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**SHIRE OF NORTHAMPTON**

**Minutes of Ordinary Meeting of Council held at the Northampton Council Chamber on  
Friday 18<sup>th</sup> June 2021**

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**6.1 OPENING**

The President thanked all Councillors and staff present for their attendance and declared the meeting open at 1.00pm

**6.2 PRESENT**

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

**6.2.1 LEAVE OF ABSENCE**

Nil

**6.2.2 APOLOGIES**

Cr S Smith

Kalbarri Ward

**6.3 QUESTION TIME**

Nil

**6.4 DISCLOSURE OF INTEREST**

Ni

**6.5 CONFIRMATION OF MINUTES**

**6.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING  
FRIDAY 21<sup>st</sup> MAY 2021**

Moved Cr KRAKOUER seconded Cr SUDLOW

That the minutes of the Ordinary Meeting of Council held on the 21<sup>st</sup> of May 2021 be confirmed as a true and correct record.

CARRIED 8/0

**6.6 RECEIVAL OF MINUTES**

**6.7 WORKS & ENGINEERING REPORT**

**6.7.1 INFORMATION ITEMS - MAINTENANCE/CONSTRUCTION WORKS  
PROGRAM (ITEM 7.1.1)**

Noted

**6.8 HEALTH & BUILDING REPORT**

**6.8.1 BUILDING APPROVALS (ITEM 7.2.1)**

Noted.

**6.9 TOWN PLANNING REPORT**

**6.9.1 PROPOSED REGISTRATION OF HERITAGE SITE – PAKINGTON  
WHALING STATION RUINS (ITEM 7.3.1)**

Moved Cr HAY, seconded Cr PIKE

That Council advise the Heritage Council it supports the proposed registration of the Pakington Whaling Station Ruins on the State Register and provide comments on the documentation as per the Shire's Heritage Advisor's advice.

CARRIED 8/0

6.9.2 SIGNAGE – KALBARRI FORESHORE RESERVE ADJACENT TO  
VOLUNTEER MARINE RESCUE BUILDING AND KALBARRI BOAT RAMP –  
RESERVE 25307 GREY STREET, KALBARRI (ITEM 7.3.2)

Moved Cr STOCK-STANDEN, seconded Cr SUDLOW

That Council:

1. Not approve any signage on the existing sign board structures.
2. Due to damage caused by Cyclone Seroja, the two existing sign board structures be removed and a decision on new signage be following the completion of the construction of new ablutions in the area.
3. Require any future signage to be facing a north south alignment to limit the visual impact on the area.

CARRIED 8/0

6.9.3 PROPOSED SINGLE DWELLING & OUTBUILDING – R-CODE  
VARIATIONS – LOT 41 (NO. 10) RUBY TERRACE, KALBARRI (ITEM  
7.3.3)

Moved Cr HAY, seconded Cr SUCKLING

That Council grant development approval for the proposed Single Dwelling and Outbuilding upon Lot 41 (No. 10) Ruby Terrace, Kalbarri subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated [insert date] and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government;
2. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and development approval for that use/addition;
3. A building permit shall be issued by the local government prior to the commencement of any work on site;

4. The applicant is to prepare, submit and adhere to stormwater and drainage plans to the approval of the Local Government, with all costs met by the applicant;
5. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;
6. The Applicant shall provide a materials and colour schedule for the dwelling and outbuilding prior to construction of the dwelling, which shall be to the approval of the local government. The colours chosen shall be non-reflective and in keeping with the natural coastal environment;
7. The space between the ground level and the floor level of the single dwelling shall be suitably enclosed to the approval of the local government (ie timber, textured fibrous cement sheeting or similar);
8. The roof of the dwelling shall be constructed using coated metal sheeting (Colourbond) and the use of Zinalume is not permitted;
9. Bin storage and clothes drying areas shall be provided and appropriately screened such that they are not visible from the view from the street/s, to the approval of the local government;
10. Any lighting installed on the building, yard areas or car parking areas shall be located and designed in a manner that ensures:
  - (a) all illumination is confined within the boundaries of the property; and
  - (b) there shall not be any glare nuisance caused to adjoining residents or passing traffic, to the approval of the local government;
11. Installation of crossing places and verge gradients shall be to the standards and specification of the local government (refer to Advice Note 1);
12. The development/land use is to be located entirely within the property boundary;
13. All parking of vehicles including boats and trailers to be provided for within the property boundary and the street verge area to be kept free of vehicles.

