



**File No:** 4.1.14

## **NOTICE OF ORDINARY MEETING OF COUNCIL**

Dear Councillor,

The next Ordinary Meeting of the Northampton Shire Council will be held on Friday 19<sup>th</sup> June 2020 at the Council Chambers, Northampton commencing at 1.00pm.

- 10.30am – workshop on review of Community Strategic Plan.

A handwritten signature in blue ink, appearing to be 'G. Keeffe', is shown above the printed name.

**GARRY L KEEFFE**  
**CHIEF EXECUTIVE OFFICER**  
**12<sup>th</sup> June 2020**



# ~ Agenda ~

**19<sup>th</sup> June 2020**

## **NOTICE OF MEETING**

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 19<sup>th</sup> June 2020, at

The Council Chambers, Northampton commencing at 1.00pm.

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

**12<sup>th</sup> June 2020**

## SHIRE OF NORTHAMPTON

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Signed  \_\_\_\_\_

Date 12<sup>th</sup> June 2020

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

**AGENDA**  
**ORDINARY MEETING OF COUNCIL**  
**19<sup>th</sup> June 2020**

**1. OPENING**

**2. PRESENT**

- 2.1 Leave of Absence
- 2.2 Apologies

**3. QUESTION TIME**

**4. DISCLOSURE OF INTEREST**

Councillors are to advise the Presiding Member or Chief Executive Officer prior to the meeting commencing of items they have a financial interest in or alternatively declare their interest immediately before the item that is to be discussed.

**5. CONFIRMATION OF MINUTES**

- 5.1 Ordinary Meeting of Council – 15<sup>th</sup> May 2020

**6. RECEIVAL OF MINUTES**

- 6.1 Annual Bush Fire Advisory Committee Meeting – 27<sup>th</sup> May 2020

**7. REPORTS**

- 7.1 Works & Technical Services
- 7.2 Health & Building
- 7.3 Town Planning
- 7.4 Finance
- 7.5 Administration & Corporate

**8. COUNCILLORS & DELEGATES REPORTS**

- 8.1 Presidents Report
- 8.2 Deputy Presidents Report
- 8.3 Councillors' Reports

**9. NEW ITEMS OF BUSINESS FOR DECISION**

**10. NEXT MEETING**

**11. CLOSURE**

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**15<sup>th</sup> May 2020**

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**5.1 OPENING**

The President thanked all Councillors and staff receiving the broadcast of this electronic meeting for their attendance and declared the meeting open at 1.02pm.

**5.2 PRESENT**

The President asked Council Members and staff to confirm that they were connected and in attendance, with the following attendees so confirmed:

Cr C Simkin	President	Northampton Ward
Cr S Krakover	Deputy President	Kalbarri Ward
Cr R Suckling		Northampton Ward
Cr T Hay		Northampton Ward
Cr S Smith		Kalbarri Ward
Cr P Stewart		Kalbarri Ward
Cr D Pike		Kalbarri Ward
Cr L Sudlow		Northampton Ward
Cr S Stock-Standen		Northampton Ward
Mr Garry Keefe	Chief Executive Officer	
Mr Grant Middleton	Deputy Chief Executive Officer	
Mr Neil Broadhurst	Manager of Works and Technical Services	
Mrs Michelle Allen	Planning Officer	

**5.2.1 LEAVE OF ABSENCE**

Nil

**5.2.2 APOLOGIES**

Nil

**5.3 QUESTION TIME**

None

**5.4 DISCLOSURE OF INTEREST**

No disclosures of interest were declared.

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<b>5.5 CONFIRMATION OF MINUTES</b>
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5.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 17 <sup>th</sup> APRIL 2020
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Moved Cr KRAKOUER, seconded Cr SUCKLING

That the minutes of the Ordinary Meeting of Council held on the 17<sup>th</sup> April 2020 be confirmed as a true and correct record.

CARRIED 9/0

5.5.2 BUSINESS ARISING FROM MINUTES
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Nil

<b>5.6 RECEIVAL OF MINUTES</b>
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Nil

<b>5.7 WORKS &amp; ENGINEERING REPORT</b>
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5.7.1 INFORMATION ITEMS - MAINTENANCE/CONSTRUCTION WORKS PROGRAM (ITEM 7.1.1)
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Noted

5.7.2 RURAL ROAD VERGES – VERGE MOWING OGILVIE EAST ROAD / NORTHAMPTON NABAWA RD (ITEM 7.1.2)
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Moved Cr HAY, seconded Cr STOCK-STANDEN

That Council approve as authorised expenditure the slashing/mulching of vegetation on the shoulders of the Ogilvie East Road at an estimated cost \$18,000 (plus GST) and selective sections on the Northampton Nabawa Road at an estimated cost of \$8,000 (plus GST).

CARRIED BY AN ABSOLUTE MAJORITY 9/0

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<b>5.8 HEALTH &amp; BUILDING REPORT</b>
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5.8.1 BUILDING APPROVALS (ITEM 7.2.1)
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Noted.

<b>5.9 TOWN PLANNING REPORT</b>
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5.9.1 PROPOSED CARAVAN TEMPORARY ACCOMMODATION – LOT 29 (NO. 109) HAMPTON ROAD, NORTHAMPTON (ITEM 7.3.1)
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Moved Cr SUCKLING, seconded Cr KRAKOUER

That Council, having taken into consideration the provisions of the Shire of Northampton's Local Planning Scheme No. 10 (Northampton), the Shire's Local Planning Policy *Caravans for Temporary Accommodation* and the current circumstances (closure of Northampton Caravan Park and Planning requirement exemptions), grant approval for a caravan to be placed on Lot 29 (No. 109) Hampton Road (North West Coastal Highway), Northampton, subject to the following conditions:

1. Development/use shall be in accordance with the attached approved plans dated 15 May 2020 and subject to any modifications required as a consequence of this approval the endorsed plan(s) shall not be modified or altered without the prior written approval of the local government.
2. Any additions to, or change to, the approved use (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
3. This Development Approval is valid until 15 May 2021, after which further application to the local government is required. It is the responsibility of the applicant to apply in good time before expiration, and the local government will not automatically re-issue approvals.
4. This approval is issued only to R. Pearce and is NOT transferable to any other person or to any other land parcel, without the further application and approval of the Shire of Northampton.

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5. A bond of \$5,000 shall be lodged with the Shire of Northampton prior to occupation of the caravan on site with the bond money to be repaid to the Applicant upon completion of the dwelling to lock-up stage.
6. The approval is for one (1) Caravan with Annexe, one (1) portable chemical toilet and one (1) portable shower only.
7. The caravan and ablution facilities are to be positioned on the lot so as to be not visible from Hampton Road and will include visual screening measures, to the approval of the local government.
8. The ablution facilities (toilet and shower) are to be connected to the new septic system for the proposed dwelling.
9. Should substantiated ongoing complaints be received in relation to the placement of the caravan on Lot 29 (No. 109) Hampton Road, Northampton), the Shire of Northampton reserves the right to review and/or revoke this Development Approval.
10. The Applicant is required to provide adequate rubbish disposal facilities, remove all rubbish associated with the operation and maintain clean and sanitary conditions at all times.
11. The land use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
12. The use of a generator upon Lot 29 (No. 109) Hampton Road is only allowed during power outages and when the on-site power source is not accessible. At all other times, the Applicant shall utilise the power source available on site.

Advice Notes

1. *If the development/use the subject of this approval is not substantially commenced within a two (2) year period, 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.*
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3. *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.*
4. *The Applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to the Health Act and Regulations and the Environmental Protection (Noise) Regulations, is required at all times.*

CARRIED 9/0

**5.9.2 REQUEST FOR FEE REDUCTION – AMENDMENT TO DEVELOPMENT APPROVAL – CARAVAN & CHALET PARK – LOT 10646 (No. 399) RED BLUFF ROAD, KALBARRI (ITEM 7.3.2)**

Moved Cr SUDLOW, seconded Cr STEWART

That Council waive the development and building application fees of \$7,167 in relation to the proposed amendments to the Red Bluff Caravan Park development, on the grounds that substantial development and building fees relating to this development have already been paid and the amendment to the development was caused by circumstances beyond the developers control.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

**5.9.3 AMENDMENT OF LOCAL PLANNING POLICY – HERITAGE CONSERVATION AND DEVELOPMENT 2020 (ITEM 7.3.3)**

Moved Cr SUCKLING, seconded Cr SMITH

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 amended Local Planning Policy (Appendix 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 amended Local Planning Policy and proceed to publish a notice to this effect in the local newspaper: and

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- c. Should there be any written, author-identified objections received during the advertising period, require staff to present to Council a further report

CARRIED 9/0

5.9.4 REQUEST TO WAIVER PENALTY FEE – COMMENCEMENT OF DEVELOPMENT PRIOR TO APPROVALS – LOT 74 (NO. 100) MITCHELL STREET, HORROCKS (ITEM 7.3.4)
--

Moved Cr STEWART, seconded Cr SUDLOW

That Council waive the \$294 penalty fee in relation to commencement of construction without approvals on the grounds that the issuance of a letter of warning should have been the first step in the compliance process while the state of emergency declaration for COVID 19 is in place.

CARRIED 7/2

Cr Simkin and Cr Hay wished for their names to be recorded as voting against the motion.

5.9.5 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.5)
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Noted.

<b>5.10 FINANCE REPORT</b>
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5.10.1 ACCOUNTS FOR PAYMENT (ITEM 7.4.1)
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Moved Cr SUCKLING, seconded Cr KRAKOUER

That Municipal Fund Cheques 21883 to 21897 inclusive totalling \$49,311.93, Municipal EFT payments numbered EFT20620 to EFT20723 inclusive totalling \$439,802.47, Trust Fund Cheques 2510 to 2514, totalling \$1,891.34, Direct Debit payments numbered GJ1006 to GJ1012 inclusive totalling \$333,643.23 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

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5.10.2 MONTHLY FINANCIAL STATEMENTS – APRIL 2020 (ITEM 7.4.2)
---

Moved Cr STEWART, seconded Cr HAY

That Council adopts the Monthly Financial Report for the period ending 30<sup>th</sup> April 2020.

CARRIED 9/0

5.10.3 BUDGET SUBMISSIONS 2020-2021 (ITEM 7.4.3)
--

Moved Cr SMITH seconded Cr SUDLOW

That Council make provision for the following projects within the draft 2020/2021 Budget.

1. Northampton Visitor Centre – operational grant, \$25,000.
2. Kalbarri Visitor Centre – operational grant, \$50,000.
3. Kalbarri Visitor Centre – raising of a Specified Area Rate for Kalbarri Ward properties for tourism promotion, \$30,000.
4. Kalbarri Childcare – repainting of front fence, doors, skirting boards and window frames, \$2,000.
5. Northampton Bowling Club – exterior painting of club premises, \$4,400
6. Northampton Old School – seed funding for grant application for replacement of roof on administration building, \$10,000.
7. St Mary's Parish – assist with restoration of stone front fence, \$8,000.
8. That the budget request from the Northampton VFRS of \$1,850 for tiling to their staff wet area be deferred until plans for the new DFES building are confirmed.

CARRIED 9/0

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<b>5.11      ADMINISTRATION &amp; CORPORATE REPORT</b>
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<b>5.11.1      CP1 CORPORATE BUSINESS PLAN REVIEW (ITEM 7.5.1)</b>
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<b>5.11.1.1      PREVIOUSLY APPROVED PROJECTS -JAKES POINT ABLUTIONS (ITEM 1.1.1)</b>
---

Moved Cr SMITH, seconded Cr KRAKOUER

That to assist with the construction of the Jakes Point ablutions, Council approve the use of the Tourism Development Reserve Fund of \$100,000 and this change of reserve fund purpose be included within the 2020/21 Budget.

CARRIED 9/0

<b>5.11.1.2      NORTHAMPTON    CEMETERY    MEMORIAL    TREE    SHELTER (ITEM 1.1.2)</b>
--

Moved Cr SMITH, seconded Cr SUDLOW

That a provision of \$20,000 be listed in the Corporate Business Plan for 2021/22 for the construction of a shelter at the memorial tree site at the Northampton Cemetery.

CARRIED 9/0

<b>5.11.1.3      PREVIOUSLY APPROVED PROJECTS (ITEM 1.2.1)</b>
--

Moved Cr SUDLOW, seconded Cr KRAKOUER

That Council defer all project provisions within Capital Upgrade Building Renewal Program for twelve months to 2021/22 and beyond within the Corporate Business Plan and delete the provision for proposed works to the Fitzgerald Street Northampton residence.

CARRIED 9/0

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5.11.1.4 NORTHAMPTON BOWLING CLUB – SYNTHETIC GREEN (ITEM 2.1.1)
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Moved Cr SUCKLING, seconded Cr STOCK-STANDEN

That Council supports the proposal of the Northampton Bowling Club to install a synthetic green at their club in 2020/21 and that Council to contribute \$119,000 towards the project, subject to receipt of a Community Sport and Recreation Facilities Fund (CSRFF) grant by the Bowling Club.

CARRIED 9/0

5.11.1.5 HORROCKS COMMUNITY CENTRE – PLAYGROUND SHELTER (ITEM 2.2.2)
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Noted

5.11.1.6 KALBARRI FORESHORE REDEVELOPMENT (ITEM 2.2.2)
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Moved Cr SIMKIN, seconded Cr SMITH

That Council defer the provision of \$100,000 for replacement of playground equipment at the Marina Park and the provision of \$42,000 for bin surrounds to 2021/22 as proposed within the Kalbarri Foreshore Parkland Upgrade Plan.

CARRIED 9/0

5.11.1.7 PLAYGROUND SHELTER – HORROCKS FORESHORE (ITEM 2.2.3)
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Moved Cr SUCKLING, seconded Cr HAY

That Council not support the installation of shelters over playgrounds that are under the control of Council and will no longer consider requests to fund playground shade shelters.

CARRIED 9/0



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5.11.1.8 RSL HALL – STEPS AND CAR PARK ASPHALT SEAL (ITEM 2.2.4)

Moved Cr SUCKLING, seconded Cr SMITH

That Council approves the use of the surplus funds on the RSL Hall project to asphalt seal the existing car park front area including line marking of the disabled car bay.

CARRIED 9/0

5.11.1.9 MALLARD PARK – LAWN AND RETICULATION (ITEM 2.2.1)

Moved Cr SIMKIN, seconded Cr KRAKOUER

That Council not support the request to install lawn and reticulation at Mallard Park, Kalbarri.

CARRIED 9/0

5.11.1.10 PORT GREGORY FORESHORE SHELTERS (ITEM 2.2.6)

Moved Cr HAY, seconded Cr STEWART

That Council reduce the provision of beach shelters to four (4) for the Port Gregory foreshore and these works to occur in 2020/21 as listed in the Corporate Business Plan.

CARRIED 9/0

5.11.1.11 OGILVIE EAST ROAD – BITUMEN SEAL BALANCE OF ROAD  
(ITEM 3.1.1)

Moved Cr SMITH seconded Cr PIKE,

That Council lists the construction and bitumen sealing of the balance of the section Ogilvie East Road currently unsealed to commence in 2025/26 of the Corporate Business Plan.

CARRIED 9/0

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5.11.1.12 BALANCE OF NANDA DRIVE TO BE CONSTRUCTED (ITEM 3.1.2)

Moved Cr STOCK-STANDEN, seconded Cr SUDLOW

That Council lists the construction of the balance of the unmade portion of Nanda Drive to commence in 2025/26 of the Corporate Business Plan.

CARRIED 9/0

5.11.1.13 BOWES RIVER ROAD (ITEM 3.1.3)

Moved Cr SUCKLING, seconded Cr SUDLOW,

That Council not consider the upgrade of the Bowes River Road to a bitumen seal status within the current Corporate Business Plan.

CARRIED 9/0

5.11.1.14 STARLING ROAD (ITEM 3.1.4)

Moved Cr SIMKIN, seconded Cr SMITH,

That Council defer consideration of this project to 2020/21 review of the Corporate Business Plan.

CARRIED 9/0

5.11.1.15 FUTURE ROAD PROJECTS (ITEM 3.2.1)

CEO reported that a preliminary calculation of the long term financial plan indicated that the capital works sector of Council operations will have a significant effect on Council finances resulting in a financial shortfall for the next five years and therefore a total review of the five year road construction program will be required to ensure delivery of projects and services.

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CEO requested Council that they not consider the road programme and that staff undertake a review and forward to Council for endorsement at the June 2020 meeting.

Moved Cr SUCKLING, seconded Cr SMITH

That Council considers the findings of a review of all future road projects to be undertaken by Management and determines what works are to be progressed and in which years to be endorsed at the June 2020 meeting of Council.

CARRIED 9/0

5.11.1.16 JAKES POINT CAR PARK (ITEM 3.3.2)
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Moved Cr SUCKLING, seconded Cr SMITH

That Council makes a provision of \$62,000 in the 2020/21 draft budget for the construction of a new carpark at the soon to be constructed Jakes Point ablutions and that all other proposed car park development works be deferred for twelve months to 2021/22 and beyond.

CARRIED 9/0

5.11.1.17 HAMPTON GARDENS CAR PARK EXTENSION (ITEM 3.3.3)
---

Moved Cr SUDLOW, seconded Cr SUCKLING

That Council:

1. List for consideration within the 2020/21 draft budget the construction of a concrete footpath on northern side of Essex Street from opposite the long vehicle parking area traversing to the RSL car park entrance road.
2. List for further consideration in 2023/24 of the Corporate Business Plan the construction of additional car parking on the north side of Hampton Gardens.

CARRIED 9/0

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**5.11.1.18 BARBARA DOWLING-CASLEY – ONSLOW STREET PATHWAY  
(ITEM 4.1.1)**

Moved Cr SUCKLING, seconded Cr SMITH

That Council not support the request for the construction of a footpath in Onslow Street within the Corporate Business Plan as it is deemed to be not warranted.

CARRIED 9/0

**5.11.1.19 RIC DAVEY – NANDA DRIVE PATHWAY TO BE BROUGHT  
FORWARD (ITEM 3.3.2)**

Moved Cr STOCK-STANDEN, seconded Cr SUDLOW

That Council not support the request to bring the construction of the Nanda Drive footpath forward as Council has determined its footpath construction plan with other priorities to take precedence.

CARRIED 9/0

Council adjourned for afternoon tea at 2.55pm.

Meeting reconvened at 3.12pm with the following in attendance:

Cr Simkin, Cr Krakouer, Cr Stock-Standen, Cr Suckling, Cr Hay, Cr Pike, Cr Smith, Cr Sudlow, Cr Stewart, Garry Keefe, Grant Middleton, Neil Broadhurst and Michelle Allen.

**5.11.1.20 KALBARRI DEVELOPMENT ASSOCIATION – PATHWAY FROM  
SCHOOL TO POST OFFICE (ITEM 4.1.3)**

Moved Cr SUDLOW, seconded Cr SUCKLING

That Council lists this project for consideration in 2020/21 draft budget and that the pathway be located on the north side of Hackney Street.

CARRIED 9/0

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**5.11.1.21 ZUYTDORP LOOKOUT PATHWAY IMPROVEMENTS (ITEM 4.1.4) AND RED BLUFF ROAD PATHWAY (ITEM 4.2.2)**

Moved Cr SUDLOW, seconded Cr SUCKLING

That Council defers the above pathway upgrades for consideration in 2020/21 Corporate Business Plan review.

CARRIED 9/0

**5.11.2 PLANT REPLACEMENT PROGRAM (ITEM CP5)**

Moved Cr SIMKIN, seconded Cr KRAKOUER

That Council defer all major plant replacement proposals for a twelve month period throughout the plan with the exception of administration vehicles and works utilities and that the replacement program to be considered within the draft 2020/21 budget to be as per the following:

Description	Est Purch Price	Estimate Sale Price	Estimate Nett
4WD Wagon - Manager of Works	\$ 60,000	\$ 30,000	\$ 30,000
AWD Car - Deputy CEO	\$ 43,000	\$ 21,000	\$ 22,000
Case International Tractor & Attachments	\$ 83,000	\$ 10,000	\$ 73,000
Truck - Maintenance Northampton	\$ 175,000	\$ 53,000	\$ 122,000
<b>Total</b>	<b>\$ 361,000</b>	<b>\$ 114,000</b>	<b>\$ 247,000</b>

CARRIED 9/0

**5.11.3 NATIONAL REDRESS SCHEME (ITEM 7.5.2)**

Moved Cr SUCKLING, seconded Cr PIKE

That Council:

- Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments.

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2. Notes that the Northampton Shire Council will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Council makes a specific and formal decision to be included.
3. Endorses the participation of the Northampton Shire Council in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration.
4. Grants authority to Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.
5. Notes that a confidential report will be provided if a Redress application is received by the Northampton Shire Council.

CARRIED 9/0

Neil Broadhurst departed the meeting at 3.34pm.

5.11.4 FREE CAMPING – NORTHAMPTON GOLF CLUB (ITEM 7.5.3)
--

Moved Cr SMITH, seconded Cr SUCKLING

That following the commencement of the operations of the Northampton Caravan Park, that Council close the free camping site at the Northampton Golf Club and this decision be reviewed within twelve months of the closure of the free camping site.

CARRIED 7/2

Cr Simkin and Cr Stock-Standen wished for their names to be recorded as voting against the motion.

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5.11.5      REVIEW OF COMMUNITY STRATEGIC PLAN (ITEM 7.5.4)
---

Moved Cr HAY, seconded Cr STEWART

That Council determines the current imperatives for the Community Strategic Plan are :

1. Return of a regular air passenger service to Kalbarri with community structured airfare costs.
2. Oakajee Project
3. Development of a heavy haulage route around Northampton
4. Strategic relationships with mining companies and developers
5. Expanding the role of the Council as a lobbyist for service provision to the Shire
6. Further development of residential and industrial land in the Shire
7. Achieve sustainable development in new land and residential projects
8. Protecting the existing broad acre farming industry and the unique lifestyle opportunities available within the Shire
9. Develop the Kalbarri to Shark Bay Road
10. Installation of artificial reefs in the region to promote recreational fishing
11. Develop a regional alliance with neighbouring local governments to address issues that affect their respective communities that are localised and similar.

CARRIED 9/0

5.11.6      STAFF EMPLOYMENT CONDITIONS – WAGES & SALARIES (ITEM 7.5.5)
---

Moved Cr SIMKIN, seconded Cr STEWART

That all staff are to be entitled to their annual wage and salary increase as per current agreements/contracts as from 1 July 2020.

CARRIED 9/0

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5.11.7 FENCE COMPOUND – GREGORY WATER SUPPLY TANKS (ITEM 7.5.6)
---

CEO reported that advice had been received from its insurers that no fully enclosed fence compound is required and that a locked gate at the entrance to the water storage tanks is suffice, therefore this matter is withdrawn for consideration.

5.11.8 RATE EXEMPTION REQUEST – AUSTRALIAN HOTELS ASSOCIATION (ITEM 7.5.7)
--

Moved Cr SUCKLING, seconded Cr SMITH

That Council advise the Australian Hotel Association that Council will not be providing a rates and charges exemption or refund for Hotels within the Shire due to:

1. Hotels within the Shire have the ability to sell take away alcohol and food, to allow the continuing of their businesses in some form.
2. There are many other businesses in the hospitality industry within our shire that are affected by COVID 19 the same as Hotels.
3. If an exemption or refund is to apply for Hotels then a precedence would be set for all other similar businesses to apply for a rate exemption or refund which would have a major impact on Councils financial resources to continue providing services to residents.

CARRIED 9/0



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5.11.9    RATE WRITE OFF – LOT 10 ESSEX STREET, NORTHAMPTON (ITEM 7.5.8)
--

Moved Cr SUCKLING, seconded Cr STEWART

That Council:

1.        Exempt Lot 10 Essex Street, Northampton from rates due to the property being owned and to be used for nonprofitable purpose, expansion of retirement home for Pioneer Lodge Inc.
2.        That the balance of rates owing on Lot 10 Essex Street, Northampton from 4 May 2020 to 30 June 2020 to the value of \$670.38 be written off.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

5.11.10   KALBARRI FORESHORE PARKLAND SHELTERS (ITEM 7.5.9)
---

Moved Cr SMITH, seconded Cr PIKE

That Council not approve the replacement of the Kalbarri parkland foreshore shelter roofs to retain uniformity in colour coordination with existing shelters as they consider the change to be insignificant.

CARRIED 9/0

5.11.11   HOT WATER SYSTEM REPLACEMENT (ITEM 7.5.10)
--

Moved Cr HAY, seconded Cr KRAKOUER

That Council replace the hot water system unit at 3 Rake Place, Northampton with a 26 litre/per/minute instantaneous gas hot water system and this be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/1

Cr Smith wished for his name to be recorded as voting against the motion.

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5.11.12 LUCKY BAY CAMPING AREA (ITEM 7.5.11)
--

Moved Cr SUCKLING, seconded Cr STEWART

That Council enter into a 12 month lease agreement with the Department of Biodiversity, Conservation and Attractions for the lease of the Lucky Bay Caretakers residence and associated facilities located on Reserve 34945 at a rate of \$100 per week and that a formal lease for be entered into.

CARRIED 9/0

5.11.13 COOLCALALAYA ROAD (ITEM 7.5.12)
---

Moved Cr SUDLOW, seconded Cr STEWART

That Council accept the quote from the Shire of Murchison of \$4,318 plus GST to undertake maintenance grading of the Coolcalalaya Road from the Coolcalalaya homestead through to the Shire of Murchison boundary.

CARRIED 9/0

5.11.14 NORTHAMPTON PLAYING COURTS FENCE (ITEM 7.5.13)
--

Moved Cr STOCK-STANDEN, seconded Cr HAY

That Council approve the replacement of wire and pole for southern section of fence including wire replacement on access gates at the Northampton Community Centre playing courts at an estimated cost of \$6,000 and this be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

5.11.15 PROPOSED ABLUTIONS – JAKES POINT (ITEM 7.5.14)
--

Moved Cr SMITH, seconded Cr SUDLOW

That Council accept the quotation from Simple Life Projects for construction of the Jakes Point Ablutions.

CARRIED 9/0

---

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**5.12 PRESIDENT'S REPORT**

Since the last Council meeting Cr SIMKIN reported on his attendance at:

11/05/2020      With the Deputy President and CEO met with the Department Biodiversity, Conservation and Attractions in regard to the ongoing management of Lucky Bay camping area

**5.13 DEPUTY PRESIDENT'S REPORT**

Since the last Council meeting Cr KRAKOUER reported on his attendance at:

11/05/2020      With the President and CEO met with the Department Biodiversity, Conservation and Attractions in regard to the ongoing management of Lucky Bay camping area

**5.14 COUNCILLORS' REPORTS**

**5.14.1 CR SUCKLING**

Since the last Council meeting Cr SUCKLING has reported her attendance at:

22/04/2020      Northampton – met with Mr Reg Reynolds and the CEO to discuss creation of road reserves for the Little Bay Road and the Little Bay Lookout Road.

**5.15 NEW ITEMS OF BUSINESS**

No new items of business were raised.

