



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 22 February 2013 in the Meeting Room of the Allen Centre, Grey Street, Kalbarri, commencing at 1.00pm.

Note there is an Audit Committee meeting commencing at 11.30pm. Councillors not on the committee are invited to attend the meeting in an observer capacity.

The agenda for the above-mentioned meetings are enclosed.

Lunch will be served from 12.00pm.

Following the meeting Council will progress to Peet Park where refreshments will be held with volunteers of the community who help redevelop Peet Park.

A handwritten signature in blue ink, appearing to read 'Garry L Keeffe', is positioned above the printed name.

**GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER**

15th February 2013



~ Agenda ~

22nd February 2013

NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 22nd February 2013, at the

Allen Centre, Kalbarri commencing at 1:00pm.

GARRY KEEFFE
CHIEF EXECUTIVE OFFICER

15th February 2013

SHIRE OF NORTHAMPTON

DISCLAIMER

No responsibility whatsoever is implied or accepted by the **Shire of Northampton** for any act, omission, statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The **Shire of Northampton** disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation occurring during Council/Committee meetings, discussions or any decision recorded in the unconfirmed minutes of Council or Committee's of Council. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that persons or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for licence, any statement, limitation or approval made by a member or officer of the **Shire of Northampton** during the course of any meeting is not intended to be and is not taken as notice of approval from the **Shire of Northampton**. The **Shire of Northampton** warns that anyone who has lodged an application with the **Shire of Northampton** must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the **Shire of Northampton** in respect of the application.

Signed  _____

Date 15th February 2013

GARRY L KEEFFE
CHIEF EXECUTIVE OFFICER

AGENDA
ORDINARY MEETING OF COUNCIL
22nd February 2013

1. OPENING

2. PRESENT

- 2.1 Leave of Absence
- 2.2 Apologies

3. QUESTION TIME

4. CONFIRMATION OF MINUTES – COUNCIL

- 4.1 Special Meeting of Council 31st January 2013
- 4.2 Annual Electors Meeting 6th February 2013

5. RECEIVAL OF MINUTES -

- 5.1 Audit Committee Meeting 22nd February 2013

6. REPORTS

- 6.1 Works
- 6.2 Health & Building
- 6.3 Town Planning
- 6.4 Finance
- 6.5 Administration & Corporate

7. COUNCILLORS & DELEGATES REPORTS

- 7.1 Presidents Report
- 7.2 Deputy Presidents Report
- 7.3 Councillors' Reports

8. INFORMATION BULLETIN

9. NEW ITEMS OF BUSINESS

10. NEXT MEETING

11. CLOSURE

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 19 December 2012**

12.1	OPENING	3
12.2	PRESENT	3
12.2.1	LEAVE OF ABSENCE	3
12.2.2	APOLOGIES	3
12.3	QUESTION TIME	3
12.4	CONFIRMATION OF MINUTES	3
12.4.1	CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 16 NOVEMBER 2012	4
12.4.1.1	BUSINESS ARISING FROM MINUTES	4
12.5	RECEIVAL OF MINUTES - AUDIT COMMITTEE	4
12.6	WORKS REPORT	4
12.6.1	MAINTENANCE WORKS / PROGRAMMED WORKS (ITEM 6.1.1)	4
12.6.2	OGILVIE EAST ROAD CONSTRUCTION PROGRESS & FINANCE REPORT (ITEM 6.1.2)	5
12.7	HEALTH & BUILDING REPORT	5
12.7.1	BUILDING STATISTICS (ITEM 6.2.1)	5
12.8	PLANNING REPORT	5
12.8.1	DRAFT LOCAL PLANNING POLICY – RAKE PLACE DEVELOPMENT GUIDELINES (ITEM 6.3.1)	5
12.8.2	FINAL ADOPTION LOCAL PLANNING POLICY – COMMERCIAL RECREATIONAL TOURISM ACTIVITY ON CROWN RESERVES (ITEM 6.3.2)	6
12.8.3	PROPOSED UNISEX ABLUTION FACILITY - KALBARRI WILDFLOWER CENTRE - LOT 825 AJANA-KALBARRI ROAD (ITEM 6.3.3)	6
12.8.4	PROPOSED OUTBUILDING - LOT 909 MAINWARING DRIVE, KALBARRI (ITEM 6.3.4)	7
12.8.5	PROPOSED REPLACEMENT OF PORTION OF PYLON SIGN - RESERVE 25307 GREY STREET KALBARRI (ITEM 6.3.5)	8
12.8.6	PROPOSED SUBDIVISION GUIDE PLAN, LOTS 803, 831 & 832 BRIDGEMAN ROAD AND LOT 582 RED BLUFF ROAD, KALBARRI (ITEM 6.3.6)	9
12.8.8	SUMMARY OF PLANNING ITEMS UNDERTAKEN BY DELEGATION (ITEM 6.3.8)	9
12.8.9	IN-PRINCIPLE SUPPORT - TRANSPORT DEPOT - LOT 6888 NORMANS WELL ROAD, NORTHAMPTON (ITEM 6.3.9)	10
12.9	FINANCE REPORT	10
12.9.1	ACCOUNTS FOR PAYMENT (ITEM 6.4.1)	10
12.9.2	MONTHLY FINANCIAL STATEMENTS (ITEM 6.4.2)	11

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 19 December 2012**

12.10	ADMINISTRATION AND CORPORATE REPORT	11
12.10.1	APPOINTMENT OF DEPUTY CEO (ITEM 6.5.1)	11
12.10.2	AUTHORISED OFFICER - DOG ACT & LOCAL LAWS (ITEM 6.5.2)	11
12.10.3	2013 COUNCIL MEETING DATES (ITEM 6.5.3)	12
12.10.4	ANNUAL ELECTORS MEETING (ITEM 6.5.4)	12
12.10.5	TENDER - NORTHAMPTON LIGHT INDUSTRIAL AREA (ITEM 6.5.5)	12
12.10.6	PROPOSED UNITS - NORTHAMPTON LIGHT INDUSTRIAL AREA (ITEM 6.5.6)	13
12.10.7	PROPOSED SHELTERS, TABLE & BENCH SEAT SETTINGS - KALBARRI SHOPPING CENTRE (ITEM 6.5.7)	13
12.10.8	PLAYGROUND EQUIPMENT - LIONS PARK (ITEM 6.5.8)	13
12.10.9	LEASE - HORROCKS RECREATION/GOLF AREA (ITEM 6.5.9)	13
12.10.10	CHANGE OF BUDGET PURPOSE TO PROVIDE FINANCIAL ASSISTANCE (ITEM 6.5.10)	14
12.10.11	NORTHAMPTON/AJANA RAILWAY CENTENARY CELEBRATIONS (ITEM 6.5.10)	14
12.10.12	RESERVE 51 228 - RIGHT OF WAY, NORTHAMPTON (ITEM 6.5.11)	14
12.11	PRESIDENTS REPORT	15
12.12	COUNCILLORS REPORTS	16
12.13	INFORMATION BULLETIN	17
12.14	NEW ITEMS OF BUSINESS	17
12.15	NEXT MEETING OF COUNCIL	17
12.16	CLOSURE	17

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 19 December 2012**

12.1 OPENING

The President thanked all members present for their attendance, welcomed all Councillors and declared the meeting open at 1.00pm.

12.2 PRESENT

Cr G Wilson	President	Northampton Ward
Cr B Cripps		Northampton Ward
Cr T Carson		Northampton Ward
Cr C Simkin		Northampton Ward
Cr S Stock-Standen		Northampton Ward
Cr J Booth		Kalbarri Ward
Mr Garry Keefe	Chief Executive Officer	
Mr Neil Broadhurst	Manager Works & Technical Services	
Mrs Hayley Williams	Principal Planner	

12.2.1 LEAVE OF ABSENCE

Nil

12.2.2 APOLOGIES

Cr P Gliddon

12.3 QUESTION TIME

There were no members of the public present therefore no questions were put to Council.

12.4 CONFIRMATION OF MINUTES

**12.4.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING 16th
NOVEMBER 2012**

Prior to the confirmation of the minutes, Council discussed an email and subsequent telephone conversations received by Councillors from Wendy Payne in regards to the accuracy of the minutes in relation to the first question put to Council at the November meeting. Query was if the question related to the structure plan or the Payne's letter being rejected.

CEO reported that no letter from the Payne's had been rejected by Council and all correspondence received from them had been provided to Councillors to be considered in association with officers reports on this matter.

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 19 December 2012**

Neither Councillors nor officers were able to recall reference to the question being related to the rejection and with the recorded answer to the question relates to the rejection of the structural plan, Council considered the minute is accurate on this matter.

Moved Cr BOOTH, seconded Cr STOCK-STANDEN

That the minutes of the Ordinary Meeting of Council held on the 16th November 2012 be confirmed as a true and correct record subject to the following amendments:

Minute 11.10.1 – change the heading by deleting the word “OWN” and replacing it with the word “DOWN”.

Minute 11.12.4 – change Cr Booth to Cr Gliddon.

CARRIED 6/0

12.4.1.1 BUSINESS ARISING FROM MINUTES

Minute 11.8.3 – CEO advised that the applicant has indicated he will be lodging an appeal against the Councils decision in rejecting his application for a food van at the Horrocks Beach Caravan Park.

Minute 11.14.1 – boat jinker and bus frame with yacht were in the process of being removed from the foreshore area this date.

12.5 RECEIVAL OF MINUTES

Moved Cr STOCK-STANDEN, seconded Cr CARSON

That the minutes of the Audit Committee held 19th December 2012 be received.

CARRIED 6/0

Moved Cr CRIPPS, seconded Cr STOCK-STANDEN

That the 2011/2012 Annual Report, including the Annual Financial Statements, Audit Report and Management Report as presented be received.

CARRIED 6/0

12.6 WORKS REPORT

12.6.1 MAINTENANCE WORKS/PROGRAMMED WORKS (ITEM 6.1.1)

Noted

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 19 December 2012**

**12.6.2 OGILVIE EAST ROAD CONSTRUCTION – PROGRESS & FINANCE
REPORT (ITEM 6.1.2)**

Moved Cr CRIPPS, seconded Cr CARSON

That the section of the Ogilvie East Road being the “S” bend and water crossing near Mark Johnson’s farm entrance, be re-constructed on the exiting alignment

CARRIED 6/0

Mr Broadhurst left the meeting at 1.33pm

12.7 HEALTH/BUILDING REPORT

12.7.1 BUILDING STATISTICS (ITEM 6.2.1)

Noted

12.8 TOWN PLANNING REPORT

The CEO Mr Garry Keeffe declared an interest in the following item as he owns property within the Rake Place subdivision and may incur a financial gain or loss from the Council decision. The CEO remained in the meeting.

