



AGENDA

COUNCIL MEETING

15 SEPTEMBER 2023

SHIRE OF NORTHAMPTON – COUNCIL MEETING AGENDA**15 September 2023****NOTICE TO ALL COUNCILLORS**

An Ordinary Meeting of Council is called for Friday 15 September 2023 commencing at 1:00pm in the Council Chamber, Hampton Road, Northampton.



Andrew Campbell
CHIEF EXECUTIVE OFFICER

8 September 2023

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Northampton for any act, omission, statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Northampton disclaims any liability for any loss whatsoever and howsoever caused arising out of a reliance by any person or legal entity on any such act, omission, statement or intimation occurring during Council/Committee meetings, discussions or any decision recorded in the unconfirmed minutes of Council or Committee's of Council. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that persons or legal entity's own risk.

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.

**SHIRE OF NORTHAMPTON COUNCIL MEETING FRIDAY 15
SEPTEMBER 2023 TO BE HELD IN THE COUNCIL
CHAMBERS, HAMPTON ROAD, NORTHAMPTON
COMMENCING AT 1:00PM**

AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:

2. ANNOUNCEMENTS BY THE PRESIDENT:

Acknowledgement of Country

We would like to respectfully acknowledge the Yamatji People who are the Traditional Owners and First People of the land on which we meet. We would like to pay our respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of the Yamatji People.

3. ATTENDANCE:

3.1 Apologies:

Cr Roslyn Suckling is an apology for the Ordinary Council Meeting held 15th September 2023.

3.2 Approved Leave of Absence:

4. DECLARATIONS OF INTEREST:

[Part 5, Division 6 of the Local Government Act 1995 requires that a member must disclose the interest of the member and the nature of the interest in writing before the meeting or immediately before the matter is discussed.]

5. PUBLIC QUESTION TIME:

5.1 Response to public questions taken on notice

5.2 Public Question Time

[Under meeting procedure this is the only opportunity for members of the public to ask up to a maximum of two questions of Council. There is no further opportunity to question the Shire of Northampton during the meeting. Questions can be asked on any Shire matter, not just on issues included in the meeting agenda and each person shall have up to 3 minutes to ask their questions which may be extended by an additional 3 minutes where considered appropriate by the Presiding Member. Persons asking questions are entitled to a response unless the question is declared "out of order" by the Presiding Member. If a matter requires further investigation, that response may be in writing. Any person asking questions of Council must state their correct name and address as this will form part of the public record of this meeting]

6. PRESENTATIONS:

6.1 Petitions:

6.2 Presentations:

6.3 Deputations:

6.4 Councillor reports:

- Cr Sudlow (Shire President)
- Cr Horstman (Deputy Shire President)
- Cr Burges
- Cr Gibb
- Cr Hay
- Cr Pike
- Cr Suckling

6.5 Conference reports:

7. CONFIRMATION OF PREVIOUS MINUTES:

_____ / _____

That the Minutes of the Ordinary Meeting of the Council held on 18 August 2023 be confirmed.

8. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

At the Council meeting held 18th August 2023, the following notice of motion was recorded.

Moved: Gibb, T Seconded:

“That Council resolve to consider reducing the speed limit on Grey Street, Kalbarri subject to the approval of Main Roads Western Australia.”

9. OFFICERS' REPORTS:

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ITEM 9.1.1: Proposed Chief Executive Officer Review Advisory Committee

PROPONENT:	Chief Executive Officer
OWNER:	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
WARD:	Northampton and Kalbarri
ZONE:	All
BUSINESS AREA:	Office of CEO
FILE REFERENCE:	4.1.14
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Andrew Campbell
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	4 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

It is a requirement under the s5.38 of the *Local Government Act 1995* for the Shire of Northampton to conduct a review of the Chief Executive Officer's performance at least annually.

During the review the Chief Executive Officer's performance is assessed against established performance criteria that is aligned to the objectives of the Council. The State Government recommends that Councils establish a panel for Chief Executive Officer performance reviews and the most practical and compliant way of delivering this is via an Advisory Committee of Council.

The purpose of this report is for Council to consider establishing a Chief Executive Officer Review Advisory Committee.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Advisory Committees of Council are formed under the *Local Government Act 1995* and are structured so as to provide recommendations to Council for decision. Whilst Advisory Committees do not have delegated power, they must follow very similar statutory governance arrangements to what Council meetings operate under.

When forming Advisory Committees, it is strongly recommended that Council establish Terms of Reference to control the committee membership and functional operation. The proposed Terms of Reference for the Chief Executive Officer Review Advisory Committee are attached.

ATTACHMENT 9.1.1(1)

With the upcoming Council Election scheduled for 21 October 2023 it is recommended that if Council adopts the Chief Executive Officer Review Advisory Committee as proposed, that the appointment of members does not occur until after new Councillors are sworn in.

Council currently has a Senior Staff Employment Performance Review Committee with an approved membership of Councillors Sudlow, Horstman, Stewart (retired) and Suckling with also the former Chief Executive Officer Mr Garry Keeffe. Under the provisions of the *Local Government Act 1995* this committee is considered to be non-compliant and therefore it is recommended it should be removed. To explain this in simple terms it is most easily described as a core function of the Chief Executive Officer's role is to be responsible for the employment, management supervision, direction, and dismissal of other employees, not the Council.

STATUTORY ENVIRONMENT:

The *Local Government Act 1995* and subsidiary legislation prescribe the requirements of the position of Chief Executive Officer in a Local Government organisation in Western Australia.

POLICY / STRATEGIC IMPLICATIONS:

The proposed Chief Executive Officer Review Advisory Committee will enable a collaborative connection between Council and the performance of the Chief Executive Officer.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Level 3 – Moderate mainly based on non-compliance.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:

Minor financial consequences may occur from the payment of meeting fees to committee members however this is considered not material to the overall budget.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Adopt the Terms of Reference for the Chief Executive Officer Review Advisory Committee as per ATTACHMENT 9.1.1(1);**
- 2. Defer the appointment of members to the Chief Executive Officer Review Advisory Committee until after the 2023 Council Election; and**
- 3. Remove the Senior Staff Employment Performance Review Committee.**

ATTACHMENTS

- 1. Proposed Terms of Reference – Chief Executive Officer Review Advisory Committee.**

APPENDICES

- 1. Nil.**

ITEM 9.1.2: Proposed Audit and Risk Management Advisory Committee

PROPONENT:	Chief Executive Officer
OWNER:	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
WARD:	Northampton and Kalbarri
ZONE:	All
BUSINESS AREA:	Office of CEO
FILE REFERENCE:	4.1.14
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Andrew Campbell
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	4 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

It is a statutory requirement under the *Local Government Act 1995* for the Shire of Northampton to have an Audit and Risk Advisory Committee in place.

The Shire of Northampton has an existing Audit Committee with the current members being Councillors Sudlow, Suckling, Hay and Horstman.

It has been difficult to establish the statutory basis under which this Audit Committee operates and reports, and it is recommended that Council consider establishing an Audit and Risk Advisory Committee with prescribed Terms of Reference to clearly define the Committee's role.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Advisory Committees of Council are formed under the *Local Government Act 1995* and are structured so as to provide recommendations to Council for decision. Whilst Advisory Committees do not have delegated power, they must follow very similar statutory governance arrangements to what Council meetings operate under.

When forming Advisory Committees, it is strongly recommended that Council establish Terms of Reference to control the committee membership and functional operation. The proposed Terms of Reference for the Audit and Risk Advisory Committee are attached.

ATTACHMENT 9.1.2(1)

Under the proposal, whilst existing Audit Committee members will transition through to the proposed Terms of Reference, with the upcoming Council Election scheduled for 21 October 2023 the membership will be revisited after this time.