**5.16 NEXT MEETING OF COUNCIL**

The next Ordinary Meeting of Council will be held on Friday 19<sup>th</sup> June 2020 commencing at 1.00pm at a venue to be advised.

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<b>5.17 CLOSURE</b>
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There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 4.28pm.

<p>THESE MINUTES CONSISTING OF PAGES 1 TO 20 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 19<sup>TH</sup> JUNE 2020.</p>  <p>PRESIDING MEMBER: _____</p> <p>DATE: _____</p>
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## SHIRE OF NORTHAMPTON

Minutes of the Annual Bush Fire Advisory Committee Meeting held at the Northampton Council Chambers, Northampton on Wednesday 27<sup>th</sup> May 2020.

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### 1. OPENING - PRESENT

The Chief Fire Control Officer opened the meeting at 3.00pm with the following persons in attendance.

Rob McKenzie	Chief Bush Fire Control Officer - Shire of Northampton
Grant Middleton	Deputy CEO - Shire of Northampton
Stan Sutherland	Lieutenant - Kalbarri VFRS
Russell Asplund	Captain - Kalbarri VFRS/PAWS
Len Simmons	Deputy Chief Bush Fire Control Officer
Ric Davey	Ranger – Shire of Northampton
Greg Poett	Captain - Port Gregory/Yallabatharra BFB
Kyle Carson	Captain - Ajana/Binnu BFB
Jerome Drew	Admin Officer – Ajana/Binnu BFB

### 2. APOLOGIES

Lindsay Rowe	Captain - Horrocks BFB
Matt Dadd	BRMO - DFES
Greg Teakle	Captain - Northampton VFRS
Matt Johnson	Captain – Ogilvie BFB
Scott Bridgeman	Captain – Sandy Gully/Alma BFB
Mike Paxman	Senior Ranger - Parks and Wildlife

### 3. CONFIRMATION OF MINUTES

Moved – Len Simmons, Seconded – Greg Poett

That the minutes from the Bush Fire Advisory Committee Meeting held on 13<sup>th</sup> March 2019 be confirmed as a true and accurate record.

CARRIED

### 4. BUSINESS ARISING FROM MINUTES

Nil

### 5. BRIGADE REPORTS

#### 5.1 Chief Bush Fire Control Officer

Brigade turn-outs for the year.

Ajana/Binnu = 6, Port Gregory/Yallabatharra = 3 & Sandy Gully/Alma = 1

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### 5.2 Brigade Reports

#### Northampton Volunteer Fire Service

Greg Teakle was an apology for the meeting but raised a concern about future burning being undertaken at the Northampton tip site as there have been issues with previous burns. Greg wanted to express his thanks to the Shire for their assistance and support with the provision of plant and equipment.

#### Kalbarri VFRS

Report from Russell Asplund is attached.

#### Ajana/Binnu BFB

The brigade had attended numerous pole fires plus a number of smaller fires.

#### Port Gregory/Yallabatharra BFB

1 Pole Top fire Swamps Road Yallabatharra, 1 Fire near Hutt River Bridge & Drummonds Cove Fire

### 5.3 Department of Fire and Emergency Services

Nil

### 5.4 Department of Parks and Wildlife

Verbal report from Russell Asplund, Mike Paxman was an apology for the meeting. There had been 1 prescribed burn totaling 4,500 hectares and they had assisted with 1 pole top fire. Russell thanked everyone for their support and advised that they would continue to provide assistance with pole top fires and other incidents in the future.

### 5.5 Other

Nil

#### 5.5.1 Deputy Chief Fire Control Officer North

Len Simmons provided a verbal report that included the issue with the Horrocks 1.4 pump. DFES had provided a temporary vehicle while the tanker was out of commission and there had been some good learning's from the situation. Len also

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Minutes of the Annual Bush Fire Advisory Committee Meeting held at the Northampton Council Chambers, Northampton on Wednesday 27<sup>th</sup> May 2020.

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highlighted the incident on 31/1/2020 that was declared a “Complex Fire” This fire damaged 49 power poles and had the potential to overwhelm resources. The Ajana BFB provided assistance but the situation highlighted a lack of resources in the Ogilvie area.

### 5.5.2 Deputy Chief Fire Control Officer South

No Report

## 6. ELECTION OF OFFICERS

Outgoing Chief Bush Fire Control Officer Rob McKenzie vacated the chair. Mr Grant Middleton, Deputy CEO, took the chair and declared all positions vacant.

### 6.1 Chief Bush Fire Control Officer

Mr Middleton called for nominations for Chief Bush Fire Control Officer. Ric Davey nominated Rob McKenzie and Rob accepted the nomination. There were no further nominations.

Moved – Ric Davey, Seconded – Jerome Drew

That the Annual Bush Fire Advisory Committee recommends that Rob McKenzie be appointed to the position as Chief Bush Fire Control Officer.

CARRIED

Rob McKenzie resumed as meeting chair.

### 6.2 Deputy Chief Bush Fire Control Officers

#### 6.2.1 North

Mr McKenzie called for nominations for Deputy Chief Bush Fire Control Officer - North. Stan Sutherland nominated Len Simmons and Len accepted the nomination. There were no further nominations.

Moved – Stan Sutherland, Seconded – Jerome Drew

That the Annual Bush Fire Advisory Committee recommends that Len Simmonds be appointed to the position as Deputy Bush Chief Fire Control Officer North.

CARRIED

6.2.2 South

Mr McKenzie called for nominations for Deputy Chief Bush Fire Control Officer - South. Len Simmons nominated Scott Bridgeman. There were no further nominations. Scott Bridgeman was not at the meeting but has subsequently accepted the position.

Moved – Len Simmons, Seconded – Kyle Carson

That the Annual Bush Fire Advisory Committee recommend that Scott Bridgeman be appointed to the position as Deputy Chief Bush Fire Control Officer South.

CARRIED

6.3 Fire Control Officers

Moved – Ric Davey, Seconded – Greg Poett

That the Annual Bush Fire Advisory Committee recommend that the following be appointed as Fire Control Officers

Rob McKenzie - Chief Bush Fire Control Officer/Captain Isseka BFB  
Len Simmons - Deputy Chief Bush Fire Control Officer/Lieutenant Kalbarri VFRS  
Scott Bridgeman - Deputy Chief Bush Fire Control Officer/Captain – Sandy Gully/Alma BFB  
Dean (Greg) Teakle - Captain - Northampton VFRS  
Stan Sutherland - Lieutenant - Kalbarri VFRS  
Greg Poett - Captain - Port Gregory/Yallabatharra BFB  
Lindsay Rowe - Captain - Horrocks BFB  
Matt Johnson - Captain – Ogilvie BFB  
Kyle Carson - Captain - Ajana/Binnu BFB  
Todd Henville - Lieutenant - Ajana/Binnu BFB  
Glen Reynolds - Lieutenant - Ajana/Binnu BFB  
Damian Harris - Lieutenant - Ajana/Binnu BFB  
Jerome Drew – Admin Officer - Ajana/Binnu BFB

CARRIED



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### 6.4 Permit Issuing Officers

Moved – Rob McKenzie, Seconded – Stan Sutherland

That the Annual Bush Fire Advisory Committee recommend that the following be appointed as Permit Issuing Officers

Garry Keeffe – Chief Executive Officer

Grant Middleton - Deputy CEO

Rob McKenzie - Chief Bush Fire Control Officer/Captain Isseka BFB

Ric Davey – Kalbarri Ranger

Len Simmons - Deputy Chief Bush Fire Control Officer/Lieutenant Kalbarri VFRS

Scott Bridgeman - Deputy Chief Bush Fire Control Officer/Captain – Sandy Gully/Alma BFB

Dean (Greg) Teakle - Captain - Northampton VFRS

Stan Sutherland - Lieutenant - Kalbarri VFRS

Greg Poett - Captain - Port Gregory/Yallabatharra BFB

Lindsay Rowe - Captain - Horrocks BFB

Matt Johnson - Captain – Ogilvie BFB

Kyle Carson - Captain - Ajana/Binnu BFB

Todd Henville - Lieutenant - Ajana/Binnu BFB

Damian Harris - Lieutenant - Ajana/Binnu BFB

## 7. GENERAL BUSINESS

### 7.1 First and Final Firebreaks Notice

It was agreed that the burning timeframes for 2020/2021 be retained per the timeframes agreed in 2019/2020 for the Shire of Northampton, Shire of Chapman Valley and City of Greater Geraldton.

Moved – Jerome Drew, seconded – Len Simmons

That the burning timeframes be recommended to Council as follows:

Restricted Period	1/09/2020 - 14/10/2020
Prohibited Burning	15/10/2020 - 14/02/2021
Restricted Period	15/02/2021 - 7/04/2021

CARRIED

### 7.2 Bush Fire Risk Mitigation Grant Funding (MAF)

The Shire has completed two projects funded via BFRM, one in Kalbarri and the other at the commonage.

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Len Simmons mentioned the land behind the Allen Centre in Kalbarri. This area had previously had parkland clearing undertaking using BFRM funding. The area would benefit from strip mulching to improve access and remove some of the wattles. The DCEO would contact Matt Dadd and see if any funding was available via the 2020/2021 BFRM grant funding pool.

### 7.3 Ogilvie Fire Unit

There was agreement in relation to the need for a fire unit to be located at Ogilvie. The complex pole to fire in January highlighted the lack of resources and minimal coverage this area has. It was suggested that the possibility of the current Ajana/Binnu light attack could be located to Ogilvie when this vehicle is replaced.

Action DCEO - Contact DFES and request the vehicle be retained if possible.

### 7.4 Other Business

Fire Fighting Foam - The product is available on request but is generally not stockpiled as it has a use by date. Any BFB's that require fire fighting foam are to contact Rob McKenzie the CBFCO.

Rob McKenzie briefed attendees on items that were discussed at the annual DOAC meeting including issues associated with re-energising Western Power Networks in Total Fire Ban situations.

Attendees were reminded everyone to ensure they ring triple zero "000" and complete incident reports when brigades are attending fires. If the captains are unable to complete the incident forms they should contact Rob McKenzie (CBFCO) and he will assist with the process.

## 8. CLOSURE

There being no further business the Chief Fire Control Officer thanked everyone for their attendance and declared the meeting closed at 4.05pm.

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### KALBARRI VOLUNTEER FIRE & RESCUE SERVICE

#### NORTHAMPTON SHIRE – BUSH FIRE REPORT

Mitigation works around Kalbarri have included mulching of existing fire breaks. No burns have been conducted due to COVID – 19 restrictions on fire duties other than Emergency Response. Planned burns include area east of airstrip to consolidate work do last year.

Training has been restricted due to COVID. Len Simmons has picked up introduction course for new members and he will run a structural course in the near future. The DFES training calendar is much reduced to COVID and there will be little opportunity for specialist's course this year for Kalbarri crews.

Generally a quite year with scrub fires down on last year due to no fires in the National Park again. Road crashes down due to COVID. The brigade has stepped up to assist SES in gorge rescues and storm assistance so our number in that regard has risen.

#### KALBARRI VFRS TOTAL TURN OUTS = 21 (MARCH – MAY)

5 X SCRUB FIRES

1 X VEHICLE FIRE

3 X POLE TOP FIRES

2 X ROAD CRASH

2 X STRUCTURAL FIRES

1 X GAS BOTTLE FIRE

1 X MITIGATION BURN – PAWS

1 X STAND BY FOR DEPLOYMENT TO GERALDTON FIRES

5 X SES ASSISTANCE CALL OUTS

Russell Asplund

Captain, Kalbarri Volunteer Fire & Rescue Service

Mob. 0427 199 518

## **WORKS & ENGINEERING REPORT CONTENTS**

7.1.1	INFORMATION ITEMS MAINTENANCE /CONSTRUCTION WORKS PROGRAM	2
7.1.2	ERWOOD STREET / THORNTON STREET PLACEMENT OF ADDITIONAL CONCRETE KERBING	4

7.1.1	<b>INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM</b>				
	<table> <tr> <td data-bbox="367 398 845 443"><b>REPORTING OFFICER:</b></td><td data-bbox="845 398 1407 443"><b>Neil Broadhurst - MWTS</b></td></tr> <tr> <td data-bbox="367 443 845 477"><b>DATE OF REPORT:</b></td><td data-bbox="845 443 1407 477"><b>11th June 2020</b></td></tr> </table>	<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>	<b>DATE OF REPORT:</b>	<b>11th June 2020</b>
<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>				
<b>DATE OF REPORT:</b>	<b>11th June 2020</b>				

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

### **Specific Road Works**

- Maintenance grading carried out on Swamps, Rob, Yallabartharra, Ogilvie School, Frosty Gully, Olivier, Teakle, Isacahar, Isachar Back, Walsh, Balline, Larrard, Little Bay and Bowes River Road/s.
- Gravel Patching/Sheeting/Verge works carried out on Yallabartharra, Swamps, Rob, Isseka East and Normans Well Road/s.

### **Maintenance Items**

- General – Signage and closure/opening of facilities surrounding the Covid 19 Pandemic.
- General – 24<sup>th</sup> May 2020 - Storm event cleanup works including vegetation removal, sand drifts in rural areas and residential areas, property damage, sign and guidepost replacement/s and general cleanup works.
- Northampton and Rural areas – General sign replacement and maintenance works.
- Northampton – Various Northampton townsite and rural road verge chemical spraying and verge pruning works.
- Northampton – Hampton Road parking lines reinstated.
- Rural – Ogilvie East Road and Northampton to Nabawa Road verge mowing.
- Rural – Fire mitigation works to Northampton Commonage area.
- Rural – Horrocks Road guidepost replacement/s (approx. 80) due to vandalism.
- Kalbarri – Replacement and duplication of drainage grate on Glass Street.
- Kalbarri – Tip road maintenance undertaken plus coastal carpark and access roads.

### **Other Items (Budget)**

- Northampton – Hampton Gardens toilet – Replacement of stairway completed, Handrails to be constructed and installed.
- Northampton - Erwood Road roadworks completed pending minor cleanup works.
- Northampton – Basic clearing /preparation works to Bateman Street and Fifth Avenue construction works.

- Northampton Community Centre – Basketball court reconstruction/surfacing works and renewal of southern fence completed.
- Northampton RSL – Asphaltting to front car park area completed.
- Port Gregory Tank installation – Works continuing to finalize groundworks including tank connection/s and gate security etc.
- Port Gregory - Shoulder reconditioning and widening works completed.
- Kalbarri – Blue Holes car park and access road sealed, fencing, concrete kerbing and cleanup works to be completed.
- Kalbarri – Asphalt reseal works to CBD and Porter Street area/s.
- Kalbarri – Glass Street – Works commenced to replace drainage grates, concrete kerb and Dual Use Pathway installation.

#### **Plant Items**

- New Truck and trailer delivery by end of June 2020.

<b>For Council information.</b>
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**7.1.2 THORNTON STREET  
REQUEST FOR ADDITIONAL KERBING**

<b>REPORTING OFFICER:</b>	<b>Neil Broadhurst - MWTS</b>
<b>DATE OF REPORT:</b>	<b>12th June 2020</b>
<b>APPENDICES:</b>	<b>1. Email Tuesday, June 2, 2020. 2. Street Layout – New kerb</b>

**BACKGROUND:**

Road works have been recently undertaken to Erwood Street in Northampton to construct and seal with concrete kerbing the entire length of Erwood Street from Wannerenooka Road to Thornton Street. The works were undertaken as listed within the 2019/2020 approved budget.

The scope of works and pricing of works did not include any works outside of the immediate area other than the resealing of Thornton Street taking advantage of bitumen resurfacing plant and equipment while in the area.

Landowners adjoining the works have requested why works to continue with the concrete kerbing were not extended to cover the area in front of their residence/s. Initially this was discussed verbally with Mr. John and Mrs. Donna Langer which was followed by a written request (see attached email dated June 2, 2020.). The residence owner to the south (Mr. Dale Maver) was involved with discussions onsite to discuss the best options if concrete kerbing was to be installed.

The reason as discussed with both parties as to why the concrete kerbing was not installed was that the works simply did not include the verge areas in question as they were essentially outside the scope of the works. And secondly that the concrete kerb in this area do not achieve any practical purpose other than purely aesthetics as the drainage on the east side of the road is effectively controlled via underground infrastructure for any surface water from the north. Additionally the shape of the Thornton street road pavement is such that water crosses to the west side of Thornton street prior to their road frontages. (ie one way cross from east to west.). Given the works were not included within the original scope as approved within the budget amount it was advised that for works to occur requiring additional funding Council approval would have to be sought. Request was made for this to be submitted for Council consideration at the next Council meeting.

The discussions surrounding works for each residence was as follows.

Mr. and Mrs. Langley.

Currently have a sealed driveway that extends from the road pavement edge to their front boundary. Onsite inspection resulted that 2 options available for the kerb to be installed successfully.

1. Concrete kerbing to the edge of bitumen pavement only as it is not general practice or encouraged to kerb to the residential boundary. Due to the shape of the existing sealed driveway this could result in pooling at the entry to their driveway if a gap were to be left in the kerb to accommodate the sealed section of their driveway. The water that would pool would be water that would be falling or entering the road reserve area from their residence. While this amount would be relatively small it is still believed this would pool at the driveway edge and dissipate into the area behind the concrete kerb if installed.
2. Concrete kerbing to the edge of the bitumen alignment to run the full distance of the road frontage. This would eliminate the pooling of any water at the driveway area due to the current road and driveway shape. This would however result in the sealed area of their driveway from the concrete kerb alignment to the front boundary being buried by works to backfill the concrete kerbing. It was noted that this option would not include the Shire of Northampton arranging for or paying for the construction of any sealed driveway to replace the existing other than to backfill the area with gravel as per general practice and as done in the immediate area surrounding the new works. Backfilling the installed kerb area could also be required to correct the level of the privately owned driveway area. This would not be the responsibility of the Shire of Northampton.

Mr. John Langley has indicated their preference would be for option 2 for the concrete kerb to run the full length of their road frontage and to be backfilled with gravel only as per the adjoining areas and general practice within the townsite area. Any additional works would be at their own cost.

Mr. Maver.

Currently has a sealed driveway that extends from the road pavement edge to their front boundary. In addition, has a verge that is partially bitumen sealed south of his driveway to an unknown width (due to partial coverage of this area). Onsite inspection resulted that 2 options available for the kerb to be installed successfully.

1. Concrete kerbing to the edge of bitumen pavement only as it is not general practice or encouraged to kerb to the residential boundary. The shape of this area would allow drainage from their residence to flow to the road edge and cross from east to west without any pooling of water in the driveway area.



2. Concrete kerbing to the edge of the bitumen alignment to run the full distance of the road frontage. It was noted that this option would not include the Shire of Northampton arranging for or paying for the construction of any sealed driveway to replace the existing other than to backfill the area with gravel as per general practice and as done in the immediate area surrounding the new works.

Mr. Dale Maver was not supportive of losing the sealed driveway or verge area unless this was to be replaced. Mr. Maver expressed that if the kerb could not extend from the road edge to the boundary of his residence he could not see the sense or reason to undertake any works and suggested the driveway and verge area remain as is.

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

The approved Council budget for the undertaking of construction and sealing including concrete kerbing for Erwood Street did not include additional works to Thornton Street road verges as requested. The Erwood Street works have been completed.

No further works are planned within the original scope of the works in the area.

The additional works have been estimated by the Shire of Northampton's Manager of Works and Technical Services to cost approximately \$4,811 (exc GST). The works include the concrete kerbing of the eastern side of Thornton Street to extend to the existing southern boundary of Mr. Mavers property. Stop for the distance of Mr. Mavers property and recommence on the common boundary of Mr. Maver and Mr. Langley and extend through the frontage of Mr. Langley's residence to approximately 20m north of Mr. Langley's northern boundary.

#### **COMMENT:**

The request by Mr. and Mrs Langley is acknowledged for the additional concrete kerbing at the front of their residence. Mr. and Mrs Langley have a very neat and tidy house frontage that includes the road verge frontage with street trees supplied, planted, and cared for by themselves as part of their road verge area. In effect they are quite house-proud in their residence's appearance. The addition of concrete kerbing is not questioned regarding the aesthetic advantage and improvement this would make.

Stormwater is generally managed via underground stormwater piping on their side of the road and combined with the one-way cross fall of the sealed road pavement in this area the kerb would serve little if any drainage control or advantage.

The drainage control in the area overall is generally following existing natural falls and controls and works effectively. While at the same time this could be improved with further design and budget consideration with additional and improved underground stormwater controls. The area in question and works undertaken in this case would not impact on any future works if approved to proceed.

The works include the installation of approximately 70m of mountable concrete kerbing, the raising of one manhole cover to match the level of the adjacent concrete kerb line and gravel backfilling of the area as per undertaken in the adjoining works and normal practise within the Northampton townsite.

Council are requested to consider the approval of the work to proceed being the installation of concrete kerbing and associated works to the residential road frontages on the eastern side of Thornton Street on the North side of Essex Street in the Northampton townsite. The cost of these works would be approximately \$4,811.00 (exc GST).

That these works be approved as authorised expenditure within the Municipal Road Maintenance (Schedule 12) budget.

#### **VOTING REQUIREMENT:**

*Absolute Majority Required:*

#### **OFFICER RECOMMENDATION – ITEM 7.1.2**

**That Council approve as authorized expenditure the works to install concrete kerbing and associated works to the eastern side of Thornton Street as per discussed with local adjoining residents and in accordance with the attached report. Works to the value of \$4,811 be approved expenditure within the Municipal Road Maintenance (Schedule 12) 2019/2020 budget.**

## Neil Broadhurst

---

**From:** Garry Keeffe  
**Sent:** Tuesday, June 2, 2020 1:09 PM  
**To:** Donna Langley  
**Cc:** Neil Broadhurst  
**Subject:** RE: curbing of Thornton Street



Hi Donna & John

I have requested that costings be undertaken for the installation of the kerb as requested which will then be presented to the Council for their determination. I will advise you of the Councils decision accordingly.

Garry L Keeffe  
Chief Executive Officer  
P: 99341202 M: 0427 341202  
ceo@northampton.wa.gov.au  
www.northampton.wa.gov.au

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-----Original Message-----

**From:** Donna Langley <langas@bigpond.net.au>  
**Sent:** 2 June, 2020 11:46 AM  
**To:** Garry Keeffe <ceo@northampton.wa.gov.au>; Neil Broadhurst <works@northampton.wa.gov.au>  
**Subject:** curbing of Thornton Street

To Gary,

On Tuesday 2 June 2020, Donna and I had a meeting with Neil Broadhurst, regarding the recent curbing of Thornton Street, Northampton.

We were very disappointed to find that the curbing has not been done on our side of the street.

We have been rate payers in Northampton for 30 years, and feel that we are just as entitled to have curbing as the rest of the street.

We hope that this matter can be resolved, ideally as soon as possible.

Thanks for your attention in this matter.

John and Donna Langley

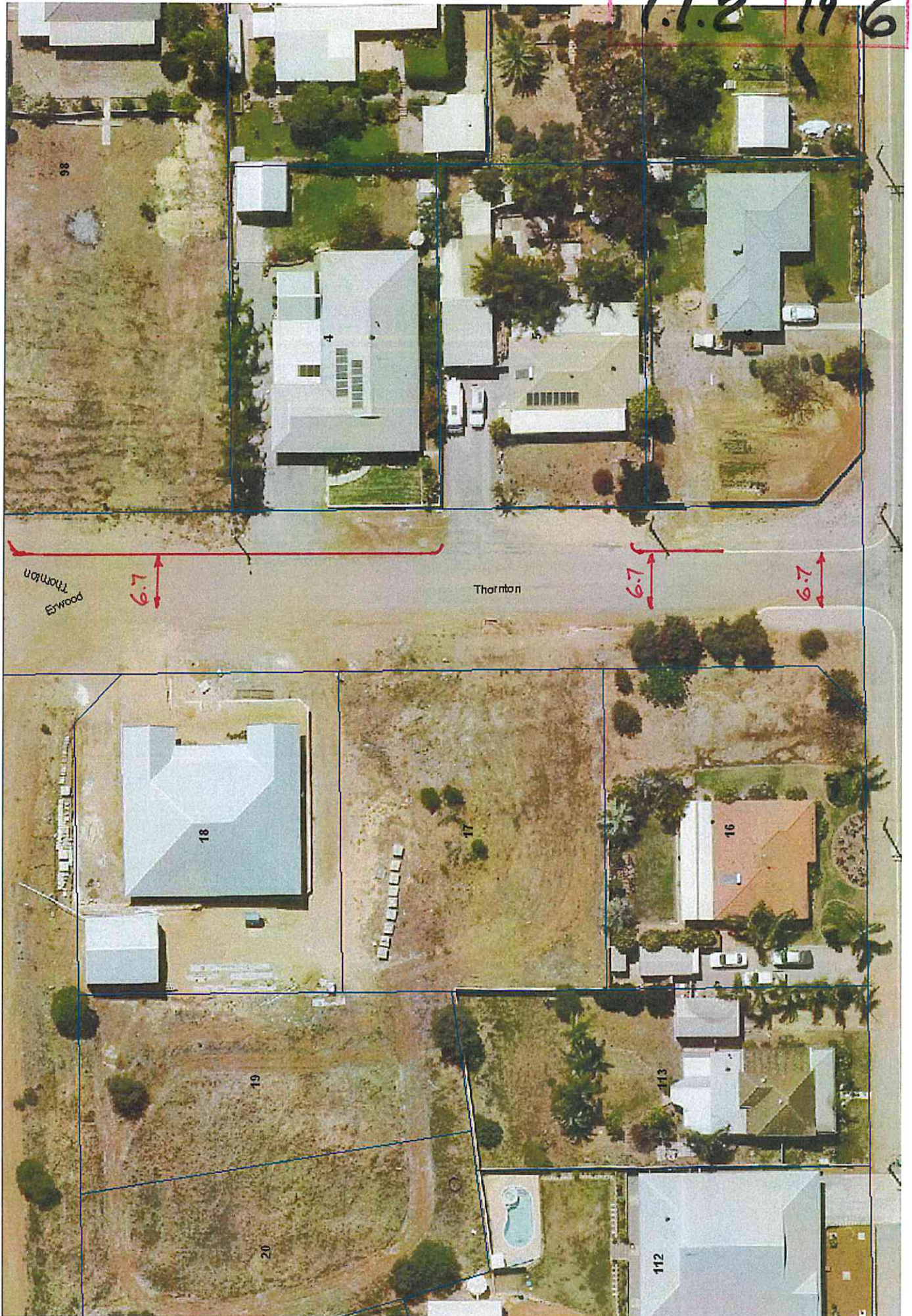


ITEM No:

DATE

7.1.2

19.6





# SHIRE OF NORTHAMPTON

## WORKS CREW 12 MONTHLY PROGRAM AND PROGRESS REPORT (2019/2020)

(June 2020)