**12.8.1 DRAFT LOCAL PLANNING POLICY – RAKE PLACE DEVELOPMENT
GUIDELINES (ITEM 6.3.1)**

Moved Cr BOOTH, seconded Cr SIMKIN

That Council pursuant to Section 2.4 of the Shire of Northampton Local Planning Scheme No.10 resolve to:

- 1 Adopt draft Local Planning Policy ‘Rake Place Development Guidelines’ for public comment and advertise it for a period of 42 days;
- 2 Should no written, author-identified objections be received during the 42 day advertising period, then adopt for final approval Local Planning Policy ‘Rake Place Development Guidelines and proceed to publish a notice to this effect in the local newspaper; and
- 3 Should there be any written, author-identified objections received during the advertising period, require staff to present to Council a further report.

CARRIED 6/0

12.8.2 FINAL ADOPTION LOCAL PLANNING POLICY – COMMERCIAL RECREATIONAL TOURISM ACTIVITY ON CROWN RESERVES (ITEM 6.3.2)

Moved Cr CARSON, seconded Cr STOCK-STANDEN

Adopt for final approval the Local Planning Policy “Commercial Recreational Tourism Activity on Crown Reserves” as advertised and publish a notice to this effect in the local newspaper.

CARRIED 6/0

12.8.3 PROPOSED UNISEX ABLUTION FACILITY – KALBARRI WILDFLOWER CENTRE – LOT 825 (NO.6531) AJANA-KALBARRI ROAD, KALBARRI (ITEM 6.3.2)

Moved Cr SIMKIN, seconded Cr BOOTH

That Council grant planning approval to the proposed unisex ablution facilities on Lot 825 (No. 6531) Ajana-Kalbarri Road, Kalbarri subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated 19 December, 2012 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government;
2. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition;
3. The development shall be consistent or complementary in colour with it's environment to the approval of the local government;
4. This approval is valid for a period of two (2) years from the date of approval and will deemed to have lapsed if the development has not substantially commenced before the expiration of this period;
5. The Applicant/Owner is to remove the ablution facility and associated buildings when Lot 825 is subject of an approved subdivision, where it cannot be demonstrated that it meets all of its statutory and strategic requirements under the approved Structure Plan, Local Planning Scheme and its associated policies;
6. A building permit shall be issued by the local government prior to the commencement of any work on the site;

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 19 December 2012**

7. All stormwater is to be disposed of on-site to the specifications and approval of the local government; and
8. The Applicant is advised that the development will require the installation of a septic tank, which requires the approval of the local government pursuant to the Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974. The Applicant is advised that septic tanks will not be approved closer than 1.2m to the foundations of any building, or the boundary of any lot. Disposal systems (ie soakwell, leach drain) are not to be closer than 1.8m to any boundary of a lot, building, septic tank or disposal system.

Advice Notes:

- a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- b) Should the applicant be aggrieved by the decision of the Council (in part or whole) a right of appeal exists to the State Administrative Tribunal within twenty eight (28) days from the date of the decision.

CARRIED 6/0

12.8.4 PROPOSED OUTBUILDING – LOT 909 (NO. 15) MAINWARING DRIVE, KALBARRI (ITEM 6.3.4)

Moved Cr BOOTH, seconded Cr SIMKIN

That Council:

1. Refuse the application as submitted.

Reasons for refusal:

- (i) The proposed outbuilding does not accord with Clause 6.2.1 (A1.1i) of the *Residential Design Codes of Western Australia* given that the outbuilding is setback 2m from the primary street. Furthermore, the proposed development is not considered to meet the performance criteria of this clause as it will not contribute to the desired streetscape of Mainwaring Drive.
- (ii) The proposed outbuilding does not accord with Clause 6.3.1 (A1i) of the *Residential Design Codes of Western Australia* given that the proposed outbuilding is setback 1m from the side boundary (west). Furthermore, the proposed development is not considered to meet the performance criteria of this clause as the increased wall height and length will not assist in ameliorating building bulk on the adjoining property.

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 19 December 2012**

- (iii) The proposed outbuilding does not accord with:
 - (a) Clause 6.10.1 (A1vi) of the *Residential Design Codes of Western Australia* as the outbuilding is located within the primary street setback area; and
 - (b) Clause 6.10.1 (A1viii) of the *Residential Design Codes of Western Australia* as the outbuilding is located 1m from the side boundary (west);
 - (c) Furthermore, the proposed development is not considered to meet the performance criteria of the same clause as the outbuilding will detract from the streetscape and visual amenity of neighbouring properties.

 - (iv) The proposed outbuilding does not accord with the following Clauses of the Shire of Northampton Local Planning Policy – Outbuildings:
 - (a) 4.2.2(a) as the proposed outbuilding has a wall height in excess of 3.0m;
 - (b) furthermore, the proposed development is not considered to meet the objectives of the Local Planning Policy as the visual impact of the outbuilding will be detrimental to the streetscape.

 - (v) It is further noted that the issue of precedence cited by the Applicant/Owner is not a valid planning argument, given that the outbuilding located at No 14 Pederick Place is only 36m², with a wall height of 2.6m which is significantly different in size and bulk to that proposed by this Application.
-
- 2. Advise the Applicant to resubmit amended plans to denote an outbuilding with a dimension of no more than 6m x 6m with a wall height no greater than 2.6m then Council will approve granting planning approval to a reduced front setback of 2m and building to be constructed of same materials to match the current residence.
 - 3. That the CEO be given delegated authority provide planning approval if amended plans as per Item 2 are received.
 - 4. Should the applicant be aggrieved by the decision of the Council (in part or whole) a right of appeal exists to the State Administrative Tribunal within twenty eight (28) days from the date of the decision.

CARRIED 6/0

Council did not support the officer's recommendation to advertise the original application as it did not support the application as submitted due to the size of the outbuilding.

12.8.5 PROPOSED REPLACEMENT OF PORTION OF PYLON SIGN – RESERVE 25307, GREY STREET, KALBARRI (ITEM 6.3.5)

Moved Cr SIMKIN, seconded Cr CARSON

That Council grant planning approval to the proposed replacement of a portion of the existing sign on Reserve 25307 Grey Street, Kalbarri subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated 19 December, 2012 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;
2. The Applicant is to submit a plan which includes the specific details of the proposed advertisement to the Chief Executive Officer for approval and the Chief Executive Officer being given delegated authority to approve the details of the sign;
3. If the development/use the subject of this approval is not substantially completed within a period of 2 years after the date of the determination the approval shall lapse and be of no further effect;
4. The approval is for one (1) sign to be mounted as a replacement of the advertisement for the Kalbarri River Queen on the existing pylon sign and shall be of the same dimensions as the existing sign;
5. The sign is to be maintained to the approval of the local government; and
6. The sign is to be securely fixed in position at all times; and
7. Should the operation – Kalbarri Wilderness Canoeing cease operations then they are responsible for the removal of the sign.

Advice Notes:

- a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.

- b) Should the applicant be aggrieved by the decision of the Council (in part or whole) a right of appeal exists to the State Administrative Tribunal within twenty eight (28) days from the date of the decision.

CARRIED 6/0

12.8.6	INFORMATION ITEM - PROPOSED SUBDIVISION GUIDE PLAN – LOTS 582 RED BLUFF ROAD & LOTS 830, 831 & 832 BRIDGEMAN ROAD, KALBARRI (ITEM 6.3.6)
--------	------------------------------------------------------------------------------------------------------------------------------------------

The Principal Planner provided Council with a summary of this development from its beginnings to the current status and provided time lines of events and processes that have occurred.

12.8.7	PROPOSED HOLIDAY CRAFT ACTIVITY – RESERVE 25307 GREY STREET, KALBARRI (ITEM 6.3.7)
--------	------------------------------------------------------------------------------------

Moved Cr STOCK-STANDEN, seconded Cr CARSON,

That Council:

1. Grant Planning Approval for an experiential use (art and craft activity) located near Sally's Tree on Reserve 25307 Grey Street, Kalbarri subject to the following conditions:
 - (a) This approval is only valid from Monday 7th January, 2013 until Friday 25th January, 2013 from 9.00am to 3.00pm each day;
 - (b) The transportable gazebo proposed to be used by the Applicant is to be removed from the Reserve at the end of the activity each day;
 - (c) Development shall be in accordance with the attached approved plan(s) dated 19 December, 2012 and subject to any modifications required as a consequence of any condition(s) of this approval. Any intended departure from the approved plans must be the subject of a fresh planning approval issued by the local government;
 - (d) No signs are to be erected on Reserve 25307 without the local government's approval; and
 - (e) The activity is not to involve the retail sale of goods of any nature.
2. Waive the planning application fee of \$100.

CARRIED 6/0

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 19 December 2012**

**12.8.8 SUMMARY OF PLANNING ITEMS UNDERTAKEN BY DELEGATION
(ITEM 6.3.8)**

Noted

**12.8.9 IN-PRINCIPLE SUPPORT – TRANSPORT DEPOT – LOT 6888 NORMANS
WELL ROAD, NORTHAMPTON (ITEM 6.3.9)**

Moved Cr STOCK-STANDEN, seconded Cr CARSON

That Council:

1. Provide their “In-principle” support to the relocation of the “Transport Depot” at Lot 226 (No. 89) Onslow Street, Northampton to Lot 6888 Normans Well Road, Bowes once it can be demonstrated that the Applicant/Owner is able to secure the successful rezoning of the subject property from “General Rural” to “Special Use – Transport Depot”;
2. Advise the Applicant/Owner that they will need to engage a suitably qualified Town Planning Consultant to prepare Scheme Amendment documentation; and
3. Advise the Applicant/Owner to liaise with the Department of Planning / Western Australian Planning Commission to obtain their support for the subject rezoning.

CARRIED 6/0

12.9 FINANCE REPORT

12.9.1 ACCOUNTS FOR PAYMENT (ITEM 6.4.1)

Moved Cr CARSON, seconded Cr STOCK-STANDEN

That Municipal Fund Cheques 19516-19558 to inclusive, totalling \$109,054.84, Municipal EFT payments numbered EFT10615 to EFT10728 inclusive totalling \$660,217.74, Direct Debit payments GJ05-11 to GJ05-16 totalling \$3,615.60, Trust Fund Cheques 1883-1886 inclusive, totalling \$2,459.30, be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 19 December 2012**

12.9.2 MONTHLY FINANCIAL STATEMENTS (ITEM 6.4.2)

Moved Cr BOOTH, seconded Cr SIMKIN

That Council adopts the Monthly Financial Report for the period ending 30 November 2012 and notes any material variances greater than \$5,000.

CARRIED 6/0

12.10 ADMINISTRATION & CORPORATE REPORT

12.10.1 APPOINTMENT OF DEPUTY CEO (ITEM 6.5.1)

Moved Cr CRIPPS, seconded Cr CARSON

That Council endorses the actions of the CEO in appointing Grant Middleton to the position of Deputy Chief Executive Officer.

