



File No: 4.1.14

## NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Councillor,

The next Ordinary Meeting of the Northampton Shire Council will be held on Wednesday 19<sup>th</sup> September 2012 in the Council Chambers, Northampton commencing at 1.00pm.

- At 11:00am Coastal Focus will be making a presentation to council in regards to proposed foreshore rehabilitation being pursued by the Horrocks Progress Association.
- At 3:00pm an Australian Citizenship Ceremony will occur.

The agenda for the above-mentioned meeting is enclosed.

Lunch will be served from 12.00pm.

**GARRY L KEEFFE**  
**CHIEF EXECUTIVE OFFICER**

14<sup>th</sup> September 2012



# ~ Agenda ~

## 19<sup>th</sup> September 2012

### NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Wednesday 19<sup>th</sup> September 2012,

at the Council Chambers, Northampton commencing at 1:00pm.

**GARRY KEEFFE**  
**CHIEF EXECUTIVE OFFICER**

14<sup>th</sup> September 2012

## SHIRE OF NORTHAMPTON

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for licence, any statement, limitation or approval made by a member or officer of the **Shire of Northampton** during the course of any meeting is not intended to be and is not taken as notice of approval from the **Shire of Northampton**. The **Shire of Northampton** warns that anyone who has lodged an application with the **Shire of Northampton** must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the **Shire of Northampton** in respect of the application.

Signed  \_\_\_\_\_

Date 14<sup>th</sup> September 2012

**GARRY L KEEFFE**  
**CHIEF EXECUTIVE OFFICER**

**AGENDA**  
**ORDINARY MEETING OF COUNCIL**  
**19<sup>th</sup> September 2012**

**1. OPENING**

**2. PRESENT**

- 2.1 Leave of Absence
- 2.2 Apologies

**3. QUESTION TIME**

**4. CONFIRMATION OF MINUTES**

- 4.1 Ordinary Meeting of Council–17<sup>th</sup> August 2012

**5. RECEIVAL OF MINUTES -**

**6. REPORTS**

- 6.1 Works
- 6.2 Health & Building
- 6.3 Town Planning
- 6.4 Finance
- 6.5 Administration & Corporate

**7. COUNCILLORS & DELEGATES REPORTS**

- 7.1 Presidents Report
- 7.2 Deputy Presidents Report
- 7.3 Councillors' Reports

**8. INFORMATION BULLETIN**

**9. NEW ITEMS OF BUSINESS**

**10. NEXT MEETING**

**11. CLOSURE**

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### 8.1 OPENING

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

### 8.2 PRESENT

Cr G Wilson	President	Northampton Ward
Cr L Parker	Deputy President	Kalbarri Ward
Cr B Cripps	Northampton Ward	
Cr P Gliddon		Kalbarri Ward
Cr S Penn		Kalbarri Ward
Cr J Booth		Kalbarri Ward
Mr Garry Keefe	Chief Executive Officer	
Mr Neil Broadhurst	Manager of Works	
Mrs Hayley Williams	Principal Planner	

#### 8.2.1 LEAVE OF ABSENCE

Nil.

#### 8.2.2 APOLOGIES

Cr S Stock-Standen	Northampton Ward
Cr C Simkin	Northampton Ward
Cr T Carson	Northampton Ward

### 8.3 QUESTION TIME

#### 8.3.1 GRAHAM LEGGETT

Mr Leggett questioned Council on what Council and the CEO intend to do about the illegal camping at the rest area at Elephant Hill, also questioned Council if illegal camping is an important issue to Council and asked if and when were the Northampton Police officers to become authorised officers to enforce Council Local Laws relating to illegal camping.

President responded advising Mr Leggett that on numerous occasions through himself and the CEO that he has been advised that illegal camping at Elephant Hill rest area was not an area that Council could deal with as it has no legal authorisation to do so and it was for Main Roads to resolve the issue.

If the area is closed by Main Roads WA which is what they are considering at present, then it is very likely that those users will use other road/land reserves within the shire which is extremely difficult for the Council to police.

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Council does consider that the issue of illegal camping is an important issue for Council but it is one that we believe will never be resolved with the resources Council has.

As far as the authorising of the Northampton Police to act as authorised officers to enforce Council Local Laws this was being considered in today's agenda however it is up to the police to act as this Council cannot force them to as they are not under the employ of this Council.

8.3.2	PASCALE DELHAIZE
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Made reference to Council's Strategic Plan in regards to community engagement and asked does Council recognise that our communication to the community is not working and what is Council going to do about it.

President and CEO responded advising that Council does provide information to the community through various media outlets and is seeking to improve such communication to its residents.

Ms Delhaize made reference to the CEO's comments in Item 6.5.1 of the Administration and Corporate Report that is being considered today in regards to the issues of drainage from parking areas where it is considered that they are not a major issue and disputed such remarks and asked Council what are they going to do about the drainage from car parks along the Kalbarri foreshore to prevent erosion etc.

President advised that before any further works or changes to existing car parks are made that the Kalbarri Foreshore Redevelopment Plan needs to take its course and then Council will consider any recommendations from that plan.

8.3.3	JACQUELINE WILLBOND
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Asked if Council is to consider having question time at the end of Council meetings to allow public a second chance to put questions to Council. Question was raised at the 15 June 2012.

CEO advised that he had not received any instructions from Council to report on this matter however he will report on it at the 21 September 2012 meeting as he would need to seek advice from the Department of Local Government if there are any Statutory implications involved in a second question time.



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### 8.4 CONFIRMATION OF MINUTES

#### 8.4.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 20<sup>th</sup> JULY 2012.

Moved Cr PENN, seconded Cr CRIPPS

That the minutes of the Ordinary Meeting of Council held on the 20<sup>th</sup> July 2012 be confirmed as a true and correct record subject to the following amendments:

Minute 7.13.1 delete second dot point as Cr Cripps did not attend the meeting with Kalbarri Visitor Centre representatives.

CARRIED 6/0

#### 8.4.1.1 BUSINESS ARISING FROM MINUTES

Nil.

#### 8.4.2 CONFIRMATION OF MINUTES – SPECIAL MEETING OF COUNCIL, 2012/13 BUDGET MEETING, 27<sup>th</sup> JULY 2012.

Moved Cr BOOTH, seconded Cr CRIPPS

That the minutes of the Special Meeting of Council, 2012/13 Budget Meeting, held on the 27<sup>th</sup> July 2012 be confirmed as a true and correct record subject to the following amendments:

Minute 5.3 insert – “Moved Cr Penn seconded Cr Booth”.

CARRIED 6/0

### 8.5 RECEIVAL OF MINUTES

Nil

### 8.6 WORKS REPORT

#### 8.6.1 MAINTENANCE WORKS/PROGRAMMED WORKS (ITEM 6.1.1)

Noted.

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8.6.2	MAIN ROADS WA – CONSTRUCTION OF WORKS – NORTH WEST COASTAL HIGHWAY (ITEM 6.1.2)
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Moved Cr PENN, seconded Cr GLIDDON

That Council direct Management to correspond to Main Roads Western Australia expressing its concern in regards to the apparent large amount of funds expended on the works immediately to the south of Northampton with arguably little improvement plus highlight the concerning design fault that would see northbound vehicles, both light and heavy having to merge prior to a crest without heavy vehicles having time to accelerate.

CARRIED 6/0

Mr Neil Broadhurst left the meeting at 1.30pm

<b>8.7 HEALTH/BUILDING REPORT</b>
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8.7.1	BUILDING STATISTICS (ITEM 6.2.1)
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Noted.

<b>8.8 TOWN PLANNING REPORT</b>
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8.8.1	SINGLE DWELLING & RETAINING WALL – LOT 252 (NO. 47) GLANCE STREET, HORROCKS (ITEM 6.3.1)
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Moved Cr PARKER, seconded Cr BOOTH

That Council grant Planning Approval to the Single Dwelling and Retaining Wall on Lot 252 (No. 47) Glance Street, Horrocks subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated 17 August, 2012 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;
2. If the development/use of the subject of this approval is not substantially completed within a period of 2 years after the date of the determination the approval shall lapse and be of no further effect;
3. A building licence shall be issued by the local government prior to the commencement of any work on the site;
4. All stormwater is to be disposed of onsite to the approval of the local government;

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5. Installation of crossing place/s to the standards and specifications of the local government;
6. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;
7. In the case of the retaining wall on the property boundary, the finish of the retaining wall on the affected adjoining landowner's side is to be finished to a forked/pointed standard to the approval of the Local Government; &
8. A 1.8m fence is required to be erected atop the retaining wall to the approval of the Local Government.

Advice Note

Note 1: Where an approval has lapsed, no development/use shall be carried out without the further approval of the local government having first been sought and obtained.

Note 2: If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be made within 28 days from the date of this notice.

CARRIED 6/0

8.8.2	PROPOSED GARAGE (PARAPET & EXTENSIONS – LOT 2 (UNIT 2/NO. 116 NANDA DRIVE, KALBARRI (SUN RIVER CHALETS) (ITEM 6.3.2)
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Moved Cr PENN, seconded Cr BOOTH

That Council dismiss the objection received from the adjoining landowners at Strata Lot 1 - 116 Nanda Drive, Kalbarri (Sun River Chalets) and grant planning approval for a garage with parapet wall and extensions on Lot 2 (Unit 2 / No. 116) Nanda Drive, Kalbarri, subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated 17 August, 2012 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;
2. If the development/use of the subject of this approval is not substantially completed within a period of 2 years after the date of the determination the approval shall lapse and be of no further effect;

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3. In the case of a parapet wall on the property boundary, the finish of the parapet wall on the neighbour's side is to be of an equivalent standard to the rest of the development, and in the case of a rendered parapet wall, the owner is to give the neighbouring owner three weeks' written notice allowing the neighbouring owner an opportunity to nominate a paint colour to be applied on the neighbour's side. If the neighbouring owner desires and authorises the developing owner or developing owner's painter to come onto the neighbouring property to paint the parapet wall, then the owner is responsible to ensure that that occurs, and unless, on the application of the developing owner, the local government rules that the neighbouring owner's choice of paint is unreasonable or inappropriate, the developing owner is responsible to ensure that the choice of paint is applied. This condition is subject to contrary private contractual arrangements between the developing owner and the neighbouring owner;
4. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;
5. The maximum height of any fill is not to exceed 0.5m in accordance with Element 6.6.1 (A1.1 & A1.4) of the Residential Design Codes (2010);
6. All stormwater is to be disposed of onsite to the approval of the local government; and
7. A building licence shall be issued by the local government prior to the commencement of any work on the site.

#### Advice Notes:

*Note 1: Where an approval has lapsed, no development/use shall be carried out without the further approval of the local government having first been sought and obtained.*

*Note 2: If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be made within 28 days from the date of this notice.*

*Note 3: Compliance is required with the Building Code of Australia.*

CARRIED 6/0

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8.8.3	SINGLE RESIDENTIAL TRANSPORTABLE DWELLING – LOT 254 (NO. 41) GLANCE STREET, HORROCKS (ITEM 6.3.3)
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Moved Cr PARKER, seconded Cr PENN

That Council not approve the construction of a single residential transportable dwelling on Lot 254 Glance Street for the following reasons:

1. The proposed single residential transportable dwelling does not meet the requirements of Clause 5.11.2.1(d) in that the façade, colours and materials and design features of the building are not appropriate to that prevailing within the vicinity. Council further advises that the proposed transportable dwelling does not adequately address the streetscape nor is it reflective of the new residential development that is occurring within the immediate vicinity.
2. The proposed single residential transportable dwelling does not meet the requirements of Clause 5.11.2.2 (a) in that the proposed transportable dwelling will be highly visible not only from the Glance Street, but other parts of the Horrocks Townsite and given its high visibility (significantly raised above natural ground level) the external treatment of the dwelling needs to be given greater consideration.
3. The proposed single residential transportable dwelling does not meet the requirements of Clause 5.11.2.2 (b), as the transportable dwelling is still effectively a box shaped structure given that minimal external treatments have been undertaken to address the aesthetics of the building and how it is read from the street. This is further compounded given that it is highly visible from the street and other public places in Horrocks.
4. The proposed single residential transportable dwelling does not meet the requirements of Clause 5.11.2.2 (c), in that Lot 254 is contained within a "Residential" zone and the proposed development is considered to have a detrimental impact upon the existing and proposed streetscape.

Accordingly, Council requests that the Applicant/Landowner provide a revised design for the dwelling and a revised design for the overall development so it fits in with the neighbouring area. The revised plans for the single dwelling design should have consideration to the following features:

CARRIED 6/0

The Council did not support the Officers recommendation and the Office concurred that the outlook of the proposed dwelling was not of a high standard and did not fit in with the new residential area.

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8.8.4	PROPOSED LICENCE AGREEMENT – RESERVES 12996 & 25307 (ITEM 6.3.4)
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Moved Cr CRIPPS, seconded Cr BOOTH

That Council:

- 1 Grant Planning Approval for a Commercial Recreational Tourism Activity (Skydiving) over Reserves 12996 and 25307, Kalbarri subject to the following conditions:
  - a) This Planning Approval is an approval for the proposed use for the purposes of the Shire of Northampton's *Town Planning Scheme No. 9 – Kalbarri* and the *Planning and Development Act (2005)* only and does not constitute an approval of the proposed use by the Shire in its capacity as management body of the reserve within which the use is proposed to be located;
  - b) Approval of the Minister of Lands in accordance with the provisions of the *Land Administration Act (1997)*;
  - c) A licence agreement being entered into by the applicant and the Shire in accordance with Council's Local Planning Policy – Commercial Recreational Tourism Activity on Crown Reserves; and
  - d) This Planning Approval shall remain valid whilst the licence agreement referred to in Condition (c) remains current and valid, and on the expiration or in the termination of such licence agreement, this Planning Approval shall cease to be valid.

Advice Notes:

- (i) The Applicant is advised that it is not the responsibility of the local government to ensure that all correct approvals are in place and that all conditions contained within said approvals are upheld during the operations of the business; and
  - (ii) The Applicant is advised of the following publication which containing valuable information about the protection of sensitive water sources; *Water Quality Protection Note 44 Roads near sensitive water resources*.
- 2 Authorise delegation to the Chief Executive Officer and Principal Planner for preparation and execution of the agreement with any disputes to be referred back to Council for final determination

CARRIED 6/0

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8.8.5	SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 6.3.5)
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Noted

<b>8.9</b>	<b>FINANCE REPORT</b>
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8.9.1	ACCOUNTS FOR PAYMENT (ITEM 6.4.1)
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Moved Cr PARKER, seconded Cr PENN

That Municipal Fund Cheques 19376 to 19416 inclusive, totalling \$87,309.33, Municipal EFT payments numbered EFT10256 to EFT10327 inclusive totalling \$237,053.26, Direct Debit payments GJ01-01 to GJ01-05 totalling \$10,243.09, Trust Fund Cheque 1864 to 1872 inclusive, totalling \$41,865.50, be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

8.9.2	MONTHLY FINANCIAL STATEMENTS (ITEM 6.4.2)
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Moved Cr GLIDDON, seconded Cr PENN

That Council adopts the Monthly Financial Report for the period ending 30 June 2013 and notes any material variances greater than \$5,000.

CARRIED 6/0

8.9.3	2012-2013 BUDGET ADOPTION (ITEM 6.4.3)
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Moved Cr PARKER, seconded Cr PENN

That Council contribute \$5,000 towards the Northampton Living Communities Economic Study of Northampton and this be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

Moved Cr GLIDDON, seconded Cr CRIPPS

Income Statement

That the operating statement as detailed on page 2 of the budget for the financial year ending 30 June 2013, showing projected net profit of \$868,104, be adopted.

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#### Statement of Cash Flows

That the Statement of Cash Flows detailed on page 4 of the budget for the financial year ending 30 June 2013, showing a projected cash at yearend of \$1,356,413, be adopted.

#### 2012/2013 Budget by Statutory Program

That the budget program schedules for 2012/2013 detailed on pages 1 to 148 of the supplementary information to the budget document showing a projected nil closing current position, be adopted.