2019/2020 Budget Works	Job No	Status	Comments
<b><u>Regional Road Group Projects</u></b>			
<b>Kalbarri Road (Shared funding - RTR)</b> Shoulder Reconditioning works 46.00 - 54.00 slk	RR12	COMPLETE	Works awarded to RDH, Works completed 6th October 2019
<b>Port Gregory Road</b> Shoulder Reconditioning works - full length	RR13	COMPLETE	Works completed including widening
<b><u>Roads to Recovery</u></b>			
<b>Binnu West Road (Carry over)</b> Realign Chilimony Road intersection	RT25	COMPLETE	Completion of Grant extension
<b>Kalbarri Road (Shared funding - RTR)</b> Shoulder Reconditioning works 46.00 - 54.00 slk	RT29	COMPLETE	Works awarded to RDH, Works completed 6th October 2019
<b>Port Gregory Road (Shared funding - RTR)</b> Shoulder Reconditioning works - full length	RT26	COMPLETE	Works completed including widening
<b>Harvey Road / Horry Road</b> Construction and Bitumen seal (3.6km's)	RT32	COMPLETE	Works completed, 3.6kms completed
<b>Erwood Street and Thornton Avenue</b> Construction and Bitumen seal	RT33	COMPLETE	Works commenced Pending reseal and concrete kerbing
<b><u>Commodity Route Funding</u></b>			
<b>Harvey Road / Horry Road (Share funding R2R)</b> Construction and Bitumen seal (3.6km's)	T727	COMPLETE	Works completed, 3.6kms completed
Cont.			
2019/2020 Budget Works	Job No	Status	Comments

<b><u>MUNICIPAL FUND CONSTRUCTION</u></b>			
<b><u>Northampton</u></b>			
<b>Northampton - Bateman Street</b> Construct and Seal 210m	R971		Works commenced - Carry over to 2020/2021
<b>Northampton - Lions Park</b> Construct and seal car park		COMPLETE	Works Completed
<b>Northampton - Fifth Avenue</b> Construct and Seal 230m	R986		Works commenced - Carry over to 2020/2021
<b><u>Kalbarri</u></b>			
<b>Kalbarri - Blue Holes access - c/park (C/Over 2018/2019)</b> Construct access road, car park, fencing, landscaping	R989		Works commenced. Sealing complete, Fencing, Concrete kerbing and DUP to be installed
<b>Kalbarri - Walker Street (C/Over 2018/2019)</b> Reseal (0.107 - 0.370)	R979	COMPLETE	Works Completed
<b>Kalbarri - Karina Mews Street (C/Over 2018/2019)</b> Kerb replacement and Reseal	R982		Carry over to 2020/2021
<b>Kalbarri - Gantheaume Crescent</b> Reseal (0.120 - 0.820)	R987	COMPLETE	Works Completed
<b>Kalbarri - Patrick Crescent</b> Reseal (0.000 - 0.330)	R988	COMPLETE	Works Completed
<b>Kalbarri - Ralph Street</b> Reseal (0.000 - 0.530)	R989	COMPLETE	Works Completed
<b>Port Gregory Road</b> Shoulder Reconditioning - Edge reinstatement provisions	R991	COMPLETE	Works Completed
<b>Kalbarri - CBD area Police Station</b> Asphalt reseal	R963	COMPLETE	Works Completed
<b>Kalbarri - Porter Street</b> Asphalt reseal	R976	COMPLETE	Works Completed
<b>Kalbarri - Smith Street</b> Asphalt reseal	R990		Kerbed areas to be replaced 2019/20. Asphalt works deferred for 2020/21 budget consideration
Cont.			
<b>2019/2020 Budget Works</b>	<b>Job No</b>	<b>Status</b>	<b>Comments</b>

<b><u>Rural</u></b>			
<b>Hatch Road</b> Install culvert and seal crossing	R985	COMPLETE	Works Completed
<b><u>MUNICIPAL FOOTPATHS</u></b>			
<b>Northampton - Stephen Street (C/Over 2018/2019)</b> Replace DUP from NWCH to West Street	F702		Carry over to 2020/2021
<b>Kalbarri - Grey Street</b> Replace DUP at front of Allen Centre	F707		Carry over to 2020/2021
<b>Kalbarri - Glass Street</b> Install DUP Tiki Cove to Medical Centre	F709		To Commence mid June
<b>Kalbarri - Grey Street</b> Install DUP Rushton Street to Red Bluff Road	F708	COMPLETE	
<b>Kalbarri - Malaluca Pathway</b> Undertake identified reinstatement works	T379	COMPLETE	
<b>Port Gregory</b> Install DUP Port Street to Lynton Avenue		COMPLETE	
Cont.			
<b>MUNICIPAL FUND CONSTRUCTION</b>	<b>Job No</b>	<b>Status</b>	<b>Comments</b>

<b><u>OTHER WORKS - Depots/Ovals/Parks/Gardens etc</u></b>			
<b>Northampton - Hampton Gardens</b> Replace stairs at toilet		COMPLETE	Works completed pending handrail install and top area correction. (combine with RSL works)
<b>Northampton - Hampton Gardens</b> Install paving and table/chairs on west side		COMPLETE	
<b>Northampton - Lions Park Ablutions</b> Install pump and additional leach drains		COMPLETE	
<b>Northampton - Oval renovation</b> Undertake Verti mowing		COMPLETE	
<b>Kalbarri - Grey Street/Red Bluff car park</b> Install 3 x seats and concrete slabs		COMPLETE	
<b>Kalbarri - Oval/Tennis court area</b> Install safety barrier booth ends		COMPLETE	
<b>Kalbarri Depot</b> Remove loading ramp and repair fencing		COMPLETE	
<b>Kalbarri Depot</b> Construct and install bus shed/shelter		COMPLETE	Managed/Supervised by CEO
<b>Kalbarri Depot</b> Install cover/roof over concrete tank.		COMPLETE	
<b>Kalbarri - Blue Holes car park area</b> Fence upgrade at completion of car park			Works commenced Fencing materials ordered
<b>Binnu tip site</b> Establish new site/trenches			
<b><u>PLANT ITEMS - Major</u></b>			
<b>Northampton - New Truck (6 wheeler)</b> Purchase new - trade/sell existing P228 Truck		Awarded	Delivery End of May 2020
<b>Northampton - New Truck Trailer</b> Purchase new - trade/sell existing P262 (NR9376) Trailer Cont.		Awarded	Delivery End of May 2020
<b>2019/2020 Budget Works</b>	<b>Job No</b>	<b>Status</b>	<b>Comments</b>
<b>Northampton - New Vibe Roller</b>		COMPLETE	



Purchase new - trade/sell existing P204 (NR8941) Roller			
<b>Northampton - Utility - Gardener/Cleaner</b>		COMPLETE	
Purchase New - trade/sell P236 (NR9890)- N/ton utility			
<b>Northampton - Utility - Northampton Ranger</b>		COMPLETE	
Purchase New - trade/sell P236- Horrocks utility			
<b>Northampton - Utility - Grader operator</b>			Vehicle replacement deferred to 2020/21
Purchase New - trade/sell P198 (NR82) - Nton tip utility			
<b>Northampton - Utility - Grader operator</b>		COMPLETE	
Purchase New - trade/sell P202 (NR8245) - Kalbarri tip utility			
<b><u>PLANT ITEMS - Minor/Other/Sundry tools</u></b>			
Northampton - Set of hand held 2-way radios		COMPLETE	
Northampton - Tip site generator			
Northampton - Chainsaw small			
Northampton Gardeners - R/charge extend hedge pruner		COMPLETE	
Northampton Gardeners - R/charge blower		COMPLETE	
Northampton Gardeners - R/charge garden shears		COMPLETE	
Northampton Gardeners - Battery charger		COMPLETE	
Northampton Gardeners - Petrol auger and bit		COMPLETE	
Northampton Gardeners - Felco secateurs x 2		COMPLETE	
Northampton Gardeners - Silvan backpack sprayer x 2		COMPLETE	
Northampton Gardeners - Folding tree pruning saw		COMPLETE	
Kalbarri - Rechargeable drill with batteries		COMPLETE	
Kalbarri - Rechargeable angle grinder/drill with batteries		COMPLETE	
Kalbarri - Gardener - Blower		COMPLETE	
Kalbarri - Manual push fertiliser spreader			
Kalbarri - Tow fertiliser spreader		COMPLETE	
General - Valve/service locator		COMPLETE	
General - Reticulation Fertiliser impregnation unit		COMPLETE	

## HEALTH AND BUILDING REPORT CONTENTS

7.2.1	BUILDING STATISTICS FOR THE MONTH OF MAY 2020	2
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<b>7.2.1</b>	<b>INFORMATION ITEM: BUILDING STATISTICS</b>
	<b>DATE OF REPORT:</b> 12 <sup>th</sup> June 2020
	<b>RESPONSIBLE OFFICER:</b> Glenn Bangay – Principal EHO/Building Surveyor

## **1. BUILDING STATISTICS**

Attached for Councils' information are the Building Statistics for May 2020.

### **OFFICER RECOMMENDATION – ITEM 7.2.1**

**For Council information.**

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - MAY 2020								
App. No.	Owner	Builder	Property Address	Type of Building	Materials	Area m2	Value	Fees
					1. Floor			1. App Fee
					2. Wall			2. BCITF
					3. Roof			3. BRB
								4. Other
1785	R Hartwich & N McCullough 1 Sutton Way BUSSLETON	Owner/Builder	8 (Lot 332) Cornell Way KALBARRI	Verandah Extension	1. Concrete	40	\$3,500	1. \$105.00
					2. N/A			2. \$0.00
					3. Zinc			3. \$61.65
								4. \$20.00
1791	S & L Crickmay 100 Mitchell Street HORROCKS	Owner/Builder	100 (Lot 74) Mitchell St HORROCKS	Retaining Wall	1. N/A	N/A	\$7,000	1. \$105.00
					2. Concrete			2. \$0.00
					3. N/A			3. \$61.65
								4. \$0.00
1790	N Tarchini PO Box 652 NORTHAMPTON	Owner/Builder	41 (Lot 187) Forrest Street NORTHAMPTON	Shed	1. Concrete	96	\$15,000	1. \$105.00
					2. C/Bond			2. \$0.00
					3. C/Bond			3. \$61.65
								4. \$0.00
1799	J & C Dawe PO Box 519 KALBARRI	Owner/Builder	11 (Lot 4) Ranch Court KALBARRI	Partial Conversion Class 10 to Class 1	1. Concrete	48	\$12,000	1. \$105.00
					2. C/Bond			2. \$0.00
					3. C/Bond			3. \$61.65
								4. \$0.00
1796	C Johnson U4/6 Glance Clove HORROCKS	Owner/Builder	U4 (Lot 6) Glance Cove HORROCKS	Additon	1. Concrete	38	\$12,000	1. \$105.00
					2. H/Plank			2. \$0.00
					3. C/Bond			3. \$61.65
								4. \$20.00
1797	M Armstrong PO Box 103 KALBARRI	Owner/Builder	4 (Lot 93) Mortimer Street KALBARRI	Carport Addition	1. Concrete	33	\$7,000	1. \$105.00
					2. N/A			2. \$0.00
					3. C/Bond			3. \$61.65
								4. \$0.00

## **TOWN PLANNING CONTENTS**

<b>7.3.5</b>	<b>SUMMARY OF PLANNING INFORMATION ITEMS .....</b>	<b>2</b>
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### 7.3.1 SUMMARY OF PLANNING INFORMATION ITEMS

**DATE OF REPORT:** 10 June 2020  
**REPORTING OFFICER:** Michelle Allen – Planning Officer

#### COMMENT:

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

REF	APPLICANT	LOCATION	PROPOSED DEVELOPMENT / USE	DATE
027	C Johnson	UNIT 4 (NO. 6) GLANCE COVE, HORROCKS	EXTENSION TO GROUPED DWELLING	15 May 2020
028	R Pearce	LOT 29 (NO. 109) HAMPTON ROAD, NORTHAMPTON	CARAVAN TEMPORARY ACCOMMODATION (12 MONTHS)	15 May 2020 Ordinary Meeting
2016-063	M Halsall	RED BLUFF CARAVAN PARK – LOT 10646 (NO. 399) RED BLUFF ROAD, KALBARRI	REQUEST FOR FEE REDUCTION - AMENDMENT 4 TO DEVELOPMENT APPLICATION 2016-063	15 May 2020 Ordinary Meeting
029	D Maxted	LOT 134 (NO. 2) SIMKIN PLACE, PORT GREGORY	OUTBUILDING (R-CODE VARIATION)	21 May 2020
030	S K Dance Pty Ltd	LOT 539 No. 59) HACKNEY STREET, KALBARRI	SHOP FRONT ALTERATIONS	21 May 2020
031	Zeeka Investments Pty Ltd	LOT 100 (NO. 217) HAMPTON ROAD, NORTHAMPTON	OUTBUILDING – R-CODE VARIATION	2 June 2020
032	WA Country Builders	LOT 49 (NO. 50) JACQUES BOULEVARD, KALBARRI	SINGLE HOUSE SINGLE HOUSE – R-CODE VARIATION	4 June 2020
2020-018	R & S Heaton	LOT 35 (NO. 99) STEPHEN STREET, NORTHAMPTON	AMENDED DEVELOPMENT APPROVAL – OUTBUILDING (SITE RELOCATION)	4 June 2020

033	DLLE Investments Pty Ltd – David Leyland	<b>LOT 10113 YERINA SPRINGS ROAD, YALLABATHARRA</b>	<b>WORKSHOP &amp; STORAGE SHED, TEMPORARY WORKER'S ACCOMMODATION - APIARY</b>	9 June 2020
034	RJ & SL Reynolds Pty Ltd	<b>LOT 12 (NO. 5) GLANCE STREET, HORROCKS</b>	<b>FRONT FENCE</b>	9 June 2020

**OFFICER RECOMMENDATION – ITEM 7.3.1**

**For Council Information**

7.4.1	ACCOUNTS FOR PAYMENT	2
7.4.2	MONTHLY FINANCIAL STATEMENTS – MAY 2020	10
7.4.3	2020-2021 FEES AND CHARGES SCHEDULE/MINIMUM RATES	39



**7.4.1 ACCOUNTS FOR PAYMENT**

<b>FILE REFERENCE:</b>	<b>1.1.1</b>
<b>DATE OF REPORT:</b>	<b>10<sup>th</sup> June 2020</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>Nil</b>
<b>REPORTING OFFICER:</b>	<b>Leanne Rowe/Grant Middleton</b>
<b>APPENDICES:</b>	<b>1. List of Accounts</b>

**SUMMARY**

Council to authorise the payments as presented.

**BACKGROUND:**

A list of payments submitted to Council on 19<sup>th</sup> June 2020, for confirmation in respect of accounts already paid or for the authority to those unpaid.

**FINANCIAL & BUDGET IMPLICATIONS:**

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

**POLICY IMPLICATIONS:**

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

**VOTING REQUIREMENT:**

Absolute Majority Required:

**OFFICER RECOMMENDATION – ITEM 7.4.1**

**That Municipal Fund Cheques 21898 to 21913 inclusive totalling \$40,879.32, Municipal EFT payments numbered EFT20724 to EFT20824 inclusive totalling \$450,063.15, Trust Fund Cheques 2515 to 2518, totalling \$611.33, Direct Debit payments numbered GJ1111 to GJ1117 inclusive totalling \$214,946.58 be passed for payment and the items therein be declared authorised expenditure.**

SHIRE OF NORTHAMPTON  
FINANCE REPORT – 19 JUNE 2020

Chq #	Date	Name	Description	Amount
21898	05-05-2020	TELSTRA	TELEPHONE CHARGES	373.64
21899	07-05-2020	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	171.90
21900	07-05-2020	AUSTRALIAN CLINICALABS	MEDICAL TEST	381.21
21901	07-05-2020	CITY OF GREATER GERALDTON	REFUSE DISPOSAL	12791.82
21902	07-05-2020	GERALDTON MOWER & REPAIR SPECIALISTS	MOWER PARTS	347.40
21903	07-05-2020	KALBARRI GAS	KALBARRI DEPOT FENCE	2508.00
21904	08-05-2020	PETER SYLVANO LOBATO	REFUND DOG REGISTRATION	35.40
21905	12-05-2020	SYNERGY	ELECTRICITY CHARGES	14962.99
21906	05-05-2020	TELSTRA	TELEPHONE CHARGES	159.96
21907	19-05-2020	SYNERGY	ELECTRICITY CHARGES	860.30
21908	19-05-2020	TELSTRA	TELEPHONE CHARGES	561.52
21909	21-05-2020	AUSTRALIA POST	POSTAGE	197.81
21910	21-05-2020	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	2595.09
21911	21-05-2020	GERALDTON MOWER & REPAIR SPECIALISTS	SUNDRY TOOLS BLOWER	399.00
21912	26-05-2020	TELSTRA	TELEPHONE CHARGES	923.28
21913	26-05-2020	SHEDS N HOMES	NCCA SHED DEPOSIT	3610.00
				<b><u>\$40,879.32</u></b>

SHIRE OF NORTHAMPTON  
FINANCE REPORT – 19 JUNE 2020

**ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT**

EFT #	Date	Name	Description	Amount
07-05-2020	EFT20724	ABROLHOS ELECTRICS	RESIDENCE SMOKE ALARM, EARTH	1322.09
07-05-2020	EFT20725	ABROLHOS STEEL	KALBARRI DEPOT TANK ROOF MATERIALS	1518.66
07-05-2020	EFT20726	KALBARRI IGA	GOODS	11.70
07-05-2020	EFT20727	AUSTRALIAN COMM AND MEDIA AUTHORITY	RENEW LICENCE	46.00
07-05-2020	EFT20728	BATAVIA FENCING	AJANA BASE REPAIR FENCE	3025.00
07-05-2020	EFT20729	BRUCE ROCK ENGINEERING	TIP TRUCK PARTS	98.43
07-05-2020	EFT20730	BUNNINGS BUILDING SUPPLIES	GARDENING PLANTS	96.93
07-05-2020	EFT20731	CENTRAL WEST PEST CONTROL	NCCA PEST INSPECTION	160.00
07-05-2020	EFT20732	BOC GASES AUSTRALIA	INDUSTRY GASES	71.55
07-05-2020	EFT20733	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	410.50
07-05-2020	EFT20734	CORSIGN WA PTY LTD	SIGNS	646.80
07-05-2020	EFT20735	DELTA FLOOR SANDING	NTON BOWLING CLUB - SEAL FLOORS	3500.00
07-05-2020	EFT20736	DEVISE URBAN PLANNING	PLANNING SERVICES	3718.00
07-05-2020	EFT20737	BRYAN DEAN DICKER	CROSSOVER REIMBURSEMENT	500.00
07-05-2020	EFT20738	GARY CHARLES DUNGATE	NTON CEM STONE WALL/PAVING, PAVING	10037.50
07-05-2020	EFT20739	FENN PLUMBING & GAS	PLUMBING	484.00
07-05-2020	EFT20740	GERALDTON FUEL CO	FUEL CARD PURCHASES	387.44
07-05-2020	EFT20741	GREAT NORTHERN RURAL SERVICES	KALBARRI ECO FLORA REPAIR	1234.12
07-05-2020	EFT20742	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUEL PURCHASES, FUEL CARD	17118.57
07-05-2020	EFT20743	HASLEBYS HARDWARE SUPPLIES	POP UP SPRINKLERS, HARDWARE	3812.34
07-05-2020	EFT20744	HANSON PLUMBING & GAS	VARIOUS PLUMBING MTCE	1488.17
07-05-2020	EFT20745	KALBARRI AUTO CENTRE & CARS 4U2 HIRE	KALBARRI VEHICLE SERVICE	550.00
07-05-2020	EFT20746	KALBARRI EXPRESS FREIGHT	FREIGHT	146.41
07-05-2020	EFT20747	KALBARRI BP ROADHOUSE & HARDWARE	HARDWARE	581.74
07-05-2020	EFT20748	KALBARRI NEWSAGENCY	STATIONERY	16.95
07-05-2020	EFT20749	KALBARRI PHYSIOTHERAPY & WELLNESS CENTRE	ALICE DAY PHSIOTHERAPY	204.60

SHIRE OF NORTHAMPTON  
FINANCE REPORT – 19 JUNE 2020

EFT #	Date	Name	Description	Amount
07-05-2020	EFT20750	KALBARRI PEST CONTROL (BC DIGGINS & KP LAW)	TERMITE INSPECTION URBAN PEST CONTROL	200.00
07-05-2020	EFT20751	LAKELINE RESOURCES PTY LTD	PT GREG TANKS DEMOLITION/PAD	8545.90
07-05-2020	EFT20752	MIDWEST DIVERSE CONTRACTING	HARVEY/HORRY RD HEADWALLS	26290.00
07-05-2020	EFT20753	LGRCEU	PAYROLL DEDUCTIONS	102.50
07-05-2020	EFT20754	MIDWEST MULCHING MOWING	KALBARRI FIRE PREVENTION MULCHING	50754.00
07-05-2020	EFT20755	MIDWEST GROUNDWATER	PT GREG TANKS	20416.00
07-05-2020	EFT20756	NORTHAMPTON IGA	HAND SANITISER/GOODS	5702.17
07-05-2020	EFT20757	NORTHAMPTON NEWSAGENCY	NEWSPAPERS/STATIONERY	56.03
07-05-2020	EFT20758	NORTHAMPTON AUTO ELECTRICS	PLANT AUTO ELECTRICS	1835.90
07-05-2020	EFT20759	NOVUS WINDSCREENS GERALDTON	PLANT WINDSCREENS	3482.56
07-05-2020	EFT20760	GERALDTON CLEANPAK TOTAL SOLUTIONS	NCCA SANITISER	59.73
07-05-2020	EFT20761	OPTEON PROPERTY GROUP PTY LTD	VALUATION	2100.00
07-05-2020	EFT20762	PATIENCE SANDLAND PTY LTD	QUARRY SAND	1496.00
07-05-2020	EFT20763	MA & LM PEACH	CROSSOVER REIMBURSEMENT	500.00
07-05-2020	EFT20764	PEST-A-KILL WA	CHIVERTON HOUSE ANNUAL INSP	1840.00
07-05-2020	EFT20765	QUANTUM SURVEYS	SURVEY 101 MITCHELL ST HORROCKS	643.50
07-05-2020	EFT20766	REDI HIRE SOLUTIONS	ULIKA VMS MESSAGE BOARD	1700.03
07-05-2020	EFT20767	ROAD RUNNER MECHANICAL SERVICES	PLANT MTCE/REPAIRS	661.80
07-05-2020	EFT20768	STRATAGREEN	LITTER PICKERS	263.69
07-05-2020	EFT20769	LANDGATE	VALUATION EXPENSES	9029.03
07-05-2020	EFT20770	WESTRAC EQUIPMENT PTY LTD	PLANT REPAIRS	1649.42
07-05-2020	EFT20771	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	239.44
07-05-2020	EFT20772	WILSONS SIGN SOLUTIONS	SUPPLY HONOUR BOARD UPDATES AND PLAQUE AS PER EMAIL 20/01/2020	468.60
07-05-2020	EFT20773	WOODLANDS DISTRIBUTORS & AGENCIES	DOGGY BAGS	693.00
07-05-2020	EFT20774	DPT. OF WATER & ENVIRONMENT REG	KALB REFUSE RENEW LICENCE	974.32
14-05-2020	EFT20775	OWEN SIMKIN	REIMB FUEL	55.38

SHIRE OF NORTHAMPTON  
FINANCE REPORT – 19 JUNE 2020

EFT #	Date	Name	Description	Amount
14-05-2020	EFT20776	EASTMAN POLETTI SHERWOOD ARCHITECTS PTY LTD	JAKES POINT ABLUTIONS ARCHIT SERVICES	9680.00
14-05-2020	EFT20777	SPORT AND RECREATION SURFACES PTY LTD	NCC - TWO PLAYING COURTS	34540.00
21-05-2020	EFT20778	ABROLHOS ELECTRICS	KALBARRI SAND SPIT BORE REPAIRS	451.00
21-05-2020	EFT20779	ALAN CRAGAN EXCAVATOR AND BOBCAT HIRE	VARIOUS BOBCAT/EXCAVATOR WORKS	5940.00
21-05-2020	EFT20780	BORAL CONSTRUCTION MATERIALS GROUP LIMITED	VARIOUS SEALING AGG	7868.16
21-05-2020	EFT20781	CLEANAWAY OPERATIONS PTY LTD	REFUSE COLLECTION/SITE MTCE	40209.81
21-05-2020	EFT20782	CRAMER & NEILL REFRIGERATION	NPTN OFFICE CHEMICAL CLEAN SERVER SPLIT SYSTEM	422.94
21-05-2020	EFT20783	DEVISE URBAN PLANNING	PLANNING SERVICES	4004.00
21-05-2020	EFT20784	DEPARTMENT OF TRANSPORT	KALBARRI MARINE FACILITY WATER	50.70
21-05-2020	EFT20785	ECO-FLORA CRANE TRUCK EXCAV SERV	GREY ST DUP TRUCK HIRE	1500.00
21-05-2020	EFT20786	ENGIN PTY LTD	ENGIN CHARGES	256.75
21-05-2020	EFT20787	FENN PLUMBING & GAS	PORT GREGORY WATER REPAIRS	704.00
21-05-2020	EFT20788	FIVE STAR BUSINESS EQUIPMENT AND COMMUNICATIONS	PHOTOCOPIER COUNT/MTCE	478.24
21-05-2020	EFT20789	FORPARK AUSTRALIA	KALB PLAYGROUND EQUIPMENT PARTS	715.44
21-05-2020	EFT20790	GERALDTON SIGN MAKERS	SIGN LUCKY BAY	593.45
21-05-2020	EFT20791	GREAT NORTHERN RURAL SERVICES	NTON OVAL SOLENOID	639.95
21-05-2020	EFT20792	GUARDIAN PRINT & GRAPHICS	BUILDING APPLICATION ENVELOPES	495.00
21-05-2020	EFT20793	HALAM HOME HANDYMAN SERVICES	RES RETIC REPAIR	50.00
21-05-2020	EFT20794	HANSON PLUMBING & GAS	LIONS PK TOILETS PUMP/LEACH, OTHER	15598.85
21-05-2020	EFT20795	KALBARRI EXPRESS FREIGHT	FREIGHT	32.67
21-05-2020	EFT20796	KALBARRI WAREHOUSE	HARDWARE	476.20
21-05-2020	EFT20797	KALBARRI AUTO ELECTRICS	KALB RUBBISH TRUCK LIGHTS REPAIRS	110.00
21-05-2020	EFT20798	KALBARRI PARK INVESTMENT PTY LTD	RATE REFUND	2000.00
21-05-2020	EFT20799	LAKELINE RESOURCES PTY LTD	WATER TANKS GREGORY EXTEND PAD	4793.25