CARRIED 6/0

12.10.2 AUTHORISED OFFICER – DOG ACT & LOCAL LAWS (ITEM 6.5.2)

Moved Cr BOOTH, seconded Cr SIMKIN

That Grant Middleton be duly appointed as authorised officer to exercise powers pursuant to the following:

1. Dog Act 1976
2. Bush Fires Act – Bush Fire Control Officer
2. Local Laws Relating to:

Reserves & Foreshores, Removal & Disposal of Obstructing Vehicles,
Safety & Decency, Convenience and Comfort of persons in respect
of bathing.

The previous appointment of Jameon Criddle be cancelled.

CARRIED 6/0

SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Council Chambers, Hampton Road,
Northampton on the 19 December 2012**

12.10.3 2013 COUNCIL MEETING DATES (ITEM 6.5.3)

Moved Cr SIMKIN, seconded Cr CARSON

That Council:

1. That Council holds their ordinary meetings on the following dates:

No meeting January	July 19 th
February 22 nd	August 16 th
March 22 nd	September 20 th
April 19 th	October 18 th
May 17 th	November 15 th
June 21 st	December 18 th

2. That all meetings commence at 1.00pm.
3. That the February, June and October meetings be held at the Allen Centre in Kalbarri with all other meetings to be held at the Northampton Council Chambers.

CARRIED 6/0

12.10.4 ANNUAL ELECTORS MEETING (ITEM 6.5.4)

Moved Cr SIMKIN, seconded Cr CARSON

That the Annual Electors meeting be held Wednesday 2nd February 2012 commencing at 7.00pm at the Northampton Council Chambers.

CARRIED 6/0

12.10.5 TENDER – NORTHAMPTON LIGHT INDUSTRIAL AREA (ITEM 6.5.5)

Moved Cr CARSON, seconded Cr CRIPPS

That Council accept the tender from Geographe Excavation and Underground Power of \$228,809 for the installation of electricity, water and telecommunication services at the Northampton Light Industrial development

CARRIED 6/0

12.10.6 PROPOSED UNITS – NORTHAMPTON LIGHT INDUSTRIAL AREA (ITEM 6.5.6)

Moved Cr SIMKIN, seconded Cr CRIPPS

That Council endorses the draft design and lot layout for the proposed Northampton Light Industrial Units as presented.

CARRIED 6/0

AFTERNOON TEA ADJOURNMENT

Council adjourned for afternoon tea at 3.01pm and reconvened at 3.15pm with the following in attendance:

Cr Wilson, Cr Stock Standen, Cr Booth, Cr Simkin, Cr Carson, Cr Cripps, the Chief Executive Officer, Garry Keeffe.

12.10.7 PROPOSED SHELTERS, TABLES & BENCH SEAT SETTINGS – KALBARRI SHOPPING CENTRE (ITEM 6.5.7)

Moved Cr STOCK-STANDEN, seconded Cr SIMKIN

That Council acknowledge the efforts of the Kalbarri Development Association in attempting to improve the aesthetics of the Kalbarri shopping centre precinct however advise that as a result of the community consultation that the installation of shelters was not supported and if the KDA wish to progress with the installation of tables with bench seat settings and promotional signage as proposed on Council controlled land within this area then Council has no objection to such improvements subject to the correct planning approvals for the signage being obtained.

CARRIED 6/0

12.10.8 PLAYGROUND EQUIPMENT – LIONS PARK (ITEM 6.5.8)

CEO advised that as a result of inquiries from the Northampton Child Care Centre (refer Item 6.5.10) that Lotterywest had indicated that the Lions Club should lodge a funding application to Lotterywest for the replacement of playground equipment at the Lions Park and therefore this item be deferred for further consideration until the outcome of that application is known.

12.10.9 LEASE – HORROCKS RECREATION/GOLF AREA (ITEM 6.5.9)

Moved Cr BOOTH, seconded Cr CARSON

That Council approve the entering into a lease for a term of 21 years with the Horrocks Community Centre Inc on Crown Reserves 2915, 48817 and Council Lot 9501 Horrocks, and the lease area be as per the revised lease plan as presented which includes an area north of the Little Bay Road.

CARRIED 6/0

**12.10.10 CHANGE OF BUDGET PURPOSE TO PROVIDE FINANCIAL ASSISTANCE
(ITEM 6.5.10)**

Moved Cr CARSON, seconded Cr CRIPPS

1. That Council offer a grant of \$12,000 to the Northampton Child Care Centre to assist in their operations with the grant to be paid in full by the 31 December 2013.
2. If the grant is accepted then Council utilise the current budget provision for upgrades to the Northampton Child Care Centre of \$5,700 and declare the balance of \$6,300 as authorised expenditure.

CARRIED 6/0 BY AN ABSOLUTE MAJORITY

**12.10.11 NORTHAMPTON/AJANA RAILWAY CENTENARY CELEBRATIONS (ITEM
6.5.11)**

Noted

12.10.12 RESERVE 51228 – RIGHT OF WAY, NORTHAMPTON (ITEM 6.5.12)

The CEO Mr Garry Keeffe declared and interest in the following item as he owns property within the Rake Place subdivision and may incur a financial gain or loss from the Council decision. The CEO remained in the meeting.

Moved Cr STOCK-STANDEN, seconded Cr SIMKIN

That Council advise the Department of Regional Development and Lands that it has no comments to make and supports the issuing of a Management Order over Reserve 51228 drawn in favour of the Shire of Northampton for the purpose of a Right of Way.

CARRIED 6/0

12.11 PRESIDENTS REPORT

Cr Wilson reported on his attendance to the following:

- Northampton 150th Anniversary Community meeting where further planning for an event and monument was discussed.
- WALGA Northern Zone meeting where the two recommendations by the Northampton Shire Council were accepted by the Zone.
- On invitation from the CEO attended the interviews of two applicants for the position of Deputy CEO.
- Annual end of year Christmas function for staff and Councillors.
- Performed a citizenship ceremony for Fleur Newcombe.

- Iron Ore Alliance Christmas Function, considers that the iron ore industry is still solid within the Mid West.
- With the CEO and Cr's Simkin and Cripps, inspected the Morawa Industrial Units.
- Attended a forum on potential water usage for agriculture at the Department of Food and Agriculture in Geraldton.

12.12 COUNCILLORS REPORT

12.12.1 CR CRIPPS

Since the last Council meeting Cr Cripps reported on his attendance to:

- Inspected the Morawa Industrial Units.
- Annual end of year Christmas function for staff and Councillors.

12.12.2 CR SIMKIN

Since the last Council meeting Cr Simkin reported on his attendance to:

- WALGA Northern Zone meeting where the two recommendations by the Northampton Shire Council were accepted by the Zone.
- Inspected the Morawa Industrial Units.
- Annual end of year Christmas function for staff and Councillors.

12.12.2 CR BOOTH

Since the last Council meeting Cr Booth reported on her attendance to:

- On an invitation, attended a Kalbarri Sport and Recreation Club meeting in regards to their future plans for the relocation of the tennis and netball/basketball courts.
- Kalbarri Visitor Centre Meetings.
- Kalbarri Foreshore Parkland Community Committee meeting.

12.12.2 CR CARSON

Since the last Council meeting Cr Carson reported on his attendance to:

- Attended a forum on potential water usage for agriculture at the Department of Food and Agriculture on Geraldton. A major component of the meeting was related to salinity and the distance for when water will rise to the surface. Unfortunately did not relate to potential water supplies.
- Annual end of year Christmas function for staff and Councillors.

12.12.2 CR STOCK-STANDEN

Since the last Council meeting Cr Stock-Standen reported on her attendance to:

- Northampton 150th Anniversary Community meeting. Committee is planning for one major event to be held on the Sunday of the March 2014 long weekend. Event will be a concert with high profile artists, local artists, food vans etc.

Committee also considered a proposal of a clock tower in the centre of Northampton which will be sculptured with items on how Northampton has progressed through time.

With other community groups and clubs also planning their own events the Committee through the Northampton Shire office will maintain a community calendar of events.

12.13 INFORMATION BULLETIN

Noted.

12.14 NEW ITEMS OF BUSINESS

No new items of business were raised.

12.15 NEXT MEETING OF COUNCIL

The next Ordinary Meeting of Council will be held at the Allen Centre Meeting Room, Grey Street, Kalbarri on Friday the 22nd February 2013.

12.16 CLOSURE

There being no further business, the President wished all Councillors and their families a Merry Christmas and a happy and prosperous New Year and declared the meeting closed at 4.25pm.

SHIRE OF NORTHAMPTON

**Minutes of a Special Meeting of Council held at the Northampton Council Chambers,
Northampton, on Thursday 31st January 2013 for the purpose of appointment of two
Councillors and the Election of a Deputy President**

1. OPEN

The President thanked all members present for their attendance, welcomed all Councillors and declared the meeting open at 5.05pm.

2. PRESENT

Cr G Wilson	Shire President	Northampton Ward
Cr B Cripps		Northampton Ward
Cr C Simkin		Northampton Ward
Cr T Carson		Northampton Ward
Cr S Stock Standen		Northampton Ward
Cr J Booth		Kalbarri Ward
Cr P Gliddon		Kalbarri Ward
Cr (appoint) D Pike		Kalbarri Ward
Cr (appoint) M Scott		
Mr G L Keeffe	Chief Executive Officer	
Mr G Middleton	Deputy Chief Executive Officer	

3. APOLOGIES

Nil

4. LEAVE OF ABSENCE

Nil

5. QUESTION TIME

There were no members of the public present therefore no questions were asked of Council.

6. APPOINTMENT & SWEARING IN OF COUNCILLORS

Moved Cr BOOTH, seconded Cr GLIDDON

That Council appoint Desmond Pike and Malcolm Scott as elected members for the Kalbarri Ward of the Shire of Northampton.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

Councillors' Pike and Scott each in turn took the Oath of Allegiance/Affirmation of Allegiance, read and signed the declaration to the Office of Councillor.

Cr Wilson thanked the two new Councillors in accepting the invitation from Council to be appointed as elected members due to no nominations received in the recent extraordinary election.

President.....

Date 22 February 2013

SHIRE OF NORTHAMPTON

**Minutes of a Special Meeting of Council held at the Northampton Council Chambers,
Northampton, on Thursday 31st January 2013 for the purpose of appointment of two
Councillors and the Election of a Deputy President**

7. ELECTION OF DEPUTY SHIRE PRESIDENT

Cr G Wilson called for nominations for the position of Deputy Shire President.

One nomination was received nominating Cr B Cripps for Deputy Shire President. There being no further nominations Cr Cripps was elected to the position of Deputy Shire President with the term to end in October 2015.

Cr Cripps read aloud and signed the declaration to the Office of Deputy Shire President.

Cr Cripps also thanked Councillors for showing the trust and support in him in taking the role as Deputy President.

8. CLOSURE

There being no further business for discussion, the President thanked those members present for their attendance and declared the meeting closed at 5.16pm

President.....

