable distance to oil and gas fields. There are no sensitive land uses in proximity to the project site.

The Client has a land use agreement with the Pastoral leaseholder for the project site. The project site would be expected to have minimal to no impact on surrounding pastoral activities. No pastoral activities would be proposed to continue within the project site once it is constructed and operating.

An Environmental Assessment Report has been prepared (refer **Appendix D**), to confirm that the proposal will not have a detrimental impact on the environment. As mentioned in **section 1.3.1** of this report, a section 38 referral under the *Environmental Protection Act 1986* is also being undertaken.

The proposal would provide direct and indirect benefits to the community and local economy, without detriment to the environment, and would be compatible with surrounding rural land uses.

2.2 LOCATION PLAN AND SURROUNDING CONTEXT

A general location plan has been prepared, shown at **Figure 3**. This demonstrates the proposed extent of the project site, being a long and linear layout with an interface with Exmouth Gulf, and the manufacturing activities at the southern end closer towards Minilya-Exmouth Road.

2.2.1 SURROUNDING CONTEXT

The surrounding area is used for pastoral activities and there are a number of Federal Government facilities nearby. Notable features are identified on **Figure 3**, including Learmonth RAAF Base / Airport; Learmonth Solar Observatory; Naval Communication Station Harold E Holt Area C; and Minilya-Exmouth Road.

2.2.2 LEARMONTH RAAF BASE / AIRPORT

Learmonth RAAF Base / Airport is located on the western side of Minilya-Exmouth Road and generally north-west of the project site. Learmonth RAAF Base applies Building Height limitations (*Defence [Areas Control] Regulations 1989*) over surrounding land including the Learmonth Proposed Project Site. Through interpreting the height limits under the *Defence Regulations* (refer **Figure 2**), height limitations increase from 15m, to 45m, to 90m. These height limits would apply to cranes and other equipment used during construction and/or operations.

2.2.3 LEARMONTH SOLAR OBSERVATORY

To the north of the project site, the Learmonth Solar Observatory is located on Commonwealth land (Lot 101 on Plan 180508, CT 1392/461, and Lot 27 on Plan 205429, CT 394/137A). According to the *Exmouth South Structure Plan* (TME 2013), the Learmonth Solar Observatory has operated since 1979 and is jointly managed by Space Weather Services which is part of the Australian Bureau of Meteorology and the United State Air Force Weather Agency. The *Exmouth South Structure Plan* notes that:

"Learmonth Solar Observatory is a strategically important facility that is subject to inter-governmental agreements and makes a vital contribution to global science. It is important that potential encroachments or impacts from surrounding land uses are taken into account when considering land use plans and development proposals, particularly uses that have the potential to generate radio frequency interference."

The fabrication activities would be carried out inside buildings that would be at the southern end of the proposed 'Special Use' zone. Uses that may have the potential to generate radio frequency interference will be located some distance (approximately 10 kilometres) away from the Observatory.

2.2.4 NAVAL COMMUNICATION STATION HAROLD E HOLT (AREA C)

The Naval Communication Station Harold E Holt provides low frequency communication transmission capability for the joint use by the USA and Australia. The Naval Communication Station has several landholdings on the North West Cape. To the south-west of the project site, the 'Area C' facility is understood to be the main receiver site for the Naval Communication Station.

To the east of the project site, there is an old disused radar site adjacent to the Bay of Rest. The proposed 'Special Use No. 9' zone does not encroach into that Commonwealth landholding.

2.2.5 MINILYA-EXMOUTH ROAD

Minilya-Exmouth Road is under the care and control of Main Roads WA (MRWA), and is identified as part of the State Freight Network. It is understood that two road access points are desirable for providing access from the road to the northern and southern ends of the project site. These would be identified in the Development Application, and the 'Special Use No. 9' zone has reflected the points where the zone has frontage to Minilya-Exmouth Road.

2.2.6 INDUSTRIAL DEVELOPMENT

The *Exmouth South Structure Plan* (TME 2013) recognises that an aquaculture proposal by Cape Seafarms Pty Ltd was considered by the EPA and recommended to the Minister for the Environment for approval with conditions. The aquaculture proposal was situated on Lot 233 Minilya-Exmouth Road near the coastline. At the time, Lot 233 was set up as a Crown Reserve created for Marine Based Industry Purposes. The *Exmouth South Structure Plan* states that the Crown reserve "*maintains the opportunity for other aquaculture proposals or other types of marine based industry to be considered*".

A number of factors were also listed for consideration including: the marine protected areas; the remote status of the land in tourism and landscape terms; the subterranean waterways nearby; and Aboriginal sites generally in the area. These matters are addressed in **section 5** of this report. The project site will also be subject to a heritage survey.

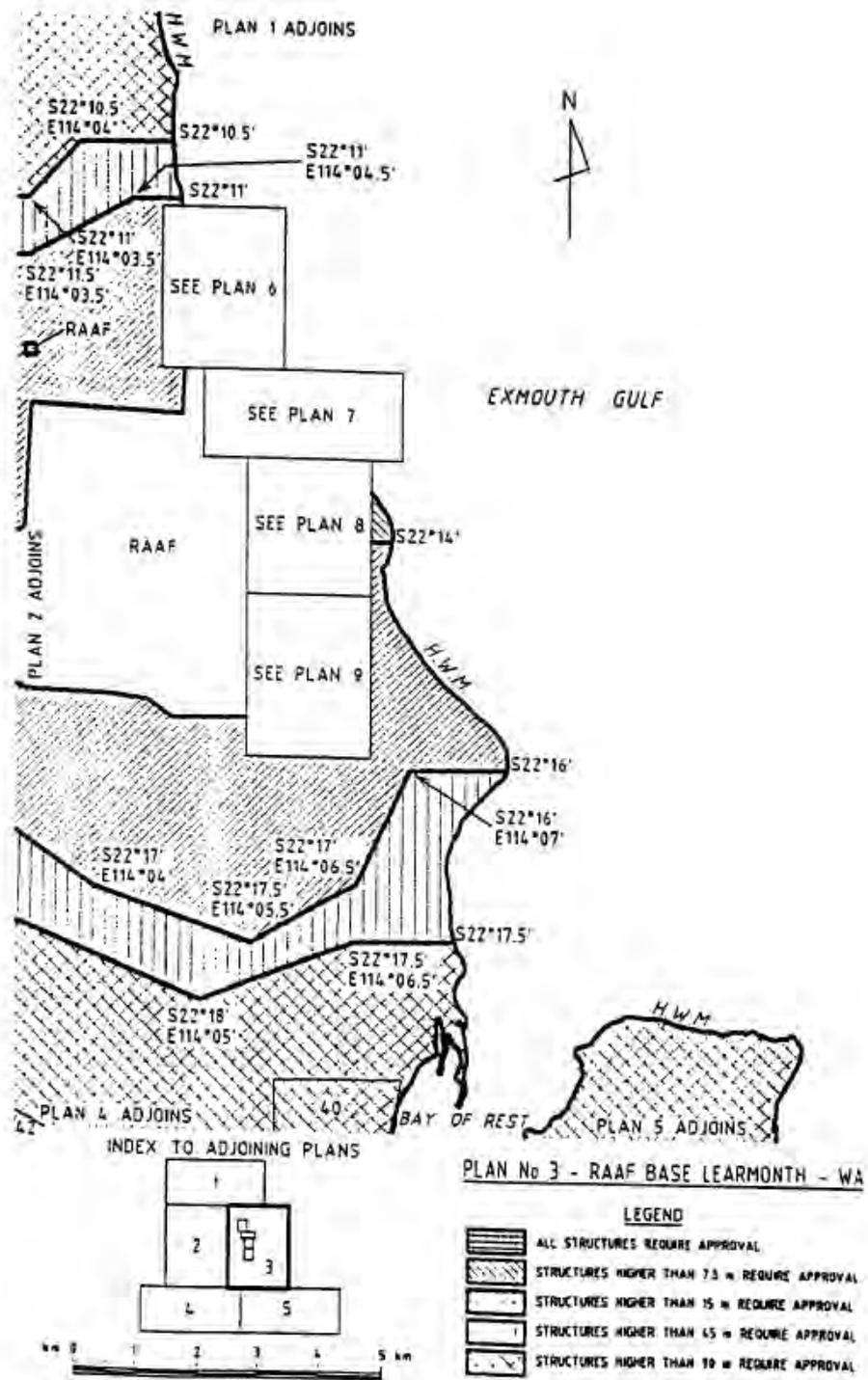


Figure 2 Extract of Plan No. 3 – RAAF Base Learmonth – Height Limits (Source: Schedule 7 of Defence (Areas Control) Regulations 1989)

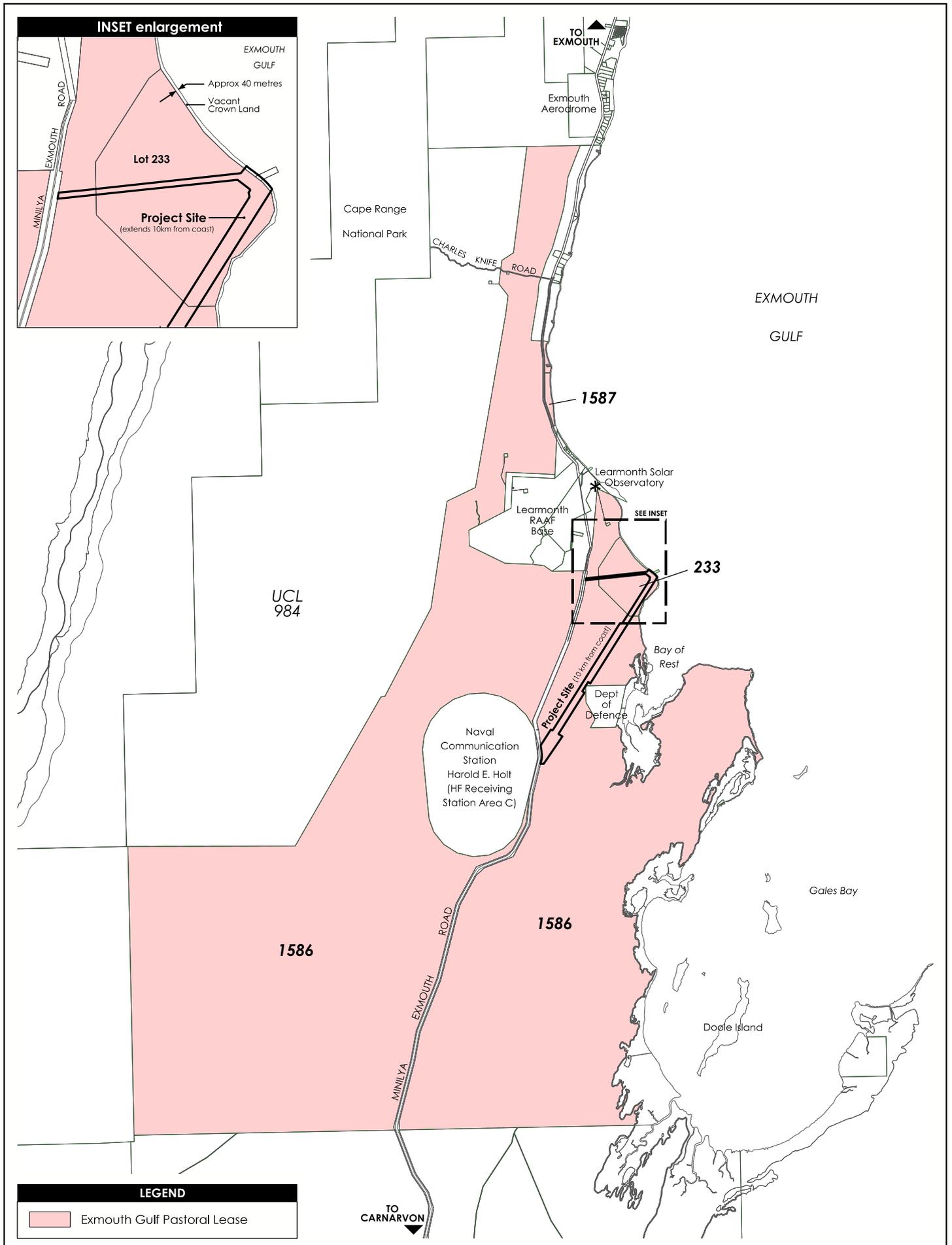


FIGURE 3
Learmonth Site Location Plan

plan:	16/076/001D	designed:	RC
date:	17/08/2017	checked:	RC
projection:	MGA94	drawn:	NM

scale:

1:250000@A4 | 1:125000@A2

0 2500 5000m



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3 PLANNING FRAMEWORK

3.1 TOWN PLANNING SCHEME NO. 3

The Shire of Exmouth *Town Planning Scheme No. 3* (TPS 3) was gazetted on 3 September 1999. It is the operative local planning scheme, and this Scheme Amendment request is submitted to rezone TPS 3.

A meeting was held on 29 August 2017 with the Shire of Exmouth, Department of Planning, Lands and Heritage (DPLH), Subsea 7 and its project team. At the meeting, it was agreed that the Scheme Amendment Request be submitted to the Shire of Exmouth to seek a rezoning to TPS 3. This would be received, considered for initiation and advertising. As it is understood to be treated as a Complex Amendment, it would be advertised for 60 days. Therefore, and depending on the timing of finalisation of the LPS 4, this Scheme Amendment (once advertised) could be incorporated into the new scheme.

The Shire has advertised LPS 4 (refer **section 3.3**), and the Shire is understood to be considering submissions. LPS 4 has not yet been submitted to the Western Australian Planning Commission (WAPC) for their assessment.

A meeting was held on 13 September with the Office of the Environmental Protection Authority (OEPA), DPLH, and the Subsea 7 project team. This meeting was held in order to communicate that the intention would be to coordinate referrals to the OEPA as a section 38 referral from the proponent, and as a section 48A referral from the Shire.

3.1.1 TPS 3 'PASTORAL' ZONE

The project site is zoned 'Pastoral' under TPS 3. The proposal has been considered against the zone objectives as demonstrated in **Table 1** below. The proposal would not impact upon the surrounding land that would remain zoned 'Pastoral'.

TABLE 1 PASTORAL ZONE OBJECTIVES

Pastoral Objectives	Comments
<i>(a) to support the continuation of the pastoral industry in the District.</i>	The proposal will not affect the continuation of the Exmouth Gulf pastoral station. Our Client has secured a land use agreement with the Pastoral Leaseholders. The development will be compatible with the ongoing activities on the surrounding pastoral leasehold land.
<i>(b) to protect the pastoral industry from landuse conflicts by location of high intensity uses.</i>	The low impact nature of the development will not result in land use conflict. The intent is to prevent livestock getting into the site by proposing fencing and other management solutions.
<i>(c) to allow for diversification of uses as may be endorsed by the Pastoral Board.</i>	The project site is being excluded from the pastoral lease and so a diversification permit is not applicable. The land tenure arrangements will be negotiated and agreed under the <i>Land Administration Act 1997</i> (refer section 4).

The initial consideration was whether a pipeline fabrication facility can be considered within the list of land uses available within the 'Pastoral' zone. Whilst three Industry uses (cottage, extractive and rural) are available in the 'Pastoral' zone, as shown in **Table 2** below, this project does not comfortably fit into those land use definitions. Therefore, it is considered that there is a high risk of refusal based on land use permissibility should a development application for a pipeline fabrication facility be submitted to the Shire whilst the land is zoned 'Pastoral'.

TABLE 2 SUMMARY OF LAND USES IN PASTORAL ZONE

Permitted Use (P)	Discretionary Use (AA)	Discretionary Use (SA)	Incidental Use (IP)
Aquaculture Dwelling Rural Pursuit	Ancillary Accommodation Club Premises Dog Kennels Holiday Accommodation Home Occupation Industry - Cottage Industry - Extractive Industry - Rural Plant Nursery Public Utility Residential Building Service Station Veterinary Hospital/Clinic	Educational Establishment Industry - Noxious Transport Depot	Caretaker’s Dwelling

3.1.2 SPECIAL USE ZONE

The ‘Special Use No. 9’ zone proposes to insert a list of land uses that could apply to the proposal based on the available land use definitions contained in the draft LPS 4. A number of land uses are contained in the *Planning and Development (Local Planning Schemes) Regulations 2015*, including:

- Industry;
- Industry – Light;
- Telecommunications Infrastructure; and
- Warehouse/Storage.

It is understood the draft LPS 4 was advertised containing the definition for ‘Marine Support Facility’ and ‘Public Utility’. ‘Marine Support Facility’ “*means premises used for lay-down, fabrication, repair, loading and maintenance purposes associated with marine based industry, and may include a marine based component as a single operator or common use facility and terrestrial based components, whether contiguous or not.*”

A new land use and definition is proposed for the project. The Amendment seeks to insert ‘Pipeline Fabrication Facility’, which “*means premises used for fabricating and launching pipelines and includes: lay down and parking area(s); road access; workshops for fabrication facilities; track(s), launchway(s) and coastal infrastructure used to convey pipelines to the coastline; and incidental uses and services thereto.*” The project will include buildings for fabrication activities, incidental administration and staff facilities. As part of the Pipeline Fabrication Facility there will be areas for the storage of materials, car and truck parking and lay-down areas. Services such as power generation, water storage, wastewater treatment/disposal, and communications will be necessary.

The Special Use zone has listed the above uses to ensure the proposal will be capable of obtaining development approval. The project is not capable of being located within an available/existing industry area in the Exmouth local government area. The project site is physically capable of being developed. This is because of the unique land requirements and the need for 10 kilometres of land to be available for fabricating pipelines. The approach therefore is to rezone the project site as a ‘Special Use’ zone and apply relevant conditions to guide development.

3.2 DRAFT LOCAL PLANNING STRATEGY

The draft *Local Planning Strategy* identifies the local government's vision and strategic planning intentions, and is not a statutory document. The project site is identified within a 'Pastoral' area and possible 'Tourism' along the Bay of Rest, with Lot 233 identified for an 'Aquaculture site' (refer **Table 4**). Therefore, part of the project site is already strategically contemplated for an industrial purpose, being aquaculture. The intention to have industrial activity on Lot 233 is supported in the *Exmouth South Structure Plan*.

The objective for 'Pastoral' areas is outlined in the draft *Local Planning Strategy* as follows:

To recognise the economic benefit of the pastoral industry to the Shire by protecting and promoting the continuation of sustainable pastoral activities on lands within the Pastoral Stations of Exmouth including the diversification of activities.

The proposal can be justified against the draft Strategic objectives as follows:

- The proposed site retains the sustainability of the surrounding Pastoral Lease. The Client operates a similar facility (Wester Site) within the Scottish countryside, near Wick. The Wester Site demonstrates that such a facility can be in keeping with its surrounding landscape and environment, and is indicative that the proposal can be compatible with surrounding pastoral activities.
- It provides a unique opportunity for economic diversification that could have long-term and sustainable benefits for the community. Whilst the site is out of town, it is advantageous to be in proximity to an established freight route, airport, and within reasonable commuting distance to Exmouth. The Client is seeking to engage with the local government in relation to accommodation options for a future workforce.
- The proposal represents a unique yet low impact proposal. The development would be proven to be capable of addressing a range of environmental factors (refer **section 5**).

The draft *Local Planning Strategy* also provides guidance on industrial development. The Strategic Objective is:

Provide an adequate supply of appropriately located service, light, general and marine based industrial land encouraging diversification of industrial activity to strengthen employment opportunities and broaden the economic base of the Shire.

The proposal can be justified against the draft Strategic objectives as follows:

- The proposal is not capable of being located within other identified industrial precincts within the Shire due to the highly unique site requirements.
- The proposal is understood to be capable of being self-sufficient for utilities/services (refer **section 6**), with the intent for workforce to be accommodated within the Exmouth townsite.
- The industrial activity would be low impact as the manufacturing of bundles would occur as and when required. The facility generally would take 4-5 months to manufacture one bundle; therefore the facility is not likely to contribute to significant marine vessel activity (i.e. estimated two launches per annum on average).

The following strategies are taken from the draft *Strategy* as they provide an insight into the Shire's considerations for considering future industrial land outside of the gazetted Exmouth Townsite. We appreciate that this project was not known to the Shire at the time of preparing the *Local Planning Strategy*, however we take these insights on board in terms of considering this Scheme Amendment being compatible with the strategic intent:

- 1) *Promote industrial development identified by the Strategy in locations south of the townsite corresponding with the location of existing industrial nodes within the Exmouth Gulf coastal corridor.*
- 2) *Promote the creation of new industrial lots to the west of the Ingram Street Industrial area and to the north of the Kailis Site on Minilya-Exmouth Road to cater for general industrial development and potential lay down facilities for the resource sector, subject to detailed reporting and rezoning processes.*
- 3) *Limit the expansion of industrial development outside the industrial nodes identified by the strategy, acknowledging the community values for retaining and protecting important view sheds and areas of natural or ecological importance.*
- 4) *Reinforce the status of the existing strategic industrial, industrial and composite land use precincts within the Ingram Street Industrial Area (Lot 51) through the recognition of the approved Subdivision Guide Plan for the locality and environmental management plan.*
- 5) *Promote the development of the existing zoned land north of Ingram Street (Lot 50) as a 'marine based' general industrial area acknowledging existing environmental approvals for a causeway and wharf associated with a barge loading facility immediately adjacent to the land.*
- 7) *Ensure that new industrial land development incorporates adequate buffers and are landscaped appropriately to minimise visual impact.*
- 8) *Support aquaculture development within the Exmouth Gulf coastal corridor having regard to best-practice environmental management principles and relevant environmental approvals.*

It is considered that the proposal can address the above Strategies as follows:

- The project site has been identified as a result of extensive investigations in search of suitable sites along the Western Australian coastline. The Client has narrowed the investigations down to a small number of sites in the North-West, based on highly constraining site selection criteria.
- The draft *Local Planning Strategy* identified Lot 233 as an Aquaculture Site. Therefore a form of industrial activity was recognised and contemplated in the general location of the project site. In contrast, the project site would contribute to a smaller footprint and 'visual presence' of industrial activity at the coastline compared to an aquaculture site, as the manufacturing facilities are 10 km from the coast.
- The Client has successfully negotiated a land use agreement with the Pastoral Leaseholder. The proposal does not aim to create 'industrial lots'.
- Studies are being undertaken to confirm that the development will have minimal impacts on coastal processes, the environment, and flood regimes. Relevant environmental approvals will also be undertaken in accordance with State and Federal legislation.
- The distance of the project site from Minilya-Exmouth Road will be more than 100 metres and, together with landscape assessment and the use of landscaping as required, the proposal will be capable of addressing matters relating to environment and visual impact.

3.3 DRAFT LOCAL PLANNING SCHEME NO. 4

On 2 June 2016 the (then) Department of Planning gave its approval to the Shire of Exmouth to commence advertising of the draft Local Planning Scheme No. 4 (LPS 4) and draft *Local Planning Strategy*. Advertising was undertaken for both documents until 23 September 2016.

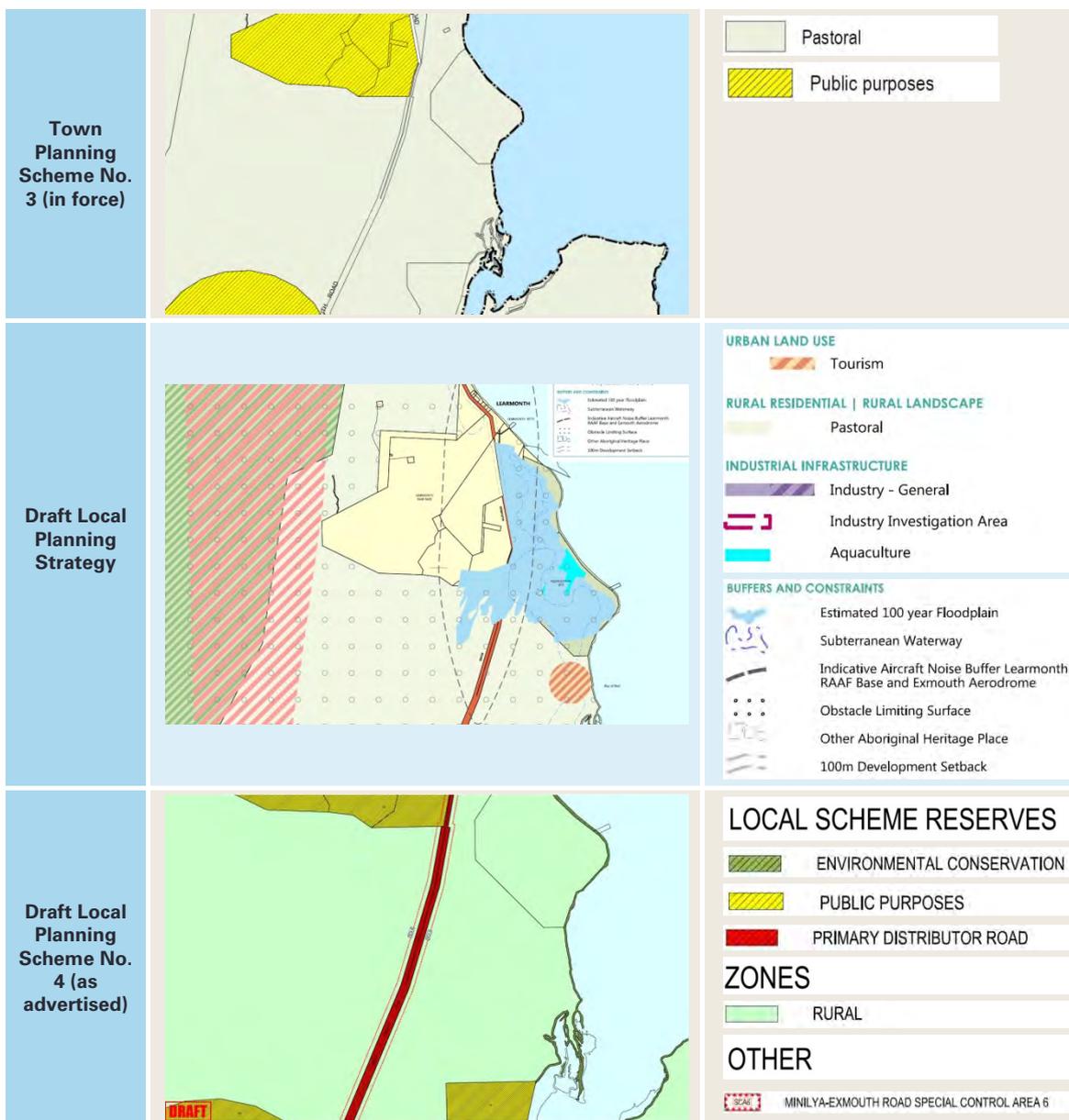
Once the LPS 4 is finalised and gazetted, TPS 3 would be revoked. **Table 3** below provides a comparison of key matters under the current TPS 3 and draft LPS 4. The following zones are extracted from the as-advertised copies of

the draft LPS 4 Scheme Maps. **Table 4** identifies the proposed changes in zoning from TPS 3 to LPS 4, and the draft Local Planning Strategy's considerations of intended land use, buffers and known issues/constraints.

TABLE 3 SUMMARY OF ZONING AND LAND USE IN TPS 3 AND DRAFT LPS 4

Scheme Matters	Current TPS 3 (until revoked by draft LPS 4)	Draft LPS 4 (as advertised)
Zoning	Lot 233 – Pastoral zone Lot 1586 – Pastoral zone Vacant Crown Land – Pastoral zone	Lot 233 – Rural zone Lot 1586 – Rural zone Vacant Crown Land – Environmental Conservation reserve
Special Control Areas	None	SCA 6 – Minilya-Exmouth Road (applies only to land within 100m of the road reserve)

TABLE 4 PLANNING FRAMEWORK SUMMARY



3.3.1 ZONING AND USE (DRAFT LPS 4)

The 'Special Use zone' is a zone that will be available in LPS 4. As per Schedule 1 Model Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* the Special Use zone objectives are:

Zone name	Objective
Special Use Zone	<ul style="list-style-type: none">• To facilitate special categories of land uses which do not sit comfortably within any other zone.• To enable the Council to impose specific conditions associated with the special use.

It is considered that the proposal can be compatible with the Special Use zone objectives:

- As outlined in **section 3.1.2**, the proposal is for a highly unique development that does not comfortably sit within any other zone under TPS 3. The same can be said for proposed zones under LPS 4. Therefore, it is considered appropriate to rezone the project envelope.
- The Special Use zone has also been selected to allow for specific conditions to be imposed. The conditions will ensure particular matters are addressed by a development application.

A 'Special Use' zone provides certainty for the development being capable of approval, once detailed plans are finalised and available for lodging. This would occur after the section 38 referral to the OEPA.

3.3.1.1 ENVIRONMENTAL CONSERVATION RESERVE

The objectives of the 'Environmental Conservation' reserve are:

- To identify areas with biodiversity and conservation value, and to protect those areas from development and subdivision.*
- To identify and protect areas of biodiversity conservation significance within National Parks and State and other conservation reserves.*
- To set aside land with conservation value within the Cape Range National Park, Jurabi and Bundegi Coastal Parks and Muiron Islands, Exmouth Water Reserve, islands within the Exmouth Gulf, and land abutting the Ningaloo Marine Park and the Exmouth Gulf that reflects the 40 metre setback landward of the high water mark.*
- Provide for development consistent with established management plans for National Parks or Conservation Reserves, or development that contributes towards increased safety, security, enhancement or ongoing management of an area, place, land parcel or reserve.*
- Cater for programs and activities that promote education, research and increased public awareness of minimising environmental impact when visiting a conservation reserve.*
- Promote development that enhances public enjoyment of land reserved conservation balanced with the need to protect, mitigate, control and/or manage impacts on the natural environment.*
- Accommodate drainage, essential services, mining activities, recreational activities, or general infrastructure that is consistent with other management objectives.*

The proposal would have a negligible impact on the future proposed 'Environmental Conservation' reserve. A short stretch of coastline would be rezoned to 'Special Use' for a launchway and some physical features (such as a berm or other coastal structure to maintain the integrity of the launchway). In the context of an alternative use such as aquaculture, the proposal would result in less development along the coastline than compared to an aquaculture project.

3.3.1.2 RURAL ZONE

The objectives of the Rural zone are:

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

Within the Zoning Table for the 'Rural' zone (refer **Table 3**), a very limited range of land uses can be considered. By way of example, the range of industry land uses that are understood to be considered include 'Industry-Cottage', 'Industry-Extractive', 'Mining Operations', 'Industry-Noxious', 'Industry-Primary Production', 'Garden Centre', 'Renewable Energy Facility' and 'Transport Depot'. The proposal is not considered to comfortably fit into these land uses. We arrive at the conclusion that under LPS 4, a 'Special Use' zoning is required.

3.3.2 LAND USES

We have further considered the implication of inconsistencies between land use definitions in TPS3 and LPS4. The Amendment proposes to list the land use definitions based on those that are contained in the draft LPS4 and the Model Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The result of this approach is that the final format of the 'Special Use' zone can be incorporated into LPS4 without any further changes.

As such, all land uses selected for the Special Use zone (except for 'Pipeline Fabrication Facility') are listed and defined in the draft LPS 4 (as advertised).

3.3.2.1 SPECIAL CONTROL AREA – MINILYA-EXMOUTH ROAD

The proposed purpose of Special Control Area 6 in the LPS 4 is to preserve the landscape values along the Minilya-Exmouth Road from the encroachment of inappropriate development, and maintain view sheds. The proposed Special Control Area has a dimension of 100m width measured from either side of the road reserve.

The SCA 6 provisions state that:

- Open style rural fencing may be situated on land within SCA 6. Other development would not be permitted within 100m of the road;
- No clearing or destruction of remnant native vegetation shall be permitted within the SCA, except for six circumstances including vehicle crossover(s) to a maximum width of 6m; and
- Access to development shall not adversely impact on the safe use or functionality of Minilya-Exmouth Road.

The SCA 6 would be considered as part of a development application to ensure the proposal is consistent with the provisions for the special control area. Access points would need to be considered for road safety however this is likely to be a consideration of Main Roads WA as part of any proposal.

3.4 STATE PLANNING POLICIES

3.4.1 STATE PLANNING POLICY 2.5 *LAND USE PLANNING IN RURAL AREAS* (MAY 2012)

The SPP 2.5 is generally considered during the preparation of local planning strategies and schemes (including amendments), and for guiding decision making for subdivisions in rural areas. SPP 2.5 policy intent and measures therefore would be considered to have been incorporated into the draft *Local Planning Strategy* and draft LPS 4.

SPP 2.5 indicates that decisions at a State level will be guided by the need to provide economic opportunities for rural communities and to protect the State's primary production and natural resource assets. The WAPC sees rural zones as highly flexible zones that can support a range of rural uses and activities. The proposed development will be supported by a number of studies which will confirm that the development will not lead to land use conflict and will not be detrimental to landscape attributes, environmental protection and biodiversity conservation.

Regional variations are recognised in the SPP 2.5, and we note that throughout the north-west of Western Australia, mining operations and camps are nestled amongst natural areas and pastoral stations. The justification behind the site selection (in **section 2.1.1**) should be taken into account as part of considering the proposal on its merits.

Pastoral land is arguably low yield land and therefore should not be considered to be of high quality nor strategically required for food production purposes. The draft *Local Planning Strategy* does not recognise the land to be of agricultural importance.

The project site can achieve the objectives of the policy for the following reasons:

- The development does not impact on the pastoral activities or other nearby non-pastoral land uses (i.e. the Learmonth RAAF Base, Naval Communication Station, Learmonth Solar Observatory);
- There are no sensitive land uses in proximity to the project site;
- The application promotes regional development through ongoing economic opportunities and diversification; and
- The design of the development can have regard to the management of environmental and landscape values/assets.

3.4.2 STATE PLANNING POLICY 2.6 STATE COASTAL PLANNING POLICY

SPP 2.6 applies to the coast throughout WA, including the coastline of the Exmouth Gulf.

The objectives of SPP 2.6 are to:

1. *ensure that development and the location of coastal facilities takes into account coastal processes, landform stability, coastal hazards, climate change and biophysical criteria;*
2. *ensure the identification of appropriate areas for the sustainable use of the coast for housing, tourism, recreation, ocean access, maritime industry, commercial and other activities;*
3. *provide for public coastal foreshore reserves and access to them on the coast; and*
4. *protect, conserve and enhance coastal zone values, particularly in areas of landscape, biodiversity and ecosystem integrity, indigenous and cultural significance.*

Policy measures 5.2 (iii), (iv), (v) are relevant in this case, as follows:

- (iii) *Ensure that when identifying areas suitable for development, consideration is given to strategic sites for coastal access and commercial development that is demonstrably dependent on a foreshore location including ports, boat harbours and regional boat ramps.*
- (iv) *Ensure that use of the coast, including the marine environment, for recreation, conservation, tourism, commerce, industry, housing, ocean access and other appropriate activities, is sustainable and located in suitable areas.*
- (v) *Ensure that land use and development, including roads, adjacent to the coast is sited and designed to complement and enhance the coastal environment in terms of its visual, amenity, social and ecological values.*

Lot 233 has historically been identified as an Aquaculture Site, and this is reflected in the draft *Local Planning Strategy*.

It is understood that anecdotally, Exmouth residents drive along the coastline of the Exmouth Gulf to access fishing and informal camping spots near the Bay of Rest. Our Client is aware of the community aspirations to maintain access to these locations. As part of design works, the opportunities for crossing the launchway will be investigated. The longer term management of the coastline will need to be considered as the project will require coastal access for launches, whilst the Shire or Department of Biodiversity Conservation and Attractions may be interested in formalising their responsibility for the 40m wide Vacant Crown Land areas outside of any leased/licensed areas to be negotiated with our Client.

The project site is selected due to its positive attributes and characteristics that are necessary for the proposed operations and manufacture of 10km pipeline bundles. The Project Team is investigating coastal processes, storm surge, landform stability, and biophysical criteria.

Coastal Hazard Risk Management and Adaptation

Section 5.5 of SPP 2.6 requires that adequate coastal hazard risk management and adaptation planning should be undertaken.

Schedule One of the SPP 2.6 provides guidance to the Policy. The Schedule provides a number of variations to the standard case, where development may need to occur within an area identified to be potentially impacted by physical processes within the 100 year planning timeframe. Section 7.4 of Schedule One identifies Industrial development as one such variation.

Industrial and commercial development that is demonstrably dependent on a foreshore location. Such development may include, for example, marinas for tourism and recreational boating facilities, cage based aquaculture operations, and port facilities.

The coastal hazard risks will be determined at a later date whilst detailed studies are currently being undertaken. The proposed 'Special Use' zone extends to the low water mark in order to ensure that from a zoning perspective, coastal access is possible.

3.4.3 STATE PLANNING POLICY 3.7 PLANNING IN BUSHFIRE PRONE AREAS

SPP 3.7 assists in reducing the risk of bushfire to people, property and infrastructure by encouraging a conservative approach to strategic planning, subdivision, development and other planning decisions proposed in bushfire-prone areas. The project site is identified as being 'Bush Fire Prone' having regard to the State *Map of Bush Fire Prone Areas*.

Guidelines for Planning in Bushfire Prone Areas supplement the objectives and policy measures established in SPP 3.7, to assist in their interpretation and provide advice on how bushfire risk is to be addressed when designing or assessing a proposal within a bushfire-prone area.

SPP 3.7 requires the preparation of a Bushfire Hazard Level (BHL) and Bushfire Attack Level (BAL) assessment for development applications within designated bushfire prone areas to determine what the Bushfire Attack Level rating would be. A BHL would determine the applicable hazard level(s) across the project site in accordance with the methodology set out in the *Guidelines*.

It would be intended this will be prepared for the Development Application. A BHL and BAL assessment should be prepared by an accredited Level 1 BAL Assessor or a Bushfire Planning Practitioner unless otherwise exempted in the *Guidelines*.

3.4.4 STATE PLANNING POLICY 6.3 NINGALOO COAST

The project site is located within the Policy Area. The four key objectives of SPP 6.3 are as follows:

- *Provide state agencies, local government, community and proponents with clear guidance regarding acceptable and sustainable development on the Ningaloo coast.*
- *Maintain the Ningaloo coast as an all-seasons recreation and nature-based tourism destination and limit growth with managed staged development, to ensure that the community continues to enjoy a remote and natural experience.*
- *Preserve and protect the natural environment and enhance and rehabilitate degraded areas within the environment.*
- *Consolidate future residential, commercial, higher-impact tourism and industrial development in the towns of Carnarvon and Exmouth and provide strategic directions for their future growth.*

Guiding principles are used for assessing future planning and development to ensure the protection and sustainable use of the environment for the future. Amongst other principles, the SPP 6.3 encourages sustainable development and support of new industries and encourages economic activity. Development would have regard to:

- Protecting the remoteness values of the land;
- Considering environmental systems and biodiversity and aiming to not significantly alter them; and
- Mitigating against cumulative impacts of the development on the remote and environmental values of the areas.

Overall, the proposal will integrate environmental protection, social (community) benefits and economic development opportunities for current and future generations. The project will deliver long-term benefits to the Shire, including:

- Local employment and apprenticeship opportunities;
- Permanent population growth as a result of employment opportunities;
- Support for local businesses through direct contracts and population increase;
- Long term rates revenue for the Shire; and
- Other indirect community and economic benefits as a result of Subsea 7's presence in the Shire.

Our Client has commenced engagement with the Shire of Exmouth, its Community Reference Group, and with the Traditional Owners. This approach will work to capture community aspirations in relation to the Learmonth locality and the development. As per **section 4.2**, the Project Team is engaging with Traditional Owners to undertake a heritage survey.

Studies are being undertaken in relation to the project envelope. **Section 5.4** outlines the environmental matters, potential impacts and proposed management. The development is not identified to contribute to cumulative impacts on the coast. The site is capable of operating within the context of surrounding pastoral activities and government uses (including Learmonth Airport, Naval Communications Station, and Learmonth Solar Observatory). Adjacent to the project site, SPP 6.3 identifies an area of Exmouth Gulf as a 'significant environmental area'. This area has mangroves and the risk of impacts is negligible.

Therefore, demonstrated consideration of the policy objectives, guiding principles, and considerations listed under section 5.3 of the SPP 6.3 will be important when preparing a development application.

3.4.5 LOCAL PLANNING POLICY 6.13 TEMPORARY WORKERS ACCOMMODATION

LPP 6.13 reflects the Shire's desire to assist businesses in attracting and retaining employees through the allowance of workers accommodation on business premises. However, we note that the Client intends to have its workforce housed in Exmouth. Accommodation is not intended to be placed at the project site.

4 LAND TENURE AND NATIVE TITLE

4.1 LAND DESCRIPTION

The land on which the project site is proposed traverses the landholdings described in **Table 5**. The linear nature of the project site means it sits within Lots 233 and 1586 which are within the 'Exmouth Gulf' Pastoral Lease (Landgate document: N50424). The Exmouth Gulf Station lease was renewed on 1 June 2015, and executed by the parties as a deed on 15 June 2015. The Pastoral Lease has a term of 39 years, 3 months, 1 day that commenced on 1 July 2015.

Table 5 Land Description

Lot No.	C/T Details	Plan Number	Registered Proprietor	Lease/Licence
233*	LR3109/738	P219618	State of WA	N50424 Lease of Crown Land
1586*	LR3163/273	P72986	State of WA	N50424 Lease of Crown Land

Note: Lot 233 is to be amalgamated with Lot 1586 on Deposited Plan 72986 and has been included into the leasehold estate registered on 16 February 2016.

4.2 NATIVE TITLE

One registered Native Title claim exists across the project site: *Gnulli WC1997/028*. This Native Title claim covers a far wider area than just the project site. The Client and project partners are currently engaging with the Traditional Owners for an Indigenous Land Use Agreement.

The Project Team has commenced negotiations with Traditional Owners in relation to undertaking a heritage survey for the project site.

4.3 PASTORAL LEASE

The Pastoral Lease applies to Crown Lots 1586 and 1587 but does not include the Vacant Crown Land. Lot 233 on Deposited Plan 219618 is to be amalgamated with Lot 1586 on Deposited Plan 72986 and has been included into the leasehold estate registered on 16 February 2016. The Pastoral Lease has limitations on what non-pastoral activities can be undertaken. Pastoral Leases do not extinguish Native Title.

The Client has successfully obtained a Land Use Agreement with the Pastoral Leaseholder. This is a significant milestone in the process of securing the project site for proceeding. The Land Use Agreement will run for the term of the Pastoral Lease.

4.4 VACANT CROWN LAND

It is necessary for the proposal to have coastal access in order to provide an ability to launch pipelines. For pipeline bundles to be launched, the operations would traverse the 40m wide strip of Vacant Crown Land in order to have access to Exmouth Gulf. The 40m wide strip of Vacant Crown Land is not included in the Exmouth Gulf Pastoral Lease. A land use solution for the Vacant Crown Land will be reached in consultation with the Department of Planning, Lands and Heritage.

5 ENVIRONMENT

An Environmental Assessment Report (EAR) has been prepared by 360 Environmental in support of this request. The EAR is contained in **Appendix D**.

5.1 ENVIRONMENTAL REFERRALS

The project team is preparing a referral to the Department of the Environment and Energy under the *Environmental Protection and Biodiversity Conservation Act 1999* (Cth). The project team is preparing a referral to the Office of the EPA under section 38 of the *Environmental Protection Act 1986* (WA). This Scheme Amendment Request would not have an impact on the referral processes for the project at a Federal or State level.

5.2 ENVIRONMENTAL ASPECTS AND IMPACTS

A summary overview from the EAR is provided in the following report sections.

5.2.1 TOPOGRAPHY

The project site is relatively flat and interfaces with the coastline. The elevation of the project site ranges from 0m AHD at the coast, sloping upwards towards the south-west to approximately 25m AHD.

The shoreline was reviewed by 360 Environmental based on available aerial imagery from 2000-2013. The imagery indicates that there has been minimal shoreline change, inferring a stable coastline. It is not expected that the coastline would significantly change during the life of the project.

5.2.2 GEOLOGY AND SOILS

A desktop review by 360 Environment identified that the geology of the site mainly comprises of longitudinal network dunes and residual sandplains, with red brown to yellow quartz sand. Near the beach and coastal dunes, there are some areas of tidal flats containing mud and silt where there is regular inundation. The site is on a flat coastal plain area. To the west and south is recorded cavernous limestone (within the Cape Range and Rough Range); therefore it is likely that some limestone may extend below the site and surrounds. A review of aerial imagery and topographic survey did not identify evidence of significant caves or karstic features.

The site and surrounding landscape is mostly mapped as having 'High to Moderate' risk of Acid Sulfate Soils (ASS) within 3 metres of the natural soil surface. In areas of tidal flats there is 'Moderate to Low' risk of ASS within 3m of natural soil surface with 'High to Moderate' risk of ASS beyond 3m.

5.2.3 HYDROGEOLOGY

Groundwater levels within 5 kilometres of the site ranges from approximately 5.2m AHD to 22.5m AHD. Bore data indicates that groundwater depths increase further inland and become shallower where closer to the coastline.

There are no proclaimed wild rivers or rivers that intersect with the site. Three non-perennial swamps and four minor ephemeral watercourses do intersect with the site, generally due to creek lines from the west.

5.2.3.1 SUBTERRANEAN WATERWAYS

Desktop mapping has identified that the project site is adjacent to and partially overlying the extent of the *Cape Range Subterranean Waterways – WA006*, identified under the Directory of Important Wetlands. This is identified as a system of karstic limestone and coastal limestone, and may have Stygofauna. 360 Environmental is actively working with the Traditional Owners, Western Australian Museum and Department of Water and Environment Regulation to collect more information on the subterranean waterways, which is likely to involve bore testing.

5.2.3.2 OVERLAND FLOW PATHS

The site is within the Wapet Creek catchment which runs along the south and eastern sides of Learmonth RAAF Base / Airport. Available 100 ARI modelling has indicated that the catchment would cover a large area, generally land shown south and east of the airport, and modelling indicates flooding to impact on Minilya-Exmouth Road.

5.2.4 FLORA AND FAUNA

The project site is within the Carnarvon bioregion and the Cape Range sub-region. It has a desert climate, and based on broad-scale vegetation mapping typically comprises of coastal dunes with hummock grassland; shrub steppe; mixed acacia scrub; and spinifex. The project would involve some clearing. The broad vegetation types identified within the site are well represented and would not be at risk of being listed as threatened as a result of clearing.

Desktop searches have not identified Threatened Ecological Communities (TEC) or Priority Ecological Communities (PEC) within 5 kilometres radius of the site. One Priority 3 species (*Corchorus congener*) was identified to occur within the surveyed area. Three low-ranking introduced weeds were identified within the project site, with an objective to prevent the spread of weed species to sites of high biodiversity value.

Within the Bay of Rest, mangroves are considered to be of State significance yet are over 2 kilometres away to the east. No impacts to these mangroves are expected as a result of this project.

A desktop database search identified 27 conservation significance fauna species which may potentially occur in the vicinity of the project site. Further analysis and information is being undertaken with the intention to prepare a detailed Fauna report.

Subterranean fauna are protected under the *Wildlife Conservation Act 1950* and the *Environment Protection Act 1986*, and under the *Environmental Protection and Biodiversity Conservation Act 1999*. It is understood that the Cape Range contains extensive limestone caves and karstic geology. Due to potential impacts to subterranean fauna due to clearing and development, a desktop review by Invertebrate Solutions was done in 2017 for this project. A more detailed assessment is intended to be completed.

5.3 HERITAGE

5.3.1 ABORIGINAL HERITAGE

A search of the Aboriginal Heritage Inquiry System (AHIS) identified no Registered Aboriginal sites, and four lodged Aboriginal Sites partially within or adjacent to the project site. The 4 lodged sites are 'Artefacts / Scatter, Shell'.

The Client is consulting with the Traditional Owners and their representatives to undertake a heritage survey of the project site.

5.3.2 EUROPEAN HERITAGE

A search has indicated the project site does not contain any State, National or World Heritage Places.

5.4 POTENTIAL IMPACTS AND MANAGEMENT

A number of potential impacts and management have been identified by 360 Environmental, refer **Table 6**. A summary of impacts and management are shown below; full details are contained in the EAR in **Appendix D**.

Table 6 Summary of Environmental Matters, Potential Impacts and Management

Environmental Matter	Potential Impact	Proposed Response/Management
Acid Sulfate Soils (ASS)	Dewatering and/or excavation has the potential to disurb ASS.	DER's guideline <i>Identification and investigation of acid sulfate soils and acidic landscapes</i> (2015) outlines the nature of disturbance that triggers an ASS investigation. An ASS investigation, and ASS management plan, will be completed as required prior to construction.
Coastal Processes and Storm Surge	Potential local impact to coastal processes as a result of the project.	Design of project to minimise alternation to the sediment transport regime. Desktop assessment indicates a low rate of sediment transport adjacent to Heron Point and a stable coastline. Infrastructure design to take account of flood levels.
Subterranean Fauna	Potential impacts to subterranean fauna from vegetation clearing (construction phase) and altered surface hydrology (operations phase). Potential impacts in the event of surface water or groundwater contamination.	Clearing of native vegetation is considered the most significant potential impact from the project on subterranean fauna. The risk of impact is still being investigated. Appropriate storage of hydrocarbons, with areas fully bunded, will significantly lower the risk of possible contamination.
Mangroves	Located over 2km from Site and the risk of impacts is negligible.	
Flora, Vegetation and Fauna	The Flora and Vegetation Survey of the project envelope recorded no Threatened Ecological Communities and no Threatened species. A single Priority species was recorded at several locations within the project envelope. The vertebrate fauna survey recorded no conservation significant species within the Project envelope.	Technical survey reports are in preparation.
Hydrology	A previous hydrological study identified that the modelled 100 year ARI flood extent intersects with the project site.	Further technical studies to be undertaken and drainage design completed to minimise changes to surface water flows. Infrastructure design to take account of flood levels.

6 ENGINEERING AND SERVICING

Engineering and servicing studies are in progress for a number of areas that will be necessary to define and resolve as part of the ongoing design of the project.

The extent of the engineering and servicing is not yet fully known. As the project progresses and studies are completed, the full extent of engineering and servicing requirements will progressively become better understood. Below is a summary overview of the studies that have commenced.

6.1.1 WATER AND WASTE WATER

Fresh water is available in the area. It is understood that the Department of Water and Environment Regulation require retention of the aquifer integrity. This is primarily achieved through a low rate of water extraction from a small number of bores. Bore water would be stored within the project site, for pressure tests and other potable purposes. A number of water collection and water storage options are still being investigated. Bore locations are being investigated and these will require stakeholder engagement.

6.1.2 POWER

The project site is being investigated for a power supply. This involves preparation of the anticipated electrical load of the project site itself, to understand requirements for power demand, power generation and related facilities.

6.1.3 GEOTECHNICAL STUDIES

A desktop geotechnical study has been completed. No significant issues have been identified as part of the study. Detailed geotechnical surveys will be undertaken.

6.1.4 ROAD ACCESS AND REQUIREMENTS

The project site is being considered for two points of road access – to the north and the south. Both junctions would intersect with Minilya-Exmouth Road, which is under the care and control of Main Roads WA. Road access alignments will be subject to detailed design and confirmation of a number of matters, including subterranean fauna and Aboriginal Heritage survey outcomes. There will be some road access to Minilya-Exmouth Road for the operations. These would not be public roads.

It is understood that, anecdotally, Exmouth residents tend to drive along the Exmouth Gulf to access areas near the project site for fishing and other coastal recreation. Subsea 7 is investigating methods for maintaining light vehicle accessibility along the coastline.

7 TIMING

7.1 PROJECT PROGRAMME

The project programme considers the following critical path. There are prescribed timeframes which contribute to the significant lead time required, as shown in the table below.

Scheme Amendment to TPS 3	<ol style="list-style-type: none"> 1. Lodgement of Scheme Amendment Request to Shire of Exmouth for initiation and advertising 2. WAPC consent to advertise and EPA s.48A referral 3. 60 day advertising period for a Complex Amendment 4. Consideration of all submissions by the Shire, and resolution to adopt the Scheme Amendment 5. WAPC has 90 days to consider the amendment and make its recommendations to the Minister for Planning. Minister decision on amendment under section 87(2) of the Act. 6. Once approved by the Minister, WAPC and Local Government sign and execute the Amendment and it is published in the <i>Government Gazette</i> 	Estimated timeframe October 2017 – November 2018
s.38 EPA	<ol style="list-style-type: none"> 1. Preparation of Environmental Documentation for s.38 assessment by Office of the EPA. 	Estimated timeframe December 2017 - December 2018
JDAP	<ol style="list-style-type: none"> 1. Preparation of Development Application and lodge with local government 2. Shire assessment, advertising if required, and preparation of Responsible Authority Report 3. Consideration by Joint Development Assessment Panel (after section 38 EPA referral and determination) 	Estimated timeframe August 2018 - December 2018

7.2 TIMING OF DRAFT LPS 4

The Shire and Department of Planning, Lands and Heritage are understood to be progressing with the draft LPS 4. Depending on the progress of this Amendment and the timing of draft LPS 4, there is an opportunity for the amendment being incorporated into the draft scheme before it is gazetted. The precursors to the incorporation of this amendment into the draft LPS 4 are as follows:

- The Commission must within 120 days, or within a longer period as allowed by the Minister or an authorised person, consider the draft scheme and make any recommendations to the Minister in respect of the draft LPS 4 and submit to the Minister. Therefore, the Commission and Shire could agree to defer a recommendation being made to the Minister, allowing for this Amendment to be advertised and, subject to no significant issues arising advertising, thereafter be incorporated into LPS 4.
- The Minister or authorised person may direct modifications to the draft LPS 4 to be advertised. Therefore, if the draft LPS 4 progressed to a point where it is close to being finalised and the Scheme Amendment has not yet been advertised, it could be incorporated as a modification to draft LPS 4 and advertised in accordance with regulation 30 of the *Regulations 2015*. Thereafter the amendment can be incorporated into LPS 4.

A plan of the Special Use zoning on the TPS 3 Scheme Map and the draft LPS 4 Scheme Map is shown in **Appendix B**.

8 CONSULTATION

A number of meetings with stakeholders have been held in relation to this request.

Date	Attendees	Purpose
2 May 2017	Department of Planning Taylor Burrell Barnett Squire Patton Boggs	The meeting was held to discuss some planning process options that could be available for the proposal. The concept of lodging a modification to the draft LPS 4 was discussed.
8 May 2017	Shire of Exmouth Commissioner Subsea 7 Taylor Burrell Barnett Squire Patton Boggs Claypan Services Banks-Smith & Associates	The meeting broadly introduced the project to the Exmouth Commissioner. The scope of the project was discussed from a tenure, engineering, environmental, planning, and indigenous heritage and native title perspective. A number of future meetings were discussed to be held to maintain communication with the local government and engagement with other stakeholders.
30 May 2017	Shire of Exmouth Subsea 7 Taylor Burrell Barnett Squire Patton Boggs	The meeting broadly introduced the project to the new Chief Executive Officer of the Shire of Exmouth. An update on stakeholder engagement and the project programme were discussed. A memorandum was provided to the Shire of Exmouth outlining the requested modification to the draft Local Planning Scheme No. 4.
30 May 2017	Memorandum	Taylor Burrell Barnett distributed a memorandum to the (then) Department of Planning officers outlining a draft modification request to the draft Local Planning Scheme No. 4.
21 July 2017	Office of the EPA Subsea 7 360 Environmental Taylor Burrell Barnett	The meeting provided a brief project overview including proposed schedule, construction methods, and proposed environmental approvals process. An update was provided in relation to technical studies that are being undertaken or completed. An update on stakeholder consultation was provided. The proposed modification to the draft LPS 4 was discussed. The Office of the EPA indicated that the modification should aim to align as closely as possible with the section 38 referral (being prepared).
29 August 2017	Department of Planning, Lands and Heritage Shire of Exmouth Subsea 7 Squire Patton Boggs Taylor Burrell Barnett	The meeting provided an opportunity for the DPLH to provide feedback on a Modification Request to the draft LPS 4, which was submitted to the Shire on 18 August 2017. At the meeting, the agreed planning process was to initiate a 'complex' amendment under the Shire's TPS 3 for a 'Special Use' zone, which would include conditions in the Scheme Text and a rezoning shown on the Scheme Map. The intention is that a Complex Amendment to TPS 3 could be carried over and incorporated into LPS 4, as and when it is gazetted.
13 September 2017	Office of the EPA Subsea 7 360 Environmental Taylor Burrell Barnett	The meeting provided an update on the planning processes, based on outcomes from the meeting held on 29 August 2017 with the DPLH. An update was provided in relation to technical studies that are being undertaken or completed. The proposed amendment to the TPS 3 was discussed. The Office of the EPA indicated that the amendment should aim to align as closely as possible with the section 38 referral (being prepared).

9 CONCLUSION

Under the existing TPS 3, the zone is 'Pastoral' and the Scheme boundary is shown at the high water mark. The proposal does not comfortably fit into any land use that could be considered in the 'Pastoral' zone. In consultation with the Shire of Exmouth and the Department of Planning, Lands and Heritage it is agreed that a Scheme Amendment to TPS 3 be pursued.

If the project waited for LPS 4 to be finalised and gazetted, there would not be enough time in the Client's project programme to prepare a Scheme Amendment to the new LPS 4. The timeframes would be too long for the site to be constructed in time to bid for tenders and commence manufacturing operations. In this regard, we respectfully request that the project site envelope be considered for a 'Special Use' zone and that the Amendment be adopted for advertising.

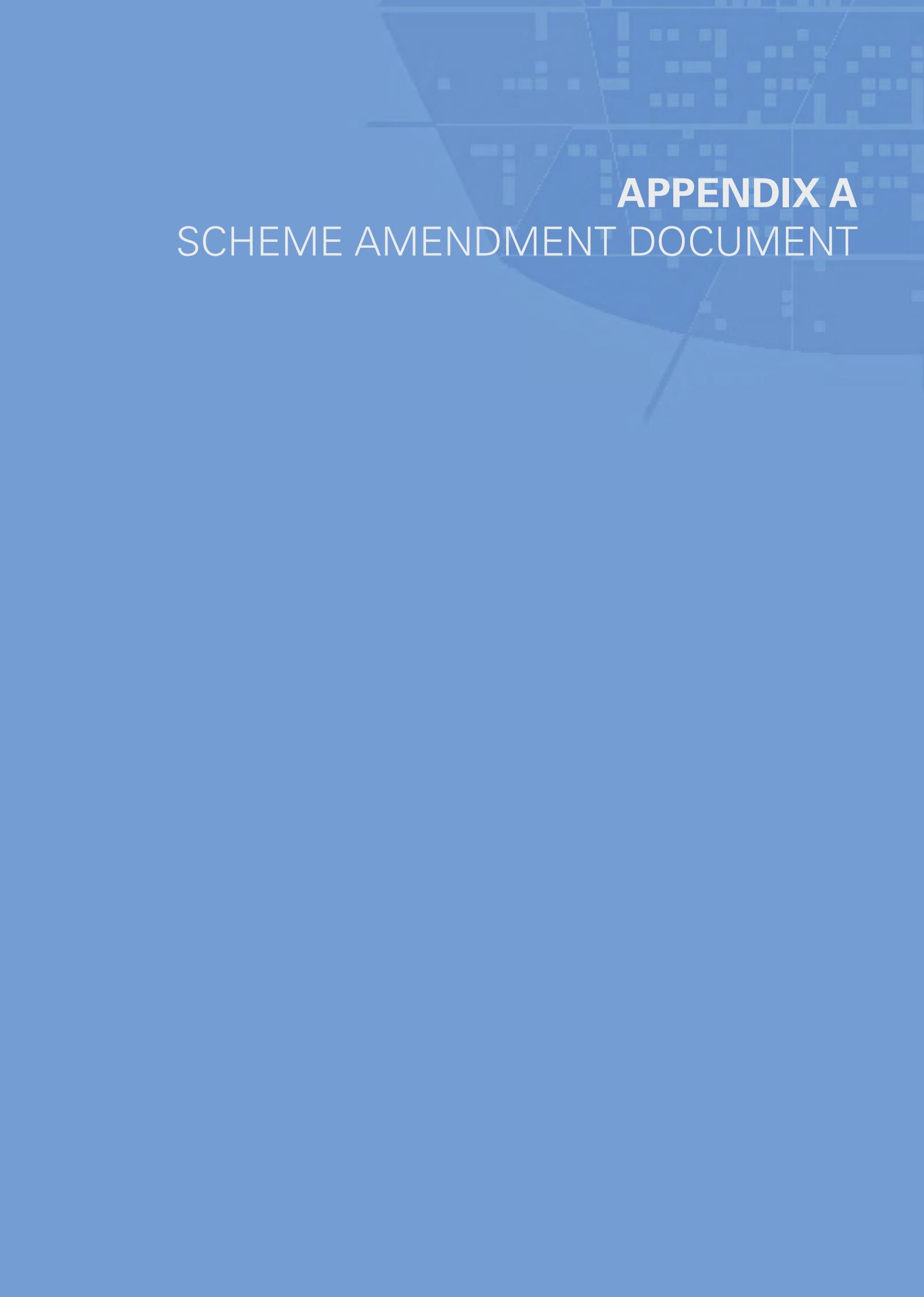
The project programme considers the following critical path:

- Council's initiation of the Amendment and adoption for advertising. Referral to the EPA will be undertaken.
- Advertising of the complex amendment so that it can potentially be completed prior to draft LPS 4 being gazetted; or incorporated as a modification to the draft LPS 4;
- The section 38 Environmental Assessment by the Office of the EPA for the proposal; and
- Development Approval by the Kimberley/Pilbara/Gascoyne (Northern) JDAP.

The project will deliver long-term benefits to the Shire, including:

- Local employment and apprenticeship opportunities;
- Permanent population growth as a result of employment opportunities;
- Support for local businesses through direct contracts and population increase;
- Long term rates revenue for the Shire;
- Other indirect community and economic benefits as a result of Subsea 7's presence in the Shire.

We look forward to the Shire's favourable consideration of this Scheme Amendment Request and its adoption to advertise.



APPENDIX A
SCHEME AMENDMENT DOCUMENT

PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION TO AMEND LOCAL PLANNING SCHEME

Shire of Exmouth Town Planning Scheme No.3

Amendment No.32

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Rezoning Part of Lot 233 Minilya-Exmouth Road and Part of Lot 1586 Minilya-Exmouth Road, Learmonth from 'Pastoral' to 'Special Use No. 9' Zone;
2. Amend the Scheme Map accordingly; and
3. Amend 'Schedule 3 – Special Use Zones' to insert SU9 and relevant conditions to apply to that zoned Part of Lot 233 Minilya-Exmouth Road and Part of Lot 1586 Minilya-Exmouth Road, Learmonth:

	No	PARTICULARS OF LAND	SPECIAL USE	CONDITIONS
SU9	9	Part of Lot 233 Minilya-Exmouth Road, Learmonth, and Part of Lot 1586 Minilya-Exmouth Road, Learmonth	As a 'P' use, subject to development approval: <ul style="list-style-type: none"> • Industry • Industry - Light • Marine support facility • Pipeline Fabrication Facility • Public Utility • Telecommunications Infrastructure • Warehouse/Storage 	<ol style="list-style-type: none"> 1. Buildings (excluding gatehouse and incidental structures) shall be setback a minimum of 100 metres from any lot boundary with frontage to Minilya-Exmouth Road. 2. Rural style fencing is permitted. 3. Development within the Special Use zone area is subject to referral of a proposal to the Environmental Protection Authority under section 38 of the <i>Environmental Protection Act 1986</i>. 4. As part of a Development Application the following shall be addressed to the specification and satisfaction of the local government: <ol style="list-style-type: none"> a. Details of heritage assessment processes. b. Details for a potable and non-potable water supply. c. Details for waste water treatment. d. Details for stormwater management. e. Access from Minilya-Exmouth Road, in consultation with Main Roads WA. f. Details for construction management.

4. Modify the land use definitions in the Shire of Exmouth Town Planning Scheme No. 3 as required in order to be consistent with the advertised draft Local Planning Scheme No. 4 and the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

- a. Replace the 'Industry' definition with – "**industry** means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes –
- (a) the storage of goods;
 - (b) the work of administration or accounting;
 - (c) the selling of goods by wholesale or retail;
 - (d) the provision of amenities for employees;
 - (e) incidental purposes."
- b. Replace the 'Industry - Light' definition with – "**industry – light** means premises used for an industry where impacts on the amenity of the area in which the premises is located can be mitigated, avoided or managed."
- c. Insert the following definition for 'Marine Support Facility' – "**marine support facility** means premises used for lay-down, fabrication, repair, loading and maintenance purposes associated with marine based industry, and may include a marine based component as a single operator or common use facility and terrestrial based components, whether contiguous or not."
- d. Insert the following definition for 'Pipeline Fabrication Facility' – "**pipeline fabrication facility** means premises used for fabricating and launching pipelines and includes: lay down and parking area(s); road access; workshops for fabrication facilities; track(s), launchway(s) and coastal infrastructure used to convey pipelines to the coastline; and incidental uses and services thereto."
- e. Replace the 'Public Utility' definition with – "**public utility** means any work or undertaking constructed or maintained by a public authority or the local government as may be required to provide water, sewerage, electricity, gas, drainage, communications or other similar services."
- f. Replace the 'Storage Yard' definition with – "**warehouse/storage** means premises including indoor or outdoor facilities used for –
- (a) the storage of goods, equipment, plant or materials; or
 - (b) the display or sale by wholesale of goods."

