



SHIRE OF EXMOUTH

# Attachments

SPECIAL Council Meeting – 23 April 2020

## 2.18 – Financial Hardship Policy - COVID-19

Adoption		
Date	Meeting	Council Decision
23/04/20	SCM	
Review		
Date	Meeting	Council Decision
Delegation		
No.	Title	

### PURPOSE

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Exmouth recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

### POLICY SCOPE

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year; and

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

### DESCRIPTION

#### 1. Payment difficulties, hardship and vulnerability\*

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Exmouth recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

\*<sup>1</sup> Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:**  
<http://www.ombudsman.wa.gov.au/>

## **2. Anticipated Financial Hardship due to COVID-19**

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

## **3. Financial Hardship Criteria**

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any further information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal.

We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

## **4. Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Exmouth of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest.

## **5. Interest Charges**

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement will not incur an interest charge for as long as payments are made in accordance with the agreed payment plan.

## **6. Deferral of Rates**

Deferral of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

## **7. Debt Recovery**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3<sup>rd</sup> due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

## **8. Review**

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

All applications are to be reviewed and approved by the Chief Executive Officer.

## **9. Communication and Confidentially**

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

DRAFT

**CS008 – Agreement as to Payment of Rates and Service Charges**

<b>Date Adopted:</b>	23 April 2019
<b>Date Last Reviewed:</b>	N/A
<b>Policy Reference:</b>	2.10 – Debt Recovery Policy 2.18 – Financial Hardship Policy – COVID-19

<b>Delegate:</b>	CEO
<b>Sub-Delegated:</b> <i>(Appointed by CEO)</i>	EMCS
<b>Chief Executive Instruction/Procedure:</b>	Nil

<p><b>Express Power to Delegate:</b> <i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> <li>• s.5.42 - Delegation of some powers or duties to the CEO</li> <li>• s.5.43 - Limitations on delegations to the CEO</li> </ul>
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<p><b>Express Power to Sub-Delegate:</b> <i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> <li>• s.5.44 – CEO may delegate some powers and duties to other employees</li> </ul> <p><b>Express Power or Duty Delegated:</b> <i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> <li>• s.6.49 Agreement as to payment of rates and service charges</li> </ul>
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The Chief Executive Officer is delegated authority to make an agreement with a person for the payment of rates or service charges (s.6.49).

Decisions under this delegation must comply with Council Policy 2.10 – Debt Recovery Policy and 2.18 – Financial Hardship Policy-COVID-19.

Agreements must be in writing.

The write off of interest on rates and service charges, as identified in 2.18 – Financial Hardship Policy– COVID-19.

## CS009 – Recovery of Rates or Service Charges

Date Adopted:	23 April 2019	Delegate:	CEO
Date Last Reviewed:	N/A	Sub-Delegated: <i>(Appointed by CEO)</i>	EMCS
Policy Reference:	2.10 – Debt Recovery Policy 2.18 – Financial Hardship Policy – COVID-19	Chief Executive Instruction/Procedure:	Nil

<p><b>Express Power to Delegate:</b> <i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> <li>• s.5.42 - Delegation of some powers or duties to the CEO</li> <li>• s.5.43 - Limitations on delegations to the CEO</li> </ul>	<p><b>Express Power to Sub-Delegate:</b> <i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> <li>• s.5.44 – CEO may delegate some powers and duties to other employees</li> </ul> <p><b>Express Power or Duty Delegated:</b> <i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> <li>• s.6.55 Rates or service charges recovery</li> <li>• s.6.56 Rates or service charges recoverable in court</li> </ul>
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The Chief Executive Officer is delegated authority to:

1. recover rates or services charges on land s.6.55; and
2. recover rates or services charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction s.6.56(1)

## BUDGET REVIEW 2 FOR PERIOD ENDING 30 JUNE 2020

## STATEMENT OF FINANCIAL ACTIVITY

## BY NATURE OR TYPE

	Ref Note	Adopted Budget	Current Budget	Revised Budget	YTD Actual 31/03/2020
		\$	\$		\$
<b>Opening Funding Surplus / (Deficit)</b>		3,040,153	3,716,619	3,716,619	3,716,619
<b>Revenue from operating activities</b>					
Rates	1	3,387,225	3,397,225	3,397,225	3,393,764
Specified area rates		47,081	47,081	47,081	47,895
Operating grants, subsidies and contributions		976,000	1,861,900	1,861,900	781,787
Fees and charges	2	7,165,610	7,365,810	5,818,269	5,417,249
Interest earnings		195,051	195,051	195,051	126,387
Other revenue		88,399	113,199	113,199	83,788
Profit on disposal of assets		0	66,000	66,000	6,181
		<b>11,859,366</b>	<b>13,046,266</b>	<b>11,498,725</b>	<b>9,857,051</b>
<b>Expenditure from operating activities</b>					
Employee costs		(6,713,128)	(6,525,728)	(6,525,728)	(4,639,200)
Materials and contracts		(3,664,652)	(3,759,429)	(3,759,429)	(1,852,803)
Utility charges		(799,314)	(829,914)	(829,914)	(637,637)
Depreciation on non-current assets		(2,905,447)	(3,615,447)	(3,615,447)	(2,696,453)
Interest expenses		(81,595)	(123,595)	(123,595)	(81,388)
Insurance expenses		(462,594)	(423,932)	(423,932)	(424,499)
Other expenditure		(437,779)	(468,229)	(468,229)	(117,898)
Loss on disposal of assets		(131,946)	(9,359)	(9,359)	(25,179)
		<b>(15,196,455)</b>	<b>(15,755,633)</b>	<b>(15,755,633)</b>	<b>(10,475,057)</b>
Non-cash amounts excluded from operating activities		3,196,907	3,718,806	3,718,806	2,715,451
<b>Amount attributable to operating activities</b>		<b>(140,182)</b>	<b>1,009,439</b>	<b>(538,102)</b>	<b>2,097,445</b>
<b>Investing activities</b>					
Non-operating grants, subsidies and contributions	3	722,332	1,417,832	1,997,832	768,710
Proceeds from disposal of assets		80,500	307,500	307,500	132,738
Payments for property, plant and equipment	4	(4,173,270)	(5,259,270)	(5,701,770)	(1,032,846)
<b>Amount attributable to investing activities</b>		<b>(3,370,438)</b>	<b>(3,533,938)</b>	<b>(3,396,438)</b>	<b>(131,398)</b>
<b>Financing Activities</b>					
Transfer from reserves	5	1,329,300	1,803,500	1,803,500	0
Payments for community loans		0	23,000	23,000	7,750
Repayment of debentures		(223,637)	(223,637)	(223,637)	(121,798)
Transfer to reserves	5	(587,049)	(1,437,335)	(142,049)	(58,616)
<b>Amount attributable to financing activities</b>		<b>518,614</b>	<b>165,528</b>	<b>1,460,814</b>	<b>(172,664)</b>
<b>Closing Funding Surplus / (Deficit)</b>		<b>48,147</b>	<b>1,357,648</b>	<b>1,242,893</b>	<b>5,510,002</b>



**BUDGET REVIEW 2 FOR PERIOD ENDING 30 JUNE 2020**  
**CASH BACKED RESERVES**

	2019/20 BUDGET REVIEW				
	Actual	Interest Earned	Budget Transfer	Budget Transfer	Budget Closing
	Opening	(+)	In	From	Balance
	Balance		(+)	(-)	
	\$	\$	\$	\$	\$
Leave Reserve	688,109.88	9,462			697,572
Aviation Reserve	1,244,599.82	17,988		(121,500)	1,141,088
Building Infrastructure Reserve	628,948.54	6,307		(375,000)	260,256
Community Development Fund Reserve	1,360,721.32	27,281			1,388,002
Community Interest Free Loans Reserve	339,769.94	5,585			345,355
Insurance/Natural Disasters Reserve	181,055.55	3,013			184,069
Land Acquisition & Disposal Reserve	717,892.09			(425,000)	292,892
Marina Canal Reserve (Specified Area Rates)	308,782.10	5,139			313,921
Marina Village Asset Replace & Preservation Reserve	32,911.94	548			33,460
Mosquito Management	10,000.00				10,000
Ningaloo Centre	253,095.34	2,548		(75,000)	180,643
Plant Reserve	984,318.18	12,106		(807,000)	189,424
Public Radio Infrastructure Reserve	5,103.18	85			5,188
Rehabilitation Reserve	249,414.84	3,485			252,900
Roads Reserve	586,492.42	4,614			591,106
Shire Staff Housing Reserve	134,917.02	562			135,479
Swimming Pool Reserve	541,961.27	7,118			549,079
Tourism Development Fund	0.00				0
Town Planning Scheme Reserve	21,621.09	348			21,969
Waste & Recycle Reserve	1,062,443.24	10,860			1,073,303
Shire President COVID-19 Relief Fund	0	0	25,000		25,000
	<b>9,352,158</b>	<b>117,049</b>	<b>25,000</b>	<b>(1,803,500)</b>	<b>7,690,707</b>

# 2019/20 Capital Programme

REVENUE SOURCE												
Prog Sub-Program #	Description	Details	Asset Class	Asset Spend Type	CURRENT 2019/20 BUDGET	BUDGET AMENDMENTS	BUDGET AMENDMENTS	Grants & Contribution	Reserve a/c	Borrowings	Sale Proceeds	General Revenue
								\$	\$	\$	\$	\$
<b>LAW, ORDER, PUBLIC SAFETY</b>												
<b>Animal Services</b>												
A052002	Dog Pound (New)	Relocation of Pound to Works Depot	Infrastructure Other	Renewal	15,000							15,000
<b>HOUSING</b>												
<b>Staff Housing</b>												
A125001	Staff Housing Upgrades	Painting/Flooring/Window Treatments	Land & Buildings	Upgrade	80,000							80,000
A125001	Lefroy Street Units 1,3	Air conditioning (main bedrooms not airconditioned)	Land & Buildings	NEW	6,000							6,000
A125001	12 Fletcher Street	Retaining Wall collapsing	Land & Buildings	Renewal	18,000							18,000
<b>COMMUNITY AMENITIES</b>												
<b>Sanitation</b>												
A101012	Waste Water Treatment Ponds	Rehabilitation of old ponds, Surplus Waste Evaporation Pond	Infrastructure Other	Renewal	45,388							45,388
A101012	Irrigation Sewerage Ponds	Upgrade chlorination plant Gassing for chlorination plant	Infrastructure Other	Upgrade	77,000			77,000				
A125304	Weighbridge		Infrastructure Other	NEW	0							
A101005	Waste Site Recycling Equipment	Baler and 4 solar compactor bins Dept Water Environment grant received 18/19 - Unspent grants	Plant & Equipment	NEW	53,000							53,000
A125021	Waste Site Recycling Shed		Infrastructure Other	NEW	15,000							15,000
<b>RECREATION &amp; CULTURE</b>												
<b>Public Halls &amp; Civic Centres</b>												
A125006	Old Administration Centre	Works on old shire offices - Basic tidy up of old admin building	Land & Buildings	Upgrade	20,000							20,000
A125006	Realign boundaries	Works on old shire offices	Land & Buildings	Upgrade	30,000							30,000
A125006	Old Library	Works on old library - Basic clean up	Land & Buildings	Upgrade	8,000							8,000
A125006	Town Hall	Replace roof flashing	Land & Buildings	Upgrade	17,000							17,000
A125006	Purchase Lot 1416		Land & Buildings	NEW	325,000				325,000			
A125006	Purchase Reserve 28158		Land & Buildings	NEW	425,000				425,000			
<b>Ningaloo Centre</b>												

Prog Sub-Program	Prog a/c #	Description	Details	Asset Class	Asset Spend Type	Current Budget 2019/20	Budget Amendments	Budget Amendments	Grants & Contribution	Reserve a/c	Borrowings	Sale Proceeds	General Revenue
	A119004	Ningaloo Centre Big (Renew/Upgrade)	Solar Panel installation	Land & Buildings	Upgrade	580,000	580,000	1,160,000	870,000				290,000
	A119004	NADC Aquarium Exhibits	Terrestrial Gallery, Cyclone exhibit, Lagoon Tank, Fairy Queen	Land & Buildings	Upgrade	181,500	(94,500)	87,000					87,000
		Aliron Aquarium workshop		Land & Buildings	Upgrade	20,000		20,000					20,000
		NYC Retail Fitout	New allocation required for bespoke retail island kiosk	Land & Buildings	NEW		40,000	40,000					40,000
	A119006	Upgrade External area	Osprey gardens upgrade	Infrastructure Other	Upgrade	20,000		20,000					20,000
	A119006	Disabled Ramp from Murat Road		Infrastructure Other	NEW	20,000		20,000					20,000
	A119006	Mature Landscaping	Ningaloo Centre gardens	Infrastructure Other	Upgrade	22,000		22,000					22,000
	A119006	Upgrade Fire training pump station	Removal of redundant water tank & install new door to create more storage space	Infrastructure Other	Upgrade	7,000		7,000					7,000
<b>Recreation Centre &amp; Sporting Clubs</b>													
	A125009	Recreation Hall	Rectification works - install paving works, replace badly corroded staircase	Land & Buildings	Upgrade	50,000		50,000		50,000			
	A112001	Multi Purpose Bike Facility	Recreation Precinct	Infrastructure Other	New	200,000		200,000					200,000
<b>Parks &amp; Gardens</b>													
	A114101	Infrastructure - renew	Federation Park - facility upgrade stage and surrounds install weather protection, pathways, lighting and toilet (pool) access	Infrastructure Other	Upgrade	60,000	97,000	157,000					60,000
	A114100	Infrastructure - New	Crevalle Way POS Play Equipment	Infrastructure Other	New	30,000		30,000					30,000

Prog Sub-Program #	Description	Details	Asset Class	Asset Spend Type	CURRENT BUDGET 2019/20	BUDGET AMENDMENTS	BUDGET AMENDMENTS	Grants & Contribution	Reserve a/c	Borrowings	Sale Proceeds	General Revenue
<b>Foreshore, Beaches &amp; Boat Ramps</b>												
A115150	Beach Access Carpark Upgrades	Joint DBCA & SOEX upgrades	Infrastructure Roads	Upgrade	10,000		10,000					10,000
A125319	Mildura Wreck Interpretive		Infrastructure Other	Upgrade	22,000		22,000					22,000
A115152	Town Beach Gazebo Lighting		Infrastructure Other	Upgrade	12,000		12,000					12,000
A125315	Tantabiddi Boat Ramp	Solar lighting	Infrastructure Other	NEW	10,000		10,000					10,000
A115107	Bundegi Boat Ramp	Solar lighting	Infrastructure Other	NEW	10,000		10,000					10,000
A115107	Bundegi Infrastructure	Toilet upgrade	Infrastructure Other	Upgrade	35,000		35,000					35,000
<b>Community Engagement</b>												
A117003	Digital Screen	Install screen in town centre	Infrastructure Other	Upgrade	40,000	(40,000)	0					40,000
<b>TRANSPORT</b>												
<b>Footpaths</b>												
A125321	Footpath/Kerbing (replace)		Infrastructure Other	Renew	100,000		100,000					100,000
A121002	Footpaths new	Schedule to be developed for Council	Infrastructure Other	NEW	100,000		100,000					100,000
<b>Streets, Roads, Bridges</b>												
A125203	Yardie Creek Road		Infrastructure Roads	Upgrade	147,300		147,300	98,200				49,100
A125209	Murat Road		Infrastructure Roads	Upgrade	100,050		100,050	66,700				33,350
A125209	Murat Road - Drainage	Carry over 18/19	Infrastructure Roads	Upgrade	204,000		204,000					204,000
A125213	RTR Road Sealing		Infrastructure Roads	Upgrade	267,432		267,432	267,432				0
<b>Street Lighting</b>												
A124001	Upgrade street lighting		Infrastructure Roads	Upgrade	30,000		30,000					30,000

Prog Sub-Prog a/c #	Description	Details	Asset Class	Asset Spend Type	CURRENT BUDGET 2019/20	BUDGET AMENDMENTS	BUDGET AMENDMENTS	Grants & Contribution	Reserve a/c	Borrowings	Sale Proceeds	General Revenue
<b>Plant Purchases</b>												
A123200	Rubbish Truck	New Rubbish Truck	Plant & Equipment	Renew	410,000		410,000		410,000			
P054	Fuso Canter Dual Cab Truck EX7843		Plant & Equipment	Renew	80,000		80,000		80,000			
P076	Mits Fuso Sumo EX4799		Plant & Equipment	Renew	75,000		75,000		75,000			
P045	Kubota Mower		Plant & Equipment	Renew	35,000		35,000		35,000			
P005	Ford Ranger Crew Cab 1DHS414	Hilux	Plant & Equipment	Renew	34,000		34,000					34,000
P064	Toyota Hiace Commuter Bus 1DHX161	Hyundai iLoad	Plant & Equipment	Renew	40,000		40,000		40,000			
P069	Toyota Hilux Dual Cab EX8971	Hilux	Plant & Equipment	Renew	27,000		27,000					27,000
P065	Toyota Hilux Dual Cab EX040	Hilux	Plant & Equipment	Renew	27,000		27,000		27,000			
P070	Toyota Hilux Dual Cab EX7416	Hilux	Plant & Equipment	Renew	40,000		40,000		40,000			
P073	Toyota Hilux Dual Cab EX3009	Hilux	Plant & Equipment	Renew	34,000		34,000					34,000
P089	Holden Colorado 3004EX		Plant & Equipment	Renew	50,000		50,000		50,000			
P098	Holden Colorado 3006EX (purchased mazda)	Mazda BT50	Plant & Equipment	Renew	50,000		50,000		50,000			
A123201	Hyundai iLoad	New vehicle for New Ningaloo Centre Manager	Plant & Equipment	NEW	40,000		40,000					40,000
<b>Learmonth Airport</b>												
A126009	Landside remodelling		Infrastructure Other	Upgrade	20,000		20,000					20,000
	Reseal carpark		Infrastructure Roads	Upgrade	160,000	(110,000)	50,000					50,000
	Remedial work		Infrastructure Other	Upgrade	30,000		30,000					30,000
A126800	Buildings upgrade, lounge, Led Lighting, Coral Bay expansion desk	Arrivals upgrade Alircon fresh air - \$100k Coral Bay into corner \$26k Water connection \$5k Repaint \$10k	Land & Buildings	Upgrade	141,000		141,000					141,000
A126009	Full Body Scanner		Plant & Equipment	New	255,000		255,000					
A126010	Paid Parking Signage	Learmonth Airport	Infrastructure Other	New	13,000		13,000					13,000
A126201	Towable belt loader		Plant & Equipment	New	48,000		48,000		48,000			
A126010	RADS Masterplan	Learmonth Airport	Infrastructure Other	New	40,000		40,000		20,000			20,000

Prog Sub-Prog a/c #	Description	Details	Asset Class	Asset Spend Type	CURRENT 2019/20 BUDGET	BUDGET AMENDMENTS	BUDGET AMENDMENTS	Grants & Contribution	Reserve a/c	Borrowings	Sale Proceeds	General Revenue
<b>Exmouth Aerodrome</b>												
A125331	Aerodrome Fencing	Entrance Gate \$10k, Remedial and extension work on fencing \$20k	Infrastructure Other	Upgrade	30,000	(30,000)	0					
A125330	RADS Masterplan	Exmouth Aerodrome	Infrastructure Other	New	47,000		47,000	23,500				
<b>Depot</b>												
A125051	Relocate server & crib room		Land & Buildings	Upgrade	48,600		48,600					48,600
<b>ECONOMIC SERVICES</b>												
<b>Tourism &amp; Area Promotion</b>												
A134201	Water Dispensing Unit (near prawn)		Infrastructure Other	NEW	50,000		50,000					50,000
<b>OTHER PROPERTY SERVICES</b>												
<b>Other Recreation</b>												
A125149	NBN Change over	Shire properties	Infrastructure Other	UPGRADE	22,000		22,000					22,000
					<b>5,259,270</b>	<b>442,500</b>	<b>5,701,770</b>	<b>1,677,832</b>	<b>1,698,500</b>			<b>2,268,438</b>
Summary of Asset Acquisition by Class:												
Land & Buildings					1,950,100	525,500	2,475,600					
Furniture & Equipment					0	0	0					
Plant & Equipment					1,298,000	0	1,298,000					
Infrastructure Other					1,092,388	27,000	1,119,388					
Infrastructure Roads					918,782	(110,000)	808,782					
					<b>5,259,270</b>	<b>442,500</b>	<b>5,701,770</b>					

## 8.4 – Emergency Overflow Camping Grounds

Adoption		
Date	Meeting	Council Decision
15/11/12	OCM	06-1112-10.1.3
Review		
Date	Meeting	Council Decision
22/11/18	OCM	04-1118
26/03/20	OCM	
Delegation		
No.	Title	

### PURPOSE

The purpose of this policy is to provide overflow facilities in the Shire that will accommodate additional numbers of camping tourists when permanent caravan parks and camping grounds facilities within the Shire are operating at or near capacity.

