



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 16th September 2022 at the Council Chambers, Northampton commencing at 1.00pm.

- 11.00am – Presentation by Murchison Hydrogen Renewables.

Lunch will be served from 12.00pm.

GRANT MIDDLETON
ACTING CHIEF EXECUTIVE OFFICER
9th September 2022



~ Agenda ~

16th September 2022

NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 16th September 2022, at

The Council Chambers, Northampton commencing at 1.00pm.

**GRANT MIDDLETON
ACTING CHIEF EXECUTIVE OFFICER**

9th September 2022

SHIRE OF NORTHAMPTON

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Signed 

Date 9th September 2022

GRANT MIDDLETON
ACTING CHIEF EXECUTIVE OFFICER

AGENDA
ORDINARY MEETING OF COUNCIL
16th September 2022

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 – 19th August 2022

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

TABLE OF CONTENTS

8.1	OPENING	3
8.2	PRESENT	3
8.2.1	LEAVE OF ABSENCE	3
8.2.2	APOLOGIES	3
8.3	QUESTION TIME	3
8.4	DISCLOSURE OF INTEREST	3
8.5	CONFIRMATION OF MINUTES	4
8.5.1	CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING FRIDAY 15 th JULY 2022 (ITEM 7.5.1)	4
8.5.2	BUSINESS ARISING FROM MINUTES	4
8.5.3	SPECIAL BUDGET MEETING OF COUNCIL 29 th JULY 2022 (ITEM 7.5.2)	4
8.6	RECEIVAL OF MINUTES	4
8.7	WORKS & ENGINEERING REPORT	4
8.7.1	INFORMATION ITEMS MAINTENANCE /CONSTRUCTION WORKS PROGRAM (ITEM 7.1.1)	4
8.7.2	OUTRIGHT SALE - ONE (1) x 4WD UTILITY (FORD RANGER, ONE (1) x 4WD UTILITY (ISUZU DMAX) (ITEM 7.1.2)	5
8.8	HEALTH & BUILDING REPORT	5
8.8.1	BUILDING STATISTICS FOR THE MONTH OF JULY 2022 (ITEM 7.2.1)	5
8.9	TOWN PLANNING REPORT	5
8.9.1	STANDARD AMENDMENT – ADOPTION OF AMENDMENT NO. 2 TO LOCAL PLANNING SCHEME NO. 11 – KALBARRI TOWNSITE – PT LOT 511 PORTER STREET & LOT 997 NANDA DRIVE, KALBARRI (ITEM 7.3.1)	5
8.9.2	BASIC AMENDMENT – UPDATES TO SCHEME MAPS – LOCAL PLANNING SCHEME NO. 10 – AMENDMENT NO. 9 (ITEM 7.3.2)	7
8.9.3	PROPOSED AMENDMENT TO MOBILE FOOD VEHICLE DEVELOPMENT APPROVAL– SALT SISTER – RESERVE 25307 GREY STREET, KALBARRI (ITEM 7.3.3)	8
8.9.4	SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.4)	12
8.10	FINANCE REPORT	12
8.10.1	ACCOUNTS FOR PAYMENT (ITEM 7.4.1)	12
8.10.2	MONTHLY FINANCIAL STATEMENTS – JULY 2022 (ITEM 7.4.2)	12
8.10.3	2022/2023 BUDGET ADOPTION (ITEM 7.4.3)	13

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

8.10.4	WAIVER OF 2022/2023 RATES (ITEM 7.4.4)	14
8.11	ADMINISTRATION & CORPORATE REPORT	15
8.11.2	WARD REVIEW (ITEM 7.5.1)	15
8.11.3	OUTDOOR SHOWERS (ITEM 7.5.2)	15
8.12	DEPUTY PRESIDENT'S REPORT	15
8.13	COUNCILLORS' REPORTS	16
8.13.1	CR GIBB	16
8.13.2	CR STEWART	16
8.13.3	CR PIKE	16
8.13.4	CR BURGESS	17
8.14	NEW ITEMS OF BUSINESS	17
8.15	NEXT MEETING OF COUNCIL	17
8.16	CLOSURE	17

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

8.1 OPENING

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

8.2 PRESENT

Cr R Horstman	Deputy President	Northampton Ward
Cr R Suckling		Northampton Ward
Cr T Hay		Northampton Ward
Cr D Pike		Kalbarri Ward
Cr T Gibb		Kalbarri Ward
Cr R Burges		Kalbarri Ward
Cr P Stewart		Kalbarri Ward
Mr Grant Middleton		Deputy Chief Executive Officer
Mrs Michelle Allen		Planning Officer

8.2.1 LEAVE OF ABSENCE

Nil

8.2.2 APOLOGIES

Cr L Sudlow Northampton Ward

8.3 QUESTION TIME

Nil

8.4 DISCLOSURE OF INTEREST

Cr GIBB declared a financial interest in item 7.3.1 Standard Amendment to Local Planning Scheme No. 11 as he owns property adjacent to Lot 511 Porter Street, Kalbarri and may incur a financial gain or loss from the decision of Council.

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

8.5 CONFIRMATION OF MINUTES

**8.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING
FRIDAY 15th JULY 2022 (ITEM 7.5.1)**

Moved Cr GIBB seconded Cr SUCKLING

That the minutes of the Ordinary Meeting of Council held on the 15th July 2022 be confirmed as a true and correct record.

CARRIED 7/0

8.5.2 BUSINESS ARISING FROM MINUTES

Nil

8.5.3 SPECIAL BUDGET MEETING OF COUNCIL 29th JULY 2022 (ITEM 7.5.2)

Moved Cr BURGESS seconded Cr GIBB

That the minutes of the Special Budget Meeting of Council held on the 29th July 2022 be confirmed as a true and correct record.

CARRIED 7/0

8.6 RECEIVAL OF MINUTES

Nil

8.7 WORKS & ENGINEERING REPORT

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

Noted.

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

8.7.2 OUTRIGHT SALE - ONE (1) x 4WD UTILITY (FORD RANGER, ONE (1) x 4WD UTILITY (ISUZU DMAX) (ITEM 7.1.2)

Moved Cr SUCKLING seconded Cr STEWART

That Council accept:

1. The offer to purchase the 4WD Utility (Ford Ranger – NR10162/P258) submitted by Drennan O'Malley for \$18,444.55 (plus GST); and
2. The offer to purchase the 4WD Utility (Isuzu DMax – NR10279/P271) submitted by Drennan O'Malley for \$24,990.00 (plus GST).

CARRIED 7/0

8.8 HEALTH & BUILDING REPORT

8.8.1 BUILDING STATISTICS FOR THE MONTH OF JULY 2022 (ITEM 7.2.1)

Noted.

8.9 TOWN PLANNING REPORT

Cr GIBB declared a financial interest in item 7.3.1 as he owns property adjacent to Lot 511 Porter Street, Kalbarri and may incur a financial gain or loss from the decision of Council.

Cr GIBB departed the meeting at 1.05pm.

8.9.1 STANDARD AMENDMENT – ADOPTION OF AMENDMENT NO. 2 TO LOCAL PLANNING SCHEME NO. 11 – KALBARRI TOWNSITE – PT LOT 511 PORTER STREET & LOT 997 NANDA DRIVE, KALBARRI (ITEM 7.3.1)

Moved Cr SUCKLING seconded Cr STEWART

That Council:

- 1) Endorse the 'Schedule of Submissions' for Amendment No. 2 to Local Planning Scheme No. 11 as attached to Item 7.3.1 of the August Town Planning Report 2022;

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

- 2) In accordance with Regulation 50(3) of the Planning and Development (Local Planning Schemes) Regulations 2015 determines to support with modification, including the removal of Lot 997, Amendment No. 2 for the purposes of:
- a) Rezoning portion of Lot 511 Porter Street, Kalbarri from 'Special Use SU5' to 'Tourism' and 'Additional Use AU5';
 - b) Inserting an 'Additional Use (A5)' for the purposes of Workforce Accommodation in Schedule 1 – Specified additional uses for zoned land in the Scheme area of the Scheme Text for a portion of Lot 511 Porter Street, Kalbarri;

No	Description of Land	Additional Use	Conditions
A5	Portion of Lot 511 Porter Street Kalbarri	'D' Use: Workforce Accommodation	<ol style="list-style-type: none"> 1. In considering an application for development approval, the local government shall consider the following matters in addition to that which it may have regard to under the Scheme <ul style="list-style-type: none"> • Number of units; • Occupancy limitations – number of persons occupying the site and employer; • Measures to manage visual amenity impacts (screening, fencing and landscaping etc.); • Decommissioning/transitioning plans; • Rubbish disposal; • On-site carparking; and • Stormwater drainage. 2. Provision of a full-time on-site manager or caretaker for the workforce accommodation. 3. Development is to be of a high standard and compliment the amenity of the built and natural environment in the area. 4. A setback requirement to Woods Street of a minimum of 3 metres which includes a heavily vegetated buffer.

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

			<p>5. Development should be designed so that it is capable of being adapted and used for future tourism and/or residential purposes.</p> <p>6. Development shall comply with the minimum and average lot sizes as per the R50 density code.</p>
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c) Amending the Scheme Maps accordingly.

3) Authorise that the amendment documentation be signed and sealed by the Shire President and the Chief Executive Officer and then submitted to the Western Australian Planning Commission along with a request for the endorsement of the final approval by the Hon. Minister for Planning; and

4) Advise those parties that made a submission of Council's decision.

CARRIED 6/0

Cr GIBB returned to the meeting at 1.19pm

<p>8.9.2 BASIC AMENDMENT – UPDATES TO SCHEME MAPS – LOCAL PLANNING SCHEME NO. 10 – AMENDMENT NO. 9 (ITEM 7.3.2)</p>
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Moved Cr STEWART seconded Cr HAY

That Council:

1. Pursuant to Section 75 of the Planning and Development Act 2005, amend Shire of Northampton Planning Scheme No. 10 by:

1.1 Amending the Scheme Maps by:

- a) Rezoning a portion of Lot 254 Glance Street, Horrocks from "Commercial" zone to "Residential R20" zone;
- b) Rezoning a portion of Lot 1 Horan Way, Horrocks from "Rural" zone to "Residential R20" zone;
- c) Rezoning Lots 20, 21 and 47 Mitchell Street, Horrocks from 'Local Scheme Reserve – Public Open Space' zone to 'Residential R12.5';
- d) Modifying a portion of Lot 10 Glance Street, Horrocks from "Additional Use 3" (A3) to "Additional Use 4" (A4).

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

- e) Rezoning Lots 21 and 22 Mary Street, Northampton from 'Special Use 2 to 'Public Purposes – Emergency Services';
 - f) Rezoning Lots 505 and 18 North West Coastal Highway Alma, from "Special Use" zone to "Rural - Additional Use 2" (A2) zone; and
 - g) Remove the SCA3 Public Drinking Water Source Protection over Yerina Springs, Northampton and Port Gregory.
2. resolves, pursuant to the Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations), that Amendment 9 is a basic amendment in accordance with r.34(a) of the Regulations as it proposes to amend the Scheme map to correct administrative errors and anomalies, along with updating changes to property boundaries and PDWSA's;
 3. authorise Council officers to prepare the scheme amendment documentation;
 4. authorise the affixing of the common seal to and endorse the signing of the amendment documentation;
 5. pursuant to Section 81 of the Planning and Development Act 2005, refers Amendment 1 to the Environmental Protection Authority;
 6. pursuant to r.58 of the Regulations, provides Amendment 1 to the Western Australian Planning Commission

CARRIED 7/0

<p>8.9.3 PROPOSED AMENDMENT TO MOBILE FOOD VEHICLE DEVELOPMENT APPROVAL– SALT SISTER – RESERVE 25307 GREY STREET, KALBARRI (ITEM 7.3.3)</p>

Moved Cr HAY seconded Cr SUCKLING

That Council, having taken into consideration the provisions of the Shire of Northampton's Local Planning Scheme No. 11 (Kalbarri) and the Shire's Local Planning Policy Mobile Food Vehicles, grant approval for a mobile food vehicle to operate upon Reserve 25307, subject to the following conditions:

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

1. Development/use shall be in accordance with the attached approved plans dated 19 August 2022 and subject to any modifications required as a consequence of this approval the endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;
2. Any additions to, or change to, the approved use (not the subject of this consent/approval) requires further application and planning approval for that use/addition;
3. This Development Approval and Mobile Food Vehicle Permit is valid until 24 December 2022, after which the further renewal of the approval by the local government will be required. It is the responsibility of the operator to reapply in good time before expiration, and the local government will not automatically re-issue approvals;
4. That Council determines the application renewal fee of \$30 plus mobile food vehicle permit fee of \$250 for a three month period (as per Local Planning Policy – Mobile food Vehicles) as the appropriate fee for this application;
5. That it is the responsibility of the operator to pay the appropriate mobile food vehicle permit fee in good time before expiration, and the local government will not automatically issue renewal notices;
6. Should payment of the permit fee not be received by the due date, the current application will become void and no longer valid;
7. The Mobile Food Vehicle Permit issued shall be displayed on the dash or another prominent visible location of the approved vehicle at all operating times;
8. The approval is for one (1) Mobile Food Vehicle only;
9. The approved hours of operation of this food van are between 10am and 7pm during winter and 10am and 9pm during summer, for a maximum of 6 days per week;
10. The Applicant shall at no time interfere or obstruct the operations and activities of Reserve 25307, or any approved users of the Reserves to the satisfaction of the local government;
11. Should substantiated ongoing complaints be received in relation to Condition No. (10), the Shire of Northampton reserves the right to review and/or revoke this Development Approval;

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

12. The Applicant shall obtain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton, to comply with the provisions of the Shire of Northampton's Local Planning Policy – Mobile Food Vehicles;
13. No signage is permitted in relation to this Development Approval unless otherwise approved in writing by the local government;
14. This approval is issued only to C. Watterson-Bolst and is NOT transferable to any other person or to any other land parcel, without the further application and approval of the Shire of Northampton;
15. The food van is approved to sell African, Spanish and/or Asian food and will also sell water, softdrinks, juices and milk items only;
16. The Applicant is required to provide adequate rubbish disposal facilities, remove all rubbish associated with the operation and maintain clean and sanitary conditions at all times;
17. The land use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise;
18. The mobile food vehicle is required to be removed from the approved Reserve location at the close of business each day and is not permitted to be stored overnight upon any Reserve;
19. The use of a generator upon Reserve 25307 is only allowed during power outages and when the on-site power source is not accessible. At all other times, the Applicant shall utilise the power source provided by the Shire of Northampton;
20. The Applicant shall be wholly financially responsible for the use of electricity accessed via the metered outlet upon Reserve 25307;
21. The parking and storage of the commercial vehicle (mobile food vehicle) upon Lot 814 (No. 8) Karina Mews, Kalbarri shall be provided for within the property boundaries and the street verge areas are to be kept free of such vehicles; subject to:
 - (i) the van being stored within the property boundaries; and
 - (ii) the food van not causing injury to or prejudicially affecting the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise; and
 - (iii) the Applicant meeting the requirements of Condition 22, as per below;

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

22. No food is to be prepared within the dwelling upon Lot 814 (No. 8) Karina Mews, Kalbarri and all food preparation shall be contained within the food vehicle, unless further application is made to, and approval is granted by, the Shire of Northampton;
23. The parking and storage of the commercial vehicle (food vehicle) upon Lot 814 (No. 8) Karina Mews, Kalbarri requires annual approval, and the Applicant is advised that they must re-apply to the Shire of Northampton prior to the end of each financial year (30th June) to gain approval for the parking of the food van upon this residential lot; and
24. The Shire of Northampton reserves the right to reposition the mobile food vehicle's permitted trading area, to be undertaken in consultation with the Applicant, so as to improve the efficiency and effectiveness of the site's use, if required.

Advice Notes

1. The Applicant is advised that it is not the responsibility of the local government to ensure that all correct approvals are in place and that all conditions contained within said approvals are upheld during the operations of the business.
2. The Applicant is advised that compliance with any and all governmental legislation and regulations, including but not limited to the Health Act and Regulations, the Food Act and Regulations and the Environmental Protection (Noise) Regulations, is required at all times.
3. If an applicant is aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be made within 28 days from the date of this notice.
4. If a commercial vehicle owner/driver, who has been granted approval to park a vehicle on a lot, wishes to replace the vehicle with a different type of commercial vehicle, or park the vehicle in a different location to that approved, a new application is required to be lodged with the local government.

CARRIED 7/0

8.9.4 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.4)

Noted

8.10 FINANCE REPORT

8.10.1 ACCOUNTS FOR PAYMENT (ITEM 7.4.1)

Moved Cr STEWART seconded Cr PIKE

That Municipal Fund Cheques 22241 to 22252 inclusive totalling \$53,149.42, Municipal EFT payments numbered EFT23768 to EFT23868 inclusive totalling \$440,345.21, Direct Debit payments numbered GJ0101 to GJ0108 inclusive totalling \$256,454.07 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

8.10.2 MONTHLY FINANCIAL STATEMENTS – JULY 2022 (ITEM 7.4.2)

Moved Cr STEWART, seconded Cr GIBB

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

CARRIED 7/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

8.10.3 2022/2023 BUDGET ADOPTION (ITEM 7.4.3)

Moved Cr SUCKLING, seconded Cr BURGESS

That Council in accordance with section 6.2 of the Local Government Act 1995 adopt the 2022/2023 budget as presented inclusive of the following:

Statutory Budget

Statutory Budget detail for 2022/2023 as presented on pages 1 to 26 including the following:

Statement of Comprehensive Income

Statement of comprehensive income as detailed on page 2 of the budget for the 2022/2023 financial year showing the projected "Total Comprehensive Income" amount of -\$266,622.

Statement of Cash Flows

Statement of Cash Flows detailed on page 3 of the budget for the 2022/2023 financial year showing a projected "Cash and Cash Equivalents at the End of the year" totalling \$1,452,197.

Rate Setting Statement

Rates Setting Statement detailed on page 4 of the budget for the 2022/2023 Financial Year showing balanced budget with a "Net current assets at the start of financial year" totalling \$3,011,814 from 2021/2022.

Fees and Charges

That Council adopts the Fees and Charges Schedule for the 2022/2023 Financial Year as presented in pages 124 – 135 of the Schedule Budget Format.

2022/2023 Budget By Schedule Format

Detailed Schedule Budget format for 2022/2023 detailed on pages 1 to 136 of the supplementary information to the budget document showing a balanced budget totalling \$13,553,863.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

8.10.4 WAIVER OF 2022/2023 RATES (ITEM 7.4.4)

Moved Cr SUCKLING, seconded Cr GIBB

That Council in accordance with section 6.47 of the Local Government Act 1995

1. Waive the rates on the following lessees for the 2020/2021 Financial Year:
 - Northampton Bowling Club – Lot 39 (255) Hampton Road Northampton;
 - Northampton Golf Club – Portion of Reserve 23432 and Crown Grant in Trust Volume 1620 Folio 052;
 - Northampton Community Centre – Portion of Reserve 23432;
 - Kalbarri Camp – Kalbarri Town Lot 500 Reserve No 35559;
 - Kalbarri Golf and Bowling Club – part of Reserve No 30953;
 - Kalbarri Sport and Recreation Club – part of Reserve No 25447;
 - Kalbarri Occasional Childcare Centre – Lot 233 and 232 Smith Street, Kalbarri;
 - Northampton Child Care Centre (REED) Edna Bandy Centre – Reserve 2038 Stephen Street, Northampton;
 - Old School Community Centre – Lot 475, Stephen Street Northampton;
 - Binnu Tennis Club – Reserve 23699, Northwest Coastal Highway, Binnu;
 - Doctors Surgery – 51 (Lot 10) Robinson Street, Northampton;
 - Doctors Surgery – 24 (Lot 833) Hackney Street, Kalbarri;
 - LIA Units 1 – 4 lot 83 (4) Kitson Circuit, Northampton;
 - Kalbarri Town Talk Lot 175 Kaiber Street, Kalbarri; and
 - Horrocks Community Centre Lot 9503 North Court Horrocks.

