



**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> March 2021 at the Council Chambers, Northampton commencing at 1.00pm.

A handwritten signature in blue ink, appearing to read "G. Keeffe", is placed above the printed name.

**GARRY L KEEFFE**  
**CHIEF EXECUTIVE OFFICER**  
12<sup>th</sup> March 2021



# ~ Agenda ~

**19<sup>th</sup> March 2021**

## **NOTICE OF MEETING**

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 19<sup>th</sup> March 2021, at

The Council Chambers, Northampton commencing at 1.00pm.

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

**12<sup>th</sup> March 2021**

## SHIRE OF NORTHAMPTON

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Signed  \_\_\_\_\_

Date 12<sup>th</sup> March 2021

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

**AGENDA**  
**ORDINARY MEETING OF COUNCIL**  
**19<sup>th</sup> March 2021**

**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 – 19<sup>th</sup> February 2021

**6. RECEIVAL OF MINUTES**

**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**

**SHIRE OF NORTHAMPTON**  
**Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on**  
**Friday 19<sup>th</sup> February 2021**

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**2.1 OPENING**

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

**2.2 PRESENT**

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

**2.2.1 LEAVE OF ABSENCE**

Nil

**2.2.2 APOLOGIES**

|                    |                  |
|--------------------|------------------|
| Cr S Stock-Standen | Northampton Ward |
| Cr T Hay           | Northampton Ward |

**2.3 QUESTION TIME**

Nil

**2.4 DISCLOSURE OF INTEREST**

CEO, Garry KEEFFE, declared an interest in Item 7.5.3 Kalbarri RSL War Memorial as the company who has provided a quote involves a family member who therefore may incur a financial gain or loss from the decision of Council.

CEO, Garry KEEFFE, declared an interest in Item 7.5.12 Potential amalgamation of lots 24 and 25 Rake Place, Northampton as he is a neighbouring landowner to the lots in question and therefore may incur a financial gain or loss from the decision of Council.

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**2.5 CONFIRMATION OF MINUTES**

**2.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING  
FRIDAY 18<sup>th</sup> DECEMBER 2020**

Moved Cr SUCKLING seconded Cr SUDLOW

That the minutes of the Ordinary Meeting of Council held on the 18<sup>th</sup> December 2020 be confirmed as a true and correct record.

CARRIED 7/0

**2.6 RECEIVAL OF MINUTES**

**2.6.1 AUDIT COMMITTEE MEETING MINUTES - FRIDAY 19<sup>TH</sup> FEBRUARY  
2021**

Moved Cr SMITH, seconded Cr SUDLOW

That the minutes of the Audit Committee Meeting held on the 19<sup>th</sup> February 2021 be received.

CARRIED 7/0

**2.6.2 ADOPTION OF ANNUAL REPORT, COMPLIANCE AUDIT RETURN AND  
RISK MANAGEMENT COMPLIANCE CALENDAR**

Moved Cr KRAKOUER, seconded Cr SUCKLING

That Council:

1. Adopts the 2019/2020 Annual Report including the Annual Financial Statements and Audit Report as presented;
2. Notes that whilst the Operating Surplus Ratio is below the target set by the Department, the Shire of Northampton is in a sound financial position with minimal debt and a strong current asset position.



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3. Directs the Chief Executive Officer to correspond with the Minister for Local Government, Culture and the Arts and request the Department to support the review of all existing Financial Ratio's by the WALGA "Financial Ratios Working Group".
4. That Council adopt the recommendation of the Shire of Northampton Audit Committee to adopt the Compliance Audit Return 2020.
5. That Council receives the Risk Management Compliance Calendar as presented.

CARRIED 7/0

**2.7 WORKS & ENGINEERING REPORT**

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

Noted

**2.7.2 NORTHAMPTON – HARVEY ROAD - REQUEST FOR SPEED ZONE MODIFICATION AND INSTALLATION OF KANGAROO SIGNS (ITEM 7.1.2)**

Moved Cr STEWART seconded Cr PIKE

That Council direct Management to approach Main Roads Western Australia seeking a review of the speed zone on Harvey Road, east of Northampton and advise the applicant their request to install kangaroo signs is not supported as the signs would achieve no significant purpose.

CARRIED 7/0

Neil Broadhurst left meeting at 1.26pm.

**2.8 HEALTH & BUILDING REPORT**

**2.8.1 BUILDING STATISTICS (ITEM 7.2.1)**

Noted.

**2.9 TOWN PLANNING REPORT**

2.9.1 REQUEST FOR FEE REDUCTION – AMENDMENT TO DEVELOPMENT APPROVAL – CARAVAN & CHALET PARK, OFFICE & CARETAKER'S DWELLING – LOT 10646 (NO. 399) RED BLUFF ROAD, KALBARRI (ITEM 7.3.1)

Moved Cr SUCKLING, seconded Cr STEWART

That Council not support the request of the Applicant to reduce the planning application fee paid in relation to the amendment to the Red Bluff Caravan Park development in November 2020 on the grounds that the modifications were not of a minor nature and the fee was calculated in accordance with the Statutory Fees and Charges Schedule.

CARRIED 7/0

2.9.2 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.2)

Noted.

2.9.3 PROPOSED TOURIST DEVELOPMENT – TWO BEDROOM CHALETs (4) AND SHORT STAY ACCOMMODATION TENTS WITH ENSUITES (11) – LOT 830 (NO. 14) BRIDGEMAN ROAD, KALBARRI (ITEM 7.3.3)

Moved Cr STEWART, seconded Cr SUDLOW

That Council advise the Applicant/Owner that it is prepared to consider conditional approval of the proposed development but prior to being able to do so will require the following matters to be addressed and approved by the relevant authorities:

1. The Applicant/Owner submit for approval to the Department of Water and Environmental Regulation and the Water Corporation, a detailed Water Resource Management Plan demonstrating the following:

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- (a) Appropriate licences/approvals obtained from the Department of Water and Environmental Regulation and the Department of Health WA and to include an amended groundwater licence having been being issued to the Applicant/Owner for the purpose of tourism accommodation;
  - (b) Location of an adequate and sustainable volume of potable water and how it will be provided to the proposed and existing developments;
  - (c) Technical information to include location of water source, volume of water required, how water volume will be sustained over time, measures to be employed to make water supply potable and measures to be employed to record/confirm potability;
  - (d) Verification that the water use of the existing and proposed developments of Lot 830 shall not prejudice the future development, maintenance or operation of adjoining properties.
2. The Owner/Applicant submit for approval to the Local Government and the Department of Health WA, a detailed wastewater disposal application completed by a Hydrology Engineer with full working drawings/plans of the system that pertains to both the existing development and the proposed development, which is to include (but not limited to) the following supporting information:
- (a) Technical information to include determination of depth of high ground water level, flow direction of water through the soil, average rainfall and evaporation levels;
  - (b) A Winter Site and Soil Evaluation (SSE) report in accordance with Australian Standards 1547 (AS/NZS 1547);
  - (c) Identification of suitable wastewater disposal systems and comparison between these systems;
  - (d) Identification by the Engineer of the most appropriate wastewater system;
  - (e) Justification for the chosen wastewater system recommended by the Engineer;
  - (f) Calculations of the daily volume of wastewater to be disposed of by the chosen wastewater disposal system; and

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- (g) Technical information to identify treatment options (such as additional treatments, reduction of chemical levels, if required, in the wastewater and identification of treatments).

CARRIED 7/0

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|----------------------------|
| <b>2.10 FINANCE REPORT</b> |
|----------------------------|

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| 2.10.1 ACCOUNTS FOR PAYMENT (ITEM 7.4.1) |
|--|

Moved Cr SUCKLING, seconded CR SMITH

That Municipal Fund Cheques 22016 to 22044 inclusive totalling \$94,692.09, Municipal EFT payments numbered EFT21531 to EFT21749 inclusive totalling \$889,805.02, Trust Fund Cheques 2573 to 2580, totalling \$9,300.44, Direct Debit payments numbered GJ06016 to GJ0713 inclusive totalling \$481,758.50 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

|  |
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| 2.10.2 MONTHLY FINANCIAL STATEMENTS – DECEMBER 2020 & JANUARY 2021 (ITEM 7.4.2 AND ITEM 7.4.3) |
|--|

Moved Cr SMITH, seconded Cr SIMKIN

That Council adopts the Monthly Financial Reports for the period ending 31<sup>st</sup> December 2020 and 31<sup>st</sup> January 2021.

CARRIED 7/0

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**2.11 ADMINISTRATION & CORPORATE REPORT**

**2.11.1 FEASIBILITY BUSINESS CASE – KALBARRI AIRPORT (ITEM 7.5.1)**

Moved Cr SUDLOW seconded Cr SMITH

That Council:

1. Engage Icon Tourism to prepare a Business/Economic Plan to encourage airlines to operate a regular passenger transport service to Kalbarri
2. That the additional cost of \$2,500 to develop the plan be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

**2.11.2 OUTSTANDING RATES & CHARGES (ITEM 7.5.2)**

Moved Cr SUCKLING, seconded Cr SUDLOW

That Council commence the selling of the following properties as per Division 6 of the Local Government Act 1995 to recover outstanding rates and charges:

1. Lot 80 Darwinia Drive, Kalbarri, vacant lot owned by Michael Pavlinovich;
2. Lot 201 Calandrinia Court, Kalbarri, vacant lot owned by Jarvale Holdings Pty Ltd; and
3. Lot 25 Goodenia Way, Kalbarri, vacant lot owned by Gregory Goddard.

CARRIED 7/0

Chief Executive Officer, Garry KEEFFE, declared an interest in Item 7.5.3 as the company who provided a quote involves a family member who therefore may incur a financial gain or loss from the decision of Council.

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2.11.3 KALBARRI RSL WAR MEMORIAL (ITEM 7.5.3)

Moved Cr STEWART, seconded Cr KRAKOUER

That Council advise Kalbarri residents of the proposal to replace the existing war memorial with a new memorial, being the central cairn and renewal of concrete pathways, and responses from residents received be presented at the April 2021 meeting for consideration by Council prior to progressing with the replacement of the war memorial.

CARRIED 7/0

2.11.4 DELEGATION CHANGES (ITEM 7.5.4)

Moved Cr SUDLOW, seconded Cr SMITH

That Council amend:

1. Delegation B01 – Demolition Permits, by rewording the delegation to read:

*Where the delegation states - The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to Environmental Health Officer/Building Surveyor, the words Environmental Health Officer/Building Surveyor are to be replaced with “Environmental Health Officer and Building Surveyor Consultant.”*

2. Delegation B02 - Building, Extension of Time to Complete (BA22), by rewording the delegation to read:

*That in accordance with Building Act 2011 and Building Regulations 2012, The CEO is delegated authority, subject to advice from Council’s Building Surveyor Consultant, to approve of an extension of time where it was not possible to complete the building within the period specified in the building licence, subject to the payment of any additional building licence fee.*

3. Delegation B04 – Certificate of Building Compliance & Construction Compliance (BA18 & BA17), by re-wording to read:

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*That Council's Building Surveyor Consultant be delegated authority to issue a Certificate of Building Compliance and Certificate of Construction Compliance in accordance with the Building Act 2011 and Building Regulations 2012,*

and delete the wording:

*The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to Environmental Health Officer/Building Surveyor.*

4. Delegation B06 – Applications – Strata Title, be reworded to read:

DELEGATE Chief Executive & Building Surveyor Consultant

*That the Chief Executive Officer and/or the Building Surveyor Consultant be delegated authority to authorise the release of Strata Applications, where the building has met the requirements of the Strata Titles Act and is in accordance with the building plans approved by Council.*

CARRIED BY AN ABSOLUTE MAJORITY 7/0

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| 2.11.5 LEASE RENEWAL – PORT GREGORY ST JOHN AMBULANCE (ITEM 7.5.5) |
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Moved Cr KRAKOUER, seconded Cr SUCKLING

That Council renew the existing lease on Reserve 25882 to the St John Ambulance Association in Western Australia Inc for a further term of 21 years.

CARRIED 7/0

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2.11.6 SUNDRY DEBTOR – WRITE OFF OF OUTSTANDING DEBT (ITEM 7.5.6)

Moved Cr SMITH, seconded Cr SUDLOW

That Council write off the outstanding debt of \$500.00 owed by Mr Adam Scott as deemed non recoverable.

CARRIED BY ABSOLUTE MAJORITY 7/0

2.11.7 PORT GREGORY WATER SUPPLY – BORE RE-BORE (ITEM 7.5.7)

Moved Cr STEWART, seconded Cr SUDLOW

That Council endorse the actions of the Chief Executive Officer in engaging a drilling contractor to re-drill number two bore for the Port Gregory Water Supply and that the expenditure of \$5,970 GST exclusive be approved as authorised expenditure.

CARRIED BY ABSOLUTE MAJORITY 7/0

2.11.8 REGIONAL DROUGHT RESILIENCE FUNDING PROGRAM (ITEM 7.5.8)

Moved Cr PIKE, seconded Cr SUDLOW

That Council endorses the actions of the CEO in nominating the Northampton Shire Council to be a partner in the Regional Drought Resilience Funding Program application.

CARRIED 7/0

2.11.9 REQUEST TO PURCHASE UNMADE SECTION OF ELLIOTT STREET, ISSEKA (ITEM 7.5.9)

Moved Cr SUCKLING, seconded Cr KRAKOUER

That Council support the disposal of a section of unmade Elliot Road to be purchased by the neighbouring landowners Chad and Loretta Graham and undertake advertising to close this section of road as per the requirements of Section 58 of the *Land Administration Act 1997*.

CARRIED 7/0

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2.11.10 PROPOSAL TO PURCHASE – LOT 589 GREY STREET, KALBARRI (ITEM 7.5.10)

Moved Cr STEWART, seconded Cr SUCKLING

That Council approve the renewal of the current lease on Lot 589 Grey Street, Kalbarri for a further term of 21 years to the Murchison Caravan Park.

CARRIED 7/0

2.11.11 REGIONAL ROAD SAFETY PROGRAM (ITEM 7.5.11)

Moved Cr SUDLOW, seconded Cr SUCKLING

That Council endorse Management in nominating the Kalbarri Road for road widening with edge lining and audible edge treatments on the section 18.00SLK to 64.36SLK, through the Regional Road Safety Program.

CARRIED 7/0

Chief Executive Officer, Garry KEEFFE, declared an interest in Item 7.5.3 as the CEO is a neighbouring landowner to the lots in question and may incur a financial loss or gain from the decision of Council.

2.11.12 POTENTIAL AMALGAMATION OF LOTS 24 RAKE PLACE, NORTHAMPTON (ITEM 7.5.12)

Moved Cr PIKE, seconded Cr SMITH

That Council provide in principle support for the amalgamation of Lots 24 and 25 Rake Place, Northampton and formal approval only to be provided upon the sale of the lots and receipt of a formal subdivision (amalgamation) application.

CARRIED 7/0

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**2.11.13 APPOINTMENT OF COMPLAINTS OFFICER – LOCAL GOVERNMENT  
(MODEL CODE OF CONDUCT) REGULATIONS 2021 (ITEM 7.5.13)**

Moved Cr STEWART, seconded Cr SUDLOW

That Council:

1. Adopt the draft Code of Conduct for Elected Members and Candidates as per Appendices 1.
2. Appoint the Chief Executive Office to receive complaints as per the provisions of the *Local Government (Model Code of Conduct) Regulations 2021* and should the Chief Executive Officer not be available to receive the complaint then the Deputy Chief Executive Officer be authorised to receive the complaint.
3. Adopt the complaint about alleged breach form as per Appendices 2 of this report.

CARRIED 7/0

**2.11.14 LEASE OF PORTION OF CROWN RESERVE 12996 (ITEM 7.5.14)**

Moved Cr SUCKLING, seconded Cr SUDLOW

That Council

1. Approves the issuing of a Management Licence or Lease for a period of 21 years to Murchison House Station, (Callum and Belinda Carruth), to allow them to manage camping sites on Reserve 12996 as per the plan at Appendices 1 subject to the approval of the Department of Planning Lands and Heritage.
2. That Council determines that if the Department of Planning Lands and Heritage require a Lease in preference to a Management Licence then Council determines that the proposed lease is of no benefit to others and therefore advertising of the lease as per Section 3.58 of the Local Government Act is not required.

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3. Should approval be granted by the Department of Planning Land and Heritage for the Management Licence or Lease then an annual fee of \$500 is to apply.

CARRIED 7/0

2.11.15 2019/2020 ANNUAL ELECTORS MEETING (ITEM 7.5.15)

Moved Cr SUCKLING, seconded Cr SUDLOW

That the Annual Electors meeting be held Wednesday 17<sup>th</sup> March 2021 commencing at 5.00pm at the Horrocks Community Centre at Horrocks Beach.

CARRIED 7/0

2.11.16 ADDITIONS – HALF WAY COTTAGE – LEASE 31 (ITEM 7.5.16)

Moved Cr SUCKLING, seconded Cr KRAKOUER

That Council as per Clause 11 of the Lease Agreement for Half Way Bay Cottage lease area 31, approve of the building extensions and replacement of a section of the existing cottage as per plans presented.

CARRIED 7/0

2.11.17 REQUEST TO WRITE OFF LEGAL COSTS FOR RATES RECOVERY (ITEM 7.5.17)

Moved Cr PIKE, seconded Cr STEWART

That Council waive the debt of \$392.90 which is considered minimal taking into account the potential cost Council will incur to recover the debt.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

**SHIRE OF NORTHAMPTON**  
**Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on**  
**Friday 19<sup>th</sup> February 2021**

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2.11.18 SALE OF LOT 984 MAINWARING DRIVE, KALBARRI (ITEM 7.5.18)

Moved Cr KRAKOUER, seconded Cr SMITH

That Council offer the lot again for sale by auction and if it does not sell then consider having the lot transferred to the State of Western Australia and write off the outstanding debt whatever that balance is at the time of transfer.

CARRIED 7/0

2.11.19 LITTLE BAY ROAD & LITTLE BAY LOOKOUT ROAD RESERVIES  
DEDICATION (ITEM 7.5.19)

Moved Cr SMITH, seconded Cr SUDLOW

That Council:

1. Formally request the Minister for Lands to dedicate Little Bay Road Reserve that traverses from the northern end of the existing Little Bay Road to Little Bay itself as per plan at Appendices 1.
2. Formally request the Minister for Lands to dedicate Little Bay Lookout Road Reserve that traverses from White Cliffs Road to the Little Bay Lookout as per plan at Appendices 2
3. Indemnify the Minister for Lands against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.

CARRIED 7/0

Council adjourned at 3-00pm.

Meeting reconvened at 3.09pm with the following in attendance:

Cr Simkin, Cr Krakouer, Cr Smith, Cr Stewart, Cr Pike, Cr Suckling, Cr Sudlow,  
Garry Keeffe, Grant Middleton and Michelle Allen

**SHIRE OF NORTHAMPTON**  
**Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on**  
**Friday 19<sup>th</sup> February 2021**

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**2.12 PRESIDENT'S REPORT**

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

26/01/2021 Australia Day Celebrations, Northampton

28/01/2021 Audit Committee Meeting

**2.13 DEPUTY PRESIDENT'S REPORT**

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

28/01/2021 Audit Committee Meeting

**2.14 COUNCILLORS' REPORTS**

**2.14.1 CR SMITH**

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

9/02/2021 Kalbarri Visitor Centre meeting, Kalbarri

**2.14.2 CR SUCKLING**

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

28/01/2021 Audit Committee Meeting

**2.15 NEW ITEMS OF BUSINESS**

Nil

**SHIRE OF NORTHAMPTON**  
**Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on**  
**Friday 19<sup>th</sup> February 2021**

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**2.16 NEXT MEETING OF COUNCIL**

The next Ordinary Meeting of Council will be held on Friday 19<sup>th</sup> March 2021 commencing at 1.00pm at the Council Chambers, Northampton.

**2.17 CLOSURE**

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 3.25pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 18 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 19<sup>TH</sup> MARCH 2021.

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

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

**WORKS & ENGINEERING REPORT CONTENTS**

|       |   |   |
|-------|---|---|
| 7.1.1 | INFORMATION ITEMS<br>MAINTENANCE /CONSTRUCTION WORKS PROGRAM                      | 2 |
| 7.1.2 | NORTHAMPTON – WHEAL OF MAY BOREFIELD<br>REQUEST FOR PURCHASE OF NEW TRANSFER PUMP | 4 |

|              |   |
|--------------|---|
| <b>7.1.1</b> | <b>INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM</b> |
|--------------|---|

|                           |                                   |
|---------------------------|-----------------------------------|
| <b>REPORTING OFFICER:</b> | <b>Neil Broadhurst - MWTS</b>     |
| <b>DATE OF REPORT:</b>    | <b>10<sup>th</sup> March 2021</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 Wickens, Binu East, Ajana East, Balla Whellarra, Ogilvie West and Chilimony Road/s.
- Gravel Patching/Sheeting/Verge works carried out on Binu East Road.

**Maintenance Items**

- General – Various signage works.
- General – Kalbarri town streets, Kalbarri Road and Binu East Road preparation works for resealing works.
- General – Road verge mowing works – Binu East, Kalbarri, and Chilimony Roads.
- Northampton – Various Northampton townsite (Western Power) and rural road verge tree pruning works.
- Northampton – Assistance with construction and clean-up of Kings Park toilet block.
- Kalbarri – Nature Based playground maintenance works.
- Port Gregory Water Supply – Various repair and improvement works.

**Other Items (Budget)**

- Northampton – Essex Street Dual Use Pathway commenced.
- Kalbarri – Jakes Point access road and carpark works completed including addition of concrete kerbing to the north side of access road.
- Kalbarri – Allen Centre Long vehicle parking area. Works continuing to undertake earthworks, import yellow sand and gravel.
- Kalbarri – Grey Street widening works commenced.
- Kalbarri – Blue Holes kerbing and Dual Use Pathway completed
- Kalbarri – Hackney Street Dual Use Pathway commenced.
- Kalbarri – Red Bluff Road Dual Use Pathway commenced.
- Kalbarri townsite reseat works completed to Nanda, Browne, Jacques, Castaway, Charlton, Tern, Mariner, Pelican, Kestrel.
- Kalbarri Road reseat works completed (approx. 12 kms)
- Binu East Road reseat works commence (approx. 19 kms)



**Plant Items**

- Freeroller maintenance works to 2 x bearing failures and axle/shaft wear. Maintenance and repair of 2 rollers to full working order from 3 available items.

**OFFICERS RECOMMENDATION**

**For Council information.**

**7.1.2 NORTHAMPTON – WHEAL OF MAY BOREFIELD  
REQUEST FOR PURCHASE OF NEW TRANSFER PUMP**

|                           |                                   |
|---------------------------|-----------------------------------|
| <b>REPORTING OFFICER:</b> | <b>Neil Broadhurst - MWTS</b>     |
| <b>DATE OF REPORT:</b>    | <b>10<sup>TH</sup> March 2021</b> |
| <b>APPENDICES:</b>        | <b>1. Quotes attached</b>         |

**BACKGROUND:**

The Wheal of May bore field area provides water into the townsite of Northampton for Shire of Northampton use on town parks and gardens including the Northampton Bowling club. Water can also be diverted to the oval supply tanks if so required and as such provides a valuable backup water supply for the townsite water reticulation requirements.

The water supply bore field site consists of 2 bores delivering into a holding tank that then via a transfer pump delivers water into town holding tanks located at Wannerenooka Road via a 6km supply line. The water has a high iron content that creates some sediment and high wear problems. In addition to this the area only has rural power that requires some change to pump operations.

Over January of this year the transfer pump failed due to contactor electrical fusion, combined with excessive wear from iron in the water the pump catastrophically failed and as a result destroyed. To enable water to be pumped into Northampton particularly over the hot dry period being experienced at the time, the transfer pump was put back together with parts from other pumps available to Central West Pumps.

This was highlighted as a temporary repair and suggested at the time, (as per the attached quote) that consideration should be given to hold a spare pump that can be swapped over in the case of pump failure or swapped over for periodic maintenance.

**COMMENT:**

The bore field and its continuous operation is critical as part of reticulation water supplies for the Northampton townsite. Currently if failure were to occur it would be a substantial timeframe for the supply of either parts or a new pump to replace the existing.

Management recommends that a second or backup transfer pump be purchased to ensure water supply is not compromised if failure were to occur.

Due to the cost involved and no budget allocation provided within the budget management have requested 2 quotes for the supply of a Grundfos equivalent pump.

Central West Pump

|   |                            |
|---|----------------------------|
| Supply of 1 x Grundfos CRI 10-16 / 480v | \$ 4,750.00 (exc GST)      |
| Fitting of pump – Labour and travel     | <u>\$ 824.00 (exc GST)</u> |
| Total                                   | \$ 5,574.00 (exc GST)      |

CRT – Great Northern Rural Services

|   |                              |
|---|------------------------------|
| Supply of 1 x Grundfos CRI 10-16 / 480v | \$ 9,002.45 (exc GST)        |
| Fitting of pump – Labour and travel     | <u>\$ 1,120.80 (exc GST)</u> |
| Total                                   | \$10,123.25 (exc GST)        |

Both suppliers are based locally in Geraldton and used by the Shire of Northampton to undertake works on all the bore field areas operated by the shire. Central West Pumps are a smaller independent operator who carry out most of the Shire's bore field heavy items including servicing and are very familiar with our operation and maintenance requirements. CRT Great Northern Rural generally supply most of the ancillary parts required at various times.

**FINANCIAL & BUDGET IMPLICATIONS:**

There is no budget allocation for the replacement or purchase of an additional new transfer pump at this site. The bore field has a maintenance budget only.

If Council recommend proceeding with the supply and install of a new transfer pump for the Wheel of May bore field location the expenditure shall have to be approved as authorized expenditure within the 2020/2021 budget. Alternatively, the purchase of the pump can be listed for consideration within the 2021/2022 budget.

**VOTING REQUIREMENT:**

*Absolute Majority Required:* - As there is no approved 2020/2021 approved Budget item, Council needs to approve the expenditure by an absolute majority as per Section 6.8 of the Local Government Act 1995.

**OFFICERS RECOMMENDATION – ITEM 7.1.2.**

**That Council approve as authorized expenditure \$5,574.00 (exc GST) for the supply and install of 1 x new transfer pump as quoted by Central West Pumps and this cost be allocated within the 2020/21 Budget.**



# CENTRAL WEST PUMP SERVICE

ABN 40 968 031 108  
5 Stow Street | Geraldton | WA | 6530  
Ph:(08) 99655388 | Email: cwpumps@bigpond.net.au

## REPORT / ESTIMATION # 280121

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**DATE:** 28th January 2021

**TO:** Shire of Northampton

**ATT:** Neil

---

### RE : WHEEL OF MAY TRANSFER PUMP

On our last visit to Wheel of May transfer pump, we found contactor electrically fused and pump catastrophically destroyed. We managed to get enough spare parts to assemble a temporary wetend to get the system running.

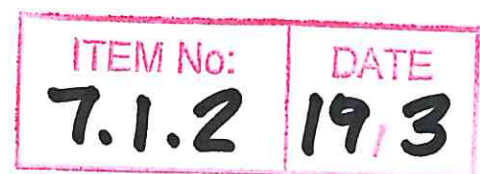
As Lowara majors parts are ordered from overseas and we are unsure how long this wet end will last, we recommend ordering a Grundfos equivalent as a back up pump. These are a build ex-Adelaide.

