



SHIRE OF EXMOUTH

Attachments

Ordinary Council Meeting – 28 May 2020

6.8 – Advertising Signs, Town Centre Public Space & Outdoor Eating Permits

Adoption		
Date	Meeting	Council Decision
28/05/20	OCM	
Review Details		
Date	Meeting	Council Decision
Delegation		
No.	Title	

1. POLICY STATEMENT

The Shire of Exmouth encourages local businesses to partner in continually improving the presentation of Exmouth as the State's premier tourism town. In addition to its own efforts to enhance the visual amenity of the town the local government actively invites local businesses to create improved retail and hospitality vibrancy through this business-friendly advertising signage and trading permits policy.

This policy sets out the matters the local government will consider when assessing applications for advertising signs, town centre public space and outdoor eating space permits.

It has been prepared to support and be read in conjunction with Clause 4.31 of the Shire of Exmouth Local Planning Scheme No.4 (The Scheme). The Scheme requires the submission of an application for Development Approval only for non-exempt advertisements.

Local businesses are required to submit applications for the Town Centre Public Space and Outdoor Eating permits.

This policy is supported and should be read in conjunction with the individual guidelines for;

- Advertising Signage Guidelines
- Town Centre Public Space Permit Guidelines
- Outdoor Eating Guidelines
- Booking Temporary Banner Display Guidelines

2. POLICY OBJECTIVES

1. To assist local businesses create vibrancy, enhance amenity and maximize business opportunities whilst reinforcing the positioning of Exmouth as a unique visitor destination.
2. To ensure that the display of advertising signs on properties complements the surrounding area without impacting on public safety and access.
3. To encourage local food businesses to create and manage quality outdoor dining areas without impacting on public safety or access.

4. To ensure consistent policy and clearly set out the requirements of the Shire of Exmouth for applicants making an application for advertising signage, use of town centre public space and outdoor eating areas.
5. To guide the design, materials and siting of advertising structures and signs in the local government area.
6. To provide improved opportunities and clear guidelines for local community and sporting groups to advertise events and activities.
7. To decrease bureaucratic procedures, restrictions and constraints, as well as legal and jargonistic guidelines.

3. DEFINITIONS

Unless otherwise defined, words and expressions in this policy are as defined in *Schedule 1* of the Shire of Exmouth Local Planning Scheme No.04. Definitions are included in respective supporting guideline documents.

4. GENERAL PROVISIONS

4.1 Advertising Signs

Businesses within the local government area are encouraged to create high quality advertising signage that complements the surrounding settings and reinforces the positioning of Exmouth as a tourism town. The Advertising Signage Guidelines details what is permitted and promotes adherence to public safety and access.

4.2 Town Centre Public Space;

Commercial operators within the town centre are provided the opportunity to use the public space immediately in front of their respective tenancy. The **"Town Centre Public Space Permit"** encourages traders to use the public space immediately in front of their tenancy for advertising, merchandising or seating as detailed in the Shire's Town Centre Public Space Permit Guidelines.

4.3 Outdoor Eating Permit;

Food businesses within the local government area that meet stated qualifying criteria are encouraged to create high quality outdoor dining areas in public spaces via the **"Outdoor Eating Permit"**.

This policy endorses the Outdoor Eating Guidelines, failure to comply with these guidelines will result in the permit being cancelled or enforcement action taken.

To operate an outdoor eating area the following criteria applies;

1. You are a registered food business with the Shire of Exmouth.
2. Have a tenancy fronting the public place where the outdoor dining will be situated.
3. Have clear and unobstructed access and views of the area.
4. All relevant fees have been paid in respect to the permit area.
5. Maintain Public Liability insurance of \$10 million dollars.
6. The Shire's Outdoor Eating Permit Guidelines are complied with.

4.4 Temporary Banner Display Advertising;

The local government offers dedicated banner display infrastructure at nominated high profile locations within the township for use primarily by local community and sporting groups for the short-term promotion of events and activities.

The use of dedicated banner infrastructure is managed by the local government's ***"Booking Banner Sites Guidelines"***.



Advertising Signage Guidelines

Version: 13 March 2020 DRAFT

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Introduction

The Shire of Exmouth encourages local businesses to create vibrancy, enhance amenity and maximise business opportunities whilst adhering to these tourism friendly advertising signage guidelines.

These Guidelines are set under the Shire of Exmouth's Advertising Signs, Town Centre Public Space & Outdoor Eating Permits Policy.

Objectives

The objective of these guidelines is to ensure that the display of advertising signs on properties complements the surrounding area without impacting on public safety and access.

To achieve the above the Guidelines will give due regard to:

- The Shire of Exmouth's Disability Access and Inclusion Plan July 2015.
- The Shire of Exmouth's Strategic Community Plan – Exmouth 2030.
- Clause 4.31 of the Shire of Exmouth Local Planning Scheme No.4

Who do the Guidelines apply to?

The guidelines apply to:

- Advertising signs on all land zoned or reserved pursuant to the Shire of Exmouth Operative Local Planning Scheme.
- In accordance with Clause 61(1)(h) of the Planning and Development (Local Planning Schemes) Regulations 2015 development approval is not required for signs that are identified as exempted signs under Exemptions of this guideline or expressly comply with the General Provisions and Specific Requirements under General Provisions and Specific Requirements (Table 1) of this guideline.
- Where there is any inconsistency between this Advertising Signage policy and guidelines and the local government's Structure Plans, Local Development Plans and Special Control Areas then the provisions within those documents shall prevail.
- Where a sign does not require development approval under this Policy and Guidelines it should be noted that a building permit may still be required in certain circumstances and is to be obtained separately from the local government's Building Services. A building permit is to document the methods of construction and how the sign is to be affixed to a building or the ground.
- Where a sign type is proposed that is not prescribed in the Policy it will be considered on its merits and assessed against the criteria outlined in Variations of this guideline.

General Provisions

1. Advertisements will not be approved on properties primarily used for residential purposes where the advertisement does not pertain to a relevant home-based business unless otherwise provided for in this Policy Guideline.
2. Where a commercial activity (specifically excluding home based businesses) has been

approved on land zoned Residential under the Shire's Local Planning Scheme, signage proposals shall be assessed against the criteria within Table 1 of this Guideline.

3. Advertisements shall be located such that traffic and pedestrian safety is not compromised.
4. Advertisements shall not contain any obscene or offensive information or illustration.
5. Advertisements shall not impede pedestrian or vehicle movements.
6. Advertisements associated with new commercial, industrial or mixed-use developments with multiple tenancies are to be accompanied with a wider signage strategy for the site.
7. The local government supports the tourism collaboration principle of local businesses cross promoting each other products and services. Third party advertising is permitted on public space within the town centre via permit, and all private land with the exception of land zoned Residential where General Provision 1. as detailed above prevails.
8. No advertising signs are permitted within the road reserve.
9. No advertising signs are permitted in public space without approval excluding the town centre public space permit areas and Shire temporary banner display locations.
10. Where signs are illuminated they will:
 - i. not cause a nuisance, by way of light spillage to abutting sites;
 - ii. not comprise flashing, intermittent or running lights, or change more than once in every 5- minute period;
 - iii. not interfere with or be likely to be confused with, traffic control signals;
 - iv. have any boxing or casing in which it is enclosed constructed of non-combustible material;
 - v. have its electrical installation constructed and maintained to the satisfaction of the relevant electricity supply authority;
 - vi. be maintained to operate as an illuminated sign; and
 - vii. not have a light of such intensity as to cause annoyance to the public.
11. Where the policy refers to a maximum area and the advertisement sign involved has more than one visible face the measurement identified is applicable to each face.
12. Street numbering to be clearly visible and incorporated into signage wherever possible.

Exempted Advertisements

The following signs are specifically exempt from the requirement to obtain development approval:

- a) Signs implemented in accordance with legislated requirements;
- b) Signs erected by a public authority or on its behalf for the primary purpose of public safety or information and/or the direction and control of people, animals or vehicles;
- c) All advertisements erected, placed or displayed within buildings which cannot ordinarily be seen by a person outside of those buildings;
- d) All classes of building, one (1) advertisement sign containing the name, number or address of the building, the purpose for which the building is used or the name or address of the managing agent thereof, with a maximum area of 0.2 square metres;
- e) Home based business signs not exceeding 0.2m² in area;
- f) Temporary (48 hours prior, removed within 48 hours after) erection or installation of electoral advertisements as provided in clause 61(1)(g) of the deemed provisions;
- g) Temporary banner signs erected on dedicated Shire local community and sporting group banner sign infrastructure. Complete and submit local government's "Booking Temporary Banner Display" form required and adherence to guidelines.
- h) Real Estate signs not exceeding 6m² in area in residential zoned areas (noting that greater allowances are permitted where 'Development Signs' are involved as per General Provisions of this guideline.
- i) Real Estate signs not exceeding 12m² in commercial/industrial zoned areas (noting that greater allowances are permitted where 'Development Signs' are involved as per Specific Requirements of the guideline); and
- j) Home Open for inspection signs.

SPECIFIC REQUIREMENTS

TABLE 1: ACCEPTABLE STANDARDS FOR VARIOUS SIGN TYPES

SIGN TYPE AND DEFINITION	DIAGRAM	REQUIREMENTS
HOARDING (BILLBOARD) SIGN <i>A detached or detachable structure other than a pylon or monolith sign, that is erected for the sole purpose of displaying a sign or signs and includes a poster panel, a wall panel or an illuminated panel but does not include a hoarding erected as a barrier or screen on a building site</i>		• Is limited to a maximum of one sign per lot. • Is not to exceed 10m² in area. • Is to be no less than 1.2m or greater than 2.5m above ground level. • Is not permitted within the Residential, Rural and Special Rural zone. • Is not to be erected in the area between any building and any street boundary of a lot except with the approval of the local government. • Is not permitted if there is a monolith sign or pylon sign on the same lot. • Is to be located wholly within the boundaries of the land.
MONOLITH SIGN <i>A sign that is not attached to a building or any other structure</i>		• Is limited to a maximum of one monolith sign per lot, unless it is a corner lot where one sign per lot frontage may be permitted.

and with its largest dimension being vertical. Such a sign may consist of a number of modules and is generally uniform in shape from ground level to the top of the sign.



- Is not permitted where there is an existing pylon sign or hoarding sign on the same lot.
- Where there is more than one business tenancy on the lot, the sign shall be designed to accommodate advertising requirements of all tenancies.
- Is to have a maximum depth of 0.5m.
- If the lot frontage is less than 71m, then a sign shall be limited to 7.5m in height and 2.5m in width.
- If the lot frontage is between 71m and 100m, then a sign shall be limited to 9m in height and 3m in width.
- If the lot frontage is above 101m, then a sign shall be limited to 10.5m in height and 3.5m in width.
- Is to be setback 1m from any crossover.
- Is to be located wholly within the lot boundary.
- Is to be no higher than 3m in height and 1.5m in width for commercial uses within a Residential zone.

		Is to be located wholly within the boundaries of the land.
PORTABLE SIGN <i>A sign not permanently attached to the ground or to a structure, wall, fence or building and including but not limited to a sandwich board sign consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means.</i>		- Is to be no higher than 1.2m above ground level. - Is not to exceed 2m² in area per sign (total area where sign has a double side) with a maximum 1m² on any one side. Multiple A frames are permitted. - Is to be secured and stabilized, removed outside normal business hours or left appropriately secured. - Is to be located wholly within the boundaries of the land and not permitted within public space nor within the road reserve. - May be displayed by tenants obtaining and adhering to conditions of a Town Centre Public Space Permit.
PRODUCT DISPLAY SIGN <i>A product or object displayed for the purposes of advertisement or a sign which is applied or otherwise attached or placed on a vehicle.</i>		- Is limited to a maximum of one sign per lot. - Is located wholly within the boundaries of a lot. - Be placed so as not to cause any interference, whether directly or

For the purpose of the term a vehicle includes a car, truck, boat, trailer, caravan, machinery, and the like whether moveable or not.



indirectly, to vehicular traffic or pedestrians.

- Is to have no moving parts.
- Has a maximum vertical dimension or horizontal dimension of 2m.
- Is only permitted within Industrial zones (including Service Commercial zone).

PYLON SIGN

A freestanding and elevated sign supported by one or more posts, which is not attached to a building.



- Is limited to a maximum of one pylon sign per lot, unless it is a corner lot where one sign per lot frontage may be permitted.
- Is not permitted where there is an existing monolith or hoarding sign on the same lot.
- Where there is more than one business tenancy on the lot, the sign shall be designed to accommodate advertising requirements of all tenancies.
- Is not permitted within a Residential zone.
- When a lot has an area up to 5000m² and one tenancy, a pylon sign shall be limited to 4m² in area, 6m in height and 2.5m in any dimension.
- When a lot has an area up to 5000m² and more than one tenancy, a pylon sign shall be limited to 5m² in area, 7.5m in height and 3m in any dimension.
- When a lot has an area over 5000m², a pylon sign shall be limited to 6m² in area, 9m in height and 3m in any dimension.

		• Is to be located wholly within the lot boundary. • Is to have a minimum clearance of 2.7m to ground level
DEVELOPMENT SIGN <i>A sign mounted on one or more support poles, erected on a lot with an approved subdivision or development, displaying information about the project such as its name, the plan of subdivision or development, its features, sales and real estate agency contact details.</i>		• Is to be limited to one sign on the site. • Is to be restricted to 6m² in area for single residential developments. • Is to be restricted to 12m² in area and a maximum dimension of 4m for multiple dwelling residential developments, commercial and industrial projects. • Is to be restricted to 20m² in area and a maximum dimension of 6m for larger developments or redevelopment projects involving shopping centres, office or other buildings exceeding 3 stories in height. • Is only to be in place for the duration of the construction works / development / transaction period.
DISPLAY HOME SIGN <i>A sign erected on a lot on which a display home has been erected</i>		• Is limited to one sign per display home.

	• Is not to exceed 2m² in area per display home. • Is to be no higher than 4m above ground level. • Is not to be illuminated after 9:00pm. • Is to be removed on the cessation of the Display Home use.								
CREATED ROOF SIGN <i>A sign which is affixed to the fascia or parapet, or forms part of a projection above the eaves or ceiling of the building and complements the architectural style of the building, but does not include a Roof Sign</i> 	• Is to be limited to one sign per tenancy on a lot. • Is not to project more than 300mm from the portion of the building it is attached. • Is not to be within 600mm of either end of the fascia, roof or parapet of the building. • Maximum areas in accordance with the Table A. Table A <table><tr><th>Height</th><th>Area</th></tr><tr><td><7.5m</td><td>3m²</td></tr><tr><td>7.5m – 9m</td><td>4.9m²</td></tr><tr><td>>9m</td><td>6m²</td></tr></table>	Height	Area	<7.5m	3m ²	7.5m – 9m	4.9m ²	>9m	6m ²
Height	Area								
<7.5m	3m ²								
7.5m – 9m	4.9m ²								
>9m	6m ²								

PROJECTING SIGN

A sign attached to a projection (such as a verandah) or projects more than 300mm from a wall of the building below the eaves or ceiling height.



All Projecting Signs

- Is limited to one sign per tenancy on a lot other than any Projecting Signs which are attached to the fascia of a verandah.
- Is to have a minimum clearance of 2.4m to ground level.

Projecting Sign attached to verandah:

- Is not to project beyond the outer frame or surround of the fascia.

Projecting Sign underside of verandah:

- Is not to exceed 2.4m in length.
- Is not to weigh in excess of 50kg.
- Is not to be within 3m of another such sign attached to the underside of the same verandah.
- Is to be at right angles to the front street boundary except on a corner lot where the signs may be so placed to be visible from both streets.
- Is not to project beyond the outer frame or surround of the

		<u>Projecting Sign attached directly to a building:</u> • Is not to project more than 1m from the wall and not to exceed 4m² in area. • Is not to be placed within 2m of either end of the wall to which they are attached. • Is not to project above the top of the wall to which they are attached.
ROOF SIGN <i>A sign erected on or attached to the roof of a building.</i>		• Is not at any point to be closer than 4m to the ground. • Is not to extend laterally beyond the external walls of the building. • The maximum height of the sign shall be limited to 20% of the height of the building at the point where the sign is to be fixed, to a maximum height of 2.5m. • Is limited to one sign per building. • Is only permitted within Industrial zones.

TETHERED SIGNS

A sign which is suspended from or tethered to any structure, tree, pole (with or without supporting framework) or ground and made of paper, plastic, fabric or similar materials. The term includes lighter than air aerial devices, inflatables, bunting, banners, flags and kites.



Tethered Signs (not including inflatable devices):

- Is limited to a maximum of one sign per street frontage on any lot.
- Is to be wholly located within the boundaries of the lot.
- Is to have a maximum vertical dimension of 0.75m and a maximum area of 2m².
- Is not to be greater than 8 metres from ground level.
- Is not to be within 10m of a Pylon or Monolith sign.

Tethered Signs (including inflatable devices):

- Is limited to a maximum of one sign per lot.
- Not exceed 6m in diameter or 6m in height.
- Is to be erected for no more than 28 days in aggregate for any one calendar year.

WALL & FENCE SIGNS

A signboard or panel used for displaying a posted or painted message and affixed to or adjoining the wall of a business premises or erected on the forecourt of any business premises.



- Is not to exceed 25% of the area of each building façade or fence frontage.
- If placed over door openings, or projects from the wall in excess of 30mm, to have a minimum clearance of 2.7m.
- Is not to be within 600mm of either end of the wall to which it is attached.
- Is not to project above the top of the wall.

WINDOW SIGN

A sign affixed to either the interior or exterior of the glazed area of a window



Within the (Commercial) Centre Zones:

- is not to exceed 25% of the total area of all windows facing a street; and
- lettering height for the window is not to exceed 1m.

Variations

The signs that do not comply with Table 1 above are generally deemed unacceptable unless it is established that a particular standard or provision in this guideline is unreasonable or undesirable in the particular circumstances of the case. In order for the local government to determine the merits in such instances a development application will need to be lodged identifying any exceptional circumstances involved and include justification against the following performance criteria that the signage proposal:

- (a) is clear, simple and concise;
- (b) is compatible with existing signage on the site and within the surrounding area and will not obscure existing signage on adjacent tenancies;
- (c) will not result in the creation of an unacceptable level of visual clutter within the area, to the detriment of visual amenity;
- (d) is appropriate to the locality and surrounding land uses, in terms of its size, location and design;
- (e) will not result in an adverse impact upon the character or historical significance of the surrounding area;
- (f) is designed to complement the architectural style and character of the building, site or area;
- (g) will not compromise traffic or pedestrian safety;
- (h) will not result in unacceptable light spill on to abutting sites;
- (i) will not pose a threat to public safety or health; and
- (j) does not contain obscene or offensive information or illustration.



Town Centre Public Space Permit Guidelines

Version: 2 March 2020 DRAFT

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Introduction

The Shire of Exmouth supports the development of the town centre as the primary focus for retail and hospitality services for local residents and visitors to Exmouth.

To sustain our tourist town into the future requires a healthy and vibrant commercial town centre.

Ensuring sustainable retail growth around a core town centre area has been highlighted as a key design element of the Shire's Exmouth Town Centre Revitalisation Plan (Hassell, 2012).

"The core will be the centre of action, the central meeting place and the area people are naturally drawn to. It will be the magnet of activity in Exmouth's town centre. The core must be tight – that is, it must contain a mix of activities in a defined and accessible area that allows for activation throughout the day and into the evening. Activities must therefore be appropriate to the core and build on each other – retail, entertainment, lifestyle, culture, dining and short stay functions are some activities appropriate to town cores. The built form within the core also must have an intensity and character that contains activity – in this way the core is defined, easily recognisable and the logical heart of Exmouth."

Source: Hassell Report "Defining the Core"

The **Town Centre Public Space Permit** is a tool to encourage town centre traders to create greater vibrancy, improve opportunities to extract visitor spend and reinforce the atmosphere of a popular holiday town destination.

The permit allows town centre traders to utilise the public space immediately in front of their tenancy for greater advertising, merchandising and/or seating opportunities.

The Public Space available for use will be clearly described through the use of "Delineation Markers" on the ground installed by the Shire.

The size of designated Public Space area may vary for each tenancy and will take into consideration pedestrian safety and access. The Public Space area must commence from the front of the tenancy boundary extending out to a distance no greater than 1200mm and across the length of the tenancy frontage.



These Guidelines are set under the Shire of Exmouth's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law and the Advertising Signage, Town Centre Public Space Permit, and Outdoor Eating Permits Policy 6.8.

Objectives

The objective of these guidelines is to encourage traders with tenancies located within the town centre to better utilise their adjoining public space for commercial activity without impacting on public safety or access.

To achieve the above the Guidelines will give due regard to:

- The Shire of Exmouth's Disability Access and Inclusion Plan July 2015.
- The Shire of Exmouth's Strategic Community Plan – Exmouth 2030.
- Creating vibrancy and enhancing amenity through improved retail experiences.

Who do the Guidelines apply to?

The guidelines apply to:

- Commercial operators with tenancies within the town centre as defined under the Shire TPS4.

What is the application process?

To apply for a Town Centre Public Space permit you will need to complete and submit the appropriate application and have Public Liability Insurance for not less than \$10 million.

Prior to making the application you will need to ensure:

1. You are the owner or lessee of a commercial tenancy located within the town centre precinct.
2. Have a tenancy fronting the public place where the permit will be operating.
3. Have clear and unobstructed access and views of the area.

Submission Process

Please follow the following steps to submit your application:

1. Choose an appropriate site based on the parameters identified above.
2. Prepare site plans. Site plans can be hand drawn on graph paper but need to be neat and legible.
3. Submit application with payment of the application fee. When you submit your application please ensure it is accompanied by a copy of the Certificate of Currency for the Public Liability Insurance.

4. The Shire will assess the application and contact the applicant if additional information is required. Please note an application can take up to 3 weeks to process.
5. A permit will be issued stating the dimensions of the approved space. Shire officers will install permanent guides on the ground that define the approved space.
6. It is the responsibility of the applicant to ensure the permit conditions are complied with.

Each application will be assessed on a case-by-case basis.

Are there any fees payable?

There is a fee applicable when lodging the application. Once the application is approved there is a permit approval fee payable in advance. Please refer to the current Fees & Charges schedule.

Permit Duration

Permits are valid for up to 3 years.

Conditions on Permit

The Shire may impose conditions on the permit where necessary. The conditions will be based on the requirements of the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

Cancellation of Permit

Cancellation of a Town Centre Public Space Permit by the permit holder will need to be via written notice. Once received the Shire will process the cancellation within 14 days.