SHIRE OF EXMOUTH

Town Planning Scheme No.3

Scheme Amendment Request



LEGEND

LOCAL SCHEME RESERVES

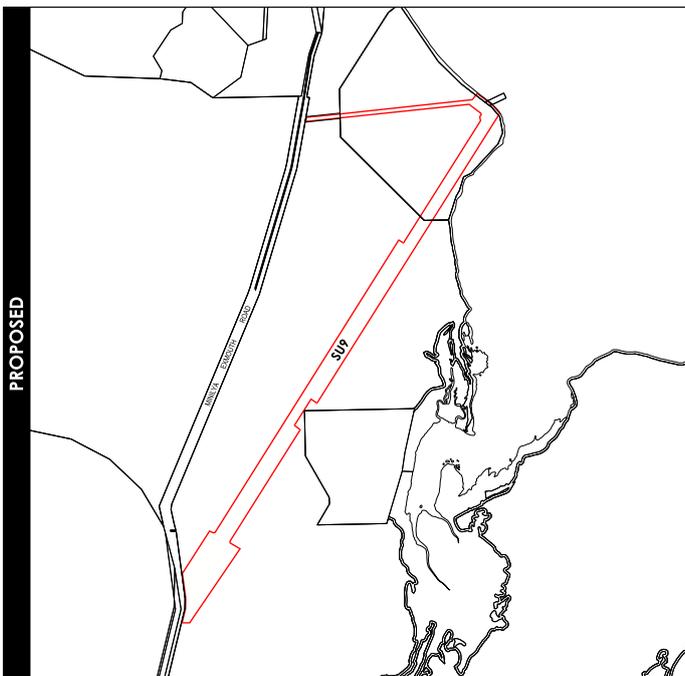
-  PUBLIC PURPOSES
-  ROADS

LOCAL SCHEME ZONES

-  PASTORAL

OTHER CATEGORIES

-  SCHEME BOUNDARY
-  WATERBODIES
-  NO ZONE



LEGEND

OTHER CATEGORIES

-  SU9 SPECIAL USE AREA

scale: _____
 NTS
 plan: T6/076/004
 date: 05/09/2017

COUNCIL ADOPTION

This Complex Amendment was adopted by resolution of the Council of the Shire of Exmouth at the Ordinary Meeting of the Council held on the 10th day of October, 2017.

.....

COMMISSIONER

.....

CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Shire of Exmouth at the Ordinary Meeting of the Council held on the 10th day of October, 2017, proceed to advertise this Amendment.

.....

COMMISSIONER

.....

CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended _____ by resolution of the Shire of Exmouth at the Ordinary Meeting of the Council held on the ___ day of _____, 20__ and the Common Seal of the Shire of Exmouth was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....

**DELEGATED UNDER S.16 OF
THE P&D ACT 2005**

DATE.....

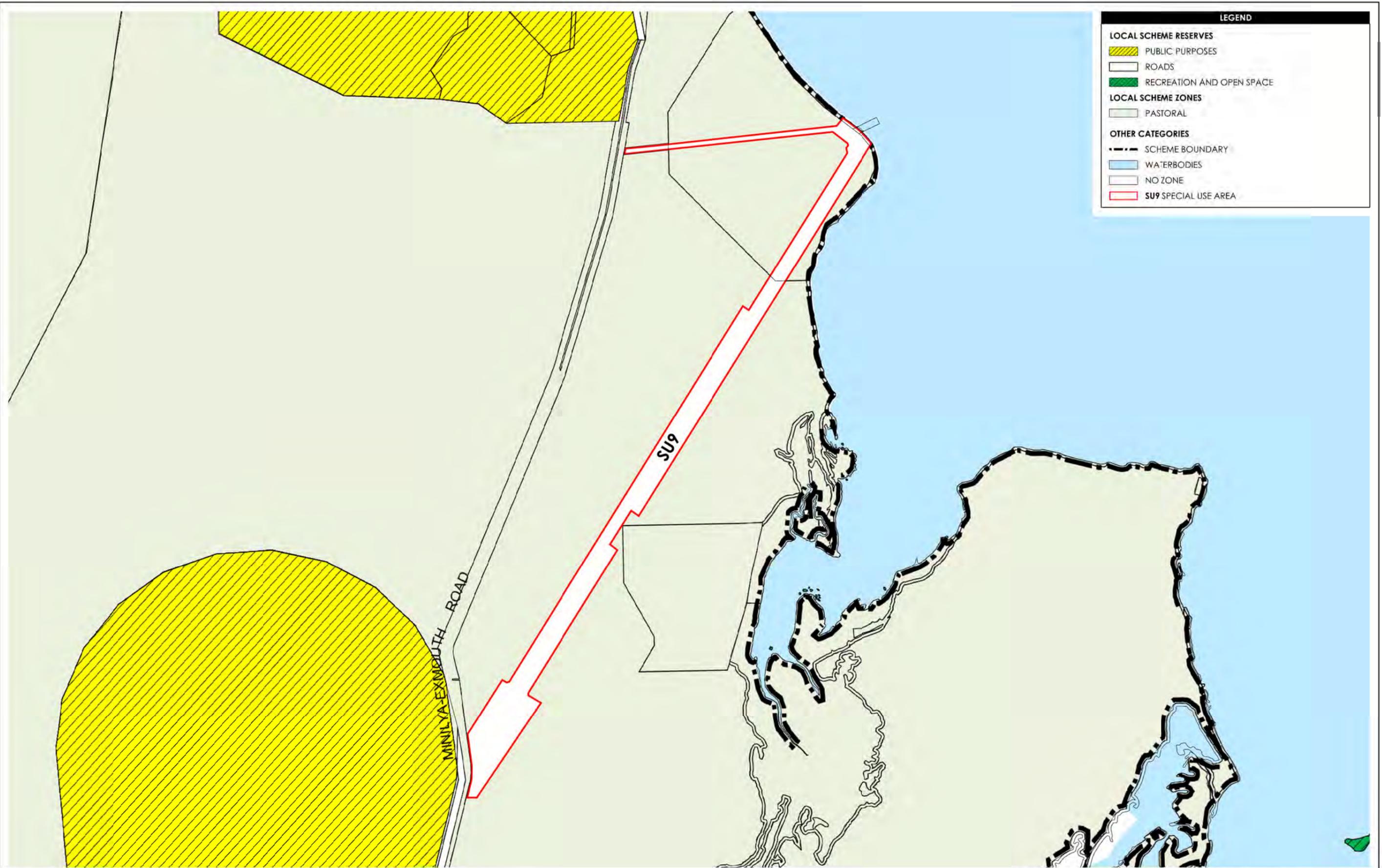
APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....

APPENDIX B

PROPOSED AMENDMENT TO TPS 3 &
PROPOSED MODIFICATION TO LPS 4



LEGEND	
LOCAL SCHEME RESERVES	
	PUBLIC PURPOSES
	ROADS
	RECREATION AND OPEN SPACE
LOCAL SCHEME ZONES	
	PASTORAL
OTHER CATEGORIES	
	SCHEME BOUNDARY
	WATERBODIES
	NO ZONE
	SU9 SPECIAL USE AREA

Proposed Amendment to Town Planning Scheme No.3

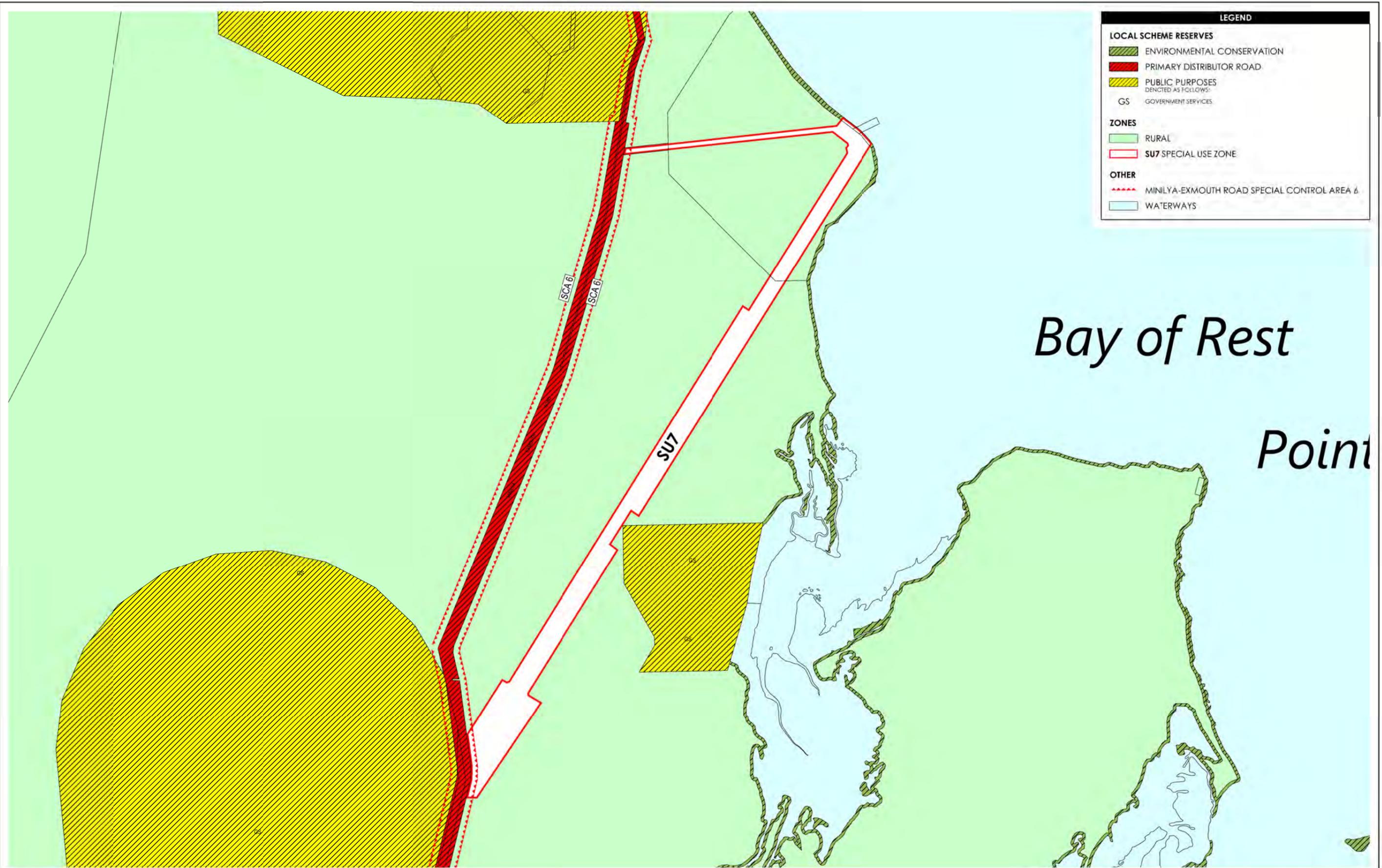
SHIRE OF EXMOUTH
A SUBSEA 7 PROJECT

Taylor Burrell Barnett

DATE: 16/07/2014	DESIGNED BY: MW	SCALE: 1:50000@A3 1:25000@A1
DATE: 11/09/2017	DESIGNED BY: MW	0 500 1000m
PROJECT NO: PCG 94	DESIGNED BY: NM	

Taylor Burrell Barnett Town Planning & Design
Level 7, 140 St Georges Terrace, Perth WA 6000
P: (08) 9226 4276 F: (08) 9222 7877 E: admin@tbbplanning.com.au

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LEGEND

LOCAL SCHEME RESERVES

- ENVIRONMENTAL CONSERVATION
- PRIMARY DISTRIBUTOR ROAD
- PUBLIC PURPOSES DENOTED AS FOLLOWS:
 - GS GOVERNMENT SERVICES

ZONES

- RURAL
- SU7 SPECIAL USE ZONE

OTHER

- MINILYA-EXMOUTH ROAD SPECIAL CONTROL AREA 6
- WATERWAYS

Bay of Rest

Point

Proposed Modification to Draft Local Planning Scheme No. 4
 SHIRE OF EXMOUTH
 A SUBSEA 7 PROJECT

DATE 16/07/2017	DESIGNED BY MW	SCALE 1:50000@A3 1:25000@A1	
DATE 11/09/2017	DESIGNED BY MW	PROJECT NO. FCG 94	
DATE 11/09/2017	DESIGNED BY NM	PROJECT NO. FCG 94	

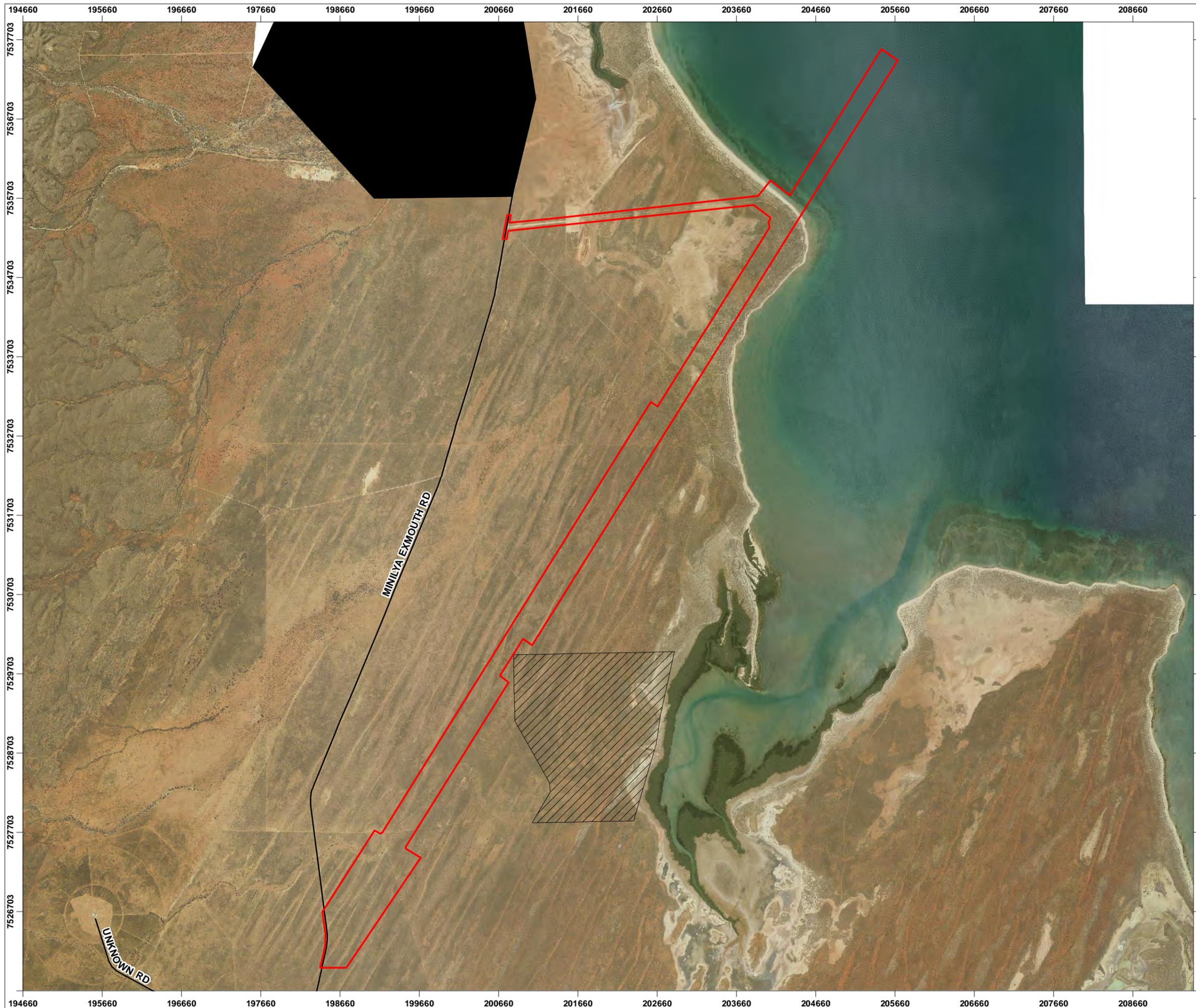
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APPENDIX C

PROJECT ENVELOPE



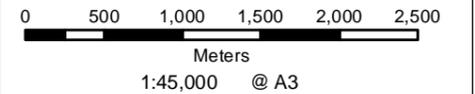
- Legend**
- Project Envelope (August 2017)
 - Learmonth RAAF Base
 - Roads

- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2017
 - ROADS SOURCED MRWA 2012
 - PROPOSED ACCESS ROAD SOURCED SUBSEA7 2017
 - SITE LAYOUT SOURCED SUBSEA7 2017
 - BUNDLE TOW ROUTE SOURCED SUBSEA7 2017
 - IMAGERY SOURCED FROM LANDGATE 2013
 (© Western Australian Land Information Authority 2017)

PREPARED FOR
subsea 7 SLIP ENABLER

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS

360 environmental
 a 10 Bermondsey St, West Leederville, 6007 WA
 t (08) 9388 8360
 f (08) 9381 2360
 www.360environmental.com.au



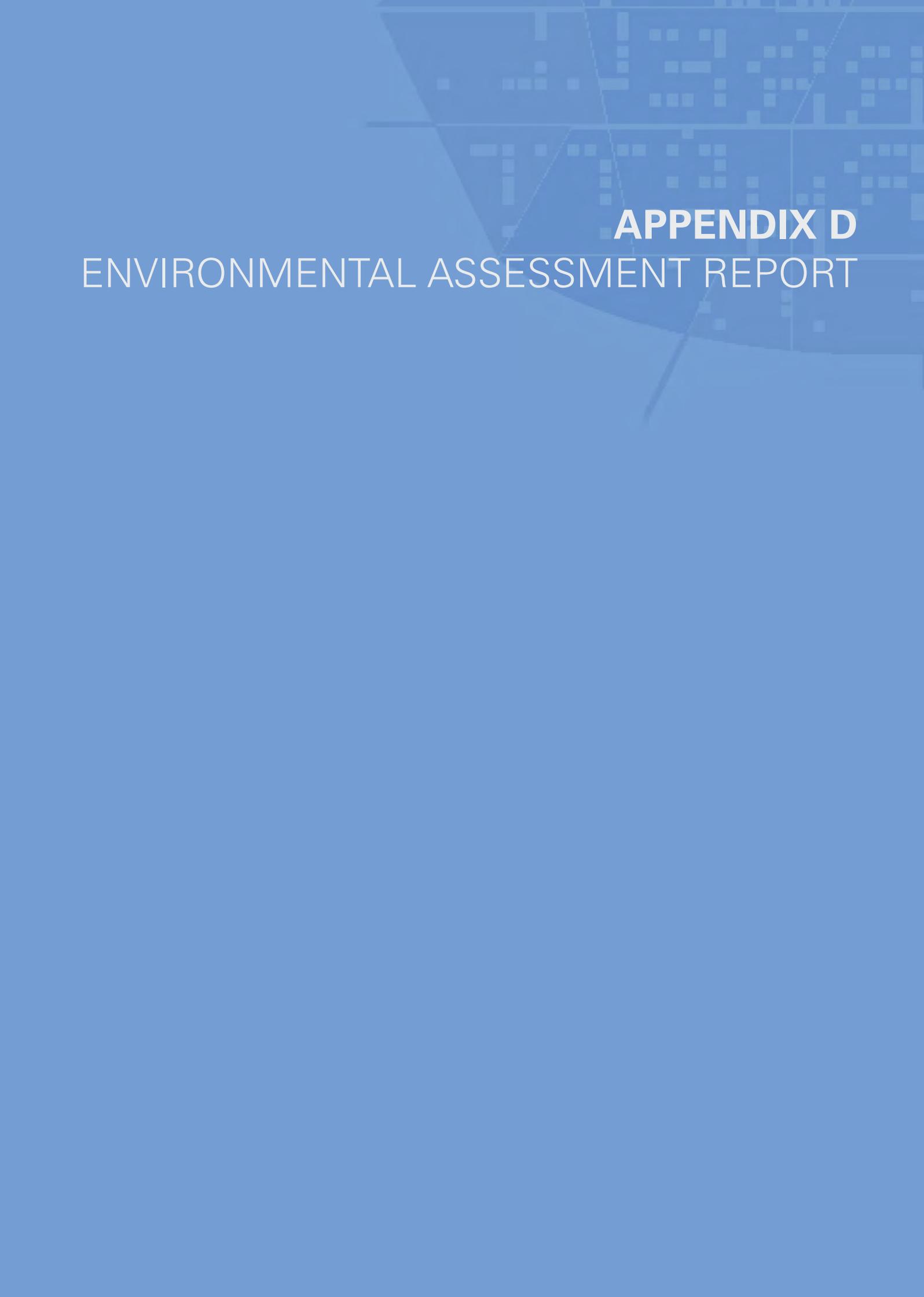
LOCALITY MAP



PROJECT NO 2061		DATE 7/08/2017	
HORIZONTAL DATUM AND PROJECTION GDA 1994 MGA Zone 50			
CREATED EW	CHECKED SS	APPROVED SS	REVISION 0

Subsea 7
Bundle Site, Learmonth
Environmental Assessment Report

Figure 1
Site Location and Project Envelope



APPENDIX D
ENVIRONMENTAL ASSESSMENT REPORT



Learmonth Bundle Site

Desktop/Preliminary
Environmental
Assessment

Prepared for:
Subsea7

August 2017

● people ● planet ● professional

Document Reference	Revision	Prepared by	Reviewed by	Admin Review	Submitted to Client	
					Copies	Date
2061AM	A INTERNAL DRAFT	CM	SS	SH	1x electronic	27/6/17
2061AM	B CLIENT DRAFT	CM	SS	NC	1x electronic	28/6/17
2061AM	C CLIENT FINAL	CM	SS	-	1x electronic	10/08/17

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Executive Summary

Subsea 7 (Australia) Contracting Pty Ltd (Subsea7) is investigating the option to build a new pipeline bundle fabrication site in Western Australia (the Project) to further support growth within the Asia Pacific region. Subsea 7 has installed over 78 pipeline bundles in the North Sea, three in Australia and eight in Africa.

Heron Point near Learmonth (Exmouth) was chosen as the preferred site for the proposed pipeline bundle fabrication facility.

The proposed pipeline bundle fabrication facility will include a bundle track of approximately 10 km in length and an access road from Minilya-Exmouth Road approximately 3 km in length. The onshore Project Envelope (or 'the Site'), defining the potential maximum extent of physical disturbance, covers approximately 431 ha and includes the site layout in and access road and in addition 20 – 70 m either side of the bundle route and fabrication facility and approximately 50 m either side of the proposed access road.

Key Environmental Aspects

- **Coastline Stability:** The coastline at Heron Point has remained relatively stable with minimal short to medium term change (as assessed from a review of contemporary aerial imagery). It is unlikely that coastal processes would significantly impact the project development and operations, unless the development significantly changes the local sediment transport regime;
- **Terrestrial Flora, Vegetation and Fauna:** Preliminary results from field surveys indicate that the Project Envelope does not contain any conservation significant flora species listed under the State or Commonwealth legislation. Further information of the fauna and flora identified within the Site will be addressed in the Fauna Report and the Flora and Vegetation Report;
- **Subterranean Fauna:** The Site is partially within the extent of the Cape Range Subterranean Waterways listed under the Directory of Important Wetlands. The clearing of native vegetation on the surface is considered to potentially be the most significant impact to subterranean fauna species within the waterways with a 'Moderate to High' impact (following a desktop assessment); and
- **Hydrology:** A regional hydrological study undertaken in 2013 modelled a 100 Year ARI flood area that extends across most of the Site.

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1 Introduction

1.1 Background

The Proposal involves the construction and operation of a pipeline bundle fabrication facility. Pipeline 'bundles' co-locate a number of services within a single bundle, and are used in the development of offshore oil and gas fields. The 'bundle' is constructed onshore before being launched and towed offshore to the field.

The Proposal includes the construction of a fabrication shed, where the bundles will be constructed, a storage area where the bundle materials will be stored prior to use and two, approximately 10 km long, bundle tracks along which bundles will be constructed and then launched. A bundle launchway, crossing the beach and extending into the nearshore subtidal area, will facilitate the launch of each bundle.

The 'Site' is defined as the Project Envelope which extends approximately 10 km inland from the coast within Lots 233 and 1586 on Deposited Plan 72986 located approximately 35 km south of Exmouth Townsite (Figure 1).

1.2 Environmental Assessment Objective

The objective of this Environmental Assessment Report (EAR) is to support the planning approvals process for the Proposal.

1.3 Scope of Works

The scope of works for this report includes the following:

- Identify and address the key environmental factors and the relevant Environmental Protection Authority (EPA) Environmental Objectives;
- Demonstrate a clear understanding of the key environmental issues relevant to the Site and the proposed Scheme Amendment (LPS);
- Reference past/current environmental assessments and environmental approvals within the Site;
- Provide an overview of the general environmental features of the Site through review of existing information and desktop assessments;
- Identify, at a high level, the potential environmental impacts associated with the proposed Scheme Amendment and future development;
- Demonstrate why the proposed change in land use will not result in adverse environmental impacts; and
- Provide a high level summary of an environmental management framework.

2 Desktop Review of Environmental Aspects and Impacts

2.1 Planning Context

The Site is zoned as 'Pastoral' under the Shire of Exmouth Town Planning Scheme No. 3. The 'Pastoral' zone classification includes objectives to (1) support the continuation of the pastoral industry in the District, (2) to protect the pastoral industry from land use conflicts by location of high intensity uses, and (3) to allow for diversification of uses as may be endorsed by the Pastoral Board (DoP 1999).

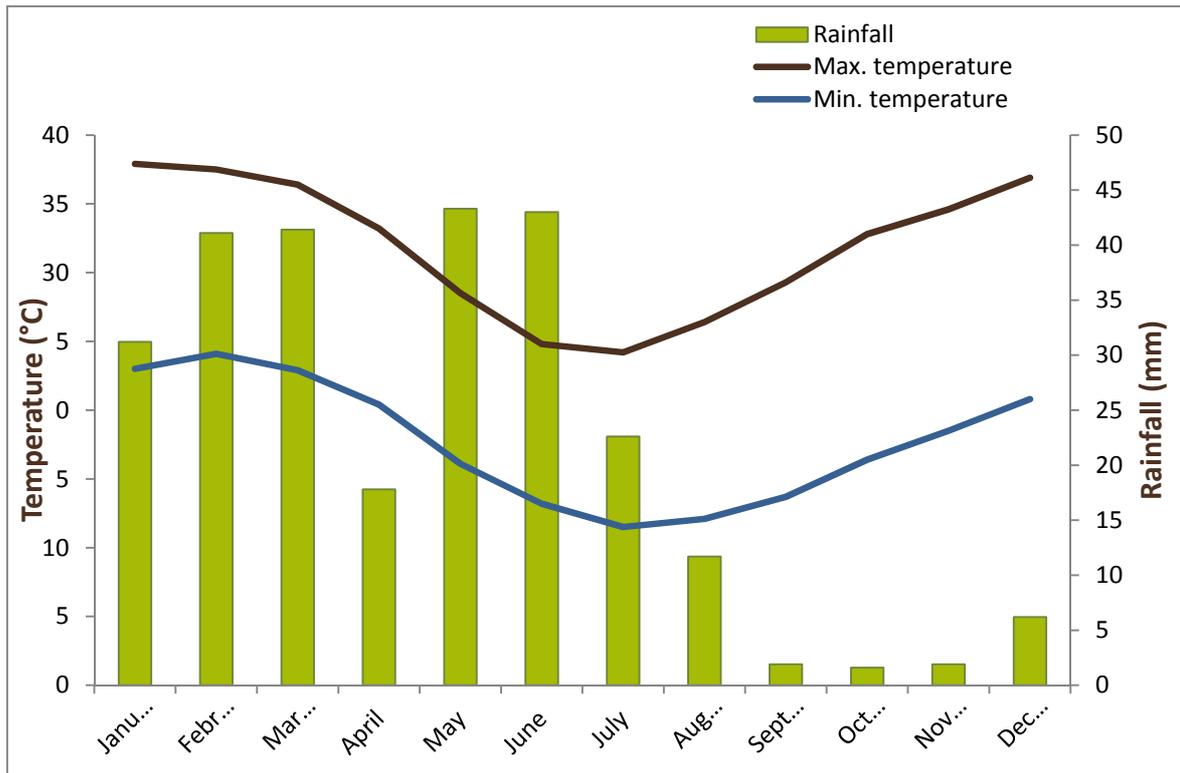
Under the Shire's draft Local Planning Scheme No. 4 (LPS 4) the Site is zoned 'Rural'.

This document has been prepared to support planning approvals processes, including an amendment to the Shire of Exmouth's draft LPS4 to include an 'Industrial Development' zone.

The Site is located on Crown Land and is subject to the 'Exmouth Gulf' Pastoral Lease which has a term of 39 years, 3 months, 1 day as at 1 July 2015.

2.2 Climate

The climate of region is hot semi-arid with hot summers and mild winters. Climate data from 1945 to 2017 was obtained from the Learmonth Airport Station located approximately 1.5 km northwest of the Site (Graph 1). The annual mean maximum temperature is 31.9°C and the annual mean minimum temperature is 17.7°C. The mean annual rainfall was recorded at 260.7 mm (BoM 2017).



Graph 1: Climate Statistics for Learmonth Airport Station 1945-2017 (BoM 2017)

2.3 Surrounding Land Uses

The Site is located within Lots 233 and 1586 within the Shire of Exmouth Local Government Area and is approximately 35 km south of the Exmouth Townsite. The Site is positioned on the eastern side of the Minilya-Exmouth Road, with direct access to the Exmouth Gulf and in proximity to the Bay of Rest.

Surrounding land uses include pastoral activities (Exmouth Gulf pastoral station intersects the Site) and a number of Federal Government facilities:

- Learmonth Royal Australian Air Force (RAAF) Base and Airport located to the northwest;
- Learmonth Solar Observatory to the north;
- Naval Communication Station Harold E Holt Area C to the north;
- Minilya-Exmouth Road to the west; and
- The Exmouth Gulf prawn fishery and various aquaculture lease areas occur within Exmouth Gulf offshore of Learmonth.

2.4 Topography

The Site is relatively flat to gently sloping with the elevation ranging from approximately 25 m Australian Height Datum (AHD) inland to 0 m AHD to the coast, sloping from the south west to the north east (Figure 2a,b) (GHD 2017a).

2.5 Coastal Processes

The project could result in impacts to nearshore sediment transport from the presence of the proposed marine infrastructure, primarily the approximately 500 m long bundle launchway within the intertidal and shallow subtidal zones..

Review of contemporary historical imagery was undertaken to examine the short to medium term trends in sediment movement and the shoreline position. Review of aerial imagery from 2000 to 2013 indicated that the shoreline has not changed significantly over 13 years (Figure 3). Minimal shoreline change infers coastline stability, and it is therefore not expected that the shoreline will significantly change for the duration of the project. A more detailed assessment will be completed following the initial design of the bundle launchway.

2.5.1 Storm Surge

The Learmonth region near Exmouth is particularly vulnerable to extreme storm surges associated with tropical cyclones (TC). An ocean surge study has been completed to evaluate potential storm surge impacts at the Site, including the estimation of extent of storm induced inundation (GHD 2017b).

The investigation modelled extreme water levels at the Site ranging from ~1.3 m AHD for a 5 Year ARI event to ~ 5 m AHD for a 1000 Year ARI event. In addition, the predicted 10 year ARI water level was ~1.5 m AHD, slightly higher than the Highest Astronomical Tide (HAT) of 1.49 m AHD. These water levels are considered to be representative of local storm surge dynamics for the Learmonth area, whereby storm surge is generally not excessive of the HAT (GHD 2017b). High return period events do break at the shoreline, however, there the level of inundation is low. Oceanic water level variabilities were considerably smaller than normal storm tide variations, and as such they are considered as secondary effects with minimal influence to the predicted ARI extreme water levels (GHD 2017b).

2.6 Regional Geology and Soils

Surface geology was mapped at a scale of 1:100 000. Desktop review of the data identified three surface geology profiles mapped across the Site (Figure 4) (GSWA 2008):

- **Dunes 38496:** Dunes, sandplain with dunes and swales; may include numerous interdune claypans; residual and Aeolian sand with minor silt and clay; Aeolian red quartz sand, clay and silt in places gypsiferous; yellow hummocky sand;
- **Estuarine and delta deposits 38489:** Coastal silt and evaporate deposits; estuarine, lagoonal, and lacustrine deposits; and
- **Colluvium 38491:** Colluvium, sheetwash, talus: gravel piedmonts and aprons over and around bedrock; clay-silt-sand with sheet and nodular kankar; alluvial and Aeolian sand-silt-gravel in depressions and broad valleys in Canning Basin; local calcrete, reworked laterite.

The Department of Agriculture and Food WA (DAFWA) Soil Subsystems mapping indicates that the Site falls within the Littoral System and the Cardabia System (Figure 5) (DAFWA 2012a).

- **Littoral System:** Bare coastal mudflats (unvegetated), samphire flats, sandy islands, coastal dunes and beaches, supporting samphire low shrublands, sparse acacia shrublands and mangrove forests; and
- **Carbadia System:** Undulating sandy plains with linear dunes, minor limestone plains and low rises, supporting mainly soft spinifex hummock grasslands with scattered acacia shrublands and mangrove forests.

A Geotechnical desktop study identified that no existing geotechnical data exists for the Site. Review of the 'Yanrey-Ningaloo' (Learmonth) 1:250, 000 geological maps indicates the geology of the Site mainly comprises of longitudinal network dunes and residual sandplains comprised of red brown to yellow quartz sand (GHD 2017a).

The Site crosses areas of beach and coastal dunes closer to the coast that contain some quartzose calcarenite bedrock and areas of supratidal flats containing mixes of mud and silt where regularly inundated and calcareous clay, silt and sand with some deposits of gypsum and salt where the inundation is more sporadic (GHD 2017a).

Review of published geological records identify that cavernous limestones are present making up Cape Range and Rough Range located approximately 4 km west and 11 km south of the Site, respectively (GHD 2017a). The Site is located on a flat coastal plain area characterised by superficial deposits. It is likely that the limestone units extend below the superficial deposits at depth. Review of aerial imagery and topographic survey of the Site identified no evidence of significant caves or karstic feature (GHD 2017a).

One minor feature was identified during the topographic survey of the Heron Point Launchway Site, where a 'hole' in the shore platform was identified to the south east of the Site and approximately 125 m offshore. The cause of the feature is unknown (GHD 2017a).

2.6.1 Acid Sulfate Soils

Desktop mapping identified portions of the Site is mapped as Class 1 'High to Moderate' risk of Acid Sulfate Soils (ASS) within 3 m of the natural soil surface (DER 2014a) (Figure 6). A portion of the development area along the coast is also mapped as Class 2: 'Moderate to Low' risk of ASS within 3 m of natural soil surface with 'High to Moderate' risk of ASS beyond 3 m (DER 2014a). These areas correspond generally with supratidal mud flats (GHD 2017a).

The surrounding landscape is mostly mapped as having 'High to Moderate' risk of ASS with small strips of areas with 'Moderate to Low' risk within 3 m of the natural soil surface (DER 2014a).

2.7 Hydrogeology

2.7.1 Groundwater

Groundwater and surface water in Western Australia is protected under the *Rights in Water and Irrigation Act 1914* (RIWI Act). A search of the Department of Water's (DoW) GIS datasets indicates that the Site lies within the Exmouth South groundwater Sub-area part of the Gascoyne Groundwater Area (DoW 2015).

A desktop geotechnical (GHD 2017a) and identified that groundwater levels within 5 km of the Site range from approximately 5.2 m AHD to 22.5 m AHD. Bore data also indicates that groundwater levels increase with distance inland and shallower groundwater levels are expected to occur closer to the coastline (between approximately 2 m and 5 m AHD) (GHD 2017a).

2.8 Hydrology

2.8.1 Surface Water

There are no wild rivers or rivers proclaimed under the RIWI Act that intersect the Site. Three non-perennial swamps and four minor ephemeral watercourses intersect the Site (Figure 7).

A hydrological study was undertaken to assist in the development of a Local Planning Strategy (LPS) for an area which extended south of the Exmouth town-site to Learmonth Airport and RAAF Military Base, focussing on areas between the coastline and the Minilya-Exmouth Road (Hyd2o, 2014).

The Site is within the Wapet Creek Catchment, which contains a single outlet to the coast, resulting in this low lying area being subject to inundation. 100 Year ARI modelling has indicated that the Minilya-Exmouth Road would be inundated over a large area during such an event (Figure 8) (Hyd2o, 2014).



Figure 8: Wapet Creek 100 Year ARI Floodplain Modelling (Hyd2o, 2014)

2.8.2 Wetlands

The Directory of Important Wetlands in Australia is a database that identifies nationally important wetlands, provides a substantial knowledge base of the ecosystem services they provide and contains information about their social and cultural values (DotEE 2017a).

Desktop mapping has identified that the Site is adjacent to and partially overlies the extent of the *Cape Range Subterranean Waterways – WA006* listed under the Directory of Important Wetlands (Figure 7) (DoE 2008). The Subterranean waterways consists of a crevicular system in karstic limestone and coastal limestones situated within the Carnarvon Basin and voids within Miocene and Quaternary limestones of the Cape Range foothills and surrounding coastal plain. The waterways provide a rich ecosystem for endemic Stygofauna (DotEE 2017a).

The Ramsar Convention on Wetlands of International Importance is an international treaty designed to ensure international cooperated for the conservation of wetlands (Ramsar 1971). The Site is not within or adjacent to a Ramsar wetland (DotEE 2017b).

2.9 Environmentally Sensitive Areas

Environmentally Sensitive Areas (ESAs) are identified and protected under the Environmental Protection (Environmentally Sensitive Areas) Notice 2005 and are selected for their environmental values (DER 2014b). Under the Notice it is an offense to kill or destroy vegetation within an ESA. Exemptions contained in the Environmental Protection (*Clearing of Native Vegetation*) Regulations 2004 for low impact land clearing do not apply in ESAs and a clearing permit is required.

A desktop search of the Department of Environment Regulation's (DER) ESA database has confirmed that the Site is partially within the extent of an ESA (Figure 9) (DER 2017a). Desktop mapping indicates the ESA refers to the Cape Range Subterranean Waterways, listed under the Directory of Important Wetlands, and associated 50 m buffer.

2.10 Marine Environment

2.10.1 Water Quality

A baseline water and sediment quality monitoring programme (360 Environmental 2016b) found that water quality was within guideline criteria. Nutrient levels were below the tropical waters guideline with the exception of total nitrogen. Dissolved nutrient levels were generally lower than the values recorded from the eastern side of the Exmouth Gulf (360 Environmental 2016b).

Light attenuation was measured at each site as a measure of the decrease in available photosynthetically-active radiation (PAR) due to particulates within the water column. Typical LAC values expected in waters off north-west WA range from 0.17 m⁻¹ for inshore waters, to 0.07 m⁻¹ for offshore waters (ANZECC & ARMCANZ 2000). LAC values recorded during the December 2016 survey ranged from 0.165 m⁻¹ (inshore) to 0.118 m⁻¹ (offshore), within the expected range (360 Environmental 2016b).

The sediment quality assessment indicated no sign of contamination. The sediment quality data was reviewed against previous surveys undertaken nearby as a comparison. Data collected for this project was found to be consistent with data collected from previous surveys along the Exmouth Gulf.

2.10.2 Benthic Habitat

Benthic habitats play important roles in maintaining the integrity of marine ecosystems and the supply of ecological services. (EPA 2009).

A benthic habitat survey was conducted (360 Environmental 2016) in December 2016. The survey area covered the proposed bundle launch route and an approximately 400 m buffer to the north and south and a ~2 km buffer offshore.

Three intertidal Benthic Communities and Habitat (BCH) types were recorded during the survey:

- Fine Sand;
- Pavement Reef; and
- Pavement Reef with macroalgae (360 Environmental 2016a).

Within the lower-littoral zone, occasional hard and soft corals were present within the Pavement Reef with macroalgae BCH.

In addition, five subtidal BCH types were identified during the survey:

- Soft sediment (unvegetated);
- Soft sediment with turf algae;
- Soft sediment with filter feeders;
- Reef with macroalgae; and
- Reef with macroalgae and filter feeders (360 Environmental 2016a).

The dominant habitat type was unvegetated soft sediment which comprised of 86.7 % of the survey area. Reef habitats included macroalgae and filter feeder-dominated reef (Figure 10), all of which are commonly occurring within shallow waters in the region (360 Environmental 2016a).

A further survey across a wider area, representing the Local Assessment Unit (determined in consultation with the Office of the Environmental Protection Authority), was completed in May 2017 and recorded sparse seagrass (*Halophila* sp. and *Halodule* sp.) to the south of Heron Point (360 Environmental, in prep).

2.10.3 Marine Fauna

Green turtles (*Chelonia mydas*), Loggerhead turtles (*Caretta caretta*) and Hawksbill turtles (*Eretmochelys imbricate*) are known to forage within Exmouth Gulf, with juveniles inhabiting the mangrove creeks and vegetated shallows (Straits 2006). Several turtles were observed at the sea surface in the Heron Point area during the completion of baseline studies in December 2016 and May 2017 (S. Shute pers comm.). No turtle nesting occurs along the western shoreline of Exmouth Gulf.

Humpback whales (*Megaptera novaeangliae*) visit Exmouth Gulf annually between early August and late November, during the southern migration. Whale numbers peak in October as migrating cow/calf pairs enter Exmouth Gulf and rest for up to two weeks (Figure 11).

Large numbers of dugong are known to occur in Exmouth Gulf, with the majority recorded in the shallow, eastern portion, of the Gulf (Figure 12).

Indo-pacific Humpback dolphins (*Sousa sahulensis*) and Bottlenose dolphins (*Tursiops truncatus*) were observed off Heron Point during the completion of baseline studies in December 2016 and May 2017 (S. Shute pers comm.).

2.11 Terrestrial Environment

2.11.1 Bioregion

The Site is within the Carnarvon bioregion and the Cape Range sub-region of the Eremaean Botanical Province. The Eremaean Province forms part of the Burbidge's Arid Zone and has a desert climate without an assured growing season. In the north there is dry spinifex grassland of *Triodia* and *Plectrachne* where summer rainfall peaks, through deserts with intermittent rainfall, to low Acacia-Eucalyptus woodlands receiving evenly distributed rains (DPaW 2013a).

The Carnarvon 1 (CAR01) Cape Range sub-region is an arid region composed of quaternary alluvial, aeolian and marine sediments overlying Cretaceous strata. A mosaic of saline alluvial plains with samphire and saltbush low shrublands, Bowgada low woodland on sandy ridges and plains, Snakewood scrubs on clay flats and tree to shrub steppe over hummock grasslands on and between red sand dune fields. Limestone strata with *Acacia startii/bivenosa* shrublands outcrop in the north, where extensive tidal flats in sheltered embayments support Mangal communities (DPaW 2013a).

2.11.2 Broad Vegetation Types

Vegetation mapping of WA was completed on a broad scale (1:250,000) by Beard (1972-80). These vegetation units were re-assessed by Shepherd et al. (2001) to account for clearing in the intensive land use zone, dividing some larger vegetation units into smaller units. There are two Beard / Shepherd vegetation units that intersect the Site (DAFWA 2012b). The Shepherd et al. (2001) vegetation units are shown in Figure 13 and they're representation within the local government area, IBRA subregion and state is shown in Table 1 below.

- **Coastal Dunes 662 (anSZrt1,2Hi):** Hummock grassland; shrub steppe; mixed acacia scrub and dwarf scrub with soft spinifex and *Triodia basedowii*; and
- **Cape Range 117 (a3Srt1hi):** Hummock grasslands, grass steppe; soft spinifex.

Table 1: Remnant Vegetation Statistics (Government of Western Australia 2016)

	PRE-EUROPEAN (HA)	CURRENT EXTENT (HA)	% REMAINING	% REMAINING IN DPAW RESERVES
IBRA Region Carnarvon	8,382,890.36	8,360,801.46	99.74	12.21
Statewide Extent				
Beard Veg	284,795.92	282,125.59	99.06	7.58

	PRE-EUROPEAN (HA)	CURRENT EXTENT (HA)	% REMAINING	% REMAINING IN DPAW RESERVES
Assoc No. 662				
Beard Veg Assoc No. 117	919,517.05	886,005.84	96.36	14.77
Sub-region CAR01 Extent				
Beard Veg Assoc No. 662	282,709.68	281,679.32	99.64	7.44
Beard Veg Assoc No. 117	12,424.35	10,907.99	87.80	27.48
Shire of Exmouth Extent				
Beard Veg Assoc No. 662	194,410.67	193,595.74	99.58	6.96
Beard Veg Assoc No. 117	5,089.65	3,362.59	66.07	14.97

The Environmental Protection Authority (EPA) aims to retain ecological communities at a minimum of 30 % of the pre-clearing extent of that community in each bioregion to meet the National Objectives and Targets for Biodiversity Conservation 2001-2005 (Commonwealth of Australia 2001). The vegetation types within the Carnarvon bioregion are above the 30 % threshold.

2.11.3 Vegetation Associations

Results of the Flora and Vegetation survey¹ have identified the following dominant vegetation types of the Site (Figure 14):

- **A (AgTe):** *Acacia gregorii* low open shrubland over *Trioda epactia* closed grassland;
- **C (AsTe):** *Acacia sclerosperma subsp. sclerosperma* shrubland over *Trioda epactia* hummock grassland;
- **D (AsSs):** *Acacia stellaticeps* and *Scaevola sericophylla* open shrubland over *Trioda epactia* hummock grassland; and
- **G (AbTe):** *Acacia bivenosa* open shrubland over *Trioda epactia* hummock grassland.

Following the Flora and Vegetation Survey, the development footprint has since been changed and additional survey work will be undertaken within the new footprint. The results of the surveys will be provided in the Flora and Vegetation report.

¹ Note: since completion of the survey the Project envelope has been modified. It is expected that the unsurveyed area exhibits the same vegetation associations as found within the survey area. This will be confirmed at a later date.

2.11.4 Threatened and Priority Ecological Communities

Desktop searches of DPaW's Threatened Ecological Communities (TEC) and Priority Ecological Communities (PEC) identified no records of TECs or PECs within a 5 km radius of the Site. It is noted that DPaW data is based on actual records of TEC or PEC observations (DPaW 2017a).

Preliminary results of the Flora and Vegetation Survey did not identify any TECs or PECs within the Site. Further information and analysis is provided in the Flora and Vegetation Report (360 Environmental, 2017).

2.11.5 Flora

A desktop search using Department of Parks and Wildlife's (DPaW) NatureMap and the Department of the Environment and Energy's (DotEE) Protected Matters Search Tool (PMST) was undertaken. The NatureMap and PMST databases identified two conservation significant flora species as potentially occurring within the Site (DPaW 2017b). A likelihood assessment of these species was undertaken and is presented in Table 2.

Table 2. Conservation Significant Flora Potentially Occurring (DPaW 2017b)

SCIENTIFIC NAME	HABITAT INFORMATION	CONSERVATION STATUS		LIKELIHOOD OF OCCURRENCE
		STATE	FEDERAL	
<i>Brachychiton obtusilobus</i>	Skeletal soils. Rocky limestone ranges, gorges, occasionally sandplains.	Priority 4	-	Possible
<i>Grevillea calcicola</i>	Limestone hilltops.	Priority 3	-	Unlikely

Preliminary results of the Flora and Vegetation Survey identified the presence of one State listed Priority Flora species occurring within the Survey Area, *Corchorus congener* (Priority 3). Further information on the flora species occurring within the Site is provided in the Flora and Vegetation Report (360 Environmental, 2017).

2.11.6 Weeds

One introduced plant species, **Cenchrus ciliaris* was identified as potentially occurring within a 1km radius of the Site (Table 3).

Table 3. Weed Species Potentially Occurring (DotEE 2017b)

SPECIES	COMMON NAME	WONS	DECLARED UNDER BAM ACT 2007*
<i>*Cenchrus ciliaris</i>	Buffel Grass	No	No

*The DAFWA maintains a list of Declared Plants for Western Australia under the *Biosecurity and Agriculture Management Act 2007* (BAM Act). If a plant is declared for the whole of the State or for particular Local Government Areas, all landholders are obliged to comply with the relevant species-specific control measures.

Preliminary results of the Flora and Vegetation Survey identified three low ranking introduced weed species within the Site:

- **Cenchrus ciliaris* (Buffel Grass);
- **Aerva javanica* (Kapok); and
- **Vachellia farnesiana* (Mimosa Bush).

The Department of Parks and Wildlife (DPaW) Weed Prioritisation Process has ranked these three weed species as 'Low D' with the objective to protect priority sites and the aim to prevent spread of weed species to key sites/assets of high biodiversity, social, cultural or economic value through targeted management (DPaW 2013b).

2.11.7 Terrestrial Fauna

Desktop database searches identified a total of 27 conservation significance fauna species as potentially occurring within the vicinity of the Site. These species, their State and Federal status and their likelihood of occurrence are listed in Table 4.

Table 4. Conservation Significant Fauna Species Potentially Occurring (DotEE 2017b) (DPaW 2017c)

TAXA	CONSERVATION STATUS		LIKELIHOOD OF OCCURRENCE
	STATE	FEDERAL	
<i>Calidris canutus</i> (Red Knot)	Vulnerable	Endangered	Species or species habitat may occur within area
<i>Calidris ferruginea</i> (Curlew Sandpiper)	Vulnerable	Critically Endangered	Species or species habitat may occur within area
<i>Limosa lapponica baueri</i> (Bar-tailed Godwit)	Vulnerable	Vulnerable	Species or species habitat may occur within area
<i>Limosa lapponica menzbieri</i> (Northern Siberian Bar-tailed Godwit)	Vulnerable	Critically Endangered	Species or species habitat may occur within area
<i>Macronectes giganteus</i> (Southern Giant-Petrel)	Priority 4	Endangered	Species or species habitat may occur within area
<i>Numenius madagascariensis</i>	Vulnerable	Critically Endangered	Species or species habitat likely to occur

TAXA	CONSERVATION STATUS		LIKELIHOOD OF OCCURRENCE
	STATE	FEDERAL	
(Eastern Curlew)			within area
<i>Pezoporus occidentalis</i> (Night Parrot)	Critically Endangered	Endangered	Species or species habitat may occur within area
<i>Sternula nereis nereis</i> (Australian Fairy Tern)	Vulnerable	Vulnerable	Breeding likely to occur within area
<i>Thalassarche impavida</i> (Campbell Albatross)	Vulnerable	Vulnerable	Species or species habitat may occur within area
<i>Dasyurus hallucatus</i> (Northern Quoll)	Endangered	Endangered	Species or species habitat likely to occur within area
<i>Eubalaena australis</i> (Southern Right Whale)	Vulnerable	Endangered	Species or species habitat may occur within area
<i>Megaptera novaeangliae</i> (Humpback Whale)	Conservation Dependent	Vulnerable	Congregation or aggregation known to occur within area
<i>Petrogale lateralis lateralis</i> (Black-flanked Rock Wallaby)	Endangered	Endangered	Species or species habitat known to occur within area
<i>Rhinonicteris aurantia</i> (Pilbara Leaf-nosed Bat)	Vulnerable	Vulnerable	Species or species habitat may occur within area
<i>Aipysurus apraefrontalis</i> (Short-nosed Seasnake)	Critically Endangered	Critically Endangered	Species or species habitat likely to occur within area
<i>Caretta caretta</i> (Loggerhead Turtle)	Endangered	Endangered	Foraging, feeding or related behaviour known to occur within area
<i>Chelonia mydas</i> (Green Turtle)	Vulnerable	Vulnerable	Breeding known to occur within area
<i>Dermochelys coriacea</i> (Leatherback Turtle)	Vulnerable	Endangered	Foraging, feeding or related behaviour known to occur within area
<i>Eretmochelys imbricata</i> (Hawksbill Turtle)	Vulnerable	Vulnerable	Foraging, feeding or related behaviour known to occur within area

TAXA	CONSERVATION STATUS		LIKELIHOOD OF OCCURRENCE
	STATE	FEDERAL	
<i>Natator depressus</i> (Flatback Turtle)	Vulnerable	Vulnerable	Breeding known to occur within area
<i>Carcharias Taurus</i> (Grey Nurse Shark)	Vulnerable	Vulnerable	Species or species habitat likely to occur within area
<i>Carcharodon carcharias</i> (Great White Shark)	Vulnerable	Vulnerable	Species or species habitat likely to occur within area
<i>Pristis clavata</i> (Dwarf Sawfish)	Priority 1	Vulnerable	Species or species habitat known to occur within area
<i>Pristis zijsron</i> (Green Sawfish)	Vulnerable	Vulnerable	Species or species habitat known to occur within area
<i>Rhincodon typus</i> (Whale Shark)	Other Protected Fauna	Vulnerable	Species or species habitat may occur within area
<i>Actitis hypoleucos</i> (Common Sandpiper)	International Agreement	Migratory/Marine	-
<i>Ardea modesta</i> (Eastern Great Egret)	International Agreement	Marine	-

Preliminary results of the Level 1 Fauna Survey have identified the presence of three bird species listed under the EPBC Act within the survey area. These include the Lesser Sand Plover (*Charadrius mongolus*) listed as Endangered, the Osprey (*Pandion cristatus*) listed as Marine/Migratory and the Caspian Tern (*Sterna caspia*) listed as Marine/Migratory under the EPBC Act. Further analysis and information of the fauna survey results will be provided in the fauna report (360 Environmental, in prep).

2.11.8 Subterranean Fauna

Subterranean fauna are comprised of Stygofauna (aquatic subterranean dependent species) and Troglifauna (subterranean dependent species) which are protected under State legislation including the *Wildlife Conservation Act 1950* (WC Act) and the *Environment Protection Act 1986* (EP Act); and federally under the EPBC Act. Subterranean fauna species are known to be diverse on a worldwide scale in Western Australia. Many subterranean fauna species have highly restricted ranges and their high local endemism and lack of habitat connectivity make these species susceptible to impacts from mainly localised projects (Invertebrate Solutions 2017).

The Cape Range in Western Australia contains extensive limestone caves and karstic geologies from the coastal plateau to the Range. Due to the potential impacts to subterranean fauna of the clearing and development of the Site, a desktop review and preliminary impact risk assessment for the Site was undertaken (Invertebrate Solutions 2017).

The presence of the 'Cape Range Subterranean Waterways' within and immediately adjacent to the Site (Figure 15) indicates there is a High to Very High likelihood of Stygofauna occurring within the Site, despite the lack of sampling within this location. Stygofauna likely to occur include *Milyeringa veritas* and *Ophisternon candidum* listed as Vulnerable under the WC Act and the EPBC Act (Invertebrate Solutions 2017).

A likelihood assessment of troglofauna was undertaken using data from the Western Australian Museum databases for Crustaceans and Arachnids/Myriapodas. The searches identified that no troglofauna has previously been recorded in the Project area. It was identified that the Site contains minimal evidence of troglofauna habitat, however, substantial troglofauna habitat and community is present within the wider region (Invertebrate Solutions 2017). A more detailed assessment of potential impacts will be completed in support of the environmental impact assessment of the Proposal under the EP Act.

2.12 Reserves and Conservation Areas

The Site is within the 'Area 1: Bay of Rest' conservation area for Tropical Arid zone Mangroves (Figure 9). The Mangroves are considered to be of State significance under the EPA *Guidance Statement for protection of tropical arid zone mangroves along the Pilbara coastline* No. 1 (2001). The EPA's objective for areas of regionally significant mangroves is that "no development should take place that would adversely affect the mangrove habitat, the ecological function of these areas and the maintenance of ecological processes which sustain the mangrove habitats" (EPA 2001). No impacts to these mangroves are expected as a result of the Proposal.

2.13 Heritage

2.13.1 Aboriginal Heritage

In Western Australia, the *Aboriginal Heritage Act 1972* protects places and objects customarily used by, or traditional to, the original inhabitants of Australia. A register of such places and objects is maintained under the Act however all sites are protected under the Act whether they are registered or not. Desktop review of the Department of Aboriginal Affairs' (DAA) Aboriginal Heritage Inquiry System identified no Registered Aboriginal sites and 4 lodged Aboriginal Sites partially within or adjacent to the Site (Table 5) (Figure 16) (DAA 2017).

Table 5: Aboriginal Heritage Sites within the vicinity of the Site (DAA 2017)

SITE ID	NAME	STATUS	TYPE	DISTANCE FROM SITE (~M)
26259	Field Site 1	Lodged	Artefacts / Scatter, Shell	Partially within extent of the Site
26260	Field Site 2	Lodged	Artefacts / Scatter, Shell	687
26268	CSF Isolated Find	Lodged	Other: 3 Isolated artefacts	280
26261	Field Site 3	Lodged	Artefacts / Scatter, Shell	20

No Heritage surveys have been undertaken on the Site, however, Subsea7 is currently consulting with the Gnulli area Traditional Owners and their representatives to determine the requirements for a heritage survey.

2.13.2 Native Title

The *Native Title Act 1993* provides for the recognition and protection of native title rights of Aboriginal people who have maintained a traditional connection to their land and waterways since sovereignty. Native Title rights have been extinguished over land that has been subject to grants of land tenure, including land in freehold or leasehold from the Crown (DAA 2017).

One registered Native Title claim exists across the Site: *Gnulli WC1997/028* (DAA 2017). This Native Title claim covers the wider Pilbara region. The Gnulli group are currently being engaged to establish the most appropriate form of agreement to recognise the rights of the Traditional Owners.

2.13.3 European Heritage

The Site does not contain any State, National or World Heritage Places. The nearest World Heritage Place is the Ningaloo Coast, located in excess of 30 km from the Site (SHO 2017) (DotEE 2017c).

2.14 Site History

2.14.1 Contaminated Sites

Under the *Contaminated Sites Act 2003*, contaminated sites must be reported to DER, investigated and, if necessary, remediated. No registered contaminated sites exist within a 1 km radius of the Site (DER 2017b).

2.14.2 Mining Tenements

The Site is within a Temporary Reserve 70/2614 as under Section 297 of the repealed *Mining Act 1904* (DMP 2017). This has since transitioned to the current and in force

Mining Act 1978 under clause 1, Division 1 of the Second Schedule. Under the current *Mining Act 1978*, occupancy within a temporary reserve shall not be granted without the consent in writing of the Minister.

2.15 Historical Aerial Imagery

Aerial imagery of the Site from 2000 to present, at approximately 7 year intervals, was reviewed (Figures 17a,b,c). Generally, the Site has not changed significantly between 2000 and 2013. The Site and surrounding areas have remained generally undeveloped. The RAAF military base and associated airport was developed prior to the year 2000.

2.16 Groundwater Bores

A total of 69 groundwater bores were identified within a 15 km radius from the centre of the Site and aligned along the western edge of the coastal plain. Of these bores, drill depth and data was available for 43 with the depths of the bores ranging between 12 m and 77 m below ground level (mbgl). The range in drilled depths likely reflects the varying elevation at each bore (GHD 2017a).

3 Potential Impacts and Management

3.1 Acid Sulfate Soils

Acid Sulfate Soils (ASS) are naturally occurring soils, sediments and peats that contain iron sulphides that are generally found in a layer of waterlogged soil or sediment in low-lying land bordering the coast, estuarine, saline or freshwater wetlands throughout Western Australia (DER 2015).

ASS are benign in an anoxic state and do not pose a significant risk to human or environmental health. However, when these soils are disturbed or exposed to air, they can oxidise and produce sulfuric acid, iron precipitates and concentrations of heavy metals. Disturbing ASS has the potential to cause significant environmental and economic impacts (WAPC 2008).

Dewatering and/or excavation within Class 1 'High to Moderate' risk area has the potential to disturb ASS. DER's guideline *Identification and investigation of acid sulfate soils and acidic landscapes* (2015) outlines the nature of disturbance that triggers and ASS investigation (refer Table 6).

Table 6: Nature of disturbance that triggers an ASS investigation for Class 1 and 2 (DER 2015)

CLASS OF LAND	NATURE OF DISTURBANCE
Class 1 – 'High to Moderate' risk of ASS occurring within 3 m of natural soil surface	<ul style="list-style-type: none"> ● Earthworks that will disturb more than 1000 m³ of soil; and ● Dewatering or soil draining activity.
Class 2 – 'Moderate to Low' risk of ASS occurring within 3 m of natural soils surface but 'High to Moderate' risk of ASS beyond 3 m of natural soil surface	<ul style="list-style-type: none"> ● Works involving lowering of water table (temporary or permanent); ● Earthworks extending to beyond 3 m below natural ground surface; and ● Works within 500 m of a wetland.

No surface wetlands occur in the vicinity of the Site. It is unlikely that significant volumes of potential ASS will be disturbed by the proposed construction works.

3.2 Coastal Processes and Storm Surge

The coastline of the Site has remained relatively stable with minimal long term change according to coastline change analysis using contemporary aerial imagery.. Review of the imagery between 2000 and 2013 indicates that the short to medium term shoreline change has been insignificant in this area. It is unlikely that coastal processes would

significantly impact on the project unless the Proposal significantly alters the sediment transport regime.

3.3 Subterranean Fauna

Potential impacts to subterranean fauna include the following:

- Alteration to surface hydrology impacting groundwater recharge regimes;
- Vegetation clearing leading to sedimentation and impacts to water quality;
- Reduction in organic inputs beneath areas cleared of vegetation and sealed surfaces;
- Vibration disturbance from construction and operation activities; and
- Surface and groundwater contamination from leaks, spills or discharges (chemical pollutants, hydrocarbons or waste water).

The clearing of native vegetation on the surface is considered to be the most significant potential impact from the Proposal on subterranean fauna. Clearing is anticipated to have a Moderate to High impact on any local subterranean fauna community. The likelihood of presence of a local subterranean fauna community is still under investigation.

The storage of hydrocarbons on Site should be limited and all storage areas will be fully bunded to ensure the risk of hydrocarbon contamination of soil or groundwater is low.

3.4 Mangroves

The Mangroves in the Bay of Rest area have the highest degree of protection by the EPA and all developments proposed in these areas are subject to formal environmental impact assessment (EIA) under the EP Act. However, the mangroves are located over 2 km from the Site and the risk of impact is negligible.

3.5 Flora, Vegetation and Fauna

Preliminary results from the Flora and Vegetation Survey indicate the the Project envelope does not contain any conservation significant species listed under State or Federal legislation. The Fauna survey identified that no conservation significant species under Federal listings were found within the Project envelope. Further information on flora, vegetation and fauna will be addressed in the technical survey reports.

3.6 Hydrology

A previous hydrological study (Hyd₂o 2013) identified that the modelled 100 Year ARI flood extent intersects with much of the Project envelope. Infrastructure design and drainage design will take into account the flood risk.

4 Limitations

This report is produced strictly in accordance with the scope of services set out in the contract or otherwise agreed in accordance with the contract. 360 Environmental makes no representations or warranties in relation to the nature and quality of soil and water other than the visual observation and analytical data in this report.

In the preparation of this report, 360 Environmental has relied upon documents, information, data and analyses (“client’s information”) provided by the client and other individuals and entities. In most cases where client’s information has been relied upon, such reliance has been indicated in this report. Unless expressly set out in this report, 360 Environmental has not verified that the client’s information is accurate, exhaustive or current and the validity and accuracy of any aspect of the report including, or based upon, any part of the client’s information is contingent upon the accuracy, exhaustiveness and currency of the client’s information. 360 Environmental shall not be liable to the client or any other person in connection with any invalid or inaccurate aspect of this report where that invalidity or inaccuracy arose because the client’s information was not accurate, exhaustive and current or arose because of any information or condition that was concealed, withheld, misrepresented, or otherwise not fully disclosed or available to 360 Environmental.

Aspects of this report, including the opinions, conclusions and recommendations it contains, are based on the results of the investigation, sampling and testing set out in the contract and otherwise in accordance with normal practices and standards. The investigation, sampling and testing are designed to produce results that represent a reasonable interpretation of the general conditions of the site that is the subject of this report. However, due to the characteristics of the site, including natural variations in site conditions, the results of the investigation, sampling and testing may not accurately represent the actual state of the whole site at all points.

It is important to recognise that site conditions, including the extent and concentration of contaminants, can change with time. This is particularly relevant if this report, including the data, opinions, conclusions and recommendations it contains, are to be used a considerable time after it was prepared. In these circumstances, further investigation of the site may be necessary.