With bad iron build up in the pump, having one on hand would allow the pump to be cleaned on a yearly basis to help prevent blocking and future damage to the pump.

|                           |                   |
|---------------------------|-------------------|
| Grundfos CRI 10-16 / 480v | \$4,750.00        |
| GST                       | \$475.00          |
| <b>TOTAL PRICE</b>        | <b>\$5,225.00</b> |

*NOTE - This pump will be complete with dual voltage 480v motor, this is not a standard motor as you only have rural power.*

Ben Mardon  
EC 7579





# CENTRAL WEST **PUMP** SERVICE

ABN 40 968 031 108

5 Stow Street | Geraldton | WA | 6530

Ph:(08) 99655388 | Email: cwpumps@bigpond.net.au

## ESTIMATION # 230221

**DATE:** 23/02/2021

**TO:** Shire Of Northampton

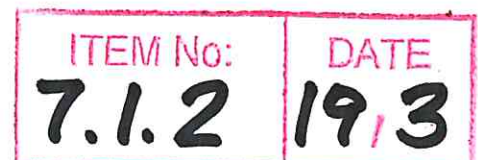
**ATT:** Leo

**RE :** We are pleased to submit a price on the Labour and travel to install new transfer pump at the Wheel of May location.

|        |          |
|--------|----------|
| Labour | \$440.00 |
| Travel | \$384.00 |

|              |                 |
|--------------|-----------------|
| <b>Price</b> | <b>\$824.00</b> |
| <b>GST</b>   | <b>\$82.40</b>  |
| <b>Total</b> | <b>\$906.40</b> |

Kind regards  
Tim Scrivener





# SHIRE OF NORTHAMPTON

## WORKS CREW 12 MONTHLY PROGRAM AND PROGRESS REPORT (2020/2021)

(March 2021)

| 2020/2021 Budget Works   | Job No | Status   | Comments |
|--|--------|----------|----------|
| <b><u>REGIONAL ROAD GROUP PROJECTS - 150300</u></b>                                |        |          |          |
| <b>Kalbarri Road</b><br>Reseal works 18.00 - 28.00 slk                             | RR14   | COMPLETE |          |
| <b><u>ROADS TO RECOVERY - 152100</u></b>   |        |          |          |
| <b>Binnu East Road</b><br>Reseal works 0.00 - 14.40 slk                            | RT35   | COMPLETE |          |
| <b>Stephen Street</b><br>Asphalt Reseal 0.69 - 0.912 and 0.945 - 1.005 slk         | RT34   | COMPLETE |          |
| <b><u>MUNICIPAL FUND CONSTRUCTION - 150600</u></b>                                 |        |          |          |
| <b>Carried Over from 2019/2020</b>   |        |          |          |
| <b><u>Northampton</u></b>  |        |          |          |
| <b>Bateman Street</b><br>Construct and Seal 210m                                   | R971   | COMPLETE |          |
| <b>Fifth Avenue</b><br>Construct and Seal 230m                                     | R986   | COMPLETE |          |
| <b><u>Kalbarri</u></b>   |        |          |          |
| <b>Karina Mews</b><br>Reseal and replace concrete kerbing 210m                     | R971   |          |          |
| <b>Smith Street</b><br>Asphalt reseal and replace concrete kerbing 0.40 - 0.66 slk | R986   |          |          |
| Cont.  |        |          |          |
| 2020/2021 Budget Works   | Job No | Status   | Comments |

| <b><u>MUNICIPAL FUND CONSTRUCTION - 150600</u></b>                                  |        |           |          |
|---|--------|-----------|----------|
| <b>New Projects</b>   |        |           |          |
| <b><u>Northampton</u></b>   |        |           |          |
| <b>Thornton Street</b><br>Install concrete kerb to east side (Langleys)             | R992   | COMPLETE  |          |
| <b>Fifth Avenue</b><br>Reseal 0.20 - 0.57 slk                                       | R999   | COMPLETE  |          |
| <b><u>Kalbarri</u></b>  |        |           |          |
| <b>Browne Boulevard</b><br>Reseal 0.130 - 0.440 slk at 8.5m.                        | R993   | COMPLETE  |          |
| <b>Charlton Loop</b><br>Reseal 0.000 - 0.631slk at 6.2                              | R995   | COMPLETE  |          |
| <b>Jacques Boulevard</b><br>Reseal 0.030 - 0.528 slk at 7.4m                        | R997   | COMPLETE  |          |
| <b>Nanda Drive</b><br>Reseal xx -xx slk   | R998   | COMPLETE  |          |
| <b>Grey Street</b><br>Construct parrallel parking - Wood street north on west side. | R996   | Commenced |          |
| <b><u>Horrocks</u></b>  |        |           |          |
| <b>Glance Street</b><br>Reseal xx -xx slk   | R223   |           |          |
| <b><u>Rural</u></b>   |        |           |          |
| <b>Binnu East Road (Council Contribution)</b><br>Reseal works 0.00 - 14.40 slk      | R235   | COMPLETE  |          |
| Cont.   |        |           |          |
| 2020/2021 Budget Works  | Job No | Status    | Comments |
| <b><u>MUNICIPAL FOOTPATHS - 150900</u></b>  |        |           |          |



|   |               |               |   |
|---|---------------|---------------|---|
| <b>Carried Over from 2019/2020</b>  |               |               |   |
| <b>Northampton - Stephen Street</b><br>Replace DUP from NWCH to West Street                               | F702          |               |   |
| <b>Kalbarri - Grey Street</b><br>Replace DUP at front of Allen Centre                                     | F707          |               | Incorporate with Allen Centre carpark works             |
| <b>Kalbarri - Grey Street</b><br>Complete DUP infill  | F710          | COMPLETE      |   |
| <b>Kalbarri - Glass Street</b><br>Complete DUP infill   | F711          | COMPLETE      |   |
| <b>Kalbarri - Malaluca Pathway</b><br>Undertake identified reinstatement works                            | T379          | COMPLETE      |   |
| <b><u>MUNICIPAL FOOTPATHS - 150900</u></b>  |               |               |   |
| <b>New Projects</b>   |               |               |   |
| <b>Northampton - Essex Street</b><br>Construct pathway from long vehicle parking to RSL entry             | F712          | Commenced     |   |
| <b>Kalbarri - Red Bluff Road</b><br>Construct pathway into Red Bluff on north side Red Bluff Road         | F713          |               |   |
| <b>Kalbarri - Hackney Street</b><br>Construct pathway ifrom school to post office north side              | F714          | Commenced     | Council determined Pathway on South side September 2020 |
| <b><u>CARPARK CONSTRUCTION</u></b>  |               |               |   |
| <b>New Projects</b>   |               |               |   |
| <b>Kalbarri - Allen Centre</b><br>Construct Carpark/Access - Bus and Long vehicle parking                 | 3884          | Commenced     | Final design approved. Clearing works commenced         |
| <b>Kalbarri - Jacques Point</b><br>Construct Carpark/Access - Toilet carpark and access road              | 3052          | COMPLETE      | Some tidy up works to complete                          |
| <b>Kalbarri - Blue Holes car park area</b><br>Install concrete kerbing and carpark area only DUP<br>Cont. | R969<br>3594  | Commenced     |   |
| <b>2020/2021 Budget Works</b>   | <b>Job No</b> | <b>Status</b> | <b>Comments</b>   |
| <b><u>OTHER WORKS - Depots/Ovals/Parks/Gardens etc</u></b>  |               |               |   |

|  |               |               |   |
|--|---------------|---------------|---|
| <b>Northampton - Oval renovation</b><br>Undertake Verti mowing   | F016          | COMPLETE      |   |
| <b>Northampton Tip Site</b><br>Turn Contamination site - 2 actions per year                                    | 3854/08       |               | first turn Janauary 2021                                |
| <b>Northampton Cemetery Site - Memorial Tree area</b><br>Stage 2 - Shelter and Paving to south                 | 4422/08       |               | Works commenced   |
| <b>Northampton - Oval Fertiliser pump</b><br>Install pump system to existing infrastructure                    | F016          |               |   |
| <b>Kalbarri - Oval Renovation</b><br>Undertake Verti Drain   | F003          | COMPLETE      |   |
| <b>Kalbarri Oval and Foreshore - 3 x Fertiliser Pumps</b><br>Install pump system/s to existing infrastructure. | F001<br>F003  | COMPLETE      |   |
| <b>Kalbarri - Eco Flora Borefield</b><br>Replace bore No 1 - Pump and Motor.                                   | 5282/08       | COMPLETE      | Works awarded   |
| <b>Kalbarri - Post Office Area</b><br>Install planter boxes to road closure area at Post Office.               | 4992/02       | COMPLETE      |   |
| <b>Kalbarri - Foreshore</b><br>Tree lopping to 4 x large foreshore trees                                       | F001          | COMPLETE      |   |
| <b>Horrocks - Killy Street</b><br>Stormwater sump - Replace existing and install new fence.                    | T379          | COMPLETE      |   |
| <b>Horrocks - Jetty</b><br>Repairs to lower platform and solar light poles x 2                                 | 4972/08       | COMPLETE      |   |
| <b>Horrocks - Memorial Wall</b><br>Install Concrete DUP around memorial to exist DUP                           | 4972/08       | COMPLETE      |   |
| <b>Binnu Tip Site</b><br>Establish new site/trenches   | 3858/08       |               | Works identified. Dozer to undertake when next in area. |
| Cont.  |               |               |   |
| <b>2020/2021 Budget Works</b>  | <b>Job No</b> | <b>Status</b> | <b>Comments</b>   |
| <b><u>PLANT ITEMS - Major</u></b>  |               |               |   |
| <b>Northampton - New Truck (6 wheeler)</b>   | 4214/99       | COMPLETE      | Delivered July 2020 - Carry over from 2019/2020         |

|  |         |          |  |
|--|---------|----------|--|
| Purchase new - trade/sell existing P228 Truck  |         |          |  |
| <b>Northampton - New Truck Trailer</b><br>Purchase new - trade/sell existing P262 (NR9376) Trailer | 4214/99 | COMPLETE | Delivered July 2020 - Carry over from 2019/2020                            |
| <b>Northampton - New Tractor</b><br>Purchase new - existing P159 to Kalbarri Golf Course           | 4214/99 |          | Replacement deferred pending Corporate Business Plan Review                |
| <b>Northampton - New Maintenance Truck</b><br>Purchase New - trade/sell P234                       | 4214/99 |          | Works awarded -Purcher International - delivery June 2021                  |
| <b>Northampton - Manager of Works and Technical Service</b><br>Purchase New - trade/sell P277      | 4224/99 | COMPLETE | Outstanding components to be completed                                     |
| <b>Northampton - Load Covers 4 x Trucks, 3 x Trailers</b><br>Install and fit Load Covers           | 4214/99 |          | Works awarded - Dtrans/BRE - Progressive supply and install - 2 x complete |
| <b><u>PLANT ITEMS - Minor/Other/Sundry tools</u></b>   |         |          |  |
| Northampton - Set of hand held 2-way radios  | 7362/02 |          |  |
| Northampton - Tip site generator   |         | COMPLETE |  |
| Northampton - Chainsaw small   | 7362/02 |          |  |
| Northampton Gardeners - New tipping trailer  | 4214/99 | COMPLETE |  |
| Northampton - 3 x Impact Wrench - Graders  | 7362/02 | COMPLETE |  |
| Northampton - 3 x Depot Office Desks.  | T456    | COMPLETE |  |
| Kalbarri - Manual push fertiliser spreader   | 7362/02 | COMPLETE |  |
| Kalbarri - 1 x Rechargeable Rotary Hammer Drill  | 7362/02 | COMPLETE |  |
| Kalbarri - 1 x Whipper Snipper   | 7362/02 | COMPLETE |  |

## HEALTH AND BUILDING REPORT CONTENTS

|       |  |   |
|-------|--|---|
| 7.2.1 | BUILDING STATISTICS FOR THE MONTH OF FEBRUARY 2021 | 2 |
|-------|--|---|

|              |   |
|--------------|---|
| <b>7.2.1</b> | <b>INFORMATION ITEM: BUILDING STATISTICS</b>                                |
|              | <b>DATE OF REPORT: 12<sup>th</sup> March 2021</b>                           |
|              | <b>RESPONSIBLE OFFICER: Wendy Dallywater – Environmental Health Officer</b> |

### **1. BUILDING STATISTICS**

Attached for Councils' information are the Building Statistics for February 2021.

|  |
|--|
| <b>OFFICER RECOMMENDATION – ITEM 7.2.1</b> |
| <b>For Council information.</b>            |

| SHIRE OF NORTHAMPTON - BUILDING APPROVALS - FEBRUARY 2021 |          |  |  |  |                                    |             |              |             |                         |           |             |             |             |             |
|---|----------|--|--|--|------------------------------------|-------------|--------------|-------------|-------------------------|-----------|-------------|-------------|-------------|-------------|
| Approval Date   | App. No. | Owner  | Builder  | Property Address                             | Type of Building                   | Materials   |              |             | Area m2                 | Value     | Fees        |             |             |             |
|   |          |  |  |  |                                    | 1. Floor    | 2. Wall      | 3. Roof     |                         |           | 1. App Fee  | 2. BCITF    | 3. BRB      | 4. Other    |
| 09/02/2021  | 1897     | D Wedgewood<br>PO Box 49<br>KALBARRI                             | Gliss Holdings<br>PO Box 64<br>KALBARRI                  | 29 Smith Street<br>KALBARRI                  | Remove 120m2 ACM                   | 1. N/A      | 2. N/A       | 3. Asbestos | 120                     | \$1,900   | 1. \$105.00 | 2. \$0.00   | 3. \$61.65  | 4. \$0.00   |
| 09/02/2021  | 1903     | A Mawer<br>9 Ashton Place<br>LEEMING                             | Owner/Builder  | 13 Gliddon Ave<br>KALBARRI                   | Patio                              | 1. Pavers   | 2. N/A       | 3. C/Bond   | 21                      | \$6,000   | 1. \$105.00 | 2. \$0.00   | 3. \$61.65  | 4. \$10.00  |
| 10/02/2021  | 1896     | T & B Smith<br>PO Box 150<br>NORTHAMPTON                         | Connolly Creative<br>278 Eliza Shaw Dve<br>WHITE PEAK    | 9 (Lot 110) Lynton Ave<br>PT GREGORY         | Dwelling                           | 1. Concrete | 2. CFC Plank | 3. C/Bond   | 275                     | \$310,000 | 1. \$589.00 | 2. \$620.00 | 3. \$424.70 | 4. \$500.00 |
| 17/02/2021  | 1881     | J & B Recker<br>6 Defoe Court<br>KINGSLEY                        | Reker Homes<br>PO Box 634<br>KALBARRI                    | 3 (Lot 19) Goodenia Way<br>KALBARRI          | Dwelling, Patio, Shed<br>and Fence | 1. Concrete | 2. W/Board   | 3. C/Bond   | 269 Dwelling<br>51 Shed | \$210,000 | 1. \$399.00 | 2. \$420.00 | 3. \$287.70 | 4. \$500.00 |
| 23/02/2021  | 1908     | P Lumsden<br>PO Box 268<br>NORTHAMPTON                           | Owner/Builder  | 87 (Lot 22) Stephen St<br>NORTHAMPTON        | Patio                              | 1. Concrete | 2. Timber    | 3. C/Bond   | 15                      | \$4,000   | 1. \$399.00 | 2. \$420.00 | 3. \$287.70 | 4. \$500.00 |
| 25/02/2021  | 1814A    | Shire of Northampton<br>PO Box 61<br>NORTHAMPTON<br>(Men's Shed) | Shoreline Outdoor<br>World<br>PO Box 3223<br>BLUFF POINT | 67 (Lot 452) Mary St<br>NORTHAMPTON          | Extension of Shed                  | 1. Concrete | 2. Zinc      | 3. Zinc     | 150                     | \$39,224  | 1. \$125.52 | 2. \$78.45  | 3. \$61.65  | 4. \$10.00  |
| 25/02/2021  | 1904     | Mark Ralph<br>PO Box 359<br>KALBARRI                             | Mark Ralph<br>PO Box 359<br>KALBARRI                     | Reserve 26591<br>Lot 202 Grey St<br>KALBARRI | Timber Advertising Sign<br>Board   | 1. N/A      | 2. Timber    | 3. N/A      | 0.6                     | \$1,000   | 1. \$105.00 | 2. \$0.00   | 3. \$61.65  | 4. \$0.00   |

## **TOWN PLANNING CONTENTS**

### **MARCH 2021**

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### 7.3.1 SUMMARY OF PLANNING INFORMATION ITEMS

|                           |  |
|---------------------------|--|
| <b>DATE OF REPORT:</b>    | <b>11 March 2021</b>                     |
| <b>REPORTING OFFICER:</b> | <b>Michelle Allen – Planning Officer</b> |

#### 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             |
|--------------------|------------------------|---|--|------------------|
| 013                | SW & AM Ellis          | LOT 84 EIGHTH AVENUE, NORTHAMPTON                             | TEMPORARY SHIPPING CONTAINER                                 | 12 February 2021 |
| 014                | DG & AM Clements       | LOT 69 (No. 114) GREY STREET, KALBARRI                        | ART STUDIO AND PATIO (RETROSPECTIVE)                         | 18 February 2021 |
| 015                | Champion Sheds & Steel | LOT 59 (NO. 86) WEST STREET, NORTHAMPTON                      | OUTBUILDING (R-CODE VARIATION)                               | 18 February 2021 |
| 016                | Leander Crickmay       | TUDOR CARAVAN PARK - LOT 473 (NO. 10) PORTER STREET, KALBARRI | SECOND-HAND DWELLING (MANAGER'S ACCOMMODATION)               | 8 March 2021     |
| 017                | Malcolm Barnden        | LOT 78 (NO. 44) GLANCE STREET, HORROCKS                       | ADDITIONS TO SINGLE HOUSE – R-CODE VARIATION                 | 8 March 2021     |
| 018                | Ingrid Spelman         | LOT 67 (NO. 2) HORAN WAY, HORROCKS                            | SINGLE DWELLING AND RETAINING WALLS – R-CODE VARIATIONS      | 9 March 2021     |
| 2019-037 Amendment | CBH Ltd                | LOT 11 (NO. 2) BINNU ROAD WEST, BINNU                         | WEIGHBRIDGE, SAMPLE HUT AND INTERNAL ROADWAY – AMENDED PLANS | 10 March 2021    |



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|     |                      |  |                                |               |
|-----|----------------------|--|--------------------------------|---------------|
| 019 | Simple Life Projects | LOT 61 (NO. 11) RUBY TERRACE, KALBARRI | SINGLE HOUSE– R-CODE VARIATION | 11 March 2021 |
|-----|----------------------|--|--------------------------------|---------------|

**OFFICER RECOMMENDATION – ITEM 7.3.1**

**For Council Information**

|       |  |    |
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| 7.4.1 | ACCOUNTS FOR PAYMENT                         | 2  |
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**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> March 2021</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> March 2021, 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 22045 to 22057 inclusive totalling \$95,024.68, Municipal EFT payments numbered EFT21750 to EFT21888 inclusive totalling \$663,279.73, Trust Fund Cheques 2581 to 2588, totalling \$112,870.61, Direct Debit payments numbered GJ0808 to GJ08142 inclusive totalling \$229,556.62 be passed for payment and the items therein be declared authorised expenditure.**

SHIRE OF NORTHAMPTON  
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**MUNICIPAL FUND CHEQUES**

| <b>Chq #</b> | <b>Date</b> | <b>Name</b>                             | <b>Description</b>          | <b>Amount</b>      |
|--------------|-------------|---|-----------------------------|--------------------|
| 22045        | 02-02-2021  | PETTY CASH - NORTHAMPTON                | PETTY CASH RECOUP           | 175.10             |
| 22046        | 03-02-2021  | SYNERGY                                 | ELECTRICITY CHARGES         | 35222.18           |
| 22047        | 05-02-2021  | FOX TRANSPORTABLES                      | REFUND KERB DEPOSIT BA1846  | 500.00             |
| 22048        | 11-02-2021  | DALE MAVER                              | 40 YEARS SERVICE AWARD      | 1500.00            |
| 22049        | 12-02-2021  | CITY OF GREATER GERALDTON               | REFUSE DISPOSAL - MERU      | 13239.88           |
| 22050        | 12-02-2021  | GERALDTON MOWER & REPAIR<br>SPECIALISTS | WHIPPERSNIP, PARTS          | 1236.90            |
| 22051        | 12-02-2021  | MCLEODS BARRISTERS & SOLICITORS         | LEGAL FEES                  | 1659.04            |
| 22052        | 16-02-2021  | WATER CORPORATION                       | WATER USE & SERVICE CHARGES | 16765.22           |
| 22053        | 16-02-2021  | SYNERGY                                 | ELECTRICITY CHARGES         | 13479.09           |
| 22054        | 18-02-2021  | SHIRE OF NORTHAMPTON                    | DOT VEHICLE LICENCE         | 323.40             |
| 22055        | 26-02-2021  | CITY OF GREATER GERALDTON               | REFUSE DISPOSAL - MERU      | 10553.67           |
| 22056        | 26-02-2021  | GOODYEAR                                | PUNCTURE REPAIR             | 165.00             |
| 22057        | 26-02-2021  | THE JETTY SEAFOOD SHACK                 | NPTN CONST CREW GOODS       | 205.20             |
|              |             |   |                             | <b>\$95,024.68</b> |

**ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT**

| <b>EFT #</b> | <b>Date</b> | <b>Name</b>                                 | <b>Description</b>              | <b>Amount</b> |
|--------------|-------------|---|---------------------------------|---------------|
| EFT21750     | 04-02-2021  | HAYLEY R WILLIAMS DEVISE URBAN PLANNING     | PLANNING SERVICES               | 4147.00       |
| EFT21751     | 04-02-2021  | LEO RYAN                                    | REIMB LAND LINE                 | 39.90         |
| EFT21752     | 12-02-2021  | ABROLHOS ELECTRICS                          | CHINAMANS REPLACE POWER POLE    | 4507.80       |
| EFT21753     | 12-02-2021  | AFGRI GERALDTON                             | KAL MOWER PARTS, BLADES, FILTER | 733.66        |
| EFT21754     | 12-02-2021  | AIRPORT LIGHTING SPECIALISTS PTY LTD        | VFRS FLARES                     | 7349.10       |
| EFT21755     | 12-02-2021  | AW CRAGAN & ALLCAPRI PTY LTD                | EXCAVATOR/BOBCAT WORKS          | 3074.50       |
| EFT21756     | 12-02-2021  | ALWAYS SHINING CLEAN - RAELENE TARCHINI     | NCCA CARPET CLEAN               | 70.00         |
| EFT21757     | 12-02-2021  | KALBARRI IGA                                | GOODS                           | 34.15         |
| EFT21758     | 12-02-2021  | AUSTRALIA POST                              | POSTAGE                         | 561.09        |
| EFT21759     | 12-02-2021  | BORAL CONSTRUCTION MATERIALS GROUP LIMITED  | BINNU EAST/GEN 10MM AGG         | 32624.97      |
| EFT21760     | 12-02-2021  | RUSSELL JOHN BROMLEY                        | ROBINSON ST RES PAINT CEILING   | 380.00        |
| EFT21761     | 12-02-2021  | BRUCE ROCK ENGINEERING                      | KINGS PARK RETIC FRAME          | 508.74        |
| EFT21762     | 12-02-2021  | BUNNINGS (GERALDTON WAREHOUSE)              | KAL PLANTS/GOODS                | 198.14        |
| EFT21763     | 12-02-2021  | MIDWEST CHEMICAL & PAPER DISTRIBUTORS       | SOAP DISPENSER/SOAP             | 134.27        |
| EFT21764     | 12-02-2021  | COASTAL ELECTRICAL & SOLAR                  | KAL OVAL CHECK POWER POLES      | 198.00        |
| EFT21765     | 12-02-2021  | BOC GASES AUSTRALIA                         | INDUSTRY GASES                  | 73.93         |
| EFT21766     | 12-02-2021  | CORSIGN WA PTY LTD                          | SIGNS                           | 546.70        |
| EFT21767     | 12-02-2021  | TOLL TRANSPORT PTY LTD                      | FREIGHT                         | 109.38        |
| EFT21768     | 12-02-2021  | SIMON DRAGE                                 | EDNA BANDY REPAIR FOOTPATH      | 2750.00       |
| EFT21769     | 12-02-2021  | ECO-FLORA CRANE, TRUCK & EXCAVATOR SERVICES | KAL TIP ROAD MTCE GRADE         | 540.00        |
| EFT21770     | 12-02-2021  | ENGIN                                       | ENGIN CHARGES                   | 248.10        |
| EFT21771     | 12-02-2021  | EVARY PTY LTD                               | BLUE WELL STOCKPILE, DOZER HIRE | 4840.00       |
| EFT21772     | 12-02-2021  | FENN PLUMBING & GAS                         | CHINAMANS TOT REPAIR CISTERN    | 1232.00       |
| EFT21773     | 12-02-2021  | GANTHEAUME BAY ELECTRICAL                   | KAL GREY ST ROAD VERGE RETIC    | 302.50        |

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| EFT #    | Date       | Name   | Description                        | Amount   |
|----------|------------|--|------------------------------------|----------|
| EFT21774 | 12-02-2021 | GERALDTON AG SERVICES                              | KAL MOWER PARTS                    | 46.70    |
| EFT21775 | 12-02-2021 | GREAT NORTHERN RURAL SERVICES                      | RETIC PARTS                        | 3173.16  |
| EFT21776 | 12-02-2021 | HASLEBYS HARDWARE SUPPLIES                         | SPRINKLERS, CONTROLLER, HARDWARE   | 5492.96  |
| EFT21777 |            | CANCELLED  |                                    |          |
| EFT21778 | 12-02-2021 | HIPPOCKET WORKWEAR & SAFETY<br>GERALDTON           | NCCA UNIFORMS POLOS                | 192.40   |
| EFT21779 | 12-02-2021 | JCB CONSTRUCTION EQUIPMENT AUST<br>(CFC, CEA, JCB) | JCB BACKHOE PARTS                  | 170.02   |
| EFT21780 | 12-02-2021 | KALBARRI AUTO CENTRE                               | DMAX UTE SERVICE/2 TYRES           | 1353.00  |
| EFT21781 | 12-02-2021 | KALBARRI EXPRESS FREIGHT                           | FREIGHT                            | 194.81   |
| EFT21782 | 12-02-2021 | KALBARRI BP ROADHOUSE & HARDWARE                   | HARDWARE, BOOTS                    | 430.20   |
| EFT21783 | 12-02-2021 | KALBARRI WAREHOUSE                                 | HARDWARE, WETTA, RAPIDSET          | 333.85   |
| EFT21784 | 12-02-2021 | KALBARRI NEWSAGENCY                                | STATIONERY                         | 31.80    |
| EFT21785 | 12-02-2021 | KOMATSU AUSTRALIA PTY LTD                          | KOMATSU LOADER REPAIRS BUCKET/LINE | 9464.76  |
| EFT21786 | 12-02-2021 | KALBARRI PEST CONTROL                              | URBAN PEST CONTROL/MOSQUITO        | 1950.00  |
| EFT21787 | 12-02-2021 | LAKELINE RESOURCES PTY LTD                         | PG WATER LINE REPAIRS              | 1881.00  |
| EFT21788 | 12-02-2021 | NORTHAMPTON TOWING                                 | KAL RD REMOVE WRECK                | 247.00   |
| EFT21789 | 12-02-2021 | LOCAL GOVERNMENT SUPERVISORS ASS                   | MEMBERSHIPS LGWA                   | 435.60   |
| EFT21790 | 12-02-2021 | LOGIC IT   | DIAGNOSTIC TESTING                 | 66.00    |
| EFT21791 | 12-02-2021 | LGRCEU   | PAYROLL DEDUCTIONS                 | 102.50   |
| EFT21792 | 12-02-2021 | MIDWEST KERBING                                    | NTN STEPHEN ST KERBING             | 13101.00 |
| EFT21793 | 12-02-2021 | MIDWEST TREE SERVICES                              | HACKNEY ST VERGE TREE LOP          | 220.00   |
| EFT21794 | 12-02-2021 | MITCHELL & BROWN COMMUNICATIONS                    | CALL ST RES REPLACE AIRCON         | 648.00   |
| EFT21795 | 12-02-2021 | MODERN TEACHING AIDS PTY LTD                       | NCCA PUMP                          | 10.89    |
| EFT21796 | 12-02-2021 | MOORE  | BUDGET WORKSHOP DCEO               | 990.00   |
| EFT21797 | 12-02-2021 | NAPA   | CRC, BRAKE CLEANER                 | 120.74   |
| EFT21798 | 12-02-2021 | THE WORKWEAR GROUP                                 | UNIFORM                            | 195.00   |
| EFT21799 | 12-02-2021 | NORTHAMPTON IGA                                    | NCCA GOODS                         | 50.01    |
| EFT21800 | 12-02-2021 | NORTHAMPTON COMMUNITY CENTRE                       | SPORTS ADMINISTRATION              | 650.00   |
| EFT21801 | 12-02-2021 | NORTHAMPTON NEWSAGENCY                             | STATIONERY, NEWSPAPERS             | 636.39   |