Change of Ownership

Change of ownership can be notified in writing. Once received the Shire will process the change of ownership.

Definitions

Applicant

The business or representative of a business located within the town centre as defined by TPS4 formally applying to use the public space immediately in front of and abutting the applicant's tenancy.

Town Centre

The area zoned "Town Centre" as per Shire's Local Planning Strategy and described in Figures 1 and 2 attached to these guidelines.

Town Centre Public Space Permit

A permit, approved by the Shire that allow the use of the nominated area in a public place for retail, advertising or customer seating.

Permit Holder

The business or representative of the business that holds a Town Centre Public Space permit.

Development Application

A Development Application (DA) is a formal request for approval to change the use of a

premises from one activity or land use to another. This is a separate application and approval process to the town centre public space permit application.

Delineation Markers

Small flat disks fastened to the outer edge of the permit area, identifying the boundary of the area.

Public Place

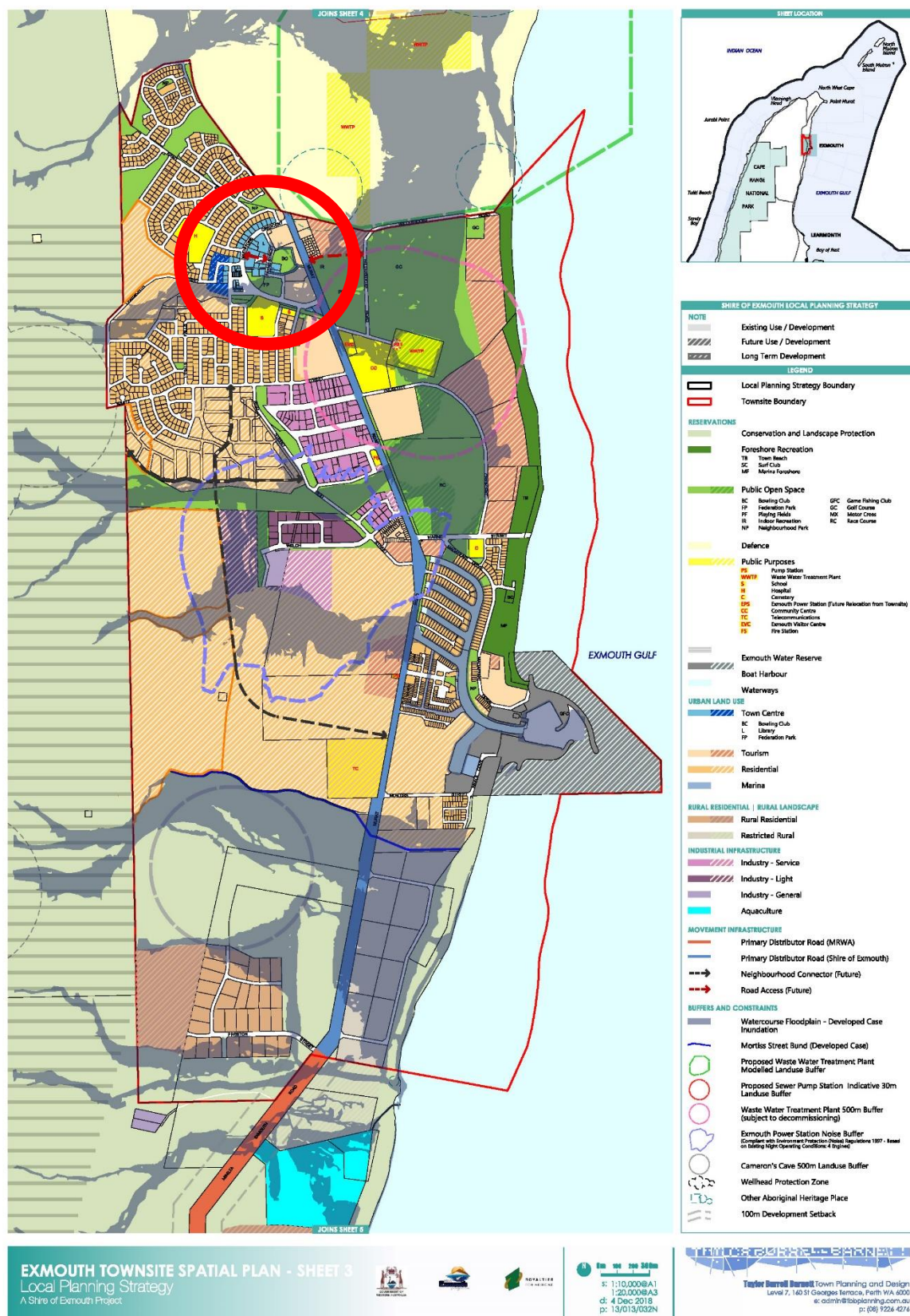
A public place is defined by the Shire of Exmouth's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law as any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include –

- (a) Premises on private property from which trading is lawfully conducted under a written law;
- (b) Local government property;

Figure 1 – Town Centre zone (delineated in light blue) as per Town Planning Scheme 4.



Figure 2 – Town site plan with land use zonings described. Town Centre Public Space Permits apply only within “Town Centre” designations (light blue and highlighted with red circling below).





Outdoor Eating Permits Guidelines

Version: 3 March 2020 DRAFT

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Introduction

The Shire of Exmouth supports the use of suitable public spaces for the community to utilise as outdoor dining areas.

Outdoor dining creates vibrancy and encourages community connections. The climate in Exmouth is suited for the outdoor dining experience and the Shire encourages businesses to establish high quality outdoor dining areas.

Quality dining areas would:

- Contribute to the vibrancy of streets and other public places.
- Create diverse street activity.
- Attract residents, visitors and tourists to relax and spend time in the area.
- Supports local businesses by increasing trading opportunities for cafes, restaurants and bars.

These Guidelines are set under the Shire of Exmouth's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law and Policy 6.8 Advertising Signage, Town Centre Public Space and Outdoor Eating Permits.

Objectives

The objective of these guidelines is to assist food businesses to create and manage quality outdoor dining areas without impacting on public safety or access.

To achieve the above the Guidelines will give due regard to:

- The Shire of Exmouth's Disability Access and Inclusion Plan July 2015.
- The Shire of Exmouth's Strategic Community Plan – Exmouth 2030.
- Creating vibrancy and enhancing amenity through high quality outdoor dining areas.
- Local Laws and associated Australian Standards applicable to outdoor dining areas.

Who do the Guidelines apply to?

The guidelines apply to:

- Outdoor dining areas on public land and Shire owned and leased land.
- Existing food businesses that have an outdoor eating permit.
- New applicants for outdoor dining permits.

Sanitary Provisions

The Shire of Exmouth is willing to take into consideration nearby public toilets when looking at seating numbers in the outdoor eating area. This will be assessed on a case by case basis and will depend on the distance and quantity of toilets available.

Internal eating/dining areas are limited to 20 or less people if there is no access to adequate toilet facilities. Likewise, the consumption of alcohol on outdoor eating areas will need to meet the requirements of Liquor Licencing.

What is the application process?

To apply for an outdoor eating permit, you will need to submit HealthOD001 Outdoor Eating Permit Application and have Public Liability Insurance for not less than \$10 million.

Prior to making the application you will need to ensure:

1. You are a registered food business with the Shire of Exmouth.
2. Have a tenancy fronting the public place where the outdoor dining will be situated.
3. Have clear and unobstructed access and views of the area.

Submission Process

Please follow the following steps to submit your application:

1. Choose an appropriate site based on the parameters identified above.
2. Prepare site plans. Site plans can be hand drawn on graph paper but need to be neat and legible.
3. Submit application with payment of the application fee. When you submit your application please ensure it is accompanied by:
 - Copy of the Certificate of Currency for the Public Liability Insurance.
 - A scaled plan showing the position of tables, chairs and structures.
 - A scaled plan specifying the proposed eating facility and the area incorporated within 10 metres beyond the boundary of the proposed eating area. Identify the location of all carriageways, footpaths, public facilities, public places, streets and street alignments.
 - Coloured photographs of the tables, chairs and other structures intended to be used.
4. The Shire will assess the application and contact the applicant if additional

information is required. Please note an application can take up 3 weeks to process.

5. A permit will be issued. It is the responsibility of the applicant to ensure the permit conditions are complied with.

Each application will be assessed on a case-by-case basis.

Are there any fees payable?

There are fees applicable when applying for a permit, transferring or reviewing a permit and with the usage of the permit area. The fees are set by Council and can be found at <https://www.exmouth.wa.gov.au/documents/budget-fees-and-charges>.

The fees are set to recover the costs associated with the use of public toilets, private usage of local government property and staff time.

Annual usage fees are pro rata from the 30 September each year. Failure to pay any relevant fee will result in the permit being cancelled.

Permit Duration

Permits are valid for three (3) years with an annual usage fee invoiced and payable by September.

Conditions on Permit

The Shire may impose conditions on the permit where necessary. The conditions will be based on the requirements of the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

Cancellation of Permit

Cancellation of an Outdoor Eating Permit by the permit holder will need to be via written notice. Once received the Shire will process the cancellation within 14 days.

Any fees paid in respect to the cancelled permit will be considered forfeited.

Change of Ownership

Change of ownership can be notified in writing. Once received the Shire will process the change of ownership and issue a new permit.

An approval for transfer of ownership does not involve the refund of fees from the Shire that have been paid by the former permit holder.

Compliance and Enforcement

Outdoor eating facilities are governed by the Shire of Exmouth's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law, a copy of which can be viewed here <https://www.exmouth.wa.gov.au/documents/47/trading-in-thoroughfares-local-law>.

Failure to comply with the conditions of the permit, policy or Local Law will result in enforcement action.

The first initial response taken by the Shire will be a notice served on the permit holder advising them of what needs to be addressed and by when. Failure to abide by the notice may result in a fine and or the works being completed by the Shire at a cost to the permit holder. Major and repeated offences will result in the permit being cancelled.

Definitions

Applicant

The business or representative of a registered food business formally applying to operate an outdoor dining area in a public place, within the Shire of Exmouth.

Outdoor Eating Area Permit

A permit, approved by the Shire that allow the operation of an outdoor dining area in a public place within the municipality.

Permit Holder

The business or representative of the business that holds an outdoor eating area permit.

Development Application

A Development Application (DA) is a formal request for approval to change the use of a premises from one activity or land use to another. This is a separate application and approval process to the outdoor dining application.

Non-fixed items

Furniture and items that can be easily and quickly removed from the outdoor dining area are considered non-fixed. This includes tables and chairs.

Semi-fixed items

Furniture and items that are permanently fixed in the street and not easily removeable at short notice or at the end of trading each day. This includes glass screens.

Fixed items

Furniture and items that are permanently fixed in the street and not easily removeable at short notice or at the end of trading each day.

Registered Food Business

A food business registered under the Food Act 2008.

Delineation Markers

Small flat disks fastened to the outer edge of the outdoor eating permit area, identifying the boundary of the eating area.

Public Place

A public place is defined by the Shire of Exmouth's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law as any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include –

- (a) Premises on private property from which trading is lawfully conducted under a written law;
- (b) Local government property;

Creating inviting public spaces

One of the key considerations is the creation of vibrant and accessible areas, the Shire of Exmouth feels the following design principles are key to outdoor eating areas:

Public Access and Movement

Allowing for uninterrupted paths of travel that are accessible to all users regardless of ability. The crowding of thoroughfares with items and obstacles should be avoided, ensuring the area is visually easy to understand and negotiate



Creating street character and identity

Outdoor eating areas can enhance the character of the area and provide a drawcard for the community and visitors to the area. This can be achieved by using art, colour and unique furniture, enhancing the area while meeting the requirements of the Guidelines.

Taking advantage of our climate

Whether taking advantage of the sunshine or providing a cool shady place for patrons to dine, Exmouth is fortunate enough to experience a climate highly suited to outdoor dining.



Connections

Creating a space where the community and visitors can connect, in a relaxed and welcoming setting. Providing an atmosphere that welcomes impromptu catch ups allowing people to slow down relax and linger.

Determining the Layout of Outdoor Eating Area

Outdoor eating areas need to be positioned to enhance the public space and not impede the flow of people. The Shire of Exmouth will determine the appropriateness with respect to the location for all outdoor eating area permit applications. It is important to recognise that not all locations are suitable for setting up an outdoor eating area.

Outdoor dining areas outside the boundary of the permit holder's frontage.

Applicants may apply for their outdoor eating permit to extend beyond their building frontage to a single adjacent neighbour.

The applicant must provide written permission from the business owner and building owner of the neighbouring premises and include it in their application. The written permission must include an acknowledgement that the extension of outdoor eating in front of the neighbouring premises will result in the area no longer being available for their use during outdoor dining trading hours.

If permission is withdrawn by the neighbouring building owner or business owner (current or future), the outdoor dining area must be removed. The permit holder must submit a revised outdoor dining area plan and withdrawal letter as part of this process.

Any liability issues which may arise and that are associated with the extended outdoor dining area are the responsibility of the permit holder.

Width of thoroughfares

A minimum of 1.8m clear area for pedestrian circulation is required for thoroughfares. The Shire of Exmouth reserves the right to vary the width to accommodate areas with heavy foot traffic.

Chairs can't be placed alongside thoroughfares if only the minimum width is met.

If an outdoor dining permit area has greater than 8m of continuous outdoor eating area or if the adjacent business also has an outdoor eating area that results in a combined distance greater than 8m a minimum 1.8m clear access way equally divided between the two areas will need to be provided to allow movement between the two areas.

An outdoor eating area located against buildings will need a minimum of 1.2m clearance for the principal pedestrian entrance of the building.

Setbacks from streets and intersections

A setback of 600mm is required from the front face of kerb to the outdoor dining area or pedestrian clearance. This will provide appropriate distance from vehicles using kerbside parking.

To ensure clear visibility is maintained at intersections a cleared area set from a 45° angle from the corner of the building to the kerb. In addition to this outdoor eating area furniture within 20m of the building corner may be no greater than 1100mm high and all barriers shall be visually permeable.

Outdoor eating permits are not permitted adjacent to disabled accessible parking.

Street Tree Setbacks

Street trees provide valuable shade and help to enhance public places. Any existing trees should be integrated into the outdoor eating area where possible.

No street trees can be relocated, trimmed or pruned, or modified in any way. A 500mm clearance from the outer edge of any tree trunk and outdoor eating area should always be maintained to protect the trunk and root system.

The Shire may require amendments to existing outdoor eating areas that conflict with new street trees planted.

Size of area

The size of the area needs to allow for a minimum of 1m² per person of available space.

Any large tables or structures may reduce the available area and decrease the quantity of people.

Determining the Design of an Outdoor Eating Area

The outdoor eating area should reflect the character of the area and complement the existing street environment. Existing infrastructure and landscaping should be integrated into the space where possible.

Furniture and Fixtures

The design of the furniture used for the outdoor eating area activity should be in keeping with the style and character of the host building and reflect the interior image of the business.

- Moveable items such as small pot plants or structures are not permitted as they can create obstructions of clear pedestrian pathways.
- Furniture should be consistent in type and style throughout the dining area and be easily cleaned and maintained.
- The Shire encourages businesses to select furniture and other items that are accessible for people of all sizes and abilities.
- Cheap moulded plastic chairs/tables and stools are not permitted.
- Tables and chairs should be portable so they can be moved or retracted from the outdoor eating area at the end of each trading day.
- All furniture and fixtures need to be maintained to ensure they are in a good condition safe for patrons to use.
- White table – tops and white chairs are not permitted in outdoor eating areas adjacent to public roads due to the possibility of glare.

Planter Boxes

Planter boxes can be used but are incorporated into the outdoor eating permit area. For example, the outside edge of a planter box must be within the outside edge of the permit area.

The planter boxes must be of durable material with no sharp corners or edges. The structural strength of planter boxes must be adequate to withstand vandalism and impact from pedestrians.

The plant species chosen must be hardy, low maintenance, non-flowering and reflect the character of the street. Any dead plants must be removed and replaced immediately.

Subsurface irrigation or wicking beds must be used. Overflow must not discharge into stormwater drainage, stain pavement or cause a safety hazard to pedestrians.

Delineation Markers

Delineation markers are little round discs placed onto the ground and are used to identify the permit area. The Shire will install delineation markers on all outdoor eating permits at the applicant's expense.

Advertising

Advertising should be kept to a minimum. The Shire doesn't support an excess of advertising in outdoor dining areas as it privatises the public space and adds visual clutter.

Advertising on furniture and structure may only bear the name of the associated establishment and/or the name of a commercial product sold within the premises. The total area must not exceed 10% of the area of furniture.

No alcohol or tobacco advertising is permitted within the permit area, this includes product pictures.

No A-frame signs are to be used in the permit area. A frame signs should be placed adjacent to the door, against the exterior wall of the shop.

Umbrellas

Market style umbrellas are encouraged for shade and shelter. A minimum height of 2.1m from ground level is required for umbrellas which must be fixed securely in place. Fixing mechanisms or footings must be designed to allow the reinstatement of the pavement following removal of the umbrella.

On extremely windy days umbrellas must remain removed or closed.

Umbrella canopy edges may extend a maximum of 300mm outside the allocated outdoor eating area on the side facing the footpath (except where adjacent to the kerb).

Permanent Structures

Permanent structures such as gazebos and shade structures will be considered depending on available space and style. They will only be considered in areas where shelter doesn't already exist.

The following principles apply to permanent structures:

- Structures must be of high-quality design, contemporary style, lightweight, and comprise of materials and finishes that reinforce the streetscape. Highly reflective surfaces are not permitted.
- A minimum vertical clearance of 2.5m above the ground and a maximum height of 3.5m, unless otherwise approved by Council.
- Posts and other elements must not obstruct pedestrian movement or the sight lines of motorists.

- Stormwater must be collected and discharged to the street water table to the satisfaction of Council.
- Structures must always be maintained in safe and good condition; and
- All structures will need building approval and be built to withstand cyclonic conditions.

Maintaining the Outdoor Eating Area

The outdoor eating area needs to be maintained in a clean, safe and tidy state always.

Exmouth is home to a wonderful array of bird life. Tables should be monitored and checked on a regular basis to ensure no remaining food is scavenged upon. The Shire recommends placing signage on tables advising patrons to not feed the birds.

Damaged, discoloured or weathered furniture must be replaced at the permits holder's expense.

The permit holder shall ensure that the area is kept clean and tidy. The permit holder is responsible for disposal of litter and cleaning of the permit area.

No debris or litter should be swept into the street gutter and or subsequently washed down the stormwater drainage system.

Decommissioning of an Outdoor Dining Area

In the event of the permit being cancelled or no longer required, the permit holder is responsible for:

- Fixing any damage and restoring the area to the satisfaction of the Shire of Exmouth.
- Removing any bolts or studs protruding from the pavement area and repairing the pavement to the same specifications as the surrounding paved area.
- Leaving the pavement in a clean condition.
- All replacement costs.

Failure to complete the above within 14 days of the permit ceasing will result in the Shire of Exmouth carrying out the works at the permit holder's expense.

DRAFT



Temporary Banner Display Guidelines

Version: 19 March 2020 DRAFT

Temporary Banner Display Guidelines

- Banners must only be displayed on nominated Shire banner display infrastructure.
- Banners must be constructed of heavy-duty material such as vinyl (no calico or sheeting will be accepted).
- Sponsor advertising including the name and/or logo must not exceed 25% of the total area of the banner.
- A photo image of the banner must be submitted to the Shire for approval.
- The permit holder must install and remove the banner as specified in the letter or email.
- Banners must be removed by 6pm on the final day of the display period, to ensure that other groups are not inconvenienced when they arrive to place their banners.
- The banner must be securely fastened.
- There is a maximum period of 3 weeks hire, after which you must re-apply.
- If using cable ties to secure a banner, all cable ties must be collected and removed from site.
- The banner must be immediately removed on a yellow cyclone alert.

Fees and Charges:

Non-profit rate	\$ 15.40 per week
Commercial community rate	\$ 46.20 per week

Confirmation of Bookings:

A booking confirmation letter will be emailed after the Shire has assessed a formal application and invoiced for payment. Cancellation after this time will result in the hirer being liable for cancellation charges.

The booking is not confirmed until invoice is paid and the confirmation letter has been sent by the Shire.

Shire staff will remove any banner displayed on a banner site that does not have Shire of Exmouth approval.

If a banner remains on a site after the expiry date, the hirer will be liable for additional fees.

Enquiries:

Enquires can be directed to Shire of Exmouth Customer Services on 08 99493000 or in person.

An application form to display a banner on a banner site must be completed by the applicant and approved by the Shire of Exmouth.

NB: Permits are issued at the discretion of Council. Council may grant a permit, refuse to issue a permit, or cancel a permit which has been issued.

Temporary Banner Display Application

Organisation Name:

Postal Address:

Telephone:

Mobile:

Contact Person:

Email:



Booked Banner Sites:	Maximum Size:	Dates:	Booking No.
Corner Payne & Maidstone			
Pool -panel left	2.5m x 1m		
Pool – panel middle	2.5m x 1m		
Pool – panel right	2.5m x 1m		
Corner Learmonth & Maidstone			
Bank - left	2.5m x 1m		
Bank - right	2.5m x 1m		

All banner applications must be submitted with the following documentation:

- Current \$5,000,000.00 Public Liability Insurance Yes
- Photo image of banner to be displayed Yes

I / we have read the guidelines and conditions and agree to abide by them.

I / we herewith indemnify The Shire of Exmouth against any liability, loss or damage resulting from the placement of the above banner.

Signed:

Date:

TBC – Itinerant Trading

Adoption		
Date	Meeting	Council Decision
21/05/20	OCM	
Review Details		
Date	Meeting	Council Decision
Delegation		
No.	Title	

POLICY STATEMENT

The Shire of Exmouth encourages improved retail and hospitality vibrancy that reinforces the positioning of Exmouth as the State's premier tourism town.

The Shire values its local business community and recognises that there are business opportunities that can occur on a temporary basis. It is recognised that Itinerant Traders can:

1. Contribute to the vitality of the town,
2. Provide a safe, efficient and accessible food service at peak times to service increased customer demand beyond the supply capabilities and/or outside operating hours of permanent food outlets,
3. Provide products and services on a temporary basis not currently on offer,
4. Provide an opportunity for seasonal products to be provided, and
5. Activate a particular location or precinct that meets the objectives of the local government.

This Policy is a tool that will provide Council with a framework for the operation and management of itinerant traders within the Shire of Exmouth.