#### Reserve Fund Budget

That the resubmitted Reserve Fund Budget as presented be adopted.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

8.9.4	WAIVER OF 2012/13 RATES (ITEM 6.4.4)
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Moved Cr BOOTH, seconded Cr CRIPPS

That Council in accordance, with section 6.47 of the Local Government Act 1995, waive the rates on the following leases:

- Northampton Bowling Club – Portion of Reserve 23432 and Crown Grant in Trust Volume 1620 Folio 052;
- Northampton Golf Club – Portion of Reserve 23432 and Crown Grant in Trust Volume 1620 Folio 052;
- Northampton Community Centre – Portion of Reserve 23432
- The Federation of Western Australian Police and Citizens Youth Clubs Inc – Kalbarri Town Lot 468 Reserve No 35559.
- Kalbarri Golf and Bowling Club – part of Reserve No 30523;
- Kalbarri Sport and Recreation Club – part of Reserve No 25447.
- Kalbarri Occasional Childcare Centre – Lot 233 and 232 Smith Street, Kalbarri.
- Edna Bandy Centre – Reserve 2038, Stephen Street Northampton
- Old School Community Centre – Lot 475, Stephen Street Northampton



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- Binnu Tennis Club – Reserve 23699, Northwest Coastal Highway, Binnu
- Pioneer Lodge Inc situated at Lot 212 Robinson Street, Northampton
- Kalbarri Aged Care Units owned jointly by Homeswest and the Shire of Northampton situated at Lot 1001 Hackney Street.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

<b>8.10 ADMINISTRATION &amp; CORPORATE REPORT</b>
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8.10.1 KALBARRI FORESHORE REDEVELOPMENT PLAN (ITEM 6.5.1)
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Moved Cr PENN, seconded CR BOOTH

That Council:

1. Seek community membership for a community based committee to progress the development of a final plan for the redevelopment of the Kalbarri foreshore parkland area, with that committee to have at least two Council representatives.
2. That the community committee be required to consider all comments from submissions received for inclusion or non inclusion within the next draft of the plan.
3. That the community committee to determine its chairperson and to provide secretarial services with Council to provide assistance with future community consultation, advertising etc.

CARRIED 6/0

8.10.2 RPT SERVICES – KALBARRI AIRPORT (ITEM 6.5.2)
---

Moved Cr PARKER, seconded Cr GLIDDON

That Council correspond to the Department of Transport:

1. Advising them that due to the low regular passenger transport numbers on the current RPT service and the large costs required to comply for RPT services, that it is a financial burden on the operations of the Kalbarri Aerodrome and Council cannot sustain ongoing losses and therefore requests that the RPT service cease operations.

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2. If the Department does not support the ceasing of the RPT service then they consider subsidising the RPT service into Kalbarri if it is to continue which would reduce air fare costs and therefore promote use of the service which in turn would bring a greater return to Council in landing fees to help offset the operating costs.
3. That if they support the closure of the Kalbarri RPT service then they consider a shuttle service from Geraldton to Kalbarri and return to connecting flights from Geraldton Airport.

CARRIED 6/0

<b>8.10.3 APPOINTMENT OF DEPUTY CEO (ITEM 6.5.3)</b>
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Moved Cr PENN, seconded Cr CRIPPS

That Council endorses the actions of the CEO in appointing Andrea Nunan to the position of Deputy Chief Executive Officer.

CARRIED 6/0

<b>8.10.4 AUTHORISED OFFICERS – DOG ACT &amp; LOCAL LAWS (ITEM 6.5.4)</b>
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Moved Cr CRIPPS, seconded Cr BOOTH

That Sergeant Stuart Gerreyn, Senior Constable Jeff Osborne, First Class Constable Richard Pearce and Constable Geoff Butler be duly appointed as authorised officers to exercise powers pursuant to the following:

1. Dog Act 1976
2. Local Laws Relating to:  
Reserves & Foreshores, Removal & Disposal of Obstructing Vehicles,  
Safety & Decency, Convenience and Comfort of persons in respect  
of bathing.

All previous appointments of police officers based at the Northampton Police Station be cancelled.

CARRIED 6/0

<b>8.10.5 ROAD INSPECTION (ITEM 6.5.5)</b>
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Moved Cr CRIPPS, seconded Cr PENN

That Council conduct a road inspection of roads within the Shire of Northampton on Tuesday 4 September 2012.

CARRIED 6/0

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8.10.6	PROPOSED SUB RENTING OF OFFICE SPACE – NORTHAMPTON DOCTORS SURGERY (ITEM 6.5.6)
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Moved Cr BOOTH, seconded Cr GLIDDON

That Council approves the sub renting of office space in the Northampton Surgery by Dr Graeme Findlay to the St John of God Pathology Centre for Pathology use.

CARRIED 6/0

<b>8.11 PRESIDENTS REPORT</b>
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Since the last Council meeting the President, Cr Wilson reported on his attendance to the 2012 WA Local Government Week/Convention including the WA Local Government Association Annual General Meeting.

<b>8.12 DEPUTY PRESIDENTS REPORT</b>
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Since the last Council meeting the Deputy President, Cr Parker reported on his attendance to the 2012 WA Local Government Week/Convention including the WA Local Government Association Annual General Meeting.

<b>8.13 COUNCILLORS REPORT</b>
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8.13.1	CR PENN
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Since the last Council meeting Cr Penn reported on her attendance to:

- Kalbarri Visitors Centre Meeting where they appear to be sorting out their revised operations in an attempt to reduce their financial debt.
- Kalbarri Sport and Recreation Club meeting.

8.13.2	CR BOOTH
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Since the last Council meeting Cr Booth reported on her attendance:

- Kalbarri Development Association Annual General Meeting where she was re-elected as Chairperson.
- Cr Booth also gave her apologies for the 21 September 2012 Council meeting

## SHIRE OF NORTHAMPTON

### Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road, Northampton on the 17 August 2012.

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#### 8.13.3 CR GLIDDON

Cr Gliddon did not attend any meetings since the last meeting but advised she was assisting the Northampton Visitors Centre and the Kalbarri Visitors Centre in preparing submissions for the coming Top Tourism Town Awards.

#### 8.13.4 CR CRIPPS

Since the last Council meeting Cr Cripps reported on his attendance to:

- The 2012 WA Local Government Week/Convention.
- Northampton Community Centre meeting.

#### 8.14 INFORMATION BULLETIN

Noted.

#### 8.15 NEW ITEMS OF BUSINESS

##### 8.15.1 CR PARKER – NORTHAMPTON 150<sup>TH</sup> ANNIVERSARY

Cr Parker requested that due to a poor response from the community to form a committee to organise events etc for the coming Northampton 150<sup>th</sup> Anniversary that Council take the initiative and invite members from various community and sporting groups to form a committee and this meeting be held as soon as possible.

Moved Cr WILSON, seconded Cr GLIDDON

That Council invite members from various community and sporting groups within Northampton to a meeting with the intent to form a committee to discuss/plan events etc for the coming 150<sup>th</sup> Anniversary of the Northampton townsite.

CARRIED 6/0

#### 8.16 NEXT MEETING OF COUNCIL

The next Ordinary Meeting of Council will be held at the Northampton Council Chamber, Hampton Road, Northampton Friday the 21 September 2012.

#### 8.17 CLOSURE

There being no further business, the President declared the meeting closed at 3.00pm.

## WORKS & ENGINEERING REPORT CONTENTS

6.1.1	INFORMATION ITEMS MAINTENANCE /CONSTRUCTION WORKS PROGRAM	2
6.1.2	MAIN ROADS WESTERN AUSTRALIA CONSTRUCTION WORKS SOUTH OF NORTHAMPTON CHAINAGE 46700—TO 49391 RESPONSE FROM MAIN ROADS WESTERN AUSTRALIA	3

<b>6.1.1</b>	<b>INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM</b>
	<b>REPORTING OFFICER:</b> Neil Broadhurst - MWTS <b>DATE OF REPORT:</b> 12 <sup>th</sup> September 2012 <b>APPENDICES:</b> 1. Works Program

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

### Specific Road Works

- Maintenance grading carried out on Hatch, Oakabella, Jackson, Diepeveen, Ajana East, Balla Whellarra, Rosehill, Larrard, Chilimony, Trevenson, Suckling and White Cliffs Roads.

### Maintenance Items

- Diepeveen Road gravel patching.
- Ogilvie West Road – Preparation works for gravel sheeting.  
(Note – Significant assistance received from local/adjacent land owners.)
- General signage.
- Chemical spraying – various.
- Northampton Show preparation works.
- Various school carnival oval preparation works.

### Other Items

- Ogilvie East Road – Stage 3 works continuing. – Budget item.  
(Note – Assistance received from local/adjacent land owners in gravel cartage over 3 days.)
- Clotworthy Street/Smith Street drainage works continuing. – Budget works.
- Walker Street – Dual Use Pathworks continuing – Budget works.
- Northampton – Bateman Street stormwater works – Budget item.

### Plant Items

- Nil.

### Staff/Personnel Items

- Nil.

### **OFFICER RECOMMENDATION – ITEM 6.1.1**

**For Council information.**

<b>6.1.2</b>	<b>MAIN ROADS WESTERN AUSTRALIA CONSTRUCTION WORKS SOUTH OF NORTHAMPTON CHAINAGE 46700 TO 49391 RESPONSE FROM MAIN ROADS WESTERN AUSTRALIA</b>
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<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>
<b>DATE OF REPORT:</b>	<b>12 September 2012</b>
<b>APPENDICES:</b>	<b>See attached</b>

**BACKGROUND:**

Please note the attached information.

At Councils August 2012 general meeting resolved the following recommendation.

*That Council direct Management to correspond to Main Roads Western Australia expressing its concern in regards to the apparent large amount of funds expended on the works immediately to the south of Northampton with arguably little improvement plus highlight the concerning design fault that would see northbound vehicles, both light and heavy having to merge prior to a crest without heavy vehicles having time to accelerate.*

Main Roads have responded to the above. A copy of their response is included as part of this report.

**CONCLUSION:**

As assumed it would appear no changes are to be carried out onsite.

In addition some of the comments made in regards to the merging of traffic for the northbound overtaking lane would appear to contradict comments made when justifying works for the southbound lane.

Reference to the consideration of the Northampton Bypass in considering the overall length of the northbound overtaking lane would hardly seem applicable given the confirmation that the bypass is currently unfunded.

**FINANCIAL AND BUDGET IMPLICATIONS:**

Nil.

**VOTING REQUIREMENT:**

*For Council information only:*

**OFFICER RECOMMENDATION – ITEM 6.1.2**

For Council information.



Our Ref: 12.1.6/OCR23630

ITEM No:	DATE
6.1.2	19/9

Main Roads Western Australia (Geraldton)  
Po Box 165  
GERALDTON WA 6531

Attn: Regional Manager, Mr Bernie Miller

Dear Bernie,

MAIN ROADS WESTERN AUSTRALIA  
NORTH WEST COASTAL HIGHWAY  
ROAD CONSTRUCTION WORKS - CHAINAGE 46700 TO 49391

In reference to the above topic.

The Shire of Northampton upon receiving various requests and questions from the general public made enquiries with your office recently in regards to the actual scope of the construction works Main Roads WA are in the process of undertaking immediately to the south of Northampton. Prior to this information being received, it was only verbally advised with the receipt of one small plan that showed a very brief overview of the works. The Shire understood works to generally be the combining of the overtaking lanes with some vertical and horizontal alignment improvements.

It is understood that with problems with weather etc. that construction works have been placed on hold with works to recommence sometime soon to complete all outstanding works. The Shire of Northampton has not received any formal notification of these timeframes. Hence any questions received from the general public have been requested to be directed to Main Roads Western Australia.

Senior Staff following general inspections of the works while travelling through the worksite have identified some issues concerning the works that resulted in a request to your office for construction drawing to be forwarded to the Shire of Northampton. Subsequently the construction drawings have been received (201004-0052-1, 201004-0053-1, 201004-0041-1, 201004-0042-1, 201004-0043-1, 201004-0044-1 and 201004-0045-1.) and the following comments presented to Council via the Shire of Northampton's general August 2012 meeting. (See attached report to Council dated 17 August 2012).

Recommendation received from Council was as follows;

*That Council direct Management to put in writing to Main Roads Western Australia the concern in regards to the apparent large amount of funds expended on the works immediately to the south of Northampton with arguably little improvement, plus highlight the concerning design fault that would see northbound vehicles, both light and heavy having to merge prior to a crest without heavy vehicles having time to accelerate.*

ITEM No:	DATE
6.1.2	19/9

While the Shire of Northampton is extremely appreciative of any construction works within the shire as a whole, especially in regards to major road approaches to any of our town sites. It must be said that the works to the south of Northampton have for everyone involved created a lot of interest in regards to looking forward to their completion. However it shall be very debatable as to the overall success of the works if the works have the outcome of delivering a situation that shall result in a shorter overtaking lane than the 2 previously separate overtaking lanes offered, plus create a potentially real situation that would see slow moving vehicles being asked to merge with high speed vehicles. (neither previous overtaking lane/s in this area had this situation.).

If you would like to discuss this issue further or clarify the above information as correct please contact me on 9934 1202.

Yours faithfully



**GARRY L KEEFFE**  
**CHIEF EXECUTIVE OFFICER**

20/08/2012



ABN: 50 860 676 021

Enquiries: Kyran Thorpe on (08) 9956 1226  
Our Ref: 11/6572 D12#270049  
Your Ref: 12.1.6/OCR23630

GR/NB

12.1.6

30 August 2012

Mr G.L. Keffe  
Chief Executive Officer  
Shire of Northampton  
PO Box 61  
NORTHAMPTON WA 6535

RECEIVED  
12223388

ATTENTION: GARRY KEEFFE

ITEM No:	DATE
6.1.2	19/9

### NORTH WEST COASTAL HIGHWAY REALIGNMENT – 46.70 SLK TO 49.39 SLK

I refer to your letter dated 20 August 2012, received by my office on 22 August 2012 regarding the works Main Roads are undertaking on North West Coastal Highway south of Northampton.

I apologise that the Shire of Northampton may not have received adequate updates as to the scope and progress of the works. I am sure that my A/Delivery Manager, Kyran Thorpe or Project Manager, Jason Keating would be happy to meet with you or your delegate on a regular basis if you desire.

As you may be aware, works resumed on site on Monday 27 August 2012 after a brief suspension period. It is currently anticipated that the majority of works will be completed in early to mid October 2012. While your help in dealing with any queries from the public is valued, Main Roads is happy to assist with any queries that may arise from this project.

While, I appreciate the concerns that you have raised, I can assure you that the works will result in a substantial improvement to this section of road. A number of these improvements are outlined below:

- Previously, this section of road had two northbound passing lanes. One of these was only 480m long (46.65 SLK – 47.13 SLK) and the other 1,340m long (47.92 SLK – 49.26 SLK). In accordance with the *Austroads Guide to Road Design Part 3: Geometric Design*, Table 9.2, the desirable minimum length of an overtaking lane in a 110km/h zone (excluding tapers) is 1,070m and as such the current configuration was insufficient. The overtaking lane being constructed is approximately 1,750m long (46.70 SLK – 48.45 SLK). While this is slightly shorter than the combined length of the two previous northbound passing lanes, it will give vehicles a much safer opportunity to overtake slower moving vehicles.

ITEM No: <b>6.1.2</b>	DATE <b>19/9</b>
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- Previously, the road geometry through this section of road was poor, with two horizontal curves being hidden by crests and the alignment not meeting Main Roads standards. The new alignment significantly improves this geometry by increasing the radius of curves and providing coordinated horizontal and vertical geometry.
- The southbound overtaking lane, which starts at the outskirts of Northampton (at 50.71 SLK currently terminates at the north end of the worksite (at 49.39 SLK). This is only 1,320m long. With the high proportion of heavy vehicles on this road, this length doesn't give multiple vehicles accelerating out of Northampton adequate opportunity to overtake safely. The new works will extend this passing lane 290m (to 49.10 SLK), to give a total length of 1,610m.

It is acknowledged that the northbound overtaking lane terminates prior to the crest on a gradient of 3.93%, which may not give heavy vehicles opportunity to accelerate. However, the termination point of the northbound overtaking lane was carefully selected for the following reasons:

- It is important that there is adequate sight distance at the merge point. While ideally, this would be at level location, due to the rolling terrain that is present, this is not achievable. If the merge point was located at or just beyond a crest, the merge point would be obscured from the driver's view which could increase the chance of conflicts.
- It is not desirable to change speed limits during an overtaking lane. The second of the two previous northbound overtaking lanes resulted in a change from 110km/h to 80km/h part way through the overtaking opportunity. This encourages road users who are trying to complete an overtaking manoeuvre to potentially speed in this lower speed limit. The new overtaking lane being constructed terminates prior to the speed change.
- Main Roads takes a long-term view for all improvements to its network to ensure that limited funding is appropriately spent. One aspect of this is to ensure that current works aren't incompatible with future works. While currently unfunded, Main Roads has concept designs for the proposed Northampton Bypass. The termination of the northbound passing lane is positioned such that it is not affected by these proposed future works.

I trust that the above adequately addresses your concerns. If you require any further information please contact Kyran Thorpe on (08) 9956 1226.