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| EFT #    | Date       | Name                                    | Description                         | Amount   |
|----------|------------|---|-------------------------------------|----------|
| EFT21802 | 12-02-2021 | NORTHAMPTON AUTO ELECTRICS              | PLANT ELECTRICAL REPAIRS            | 5606.30  |
| EFT21803 | 12-02-2021 | NORTHAMPTON PHARMACY                    | NCCA MEDICINES                      | 33.47    |
| EFT21804 | 12-02-2021 | KALBARRI PALM RESORT                    | NTON CONST CREW ACCOMM              | 237.00   |
| EFT21805 | 12-02-2021 | GERALDTON PCYC                          | GTON PCYC RAZZAMATAZZ 2021          | 300.00   |
| EFT21806 | 12-02-2021 | REPEAT PLASTICS WA                      | NOTICEBOARD MOUNTS                  | 220.00   |
| EFT21807 | 12-02-2021 | MIDWEST SWEEPING CONTRACTORS            | BATEMAN/FIFTH STS SWEEP             | 2057.00  |
| EFT21808 | 12-02-2021 | SCINTEX PTY LTD                         | KALB OVAL AERATION DRUM SPIKE       | 1299.00  |
| EFT21809 | 12-02-2021 | PAUL SHERIFF                            | SYNGERY RECEIPTING REPAIRS          | 110.00   |
| EFT21810 | 12-02-2021 | SIMPLE LIFE PROJECTS                    | FOOTPATH CARPARK JAKES TOILETS      | 10639.00 |
| EFT21811 | 12-02-2021 | STATEWIDE BEARINGS                      | PARTS                               | 66.96    |
| EFT21812 | 12-02-2021 | ST JOHN AMBULANCE WESTERN AUSTRALIA LTD | NCCA FIRST AID KIT SERVICE          | 10.00    |
| EFT21813 | 12-02-2021 | 2V NET IT SOLUTIONS                     | COMPTER MTCE                        | 574.00   |
| EFT21814 | 12-02-2021 | BELINDA TURNER                          | NCCA REFUND FEES                    | 69.46    |
| EFT21815 | 12-02-2021 | VISIMAX                                 | RANGER VEHICLE LIGHTS               | 619.80   |
| EFT21816 | 12-02-2021 | NORTHAMPTON TYRES                       | SUPPLY/FIT 6 TYRES, PUNCTURE REPAIR | 4395.00  |
| EFT21817 | 12-02-2021 | CT & L WOODCOCK & SON PTY LTD           | FENCING, HARDWARE, NCCA GLOVES.     | 4007.75  |
| EFT21818 | 12-02-2021 | XAP TECHNOLOGIES PTY LTD                | NCCA KIDSXAP MONTHLY SUBS           | 139.00   |
| EFT21819 | 12-02-2021 | AUSTRALIAN TAXATION OFFICE              | BAS JANUARY 2021                    | 33613.00 |
| EFT21820 | 12-02-2021 | J HINE & SON CONSTRUCTION               | RSL HALL RETENTION                  | 16166.76 |
| EFT21821 | 15-02-2021 | WA TREASURY CORPORATION                 | LOAN 155                            | 14558.26 |
| EFT21822 | 18-02-2021 | SEAN BOYCE                              | REIMB GLASSES                       | 300.00   |
| EFT21823 | 18-02-2021 | RIC DAVEY                               | REIMB PARTS BUNNINGS VBELT          | 23.92    |
| EFT21824 | 18-02-2021 | BRIAN S HUTCHINSON                      | REIMB TELSTRA LINE RENTAL           | 72.65    |
| EFT21825 | 18-02-2021 | KEVIN JOHN MOSS                         | REIMB FUEL                          | 63.96    |
| EFT21826 | 18-02-2021 | TONY NICHOLS                            | REIMB GLASSES                       | 200.00   |
| EFT21827 | 18-02-2021 | NORMAN REYNOLDS                         | REIMB GLASSES                       | 231.00   |
| EFT21828 | 26-02-2021 | ABROLHOS ELECTRICS                      | ALLEN CTR REPLACE LIGHTS            | 747.67   |
| EFT21829 | 26-02-2021 | AMD AUDIT & ASSURANCE PTY LTD           | DEFERRED PENSIONER RATES CERTIF     | 440.00   |

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| EFT #    | Date       | Name   | Description                       | Amount    |
|----------|------------|--|-----------------------------------|-----------|
| EFT21830 | 26-02-2021 | ANGIES CAFE  | REFRESHMENTS                      | 300.00    |
| EFT21831 | 26-02-2021 | AUSTRALIA POST                                     | POSTAGE                           | 41.00     |
| EFT21832 | 26-02-2021 | BLACKWOODS   | TRAFFIC CONES                     | 795.10    |
| EFT21833 | 26-02-2021 | BLUESTAR EARTHMOVING                               | TELEGRAPH RD PUSH GRAVEL          | 3217.50   |
| EFT21834 | 26-02-2021 | BOLTS-R-US   | PARTS                             | 37.82     |
| EFT21835 | 26-02-2021 | BORAL CONSTRUCTION MATERIALS<br>GROUP LIMITED      | KAL SEALING, BINNU EAST 10MM AGG  | 17969.81  |
| EFT21836 | 26-02-2021 | BRUCE ROCK ENGINEERING                             | TRUCK TARPS, BACKHOE BUCKET,      | 56542.81  |
| EFT21837 | 26-02-2021 | CAT WEST PTY LTD                                   | KAL & BINNU EAST RDS EDGES/RESEAL | 188456.62 |
| EFT21838 | 26-02-2021 | CATERLAASST  | PLANT SERVICES & REPAIRS          | 9397.09   |
| EFT21839 | 26-02-2021 | CLEANAWAY OPERATIONS PTY LTD                       | RES/COMM REFUSE COLLECT/SITE MTCE | 47594.54  |
| EFT21840 | 26-02-2021 | WINC AUSTRALIA PTY LTD                             | P/COPIER MTCE                     | 213.11    |
| EFT21841 | 26-02-2021 | CORSIGN WA PTY LTD                                 | SIGNS & PROMOTIONAL SIGNS         | 5347.65   |
| EFT21842 | 26-02-2021 | TOLL TRANSPORT PTY LTD                             | FREIGHT                           | 442.80    |
| EFT21843 | 26-02-2021 | HAYLEY R WILLIAMS DEVISE URBAN<br>PLANNING         | PLANNING SERVICES                 | 5076.50   |
| EFT21844 | 26-02-2021 | SIMON DRAGE  | FITZG ST RES PAVING               | 3056.90   |
| EFT21845 | 26-02-2021 | EASTOUGH CARPENTRY                                 | HORROCKS FSHORE BBQ SHELTER       | 2919.22   |
| EFT21846 | 26-02-2021 | HANS & GISELA FAUST                                | CROSSOVER REIMBURSEMENT           | 500.00    |
| EFT21847 | 26-02-2021 | FENN PLUMBING & GAS                                | PLUMBING REPAIRS                  | 2850.30   |
| EFT21848 | 26-02-2021 | FIVE STAR BUSINESS EQUIPMENT AND<br>COMMUNICATIONS | PHOTOCOPIER COUNT/MTCE            | 848.74    |
| EFT21849 | 26-02-2021 | GERALDTON LOCK & KEY SPECIALISTS                   | KEYS                              | 275.00    |
| EFT21850 | 26-02-2021 | ATOM GERALDTON                                     | FLAGGING TAPE                     | 90.42     |
| EFT21851 | 26-02-2021 | GERALDTON AUTO WHOLESALERS                         | MUX EGR VALVE REPAIRS             | 1116.30   |
| EFT21852 | 26-02-2021 | GERALDTON FUEL COMPANY PTY LTD                     | FUEL CARD PURCHASES               | 513.71    |
| EFT21853 | 26-02-2021 | GILGAI TAVERN                                      | NPTN CONST CREW MEALS             | 549.50    |
| EFT21854 | 26-02-2021 | GREAT SOUTHERN FUEL SUPPLY                         | DEPOTS FUEL, FUEL CARDS           | 7393.52   |
| EFT21855 | 26-02-2021 | NR & DJ HAYNES                                     | LIONS PARK TOILET DOOR REPAIRS    | 455.18    |
| EFT21856 | 26-02-2021 | HILLE THOMPSON & DELFOS                            | SURVEYS                           | 5335.00   |



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| EFT #    | Date       | Name  | Description                     | Amount   |
|----------|------------|---|---------------------------------|----------|
| EFT21857 | 26-02-2021 | HOSEXRESS                                   | PARTS                           | 167.19   |
| EFT21858 | 26-02-2021 | KALBARRI EXPRESS FREIGHT                    | FREIGHT                         | 245.63   |
| EFT21859 | 26-02-2021 | KALBARRI AUTO ELECTRICS                     | NEW UHF HANDPIECE               | 109.00   |
| EFT21860 | 26-02-2021 | KALBARRI GRAVEL & SAND SUPPLIES             | KAL GRAVEL CART                 | 7040.00  |
| EFT21861 | 26-02-2021 | KINGS BODYWORKS                             | INSURANCE EXCESS                | 300.00   |
| EFT21862 | 26-02-2021 | KOMATSU AUSTRALIA PTY LTD                   | LOADER SERVICES & PARTS         | 3641.86  |
| EFT21863 | 26-02-2021 | KOORI KIDS                                  | NAIDOC WEEK CONTRIBUTION        | 500.00   |
| EFT21864 | 26-02-2021 | KALBARRI PEST CONTROL (BC DIGGINS & KP LAW) | TERMITE INSPECTION/PEST CONTROL | 300.00   |
| EFT21865 | 26-02-2021 | LAKELINE RESOURCES PTY LTD                  | PG WATER LINE REPAIRS           | 918.50   |
| EFT21866 | 26-02-2021 | COREY LEIGH                                 | REFUND CAMPING FEES             | 30.00    |
| EFT21867 | 26-02-2021 | MACH ONE AUTO ONE                           | UTE FLOORMATS                   | 31.60    |
| EFT21868 | 26-02-2021 | LGRCEU                                      | PAYROLL DEDUCTIONS              | 102.50   |
| EFT21869 | 26-02-2021 | MIDWEST MULCHING MOWING                     | BINNU EAST & KAL RD VERGE MULCH | 60709.00 |
| EFT21870 | 26-02-2021 | NATURE PLAYGROUNDS                          | PLAYGROUND PARTS                | 1106.15  |
| EFT21871 | 26-02-2021 | NORTHAMPTON COMMUNITY CENTRE                | SPORTS ADMINISTRATION           | 650.00   |
| EFT21872 | 26-02-2021 | GERALDTON CLEANPAK TOTAL SOLUTIONS          | TOILET PRODUCTS                 | 1273.27  |
| EFT21873 | 26-02-2021 | OFFICE OF THE AUDITOR GENERAL               | AUDIT FEE R2R 30 JUNE 2020      | 2090.00  |
| EFT21874 | 26-02-2021 | OPTEON PROPERTY GROUP PTY LTD               | VALUATION                       | 6600.00  |
| EFT21875 | 26-02-2021 | KALBARRI PALM RESORT                        | NTON CONST CREW ACCOMM          | 316.00   |
| EFT21876 | 26-02-2021 | PURCHER INTERNATIONAL                       | PARTS                           | 151.34   |
| EFT21877 | 26-02-2021 | QUICK CORPORATE AUSTRALIA                   | OFFICE DESK/CHAIR               | 1419.00  |
| EFT21878 | 26-02-2021 | ROAD RUNNER MECHANICAL SERVICES             | PLANT PARTS                     | 412.94   |
| EFT21879 | 26-02-2021 | MIDWEST SWEEPING CONTRACTORS                | STREET SWEEPING                 | 4394.50  |
| EFT21880 | 26-02-2021 | SUN CITY PRINT & DESIGN                     | BROCHURE PRINTING               | 872.00   |
| EFT21881 | 26-02-2021 | THE SHEARING SHED CAFE                      | REFRESHMENTS                    | 297.00   |
| EFT21882 | 26-02-2021 | SONIC CUT                                   | BINS SURROUNDS                  | 1491.50  |
| EFT21883 | 26-02-2021 | SPALDING ELECTRICAL SERVICES                | NPTN OFFICE ELECTRICAL          | 110.00   |
| EFT21884 | 26-02-2021 | TELSTRA                                     | TELSTRA REPAIRS                 | 1487.00  |



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| <b>EFT #</b> | <b>Date</b> | <b>Name</b>               | <b>Description</b>     | <b>Amount</b>                   |
|--------------|-------------|---------------------------|------------------------|---------------------------------|
| EFT21885     | 26-02-2021  | DATATRAX PTY LTD          | TOURISM TOUCHSCREEN    | 395.00                          |
| EFT21886     | 26-02-2021  | WESTRAC EQUIPMENT PTY LTD | PARTS                  | 252.64                          |
| EFT21887     | 26-02-2021  | NORTHAMPTON TYRES         | SUPPLY AND FIT O RINGS | 60.00                           |
| EFT21888     | 26-02-2021  | WURTH AUSTRALIA PTY LTD   | PARTS                  | 277.29                          |
|              |             |                           |                        | <hr/> <b>\$663,279.73</b> <hr/> |

**TRUST FUND CHEQUES**

| <b>Chq #</b> | <b>Date</b> | <b>Name</b>  | <b>Description</b>              | <b>Amount</b>       |
|--------------|-------------|--|---------------------------------|---------------------|
| 2581         | 01-02-2021  | MCLEODS BARRISTERS & SOLICITORS                          | P/LLOT 791 HORROCKS             | 109764.21           |
| 2582         | 01-02-2021  | SHIRE OF NORTHAMPTON                                     | P/LLOT 791 HORROCKS ADVERTISING | 1113.96             |
| 2583         | 02-02-2021  | DEPARTMENT OF TRANSPORT                                  | SPECIAL SERIES PLATES 982NR     | 200.00              |
| 2584         | 05-02-2021  | BUILDING & CONSTRUCTION INDUSTRY<br>TRAINING FUND        | BCITF JANUARY 2021              | 729.25              |
| 2585         | 05-02-2021  | SHIRE OF NORTHAMPTON                                     | BCITF COMMISSION JANUARY 2021   | 24.75               |
| 2586         | 05-02-2021  | DEPT OF MINES INDUSTRY REG & SAFETY<br>BUILDING & ENERGY | BRB JANUARY 2021                | 798.44              |
| 2587         | 05-02-2021  | SHIRE OF NORTHAMPTON                                     | BRB COMMISSION JANUARY 2021     | 40.00               |
| 2588         | 16-02-2021  | DEPARTMENT OF TRANSPORT                                  | SPECIAL SERIES PLATES 1586NR    | 200.00              |
|              |             |  |                                 | <b>\$112,870.61</b> |



SHIRE OF NORTHAMPTON  
FINANCE REPORT – 19 MARCH 2021

**DIRECT DEBITS**

| Jnl #   | Date       | Name                    | Description                     | Amount              |
|---------|------------|-------------------------|---------------------------------|---------------------|
|         | 04-02-2021 | PAYROLL                 | FN/E 03/02/2021                 | 96907.00            |
|         | 08-02-2021 | SUPERCHOICE             | SUPERANNUATION FN/E 03/02/2021  | 22385.52            |
|         | 18-02-2021 | PAYROLL                 | FN/E 17/02/2021                 | 85970.00            |
|         | 19-02-2021 | SUPERCHOICE             | SUPERANNUATION FN/E 17/02/2021  | 20065.11            |
| GJ0808  | 28-02-2021 | NATIONAL AUSTRALIA BANK | BANK FEES                       | 108.23              |
| GJ08092 | 28-02-2021 | NATIONAL AUSTRALIA BANK | MERCHANT FEES                   | 243.05              |
| GJ08102 | 28-02-2021 | COMMONWEALTH BANK       | BPOINT FEES                     | 75.77               |
| GJ08112 | 28-02-2021 | NATIONAL AUSTRALIA BANK | BPAY                            | 179.52              |
| GJ08132 | 28-02-2021 | NAB CEO CORPORATE CARD  | BANK CHARGES                    | 9.00                |
|         |            |                         | BUNNINGS SHED                   | 1,599.00            |
|         |            |                         | FLIGHT PUMP TRACKS              | 414.44              |
|         |            |                         | MUX DETAIL                      | 440.00              |
|         |            |                         |                                 | 2462.44             |
| GJ08142 | 28-02-2021 | NAB DCEO CORPORATE CARD | BANK CHARGES                    | 9.00                |
|         |            |                         | NCCA IINET                      | 86.11               |
|         |            |                         | KAL CHILD CARE IINET            | 81.60               |
|         |            |                         | 2V NET COMPUTER EXPS OFFICE 365 | 671.50              |
|         |            |                         | ADOBE COMPUTER EXP              | 99.97               |
|         |            |                         | GPS LOGBOOK VEHICLES            | 140.80              |
|         |            |                         | TARGET LIBRARY                  | 36.00               |
|         |            |                         | LG PROFESSIONALS CONFERENCE     | 35.00               |
|         |            |                         |                                 | 1159.98             |
|         |            |                         |                                 | <b>\$229,556.62</b> |

**7.4.2 MONTHLY FINANCIAL STATEMENTS – FEBRUARY 2021**

|                                |   |
|--------------------------------|---|
| <b>FILE REFERENCE:</b>         | <b>1.1.1</b>                                      |
| <b>DATE OF REPORT:</b>         | <b>10<sup>th</sup> March 2021</b>                 |
| <b>DISCLOSURE OF INTEREST:</b> | <b>Nil</b>  |
| <b>REPORTING OFFICER:</b>      | <b>Grant Middleton</b>                            |
| <b>APPENDICES:</b>             | <b>Monthly Financial Report for February 2021</b> |

**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 28 February 2021 are detailed from page 1 to page 26 per the attached Monthly Financial Report.

**FINANCIAL & BUDGET IMPLICATIONS:**

The 28<sup>th</sup> February 2021 financial position is comprised of the following:

Total operating revenue has a surplus position of \$15,522 and operating expenditure has a deficit position of \$71,308. The additional revenue and expenditure overspend can be attributed to a variance between budget profiles and the actual revenue and income transacted to the end of February 2021. It is not anticipated that there will be any major revenue or expenditure variations this financial year. The March budget review will further detail any budget variations impacting on the financial position.

Investing and Financing variances will reconcile as the year progresses with no major variances anticipated.

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 28 February 2021.**

**SHIRE OF NORTHAMPTON**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 28 February 2021**

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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**SUMMARY INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 28 February 2021

**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 14.

**SIGNIFICANT ACCOUNTING POLICES**

**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.

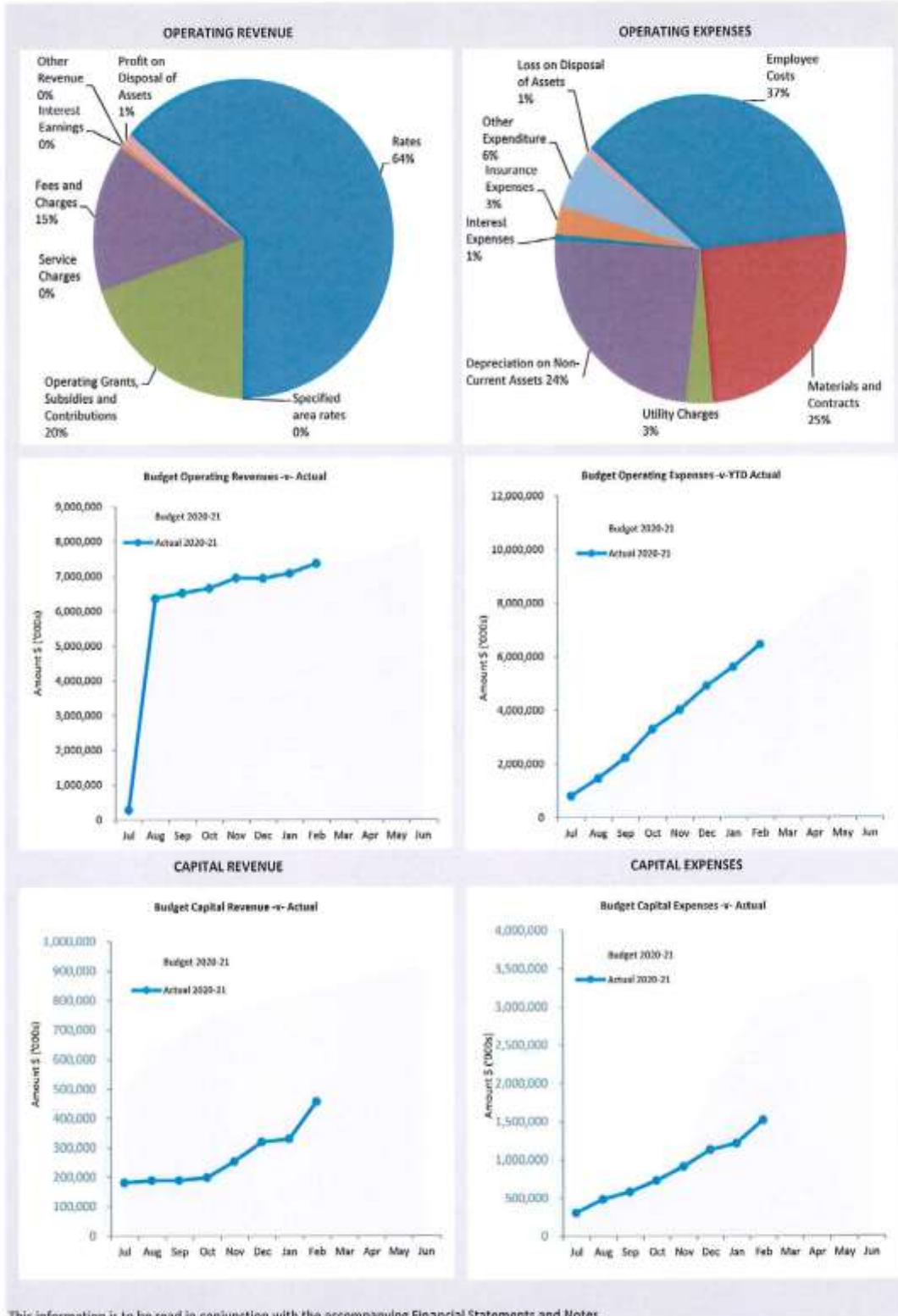
**ROUNDING OFF FIGURES**

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



MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

SUMMARY INFORMATION - GRAPHS



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**STATUTORY REPORTING PROGRAMS**

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

| KEY TERMS AND DESCRIPTIONS  | ACTIVITIES  |
|---|---|
| <p><b>GOVERNANCE</b><br/>To provide a decision making process for the efficient allocation of scarce resources.</p>   | <p>Includes the activities of members of council and the administrative support available to the Council for the provision of governance of the district.</p>   |
| <p><b>GENERAL PURPOSE FUNDING</b><br/>To collect revenue to allow for the provision of services.</p>  | <p>Rates, general purpose government grants and interest revenue.</p>   |
| <p><b>LAW, ORDER, PUBLIC SAFETY</b><br/>To provide services to help ensure a safer and environmentally conscious community.</p>                                 | <p>Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.</p>   |
| <p><b>HEALTH</b><br/>To provide an operational framework for environmental and community health.</p>  | <p>Inspection of food outlets and their control, administration of health local laws and maintenance</p>  |
| <p><b>EDUCATION AND WELFARE</b><br/>To provide services to disadvantaged persons, the elderly, children and youth.</p>  | <p>Maintenance of child minding centre's, operational costs associated with the Northampton Child Care Association and Kalbarri Aged Care Housing maintenance.</p>  |
| <p><b>HOUSING</b><br/>To provide and maintain shire housing.</p>  | <p>Provision and maintenance of shire housing.</p>  |
| <p><b>COMMUNITY AMENITIES</b><br/>To provide services required by the community.</p>  | <p>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.</p> |
| <p><b>RECREATION AND CULTURE</b><br/>To establish and effectively manage infrastructure and resource which will help the social wellbeing of the community.</p> | <p>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.</p>   |
| <p><b>TRANSPORT</b><br/>To provide safe, effective and efficient transport services to the community.</p>   | <p>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.</p>   |
| <p><b>ECONOMIC SERVICES</b><br/>To help promote the shire and its economic wellbeing.</p>   | <p>Tourism and area promotion including the maintenance and operation of camping facilities. Provision of Building Services and Port Gregory Water Supply.</p>  |
| <p><b>OTHER PROPERTY AND SERVICES</b><br/>To monitor and control Shire's overhead operating accounts.</p>   | <p>Private works operation, plant repair and operation costs and engineering operation costs.</p>   |

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

STATUTORY REPORTING PROGRAMS

|   | Ref<br>Note | Adopted<br>Budget  | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. \$<br>(b)-(a) | Var. %<br>(b)-(a)/(a) | Var. |
|---|-------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
|   |             | \$                 | \$                   | \$                   | \$                 | %                     |      |
| Opening funding surplus / (deficit)                             | 1(c)        | 1,815,811          | 1,815,811            | 1,711,253            | (104,558)          | (5.76%)               |      |
| <b>Revenue from operating activities</b>                        |             |                    |                      |                      |                    |                       |      |
| Governance  |             | 81,900             | 58,756               | 101,870              | 43,114             | 73.38%                | ▲    |
| General purpose funding   | 6           | 6,082,050          | 5,711,258            | 5,575,183            | (136,075)          | (2.38%)               | ▼    |
| Law, order and public safety                                    |             | 75,621             | 50,384               | 66,954               | 16,570             | 32.89%                | ▲    |
| Health  |             | 34,612             | 23,064               | 21,775               | (1,289)            | (5.59%)               | ▼    |
| Education and welfare   |             | 216,658            | 144,416              | 175,892              | 31,476             | 21.80%                | ▲    |
| Housing   |             | 77,836             | 51,880               | 50,989               | (891)              | (1.72%)               | ▼    |
| Community amenities   |             | 868,847            | 820,351              | 794,309              | (26,042)           | (3.17%)               | ▼    |
| Recreation and culture  |             | 30,065             | 20,024               | 31,852               | 11,828             | 59.07%                | ▲    |
| Transport   |             | 233,646            | 231,053              | 238,361              | 7,308              | 3.16%                 | ▲    |
| Economic services   |             | 184,965            | 141,674              | 204,748              | 63,074             | 44.52%                | ▲    |
| Other property and services                                     |             | 142,293            | 94,840               | 101,291              | 6,451              | 6.80%                 | ▲    |
|   |             | <b>8,028,493</b>   | <b>7,347,700</b>     | <b>7,363,222</b>     | <b>15,522</b>      |                       | ▲    |
| <b>Expenditure from operating activities</b>                    |             |                    |                      |                      |                    |                       |      |
| Governance  |             | (857,374)          | (573,749)            | (580,484)            | (6,735)            | (1.17%)               | ▼    |
| General purpose funding   |             | (279,797)          | (186,504)            | (213,195)            | (26,691)           | (14.31%)              | ▼    |
| Law, order and public safety                                    |             | (364,629)          | (245,662)            | (277,090)            | (31,428)           | (12.79%)              | ▼    |
| Health  |             | (225,918)          | (150,544)            | (120,719)            | 29,825             | 19.81%                | ▲    |
| Education and welfare   |             | (265,537)          | (176,952)            | (167,346)            | 9,606              | 5.43%                 | ▲    |
| Housing   |             | (77,979)           | (51,848)             | (59,652)             | (7,804)            | (15.05%)              | ▼    |
| Community amenities   |             | (1,621,783)        | (1,080,744)          | (1,042,791)          | 37,953             | 3.51%                 | ▲    |
| Recreation and culture  |             | (1,754,968)        | (1,169,352)          | (1,172,454)          | (3,102)            | (0.27%)               | ▼    |
| Transport   |             | (3,756,978)        | (2,504,544)          | (2,402,841)          | 101,703            | 4.05%                 | ▲    |
| Economic services   |             | (303,696)          | (202,344)            | (288,953)            | (86,609)           | (42.80%)              | ▼    |
| Other property and services                                     |             | (39,293)           | (26,112)             | (114,137)            | (88,025)           | (337.11%)             | ▼    |
|   |             | <b>(9,547,952)</b> | <b>(6,368,355)</b>   | <b>(6,439,663)</b>   | <b>(71,308)</b>    |                       | ▼    |
| Non-cash amounts excluded from operating activities             | 1(a)        | 2,190,000          | 1,443,374            | 1,536,638            | 93,264             | 6.46%                 | ▲    |
| Amount attributable to operating activities                     |             | 670,541            | 2,422,719            | 2,460,197            | 37,478             |                       | ▲    |
| <b>Investing Activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Proceeds from non-operating grants, subsidies and contributions | 13          | 682,484            | 682,479              | 247,874              | (434,605)          | (63.68%)              | ▼    |
| Proceeds from disposal of assets                                | 7           | 206,000            | 137,328              | 182,864              | 45,536             | 33.16%                | ▲    |
| Proceeds from self supporting loans                             | 9           | 34,126             | 23,894               | 24,358               | 464                | 1.94%                 | ▲    |
| Purchase of property, plant and equipment                       | 8           | (3,263,345)        | (2,960,839)          | (1,392,320)          | 1,568,519          | 52.98%                | ▲    |
| Amount attributable to investing activities                     |             | <b>(2,340,735)</b> | <b>(2,117,138)</b>   | <b>(937,224)</b>     | <b>1,179,914</b>   |                       | ▲    |
| <b>Financing Activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Transfer from reserves  | 10          | 100,000            | 66,667               | 100,000              | 33,333             | 50.00%                | ▲    |
| Repayment of debentures   | 9           | (190,417)          | (126,945)            | (123,578)            | 3,366              | 2.62%                 | ▲    |
| Transfer to reserves  | 10          | (55,200)           | (36,800)             | (36,016)             | 784                | 2.13%                 | ▲    |
| Amount attributable to financing activities                     |             | <b>(145,617)</b>   | <b>(97,078)</b>      | <b>(59,595)</b>      | <b>37,483</b>      |                       | ▲    |
| Closing funding surplus / (deficit)                             | 1(c)        | 0                  | 2,024,314            | 3,174,631            |                    |                       |      |

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 2020-21 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.