STATUTORY ENVIRONMENT:

The *Local Government Act 1995* and subsidiary legislation prescribe the statutory requirements that deal with audit and risk functions in Local Government organisations in Western Australia.

POLICY / STRATEGIC IMPLICATIONS:

The Audit and Risk Advisory Committee is an important part of the operation of a local government organisation. It is essential that Council retains oversight of the business of the organisation and an Audit and Risk Advisory Committee fulfils this obligation.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Level 4 – Major mainly based on non-compliance and reputation.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:

As an Audit Committee exists, there is not expected to be any additional costs associated with the proposal.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Adopt the Terms of Reference for the Audit and Risk Advisory Committee as per ATTACHMENT 9.1.2(1) as the replacement for the existing Audit Committee; and

2. Appoint the following Councillors to the Audit and Risk Advisory Committee:

- Councillor - Liz Sudlow.
- Councillor - Roslyn Suckling.
- Councillor - Tim Hay.
- Councillor - Rob Horstman.

ATTACHMENTS

1. Proposed Terms of Reference – Audit and Risk Advisory Committee.

APPENDICES

1. Nil.

ITEM 9.1.3: Proposed Access and Inclusion Advisory Committee

PROPONENT:	Chief Executive Officer
OWNER:	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
WARD:	Northampton and Kalbarri
ZONE:	All
BUSINESS AREA:	Office of CEO
FILE REFERENCE:	4.1.14
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Andrew Campbell
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	4 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

It is a statutory requirement for the Shire of Northampton to have an Access and Inclusion Plan.

The Shire of Northampton has an existing Disability Services Committee with the current members being Councillors Suckling and Gibb, and the Principal Building Surveyor Trevor Brandy.

It has been difficult to establish the statutory basis under which this Disability Services Committee operates and reports, and it is recommended that Council consider establishing an Access and Inclusion Advisory Committee to replace the existing Committee with prescribed Terms of Reference to clearly define the Committee's role.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

The words "Access and Inclusion Committee" have been substituted as a contemporary replacement for the Disability Services Committee. This terminology aligns to Disability Access and Inclusion Plans required of local government.

If Council resolves to form this revised committee it would be recommended that addition non-entity representation be considered as a matter of future committee business.

Advisory Committees of Council are formed under the *Local Government Act 1995* and are structured so as to provide recommendations to Council for decision. Whilst Advisory Committees do not have delegated power, they must follow very similar statutory governance arrangements to what Council meetings operate under.

When forming Advisory Committees, it is strongly recommended that Council establish Terms of Reference to control the committee membership and functional operation. The proposed Terms of Reference for the Access and Inclusion Advisory Committee are attached.

ATTACHMENT 9.1.2(1)

Under the proposal, whilst existing Disability Services Committee members will transition through to the proposed Terms of Reference, with the upcoming Council Election scheduled for 21 October 2023 the membership will be revisited after this time.

STATUTORY ENVIRONMENT:

Various pieces of legislation prescribe the statutory requirements that deal with access and inclusion functions in Local Government organisations in Western Australia.

POLICY / STRATEGIC IMPLICATIONS:

An Access and Inclusion Advisory Committee is an important component of the operation of a local government organisation. The committee provides oversight to considerations often overlooked in local government business.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Level 2 – Minor mainly based on non-compliance and reputation.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:

As a Disability Services Committee exists, there is not expected to be any additional costs associated with the proposal.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Adopt the Terms of Reference for the Access and Inclusion Advisory Committee as per ATTACHMENT 9.1.3(1) as the replacement for the existing Disability Services Committee; and**
- 2. Appoint the following Councillors to the Access and Inclusion Advisory Committee:**
 - Councillor - Roslyn Suckling.**
 - Councillor - Trevor Gibb.**
 - Principal Building Surveyor - Trevor Brandy.**

ATTACHMENTS

- 1. Proposed Terms of Reference – Access and Inclusion Advisory Committee.**

APPENDICES

- 1. Nil.**

ITEM 9.1.4: Proposed Community Grants Advisory Committee

PROPONENT:	Chief Executive Officer
OWNER:	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
WARD:	Northampton and Kalbarri
ZONE:	All
BUSINESS AREA:	Office of CEO
FILE REFERENCE:	4.1.14
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Andrew Campbell
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	5 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council currently considers community grant requests on an inconsistent basis most often at various times leading up to Annual Budget. This approach often can lead to ad hoc decisions being made individually rather than by identifying strategic priorities and need.

The purpose of this report is for Council to consider establishing a Community Grants Advisory Committee to formalise the process to consider requests for community grants.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Advisory Committees of Council are formed under the *Local Government Act 1995* and are structured so as to provide recommendations to Council for decision. Whilst Advisory Committees do not have delegated power, they must follow very similar statutory governance arrangements to what Council meetings operate under.

When forming Advisory Committees, it is strongly recommended that Council establish Terms of Reference to control the committee membership and functional operation. The proposed Terms of Reference for the Community Grants Advisory Committee are attached.

ATTACHMENT 9.1.4(1)

With the establishment of a Community Grants Advisory Committee, it would be intended that the Committee would develop and recommend to Council a formalised process for receiving community grants, a process for determining community grants and additional external committee membership if required.

With the upcoming Council Election scheduled for 21 October 2023 it is recommended that if Council adopts the Community Grants Advisory Committee as proposed, that the appointment of members does not occur until after new Councillors are sworn in.

STATUTORY ENVIRONMENT:

The *Local Government Act 1995* and subsidiary legislation prescribe the requirements of creating an Advisory Committee in a Local Government organisation in Western Australia.

POLICY / STRATEGIC IMPLICATIONS:

The proposed Community Grants Advisory Committee will enable a Council to strategically approach requests community grants for implementation through the Annual Budget process.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:

Minor financial consequences may occur from the payment of meeting fees to committee members however this is considered not material to the overall budget.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

- 1. Adopt the Terms of Reference for the Community Grants Advisory Committee as per ATTACHMENT 9.1.4(1); and**
- 2. Defer the appointment of members to the Community Grants Advisory Committee until after the 2023 Council Election.**

ATTACHMENTS

- 1. Proposed Terms of Reference – Community Grants Advisory Committee.**

APPENDICES

- 1. Nil.**

ITEM 9.2.1 Accounts for Endorsement to 15th September 2023

PROPONENT:	Shire of Northampton
OWNER:	N/A
LOCATION / ADDRESS:	Whole of Shire
WARD:	Northampton and Kalbarri
ZONE:	All
BUSINESS AREA:	Corporate and Financial Services
FILE REFERENCE:	1.1.1
LEGISLATION:	<i>Local Government (Financial Management) Regulation 1996, Local Government Act 1995</i>
AUTHOR:	Leanne Rowe
APPROVING OFFICER:	Grant Middleton
DATE OF REPORT:	5 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A list of payments submitted to Council on 15th September 2023, for confirmation in respect of accounts already paid or for the authority to those unpaid.

A copy of the Payment Listing is attached.

ATTACHMENT 9.2.1(1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil

COMMENT (Includes Options):

Council is requested to endorse the payments as presented.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulation 1996 Section 13
Local Government Act 1995 Section 6.10

POLICY / STRATEGIC IMPLICATIONS:

Council Delegation F02 allows the CEO to make payments from the Municipal bank 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.

ORGANISATIONAL RISK MANAGEMENT:

The associated risk would be the failure to comply with Financial Management Regulation 13 (1) is considered moderate as the presentation of payments forms part of the Shires due diligence to ensure payments are presented as required. Risk rating is considered Level 3- Moderate

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL 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).

SUSTAINABILITY:

Environmental: Nil

Economic: Nil

Social: Nil

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council note Municipal Fund Cheques 22400 to 22410 inclusive totalling \$58,248.99, Municipal EFT payments numbered EFT25226 to EFT25364 totalling \$751,836.29, Direct Debit payments numbered GJ0201 to GJ0207 inclusive totalling \$380,008.43 be passed for payment and the items therein be declared authorised expenditure.