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FIGURES



Legend

- Project Envelope (August 2017)
- Learmonth RAAF Base
- Roads

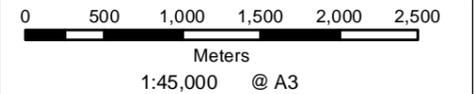
- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2017
 - ROADS SOURCED MRWA 2012
 - PROPOSED ACCESS ROAD SOURCED SUBSEA7 2017
 - SITE LAYOUT SOURCED SUBSEA7 2017
 - BUNDLE TOW ROUTE SOURCED SUBSEA7 2017
 - IMAGERY SOURCED FROM LANDGATE 2013
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LOCALITY MAP



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HORIZONTAL DATUM AND PROJECTION GDA 1994 MGA Zone 50			
CREATED EW	CHECKED SS	APPROVED SS	REVISION 0

Subsea 7
Bundle Site, Learmonth
Environmental Assessment Report

Figure 1
Site Location and Project Envelope



Legend

- Project Envelope (August 2017)
- Learmonth_RAAF_Base
- Roads
- Elevation (mAHd)

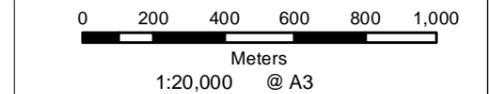
- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2017
 - ROADS SOURCED MRWA 2012
 - PROPOSED ACCESS ROAD SOURCED SUBSE7 2017
 - SITE LAYOUT SOURCED SUBSE7 2017
 - BUNDLE TOW ROUTE SOURCED SUBSE7 2017
 - CONTOURS SOURCED GEOSCIENCE AUSTRALIA 2017
 - IMAGERY SOURCED FROM LANDGATE 2013
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CREATED JA	CHECKED SS	APPROVED SS	REVISION 0

Subsea 7
Bundle Site, Learmonth
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Figure 2a
Topography



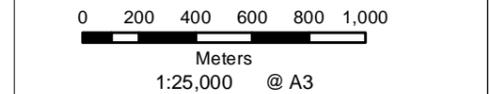
- Legend**
- Project Envelope (August 2017)
 - Learmonth_RAAF_Base
 - Roads
 - Elevation (mAHd)

- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2017
 - ROADS SOURCED MRWA 2012
 - CONTOURS SOURCED GEOSCIENCE AUSTRALIA 2017
 - IMAGERY SOURCED FROM LANDGATE 2013
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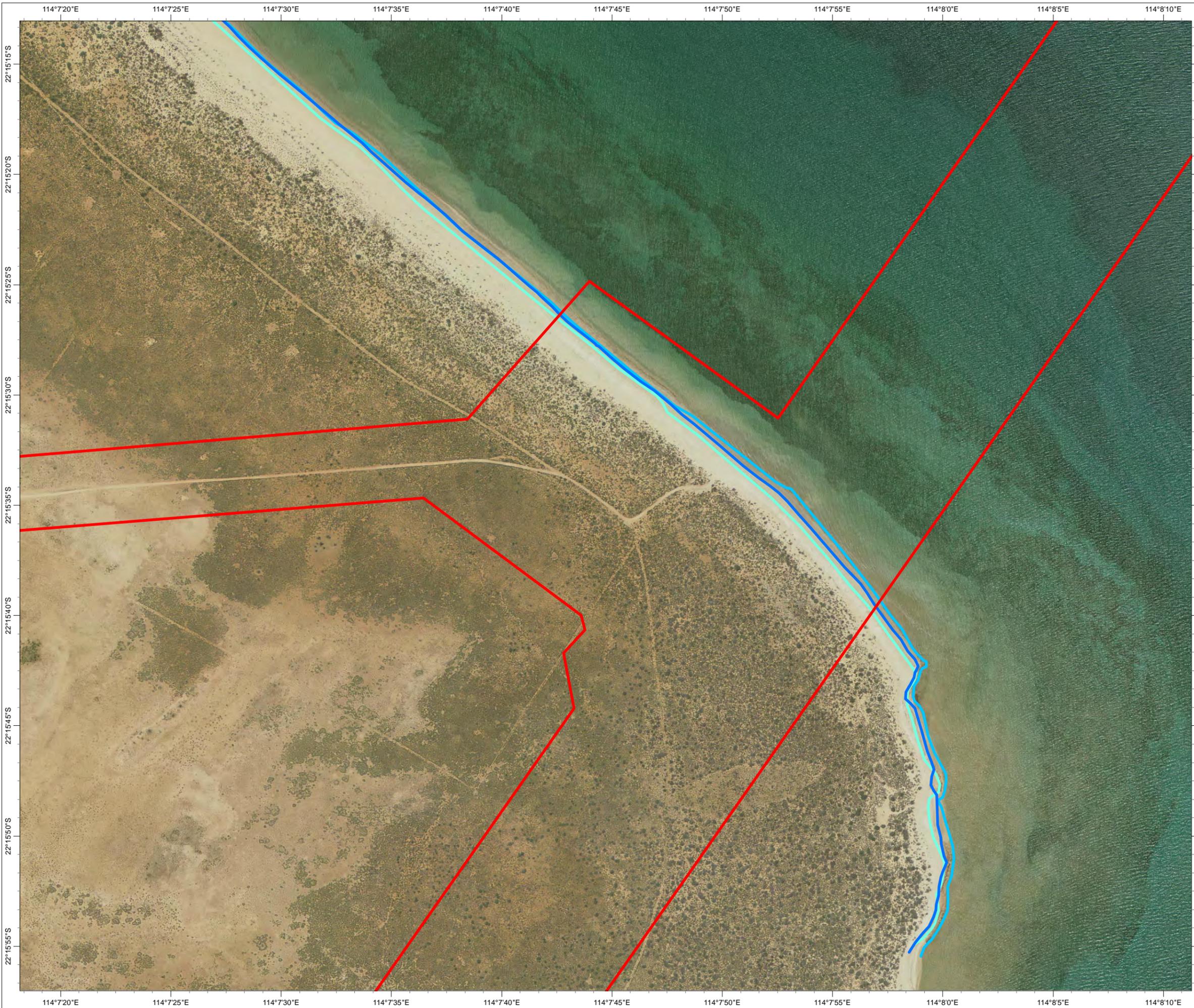
LOCALITY MAP



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HORIZONTAL DATUM AND PROJECTION GCS GDA 1994			
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Subsea 7
Bundle Site, Learmonth
Environmental Assessment Report

Figure 2b
Topography



- Legend**
- Project Envelope (August 2017)
 - 2013 High Water Mark
 - 2007 High Water Mark
 - 2000 High Water Mark

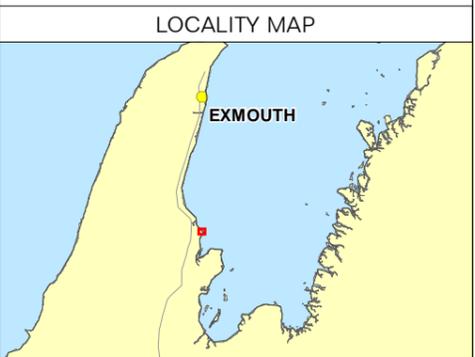
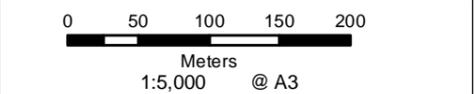
- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - COASTLINE ANALYSIS SOURCED LANDGATE 2017
 - IMAGERY SOURCED FROM LANDGATE 2013
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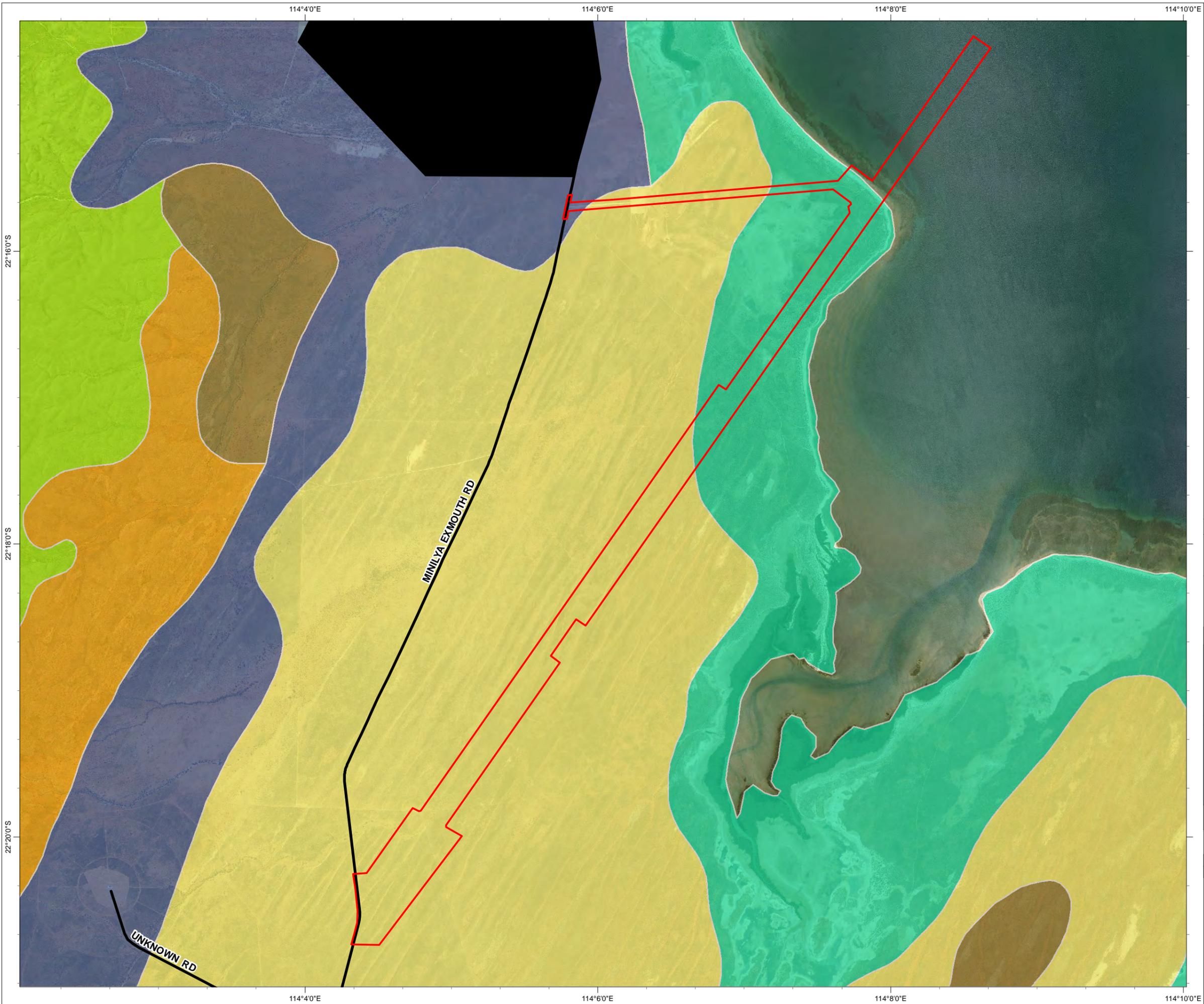
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Figure 3
Coastline Analysis (2000, 2007, 2013)



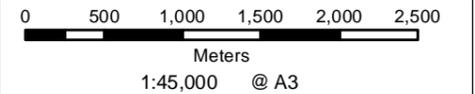
- Legend**
- Project Envelope (August 2017)
 - Roads
 - Learmonth RAAF Base
- Surface Geology**
- Exmouth Sandstone:** Sandstone, cross-bedded quartzose calcarenite, minor pebble conglomerate.
 - Bundera Calcarenite:** Calcareous aeolianite, corallgal reefs, coquina and shelly limestone, variably calcreted.
 - Trealla Limestone:** Calcirudite to calcilitute with corallgal limestone, commonly fossiliferous, quartzose in places; shallow marine to littoral
 - Dunes 38496:** Dunes, sandplain with dunes and swales; may include numerous interdune claypans; residual and aeolian sand with minor silt and clay; aeolian red quartz sand, clay and silt, in places gypsiferous; yellow hummocky sand
 - Colluvium 38491:** Colluvium, sheetwash, talus; gravel piedmonts and aprons over and around bedrock; clay-silt-sand with sheet and nodular kankar; alluvial and aeolian sand-silt-gravel in depressions and broad valleys in Canning Basin; local calcrete, reworked laterite
 - Estuarine and delta deposits 38489:** Coastal silt and evaporite deposits; estuarine, lagoonal, and lacustrine deposits

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 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2017
 - ROADS SOURCED MRWA 2012
 - SURFACE GEOLOGY SOURCED GSWA 2008
 - IMAGERY SOURCED FROM LANDGATE 2017
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Figure 4
Surface Geology



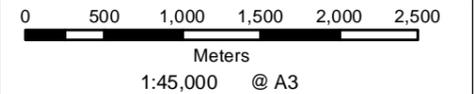
- Legend**
- Project Envelope (August 2017)
 - Roads
 - Learmonth RAAF Base
- Soil Land Systems**
- Cardabia System:** Undulating sandy plains with linear dunes, minor limestone plains and low rises, supporting mainly soft spinifex hummock grasslands with scattered acacias and other shrubs.
 - Littoral System:** Bare coastal mudflats (unvegetated), samphire flats, sandy islands, coastal dunes and beaches, supporting samphire low shrublands, sparse acacia shrublands and mangrove forests.
 - Learmonth System:** Sandy outwash plains marginal to the Cape Range, supporting mainly soft spinifex hummock grasslands with scattered acacia shrubs.
 - Range System:** Dissected limestone plateaux, hills and ridges with gorges and steep stony slopes supporting hard spinifex, sparse shrubs and eucalypts.

- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2017
 - ROADS SOURCED MRWA 2012
 - SOIL LAND SYSTEMS SOURCED DAFWA 2012
 - IMAGERY SOURCED FROM LANDGATE 2017
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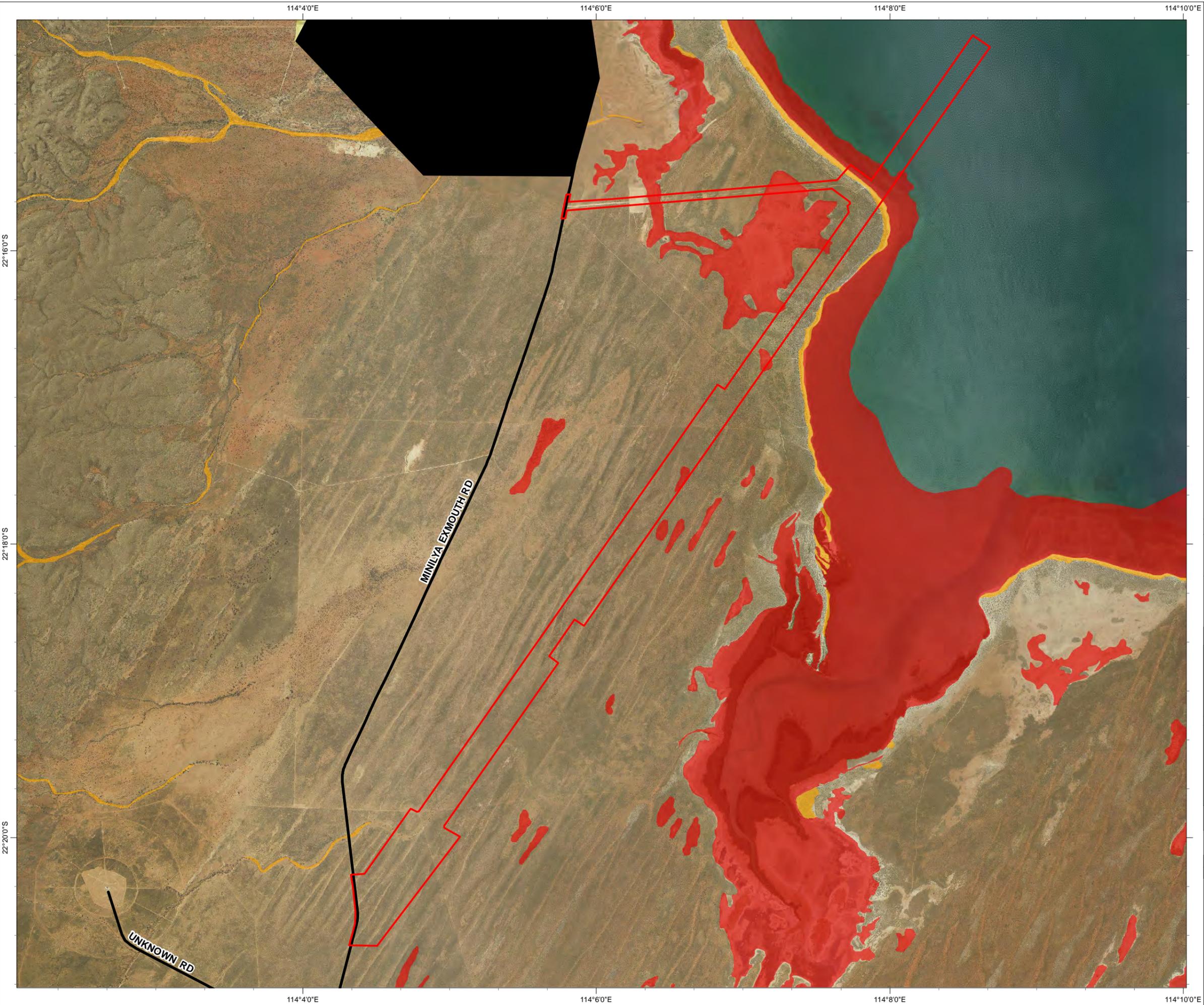
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 GCS GDA 1994

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JA	SS	SS	0

Subsea 7
Bundle Site, Learmonth
Environmental Assessment Report

Figure 5
Soil Land Systems



Legend

- Project Envelope (August 2017)
- Roads
- Learmonth RAAF Base

Acid Sulphate Soils Disturbance Risk

- High to moderate risk
- Moderate to low risk

- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2017
 - ROADS SOURCED MRWA 2012
 - ACID SULPHATE SOILS RISK SOURCED DER 2014
 - IMAGERY SOURCED FROM LANDGATE 2017
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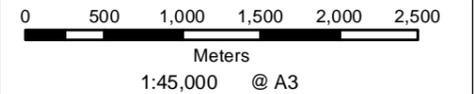
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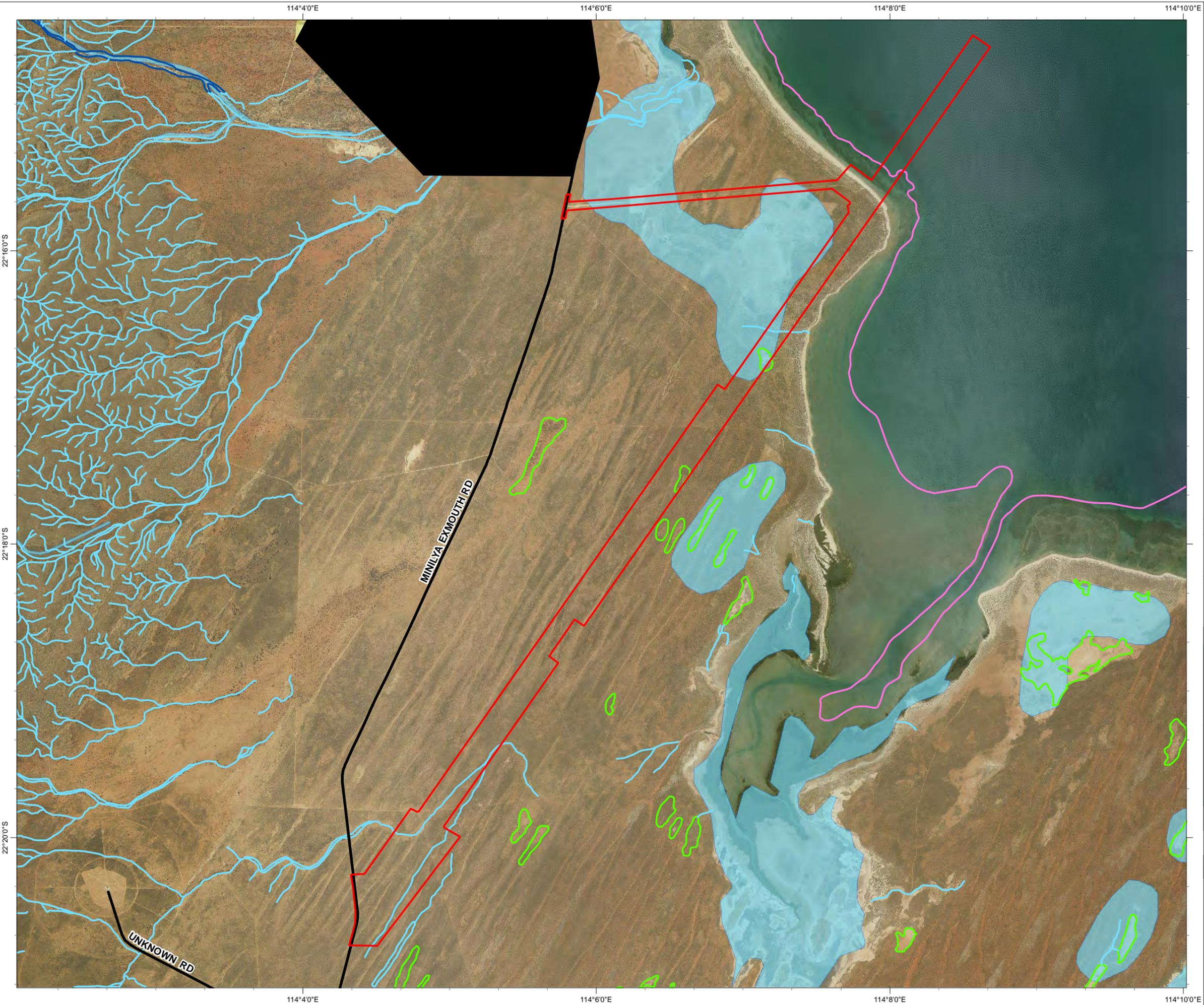
LOCALITY MAP



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HORIZONTAL DATUM AND PROJECTION GCS GDA 1994			
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Figure 6
 Acid Sulphate Soils Risk



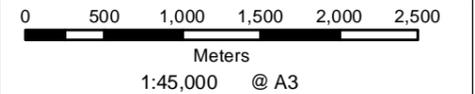
- Legend**
- Project Envelope (August 2017)
 - Roads
 - Learmonth RAAF Base
- Hydrology**
- Swamp - non-perennial
 - Tidal Flat
 - Watercourse - major, ephemeral
 - Watercourse - minor, ephemeral
- Directory of Important Wetlands DIWA Australia**
- Cape Range Subterranean Waterways

- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2017
 - ROADS SOURCED MRWA 2012
 - PROPOSED ACCESS ROAD SOURCED SUBSEA7 2017
 - SITE LAYOUT SOURCED SUBSEA7 2017
 - BUNDLE TOW ROUTE SOURCED SUBSEA7 2017
 - DIW SOURCED DOE 2008
 - IMAGERY SOURCED FROM LANDGATE 2013
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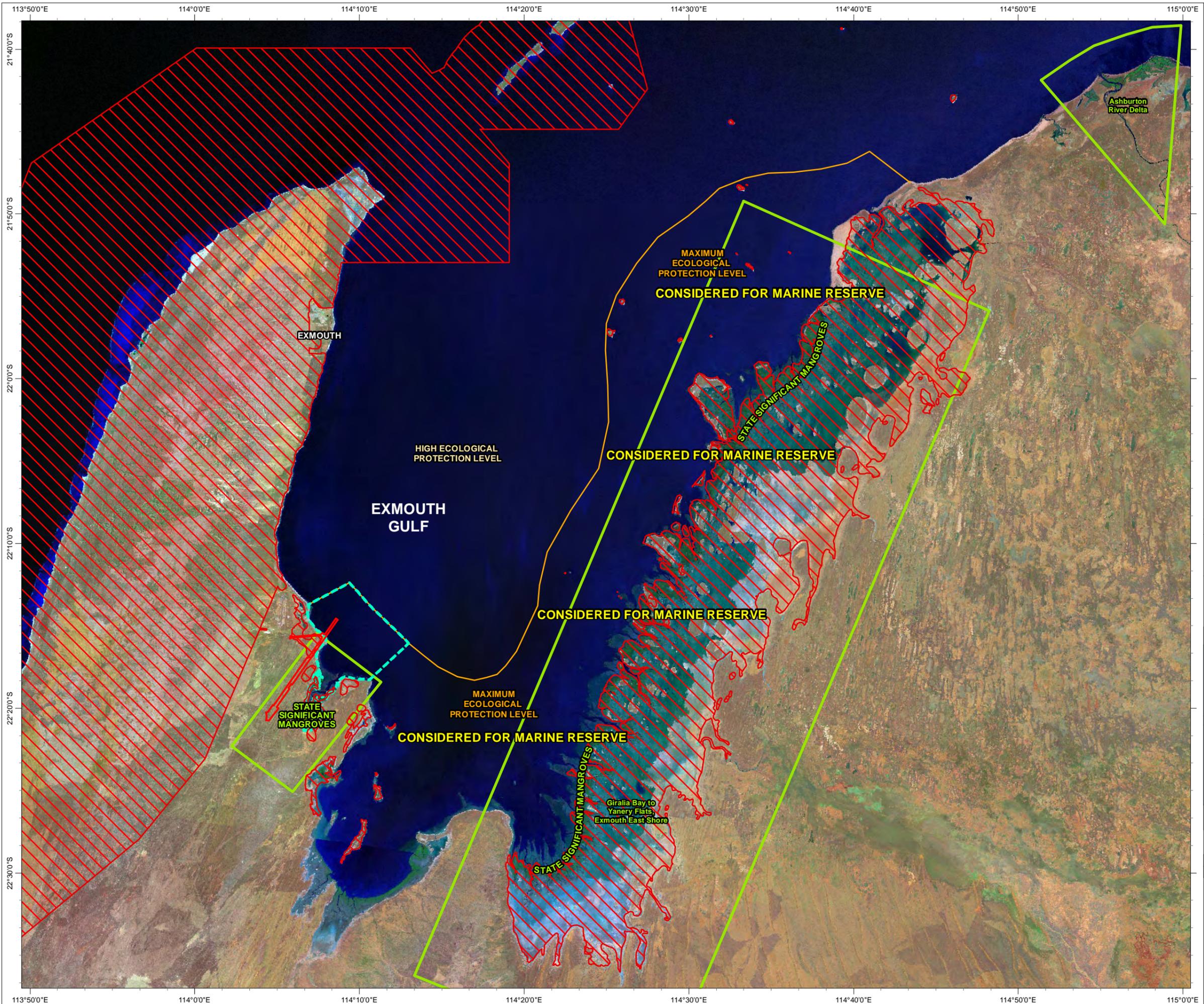
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Subsea 7
Bundle Site, Learmonth
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Figure 7
Wetlands and Hydrology



- Legend**
- Project Envelope (August 2017)
 - Local Assessment Unit
 - Ecological Protection Levels (DOE 2006)
 - Tropical Arid Mangroves Regionally Significant Areas
 - Environmentally Sensitive Areas

- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - ECOLOGICAL PROTECTION LEVELS SOURCED DOE 2006
 - ESA SOURCED DER 2014
 - MANGROVES SOURCED SUBSEAT7
 - IMAGERY SOURCED FROM LANDSAT7
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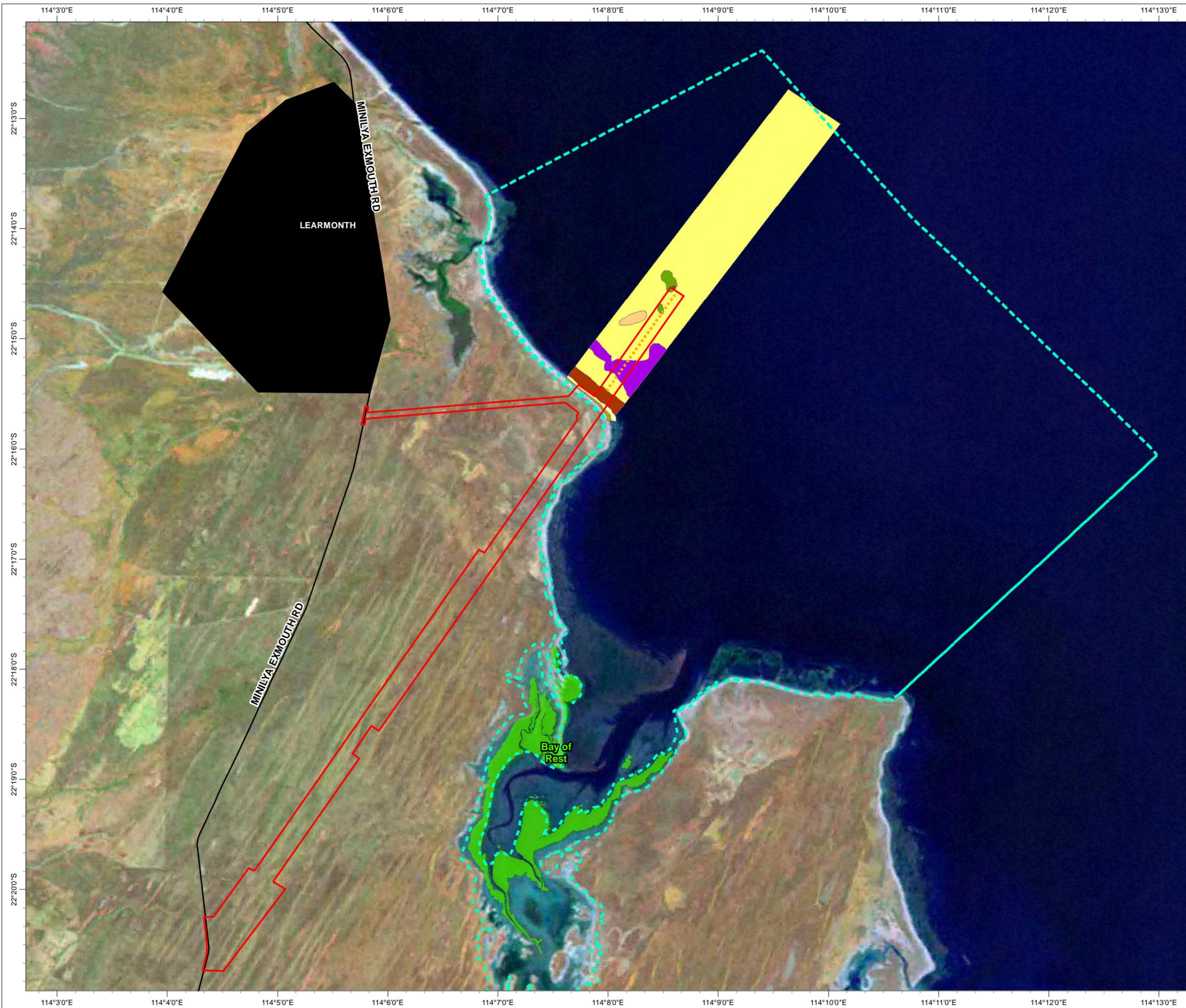


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HORIZONTAL DATUM AND PROJECTION GCS GDA 1994			
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 Bundle Site, Learmonth

Environmental Assessment Report

Figure 9
 Conservation Areas



Legend

- Project Envelope (August 2017)
 - Local Assessment Unit
 - Bundle Tow Route (2km)
- Benthic Habitat**
- Fine sand
 - Soft sediment
 - Soft sediment with turf algae
 - Soft sediment with filter feeders
 - Pavement reef
 - Reef with macroalgae
 - Reef with macroalgae and filter feeders
 - Mangroves

- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2016
 - ROADS SOURCED MRWA 2012
 - IMAGERY SOURCED FROM LANDSAT7
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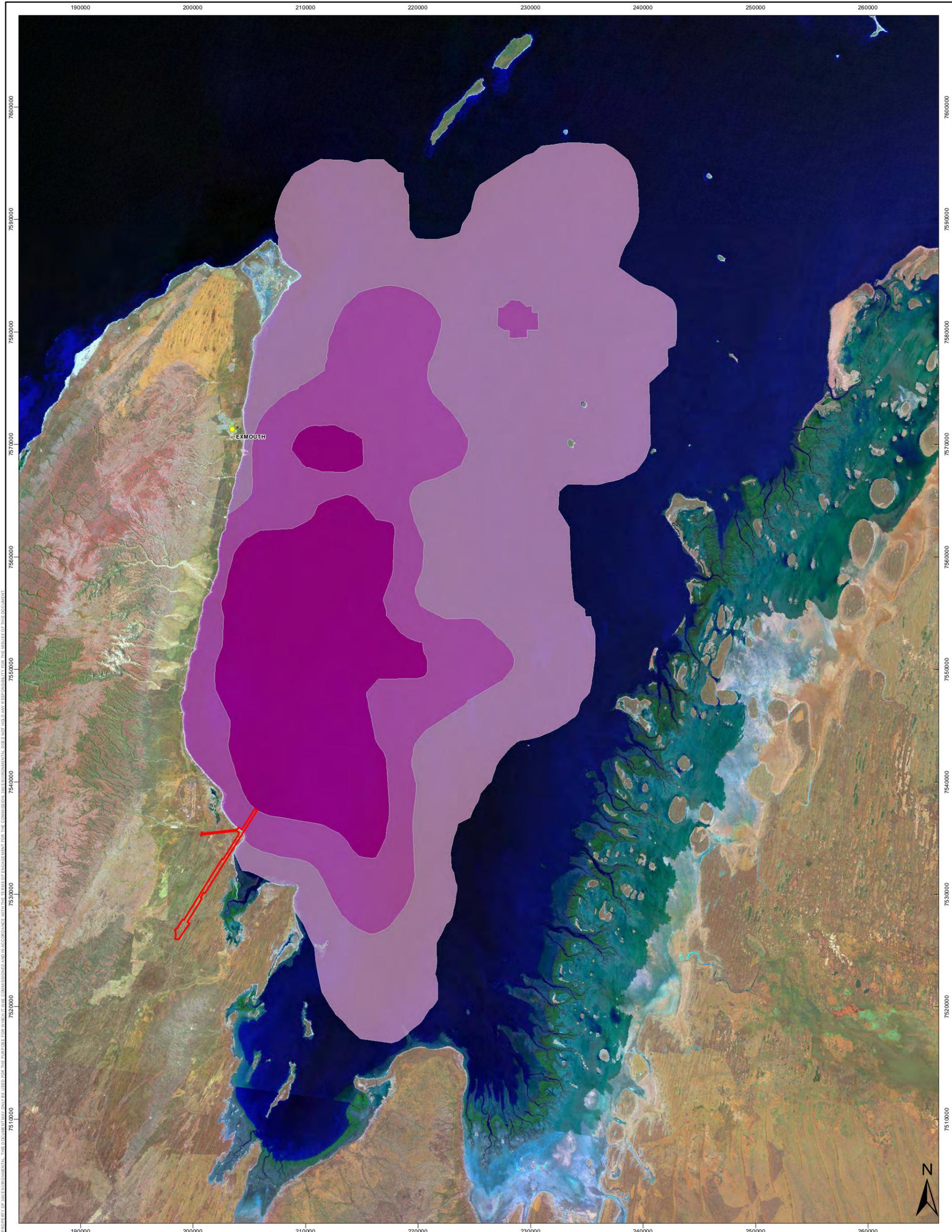
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HORIZONTAL DATUM AND PROJECTION
 GCS GDA 1994

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JA	SS	SS	0

Subsea 7
Bundle Site, Learmonth
Environmental Assessment Report

Figure 10
Benthic Habitats



Legend

- Project Envelope (August 2017)
- Preferred Habitat (50% P Contour)
- Medium Density Area (75% P Contour)
- Probable Annual Range (95% P Contour)

Humpback Whale Location (2004-2005)

Note
Data Reproduced From CWR (2005)

DATA SOURCES

- CADASTRAL BOUNDARY SOURCED FROM LANDGATE 2009
- LOCALITY MAP SOURCED LANDGATE 2006
- AERIAL PHOTOGRAPHY SOURCED LANDGATE 2014
- © Western Australian Land Information Authority 2015

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HORIZONTAL DATUM GDA 1994 MGA Zone 50			PROJECT NO 2061	

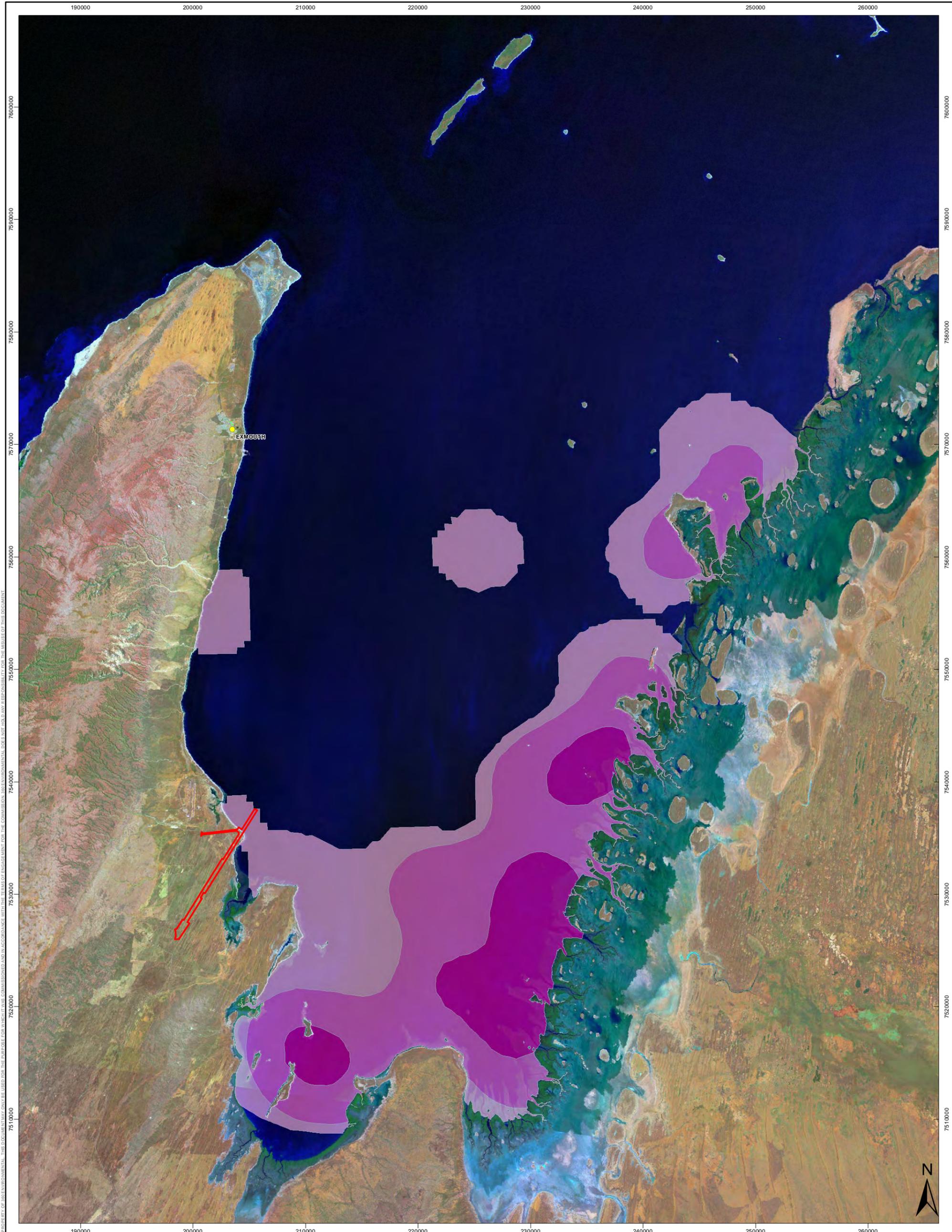
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Bundle Site, Learmonth**

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**Figure 11
Location of Humpback Whales
(2004-2005)**

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Legend

- Project Envelope (August 2017)
- Dugong Location (2004-2005)**
- Preferred Habitat (50% P Contour)
- Medium Density Area (75% P Contour)
- Probable Annual Range (50% P Contour)

DATA SOURCES

- CADASTRAL BOUNDARY SOURCED FROM LANDGATE 2009
- LOCALITY MAP SOURCED LANDGATE 2006
- AERIAL PHOTOGRAPHY SOURCED LANDGATE 2014
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HORIZONTAL DATUM GDA 1994 MGA Zone 50		PROJECT NO 2061		

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Meters
1:300,000 @ A3

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Learmonth Bundle Site**

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**Figure 12
Location of Dugongs
(2004-2005)**

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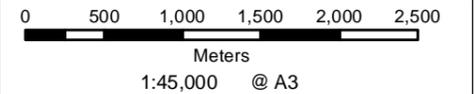
- Legend**
- Project Envelope (August 2017)
 - Roads
 - Learmonth RAAF Base
- Beard (1978), Shepherd (2001) Vegetation Complexes**
- CAPE RANGE_117:** Hummock grasslands, grass steppe; soft spinifex
 - CAPE RANGE_162:** Shrublands; snakewood scrub
 - CAPE RANGE_663:** Hummock grasslands, shrub steppe; waterwood over soft spinifex
 - CAPE RANGE_664:** Hummock grasslands, sparse tree-steppe; scattered bloodwood over soft spinifex and *Triodia sp. indet. aff. Angusta*
 - COASTAL DUNES_117:** Hummock grasslands, grass steppe; soft spinifex
 - COASTAL DUNES_662:** Hummock grassland; shrub steppe; mixed acacia scrub and dwarf scrub with soft spinifex and *Triodia basedowii*

- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2017
 - ROADS SOURCED MRWA 2012
 - VEGETATION COMPLEXES SOURCED GEOSCIENCE 2013
 - IMAGERY SOURCED FROM LANDGATE 2017
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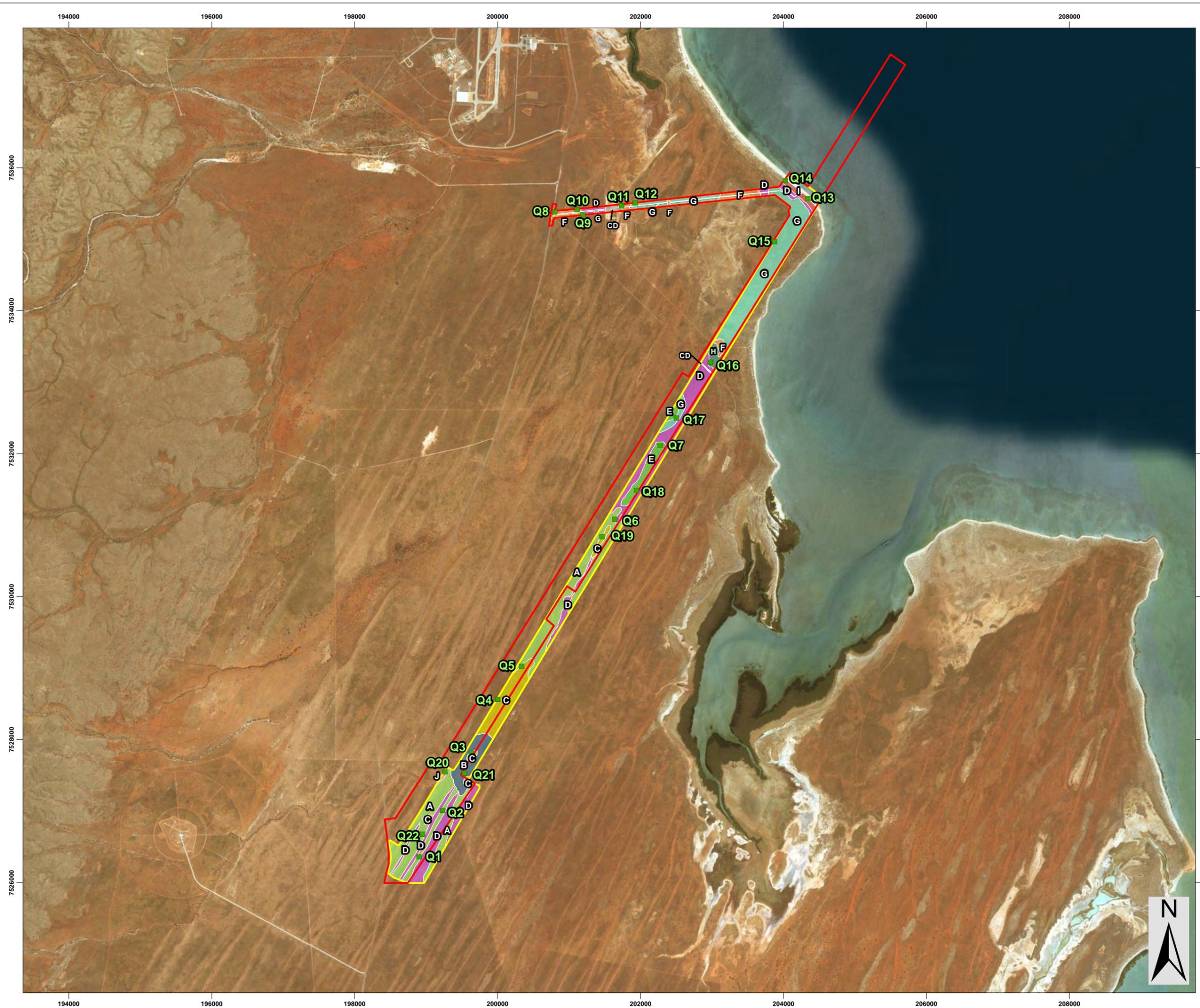
LOCALITY MAP



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HORIZONTAL DATUM AND PROJECTION GCS GDA 1994			
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Bundle Site, Learmonth
Environmental Assessment Report

Figure 13
Broadscale Vegetation Complexes



Legend

- Project Envelope (August 2017)
- Survey Area (2017)
- Quadrats

Vegetation Associations

- A:** AgTe: *Acacia gregorii* low open shrubland over *Triodia epactia* closed grassland
- B:** AcAt: *Acacia coriacea* and *Acacia tetragonophylla* open shrubland over *Triodia epactia* hummock grassland
- C:** AsTe: *Acacia sclerosperma* subsp. *sclerosperma* shrubland over *Triodia epactia* hummock grassland
- D:** AsSs: *Acacia stellaticeps* and *Scaevola sericophylla* open shrubland over *Triodia epactia* hummock grassland
- E:** McTe: *Melaleuca cardiophylla* low shrubland over *Triodia epactia* hummock grassland
- F:** TiFp: *Tecticornia ?indica* and *Frankenia pauciflora* low shrubland on saline flat
- G:** AbTe: *Acacia bivenosa* open shrubland over *Triodia epactia* hummock grassland
- H:** SoTe: *Stemodia* sp. *Onslow* low open shrubland over *Triodia epactia* hummock grassland
- I:** AbAc: *Acacia bivenosa* and *Acacia coriacea* open shrubland over *Spinifex longifolius* and *Triodia epactia* open grassland
- J:** AcC: *Acacia coriacea* and *Cullen* sp. shrubland over *Sida rohlenae* subsp. *rohlenae* low shrubland over *Triodia epactia*
- CD/Track:** CD: Completely Degraded/Track

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 - LOCALITY MAP SOURCED LANDGATE 2006
 - IBRA7 REGIONS SOURCED DOE 2015
 - AERIAL PHOTOGRAPHY SOURCED LANDGATE Sep 2013
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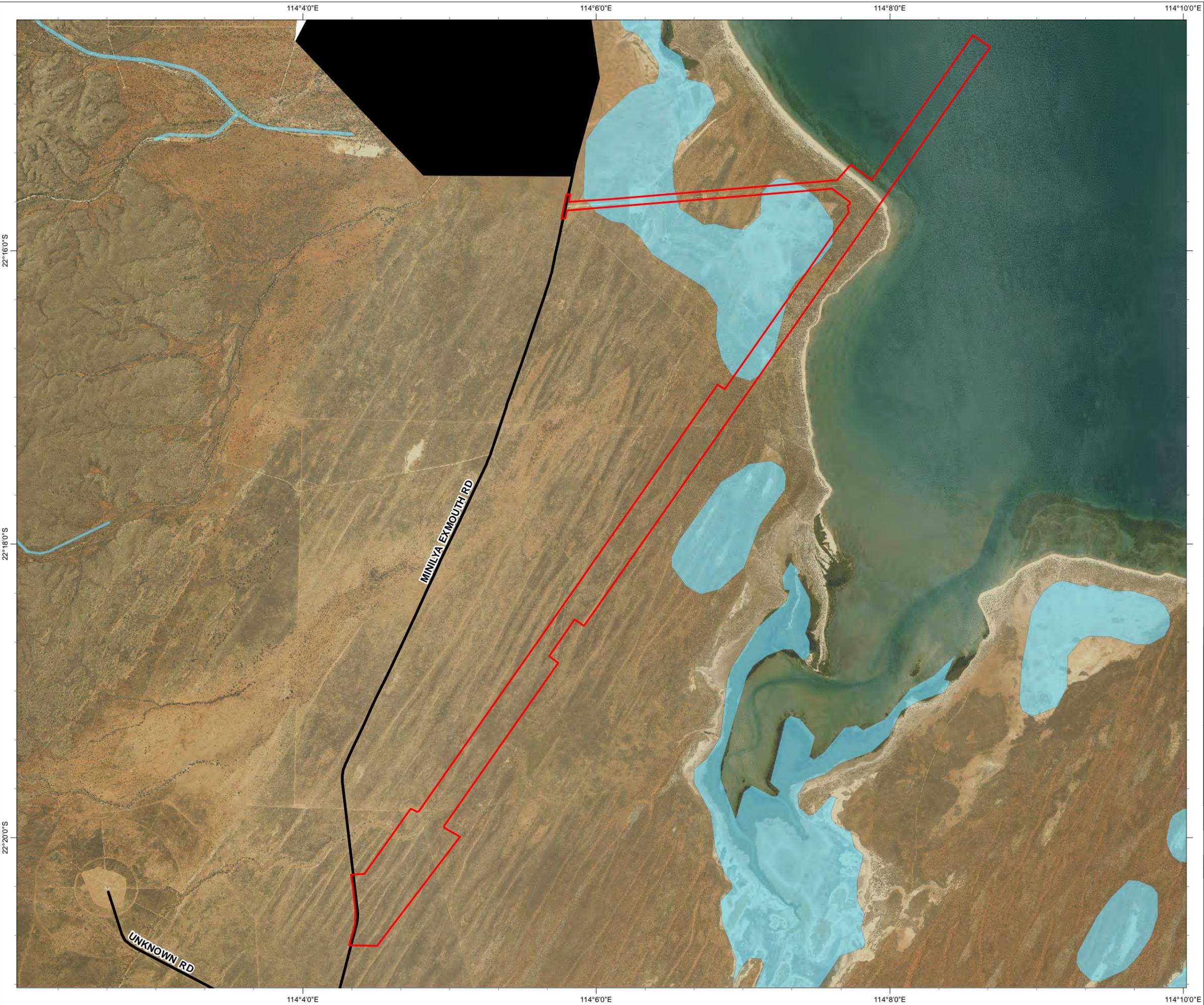
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LOCALITY MAP

PROJECT ID 2061		DATE 10/08/2017	
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Figure 14
Surveyed Vegetation Associations



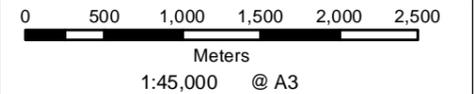
- Legend**
- Project Envelope (August 2017)
 - Roads
 - Learmonth RAAF Base
 - Cape Range Subterranean Waterways (WA006)

- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2017
 - ROADS SOURCED MRWA 2012
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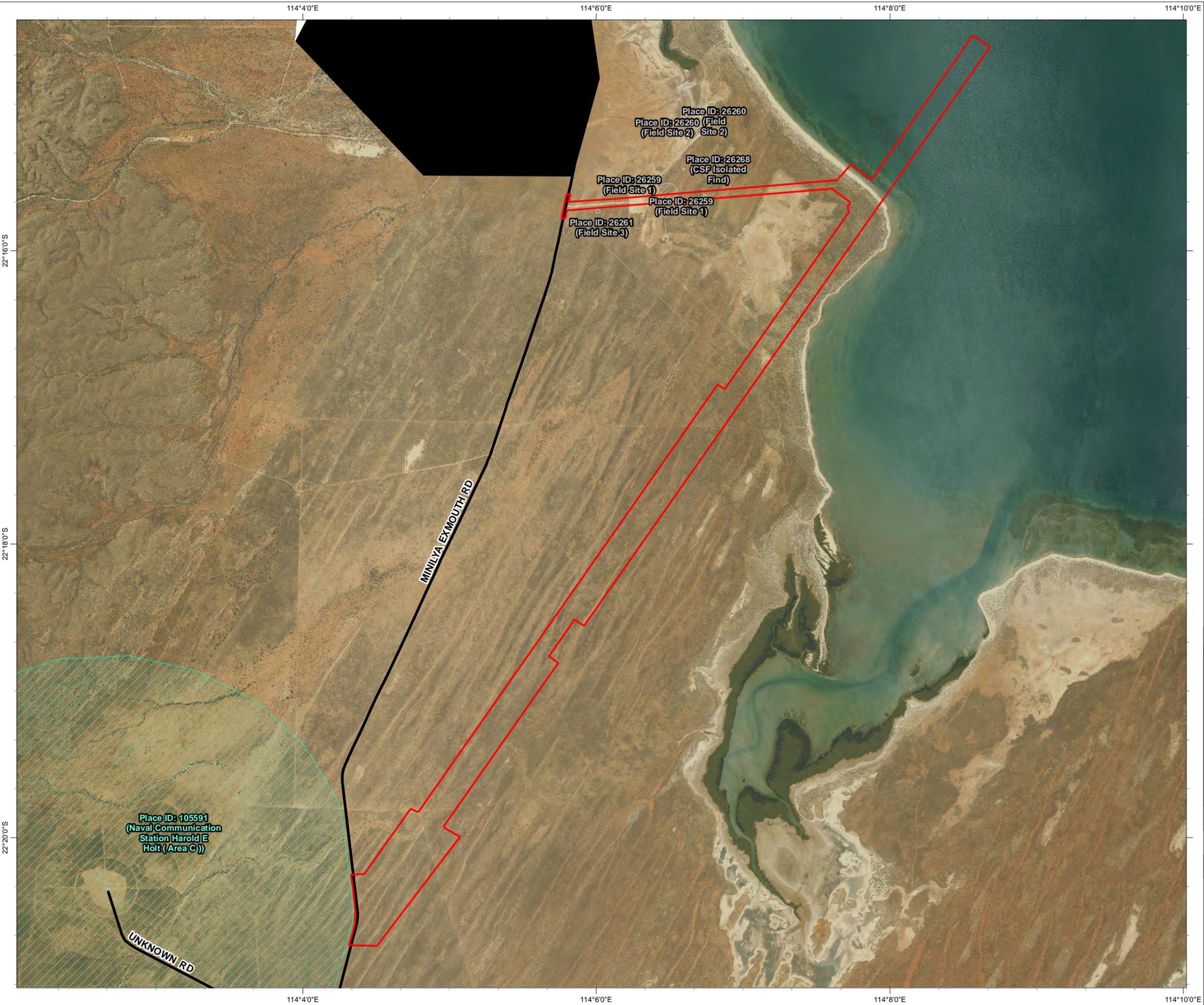
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HORIZONTAL DATUM AND PROJECTION GCS GDA 1994			
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Figure 15
Subterranean Fauna



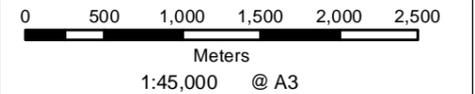
- Legend**
- Project Envelope (August 2017)
 - Roads
 - Learmonth RAAF Base
 - Aboriginal Heritage Site**
 - Lodged
 - Commonwealth Public Heritage Area

- LOCALITY MAP SOURCED FROM LANDGATE 2006
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 - ROADS SOURCED MRWA 2012
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- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS

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LOCALITY MAP



PROJECT NO	2061	DATE	10/08/2017
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HORIZONTAL DATUM AND PROJECTION
 GCS GDA 1994

CREATED	CHECKED	APPROVED	REVISION
EW	SS	SS	0

Subsea 7
Bundle Site, Learmonth
Environmental Assessment Report

Figure 1*
Aboriginal and Commonwealth
Heritage Areas



Legend

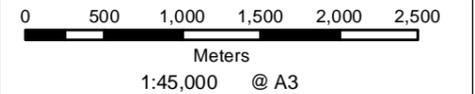
- Project Envelope (August 2017)
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LOCALITY MAP



PROJECT NO	DATE
2061	9/08/2017

HORIZONTAL DATUM AND PROJECTION
 GCS GDA 1994

CREATED	CHECKED	APPROVED	REVISION
JA	SS	SS	0

Subsea 7
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Figure 17a
Historical Aerials (2000)



Legend

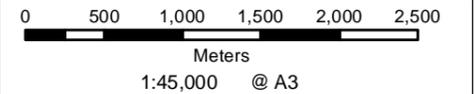
- Project Envelope (August 2017)
- Roads
- Learmonth RAAF Base

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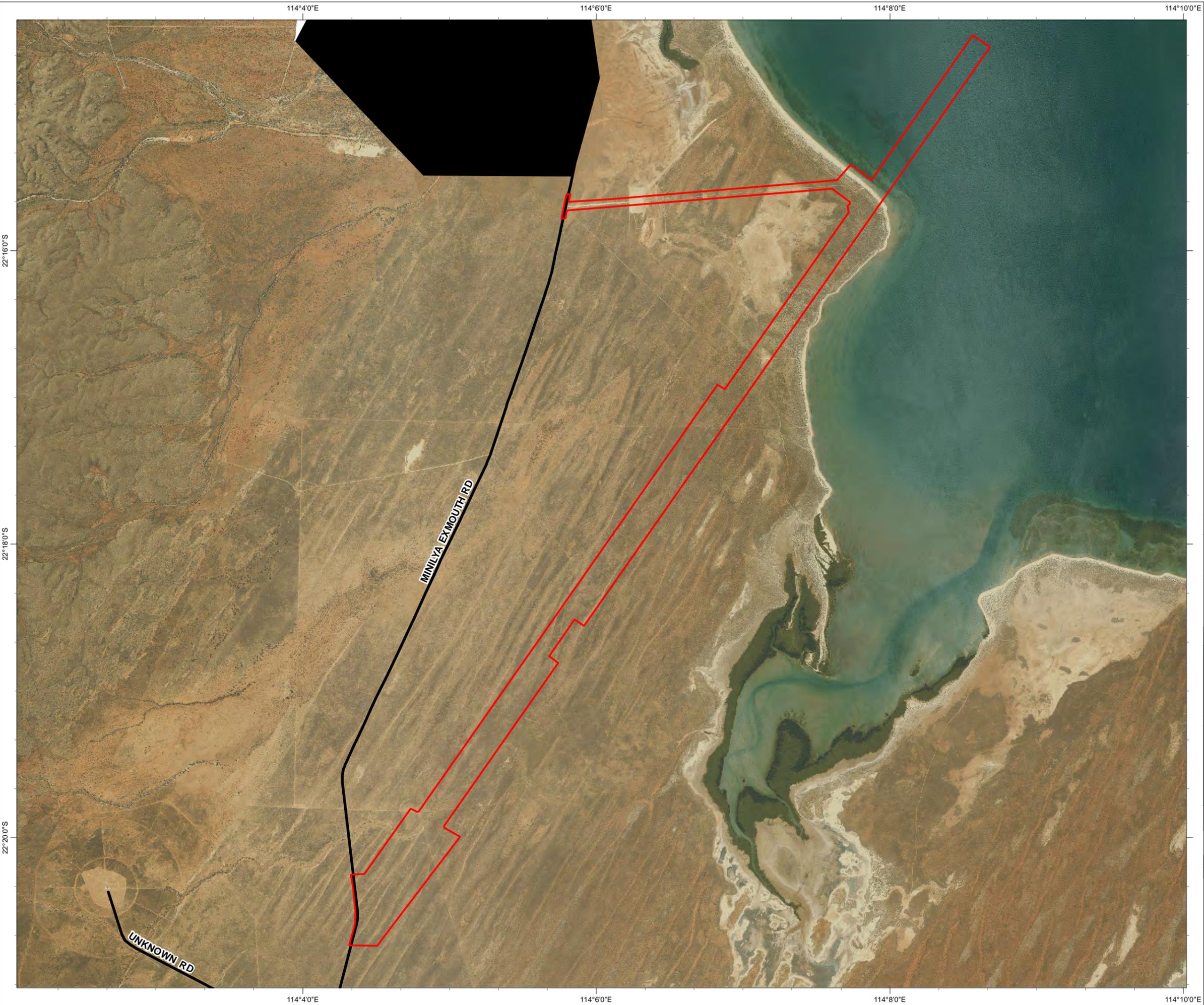
LOCALITY MAP



PROJECT NO 2061		DATE 9/08/2017	
HORIZONTAL DATUM AND PROJECTION GCS GDA 1994			
CREATED JA	CHECKED SS	APPROVED SS	REVISION 0

Subsea 7
Bundle Site, Learmonth
Environmental Assessment Report

Figure 17V
Historical Aerials (2007)



Legend

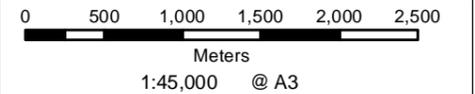
- Project Envelope (August 2017)
- Roads
- Learmonth RAAF Base

- LOCALITY MAP SOURCED FROM LANDGATE 2006
 - PROJECT ENVELOPE SOURCED 360 ENVIRONMENTAL 2017
 - ROADS SOURCED MRWA 2012
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LOCALITY MAP



PROJECT NO 2061		DATE 9/08/2017	
HORIZONTAL DATUM AND PROJECTION GCS GDA 1994			
CREATED JA	CHECKED SS	APPROVED SS	REVISION 0

Subsea 7
Bundle Site, Learmonth
Environmental Assessment Report

Figure 17c
Historical Aerials (2013)

APPENDIX A

NatureMap Search Report

NatureMap Species Report

Created By Guest user on 13/06/2017

Current Names Only Yes
Core Datasets Only Yes
Method 'By Circle'
Centre 114° 07' 20" E, 22° 15' 25" S
Buffer 5km
Group By Kingdom

Kingdom	Species	Records
Animalia	167	298
Chromista	2	2
Plantae	43	51
TOTAL	212	351

Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
Animalia				
1.	??			
2.	41323 <i>Actitis hypoleucos</i> (Common Sandpiper)		IA	
3.	<i>Alectis indica</i>			
4.	<i>Ambassis vachellii</i>			
5.	30833 <i>Amphibolurus longirostris</i> (Long-nosed Dragon)			
6.	25241 <i>Antaresia stimsoni</i> subsp. <i>stimsoni</i> (Stimson's Python)			
7.	24599 <i>Anthus australis</i> subsp. <i>australis</i> (Australian Pipit)			
8.	<i>Apistus carinatus</i>			
9.	<i>Apogon brevicaudatus</i>			
10.	<i>Apogon poecilopterus</i>			
11.	41324 <i>Ardea modesta</i> (Eastern Great Egret)		IA	
12.	<i>Arius thalassinus</i>			
13.	<i>Arothron manilensis</i>			
14.	<i>Arothron stellatus</i>			
15.	25566 <i>Artamus cinereus</i> (Black-faced Woodswallow)			
16.	25567 <i>Artamus leucorhynchus</i> (White-breasted Woodswallow)			
17.	24354 <i>Artamus leucorhynchus</i> subsp. <i>leucopygialis</i> (White-breasted Woodswallow)			
18.	24356 <i>Artamus personatus</i> (Masked Woodswallow)			
19.	25320 <i>Aspidites melanocephalus</i> (Black-headed Python)			
20.	<i>Assiculus punctatus</i>			
21.	<i>Atherinomorus vaigiensis</i>			
22.	<i>Backobourkia collina</i>			
23.	24269 <i>Calamanthus campestris</i> (Rufous Fieldwren)			
24.	<i>Callionymus grossi</i>			
25.	<i>Callionymus sublaevis</i>			
26.	<i>Carangoides coeruleopinnatus</i>			
27.	<i>Carangoides hedlandensis</i>			
28.	<i>Cercophonium granulatus</i>			
29.	<i>Chanos chanos</i>			
30.	24377 <i>Charadrius ruficapillus</i> (Red-capped Plover)			
31.	<i>Chiloscyllium punctatum</i>			
32.	<i>Chirocentrus dorab</i>			
33.	<i>Chroicocephalus novaehollandiae</i>			
34.	24431 <i>Chrysococcyx basalis</i> (Horsfield's Bronze Cuckoo)			
35.	<i>Cirrhimuraena calamus</i>			
36.	24612 <i>Colluricincla harmonica</i> subsp. <i>kolichisi</i> (Grey Shrike-thrush)			
37.	<i>Congrogadus malayanus</i>			
38.	<i>Coradion chrysozonus</i>			
39.	25593 <i>Corvus orru</i> (Torresian Crow)			
40.	24868 <i>Ctenophorus clayi</i> (Collared Dragon)			
41.	24876 <i>Ctenophorus isolepis</i> subsp. <i>isolepis</i> (Crested Dragon, Military Dragon)			
42.	24882 <i>Ctenophorus nuchalis</i> (Central Netted Dragon)			
43.	24886 <i>Ctenophorus reticulatus</i> (Western Netted Dragon)			

Name ID	Species Name	Naturalised	Conservation Code	¹ Endemic To Query Area
44.	<i>Cyclosa camelodes</i>			
45.	<i>Cymbacephalus nematophthalmus</i>			
46.	<i>Cyrtobill darwini</i>			
47.	<i>Dactyloptena papilio</i>			
48.	<i>Dactylopus dactylopus</i>			
49.	<i>Decapterus russelli</i>			
50.	25004 <i>Delma tincta</i>			
51.	25295 <i>Demansia psammophis</i> subsp. <i>cupreiceps</i> (Yellow-faced Whipsnake)			
52.	25607 <i>Dicaeum hirundinaceum</i> (Mistletoebird)			
53.	24938 <i>Diplodactylus ornatus</i>			
54.	<i>Egretta novaehollandiae</i>			
55.	<i>Elanus axillaris</i>			
56.	<i>Eolophus roseicapillus</i>			
57.	25362 <i>Ephalophis greyae</i>			
58.	24837 <i>Eremiornis carteri</i> (Spinifex-bird)			
59.	25622 <i>Falco cenchroides</i> (Australian Kestrel, Nankeen Kestrel)			
60.	25623 <i>Falco longipennis</i> (Australian Hobby)			
61.	<i>Feroxodon multistriatus</i>			
62.	<i>Fistularia petimba</i>			
63.	42314 <i>Gavicalis virescens</i> (Singing Honeyeater)			
64.	24956 <i>Gehyra pilbara</i>			
65.	24959 <i>Gehyra variegata</i>			
66.	24402 <i>Geopelia humeralis</i> (Bar-shouldered Dove)			
67.	<i>Gerres subfasciatus</i>			
68.	24276 <i>Gerygone tenebrosa</i> (Dusky Gerygone)			
69.	<i>Gnathanodon speciosus</i>			
70.	24443 <i>Grallina cyanoleuca</i> (Magpie-lark)			
71.	24293 <i>Haliaeetus leucogaster</i> (White-bellied Sea-Eagle)			
72.	<i>Halophryne diemensis</i>			
73.	24961 <i>Heteronotia binoei</i> (Bynoe's Gecko)			
74.	25734 <i>Himantopus himantopus</i> (Black-winged Stilt)			
75.	24491 <i>Hirundo neoxena</i> (Welcome Swallow)			
76.	<i>Hydroprogne caspia</i>			
77.	<i>Hypnos monopterygium</i>			
78.	<i>Inegocia japonica</i>			
79.	<i>Isopedella tindalei</i>			
80.	<i>Lactoria cornuta</i>			
81.	<i>Lagocephalus sceleratus</i>			
82.	<i>Latrodectus hasseltii</i>			
83.	<i>Leptus waldockae</i>			Y
84.	30928 <i>Lerista clara</i>			
85.	25661 <i>Lichmera indistincta</i> (Brown Honeyeater)			
86.	<i>Liza sp.</i>			
87.	<i>Lophiocharon trisignatus</i>			
88.	<i>Lutjanus erythropterus</i>			
89.	25651 <i>Malurus lamberti</i> (Variegated Fairy-wren)			
90.	25652 <i>Malurus leucopterus</i> (White-winged Fairy-wren)			
91.	24583 <i>Manorina flavigula</i> (Yellow-throated Miner)			
92.	24051 <i>Megaptera novaeangliae</i> (Humpback Whale)		S	
93.	25184 <i>Menetia greyii</i>			
94.	25542 <i>Milvus migrans</i> (Black Kite)			
95.	25545 <i>Mirafra javanica</i> (Horsfield's Bushlark, Singing Bushlark)			
96.	<i>Miturga occidentalis</i>			
97.	24904 <i>Moloch horridus</i> (Thorny Devil)			
98.	<i>Monocentris japonicus</i>			
99.	<i>Monodactylus argenteus</i>			
100.	24223 <i>Mus musculus</i> (House Mouse)	Y		
101.	<i>Nemipterus peronii</i>			
102.	25424 <i>Neobatrachus fulvus</i> (Tawny Trilling Frog)			
103.	<i>Nephila plumipes</i>			
104.	<i>Ocrisiona leucocomis</i>			
105.	24407 <i>Ocyphaps lophotes</i> (Crested Pigeon)			
106.	24618 <i>Oreoica gutturalis</i> (Crested Bellbird)			
107.	24620 <i>Pachycephala lanioides</i> (White-breasted Whistler)			
108.	25678 <i>Pachycephala melanura</i> (Mangrove Golden Whistler)			
109.	<i>Paracentropogon vespa</i>			
110.	<i>Paramonacanthus choirocephalus</i>			
111.	<i>Parapercis nebulosa</i>			
112.	<i>Paraplagusia bilineata</i>			
113.	25682 <i>Pardalotus striatus</i> (Striated Pardalote)			

Name ID	Species Name	Naturalised	Conservation Code	¹ Endemic To Query Area
114.	<i>Pegasus volitans</i>			
115.	<i>Pelates sexlineatus</i>			
116.	24751 <i>Platycercus zonarius subsp. zonarius</i> (Port Lincoln Parrot)			
117.	<i>Plotosus lineatus</i>			
118.	24679 <i>Podargus strigoides subsp. brachypterus</i> (Tawny Frogmouth)			
119.	<i>Priacanthus tayenus</i>			
120.	<i>Priolepis nuchifasciata</i>			
121.	<i>Pseudomonacanthus peroni</i>			
122.	42416 <i>Pseudonaja mengdeni</i> (Western Brown Snake)			
123.	25263 <i>Pseudonaja modesta</i> (Ringed Brown Snake)			
124.	25432 <i>Pseudophryne douglasi</i> (Gorge Toadlet)			
125.	<i>Pseudorhombus dupliciocellatus</i>			
126.	24390 <i>Psophodes occidentalis</i> (Western Wedgebill, Chiming Wedgebill)			
127.	24173 <i>Pteropus scapulatus</i> (Little Red Flying-fox)			
128.	<i>Rhabdosargus sarba</i>			
129.	<i>Rhinecanthus aculeatus</i>			
130.	25614 <i>Rhipidura leucophrys</i> (Willie Wagtail)			
131.	24457 <i>Rhipidura phasiana</i> (Mangrove Grey Fantail)			
132.	<i>Saurida grandisquamis</i>			
133.	<i>Saurida undosquamis</i>			
134.	<i>Scolopendra morsitans</i>			
135.	<i>Scolopsis monogramma</i>			
136.	<i>Scomberoides commersonianus</i>			
137.	<i>Scomberoides lysan</i>			
138.	<i>Scomberomorus commerson</i>			
139.	<i>Scorpaenodes guamensis</i>			
140.	<i>Seriolina nigrofasciata</i>			
141.	<i>Siganus spinus</i>			
142.	<i>Sillago analis</i>			
143.	<i>Sillago lutea</i>			
144.	<i>Sillago maculata</i>			
145.	<i>Sphyaena obtusata</i>			
146.	<i>Storena sinuosa</i>			
147.	24946 <i>Strophurus strophurus</i>			
148.	25269 <i>Suta fasciata</i> (Rosen's Snake)			
149.	30870 <i>Taeniopygia guttata</i> (Zebra Finch)			
150.	24175 <i>Taphozous georgianus</i> (Common Sheath-tailed Bat)			
151.	<i>Thalasseus bengalensis</i>			
152.	<i>Thalasseus bergii</i>			
153.	42351 <i>Todiramphus pyrrhopygius</i> (Red-backed Kingfisher)			
154.	25549 <i>Todiramphus sanctus</i> (Sacred Kingfisher)			
155.	<i>Torquigener pallimaculatus</i>			
156.	<i>Torquigener whitleyi</i>			
157.	<i>Trachinocephalus myops</i>			
158.	<i>Trachyrhampus longirostris</i>			Y
159.	<i>Triacanthus biaculeatus</i>			
160.	24851 <i>Turnix velox</i> (Little Button-quail)			
161.	30954 <i>Tursiops aduncus</i> (Indo-Pacific Bottlenose Dolphin)			
162.	<i>Upeneus tragula</i>			
163.	<i>Urodacus hoplurus</i>			
164.	24386 <i>Vanellus tricolor</i> (Banded Lapwing)			
165.	<i>Wesmaldra learmonth</i>			
166.	<i>Yongeichthys nebulosus</i>			
167.	24857 <i>Zosterops luteus</i> (Yellow White-eye)			
Chromista				
168.	26764 <i>Dictyopteris australis</i>			
169.	42785 <i>Sirophysalis trinodis</i>			
Plantae				
170.	3223 <i>Acacia arida</i>			
171.	3241 <i>Acacia bivenosa</i>			
172.	19456 <i>Acacia stellaticeps</i>			
173.	3577 <i>Acacia tetragonophylla</i> (Kurara, Wakalpuka)			
174.	3606 <i>Acacia xiphophylla</i>			
175.	7822 <i>Angianthus acrohyalinus</i> (Hook-leaf Angianthus)			
176.	217 <i>Aristida nitidula</i> (Flat-awned Threeawn)			
177.	12714 <i>Brachycton obtusilobus</i>		P4	
178.	7906 <i>Calotis plumulifera</i>			
179.	2976 <i>Capparis lasiantha</i> (Split Jack, Balqarda)			
180.	12073 <i>Cassytha aurea var. aurea</i>			

Name ID	Species Name	Naturalised	Conservation Code	¹ Endemic To Query Area
181.	47174 <i>Chrysocephalum apiculatum</i> subsp. <i>pilbarensis</i>			
182.	17093 <i>Corymbia hamersleyana</i>			
183.	1286 <i>Corynotheca pungens</i>			
184.	7164 <i>Dicladantha forrestii</i>			
185.	2513 <i>Eremophea spinosa</i>			
186.	16733 <i>Eremophila setacea</i>			
187.	23997 <i>Eremophila tietkensis</i>			
188.	5752 <i>Eucalyptus prominens</i>			
189.	15592 <i>Eucalyptus xerothermica</i>			
190.	5209 <i>Frankenia pauciflora</i> (Seaheath)			
191.	1972 <i>Grevillea calcicola</i>		P3	
192.	23464 <i>Haloragis gossei</i> var. <i>inflata</i>			
193.	6641 <i>Ipomoea yardiensis</i> (Yardie Morning Glory)			
194.	2364 <i>Oxal aurantia</i>			
195.	34997 <i>Peripleura arida</i>			
196.	17816 <i>Pluchea ferdinandi-muelleri</i>			
197.	8168 <i>Pluchea rubelliflora</i>			
198.	6491 <i>Plumbago zeylanica</i> (Native Plumbago)			
199.	8192 <i>Pterocaulon sphacelatum</i> (Apple Bush, Fruit Salad Plant)			
200.	2731 <i>Ptilotus helipteroides</i> (Hairy Mulla Mulla)			
201.	41001 <i>Ptilotus nobilis</i> subsp. <i>nobilis</i> (Yellow Tails)			
202.	2747 <i>Ptilotus obovatus</i> (Cotton Bush)			
203.	13246 <i>Rhodanthe humboldtiana</i>			
204.	4191 <i>Rhynchosia minima</i> (Rhynchosia)			
205.	7644 <i>Scaevola spinescens</i> (Currant Bush, Maroon)			
206.	41646 <i>Schenkia clementii</i>			
207.	2628 <i>Sclerolaena recurvicuspis</i>			
208.	8213 <i>Senecio magnificus</i> (Showy Groundsel)			
209.	8238 <i>Streptoglossa liatroides</i>			
210.	13592 <i>Swainsona calcicola</i>			
211.	4242 <i>Swainsona pterostylis</i>			
212.	18072 <i>Tribulus suberosus</i>			

Conservation Codes

- T - Rare or likely to become extinct
- X - Presumed extinct
- IA - Protected under international agreement
- S - Other specially protected fauna
- 1 - Priority 1
- 2 - Priority 2
- 3 - Priority 3
- 4 - Priority 4
- 5 - Priority 5

¹ For NatureMap's purposes, species flagged as endemic are those whose records are wholly contained within the search area. Note that only those records complying with the search criterion are included in the calculation. For example, if you limit records to those from a specific datasource, only records from that datasource are used to determine if a species is restricted to the query area.