This policy will ensure that the operation of overflow sites/facilities within the Shire of Exmouth complies with legislative requirements.

Ensure that the impact on permanent operators is balanced with the additional economic benefit to the destination because of greater capacity in peak demand periods.

Legislative Requirements:

The legislative base for the overflow facilities will be in accordance with the Caravan Parks and Camping Grounds Act and Regulations.

### POLICY

#### Part A

This section relates to the use of overflow camping sites within the existing licenced caravan parks within the Shire of Exmouth.

Each caravan park is issued with a limited number of overflow sites in accordance with the Caravan Parks and Camping Grounds Act & Regulations. These are the only sites that may be used as an overflow facility. All such bays will be identified on the caravan parks license and can only be used during the peak holiday periods and in accordance with the conditions detailed on the licence.

#### Part B

This section relates to the establishment and operation of a self-contained Recreational Vehicles emergency overflow facility.

For the purposes of this policy, self-contained Recreational Vehicles includes all buses, over-size motorhomes and large caravans that are completely independent of needing power, water, waste services, sewerage and sullage points. It does not include any trailer or tent.

1. The Shire may establish an overflow area for self-contained Recreational Vehicles when there are no vacancies for vehicles of this nature available at any caravan park within the Exmouth townsite boundary (as defined in attached map to this policy) of the Shire of Exmouth. A camper is permitted to book for up to 7 consecutive days at the overflow if it is believed that there are no available spaces for the required length of stay in the caravan parks during the 7 day period.
2. The maximum stay at the Exmouth Shire Council self-contained Recreational Vehicles Overflow Camping facility is to be a maximum of 14 consecutive days. Authorized camp ground hosts may stay longer than the maximum period at the Overflow Camping grounds.
3. The self-contained Recreational Vehicle overflow shall be primarily based between the Arboretum and the Netball courts on Willersdorf Road, although specific circumstances may arise requiring the site to be temporarily relocated e.g heavy rainfall or increased numbers. Temporary relocation of the Overflow will be at the discretion of the Chief Executive Officer.
4. Fees for camping at this facility shall be determined in accordance with Council's Annual Schedule of Fees and Charges.
5. The maximum number of vehicles allowed in self-contained Recreational Vehicles overflow facility area will be determined based on allocated spacing between vehicles, size of vehicles (whether they have trailers), turning circles, and usable space in the allocated area.
6. Dogs are permitted in this overflow camping area but must always be held on a leash and be under the control of a responsible person.

### Part C

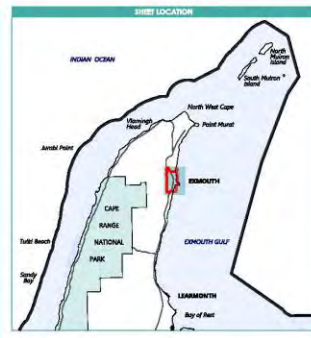
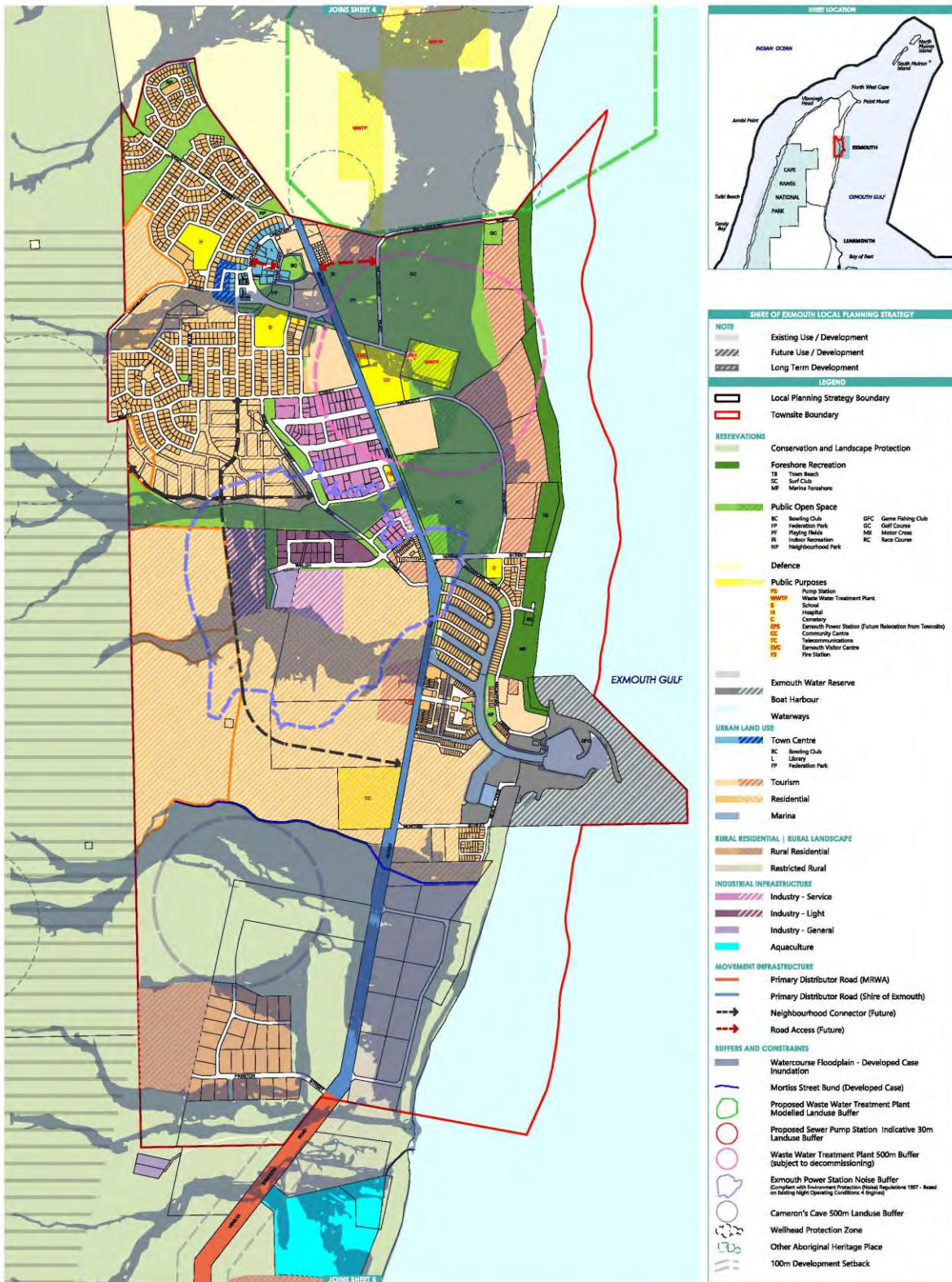
This section relates to the Shire of Exmouth Overflow Camping Grounds.

1. Where there are no vacancies available at all existing Caravan Parks within the Exmouth townsite boundary (as defined in attached map to this policy), including approved overflow sites within the licensed Caravan Parks, the Shire of Exmouth, at the discretion of the Chief Executive Officer, may authorise the operation of Overflow Camping Grounds at the following locations: -
  - Designated overflow bays east of Koobooroo Oval – under the supervision of Council's Ningaloo Visitor Centre staff and/or the authorized Camp Host;
  - Niblett Park under the supervision of Council's Ningaloo Visitor Centre staff and/or the authorized Camp Host;
  - And any additional areas at the discretion of the Chief Executive Officer including participating local community or sporting group facilities.
2. Overflow sites are to be identified for use and occupancy levels determined as approved by the Chief Executive Officer.



3. The maximum stay at the Exmouth Shire Council Emergency Overflow Camping facilities is to be a maximum of 14 consecutive days. Authorised camp ground hosts may stay longer than the maximum period at the Overflow Camping grounds. A camper is permitted to book for up to 7 consecutive days at the overflow only if it is believed that there are no available spaces for the required length of stay in the caravan parks during the 7 day period.
4. During the utilisation of the Koobooroo and Niblett oval overflow sites, the Council's Ningaloo Visitor Centre staff are to resolve any unforeseen problems arising except where a camp ground host has been appointed, in which case the camp ground host is responsible for day to day supervision and management of the facility. In relation to community/sporting group facilities approved for overflow operations the respective management committees of these groups and/or their appointed camp ground host are to resolve any unforeseen problems arising and are responsible for day to day supervision and management of the facility.
5. Fees for camping at the overflow facilities (Shire and participating local community and sporting groups) shall be determined in accordance with Council's Annual Schedule of Fees and Charges.
6. The Ningaloo Visitor Centre will be the booking agency for all Shire and community/sporting group overflow facilities and charge standard booking commissions on transactions at levels as approved in Council's Annual Schedule of Fees and Charges.
7. Dogs are permitted in the above overflow camping areas but must always be held on a leash and be under the control of a responsible person.
8. Additional locations may include local community and/or sporting groups that possess all relevant facilities, insurances and onsite management plan to manage an overflow site.
9. Use of clothes washing machines are prohibited at overflow sites where sullage disposal facilities are not provided. Patrons are to use the public laundry in the Central Business District or other approved accessible facility.

Attachment 1 - Exmouth Townsite Map – Local Planning Strategy (Townsite boundaries delineated by red border)



**SHIRE OF EXMOUTH LOCAL PLANNING STRATEGY**

**NOTE**

- Existing Use / Development
- Future Use / Development
- Long Term Development

**LEGEND**

- Local Planning Strategy Boundary
- Townsite Boundary

**RESERVATIONS**

- Conservation and Landscape Protection
- Foreshore Recreation
  - TB Town Beach
  - SC Surf Club
  - MF Marina Foreshore
- Public Open Space
  - BC Bowling Club
  - FP Federation Park
  - FF Playing Fields
  - IR Indoor Recreation
  - NP Neighbourhood Park
  - GFC Game Field Club
  - GC Golf Course
  - MC Motor Cross
  - RC Race Course
- Defence
- Public Purposes
  - PS Pump Station
  - WWTP Wastewater Treatment Plant
  - S School
  - H Hospital
  - C Cemetery
  - EPS Exmouth Power Station (Future Relocation from Townsite)
  - CC Community Centre
  - TC Telecommunications
  - EMC Exmouth Visitor Centre
  - FS Fire Station

**EXMOUTH WATER RESERVE**

- Boat Harbour
- Waterways

**URBAN LAND USE**

- Town Centre
  - BC Bowling Club
  - L Library
  - FP Federation Park
- Tourism
- Residential
- Marina

**RURAL RESIDENTIAL | RURAL LANDSCAPE**

- Rural Residential
- Restricted Rural

**INDUSTRIAL INFRASTRUCTURE**

- Industry - Service
- Industry - Light
- Industry - General
- Aquaculture

**MOVEMENT INFRASTRUCTURE**

- Primary Distributor Road (MRWA)
- Primary Distributor Road (Shire of Exmouth)
- Neighbourhood Connector (Future)
- Road Access (Future)

**BUFFERS AND CONSTRAINTS**

- Watercourse Floodplain - Developed Case Inundation
- Mortis Street Bund (Developed Case)
- Proposed Waste Water Treatment Plant Modelled Landuse Buffer
- Proposed Sewer Pump Station Indicative 30m Landuse Buffer
- Waste Water Treatment Plant 500m Buffer (subject to decommissioning)
- Exmouth Power Station Noise Buffer (Compliant with Townsite Protection Order Negotiated 1997 - Based on Existing High Operating Conditions - 4 Engines)
- Cameron's Cave 500m Landuse Buffer
- Wellhead Protection Zone
- Other Aboriginal Heritage Place
- 100m Development Setback

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

Adoption		
Date	Meeting	Council Decision
15/11/12	OCM	07-1112-10.1.4
Review Details		
Date	Meeting	Council Decision
22/11/18	OCM	04-1118
27/06/19	OCM	05-0619
26/03/20	OCM	
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 reinforce 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](#) detail what is permitted and ensure 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 0.2m<sup>2</sup> 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 6m<sup>2</sup> 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 12m<sup>2</sup> 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
<p><b>HOARDING (BILLBOARD) SIGN</b></p> <p><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></p>		<ul style="list-style-type: none"> <li>• Is limited to a maximum of one sign per lot.</li> <li>• Is not to exceed 10m<sup>2</sup> in area.</li> <li>• Is to be no less than 1.2m or greater than 2.5m above ground level.</li> <li>• Is not permitted within the Residential, Rural and Special Rural zone.</li> <li>• 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.</li> <li>• Is not permitted if there is a monolith sign or pylon sign on the same lot.</li> <li>• Is to be located wholly within the boundaries of the land.</li> </ul>
<p><b>MONOLITH SIGN</b></p> <p><i>A sign that is not attached to a building or any other structure</i></p>		<ul style="list-style-type: none"> <li>• 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.</li> </ul>

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.

		<ul style="list-style-type: none"> <li>• Is to be located wholly within the boundaries of the land.</li> </ul>
<p><b>PORTABLE SIGN</b></p> <p><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></p>		<ul style="list-style-type: none"> <li>• Is to be no higher than 1.2m above ground level.</li> <li>• Is not to exceed 2m<sup>2</sup> in area (total area where sign has a double side) with a maximum 1m<sup>2</sup> on any one side.</li> <li>• Is to be secured and stabilized, removed outside normal business hours or left appropriately secured.</li> <li>• Is to be located wholly within the boundaries of the land and not permitted within public space nor within the road reserve.</li> <li>• May be displayed by tenants obtaining and adhering to conditions of a Town Centre Public Space Permit.</li> </ul>
<p><b>PRODUCT DISPLAY SIGN</b></p> <p><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></p>		<ul style="list-style-type: none"> <li>• Is limited to a maximum of one sign per lot.</li> <li>• Is located wholly within the boundaries of a lot.</li> <li>• Be placed so as not to cause any interference, whether directly or</li> </ul>

*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).

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## 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 5000m<sup>2</sup> and one tenancy, a pylon sign shall be limited to 4m<sup>2</sup> in area, 6m in height and 2.5m in any dimension.
- When a lot has an area up to 5000m<sup>2</sup> and more than one tenancy, a pylon sign shall be limited to 5m<sup>2</sup> in area, 7.5m in height and 3m in any dimension.
- When a lot has an area over 5000m<sup>2</sup>, a pylon sign shall be limited to 6m<sup>2</sup> in area, 9m in height and 3m in any dimension.

		<ul style="list-style-type: none"> <li>• Is to be located wholly within the lot boundary.</li> <li>• Is to have a minimum clearance of 2.7m to ground level</li> </ul>
<p><b>DEVELOPMENT SIGN</b></p> <p><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></p>		<ul style="list-style-type: none"> <li>• Is to be limited to one sign on the site.</li> <li>• Is to be restricted to 6m<sup>2</sup> in area for single residential developments.</li> <li>• Is to be restricted to 12m<sup>2</sup> in area and a maximum dimension of 4m for multiple dwelling residential developments, commercial and industrial projects.</li> <li>• Is to be restricted to 20m<sup>2</sup> 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.</li> <li>• Is only to be in place for the duration of the construction works / development / transaction period.</li> </ul>
<p><b>DISPLAY HOME SIGN</b></p> <p><i>A sign erected on a lot on which a display home has been erected</i></p>		<ul style="list-style-type: none"> <li>• Is limited to one sign per display home.</li> </ul>



- Is not to exceed 2m<sup>2</sup> 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**

*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*



- 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**

Building Height	Area
<7.5m	3m <sup>2</sup>
7.5m – 9m	4.9m <sup>2</sup>
>9m	6m <sup>2</sup>



## 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 verandah.

		<p><u>Projecting Sign attached directly to a building:</u></p> <ul style="list-style-type: none"> <li>• Is not to project more than 1m from the wall and not to exceed 4m<sup>2</sup> in area.</li> <li>• Is not to be placed within 2m of either end of the wall to which they are attached.</li> <li>• Is not to project above the top of the wall to which they are attached.</li> </ul>
<p><b>ROOF SIGN</b></p> <p><i>A sign erected on or attached to the roof of a building.</i></p>		<ul style="list-style-type: none"> <li>• Is not at any point to be closer than 4m to the ground.</li> <li>• Is not to extend laterally beyond the external walls of the building.</li> <li>• 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.</li> <li>• Is limited to one sign per building.</li> <li>• Is only permitted within Industrial zones.</li> </ul>

## 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 2m<sup>2</sup>.
- 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 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 and charge applicable when lodging the application of \$50.00. Once the application is approved there is an additional permit approval fee calculated at the rate of \$51.50m2 per annum payable in advance.

