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9.3 QUESTION TIME

Nil

9.4 DISCLOSURE OF INTEREST

Nil

9.5 CONFIRMATION OF MINUTES

**9.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING
FRIDAY 19TH AUGUST 2022 (ITEM 7.5.1)**

Moved Cr STEWART seconded Cr SUCKLING

That the minutes of the Ordinary Meeting of Council held on the 19th August 2022 be confirmed as a true and correct record.

CARRIED 7/0

9.5.2 BUSINESS ARISING FROM MINUTES

Moved Cr HORSTMAN seconded Cr STEWART

That the Council minutes for 19th August 2022 meeting be amended on pages 8 and 9 to read Amendment 8.

CARRIED 7/0

9.6 RECEIVAL OF MINUTES

Nil

9.7 WORKS & ENGINEERING REPORT

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

Noted.

9.8 HEALTH & BUILDING REPORT

9.8.1 BUILDING STATISTICS FOR THE MONTH OF AUGUST 2022 (ITEM 7.2.1)

Noted.

9.9 TOWN PLANNING REPORT

9.9.1 DEVELOPMENT ASSESSMENT PANEL – NOMINATIONS (ITEM 7.3.1)

Moved Cr STEWART seconded Cr SUDLOW

That Council:

That Council submit to the Minister of Planning the following Local Government nominations to serve upon the Mid-West/Gascoyne Joint Development Assessment Panel:

Councillor Des PIKE (member); and
Councillor Richard BURGESS (member).
Councillor Rob HORSTMAN (alternate member/proxy); and
Councillor Trevor GIBB (alternate member/proxy)

CARRIED 7/0

9.9.2 PROPOSED RENEWAL OF LICENCE AGREEMENT 2019-005 – THE MURCHISON EXPERIENCE RESERVE 12996 (NORTH AND SOUTH), LOTS 3 AND 13 (MURCHISON HOUSE STATION) MURCHISON RIVER (ITEM 7.3.2)

Moved Cr GIBB seconded Cr SUCKLING

That Council:

1. Grant Development Approval for an experiential use (canoe safaris) over Reserve 12996 and Lots 3 and 13, Murchison River Foreshore, Kalbarri subject to the following conditions:

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- a) This Development Approval is an approval for the proposed use for the purposes of the Shire of Northampton's Local Planning Scheme No. 11 – Kalbarri and the Planning and Development Act (2005) only and does not constitute an approval of the proposed use by the Shire in its capacity as management body of the reserve within which the use is proposed to be located;
 - b) This Development Approval is subject to:
 - (i) In-principle approval of the Shire in its capacity as management body of the reserve within which the proposed use is to be located;
 - (ii) Approval of the Minister of Lands in accordance with the provisions of the Land Administration Act (1997); and
 - (iii) A license agreement being entered into by the applicant and the Shire in accordance with Council's Policy 9.2 – Requirements for License Agreements to Use Crown Reserves for Commercial, Recreational and Tourism Activities;
 - c) The Canoe Hire shall be limited to twelve (12) licensed canoes, two 4WD vehicles and two (2) trailers;
 - d) The Applicant shall contact the Shire of Northampton's Environmental Health Officer to ensure compliance with all environmental health regulations;
 - e) The Applicant shall obtain any appropriate approvals for commercial vessel safety with the Australian Maritime Safety Authority, and use approved vessels only;
 - f) The Applicant shall maintain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton, to comply with the provisions of the Shire of Northampton's Local Planning Policy – Commercial Recreational Tourism Activity;
 - g) This Development Approval shall remain valid whilst the License Agreement referred to above remains current and valid, and on the expiration or in the termination of such License Agreement, this Development Approval shall cease to be valid.
2. Authorise delegation to the Chief Executive Officer and Planning Officer for the preparation and execution of the License Agreement, with any disputes to be referred back to Council for final determination.

3. Refer the License Agreement to the Department of Planning, Lands and Heritage for Ministerial consent.

Advice Notes

Note 1: If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 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.

Note 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

CARRIED 7/0

9.9.4 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.3)

Noted

9.10 FINANCE REPORT

9.10.1 ACCOUNTS FOR PAYMENT (ITEM 7.4.1)

Moved Cr HORSTMAN seconded Cr SUCKLING

That Municipal Fund Cheques 22253 to 22264 inclusive totalling \$51,441.82, Municipal EFT payments numbered EFT23870 to EFT23989 inclusive totalling \$875,381.67, Direct Debit payments numbered GJ0201 to GJ0206 inclusive totalling \$237,118.56 be passed for payment and the items therein be declared authorised expenditure

CARRIED BY AN ABSOLUTE MAJORITY 7/0

9.10.2 MONTHLY FINANCIAL STATEMENTS – AUGUST 2022 (ITEM 7.4.2)

Moved Cr GIBB, seconded Cr STEWART

That Council adopts the Monthly Financial Report for the period ending 31 August 2022.

CARRIED 7/0

9.11 ADMINISTRATION & CORPORATE REPORT

9.11.2 REVIEW OF POLICY MANUAL (ITEM 7.5.1)

Moved Cr BURGESS seconded Cr STEWART

That Council

1. Amend Policy 2.11 – Financial Hardship Policy – Rates Debtors by rewording the following paragraphs:

This Procedure applies to: (Page 72)

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.

to read:

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 2020/2021, 2021/2022 & 2022/2023 financial years.

Rate Notice Charges Debt Recovery: (Page 74 & 75)

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.

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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.

to read:

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, Council will offer the ratepayer one further opportunity of adhering to a payment plan to clear the total debt by the end of the 2022/2023 financial year.