Date 22 February 2013



SHIRE OF NORTHAMPTON

**Minutes of Annual Electors Meeting held at the Northampton Council Chamber,
Hampton Road, Northampton 6th February 2013**

1. OPENING

The President thanked all members present for their attendance and declared the meeting open at 5.05pm.

2. PRESENT

Cr G Wilson	President	Northampton Ward
Cr B Cripps	Deputy President	Northampton Ward
Cr S Stock-Standen		Northampton Ward
Cr C Simkin		Northampton Ward
Mr Garry Keefe	Chief Executive Officer	

Electors:

Robyn Simkin

3. APOLOGIES

Cr T Carson	Northampton Ward
Cr J Booth	Kalbarri Ward
Cr P Gliddon	Kalbarri Ward
Cr M Scott	Kalbarri Ward
Cr D Pike	Kalbarri Ward

4. CONFIRMATION OF PREVIOUS MINUTES – 18th MAY 2012

Moved Cr SIMKIN, seconded Cr B CRIPPS

That the minutes of the Annual Electors Meeting held on the 18th May 2012 be confirmed as true and correct record.

CARRIED

5. BUSINESS ARISING FROM MINUTES

Nil.

6. RECEIVAL OF ANNUAL REPORT FOR 2011/2012

Moved Cr STOCK-STANDEN, seconded Cr WILSON

That the Annual Report, including the President's Report, Chief Executive Officer's Report, Annual Financial Statements and Audit Report for the year ended 30th June 2012, be received.

CARRIED



SHIRE OF NORTHAMPTON

**Minutes of Annual Electors Meeting held at the Northampton Council Chamber,
Hampton Road, Northampton 6th February 2013**

7. GENERAL BUSINESS

No general business items were raised.

8. CLOSURE

There being no further business, the President thanked all present for their attendance and declared the meeting closed at 5.07pm.

AGENDA
AUDIT COMMITTEE MEETING
TO BE HELD ON THE 22nd FEBRUARY 2013 AT THE
ALLEN CENTRE MEETING ROOM, GREY ST, KALBARRI COMMENCING AT
11.30AM

1. OPENING

2. PRESENT

3. RECEIVAL OF MINUTES

A copy of the minutes from the Committee Meeting held on the 19th December 2012 are attached.

4. 4.1 REVIEW OF 2012 COMPLIANCE AUDIT RETURN

Discuss the 2012 Local Government Compliance Audit

4.2 AUDIT SERVICES APPOINTMENT

Discuss the appointment of Councils audit partner.

5. CLOSURE

GRANT MIDDLETON
DEPUTY CHIEF EXECUTIVE OFFICER
SHIRE OF NORTHAMPTON
15th FEBRUARY 2013

AC4.1 ANNUAL COMPLIANCE AUDIT RETURN

FILE REFERENCE:	1.1.3
CORRESPONDENT:	Department of Local Government
DATE OF REPORT:	12 February 2013
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. 2012 Compliance Audit Report

SUMMARY:

Audit Committee to undertake review of Annual Compliance Audit Return (CAR) and report any matters to Council.

BACKGROUND:

Each local government is required to carry out a compliance audit in relation to the period 1 January 2012 to 31 December 2012 against the requirements set out in the 2012 CAR.

It is the responsibility of the Council Audit Committee to review the CAR and report the results of that review to the Council prior to adoption by Council and then submission to the Department.

COMMENT:

The complete CAR is attached and through the year there were no non compliance matters that occurred.

STATUTORY IMPLICATIONS:

State: Local Government Act 1995 – Regulation 14 Local Government (Audit) Regulations 1996

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION

That the Shire of Northampton Audit Committee reviews the Compliance Audit Return and make recommendation to Council that the Compliance Audit Return be formally received.

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

Northampton - Compliance Audit Return 2012

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2012.	N/A		Garry Keeffe
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2012.	N/A		Garry Keeffe
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2012.	N/A		Garry Keeffe
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2012.	N/A		Garry Keeffe
5	s3.59(5)	Did the Council, during 2012, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Garry Keeffe

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Garry Keeffe
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Garry Keeffe
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Garry Keeffe
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Garry Keeffe
5	s5.18	Has Council reviewed delegations to its committees in the 2011/2012 financial year.	Yes		Garry Keeffe
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Garry Keeffe
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Garry Keeffe
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Garry Keeffe
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Garry Keeffe
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Garry Keeffe
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Garry Keeffe
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2011/2012 financial year.	Yes		Garry Keeffe
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Garry Keeffe

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Garry Keeffe
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Garry Keeffe

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Garry Keeffe
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Garry Keeffe
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	N/A		Garry Keeffe
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2012.	Yes		Garry Keeffe
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2012.	Yes		Garry Keeffe
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Garry Keeffe
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Garry Keeffe
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Garry Keeffe
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Garry Keeffe
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Garry Keeffe
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Garry Keeffe
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Garry Keeffe

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Garry Keeffe
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Garry Keeffe

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Garry Keeffe
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Garry Keeffe

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes	None received therefore none recorded	Garry Keeffe

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Garry Keeffe
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Garry Keeffe
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Garry Keeffe
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Garry Keeffe
5	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Garry Keeffe

4 of 8

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2012 received by the local government within 30 days of completion of the audit.	No	Was delayed by auditor	Garry Keefe
7	s7.9(1)	Was the Auditor's report for 2011/2012 received by the local government by 31 December 2012.	Yes		Garry Keefe
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	Yes	currently being undertaken	Garry Keefe
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes		Garry Keefe
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	No	currently being dealt with	Garry Keefe
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Garry Keefe
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Garry Keefe
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Garry Keefe
14	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Garry Keefe
15	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Garry Keefe

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Garry Keeffe
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Garry Keeffe
3	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Garry Keeffe
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Garry Keeffe
5	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Garry Keeffe

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	CEO is the complaints officer	Garry Keeffe
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Garry Keeffe
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	N/A	None Received	Garry Keeffe
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	N/A	None Received	Garry Keeffe
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	N/A	None Received	Garry Keeffe
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	N/A	None Received	Garry Keeffe

6 of 8

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Garry Keeffe
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Garry Keeffe
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Garry Keeffe
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Garry Keeffe
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Garry Keeffe
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Garry Keeffe
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Garry Keeffe
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Garry Keeffe
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Garry Keeffe
10	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Garry Keeffe
11	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Garry Keeffe

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
12	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Garry Keeffe
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Garry Keeffe
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	Yes		Garry Keeffe
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes		Garry Keeffe

AC4.2 AUDIT SERVICES APPOINTMENT

FILE REFERENCE:	1.1.1
DATE OF REPORT:	11 February 2013
REPORTING OFFICER:	Grant Middleton/Garry Keeffe
APPENDICES:	Audit Services Appointment

BACKGROUND:

The contract for the provision of audit services provided by UHY Haines Norton Chartered Accountants expired on the completion of the 2011/2012 annual report process.

COMMENT:

UHY Haines Norton has provided audit services for a number of years and the most recent contract was for a three year period. Whilst the previous contract was awarded under tender conditions Council has the ability to engage the provision of audit services under the WALGA preferred supplier panel procurement process. The audit panel includes the following providers: AMD, Deloitte, Grant Thornton, Macri Partners, Paxon Group, PWC (Price Waterhouse Coopers) and UHY Haines Norton Chartered Accountants.

UHY Haines Norton are leaders in the provision of audit services to local government and provide support and training in relation to best practice and legislation changes. Whilst there are some merits in an organisation changing its audit partner there are no accounting or other legislative requirements that will inhibit Council from appointing UHY Haines Norton for a further term. Additionally there are numerous benefits from Council appointing a provider that has extensive knowledge of the industry and localised knowledge of the Shires accounts and operational activities.

STATUTORY IMPLICATIONS:

Local Government Act 1995 Section 7.3

Section 7.3 requires the audit committee to appoint the audit firm.

7.3. Appointment of auditors

(1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.

** Absolute majority required.*

(2) The local government may appoint one or more persons as its auditor.

(3) The local government's auditor is to be a person who is —

(a) a registered company auditor; or

(b) an approved auditor.

[Section 7.3 amended by No. 49 of 2004 s. 6.]

FINANCIAL & BUDGET IMPLICATIONS:

The 2012/2013 Budget includes a provision totalling \$18,500 for the Interim and Annual Audit process.

UHY Haines Norton have quoted the following amounts for the provision of audit services.

2012/2013	\$17,000
2013/2014	\$18,050
2014/2015	\$19,100

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION – ITEM 6.4.3

That Council in accordance with section 7.3 of the Local Government Act 1995 appoint UHY Haines Norton as the Shires audit partner for a period of 3 years commencing in the 2012/2013 financial year and concluding with the finalisation of the audit process in 2014/2015.



SHIRE OF NORTHAMPTON
AUDIT COMMITTEE – 22 FEBRUARY 2013

President.....

Date 22 MARCH 2013

WORKS & ENGINEERING REPORT CONTENTS

6.1.1	INFORMATION ITEMS MAINTENANCE /CONSTRUCTION WORKS PROGRAM	2
-------	--------------------------------------------------------------	---

6.1.1	INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM	
	REPORTING OFFICER:	Neil Broadhurst - MWTS
	DATE OF REPORT:	14th February 2013
	APPENDICES:	1. Works Program

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 North, Rob, Yerina Springs, Swamps and Yallarbarra Roads.
- Verge works in preparation for gravel sheeting and general drainage improvements carried out on Isachar Back (2 locations) and Rob Roads.

Maintenance Items

- Northampton and Kalbarri – verge spraying works.
- Verge mowing/mulching works carried out on Horrocks, Nabawa, Ajana to Kalbarri, Ogilvie East and Chilimony Roads.
- Preparation works to Lions Park for Australia Day celebrations.
- Northampton Tip gates installed and additional gate site added.
- Port Gregory water supply line – Various works over Christmas period.
- Reseal preparation works.
- Northampton and Kalbarri ovals fertilised.
- Binu Toilet repairs/modification.
- Various signage works.
- Kalbarri – Melaleuca pathway repairs.
- Kalbarri – Gantheaume Way – Stormwater grate repair.
- Foreshore and Peet Park – Tables and chairs installed.
- Reticulation repairs to electrical wiring etc – Capital Hill/Eco Flora area

Other Items

- Walker Street – Dual Use Pathway works complete – Budget item.
- Northampton – Bateman Street stormwater works – Budget item.
- Guide Park – BMX track complete, BBQ, chairs and bins installed.

Plant Items

- Northampton – Mitsubishi truck (P217) – Respray to truck roof (rust) and some panel repairs
- Northampton – Mitsubishi dual cab (P174) – Respray to truck roof (rust and damage) and some panel repairs.
- New trailer ordered for Kalbarri mower.
- Northampton – Grader (P203) – Warranty works undertaken within completion of warranty period.
- Tandem pig trailer – P218 – Brakes/Rocker bushes/Radius rod bushes.