Bernie Miller  
REGIONAL MANAGER MID WEST

Cc Kyran Thorpe

# SHIRE OF NORTHAMPTON

## WORKS CREW 12 MONTHLY PROGRAM AND PROGRESS REPORT (2012/2013)

(September 2012)

2012/2013 Budget Works	Status	Comments
<b><u>Regional Road Group Projects</u></b>		
<b>Ajana - Kalbarri Road</b> Reseal - NWCH West		
<b>Horrocks Road</b> Reseal works 2011/2012 (Stage 2)		
<b><u>Roads To Recovery</u></b>		
<b>Kalbarri - Porter Street</b> Reconstruct, Drain and Kerb		
<b>Northampton - Forrest Street</b> Reconstruct, Drain and Kerb		
<b>Northampton - Bateman Street</b> Widen, Stormwater drainage and kerb	COMMENCED	Stormwater installation via contractor commenced
<b><u>Black Spot Funding</u></b>		
<b>Kalbarri - Grey Street</b> Engineering costs		
<b><u>Royalties for Regions Funding</u></b>		
<b>Ogilvie East Road - Stage 1</b> Construct and Seal - Balance of 2011/2012 funding	COMMENCED	
<b>Ogilvie East Road - Stage 2</b> Construct and Seal	COMMENCED	
Cont.		



2012/2013 Budget Works	Status	Comments
<p><b><u>New Works (2012/2013 Budget)</u></b></p> <p><b><u>Kalbarri</u></b></p> <p><b>Penn Street</b> Reseal plus replace kerb</p> <p><b>Big River Ranch - North laneway</b> Reseal</p> <p><b>Walker Street - Maggee to Maggee</b> Reseal</p> <p><b><u>Horrocks</u></b></p> <p><b>Stokes and Horan Street</b> Reseal</p> <p><b><u>Rural</u></b></p> <p><b>Ogilvie West Road</b> Realign bend, install culvert, gravel sheeting</p> <p><b><u>MUNICIPAL FOOTPATHS</u></b></p> <p><b><u>Kalbarri Townsite</u></b></p> <p><b>Kalbarri - Walker Street</b> Hackney Street to Porter Street</p> <p><b>Kalbarri - Malaluca trail</b> Repairs to existing</p> <p>Cont.</p>		<p>Works commenced</p> <p>Ongoing</p>

2011/2012 Budget Works	Status	Comments
<p><b><u>OTHER WORKS - SPECIFIC / MAINTENANCE</u></b></p> <p><b>Binnu Waste Site</b> New industrial hole - Sand covering etc.</p> <p><b><u>OTHER WORKS - GRAVEL SHEETING</u></b></p> <p><i>Priority works</i> Parker Road - 3km's from last works Ogilvie West Road - Staged works for bus route Hatch Road - West of cross roads Binnu Refuse Site - access road. <i>Other</i> Ogilvie West Road - Chilimony Road to Teakles corner</p> <p>Yerina Springs Road - 2 areas</p> <p><b><u>OTHER WORKS - Foreshores/Parks/Gardens</u></b></p> <p><b>Horrocks Foreshore</b> Install upgraded reticulation system</p> <p><b><u>OTHER WORKS - Depots</u></b></p> <p><b>Kalbarri Depot</b> Replace doors and guttering</p> <p>Cont.</p>	<p>COMPLETED</p> <p>COMPLETED COMMENCED</p>	



2011/2012 Budget Works	Status	Comments
<p><b><u>PLANT ITEMS - Major</u></b></p> <p><b>Northampton - Town maintenance vehicle</b> Send P202 To N/ton Tip, trade P120</p> <p><b>Kalbarri - Zero turn mower</b> Trade P138 Kubota F1900</p> <p><b><u>PLANT ITEMS - Minor/Other</u></b></p> <p>Northampton - Motor operated compressor</p> <p>Kalbarri - New mower deck - P210</p> <p>Northampton - Aluminium grave surround</p> <p>Northampton - 3 inch water/trash pump - Diesel</p> <p>Northampton - Fuel storage cabinet</p> <p>Northampton - 3 x UHF hand held radios</p>	<p></p> <p></p> <p></p> <p></p> <p>COMPLETED</p> <p></p> <p>COMPLETED</p>	<p>Ford Ranger ordered</p> <p>Quotes being reviewed</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

## HEALTH AND BUILDING REPORT CONTENTS

6.2.1	BUILDING STATISTICS FOR THE MONTH OF AUGUST 2012	2
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6.2.1	<b>INFORMATION ITEM: BUILDING STATISTICS</b>
	<b>DATE OF REPORT:</b> 11 <sup>th</sup> September 2012
	<b>RESPONSIBLE OFFICER:</b> Glenn Bangay – Principal EHO/Building Surveyor

### 1. BUILDING STATISTICS

Attached for Councils' information are the Building Statistics for August 2012.

#### OFFICER RECOMMENDATION – ITEM 6.2.1

For Council information.

**SHIRE OF NORTHAMPTON - BUILDING APPROVALS - AUGUST 2012**

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Materials 1. Floor 2. Wall 3. Roof	Area m2	Value	Fees 1. App Fee 2. BCITF 3. BRB 4. Other
8/10/2012	12069	T & V Maskery PO Box 66 NORTHAMPTON	Owner/Builder	Lot 348 Wannerenooka Rd NORTHAMPTON	Patio	1. Concrete 2. N/A 3. Zinc	35	\$6,125	1. 90.00 2. 0.00 3. 40.50 4. 0.00
8/21/2012	12070	A Arndt PO Box 2483 GERALDTON	J. H Pty Ltd Reg No: 7581	Lot 1 NW Coastal Highway Bowes	Mast	1. N/A 2. N/A 3. N/A	N/A	\$200,000	1. 640.00 2. 400.00 3. 180.00 4. 0.00
8/21/2012	12071	P Simkin PO Box 67 GERALDTON	J. H Pty Ltd Reg No: 7581	Lot 166 NW Coastal Highway EURARDY	Mast	1. N/A 2. N/A 3. N/A	N/A	\$200,000	1. 640.00 2. 400.00 3. 180.00 4. 0.00
8/22/2012	12072	Rockvale P/L Hutt via Geraldton	J. H Pty Ltd Reg No: 7581	Lot 4254 N/W Coastal Highway OGILVIE	Mast	1. N/A 2. N/A 3. N/A	N/A	\$200,000	1. 640.00 2. 400.00 3. 180.00 4. 0.00
8/22/2012	12073	Shire of Northampton PO Box 61 NORTHAMPTON	J. H Pty Ltd Reg No: 7581	Lot 10739 George Grey Dr PORT GREGORY	Mast	1. N/A 2. N/A 3. N/A	N/A	\$200,000	1. 640.00 2. 400.00 3. 180.00 4. 0.00
8/22/2012	12074	T Scheffer PO Box 253 MANDURAH	Owner/Builder	Lot 965 Pederick Pl KALBARRI	Swimming Pool	1. Concrete 2. Concrete 3. N/A	28	\$12,000	1. 90.00 2. 0.00 3. 180.00 4. 0.00
8/22/2012	12075	M Carson P/L PO Box 3228 BLUFF POINT	J. H Pty Ltd Reg No: 7581	Lot 4672 N/W Coastal Highway AJANA	Mast	1. N/A 2. N/A 3. N/A	N/A	\$200,000	1. 640.00 2. 400.00 3. 180.00 4. 0.00
8/27/2012	12076	Sanpoint Enterprises Lot 188 Grey St KALBARRI	L Nairn PO Box 261 KALBARRI	Lot 188 Grey St KALBARRI	Additions	1. Concrete 2. Brick 3. Colorbond	10	\$30,000	1. 96.00 2. 60.00 3. 40.50 4. 0.00
8/28/2012	12077	D & M Simpson PO Box 7 NORTHAMPTON	Owner/Builder	Lot 214 Stokes St HORROCKS	R/Wall	1. N/A 2. Concrete 3. N/A	N/A	\$18,000	1. 90.00 2. 0.00 3. 40.50 4. 0.00
8/29/2012	12078	G McMillum-Rowe 12 Beck Pl KARRATHA	Owner/Builder 0942/12	Lot 2 Jacques Blvd KALBARRI	Dwelling	1. Concrete 2. Cedar 3. Colorbond	176	\$240,000	1. 768.00 2. 480.00 3. 216.00 4. 0.00

**TOWN PLANNING REPORT**

<b>6.3.1</b>	<b>PROPOSED OUTBUILDING – LOT 500 (NO. 6531) AJANA-KALBARRI ROAD, KALBARRI.....</b>	<b>2</b>
<b>6.3.2</b>	<b>SUMMARY OF PLANNING INFORMATION ITEMS .....</b>	<b>10</b>

<b>6.3.1</b>	<b>PROPOSED OUTBUILDING – LOT 500 (NO. 6531) AJANA-KALBARRI ROAD, KALBARRI</b>
	<p><b>FILE REFERENCE:</b> 10.6.1.1 – 6531 AJA (A3623)</p> <p><b>OWNER:</b> Jetrio Pty &amp; Gliss Holdings Pty Ltd</p> <p><b>APPLICANT:</b> Mr Graham Dunn – Gliss Holdings Pty Ltd</p> <p><b>DATE OF REPORT:</b> 30 August 2012</p> <p><b>REPORTING OFFICER:</b> Hayley R. Williams - Principal Planner</p> <p><b>APPENDICES:</b></p> <ol style="list-style-type: none"> <li>1. Site, Floor and Elevation Plans</li> <li>2. Structure Plan – Kalbarri Golf Course Estate</li> </ol>

#### **AUTHORITY / DISCRETION:**

##### **Quasi-Judicial**

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

#### **SUMMARY:**

Council is in receipt of an application to construct an outbuilding at Lot 500 (No. 6531) Ajana-Kalbarri Road, Kalbarri. Council consideration is required due to the outbuilding being constructed on Lot 500 which does not contain a dwelling (the single dwelling is contained on Pt Lot 825, which also contains the Kalbarri Wildflower Centre). Furthermore, the present zoning of the subject land is “SCA2 - Residential” which requires a development to generally accord with an adopted Structure Plan. This report recommends conditional approval of the application.

#### **BACKGROUND:**

The Shire has received an application for the construction of an outbuilding upon Lot 500 Ajana-Kalbarri Road, Kalbarri.

The applicant seeks approval for a 14mx8m (112m<sup>2</sup>) outbuilding with a wall height of 3.1m and an apex height of 3.878m. The outbuilding is proposed to be located 2m from the rear (southern) boundary with Pt Lot 825 and 40m from the side (eastern) boundary that abuts Kalbarri National Park.

The applicant has indicated that the intention is for the proposed outbuilding to be used for storage purposes, along with a double garage and workshop. Whilst there is no habitable building upon the property there is a single dwelling that is located within close proximity to the proposed outbuilding on Pt Lot 825.

A copy of the applicant’s site, floor and elevation plans are included as **Appendix 1** to this report.

**Figure 1 – Location of Lot 500 (No.6531) Ajana-Kalbarri Road, Kalbarri**



**Figure 2 – Aerial View of Pt Lot 825 and Existing Single Dwelling**



Council staff are in support of the application given that:

- The outbuilding is sited on an area that has been cleared from vegetation and does not impede on any access arrangements associated with the single dwelling or wildflower centre;
- The future subdivision of the lot would be subject of the Council endorsed Structure Plan (**refer Appendix 2**) for the property, at which time the outbuildings would be reconsidered in accordance with the proposed new lot and road boundaries and will possibly require removal;
- The outbuilding is contained within the future residential area and not within the area allocated for Parks and Recreation (existing water course); and
- The outbuilding meets the requirements under *Town Planning Scheme No. 9 (Kalbarri)* in regards to building materials, colours and setbacks and complies with the Local Planning Policy provisions for outbuildings on Residential zoned and, with exception to being contained on the same lot as the single dwelling.

#### **COMMUNITY & GOVERNMENT CONSULTATION:**

The proposed outbuilding is considered to meet the Shire of Northampton Local Planning Policy – Outbuildings and therefore does not require consultation in this regard.

#### **FINANCIAL & BUDGET IMPLICATIONS:**

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

#### **STATUTORY IMPLICATIONS:**

*State: Planning and Development Act 2005 (as amended)*

*Local: Shire of Northampton Town Planning Scheme No. 9 – Kalbarri*

The subject land is zoned “Special Control Area 2 – Residential” under Town Planning Scheme No. 9 (Kalbarri). The Scheme contains the following provisions with regard to this zone:

SCA2	(1)	Subdivision and development shall generally accord with a Structure Plan that is in accordance with Clause 5.28 of TPS 9.
AMD 08 GG 26/11/10		

The proposed outbuilding is considered to comply with the “Residential” element of the zoning, with the exception that it is contained on a lot within out a dwelling. Furthermore, it is considered to generally accord with the Structure Plan that was recently adopted by Council at their Ordinary Meeting held on 20 July, 2012.

#### **POLICY IMPLICATIONS:**

*Local: Shire of Northampton Local Planning Policy – Outbuildings*

The abovementioned Local Planning Policy states:



*“The erection of an outbuilding on vacant residential, special residential and special rural land shall not be approved unless the following requirements have been satisfied:*

- a) The applicant or their builder has been issued with a Building Licence by the local government for the construction of a residence upon that lot, and the builder undertakes to commence construction of the residence within 6 months of the date of issue of that Building Licence;*
- b) In case of (a) above, where the residence has not been completed up to and including the pouring of a concrete house slab within 6 months of the approval date, the Shire reserves the right to make the owner take down and remove the outbuilding;”*

Shire staff are recommending that the requirements of this Clause be waived given the fact that a single dwelling and wildflower centre sit immediately adjacent to Lot 500 on Pt Lot 825. In addition, the size of the property, its topography and the existing screening vegetation all produce unique factors that need to be taken into consideration when assessing the likely impact of this development upon the appearance and amenity of the locality. It is considered that approval of this application would not detrimentally affect the amenity of the area nor set an undesirable precedent for future applications.

**STRATEGIC IMPLICATIONS:**

Nil.

**COMMENT:**

The objective of the ‘Outbuildings’ Local Planning Policy is to provide guidance to staff and Council when making decisions for the purpose of providing consistent and equitable advice and planning decisions. Whilst the proposed outbuilding does not strictly comply with the requirements of the Policy it is considered that given the unique circumstances of the property, and its existing lot boundaries associated with Lot 500 and Pt Lot 825, that the proposal be assessed on its individual merit. As the outbuilding would be located in close proximity to the existing single dwelling and wildflower centre it is considered that this application warrants departure from the requirements of the ‘Outbuildings’ Local Planning Policy in this instance. Furthermore, given the adoption of the Structure Plan by Council, it is demonstrated that the proposed outbuilding will be contained within the future residential and will not unduly impact on the future development of the landholding.

It is further noted, that a Condition be placed on the approval drawing attention to the fact that the outbuilding may be required to be removed should it not meet statutory and strategic requirements within the future residential subdivision.

**VOTING REQUIREMENT:**

*Absolute Majority Required:*      No

## CONCLUSION:

It is recommended that Council grant approval to the application.