**KEY TERMS AND DESCRIPTIONS**

**FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**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 significantly 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.

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

BY NATURE OR TYPE

|   | Ref Note | Adopted Budget     | YTD Budget (a)     | YTD Actual (b)     | Var. \$ (b)-(a)  | Var. % (b)-(a)/(a) | Var. |
|---|----------|--------------------|--------------------|--------------------|------------------|--------------------|------|
|   |          | \$                 | \$                 | \$                 | \$               | %                  |      |
| <b>Opening funding surplus / (deficit)</b>                      | 1(c)     | 1,815,811          | 1,815,811          | 1,711,253          | (104,558)        | (5.76%)            | ▼    |
| <b>Revenue from operating activities</b>                        |          |                    |                    |                    |                  |                    |      |
| Rates   | 6        | 4,720,586          | 4,703,586          | 4,725,482          | 21,896           | 0.47%              | ▲    |
| Operating grants, subsidies and contributions                   | 12       | 2,000,206          | 1,485,131          | 1,454,823          | (30,308)         | (2.04%)            | ▼    |
| Fees and charges  |          | 1,174,701          | 1,046,569          | 1,109,751          | 63,182           | 6.04%              | ▲    |
| Interest earnings   |          | 82,500             | 62,164             | 34,704             | (27,460)         | (44.17%)           | ▼    |
| Other revenue   |          | 0                  | 0                  | 3,738              | 3,738            | 0.00%              |      |
| Profit on disposal of assets                                    | 7        | 50,500             | 50,250             | 86,643             | 36,393           | 72.42%             | ▲    |
|   |          | <b>8,028,493</b>   | <b>7,347,700</b>   | <b>7,415,141</b>   | <b>67,441</b>    |                    | ▲    |
| <b>Expenditure from operating activities</b>                    |          |                    |                    |                    |                  |                    |      |
| Employee costs  |          | (3,675,853)        | (2,450,048)        | (2,392,097)        | 57,951           | 2.37%              | ▲    |
| Materials and contracts   |          | (2,513,572)        | (1,674,976)        | (1,646,589)        | 28,387           | 1.69%              | ▲    |
| Utility charges   |          | (346,790)          | (231,024)          | (200,276)          | 30,748           | 13.31%             | ▲    |
| Depreciation on non-current assets                              |          | (2,240,500)        | (1,493,624)        | (1,571,362)        | (77,738)         | (5.20%)            | ▼    |
| Interest expenses   |          | (68,476)           | (45,632)           | (43,835)           | 1,797            | 3.94%              |      |
| Insurance expenses  |          | (198,215)          | (131,816)          | (196,519)          | (64,703)         | (49.09%)           | ▼    |
| Other expenditure   |          | (504,546)          | (341,235)          | (388,984)          | (47,749)         | (13.99%)           | ▼    |
| Loss on disposal of assets                                      | 7        | 0                  | 0                  | (51,919)           | (51,919)         | 0.00%              |      |
|   |          | <b>(9,547,952)</b> | <b>(6,368,355)</b> | <b>(6,491,581)</b> | <b>(123,226)</b> |                    | ▼    |
| <b>Non-cash amounts excluded from operating activities</b>      |          |                    |                    |                    |                  |                    |      |
| Amount attributable to operating activities                     | 1(a)     | 2,190,000          | 1,443,374          | 1,536,638          | 93,264           | 6.46%              | ▲    |
|   |          | <b>670,541</b>     | <b>2,422,719</b>   | <b>2,460,197</b>   | <b>37,478</b>    |                    | ▲    |
| <b>Investing activities</b>                                     |          |                    |                    |                    |                  |                    |      |
| Proceeds from non-operating grants, subsidies and contributions | 13       | 682,484            | 682,479            | 247,874            | (434,605)        | (63.68%)           | ▼    |
| Proceeds from disposal of assets                                | 7        | 206,000            | 137,328            | 182,864            | 45,536           | 33.16%             | ▲    |
| Proceeds from self-supporting loans                             | 9        | 34,126             | 23,894             | 24,358             | 464              | 1.94%              |      |
| Payments for property, plant and equipment                      | 8        | (3,263,345)        | (2,960,839)        | (1,392,320)        | 1,568,519        | (52.98%)           | ▲    |
| Amount attributable to investing activities                     |          | <b>(2,340,735)</b> | <b>(2,117,138)</b> | <b>(937,224)</b>   | <b>1,179,914</b> |                    | ▲    |
| <b>Financing Activities</b>                                     |          |                    |                    |                    |                  |                    |      |
| Transfer from reserves  | 10       | 100,000            | 66,667             | 100,000            | 33,333           | 50.00%             | ▲    |
| Repayment of debentures   | 9        | (190,417)          | (126,945)          | (123,578)          | 3,366            | 2.65%              |      |
| Transfer to reserves  | 10       | (55,200)           | (36,800)           | (36,016)           | 784              | 2.13%              |      |
| Amount attributable to financing activities                     |          | <b>(145,617)</b>   | <b>(97,078)</b>    | <b>(59,595)</b>    | <b>37,483</b>    |                    |      |
| <b>Closing funding surplus / (deficit)</b>                      | 1(c)     | <b>0</b>           | <b>2,024,314</b>   | <b>3,174,631</b>   |                  |                    |      |

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 28 FEBRUARY 2021

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>       |       |                  |                  |
|  |       | \$               | \$               |
| <b>Adjustments to operating activities</b>                     |       |                  |                  |
| Add/Deduct: Profit/Loss on asset disposals                     | 7     | (50,500)         | (34,724)         |
| Add: Depreciation on assets                                    |       | 2,240,500        | 1,571,362        |
| <b>Total non-cash items excluded from operating activities</b> |       | <b>2,190,000</b> | <b>1,536,638</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<br>30-06-2020 | Year to Date<br>28 February 2021 |
|--|----|---------------------------------|----------------------------------|
| <b>Adjustments to net current assets</b>                           |    |                                 |                                  |
| Less: Reserves - restricted cash                                   | 10 | (965,039)                       | (901,055)                        |
| Less: - Financial assets at amortised cost - self supporting loans | 4  | (36,391)                        | (25,388)                         |
| Less: Land Held for Resale   |    | (235,000)                       | (235,000)                        |
| Add/Less: Adjustments  |    |                                 | (1,054)                          |
| Add: Borrowings  | 9  | 190,417                         | 123,578                          |
| Add: Provisions - Employee   | 11 | 757,961                         | 787,109                          |
| <b>Total adjustments to net current assets</b>                     |    | <b>(288,052)</b>                | <b>(251,811)</b>                 |

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

|  |             |                  |                  |
|--|-------------|------------------|------------------|
| <b>Current assets</b>                                |             |                  |                  |
| Cash and cash equivalents                            | 2           | 2,788,705        | 3,590,230        |
| Financial assets at amortised cost                   | 2           | 52,444           | 0                |
| Rates receivables                                    | 3           | 351,374          | 406,767          |
| Receivables  | 3           | 105,298          | 199,590          |
| Other current assets                                 | 4           | 244,514          | 241,760          |
| <b>Less: Current liabilities</b>                     |             |                  |                  |
| Payables   | 5           | (477,282)        | (101,218)        |
| Borrowings   | 9           | (190,417)        | (123,578)        |
| Contract liabilities                                 | 11          | (88,223)         | 0                |
| Provisions   | 11          | (787,109)        | (787,109)        |
| <b>Less: Total adjustments to net current assets</b> | <b>1(b)</b> | <b>(288,052)</b> | <b>(251,811)</b> |
| <b>Closing funding surplus / (deficit)</b>           |             | <b>1,711,253</b> | <b>3,174,631</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.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES  
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      | 686,047          |                | 686,047          |               | NAB         |               | At call       |
| Petty Cash                | Cash on Hand   | 1,450            |                | 1,450            |               |             |               |               |
| Investment                | Reserves       | 0                | 901,056        | 901,056          |               | NAB         | 0.70%         | 02/03/2021    |
| Cash Deposits             | Trust          | 0                | 45,625         | 45,625           | 45,625        | NAB         |               | At Call       |
| Investment                | Term Deposit   | 1,000,000        |                | 1,000,000        |               | NAB         | 0.67%         | 22/03/2021    |
| Investment                | Term Deposit   | 1,001,677        |                | 1,001,677        |               | NAB         | 0.17%         | 06/04/2021    |
| <b>Total</b>              |                | <b>2,689,174</b> | <b>946,681</b> | <b>3,635,855</b> | <b>45,625</b> |             |               |               |
| <b>Comprising</b>         |                |                  |                |                  |               |             |               |               |
| Cash and cash equivalents |                | 2,689,174        | 946,681        | 3,635,855        | 45,625        |             |               |               |
|                           |                | <b>2,689,174</b> | <b>946,681</b> | <b>3,635,855</b> | <b>45,625</b> |             |               |               |

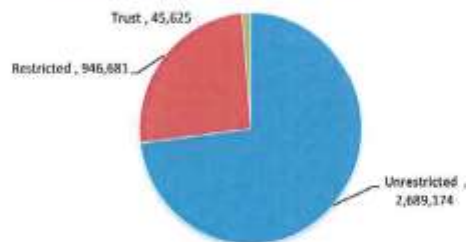
KEY INFORMATION

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>\$3.64 M</b> | <b>\$2.69 M</b> |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

| Rates receivable               | 28-Feb-21      | 30 June 2020   |
|--------------------------------|----------------|----------------|
| Opening arrears previous years | \$ 211,013     | \$ 251,835     |
| Levied this year               | 4,725,482      | 4,574,430      |
| Less - collections to date     | (4,529,728)    | (4,615,252)    |
| Equals current outstanding     | <b>406,767</b> | <b>211,013</b> |
| <b>Net rates collectable</b>   | <b>406,767</b> | <b>211,013</b> |
| % Collected                    | 91.8%          | 95.6%          |

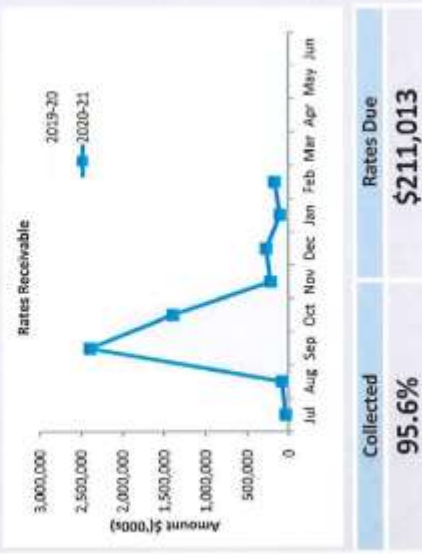
OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

| Receivables - general                        | Credit     | Current   | 30 Days   | 60 Days | 90+ Days  | Total          |
|--|------------|-----------|-----------|---------|-----------|----------------|
| Receivables - general                        | \$ (4,872) | \$ 21,023 | \$ 10,576 | \$ 375  | \$ 24,552 | \$ 51,654      |
| Percentage                                   | (9.4%)     | 40.7%     | 20.5%     | 0.7%    | 47.5%     |                |
| Balance per trial balance                    |            |           |           |         |           |                |
| Sundry receivable                            | (4,872)    | 21,023    | 10,576    | 375     | 24,552    | 51,654         |
| GST receivable                               |            | 62,154    |           |         |           | 62,154         |
| Rubbish Receivables                          |            | 37,929    |           |         |           | 37,929         |
| Accrued Income                               |            | (9,929)   |           |         |           | (9,929)        |
| Emergency Services Levy                      |            | 57,782    |           |         |           | 57,782         |
| <b>Total receivables general outstanding</b> |            |           |           |         |           | <b>199,590</b> |

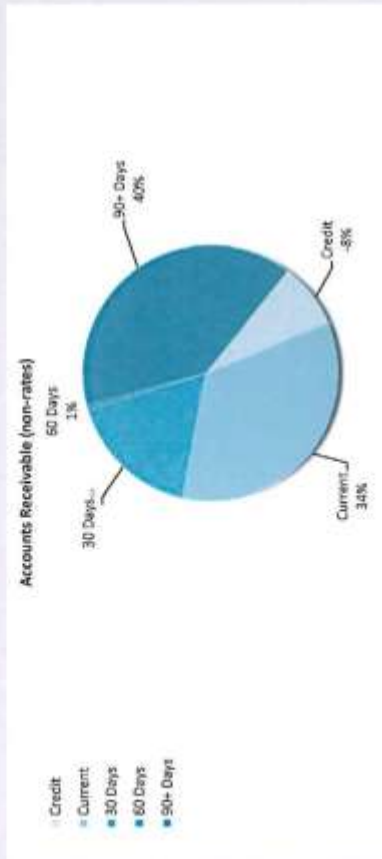
Amounts shown above include GST (where applicable).

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.



|           |                  |
|-----------|------------------|
| Collected | <b>95.6%</b>     |
| Rates Due | <b>\$211,013</b> |



|              |                  |
|--------------|------------------|
| Debtors Due  | <b>\$199,590</b> |
| Over 30 Days | <b>69%</b>       |
| Over 90 Days | <b>47.5%</b>     |

Please refer to the compilation report



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS

|                                   | Opening<br>Balance<br>1 July 2020 | Asset<br>Increase | Asset<br>Reduction | Closing<br>Balance<br>28 February 2021 |
|-----------------------------------|-----------------------------------|-------------------|--------------------|--|
| <b>Other current assets</b>       | \$                                | \$                | \$                 | \$                                     |
| <b>Inventory</b>                  |                                   |                   |                    |  |
| Fuel & Materials                  | 9,514                             | 0                 | (2,754)            | 6,760                                  |
| Land Held for Resale              | 235,000                           | 0                 | 0                  | 235,000                                |
| <b>Total other current assets</b> |                                   |                   |                    | <b>241,760</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 28 FEBRUARY 2021

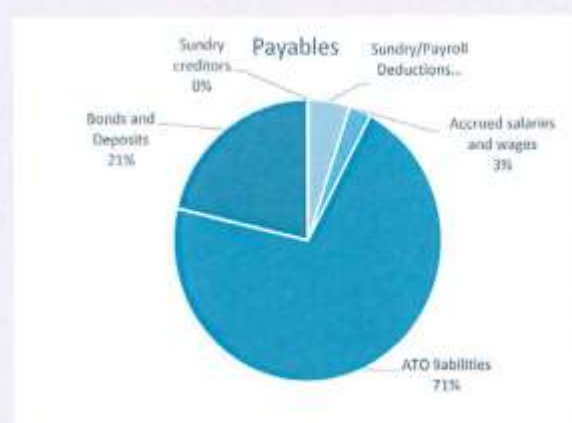
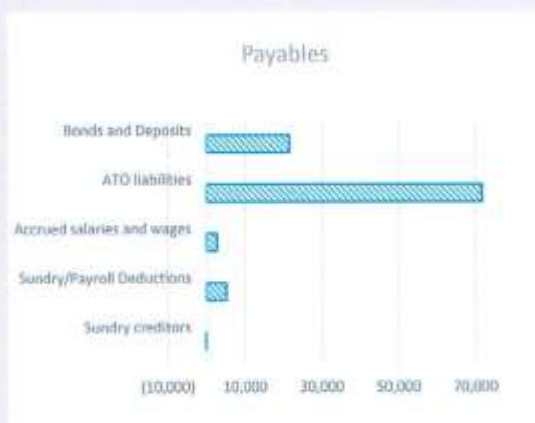
OPERATING ACTIVITIES  
**NOTE 5**  
**Payables**

| Payables - general                        | Credit   | Current        | 30 Days  | 60 Days     | 90+ Days    | Total          |
|---|----------|----------------|----------|-------------|-------------|----------------|
|   | \$       | \$             | \$       | \$          | \$          | \$             |
| Payables - general                        | 0        | 0              | 0        | (37)        | (62)        | (99)           |
| Percentage                                | 0%       | 0%             | 0%       | 37.3%       | 62.7%       |                |
| <b>Balance per trial balance</b>          |          |                |          |             |             |                |
| Sundry creditors                          | 0        | 0              | 0        | (37)        | (62)        | (99)           |
| Sundry/Payroll Deductions                 |          | 5,173          |          |             |             | 5,173          |
| Accrued salaries and wages                |          | 2,671          |          |             |             | 2,671          |
| ATO liabilities                           |          | 71,883         |          |             |             | 71,883         |
| Bonds and Deposits                        |          | 21,591         |          |             |             | 21,591         |
| <b>Total payables general outstanding</b> | <b>0</b> | <b>101,317</b> | <b>0</b> | <b>(37)</b> | <b>(62)</b> | <b>101,218</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.



**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

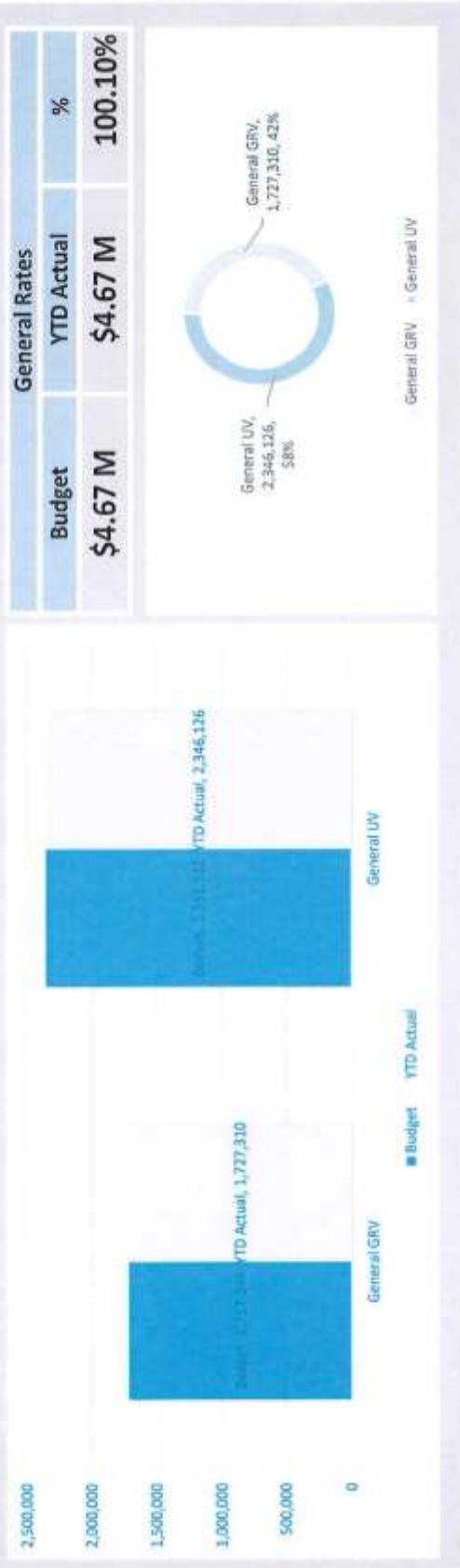
| RATE TYPE                  | Rate In<br>\$ (cents) | Number of<br>Properties | Budget            |                 |                 |              | YTD Actual      |                  |               |                  |           |
|----------------------------|-----------------------|-------------------------|-------------------|-----------------|-----------------|--------------|-----------------|------------------|---------------|------------------|-----------|
|                            |                       |                         | Rateable<br>Value | Rate<br>Revenue | Interim<br>Rate | Back<br>Rate | Rate<br>Revenue | Interim<br>Rates | Back<br>Rates | Total<br>Revenue |           |
| General rate revenue       |                       |                         | \$                | \$              | \$              | \$           | \$              | \$               | \$            | \$               | \$        |
| Gross rental value         |                       | 1,562                   | 17,747,241        | 1,717,044       | 0               | 0            | 1,717,044       | 1,718,950        | 8,360         |                  | 1,727,310 |
| General GRV                | 0.079956              |                         |                   |                 |                 |              |                 |                  |               |                  |           |
| Unimproved value           |                       | 437                     | 193,618,765       | 2,351,382       | 0               | 0            | 2,351,382       | 2,346,126        |               |                  | 2,346,126 |
| General UV                 | 0.011983              |                         |                   |                 |                 |              |                 |                  |               |                  |           |
| Sub-Total                  |                       | 1,999                   | 211,366,006       | 4,068,426       | 0               | 0            | 4,068,426       | 4,065,076        | 8,360         | 0                | 4,073,436 |
| Minimum payment            |                       |                         |                   |                 |                 |              |                 |                  |               |                  |           |
| Gross rental value         |                       | 993                     | 7,016,922         | 561,045         | 0               | 0            | 561,045         | 574,605          |               | 0                | 574,605   |
| General GRV                | 565                   |                         |                   |                 |                 |              |                 |                  |               |                  |           |
| Unimproved value           |                       | 71                      | 3,347,659         | 40,115          |                 |              | 40,115          | 26,555           |               |                  | 26,555    |
| General UV                 | 565                   |                         |                   |                 |                 |              |                 |                  |               |                  |           |
| Sub-total                  |                       | 1,064                   | 10,364,581        | 601,160         | 0               | 0            | 601,160         | 601,160          | 0             | 0                | 601,160   |
| Discount                   |                       |                         |                   |                 |                 |              | 0               |                  |               |                  | (457)     |
| Total general rates        |                       |                         |                   |                 |                 |              | 4,669,586       |                  |               |                  | 4,674,139 |
| Specified area rates       |                       |                         |                   |                 |                 |              |                 |                  |               |                  |           |
| Kalbarri Tourism           | 0.001721              |                         | 17,443,404        | 30,000          | 0               | 0            | 30,000          | 30,243           | 100           | 0                | 30,343    |
| Port Gregory Water Supply  | 0.036904              |                         | 569,036           | 21,000          | 0               | 0            | 21,000          | 21,000           | 0             | 0                | 21,000    |
| Total specified area rates |                       |                         | 18,012,440        | 51,000          | 0               | 0            | 51,000          | 51,243           | 100           | 0                | 51,343    |
| Total                      |                       |                         |                   |                 |                 |              | 4,720,586       |                  |               |                  | 4,725,482 |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**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. From 1 July 2019 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.



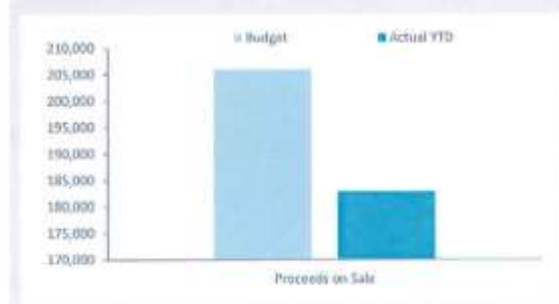
Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

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>                   |                |                |               |                 |                |                |               |                 |
| 41761      | P274 - Isuzu MUX - DCEO             | 8,500          | 21,000         | 12,500        | 0               | 6,798          | 20,909         | 14,112        | 0               |
|            | <b>Community amenities</b>          |                |                |               |                 |                |                |               |                 |
| 30003      | Kings Park Ablutions                |                |                | 0             | 0               | 47,513         | 0              | 0             | (47,513)        |
|            | <b>Transport</b>                    |                |                |               |                 |                |                |               |                 |
| 41707      | P228 - Northampton Tip Truck        | 30,000         | 71,000         | 41,000        | 0               | 30,884         | 71,000         | 40,116        | 0               |
| 41686      | P207 - Pig Trailer Northampton      | 9,000          | 18,000         | 9,000         | 0               | 9,000          | 18,000         | 9,000         | 0               |
| 41596      | P159 - Case Tractor - Northampton   | 3,000          | 0              | 0             | (3,000)         |                |                | 0             | 0               |
| 41715      | P234 - Fuso M/ice Truck Northampton | 23,000         | 25,000         | 2,000         | 0               |                |                | 0             | 0               |
| 41763      | P277 - Toyota Prado                 | 30,000         | 31,000         | 1,000         | 0               |                |                | 0             | 0               |
|            | <b>Economic Services</b>            |                |                |               |                 |                |                |               |                 |
| 41788      | P301 - Landcruiser Ute Lucky Bay    | 52,000         | 40,000         | 0             | (12,000)        | 50,088         | 45,682         | 0             | (4,406)         |
| 41750      | P264 - ISUZU MUX Build/Surveyor     | 0              | 0              | 0             | 0               | 3,858          | 27,273         | 23,415        | 0               |
|            |                                     | <b>155,500</b> | <b>206,000</b> | <b>65,500</b> | <b>(15,000)</b> | <b>148,140</b> | <b>182,864</b> | <b>86,643</b> | <b>(51,919)</b> |

KEY INFORMATION



| Proceeds on sale |                  |            |
|------------------|------------------|------------|
| Annual Budget    | YTD Actual       | %          |
| <b>\$206,000</b> | <b>\$182,864</b> | <b>89%</b> |



