

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 20 July 2012.**

7.1	OPENING	3
7.2	PRESENT	3
7.2.1	LEAVE OF ABSENCE	3
7.2.2	APOLOGIES	3
7.3	QUESTION TIME - KEVIN KELLY	3
7.4	CONFIRMATION OF MINUTES	4
7.4.1	CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 15 JUNE 2012	3
7.4.1.1	BUSINESS ARISING FROM MINUTES	4
7.5	RECEIVAL OF MINUTES	4
7.5.1	RECEIVAL OF MINUTES - NORTHAMPTON BUSH FIRE ADVISORY COMMITTEE MEETING 10 MAY 2012	4
7.5.1.1	RESTRICTED & PROHIBITED BURNING PERIODS	4
7.6	WORKS REPORT	4
7.6.1	MAINTENANCE WORKS / PROGRAMMED WORKS (ITEM 6.1.1)	4
7.7	HEALTH & BUILDING REPORT	5
7.7.1	BUILDING STATISTICS (ITEM 6.2.1)	6
7.8	PLANNING REPORT	6
7.8.1	GOLF COURSE ESTATE STRUCTURE PLAN – KALBARRI (ITEM 6.3.1)	5
7.8.2	PROPOSED SUBDIVISION GUIDE PLAN – LOTS 582, 830, 831 & 832 BRIDGEMAN ROAD, KALBARRI (ITEM 6.3.2)	6
7.8.3	SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 6.3.3)	7
7.9	FINANCE REPORT	7
7.9.1	ACCOUNTS FOR PAYMENT (ITEM 6.4.1)	7
7.9.2	MONTHLY FINANCIAL STATEMENTS (ITEM 6.4.2)	7
7.9.3	2012-2013 BUDGET - SUBMISSIONS (ITEM 6.4.3)	7
7.9.4	BUDGET VARIANCE PARAMETERS (ITEM 6.4.4)	7
7.10	ADMINISTRATION AND CORPORATE REPORT	8
7.10.1	WA LOCAL GOVERNMENT ASSOCIATION – MEMBER MOTIONS OF ANNUAL GENERAL MEETING (ITEM 6.5.1)	8
7.10.2	CORPORATE CARD USE POLICY (ITEM 6.5.2)	8
7.10.3	AUTHORISED OFFICERS – DOG ACT & LOCAL LAWS (ITEM 6.5.3)	10
7.10.4	TENURE OF LAND – PORT GREGORY WATER SUPPLY (ITEM 6.5.4)	10
7.10.5	FUNDING REQUEST – KALBARRI VISITORS CENTRE (ITEM 6.5.5)	10

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 20 July 2012.**

7.10.6 REGIONAL ROAD GROUP 2013/14 SUBMISSION (ITEM 6.5.6)	12
7.10.7 PROPOSED NORTHAMPTON LIGHT INDUSTRIAL AREA (ITEM 6.5.7)	12
7.11 PRESIDENTS REPORT	12
7.12 DEPUTY PRESIDENTS REPORT	12
7.13 COUNCILLORS REPORT	13
7.13.1 CR SIMKIN	13
7.13.2 CR GLIDDON	13
7.13.3 CR BOOTH	13
7.13.4 CR PENN	13
7.14 INFORMATION BULLETIN	14
7.15 NEW ITEMS OF BUSINESS	14
7.16 NEXT MEETING OF COUNCIL	14
7.17 CLOSURE	14

SHIRE OF NORTHAMPTON

Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road, Northampton on the 20 July 2012.

7.1 OPENING

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

7.2 PRESENT

Cr G Wilson	President	Northampton Ward
Cr L Parker	Deputy President	Kalbarri Ward
Cr T Carson		Northampton Ward
Cr C Simkin		Northampton Ward
Cr B Cripps		Northampton Ward
Cr P Gliddon		Kalbarri Ward
Cr S Penn		Kalbarri Ward
Cr J Booth		Kalbarri Ward
Mr Garry Keeffe	Chief Executive Officer	
Mr Jamie Criddle	Deputy Chief Executive Officer (entered at 1.25pm)	
Mr Glenn Bangay	Principal EHO/Building Surveyor	
Mrs Hayley Williams	Principal Planner	

7.2.1 LEAVE OF ABSENCE

Nil.