### OFFICER RECOMMENDATION 1 – ITEM 6.3.1

### APPROVAL

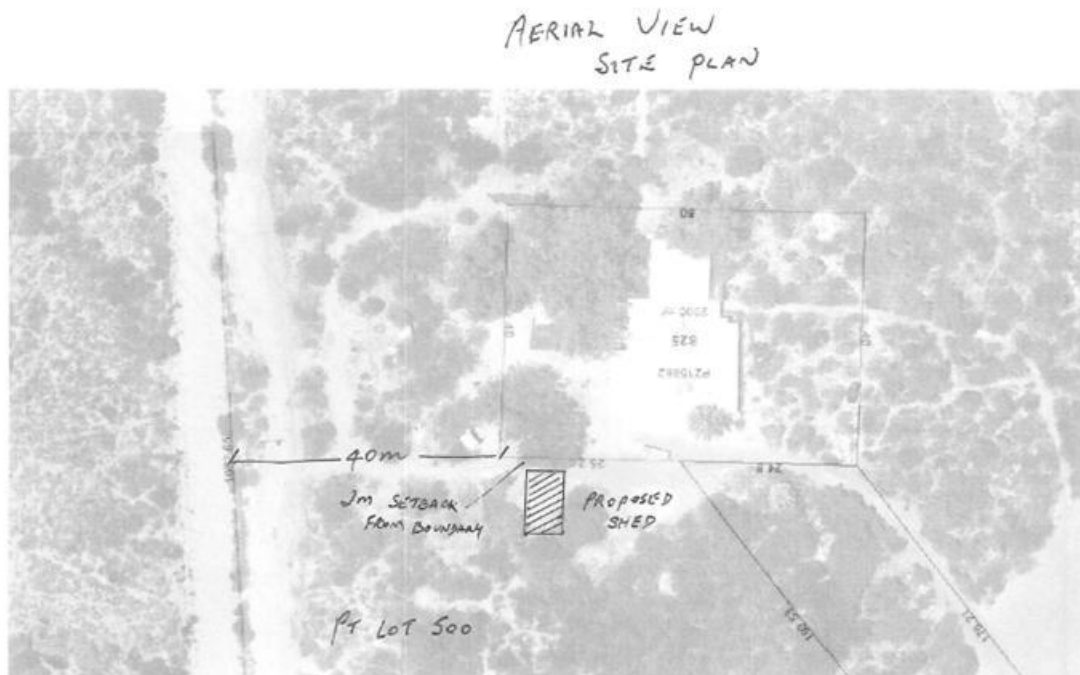
**That Council grant planning approval to the proposed outbuilding (112m<sup>2</sup>) on Lot 500 (No. 6531) Ajana-Kalbarri Road, Kalbarri subject to the following conditions:**

- 1 Development shall be in accordance with the attached approved plan(s) dated 19 September, 2012 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.**
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.**
- 4 The approved outbuilding component (i.e. Class 10 area as classified by the Building Code of Australia) is only to be used for general and vehicle storage purposes and minor maintenance upon vehicles housed therein to the approval of the Local Government and shall NOT be used for habitation, commercial or industrial purposes.**
- 5 The development shall be consistent or complementary in colour with it's environment to the approval of the local government.**
- 6 This approval is valid for a period of two (2) years from the date of approval and will deemed to have lapsed if the development has not substantially commenced before the expiration of this period.**
- 7 The applicant/landowner is to remove the outbuilding when Lot 500 is subject of an approved subdivision, where it cannot be demonstrated that it meets all of its statutory and strategic requirements under the Local Planning Scheme and its associated policies.**

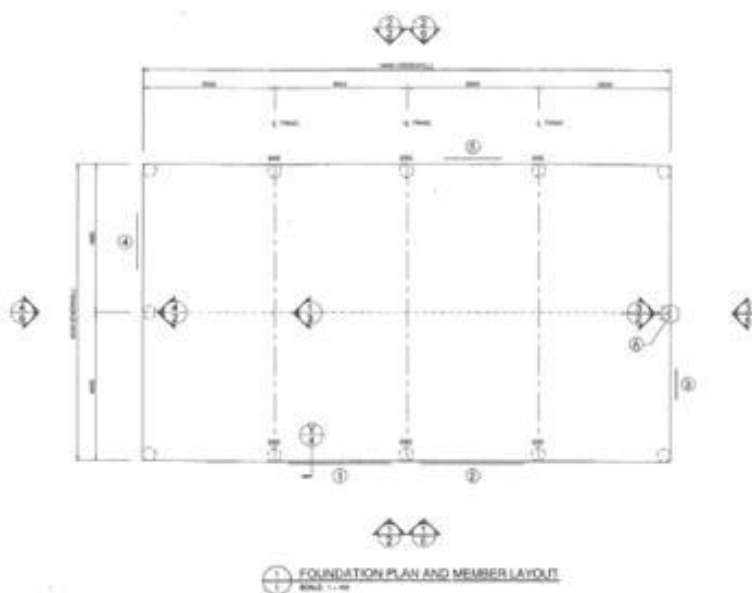
#### Notes

- a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.**
- b) Should the applicant be aggrieved by the decision of the Council (in part or whole) a right of appeal exists to the State Administrative Tribunal within twenty eight (28) days from the date of the decision.**

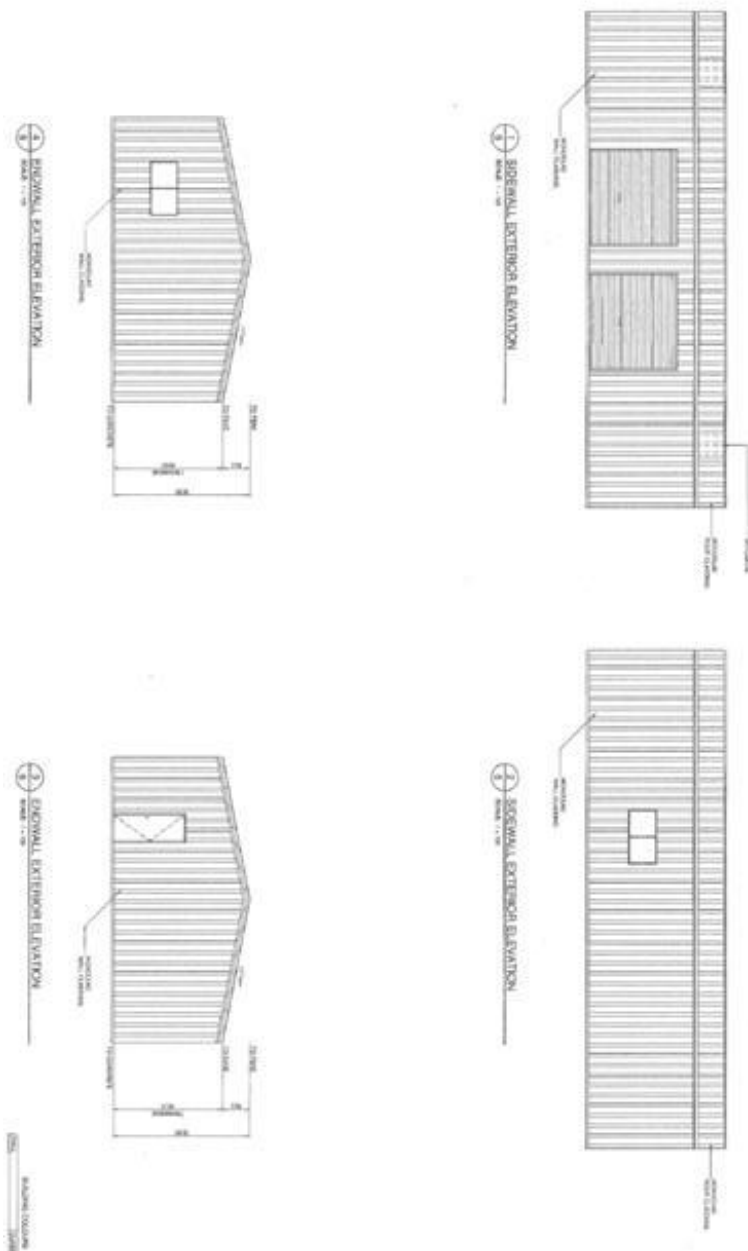
## APPENDIX 1



**Site Plan**

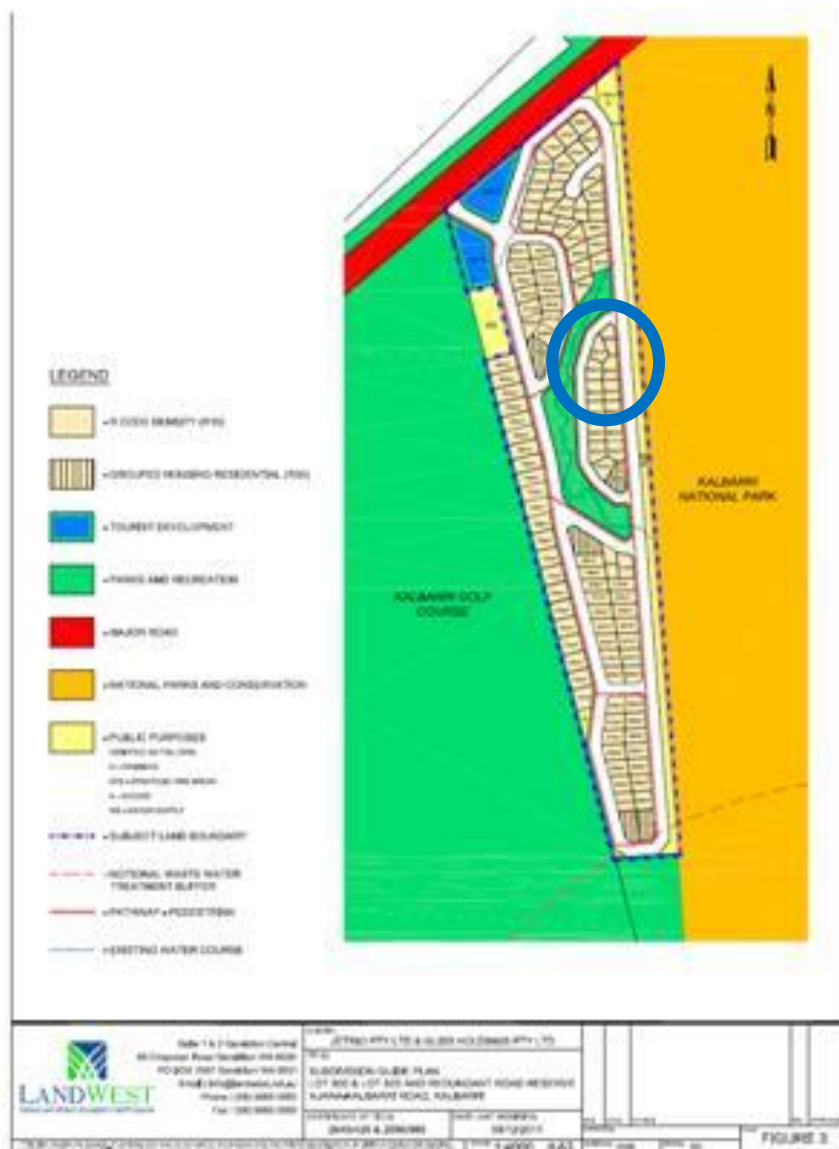


**Floor Plan**



**Elevations**

## APPENDIX 2



**6.3.2 SUMMARY OF PLANNING INFORMATION ITEMS**

**DATE OF REPORT:** 30 August 2012  
**REPORTING OFFICER:** Hayley Williams - Principal Planner

**COMMENT:**

The following informs Council of the various planning items (including delegated approvals) that have been dealt with since last reported to Council. Further information regarding any of the items can be obtained from the Principal Planner.

DEVELOPMENT APPLICATIONS				
REF.	APPLICANT	LOCATION	PROPOSED DEVELOPMENT / USE	DATE
036	LE Nairn Pty Ltd	Lot 188 (No. 60) Jeffrey Browne Boulevard, Kalbarri	Kitchen Extension to Kalbarri Motor Hotel	APPROVED (D 9 AUG)
041	N Eley	Lot 17 Bowes river Road, Sandy Gully	Event – Northampton Dirt Drags	APPROVED (D 29 AUG)
042	CBH Group	Lot 11 (No. 2) Binnu Road, Binnu	Relocation and raising of weighbridge hut	APPROVED (D 29 AUG)
043	CBH Group	Lot 11 (No. 102) Bruce Road, Northampton	Relocation and raising of weighbridge hut	APPROVED (D 29 AUG)

**OFFICER RECOMMENDATION – ITEM 6.3.2**

**For Council Information**

**FINANCE REPORT CONTENTS**

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**6.4.1 ACCOUNTS FOR PAYMENT**

<b>FILE REFERENCE:</b>	<b>1.1.1</b>
<b>DATE OF REPORT:</b>	<b>12 July 2012</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>Nil</b>
<b>REPORTING OFFICER:</b>	<b>Leanne Rowe/Garry Keefe</b>
<b>APPENDICES:</b>	<b>1. List of Accounts</b>

**BACKGROUND:**

A list of payments submitted to Council on 19<sup>th</sup> September 2012, for confirmation in respect of accounts already paid or for the authority to those unpaid.

**FINANCIAL & BUDGET IMPLICATIONS:**

A list of payments is required to be presented to Council as per section 13 of the Local Government Act (Financial Management Regulations 1996).

**POLICY IMPLICATIONS:**

Council Delegation F02 allows the CEO to make payments from the Muni and Trust accounts. These payments are required to be presented to Council each month in accordance with Financial Management Regulations 13 (1) for recording in the minutes.

**VOTING REQUIREMENT:**

Absolute Majority Required:

**OFFICER RECOMMENDATION – ITEM 6.4.1**

That Municipal Fund Cheques 19417 to 19456 inclusive, totalling \$109,074.03 Municipal EFT payments numbered EFT10328 to EFT10432 inclusive totalling \$476,250.26, Direct Debit payments GJ02-01 to GJ02-05 totalling \$2,221.28, Trust Fund Cheques 1873 to 1876 inclusive, totalling \$1,685, be passed for payment and the items therein be declared authorised expenditure.



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EFT #	Date	Name	Description	Amount
EFT10328	02/08/2012	HAYLEY WILLIAMS	REIM CHILD CARE	359.00
EFT10329	10/08/2012	MITCHELL & BROWN	PROJECTOR GLOBE	599.00
EFT10330	10/08/2012	CRAMER & NEILL REFRIGERATION	SERVICE AIRCONS APRIL	330.00
EFT10331	16/08/2012	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	13004.69
EFT10332	16/08/2012	T & J NEWMAN	CONTRACT CLEANER	1082.30
EFT10333	16/08/2012	KEVIN BROWN	TELSTRA LINE REIMBURSEMENT	41.95
EFT10334	16/08/2012	NEIL BROADHURST	REIMB TELSTRA	266.60
EFT10335	16/08/2012	HAYLEY WILLIAMS	REIMB CHILD CARE	586.56
EFT10336	20/08/2012	RELANCE PETROLEUM	FUEL PURCHASES	39107.32
EFT10337	23/08/2012	AUSTRALIAN TAXATION OFFICE	JULY GST/PAYG	42402.54
EFT10338	03/08/2012	LIGHTING UP ENERGY DOWN AUSTRALIA	HKS JETTY - SOLAR LIGHTS 50% DEPOSIT	5305.00
EFT10339	30/08/2012	ISS WASHROOM SERVICE	HYGINE SERVICES	6071.27
EFT10340	30/08/2012	NORTHAMPTON AUTO ELECTRICS	PLANT ELECTRICAL REPAIRS	3456.34
EFT10341	30/08/2012	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	12666.85
EFT10342	30/08/2012	T & J NEWMAN	CONTRACT CLEANER	1082.30
EFT10343	30/08/2012	STEVE WILLIAMS	TELSTRA LINE RENTAL REIMB	49.90
EFT10344	04/09/2012	ROCLA PIPELINE PRODUCTS	CULVERTS	16546.21
EFT10345	04/09/2012	KALBARRI VISITORS CENTRE	12/13 OPERATING SUBSIDY	20000.00
EFT10346	04/09/2012	KRISTY WILLIAMS	ACTING DCEO	8835.00
EFT10347	05/09/2012	WA LOCAL GOVERNMENT ASSOCIATION	ADVERTISING	2244.03
EFT10348	12/09/2012	ABROLHOS ELECTRICS	ELECTRICAL	3991.90
EFT10349	12/09/2012	AUSTRAL MERCANTILE COLLECTIONS	LEGAL EXPENSES	3130.49
EFT10350	12/09/2012	BEAUREPARES	TYRES	1240.63
EFT10351	12/09/2012	RAY BLICK PLUMBING & GAS SERVICE	PLUMBING	566.25
EFT10352	12/09/2012	BUNNINGS BUILDING SUPPLIES	HERBICIDE, PLANTS	831.73
EFT10353	12/09/2012	CATWEST PTY LTD	ASPHALT WORKS	2744.50
EFT10354	12/09/2012	CHAPMAN ANIMAL HOSPITAL	STERILISATION SUBSIDY	20.00
EFT10355	12/09/2012	CJD EQUIPMENT P/L	PARTS	1046.87
EFT10356	12/09/2012	CLARKSON FREIGHTLINES	FREIGHT	393.75