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

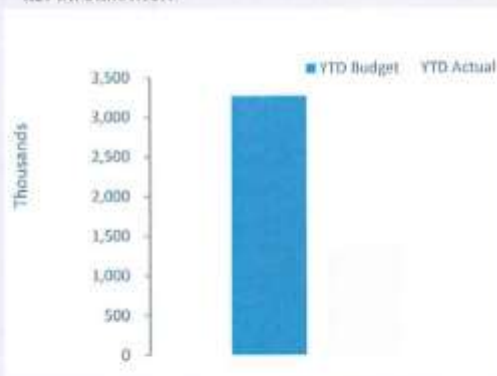
INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS

| Capital acquisitions                   | Adopted          |                  | YTD Actual       | YTD Actual<br>Variance |
|--|------------------|------------------|------------------|------------------------|
|  | Budget           | YTD Budget       |                  |                        |
|  | \$               | \$               | \$               | \$                     |
| Buildings                              | 334,090          | 334,084          | 323,481          | (10,603)               |
| Furniture and equipment                | 70,000           | 46,664           | 27,605           | (19,059)               |
| Plant and equipment                    | 708,400          | 472,264          | 346,857          | (125,407)              |
| Infrastructure - Roads                 | 1,366,195        | 1,343,630        | 420,928          | (922,702)              |
| Infrastructure - Footpaths & Carparks  | 538,520          | 527,401          | 149,872          | (377,529)              |
| Infrastructure - Parks & Ovals         | 218,140          | 218,132          | 102,907          | (115,225)              |
| Infrastructure - Other                 | 28,000           | 18,664           | 20,671           | 2,007                  |
| <b>Capital Expenditure Totals</b>      | <b>3,263,345</b> | <b>2,960,839</b> | <b>1,392,320</b> | <b>(1,568,519)</b>     |
| <b>Capital Acquisitions Funded By:</b> |                  |                  |                  |                        |
|  | \$               | \$               | \$               | \$                     |
| Capital grants and contributions       | 1,500,386        | 1,500,386        | 994,023          | (506,363)              |
| Other (disposals & C/Fwd)              | 206,000          | 137,328          | 182,864          | 45,536                 |
| 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)              |
| 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         | 100,000          | 100,000          | 100,000          | 0                      |
| Contribution - operations              | 1,456,959        | 295,490          | 115,433          | (180,057)              |
| <b>Capital funding total</b>           | <b>3,263,345</b> | <b>2,960,839</b> | <b>1,392,320</b> | <b>(1,568,519)</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





























|                      |                      |                   |                   |
|----------------------|----------------------|-------------------|-------------------|
| <b>Acquisitions</b>  | <b>Annual Budget</b> | <b>YTD Actual</b> | <b>% Spent</b>    |
|                      | <b>\$3.26 M</b>      | <b>\$1.39 M</b>   | <b>43%</b>        |
| <b>Capital Grant</b> | <b>Annual Budget</b> | <b>YTD Actual</b> | <b>% Received</b> |
|                      | <b>\$1.5 M</b>       | <b>\$0.99 M</b>   | <b>66%</b>        |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS (CONTINUED)



| %   | Account Description                          | Current Budget   | Year to Date Budget | Year to Date Actual | Variance (Under)/Over |
|---|--|------------------|---------------------|---------------------|-----------------------|
|   | <b>Governance</b>                            |                  |                     |                     |                       |
|    | LED Signage (LR&I Funding)                   | 70,000           | 46,664              | 27,605              | 42,395                |
|    | DCEO Vehicle Replacement                     | 43,000           | 28,664              | 43,101              | (101)                 |
|   | <b>Governance Total</b>                      | <b>113,000</b>   | <b>75,328</b>       | <b>70,706</b>       | <b>42,294</b>         |
|   | <b>Education and Welfare</b>                 |                  |                     |                     |                       |
|    | NCCA Storage Shed                            | 0                | 0                   | 8,579               | (8,579)               |
|   | <b>Education and Welfare Total</b>           | <b>0</b>         | <b>0</b>            | <b>8,579</b>        | <b>(8,579)</b>        |
|   | <b>Communities Amenities</b>                 |                  |                     |                     |                       |
|  | Jacques Point Ablutions                      | 209,090          | 209,089             | 198,790             | 10,300                |
|  | Kings Park Point Ablutions                   | 100,000          | 99,999              | 104,060             | (4,060)               |
|  | Car Park for Jaques Point Ablutions          | 70,000           | 63,056              | 71,104              | (1,104)               |
|  | Northampton Cemetery Fence                   | 38,500           | 38,499              | 1,350               | 37,150                |
|  | Memorial Tree (LR&I Funding)                 | 20,000           | 19,999              | 0                   | 20,000                |
|   | <b>Communities Amenities Total</b>           | <b>437,590</b>   | <b>430,642</b>      | <b>375,303</b>      | <b>62,287</b>         |
|   | <b>Recreation And Culture</b>                |                  |                     |                     |                       |
|  | Port Gregory Shelters                        | 24,000           | 23,999              | 0                   | 24,000                |
|  | Horrocks Shelter at Parkland BBQ             | 11,000           | 11,000              | 9,650               | 1,350                 |
|  | Blue Holes Carpark Redevelopment R969        | 29,400           | 29,398              | 7,535               | 21,865                |
|  | Horrocks access steps from oval to HCC       | 7,500            | 7,497               | 6,500               | 1,000                 |
|  | Northampton Bowling Club Synthetic Green     | 117,140          | 117,138             | 85,406              | 31,734                |
|  | Northampton Community Centre Solar Power     | 15,000           | 14,998              | 13,636              | 1,364                 |
|  | Allen Centre Tourist Bus Park (LR&I Funding) | 235,000          | 234,998             | 42,611              | 192,389               |
|  | Allen Centre Tourist Bus Park (LR&I Funding) | 10,000           | 9,998               | 0                   | 10,000                |
|  | RSL Hall Retention Adjustment                | 0                | 0                   | (1,584)             | 1,584                 |
|   | <b>Recreation And Culture Total</b>          | <b>449,040</b>   | <b>449,026</b>      | <b>163,754</b>      | <b>285,286</b>        |
|   | <b>Transport</b>                             |                  |                     |                     |                       |
|  | Road Construction                            | 1,366,195        | 1,343,630           | 420,928             | 945,267               |
|  | Footpath/Carpark Construction                | 204,120          | 199,949             | 28,622              | 175,498               |
|  | Tip Truck Northampton                        | 225,200          | 150,133             | 228,639             | (3,439)               |
|  | Small Tractor                                | 83,000           | 55,333              | 0                   | 83,000                |
|  | Maintenance Truck Northampton                | 140,000          | 93,333              | 0                   | 140,000               |
|  | Truck and Trailer Tarpaulin                  | 85,000           | 56,667              | 0                   | 85,000                |
|  | Gardeners Tandem Tipping Trailer             | 7,000            | 4,667               | 8,591               | (1,591)               |
|  | Works Manager Vehicle                        | 60,000           | 40,000              | 1,325               | 58,675                |
|  | Airport - Install 2 x 22KVA Generators       | 28,000           | 18,664              | 20,671              | 7,329                 |
|   | <b>Transport Total</b>                       | <b>2,263,715</b> | <b>2,005,843</b>    | <b>773,977</b>      | <b>1,489,738</b>      |
|   | <b>Capital Expenditure by Program Total</b>  | <b>3,263,345</b> | <b>2,960,839</b>    | <b>1,392,320</b>    | <b>1,879,604</b>      |

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 17

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Repayments - borrowings

Information on borrowings

| Particulars                      | New Loans        |          | Principal Repayments |                | Principal Outstanding |                  | Interest Repayments |               |               |
|----------------------------------|------------------|----------|----------------------|----------------|-----------------------|------------------|---------------------|---------------|---------------|
|                                  | 1 July 2020      | Actual   | Budget               | Actual         | Budget                | Actual           | Budget              | Actual        | Budget        |
| Housing                          | \$               | \$       | \$                   | \$             | \$                    | \$               | \$                  | \$            | \$            |
| Loan 154 - Staff Housing         | 189,159          | 0        | 0                    | 17,566         | 35,418                | 171,593          | 153,741             | 3,753         | 7,156         |
| Recreation and culture           |                  |          |                      |                |                       |                  |                     |               |               |
| Loan 156 - RSL Hall Extensions   | 454,484          | 0        | 0                    | 23,110         | 46,459                | 431,374          | 408,025             | 6,277         | 12,210        |
| Transport                        |                  |          |                      |                |                       |                  |                     |               |               |
| Loan 153 - Plant Purchases       | 133,684          | 0        | 0                    | 42,800         | 42,800                | 90,884           | 90,884              | 5,405         | 5,789         |
| Loan 157 - Plant Purchases       | 340,000          | 0        | 0                    | 15,744         | 31,614                | 324,256          | 308,386             | 3,897         | 7,593         |
|                                  | 1,117,327        | 0        | 0                    | 99,220         | 156,291               | 1,018,107        | 961,036             | 19,331        | 32,748        |
| Self supporting loans            |                  |          |                      |                |                       |                  |                     |               |               |
| Education and welfare            |                  |          |                      |                |                       |                  |                     |               |               |
| Loan 155 - Pioneer Lodge         | 358,026          | 0        | 0                    | 15,122         | 15,122                | 342,903          | 342,904             | 15,238        | 16,435        |
| Recreation and culture           |                  |          |                      |                |                       |                  |                     |               |               |
| Loan 151 - Kalbarri Bowling Club | 0                | 0        | 0                    | 0              | 0                     | 0                | 0                   | 0             | 0             |
| Other property and services      |                  |          |                      |                |                       |                  |                     |               |               |
| Loan 152 - Staff Housing (CEO)   | 293,742          | 0        | 0                    | 9,236          | 19,004                | 302,907          | 274,738             | 9,266         | 19,293        |
|                                  | 651,768          | 0        | 0                    | 24,358         | 34,126                | 645,811          | 617,642             | 24,504        | 35,728        |
| <b>Total</b>                     | <b>1,769,095</b> | <b>0</b> | <b>0</b>             | <b>123,578</b> | <b>190,417</b>        | <b>1,663,918</b> | <b>1,579,678</b>    | <b>43,835</b> | <b>68,476</b> |
| Current borrowings               | 190,417          |          |                      |                |                       | 123,578          |                     |               |               |
| Non-current borrowings           | 1,578,678        |          |                      |                |                       | 1,540,340        |                     |               |               |
|                                  | 1,769,095        |          |                      |                |                       | 1,663,918        |                     |               |               |

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 28 FEBRUARY 2021

New borrowings 2020-21

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 |                 |
|             | \$              | \$     |             |           |            | \$                       | %             | \$            | \$     | \$              |

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.



Please refer to the compilation report.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

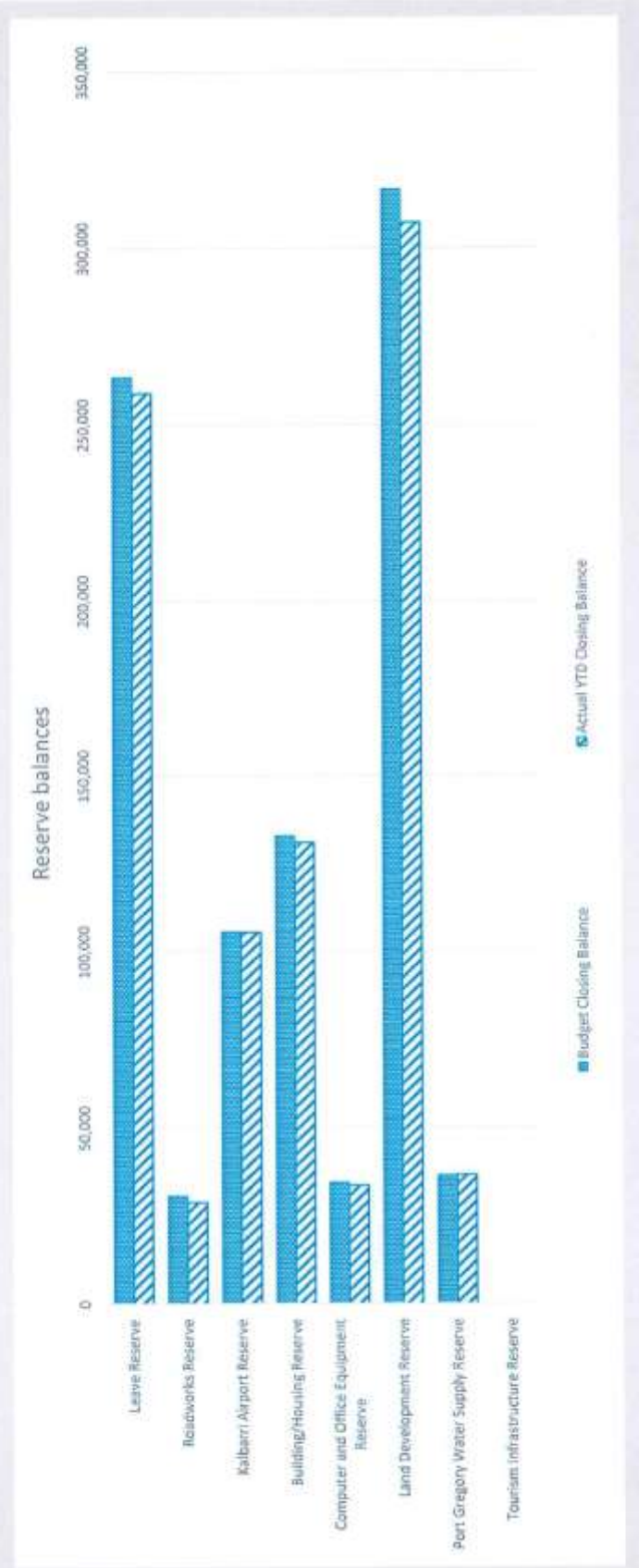
OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES

| 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 |
|---------------------------------------|-----------------|------------------------|--------------|------------------------|---------------|-------------------------|------------------|-------------------------|------------------|--------------------------|------------------|--------------------------|----------------|------------------------|----------------------------|
|                                       |                 | \$                     | \$           | \$                     | \$            | \$                      | \$               | \$                      | \$               | \$                       | \$               | \$                       | \$             |                        |                            |
| Cash backed reserve                   |                 |                        |              |                        |               |                         |                  |                         |                  |                          |                  |                          |                |                        |                            |
| Leave Reserve                         | 253,511         | 5,000                  | 250          | 5,000                  | 5,000         | 0                       | 0                | 0                       | 0                | 0                        | 0                | 0                        | 263,511        | 258,761                |                            |
| Roadworks Reserve                     | 28,639          | 2,000                  | 100          | 0                      | 0             | 0                       | 0                | 0                       | 0                | 0                        | 0                | 0                        | 30,639         | 28,739                 |                            |
| Kalbarri Airport Reserve              | 85,422          | 200                    | 30           | 20,000                 | 20,000        | 0                       | 0                | 0                       | 0                | 0                        | 0                | 0                        | 105,622        | 105,432                |                            |
| Building/Housing Reserve              | 120,863         | 2,000                  | 100          | 10,000                 | 10,000        | 0                       | 0                | 0                       | 0                | 0                        | 0                | 0                        | 132,863        | 130,963                |                            |
| Computer and Office Equipment Reserve | 33,446          | 1,000                  | 50           | 0                      | 0             | 0                       | 0                | 0                       | 0                | 0                        | 0                | 0                        | 34,446         | 33,496                 |                            |
| Land Development Reserve              | 306,658         | 10,000                 | 506          | 0                      | 0             | 0                       | 0                | 0                       | 0                | 0                        | 0                | 0                        | 316,658        | 307,164                |                            |
| Port Gregory Water Supply Reserve     | 36,500          | 0                      | 0            | 0                      | 0             | 0                       | 0                | 0                       | 0                | 0                        | 0                | 0                        | 36,500         | 36,500                 |                            |
| Tourism Infrastructure Reserve        | 100,000         | 0                      | 0            | 0                      | 0             | 0                       | 0                | 0                       | 0                | (100,000)                | (100,000)        | 0                        | 0              | 0                      |                            |
|                                       | <b>965,039</b>  | <b>20,200</b>          | <b>1,016</b> | <b>35,000</b>          | <b>35,000</b> | <b>(100,000)</b>        | <b>(100,000)</b> | <b>35,000</b>           | <b>(100,000)</b> | <b>(100,000)</b>         | <b>(100,000)</b> | <b>0</b>                 | <b>920,239</b> | <b>901,055</b>         |                            |

Please refer to the compilation report.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES  
**NOTE 11**  
OTHER CURRENT LIABILITIES

| Other current liabilities   | Note | Opening<br>Balance<br>1 July 2020 | Liability<br>Increase | Liability<br>Reduction | Closing<br>Balance<br>28 February 2021 |
|---|------|-----------------------------------|-----------------------|------------------------|--|
|   |      | \$                                | \$                    | \$                     | \$                                     |
| <b>Contract liabilities</b>   |      |                                   |                       |                        |  |
| Unspent grants, contributions and reimbursements<br>- non-operating | 13   | 15,326                            | 0                     | 15,326                 | 0                                      |
| <b>Total unspent grants, contributions and reimbursements</b>       |      | 15,326                            | 0                     | 15,326                 | 0                                      |
| <b>Provisions</b>   |      |                                   |                       |                        |  |
| Annual leave  |      | 296,048                           |                       |                        | 296,048                                |
| Long service leave  |      | 491,060                           |                       |                        | 491,060                                |
| <b>Total Provisions</b>   |      | 787,109                           | 0                     | 0                      | 787,109                                |
| <b>Total other current assets</b>                                   |      | <b>802,435</b>                    |                       |                        | <b>787,109</b>                         |

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**Employee benefits**

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

**Other long-term employee benefits**

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Contract liabilities**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions revenue

Unspent operating grant, subsidies and contributions liability

| Description/Provider                  | Liability  |             | Increase  |              | Liability Reduction |             | Liability |             | Current   |                  | YTD              |                  | YTD     |        |
|---------------------------------------|------------|-------------|-----------|--------------|---------------------|-------------|-----------|-------------|-----------|------------------|------------------|------------------|---------|--------|
|                                       | 1 Jul 2020 | 28 Feb 2021 | Liability | (As revenue) | Liability           | 28 Feb 2021 | Liability | 28 Feb 2021 | Liability | 28 Feb 2021      | Revenue          | Budget           | Revenue | Actual |
|                                       | \$         | \$          | \$        | \$           | \$                  | \$          | \$        | \$          | \$        | \$               | \$               | \$               | \$      | \$     |
| <b>Operating grants and subsidies</b> |            |             |           |              |                     |             |           |             |           |                  |                  |                  |         |        |
| General purpose funding               |            |             |           |              |                     |             |           |             |           |                  |                  |                  |         |        |
| Grants Commission - General/          | 0          | 0           | 0         | 0            | 0                   | 0           | 0         | 0           | 0         | 463,588          | 347,691          | 345,640          |         |        |
| Grants Commission - Roads/            | 0          | 0           | 0         | 0            | 0                   | 0           | 0         | 0           | 0         | 334,355          | 250,764          | 244,536          |         |        |
| Local Roads & Infrastructure Program  | 0          | 0           | 0         | 0            | 0                   | 0           | 0         | 0           | 0         | 490,300          | 367,725          | 245,151          |         |        |
| Law, order, public safety             |            |             |           |              |                     |             |           |             |           |                  |                  |                  |         |        |
| Emergency Services Levy - BFB         | 0          | 0           | 0         | 0            | 0                   | 0           | 0         | 0           | 0         | 34,646           | 23,095           | 22,022           |         |        |
| Emergency Services Levy - SES         | 0          | 0           | 0         | 0            | 0                   | 0           | 0         | 0           | 0         | 24,975           | 16,649           | 17,725           |         |        |
| Grant Revenue - BFRM                  | 0          | 0           | 0         | 0            | 0                   | 0           | 0         | 0           | 0         | 0                | 0                | 14,500           |         |        |
| Education and welfare                 |            |             |           |              |                     |             |           |             |           |                  |                  |                  |         |        |
| NCCA Operational Grant/Fundraising    | 0          | 0           | 0         | 0            | 0                   | 0           | 0         | 0           | 0         | 88,223           | 58,808           | 88,223           |         |        |
| Community amenities                   |            |             |           |              |                     |             |           |             |           |                  |                  |                  |         |        |
| GRANT - CHARMAP                       | 0          | 0           | 0         | 0            | 0                   | 0           | 0         | 0           | 0         | 10,000           | 6,664            | 0                |         |        |
| Transport                             |            |             |           |              |                     |             |           |             |           |                  |                  |                  |         |        |
| MRD - Maintenance                     | 0          | 0           | 0         | 0            | 0                   | 0           | 0         | 0           | 0         | 176,655          | 176,655          | 176,655          |         |        |
|                                       | <b>0</b>   | <b>0</b>    | <b>0</b>  | <b>0</b>     | <b>0</b>            | <b>0</b>    | <b>0</b>  | <b>0</b>    | <b>0</b>  | <b>1,622,742</b> | <b>1,248,051</b> | <b>1,154,452</b> |         |        |

Please refer to the compilation report.

SHIRE OF NORTHAMPTON | 23

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

NOTE 13  
NON-OPERATING GRANTS AND CONTRIBUTIONS

| Description/Provider               | Unspent non operating grants, subsidies and contributions liability |  |                          | Non operating grants, subsidies and contributions revenue |                |                       |
|------------------------------------|---|--|--------------------------|---|----------------|-----------------------|
|                                    | Liability<br>1 Jul 2020   | Increase<br>in Liability<br>(As revenue) | Liability<br>28 Feb 2021 | Adopted Budget<br>Revenue                                 | YTD<br>Budget  | YTD Revenue<br>Actual |
|                                    | \$  | \$                                       | \$                       | \$  | \$             | \$                    |
| Non-operating grants and subsidies |   |  |                          |   |                |                       |
| Recreation and culture             |   |  |                          |   |                |                       |
| Northampton Community Centre       |   | 0  | 0                        | 0   | 0              | 10,000                |
| Transport                          |   |  |                          |   |                |                       |
| Regional Road Group Funding        | 15,326  | (15,326)                                 | 0                        | 229,000   | 228,998        | 183,200               |
| Roads to Recovery Funding          | 15,326  | (15,326)                                 | 0                        | 453,484   | 453,481        | 54,674                |
|                                    | <b>15,326</b>   | <b>0</b>                                 | <b>0</b>                 | <b>682,484</b>  | <b>682,479</b> | <b>247,874</b>        |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 14  
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<br>1 July 2020 | Amount<br>Received | Amount<br>Paid   | Closing Balance<br>28 Feb 2021 |
|------------------------------------|--------------------------------|--------------------|------------------|--------------------------------|
|                                    | \$                             | \$                 | \$               | \$                             |
| Building Levies (BCITF & BRB)      | 183                            | 21,172             | (18,551)         | 2,804                          |
| Community Bus Bond                 | 4,600                          | 2,400              | (1,600)          | 5,400                          |
| Unclaimed Monies - Rates           | 4,044                          | 0                  | 0                | 4,044                          |
| BROC - Management Funds            | 1                              | 0                  | 0                | 1                              |
| RSL Hall Key Bond                  | 230                            | 430                | (230)            | 430                            |
| Special Series Plates              | 0                              | 2,480              | (1,600)          | 880                            |
| Northampton Child Care Association | 16,547                         | (4,500)            | 0                | 12,047                         |
| Horrocks Memorial Wall             | 0                              | 250                | (148)            | 102                            |
| One Life                           | 1,440                          | 0                  | (500)            | 940                            |
| Rubbish Tip Key Bond               | 1,800                          | 0                  | 0                | 1,800                          |
| Horrocks - Skatepark               | 1,050                          | 0                  | 0                | 1,050                          |
| RSL - Kalbarri Memorial            | 17,326                         | 0                  | (1,196)          | 16,130                         |
| DOT - Department of Transport      | 0                              | 165,993            | (165,993)        | 0                              |
| Rates - Overpaid                   | 0                              | 135,437            | (135,437)        | 0                              |
|                                    | <b>47,220</b>                  | <b>323,662</b>     | <b>(325,255)</b> | <b>45,626</b>                  |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

**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 2020-21 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  | 43,114    | 73.38%    | ▲ Permanent       | Var due to insurance rebate/refunds  |
| General purpose funding                           | (136,075) | (2.38%)   | ▼ Permanent       | Var due to reduced General FAG's Grant   |
| Law, order and public safety                      | 16,570    | 32.89%    | ▲ Permanent       | Var due to BFRM Grant Revenue & ESL profile  |
| Education and welfare                             | 31,476    | 21.80%    | ▲ Timing          | Var due to NCCA grant revenue/contributions  |
| Community amenities                               | (26,042)  | (3.17%)   | ▼ Timing          | Var due to add planning fees/reimbursements<br>Var due to insurance reimbursement Kalbarri |
| Recreation and culture                            | 11,828    | 59.07%    | ▲ Permanent       | Foreshore Power Pole<br>Actuals and budget will converge as the year progresses            |
| Transport   | 7,308     | 3.16%     | ▲ Timing          | Additional revenue is short term in nature, will reconcile                                 |
| Economic services                                 | 63,074    | 44.52%    | ▲ Timing          |  |
| Other property and services                       | 6,451     | 6.80%     | ▲ Timing          | Var due to sale of scrap metal   |
| <b>Expenditure from operating activities</b>      |           |           |                   |  |
| Governance  | (6,735)   | (1.17%)   | ▼ Timing          | Will reconcile, budget timing situation only   |
| General purpose funding                           | (26,691)  | (14.31%)  | ▼ Permanent       | Var due to legal fees and add Rates salary   |
| Law, order and public safety                      | (31,428)  | (12.79%)  | ▼ Timing          | Var due to BFRM grant related expenditure  |
| Health  | 29,825    | 19.81%    | ▲ Permanent       | Will reconcile as year progresses  |
| Education and welfare                             | 9,606     | 5.43%     | ▲ Permanent       | Var due to reduced NCCA expenses   |
| Housing   | (7,804)   | (15.05%)  | ▼ Permanent       | Reallocation issue will reconcile by EOY   |
| Community amenities                               | 37,953    | 3.51%     | ▲ Timing          | Var due to lag in rubbish collection invoices  |
| Transport   | 101,703   | 4.06%     | ▲ Permanent       | Var due to reduced operation roadworks exp   |
| Economic services                                 | (86,609)  | (42.80%)  | ▼ Timing          | Var due to additional building salaries and Pt Gregory non potable water supply costs      |
| Other property and services                       | (88,025)  | (337.11%) | ▼ Permanent       | Var due to the insurance payment budget profile and reduced PWO recovery.                  |
| <b>Investing activities</b>                       |           |           |                   |  |
| Non-operating grants, subsidies and contributions | (434,605) | (63.68%)  | ▼ Timing          | Will reconcile, budget timing situation only   |
| Capital acquisitions                              | 1,568,519 | 52.98%    | ▲ Timing          | Roadworks and the purchase of the maintenance truck to be completed by June 2021           |
| <b>Financing activities</b>                       |           |           |                   |  |
| Transfer from reserves                            | 33,333    | 50.00%    | ▲ Timing          | Budget timing issue, Transfers processed August 2020                                       |



**7.4.3 2020/2021 BUDGET REVIEW**

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>FILE REFERENCE:</b>    | <b>1.1.1</b>                        |
| <b>DATE OF REPORT:</b>    | <b>10 March 2021</b>                |
| <b>REPORTING OFFICER:</b> | <b>Garry Keeffe/Grant Middleton</b> |
| <b>APPENDICES:</b>        | <b>Budget Review</b>                |

**BACKGROUND:**

The *Local Government (Financial Management) Regulations 1996* require a budget review to be completed between 1 January and 31 March each financial year.

The review of an annual budget for a financial year must:

- Consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- Consider the local government’s financial position as at the date of the review; and
- Review the outcomes for the end of the financial year that are forecast in the budget.

**COMMENT:**

The intention of the legislation is to ensure local governments conduct at least one budget review between six and nine months into the financial year.

The Budget review is a detailed comparison of the year to date actual results with the adopted or amended budget. It establishes whether a local government continues meeting its budget commitments, is in receipt of income and incurs expenditure in accordance with the adopted budget.

The current review is indicating an overall budget surplus of \$17,412.

Significant changes to items listed in the 2020/2021 Budget Review include the following:

**Expenditure**

- Rates Salary – Additional employee costs associated with handover and training \$15,000
- Rates Legal Expenses - Additional estimated costs of \$25,000 associated with the recovery of outstanding rate debtors.
- Northampton Refuse Site – Savings in soil testing costs and plumbing costs for tank. \$12,640
- Roadworks – Savings due to property purchase no longer required \$20,000
- Plant Purchase – Additional costs associated with the purchase of the Maintenance Truck - \$17,515
- Plant Purchase – Savings due to tractor purchase being deferred \$83,000.

- Long Service Leave Payout – Additional cost of \$29,000 associated with the payout of LSL for 3 employees. No provision in 20/21 budget. The additional costs will be offset by a transfer from the Leave Reserve.

### Income

- Financial Assistance Grant – Reduced revenue, actual \$11,040 less than budget estimate.
- Interest – Reduced revenue due to low investment interest rates \$15,000.
- Rates Legal charges – Increased reimbursement of legal charges \$15,000.
- Rates Trainee Grant – Additional \$10,000 received for traineeship.
- Information Searches – Additional revenue for property sale account enquiry information \$10,000.
- Refuse Fees – Additional refuse fees for the Northampton and Kalbarri refuse sites - \$15,000.
- CHARMAP Grant – Reduced income due to incorrect allocation in 20/21 budget \$10,000
- Town Planning Fees – Projected increase in Town Planning Fees - \$20,000.
- Vehicle Sale – Increased revenue associated with unbudgeted sale of Building Surveyor MUX. \$27,273.
- Camping Fees – Projected additional Little Bay camping revenue \$10,000.
- Leave Reserve – Transfer of funds from the leave reserve to fund unbudgeted LSL payouts - \$29,000.

### Summary

The current budget review addresses the change (reduction) in the carryover figure of \$104,558 per the Annual Financial Statements for 2019/2020. Financial Management Regulation 33 (2A) (c) requires the outcomes for the end of the financial year to be part of the budget review process.