ATTACHMENTS

1. Payments list to 31 August 2023

APPENDICIES

1. Nil

ITEM 9.2.2 Monthly Financial Statements for the Period Ending 31st August 2023

PROPONENT:	Shire of Northampton
OWNER:	N/A
LOCATION / ADDRESS:	Whole of Shire
WARD:	Northampton and Kalbarri
ZONE:	All
BUSINESS AREA:	Corporate and Financial Services
FILE REFERENCE:	1.1.1
LEGISLATION:	<i>Local Government (Financial Management) Regulation 1996, Local Government Act 1995</i>
AUTHOR:	Leanne Rowe
APPROVING OFFICER:	Grant Middleton
DATE OF REPORT:	5 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

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

The Monthly Statements of Financial Activity for the period ending 31 August 2023 are detailed from page 1 to page 21 per the attached Monthly Financial report.

A copy of the Monthly Finance Report is attached.

ATTACHMENT 9.2.2(1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil

COMMENT (Includes Options):

Council is requested to adopt the monthly Financial Report as presented. The financial implications associated with the monthly report are detailed below.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulation 34 1996

Local Government Act 1995 Section 6.4

POLICY / STRATEGIC IMPLICATIONS:

Nil

ORGANISATIONAL RISK MANAGEMENT:

The associated risk would be the failure to comply with Local Government Financial Regulations requiring monthly reporting of Financial Activity. Risk rating is considered Level 2 – Minor

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:

The 31 August 2023 financial position is comprised of the following:

- Total operating revenue has a deficit position of \$139,976 and operating expenditure has a surplus position of \$576,071 to the end of August 2023. It is anticipated that operating revenue and operating expenditure variances will be temporary and converge with the budget as the year progresses.
- Depreciation for the month of July and August excludes depreciation costs associated with Infrastructure Roads and Other Infrastructure assets such as parks and gardens due to the delay in the revaluation process being finalised. All depreciation costs will be posted and presented in the September monthly Financial Statements.
- Investing and Financing variances will reconcile as the year progresses and it is anticipated there will be no significant budget variations.

Further explanations of material variations are detailed by reporting program in Note 15 of the Monthly Financial Report.

SUSTAINABILITY:

Environmental: Nil

Economic: Nil

Social: Nil

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receives the Monthly Financial Report for the period ending 31 August 2023 as per Attachment 9.2.2(1).

ATTACHMENTS

- 1. Monthly Financial Statements to 31st August 2023**

APPENDICIES

- 1. Nil**

ITEM 9.2.3 Proposed Budget Variation September 2023

PROPONENT:	Shire of Northampton
OWNER:	N/A
LOCATION / ADDRESS:	Whole of Shire
WARD:	Northampton and Kalbarri
ZONE:	All
BUSINESS AREA:	Corporate and Financial Services
FILE REFERENCE:	1.1.1
LEGISLATION:	<i>Local Government Act 1995</i>
AUTHOR:	Grant Middleton
APPROVING OFFICER:	Grant Middleton
DATE OF REPORT:	5 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council is requested to consider the proposed budget variations as presented.

The budget variations are required to account for the Local Roads and Community Infrastructure (LRCI3) revenue and additional Financial Assistance Grant (FAG's) revenue. The LRCI3 grant funding was not included in the 2023/2024 budget whilst the FAG's revenue represents an increase on the pre-payment received in June.

Management has proposed a number of strategies that would greatly benefit from the allocation of additional funding including increasing the Leave Reserve and Strategic Opportunities Reserve and progressing with the implementation of the new Executive Manager Community, Development and Regulation position. Additionally, the budget review includes funding to finalise repairs at the Rake Place residence and renovate the Oval residence to an executive standard.

Revenue Expenditure	Description	Amount
Revenue	LRCI3 Grant Funding 40% + 10%	\$490,301
Revenue	FAG's additional Grant revenue	\$ 37,306
Total		\$527,607
Expenditure	Implement new EMT position	\$115,000
Expenditure	Renovate Oval Residence	\$ 50,000
Expenditure	Rake Place Repairs	\$14,000
Expenditure	Strategic Initiatives and Land Development Reserve	\$ 75,000
Expenditure	Leave Reserve	\$273,607
Total		\$527,607

PUBLIC CONSULTATION UNDERTAKEN:

Nil

COMMENT (Includes Options):

Management have reviewed the additional funding and propose a strategic approach to allocating the funding to ensure the organisation is sufficiently resourced to comply with regulatory requirements and position the organisation to deal with the challenges that the Shire will encounter in future years due to growth in the green energy sector.

Revenue

The additional revenue is comprised of the following:

Local Roads and Community Infrastructure \$490,301

Council will receive \$490,301 in LRCI3 grant funding this financial year with \$392,241 paid on the 11th August 2023. This amount represented 40% of the LRCI3 grant allocation of \$980,602 with the first component received 3rd June 2022. There will be a final component of 10% which will be paid on acquittal of the grant.

LRCI3 Revenue – Total \$980,602

50% = \$490,301.00 received 03/06/2022

40% = \$392,241.00 received 11/08/2023

10% - \$98,060 to be received on acquittal

LRCI3 Project Funding Allocation

Kalbarri Airport runway and apron re-seal	\$290,602
Northampton Community Centre Ablutions	\$140,000
Grey Street (Asphalt Resurfacing)	<u>\$550,000</u>
Total	\$980,602

All LRCI3 projects have been completed and the final 40% and 10% components were not included in the 2023/2024 budget.

Financial Assistance Grants (FAG's) \$37,306

Council will receive a small increase totalling \$37,306 for the FAG's General and Roads Grants for 2023/2024. The initial 2023/2024 allocation was paid on 30/6/2023, at the time of finalising the budget there was uncertainty on the final allocation and a conservative approach was taken when the budget was adopted.

The additional funds totalling \$37,306 are comprised per the following split:

General Grant – Budget \$47,850 Allocation \$67,385 Additional \$19,535

Roads Grant – Budget \$26,975 Allocation \$44,746 Additional \$17,771

Expenditure

The proposed additional expenditure is comprised of the following:

Implementation of new Executive Management Team Structure \$115,000

The budget allocation is requested to expediate and facilitate the implementation of the new structure. The funding will be allocated in the following manner:

- Additional Vehicle – Purchase of a Four Wheel Drive Vehicle for the Executive Manager Community, Development and Regulation = \$65,000
- Additional Salaries, Information Technology and other administrative costs - \$50,000

Property Repairs and Upgrade \$64,000

- Oval Residence – Funding totalling \$50,000 to renovate the residence. The property is in poor condition and requires a major update to bring the property up to executive standard.
- Rake Place – An additional \$14,000 is required at the Rake Place property. Funding was allocated in the 2022/2023 budget to complete the repairs however due to the delay in completed the works including floor coverings and window treatments the payments have been allocated into the 2023/2024 financial year.

Increasing the Strategic Initiatives Reserve \$75,000

The Strategic Opportunities Reserve will be important to ensure adequate funding is available to address requirements associated with renewable energy projects and fund future initiatives that will ensure the Shire can deal with any associated future developments.

Increasing the Leave Reserve \$273,607:

The leave reserve currently has a balance of \$92,585 and will need to be increased to ensure there is adequate funds available to cover current annual and long service leave commitments and comply with Financial Management Regulations. The additional leave reserve will support the current brought forward position and will be increased in subsequent years to match the current employee benefit provision of \$744,554. The allocation will ensure the provision for annual leave is fully funded and a component of the long service leave provision is funded.