2. Waive the rates on the following aged care accommodation in the 2020/2021 Financial Year:
 - Pioneer Lodge Inc – Lot 7 Robinson Street & 52 Essex Street, Northampton; and
 - Community Housing (Kalbarri Aged Care Units) Lot 1001 Hackney Street, Kalbarri.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

8.11 ADMINISTRATION & CORPORATE REPORT

8.11.2 WARD REVIEW (ITEM 7.5.1)

Moved Cr PIKE seconded Cr HAY

That Council undertake advertising, advising that a review of its ward boundaries and representation is to be conducted and call for submissions on the review as per the requirements of Schedule 2.2 of the Local Government Act 1995 with all submissions to be received by Monday 9 October 2022.

CARRIED 7/0

8.11.3 OUTDOOR SHOWERS (ITEM 7.5.2)

Moved Cr SUCKLING, seconded Cr STEWART

That Council determines the design style for the new outdoor showers to be "Beach Solo".

CARRIED 7/0

8.12 DEPUTY PRESIDENT'S REPORT

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

- 20/07/2021 Operational Area Support Group – Public Health Update (Teams)
- 21/07/2022 Kalbarri District High School – Leadership Program
- 22/07/2022 Jon Haines, Former Gold Coast Suns Football Manager – Perth
- 22/07/2022 Hon. Roger Cook MLA Deputy Premier of Western Australia
- 26/07/2022 Hon. Minister Stephen Dawson MLC – Minister for Emergency Service
- 1/08/2022 Horrocks Community Centre meeting, Horrocks
- 1/08/2022 Hon. Sandra Carr MLC, Geraldton
- 9/08/2022 Will Baston, Liberal Party candidate, Kalbarri

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

8.13 COUNCILLORS' REPORTS

8.13.1 CR GIBB

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

19/07/2022	Murchison Hydrogen Renewables Project, Kalbarri
19/07/2022	Kalbarri Visitor Centre, Kalbarri
21/07/2022	Kalbarri Multipurpose Evacuation Community Centre, Kalbarri
26/07/2022	Sally George – Glass Street footpath
2-4/08/2022	Merome Beard, Nationals WA candidate, Kalbarri
9/08/2022	Will Baston, Liberal Party candidate, Kalbarri
16/08/2022	Kalbarri Multipurpose Evacuation Community Centre, Kalbarri

8.13.2 CR STEWART

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

22/07/2022	Hon. Roger Cook MLA Deputy Premier of Western Australia (Zoom)
26/07/2022	Hon. Minister Stephen Dawson MLC – Minister for Emergency Service (Zoom)
29/07/2022	Kalbarri Development Association, Kalbarri
8/08/2022	Kalbarri Visitor Centre, Kalbarri
9/08/2022	Will Baston, Liberal Party candidate, Kalbarri
9/08/2022	Hon. Mia Davies MLA, Leader of the Opposition of Western Australia

8.13.3 CR PIKE

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

16/08/2022	Kalbarri Multipurpose Evacuation Community Centre, Kalbarri
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SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Allen Centre, Kalbarri on
Friday 19th August 2022

8.13.4 CR BURGES

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

27/07/2022	Rainbow Jungle, Kalbarri
26/07/2022	Sally George – Glass Street footpath
9/08/2022	Will Baston, Liberal Party candidate, Kalbarri
9/08/2022	Hon. Mia Davies MLA, Leader of the Opposition of Western Australia
12/08/2022	Basil Zempilas, Lord Mayor of Perth, Cyclone recovery

8.14 NEW ITEMS OF BUSINESS

Nil

8.15 NEXT MEETING OF COUNCIL

The next Ordinary Meeting of Council will be held on Friday 16th September 2022 commencing at 1.00pm at the Northampton Council Chambers.

8.16 CLOSURE

There being no further business, the Deputy President thanked everyone for their attendance and declared the meeting closed at 2.24 pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 22 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 17th AUGUST 2022.

PRESIDING MEMBER: _____

DATE: _____

WORKS & ENGINEERING REPORT CONTENTS

7.1.1	INFORMATION ITEMS MAINTENANCE /CONSTRUCTION WORKS PROGRAM	2
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7.1.1	INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM
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REPORTING OFFICER:	Neil Broadhurst - MWTS
DATE OF REPORT:	8th September 2022

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 Ogilvie East, Rob, Sandy Gully, Swamps, Yallabartharra, Olivia, Bishop Gully, Horry, Blue Well, Frosty Gully, Bowes Springs, Yarra, Teakle, Isachar, Isseka Back, Hatch, Woolimar, Starling, Oakabella East, Jackson, Blank, Murchison House Station and Yerina Springs Road/s.
- Gravel Patching/Sheeting/Verge works carried out on Johnson, Bishop Gully, Little Bay, Murchison House Station, and Yallabartharra Road/s.

Maintenance Items

- General – Various signage and road furniture works.
- General – Potholes and Edges various locations.
- General – Road closure and opening works as a result of widespread rainfall.
- Northampton – Culvert clearance.
- Northampton – Street cleanup works (sand/debri) following extensive rainfall.
- Northampton – Truck fleet - Wet weather works including aggregate pickup from Geraldton, White sand to stockpile and gravel stockpile at Kalbarri.
- Northampton – Controlled burn of vegetation stockpile site from cyclone Seroja. Removal of waste material opposite Northampton oval.
- Northampton – Increased amount of toilet pit/leech drain pump out/s due to use and groundwater.
- Northampton – Assistant with preparation works for the Northampton Agricultural Show.
- Kalbarri – Foreshore BBQ maintenance and replacement mainly as a result of Cyclone Seroja.

Other Items (Budget)

- Northampton – Gwalla Street / Second Avenue works sealed with concrete kerb installed. Backfilling and site tidy up works progressing.
- Parker Road/Wundi Road – Construction works commenced. Preliminary verge and earthworks. Gravel location identified.

Plant Items

- Northampton Community Bus – Works to reattach aircon compressor – Caterlaast.

Staff Items

- Three (3) x Vacant positions advertised (Northampton outside staff).
- Training – Basic Worksite Traffic Management and Traffic Control renewals.

OFFICERS RECOMMENDATION

For Council information.

HEALTH AND BUILDING REPORT CONTENTS

7.2.1	BUILDING STATISTICS FOR THE MONTH OF AUGUST 2022	2
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7.2.1	INFORMATION ITEM: BUILDING STATISTICS
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DATE OF REPORT:	9th September 2022
RESPONSIBLE OFFICER:	Michaela Simpson – Manager of Building Services

1. BUILDING STATISTICS

Attached for Councils' information are the Building Statistics for August 2022.

OFFICER RECOMMENDATION – ITEM 7.2.1
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For Council information.

SHIRE OF NORTHAMPTON

HEALTH AND BUILDING REPORT – 16th SEPTEMBER 2022

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - AUGUST 2022					
App. No.	Owner	Builder	Property Address	Type of Building	Value
22033	James and Jeremy Howieson	Owner Builder	4 (Lot 41) Phelps Loop, Kalbarri	Construct new rammed earth three-bedroom dwelling and steel framed four bay shed	\$ 250,000.00
22042	Glen Seignor	Owner Builder	30 (Lot 681) Gantheaume Crescent, Kalbarri	Construct timber framed carport	\$ 8,000.00
22044	Geoffrey Neilson and Angela Flutey	Owner Builder	32 (Lot 15) Fifth Avenue, Northampton	Construct steel framed, three-bedroom dwelling including	\$ 70,000.00
22045	James McAtee	Owner Builder	56 (Lot 8) Gantheaume Crescent, Kalbarri	Construct timber framed carport and pergola	\$ 12,000.00
22052	Michael and Mia Maxfield	WA Country Builders Pty Ltd	1 (Lot 8) Topaz Bend, Coorow	Construct single storey, four-bedroom, double brick dwelling	\$ 330,757.00
22053	Michael and Mia Maxfield	WA Country Builders Pty Ltd	5 (Lot 10) Topaz Bend, Coorow	Construct single storey, four-bedroom, double brick dwelling and brick veneer garage	\$ 402,460.00
22CS371	David Smith	Owner Builder	1 (Lot 155) Smith Street, Kalbarri	Remove and replace ACM roof and wall cladding, construct rear verandah	\$ 19,500.00
22CS405	Jason Teakle	OCS Building Maintenance	245 Isachar Back Road, Bowes	Construct steel framed machinery shed and steel framed workshop	\$ 122,323.52
22CS411	Tilka Pty Ltd	Owner Builder	53 (Lot 52) Mary Street, Northampton	Full demolition of shed	\$ 6,000.00
22CS412	Daniel Nielsen and Karla White	Kingston Building Australia	14 (Lot 514) Chick Place, Kalbarri	Remediation repairs to roof cladding and timber battens	\$ 60,485.00
22CS413	Darryl and Cherelle hardman	OCS Building Maintenance	31 (Lot 1) Mortimer Street, Kalbarri	Remediation repairs to roof sheeting and battens	\$ 101,169.34
22CS416	Rodney and Lesley Bubb	Frank Rystenburg	6 (Lot 331) Cornell Street, Kalbarri	Replace roof sheeting with Colourbond	\$ 19,500.00
22CS417	Wayne Smith and Donnelle Buckingham-Smith	Capricorn Blue Enterprises	32 (Lot 90) Harvey Place, Kalbarri	Remove asbestos fence and ceiling	\$ 4,300.00
22CS418	Evan Main	Geraldton Building Services & Cabinets	183 Olivier Road, Alma	Remediation repairs to roof covering, beams, rafters, battens and tie-downs	\$ 199,718.06
22CS419	David Smith	Bellaluca Construction & Stone	1 (Lot 155) Smith Street, Kalbarri	Remove asbestos roof covering	\$ 21,120.00
22CS420	Miriam Canning	Stateside Maintenance Pty Ltd	11 (Lot 606) Bateman Street Northampton	Rebuild existing room with timber framed stud wall and timber stick roof	\$ 45,000.00

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - AUGUST 2022					
App. No.	Owner	Builder	Property Address	Type of Building	Value
22CS421	Aaron and Sally-Ann Mitchell-Bathgate	Bay Building Services	8 (Lot 209) Maver Street, Kalbarri	Remediation repairs to roof cover and battens	\$ 163,965.00
22CS422	Sheila and Leendert Den Exter	Shoreline Outdoor World	25 Horrocks Road, Sandy Gully	Construct steel framed patio	\$ 21,796.00
22CS424	Yambuna Farming Co	Johns Lyng Insurance Building Solutions	140 Yambuna Road, Ogilvie	Replace roof covering, battens and tie-downs	\$ 106,385.31

TOWN PLANNING CONTENTS

7.3.1	DEVELOPMENT ASSESSMENT PANEL - NOMINATIONS.....	2
7.3.2	PROPOSED RENEWAL OF LICENCE AGREEMENT 2019-005 – THE MURCHISON EXPERIENCE RESERVE 12996 (NORTH AND SOUTH), LOTS 3 AND 13 (MURCHISON HOUSE STATION) MURCHISON RIVER	12
7.3.3	SUMMARY OF PLANNING INFORMATION ITEMS.....	38

7.3.1 DEVELOPMENT ASSESSMENT PANEL - NOMINATIONS

FILE REFERENCE:	10.4.1
DATE OF REPORT:	7 September 2022
REPORTING OFFICER:	Michelle Allen – Planning Officer
RESPONSIBLE OFFICER:	Hayley Williams – Consulting Planner
APPENDICES:	Nil.

AUTHORITY / DISCRETION:

Advocacy *when Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*

SUMMARY:

There is growing demand for clean and sustainable energy solutions in society and currently there is some local activity in relation to proposed renewable energy projects with potential for development applications to be received in the future.

Projects in this field can be large-scale involving significant developments and cost that can trigger the requirement for the application to be determined by a Development Assessment Panel (DAP).

Although applications that are required to be determined by a DAP are not very commonplace for a rural Shire such as the Shire of Northampton, with recent activity in the energy field it is recommended that Council nominate representatives for the JDAP.

It is well recognised that having local councillors representing their community on large building and infrastructure projects is important in providing local knowledge and context to applications. There is potential for further renewable energy applications to be received in the coming year so it is considered timely that Council would make itself available to be part of the JDAP process.

BACKGROUND:

The Approvals and Related Reforms (No. 4) (Planning) Bill 2010 was passed by Parliament on 10 August 2010 and the Planning and Development Act 2005 was amended to introduce a range of new planning reforms to streamline the approval process. Part 3 of the Act provides the enabling powers required to establish Development Assessment Panels. The DAP Regulations 2011 make provisions for the operation, constitution and administration of DAPs and these were gazetted on 24 March 2011.

DAPS which service every local government area in Western Australia, came into operation on 1 July 2011. DAPs are independent entities answerable to the Minister and do not sit under the Department of Planning, Lands and Heritage or the Western Australian Planning Commission.

There are five DAPs, and each determine applications as if they are the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. Under the DAP Regulations, any application which qualifies as one that can be determined by a DAP cannot be determined by the local government or the Western Australian Planning Commission.

A DAPs primary function is to decide DAP applications by resolution and, therefore, is not a separate legal entity with the capacity to act in its own name.

There are two different types of DAPS:

- Local Development Assessment Panels (LDAPs); and
- Joint Development Assessment Panels (JDAPs).

The Minister established five DAPS under section 171C of the Act (as amended) for each local government area. An LDAP is established to service a single local government, where it is deemed to be a high-growth local government where the volume of development applications necessitates its own DAP. There is currently only one LDAP which covers the City of Perth.

JDAPs are established to service two or more local governments. There are four JDAPs, which cover all areas of the State and they are Metro Inner-North, Metro Inner-South, Metro Outer and Regional. The Shire of Northampton is covered by the Regional JDAP.

DAP Applications

There are four types of DAP applications that can be determined by a DAP. These are:

- Mandatory DAP applications;
- Optional DAP applications;
- Delegated applications; and
- Applications for amending or cancelling DAP development approval.

DAP Membership

Each DAP comprises of five members:

- Three specialist members, (one of which is the Presiding Member); and
- Two local members that are nominated by the local government.

DAP Local Members

Local members are elected members of a local government council who are nominated by a local government for a DAP position and then subsequently appointed by the Minister to a DAP. Local representation is a vital component of the DAP. The relevant local government nominates four local government members for their DAP, from the local government's pool of elected members (councillors).

Two councillors will be local members and two will be alternate local members. Alternate local members will be used when an issue of quorum arises or when a DAP local member is unable to act, by reason of illness, absence or any other cause, when sufficient notice is provided.

The alternate local member 1 will be contacted in the first instance for attendance if a local member is unable to act.

DAP Members Appointment

All DAP members are appointed to a particular DAP for a term of not more than three years. If a specialist member is nominated to sit on more than one panel, their appointment letter will detail all the DAPs they are appointed to. All DAP members will be listed on the DAP website.

A member's term of office can continue for a period of 3 months after expiry. This automatic provision will extend the membership term to assist in finalising the DAP Member appointment process.

Appointment Process for local members

DAP local government members can also be appointed for a term of not more than three years. Following the expiration of a local member's initial term, the Minister will ask the relevant local government to provide nominations for two local government members and two alternate members.

When it is necessary to appoint a DAP local member, the Minister will give 40 days' notice for the local government to provide his office with the names of their nominees. The Minister will appoint the local government representatives in accordance with the local government's nomination. If the local government fails to provide such nominations, the Minister can appoint community representatives as a DAP local member. This will ensure local representation is always present on a panel. The DAP Regulations require that these alternate representatives are residents of the local area and an eligible voter of the District, and have relevant knowledge or experience that, in the opinion of the Minister, will enable them to represent the interests of their local community.

Prior to formal appointment, the Minister will present the DAP local member nominees to Cabinet for approval.

Existing DAP local members can be re-nominated by the local government (provided that they remain elected members of the local government's council). Local government elections may result in a change to the DAP membership if current councillors, who are DAP members, are not re-elected. Where a DAP local member is not re-elected as a councillor, the local government should nominate another elected member for appointment to the DAP. However, the nominee will only be appointed for the balance of the previous DAP member's term.

DAP member training

A DAP member cannot sit as a member of a DAP until they satisfactorily complete the training for DAP members provided by the Department.

There are two aspects to the DAP training sessions:

- The DAP process; and
- Planning and the law.

Part One will cover:

- Training material on the DAP process and procedures;
- DAP Standing Orders;
- DAP Code of Conduct – including conflicts of interest and professional ethics; and

- DAP Procedures Manual.

Part Two will cover:

- The principal acts under which DAP members make decisions;
- Relevant local and state government planning instruments;
- Appropriate planning considerations and legal requirements in decision-making; and
- The State Administrative Appeals process.

The training will consist of a half-day session, usually lasting up to four hours.

Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations), Council has been requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the DAP on an as required basis in the event that the Shire receives a DAP application.

Previous Appointment Terms

- (2015-2018) the Shire of Northampton nominated to not have any representatives on the JDAP; and
- (2018 – Current) the Shire of Northampton nominated Cr Pike as their representative on the JDAP.

Although applications that are required to be determined by a DAP are not very commonplace for a rural Shire such as the Shire of Northampton with the current interest and activity in renewable energy projects, which tend to be large-scale developments, it is recommended that Council nominate representatives for the JDAP. It is well recognised that having local councillors representing their community on large building and infrastructure projects is important in providing local knowledge and context to applications. There is potential for further renewable energy applications to be received in the coming year so it is considered timely that Council would make itself available to be part of the JDAP process.

COMMUNITY & GOVERNMENT CONSULTATION:

Not applicable.

FINANCIAL & BUDGET IMPLICATIONS:

Regulation 8(1)(b) of the Planning and Development (Development Assessment Panels) Regulations 2011 requires that any application that is required to be assessed by a DAP cannot be determined by the Local Government. Local Governments charge an application fee under Regulation 48A, although they will not be the determining body for DAP applications, as it will be the responsibility of the Local Government to undertake the assessment of the application.

Applicants will be required to make payment of a DAP fee in addition to the Local Government Application Fee.

The financial threshold for activating a mandatory DAP is when the estimated cost of development is \$20million or more in the City of Perth or \$10million or more in areas outside the City of Perth. The DAP application is considered a mandatory application unless the applicant has elected to have the application determined by the Commission. The Western Australian Planning Commission and local governments may choose to delegate their decision-making authority for applications, which fit the 'opt-in' criteria for DAP applications, to a DAP. Therefore, a DAP will also determine applications of a type that either of these bodies has chosen to delegate their authority on.

All DAP members, except those not entitled to receive sitting fees, are entitled to reimbursement of their travel and motor vehicle expenses in accordance with the *Public Sector Commissions Circular 2009-20*. In accordance with this circular, a claim of up to 68c per kilometre can be made if a member uses a private vehicle to attend a DAP metropolitan meeting and where the round trip exceeds 50 km. The rate is based on the 'cents per kilometre' method set by the Australian Taxation Office. DAP members are also entitled to reimbursement for parking costs to attend DAP meetings. A copy of the tax receipt must be provided to the DAP Secretariat.