SHIRE OF NORTHAMPTON  
FINANCE REPORT – 19 JUNE 2020

EFT #	Date	Name	Description	Amount
21-05-2020	EFT20800	LGRCEU	PAYROLL DEDUCTIONS	102.50
21-05-2020	EFT20801	MIDWEST VETERINARY CENTRE	STERILISATION SUBSIDY	20.00
21-05-2020	EFT20802	MJB INDUSTRIES PTY LTD	GLASS ST DUP WORKS	2560.80
21-05-2020	EFT20803	NORTHAMPTON PHARMACY	STAFF FLU SHOTS	928.45
21-05-2020	EFT20804	NOVUS WINDSCREENS GERALDTON	PLANT WINDSCREENS	1316.00
21-05-2020	EFT20805	PRIMECODE PTY LTD	RECORD DESTRUCTION	1056.00
21-05-2020	EFT20806	HOLCIM AUSTRALIA PTY LTD	CRACKER DUST	256.33
21-05-2020	EFT20807	SIMPLE LIFE PROJECTS	KALB FSHORE ERECT 2 SHELTERS	3795.00
21-05-2020	EFT20808	S & K ELECTRICAL CONTRACTING PTY LTD	GREY ST DUP REPLACE CONCRETE LID	175.58
21-05-2020	EFT20809	SPALDING ELECTRICAL SERVICES	NPTN LIONS PARK ELECTRICAL WORKS	1269.40
21-05-2020	EFT20810	JACQUELINE TEAKLE-BOM	NCCA REIMBURSEMENT	199.93
21-05-2020	EFT20811	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	VAROUS SITES GRAVEL STOCKPILE	22308.00
21-05-2020	EFT20812	2V NET IT SOLUTIONS	COMPUTER MTCE/UPGRADE	520.00
21-05-2020	EFT20813	TOTALLY WORKWEAR - GERALDTON	PROTECTIVE CLOTHING	180.18
21-05-2020	EFT20814	PM TUFFIN & SA FIDDES (TA TUFFIX HOME MAINTENANCE)	KVC RELAY PAVING	340.00
21-05-2020	EFT20815	LANDGATE	VALUATION EXPENSES	374.25
21-05-2020	EFT20816	WA LOCAL GOVERNMENT ASSOC	COUNCILLOR ONLINE LEARNING	840.00
21-05-2020	EFT20817	WA TREASURY CORP	LOANS 156 154 151	50454.60
21-05-2020	EFT20818	NORTHAMPTON TYRES	SUPPLY AND FIT 3 TYRES	1160.00
21-05-2020	EFT20819	CT & L WOODCOCK & SON	HARDWARE	1232.30
21-05-2020	EFT20820	WURTH AUSTRALIA PTY LTD	PARTS	308.29
21-05-2020	EFT20821	AUSTRALIAN TAXATION OFFICE	BAS APRIL 2020	37917.00
28/05/2020	EFT20822	GLENN BANGAY	REIMB INTERNET	79.95
28/05/2020	EFT20823	MARTIN PARKER	REIMB GOODS	71.78
28/05/2020	EFT20824	LEO RYAN	REIMB LANDLINE RENTAL	39.90
				<b>\$450,063.15</b>

SHIRE OF NORTHAMPTON  
FINANCE REPORT – 19 JUNE 2020

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**TRUST FUND CHEQUES**

Chq #	Date	Name	Description	Amount
2515	04-05-2020	SHIRE OF NORTHAMPTON	BCTF COMMISSION APRIL 20	16.50
2516	04-05-2020	BUILDING CONSTRUCTION INDUSTRY	BCTF APRIL 20	101.63
2517	04-05-2020	SHIRE OF NORTHAMPTON	BRB COMMISSION APRIL 20	40.00
2518	04-05-2020	DEPT MINES INDUSTRY REG SAFETY	BRB APRIL 20	453.20
				<b>\$611.33</b>

SHIRE OF NORTHAMPTON  
FINANCE REPORT – 19 JUNE 2020

**DIRECT DEBITS**

Jnl #	Date	Name	Description	Amount
	14/05/2020	PAYROLL	FN/E 13/05/2020	85490.00
	14/5/2020	SUPERCHOICE	SUPERANNUATION FN/E 13/05/2020	21091.72
	28/05/2020	PAYROLL	FN/E 27/05/2020	84269.00
	28/05/2020	SUPERCHOICE	SUPERANNUATION FN/E 27/05/2020	21197.11
GJ1111	31-05-20	NATIONAL AUSTRALIA BANK	BANK FEES	122.18
GJ1112	31-05-20	NATIONAL AUSTRALIA BANK	MERCHANT FEES	126.88
GJ1113	31-05-20	COMMONWEALTH BANK	BPOINT FEES	131.60
GJ1114	31-05-20	NATIONAL AUSTRALIA BANK	BPAY	59.84
GJ1116	31-05-20	NAB CEO CORPORATE CARD	BANK CHARGES	9.00
			MEMBER EXPS ZOOM	209.90
				218.90
GJ1117	31-05-20	NAB DCEO CORPORATE CARD	BANK CHARGES	9.00
			NCCA IINET	83.23
			KAL CHILD CARE IINET	82.38
			2V NET COMPUTER EXPS OFFICE 365	472.34
			COMP EXPS IPAD/ADAPT	1,245.90
			PLANT PARTS	346.50
				2239.35
				<b>\$214,946.58</b>



<b>7.4.2</b>	<b>MONTHLY FINANCIAL STATEMENTS – MAY 2020</b>
	<b>FILE REFERENCE:</b> 1.1.1 <b>DATE OF REPORT:</b> 10 <sup>th</sup> June 2020 <b>DISCLOSURE OF INTEREST:</b> Nil <b>REPORTING OFFICER:</b> Grant Middleton <b>APPENDICES:</b> Monthly Financial Report for May 2020

### **SUMMARY**

Council to adopt the monthly financial reports as presented.

### **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 May 2020 are detailed from page 1 to page 27 per the attached Monthly Financial Report.

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

The 31 May 2020 financial position is comprised of the following:

Total operating revenue has a positive variance of \$1,016,860 which is predominately due to the early payment of the 2020/2021 FAG's grant totalling \$900,389. Additionally the remaining variance can be attributed to the Bush Fire Risk Mitigation grant (50%) payment totalling \$45,000, the additional BFB Supplemental Operating payment of \$11,931, the Northampton Child Care operating grant payment of \$62,000 and the Rates Trainee grant payment of \$30,000. These grants excluding the FAG's grant payment were not included in the 19/20 budget but will be offset by expense items during the second half of this financial year.

Total operating expenditure has a minor negative variance of \$9,945. Operating expenditure variations include the equity write off of the Kalbarri aged accommodation totalling \$150,830, non budgeted grant related expenses and the lag in rubbish removal fees, roadworks and parks and gardens.

The operating expenditure and revenue variances are not considered significant and generally relate to timing differences between budget and actuals. Significant variances have been considered in the budget review process.

Investing and Financing variances are expected to reconcile by the end of the financial year. It is anticipated there will be no significant adverse budget

variations this financial year. Whilst there has been a lag in road projects it is anticipated that most of the proposed works will be completed by the end of June.

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

**STATUTORY IMPLICATIONS:**

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

**POLICY IMPLICATIONS:**

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

**VOTING REQUIREMENT:**

Simple Majority Required:

**OFFICER RECOMMENDATION – ITEM 7.4.2**

**That Council adopts the Monthly Financial Report for the period ending 31 May 2020.**

**SHIRE OF NORTHAMPTON**  
**MONTHLY FINANCIAL REPORT**  
(Containing the Statement of Financial Activity)  
**For the period ending 31 May 2020**

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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2020**

**SUMMARY INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 07 January 2020

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 13.

**SIGNIFICANT ACCOUNTING POLICIES**

**GOODS AND SERVICES TAX**

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

**CRITICAL ACCOUNTING ESTIMATES**

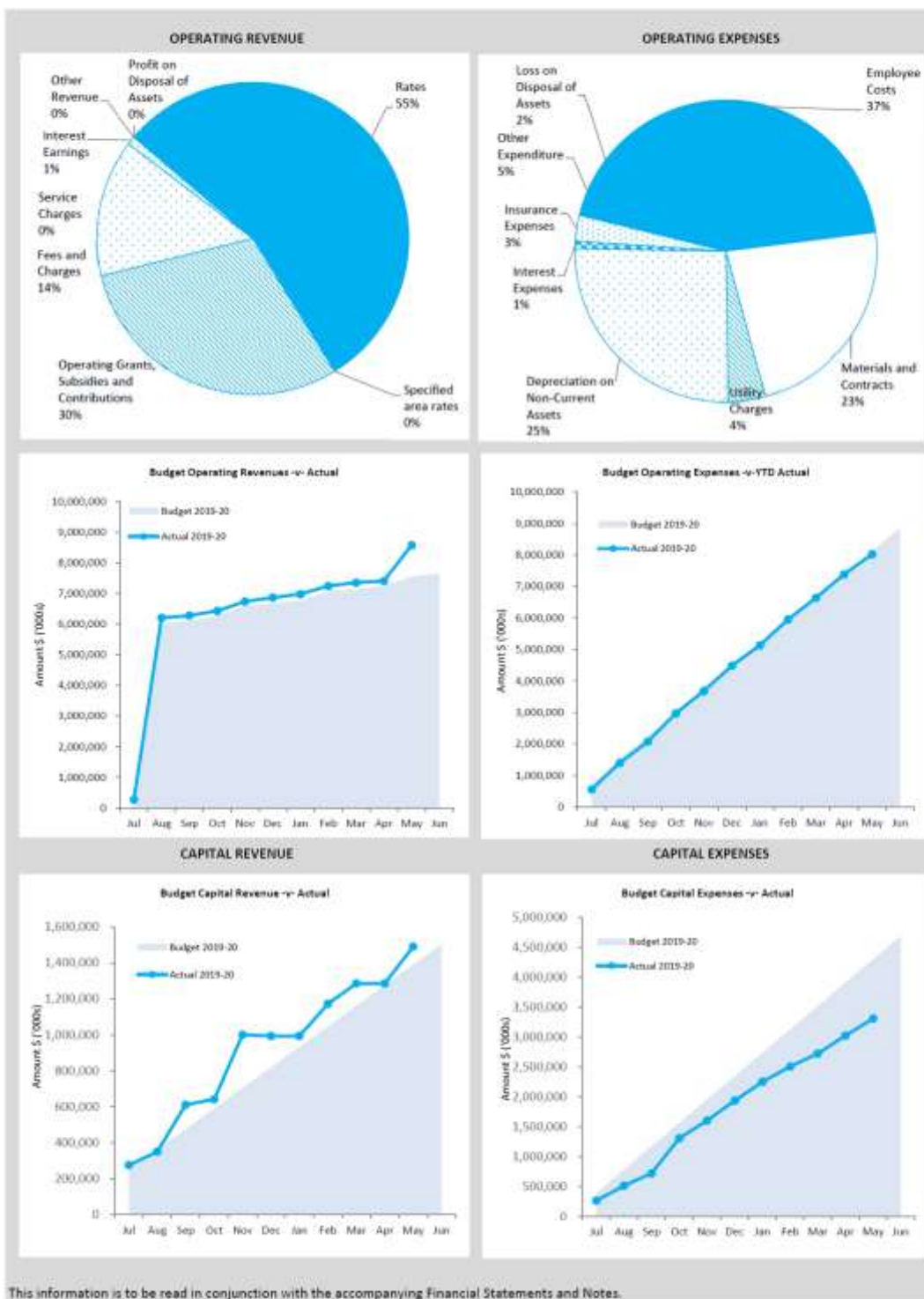
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

**ROUNDING OFF FIGURES**

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

MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2020

SUMMARY INFORMATION - GRAPHS



Please refer to the compilation report

SHIRE OF NORTHAMPTON | 3



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

**STATUTORY REPORTING PROGRAMS**

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

GOVERNANCE	ACTIVITIES
To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the Council for the provision of governance of the district.
GENERAL PURPOSE FUNDING	
To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	
To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	
To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, administration of health local laws and maintenance
EDUCATION AND WELFARE	
To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child minding centre's, operational costs associated with the Northampton Child Care Association and Kalbarri Aged Care Housing maintenance.
HOUSING	
To provide and maintain shire housing.	Provision and maintenance of shire housing.
COMMUNITY AMENITIES	
To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
RECREATION AND CULTURE	
To establish and effectively manage infrastructure and resource which will help the social wellbeing of the community.	Maintenance of public halls and buildings, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, other cultural facilities.
TRANSPORT	
To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES	
To help promote the shire and its economic wellbeing.	Tourism and area promotion including the maintenance and operation of camping facilities. Provision of Building Services and Port Gregory Water Supply.
OTHER PROPERTY AND SERVICES	
To monitor and control Shire's overhead operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 4

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,734,648	1,734,648	1,763,871	29,223	1.68%	
<b>Revenue from operating activities</b>							
Governance		60,154	55,132	82,019	26,887	48.77%	▲
General purpose funding	6	5,650,065	5,643,803	6,467,123	823,320	14.59%	▲
Law, order and public safety		73,383	67,232	133,824	66,592	99.05%	▲
Health		40,112	36,751	28,109	(8,642)	(23.51%)	▼
Education and welfare		226,362	209,335	217,514	8,179	3.91%	▲
Housing		53,436	48,972	60,819	11,847	24.19%	▲
Community amenities		886,277	875,479	865,281	(10,198)	(1.16%)	▼
Recreation and culture		81,418	74,580	92,096	17,516	23.49%	▲
Transport		180,166	179,516	180,694	1,178	0.66%	▲
Economic services		274,600	257,272	290,576	33,304	12.95%	▲
Other property and services		122,565	112,321	159,198	46,877	41.73%	▲
		7,648,538	7,560,393	8,577,253	1,016,860		▲
<b>Expenditure from operating activities</b>							
Governance		(884,872)	(813,575)	(837,444)	(23,869)	(2.93%)	▼
General purpose funding		(220,112)	(201,729)	(232,865)	(31,136)	(15.43%)	▼
Law, order and public safety		(338,993)	(310,519)	(369,923)	(59,404)	(19.13%)	▼
Health		(168,239)	(154,165)	(174,373)	(20,208)	(13.11%)	▼
Education and welfare		(314,994)	(288,640)	(247,432)	41,208	14.28%	▲
Housing		(100,877)	(92,301)	(88,200)	4,101	4.44%	▲
Community amenities		(1,584,857)	(1,452,253)	(1,358,952)	93,301	6.42%	▲
Recreation and culture		(1,650,663)	(1,512,302)	(1,392,097)	120,205	7.95%	▲
Transport		(3,094,055)	(2,723,178)	(2,733,155)	(9,977)	(0.37%)	▼
Economic services		(467,989)	(428,813)	(467,402)	(38,589)	(9.00%)	▼
Other property and services		(40,565)	(37,048)	(122,625)	(85,577)	(230.99%)	▼
		(8,866,216)	(8,014,523)	(8,024,468)	(9,945)		▼
Non-cash amounts excluded from operating activities	1(a)	2,158,020	1,983,535	2,216,063	232,528	11.72%	▲
Amount attributable to operating activities		940,342	1,529,405	2,768,849	1,239,444		▲
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,500,386	1,388,575	1,490,993	102,418	7.38%	▲
Proceeds from disposal of assets	7	116,900	114,520	68,718	(48,182)	(39.99%)	▼
Purchase of property, plant and equipment	8	(4,534,836)	(4,156,680)	(3,307,545)	849,135	20.43%	▲
Amount attributable to investing activities		(2,917,550)	(2,653,585)	(1,747,834)	905,751		▲
<b>Financing Activities</b>							
Proceeds from new debentures	9	365,000	365,000	340,000	(25,000)	(6.85%)	▼
Proceeds from self supporting loans	9	36,391	33,330	36,390	3,060	9.18%	▲
Transfer from reserves	10	58,694	48,912	58,694	9,782	20.00%	▲
Repayment of debentures	9	(157,325)	(131,104)	(157,324)	(26,220)	(20.00%)	▼
Transfer to reserves	10	(60,200)	(50,167)	(96,973)	(46,806)	(93.30%)	▼
Amount attributable to financing activities		242,560	265,971	180,787	(85,184)		▼
Closing funding surplus / (deficit)	1(c)	0	876,439	2,965,673			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$5,000 or 0.00% whichever is the greater.

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 5

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

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**GRANT REVENUE**

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

Assets that were acquired for consideration that was less than fair value principally to enable the Shire to further its objectives may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significance less than fair value. Such assets are not required to be remeasured at fair value.

Volunteer Services in relation have not been recognised in revenue and expenditure as the fair value of the services cannot be reliably estimated and the services would not have been purchased if they had not been donated.

**FEES AND CHARGES**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**SERVICE CHARGES**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995 - Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**EXPENSES**

**INTEREST EARNINGS**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**OTHER REVENUE / INCOME**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**PROFIT ON ASSET DISPOSAL**

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

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 6



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,734,648	1,734,648	1,763,871	29,223	1.68%	▲
<b>Revenue from operating activities</b>							
Rates	6	4,703,547	4,700,105	4,709,140	9,035	0.19%	▲
Operating grants, subsidies and contributions	11	1,557,893	1,515,949	2,571,802	1,055,853	69.65%	▲
Fees and charges		1,280,648	1,242,476	1,221,731	(20,745)	(1.67%)	▼
Interest earnings		106,450	101,863	74,581	(27,282)	(26.78%)	▼
Profit on disposal of assets	7	0	0	14,007	14,007	0.00%	
		<b>7,648,538</b>	<b>7,560,393</b>	<b>8,591,260</b>	<b>1,030,867</b>		▲
<b>Expenditure from operating activities</b>							
Employee costs		(3,365,648)	(3,084,521)	(2,943,016)	141,505	4.59%	▲
Materials and contracts		(2,164,572)	(1,983,201)	(1,831,241)	151,960	7.66%	▲
Utility charges		(320,250)	(293,359)	(317,967)	(24,608)	(8.39%)	▼
Depreciation on non-current assets		(2,149,300)	(1,970,111)	(2,052,930)	(82,819)	(4.20%)	▼
Interest expenses		(64,877)	(59,444)	(63,441)	(3,997)	(6.72%)	
Insurance expenses		(209,440)	(191,576)	(221,190)	(29,614)	(15.46%)	▼
Other expenditure		(583,409)	(422,647)	(431,549)	(8,902)	(2.11%)	▼
Loss on disposal of assets	7	(8,720)	(9,664)	(177,140)	(167,476)	(1732.90%)	▼
		<b>(8,866,216)</b>	<b>(8,014,523)</b>	<b>(8,038,475)</b>	<b>(23,952)</b>		▼
Non-cash amounts excluded from operating activities	1(a)	2,158,020	1,983,535	2,216,063	232,528	11.72%	▲
<b>Amount attributable to operating activities</b>		<b>940,342</b>	<b>1,529,405</b>	<b>2,768,849</b>	<b>1,239,444</b>		▲
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,500,386	1,388,575	1,490,993	102,418	7.38%	▲
Proceeds from disposal of assets	7	116,900	114,520	68,718	(45,802)	(39.99%)	▼
Payments for property, plant and equipment	8	(4,534,836)	(4,156,680)	(3,307,545)	849,135	(20.43%)	▲
<b>Amount attributable to investing activities</b>		<b>(2,917,550)</b>	<b>(2,653,585)</b>	<b>(1,747,834)</b>	<b>905,751</b>		▲
<b>Financing Activities</b>							
Proceeds from new debentures	9	365,000	365,000	340,000	(25,000)	(6.85%)	▼
Proceeds from self-supporting loans	9	36,391	33,330	36,390	3,060	9.18%	
Transfer from reserves	10	58,694	48,912	58,694	9,782	20.00%	▲
Repayment of debentures	9	(157,325)	(131,104)	(157,324)	(26,220)	(20.00%)	▼
Transfer to reserves	10	(60,200)	(50,167)	(96,973)	(46,806)	(93.30%)	▼
<b>Amount attributable to financing activities</b>		<b>242,560</b>	<b>265,971</b>	<b>180,787</b>	<b>(85,184)</b>		▼
Closing funding surplus / (deficit)	1(c)	0	876,439	2,965,673			

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

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

NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$
Adjustments to operating activities			
Add/Deduct: Profit/Loss on asset disposals	7	8,720	163,133
Add: Depreciation on assets		2,149,300	2,052,930
<b>Total non-cash items excluded from operating activities</b>		<b>2,158,020</b>	<b>2,216,063</b>

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

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

		Last Year Closing 30-06-2019	Year to Date 31 May 2020
Adjustments to net current assets			
Less: Reserves - restricted cash	10	(926,128)	(964,407)
Less: Land Held for Resale		(235,000)	(235,000)
Add: Borrowings	9	157,324	0
Add: Provisions - employee	10	757,961	757,961
<b>Total adjustments to net current assets</b>		<b>(245,843)</b>	<b>(441,446)</b>

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

<b>Current assets</b>			
Cash and cash equivalents	2	2,898,520	3,657,413
Rates receivables	3	290,052	265,804
Receivables	3	165,426	205,842
Other current assets	4	243,023	243,181
<b>Less: Current liabilities</b>			
Payables	5	(694,825)	(229,962)
Borrowings	9	(157,324)	0
Provisions	10	(735,158)	(735,158)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(245,843)</b>	<b>(441,446)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,763,871</b>	<b>2,965,673</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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

FOR THE PERIOD ENDED 31 MAY 2020

**NOTE 2**  
**CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Cash Deposits	Municipal	1,666,500		1,666,500		NAB		At call
Petty Cash	Cash on Hand	1,650		1,650				
Investment	Reserves	0	964,407	964,407		NAB	0.52%	30/06/2020
Cash Deposits	Trust	0	58,446	58,446	58,446	NAB		At Call
Retention	Term Deposit	16,053		16,053		NAB	1.47%	14/10/2020
Investment	Term Deposit	1,008,802		1,008,802		NAB	0.32%	15/06/2020
<b>Total</b>		<b>2,693,005</b>	<b>1,022,854</b>	<b>3,715,859</b>	<b>58,446</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,693,005	1,022,854	3,715,859	58,446			
		2,693,005	1,022,854	3,715,859	58,446			

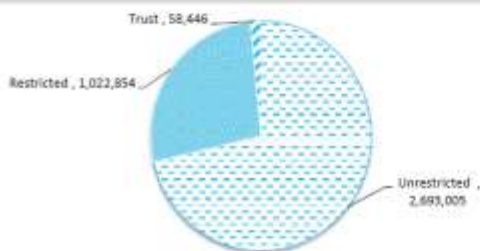
**KEY INFORMATION**

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

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

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

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



Total Cash	Unrestricted
<b>\$3.72 M</b>	<b>\$2.69 M</b>

OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

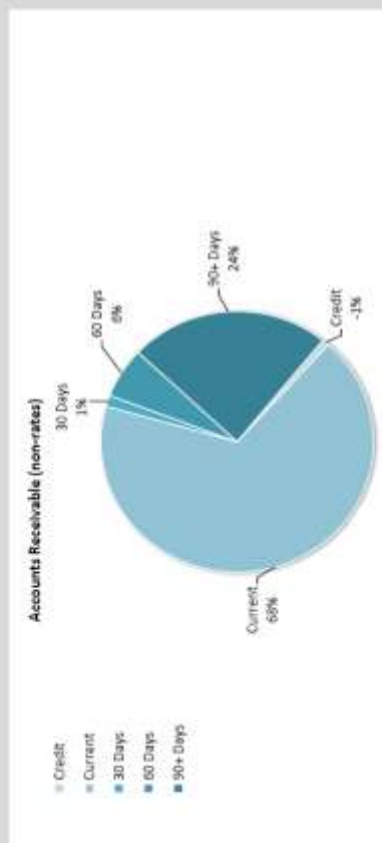
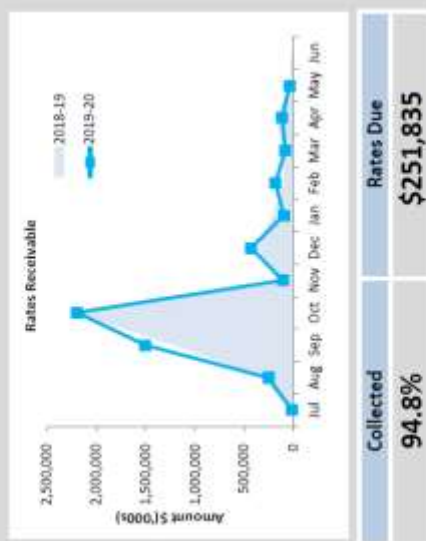
	31-May-20	30 June 2019
<b>Rates receivable</b>	\$	\$
Opening arrears previous years	251,835	302,667
Levied this year	4,709,140	4,574,430
Less - collections to date	(4,695,171)	(4,625,263)
<b>Equals current outstanding</b>	<b>265,804</b>	<b>251,835</b>
<b>Net rates collectable</b>	<b>265,804</b>	<b>251,835</b>
% Collected	94.6%	94.3%

	Current	30 Days	60 Days	90+ Days	Total
<b>Receivables - general</b>	\$	\$	\$	\$	\$
Receivables - general	59,234	1,203	5,473	20,826	86,023
Percentage	68.9%	1.4%	6.4%	24.2%	
<b>Balance per trial balance</b>					
Sundry receivable	59,234	1,203	5,473	20,826	86,023
GST receivable	(712)				(712)
Rubbish Receivables					
Accrued Income					
Emergency Services Levy					
<b>Total receivables general outstanding</b>	<b>58,522</b>	<b>1,203</b>	<b>5,473</b>	<b>20,826</b>	<b>86,023</b>
Amounts shown above include GST (where applicable)					
<b>Receivables general outstanding</b>	<b>58,522</b>	<b>1,203</b>	<b>5,473</b>	<b>20,826</b>	<b>86,023</b>
<b>Net receivables general outstanding</b>	<b>58,522</b>	<b>1,203</b>	<b>5,473</b>	<b>20,826</b>	<b>86,023</b>
<b>Total receivables</b>	<b>207,282</b>	<b>2,406</b>	<b>10,946</b>	<b>41,652</b>	<b>205,842</b>

KEY INFORMATION

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



<b>Debtors Due</b>	<b>\$205,842</b>
<b>Over 30 Days</b>	<b>32%</b>
<b>Over 90 Days</b>	<b>24.2%</b>

<b>Collected</b>	<b>94.8%</b>
<b>Rates Due</b>	<b>\$251,835</b>

Please refer to the compilation report

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

OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 May 2020
<b>Other current assets</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Inventory</b>				
Fuel & Materials	8,023	158	0	8,181
Land Held for Resale	235,000	0	0	235,000
<b>Total other current assets</b>				<b>243,181</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

**Inventory**

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

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



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

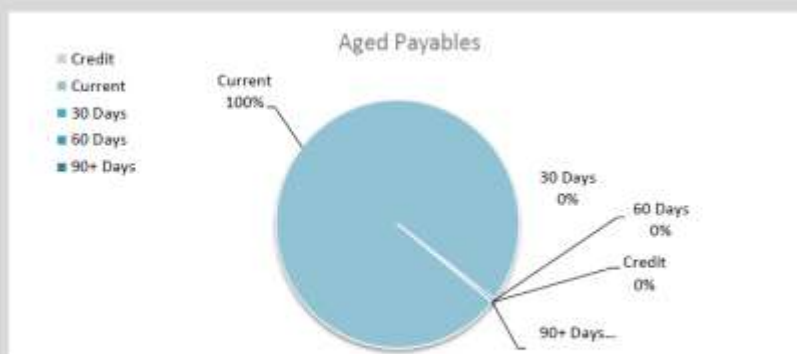
OPERATING ACTIVITIES  
NOTE 5  
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	118,249	492	0	(64)	118,676
Percentage	0%	99.6%	0.4%	0%	-0.1%	
<b>Balance per trial balance</b>						
Sundry creditors		118,249	492	0	(64)	118,676
Sundry/Payroll Deductions		9,703				9,703
Accrued salaries and wages	4,320					4,320
ATO liabilities		67,202				67,202
Bonds and Deposits		30,060				30,060
<b>Total payables general outstanding</b>	<b>4,320</b>	<b>225,214</b>	<b>492</b>	<b>0</b>	<b>(64)</b>	<b>229,962</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due