**SHIRE OF NORTHAMPTON**  
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EFT #	Date	Name	Description	Amount
EFT10357	12/09/2012	COASTAL PLUMBING & GAS FITTING	PLUMBING	344.41
EFT10358	12/09/2012	COATES HIRE OPERATIONS PTY LIMITED	ROLLER PAD DRUM HIRE	1924.99
EFT10359	12/09/2012	VEOLIA ENVIRONMENTAL SERVICES (AUSTRALIA) PTY LTD	REFUSE COLLECTION	48233.93
EFT10360	12/09/2012	BOC GASES AUSTRALIA LTD	INDUSTRY GASES	57.30
EFT10361	12/09/2012	CORPORATE EXPRESS	PHOTOCOPIER MTCE	523.92
EFT10362	12/09/2012	CORPORATE HEALTH PROFESSIONALS	HEARING TESTS	446.60
EFT10363	12/09/2012	COURIER AUSTRALIA	FREIGHT	198.04
EFT10364	12/09/2012	CRAMER & NEILL REFRIGERATION	AIRCONDITIONER	1944.20
EFT10365	12/09/2012	D-TRANS	PARTS	461.43
EFT10366	12/09/2012	DURACK INSTITUTE OF TECHNOLOGY	CHEMICAL COURSE	1425.00
EFT10367	12/09/2012	DYNAPAC AUSTRALIA PTY LTD	PARTS	328.75
EFT10368	12/09/2012	GERALDTON NEWSPAPERS LIMITED	ADVERTISING	701.52
EFT10369	12/09/2012	GERALDTON MOWER & REPAIR SPECIALISTS	LUBE	59.40
EFT10370	12/09/2012	GERALDTON EXTINGUISHER SERVICE & SALES	FIRE EXTINGUISHER CHECKS	1722.60
EFT10371	12/09/2012	GERALDTON INDUSTRIAL SUPPLIES	PLIERS	129.28
EFT10372	12/09/2012	GERALDTON SIGN MAKERS	SIGNS	1084.60
EFT10373	12/09/2012	GERALDTON & MIDWEST SECURITY SERVICES	SECURITY	1833.80
EFT10374	12/09/2012	GPC EARTHMOVING	INSTALL STORMWATER DRAINAGE	54369.32
EFT10375	12/09/2012	HAINES NORTON	FINANCIAL MANAGEMENT REVIEW	7150.00
EFT10376	12/09/2012	HERKS PANEL REPAIRS	PLANT REPAIRS	220.00
EFT10377	12/09/2012	JASON SIGNMAKERS	STREET SIGNS	448.80
EFT10378	12/09/2012	JCB CONSTRUCTION EQUIPMENT AUST	PARTS	124.72
EFT10379	12/09/2012	KALBARRI AUTO CENTRE	REPAIR TYRE	77.00
EFT10380	12/09/2012	KALBARRI HARDWARE & BUILDING SUPPLIES	HARDWARE	177.85
EFT10381	12/09/2012	KALBARRI EXPRESS FREIGHT	FREIGHT	175.23

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EFT #	Date	Name	Description	Amount
EFT10382	12/09/2012	KALBARRI SUPERMARKET	INSECT REPELLANT	51.40
EFT10383	12/09/2012	KALBARRI B P SERVICE STATION	FUEL	413.01
EFT10384	12/09/2012	KALBARRI WAREHOUSE	FERTILISER, RETIC, HARDWARE	942.65
EFT10385	12/09/2012	KALBARRI LAWNMOWING SERVICE	MOWING & GARDENING	539.00
EFT10386	12/09/2012	KALBARRI NEWSAGENCY	STATIONERY	23.40
EFT10387	12/09/2012	KALBARRI PEST CONTROL	PEST CONTROL	730.00
EFT10388	12/09/2012	KALBARRI SITEWORKS	DIGGER HIRE	110.00
EFT10389	12/09/2012	LGIS WORKCARE	WORKERS COMPENSATION ADJUSTMENT	8954.00
EFT10390	12/09/2012	LIGHTHOUSE BEACH RESORT	SUPERVISOR CONFERENCE ACCOMM	754.00
EFT10391	12/09/2012	MAINLINE ELECTRICAL CONTRACTING	SMOKE DETECTORS	768.49
EFT10392	12/09/2012	LGRCEU	PAYROLL DEDUCTIONS	271.60
EFT10393	12/09/2012	GERALDTON TOYOTA	PLANT SERVICES	568.11
EFT10394	12/09/2012	MIDWEST TREE SERVICES	TREE LOPPING	715.00
EFT10395	12/09/2012	MIDWEST TRUCK SALES PTY LTD	PLANT SERVICES	406.92
EFT10396	12/09/2012	M L COMMUNICATIONS	2 WAY RADIOS & BATTERIES	2175.13
EFT10397	12/09/2012	NORTHAMPTON IGA & LIQUOR STORE	REFRESHMENTS	233.98
EFT10398	12/09/2012	NORTHAMPTON NEWSAGENCY	STATIONERY/NEWSPAPERS	629.65
EFT10399	12/09/2012	NORTHAMPTON ROAD TRANSPORT	CARTING SAND	2931.50
EFT10400	12/09/2012	NORTHAMPTON AUTO ELECTRICS	PLANT ELECTRICAL REPAIRS	6224.57
EFT10401	12/09/2012	NORTHAMPTON TOURIST ASSOCIATION INC.	2012/13 FUNDING	20000.00
EFT10402	12/09/2012	NOVUS WINDSCREENS GERALDTON	FIT WINDSCREEN	946.00
EFT10403	12/09/2012	CLEANPAK TOTAL SOLUTIONS	HIGINEE PRODUCTS	567.66
EFT10404	12/09/2012	PURCHER INTERNATIONAL	PARTS	1253.40
EFT10405	12/09/2012	QUANTUM SURVEYS	SURVEY	7535.00
EFT10406	12/09/2012	JL & FA RALPH	GRAVEL	176.00
EFT10407	12/09/2012	HOLCIM AUSTRALIA PTY LTD	7MM AGGREGATE	560.95
EFT10408	12/09/2012	ROSELAKE HOLDINGS PTY LTD	HERBICIDE	3033.80
EFT10409	12/09/2012	SAI GLOBAL LIMITED	BCA + STANDARDS RENEWAL	2078.13

SHIRE OF NORTHAMPTON  
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EFT #	Date	Name	Description	Amount
EFT10410	12/09/2012	M R SCOTT TRANSPORT P/L	CARTING	357.50
EFT10411	12/09/2012	SUN CITY PRINT & DESIGN	STATIONERY	2252.00
EFT10412	12/09/2012	OWEN SIMKIN	WATER CUSTODIAN	79.90
EFT10413	12/09/2012	STATEWIDE BEARINGS	PARTS	9.35
EFT10414	12/09/2012	STAR TRACK EXPRESS	FREIGHT	94.83
EFT10415	12/09/2012	MIDWEST AUTO GROUP	PLANT SERVICES	529.63
EFT10416	12/09/2012	THE BANGAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	2149.89
EFT10417	12/09/2012	THURKLE'S DOZING	DOZER WORK	38599.00
EFT10418	12/09/2012	TOOVEY NETWORK	COMPUTER MAINTENANCE	5269.00
EFT10419	12/09/2012	TOTALLY WORK WEAR - GERALDTON	UNIFORMS	200.71
EFT10420	12/09/2012	TRU-LINE EXCAVATIONS & PLUMBING PTY LTD	LOCATE TELSTRA CABLE	962.50
EFT10421	12/09/2012	TUNCOAT AUSTRALIA PTY LTD	PARTS	438.13
EFT10422	12/09/2012	TME GROUP PTY LTD	PIPE - STANDPIPE	88.27
EFT10423	12/09/2012	LANDGATE	VALUATION EXPENSES	3446.47
EFT10424	12/09/2012	WALTONS	PLANT REPAIRS	708.44
EFT10425	12/09/2012	WA RANGERS ASSOCIATION	2012 RANGER PROF DEVELOPMENT	470.00
EFT10426	12/09/2012	WESTRAC EQUIPMENT PTY LTD	CUTTING EDGES	4605.61
EFT10427	12/09/2012	WA LOCAL GOVERNMENT ASSOCIATION	2012/13 ASSOC MEMBERSHIP/S	32490.58
EFT10428	12/09/2012	WESTERN RESOURCE RECOVERY PTY LTD	PUMP SEPTICS	2249.00
EFT10429	12/09/2012	WOODCOCK CT & L	HERBICIDES/FERTILISER, RETIC, HARDWARE	3388.60
EFT10430	12/09/2012	DOWNER EDI WORKS PTY LTD	7MM COLD MIX	1244.10
EFT10431	12/09/2012	YETNA FARM TREE NURSERY	PLANTS, PIGGYPOST	648.98
EFT10432	12/09/2012	ZEE TAGS	DOG REGISTRATION TAGS	208.75

**\$ 476,250.26**

SHIRE OF NORTHAMPTON  
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MUNICIPAL CHEQUES				Description	Amount
Chq #	Date	Name			
19417	09/08/2012	TELSTRA		TELEPHONE CHARGES	3803.34
19418	09/08/2012	SYNERGY		STREETLIGHTS/ADJUSTMENT	46815.66
19419	10/08/2012	PETTY CASH - KALBARRI		PETTY CASH RECoup	81.75
19420	23/08/2012	TELSTRA		TELEPHONE CHARGES	2057.46
19421	23/08/2012	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY		LICENSE RENEWAL - RADIO COMMUNICATIONS LICENSE 202733	1348.00
19422	24/08/2012	PETTY CASH - NORTHAMPTON		PETTY CASH RECoup	132.95
19423		CANCELLED			
19424	30/08/2012	INFINITY RESOURCES PTY LTD		RATE REFUND	1994.58
19425	11/09/2012	PETER GROOM SETTLEMENTS		REFUND CHEQUE	994.75
19426	12/09/2012	ALL SEASONS GERALDTON		ACCOMMODATION - STAFF TRAINING	378.50
19427	12/09/2012	KALBARRI IGA		GOODS	50.43
19428	12/09/2012	AUSTRALIA POST		POSTAGE	1849.05
19429	12/09/2012	AUSTRALIAN SUPER		SUPERANNUATION CONTRIBUTIONS	623.24
19430	12/09/2012	REG BATTERSBY		REMOVE SAND	595.00
19431	12/09/2012	B P ROADHOUSE NORTHAMPTON		REFRESHMENTS	307.50
19432	12/09/2012	BR & YB MORGAN		HANDBRAKE CABLE	282.58
19433	12/09/2012	A REYNOLDS		CLEAN CARPETS	220.00
19434	12/09/2012	CITY OF GREATER GERALDTON		REFUSE DISPOSAL	12717.58
19435	12/09/2012	HERITAGE COUNCIL OF WESTERN AUSTRALIA		REGIONAL HERITAGE ADVISORY SERVICE 12/13	5775.00
19436	12/09/2012	THE INDUSTRY SUPERANNUATION FUND		SUPERANNUATION CONTRIBUTIONS	513.00
19437	12/09/2012	KALBARRI GAS		GAS	240.00
19438	12/09/2012	STATE LIBRARY OF WA		LOST/DAMAGE BOOK	84.70
19439	12/09/2012	MARINA HOME & LEISURE		HARDWARE	25.00
19440	12/09/2012	MACH 1 AUTO ONE		FLOOR MAT	36.50
19441	12/09/2012	MCLEODS BARRISTERS AND SOLICITORS		LEGAL ADVICE	5669.95

SHIRE OF NORTHAMPTON  
FINANCE REPORT – 19 September 2012

Chq #	Date	Name	Description	Amount
19442	12/09/2012	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	558.31
19443	12/09/2012	PACIFIC BRANDS WORKWEAR GROUP PTY LTD	OFFICE UNIFORM	510.00
19444	12/09/2012	NORTHAMPTON OCCASIONAL CHILDCARE ASSOCIATION	12/13 OPERATING GRANT	2200.00
19445	12/09/2012	NORTHAMPTON COMMUNITY CENTRE	SPORTS ADMINISTRATION	1728.72
19446	12/09/2012	NORTHAMPTON BUTCHERS	REFRESHMENTS	91.72
19447	12/09/2012	DEPARTMENT OF THE PREMIER & CABINET	ADVERTISING	160.20
19448	12/09/2012	ONESTEEL DISTRIBUTION	SIGN POLES	651.20
19449	12/09/2012	ONE PATH INTERGRA	SUPERANNUATION CONTRIBUTIONS	83.24
19450	12/09/2012	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	653.88
19451	12/09/2012	RAC BUSINESSWISE	ROADSIDE ASSISTANCE	801.00
19452	12/09/2012	REST SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	290.11
19453	12/09/2012	RYDGES	LG WEEK ACCOMODATION	4048.50
19454	12/09/2012	STATEWIDE SUPER	SUPERANNUATION CONTRIBUTIONS	262.98
19455	12/09/2012	WATER CORPORATION	WATER CHARGES	10335.65
19456	12/09/2012	DEPARTMENT OF HOUSING	REFUND OVERPAID RENT	102.00
				<b>\$ 109,074.03</b>



SHIRE OF NORTHAMPTON  
FINANCE REPORT – 19 September 2012

Jnl #	Date	Name	Description	Amount
GJ02-01	31/08/2012	BANK FEES	AUGUST 2012	1031.53
GJ02-02	31/08/2012	WESNET	COMPUTER EXPENSES	70.99
GJ02-03	31/08/2012	BPOINT	AUGUST 2012	52.58
GJ02-04	31/08/2012	CORPORATE CARD	REFRESH 230.92, TRAINING FLIGHTS 291.71, LG WEEK FLIGHT 145.13, BUILDING CODES 645.00, WESTNET 104.94, BURSWOOD REFUND (430.52)	996.18
GJ02-05	06/12/2012	BANK FEES	TRUST BANK FEES	70.00
				<u>\$ 2,221.28</u>



SHIRE OF NORTHAMPTON  
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TRUST CHEQUES			Name	Description	Amount
Chq #	Date				
1873	13/08/2012	KALBARRI JUNIOR FOOTBALL CLUB		KIDSPORT	1120.00
1874	13/08/2012	YACHT CLUB HOCKEY CLUB		KIDSPORT	200.00
1875	22/08/2012	ROWENA ARTHURS		REFUND BUS BOND	200.00
1876	30/08/2012	DEPT PLANNING & INFRASTRUCTURE		SPECIAL SERIES PLATES 67NR	165.00
					<b>\$ 1,685.00</b>



**6.4.2 MONTHLY FINANCIAL STATEMENTS**

<b>FILE REFERENCE:</b>	<b>1.1.1</b>
<b>DATE OF REPORT:</b>	<b>11 September 2012</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>Nil</b>
<b>REPORTING OFFICER:</b>	<b>Kristy Williams/Garry Keffe</b>
<b>APPENDICES:</b>	<b>1. Monthly Financial Report for May</b>

**BACKGROUND:**

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

The Monthly Statements of Financial Activity for the period ending 31 August 2012 are attached, and consists of:

1. Statement of Financial Activity
2. Income Statement by Nature or Type
3. Statement of Financial Activity and notes:
  - I. Significant Accounting Policies
  - II. Acquisition of Assets
  - III. Disposal of Assets
  - IV. Information on Borrowings
  - V. Reserves
  - VI. Net Current Assets
  - VII. Rating Information
  - VIII. Trust Funds

**FINANCIAL & BUDGET IMPLICATIONS:**

Nil

**STATUTORY IMPLICATIONS:**

General Financial Management of Council  
Local Government (Financial Management) Regulation 34 1996  
Local Government Act 1995 section 6.4

**POLICY IMPLICATIONS:**

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

**VOTING REQUIREMENT:**

Simple Majority Required:

**OFFICER RECOMMENDATION – ITEM 6.4.2**

**That Council adopts the Monthly Financial Report for the period ending 31 August 2013.**

**SHIRE OF NORTHAMPTON**  
**INCOME STATEMENT BY FUNCTION/ACTIVITY**  
**FOR THE PERIOD 1 JULY 2012 TO 31 AUGUST 2012**

	<b>YTD ACTUAL 2013 \$</b>	<b>ANNUAL BUDGET 2013 \$</b>	<b>UNAUDITED ACTUAL 2012 \$</b>
<b>REVENUE</b>			
Governance	9,510	12,600	71,599
General Purpose Funding	3,494,727	4,293,133	4,870,318
Law, Order & Public Safety	14,838	102,610	104,347
Health	35,047	62,729	74,440
Education & Welfare	9,928	55,500	53,627
Housing	3,410	20,280	17,923
Community Amenities	816,477	894,300	921,074
Recreation & Culture	46,762	775,919	1,729,258
Transport	657	1,164,523	1,823,700
Economic Services	46,161	105,306	129,016
Other Property & Services	52,097	746,115	291,407
<b>TOTAL OPERATING REVENUE</b>	<b>4,529,614</b>	<b>8,233,015</b>	<b>10,086,708</b>
<b>EXPENSES</b>			
Governance	(89,350)	(414,730)	(489,195)
General Purpose Funding	(40,895)	(249,673)	(195,255)
Law, Order & Public Safety	(43,316)	(256,786)	(260,768)
Health	(39,971)	(209,359)	(230,781)
Education & Welfare	(14,730)	(78,365)	(101,928)
Housing	(16,966)	(108,568)	(124,179)
Community Amenities	(206,063)	(1,545,977)	(1,382,852)
Recreation & Culture	(174,578)	(1,335,273)	(1,390,572)
Transport	(437,570)	(2,774,097)	(2,415,134)
Economic Services	(15,266)	(272,812)	(145,612)
Other Property & Services	(9,511)	(67,126)	(534,467)
<b>TOTAL OPERATING EXPENSES</b>	<b>(1,088,216)</b>	<b>(7,312,766)</b>	<b>(7,270,744)</b>
<b>BORROWING COSTS EXPENSE</b>			
Governance	0	0	0
Law, Order, Public Safety	0	0	0
Education & Welfare	0	0	0
Housing	0	0	0
Community Amenities	(477)	0	0
Recreation & Culture	0	(8,873)	(11,074)
Transport	0	(29,978)	(37,540)
Other Property and Services	0	(13,214)	(14,969)
<b>TOTAL BORROWING COSTS EXPENSE</b>	<b>(477)</b>	<b>(52,065)</b>	<b>(63,583)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>3,440,921</b>	<b>868,184</b>	<b>2,752,381</b>