### 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**

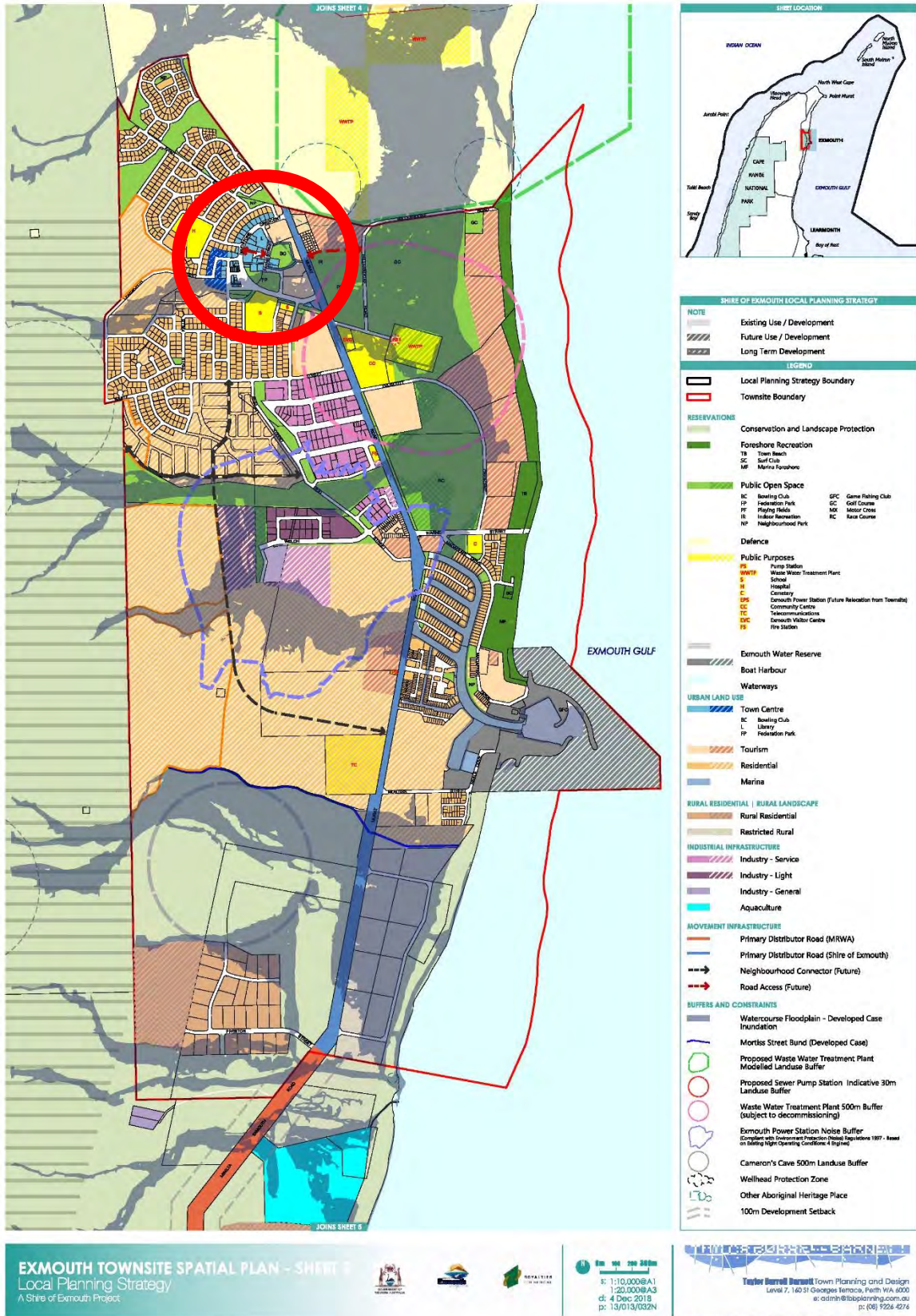
A public place is defined by the Shire of Exmouth's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law as any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include –

- (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.

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## 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 1m<sup>2</sup> 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.

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# Temporary Banner Display Guidelines

Version: 19 March 2020 DRAFT

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## 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:



<b>Booked Banner Sites:</b>	<b>Maximum Size:</b>	<b>Dates:</b>	<b>Booking No.</b>
<b>Corner Payne &amp; Maidstone</b>			
Pool -panel left	2.5m x 1m		
Pool – panel middle	2.5m x 1m		
Pool – panel right	2.5m x 1m		
<b>Corner Learmonth &amp; Maidstone</b>			
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
26/03/2020	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



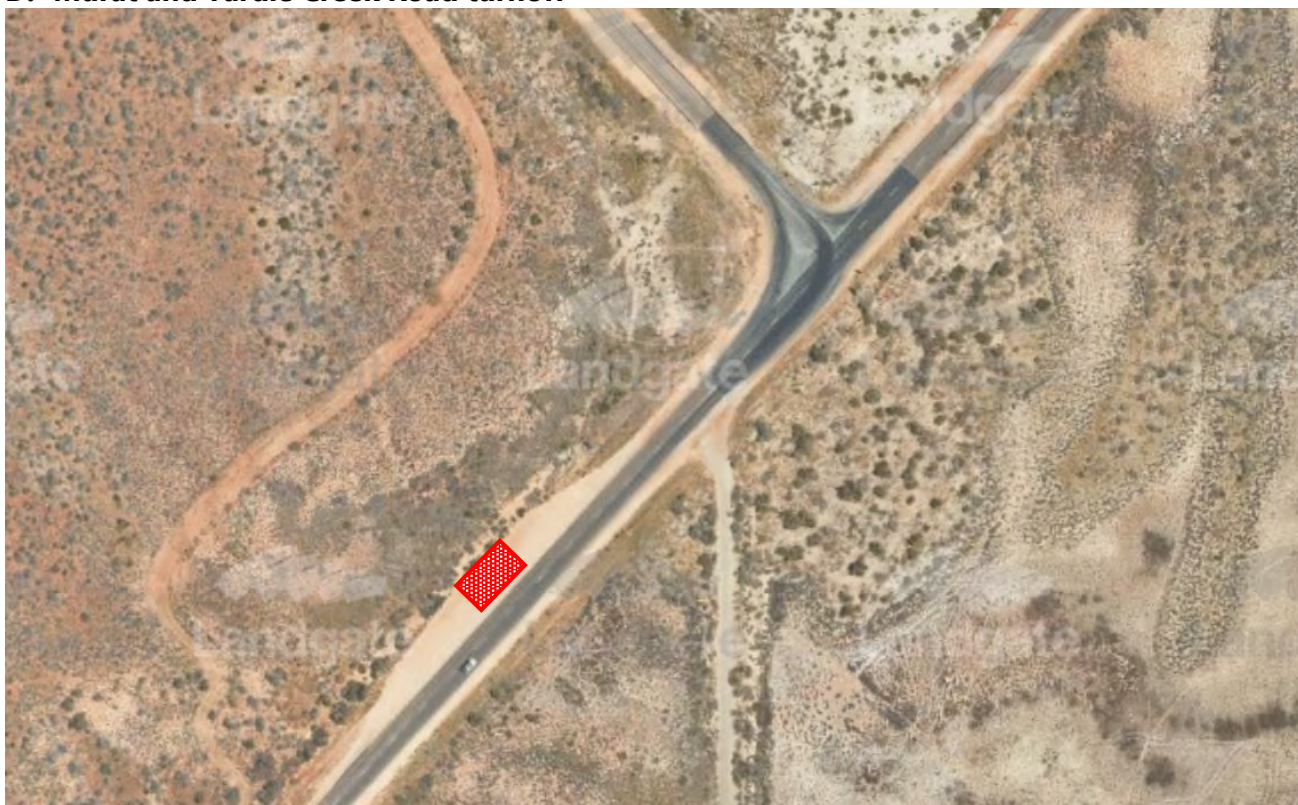
### B. Town Beach



**C. Payne Street**



**D. Murat and Yardie Creek Road turnoff**



### E. Tantabiddi Boat Ramp precinct





# Corporate Business Plan Outcomes 2019/20

No	Outcomes	Community Priorities	Actions	Status	
<i>Objective: Diversify and grow our economy in a manner that provides year-round employment opportunities</i>					
ECONOMIC	1.1 A DIVERSE AND ENVIRONMENTALLY AWARE LOCAL ECONOMY THAT CAN ATTRACT BUSINESS INVESTMENT AND PROVIDE EMPLOYMENT OPPORTUNITIES.	Develop and encourage opportunities for business investment to develop a diverse economy.	Prepare a Shire land disposal and development plan.	Complete	
			Progress the actions from the strategic land and building disposal plan.	On Track	
			Develop an investor prospectus.	Monitor	
			Progress the actions outlined in the Small Business Friendly Council Charter.	On Track	
			Create a strategic approach to economic development to attract investment and jobs in new and existing industries.	Prepare an Economic Development plan.	Monitor
			Lobby for the technological infrastructure necessary to support business growth.	Continue to lobby government with the business case for essential infrastructure and services to enable economic growth.	On Track

1.2	FACILITATE THE STRENGTHENING AND GROWTH OF OUR VISITOR EXPERIENCE	Engage with local, state, and national stakeholders to build a stronger and sustainable tourism industry.	At every opportunity Shire will engage and build relationships with key tourism stakeholder groups	On Track
		Activate a best practice model for an innovative and unique Exmouth tourist experience.	Implement collaborative approach for Shire involvement to the three key tourism development areas; o Visitor servicing, o Product development o Destination marketing	On Track
		Promote and market tourism initiatives which extend the “peak tourist season”.	Work collaboratively with the local tourism industry and DBCA on marketing and product development initiatives i.e. commercial tour operators for Turtle Tourism October to February annually.	On Track
			Support and attract events that draw increased visitation in shoulder and low periods.	On Track
		Activate the Ningaloo Centre as a regional facility to attract high yield conference and events.	Actively develop and attract MICE business to the Exmouth destination using the Ningaloo Conference Centre as focal point.	On Track
		Support a coordinated approach for regional tourism promotion and management.	Adopt a collaborative approach to developing the effective delivery of the Ningaloo destination brand.	On Track
			<b>Initiate the formation of a skills based Ningaloo Tourism Development Board.</b>	On Track
			Align marketing efforts with Tourism Australia, Tourism WA and Australia’s Coral Coast.	On Track

1.3 ENABLE THE PROVISION OF ESSENTIAL INFRASTRUCTURE THAT WILL SUPPORT INVESTMENT AND DIVERSIFY OUR ECONOMY	Advocate and lobby for the provision of infrastructure that supports the local economy.	Continue to lobby government with a business case for essential infrastructure upgrades to water, power, Minilya Exmouth Rd and waste water treatment to enable economic growth and improve liveability.	On Track
	Identify opportunities to create multiuse infrastructure and facilities that encourage and diversify the local economy.	Lobby government agencies and support private enterprise in the development of a multi-purpose deep water port.	On Track
		<b>Ensure Exmouth benefits economically from the Ningaloo Coastal Reserves Draft Management Plan.</b>	On Track
	Update and improve coastal access and facilities.	Present business case to DOT for the Tantabiddi Boat Launching facility to become a state responsibility.	Complete
		Develop a joint management plan and budget with DBCA for the jointly managed coastal areas from Bundegi to Tantabiddi and identify any commercial opportunities.	On Track
	Maintain an efficient, safe and good quality local road network.	Increase annual expenditure on local road network <b>and lobby government to take ownership of Yardie Creek Rd.</b>	On Track

**Objective: To protect and value our unique natural and built environment as we grow our economy**

**ENVIRONMENTAL**

2.1	A STRONG FOCUS ON ENVIRONMENTAL CONSERVATION AND SUSTAINABLE MANAGEMENT OF OUR NATURAL ENVIRONMENT	To be innovative and proactive in addressing economic and lifestyle issues that are environmentally sensitive	Prepare the business case to resource the Exmouth Regional Innovation and digital incubator.	<b>Intervene</b>
			Council's local planning policy framework reviewed annually as required.	<b>On Track</b>
		Consult with relevant authorities to manage the natural environment for the benefit and enjoyment of current and future generations.	Develop a comprehensive stakeholder list including community organisations whom have an interest in the environment.	<b>Complete</b>
2.2	STRIVE TO ACHIEVE A BALANCE BETWEEN THE PRESERVATION OF OUR UNIQUE ENVIRONMENT AND THE DELIVERY OF SUSTAINABLE ECONOMIC GROWTH	Develop and promote partnerships with key stakeholders to maintain and improve access and engage the community in championing our natural environment	Develop partnerships with DBCA and identify joint management opportunities to improve access and visitor experience whilst protecting the natural environment.	<b>On Track</b>
			Implementation of key strategic plans including the Ningaloo Trails Masterplan.	<b>On Track</b>
		Promote and celebrate the World Heritage Values of the region and investigate opportunities to leverage economic growth that improve visitor and community experiences.	Work closely with the Ningaloo Coast World Heritage Committee to promote the world heritage values and develop environmentally sensitive land use activities.	<b>On Track</b>
			Advocate to government for increased marketing activity and tourism infrastructure in the region.	<b>On Track</b>
			Work with DBCA and other agencies develop a trails network as identified in the trails masterplan.	<b>On Track</b>
			Develop entry statement plans and infrastructure funding initiatives.	<b>Monitor</b>
			Investigate the development of coastal camping nodes.	<b>On Track</b>
		2.3	ADVOCATE AND PROMOTE OPPORTUNITIES FOR THE DEVELOPMENT OF ENVIRONMENTALLY	Lobby government agencies for the provision of better quality water and affordable renewable energy.

**SOCIAL**

**Objective: To be a vibrant, passionate and safe community valuing our natural environment and unique heritage**

3.1 EXPLORE OPPORTUNITIES TO DELIVER SERVICES AND FACILITIES THAT ATTRACT AND RETAIN PEOPLE LIVING IN THE SHIRE	Advocate, promote and incentivise Exmouth as a preferred place to live and work in the long term.	Lobby government for the release of the LandCorp Nimitz Street subdivision at below cost recovery to attract resource companies to move workers and families to Exmouth.	Monitor
		Meet directly with oil and gas and resource companies and encourage them to consider Exmouth as a base for permanent workers and for them to incentivize the relocation.	Intervene
		Continue to request a greater defence presence and sell the advantages of this destination as a strategic defence location.	On Track
	Advocate for the provision of expanded educational and vocational opportunities and community services.	Continue to advocate for TAFE to provide industry specific training to meet needs of the tourism and hospitality sector and construction and mining industry.	Monitor
		Identify opportunities with the Marine research facility with aquaculture training and development opportunities.	On Track
3.2 PROMOTE FACILITIES/SERVICES THAT ENHANCE PUBLIC HEALTH AND SAFETY	Advocate for health and medical support services and affordable housing for aged persons and people with disabilities that meet the needs of the local community	Continue to make the case to government and the grants commission that Exmouth is disadvantaged by the impacts of seasonal tourism and that a new funding model for the allocation of resources is justified.	Complete
		Actively engage with key stakeholders to find an innovative approach to minimising substance abuse within our community	Intervene
		Undertake regular offseason waste water drug testing so that a base line can be determined and impact of actions can be measured	Intervene

3.3	CHAMPION SELF-SUPPORTING COMMUNITY CLUBS AND ASSOCIATIONS	Develop policy and support services that enable clubs and community groups to be self-sustaining.	Implement a user pay philosophy and provide officer support to clubs and community groups to assist with governance and administration.	Complete
			Recognise and reward volunteers with an annual recognition event.	Complete
		Develop, implement and regularly review our recreational, cultural facilities and public open space to ensure they meet the principles of colocation, multi-use and sustainability.	Develop a recreation facilities plan.	Monitor
		Support cultural and community programs and events that encourage interaction and promote a sense of community and celebrate lifestyle.	Support the development and delivery of events and community development activities where external funding is available.	On Track

*Objective: To provide open transparent, accountable leadership working in collaboration with our community*

LEADERSHIP

4.2	A LOCAL GOVERNMENT THAT IS RESPECTED AND ACCOUNTABLE	Constantly strive to be engaged and relevant to our community and make informed decisions.	Maintain relevance to community by being responsive across all communication mediums responding in a timely and professional manner.	On Track
		Promote and support elected members and staff participation in professional development.	Develop the workforce plan and allocate funding to support the development and training of our staff and elected members	Intervene
		Meet all statutory reporting requirements	Strive for excellence in all compliance matters and embrace external audits as an opportunity to develop as a high performing and respected LGA.	On Track
			Develop and implement anticorruption Strategy.	Intervene
4.3	TO BE A CHAMPION FOR OUR COMMUNITY	Engaging government agencies and key stakeholders to achieve Strategic Community Plan outcomes.	At every opportunity Council will engage and build relationships with key stakeholders to further the Shire of Exmouth objectives.	On Track
		Facilitate resource sharing and actively participate in partnerships on a regional basis.	At the quarterly Gascoyne zone meetings raise resource sharing and partnerships as a standard agenda item.	Intervene

- GENERAL NOTES**
1. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS, CONTRACT DOCUMENTS, SPECIFICATIONS, APPLICABLE STANDARDS AND EQUIPMENT SCHEDULES
  2. DO NOT SCALE OFF THIS DRAWING. USE FIGURED DIMENSIONS ONLY.
  3. INFORM THE ARCHITECT OF ANY CONFLICT BETWEEN THE SITE CONDITIONS AND DOCUMENTS
  4. ALL DIMENSIONS ARE IN MILLIMETRES (mm) UNLESS NOTED OTHERWISE
  5. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK

- ABBREVIATIONS**
- AC AIR CONDITIONER CONDENSOR UNIT
  - BK BARRIER KERB
  - CJ CONTROL JOINT
  - COL STEEL COLUMN - REFER TO S.E DRAWINGS
  - CP COLUMN PROTECTION
  - DPP DOWN PIPE PROTECTION
  - DS DOOR STOP
  - FCU FAN COIL UNIT - REFER TO MECH. DRAWINGS
  - FEK FIRE EXTINGUISHER
  - FHR FIRE HOSE REEL - REFER TO HYD. DRAWINGS
  - FRL FINISHED FLOOR LEVEL
  - FK FLUSH KERN
  - FR FRIDGE RECESS
  - FS FIXED SHELF
  - FW FLOOR WASTE
  - HB HAND BASK
  - HWU HOT WATER UNIT - REFER TO HYD. DRAWINGS
  - HYD FIRE HYDRANT
  - LT LAUNDRY TROUGH
  - MV MICROWAVE RECESS
  - OG OBSCURED GLAZING
  - PC POWDER COATED
  - RH RANGEROOD
  - RS RETICULATION SLEEVE
  - RWP RAIN WATER PIPE
  - SD SETDOWN IN CONCRETE SLAB FOR FINISHES
  - SSL STRUCTURAL SLAB LEVEL
  - SS STAINLESS STEEL SINK
  - TAC TACTILE INDICATORS
  - TR TOWEL RAIL
  - TRH TOILET ROLL HOLDER
  - TCC TOP OF CONCRETE
  - TGG TOP OF GRATE
  - TORS TOP OF ROOF SHEETING
  - TOW TOP OF WALL
  - TVA TV ARIAL
  - UBO UNDERBENCH OVEN
  - VB VANITY BASK
  - WC WATER CLOSET