Current portion of employee benefit provisions	\$744,554
• Provision for annual leave	\$266,079
• Provision for long service leave	\$478,475

COA/Job No.	COA/Job Description	Adopted Budget	Proposed Revised Budget	Budget Variance	Comments
146750.18	LRCI3 - Kalbarri Runway Reseal	\$0	\$145,301	+\$145,301	No provision in the 23/24 budget
152090.18	LRCI3 - Grey Street Asphalt	\$0	\$275,000	+\$275,000	No provision in the 23/24 budget
138650.18	LRCI3 - NCC Toilet Block	\$0	\$70,000	+\$70,000	No provision in the 23/24 budget
146110.19	FAG's General Grant	\$47,850	\$67,385	\$19,535	Additional 23/24 funding
146210.19	FAG's Road Grant	\$26,975	\$44,746	+\$17,771	Additional 23/24 funding
140140.99	Plant & Equipment	\$0	\$65,000	+\$65,000	Additional funds required for vehicle purchase
142820.08	Planning Consultancy	\$100,000	\$150,000	+\$50,000	Additional funds required for EMT Structure
131720.08	Oval Residence	\$2,590	\$52,590	+\$50,000	Additional funds required to renovate property
134320.08	Rake Place Residence	\$16,550	\$30,550	+\$14,000	Allocation to finalise repairs
100910.00	Strategic Opportunities Reserve	\$7,500	\$82,500	+\$75,000	Additional funds allocated to reserve
108610.00	Leave Reserve	\$10,000	\$283,607	+\$273,607	Additional funds allocated to reserve

STATUTORY ENVIRONMENT:

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

Local Government Act (1995) – Section 6.8. - Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

(1a) In subsection (1):

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

POLICY / STRATEGIC IMPLICATIONS:

The implementation of the revised structure will enable the organisation to address existing deficiencies and better position the organisation to cope with future demands and comply with legislation.

ORGANISATIONAL RISK MANAGEMENT:

The associated of not approving the budget variations will impact on Councils ability implement the new EMT structure and comply with Financial Management Regulations is considered Level 3 – Moderate

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non- performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:

There will be no overall change to the 2023/2024 balanced budget position to accommodate the revised budget allocations listed above. Additionally, the budget variation will not directly impact on the Corporate Business Plan (CBP) for the 2023/2024 Financial Year.

SUSTAINABILITY:

Environmental: Nil

Economic: Nil

Social: Nil

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council adopt the following budget amendments to the 2023/2024 adopted annual budget.

GL 146750.18	LRCI3 Kalbarri Airport runway Reseal +\$145,301
GL 152090.18	LRCI3 Grey Street Asphalt +\$275,000
GL 146750.18	LRCI3 NCC Ablutions +\$70,000
GL 146110.18	FAGS's General Grant +\$19,535
GL 146210.18	FAGS's Roads Grant +\$17,771
GL 140140.99	Plant & Equipment +\$65,000
GL 142820.08	Planning Consultancy +\$50,000
GL 131720.08	Oval Residence +\$50,000
GL 134320.082	Rake Place Residence +\$14,000
GL 100910.00	Strategic Opportunities Reserve +\$75,000
GL 108610.00	Leave Reserve +\$273,607

ATTACHMENTS

1. Nil

APPENDICIES

1. Nil

9.3.1 Proposed Signage (Retrospective) Lot 469 (No. 52) Harvey Road, Northampton

PROPONENT OWNER	Northampton Golf Club Inc. Shire of Northampton/State of Western Australia
LOCATION / ADDRESS:	Lot 469 (No. 52) Harvey Road, Northampton / Reserve 23432
WARD:	Northampton
ZONE:	Reserve – Public Open Space
DIRECTORATE:	Planning Services
FILE REFERENCE:	10.8.3/A1974/R23432
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Michelle Allen
DATE OF REPORT:	5 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council is requested to consider a retrospective development application for the establishment of an Advertisement, consisting of a “Pylon Sign” upon Reserve 23432 on Lot 469 (No. 52) Harvey Road, Northampton. A location plan is shown below.

Location Plan



Lot 469 is located within Local Reserve 23432 with the designated purpose being for ‘Showground and Recreation’.

Retrospective approval is being sought for a large pylon sign with a height of 4m and a width of 3.6m and a 2m brace at the rear. The sign is located on the southern side of Harvey Road at the entrance to the Northampton Golf Club and advertises the golf club and associated sponsors.

A copy of the submitted site plan and design of the sign is attached.

ATTACHMENT: 9.3.1(1)

The application is referred to Council for determination as the 'Pylon' sign exceeds 4m² in area as defined under Local Planning Policy *Signage* (the Policy) and therefore assessment and determination of the proposal will set precedent within the Local Government Area.

PUBLIC CONSULTATION UNDERTAKEN:

In accordance with Section 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and in consideration of the Shire of Northampton's *Local Planning Policy – Consultation for Planning Proposals*, a Level C 'Consultation with Owners and Occupiers of Nearly Land' was undertaken.

The application was advertised for a 14-day period to adjacent landowners and with no submissions being received.

COMMENT (Includes Options):

The provisions of the Local Planning Scheme No. 10 (the Scheme) include the subject property within a Reserve zone. As prescribed by clause 32 (13) of the Scheme, advertising signs require prior planning approval, unless they are identified as exempt under Schedule 3.

Local Planning Policy *Signage*

Council adopted Local Planning Policy *Signage* (The Policy) on 17 March 2006, in order to guide officers in assessing applications for Advertising Signage. Clause 11.6 of the Policy includes the permissible standards of a 'pylon' sign.

The Policy's objective is to control advertising signs in order to safeguard the visual amenity of the district and to meet the safety and amenity needs of all thoroughfare users and prescribes criteria to be used when assessing applications for advertisements. Where an application does not comply with the acceptable criteria of the Policy it requires assessment against the following standards:

Signs or advertising devices (including an exempted sign) erected or displayed shall:

- (a) be securely fixed to any structure which supports it;
- (b) be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving from the position on which it was erected or displayed;
- (c) be constructed and erected in accordance with the Building Permit;
- (d) comply with the regulation 297 of the Road Traffic Code 2000;
- (e) be maintained in good order and clean condition;
- (f) other than a service or tourist direction sign, be directly associated with the approved use of the property on which it is displayed;
- (g) not be erected or displayed in a position:
 - (i) so as to obstruct the passage of or so as to create a hazard for vehicles or pedestrians;
 - (ii) that in the opinion of the Shire adversely affects the local amenity;

- (iii) so as to significantly obstruct or impeded all or part of a view of a river, the sea or other place or feature which in Council's opinion is of significance to the district.

Furthermore, clause 6.0 of the Policy states that every sign shall be designed to be compatible with the proposed surroundings, including buildings, landscaping and other signs. The height of the sign meets the Policy provisions and sits well below the 6m height above ground with the location maintaining clear visual sight lines. The sign has been placed so as to not significantly obstruct or impede access or egress to the site and provides sufficient clearance for pedestrians walking along Harvey Road.

Conclusion

It is considered that the pylon sign is a quality design and the height and location of the sign will visually highlight the entrance to the golf club enticing patrons to the club's premises.

At 12.8m², the scale of the sign exceeds the area of 4m² listed within the Policy, however it is considered to be compatible with the locality supporting a more prominent identity to the sporting club's location. The sign advertises the recreational club which fits the designated purpose of Reserve 23436 which is for 'Showground and Recreation'.

No further signage is intended to be displayed at any one time in this locality and thereby will not create an undesirable precedent with visual clutter with 'too many' advertisements in the area on Harvey Road.

It is recommended that the pylon sign be approved by Council.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and Shire of Northampton Local Planning Scheme No. 10.

POLICY / STRATEGIC IMPLICATIONS:

The provisions of Local Planning Policy *Signage* apply, as detailed above.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

The required retrospective development application fee has been paid in accordance with the Shire of Northampton Fees and Charges 2023/24.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil..