7.2.2 APOLOGIES

Cr S Stock-Standen Northampton Ward

7.3 QUESTION TIME

7.3.1 KEVIN KELLY – LOT 830 BRIDGEMAN ROAD SUBDIVISION

Queried Council on the time frame it has taken to resolve his proposed subdivision.

CEO & Planner advised that the reason for the time frame was mainly due to the previous Planning Consultant engaged by Mr Kelly not responding in a timely manner to queries raised and further re-iterated that there is a due process that has to be followed with set time frames stipulated by the Town Planning & Development Act that Council has to comply to.

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 20 July 2012.**

7.4 CONFIRMATION OF MINUTES

**7.4.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 15th
JUNE 2012.**

Moved Cr PENN, seconded Cr CRIPPS

That the minutes of the Ordinary Meeting of Council held on the 15th June 2012
be confirmed as a true and correct record subject to the following amendments:

Minute 6.8.2 – Page 12, delete the word “overturn” and replace with
“not accept”.

Minute 5.3.1- Change the word “Chainman’s” to “Chinaman’s”.

CARRIED 8/0

7.4.1.1 BUSINESS ARISING FROM MINUTES

Nil.

7.5 RECEIVAL OF MINUTES

7.5.1 RECEIPT OF BUSH FIRE ADVISORY COMMITTEE MINUTES

Moved Cr SIMKIN, seconded Cr PENN

That the minutes of the Northampton Bush Fire Advisory Committee held 10 May
2012 be received.

CARRIED 8/0

7.5.1.1 RESTRICTED & PROHIBITED BURNING PERIODS

Moved Cr GLIDDON, seconded Cr CRIPPS

That:

1. The prohibited burning period to commence 15th October 2012 and finish 1st
March 2013; and
2. The restricted burning period to be 15th September 2012 to 14th October
2012 and from the 2nd March 2013 to 15th April 2013.

CARRIED 8/0

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 20 July 2012.**

7.6 WORKS REPORT

7.5.1 MAINTENANCE WORKS/PROGRAMMED WORKS (ITEM 6.1.1)

Noted.

Mr Neil Broadhurst left the meeting at 1.15pm

7.7 HEALTH/BUILDING REPORT

7.7.1 BUILDING STATISTICS (ITEM 6.2.1)

Noted.

7.8 TOWN PLANNING REPORT

7.8.1 GOLF COURSE ESTATE STRUCTURE PLAN – KALBARRI (ITEM 6.3.1)

Moved Cr PARKER, seconded CR BOOTH,

That Council:

- 1 Endorse the Schedule of Submissions for the Kalbarri Golf Course Estate Structure Plan (Lots 825 & Part Lot 500 Ajana-Kalbarri Road, Kalbarri) as attached to Item 6.3.1 of the July Town Planning Report 2012;
- 2 Adopt the Kalbarri Golf Course Estate Structure Plan (Lots 825 & Part Lot 500 Ajana-Kalbarri Road, Kalbarri) subject to the following conditions and modifications:
 - a) The proposed residential lots impacted upon by the outer extremities of the waste water treatment plant buffer will be required to have a notice attached to their Certificate of Title at the stage of subdivision and the Structure Plan Report being modified to include reference to this;
 - b) The potential impact of treated waste water on the residential lots abutting the golf course is to be addressed via the implementation of: fencing along common boundaries; an adequate buffer separation distance to future residences; lockable pedestrian access control gates if proposed; and warning signs at the stage of subdivision. The Structure Plan Report is to be modified to include reference to this;

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 20 July 2012.**

c) The existing fence along the eastern boundary adjacent to the Kalbarri National Park is to be upgraded and extended at the stage of subdivision to the approval of the Department of Environment and Conservation and the Structure Plan Report being modified to reference this;

d) The proponent is to prepare an information package or program to advise future landowners in the residential estate of the potential impacts of living within close proximity to the Kalbarri National Park at the stage of subdivision. The Structure Plan Report is to be modified to include reference to this;

e) The proponent is to prepare a detailed landscaping plan that denotes the treatment of fencing and pedestrian walkways in order to protect remnant vegetation in the Public Open Space at the stage of subdivision. The Structure Plan Report is to be modified to include reference to this;

f) A comprehensive fire management plan is to be prepared at the stage of subdivision, in conjunction with both the Department of Conservation and the Fire and Emergency Services Authority and the additional mitigation measure of fire hydrants being installed at more frequent intervals than the generic 200m requirement for residential areas be included within the plan;