14. The Applicant/Owner shall install and maintain permanent visual screening to a height of 1.6 metres upon the north-eastern, north-western and south-western sides of the dwelling as marked in 'RED' on the attached approved plan(s) dated [insert date] so as to address the requirements of Clause 5.4.1 of the *Residential Design Codes (2019)*; and
  15. The Applicant/Owner shall install a fixed obscure awning window to bedroom 2 on the south-western elevation as marked in 'RED' on the attached approved plans (s) dated [insert date] so as to address the requirements of Clause 5.4.1 of the *Residential Design Codes (2019)*;
  16. The Applicant/Owner shall install all windows on the north-western and south-western elevations of the outbuilding to a height of 1.6 metres  
  
from FFL, as marked in 'RED' on the attached approved plan(s) dated [insert date], so as to meet the requirements of Clause 5.4.1 of the *Residential Design Codes (2019)*;
  17. The setback of the outbuilding from the south-western and rear boundaries, as marked in 'RED' on the attached approved plan(s) dated [insert date], shall be modified from 0.900m setback to 1 metre setback, so as to meet the requirements of Clause 5.1.3 of the *Residential Design Codes (2019)*;
  18. The approved outbuilding component (i.e. named 'shed') is only to be used for general and vehicle storage purposes and minor maintenance upon vehicles housed therein to the approval of the Local government and shall NOT be used for habitation, commercial or industrial purposes; and
  19. The construction of the outbuilding (but not including the laying of a cement pad) shall NOT be commenced prior to the construction of the dwelling unless the following can be satisfied:
    - (a) A building permit for the dwelling and outbuilding has been issued;
    - (b) The Applicant has lodged a Statutory Declaration providing a commitment to commence construction of the dwelling within 6 months of the outbuilding;

AND

    - (c) The Applicant has paid a bond of \$10,000 to the Shire of Northampton, that would be repaid to the Applicant upon satisfactory completion and final inspection of the dwelling.
-

Advice Notes:

*Note 1: With regard to Condition No 11, it is advised that the Applicant should liaise with the Shire of Northampton's Manager of Works and Technical Services to determine crossover, verge gradient and additional retaining requirements.*

*Note 2: If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.*

*Note 3. 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.*

*Note 4: With regard to Condition No 12 it is recommended that the services of a licensed surveyor be employed to verify the exact boundary position.*

*Note 5: Assessment of the application was based on the use of the dwelling for residential purposes and any changes to this use (eg. for tourist/holiday accommodation) requires further application and development approval for that use.*

*Note 6 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.*

CARRIED 8/0

6.9.4 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.4)
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Noted.



**6.9.5 BASIC AMENDMENT – SCHEME AMENDMENT NO. 7 TO LOCAL PLANNING SCHEME NO.10 - ADOPTION (ITEM 7.3.5)**

Moved Cr STOCK-STANDEN seconded Cr STEWART

That Council:

1. Pursuant to Section 75 of the Planning and Development Act 2005, amend Shire of Northampton Local Planning Scheme No. 10 by:
  - a. Rezoning Lot 115 in entirety and a portion of Lot 116 from 'Rural' to 'Residential R20'.
  - b. Rezoning portion of Lot 116 from 'Rural' to 'Public Open Space'.
  - c. Including portion of Lot 116 in 'Special Control Area 6 (Horrocks Development Area).
  - d. Rezoning portion of Lot 110 from 'Rural' to 'Rural-Residential'.
  - e. Rezoning portion of Lot 110 from 'Rural' to 'Special Use' and Include it in Schedule 2 of the Local Planning Scheme as follows:

S15	Portion Lot 110 White Cliffs Road, Sandy Gully	<b>Permitted:</b> Tourist Development Caravan Park Convenience Store Restaurant / Cafe Art / Craft Gallery Civic / Public Use <b>Discretionary:</b> Shop Service Station Fast Food Outlet Tavern Caretakers Dwelling Holiday House	<ol style="list-style-type: none"> <li>1. All subdivision, development and land uses are to be generally in accordance with the local development plan approved by the local government.</li> <li>2. The LDP should provide sufficient information to address the requirements of the Scheme and the following matters:           <ul style="list-style-type: none"> <li>▪ Staging of development</li> <li>▪ Land tenure</li> <li>▪ Provision of public and private open space and landscaping</li> <li>▪ Retention of vegetation</li> <li>▪ Design and scale of development to ensure tourism orientated development is the dominant land use.</li> <li>▪ Consideration of visual impacts of development.</li> <li>▪ Any other matter that the local government considers relevant to ensure proper and orderly planning of the site/s.</li> </ul> </li> <li>3. All buildings shall be designed, located and constructed in such a manner and utilise materials and finishes that will not have a detrimental impact on the visual and landscape values of the area.</li> <li>4. All development on the land should be connected to a reticulated water supply and a suitable method of effluent disposal approved by the local government and Department of Health.</li> </ol>
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- f. Rezoning Lot 500 from 'Rural' to 'Public Open Space' and include in 'Special Control Area 6 (Horrocks Development Area).