POLICY OBJECTIVES

The objectives of this policy are:

1. To facilitate the opportunities for itinerant traders that adds to the public enjoyment and use of the local government area, while not reducing safety or access to public land;
2. To ensure existing local businesses are not significantly disadvantaged through the approving of itinerant traders; and
3. To provide a consistent and coordinated process for the assessment of applications for itinerant traders within the municipality.

SCOPE

The Itinerant Traders Policy is applicable in instances where businesses and/or individuals seek to use public land to operate a business for financial gain where land is owned or controlled by the local government.

This Policy does not apply to the following:

1. Where a vendor is part of an event, carnival, market, fete or the like (this would require an event permit);
2. Where the activity is a one-off occurrence such as an opening or open day for a business/premises (this would require an event permit);

3. Trading from private property strictly under consent of the land owner (food permit still required if selling food and beverage products);
4. Community health mobile clinics and other government/community like uses; and
5. A 'produce stall' within private property.

DEFINITIONS

Approved Location - The Shire has identified locations from which an Itinerant Trader may trade with appropriate approvals. Trading from these locations may occur independently of a Council approved market, festival or event. The Approved Locations are described within this Policy and potential traders are to consider these locations in first instance.

Food Van - Any vehicle, caravan, trailer, table, stall or other similar structure for the purpose of selling or offering for sale any food and or drink (excluding alcoholic beverages).

Itinerant Trader – A person or persons, engaged in providing goods and/or services on a temporary basis.

Moveable Advertising Sign – Any moveable board, notice, structure, banner or similar device used for the purposes of notifying of a sale, soliciting sales or notifying people of the presence of an adjacent property where goods and services may be obtained. Includes A-Frame signs. This excludes commercial signage mounted on vehicles and/or trailers.

Public Place – Includes a reserve, public highway, mall, road street, bridge, footway, footpath, court, alley, passage or thoroughfare, notwithstanding that it may be formed on private property and any other place to which the public may resort.

GENERAL PROVISIONS

1. All itinerant traders are required to apply for the following permits;
 - Activities on Local Government Property, and
 - Food Business Registration Application (if food vendor).
2. Approvals to trade can be granted for periods ranging from 1 day up to 12 months with terms greater than 12 months to be considered via a licensing arrangement and requiring Council approval on a case by case basis.
3. All Itinerant Traders operating within the Shire must hold a public liability policy of insurance in respect of the activities being undertaken, providing cover for at least \$5,000,000.
4. No permanent signage may be erected. A Moveable Advertising Sign may only be displayed during the operating times of the business.
5. As per the local law permits will not be issued for itinerant trading within 300m of a competing static business (does not include other itinerant traders) at the same opening times and trading in predominantly similar products unless it is in association with an approved event. For clarity, types of food eg pizza, hamburgers, fish and chips are not considered similar products.
6. The trader is responsible for containment and removal of all waste arising from their operations. The site and surrounds must be maintained in a clean manner with all waste removed and legally disposed of.
7. Food Vans wishing to operate at specific locations on a more permanent approach greater than 12 months will be considered as per point 5.2 above. A license approach is to provide greater tenure with terms and conditions negotiated on a case by case basis. A licence approach will be subject to Policy 2.4 Leases and Licences however any itinerant trader licence will require and be subject to Council review and approval. Traders will still be required to secure all required trading permits.

APPLICATION PROCESS

- Applications are to be lodged with the Shire a minimum of 28 days prior to the proposed trading commencement date.
- Applications must be submitted on the form provided for this purpose and provide all information necessary for officers to determine whether or not to issue a permit and apply appropriate conditions to the permit.
- Shire may request additional information in support of the application.
- Incomplete applications or delays in providing additional information upon request, may result in delays in the application being processed. This includes failure to pay the required permit application fee or provide evidence of adequate public liability insurance.
- Trading may not commence until all required fees are paid in full and the permits are issued.

WHERE FOOD VANS MAY OPERATE

Approved Locations

Where a person wishes to operate as an Itinerant Trader in an approved location within a public place as identified in this policy. Locations outside of those described will generally not be permitted however additional locations can be approved by a decision of Council.

Itinerant Traders at Markets, Events and Festivals

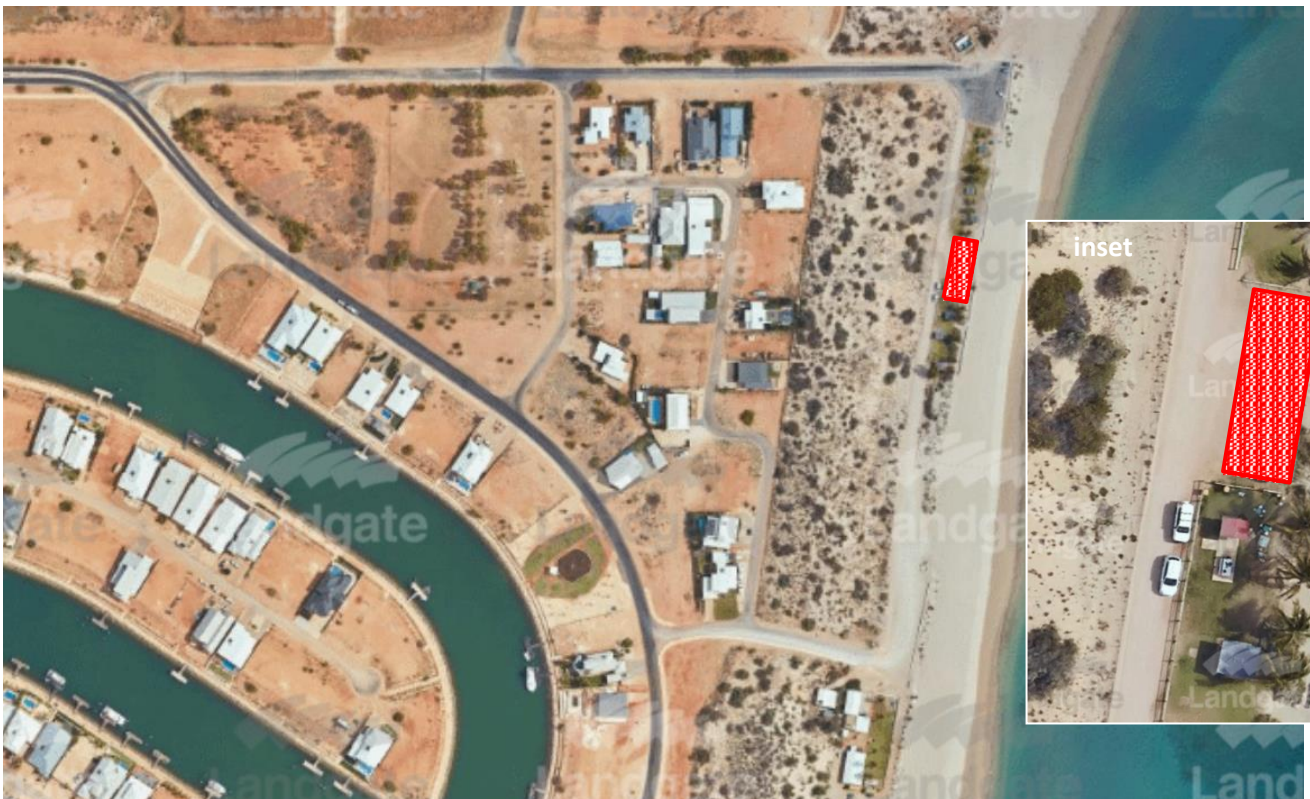
Itinerant Traders may only operate at a Market, Event or Festival when they have received the prior consent of the organiser of the Market, Event or Festival. In seeking the prior consent, the Itinerant Trader should provide evidence of current public liability insurance and Food Act Registration (as appropriate).

APPROVED LOCATIONS

A. Federation Park



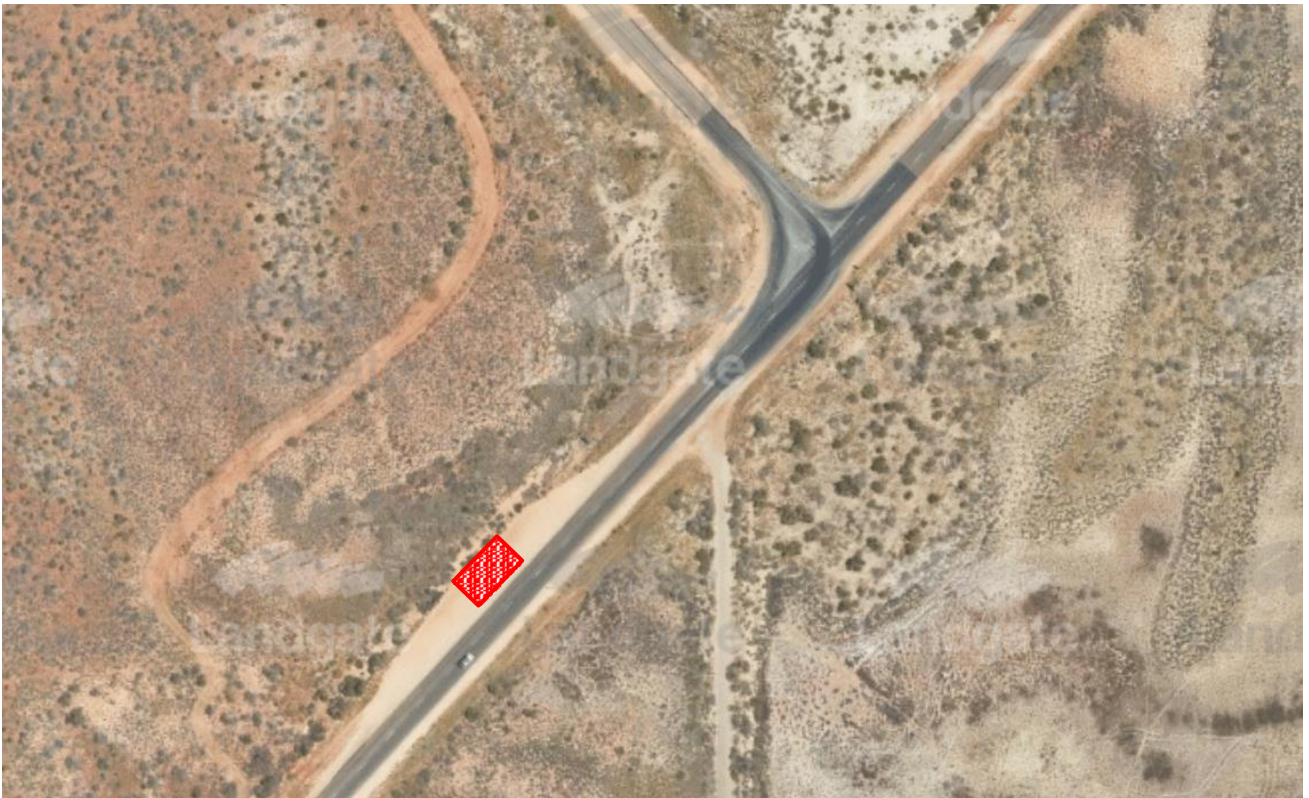
B. Town Beach



C. Payne Street



D. Murat and Yardie Creek Road turnoff



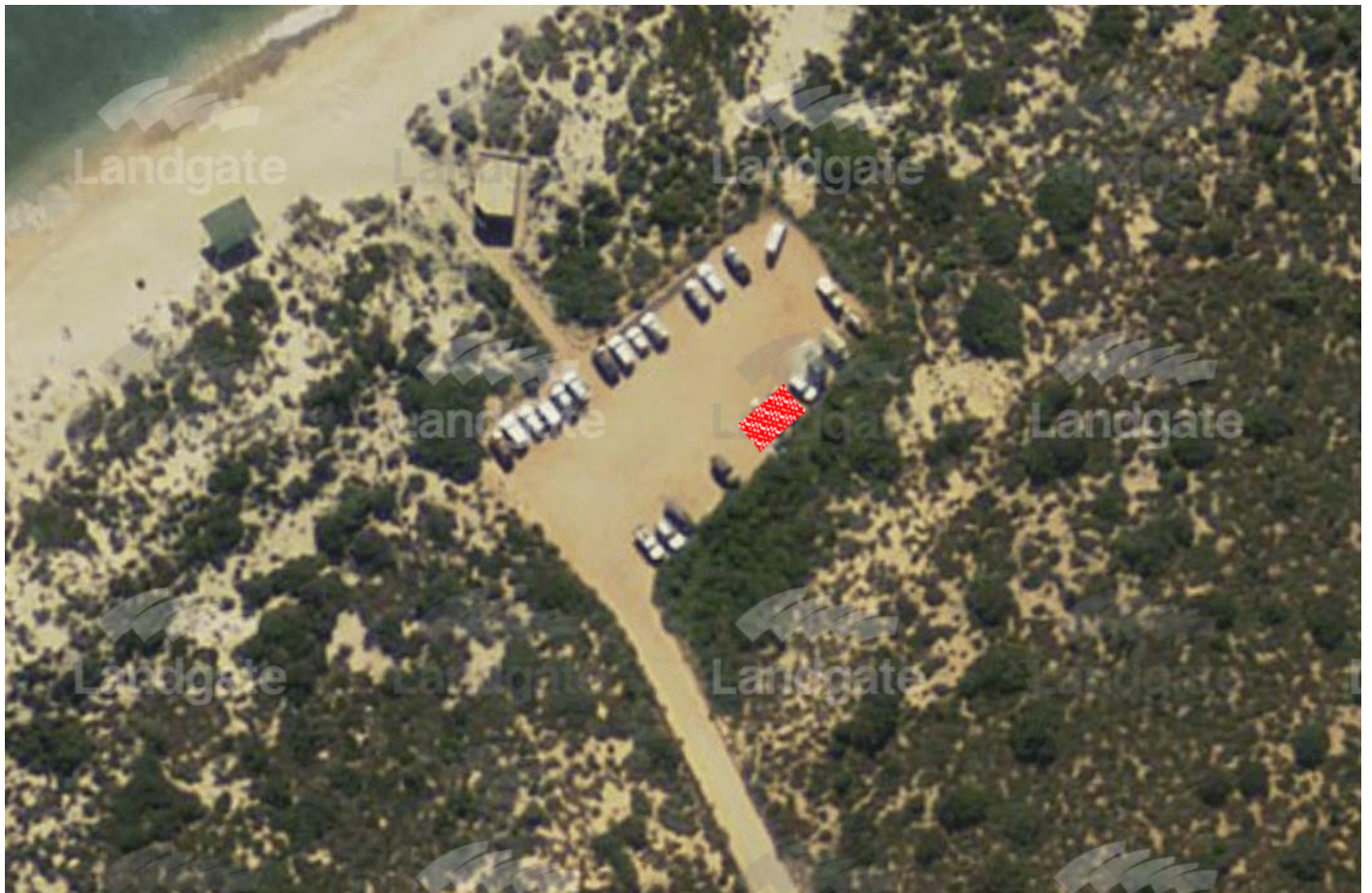
E. Tantabiddi Boat Ramp precinct



F. Lighthouse precinct



G. Dunes carpark



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PUBLIC NOTICES



SHIRE OF EXMOUTH

Planning and Development Act 2005 DRAFT TOWN PLANNING POLICIES

Notice is hereby given that the Council of the Shire of Exmouth at its latest Special Meeting held on 23 April 2020, resolved to create, subject to public comment, the following new Town Planning Policies:

- Advertising Signage, Town Centre Public Space Permit, and Outdoor Eating Permit Policy
- Itinerant Trading Policy

The proposed policies may be inspected via Council's website www.exmouth.wa.gov.au. A hard copy can also be requested by emailing the office info@exmouth.wa.gov.au

Public submissions regarding the above may be made in writing to info@exmouth.wa.gov.au, or to the Chief Executive Officer, Shire of Exmouth, PO Box 21, Exmouth WA 6707 and received at the Shire Offices no later than 4 pm, Wednesday 20 May 2020.

Cameron Woods
Chief Executive Officer



INTENTION TO BORROW

Notice is hereby given in accordance with Section 6.20 (2) of the Local Government Act 1995 of the City of Karratha's intention to exercise the power to borrow money.

At its meeting on 20 April 2020, Council resolved by absolute majority to borrow an amount not exceeding \$4.1M for the purpose of providing debt funding to Scope Property Group Pty Ltd towards the acquisition and redevelopment of the Dampier Shopping Centre.

Chris Adams
Chief Executive Officer

Share the important moments
with Classifieds

Got something to sell?
Reach a LOCAL audience with a newspaper ad

Reach a large LOCAL audience
with Classifieds

Initial Shire post 30/4/2020

CALL FOR PUBLIC COMMENT ON NEW TOWN PLANNING POLICIES

The Shire of Exmouth is calling for comment on the 'Advertising Signage, Town Centre Public Space Permit, And Outdoor Eating Permit Policy' and the 'Itinerant Trading Policy'. Both policies aim to create improved town vibrancy, enhance the development of exciting business opportunities and encourage cross-promotional advertisement options for local business operators.

We invite you to have your say on the draft policy. Please submit comments in writing to info@exmouth.wa.gov.au or to the Chief Executive Officer, Shire of Exmouth, PO Box 21, Exmouth WA 6707 and received at the Shire Offices no later than 4 PM, Wednesday 20/05/2020.

View the draft policies at: <https://www.exmouth.wa.gov.au/.../draft-town-planning-pol.../351>



1,718

People reached

135

Engagements

Boost Post

5

1 comment 7 shares

**LOCAL GOVERNMENT ACT 1995
BUSH FIRES ACT 1954**

Shire of Exmouth

Bush Fire Brigade Amendment Local Law

2020

Under the powers conferred by the Local Government Act 1995 and by all other powers,
the Shire of Exmouth resolved on _____ to make the
following local law.

1. Citation

This local law may be cited as the Shire of Exmouth Bush Fire Brigade
Amendment Local Law 2020.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the
Government Gazette.

3. Bush Fire Brigade Local Law 2020 amended

This local law amends the Shire of Exmouth Bush Fire Brigade Local Law 2020,
as published in the Government Gazette on 5 February 2020

4. Clause 2.10(1)(b) amended

Clause 2.10(1)(b) is amended to insert the words ‘clause 2.7(1)(c)(i)’ after the
words ‘clauses 2.7(1)(c)(iv)

Clause 5.5 amended

Clause 5.5 is amended to delete the reference to CBFCO and replace it with
‘Chief Bush Fire Control Officer’

Dated

The Common Seal of the Shire of Exmouth was affixed by authority of a
resolution of the Council in the presence of—

Shire President

Chief Executive Officer



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LOCAL GOVERNMENT ACT 1995
BUSH FIRES ACT 1954

SHIRE OF EXMOUTH

**BUSH FIRE BRIGADES
LOCAL LAW 2020**

**LOCAL GOVERNMENT ACT 1995
BUSH FIRES ACT 1954**

SHIRE OF EXMOUTH

BUSH FIRE BRIGADES LOCAL LAW 2020

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**LOCAL GOVERNMENT ACT 1995
BUSH FIRES ACT 1954**

SHIRE OF EXMOUTH

BUSH FIRE BRIGADES LOCAL LAW 2020

Under the powers conferred by the *Local Government Act 1995*, *Bush Fires Act 1954*, and all other powers enabling it, the Council of the Shire of Exmouth resolved on 19 December 2019 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Exmouth Bush Fire Brigades Local Law 2020*.

1.2 Definitions

(1) In this local law unless the context otherwise requires—

Act means the *Bush Fires Act 1954*;

brigade area is defined in clause 2.2(1)(b);

brigade member means any member as defined in Part 4—Brigade Membership, clause 4.1;

brigade officer means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

Bush Fire Advisory Committee means the persons appointed to a bush fire advisory committee under and in accordance with section 67 of the Act;

Bush Fire Brigade means a “bush fire brigade” as defined in section 7 of the Act;

Bush Fire Control Officer means a Bush Fire Control Officer appointed under the Act;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

CEO means the Chief Executive Officer of the local government;

Chief Bush Fire Control Officer means the Chief Bush Fire Control Officer appointed under the Act;

Council means the Council of the local government;

Department means the department of the public service principally assisting in the administration of the *Fire and Emergency Services Act 1998*;

district means the area within the boundary of the Shire of Exmouth;

Firefighting member means a registered member of a brigade and is defined in clause 4.2;

local government means the Shire of Exmouth;

Regulations means Regulations made under the Act; and

Rules means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule to this local law.

(2) In this local law, unless the context otherwise requires, a reference to—

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant;
- (d) any additional Lieutenants;
- (e) a Training Officer;
- (f) an Equipment Officer;
- (g) a Secretary; or
- (h) a Treasurer,

means a person holding that position in a bush fire brigade.

1.3 Repeal

The *Shire of Exmouth Bush Fire Brigades Local Law 2018* adopted by the Shire of Exmouth and published in the *Government Gazette* on 14 January 2019 is repealed.

1.4 Application

This local law applies throughout the district.

PART 2—ESTABLISHMENT AND CANCELLATION OF BUSH FIRE BRIGADES

Division 1—Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

(1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.

(2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and officers of a bush fire brigade

(1) On establishing a bush fire brigade under clause 2.1(1) the local government is to—

- (a) give a name to the bush fire brigade;
- (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
- (c) appoint—
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary;
 - (vii) a Treasurer; and
 - (ix) any other position(s) deemed necessary for the effective management of brigade activities (e.g. Training Officer).

(2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.

(3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

(4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.

(5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

Division 2—Command at a fire

2.3 Ranks within the bush fire brigade

(1) Where under the Act and Bush Fire Operating Procedures members of a bush fire brigade have command of a fire, unless a bush fire control officer is in attendance at the fire, the Captain has full control over all other persons fighting the fire, and is to issue instructions as to the methods and tactics to be adopted by the fire fighters.

(2) In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

(3) Where a bush fire control officer is in attendance at a fire which the members of a bush fire brigade have command of, under the Act and the Bush Fire Operating Procedures, the most senior bush fire control officer has full control over all other persons fighting the fire and is to issue instructions as to the methods and tactics to be adopted by the firefighters.

Division 3—Application of Rules to a brigade

2.4 Rules

(1) The Rules govern the operation of a bush fire brigade.

(2) A bush fire brigade and each brigade member is to comply with the Rules.

Division 4—Transitional

2.5 Existing bush fire brigades

(1) Where a local government has established a bush fire brigade prior to the commencement date of this local law, then on and from the commencement date—

- (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law; and

- (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules on the commencement day.
- (2) In this clause **commencement day** means the day on which this local law comes into operation.

Division 5—Cancellation of a bushfire brigade

2.6 Cancellation of a bush fire brigade registration

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules.

2.7 New arrangement after cancellation of registration

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made by the local government in respect of the brigade area.