3. Refer the Structure Plan to the Western Australian Planning Commission and seek final approval.

CARRIED 8/0

7.8.2	PROPOSED SUBDIVISION GUIDE PLAN – LOTS 582, 830, 831 & 832 BRIDGEMAN ROAD, KALBARRI (ITEM 6.3.2)
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Moved Cr CRIPPS, seconded CR BOOTH

That Council advise the Applicants for them to prepare the Subdivision Guide Plan over Lots 582, 830, 831 & 832 with their own appointed consultant and at the applicants cost.

CARRIED 8/0

7.8.3	SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 6.3.3)
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Noted.

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 20 July 2012.**

Mrs Hayley Williams, Principal Planner left the meeting at 1.34pm.

7.9 FINANCE REPORT

7.9.1 ACCOUNTS FOR PAYMENT (ITEM 6.4.1)

Moved Cr CARSON, seconded Cr SIMKIN

That Municipal Fund Cheques 19328 to 19375 inclusive, totalling \$57,676.98, Municipal EFT payments numbered EFT10106 to EFT10255 inclusive totalling \$1,261,328.92, Direct Debit payments GJ12-02 to GJ12-05 totalling \$2,873.45, Trust Fund Cheque 1851 to 1852 inclusive, totalling \$45,097.91, be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

7.9.2 MONTHLY FINANCIAL STATEMENTS (ITEM 6.4.2)

Moved Cr CRIPPS, seconded Cr GLIDDON

That Council adopts the Monthly Financial Report for the period ending 30 June 2012 and notes any material variances greater than \$5,000.

CARRIED 8/0

7.9.3 2012-2013 BUDGET - SUBMISSIONS (ITEM 6.4.3)

Moved Cr CARSON, seconded Cr PENN

That Council list the following items within the draft 2012/13 Budget for further consideration:

1. Northampton Townscape Committee - Construct limestone wall around newly installed play equipment in Guide Park \$4,700.00.
2. Northampton Lions Park – upgrade/repair playground equipment - \$4,700.
3. Northampton Botanical Line - \$600 cash cost

CARRIED 8/0

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 20 July 2012.**

7.9.4 BUDGET VARIANCE PARAMETERS (ITEM 6.4.4)

Moved Cr CARSON, seconded Cr PENN

That the Budget Variance parameters for the 2012/2013 financial year be set at \$5,000 as per FM Reg 34 (5).

CARRIED 8/0

7.10 ADMINISTRATION & CORPORATE REPORT

7.10.1 WA LOCAL GOVERNMENT ASSOCIATION – MEMBER MOTIONS OF ANNUAL GENERAL MEETING (ITEM 6.5.1)

Moved Cr GLIDDON, seconded CR BOOTH

That Council provides delegated authority to the voting delegates to vote on the agenda items on behalf of Council.

CARRIED 8/0

7.10.2 CORPORATE CARD USE POLICY (ITEM 6.5.2)

Moved Cr BOOTH, seconded Cr CARSON

That Council adopts the following policy for use of the Corporate Credit Card by the CEO:

CORPORATE CREDIT CARD POLICY

1.0 Introduction

A corporate credit card will be issued to the Chief Executive Officer of the Shire of Northampton to expedite authorised business expenditures on behalf of the shire, therefore improving administrative practices and the effective cash management of the shire.

2.0 Definitions

Credit Cards – Is defined as a facility allowing the card holder to pay for goods and services on credit.

Business Expenses – Is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee's contractive employment with the shire or relevant Council policies.

Personal Expense – Is defined as any expense not of a business nature.

SHIRE OF NORTHAMPTON

Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 20 July 2012.

3.0 Corporate Credit Card Purchasing

The Chief Executive Officer is only to use the corporate credit card for business expense purchasing of goods and services on behalf of the Shire of Northampton.