- g. Including a portion of Lot 116 in 'Special Control Area 1'  
(Coastal Planning and Management).
  - h. Amending the Scheme Maps accordingly.
- 2. Modify the Scheme Amendment documentation to refer to the  
Amendment as Amendment No. 7;
  - 3. Pursuant to the Regulation 35(2) of the *Planning and Development  
(Local Planning Schemes) Regulations 2015* (the Regulations), that  
Amendment No. 7 is a basic amendment in accordance with r.34(g)  
of the Regulations;
  - 4. Authorise the affixing of the common seal to endorse the signing of  
the amendment documentation;
  - 5. Pursuant to Section 81 of the *Planning and Development Act 2005*,  
Refers Amendment No. 7 to the Environmental Protection Authority;  
and
  - 6. Pursuant to r.58 of the Regulations, provides Amendment No. 7 to  
the Western Australian Planning Commission.

CARRIED 8/0

6.9.6 AMENDMENT TO PLANNING SERVICES FEES – PLANNING AND DEVELOPMENT (LOCAL GOVERNMENT PLANNING FEES) REGULATIONS 2009 (ITEM 7.3.6)
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Moved Cr SUDLOW, seconded Cr STEWART

That Council:

- 1. Amend the Planning Services Fee Schedule and remove "*Item 6 –  
Single House – Residential Design Codes performance criteria or Town  
Planning Scheme variation assessment*".

CARRIED 8/0

**6.10 FINANCE REPORT**

**6.10.1 ACCOUNTS FOR PAYMENT (ITEM 7.4.1)**

Moved Cr STOCK-STANDEN, seconded Cr SUDLOW

That Municipal Fund Cheques 22072 to 22081 inclusive totalling \$89,810.18, Municipal EFT payments numbered EFT22075 to EFT22174 inclusive totalling \$692,797.30, Trust Fund Cheques 2604 to 2604, totalling \$200.00, Direct Debit payments numbered GJ1105 to GJ01110 inclusive totalling \$232,644.01 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

**6.10.2 MONTHLY FINANCIAL STATEMENTS – MAY 2021 (ITEM 7.4.2)**

Moved Cr KRAKOUER, seconded Cr HAY

That Council adopts the Monthly Financial Report for the period ending 31<sup>st</sup> May 2021.

CARRIED 8/0

**6.10.3 2021-2022 FEES AND CHARGES SCHEDULE/MINIMUM RATES (ITEM 7.4.3)**

Moved Cr SUCKLING, seconded Cr SUDLOW

1. That Council reviews and adopts the Schedule of Fees and Charges for the 2021/2022 Financial Year as presented including the inflation rate of 0% for lease hold properties.
2. That Council adopts the minimum rate on rateable Gross Rental Value and Unimproved Value properties be set at \$565 per assessment for the 2021/2022 Financial Year.
3. That Council adopts an interest rate of 7% applicable to overdue and unpaid rate and service charges, a charge of \$5.00 and an interest rate of 5% applicable to rate and service charge instalment arrangements

CARRIED BY AN ABSOLUTE MAJORITY 8/0

**6.10.4 BUDGET SUBMISSIONS 2021-2022 (ITEM 7.4.4)**

Moved Cr PIKE, seconded Cr STEWART

That Council list for consideration a provision of \$2,000 for stand-alone power upgrade to the St John Ambulance communication facilities at the Wago Repeater in the draft 2021/2022 Budget.

CARRIED 8/0

**6.11 ADMINISTRATION & CORPORATE REPORT**

**6.11.1 CORPORATE BUSINESS PLAN & LONG TERM FINANCIAL PLAN (ITEM 7.5.1)**

Moved Cr STOCK-STANDEN seconded Cr KRAKOUER

That Council:

1. Adopts the Corporate Business Plan 2021 to 2024 including the Long Term Financial Plan 2021/2022 – 2030/2031 as presented.
2. Adopts the Workforce Plan as presented.

CARRIED 8/0

**6.11.2 REVIEW OF DELEGATIONS & POLICIES (ITEM 7.5.2)**

Moved Cr PIKE, seconded Cr SUDLOW

1. That Policy 2.3 - Purchasing And Tender Guide Model Purchasing Policy, be amended where the tender threshold be amended from \$150,000 to \$250,000, to comply with current legislation.
2. That all Policy's and Delegations as reviewed to remain in force.