It is important to note that DAP members are reimbursed for their travel expenses incurred in relation to DAP matters, but NOT in relation to travel expenses incurred in undertaking DAP training. The training fee has been calculated to incorporate any travel expenses.

Development Assessment Panel publications, fees, forms and templates can be found online at <https://www.wa.gov.au/government/document-collections/development-assessment-panels-publications-fees-forms-and-templates#fees-and-forms>

STATUTORY IMPLICATIONS:

State: Planning & Development (Development Assessment Panels) Regulations 2011

DAP members will be bound by similar requirements regarding their conduct as Local Government Councillors, for example:

- all DAP members will be required to declare any direct or indirect pecuniary interest in a matter, before the meeting on that application commences;
- DAP members will not be permitted to disclose or make improper use of information that they acquire during their time as a member;
- DAP members will be prevented from accepting "prohibited" gifts in all circumstances, and will be permitted to accept other types of gifts ("notifiable" gifts) as long as they notify the Department of Planning;
- Members will be required to comply with the DAP Code of Conduct developed by the Department of Planning, Lands and Heritage; and
- No DAP member will be permitted to make a statement regarding the competence or honesty of the Minister, the Director General, a Local Government employee, public sector employee or another DAP member.

For a copy of the Code of Conduct please follow this link:

<https://www.wa.gov.au/system/files/2021-05/DAP-Code-of-Conduct.pdf>

For a copy of the Standing Orders please following this link:

<https://www.wa.gov.au/system/files/2021-05/DAP-Standing-Orders-website-published-.pdf>

POLICY IMPLICATIONS:

Nil.

STRATEGIC IMPLICATIONS:

State: Planning & Development Act (Development Assessment Panels) Regulations 2011

The Approvals and Related Reforms (No. 4) (Planning) Bill 2010 was passed by Parliament on 10 August 2010. The Bill amended the Planning and Development Act 2005 (as amended) (Act) to introduce a range of new planning reforms to streamline the approval process. Part 3 of the Act provides the enabling powers required to establish DAPs in Western Australia.

Sections 171A to F of the Act provides for the development of regulations that specify the powers and operations of DAPs. The DAP Regulations 2011 make provisions for the operation, constitution and administration of DAPs. These were gazetted on 24 March 2011.

DAPs, which service every local government area in Western Australia, came into operation on 1 July 2011.

DAPs are independent entities answerable to the Minister and do not sit under the Department or the Western Australian Planning Commission.

There are five DAPs, and each determine applications as if they are the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme, where applicable. Under the DAP Regulations, any application which qualifies as one that can be determined by a DAP cannot be determined by local government or the WAPC.

The key function of a DAP is to determine significant applications for development approval. The DAP model has been introduced to achieve the following:

- streamline the determination process for particular types of development applications, by eliminating the requirement for dual approval under both the local and region schemes;
- involve independent technical experts in the determination process; and
- encourage an appropriate balance between independent professional advice and local representation in decision-making for significant projects.

COMMENT:

Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations), Council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the JDAP on an 'as required basis' in the event that the Shire receives a DAP application.

All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training but are encouraged to attend refresher training.

It is proposed that DAPs would operate as follows:

- meetings will be conducted in a place open to the public;
- a person who has made a submission during the advertising period will be permitted to make a presentation to the DAP;
- in some circumstances, the public may be excluded from a meeting where the application contains commercial information of a confidential nature or information about the personal affairs of a person;
- Code of Conduct will be in place for DAP Members to adhere to;
- a record of meetings and voting outcomes by individual DAP members will be kept and made available to the public via websites;
- annual report will be required by the Department for Planning;
- professional staff from the relevant Local Government will prepare a report and recommendation on the development application for the DAP's consideration in making its determination;
- the planning officer will be required to attend the DAP to present the application and provide clarity on the assessment report;
- secretariat support for the DAP will be provided by the relevant Local Governments on a six monthly rotational basis;
- these duties will include preparing agendas, advertising meetings, organising meetings, taking minutes and publicising meeting outcomes;
- the Chairperson's sessional sitting fee will be higher than the other members to reflect the responsibilities of this role;
- a quorum for the DAP's is proposed to be three members which will be comprised of at least the chair, 1 local government member and 1 independent specialist member; and
- meeting frequency is proposed to be determined by the individual DAP, meeting frequency will be based on the number of applications submitted for consideration.

VOTING REQUIREMENT:

Absolute Majority Required: No

CONCLUSION:

That Council nominates 4 Councillors to sit as representatives on the Regional Joint Development Assessment Panel.

OFFICER RECOMMENDATION – ITEM 7.3.1

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

Councillor _____ (member); and
Councillor _____ (member).
Councillor _____ (alternate member/proxy); and
Councillor _____ (alternate member/proxy)

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

LOCATION:	Reserve 12996 (North and South), Lots 3 and 13 (Murchison House Station) Murchison River,
APPLICANT:	Randall Martin, Lot 762 (No. 38) Glass St, Kalbarri
OWNER:	State of Western Australia / Shire of Northampton / Murchison House Station
FILE REFERENCE:	10.6.7, 10.6.1.3, R12996, A3940, License Agreement 2019-005
DATE OF REPORT:	8 September 2022
REPORTING OFFICER:	Michelle Allen – Planning Officer
RESPONSIBLE OFFICER:	Hayley Williams – Consultant Planner
APPENDICES:	
1.	Application Information
2.	Location of proposed tours
3.	Location of Canoe Storage Area
4.	Schedule of Submissions

AUTHORITY / DISCRETION:

Quasi-Judicial when Council determines an application within a clearly defined statutory framework, abiding by the principles of natural justice, acting only with discretion afforded it under law, and giving full consideration to Council policies and strategies relevant to the matter at hand. These decisions are reviewable by the State Administrative Tribunal.

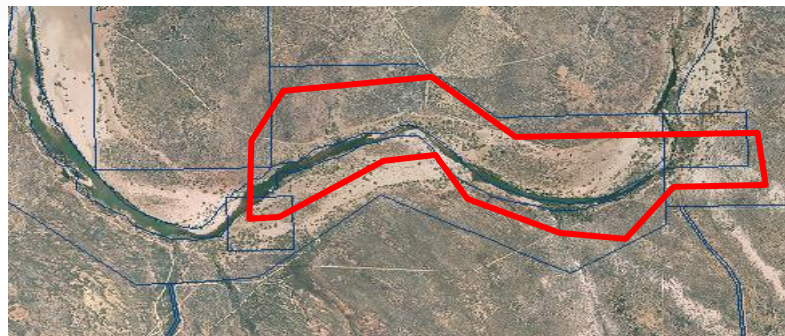
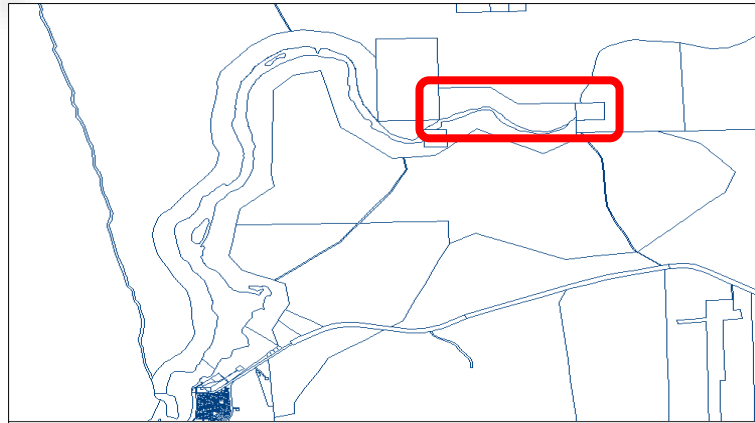
SUMMARY:

An application has been received for the renewal of Use-Hire Site License Agreement 2019-005 for a further 3 year period in accordance with Council policy. The existing license agreement is for the provision of supervised canoe tours, and no changes to the existing use is proposed.

The proposal has been advertised with the advertising due date closing on 26 August 2022. This report recommends conditional approval of the application.

LOCALITY PLANS:

Figures 1 and 2. Location of proposed canoe tours



BACKGROUND:

The original application for canoe tours was lodged by Frank Seidler in January 2008, and was brought before Council at its Ordinary Meeting on 20 June 2008. At this meeting, Council resolved to:

- “1 Grant planning approval for an experiential use (guided canoe tours) over Lots 13 and 3 (Murchison House Station) and portion of Reserve 12996 – Northern Foreshore (for emergency access only), Kalbarri subject to the following conditions:
- a. An agreement being entered into by the Applicant and the Local Government in accordance with the “Commercial Recreational Activity on Crown Reserves” Local Planning Policy;
 - b. The Agreement being for a fixed 12 month period upon which a review will be undertaken on the performance of the activity;

- c. *The Agreement being subject to a maximum of one tour each morning per day;*
 - d. *The Agreement being subject to written notification of any conflicts with other river users and written quarterly updates on the following items:*
 - i. *Number of tours conducted;*
 - ii. *Number of times Reserve 12996 (Northern Foreshore) has been accessed*
 - e. *A Licence (or other formal approval) being granted for the operations by the Department for Planning & Infrastructure with the local government to be provided a copy of that approval;*
 - f. *This planning approval shall remain valid while the agreement required by this planning approval remains current and valid, and on the expiration or earlier termination of the agreement, this planning approval shall cease to be valid;*
 - g. *The Licensee complying with the requirements of the Health (Food Hygiene) Regulations and ensuring that all putrescible and other waste is removed from Lot 3 on each tour; and*
 - h. *The Licensee and the activity are to comply with the Aboriginal Heritage Act.*
- 2 *Authorise delegation to the Chief Executive Officer and Principal Planner for preparation and execution of the agreement with any disputes to be referred back to Council for final determination.”*

Council considered a new application by Alex Read and Wendy Gilbert (who purchased the business) for the same tour operations, and at their meeting held on 18 June 2011 resolved to:

- “1 *Transfer Use/Hire Site Agreement 009-09 – Kalbarri Wilderness Tours (Canoe Tours) from Mr Frank Seidler to Mr Alex Read and Ms Wendy Gilbert;*
- 2 *Require that a fee of \$150.00 be paid for the transferral of the agreement;*
- 3 *Enter into a three (3) year Licence Agreement with the Applicant in accordance with the Council Policy 9.2 – Requirements for Licence Agreements to Use Crown Reserves for Commercial, Recreational, and Tourism Activities;*
- 4 *Authorise delegation to the Chief Executive Officer and Principal Planner for preparation and execution of the Licence Agreement in Point 3 above with any disputes to be referred back to Council for final determination; &*

- 5 *Refer the modified agreement to Department of Regional Development and Lands – State Land Services for approval.*

Advice Note:

- (i) *The Applicant is advised that it is not the responsibility of the local government to ensure that all correct approvals are in place and that all conditions contained within said approvals are upheld during the operations of the business.”*

Alex Read and Wendy Gilbert were subsequently granted a License Agreement by Council for a 4 year period from 1 July 2011 to 30 June 2015. The License Agreement was subsequently renewed for a further 3 year period to 30 August 2018, however the approval was amended to include approval for an additional launching site from Nanny Goat Well, with a maximum of six (6) trailered, three-seater canoes to be allowed to launch from this site (approved at the 24 July 2015 Ordinary Meeting of Council).

Most recently Council, at their 20 July 2018 Ordinary Meeting, approved the renewal of a three-year License Agreement for the provision of supervised canoe tours (as well as a Home Business Approval) to Mr Alex Read and Ms Wendy Gilbert of Kalbarri Outback Action, with the agreement taking effect from the 30th August 2018 until expiry on the 30th August 2021 and resolved to:

1. *Grant Development Approval for an experiential use (canoe tours) over Reserves 12996 Murchison River Foreshore, Kalbarri subject to the following conditions:*
 - a) *This Development Approval is an approval for the proposed use for the purposes of the Shire of Northampton’s Local Planning Scheme No. 11 – Kalbarri and the Planning and Development Act (2005) only and does not constitute and approval of the proposed use by the Shire in its capacity as management body of the reserve within which the use is proposed to be located;*
 - b) *This Development Approval is subject to:*
 - (i) *In-principle approval of the Shire in its capacity as management body of the reserve within which the proposed use is to be located;*
 - (ii) *Approval of the Minister of Lands in accordance with the provisions of the Land Administration Act (1997); and*

- (iii) *A License Agreement being entered into by the Applicant and the Shire in accordance with Council's Policy 9.2 – Requirements for Licence Agreements to Use Crown Reserves for Commercial, Recreational and Tourism Activities;*
- c) *This Development Approval shall remain valid whilst the License Agreement referred to in Condition (b)(iii) remains current and valid, and on the expiration or in the termination of such License Agreement, this Development Approval shall cease to be valid.*

Advice Notes:

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

Note 2. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 3. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

- 2. *Authorise delegation to the Chief Executive Officer and Planning Officer for preparation and execution of the License Agreement, with any disputes to be referred back to Council for final determination.*
- 3. *Grant Development Approval for a Home Business upon Lot 17 (No. 6322) Ajana-Kalbarri Road, Kalbarri, subject to the following conditions:*
 - a) *This approval wholly replaces any previous approvals issued by the local government in relation to the Home Business activity;*
 - b) *The activities are at all times to comply with the definition of "Home Business" under the relevant Local Planning Scheme;*
 - c) *Development shall be in accordance with the attached approved plan(s) dated [insert date] and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;*

- d) *The Home Business is not to involve the retail sale or display of goods of any nature;*
- e) *Notwithstanding condition (f) below, this Development Approval shall remain valid whilst a License Agreement for the use of Reserve 12996 between the Applicant, the Shire and the Department of Planning, Lands and Heritage remains current and valid, and on the expiration or in the termination of such License Agreement, this Development Approval shall cease to be valid;*
- f) *This approval is valid until 30 August 2019, after which time the further renewal of the approval by the local government is required annually. This is the responsibility of the Applicant and the local government will not automatically re-issue approvals;*
- g) *This approval is issued only to Alex Read & Wendy Gilbert (the specific occupier) for Lot 17 Ajana-Kalbarri Road, Kalbarri (the particular parcel of land) and is NOT transferable to any other person or to any other land parcel. Should there be a change of the occupier on the land in respect of which this development approval is issued this approval shall no longer be valid;*
- h) *The Applicant shall provide and maintain three (3) carparking bays upon Lot 17 Ajana-Kalbarri Rd for the provision of on-site carparking for employees and customers;*
- i) *The operator is responsible to ensure that no parking of vehicles associated with the Home Business occurs within a public carriageway, including the road reserve, and all parking of vehicles associated with the Home Business is to be provided for within the property boundaries;*
- j) *A list of all signage and a site plan detailing the sign(s) locations upon Lot 17 Ajana-Kalbarri Rd, Kalbarri shall be submitted to the local government within 28 days from the date of this approval, with those signs not having appropriate approvals being subject to further consideration and development approval; and*
- k) *Any lighting installed on the building, yard areas or car parking areas shall be located and designed in a manner that ensures:*
 - (i) *all illumination is confined within the boundaries of the property;*
 - and*

- (ii) *there shall not be any glare nuisance caused to adjoining residents or passing traffic, to the approval of the local government.*

Advice Notes:

Note 1. Where an approval has lapsed or is no longer valid, no development/use shall be carried out without the further approval of the local government having first been sought and obtained.

Note 2. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

Mr Reid and Ms Gilbert sold their canoe tour business to current owner, Randal Martin, being the Applicant to this application, who has lodged a Development Application to renew the License Agreement with the Shire of Northampton as License Agreements are not transferrable between business owners upon the sale of that business.

As part of the application from the new owner, Randal Martin, has provided:

- A completed Application for Development Approval form;
- Information regarding the business operations including location boundaries of operation, hours of operation, experience of staff, operating procedures, navigational and safety information, a list of safety equipment available on board, and food preparation and serving information.

A copy of the information provided by the Applicant in relation to their proposal has been included as **Appendix 1** to this report.

The operator is to provide a copy of Public Liability Insurance cover of \$20 million.

The Proposal:

The proposal consists of fully guided canoe tours, where customers are typically collected from their accommodation in Kalbarri, are then transported in a Tourist Coach tour bus to Murchison House Station (Lot 13) where the trailered canoes are stationed.

From the Murchison House Station launch site, canoeists are guided downstream for approximately 3km past Gregory's Rock to Lot 3 (also part of Murchison House Station). The tour group is offered a lunch or dinner meal at the BBQ site (contained wholly within Lot 3) with the canoe tour then returning to Murchison House Station (Lot 13) via the same route. Food will be prepared at Kalbarri Golf Club's commercial kitchen and then reheated onsite. Two tours are proposed be conducted daily, should demand exist, with the canoe tours operating between the hours of 7.00am to 7.00pm.

The tour predominantly utilises Murchison House Station's freehold land, however, access to Reserve 12996 (North) is required for the transporting of food and passengers if necessary. The applicant has sought and received approval to store the coach bus at the property of Elizabeth Trotti, Lot 1 (No. 30) Bridgeman Road, Kalbarri. The applicant has also sought and received approval from lessees Callum and Belinda Carruth to store the canoes at Lot 3 Murchison House Station.

The most recent License Agreement permitted twelve (12) three seater canoes, two (2) trailers and (2) 4WD vehicles and will operate up to two tours per day.

The new application does not seek access to the Nanny Goat Well site on Reserve 12996 as per the previous planning approvals and License Agreements.

COMMUNITY & GOVERNMENT CONSULTATION:

The application was formally advertised for public comment and referrals made to relevant Government agencies and departments with the advertising period commencing on 28 July 2022 and closing on 26 August 2022, in accordance with Section 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A notice was placed in the Geraldton Guardian, on the Shire website and available at both the Northampton and Kalbarri Shire offices. The application was also forwarded to the following governmental agencies for consideration:

- Department of Water and Environmental Regulation;
- Department of Planning, Lands and Heritage;
- Department of Biodiversity, Conservation and Attractions;
- Department of Transport;
- Department of Jobs, Tourism, Science and Innovation; and
- Nanda Aboriginal Corporation.

During the advertising period, two (2) submissions were received, with the two submissions citing no objection to the proposed use. A Schedule of Submissions is included as **Appendix 4** to this report.

FINANCIAL & BUDGET IMPLICATIONS:

The applicant has paid a development application fee of \$447.00 in accordance with *Local Planning Policy – Commercial Recreational Tourism Activity*.

Should Council grant Development Approval to this application and enter into a License Agreement for a period of three (3) years, the Applicant will be required to also pay in advance an annual Reserve User Fee of \$500.00 as per Council Policy 9.2.5 (5.2- Reserve User Fee), to a total of \$1500.00 for the three years, as well as pay the License Agreement document preparation fee of \$150.

Alternatively, should Council refuse this application and the Applicant proceeds to exercise their right of appeal, costs are likely to be imposed on the Shire through its involvement in the appeal process.

STATUTORY IMPLICATIONS:

State: Planning and Development Act 2005

Local: Shire of Northampton Local Planning Scheme No. 11

Reserve 12996, is vested with the Shire for the purposes of “Parkland and Recreation”.

Lot 3 is under a pastoral lease to Murchison House Station and is shown on *Local Planning Scheme No. 11 – Kalbarri* as a “Local Scheme Reserve”.

Lot 13 is also under the same pastoral lease and is shown on *Local Planning Scheme No. 11 – Kalbarri* as being zoned “Rural”.