APPENDIX B

Protected Matters Search Tool Report



EPBC Act Protected Matters Report

This report provides general guidance on matters of national environmental significance and other matters protected by the EPBC Act in the area you have selected.

Information on the coverage of this report and qualifications on data supporting this report are contained in the caveat at the end of the report.

Information is available about [Environment Assessments](#) and the EPBC Act including significance guidelines, forms and application process details.

Report created: 22/02/17 13:35:49

[Summary](#)

[Details](#)

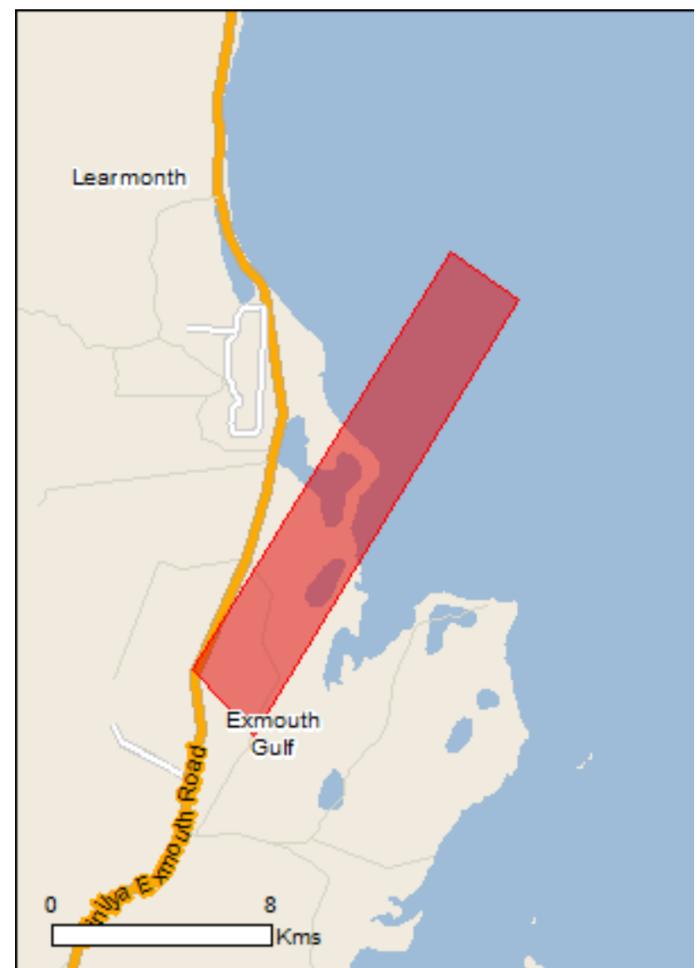
[Matters of NES](#)

[Other Matters Protected by the EPBC Act](#)

[Extra Information](#)

[Caveat](#)

[Acknowledgements](#)



This map may contain data which are ©Commonwealth of Australia (Geoscience Australia), ©PSMA 2010

[Coordinates](#)

Buffer: 1.0Km



Summary

Matters of National Environmental Significance

This part of the report summarises the matters of national environmental significance that may occur in, or may relate to, the area you nominated. Further information is available in the detail part of the report, which can be accessed by scrolling or following the links below. If you are proposing to undertake an activity that may have a significant impact on one or more matters of national environmental significance then you should consider the [Administrative Guidelines on Significance](#).

World Heritage Properties:	None
National Heritage Places:	None
Wetlands of International Importance:	None
Great Barrier Reef Marine Park:	None
Commonwealth Marine Area:	None
Listed Threatened Ecological Communities:	None
Listed Threatened Species:	24
Listed Migratory Species:	33

Other Matters Protected by the EPBC Act

This part of the report summarises other matters protected under the Act that may relate to the area you nominated. Approval may be required for a proposed activity that significantly affects the environment on Commonwealth land, when the action is outside the Commonwealth land, or the environment anywhere when the action is taken on Commonwealth land. Approval may also be required for the Commonwealth or Commonwealth agencies proposing to take an action that is likely to have a significant impact on the environment anywhere.

The EPBC Act protects the environment on Commonwealth land, the environment from the actions taken on Commonwealth land, and the environment from actions taken by Commonwealth agencies. As heritage values of a place are part of the 'environment', these aspects of the EPBC Act protect the Commonwealth Heritage values of a Commonwealth Heritage place. Information on the new heritage laws can be found at <http://www.environment.gov.au/heritage>

A [permit](#) may be required for activities in or on a Commonwealth area that may affect a member of a listed threatened species or ecological community, a member of a listed migratory species, whales and other cetaceans, or a member of a listed marine species.

Commonwealth Land:	2
Commonwealth Heritage Places:	None
Listed Marine Species:	64
Whales and Other Cetaceans:	12
Critical Habitats:	None
Commonwealth Reserves Terrestrial:	None
Commonwealth Reserves Marine:	None

Extra Information

This part of the report provides information that may also be relevant to the area you have nominated.

State and Territory Reserves:	None
Regional Forest Agreements:	None
Invasive Species:	10
Nationally Important Wetlands:	1
Key Ecological Features (Marine)	None

Details

Matters of National Environmental Significance

Listed Threatened Species		[Resource Information]
Name	Status	Type of Presence
Birds		
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
Limosa lapponica baueri Bar-tailed Godwit (baueri), Western Alaskan Bar-tailed Godwit [86380]	Vulnerable	Species or species habitat may occur within area
Limosa lapponica menzbieri Northern Siberian Bar-tailed Godwit, Bar-tailed Godwit (menzbieri) [86432]	Critically Endangered	Species or species habitat may occur within area
Macronectes giganteus Southern Giant-Petrel, Southern Giant Petrel [1060]	Endangered	Species or species habitat may occur within area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat likely to occur within area
Pezoporus occidentalis Night Parrot [59350]	Endangered	Species or species habitat may occur within area
Sternula nereis nereis Australian Fairy Tern [82950]	Vulnerable	Breeding likely to occur within area
Thalassarche impavida Campbell Albatross, Campbell Black-browed Albatross [64459]	Vulnerable	Species or species habitat may occur within area
Mammals		
Dasyurus hallucatus Northern Quoll, Digul [331]	Endangered	Species or species habitat likely to occur within area
Eubalaena australis Southern Right Whale [40]	Endangered	Species or species habitat may occur within area
Megaptera novaeangliae Humpback Whale [38]	Vulnerable	Congregation or aggregation known to occur within area
Petrogale lateralis lateralis Black-flanked Rock-wallaby, Moororong, Black-footed Rock Wallaby [66647]	Endangered	Species or species habitat known to occur within area
Rhinonicteris aurantia (Pilbara form) Pilbara Leaf-nosed Bat [82790]	Vulnerable	Species or species

Name	Status	Type of Presence
Reptiles		
Aipysurus apraefrontalis Short-nosed Seasnake [1115]	Critically Endangered	Species or species habitat likely to occur within area
Caretta caretta Loggerhead Turtle [1763]	Endangered	Foraging, feeding or related behaviour known to occur within area
Chelonia mydas Green Turtle [1765]	Vulnerable	Breeding known to occur within area
Dermochelys coriacea Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Foraging, feeding or related behaviour known to occur within area
Eretmochelys imbricata Hawksbill Turtle [1766]	Vulnerable	Foraging, feeding or related behaviour known to occur within area
Natator depressus Flatback Turtle [59257]	Vulnerable	Breeding known to occur within area
Sharks		
Carcharias taurus (west coast population) Grey Nurse Shark (west coast population) [68752]	Vulnerable	Species or species habitat likely to occur within area
Carcharodon carcharias White Shark, Great White Shark [64470]	Vulnerable	Species or species habitat likely to occur within area
Pristis clavata Dwarf Sawfish, Queensland Sawfish [68447]	Vulnerable	Species or species habitat known to occur within area
Pristis zijsron Green Sawfish, Dindagubba, Narrowsnout Sawfish [68442]	Vulnerable	Species or species habitat known to occur within area
Rhincodon typus Whale Shark [66680]	Vulnerable	Species or species habitat may occur within area
Listed Migratory Species		[Resource Information]
* Species is listed under a different scientific name on the EPBC Act - Threatened Species list.		
Name	Threatened	Type of Presence
Migratory Marine Birds		
Anous stolidus Common Noddy [825]		Species or species habitat likely to occur within area
Apus pacificus Fork-tailed Swift [678]		Species or species habitat likely to occur within area
Fregata ariel Lesser Frigatebird, Least Frigatebird [1012]		Species or species habitat likely to occur within area
Macronectes giganteus Southern Giant-Petrel, Southern Giant Petrel [1060]	Endangered	Species or species habitat may occur within area
Puffinus carneipes Flesh-footed Shearwater, Fleishy-footed Shearwater [1043]		Species or species habitat may occur within area
Migratory Marine Species		

Name	Threatened	Type of Presence
Balaenoptera edeni Bryde's Whale [35]		Species or species habitat may occur within area
Carcharodon carcharias White Shark, Great White Shark [64470]	Vulnerable	Species or species habitat likely to occur within area
Caretta caretta Loggerhead Turtle [1763]	Endangered	Foraging, feeding or related behaviour known to occur within area
Chelonia mydas Green Turtle [1765]	Vulnerable	Breeding known to occur within area
Dermochelys coriacea Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Foraging, feeding or related behaviour known to occur within area
Dugong dugon Dugong [28]		Breeding known to occur within area
Eretmochelys imbricata Hawksbill Turtle [1766]	Vulnerable	Foraging, feeding or related behaviour known to occur within area
Eubalaena australis Southern Right Whale [40]	Endangered	Species or species habitat may occur within area
Manta alfredi Reef Manta Ray, Coastal Manta Ray, Inshore Manta Ray, Prince Alfred's Ray, Resident Manta Ray [84994]		Species or species habitat known to occur within area
Manta birostris Giant Manta Ray, Chevron Manta Ray, Pacific Manta Ray, Pelagic Manta Ray, Oceanic Manta Ray [84995]		Species or species habitat known to occur within area
Megaptera novaeangliae Humpback Whale [38]	Vulnerable	Congregation or aggregation known to occur within area
Natator depressus Flatback Turtle [59257]	Vulnerable	Breeding known to occur within area
Orcinus orca Killer Whale, Orca [46]		Species or species habitat may occur within area
Pristis clavata Dwarf Sawfish, Queensland Sawfish [68447]	Vulnerable	Species or species habitat known to occur within area
Pristis zijsron Green Sawfish, Dindagubba, Narrowsnout Sawfish [68442]	Vulnerable	Species or species habitat known to occur within area
Rhincodon typus Whale Shark [66680]	Vulnerable	Species or species habitat may occur within area
Sousa chinensis Indo-Pacific Humpback Dolphin [50]		Species or species habitat may occur within area
Tursiops aduncus (Arafura/Timor Sea populations) Spotted Bottlenose Dolphin (Arafura/Timor Sea populations) [78900]		Species or species habitat likely to occur within area
Migratory Terrestrial Species		
Hirundo rustica Barn Swallow [662]		Species or species habitat may occur within

Name	Threatened	Type of Presence area
Motacilla cinerea Grey Wagtail [642]		Species or species habitat may occur within area
Motacilla flava Yellow Wagtail [644]		Species or species habitat may occur within area
Migratory Wetlands Species		
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
Charadrius veredus Oriental Plover, Oriental Dotterel [882]		Species or species habitat may occur within area
Glareola maldivarum Oriental Pratincole [840]		Species or species habitat may occur within area
Limosa lapponica Bar-tailed Godwit [844]		Species or species habitat likely to occur within area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat likely to occur within area
Pandion haliaetus Osprey [952]		Species or species habitat may occur within area
Tringa nebularia Common Greenshank, Greenshank [832]		Species or species habitat likely to occur within area

Other Matters Protected by the EPBC Act

Commonwealth Land [\[Resource Information \]](#)

The Commonwealth area listed below may indicate the presence of Commonwealth land in this vicinity. Due to the unreliability of the data source, all proposals should be checked as to whether it impacts on a Commonwealth area, before making a definitive decision. Contact the State or Territory government land department for further information.

Name
Defence - EXMOUTH NAVAL HF RECEIVING STATION (H/F Receiving Station, Learmonth, WA)
Defence - LEARMONTH TRANSMITTING STATION

Listed Marine Species [\[Resource Information \]](#)

* Species is listed under a different scientific name on the EPBC Act - Threatened Species list.

Name	Threatened	Type of Presence
Birds		
Anous stolidus Common Noddy [825]		Species or species habitat likely to occur within area
Apus pacificus Fork-tailed Swift [678]		Species or species habitat likely to occur within area
Ardea alba Great Egret, White Egret [59541]		Species or species habitat known to occur within area
Ardea ibis Cattle Egret [59542]		Species or species habitat may occur within

Name	Threatened	Type of Presence area
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
Charadrius veredus Oriental Plover, Oriental Dotterel [882]		Species or species habitat may occur within area
Fregata ariel Lesser Frigatebird, Least Frigatebird [1012]		Species or species habitat likely to occur within area
Glareola maldivarum Oriental Pratincole [840]		Species or species habitat may occur within area
Haliaeetus leucogaster White-bellied Sea-Eagle [943]		Species or species habitat likely to occur within area
Hirundo rustica Barn Swallow [662]		Species or species habitat may occur within area
Limosa lapponica Bar-tailed Godwit [844]		Species or species habitat likely to occur within area
Macronectes giganteus Southern Giant-Petrel, Southern Giant Petrel [1060]	Endangered	Species or species habitat may occur within area
Merops ornatus Rainbow Bee-eater [670]		Species or species habitat may occur within area
Motacilla cinerea Grey Wagtail [642]		Species or species habitat may occur within area
Motacilla flava Yellow Wagtail [644]		Species or species habitat may occur within area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat likely to occur within area
Pandion haliaetus Osprey [952]		Species or species habitat may occur within area
Puffinus carneipes Flesh-footed Shearwater, Fleshy-footed Shearwater [1043]		Species or species habitat may occur within area
Thalassarche impavida Campbell Albatross, Campbell Black-browed Albatross [64459]	Vulnerable	Species or species habitat may occur within area
Tringa nebularia Common Greenshank, Greenshank [832]		Species or species habitat likely to occur within area
Fish		
Bulbonaricus brauni Braun's Pughead Pipefish, Pug-headed Pipefish [66189]		Species or species habitat may occur within area
Campichthys tricarinatus Three-keel Pipefish [66192]		Species or species habitat may occur within

Name	Threatened	Type of Presence area
Choeroichthys brachysoma Pacific Short-bodied Pipefish, Short-bodied Pipefish [66194]		Species or species habitat may occur within area
Choeroichthys suillus Pig-snouted Pipefish [66198]		Species or species habitat may occur within area
Doryrhamphus janssi Cleaner Pipefish, Janss' Pipefish [66212]		Species or species habitat may occur within area
Doryrhamphus negrosensis Flagtail Pipefish, Masthead Island Pipefish [66213]		Species or species habitat may occur within area
Festucalex scalaris Ladder Pipefish [66216]		Species or species habitat may occur within area
Filicampus tigris Tiger Pipefish [66217]		Species or species habitat may occur within area
Halicampus brocki Brock's Pipefish [66219]		Species or species habitat may occur within area
Halicampus grayi Mud Pipefish, Gray's Pipefish [66221]		Species or species habitat may occur within area
Halicampus nitidus Glittering Pipefish [66224]		Species or species habitat may occur within area
Halicampus spinostris Spiny-snout Pipefish [66225]		Species or species habitat may occur within area
Haliichthys taeniophorus Ribboned Pipehorse, Ribboned Seadragon [66226]		Species or species habitat may occur within area
Hippichthys penicillus Beady Pipefish, Steep-nosed Pipefish [66231]		Species or species habitat may occur within area
Hippocampus angustus Western Spiny Seahorse, Narrow-bellied Seahorse [66234]		Species or species habitat may occur within area
Hippocampus histrix Spiny Seahorse, Thorny Seahorse [66236]		Species or species habitat may occur within area
Hippocampus kuda Spotted Seahorse, Yellow Seahorse [66237]		Species or species habitat may occur within area
Hippocampus planifrons Flat-face Seahorse [66238]		Species or species habitat may occur within area
Hippocampus trimaculatus Three-spot Seahorse, Low-crowned Seahorse, Flat-faced Seahorse [66720]		Species or species habitat may occur within area
Micrognathus micronotopterus Tidepool Pipefish [66255]		Species or species habitat may occur within area

Name	Threatened	Type of Presence
Solegnathus hardwickii Pallid Pipehorse, Hardwick's Pipehorse [66272]		Species or species habitat may occur within area
Solegnathus lettiensis Gunther's Pipehorse, Indonesian Pipefish [66273]		Species or species habitat may occur within area
Solenostomus cyanopterus Robust Ghostpipefish, Blue-finned Ghost Pipefish, [66183]		Species or species habitat may occur within area
Solenostomus paegnius Rough-snout Ghost Pipefish [68425]		Species or species habitat may occur within area
Syngnathoides biaculeatus Double-end Pipehorse, Double-ended Pipehorse, Alligator Pipefish [66279]		Species or species habitat may occur within area
Trachyrhamphus bicoarctatus Bentstick Pipefish, Bend Stick Pipefish, Short-tailed Pipefish [66280]		Species or species habitat may occur within area
Trachyrhamphus longirostris Straightstick Pipefish, Long-nosed Pipefish, Straight Stick Pipefish [66281]		Species or species habitat may occur within area
Mammals		
Dugong dugon Dugong [28]		Breeding known to occur within area
Reptiles		
Aipysurus apraefrontalis Short-nosed Seasnake [1115]	Critically Endangered	Species or species habitat likely to occur within area
Aipysurus duboisii Dubois' Seasnake [1116]		Species or species habitat may occur within area
Aipysurus eydouxii Spine-tailed Seasnake [1117]		Species or species habitat may occur within area
Aipysurus laevis Olive Seasnake [1120]		Species or species habitat may occur within area
Astrotia stokesii Stokes' Seasnake [1122]		Species or species habitat may occur within area
Caretta caretta Loggerhead Turtle [1763]	Endangered	Foraging, feeding or related behaviour known to occur within area
Chelonia mydas Green Turtle [1765]	Vulnerable	Breeding known to occur within area
Dermochelys coriacea Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Foraging, feeding or related behaviour known to occur within area
Disteira kingii Spectacled Seasnake [1123]		Species or species habitat may occur within area
Disteira major Olive-headed Seasnake [1124]		Species or species habitat may occur within area

Name	Threatened	Type of Presence
Emydocephalus annulatus Turtle-headed Seasnake [1125]		Species or species habitat may occur within area
Ephalophis greyi North-western Mangrove Seasnake [1127]		Species or species habitat may occur within area
Eretmochelys imbricata Hawksbill Turtle [1766]	Vulnerable	Foraging, feeding or related behaviour known to occur within area
Hydrophis elegans Elegant Seasnake [1104]		Species or species habitat may occur within area
Natator depressus Flatback Turtle [59257]	Vulnerable	Breeding known to occur within area
Pelamis platurus Yellow-bellied Seasnake [1091]		Species or species habitat may occur within area

Whales and other Cetaceans [Resource Information]

Name	Status	Type of Presence
Mammals		
Balaenoptera acutorostrata Minke Whale [33]		Species or species habitat may occur within area
Balaenoptera edeni Bryde's Whale [35]		Species or species habitat may occur within area
Delphinus delphis Common Dolphin, Short-beaked Common Dolphin [60]		Species or species habitat may occur within area
Eubalaena australis Southern Right Whale [40]	Endangered	Species or species habitat may occur within area
Grampus griseus Risso's Dolphin, Grampus [64]		Species or species habitat may occur within area
Megaptera novaeangliae Humpback Whale [38]	Vulnerable	Congregation or aggregation known to occur within area
Orcinus orca Killer Whale, Orca [46]		Species or species habitat may occur within area
Sousa chinensis Indo-Pacific Humpback Dolphin [50]		Species or species habitat may occur within area
Stenella attenuata Spotted Dolphin, Pantropical Spotted Dolphin [51]		Species or species habitat may occur within area
Tursiops aduncus Indian Ocean Bottlenose Dolphin, Spotted Bottlenose Dolphin [68418]		Species or species habitat likely to occur within area
Tursiops aduncus (Arafura/Timor Sea populations) Spotted Bottlenose Dolphin (Arafura/Timor Sea populations) [78900]		Species or species habitat likely to occur within area
Tursiops truncatus s. str. Bottlenose Dolphin [68417]		Species or species

Name	Status	Type of Presence
		habitat may occur within area

Extra Information

Invasive Species [\[Resource Information \]](#)

Weeds reported here are the 20 species of national significance (WoNS), along with other introduced plants that are considered by the States and Territories to pose a particularly significant threat to biodiversity. The following feral animals are reported: Goat, Red Fox, Cat, Rabbit, Pig, Water Buffalo and Cane Toad. Maps from Landscape Health Project, National Land and Water Resources Audit, 2001.

Name	Status	Type of Presence
Birds		
Columba livia Rock Pigeon, Rock Dove, Domestic Pigeon [803]		Species or species habitat likely to occur within area
Mammals		
Capra hircus Goat [2]		Species or species habitat likely to occur within area
Equus caballus Horse [5]		Species or species habitat likely to occur within area
Felis catus Cat, House Cat, Domestic Cat [19]		Species or species habitat likely to occur within area
Mus musculus House Mouse [120]		Species or species habitat likely to occur within area
Oryctolagus cuniculus Rabbit, European Rabbit [128]		Species or species habitat likely to occur within area
Rattus rattus Black Rat, Ship Rat [84]		Species or species habitat likely to occur within area
Vulpes vulpes Red Fox, Fox [18]		Species or species habitat likely to occur within area
Plants		
Cenchrus ciliaris Buffel-grass, Black Buffel-grass [20213]		Species or species habitat likely to occur within area
Reptiles		
Hemidactylus frenatus Asian House Gecko [1708]		Species or species

Name	Status	Type of Presence
		habitat likely to occur within area
Nationally Important Wetlands		[Resource Information]
Name		State
Cape Range Subterranean Waterways		WA

Caveat

The information presented in this report has been provided by a range of data sources as acknowledged at the end of the report.

This report is designed to assist in identifying the locations of places which may be relevant in determining obligations under the Environment Protection and Biodiversity Conservation Act 1999. It holds mapped locations of World and National Heritage properties, Wetlands of International and National Importance, Commonwealth and State/Territory reserves, listed threatened, migratory and marine species and listed threatened ecological communities. Mapping of Commonwealth land is not complete at this stage. Maps have been collated from a range of sources at various resolutions.

Not all species listed under the EPBC Act have been mapped (see below) and therefore a report is a general guide only. Where available data supports mapping, the type of presence that can be determined from the data is indicated in general terms. People using this information in making a referral may need to consider the qualifications below and may need to seek and consider other information sources.

For threatened ecological communities where the distribution is well known, maps are derived from recovery plans, State vegetation maps, remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.

Threatened, migratory and marine species distributions have been derived through a variety of methods. Where distributions are well known and if time permits, maps are derived using either thematic spatial data (i.e. vegetation, soils, geology, elevation, aspect, terrain, etc) together with point locations and described habitat; or environmental modelling (MAXENT or BIOCLIM habitat modelling) using point locations and environmental data layers.

Where very little information is available for species or large number of maps are required in a short time-frame, maps are derived either from 0.04 or 0.02 decimal degree cells; by an automated process using polygon capture techniques (static two kilometre grid cells, alpha-hull and convex hull); or captured manually or by using topographic features (national park boundaries, islands, etc). In the early stages of the distribution mapping process (1999-early 2000s) distributions were defined by degree blocks, 100K or 250K map sheets to rapidly create distribution maps. More reliable distribution mapping methods are used to update these distributions as time permits.

Only selected species covered by the following provisions of the EPBC Act have been mapped:

- migratory and
- marine

The following species and ecological communities have not been mapped and do not appear in reports produced from this database:

- threatened species listed as extinct or considered as vagrants
- some species and ecological communities that have only recently been listed
- some terrestrial species that overfly the Commonwealth marine area
- migratory species that are very widespread, vagrant, or only occur in small numbers

The following groups have been mapped, but may not cover the complete distribution of the species:

- non-threatened seabirds which have only been mapped for recorded breeding sites
- seals which have only been mapped for breeding sites near the Australian continent

Such breeding sites may be important for the protection of the Commonwealth Marine environment.

Coordinates

-22.19801 114.155674,-22.212314 114.178334,-22.34384 114.091473,-22.32415 114.071217,-22.19801 114.155674,-22.19801 114.155674

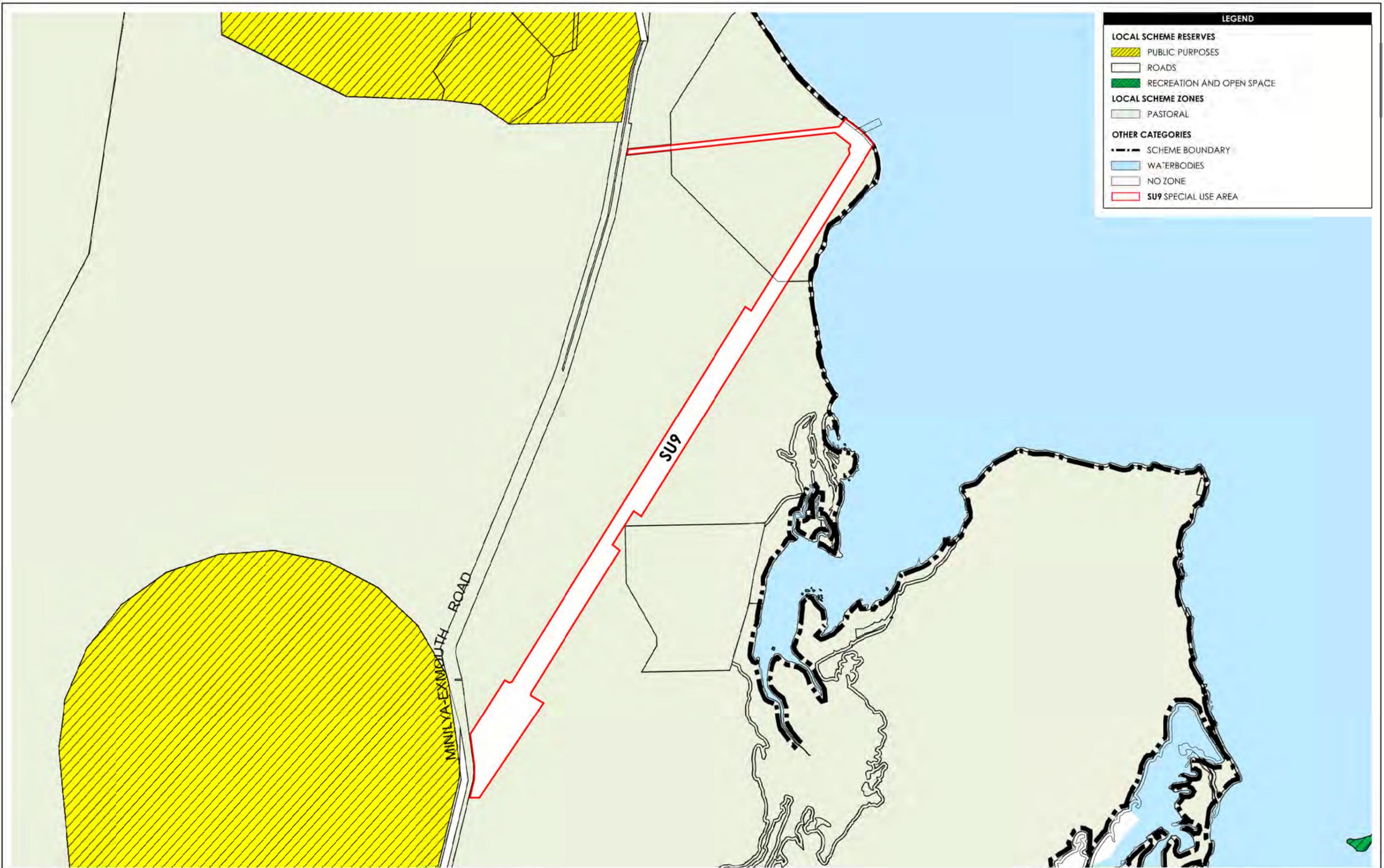
Acknowledgements

This database has been compiled from a range of data sources. The department acknowledges the following custodians who have contributed valuable data and advice:

- [-Office of Environment and Heritage, New South Wales](#)
- [-Department of Environment and Primary Industries, Victoria](#)
- [-Department of Primary Industries, Parks, Water and Environment, Tasmania](#)
- [-Department of Environment, Water and Natural Resources, South Australia](#)
- [-Department of Land and Resource Management, Northern Territory](#)
- [-Department of Environmental and Heritage Protection, Queensland](#)
- [-Department of Parks and Wildlife, Western Australia](#)
- [-Environment and Planning Directorate, ACT](#)
- [-Birdlife Australia](#)
- [-Australian Bird and Bat Banding Scheme](#)
- [-Australian National Wildlife Collection](#)
- [-Natural history museums of Australia](#)
- [-Museum Victoria](#)
- [-Australian Museum](#)
- [-South Australian Museum](#)
- [-Queensland Museum](#)
- [-Online Zoological Collections of Australian Museums](#)
- [-Queensland Herbarium](#)
- [-National Herbarium of NSW](#)
- [-Royal Botanic Gardens and National Herbarium of Victoria](#)
- [-Tasmanian Herbarium](#)
- [-State Herbarium of South Australia](#)
- [-Northern Territory Herbarium](#)
- [-Western Australian Herbarium](#)
- [-Australian National Herbarium, Canberra](#)
- [-University of New England](#)
- [-Ocean Biogeographic Information System](#)
- [-Australian Government, Department of Defence Forestry Corporation, NSW](#)
- [-Geoscience Australia](#)
- [-CSIRO](#)
- [-Australian Tropical Herbarium, Cairns](#)
- [-eBird Australia](#)
- [-Australian Government – Australian Antarctic Data Centre](#)
- [-Museum and Art Gallery of the Northern Territory](#)
- [-Australian Government National Environmental Science Program](#)
- [-Australian Institute of Marine Science](#)
- [-Reef Life Survey Australia](#)
- [-American Museum of Natural History](#)
- [-Queen Victoria Museum and Art Gallery, Inveresk, Tasmania](#)
- [-Tasmanian Museum and Art Gallery, Hobart, Tasmania](#)
- [-Other groups and individuals](#)

The Department is extremely grateful to the many organisations and individuals who provided expert advice and information on numerous draft distributions.

Please feel free to provide feedback via the [Contact Us](#) page.



Proposed Amendment to Town Planning Scheme No.3

SHIRE OF EXMOUTH
A SUBSEA 7 PROJECT

Taylor Burrell Barnett

DATE: 16/07/2014	DESIGNED BY: MW	SCALE: 1:50000@A3 1:25000@A1	
DATE: 11/09/2017	DESIGNED BY: MW	0 500 1000m	
PROJECT NO: PCG 94	DESIGNED BY: NM		

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Scheme Amendment No. 32 to Town Planning Scheme No. 3 Site Photography



Photo taken from adjacent Minilya-Exmouth Road looking east along the smaller corridor.



Photo looking at the proposed location for launching pipelines into the Exmouth Gulf.



Photo taken adjacent the coast looking south west along the larger corridor.



Photo taken from adjacent Minilya-Exmouth Road looking north east along the larger corridor.

Town Planning Scheme No. 3 Land Use Definitions

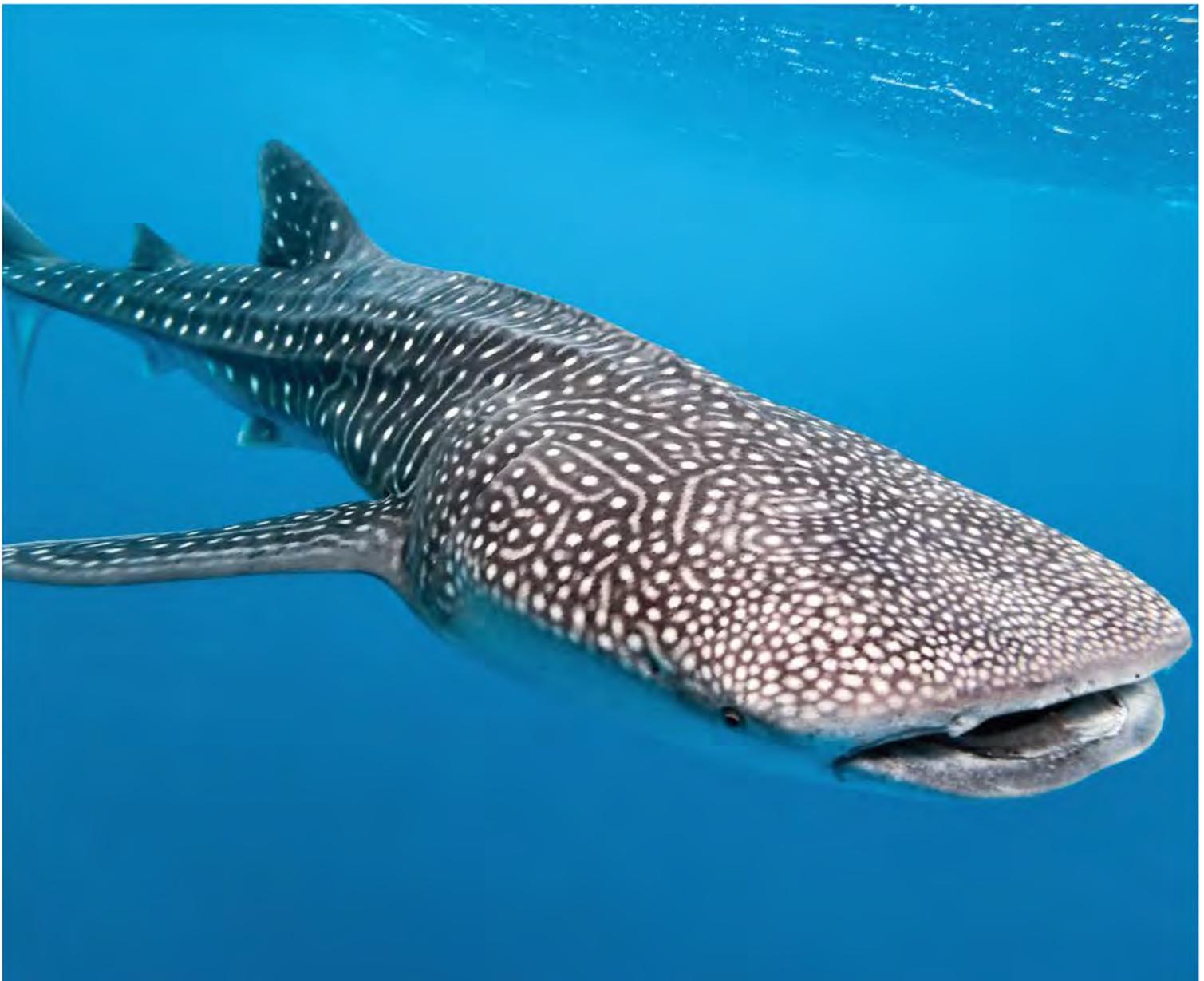
The following land use definitions are currently included in *Town Planning Scheme No. 3*:

- **industry:** means the carrying out of any process in the course of trade or business for gain, for and incidental to one or more of the following:
 - (a) the winning, processing or treatment of minerals;
 - (b) the making, altering, repairing, or ornamentation, painting, finishing, cleaning, packing, or canning or adapting for sale, or the breaking up or demolition of any article or part of an article;
 - (c) the generation of electricity or the production of gas;
 - (d) the manufacture of edible goods,

The land use definitions above are currently included in *Town Planning Scheme No. 3* are proposed to be replaced with the definitions included and includes, when carried out on land upon which the process is carried out and in connection with that process, the storage of goods, any work of administration or accounting, or the wholesaling of, or the incidental sale of goods resulting from the process, and the use of land for the amenity of persons engaged in the process; but does not include:

- (i) the carrying out of agriculture,
 - (ii) on-site work on buildings or land,
 - (iii) in the case of edible goods the preparation of food for retail sale from the premises.
- **industry - light:** means an industry:
 - (a) in which the processes carried on, the machinery used, and the goods and commodities carried to and from the premises will not cause any injury to, or will not adversely affect the amenity of the locality by reason of the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater or other waste products; and
 - (b) the establishment of which will not or the conduct of which does not impose an undue load on any existing or projected service for the supply or provision of water, electricity, sewerage facilities, or any other like services.
 - **public utility:** means any work or undertaking constructed or maintained by a public authority or the Council as may be required to provide water, sewerage, electricity, gas, drainage, communications or other similar services.
 - **storage yard:** means any land or buildings used for the storage of goods, equipment, plant, or materials related to a particular trade.

The Officers Recommendation proposes to update the above definitions with those included in draft *Local Planning Scheme No. 4* and the *Planning and Development (Local planning Schemes) Regulations 2015*, in accordance with the Scheme Amendment Document in Attachment 1.



Ningaloo Visitor Centre

Review of Operations for the **Shire of Exmouth**

August 2017

Prepared by
Kirkgate Consulting



Disclaimer

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Background

In May 2017 the Shire of Exmouth (“the Shire”), under the authority of Commissioner Ian Fletcher, who in January 2017 was appointed by the Minister for Local Government to assume the duties and discharge the Council’s functions, engaged Kirkgate Consulting to undertake a review of the activities and funding structure of the Ningaloo Visitor Centre (NVC)¹.

Currently the Shire, under contractual arrangement, contributes in the vicinity of \$300,000 towards the annual operating costs of the NVC and, as part of the Commissioner’s overall assessment of Council’s operations, it was determined that this expenditure should be analysed to ascertain whether ratepayers were receiving value-for-money.

Associated with this analysis is the potential to relocate the NVC to the newly-developed Ningaloo Centre, with a need to consider the structural changes that this may occasion for the NVC’s operations. The Ningaloo Centre is due to open in September, 2017 – refer to Appendix A for floorplan.

The analysis to provide the following:

- an assessment of the contribution being made to the tourism industry by the NVC;
- an examination of the role currently being played by the NVC;
- a review of the financial operations of the NVC;
- a review of the operating hours and staff structure of the NVC;
- an evaluation of the local industry relationship with the NVC;
- an evaluation of the suitability and sustainability of the current location;
- assessment of the location of the Ningaloo Centre as a suitable venue for a visitor centre;
- an assessment of the role and function of the NVC should it be relocated to the Ningaloo Centre, including consideration of the floor space allocation within the centre;
- an evaluation of the sustainability of the NVC, should it relocate;
- an analysis of NVC's data relevant to visitor enquiries, bookings taken, commission revenue, consumer feedback, industry feedback, etc.;
- identification of grant funding availability from outside sources;
- consideration of future contractual arrangement between the Shire and the NVC.

¹ Name recently changed from Exmouth Visitor Centre

Review Methodology

The principal consultant for this review was Eddie Watling, with support from David Duncanson– biodata for each is available at Appendix B.

Interviews were conducted with the representatives of the following Perth-based organisations:

- Tourism WA
- Australia's Coral Coast
- Qantas
- Visitor Centre Association of WA
- Tourism Council WA

These interviews were conducted to determine industry relationships with the NVC and the role that the NVC has been playing in furthering the development of tourism in the Ningaloo Coast Region.

The outcomes of these discussions are referred to in the body of this report.

A four day visit to Exmouth was conducted by Eddie Watling who participated in the Shire-organised (NS Projects conducted) workshop to deliberate on the future operations of the Ningaloo Centre.

During this visit there were meetings with Shire staff, staff at the NVC, representatives of the Exmouth Chamber of Commerce and a number of tourism operators. A list of those interviewed is available at Appendix C.

The consultant also conducted considerable desk research in relation to reports on visitor centre operations, grant funding availability and internet distribution and booking services.

Visitor Centres in WA

It was in the 1970s that the then government tourism agency, the Department of Tourism, sought to expand and lift the standard of visitor information services state-wide.

A dollar-for-dollar grant fund scheme was introduced to encourage local governments to establish/improve tourist bureaux and information services to assist visitors, which in turn would generate longer stays with the resultant effect of additional spending in local economies.

A Country Tourism Bureaux Association² was formed and played a strong role in coordinating the state-wide tourist information services, and by means of an annual conference, facilitated cross-communications between towns and regions to improve and standardise these services.

The introduction of regional tourism associations as the prime marketing bodies changed the role of regional tourist bureaux and information centres to focus more on providing information, particularly with regard to the immediate locality.

With a growing emphasis on marketing, particularly through the regional tourism associations, the role of tourist bureaux and visitor information centres began to be seen as more a responsibility of the local community than the state government, through what is now the Western Australian Tourism Commission, trading as Tourism WA (TWA).

Ultimately, the decision was made to withdraw the grant scheme that had assisted regional tourism information services, leaving funding to the local communities, or in most circumstances, the local authority.

This withdrawal of funding support was not well received by many local authorities, particularly those that did not recognise tourism as a significant contributor to both the economic and social fabric of the resident community.

Those local authorities that had a less diverse economic base and recognised the importance of the tourism sector adapted to this change more quickly and structured their visitor information services accordingly; in some instances operating the local tourist bureau or information service as a direct function of council.

A small number of centres, like the NVC, have continued to operate independently under a constituted committee structure, albeit with funding support from the local authority.

² Now the Visitor Centre Association of WA

This review examines that relationship, its advantages and disadvantages and considers how the NVC will most effectively operate in the future as a component of the new Ningaloo Centre.

The Role of Regional Visitor Centres

The primary role of regional visitor centres is to provide:

- information to visitors;
- a booking service for local accommodation and tours, and
- a range of ancillary services such as regional displays and merchandise sales.

The provision of information, both orally and through brochure material, is the primary function of a regional visitor centre.

The other activities, as indicated in the second and third dot points above, are generally undertaken to achieve two objectives:

- to generate a revenue stream, and
- to meet the expectations of visitors.

In most instances it is the pursuit of a revenue stream that motivates the booking services and merchandise sales, as visitor information centres seek to demonstrate that they can operate in a sustainable fashion, or at least show that they have the ability to raise a high proportion of their annual funding requirements.

As a consequence of these activities there is often conflict with operators, many who are members of the visitor information centre and see these commercial operations as competition to their own businesses; moreover as there is generally a strong subsidy element to the centre by virtue of the annual funding contribution made by the local authority.

Importantly though, there is a visitor expectation that these commercial services are available, both prior to arrival by internet or telephone and when reaching the destination when touring opportunities are more likely to be considered and booked.

There is also an element of security for many consumers when booking through an accredited visitor centre; there is a strong recognition of the yellow "I" sign and its relevance to reliability in the tourism industry.

Whilst intending visitors now have an expanding ability to book direct with accommodation providers and tour operators, many still continue to use the services of a community-based visitor information centre due to the expectations of a knowledgeable and reliable service.

Nonetheless, the growing community acceptance of booking services such as expedia.com, bookeasy.com and booking.com is now eroding the traditional customer base of visitor information centres as more confidence grows in the reliability of such booking processes.

The availability of merchandise relevant to the destination is also a service that is expected from a visitor information centre. It becomes a balancing exercise as to the degree of this commercial activity with respect to the local competing business operations that are in fact supporting the visitor information centre either directly and/or through the local authority rating base.

These will always be contentious matters with local operators and will be examined specifically later in this review with regard to the NVC.

The Future of Visitor Centres in WA

In 2014, Tourism WA commissioned *Haeberlin Consulting* to undertake a review of the visitor centre network in Western Australia.

The resultant report *The future of visitor centres in WA* listed the following key findings:

1. Visitors have very clear expectations about a visitor centre's role and the features they require.
2. There is a variance in the roles that different visitor centres are playing.
3. There is widespread variance among stakeholders regarding the importance of visitor centres and their current performance.
4. Visitor centres are an important engagement channel with a highly valuable segment of traveller.
5. The true benefit of visitor centres to the local community can be significant but is not reflected in their P&L reports.
6. The performance of visitor centres is highly varied across many key measures.
7. There is little evidence of a true visitor centre network; it is more a collection of independent centres.
8. The accreditation model lacks relevance with the majority of visitor centres.
9. Branding of the network is inconsistently applied.
10. The financial sustainability challenge will continue to grow.
11. Recent Community Resource Centre (CRC) review recommendations may position CRCs as more attractive co-location options for some visitor centres.
12. Staffing and providing consistent quality information to visitors is a challenge for visitor centres.
13. There is a disconnect between the level of funding and the level of opportunity for many visitor centres.
14. Location plays a key role in overall visitation.
15. A visitor centre is only part of the visitor servicing picture.
16. The impact of technology on visitor centres is unlikely to be terminal, but is critical to understand and manage.
17. Visitor centres need to focus on winnable battles; the competition for online bookings is growing steadily.
18. There is a large variance in the quality and sophistication of visitor centres' online presence and digital strategy.

This review endorses the above findings which remain applicable today, three years after the publication of the *Haeberlin Consulting* report, with a number of these findings specifically addressed in relation to the NVC.

Ningaloo Visitor Centre

The NVC, which is a Level 1 accredited visitor centre, is located in a stand-alone building on the eastern side of Murat Road, approximately 500 metres from the town centre. It is surrounded by considerable vehicle parking space and is well signposted, both at the location and on the main road approaches.

The NVC's premises and overall site is leased from the Shire for the purpose of a tourist bureau. The lease was entered into on 22 September 2008 and is for a term of five years with a further five year option – expiring in 2018. However, the second five year period was not formally executed; therefore the NVC is currently operating on a month-by-month basis at the discretion of the Shire.

The NVC is a constituted body operating under a committee structure of elected members of the community and has a paid membership base that currently consists of:

- 20 accommodation providers;
- 31 tour operators and car hire firms;
- 38 local businesses;
- 12 Coral Bay businesses;
- 3 corporate businesses;
- 11 dining out and takeaway businesses;
- 9 sporting and non-profit organisations; and
- 22 mixed business from surrounding areas.

Total annual membership income is around \$35,000.

The membership rates for 2017/18 are:

Corporate Member

Gold	\$5,000
Silver	\$1,000
Bronze	\$ 560

Accommodation Membership

Resorts, caravan parks, hotels and motels (12 rooms or more)	\$448
Bed and breakfast or backpacker lodges (up to 11 rooms)	\$370
Tour Operator Membership	\$370
General Business Membership	\$247
Holiday Home Membership	\$247
Brochure Display Fee Only	\$90
Individual and Non-Profit	\$79
Consignment Goods with Business Card Display	\$90

A 2017/18 Membership Prospectus is available at Appendix D and is administered by the Membership Communications Coordinator, a NVC full time position.

Whilst precise data is not available it is understood that all but a small number of tourism businesses in Exmouth are a member of the NVC.

Annual funding from the Shire is based on a formula specified in the “Agreement for the provision of funding support of the Exmouth Visitor’s Centre” (“the agreement”) entered into in 2013 by the Shire and the Exmouth Visitor Centre Marketing Committee Inc. (EVCMC)³ and stipulating:

- \$220,000 to be paid quarterly in advance in equal quarterly instalments of \$55,000, commencing on 1 July, 2013;
- \$220,000 to be paid quarterly in advance in equal quarterly instalments of \$55,000, commencing on 1 July, 2014;
- \$220,000 less 50% of the annual net profit of the EVCMC for the preceding financial year, to be paid in quarterly instalments commencing on 1 July, 2015;
- The contribution paid in the preceding financial year less 50% of the annual net profit of the EVCMC for the preceding financial year, to be paid in quarterly instalments commencing on 1 July, 2016, and
- The contribution paid in the preceding financial year less 50% of the annual net profit of the EVCMC for the preceding financial year on 1 July, 2017, to be paid in quarterly instalments commencing on 1 July.

The agreement provides for an extension of the term for a further five year period as follows:

Subclause 2 If EVCMC wishes to extend the operation of this Agreement for a Further Term stipulated in Item 5 of the Agreement (Further Term), EVCMC shall give written notice to the Shire of its intention to extend for a Further Term not more than twelve months and not less than 3 months prior to expiry of the Term.

Subclause 3 If the Shire receives written notice from EVCMC in accordance with sub-clause 2, the Shire shall conduct a review of its previous funding commitments and EVCMC’s compliance with the key performance indicators during the Term and may at its sole discretion determine to extend the operation of this Agreement for a Further Term.

The Shire’s direct cash funding contribution to the NVC for the 2015/16 financial year was \$217,000.

³ Now the Ningaloo Visitor Centre Marketing Committee (NVCMC)

A copy of the “Agreement for the provision of funding in support of the Exmouth Visitor Centre, Exmouth” is attached at Appendix E.

The agreement is in its first five year term, to expire on 30 June, 2018 with the provision to extend for a further five years from 1 July, 2018 on the following basis:

Clause 7.2 If EVCMC wishes to extend the operation of this Agreement for a further term stipulated in Item 5 of the agreement, EMCMC shall give written notice to the Shire of its intention to extend for the Further Term not more than 12 months and not less than three months prior to the expiry of the term.

Clause 7.3 If the Shire receives written notice from EVCMC in accordance with clause 7.2, the Shire shall conduct a review of its previous funding commitments and the EVCMC’s compliance with the key performance indicators during the Term and may at its sole discretion determine to extend the operation of this Agreement for a Further Term.

For this Agreement to be terminated at this time, i.e. twelve months prior to the expiry of the stipulated first term, there will need to be a negotiated arrangement which, under the circumstances of a relocation of the visitor centre to the Ningaloo Centre, may result in the newly named NVCMC being wound up.

If an association has assets of more than \$10,000 (which the NVCMC does) it must wind up in accordance with the *Commonwealth Corporations Act 2001*.

The members of the NVCMC can initiate the winding up. The process involves:

- Passing a special resolution to approve the association being wound up;
- Appointing a liquidator to manage the liquidation of the association’s assets;
- Ceasing or selling its operations;
- Payment of its debts (if any), and;
- Distribution of surplus assets (if any).

The Rules of Association for the NVC state:

If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar Objects and which is not carried out for the purpose of profit or gain to its individual members and which association shall be determined by resolution of the members.

The legal and liquidator costs of this process could be as high as \$15,000 with additional costs applying if there are complications with the Trust Account which, as at 30 June, 2016 had a balance of \$418,808.

A copy of an audited reconciliation of the Trust Account should be sought before any action is taken to wind up the NVCMC.

Addressing the Brief

Having provided a general background on visitor centre operations and the structure of the NVC, this review now focuses on the consultancy brief:

Assessment of the contribution being made to the tourism industry by the NVC

As was observed in the earlier referred to *Haebelin Consulting* report, whilst the true benefit of visitor information centres to local communities can be significant, this is not reflected in their financial statements.

The NVC is the main conduit for tourism into and throughout the region and despite the increasing use of technology to research and transact travel requirements enabling easier direct access to operators, the centre's operations will continue to be a significant component of the Ningaloo region's tourism industry.

The NVC's door statistics for 2015/16 show 125,655 visitors to the centre; figures to date for 2016/17 would indicate this number increasing to closer to 130,000 for the current year.

Sales revenue and commissions received for 2015/16 totalled \$608,982, demonstrating that the NVC is a substantive business as well as being a provider of a public service in dispensing information that has no direct financial return to the centre.

The 2015/16 commission-received revenue of \$309,284 can be used as an indicator of the business generated for industry in that if the average commission rate was 10% then this would represent in excess of \$3m flowing into the economy through the NVC via the tourism sector. If the average commission rate was 15% this would equate to \$2m of direct economic impact.

There would be additional business for the Ningaloo tourism sector from visitors who may have used the NVC, either directly or through its website for research, but who booked direct with operators and therefore such transactions are not reflected in any way in the finances of the NVC. It is difficult to estimate the value of this direct-to-operator business, although with the increasing sophistication and use of online booking services, the amount would be significant and growing.

The question then is, how much of this business would still have occurred without the operation of the NVC?

Undoubtedly, with the increase in reliability and use of internet booking systems there is a growing trend for potential visitors to confirm their travel arrangements direct with operators, however, it is unlikely that the role of visitor centres and the NVC in particular will be surpassed in the foreseeable future. This is in fact evidenced by the current annual increase in commissions received (and therefore bookings processed), despite the online direct to operator trend.

It can be seen from the NVC door count statistics and the extent of bookings transacted on behalf of operators that the NVC is making a major contribution to the tourism industry in the Ningaloo region.

Examination of the role currently being played by the NVC

As referred to earlier, the primary role of the NVC is to provide the traditional information service of a visitor centre, incorporating a booking facility and merchandise availability.

Tourist information service

The provision of a comprehensive information service by the NVC has required the following:

- staff: well trained and knowledgeable of the region and its products;
- printed materials – brochures, maps, news leaflets, etc.;
- website to both promote the destination and provide product information incorporating a booking service (either direct or through a third party booking system);
- industry liaison – both locally and with external support agencies such as Australia’s Coral Coas6 (ACC), Tourism WA and Tourism Council WA.

Each of the above requires ongoing maintenance and this review does not attempt to quantify the extent of that effort, except to record that a considerable ongoing commitment by management is required.

There is also a very fine line between providing information services and marketing which is clearly demonstrated by the requirement for brochure material and a website. Associated with the information service is the role played in hosting familiarisation visits for journalists and travel agents which is also a marketing activity.

Co-ordination of cruise ship visits is also a role that is currently being undertaken by the NVC in association with TWA and the shipping companies.

All in all the NVC has a heavy obligation with regard to its information service which in itself is not revenue generating other than through co-operative contributions by operators for the production of such publications as “*visit Ningaloo – Exmouth & Coral Bay*”.

Booking Services

The availability of a booking service through the NVC can be considered as essential, despite the increasing trend for the use of independent booking agencies and direct internet contact with product suppliers.

It is an expectation of potential visitors that they can undertake research on product availability in the Ningaloo region and then have the ability to place bookings through what is the most comprehensive source of information that makes available accommodation, tour and other activity options at the one location.

Whilst there will undoubtedly remain some elements of industry that will be critical of the NVC's booking services and the commission structure that applies, the fact remains that between \$2m and 3m per year is being injected into the Ningaloo economy through this commercial activity.

It is unfortunate that this value will probably only be appreciated by some if the NVC services are taken away – a situation to be avoided.

A major concern with the booking service is the perception by some in industry that there is some bias by staff in the placing of business, however, it is known that a new technology-based process is about to be introduced to more clearly place the product decision-making with the visitor. Be that as it may, visitors will always ask questions and seek guidance on their product needs and it will therefore generally be a matter of the professionalism of the staff, now to be coupled with the new technology approach, that will produce a balanced outcome.

Currently the most significant issue with the booking services is the means by which bookings are received and placed via the internet. The NVC uses the bookeasy.com system which has a number of shortcomings in that it is primarily associated with accommodation bookings and also requires a manual reconciliation by NVC staff with regard to commission entitlements and payments.

This review does not incorporate an in-depth analysis of the internet booking systems, however, it is known that TWA has a marketing arrangement with expedia and that other visitor centres use, or are planning to use, that service.

This review also notes that the Broome Visitor Centre is undertaking its own internet booking services review as are the Albany and the Toodyay visitor centres.

It would certainly assist the WA Visitor Centre network if there were an overall study and assessment of the most appropriate internet booking system to accommodate both industry requirements and to facilitate the operations and commission revenue earnings of visitor centres.

The NVC should liaise with those centres mentioned above and also TWA and the Visitor Centre Association of WA to determine the most effective approach in improving the current internet booking system.

Merchandise

The sale of merchandise is an integral part of the operations of most, if not all, visitor centres state wide.

There is a dual purpose to merchandise sales: to meet visitor expectations and to generate a revenue stream for the centre.

NVC merchandise sales for the 12 months ended 30 June 2016 totalled \$220,702.39 plus \$78,455.55 for other saleable goods (\$299,157.94 in total) which, after cost of sales of \$183,698.32 resulted in a gross profit of \$115,459.62. The breakdown being:

	Sales	Cost of Sales	Gross Profit
Souvenirs	220,702.39	108,880.17	111,822.22
Food and beverage	5,929.29	4,237.35	1,691.94
Services (snorkel hire, DPAW passes etc.)	72,526.26	52,369.17	20,157.09
Other sales expenses		18,211.63	-18,211.63
	\$299,157.94	\$183,698.32	\$115,459.62

The total sales gross profit for the year of \$115,459.62 represents a 38.6% gross profit to sales ratio.

It is difficult to apportion operating expenses such as wages and general overheads against the sales gross profit as the core business of the NVC is to provide visitor information; a service that does not provide a revenue steam in itself, but rather opens the opportunity to defray the cost of that service through income from saleable goods and services.

It can be seen that from a revenue earning aspect, merchandise sales are an important aspect of the NVC business operations whilst at the same time meeting visitor expectations for such a service being available.

Together with the booking commissions earned (\$309,284 in 2015/16), this revenue makes a significant contribution towards meeting the costs of providing visitor information.

It is also significant that the NVC's merchandise range does include locally made products, which assists businesses in the region.

Review of the financial operations of the NVC

The NVC's turnover for the year 2015/16 was just under \$1m, demonstrating that it is one of the larger visitor centre operations in the state.

Aside from the Shire's funding of \$217,000 (plus providing the premises), the prime sources of revenue were from bookings income and saleable goods and services (merchandise), each contributing around \$300,000.

Membership fees and member contributions to marketing activities accounted for a further \$116,000 in income.

This review has relied on the audited financial report of the NVC for the 12 months period ended 30 June, 2016 which shows a deficit of \$9,999 for the year compared to a surplus of \$6,003 for 2014/15. An increase in cost of sales and employee-related costs has contributed to the deficit despite an increase in bookings and saleable goods income totalling in excess of \$150,000.

Employment and staffing expenses remain the major cost item at \$574,301.83; just under 60% of the total turnover. This outgoing needs to be balanced with the non-revenue earning function of the core business of providing information plus the fact that the NVC has, over the 12 month period, placed business of between \$2m and \$3m directly into the local industry.