Social: The advertising for the club on the subject site will potentially increase and further support the renewed social activity associated with the golf club.

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council grant development approval for the Advertisement (Pylon Sign) on Lot 469 (No. 52) Harvey Road, Northampton subject to the following conditions:

- 1. Development shall be in accordance with the attached approved plan(s) dated 15 September 2023 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. The approval is for the following signage:**
 - a) One (1) pylon sign to sit on the eastern side of the entrance to the Northampton Golf Club located on Lot 469 (No. 42) Harvey Road, Northampton;**
 - b) The sign shall measure 4m wide and 3.2m high and include a 2m rear brace;**
 - c) Six individual signs each measuring 1.2m wide by 0.900m high shall form the body of the sign identifying sponsors;****which shall be in accordance with the attached approved plan(s) dated 15 September 2023 and shall be to the approval of the local government;**
- 3. The sign shall be maintained in good condition to the approval of the local government. Should the signs become in a state of disrepair, the Shire of Northampton reserves the right to remove the sign(s) at the cost of the Applicant;**
- 4. The signs are to be securely fixed in position at all times and any damage caused, or losses incurred, as the result of any approved sign shall be wholly the Applicant's responsibility and the Shire of Northampton accepts no liability with respect to the signs;**
- 5. No alterations shall be made to the sign(s) without the local government's approval;**
- 7. A building permit shall be issued by the local government prior to the commencement of any work on site;**
- 8. No further signs shall be permitted to be erected at this location on Lot 469 Harvey Road, Northampton;**
- 9. The Applicant is required to indemnify and keep indemnified the Shire, its servants and agents against any claim or proceeding (and any cost and expenses incurred as a result) that may be made or brought by any person or corporation against the Shire, its servants and agents arising out of the approval, erection, existence or operation of the advertisement;**

10. The Applicant is required to maintain a public liability insurance policy with a reputable insurer to a minimum of \$1,000,000 for the coverage of the signs; and
11. Any soils disturbed or deposited on site shall be stabilized to the approval of the local government.

Advice Notes:

1. If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect;
2. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained;
3. The Applicant is advised that compliance with any and all governmental legislation and regulations, is required at all times, including the relevant *Aboriginal Cultural Heritage Act*.
4. The Applicant is advised that any further application for signage at this location on Lot 469 Harvey Road is unlikely to be supported by Council so an undesirable precedent of visual clutter is not created in the area.
5. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

ATTACHMENTS

1. Application Information.

APPENDICES - Nil

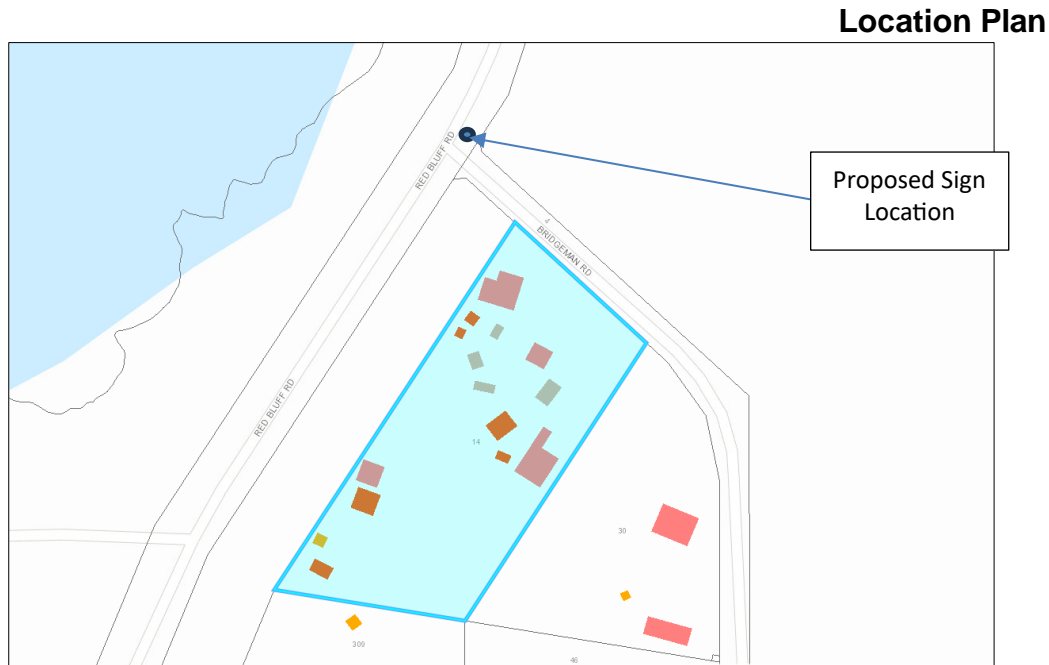
9.3.2 Proposed Signage – Cinema Paradiso at Lot 830 (No. 14) Bridgeman Rd, Kalbarri

PROPONENT	Michael Easterbrook
OWNER	Shire of Northampton
LOCATION / ADDRESS:	Lot 830 (No. 14) Bridgeman Road, Kalbarri
WARD:	Kalbarri
ZONE:	Road Reserve
DIRECTORATE:	Planning Services
FILE REFERENCE:	10.6.6/A138/R23432
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Michelle Allen
DATE OF REPORT:	5 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

Council is requested to consider a development application for the establishment of a remote Advertisement, consisting of a “Sign on Vehicle” upon the Shire of Northampton’s road reserve on the corner of Bridgeman Road and Red Bluff Road. The sign is proposed to sit on a trailer.

The road reserve sits adjacent to unallocated crown land with a location plan shown below.



The applicant is proposing a remote sign that advertises the Cinema Paradiso business which is located on Bridgeman Road. The sign is proposed to be erected on a trailer to sit on the corner on the northern side of Bridgeman and Red Bluff Roads.

A copy of the submitted site plan and design of the sign proposed to sit on a trailer, is attached.

ATTACHMENT: 9.3.2(1)

The application is referred to Council for determination as the remote 'Sign on Vehicle' is not considered to comply with the objectives of the Scheme. It is also not considered to comply with the Shire's Local Planning Policy *Signage* (the Policy).

PUBLIC CONSULTATION UNDERTAKEN:

In accordance with Section 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and in consideration of the Shire of Northampton's *Local Planning Policy – Consultation for Planning Proposals*, a Level C 'Consultation with Owners and Occupiers of Nearly Land' was undertaken.

The application was advertised for a 14-day period to adjacent landowners and relevant government authorities with no submissions being received.

COMMENT:

The proposed sign is not considered to comply with the objectives of the Scheme and is also not considered to comply with the Shire's Local Planning Policy *Signage*.

The location of the Cinema Paradiso business can be clearly identified in the locality due to the existing large cinema screen that sits high above structures and vegetation in the area. Furthermore, an approval exists permitting a 12m x 5m horizontal sign to be affixed to the rear of the cinema screen thereby providing further opportunity for advertising of the business that will be easily seen by patrons and passers-by due to its height and prominent position in the locality.

In recent times, advertising of a business can take different forms with the advent of mapping applications online which are easily accessed via phones and devices. By registering a business profile in a mapping application, the physical location of the business is provided to patrons via proximity-based mapping searches or as patrons navigate the area utilising online mapping programs thereby addressing the business owner's desire to advertise their locality.

Local Planning Policy *Signage*

Council adopted Local Planning Policy *Signage* (The Policy) on 17 March 2006, in order to guide officers in assessing applications for Advertising Signage. The objective of the policy is:

"To control advertising signs in order to safeguard the visual amenity of the district and to meet the safety and amenity needs of all thoroughfare users."