Staff/Personnel Items

- Graham Patterson commenced (Northampton tip supervisor).

OFFICER RECOMMENDATION – ITEM 6.1.1

For Council information.

SHIRE OF NORTHAMPTON

WORKS CREW 12 MONTHLY PROGRAM AND PROGRESS REPORT (2012/2013)

(February 2013)

2012/2013 Budget Works	Status	Comments
<u>Regional Road Group Projects</u>		
Ajana - Kalbarri Road Reseal - NWCH West		Aggregate onsite Works commence 18th February
Horrocks Road Reseal works 2011/2012 (Stage 2)		Aggregate onsite Works commence 18th February
<u>Roads To Recovery</u>		
Kalbarri - Porter Street Reconstruct, Drain and Kerb		
Northampton - Forrest Street Reconstruct, Drain and Kerb	FUNDS TRANSFERRED	Funds to be reallocated to the completion of Bateman Street November 2012 general meeting
Northampton - Bateman Street Widen, Stormwater drainage and kerb	COMPLETE	Pending minor works and Telstra repair works
<u>Black Spot Funding</u>		
Kalbarri - Grey Street Engineering costs		
<u>Royalties for Regions Funding</u>		
Ogilvie East Road - Stage 1 Construct and Seal - Balance of 2011/2012 funding	COMPLETE	Pending installation of road furniture Complete to primerseal stage
Ogilvie East Road - Stage 2 Construct and Seal	COMPLETE	Pending installation of road furniture Complete to primerseal stage
Cont.		

2012/2013 Budget Works	Status	Comments
<u>Regional Development</u>		
Northampton Northampton Light Industrial Area - 5 Lots	COMMENCED	Construction drawings received Box out complete, Service/s installation awarded
<u>Recreational Boating Facility Fund</u> Kalbarri Northern Boatramp Car park area		Design received, quotes for materials being sort.
<u>MUNICIPAL FUND CONSTRUCTION</u>		
<u>2011/2012 Carry Over Works</u>		
Northampton - Hampton Gardens Car Park Reseal car park		Aggregate onsite Works commence 18th February
Northampton - Forrest Street Reseal 2010/2011 works	WORKS DEFERRED	Relist for consideration 2013/2014 November 2012 general meeting
Kalbarri - Hotel Car Park Complete reseal	WORKS DEFERRED	Relist for consideration 2013/2014 November 2012 general meeting
Kalbarri - Boat Hire Carpark Complete reseal and assoc works	WORKS DEFERRED	Relist for consideration 2013/2014 November 2012 general meeting
Kalbarri - Hackney Street Complete reseal	WORKS DEFERRED	Relist for consideration 2013/2014 November 2012 general meeting
Kalbarri - CBD Car park Seal gravel car park		
Kalbarri - Clotworthy Street Drainage installation at Smith Street	COMPLETED	
Rural - Binnu West Road Reseal 2010/2011 pavement repairs		Aggregate onsite Works commence 18th February
Rural - Yallabartharra Road Construct and seal water crossing	COMPLETED	
Cont.		

2012/2013 Budget Works	Status	Comments
<u>New Works (2012/2013 Budget)</u>		
<u>Kalbarri</u>		
Penn Street Reseal plus replace kerb	COMMENCED	Kerbing component complete
Walker Street - Maggee to Maggee Reseal	WORKS DEFERRED	Relist for consideration 2013/2014 November 2012 general meeting
<u>Horrocks</u>		
Stokes and Horan Street Reseal		Aggregate onsite Works commence 18th February
<u>Rural</u>		
Ogilvie West Road Realign bend, install culvert, gravel sheeting	WORKS DEFERRED	Relist for consideration 2013/2014 November 2012 general meeting
<u>MUNICIPAL FOOTPATHS</u>		
<u>Kalbarri Townsite</u>		
Kalbarri - Walker Street Hackney Street to Porter Street	COMPLETED	
Kalbarri - Malaluca trail Repairs to existing		Ongoing
Cont.		

2011/2012 Budget Works	Status	Comments
<u>OTHER WORKS - SPECIFIC / MAINTENANCE</u>		
Binnu Waste Site New industrial hole - Sand covering etc.	COMPLETED	
<u>OTHER WORKS - GRAVEL SHEETING</u>		
<i>Priority works</i>		
Ogilvie West Road - Staged works for bus route Hatch Road - West of cross roads	COMPLETED	Stage 1 complete
Binnu Refuse Site - access road	COMPLETED	
<i>Other</i>		
Ogilvie West Road - Chilimony Road to Teakles corner Yerina Springs Road - 2 areas Harvey Road		
<u>OTHER WORKS - Foreshores/Parks/Gardens</u>		
Horrocks Foreshore Install upgraded reticulation system		Meeting undertaken onsite with contractor to price upgrade/improvements
<u>OTHER WORKS - Depots</u>		
Kalbarri Depot Replace doors and guttering	COMPLETED	
Cont.		

2011/2012 Budget Works	Status	Comments
<u>PLANT ITEMS - Major</u>		
Northampton - Town maintenance vehicle Send P202 To N/ton Tip, trade P120	COMPLETED	Ford Ranger recieved
Kalbarri - Zero turn mower Trade P138 Kubota F1900	COMPLETED	TORO 4820 arrived
<u>PLANT ITEMS - Minor/Other</u>		
Northampton - Motor operated compressor		
Kalbarri - New mower deck - P210		
Northampton - Aluminium grave surround		
Northampton - 3 inch water/trash pump - Diesel	COMPLETED	
Northampton - Fuel storage cabinet		
Northampton - 3 x UHF hand held radios	COMPLETED	

HEALTH AND BUILDING REPORT CONTENTS

6.2.1	BUILDING STATISTICS FOR THE MONTH OF DECEMBER 2012 AND JANUARY 2013	2
6.2.2	REFUSE COLLECTION CHARGES KALBARRI MARINA AND PORT GREGORY JETTY	2

6.2.1	INFORMATION ITEM: BUILDING STATISTICS
	DATE OF REPORT: 5 th February 2013 RESPONSIBLE OFFICER: Glenn Bangay – Principal EHO/Building Surveyor

1. BUILDING STATISTICS

Attached for Councils' information are the Building Statistics for December 2012 and January 2013.

OFFICER RECOMMENDATION – ITEM 6.2.1

For Council information.

6.2.2	REFUSE COLLECTION CHARGES KALBARRI MARINA AND PORT GREGORY JETTY
	LOCATION: Kalbarri Marina and Port Gregory Jetty FILE REFERENCE: 10.1.2 DATE OF REPORT: 5 th February 2013 RESPONSIBLE OFFICER: Glenn Bangay– Principal EHO/Building Surveyor

SUMMARY:

Council has been providing 3m³ commercial front lift bulk bins at the Kalbarri Marina and at the Port Gregory Jetty for the use of the local fisherman to dispose of their refuse from fishing or crayfishing.

During a review of Councils waste removal contract and various fees and charges it was noted that the Department of Transport were not being billed for this service.

The department of Transport was contacted and they have agreed to pay for the cost of servicing these commercial bulk bins and for the weighbridge fees associated with the refuse in these bins.

STATUTORY IMPLICATIONS:

Nil.

COMMENT:

Following discussions with the Department of Transport, the fees are proposed to be:

- Collection fee by contractor \$17.26/m³ = \$51.78/bin
- Weighbridge fees \$58.64/tonne = \$23.22/bin (Est. average)
- Total per collection = \$75.00

Note! Figures do not include GST.

The fees will be backdated to the 1st January 2013.

VOTING REQUIREMENTS:

Absolute majority required: No

CONCLUSION:

These commercial bins are provided mainly for the use of the local fisherman at the two marine facilities that are controlled by the Department of Transport. The fishermen are charged the appropriate fees according to their usage of the facilities at the two marina precincts. It is fair and reasonable to expect that the Department should be required to pay for the collection and disposal of the refuse that is generated predominantly by the fishing industry. The total expected fees for the year from 1st January to the 30th June will be \$7,800.00 plus any extra services that are requested.

OFFICER RECOMMENDATION – ITEM 6.2.2

For Council information.

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - DECEMBER 2012

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Materials	Area m2	Value	Fees
						1. Floor 2. Wall 3. Roof			1. App Fee 2. BCITF 3. BRB 4. Other
13.12.2012	1090	D Gould PO Box 414 NORTHAMPTON	G & J Hutchinson Volute St GERALDTON	Lot 2531 Olivier Road NORTHAMPTON	Swimming Pool	1. F/Glass 2. F/Glass 3. N/A	N/A	\$28,000	1. 90.00 2. 0.00 3. 40.50 4. 0.00

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - JANUARY 2013

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Materials	Area m2	Value	Fees
						1. Floor 2. Wall 3. Roof			1. App Fee 2. BCITF 3. BRB 4. Other
25.1.2013	13001	J & K Turner 180 Hampton Road NORTHAMPTON	Spencer Steel 39 Waterfront Circle DRUMMONDS COVE	Lot 126 Hampton Road NORTHAMPTON	Patio	1. Concrete 2. N/A 3. C/Bond	48	\$6,850	1. 90.00 2. 0.00 3. 40.50 4. 0.00
25.1.2013	13002	G Marshall PO Box 369 KALBARRI WA	O/B 1497/12	Lot 60 Tern Way KALBARRI WA	Patio	1. Timber 2. C/Bond 3. C/Bond	75	\$35,000	1. 112.00 2. 70.00 3. 40.50 4. 0.00
29.1.2013	13003	W & J Boys 68 Mitchell St HORROCKS WA	L Nairn PO Box 261 KALBARRI WA	Lot 59 Mitchell St HORROCKS WA	Additions	1. Concrete 2. H/Plank 3. Zinc	28	\$80,000	1. 256.00 2. 160.00 3. 72.00 4. 0.00

TOWN PLANNING CONTENTS

6.3.1	INFORMATION ITEM – ‘A’ FRAME / FREESTANDING SIGNS, KALBARRI.....	2
6.3.2	KALBARRI PLANNING SCHEME REVIEW– APPOINTMENT OF CONSULTANT TEAM.....	6
6.3.3	DRAFT LOCAL PLANNING POLICY – CARAVANS FOR TEMPORARY ACCOMMODATION WHILST BUILDING A RESIDENCE.....	16
6.3.4	DEVELOPMENT ASSESSMENT PANELS	27
6.3.5	DISPLAY SHED & WORKSHOP – RESERVE NO 44264 GWALLA STREET, NORTHAMPTON.....	34
6.3.6	SINGLE CARPORT - LOT 215 (NO. 31) STOKES STREET, HORROCKS.....	39
6.3.7	SUMMARY OF PLANNING INFORMATION ITEMS.....	48

6.3.1 INFORMATION ITEM – ‘A’ FRAME / FREESTANDING SIGNS, KALBARRI

LOCATION:	Kalbarri Townsite
FILE REFERENCE:	10.6.6
DATE OF REPORT:	1 February 2013
REPORTING OFFICER:	Hayley Williams – Principal Planner

AUTHORITY / DISCRETION:

Legislative *when Council makes and reviews the legislation it requires performing its function as Local Government. For example, adopting local laws, town planning schemes & policies.*

SUMMARY:

It has been brought to the attention of Shire Officer’s that an increasing number of “A-Frame” (freestanding signs) are being placed in Council controlled thoroughfares and reserves. Of particular concern are signs being placed along the foreshore reserve and at road intersections. The Chief Executive Officer has directed the Shire’s Ranger to apply the *Local Planning Policy – Signage* to the offending signs and require the removal of these signs immediately. As part of this process Shire Staff have received a number of complaints from business owners. This report is to provide information to Councillors should they have similar complaints arise from the community.