The following is a summary of the 2015/16 profit and loss statement:

Booking Income	309,824	
Saleable Goods and Services	299,158	
Membership Income	32,640	
Marketing/Advertising Income	83,712	
Interest	6,022	
Shire of Exmouth	217,000	
Other Income	<u>19,532</u>	967,888
Cost of Sales		<u>-183,698</u>
Gross Profit		784,190
Business Administrative Expenses	-177,464	
Equipment and Buildings Expenses	-16,856	
Electricity/Security	-9,923	
Employment and Staffing	-574,302	
Other Employment Expenses	-8,989	
Consultant Expenses	<u>-5,690</u>	793,224
Operating Profit/		-9,034
Other Incidental expenses		-965
Net Profit/ -Loss		-9,999

Whilst this review considered the latest full financial year period (2015/2016), financial statements for the nine month period ended 31 March, 2017 are available and show a 19% increase in total business operating income, a 28.2% increase in gross profit and a 4.8% reduction in expenses against this same period the previous year.

This is a positive trend which should result in a net profit for the year, against the \$9,999 loss for the previous twelve months.

As with all businesses there needs to be an ongoing review of the cost/benefit of performing certain functions and there is evidence that this process is being undertaken by management in association with the NVCMC.

The proposed re-location of the NVC to the Ningaloo Centre provides the opportunity for a further re-assessment of the operations and financial structure of the region's tourist information service, particularly in association with the Shire which is also relocating to the Ningaloo Centre and has the capability to provide resources that will reduce the administrative workload, and therefore the operating costs, of the NVC.

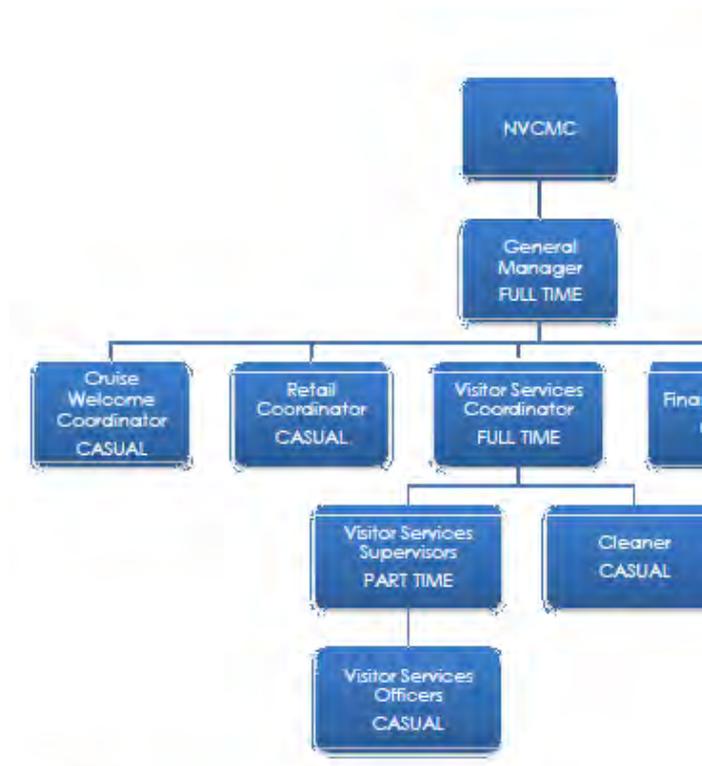
Review of the operating hours and staff structure of the NVC

The current staff positions for the NVC are:

	Full Time/ Equivalent (FTE)
Permanent	
General Manager	1
Membership Communications Coordinator	1
Visitor Services Coordinator	1
Part Time	
Visitor Services Supervisor	0.69
Casual	
Visitor Services Officers	3.46
Finance Officer	0.49
Retail Coordinator	0.46
Cleaner	0.23
Advertising Representative (Holiday Planner)	0.05
Cruise Ship Welcome Coordinator	0.00
Junior	<u>0.01</u>
Total	8.39

Volunteers are also called upon during peak periods.

NVC organisational chart



There are three full time positions at the NVC:

General Manager	\$82,569 annual salary + rent reimbursement allowance \$20,000 pa
Visitor Services Coordinator	\$56,000 annual salary
Membership & Communications Coordinator	\$58,000 annual salary

The following hourly rates apply to non-permanent staff members:

Visitor Centre Supervisor	\$23.88
Visitor Service Officers G1	\$25.16
Visitor Service Officers G2	\$23.09 (\$33.10 Sundays, \$52.01 public holidays)
Visitor Service Officers G3	\$23.88
Finance Officer	\$28.00
Retail Coordinator	\$25.16
Cleaner	\$28.00

A laundry allowance of \$1.32 per day is also paid to the majority of staff.

Actual Employment and Staffing Expenses for 2015/16 were:

General Manager	\$83,204
Membership Communications Coordinator	\$58,446
Visitor Services Coordinator	\$59,393

Visitor Services Senior Supervisor	\$17,818
Visitor Services Supervisor	\$76,886
Visitor Service Officers	\$138,861
Retail Coordinator	\$14,023
Cleaner	\$12,536
Finance Officer	<u>\$27,279</u>
Total Salaries and Wages	\$488,446

Staff allowances for the year totalled \$22,983 with a further \$62,873 expended on compliance costs e.g. superannuation, workers compensation Insurance, FBT expense, etc.

The total Employment and Staffing Expenses for 2015/16 were \$574,302, representing 72.4% of all operating expenses.

This review has not incorporated an analysis of the individual roles of staff members of the NVC nor the appropriateness of the salary/wages structure which appears to be at the higher end of the scale for visitor centre operations. Should the Shire and the NVCMC wish to explore the option of the Shire directly employing the NVC staff and providing the visitor servicing, a more detailed analysis should be undertaken which takes into account the current Shire/NVCMC funding agreement and the resulting cost/benefit to the ratepayers of Exmouth from such an approach.

Governance

During the review period it became apparent that there has been a lack of governance with respect to management and staff performance reviews. Whilst it is recognised that the visitor centre management committee is made up of volunteers with their own business pressures to attend to, it is critical that this area of governance is undertaken on a scheduled basis.

Similarly, the centre's general manager must regularly undertake performance reviews of all staff members.

It is also noted that a recent review of the general manager position resulted in an increase in salary payment to a level considerably higher than applies to any other visitor centre in the state. Visitor centre salary remuneration will, however, vary from circumstance-to-circumstance and location-to-location and is a matter to be determined by the body corporate, or possibly in the future by the Shire of Exmouth.

NVC operating hours

The operating hours of the NVC are April to November 9:00am to 5:00pm, 7 days a week and November to March, Monday to Friday 9:00am to 5:00pm and 9:00am to 1:00pm Saturday and Sunday.

The reduction in weekend hours over the November to March period is to avoid penalty rates during the quieter visitor period of the year. This is a reflection of the seasonal variance in visitor numbers with numerous other visitor centres, particularly above the 26th parallel, operating in a similar manner.

These are appropriate hours and structuring to keep employment costs down on weekends over the November to March period, although it does require an element of flexibility to cater for special requirements like visiting cruise ships that have information and service requirements outside the designated opening hours.

Evaluation of the local industry relationship with the NVC

As expected and as applies to most visitor centre operations state-wide, there are mixed feelings locally with regard to the operations of the NVC. They range from seeing no value in the centre to greatly appreciating the work and representation being undertaken.

The majority of the negative feelings are generated by the NVC's involvement in commercial activities which are seen as being competitive with businesses in the town – most of these businesses being members of the NVC.

The fact that the NVC takes commissions on bookings aggravates some operators, whilst others appreciate the business representation and referrals, with an understanding that the commission payments are an important revenue stream to enable the centre to operate.

In general terms, industry does not understand nor appreciate the work that a visitor centre performs or is expected to perform by its stakeholder base.

The three key stakeholders are: visitors (or potential visitors), the local industry operators and the local authority.

In an ideal world the local authority would accept the cost of the operation of a visitor centre as it does for other outgoings for visitor servicing, e.g. footpaths, public toilets, recreation areas, lookouts, boat ramps etc. However, there are demands on local government, particularly the Shire of Exmouth with a population of 2,500 and a small rating base, that make it imperative that the visitor centre generates its own revenue stream.

In fact, the agreement between the Shire and the NVC specifically states that a key performance indicator (KPI) is the centre's ability to increase its financial sustainability to reduce reliance on financial support from the Shire⁴.

The extent to which revenue generation is pursued by the NVC will always be a balancing exercise in meeting the expectations of both operators and the Shire.

⁴ Clause 3.1 of the Agreement – Appendix E

The consultancy view is that the current balance is not disproportionate to what applies at most other visitor centres, although it is an area of operation that requires constant review, particularly in relation to booking services, the demand for which through visitor centres state-wide is already being reduced by internet booking systems that deal direct with the operator. This, in some circumstances, is reducing the revenue stream from commission payments.

With regard to merchandise sales, an area where some operators claim inappropriate competition, it needs to be recognised that this is also an important revenue stream for the NVC as well as being a service that visitors expect to be available.

The planned refocussing of merchandise to be specifically associated with the Ningaloo Centre will be a positive move away from the more general items that are available at other town outlets and therefore should be more positively recognised as an appropriate activity by the NVC.

It will be important that local operators are given an understanding of the practicalities of visitor centre operations, consistent with the terms of agreement⁵ with the Shire that state the:

- NVCMC shall improve its relationships with members and external stakeholders by:
 - implementing suitable measures to achieve the goals for “Building Relationships and Industry Development” as set out in item 4 of the NVC Strategic Plan 2013/18 (“Strategic Plan”), and
 - implementing strategies for “Member Management” – pages 15 – 16 of the Strategic Plan.

Evaluation of the suitability and sustainability of the current location

The current location of the NVC is ideal to meet visitor information requirements for the Ningaloo region.

On the main road into and out of Exmouth, in isolation from any other buildings and with a large parking area that has ample space for coaches and vehicles towing caravans, the current NVC location is highly suitable to provide visitor information.

The sustainability of this site for ongoing operations would not, however, be likely to be maintained without continued Shire financial support, which would not be expected to be available for the current location with the new Ningaloo Centre incorporating an area for a visitor information centre; an area into which the current NVC is expected to relocate.

⁵ Clause 3.3 of the Agreement – Appendix E

Assess the location of the Ningaloo Centre as a suitable venue for a visitor centre

The Ningaloo Centre is located approximately 200m from, and is on the same side of the road south of, the existing NVC. The Ningaloo Centre is a very prominent building and is in isolation from any other structure.

Although a prominent building, its actual purpose is not evident from the outside as it could be taken for a large public building like a school or a medical centre. Therefore, to be a suitable location for a visitor information service there will need to be effective outside signage, particularly a prominent display of the internationally recognised yellow “I” sign.

Roadside and/or median strip approach signs will also be important in directing visitors to the centre which has been designed to accommodate parking to replicate that of the current NVC site.

On relocation there will need to be early monitoring of both vehicle and pedestrian traffic flows around and into the centre to ensure that there is a clear ease of access for visitors.

Assess the role and function of the NVC should it be relocated to the Ningaloo Centre, including consideration of the floor space allocation in the centre

The internal design of the building provides for the visitor information service counter to be in the foyer of the main entrance with a retail gallery for the display of merchandise. A café is proposed in this same area adjacent to the visitor information centre – refer plan Appendix A.

The primary role of the NVC is not expected to change from that which applies currently, with the exception of its role in ticketing for the attraction of the Ningaloo Centre marine/terrestrial display.

The provision of information services, booking services and merchandise sales will continue to be the core business activities.

The floor space allocation, as per the ground floor plan, appears adequate in size and layout, although security measures will need to be applied to the retail gallery area due to proposed after-hours functions to be held in the centre.

Whilst three separate offices are shown on the plan as being designated for the use of the NVC, it is understood that these may now be applied for other uses. Regardless, the NVC will need ready access to some enclosed office space to transact business with operators, attend to customers where there might be a contentious issue, and for meetings with staff members for performance interviews, counselling, training, etc.

With the Shire relocating its offices to the Ningaloo Centre there will be an opportunity for greater flexibility in both the use of offices and staff members, both of which will undoubtedly be subjected to an overall restructure review.

Whilst the potential use of council staff to provide back up support to the NVC during busy periods will provide operational flexibility, it will be important to recognise that a high degree of specialised training for such council officers will need to be undertaken if this is to be an effective approach.

This consultancy's view of such a restructure follows:

Restructure of the NVC

The NVC is one of a small number of independently-operated visitor centres in the state; three others being the Augusta/Margaret River Visitor Centre, the Broome Visitor Centre and the Denmark Visitor Centre.

This places the NVC in elite company and is testament to the quality of the destination. In 2014/15 the Augusta Margaret River region and Broome recorded visitor numbers of 1,209,800 and 264,000 respectively, with Denmark receiving 135,000⁶ visitors. The status of visitor servicing in the Exmouth shire, with a population base of 2,500, is most similar to that of Denmark with a population of 5,886. Denmark Tourism Inc. ("DTI") receives funding of \$90,000 per annum from the Shire of Denmark for visitor servicing and \$40,000 per annum for marketing and events, plus free rent of the purpose-built visitor centre.

The Denmark Shire contribution to DTI is \$90,000 per annum less than the current Shire of Exmouth contribution and equates to around \$22 per annum per resident. The Shire of Exmouth cash contribution of \$217,000 for 2015/16 equates to around \$87 per resident.

The relocation of the NVC and the Shire to the Ningaloo Centre does present the opportunity for greater integration of the region's visitor information services within the administrative operations of the Shire with potential cost savings.

During the period of this review the shire appointed a chief executive officer and advertised a new position titled Executive Manager Tourism Development Services to oversee the functions of Learmonth Airport, Exmouth Aerodrome, Ningaloo Visitor Centre and the Ningaloo Interpretive Centre.

The opportunity is therefore present to refocus the NVC on the core business of visitor information, booking services and merchandise sales, with the Shire playing a more strategic role in matters of governance, industry liaison, product development and lobbying and advocating with key stakeholders in relation to increased marketing and infrastructure funding for the Ningaloo destination due to its importance as a national tourism asset.

This is one option for the Shire and the NVC to consider in the first instance because the model requires very little change to what is currently in place (until at least June 30, 2018) and will provide a more coordinated approach to the strategic requirements of destination

⁶ Tourism WA Overnight Visitor Fact Sheet 2014/2015

development, whilst also allowing visitor centre staff to increase revenues and/or decrease expenditures from a focus on business operations.

Another option would be for the Shire to absorb the visitor servicing functions of the NVC which, as a consequence of the Shire taking on this direct responsibility, will result in the current NVC Management Committee Inc. ceasing to have a purpose in administration and therefore will need to reassess its position.

Be that as it may, it will be critically important that industry has a say in the region's tourism development and marketing and to this end there remains a role to be played by an industry group.

The actual structure of that group will be determined by a number of factors, not the least of which will be local politics and personalities that will enter into the negotiations that will be required to develop an effective working relationship with the Shire.

Ideally the Ningaloo Visitor Centre Management Committee Inc. will be dissolved in favour of a new body such as a Ningaloo Tourism Advisory Group (NTAG), structured to bring a number of different tourism elements together to work collectively for the common purpose.

Industry operators, the Chamber of Commerce, Gascoyne Development Commission, Department of Parks and Wildlife and the Shire of Exmouth would form the core base of the committee which would seem to be well placed to be structured as a sub-committee of the Exmouth Chamber of Commerce, bringing the entire business sector together under a tourism umbrella.

Whilst the advisory group would not have any executive power it would nonetheless be an influential body that could play a direct role in the marketing activities of the region.

At present industry contributes \$35,000 annually in membership fees to the NVC plus around \$85,000 towards marketing initiatives, the major item of which is brochure design/print/distribution, costing around \$40,000.

It will be important that there is no reduction in funds available for marketing purposes, nor direct industry involvement in these initiatives. To achieve this end, a NTAG may either directly, or as a component of the Chamber of Commerce fee structure, introduce a means of maintaining these funding sources. During interviews with operators it became apparent that there is discontent with the number of individual fee payments to different organisations and a preference to consolidate these to one overarching body, e.g. the Chamber of Commerce.

The alternative to maintaining the existing funding sources is for the Shire to become the primary source of all tourism marketing funding as well as meeting the operating costs of the visitor centre.

It is the consultant's view that this would not be a good model as it distances industry, even with an advisory group, from the day-to-day tourism marketing needs. There is also the risk that changes in the Shire's policies, finances and personnel over time may lead to a diminution of the tourism effort. This has been expressed as a particular concern by representatives of TWA, TCWA and the Visitor Centre Association of WA.

It is difficult to be prescriptive on the actual structure to be adopted as local circumstances will, and should, apply. There is no model that fits all visitor centre circumstances; however, the key element is a strong, coordinated tourism industry involvement that brings all sectors to the same table.

The opportunity exists for the Shire and the NVCMC to develop a bespoke model for visitor servicing and destination development which reduces the operating subsidy on ratepayers and/or increases the return on investment to the local economy.

Evaluation of the sustainability of the NVC should it relocate

It is a well-established fact that visitor centres require public funding to be able to adequately provide representation of the local tourism industry.

Unless there is a significant source of revenue, other than from booking services and merchandise sales, there will be a need for support funding from the local authority.

Local authority funding should, however, be considered an investment by the community to maximise the economic and social benefits of a vibrant and growing tourism industry.

The earlier referred to *Haeberlin Consulting Report* points out that the true benefit of visitor centres to the local community can be significant but it is not reflected in their P&L reports. The *Haeberlin* report also refers to "studies that show that for each visitor who walks into a visitor centre, regardless of whether or not they spend anything in the centre itself, the total additional money they spend in the region as a result of their visit is between \$56 and \$107".

With NVC annual door statistics currently around 120,000 this would equate to \$6.72m to \$12.84m. A high proportion of this would be in addition of the earlier referred to \$2m to \$3m generated through the booking services.

A January 2017 study "Local Government Spending on Tourism" undertaken by *DBM Consultants* recorded that on a per capita basis, Western Australian local government councils spend \$22 per resident on the operation of visitor information centres, events and festivals and the promotion, marketing and development of tourism.

The annual contribution of around \$300,000 (includes estimate of premises rent relief) by the Shire to the NVC is \$120 per local resident based on a population of 2,500, evidencing the

higher cost imposed on a community that, although having a low resident base, has a high demand for tourism services.

With the relocation of the NVC to the Ningaloo Centre the question of the sustainability of the café and interpretive display components also needs to be considered. Without the visitor information service drawing people to the Ningaloo Centre the viability of the café in particular becomes questionable.

Overall, the relocation of the NVC to the Ningaloo Centre should provide a range of operational and financial benefits, many that will only be realised as the working relationship is established.

As earlier stated, it will be most important that industry is not distanced from this structure and can continue to play its role in the planning and initiatives taken to develop and market tourism to and throughout the Ningaloo Region.

Analysis of NVC data relevant to visitor enquiries, bookings taken, commission revenue, consumer feedback, industry feedback, etc.

Currently the NVC door count is recorded as around 120,000 annually. This is a significant number and directly produced \$300,000 in the sale of souvenirs and other services for the 2015/16 financial year. There would have also been commissions earned from the sale of tours, with commission for accommodation generally paid in advance prior to arrival.

Total commissions earned for 2015/16 were also around \$300,000, evidencing a very substantive business operation.

The monthly door counts at the NVC for 2016 and for the five months from January 1 to May 2017 are:

	2016		2017 (January to May)	
	Number	Daily Average	Number	Daily Average
January	4770	153.9	4985	160.8
February	4015	138.5	3836	137.0
March	6954	224.3	6040	194.8
April	12230	407.7	13460	448.7
May	13417	432.8	13505	435.6
June	15063	502.1		
July	21306	687.3		
August	16334	526.9		

	2016		2017 (January to May)	
	Number	Daily Average	Number	Daily Average
September	14094	469.8		
October	11409	368.0		
November	6685	222.8		
December	5965	192.4		
Total	132242		41826	

Details on a day-by- day basis are available, although not on an hourly basis.

The Visit Ningaloo Annual Customer Survey Results for the October 2016 – March 2017 period provided a high rating of the service provided to visitors – 60.12% excellent: 33.3% good. The availability of information available was rated 56.59% excellent: 36.59% good. The booking service rated 60.00% excellent: 25.37% good.

The NVC also received a 4.5 stars rating by Trip Advisor in April 2017 with a 4.9 stars rating by Facebook.

Industry survey results for the October 2016 to March 2017 period are not referred to in this review as the response rate was relatively small.

However, in general discussions with external stakeholders the view universally expressed is that the NVC is “one of the better visitor centres” as is its management; the view being that the current management has turned around what four years ago was a very substandard operation.

Identification of grant funding availability from outside sources

There are limited grant fund schemes available for the operation of visitor centres, the main avenue being the Visitor Centre Sustainability Grant Program, where accredited visitor centres or local government authorities can apply for grants of between \$5,000 and \$100,000 with a business plan additionally required for grant applications between \$40,000 and \$100,000.

For a grant of between \$5,000 and \$40,000 a cash or in-kind contribution of 20% is required from the applicant. Above \$40,000 the applicant required contribution increases to 50%.

This is a Royalties for Regions grant program administered by the Department of Regional Development. Full details available at: www.drd.wa.gov.au or : www.tourism.wa.gov.au

The grant availability most applicable to the NVC would be:

- engaging consultants to develop and implement a new business plan and/or governance structure;
- co-location and/or re-location (this may involve building a café or attraction) to reduce costs and/or increase revenue;
- setting up incorporated bodies;
- cabling and telephone lines;
- internal and/or external signage;
- image and appearance (internal or external);
- brochure racks;
- technology solutions (including apps or kiosks);
- telephones;
- point-of-sale equipment, and
- upgrading and/or installing security measures.

General administration and running costs and destination marketing expenses will not be considered for funding.

It is recognised that the NVC has successfully applied under this grant program and will be lodging a further application in relation to a number of costs associated with the relocation to the Ningaloo Centre.

It is recommended that the Shire also explore opportunities for commonwealth grant funding for the cost of providing services to a large non-resident population due to tourism. This was a factor identified in a 2013 submission to the Commonwealth Grants Commission by the Western Australian Local Government Association (WALGA) as affecting non-metropolitan local government sustainability.

Consideration of future contractual arrangement between the Shire and the NVC

The Ningaloo Visitor Centre Management Committee (NCVMC) is an incorporated, not-for-profit body that independently administers the operations of the NVC.

The level of this independence is, however, measured by the degree to which there is a reliance on funding support from the Shire, which for 2015/16 was \$217,000 in cash sponsorship, plus the provision of the centre's premises.

The Shire therefore is already playing an important role in the provision of a regional visitor information service and understandably is considering options associated with the new Ningaloo Centre that will provide a more efficient and cost-effective approach to not only the visitor centre operation, but to tourism development and marketing in general.

As observed earlier in this review, there is an opportunity for the Shire to restructure its tourism involvement which is critical to a locality where tourism is the main economic pillar for the community.

One option for a new relationship between the tourism industry and the Shire has been set out earlier in this report and would require the current contractual arrangement with the NVCMC to be terminated in favour of a memorandum of understanding with a new NTAG, the structure of which would be a consideration during negotiations with all relevant parties i.e. NCVMV, the Shire, Exmouth Chamber of Commerce, Gascoyne Development Commission and industry operators.

The views of ACC and TWA should also be sought in regard to the proposed option to be pursued.

Importantly, every effort should be taken to combine the Ningaloo tourism interests in one group rather than have a number of different groups independently, or certainly without close communication, pursuing actions that can only benefit from a consolidated and coordinated approach.

Summary and Findings

This review is based on the Shire seeking to determine whether the community (ratepayers) is receiving value-for-money from the annual funding provided by the Shire Council for the operations of the NVC.

The short answer from this review is yes, albeit that, as a comparison, the Shire of Exmouth subsidy, as shown in the context of the Denmark Shire's contribution to its tourism management body DTI, is at the higher end (\$90,000 greater) with the cost burden per resident being at an extremely high level due to the small population base (2,500) and the increasing needs of non-residents (tourists) due to the quality of the Ningaloo experience.

Is there an opportunity for there to be changes to the structure and operation of the NVC that will effect greater efficiencies, both financial and in service delivery? The answer is again yes.

The annual contribution by the Shire of around \$300,000 (\$217,000 cash and the balance in rent relief and other support services) is a significant investment in the NVC. The level of this investment is not, however, uncommon for local governments in Western Australia, particularly where there is a strong recognition in a community of the economic and social significance of the tourism industry.

The main issue in the Shire's funding of this service is as mentioned above, i.e. the small resident base of 2,500 which means that per capita there is a much higher cost applying per ratepayer than exists elsewhere where the same level of visitor centre operation is being provided.

Nonetheless, where tourism is the number one economic driver, as it is in the Ningaloo region, it is important that local government takes a strong lead in its management and development, incorporating the effective operation of a visitor information service.

Describing the NVC as a visitor information service is only partly reflective of its role, as the maintenance of a promotional website, internet booking service and the production of the *visit Ningaloo – Exmouth & Coral Bay* holiday guide are significant marketing activities that strongly support the local industry operators.

The fact that the NVC is currently processing a conservative \$2m to \$3m per annum of business directly into the local community is a significant factor and represents a return of around \$12 for every \$1 invested by the Shire on behalf of the community.

How much of this business might still exist should the NVC not be in place is difficult to estimate, however, it could be expected that the lack of a central coordinating agency would significantly diminish the tourism profile and economic return to the region.

As referred to earlier, the fact that studies show that those who attend a visitor centre have an additional spend of between \$56 and \$107 in the region, whether they spend at the visitor centre or not, is a significant contribution to the local economy.

The NVC is therefore playing an important role for the Ningaloo tourism industry and can be even more effective with a change in its operating structure.

In this context and given the opportunity that the Ningaloo Centre provides (additional income opportunity as well as the opportunity to showcase the region) all stakeholders have a responsibility to work towards a bespoke model that benefits the economic development of the Shire of Exmouth.

The current funding agreement between the Shire and the NVCMC expires in June, 2018 and this also provides an incentive for both parties to work together with a view to developing a sustainable visitor servicing model.

Disadvantage Funding

The small (2,500) population base of Exmouth places the community at a distinct disadvantage when catering for the requirements of non-residents, the number of which is significantly increasing annually as the national and international exposure of the whale shark phenomena in particular draws attention to the Ningaloo Coast.

Visitor pressures on the Exmouth community are only going to increase as will the burden of delivering world class experiences that showcase the state and for that matter, Australia.

The recently announced £39 add-on fare to Exmouth for the new London-Perth direct flight is the start of a new era of promotion and access which will need the delivery of product and experiences that meet visitor expectations.

It can be argued that this challenge should not be met entirely by the Shire and that special funding consideration should be given by relevant authorities of the state and commonwealth governments to ensure that during this initial growth phase what is required can be delivered.

As referred to earlier, the WALGA has previously made a submission to the Commonwealth Grants Commission pointing out the imposition on local governments facing challenges catering for non-residents in tourism growth areas.

The Shire is encouraged to pursue funding support of this nature and should seek the support of TWA in making its case.

Booking Systems

During the course of this review it became apparent there is a fragmented approach to the application of an online booking system to meet the needs of visitor centres and, by extension, industry.

The majority of Western Australia's visitor centres use the bookeasy system which has a number of shortcomings. Nonetheless, bookeasy is playing a significant role at the NVC, as it is at other visitor centres, and any move to replace the system should be taken with caution and in close consultation with the Visitor Centre Association of WA, TWA and a number of visitor centres that are already undertaking research in this area, e.g. Broome, Albany, Augusta Margaret River and Toodyay.

While it would be ideal for Tourism Council WA or TWA to undertake a full study of the situation on behalf of the Visitor Centre Association of WA, this is unlikely due to funding requirements and the fact that it will always be difficult to introduce a universal system to meet all needs. The Shire and NVC will need to undertake its own research to determine the most appropriate online booking system.

Summary

The Ningaloo Coast is one of the most significant and important tourism destinations in the state, albeit that it is very early in the development stage.

The high profile of the Kimberley and Margaret River regions demonstrate a greater level of maturity for these destinations that have, over the past 20 years, significantly added to their infrastructure base. Ningaloo, or more specifically Exmouth, still has a long way to go in its infrastructure, product development and operator base to achieve its full potential.

It is significant to note that the Learmonth Airport is a major infrastructure asset for the region, being able to accept large jet aircraft that cannot be accommodated at any other regional airport in Western Australia. Whilst subject to military restrictions, there is no evidence to suggest that when the time comes, an increase in the capacity and frequency of airline services cannot be accommodated.

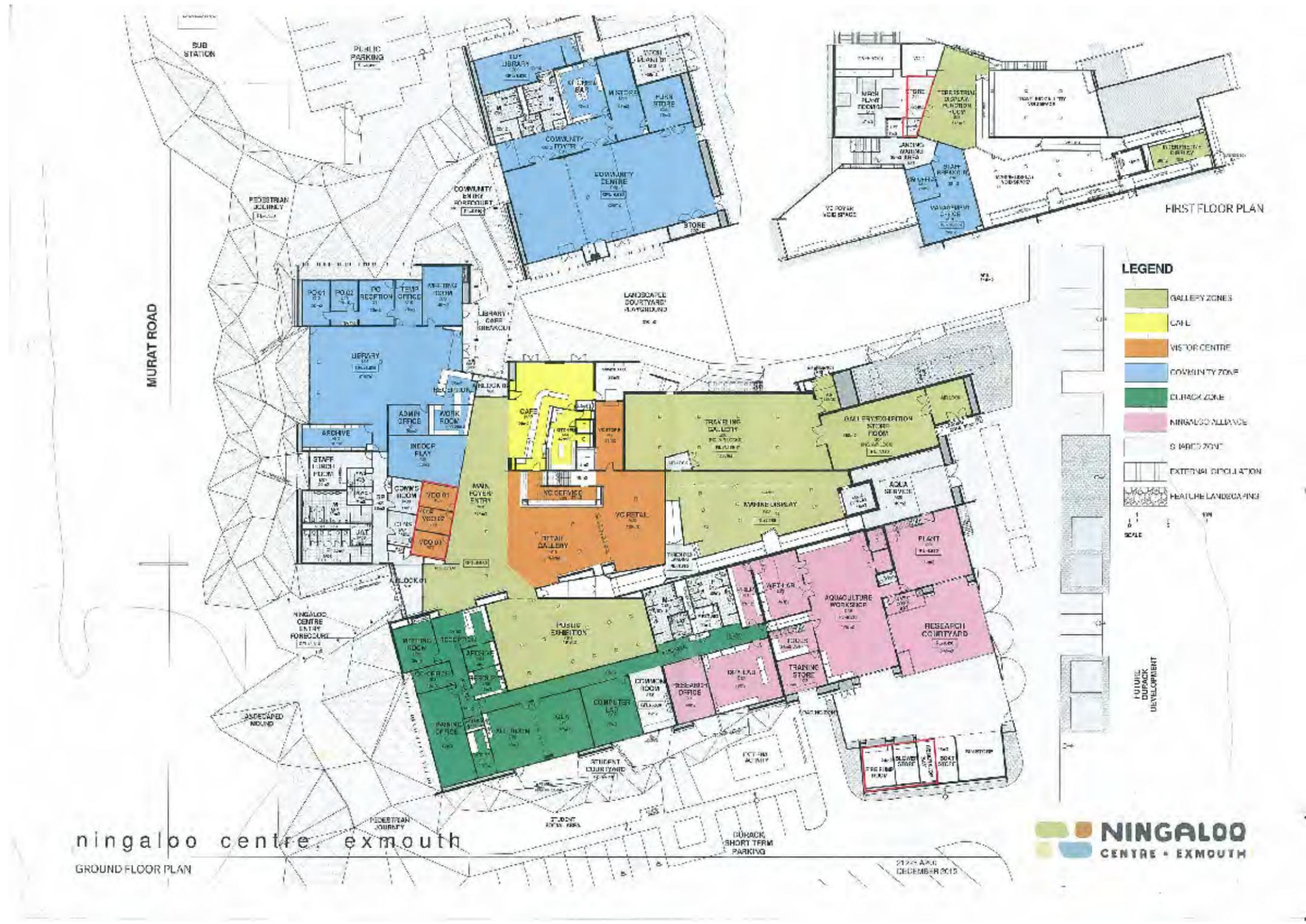
Importantly, the management of the natural resource, both marine and terrestrial, is a high priority of government, with industry also responsible for protecting the asset. There will be greater responsibilities and challenges in this regard as visitor numbers increase.

The Ningaloo Centre will be able to play an important role in education on the environmental importance and sensitivities of the area and has the potential to be a centre of world renown in regard to research in what is a most unique marine and terrestrial location.

The role of the NVC within the Ningaloo Centre will be very important for the region.

Appendices

Appendix A: Ningaloo Centre Floorplan



Appendix B: Consultants' Biodata

Eddie Watling OAM FCPA

Eddie has had more than 40 years in the tourism industry with both the government and the private sector. This includes 15 years with the Department of Tourism/WA Tourism Commission in the areas of finance, marketing and development and as the inaugural General Manager of the Tourism Commission. Eddie later worked for 6 years as consultant to the Minister for Tourism and 20 year as a founding Director of the firm Tourism Co-ordinates.

Eddie is a member of Certified Practicing Accountants Australia (FCPA).

In 2014 he was awarded the Order of Australia Medal for his services to the Western Australian Tourism Industry

Current Industry Involvement

- Deputy Chairman of the Western Australian Liquor Commission (a member for 10 years);
- Co-ordinator Fremantle Fishing Boat Harbour Traders Group;
- Member Fremantle Fishing Boat Harbour Marine Facilities Advisory Committee.
- An ongoing working associate and co-consultancy with David Duncanson, Kirkgate Consulting, in numerous projects.

Additional Recent Industry Involvements

- Chairman of the Judging Panel, Western Australian Tourism Awards and Sir David Brand Tourism Awards (3 years) and previously judge of the awards (5 years);
- Judge of the Qantas Australian Tourism Awards (3 years);

His past service to the industry includes;

- Board member of the Australian Tourism Research Institute;
- Board member and Treasurer of the Indian Ocean Tourism Organisation;
- Board member Tourism Council Australia (WA);
- Member, Pacific Division, Pacific Asia Travel Association;
- Member, International Advisory Council, Pacific Asia Travel Association;
- Chairman and Executive Board Member, Pacific Asia Travel Association WA Chapter;
- Chairman, School of Marketing and Tourism Consultative Committee, Edith Cowan University;
- Member Board of Directors, Perth Convention Bureau;
- Member Board of Management, Tourism Industry Training Committee;
- Member of State Government International Relations Committee;

- Member, Perth Airport Facilitation Committee;
- Deputy Chairman, Department of Transport (WA) Commercial Passenger Vessels Advisory Committee;
- Member, Department of Conservation and Environment (WA) Tourism Industry Reference Group;
- Member of Western Australian Inter-Departmental Aviation Group;
- Member of National Tourism Aviation Group.

Industry Recognition

- “Award of Merit” by the Pacific Asia Travel Association at its Annual Convention held in Hong Kong (1992). This award was in recognition of the contribution to both the Pacific Asia travel Association and to the tourism industry in the Pacific/Asia Region;
- “Foundation Members Award” by the Indian Ocean Tourism Association, at its Annual Conference in Mauritius (1999). A special award for services to that Association and tourism in the Indian Ocean Region;
- “Legends of the Hospitality and Tourism Industries Award” presented by the Premier of Western Australia (2001). An award initiated by the Restaurant and Catering Association of Western Australia in association with other industry groups including Tourism Council WA, the Wine Industry Association, Clubs WA, the Cabaret Owners Association of WA and the Hospitality and Tourism Industry Training Council;
- “Meritorious Award” presented by Tourism Council WA at the Western Australian Tourism Awards Gala Dinner (2012) for 40 years of service to the tourism industry of Western Australia.

David Duncanson

David is the Principal of Kirkgate Consulting, a strategic economic development and tourism consultancy company. It is owned and operated by David Duncanson, who has spent his career working in economic development and tourism, including 10 years as Manager of Economic Development & Tourism at the City of Fremantle. Kirkgate's projects have included the development of tourism strategies, events strategies and signage strategies at local and regional levels, in rural and metro areas.

An up to date project list is given below which gives a general overview of the types of projects that David has been involved in. Of particular relevance to this project are:

- Whilst Manager of Economic Development and Marketing at the City of Fremantle David managed the contract for the Fremantle Visitor Centre. At that time it was privately operated however the City had a significant financial stake and was involved in giving guidance to the operator. At the time this included a complete review of their operations manual to bring it into line with the City's policies and procedures. This was achieved, over a period of time, by having regular meetings with the operator and going through the document a section at a time. The result was a new document which not only satisfied the City's requirements but also enabled the centre to obtain level one accreditation.
- As an independent consultant David undertook a review of the financial aspects of the Fremantle Visitor Centre and researched various funding options that were in place for other Visitor Centres. The end result was that the operations were taken over by the City of Fremantle.
- Currently undertaking the development of a Business Plan for Ferguson Valley Marketing and Promotion who operate the Dardanup Visitor Centre.
- David is currently Chairman of Business Station which is the Small Business Centre covering south east and north metropolitan Perth. While not involved in the operational aspects of the organisation David has been involved in the review of the policies and procedures of this organisation.
- A review of the Operations manuals for the Cocos and Keeling Islands

Projects have included:

- Shire of Goomalling – Review of Pioneer Pathways self drive trail
- Shire of Ashburton – Visitor Information Bay project Business Case development
- Ferguson Valley Marketing – Development of Business Plan including Visitor Centre
- Development of Memorandum of Understanding – Australia's South West Regional Tourism Organisation
- Batchelor, Litchfield, Adelaide River Tourism Regions – Road Signage Study – Department of Transport – Northern Territory Government
- City of Subiaco – Economic Development Strategy

- Shire of Ashburton – Pilbara Development Commission grant applications
- Pilbara Regional Council – Regional Signage Strategy
- Shire of Ashburton – Royalties for Regions grant acquittals
- Shire of Waroona – Economic Development Strategy
- City of Subiaco – Retail and Hospitality Assessment
- South West Development Commission – Business Case development (aged care housing)
- Tourism Council WA – Review of Tourism Awards guidelines
- Shire of East Pilbara – Events Strategy
- Cocos Islands Visitor Centre – Operational Plan Review
- Shire of Shark Bay – signage audit & rebranding
- Ashburton Group – Abrolhos Islands strategy document
- City of Belmont – Mixed Business Area Branding Strategy
- EMRC – Co-working Spaces feasibility and Business case
- Shire of Irwin – Tourism Strategy
- Geographe Bay Tourism Association – Cape Naturaliste Lighthouse Business Plan
- Tourism Council WA – Industry Advisor
- City of Mandurah – Peel Signage Strategy & Business Case Development
- City of Fremantle – Pedestrian Signage audit
- Shire of Mount Magnet – Mid West Vermin Cell Business Case
- Tourism Industry Regional Development Fund – various grant applications
- Shire of Carnarvon – Tourism Signage Strategy & audit
- WE-ROC - Accommodation study and development of business case for CLGF application
- Small Business Centre South East Metro – Business Review
- City of Busselton – Events Strategy
- City of Fremantle – Signage Audit
- NEWROC – Marketing and branding for new drive trail
- City of Rockingham – Tourism Strategy
- NEWROC – Accommodation study and development of business case for CLGF application

- City of Rockingham – Market Validation and Feasibility Study for an annual Tourism Event
- City of Joondalup – Economic Development advisory services and strategy development
- Central Midlands Voluntary Regional Organisation of Councils – Tourism signage audit
- Shire of Plantagenet – Tourism signage audit
- Strezlecki Group (Dolphin Quay, Mandurah) – Signage audit and strategic positioning
- Fremantle Fishing Boat Harbour Traders – Seafood Festival Feasibility Study
- City of Wanneroo – Tourism Strategy
- City of Perth – Library & Public Plaza Project business case
- City of Fremantle – Tourism signage audit
- City of Fremantle - Report on Visitor Centre funding options
- Rottnest Island Authority – Business review of Kingstown Barracks
- Rottnest Island Authority – New governance structure report
- South Coast Business Development Organisation – Restructuring Business Plan
- Judge in 2010, 2011, 2012, 2013, 2014 & 2015 Western Australian Tourism Awards
- Judge in 2012 & 2013 National Tourism Awards
- City of Belmont – mixed business area business survey
- City of Armadale – Tourism Strategy
- North East Wheatbelt Regional Organisation of Councils – CLGF Business Case development
- Chairman Small Business Centre South East Metro (now Business Station)
- Former Committee member Regional Development Australia Perth Committee

Appendix C: Interview List

David O'Malley	Australia's Coral Coast
Manny Papadoulis	TCWA/Australia's Coral Coast
Cameron Wood	Shire of Exmouth
Keith Woodward	Shire of Exmouth
Kristy Bryan-Smith	Ningaloo Visitor Centre
David Gillespie	Escape Resorts
Jackie Brooks	Ningaloo Lodge
Gina Nowak	Ningaloo Ecology Cruises
Gary Mounsey	Exmouth Bus Charter
Darren Cossill	Mantarays Ningaloo Beach Resort
Barry Sullivan	Exmouth Chamber of Commerce
Christine Cole	Tourism WA
Pat Strahan	Visitor Centre Association of WA
Jules Bush	Gascoyne Development Commission
Steve Barrett	Qantas
Nick Linton	*Broome Visitor Centre
Mark Lucas	*Ningaloo Reef Holidays
Evan Hall	*Tourism Council WA
Matt Norton	*Visitor Centre Association of WA

- Denotes telephone interview



Ningaloo
VISITOR CENTRE

Image by Aimee Jan



2017 / 18
MEMBERSHIP
PROSPECTUS

NINGALOO VISITOR CENTRE

YOUR NINGALOO VISITOR CENTRE

The Ningaloo Visitor Centre (NVC) is a level one accredited Visitor Centre that plays a leading role in encouraging regional, national and international visitors to explore the many attractions of the Ningaloo region and its gateway townships of Exmouth and Coral Bay.

With 130,000+ visitors per year to the Ningaloo Visitor Centre itself, 80,000+ website users and a huge volume of telephone enquiries, the NVC provides excellent product exposure, making NVC membership an invaluable investment for all Ningaloo tourism related businesses.

This year the Ningaloo Visitor Centre will be continuing on a number of improvement initiatives, including its relocation to the Ningaloo Centre, member product promotion desk, TV advertising and the continuation of its strategic destination marketing plan.



BENEFITS OF NVC MEMBERSHIP

- ⇒ The Ningaloo Visitor Centre is the booking and information hub for visitors to the Ningaloo region, with in excess of 130,000 visitors to the centre per year. NVC membership provides your business with an exceptional level of exposure to this high number of engaged potential customers.
- ⇒ Members are our priority. The Ningaloo Visitor Centre has a dedicated Membership & Communications Coordinator who provides a direct link for all your membership enquiries and needs.
- ⇒ NVC member businesses are entitled to a free listing on the Ningaloo Visitor Centre's popular www.visitningaloo.com website. Our website also acts as a 24/7 booking stream for members offering product bookable through the NVC.
- ⇒ Ningaloo Visitor Centre members receive regular eNewsletters featuring updates on NVC activities, opportunities and the latest industry trends, news and events.
- ⇒ Each year the Ningaloo Visitor Centre produces and distributes 70,000 copies of its widely acclaimed Visit Ningaloo Exmouth & Coral Bay Holiday Planner. The planner is an essential resource for visitors to the region, and lists all current NVC members in its member directory section. NVC members also have the opportunity to advertise within this popular publication.
- ⇒ Members have an exclusive opportunity to purchase promotional display space within the Ningaloo Visitor Centre. This includes wall space, television or display stands and our product promotion desk.
- ⇒ The NVC carries out media representation and promotion on behalf of its members and the Ningaloo region as a whole. This includes print, radio, television, online and social media advertising and campaign participation.
- ⇒ The Ningaloo Visitor Centre hosts regular workshops and seminars for members which provide networking, information and training opportunities. All NVC members receive invitations to these events.
- ⇒ All NVC members are entitled to vote or nominate for the Ningaloo Visitor Centre Management Committee at the AGM.
- ⇒ Ningaloo Visitor Centre members are valuable and supportive members of the community of Exmouth, Coral Bay and the Ningaloo region. Your membership support assists the Ningaloo Visitor Centre to continue promoting the Ningaloo region and provide free expert local knowledge to visitors.

Membership Enquiries

Ben Knaggs

Email Communications@exmouthwa.com.au

Ph (08) 9949 1176



NINGALOO VISITOR CENTRE MEMBERSHIP



****All bookings taken by the Ningaloo Visitor Centre on behalf of our members incur a 15% commission fee. Please see page 9 for full membership Terms & Conditions.***

Corporate Membership

This is for corporate businesses or government bodies who would like representation or promotion through the Ningaloo Visitor Centre. The NVC currently offers three tiers of corporate membership with varying benefits.

GOLD

All the benefits of Silver Corporate Membership plus -

- Complimentary use of the NVC product promotion desk (2 x 3 day blocks);
- Complimentary 1/4pg advert in the Visit Ningaloo Exmouth & Coral Bay Holiday Planner magazine;
- Complimentary 3 month window hanger display;

SILVER

All the benefits of Bronze Corporate Membership plus -

- Free 90 second video run on the NVC big screen television displays;
- Utilise the visitor centre as a venue to host promotional activities;
- Naming rights to a category in the annual Ningaloo Photography Competition.

BRONZE

- Free DL brochure display in the Ningaloo Visitor Centre;
- Personalised corporate page on www.visitningaloo.com.au.

Accommodation Membership

This includes Exmouth & Coral Bay accommodation properties with a 15% commission payable for all bookings made by the Ningaloo Visitor Centre. Additional Accommodation Membership benefits include:

- Free A4 brochure display on the Ningaloo Visitor Centre stands;
- Free listing on our comparison sheets;
- Personalised business page on www.visitningaloo.com.au;
- One free training session provided by the Ningaloo Visitor Centre for website and booking system maintenance;
- Utilise the visitor centre as a venue for members to host promotional activities.

Tour Operator Membership

This includes Exmouth and Coral Bay tours with a 15% commission payable for all bookings made by the Ningaloo Visitor Centre. Additional Tour Operator Membership benefits include:

- Free A4 brochure display on the Ningaloo Visitor Centre stands;
- Free listing on our comparison sheets;
- Personalised business page on www.visitningaloo.com.au;
- One free training session provided by the Ningaloo Visitor Centre for website and booking system maintenance;
- Free display of 90 second tour highlights video on the NVC's front counter big screen TV;
- Utilise the visitor centre as a venue for members to host promotional activities.

Membership Enquiries

Ben Knaggs

Email Communications@exmouthwa.com.au

Ph (08) 9949 1176



NINGALOO VISITOR CENTRE MEMBERSHIP



General Business Membership

Includes Exmouth & Coral Bay retail services, cafes & restaurants with no booking service available. Additional General Business Membership benefits include:

- Free A4 brochure display on the Ningaloo Visitor Centre stands;
- Personalised business page on www.visitningaloo.com.au;
- One free training session provided by the Ningaloo Visitor Centre for website maintenance;
- Utilise the visitor centre as a venue for members to host promotional activities;
- Voting rights at the Annual General Meeting.

Holiday Home Membership

For individual holiday homes located in Exmouth or Coral Bay. A 15% commission payable for all bookings made through the Ningaloo Visitor Centre. Additional Holiday Home Membership benefits include:

- Free listing on www.visitningaloo.com.au website;
- One free training session provided by the Ningaloo Visitor Centre for website and booking system maintenance.

Brochure Display Only

Only for businesses outside Exmouth/Coral Bay Region with a 15% commission payable for all bookings made by the Ningaloo Visitor Centre. No voting rights. Membership includes brochure display space up to A4 size on the Ningaloo Visitor Centre stands.

Individual & Non-Profit Organisations

Only the individual will be recognized and not the business, with no booking service available. Additional Individual & Non-Profit Organisation Membership benefits include:

- A free listing on the homepage of visitningaloo.com.au for special events for non-profit organisations.
- Voting rights at the Annual General Meeting.

Consignment Goods with Business Card Display

Goods sold on a consignment basis within the Ningaloo Visitor Centre retail shop. Additional membership benefits include a small allocation display area with business card display.

Membership Enquiries

Ben Knaggs

Email Communications@exmouthwa.com.au

Ph (08) 9949 1176





GOLD OPERATOR MEMBERSHIP

Tour or Accommodation operators taking out an Ningaloo Visitor Centre Membership with booking ability can also opt to function as a Gold Operator at no extra charge. Gold membership of the NVC means your tour or accommodation product availability is LIVE on the NVC's online booking system, BookEasy, allowing for instant bookings either via our popular visitningaloo.com.au website or over the counter in the NVC itself. Gold Operator live availability delivers several advantages for tour or accommodation members, not the least being increased bookings.

Gold Operators must guarantee that their product availability is accurate at all times and therefore Ningaloo Visitor Centre Visitor Services staff do not have to contact them to confirm a booking. On our website Gold Operators will list at the top of availability searches and will be marked with a gold 'book now' button. Operators are responsible for any double bookings. **A 10% membership discount applies to all Gold Operators.**

INTEGRATING YOUR ONLINE BOOKING PLATFORM

BookEasy has a channel partner arrangement with several other popular online booking platforms, meaning that you may be able to integrate your own online booking platform to allow for automated, live product availability with the NVC. Members who integrate their online booking platforms with the NVC's BookEasy account will automatically be transitioned to Gold Operator status. A list of channel partners that can currently be integrated with the BookEasy system can be found at: www.bookeasy.com/partners/official-channel-partners.

If you would like more information on integrating your booking platform and/or becoming a Gold Operator member of the NVC, please contact the NVC Membership & Communications Coordinator.

MEMBERSHIP RATES

Corporate Membership	Gold	\$5,000.00
	Silver	\$1,000.00
	Bronze	\$560.00
Accommodation Membership		
	Resorts, caravan parks, hotels and motels (12 rooms or more)	\$448.00
	Bed & breakfast or backpacker lodges (up to 11 rooms)	\$370.00
Tour Operator Membership		\$370.00
General Business Membership		\$247.00
Holiday Home Membership		\$247.00
Brochure Display Fee Only		\$90.00
Only available to non-Ningaloo members		
Individual & Non-Profit		\$79.00
Consignment Goods with Business Card Display		\$90.00
<i>A 10% discount applies to all Gold Operator members. All prices are GST inclusive.</i>		

Membership Enquiries

Ben Knaggs

Email Communications@exmouthwa.com.au

Ph (08) 9949 1176



EXTRA SERVICES AVAILABLE TO ALL MEMBERSHIP CATEGORIES



The Ningaloo Visitor Centre also offers its members a range of additional advertising mechanisms to promote their products directly to the 130,000+ engaged visitors through the NVC's doors per year, plus the 80,000+ online users via its visitningaloo.com.au website.

Additional A4 Brochure Display

Promote the many different products your business offers with an additional A4 (maximum size) brochure displayed within the NVC's comprehensive brochure display racks.

\$85.00 per annum

Business Card Display

Add a quick grab business card display to your complimentary NVC A4 brochure display.

\$55.00 per annum

Window Display

Promote your business 24/7 to NVC visitors with an internal & external hanging window display. Accommodates two back-to-back A1 size posters (841mm x 594mm). Subject to availability. Conditions apply.

\$110 per month

Wall or Free Standing Display

Increase your brand presence within the NVC with wall mounted or free standing signage. Maximum signage dimensions 2200mm x 800mm. Subject to availability. Conditions apply.

\$79.50/m² per month

TV or Three Dimensional Display

Create a more engaging promotional display with a wall mounted television or standalone display. Subject to availability. Conditions apply. \$10/month electricity surcharge applies to TV displays.

\$99.50/m² per month

Product Promotion Desk

The NVC now offers members the opportunity to promote directly to NVC visitors via our dedicated product promotion desk. Manned by up to two of your staff members and positioned prominently on the NVC shopfloor, the product promotion desk represents a very effective means by which to market your products directly to NVC visitors. Bookable in 3 day blocks only. Rates vary according to season. Subject to availability. Conditions apply.

From \$100-\$450 per 3 day block

Website Homepage Banner Advertising

With 80,000+ unique visitors per year, the NVC's visitningaloo.com.au website is a popular information and tour/accommodation booking resource for clients planning a visit to the Ningaloo. Banner advertising with direct links to your visitningaloo.com.au booking portal can help drive increased online bookings. Subject to availability. Conditions apply.

\$110 per month

Amendments to Member Consol/Webpage Listing by NVC Staff

Need a hand managing your BookEasy and visitningaloo.com.au account? We can help!

\$25 per update

All prices are inclusive of 10% GST

Membership Enquiries

Ben Knaggs

Email Communications@exmouthwa.com.au

Ph (08) 9949 1176



VISIT NINGALOO EXMOUTH & CORAL BAY HOLIDAY PLANNER



The Visit Ningaloo Exmouth & Coral Bay Holiday Planner is produced annually by the Ningaloo Visitor Centre and is one of the major marketing tools for the Ningaloo region. 70,000 copies are produced and distributed throughout Western Australia annually for a readership in excess of 182,000, making the Ningaloo Holiday Planner one of the most popular and well read travel guides in the state.

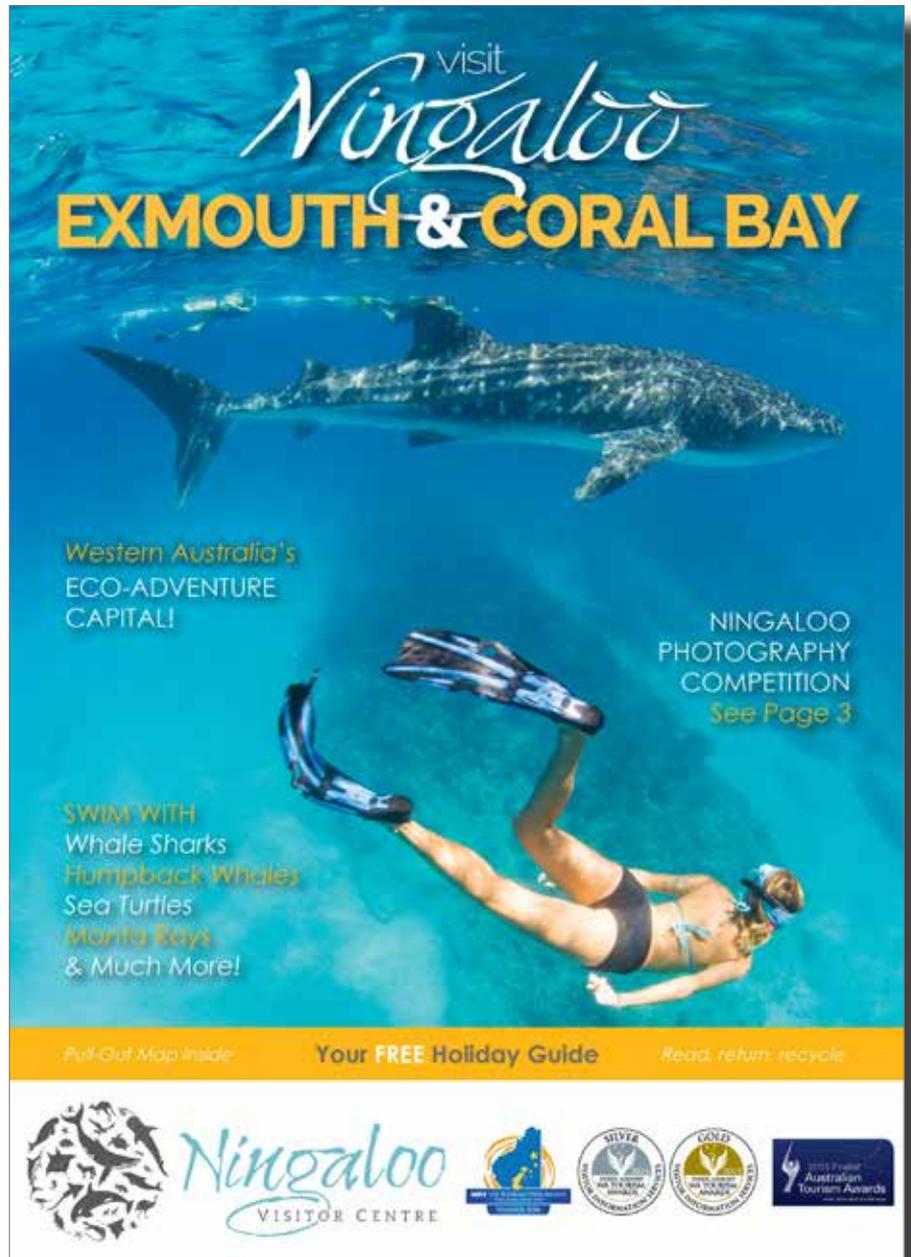
A free publication, the Visit Ningaloo Exmouth & Coral Bay Holiday Planner is the official visitor guidebook to the Ningaloo region, containing detailed information on Exmouth, Coral Bay, the Ningaloo Coast World Heritage Area, Cape Range National Park, Ningaloo Reef and the many visitor experiences within them, as well as local maps, tour, accommodation, shopping and dining options.

All Ningaloo Visitor Centre members are able to access free copies of the Visit Ningaloo Exmouth & Coral Bay Holiday Planner to distribute to their clients.

NVC members are also entitled to discounted advertising rates. Advertising within the Visit Ningaloo Exmouth & Coral Bay Holiday Planner exposes your business to a consumer audience guaranteed to be in the market for a Ningaloo holiday.

Visit Ningaloo Exmouth & Coral Bay Holiday Planner Advertising bookings open from November each year when all current NVC members will receive a detailed advertising prospectus via email.

For more information on advertising within the 2018 Visit Ningaloo Exmouth & Coral Bay Holiday planner or to request copies of the 2017 edition, please contact the NVC Membership & Communications Coordinator via:
communications@exmouthwa.com.au.



Membership Enquiries

Ben Knaggs

Email communications@exmouthwa.com.au

Ph (08) 9949 1176



NINGALOO VISITOR CENTRE MEMBERSHIP APPLICATION



**Valid until June 30, 2018*

Registered Company Name:

Trading As:

Manager/Proprietor:

Membership Type:

Total: \$

Postal Address:

Street Address:

Business Phone:

Fax:

Mobile:

ABN:

Email Address:

Website:

Please tick which category you would like your brochure displayed under.

- | | | |
|--|--|---|
| <input type="checkbox"/> Exmouth Accommodation | <input type="checkbox"/> Exmouth Tours | <input type="checkbox"/> Travelling North/South |
| <input type="checkbox"/> Coral Bay Accommodation | <input type="checkbox"/> Coral Bay Tours | <input type="checkbox"/> Boat Hire |
| <input type="checkbox"/> Dining Out | <input type="checkbox"/> Local Business | <input type="checkbox"/> Rental Vehicles |

Availability

- Gold Operator - Live availability with all bookings instantly confirmed (**10% membership discount applies**)

Accreditations

- Tourism Council of Western Australia (TCWA) Accredited
- Eco Tourism Australia (ETA) ECO Certified

Application Continued Overleaf...

NINGALOO VISITOR CENTRE MEMBERSHIP APPLICATION



All membership applications MUST be accompanied by a current Accreditation Certificate with National Tourism Accreditation Program or Eco Tourism Australia.

If you are not accredited, then the following documentation must be supplied:

- Copy of local authority registration / planning approval, where required;
- Copy of business registration certificate;
- Copy of all current licenses i.e. DPaW, Whale Shark, Fishing, Accommodation, Transport, Skippers Ticket, Dive Master, etc;
- Proof of current public liability insurance commercial cover;
- Proof of current workers compensation insurance cover (if applicable).

A Certificate of Competency can be obtained from the relevant department or a photocopy/scan of the document (containing date and proof of payment) with any monies paid by you removed, is acceptable. Membership will not be valid until all relevant paperwork and payments have been received.

I agree to notify the Ningaloo Visitor Centre Management Committee Inc. (NVCMC Inc.) trading as Ningaloo Visitor Centre if my insurance is cancelled or lapsed.

I indemnify the NVCMC Inc. against any and all claims made in relation to the booking service.

By signing this application I agree to abide by the Ningaloo Visitor Centre Terms & Conditions, Member Code of Ethics and the Constitution of the NVCMC Inc. as a condition of my membership.

Signature of Applicant:

Date:

Name:

Position:

Method of Payment

Cheque

Cash/EFTPOS

Credit Card* - Mastercard Visa

Direct Deposit* (BSB: 036 180 Account No.: 360 584)

*A 1.5% credit card surcharge will apply

*Please email remittance advice

Card Number: Expiry Date: /

Card CCV: Name on Card: Total \$

Direct Deposit Details for Operator Payments

Bank Account Name:

BSB:

Account No.:

Please return membership application, supporting documents and your membership payment via email, post or in person to:

Ningaloo Visitor Centre, Murat Road Exmouth

PO Box 149 Exmouth WA 6707

Email: Communications@exmouthwa.com.au

**Please note that your membership may take up to 30 days to be ratified by the Ningaloo Visitor Centre Marketing Committee Inc.*

NINGALOO VISITOR CENTRE INC. TERMS & CONDITIONS



BOOKING PROCEDURES FOR TOUR & ACCOMMODATION OPERATORS

The Ningaloo Visitor Centre (NVC) offers customers to the centre and its website a free booking service for accommodation and tours. This service is charged to members at a commissionable rate which is currently 15%. Bookings are made through the BookEasy online reservation system, which is linked to the NVC website: www.visitningaloo.com.au.

A manifest of all bookings made on your behalf by the NVC can be obtained by logging in to the BookEasy account provided to you by the NVC. Please contact the NVC Membership & Communications Coordinator for your username and password login details.

The procedures when tours/accommodation are booked are:

- Request received from client for accommodation, tour, activity or service;
- NVC Visitor Services Officer seeks further clarification from the client regarding date and time, type of accommodation or tour, special requirements and any operator preference;
- Visitor Services Officer advises client availability of the selection(s) that match the client's enquiry and offers to make the booking on their behalf;
- If the operator is not Gold status (live availability), Visitor Services Officer contacts the operator to confirm availability;
- Visitor Services Officer confirms with client and records all details required by the operator. As an example, for tours this may be special dietary requirements (vegetarian, gluten free, allergies etc.) and pick up point;
- Visitor Services Officer enters details in the BookEasy reservation system and processes the booking. Operator receives an automated booking notification email;
- Visitor Services Officer issues ticket and itinerary to client;
- Tour/accommodation operator can access the booking details by logging in to their BookEasy console. This displays all bookings that have been made through the NVC. This console also allows for operators to update availability and booking information for their tour/accommodation.

It is advised that your staff check booking names and numbers against your manifest when clients are checking in to accommodation or boarding a tour to ensure they have the correct client.

While NVC staff make every effort to ensure information provided to clients when booking tour or accommodation products is correct, human error can occur from time to time. In this instance, NVC staff will make all reasonable attempts to rectify the error, but the NVC will not accept liability for any booking errors that may lead to cancellation.

PROVIDING PRODUCT PRICING & BOOKING INFORMATION

All tour members offering bookable product are responsible for providing the NVC with accurate and up to date product pricing, availability and ticketing information. This information should be entered into your BookEasy account provided to you by the NVC.

All product prices listing on BookEasy must be honoured. Keeping tour or accommodation product information up to date and accurate at all times is the sole responsibility of you as the operator. The NVC will not perform this function on an operator's behalf.

The NVC may also request operators provide a tour information summary in spreadsheet form to be displayed on the front counters of the Ningaloo Visitor Centre and used as a sales tool by our visitor services staff. However, please be aware that this product information is used as a consumer guide only and does not constitute provision of product pricing and booking information.

Membership Enquiries

Ben Knaggs

Email Communications@exmouthwa.com.au

Ph (08) 9949 1176



NINGALOO VISITOR CENTRE INC. TERMS & CONDITIONS



RATE PARITY

All NVC members must ensure that retail sell prices for all accommodation and tour services listed with the NVC will not be above the members' own retail sell rate via all on-line and off-line sales channels.

If a member does offer a lower retail rate and/or retail rates with inclusions, or introduces a special rate direct to customers or via sales channels that are not applicable to the NVC, the member must contact the NVC so that we may discontinue selling that product until the special ceases. In situations where the special is available to the NVC, our usual commission rate applies.

If the NVC becomes aware that a member is not providing the NVC with their best rate or access to specials, the Ningaloo Visitor Centre Management Committee Inc. may suspend or exclude that operator's membership and any associated services.

OPERATOR AVAILABILITY UPDATES (NON-GOLD OPERATORS)

Members who are providing bookable product but have not taken up Gold Operator status may still provide availability updates by emailing through updates on a daily or weekly basis. These will not be entered into the BookEasy system, but will be displayed on the availability whiteboard behind the Ningaloo Visitor Centre booking desk.

All availability updates must be emailed to the NVC via: reservations@exmouthwa.com.au by an authorized staff member prior to 9am. Verbal updates will only be accepted for short term (same day) periods. Minimum numbers to confirm should also be provided with seats available for each day in your update.

While availability updates greatly assist the sales process, NVC Visitor Services Officers will still confirm availability at time of booking for all non-Gold Operators.

CANCELLATIONS

When you, as the operator confirm availability for a tour or room booking - either by showing availability on BookEasy as a Gold Operator or in response to an NVC Visitor Services Officer request - you are entering into a binding contract with the NVC and its client. Therefore, that booking must be honoured.

Insufficient numbers will not be seen as acceptable grounds for cancelling a confirmed tour booking.

In the event that a confirmed booking needs to be cancelled due to unforeseen and extraordinary circumstances, the operator must assume full responsibility to reschedule or provide reparation to the client. It is the tour operator's responsibility to contact the client if a booking is cancelled. The NVC is not in a position to visit accommodation properties to advise clients of a cancelled tour.

Members are to provide the NVC with their company cancellation policy via their BookEasy account. The NVC will enforce this cancellation policy, along with its own.

Commission to the NVC is a cost of sale to you, the member. Please consider commission when setting your cancellation policy. The NVC will only refund commission on compassionate grounds, for weather related cancellations or NVC booking errors.

TRANSFER OF CLIENTS BETWEEN OPERATORS

From time to time, unforeseen circumstances arise which may require an operator to transfer a booking to a comparable local operator. Should this occur, the NVC has accepted the initial booking in good faith and any recourse remains with the operator who accepted the original booking. The NVC will not accept any responsibility for these transfers.