The policy contains the following clauses that address remote advertising and signs on vehicles:

7.0 REMOTE ADVERTISING

Council will generally not support remote advertising or advance warning signs (other than a service or tourist sign), as this may lead to an undesirable precedent and proliferation of signage to the detriment of the amenity of the Shire.

11.12 SIGNS ON VEHICLES

No vehicle with sign upon or inside, adapted and exhibited primarily to facilitate advertising, shall be permitted to park for any lengthy period of time, as determined by Council, on any thoroughfare (other than within an approved carpark) with the exception of directly in front of the owner's residence."

The following definitions are also provided from the Policy:

"tourist sign" – a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and approved tourist establishments".

"service sign" – a traffic sign with white letters and/or symbols on a blue background used to: guide travellers to services provided for their personal, automotive and travel needs, or indicate other facilities not normally shown on direction signs or tourist signs.

Conclusion

The sign on the vehicle (trailer) is considered to be remote signage, in that it is proposed to be located on land that is not directly related to the business being carried out (outdoor cinema) The proposed location is part of the road reserve of Red Bluff Road, which is land dedicated for the purposes of a public road, under the care and control of the Shire of Northampton.

It is noted that the area of Red Bluff Road and Bridgeman Rd is a busy traffic route in and out of Kalbarri with a mixture of cars, caravans and buses traversing the area on a regular basis. A parking bay is also located in the vicinity on Red Bluff Road and utilised regularly by tourists, recreational users and a mobile food vehicle serving refreshments to patrons. Allowing signage to be placed in this area has the potential to affect traffic safety.

The reason for deterring remote advertising signage is that it has the ability to set an undesirable precedent and lead to a proliferation of remote signage to the detriment of the amenity of the Shire. It is also considered that signs on trailers are generally unsightly and do not provide a high level of amenity.

In the case of major traffic routes, remote signage is considered to be an issue in terms of proliferation with the question being asked if one business is permitted to advertise their facility/service are all other businesses afforded the same right? Council has consistently applied the principle of deterring remote advertising signage to other advertising applications.

For the reasons outlined above it is considered that Council refuse the application as it does not comply with the requirements of Local Planning Scheme No. 11 and the Shire of Northampton's Local Planning Policy *Signage*.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and Shire of Northampton Local Planning Scheme No. 11.

POLICY / STRATEGIC IMPLICATIONS:

The provisions of Local Planning Policy *Signage* apply, as detailed above.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

The required retrospective development application fee has been paid in accordance with the Shire of Northampton Fees and Charges 2023/24.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council refuse the application for a remote advertising sign on vehicle (trailer) for Cinema Paradiso on the corner of Bridgeman Road and Red Bluff Road, Kalbarri for the following reasons:

1. The application is not in accordance with cl. 4.8.22 (Advertisements) of Local Planning Scheme No. 11 – Kalbarri due to the proposed sign being placed at a highly trafficable area in a position whereby traffic safety has the potential to be negatively impacted upon creating a hazard for vehicles and/or pedestrians;
2. The application is not in accordance with Council's Local Planning Policy *Signage* which specifically *states*:
 - a) Council will generally not support remote advertising or advance warning signs (other than a service or tourist sign) as this may lead to an undesirable precedent and proliferation of signage to the detriment of the amenity of the Shire; and
 - b) The proposed sign is not a service or tourist sign as defined by the Local Planning Policy *Signage*.
3. The Application does not meet the objective outlined in Council's Local Planning Policy *Signage* to control advertising signs in order to safeguard the visual amenity of the district and to meet the safety and amenity needs of all thoroughfare users.

Advice Note:

1. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the

Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

ATTACHMENTS

1. Application Information.

APPENDICES - Nil

9.3.3 Proposed Local Planning Policy – Renewable Energy Facility

PROPONENT	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
WARD:	Northampton and Kalbarri
DIRECTORATE:	Planning Services
FILE REFERENCE:	10.4.11
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Michelle Allen
DATE OF REPORT:	5 September 2022
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of the Shire of Northampton's Local Planning Policies has shown a gap in policy guidance for the assessment and approval of renewable energy facilities.

A copy of the draft Local Planning Policy (LPP) is included as an attachment to this report for Council's information.

ATTACHMENT 9.3.3(1)

The draft Renewable Energy Facility LPP has been developed in response to the growing number of green energy proposals being developed/discussed within the Shire and to establish clear guidelines for the assessment and approval of these facilities.

This report recommends the initiation of draft Local Planning Policy '*Renewable Energy Facility*' for public comment and advertising for a period of 21 days pursuant to Schedule 2 – Deemed Provisions, Part 2, cl4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PUBLIC CONSULTATION UNDERTAKEN:

Schedule 2 - Deemed Provisions, Part 2, cl 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* details the minimum advertising requirements for the initiation of a Local Planning Policy being no less than 21 days. It is recommended that that advertising period include the following actions in accordance with part 2, cl 4 and 5, of the 'Deemed Provisions' of the LPS Regulations:

- A newspaper advert published in the Geraldton Guardian;
- Notices displayed at both the Northampton and Kalbarri Offices; and
- Notice made available on the Shire of Northampton website.

COMMENT:

Due to increased activity by proponents and discussions around the development of Green Hydrogen Projects and the varying components that make up these facilities, it is considered timely to provide further guidance on these issues by means of the proposed Local Planning Policy.

Whilst there is a significant portion of the proposed developments that fit within the definition of a 'Renewable Energy Facility' the other components of the proposed

development fit within the use classification of 'Industry'.

The argument that these types of projects be considered as a 'Use not Listed' is not valid as the 'Industry' use is specifically referred to in the zoning tables of the Shire's Local Planning Schemes and a number of interpretations of this definition exist within case law which supports the Policy's interpretation.

The draft Local Planning Policy addresses the following objectives:

- Provides guidance around what forms part of the land use definition "Renewable Energy Facility" in regard to Green Hydrogen developments;
- Facilitates the introduction of renewable energy technologies on a broad scale;
- Provides guidance for the development of renewable energy facilities on land controlled under Local Planning Scheme No. 10 and Local Planning Scheme No. 11;
- Provides for the protection of the quality of the surrounding landscape and amenity (particularly visual and acoustic amenity) of nearby properties and surrounding areas in the Shire of Northampton, including the Murchison River, Moresby Ranges and coastal protection areas;
- Ensures adequate protection of the region's build and cultural heritage features, including Aboriginal heritage;
- Ensures the environmental, landscape, visual and amenity impacts of renewal energy facilities are adequately addressed by minimizing disturbance to the environment (including landscape) and loss of public amenity in the establishment, operation, maintenance and decommissioning of the facility; and
- Identifies the wider environmental, economic and social benefits of the proposal for renewable energy.

Conclusion

It is recommended that Council initiate advertising for the draft Renewable Energy Facility Local Planning Policy.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015.

Shire of Northampton Local Planning Scheme No. 10 and Local Planning Scheme No. 11.

POLICY IMPLICATIONS:

A Local Planning Policy does not bind the local government in respect of any application for planning approval, but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the Policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

The establishment of Local Planning Policies aid in guiding the type and standard of development the Council views as appropriate within particular areas of the Shire. Policies provide a consistent approach to approving land use and development, therefore, as a general rule it is important the Council not waiver from an adopted policy position without specific justification being provided and planning merit being identified.

STRATEGIC IMPLICATIONS:

Local Planning Policies are formulated and aligned within a strategic planning direction as set by Council and guide the type and standard of development Council views as appropriate within particular areas of the Shire. Policies also provide a consistent approach to approving land use and development.

Currently 'Renewable Energy Facility' and 'Industry' are defined in the Shire of Northampton's Local Planning Scheme No. 10 and Local Planning Scheme No. 11 as follows:

"renewable energy facility" means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or in connection with, the generation of energy by a renewable source. It does not include solar panels or a wind turbine located on a lot with a single house where the energy produced only supplies that house or private rural use or anemometers.