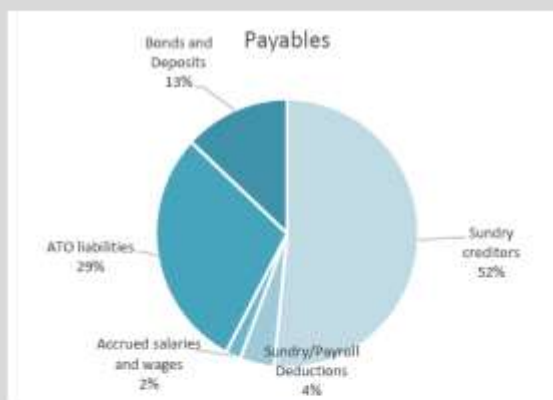
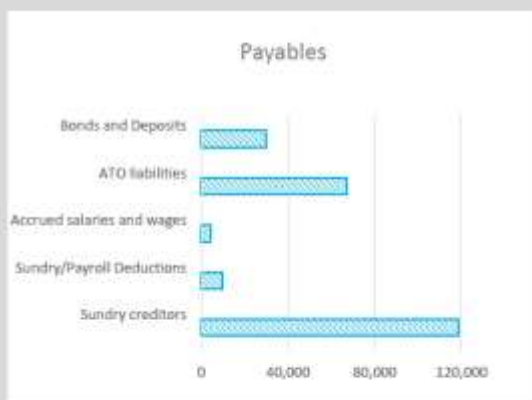
**\$229,962**

Over 30 Days

**0%**

Over 90 Days

**-0.1%**



OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

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

General rate revenue	RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			YTD Actual		
					Rate Revenue	Interim Rate	Back Rate	Rate Revenue	Interim Rates	Back Rates
					\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>										
General GRV		0.079912	1,565	17,471,427	1,692,940	0	0	1,692,940	1,701,415	0
<b>Unimproved value</b>										
General UV		0.012610	438	177,062,768	2,355,757	0	0	2,355,757	2,355,757	0
<b>Sub-Total</b>			2,003	194,534,195	4,048,697	0	0	4,048,697	4,057,172	0
<b>Minimum payment</b>										
<b>Gross rental value</b>										
General GRV		565	1,015	7,299,852	573,475	0	0	573,475	570,650	6,013
<b>Unimproved value</b>										
General UV		565	71	3,203,562	40,115			40,115	34,465	1,237
<b>Sub-total</b>			1,086	10,503,414	613,590	0	0	613,590	605,115	7,250
Discount								0		
<b>Total general rates</b>								4,662,287		4,667,597
<b>Specified area rates</b>										
Rate in \$ (cents)										
Kalbarri Tourism		0.001733		17,324,563	30,000	0	0	30,000	30,326	0
Port Gregory Water Supply		0.019819		568,148	11,260	0	0	11,260	11,217	0
<b>Total specified area rates</b>				17,892,711	41,260	0	0	41,260	41,543	0
<b>Total</b>								4,703,547		4,709,140

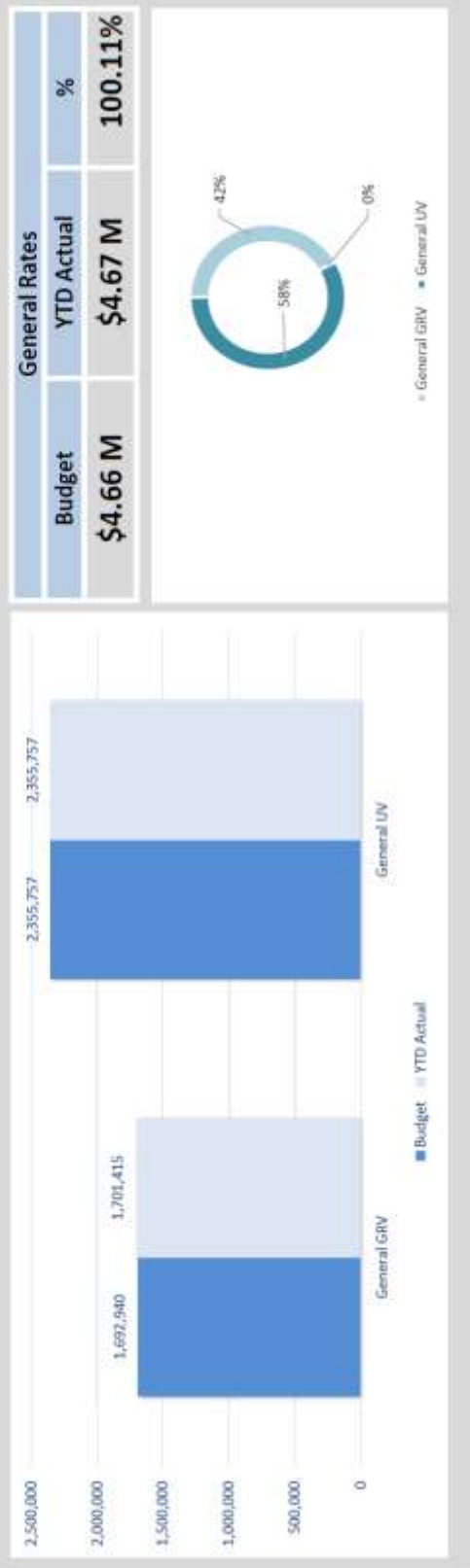
Please refer to the compilation report

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

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Please refer to the compilation report

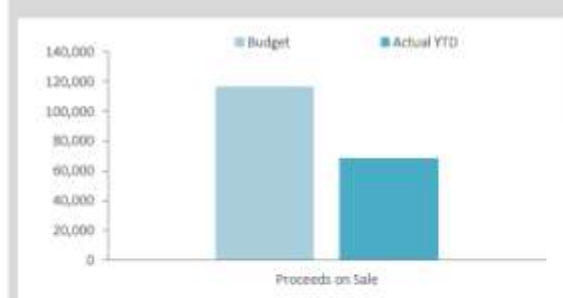


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
41751	P265 - Ford Everest (CEO)	17,120	28,400	11,280	0	16,519	28,364	11,844	0
36604	Office Airconditioner - Northampton	0	0	0	0	3,143		0	(3,143)
	<b>Education and welfare</b>								
30067	Aged Care Units Hackney Street Kalb -	0	0	0	0	150,830	0	0	(150,830)
	<b>Transport</b>								
41756	P269 - Isuzu Dmax 4x2 (Grader Op Mai	11,000	3,000	0	(8,000)			0	0
41739	P259 - Mazda BT50 4x2 ute (Grader Op	7,000	2,000	0	(5,000)			0	0
41727	P244 - Ford Ranger 2.2 T/D (M/ice Clea	8,000	500	0	(7,500)	7,555	227	0	(7,328)
41720	P236 - Isuzu Dmax (Horrocks)	11,000	3,000	0	(8,000)	10,420	6,400	0	(4,020)
41707	P228 - Mitsubishi Fuso Tipper 2011	35,500	35,000	0	(500)			0	0
41686	P207 - Pig Trailer side/rear tipper	10,000	15,000	5,000	0			0	0
41683	P204 - Dynapac Vibe Roller	26,000	30,000	4,000	0	25,337	27,500	2,163	0
41762	P275 - Mitsubishi Triton (Lucky Bay)	0	0	0	0	10,481	5,500	0	(4,981)
41681	P202 - Ford Ranger 2WD - Kalb Tip	0	0	0	0	3,864	727	0	(3,137)
41697	Metro Road Counter	0	0	0	0	534	0	0	(534)
41728	Kalbani - Toro Titan Mower ZX8420	0	0	0	0	1,267	0	0	(1,267)
41738	Northampton - Toro Timecutter Mower	0	0	0	0	1,901	0	0	(1,901)
		125,620	116,900	20,280	(29,000)	231,851	68,718	14,007	(177,140)

KEY INFORMATION



Proceeds on sale		
Annual Budget	YTD Actual	%
<b>\$116,900</b>	<b>\$68,718</b>	<b>59%</b>

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

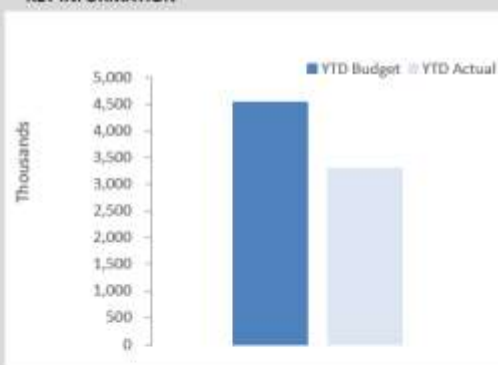
INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	854,035	782,837	680,136	(102,701)
Furniture and equipment	21,500	19,701	16,545	(3,156)
Plant and equipment	751,400	688,765	382,788	(305,977)
Infrastructure - Roads	1,928,213	1,767,403	1,626,296	(141,107)
Infrastructure - Footpaths & Carparks	536,238	491,491	195,287	(296,204)
Infrastructure - Parks & Ovals	443,450	406,483	370,232	(36,251)
Infrastructure - Other	0	0	36,262	36,262
<b>Capital Expenditure Totals</b>	<b>4,534,836</b>	<b>4,156,680</b>	<b>3,307,545</b>	<b>(849,135)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,500,386	1,500,386	994,023	(506,363)
Borrowings	365,000	365,000	340,000	(25,000)
Other (disposals & C/Fwd)	116,900	114,520	68,718	(45,802)
Cash backed reserves				
Leave Reserve	0	256,008	0	(256,008)
Roadworks Reserve	0	29,641	0	(29,641)
Kalbarri Airport Reserve	0	85,516	0	(85,516)
Building/Housing Reserve	0	121,865	0	(121,865)
Kalbarri Aged Persons Accommodation Reserve	58,694	0	58,694	58,694
Computer and Office Equipment Reserve	0	33,944	0	(33,944)
Land Development Reserve	0	364,161	0	(364,161)
Port Gregory Water Supply Reserve	0	36,500	0	(36,500)
Tourism Infrastructure Reserve	0	100,000	0	(100,000)
Contribution - operations	2,493,856	1,149,139	1,846,110	696,971
<b>Capital funding total</b>	<b>4,534,836</b>	<b>4,156,680</b>	<b>3,307,545</b>	<b>(849,135)</b>

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.53 M	\$3.31 M	73%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.5 M	\$0.99 M	66%

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 16

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

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total					
Level of completion indicators					
	0%	Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.			
	20%				
	40%				
	60%				
	80%				
	100%				
	Over 100%				
%	Account Description	Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
<b>Governance</b>					
	Replace Councillor iPads x 9	5,000	4,582	0	5,000
	Replace Desktop computers x 11	16,500	15,119	16,545	(45)
	Replace CEO Vehicle	54,100	49,588	54,275	(175)
	<b>Governance Total</b>	<b>75,600</b>	<b>69,289</b>	<b>70,821</b>	<b>4,779</b>
<b>Education and Welfare</b>					
	NCC Storage Shed	0	0	3,282	(3,282)
	<b>Education and Welfare Total</b>	<b>0</b>	<b>0</b>	<b>3,282</b>	<b>(3,282)</b>
<b>Communities Amenities</b>					
	New ablutions at Blueholes	110,000	100,826	10,200	99,800
	Northampton Cemetery Fence	48,500	44,458	40,994	7,506
	Erect shelter at MCC Playground	25,000	22,917	0	25,000
	<b>Communities Amenities Total</b>	<b>183,500</b>	<b>168,201</b>	<b>51,194</b>	<b>132,306</b>
<b>Recreation And Culture</b>					
	Construct Extension to RSL Hall	610,100	559,251	535,051	75,049
	Replace Stairs Horrocks	18,000	16,500	19,999	(1,999)
	Horrocks Information Shelter	7,800	7,150	7,800	(0)
	Install Replas Seats Grey St/Red Bluff	6,600	6,050	4,891	1,709
	Kalbarri Foreshore Parkland Redevelopment	127,300	116,688	104,840	22,460
	Blue Holes Carpark Redevelopment R969	135,450	124,135	32,264	103,186
	Northampton Community Centre Courts Upgrade	210,250	192,720	191,709	18,541
	Kalbarri Camp School Disabled Ablutions	26,000	23,826	26,447	(447)
	Lions Park - Asphalt Seal Car Park	103,385	94,754	46,279	57,106
	Old School Building Upgrades	77,935	71,434	74,135	3,800
	<b>Recreation And Culture Total</b>	<b>1,322,820</b>	<b>1,212,508</b>	<b>1,043,415</b>	<b>279,405</b>
<b>Transport</b>					
	Road Construction	1,928,213	1,767,403	1,626,296	301,917
	Footpath Construction	297,403	272,602	116,744	180,659
	Bus Shed - Kalbarri Depot	30,000	27,500	31,021	(1,021)
	Tip Truck Northampton	250,000	229,163	0	250,000
	Tipping Trailer Northampton	85,000	77,915	0	85,000
	Vibe Roller	180,000	164,997	170,560	9,440
	Utility - Grader Operator x 2	82,000	75,167	30,946	51,054
	Utility - Northampton Mtce/Cleaner	28,300	25,942	28,674	(374)
	Utility - Northampton Ranger	52,000	47,667	42,678	9,322
	<b>Transport Total</b>	<b>2,932,916</b>	<b>2,688,356</b>	<b>2,046,920</b>	<b>885,996</b>
<b>Economic ServicesOther Property and Services</b>					
	Lucky Bay Caretaker vehicle	20,000	18,326	55,653	(35,653)
	Tanks - Port Gregory Water Supply	0	0	36,262	(36,262)
	<b>Other Property and Services Total</b>	<b>20,000</b>	<b>18,326</b>	<b>91,915</b>	<b>(71,915)</b>
	<b>Capital Expenditure by Program Total</b>	<b>4,534,836</b>	<b>4,156,680</b>	<b>3,307,545</b>	<b>1,230,573</b>

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 17

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

Repayments - borrowings

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Information on borrowings	Particulars	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2019		Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Housing	Loan 154 - Staff Housing	223,447	0	34,288	34,288	189,159	189,159	7,793	8,497
	Recreation and culture	477,359	0	45,516	45,516	431,843	431,843	11,823	10,771
	Transport	154,454	0	41,130	41,130	113,324	113,324	7,201	7,716
	Loan 153 - Plant Purchases	0	0	0	0	0	365,000	0	0
	Loan 157 - Plant Purchases	855,260	0	120,934	120,934	734,326	1,099,326	26,816	26,984
Self supporting loans	Education and welfare	372,568	0	14,542	14,542	358,026	358,026	15,870	17,126
	Recreation and culture	3,839	0	3,839	3,839	0	0	191	202
	Other property and services	311,752	0	18,010	18,010	302,907	293,742	20,565	20,565
	Loan 152 - Staff Housing (CEO)	688,159	0	36,390	36,391	660,933	651,768	36,625	37,893
	<b>Total</b>	<b>1,543,419</b>	<b>0</b>	<b>157,324</b>	<b>157,325</b>	<b>1,395,259</b>	<b>1,751,094</b>	<b>63,441</b>	<b>64,877</b>
	Current borrowings	157,325				0			
	Non-current borrowings	1,386,094				1,395,259			
		<b>1,543,419</b>				<b>1,395,259</b>			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

Please refer to the compilation report



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

New borrowings 2019-20

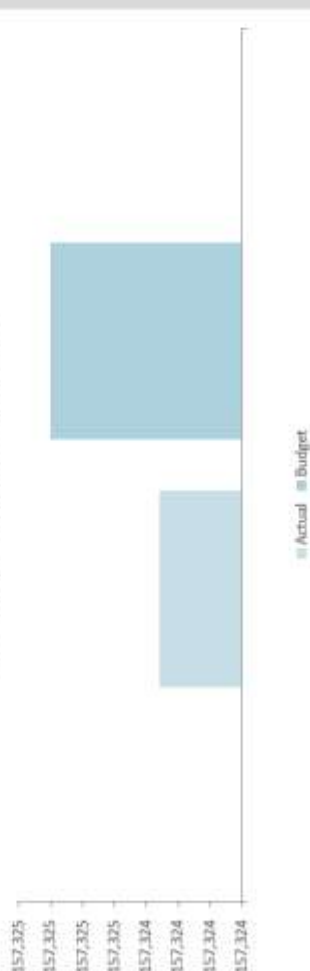
FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
Loan 157 - Plant Purchases	\$ 340,000	\$ 365,000	WATC	Fixed	10	\$ 29,280	1.60 %	\$ 340,000	\$ 365,000	\$ 0
	340,000	365,000				29,280		340,000	365,000	0

KEY INFORMATION

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

Borrowings (Principal Repayments)



Principal repayments

\$157,324

Interest earned

\$74,581

Interest expense

\$63,441

Reserves balance

\$ .96 M

Loans due

\$1.4 M

Please refer to the compilation report

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OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES

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

Cash backed reserve

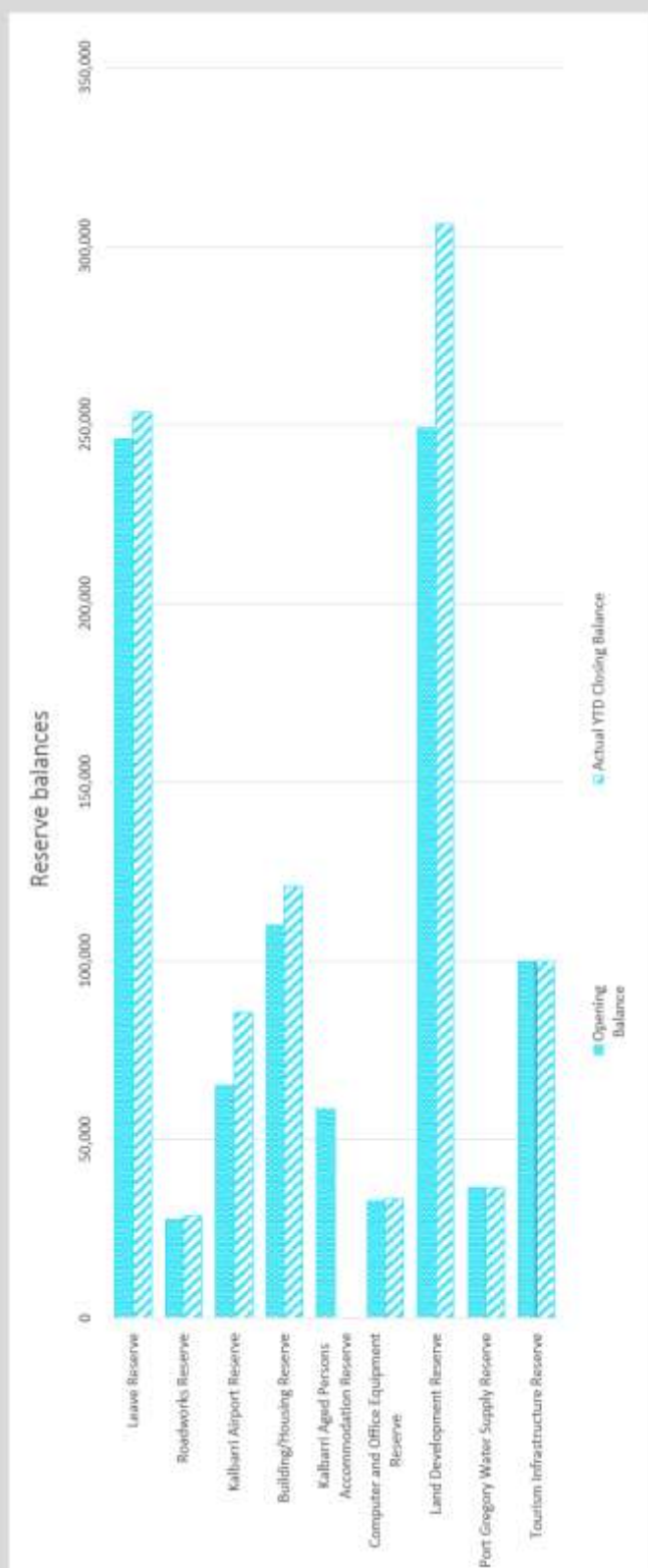
Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	246,008	5,000	2,378	5,000	5,000	0	0	256,008	253,386
Roadworks Reserve	27,641	2,000	948	0	0	0	0	29,641	28,589
Kalbarri Airport Reserve	65,315	200	102	20,000	20,000	0	0	85,515	85,417
Building/Housing Reserve	109,865	2,000	948	10,000	10,000	0	0	121,865	120,813
Kalbarri Aged Persons Accommodation Rese	58,694	0	0	0	0	(58,694)	(58,694)	0	0
Computer and Office Equipment Reserve	32,944	1,000	477	0	0	0	0	33,944	33,421
Land Development Reserve	249,161	15,000	7,120	0	50,000	0	0	264,161	306,281
Port Gregory Water Supply Reserve	36,500	0	0	0	0	0	0	36,500	36,500
Tourism Infrastructure Reserve	100,000	0	0	0	0	0	0	100,000	100,000
	<b>926,128</b>	<b>25,200</b>	<b>11,973</b>	<b>35,000</b>	<b>85,000</b>	<b>(58,694)</b>	<b>(58,694)</b>	<b>927,634</b>	<b>964,407</b>

Please refer to the compilation report

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

KEY INFORMATION



Please refer to the compilation report

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

NOTE 11

OPERATING GRANTS AND CONTRIBUTIONS

Description/Provider	Unspent operating grant, subsidies and contributions liability				Operating grants, subsidies and contributions revenue			
	Liability 1 Jul 2019	Increase in Liability	Liability Reduction (As revenue)	Liability 31 May 2020	Current Liability 31 May 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
General purpose funding								
Grants Commission - General/	0	0	0	0	0	442,069	442,068	949,332
Grants Commission - Roads/	0	0	0	0	0	397,616	397,616	749,000
Law, order, public safety								
Emergency Services Levy - BFB	0	0	0	0	0	31,710	29,065	38,320
Emergency Services Levy - SES	0	0	0	0	0	25,523	23,394	30,843
Grant Revenue - BFRM	0	0	0	0	0	0	0	45,000
Education and welfare								
NCCA Operational Grant/Fundraising	0	0	0	0	0	62,000	56,826	62,000
Community amenities								
GRANT - CHARMAP	0	0	0	0	0	25,000	22,913	15,000
Transport								
MRD - Maintenance	0	0	0	0	0	172,575	172,575	172,575
Economic services								
Pink Lake Facilities Grant	0	0	0	0	0	0	0	25,435
	0	0	0	0	0	1,156,493	1,144,457	2,087,505

Please refer to the compilation report



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

NOTE 12

NON-OPERATING GRANTS AND CONTRIBUTIONS

Description/Provider	Unspent non operating grants, subsidies and contributions liability				Non operating grants, subsidies and contributions revenue			
	Liability 1 Jul 2019	Increase in Liability	Liability Reduction (As revenue)	Liability 31 May 2020	Current Liability 31 May 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
Law, order, public safety								
Kalbarri Foreshore Redevelopment	0			0		0	0	10,000
<b>Recreation and culture</b>								
Kalbarri Foreshore Redevelopment				0		0	0	52,965
Northampton Community Centre				0		134,417	123,211	105,437
Old School				0		12,493	12,493	0
<b>Transport</b>								
Regional Road Group Funding				0		306,666	281,105	275,781
Royalties For Regions - White Cliffs/Binnu West Rd				0		146,326	146,326	146,326
Roads to Recovery Funding				0		453,484	415,690	453,484
Commodity Route Funding				0		447,000	409,750	447,000
	0	0	0	0	0	1,500,386	1,388,575	1,490,993

Please refer to the compilation report.