PART 3—ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1—Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Bush fire brigade to be supplied with Act

The local government is to supply each Bush Fire Control Officer and each bush fire brigade with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2—Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions of the CEO, the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or his/her nominated representative may attend as a non-voting representative of the local government and/or the Department, at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include—

- (a) provide leadership to bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment, protective clothing and training levels;
- (c) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn), bush fire brigades or brigade officers; and
- (d) ensure that bush fire brigades are registered with the local government and the Department, and that lists of brigade members are maintained.

Division 3—Bush Fire Advisory Committee

3.6 Functions of Advisory Committee

If a Bush Fire Advisory Committee has been appointed, it is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as may be appointed by the local government from time to time.

3.7 Advisory Committee to consider brigade motions

The Bush Fire Advisory Committee shall consider any motion received from a bush fire brigade and may make a recommendation to the local government in relation to any motion supported by the Bush Fire Advisory Committee.

Division 4—Appointment of Bush Fire Control Officers

3.8 Local Government to have regard to nominees for Bush Fire Control Officers

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by any bush fire brigade pursuant to clause 3.11 but is not bound to appoint the persons so nominated.

3.9 Local government to advise Bush Fire Advisory Committee of appointments

Within one month of the local government being advised of persons nominated by bush fire brigades pursuant to clause 3.11 to serve as bush fire control officers, the local government is to advise the Bush Fire Advisory Committee of the persons appointed by the local government as bush fire control officers.

*Division 5—Annual general meetings of bush fire brigades***3.10 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of June each year.

3.11 Nomination of Bush Fire Control Officer to Bush Fire Advisory Committee

Subject to clause 3.6, at the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the Bush Fire Control Officer for the brigade area until the next annual general meeting.

3.12 Nomination of bush fire control officer to the Local Government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.13 Notification of elected office bearers

The Secretary is to forward a list of elected office bearers and contact details from the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month of the annual general meeting.

PART 4—BRIGADE MEMBERSHIP**4.1 Membership of a bush fire brigade**

The membership of a bush fire brigade consists of the following—

- (a) Firefighting members;
- (b) trainee members;
- (c) associate members;
- (d) cadet members;
- (e) honorary life members; and
- (f) other membership categories that individual brigades may implement.

4.2 Firefighting members

Firefighting members are those persons being at least 16 years of age who undertake all normal brigade activities.

4.3 Trainee members

Non-qualified members joining a bush fire brigade shall be classified as trainee members until assessed as competent in bush firefighting.

4.4 Cadet members

Cadet members are—

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member, who complies with the Department's Child Protection policy when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure;
- (g) to be administered in accordance with the Bush Fire Operating Procedures.

4.5 Associate members

Associate members are nonoperational members of a brigade who are not otherwise classified as a fire fighting member, trainee member or cadet member.

4.6 Honorary life member

The brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.

4.7 Notification of membership

- (1) All completed applications for membership forms are to be submitted to the Chief Bush Fire Control Officer within one week of the application being made in accordance with clause 2.2(b) of the Rules.
- (2) As soon as practicable after the bush fire brigade annual general meeting, the Chief Bush Fire Control Officer will supply all bush fire brigades with a list of current membership.
- (3) The bush fire brigades shall review those details and report any anomalies back to the Chief Bush Fire Control Officer within one month.

PART 5—APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6—EQUIPMENT OF BRIGADES**6.1 Policies of local government**

The local government may make policies under which it—

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and training; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in bush fire brigade area

Not later than 31 January in each year, the bush fire brigade is to report to the local government the quantity and quality of all protective clothing, equipment and appliances of the brigade.

6.3 Funding from Local Government

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 January in each year in order to be considered in the next following local government grant scheme.

6.4 Consideration in the local government budget

The local government—

- (a) may approve or refuse an application for funding depending upon its assessment of budget priorities for the year in question; and
- (b) shall advise bush fire brigades of the final outcome pertaining to their individual requests for funding.

SCHEDULE 1—RULES GOVERNING THE OPERATION OF BRIGADES

(Clauses 2.4, 5.1)

PART 1—PRELIMINARY**1.1 Interpretation**

(1) Unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in this local law, the Act or the Regulations, as the case may be.

(2) In these Rules, unless the context otherwise requires—

“**simple majority**” means a majority of more than 50% of members of—

- (a) brigade members of a bush fire brigade, present in person or by proxy; if the majority is required at a meeting of the bush fire brigade; or
- (b) brigade officers of the bush fire brigade, present in person or by proxy, if the majority is required at a meeting of the committee.

“**absolute majority**” means a majority of more than 50% of the number of—

- (a) brigade members of a bush fire brigade, whether in attendance at the meeting or not; if the majority is required at a meeting of the bush fire brigade; or
- (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the committee.

“**Committee**” means the Committee of the bush fire brigade;

“**local law**” means the Shire of Exmouth Bush Fire Brigades Local Law; and

“**normal brigade activities**” is defined by section 35A of the Act.

PART 2—OBJECTIVES AND MEMBERSHIP OF A BUSH FIRE BRIGADE**2.1 Objectives of a brigade**

The objectives of the bush fire brigade are to carry out—

- (a) normal brigade activities; and
- (b) the functions of the bush fire brigade as specified in the Act, the Regulations and this local law.

2.2 Applications for membership

Applications for membership of a bush fire brigade shall—

- (a) be made in the form as determined by the local government from time to time;
- (b) be submitted to the Secretary of the relevant bush fire brigade, who shall forward a copy of the application to the Chief Bush Fire Control Officer within one week of the application being submitted; and

- (c) shall be determined by the Committee of the bush fire brigade, having regard to any advice received from the Chief Bush Fire Control Officer in relation to the application.

2.3 Conditions of membership

(1) Members of a bush fire brigade shall comply with the Bush Fire Operating Procedures, the local government's Code of Conduct and the Department's Code of Conduct in carrying out normal brigade activities;

(2) In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to—

- (a) the qualifications required;
- (b) a requirement to serve a probationary period; and
- (c) procedures to be employed by the Committee, in assessing an application for membership, and the Committee is to determine applications for membership in accordance with any such policy.

2.4 Decision on application for membership

(1) Subject to clause 2.2, the Committee may—

- (a) approve an application for membership unconditionally or subject to any conditions; or
- (b) refuse to approve an application for membership.

(2) If the Committee refuses to approve an application for membership, it is to give written notice of the refusal, as soon as practicable after the decision is made, to the applicant and advise the applicant that he or she has the right to object to the local government.

2.5 Department to be notified of registrations

If any application for membership to a bush fire brigade is approved, the local government is to supply details of the approved application to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.6 Suspension of membership

(1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the CEO, the Committee, or the Chief Bush Fire Control Officer, circumstances warrant suspending the member.

(2) Without limiting the generality of subclause (1), a member of a bush fire brigade may be suspended in the event the member—

- (a) Contravenes the Act, the Regulations, the Bush Fire Operating Procedures, this local law or the bush fire brigade policies;
- (b) displaying conduct detrimental to the interests of the bush fire brigade and or local government;
- (c) has performed an unsafe act that jeopardizes the safety of the member or others;
- (d) has been charged by the Police for a criminal offence and is awaiting court proceedings; or
- (e) has acted in such a manner as to cause harm or distress to other brigade members.

(3) The suspended member may be excluded immediately from all normal brigade activities or any specified bush fire brigade duties and activities.

(4) The Brigade Captain or Chief Bush Fire Control Officer must notify the member in writing, advising of the suspension period and reasons for suspension.

(5) The period of suspension shall be up to a maximum of three (3) consecutive months and shall be determined by the Committee or the Chief Bush Fire Control Officer.

(6) Upon the expiry of the period of suspension the Committee or Chief Bush Fire Control Officer may—

- (a) extend the period of suspension;
- (b) terminate the membership; or
- (c) reinstate the membership.

2.7 Termination of membership

(1) Membership of the brigade terminates if the member—

- (a) dies;
- (b) gives written notice of resignation to the Secretary;
- (c) is dismissed by the Committee or Chief Bush Fire Control Officer, by reason of—
 - (i) failing to comply with the aims and objectives of the bush fire brigade;
 - (ii) failing to comply with the Act, the Regulations, the Bush Fire Operating Procedures, the local law or the bush fire brigade policies whilst;
 - (iii) displaying conduct detrimental to the interests of the bush fire brigade, the local government and or the Department;
 - (iv) being convicted of a criminal offence that in the opinion of the Chief Bush Fire Control Officer would ordinarily exclude the member from joining a brigade; or
 - (v) acting in such a manner as to cause harm or distress to other brigade members by their activities; or
- (d) ceases to be a member or is taken to have resigned under subclause (2).

(2) A brigade member who, in the opinion of the Committee or the Chief Bush Fire Control Officer, has not adequately fulfilled his or her role within the bush fire brigade, and has not responded to any written correspondence requesting that he or she state their intentions, within twenty-one (21) days, shall be deemed to have resigned from the bush fire brigade.

(3) Where a membership is terminated, all property owned by the bush fire brigade; the local government or the Department that is held by or in the possession of the person whose membership has been terminated, shall be returned to the bush fire brigade or Local Government Administration Centre.

2.8 Member has right of defence

A bush fire brigade member is not to be dismissed under clause 2.7(1)(c), or have his or her membership terminated under clauses 2.6(6)(b), without being given the opportunity to meet with the Committee or Chief Bush Fire Control Officer and respond to any allegations which might give grounds for dismissal or termination of membership.

2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 or the suspension or termination of a member under clause 2.6, does not affect any liability of the bush fire brigade member arising prior to the date of resignation, dismissal, suspension or termination as the case may be.

2.10 Objection Rights

(1) A person whose—

- (a) application for membership is refused under clause 2.4(1)(b);
- (b) membership is terminated under clauses 2.7(1)(c)(iv) or clause 2.6(6)(b); or
- (c) membership is suspended under clause 2.6(1) or clause 2.6(2); has a right of objection to the local government Chief Executive Officer.

(2) Where a person lodges an objection to the local government Chief Executive Officer pursuant to subclause (1), the local government Chief Executive Officer may dispose of the objection by—

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without—
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee or Chief Bush Fire Control Officer.

(3) No further right of review is available under this local law in respect of a decision made by a local government Chief Executive Officer pursuant to subclause (2).

PART 3—FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during firefighting activities

Subject to the Act and the local law, the command procedures to apply during firefighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Captain

- (1) The Captain is the most senior operational member of the brigade.
- (2) Subject to subclause (3) below, the Captain is to preside at all meetings.
- (3) In the absence of the Captain, the meeting is to be presided by the next senior operational person.
- (4) The Captain is responsible for the efficient administration of the brigade.

3.3 Secretary

The Secretary is to—

- (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the brigade which shall be open for inspection by brigade members at any reasonable time;
- (b) answer all correspondence or direct it appropriately, and keep a record of the same;
- (c) prepare and send out all necessary notices of meetings;
- (d) receive donations and monies on behalf of the brigade, and remit them to the Treasurer upon receipt; and
- (e) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.

3.4 Treasurer

The Treasurer is to—

- (a) receive donations and monies from the Secretary, and deposit all monies to the credit of the brigade's bank account;
- (b) pay accounts as authorised by the brigade;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the brigade; and
- (e) report on the financial position at meetings of the brigade and or Committee.

3.5 Equipment Officer

The Equipment Officer is responsible for the inspection and maintenance of all equipment and appliances as directed by the brigade Captain.

3.6 Storage of equipment

The Equipment Officer may store part or all of the equipment of the brigade at a place approved by the Chief Bush Fire Control Officer.

PART 4—COMMITTEE

4.1 Management of a bush fire brigade

(1) Subject to the provisions of these Rules, the administration and management of the affairs of a bush fire brigade are vested in the Committee.

(2) Without limiting the generality of subclause (1), the Committee is to have the following functions—

- (a) to recommend to the local government amendments to these Rules;
- (b) to approve the annual budget for the brigade and present it at the annual general meeting of the bush fire brigade;
- (c) to propose a motion for consideration at any meeting of the bush fire brigade;
- (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
- (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
- (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
- (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
- (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Membership of Committee

(1) The Committee of the bush fire brigade is to consist of the Captain, First Lieutenant, Secretary, Treasurer, 2 other brigade members and any other brigade members as may be determined by the Committee from time to time.

(2) The Committee members are to—

- (a) be elected at the annual general meeting of the bush fire brigade;
- (b) hold office until the next annual general meeting; and
- (c) be eligible for re-election at the next annual general meeting.

4.3 Termination of Committee membership

(1) Any Committee member may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special general meeting called for such a purpose.

(2) If a position becomes vacant prior to the commencement of the annual general meeting, then the bush fire brigade is to elect a person to fill the vacancy at a special general meeting within 4 weeks of the vacancy occurring.

(3) The local government is to be advised of the removal of a committee member from office pursuant to subclause (1), or the election of a person to fill a vacancy pursuant to subclause (2) within seven (7) days.

PART 5—MEETINGS OF THE BRIGADE

5.1 General meetings

(1) General meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and the Chief Bush Fire Control Officer.

5.2 Special General meetings

(1) The Secretary is to call a special general meeting when 5 or more brigade members request one in writing or where this local law requires such a meeting.

(2) At least 14 days' notice of a special general meeting is to be given by the Secretary to all brigade members and the Chief Bush Fire Control Officer.

(3) In a notice given under subclause (2), the Secretary is to specify the business which is to be conducted at the meeting.

(4) No business is to be conducted at a special general meeting beyond that specified in the notice given under subclause (3) in relation to that meeting.

5.3 Annual General meeting

(1) At least 14 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and the Chief Bush Fire Control Officer.

- (2) At the annual general meeting the bush fire brigade is to—
- elect the brigade officers from among the brigade members;
 - consider the Captain's report on the year's activities;
 - adopt the annual financial statements;
 - deal with any general business arising from the previous annual general meeting; and
 - deal with any business approved by the Captain.

5.4 Notice of a meeting

- (1) Notices of meetings of the bush fire brigade are to be in writing and may be—
- sent by ordinary post to the registered address of each brigade member;
 - given in person to each brigade member;
 - by email; or
 - by notice published in a newspaper circulating in the area of the bush fire brigade.
- (2) The notice of a meeting shall—
- Set out the date, time and place of the meeting;
 - Set out particulars of motions of which notice has been given; and in the case of special meetings, set out particulars of the business to be transacted.
- (3) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (4) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting, the subject of notice or any resolutions passed at the meeting.

5.5 Quorum

- (1) Except for meetings of the Committee, the quorum for a meeting of a bush fire brigade is—
- Where membership is 3 or less—100% of members;
 - Where membership is 4 or more, but less than 8—3 members;
 - Where membership is 8 or more, but less than 12—4 members;
 - Where membership is 12 or more, but less than 20—5 members; or
 - Where membership is 20 or more—25% of members.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person.
- (3) Should a quorum not be present, all matters requiring urgent decision are to be referred to the CBFCO for decision.
- (4) If a meeting ceases to have a quorum at any time, the presiding member is too immediately—
- Close the meeting; or
 - Adjourn the meeting for not more than 30 minutes after which the meeting is to be closed if a quorum is not achieved within that time.

5.6 Voting

- (1) Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.
- (2) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members.

PART 6—MEETINGS OF COMMITTEE

6.1 Meetings of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or the Secretary, may convene a meeting of the Committee at any time.
- (3) Where a Committee member cannot be contacted, a notice of meeting of the Committee is to be in writing and may be—
- sent by ordinary post to the registered address of the Committee member; or
 - sent by email,
- 7 days prior to the meeting.
- (4) Where the business is of an urgent nature and subclause (3) is not reasonable, upon request from the Captain or Secretary, the Chief Bush Fire Control Officer will determine if the meeting of the Committee is to be held or not.

6.2 Quorum

- (1) The quorum for a Committee meeting is five members of the Committee present in person.
- (2) No business is to be transacted at a meeting of the Committee without a quorum of Committee members.

(3) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of Committee members who are present in person or by proxy at the meeting.

6.3 Voting

Each committee member is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise an additional casting vote.

PART 7—GENERAL ADMINISTRATION MATTERS

7.1 Funds

The funds of a bush fire brigade are to be used solely for the purpose of promoting the objectives of the bush fire brigade.

7.2 Financial year

The financial year of a bush fire brigade is to commence on 1 May and is to end on 30 April of the following year.

7.3 Banking

(1) The funds of a bush fire brigade are to be placed in the bush fire brigade's bank account and are to be drawn on only by—

- (a) cheques signed jointly by any 2, of the Captain, Secretary or Treasurer; or
- (b) authorised use of electronic banking by the Secretary or Treasurer in accordance with subclause (2).

(2) For the purposes of subclause (1)(b), any 2 of the Captain, Secretary or Treasurer may authorise in writing the use of electronic banking to draw on the funds of a bush fire brigade.

7.4 Disclosure of interests

(1) A brigade member shall disclose to the bush fire brigade or the Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or the Committee, as appropriate.

(2) If a financial interest has been disclosed under subclause (1), then the member shall not vote on that matter.

7.5 Dispute Resolution

(1) Any dispute between brigade members shall be referred to either the Captain or to the Committee for resolution.

(2) Where a dispute referred under subclause (1) is considered by the Captain or the Committee to concern the general interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the dispute to a general meeting, a special general meeting or to an annual general meeting of the bush fire brigade.

(3) Where a dispute referred under subclause (2) is not resolved, the Captain or the Committee shall refer the dispute to the Chief Bush Fire Control Officer for resolution.

(4) Where a dispute referred under subclause (3) is not resolved, the Chief Bush Fire Control Officer shall refer the dispute to the CEO and the Department.

(5) The CEO is the final authority on matters affecting the bush fire brigade, and may resolve any dispute which is not resolved under subclause (1), (2) or (3). A determination of a dispute by the CEO is final.

7.6 Auditing

(1) The bush fire brigade shall supply to the local government the full financial records of the bush fire brigade for the financial year not more than 7 days after the end of that financial year.

(2) The local government appointed auditor is to audit the financial records of the bush fire brigade and is to certify to their correctness or otherwise and provide a report to the Committee.

PART 8—NOTICES AND PROXIES

8.1 Notices

Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be given by—

- (a) personal delivery;
- (b) post; or
- (c) email.

8.2 Proxies

(1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice, in the form of that appearing in this clause, to the person presiding at the meeting before the start of the meeting at which the proxy is to be used.

(2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.

(3) A proxy shall be valid for the number of votes to which the brigade member is entitled.

(4) If the non-attending member of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.

(5) A proxy shall be entitled to speak on behalf of the non-attending member of the proxy.

(6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate, but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.

(7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form found in Schedule 2

SCHEDULE 2—FORMS

PROXY

[INSERT NAME] BUSH FIRE BRIGADE

[ANNUAL] [EXTRAORDINARY] [SPECIAL] GENERAL MEETING
TO BE HELD ON [DATE]

I,

Being a brigade member appoint to be my proxy and vote on my behalf at the meeting of the bush fire brigade to be held on [insert date] and at any adjournment of it. The proxy shall vote as follows—

MOTION	FOR	AGAINST	ABSTAIN
--------	-----	---------	---------

1.

2.

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise her or his discretion as to how to vote or whether to vote at all. In respect of any vote taken at the meeting on a matter which does not appear on the agenda, the proxy shall exercise her or his discretion as to the way he or she casts the vote or whether it is cast at all.

Date:

Signed:

NOTE: To be valid this proxy must be completed and returned to the Secretary of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Dated: 23 January 2020.

The Common Seal of the Shire of Exmouth was affixed by authority of a resolution of the Council in the presence of—

Cr M. NIIKKULA, Shire President.
C. WOODS, Chief Executive Officer.