BACKGROUND:

It has been brought to the Northampton Shire Council's attention that there is an increasing proliferation of "A" frame (freestanding) signs being placed within Shire controlled verges and reserves in the Kalbarri Townsite.

Therefore a letter has been given to certain businesses to remind them of the Northampton Shire Council's planning position on the matter of "A" frame (freestanding) signs.

Council adopted a Local Planning Policy in March 2006 which has been continually acted upon for the last 7 years in guiding Council's decision making on the matter of signage. The Policy is clear in stating that "Freestanding Signs" are not to be erected in any position other than immediately adjacent to the building or the business to which the sign relates. Furthermore, the sign needs to be removed at the close of business each day (refer extract of policy below).

11.2 Freestanding Signs**11.2.1 Freestanding signs shall:**

- (a) not exceed 1 m in height;
- (b) not exceed an area of 1 m² on any side;
- (c) not be erected in any position other than immediately adjacent to the building or the business to which the sign relates; and
- (d) be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading.

Furthermore, Clause 10 of the same Policy states that no advertising sign shall be permitted on thoroughfares/reserves under the care and control of the Council unless approval has been granted and this approval is subject to a range of factors listed in Clause 10.2.

10.1 Unless otherwise permitted in this Policy, no advertising sign or hoarding shall be permitted on thoroughfares/reserves under the care and control of the Council, unless approval is granted from the Shire.

10.2 Notwithstanding Clause 10.1 above an advertising sign shall not, without the written approval of the Council, be erected or displayed:

- (a) on or adjacent to a footpath which results in the pedestrian access being less than 2m in width;
- (b) over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5m;
- (c) on or within 3m of a carriageway;
- (d) upon a dividing strip or traffic island;
- (e) so as to obstruct the passage, line of sight or create a hazard for vehicles or pedestrians;
- (f) on any landscaping feature on a thoroughfare/reserve, including street tree or furniture;
- (g) so as to significantly obstruct or impede all or part of a view of a river, the sea or other place or feature which in Council's opinion is of significance to the district; or
- (h) in any other place that, in the opinion of the Shire, adversely affects the local amenity.

It has become apparent that a large number of businesses are placing "Freestanding Signs" remote from their business, within Council controlled road reserves, intersections, even, foreshore reserves. This is of particular concern to Council given that it becomes a significant liability issue coupled by the fact it is adversely affecting the local amenity of Kalbarri.

The same policy also deals with the removal of illegal signs:

- 10.1.1 *Signs placed without Council approval on land under the control of Council are to be removed as soon as practicable. The removal of signs is intended to reduce visual impact caused by a proliferation of signs and reduces the danger of injury and potential liability.*
- 10.1.2 *Council authorises the CEO to take action in accordance with this Policy to remove signs that are found to be placed without Council approval. This action is to be taken as early as practicable. Sign control is to be coordinated through the CEO.*

Therefore in accordance with this Local Planning Policy certain business have been requested to remove these signs where a sign is considered to be remote from their business and/or has been placed on a Council controlled thoroughfare, such as at a street intersection or foreshore reserve.

COMMUNITY CONSULTATION & GOVERNMENT CONSULTATION:

Consultation with the community was undertaken during the adoption of the Local Planning Policy. Ongoing consultation has occurred with business owners during the last 7 years to advise them on the content of the Local Planning Policy.

FINANCIAL & BUDGET IMPLICATIONS:

Nil.

STATUTORY IMPLICATIONS:

State: Planning and Development Act 2005

Local: Shire of Northampton Town Planning Scheme No. 9 – Kalbarri Townsite

The Local Planning Policy has been adopted under Clause 8.9 contained within the *Shire of Northampton Town Planning Scheme No. 9 – Kalbarri Townsite*.

POLICY IMPLICATIONS:

Local: Shire of Northampton Local Planning Policy – Signage.

Extracts from the Signage Local Planning Policy have been included in the Background section of this report. A full copy of the Local Planning Policy is available to Councillors and is accessible via the Shire of Northampton website for the community.

COMMENT:

It is considered that the content of the Local Planning Policy is still relevant as it protects Council's public liability interests as well as addresses the issue of signs impacting upon the amenity of a town.

VOTING REQUIREMENT:

Absolute Majority Required: No.

OFFICER RECOMMENDATION – ITEM 6.3.1

For Council information

6.3.2 KALBARRI PLANNING SCHEME REVIEW– APPOINTMENT OF CONSULTANT TEAM

LOCATION:	Gazetted Kalbarri Townsite
FILE:	10.6.16
DATE:	29 January 2013
REPORTING OFFICER:	Hayley Williams
CONFLICT OF INTEREST:	Larry Smith Planning undertaking planning work for Principal Planner’s father – Shire of Denmark
APPENDIX:	1. Comparison Matrix for Larry Smith Planning, Urbis & Greg Rowe and Associates.

SUMMARY

The Shire is proposing to undertake a review of the Planning Scheme for the gazetted Kalbarri Townsite. An assessment of three (3) submissions has been undertaken and it is recommended that Council formally appoint Larry Smith Planning to undertake the review.

BACKGROUND:

Council is a recipient of a grant for \$44,000.00 for the Kalbarri Planning Scheme Review. In order to progress this grant the Shire requested three quotes in accordance with Council Policy 2.3 from the following consultants:

- Larry Smith Planning;
- Urbis;
- The Planning Group; and
- Greg Rowe and Associates.

At the end of the closing date, the Shire received submissions from Larry Smith Planning, Urbis & Greg Rowe and Associates. A copy of all three (3) submissions will be tabled at the Council meeting or provided to Councillors on earlier request. A summary of these submissions is also provided for Council information (refer Appendix 1).

FINANCIAL IMPLICATION:

The Kalbarri Planning Strategy has been set a budget of \$44,000 inclusive of GST of which is being provided through a grant. There is also a need to allocate

approximately \$5,000.00 for the Department of Planning to undertake the mapping component during the 2013/2014 Budget.

COMMENT:

A number of criteria were used to assess both submissions. These are outlined below:

1. *Experience and qualifications*

The experience and qualifications of the consultants differs. The key personnel, who will be responsible for the day to day project management of the project is an important consideration.

Larry Smith has 40 years experience in the public and private sector, Urbis also has a number of key personnel with over 8 years experience, whilst Greg Rowe and Associates project manager has less than 5 years planning experience.

Listed below are some of the projects that Mr Smith has been directly responsible for:

- Shire of Bridgetown Greenbushes Local Planning Strategy;
- Christmas Island Local Planning Strategy;
- Shire of Busselton District Planning Scheme and Rural Strategy; and
- City of Stirling District Planning Scheme.

Urbis also displays a consultant team with a range of in-depth experience and qualifications, ranging from 8 years to 20 years (Director). Listed below are some of the projects that Urbis has been responsible for:

- Shire of Wyndham-East Kimberley Local Planning Scheme;
- Shire of Coorow Local Planning Scheme;
- Shire of Wiluna Local Planning Strategy and Scheme Review; and
- Leeman Greenhead Townsite Expansion Strategy.

Greg Rowe and Associates key personnel have less experience than the other consultant teams. Listed below are some of the projects that Greg Rowe and Associates have been responsible for:

- Town of Port Hedland Housing Capacity Study;
- Town of Kwinana Local Planning Strategy Review;

- Shire of Three Springs Local Planning Strategy and Scheme Review; and
- Shire of Mingenew Townsite Expansion Strategy.

2. *Proposed methodology and timetable*

The methodology and timetable proposed by Larry Smith Planning is comprehensive and includes the following components with a completion date in June 2014:

- Phase 1 – Briefing and Site Mapping
 - Briefing with Council Officers;
 - Briefing meeting with Department of Planning & EPA Officers (Perth & Geraldton); and
 - Site mapping
- Phase 2 – Preparation of Draft Scheme
 - Joint forum between Shire, Department of Planning and EPA officers and attended by Larry Smith Planning.
- Phase 3 – Preparation of Draft Scheme Maps
 - Undertaken in parallel with Phase 2.
- Phase 4 – Adoption of Draft Scheme
 - Scheme amended as result of forum and copy presented to Council for adoption to advertise.
 - Given forum in Phase 2, this should expedite consent to advertise processes within the WA Planning Commission and EPA.
- Phase 5 – Advertising and Assessment of Submissions
 - Press releases for advertising.
 - Community information day in Kalbarri.
 - Assessment and reporting to Council of submissions received with recommendations for any appropriate modifications arising from submissions.
- Phase 6 – Finalisation of Scheme
 - Following receipt of Ministers advice on the Schedule of Submissions and required modifications, phase 6 requires modification of the Scheme as directed and publication of the final scheme documents for adoption by Council and Minister.

The methodology and timetable proposed by Urbis is also comprehensive and includes the following components with a completion date in March 2014:

- Preparation of Draft Scheme
 - Preparation of draft scheme including 2-3 revisions.
 - Project inception meeting with Shire and Department of Planning.

- Adoption of Draft Scheme
 - Formal presentation of draft scheme to full Council, EPA and the WAPC ahead of advertising for public comment.
 - Consultant team can provide assistance, as required, for the matter to be presented to Council, the EPA and WAPC.
 - Prepare an updated Scheme Text prior to formal adoption referrals.

- Advertising and Assessment of Submissions
 - Assist in preparation of press releases.
 - Representative from consultant team to attend community information session in Kalbarri.
 - In consultation with Department of Planning and Shire, consultant team complete review of submissions received and prepare a submission report with recommendations.
 - Shire to compile digital copy of submissions.

- Finalisation of Scheme
 - Scheme text modified to meet requirements of Council and WA Planning Commission.
 - Significant modifications and points of difference that cannot be resolved at this stage will need to be further negotiated between Shire of Northampton and Urbis.