Membership Enquiries

Ben Knaggs

Email Communications@exmouthwa.com.au

Ph (08) 9949 1176



NINGALOO VISITOR CENTRE INC. TERMS & CONDITIONS



REMITTANCE

Remittance of all monies owed to all operators providing bookable product to the NVC is calculated at the end of each calendar month. Any operator payments owing will be made within **10 working days** from the end of each calendar month.

The NVC makes payment via Electronic Funds Transfer and remittance advice is emailed in PDF format. Please provide your nominated bank account number and email address. Any cheques processed incur a monthly administration fee of \$5.00.

COMPLAINTS

In the instance that the NVC receives a client complaint regarding one of its members, the NVC will follow its standard complaint procedure:

- Request client lodges a written complaint;
- Pass the written complaint on to the operator who has right of first response. The operator must provide a response within 5 business days;
- If the customer is satisfied by the operator response, no further action is required;
- If the customer is not satisfied by the operator response, the matter may then be referred on to Tourism Council WA for independent review and recommendation;
- As Western Australia's peak tourism body, operators are expected to abide by the findings and recommendations of any Tourism Council WA review.

After receiving three written complaints without satisfactory response or reparation being provided by the operator, the Ningaloo Visitor Centre Management Committee Inc. may suspend or exclude that operator's membership and any associated services.

WEBSITE

All Corporate, Accommodation, Tour, Holiday Home, General Business and selected Non-Profit members are entitled to a free business listing page on our popular www.visitningaloo.com.au website. This assists with promoting your business on a local, interstate and international level, and also adds to the information and booking service available to potential online customers.

Your visitningaloo.com.au website listing is managed through the BookEasy system which allows each operator to make additions or updates to their website listing at any time. Initial set up of your business listing on visitningaloo.com.au is conducted by the NVC, but ongoing maintenance of your listing is the responsibility of you as an operator.

As an NVC member you are provided one free website maintenance training session with the Membership & Communications Coordinator, as well as a range of BookEasy training manuals to help you through the process of learning how to use the system. The NVC Membership & Communications Coordinator is also available during business hours Monday-Friday to provide member support with the BookEasy system.

Alternatively, if you would like the NVC to make any amendments to your website listing on your behalf, please inform us of all required changes in writing. A charge of \$25 per update applies.

ONLINE BOOKINGS

As the NVC's primary online resource, visitningaloo.com.au provides a 24-7 information and tour/accommodation booking service. Online bookings received through the website for Gold Operators are confirmed instantly. All other online booking requests received through the website will be confirmed by NVC Visitor Services staff either verbally or by email with operators before booking confirmation is provided to the client.

Membership Enquiries

Ben Knaggs

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NINGALOO VISITOR CENTRE INC. TERMS & CONDITIONS



STAFF FAMILIARISATION PROGRAM

Staff product famils occur during the May - October period, excluding school holidays. The NVC realises the importance of these famils and all endeavours will be made to ensure all Visitor Services staff regularly participate in product famils. We understand that more product knowledge creates more sales!

The NVC also conducts member familiarisation evenings during the May - October period. These are held after hours at the Ningaloo Visitor Centre and allow members an uninterrupted forum to directly communicate their product information to each and every NVC Visitor Services staff member. All NVC members receive email invites to attend these member familiarisation evenings.

To register your interest in participating in the NVC's staff familiarisation program, please contact the NVC Visitor Services Coordinator via: coordinator@exmouthwa.com.au.

DAILY STAFF BRIEFINGS

Communication of information between members and NVC staff is essential to the daily workings of the Ningaloo Visitor Centre. All general information communicated from members to the NVC is disseminated to our staff via a daily staff briefing which takes place just before the centre's opening time of 9am each day. Briefing notes are carried on through the week in order to ensure all staff members are aware of member general updates.

COMPARISON SHEETS

The NVC produces tour/accommodation operator comparison sheets which set out details and prices between comparable operators. These are used as a secondary sales tool by NVC sales staff to help assist a client in making their tour/accommodation selections.

Comparison sheet update requests are sent out to operators prior to the beginning of each peak season. Operators are greatly encouraged to provide their tour details via these update requests, however, the NVC reserves the right to tailor comparison sheet formats to the requirements of our clients.

NVC RESPONSE TIMES

Although all NVC staff will always endeavor to respond to member enquiries immediately, the NVC often experiences heavy visitor demand that can put a strain on our staff resources and delay response times. Therefore, the NVC the following response and processing times:

- Customer enquiries (emails or phone messages) - 24hrs;
- Member emails - 2 business days;
- Operator availability updates - Same day if received before 9am, otherwise the following day;
- Front counter tour/accommodation information or comparison sheet updates - 5 business days.

NVC MEMBER CODE OF ETHICS

All NVC members are required to abide by a strict code of ethics. Failure to comply may result suspension or exclusion of membership and any associated services. The NVC Member Code of Ethics is as follows:

1. RELATIONS WITH CUSTOMERS

1.1 Members shall deal with customers in an open, honest, friendly and helpful manner.

1.2 When asked for information by customers or potential customers, members shall use their best endeavours to provide information that is accurate and up to date.

1.3 Members shall not advertise or promote their business in misleading or deceptive ways.

Membership Enquiries

Ben Knaggs

Email Communications@exmouthwa.com.au

Ph (08) 9949 1176



NINGALOO VISITOR CENTRE INC. TERMS & CONDITIONS



- 1.4 Where a customer has a complaint about any aspect of a member's business, the member shall address that complaint promptly and courteously and explain to the customer that, if they are still concerned, they may take their complaint to the NVC. If the complaint is justified, the member shall make all reasonable attempts to satisfy the customer. If the member feels the complaint is not justified, the reasons for this should be explained to the customer clearly and fully.
- 1.5 Members shall not change any quoted price or policy without adequate reason or without explaining matters to the customer and giving the customer the option to reconsider using the member's services.
- 1.6 At the earliest reasonable opportunity, members shall advise their customers in writing of any cancellation policy or service charges which apply.

2. RELATIONS WITH OTHER MEMBERS

- 2.1 Members shall be respectful to one another and endeavour to conduct their respective businesses in a spirit of co-operation and understanding.
- 2.2 Members shall strive to be fair and objective when asked for information about another member's service and shall not disparage the services offered by another member.
- 2.3 Where a member receives a complaint about another member, the latter should be informed as soon as possible to afford them the opportunity to resolve the problem. Alternatively, the complaint can be put in writing and provided to the NVC, as per the NVC's complaints policy.

3. STAFF RELATIONS

- 3.1 Members and NVC staff, including volunteer workers, shall deal with one another in a friendly, considerate and professional manner.
- 3.2 All relevant information on bookings, events, opening hours, vacancies, new services and policy changes shall be clearly and promptly communicated in writing by a member to the NVC and, where practicable, by the NVC to members in the event of significant changes.
- 3.3 Members shall notify the NVC in writing of any cancellation and booking policy relating to their business and any changes to those policies.
- 3.4 NVC staff shall at all times be fair, impartial and accurate in providing information to visitors and shall not promote or favour the interests of one member over any other member.
- 3.5 Where a member receives a complaint from a customer about NVC services, the member shall notify the NVC General Manager in writing. Conversely, if a complaint about a member is received by the NVC, NVC staff shall likewise notify the member in writing.
- 3.6 The committee, staff and volunteers of the NVC have a duty to represent all members and shall not unfairly discriminate against any member.

4. GENERAL

- 4.1 Members shall be bound by the provisions relating to the conditions of membership contained in the NVC constitution and the NVC's adopted policies.
- 4.2 Where any dispute occurs involving members, customers or NVC staff, and that dispute cannot be resolved quickly and simply, the Ningaloo Visitor Centre Management Committee Inc. shall apply the current procedure for settling disputes. Members shall comply with the procedure in place at the time.
- 4.3 Members are encouraged to participate on NVC committees and subcommittees and to assist the NVC in other appropriate ways.
- 4.4 Where members provide promotional material for use or display in the NVC, that material shall be accurate, of good quality and professional in presentation.
- 4.5 Members shall use their best endeavours to enhance the local tourism industry by providing a quality product or service, delivered with the highest standards of integrity and professionalism.

Membership Enquiries

Ben Knaggs

Email Communications@exmouthwa.com.au

Ph (08) 9949 1176



Appendix E: Funding Agreement

Agreement for the provision of funding in support of the Exmouth Visitor's Centre, Exmouth

**Exmouth Visitor Centre Marketing Committee Inc.
Shire of Exmouth**



McLEODS
Barristers & Solicitors

Stirling Law Chambers 1220- 222 StirlingHighway | CLAREMONT WA
6010
Tel: (08) 9383 31331 Fax: (08) 9383 4935
Email mcleods@mcleods.com.au
Ref: DFN:EXMOU: 33775

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Details

Parties

Shire of Exmouth

of PO Box 21, Exmouth, WA 6707

(Shire)

Exmouth Visitor Centre Marketing Committee Inc.

of PO Box 149, Exmouth, WA 6707

(EVCMC)

Background

- A The Shire is vested with the care, control and management of the land described in **Item 1** of the Schedule (**Land**), for the purpose of Tourist Bureau.
- B Pursuant to an undated lease commencing on 22 September 2008 the Shire leased that portion of the Land described in **Item 2** of the Schedule (**Premises**) to EVCMC for a term of 5 years with a further term of 5 years.
- C EVCMC is responsible for operation and management of the Exmouth Visitor Centre, which is situated on the Premises and provides tourist related services to visitors to Exmouth and the surrounding region.
- D The Shire has agreed to provide funding to support the operation of the Exmouth Visit or Centre and the parties enter into this agreement to set out the terms and conditions upon which the Shire's funding is to be provided.

Agreed Terms

1. Payment of funding by Shire

- (1) Subject to **sub-clause (2)** and **clause 8** of this Agreement, the Shire agrees to pay to the EVCMC the funding as set out in **Item 3** of the Schedule to this Agreement, commencing on 1 July 2013 (**Funding**).
- (2) The Shire's payment of the Funding is conditional upon EVCMC complying with the Key Performance Indicators, to the satisfaction of the Shire.

2. Application of Funding

The Funding shall be applied by EVCMC to the costs of operating and managing the Exmouth Visitor's Centre in accordance with the Exmouth Visitor Centre Strategic Plan 2013 to 2018 (**Strategic Plan**).

3. Key Performance Indicators

3.1 Increase financial sustainability

EVCMC shall increase its financial sustainability by:

- (a) implementing suitable measures to achieve the goals for "Increasing Financial Sustainability" as set out in EVC SP 1 of the Strategic Plan; and

- (b) implementing the strategies for financial independence described at pages 17 - 18 of the Strategic Plan; and
- (c) increasing EVCMC's net profit to achieve not less than \$110,000 net profit for each of the 2014/2015, 2015/16 and 2016/2017 financial years respectively.

3.2 Improved staff training and management

EVCMC shall improve staff management and training so as to optimise the level of service provided to visitors to the Exmouth Visitor Centre by:

- (a) implementing suitable measures to achieve the goals for "Investing in our Staff" as set out in EVC SP 2 of the Strategic Plan;
- (b) implementing the strategies for "Visitor Servicing" described at pages 13 - 14 of the Strategic Plan; and
- (c) implementing the strategies for "Resources/Training/Recruitment" described at pages 18 - 19 of the Strategic Plan.

3.3 Improved member management and stakeholder relationships

EVCMC shall improve its relationships with members and external stakeholders by:

- (a) implementing suitable measures to achieve the goals for "Building Relationships and Industry Development" set out in EVC SP 4 of the Strategic Plan;
- (b) implementing the strategies for "Member Management" described at pages 15 - 16 of the Strategic Plan; and
- (c) implementing the strategy for "DEC National Park" as described at pages 20 - 21 of the Strategic Plan.

3.4 Improved governance

EVCMC shall improve governance of the EVCMC and Exmouth Visitor Centre by implementing suitable measures to achieve the goals for "Refreshing our Governance" as set out in EVC SP 3 of the Strategic Plan.

3.5 Improved marketing

EVCMC shall improve the marketing of Exmouth and Coral Bay as tourism destinations by:

- (a) implementing suitable measures to achieve the goals for "Destination Promotion" set out in EVC SP 5 of the Strategic Plan; and
- (b) implementing the strategies for "Product Development" described at pages 19 - 20 of the Strategic Plan.

4. Evaluation and reporting

- (1) EVCMC shall conduct evaluations of its performance in relation to the Key Performance Indicators and its implementation of the Strategic Plan on a biannual basis in March and September of each year during the Term.
- (2) EVCMC shall provide a report to the Shire detailing the results and outcome of each bi-annual evaluation by 1 April and 1 October of each year during the Term, unless otherwise agreed by the Shire.

- (3) EVCMC shall additionally provide to the Shire:
- (a) a copy of its audited annual statement of accounts for each preceding financial year by no later than 1 November in each year of the Term;
 - (b) advice of any changes in its office holders or its rules of association; and
 - (c) any information on EVCMC's membership or other information in relation to the management or activities of EVCMC requested by the Shire to determine EVCMC's compliance with the Key Performance Indicators.

5. Shire representation on committee of EVCMC

EVCMC agrees to permit one Council member of the Shire (as a voting member) and one officer of the Shire (as a non-voting member) to sit as members of the EVCMC committee and participate in accordance with their respective voting entitlements in relation to the activities and management of EVCMC and the Exmouth Visitor's Centre.

6. Acknowledgement of Shire sponsorship

In consideration of the Shire's payment of the Funding and its provision of the Premises to EVCMC, EVCMC agrees to acknowledge the Shire as a sponsor of the Exmouth Visitor's Centre by:

- (a) displaying a sign at the Exmouth Visitor Centre acknowledging the sponsorship and financial support of the Shire, to the satisfaction of the Shire;
- (b) including in any written publication of the EVCMC or Exmouth Visitor's Centre an acknowledgement of the Shire as principal financial sponsor of the Exmouth Visitor's Centre, to the satisfaction of the Shire; and
- (c) providing to the Shire the highest level of membership benefits available within the EVCMC membership/sponsorship structure.

7. Term

- (1) This Agreement shall continue in force for the term stipulated in **Item 4** of the Schedule
(*Term*).
- (2) If EVCMC wishes to extend the operation of this Agreement for the Further Term stipulated in **Item 5** of the Agreement (**Further Term**), EVCMC shall give written notice to the Shire of its intention to extend for the Further Term not more than 12 months and not less than 3 months prior to expiry of the Term.
- (3) If the Shire receives written notice from EVCMC in accordance with **sub-clause (2)**, the Shire shall conduct a review of its previous funding commitments and EVCMC's compliance with the key performance indicators during the Term and may at its sole discretion determine to extend the operation of this Agreement for the Further Term.

8. Default

- (1) In the event that the Shire considers that EVCMC has failed to comply with any

Key Performance Indicator it may serve notice in writing to EVCMC requiring it to comply with the relevant Key Performance Indicator within such period as is stipulated in the notice, but no less than thirty (30) days from service of the notice on EVCMC.

- (2) If EVCMC fails to rectify its failure to comply with a Key Performance Indicator to the satisfaction of the Shire within the period stipulated in a notice issued pursuant to sub-clause (1), then the Shire may terminate this Agreement upon giving 14 days written notice to EVCMC of its intention to terminate.

9. Further assurance

Each party shall promptly execute all documents and do all things that any other party from time to time reasonably requires of it to effect, perfect or complete the provisions of this Agreement and any transaction contemplated by it.

10. Discretion of Shire under written law not limited

Nothing in this Agreement is to fetter or limit, or is to be construed as an attempt to fetter or limit, the discretion or the powers of the Shire or the Council of the Shire under any written law.

11. GST

- (1) In this clause:

GST Act means *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

GST Law means the GST Act and any associated legislation including delegated legislation.

GST, Registered, supply, tax invoice and any other expression used that is defined in the GST Law has the same meaning as given to it in the GST Law.

- (2) Unless specifically described in this Agreement as 'GST-inclusive', any consideration to be paid or provided for a supply made under or in connection with this Agreement does not include an amount on account of GST and is 'GST-exclusive'.
- (3) Where, under the GST Law, any supply to be made by a party (**Supplier**) to another party (**Recipient**) under or in connection with this Agreement is subject to GST (other than a supply the consideration for which is specifically described in this Agreement as GST-inclusive), then:
- (a) the consideration payable or to be provided for that supply under this Agreement will be increased by, and the Recipient will pay to the Supplier, an amount equal to the GST calculated according to the GST Law;
 - (b) the Recipient must pay that additional GST amount at the same time and in the same manner as the GST-exclusive consideration is paid or provided; and
 - (c) a reference to the consideration payable for a supply includes the value of any non-monetary consideration for the supply.
- (4) If the Supplier is Registered or required to be Registered, the Supplier must

provide a GST compliant tax invoice in connection with any supply made by it under this Agreement, failing which the Recipient will not be obliged to make any payment for that supply until the invoice is provided.

12. Notices

Any notice, direction or other communication which must or may be given in connection with this Agreement:

- (a) must be in writing in order to be valid;
- (b) is sufficient if signed or executed by the party giving the notice or on its behalf by any director, secretary, duly authorised officer or solicitor of that party;
- (c) in order to be valid must be given to a party as follows:
 - (i) delivered or sent by prepaid post to, or left at, the address of that party as set out in this Agreement;
 - (ii) sent to the facsimile number of that party;
 - (iii) sent to the email address of that party; or
 - (iv) delivered or sent to another address or facsimile number as is notified in writing by that party to the other party from time to time; and
- (d) if given in accordance with paragraph (c), will be deemed to take effect:
 - (i) in the case of prepaid post, on the second business day after the date of posting;
 - (ii) in the case by email, on receipt of return email from the recipient acknowledging receipt of the email;
 - (iii) in the case of facsimile, on receipt of a transmission report from the sending machine confirming successful transmission; and
 - (iv) in the case of delivery by hand, on delivery.

13. Dispute resolution

- (1) If a dispute arises between the parties in connection with this Agreement, then a party must give notice of the dispute to the other party identifying the dispute and providing details of it.
- (2) If a dispute is not resolved between the parties within 14 days of a notice under subclause (1) being given, the parties shall endeavour to settle the dispute by mediation to be conducted by a mediator independent of the parties, appointed by agreement of the parties within 35 days of a notice in subclause (1) being given or, failing agreement, by a person appointed by the chair of LEADR or her or his nominee.
- (3) It is a condition precedent to the right of any party to arbitrate or litigate a dispute under this Agreement that it first has complied with the mediation process in accordance with this clause.
- (4) Each party may be represented by a qualified legal practitioner or other representative in any mediation proceedings.

- (5) The parties must continue to comply with their obligations under this Agreement despite any dispute being referred to mediation, unless agreed otherwise by the parties in writing.

14. Amendment of Strategic Plan

- (1) EVCMC shall only amend the Strategic Plan, including but not limited to any Key Performance Indicators stipulated therein, if the written consent of the Shire is first obtained to the proposed amendments.
- (2) If the Strategic Plan is amended with the written consent of the Shire in accordance with sub- clause (1), then EVCMC shall comply with the amended provisions of the Strategic Plan, notwithstanding any other provision of this Agreement.

15. Change of name

- (1) The parties acknowledge that EVCMC intends to apply for approval of the Commissioner under section 18 of the *Associations Incorporation Act 1987* to change its name to "Exmouth Visitor Centre Management Committee Inc".
- (2) The parties agree that this Agreement will continue to bind EVCMC notwithstanding the change of name contemplated by sub-clause (1) or any other change of name for which EVCMC obtains approval.

16. Relationship of parties

The parties acknowledge and agree that no relationship of partnership agency or employment is expressly intended or to be implied into this Agreement.

17. Severability

In the event of part of this Agreement being or becoming void or unenforceable then that part is to be severed from this Agreement with the intention that the balance of this Agreement is to remain in full force and effect, unaffected by the severance.

18. Amendment and waiver

- (1) This Agreement may not be amended except by a document in writing signed by or on behalf of each of the parties.
- (2) Any waiver or relinquishment of the performance of any term or condition of this Agreement, will be effective only if made in writing and executed by or on behalf on the party granting the waiver.
- (3) No waiver of any one breach of any term or condition of this Agreement is to operate as a waiver of any other breach of the same or other term or condition of this Agreement.

19. Laws of Western Australia apply

This Agreement is to be construed and interpreted in accordance with the laws of the State of Western Australia and the parties agree to submit to the

jurisdiction of the courts of that State and of courts competent to hear appeals from them.

20. Legal costs

Each party is to pay its own costs and expenses (including legal costs) of and incidental to the preparation, negotiations, completion and signing of this Agreement.

21. Interpretation and Definitions

21.1 Interpretation

In this Agreement, unless inconsistent with the context:

- (a) headings and balding are for convenience only and do not affect the interpretation of this Agreement;
- (b) words importing the singular include the plural and vice versa;
- (c) a reference to a gender includes a reference to each other gender;
- (d) a reference to a person or individual includes a reference to a firm, corporation or other corporate body, authorities, governments and governmental agencies and vice versa;
- (e) where a term is assigned a particular meaning, other grammatical forms of that term have a corresponding meaning;
- (f) a reference to any written law includes:
 - (i) all written laws amending, consolidating or replacing that written law; and
 - (ii) all regulations, proclamations, planning schemes or local laws made under that written law;
- (g) a reference to a party includes that party, its successors, permitted assigns, receivers, administrators, executors, substitutes and liquidators;
- (h) a reference to any document includes a reference to that document as amended, rectified or replaced from time to time and to any document so amending, rectifying or replacing the document;
- (i) the meaning of general words or phrases is not limited by specific examples introduced by 'including,' 'for example' or similar expressions;
- (j) a rule of construction does not apply to the disadvantage of a party because the party was responsible for the preparation of this Agreement or any part of it;
- (k) an obligation, representation or warranty in favour of two or more persons:
 - (i) is for the benefit of them jointly and severally; and
 - (ii) binds them jointly and severally;
- (l) a reference to '\$' or 'dollars' is a reference to Australian dollars;
- (m) unless expressly stated otherwise, a reference to a party, clause, sub-

clause, paragraph or part, is a reference a party, clause, sub-clause, paragraph or part of or in this Agreement;

- (n) where two or more persons comprise a party to the Agreement, the covenants and agreements on their part are to bind and be observed and performed by them jointly and each of them severally; and
- (o) anything in this Agreement which is expressed to be done or performed by the Shire, is to be properly and lawfully done and performed if so done and performed by an officer of the Shire.

21.2 Definitions

In this Agreement, unless inconsistent with the context:

Key Performance Indicators means the requirements stipulated in **clause 3** of this Agreement;

Funding means the payments described in **clause 1** and **Item 3** of the Schedule

Further Term means the further term stipulated in **Item 5**;

Land means the land described in **Item 1** of the Schedule;

Lease means the lease referred to in **paragraph B** of the Background to this Agreement;

LEADR means the organisation known as LEADR of 15-17 Young Street, Sydney, New South Wales;

Premises means the land described in **Item 2** of the Schedule;

Strategic Plan means (subject to clause 14) the Exmouth Visitor Centre Strategic Plan 2013 to 2018, a copy of which is annexed hereto as **Annexure A**;

Term means the term of this Agreement as stipulated in **Item 4** of the Schedule;

Schedule

Item 1: Land

Reserve 45402 being land more particularly described as Lot 1432 on Deposited Plan 219927 being the whole of the land comprised in Crown Land Certificate of Title Volume LR3111 Folio 219

Item 2: Premises

That portion of the Land defined as the Premises in Item 1(b) of the Schedule to the Lease

Item 3: Funding

- (a) \$220,000 to be paid quarterly in advance in equal quarterly instalments of \$55,000, commencing on 1 July 2013
- (b) \$220,000, to be paid quarterly in advance in equal quarterly instalments of \$55,000, commencing on 1 July 2014
- (c) \$220,000 less 50% of the annual net profit of the EVCMC for the preceding financial year, to be paid in quarterly instalments commencing on 1 July 2015
- (d) The contribution paid in the preceding financial year less 50% of the annual net profit of the EVCMC for the preceding financial year, to be paid in quarterly instalments commencing on 1 July 2016
- (e) The contribution paid in the preceding financial year less 50% of the annual net profit of the EVCMC for the preceding financial year on 1 July 2017, to be paid in quarterly instalments commencing on 1 July

All amounts are exclusive of GST

Item 4: Term

Five (5) years commencing on 1 July 2013

Item 5: Further Term

Five (5) years commencing on 1 July 2018

Signing Page

EXECUTED by the parties as a Deed on

2013.

The Common Seal of the Shire of Exmouth was hereunto affixed in the Presence of:

SHIRE PRESIDENT

(Print full name)

CHIEF EXECUTIVE OFFICER

(Print full name)

The **Common Seal of Exmouth Visitor Centre Marketing Committee Inc.** ("Association" was hereunto affixed pursuant to the constitution of the Association in the presence of each of the undersigned each of who hereby declares by the execution of this document that he or she holds the office in the Association indicated under his or her name:)
)
)
)
)
)
)
)

OFFICE HOLDER SIGN

OFFICE HOLDER SIGN

Office Held:
Full Name:
Address:

Office Held:
Full Name:
Address:

Welcome to the Ningaloo Centre



The Ningaloo Centre is the Shire of Exmouth's most significant tourism and community asset and will be a focal point for growth in the local tourism, research and education industry sectors.

The Shire of Exmouth is pleased to invite local Exmouth residents an early preview of the Ningaloo Centre over the Friday 15 to Sunday 17 September 2017 weekend.

During this time please feel free to enter and view the facility and amazing exhibitions. The Centre's galleries are home to a number of impressive permanent and travelling exhibitions and provide remarkable insights into the history of the town and its extraordinary terrestrial and marine environments.

NINGALOO CENTRE

Cnr Murat Rd and Truscott Cres
EXMOUTH, Western Australia

Visit exmouth.wa.gov.au/ningaloocentre



Friends of the Ningaloo Centre

The Ningaloo Centre is rolling out a free membership based program aimed at delivering a variety of benefits to Exmouth locals who visit the centre. The Friends of Ningaloo Centre group will be free to join but only available to community members that reside within the municipal boundary of the Shire of Exmouth.

Members of the program will receive free admission anytime to the Ningaloo Centre upon registration and agreeing to the terms and conditions. Other benefits include discounts at the Ningaloo Visitor Centre retail store, special offers to participate in Ningaloo Centre tour programs and “Friends” member events. Members will be the first to be notified via email about special events and school holiday programs.

To join this free program please visit www.exmouth.wa.gov.au/ningaloocentre and complete the required electronic form. You will then join the Friends of Ningaloo Centre membership database.

Ningaloo Centre opening hours

From late 2017 the Ningaloo Centre Gallery and Exhibition will be open every day of the year including most public holidays with opening hours subject to visitor seasonality. It is recommended to allow at least 2 hours for the Gallery and Exhibitions experience.

Adults - \$15

Concession - \$10 (student card, health care card and seniors card holders)

Children under 5 years – Free.

Friends of Ningaloo Centre – Free.

Terms and conditions;

- Children under 16 years must be accompanied by an adult
- Friends of Ningaloo Centre must present photo identification with a valid Exmouth residential address.

Visit www.exmouth.wa.gov.au/ningaloocentre



Monthly Financial Report

For the period ended

August 2017

PO Box 21
22 Maidstone Crescent
Exmouth
Western Australia 6707

Phone: (08) 9949 3000
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Email: records@exmouth.wa.gov.au
Web: www.exmouth.wa.gov.au

ABN: 32 865 822 043

SHIRE OF EXMOUTH
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2017

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

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SHIRE OF EXMOUTH
Information Summary
For the Period Ended 31 August 2017

Key Information

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 5 and shows a surplus as at 31 August 2017 of \$5,136,267.

Items of Significance

The material variance for the 2017/18 year is \$10,000 or 10% whichever is the greater. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	YTD Actual	YTD Budget	Annual Budget
	\$	\$	\$
Significant Projects			
Construction of Ningaloo Centre	582,874	0	0
Ningaloo Centre Furniture/Equipment	34,739	0	0
Murat Road widening, intersection redesign	0	0	0
Grants, Subsidies and Contributions			
Operating Grants, Subsidies and Contributions	336,890	0	0
Non-operating Grants, Subsidies and Contributions	891,280	0	0
	1,228,170	0	0
Rates Levied	3,235,912	0	0

% Compares current ytd actuals to annual budget

Financial Position		Current Year	Previous Year
		31 August 2017	31 August 2016
		\$	\$
Adjusted Net Current Assets	50%	5,136,267	10,193,550
Cash and Equivalent - Unrestricted	9%	513,201	5,608,372
Cash and Equivalent - Restricted	85%	6,030,702	7,114,711
Receivables - Rates	112%	4,235,313	3,794,179
Receivables - Other	47%	1,251,310	2,643,114
Payables	225%	4,312,315	1,919,404

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

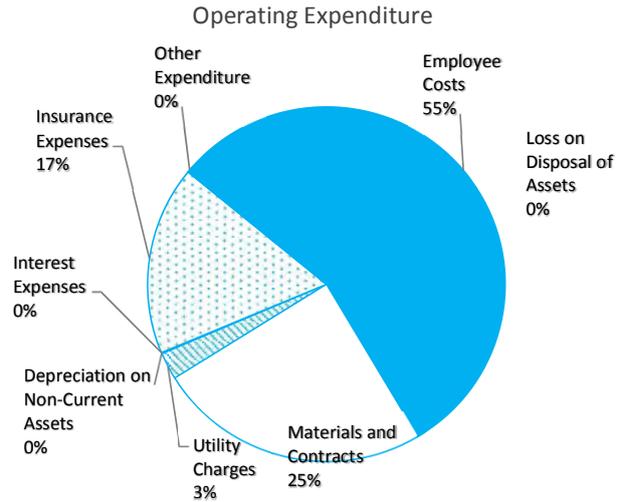
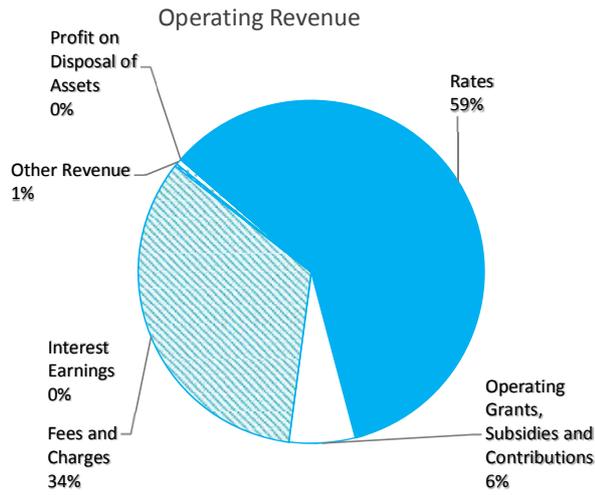
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Preparation

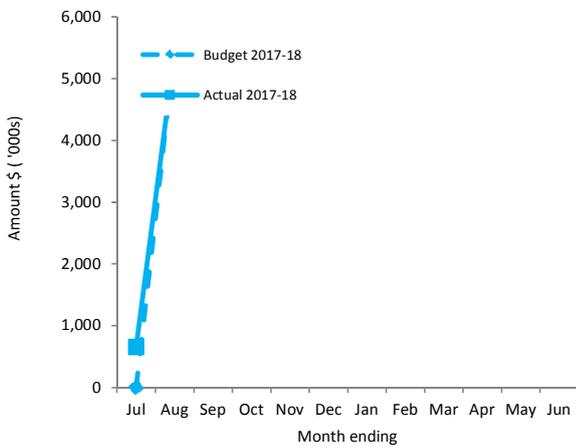
Prepared by: Stuart Eaton - Contract Chief Financial Officer

Date prepared: 30 September 2017

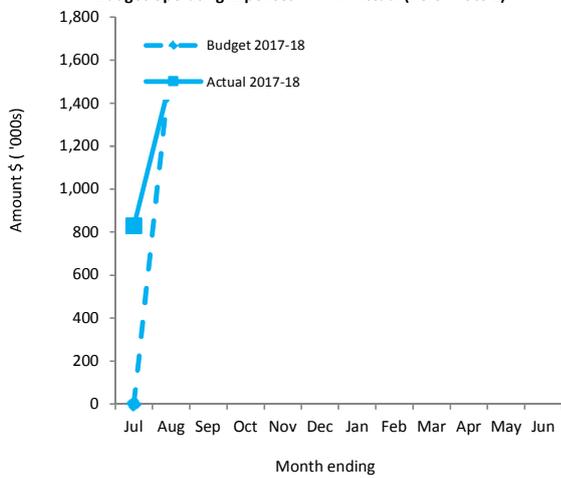
**SHIRE OF EXMOUTH
Information Summary
For the Period Ended 31 August 2017**



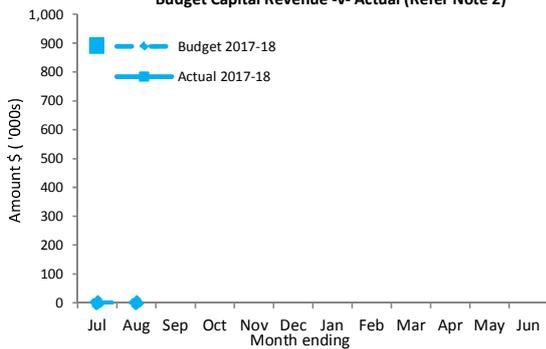
Budget Operating Revenues -v- Actual (Refer Note 2)



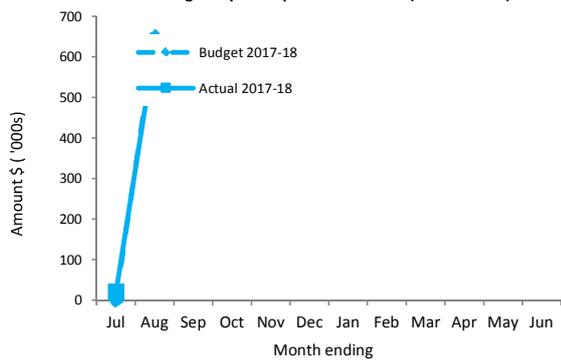
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



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



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



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

SHIRE OF EXMOUTH
STATEMENT OF FINANCIAL ACTIVITY
(by Statutory Reporting Program)
For the Period Ended 31 August 2017

	Note	YTD Actual (b)	Amended YTD Budget (a)	Amended Annual Budget	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Forecast to 30/6/2018
		\$	\$	\$	\$	%	\$
Opening Funding Surplus(Deficit)	3	962,702	0	0	962,702		962,702
Revenue from operating activities							
General Purpose Funding		3,417,746	0	0	3,417,746		0
Governance		0	0	0	0		0
Law, Order and Public Safety		2,257	0	0	2,257		0
Health		5,980	0	0	5,980		0
Education and Welfare		5,629	0	0	5,629		0
Housing		20,541	0	0	20,541	▲	0
Community Amenities		803,532	0	0	803,532	▲	0
Recreation and Culture		81,205	0	0	81,205	▲	0
Transport		1,017,091	0	0	1,017,091	▲	0
Economic Services		50,355	0	0	50,355	▲	0
Other Property and Services		34,964	0	0	34,964	▲	0
		5,439,299	0	0			0
Expenditure from operating activities							
General Purpose Funding		(11,062)	0	0	(11,062)	▼	0
Governance		(104,018)	0	0	(104,018)	▼	0
Law, Order and Public Safety		(60,280)	0	0	(60,280)	▼	0
Health		(27,902)	0	0	(27,902)	▼	0
Education and Welfare		(15,958)	0	0	(15,958)	▼	0
Housing		(20,814)	0	0	(20,814)	▼	0
Community Amenities		(218,369)	0	0	(218,369)	▼	0
Recreation and Culture		(494,362)	0	0	(494,362)	▼	0
Transport		(451,476)	0	0	(451,476)	▼	0
Economic Services		(109,533)	0	0	(109,533)	▼	0
Other Property and Services		(6,746)	0	0	(6,746)		0
		(1,520,521)	0	0			0
Operating activities excluded from budget							
Add back Depreciation		0	0	0	0		0
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		0
Adjust Provisions and Accruals		0	0	0	0		0
Amount attributable to operating activities		3,918,778	0	0			0
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	891,280	0	0	891,280	▲	0
Proceeds from Disposal of Assets	8	0	0	0	0		0
Land Held for Resale		0	0	0	0		0
Land and Buildings	13	(582,874)	0	0	(582,874)	▼	0
Infrastructure Assets - Roads	13	0	0	0	0		0
Infrastructure Assets - Other	13	(7,235)	0	0	(7,235)		0
Plant and Equipment	13	0	0	0	0		0
Furniture and Equipment	13	(34,739)	0	0	(34,739)	▼	0
Amount attributable to investing activities		266,432	0	0		▲	0
Financing Activities							
Proceeds from New Debentures		0	0	0	0		0
Proceeds from Community Advances		0	0	0	0		0
Transfer from Reserves	7	0	0	0	0		0
Advances to Community Groups		0	0	0	0		0
Repayment of Debentures	10	(9,747)	0	0	(9,747)		0
Transfer to Reserves	7	(1,898)	0	0	(1,898)		0
Amount attributable to financing activities		(11,645)	0	0			0
Closing Funding Surplus(Deficit)	3	5,136,267	0	0			962,702

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

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

SHIRE OF EXMOUTH
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2017

	Note	YTD Actual (b)	Amended YTD Budget (a)	Amended Annual Budget	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	962,702	0	0	962,702		▲
Revenue from operating activities							
Rates	9	3,235,912	0	0	3,235,912		▲
Operating Grants, Subsidies & Contributions	11	336,890	0	0	336,890		
Fees and Charges		1,823,034	0	0	1,823,034		↑↑↑↑↑↑
Interest Earnings		13,058	0	0	13,058		▲
Other Revenue		30,404	0	0	30,404		▲
Profit on Disposal of Assets	8	0	0	0	0		
		5,439,299	0	0			
Expenditure from operating activities							
Employee Costs		(837,177)	0	0	(837,177)		▼
Materials and Contracts		(375,374)	0	0	(375,374)		▼
Utility Charges		(37,749)	0	0	(37,749)		▼
Depreciation on Non-Current Assets		0	0	0	0		
Interest Expenses		(1,349)	0	0	(1,349)		
Insurance Expenses		(261,872)	0	0	(261,872)		▼
Other Expenditure		(7,001)	0	0	(7,001)		
Loss on Disposal of Assets	8	0	0	0	0		
		(1,520,521)	0	0			
Operating activities excluded from budget							
Add back Depreciation		0	0	0	0		
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		3,918,778	0	0			
Investing activities							
Grants, Subsidies and Contributions	11	891,280	0	0	891,280		▲
Proceeds from Disposal of Assets	8	0	0	0	0		
Land Held for Resale	13	0	0	0	0		
Land and Buildings	13	(582,874)	0	0	(582,874)		▼
Infrastructure Assets - Roads	13	0	0	0	0		
Infrastructure Assets - Other	13	(7,235)	0	0	(7,235)		
Plant and Equipment	13	0	0	0	0		
Furniture and Equipment	13	(34,739)	0	0	(34,739)		▼
Amount attributable to investing activities		266,432	0	0			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Community Advances		0	0	0	0		
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(9,747)	0	0	(9,747)		
Transfer to Reserves	7	(1,898)	0	0	(1,898)		
Amount attributable to financing activities		(11,645)	0	0			
Closing Funding Surplus (Deficit)	3	5,136,267	0	0			

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

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

SHIRE OF EXMOUTH
SUMMARY OF FINANCIAL POSITION
August 2017

		31/08/2017
		\$
Current Assets		
Cash - Unrestricted		513,201
Cash - Restricted Total		8,274,702
Rates Outstanding		4,235,313
Sundry Debtors		1,214,776
Gst Receivable		71,934
Self Supporting Loans - Clubs/Institutions		54,000
Accrued Income/Payments In Advance		36,533
Fuel, Oil & Materials On Hand		51,727
Total Current Assets		14,452,186
Current Liabilities		
Sundry Creditors		(890,770)
GST Payable		(55,848)
Accrued Expenses		(44,494)
Unearned Revenue		(2,244,000)
Accrued Interest on Debentures		0
Accrued Salaries & Wages		0
Loan Liability (Current)		(254,235)
Annual Leave Liability Current		(488,998)
LSL Liability Current		(259,531)
Provision - Employees Gratuity		(74,440)
		(4,312,315)
Net Current Assets		10,139,871
Non Current Assets		
Rates Outstanding - Pensioners		38,333
Loans Debtors - Clubs/Institutions (Non Current)		127,024
Land Held For Resale		1,446,263
Land & Buildings		67,321,349
Accumulated Depreciation Land & Buildings		(6,592,682)
Furniture & Equipment		3,430,236
Accumulated Depreciation Furniture&Equip		(1,718,607)
Plant & Equipment		6,394,323
Accumulated Depreciation Plant & Equip		(3,229,644)
Infrastructure - Roads		27,818,734
Accumulated Depreciation Roads		(11,110,837)
Infrastructure - Other		39,593,385
Accumulated Depreciation Infrastructure		(15,744,114)
		107,773,764
Non Current Liabilities		
Loan Liability (Non Current)		(2,252,575)
Long Service Leave (Non Current)		(167,332)
Employee Gratuity (Non Current)		0
		(2,419,907)
NET ASSETS		115,493,728
EQUITY		
L020000	Accumulated Surplus	71,612,879
L019010	Revaluation Reserve - Infrastructure Roads	8,471,756
L019110	Revaluation Reserve - Land & Buildings	20,756,330

SHIRE OF EXMOUTH
SUMMARY OF FINANCIAL POSITION
August 2017

		31/08/2017
		\$
L019120	Revaluation Reserve - Furniture & Equipment	1,211,296
L019130	Revaluation Reserve - Plant & Equipment	1,094,484
L019141	Revaluation Reserve - Infrastructure Other	6,316,282
L019040	Community Development IFL	383,799
L019060	Leave Reserve	251,024
L019070	Aviation Reserve	1,153,899
L019080	Plant Reserve	707,494
L019090	Road Replacement Reserve	0
L019100	Northern McLeod Street Reserve	0
L019140	Waste Management Reserve	269,266
L019190	Shire Staff Housing Reserve	33,450
L019200	Community Development Fund	1,730,170
L019210	Swimming Pool Reserve	432,405
L019220	Rehabilitation Reserve	200,616
L030250	Insurance/Natural Disasters Reserve	173,448
L030380	Marina Canal Reserve	33,628
L019260	Building Infrastructure Preservation Reserve	363,026
L019270	Town Planning Scheme Reserve	20,713
L019280	Marina Village Asset Replacement Reserve	5,887
L019500	Unspent Grants & Contributions	271,879
TOTAL EQUITY		<u>115,493,728</u>

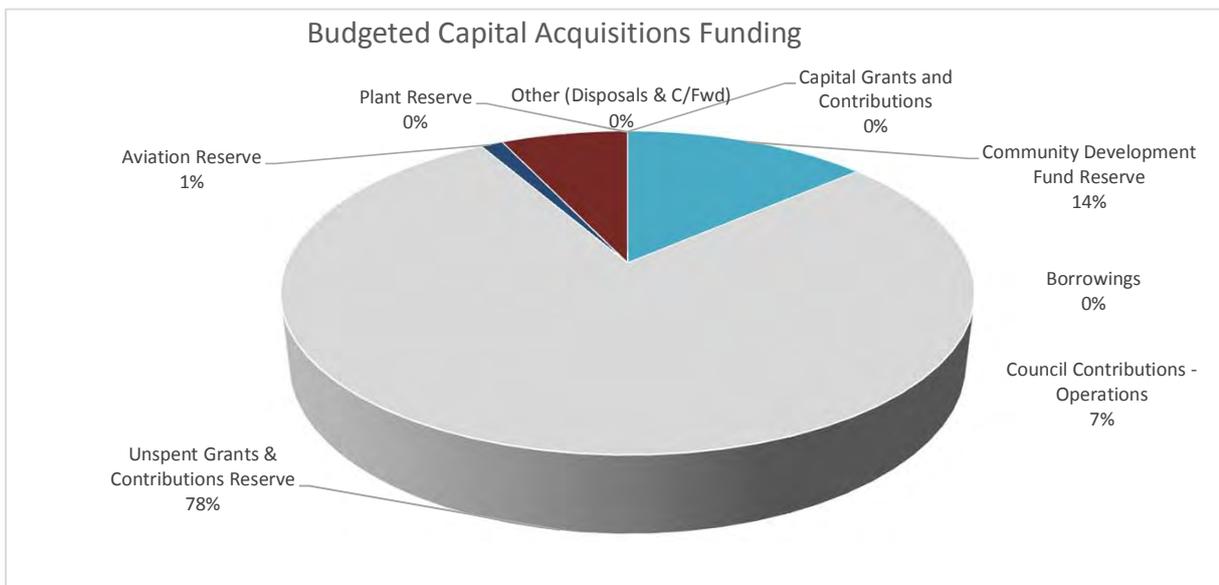
SHIRE OF EXMOUTH
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 August 2017

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total= (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land & Buildings	13	582,874	-	-	-	582,874	(582,874)
Furniture & Equipment	13	34,739	-	-	-	34,739	(34,739)
Land Held for Resale	13	-	-	-	-	-	0
Plant & Equipment	13	-	-	-	-	-	0
Infrastructure Roads	13	-	-	-	-	-	0
Infrastructure Other	13	7,235	-	-	-	7,235	(7,235)
Capital Expenditure Totals		624,848	-	-	-	624,848	(624,848)

Capital Acquisitions funded by:

Capital Grants and Contributions	-	891,280
Borrowings	-	0
Other (Disposals & C/Fwd)	-	962,702
Council Contributions - Cash Backed Reserves		
Plant Reserve	-	0
Community Development Fund Reserve	1,574,818	0
Unspent Grants & Contributions Reserve	9,026,655	0
Aviation Reserve	143,000	0
Council Contributions - Operations	817,606	(1,229,134)
	11,562,079	624,848



SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 1: Significant Accounting Policies

(a) 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), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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.

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.

(b) 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 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) 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.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 financial position.

(g) Trade and Other Receivables

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.

(h) Inventories

General

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.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

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.

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 1: Significant Accounting Policies

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	2.50%
Heavy Plant & Equipment	10% - 33%
Light to Medium Vehicles	20% - 50%
Light Mobile Equipment	50.00%
Furniture and Equipment	
Electronic Equipment	20% - 33%
All Other Items	10% - 20%
Infrastructure	
Road Base Construction	2.50%
Road Seals - Aggregate	8.33%
Road Seals - Asphalt	5.00%
Road (Unsealed) - Gravel	12.50%
Road (Unsealed) - Unformed	16.66%
Road Kerb	2.00%
Bridges	2.00%
Drains / Sewers	1.33%
Airfield / Runways	8.33%
Other	50-100%

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

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 are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 1: Significant Accounting Policies

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) 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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

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

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.

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

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.

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.

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.

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

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

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Collection of rate revenue and the maintenance of valuation and rating records to support the collection process. General purpose

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE

Objective:

To provide services to disadvantaged persons, the elderly, children and youth.

Activities:

Maintenance of playgroup centre and senior citizen's centre. Administration and support for provision of Human Services Agency.

HOUSING

Objective:

To provide housing to staff members

Activities:

Administration and operation of residential housing for Council staff.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

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

Objective:

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Activities:

Maintenance of public halls, civic centres, swimming pool, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library and radio re-broadcasting facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the community.

Activities:

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. Administration and operation of airport, heliport and aerodrome.

ECONOMIC SERVICES

Objective:

To help promote the shire and its economic wellbeing.

Activities:

Tourism and area promotion. Provision of rural services including weed control and Building Control.

OTHER PROPERTY AND SERVICES

Objective:

To monitor and control Shire's overheads operating accounts.

Activities:

Private works operation, plant repair and operation costs and engineering and administration costs.

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2016/17 year is \$10,000 or +/- 10% whichever is the greater.

Explanation of Identified Material Variances +/- 10% or \$10,000 at Program Level between Year to Date Actuals and Budget

▲ Above Budget

▼ Below Budget

	31/08/2017	YTD Budget	Amount Inc/(Dec)	Type
	\$	\$	\$	

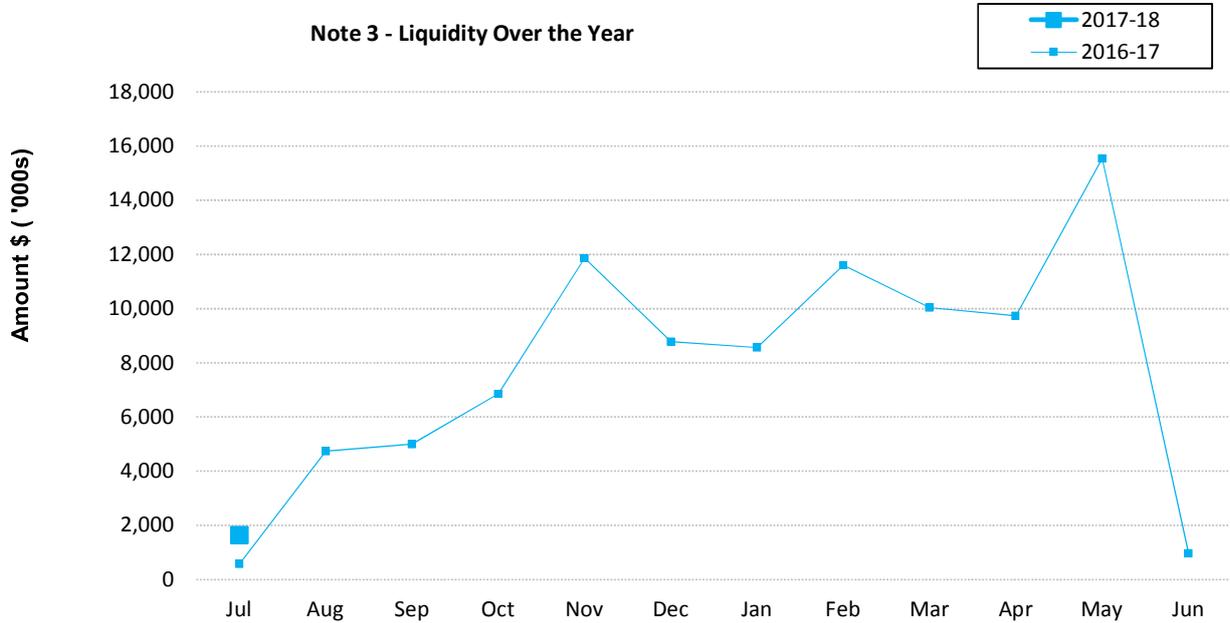
There are no material variances to report at the time of report drafting.

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Current 31 Aug 2017 \$	Last Years Closing 30/06/2017 \$	Same Period Last Year 31 Aug 2016 \$
Current Assets				
Cash Unrestricted	4	513,201	1,264,385	5,608,372
Cash Restricted	4	8,274,702	9,130,804	7,114,711
Receivables - Rates	6	4,235,313	336,908	3,794,179
Receivables - Other		1,251,310	1,227,923	2,393,639
ATO Receivable		71,934	225,590	249,474
Inventories		55,621	39,398	67,290
		14,402,080	12,225,008	19,227,666
Less: Current Liabilities				
Trade and other payables		(3,235,111)	(5,179,502)	(751,687)
Short term borrowings		(254,235)	(253,764)	(107,968)
Provisions		(822,969)	(822,969)	(1,059,749)
		(4,312,315)	(6,256,235)	(1,919,404)
Less: Cash Reserves	7	(6,030,702)	(6,028,804)	(7,114,711)
Less: Loans Receivable - Clubs/Institutions		0	(54,000)	
Add: Current liabilities not expected to be cleared at year end		1,077,204	1,076,733	
Net Current Funding Position		5,136,267	962,702	10,193,550



SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash at Bank							
Municipal Bank Account	509,153			509,153	Westpac	0.50%	At Call
Reserve Bank Account		1,730,702		1,730,702	Westpac	0.50%	At Call
Trust Bank Account			69,845	69,845	Westpac	0.50%	At Call
Cash On Hand	4,048			4,048	N/A		On Hand
WATC OCD Facility		2,244,000		2,244,000	WATC		On Hand
(b) Term Deposits							
TD 303187			550,000	550,000	Westpac	2.26%	05-Feb-18
TD 196745		1,000,000		1,000,000	Westpac	2.45%	30-Nov-17
TD 199700		1,300,000		1,300,000	Westpac	2.46%	28-Sep-17
TD 199719		2,000,000		2,000,000	Westpac	2.49%	28-Mar-18
Total	513,201	8,274,702	619,845	9,407,747			

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 5: Budget Amendments

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

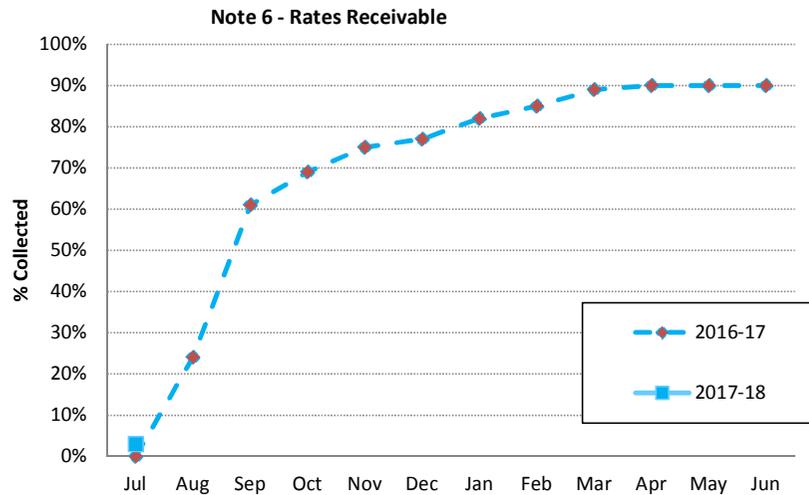
Council Meeting Date	Description	General Ledger Account	Notes	Original Budget \$	Amended Budget \$	Budget Variation \$
Nil						
				0	0	0

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

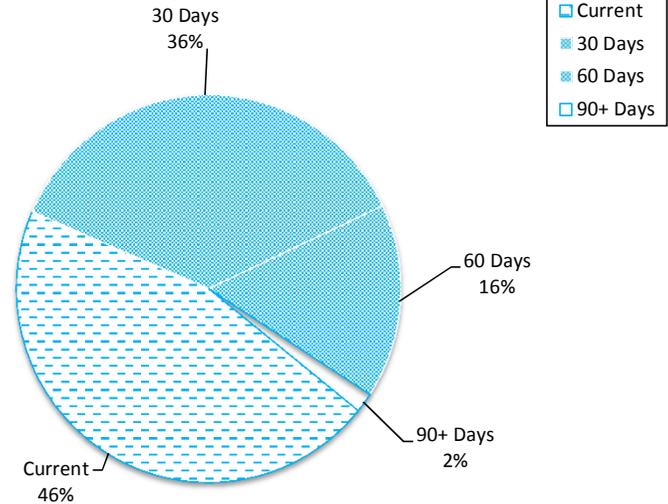
Note 6: Receivables

Receivables - Rates Receivable	31 Aug 2017	30 June 2017
	\$	\$
Opening Arrears Previous Years	336,908	465,273
Levied this year	3,951,137	4,052,747
Less Collections to date	(52,732)	(4,181,112)
Equals Current Outstanding	4,235,313	336,908
Less Deferred Pensioners	(38,333)	(38,333)
Net Rates Collectable	4,196,980	298,575
% Collected	1.01%	92.54%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	555,232	443,048	197,171	20,064	1,215,515
Balance per Trial Balance					
Sundry Debtors					1,215,515
Total Receivables General Outstanding					1,215,515



Note 6 - Accounts Receivable (non-rates)



SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 7: Cash Backed Reserve

Name	Actual Year to Date					Amended Budget				
	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	YTD Closing Balance	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aviation Reserve	1,153,526	373	0	0	1,153,899					0
Building Infrastructure Preservation Reserve	362,909	117	0	0	363,026					0
Community Development Fund Reserve	1,729,611	559	0	0	1,730,170					0
Community Interest Free Loans Reserve	383,675	124	0	0	383,799					0
Insurance/Natural Disasters Reserve	173,392	56	0	0	173,448					0
Leave Reserve	250,942	81	0	0	251,023					0
Marina Canal Reserve	33,617	11	0	0	33,628					0
Marina Village Asset Replace & Preservation Reserve	5,885	2	0	0	5,887					0
Plant Reserve	707,266	229	0	0	707,495					0
Rehabilitation Reserve	200,550	65	0	0	200,615					0
Shire Staff Housing Reserve	33,439	11	0	0	33,450					0
Swimming Pool Reserve	432,265	140	0	0	432,405					0
Town Planning Scheme Reserve	20,706	7	0	0	20,713					0
Waste Management Reserve	269,179	87	0	0	269,266					0
Unspent Grants & Contributions Reserve					0					
Unspent Grant - Marina Breakwater/NavAid	25,850	8	0	0	25,858					0
Unspent Grant - Youth Leadership	11,010	4	0	0	11,014					0
Unspent Grant -Landscape Project	13,217	4	0	0	13,221					0
Unspent Contributions - Youth Program (YAE)	1,112	0	0	0	1,112					0
Unspent Grant - FESA Bushfire & SES	9,625	3	0	0	9,628					0
Unspent Grant - Dept of Planning	21,761	7	0	0	21,768					0
Unspent Grant - GDC Public Art Strategy	18,387	0	0	0	18,387					0
Unspent Grant - BHP	50,000	0	0	0	50,000					0
Unspent Grant - Quadrant Energy	50,000	0	0	0	50,000					0
Unspent Grant - BHP Youth Programs	1,885	0	0	0	1,885					0
Unspent Grant - Festival Australia	36,800	0	0	0	36,800					0
Unspent Grant - Dept of Sport & Rec (S'Pool)	32,195	10	0	0	32,205					0
	6,028,804	1,898	0	0	6,030,702	0	0	0	0	0

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

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



SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Governance		0	0	0	0				
Law, Order, Public Safety		0	0	0	0				
Housing		0	0	0	0				
Community Amenities		0	0	0	0				
Recreation & Culture		0	0	0	0				
Transport		0	0	0	0				
Economic Services		0	0	0	0				
Other Property & Services		0	0	0	0				
		0	0	0	0	0	0	0	0

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
RATE TYPE											
Differential General Rate											
Gross Rental Value (GRV)											
General	0.0715	1,156	29,875,651	2,059,763	0	0	2,059,763	0	0	0	0
Marina Developed	0.0983	90	3,196,100	314,177	0	0	314,177	0	0	0	0
Holiday Homes	0.1011	67	1,674,400	148,813	0	0	148,813	0	0	0	0
Vacant Land	0.1205	233	4,194,890	363,966	0	0	363,966	0	0	0	0
Unimproved Value (UV)											
Mining	0.1552	18	317,822	47,741	0	0	47,741	0	0	0	0
Rural	0.7760	7	492,860	28,347	0	0	28,347	0	0	0	0
Sub-Totals		1,571	39,751,723	2,962,807	0	0	2,962,807	0	0	0	0
Minimum Payment	\$										
Gross Rental Value (GRV)											
General	900.00	65		58,500	0	0	58,500	0	0	0	0
Marina Developed	900.00	1		900	0	0	900	0	0	0	0
Holiday Homes	900.00	0		0	0	0	0	0	0	0	0
Vacant Land	900.00	181		162,900	0	0	162,900	0	0	0	0
Unimproved Value (UV)											
Mining	284.00	13		3,692	0	0	3,692	0	0	0	0
Rural	900.00	1		900	0	0	900	0	0	0	0
Sub-Totals		261	0	226,892	0	0	226,892	0	0	0	0
		1,832	39,751,723	3,189,699	0	0	3,189,699	0	0	0	0
Amount from General Rates							3,189,699				0
Ex-Gratia Rates							0				0
Specified Area Rates							46,213				0
Totals							3,235,912				0

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	Principal as at 01 Jul 2017	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Housing								
Loan 77 - Snapper Loop Land	136,209	0	0		136,209		-	
Loan 80 - Staff Dwellings	793,627	0	9,747		783,880		3,490	
Community Amenities								
Loan 81 - Rubbish Truck	410,000	0	0		410,000		(298)	
Recreation & Culture								
Loan 82 - Ningaloo Centre	1,000,000	0	0		1,000,000		(1,004)	
Other Property & Services								
Loan 76 - 1 Bennett St Exmouth	276,520	0	0		276,520		(840)	
	2,616,356	0	9,747	0	2,606,609	0	1,349	0

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

New Debentures

Particulars	Borrowings	Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate	Amount Used	Balance Unspent
			\$	\$	\$	%	\$	\$
Nil			0	0	0	0.00	0	-

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 10: Information on Borrowings

Note 10: Information on Borrowings

(c) Unspent Borrowings

Purpose of Loan	Year Funded	Unspent		
		Actual	2017/18 Budget	Amount as at 31/8/17
		\$	\$	\$
Community Amenities				
Purchase Rubbish Truck	2016/17	410,000	0	410,000

(d) Self Supporting Loans - Interest Free

Particulars	Purpose of Loan	Amount Borrowed	Principal O/S 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding	
					Actual	Budget	Actual	Budget
					\$	\$	\$	\$
Recreation & Culture								
*Loan A011406 Bowling Club 2009	Installation of Air Conditioning	20,000	4,000		-		4,000	
*Loan A017018 Squash Club 2010	Upgrade Toilet Facilities	25,000	8,500		-		8,500	
*Loan A017003 Golf Club 2012	Storage Shed	30,000	15,000		-		15,000	
*Loan A017019 Truscott Club 2012	Replace Cool Room Motors	20,000	5,000		-		5,000	
*Loan A017020 Bowling Club 2012	Synthetic Greens	250,000	59,774		-		59,774	
*Loan A017021 EGFC 2013	Gantry Upgrade	84,000	57,750		-		57,750	
*Loan A017003 Golf Club 2016	Reticulation of Fairways	40,000	40,000		-		40,000	
		429,000	190,024	-	-	-	190,024	-

* Self Supporting Loans were financed from Community Development Interest Free Loans Reserve account

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 11 (a) : Grants and Contributions

Program/Details		Source	Purpose of Grant	Type of Grant	Amount of Grant	Variations		Revised Grant Available	Recoup Status	
						Additional Grants Received	Variations to Grants + / -		Received	Not Received
					\$	\$	\$	\$	\$	\$
GENERAL PURPOSE INCOME										
R032275	General Purpose Grant	Grants Commission	General Purpose/Untied Road Grants	Operating	886,690				213,337	673,353
LAW, ORDER, PUBLIC SAFETY										
<i>ESL Grant - Bushfire Brigade</i>										
R056270	Grant	FESA	Bushfire Brigade Operations	Operating	14,841				0	14,841
<i>ESL Grant - SES</i>										
R057270	Grant	FESA	SES Operations	Operating	28,875				0	28,875
RECREATION & CULTURE										
<i>Ningaloo Centre</i>										
R119700	Grant	R4R Revitalisation Program	Ningaloo Centre	Non Operating	2,820,000				780,000	2,040,000
R119701	Grant	Regional Development Australia	Ningaloo Centre	Non Operating	300,000				0	300,000
<i>Swimming Pool</i>										
R113702	Grant	DSR	Meet the Pool's non operating costs	Non Operating	32,000				0	32,000
R113704	Grant	GDC	Multi-purpose Community room & Storage Facility	Non Operating	105,886				0	105,886
R113703	Grant	EASC	Multi-purpose Community room & Storage Facility	Non Operating	20,000				0	20,000
<i>Beaches & Boat Ramps</i>										
R115270	Grant	RBFS	Report for Tantabiddi and Bundegei Boat Ramps	Operating	52,500				0	52,500
R115702	Grant	RBFS	Upgrade Fender System	Non Operating	116,985				0	116,985
<i>Other Recreation</i>										
R117251	Grant	Lotterywest	Trails Development	Operating	17,490				0	17,490
<i>Community Engagement</i>										
R170270	Grant	Dept Sport & Rec	Club Development Officer	Operating	20,000				0	20,000
R170277	Grant	GDRS	50 Years Celebration	Operating	150,000				0	150,000
R170277	Grant	Woodside	50 Years Celebration	Operating	50,000				25,000	25,000
TRANSPORT										
<i>Road Maintenance/Town Streets</i>										
R122280	Direct Grant	Main Roads	Direct Grant	Operating	55,980				97,203	-41,223
R122700	Roads to Recovery	Dept of Transport	Roads to Recovery Program	Non Operating	387,354				0	387,354
R122701	Grant	Main Roads	Murat Road	Non Operating	1,366,700				26,680	1,340,020
R122705	Grant	Main Roads	Yardie Creek Road	Non Operating	180,000				72,000	108,000
R122706	Grant	Main Roads	Ningaloo Access Road	Non Operating	31,500				12,600	18,900
OTHER PROPERTY & SERVICES										
<i>Plant Operation Costs</i>										
R144110	Diesel Fuel Rebate	ATO	Diesel Fuel Rebate State Scheme	Operating	15,500				1,350	14,150
					6,652,301	0	0	0	1,228,170	5,424,131

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 11 (a) : Grants and Contributions

Program/Details	Source	Purpose of Grant	Type of Grant	Amount of Grant	Variations		Revised Grant Available	Recoup Status		
					Additional Grants Received	Variations to Grants + / -		Received	Not Received	
				\$	\$	\$	\$	\$	\$	
							Budget			
							\$	Actual		
							\$	\$		
Summary Type of Grant:										
Operating								336,890		
Non Operating								891,280		
							0	1,228,170		

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 11(b) : Additional Grants and Contributions Applied during 2017/18

Program/Details	Source	Amount of Grant	Purpose of Grant	Responsible Officer	Status of Application
Nil		\$			
		0			

Summary of Additional Grants Applied for Status:

To be Submitted	-
Partial Funds Received	-
Funds Received	-
Awaiting Approval	-
Approval Rec'd awaiting funds	-
Unsuccessful	-
	-

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 12: Trust Fund

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

Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 Aug 2017
	\$	\$	\$	\$
Hall & Rec Centre Bonds	4,750	700	(1,350)	4,100
Olma Funding	2,423			2,423
Forum Travel Fund	2,990			2,990
NADC	11,335			11,335
Cyclone Baptist Needy	2,800			2,800
Sundries	7,894	200	(50)	8,044
Building/Planning Bonds	73,400			73,400
Youth Affairs	1,401			1,401
Staff Housing Bonds	0			0
Jurabi Coastal Park	59,400			59,400
Unclaimed Monies	7,637			7,637
Key Bonds	850	150	(150)	850
Bond Deed Exmouth Marina Holdings	18,186			18,186
Cash in Lieu POS	169,420			169,420
Ingleton St Res 29086 (20A/152)	205,248			205,248
BCITF Levy	0	7,370	(6,100)	1,270
BSL Levy	0	5,508	(4,302)	1,206
Donations to Other Organisations	135			135
Exmouth Volunteer Fire & Rescue	50,000			50,000
	617,869	13,928	(11,952)	619,845