Planning and Development (Local Planning Schemes) Regulations 2015

The Deemed Provisions for local planning schemes states that the local government must undertake the following in determining an application for development approval:

“In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application –

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*

- (j) *in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;*
- (l) *the effect of the proposal on the cultural heritage significance of the area in which the development is located*
- (o) *the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource*
- (q) *the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk*
- (r) *the suitability of the land for the development taking into account the possible risk to human health or safety*
- (s) *the adequacy of –*
 - (i) *the proposed means of access to and egress from the site; and*
 - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (u) *the availability and adequacy for the development of the following -...*
 - (v) *access by older people and people with disability;*
- (y) *any submissions received on the application”*

Shire of Northampton Local Planning Scheme No. 11 – Kalbarri

Lot 13 (Murchison House Station) is zoned “Rural” under *Local Planning Scheme No. 11 – Kalbarri*. Lot 3 is also zoned “Rural”, although Reserve 12996 (North) traverses its southeastern and western lot boundaries under the Scheme mapping.

Reserve 12996 is vested with the Shire of Northampton for the purposes of “Parkland and Recreation” and is identified as “Public Open Space” under Scheme 11, with the objectives of this Reserve being:

- *“To set aside areas for public open space, particularly those established under the Planning and Development Act 2005 s. 152;”* (e.g. a reserve for foreshore management) and
- *“To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.”*

POLICY IMPLICATIONS:

*Local: Shire of Northampton Kalbarri Townsite Local Planning Strategy
Shire of Northampton Kalbarri Coastal Management Strategy
Shire of Northampton Local Planning Policy – Commercial Recreational
Tourism Activity*

Shire of Northampton Kalbarri Townsite Local Planning Strategy

The *Kalbarri Townsite Strategy* emphasises the importance of tourism to Kalbarri and states:

“It is considered that Kalbarri’s long term security of visitors lies heavily in expanding and promoting the Intrastate family tourist market and, in particular, heightening the range of experiences and services available to families. This requires not only the provision of accommodation, attractions, and entertainment but, more importantly, the “packaging” of these into a “whole of family” (eg Club Med) experience where the parents have the opportunity to enjoy their holiday as much as the children.”

Shire of Northampton Kalbarri Coastal Management Strategy

The objectives for this Strategy relate to environmental protection, protection of assets and facilitating ongoing human uses of the coast. The objectives of this Strategy are to:

- *“Protect and maintain the environmental and cultural values of the Kalbarri coast. To ensure significant landscape, environmental features and conservation values are preserved and/or enhanced. This includes maintaining the coastal environment and the social, environmental and economic services which they currently provide.*

- *Protect and maintain the environmental and cultural values of the Murchison River. To conserve areas of geological, environmental and cultural significance, minimise the impact of human activities on the values and preserve the important cultural and recreational values of the River Reserve.*
- *Protect and enhance the attraction of Kalbarri as a tourist destination- To ensure that Kalbarri can continue to support a local tourist economy and to enhance Kalbarri's position as a premier holiday destination within Western Australia;*
- *Protect and maintain facilities and access for commercial and recreational use- To facilitate ongoing, sustainable public access and recreational use of the area for current and future generations. Ensure the facilities are adequate to meet the current needs of the community, visitors and local industry; and*
- *Manage public safety and protect infrastructure- To ensure public safety and the protection of infrastructure from damage by coastal and fluvial forces."*

Commercial Recreational Tourism Activity -Local Planning Policy (2018)

The application has been lodged under Council's 'Commercial Recreational Tourism Activity' Local Planning Policy.

The objectives of the Policy are as follows:

- *"To ensure that commercial activities on reserves do not diminish the recreational amenity of residents or visitors who are attracted to the Shire for its natural beauty and environment;*
- *To ensure ecologically sustainable use and protection of reserves for the benefit and enjoyment of future generations;*
- *To retain reserves (where appropriate) as places for passive and/or active recreation for residents and visitors;*
- *To regulate the level and intensity of commercial activities on reserves as necessary to ensure that it does not destroy the value and nature of the activity and the resource on which it is based;*
- *To enable appropriate (limited) opportunities for commercial tourism operators to provide services and facilities to the public to enhance their visit to the Shire; &*
- *To provide criteria for assessing and determining applications."*

Section 3.3.3 of the Policy states the following in relation to water-based activities:

- “3.3.3.1 Permission will be given to the use of the beach area for guided tours/hiring of water based equipment, provided the applicant is prepared to comply with the terms of any licence of the relevant authority of the water body.*
- 3.3.3.2 The activities are not to dominate the main informal water-based activity, conflict with the designated water based activity or create a public danger.*
- 3.3.3.3 All activities must be located adjacent to constructed public carpark areas and public conveniences.*
- 3.3.3.4 The activity is not to damage, or lead to the degradation of, the coastal or marine environment.*
- 3.3.3.5 All activities are not to create a public nuisance to nearby residents, or affect residential amenity and is not to create public nuisance to other regular water-based activities.*
- 3.3.3.6 In the case of jet ski hire activity and other motorised craft, signage shall give adequate notice of warning that the particular area is not suitable for informal recreation use.”*

Furthermore Section 3.4.2 of the Policy states:

- 3.4.2.1 Based on experience of the impacts of previous/similar activities (within or outside the Shire), the fragile nature of certain areas, and/or the dominant public use of certain areas, Council is of the view that certain activities should not be supported in certain areas and also that a restriction on the number of certain activities in certain areas should be prescribed.*
- 3.4.2.2 These restrictions are attached to this policy and are based on knowledge and experience at this time and may be amended from time to time by Council as further knowledge and experience is accumulated.*

A Local Planning Policy shall not bind Council in respect of any application for Planning Approval but Council shall take into account the provisions of the policy and objectives which the policy was designed to achieve before making its decision.

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Planning for the Future 2016-2026

Strategies: Increase support for tourism across the shire and enable tourism to become a major and sustainable industry for the shire

Promotion of industrial and commercial activities that add value to the existing industries and activities within the shire

Better protection of coastal precincts/areas

Key Actions: 2.2.1 Protect coastal land and manage access to coastal areas by designating entry and exit points to coastal areas and river banks and develop roadside reserves in coastal areas

COMMENT:

The proposal to operate canoe tours is considered to be consistent with the objectives of *Local Planning Scheme No. 11 – Kalbarri*, the *Local Planning Policy – Commercial Recreational Tourism Activity*, and the *Kalbarri Townsite Local Planning Strategy*.

The owner's tour activities have demonstrated a high degree of care for the ecologically sustainable use of the reserves, and utilised existing tracks for vehicle access. The tours are considered suitably low-impact, and do not detract from the amenity of the site or reduce the opportunity for others to use the Reserves. Past tours have been operating since 2005 and no recent incidents or complaints have been registered against this tour business. Furthermore, it is considered that the Applicant demonstrates adequate safety measures and a good knowledge of food preparation and handling procedures.

It is noted that the Applicant operates twelve (12) approved vessels, however, the average tour will comprise six canoes, with up to twelve canoes being utilised for special group tours, such as school groups. The Applicant operates two tours per day, It is further noted that during the advertising period, no objections were received from the referral agencies or the local community.

VOTING REQUIREMENT:

Simple Majority Required.

CONCLUSION:

The current License Agreement is due to expire on 20 September 2022. Based upon the above, it is recommended that Council approve the Development Application and enter into a new Use / Hire Site License Agreement for the canoe tours for a three year period, in accordance with Council Policy, and subject to the conditions outlined below.

OFFICER RECOMMENDATION – ITEM 7.3.2	APPROVAL
That Council:	
1. Grant Development Approval for an experiential use (canoe safaris) over Reserve 12996 and Lots 3 and 13, Murchison River Foreshore, Kalbarri subject to the following conditions:	
a) This Development Approval is an approval for the proposed use for the purposes of the Shire of Northampton’s Local Planning Scheme No. 11 – Kalbarri and the Planning and Development Act (2005) only and does not constitute an approval of the proposed use by the Shire in its capacity as management body of the reserve within which the use is proposed to be located;	
b) This Development Approval is subject to: (i) In-principle approval of the Shire in its capacity as management body of the reserve within which the proposed use is to be located; (ii) Approval of the Minister of Lands in accordance with the provisions of the Land Administration Act (1997); and (iii) A license agreement being entered into by the applicant and the Shire in accordance with Council’s Policy 9.2 – Requirements for License Agreements to Use Crown Reserves for Commercial, Recreational and Tourism Activities;	
c) The Canoe Hire shall be limited to twelve (12) licensed canoes, two 4WD vehicles and two (2) trailers;	
d) The Applicant shall contact the Shire of Northampton’s Environmental Health Officer to ensure compliance with all environmental health regulations;	

- e) **The Applicant shall obtain any appropriate approvals for commercial vessel safety with the Australian Maritime Safety Authority, and use approved vessels only;**
 - f) **The Applicant shall maintain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton, to comply with the provisions of the Shire of Northampton’s Local Planning Policy – Commercial Recreational Tourism Activity;**
 - g) **This Development Approval shall remain valid whilst the License Agreement referred to above remains current and valid, and on the expiration or in the termination of such License Agreement, this Development Approval shall cease to be valid.**
2. **Authorise delegation to the Chief Executive Officer and Planning Officer for the preparation and execution of the License Agreement, with any disputes to be referred back to Council for final determination.**
 3. **Refer the License Agreement to the Department of Planning, Lands and Heritage for Ministerial consent.**

Advice Notes

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

Note 2. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 3. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

APPENDIX 1. APPLICATION INFORMATION



Application for Renewal of License

We would like to renew our current business license for 'The Murchison Experience (TME), The nature of the tour, river access points and procedures will all remain the same as previously run, I will continue to conduct the business within the guidelines and agreements set by Northampton Shire, Department of Transport (marine and omnibus) and the Australian Maritime Safety Authority. I recognize this is an environmentally sensitive and culturally significant area and aim to use it accordingly. The owners of Murchison House Station are happy for me to continue operating the tour from the station.

We will continue to renew the canoe fleet as required and maintain our vehicle. We will be renewing our membership and affiliation with the Kalbarri Visitors Center. We will expand our online presence and understand the importance Of representing tourism in Kalbarri. We aim to incorporate a higher level Of cultural education and welcome the opportunity to continue to work alongside indigenous groups. We will continue to operate in the safest and most environmentally sound way possible and Will provide a high level of customer service. We remain a Tourism WA Accreditation and have been awarded the 'Tripadvisor Travelers Choice' award for both 2021 and 2022.

The tours will continue to be operated the same as they always have, operating within the license agreement:



re, operating within the lic

Tour bus will continue to be stored at 37 Glass st.

- Tours will start and finish at Murchison House Station.

We will provide a gourmet meal, prepared at Kalbarri golf clubs Commercial Kitchen. Guests will be collected/dropped back at their accommodation.

- Tours will operate between the hours of 7am and 7 pm
- All customers will wear life jackets (this is strictly enforced) We are not seeking any further amendments to our license .

We will continue to operate professionally and diligently for the remainder of the license agreement and we understand that our tour is a reflection of Kalbarri.

ALL STAFF MUST BE 100% FAMILIAR WITH S.O.P. & EA.P

Tour Guide-(Must hold a Senior First Aid Certificate)

→To ensure that all equipment is safe and appropriate

> To keep up to date with latest TME standards (i.e. staff training, etc.) To emphasize safety points and procedures

> To create a positive and friendly atmosphere > TO deal With accidents/emergencies appropriately immediate first aid after care, reporting and recording)

> To take bookings and deal with TME administration

→To ensure TME Canoes and Picnic Site facilities are clean and tidy

> TO promote canoeing as a healthy lifestyle

> To maintain a high level of food hygiene and cleanliness at all times

OTHER STAFF

→To look after customers prior to, or ending a water session

> To ensure efficient day to day running of tour and preparation of picnic site.

> To pass on specific client information to tour guide

> To take bookings and deal with TME administration

> To deal with payments and keep visitors centre updated

To keep up to date with latest TME standards (i.e. staff training)

> To promote canoeing as a fun and healthy lifestyle > To undertake other duties as instructed by Manager

SYSTEMS OF WORK DAY TO DAY RUNNING OF TME OPENING UP PROCEDURES

- *Early morning river/weather condition check. 'Check water craft for sea worthy *Check life jackets conditions every day *Check FIRST AID KITS are in order, dry and Clean, and complete
- *Vehicle prestart checks Food ready for packing into portable fridge and transport to picnic site
- * Relevant food temperature monitoring Checks complete * Double check booking numbers and Pickup locations

MEETING PARTICIPANTS / CLIENTS

- *Meet and greet clients * Inform clients of the days conditions to make sure everyone is happy and willing to participate in the tour *Ensure that everyone has read and completed a participation declaration prior to receiving equipment, and that the instructors are aware of any illnesses, medical conditions or other relevant information before the tour begins,
- *Drive customers to Murchison House Station * Walk the clients across the car par and down the river *Organize clients into a lifejacket and paddle, *Place clients in suitable paddling groups according to age and paddling ability

INTRODUCING CLIENTS TO paddling a canoe

- *river safety and river awareness talk Explain different types of adherent dangers that people may face in the river *Talk on how to stay safe while you are in the water.ie no diving of kayaWcance and always hands above head when surfacing after falling off * Explain haw to enter river zone safely *Instruction on how to paddle a kayak!canoe *Ask the clients if they have any questions *Hit the river



ARRIVE AT PICNIC SITE

- *Discuss dangers present in area such as snakes *Show amenities *Discuss environmental matters such as food scraps, waste, vegetation and request to stay in relative proximity *Explain food and beverage service *Explain that river is out of bounds after any consumption of alcohol *Cook and serve food *Offer complimentary drink with meal

DEPARTURE FROM SITE

*Give 20 min and further 5 min warning about departure from site. *Drive customers back to accommodation *Take canoes back to starting point (should tour be a downstream one way tour) *Clean truck wash all dishes used

TME CONTACT NUMBERS - Kalbarri (UPDATED 28/07/22)

Mobile - Randal Martin 0439929141

EMERGENCY: OCO (08) 99370100 v'

GENERAL HOSPITAL/A&E COUNCIL

(08) 99341202 (08) 99363000

✓ POLICE oco V

AMBULANCE FIRE

SERVICE

000

AUSTRALIAN MARITIME SAFETY 08

943021 cc

SITE MAPS - Supplied

A fully equipped appropriate first aid kit will be available for EAP use as near as possible to water based SOP's (000m) Any serious accident or incident at TME that requires first aid (or other actions) will be followed by a formal (written) "accident/incident report" and signed by the person in charge of action and lesson, A copy of all completed "accident!incident reports" to be sent to The Australian Maritime Safety Authority after completion (usually within 72 hours of incident), An efficient 'emergency telephone contact facility will be available at all times during watercraft operating hours

In addition to TME Risk Management Plan, all river conditions are to be routinely reviewed (Venue Analysis) for the tolerability of the risks and therefore the suitability of tour operation.

THE EQUIPMENT REQUIRED

- 3 seater canoes.
- 'Appropriate' paddles for all watercraft
- 'Appropriate' full PDF type 2 Life Jackets in various sizes
- A designated 'rescue kayak' to be kept on the river bank at all times Please note sunscreen will be available for all participants at all times at truck and picnic site.

SECTION B: PRINCIPLES

Introduction

11, TME tour guests are to conform to ethical standards in a number of areas: humanity, relationships, commitment, cooperation, integrity, advertising, confidentiality, abuse of privilege and personal standards, Humanity

12. TME tour guests must respect the rights, dignity and worth of every human being and their ultimate right to self-determination, Specifically, TME tour operators must treat everyone equitably and sensitively, within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation, Environmental Sustainability Tour guests are instructed to stick to designated walkways to and from the river and not to impact on the vegetation at any stage, Guests are advised not to carry anything with them except safety equipment and water and not to leave any rubbish behind.

Customers are encouraged to stay in their vessels to protect the fragile river bank. Customers are asked to respect the Aboriginal Heritage of the area.

-16

ANNEXURE A

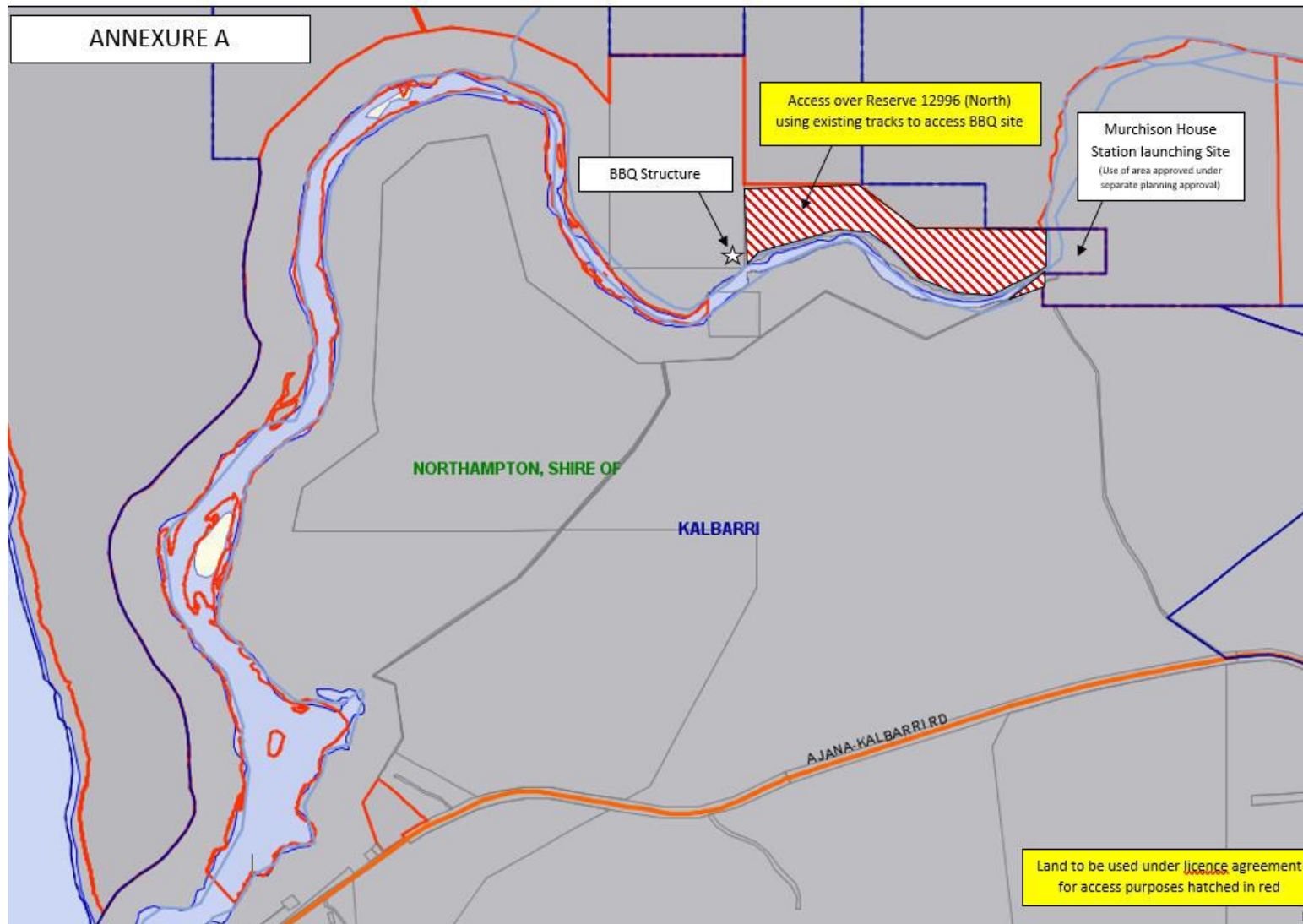
Access over Reserve 12996 (North) using existing tracks to access BBQ site