ITEM No:	DATE
6.4.2	19/9

**SHIRE OF NORTHAMPTON**  
**INCOME STATEMENT BY NATURE OR TYPE**  
**FOR THE PERIOD 1 JULY 2012 TO 31 AUGUST 2012**

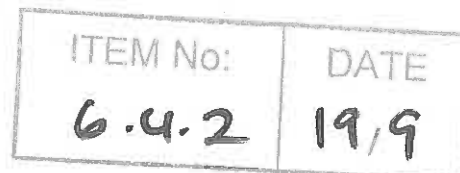
	YTD ACTUAL 2013 \$	ANNUAL BUDGET 2013 \$	UNAUDITED ACTUAL 2012 \$
<b>REVENUE</b>			
Rates	3,526,714	3,413,970	3,096,963
Operating Grants, Subsidies and Contribution	14,002	1,082,576	2,116,297
Non Operating Grants, Subsidies and Contributions	101,318	2,381,730	3,099,751
Fees and Charges	881,792	1,129,732	1,248,631
Interest Earnings	5,788	221,007	174,599
Profit on Asset Disposal		4,000	350,467
<b>TOTAL OPERATING REVENUE</b>	<b>4,529,614</b>	<b>8,233,015</b>	<b>10,086,708</b>
<b>EXPENSES</b>			
Employee Costs	(417,488)	(2,094,886)	(1,849,145)
Materials and Contracts	(305,214)	(2,609,588)	(2,653,795)
Utilities Charges (Electricity, Gas, Water etc.)	(31,270)	(331,840)	(306,071)
Depreciation on Non Current Assets	(269,397)	(1,600,715)	(1,554,508)
Interest Expenses	(477)	(52,065)	(63,583)
Insurance Expenses	(8,140)	(241,662)	(229,156)
Other Expenditure	(56,707)	(434,075)	(678,070)
<b>TOTAL OPERATING EXPENSES</b>	<b>(1,088,693)</b>	<b>(7,364,831)</b>	<b>(7,334,327)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>3,440,921</b>	<b>868,184</b>	<b>2,752,381</b>

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**SHIRE OF NORTHAMPTON**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2012 TO 31 AUGUST 2012**

	NOTE	YTD 2012 Actual \$	YTD 2012 Budget \$	Variances Budget to Actual Y-T-D Value	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues</b>	1,2				
Governance		9,510	2,100	-7,410	(352.86%)
General Purpose Funding		5,788	146,527	140,739	96.05%
Law, Order, Public Safety		14,838	17,102	2,264	13.24%
Health		35,047	10,455	-24,592	(235.22%)
Education and Welfare		9,928	9,250	-678	(7.33%)
Housing		3,410	3,380	-30	(0.89%)
Community Amenities		816,476	149,050	-667,426	(447.79%)
Recreation and Culture		46,763	129,320	82,557	63.84%
Transport		657	194,087	193,430	99.66%
Economic Services		8,386	17,551	9,165	52.22%
Other Property and Services		52,097	124,353	72,256	58.11%
		1,002,900	803,174	-199,726	
<b>Expenses</b>	1,2				
Governance		(89,350)	(69,122)	20,228	(29.26%)
General Purpose Funding		(40,894)	(41,612)	-718	1.73%
Law, Order, Public Safety		(43,317)	(42,798)	519	(1.21%)
Health		(39,971)	(34,893)	5,078	(14.55%)
Education and Welfare		(14,730)	(13,061)	1,669	(12.78%)
Housing		(16,966)	(18,095)	-1,129	6.24%
Community Amenities		(206,540)	(257,663)	-51,123	19.84%
Recreation & Culture		(174,578)	(224,024)	-49,446	22.07%
Transport		(437,570)	(467,346)	-29,776	6.37%
Economic Services		(15,266)	(45,469)	-30,203	66.43%
Other Property and Services		(9,511)	(13,390)	-3,879	28.97%
		(1,088,693)	(1,227,472)	-138,779	
<b><u>Adjustments for Non-Cash</u></b>					
<b><u>(Revenue) and Expenditure</u></b>					
(Profit)/Loss on Asset Disposals	4	0	0	0	
Depreciation on Assets	2(a)	269,397	266,786	-2,611	(0.98%)
Plant Depreciation		0	0	0	
Accrued Expenses		0	0	0	
<b><u>Capital Revenue and (Expenditure)</u></b>					
Purchase Land Held for Resale	3	0	0	0	
Purchase Land and Buildings	3	(1,024)	0	1,024	
Purchase Infrastructure Assets - Roads	3	(118,549)	(254,212)	-135,662	53.37%
Purchase Infrastructure Assets - Parks & Other	3	(4,823)	0	4,823	
Purchase Plant and Equipment	3	0	0	0	
Purchase Furniture and Equipment	3	0	0	0	
Proceeds from Disposal of Assets		0	0	0	
Repayment of Debentures	5	(1,269)	0	1,269	
Proceeds from New Debentures	5	0	0	0	
Self-Supporting Loan Principal Income		0	0	0	
Transfers to Reserves (Restricted Assets)	6	0	0	0	
Transfers from Reserves (Restricted Assets)	6	0	0	0	
Transfers from Grants Restricted Assets		794,218			
Transfers from Land Sales	6	0	0	0	
Transfer to Land Sales		0	0	0	
			0		
ADD Net Current Assets July 1 B/Fwd	7	(310,047)	480,630		
LESS Net Current Assets Year to Date	7	4,068,823	0		
<b>Amount Raised from Rates</b>	8	<u>(3,526,713)</u>	<u>68,907</u>		

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



**SHIRE OF NORTHAMPTON**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2012 TO 31 AUGUST 2012**

**1. SIGNIFICANT ACCOUNTING POLICIES**

To be presented at the end of every quarter

**2. STATEMENT OF OBJECTIVE**

To be presented at the end of every quarter

**3. ACQUISITION OF ASSETS**

	2012/13 YTD \$	2012/13 Budget \$
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The following assets are budgeted to be acquired during the year:

**By Program**

**Governance**

Laptop Computer		2,200
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**Law, Order, Public Safety**

Horrocks Fire Shed		37,100
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**Recreation and Culture**

2 Solar Lights for Horrocks Foreshore	4,823	10,000
Disabled Access Fishing Platform		10,000
Kalbarri Northern Boat Ramp		234,750
Kalbarri Skate Park Redevelopment and Ablution		456,630
2 Solar Lights for Hampton Gardens		10,000
Guide Park Redevelopment		40,102

**Transport**

Road Construction	118,549	1,500,056
Footpath Construction		25,213
Utility		30,000
Mower (1)		12,100
Mower (2)		5,600
Aluminium grave surround		1,800
Pump		1,500
Fuel Storage Cabinet		1,250
3 Handheld Two Way Radios		2,100
Compressor		1,800

**Other Property and Services**

Northampton Light Industrial Area	1,024	1,059,450
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	124,396	3,441,651
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**By Class**

**Land Held for Resale**

Land and Buildings	1,024	1,553,180
Infrastructure Assets - Roads	118,549	1,500,056
Infrastructure Assets - Parks and Ovals	4,823	254,750
Infrastructure Assets - Footpaths	0	25,213
Plant and Equipment	0	56,150
Furniture and Equipment	0	52,302

	124,396	3,441,651
--	---------	-----------

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**SHIRE OF NORTHAMPTON**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2012 TO 31 AUGUST 2012**

**4. DISPOSALS OF ASSETS**

The following assets are budgeted to be disposed of during the year.

<u>By Program</u>	Net Book Value	Sale Proceeds	Net Book Value	Sale Proceeds
	2012/13 YTD \$	2012/13 YTD \$	2012/13 BUDGET \$	2012/13 BUDGET \$
<b>Transport</b>				
Toyota Hilux (asset no 40139)	0	0	0	1,500
<b>Recreation and Culture</b>				
Kubota Mower (asset no 41556)	0	0	0	2,500
	0	0	0	4,000

<u>By Class</u>	Net Book Value	Sale Proceeds	Net Book Value	Sale Proceeds
	2012/13 YTD \$	2012/13 YTD \$	2012/13 BUDGET \$	2012/13 BUDGET \$
<b>Plant and Equipment</b>				
Toyota Hilux (asset no 40139)	0	0	0	1,500
Kubota Mower (asset no 41556)	0	0	0	2,500
	0	0	0	4,000

<u>Summary</u>	2012/13 YTD \$	2012/13 BUDGET \$
Profit on Asset Disposals	0	4,000
Loss on Asset Disposals	0	0
	<u>0</u>	<u>4,000</u>

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**SHIRE OF NORTHAMPTON**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2012 TO 31 AUGUST 2012**

**5. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2012/13 Budget	2012/13 Actual \$	2012/13 Budget	2012/13 Actual \$	2012/13 Budget	2013/13 Actual \$
<b>Other Property</b>								
152 - Staff Housing*	422,067		6,455	0	402,422	422,067	13,214	0
<b>Recreation &amp; Culture</b>								
147 - Kalbarri Bowling Club*	14,682		2,552	1,269	12,130	13,413	830	477
148 - Kalbarri Library Extensions	153,430		20,720	0	132,709	153,430	6,597	0
151 - Kalbarri Bowling Club*	25,261		2,308	0	22,953	25,261	1,446	0
<b>Transport</b>								
149 - Plant Purchases	344,701		47,714	0	296,987	344,701	23,937	0
150 - Plant Purchases	155,029		75,450	0	79,579	155,029	6,041	0
153 - Plant Purchases	0	390,000		0	390,000	0		0
	1,115,170	390,000	155,199	1,269	1,336,780	1,113,901	52,065	477

\* Self supporting loan

All debenture repayments were financed by general purpose revenue except loans 147, 151 & 152 which are self supporting loans.

**5. INFORMATION ON BORROWINGS CONT**

(b) New Debentures

No new debentures have been raised to 31 August 2012

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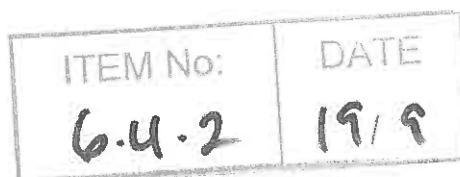
**SHIRE OF NORTHAMPTON**  
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	2013 YTD \$	2013 Budget \$	2012 Actual \$
<b>6. RESERVES - CASH BACKED</b>			
<b>(a) Leave Reserve</b>			
Opening Balance	94,180	89,113	83,481
Amount Set Aside / Transfer to Reserve		10,600	10,699
Amount Used / Transfer from Reserve		-	
	<u>94,180</u>	<u>99,713</u>	<u>94,180</u>
<b>(b) Roadwork's Reserve</b>			
Opening Balance	46,947	46,947	1,694
Amount Set Aside / Transfer to Reserve		2,500	114
Amount Used / Transfer from Reserve		(17,333)	
	<u>46,947</u>	<u>32,114</u>	<u>1,808</u>
<b>(c) Kalbarri Airport Reserve</b>			
Opening Balance	19,310	19,310	18,090
Amount Set Aside / Transfer to Reserve		1,200	1,220
Amount Used / Transfer from Reserve		(11,500)	
	<u>19,310</u>	<u>9,010</u>	<u>19,310</u>
<b>(d) Computer and Office Equipment Reserve</b>			
Opening Balance	25,470	25,470	23,860
Amount Set Aside / Transfer to Reserve		1,600	1,610
Amount Used / Transfer from Reserve		-	
	<u>25,470</u>	<u>27,070</u>	<u>25,470</u>
<b>(e) Plant Reserve</b>			
Opening Balance	5,632	5,632	83,480
Amount Set Aside / Transfer to Reserve		300	5,632
Amount Used / Transfer from Reserve		-	(83,480)
	<u>5,632</u>	<u>5,932</u>	<u>5,632</u>
<b>(f) House and Building Reserve</b>			
Opening Balance	51,292	51,292	48,050
Amount Set Aside / Transfer to Reserve		3,000	3,242
Amount Used / Transfer from Reserve		-	
	<u>51,292</u>	<u>54,292</u>	<u>51,292</u>
<b>(g) Kalbarri Aged Persons Accommodation Reserve</b>			
Opening Balance	175,023	175,023	151,002
Amount Set Aside / Transfer to Reserve		26,720	24,021
Amount Used / Transfer from Reserve		-	
	<u>175,023</u>	<u>201,743</u>	<u>175,023</u>

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<b>6. RESERVES - CASH BACKED (continued)</b>	<b>2013 YTD \$</b>	<b>2013 Budget \$</b>	<b>2012 Actual \$</b>
<b>(h) Bridge Reconstruction Reserve (combined with Roadworks Reserve)</b>			
Opening Balance	-	-	45,823
Amount Set Aside / Transfer to Reserve	-	-	3,091
Amount Used / Transfer from Reserve	-	-	(3,775)
	<u>-</u>	<u>-</u>	<u>45,139</u>
<b>(i) Northampton Aged Persons Reserve</b>			
Opening Balance	100,307	100,307	93,968
Amount Set Aside / Transfer to Reserve	-	6,000	6,339
Amount Used / Transfer from Reserve	-	-	-
	<u>100,307</u>	<u>106,307</u>	<u>100,307</u>
<b>(j) Town Planning Scheme Reserve</b>			
Opening Balance	21,896	21,896	33,627
Amount Set Aside / Transfer to Reserve	-	504	2,269
Amount Used / Transfer from Reserve	-	(22,400)	(14,000)
	<u>21,896</u>	<u>-</u>	<u>21,896</u>
<b>(k) Community Bus Reserve</b>			
Opening Balance	-	-	13,797
Amount Set Aside / Transfer to Reserve	-	-	931
Amount Used / Transfer from Reserve	-	-	(14,728)
	<u>-</u>	<u>-</u>	<u>-</u>
<b>(l) Townscape Car Park Reserve</b>			
Opening Balance	5,065	5,065	4,745
Amount Set Aside / Transfer to Reserve	-	300	320
Amount Used / Transfer from Reserve	-	-	-
	<u>5,065</u>	<u>5,365</u>	<u>5,065</u>
<b>(m) Refuse Management Reserve</b>			
Opening Balance	352	352	330
Amount Set Aside / Transfer to Reserve	-	20	22
Amount Used / Transfer from Reserve	-	-	-
	<u>352</u>	<u>372</u>	<u>352</u>
<b>(n) Sport and Recreation Reserve</b>			
Opening Balance	5,253	5,253	14,289
Amount Set Aside / Transfer to Reserve	-	300	964
Amount Used / Transfer from Reserve	-	-	(10,000)
	<u>5,253</u>	<u>5,553</u>	<u>5,253</u>
<b>(o) Coastal Management Reserve</b>			
Opening Balance	88,992	88,992	83,368
Amount Set Aside / Transfer to Reserve	-	5,500	5,624
Amount Used / Transfer from Reserve	-	-	-
	<u>88,992</u>	<u>94,492</u>	<u>88,992</u>