3.1 *Cash withdrawals are strictly prohibited.*

3.2 *The corporate credit card credit limit will be set by Council and reviewed at least once a year at the time all policies and procedures are reviewed.*

The current limit on the Shire of Northampton corporate credit card is \$5,000.

3.3 *Personal expenditure on the Shire of Northampton's corporate credit card is strictly prohibited.*

3.4 *All purchases by the Shire of Northampton corporate credit card must be accompanied by an appropriate tax invoice/receipt to ensure the shire is able to claim all input tax credits in accordance with the requirements with the Australian Taxation Office.*

3.5 *In the event individual invoices/receipts are not available then the corporate credit card statement of expenditure is to be utilised to claim income tax credits under the condition that this statement complies with the Australian Taxation Office requirements.*

4.0 Reporting Requirements

4.1 *The Shire of Northampton corporate credit card statement of expenditure is to be endorsed by the Chief Executive Officer as all expenditure items listed on the statement being authorised and undertaken by him/her.*

4.2 *The endorsed credit card statement of expenditure is to be included with the financial reports presented to Council in the Agenda's for the ordinary meetings of Council for Council information.*

5.0 General Conditions

5.1 *The Chief Executive Officer must surrender the Shire of Northampton credit card upon termination of his/her services within the Shire of Northampton or when resolved to do so by Council.*

5.2 *All Corporate credit card incentives (e.g. fly buys) are not to be acquired or accumulated by the Chief Executive Officer for his/her personal use of gain.*

Any such credit card incentives associated with the Shire of Northampton corporate credit are to be utilised for the benefit of the Shire of Northampton's business expense operations only.

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 20 July 2012.**

5.3 All expired Shire of Northampton corporate credit cards are to be destroyed by the Chief Executive Officer upon receipt of a new or replacement card.

5.4 Any breach of this policy is to be reported to Council for information and action if deemed necessary

CARRIED 8/0

7.10.3 AUTHORIZED OFFICERS – DOG ACT & LOCAL LAWS (ITEM 6.5.3)

Moved Cr PENN, seconded Cr SIMKIN

That Sergeant Matthew Froude, Senior Constable Paul Parks, First Class Constable Craig Woods and Constable Francois Bekker be duly appointed as authorised officers to exercise powers pursuant to the following:

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

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

CARRIED BY AN ABSOLUTE MAJORITY 8/0

7.10.4 TENURE OF LAND – PORT GREGORY WATER SUPPLY (ITEM 6.5.4)

Moved Cr PARKER, seconded Cr CARSON

That Council indemnifies the Minister for Lands against any costs or charges incurred in the grant of formal tenure of land for the Port Gregory for non potable water storage tanks and easement for access and Council commit a provision of \$5,000 in the 2012/13 Budget for costs to be incurred for this land transfer.

CARRIED 8/0

7.10.5 FUNDING REQUEST – KALBARRI VISITORS CENTRE (ITEM 6.5.5)

Moved Cr GLIDDON, seconded Cr BOOTH

That Council:

1. Provide the 2012/13 operating allocation to the Kalbarri Visitors Centre of \$20,000 and should Council resolve to increase this provision when adopting the budget then the balance also be paid.
2. Request the Kalbarri Visitors Centre to address the items raised in the officer's report relating to their Business Plan before any further consideration of a payment to assist with their financial difficulties is made and this response to be received by Wednesday 18 July 2012.
3. The Kalbarri Visitors Centre also be requested to provide a minimum three year forecast budget

MOTION LOST 3/5

MOVED CR PARKER, seconded CR CRIPPS

That Council:

1. Request the Kalbarri Visitors Centre to address the items raised in the officer's report relating to their Business Plan before any further consideration of a payment to assist with their financial difficulties is made and this response to be received by Wednesday 18 July 2012.
2. The Kalbarri Visitors Centre also be requested to provide a minimum three year detailed forecast budget.
3. That a payment of \$100,000 be considered in the 2012/13 Budget to assist with the Kalbarri Visitors Centre operations.

CARRIED 6/2

Cr BOOTH and Cr PENN wished for their vote against the motion be recorded.