REV	DESCRIPTION	DATE
J	Tender Issue	08/04/20
H	Coordinate Discharge Locations	06/04/20
G	Update Easment	04/04/20
F	Add Bore Locations, Update Pipe Route	06/03/20
E	80% Building Permit Issue	28/02/20
D	For Information	10/01/20
C	Revised Pipe Route	04/12/19
B	Revised Pipe Route	03/12/19

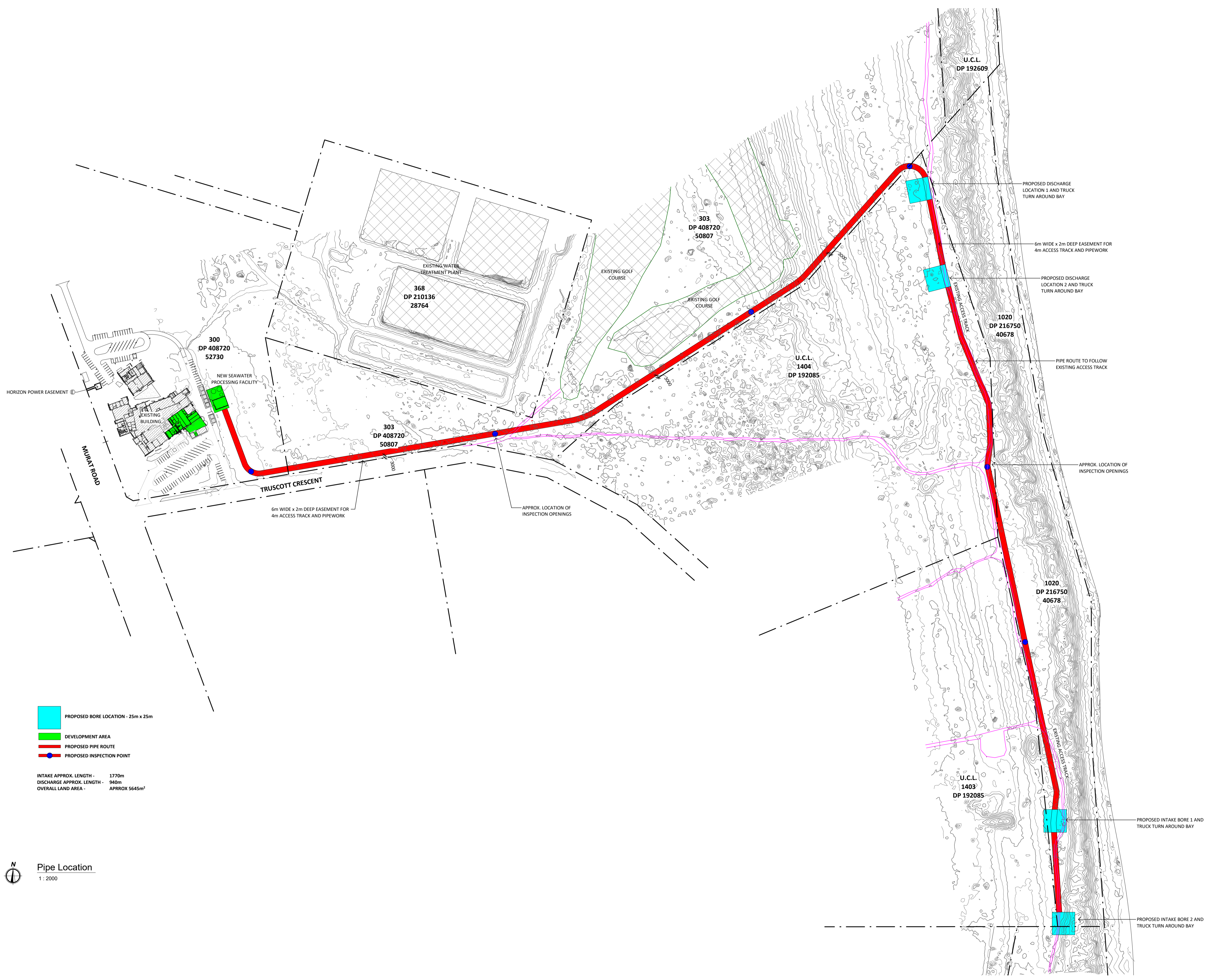
**WHITEHAUS**  
 architecture | interior design | drafting  
 995 Hay Street PERTH 6000 | (08) 9226 3236  
 admin@whitehaus.com.au | ABN: 66 159 398 428

PROJECT:  
 Ningaloo Aquaculture Laboratory  
 Murat Road and Truscott CresCent, Exmouth

DRAWING TITLE:  
**Proposed Seawater Pipe Route**

PROJECT No. 19149	DRAWN: LH
DATE: JAN 2020	APPROVED: CW
SCALE @ A1: 1 : 2000	DRAWING No. A01
	REV J

**WHITEHAUS**  
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- PROPOSED BORE LOCATION - 25m x 25m
- DEVELOPMENT AREA
- PROPOSED PIPE ROUTE
- PROPOSED INSPECTION POINT

INTAKE APPROX. LENGTH - 1770m  
 DISCHARGE APPROX. LENGTH - 940m  
 OVERALL LAND AREA - APPROX 5645m<sup>2</sup>

**Pipe Location**  
 1 : 2000



## 1.22 – Electronic Meetings (Council and Committee Meetings)

Adoption		
Date	Meeting	Council Decision
23/04/20	OCM	
Review		
Date	Meeting	Council Decision
Delegation		
No.	Title	

### PURPOSE

The purpose of this policy is to enable Council to continue to hold meetings and make decisions in the best interests of the community where a public health emergency or state of emergency has been declared.

### POLICY

In accordance with the *Local Government (Administration) Regulations 1996* where:

- a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and
- or
- a direction is issued under the *Public Health Act 2016* or the *Emergency Management Act 2005* that prevents the meeting from being held in person.

the President or Council may authorise the meeting be held electronically (eMeeting).

### DESCRIPTION

#### Means for conducting a meeting electronically

The means by which the meeting is to be held electronically shall be by video conference or other instantaneous communication as determined by the Shire President or Council.

#### Meetings open to the public

To ensure compliance with section 5.23(1) of the *Local Government Act 1995* unconfirmed minutes of the meeting will be made available to the public for inspection via the Shire's website within 10 business days of a Council meeting and 5 days of a Committee meeting.

#### Public Question Time

Where a meeting is open to the public and conducted electronically:

- all questions to be submitted electronically and where possible, received no later than 1 hour prior to the commencement of the meeting.
- Council or the Committee (at the discretion of the Presiding Member) to determine at the meeting:
  - To respond to the question submitted by the member of the public at the meeting in accordance with the procedure determined by the Council or Committee; or
  - Given the public health emergency, state emergency or direction issued under the *Public Health Act 2016* or the *Emergency Management Act 2005* it is not appropriate to respond to the question in the meeting



Agendas, Notice Papers, reports or other documents

If an electronic meeting is held, a notice paper, agenda, report or other documents may be tabled at the meeting, or provided to the members of Council, or Committee or public in a manner determined by the Council or Committee, including electronic means.

Deputations

Requests for Deputations are to be lodged by electronic means by 12 noon the day prior to the meeting.



# Monthly Financial Report

For the period ended

## **March 2020**

PO Box 21  
2 Truscott Crescent  
Exmouth  
Western Australia 6707

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Fax: (08) 9949 3050  
Email: [records@exmouth.wa.gov.au](mailto:records@exmouth.wa.gov.au)  
Web: [www.exmouth.wa.gov.au](http://www.exmouth.wa.gov.au)

ABN: 32 865 822 043

**SHIRE OF EXMOUTH**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 March 2020**

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

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### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 17 April 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 in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

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

#### **THE LOCAL GOVERNMENT REPORTING ENTITY**

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

### **SIGNIFICANT ACCOUNTING POLICES**

#### **GOODS AND SERVICES TAX**

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

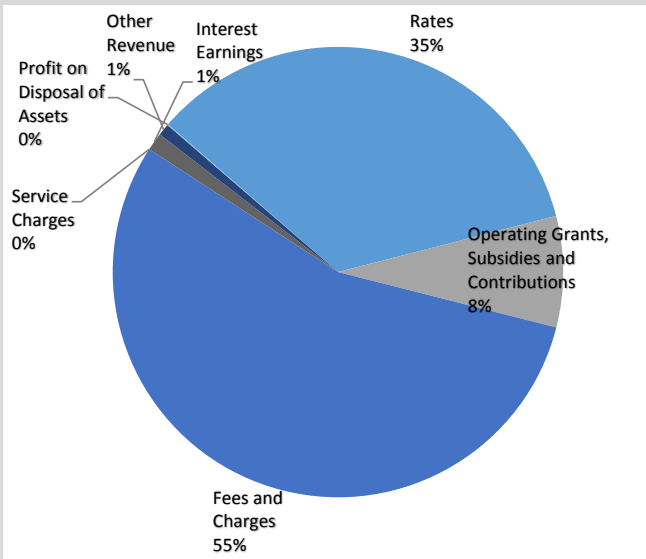
#### **CRITICAL ACCOUNTING ESTIMATES**

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

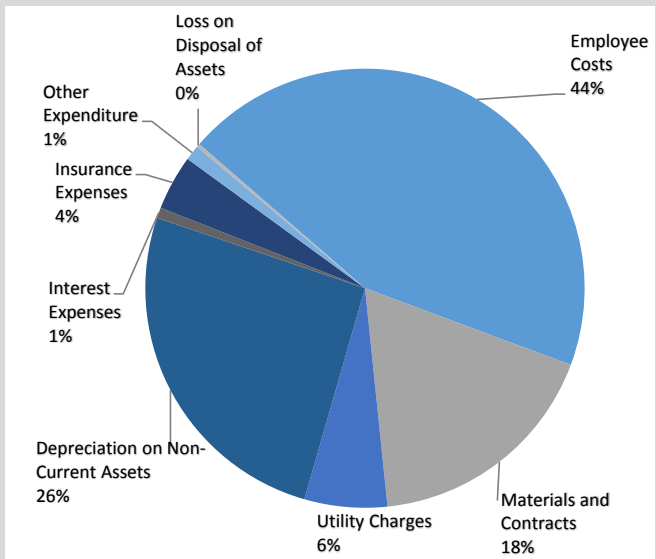
#### **ROUNDING OFF FIGURES**

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

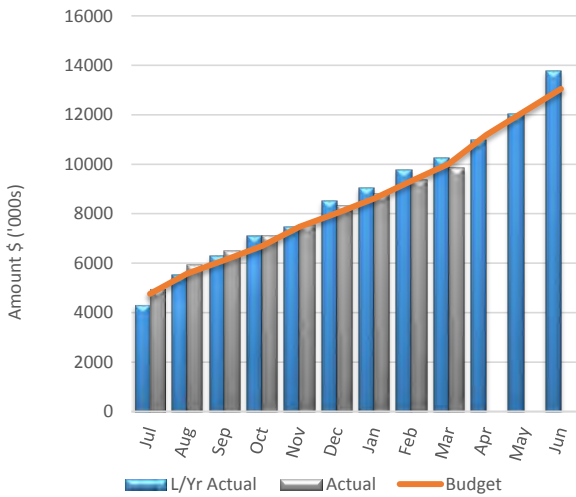
OPERATING REVENUE



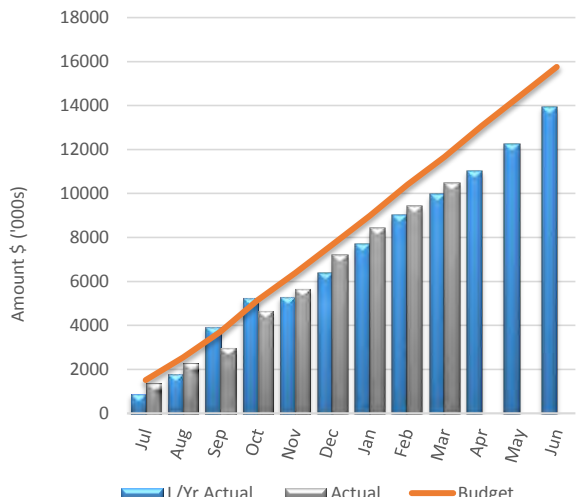
OPERATING EXPENSES



Operating Revenue -v-YTD Budget

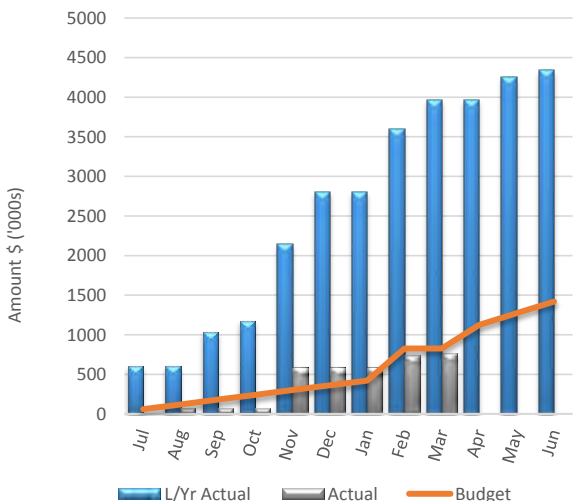


Operating Expenses -v-YTD Budget



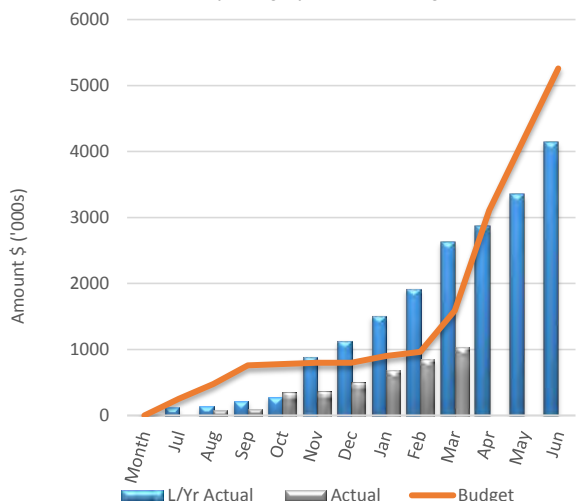
CAPITAL REVENUE

Non-Operating Revenue -v-YTD Budget



CAPITAL EXPENSES

Non-Operating Expenses -v-YTD Budget



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 MARCH 2020**

**STATUTORY REPORTING PROGRAMS**

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

	<b>ACTIVITIES</b>
<p><b>GOVERNANCE</b></p> <p>To provide a decision making process for the efficient allocation of resources.</p>	<p>Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.</p>
<p><b>GENERAL PURPOSE FUNDING</b></p> <p>To collect revenue to allow for the provision of services</p>	<p>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.</p>
<p><b>LAW, ORDER, PUBLIC SAFETY</b></p> <p>To provide services to help ensure a safer and environmentally conscious community.</p>	<p>The provision of bushfire control services, animal control and support for emergency services, as well as the maintenance and enforcement of local laws.</p>
<p><b>HEALTH</b></p> <p>To provide an operational framework for environmental and community health.</p>	<p>Maternal and infant health, preventative service and environmental health.</p>
<p><b>EDUCATION AND WELFARE</b></p> <p>To provide services to disadvantaged persons, the elderly, children and youth.</p>	<p>Maintenance of playgroup and senior citizens buildings.</p>
<p><b>HOUSING</b></p> <p>To provide housing to staff members.</p>	<p>Administration and operation of residential housing for council staff.</p>
<p><b>COMMUNITY AMENITIES</b></p> <p>To provide services required by the community.</p>	<p>Maintenance of rubbish service to residents and maintenance of sanitary landfill sites. Town planning and regional development, maintenance of cemeteries and other community amenities.</p>
<p><b>RECREATION AND CULTURE</b></p> <p>To establish and effectively manage infrastructure and resources which will help the social well being of the community.</p>	<p>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.</p>
<p><b>TRANSPORT</b></p> <p>To provide safe, effective and efficient transport services to the community.</p>	<p>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.</p>
<p><b>ECONOMIC SERVICES</b></p> <p>The promotion of the district to increase economic activities and the provision of building control within the shire.</p>	<p>Tourism, area promotion and building control.</p>
<p><b>OTHER PROPERTY AND SERVICES</b></p> <p>To monitor and control Council's overheads operation accounts.</p>	<p>The provision of private works to the public and the maintenance of cost pools for plant operating, public works overheads and administration costs.</p>