The methodology and timetable proposed by Greg Rowe & Associates is less comprehensive and includes the following components with a completion date in March 2014:

- Stage 1 - Preparation of Draft Scheme
 - Inception meeting with Shire of Northampton.
 - Initial meeting undertaken with WAPC following resolution to review (already undertaken by Shire);
 - Resolution referred to EPA for initial comment;
 - Meeting with Shire to discuss key findings and issues.
 - Preparation of draft scheme.

- Advertising of Draft Scheme
 - Draft Scheme submitted to Council for adoption.
 - Draft Scheme to be sent to WAPC for consent to advertise.
 - Consultant will prepare press release for advertising.

- Post Advertising Assessment of Submissions
 - Consultant will assist with the preparation of the submission report and schedule of submissions in conjunction with Shire of Northampton Principal Planner.
 - Submission report and table submitted to Council for final adoption.

- Final Scheme Documents
 - Finalisation of the Scheme Text and Maps incorporating any changes required by the Council and Minister for Planning for adoption.
 - Gazettal of Local Planning Scheme.

3. *Demonstrated success with other similar projects*

All consultants have demonstrated success with other similar projects, however, given that Larry Smith Planning has undertaken the Kalbarri Townsite Strategy it is considered that this direct experience is highly valuable to the Scheme Review.

4. *Demonstrated understanding of task and issues*

Whilst all consultant teams have demonstrated a high level of understanding of the statutory task of reviewing a Scheme, Larry Smith Planning has demonstrated the highest level of understanding in relation to the complex planning issues that stem from the Kalbarri Townsite Strategy.

5. *Cost and value for money*

Larry Smith Planning - \$44,000.00 inc GST;
Urbis - \$44,000.00 inc GST; and
Greg Rowe & Associates - \$41,800.00

It was stated that all quotes were dependent upon the mapping component of the Scheme Review being undertaken by the Department of Planning.

6. *Communication and presentation skills*

All consultant teams demonstrate excellent communication and presentation skills, however, in regard to punctuality and presentation of the submission on

the project brief it is noted that Larry Smith Planning and Urbis delivered their submissions ahead of time and also telephoned the Principal Planner to ascertain finer details of the project brief that was sent to them.

7. *Level of compliance with requirements of the brief's specifications, and conditions*

All consultants provide a moderate to high level of compliance with the requirements of the brief's specifications and conditions. All consultants hold public liability insurance.

8. *Key points of difference*

The key points of difference are highlighted by the comparison tables provided as **Appendix 1** to the planning report.

These key points of difference are summarised below:

- Greg Rowe and Associates have the potential for conflict of interest as they carry out other planning work for clients in the Shire of Northampton;
- Urbis have requested that the Shire of Northampton consider entering into an agreement whereby at the end of the scheme review process if there are irresolvable issues relating to the adoption of the Scheme by the WA Planning Commission that both parties reserve the right to dissolve their contract, which may potentially mean that the project is not followed through until its final adoption by the Minister;
- The number of trips to Kalbarri included within the quote differ between consultant teams. Whilst Greg Rowe and Associates has provided the cheaper quote of \$41,800.00 this does not include any provision for attendance at a community information session or other public consultation procedures. Both Larry Smith Planning and Urbis have factored in a number of trips to Kalbarri for consultation with the community and government officers.
- Large amount of scoping work, including a joint forum, to be undertaken by Larry Smith Planning at the outset of the project to assist with the formal adoption of the Draft Scheme by Council, the WA Planning Commission and the Environmental Protection Authority. The other consultants have not provided this level of support to the Shire in their methodology.
- Submissions lodged during advertising. Both Urbis and Greg Rowe and Associates have requested that there be input from the Shire of Northampton during this process. Whilst this is considered to be important there seems to be more onus on the Shire undertaking this

component of the brief. Urbis has stated that their quote is dependent upon the submissions being general in nature and less than 100 submissions in total, furthermore, that the Shire be responsible for compiling a digital copy of all the submissions. Considering that the Principal Planner is likely to be on maternity leave during this part of the Scheme Review process, it would be beneficial for Council to procure the services of a consultant that was less reliant on the Shire to undertake the bulk of work at this stage.

In regard to the above analysis, whilst all submissions adequately address the project methodology it is considered that Larry Smith planning demonstrates greater value for money and compliance with the project brief, for the following reasons:

- Extensive experience;
- Localised experience within Kalbarri and a demonstrated indepth knowledge of the key issues facing the implementation of the Kalbarri Townsite Strategy within the Scheme Review process;
- Joint forum with Government Agencies to scope project and key issues at the outset of the project;
- Community information day to be included in statutory public advertising;
- Assessment and reporting of submissions can be undertaken independently by consultant should Principal Planner be unable to undertake the compilation of submissions.

For the reasons above, it is recommended that Larry Smith Planning be appointed to undertake the Kalbarri Planning Scheme Review.

OFFICER RECOMMENDATION – ITEM 6.3.2

That Council appoint Larry Smith Planning to undertake the Kalbarri Planning Scheme Review for the sum of \$44,000.00 including GST in accordance with the documentation attached to Item 6.3.2 – Attachment A1, along with the specification that the statutory advertising period include consultants attendance at a community information session in Kalbarri.

APPENDIX 1 – COMPARISON MATRIX
EVALUATION CRITERIA – LARRY SMITH PLANNING

ITEM	WEIGHTING RATIO	UNWEIGHTED SCORE	WEIGHTED SCORE	COMMENTS
1. Experience and Qualifications.	1.25	10	12.5	LS - 40 years experience, key personnel working on project.
2. Proposed methodology and timetable	1.20	8	9.6	Succinct – covers large input in the initial stages to canvas all technical issues associated with KTS. Joint forum with key government agencies. 2x trips to Kalbarri, 1x community information day during advertising. Assessment and reporting of submissions received together with recommendations is included.
3. Demonstrated success with other similar projects.	1.15	10	11.5	X2 Planning Schemes LS prepared KTS, understands backgrounds and complex issues unique to Kalbarri.
4. Demonstrated understanding of task and issues.	1.15	10	11.5	High level of understanding – demonstrated in depth knowledge of planning issues.
5. Cost	1.15	10	11.5	\$44,000.00 – within budget.
6. Communication and presentation skills.	1.15	9	10.35	Phonecall to clarify points of project brief. Presentation skills good.
7. Level of compliance with requirements of Tender specifications, conditions, and Consultants Brief.	1.00	10	10	High level of compliance with requirements of consultants brief.
				(1) TOTAL: 76.95

KTS – Kalbarri Townsite Strategy

APPENDIX 1 – COMPARISON MATRIX
EVALUATION CRITERIA – URBIS

ITEM	WEIGHTING RATIO	UNWEIGHTED SCORE	WEIGHTED SCORE	COMMENTS
1. Experience and Qualifications.	1.25	8	10	Director – 20 yrs experience, others less but still between 8-12 yrs exp. Key personnel working on project – 8-12yrs exp.
2. Proposed methodology and timetable	1.20	7	8.4	Succinct – covers large input in the initial stages to canvas all technical issues associated with KTS. Up to 3x trips to Kalbarri (if required), 1 consultant at community information session during advertising. Assessment and reporting of submissions received together with recommendations is included in consultation with Shire and DoP. <i>But Shire is to digitally compile submissions arising from advertising period, less than 100 submissions and submissions are general in nature.</i>
3. Demonstrated success with other similar projects.	1.15	10	11.5	X2 Planning Schemes Shire of Coorow – Dec 2012 Shire of Wyndham-East Kimberley - complete
4. Demonstrated understanding of task and issues.	1.15	9	10.35	High level of understanding of statutory processes.
5. Cost	1.15	10	11.5	\$44,000.00 – within budget.
6. Communication and presentation skills.	1.15	10	11.5	Phoncall to clarify points of project brief. Presentation skills excellent.
7. Level of compliance with requirements of Tender specifications, conditions, and Consultants Brief.	1.00	9	9	High level of compliance with requirements of consultants brief. Out clause – if significant modifications required and unresolved issues at end of process.
				(2) TOTAL: 72.25

APPENDIX 1 – COMPARISON MATRIX
EVALUATION CRITERIA – GREG ROWE & ASSOCIATES

ITEM	WEIGHTING RATIO	UNWEIGHTED SCORE	WEIGHTED SCORE	COMMENTS
1. Experience and Qualifications.	1.25	6	7.5	Monica Sullivan – Less than 5 yrs planning experience. Matt Young – 26 years planning experience. Key personnel do not have as extensive experience as other consultant teams. Not clear who is doing the bulk of the work.
2. Proposed methodology and timetable	1.20	6	7.2	Methodology standard, meets statutory requirements. Has not outlined trips to Kalbarri. Public Consultation comes at an additional fee. Assist with preparation of submission report in conjunction with Principal Planner.
3. Demonstrated success with other similar projects.	1.15	6	6.9	X1 Planning Scheme for Shire of Three Springs being undertaken at present.
4. Demonstrated understanding of task and issues.	1.15	8	9.2	Sound level of understanding – understands statutory process but not depth of knowledge regarding issues stemming from the KTS.
5. Cost	1.15	7	8.05	\$41,800.00 – within budget. Does not include any public consultation input.
6. Communication and presentation skills.	1.15	8	9.2	No preliminary contact with Principal Planner to discuss project brief. Presentation skills good.
7. Level of compliance with requirements of Tender specifications, conditions, and Consultants Brief.	1.00	7	7	Moderate level of compliance with consultants brief. Potential for conflict of interest as consultants undertake other work for clients in the Shire of Northampton.
				(3) TOTAL: 55.05

6.3.3 DRAFT LOCAL PLANNING POLICY – CARAVANS FOR TEMPORARY ACCOMMODATION WHILST BUILDING A RESIDENCE

LOCATION:	Shire of Northampton
FILE REFERENCE:	10.4.11
DATE OF REPORT:	29 January 2013
REPORTING OFFICER:	Hayley Williams – Principal Planner
APPENDICES:	
1.	Draft Local Planning Policy

AUTHORITY / DISCRETION:

Legislative *when Council makes and reviews the legislation it requires performing its function as Local Government. For example, adopting local laws, town planning schemes & policies.*

SUMMARY:

A draft Local Planning Policy has been prepared due to an increasing number of enquiries about people residing in sheds and caravans whilst constructing dwellings in the Shire of Northampton.

This report recommends the initiation of draft Local Planning Policy ‘Caravans for Temporary Accommodation whilst Building a Residence’ for public comment and advertise it for a period of 21 days pursuant to Section 2.4 of Shire of Northampton Local Planning Scheme No.10 – Northampton & Horrocks (‘LPS10’) and Section 8.9 of Shire of Northampton Town Planning Scheme No. 9 – Kalbarri Townsite (‘TPS9’).

A copy of draft *Local Planning Policy ‘Caravans for Temporary Accommodation whilst Building a Residence’* is included as **Appendix 1** to this report for Council’s information.