Rates Notice charge debts which remain outstanding at the end of the 2022/2023 financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

2. Amend Policy 2.3 – Purchasing and Tender Guide Purchasing Policy by changing the value range of the following sections:

2.3.6.1 Up to \$5,000

Where the value of procurement of goods or services does not exceed \$5,000 and provision is made within the current budget no quotations are required as such quotes are obtained to assist in the budget process. However it is recommended to use professional discretion and occasionally undertake market testing to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

to read:

2.3.6.1 Up to \$20,000

Where the value of procurement of goods or services does not exceed \$20,000 and provision is made within the current budget no quotations are required as such quotes are obtained to assist in the budget process. However it is recommended to use professional discretion and occasionally undertake market testing to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

2.3.6.2 \$5,001 to \$19,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$5,001 and \$19,999.

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Two verbal quotes are required, and these quotes are to be recorded by the relevant officer. Two written quotes can also be obtained if deemed necessary. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies.

to read:

2.3.6.2 \$20,001 to \$50,000

This category is for the procurement of goods or services where the value of such procurement ranges between \$20,001 and \$50,000.

Two verbal quotes are required, and these quotes are to be recorded by the relevant officer. Two written quotes can also be obtained if deemed necessary. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

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Record keeping requirements must be maintained in accordance with record keeping policies.

2.3.6.3 \$20,000 to \$249,999

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$149,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

Record keeping requirements must be maintained in accordance with record keeping policies.

to read:

2.3.6.3 \$50,001 to \$249,999

For the procurement of goods or services where the value exceeds \$50,001 but is less than \$249,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

Record keeping requirements must be maintained in accordance with record keeping policies.

CARRIED BY ABSOLUTE MAJORITY 7/0

Council adjourned at 1.30pm. Cr Pike left the meeting.

Meeting reconvened at 1.35pm with the following in attendance:

Cr Sudlow, Cr Horstman, Cr Stewart, Cr Burges, Cr Suckling, Cr Gibb, Grant Middleton and Michelle Allen.

9.11.3 LEGAL FEE WRITE-OFF (ITEM 7.5.2)

Moved Cr SUDLOW, seconded Cr STEWART

That Council write off the amount of \$492.08 in accordance with Section 6.12 of the Local Government Act as the revenue is considered unrecoverable.

ABSOLUTE MAJORITY REQUIRED CARRIED 6/0

9.11.3 BANK AUTHORISATION (ITEM 7.5.3)

Moved Cr GIBB, seconded Cr SUCKLING

That Council approve Mr Neil Broadhurst as an authorised signatory for bank payments including cheques and EFT payments

CARRIED 6/0

Council adjourned 1.43pm

Meeting reconvened at 1-47pm with the following in attendance:

Cr Sudlow, Cr Horstman, Cr Stewart, Cr Burges, Cr Suckling, Cr Gibb, Grant Middleton and Michelle Allen.

Cr Pike returned to the meeting at 1.56pm.

9.11.4 APPOINTMENT OF ACTING CEO (ITEM 7.5.4)

Moved Cr HORSTMAN, seconded Cr SUCKLING

That Council:

1. Appoint Mr Maurice Battilana as Acting Chief Executive Officer for a period of three months commencing on 19th September 2022.
2. Council consider this expenditure as authorised expenses and direct staff to undertake a budget review to fund the costs associated with the relief.

CARRIED BY ABSOLUTE MAJORITY 7/0

9.12 PRESIDENT'S REPORT

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

- 26/07/2022 Hon. Minister Stephen Dawson MLC – Minister for Emergency Services
- 12/09/2022 Midwest Regional Road Group Meeting Coastal Sub-Group
- 12/09/2022 Jon Haines, Former Gold Coast Suns Football Manager
- 13/09/2022 Kalbarri Multi-Purpose Evacuation Centre (KMECC) meeting, Kalbarri
- 14/09/2022 Jon Jessop, Kalbarri Foreshore Update (Phone)

9.13 DEPUTY PRESIDENT'S REPORT

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

- 19/08/2022 Stuart Teasdale, Principal Kalbarri District High School
- 22/08/2022 Samantha Edwards, Local Recovery Coordination Group Leader, Northampton
- 05/09/2022 Local Recovery Coordination Group meeting and lunch, Northampton
- 06/09/2022 Ric Payne, Recovery Chaplain Uniting Church
- 07/09/2022 Final Operational Area Support Group Meeting (Teams)

9.14 COUNCILLORS' REPORTS

9.14.1 CR PIKE

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

- 31/08/2022 Kalbarri Development Association meeting, Kalbarri
- 13/09/2022 Kalbarri Multi-Purpose Evacuation Centre (KMECC) meeting,
Kalbarri

9.15 NEW ITEMS OF BUSINESS

On behalf of the Shire of Northampton, Cr SUDLOW expressed gratitude to the Shire of Mingenew for their willingness to support us at short notice following the requirement for the Chief Executive Officer, Garry Keeffe to take leave of absence.

Moved Cr SUDLOW seconded Cr STEWART

That a letter of thanks be sent to the Shire of Mingenew expressing Council's gratitude for their co-operation and willingness to share the services of Maurice Battilana as he finalises his time as Acting Chief Executive Officer with them.

CARRIED 7/0

9.16 NEXT MEETING OF COUNCIL

The next Ordinary Meeting of Council will be held on Friday 21st October 2022 commencing at 1.00pm at the Northampton Council Chambers.

9.17 CLOSURE

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 2.15 pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 14 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 21ST OCTOBER 2022.

PRESIDING MEMBER: _____

DATE: _____