SHIRE OF NORTHAMPTON | 23

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

**NOTE 13  
TRUST FUND**

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

Description	Opening Balance 1 July 2019	Amount Received	Amount Paid	Closing Balance 31 May 2020
	\$	\$	\$	\$
Building Levies (BCITF & BRB)	183	28,268	(27,651)	800
Community Bus Bond	4,800	1,600	(2,000)	4,400
Unclaimed Monies - Rates	4,044	3,116	0	7,160
Nomination Deposits	0	240	0	240
Council Housing Bonds	0	1,400	(1,400)	0
BROC - Management Funds	1	0	0	1
RSL Hall Key Bond	420	230	(650)	0
Special Series Plates	770	1,240	(1,570)	440
Northampton Child Care Association	22,235	16,547	(22,235)	16,547
Horrocks Memorial Wall	0	1,000	(323)	677
One Life	1,940	0	(500)	1,440
Rubbish Tip Key Bond	1,400	400	0	1,800
Horrocks - Skatepark	1,050	0	0	1,050
RSL - Kalbarri Memorial	0	19,342	(448)	18,894
DOT - Department of Transport	0	38,285	(38,285)	0
Rates - Overpaid	0	5,000	0	5,000
	<b>36,842</b>	<b>116,667</b>	<b>(95,062)</b>	<b>58,447</b>

NOTE 14  
BUDGET AMENDMENTS

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

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Opening surplus adjustment		surplus/deficit adjustment	\$	\$ 29,223	\$ 0	\$ 29,223
	Expenditure Adjustments						
4012	Additional costs associated with traineeship		Operating Expenses			(22,640)	29,223
0032	Election Expenses - Savings		Operating Expenses		2,280		6,583
0112	Northern Zone WALGA Fees - No fees to be incurred 19/20		Operating Expenses		1,800		8,863
0502	Computer Expenses - WALGA Council connect budgeted in members (error)		Operating Expenses		5,000		10,663
1152	ESL - Port Gregory BFB Shed toilet		Operating Expenses			(10,000)	15,663
2312	Kalbarri Doctors Surgery - Floor coverings replacement savings		Operating Expenses		6,050		5,663
3172	Oval Residence - Extra costs for septic system replacement		Operating Expenses			(1,526)	11,713
3282	Lot 605 Salamit Place - Extra cost internal painting		Operating Expenses			(1,095)	10,187
3232	Lot 43 Batemen Street - Replace reticulation		Operating Expenses			(5,000)	9,092
4372	Planning Fees - Refund fees (Summerstar) Council approved		Operating Expenses			(5,000)	4,092
2342	Northampton Cemetery - Additional costs for stage 1 memorial tree		Operating Expenses			(1,564)	(908)
4752	Port Gregory Ablutions - Replace Cisterns		Operating Expenses			(2,472)	(2,472)
4972	Horrocks Jetty - Additional costs incurred re-bracketing platform		Operating Expenses			(2,800)	(5,272)
4972	Horrocks each Access Steps - Reduced costs incurred		Operating Expenses		2,100	(1,550)	(6,822)
3694	Kalbarri Foreshore Redevelopment - Savings shelters, BBQ's, bollards		Capital Expenses	30,600			(4,722)
4962	Kalbarri Oval - Barrier fence installation savings		Operating Expenses	2,000			25,878
5262	Kalbarri Community Camp - Savings roller door replacement		Operating Expenses	1,975			27,878
3634	Kalbarri Community Camp - Savings disabled ablutions installation		Capital Expenses	1,064			29,853
3754	Northampton Community Centre - Extra costs court tender		Capital Expenses			(3,630)	30,917
3754	Northampton Community Centre - extra costs for lighting (budget error)		Capital Expenses			(5,720)	27,287
5122	Northampton Recreation Oval - Additional costs due to bore repair		Operating Expenses			(3,470)	21,567
5522	Old Police Station - Re-punch verandah floor nails		Operating Expenses			(1,600)	18,097
4712	Heritage Railway Precinct - Consumer power pole replaced		Operating Expenses			(2,506)	16,497
5060	Roadworks - Works deferred Bateman St construct & seal		Capital Expenses	31,000			13,991
5060	Roadworks - Works deferred Karina Mews reseal and kerb replacement		Capital Expenses	29,850			44,991
5060	Roadworks - Works deferred Fifth avenue - construct & seal		Capital Expenses	33,750			74,841
5060	Roadworks - Little Bay Road deferred - FAG's shortfall		Capital Expenses	50,000			108,591
5060	Robinson St - Installation of street light		Capital Expenses			(4,521)	158,591
							154,070

Please refer to the compilation report

NOTE 14  
BUDGET AMENDMENTS

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

Amendments to original budget since budget adoption, Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase In Available Cash	Decrease In Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
5090	Port Gregory Footpath - Costs less than original estimate		Capital Expenses		3,616		157,686
4224	Utility Purchase - Net savings of vehicle changeover ( December 2019 meeting)		Operating Expenses		27,390		185,076
5932	Kalbarri Airport - ARU Replacement less than estimate		Operating Expenses		1,025		186,101
6372	Tourism Promotion - Signage - Only three of four signs purchased		Operating Expenses		4,035		190,136
6402	Lucky Bay Camping Site - Extra cost incurred septic tank pump outs		Operating Expenses			(2,640)	187,496
6402	Lucky Bay Camping Site - Vehicle purchase savings		Capital Expenses		2,847		190,343
6752	Port Gregory Water Supply - Supply & install tanks, remove old tanks		Operating Expenses			(28,000)	162,343
6752	Port Gregory Water Supply - New Control antennae		Operating Expenses			(2,765)	159,578
7322/7332	Tyre Purchase & Repair - Additional costs incurred to date		Operating Expenses			(8,720)	150,858
7172	Workers compensation Insurance - Adjustment for 18/19 insurance payment		Operating Expenses			(2,762)	148,096
	Revenue Adjustments						148,096
4501	Rates General - Additional Rates levied		Operating Revenue		2,400		150,496
4,570	Rates Written Off		Operating Revenue			(1,268)	149,228
4611/4621	Financial Assistance Grants - Actual less than budget estimate		Operating Revenue			(41,762)	107,466
0133	Grant - Rates Trainee Officer Grant		Operating Revenue		30,000		137,466
0583	ESL - Supplemental Operating Grant		Operating Revenue		11,931		149,397
2843	Residential Housing Rent - Extra rent from Salamat Place		Operating Revenue		12,250		161,647
3253	Refuse Charges Residential - Extra Income		Operating Revenue		5,424		167,071
3263	Refuse Charges Commercial - Less income than estimated		Operating Revenue			(2,760)	164,311
4523	Grant Funding - Kalbarri Foreshore Shelters		Operating Revenue		52,965		217,276
5993	Port Gregory Water Supply - BASF contribution not in budget		Operating Revenue		3,000		220,276
				0	383,575	(163,299)	

Please refer to the compilation report



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

NOTE 15  
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2019-20 year is \$5,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Governance	26,887	48.77%	▲ Permanent	Var due to Rates Trainee grant payment
General purpose funding	823,320	14.59%	▲ Permanent	Positive var due to FAG's 20/21 advance payment
Law, order and public safety	66,592	99.05%	▲ Permanent	Var due to BFRM grant payment plus ESL supplemental operating grant
Health	(8,642)	(23.51%)	▼ Permanent	Reduced charges for contract Health services
Education and welfare	8,179	3.91%	▲ Timing	Var due to aged housing rent offset by minor NCCA revenue variance.
Housing	11,847	24.19%	▲ Permanent	Var due to additional residential rental income
Community amenities	(10,198)	(1.16%)	▼ Timing	Minor var due to Drum Muster and Tip Fees
Recreation and culture	17,516	23.49%	▲ Permanent	Var due to NCC Tank claim insurance payment
Economic services	33,304	12.95%	▲ Timing	Var includes \$25k Pink Lake operating grant
Other property and services	46,877	41.73%	▲ Timing	Var due to the reimbursement of workers compensation payments
<b>Expenditure from operating activities</b>				
Governance	(23,869)	(2.93%)	▼ Timing	Minor variance, will reconcile EOY.
General purpose funding	(31,136)	(15.43%)	▼ Permanent	Var due to legal fees and add Rates Trainee
Law, order and public safety	(59,404)	(19.13%)	▼ Timing	Var largely due to BFRM expense plus Pt Gregory BFB toilet
Health	(20,208)	(13.11%)	▼ Permanent	Var due to re-allocation of costs for doctors housing from schedule 9
Education and welfare	41,208	14.28%	▲ Permanent	Var due to reduced NCCA expenses
Community amenities	93,301	6.42%	▲ Timing	Var due to lag in rubbish collection costs invoices
Recreation and culture	120,205	7.95%	▲ Permanent	Var due to reduced Parks and Gardens exp
Transport	(9,977)	(0.37%)	▼ Permanent	Minor variance
Economic services	(38,589)	(9.00%)	▼ Timing	Var due to additional building salaries and Pink Lake toilet hire costs & COVID 19 traffic control
Other property and services	(85,577)	(230.99%)	▼ Permanent	Var due to K'alb Aged Housing units asset write off & sale of asset proceeds
<b>Investing activities</b>				
Non-operating grants, subsidies and contributions	102,418	7.38%	▲ Timing	Favourable variance including unbudgeted K'alb Foreshore Grant revenue
Capital acquisitions	849,135	20.43%	▲ Timing	Roadworks progressing with some project delays, Truck/Trailer delivery June 2020
<b>Financing activities</b>				
Proceeds from new debentures	(25,000)	(6.85%)	▼ Permanent	Loan funds drawn down - \$25K under budget
Transfer from reserves	9,782	20.00%	▲ Timing	Will reconcile, budget timing situation only
Repayment of debentures	(26,220)	(20.00%)	▼ Timing	Will reconcile, budget timing situation only
Transfer to reserves	(46,806)	(93.30%)	▼ Permanent	Var due to land sale revenue - Kitson Crt

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 27

<b>7.4.3</b>	<b>2020-2021 FEES AND CHARGES SCHEDULE/MINIMUM RATES</b>
<b>FILE REFERENCE:</b>	<b>1.1.1</b>
<b>DATE OF REPORT:</b>	<b>10 June 2020</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>Nil</b>
<b>REPORTING OFFICER:</b>	<b>Grant Middleton</b>
<b>ATTACHMENT:</b>	<b>Schedule of Fees and Charges 2020/2021</b>

#### **SUMMARY:**

Council to consider the recommended Fees and Charges Schedule for 2020/2021 and the minimum rate charge for inclusion in the Draft 2020/2021 Budget.

#### **BACKGROUND:**

Each year Council is presented with information in relation to the Fees and Charges Schedule and the minimum rate in the dollar for the next financial year commencing 1<sup>st</sup> July. Section 6.2(1) of the Local Government Act 1995 allows for the early adoption of the Schedule of Fees and Charges.

By adopting the Fees and Charges schedule staff can implement any new fee structure for the upcoming financial year prior to the adoption of the budget. While the adoption of a minimum rate allows staff to complete rates modelling accurately in preparation for the adoption of a rate in the dollar for GRV and UV properties.

#### **FEES AND CHARGES**

Council is requested to review and adopt the schedule of fees and charges for 2020/2021. The adopted schedule of fees and charges is a key document used in preparing the 2020/2021 annual budget.

As there are no increases to Fees and Charges for the 2020/2021 budget in response to the COVID 19 pandemic and its impact of the economy and community there are minimal changes to the schedule presented to Council when compared to the 2019/2020 Schedule of Fees and Charges.

Additionally Local Government Act amendments to section 6.45 & 6.51 has resulted in the Rate Instalment Fee being reduced from \$5.00 to \$0 and the Rate Instalment Penalty Interest rate and Late Payment Penalty Interest rates being reduced from 5% and 10% respectively to 0% for the 2020/2021 financial year.

	2019/2020	2020/2021
Rate Instalment Fee	\$5.00	\$0.00
Rate Instalment Interest	5.00%	0.00%
Late Payment Penalty Interest	10.00%	0.00%

Whilst inflation factors were not used in preparing the Schedule of Fees and Charges and minimum rate calculation impact inflationary trends will have an impact on expenditure items in the annual budget.

For information purposes the CPI and WA Local Government (LGCI) inflation cost factors are as follows:

Consumer Price Index (ABS) – Perth (CPI) for March 2019 to March 2020 is 2.1%.

The WA Local Government (LGCI) cost Index for the March quarter 2019 was 1.4%, the March quarter 2020 cost index was not available prior to the agenda being published.

### SETTING OF MINIMUM RATE

The minimum rate increased last year (2019/2020) from \$550.00 to \$565.00. It is recommended that the minimum rate amount remain at \$565.00 for 2020/2021 due to the freezing of increases associated with rates and charges.

The minimum rate for 2014/2015 to 2020/2021 was set as per the following:

2020/2021	-	\$565.00	Proposed
2019/2020	-	\$565.00	Adopted
2018/2019	-	\$550.00	Adopted
2017/2018	-	\$535.00	Adopted
2016/2017	-	\$520.00	Adopted
2015/2016	-	\$495.00	Adopted
2014/2015	-	\$475.00	Adopted

The proposed minimum rate amount of \$565.00 has not changed from the minimum rate levied in 2019/2020 of \$565.00.

There are legislative restrictions involved with setting a minimum rate, the Local Government Act that stipulates that no more than 50% of properties can be charged the minimum rate. The Shire is well below the legislated threshold and the proposed minimum of \$565.00 is relatively low when compared to the Gross Rental Value (GRV) minimum of other local shires for 2020/2021 but higher than the Unimproved Value (UV) minimum that Chapman Valley will impose for 2020/2021.

### Comparison with other Shires (20/21 proposed)

		GRV	UV
Shire of Chapman Valley	20/21	\$700	\$400
Mullewa (City of Greater Geraldton)	20/21	\$1,010	\$1,010
City of Greater Geraldton	20/21	\$1,010	\$1,010
Shire of Irwin	20/21	\$999	\$999
Shire of Mingenew	20/21	\$707	\$1,060.50

## **FINANCIAL & BUDGET IMPLICATIONS:**

The adopted schedule of fees and charges and minimum rates will assist in the preparation of the 2020/2021 draft budget.

## **STATUTORY IMPLICATIONS:**

Local Government Act 1995

### **6.2. Local government to prepare annual budget**

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

*\* Absolute majority required.*

### **6.16. Imposition of fees and charges**

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

*\* Absolute majority required.*

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed\* during a financial year; and
- (b) amended\* from time to time during a financial year.

*\* Absolute majority required.*

### **6.35. Minimum payment**

(1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.

(2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.

(3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —

- (a) 50% of the total number of separately rated properties in the district; or
- (b) 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.



(4) A minimum payment is not to be imposed on more than the prescribed percentage of —

(a) the number of separately rated properties in the district; or

(b) the number of properties in each category referred to in subsection (6),

unless the general minimum does not exceed the prescribed amount.

**VOTING REQUIREMENT:**

Absolute Majority Required:

**OFFICER RECOMMENDATION – ITEM 7.4.3**

- 1. That Council reviews and adopts the Schedule of Fees and Charges for the 2020/2021 Financial Year as presented.**
- 2. That Council adopts the minimum rate on rateable Gross Rental Value and Unimproved Value properties be set at \$ (to be inserted) per assessment for the 2020/2021 Financial Year.**

## ADMINISTRATION & CORPORATE REPORT

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7.5.1	REVIEW OF DELEGATIONS & POLICIES
	<p><b>FILE REFERENCE:</b> 4.2.4</p> <p><b>DATE OF REPORT:</b> 10 June 2020</p> <p><b>REPORTING OFFICER:</b> Garry Keeffe</p> <p><b>APPENDICES:</b></p> <ul style="list-style-type: none"> <li>1. Attendance at Events Policy</li> <li>2. Technology Usage Policy</li> <li>3. Appointment of Acting CEO Policy</li> <li>4. Financial Hardship Policy – Debtors</li> <li>5. Minister for Local Government</li> </ul> <p>Correspondence – Hardship Policy and other COVID 19 Requirements relating to rates</p>

### **SUMMARY:**

Council to review its Delegations and Policies. Councillors are advised to refer to their Delegation and Policy Manual.

Councillors are required to bring their Policy/Delegation Manual.

### **1. REVIEW OF DELEGATIONS**

No new delegations were approved, and no existing delegations were amended during 2019/20.

There are no recommended changes to existing delegations.

### **2. REVIEW OF POLICIES**

Throughout 2019/20 two new policies were adopted:

18 December 2019 meeting – Council adopted a revised Risk Management Policy and Procedures.

21 January 2020 meeting – Council adopted the Community Engagement Policy.

#### **2.1 Changes to existing policy's**

##### **2.1.1 Policy 10.2 Community Bus**

The current policy has the following statement:

*“Where the community bus is to be hired by seniors’ groups based in Kalbarri, then the cost to transport the bus to and from Kalbarri to allow commencement of the bus use, to be at the cost of the Council.”*

This was included in the policy at the time when the Council only operated the one community bus. With now two community buses in each town, the wording of this paragraph needs amending.

It was first thought that the paragraph could be deleted however there could be occasions when the seniors group from one town may need to use the two community buses for an event and therefore suggest that the paragraph be re-worded as per the following. The previous policy also only related to seniors’ groups and it is recommended that school/youth groups also be included.

*“Where both community buses are to be hired by seniors or school/youth groups based in either towns of the Shire, then the cost to transport a community bus to and from that town from its normal base to allow commencement of the bus use, to be at the cost of the Council.”*

## **2.2 New Policies**

### **2.2.1 Attendance at Events Policy**

There is the requirement for Council to adopt an Attendance at Events Policy as per the provisions of Section 5.90A of the Local Government Act 1995. A draft Attendance at Events Policy is at Appendices 1.

Council members are expected to make decisions in the best interests of their community. To do this, they must consider each issue on its merits.

Decision-making could be influenced – or perceived to be influenced – in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. The Local Government Act 1995 sets out requirements on Council members, Chief Executive Officers (CEOs) and other employees to ensure transparency and accountability in decision-making.

Certain gifts received by Council members and CEOs are specifically excluded from the conflict of interest provisions (section 5.62(1B)), including a gift that is received in accordance with an Attendance at Events policy.

### Gifts

A gift is defined under section 5.57 of the Act as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel.

For the purposes of both disclosure of receipt and disclosing an interest when a matter comes before Council, a gift is any gift valued at over \$300 or a cumulative value of \$300 where the gifts are received from the same donor in a 12-month period.

### Interests in matters before Council

The interest provisions are aimed at ensuring that decision-making is free from influence and so decisions can be made in the best interests of the community.

An interest created from receipt of a gift recognises that a relationship is formed between the donor and a recipient of a gift which could be perceived to affect decision-making. This applies to any gift received, not just a gift that must be disclosed under sections 5.87A and 5.87B.

The basic principle is, that unless the gift is an excluded gift (section 5.62(1B) and Administration Reg. 20B), the Council member who has received the gift is not to participate in any part of the meeting dealing with the matter. They must be absent from any deliberations (unless approval is granted by the Council or the Minister).

If the Council member has such an interest, they must disclose this interest before the meeting to the CEO or to the presiding member before the matter is discussed.

If it is the CEO who has the interest due to receipt of a gift, they are not to provide advice to Council or prepare reports for Council, either directly or indirectly. They must disclose their interest to the President.

### Gifts excluded from the interest provisions

Any gift received over \$300 is specifically excluded from the conflict of interest provisions if:

- the gift relates to attendance at an event where attendance has been approved by the Council in accordance with the Council endorsed Attendance at Events policy, or
- the gift is from specified entities.

Regulation 20B of the Local Government (Administration) Regulations 1996 prescribes the specified entities as WALGA (but not LGIS), ALGA, LG Professionals, a State public service department, a Commonwealth, State or Territory government department or another local government or regional local government.

Excluded gifts are still a gift that must be disclosed and published on the gifts register if over the value of \$300 and received in the capacity of Council member or CEO.

#### Attendance at events policy

Section 5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the Council to actively consider the purpose of and benefits to the community from Council members and CEOs attending events.

The policy provides a framework for the acceptance of invitations to various events and clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the local government and not individual Council members. A ticket or invitation provided by a donor to an individual in their capacity as a Council member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

#### **2.2.2 Information Technology Usage Policy**

Within the 2018/19 Audit process, the auditors recommended that Council adopt an Information Technology Usage Policy. The purpose of the policy is to ensure that such technology is used in the best interest of the Shire of Northampton.

A draft policy is at Appendices 2.

### **2.2.3 Appointment of Acting CEO Policy**

Following on from the first processes of the revision of the new Local Government Act, an instruction was forwarded to all local governments by the Department of Local Government, that each Council, if they haven't already, must adopt a policy in relation the appointment of an Acting CEO.

At Appendices 3 is a draft policy for Council consideration and adoption.

### **2.2.3 Appointment of Acting CEO Policy**

### **2.2.4 Financial Hardship Policy – Rates Debtors**

#### **Background**

The Hon. David Templeman, MLA, Minister for Local Government; Heritage; Culture & the Arts has made an Order under the *Local Government Amendment (COVID-19 Response) Act 2020*, which came into effect on the 21<sup>st</sup> April 2020 (see correspondence and Order at Appendices 5.)

The Order dealt with a number of items, many of which may affect the Shire of Northampton in one way or another, yet the following are relevant to this Agenda Report for Council consideration:

- Clause 8: Section 6.13 Modified – Interest on money owing to Local Governments.
- Clause 13: Section 6.45 modified – Options for payment of rates or service charges; and
- Clause 14: Section 6.51 modified – Accrual of interest on overdue rates or service charges.

The Western Australian Local Government Association (WALGA) advocated for the reversal of the Minister's initial position of a zero penalty interest and instalment interest rate for 20/21. Such a situation would have created a significant disincentive for anyone to pay their rates, whether experiencing hardship or not. This could have substantially impacted the local government's cashflow in 20/21.

As the Minister's Order on Penalty/Instalment Interest rates is linked to the LGA having (or not having) a hardship Policy/Procedure, a draft COVID19 - *Financial Hardship Procedure* (see Appendices 4). This Procedure is based on the template provided by WALGA, amended to what is considered best suits our situation and is only relevant to Rates Notice charges.

## **POLICY IMPLICATIONS**

For all of the above the only implication is that Council has a current Debt Recovery Policy. This policy will need to work in parallel with the new COVID Financial Hardship Policy, if Council adopts this new Procedure.

## **FINANCIAL IMPLICATIONS**

For the Hardship Policy it is anticipated there will be a reduction in the income received from penalty and instalment interest on rates along with possible slower payment of rates made in 20/21 (specifically in the GRV rates area), which could adversely affect the Shire's cashflow.

## **VOTING REQUIREMENT:**

*Absolute Majority Required:*

### **OFFICER RECOMMENDATION – ITEM 7.5.1**

#### **That Council:**

**1. Amend Policy 10.2 – Community bus by re-wording the paragraph:**

*Where the community bus is to be hired by seniors' groups based in Kalbarri, then the cost to transport the bus to and from Kalbarri to allow commencement of the bus use, to be at the cost of the Council.*

**to read:**

*Where both community buses are to be hired by seniors or school/youth groups based in either towns of the Shire, then the cost to transport a community bus to and from that town from its normal base to allow commencement of the bus use, to be at the cost of the Council.*

**2. Adopt the "Attendance at Events Policy as presented.**

**3. Adopt the Information Technology Usage Policy as presented.**

**4. Adopt the Financial Hardship Policy as presented.**



## APPENDICES 1 – Attendance at Events Policy

### 1. OBJECTIVES

- 1.1. To introduce policy to address section 5.90A. of the Local Government Act 1995  
Policy for attendance at events.
- 1.2. To provide elected members and staff with consistent guidelines to ensure transparency, relevance, and value for money for ratepayers.

### 2. POLICY STATEMENTS

- 2.1. In developing the Attendance at Events Policy, council needs to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council. The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings.
- 2.2. This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the Chief Executive Officer (CEO).
- 2.3. Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

### 3. LEGISLATION

- 3.1. 5.90A. Policy for attendance at events  
In this section — **event** includes the following —
  - a) a concert;
  - b) a conference;
  - c) a function;
  - d) a sporting event;
  - e) an occasion of a kind prescribed for the purposes of this definition.

**3.2.** A local government must prepare, and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

- a) the provision of tickets to events; and
- b) payments in respect of attendance; and
- c) approval of attendance by the local government and criteria for approval; and
- d) any prescribed matter.

*\*Absolute majority required.*

**3.3.** A local government may amend\* the policy.

*\*Absolute majority required.*

**3.4.** When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

**3.5.** The CEO must publish an up-to-date version of the policy on the local government's official website.

## **4. PROVISION OF TICKETS TO EVENTS**

### **4.1 Invitation**

4.1.1. All invitations of offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer. Invitations made directly to an Elected Member are to be handed to the Chief Executive Officer for action to be taken in accordance with this Policy.

4.1.2. Any other invitation or offer of tickets not addressed to an Elected Member or the Chief Executive Officer in general is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

4.1.3. A list of events and attendees authorised by the local government in advance of the event is recorded in Attachment A.

## **5. APPROVAL OF ATTENDANCE**

**5.1** In deciding on attendance at an event, the Council will consider:

- a) who is providing the invitation or ticket to the event,
- b) the location of the event in relation to the local government (within the district or out of the district),

- c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the local government,
- e) the benefit of local government representation at the event,
- f) the number of invitations / tickets received, and
- g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

5.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

5.3 The CEO is authorised to determine matters relating to staff attending conferences, seminars or training (in addition to those listed at Attachment A) that form part of the ongoing operational requirements of the Shire using the considerations as outlined in 5.2 of this policy Ref CMP-030: Conference; Meetings; Training;

## **6. PAYMENTS IN RESPECT OF ATTENDANCE**

- 6.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- 6.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 6.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 6.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
Western Australian Local Government Association (WALGA) Annual Conference and AGM	Annual Event	President, Deputy President 3 x Elected Members CEO DCEO	Elected Members & CEO DCEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
Northern Country Zone Conferences	Periodical	President, Deputy President Elected Members CEO DCEO	Elected Members & CEO DCEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
State Government Budget announcement, launches and other events	Ongoing	President, Deputy President CEO	Elected Members & CEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Staff – CEO discretion (Clause 5.3)
WALGA Road Conference	Annual Event	President, Deputy President 2 x Elected Members CEO Manager Works & Svc	Elected Members & CEO Manager Works & Technical Services	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)

Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
Local Government Professionals Annual Conference	Annual Event	CEO DCEO And staff approved by CEO to attend	CEO DCEO Administration Finance Staff	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Staff – CEO discretion (Clause 5.3)
Synergy Soft IT Annual User Group Conference	Annual Event	CEO DCEO And staff approved by CEO to attend	CEO DCEO Administration Finance Staff	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Staff – CEO discretion (Clause 5.3)
Moore Stephens Annual Budget Finance Conferences	Annual Event	CEO DCEO And staff approved by CEO to attend	CEO DCEO Administration Finance Staff	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Staff – CEO discretion (Clause 5.3)
Works Supervisors Annual Conference	Annual Event	CEO Manager Works & Technical Services And staff approved by CEO to attend	CEO Manager Works & Technical Services Works Staff/Leading Hands	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Staff – CEO discretion (Clause 5.3)

## **APPENDICES 2 – Information Technology Usage Policy**

### **OBJECTIVES:**

This Policy outlines the conditions governing the use of all Information Technology (IT) facilities provided by the Shire of Northampton. The Policy applies to Elected Members, staff and to others to whom access to IT facilities has been provided.

### **MANAGEMENT PROCEDURE STATEMENT/S:**

#### **1. General Use**

- 1.1 The Shire of Northampton reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.
- 1.2 The Shire of Northampton has ownership of all files and e-mail messages stored on Shire computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this policy.
- 1.3 Users must respect the resource limitations of the IT facilities provided resources are not infinite.
- 1.4 Any facilities provided to users are for the business purposes of the Shire of Northampton. The Shire will not be responsible for meeting any costs resulting from either the misuse of facilities or the use of facilities for non-business-related purposes.
- 1.5 The Shire of Northampton supports only those facilities which it provides for business purposes. Hardware, software, operating systems and networking protocols not in use at, or provided and approved by the Shire of Northampton are not supported.

#### **2. Storage**

- 2.1 All corporate information including correspondence, minutes of meetings, memos, file notes and reports (other than those generated through the Shire's databases) are to be stored in the Electronic Document Management System (EDMS) generally referred to as Central Records. This is consistent with the legislative requirements of the State Records Act 2000.
- 2.2 E-mails and faxes sent and received, and of corporate nature must be captured and stored in the Electronic Document Management System. This is consistent with the legislative requirements of the State Records Act 2000.
- 2.3 Hard copy documents must be scanned and registered into the EDMS immediately upon receipt.
- 2.4 Corporate documents must not be stored on desktop computers or on portable media (i.e.: Portable Devices, CDs, DVD, USB's, Portable Hard Disk Drives)

There are appropriate methods for storing draft and 'working' documents within the EDMS.

Network drives are provided for non-corporate documents only and only limited quotas are allowed. It is the responsibility of each staff member to understand what documents should be stored in the EDMS, this information can be obtained from the Record Management Record Keeping Plan 13<sup>th</sup> June 2018.

- 2.5 Only the network drives and corporate systems are backed up. 'C' drives and local 'H' drives are not backed up and users will be responsible for any loss of data stored on this drive or on portable media.
- 2.6 Duplication of data is to be avoided. Any documents stored in the EDMS do not need to be stored elsewhere unless access to EDMS is planned to be unavailable or the data is stored on media specifically designed for the purpose of backup.

### **3. Installing Unauthorised Software or Files**

- 3.1 Users must not purchase, install, copy or use any software without prior written consultation with the Chief Executive Officer or Deputy Chief Executive Officer.
- 3.2 The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used on the Shire of Northampton systems.
- 3.3 Copyright authorisation documentation has to be registered in the EDMS and Manage according to the Shire's record keeping plan.