Monthly Financial Report

For the period ended

April 2020

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2 Truscott Crescent
Exmouth
Western Australia 6707

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ABN: 32 865 822 043

spoilt for choice

SHIRE OF EXMOUTH
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 2020

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

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MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 APRIL 2020

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 19 May 2020

Prepared by: Manager of Finance

Reviewed by: Executive Manager Corporate Services

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

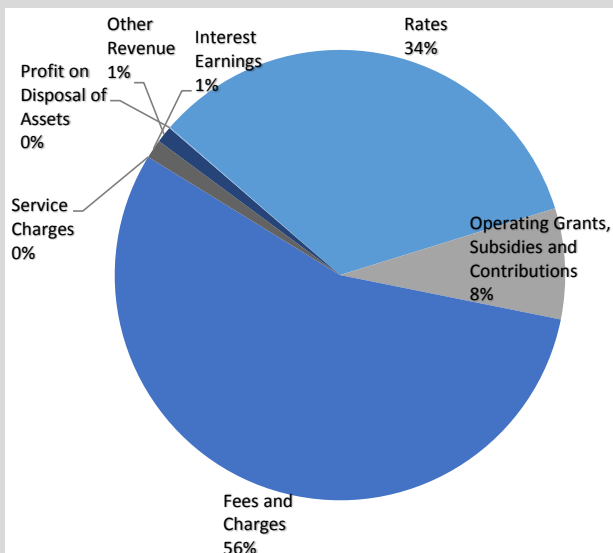
CRITICAL ACCOUNTING ESTIMATES

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

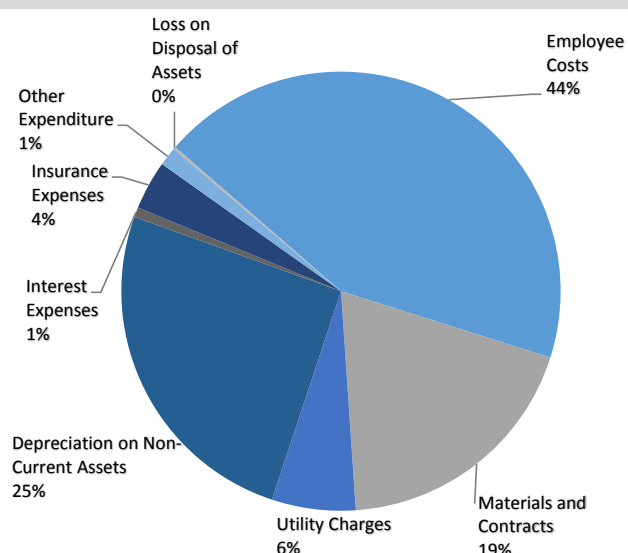
ROUNDING OFF FIGURES

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

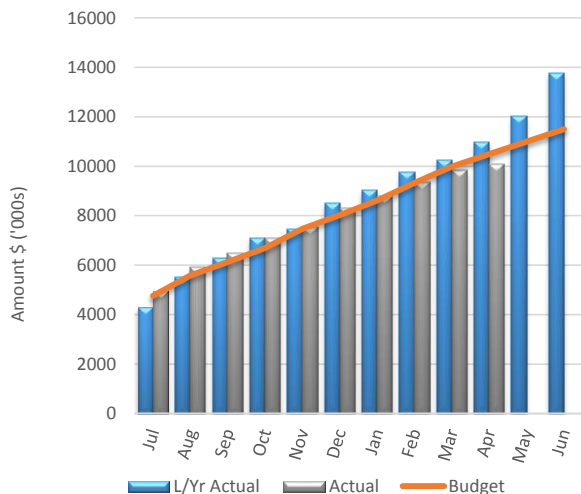
OPERATING REVENUE



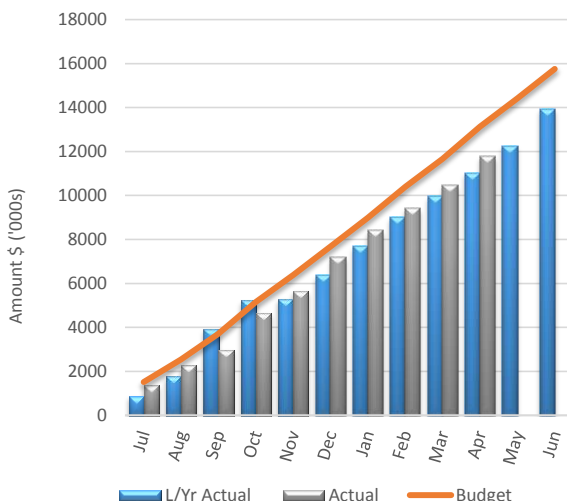
OPERATING EXPENSES



Operating Revenue -v- YTD Budget

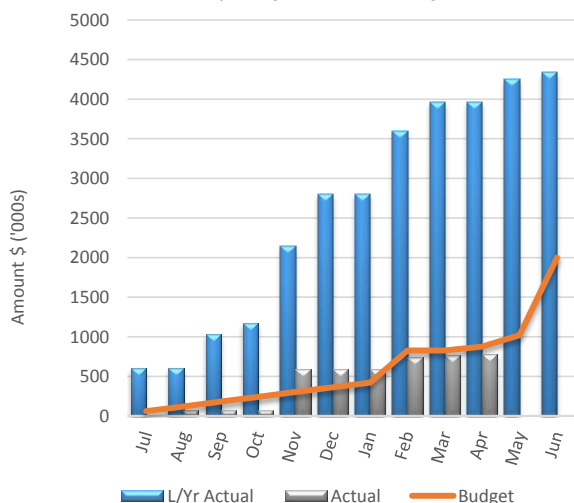


Operating Expenses -v- YTD Budget



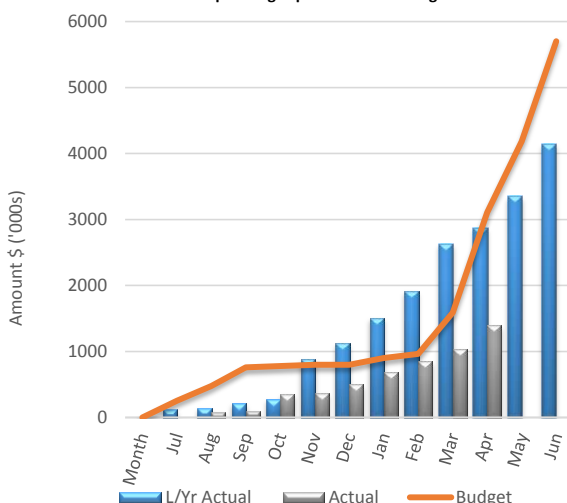
CAPITAL REVENUE

Non-Operating Revenue -v- YTD Budget



CAPITAL EXPENSES

Non-Operating Expenses -v- YTD Budget



KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 APRIL 2020

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of resources.	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 To collect revenue to allow for the provision of services	The collection of rate revenue and the maintenance of valuation and rating records to support the collection process. General purpose government grant and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.	The provision of bushfire control services, animal control and support for emergency services, as well as the maintenance and enforcement of local laws.
HEALTH To provide an operational framework for environmental and community health.	Maternal and infant health, preventative service and environmental health.
EDUCATION AND WELFARE To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of playgroup and senior citizens buildings.
HOUSING To provide housing to staff members.	Administration and operation of residential housing for council staff.
COMMUNITY AMENITIES To provide services required by the community.	Maintenance of rubbish service to residents and maintenance of sanitary landfill sites. Town planning and regional development, maintenance of cemeteries and other community amenities.
RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which will help the social well being of the community.	Maintenance of public halls, 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 To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycleways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc. Administration and operation of airport and aerodrome.
ECONOMIC SERVICES The promotion of the district to increase economic activities and the provision of building control within the shire.	Tourism, area promotion and building control.
OTHER PROPERTY AND SERVICES To monitor and control Council's overheads operation accounts.	The provision of private works to the public and the maintenance of cost pools for plant operating, public works overheads and administration costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus / (Deficit)	1(c)	\$ 3,040,153	3,716,619	\$ 3,716,619	\$ 3,716,619	\$ 0	% 0.00%	
Revenue from operating activities								
Governance		0	0	0	14,841	14,841	0.00%	▲
General Purpose Funding - Rates	7	3,387,225	3,397,225	3,397,225	3,396,666	(559)	(0.02%)	
General Purpose Funding - Other		1,157,151	2,053,151	883,270	814,312	(68,958)	(7.81%)	
Law, Order and Public Safety		16,020	24,720	20,560	35,675	15,115	73.52%	▲
Health		46,222	53,722	44,730	40,385	(4,345)	(9.71%)	
Education and Welfare		1,600	1,600	1,600	391	(1,209)	(75.56%)	
Housing		44,200	49,700	41,370	51,040	9,670	23.37%	
Community Amenities		1,242,442	1,252,242	1,157,562	1,183,457	25,895	2.24%	
Recreation and Culture		709,450	704,680	644,930	609,802	(35,128)	(5.45%)	
Transport		4,624,579	3,610,202	3,514,440	3,591,308	76,868	2.19%	
Economic Services		613,577	246,583	229,983	293,878	63,895	27.78%	▲
Other Property and Services		16,900	104,900	45,991	59,459	13,468	29.28%	▲
		11,859,366	11,498,725	9,981,661	10,091,214	109,553		
Expenditure from operating activities								
Governance		(780,925)	(791,925)	(661,120)	(707,950)	(46,830)	(7.08%)	
General Purpose Funding		(96,330)	(99,830)	(83,140)	(76,708)	6,432	7.74%	
Law, Order and Public Safety		(335,438)	(314,261)	(264,368)	(273,247)	(8,879)	(3.36%)	
Health		(301,351)	(313,351)	(261,332)	(199,650)	61,682	23.60%	▲
Education and Welfare		(69,998)	(71,498)	(61,910)	(62,368)	(458)	(0.74%)	
Housing		(87,547)	(87,547)	(78,404)	(114,754)	(36,350)	(46.36%)	▼
Community Amenities		(1,893,296)	(1,780,873)	(1,486,054)	(1,233,003)	253,051	17.03%	▲
Recreation and Culture		(4,853,077)	(5,173,724)	(4,356,904)	(3,906,281)	450,623	10.34%	▲
Transport		(5,476,930)	(5,878,708)	(4,969,644)	(4,169,058)	800,586	16.11%	▲
Economic Services		(1,326,842)	(1,237,195)	(900,898)	(735,996)	164,902	18.30%	▲
Other Property and Services		25,279	(6,721)	(7,323)	(293,905)	(286,582)	(3913.45%)	▼
		(15,196,455)	(15,755,633)	(13,131,097)	(11,772,919)	1,358,178		
Non-cash amounts excluded from operating activities	1(a)	3,196,907	3,718,806	2,965,240	3,005,043	39,803	1.34%	
Amount attributable to operating activities		(140,182)	(538,102)	(184,196)	1,323,338	1,507,534		
Investing Activities								
Proceeds from non-operating grants, subsidies and contributions	13(b)	722,332	1,997,832	875,402	782,050	(93,352)	(10.66%)	▼
Proceeds from disposal of assets	8	80,500	307,500	132,738	132,738	0	0.00%	
Purchase of property, plant and equipment	9	(4,173,270)	(5,701,770)	(2,021,824)	(1,393,657)	628,167	31.07%	▲
Amount attributable to investing activities		(3,370,438)	(3,396,438)	(1,013,684)	(478,870)	534,815		
Financing Activities								
Transfer from Reserves	11	1,329,300	1,803,500	0	0	0	0.00%	
Proceeds from community loans		0	23,000	15,250	10,000	(5,250)	(34.43%)	
Repayment of Debentures	10	(223,637)	(223,637)	(132,853)	(132,853)	0	0.00%	
Transfer to Reserves	11	(587,049)	(142,049)	(67,480)	(67,480)	0	0.00%	
Amount attributable to financing activities		518,614	1,460,814	(185,083)	(190,333)	(5,250)		
Closing Funding Surplus / (Deficit)	1(c)	48,147	1,242,893	2,333,656	4,370,755			

KEY INFORMATION

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

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 APRIL 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

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.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$		\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	3,040,153	3,716,619	3,716,619	3,716,619	0	0.00%	
Revenue from operating activities								
Rates	7	3,387,225	3,397,225	3,397,225	3,396,665	(560)	(0.02%)	
Specified area rates	7	47,081	47,081	47,081	48,140	1,059	2.25%	
Operating grants, subsidies and contributions	13(a)	976,000	1,861,900	724,900	798,793	73,893	10.19%	▲
Fees and charges		7,165,610	5,818,269	5,592,275	5,586,070	(6,205)	(0.11%)	
Interest earnings		195,051	195,051	162,530	135,915	(26,615)	(16.38%)	
Other revenue		88,399	113,199	52,650	119,450	66,800	126.88%	▲
Profit on disposal of assets	8	0	66,000	5,000	6,181	1,181	23.62%	
		11,859,366	11,498,725	9,981,661	10,091,214	109,553	1.10%	▲
Expenditure from operating activities								
Employee costs		(6,713,128)	(6,525,728)	(5,365,518)	(5,120,395)	245,123	4.57%	▲
Materials and contracts		(3,664,652)	(3,759,429)	(3,071,548)	(2,242,514)	829,034	26.99%	▲
Utility charges		(799,314)	(829,914)	(710,342)	(725,731)	(15,389)	(2.17%)	
Depreciation on non-current assets		(2,905,447)	(3,615,447)	(3,012,450)	(2,990,591)	21,859	0.73%	▲
Interest expenses		(81,595)	(123,595)	(102,970)	(85,869)	17,101	16.61%	▲
Insurance expenses		(462,594)	(423,932)	(423,902)	(424,499)	(597)	(0.14%)	
Other expenditure		(437,779)	(468,229)	(435,008)	(162,685)	272,323	62.60%	▲
Loss on disposal of assets	8	(131,946)	(9,359)	(9,359)	(20,633)	(11,274)	(120.46%)	
		(15,196,455)	(15,755,633)	(13,131,097)	(11,772,917)	1,358,180	(10.34%)	▲
Non-cash amounts excluded from operating activities	1(a)	3,196,907	3,718,806	2,965,240	3,005,043	39,803	1.34%	▲
Amount attributable to operating activities		(140,182)	(538,102)	(184,196)	1,323,340	1,507,536		▲
Investing activities								
Non-operating grants, subsidies and contributions	13(b)	722,332	1,997,832	875,402	782,050	(93,352)	(10.66%)	
Proceeds from disposal of assets	8	80,500	307,500	132,738	132,738	0	0.00%	
Payments for property, plant and equipment	9	(4,173,270)	(5,701,770)	(2,021,824)	(1,393,657)	628,167	(31.07%)	▲
Amount attributable to investing activities		(3,370,438)	(3,396,438)	(1,013,684)	(478,870)	534,815		▲
Financing Activities								
Transfer from reserves	11	1,329,300	1,803,500	0	0	0	0.00%	
Proceeds from community loans		0	23,000	15,250	10,000	(5,250)	(34.43%)	
Repayment of debentures	10	(223,637)	(223,637)	(132,853)	(132,853)	0	0.00%	
Transfer to reserves	11	(587,049)	(142,049)	(67,480)	(67,480)	0	0.00%	
Amount attributable to financing activities		518,614	1,460,814	(185,083)	(190,333)	(5,250)		
Closing Funding Surplus / (Deficit)	1(c)	48,147	1,242,893	2,333,656	4,370,756			

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals		0	(66,000)	(55,000)	(6,181)
Movement in employee benefit provisions (non-current)		160,101	160,000		
Add: Loss on asset disposals		131,359	9,359	7,790	20,633
Add: Depreciation on assets		2,905,447	3,615,447	3,012,450	2,990,591
Total non-cash items excluded from operating activities		3,196,907	3,718,806	2,965,240	3,005,043

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

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

		Last Year Closing 30 Jun 2019	This Year Opening 01 Jul 2019	This Time Last Year 30 Apr 2019	Year to Date 30 Apr 2020
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(9,352,157)	(9,352,157)	(7,443,780)	(9,419,637)
Less: Community loans		(23,000)	(23,000)	(19,250)	(13,000)
Less: Land Held for Resale					(206,611)
Add: Borrowings	9	223,637	223,637	87,882	90,784
Add: Provisions - employee	11	958,906	958,906	779,782	958,906
Total adjustments to net current assets		(8,192,614)	(8,192,614)	(6,595,366)	(8,589,558)

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

Current assets					
Cash and cash equivalents	2	12,165,340	12,165,340	11,504,946	12,469,967
Rates receivables	3	328,807	328,807	410,718	604,060
Receivables	3	1,453,221	1,453,221	1,348,176	1,075,866
Other current assets	4	96,445	96,445	46,727	30,189
Less: Current liabilities					
Payables	5	(952,037)	(952,037)	(231,451)	(170,078)
Borrowings	9	(223,637)	(223,637)	(87,882)	(90,784)
Provisions	11	(958,906)	(958,906)	(779,782)	(958,906)
Less: Total adjustments to net current assets	1(c)	(8,192,614)	(8,192,614)	(6,595,366)	(8,589,558)
Closing Funding Surplus / (Deficit)		3,716,619	3,716,619	5,616,086	4,370,756

CURRENT AND NON-CURRENT CLASSIFICATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**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 Actual materially.

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	14,841	0.00%	▲ Permanent	Covid-19 Donation
General Purpose Funding - Other	(68,958)	(7.81%)	▲ Timing	Decreased Interest Earnings and budgetted Operating Road Grant allocated to Transport
Law, Order and Public Safety	15,115	73.52%	▲ Timing	Increased reimbursement of expenditure by DFES
Recreation and Culture	(35,128)	(5.45%)	▲ Timing	Decreased revenue for Ningaloo Centre after closure in March due to COVID19
Transport	76,868	2.19%	▲ Timing	Movement between Transport and General Purpose Funding for roads portion of FAGS grant.
Economic Services	63,895	27.78%	▲ Timing	Increased commissions for Visitors Centre. Caravan Park lease
Other Property and Services	13,468	29.28%	▲ Permanent	Reimbursement for consultant expenditure and LGIS rebates. Increased reimbursement Workers Compensation offset by expenditure.
Expenditure from operating activities				
Health	61,682	23.60%	▲ Timing	Reduced expenditure for sentinel and mosquito management program. Overhead allocations under budget.
Housing	(36,350)	(46.36%)	▼ Timing	Overhead allocations under budget.
Community Amenities	253,051	17.03%	▲ Timing	Reduced maintenance and employee costs for sanitation and urban storm water. Overhead allocations under budget.
Recreation and Culture	450,623	10.34%	▲ Timing	Reduced maintenance and employee costs for foreshore, beach and boat ramps. Community programmes, events and Ningaloo Centre operations.
Transport	800,586	16.11%	▲ Timing	Aviation, road and footpath maintenance under budget. Overhead allocations under budget.
Economic Services	164,902	18.30%	▲ Timing	Ningaloo Visitors Centre and Tourism expenditure below budget due to closure to the public in March due to COVID19
Other Property and Services	(286,582)	(3913.45%)	▼ Timing	Overhead allocations under budget. Increased Workers Compensation expenditure offset by revenue
Investing Activities				
Non-operating Grants, Subsidies and Contributions	(93,352)	(10.66%)	▼ Timing	Acquittals not processed at time of reporting.
Capital Acquisitions	628,167	31.07%	▲ Timing	Refer to Note 9 Capital Acquisitions

KEY INFORMATION

▲ increase in surplus
▼ decrease in surplus

Description	Classification	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Petty Cash and Floats	Cash and cash equivalents	5,048			5,048			
Municipal Fund	Cash and cash equivalents	3,045,282			3,045,282	Westpac		At Call
Reserve Fund	Cash and cash equivalents	0	2,392,960		2,392,960	Westpac		At Call
Trust Fund	Cash and cash equivalents	0		87,113	87,113	Westpac		At Call
		0						
Reserve Investment - Term Deposit	Cash and cash equivalents	0	3,026,677		3,026,677	Westpac	1.61%	25-May-20
Reserve Investment - Term Deposit	Cash and cash equivalents	0	4,000,000		4,000,000	Macquarie	1.60%	08-May-20
Trust Investment - Term Deposit	Cash and cash equivalents	0		378,895	378,895	CBA	1.41%	11-May-20
Total		3,050,330	9,419,637	466,008	12,935,974			
Comprising								
Cash and cash equivalents		3,050,330	9,419,637	466,008	12,935,974			
Financial assets at amortised cost		0	0	0	0			
		3,050,330	9,419,637	466,008	12,935,974			

KEY INFORMATION

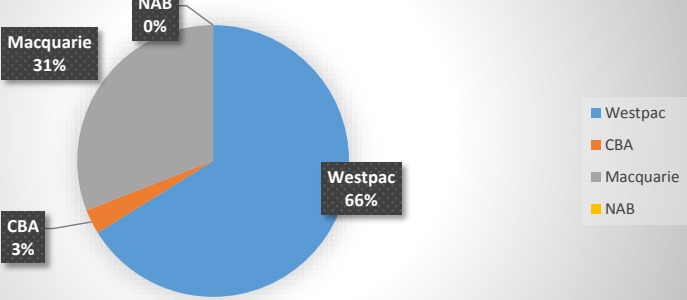
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to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

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

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

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

Investment Diversification



Total Cash	Unrestricted
\$12.94 M	\$3.05 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

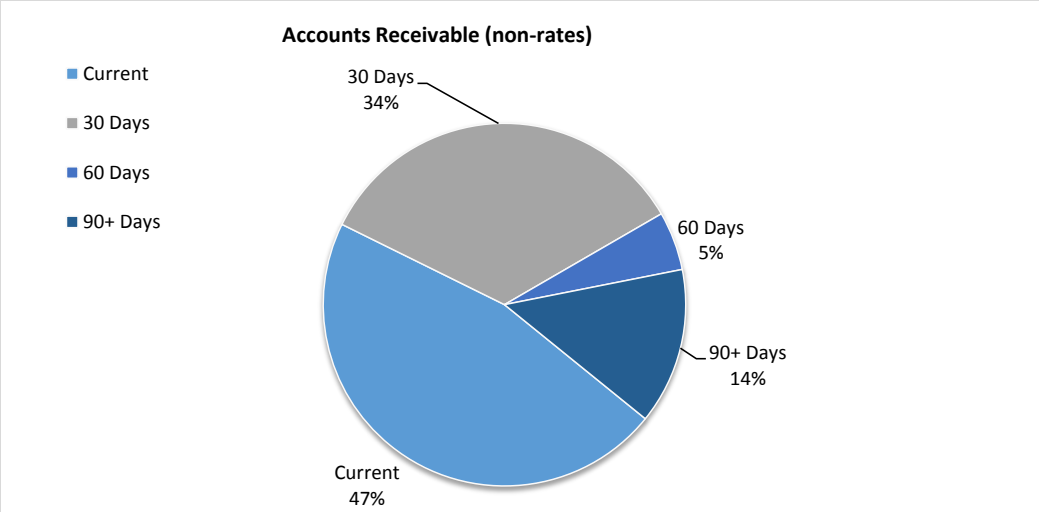
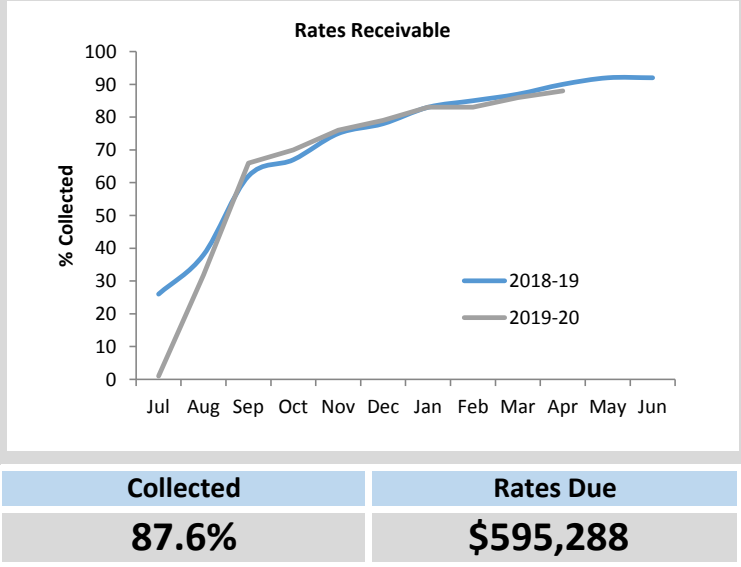
OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	30 June 2019	30 Apr 20
	\$	\$
Opening Arrears Previous Years	302,096	328,807
Levied this year	4,401,647	4,542,982
Plus Interim Rates	(9,150)	(6,914)
Plus Back Rates	10,701	1,687
Less - Collections to date	(4,332,954)	(4,262,502)
Equals Current Outstanding	370,789	604,060
Less - Deferred Pensioners	(41,981)	(41,981)
Less - Credit Balances		33,209
Net Rates Collectable	328,807	595,288
% Collected	92.1%	87.6%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(6,944)	459,574	339,710	51,811	137,925	982,076
Percentage	-0.7%	46.8%	34.6%	5.3%	14%	
Balance per Trial Balance						
Sundry receivable						982,076
GST receivable						83,790
Allowance for impairment of receivables						0
Community Loans						10,000
Other receivables [describe]						0
Total Receivables General Outstanding						1,075,866
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Debtors Due
\$1,075,866
Over 30 Days
54%
Over 90 Days
14%

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 30 Apr 2020
Other Current Assets	\$	\$	\$	\$
Inventory				
Inventories - Stock on Hand	55,830	84,978	(123,855)	30,189
Total Other Current assets				30,189
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

Land held for development and resale 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.