The amount included in the 2020/2021 budget as a carryover was estimated at \$1,815,811 whereas the Annual Financial Statements for 2019/2020 detail a carryover amount of \$1,711,253. The reduction carryover amount of \$104,558 is predominately due to the following:

|  |          |
|--|----------|
| Reduced Rates outstanding amount           | \$12,671 |
| Increase in Muni Trust liability           | \$14,507 |
| Increase in payment accruals (inc Payroll) | \$57,972 |
| Increase in current portion of borrowings  | \$33,093 |

The carryover figure in the budget is an estimate based on the trial balance and other known variables at the time of finalising the budget. Whilst there are not normally a large number of changes the final position can vary depending on end of year processes which include accruals. A major factor in the decreased carryover figure was the additional payroll accrual requested by our auditors (AMD) which was posted after the finalisation of the budget process.

The summary of the final budget variation position for 2020/2021 is as follows:

---

|   |                 |
|---|-----------------|
| Adjustment to carryover figure from 2019/2020 | \$104,558       |
| Increased Expenses 2020/2021                  | \$26,819        |
| Increased Income 2020/2021                    | \$148,789       |
| Estimated Surplus @ 30 June 2021              | <u>\$17,412</u> |

The budget review considers all relevant changes in expense and income plus allowing for the change in the carryover figure resulting in an estimated surplus amount of \$17,412.

#### **STATUTORY IMPLICATIONS:**

*General Financial Management of Council  
Local Government (Financial Management) Regulation 33A 1996*

Regulation 33A (1) (2) (3) and (4) of the FM Regulations requires the results of the budget review to be submitted to Council within 30 days of the review. Council is then to consider the review and determine whether or not to adopt the review, any part of the review and any recommendations made in the review.

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

Main implications will be changes to the 2020/2021 Budget if further projects need to be delayed or works brought forward.

#### **VOTING REQUIREMENT:**

Absolute Majority Required:

#### **OFFICER RECOMMENDATION – ITEM 7.4.3**

**That Council in accordance with regulation 33A of the Local Government (Financial Management) Regulations 1996 adopt the review of the 2020/2021 Budget and note any variances or recommendations.**

**APPENDICES 1 – 2020/21 Budget Review**

**2020/2021 BUDGET REVIEW**

| Item   | Reason   | Variance   |
|--|--|------------|
| <b>EXPENDITURE</b>                               |  |            |
| <b>Schedule 3 - General Purpose Income</b>       |  |            |
| <u>Rates</u>                                     |  |            |
| Refund of Rates - incorrect ownership            | Iris Mallard - Lot 17 Ajana  | \$ 6,300   |
| Salaries   | Increase in rates salary costs associated with handover  | \$ 15,000  |
| Long Service Leave                               | LSL payout not included in 20/21 budget provision  | \$ 9,000   |
| Legal Expenses                                   | Increase rates recovery legal expenses   | \$ 25,000  |
| <b>Schedule 4 - Members &amp; Administration</b> |  |            |
| <u>Members</u>                                   |  |            |
| Extraordinary Election                           | No extraordinary election held, savings  | -\$ 1,500  |
| Conferences                                      | Expect savings   | -\$ 3,000  |
| <u>Administration</u>                            |  |            |
| Staff Training                                   | Extra costs due to staff changes   | \$ 3,000   |
| Northampton Office Maintenance                   | Rear office window replacement (timber all rotted)   | \$ 1,950   |
| Conference Expenses                              | Minimal conferences attended due to COVID-19   | -\$ 3,000  |
| Plant Revaluation                                | Change of Accounting Regulations now not required  | -\$ 8,000  |
| <b>Schedule 9 - Housing</b>                      |  |            |
| <u>Housing</u>                                   |  |            |
| Callion Way Residence                            | Savings in blind replacements  | -\$ 1,550  |
| Lot 43 Bateman - paving to rear                  | Bricks used were in stock, savings occurred  | -\$ 1,500  |
| Lot 6 Robinson St                                | Ceiling repair (collapsed)   | \$ 3,245   |
| Lot 454 Fitzgerald St                            | Replace front fence section  | \$ 1,980   |
| <b>Schedule 10 - Community Amenities</b>         |  |            |
| <u>Refuse Control</u>                            |  |            |
| Northampton Refuse Site                          | Savings in plumbing storm water to tank from shed  | -\$ 2,260  |
|  | Savings in soil cell testing after quotes received<br>(note additional testing to be done 2021/22) | -\$ 10,380 |
| <u>Other Community Amenities</u>                 |  |            |
| Kings Park Ablutions                             | Additional Plumbing & Electrical costs   | \$ 3,370   |
| <b>Schedule 11 - Recreation &amp; Culture</b>    |  |            |
| <u>Public Halls &amp; Civic Centres</u>          |  |            |
| Binnu Hall                                       | Electrical repairs   | \$ 3,952   |
| <u>Other Recreation &amp; Culture</u>            |  |            |
| Parks & Gardens General                          | Wheel of May bore & transfer pump repairs (Insurance)  | \$ 8,220   |
|  | Savings in Kalb Post Office Lane planter pots  | -\$ 1,060  |
|  | Replace heritage plaques on Bicentennial Garden wall   | \$ 2,895   |
|  | Old Railway Carriage Electrical Works  | \$ 1,290   |
|  | Capital Hill Parks - Bore Replacement  | \$ 3,775   |
| Horrocks Community Kitchens                      | Extra cost for cladding etc  | \$ 1,976   |
| Horrocks Oval steps to HCC                       | HCC requested ramp and not steps, savings occurred   | -\$ 1,000  |
| Northampton Community Centre                     | Plumbing and cool room freezer repairs   | \$ 6,840   |
|  | Savings in Solar Panel Install   | -\$ 1,360  |

**2020/2021 BUDGET REVIEW**

| Item  | Reason   | Variance         |
|---|--|------------------|
| <u>Swimming Areas &amp; Beaches</u>         |  |                  |
| Kalbarri Foreshore                          | Additional Costs for tree lopping  | \$ 1,250         |
|   | Additional costs for mosquito treatment  | \$ 1,200         |
|   | Electricity Pole Replacement - Chinaman's Bore supply  | \$ 4,100         |
| Horrocks Foreshore                          | Memorial wall, lawn not installed, pathway installed   | -\$ 5,480        |
|   | Additional ramp installation to main foreshore area (materials were in stock)                      | \$ 1,400         |
|   | Replace park/playground light as unsafe  | \$ 4,595         |
| Horrocks Jetty                              | Extra cost for replacement of solar light  | \$ 1,455         |
| <u>Other Culture</u>                        |  |                  |
| Horrocks Ablutions                          | Extra cost for cladding etc  | \$ 3,952         |
| Kalbarri Arts & Crafts                      | Replace Flywire Doors  | \$ 2,365         |
| <b>Schedule 12 - Transport</b>              |  |                  |
| <u>Road Works</u>                           |  |                  |
|   | Purchase of Lot 21 Brook St, lot sold prior to Council could make an offer, provision not required | -\$ 20,000       |
| <u>Plant Purchases</u>                      |  |                  |
| Maintenance Truck                           | Additional costs incurred  | \$ 17,515        |
| Case Tractor                                | Plant replacement deferred to 2021/22  | -\$ 83,000       |
| Gardener Tipping Trailer                    | Cost more than original estimate   | \$ 1,635         |
| <u>Kalbarri Airport</u>                     |  |                  |
| Generator Replacement                       | Less cost than estimated - savings   | -\$ 4,461        |
| Aerodrome Manual Review                     | Legislation required review of current manual  | \$ 1,450         |
| RPT Economic Feasibility Study              | Quote higher than original estimate  | \$ 2,500         |
| <b>Schedule 13 - Economic Services</b>      |  |                  |
| <u>Lucky Bay</u>                            |  |                  |
| Accom Unit                                  | Costs for repairs to solar/generator system  | \$ 1,600         |
| <u>Port Gregory Water Supply</u>            |  |                  |
| Bore Maintenance                            | Redevelop Bore #2 not pumping water quantity   | \$ 6,000         |
|   | Fire Hydrant replacement   | \$ 1,610         |
|   | Pipe Repairs more than budget provision  | \$ 6,950         |
| <u>Building Control</u>                     |  |                  |
| FBT/Conference Costs                        | Reduced costs due to retirement of employee  | -\$ 5,000        |
| Building Control                            | LSL payout not included in 20/21 budget provision  | \$ 13,000        |
| <b>Schedule 14 - Public Works Overheads</b> |  |                  |
| Long Service Leave                          | LSL payout not included in 20/21 budget provision  | \$ 9,000         |
| <b>ESTIMATED ADDITIONAL EXPENDITURE</b>     |  | <b>\$ 26,819</b> |



**2020/2021 BUDGET REVIEW**

| Item  | Reason  | Variance          |
|---|---|-------------------|
| <b>INCOME</b>                                     |   |                   |
| <b>Schedule 3 - General Purpose Income</b>        |   |                   |
| Rates   | Income more than estimate                                     | \$ 5,000          |
| Financial Assistance Grant                        | Actual less than budget estimate                              | -\$ 11,040        |
| Interest  | Reduced Interest from investments                             | -\$ 15,000        |
| Legal Charges                                     | Projected increased reimbursement of legal charges            | \$ 15,000         |
| <b>Schedule 4 - Members &amp; Administration</b>  |   |                   |
| Contributions                                     | Additional grant received for traineeship                     | \$ 10,000         |
|   | Long Service Leave Contribution                               | \$ 2,580          |
| Rebates & Commissions                             | Insurance Rebate less vehicle insurance claims 19/20          | \$ 2,845          |
| Rates Information Searches                        | Projected additional income due to additional inquiries       | \$ 10,000         |
| FBT Refund  | Refund for 2020 FBT return                                    | \$ 4,835          |
| <b>Schedule 7 - Law, Order, Public Safety</b>     |   |                   |
| <u>Health Services</u>                            |   |                   |
| Vendors Fees                                      | Food vendors Fees due not budgeted for                        | \$ 1,280          |
| <b>Schedule 10 - Community Amenities</b>          |   |                   |
| Refuse Charges                                    | Additional charges levied for Business Collections            | \$ 2,725          |
| Refuse Fees                                       | Additional refuse fees for Northampton and Kalbarri Top sites | \$ 15,000         |
| Sanitation Other                                  | Drum Muster reimbursement to be claimed                       | \$ 5,342          |
| Town Planning                                     | CHRMAP Grant, previously received but budgeted for in 20/21   | -\$ 10,000        |
|   | Town Planning Fees - projected additional income              | \$ 20,000         |
| Other Community Amenities                         | Insurance Payment - Chinamans Toilet Block Roof               | \$ 8,505          |
| <b>Schedule 11 - Recreation and Culture</b>       |   |                   |
| Swimming Areas and Beaches                        | Insurance Payment - Power Pole Repairs                        | \$ 8,264          |
| <b>Schedule 13 - Economic Services</b>            |   |                   |
| Building Control                                  | Sale of MUX vehicle   | \$ 27,273         |
| Building Control                                  | Additional Building Fee Revenue                               | \$ 6,000          |
| Little Bay  | Additional camping fees                                       | \$ 10,000         |
| Lucky Bay   | Sale of Toyota Landcruiser - extra sale proceeds              | \$ 5,680          |
| Light Industrial Units                            | Reduced income due to Unit 1 being vacant                     | -\$ 4,500         |
| <b>Reserve Fund</b>                               |   |                   |
| Leave Reserve                                     | Transfer for LSL payouts - not included in 20/21 Budget       | \$ 29,000         |
| <b>ESTIMATED ADDITIONAL INCOME TO BE RECEIVED</b> |   | <b>\$ 148,789</b> |

|                |  |                  |
|----------------|--|------------------|
| <b>Summary</b> | Increase in costs to be incurred                     | -\$ 26,819       |
|                | Increase in Income                                   | \$ 148,789       |
|                | Opening Budget Surplus Adjustment C/FWD @ 30/06/2020 | -\$ 104,558      |
|                | <b>Estimated Surplus at 30 June 2021</b>             | <b>\$ 17,412</b> |

**ADMINISTRATION & CORPORATE REPORT**

|       |   |    |
|-------|---|----|
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**7.5.1 PROPOSED NEW ABLUTIONS – KALBARRI COMMERCIAL FISHING PRECINCT**

|                           |  |
|---------------------------|--|
| <b>LOCATION:</b>          | Reserve 52436, Kalbarri                        |
| <b>FILE REFERENCE:</b>    | 10.2.3   |
| <b>DATE OF REPORT:</b>    | 5 February 2021                                |
| <b>REPORTING OFFICER:</b> | Garry Keeffe                                   |
| <b>APPENDICES:</b>        | 1. Cray Pot Structure design for new ablutions |

**SUMMARY:**

Council to approve additional expenditure for construction of new ablutions at the Kalbarri commercial fishing precinct.

**LOCALITY PLANS:**



**BACKGROUND:**

At the December 2020 meeting of Council advice was provided that additional funding through the Federal Governments Local Roads and Community Infrastructure Program are to be provided. Council resolved, on the recommendation of the CEO, that one of the projects to be undertaken under this funding program is the replacement of the ablutions and the Kalbarri Commercial Fishing precinct.

Projects that Council nominated for the funding program are:

- Kalbarri commercial precinct ablutions \$100,00
- Two pump tracks, Northampton and Horrocks \$100,00
- New playground equipment at the Marina Parkland \$100,00
- New playground equipment at Horrocks foreshore \$100,00

At the December meeting the CEO provided a draft design of an ablution within a cray pot design of which the Council supported, and the CEO has now progressed with an architectural design, refer Appendices 1.

**COMMENT:**

The design is very unique and supports the area for the ablution's location. However as commented at the December meeting, one concern is safety as the design allows easy climbing access on the sides and to the roof of the structure.

To determine Council liability if a person is to climb and fall from the structure the design was referred to Councils insurers, Local Government Insurance Services, to provide a risk assessment on any liability and any measures that can be taken to limit liability.

The advice received is as per the following:

*The Shire has already raised the possibility of the structure being used for climbing, so that is obviously a foreseeable risk. I wouldn't think we need to have every gap greater than 230mm, particularly if this was difficult to achieve with the design. I would suggest that the first beam is at a height that does not enable small/young children to get a foothold and ultimately climb the rest of the structure exposing them to a fall from height risk. Any further design considerations of this nature may depend on what is surrounding the structure, e.g. are any playgrounds close by?*

*Other persons attempting to climb the structure (e.g. adults) may present different problems such as vandalism, anti-social behaviour and alike. In general, the Shire would still owe these people a duty of care, albeit a limited duty, limitations applying particularly if the person(s) climbing the structure is there to commit a criminal offence. In any case the Shire would understandably not want the structure to create an ongoing security issue they are required to manage, so it depends what they want to achieve. To eliminate the risk of facilitating someone climbing the structure would likely require substantial design modifications, such as changing the walls*

*to an unclimbable product. This would probably impact on the desired design outcome and could render the project impractical to proceed. If the structure is likely to become unstable when climbed or is simply not designed to take this type of load, then risk warning signage could be considered as a minimum risk control. To address the Shire's concerns, signage is a reasonable risk control to commence with. This need not detract from the visual appeal of the structure. For example the Shire might consider interpretive signage explaining the theme of the structure and also including within that sign a warning (and appropriate Australian Standard symbols) that the structure is not suitable for climbing. Again depending on surrounding area uses, if a CCTV camera can be directed in the general area then including an associated CCTV warning on this sign may assist with managing any desire to climb the structure.*

*Regardless of the risk controls implemented, the Shire should monitor the situation and review the need for additional controls with changes to risk.*

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

The estimated cost for the project is \$147,250 and is based on the following:

|                                      |                          |
|--------------------------------------|--------------------------|
| Supply & delivery of module ablation | \$ 68,000 (quote)        |
| Demolition of old ablation           | \$ 5,400 (quote)         |
| Construction of cray pot structure   | \$ 50,000 (quotes based) |
| Construction of ablation             | \$ 8,500 (quote)         |
| Plumbing                             | \$ 6,250 (quote)         |
| Electrical                           | \$ 1,000 (quote)         |
| Engineering – Footing Design         | \$ 3,000 (quote)         |
| Sundry                               | <u>\$ 5,000</u>          |
| Total Estimated Cost                 | \$147,150                |

Quotes for the cray pot structure have been requested from various metal fabricators, both regional local and Perth, (five firms) to construct the structure in marine grade aluminum as opposed to wood. The architect who has been assisting in the structure design is obtaining quotes for wood and at the time of compiling this report no quotes have been received.

Quotes received to date for the structure in aluminum are:

- Custom Aluminum (Perth based) \$45,000 to \$50,000 some design details which would be confirmed prior to production.

- AJC Fabrication (Perth based) \$48,500 painted in jarrah colour, \$42,500 unpainted.

Should additional quotes be received by the Council meeting they will be presented at the meeting.

Plumbing costs only involve the disconnecting of the old building and connection of new into existing septic system.

Within the above costs, electrical works have been included. The existing ablutions do not have any lights, and should Council consider that lights are not required then this cost can be removed.

The other provision not yet determined is the construction of a pathway from the car parking area to the ablution for wheelchair access. This will need to be considered at a later date when levels of the new building are known.

As stated above, Council has nominated \$100,000 be used from the LGRCI funding program and as can be seen there will be an estimated additional costs above the grant proceeds of \$47,150.

The ablution building itself will take 12 to 13 weeks before it is delivered, and for the cray pot structure no time frame has been supplied within the quotes but consider this would take some time to manufacture.

Therefore the project will continue into the 2021/22 financial year and Council can therefore commit within the 2021/22 budget a provision of \$47,150, round to \$48,000 within the 2021/22 Budget.

The grant funding allocated to this project must be expended 31 December 2021.

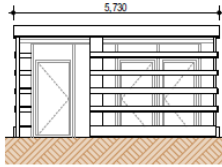
**VOTING REQUIREMENT:**

*Simple Majority Required:*

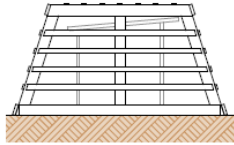
**OFFICER RECOMMENDATION – ITEM 7.5.1**

**That Council progress with the replacement of the Kalbarri Commercial Fishing Precinct public ablutions with the cray pot design structure surrounding the new ablution and all additional costs, estimated at \$48,000, for the project over the allocated grant of \$100,000 be committed within the 2021/22 Budget.**

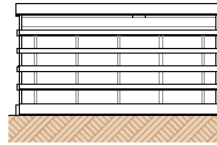
**APPENDICES 1 – Toilet Design**



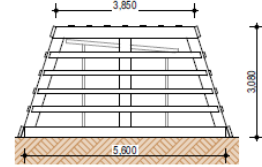
ELEVATION 1 SCALE 1:100  
(FRONT)



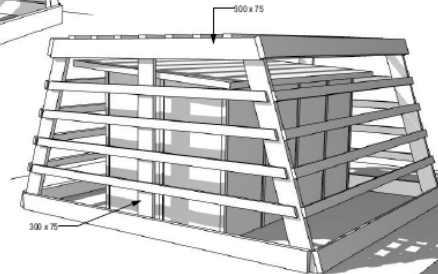
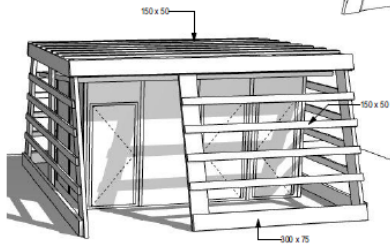
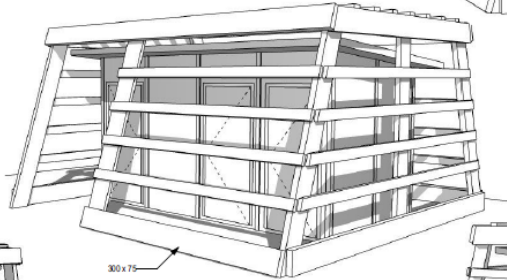
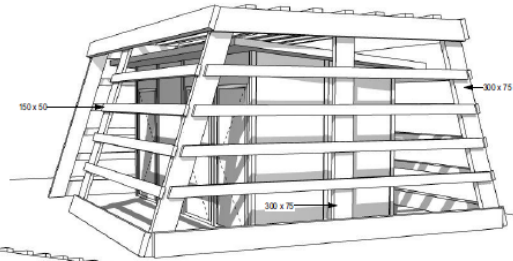
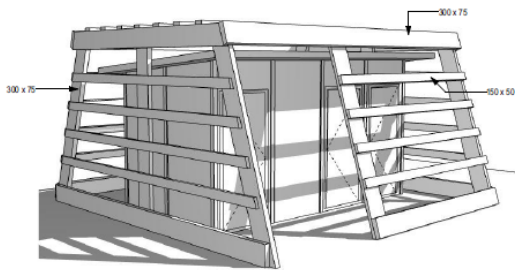
ELEVATION 2 SCALE 1:100  
(END)



ELEVATION 3 SCALE 1:100  
(REAR)



ELEVATION 4 SCALE 1:100  
(END)



**7.5.2 PUMP TRACK DESIGNS**

|                           |   |
|---------------------------|---|
| <b>LOCATION:</b>          | <b>Northampton Lions Park &amp; Horrocks Oval</b>           |
| <b>FILE REFERENCE:</b>    | <b>4.2.15</b>   |
| <b>DATE OF REPORT:</b>    | <b>5 February 2021</b>                                      |
| <b>REPORTING OFFICER:</b> | <b>Garry Keeffe</b>   |
| <b>APPENDICES:</b>        | <b>1. Design of pump tracks<br/>2. Pump Track Locations</b> |

**SUMMARY:**

Council to approve the design of the pump tracks as presented.

**LOCALITY PLANS:**

Refer to Appendices 2.

**BACKGROUND:**

At the December 2020 meeting Council approve the use of allocated Local Roads and Community Infrastructure Program for the construction of two pump tracks, one at the Horrocks Community Centre/Oval area and the other at the northern end of the Lions Park.

**COMMENT:**

To progress the projects the CEO obtained a design for the pump tracks shown at Appendices 2. The Horrocks design has been forwarded to the Horrocks Community Centre Committee who have approved/supported the design.

When the designer inspected the sites, he indicated that the best cover for pump tracks is the use of “Polypave” in preference to asphalt. The material is a blend and mix of 100% acrylic polymer. This blended acrylic polymer stabilized material results in the PolyPave top course material.

Reason being is that asphalt tends to crack and in some instance on high corner lips it actually slips creating large holes as opposed to polypave which is easily repaired, is long lasting and requires minimal to no maintenance. On this advice the quotes requested have indicated that our preference is the use of polypave.

Quotes were requested from pump track construction contractors based in the Perth area. Three firms were approached of which only one has provided a quote being from Three Chillie Designs, the company that also prepared the designs.



The quote is \$100,000 for two tracks but does not include base material (gravel) or accommodation for the contractors during the period of construction.

**FINANCIAL & BUDGET IMPLICATIONS:**

The cost for the construction of the pump tracks is covered by the LRCIP grant received. A total allocation of \$100,000 for two pump tracks has been approved.

The design for the pump tracks was at a cost of \$4,000 and it was hoped that this cost would have been covered by the grant however this will now not be the case due to the quotes received. In addition as stated above the Council is required to provide the accommodation costs, these costs exclude provision of meals.

The estimated time for the construction of each track is three weeks, therefore the Council will be required to accommodate the contractor's employees (four personnel) for a total of six weeks.

Based on current costs a two bedroom unit at Horrocks Caravan Park is \$130/night, estimated cost for 21 days \$5,460 for two units.

For Northampton accommodation, four units will be required at \$115/night, estimated cost for 21 days \$9,660.

Therefore Council contribution to the project outside the grant funding will be an estimated \$20,000 (rounded) being the design and accommodation costs.

These costs can be accommodated from savings that occurred to two road projects in Northampton due to favourable bitumen and aggregate prices as compared to when the projects were originally estimated.

For Bateman Street works a cash cost savings of \$10,393 occurred and for Fifth Avenue a cash cost savings of \$15,560 has occurred, total available funds \$25,972.

Although the pump tracks will come at a cost, the return is of major community benefit to receive \$100,000 of infrastructure for a \$20,000 investment by Council.

The grant funding allocated to this project must be expended 31 December 2021.



**VOTING REQUIREMENT:**

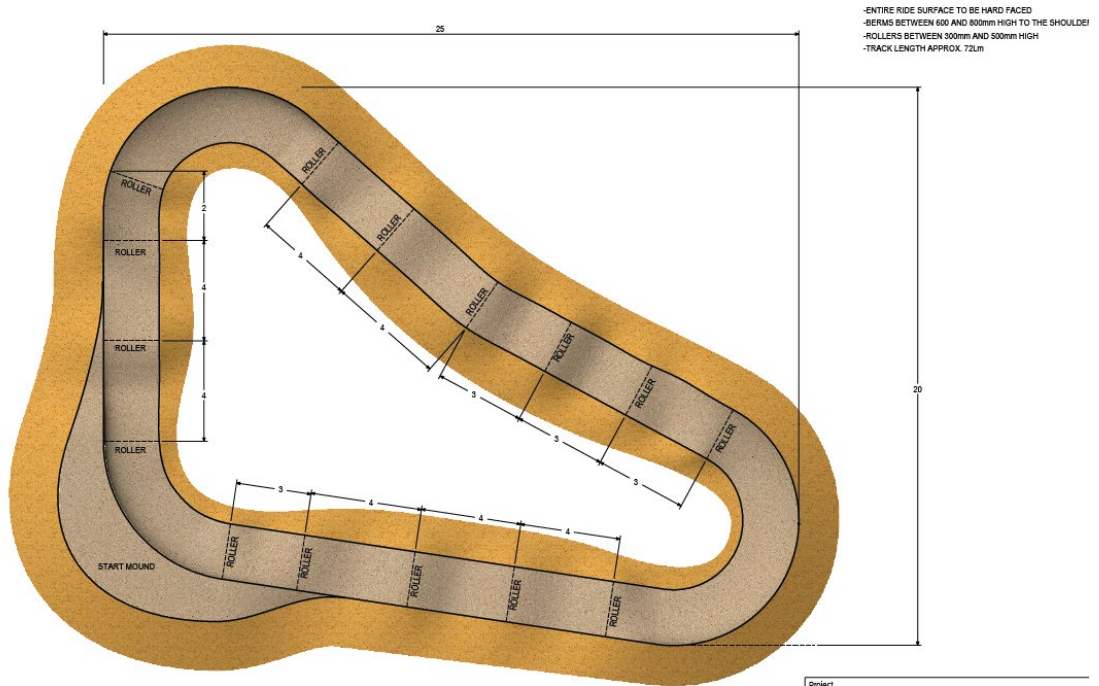
*Absolute Majority Required:* due to additional expenditure not within the adopted 2020/21 Budget.