"industry" means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes -

- (a) the storage of goods;*
- (b) the work of administration or accounting;*
- (c) the selling of goods by wholesale or retail;*
- (d) the provision of amenities for employees;*
- (e) incidental purposes.*

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

The cost of advertising the Local Planning Policy is covered by the Council's existing Planning budget allocation.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil..

Social: Nil

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Pursuant to Schedule 2 – Deemed Provisions, Part 2, cl 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* resolve to:
 - a) Adopt the Local Planning Policy ‘Renewable Energy Facility’ presented in Attachment 9.3.3 (1) for public comment and advertise the policy for a period of 21 days;
 - b) Should no written, author-identified objections be received during the 21 day advertising period, then adopt for final approval the Local Planning Policy and proceed to publish a notice to this effect in the local newspaper; and
 - c) Should there be any written, author-identified objections received during the advertising period, require staff to present to Council a further report.

ATTACHMENTS

1. Draft Local Planning Policy *Renewable Energy Facility*.

APPENDICES - Nil

9.3.4 Proposed Local Planning Policy – Social Impact Assessment

PROPONENT	Shire of Northampton
LOCATION / ADDRESS:	Whole of Shire
WARD:	Northampton and Kalbarri
DIRECTORATE:	Planning Services
FILE REFERENCE:	10.4.11
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Michelle Allen
DATE OF REPORT:	5 September 2022
DECLARATION OF INTEREST:	Nil

BACKGROUND:

A review of the Shire of Northampton's Local Planning Policies has shown a gap in policy guidance in land use planning decision making when assessing development applications to ensure cumulative social impacts can be appropriately addressed and benefits realised for both the community, industry proponents and industry workforces.

A copy of the draft Local Planning Policy (LPP) is included as an attachment to this report for Council's information.

ATTACHMENT 9.3.4(1)

The draft Social Impact Assessment LPP has been developed in response to a number of development proposals being developed/discussed within the Shire and to ensure the social, economic and environmental consequences of land use and development deliver a better quality of life for communities and future generations.

The *State Planning Strategy 2050* aims to provide for the sustainable use and development of land, and this aim is based on six key principles for:

- Enabling diverse, affordable, accessible and safe communities;
- Facilitating, trade, investment, innovation, employment and community benefit;
- Conserving the State's natural assets through sustainable development;
- Ensuring infrastructures supports development;
- Building the competitive and collaborative advantages of the regions; and
- Building community confidence in development process and practices.

This report recommends the initiation of draft Local Planning Policy '*Social Impact Assessment*' for public comment and advertising for a period of 21 days pursuant to Schedule 2 – Deemed Provisions, Part 2, cl4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PUBLIC CONSULTATION UNDERTAKEN:

Schedule 2 - Deemed Provisions, Part 2, cl 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* details the minimum advertising requirements for the initiation of a Local Planning Policy being no less than 21 days. It is recommended that that advertising period include the following actions in accordance with part 2, cl 4 and 5, of the 'Deemed Provisions' of the LPS Regulations:

- A newspaper advert published in the Geraldton Guardian;
- Notices displayed at both the Northampton and Kalbarri Offices; and
- Notice made available on the Shire of Northampton website.

COMMENT:

Due to increased activity by proponents and discussions around new developments proposed within the Shire of Northampton, the draft local planning policy will introduce extra rigour when considering proposals and require the preparation of a social impact assessment for certain planning proposals.

The draft Local Planning Policy addresses the following objectives:

- Facilitate a consistent and transparent approach to the consideration of local social impacts, both positive and negative, in land use planning decision-making.
- Minimise adverse impacts and maximise beneficial impacts of proposed developments.
- Provide clear guidance as to the specific development types and circumstances where a social impact assessment is required.
- Encourage upfront and ongoing engagement with the community and other key stakeholders regarding potential impacts of a proposed development.
- Assist agencies and proponents minimise the amount of time taken to prepare social impact assessment plans for major projects.
- Consider a wide range of issues that have social implications, including infrastructure, resource issues (and access to those resources), heritage impacts, landform impacts, economic and fiscal impacts, community impacts, indigenous rights impacts, demographic impacts, transport impacts and other relevant considerations.

The planning policy encourages applicants to undertake the work early so that it can inform the planning proposal and help mitigate negative social impacts on local communities.

By initiating this policy, Council will have a basis for requesting a social impact assessment for improved planning and decision-making capabilities.

Conclusion

It is recommended that Council initiate advertising for the draft *Social Impact Assessment* Local Planning Policy.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015.

Shire of Northampton Local Planning Scheme No. 10 and Local Planning Scheme No. 11.

POLICY/STRATEGIC IMPLICATIONS:

A Local Planning Policy does not bind the local government in respect of any application for planning approval, but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

The following areas of the Shire's Strategic Community Plan 2020-2030 are applicable in the consideration of this item:

- Our Economy – To maintain or grow our population and prosperity through land development to attract and support residents, visitors, and business initiatives.
- Our Natural Environment – To support environmental protection and maintenance within our jurisdiction, with positive relationships with government agencies, landowners, developers and business enterprises.
- Our People – To support our local communities in a place management approach to ambience, services, facilities and lifestyle enhancement.
- Our Built Environment – To provide quality in built assets, roads and other infrastructure to provide continuity of services to the community and visitors.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

The cost of advertising the Local Planning Policy is covered by the Council's existing Planning budget allocation.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil..

Social: The assessment of potential social impacts is considered reasonable for certain developments, based on their potential impacts. There is a reputational risk associated with this item because the requirement to undertake social impact assessment or additional design requirements has a time and cost implication for a proponent.

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council

1. Pursuant to Schedule 2 – Deemed Provisions, Part 2, cl 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* resolve to:
 - a) Adopt the Local Planning Policy 'Social Impact Assessment' presented in Attachment 9.3.4 (1) for public comment and advertise the policy for a period of 21 days:
 - b) Should no written, author-identified objections be received during the 21-day advertising period, then adopt for final approval the Local Planning Policy and proceed to publish a notice to this effect in the local newspaper; and
 - c) Should there be any written, author-identified objections received during the advertising period, require staff to present to Council a further report.

ATTACHMENTS

1. Draft Local Planning Policy *Social Impact Assessment*.

APPENDICES - Nil

ITEM: 9.3.5 Delegated Planning Decisions for August 2023

PROPONENT:	Shire of Northampton
OWNER:	Various
LOCATION / ADDRESS:	Various
WARD:	Various
ZONE:	Various
DIRECTORATE:	Planning Services
FILE REFERENCE:	10.4.1
LEGISLATION:	<i>Planning and Development Act 2005</i> <i>Local Government Act 1995</i>
AUTHOR:	Michelle Allen
DATE OF REPORT:	5 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

In order to ensure the efficient and timely processing of planning related applications, Council delegates authority to the Chief Executive Officer to conditionally approve applications for Development Approval that meet the requirements of both Local Planning Schemes being *No. 10 – Northampton* and *No. 11 - Kalbarri* (the Scheme) and adopted Planning Policies.

Delegated planning decisions are reported to Council on a monthly basis to ensure that Council has an appropriate level of oversight on the use of this delegation. The updated statistics are shown below.

A register of Delegated Development Approvals, detailing those decisions made under delegated authority in August 2023 is attached.

ATTACHMENT 9.3.5(1)**PUBLIC CONSULTATION UNDERTAKEN:**

Where required applications were advertised in accordance with the Scheme and Council's adopted Local Planning Policy as detailed in the Policy/Strategic Implications section below.