Borrowing 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 onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 6
Payables

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	14,675	9,966	0	4,334	28,975
Percentage	0%	50.6%	34.4%	0%	15%	
Balance per Trial Balance						
Sundry creditors						29,250
ATO liabilities						21,520
Bonds, Retentions & Advanced Payments						96,179
ESL Liability						23,129
Total Payables General Outstanding						170,078
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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

Creditors Due

\$170,078

Over 30 Days

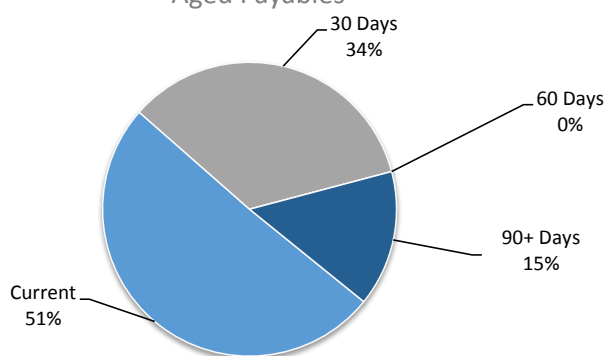
49%

Over 90 Days

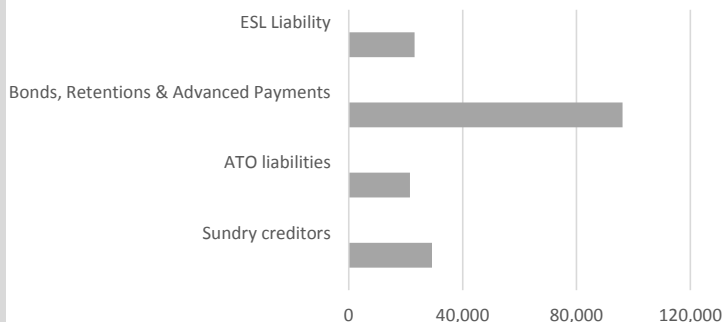
15%

Aged Payables

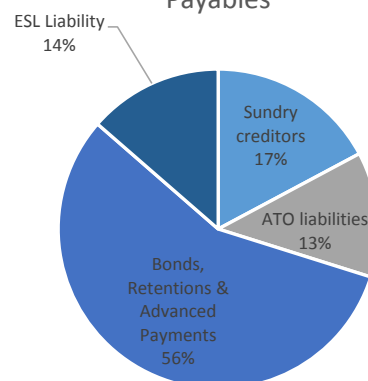
- Current
- 30 Days
- 60 Days
- 90+ Days



Payables

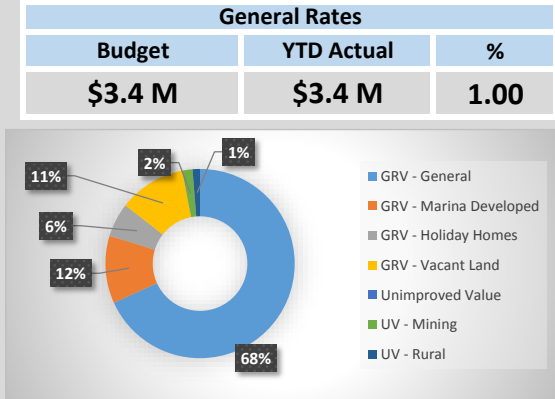
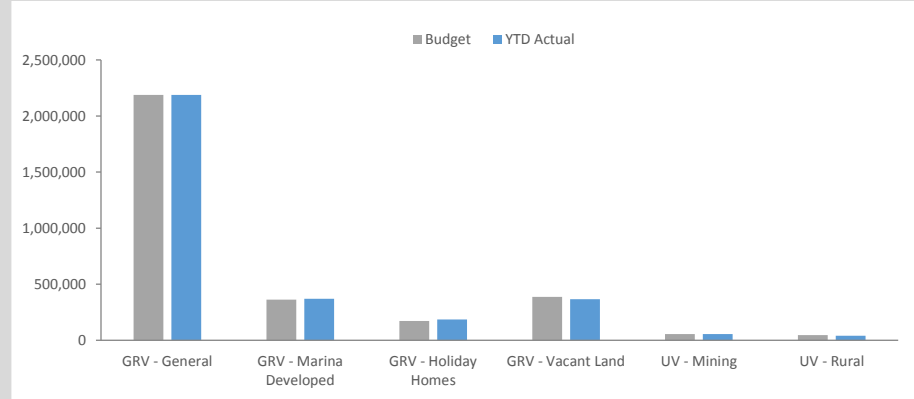


Payables



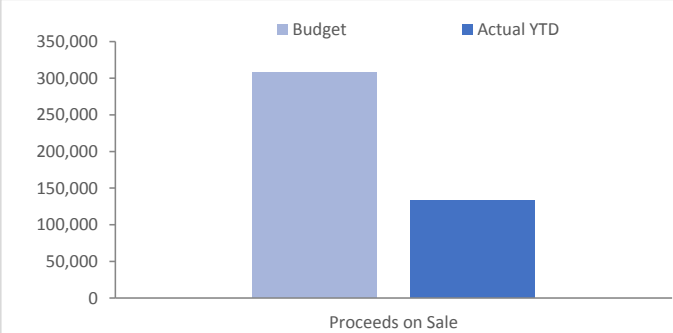
General Rate Revenue	Amended Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross Rental Value											
GRV - General	0.075100	1,182	29,077,947	2,183,754	5,000	0	2,188,754	2,193,071	(5,294)	(328)	2,187,449
GRV - Marina Developed	0.101300	98	3,515,907	356,161	6,000	0	362,161	360,994	7,659	1,105	369,758
GRV - Holiday Homes	0.104100	62	1,643,460	171,084	1,000	0	172,084	183,719	2,539	0	186,258
GRV - Vacant Land	0.150100	245	2,557,848	383,933	3,000	0	386,933	364,382	2,453	(113)	366,722
Unimproved Value											
UV - Mining	0.159900	15	334,135	53,908	1,000	0	54,908	56,498	(444)	0	56,054
UV - Rural	0.080000	8	568,380	45,470	0	0	45,470	43,070	0	(2,350)	40,720
Sub-Total		1,610	37,697,677	3,194,310	16,000	0	3,210,310	3,201,734	6,913	(1,686)	3,206,961
Minimum Payment											
Gross Rental Value											
GRV - General	930	84	842,002	78,120	0	0	78,120	78,120	0	0	78,120
GRV - Marina Developed	930	1	0	930	0	0	930	1,665	0	0	1,665
GRV - Holiday Homes	930	0	0	0	0	0	0	0	0	0	0
GRV - Vacant Land	735	142	476,176	104,370	0	0	104,370	106,425	0	0	106,425
Unimproved Value											
UV - Mining	230	12	8,925	2,760	0	0	2,760	2,760	0	0	2,760
UV - Rural	735	1	5,800	735	0	0	735	735	0	0	735
Sub-Total		240	1,332,903	186,915	0	0	186,915	189,705	0	0	189,705
Amount from General Rates							3,397,225				3,396,666
Total General Rates							3,397,225				3,396,666
Specified Area Rates											
GRV Marina	0.013100		3,609,199	46,471	0	0	46,471	47,359	781	0	48,140
Total Specified Area Rates			3,609,199	46,471	0	0	46,471	47,359	781	0	48,140
Total							3,443,696				3,444,806

KEY INFORMATION
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.



Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book		Proceeds	Profit	Net Book		Profit	(Loss)
		Value	(Loss)			Value	(Loss)		
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	Kubota Mower (P045)	2,800	2,800	0	0		0	0	0
PE00081	Fuso Canter (P054)	6,400	6,400	0	0	25,000	19,100	0	(5,900)
PE00214	Mitsubishi Fuso (P076)	6,450	6,000	0	(450)	32,190	21,820	0	(10,370)
	Ford Ranger Crew Cab (P005)	5,780	5,780	0	0	6,546	8,182	1,636	0
	Toyota Hiace Bus (P064)	6,800	6,800	0	0			0	0
PE00203	Toyota Hilux Dual Cab (P065)	5,499	4,590	0	(909)	15,000	14,091	0	(909)
	Toyota Hilux Dual Cab (P069)	4,590	4,590	0	0	15,000	17,045	2,045	0
	Toyota Hilux Dual Cab (P070)	6,800	6,800	0	0	15,000	16,818	1,818	0
	Toyota Hilux (P073)	5,780	5,780	0	0	15,000	15,682	682	0
PE00251	Holden Colorado (P096)	23,480	15,480	0	(8,000)	28,000	20,000	0	(8,000)
	Holden Colorado (P097)	15,480	15,480	0	0			0	0
	Other property and services								
	Land Held for Resale	161,000	227,000	66,000	0			0	0
		250,859	307,500	66,000	(9,359)	151,736	132,738	6,181	(25,179)

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$307,500	\$132,738	43%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

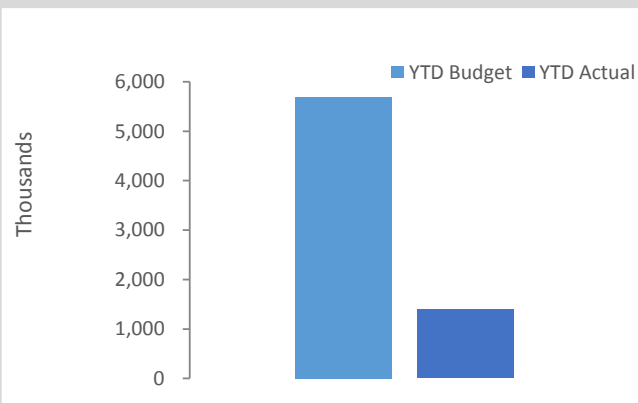
**INVESTING ACTIVITIES
NOTE 9
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	750,000	0	0	0
Buildings - non-specialised - level 2	104,000	104,000	112,330	8,330
Buildings - specialised - level 3	1,621,600	858,160	157,501	(700,659)
Plant and equipment	1,298,000	379,650	487,997	108,347
Infrastructure - Roads	808,782	363,054	375,990	12,936
Infrastructure - Other	1,119,388	316,960	259,840	(57,120)
Capital Expenditure Totals	5,701,770	2,021,824	1,393,657	(628,167)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	722,332	1,997,832	782,050	(1,215,782)
Other (Disposals & C/Fwd)	80,500	132,738	132,738	0
Cash Backed Reserves				
Aviation Reserve	121,500		0	0
Building Infrastructure Reserve	375,000		0	0
Land Acquisition & Disposal Reserve	425,000		0	0
Ningaloo Centre Reserve	75,000		0	0
Plant Reserve	807,000		0	0
Contribution - operations	3,095,438	(108,746)	478,870	587,615
Capital Funding Total	5,701,770	2,021,824	1,393,657	(628,167)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$5.7 M	\$1.39 M	24%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.72 M	\$0.78 M	108%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**INVESTING ACTIVITIES
NOTE 9
CAPITAL ACQUISITIONS (CONTINUED)**

Account Description	Account Number	Amended			YTD Variance (Under)/Over
		Budget	YTD Budget	YTD Actual	
Land		750,000	0	0	
Purchase Lot 1416 and Reserve 28158	A125006	750,000	0	0	0
Buildings - Non Specialised		104,000	104,000	112,330	
Staff Housing Buildings - Painting/Flooring/Window Treatments	A125001	104,000	104,000	112,330	8,330
Buildings - Specialised		1,621,600	858,160	157,501	
Municipal Buildings - Old Admin, Library and Hall	A125006	75,000	17,000	67,272	50,272
Ningaloo Centre (18/19)	A119003	20,000	16,660	(4,725)	(21,385)
Ningaloo Centre - Solar Power and Aquarium Exhibits	A119004	1,287,000	707,000	61,739	(645,261)
Recreation Hall - Paving and replace staircase	A125009	50,000	0	13,927	13,927
Learmonth Building - Upgrade arrivals and lighting	A126800	141,000	117,500	18,988	(98,512)
Depot - Relocate server and crib room	A125051	48,600	0	300	300
Plant & Equipment		1,298,000	379,650	487,997	
Waste Site Recycling Equipment	A101005	53,000	44,160	0	(44,160)
Plant & Equipment	A123200	674,000	(3,340)	103,642	106,982
Vehicle Replacement	A123201	268,000	223,330	236,371	13,041
Swimming Pool Equipment (18/19)	A113001	0	0	0	0
Water Truck (18/19)	A125105	0	0	0	0
Learmonth Airport - Full Body Scanner	A126009	255,000	75,500	127,500	52,000
Learmonth Airport - Towable Belt Loader	A126201	48,000	40,000	20,483	(19,517)
Infrastructure - Roads		808,782	363,054	375,990	
Beach Access Carpark Upgrades	A115150	10,000	8,330	0	(8,330)
Yardie Creek Road - Road shoulder and seal edge works	A125203	147,300	147,300	183,769	36,469
Murat Road - includes drainage works	A125209	304,050	182,424	154,900	(27,524)
Road Sealing	A125213	267,432	0	0	0
Street Lights	A124001	30,000	25,000	24,060	(940)
Mortiss Street & Neale Cove Road upgrade (DOT)	A125210	0	0	13,261	13,261
Learmonth Airport - Reseal carpark (18/19)	A126009	50,000	0	0	0
Infrastructure - Other		1,119,388	316,960	259,840	
Dog Pound - Relocation to Depot	A052002	15,000	12,500	300	(12,200)
Irrigation Sewerage Ponds - Upgrade Chorination Plant	A101012	77,000	77,000	78,722	1,722
Waste Water Treatment Ponds - Rehabilitation of old ponds	A101012	45,388	24,970	0	(24,970)
Waste Site Weighbridge	A125304	0	0	17,684	17,684
Waste Site Recycling Shed	A125021	15,000	0	0	0
Ningaloo Centre - Disabled ramp and gardens	A119006	69,000	0	47,941	47,941
Multi purpose bike facility	A112001	200,000	0	0	0
Crevalle Way - Public Open Space	A114100	30,000	30,000	62,547	32,547
Federation Park - Facility upgrade	A114101	157,000	0	4,094	4,094
Town Mall - Digital signage	A117003	0	0	0	0
Mildura Wreck - Interpretive	A125319	22,000	18,330	8,840	(9,490)
Town Beach - Gazebo lighting	A115152	12,000	10,000	8,302	(1,698)
Tantabiddi Boat Ramp - Solar lighting	A125315	10,000	8,330	504	(7,826)
Bundegi Boat Ramp - Solar lighter and Toilet upgrade	A115107	45,000	37,500	25,072	(12,428)
Footpaths/Kerbing - upgrade	A125321	100,000	83,330	45,082	(38,248)
Footpaths - new	A121002	100,000	0	1,708	1,708
Learmonth Airport - Landside remodelling and remedial work	A126009	50,000	0	5,380	5,380
Learmonth Airport - Apron fuel mitigation treatment	A126009	0	0	(80,000)	(80,000)
Learmonth Airport - Paid Parking Signage	A126009	13,000	0	0	0
Learmonth Airport - RADS Masterplan	A126010	40,000	0	12,584	12,584
Exmouth Aerodrome - Entrance gate, remedial work and fencing	A125331	0	0	0	0
Exmouth Aerodrome - RADS Masterplan	A125330	47,000	0	0	0
Water dispensing unit	A134201	50,000	0	0	0
NBN changeover - Shire properties	A125149	22,000	15,000	21,080	6,080
Grand Total		5,701,770	2,021,824	1,393,657	(628,167)

Repayments - Borrowings

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	1 July 2019	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing									
Loan 80 - Staff Dwellings	614,540	0	0	54,415	65,557	560,125	548,983	23,265	27,659
Community amenities									
Loan 81 - Rubbish Truck	251,868	0	0	40,731	81,953	211,137	169,915	3,035	5,579
Recreation and culture									
Loan 81 - Ningaloo Centre	893,498	0	0	27,743	55,948	865,755	837,550	14,877	29,292
Other property and services									
Loan 76 - 1 Bennett Street	239,053	0	0	9,964	20,179	229,089	218,874	6,024	11,797
	1,998,959	0	0	132,853	223,637	1,866,106	1,775,322	47,201	74,327
Total	1,998,959	0	0	132,853	223,637	1,866,106	1,775,322	47,201	74,327
Current borrowings	223,637					90,784			
Non-current borrowings	1,775,322					1,775,322			
	1,998,959					1,866,106			

All debenture repayments were financed by general purpose revenue.

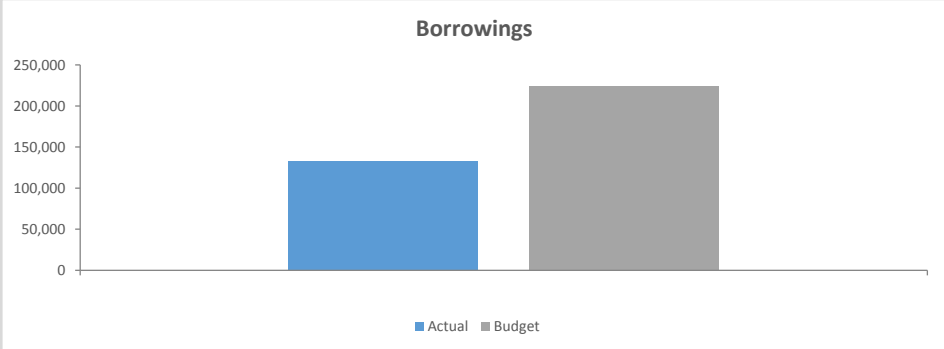
Unspent Borrowings

Particulars	Date Borrowed	Unspent Balance 30-06-2019	Borrowed During Year	Expended During Year	Unspent Balance 30/04/2020
		\$	\$	\$	\$
Loan 81 - Rubbish Truck	20/06/2017	410,000			410,000
		410,000	0	0	410,000

KEY INFORMATION

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

Community loans are funded by the Community Interest Free 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. Applications are subject to the eligibility and criteria outlined in Council Policy 2.2 - Interest Free Loans to Clubs & organisations.



Principal Repayments	
\$132,853	
Interest Earned	Interest Expense
\$135,915	\$47,201
Reserves Bal	Loans Due
\$9.42 M	\$1.87 M

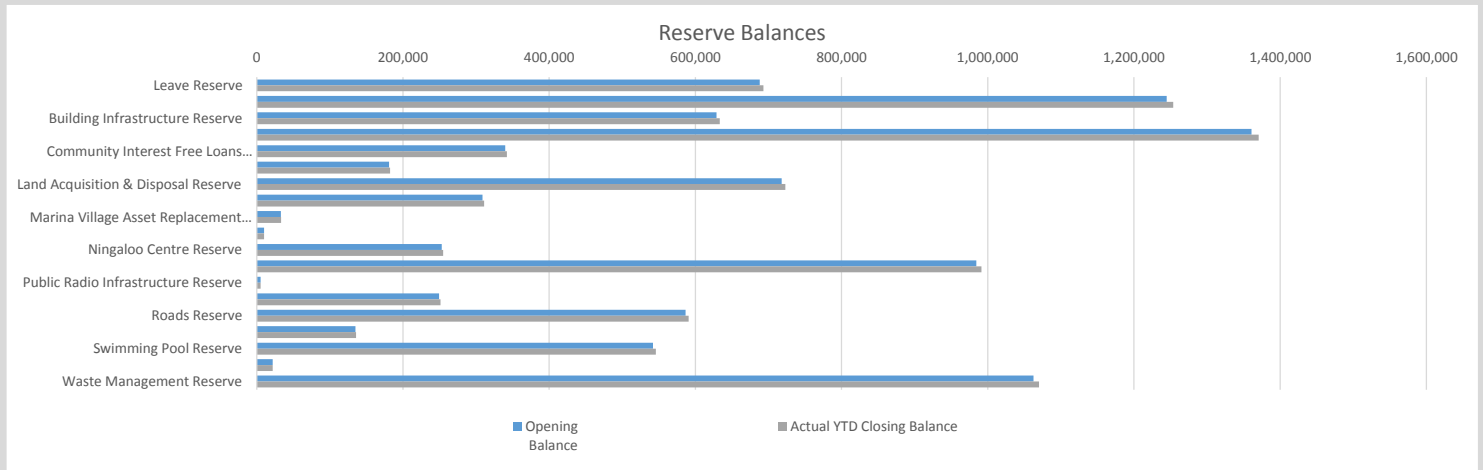
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 11
CASH RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	688,110	9,462	4,965	0	0	0	0	697,572	693,075
Aviation Reserve	1,244,600	17,988	8,980	0	0	(121,500)	0	1,141,088	1,253,580
Building Infrastructure Reserve	628,949	6,307	4,538	0	0	(375,000)	0	260,256	633,487
Community Development Reserve	1,360,721	27,281	9,818	0	0	0	0	1,388,002	1,370,539
Community Interest Free Loans Reserve	339,770	5,585	2,452	0	0	0	0	345,355	342,222
Insurance/Natural Disaster Reserve	181,056	3,013	1,306	0	0	0	0	184,069	182,362
Land Acquisition & Disposal Reserve	717,892	0	5,180	0	0	(425,000)	0	292,892	723,072
Marina Canal Reserve	308,782	5,139	2,228	0	0	0	0	313,921	311,010
Marina Village Asset Replacement Reserve	32,912	548	237	0	0	0	0	33,460	33,149
Mosquito Management Reserve	10,000	0	72	0	0	0	0	10,000	10,072
Ningaloo Centre Reserve	253,095	2,548	1,826	0	0	(75,000)	0	180,643	254,921
Plant Reserve	984,318	12,106	7,102	0	0	(807,000)	0	189,424	991,420
Public Radio Infrastructure Reserve	5,103	85	37	0	0	0	0	5,188	5,140
Rehabilitation Reserve	249,415	3,485	1,800	0	0	0	0	252,900	251,215
Roads Reserve	586,492	4,614	4,232	0	0	0	0	591,106	590,724
Shire Staff Housing Reserve	134,917	562	973	0	0	0	0	135,479	135,890
Swimming Pool Reserve	541,961	7,118	3,911	0	0	0	0	549,079	545,872
Town Planning Scheme Reserve	21,621	348	156	0	0	0	0	21,969	21,777
Waste Management Reserve	1,062,443	10,860	7,666	0	0	0	0	1,073,303	1,070,109
Shire President COVID-19 Relief Fund	0	0	0	25,000	0	0	0	25,000	0
	9,352,157	117,049	67,480	25,000	0	(1,803,500)	0	7,690,706	9,419,637

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 30 Apr 2020
		\$	\$	\$	\$
Provisions					
Annual leave		496,084			496,084
Contract Liabilities					
Lease liability		0			0
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at 11(a) and 11(b)