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	\$ 3,017,153	3,716,619	\$ 3,716,619	\$ 3,716,619	\$ 0	0.00%	
<b>Revenue from operating activities</b>								
Governance		0	0	0	(159)	(159)	0.00%	
General Purpose Funding - Rates	7	3,387,225	3,397,225	3,397,225	3,393,765	(3,460)	(0.10%)	
General Purpose Funding - Other		1,157,151	2,053,151	863,343	804,365	(58,978)	(6.83%)	
Law, Order and Public Safety		16,020	24,720	18,504	24,885	6,381	34.48%	
Health		46,222	53,722	40,257	40,236	(21)	(0.05%)	
Education and Welfare		1,600	1,600	1,600	391	(1,209)	(75.56%)	
Housing		44,200	49,700	37,233	46,258	9,025	24.24%	
Community Amenities		1,242,442	1,329,242	1,184,222	1,174,248	(9,974)	(0.84%)	
Recreation and Culture		709,450	811,350	608,418	589,696	(18,722)	(3.08%)	
Transport		4,624,579	4,622,579	3,466,890	3,497,522	30,632	0.88%	
Economic Services		613,577	598,077	362,004	237,839	(124,165)	(34.30%)	▼
Other Property and Services		16,900	104,900	42,040	48,006	5,966	14.19%	
		<b>11,859,366</b>	<b>13,046,266</b>	<b>10,021,736</b>	<b>9,857,052</b>	(164,684)		
<b>Expenditure from operating activities</b>								
Governance		(780,925)	(791,925)	(595,808)	(606,617)	(10,809)	(1.81%)	
General Purpose Funding		(96,330)	(99,830)	(74,826)	(72,120)	2,706	3.62%	
Law, Order and Public Safety		(335,438)	(314,261)	(239,517)	(243,877)	(4,360)	(1.82%)	
Health		(301,351)	(313,351)	(235,465)	(176,791)	58,674	24.92%	▲
Education and Welfare		(69,998)	(71,498)	(57,759)	(58,305)	(546)	(0.95%)	
Housing		(87,547)	(87,547)	(77,028)	(103,424)	(26,396)	(34.27%)	▼
Community Amenities		(1,893,296)	(1,780,873)	(1,339,858)	(1,118,209)	221,649	16.54%	▲
Recreation and Culture		(4,853,077)	(5,173,724)	(3,977,056)	(3,505,117)	471,939	11.87%	▲
Transport		(5,476,930)	(5,878,708)	(4,267,224)	(3,705,223)	562,001	13.17%	▲
Economic Services		(1,326,842)	(1,237,195)	(789,041)	(619,105)	169,936	21.54%	▲
Other Property and Services		25,279	(6,721)	(10,592)	(266,272)	(255,680)	(2413.90%)	▼
		<b>(15,196,455)</b>	<b>(15,755,633)</b>	<b>(11,664,174)</b>	<b>(10,475,059)</b>	1,189,115		
Non-cash amounts excluded from operating activities	1(a)	3,196,907	3,718,806	2,668,716	2,715,451	46,735	1.75%	
<b>Amount attributable to operating activities</b>		<b>(140,182)</b>	<b>1,009,439</b>	<b>1,026,278</b>	<b>2,097,444</b>	1,071,166		
<b>Investing Activities</b>								
Proceeds from non-operating grants, subsidies and contributions	13(b)	722,332	1,417,832	827,069	768,710	(58,359)	(7.06%)	
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)	(4,509,270)	(1,587,653)	(1,032,846)	554,807	34.95%	▲
<b>Amount attributable to investing activities</b>		<b>(3,370,438)</b>	<b>(2,783,938)</b>	<b>(627,847)</b>	<b>(131,398)</b>	496,448		
<b>Financing Activities</b>								
Transfer from Reserves	11	1,329,300	1,803,500	0	0	0	0.00%	
Proceeds from community loans		0	23,000	15,250	7,750	(7,500)	(49.18%)	
Repayment of Debentures	10	(223,637)	(223,637)	(121,798)	(121,798)	0	0.00%	
Transfer to Reserves	11	(587,049)	(1,437,335)	(58,616)	(58,616)	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>518,614</b>	<b>165,528</b>	<b>(165,164)</b>	<b>(172,664)</b>	(7,500)		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>25,147</b>	<b>2,107,648</b>	<b>3,949,886</b>	<b>5,510,002</b>			

**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.

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 31 MARCH 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 31 MARCH 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.
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	\$ 3,017,153	3,716,619	3,716,619	\$ 3,716,619	\$ 0	% 0.00%	
<b>Revenue from operating activities</b>								
Rates	7	3,387,225	3,397,225	3,397,225	<b>3,393,764</b>	(3,461)	(0.10%)	
Specified area rates	7	47,081	47,081	47,081	<b>47,895</b>	814	1.73%	
Operating grants, subsidies and contributions	13(a)	976,000	1,861,900	721,410	<b>781,787</b>	60,377	8.37%	▲
Fees and charges		7,165,610	7,365,810	5,662,358	<b>5,417,249</b>	(245,109)	(4.33%)	
Interest earnings		195,051	195,051	146,277	<b>126,387</b>	(19,890)	(13.60%)	
Other revenue		88,399	113,199	47,385	<b>83,788</b>	36,403	76.82%	▲
Profit on disposal of assets	8	0	66,000	0	<b>6,181</b>	6,181	0.00%	
		<b>11,859,366</b>	<b>13,046,266</b>	<b>10,021,736</b>	<b>9,857,051</b>	(164,685)	(1.64%)	
<b>Expenditure from operating activities</b>								
Employee costs		(6,713,128)	(6,525,728)	(4,816,723)	<b>(4,639,200)</b>	177,523	3.69%	▲
Materials and contracts		(3,664,652)	(3,759,429)	(2,754,156)	<b>(1,852,803)</b>	901,353	32.73%	▲
Utility charges		(799,314)	(829,914)	(700,051)	<b>(637,637)</b>	62,414	8.92%	▲
Depreciation on non-current assets		(2,905,447)	(3,615,447)	(2,711,205)	<b>(2,696,453)</b>	14,752	0.54%	▲
Interest expenses		(81,595)	(123,595)	(92,673)	<b>(81,388)</b>	11,285	12.18%	▲
Insurance expenses		(462,594)	(423,932)	(423,902)	<b>(424,499)</b>	(597)	(0.14%)	
Other expenditure		(437,779)	(468,229)	(156,105)	<b>(117,898)</b>	38,207	24.48%	▲
Loss on disposal of assets	8	(131,946)	(9,359)	(9,359)	<b>(25,179)</b>	(15,820)	(169.04%)	▲
		<b>(15,196,455)</b>	<b>(15,755,633)</b>	<b>(11,664,174)</b>	<b>(10,475,057)</b>	1,189,117	(10.19%)	▲
Non-cash amounts excluded from operating activities	1(a)	3,196,907	3,718,806	2,668,716	<b>2,715,451</b>	46,735	1.75%	▲
<b>Amount attributable to operating activities</b>		<b>(140,182)</b>	<b>1,009,439</b>	<b>1,026,278</b>	<b>2,097,445</b>	1,071,167		▲
<b>Investing activities</b>								
Non-operating grants, subsidies and contributions	13(b)	722,332	1,417,832	827,069	<b>768,710</b>	(58,359)	(7.06%)	
Proceeds from disposal of assets	8	80,500	307,500	132,738	<b>132,738</b>	0	0.00%	
Payments for property, plant and equipment	9	(4,173,270)	(4,509,270)	(1,587,653)	<b>(1,032,846)</b>	554,807	(34.95%)	▲
<b>Amount attributable to investing activities</b>		<b>(3,370,438)</b>	<b>(2,783,938)</b>	<b>(627,847)</b>	<b>(131,398)</b>	496,448		▲
<b>Financing Activities</b>								
Transfer from reserves	11	1,329,300	1,803,500	0	<b>0</b>	0	0.00%	
Proceeds from community loans		0	23,000	15,250	<b>7,750</b>	(7,500)	(49.18%)	
Repayment of debentures	10	(223,637)	(223,637)	(121,798)	<b>(121,798)</b>	0	0.00%	
Transfer to reserves	11	(587,049)	(1,437,335)	(58,616)	<b>(58,616)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>518,614</b>	<b>165,528</b>	<b>(165,164)</b>	<b>(172,664)</b>	(7,500)		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>25,147</b>	<b>2,107,648</b>	<b>3,949,886</b>	<b>5,510,002</b>			

**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)
<b>Non-cash items excluded from operating activities</b>					
		\$	\$	\$	\$
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals		0	(66,000)	(49,500)	(6,181)
Movement in employee benefit provisions (non-current)		160,101	160,000		
Add: Loss on asset disposals		131,359	9,359	7,011	25,179
Add: Depreciation on assets		2,905,447	3,615,447	2,711,205	2,696,453
<b>Total non-cash items excluded from operating activities</b>		<b>3,196,907</b>	<b>3,718,806</b>	<b>2,668,716</b>	<b>2,715,451</b>

(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 01 Apr 2019	Year to Date 31 Mar 2020
<b>Adjustments to net current assets</b>					
Less: Reserves - restricted cash	10	(9,352,157)	(9,352,157)	(6,474,174)	(9,410,773)
Less: Community loans		(23,000)	(23,000)	(59,000)	(15,250)
Less: Land Held for Resale					(206,611)
Add: Borrowings	9	223,637	223,637	258,733	101,839
Add: Provisions - employee	11	958,906	958,906	779,782	958,906
<b>Total adjustments to net current assets</b>		<b>(8,192,614)</b>	<b>(8,192,614)</b>	<b>(5,494,659)</b>	<b>(8,571,889)</b>

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

<b>Current assets</b>					
Cash and cash equivalents	2	12,165,340	12,165,340	10,000,813	13,828,680
Rates receivables	3	328,807	328,807	2,870,196	683,191
Receivables	3	1,453,221	1,453,221	1,067,909	1,097,895
Other current assets	4	96,445	96,445	32,973	24,186
<b>Less: Current liabilities</b>					
Payables	5	(952,037)	(952,037)	(449,610)	(491,316)
Borrowings	9	(223,637)	(223,637)	(258,733)	(101,839)
Provisions	11	(958,906)	(958,906)	(779,782)	(958,906)
<b>Less: Total adjustments to net current assets</b>	1(c)	<b>(8,192,614)</b>	<b>(8,192,614)</b>	<b>(5,494,659)</b>	<b>(8,571,889)</b>
<b>Closing Funding Surplus / (Deficit)</b>		<b>3,716,619</b>	<b>3,716,619</b>	<b>6,989,107</b>	<b>5,510,002</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 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
	\$	%		
<b>Revenue from operating activities</b>				
Transport	30,632	0.88%	▲ Timing	Increased revenue for airport operations.
Economic Services	(124,165)	(34.30%)	▼ Timing	Ningaloo Visitors Centre revenue below budget up to February and closed to the public in March due to COVID19
<b>Expenditure from operating activities</b>				
Health	58,674	24.92%	▲ Timing	Reduced expenditure for sentinel and mosquito management program. Timing of relief EHO.
Housing	(26,396)	(34.27%)	▼ Timing	Overhead allocations under budget.
Community Amenities	221,649	16.54%	▲ Timing	Reduced maintenance and employee costs for sanitation and urban storm water. Overhead allocations under budget.
Recreation and Culture	471,939	11.87%	▲ Timing	Reduced maintenance and employee costs for foreshore, beach and boat ramps. Community programmes, events and Ningaloo Centre operations.
Transport	562,001	13.17%	▲ Timing	Aviation, road and footpath maintenance under budget. Overhead allocations under budget.
Economic Services	169,936	21.54%	▲ Timing	Ningaloo Visitors Centre expenditure below budget up to February and closed to the public in March due to COVID19
Other Property and Services	(255,680)	(2413.90%)	▼ Timing	Overhead allocations under budget.
<b>Investing Activities</b>				
Capital Acquisitions	554,807	34.95%	▲ 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
<b>Cash on hand</b>								
Petty Cash and Floats	Cash and cash equivalents	5,048			5,048			
Municipal Fund	Cash and cash equivalents	4,412,858			4,412,858	Westpac		At Call
Reserve Fund	Cash and cash equivalents	0	410,773		410,773	Westpac		At Call
Trust Fund	Cash and cash equivalents	0		93,897	93,897	Westpac		At Call
		0						
Reserve Investment - Term Deposit	Cash and cash equivalents	0	3,000,000		3,000,000	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
Reserve Investment - Term Deposit	Cash and cash equivalents	0	2,000,000		2,000,000	AMP	1.75%	09-Apr-19
Trust Investment - Term Deposit	Cash and cash equivalents	0		378,895	378,895	CBA	1.41%	11-May-20
<b>Total</b>		<b>4,417,906</b>	<b>9,410,773</b>	<b>472,792</b>	<b>14,301,472</b>			
<b>Comprising</b>								
Cash and cash equivalents		4,417,906	9,410,773	472,792	14,301,472			
Financial assets at amortised cost		0	0	0	0			
		<b>4,417,906</b>	<b>9,410,773</b>	<b>472,792</b>	<b>14,301,472</b>			

**KEY INFORMATION**

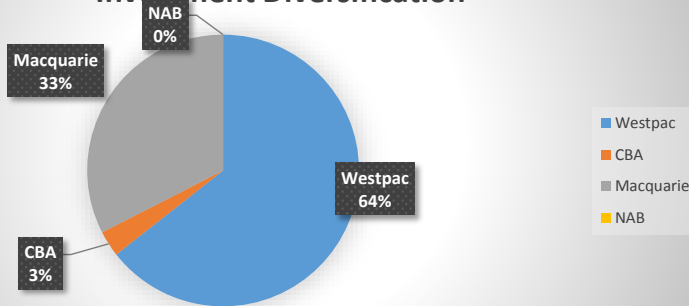
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to 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
<b>\$14.3 M</b>	<b>\$4.42 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020

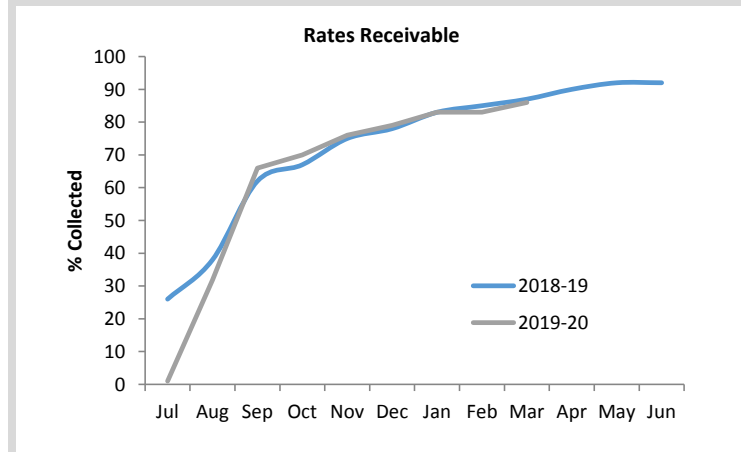
OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Rates Receivable	30 June 2019	31 Mar 20
	\$	\$
Opening Arrears Previous Years	302,096	328,807
Levied this year	4,401,647	4,542,982
Plus Interim Rates	(9,150)	(4,012)
Plus Back Rates	10,701	1,687
Less - Collections to date	(4,332,954)	(4,186,272)
<b>Equals Current Outstanding</b>	<b>370,789</b>	<b>683,191</b>
Less - Deferred Pensioners	(41,981)	(41,981)
Less - Credit Balances		(29,490)
<b>Net Rates Collectable</b>	<b>328,807</b>	<b>611,720</b>
% Collected	92.1%	86%

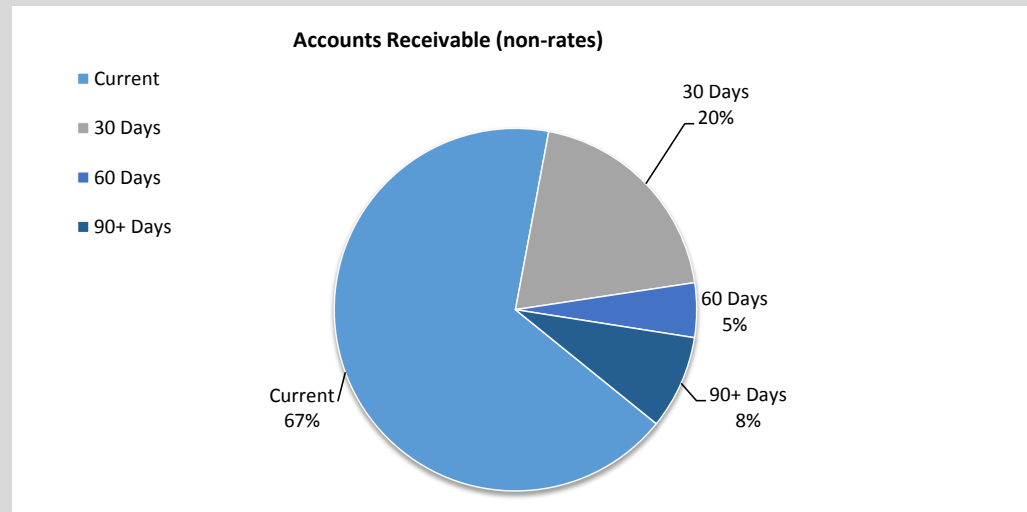
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(6,497)	703,008	206,078	50,893	87,557	1,041,039
Percentage	-0.6%	67.5%	19.8%	4.9%	8.4%	
<b>Balance per Trial Balance</b>						
Sundry receivable						1,042,038
GST receivable						40,607
Allowance for impairment of receivables						0
Community Loans						15,250
Other receivables [describe]						0
<b>Total Receivables General Outstanding</b>						<b>1,097,895</b>
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.



Collected	Rates Due
<b>86%</b>	<b>\$611,720</b>



<b>Debtors Due</b>
<b>\$1,097,895</b>
<b>Over 30 Days</b>
<b>33%</b>
<b>Over 90 Days</b>
<b>8.4%</b>

Other Current Assets	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 Mar 2020
	\$	\$	\$	\$
<b>Inventory</b>				
Inventories - Stock on Hand	55,830	84,978	(123,855)	24,186
<b>Total Other Current assets</b>				<b>24,186</b>
<b>Amounts shown above include GST (where applicable)</b>				

#### 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

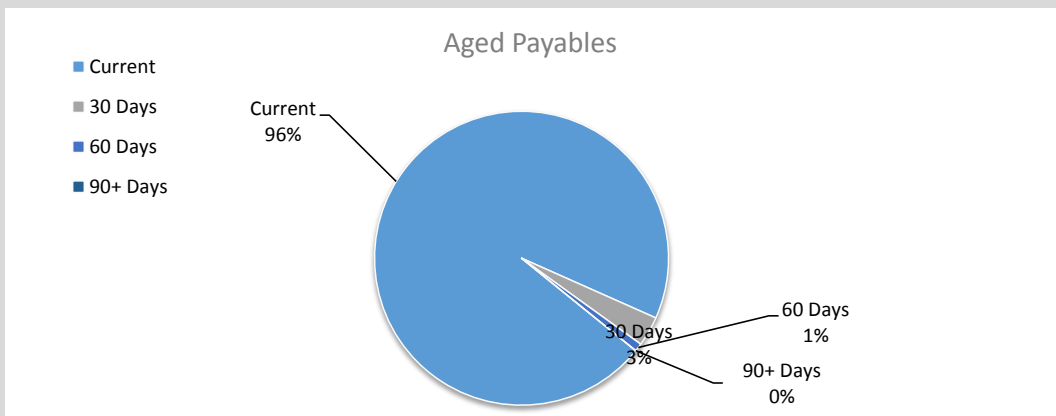
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
Payables - General	\$ 0	\$ 127,494	\$ 4,377	\$ 1,173	\$ 0	\$ 133,045
Percentage	0%	95.8%	3.3%	0.9%	0%	
<b>Balance per Trial Balance</b>						
Sundry creditors						133,045
ATO liabilities						46,329
Bonds, Retentions & Advanced Payments						223,563
ESL Liability						88,379
<b>Total Payables General Outstanding</b>						<b>491,316</b>

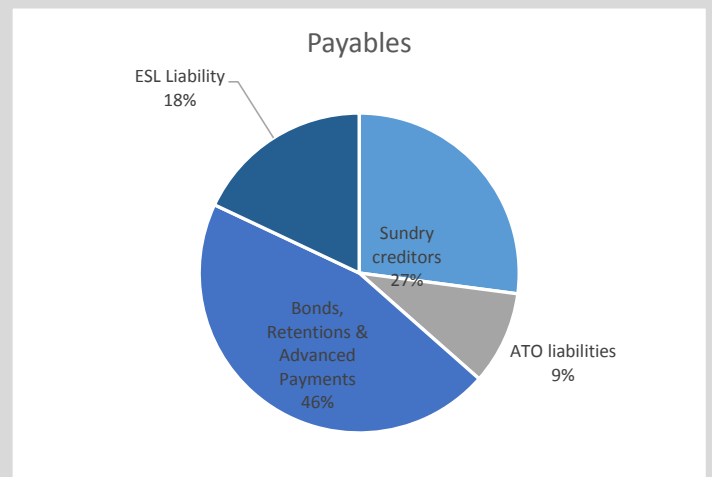
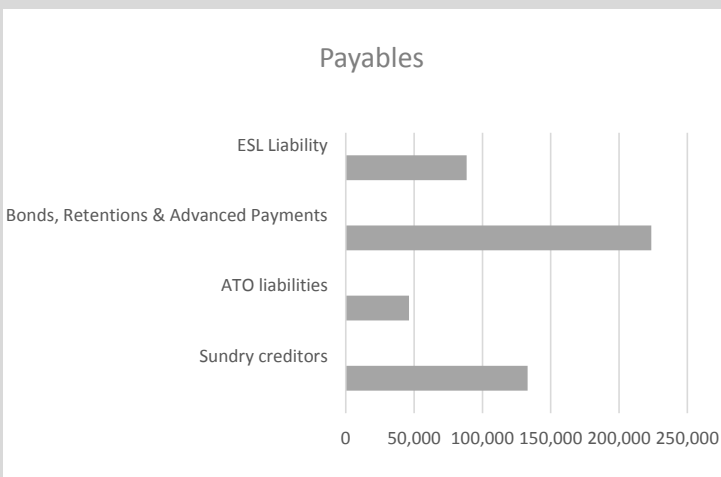
Amounts shown above include GST (where applicable)

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.