COMMENT (Includes Options):

During August 2023, 3 development applications were determined under delegated authority. **Table 1** shows the number and value of development applications determined under both delegated authority and by Council for July 2023 compared to July 2022:

Table 1: Planning Decisions made in July 2022 and July 2023

	August 2022	August 2023
Delegated Decisions	13 - \$766,500 **6	3 - \$24,000 **1
Council Decisions	1 - ** **1	3 - \$330,000 **2
Total	14 - \$766,500	6 - \$354,000

Table 2 compares the Year-To-Date statistics for delegated authority and Council decisions for 2023-24 compared to the previous Financial Year:

Table 2: Planning Decisions Made Year-To-Date 2022-23 and 2023-24

	YTD 2022	YTD 2023
Delegated Decisions	55 - \$6,791,712	42 - \$5,531,824 ** 17
Council Decisions	16 - \$355,000	12 - \$2,524,125 **5
Total	71 - \$6,380,212	54 - \$8,409,949

*** Includes administrative applications which are attributed no value in Delegated and Council decisions and include Commercial Vehicle Parking, Mobile Food Vehicle, Commercial Recreational Tourism License and Temporary and Exemption Approval Applications.*

STATUTORY ENVIRONMENT:

The *Local Government Act 1995* creates and gives powers to local governments. The Act then empowers the local government to delegate its powers to the CEO and committees (1) which gives the CEO the authorisation to exercise power on behalf of the local government.

Scheme/s is a Local Planning Scheme, made in accordance with the *Planning and Development Act 2005* and associated regulations, sets out procedures for the assessment and determination of development applications.

Council, under *Delegation Number TP01*, has delegated a number of planning powers to the Chief Executive Officer and/or Principal Planner who can deal with those town planning issues that are not of a contentious nature. All other items shall be referred to Council.

In accordance with Regulation 19 of the *Local Government (Administration) Regulations 1996*, a written record of each delegated decision is kept.

POLICY / STRATEGIC IMPLICATIONS:

Applications for Development Approval must be assessed against requirements of the Schemes and Local Planning Policies that have been adopted in accordance with the Schemes. These policies include Local Planning Policy *Consultation for Planning Proposals*, which details the level and scope of advertising required for Applications for Development Approval.

Each application processed under delegated authority has been processed and advertised, where required, and has been determined to be consistent with the requirements of all adopted Local Planning Policies.

ORGANISATIONAL RISK MANAGEMENT:

Nil.

FINANCIAL IMPLICATIONS:

The required planning fees have been paid for all applications for Development Approval processed under delegated authority.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS:

SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for August 2023 as detailed in Attachment 9.3.5(1).

ATTACHMENTS

1. **Delegated Planning Decisions August 2023.**

ITEM 9.4.1: Building Approvals Report August 2023

PROPONENT:	Shire of Northampton
OWNER:	N/A
LOCATION / ADDRESS:	Whole of Shire
WARD:	Northampton and Kalbarri
ZONE:	All
BUSINESS AREA:	Building
FILE REFERENCE:	N/A
LEGISLATION:	<i>Local Government Act 1995</i> <i>Building Act 2011</i> <i>Building Regulations 2012</i>
AUTHOR:	Michaela Simpson
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	5 th September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

This report has been produced to assist Council understand the Building and Demolition Permits approved and issued for the monthly period of 01 August 2023 to 31 August 2023.

A copy of the Building Approvals Report August 2023 is attached.

ATTACHMENT 9.4.1(1)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

During August 2023 eight (8) building and demolition applications were determined under delegated authority.

STATUTORY ENVIRONMENT:

Nil

POLICY / STRATEGIC IMPLICATIONS:

Nil

ORGANISATIONAL RISK MANAGEMENT:

Nil

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring a prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:

The required building fees have been paid for all Building and Demolition applications processed under delegated authority.

SUSTAINABILITY:

Environmental: Nil

Economic: Nil

Social: Nil

VOTING REQUIREMENTS:**SIMPLE MAJORITY****OFFICER RECOMMENDATION:**

That Council receive the Building Approvals Report August 2023 in accordance with ATTACHMENT 9.4.1(1).

ATTACHMENTS

1. Building Approvals Report August 2023.

APPENDICES

1. Nil.

ITEM 9.7.1 Information Items – Maintenance/Construction – Works Program

PROPONENT:	Manager of Works and Technical Services
OWNER:	N/A
LOCATION / ADDRESS:	Whole of Shire
WARD:	Northampton and Kalbarri
ZONE:	All
BUSINESS AREA:	Office of Manager of Works and Technical Services
FILE REFERENCE:	N/A
LEGISLATION:	N/A
AUTHOR:	Neil Broadhurst
APPROVING OFFICER:	Neil Broadhurst
DATE OF REPORT:	15 September 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:

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

Specific Road Works

- Maintenance grading carried out on Yallabartharra, Erriary, Binnu West, Olivier, Ogilvie East, Horry, Sudlow, Reynolds, Blue Well and Frosty Gully Road/s.
- Gravel Patching/Sheeting/Verge works carried out on Yallabartharra and Swamps Road/s.

Maintenance Items

- General – Various signage and road furniture works.
- General – Potholes and edges various locations.
- General – Various chemical spraying to road verges and park area/s.
- Northampton – Showground preparation works.
- Northampton – Cemetery information board arrived and installed.
- Northampton – Assistance to school/s with oval and long jump pit preparation works.
- Northampton – Main Street and associated parking areas repainted.
- Kalbarri – Reticulation upgrades/maintenance.
- Horrocks – Horrocks Community Centre boardwalk access works.
- Horrocks – Install new bollards around the caravan dump point area
- Horrocks – Tree lopping and tree pruning works to the dual use pathway areas of Horrocks, oval and fire brigade/St Johns depot area.
- Horrocks – Repairs to the Horrocks foreshore front fence area.
- Horrocks Road – Install and replacement of guideposts.

Other Items (Budget)

- Northampton – Gwalla Street / Second Avenue works sealed with concrete kerb installed. Backfilling and site tidy up works progressing.
- Parker Road/Wundi Road – Road furniture installation to be carried out.
- Kalbarri widening – Main Roads WA have allocated full funding to the 12 kilometers of widening immediately to the east of Kalbarri as far as the Skywalk lookout turnoff.

- Horrocks – Installation of second tank to caravan dump point.

Plant Items

- Backhoe – New Backhoe ordered, approximate delivery October 2023.

Staff Items

- Chemical Handling course x 3 employees
- Vacant positions advertised x 3. (Grader/Truck/Gardener.)

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Nil.

STATUTORY ENVIRONMENT:

Nil.

POLICY / STRATEGIC IMPLICATIONS:

Nil.

ORGANISATIONAL RISK MANAGEMENT:

Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

FINANCIAL IMPLICATIONS:

Works in accordance maintenance and construction budget.

SUSTAINABILITY:

Environmental: Activities of the Manager of Works and Technical Services often deal with environmental related matters both from a compliance perspective and an improvement perspective.

Economic: Part of the Manager of Works and Technical Services role is to improve local economies and often activities are associated with economic development initiatives and opportunities.

Social: The Manager of Works and Technical Services plays a key role in the development of community via community leadership, infrastructure provision and community support.

VOTING REQUIREMENTS:**SIMPLE MAJORITY****OFFICER RECOMMENDATION:**

That Council receive the Manager of Works and Technical Services Information Items – Maintenance/Construction – Works Program report for September 2023.

ATTACHMENTS

1. Nil.

APPENDICES

1. Nil.

10. LATE REPORTS:

11. QUESTIONS FROM MEMBERS:

11.1 Response to questions from members taken on notice.

11.2 Questions from members.

12. MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING:

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
DECISION OF THE MEETING:**

14. APPLICATIONS FOR LEAVE OF ABSENCE:

15. CLOSURE:

**There being no further business to discuss the Shire President to thank
those in attendance and close the meeting at.....pm.**