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 13: Capital Acquisitions

Program	Sub Program	a/c #	Description	Details	Asset Spend Type	YTD Actual 31/08/2017	YTD BUDGET	BUDGET	% of Budget	Forecast to 30 June 2018
						\$	\$	\$	%	\$
Land & Buildings										
LAW, ORDER, PUBLIC SAFETY	Animal Control	A052003	Dog Pound (New)	Relocation of Pound to Works Depot	NEW	0	0	0		0
HOUSING	Staff Housing	A125001	Staff Housing Bldgs (Upgrades)		UPGRADE	0	0	0		0
RECREATION & CULTURE	Ningaloo Centre	A119003	Ningaloo Centre Bldg (New)		NEW	(582,874)	0	0		0
RECREATION & CULTURE	Swimming Pool	A113005	Swimming Pool Bldgs (New)	Multi-purpose Community Room and Multi-user Storage Facility	NEW	0	0	0		0
RECREATION & CULTURE	Other Recreation	A117301	Buildings (New)	New Sea Container for Storage of sporting equipment at Hardcourts	NEW	0	0	0		0
TRANSPORT	Learmonth Airport	A126800	Learmonth Buildings (Upgrades)	Upgrading from halogens to LED's (5 year program)	UPGRADE	0	0	0		0
					Sub Total	(582,874)	0	0		0
Furniture & Equipment										
RECREATION & CULTURE	Ningaloo Centre	A119007	Furniture & Equipment (New)		NEW	(34,739)	0	0		0
RECREATION & CULTURE	Ningaloo Centre	A119005	Software/Hardware (New)	\$40k Centreman Software \$240K Marine & Terrestrial Upgrades	NEW	0	0	0		0
					Sub Total	(34,739)	0	0	0	0
Infrastructure Other										
COMMUNITY AMENITIES	Sanitation	A101012	Waste Water Treatment Ponds	Construction of Septage Ponds	NEW	0	0	0		0
RECREATION & CULTURE	Ningaloo Centre	A119010	Ningaloo Museum Memorabilia	Provision	NEW	(7,235)	0	0		0
RECREATION & CULTURE	Parks & Gardens	A114100	Infrastructure (New)	New Bore & Casing at Sanctuary Bore	NEW	0	0	0		0
RECREATION & CULTURE	Parks & Gardens	A114101	Infrastructure (Renew)	Replacement of Sanctuary Bore Tank	RENEWAL	0	0	0		0
RECREATION & CULTURE	Foreshore, Beaches & Boat Ramps	A125315	Tantabiddi (Upgrades)	Non-slip surface to prevent slip and falls in zone next to boat ramp/walkways	UPGRADE	0	0	0		0
RECREATION & CULTURE	Foreshore, Beaches & Boat Ramps	A115107	Bundegi Beach Infrastructure (Upgrades)	Upgrade to fender system and rust treatment	UPGRADE	0	0	0		0
RECREATION & CULTURE	Other Recreation	A117502	Broadcasting Tower Improvements	Replace 2 x Guide Wires and Anchors	RENEWAL	0	0	0		0
RECREATION & CULTURE	Other Recreation	A125135	Water Playground	Renew Flooring	RENEWAL	0	0	0		0
TRANSPORT	Footpaths/Verges	A125321	Footpath / Kerbing (Replace)		RENEWAL	0	0	0		0
					Sub Total	(7,235)	0	0		0
Infrastructure Roads										
TRANSPORT	Road Maintenance/Town Streets	A125201	Murat Road	Road widening, intersection redesign, lighting and flood mitigation, shared bike/pedestrian path	UPGRADE	0	0	0		0
TRANSPORT	Road Maintenance/Town Streets	A125203	Yardie Creek Road	Road shoulder and seal edge works	UPGRADE	0	0	0		0
TRANSPORT	Road Maintenance/Town Streets	A125205	Ningaloo Access Road	General Road Works	UPGRADE	0	0	0		0
TRANSPORT	Road Maintenance/Town Streets	A125213	RTR Road Sealing		UPGRADE	0	0	0		0
					Sub Total	0	0	0		0

SHIRE OF EXMOUTH
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 13: Capital Acquisitions

Program	Sub Program	a/c #	Description	Details	Asset Spend Type	YTD Actual	YTD BUDGET	BUDGET	% of Budget	Forecast to
						31/08/2017				30 June 2018
						\$	\$	\$	%	\$
Plant & Equipment										
COMMUNITY AMENITIES	Sanitation	A125532	Rubbish Truck		RENEWAL	0	0	0		0
COMMUNITY AMENITIES	Sanitation	A101015	Refuse Site Excavator/Loader		RENEWAL	0	0	0		0
RECREATION & CULTURE	Community Engagement	A119200	EMCE Vehicle 3004EX	Replacement Vehicle	RENEWAL	0	0	0		0
TRANSPORT	Road Plant Purchases	A125519	Hitachi Excavator		RENEWAL	0	0	0		0
Sub Total						0	0	0		0
TOTAL						(624,848)	0	0		0

Summary of Asset Acquisition by Class:

Land & Buildings	(582,874)	0	0	0
Furniture & Equipment	(34,739)	0	0	0
Plant & Equipment	0	0	0	0
Infrastructure Roads	0	0	0	0
Infrastructure Other	(7,235)	0	0	0
	(624,848)	0	0	0

Summary of Asset Acquisition by Program:

Governance	0	0	0	0
Law, Order, Public Safety	0	0	0	0
Health	0	0	0	0
Education & Welfare	0	0	0	0
Housing	0	0	0	0
Community Amenities	0	0	0	0
Recreation & Culture	(624,848)	0	0	0
Transport	0	0	0	0
Economic Services	0	0	0	0
Other Property & Services	0	0	0	0
	(624,848)	0	0	0

Summary of Asset by Spend Type

	RENEWAL	NEW	UPGRADE	TOTAL
	\$	\$	\$	\$
Land & Buildings	0	(582,874)	0	(582,874)
Furniture & Equipment	0	(34,739)	0	(34,739)
Land Held for Resale	0	0	0	0
Plant & Equipment	0	0	0	0
Infrastructure Roads	0	0	0	0
Infrastructure Other	0	(7,235)	0	(7,235)
	0	(624,848)	0	(624,848)

Shire of Exmouth Summary of Financial Activity



	31/08/2017	31/08/2017	2017/18	Variance YTD Budget		Material Variance	O/S Purchase	Forecast to
	Actual	YTD Budget	Annual Budget	to Actual	%			
	\$	\$	\$	\$	%	\$	\$	\$
Operating Revenue								
GENERAL PURPOSE FUNDING	3,417,746	0	0	0		▲ 3,417,746		0
GOVERNANCE	0	0	0	0				0
LAW ORDER & PUBLIC SAFETY	2,257	0	0	0				0
HEALTH	5,980	0	0	0				0
EDUCATION & WELFARE	5,629	0	0	0				0
HOUSING	20,541	0	0	0		▲ 20,541		0
COMMUNITY AMENITIES	803,532	0	0	0		▲ 803,532		0
RECREATION & CULTURE	81,205	0	0	0		▼ 81,205		0
TRANSPORT	1,017,091	0	0	0		▼ 1,017,091		0
ECONOMIC SERVICES	50,355	0	0	0		▲ 50,355		0
OTHER PROPERTY & SERVICES	34,964	0	0	0		▼ 34,964		0
	5,439,299	0	0	0		5,425,433	0	0
Operating Expenditure								
GENERAL PURPOSE FUNDING	(11,062)	0	0	0		▼ (11,062)		0
GOVERNANCE	(104,018)	0	0	0		▲ (104,018)	(4,686)	0
LAW ORDER & PUBLIC SAFETY	(60,280)	0	0	0		▲ (60,280)	(2,000)	0
HEALTH	(27,902)	0	0	0		▼ (27,902)	(1,345)	0
EDUCATION & WELFARE	(15,958)	0	0	0		▲ (15,958)	(557)	0
HOUSING	(20,814)	0	0	0		▲ (20,814)	(3,119)	0
COMMUNITY AMENITIES	(218,369)	0	0	0		▼ (218,369)	(4,465)	0
RECREATION & CULTURE	(494,362)	0	0	0		▼ (494,362)	(122,243)	0
TRANSPORT	(451,476)	0	0	0		▲ (451,476)	(5,943)	0
ECONOMIC SERVICES	(109,533)	0	0	0		▼ (109,533)	(698)	0
OTHER PROPERTY & SERVICES	(6,746)	0	0	0			(50,105)	0
	(1,520,521)	0	0	0		(1,513,775)	(195,161)	0
Total Operating	3,918,778	0	0	0		3,911,659	(195,161)	0
Non Operating Revenue								
GENERAL PURPOSE FUNDING	0	0	0	0				0
GOVERNANCE	0	0	0	0				0
LAW ORDER & PUBLIC SAFETY	0	0	0	0				0
HEALTH	0	0	0	0				0
EDUCATION & WELFARE	0	0	0	0				0
HOUSING	0	0	0	0				0
COMMUNITY AMENITIES	0	0	0	0				0
RECREATION & CULTURE	780,000	0	0	0		▼ 780,000		0
TRANSPORT	111,280	0	0	0		▼ 111,280		0
ECONOMIC SERVICES	0	0	0	0				0
OTHER PROPERTY & SERVICES	0	0	0	0				0
	891,280	0	0	0		891,280	0	0
Non Operating Expenditure								
GENERAL PURPOSE FUNDING	0	0	0	0			0	0
GOVERNANCE	0	0	0	0			0	0
LAW ORDER & PUBLIC SAFETY	0	0	0	0			0	0
HEALTH	0	0	0	0			0	0
EDUCATION & WELFARE	0	0	0	0			0	0
HOUSING	(9,747)	0	0	0			0	0
COMMUNITY AMENITIES	0	0	0	0			0	0
RECREATION & CULTURE	(628,743)	0	0	0		▼ (628,743)	(249,473)	0
TRANSPORT	0	0	0	0			0	0
ECONOMIC SERVICES	0	0	0	0			0	0
OTHER PROPERTY & SERVICES	0	0	0	0			0	0
	(638,490)	0	0	0		(628,743)	(249,473)	0
Total Non Operating	252,790	0	0	0		262,537	(249,473)	0
TOTAL OPERATING & NON OPERATING	4,171,568	0	0	0		4,174,196	(444,634)	0

Shire of Exmouth Summary of Financial Activity



	31/08/2017	31/08/2017	2017/18	Variance Budget to		Forecast to
	Actual	YTD Budget	Annual Budget	Actual		30 June 2018
	\$	\$	\$	\$	%	\$
Reserve Transfers						
Transfer from Reserve						
GENERAL PURPOSE FUNDING	0	0	0	0		0
GOVERNANCE	0	0	0	0		0
LAW ORDER & PUBLIC SAFETY	0	0	0	0		0
HEALTH	0	0	0	0		0
EDUCATION & WELFARE	0	0	0	0		0
HOUSING	0	0	0	0		0
COMMUNITY AMENITIES	0	0	0	0		0
RECREATION & CULTURE	0	0	0	0		0
TRANSPORT	0	0	0	0		0
ECONOMIC SERVICES	0	0	0	0		0
OTHER PROPERTY & SERVICES	0	0	0	0		0
	0	0	0	0		0
Transfer to Reserve						
GENERAL PURPOSE FUNDING	0	0	0	0		0
GOVERNANCE	0	0	0	0		0
LAW ORDER & PUBLIC SAFETY	(3)	0	0	0		0
HEALTH	0	0	0	0		0
EDUCATION & WELFARE	0	0	0	0		0
HOUSING	(11)	0	0	0		0
COMMUNITY AMENITIES	(101)	0	0	0		0
RECREATION & CULTURE	(173)	0	0	0		0
TRANSPORT	(603)	0	0	0		0
ECONOMIC SERVICES	(4)	0	0	0		0
OTHER PROPERTY & SERVICES	(1,002)	0	0	0		0
	(1,898)	0	0	0		0
Total Transfers to/from Reserves	(1,898)	0	0	0		0
Total Operating & Non Operating	4,169,671	0	0	0		0
Proceeds from Disposal of Assets	0	0	0	0		0
Advances to Community Groups	0	0	0	0		0
Proceeds from Community Loans	0	0	0			0
Adjustments for Non-Cash						
Expenditure & Revenue						
(Profit)/Loss on Asset Disposal	0	0	0	0		0
Depreciation of Assets	0	0	0	0		0
Movement Staff Provisions	0	0	0	0		0
Movement in Deferred Rates	0					0
Changes on Revaluation of Assets	0					0
Surplus/(Deficit) C/Fwd June 2016	962,702	0	0	0		0
ESTIMATED OPERATING SURPLUS/(DEFICIT)	5,132,373	0	0	0		0

General Purpose Funding RATES



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 30/6/18 \$
Operating Revenue					
R031005 Rates Levied	3,189,699	0	0	0	0
R031030 Interim Rates GRV General	0	0	0	0	0
R031035 Interim Rates UV General	0	0	0	0	0
R031042 Rate Concessions	0	0	0	0	0
R031045 Rates Written Off	0	0	0	0	0
R031050 Non Payment Penalty	4,206	0	0	0	0
R031055 Instalments Admin Charge	266	0	0	0	0
R031054 Instalment Interest	163	0	0	0	0
R031059 Interest on Deferred Rates	0	0	0	0	0
R031060 Legal Costs	59	0	0	0	0
R031146 Rate Enquiry Fees GEN	1,326	0	0	0	0
Total Revenue	3,195,720	0	0	0	0
Operating Expenditure					
E031340 Salaries	(6,762)	0	0	0	0
E031345 Superannuation	(1,387)	0	0	0	0
E031355 Training	0	0	0	0	0
E031410 Valuation Expenses	(104)	0	0	0	0
E031415 Title Searches	0	0	0	0	0
E031582 Advertising	0	0	0	0	0
E031590 Printing & Stationery	0	0	0	0	0
E031595 Postage and Freight	0	0	0	0	0
E031610 Insurance	(986)	0	0	0	0
E031620 Utilities	0	0	0	0	0
E031670 Audit Fees	0	0	0	0	0
E031685 Debt Collection Fees	(330)	0	0	(18,182)	0
E031950 Administration Overheads	(1,492)	0	0	0	0
Total Expenditure	(11,062)	0	0	(18,182)	0
TOTAL RATE REVENUE	3,184,658	0	0	(18,182)	0

General Purpose Funding
OTHER GENERAL PURPOSE INCOME



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 30/6/18 \$
Operating Revenue						
R032070	Interest - Municipal	6,791	0	0	0	0
R032075	Interest - Reserves	1,898	0	0	0	0
R032080	Interest - Other	0	0	0	0	0
R032275	Grants Commission	213,337	0	0	0	0
	<i>Total Revenue</i>	222,025	0	0	0	0
	TOTAL OTHER GENERAL PURPOSE FUNDING	222,025	0	0	0	0

		31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
		\$	\$	\$	\$	\$
Operating Revenue						
R041090	Reimbursements	0	0	0	0	0
R041270	Grant (R4R)	0	0	0	0	0
<i>Total Revenue</i>		0	0	0	0	0
Operating Expenditure						
E041340	Salaries	(9,777)	0	0	0	0
E041345	Superannuation	(1,730)	0	0	0	0
E041305	President's Allowance	0	0	0	0	0
E041310	Deputy President's Allowance	0	0	0	0	0
E041315	Councillors Allowance	0	0	0	0	0
E041320	Meeting, Conference & Travel	(942)	0	0	(278)	0
E041325	Refreshments & Receptions	(171)	0	0	(336)	0
E041326	Promotional Items	0	0	0	0	0
E041330	Telecommunications Expenses	(555)	0	0	(318)	0
E041335	Election Expenses	0	0	0	0	0
E041560	Consultants	0	0	0	0	0
E041375	FBT	1	0	0	0	0
E041390	Reimbursable Expenses	0	0	0	0	0
E041450	Chambers Maintenance	(2,499)	0	0	0	0
E041582	Advertising	0	0	0	0	0
E041585	General Consumables	0	0	0	0	0
E041590	Printing & Stationery	(217)	0	0	(266)	0
E041600	Subscriptions	0	0	0	(3,000)	0
E041610	Insurance	(6,217)	0	0	0	0
E041630	IT Licences & Support	(405)	0	0	0	0
E041640	Minor Equipment	0	0	0	0	0
E041695	Legal Expenses	0	0	0	0	0
E041870	Donations/Sponsorships	(1,403)	0	0	0	0
E041702	Donations - Venue Waiver	(714)	0	0	0	0
E041703	Donations - EDHS Student Prize	0	0	0	0	0
E041900	Donations - In Kind Works	(515)	0	0	0	0
E041715	Donations RFDS Landing Fees	0	0	0	0	0
E041716	Donations - Artquest Prize	0	0	0	0	0
E041785	Donations - Displays	0	0	0	0	0
E041790	EDHS Chaplaincy Program	0	0	0	0	0
E041950	Administration Overhead	(2,722)	0	0	0	0
E041985	Loss on Asset Disposal	0	0	0	0	0
E041990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(27,866)	0	0	(4,198)	0
Non Operating Expenditure						
<i>Land & Buildings</i>						
A041002	Chambers Refurbishment (Upgrade)	0	0	0	0	0
<i>Furniture & Equipment</i>						
A125112	Furniture & Equipment Chambers	0	0	0	0	0

Governance
MEMBERS OF COUNCIL



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 30/6/18 \$
Non Operating Expenditure						
<i>Infrastructure Other</i>						
A041101	Chambers Entrance Improvements	0	0	0	0	0
A041100	Art Acquisition	0	0	0	0	0
<i>Total Non Operating Expenditure</i>		0	0	0	0	0
Transfer from Reserve						
L041200	Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>		0	0	0	0	0
TOTAL MEMBERS OF COUNCIL		(27,866)	0	0	(4,198)	0

		31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
		\$	\$	\$	\$	\$
Operating Revenue						
R042090	Reimbursements	0	0	0	0	0
R042980	Profit on Asset Disposal	0	0	0	0	0
<i>Total Revenue</i>		0	0	0	0	0
Operating Expenditure						
E042340	Salaries	(41,158)	0	0	0	0
E042345	Superannuation	(6,714)	0	0	0	0
E042350	Protective Clothing/Uniforms	(3,400)	0	0	0	0
E042355	Training	0	0	0	0	0
E042360	Subsidies	0	0	0	0	0
E042365	CEO Relocation	0	0	0	0	0
E042367	Recruitment Expenses	0	0	0	0	0
E042320	Business Meetings/Travel	0	0	0	0	0
E042375	FBT	0	0	0	0	0
E042505	Motor Vehicle Expenses	(1,058)	0	0	0	0
E042560	Consultants	0	0	0	(403)	0
E042582	Advertising	0	0	0	0	0
E042585	General Consumables	0	0	0	(85)	0
E042590	Printing & Stationery	(1,001)	0	0	0	0
E042591	Minor Equipment	0	0	0	0	0
E042595	Postage & Freight	(108)	0	0	0	0
E042600	Subscriptions	(3,086)	0	0	0	0
E042610	Insurance	(5,173)	0	0	0	0
E042620	Utilities	(137)	0	0	0	0
E042630	IT Licences & Support	(3,328)	0	0	0	0
E042695	Legal Expenses	0	0	0	0	0
E042965	Staff Housing Allocated	(2,118)	0	0	0	0
E042950	Administration Overhead	(8,871)	0	0	0	0
E042985	Loss on Sale of Asset	0	0	0	0	0
E042990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(76,153)	0	0	(488)	0
Non Operating Expenditure						
Plant & Equipment						
A125401	Vehicle - CEO - 3000EX	0	0	0	0	0
<i>Total Non Operating Expenditure</i>		0	0	0	0	0
Transfer from Reserve						
L042200	Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>		0	0	0	0	0
Transfer to Reserve						
L042100	Trf to Reserve	0	0	0	0	0
<i>Total Transfer to Reserve</i>		0	0	0	0	0
TOTAL OTHER GOVERNANCE		(76,153)	0	0	(488)	0

Law, Order, Public Safety
FIRE PREVENTION



		31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
		\$	\$	\$	\$	\$
Operating Revenue						
R051136	Reimburse Fire Break Expenses	0	0	0	0	0
R051170	Fines - Bush Fire Infringement	0	0	0	0	0
R051270	Grant	0	0	0	0	0
<i>Total Revenue</i>		0	0	0	0	0
Operating Expenditure						
E051582	Advertising	0	0	0	0	0
E051585	General Consumables	0	0	0	0	0
E051595	Postage & Freight	0	0	0	0	0
E051610	Insurance	(136)	0	0	0	0
E051950	Administration Overhead	(417)	0	0	0	0
E051900	Fire Break Expenses	0	0	0	0	0
E051901	Bushfires - Firefighting	(733)	0	0	0	0
E051990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(1,286)	0	0	0	0
Transfer from Reserve						
L051200	Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>		0	0	0	0	0
Transfer to Reserve						
L051000	Trf to Reserve	0	0	0	0	0
<i>Total Transfer to Reserve</i>		0	0	0	0	0
TOTAL FIRE PREVENTION		(1,286)	0	0	0	0

		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R052060	Legal Costs	0	0	0	0	0
R052090	Reimbursements	0	0	0	0	0
R052160	Fees - Impounding	850	0	0	0	0
R052161	Fees - Kennelling	0	0	0	0	0
R052162	Daily Sustenance Fee	24	0	0	0	0
R052165	Fees - Dog Registrations	413	0	0	0	0
R052166	Fees - Cat Registrations	131	0	0	0	0
R052170	Fines - Dog Infringements	600	0	0	0	0
R051271	Grants & Susidies	0	0	0	0	0
	<i>Total Revenue</i>	2,017	0	0	0	0
Operating Expenditure						
E052340	Salaries	(13,523)	0	0	0	0
E052345	Superannuation	(2,566)	0	0	0	0
E052350	Protective Clothing/Uniforms	0	0	0	0	0
E052355	Training	0	0	0	0	0
E052367	Staff Recruitment	0	0	0	0	0
E052375	FBT	0	0	0	0	0
E052465	Maintenance - Dog Pound	0	0	0	0	0
E052505	Motor Vehicle Expenses	(349)	0	0	0	0
E052582	Advertising	0	0	0	0	0
E052585	General Consumables	(2)	0	0	(134)	0
E052590	Minor Equipment	0	0	0	0	0
E052595	Postage & Freight	0	0	0	0	0
E052610	Insurance	(1,726)	0	0	0	0
E052620	Utilities	(32)	0	0	0	0
E052630	IT Licences & Support	(1,515)	0	0	0	0
E052695	Legal Expenses	0	0	0	0	0
E052950	Administration Overhead	(3,221)	0	0	0	0
E052985	Loss on Asset Disposal	0	0	0	0	0
E052990	Depreciation	0	0	0	0	0
	<i>Total Expenditure</i>	(22,934)	0	0	(134)	0
Non Operating Expenditure						
Infrastructure Other						
A052002	Fencing Upgrades Dog Pound	0	0	0	0	0
Plant & Equipment						
A052004	Ranger Vehicle	0	0	0	0	0
	<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve						
L052200	Trf from Reserve	0	0	0	0	0
	<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve						
L052100	Trf to Reserve	0	0	0	0	0
	<i>Total Transfer to Reserve</i>	0	0	0	0	0
	TOTAL ANIMAL SERVICES PROGRAM	(20,917)	0	0	(134)	0

Law, Order, Public Safety
OTHER LAW, ORDER, PUBLIC SAFETY



		31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 20/8/18
		\$	\$	\$	\$	\$
Operating Revenue						
R055270	FESA Administration Fee	0	0	0	0	0
R055160	Impounded Vehicles	0	0	0	0	0
R055170	Fees - Fines	240	0	0	0	0
	<i>Total Revenue</i>	240	0	0	0	0
Operating Expenditure						
E055340	Salaries	(9,540)	0	0	0	0
E055345	Superannuation	(1,965)	0	0	0	0
E055350	Protective Clothing/Uniforms	0	0	0	0	0
E055355	Training	0	0	0	0	0
E055367	Staff Recruitment	0	0	0	0	0
E055370	Abandoned Vehicles	(223)	0	0	0	0
E055375	FBT	0	0	0	0	0
E055450	Maintenance	0	0	0	0	0
E055500	Cyclone Expenses	0	0	0	0	0
E055505	Motor Vehicle Expenses	(482)	0	0	0	0
E055582	Advertising	0	0	0	0	0
E055585	General Consumables	0	0	0	0	0
E055590	Minor Equipment	0	0	0	0	0
E055610	Insurance	(749)	0	0	0	0
E055595	Postage & Freight	0	0	0	0	0
E055620	Utilities	(118)	0	0	0	0
E055630	IT Licenses & Support	(1,515)	0	0	0	0
E055690	Printing & Stationery	0	0	0	(1,541)	0
E055695	Legal Expenses	0	0	0	0	0
E055950	Administration Overhead	(2,043)	0	0	0	0
E055965	Staff Housing Allocated	232	0	0	0	0
E055985	Loss on Asset Disposal	0	0	0	0	0
E055990	Depreciation	0	0	0	0	0
	<i>Total Expenditure</i>	(16,402)	0	0	(1,541)	0
Non Operating Expenditure						
Land & Buildings						
A125070	Emergency Response Precinct	0	0	0	0	0
Plant & Equipment						
A125409	Ranger/Emergency Vehicle - 3009EX	0	0	0	0	0
	<i>Total Non Operating Expenditure</i>	0	0	0	0	0
	TOTAL OTHER LAW,ORDER, SAFETY	(16,162)	0	0	(1,541)	0

Law, Order, Public Safety
ESL GRANT - BUSHFIRE BRIGADE



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R056090	Reimbursements	0	0	0	0	0
R056270	Grant - ESL - BFB	0	0	0	0	0
	<i>Total Revenue</i>	0	0	0	0	0
Operating Expenditure						
E056350	Protective Clothing/Uniforms	0	0	0	0	0
E056450	Maintenance of P&E	0	0	0	0	0
E056505	Maintenance of Vehicles	(6,375)	0	0	0	0
E056585	Purchase of P&E <\$1,000	0	0	0	0	0
E056586	Purchase of P&E >\$1,000	0	0	0	0	0
E056587	Other Goods & Services	0	0	0	0	0
E056610	Insurance	(5,216)	0	0	0	0
E056620	Utilities	0	0	0	0	0
E056990	Depreciation	0	0	0	0	0
	<i>Total Expenditure</i>	(11,590)	0	0	0	0
Non Operating Revenue						
R056700	Grants (FESA)	0	0	0	0	0
	<i>Total Non Operating Revenue</i>	0	0	0	0	0
Non Operating Expenditure						
Furniture & Equipment						
A125114	Furniture & Equipment	0	0	0	0	0
Plant & Equipment						
A056001	Plant & Equipment	0	0	0	0	0
	<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve						
L056200	Trf from Reserve	0	0	0	0	0
	<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve						
L056100	Trf to Reserve	(2)	0	0	0	0
	<i>Total Transfer to Reserve</i>	(2)	0	0	0	0
	TOTAL ESL BUSH FIRE BRIGADE	(11,592)	0	0	0	0

Law, Order, Public Safety
ESL GRANT - STATE EMERGENCY SERVICES



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R057270	Grant - ESL - SES	0	0	0	0	0
R057090	Reimbursements	0	0	0	0	0
<i>Total Revenue</i>		0	0	0	0	0
Operating Expenditure						
E057450	Maintenance of P&E	0	0	0	0	0
E057505	Maintenance of Vehicles	(2,886)	0	0	0	0
E057506	Maintenance of Buildings	0	0	0	(325)	0
E057585	Purchase of P&E <\$1,000	0	0	0	0	0
E057586	Purchase of P&E >\$1,000	0	0	0	0	0
E057587	Other Goods & Services	0	0	0	0	0
E057610	Insurance	(4,812)	0	0	0	0
E057620	Utilities	(359)	0	0	0	0
E057950	Administration Overheads	(11)	0	0	0	0
E057990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(8,068)	0	0	(325)	0
Non Operating Revenue						
R057700	Grants (FESA)	0	0	0	0	0
R057271	Grant (Other)	0	0	0	0	0
<i>Total Non Operating Revenue</i>		0	0	0	0	0
Non Operating Expenditure						
Furniture & Equipment						
A057003	Furniture & Equipment SES	0	0	0	0	0
Infrastructure Other						
A057004	Vertical Rescue Equipment	0	0	0	0	0
Plant & Equipment						
A125160	Plant & Equipment (SES)	0	0	0	0	0
A057002	Portable Generators SES	0	0	0	0	0
<i>Total Non Operating Expenditure</i>		0	0	0	0	0
Transfer from Reserve						
L057200	Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>		0	0	0	0	0
Transfer to Reserve						
L057100	Trf to Reserve	(1)	0	0	0	0
<i>Total Transfer to Reserve</i>		(1)	0	0	0	0
TOTAL ESL GRANT - SES		(8,069)	0	0	(325)	0

Health HEALTH ADMINISTRATION & INSPECTIONS



		31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
		\$	\$	\$	\$	\$
Operating Revenue						
R074139	Fees - Analytical Revenue	164	0	0	0	0
R074140	Fees - Applications/Registrations	598	0	0	0	0
R074144	Fees - Food & Businesses Inspections	313	0	0	0	0
R074145	Fees - Local Laws	111	0	0	0	0
R074146	Fees - Permits (Caravan Parks)	4,796	0	0	0	0
R074170	Fines & Penalties	0	0	0	0	0
R074235	Fees - Septic & Waste Water Apps	0	0	0	0	0
R074250	Living Smart Program	0	0	0	0	0
<i>Total Revenue</i>		5,980	0	0	0	0
Operating Expenditure						
E074340	Salaries	(13,400)	0	0	0	0
E074345	Superannuation	(2,192)	0	0	0	0
E074350	Protective Clothing/Uniforms	0	0	0	0	0
E074355	Training	0	0	0	0	0
E074356	Professional Development	0	0	0	0	0
E074360	Subsidies	0	0	0	0	0
E074365	Staff Relocation	0	0	0	0	0
E074367	Staff Recruitment	0	0	0	0	0
E074375	FBT	0	0	0	0	0
E074390	Reimbursements	0	0	0	0	0
E074391	Business Meetings & Travel	0	0	0	(440)	0
E074505	Motor Vehicles Expenses	(725)	0	0	0	0
E074560	Consultants	0	0	0	0	0
E074561	Living Smart Program	0	0	0	0	0
E074580	Analytical Expenses	(1,367)	0	0	(273)	0
E074582	Advertising	0	0	0	0	0
E074585	General Consumables	(35)	0	0	0	0
E074591	Minor Equipment	0	0	0	0	0
E074600	Subscriptions	0	0	0	(101)	0
E074610	Insurance	(2,469)	0	0	0	0
E074620	Utilities	(172)	0	0	0	0
E074630	IT Licences & Support	(1,533)	0	0	(219)	0
E074950	Administration Overheads	(3,360)	0	0	0	0
E074965	Staff Housing Allocated	63	0	0	0	0
E074990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(25,190)	0	0	(1,033)	0
Non Operating Expenditure						
Plant & Equipment						
A125407	Vehicle - PEHO - 3008EX	0	0	0	0	0
<i>Total Non Operating Expenditure</i>		0	0	0	0	0
TOTAL HEALTH ADMIN & INSPEC		(19,210)	0	0	(1,033)	0

Health
PEST CONTROL



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Expenditure						
E075610	Insurance	(200)	0	0	0	0
E075620	Utilities	0	0	0	0	0
E075950	Administration Overheads	(611)	0	0	0	0
E075900	Pest Control/Chicken Bleed Program	(1,900)	0	0	(312)	0
E075990	Depreciation	0	0	0	0	0
	<i>Total Expenditure</i>	(2,711)	0	0	(312)	0
	TOTAL PEST CONTROL	(2,711)	0	0	(312)	0

Education & Welfare
AGED & DISABLED



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R082090	Reimbursement Utilities/Other	413	0	0	0	0
R082250	Meeting Room Hire	0	0	0	0	0
	<i>Total Revenue</i>	413	0	0	0	0
Operating Expenditure						
E082455	Centracare Expenses	0	0	0	0	0
E082485	Senior Citizen Expenses	(5,379)	0	0	(277)	0
E082985	Loss on Sale of Asset	0	0	0	0	0
E082950	Administration Overheads	(7)	0	0	0	0
E082990	Depreciation	0	0	0	0	0
	<i>Total Expenditure</i>	(5,386)	0	0	(277)	0
Non Operating Revenue						
R082700	Contributions (Other)	0	0	0	0	0
	<i>Total Non Operating Revenue</i>	0	0	0	0	0
Non Operating Expenditure						
Land & Buildings						
A125053	Senior Citizens Bldg (Upgrade)	0	0	0	0	0
A082300	Hard Shade Structure (New)	0	0	0	0	0
	<i>Total Non Operating Expenditure</i>	0	0	0	0	0
	TOTAL AGED & DISABLED	(4,973)	0	0	(277)	0

Education & Welfare
EARLY CHILDHOOD FACILITIES



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R086090	Reimbursements Utilities/Other	0	0	0	0	0
R086270	Grants	0	0	0	0	0
<i>Total Revenue</i>		0	0	0	0	0
Operating Expenditure						
E086450	Playgroup Bldg/Grounds Mtce	(1,476)	0	0	(50)	0
E086451	Toy Library Expenses	(121)	0	0	0	0
E086452	Bernice McLeod Day Care Bldg	(1,576)	0	0	0	0
E086610	Insurance	0	0	0	0	0
E086950	Administration Overheads	(20)	0	0	0	0
E086990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(3,194)	-	-	(50)	-
Non Operating Expenditure						
Land & Buildings						
A125301	Infrastructure (New)	0	0	0	0	0
<i>Total Non Operating Expenditure</i>		0	0	0	0	0
TOTAL EARLY CHILDHOOD FACILITIES		(3,194)	-	-	(50)	-

Education & Welfare
HUMAN SERVICES AGENCY



		31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
		\$	\$	\$	\$	\$
Operating Revenue						
R087090	Centrelink Agency Contribution	4,599	0	0		0
R087091	Reimbursement Utilities/Other	617	0	0		0
<i>Total Revenue</i>		5,216	-	-		-
Operating Expenditure						
E087340	Salaries	(3,474)	0	0	0	0
E087345	Superannuation	(363)	0	0	0	0
E087350	Protective Clothing/Uniforms	0	0	0	0	0
E087367	Staff Recruitment	0	0	0	0	0
E087450	Building Mtce	(882)	0	0	(229)	0
E087451	Grounds Mtce	(104)	0	0	0	0
E087585	General Consumables	0	0	0	0	0
E087610	Insurance	(1,548)	0	0	0	0
E087620	Utilities	(197)	0	0	0	0
E087640	Minor Equipment	0	0	0	0	0
E087990	Depreciation	0	0	0	0	0
E087950	Administration Overheads	(809)	0	0	0	0
<i>Total Expenditure</i>		(7,378)	0	0	(229)	0
TOTAL HUMAN SERVICES AGENCY		(2,162)	0	0	(229)	0

Housing

STAFF HOUSING



		31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
		\$	\$	\$	\$	\$
Operating Revenue						
R091000	Unit 24a Carr Way	1,017	0	0	0	0
R091001	Unit 24b Carr Way	1,164	0	0	0	0
R091002	Unit 34a Carr Way	1,745	0	0	0	0
R091003	Unit 34b Carr Way	1,006	0	0	0	0
R091004	20 Davidson St	2,264	0	0	0	0
R091007	Unit 1 Lefroy St	364	0	0	0	0
R091008	Unit 2 Lefroy St	186	0	0	0	0
R091009	Unit 3 Lefroy St	192	0	0	0	0
R091010	56 Nimitz St	1,000	0	0	0	0
R091011	Payne St	1,426	0	0	0	0
R091018	19 Carpenter St	1,531	0	0	0	0
R091019	17 Christie St	3,068	0	0	0	0
R091020	27 Christie St	2,989	0	0	0	0
R091021	31 Nimitz St	1,509	0	0	0	0
R091024	5 Walters Way	1,081	0	0	0	0
R091017	Welch St Depot House (Caretaker)	0	0	0	0	0
R091980	Profit on Asset Disposal	0	0	0	0	0
<i>Total Revenue</i>		20,541	0	0	0	0
Operating Expenditure						
E091000	Unit 24a Carr Way	(933)	0	0	0	0
E091001	Unit 24b Carr Way	(1,081)	0	0	0	0
E091002	Unit 34a Carr Way	(1,492)	0	0	(100)	0
E091003	Unit 34b Carr Way	(1,049)	0	0	0	0
E091004	20 Davidson St	(1,361)	0	0	0	0
E091005	12 Fletcher St	(1,462)	0	0	0	0
E091006	5 Gooley St	(1,810)	0	0	0	0
E091007	Unit 1 Lefroy St	(1,197)	0	0	(268)	0
E091008	Unit 2 Lefroy St	(756)	0	0	(190)	0
E091009	Unit 3 Lefroy St	(677)	0	0	(316)	0
E091010	56 Nimitz St	(3,413)	0	0	(250)	0
E091011	Payne St Swim Pool House	(1,104)	0	0	0	0
E091013	29 Snapper Loop	(3,350)	0	0	0	0
E091014	31 Snapper Loop	(10,966)	0	0	(1,475)	0
E091016	5 Walters Way	(1,812)	0	0	(520)	0
E091017	Welch St Depot (Caretaker)	(711)	0	0	0	0
E091018	19 Carpenter St	(2,608)	0	0	0	0
E091019	17 Christie St	(2,672)	0	0	0	0
E091020	27 Christie St	(2,592)	0	0	0	0
E091021	31 Nimitz St	(2,586)	0	0	0	0
E091024	19 Skipjack Circle	(2,118)	0	0	0	0
E091025	19 Falls St (Vacant Land)	0	0	0	0	0
E091102	23 Carr Way (Private)	(602)	0	0	0	0
E091610	Insurance	(219)	0	0	0	0
E091690	Interest Expense	0	0	0	0	0
E091950	Administration Overheads	(565)	0	0	0	0
E091985	Loss on Sale of Asset	0	0	0	0	0
E091965	Staff Housing Allocated	26,119	0	0	0	0
<i>Total Expenditure</i>		(20,814)	0	0	(3,119)	0

Housing

STAFF HOUSING



	31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
	\$	\$	\$	\$	\$
Non Operating Revenue					
R091711 Fencing Contribution	0	0	0	0	0
<i>Total Non Operating Revenue</i>	0	0	0	0	0
Non Operating Expenditure					
Land & Buildings					
A125001 Staff Housing Bldgs (Upgrades)	0	0	0	0	0
A125027 Staff Housing Bldgs (New)	0	0	0	0	0
A125005 Staff Housing Bldgs (Replace)	0	0	0	0	0
Furniture & Equipment					
A125121 Furniture & Equipment (New)	0	0	0	0	0
A125125 Furniture & Equipment (Replace)	0	0	0	0	0
Infrastructure Other					
Borrowings					
L012211 Principal Repayment - Skipjack Circle Land	0	0	0	0	0
L012212 Principal Repayment - Staff Housing	(9,747)	0	0	0	0
<i>Total Non Operating Expenditure</i>	(9,747)	0	0	0	0
Transfer from Reserve					
L091200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L091100 Trf to Reserve	(11)	0	0	0	0
<i>Total Transfer to Reserve</i>	(11)	0	0	0	0
TOTAL STAFF HOUSING	(10,031)	0	0	(3,119)	0

Community Amenities
SANITATION



		31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
		\$	\$	\$	\$	\$
Operating Revenue						
R101205	Fees - Refuse Commercial	239,050	0	0	0	0
R101210	Fees - Refuse Contracts	21,487	0	0	0	0
R101215	Fees - Refuse Domestic	501,201	0	0	0	0
R101225	Fees - Sale of Rubbish Bins	258	0	0	0	0
R147230	Fees - Sale of Scrap	1,040	0	0	0	0
R101244	Waste Site Tip Fees	11,471	0	0	0	0
R101246	Putrescible Waste (Food Pit)	8,483	0	0	0	0
R101247	Liquid/Controlled Waste	11,954	0	0	0	0
R101240	Sanitation Account Card	0	0	0	0	0
R101248	Contributions/Reimbursements	0	0	0	0	0
R101090	Reimbursements	0	0	0	0	0
R101272	Grants (Other)	0	0	0	0	0
R101270	Grants - Recycling Program	0	0	0	0	0
<i>Total Revenue</i>		794,944	0	0	0	0
Operating Expenditure						
E101340	Salaries	(9,939)	0	0	0	0
E101345	Superannuation	(5,953)	0	0	0	0
E101350	Uniforms/Protective Clothing	(26)	0	0	(982)	0
E101355	Training	0	0	0	0	0
E101367	Staff Recruitment	0	0	0	0	0
E101375	FBT	0	0	0	0	0
E101435	Refuse Site Contractors	0	0	0	0	0
E101440	Recycling	0	0	0	(15)	0
E101445	Rubbish Bins	(1,207)	0	0	0	0
E101505	Motor Vehicles Expenses	(583)	0	0	0	0
E101530	Pre Cyclone Rubbish Collections	0	0	0	0	0
E101560	Consultants	0	0	0	0	0
E101585	General Consumables	(29)	0	0	(260)	0
E101591	Minor Equipment	0	0	0	0	0
E101610	Insurance	(4,913)	0	0	0	0
E101620	Utilities	(721)	0	0	0	0
E101630	IT Licences & Support	(405)	0	0	0	0
E101635	Licences & Permits	0	0	0	0	0
E101690	Interest Expense	298	0	0	0	0
E101800	Waste Management Initiatives	(750)	0	0	0	0
E101900	Rubbish Collections	(40,572)	0	0	0	0
E101906	Rubbish Townsite Litter	(4,657)	0	0	0	0
E101901	Refuse Site General Mtce	(16,901)	0	0	0	0
E101902	Refuse Site Food Pit Mtce	(11,052)	0	0	0	0
E101903	Refuse Site Septage Ponds Mtce	(330)	0	0	0	0
E101904	Refuse Site Green Waste Mtce	(4,293)	0	0	0	0
E101905	Refuse Site General Tip Face Mtce	(8,472)	0	0	0	0
E101907	Refuse Site Tyres	0	0	0	0	0
E101985	Loss on Asset Disposal	0	0	0	0	0
E101950	Administration Overheads	(11,240)	0	0	0	0
E101990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(121,743)	0	0	(1,257)	0

Community Amenities
SANITATION



		31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 20/8/18
		\$	\$	\$	\$	\$
Non Operating Revenue						
R101700	Grants (R4R CLGF Regional)	0	0	0	0	0
L017102	Loan Proceeds - Rubbish Truck	0	0	0	0	0
		0	0	0	0	0
Non Operating Expenditure						
Land & Buildings						
A125021	Recycle Site Shed (New)	0	0	0	0	0
A101010	Refuse Site Bldgs (New)	0	0	0	0	0
A101050	Buildings (Upgrades)	0	0	0	0	0
Furniture & Equipment						
A125137	Hybrid Solar Power System	0	0	0	0	0
Infrastructure Other						
A125304	Waste Site Infrastructure	0	0	0	0	0
A101012	Waste Water Treatment Ponds	0	0	0	0	0
A101000	Bring Centre Road Access	0	0	0	0	0
Plant & Equipment						
A125532	Rubbish Truck	0	0	0	0	0
A101005	Baler Machine (Waste Site)	0	0	0	0	0
A101006	Glass Crusher (Waste Site)	0	0	0	0	0
A101013	Waste Site Plant & Equip (Replace)	0	0	0	0	0
A101009	Bale Bags (Recycle Site)	0	0	0	0	0
A101014	Plant & Equip (New)	0	0	0	0	0
A101015	Refuse Site Excavator/Loader	0	0	0	0	0
Borrowings						
L012213	Principal Repayment Rubbish Truck	0	0	0	0	0
<i>Total Non Operating Expenditure</i>		0	0	0	0	0
Transfer from Reserve						
L101200	Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>		0	0	0	0	0
Transfer to Reserve						
L101100	Trf to Reserve	(87)	0	0	0	0
<i>Total Transfer to Reserve</i>		(87)	0	0	0	0
TOTAL SANITATION		673,114	0	0	(1,257)	0

Community Amenities
TOWN CENTRE



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
R104090 Reimbursements	0	0	0	0	0
R104271 Digital Display Notice Board	11	0	0	0	0
<i>Total Revenue</i>	11	0	0	0	0
Operating Expenditure					
E104450 CBD Area	(29,052)	0	0	(232)	0
E104590 Minor Equipment	0	0	0	0	0
E104610 Insurance	(4,146)	0	0	0	0
E104620 Utilities	(125)	0	0	0	0
E104950 Administration Overheads	(1,059)	0	0	0	0
E104990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(34,383)	0	0	(232)	0
Non Operating Expenditure					
Infrastructure Other					
A104050 CBD Street Furniture	0	0	0	0	0
Plant & Equipment					
A125533 Mall Sweeper	0	0	0	0	0
A104000 Display Equipment	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve					
L104200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
TOTAL TOWN CENTRE	(34,372)	0	0	(232)	0

		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R106090	Reimbursements	0	0	0	0	0
R106140	Fees - Application	7,647	0	0	0	0
R106145	Fees - Permits	467	0	0	0	0
R106146	Fees - Information Requests	0	0	0	0	0
R106147	Scheme Amendment Fees	0	0	0	0	0
R106148	Fees - Shire BAL Assessment	150	0	0	0	0
R106810	Grants & Subsidies	0	0	0	0	0
<i>Total Revenue</i>		8,264	0	0	0	0
Operating Expenditure						
E106340	Salaries	(25,900)	0	0	0	0
E106345	Superannuation	(4,509)	0	0	0	0
E106350	Protective Clothing/Uniforms	0	0	0	0	0
E106355	Training	0	0	0	0	0
E106356	Professional Development	0	0	0	0	0
E106360	Subsidies	0	0	0	0	0
E106365	Staff Relocation	0	0	0	0	0
E106367	Recruitment Expenses	(442)	0	0	(2,596)	0
E106375	FBT	0	0	0	0	0
E106391	Business Meetings/Travel	0	0	0	0	0
E106415	Title Searches	(25)	0	0	0	0
E106450	Maintenance	0	0	0	0	0
E106505	Motor Vehicle Expenses	(670)	0	0	0	0
E106560	Consultants	0	0	0	0	0
E106567	Town Planning Scheme	0	0	0	0	0
E106582	Advertising	0	0	0	0	0
E106585	General Consumables	0	0	0	0	0
E106600	Subscriptions	(2,285)	0	0	0	0
E106610	Insurance	(3,885)	0	0	0	0
E106620	Utilities	(76)	0	0	0	0
E106630	IT Licences & Support	(4,612)	0	0	0	0
E106640	Minor Equipment	0	0	0	0	0
E106695	Legal Expenses	0	0	0	0	0
E106697	Native Title Surveys	0	0	0	0	0
E106950	Administration Overheads	(8,171)	0	0	0	0
E106951	Contractor Overhead Recovered	0	0	0	0	0
E106965	Staff Housing Allocated	(1,692)	0	0	0	0
E106985	Loss on Asset Disposal	0	0	0	0	0
E106990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(52,267)	0	0	(2,596)	0

Community Amenities
TOWN PLANNING



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Non Operating Expenditure					
Plant & Equipment					
A125406 EMTP Vehicle 3006EX	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve					
L106200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L106100 Trf to Reserve	(14)	0	0	0	0
<i>Total Transfer to Reserve</i>	(14)	0	0	0	0
TOTAL TOWN PLANNING	(44,017)	0	0	(2,596)	0

Community Amenities

CEMETERY



	31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
	\$	\$	\$	\$	\$
Operating Revenue					
R107150 Fees - Burials	234	0	0	0	0
R107151 Fees - Niche Memorial	79	0	0	0	0
<i>Total Revenue</i>	313	0	0	0	0
Operating Expenditure					
E107450 Cemetery Grounds Mtce	(2,120)	0	0	(60)	0
E107585 General Consumables	0	0	0	0	0
E107600 Subscriptions	(120)	0	0	0	0
E107610 Insurance	(798)	0	0	0	0
E107620 Utilities	(91)	0	0	0	0
E107950 Administration Overheads	(621)	0	0	0	0
E107990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(3,750)	0	0	(60)	0
Non Operating Expenditure					
Furniture & Equipment					
A125127 War Memorial Plaques	0	0	0	0	0
Infrastructure Other					
A125302 Disabled Access to Cemetery	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
TOTAL CEMETERY	(3,437)	0	0	(60)	0

Community Amenities
OTHER COMMUNITY AMENITIES



	31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
	\$	\$	\$	\$	\$
Operating Revenue					
R108090 Reimbursements	0	0	0	0	0
<i>Total Revenue</i>	0	0	0	0	0
Operating Expenditure					
E108610 Insurance	(265)	0	0	0	0
E108585 General Consumables	0	0	0	0	0
E108620 Utilities	0	0	0	0	0
E108903 Toilet Block Kennedy St Carpark	(2,025)	0	0	(274)	0
E108904 Toilet Block Bonefish Carpark	(1,985)	0	0	(46)	0
E108950 Administration Overheads	(811)	0	0	0	0
E108990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(5,085)	0	0	(320)	0
Non Operating Expenditure					
Land & Buildings					
A125016 Public Conveniences	0	0	0	0	0
Infrastructure Other					
A108001 Street Furniture	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
TOTAL OTHER COMMUNITY AMENITIES	(5,085)	0	0	(320)	0

Community Amenities
URBAN STORMWATER



	31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
	\$	\$	\$	\$	\$
Operating Expenditure					
E110450 Urban Storm Water Mtce	(360)	0	0	0	0
E110610 Insurance	(193)	0	0	0	0
E110950 Administration Overheads	(589)	0	0	0	0
E110990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(1,142)	0	0	0	0
TOTAL URBAN STORMWATER	(1,142)	0	0	0	0

Recreation & Culture
PUBLIC HALLS



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
R111175 Fees - Hire	710	0	0	0	0
<i>Total Revenue</i>	710	0	0	0	0
Operating Expenditure					
E111450 Shire Hall Bldg/Grounds Mtce	(5,694)	0	0	(287)	0
E111585 General Consumables	0	0	0	(592)	0
E111610 Insurance	(8,342)	0	0	0	0
E111620 Utilities	(1,143)	0	0	0	0
E111635 Licences	(206)	0	0	0	0
E111950 Administration Overheads	(342)	0	0	0	0
E111990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(15,727)	0	0	(878)	0
Non Operating Revenue					
<i>Total Non Operating Revenue</i>	0	0	0	0	0
Non Operating Expenditure					
Land & Buildings					
A125006 Shire Hall (Upgrade)	(3,895)	0	0	0	0
Furniture & Equipment					
A111002 Furniture & Equipment (Replace)	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	(3,895)	0	0	0	0
TOTAL PUBLIC HALLS	(18,912)	0	0	(878)	0

Recreation & Culture

NINGALOO CENTRE



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
R119250 Leases & Rentals	0	0	0	0	0
R119251 Exhibition Revenue	0	0	0	0	0
R119253 Hire Charges	291	0	0	0	0
R119254 Contributions	0	0	0	0	0
<i>Total Revenue</i>	291	0	0	0	0
Operating Expenditure					
E119340 Salaries	(19,817)	0	0	0	0
E119345 Superannuation	(4,209)	0	0	0	0
E119350 Protective Clothing/Uniforms	0	0	0	0	0
E119355 Training	0	0	0	0	0
E119367 Staff Recruitment	0	0	0	0	0
E119375 FBT	0	0	0	0	0
E119391 Business Meetings & Travel	0	0	0	0	0
E119450 Ningaloo Centre Bldg/Grounds Mtce	(1,082)	0	0	(4,998)	0
E119451 Maintenance Equipment	0	0	0	0	0
E119505 Motor Vehicle Expenses	0	0	0	0	0
E119560 Consultants	(5,500)	0	0	(14,400)	0
E119582 Marketing & Advertising	0	0	0	(500)	0
E119585 Consumables	0	0	0	(80)	0
E119591 Minor Equipment	0	0	0	0	0
E119605 Rent Expenses	(1,690)	0	0	0	0
E119610 Insurance	(41,202)	0	0	0	0
E119620 Utilities	(2,953)	0	0	0	0
E119590 Printing & Stationery	0	0	0	0	0
E119630 IT Licences & Support	(4,277)	0	0	0	0
E119635 Licences/Permits	(332)	0	0	0	0
E119690 Interest Expense	1,004	0	0	0	0
E119694 Aquarium Costs	0	0	0	0	0
E119695 Legal Expenses	0	0	0	0	0
E119750 Exhibition Costs	0	0	0	0	0
E119751 Performance Costs	0	0	0	0	0
E119950 Administration Overheads	(10,305)	0	0	0	0
E119966 Staff Housing Allocated	(20)	0	0	0	0
E119985 Loss on Asset Disposal	0	0	0	0	0
E119990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(90,384)	0	0	(19,978)	0
Non Operating Revenue					
R119700 Grants (R4R)	780,000	0	0	0	0
R119701 Grants (RDA)	0	0	0	0	0
R119702 Grants (Lotteries)	0	0	0	0	0
L017103 Loan Proceeds Ningaloo Centre	0	0	0	0	0
<i>Total Non Operating Revenue</i>	780,000	0	0	0	0
Non Operating Expenditure					
Land & Buildings					
A119003 Ningaloo Centre Bldg (New)	(582,874)	0	0	(236,285)	0
Furniture & Equipment					
A119007 Furniture & Equipment (New)	(34,739)	0	0	(11,400)	0

Recreation & Culture
NINGALOO CENTRE



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Non Operating Expenditure					
Infrastructure Other					
A119010 Ningaloo Museum Memorabilia	(7,235)	0	0	(1,364)	0
Borrowings					
L012218 Principal Repayment Ningaloo Centre	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	(624,848)	0	0	(249,048)	0
Transfer from Reserve					
L011920 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L011910 Trf to Reserve	0	0	0	0	0
<i>Total Transfer to Reserve</i>	0	0	0	0	0
TOTAL NINGALOO CENTRE	65,058	0	0	(269,026)	0

Recreation & Culture
RECREATION CENTRE & SPORTING CLUBS



	31/08/2017 YTD Actual	31/08/2017 YTD Budget	2017/18 Amended Budget	2017/18 O/S Purchase Orders	2017/18 Forecast Closing 30/6/18
	\$	\$	\$	\$	\$
Operating Revenue					
R112090 Reimbursement Utilities/Other	466	0	0	0	0
R112175 Fees - Hire	1,252	0	0	0	0
R112250 Leases & Rentals	0	0	0	0	0
R112251 Contributions - Clubs	0	0	0	0	0
R112254 Grant (Tourism WA)	0	0	0	0	0
<i>Total Revenue</i>	1,719	0	0	0	0
Operating Expenditure					
E112560 Consultants	0	0	0	0	0
E112585 General Consumables	0	0	0	0	0
E112591 Minor Equipment	0	0	0	0	0
E112610 Insurance	(21,224)	0	0	0	0
E112620 Utilities	(1,803)	0	0	0	0
E112900 Rec Centre Grounds Mtce	(8,774)	0	0	(910)	0
E112901 Rec Centre Bldg Mtce	(2,337)	0	0	(262)	0
E112902 Other Clubs Grounds/Bldgs	0	0	0	0	0
E112950 Administration Overheads	(1,058)	0	0	0	0
E112985 Loss on Asset Disposal	0	0	0	0	0
E112990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(35,194)	0	0	(1,172)	0
Non Operating Revenue					
R112700 Grants (DSR)	0	0	0	0	0
R112701 Grants (Tourism WA)	0	0	0	0	0
<i>Total Non Operating Revenue</i>	0	0	0	0	0
Non Operating Expenditure					
Land & Buildings					
A125009 Recreation Centre	0	0	0	0	0
Infrastructure Other					
A125130 Oval Lighting Towers	0	0	0	0	0
A112001 Recreation Precinct Infrastructure (Replace)	0	0	0	0	0
A115001 Rec Centre Infrastructure (New)	0	0	0	0	0
A115002 Rec Centre Infrastructure (Replace)	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve					
L112200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L112100 Trf to Reserve	0	0	0	0	0
<i>Total Transfer to Reserve</i>	0	0	0	0	0
TOTAL REC CENTRE	(33,476)	0	0	(1,172)	0

Recreation & Culture

SWIMMING POOL



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R113190	Fees - Pool Admission	668	0	0	0	0
R113200	Contributions	0	0	0	0	0
R113270	Grant	0	0	0	0	0
R113090	Reimbursements	0	0	0	0	0
<i>Total Revenue</i>		668	0	0	0	0
Operating Expenditure						
E113340	Salaries	(15,403)	0	0	0	0
E113345	Superannuation	(3,071)	0	0	0	0
E113350	Protective Clothing/Uniforms	0	0	0	0	0
E113355	Training	(1,361)	0	0	0	0
E113367	Staff Recruitment	0	0	0	0	0
E113375	FBT	0	0	0	0	0
E113390	Reimbursements	0	0	0	0	0
E113450	Bldg/Grounds Mtce	(850)	0	0	(74)	0
E113550	Swimming Pool Bowl Mtce	0	0	0	0	0
E113560	Consultants	0	0	0	0	0
E113585	General Consumables	0	0	0	0	0
E113591	Minor Equipment	0	0	0	0	0
E113610	Insurance	(10,666)	0	0	0	0
E113620	Utilities	(1,235)	0	0	0	0
E113630	IT Licences & Support	(405)	0	0	(143)	0
E113635	Licences	(432)	0	0	0	0
E113950	Administration Overheads	(6,284)	0	0	0	0
E113965	Staff Housing Allocated	302	0	0	0	0
E113985	Loss on Asset Disposal	0	0	0	0	0
E113990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(39,405)	0	0	(217)	0
Non Operating Revenue						
R113702	Grants (CSRFF)	0	0	0	0	0
R113703	Contributions (Other)	0	0	0	0	0
<i>Total Non Operating Revenue</i>		0	0	0	0	0
Non Operating Expenditure						
Buildings						
A113101	Shared Storage Facility	0	0	0	0	0
A113100	Swimming Pool Redevelopment (Upgrade)	0	0	0	0	0
A125020	Swimming Pool Bowl (Renew)	0	0	0	0	0
Furniture & Equipment						
A125154	Furniture & Equip S'Pool (Replace)	0	0	0	0	0
A113200	Pool Blankets/Lane Ropes	0	0	0	0	0
A125157	Furniture & Equip S'Pool (New)	0	0	0	0	0

Recreation & Culture

SWIMMING POOL



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Non Operating Expenditure					
Infrastructure Other					
A113003 Fencing (Replace)	0	0	0	(425)	0
Plant & Equipment					
A113001 S'Pool/Plant & Equipment	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	(425)	0
Transfer from Reserve					
L113200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L113100 Trf to Reserve	(150)	0	0	0	0
<i>Total Transfer to Reserve</i>	(150)	0	0	0	0
TOTAL SWIMMING POOL	(38,887)	0	0	(642)	0

Recreation & Culture
PARKS & GARDENS



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R114090	Reimbursements	0	0	0	0	0
	<i>Total Revenue</i>	0	0	0	0	0
Operating Expenditure						
E114610	Insurance	(4,214)	0	0	0	0
E114900	Cullen Park Grounds Maintenance	(1,789)	0	0	0	0
E114901	Cycleway Maintenance	0	0	0	0	0
E114902	Fall Street Park Maintenance	(2,788)	0	0	(136)	0
E114903	Federation Park Maintenance	(18,229)	0	0	(2,206)	0
E114917	Horwood Quays Mtce	(37)	0	0	0	0
E114904	Koobooroo Park Grounds Mtce	(13,355)	0	0	(3,524)	0
E114905	Krait Street Park Mtce	(5,615)	0	0	(345)	0
E114906	Lefroy Park Mtce	(3,095)	0	0	0	0
E114907	Madaffari Dve Parks & Grounds Mtce	(12,112)	0	0	(240)	0
E114908	Niblett Oval Grounds Mtce	(265)	0	0	0	0
E114909	Nursery Arboretum Mtce	(514)	0	0	(28)	0
E114910	Patterson Bore Mtce	(6,982)	0	0	(2,665)	0
E114916	Payne/Maidstone St (War Memorial)	(316)	0	0	0	0
E114911	Sewerage Farm Mtce	(9,161)	0	0	(182)	0
E114912	Snapper Loop Playground Mtce	(2,595)	0	0	(60)	0
E114915	Super Lot A Gardens	(449)	0	0	0	0
E114913	Super Lot B Gardens Mtce	(449)	0	0	0	0
E114914	Z Force Memorial	(681)	0	0	0	0
E114985	Loss on Asset Disposal	0	0	0	0	0
E114950	Administration Overheads	(5,505)	0	0	0	0
E114990	Depreciation	0	0	0	0	0
	<i>Total Expenditure</i>	(88,152)	0	0	(9,385)	0
Non Operating Expenditure						
Land & Buildings						
A114201	Hard Shade Structures (New)	0	0	0	0	0
A114202	Parks & Gardens Buildings (Replace)	0	0	0	0	0
Plant & Equipment						
A114501	Plant & Equipment (Replace)	0	0	0	0	0
Infrastructure Other						
A114103	Irrigation & Hard Landscape (Upgrade)	0	0	0	0	0
	<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve						
L114200	Trf from Reserve	0	0	0	0	0
	<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve						
L114100	Trf to Reserve	0	0	0	0	0
	<i>Total Transfer to Reserve</i>	0	0	0	0	0
	TOTAL PARKS & GARDENS	(88,152)	0	0	(9,385)	0

Recreation & Culture
FORESHORE, BEACHES & BOAT RAMPS



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R115040	Marina Specified Area Rate	46,213	0	0	0	0
R115120	Reimbursements	0	0	0	0	0
R115250	Leases & Rentals	0	0	0	0	0
R115270	Grant (RBFS)	0	0	0	0	0
<i>Total Revenue</i>		46,213	0	0	0	0
Operating Expenditure						
E115560	Consultants	0	0	0	0	0
E115582	Marketing & Advertising	0	0	0	0	0
E115610	Insurance	(1,682)	0	0	0	0
E115635	Licences	0	0	0	0	0
E115900	Bundegi Boat Ramp & Toilets	(9,666)	0	0	(46)	0
E115901	Learmonth Jetty & Toilets	(2,052)	0	0	(46)	0
E115902	Tantabiddi Boat Ramp & Toilets	(12,122)	0	0	(101)	0
E115911	Hunters Beach	(1,732)	0	0	(46)	0
E115903	Toilets - Pebble Beach	(781)	0	0	(46)	0
E115904	Toilets - Surf Beach	(931)	0	0	(46)	0
E115905	Toilets - Wubiri Access Rd	(3,564)	0	0	(46)	0
E115906	Town Beach & Toilets	(13,797)	0	0	(2,740)	0
E115907	Boat Harbour Mtce	(2,906)	0	0	0	0
E115908	Beach Access Roads & Tracks	(20,717)	0	0	0	0
E115909	Exmouth Marina Canal Mtce/Monitoring	(75)	0	0	0	0
E115910	Fish Cleaning Station Marina	(85)	0	0	0	0
E115950	Administration Overheads	(5,146)	0	0		0
E115985	Loss on Asset Disposal	0	0	0	0	0
E115990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(75,257)	0	0	(3,119)	0
Non Operating Revenue						
R115700	Grants (R4R)	0	0	0	0	0
R115702	Grants (RBFS)	0	0	0	0	0
R115706	Contributions	0	0	0	0	0
R115710	Reimbursements (Capital)	0	0	0	0	0
<i>Total Non Operating Revenue</i>		0	0	0	0	0
Non Operating Expenditure						
Land & Buildings						
A115300	Hunters Beach Buildings (Replace)	0	0	0	0	0
A125351	Bundegi Beach Toilet Block Upgrades	0	0	0	0	0
Infrastructure Other						
A125350	Coastal Carparks (Upgrades)	0	0	0	0	0
A115157	Infrastructure Marina Area (New)	0	0	0	0	0
A115152	Infrastructure Town Beach Area	0	0	0	0	0
A125315	Tantabiddi (Upgrades)	0	0	0	0	0
A115107	Bundegi Beach Infrastructure (Upgrades)	0	0	0	0	0
<i>Total Non Operating Expenditure</i>		0	0	0	0	0

Recreation & Culture
FORESHORE, BEACHES & BOAT RAMPS



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Transfer from Reserve					
L115200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L115100 Trf to Reserve	(19)	0	0	0	0
<i>Total Transfer to Reserve</i>	(19)	0	0	0	0
TOTAL F/SHORE BEACHES/BOAT RAMPS	(29,063)	0	0	(3,119)	0

Recreation & Culture
LIBRARY



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
R116090 Lost Library Book Fees	53	0	0	0	0
R116091 Reimbursements	0	0	0	0	0
R116185 Fees - Library	0	0	0	0	0
R116186 Photocopying	569	0	0	0	0
R116187 Internet Revenue	1,270	0	0	0	0
R116188 Faxing/Laminating	138	0	0	0	0
<i>Total Revenue</i>	2,030	0	0	0	0
Operating Expenditure					
E116340 Salaries	(22,592)	0	0	0	0
E116345 Superannuation	(4,339)	0	0	0	0
E116350 Protective Clothing/Uniforms	0	0	0	0	0
E116355 Training	0	0	0	0	0
E116367 Staff Recruitment	0	0	0	0	0
E116375 FBT	0	0	0	0	0
E116450 Bldg/Grounds Mtce	(2,981)	0	0	(365)	0
E116520 Book Replacement	(637)	0	0	0	0
E116585 General Consumables	(60)	0	0	0	0
E116590 Printing & Stationery	(72)	0	0	0	0
E116595 Postage and Freight	0	0	0	0	0
E116600 Subscriptions	(318)	0	0	0	0
E116610 Insurance	(5,035)	0	0	0	0
E116620 Utilities	(942)	0	0	0	0
E116630 IT Licences & Support	(5,158)	0	0	0	0
E116640 Minor Equipment	0	0	0	(431)	0
E116950 Administration Overheads	(6,895)	0	0	0	0
E116985 Loss on Asset Disposal	0	0	0	0	0
E116990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(49,027)	0	0	(796)	0
Non Operating Expenditure					
Land & Buildings					
A116502 Library Building (Replace)	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
TOTAL LIBRARY	(46,997)	0	0	(796)	0