CARRIED BY AN ABSOLUTE MAJORITY 8/0

**SHIRE OF NORTHAMPTON**  
**Minutes of Ordinary Meeting of Council held at the Northampton Council Chamber on**  
**Friday 18<sup>th</sup> June 2021**

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6.11.3 LOCAL GOVERNMENT WEEK CONFERENCE 2021 (ITEM 7.5.5)

Moved Cr STOCK-STANDEN, seconded Cr KRAKOUER

That Cr's Simkin, Krakouer, Sudlow, Pike And Hay and the CEO attend the 2021 WA Local Government Convention.

CARRIED 8/0

6.11.4 NORTHAMPTON COMMUNITY CENTRE – SHORT TERM  
IMPROVEMENT PLAN (ITEM 7.5.6)

Moved Cr SUDLOW, seconded Cr SUCKLING

That Council:

1. Support the Northampton Community Centre Facility Improvement Plan as submitted and commend the NCC on this initiative.
2. List for further consideration a provision of \$12,000 in the 2021/22 Budget for changeroom improvements to cater for women's football.

CARRIED 8/0

6.11.5 OVAL BOUNDARY FENCE – KALBARRI OVAL (ITEM 7.5.7)

Moved Cr STEWART, seconded Cr SIMKIN

That Council repair the fence using with the existing material at an estimated cost of \$5,690 plus freight and installation costs, and that a new fence constructed of galvanised pipe and mesh wire be considered in the 2022/23 budget.

CARRIED 8/0

6.11.6 INTEREST TO PURCHASE LOT 91 GREY STREET, KALBARRI (ITEM 7.5.8)

Moved Cr SUCKLING, seconded Cr PIKE

That Council

1. Supports the relinquishment of the Management Order for Crown Reserve 27637 to allow for the sale of Lot 91 Grey Street, Kalbarri and advise the proponent accordingly.
2. Request the Department of Planning, Lands and Heritage that proceeds from the sale be provided to the Shire of Northampton to assist in recovery from the impacts of Cyclone Seroja.

CARRIED 8/0

6.11.7 TRANSFER OF UNALLOCATED CROWN LAND - GREGORY (ITEM 7.5.9)

Moved Cr STEWART seconded Cr SUCKLING

That Council has no objection to the proposed transfer of Unallocated Crown Land to be used for 'Yamatji Social, Cultural and/or Economic Benefit' and requests that further information on the final purpose for the transferred land be provided to Council.

CARRIED 8/0

6.11.8 TEMPORARY APPROVAL FOR LOCAL MOBILE FOOD VENDORS TO OPERATE DURING 2021 JULY SCHOOL HOLIDAYS (ITEM 7.5.10)

Moved Cr STEWART, seconded Cr SUCKLING

That Council,

1. Upon receipt of an application, provide special temporary approval to existing licensed food vendors to operate their Temporary Food Vehicles during the July School Holidays from Friday 2<sup>nd</sup> to Sunday 18<sup>th</sup> July 2021 from 5.00pm – 9.00pm each day within the carparking

areas either at the intersection of Clotworthy and Grey Streets and at Sally's Tree adjacent to the boat ramp parking area in Kalbarri.

2. Due to the short period between the Council Meeting and the commencement of the School Holidays, that Council waives the requirement to advertise this proposal and seek public comment prior to making a decision.
3. Review the operations of the above approval at the August 2021 meeting of Council.

CARRIED 8/0

6.11.9 PROPOSED ABLUTIONS (ITEM 7.5.11)
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Moved Cr STOCK-STANDEN seconded Cr STEWART

That Council progress with the construction of new ablutions at Sally's Tree and Chinaman's foreshore/parkland areas as per designs and quote submitted by Modus Australia.

CARRIED 8/0

6.11.10 2021/2022 BUDGET MEETING (ITEM 7.5.12)
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Moved Cr SUDLOW, seconded Cr STEWART

That Council holds a Special Meeting of Council to consider the 2021/2022 Budget on Friday 23<sup>rd</sup> July 2021, commencing 1.00pm at the Northampton Council Chamber.

CARRIED 8/0

Garry Keefe, Grant Middleton and Michelle Allen departed the meeting at 2.37pm.

Garry Keefe, Grant Middleton and Michelle Allen returned to the meeting at 2.58pm.