During the debate n this matter, Cr Gliddon advised that she resigns from being the Council delegate on the Kalbarri Visitors Centre Committee.

Moved Cr PARKER, seconded Cr CRIPPS

That the current proxy, Cr Penn, be appointed as Council delegate on the Kalbarri Visitors Centre Committee.

CARRIED 8/0

AFTERNOON TEA ADJOURNMENT

Council adjourned for afternoon tea at 3.02pm and reconvened at 3.17pm with the following in attendance:

Cr Wilson, Cr Parker, Cr Gliddon, Cr Penn, Cr Booth, Cr Carson, Cr Cripps, Cr Simkin the Chief Executive Officer, Garry Keeffe and the Deputy Chief Executive Officer, Jamie Criddle, Glenn Bangay Principal Building Surveyor/EHO.

7.10.6 REGIONAL ROAD GROUP 2013/14 SUBMISSION (ITEM 6.5.6)

Moved Cr SIMKIN, seconded Cr CARSON

That Council:

That Council lodge Mid West Regional Road Group funding submissions for the following road projects:

Ajana-Kalbarri Road

Project #1

Undertake edge repair work for 18km using flocon \$134,500

Project # 2

Re-seal various sections, total length 6.03km \$168,000

Red Bluff Road

Reconstruct eastern drainage and seal shoulders to improve drainage to whole area \$90,000

CARRIED 8/0

7.10.7 PROPOSED NORTHAMPTON LIGHT INDUSTRIAL AREA (ITEM 6.5.7)

Noted.

7.11 PRESIDENTS REPORT

Advised of his attendance to a meeting with representatives of the Kalbarri Visitors Centre Committee to discuss their financial situation
No report.

7.12 DEPUTY PRESIDENTS REPORT

Since the last Council meeting the Deputy President, Cr Parker reported on his attendance to the WALGA Northern Zone meeting with no real issues arising from that meeting.

7.13 COUNCILLORS REPORT

7.13.1 CR CRIPPS

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

- to a Northampton Community Centre Meeting.
- to a Kalbarri Visitors Centre Committee meeting and to a meeting with representatives of the Kalbarri Visitors Centre Committee to discuss their financial situation

7.13.2 CR SIMKIN

Since the last Council meeting Cr Simkin reported on his attendance:

- to a Northampton Community Centre Meeting.
- to a Kalbarri Visitors Centre Committee meeting and to a meeting with representatives of the Kalbarri Visitors Centre Committee to discuss their financial situation

7.13.3 CR GLIDDON

Since the last Council meeting Cr Gliddon reported on her attendance to the following:

- Attended a Kalbarri Visitors Centre Committee meeting and to a meeting with representatives of the Kalbarri Visitors Centre Committee to discuss their financial situation.
- Has met with the Northampton Tourist Association to assist them in a submission for the Top Tourism Town Awards.
- Advised of an inspection forthcoming of Kalbarri for the Tidy Towns Awards.

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 20 July 2012.**

7.13.4 CR BOOTH

Attended a Kalbarri Visitors Centre Committee meeting and to a meeting with representatives of the Kalbarri Visitors Centre Committee to discuss their financial situation

7.13.4 CR PENN

Attended a Kalbarri Visitors Centre Committee meeting and to a meeting with representatives of the Kalbarri Visitors Centre Committee to discuss their financial situation

7.13.4 CR CARSON

Since the last Council meeting Cr Carson reported on his attendance to a meeting with representatives of the Kalbarri Visitors Centre Committee to discuss their financial situation.

7.14 INFORMATION BULLETIN

Noted.

7.15 NEW ITEMS OF BUSINESS

7.15.1 BINNU WEST ROAD

Cr Carson requested future consideration be given to sourcing funding for the construction of the Binnu West Road that is currently unsealed. Referred to possible funding through the Mid West Development Commission.

Item was noted by Council.

7.16 NEXT MEETING OF COUNCIL

The next Ordinary Meeting of Council will be held at the Northampton Council Chamber, Hampton Road, Northampton Friday the 17 August 2012.

7.17 CLOSURE

There being no further business, the President declared the meeting closed at 3.38pm.