**OFFICER RECOMMENDATION – ITEM 7.5.2**

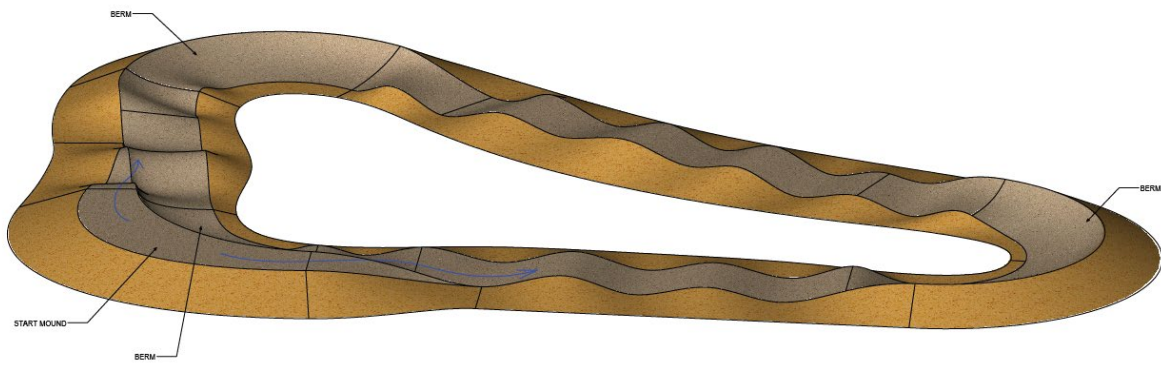
**That Council accept the quote from Three Chillies Design for the construction of two pump tracks, one at Northampton and one at Horrocks and the additional costs for design and accommodation be declared as authorised expenditure.**

**APPENDICES 1 – Pump Track Designs**

**Horrocks Pump Track**

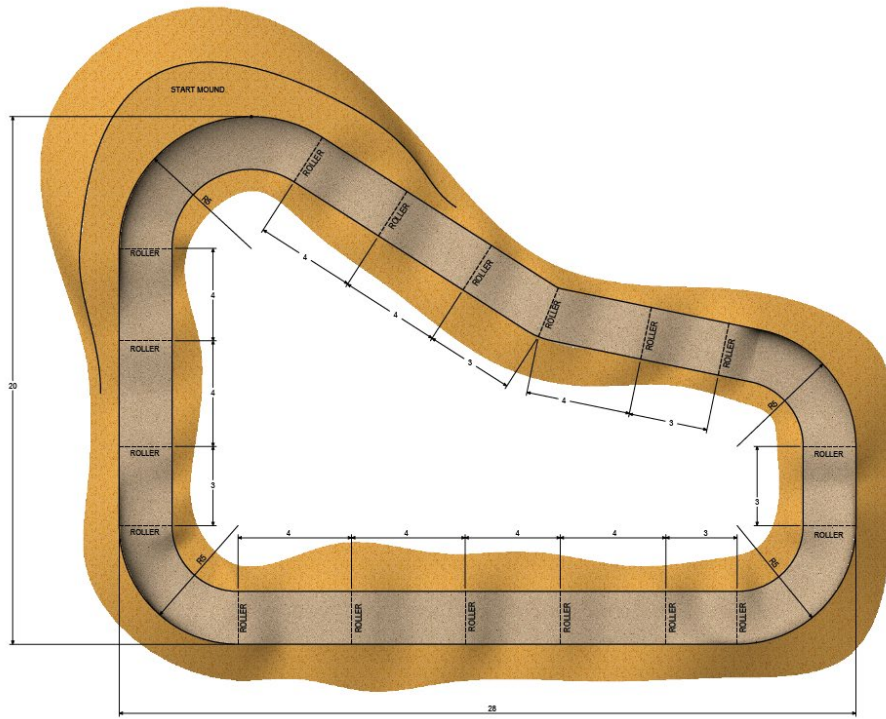


|         |                                 |
|---------|---------------------------------|
| Project | SHIRE OF NORTHAMPTON            |
| Title   | HORROCK PUMP TRACK<br>PLAN VIEW |



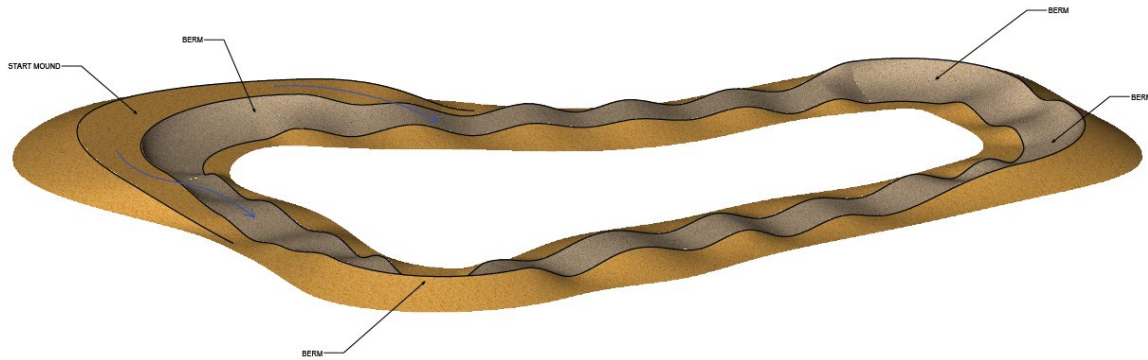
|         |                                |
|---------|--------------------------------|
| Project | SHIRE OF NORTHAMPTON           |
| Title   | HORROCK PUMP TRACK<br>ISO VIEW |

**Northampton Pump Track**



-ENTIRE RIDE SURFACE TO BE HARD FACED  
-BERMS BETWEEN 400 AND 800mm HIGH TO THE SHK  
-ROLLERS BETWEEN 300mm AND 500mm HIGH  
-TRACK LENGTH APPROX. 821m

|         |                                     |
|---------|-------------------------------------|
| Project | SHIRE OF NORTHAMPTON                |
| Title   | NORTHAMPTON PUMP TRACK<br>PLAN VIEW |



|         |                                    |
|---------|------------------------------------|
| Project | SHIRE OF NORTHAMPTON               |
| Title   | NORTHAMPTON PUMP TRACK<br>ISO VIEW |

## APPENDICES 2 – Pump Track Locations

Note the design locations are concept only and can change once works commence however not expected to be any major changes.

### Horrocks Pump Track (note not to scale)





**Northampton Pump Track (note not to scale)**



**7.5.3 STANDARDS FOR CEO RECRUITMENT, PERFORMANCE & TERMINATION**

|                           |  |
|---------------------------|--|
| <b>FILE REFERENCE:</b>    | <b>4.2.8</b>   |
| <b>CORRESPONDENT:</b>     | <b>Department of Local Government Sport and Cultural Industries</b>  |
| <b>DATE OF REPORT:</b>    | <b>4 February 2021</b>   |
| <b>REPORTING OFFICER:</b> | <b>Garry Keeffe</b>  |
| <b>APPENDICES:</b>        | <ol style="list-style-type: none"> <li><b>1. Draft Standards for CEO Recruitment, Performance and Termination</b></li> <li><b>2. DLGSCI – CEO Standards Explanatory Notes (forwarded under separate cover)</b></li> <li><b>3. DLGSCI – Standards for CEO Recruitment, Performance &amp; Termination Guidelines (forwarded under separate cover)</b></li> <li><b>4. Performance Review Consultant Quotes</b></li> </ol> |

**DISCLOSURE OF INTEREST**

Garry Keeffe – Chief Executive Officer – Financial Interest in relation to the *Draft Standards for CEO Recruitment, Performance & Termination*.

**SUMMARY:**

Council to adopt draft standards for Chief Executive Officer recruitment, performance, and termination as per the provisions of *Local Government (Administration) Amendment Regulations 2021*.

**BACKGROUND:**

Advice has been received from the Department of Local Government, Sport & Cultural Industries (DLGSCI) (dated the 3<sup>rd</sup> February 2021) regarding recently introduced legislation, *Local Government (Administration) Amendment Regulations 2021*.

The new Regulations cover the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are supposedly intended to ensure best practice and greater consistency in these processes between local governments.

**COMMENT:**

The DLGSCI provided a Model Template for *Standards for CEO Recruitment, Performance & Termination* upon which the Draft was developed and is provided at Appendices 1 for Council consideration.

Also provided is a copy of the DLGSCI *Local Government (Administration) Amendment Regulations 2021 – Explanatory Notes*, see Appendices 3, and *Standards for CEO Recruitment, Performance & Termination Guidelines*, see Appendices 2. These guidelines are to assist local governments in meeting the *Model Standards* prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

Below are some interested comments stated in the DLGSCI *Standards for CEO Recruitment, Performance & Termination Guidelines*:

- (i) *A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the Local Government Act 1995 (Act) lists a number of general principles of employment that apply to local governments.*
- (ii) *Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:*
- *former elected members or staff members of the local government;*
  - *former or current elected members (such as a Mayor or Shire President) or staff members of another local government;*
  - *a prominent or highly regarded member of the community; or*
  - *a person with experience in the recruitment of CEOs and senior executives.*
- (iii) *A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government must not be involved in the recruitment of a new CEO.*

*The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.*



*An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:*

- *development or review of the JDF;*
- *development of selection criteria;*
- *development of assessment methods in relation to the selection criteria;*
- *drafting of the advertisement;*
- *executive search;*
- *preliminary assessment of the applications;*
- *shortlisting;*
- *drafting questions for interview;*
- *coordinating interviews;*
- *preparing the selection summary assessment and recommendation;*
- *arranging for an integrity check and/or police clearance; and*
- *assisting the council in preparing the employment contract.*

As mentioned at the time of the overall Act Review process, the concern expressed by most small LGAs is the fact they will not have the internal resources to undertake the full recruitment process, therefore will need to outsource this activity to ensure full compliance with the new legislation. This has been totally ignored by the State Government and yet another administrative and governance cost burden has now been imposed on LGA Ratepayers by the State Government.

#### **CEO PERFORMANCE REVIEW:**

In regard to the new requirements for the CEO performance review, the regulations are now applicable and therefore for the coming review the Council must abide by the new regulations. As Council already has a performance review committee/panel this requirement is achieved, however the Council must also have an independent person on the review committee/panel.

Council has the option to request a community member who would be experienced enough to participate in a review or engage the services of a consultant.

Quotes were requested from various consultants experienced in this process. From three approaches only two responded as per below:

Price Consulting Group

Quote of \$4,400 plus GST, travel is additional.

Strategic Leadership Consulting

Quote of \$4,800 plus GST, travel is additional.

A summary of each quote are at Appendices 4. Full details are forwarded under separate cover.

If Council does not wish to engage the services of a consultant then it must nominate a community person who would be willing to participate in the CEO's performance review.

**FINANCIAL & BUDGET IMPLICATIONS:**

With the new regulations there will be current and future financial imposition on the Shire for the introduction of the new *Standards for CEO Recruitment, Performance & Termination*, particularly for the performance review, and therefore an annual budget provision will need to be made if a consulting firm is to be used and also to possibly reimburse a community member for their time and travel.

**STATUTORY IMPLICATIONS:**

*Local Government (Administration) Amendment Regulations 2021.*

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.3**

**That Council:**

- 1. Adopt and introduce the new *Standards for CEO Recruitment, Performance & Termination* as presented at *Attachment 10.3.6(a)* in accordance with the *Local Government (Administration) Amendment Regulations, 2021*.**
- 2. Determine if a consultancy service is to be engaged to assist with the performance review of the CEO.**
- 3. If a consultancy service is not to the preferred option, then Council nominates a person or persons to be approached to determine if they are prepared to be involved in the CEO performance review as per the *Local Government (Administration) Amendment Regulations 2021*.**

**APPENDICES 1 - Draft Standards for CEO Recruitment, Performance & Termination**



**Standards for CEO Recruitment, Performance  
& Termination**

DRAFT

### Division 1 — Preliminary provisions

#### 1. Citation

These are the *Shire of Northampton Standards for CEO Recruitment, Performance and Termination*.

#### 2. Terms used

(1) In these standards —

**Act** means the *Local Government Act 1995*;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, which governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the Shire of Northampton;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards, which are also used in the Act, have the same meaning as they have in the Act, unless the contrary intention appears.

### Division 2 — Standards for recruitment of CEOs

#### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

#### 4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act, or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

#### 5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

---

- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

**6. Advertising requirements**

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

**7. Job description form to be made available by local government**

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government they unable to access the website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

**8. Establishment of selection panel for employment of CEO**

- (1) In this clause —

**independent person** means a person other than any of the following —

  - (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
  - (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

**9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

- (a) a new recruitment and selection process for the position be carried out in accordance with these standards; and
    - (b) the changes (if any) the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
  - (4) The selection panel must act under subclauses (1), (2) and (3) —
    - (a) in an impartial and transparent manner; and
    - (b) in accordance with the principles set out in section 5.40 of the Act.
  - (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
    - (a) assessed the applicant as having demonstrated the applicant’s knowledge, experience, qualifications and skills meet the selection criteria; and
    - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
    - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant’s character, work history, skills, performance and any other claims made by the applicant.
  - (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.
- 10. Application of cl. 5 where new process carried out**
- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
  - (2) Unless the local government considers changes should be made to the duties and responsibilities of the position or the selection criteria —
    - (a) clause 5 does not apply to the new recruitment and selection process; and
    - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.
- 11. Offer of employment in position of CEO**
- Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —
- (a) the making of the offer of employment to the applicant; and
  - (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.
- 12. Variations to proposed terms of contract of employment**
- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the **negotiated contract**) containing terms different to the proposed terms approved by the local government under clause 11(b).
  - (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.
- 13. Recruitment to be undertaken on expiry of certain CEO contracts**
- (1) In this clause —
-



**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —
- (a) upon the expiry of the contract of employment of the person (the **incumbent CEO**) who holds the position of CEO —
    - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether the period commenced before, on or after commencement day; and
    - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether the process was carried out before, on or after commencement day;
  - and
  - (b) the incumbent CEO has notified the local government they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

#### 14. Confidentiality of information

The local government must ensure information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, the recruitment and selection process.

### Division 3 — Standards for review of performance of CEOs

#### 15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

#### 16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
- (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

#### 17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —

- (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner, and
- (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on evidence.

**18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

**19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review, and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

**Division 4 — Standards for termination of employment of CEOs**

**20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

**21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process, and
  - (b) notifying the CEO of any allegations against the CEO, and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations, and
  - (d) genuinely considering any response given by the CEO in response to the allegations.

**22. Additional principles applying to termination for performance-related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the **performance issues**) related to the performance of the CEO, and
  - (b) informed the CEO of the performance issues, and

- (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

**23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

**24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

DRAFT

## APPENDICES 4 - Price Consulting Group Pty Ltd

CEO Performance Review  
Shire of Northampton

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### 1. COMPANY PROFILE

#### Price Consulting Group Pty Ltd

**Principal address:** Level 29, 221 St Georges Terrace, PERTH WA 6000  
**Managing Director:** Di Jasas  
**Phone:** (08) 9261 7738  
**Email:** di@priceconsulting.com.au  
**Web:** www.priceconsulting.com.au  
**ABN:** 51 120 115 666  
**ACN:** 120 115 666

Price Consulting Group has extensive experience working with the Western Australian Public Sector. Our strength is in our people, who are all senior professionals with many years of experience. They are able to bring a broad perspective with a sound understanding of your requirements. Our strategy of having a team of senior Associate Consultants means that we can tap into a vast array of skills and experience without having high overheads. We therefore have the flexibility and expertise to meet the needs of our clients.

Our consultants have extensive experience in the following areas:

- high level strategic and business planning including workforce management planning;
- reviewing organisational structures;
- business and performance reviews including review of service delivery and governance;
- Board and Chief Executive Officer performance reviews;
- organisational development and change management;
- job design and work evaluation;
- employer branding, attraction and retention strategies;
- executive search and recruitment;
- employee relations; and
- facilitation of workshops, focus groups and training.

We have specific experience in conducting individual performance reviews for CEO and Executive positions in addition to developing Performance Management Systems for CEOs and their staff.

## 2. PROJECT OBJECTIVES AND SCOPE

To act as independent facilitator to assist the Shire of Northampton conduct the CEO's Annual Performance and Remuneration Review, in line with the *Local Government Act 1995* (S5.38) and *Local Government (Administration) Regulations 1996* (Schedule 2 Division 3) requirements, the Chief Executive Officer (CEO) employment contract and the Shire's CEO Performance Review Process. The review is scheduled to be undertaken during early May or June each year for the 12 month period prior to the review.

The process is inclusive of:

- Collecting relevant input, information and opinion on the evaluation of the performance of the CEO against contractual performance criteria and any additional agreed performance indicators during the review period.
- Collating that input, information and opinion into a written report for the use of the Committee in fulfilling the terms of reference and contract of employment.
- Attending meetings of the Council or CEO Performance Review Committee (the Committee) as required, either in person or via ZOOM or skype or similar.
- Attending, taking notes and recording the outcomes of the formal interview conducted by the Committee with the Chief Executive Officer.
- Providing relevant advice and input where required on the legislative requirements related to the review of performance and/or remuneration of the Chief Executive Officer.
- Assisting with the revision of the CEO's performance criteria for the next review period.
- Deliver a Summary Report to Council, for inclusion on the Agenda for the next Ordinary Meeting of Council.

**Client:** Chief Executive Officer's Performance Review Occasional Committee

**Client Contact:** Mr Garry L Keeffe, Chief Executive Officer

## 3. METHODOLOGY

The following process is proposed, assuming the Chief Executive Officer's Performance Review Panel (the Panel) will be involved:

- a) Initial phone and email consultation with the CEO and Shire President (or other nominated Committee contact person) to agree upon:
  - the process and timelines;
  - the assessment criteria, for example KPIs, any other requirements of the CEO's position description;
  - who will contribute feedback regarding the CEO's performance against Performance Indicators, for example the Elected Members, the CEO and staff (or a sample of staff);
  - the approach to undertaking the annual remuneration review; and
  - the approach regarding the updating of the CEO's Performance Criteria for the next review period.
- b) CEO prepares a report against Performance Criteria for the period of the review, which is shared with the Consultant.



- c) An online survey is developed regarding the CEO's performance against Performance Criteria and any other agreed assessment criteria and distributed to the feedback participants as identified in step (a). Participants have the option to provide feedback by phone instead of via the online survey – up to two phone feedback sessions have been included in the estimated costs.
- d) A draft confidential Assessment Report is prepared by the Consultant and emailed to the CEO in the first instance for review for procedural fairness. Defamatory or out-of-scope comments will be deleted.
- e) The draft confidential Assessment Report is emailed to Panel in preparation for step (d). See *Attachment 2* for a sample page of the report.
- f) The Consultant meets with the Panel to:
  - identify those key feedback items that they would like the CEO to consider and/or respond to in their formal performance review meeting with him at step (f) and identify any development opportunities they would like the CEO to consider;
  - facilitate initial discussions regarding the remuneration review;
  - identify proposed changes to the Performance Criteria for the next review period (if required).
- g) Following these Panel meetings, the Consultant meets with the CEO individually to provide a copy of the draft Confidential Feedback Report and discuss the key items identified by the Committee for consideration/response.
- h) The Consultant attends, takes notes and records the outcomes of the formal performance feedback interview conducted by the Panel with the CEO, either in person or via ZOOM or skype or similar.
- i) The Consultant finalises the Confidential Feedback Report and develops a CEO Performance Review Committee Report to Council that summarises the process and the Committee's recommendations to Council, for inclusion on the agenda for the next Council meeting.

The methodology outlined above, and in particular the level of consultation suggested, has been based on the Consultant's understanding of the project scope. Should the level of consultation required vary, then costs would be adjusted accordingly in consultation with the client.

**General Approach:** While strictly maintaining the confidentiality of the CEO and CEO Performance Review Panel, the Consultant will focus upon open and positive communication between the parties. Throughout the above steps, the Consultant will provide broad general guidance to both parties on the assessment and Performance Criteria development processes based on the various legislation, policy, employment contracts and other instruments that may apply.

**Output:** The assignment will result in a CEO Performance Review Committee Summary Report to Council.

In order to support discussions and decision-making in support of the development of the Committee Report to Council, a confidential CEO Feedback Report will be prepared, and shared with the CEO Performance Review Panel and CEO only. This report will likely be provided to the Shire for filing on the CEO's personnel file (should this be the Shire's policy).

**Expected Timeframe:** Depending upon availability of Panel members and the CEO, the review will commence upon receipt of the CEO's self-report against KRAs. It is anticipated that the process will be undertaken in early May 2021 and is typically completed within 4 weeks of commencement.

#### 4. FEES

The current hourly rate for these services is **\$200.00 per hour plus GST**.

**Total estimate is up to 20 hours, plus travel time and costs.\***

\*Please note that the Shire will only be invoiced for actual hours worked within this estimate, which may be less than the estimated hours.

**Any trip to the Shire of Northampton will incur additional cost, incorporating the following however it is envisaged that some consultancy services can be readily provided using remote technology such as Zoom or skype.**

#### Travel options

| <b>By Air (return trip)</b>                              |                         |
|--|-------------------------|
| Approx airfare = \$412 - \$656 TBC                       | \$412 - \$656           |
| Travel time Perth-Geraldton-Northampton-Geraldton- Perth | 5.5 hrs @ \$132 = \$726 |
| Car hire x 1 day = \$80 + fuel (approx. \$50)            | \$130                   |
| Accommodation (if required) = \$200 per night            | \$0 - \$200             |
| <b>ESTIMATED COST</b>                                    | \$1,268 - \$1,712       |
| <b>TOTAL ESTIMATE COST + GST</b>                         | \$1,394.80 - \$1,883.20 |

| <b>By Road (return trip)</b>                 |            |
|--|------------|
| Approx. 11.5 hrs driving @ \$132.00 per hour | \$1,518.00 |
| Mileage 1096 km @ .68c per km                | \$745.28   |
| Accommodation = \$200 per night              | \$200      |
| <b>TOTAL ESTIMATED COST</b>                  | \$2,463.28 |
| <b>TOTAL ESTIMATE COST + GST</b>             | \$2,709.60 |

**The maximum cost, with one trip to the Shire of Northampton via air travel, is estimated to be:**

|                     |                                    |                         |
|---------------------|------------------------------------|-------------------------|
| Consultancy:        | 20hrs x \$200 = \$4,000.00 + GST = | \$4,400.00              |
| Plus Travel by air: | \$1,268 - \$1,712 + GST =          | \$1,394.80 - \$1,883.20 |

**Maximum estimated cost = \$6,283.20 inclusive of GST. This includes the cost of accommodation which may NOT be required if the return flight is taken on the same day.**



Inclusion of all Councillors in the meetings in step (d) and (f) instead of a delegated Committee does not impact the estimate. Up to two phone feedback sessions is included; additional sessions will be added at the hourly rate of \$200.00 per hour +GST.

The estimate assumes that the CEO will provide executive support in the form of scheduling, communicating and arranging meetings with the CEO and CEO Performance Review Committee. The estimate also assumes that minor updates to the CEO's Performance Criteria will be required. A full or "ground-up" review will require additional hours, which can be quoted upon request.

**Any additional hours resulting from changes to the project scope will be charged at the hourly rate of \$200.00 per hour plus GST, following prior approval from the client.**

## 5. EXAMPLES OF SIMILAR ASSIGNMENTS

The following examples include a combination of CEO and organisational performance and remuneration reviews that support our credentials to understand your business and have the capability to facilitate the annual performance review of your CEO:

- CEO 360° Performance Review City of Vincent 2013, 2016 – 2021
- CEO 360° Performance Review City of Mandurah 2020
- CEO Performance Review Shire of Derby/West Kimberley 2020
- CEO Performance Review Shire of Williams 2020
- CEO Performance Review City of Bunbury 2020
- CEO KPI Development City of Busselton 2020
- CEO Performance Review Shire of Northam 2019
- CEO Performance Review Shire of Serpentine-Jarrahdale 2019/20
- CEO Performance Review Shire of Corrigin 2019 and 2020
- CEO Performance Review at Town of Victoria Park 2019 and 2020
- CEO 360° Performance Review Town of Bassendean 2019
- CEO 360° Performance Review City of Bayswater 2019
- CEO 360° Performance and Remuneration Review Busselton Water Board 2012, 2015-2019
- CEO Performance Review 2017, 2018, 2019, 2020 & development of new KPIs 2020 for the Town of Cambridge
- CEO Performance Review & development of KPI's Town of Mosman Park 2017, 2018 & 2020
- Board training on conducting CEO performance reviews Southern Districts Support Association 2019
- CEO 360° Performance Review and development of new KPIs at the City of Cockburn 2018/19
- CEO Performance Review Shire of Capel 2018/19
- CEO Performance Review Shire of Esperance 2019
- CEO 360° Performance Review City of Armadale 2018
- CEO Performance Review Shire of Katanning 2018 and 2019
- CEO Performance Review Shire of Augusta-Margaret River 2018
- CEO Performance Review Shire of Menzies 2018 and 2019
- CEO 360° Performance Review City of Vincent 2013, 2016 -2019

**APPENDICES 4 – Performance Review Quotes – Strategic Consulting Group**



**Profile - Dr Shayne Silcox, PSM**

Shayne is currently the Principal of Strategic Leadership Consulting Group, a boutique consultancy focussed on delivering business excellence and improved performance to organisations. Until recently he was the respected CEO of the City of Melville, one of Western Australia’s largest local governments, with an annual budget of some \$160 million and physical assets of over \$1.2 Billion, staff of over 765 who had a commitment to effectively service its 107,000+ Customers.

Shayne has over 47 years’ experience spanning both the Private and public sectors. He has extensive government, corporate and commercial knowledge, direct experience in managing large workforces, as well as board and director experience across a wide range of small to large businesses. His career has seen him successfully operate in various industry sectors including: Transport, Energy Research, Energy (Electricity and Gas), Business Development, Consulting (Business Excellence and Strategic Planning), Commercial Services, Management, Construction and Maintenance. Shayne also lectures at masters level in strategy implementation, operations management and organisational development.

The outcomes of this journey have seen him lead multi-million dollar organisations. In doing so, he been recognised with the highest Australian business award (2017) - The Business Excellence Prize, being only the 3rd organisation nationally to achieve this level in the last 30 years. He has also received the Distinguished Officers Award, and the prestigious LGMA Medal, and the AIM Western Australia leader of the year (2016). National Customer Service Award and the National Business Excellence Gold Award (2015). He has also been recognised as the IPAAWA CEO of the Year (2014); Commonwealth Australia Day Honours with the Public Service Medal (2012); Western Australian Customer Service CEO of the Year in (2012). In 2009 the City he led won the World’s Most Liveable City as assessed by the United Nations against 48 other Countries; Honours for Commitment and Eminent Service (2006); Business Excellence Medal (2004); the Order of Merit from the Institute of Company Directors (2001); Human Resource Institute Prize (1991); Curtin Alumni Medal for Academic Excellence and Leadership in the Community (1994).

Shayne describes the driving forces in his life as being a pursuit of excellence and a commitment to lifelong learning.

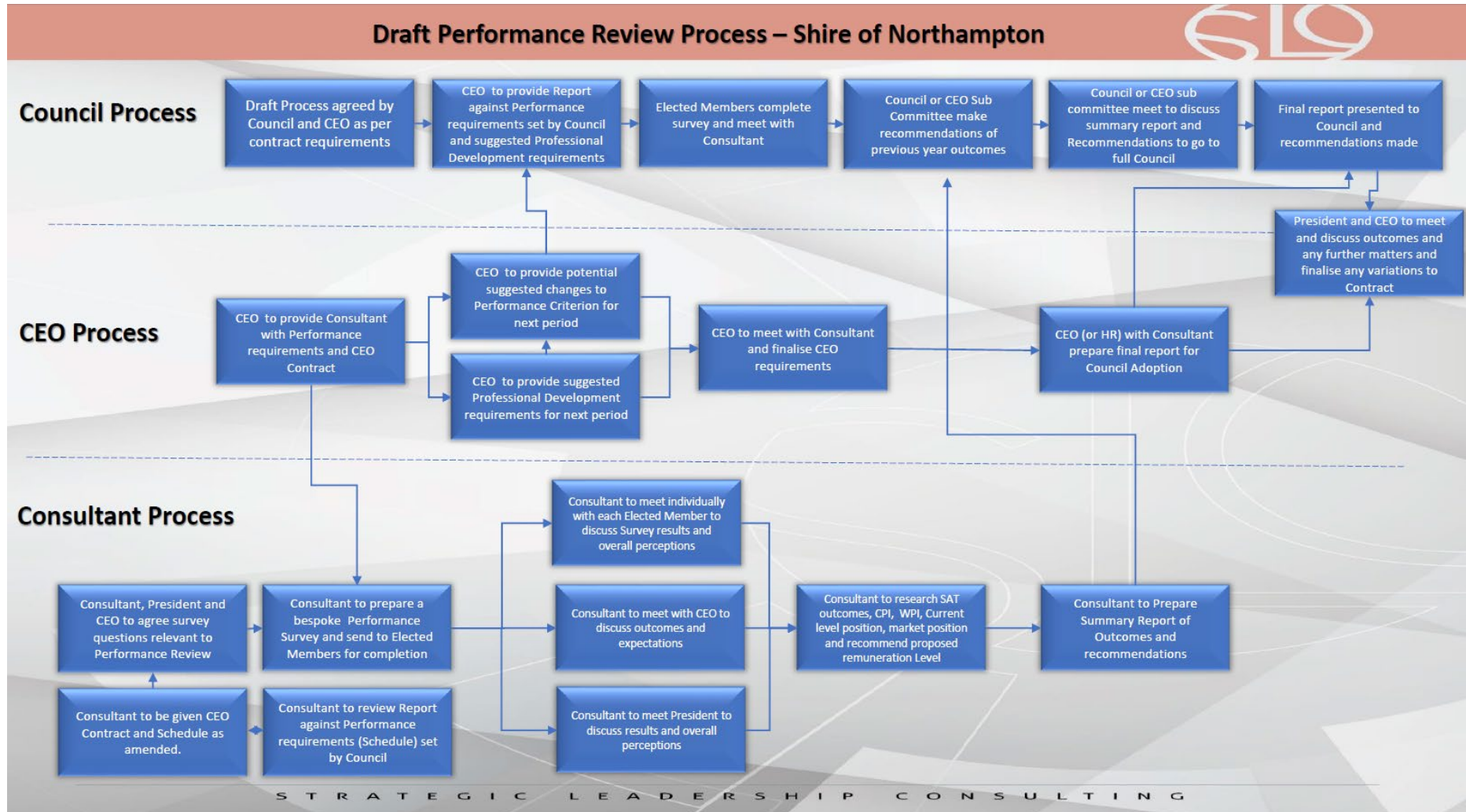
**Qualifications**

- Doctor of Philosophy – Management and Marketing. (UWA).
- Master of Commerce – Management. (Curtin University).
- Post Graduate Diploma – Management. (Curtin University).
- Bachelor of Business - Human Resource Management and Law. (Curtin).
- Graduate Diploma - Company Director. (AICD).
- Diploma - Automotive Engineering and Management. (TAFE).
- Diploma - Quality Management in Business Excellence. (AQAF).
- Practitioners Certificate - Mediation and Conciliation (IAMA)
- Certificate - Automotive Mechanical Engineering (TAFE).
- Certificate IV - Business Excellence Evaluation. (NSW – VET).
- Certificate - Quality Technology (Curtin University & AOQ).
- Certificate - Systems Auditing (Standards Aust).
- Certificate - Supervision (TAFE).
- Certificate - Trade Studies (WA IRC).