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

NOTE 13(a)

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Unspent Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies											
Governance											
COVID-19 Donations										0	15,000
General purpose funding											
Grants Commission - <i>General Purpose / Untied Road Grant</i>							690,000	920,000	900,000	1,820,000	641,247
Health											
Exmouth CLAG								0	5,000	5,000	5,011
Recreation and culture											
DSCI - Regional Every Club	8,320			8,320				0		0	
BHP - Sport & Rec Community Program	225,000			225,000				0		0	
DSR - Support Club Development Officer							0	40,000	(30,000)	10,000	10,000
State Library of WA								0	900	900	887
Meerilinga Young Childrens - Messy Play Day								0		0	1,000
Various Sponsors - Sports Award								0	10,000	10,000	8,000
Transport											
Main Roads WA - Direct Grant								0		0	101,772
Economic services											
DPIRD - Tourism Program	30,000			30,000				0		0	
Other property and services											
ATO - Diesel Fuel Subsidy							13,330	16,000	0	16,000	15,875
	263,320	0	0	263,320	0	0	703,330	976,000	885,900	1,861,900	798,792
TOTALS	263,320	0	0	263,320	0	0	703,330	976,000	885,900	1,861,900	798,792

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

NOTE 13(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies											
Community amenities											
DWER - Recycling Program	67,300			67,300				0	77,000	77,000	77,168
Recreation and culture											
R4R - Ningaloo Centre							241,660	290,000		290,000	0
Woodside - Exmouth Bike Facility								0	150,000	150,000	0
Trust - Public Open Space								0	170,000	170,000	0
Minderoo Foundation - Solar Panels									580,000	580,000	0
Transport											
MRWA - Murat Road SIF	240,000			240,000			0	0		0	0
MRWA - Murat Road							55,580	66,700		66,700	66,700
MRWA - Yardie Creek Road							81,830	98,200		98,200	115,750
RTR - Roads to Recovery Program							222,860	267,432		267,432	267,432
Regional Airport Security Screening Fund									255,000	255,000	255,000
RADS - Learmonth Airport Masterplan									20,000	20,000	0
RADS - Exmouth Aerodrome Masterplan									23,500	23,500	0
	307,300	0	0	307,300	0	0	601,930	722,332	1,275,500	1,997,832	782,050
Total Non-operating grants, subsidies and contributions	307,300	0	0	307,300	0	0	601,930	722,332	1,275,500	1,997,832	782,050

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 14
TRUST FUND**

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

Description	Opening Balance 1 July 2019	Amount Received	Amount Paid	Closing Balance 30 Apr 2020
	\$	\$	\$	\$
BCITF	1,589	14,284	(10,270)	5,603
BSL Levy	2,400	15,115	(14,893)	2,623
Cash in Lieu POS	378,887	2,263	0	381,151
Key Bonds	1,150	200	(1,350)	0
Hire Facility Bonds	8,350	5,950	(14,300)	0
Councillor Nomination Fees	0	480	(480)	0
Bond Deed Exmouth Marina Holdings	18,186	0	0	18,186
Donations for other Organisations	135	0	(135)	0
Exmouth Volunteer Fire & Rescue	50,828	0	0	50,828
Sundries	700	0	0	700
Unclaimed Monies	6,916	0	0	6,916
Lease, Licence & Contract Bonds	0	4,114	(4,114)	0
	469,143	42,407	(45,541)	466,008

MONTHLY LIST OF PAYMENTS - APRIL 2020

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 costing.

Municipal Account:

Cheque numbers 13685-13692	\$	66,154.59
Direct Debits and EFT Payments EFT16806-EFT17091	\$	1,394,720.88
Credit Card Purchases	\$	4,744.24
Total Municipal Account	\$	1,465,619.71

Trust Account:

Cheque number	\$	-
EFT Payments	\$	9,764.29
Total Trust Account	\$	9,764.29

TOTAL PAYMENTS - APRIL 2020 **\$ 1,475,384.00**

Reference	Date	Name	Description	Municipal Account	Trust Account
13685	03/04/2020	TELSTRA CORPORATION	UTILITIES	\$ 9,270.94	
13686	03/04/2020	WATER CORPORATION	UTILITIES	\$ 45,675.79	
13687	21/04/2020	DEPARTMENT OF TRANSPORT - EXMOUTH	VEHICLE REGISTRATION	\$ 17.60	
13688	21/04/2020	NINGALOO REEF RESORT	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 279.65	
13689	21/04/2020	TELSTRA CORPORATION	UTILITIES	\$ 419.85	
13690	21/04/2020	WATER CORPORATION	WASTE WATER CHARGES	\$ 1,395.36	
13691	30/04/2020	DEPARTMENT OF TRANSPORT - EXMOUTH	SPECIAL SHIRE PLATES	\$ 200.00	
13692	30/04/2020	TELSTRA CORPORATION	UTILITIES	\$ 8,895.40	
			TOTAL CHEQUES	\$ 66,154.59	\$ -
DD5593.1	07/04/2020	MARIHKY TRUST T/A RAY WHITE EXMOUTH	UTILITIES	\$ 326.25	
DD5600.1	08/04/2020	SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 35,662.16	
DD5611.1	01/04/2020	WESTPAC BANKING CORPORATION	BANK, MERCHANT & ACTIVITY FEES MARCH 2020	\$ 1,804.44	
DD5611.2	01/04/2020	WESTNET PTY LTD	UTILITIES	\$ 69.99	
DD5611.3	01/04/2020	HP FINANCIAL SERVICES	PC AND LAPTOP LEASE PAYMENT APRIL 2020	\$ 4,367.00	
DD5611.4	01/04/2020	MAIA FINACIAL PTY LIMITED (former ALLEASING PTY LTD)	EQUIPMENT LEASE REPAYMENTS	\$ 38,661.19	
DD5623.1	22/04/2020	SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 34,363.38	
DD5641.1	27/04/2020	WESTNET PTY LTD	UTILITIES	\$ 49.99	
			TOTAL DIRECT DEBIT PAYMENTS	\$ 115,304.40	\$ -
EFT16806	01/04/2020	COUNCILLOR	COUNCILLORS' REMUNERATION 1/1/20 - 31/3/20	\$ 3,273.40	
EFT16807	01/04/2020	COUNCILLOR	COUNCILLORS' REMUNERATION 1/1/20 - 31/3/20	\$ 5,121.25	
EFT16808	01/04/2020	BLUE MEDIA EXMOUTH	POST CARDS	\$ 135.00	
EFT16809	01/04/2020	CAPE BOARDRIDERS	2020 COMMUNITY & SPORTING GRANT	\$ 1,500.00	
EFT16810	01/04/2020	CAPRICORN EXTINGUISHERS	AIRPORT PARTS	\$ 115.50	
EFT16811	01/04/2020	DEPARTMENT OF DEFENCE - TREASURY AND BANKING	AIRPORT UTILITIES	\$ 44,236.87	
EFT16812	01/04/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL QUARTER 3	\$ 65,250.04	
EFT16813	01/04/2020	EXMOUTH BETTA ELECTRICAL & GAS	CHARGERS	\$ 114.80	
EFT16814	01/04/2020	EXMOUTH GARDENS	MONTHLY PLANT CARE	\$ 264.00	
EFT16815	01/04/2020	EXMOUTH IGA	CONSUMABLES	\$ 740.63	
EFT16816	01/04/2020	EXMOUTH NEWSAGENCY & TOYWORLD	STATIONARY	\$ 165.50	
EFT16817	01/04/2020	EXMOUTH PHARMACY	PHARMACY CONSUMABLES	\$ 276.86	
EFT16818	01/04/2020	EXMOUTH WHOLESALERS	CONSUMABLES	\$ 248.97	
EFT16819	01/04/2020	EXY PLUMBING & CONTRACTING	NINGALOO CENTRE RETIC	\$ 302.50	
EFT16820	01/04/2020	FUSION FABRICATION & MARINE	NINGALOO CENTRE WORKS	\$ 4,120.00	
EFT16821	01/04/2020	COUNCILLOR	COUNCILLORS' REMUNERATION 1/1/20 - 31/3/20	\$ 3,423.40	
EFT16822	01/04/2020	COUNCILLOR	COUCILLORS' REMUNERATION 1/1/20 - 31/3/20	\$ 3,423.40	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT16823	01/04/2020	HORIZON POWER - ACCOUNTS	UTILITIES	\$ 44,139.03	
EFT16824	01/04/2020	JASON SIGNMAKERS	DINGO SIGNS	\$ 1,016.40	
EFT16825	01/04/2020	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	\$ 19.40	
EFT16826	01/04/2020	COUNCILLOR	COUNCILLORS' REMUNERATION 1/1/20 - 31/3/20	\$ 3,423.40	
EFT16827	01/04/2020	COUNCILLOR	COUNCILLORS' REMUNERATION 1/1/20 - 31/3/20	\$ 12,459.80	
EFT16828	01/04/2020	MESSAGE4U PTY LTD	MEDIA MESSAGES	\$ 44.00	
EFT16829	01/04/2020	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	DEPOT PARTS	\$ 834.75	
EFT16830	01/04/2020	NETWORK POWER SOLUTIONS PTY LTD	TERRARIUM WORKS	\$ 2,496.00	
EFT16831	01/04/2020	NGALA COMMUNITY SERVICES	RETURN OF BOND	\$ 500.00	
EFT16832	01/04/2020	NGT LOGISTICS PTY LTD	FREIGHT	\$ 525.94	
EFT16833	01/04/2020	NINGALOO BUILDING AND RENOVATIONS	BUNDEGI TOILET WORKS	\$ 18,066.00	
EFT16834	01/04/2020	NINGALOO COOKING STUDIO	CATERING	\$ 4,065.00	
EFT16835	01/04/2020	NINGALOO WATER & ICE	WATER	\$ 72.00	
EFT16836	01/04/2020	NORWEST CRANE HIRE #2 PTY LTD	DRY HIRE	\$ 3,520.00	
EFT16837	01/04/2020	OFFICEWORKS	STATIONARY	\$ 913.18	
EFT16838	01/04/2020	PATHWEST LABORATORY WA	PRE-EMPLOYMENT DRUG&ALCOHOL TEST	\$ 35.00	
EFT16839	01/04/2020	R&L COURIERS	FREIGHT DEPOT	\$ 24.20	
EFT16840	01/04/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 274.51	
EFT16841	01/04/2020	SPYKER BUSINESS SOLUTIONS	IT FIREWALL	\$ 1,204.50	
EFT16842	01/04/2020	ST JOHNS AMBULANCE	DEFIB BATTERY	\$ 243.00	
EFT16843	01/04/2020	STUTCH DATA SERVICES PTY LTD	IT CONSUMABLES	\$ 2,364.02	
EFT16844	01/04/2020	SUNBUTTER OCEANS	SUNSCREEN WITH DISPLAY BOXES	\$ 1,094.00	
EFT16845	01/04/2020	TENNANT AUSTRALIA PTY LTD	DEPOT PARTS	\$ 1,242.19	
EFT16846	01/04/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 140.00	
EFT16847	01/04/2020	TNT EXPRESS AUSTRALIA - ACCOUNTS	FREIGHT	\$ 616.81	
EFT16848	01/04/2020	VISIMAX	DEPOT PARTS	\$ 60.00	
EFT16849	01/04/2020	WALGA	NINGALOO CENTRE WEBSITE	\$ 10,971.00	
EFT16850	01/04/2020	WEST AUSSIE REPTILES	RETURN OF BOND AND KEY BOND	\$ 250.00	
EFT16851	01/04/2020	WILD REPUBLIC AUSTRALASIA PTY LTD	MERCHANDISE	\$ 4,726.70	
EFT16852	02/04/2020	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	\$ 46,291.54	
EFT16853	03/04/2020	BIRDS EYE VIEW NINGALOO	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 1,779.90	
EFT16854	03/04/2020	BLUE HORIZON CHARTERS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 510.00	
EFT16855	03/04/2020	CAPE IMMERSION TOURS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 323.00	
EFT16856	03/04/2020	CORAL BAY CHARTERS & GLASS BOTTOM BOATS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 358.70	
EFT16857	03/04/2020	CORAL BAY ECOTOURS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 4,105.50	
EFT16858	03/04/2020	DIVE NINGALOO	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 1,071.00	
EFT16859	03/04/2020	EXMOUTH BUS CHARTERS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 510.00	
EFT16860	03/04/2020	EXMOUTH DIVE & WHALESHARKS NINGALOO	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 12,359.00	
EFT16861	03/04/2020	EXMOUTH ESCAPE RESORT	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 586.50	
EFT16862	03/04/2020	EXMOUTH SENIOR CITIZENS CLUB	2020 COMMUNITY & SPORTING GRANT	\$ 1,258.20	
EFT16863	03/04/2020	HORIZON POWER - ACCOUNTS	UTILITIES	\$ 5,852.11	
EFT16864	03/04/2020	MANTARAYS NINGALOO BEACH RESORT	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 442.00	
EFT16865	03/04/2020	EMPLOYEE	TELEPHONE REIMBURSEMENT	\$ 301.00	
EFT16866	03/04/2020	NINGALOO AVIATION	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 884.00	
EFT16867	03/04/2020	NINGALOO CARAVAN & HOLIDAY RESORT	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 311.40	
EFT16868	03/04/2020	NINGALOO CORAL BAY - BAYVIEW	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 1,888.70	
EFT16869	03/04/2020	NINGALOO CORAL BAY BACKPACKERS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 80.75	
EFT16870	03/04/2020	NINGALOO DISCOVERY	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 44,761.55	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT16871	03/04/2020	NINGALOO ECOLOGY CRUISES (GLASS BOTTOM BOAT)	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 1,929.50	
EFT16872	03/04/2020	NINGALOO LODGE EXMOUTH	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 748.00	
EFT16873	03/04/2020	NINGALOO REEF DIVE	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 811.75	
EFT16874	03/04/2020	NINGALOO SAFARI TOURS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 1,122.00	
EFT16875	03/04/2020	NORWEST AIR WORKS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 272.00	
EFT16876	03/04/2020	POTSHOT RESORT HOTEL	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 1,388.90	
EFT16877	03/04/2020	RAY WHITE EXMOUTH/EXMOUTH HOLIDAY HOMES (GETAWAY VILLAS)	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 551.08	
EFT16879	03/04/2020	SHIRE OF EXMOUTH	COMMISSION FOR NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 -	\$ 15,472.50	
EFT16880	03/04/2020	THREE ISLANDS WHALESHARK DIVE	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/3/20 - 31/3/20	\$ 2,014.50	
EFT16881	03/04/2020	CONSTRUCTION TRAINING FUND	BCITF LEVIES MARCH 2020 - INV-35906-B3S5V5		\$ 5,913.75
EFT16882	03/04/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL LEVIES - MARCH 2020		\$ 3,635.29
EFT16883	03/04/2020	SHIRE OF EXMOUTH	BCITF AND BSL COMMISSIONS		\$ 215.25
EFT16884	08/04/2020	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	AIRPORT WINDSOCK	\$ 987.01	
EFT16885	08/04/2020	ATOM SUPPLY / GERALDTON INDUSTRIAL SUPPLIES	AIRPORT PPE	\$ 664.74	
EFT16886	08/04/2020	BAY BEANS PTY LTD	CONSUMABLES	\$ 300.86	
EFT16887	08/04/2020	CRUISE NINGALOO PTY LTD	NINGALOO VISITORS CENTRE OPERATOR PAYMENT 1/3/20 - 31/3/20	\$ 1,893.00	
EFT16888	08/04/2020	DUSKY SOL	MERCHANDISE	\$ 1,989.00	
EFT16889	08/04/2020	ELEANOR LOUISE KILLEN	MERCHANDISE	\$ 2,832.30	
EFT16890	08/04/2020	ERA CONTRACTORS	AIRPORT REPAIRS	\$ 863.85	
EFT16891	08/04/2020	EXMOUTH CAPE REAL ESTATE	CAPE STORAGE UNIT FROM: 15/3/20 TO: 14/4/20	\$ 333.66	
EFT16892	08/04/2020	EXMOUTH CONCIERGE	CLEANING EX SHIRE OFFICES	\$ 990.00	
EFT16893	08/04/2020	EXMOUTH SMASH REPAIRS	INSURANCE EXCESS	\$ 500.00	
EFT16894	08/04/2020	EXY PLUMBING & CONTRACTING	EXMOUTH POOL REPAIRS	\$ 2,274.13	
EFT16895	08/04/2020	GREEN & GROOVY PTY LTD	MERCHANDISE	\$ 2,378.20	
EFT16896	08/04/2020	GROUND CONTROL AND GARDENS	TREE STUMP REMOVAL	\$ 220.00	
EFT16897	08/04/2020	KCTT (KC TRAFFIC AND TRANSPORT PTY LTD)	PART PAYMENT OF WORKS	\$ 813.45	
EFT16898	08/04/2020	KLEENIT PTY LTD	CLEANING SERVICES	\$ 8,742.80	
EFT16899	08/04/2020	LWT SYSTEMS	HDMI ADAPTERS	\$ 88.00	
EFT16900	08/04/2020	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	DEPOT PARTS	\$ 822.50	
EFT16901	08/04/2020	McLEODS BARRISTERS AND SOLICITORS	LEASE FOR NINGALOO CENTRE RESERVE 50807	\$ 510.20	
EFT16902	08/04/2020	PARKS & LEISURE AUSTRALIA	EVENT MANAGEMENT WORKSHOP	\$ 2,750.00	
EFT16903	08/04/2020	SEROLO PTY LTD FRESH BY DESIGN	AQUARIUM PARTS	\$ 803.55	
EFT16904	08/04/2020	SKYHAVEN PTY LTD T/AS NINGALOO BLUE CHARTERS	NINGALOO VISITORS CENTRE OPERATOR PAYMENT 1/3/20 - 31/3/20	\$ 5,916.00	
EFT16905	08/04/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 35.00	
EFT16906	08/04/2020	SOLAR LIGHTING DESIGNS	SOLAR BOLLARDS	\$ 26,466.00	
EFT16907	08/04/2020	WEST AUSSIE REPTILES	SNAKE HANDLING COURSE	\$ 350.00	
EFT16908	09/04/2020	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	\$ 41,820.00	
EFT16909	09/04/2020	AUSTRALIAN TAXATION OFFICE	BAS MARCH 2020	\$ 25,394.00	
EFT16910	09/04/2020	AUTOPRO/NINGALOO CAR BOAT HIRE	DEPOT PARTS	\$ 350.00	
EFT16911	09/04/2020	AVIS AUSTRALIA	HIRE CAR	\$ 2,005.99	
EFT16912	09/04/2020	CALTEX STARMART EXMOUTH	AIRPORT TYRE REPAIR	\$ 189.00	
EFT16913	09/04/2020	COHERA-TECH PTY LTD	COUNTER SYSTEM	\$ 359.00	
EFT16914	09/04/2020	DEPARTMENT OF LANDS	DEPOSIT FOR LOT 349	\$ 46,750.00	
EFT16915	09/04/2020	DIGGA-WEST & EARTHPARTS WA	DEPOT PARTS	\$ 2,783.00	
EFT16916	09/04/2020	ERA CONTRACTORS	OLD LIBRARY WORKS	\$ 589.17	
EFT16917	09/04/2020	EXMOUTH BASKETBALL ASSOCIATION	2020 SPORTING GRANT	\$ 1,500.00	
EFT16918	09/04/2020	EXMOUTH BETTA ELECTRICAL & GAS	FRIDGE	\$ 229.00	
EFT16919	09/04/2020	EXMOUTH BITUMEN SERVICES CRAIG REGAN	NINGALOO CENTRE WORKS	\$ 27,425.59	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT16920	09/04/2020	EXMOUTH CAPE REAL ESTATE	STORAGE RENTAL 15/4/20 - 14/5/20	\$ 333.66	
EFT16921	09/04/2020	EXMOUTH ENGINEERING	BUILDING SUPPLIES	\$ 273.00	
EFT16922	09/04/2020	EXMOUTH HARDWARE & BUILDING SUPPLIES	SURF BEACH WORKS	\$ 7,206.05	
EFT16923	09/04/2020	EXMOUTH SMASH REPAIRS	DEPOT WORKS	\$ 555.50	
EFT16924	09/04/2020	EXMOUTH TOUCH FOOTBALL	COMMUNITY AND SPORTING GRANT 2020	\$ 1,500.00	
EFT16925	09/04/2020	EXMOUTH WHOLESALERS	CONSUMABLES	\$ 25.45	
EFT16926	09/04/2020	EXY PLUMBING & CONTRACTING	NINGALOO CENTRE WORKS	\$ 1,963.97	
EFT16927	09/04/2020	CUSTOMER	COMPOST BIN REBATE	\$ 29.70	
EFT16928	09/04/2020	HT CLEANING SERVICES PTY LTD	MONTHLY CLEANING CONTRACT - SCHOOL HARD COURTS	\$ 1,377.94	
EFT16929	09/04/2020	KAYFER DESIGNS	PRELIM PLANS	\$ 552.50	
EFT16930	09/04/2020	KIM BUTTFIELD CONSULTING	CLUB PLANNING WORKSHOPS	\$ 2,057.00	
EFT16931	09/04/2020	KLEENIT PTY LTD	CLEANING SERVICES	\$ 18,010.30	
EFT16932	09/04/2020	LGIS RISK MANAGEMENT	BUSINESS CONTINUITY PROJECT	\$ 469.46	
EFT16933	09/04/2020	CUSTOMER	COMPOST BIN REBATE	\$ 39.65	
EFT16934	09/04/2020	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	\$ 19.40	
EFT16935	09/04/2020	MARIHKY TRUST T/A RAY WHITE EXMOUTH	RENT FROM 26/5/20 TO 25/7/20	\$ 5,540.53	
EFT16936	09/04/2020	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	DEPOT WORKS	\$ 1,296.00	
EFT16937	09/04/2020	McLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES	\$ 1,974.48	
EFT16938	09/04/2020	NGT LOGISTICS PTY LTD	FREIGHT SERVICES	\$ 175.31	
EFT16939	09/04/2020	NINGALOO COOKING STUDIO	CATERING	\$ 189.00	
EFT16940	09/04/2020	NINGALOO WATER & ICE	WATER	\$ 108.00	
EFT16941	09/04/2020	NORCAPE HANDY HIRE STARGAZE INVESTMENT PTY LTD	CREVALLE PARK WORKS	\$ 780.00	
EFT16942	09/04/2020	NORWEST CRANE HIRE #2 PTY LTD	MARCH 20 SKIP BIN HIRE	\$ 2,019.60	
EFT16943	09/04/2020	PUMPS AUSTRALIA PTY LTD	DEPOT PARTS	\$ 260.70	
EFT16944	09/04/2020	R&L COURIERS	FREIGHT	\$ 157.30	
EFT16945	09/04/2020	SAIL NINGALOO	ADVERTISING REFUND	\$ 165.00	
EFT16946	09/04/2020	SEEK LIMITED	EMPLOYMENT ADVERTISEMENT	\$ 599.50	
EFT16947	09/04/2020	SEROLO PTY LTD FRESH BY DESIGN	REPLACEMENT CABLE FOR UV	\$ 575.30	
EFT16948	09/04/2020	SYNERGIES ECONOMIC CONSULTING	INTERIM AND DRAFT REPORTS	\$ 26,647.50	
EFT16949	09/04/2020	TNT EXPRESS AUSTRALIA - ACCOUNTS	FREIGHT	\$ 437.67	
EFT16950	09/04/2020	TOLL TRANSPORT PTY LTD	FREIGHT	\$ 2,015.62	
EFT16951	09/04/2020	TOTALLY WORKWEAR MIDLAND	UNIFORMS	\$ 2,214.76	
EFT16952	09/04/2020	VARIETY WESTERN AUSTRALIA	MAJOR EVENT GRANT	\$ 5,000.00	
EFT16953	21/04/2020	ASM ECLIPSE PTY LTD	MERCHANDISE	\$ 8,182.40	
EFT16954	21/04/2020	ATOM SUPPLY / GERALDTON INDUSTRIAL SUPPLIES	DEPOT PARTS	\$ 3,094.75	
EFT16955	21/04/2020	AUSTRALIAN SAFETY ENGINEERS	SCUBA CYLINDER TEST AND FILL	\$ 88.00	
EFT16956	21/04/2020	AUTOPRO/NINGALOO CAR BOAT HIRE	CAR PARTS	\$ 669.55	
EFT16957	21/04/2020	BOYA EQUIPMENT	PARTS	\$ 2,354.88	
EFT16958	21/04/2020	BRAECO SALES	PLUMBING SUPPLIES	\$ 1,042.67	
EFT16959	21/04/2020	CALTEX STARMART EXMOUTH	TOYOTA PRADO NEW VALVE AND BALANCE	\$ 1,625.12	
EFT16960	21/04/2020	CJ LORD BUILDING AND RENOVATION WA PTY LTD	ASBESTOS REMOVAL	\$ 12,842.50	
EFT16961	21/04/2020	COMISKEY'S CONTRACTING PTY LTD	EARTHWORKS AND DRAINAGE	\$ 130,175.45	
EFT16962	21/04/2020	DAVID GRAY & CO PTY LTD	VECTOBAC WG 5KG	\$ 250.61	
EFT16963	21/04/2020	DELNORTH PTY LTD	GUIDE POSTS	\$ 6,523.00	
EFT16964	21/04/2020	DRIFTWOOD JEWELLERS	COMMISSION ON JEWELLERY SALES	\$ 1,340.00	
EFT16965	21/04/2020	ERA CONTRACTORS	REPLACE WATER HEATER	\$ 2,450.79	
EFT16966	21/04/2020	EXMOUTH BETTA ELECTRICAL & GAS	PORTABLE AIR CONDITIONER	\$ 599.00	
EFT16967	21/04/2020	EXMOUTH BITUMEN SERVICES CRAIG REGAN	NINGALOO CENTRE GARDEN WORKS	\$ 1,212.20	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT16968	21/04/2020	EXMOUTH FUEL SUPPLIES	FUEL MARCH 2020	\$ 267.25	
EFT16969	21/04/2020	EXMOUTH NEWSAGENCY & TOYWORLD	INK CARTRIDGES	\$ 950.19	
EFT16970	21/04/2020	EXMOUTH TILE AND CARPET CLEANING	CARPET CLEANING	\$ 2,976.60	
EFT16971	21/04/2020	EXMOUTH WHOLESALERS	TOILET ROLLS	\$ 4,569.33	
EFT16972	21/04/2020	EXY PLUMBING & CONTRACTING	RETICULATION AT CREVALLE PARK	\$ 639.78	
EFT16973	21/04/2020	Exmouth Tyre & Diesel Services GREY EAGLE HOLDINGS PTY LTD T/a	NEW TYRES	\$ 10,012.00	
EFT16974	21/04/2020	FUSION FABRICATION & MARINE	REPAID TAILGATE EX7828	\$ 120.00	
EFT16975	21/04/2020	GALVINS PLUMBING SUPPLIES	PLUMBING SUPPLIES	\$ 394.17	
EFT16976	21/04/2020	GASCOYNE OFFICE EQUIPMENT	SERVICE AGREEMENT FEB 2020	\$ 2,514.59	
EFT16977	21/04/2020	GRAMA BAZITA TOTAL FIRE SOLUTIONS FIRE SERVICES AUSTRALIA (WA) PTY LTD	MONTHLY MAINTENANCE MAR 2020	\$ 444.32	
EFT16978	21/04/2020	HORIZON POWER - ACCOUNTS	STREET LIGHTING MARCH 2020	\$ 11,246.81	
EFT16979	21/04/2020	HYDRAMET PTY LTD	MINOR WORKS WATER TREATMENT	\$ 3,582.15	
EFT16980	21/04/2020	INMARSAT AUSTRALIA PTY LTD	AIRTIME MAR 2020	\$ 81.06	
EFT16981	21/04/2020	INSTRUMENT CHOICE	WATER QUALITY PARTS/SERVICE	\$ 878.63	
EFT16982	21/04/2020	INTEGRITY COACH LINES	EXMOUTH TO MIDLAND BUS	\$ 206.55	
EFT16983	21/04/2020	IXOM OPERATIONS PTY LTD	SERVICE FEE	\$ 754.29	
EFT16984	21/04/2020	JASON SIGNMAKERS	SIGNAGE	\$ 991.74	
EFT16985	21/04/2020	K SEELEY & TJ SEELEY	DRAFTED PLANS	\$ 660.00	
EFT16986	21/04/2020	KARRATHA AUTOMOTIVE GROUP PTY LTD	PURCHASE HYUNDAI ILOAD - AVIATION	\$ 86,815.99	
EFT16987	21/04/2020	KCTT (KC TRAFFIC AND TRANSPORT PTY LTD)	MURATE RD DRAINAGE WORKS	\$ 3,368.40	
EFT16988	21/04/2020	LEICA MICROSYSTEMS PTY LTD	MICROSCOPE FOR MOSQUITO TRAPPING PROGRAM	\$ 3,928.74	
EFT16989	21/04/2020	MARKETFORCE	PUBLIC NOTICES - BUSHFIRE NOTICE	\$ 243.36	
EFT16990	21/04/2020	MEGA MUSIC	HEAD SETS	\$ 1,397.00	
EFT16991	21/04/2020	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	PARTS FOR HELIPORT FIRE FIGHTING EQUIP	\$ 41.20	
EFT16992	21/04/2020	NETWORK POWER SOLUTIONS PTY LTD	REPAIR AIR CON - 19 SKIPJACK CIRCLE	\$ 499.00	
EFT16993	21/04/2020	NGT LOGISTICS PTY LTD	FREIGHT	\$ 847.70	
EFT16994	21/04/2020	NATURE PLAYGROUND	FINAL PAYMENT ON CREVELLE WAY PROJECT	\$ 11,238.00	
EFT16995	21/04/2020	OFFICEWORKS	STATIONARY	\$ 123.13	
EFT16996	21/04/2020	PISCES ENTERPRISES PTY LTD	REPTILE FOOD	\$ 259.09	
EFT16997	21/04/2020	PURCHER INTERNATIONAL	DEPOT PARTS	\$ 1,560.00	
EFT16998	21/04/2020	QUBE LOGISTICS (AUST) PTY LTD	FREIGHT OF GAS BOTTLES	\$ 1,895.43	
EFT16999	21/04/2020	RAC TOURISM ASSETS PTY LTD	NINGALOO CENTRE OPERATOR PAYMENTS MARCH 2020	\$ 199.15	
EFT17000	21/04/2020	ROY GRIPSKE & SONS PTY LTD	DEPOT PARTS	\$ 279.18	
EFT17001	21/04/2020	SALTY SCALLYWAGS	MERCHANDISE	\$ 3,064.58	
EFT17002	21/04/2020	SCENT AUSTRALIA PTY LTD	AMBIENT SCENT FOR NINGALOO CENTRE APR 2020	\$ 143.00	
EFT17003	21/04/2020	SCOPE BUSINESS IMAGING	MARCH 2020 PHOTOCOPIER CHARGES	\$ 1,050.62	
EFT17004	21/04/2020	SETON AUSTRALIA	SIGNAGE - NO SMOKING	\$ 1,225.14	
EFT17005	21/04/2020	SIGMA CHEMICALS	CHEMICALS FOR POOL	\$ 452.10	
EFT17006	21/04/2020	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	FIRST AID COURSE - 10 STUDENTS	\$ 1,600.00	
EFT17007	21/04/2020	STIHL SHOP (CSP INDUSTRIES PTY LTD)	WHIPPER SNIPPER PURCHASE	\$ 681.45	
EFT17008	21/04/2020	SUPER SIGNS SINUSS PTY LTD T/A SUPER SIGNS	MERCHANDISE	\$ 132.00	
EFT17009	21/04/2020	TANK STREAM DESIGN PTY LTD	MERCHANDISE	\$ 15,377.64	
EFT17010	21/04/2020	TERPKOS ENGINEERING PTY LTD	NINGALOO CENTRE WORKS	\$ 4,200.62	
EFT17011	21/04/2020	THE HONDA SHOP	PARTS - BRUSHCUTTER	\$ 1,578.00	
EFT17012	21/04/2020	TNT EXPRESS AUSTRALIA - ACCOUNTS	FREIGHT	\$ 105.29	
EFT17013	21/04/2020	TONY HOWARD DESIGNS/ CREATIVE TONES	SIGNAGE	\$ 60.00	
EFT17014	21/04/2020	TOTAL EDEN PTY LTD	GARDEN PARTS	\$ 3,258.89	
EFT17015	21/04/2020	TECHWEST	MONITORING AT NINGALOO CENTRE APR-JUN 2020	\$ 243.10	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT17016	21/04/2020	VANGUARD PRESS	WAREHOUSING, TRANSPORT AND HANDLING OF TOURISM BROCHURES	\$ 735.72	
EFT17017	21/04/2020	WALGA	NINGALOO CENTRE MODULE	\$ 5,580.00	
EFT17018	21/04/2020	WESTRAC PTY LTD	2017 CATERPILLAR REPAIRS	\$ 210.83	
EFT17019	21/04/2020	WIRTGEN AUSTRALIA PTY LTD	PARTS FOR ROLLER	\$ 2,054.64	
EFT17020	21/04/2020	WREN OIL	OIL WASTE DISPOSAL	\$ 16.50	
EFT17021	21/04/2020	WEBFORGE LOCKER	RECREATION BUILDING GOODS	\$ 3,016.20	
EFT17022	21/04/2020	WESTERN IRRIGATION	REMOTE SOFTWARE RELOAD AND TEST	\$ 242.00	
EFT17023	21/04/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS	\$ 7,768.00	
EFT17024	21/04/2020	CAZOUR PTY LTD T/AS KALGOORLIE SALVAGE & DEMOLITION	ASBESTOS DISPOSAL	\$ 6,384.00	
EFT17025	29/04/2020	ABCO PRODUCTS PTY LTD	DEPOT SOAP DISPENSER AND SOAP	\$ 3,595.13	
EFT17026	29/04/2020	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	\$ 45,542.00	
EFT17027	29/04/2020	BOOEASY PTY LTD	BOOKINGS COMMISSION/MONTHLY FEES	\$ 2,535.84	
EFT17028	29/04/2020	BUCHER MUNICIPAL PTY LTD	DEPOT PARTS	\$ 88.20	
EFT17029	29/04/2020	CAPRICORN EXTINGUISHERS	AIPRORT FIRE EXTINGUISHER MAINTENANCE	\$ 5,758.90	
EFT17030	29/04/2020	CJ LORD BUILDING AND RENOVATION WA PTY LTD	TOWN HALL & KENNEDY ST TOILET WORKS	\$ 4,536.26	
EFT17031	29/04/2020	DEPARTMENT OF TRANSPORT	BUNDEGI JETTY ANNUAL RENEWAL	\$ 41.40	
EFT17032	29/04/2020	DLR BUILDING PTY LTD	LABOUR HIRE	\$ 5,775.00	
EFT17033	29/04/2020	ERA CONTRACTORS	AQUARIUM WORKS	\$ 2,374.92	
EFT17034	29/04/2020	EXMOUTH ENGINEERING	COMMUNITY BANNER WORKS	\$ 260.60	
EFT17035	29/04/2020	EXMOUTH HARDWARE & BUILDING SUPPLIES	AQUARIUM OPERATING COSTS MARCH 2020	\$ 2,321.25	
EFT17036	29/04/2020	EXMOUTH WHOLESALERS	TOWEL DISPENSER	\$ 438.39	
EFT17037	29/04/2020	EXY PLUMBING & CONTRACTING	BUDEGI TOILET BLOCK WORKS	\$ 6,032.16	
EFT17038	29/04/2020	FUSION FABRICATION & MARINE	REPAIRS TO EX7708	\$ 352.00	
EFT17039	29/04/2020	GASCOYNE OFFICE EQUIPMENT	RICOH SERVICE AGREEMENT MONTHLY MARCH 2020	\$ 1,771.00	
EFT17040	29/04/2020	GROUND CONTROL AND GARDENS	TREE REMOVAL	\$ 385.00	
EFT17041	29/04/2020	HEMPFIELD SMALL ENGINE SERVICES	DEPOT PARTS	\$ 2,277.50	
EFT17042	29/04/2020	HT CLEANING SERVICES PTY LTD	CLEANING CONTRACT FOR APRIL 2020	\$ 12,668.22	
EFT17043	29/04/2020	HTD SURVEYORS & PLANNERS	BOUNDARY IDENTIFICATION	\$ 495.00	
EFT17044	29/04/2020	INSTRUMENT CHOICE	AQUARIUM PARTS	\$ 595.65	
EFT17045	29/04/2020	IXOM OPERATIONS PTY LTD	SERVICE FEE CHLORINE POOL	\$ 707.92	
EFT17046	29/04/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 638.73	
EFT17047	29/04/2020	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	\$ 19.40	
EFT17048	29/04/2020	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	PLANT REPAIRS	\$ 1,158.80	
EFT17049	29/04/2020	OBJECTIVE CORPORATION LTD	OBJECTIVE TRAPEZE SUBSCRIPTION	\$ 1,540.00	
EFT17050	29/04/2020	RESENE PAINTS (AUSTRALIA) LIMITED	AQUARIUM CONSUMABLES	\$ 1,803.13	
EFT17051	29/04/2020	SIGNS PLUS	STAFF BADGES	\$ 33.60	
EFT17052	29/04/2020	TOTALLY WORKWEAR MIDLAND	DEPOT UNIFORM	\$ 117.82	
EFT17053	29/04/2020	VANGUARD PRESS	HOLIDAY PLANNERS	\$ 13,970.00	
EFT17054	29/04/2020	WORKWEAR GROUP PTY LTD	UNIFORM	\$ 268.00	
EFT17055	30/04/2020	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	AIRPORT WORKS	\$ 5,171.23	
EFT17056	30/04/2020	ALCOLIZER PTY LTD	SERVICING CONTRACT	\$ 308.00	
EFT17057	30/04/2020	CENTAMAN SYSTEMS PTY LTD T/A JONAS LEISURE	LABELS	\$ 4,385.26	
EFT17058	30/04/2020	CENTRAL REGIONAL TAFE	EMPLOYEE TAFE COURSE	\$ 606.00	
EFT17059	30/04/2020	COASTAL ADVENTURE TOURS	NINGALOO CENTRE OPERATOR PAYMENTS APRIL 2020	\$ 850.00	
EFT17060	30/04/2020	DAIMLER TRUCKS PERTH	DEPOT PARTS	\$ 1,060.76	
EFT17061	30/04/2020	DUALCO CONTRACTING (WA) PTY LTD	WASTE FACILITY PLANT WORKS	\$ 925.35	
EFT17062	30/04/2020	ERA CONTRACTORS	NINGALOO CENTRE WORKS	\$ 8,958.92	
EFT17063	30/04/2020	EXMOUTH BITUMEN SERVICES CRAIG REGAN	LIBRARY WORKS	\$ 2,601.50	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT17064	30/04/2020	EXMOUTH BUS CHARTERS	JAN/FEB/MAR 2020 AIRPORT SHUTTLE CONTRACT	\$ 4,600.00	
EFT17065	30/04/2020	EXMOUTH CONCIERGE	CLEANING	\$ 660.00	
EFT17066	30/04/2020	EXMOUTH DISTRICT HIGH SCHOOL	COMMUNITY COURTS UTILITIES	\$ 214.21	
EFT17067	30/04/2020	EXMOUTH GYMNASIIC CLUB	REFUND OF SHIRE HALL HIRE	\$ 718.50	
EFT17068	30/04/2020	EXMOUTH IGA	CONSUMABLES	\$ 983.17	
EFT17069	30/04/2020	EXMOUTH QUARRIES & CONCRETE PTY LTD	DEPOT WORKS	\$ 3,988.61	
EFT17070	30/04/2020	EXMOUTH WHOLESALERS	CONSUMABLES	\$ 11.16	
EFT17071	30/04/2020	EXY PLUMBING & CONTRACTING	REC CENTRE WORKS	\$ 315.48	
EFT17072	30/04/2020	FUSION FABRICATION & MARINE	NINGALOO CENTRE WORKS	\$ 2,309.00	
EFT17073	30/04/2020	GREAT SOUTHERN FUEL SUPPLIES - GERALDTON	DIESEL FUEL	\$ 15,186.86	
EFT17074	30/04/2020	HORIZON POWER - ACCOUNTS	UTILITIES	\$ 9,749.32	
EFT17075	30/04/2020	JASON SIGNMAKERS	SIGNS	\$ 187.65	
EFT17076	30/04/2020	KAYFER DESIGNS	DESIGN DRAWINGS	\$ 536.25	
EFT17077	30/04/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 30.00	
EFT17078	30/04/2020	MESSAGE4U PTY LTD	NVC MESSAGE SERVICE APRIL 2020	\$ 44.00	
EFT17079	30/04/2020	MCLEODS BARRISTERS AND SOLICITORS	EXMOUTH AERODROME - BRISTOWS	\$ 5,977.21	
EFT17080	30/04/2020	NINGALOO BUILDING AND RENOVATIONS	BUNDEGI TOILET BLOCK WORKS	\$ 3,481.20	
EFT17081	30/04/2020	NINGALOO HARVEST IGA	CONSUMABLES	\$ 6.96	
EFT17082	30/04/2020	PISCES ENTERPRISES PTY LTD	REPTILE FOOD	\$ 495.30	
EFT17083	30/04/2020	RANGE TO REEF PAINTING SERVICES	LIGHTHOUSE WORKS	\$ 2,632.30	
EFT17084	30/04/2020	SETON AUSTRALIA	CLEAR GUARDS	\$ 875.60	
EFT17085	30/04/2020	STIHL SHOP (CSP INDUSTRIES PTY LTD)	DEPOT PARTS	\$ 313.10	
EFT17086	30/04/2020	TENNANT AUSTRALIA PTY LTD	DEPOT PARTS	\$ 152.91	
EFT17087	30/04/2020	THE HONDA SHOP	DEPOT PARTS	\$ 107.95	
EFT17088	30/04/2020	THE TRUSTEE FOR BOB GRAY FAMILY TRUST T/AS NINGALOO THE TRUSTEE FOR BOB	NINGALOO VISITOR CENTRE OPERATOR PAYMENTS	\$ 1,906.97	
EFT17089	30/04/2020	TOLL TRANSPORT PTY LTD	FREIGHT	\$ 493.28	
EFT17090	30/04/2020	TOTAL EDEN PTY LTD	DEPOT PARTS	\$ 1,261.70	
EFT17091	30/04/2020	TECHWEST	ACCESS CHANGES	\$ 66.00	
			TOTAL EFT PAYMENTS	\$ 1,279,416.48	\$ 9,764.29
	06/04/2020	TEMPLE AND WEBSTER	NINGALOO CENTRE MERCHANDISE DISPLAY FURNITURE	\$ 1,473.22	
			TOTAL CREDIT CARD CEO	\$ 1,473.22	
	27/03/2020	MAILCHIMP	IT SUBSCRIPTION	\$ 96.63	
	30/03/2020	CANVA	IT SUBSCRIPTIONS	\$ 4.12	
	31/03/2020	CANVA	IT SUBSCRIPTIONS	\$ 1.03	
	31/03/2020	CANVA	IT SUBSCRIPTIONS	\$ 1.03	
	02/04/2020	EZI MEGA THING PTY LTD	OFFICE SUPPLIES	\$ 698.50	
	02/04/2020	CANVA	IT SUBSCRIPTIONS	\$ 2.06	
	02/04/2020	CANVA	IT SUBSCRIPTIONS	\$ 1.03	
	03/04/2020	CANVA	IT SUBSCRIPTIONS	\$ 1.03	
	09/04/2020	AIRTABLE	COMMUNICATIONS SOFTWARE	\$ 398.97	
	10/04/2020	REZDY	IT SUBSCRIPTION	\$ 273.90	
	14/04/2020	SP COCKTAIL CORNER	COMPUTER SOFTWARE	\$ 960.00	
	15/04/2020	SP COCKTAIL CORNER	COMPUTER SOFTWARE	\$ 249.00	
	15/04/2020	STICKER PRINTING	RETAIL MERCHANDISE TAGS	\$ 478.00	
	23/04/2020	EXMOUTH IGA	REPTILE FOOD	\$ 51.94	
			TOTAL CREDIT CARD EMCC	\$ 3,217.24	
	31/03/2020	TELSTRA	RECHARGE MOBILE - COVID 19 WORKING FROM HOME	\$ 30.00	

Reference	Date	Name	Description	Municipal Account	Trust Account
	01/04/2020	ZOOM	DIRECT MARKETING CONTINUITY	\$ 23.78	
			TOTAL CREDIT CARD EMCS	\$ 53.78	
			TOTAL CREDIT CARD EMDS	\$ -	
			TOTAL CREDIT CARD PURCHASES	\$ 4,744.24	\$ 9,764.29
			TOTAL PAYMENTS - APRIL 2020	\$ 1,465,619.71	