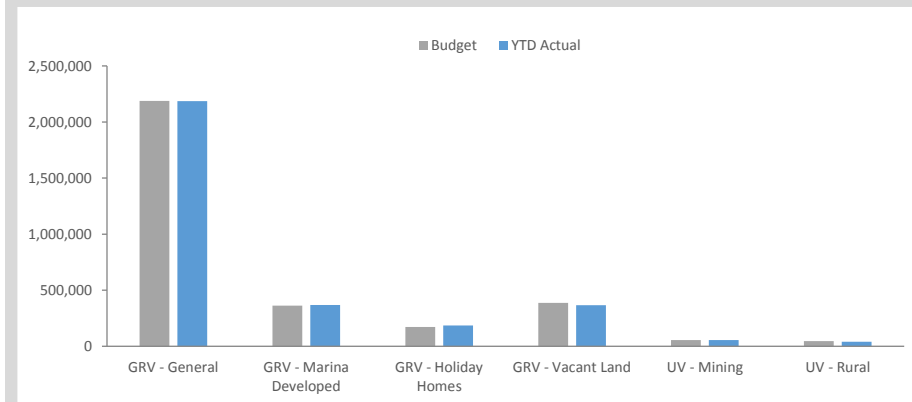
<b>Creditors Due</b>	<b>\$491,316</b>
<b>Over 30 Days</b>	<b>4%</b>
<b>Over 90 Days</b>	<b>0%</b>



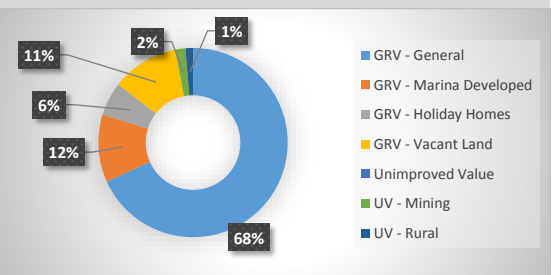
General Rate Revenue	Amended Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
<b>Gross Rental Value</b>											
GRV - General	0.075100	1,182	29,077,947	2,183,754	5,000	0	2,188,754	2,193,071	(6,008)	(328)	2,186,734
GRV - Marina Developed	0.101300	98	3,515,907	356,161	6,000	0	362,161	360,994	6,882	1,105	368,981
GRV - Holiday Homes	0.104100	62	1,643,460	171,084	1,000	0	172,084	183,719	916	0	184,635
GRV - Vacant Land	0.150100	245	2,557,848	383,933	3,000	0	386,933	364,382	2,453	(113)	366,722
<b>Unimproved Value</b>											
UV - Mining	0.159900	15	334,135	53,908	1,000	0	54,908	56,498	(230)	0	56,268
UV - Rural	0.080000	8	568,380	45,470	0	0	45,470	43,070	0	(2,350)	40,720
<b>Sub-Total</b>		<b>1,610</b>	<b>37,697,677</b>	<b>3,194,310</b>	<b>16,000</b>	<b>0</b>	<b>3,210,310</b>	<b>3,201,734</b>	<b>4,012</b>	<b>(1,686)</b>	<b>3,204,060</b>
<b>Minimum Payment</b>											
<b>Gross Rental Value</b>	<b>Minimum \$</b>										
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
<b>Unimproved Value</b>											
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	736	0	0	736
<b>Sub-Total</b>		<b>240</b>	<b>1,332,903</b>	<b>186,915</b>	<b>0</b>	<b>0</b>	<b>186,915</b>	<b>189,706</b>	<b>0</b>	<b>0</b>	<b>189,706</b>
<b>Amount from General Rates</b>							<b>3,397,225</b>				<b>3,393,766</b>
<b>Total General Rates</b>							<b>3,397,225</b>				<b>3,393,766</b>
<b>Specified Area Rates</b>	<b>Rate in \$ (cents)</b>										
GRV Marina	0.013100		3,609,199	46,471	0	0	46,471	47,359	535	0	47,894
<b>Total Specified Area Rates</b>			<b>3,609,199</b>	<b>46,471</b>	<b>0</b>	<b>0</b>	<b>46,471</b>	<b>47,359</b>	<b>535</b>	<b>0</b>	<b>47,894</b>
<b>Total</b>							<b>3,443,696</b>				<b>3,441,660</b>

**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.



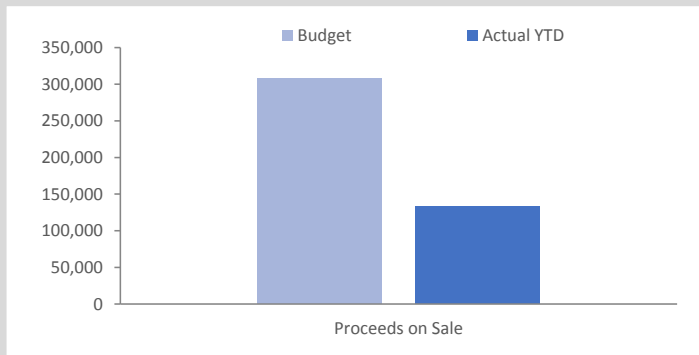
General Rates		
Budget	YTD Actual	%
<b>\$3.4 M</b>	<b>\$3.39 M</b>	<b>1.00</b>





Asset Ref.	Asset Description	Amended Budget				YTD Actual				
		Net Book		Proceeds	Profit	(Loss)	Net Book		Profit	(Loss)
		Value					Value			
\$	\$	\$	\$	\$	\$	\$	\$			
<b>Plant and equipment</b>										
<b>Transport</b>										
	Kubota Mower (P045)	2,800	2,800	0	0		0	0	0	
	Fuso Canter (P054)	6,400	6,400	0	0	25,000	19,100	0	(5,900)	
	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	
	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	
	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	
<b>Other property and services</b>										
	Land Held for Resale	161,000	227,000	66,000	0			0	0	
		<b>250,859</b>	<b>307,500</b>	<b>66,000</b>	<b>(9,359)</b>	<b>151,736</b>	<b>132,738</b>	<b>6,181</b>	<b>(25,179)</b>	

KEY INFORMATION



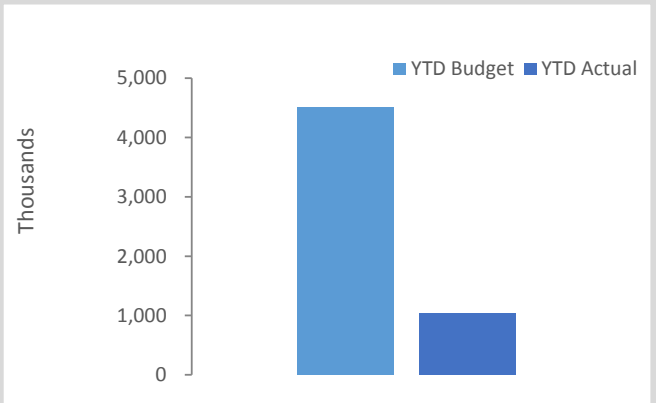
Proceeds on Sale		
Annual Budget	YTD Actual	%
<b>\$307,500</b>	<b>\$132,738</b>	<b>43%</b>

Capital Acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised - level 2	104,000	104,000	112,330	8,330
Buildings - specialised - level 3	1,096,100	319,244	102,070	(217,174)
Plant and equipment	1,298,000	575,732	404,495	(171,237)
Infrastructure - Roads	918,782	298,913	223,688	(75,225)
Infrastructure - Other	1,092,388	289,764	190,263	(99,501)
<b>Capital Expenditure Totals</b>	<b>4,509,270</b>	<b>1,587,653</b>	<b>1,032,846</b>	<b>(554,807)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	722,332	1,417,832	768,710	(649,122)
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	1,902,938	37,083	131,398	94,315
<b>Capital Funding Total</b>	<b>4,509,270</b>	<b>1,587,653</b>	<b>1,032,846</b>	<b>(554,807)</b>

**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**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$4.51 M</b>	<b>\$1.03 M</b>	<b>23%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$.72 M</b>	<b>\$.77 M</b>	<b>106%</b>

Account Description	Account Number	Amended			YTD Variance (Under)/Over
		Budget	YTD Budget	YTD Actual	
<b>Land</b>		<b>750,000</b>	<b>0</b>	<b>0</b>	
Purchase Lot 1416 and Reserve 28158	A125006	750,000	0	0	0
<b>Buildings - Non Specialised</b>		<b>104,000</b>	<b>104,000</b>	<b>112,330</b>	
Staff Housing Buildings - Painting/Flooring/Window Treatments	A125001	104,000	104,000	112,330	8,330
<b>Buildings - Specialised</b>		<b>1,096,100</b>	<b>319,244</b>	<b>102,070</b>	
Municipal Buildings - Old Admin, Library and Hall	A125006	75,000	17,000	15,657	(1,343)
Ningaloo Centre (18/19)	A119003	20,000	14,994	(4,725)	(19,719)
Ningaloo Centre - Solar Power and Aquarium Exhibits	A119004	761,500	181,500	61,261	(120,239)
Recreation Hall - Paving and replace staircase	A125009	50,000	0	10,890	10,890
Learmonth Building - Upgrade arrivals and lighting	A126800	141,000	105,750	18,988	(86,762)
Depot - Relocate server and crib room	A125051	48,600	0	0	0
<b>Plant &amp; Equipment</b>		<b>1,298,000</b>	<b>575,732</b>	<b>404,495</b>	
Waste Site Recycling Equipment	A101005	53,000	39,744	0	(39,744)
Plant & Equipment	A123200	674,000	(59,506)	60,399	119,905
Vehicle Replacement	A123201	268,000	200,997	196,112	(4,885)
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	358,497	127,500	(230,997)
Learmonth Airport - Towable Belt Loader	A126201	48,000	36,000	20,483	(15,517)
<b>Infrastructure - Roads</b>		<b>918,782</b>	<b>298,913</b>	<b>223,688</b>	
Beach Access Carpark Upgrades	A115150	10,000	7,497	0	(7,497)
Yardie Creek Road - Road shoulder and seal edge works	A125203	147,300	147,300	177,670	30,370
Murat Road - includes drainage works	A125209	304,050	121,616	32,757	(88,859)
Road Sealing	A125213	267,432	0	0	0
Street Lights	A124001	30,000	22,500	0	(22,500)
Mortiss Street & Neale Cove Road upgrade (DOT)	A125210	0	0	13,261	13,261
Learmonth Airport - Reseal carpark (18/19)	A126009	160,000	0	0	0
<b>Infrastructure - Other</b>		<b>1,092,388</b>	<b>289,764</b>	<b>190,263</b>	
Dog Pound - Relocation to Depot	A052002	15,000	11,250	0	(11,250)
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	14,773	0	(14,773)
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	23,009	23,009
Multi purpose bike facility	A112001	200,000	0	0	0
Crevalle Way - Public Open Space	A114100	30,000	30,000	29,654	(346)
Federation Park - Facility upgrade	A114101	60,000	0	2,145	2,145
Town Mall - Digital signage	A117003	40,000	0	0	0
Mildura Wreck - Interpretive	A125319	22,000	16,497	8,840	(7,657)
Town Beach - Gazebo lighting	A115152	12,000	9,000	8,302	(698)
Tantabiddi Boat Ramp - Solar lighting	A125315	10,000	7,497	0	(7,497)
Bundegi Boat Ramp - Solar lighter and Toilet upgrade	A115107	45,000	33,750	16,424	(17,326)
Footpaths/Kerbing - upgrade	A125321	100,000	74,997	45,082	(29,915)
Footpaths - new	A121002	100,000	0	1,358	1,358
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	30,000	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
<b>Grand Total</b>		<b>5,259,270</b>	<b>1,587,653</b>	<b>1,032,846</b>	<b>(554,807)</b>

Repayments - Borrowings

Information on Borrowings Particulars	1 July 2019 \$	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Housing</b>									
Loan 80 - Staff Dwellings	614,540	0	0	43,360	65,557	571,180	548,983	18,762	27,659
<b>Community amenities</b>									
Loan 81 - Rubbish Truck	251,868	0	0	40,731	81,953	211,137	169,915	3,035	5,579
<b>Recreation and culture</b>									
Loan 81 - Ningaloo Centre	893,498	0	0	27,743	55,948	865,755	837,550	14,877	29,292
<b>Other property and services</b>									
Loan 76 - 1 Bennett Street	239,053	0	0	9,964	20,179	229,089	218,874	6,024	11,797
	<u>1,998,959</u>	<u>0</u>	<u>0</u>	<u>121,798</u>	<u>223,637</u>	<u>1,877,161</u>	<u>1,775,322</u>	<u>42,698</u>	<u>74,327</u>
<b>Total</b>	<b>1,998,959</b>	<b>0</b>	<b>0</b>	<b>121,798</b>	<b>223,637</b>	<b>1,877,161</b>	<b>1,775,322</b>	<b>42,698</b>	<b>74,327</b>
Current borrowings	223,637					101,839			
Non-current borrowings	<u>1,775,322</u>					<u>1,775,322</u>			
	<u>1,998,959</u>					<u>1,877,161</u>			

All debenture repayments were financed by general purpose revenue.

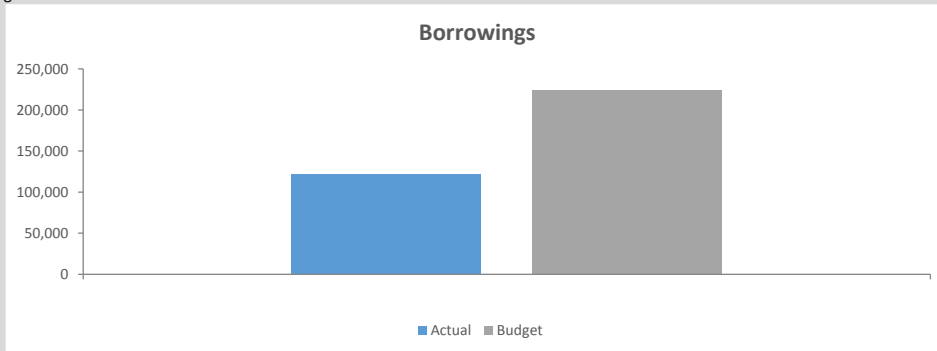
Unspent Borrowings

Particulars	Date Borrowed	Unspent	Borrowed	Expended	Unspent
		Balance 30-06-2019	During Year	During Year	Balance 31/03/2020
Loan 81 - Rubbish Truck	20/06/2017	\$ 410,000	\$ 0	\$ 0	\$ 410,000
		<u>410,000</u>	<u>0</u>	<u>0</u>	<u>410,000</u>

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.