Murchison House Station launching Site (Use of area approved under separatr planning approval) BBQ Structure

NORTHAMPTON, SHIRE OF KALBARRI AJANA-KALBARRI

Land to be used under license agreement for
access purposes hatched in red

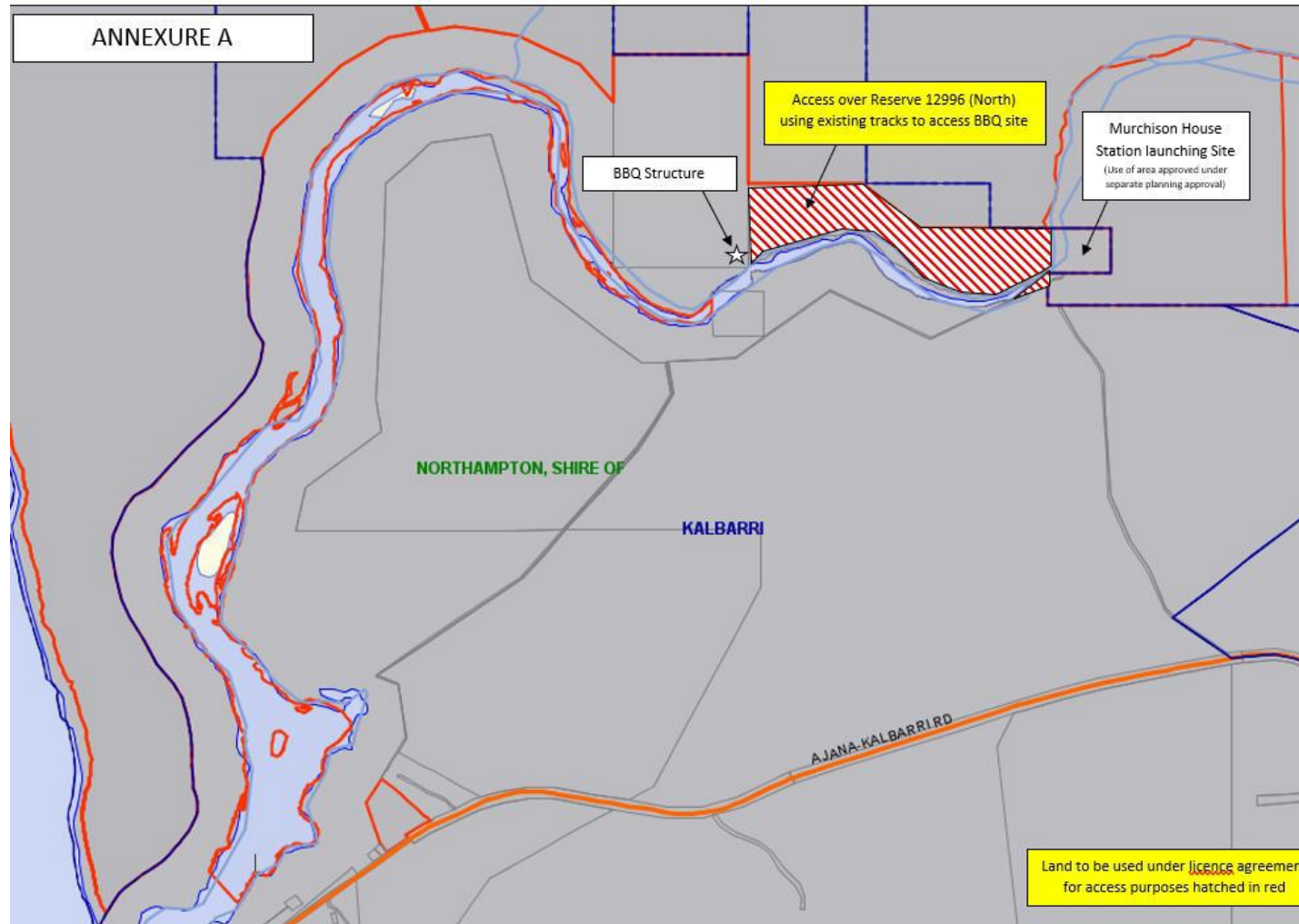
ANNEXURE B - CANOE STORAGE AREA - Lot 13 Murchison House Station



ANNEXURE B



APPENDIX 2 – LOCATION OF PROPOSED CANOE TOURS



APPENDIX 3 – LOCATION OF CANOE STORAGE AREA



APPENDIX 4 - SCHEDULE OF SUBMISSIONS

No & Date Received	Respondent	Nature of Submission	Shire Comment	Shire Recommendation
1. 01/08/2022	Tourism WA	SUPPORT This company has been and continues to be an important tourism operator in Kalbarri offering Station experience including canoeing on the Murchison River. Tourism WA is happy to continue to offer support for this tourism operator and their licence application.	No response required	Submission noted
2. 04/08/2022	Department of Biodiversity, Conservation and Attractions	NO OBJECTION <i>The Department of Biodiversity, Conservation and Attractions has no objections to the proposal as outlined in your letter. It is anticipated that the proposed canoe tours and any associated environmental impacts will be appropriately managed through the existing planning framework.</i>	No response required	Submission noted

7.3.3 SUMMARY OF PLANNING INFORMATION ITEMS

DATE OF REPORT: 7 September 2022
REPORTING OFFICER: Michelle Allen - Planning Officer

COMMENT:

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

REF	APPLICANT	LOCATION	PROPOSED DEVELOPMENT / USE	DATE
064	Mark Grove	LOT 103 (NO. 7) DARWINIA DRIVE, KALBARRI	COMMERCIAL VEHICLE PARKING	9 August 2022
065	WA Country Builders	LOT 8 (NO. 1) TOPAZ BEND, KALBARRI	HOLIDAY HOUSE USE FOR SINGLE HOUSE & RETAINING WALL	16 August 2022
066	Sandra Kelly	LOT 6 (NO. 5) GREY STREET, NORTHAMPTON	TEMPORARY SHIPPING CONTAINER	16 August 2022
067	DJ Smith	LOT 155 (NO. 1) SMITH STREET, KALBARRI	ADDITIONS TO SINGLE DWELLING (WALL & ROOF CLADDING & REAR VERANDAH)	16 August 2022
068	Randal Martin	LOT 762 (NO. 38) GLASS STREET, KALBARRI	COMMERCIAL VEHICLE PARKING OF BUS	17 August 2022
069	JD McAtee	LOT 9 (NO. 56) GANTHEAUME CRESCENT, KALBARRI	CARPORT – R-CODE VARIATION	17 August 2022
010 Amendment	DH Booth & L Kettridge	LOT 519 (NO. 4) CHICK PLACE, KALBARRI	RETAINING WALL (R-CODE VARIATION) - AMENDMENT	17 August 2022
045 Amendment	Cindy Watterson-Bolst	RESERVE 25307 GREY STREET, KALBARRI	AMENDMENT TO MOBILE VEHICLE PERMIT (SALT SISTER)	19 August 2022 Ordinary Meeting
070	WA Country Builders	LOT 10 (NO. 5) TOPAZ BEND, KALBARRI	HOLIDAY HOUSE USE FOR SINGLE HOUSE & RETAINING WALLS	24 August 2022

071	MR Scott	LOT 2 (NO. 123) SEVENTH AVENUE, NORTHAMPTON	SINGLE HOUSE	30 August 2022
072	MH Wemm	LOT 23 (NO. 20) BALAAM STREET, KALBARRI	VERANDAH (R-CODE VARIATION)	6 September 2022

OFFICER RECOMMENDATION – ITEM 7.3.3

For Council Information

7.4.1	ACCOUNTS FOR PAYMENT	2
7.4.2	MONTHLY FINANCIAL STATEMENTS – AUGUST 2022	10

7.4.1 ACCOUNTS FOR PAYMENT

FILE REFERENCE:	1.1.1
DATE OF REPORT:	10th September 2022
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton/Leanne Rowe
APPENDICES:	1. List of Accounts

SUMMARY

Council to authorise the payments as presented.

BACKGROUND:

A list of payments submitted to Council on 16th September 2022, 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 22253 to 22264 inclusive totalling \$51,441.82, Municipal EFT payments numbered EFT23870 to EFT23989 inclusive totalling \$875,381.67, Direct Debit payments numbered GJ0201 to GJ0206 inclusive totalling \$237,118.56 be passed for payment and the items therein be declared authorised expenditure.

MUNICIPAL FUND CHEQUES

Chq #	Date	Name	Description	Amount
22253	04/08/2022	PETTY CASH - NCCA	PETTY CASH RECOUP	170.00
22254	05/08/2022	CITY OF GREATER GERALDTON	REFUSE DISPOSAL	13685.40
22255	05/08/2022	GERALDTON MOWER & REPAIR SPECIALISTS	PLANT PARTS	296.00
22256	05/08/2022	MARINA HOME & LEISURE	HARDWARE	71.00
22257	11/08/2022	GRANT WARD (KAL WILDERNESS CRUISES)	REFUND APPLICATION FEE	447.00
22258	11/08/2022	WATER CORPORATION	WATER USE & SERVICE CHARGES	13283.57
22259	11/08/2022	SYNERGY	ELECTRICITY CHARGES	17960.00
22260	17/08/2022	AUSTRALIA POST	POSTAGE	197.74
22261	17/08/2022	CITY OF GREATER GERALDTON	LIBRARIES SIRSIDYNIX/REFUSE DISPOSAL	2728.40
22262	17/08/2022	GERALDTON MOWER & REPAIR SPECIALISTS	PLANT PARTS, HELMETS	806.20
22263	17/08/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	1673.86
22264	19/08/2022	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	122.65
				\$51,441.82

ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT

EFT #	Date	Name	Description	Amount
EFT23870	04/08/2022	AUSTRALIAN TAXATION OFFICE	BAS JULY 2022	12146.00
EFT23871	04/08/2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	3146.00
EFT23872	04/08/2022	TONY NICHOLS	REIMB GLASSES	230.00
EFT23873	05/08/2022	AFGRI GERALDTON	PLANT PARTS	1192.39
EFT23874	05/08/2022	ALLERDING & ASSOCIATES	LEGAL FEES	742.50
EFT23875	05/08/2022	ARROW BRONZE	NICHE WALL PLAQUE	781.56
EFT23876	05/08/2022	AUSCO MODULAR	KAL COMM CAMP MESS HALL	122929.57
EFT23877	05/08/2022	BLACKWOODS	ASBESTOS BAGS	310.22
EFT23878	05/08/2022	LIBERTY NORTHAMPTON	UNLEADED FUEL	140.27
EFT23879	05/08/2022	RUSSELL JOHN BROMLEY	OVAL RESIDENCE EXTERIOR PAINTING	1500.00
EFT23880	05/08/2022	BRUCE ROCK ENGINEERING	PLANT REPAIRS	301.55
EFT23881	05/08/2022	BUNNINGS (GERALDTON WAREHOUSE)	PLANTS	157.68
EFT23882	05/08/2022	CAT WEST PTY LTD	ASPHALT SEALS HKS ACCESS	25847.80
EFT23883	05/08/2022	CENTRAL WEST PEST CONTROL	NCCA PEST CONTROL	120.00
EFT23884	05/08/2022	CHEM CENTRE EXPERT SOLUTIONS	WATER SAMPLE	220.00
EFT23885	05/08/2022	CHRISTIE PARKSAFE	KAL BBQ COOKTOPS	16285.50
EFT23886	05/08/2022	CLARKSON FREIGHTLINES	FREIGHT	188.76
EFT23887	05/08/2022	COASTAL ELECTRICAL & SOLAR	KAL BBQS MAINTENANCE	1741.30
EFT23888	05/08/2022	BOC GASES AUSTRALIA	INDUSTRY GASES	70.84
EFT23889	05/08/2022	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	1652.09
EFT23890	05/08/2022	TOLL TRANSPORT PTY LTD	FREIGHT	105.14
EFT23891	05/08/2022	DROMWELL FARMING PTY LTD	GRAVEL	5982.90
EFT23892	05/08/2022	EASTOUGH FARMING	GRAVEL	5855.85
EFT23893	05/08/2022	ECO-FLORA CRANE, TRUCK & EXCAVATOR SERVICES	MURCHISON HOUSE ACCESS RD GRADE	1050.00
EFT23894	05/08/2022	FIVE STAR BUSINESS EQUIPMENT AND COMMUNICATIONS	PHOTOCOPIER COUNT/MTCE	36.82

SHIRE OF NORTHAMPTON
FINANCE REPORT – 16 SEPTEMBER 2022

EFT #	Date	Name	Description	Amount
EFT23895	05/08/2022	FREEMANS LIQUID WASTE PTY LTD	PUMPS SEPTICS/LEECH	4330.00
EFT23896	05/08/2022	GERALDTON LOCK & KEY SPECIALISTS	KEYS	166.20
EFT23897	05/08/2022	GERALDTON AUTO WHOLESALERS	NEW DMAX 4X4 AUTO	53256.47
EFT23898	05/08/2022	GLENEVA FARMING PTY LTD	GRAVEL	1547.70
EFT23899	05/08/2022	GREAT SOUTHERN FUEL SUPPLY	FUEL BOWSERS/FUEL CARDS	36793.46
EFT23900	05/08/2022	C + J HANSON PLUMBING CONTRACTORS	HORROCKS TOILETS/SHOWER	702.20
EFT23901	05/08/2022	TANYA HENKEL	HERITAGE ADVISORY SERVICES	2937.07
EFT23902	05/08/2022	HOSEXPRESS	HOSES	347.58
EFT23903	05/08/2022	KALBARRI STATE EMERGENCY SERVICE	22/23 1ST ESL INSTALMENT	8329.50
EFT23904	05/08/2022	KALBARRI EXPRESS FREIGHT	FREIGHT	385.33
EFT23905	05/08/2022	KALBARRI REFRIG AND AIRCON SERVICE	CYCLONE KAL CAMP REPLACE 3 DAMAGED SPLIT SYSTEMS	3841.69
EFT23906	05/08/2022	KIMBERLEY QUARRY PTY LTD	SEALING AGGREGATE	876.88
EFT23907	05/08/2022	KALBARRI JETTY SURF	KAL SKATE PARK SPONSORSHIP	500.00
EFT23908	05/08/2022	KALBARRI PEST CONTROL (BC DIGGINS & KP LAW)	VISUAL TERMITE INSPECT/PEST CONTROL	890.00
EFT23909	05/08/2022	KALBARRI SITEWORKS	DIGGER HIRE	176.00
EFT23910	05/08/2022	LAKELINE RESOURCES PTY LTD (MOSS)	P/GREG WATER REPAIRS	1562.00
EFT23911	05/08/2022	LGISWA	LGIS INSURANCES	161871.90
EFT23912	05/08/2022	LGIS INSURANCE BROKING	LGIS INSURANCES	606.38
EFT23913	05/08/2022	STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS 2022/23	115.50
EFT23914	05/08/2022	I T VISION USER GROUP	IT VISION MEMBERSHIP FEES 2022/23	770.00
EFT23915	05/08/2022	METRO COUNT	TRAFFIC COUNTER BATTERY	62.70
EFT23916	05/08/2022	LGRCEU	PAYROLL DEDUCTIONS	164.00
EFT23917	05/08/2022	SHIRE OF MINGENEW	OSH VELPIC ONLINE TRAINING	128.70
EFT23918	05/08/2022	MITCHELL & BROWN COMMUNICATIONS	NR DEPOT URN	110.00
EFT23919	05/08/2022	NAPA	HARDWARE	840.93
EFT23920	05/08/2022	NORWEST BUILDING GROUP	STUD BREEDERS SHED FOOTINGS	50000.00
EFT23921	05/08/2022	NORTHAMPTON IGA	GOODS/REFRESHMENTS	320.18
EFT23922	05/08/2022	NORTHAMPTON LIONS CLUB	DRUM MUSTER	442.40

SHIRE OF NORTHAMPTON
FINANCE REPORT – 16 SEPTEMBER 2022

EFT #	Date	Name	Description	Amount
EFT23923	05/08/2022	NORTHAMPTON TOURIST ASSOCIATION	NR TOURIST ASSOC. ANNUAL GRANT 22/23	35000.00
EFT23924	05/08/2022	NOVUS AUTOGLASS MIDWEST	ISUZU DMAX CAB WINDSCREEN	420.75
EFT23925	05/08/2022	GERALDTON CLEANPAK TOTAL SOLUTIONS	TOILET PRODUCTS	1484.02
EFT23926	05/08/2022	PURCHER INTERNATIONAL	FILTERS	208.45
EFT23927	05/08/2022	REPEAT PLASTICS WA	1 PREMIER SETTING/ 3 BENCH SEATS	6364.39
EFT23928	05/08/2022	SUN CITY PRINT & DESIGN	STATIONERY	577.50
EFT23929	05/08/2022	THE SHEARING SHED CAFE	REFRESHMENTS	427.35
EFT23930	05/08/2022	GERALDTON HYDRAULICS	KAL LOADER INSPECT & TEST TRANS/HYDRAULIC	1089.00
EFT23931	05/08/2022	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	SERVICE FIRST AID KITS	1366.14
EFT23932	05/08/2022	STRATAGREEN	LITTER PICKERS	338.58
EFT23933	05/08/2022	2V NET IT SOLUTIONS	COMPUTER MTCE	574.00
EFT23934	05/08/2022	LANDGATE	VALUATION EXPENSES	86.94
EFT23935	05/08/2022	D & G WEBSTER	KERB BOND REFUND	1000.00
EFT23936	05/08/2022	WEIRDO'S CARPENTRY & MAINTENANCE	KAL DEPOT REPLACED WINDOW	345.00
EFT23937	05/08/2022	WESTRAC EQUIPMENT PTY LTD	PARTS	1228.71
EFT23938	05/08/2022	WA LOCAL GOVERNMENT ASSOC (WALGA)	22/23 WALGA SUBSCRIPTIONS	32355.48
EFT23939	05/08/2022	WESTERN POWER	BINNU CO-SITING FY22/23	321.03
EFT23940	05/08/2022	WEST AUSTRALIAN NEWSPAPERS LTD	KVC ADVERTISING	864.23
EFT23941	05/08/2022	XAP TECHNOLOGIES PTY LTD	NCCA KIDSXAP MONTHLY SUBSCRIPTION	139.00
EFT23942	12/08/2022	TELSTRA	TELEPHONE CHARGES	1355.10
EFT23943	17/08/2022	KALBARRI IGA	KAL OFFICE GOODS	126.26
EFT23944	17/08/2022	BUNNINGS (GERALDTON WAREHOUSE)	KAL FSHORE SEEDLINGS	255.60
EFT23945	17/08/2022	CIVIC LEGAL	LEGAL PROFESSIONAL FEES	1455.30
EFT23946	17/08/2022	COASTAL ELECTRICAL & SOLAR	KAL OFFICE INVESTIGATE FAULT	110.00
EFT23947	17/08/2022	DRAGE FARMS	NTON CEM LOADER HIRE	165.00
EFT23948	17/08/2022	CENTRAL REGIONAL TAFE	OHS REP STAFF TRAINING	1980.00
EFT23949	17/08/2022	ENGIN	TELEPHONE CHARGES	368.03