### **4. Access to Computer Facilities**

- 4.1 Users may use only those facilities, which they have been properly authorised to use by the relevant Manager. Authorisation must be provided to Chief Executive Officer or Deputy Chief Executive Officer in writing before access is provided and/or modified.
  - 4.2 Users may not use any of the facilities provided by the Shire of Northampton in such a way as to reflect poorly upon the Shire either in part or as a whole.
  - 4.3 Users may not use any of the facilities provided to them by the Shire of Northampton in such a way as to achieve personal gain or to earn income external to their employment at the Shire.
  - 4.4 The playing of games by staff on Shire computers is not permitted.
  - 4.5 Where the use of any IT facility is governed by a password, the password must not be inappropriately divulged to any other person.
  - 4.6 Users must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected. We recommend that no passwords are written down and kept at or near a user's desk.
-

- 4.7 Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from Managers or the Chief Executive Officer.
- 4.8 Users will comply with any directive (verbal, written or electronic) from Chief Executive Officer or Deputy Chief Executive Officer relating to access to IT facilities.
- 4.9 Users must treat IT facilities and telephones with respect. Any wilful damage sustained to equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair or replacement being sought from the user of the equipment.
- 4.10 Users must be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to WIFI data usage should be kept to a minimum. The Shire of Northampton will not be responsible for any excessive costs incurred. Mobile devices have access to shared data for staff who has to travel and need internet access.
- 4.11 Remote access to the Shire of Northampton IT facilities is provided on a need's basis. Those seeking such access will need approval from their Manager. Users with remote access must take extra care in relation to security issues and report any breaches (or perceived breaches) of security immediately to IT Services, and must use passwords with at least 12 characters and must contain a mixture of upper and lower case alpha characters and numbers.
- 4.12 The Chief Executive Officer or Deputy Chief Executive Officer reserves the right to perform system maintenance tasks outside regular working hours. Where abnormal maintenance tasks are planned notification of the anticipated down time will be communicated if possible. If staff has a particular need for after hour's access to IT facilities they should liaise with the Deputy Chief Executive Officer in advance to arrange access options.
- 4.13 The Chief Executive Officer or Deputy Chief Executive Officer has the right to remove, or reallocate specific items of IT equipment within the organisation to ensure maximum efficiencies are achieved from the shire's IT equipment. Such removals reallocations will occur with appropriate consultations with the appropriate managers.

## **5. Security**

- 5.1 Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user or have been provided for their use, or is stored on a shared medium for which they have been granted access.
  - 5.2 Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Chief Executive Officer or Deputy Chief Executive Officer, except in the following circumstances: -
-



- 5.2.1 For data or files stored on a shared network facility or transferred in/out via a shared network facility.
- 5.2.2 Under direction of their supervising officer(s) to amend data or files stored in a personal directory.
- 5.3 Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to Deputy Chief Executive Officer.
- 5.4 Users are encouraged to lock power down their workstations when they are not in use for any extended periods.
- 5.5 Users should correctly shut their computer systems down before finishing work each day, unless otherwise requested by Deputy Chief Executive Officer.
- 5.6 Users must report to the Chief Executive Officer or Deputy Chief Executive Officer, without delay, any breaches (either real or perceived) of security.

## **6. IT Support**

- 6.1 The Shire would like all users of our equipment to get maximum productivity through the use of advanced technology.
- 6.2 Progress is only possible through cooperation; staff should communicate with Deputy Chief Executive Officer as frequently as possible to enable the Deputy Chief Executive Officer to understand their needs or frustration. Requests for new systems will be formal and such requests will have treated in order of priority or directives from the Chief Executive Officer.
- 6.3 Support Requests to any external IT support agencies are to be logged through the Deputy Chief Executive Officer.

## **7. Internet and E-mail**

- 7.1 The provision of Internet browsing facilities to a user must be authorised in writing by the relevant line Managers and Chief Executive Officer.
  - 7.2 E-mail users must check their e-mail frequently, delete any unnecessary messages promptly and manage their e-mail files wisely. Limits are set on mailbox sizes; therefore, users should make sure e-mails are registered into the EDMS where required.
  - 7.3 When commencing leave, staff should utilise the ability of the email software to forward incoming mail to the person who is acting in the position during their absence or out of office message is to be utilised.
  - 7.4 Outlook Calendars are regarded as a management tool and should be made available for other staff to review. Personal appointments can be marked 'Private' so reviewers may not see the details of the content.
-

## **8. What is Acceptable Use in regard to Internet and E-mail?**

- 8.1 Subject to the following employees may use the Internet access provided by the Shire of Northampton for: -
  - 8.1.1 Work-related purposes;
  - 8.1.2 Sending and receiving personal email messages, provided that if email messages are sent with a Shire of Northampton email address in the from: or Reply-To: header, a disclaimer shall accompany the email to the effect that the views of the sender may not represent those of Shire of Northampton;
  - 8.1.3 Utilising any other Internet service or protocol for personal purposes after obtaining permission to do so from the Chief Executive Officer or Deputy Chief Executive Officer.
  - 8.1.4 Personal e-mails to advertise items are not permitted.
  - 8.1.5 E-mail messages of a corporate nature that leave the Shire of Northampton destined for an external organisation are public records and must be captured in the EDMS. Any corporate email messages that officers receive must also be captured in this manner. If the user is unclear of how to capture the correspondence in the EDMS themselves such messages should be forwarded to Records staff to facilitate this legislative (State Records Act 2000) requirement.

Condition: Provided in each case that the personal use is moderate in time, does not incur cost for the Shire and does not interfere with the employment duties of the employee or his or her colleagues. Managers and/or the CEO can determine if any private use is excessive and direct staff to curtail such use as they consider appropriate,

## **9. What is Not Acceptable Use in regard to Internet and E-mail?**

- 9.1 Except in the course of an employee's duties or with the express permission of the Shire, the Internet access provided by the Shire may not be used for: -
  - 9.1.1 Personal commercial purposes;
  - 9.1.2 Sending unsolicited bulk email such as advertising or announcements that are not related to Council business to any group
  - 9.1.3 Sending any e-mail that is inappropriate, for example, e-mails that contains pornographic material, profanity, racial and sexual discrimination, forwarding of hoaxes, chain-mail, spam, harassing colleagues or knowingly sending or forwarding virus-infected e-mails
  - 9.1.4 Disseminating confidential information of the Shire of Northampton;
  - 9.1.5 Any illegal purpose;

- 9.1.6 Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof;
- 9.1.7 Disseminating personal contact information of officers or employees of the Shire without their consent;
- 9.1.8 Knowingly causing any other person to view content which could render the Shire liable pursuant to equal opportunity or sexual discrimination legislation at the suit of that person; or
- 9.1.9 Knowingly downloading or requesting software or media files or data streams that are not related to Shire business.
- 9.1.11 The use of real-time messaging services such as ICQ or MSN or Yahoo.
- 9.1.12 Web sites including but not limited to those of the following nature: -
  - Games.
  - Personal Shopping / Auctions.
  - Entertainment.
  - Adult Entertainment.
  - Social Sites (Facebook)
  - Pornography.
  - Personal Internet E-mail (such as Gmail, Hotmail or Yahoo).
  - Chat Rooms / Channels.

## **10. Example of Disclaimer to be used**

*Disclaimer by the Shire of Northampton. This email is private and confidential, if you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire unless this is clearly indicated. You should scan this email and any attachments for viruses. The Shire accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.*

## **11. Consequences of Unacceptable Use**

- 11.1 The Shire of Northampton keeps and may monitor logs of Internet usage which may reveal information such as which Internet servers (including World Wide Web sites) have been accessed by employees, and the email addresses of those with whom they have communicated. The Shire of Northampton will not, however, engage in real-time surveillance of Internet usage, will not monitor the content of email messages sent or received by its employees unless a copy of such message is sent or forwarded to the company by its recipient or sender in the ordinary way, and will not disclose any of the logged, or otherwise collected, information to a third party except under compulsion of law.
  - 11.2 Responsibility for use of the Internet that does not comply with this Policy lies with the employee so using it and such employee must indemnify the Shire of
-

Northampton for any direct loss and reasonably foreseeable consequential losses suffered by the Shire by reason of the breach of Policy.

11.3 The Shire of Northampton will review any alleged breach of this Policy if and as required. If the alleged breach is of a very serious nature which breaches the employee's duty of fidelity to the Shire, the employee shall be given an opportunity to explain the circumstances that lead to the alleged breach and if it is admitted or clearly established to the satisfaction of the Shire the breach may be treated as grounds for disciplinary action.

11.4 Otherwise, an alleged breach shall be dealt with as follows: -

11.4.1 Initially, the employee shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from or where applicable to remedy the breach.

11.4.2 If the breach is not desisted from or remedied, The Shire of Northampton may either withdraw the employee's access to the Internet or provide a first warning to the employee, to which the employee shall have an opportunity to respond.

11.4.3 If the infringing conduct continues the employee may be given a second and a third warning, to each of which he or she shall have an opportunity to respond.

11.4.4 If a breach is committed after the third warning the employee may be dismissed. Breaches of this Procedure will be handled as per the Industry Standard Disciplinary Procedure.

## **APPENDICES 3 – Appointment of Acting Chief Executive Officer Policy**

### **APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER**

#### **BACKGROUND**

Section 5.36 of the Local Government Act 1995 requires that a local government is to employ a person to be the Chief Executive Officer of the local government, as well as such other persons as the Council believes are necessary to enable the functions of the local government and the functions of the Council to be performed.

Additionally, Section 5.37 of the Local Government Act 1995 provides that a local government may identify a class of employees to be Senior Employees, and for those same employees to be designated employees, pursuant to the provisions of the Local Government Act 1995.

The intent of this Policy is to deal with the appointment of Senior Employees, and the appointment of an existing Senior Employee of the local government to perform the role of Acting Chief Executive Officer during the temporary absence of the existing Chief Executive Officer, in accordance with the provisions listed below.

#### **OBJECTIVES**

To determine those employees that are designated as Senior Employees for the purposes of Section 5.37(1) of the Local Government Act 1995.

To determine those employees that are considered to be suitably qualified to act in the position of Chief Executive Officer in accordance with Section 5.36(2)(b) of the Local Government Act 1995 and how the position of Chief Executive Officer will be filled on an action basis as required.

#### **POLICY**

Where the Chief Executive Officer is to be absent from work or at work but interstate or overseas for a period of five consecutive working days, the Deputy Chief Executive Officer shall be appointed to act in the position of Acting Chief Executive Officer.

Where the period of absence of the Chief Executive Officer is for a period exceeding four consecutive working days but not greater than four consecutive weeks, the Chief Executive Officer shall be authorised to appoint the Deputy Chief Executive Officer to act in the position of Acting Chief Executive Officer.

Where the period of absence of the Chief Executive officer is for a period exceeding four consecutive weeks, the Council, on advice from the Chief Executive Officer shall determine whom it wishes to appoint to act in the position of Acting Chief Executive Officer.

Where the Chief Executive Officer appoints the Deputy Chief Executive Officer in the position of Acting Chief Executive Officer in accordance with the above, the Chief Executive Officer is to advise all Elected Members in writing of the appointment and the period to which the appointment relates.

Where the Deputy Chief Executive Office is unavailable or becomes incapacitated and cannot undertake the roll of Acting Chief Executive Officer, the Council is to appoint either a Senior Staff Member or other person qualified to undertake the roll as Acting Chief Executive Officer.

## **APPENDICES 4 – Financial Hardship Procedure – Rate Debtors**

### **OBJECTIVE**

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

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

This Procedure applies to:

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

It is a reasonable community expectation, as Council deals with the effects of the pandemic for those with the capacity to pay Rates Notice charges will continue to do so. For this reason the Procedure is not intended to provide relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

### **MANAGEMENT PROCEDURE STATEMENT/S:**

#### **Payment difficulties, hardship and vulnerability**

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay Rates Notice charges debt.

Financial hardship occurs where a person is unable to pay Rates Notice charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependents. The Council recognises the likelihood COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This Procedure is intended to apply to all ratepayers experiencing financial hardship regardless of their status.

#### **Anticipated Financial Hardship due to COVID19**

Council recognises many ratepayers are already experiencing financial hardship due to COVID19. Council respects and anticipates the probability of additional financial difficulties will arise when their Rates Notice charges are received.

Council will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this Procedure and encourage eligible ratepayers to apply for hardship consideration.



### **Financial Hardship Criteria**

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

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

Ratepayers are encouraged to provide any information about their individual circumstances relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. Council will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying to its statutory responsibilities.

### **Payment Arrangements**

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

- A ratepayer has made genuine effort to meet Rates Notice charges obligations in the past.
- The payment arrangement will establish a known end date which is realistic and achievable.
- The ratepayer will be responsible for informing the Shire of any change in circumstance which jeopardises the agreed payment schedule.

In the case of severe financial hardship, Council reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

### **Interest Charges**

A ratepayer meeting the Financial Hardship Criteria and entering into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

### **Deferment of Rates**

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

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;

- may be paid at any time, BUT the concession will not apply when the debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

### **Rate Notice Charges Debt Recovery**

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

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

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

### **Review**

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

### **Communication and Confidentiality**

Council will maintain confidential communications at all times and will undertake to communicate with a nominated support person or other third party at the rate payers request.

Council will advise ratepayers of this Procedure and its application, when communicating in any format (ie verbal or written) with a ratepayer with outstanding Rates Notice charges debt.

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

7.5.2	SENIOR STAFF PERFORMANCE REVIEWS
	<p><b>FILE REFERENCE:</b> 17.2.2, 17.2.15, 17.2.37 &amp; 17.2.31</p> <p><b>DATE OF REPORT:</b> 4 June 2020</p> <p><b>DISCLOSURE OF INTEREST:</b> CEO, DCEO, Manager for Works &amp; Technical Services, EHO/Building Surveyor</p> <p><b>REPORTING OFFICER:</b> Garry Keefe</p> <p><b>APPENDICES:</b></p> <ol style="list-style-type: none"> <li>1. Review Results – CEO</li> <li>2. Review Results – Manager of Works</li> <li>3. Review Results – EHO/Building Surveyor</li> <li>4. Review Results – Deputy CEO</li> </ol>

**SUMMARY:**

Review of Senior Staff performance for 2019/2020 and consider any recommendations from the Performance Review Panel.

**COMMENT:**

Performance Reviews for all senior staff will be undertaken on Monday 15 June 2020.

The results of the reviews will be forwarded to all Councillors under separate cover.

**VOTING REQUIREMENT:**

*Simple Majority Required:*

OFFICER RECOMMENDATION – ITEM 7.5.2
<p><b>That Council considers any recommendations made by the Performance Review Panel.</b></p>

<b>7.5.3</b>	<b>CORPORATE BUSINESS PLAN</b>
<b>FILE REFERENCE:</b>	<b>4.2.4</b>
<b>DATE OF REPORT:</b>	<b>4 June 2020</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>
<b>APPENDICES:</b>	<b>1. Future Road Programme</b>

#### **SUMMARY:**

Council to formally adopt the revised Corporate Business Plan.

#### **BACKGROUND:**

Council undertook a review of the Corporate Business Plan which included all Asset Management Plans at the ordinary meeting held 15 May 2020.

All amendments from the review have now been made to the CBP.

#### **ROAD PROJECTS TO BE LISTED**

As reported at the May meeting, a complete review of the five year road programme had to be undertaken due to the draft long term financial plan indicating that there would be insufficient funds to undertake works listed as well as other Capital works proposed.

Management has now reviewed the road programme and is presented at Appendices 1.

Within the 2020/21 Programme there is provision to construct the parallel parking along Grey Street Kalbarri of \$120,000. Within the cost estimate it also includes the reconstruction of the existing dual use pathway with a concrete pathway - \$40,000. Council has yet to determine the future of the old asphalt pathway on the direct northern side of Grey Street and is requested to provide direction if the above works are to include the pathway and the future of the balance of the old asphalt pathway along Grey Street.

It is considered from a Management perspective that as there is an existing pathway on the southern side of Grey Street and with the new DUP in the foreshore parkland to have a third pathway in this vicinity is unwarranted.

One aspect that Council will recognise that in years 2021/22 and 2023/24 there is minimal actual road construction works that will have minimal involvement of Council staff and plant. If the program is adopted as presented and subject to no other unforeseen changes arising (ie special funding for road projects) this will result in the Council being able to undertake gravel sheeting works on a number of our rural roads. Management is preparing a priority list of rural roads for the gravel sheeting works and will be presented to Council in due course.

#### **COMMENT:**

The revised CBP results in the following ratios:

	<u>20/21</u>	<u>21/22</u>	<u>22/23</u>	<u>23/24</u>
Current – Target > or = 1.0	0.79	-0.47	0.61	1.03
To achieve these targets rate increases need to be	3.0%	2.0%	2.0%	1.5%
Own Source Revenue Coverage – Target > or = 40%	64.92%	66.5%	67.0%	67.5%

While the Operating Surplus Revenue ratio target set by the Department is problematic for any local government entity with a high proportion of its revenue associated with Financial assistance Grants the majority of ratios are either within the standard set by the Department of Local Government or will achieve the target in future years.

Additionally the Operation Surplus Ratio includes asset depreciation which also impacts on the ratio. It is considered that as asset depreciation is not cash backed by the Council for the replacement of assets then ratio's excluding asset depreciation will be more relevant to our business model. This also applies to the Asset Sustainability Ratio and Asset Consumption Ratio.

As stated, the CBP will be forwarded under separate cover and due to its size will be posted out in printed format early next week.

During the 2020/21 Budget deliberations, any new projects/major or capital purchases that have not been listed in the CBP will require either an increase in rates or the deletion of a project.

#### **STATUTORY IMPLICATIONS:**

*State: Local Government Act 1995*

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**STRATEGIC IMPLICATIONS:**

Local: Shire of Northampton Community Strategic Plan 2016-2026  
Shire of Northampton Corporate Business Plan Review

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.3**

**That Council:**

- 1. Provide direction on the exiting old asphalt pathw3ay along the northern side of Grey Street, Kalbarri**
- 2. Adopts the revised Corporate Business Plan undertaken 15 May 2020, including the revised road works projects programme as presented in its entirety at the 19 June 2020 Council meeting or as amended in regard to recommendation 1.**

## APPENDICES 1 – Five Year Road Programme

Road Name	Works Description	2020-21	Funding Sources		
			Own Resources	RRG	R2R
<u>Projects Carried Over From 2019/20</u>					
Bateman Street	Construct and seal 210m	\$ 44,000	\$ 44,000		
Karina Mews	Reseal and replace kerb	\$ 40,000	\$ 40,000		
Fifth Avenue	Construct & Seal 230m	\$ 60,000	\$ 60,000		
Smith Street	Asphalt 0.400 to 0.66	\$ 70,000	\$ 70,000		
<u>New Projects 2020/21</u>					
Browne Boulevard	Reseal	\$ 20,000	\$ 20,000		
Castaway Street	Reseal	\$ 18,000	\$ 18,000		
Charlton Loop	Reseal	\$ 27,000	\$ 27,000		
Grey Street	Construct parallel parking Includes DUP replace existing \$40,000	\$ 120,000	\$ 120,000		
Jacques Boulevard	Reseal (0 - 0.72 slk)	\$ 27,000	\$ 27,000		
Nanda Drive	Reseal (1.58 - 2.14 slk)	\$ 21,000	\$ 21,000		
Kalbarri Road	Reseal (18 - 28 slk)	\$ 343,500	\$ 114,500	\$ 229,000	
Fifth Avenue	Reseal (0.20 - 0.57 slk)	\$ 14,000	\$ 14,000		
Glance Street	Reseal	\$ 22,000	\$ 22,000		
Stephen Street	Asphalt Reseal (0.690 - 0.912 & 0.945-1.005)	\$ 70,000			\$ 70,000
Binnu East Road	Reseal (0 - 14.4 slk)	\$ 420,000	\$ 36,516		\$ 383,484
Estimated Cost		\$ 1,316,500	\$ 634,016	\$ 229,000	\$ 453,484



Road Name	Works Description	2021-22	Funding Sources		
			Own Resources	RRG	R2R
Gwalla Street	Construct and bitumen seal eastern section	\$ 128,000	\$ 128,000		
Forrest Street	Reseal (0.42 - 1.37 slk)	\$ 32,000	\$ 32,000		
Brook Street	Reseal	\$ 22,000	\$ 22,000		
Grey Street	Stage 1 - Asphalt reseal	\$ 251,000	\$ 251,000		
Ogilvie East Road	Reseal (0 - 3.2 SLK)	\$ 135,000			\$ 135,000
Harney Street	Reseal (0-0.30 SLK)	\$ 13,000	\$ 13,000		
Kalbarri Road	Reseal (28-38 SLK)	\$ 353,000		\$235,300	\$ 117,700
Northampton-Nabawa Rd	Reseal (0 0 4.38 SLK) from NWCH	\$ 182,000		\$ 121,300	\$ 60,700
Port Gregory Rd	Reseal (0 - 5.32 SLK)	\$ 216,000	\$ 75,916		\$ 140,084
Pelican Road	Reseal (0 - 0.46 SLK)	\$ 19,500	\$ 19,500		
<b>Estimated Cost</b>		<b>\$ 1,351,500</b>	<b>\$ 541,416</b>	<b>\$356,600</b>	<b>\$ 453,484</b>

Road Name	Works Description	2022-23	Funding Sources		
			Own Resources	RRG	R2R
Bruce Road	Reseal	\$ 44,000	\$ 44,000		
Smith Street	Kerb renewal and seal (0.0 to 0.40 & (0.66 to 0.77)	\$ 110,000	\$ 110,000		
Kalbarri Road	Reseal (38 - 48 SLK)	\$ 363,000	\$ 121,000	\$ 242,000	
Anchorage Lane	Reseal	\$ 13,000	\$ 13,000		
Essex Street	Reseal (0 - 0.27 SLK)	\$ 12,000	\$ 12,000		
John Street	Reseal (0.21 - 0.38 SLK) off Forrest	\$ 31,000	\$ 31,000		
O'Connor & Lauder Streets School route - Binnu	Seal O'Connor and section of Lauder	\$ 67,000	\$ 67,000		
Grey Street	Stage 2 - Asphalt reseal	\$ 251,000			\$ 251,000
Parker & Wundi	Construct and seal 2.3km of Parker & Wundi Roads	\$ 400,000	\$ 197,816		\$ 202,184
<b>Estimated Cost</b>		<b>\$ 1,291,000</b>	<b>\$ 595,816</b>	<b>\$ 242,000</b>	<b>\$ 453,184</b>

Road Name	Works Description	2023/24	Funding Sources		
			Own Resources	RRG	R2R
Balla Whelarra Road	Reseal	\$ 455,000	\$ 134,325		\$ 320,675
Kalbarri Road	Reseal (48 - 58 SLK)	\$ 372,000	\$ 124,000	\$ 248,000	
Burgess Street - Northampton	Construct and bitumen seal	\$ 60,000	\$ 60,000		
Binu East Road	Reconstruct floodway at SLK 2.85	\$ 150,000	\$ 150,000		
<b>Estimated Cost</b>		<b>\$ 1,037,000</b>	<b>\$ 468,325</b>	<b>\$ 248,000</b>	<b>\$ 320,675</b>

Road Name	Works Description	2024/25	Funding Sources		
			Own Resources	RRG	R2R
Forrest Street	Reseal (0.42 - 1.37 slk)	\$ 32,000	\$ 32,000		
Ogilvie East Road	Stage 1 - construct eastern 12km section	\$ 840,000	\$ 386,516		\$ 453,484
Binu East Road	Reconstruct floodway at SLK 2.85	\$ 160,000	\$ 160,000		
Regional Road Group	Projects to be determined	\$ 300,000	\$ 100,000	\$ 200,000	
<b>Estimated Cost</b>		<b>\$ 1,332,000</b>	<b>\$ 678,516</b>	<b>\$ 200,000</b>	<b>\$ 453,484</b>

Road Name	Works Description	2025/26	Funding Sources		
			Own Resources	RRG	R2R
Ogilvie East Road	Stage 2 - construct eastern 12km section	\$ 840,000	\$ 386,516		\$ 453,484
	Re-seal Stage 1	\$ 220,000	\$ 74,000	\$ 146,000	
Parker & Wundi	Re-seal new construction works	\$ 80,000	\$ 80,000		
Mortimer Street	Reconstruct and Drainage	\$ 80,000	\$ 80,000		
<b>Estimated Cost</b>		<b>\$ 1,220,000</b>	<b>\$ 620,516</b>	<b>\$ 146,000</b>	<b>\$ 453,484</b>

Road Name	Works Description	2026/27	Funding Sources		
			Own Resources	RRG	R2R
Nanda Drive	Construct unmade section from Walker onto Smith Street	\$ 360,000	\$ 85,000		\$ 275,000
Ogilvie East Road	Reseal Stage 2	\$ 250,000	\$ 84,000	\$ 166,000	
Chilimony Road	Realign and construct section north of Rob Road for 1km	\$ 275,000	\$ 96,516		\$ 178,484
<b>Estimated Cost</b>		<b>\$ 885,000</b>	<b>\$ 265,516</b>	<b>\$ 166,000</b>	<b>\$ 453,484</b>

**7.5.4 2020/2021 BUDGET MEETING**

<b>FILE REFERENCE:</b>	<b>1.1.2</b>
<b>DATE OF REPORT:</b>	<b>4 June 2020</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keefe</b>

**SUMMARY:**

Selection of a date and time for the 2020/21 Budget meeting.

**COMMENT:**

Preparation of the 2020/21 Budget is underway, and Council is requested to consider a date for the meeting.

Past practice has been to hold the budget meeting on the fourth Friday of July which for 2020 will be the 24<sup>th</sup> July 2020 and the Council is requested to hold the budget meeting on this day.

Previous practice has been to commence the meeting at 1.00pm.

The meeting will formally consider the draft budget and then the required accounting format will be presented at the August 2020 meeting for formal adoption.

**STATUTORY IMPLICATIONS:**

*State: Local Government Act 1995 – Section 5.25 Administration Regulation 12(3)*

Council is to give public notice of the Special Meeting.

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.4**

**That Council holds a Special Meeting of Council to consider the 2020/2021 Budget on Friday 24<sup>th</sup> July 2020, commencing 1.00pm at the Northampton Council Chamber.**

7.5.5	LOCAL GOVERNMENT ACT REGULATIONS AMENDMENTS
	<p><b>FILE REFERENCE:</b> 4.2.8</p> <p><b>CORRESPONDENT:</b> WA Local Government Association</p> <p><b>DATE OF REPORT:</b> 5 June 2020</p> <p><b>REPORTING OFFICER:</b> Garry Keeffe</p> <p><b>APPENDICES:</b> 1. Summary of regulation amendments</p>

#### **SUMMARY:**

Council to consider and provide feedback/comments to WALGA on proposed amendments to the Local Government Regulations.

#### **BACKGROUND:**

The Local Government Legislation Amendment Act 2019 provided for numerous amendments to the Local Government Act, some of which have commenced including universal training and amendments to gift provisions.

Consequential amendments to regulations are now required to effect further change and the Department of Local Government, Sport and Cultural Industries has released the *Local Government Regulations Amendment (Consequential) Regulations 2020* for this purpose. The Department has also prepared Explanatory Notes as an aid to understanding the effect of the proposed regulations.