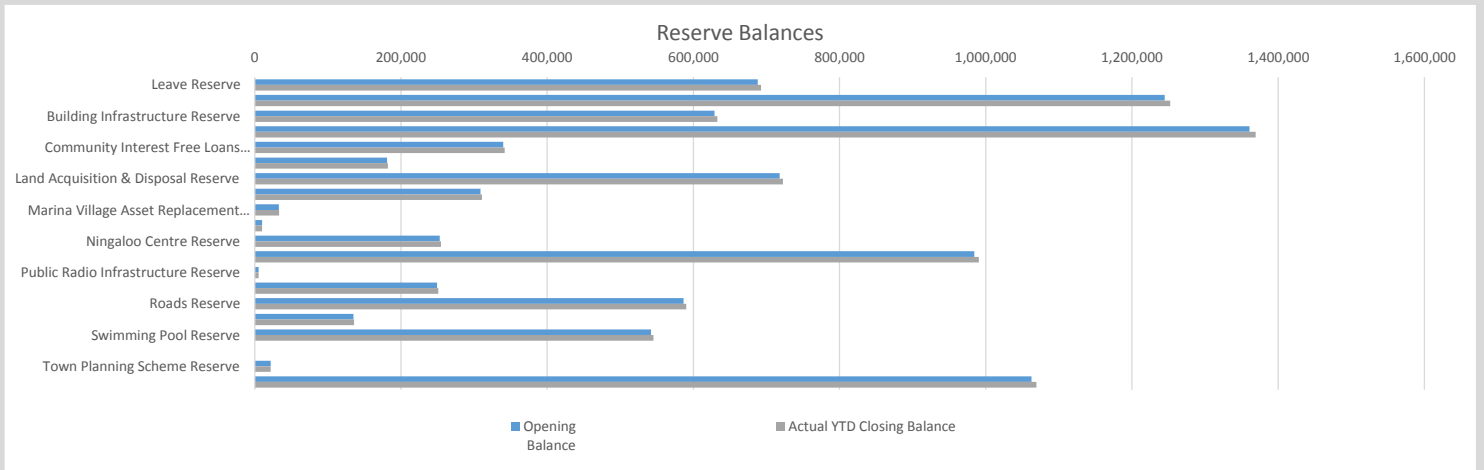


<b>Principal Repayments</b>	<b>\$121,798</b>
<b>Interest Earned</b>	<b>\$126,387</b>
<b>Interest Expense</b>	<b>\$42,698</b>
<b>Reserves Bal</b>	<b>\$9.41 M</b>
<b>Loans Due</b>	<b>\$1.88 M</b>

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	4,313	0	0	0	0	697,572	692,423
Aviation Reserve	1,244,600	17,988	7,801	0	0	(121,500)	0	1,141,088	1,252,401
Building Infrastructure Reserve	628,949	6,307	3,942	250,000	0	(375,000)	0	510,256	632,891
Community Development Reserve	1,360,721	27,281	8,529	200,000	0	0	0	1,588,002	1,369,250
Community Interest Free Loans Reserve	339,770	5,585	2,130	0	0	0	0	345,355	341,900
Insurance/Natural Disaster Reserve	181,056	3,013	1,135	0	0	0	0	184,069	182,191
Land Acquisition & Disposal Reserve	717,892	286	4,499	0	0	(425,000)	0	293,178	722,391
Marina Canal Reserve	308,782	5,139	1,935	0	0	0	0	313,921	310,717
Marina Village Asset Replacement Reserve	32,912	548	206	0	0	0	0	33,460	33,118
Mosquito Management Reserve	10,000	0	63	0	0	0	0	10,000	10,063
Ningaloo Centre Reserve	253,095	2,548	1,586	80,000	0	(75,000)	0	260,643	254,681
Plant Reserve	984,318	12,106	6,169	390,000	0	(807,000)	0	579,424	990,487
Public Radio Infrastructure Reserve	5,103	85	32	0	0	0	0	5,188	5,135
Rehabilitation Reserve	249,415	3,485	1,563	0	0	0	0	252,900	250,978
Roads Reserve	586,492	4,614	3,676	100,000	0	0	0	691,106	590,168
Shire Staff Housing Reserve	134,917	562	846	0	0	0	0	135,479	135,763
Swimming Pool Reserve	541,961	7,118	3,397	250,000	0	0	0	799,079	545,358
Tourism Development Reserve	0	0	0	50,000	0	0	0	50,000	0
Town Planning Scheme Reserve	21,621	348	136	0	0	0	0	21,969	21,757
Waste Management Reserve	1,062,443	10,860	6,659	0	0	0	0	1,073,303	1,069,102
	<b>9,352,157</b>	<b>117,335</b>	<b>58,616</b>	<b>1,320,000</b>	<b>0</b>	<b>(1,803,500)</b>	<b>0</b>	<b>8,985,992</b>	<b>9,410,773</b>

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 Mar 2020
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		496,084			496,084
<b>Contract Liabilities</b>					
Lease liability		0			0
<b>Amounts shown above include GST (where applicable)</b>					

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 31 MARCH 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating Grants and Subsidies</b>											
<b>General purpose funding</b>											
Grants Commission - <i>General Purpose / Untied Road Grant</i>							690,000	920,000	900,000	1,820,000	641,247
<b>Health</b>											
Exmouth CLAG								0	5,000	5,000	5,011
<b>Recreation and culture</b>											
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
<b>Transport</b>											
Main Roads WA - Direct Grant								0		0	101,772
<b>Economic services</b>											
DPIRD - Tourism Program	30,000			30,000				0		0	
<b>Other property and services</b>											
ATO - Diesel Fuel Subsidy							11,997	16,000	0	16,000	13,869
	<b>263,320</b>	<b>0</b>	<b>0</b>	<b>263,320</b>	<b>0</b>	<b>0</b>	<b>701,997</b>	<b>976,000</b>	<b>885,900</b>	<b>1,861,900</b>	<b>781,786</b>
<b>TOTALS</b>	<b>263,320</b>	<b>0</b>	<b>0</b>	<b>263,320</b>	<b>0</b>	<b>0</b>	<b>701,997</b>	<b>976,000</b>	<b>885,900</b>	<b>1,861,900</b>	<b>781,786</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 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)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-Operating Grants and Subsidies</b>											
<b>Community amenities</b>											
DWER - Recycling Program	67,300			67,300				0	77,000	77,000	77,168
<b>Recreation and culture</b>											
R4R - Ningaloo Centre							217,494	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
<b>Transport</b>											
MRWA - Murat Road SIF	240,000			240,000			0	0		0	0
MRWA - Murat Road							50,022	66,700		66,700	53,360
MRWA - Yardie Creek Road							73,647	98,200		98,200	115,750
RTR - Roads to Recovery Program							200,574	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
	<b>307,300</b>	<b>0</b>	<b>0</b>	<b>307,300</b>	<b>0</b>	<b>0</b>	<b>541,737</b>	<b>722,332</b>	<b>695,500</b>	<b>1,417,832</b>	<b>768,710</b>
<b>Total Non-operating grants, subsidies and contributions</b>	<b>307,300</b>	<b>0</b>	<b>0</b>	<b>307,300</b>	<b>0</b>	<b>0</b>	<b>541,737</b>	<b>722,332</b>	<b>695,500</b>	<b>1,417,832</b>	<b>768,710</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 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:

<b>Description</b>	<b>Opening Balance 1 July 2019</b>	<b>Amount Received</b>	<b>Amount Paid</b>	<b>Closing Balance 31 Mar 2020</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
BCITF	1,589	13,128	(4,216)	<b>10,501</b>
BSL Levy	2,400	13,280	(12,707)	<b>2,973</b>
Cash in Lieu POS	378,887	2,263	0	<b>381,151</b>
Key Bonds	1,150	200	(1,350)	<b>0</b>
Hire Facility Bonds	8,350	5,950	(14,300)	<b>0</b>
Councillor Nomination Fees	0	480	(480)	<b>0</b>
Bond Deed Exmouth Marina Holdings	18,186	0	0	<b>18,186</b>
Donations for other Organisations	135	0	(135)	<b>0</b>
Exmouth Volunteer Fire & Rescue	50,828	0	0	<b>50,828</b>
Sundries	700	0	0	<b>700</b>
Unclaimed Monies	6,916	0	0	<b>6,916</b>
Lease, Licence & Contract Bonds	0	4,114	(4,114)	<b>0</b>
	<b>469,143</b>	<b>39,415</b>	<b>(37,302)</b>	<b>471,255</b>

## MONTHLY LIST OF PAYMENTS - MARCH 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 13679-13684	\$	6,936.07
Direct Debits and EFT Payments EFT16629-EFT16805	\$	638,647.31
Credit Card Purchases	\$	8,336.85
<b>Total Municipal Account</b>	<b>\$</b>	<b>653,920.23</b>

## Trust Account:

Cheque number	\$	-
EFT Payments	\$	-
<b>Total Trust Account</b>	<b>\$</b>	<b>-</b>