Recreation & Culture
OTHER RECREATION & CULTURE



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R117090	Reimbursements	0	0	0	0	0
R117190	EDHS Hard Courts Hire	636	0	0	0	0
R117250	Leases & Rentals	1,500	0	0	0	0
R117251	Grant (Lotterywest)	0	0	0	0	0
R117252	Grants (Other)	0	0	0	0	0
<i>Total Revenue</i>		2,136	0	0	0	0
Operating Expenditure						
E117530	Skate Park Expenses	(7,355)	0	0	0	0
E117532	Federation Park(Not in Use)	0	0	0	0	0
E117559	EDHS Hard Courts Expenses	(244)	0	0	0	0
E117560	Contribution EDHS Hard Courts	(3,087)	0	0	0	0
E117561	Consultant Fees	0	0	0	0	0
E117562	Trails Development	0	0	0	0	0
E117563	BMX Track Feasibility & Design	0	0	0	0	0
E117600	Subscriptions	0	0	0	0	0
E117610	Insurance	(165)	0	0	0	0
E117620	Utilities	0	0	0	0	0
E117636	Broadcasting Equipment Maintenance	(274)	0	0	0	0
E117637	Community Purpose Precinct	(857)	0	0	0	0
E117638	Mrs Mac's Shed	(1,356)	0	0	0	0
E117695	Legal Expenses	0	0	0	0	0
E117950	Administration Overheads	(496)	0	0	0	0
E117990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(13,834)	0	0	0	0
Non Operating Revenue						
<i>Total Non Operating Revenue</i>		0	0	0	0	0
Non Operating Expenditure						
Land & Buildings						
A117300	Community Purpose Precinct	0	0	0	0	0
Infrastructure Other						
A117502	Broadcasting Tower Improvements	0	0	0	0	0
<i>Total Non Operating Expenditure</i>		0	0	0	0	0
TOTAL OTHER RECREATION & CULTURE		(11,698)	0	0	0	0

Recreation & Culture

COMMUNITY ENGAGEMENT



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
R170090 Reimbursements	0	0	0	0	0
R170187 Fees - Noticeboard	2,437	0	0	0	0
R170188 Events Income	0	0	0	0	0
R170190 Fees - Community Loan	0	0	0	0	0
R170270 Grants (DSR)	0	0	0	0	0
R170272 Grants (BHP)	0	0	0	0	0
R170277 Grants (Woodside)	25,000	0	0	0	0
R170278 Grants (Apache)	0	0	0	0	0
R170279 Grants (Commonwealth)	0	0	0	0	0
R170274 Sponsorships	0	0	0	0	0
R119927 Grants (Other)	0	0	0	0	0
R170189 Contributions	0	0	0	0	0
<i>Total Revenue</i>	27,437	0	0	0	0
Operating Expenditure					
E170340 Salaries	(15,590)	0	0	0	0
E170345 Superannuation	(3,772)	0	0	0	0
E170350 Uniforms/Protective Clothing	0	0	0	0	0
E170355 Training	0	0	0	0	0
E170320 Business Meetings/Travel	0	0	0	0	0
E170360 Subsidies	0	0	0	0	0
E170367 Staff Recruitment	0	0	0	0	0
E170375 FBT	0	0	0	0	0
E170451 Equipment Maintenance	0	0	0	0	0
E170505 Motor Vehicle Expenses	(521)	0	0	0	0
E170560 Consultants	0	0	0	0	0
E170585 General Consumables	(495)	0	0	0	0
E170591 Minor Equipment	0	0	0	(400)	0
E170610 Insurance	(2,950)	0	0	0	0
E170620 Utilities	(483)	0	0	0	0
E170630 IT Licences & Support	(3,828)	0	0	0	0
E170695 Legal Expenses	0	0	0	0	0
E170745 Community Development Programs	0	0	0	0	0
E170746 Youth Arts Program	0	0	0	0	0
E170749 Community Events	(45,652)	0	0	(86,297)	0
E170750 Youth Programs					
E170751 Youth Programs	(22)	0	0	0	0
E170752 Youth Action Exmouth	48	0	0	0	0
E170950 Administration Overheads	(3,131)	0	0	0	0
E170965 Staff Housing Allocated	(10,986)	0	0	0	0
E170985 Loss on Asset Disposal	0	0	0	0	0
E170990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(87,381)	0	0	(86,697)	0
Non Operating Expenditure					
Plant & Equipment					
A119200 EMCE Vehicle 3004EX	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0

Recreation & Culture
COMMUNITY ENGAGEMENT



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Transfer from Reserve					
L119200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L119100 Trf to Reserve	(4)	0	0	0	0
<i>Total Transfer to Reserve</i>	(4)	0	0	0	0
TOTAL COMMUNITY ENGAGEMENT	(59,948)	0	0	(86,697)	0

Transport
CROSSOVERS



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Expenditure						
E120390	Crossover Contribution	0	0	0	0	0
E120450	Crossover Maintenance	0	0	0	0	0
E120585	General Consumables	0	0	0	0	0
E120610	Insurance	(12)	0	0	0	0
E120950	Administration Overheads	(36)	0	0	0	0
	<i>Total Expenditure</i>	(48)	0	0	0	0
	TOTAL CROSSOVERS	(48)	0	0	0	0

Transport

FOOTPATHS/VERGES



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
<i>Total Revenue</i>	0	0	0	0	0
Operating Expenditure					
E121450 Footpath/Verge Mtce	(14,212)	0	0	(2,571)	0
E121510 Verge Contribution	(500)	0	0	0	0
E121585 General Consumables	0	0	0	0	0
E121610 Insurance	(527)	0	0	0	0
E121950 Administration Overheads	(1,612)	0	0	0	0
E121990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(16,851)	0	0	(2,571)	0
Non Operating Revenue					
R121700 Grants (DoT)	0	0	0	0	0
<i>Total Non Operating Revenue</i>	0	0	0	0	0
Non Operating Expenditure					
Infrastructure Other					
A125321 Footpath / Kerbing (Replace)	0	0	0	0	0
A121002 Footpath - Murat Rd	0	0	0	0	0
A125325 Footpath - Stokes Hughes Road	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve					
L121200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L121100 Trf to Reserve	0	0	0	0	0
<i>Total Transfer to Reserve</i>	0	0	0	0	0
TOTAL FOOTPATH/VERGE	(16,851)	0	0	(2,571)	0

Transport
GRAVEL RURAL



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Expenditure						
E122450	Gravel Rural Mtce	0	0	0	0	0
E122610	Insurance	(58)	0	0	0	0
E122630	Licences	0	0	0	0	0
E122950	Administration Overheads	(177)	0	0	0	0
	<i>Total Expenditure</i>	(235)	0	0	0	0
Non Operating Expenditure						
	Infrastructure Roads					
	<i>Total Non Operating Expenditure</i>	0	0	0	0	0
	TOTAL GRAVEL/RURAL	(235)	0	0	0	0

Transport SIGNS



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R123190	Signage Income	5,813	0	0	0	0
R123090	Reimbursements	0	0	0	0	0
	<i>Total Revenue</i>	5,813	0	0	0	0
Operating Expenditure						
E123450	Signs Maintenance	(4,853)	0	0	0	0
E123610	Insurance	(75)	0	0	0	0
E123950	Administration Overheads	(228)	0	0	0	0
	<i>Total Expenditure</i>	(5,155)	0	0	0	0
	TOTAL SIGNS	658	0	0	0	0

Transport STREET LIGHTING



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 30/6/18 \$
Operating Revenue						
R124090	Reimbursements	0	0	0	0	0
<i>Total Revenue</i>		0	0	0	0	0
Operating Expenditure						
E124450	Street Lighting Mtce	0	0	0	0	0
E124610	Insurance	(3)	0	0	0	0
E124620	Utilities - Street Lighting	(9,183)	0	0	0	0
E124950	Administration Overheads	(9)	0	0	0	0
<i>Total Expenditure</i>		(9,195)	0	0	0	0
TOTAL STREET LIGHTING		(9,195)	0	0	0	0

Transport

ROAD MAINTENANCE/TOWN STREETS



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
R122280 Grant - Direct	97,203	0	0	0	0
R122300 Interest from WATC OCD Facility	0	0	0	0	0
<i>Total Revenue</i>	97,203	0	0	0	0
Operating Expenditure					
E125550 Vandalism Repairs	0	0	0	0	0
E125585 General Consumables	0	0	0	0	0
E125610 Insurance	(5,327)	0	0	0	0
E125670 Audit Fees	0	0	0	0	0
E125955 Streets/Rds/Bridges Maintenance	(13,936)	0	0	(68)	0
E125990 Depreciation	0	0	0	0	0
E125950 Administration Overheads	(2,298)	0	0	0	0
<i>Total Expenditure</i>	(21,561)	0	0	(68)	0
Non Operating Revenue					
R122700 Grants (RTR)	0	0	0	0	0
R122701 Grants - Murat Road (MRWA)	26,680	0	0	0	0
R122705 Grants - Yardie Creek Rd (MRWA)	72,000	0	0	0	0
R122712 Grant - Maidstone Cres (MRWA)	0	0	0	0	0
R122706 Grants - Ningaloo Access Rd (MRWA)	12,600	0	0	0	0
R122713 Grant - Madaffari Drive (MRWA)	0	0	0	0	0
R122707 Grants - Charles Knife Rd (MRWA)	0	0	0	0	0
<i>Total Non Operating Revenue</i>	111,280	0	0	0	0
Non Operating Expenditure					
Infrastructure Roads					
A125201 Murat Road	0	0	0	0	0
A125203 Yardie Creek Road	0	0	0	0	0
A125205 Ningaloo Access Road	0	0	0	0	0
A125232 Maidstone Cres (Upgrades)	0	0	0	0	0
A125235 Madaffari Drive (Upgrades)	0	0	0	0	0
A125219 Flood Mitigation LIA/Reid St	0	0	0	0	0
A125227 Charles Knife Road	0	0	0	0	0
A125213 RTR Road Sealing	0	0	0	0	0
Infrastructure Other					
A125452 Islands/Verges Lighting/Irrigation (New)	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve					
L125200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L125100 Trf to Reserve	(2)	0	0	0	0
<i>Total Transfer to Reserve</i>	(2)	0	0	0	0
TOTAL ROAD MAINTENANCE/TOWN STREETS	186,921	0	0	(68)	0

Transport

ROAD PLANT PURCHASES



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
R123980 Profit on Asset Disposal	0	0	0	0	0
<i>Total Revenue</i>	0	0	0	0	0
Operating Expenditure					
E123985 Loss on Asset Disposal	0	0	0	0	0
<i>Total Expenditure</i>	0	0	0	0	0
Non Operating Revenue					
R125700 Contributions	0	0	0	0	0
<i>Total Non Operating Revenue</i>	0	0	0	0	0
Non Operating Expenditure					
A125501 Small Equipment	0	0	0	0	0
A125502 Trailers	0	0	0	0	0
A125505 Ride on Mowers	0	0	0	0	0
A125413 Cleaners Van	0	0	0	0	0
A125417 Dual Cab/Tray Top Utes	0	0	0	0	0
A125516 Loaders/Bobcats/Mini Excavators	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve					
L125201 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L125101 Trf to Reserve	(229)	0	0	0	0
<i>Total Transfer to Reserve</i>	(229)	0	0	0	0
TOTAL ROAD PLANT PURCHASES	(229)	0	0	0	0

Transport

LEARMONTH AIRPORT



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
R126120 Reimburse - Utilities	0	0	0	0	0
R126180 Fees - Landings	10,559	0	0	0	0
R126190 Fees - RPT Flights	350,391	0	0	0	0
R126191 Fees - Helicopter Flights	24,404	0	0	0	0
R126192 Fees - Other Flights	4,175	0	0	0	0
R126181 Fees - Security	161,494	0	0	0	0
R129180 Heliport Processing Fee	304,523	0	0	0	0
R129181 Heliport Passenger Levy	31,400	0	0	0	0
R126182 Fees - Advertising	2,939	0	0	0	0
R126090 Reimbursements	0	0	0	0	0
R126250 Leases & Rentals	9,040	0	0	0	0
R126274 Grant - RADS	0	0	0	0	0
R126980 Profit on Asset Disposal	0	0	0	0	0
<i>Total Revenue</i>	898,926	0	0	0	0
Operating Expenditure					
E126340 Salaries	(187,003)	0	0	0	0
E126345 Superannuation	(25,411)	0	0	0	0
E126350 Protective Clothing/Uniforms	(97)	0	0	0	0
E126355 Training	(73)	0	0	0	0
E126360 Subsidies	0	0	0	0	0
E126365 Staff Relocation	0	0	0	0	0
E126367 Staff Recruitment	0	0	0	0	0
E126375 FBT	0	0	0	0	0
E126390 Reimbursements	0	0	0	0	0
E126391 Business Meetings/Travel Costs	0	0	0	0	0
E126449 Maintenance Airport Grounds	(396)	0	0	0	0
E126450 Maintenance Building	(958)	0	0	0	0
E126451 Maintenance Equipment	(12,877)	0	0	0	0
E126505 Motor Vehicle Expenses	(3,802)	0	0	0	0
E126560 Consultants	0	0	0	0	0
E126582 Marketing & Advertising	0	0	0	0	0
E126585 General Consumables	(2,400)	0	0	0	0
E126591 Minor Equipment	(1,602)	0	0	0	0
E126600 Subscriptions	0	0	0	0	0
E126595 Postage & Freight	(15)	0	0	0	0
E126605 Rent	(33)	0	0	0	0
E126610 Insurance	(46,020)	0	0	0	0
E126615 Security Costs	(28,844)	0	0	0	0
E126620 Utilities	(1,318)	0	0	0	0
E126629 Licences	0	0	0	0	0
E126630 IT Licences & Support	(10,872)	0	0	0	0
E126665 Agency Collection Fees	(5,060)	0	0	0	0
E126670 Audit/Inspection Fees	0	0	0	0	0
E126690 Printing & Stationery	(30)	0	0	0	0
E126695 Legal Expenses	0	0	0	0	0

Transport

LEARMONTH AIRPORT



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Expenditure						
E126696	Waste Collection	(1,644)	0	0	0	0
E126752	Contributions - Bus Service	0	0	0	0	0
E126950	Administration Overheads	(46,483)	0	0	0	0
E126965	Staff Housing Allocated	(155)	0	0	0	0
E126985	Loss on Asset Disposal	0	0	0	0	0
E126990	Depreciation	0	0	0	0	0
	<i>Total Expenditure</i>	(374,893)	0	0	0	0
Non Operating Revenue						
R126710	Reimbursements (Capital)	0	0	0	0	0
	<i>Total Non Operating Revenue</i>	0	0	0	0	0
Non Operating Expenditure						
Plant & Equipment						
A125410	EMAS Vehicle 1GEX694	0	0	0		0
A125412	Commuter Bus (Replace)	0	0	0	0	0
A126005	Access Control to Arrivals Parking	0	0	0	0	0
Land & Buildings						
A126803	Learmonth Buildings (Replace)	0	0	0	0	0
A126800	Learmonth Buildings (Upgrades)	0	0	0	0	0
Furniture & Equipment						
A125140	Furniture/Equipment Learmonth (Replace)	0	0	0	0	0
A125141	Communication Equipment Airport	0	0	0	0	0
A125136	Equipment (Replace)	0	0	0	0	0
Infrastructure Other						
A126009	Airport Grounds Infrastructure (Upgrades)	0	0	0	0	0
A126010	Airport Grounds Infrastructure (Replace)	0	0	0	0	0
	<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve						
L126200	Trf from Reserve	0	0	0	0	0
	<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve						
L126100	Trf to Reserve	(373)	0	0	0	0
	<i>Total Transfer to Reserve</i>	(373)	0	0	0	0
	TOTAL LEARMONTH AIRPORT	523,660	0	0	0	0

Transport
EXMOUTH AERODROME



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R127120	Reimburse - Utilities	0	0	0	0	0
R127180	Fees - Landing	14,100	0	0	0	0
R127250	Leases & Rentals	0	0	0	0	0
R127512	Contributions	0	0	0	0	0
<i>Total Revenue</i>		14,100	0	0	0	0
Operating Expenditure						
E127340	Salaries	(3,619)	0	0	0	0
E127345	Superannuation	(382)	0	0	0	0
E127450	Aerodrome Grounds Mtce	(131)	0	0	(46)	0
E127560	Consultants	0	0	0	0	0
E127582	Marketing & Advertising	0	0	0	0	0
E127585	General Consumables	0	0	0	(2,087)	0
E127600	Subscriptions & Publications	0	0	0	0	0
E127610	Insurance	(2,230)	0	0	0	0
E127620	Utilities	0	0	0	0	0
E127665	Agency Collection Fees	(1,260)	0	0	0	0
E127685	Debt Collection Fees	0	0	0	0	0
E127695	Legal Expenses	(551)	0	0	0	0
E127670	Audit Fees	(1,450)	0	0	0	0
E127950	Administration Overheads	(1,997)	0	0	0	0
E127990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(11,620)	0	0	(2,133)	0
Non Operating Revenue						
R127700	Contributions	0	0	0	0	0
R127701	Grants (RADS)	0	0	0	0	0
<i>Total Non Operating Revenue</i>		0	0	0	0	0
Non Operating Expenditure						
Infrastructure Other						
A127006	Aerodrome Runway Upgrade	0	0	0	0	0
A125331	Aerodrome Fencing	0	0	0	0	0
<i>Total Non Operating Expenditure</i>		0	0	0	0	0
Transfer from Reserve						
L128200	Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>		0	0	0	0	0
Transfer to Reserve						
L128100	Trf to Reserve	0	0	0	0	0
<i>Total Transfer to Reserve</i>		0	0	0	0	0
TOTAL EXMOUTH AERODROME		2,480	0	0	(2,133)	0

Transport DEPOT



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R128090	Standpipe Revenue	1,048	0	0	0	0
R128091	Reimbursements	0	0	0	0	0
<i>Total Revenue</i>		1,048	0	0	0	0
Operating Expenditure						
E128450	Depot Bldg & Grounds Maintenance	(4,554)	0	0	(858)	0
E128585	General Consumables	0	0	0	(152)	0
E128590	Minor Equipment	0	0	0	(160)	0
E128591	Tool Replacement	0	0	0	0	0
E128610	Insurance	(4,485)	0	0	0	0
E128620	Utilities	(2,060)	0	0	0	0
E128950	Administration Overheads	(303)	0	0	0	0
E128990	Depreciation	0	0	0	0	0
<i>Total Expenditure</i>		(11,402)	0	0	(1,170)	0
Non Operating Expenditure						
Land & Buildings						
A125052	Depot Buildings (New)	0	0	0	0	0
Plant & Equipment						
A125105	Plant & Equipment (Replace)	0	0	0	0	0
<i>Total Non Operating Expenditure</i>		0	0	0	0	0
Transfer from Reserve						
L129200	Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>		0	0	0	0	0
TOTAL DEPOT		(10,354)	0	0	(1,170)	0

Transport
WATER TRANSPORT FACILITIES



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Expenditure						
E120560	Consultants	0	0	0	0	0
E120582	Marketing & Advertising	0	0	0	0	0
E129610	Insurance	(516)	0	0	0	0
	<i>Total Expenditure</i>	(516)	0	0	0	0
Non Operating Expenditure						
	<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve						
L120200	Trf from Reserve	0	0	0	0	0
	<i>Total Transfer from Reserve</i>	0	0	0	0	0
	TOTAL WATER TRANSPORT FACILITIES	(516)	0	0	0	0

Economic Services
TOURISM/AREA PROMOTION



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
R134090 Reimbursements	0	0	0	0	0
R134155 Overflow Camping Fees	4,924	0	0	0	0
R134157 Overflow Camping (Golf Club)	0	0	0	0	0
R134156 Camping Infringements	2,000	0	0	0	0
R134250 Lease - Rentals (Caravan Park)	25,433	0	0	0	0
R134251 Lease - Rental	0	0	0	0	0
R134276 Grants & Subsidies	0	0	0	0	0
R134277 Grant - Heritage Trail	0	0	0	0	0
R134278 Grant - National Landscape Experience	0	0	0	0	0
<i>Total Revenue</i>	32,357	0	0	0	0
Operating Expenditure					
E134340 Salaries	(5,576)	0	0	0	0
E134345 Superannuation	(930)	0	0	0	0
E134367 Staff Recruitment	0	0	0	0	0
E134515 Vlamingh Head Lighthouse Mtce	(2,827)	0	0	0	0
E134520 Overflow Caravan Park	(2,327)	0	0	0	0
E134521 Camping Infringement Expenses	0	0	0	0	0
E134522 Contribution to Visitor Centre	(54,250)	0	0	0	0
E134450 Visitors Ctre Bldg/Grounds Mtce	(2,713)	0	0	(92)	0
E134560 Consultants	0	0	0	0	0
E134566 National Landscape Development	0	0	0	0	0
E134568 Giant Prawn Sculpture	(234)	0	0	0	0
E134569 Krait Memorial Site	0	0	0	0	0
E134582 Marketing & Advertising	0	0	0	0	0
E134585 Consumables	0	0	0	0	0
E134610 Insurance	(1,391)	0	0	0	0
E134695 Legal Expenses	0	0	0	0	0
E134775 Cruise Ship Initiatives	0	0	0	0	0
E134900 Walk Trail Maintenance	0	0	0	0	0
E134901 Entrance Statement	(316)	0	0	0	0
E134950 Administration Overheads	(3,165)	0	0	0	0
E134990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(73,729)	0	0	(92)	0
Non Operating Revenue					
R134702 Grants (GDC)	0	0	0	0	0
<i>Total Non Operating Revenue</i>	0	0	0	0	0
Non Operating Expenditure					
Infrastructure Other					
A125305 Tourism Signage	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve					
L134200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L134100 Trf to Reserve	(4)	0	0	0	0
<i>Total Transfer to Reserve</i>	(4)	0	0	0	0
TOTAL TOURISM/AREA PROMOTION	(41,376)	0	0	(92)	0

Economic Services
BUILDING CONTROL



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
R135140 Fees - Applications	12,873	0	0	0	0
R135143 Commissions	45	0	0	0	0
R135145 Fees - Administration Fees	3,647	0	0	0	0
R135146 Fees - Information Requests	0	0	0	0	0
R135147 Fees - Engineered Plans	126	0	0	0	0
R135148 Fees - Approval Overheight Fence	0	0	0	0	0
R135195 Fees - Private Pools	1,306	0	0	0	0
R135090 Reimbursements	0	0	0	0	0
<i>Total Revenue</i>	17,998	0	0	0	0
Operating Expenditure					
E135340 Salaries	(18,136)	0	0	0	0
E135345 Superannuation	(3,308)	0	0	0	0
E135350 Uniforms/Protective Clothing	0	0	0	0	0
E135355 Training	0	0	0	0	0
E135356 Professional Development	0	0	0	0	0
E135360 Subsidies	0	0	0	0	0
E135365 Staff Relocation	0	0	0	0	0
E135367 Staff Recruitment	0	0	0	0	0
E135375 FBT	0	0	0	0	0
E135390 Reimbursements	0	0	0	0	0
E135391 Business Meetings & Travel	0	0	0	0	0
E135505 Motor Vehicle Expenses	(610)	0	0	0	0
E135560 Consultants	0	0	0	(525)	0
E135585 General Consumables	(4)	0	0	0	0
E135591 Minor Equipment	0	0	0	0	0
E135600 Subscriptions	(454)	0	0	0	0
E135610 Insurance	(2,722)	0	0	0	0
E135620 Utilities	(141)	0	0	0	0
E135630 IT Licences & Support	(3,103)	0	0	0	0
E135690 Printing & Stationery	0	0	0	(81)	0
E135695 Legal Expenses	0	0	0	0	0
E135950 Administration Overheads	(4,873)	0	0	0	0
E135965 Staff Housing Allocated	(2,454)	0	0	0	0
E135985 Loss on Asset Disposal	0	0	0	0	0
E135990 Depreciation	0	0	0	0	0
<i>Total Expenditure</i>	(35,804)	0	0	(606)	0
Non Operating Expenditure					
Plant & Equipment					
A125404 EMH&B Vehicle 3005EX	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve					
L135200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L135100 Trf to Reserve	0	0	0	0	0
<i>Total Transfer to Reserve</i>	0	0	0	0	0
TOTAL BUILDING CONTROL	(17,806)	0	0	(606)	0

Economic Services

OTHER ECONOMIC SERVICES



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Expenditure						
E136560	Consultants	0	0	0	0	0
E136561	Pindan Pit Management	0	0	0	0	0
E136630	Licences	0	0	0	0	0
	<i>Total Expenditure</i>	0	0	0	0	0
Transfer from Reserve						
L136200	Trf from Reserve	0	0	0	0	0
	<i>Total Transfer from Reserve</i>	0	0	0	0	0
TOTAL OTHER ECONOMIC SERVICES		0	0	0	0	0

Other Property & Services
PRIVATE WORKS



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R141200	Fees - Private Works	2,126	0	0	0	0
R141201	Private Works - Pindan Pit	2,482	0	0	0	0
	<i>Total Revenue</i>	4,608	0	0	0	0
Operating Expenditure						
E141420	Private Works - Various	(5,159)	0	0	0	0
	<i>Total Expenditure</i>	(5,159)	0	0	0	0
Transfer to Reserve						
L141100	Pindan Pit Rehabilitation Reserve	(65)	0	0	0	0
	<i>Total Transfer to Reserve</i>	(65)	0	0	0	0
	TOTAL PRIVATE WORKS	(616)	0	0	0	0

Other Property & Services

ENGINEERING OVERHEADS



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R143090	Reimbursements	0	0	0	0	0
<i>Total Revenue</i>		0	0	0	0	0
Operating Expenditure						
E143340	Salaries	(63,925)	0	0	0	0
E143345	Superannuation	(27,296)	0	0	0	0
E143350	Protective Clothing/Uniforms	(817)	0	0	(2,941)	0
E143355	Training	0	0	0	0	0
E143356	Professional Development	0	0	0	0	0
E143360	Subsidies	0	0	0	0	0
E143365	Staff Relocation	0	0	0	0	0
E143367	Staff Recruitment	0	0	0	(2,296)	0
E143375	FBT	0	0	0	0	0
E143391	Business Meetings/Travel	0	0	0	0	0
E143505	Motor Vehicle Expenses	(1,356)	0	0	0	0
E143560	Consultants	0	0	0	0	0
E143582	Advertising	0	0	0	0	0
E143585	General Consumables	(277)	0	0	(23)	0
E143590	Printing & Stationery	(20)	0	0	0	0
E143591	Minor Assets	0	0	0	0	0
E143600	Subscriptions	0	0	0	0	0
E143610	Insurance	(5,982)	0	0	0	0
E143620	Utilities	(544)	0	0	0	0
E143630	IT Licences & Support	(10,914)	0	0	(640)	0
E143950	Administration Overheads	(15,234)	0	0	0	0
E143965	Staff Housing Allocated	(4,037)	0	0	0	0
E143985	Loss on Asset Disposal	0	0	0	0	0
E143990	Depreciation	0	0	0	0	0
E143956	LESS WOH ALLOCATED	136,562	0	0	0	0
<i>Total Expenditure</i>		6,159	0	0	(5,900)	0
Non Operating Expenditure						
Plant & Equipment						
A125405	EMES Vehicle 3001EX	0	0	0	0	0
<i>Total Non Operating Expenditure</i>		0	0	0	0	0
TOTAL ENGINEERING OVERHEADS		6,159	0	0	(5,900)	0

Other Property & Services
PLANT COSTS OVERHEADS



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 30/6/18 \$
Operating Revenue						
R144105	Reimbursements	0	0	0	0	0
R144110	Diesel Fuel Subsidy	1,351	0	0	0	0
<i>Total Revenue</i>		1,351	0	0	0	0
Operating Expenditure						
E144340	Salaries	(10,062)	0	0	0	0
E144345	Superannuation	(2,230)	0	0	0	0
E144350	Protective Clothing/Uniforms	(188)	0	0	0	0
E144375	FBT	0	0	0	0	0
E144410	Valuation Expenses	0	0	0	0	0
E144450	Maintenance	(28,602)	0	0	(20,279)	0
E144505	Motor Vehicle Expenses	(447)	0	0	0	0
E144560	Consultants	0	0	0	0	0
E144585	General Consumables	(1,092)	0	0	(722)	0
E144610	Insurance	(50,444)	0	0	0	0
E144640	Fuel & Oil	(17,934)	0	0	(845)	0
E144645	Tyres	(1,443)	0	0	(677)	0
E144655	Vehicle Registration	0	0	0	0	0
E144950	Administration Overheads	(3,630)	0	0	0	0
E144955	Internal Plant Maintenance	(4,921)	0	0	0	0
E144990	Depreciation	0	0	0	0	0
E144956	LESS PLANT ALLOCATED	113,261	0	0	0	0
<i>Total Expenditure</i>		(7,732)	0	0	(22,523)	0
TOTAL PLANT COST OVERHEADS		(6,381)	0	0	(22,523)	0

Other Property & Services

ADMINISTRATION OVERHEADS



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue					
R145090 Fees & Charges	14	0	0	0	0
R145091 Special Series Number Plates	0	0	0	0	0
R145171 Fees Freedom of Information	0	0	0	0	0
R145270 Grants & Subsidies	0	0	0	0	0
R145670 Rounding Adjustments	0	0	0	0	0
<i>Total Revenue</i>	14	0	0	0	0
Operating Expenditure					
E145340 Salaries	(66,757)	0	0	0	0
E145345 Superannuation	(12,085)	0	0	0	0
E145346 Leave Accruals	0	0	0	0	0
E145350 Protective Clothing/Uniforms	0	0	0	(379)	0
E145355 Training	0	0	0	0	0
E145356 Professional Development	0	0	0	0	0
E145320 Business Meetings / Travel	0	0	0	0	0
E145357 Risk Management Expenses	0	0	0	(109)	0
E145360 Subsidies	0	0	0	0	0
E145365 Staff Relocation	0	0	0	0	0
E145367 Staff Recruitment	0	0	0	0	0
E145375 FBT	0	0	0	0	0
E145390 Reimbursements	0	0	0	0	0
E145410 Valuation Expenses	0	0	0	(17,909)	0
E145450 Equipment Maintenance	0	0	0	0	0
E145505 Motor Vehicle Expenses	(587)	0	0	0	0
E145560 Consultants	(6,000)	0	0	(1,818)	0
E145582 Advertising	0	0	0	0	0
E145585 General Consumables	(166)	0	0	0	0
E145590 Printing & Stationery	(1,449)	0	0	(1,025)	0
E145591 Minor Equipment	0	0	0	0	0
E145595 Postage and Freight	(356)	0	0	0	0
E145600 Subscriptions	(19,238)	0	0	0	0
E145605 Special Series Number Plates	0	0	0	0	0
E145610 Insurance	(14,376)	0	0	0	0
E145620 Utilities	(2,813)	0	0	0	0
E145630 IT Licences & Support	(17,984)	0	0	0	0
E145631 Website Development	(4,545)	0	0	0	0
E145670 Audit Fees	0	0	0	0	0
E145675 Doubtful Debt	0	0	0	0	0
E145680 Bank Fees	(630)	0	0	0	0
E145690 Interest Expense	840	0	0	0	0
E145695 Legal Expenses	0	0	0	0	0
E145900 Admin Bldg/Grounds Mtce	(14,462)	0	0	(441)	0
E145965 Staff Housing Allocated	(5,255)	0	0	0	0
E146670 Rounding Adjustment	(1)	0	0	0	0
E145985 Loss on Asset Disposal	0	0	0	0	0
E149990 Depreciation - Admin	0	0	0	0	0
E145951 LESS AOH ALLOCATED	165,850	0	0	0	0
<i>Total Expenditure</i>	(14)	0	0	(21,682)	0

Other Property & Services
ADMINISTRATION OVERHEADS



	31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Non Operating Revenue					
<i>Total Non Operating Revenue</i>	0	0	0	0	0
Non Operating Expenditure					
Land & Buildings					
A145200 Administration Bldg (Replace)	0	0	0	0	0
A125011 Administration Building (Upgrade)	0	0	0	0	0
Furniture & Equipment					
A125146 Furniture/Equipment (Replace)	0	0	0	0	0
A125148 Photocopier	0	0	0	0	0
Borrowings					
L012217 Principal Repayment Lot 38 Bennett St	0	0	0	0	0
<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve					
L145200 Trf from Reserve	0	0	0	0	0
<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve					
L145100 Trf to Reserve	(937)	0	0	0	0
<i>Total Transfer to Reserve</i>	(937)	0	0	0	0
TOTAL ADMINISTRATION OVERHEADS	(937)	0	0	(21,682)	0

Other Property & Services
SALARIES & WAGES



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R146130	Reimburse - Workers Comp.	0	0	0	0	0
	<i>Total Revenue</i>	0	0	0	0	0
Operating Expenditure						
E146340	Gross Total Salaries and Wages	(837,084)	0	0	0	0
E146951	LESS SALS/WAGES ALLOCATED	837,084	0	0	0	0
E147390	Reimburse - Workers Comp.	0	0	0	0	0
	<i>Total Expenditure</i>	0	0	0	0	0
	TOTAL SALARIES & WAGES	0	0	0	0	0

Other Property & Services
HERON WAY DEVELOPMENT



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R149000	Profit on Asset Disposal	0	0	0	0	0
	<i>Total Revenue</i>	0	0	0	0	0
Operating Expenditure						
E149583	Settlement Expenses	0	0	0	0	0
E149410	Valuation Expenses	0	0	0	0	0
E149450	Land Acquisition Costs	0	0	0	0	0
E149582	Marketing & Advertising	0	0	0	0	0
E149620	Utilities	0	0	0	0	0
	<i>Total Expenditure</i>	0	0	0	0	0
Non Operating Expenditure						
Land Held for Resale						
A149000	Heron Way Land Development	0	0	0	0	0
	<i>Total Non Operating Expenditure</i>	0	0	0	0	0
Transfer from Reserve						
L142200	Trf from Reserve	0	0	0	0	0
	<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve						
L142100	Trf to Reserve	0	0	0	0	0
		0	0	0	0	0
	TOTAL HERON WAY DEVELOPMENT	0	0	0	0	0

Other Property & Services
MARINA VILLAGE DEVELOPMENT



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Expenditure						
E149560	Consultants	0	0	0	0	0
	<i>Total Operating Expenditure</i>	0	0	0	0	0
Non Operating Expenditure						
A149001	Land Purchase	0	0	0	0	0
	<i>Total Expenditure</i>	0	0	0	0	0
Transfer to Reserve						
L146100	Trf to Reserve	0	0	0	0	0
	<i>Total Transfer to Reserve</i>	0	0	0	0	0
TOTAL MARINA VILLAGE DEVELOPMENT		0	0	0	0	0

Other Property & Services
UNCLASSIFIED



		31/08/2017 YTD Actual \$	31/08/2017 YTD Budget \$	2017/18 Amended Budget \$	2017/18 O/S Purchase Orders \$	2017/18 Forecast Closing 20/8/18 \$
Operating Revenue						
R149980	Gain on Disposal of Assets	0	0	0	0	0
R147800	Suspense Account	28,991	0	0	0	0
	<i>Total Revenue</i>	28,991	0	0	0	0
Operating Expenditure						
E149435	Consultants	0	0	0	0	0
E149985	Loss on Asset Disposal	0	0	0	0	0
E149986	Loss on Revaluation of Assets	0	0	0	0	0
	<i>Total Expenditure</i>	0	0	0	0	0
Transfer from Reserve						
L149200	Trf from Reserve	0	0	0	0	0
	<i>Total Transfer from Reserve</i>	0	0	0	0	0
Transfer to Reserve						
L149100	Trf to Reserve	0	0	0	0	0
	<i>Total Transfer from Reserve</i>	0	0	0	0	0
	TOTAL UNCLASSIFIED	28,991	0	0	0	0

MONTHLY LIST OF PAYMENTS

Payments August 2017

Shire of Exmouth

The following schedule of accounts have been paid under delegation by the CEO since the previous Council meeting. Checks have been carried out to verify prices, computations and costings.

\$
Municipal Account: Cheque numbers 13468-13476 and direct bank payments totalling -\$ 2,245,522.10
Trust Account: direct bank payments totalling -\$ 1,350.00

Method	Date	Name	Description	Municipal Account	Trust Account
EFT11852	03/08/2017	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-\$ 156.92	
EFT11853	03/08/2017	AUSTRALIAN SERVICE UNION	PAYROLL DEDUCTIONS	-\$ 27.45	
EFT11854	03/08/2017	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	-\$ 33,980.00	
EFT11855	03/08/2017	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	-\$ 19.40	
	03/08/2017	PAYROLL	PAYROLL 3 - ENDING 02/08/2017	-\$ 116,051.12	
EFT11856	07/08/2017	BONANZA FLYING PTY LTD	CONSULTANT FOR AVIATION OPERATIONS	-\$ 687.50	
EFT11857	07/08/2017	BOYA EQUIPMENT	PARTS FOR RIDE ON MOWER	-\$ 88.11	
EFT11858	07/08/2017	BUCHER MUNICIPAL PTY LTD	PARTS FOR THE RUBBISH TRUCK	-\$ 228.36	
EFT11859	07/08/2017	CAMERON WOODS	REFUND OF GENERAL CONSUMABLES	-\$ 62.95	
EFT11860	07/08/2017	DAVID GRAY & CO PTY LTD	WHEELIE BINS	-\$ 2,776.40	
EFT11861	07/08/2017	EXMOUTH ENGINEERING	PARTS FOR LIGHT EQUIPMENT	-\$ 203.83	
EFT11862	07/08/2017	EXMOUTH SMASH REPAIRS	NINGALOO MUSEUM DODGE BUS	-\$ 12,502.13	
EFT11863	07/08/2017	EXMOUTH WHOLESALERS	GENERAL CONSUMABLES FOR CLEANING AND BUILDING MAINTENANCE	-\$ 2,127.64	
EFT11864	07/08/2017	FUSION FABRICATION & MARINE	PARTS FOR SLASHER	-\$ 420.00	
EFT11865	07/08/2017	GREY EAGLE HOLDINGS PTY LTD	TYRE REPAIR FOR WHEEL LOADER	-\$ 163.00	
EFT11866	07/08/2017	ILLUMINART PRODUCTIONS PTY LTD	COMMUNITY EVENT PROJECTION ART PROJECT	-\$ 16,500.00	
EFT11867	07/08/2017	JACKSON'S PLUMBING CONTRACTORS	PLUMBING MAINTENANCE - WOBIRI	-\$ 2,315.39	
EFT11868	07/08/2017	JAMES TRIMBLE	RECRUITMENT EXPENSES FOR TOWN PLANNER	-\$ 451.66	
EFT11869	07/08/2017	LG SOFTWARE SOLUTIONS PTY	ANNUAL SUPPORT AND USAGE CPR MODULE	-\$ 7,150.00	
EFT11870	07/08/2017	LGIS INSURANCE BROKING	LGIS MOTOR VEHICLE INSURANCE	-\$ 82,245.34	
EFT11871	07/08/2017	LGISWA	LGIS PROPERTY (ISR) INSURANCE	-\$ 270,208.23	
EFT11872	07/08/2017	NETWORK POWER SOLUTIONS PTY LTD	ELECTRICAL WORKS - SENIORS BUILDING	-\$ 987.27	
EFT11873	07/08/2017	NGT LOGISTICS PTY LTD	FREIGHT	-\$ 731.98	
EFT11874	07/08/2017	PHONOGRAPHIC PERFORMANCE COMPANY OF AUSTRALIA	LICENCE RENEWAL	-\$ 240.98	
EFT11875	07/08/2017	SAFETY SOLUTIONS WA	OSH COMPLIANCE AUDIT	-\$ 1,665.60	
EFT11876	07/08/2017	SANTA FE WRIDGWAYS	CEO RELOCATION	-\$ 9,549.10	
EFT11877	07/08/2017	SETON AUSTRALIA	HELIPORT GENERAL CONSUMABLES	-\$ 1,054.38	
EFT11878	07/08/2017	SKIPPER TRANSPORT PARTS	PARTS FOR WATER TRUCK	-\$ 2,710.29	
EFT11879	07/08/2017	SML ENTERPRISES PTY LTD	MINOR EQUIPMENT FOR LEARMONTH HELIPORT	-\$ 979.00	
EFT11880	07/08/2017	STATE LIBRARY OF WESTERN AUSTRALIA	BOOK REPLACEMENT	-\$ 214.50	
EFT11881	07/08/2017	STEPHEN FOSTER	SUBSCRIPTION RENEWAL	-\$ 499.00	
EFT11882	07/08/2017	TENNANT AUSTRALIA PTY LTD	PARTS FOR LIGHT EQUIPMENT	-\$ 319.34	
EFT11883	07/08/2017	THE ENTERTAINMENT STORE	COMMUNITY EVENT PERFORMANCE	-\$ 14,850.00	
EFT11884	07/08/2017	THE HONDA SHOP	PARTS FOR LIGHT EQUIPMENT	-\$ 275.13	
EFT11885	07/08/2017	THE LEISURE INSTITUTE OF WA AQUATICS INC	TRAINING	-\$ 630.00	
EFT11886	07/08/2017	TOLL IPEC	FREIGHT	-\$ 202.30	
EFT11887	07/08/2017	WALGA	SUBSCRIPTIONS	-\$ 25,541.22	
EFT11888	09/08/2017	BOYA EQUIPMENT	PARTS FOR KUBOTA MOWER	-\$ 1,081.52	
EFT11889	09/08/2017	CAPRICORN EXTINGUISHER SERVICES.	EQUIPMENT MAINTENANCE	-\$ 188.00	
EFT11890	09/08/2017	EXMOUTH DISTRICT HIGH SCHOOL.	COMMUNITY COURTS ELECTRICITY JULY 2017	-\$ 268.44	
EFT11891	09/08/2017	EXMOUTH FUEL SUPPLIES	FUEL SUPPLIES FOR JULY 2017	-\$ 436.27	
EFT11892	09/08/2017	HEAVY AUTOMATICS PTY LTD	PARTS FOR RUBBISH TRUCK	-\$ 367.50	
EFT11893	09/08/2017	REPCO CARNARVON	PARTS FOR RUBBISH TRUCK	-\$ 243.65	
EFT11894	09/08/2017	RESPONSIBLE ACTION NETWORK	WASTE MANAGEMENT INITIATIVES - SUBSCRIPTION	-\$ 750.00	
EFT11895	17/08/2017	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-\$ 156.92	
EFT11896	17/08/2017	AUSTRALIAN SERVICE UNION	PAYROLL DEDUCTIONS	-\$ 27.45	
EFT11897	17/08/2017	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	-\$ 41,574.75	
EFT11898	17/08/2017	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	-\$ 19.40	
EFT11899	17/08/2017	AQUARIUS TECHNOLOGIES PTY LTD	SUBSCRIPTION	-\$ 275.00	
EFT11900	17/08/2017	ASTRO SYNTHETIC SURFACES	KOOBOOROO PARK SYNTHETIC TURF	-\$ 2,013.00	

Method	Date	Name	Description	Municipal Account	Trust Account
EFT11901	17/08/2017	BATTERIES PLUS TECHNOLOGIES	STATIONERY	-\$ 22.33	
EFT11902	17/08/2017	BBS DEBT COLLECTIONS	DEBT RECOVERY	-\$ 8.00	
EFT11903	17/08/2017	BIG FISH GRAPHICS NT	PPE UNIFORMS FOR MULTIPLE EMPLOYEES	-\$ 3,739.86	
EFT11904	17/08/2017	CALTEX STARMART EXMOUTH	TYRES FOR SINGLE CAB UTE	-\$ 1,434.00	
EFT11905	17/08/2017	COLLINS CRAFT & SCHOOL SUPPLIES	COMMUNITY EVENT CRAFT SUPPLIES	-\$ 157.63	
EFT11906	17/08/2017	CONSTRUCTION HYDRAULIC DESIGN PTY LTD	NINGALOO CENTRE - CONTRACT ADMINISTRATION	-\$ 2,875.28	
EFT11907	17/08/2017	CSP INDUSTRIES PTY LTD (STIHL SHOP)	PARTS FOR LIGHT EQUIPMENT	-\$ 398.80	
EFT11908	17/08/2017	DANA JEANS COASTAL BLOOMS	VIETNAM VETERANS WREATH	-\$ 105.00	
EFT11909	17/08/2017	DEPARTMENT OF FIRE & EMERGENCY SERVICES DB	DFES ANNUAL MONITORING 2017/ 2018	-\$ 1,794.14	
EFT11910	17/08/2017	EXMOUTH AUTO AND MARINE ELECTRICS	PARTS FOR WHEEL LOADER	-\$ 1,161.00	
EFT11911	17/08/2017	EXMOUTH CIVIL PTY LTD	TEMPORARY FENCING NINGALOO CENTRE	-\$ 2,750.00	
EFT11912	17/08/2017	EXMOUTH INDUSTRIAL PARTS & LABOUR PTY LTD	PARTS FOR WHEEL LOADER	-\$ 532.43	
EFT11913	17/08/2017	EXMOUTH QUARRIES AND CONCRETE	ROAD BASE	-\$ 1,760.00	
EFT11914	17/08/2017	EXMOUTH SMASH REPAIRS	REPAIR TO WHEEL LOADER	-\$ 360.25	
EFT11915	17/08/2017	EXMOUTH WHOLESALERS	DEPOT BLDG GENERAL CONSUMABLES	-\$ 54.67	
EFT11916	17/08/2017	FIRM CONSTRUCTION PTY LTD	NINGALOO CENTRE - CONSTRUCTION AND FIT OUT RFT C04/2015	-\$ 111,464.44	
EFT11917	17/08/2017	FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY AND LAYING OF BITUMEN - GENERAL STREETS/ ROADS	-\$ 737,663.95	
EFT11918	17/08/2017	HEAVY AUTOMATICS PTY LTD	CONSUMABLE FOR RUBBISH TRUCK	-\$ 280.60	
EFT11919	17/08/2017	IAN FLETCHER	REIMBURSEMENT OF COMMISSIONER EXPENSES	-\$ 167.40	
EFT11920	17/08/2017	JACKSON MCDONALD LAWYERS	LEGAL EXPENSES	-\$ 589.64	
EFT11921	17/08/2017	JACKSON'S PLUMBING CONTRACTORS	PLUMBING MAINTENANCE - PATTERSON BORE	-\$ 1,996.39	
EFT11922	17/08/2017	JACKSONS DRAWING SUPPLIES PTY LTD	COMMUNITY EVENTS CONSUMABLES	-\$ 557.86	
EFT11923	17/08/2017	JANINE OXENHAM	COMMUNITY EVENT DANCERS	-\$ 2,140.96	
EFT11924	17/08/2017	JMG BUILDING SURVEYORS	NINGALOO CENTRE - CERTIFICATE OF CONSTRUCTION COMPLIANCE	-\$ 6,380.00	
EFT11925	17/08/2017	KEITH A WOODWARD	UTILITY REFUND FOR STAFF HOUSE - 23 CARR WAY	-\$ 399.96	
EFT11926	17/08/2017	LANDGATE	SLIP SUBSCRIPTION	-\$ 2,514.00	
EFT11927	17/08/2017	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL EXPENSES	-\$ 641.30	
EFT11928	17/08/2017	NETWORK POWER SOLUTIONS PTY LTD	ELECTRICAL WORKS - STAFF HOUSING	-\$ 325.00	
EFT11929	17/08/2017	NGT LOGISTICS PTY LTD	FREIGHT	-\$ 3,434.99	
EFT11930	17/08/2017	NINGALOO NECTAR	WATER CONSUMABLES	-\$ 48.00	
EFT11931	17/08/2017	NORCAPE BUILDING COMPANY	BUILDING SUPPLIES FOR STAFF HOUSING	-\$ 1,379.40	
EFT11932	17/08/2017	OCEAN REEFS PRODUCTIONS PTY LTD	NINGALOO CENTRE SEAWATER	-\$ 2,700.00	
EFT11933	17/08/2017	PACIFIC MAGAZINES PTY LTD	SUBSCRIPTION	-\$ 64.00	
EFT11934	17/08/2017	REPCO CARNARVON	PARTS FOR LOW LOADER TRAILER	-\$ 417.93	
EFT11935	17/08/2017	SCOPE BUSINESS IMAGING	PRINTING & STATIONERY - JULY 2017	-\$ 956.48	
EFT11936	17/08/2017	STATE LIBRARY OF WESTERN AUSTRALIA	BOOK REPLACEMENT	-\$ 60.50	
EFT11937	17/08/2017	STYLECRAFT AUSTRALIA	NINGALOO CENTRE FURNITURE DELIVERY	-\$ 14,066.25	
EFT11938	17/08/2017	TENNANT AUSTRALIA PTY LTD	PARTS FOR ROAD SWEEPER	-\$ 2,556.08	
EFT11939	17/08/2017	TNT EXPRESS AUSTRALIA - ACCOUNTS	ANALYTICAL EXPENSES	-\$ 317.00	
EFT11940	17/08/2017	TOLL IPEC	FREIGHT	-\$ 238.08	
EFT11941	17/08/2017	WESTRAC PTY LTD	PARTS FOR WHEEL LOADER	-\$ 4,574.22	
	17/08/2017	PAYROLL	PAYROLL 4 - ENDING 16/08/2017	-\$ 114,881.43	
EFT11942	18/08/2017	AUSTRALIAN TAXATION OFFICE	BAS JULY 2017	-\$ 81,804.00	
EFT11943	21/08/2017	WESTERN AUSTRALIAN TREASURY CORP.	LOAN NO. 180 INTEREST PAYMENT - CONSTRUCT 2 STAFF DWELLINGS SNAPPER LOOP	-\$ 7,768.00	
EFT11944	25/08/2017	ADD VALUE PROMOTIONS	MERCHANDISE FOR 50 YEAR CELEBRATIONS	-\$ 5,123.80	
EFT11945	25/08/2017	MOET HENNESSY AUSTRALIA	COMMUNITY EVENT CONSUMABLES	-\$ 8,222.61	
EFT11946	25/08/2017	TIME CAPSULES AUSTRALIA	LONG TOM TIME CAPSULE	-\$ 620.00	
EFT11947	28/08/2017	ATOM SUPPLY / GERALDTON INDUSTRIAL SUPPLIES	PPE UNIFORMS	-\$ 1,646.44	
EFT11948	28/08/2017	AUSTRALIA POST	POSTAGE & FREIGHT - JULY 2017	-\$ 530.23	
EFT11949	28/08/2017	BAMBOO NOMINEES PTY LTD	COFFEE CONSUMABLES	-\$ 76.00	
EFT11950	28/08/2017	BBS DEBT COLLECTIONS	DEBT RECOVERY	-\$ 290.00	
EFT11951	28/08/2017	BENJAMIN JAMES KNAGGS	VERGE CONTRIBUTION	-\$ 500.00	
EFT11952	28/08/2017	BILLI PTY LTD	GENERAL CONSUMABLES	-\$ 407.00	
EFT11953	28/08/2017	BOYA EQUIPMENT	PARTS FOR KUBOTA MOWER	-\$ 274.74	
EFT11954	28/08/2017	CEMETERIES AND CREMATORIA ASSOCIATION OF WA	MEMBERSHIP RENEWAL 2017/2018	-\$ 120.00	
EFT11955	28/08/2017	CUSHMAN & WAKEFIELD (C/ DTZ)	RENT CPI ADJUSTMENT	-\$ 36.31	
EFT11956	28/08/2017	DISTRICT AUSTRALIA PTY LTD	NINGALOO CENTRE FURNITURE	-\$ 5,181.00	
EFT11957	28/08/2017	ELECTRICAL DESIGN CONSULTANTS PTY LTD	NINGALOO CENTRE - ELECTRICAL CONSULTING SERVICES	-\$ 3,190.00	
EFT11958	28/08/2017	EXMOUTH GARDENS	PLANTS FOR STAFF HOUSING	-\$ 322.41	
EFT11959	28/08/2017	EXMOUTH IGA	GENERAL CONSUMABLES - JULY 2017	-\$ 306.05	
EFT11960	28/08/2017	EXMOUTH NEWSAGENCY & TOYWORLD	PRINTING & STATIONERY - JULY 2017	-\$ 1,157.55	
EFT11961	28/08/2017	EXMOUTH PHARMACY	GENERAL CONSUMABLES	-\$ 89.94	

Method	Date	Name	Description	Municipal Account	Trust Account
EFT11962	28/08/2017	EXMOUTH POLICE & COMMUNITY YOUTH CENTRES (PCYC)	EQUIPMENT HIRE FOR COMMUNITY EVENT	-\$ 1,300.00	
EFT11963	28/08/2017	EXMOUTH SERVICE CENTRE & TOWING	ABANDONED VEHICLE	-\$ 245.00	
EFT11964	28/08/2017	EXMOUTH WHOLESALERS	PPE UNIFORMS	-\$ 591.58	
EFT11965	28/08/2017	FORPARK AUSTRALIA	KRAIT STREET PARK MAINTENANCE CONSUMABLES	-\$ 246.40	
EFT11966	28/08/2017	FOXTEL CABLE TELEVISION PTY LTD	UTILITIES	-\$ 155.00	
EFT11967	28/08/2017	FULTON HOGAN INDUSTRIES PTY LTD	PRE-MIX	-\$ 7,040.00	
EFT11968	28/08/2017	HARVEY NORMAN - KARRATHA	MINOR EQUIPMENT	-\$ 923.00	
EFT11969	28/08/2017	HITACHI CONSTRUCTION MACHINERY (AUST) PTY LTD	PARTS FOR EXCAVATOR	-\$ 1,786.11	
EFT11970	28/08/2017	HOME TIMBER AND HARDWARE	GENERAL HARDWARE SUPPLIES - HOUSING	-\$ 779.05	
EFT11971	28/08/2017	INMARSAT AUSTRALIA PTY LTD	UTILITIES	-\$ 113.03	
EFT11972	28/08/2017	IT VISION	UPGRADE SYNERGYSOFT	-\$ 2,568.50	
EFT11973	28/08/2017	JACKSON'S PLUMBING CONTRACTORS	PLUMBING MAINTENANCE - PATTERSON BORE	-\$ 922.91	
EFT11974	28/08/2017	JAMES TRIMBLE	STAFF RECRUITMENT REFUND	-\$ 35.00	
EFT11975	28/08/2017	JASON SIGNMAKERS	STREET MAINTENANCE CONSUMABLES	-\$ 693.39	
EFT11976	28/08/2017	JETSPARK ELECTRICAL & AIR CONDITIONING	ELECTRICAL WORKS - CBD AREA	-\$ 11,277.90	
EFT11977	28/08/2017	JOSHUA J KOONTZ	POOL MANAGER TRAINING REIMBURSEMENT	-\$ 342.49	
EFT11978	28/08/2017	LANDGATE	VALUATION EXPENSES	-\$ 129.43	
EFT11979	28/08/2017	LG ASSIST	SUBSCRIPTION	-\$ 3,000.00	
EFT11980	28/08/2017	MIRCO BROS PTY LTD	PEST CONTROL CONSUMABLES	-\$ 105.00	
EFT11981	28/08/2017	MOORE STEPHENS (WA) P/L	NINGALOO CENTRE CONSULTANCY	-\$ 6,050.00	
EFT11982	28/08/2017	NETWORK POWER SOLUTIONS PTY LTD	TOWN HALL ELECTRICAL UPGRADE	-\$ 4,976.00	
EFT11983	28/08/2017	NGT LOGISTICS PTY LTD	FREIGHT	-\$ 495.00	
EFT11984	28/08/2017	NINGALOO IGA	GENERAL CONSUMABLES - JULY 2017	-\$ 187.50	
EFT11985	28/08/2017	NINGALOO VISITOR CENTRE	NVC FUNDING AGREEMENT - JUL TO SEP 2017	-\$ 59,675.00	
EFT11986	28/08/2017	NORCAPE TREE SERVICES	TREE SERVICES TOWN POOL	-\$ 660.00	
EFT11987	28/08/2017	NORWEST CRANE HIRE #2 PTY LTD	SKIP BIN WEEKLY HIRE - JULY 2017	-\$ 1,808.40	
EFT11988	28/08/2017	NS PROJECTS & INTEGRAL PC & INTEGRAL VALUATIONS	PROJECT MANAGEMENT SERVICES FOR NINGALOO CENTRE	-\$ 14,300.00	
EFT11989	28/08/2017	R&L COURIERS	FREIGHT	-\$ 88.00	
EFT11990	28/08/2017	SITE ARCHITECTURE	NINGALOO CENTRE - CONTRACT ADMINISTRATION	-\$ 9,997.39	
EFT11991	28/08/2017	SKIPPER TRANSPORT PARTS	PARTS FOR WATER TRUCK	-\$ 3,903.44	
EFT11992	28/08/2017	SML ENTERPRISES PTY LTD	AIRPORT BUILDING MAINTENANCE	-\$ 979.00	
EFT11993	28/08/2017	SPYKER BUSINESS SOLUTIONS	NINGALOO CENTRE OPTICAL FIBRE VARIATIONS	-\$ 14,343.49	
EFT11994	28/08/2017	STATE LIBRARY OF WESTERN AUSTRALIA	LOST AND DAMAGED ITEMS 2017-2018	-\$ 330.00	
EFT11995	28/08/2017	STEVENS MCGANN WILLCOCK & COPPING (SMW&C)	NINGALOO CENTRE - MECHANICAL SERVICES	-\$ 3,190.00	
EFT11996	28/08/2017	SX TECHNOLOGIES PTY LTD	AIRPORT SCREENING SERVICE SUPPORT AGREEMENT	-\$ 13,756.60	
EFT11997	28/08/2017	TENNANT AUSTRALIA PTY LTD	PARTS FOR ROAD SWEEPER	-\$ 4,778.14	
EFT11998	28/08/2017	THINKWATER GERALDTON	PARTS FOR WATER TRUCK	-\$ 147.50	
EFT11999	28/08/2017	TNT EXPRESS AUSTRALIA - ACCOUNTS	ANALYTICAL EXPENSES	-\$ 238.99	
EFT12000	28/08/2017	TOLL EXPRESS	FREIGHT	-\$ 95.73	
EFT12001	28/08/2017	TOLL IPEC	FREIGHT	-\$ 227.33	
EFT12002	28/08/2017	TOTALLY WORKWEAR MIDLAND	PPE UNIFORMS	-\$ 185.95	
EFT12003	28/08/2017	EXMOUTH VOLUNTEER FIRE AND RESCUE	REFUND OF BOND		-\$ 250.00
EFT12004	28/08/2017	KATHRYN M MENNER	REFUND OF BOND		-\$ 550.00
EFT12005	28/08/2017	MOUNSHER AMUSEMENTS	REFUND OF BOND		-\$ 550.00
EFT12006	31/08/2017	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-\$ 156.92	
EFT12007	31/08/2017	AUSTRALIAN SERVICE UNION	PAYROLL DEDUCTIONS	-\$ 27.45	
EFT12008	31/08/2017	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	-\$ 33,898.00	
EFT12009	31/08/2017	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	-\$ 19.40	
	31/08/2017	PAYROLL	PAYROLL 4 - ENDING 31/08/2017	-\$ 113,893.29	
13468	07/08/2017	HORIZON POWER - ACCOUNTS	UTILITIES	-\$ 262.00	
13469	07/08/2017	MAGSHOP	SUBSCRIPTION	-\$ 159.98	
13470	09/08/2017	HORIZON POWER - ACCOUNTS	UTILITIES	-\$ 15,586.77	
13471	17/08/2017	HORIZON POWER - ACCOUNTS	UTILITIES	-\$ 1,653.26	
13472	17/08/2017	MAGSHOP	SUBSCRIPTION	-\$ 69.99	
13473	17/08/2017	TELSTRA CORPORATION	UTILITIES	-\$ 2,533.94	
13474	28/08/2017	DEPARTMENT OF HOUSING	UTILITIES	-\$ 95.15	
13475	28/08/2017	PIVOTEL SATELLITE PTY LTD	UTILITIES	-\$ 31.00	
13476	28/08/2017	TELSTRA CORPORATION	UTILITIES	-\$ 4,157.44	
DD3995.1	02/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION	PAYROLL DEDUCTIONS	-\$ 25,703.34	
DD3995.2	02/08/2017	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 4.60	
DD3995.3	02/08/2017	ASTERON LIFE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 242.07	
DD3995.4	02/08/2017	AMP LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 156.83	

Method	Date	Name	Description	Municipal Account	Trust Account
DD3995.5	02/08/2017	CONCEPT ONE SUPER	SUPERANNUATION CONTRIBUTIONS	-\$ 242.07	
DD3995.6	02/08/2017	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 216.49	
DD3995.7	02/08/2017	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 1,193.15	
DD3995.8	02/08/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-\$ 108.25	
DD3995.9	02/08/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-\$ 273.65	
DD3997.1	01/08/2017	WESTNET PTY LTD	MONTHLY INTERNET COMMUNITY DEVELOPMENT OFFICER	-\$ 511.67	
DD3997.2	01/08/2017	DEPARTMENT OF HOUSING	RENT FOR 31 NIMITZ/ 19 CARPENTER / 27 & 17 CHRISTIE	-\$ 5,153.20	
DD3997.3	01/08/2017	EXMOUTH CAPE REAL ESTATE	RENTAL OF STORAGE UNIT FOR NINGALOO CENTRE EQUIPMENT (UNIT 23/16 PELLEW ST)	-\$ 619.67	
DD3997.4	01/08/2017	WESTPAC BANKING CORPORATION	BANK FEES - MERCHANT FEES, ACTIVITY FEES AND MONTHLY PLAN FEE	-\$ 326.09	
DD3997.5	01/08/2017	RAY WHITE EXMOUTH	MANAGEMENT FEES FOR 20 DAVIDSON STREET	-\$ 146.74	
DD3997.6	01/08/2017	AVDATA	AGENCY COLLECTION FEES FOR THE MONTH OF JULY 2017	-\$ 3,427.74	
DD4009.1	02/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 190.45	
DD4009.2	16/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION	PAYROLL DEDUCTIONS	-\$ 54.42	
DD4014.1	02/08/2017	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 155.25	
DD4017.1	09/08/2017	QANTAS AIRWAYS LIMITED	CC DCEO - RETURN FLIGHTS FOR COMMISSIONER	-\$ 806.38	
DD4017.2	09/08/2017	SURVEY MONKEY.COM	ADVANTAGE SUBSCRIPTION	-\$ 358.44	
DD4017.3	09/08/2017	WOOLWORTHS - KARRATHA	CC DCEO - FUEL FOR 3001EX	-\$ 89.13	
DD4019.1	16/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION	PAYROLL DEDUCTIONS	-\$ 25,439.65	
DD4019.2	16/08/2017	ASTERON LIFE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 242.07	
DD4019.3	16/08/2017	AMP LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 44.81	
DD4019.4	16/08/2017	CONCEPT ONE SUPER	SUPERANNUATION CONTRIBUTIONS	-\$ 242.07	
DD4019.5	16/08/2017	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 1,191.67	
DD4019.6	16/08/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-\$ 108.25	
DD4019.7	16/08/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-\$ 275.28	
DD4019.8	16/08/2017	THE TRUSTEE OF RKW SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-\$ 231.11	
DD4019.9	16/08/2017	AMP NORTH PERSONAL SUPERANNUATION AND PENSION PLAN	SUPERANNUATION CONTRIBUTIONS	-\$ 231.11	
DD4039.1	30/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION	PAYROLL DEDUCTIONS	-\$ 25,655.06	
DD4039.2	30/08/2017	ASTERON LIFE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 242.07	
DD4039.3	30/08/2017	AMP LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 44.81	
DD4039.4	30/08/2017	CONCEPT ONE SUPER	SUPERANNUATION CONTRIBUTIONS	-\$ 242.07	
DD4039.5	30/08/2017	AUSTRALIAN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 1,177.24	
DD4039.6	30/08/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-\$ 108.25	
DD4039.7	30/08/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-\$ 275.59	
DD4039.8	30/08/2017	THE TRUSTEE OF RKW SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-\$ 231.11	
DD4039.9	30/08/2017	AMP NORTH PERSONAL SUPERANNUATION AND PENSION PLAN	SUPERANNUATION CONTRIBUTIONS	-\$ 231.11	
DD4049.1	07/08/2017	BBS DEBT COLLECTIONS	DEBT RECOVERY COMMISSION A1379 WRAPTOR PTY LTD	-\$ 5.50	
DD4049.2	15/08/2017	WESTNET PTY LTD	MONTHLY INTERNET CHARGES EXECUTIVE MANAGER CORPORATE SERVICES	-\$ 114.85	
DD4049.3	21/08/2017	BBS DEBT COLLECTIONS	DEBT COLLECTION FEES - COMMISSION A1618 AARRON BOLWELL	-\$ 32.00	
DD4049.4	22/08/2017	TELSTRA CORPORATION	MONTHLY INTERNET EMES - KEITH WOODWARD	-\$ 69.95	
DD4049.5	25/08/2017	WESTNET PTY LTD	MONTHLY CHARGES FOR SATELLITE SERVICES	-\$ 49.99	
DD4049.6	29/08/2017	EXMOUTH CAPE REAL ESTATE	RENT STORAGE UNIT NINGALOO CENTRE 23/16 PELLEW ST	-\$ 619.67	
DD3995.10	02/08/2017	THE TRUSTEE OF RKW SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-\$ 231.11	
DD3995.11	02/08/2017	AMP NORTH PERSONAL SUPERANNUATION AND PENSION PLAN	SUPERANNUATION CONTRIBUTIONS	-\$ 231.11	
DD3995.12	02/08/2017	FUERY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-\$ 307.84	
DD4019.10	16/08/2017	FUERY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-\$ 293.22	
DD4019.11	16/08/2017	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 2.30	
DD4039.10	30/08/2017	FUERY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-\$ 293.22	
DD4039.11	30/08/2017	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-\$ 13.79	
				-\$ 2,245,522.10	- 1,350.00

OUTSTANDING CREDITORS FOR AUGUST 2017

\$ 691,321.01