**SHIRE OF NORTHAMPTON**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**AS AT 31 AUGUST 2012**

<b>6. RESERVES - CASH BACKED (continued)</b>	<b>2013 YTD \$</b>	<b>2013 Budget \$</b>	<b>2012 Actual \$</b>
<b>(p) Kalbarri Youth Activities Reserve</b>			
Opening Balance	775	775	726
Amount Set Aside / Transfer to Reserve		50	49
Amount Used / Transfer from Reserve		-	
	<u>775</u>	<u>825</u>	<u>775</u>
<b>(q) Specified Area Rate Reserve</b>			
Opening Balance	12,452	12,452	11,665
Amount Set Aside / Transfer to Reserve		700	787
Amount Used / Transfer from Reserve		-	
	<u>12,452</u>	<u>13,152</u>	<u>12,452</u>
<b>(r) Footpath Reserve</b>			
Opening Balance	440	440	412
Amount Set Aside / Transfer to Reserve		20	28
Amount Used / Transfer from Reserve		-	
	<u>440</u>	<u>460</u>	<u>440</u>
<b>(s) POS Reserve</b>			
Opening Balance	-	-	135,467
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	-	-	(135,467)
	<u>-</u>	<u>-</u>	<u>-</u>
<b>(t) Northampton Industrial Units</b>			
Opening Balance	304,907	304,907	318,425
Amount Set Aside / Transfer to Reserve	-	10,093	21,482
Amount Used / Transfer from Reserve	-	(315,000)	(35,000)
	<u>304,907</u>	<u>-</u>	<u>304,907</u>
<b>(u) Northampton 150th Anniversary Reserve</b>			
Opening Balance	10,000	10,000	10,000
Amount Set Aside / Transfer to Reserve		10,820	
Amount Used / Transfer from Reserve		-	
	<u>10,000</u>	<u>20,820</u>	<u>10,000</u>
<b>(v) Land Development Reserve</b>			
Opening Balance	339,193	339,193	-
Amount Set Aside / Transfer to Reserve	-	40,000	339,193
Amount Used / Transfer from Reserve	-	-	
	<u>339,193</u>	<u>379,193</u>	<u>339,193</u>
<b>TOTAL CASH BACKED RESERVES</b>	<u>1,307,486</u>	<u>1,056,413</u>	<u>1,307,486</u>

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## SHIRE OF NORTHAMPTON

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 31 AUGUST 2012

## 7. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position	YTD 2013 Actual \$	Brought Forward 1-Jul \$
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	(374,359)	(390,235)
Cash - Reserves Restricted	1,307,486	1,307,486
Cash - Grants Restricted (budgeted to be spent 12/13)	-	794,218
Receivables	4,871,637	832,199
Inventories	15,498	9,686
	<u>5,820,262</u>	<u>2,553,354</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	(859,496)	(1,177,240)
Less GST Provision relating to land sales (when payable it will be funded by reserves)	<u>415,543</u>	<u>415,543</u>
<b>NET CURRENT ASSET POSITION</b>	<b>5,376,309</b>	<b>1,791,657</b>
Less: Cash - Reserves - Restricted	(1,307,486)	(1,307,486)
Less Restricted		(794,218)
<b>NET CURRENT ASSET POSITION</b>	<u><b>4,068,823</b></u>	<u><b>(310,047) *</b></u>
* Estimated at time of preparing the statements		
Estimate for 2012/13 Budget		<u><u>(313,587)</u></u>

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SHIRE OF NORTHAMPTON

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

STATEMENT OF FINANCIAL ACTIVITY

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2012/13 YTD Rate Revenue \$	2012/13 YTD Interim Rates \$	2012/13 YTD Back Rates \$	2012/13 YTD Total Revenue \$	2011/12 Actual \$
Differential General Rate								
General GRV	0.057589	1,540	21,264,544	1,224,605	0	0	1,224,605	1,046,599
General UV	0.008385	460	215,272,900	1,805,064	0	0	1,805,064	1,565,084
<b>Sub-Totals</b>		2,000	236,537,444	3,029,669	0	0	3,029,669	2,611,683
Minimum Rates								
General GRV	450	990	5,335,418	445,500	0	0	445,500	550,440
General UV	450	58	948,676	26,100	0	0	26,100	27,270
<b>Sub-Totals</b>		1,048	6,284,094	471,600	0	0	471,600	577,710
Specified Area Rates (Note 9)								
Discounts								
<b>Totals</b>								
							3,501,269	3,189,393
							37,775	32,121
							3,539,044	3,221,514
							(12,329)	(125,000)
							3,526,714	3,096,514

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## SHIRE OF NORTHAMPTON

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 31 AUGUST 2012

## 9. TRUST FUNDS

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

	Balance 1-Jul-12 \$	Amounts Received \$	Amounts Paid (\$)	Balance 30-Jun-13 \$
Town Planning - Security Bonds	5,000			5,000
Galena Donations	431			431
Transportable Housing Bond	21,275			21,275
Footpath Deposits	49,820	500		50,320
Horrocks Retention Fee - Parking/Stage 2	1,800			1,800
Retentions - Subdivisions	176,154			176,154
Building Levies (BCITF & BRB)	183	6,433		6,616
Community Bus Bond	4,600	200		4,800
Safer WA Funds	4,330			4,330
Northampton Cemetery Funds	920			920
Unclaimed Monies - Rates	6,015			6,015
DOLA - Parks & Gardens Development	8,261			8,261
Aged Unit Bond	1,406			1,406
Council Housing Bonds	1,460			1,460
Kalbarri Youth Space Project Funds	1,125			1,125
Burning Off Fees	216			216
RSL Hall Key Bond	630			630
Peet Park Donations	4,288			4,288
Willa Guthurra	-			0
Special Series Plates	870	220		1,090
Auction	-			0
Kidsport	24,679		(2,882)	21,798
Public Open Space	48,328			48,328
	<u>362,965</u>			<u>367,437</u>

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#### 6.4.3 FINANCIAL MANAGEMENT REVIEW

FILE REFERENCE:	1.1.3
CORRESPONDENT:	UHY Haines Norton
DATE OF REPORT:	11 September 2012
REPORTING OFFICER:	Garry Keffe
APPENDICES:	1. Copy of review report

#### SUMMARY:

Council to receive the Financial Management Review Report as presented by UHY Haines Norton.

#### BACKGROUND:

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* the CEO is to undertake a review of the appropriateness and effectiveness of the Councils financial management systems and procedures. At least once in every four financial years the CEO is to report the results of the review to Council.

To ensure an independent review is undertaken Council engaged the services of UHY Haines Norton and their report is attached.

#### COMMENT:

Overall the review indicates that our procedures meet all statutory requirements many of the comments/suggestions made by UHY have been brought to Councils attention in previous audit/management reports.

The following comments are provided on specific matters raised:

- |          |   |
|----------|---|
| Item 4.1 | The current acting DCEO has resolved this issue and reconciliations are being undertaken however we do still have some concerns and this is being investigated. |
| Item 4.4 | The reconciliation of valuations within the rate book has been implemented.   |
| Item 4.6 | This will be introduced when the new DCEO commences as that person is in the best position to undertake the review.   |

Item 4.7 All senior staff reviews were on file however other staff member reviews had not been undertaken. In this Council's roles and responsibilities by certain staff members it is the Deputy CEO who reviews all administration staff and this clearly has not been done.

For all works staff it is the Manager for Works and Technical Services responsibility and these are currently being undertaken.

Item 4.8 This will be brought to the attention of the new DCEO for implementation.

Item 4.9 The failure for tax invoices can be simply a lost receipt etc. If this is the case the CEO provides other written details, although not a bona fide tax invoice.

In regards to a policy for the use of the corporate credit card this has now been adopted by Council.

Item 4.10 This will be brought to the attention of the new DCEO for implementation.

Item 4.12 This will be brought to the attention of the new DCEO for implementation.

Item 4.13 No comment is made as it relates to the 2011/12 Budget.

Item 4.15 No further action, all Councillors were advised of this situation which has been rectified.

Item 4.20 This will be brought to the attention of the new DCEO for implementation

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 6.4.3**

**That Council receive the Financial Management Review report as presented.**



# Financial Management Review

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## DISCLAIMER

The objective of this review, as outlined in greater detail in Part 2.0 of this report, is to assist the Chief Executive Officer of the Shire of Northampton discharge his responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended).

It has been prepared by UHY Haines Norton (WA) Pty Ltd for this sole purpose.

It is not intended to be used by any other individual or organisation.

Confidential – this document and the information contained in it are confidential and should not be used or disclosed in any way without our prior consent.

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**1.0 INDEPENDENT REVIEWER'S REPORT  
TO THE CHIEF EXECUTIVE OFFICER (CEO) OF THE SHIRE OF NORTHAMPTON**

At the request of the CEO, UHY Haines Norton was engaged to conduct a limited assurance review of the appropriateness and effectiveness of the Shire of Northampton's financial management systems and procedures. The objective of the review is to assist the CEO discharge his responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended). The review was conducted for the period 1 July 2011 to 31 May 2012.

**CEO's responsibility for maintaining and reviewing financial management systems and procedures.**

The CEO is responsible for implementing policies, procedures and controls which are designed to ensure the effective and efficient management of the Shire's resources. In accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended), the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures. At least once in every four financial years the CEO is to report the results of those reviews to Council.

**Our responsibility**

Our responsibility is to provide a report expressing limited assurance, designed to enhance the confidence of the CEO to assist him report on the appropriateness and effectiveness of the financial management systems as required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended). We conducted our engagement in accordance with Australian Standard on Assurance Engagements *ASAE 3500 Performance Engagements* issued by the Australian Auditing and Assurance Standards Board and the Audit Guidelines, in order to state whether, based on the procedures performed, anything has come to our attention that causes us to believe that Council's financial management systems have not been operating effectively. Our engagement provides limited assurance as defined in ASAE 3500.

Our procedures were agreed to with the CEO in our engagement letter dated 25 June 2012.

**Limitations of use**

This report is made solely to the CEO of the Shire of Northampton for the purpose of him reporting under Local Government (Financial Management) Regulation 5(2)(c). We disclaim any assumption of responsibility for any reliance on this report to any person other than the CEO of the Shire of Northampton, or for any purpose other than that for which it was prepared. We disclaim all liability to any other party for all costs, loss, damages, and liability that the other party might suffer or incur arising from or relating to or in any way connected with the contents of our report, the provision of our report to the other party, or the reliance on our report by the other party.

Any projection of the evaluation of the level of compliance to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with management procedures may deteriorate.

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e: perth@uhyhn.com.au w: www.uhyhn.com	

**1.0 INDEPENDENT REVIEWER'S REPORT  
TO THE CHIEF EXECUTIVE OFFICER (CEO) OF THE SHIRE OF NORTHAMPTON  
(Continued)**

**Inherent limitations**

A limited assurance engagement is substantially less in scope than a reasonable assurance engagement conducted in accordance with ASAE 3500 and consequently does not allow us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we will not express an opinion providing reasonable assurance.

We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and its responsibility to prevent and detect irregularities, including fraud. Accordingly, readers of our reports should not rely on the report to identify all potential instances of non-compliance which may occur.


**Independence**

In conducting our engagement, we have complied with the independence requirements of the Australian professional accounting bodies.

**Qualified Conclusion**

Based on our work described in this report which is not an audit, nothing has come to our attention to indicate the Shire of Northampton has not established and maintained appropriate and effective financial management systems and procedures during the period 1 July 2011 to 31 May 2012.

For those aspects of the Shire of Northampton's Financial Management systems and procedures which were assessed as having opportunities for improvement, relevant findings are summarised at Part 3.0 of this report and detailed observations and comments are located at Part 4.0 of this report.

  
UHY HAINES NORTON  
CHARTERED ACCOUNTANTS

Date: 10 August 2012  
Perth, WA

  
GREG GODWIN  
DIRECTOR

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## 2.0 OBJECTIVE, SCOPE AND OVERVIEW OF FINDINGS

### Objective

The objective of our engagement as outlined in our engagement letter is as follows:

To provide a report expressing limited assurance designed to enhance the confidence of the intended user (in this instance the CEO) in the performance of the control environment of the financial management system of the Shire of Northampton (administered by Shire staff being the Responsible Party) for which the intended user (CEO) is ultimately responsible in accordance with the Act and Regulations.

It includes the performance of assurance procedures designed to test the financial management system and report to the CEO on the appropriateness and effectiveness of the control environment within, as required by Financial Management Regulation 5(2)(c).

We trust this report will assist in the ongoing review and improvement of the Shire's financial management practices and procedures.

### Scope

As agreed our examination covered the period 1 July 2011 to 31 May 2012. To this end we examined the following financial systems and procedures of Council:-

- Bank Reconciliations and Petty Cash
- Trust Fund
- Receipts and Receivables
- Rates
- Fees and Charges
- Purchases, Payments and Payables (Including Purchase Orders)
- Wages and Salaries
- Fixed Assets (Including acquisition and disposal of property)
- Credit Card Procedures
- Costs and Administration Allocations
- Minutes and Meetings
- Financial Reports
- Budget
- Plan for the Future
- Registers (Including Annual & Primary Return)
- Delegations
- Audit Committee
- Insurance
- Storage of Documents/Record Keeping
- Other Matters

We did not necessarily examine compliance with provisions of the Act or Regulations, which were not financial in nature. That is, Parts 2, 4, 8 and 9 of the Act, some provisions of Parts 3 and 5 as well as most regulations (apart from the Financial Management Regulations), which did not impact on the areas examined above.

### Overview of Findings

As referred to in Part 1.0 of this report, a summary of our findings and detailed observations may be found in Parts 3.0 and 4.0 on the following pages.

Addressing the issues highlighted will help to ensure the controls and procedures established are not compromised in the future and the integrity of the financial management system is maintained.

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### 3.0 SUMMARY OF FINDINGS

The following is a brief summary of matters noted for improvement together with our assessment of the level of risk in relation to each item:

Key:

**S** = System & Procedures  
**C** = Compliance Matter

**H** = High Risk  
**M** = Moderate Risk  
**L** = Low Risk

Finding	Nature	Risk
<b>Bank Reconciliations</b> No documentary evidence has been kept of the reconciliations of the Reserve Land Sales bank accounts.	<b>S</b>	<b>L</b>
<b>Rates</b> Balances in rates system are not reconciled to the periodic rolling reports received from Valuer General office.	<b>S</b>	<b>L</b>
<b>Purchases, Payments And Payables</b> Changes to creditor master file details are not reviewed.	<b>S</b>	<b>H</b>
Sundry creditors reconciliations have not been performed for the months from July 2011 to May 2012.	<b>S</b>	<b>L</b>
<b>Wages And Salaries</b> Records of annual performance reviews of staff are not filed.	<b>S</b>	<b>L</b>
<b>Fixed Assets</b> The fixed opening balances and additions in the assets register have not been updated.	<b>S</b>	<b>L</b>
<b>Credit Card Procedures</b> Tax invoices or receipts for credit cards purchases should be obtained and filed.	<b>S</b>	<b>L</b>
A credit card policy to be developed and adopted.	<b>S</b>	<b>M</b>
<b>Cost and Administration Allocations</b> Allocation basis for Administration Costs, Plant Operating Costs and Public Work Overhead should be reviewed.	<b>S</b>	<b>M</b>
<b>Financial Reports</b> Brought Forward Net current assets do not agree to prior year audited financial statements.	<b>C</b>	<b>M</b>
Signs used in the variance column were not correct.	<b>C</b>	<b>L</b>
<b>Budget</b> Mathematical errors noted.	<b>C</b>	<b>L</b>

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### 3.0 SUMMARY OF FINDINGS (Continued)

Finding	Nature	Risk
<b>Registers</b>		
Annual and Primary returns were not lodged within the period required by the Act.	C	M
Annual and Primary returns had blank sections.	C	L
<b>IT General Environment</b>		
General controls in relation to the IT System are not documented.	S	L
<b>Fuel Inventory Reconciliation</b>		
Fuel inventory reconciliations are not performed.	S	L
<b>GST on Sale of Land</b>		
Provision for GST on the sale of land is still to be finalised.	S	L
<b>Land held for Sale</b>		
Review the net realisable value at year end.	C	L
<b>Investments</b>		
Review the Shire's current investment policy.	C	L

**Please Note:** The assessment of risk as detailed above is our assessment based on the circumstances surrounding the procedures performed. An assessment of Low Risk is to be read in the context of our assessment of risk to the organisation as a whole. It is not intended to indicate no further action is required.

Our assessments are provided to assist you understand the nature of the matters raised and to prioritise any remedial action.

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#### 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS

##### 4.1 BANK RECONCILIATIONS AND PETTY CASH

###### Bank Reconciliations

An examination of the bank reconciliations noted they are up to date as well as being prepared regularly and promptly.

Controls and procedures are considered to be operating effectively and are appropriate for Council's current scope of operations except:

- No documentary evidence has been kept for bank reconciliations relating to the Reserve account and Land Sales account. Each month, the reconciliation which is maintained in excel is over written without being printed. This has also resulted in no evidence of the reconciliations being reviewed was available.

**Comment: To help ensure all transactions relating to reserve accounts and land sale accounts are correctly recorded and reconciled, reconciliations should be prepared, reviewed and filed for all bank accounts on a monthly basis.**

###### Petty Cash

We also examined the petty cash system and concluded this was being properly controlled and maintained.

##### 4.2 TRUST FUND

Trust funds held by Council were examined to determine proper accountability in the Shire's financial management system and compliance with regulatory requirements.

Our observation and testing of three receipts and three payments, randomly selected, confirmed trust funds are adequately controlled and all statutory requirements were satisfactorily met.

##### 4.3 RECEIPTS AND RECEIVABLES

Detailed testing of twenty two receipts, randomly selected, was performed. This included tracing to individual receipt detail, bank deposits and the general ledger to ensure allocation/posting was correctly performed.