**TOTAL PAYMENTS - MARCH 2020** \$ **653,920.23**

Reference	Date	Name	Description	Municipal Account	Trust Account
13679	25/03/2020	CRUISE NINGALOO PTY LTD	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/1/20 - 31/1/20	\$ 2,138.60	
13680	25/03/2020	PIVOTEL SATELLITE PTY LTD	UTILITIES	\$ 62.00	
13681	25/03/2020	SUB SEA EXPLORER PTY LTD	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/1/20 - 31/1/20	\$ 1,153.45	
13682	25/03/2020	TELSTRA CORPORATION	UTILITIES	\$ 657.15	
13683	25/03/2020	WATER CORPORATION	UTILITIES	\$ 1,994.97	
13684	25/03/2020	YARDIE HOMESTEAD CARAVAN PARK	NINGALOO VISITOR CENTRE OPERATOR PAYMENT 27/11/19 - 31/12/19	\$ 929.90	
			<b>TOTAL CHEQUES</b>	<b>\$ 6,936.07</b>	<b>\$ -</b>
DD5550.1	11/03/2020	SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 37,861.71	
DD5573.1	25/03/2020	SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 37,960.39	
DD5545.1	25/03/2020	HP FINANCIAL SERVICES	EQUIPMENT LEASE PAYMENT MARCH 2020	\$ 4,367.00	
DD5546.1	25/03/2020	WESTNET PTY LTD	WESTNET INTERNET CHARGES MARCH 2020	\$ 258.99	
			<b>TOTAL DIRECT DEBIT PAYMENTS</b>	<b>\$ 80,448.09</b>	<b>\$ -</b>
EFT16629	09/03/2020	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	NON-ACCREDITED ARO COURSE 17-21 FEBRUARY 2020 AS PER QUOTE QU01592C	\$ 13,743.00	
EFT16630	09/03/2020	ALCOLIZER PTY LTD	CODE 430405 - 2,400 MOUTHPIECE STRAWS FOR LE5	\$ 735.90	
EFT16631	09/03/2020	ALL-OZ BUILDING SOLUTIONS	BUILD OF 2 X SERVICE KIOSKS AND ERCTION OF POSTS FOR SIGNAGE ON EXISTING KIOSKS FOR AIRPORT ARRIVALS HALL.	\$ 5,258.00	
EFT16632	09/03/2020	ANDREW POISAT	SUPPLY OF PYTHONS FOR DISPLAY	\$ 1,200.00	
EFT16633	09/03/2020	ARCUS WIRE GROUP PTY LTD	ART HANGING EQUIPMENT	\$ 760.05	
EFT16634	09/03/2020	ATOM SUPPLY / GERALDTON INDUSTRIAL SUPPLIES	PPE	\$ 468.14	
EFT16635	09/03/2020	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	\$ 44,968.00	
EFT16636	09/03/2020	AQUA BLUE DISTRIBUTION	AQUARIUM FOOD	\$ 813.55	
EFT16637	09/03/2020	BIG SKY REPTILES	SUPPLY AND FREIGHT OF PYTHONS	\$ 882.00	
EFT16638	09/03/2020	BLACKWOODS (J.BLACKWOOD & SON PTY LTD)	SAND BAGS	\$ 887.66	
EFT16639	09/03/2020	BLUE MEDIA EXMOUTH	ART AND POSTCARDS	\$ 2,320.00	
EFT16640	09/03/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 150.00	
EFT16641	09/03/2020	CAMERON LANGRIDGE	PRINTS	\$ 2,711.90	
EFT16642	09/03/2020	CAPE WATER CART AND EXMOUTH LANDSCAPE SUPPLIES	WATER TRUCK HIRE	\$ 11,918.50	
EFT16643	09/03/2020	CARNARVON MOTOR GROUP	ALL PARTS AS PRE QUOTE OR12032282 3010EX	\$ 978.85	
EFT16644	09/03/2020	CJ LORD BUILDING AND RENOVATION WA PTY LTD	TO BUILD AND INSTALL ADVERTISING FENCE ON CORNER OF MAIDSTONE CRESANT AND PAIGE STREET	\$ 4,042.65	
EFT16646	09/03/2020	DAIMLER TRUCKS PERTH	SHIFT CABLE AS PER QUOTE 160573D	\$ 1,009.59	
EFT16647	09/03/2020	DEPARTMENT OF TRANSPORT	JETTY LICENSE 3931 - MARLIN TERRACE	\$ 761.55	
EFT16648	09/03/2020	DUNNINGS FUEL	DIESEL FUEL DELIVERED TO SHIRE WORKS DEPOT 24/02/2020	\$ 20,798.91	
EFT16649	09/03/2020	ERA CONTRACTORS	PURCHASE ORDER FOR TEST AND TAG AT NINGALOO CENTRE	\$ 9,466.41	
EFT16650	09/03/2020	EXMOUTH AUTOMOTIVE AND BOATING SERVICES	REPAIR LEFT HAND SIDE SEAT AIR SUSPENSION HOSING. EX4574	\$ 76.52	
EFT16651	09/03/2020	EXMOUTH BETTA ELECTRICAL & GAS	KETTLE	\$ 154.85	
EFT16652	09/03/2020	EXMOUTH BITUMEN SERVICES CRAIG REGAN	SUPPLY & INSTALL FENCING AS PER RFQ 34-2019 TALANJEE OVAL FENCING QUOTATION 82 20/12/2019	\$ 11,092.00	
EFT16653	09/03/2020	EXMOUTH BUS CHARTERS	EMPLOYEE TRANSFER TO AIRPORT	\$ 30.00	
EFT16654	09/03/2020	EXMOUTH CIVIL PTY LTD	ROADBASE	\$ 30,800.00	
EFT16655	09/03/2020	EXMOUTH CONCIERGE	COMMERCIAL FLOOR CLEANING	\$ 528.00	
EFT16656	09/03/2020	EXMOUTH GAME FISHING CLUB	CLUBHOUSE HIRE - 5 FEB	\$ 600.00	
EFT16657	09/03/2020	EXMOUTH WHOLESALERS	8 X SULFURIC ACID 15L (NO FUME) 6 X SODIUM HYPO CHLORINE 20 LT 12.5%	\$ 959.15	
EFT16658	09/03/2020	FIRE SOLUTIONS AUSTRALIA PTY LTD	CAF UNIT TRAINING - TRAVEL EXPENSES	\$ 3,476.00	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT16659	09/03/2020	GRAMA BAZITA TOTAL FIRE SOLUTIONS GRAMA BAZITA SERVICE & MAINTENANCE PTY	NINGALOO CENTRE: NOVEMBER '19 SERVICING FIRE PANEL & DETECTION ALARMS RFQ 23-2018	\$ 673.94	
EFT16660	09/03/2020	HORIZON POWER - ACCOUNTS	UTILITIES	\$ 9,589.90	
EFT16661	09/03/2020	HT CLEANING SERVICES PTY LTD	SCHOOL HARD COURTS CLEANING CONTRACT FEBRUARY 2020	\$ 981.94	
EFT16662	09/03/2020	JASON HIBBERT	MUSIC SUPPLIED 28/02/2020	\$ 300.00	
EFT16663	09/03/2020	JASON SIGNMAKERS	NO RUBBISH SIGN	\$ 83.00	
EFT16664	09/03/2020	KAYFER DESIGNS	DESIGN AND DRAWINGS FOR FOOTPATH CONSTRUCTION	\$ 828.75	
EFT16665	09/03/2020	KLEENIT PTY LTD	PUBLIC AMENITIES CLEANING SERVICES SEPARABLE PORTION 1 F/E 23/02/2020	\$ 8,726.30	
EFT16666	09/03/2020	KULBARDI HILL CONSULTING	FIRST PROGRESS PAYMENT OF PREPERATION AND SUPPLY FOR MILDURA WRECK VIEW POINT	\$ 9,724.00	
EFT16667	09/03/2020	LANDGATE	GRV INT VALS CTRY AND FESA 21,501 - 100,000	\$ 71.92	
EFT16668	09/03/2020	LITTLEURCHIN PTY LTD	SUNSCREEN	\$ 1,365.00	
EFT16669	09/03/2020	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	\$ 19.40	
EFT16670	09/03/2020	MAJOR MOTORS PTY LTD	ACCESS FOR ELECTRONIC PARTS CATALOGUE SEE RENEW AS PER QUOTE 512825	\$ 693.00	
EFT16671	09/03/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 198.00	
EFT16672	09/03/2020	NORWEST CRANE HIRE #2 PTY LTD	SKIP BIN FEES - AIRPORT	\$ 2,524.50	
EFT16673	09/03/2020	OFFICEWORKS	STATIONARY	\$ 45.85	
EFT16674	09/03/2020	PEBBLE BEACH CONSTRUCTION	SUPPLY ALL LABOUR AND MATERIALS FOR ACCESS RAMP NINGALOO CENTRE WORKS AS PER QUOTE 18 NOVEMBER 2019 & RFQ 3	\$ 16,570.00	
EFT16675	09/03/2020	PURCHER INTERNATIONAL	ALL PARTS AS PER QUOTE 96661	\$ 6,047.75	
EFT16676	09/03/2020	RANGE TO REEF PAINTING SERVICES	PAINT AND GRIP SURFACE AT WATER SPRAY PARK ON MAIDSTONE CRESENT	\$ 495.00	
EFT16677	09/03/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 90.10	
EFT16678	09/03/2020	SEROLO PTY LTD FRESH BY DESIGN	UV STERILISER FOR LAGOON TANK NADC	\$ 5,500.00	
EFT16679	09/03/2020	SHOPFITTINGS DIRECT PTY LTD	SHOP FITTINGS	\$ 1,984.69	
EFT16680	09/03/2020	ST JOHNS AMBULANCE	FIRST AID TRAINING	\$ 640.00	
EFT16681	09/03/2020	STATE LAW PUBLISHER	PRINTING OF BUSH FIRE BRIGADE LOCAL LAWS	\$ 1,488.90	
EFT16682	09/03/2020	STRATAGREEN	TZ275 TRAILBLAZER 2.7MM TRIMMER LINE - 350M	\$ 252.59	
EFT16683	09/03/2020	TILQUA WEST	SUPPLY OF DISPLAY BLUE TONGUES	\$ 4,752.00	
EFT16684	09/03/2020	TOTAL EDEN PTY LTD	RETIC PARTS	\$ 333.50	
EFT16685	09/03/2020	TOTALLY WORKWEAR MIDLAND	UNIFORMS AS PER QUOTATION# QMD1308	\$ 514.09	
EFT16686	09/03/2020	TRADETOOLS PTY LTD	UNDERWATER SCRUBBER	\$ 2,724.60	
EFT16687	09/03/2020	VISUAL CONTRAST	ADVERTISING LIGHTBOX FOR ARRIVALS LOUNGE.	\$ 2,438.08	
EFT16688	09/03/2020	WALGA	DESK PADS	\$ 170.40	
EFT16689	09/03/2020	WORKWEAR GROUP PTY LTD	EMPLOYEE UNIFORM	\$ 208.80	
EFT16690	20/03/2020	AIRSAFE TRANSPORT TRAINING	DANGEROUS GOODS - AWARENESS ONLINE COURSE RENEWAL - JULIA KERNAHAN & JEFF NELSON	\$ 240.00	
EFT16691	20/03/2020	ALCOLIZER PTY LTD	6 MONTHLY CALIBRATION OF LE5 BREATH TESTING UNIT	\$ 154.00	
EFT16692	20/03/2020	AMPAC DEBT RECOVERY	DEBT RECOVERY	\$ 44.00	
EFT16693	20/03/2020	ATOM SUPPLY / GERALDTON INDUSTRIAL SUPPLIES	AIRPORT CONSUMABLES	\$ 887.28	
EFT16694	20/03/2020	AUSTRALIA POST	POSTAGE	\$ 953.99	
EFT16695	20/03/2020	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	\$ 46,673.00	
EFT16696	20/03/2020	AUTOPRO/NINGALOO CAR BOAT HIRE	DEPOT PARTS	\$ 59.90	
EFT16697	20/03/2020	BOC LIMITED	082FE LIQUID CO2 X 2 FOR MOSQUITO ADULT TRAPPING	\$ 160.66	
EFT16698	20/03/2020	BOOEASY PTY LTD	COMMISSION/FEES JAN19	\$ 2,718.35	
EFT16699	20/03/2020	BOYA EQUIPMENT	DEPOT PARTS	\$ 375.63	
EFT16700	20/03/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 3,489.12	
EFT16701	20/03/2020	BUCHER MUNICIPAL PTY LTD	DEPOT PARTS	\$ 2,357.99	
EFT16702	20/03/2020	CAPE WATER CART AND EXMOUTH LANDSCAPE SUPPLIES	TRUCK HIRE	\$ 9,559.00	
EFT16703	20/03/2020	CAPRICORN EXTINGUISHERS	FIRE EXTINGUISHER TRAINING	\$ 1,650.00	
EFT16704	20/03/2020	CARROLL & RICHARDSON FLAGWORLD PTY LTD	FLAGS	\$ 1,343.89	
EFT16705	20/03/2020	CASTROL AUSTRALIA PTY LTD	DEPOT PARTS	\$ 4,766.50	
EFT16706	20/03/2020	CENTRAL REGIONAL TAFE	TRAINING	\$ 146.40	
EFT16707	20/03/2020	CJ LORD BUILDING AND RENOVATION WA PTY LTD	LIBRARY MAINTENANCE/REPAIRS	\$ 858.00	
EFT16708	20/03/2020	COASTAL ADVENTURE TOURS	NINGALOO CENTRE OPERATOR PAYMENTS 1/01/20-31/01/20	\$ 1,445.00	
EFT16709	20/03/2020	DIVE NINGALOO	TANK REFILLS	\$ 20.00	
EFT16710	20/03/2020	ERA CONTRACTORS	NINGALOO CENTRE MAINTENANCE/REPAIRS	\$ 1,061.73	
EFT16711	20/03/2020	EXMOUTH AUTOMOTIVE AND BOATING SERVICES	DEPOT SUPPLIES	\$ 36.00	
EFT16712	20/03/2020	EXMOUTH BITUMEN SERVICES CRAIG REGAN	SKATE PARK MAINTENANCE	\$ 2,279.71	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT16713	20/03/2020	EXMOUTH BOWLING CLUB	DEFIBRILLATOR TRAINING SPORTING GRANT	\$ 1,750.00	
EFT16714	20/03/2020	EXMOUTH CIVIL PTY LTD	TANTABIDDI BOAT RAMP WORKS	\$ 7,713.75	
EFT16715	20/03/2020	EXMOUTH DISTRICT HIGH SCHOOL	COMMUNITY COURTS UTILITIES	\$ 220.06	
EFT16716	20/03/2020	EXMOUTH FREIGHT SERVICES	TRANSPORT CHARGE	\$ 693.00	
EFT16717	20/03/2020	EXMOUTH FUEL SUPPLIES	FUEL & OIL FEBRUARY 2020	\$ 241.32	
EFT16718	20/03/2020	EXMOUTH HARDWARE & BUILDING SUPPLIES	FEB 2020 AQUARIUM HARDWARE PURCHASES	\$ 4,868.40	
EFT16719	20/03/2020	EXMOUTH IGA	AQUARIUM CONSUMABLES	\$ 533.27	
EFT16720	20/03/2020	EXMOUTH INDUSTRIAL SERVICES	PLANT AND EQUIPMENT REPAIR	\$ 235.16	
EFT16721	20/03/2020	EXMOUTH SMASH REPAIRS	WINDSCREEN REPAIR	\$ 555.50	
EFT16722	20/03/2020	EXMOUTH WHOLESALERS	MARCH POOL KIOSK	\$ 586.71	
EFT16723	20/03/2020	EXY PLUMBING & CONTRACTING	SEPTIC POND WORKS	\$ 2,162.14	
EFT16724	20/03/2020	Exmouth Tyre & Diesel Services GREY EAGLE HOLDINGS PTY LTD T/a	TYRE REPAIR	\$ 246.40	
EFT16725	20/03/2020	FIREY PRODUCTIONS	PRODUCE TV COMMERCIALS AND CARAVAN & CAMPING SEGMENT	\$ 7,810.00	
EFT16726	20/03/2020	FUSION FABRICATION & MARINE	FENCING SHIRE PROPERTY - 12 FLETCHER ST	\$ 10,882.00	
EFT16727	20/03/2020	GASCOYNE OFFICE EQUIPMENT	RICOH SERVICE AGREEMENT JAN 20	\$ 4,043.65	
EFT16728	20/03/2020	GROUND CONTROL AND GARDENS	GARDEN WORKS	\$ 220.00	
EFT16729	20/03/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 167.10	
EFT16730	20/03/2020	HORIZON POWER - ACCOUNTS	UTILITIES	\$ 17,891.94	
EFT16731	20/03/2020	HT CLEANING SERVICES PTY LTD	CLEANING CONTRACT NINGALOO CENTRE	\$ 12,886.20	
EFT16732	20/03/2020	INMARSAT AUSTRALIA PTY LTD	SAT PHONE	\$ 162.12	
EFT16733	20/03/2020	IT VISION	PROPERTY REGISTER MAINTENANCE	\$ 495.00	
EFT16734	20/03/2020	IXOM OPERATIONS PTY LTD	SERVICE FEE	\$ 593.34	
EFT16735	20/03/2020	JASON SIGNMAKERS	AIRPORT SIGNAGE	\$ 810.70	
EFT16736	20/03/2020	JOURNEY JOTTINGS PTY LTD	RETAIL ORDER	\$ 450.15	
EFT16737	20/03/2020	EMPLOYEE	TRAINING REIMBURSEMENT	\$ 270.04	
EFT16738	20/03/2020	KAYFER DESIGNS	PART 2 DRAWINGS FOR FED PARK MODIFICATIONS	\$ 682.50	
EFT16739	20/03/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 392.81	
EFT16740	20/03/2020	KLEENIT PTY LTD	PUBLIC AMMENITIES CLEANING CONTRACT	\$ 8,808.80	
EFT16741	20/03/2020	LANDGATE	RENTAL VALUATION	\$ 71.92	
EFT16742	20/03/2020	LANDMARK ENGINEERING	PARK SHELTER	\$ 5,734.30	
EFT16743	20/03/2020	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	\$ 19.40	
EFT16744	20/03/2020	MARIHKY TRUST T/A RAY WHITE EXMOUTH	PROPERTY RENTAL MARCH 2020	\$ 2,607.14	
EFT16745	20/03/2020	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	DEPOT PARTS	\$ 760.25	
EFT16746	20/03/2020	NETWORK POWER SOLUTIONS PTY LTD	20 DAVIDSON ST AIRCONDITIONING UNITS	\$ 13,670.00	
EFT16748	20/03/2020	NGT LOGISTICS PTY LTD	FREIGHT	\$ 830.36	
EFT16749	20/03/2020	NINGALOO COOKING STUDIO	CATERING NINGALOO CENTRE EVENT	\$ 495.00	
EFT16750	20/03/2020	NINGALOO HARVEST IGA	NINGALOO CENTRE CONSUMABLES	\$ 332.73	
EFT16751	20/03/2020	NINGALOO SEA TURTLE REHABILITATION CENTRE	COMMUNITY GRANT/DONATION	\$ 500.00	
EFT16752	20/03/2020	NINGALOO WATER & ICE	WATER CONSUMABLES	\$ 72.00	
EFT16753	20/03/2020	NORCAPE TREE SERVICES	TREE LOPPING	\$ 9,163.00	
EFT16754	20/03/2020	NORWEST CRANE HIRE #2 PTY LTD	SKIP BINS AIRPORT FEB2020	\$ 3,779.60	
EFT16755	20/03/2020	NATURE PLAYGROUNDS	PROGRESS CLAIM #1 NATURE PLAYGROUND WORKS CREVELLE WAY	\$ 24,464.41	
EFT16756	20/03/2020	OFFICEWORKS	OFFICE FURNITURE	\$ 493.90	
EFT16757	20/03/2020	PATHWEST LABORATORY WA	PRE-EMPLOYMENT DRUG & ALCOHOL SCREEN ENGINEERING LABOURER	\$ 105.01	
EFT16758	20/03/2020	PEBBLE BEACH PRINTS NINGALOO	CLOTHING & HOMEWARES	\$ 2,000.00	
EFT16759	20/03/2020	PERITUS TECHNOLOGY PTY LTD	AIRPORT PARKING MERCHANT FEES	\$ 135.41	
EFT16760	20/03/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 270.00	
EFT16761	20/03/2020	PISCES ENTERPIRSES PTY LTD	REPTILE FOOD	\$ 242.01	
EFT16762	20/03/2020	PURCHER INTERNATIONAL	DEPOT PARTS	\$ 2,367.22	
EFT16763	20/03/2020	QUREMED PTY LTD	AIRPORT CONSUMABLES	\$ 104.35	
EFT16764	20/03/2020	RANGE TO REEF PAINTING SERVICES	PREPARE QUOTATION FOR WORKS TO OLD SHIRE OFFICE & LIBRARY - QUOTES TO BE USED FOR FUNDING PURPOSES	\$ 3,685.00	
EFT16765	20/03/2020	SCENT AUSTRALIA PTY LTD	MONTHLY AMBIANT SCENTING FOR MARCH2020	\$ 143.00	
EFT16766	20/03/2020	SCOPE BUSINESS IMAGING	PHOTOCOPIER SERVICE PLAN	\$ 799.00	
EFT16767	20/03/2020	SIGMA CHEMICALS	AQUARIUM CONSUMABLES	\$ 510.40	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT16768	20/03/2020	SIGNS PLUS	STAFF BADGES X5	\$ 74.10	
EFT16769	20/03/2020	SWAGS N WAGS	REPTILE LIGHTS	\$ 3,332.80	
EFT16770	20/03/2020	TERPKOS ENGINEERING PTY LTD	PROPOSED ENGINEERING NINGALOO CENTRE STRUCTURAL ENGINEERING SERVICES	\$ 5,040.75	
EFT16771	20/03/2020	THE LEISURE INSTITUTE OF WA AQUATICS INC	LIWA ACCREDITATION RENEWAL	\$ 132.00	
EFT16772	20/03/2020	TONY HOWARD DESIGNS/ CREATIVE TONES	CLOTHING LOGO DESIGN	\$ 520.00	
EFT16773	20/03/2020	TECHWEST	SECURITY MONITORING	\$ 243.10	
EFT16774	20/03/2020	VISUAL CONTRAST	AIRPORT SIGN	\$ 740.00	
EFT16775	20/03/2020	WA COUNTRY HEALTH SERVICE - MIDWEST	PRE-EMPLOYMENT MEDICAL	\$ 198.00	
EFT16776	20/03/2020	WEST AUSTRALIAN LITTLE ATHLETICS INC	COMMUNITY GRANT	\$ 2,200.00	
EFT16777	20/03/2020	WESTRAC PTY LTD	DEPOT PARTS	\$ 3,179.38	
EFT16778	25/03/2020	WESTPAC BANKING CORPORATION	BANK, MERCHANT & ACTIVITY FEES FEBRUARY 2020	\$ 1,523.95	
EFT16779	26/03/2020	AUSTRALIAN TAXATION OFFICE	BAS FEBRUARY 2020	\$ 17,223.00	
EFT16780	26/03/2020	BIRDS EYE VIEW NINGALOO	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 296.65	
EFT16781	26/03/2020	CAPE IMMERSION TOURS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 807.50	
EFT16782	26/03/2020	CJ AND KL WHITE T/A EVOLUTION FISHING	REIMBURSEMENT OF ADVERTISING (6 MONTHS)	\$ 1,360.00	
EFT16783	26/03/2020	COASTAL ADVENTURE TOURS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 408.00	
EFT16784	26/03/2020	CORAL BAY CHARTERS & GLASS BOTTOM BOATS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 391.85	
EFT16785	26/03/2020	CORAL BAY ECOTOURS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 2,031.50	
EFT16786	26/03/2020	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS - EXMOUTH	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 3,017.50	
EFT16787	26/03/2020	DIVE NINGALOO	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 4,961.45	
EFT16788	26/03/2020	EXMOUTH ADVENTURE COMPANY	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 714.00	
EFT16789	26/03/2020	EXMOUTH BUS CHARTERS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 816.00	
EFT16790	26/03/2020	EXMOUTH ESCAPE RESORT	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 507.45	
EFT16791	26/03/2020	KINGS NINGALOO REEF TOURS	REIMBURSEMENT OF ADVERTISING (6 MONTHS)	\$ 864.00	
EFT16792	26/03/2020	MARIHKY TRUST T/A RAY WHITE EXMOUTH	25/30 DUGONG CLOSE MAR20 - JUNE20	\$ 2,607.14	
EFT16793	26/03/2020	NINGALOO AVIATION	REIMBURSEMENT OF ADVERTISING (6 MONTHS)	\$ 1,075.00	
EFT16794	26/03/2020	NINGALOO CARAVAN & HOLIDAY RESORT	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 48.32	
EFT16795	26/03/2020	NINGALOO CORAL BAY - BAYVIEW	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 350.20	
EFT16796	26/03/2020	NINGALOO CORAL BAY BACKPACKERS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 80.75	
EFT16797	26/03/2020	NINGALOO DISCOVERY	REIMBURSEMENT OF ADVERTISING (6 MONTHS)	\$ 864.00	
EFT16798	26/03/2020	NINGALOO LODGE EXMOUTH	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 561.00	
EFT16799	26/03/2020	NINGALOO REEF DIVE	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 2,800.75	
EFT16800	26/03/2020	NINGALOO REEF TO RANGE TOURS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 501.50	
EFT16801	26/03/2020	NINGALOO SAFARI TOURS	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 748.00	
EFT16802	26/03/2020	POTSHOT RESORT HOTEL	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 884.00	
EFT16803	26/03/2020	RAC TOURISM ASSETS PTY LTD	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 56.95	
EFT16804	26/03/2020	RAY WHITE EXMOUTH/EXMOUTH HOLIDAY HOMES (GETAWAY VILLAS)	NINGALOO VISITORS CENTRE OPERATOR PAYMENTS 1/2/20 TO 29/2/20	\$ 717.60	
EFT16805	26/03/2020	SHIRE OF EXMOUTH	COMMISSION FOR OPERATOR PAYMENTS 1/2/20 - 29/2/20	\$ 3,686.23	
				<b>TOTAL EFT PAYMENTS</b>	<b>\$ 558,199.22</b>
					<b>\$ -</b>
	26/02/2020	HILTON PERTH	REFRESHMENTS	\$ 57.86	
	01/03/2020	SWAN TAXIS	TAXI FARE	\$ 46.99	
	29/03/2020	WESTPAC BANKING CORPORATION	CARD FEES	\$ 18.25	
			<b>TOTAL CREDIT CARD CEO</b>	<b>\$ 123.10</b>	
	27/02/2020	MAILCHIMP	IT SUBSCRIPTION	\$ 87.25	
	28/02/2020	QANTAS AIRWAYS	AIRFARES	\$ 535.60	
	28/02/2020	QANTAS AIRWAYS	AIRFARES	\$ 754.29	
	28/02/2020	CALTEX CORAL BAY	FUEL PURCHASES	\$ 65.78	
	29/02/2020	BOOKING.COM	ACCOMODATION MANAGER COMMUNITY SPORT REC	\$ 261.36	
	03/03/2020	CANVA	IT SUBSCRIPTIONS	\$ 1.03	
	10/03/2020	REZDY	COMPUTER SOFTWARE	\$ 273.90	
	11/03/2020	CANVA	IT SUBSCRIPTIONS	\$ 5.15	
	12/03/2020	CANVA	IT SUBSCRIPTIONS	\$ 1.03	
	14/03/2020	AMAZON MARKETPLACE	EVENT SUPPLIES	\$ 36.66	
	14/03/2020	AMAZON MARKETPLACE	EVENT SUPPLIES	\$ 50.51	

Reference	Date	Name	Description	Municipal Account	Trust Account
	23/03/2020	CANVA	IT SUBSCRIPTIONS	\$ 1.03	
	25/03/2020	EZI MEGA THING PTY LTD	OFFICE SUPPLIES	\$ 187.00	
	25/03/2020	ACS & MARCOMM	AIRPORT CALIBRATION SERVICES	\$ 687.50	
	29/03/2020	WESTPAC BANKING CORPORATION	CARD FEES	\$ 18.25	
			<b>TOTAL CREDIT CARD EMCC</b>	<b>\$ 2,966.34</b>	
	27/02/2020	DELL COMPUTERS	COMPUTER EQUIPMENT	\$ 894.41	
	27/02/2020	YOUNG MOTORS GERALDTON	REPLACEMENT KEY 3005EX	\$ 328.90	
	03/03/2020	DELL AUSTRALIA PTY LTD	COMPUTER EQUIPMENT	\$ 3,391.32	
	29/03/2020	WESTPAC BANKING CORPORATION	CARD FEES	\$ 18.25	
			<b>TOTAL CREDIT CARD EMCS</b>	<b>\$ 4,632.88</b>	
	13/03/2020	BP CARNARVON	FUEL PURCHASES	\$ 72.01	
	14/03/2020	CALTEX WONTHELLA	FUEL PURCHASES	\$ 77.03	
	15/03/2020	IGA X-PRESS MUCHEA	FUEL PURCHASES	\$ 40.70	
	15/03/2020	COLES EXPRESS WONTHELLA	FUEL PURCHASES	\$ 66.70	
	16/03/2020	CALTEX CARNARVON	FUEL PURCHASES	\$ 71.70	
	18/03/2020	SAI GLOBAL LIMITED	PURCHASE AUSTRALIAN STANDARDS - STORAGE & HANDLING CHLROINE	\$ 268.14	
	29/03/2020	WESTPAC BANKING CORPORATION	CARD FEES	\$ 18.25	
			<b>TOTAL CREDIT CARD EMDS</b>	<b>\$ 614.53</b>	
				<b>TOTAL CREDIT CARD PURCHASES</b>	<b>\$ 8,336.85</b>
				<b>TOTAL PAYMENTS - MARCH 2020</b>	<b>\$ 653,920.23</b>
					<b>\$ -</b>