SHIRE OF NORTHAMPTON
FINANCE REPORT – 16 SEPTEMBER 2022

EFT #	Date	Name	Description	Amount
EFT23950	17/08/2022	FREEMANS LIQUID WASTE PTY LTD	PUMP SEPTICS/LEECH	7712.40
EFT23951	17/08/2022	GANTHEAUME BAY ELECTRICAL	EXCAVATOR HIRE	605.00
EFT23952	17/08/2022	GERALDTON AUTO WHOLESALERS	PARTS	907.50
EFT23953	17/08/2022	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	787.78
EFT23954	17/08/2022	HASLEBYS HARDWARE SUPPLIES	SEEDLING, FERTILISER, FUSILADE	2131.25
EFT23955	17/08/2022	HITACHI CONSTRUCTION MACHINERY (AUSTRALIA) PTY LTD	KAL LOADER TRANSMISSION PUMP	20535.09
EFT23956	17/08/2022	HALLINAN REFRIGERATION & AIRCON	NCC REPAIR FREEZER/COOLROOM	630.04
EFT23957	17/08/2022	KALBARRI PHARMACY	IMMUNISATION HEP A & B	106.50
EFT23958	17/08/2022	KALBARRI CARRIERS	FREIGHT	687.50
EFT23959	17/08/2022	KINGS BODYWORKS	HKS UTE REPAIR DOOR	974.60
EFT23960	17/08/2022	KALBARRI SITEWORKS	KAL CEM EXCAVATOR HIRE	176.00
EFT23961	17/08/2022	LOCAL HEALTH AUTHORITEIS ANALYTICAL COMMITTEE	ANALYTICAL SERVICES	796.88
EFT23962	17/08/2022	MARK ARMSTRONG ELECTRICAL	KAL AIRPORT GENSET TIMER SWITCH	1397.00
EFT23963	17/08/2022	GERALDTON TOYOTA	VEHICLE SERVICE	293.84
EFT23964	17/08/2022	MIDWEST SOLAR POWER	CYCLONE HAMPTON GARDENS SOLAR LIGHTS	19367.64
EFT23965	17/08/2022	NORWEST BUILDING GROUP	CYCLONE NTON RAM SHED FRAMES	100000.00
EFT23966	17/08/2022	THE WORKWEAR GROUP	UNIFORMS ASH	1000.00
EFT23967	17/08/2022	NORTHAMPTON NEWSAGENCY	STATIONERY,NEWSPAPERS	769.10
EFT23968	17/08/2022	NORTHAMPTON AUTO ELECTRICS	VEHICLE AUTO ELECTRICS	2826.30
EFT23969	17/08/2022	NORTHAMPTON FAMILY STORE	UNIFORMS	419.60
EFT23970	17/08/2022	GERALDTON CLEANPAK TOTAL SOLUTIONS	DISINFECTANTS, TOILET PAPERS	290.89
EFT23971	17/08/2022	OBRIEN SMASH REPAIRS	INSURANCE EXCESS	300.00
EFT23972	17/08/2022	PEST-A-KILL WA	SEVENTH AVE RES TERMITE INSPECTION	154.00
EFT23973	17/08/2022	PLATINUM ELECTRICIANS MIDWEST	BBQ REPAIR	1514.92
EFT23974	17/08/2022	REGIONAL EARLY ED AND DEVELOP (REED)	NCCA COMMUNITY CHILD CARE FUNDING	32500.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 16 SEPTEMBER 2022

EFT #	Date	Name	Description	Amount
EFT23975	17/08/2022	BREE ANNE REKER	REFUND KERB DEPOSIT	500.00
EFT23976	17/08/2022	ROAD RUNNER MECHANICAL SERVICES	VEHICLE REPAIR LIGHT	74.87
EFT23977	17/08/2022	SR ROWE FAMILY TRUST HOP UPON A PONY	HKS LOOKOUT PONY RIDES	852.00
EFT23978	17/08/2022	SANFORD VETERINARY CLINIC	CAT STERILISATION SUBSIDY	20.00
EFT23979	17/08/2022	SUN CITY PRINT & DESIGN	STATIONERY	1906.00
EFT23980	17/08/2022	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	FIRST AID KIT SERVICING	475.81
EFT23981	17/08/2022	TUDOR HOUSE	AUSTRALIAN FLAGS	198.00
EFT23982	17/08/2022	VISIMAX	RANGER UNIFORMS	133.35
EFT23983	17/08/2022	WESTRAC EQUIPMENT PTY LTD	PLANT PARTS	2428.22
EFT23984	17/08/2022	WIDEGLIDE CONSTRUCTIONS	HIRE BACKHOE	2860.00
EFT23985	17/08/2022	WORK HEALTH PROFESSIONALS	STAFF HEARING TESTS	4686.00
EFT23986	18/08/2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	3146.00
EFT23987	18/08/2022	KEVIN JOHN MOSS	REIMB FUEL	63.96
EFT23988	30/08/2022	RAINWARE PTY LTD	SALLYS TREE/CHINAMANS OUTDOOR SHOWERS	21780.00
EFT23989	29/08/2022	WA TREASURY CORPORATION	LOAN 155	14558.26
				\$875,381.67

DIRECT DEBITS

Jnl #	Date	Name	Description	Amount
	04/08/2022	PAYROLL	FN/E 3/08/2022	92635.00
	04/08/2022	SUPERCHOICE	SUPERANNUATION PAY FN/E 03/08/2022	23035.35
	18/08/2022	PAYROLL	FN/E 17/08/2022	95331.00
	18/08/2022	SUPERCHOICE	SUPERANNUATION PAY FN/E 17/08/2022	23972.88
GJ0201	31/08/2022	NATIONAL AUSTRALIA BANK	BANK FEES	124.83
GJ0202	31/08/2022	COMMONWEALTH BANK	BPOINT FEES	32.19
GJ0203	31/08/2022	NATIONAL AUSTRALIA BANK	BPAY	67.76
GJ0205	31/08/2022	NAB CEO CORPORATE CARD	BANK CHARGES	9.00
			CR TP CONF	298.11
				<u>-289.11</u>
GJ0206	31/08/2022	NAB DCEO CORPORATE CARD	BANK CHARGES	9.00
			NCCA IINET	81.16
			KAL CHILD CARE IINET	79.99
			COMPUTER EXPS 2VNET/ADOBE	1,304.53
			OFFICE EXP	120.00
			KAL AIRPORT TRAINING ACCOMM	613.98
				<u>2208.66</u>
				<u>\$237,118.56</u>

7.4.2 MONTHLY FINANCIAL STATEMENTS – AUGUST 2022

FILE REFERENCE:	1.1.1
DATE OF REPORT:	10 th September 2022
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton
APPENDICES:	Monthly Financial Report for August 2022

SUMMARY

Council to adopt the monthly financial reports as presented.

BACKGROUND:

This information is provided to Council in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

The Monthly Statements of Financial Activity for the period ending 31 July 2021 are detailed from page 1 to page 27 per the attached Monthly Financial Report.

FINANCIAL & BUDGET IMPLICATIONS:

The 31st August 2022 financial position is comprised of the following:

Total operating revenue has a surplus position of \$100,131 and operating expenditure has a surplus position of \$132,454 to the end of August 2022. The surplus revenue and expenditure variances are spread across multiple programs and not considered significant at this stage of the year.

Investing and Financing variances will reconcile as the year progresses and it is anticipated there will be no significant budget variations.

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

STATUTORY IMPLICATIONS:

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

POLICY IMPLICATIONS:

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

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.4.2

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

SHIRE OF NORTHAMPTON
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 August 2022

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

TABLE OF CONTENTS

Monthly Summary Information	2
Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Note 1 Statement of Financial Activity Information	8
Note 2 Cash and Financial Assets	9
Note 3 Receivables	10
Note 4 Other assets	11
Note 5 Payables	12
Note 6 Rate Revenue	13
Note 7 Disposal of Assets	15
Note 8 Capital Acquisitions	16
Note 9 Borrowings	18
Note 10 Cash Reserves	20
Note 11 Other Liabilities	22
Note 12 Operating grants and contributions	23
Note 13 Non operating grants and contributions	24
Note 14 Bonds and Deposits	25
Note 15 Trust	26
Note 16 Variance	27

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2022**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 August 2022

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 in-consistent 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

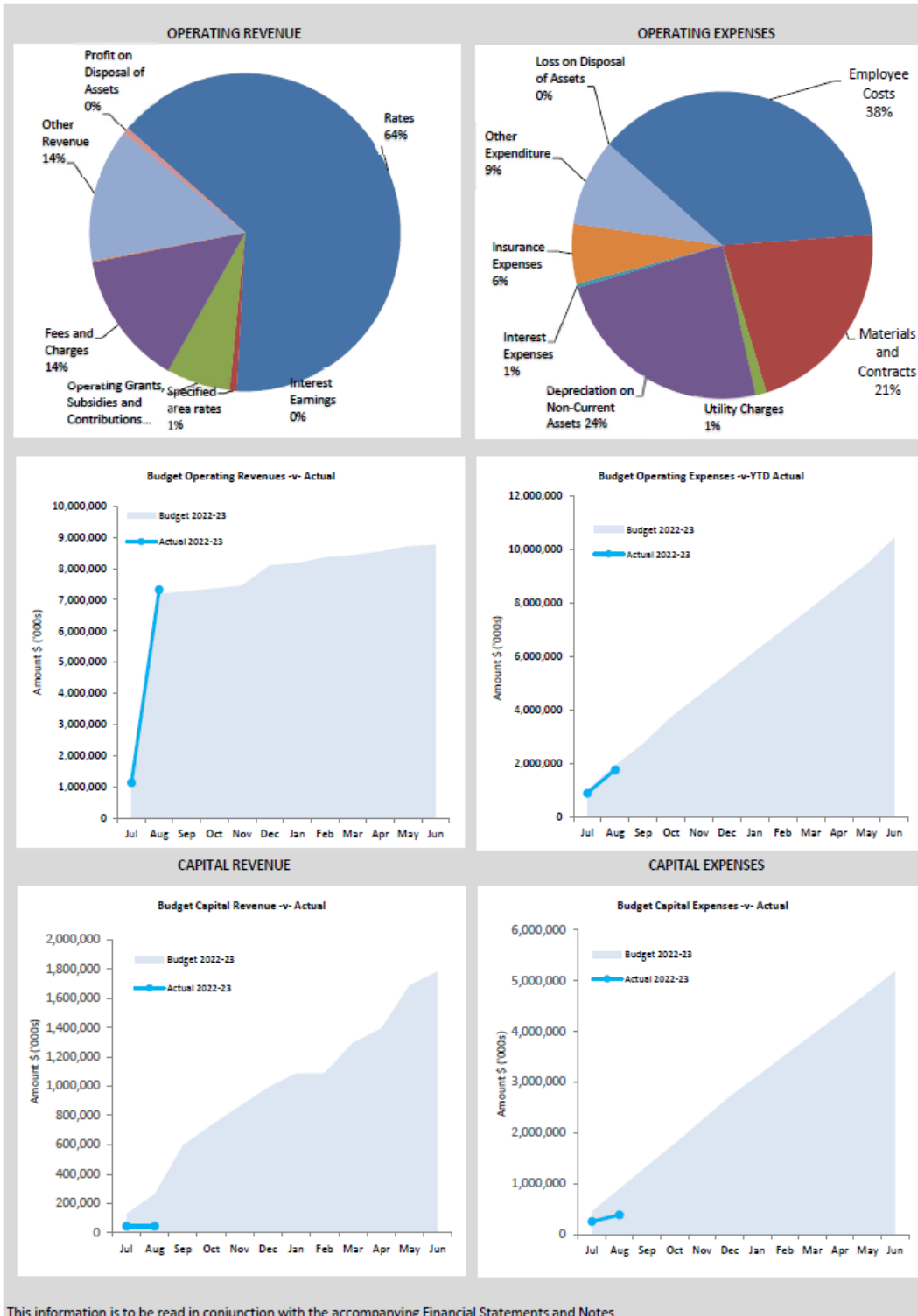
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 31 AUGUST 2022

SUMMARY INFORMATION - GRAPHS



Please refer to the compilation report

SHIRE OF NORTHAMPTON | 3

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2022

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
<p>GOVERNANCE</p> <p>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>GENERAL PURPOSE FUNDING</p> <p>To collect revenue to allow for the provision of services.</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p>LAW, ORDER, PUBLIC SAFETY</p> <p>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>HEALTH</p> <p>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>EDUCATION AND WELFARE</p> <p>To provide services to disadvantaged persons, the elderly, children and youth.</p>	<p>Maintenance of child minding centre's, youth programs and Pioneer Lodge Self Supporting Loan.</p>
<p>HOUSING</p> <p>To provide and maintain shire housing.</p>	<p>Provision and maintenance of shire housing.</p>
<p>COMMUNITY AMENITIES</p> <p>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>RECREATION AND CULTURE</p> <p>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>TRANSPORT</p> <p>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>ECONOMIC SERVICES</p> <p>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>OTHER PROPERTY AND SERVICES</p> <p>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 31 AUGUST 2022

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,011,814	3,011,814	3,011,814	(0)	(0.00%)	
Revenue from operating activities							
Governance		115,722	24,284	26,238	1,954	8.05%	
General purpose funding	6	5,238,296	4,835,602	4,840,969	5,367	0.11%	▲
Law, order and public safety		101,588	16,926	12,754	(4,172)	(24.65%)	
Health		30,112	5,016	10,970	5,954	118.71%	▲
Education and welfare		59,943	37,070	34,444	(2,626)	(7.08%)	
Housing		71,636	11,938	8,924	(3,014)	(25.25%)	
Community amenities		1,061,727	872,635	907,764	35,129	4.03%	▲
Recreation and culture		30,233	5,034	39,793	34,759	690.48%	▲
Transport		319,506	239,060	253,942	14,882	6.23%	▲
Economic services		241,790	142,579	160,276	17,697	12.41%	▲
Other property and services		1,625,740	1,026,194	1,020,395	(5,799)	(0.57%)	▼
		8,896,293	7,216,338	7,316,469	100,131		▲
Expenditure from operating activities							
Governance		(1,005,116)	(195,944)	(190,621)	5,323	2.72%	▲
General purpose funding		(281,054)	(51,421)	(47,185)	4,236	8.24%	
Law, order and public safety		(416,715)	(81,381)	(71,538)	9,843	12.09%	▲
Health		(220,840)	(38,634)	(37,090)	1,544	4.00%	
Education and welfare		(92,081)	(43,162)	(62,973)	(19,811)	(45.90%)	▼
Housing		(77,697)	(16,795)	(18,210)	(1,415)	(8.42%)	
Community amenities		(1,949,451)	(328,404)	(242,253)	86,151	26.23%	▲
Recreation and culture		(1,662,042)	(300,916)	(287,570)	13,346	4.44%	▲
Transport		(4,010,413)	(646,948)	(635,279)	11,669	1.80%	▲
Economic services		(401,472)	(140,633)	(70,647)	69,986	49.76%	▲
Other property and services		(142,820)	(71,384)	(119,800)	(48,416)	(67.82%)	▼
		(10,259,701)	(1,915,622)	(1,783,168)	132,454		▲
Non-cash amounts excluded from operating activities	1(a)	2,245,350	351,294	386,932	35,638	10.14%	▲
Amount attributable to operating activities		881,942	5,652,010	5,920,233	268,223		▲
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,096,786	182,794	0	(182,794)	(100.00%)	▼
Proceeds from disposal of assets	7	244,000	72,664	43,435	(29,229)	(40.23%)	
Proceeds from self supporting loans	9	37,470	8,176	0	(8,176)	(100.00%)	▼
Purchase of property, plant and equipment	8	(4,984,264)	(870,362)	(351,139)	519,223	59.66%	▲
Amount attributable to investing activities		(3,606,008)	(606,728)	(307,704)	299,024		▲
Financing Activities							
Proceeds from new debentures	9	200,000	0	0	0	0.00%	
Transfer from reserves	10	205,000	34,167	0	(34,167)	(100.00%)	▼
Repayment of debentures	9	(202,648)	(33,775)	(31,040)	2,735	8.10%	
Transfer to reserves	10	(490,100)	(81,683)	0	81,683	100.00%	▲
Amount attributable to financing activities		(287,748)	(81,291)	(31,040)	50,252		▲
Closing funding surplus / (deficit)	1(c)	0	7,975,805	8,593,304			

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 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2022-23 year is \$5,000 or 0.00% whichever is the greater.

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 5

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 AUGUST 2022

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 significant less than fair value. Such assets are not required to be remeasured at fair value.

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

FEES AND CHARGES

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

SERVICE CHARGES

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

EXPENSES

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 6

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,011,814	3,011,814	3,011,814	(0)	(0.00%)	
Revenue from operating activities							
Rates	6	4,717,499	4,717,499	4,717,742	243	0.01%	
Specified area rates	6	53,000	53,000	53,116	116	0.22%	
Operating grants, subsidies and contributions	12	1,133,783	417,975	487,914	69,939	16.73%	▲
Fees and charges		1,345,971	978,116	1,004,884	26,768	2.74%	▲
Interest earnings		40,000	3,916	9,379	5,463	139.51%	▲
Other revenue		1,468,540	1,000,000	1,000,000	0	0.00%	
Profit on disposal of assets	7	137,500	45,832	43,435	(2,397)	(5.23%)	
		8,896,293	7,216,338	7,316,469	100,131		▲
Expenditure from operating activities							
Employee costs		(4,033,035)	(733,344)	(668,672)	64,672	8.82%	▲
Materials and contracts		(2,681,458)	(452,250)	(381,225)	71,025	15.70%	▲
Utility charges		(339,634)	(56,564)	(20,941)	35,623	62.98%	▲
Depreciation on non-current assets		(2,382,850)	(397,126)	(430,367)	(33,241)	(8.37%)	▼
Interest expenses		(53,237)	(8,868)	(7,393)	1,475	16.63%	
Insurance expenses		(227,456)	(113,637)	(112,243)	1,394	1.23%	
Other expenditure		(542,031)	(153,833)	(162,327)	(8,494)	(5.52%)	▼
		(10,259,701)	(1,915,622)	(1,783,168)	132,454		▲
Non-cash amounts excluded from operating activities	1(a)	2,245,350	351,294	386,932	35,638	10.14%	▲
Amount attributable to operating activities		881,942	5,652,010	5,920,233	268,223		▲
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,096,786	182,794	0	(182,794)	(100.00%)	▼
Proceeds from disposal of assets	7	244,000	72,664	43,435	(29,229)	(40.23%)	▼
Proceeds from self-supporting loans	9	37,470	8,176	0	(8,176)	(100.00%)	▼
Payments for property, plant and equipment	8	(4,984,264)	(870,362)	(351,139)	519,223	(59.66%)	▲
Amount attributable to investing activities		(3,606,008)	(606,728)	(307,704)	299,024		▲
Financing Activities							
Proceeds from new debentures	9	200,000	0	0	0	0.00%	
Transfer from reserves	10	205,000	34,167	0	(34,167)	(100.00%)	▼
Repayment of debentures	9	(202,648)	(33,775)	(31,040)	2,735	8.10%	
Transfer to reserves	10	(490,100)	(81,683)	0	81,683	100.00%	▲
Amount attributable to financing activities		(287,748)	(81,291)	(31,040)	50,252		
Closing funding surplus / (deficit)	1(c)	0	7,975,805	8,593,304			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.
Refer to Note 16 for an explanation of the reasons for the variance.
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

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)
Non-cash items excluded from operating activities		\$	\$
Adjustments to operating activities			
Add/Deduct: Profit/Loss on asset disposals	7	(137,500)	(43,435)
Add: Depreciation on assets		2,382,850	430,367
Total non-cash items excluded from operating activities		2,245,350	386,932

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

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

		Last Year Closing 30 June 2022	Year to Date 31 August 2022
Adjustments to net current assets			
Less: Reserves - restricted cash	10	(982,603)	(982,603)
Less: - Financial assets at amortised cost - self supporting loans	4	(35,627)	0
Less: Land Held for Resale		(235,000)	(180,000)
Less: Income Received in Advance			497,341
Add/Less: Adjustments		39,875	99,141
Add: Borrowings	9	196,293	31,039
Add: Provisions - Employee	11	718,085	732,724
Total adjustments to net current assets		(298,977)	197,642

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

Current assets			
Cash and cash equivalents	2	4,178,911	4,005,277
Financial assets at amortised cost	2	35,627	0
Rates receivables	3	218,904	4,774,117
Receivables	3	208,660	1,173,305
Other current assets	4	246,568	202,507
Less: Current liabilities			
Payables	5	(663,501)	(995,782)
Borrowings	9	(196,293)	(31,039)
Borrowings (New Loan)	9	0	0
Provisions	11	(718,085)	(732,724)
Less: Total adjustments to net current assets	1(b)	(298,977)	197,642
Closing funding surplus / (deficit)		3,011,814	8,593,304

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 31 AUGUST 2022

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Deposits	Municipal	3,021,624		3,021,624		NAB		At call
Petty Cash	Cash on Hand	1,050		1,050				
Investment	Reserves	0	982,603	982,603		NAB	2.30%	28/09/2022
Total		3,022,674	982,603	4,005,277	0			
Comprising								
Cash and cash equivalents		3,022,674	982,603	4,005,277	0			
		3,022,674	982,603	4,005,277	0			

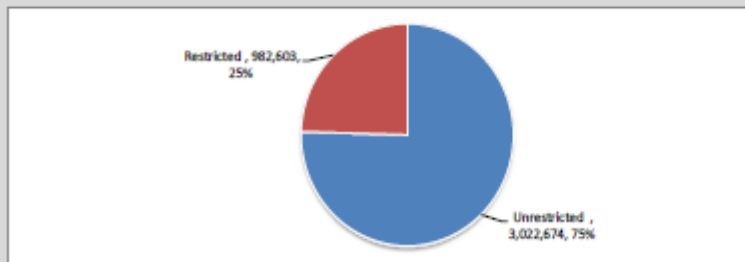
KEY INFORMATION

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.