The receivables system including raising of invoices was also reviewed with limited testing in respect to allocation/posting.

A review of the cash handover procedures for cash collected at other locations i.e. Little Bay camp site and the rubbish tip was also performed to determine if adequate controls were in place.

Overall testing was completed satisfactorily. Controls and procedures are considered to be operating effectively and are appropriate for Council's current scope of operations.

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#### 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS (Continued)

##### 4.4 RATES

Council's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed and raised correctly. This also included inspection of the rate record and valuation reconciliations.

We randomly selected and tested ten annual rate notices (five GRV and five UV) and five interim notices (three GRV and two UV) for the period covered to determine whether they have been correctly imposed and raised. This included:

- sighting the notices;  
ascertaining whether the valuations applied are as per the Valuer General Office's roll/report and rates in the dollar imposed are as per adopted budget; and
- ensuring the rate system is properly updated and properly posted to the general ledger.

From testing, we concluded the rates system and record is being properly maintained, rates are correctly imposed and posted to the general ledger except:

- The manual rolling reconciliation has only been updated for the amendments/ variations received from the Valuer General office whilst the rolling balances have not been agreed to the total rateable value as per rates ledger.

**Comment: To help ensure valuations are correctly recorded (thus ensuring the correct amount of rates are charged) and the integrity of the rating system is maintained, a manual rolling reconciliation of valuations should be performed as and when the changes are notified by the Valuer General and the rolled forward total rateable value in the rate reconciliation should match the rates system balance. These reconciliations should be reviewed by a senior staff member.**

##### 4.5 FEES AND CHARGES

Fees and Charges imposed at the time of budget adoption were found to be in accordance with legislative requirements.

##### 4.6 PURCHASES, PAYMENTS AND PAYABLES (INCLUDING PURCHASE ORDERS)

A sample of twenty two payment transactions were randomly selected and testing performed to determine whether purchases were authorised/ budgeted and payments were supported, certified, authorised and correctly allocated. Council's purchasing, payments and payables system was also examined to determine if adequate controls are in place to ensure liabilities are properly recorded and payments are properly controlled.

In general, controls and procedures over purchases, payments and payables are operating effectively and are appropriate for Council's current scope of operations except the following area which may require attention:

- The changes to creditor details (in particular banking details) in the system have not been reviewed.

**Comment: To help ensure ALL changes to creditor details in the system are correct and hence all payments are bona fide, a senior staff member independent of processing should review a system generated audit trail report showing all changes made to the respective system master files. The independent review should seek to confirm the integrity of the details in the system and should be evidenced accordingly.**

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#### 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS (Continued)

##### 4.6 PURCHASES, PAYMENTS AND PAYABLES (INCLUDING PURCHASE ORDERS) (Continued)

- Sundry creditors' reconciliations have not been performed for all months from July 2011 to May 2012.

**Comments:** To help ensure all sundry creditors are complete and correctly posted into the general ledger, payable reconciliations should be reviewed by a staff member independent to the preparer and should be signed and dated.

##### 4.7 WAGES AND SALARIES

Five individual employees were randomly selected and testing of four pay runs for each employee was performed to ensure:

- the employee existed;
- the correct rate of pay was used;
- non-statutory deduction authorities are on hand;
- time sheets properly completed and authorised;
- hours worked authorised; and
- allocations reasonable and correctly posted.

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Council's payroll system was also reviewed to determine if adequate controls are in place to ensure wages and salaries are properly processed and payments are properly controlled. This included the review of two randomly selected staff recruitments and resignations during the period covered.

The system described to us and its supporting controls were found to be operating effectively except for the following area having opportunity for improvement:

- Employee's personal files are not kept up to date with their latest performance review details.

**Comments:** To help ensure compliance with S5.38 of the Act, the performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment. Documentary evidence of reviews should be kept on file.

##### 4.8 FIXED ASSETS (INCLUDING ACQUISITION AND DISPOSAL OF PROPERTY)

The fixed assets management system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined. The following was noted as having opportunity for improvement:

- The fixed asset register was not updated for the opening balance variances identified during the prior year audit. In addition, the assets register was not updated for all additions at the time of our field visit in June 2012.

Due to these matters the differences were noted between fixed asset register and the General Ledger.

**Comments:** To help ensure accurate accounting for fixed assets the fixed asset register should be updated with opening balances adjustments and reconciled to the general ledger on a regular basis.

#### 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS (Continued)

##### 4.9 CREDIT CARD PROCEDURES

A review of Council's credit card procedures was performed to determine if adequate controls were in place.

We judgmentally selected five monthly credit card statements for the one credit card in use for the period covered and tested all the transactions of the months selected to determine whether they are legitimate and usual in the context of the Shire's operations. This included:

- sighting tax invoices;
- ascertaining whether the transaction is official in nature; and
- confirming whether transactions are for business purposes, as there is no credit card policy.

Overall testing was completed satisfactorily. Controls and procedures are considered to be operating effectively and are appropriate for Council's current scope of operations.

Notwithstanding this, the following matters are noted as having opportunity for improvement:

- Tax invoices and/or receipts for credit card purchases were not always obtained and filed.

**Comments: To help ensure the usage of corporate credit cards is in line with the Shire's procedure manual and finance policies, tax invoices for credit card purchases should always be obtained and filed.**

- There is no credit card policy in place.

**Comments: To help ensure usage of Council credit cards is in line with Council's intent for issuing credit cards, a policy should be adopted and all credit card holders should sign and date a copy of the credit card policy as evidence of acknowledgment of their responsibilities and legal obligations when using the credit cards.**

##### 4.10 COST AND ADMINISTRATION ALLOCATIONS

The Council's cost and administration allocation system was examined to determine if indirect costs have been properly reallocated to various jobs/programs. This included review of the allocation basis or rates used to ensure they are appropriate and regularly reviewed.

Our review noted the following:

- Allocation rates for Administration Costs, Plant Operating Costs and Public Works Overheads are reviewed during the annual budgeting process. Currently, any over or under recovery of costs are only considered and adjusted at year end.

**Comment: To help ensure no material amounts of Administration Costs, Plant Operating Costs and Public Works Overheads remain unallocated, appropriate procedures should be implemented to regularly review the appropriateness of the relevant allocation rates. Supporting work papers should be printed and filed as documentary evidence. In addition, the current under recovery should be investigated and appropriate adjustments made.**

**Whilst we acknowledge control exists at year end, a more regular process makes it easier to investigate any under or over recovery. This will help ensure the financial records more accurately reflect works and service costs to provide timely management information.**

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#### 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS (Continued)

##### 4.11 MINUTES AND MEETINGS

Council meeting minutes were reviewed to ensure compliance with procedures and protocols.

The procedures and protocols surrounding meetings and the quality of minutes were found to be of a satisfactory standard and in accordance with legislative requirements.

##### 4.12 FINANCIAL REPORTS

The following reports were reviewed for compliance with legislative requirements:

- Annual Report;
- Annual Financial Report; and
- Monthly Financial Reports.

All were found to be of a satisfactory standard and in compliance with legislative requirements except the following matters which were noted as having opportunity for improvement:

- Brought forward net current assets as at 1 July 2011 do not agree to prior year audited financial statements.

**Comment: To help ensure Statements of Financial Activity accurately reflect the current financial position of Council, this matter should be corrected as soon as is practicable.**

- Signs used in variances column were not correct.

**Comment: To help ensure users of the monthly reports are able to identify material variances correctly and the appropriate signs should be used.**

##### 4.13 BUDGET

The 2011/2012 budget document and documents surrounding budget adoption were examined to ensure compliance with regulatory requirements.

All statutory requirements were satisfactorily met whilst the following area has opportunity for improvement:

- A few mathematical errors were noted during our review of the budget for 2011/12.

**Comments: To help ensure the budget document accurately represents, the budget document should be reviewed for mathematical accuracy.**

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#### 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS (Continued)

##### 4.14 PLAN FOR THE FUTURE

Council's current plan for the future of the district i.e. Financial Plan For The Future 2010-2014 was prepared and adopted in July 2010. From examination it appears to meet all statutory requirements.

##### 4.15 REGISTERS (INCLUDING ANNUAL & PRIMARY RETURNS)

###### *Financial Interest Register*

The register was examined to ensure compliance with regulatory requirements. In relation to individual returns (the responsibility of which rests with the individual completing them all), we noted the following:

- All annual returns for the financial year ended 30 June 2011 were not lodged before 31 August.

**Comments: To help ensure compliance with Section 5.76 (1) & (2) of the Act, annual returns should be completed and lodged each year by 31 August of that year.**

- Our review of Annual and Primary returns revealed councillor's staff had left some sections on their returns blank.

**Comments: To help ensure compliance with Departmental Circular 18-2005 and to ensure returns submitted are not at risk of being amended, all sections should be completed. We note it is acceptable to record N/A, Nil or No Change or to rule a clear line through a N/A section whilst leaving sections blank is not recommended practice.**

###### *Tender Register*

The tender register was reviewed for completeness and compliance and deemed to be satisfactorily maintained and appropriate for Council needs.

##### 4.16 DELEGATIONS

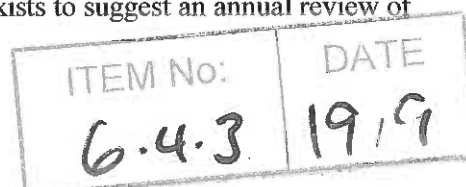
The delegations register was reviewed for completeness and compliance and deemed to be satisfactorily maintained and appropriate for Council needs.

##### 4.17 AUDIT COMMITTEE

Council's establishment of its audit committee and the constituted membership was examined by us and found to be in compliance with the requirements of the Act.

##### 4.18 INSURANCE

Discussions with staff and review of policy documents revealed policies are current and the coverage is currently adequate. Evidence also exists to suggest an annual review of insurance risks occurs.



#### 4.0 AREAS EXAMINED AND DETAILED OBSERVATIONS AND COMMENTS (Continued)

##### 4.19 STORAGE OF DOCUMENTS/RECORD KEEPING

All minutes, registers, contracts and legal documents are stored in a safe which appears to be fire resistant. A detailed and fully indexed register and filing system is in place and appears to be complete and operating effectively.

##### 4.20 OTHER MATTERS

###### *IT General Environment*

During our review of the Shire's IT Controls, we noted the IT environmental controls to be operating effectively except:

The Shire does not have a formal security plan in relation to general controls such as access to the computer system, regular changes to passwords and the review and monitoring of unauthorised access.

**Comment: To help ensure the security of Council's data, management should evaluate the adequacy of current general controls, document the control system and develop and implement additional general controls where appropriate.**

###### *Fuel Inventory*

The procedures in relation to the control of fuel inventory were reviewed. Whilst physical fuel dips are carried out, it appears reconciliations have not been performed with the accounting system on a monthly basis.

**Comment: To help ensure the fuel inventory is properly monitored and book balances agree to physical quantities, inventory balances should be reconciled and relevant working papers for these inventory reconciliations should be reviewed by a staff member independent of preparation and filed.**

###### *GST on Sale of Land*

Provision for GST on the sale of land has been made in the year 2008/09 whilst it sought an opinion on which methodology should be adopted for GST on these sales. Whilst the exact net liability or refund has yet to be determined, the provision was considered to be reasonable in light of the information available.

**Comment: To help ensure the Shire's GST obligations are accurately presented and settled in a timely manner this matter should be finalised as a matter of urgency.**

###### *Land held for Sale*

The Shire's accounting policy indicates that Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Therefore, as at 30 June 2012, Council should review the net realisable values of Land Held for Sale to help ensure it is in line with the accounting policy.

###### *Investments*

Local Government (Financial Management) Regulations relating to investments have recently been amended effective from 20 April 2012.

Council should review its current investment policy to help ensure it is in line with the amended requirements.

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**6.4.4 KALBARRI SPORT & RECREATION CLUB – HOT WATER SYSTEMS**

<b>LOCATION:</b>	Kalbarri Sport & Recreation Club
<b>FILE REFERENCE:</b>	11.1.10
<b>CORRESPONDENT:</b>	Kalbarri Sport & Recreation Club
<b>DATE OF REPORT:</b>	11 September 2012
<b>REPORTING OFFICER:</b>	Garry Keeffe

**SUMMARY:**

Council to consider the reimbursing of replacement hot water systems at the Kalbarri Sport and Recreation Club.

**BACKGROUND:**

Advice has been received from the correspondent seeking reimbursement for the replacement of two instant gas hot water systems for \$2,227.00 plus GST.

The CEO has investigated this matter and no staff member had been contacted in regards to the replacement of the systems and Council needs to determine if the cost is to be reimbursed.

**COMMENT**

The premises are leased by Council to the Kalbarri Sport & Recreation Club. The lease provides that all general maintenance is the responsibility of the club, however for fixtures such as hot water systems, air-conditioners etc, it is Councils responsibility to repair however the correct process is for the clubs to contact Council management to advise of the need to repair/replace.

**FINANCIAL & BUDGET IMPLICATIONS:**

There is no provision within the 2012/13 budget for the replacement of the hot water systems and therefore Council will need to approve this additional expenditure as per the statutory requirements.

**STATUTORY REQUIREMENTS'**

*Local Government Act 1995 – Section 6.8, authorising unbudgeted expenditure.*

**VOTING REQUIREMENT:**

*Absolute Majority Required:* - As there is no provision for this expenditure within the 2012/2013 Budget, Council needs to approve the expenditure by an absolute majority as per Section 6.8 of the Local Government Act 1995.

**OFFICER RECOMMENDATION – ITEM 6.4.4**

That Council reimburse the costs for the replacement of two instantaneous hot water systems to the Kalbarri Sport and Recreation Club to the value of \$2227.00 plus GST.



#### 6.4.5 OVERDUE RATES

**FILE REFERENCE:** 3.1.1  
**DATE OF REPORT:** 11 September 2012  
**REPORTING OFFICER:** Kristy Williams

#### SUMMARY:

Five properties have been identified as having rates in arrears for more than three years. In accordance with Section 6.64 of the Local Government Act 1995, Council has the option of selling the land in question in order to collect outstanding rates.

#### BACKGROUND:

Assessment	Address	Rates Overdue	Current Rates	Last Paid
A121	Lot 16 Cripps Rd Alma	11,216.95	1,692.08	May 2008
A1360	Lot 20 Robinson St Northampton	2,763.76	837.00	Feb 2008
A4367	Lot 8 Gantheaume Crescent Kalbarri	3,088.11	511.56	Aug 2008
A1270	Victoria Location 1146	8,336.74	Nil	2001
A2743	One Chin Road, Galena	13,129.88	507.00	2002

#### COMMENT

Staff refers all outstanding rates to Council's debt collectors but for various reasons have exhausted all avenues of collecting the outstanding debts. The Local Government Act 1995 sets out the procedure required in order to sell land for unpaid rates. It is suggested that staff commence the procedure with the assistance of Council's solicitors McLeods to sell the properties to recover rates owing.

**FINANCIAL & BUDGET IMPLICATIONS:**

Total rates outstanding for the five properties in question is \$38,535.44

**STATUTORY REQUIREMENTS**

*Local Government Act 1995 – Section 6.64 allows Council to sell land with rates overdue for 3 years.*

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 6.4.5**

That Council, with the assistance of McLeod's Solicitors commence the process of selling property for unpaid rates for Assessment numbers 121, 1360, 4367, 2743 and 1270 in accordance with the Local Government Act 1995

**6.4.6 WRITE-OFF OF RATES**

<b>FILE REFERENCE:</b>	<b>3.1.1 A4325</b>
<b>DATE OF REPORT:</b>	<b>11 September 2012</b>
<b>REPORTING OFFICER:</b>	<b>Kristy Williams</b>

**SUMMARY:**

The mining tenement A4325 is now non-rateable with rates and interest owing of \$1,272.87

**BACKGROUND:**

Adelaide Prospecting Pty Ltd had a mining lease over Lot E70/02717 Northwest Coastal Highway Ajana. The lease has now expired and the assessment is non-rateable. \$1,272.87 of interest and rates remains outstanding. Staff have referred the matter to Council's debt collectors who have not been able to locate Adelaide Prospecting. It is suggested that the outstanding amount be written off.

**FINANCIAL & BUDGET IMPLICATIONS:**

Write-off of \$1,272.87

**STATUTORY REQUIREMENTS**

*Local Government Act 1995 – Section 6.12 allows Council write-off any amount of money*

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 6.4.6**

**That Council write-off outstanding rates and interest owing on A4325 of \$1,272.87 in accordance with the Local Government Act 1995 Section 6.14 as the mining lease has now expired and the property is non-rateable.**