**Areas of Expertise**

- Management
- Board/Director Experience
- Customer Service and Value
- Strategy and Business Development
- Business Excellence
- Change Management
- Energy Research
- Maintenance Management
- System development
- Quality Management.
- Cultural Change
- Project Management
- Employee Development & Management
- Automotive Engineering





## Draft Quote – can be modified depending on the agreed process

| Activity  | Estimated Hours  | Cost                   |
|---|--|------------------------|
| Review CEO Contract and Current Performance requirements. | 1 hours @ \$200.00/hour  | \$200.00               |
| Prepare survey with CEO and President.                    | 1 Hours @ \$200.00/hour  | \$200.00               |
| Run agreed Survey and meet with Elected Members.          | 1hours/Councillor x 9 Elected Members and 1 x CEO @ 1600.00/day (estimate 2 days on site). | \$3200.00              |
| Undertake Remuneration Research                           | 2 hours @ \$200.00/hour  | \$400.00               |
| Prepare report for Council Consideration.                 | 4 hours @ \$200.00/hour  | \$800.00               |
| <b>Total Estimated cost</b>                               |  | <b>\$4800.00 + GST</b> |

*Note: (1) Travel and accommodation not included in this quote but prepared to discuss how this will be handled.  
 (2) Costs can be reduced if interviews are undertaken by Zoom rather than face-to-face.*

|              |                                |  |
|--------------|--------------------------------|--|
| <b>7.5.4</b> | <b>BEACH EMERGENCY NUMBERS</b> |  |
|              | <b>FILE REFERENCE:</b>         | <b>11.1.4</b>  |
|              | <b>CORRESPONDENT:</b>          | <b>Department of Primary Industries and Regional Development</b>   |
|              | <b>DATE OF REPORT:</b>         | <b>5<sup>th</sup> February 2021</b>  |
|              | <b>REPORTING OFFICER:</b>      | <b>Garry Keeffe</b>  |
|              | <b>APPENDICES:</b>             | <b>1. BEN Sign Designs</b><br><b>2. Guidelines on BEN Signs</b><br><b>(forwarded under separate cover)</b> |

**SUMMARY:**

Council to nominate locations for the installation of Beach Emergency Number (BEN) signs along coastal area within the Shire of Northampton.

**BACKGROUND:**

The State Government made an election commitment to strengthen beach emergency measures following the fatal shark bite incident at Falcon Beach in 2016 that claimed the life of Ben Gerring.

A total of 1,239 Beach Emergency Numbers (BEN) signs have so far been installed at beach access points across 27 metropolitan and regional local government authorities and have become a vital part of directing first responders to emergencies at Western Australian beaches.

In December 2020, the BEN sign grants program was extended to 12 coastal councils from north of Geraldton to Kununurra who are eligible for grants of up to \$50,000 per local government to contribute towards the installation of BEN signs.

Each sign is double sided with the location description code on one side and a “beach closed” description on the other, please refer to the guidelines at Appendices 2.

The Department of Primary Industries and Regional Development (DPIRD) is the point of contact for the administration of the grant program and they now invite Council to be part of the BEN grant program.

An expression of interest has been lodged by the CEO on behalf of Council to be involved which does not commit Council to the program, rather it provides the opportunity for DPIRD to assist in considering the grant process. An expression

of interest will also allow DPIRD to give access to an online data collection tool to assist in the identification of potential BEN sign locations.

Each sign will have a distinct identification number that identifies the area of where the attack has occurred which makes it easier for emergency services to locate, refer to guidelines.

Council staff, primarily rangers, will be responsible in attending to signs where a beach closure has been enforced. In previous situations within this Shire where beach closures have occurred, has been at the request of local police and related to the close proximity of a whale carcass to popular swimming areas where sharks were prominent.

**COMMENT:**

The signs that are to be installed are shown at Appendices 1. The next process to assist in a grant application is for Council to nominate areas where the BEN signs are to be located.

The signs as per the guidelines provided by DPIRD are to be located at prominent entry points to beach areas, either the car park, boat ramp, walkway etc. It is therefore suggested that Council nominate the following locations, totaling 12 signs.

|                |  |
|----------------|--|
| Bowes River –  | entry to first car park  |
| Horrocks -     | Whiting or Granny’s Pool beach entrance  |
|                | Main jetty beach at walkway onto beach   |
|                | Boat launching access road   |
| Little Bay –   | on access road into main beach area  |
| Port Gregory – | access road to beach at jetty  |
| Kalbarri -     | Red Bluff car park   |
|                | Jakes Point car park entrance  |
|                | Siphons – car park entrance  |
|                | Blue Holes – car park entrance   |
|                | Chinaman’s – at northern end of car park where fishing platform walkway is located or where the BBQ shelter is near the ablutions. |

Verbal advice has been received that Council’s EOI has been approved and the above 12 locations can be adopted, and additional areas can also be included due to the amount of funds available to install the BEN signs.

**FINANCIAL & BUDGET IMPLICATIONS:**

The initial cost of the signs and their required poles will be covered by the grant. Cost for these is \$300 to \$400 per sign and pole with bracket. Council will be responsible for the costs of installation. In addition Council will be responsible for the care, maintenance, and replacement of the signs. This cost is not expected to be of any significance and can be accommodated in the annual budget provision for foreshore maintenance/operation in the various areas.

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.4**

**That Council lodge a funding submission for the supply of twelve Beach Emergency Number signs to be located at the following sites:**

|                       |   |
|-----------------------|---|
| <b>Bowes River –</b>  | <b>entry to first car park</b>                              |
| <b>Horrocks -</b>     | <b>Whiting or Granny’s Pool beach entrance</b>              |
|                       | <b>Main jetty beach at walkway onto beach</b>               |
|                       | <b>boat launching access road</b>                           |
| <b>Little Bay –</b>   | <b>on access road into main beach area</b>                  |
| <b>Port Gregory –</b> | <b>access road to beach at jetty</b>                        |
| <b>Kalbarri -</b>     | <b>Red Bluff car park</b>                                   |
|                       | <b>Jakes Point car park area</b>                            |
|                       | <b>Siphons car park area</b>                                |
|                       | <b>Blue Holes car park area</b>                             |
|                       | <b>Chinaman’s – at northern end of car park where</b>       |
|                       | <b>fishing platform walkway is located or where the BBQ</b> |
|                       | <b>shelter is near the ablutions.</b>                       |




**APPENDICES 1 – Sign Designs**

**In an emergency dial 000  
and quote the information below**


**Guillotine**

AU10

Address: 4WD car park 1.45km north-west from the western end of Juniper Rd  
Suburb: Gracetown  
Nearest intersection: Juniper Road and Caves Road



GOVERNMENT OF  
WESTERN AUSTRALIA



**PARKS AND  
WILDLIFE**  
SERVICE

Help keep everyone safe.  
Report shark sightings  
to Water Police on 9442 8600.  
[SHARKSMART.COM.AU](http://SHARKSMART.COM.AU)



BEACH CLOSED

**In an emergency dial 000  
and quote the information below**

**Guillotine**

AU10

Address: 4WD car park 1.45km north-west from the western end of Juniper Rd  
Suburb: Gracetown  
Nearest intersection: Juniper Road and Caves Road

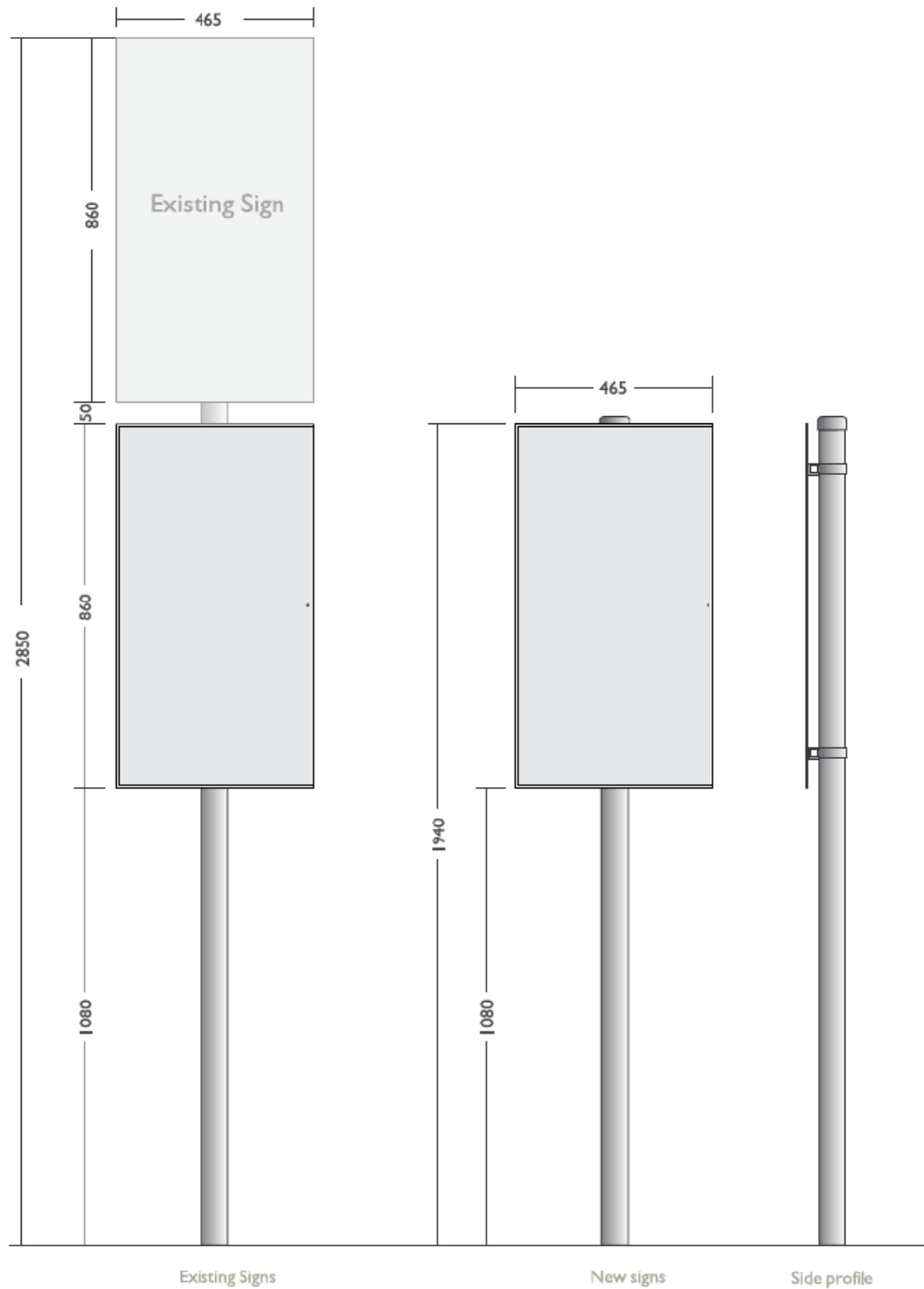


GOVERNMENT OF  
WESTERN AUSTRALIA



**PARKS AND  
WILDLIFE**  
SERVICE

Help keep everyone safe.  
Report shark sightings  
to Water Police on 9442 8600.  
[SHARKSMART.COM.AU](http://SHARKSMART.COM.AU)



**BEN sign placement with existing Level 3 Access Signage versus placement on its own pole (NB. Minimum height above ground level is 650 mm.)**

**7.5.5 CLAIM FOR DAMAGES TO BOAT TRAILER**

|                           |   |
|---------------------------|---|
| <b>LOCATION:</b>          | <b>Kalbarri Central Boat Ramp</b>                               |
| <b>FILE REFERENCE:</b>    | <b>12.2.4</b>   |
| <b>CORRESPONDENT:</b>     | <b>Tim Della Bosca</b>  |
| <b>DATE OF REPORT:</b>    | <b>5 February 2021</b>  |
| <b>REPORTING OFFICER:</b> | <b>Garry Keeffe</b>   |
| <b>APPENDICES:</b>        | <b>1. Complaint Form &amp; Response<br/>2. Photos of Damage</b> |

**SUMMARY:**

Council to consider a request for reimbursement of damage sustained to a boat trailer whilst using central boat ramp at Kalbarri.

**BACKGROUND:**

Please refer to Appendices 1 where details of the incident and the CEO's response to the original claim.

The issue of the ramp was first brought to staff attention by Cr Pike that the east side of the ramp had issues with undulation. No other formal complaints have been received. Preliminary investigation has revealed that holes at the end of the concrete matting do occur and is primarily due to boat owners/operators using their outboard motors to drive their boats onto the boat trailer. This practice causes holes from propellor wash.

The indication was that this was only occurring at the central boat ramp and that holes were not always present. This information was provided by volunteers at the Kalbarri Marine Rescue and in discussion with a boat owner at the ramp.

**COMMENT:**

The two boat ramps in Kalbarri are the responsibility of Council as it was the Council who installed them and have what is titled a "facility licence" to operate the ramps and that includes all operating and maintenance costs.

From Cr Pike's inquiry the CEO has had the two boat ramps in Kalbarri inspected with a proposal to extend the concrete matting to combat the propellor wash and hopefully eliminate holes that are being created.

Quotes for the works are currently being obtained and will be presented to Council as part of the 2021/22 Budget considerations.

In respect to the claim for damages this is a matter for the Council to determine. It was not considered appropriate for Management to accept the claim as it is accepting liability on behalf of the Council. Similar if its paid then the Council is in effect accepting liability for the damage and recognises an issue at the boat ramp.

The claimant has suggested signs be placed at the boat ramp to warn users that a hole exists. This is not supported, as stated earlier the hole is not always present (according to users) but this cannot be proven. Placing a sign can also increase the liability but if a sign is to be placed then wording to the effect that of “short concrete ramp beware undulating bottom surface at end of ramp” could be used.

#### **STATUTORY IMPLICATIONS:**

The matter if Council would be protected under the rule of “non feasance” was forwarded to WA Local Government Association to provide advice if this will apply in this situation. The advice is that Section 5Z of the *Civil Liability Act 2003* (WA) was introduced to provide special protection for road authorities, in response to the abolition of the common law ‘Highway Rule’ defence of nonfeasance.

#### 5Z. Special protection for road authorities

(1) In this section —

**carry out road work** means carry out any activity in connection with the construction, erection, installation, maintenance, inspection, repair, removal or replacement of a road;

**road** has the meaning given to that term in the *Main Roads Act 1930* section 6;

**roads authority**, in relation to a road, means a public body or officer whose functions include carrying out road work on that road.

(2) A roads authority is not liable in proceedings to which this Part applies for harm arising from a failure of the authority to carry out road work, or to consider carrying out road work, unless at the time of the failure the authority had actual knowledge of the particular risk that caused the harm.

(3) This section does not operate —

- (a) to create a duty of care in respect of a risk merely because a road authority has actual knowledge of the risk; or

- (b) to affect any standard of care that would otherwise be applicable in respect of the risk.

This Act was developed on the basis of harmonized nation-wide laws that were introduced in response to cessation of the ‘immunity defence’ used by public authorities when performing public functions.

For this reason, the boat ramp issue would fall under the Shire’s general public liability responsibilities.

**FINANCIAL & BUDGET IMPLICATIONS:**

If any additional works are to progress, then Council will need to consider the cost of these works within the 2021/22 or future budgets.

The claim for reimbursement to the damaged trailer is negligible in the context of Councils financial position.

**VOTING REQUIREMENT:**

*Simple Majority Required:*

**OFFICER RECOMMENDATION – ITEM 7.5.5**

**For Council determination.**

**APPENDICES 1 – Complaint Lodged & Responses**

Friday 26/2/2021



**NOTICE OF COMPLAINT/ISSUE/GRIEVANCE**

This form is to be used to bring to the attention of Council's staff any matter of Complaint/Issue/Grievance.

NAME OF COMPLAINANT: Tim Della Bosca

ADDRESS OF COMPLAINANT: 481 KAOLIN STREET  
Westonia WA 6423

PHONE NO: 0409681500 FAX NO: \_\_\_\_\_

EMAIL: tim@della-bosca.com.au

Details of Complaint/Issue/Grievance (Please provide as much detail as possible; eg. If the Complaint/Issue/Grievance is concerning a road include name of road, location, nature of Complaint/Issue/Grievance).

I was backing my boat trailer down the eastern side ramp near the sea rescue office. The trailer fell into a hole in the ramp causing damage to my trailer chassis. I deemed this not safe to carry the boat home so we had to get it repaired costing us \$500.00.

SIGNED BY COMPLAINANT: [Signature]

| OFFICE USE ONLY                         |                           |
|---|---------------------------|
| File Number _____                       | Received By _____         |
| Date Received _____                     | Responsible Officer _____ |
| Action taken to rectify complaint _____ |                           |
| _____                                   |                           |
| Date Completed _____                    | Signed _____              |
| Referred to Council                     | Yes/No                    |



## Garry Keeffe

---

**From:** Tim Della Bosca <tim@db-trans.com.au>  
**Sent:** 2 March, 2021 7:58 AM  
**To:** Garry Keeffe  
**Subject:** Re: Damage to Boat Trailer

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning Garry,

Thank you for your detailed response.

I acknowledge the information that you have outlined in your email. However if this has been made known to you and the council, I am unsure as to why this has not been presented at the boat ramp as a warning/caution sign. Therefore the boat users can choose to enter at their own accord.

Without any knowledge of the boat ramp conditions when entering, our trailer became stuck resulting in the damage you have seen.

After talking to locals at the ramp, many seemed to know about the hole, including the ranger. In regards to reimbursement, if you hit a pothole on a main road and damage your vehicle, Mainroads would reimburse you for the damage caused. So yes, I only feel reimbursement is fair, as it is so well known throughout the Kalbarri community however it is not signed appropriately. Therefore we would not have entered at that ramp and it would not have resulted in this outcome.

Regards,  
Tim Della Bosca

On 26 Feb 2021, at 12:47 pm, Garry Keeffe <ceo@northampton.wa.gov.au> wrote:

I acknowledge receipt of your complaint in regards to the damage to your boat trailer at the Kalbarri boat ramp. It is with regret that such damage has occurred.

As far as the boat ramp, we have received comments, not complaints, that a hole does emerge at the end where the concrete flexi mats end and the hole is primarily caused by users with propeller wash as they drive their boats up on to the trailer. Comments from local users also indicate that holes do fill in when tides change to a height to bring sediment into the hole but I am unable to verify this due to the nature of the river water colour.

However it is only last week that from these comments we are now seeking quotes to extend the flexi mats to prevent holes from occurring due to the above practice. Costs to undertake these works will be presented to Council for consideration within the 2021/22 Budget as we do not have the financial resources to undertake such works now.

I also advise that I have never received any other written advice of any similar damage occurring since the boat ramp was upgraded back in 2010.

In your email to the Kalbarri office you have provided the cost of repairs, are you requesting Council to reimburse you the repairs? if so then I will need to present this to the Council for their determination.

**APPENDICES 2 – Photos of damage to boat trailer**





**7.5.6 NORTHAMPTON DOCTORS**

|                           |                     |
|---------------------------|---------------------|
| <b>LOCATION:</b>          | <b>Northampton</b>  |
| <b>FILE REFERENCE:</b>    | <b>7.2.1</b>        |
| <b>DATE OF REPORT:</b>    | <b>8 March 2021</b> |
| <b>REPORTING OFFICER:</b> | <b>Garry Keeffe</b> |

Due to the confidential nature of this matter a report is provided under separate cover.

**OFFICER RECOMMENDATION – ITEM 7.5.6**

**For Council consideration.**



**7.5.7 PORT GREGORY WATER SUPPLY – NUMBER 2 BORE**

|                           |                              |
|---------------------------|------------------------------|
| <b>FILE REFERENCE:</b>    | <b>10.7.2</b>                |
| <b>DATE OF REPORT:</b>    | <b>11 March 2021</b>         |
| <b>REPORTING OFFICER:</b> | <b>Garry Keeffe</b>          |
| <b>APPENDICES:</b>        | <b>1. Quote for new bore</b> |

**SUMMARY:**

Council to endorse the actions of the Shire President approving expenditure under emergency provisions for the drilling of a new bore for the Port Gregory town water supply.

**BACKGROUND:**

A report was presented at the February 2021 meeting where Council approved expenditure to re-bore/treat the number 2 bore due to the bore no longer producing the water quantity it was previously producing.

The works have now been undertaken and the drilling contractor advises the following.

Chemicals were installed for the removal of clays and biofouling which was determined from the study of the reports from the original drilling logs and reports the contractor obtained.

The contractor advises that the chemicals must stay in the bore hole for at least 3 days for the best result obtainable, which occurred. The bore pump remained in the bore during this time for protection of the bore.

Upon removal of the pump it was found that the steel cased bore had been relined with a 114 mm ID PVC casing which has not been produced since 1991.

From the contractors experience the PVC cased fix lasts 10 to 15 years before the bore fails due to the rust scale blocking the slots in the PVC pipe which in the contractor's opinion is what has happened to this bore.

The contractor concludes that the steel casing has eaten out around the top of the stainless steel screen where it is welded to the steel casing. As there is only 6 metres of total water depth in the bore and the screen is 3 metres long the joint would be getting exposed to air during pumping thus the corrosion.

During the bailing of the bore the casing is sitting on something leaving a gap big enough to allow 1 to 2 mm diameter to enter the bottom 0.5 m of the bore. The bore screen slot size is 0.381 mm which is 15 thousandths of 1 inch in the imperial measurement. That is very fine slot.

As a result of the above the bore has lost more flow rate due to the scale and sands which contain clay in them.

Information from the original bore log report indicates that the bore should have been drilled to 10 metres plus deeper than the 58 metres the current bore is.

The contractor advised that when he undertook the original drilling of bores in this area that he drilled a bore South of bore No 1 to 90 metres and the water was still fresh at 900 ppm tds or (66 Grains). Whilst on site he tested the TDS in both bores at bore No 1 - 889 ppm and bore 2 - 590 ppm. The contractor is confident that a new bore in this vicinity will provide good results for a second bore for the supply.

The area referred to is within the Councils controlled land and easement on the property for the water bores and pipelines.

The Contractor therefore makes the following recommendation.:

The bore will require replacing as there is nothing more can be done to increase flow supply in Bore 2.

The replacement bore will have to be drilled in the easement which will be close to the existing power and pipeline so that minimal costs to connect the new bore pump to the current system.

The cost of a new bore to 75 metres will be between \$30,000.00 and \$35,000.00 depending on depth and salinity/flow. As the original bores were constructed with 150 mm ID steel casing he recommends that 150mm ID class 12 PVC casing be used for the new bore as it will have good clearance for pumps.

He also advises that to allow for the new bore to be drilled the entry track from the end of Bishop Gully Road up the fence to the first gate requires a 70 to 80 lineal metres of blow sand area removing and gravel base installed for safely getting equipment to bore sites.



**FINANCIAL & BUDGET IMPLICATIONS:**

As quoted the new bore will come at a cost of between \$30,000 and \$35,000. In addition costs will be incurred for reconnection of the existing pipeline and electrics to the new bore. Costs of this are an unknown at this stage.

Costs will be incurred for the access track to be graveled however this cost will be Council's own resources.

It is considered that the cost of the new bore will be likely to be \$45,000 when including plumbing and electrical costs. The pump at the bore No 2 does not require replacing and can be used in the new bore.

Council currently has \$36,500 in reserve funds for the Port Gregory Water Supply. These funds were placed in reserve for the replacement of the pipeline section that traverses around the lake. These works were to occur in 2018/19 but did not progress and the budget provision was therefore placed into reserve.

With the supply of water being a more urgent need now than the pipeline replacement, it is recommended that Council utilise these funds for the drilling of a new bore and that all other costs over and above the reserve funds be declared authorised expenditure.

A quote for a new pipeline to traverse across the lake on the BASF dam walls is currently being obtained for consideration in the 2021/22 Draft Budget.

**COMMENT:**

From the drilling contractors report the Council now needs to approve the drilling of a new bore as recommended to guarantee a reliable water supply to the Gregory townsite. Currently the town is relying on only one bore which is at this stage keeping up with a reduced supply demand but if it fails then the town will be without water and we will have no option but to cart water to the town.

Therefore as per the provisions of Section 6.8 this matter is determined as an emergency and therefore the Shire President approved the expenditure for the progressing of the new bore which is now to be formally approved by Council as per the provision of *Section 6.8 of the Local Government Act 1995*.

**STATUTORY IMPLICATIONS:**

*Local Government Act 1995 – Section 6.8, authorising unbudgeted expenditure.  
Section 6.8, authorising expenditure for an emergency*

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

\* *Absolute majority required.*

**VOTING REQUIREMENT:**

*Absolute Majority Required: - As there is no provision for this expenditure within the 2020/2021 Budget, Council needs to approve the expenditure by an absolute majority as per Section 6.8 of the Local Government Act 1995.*

**OFFICER RECOMMENDATION – ITEM 7.5.7**

**That Council approve the authorising of expenditure and use of the Port Gregory Water Supply Reserve Funds and expenditure additional to the reserve funds provision, by the Shire President as per Section 6.8 (c) of the Local Government Act 1995, as an emergency need for the drilling of a new bore for the Port Gregory Water Supply as recommended by the drilling contractor.**

**APPENDICES 1 – Bore Drilling Quote**

**MR & DJ GARVIN**  
**DRIL-AIR**

ABN 92 454 350 115  
P O BOX 113 BULLSBROOK. W.A. 6084  
08 95718091  
0427 191944  
[desair6719@drilair.com.au](mailto:desair6719@drilair.com.au)

**SCHEDULE OF RATES : 120230011**

**SHIRE OF NORTHAMPTON**  
**Att. Garry Keeffe**

**PORT GREGORY WATER SUPPLY REPLACEMENT BORE No 2.**

Date:10/03/2021

|    |   |                       |
|----|---|-----------------------|
| 1. | Mobilize /demobilize equipment  | \$ 1500.00            |
| 2. | Drill, Case 155mm Class 12 PVC & Gravel pack<br>75m @ \$ 250.00/m   | \$ 18750.00           |
| 3. | Development of bore by air surging<br>10 hrs @ \$ 475.00 /hr  | \$ 4750.00            |
| 4. | Set up and remove test pump equipment   | \$ 1250.00            |
| 5. | Carry out test pumping recording flow verses drawdown<br>10 hrs @ \$ 150.00/hour  | \$ 1500.00            |
| 6. | Collect water samples for lab testing of TDS, Iron, Chlorides,<br>Hardness, Ph, Sodium and suitability for domestic use | \$ 1250.00            |
| 7. | Level and clean site  | \$ 850.00             |
|    |   | \$ 28600.00           |
|    |   | <u>GST \$ 2860.00</u> |
|    |   | \$ 31460.00           |

NOTE: A department of water bore drilling license will be required before this work can commence. This should not be an issue as it is replacement of the existing failed bore and it is being drilled as stated in the original reports.

Des Garvin is the holder of DRILLER License # 103.

Dril-Air carries \$20,000,000 public liability cover & current Workers compensation