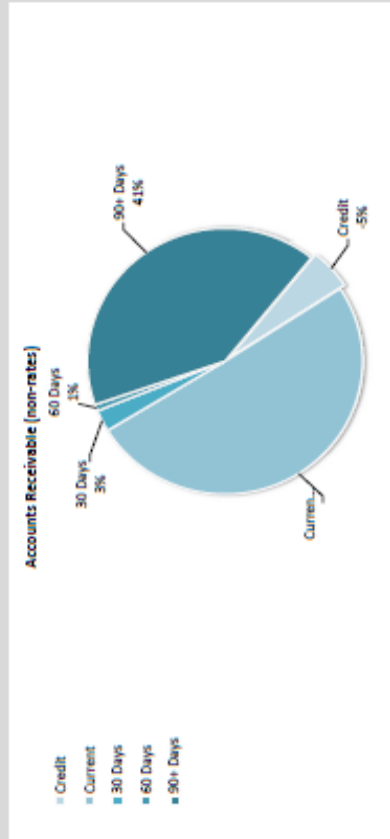
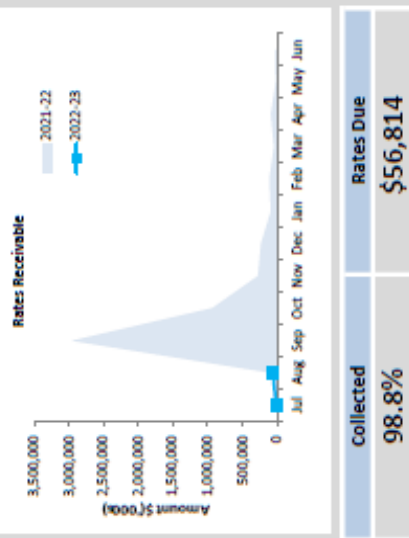
Total Cash	Unrestricted
\$4.01 M	\$3.02 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

	31-Aug-22	30 Jun 2022		Credit	Current	30 Days	60 Days	90+ Days	Total
Rates receivable	\$	\$							
Opening arrears previous years	56,814	104,870							
Levied this year	4,770,838	4,705,139							
Less - collections to date	(43,355)	(4,737,195)							
Equals current outstanding	4,774,117	56,814							
Net rates collectable	4,774,117	56,814							
% Collected	1.1%	98.8%							
Receivables - general									
Receivables - general			(13,725)	139,690	8,331	2,522	130,180	284,997	
Percentage			(3.2%)	36%	2.9%	0.9%	45.7%		
Balance per trial balance			(13,725)	139,690	8,331	2,522	130,180	284,997	
Sundry receivable				43,633				43,633	
GST receivable				813,211				813,211	
Rubbish Receivables				(7,346)				(7,346)	
Accrued Income				36,789				36,789	
Emergency Services Levy									
Total receivables general outstanding									1,173,305
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 uncollectable are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due	\$1,173,305
Over 30 Days	50%
Over 90 Days	45.7%

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 10

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 August 2022
Other current assets	\$	\$	\$	\$
Inventory				
Fuel & Materials	11,568	10,939	0	22,507
Land Held for Resale	180,000	0	0	180,000
Total other current assets				202,507

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

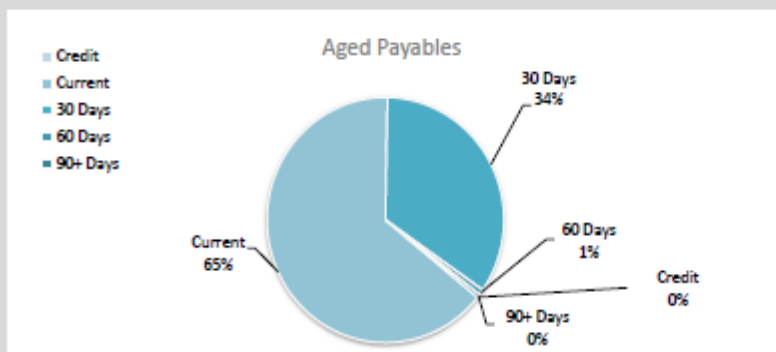
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	93,548	49,948	1,023	634	145,153
Percentage	0%	64.4%	34.4%	0.7%	0.4%	
Balance per trial balance						
Sundry creditors	0	93,548	49,948	1,023	634	145,153
Sundry/Payroll Deductions		(40)				(40)
Tax Payable		81,094				81,094
Accrued salaries and wages		4,125				4,125
Accrued Expenditure		84,470				84,470
Income Received in Advance		497,341				497,341
Bonds and Deposits		183,639				183,639
Total payables general outstanding	0	944,177	49,948	1,023	634	995,782

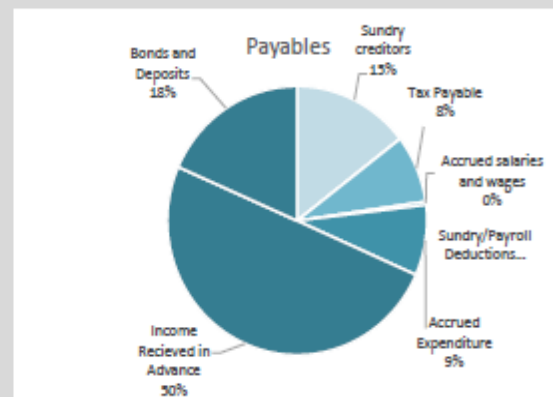
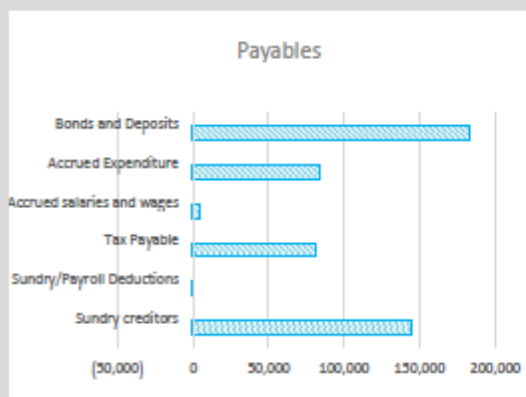
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due	\$995,782
Over 30 Days	36%
Over 90 Days	0.4%



OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

General rate revenue	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			YTD Actual		
				Rate Revenue	Interim Rate	Back Rate	Rate Revenue	Interim Rates	Back Rates
RATE TYPE			\$	\$	\$	\$	\$	\$	\$
Gross rental value									
General GRV	0.002000	1,399	19,295,690	1,583,482	0	0	1,583,482	1,583,482	1,583,482
Unimproved value									
General UV	0.009907	424	243,055,941	2,397,997	0	0	2,397,997	2,398,240	2,398,240
Sub-Total		1,823	262,351,631	3,981,479	0	0	3,981,479	3,981,722	3,981,722
Minimum payment									
Gross rental value									
General GRV	580	1,197	3,678,781	694,260	0	0	694,260	700,060	700,060
Unimproved value									
General UV	580	72	75,235	41,760			41,760	35,960	35,960
Sub-total		1,269	3,754,016	736,020	0	0	736,020	736,020	736,020
Total general rates							4,717,499		4,717,742
Specified area rates									
Kalbarri Tourism	0.001866		16,088,152	30,000	0	0	30,000	30,116	30,116
Port Gregory Water Supply	0.040855		561,586	23,000	0	0	23,000	23,000	23,000
Total specified area rates			16,649,738	53,000	0	0	53,000	53,116	53,116
Total							4,770,499		4,770,858

Please refer to the compilation report

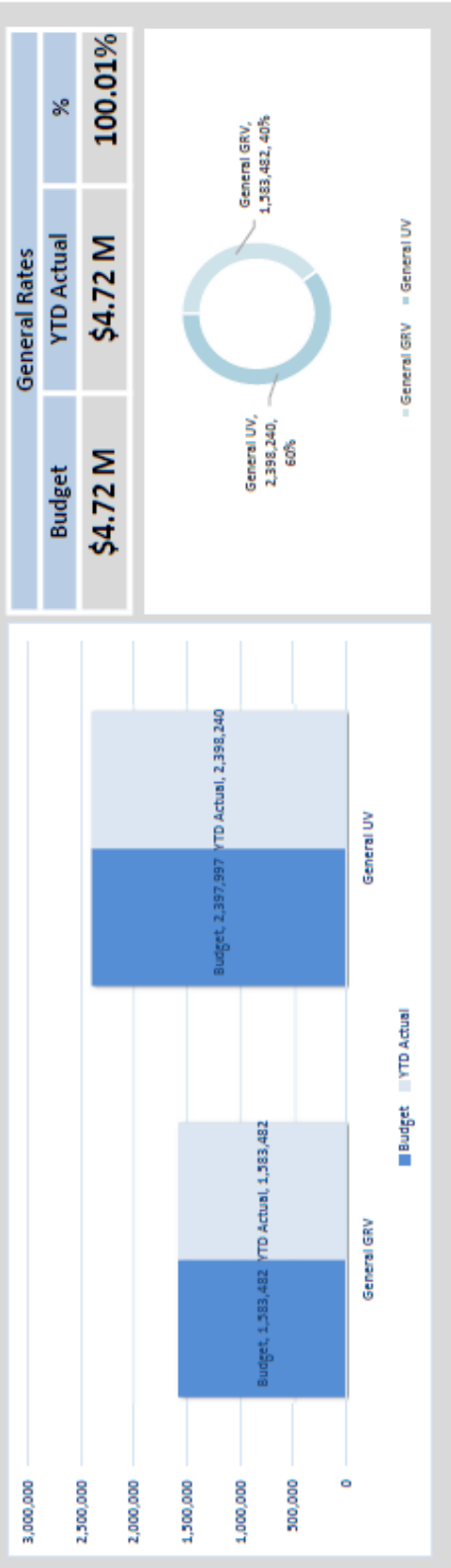
SHIRE OF NORTHAMPTON | 13

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

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

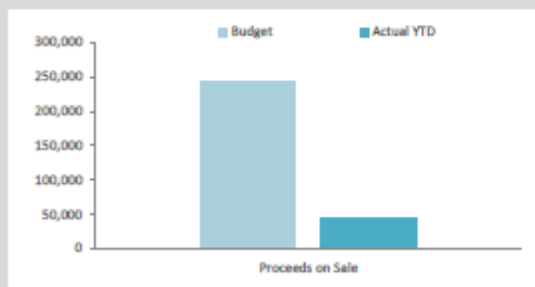
SHIRE OF NORTHAMPTON | 14

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

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)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
41761	Toyota Prado - CEO	22,000	52,000	30,000	0			0	0
	Transport								
41769	P283 - Ute LH Kalbarri	11,000	12,000	1,000	0			0	0
41770	P284 - Ute LH Main't N'hpton	13,500	20,000	6,500	0			0	0
41758	P271 - Ute LH Road Construction	0	20,000	20,000	0	0	24,990	24,990	0
41716	P238 - Cat Grader 12M	60,000	140,000	80,000	0			0	0
41758	P258 - Ute General Northampton			0	0	0	18,443	18,443	0
		106,500	244,000	137,500	0	0	43,435	43,435	0

KEY INFORMATION



Proceeds on sale		
Annual Budget	YTD Actual	%
\$244,000	\$43,435	18%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

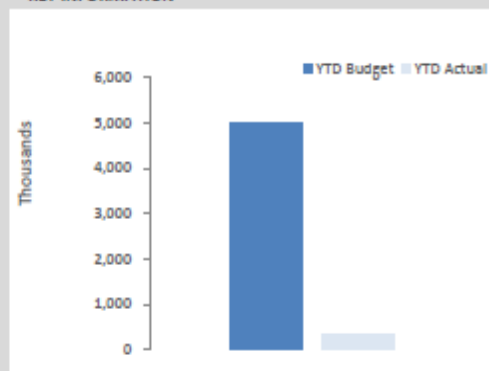
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	596,410	103,186	263,518	160,332
Plant and equipment	865,300	176,764	58,813	(117,951)
Infrastructure - Roads	2,352,084	392,012	24,309	(367,703)
Infrastructure - Footpaths & Carparks	376,470	62,734	98	(62,636)
Infrastructure - Parks & Ovals	109,000	21,500	4,400	(17,100)
Infrastructure - Airport	630,000	105,000	0	(105,000)
Infrastructure - Other	55,000	9,166	0	(9,166)
Capital Expenditure Totals	4,984,264	870,362	351,139	(519,223)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,096,786	182,794	0	(182,794)
Borrowings	200,000	0	0	0
Other (disposals & C/Fwd)	244,000	72,664	43,435	(29,229)
Cash backed reserves				
Leave Reserve	242,810	242,810	236,560	(6,250)
Roadworks Reserve	29,956	29,956	29,456	(500)
Kalbarri Airport Reserve	635	635	205,535	204,900
Building/Housing Reserve	595,210	595,210	114,710	(480,500)
Kalbarri Tourism Rate Reserve	6,975	6,975	6,975	0
Computer and Office Equipment Reserve	34,111	34,111	33,861	(250)
Land Development Reserve	358,006	358,006	355,506	(2,500)
Contribution - operations	2,175,775	(652,799)	(674,899)	(22,100)
Capital funding total	4,984,264	870,362	351,139	(519,223)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



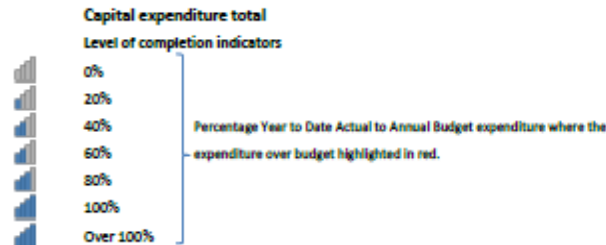
Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.98 M	\$0.35 M	7%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.1 M	\$. M	0%

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 16

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)



%	Account Description	Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
	Governance				
	Office Generator changeover switching	13,300	4,433	0	13,300
	CEO Vehicle	60,000	19,999	8,496	51,504
	Governance Total	73,300	24,432	8,496	64,804
	Health				
	Communities Amenities				
	Northampton Recreation Ground Ablutions	140,060	607	15,400	124,660
	Sallys Tree Ablutions outdoor showers	8,000	35	0	8,000
	Chinamans ablutions outdoor showers	8,000	35	0	8,000
	Seal Access Road to Horrocks Dump Point	27,500	4,582	23,636	3,864
	Communities Amenities Total	183,560	5,258	39,036	144,524
	Recreation And Culture				
	Horrock Foreshore - stairs and shower	24,000	4,000	4,400	19,600
	Kalbarri Recreation Jetty Repairs	65,000	10,834	0	65,000
	Port Gregory Carpark and BBQ	141,310	23,548	0	141,310
	Kalbarri Community Camp Kitchen	134,750	44,914	111,754	22,996
	NCC - Change Room Upgrade	40,000	13,332	0	40,000
	Stud Breeders Shed - Northampton	227,600	37,932	136,364	91,236
	Kalbarri Multi-Use Centre	30,000	5,000	0	30,000
	Horrocks North Holding Tanks	20,000	6,666	0	20,000
	Recreation And Culture Total	682,660	146,226	252,518	430,142
	Transport				
	Road Construction	2,324,584	387,430	674	2,323,910
	Footpath/Carpark Construction	235,160	39,186	98	235,062
	Maintenance Grader	440,000	73,333	0	440,000
	Back Hoe	230,000	38,333	0	230,000
	Ute Leading Hand M'tce Kalbarri	50,000	16,666	1,855	48,145
	Ute Leading Hand M'tce Northampton	48,000	16,000	48,462	(462)
	Safety Officer (50% share)	24,000	8,000	0	24,000
	Kalbarri Depot Ablution	8,000	1,332	0	8,000
	Airport - Runway and Apron Seal	630,000	105,000	0	630,000
	Transport Total	3,989,744	685,280	51,088	3,938,656
	Economic & Other Property and Services				
	Port Gregory Water Supply - Tank/Shed	55,000	9,166	0	55,000
	Economic & Other Property and Services Total	55,000	9,166	0	55,000
	Capital Expenditure by Program Total	4,984,264	870,362	351,139	4,633,125

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 17

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

Repayments - borrowings

Particulars	1 July 2022		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Information on borrowings										
Housing										
Loan 154 - Staff Housing	117,155	0	0	0	37,792	37,792	117,155	79,363		4,344
Recreation and culture										
Loan 156 - RSL Hall Extensions	360,605	0	0	0	48,402	48,402	360,605	312,203		9,604
Transport										
Loan 153 - Plant Purchases	46,346	0	0	0	22,943	46,346	23,403	0	932	1,606
Loan 157 - Plant Purchases	276,264	0	0	0	32,638	32,638	276,264	243,626		6,120
Loan 158 - Plant Purchases	0	0	0	200,000	0	0	0	200,000		
	800,370	0	0	200,000	22,943	165,178	777,427	835,192	932	21,674
Self supporting loans										
Education and welfare										
Loan 155 - Pioneer Lodge	327,177	0	0	0	8,097	16,353	319,080	310,824	6,462	14,983
Recreation and culture										
Loan 151 - Kalbarri Bowling Club	0	0	0	0	0	0	0	0	0	0
Other property and services										
Loan 152 - Staff Housing (CEO)	254,835	0	0	0	0	21,117	302,907	233,718	0	16,580
	582,012	0	0	0	8,097	37,470	621,986	544,542	6,462	31,563
Total	1,382,382	0	0	200,000	31,040	202,648	1,399,415	1,379,734	7,394	53,237
Current borrowings	202,648						31,039			
Non-current borrowings	1,179,734						1,368,376			
	1,382,382						1,399,415			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

FINANCING ACTIVITIES

NOTE 9

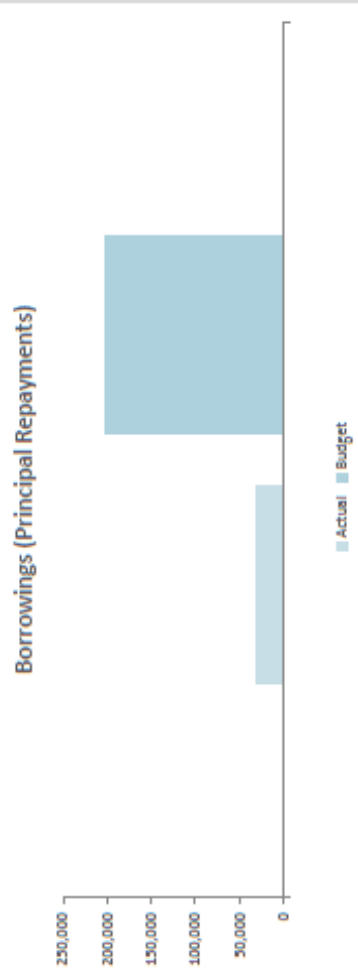
BORROWINGS

New borrowings 2022-23

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
Loan 158 - Plant Purchases	\$ 0	200,000	WATC	Fixed	10	\$ 0	%	\$ 0	\$ 0	\$ 0
	0	200,000				0		0	0	0

KEY INFORMATION

All loans and borrowings are initially recognized 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 amortized 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.