6.11.11 CEO PERFORMANCE REVIEW (ITEM 7.5.3)

Moved Cr KRAKOUER, seconded Cr SUCKLING

That Council:

1. Notes the Salaries and Allowances Tribunal Determination of 8 April 2020 (effective 1 July 2021).
2. Notes the outcomes of the Elected Member Performance Survey undertaken in January 2021 with the Chief Executive Officer being  
  
assessed at '*Exceeds Expectations*' in this year's performance appraisal.
3. Adopts the performance criteria metrics for the 2021-2022 performance period outlined in section 5.4 of the confidential report.
4. Approves a variation to the Chief Executive Officers future contract which is to take effect 01 July 2021 to ensure:
  - (a) Clause 3.2.1 reflects a commencement date being the 1 July 2021.
  - (b) Clause's 6.2 and 6.2.2, 6.4 comply with the changes to the Superannuation Guarantee Levy effective 1 July 2021.
  - (c) That the Chief Executive Officer Performance Schedule at Key Result Area (KRA) 1 - "Quality and level of service provided. by the Council to residents and the public" remove the word 'Council' and replace it with 'Shire'.
5. Schedules the next review of the Chief Executive Officers performance and total remuneration package (TRP) for consideration by Council in May 2022.
6. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 18, by resolution of an absolute majority of the council, endorse this review.
7. Comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 19, by notifying the Chief Executive Officer of results of this performance review.

CARRIED 8/0



**6.11.12 COLLECTIVE AGREEMENT AND WAGES & SALARIES REVIEW (ITEM  
7.5.4)**

The Agenda Item was withdrawn due to the recent announcement made by the Fair Work Commission for a 2.5% wage increase to the national minimum wage and awards rate which negated the need for the report item.

**MEETING ADJOURNMENT**

President adjourned the meeting at 3.00pm to allow for a presentation from Australian Garnet.

Meeting reconvened at 3.55pm with the following in attendance:

Cr Simkin, Cr Krakouer, Cr Stock-Standen, Cr Suckling, Cr Hay, Cr Pike, Cr Stewart, Cr Sudlow, Garry Keeffe, Grant Middleton and Michelle Allen.

**6.11.13 CYCLONE SEROJA INFRASTRUCTURE DAMAGE STATUS REPORT  
ON REPAIRS**

CEO, Garry Keeffe, tabled a report for Council information on the status of repairs within the Shire to Council infrastructure damaged by Cyclone Seroja.

**6.12 PRESIDENT'S REPORT**

Cr SIMKIN tabled thank you correspondence forwarded to the CEO and Council following Cyclone Seroja:

- Harbour Pines Retirement Village - cleanliness of the facilities at Horrocks
- Kalbarri District High School – use of Council buildings to allow for the operations of the School to operate following Cyclone Seroja which damaged the Kalbarri School
- Binnu Primary School - use of Binnu Hall to allow for the operations of the School to operate following Cyclone Seroja which damaged the Binnu School

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

28/05/2021 Kalbarri District High School presentation  
03/06/2021 Minister David Templeman MLA, Kalbarri  
08/06/2021 Audit Entrance Meeting, Northampton  
18/06/2021 Senior Officers Performance Review Meeting, Northampton

### **6.13 VICE PRESIDENT'S REPORT**

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

12/06/2021 Mia Davies MLA and Vince Catania MLA, Kalbarri  
12/06/2021 Modco Residential Building, Kalbarri Golf Club

### **6.14 COUNCILLORS' REPORTS**

#### **6.14.1 CR SUDLOW**

Since the last Council meeting Cr SUDLOW reported on her attendance at:

11/06/2021 Meeting with WALGA President Tracy Roberts, Vice President  
Karen Chappell, CEO Nick Sloan and LGIS CEO Jonathon Seth,  
Northampton

#### **6.14.2 CR STEWART**

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

26/05/2021 Kalbarri Development Association meeting

#### **6.14.4 CR SUCKLING**

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

08/06/2021 Audit Entrance Meeting, Northampton  
09/06/2021 Disaster Relief Australia, RSL Northampton  
09/06/2021 Northampton Tourist Association meeting

**6.15 NEW ITEMS OF BUSINESS**

Cr PIKE suggested that Council should consider providing business cards for Councillors to use when attending meetings as Council representatives.

Moved Cr PIKE seconded Cr STEWART

That a small allocation of business cards be made available on request for existing and new Councillors.

CARRIED 7/1

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

**6.16 NEXT MEETING OF COUNCIL**

The next Ordinary Meeting of Council will be held on Friday 16<sup>th</sup> July 2021 commencing at 1.00pm at the Council Chambers, Northampton.

**6.17 CLOSURE**

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 4.22pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 17 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 18<sup>TH</sup> JUNE 2021.

PRESIDING MEMBER: \_\_\_\_\_

DATE: \_\_\_\_\_