The Department advises that the regulations principally relate to:

- the harmonization of the appointment of authorised persons across multiple pieces of legislation;
- local and statewide public notices; and
- improved access to information, including through publication on Local Government websites.

WALGA is pleased that the privacy concerns expressed in relation to the proposal to make publicly available primary and annual returns on websites has been noted, with only the positions of officers publicised (the returns themselves will not be published).

WALGA is conducting a consultation process and seeks feedback from Member Local Governments on the proposed regulations. Comments are to be lodged 4pm Friday 3rd July 2020.

**COMMENT:**

The majority of the amendments are supported as primarily relate to appointment of officers across a number of pieces of legislation and publication of various documents etc on Councils web site and other publication means.

The following proposed amendments are brought to Councils attention for consideration and if comment to WALGA is to be forwarded:

Regulation 20

1. The amendment is proposing that the CEO's remuneration paid is to now be within the Annual Report. Currently only the number of employees who receive a total remuneration of over \$100,000 in blocks of \$10,000 are to be stated.

The issue with this is that the Annual Report must also be placed on the Council website and be made available to the public. In small towns near every resident knows who the CEO is, and the CEO is often a member of one or more sporting clubs and community groups and socializes in local hotels etc. With the requirement to place the total remuneration package of the CEO will lead to residents raising this issue in the public arena when the CEO is socializing which could have a detrimental effect on the CEO's private life, in particular socializing in the public arena.

This amendment is not supported from a staff perspective and the current reporting requirements should be maintained.

2. The amendment will also now require the publication the number of meetings and committee meetings each Councillor attends to be published in the Annual Report.

Also the amendment will now require diversity data, including age ranges for Council members. Again in small rural areas near every resident knows the elected members so what's the point and purpose of such publication.

Regulation 24

1. The amendment requires the following to be placed on the Council web site:

- name of each elected member who has lodged a primary and/or an annual return;
- the position of each employee who has lodged a primary and/or an annual return.

It is difficult to see any reasoning why this has to be undertaken. It is a legislative requirement that any new Councillor or designated employee must submit a primary return and then an annual return. The amendment is only to list the names on Councils website and not the return details.

2. The amendment also will require the type and value of fees, expenses and allowances paid to each Council member, president and deputy president and will need to be detailed by person and type.

The advice is now also proposed to be a requirement in the annual budget as per Regulations 32 and 33 the annual financial report.

It is therefore considered that if the above information is within the budget and annual financial reports, why is it necessary to be on web site when both of those documents are also to be published on the website.

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

There is no financial impost in Council but will be staff time impost to ensuring all such documents as per above are placed on the Council website.

#### **STATUTORY IMPLICATIONS:**

*State: Local Government Act 1995 – Local Government Regulations Amendment 2020*

#### **VOTING REQUIREMENT:**

*Simple Majority Required:*



**OFFICER RECOMMENDATION – ITEM 7.5.5**

**That Council:**

- 1. Object to the publication of the CEO's remuneration package being publicised and that the status quo of the number of employees that receive a remuneration package of \$100,000 or more in \$10,000 blocks be retained due to the social impact it could have on a CEO in small rural towns.**
- 2. Questions the need for the publication of who has lodged a Primary and Annual Returns for elected members and designated employees when it is a legislative requirement to undertake such returns which are available for public inspection.**
- 3. Does not support the publication of diversity data for elected members as has no relevance in smaller local governments and all such information is available on the nomination form of each candidate which is available for public inspection.**

## APPENDICES 1 – Summary of Local Government Regulations Amendments

Regulation	Amends	Explanation	Theme
Regulation 4	<i>Caravan Parks &amp; Camping Grounds Regulations 1997, Regulation 6</i>	Regulation 6 is being amended to implement a more streamlined and uniform method of appointing an <b>authorised person</b> across multiple pieces of legislation. All appointments will now be made under section 9.10(2) of the <i>Local Government Act 1995</i> . The CEO will appoint a person as an “authorised person” for the purpose of exercising functions conferred under the relevant piece of legislation and identity cards will be standardised.	Reducing Red Tape Introducing Administrative Efficiencies
Regulation 5	Form 5	In addition to authorised officers appointed by the local government, the Department has the power to appoint an <b>authorised officer</b> under section 17(1)(a) of the <i>Caravan Parks and Camping Grounds Act 1995</i> . The ‘Identity Card’ in Form 5 is being modified so that it is only applicable to authorised officers appointed by the Department.	Reducing Red Tape Introducing Administrative Efficiencies
Regulations 7-10	<i>Control of Vehicles (Off-road Areas) Regulations 1979, Regulation 14, 36,37 and First Schedule</i>	All references to authorised officer are replaced by a reference to <b>authorised person</b> . This aligns the terminology across multiple pieces of legislation in the local government portfolio.	Introducing Administrative Efficiencies
Regulation 10	First Schedule	In addition, Form 4 is being amended to make it clear that it is not the <b>authorised person</b> who has the power to withdraw an infringement notice but a person authorised by the local government. (A person who issues an infringement cannot withdraw it.)  Form 5 will no longer be used by local governments for the appointment of authorised persons, this having been replaced by appointment under section 9.10(2) of the <i>Local Government Act 1995</i> , thus ensuring consistency across multiple pieces of legislation. Form 5 ‘Certificate of appointment of Authorised Person’ has been modified so it will only be used by the Minister for Local Government using the Minister’s power to appoint an authorised person. The form has also been modified to require a photograph.	Reducing Red Tape Introducing Administrative Efficiencies
Regulation 12	<i>Dog Regulations 2013, Regulation 35</i>	Restatement of existing regulation 35(6) in plain English to enhance clarity. An <b>authorised person</b> cannot withdraw an infringement they have issued.	Drafting Improvement
Regulation 13	Form 1	Form 1 will no longer be used by local governments for the appointment of <b>authorised persons</b> , this having been replaced by appointment under section 9.10(2) of the <i>Local Government Act 1995</i> , thus ensuring consistency across	Introducing Administrative Efficiencies

Regulation	Amends	Explanation	Theme
		multiple pieces of legislation. Form 1 in Schedule 1 has been replaced and will be used by the local government to appoint registration officers under the <i>Dog Act 1976</i> .	
Regulation 15	<i>Local Government (Administration) Regulations 1996</i> , Regulations 3A and 3B	<p>The definition of local public notice and statewide public notice are being amended in the <i>Local Government Act 1995</i> to recognise alternative and contemporary means of communication. These have been set out in new Part 1A of the Administration Regulations to provide flexibility to respond quickly to include future contemporary communication methods as and when necessary.</p> <p>The <i>Local Government Legislation Amendment Act 2019</i> amends section 1.7 of the Local Government Act so that <b>local public notice</b> will be given when notice is published on the official website of the local government and in at least three of the ways set out in regulation 3A. The new forms of communicating a <b>local public notice</b> include publication in a newspaper or newsletters circulating generally in the district or a newspaper in the State, publication on the official website of a relevant State Government Department, circulation by email or text or posting on a local government's social media account. This would allow, for example, a tender to be posted on TendersWA, or an election notice on the WAEC website as one of the three ways.</p> <p>Notices that are posted need to remain available for at least the time specified in the Act or 7 days if no time is specified.</p> <p>The new <b>state-wide public notice</b> provisions incorporate all of those methods that are available as a local public notice. In addition to the requirement to publish the notice on the local government's own website, regulation 3B states that the notice must be published either in a newspaper circulating generally throughout the State or on the official website of a State government agency.</p> <p>Certain adjustments are made when it is the Electoral Commissioner who is publishing the Statewide public notice, so that the website and social media account are those of the WAEC.</p>	<p>Introducing Administrative Efficiencies</p> <p>Recognising New Technology</p>
Regulation 16	Regulation 10	Regulation 10 deals with the process to <b>revoke or change a decision</b> made at a council or committee meeting, under section 5.25 of the Act. The change to this regulation recognises the requirement for a special majority decision has been removed from the Act.	Introducing Administrative Efficiencies

Regulation	Amends	Explanation	Theme
Regulation 17	Regulation 11	To further the policy aims of transparency and accountability, an amendment to regulation 11 has been made to require a local government to include in the <b>minutes</b> all documents which are attached to a council or committee meeting agenda, except where that part of the meeting was closed to the public.	Transparency Accountability
Regulation 18	Regulations 12 and 13	<p>Regulation 12 currently provides the requirements for giving local <b>public notice of meetings</b>. The new regulation 12 provides for the same information to be published by the CEO of a local government on a local government's official website instead.</p> <p>Regulation 13 is being replaced to improve accessibility to information held by local government. The <b>unconfirmed minutes</b> of each council or committee meeting open to members of the public are to be published on the local government's official website, rather than merely being available for inspection. If the meeting is closed to members of the public, then only that part of the unconfirmed minutes that are a record of the decision(s) made at that meeting will be available on the website.</p> <p>The wording of the timeframe has been changed in Regulation 13 from business days to days to align with the rest of the Act.</p>	Transparency Recognising New Technology
Regulation 19	Regulation 14	Regulation 14 is being amended to improve accessibility to information held by local governments. The amendment provides that all <b>notice papers</b> , agendas, reports and other documentation produced for a local government or committee meeting must be published on the local government's official website at the time they are made available to council or committee members. This obligation will not apply, if, in the CEO's opinion, that part of the meeting to which the information refers is likely to be closed to the public.	Transparency Recognising New Technology
Regulation 20	Regulations 19B and 19CA	<p>Existing regulation 19B is being replaced to provide for additional information to be included in the <b>annual report</b>. In addition to the current requirement to report on the number of employees receiving salary over \$100,000 in \$10,000 bands, the annual report is now to include:</p> <ul style="list-style-type: none"> <li>the amount of money the local government has paid in Standards Panel costs for hearing a complaint regarding one of its council members and any amount that the Standards Panel orders to be reimbursed to the local government by the council member;</li> <li>the remuneration paid or provided to the CEO;</li> <li>the number of council and committee meetings attended by each council member; and</li> <li>diversity data, including age ranges for council members.</li> </ul>	Transparency Accountability

Regulation	Amends	Explanation	Theme
		The requirement to provide details of modifications to the strategic community plan and corporate business plan, where significant, made during the financial year has been moved from regulation 19CA (which is being deleted) to be included in 19B.	
Regulation 21	Regulation 19D	The method by which the public has access to the <b>strategic community plan</b> in regulation 19D is being updated. The local government is to publish its strategic community plan on its official website. Local public notice is still required to be given of the adoption or modification of the plan.	Transparency Recognising New Technology
Regulation 22	Regulation 29	<p>The information to be <b>available for public inspection</b> under regulation 29 is being amended to recognise that it is available in other forms.</p> <p>As regulation 12 of the <i>Local Government (Rules of Conduct) Regulations 2007</i> was deleted as part of the reforms introduced by the <i>Local Government Regulations Amendment (Gifts) Regulations 2019</i>, the redundant reference in sub regulation 29(1)(baa) is being deleted. The Act requires the gift register to be made available on the local government's website.</p> <p>Regulation 13 is being amended (see above) to provide that the unconfirmed minutes of each Council or Committee meeting that is open to the public is to be published on the local government's official website. The requirement in sub regulation 29(1)(c) is consequently unnecessary.</p> <p>As regulation 14 is being amended (see above) to require notice papers, agendas, reports and other documentation produced for a local government or committee meeting to be published on the local government's official website, the requirement in sub regulation 29(1)(d) is unnecessary and is being deleted.</p> <p>Since sub regulations 29(2)-(3) relate expressly to sub regulations 29(1)(c) and 29(1)(d) above then they are also being deleted.</p>	Reducing Red Tape Introducing Administrative Efficiencies
Regulation 23	Regulation 29A	<p>Section 5.95(5) of the <i>Local Government Act 1995</i> was deleted by section 46(2) of the <i>Local Government Legislation Amendment Act 2019</i>, removing the requirement to make the <b>contract of a CEO</b> or a Senior Employee available for inspection. As a consequence, regulation 29A(1) is being deleted.</p> <p>Instead the remuneration paid or provided to the CEO is to be disclosed in the annual report (see 19B above).</p>	Reducing Red Tape
Regulation 24	Regulations 29C and 29D	New regulation 29C imposes an obligation on the CEO of a local government to publish <b>information on the local government official website</b> (in addition to that	Transparency

Regulation	Amends	Explanation	Theme
		<p>information in section 5.96A(1) of the <i>Local Government Act 1995</i>). The additional information includes –</p> <ul style="list-style-type: none"> <li>Any adverse recommendation from an inquiry by an authorised person under section 8.13;</li> <li>Any adverse finding or recommendation made by an oversight body being the Corruption and Crime Commission, Public Sector Commissioner, State Administrative Tribunal, an Inquiry Panel, the standards panel or a Royal Commission, against the local government, the council, a council member or the CEO, once this is made available to the public;</li> <li>Current and previous versions of policies that relate to the deciding of applications made to the local government;</li> <li>The name of each council member who has lodged a primary or annual return for the financial year;</li> <li>The position of each employee who has lodged a primary or annual return for the financial year (the returns themselves will not be published); and</li> <li>The type and amount or value of fees, expenses and allowances paid to each council member, mayor or president during the financial year. These will need to be detailed by person and type.</li> </ul> <p>Regulation 29C also includes timeframes for each class of information to be published on the local government's official website.</p> <p>New regulation 29D specifies the <b>period for which information must be kept on the local government's official website</b>. The following documents must be retained for a period of not less than 5 years beginning on the day the information is first published:</p> <ul style="list-style-type: none"> <li>The annual report;</li> <li>The annual budget</li> <li>Confirmed minutes of council and committee meetings;</li> <li>Minutes of electors' meetings;</li> <li>Notice papers, agendas, reports and other documents tabled or produced at council or committee meetings except where these were closed to the public; and</li> <li>The information listed in 29C above.</li> </ul> <p>There is no requirement for local governments to publish the material listed above for years before these provisions come into effect.</p>	<p>Accountability</p> <p>Recognising New Technology</p>



Regulation	Amends	Explanation	Theme
Regulation 25	Regulation 34B	Regulation 34B sets out the <b>gift provisions for employees</b> . The amendment removes the CEO from the definition of an <b>"employee"</b> . The CEO is now captured under the gift provisions applying to council members contained in the Act.	Accountability
Regulation 27	<i>Local Government (Elections) Regulations 1997</i> Regulation 30G	Regulation 30G requires the CEO of a local government to establish and maintain an <b>electoral gift register</b> . The amendment requires the CEO to publish an up-to-date version of the electoral gift register on the local government's official website. Rather than the full address, only the town or suburb of an individual is to be published.	Transparency Accountability Recognising New Technology
Regulation 28	Regulation 30I	The definition of <b>publish</b> is being updated. This relates to electoral gift registers.	Drafting improvement
Regulation 29	Regulation 43	A minor amendment is being made to regulation 43(1)(ba) to correct the reference to <b>electoral gift register</b> .	Drafting improvement
Regulation 30	Regulation 73	Regulation 73 deals with the <b>adjournment or postponement of a poll</b> . The changes require that the notice of adjournment or postponement is to be published on the local government's official website for at least 3 days. If the local public notice is published on another (government) website, a notice board or using social media, it must also be posted for at least 3 days.	Transparency Recognising New Technology
Regulation 32	<i>Local Government (Financial Management) Regulations 1996</i> Regulation 27	Regulation 27 sets out a list of notes to be included with the <b>annual budget</b> of a local government. Point (I) is being amended to clarify that itemised information in relation to the fees, expenses and allowances paid to each council member and mayor or president is required.	Transparency Accountability
Regulation 33	Regulation 44	Regulation 44 requires information about fees, expenses and allowances paid to council members, the mayor or the president to be included in the <b>annual financial report</b> . The amendment provides clarity that itemised information is required for each council member and mayor or president, rather than total figures.	Transparency Accountability
Regulation 35	<i>Local Government (Functions and General) Regulations 1996</i> Regulation 15	Regulation 15 deals with the minimum time public <b>tenders</b> are required to be open. The amendment specifies that the closing date for submission of tenders will be at least 14 days after notice is published on the local government's official website and in the 3 other ways it is advertised under the public notice provisions. The latest publication date will determine the start of the 14 days.	Accountability Recognising New Technology

Regulation	Amends	Explanation	Theme
		If a list of acceptable tenderers is being invited to submit tenders, the 14 days commences from the date notice was given to the last potential tenderer.	
Regulation 36	Regulation 17	Regulation 17 provides for a <b>tenders register</b> to be kept by the CEO of a local government and for this to be available for public inspection. The CEO will now be required to also publish the tenders register on the local government's official website.	Transparency Recognising New Technology
Regulation 37	Regulation 22	Regulation 22 sets out the minimum time that must be provided for submitting an <b>expression of interest to quote</b> for a contract to supply goods or services to a local government. The 14 days will start from the last of publication on the local government's official website or any of the other 3 ways notice must be given.	Accountability Recognising New Technology
Regulation 38	Regulation 24AE	Regulation 24AE sets the minimum time to be allowed for submitting an application to join a panel of <b>pre-qualified suppliers</b> of particular goods or services. The 14 days will start from the last of publication on the local government's official website or any of the other 3 ways notice must be given.	Accountability Recognising New Technology
Regulation 39	Regulation 24E	Regulation 24E deals with <b>regional price preference policies</b> . The amendment will require the proposed regional price preference policy to be published on the local government's official website.	Transparency Recognising New Technology
Regulation 40	Regulation 24F	Regulation 24F deals with the adoption of a <b>regional price preference policy</b> . The amendment will require the local government to publish a copy of the adopted policy on their official website.	Transparency Recognising New Technology
Regulation 41	Regulation 30	Regulation 30 deals with disposal of property (including land) that is excluded from the application of section 3.58 'Disposing of property' in the <i>Local Government Act 1995</i> . Regulation 30(2a) deals with a disposition of property that is an exempt disposition because it has been disposed of within 6 months of a public tender or auction process. Currently information on the disposal of property under regulation 30(2a) is to be made available for public inspection for at least 12 months. This amendment extends this to also require the publication of details of this disposal on the local government's official website.	Transparency Recognising New Technology



Regulation	Amends	Explanation	Theme
Regulation 43	<i>Local Government (Regional Subsidiaries) Regulations 2017</i> Regulation 18	The effect of this amendment is to require a regional subsidiary to report on the salary bands of employees receiving \$100,000 or more, and the remuneration of the CEO.	Transparency Accountability

<b>7.5.6</b>	<b>NORTHAMPTON BOWLING CLUB – SYNTHETIC GREEN INSTALLATION</b>
<b>LOCATION:</b>	<b>Northampton Bowling Club</b>
<b>FILE REFERENCE:</b>	<b>11.1.5</b>
<b>CORRESPONDENT:</b>	<b>Dept of Local Government, Sport, Communities</b>
<b>DATE OF REPORT:</b>	<b>5 June 2020</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>

#### **SUMMARY:**

Council to formally support the submitting of a Community Sport and Recreation Facilities Fund application for the installation of a synthetic green at the Northampton Bowling Club.

#### **BACKGROUND:**

Council within the 2019/20 review of the Corporate Business Plan approved the installation of a synthetic green at the Northampton Bowling Club.

Estimate cost for the new green is \$254,000 with a Community Sport and Recreation Facility grant of \$84,666 being applied for, the club is to contribute \$50,000 and Council to contribute \$119,000.

Since consideration of the CBP there has been a slight change in the costings where the estimated cost for the total project which now is to have an allowance for cost overruns is \$258,200, of which the CSRFF grant being applied for now is \$86,067, the club is to provide \$55,000 and Council will then be required to commit \$117,133 which is now the amount that will be included within the 2020/21 Budget.

#### **COMMENT:**

The CSRFF application is now complete and ready for submitting (note must be submitted by 20 June 2020). Part of the requirement for the submitting of the application that the local government must formally approve of the project and of its contribution. Council also needs to prioritise projects that were received for CSRFF and as only one project was received for consideration the priority is to be number one.

Applications close 14 August 2020.

**FINANCIAL & BUDGET IMPLICATIONS:**

Council has resolved to commit \$117,133 within the 2020/21 budget for the project subject to the Club receiving the CSRFF grant.

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.6**

**That Council consider the installation of synthetic green at the Northampton Bowling Club be priority number one for Community Sport and Recreational Facility Grant and commit \$117,133 towards the project.**

**7.5.7****REFUSE SITE CHARGES**

<b>LOCATION:</b>	<b>Northampton &amp; Kalbarri Refuse Sites</b>
<b>FILE REFERENCE:</b>	<b>10.1.1</b>
<b>DATE OF REPORT:</b>	<b>5 June 2020</b>
<b>REPORTING OFFICER:</b>	<b>Garry Keeffe</b>

**SUMMARY:**

Council to consider re-instating refuse site charges as from 1 July 2020.

**BACKGROUND:**

At the height of the COVID 19 crisis the Council upon a recommendation of Management resolved at a special meeting held 26 March 2020 to cease charging residents for use of the refuse sites. Charges for disposal of tyres, mattresses and asbestos continued to be levied.

**COMMENT:**

It is considered as the COVID 19 crisis now at a situation where a number of restrictions are being lifted by commonwealth and state governments which should now be reducing the financial impact residents, that charges for disposal of materials at the Northampton and Kalbarri refuse sites should recommence and it is recommended that Council commence the charging as from 1 July 2020.

Advice from the refuse site supervisors is that at the beginning of the free charge period a large amount of refuse was being disposed of however in recent times this has reduced dramatically.

**FINANCIAL & BUDGET IMPLICATIONS:**

In comparing refuse fees for the period April to May in 2018/19 and 2019/2020 the reduction in fees for refuse site charges was \$1,280, therefore it is considered that the noncharging of fees had a small impact. The annual income received is approximately \$60,000.

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.7**

**That Council recommence refuse site charges for disposal of materials as of 1 July 2020.**

7.5.8	LOCAL ROAD & COMMUNITY INFRASTRUCTURE PROGRAMME	
	<b>FILE REFERENCE:</b> <b>CORRESPONDENT:</b> <b>DATE OF REPORT:</b> <b>REPORTING OFFICER:</b> <b>APPENDICES:</b>	<b>7.1.23</b> <b>Department of Infrastructure, Transport, Regional Development and Communications</b> <b>9 June 2020</b> <b>Garry Keeffe</b> <b>1. Five Year Footpath Plan</b>

### SUMMARY:

Council to consider projects for the Local Road and Community Infrastructure Programme.

### BACKGROUND:

As per previous advice forwarded to Councillors the Federal Government has announced that each local government in Australia is to each receive a one off grant to help stimulate the local economy.

Each Council will receive a share of funding under the Local Roads and Community Infrastructure Program and has been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works. This formula takes into consideration road length and population and is based on recommendations of Local Government Grants Commissions.

Councils will be able to select the projects to be funded in their community according to priorities at the local level. Similar to the Roads to Recovery Program, Councils will need to submit a Work Schedule that outlines the project(s) they plan to undertake. As long as these projects are eligible local road or community infrastructure projects, they will receive funding.

At the time of compiling this report the specific guidelines have not been received however the funding is available for local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects will need to deliver benefits to the community, such as improved accessibility, visual amenity and safety benefits.

Eligible local road projects could include works involving any of the following associated with a road:

traffic signs; traffic control equipment; street lighting equipment; a rest area or weigh station; facilities off the road that support the visitor economy; and road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects could include works involving:

bicycle and walking paths; painting or improvements to community facilities; repairing and replacing fencing; improved accessibility of community facilities and areas; landscaping improvements, such as tree planting and beautification of roundabouts; picnic shelters or barbeque facilities at community parks; playgrounds and skateparks (including all ability playgrounds); off-road car parks (such as those at sporting grounds or parks).

Funding will be available from 1 July 2020 and this Council will receive \$490,301.

The conditions to the funding advised so far are:

- Councils will need to complete all project works by 30 June 2021 to receive their full nominal share of funding.
- Councils will also need to demonstrate that projects are additional to their pre-COVID-19 work program for 2020/21. If a project has been brought forward from a future work program it will be eligible for funding.
- Additional conditions, such as signage requirements, will be outlined in program guidelines, which are currently being finalised.

The Department of Infrastructure, Transport, Regional Development and Communications will be consulting with local government organisations to finalise implementation arrangements for the LRCI Program.

Councils will then be asked to agree to the program arrangements and identify local projects in their area.

**COMMENT:**

As per the above advice one of the main guidelines will be the need to demonstrate that projects are additional to their pre-COVID-19 work program for 2020/21. On this advice it is presumed that Council will need to provide its asset management plans within the Corporate Business Plan to prove that projects for consideration are post 2020/21. On that basis the following projects are listed.

**Building Infrastructure**

• Northampton Cemetery Memorial Tree shelter	\$ 20,000
• Kings Park Toilets – replacement	\$100,000
• Commercial Jetty Toilets – replacement	\$ 90,000
• Marina Park Playground	\$100,000
• Guide Park Skate/Pump Track	\$ 50,000

**Car Parks**

• Jakes Point Toilet car park	\$ 62,000
• Hampton Garden car park	\$ 83,000
• Porter Street – skate park area car park	\$125,000

**Road Works/Footpaths**

Any road and or footpath projects from 2021/22 onwards can be considered and Council needs to refer to the Appendices at Item 7.5.3 for future road projects and the five year programmes for footpath projects at Appendices 1 for consideration.

Also it is not known if the guidelines will require projects that use contractors as opposed to using Council's own staffing and plant and if funding will be available for public toilet upgrades and hopefully this will be known soon.

Council is requested to initially select projects to allow Management to submit the projects when required to do so.

**FINANCIAL & BUDGET IMPLICATIONS:**

The grant will have an effect on the 2020/21 Budget however with all project costs to be covered by the grant there will be no financial impost on Council.



**STRATEGIC IMPLICATIONS:**

Corporate Business Plan – Subject to which projects are selected, changes will need to be made to the Corporate Business Plan in the 2020/21 review.

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.8**

**That Council nominate projects for the Local Road and Community Infrastructure Programme.**

## APPENDICES 1 – Five Year Footpath Program

Road Name	Works Description	2021/22	2022/23	2023/24	2024/25	Beyond 2025
Auger Street	Smith to Mallard	\$ 50,000				
Clotworthy Street	Grey to Smith (240)	\$ 53,000				
Callion Way	Waikiri to Gantheaume (230)				\$ 52,000	
Gantheaume Crescent	Construct Dual Use Pathway Waikiri to Sequita (192)				\$ 43,000	
George Grey Drive (note subject to a grant application for Bike West Grant)	Red Bluff to Eco Flora	\$ 107,000				
Hasleby Street	Construct Dual Use Pathway End of existing to Golf Club				\$ 38,000	
Kaiber Street	Whole Street, east side					\$ 42,000
Nanda Drive	Red Bluff to Pederick (950)			\$ 210,000		
Nanda Drive & Porter St	Porter Street to Sun River Chalets					\$ 75,000
Orabanda Close	Batavia to Gantheaume (120)					\$ 27,000
Ralph Street	Gantheaume to Walker via Harvey (600)		\$ 124,000			
Sequita Way	Gallant to Gantheaume (180)				\$ 64,000	