Principal repayments	\$31,040
Interest earned	\$9,379
Reserves balance	\$0.98 M
Interest expense	\$7,394
Loans due	\$1.4 M

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 19

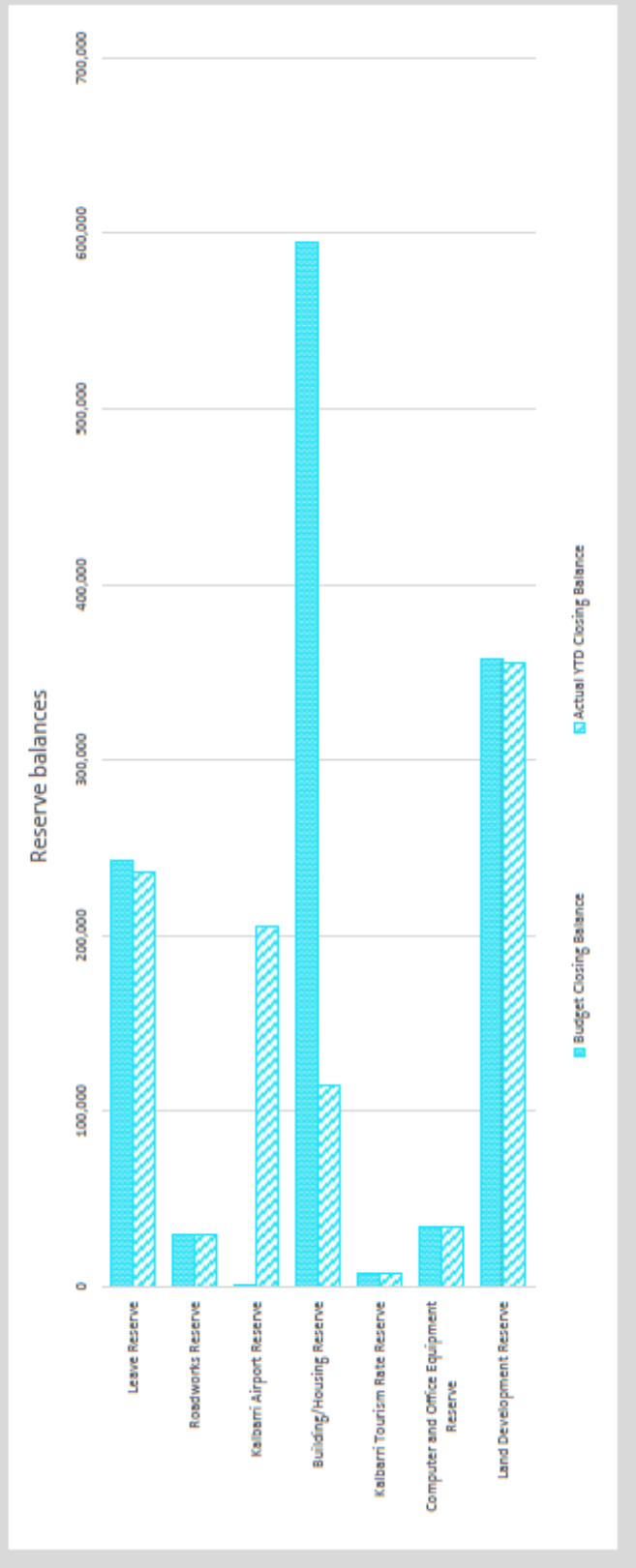
OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

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
		Budget Interest Earned	Budget Interest Earned	Actual Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Transfers Out (-)	Actual Transfers In (+)	Actual Transfers In (+)	Actual Transfers Out (-)	Actual Transfers Out (-)		
Leave Reserve	236,560	\$	1,250	\$	0	\$	5,000	\$	0	\$	0	\$	0	242,810	236,560
Roadworks Reserve	29,456		500		0		0		0		0		0	29,956	29,456
Kalbarri Airport Reserve	205,535		100		0		0		0		(205,000)		0	635	205,535
Building/Housing Reserve	114,710		500		0		480,000		0		0		0	595,210	114,710
Kalbarri Tourism Rate Reserve	6,975		0		0		0		0		0		0	6,975	6,975
Computer and Office Equipment Reserve	33,861		250		0		0		0		0		0	34,111	33,861
Land Development Reserve	355,506		2,500		0		0		0		0		0	358,006	355,506
	982,603		5,100		0		485,000		0		(205,000)		0	1,267,703	982,603

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

KEY INFORMATION



Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 31 August 2022
		\$	\$	\$	\$
Provisions					
Annual leave		265,551			265,551
Long service leave		467,173			467,173
Total Provisions		732,724	0	0	732,724
Total other current assets		732,724			732,724
Amounts shown above include GST (where applicable)					

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.

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

Description/Provider	Unspent non operating grants, subsidies and contributions liability			Non operating grants, subsidies and contributions revenue				
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2022	Current Liability 31 Aug 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
Non-operating grants and subsidies								
Transport								
ROADS TO RECOVERY FUNDING						453,484	75,580	0
LRCI - LITTLE BAY ROAD & PORTER ST CARPARK						290,302	48,382	0
WA BIKE NETWORK GRANT						61,000	10,166	0
REGIONAL ROAD GROUP FUNDING						92,000	15,334	0
RUNWAY RESEAL - LRCI GRANT						200,000	33,332	0
		0	0	0	0	1,096,786	182,794	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

NOTE 14
BONDS AND DEPOSITS

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

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 Aug 2022
	\$	\$	\$	\$
Transportable House Bonds	4,500	300	0	4,800
Footpath Bonds	28,007	3,500	(1,000)	30,507
RSL Hall Retention	0	0	0	0
Jake Point Ablutions Retention	0	0	0	0
Building Levies (BCITF & BRB)	265	8,279	0	8,544
Community Bus Bond	5,200	200	0	5,400
Unclaimed Monies - Rates	5,179	0	0	5,179
BROC - Management Funds	1	0	0	1
RSL Hall Key Bond	430	230	0	660
Special Series Plates	3,520	310	(200)	3,630
Northampton Child Care Association	23,654	29	0	23,683
Horrocks Memorial Wall	515	0	0	515
One Life	940	0	0	940
Rubbish Tip Key Bond	1,800	0	0	1,800
Horrocks - Skate/Pump Park	0	2,000	0	2,000
RSL - Kalbarri Memorial	16,130	0	0	16,130
DOT - Department of Transport	0	52,562	(52,562)	0
Cyclone Seroja Donations	47,259	0	0	47,259
Rates - Overpaid	30,761	0	0	30,761
Horrocks Lookout	0	3,500	(1,669)	1,831
	168,161	70,910	(55,431)	183,640

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

NOTE 15
TRUST

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

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 Aug 2022
Trust				
Nomination Deposits	0	0	0	0
Public Open Space	0	0	0	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

NOTE 16
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 2022-23 year is \$5,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General purpose funding	5,367	0.11%	▲ Timing	Minor variance, Rates were raised during August
Health	5,954	118.71%	▲ Timing	Variance due to lease payment, actuals and budget will reconcile
Community amenities	35,129	4.03%	▲ Timing	Short term variance actuals and budget will reconcile as the year progresses
Recreation and culture	34,759	690.48%	▲ Timing	Short term variance actuals and budget will reconcile as the year progresses
Transport	14,882	6.23%	▲ Timing	Positive variance associated with Main Roads direct grant and landing fees.
Economic services	17,697	12.41%	▲ Timing	Var due to budget profile for LIA unit lease fees
Other property and services	(5,799)	(0.57%)	▼ Timing	Minor budget profile variance actuals and budget will reconcile
Expenditure from operating activities				
Governance	5,323	2.72%	▲ Timing	Positive short term variance only, actuals and budget will reconcile as the year progresses
Law, order and public safety	9,843	12.09%	▲ Timing	Minor budget profile variance, actuals and budget will reconcile
Education and welfare	(19,811)	(45.90%)	▼ Timing	Var due to final NCCA payroll costs and workers compensation employee payments.
Community amenities	86,151	26.23%	▲ Timing	Var due to lag in rubbish removal invoices.
Recreation and culture	13,346	4.44%	▲ Timing	Budget profile variance actuals and budget will reconcile
Transport	11,669	1.80%	▲ Timing	Variance partly due to muni roads underspend
Economic services	69,986	49.76%	▲ Timing	Budget variance associated Visitor Center operational payments
Other property and services	(48,416)	(67.82%)	▼ Timing	Var associated with Cyclone Seroja Expenses
Investing activities				
Non-operating grants, subsidies and contributions	(182,794)	(100.00%)	▼ Timing	Budget profile variance actuals and budget will reconcile
Self-supporting loan principal	(8,176)	(100.00%)	▼ Timing	Will reconcile, budget timing situation only
Capital acquisitions	519,223	39.66%	▲ Timing	Budget profile variance actuals and budget will reconcile
Financing activities				
Transfer from reserves	(34,167)	(100.00%)	▼ Timing	Transfer's will be processed in September.
Transfer to reserves	81,683	100.00%	▲ Timing	Transfer's will be processed in September.

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 27

ADMINISTRATION & CORPORATE REPORT

7.5.1	REVIEW OF POLICY MANUAL.....	2
7.5.2	LEGAL FEE WRITE-OFF.....	14
7.5.3	BANK AUTHORISATION	16

7.5.1 REVIEW OF POLICY MANUAL

FILE REFERENCE:	4.2.4
DATE OF REPORT:	10 September 2022
REPORTING OFFICER:	Grant Middleton
APPENDICES:	1. Financial Hardship Policy & Procedures – Rate Debtors
	2. Purchasing and Tender Guide Purchasing Policy

SUMMARY:

Council is requested to consider the following amendments to existing policies.

- 2.11 Financial Hardship Policy – Rates Debtors
- 2.3 – Purchasing and Tender Guide Purchasing Policy

BACKGROUND:

The last update of Councils Policy Manual was approved at the ordinary Meeting of Council on 17th June 2022. The latest Policy Manual changes are required to amend two issues with the manual in relation to the Financial Hardship Policy and the Purchasing and Tender Guide Purchasing Policy.

2.11 Financial Hardship Policy – Rates Debtors

The Financial Hardship Policy refers to prior financial year and needs to be updated to include the rates issued for the 2022/2023 financial year. Also the Financial Hardship Policy needs to align with the “Local Government (COVID-19 Response) Amendment Order 2022” which came into effect on 24th June 2022 and supports the 7.00% Penalty Interest Rate adopted in the 2022/2023 Budget.

The revised policy wording has been provided at appendix 1.

2.3 – Purchasing and Tender Guide Purchasing Policy

The Purchasing and Tender guide was amended in June to change the Purchasing threshold for quotations. Whilst the thresholds listed in section 2.3.6 on page 60 were changed the references and details for sections 2.3.6.1, 2.3.6.2 & 2.3.6.3 on pages 62 -63 require updating.

The revised policy changes have been provided at appendix 2.

STATUTORY REQUIREMENTS

2.3.6 PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy
Up to \$20,000	No quotations required prior to purchase if expenditure is approved in Council budget.
\$20,001 - \$50,000	Obtain two verbal or written quotes and these quotes to be recorded by the relevant officer.
\$50,001 - \$249,999	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations) and be submitted to Council for purchase endorsement.
\$250,000 and above	Conduct a public tender process.

COMMENT:

Councils Policy Manual will require further amendments on completion of the Financial Management Regulation 17 Review process. This review process has been undertaken by MOORE and has highlighted further potential changes to the document. Once staff have finalised the document it will be presented to the Audit Committee and Council for endorsement.

FINANCIAL & BUDGET IMPLICATIONS:

It is not anticipated the Financial Hardship Policy will have an impact on rate revenue as the policy has been in operation since 2020/2021 and hasn't generated a great deal of interest from Rates Debtors.

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.2

That Council

- 1. Amend Policy 2.11 – Financial Hardship Policy – Rates Debtors by re-wording the following paragraphs:**

This Procedure applies to: (Page 72)

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

to read:

This Procedure applies to:

- 1. Outstanding Rates Notice charges as at the date of adoption of this Procedure; and**
- 2. Rates Notice charges levied for the 2020/2021, 2021/2022 & 2022/2023 financial years.**

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

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

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

to read:

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates Notice charges debts which remain outstanding on 1 July, Council will offer the ratepayer one further opportunity of adhering to a payment plan to clear the total debt by the end of the 2022/2023 financial year.

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

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

2.3.6.1 Up to \$5,000

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

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

to read:

2.3.6.1 Up to \$20,000

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

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

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

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

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

The general principles for obtaining verbal quotations are:

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

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

to read:

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

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

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

The general principles for obtaining verbal quotations are:

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

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

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

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

information relating to the specification of goods and services being purchased.

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

to read:

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

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

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

APPENDICES 1 – Financial Hardship Policy & Procedures – Rate Debtors

2.11 FINANCIAL HARDSHIP POLICY & PROCEDURES – RATE DEBTORS **Policy adopted by Council 17 June 2022**

OBJECTIVE

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

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

This Procedure applies to:

1. Outstanding Rates Notice charges as at the date of adoption of this Procedure; and
2. Rates Notice charges levied for the 2020/2021, 2021/2022 & 2022/2023 financial year.

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

MANAGEMENT PROCEDURE STATEMENT/S:

Payment difficulties, hardship and vulnerability

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

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

Anticipated Financial Hardship due to COVID19

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

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

Financial Hardship Criteria

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

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

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

Payment Arrangements

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

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

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

Interest Charges

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

Deferment of Rates

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

- remains as a debt on the property until paid.
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property.
- may be paid at any time, BUT the concession will not apply when the debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Rate Notice Charges Debt Recovery

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

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates Notice charges debts which remain outstanding on 1 July, Council will offer the ratepayer one further opportunity of adhering to a payment plan to clear the total debt by the end of the 2022/2023 financial year.

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

Review

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

Communication and Confidentiality

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

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

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

APPENDICES 2 – Purchasing and Tender Guide Purchasing Policy

2.3 PURCHASING AND TENDER GUIDE PURCHASING POLICY

Policy Reviewed by Council 16 September 2022

2.3.6.1 Up to \$20,000

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

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

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

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

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

The general principles for obtaining verbal quotations are:

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

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

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

For the procurement of goods or services where the value exceeds \$50,001 but is less than \$149,999, it is required to obtain at least three written quotations containing

price and a sufficient amount of information relating to the specification of goods and services being purchased.

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

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

7.5.2	LEGAL FEE WRITE-OFF
FILE REFERENCE:	1.1.4
DATE OF REPORT:	10 September 2022
REPORTING OFFICER:	Grant Middleton

SUMMARY:

Council to approve the write-off of legal fees for Unit 7/38 Mortimer Street Kalbarri totalling \$492.08 as presented.

BACKGROUND:

Unit 7/38 Mortimer Street Kalbarri was sold on 22nd July 2022. The previous owner was deceased and McLeods had been undertaking legal action to recover the outstanding rates and charges.

The legal fees were included in the rate notice issued on 24th August 2022. However, unfortunately during the settlement process the amount outstanding for legal fees was not included in the settlement process. Mid West Settlements are disputing the charging of the fee as it is their belief that the legal fees were not included when the payout figure was provided.

COMMENT:

This is an unfortunate turn of events and difficult to determine who should pay the legal fees. Its not a fee that the new owners should be liable for and the settlement agent have disputed the charge. Additionally it will be difficult obtaining payment from the deceased estate.

Therefore its considered prudent to write-off the amount in question. Staff will ensure if this type of situation occurs in the future that steps are put in place to ensure we recover our legal fees.

As the CEO only has delegation up to \$200 per Delegation F085 (listed below) the write off required council approval.

FINANCIAL & BUDGET IMPLICATIONS:

The legal fee write off will have minimal impact on the 2022/23 financials and can be accommodated in the Legal Fee Budget provision.

STATUTORY REQUIREMENTS

Local Government Act 1995 – Section 6.12 allows Council write-off any amount of money.

DELEGATION NUMBER	-	F05
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 6.12)
DELEGATION SUBJECT	-	Sundry Debtor Write Offs
DELEGATE	-	Chief Executive Officer
DATE REVIEWED	-	By Council 17 June 2022

That the Chief Executive Officer, to approve the writing off of debts in accordance with Section 6.12 (1) (c) of the Local Government Act 1995

Any Debt written off under this delegation must be:-

- (a) up to \$200 only, or
- (b) where the debt occurred due to an error or oversight by Officers.
- (c) In all cases where debt is to be written off, a separate report is to be submitted to Council for consideration.

The delegation shall remain in force indefinitely.

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Deputy Chief Executive Officer.

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.2

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

7.5.3 BANK AUTHORISATION

FILE REFERENCE:	16.1.1
DATE OF REPORT:	10 September 2022
REPORTING OFFICER:	Grant Middleton
APPENDICES:	1. Delegated Officer Authorisation Limits

SUMMARY:

Council to approve the addition of Mr Neil Broadhurst as a Bank Authorised Signatory.

BACKGROUND:

Council currently has the CEO Garry Keeffe, Deputy CEO Grant Middleton and Finance Officer Leanne Rowe designated as authorised officers to approve EFT payments and act as cheques signatories.

Having only three employees that can authorise payments isn't ideal and doesn't cater for situations where any of the three existing authorising officer's are unavailable due to leave or other circumstances.

COMMENT:

The additional of the Manager of Works and Technical Services (Mr Neil Broadhurst) will provide greater flexibility. Mr Broadhurst is classified as Senior Staff and has delegation limits designated in the Policy Manual per the information contained in appendix 1

FINANCIAL & BUDGET IMPLICATIONS:

No Financial & Budget Implications.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.3

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

APPENDICES 2 – Delegated Officer Authorisation Limits

Amount of Purchase	Model Policy
Up to \$20,000	No quotations required prior to purchase if expenditure is approved in Council budget.
\$20,001 - \$50,000	Obtain two verbal or written quotes and these quotes to be recorded by the relevant officer.
\$50,001 - \$249,999	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations) and be submitted to Council for purchase endorsement.
\$250,000 and above	Conduct a public tender process.