BACKGROUND:

The objectives of the draft Local Planning Policy are to:

- To provide for and regulate the use of caravans for temporary accommodation purposes whilst building a residence.
- To ensure that outbuildings are not used for habitable purposes.
- To ensure that this type of temporary accommodation does not compromise the amenity of the area.
- To ensure an acceptable standard of development (by way of building and health compliance) is achieved.

Previously the Shire of Northampton has relied upon its Outbuilding Local Planning Policy and a Council Policy to address the issues relating to temporary accommodation. However, in the past 12 months it has become apparent that there are an increasing number of people wishing to pursue temporary accommodation approvals.

Historically, Local Governments within regional Western Australia have (as a general practice) supported residential habitation of outbuildings (or sheds) in certain areas through a planning approval. Such approvals are usually for periods of between 12 to 18 months to afford landowners the opportunity to temporarily reside on their property whilst constructing a permanent residence, subject to minimum the health and building standards being met.

With increasing concern over a level of non-compliance (ie. people simply residing in sheds on a permanent basis and not building a residence) legal advice was sought in August 2007 on the legitimacy of using sheds for temporary accommodation purposes.

The advice detailed the status of an outbuilding (or shed) under the Building Code of Australia as a non-habitable (Class 10) structure and emphasised that even where minimum health and building requirements were provided these measures are still not adequate to achieve compliance with the standards prescribed by the BCA for a habitable (Class 1) building, such as a house.

On this understanding the advice concluded that “*an approval of planning consent for temporary residential use of a Class 10 building such as a shed would, in effect, amount to an authorisation by the Council for the Applicant to breach the Building Regulations.*”

Whilst this has been previously dealt with under two separate policies, Council Officers believe it is necessary to adopt one policy on this matter that deals with the issue explicitly, so that this can be communicated in clear terms to the general public.

COMMUNITY & GOVERNMENT CONSULTATION:

Section 2.4 of LPS10 and Section 8.9 of TPS9 details the minimum advertising requirements for the initiation of a Local Planning Policy being no less than 21 days.

It is recommended that that advertising period include the following actions:

- A newspaper advert published in the Geraldton Guardian for two consecutive weeks;
- Notices displayed at both the Northampton and Kalbarri Offices; &
- Notice made available on Northampton website.

FINANCIAL & BUDGET IMPLICATIONS:

The cost of advertising the Local Planning Policies is covered by the Council's existing Planning budget allocation.

STATUTORY IMPLICATIONS:

State: Planning and Development Act 2005

Local: Shire of Northampton Town Planning Scheme No. 10 – Northampton

Shire of Northampton Town Planning Scheme No. 9 – Kalbarri Townsite

It is proposed that draft Local Planning Policy ‘Caravans for Temporary Accommodation whilst Building a Residence’ be adopted under Section 2.4 of LPS10 and Section 8.9 of TPS9 which states:

“2.4.1 If a local government resolves to prepare a Local Planning Policy, the local government:

- (a) *is to publish a notice of the proposed policy once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving details of:*
 - (i) *where the draft policy may be inspected;*
 - (ii) *the subject and nature of the draft policy; &*
 - (iii) *in what form and during what period (being not less than 21 days from the day the notice is published) submissions may be made;*
- (b) *may publish a notice of the proposed policy in such other manner and carry out such other consultation as the local government considers appropriate.*

2.4.2 *After the expiry of the period within which submissions may be made, the local government is to:*

- (a) *review the proposed policy in light of any submissions made; and*
- (b) *resolve to adopt the policy with or without modification, or not to proceed with the policy.*

2.4.3 *If the local government resolves to adopt the policy, the local government is to:*

- (a) *publish notice of the policy once in a newspaper circulating in the Scheme area; and*
- (b) *if, in the opinion of the local government, the policy affects the interests of the Commission, forward a copy of the policy to the Commission.*

2.4.4 *A policy has effect on publication of a notice under clause 2.4.3 (a).*

2.4.5 *A copy of each Local Planning Policy, as amended from time to time, is to be kept and made available for public*

inspection during business hours at the offices of the local government.

2.4.6 Clause 2.4.1 to 2.4.5, with any necessary changes, apply to the amendment of a Local Planning Policy.”

POLICY IMPLICATIONS:

A Local Planning Policy does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the Policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

For the most part Local Planning Policies are formulated and aligned with a strategic planning direction as set by Council. The establishment of Local Planning Policies aid in guiding the type and standard of development the Council views as appropriate within particular areas of the Shire. Policies provide a consistent approach to approving land use and development, therefore, as a general rule it is important the Council not waiver from an adopted policy position without specific justification being provided and planning merit being identified.

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Planning for the Future 2009-2019

COMMENT:

The Policy aims to control how and where temporary accommodation is used, in particular:

- Planning Approval will not be granted for temporary accommodation of a shed as this contradicts the Building Code of Australia;
- Planning Approval will not be granted for the use of a caravan for temporary accommodation in a residential zoned area;

- Within Rural Residential/Special Rural and Rural Smallholdings areas the local government may approve the occupation of 1 caravan on-site for up to 12 months pursuant to regulation 11(2)(c) of the Caravan Parks and Camping Grounds Regulations 1997, subject to a range of conditions, including a bond; and
- Within Rural areas the local government may approve the occupation of 1 caravan on-site for up to 12 months pursuant to regulation 11(2)(c) of the Caravan Parks and Camping Grounds Regulations 1997, subject to the same conditions as Rural Residential/Rural Smallholdings with the exception that the caravan need not be located within an outbuilding but is to be located in an inconspicuous position (generally to the side or rear of the property).

It is considered that there needs to be some greater incentive to ensure that people making use of the temporary accommodation provisions act on their approvals in an expeditious manner. A statutory declaration, along with a \$5000.00 bond is considered to be a greater incentive to complete the primary residence and therefore prevent extensions to temporary accommodation approvals and the result of people permanently residing in sheds.

VOTING REQUIREMENT:

Absolute Majority Required: No.

CONCLUSION:

That Council initiates advertising for the proposed Draft Local Planning Policy.

OFFICER RECOMMENDATION – ITEM 6.3.3	PUBLIC ADVERTISING
<p>That Council pursuant to Section 2.4 of the Shire of Northampton Local Planning Scheme No.10 and Section 8.9 of the Shire of Northampton Town Planning Scheme No. 9 – Kalbarri Townsite resolve to:</p>	
<p>1</p>	<p>Adopt draft Local Planning Policy ‘Caravans for Temporary Accommodation whilst Building a Residence’ for public comment and advertise it for a period of 21 days;</p>
<p>2</p>	<p>Should no written, author-identified objections be received during the 21 day advertising period, then adopt for final approval Local Planning Policy ‘Caravans for Temporary Accommodation whilst Building a Residence’ and proceed to publish a notice to this effect in the local</p>

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

APPENDIX 1 – COPY OF DRAFT LOCAL PLANNING POLICY



Shire of Northampton –
Local Planning Policy

Caravans for Temporary Accommodation Whilst Building a Residence

- 1.0 PURPOSE
- 2.0 OBJECTIVES
- 3.0 POLICY STATEMENT
 - 3.1 Background
 - 3.2 Definition
 - 3.3 Policy
- 4.0 REFERENCES
- 5.0 SCOPE

EXTRACT FROM THE CARAVAN PARKS AND CAMPING GROUNDS REGULATIONS 1997

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

2.0 OBJECTIVES

- 2.1 To provide for and regulate the use of caravans for temporary accommodation purposes whilst building a residence.
- 2.2 To ensure that outbuildings are not used for habitable purposes.
- 2.3 To ensure that this type of temporary accommodation does not compromise the amenity of the area.
- 2.4 To ensure an acceptable standard of development (by way of building and health compliance) is achieved.

3.0 POLICY STATEMENT

3.1 Background

Historically, Local Governments within regional Western Australia have (as a general practice) supported residential habitation of outbuildings (or sheds) in certain areas through a planning approval. Such approvals are usually for periods of between 12 to 18 months to afford landowners the opportunity to temporarily reside on their property whilst constructing a permanent residence, subject to minimum the health and building standards being met.

With increasing concern over a level of non-compliance (ie. people simply residing in sheds on a permanent basis and not building a residence) legal advice was sought in August 2007 on the legitimacy of using sheds for temporary accommodation purposes.

The advice detailed the status of an outbuilding (or shed) under the Building Code of Australia as a non-habitable (Class 10) structure and emphasised that even where minimum health and building requirements were provided these measures are still not adequate to achieve compliance with the standards prescribed by the BCA for a habitable (Class 1) building, such as a house.

On this understanding the advice concluded that *“an approval of planning consent for temporary residential use of a Class 10 building such as a shed would, in effect, amount to an authorisation by the Council for the Applicant to breach the Building Regulations.”*

This policy has therefore been prepared in consideration of the above legal advice.

3.2 Definition

An “Outbuilding” (or shed) is defined in the Residential Design Codes as *“an enclosed non-habitable structure that is detached from any dwelling.”*

“Non-habitable” means a Class 10 building as defined under the BCA.

3.3 Policy

3.3.1 Based on legal advice, it is not possible for and planning approval to be granted for a Class 10 building (such as a shed) to be used for habitable purposes, even on a temporary basis, as it contradicts the BCA.

3.3.2 It is considered that the use of caravans for temporary accommodation purposes in residential areas (even located within an outbuilding) could have a detrimental impact on the amenity of the area and would be contrary to resident’s expectations for development in the locality.

Therefore the use of caravans for temporary accommodation purposes in residential areas should not be approved.

3.3.3 Within Rural Residential and Rural Smallholdings areas the local government may approve the occupation of 1 caravan on-site for up to 12 months pursuant to regulation 11(2)(c) of the Caravan Parks and Camping Grounds Regulations 1997, subject to:

- a. A building licence having been issued for the construction of the residence on the property with written evidence of a signed building contract with a registered builder for the construction of the residence, and a commitment date that is within 6 months by that builder for the commencement of construction of the residence; or

In the case of an owner builder, a building licence for a residence has been issued by the local government and the applicant shall lodge a bond of \$5,000.00 with the local government and a Statutory Declaration providing a commitment to construct a residence and an accompanying commencement date that is within 6 months;

- b. A Statutory Declaration acknowledging the use of a caravan on-site is for temporary accommodation purposes only in accordance with regulation 11(2)(c) of the Caravan Parks and Camping Grounds Regulations 1997;
- c. Provision of adequate ablution and washing facilities connected to an approved water supply and effluent disposal system to the satisfaction of the local government; and
- d. The caravan being located within an outbuilding.

3.3.4 Within Rural areas the local government may approve the occupation of 1 caravan on-site for up to 12 months pursuant to regulation 11(2)(c) of the Caravan Parks and Camping Grounds Regulations 1997, subject to the above requirements (Clause 4.3.3) with the exception that the caravan need not be located within an outbuilding but is to be located in an inconspicuous position (generally to the side or rear of the property).

4.0 REFERENCES

The Shire of Northampton Local/Town Planning Schemes No. 10 and No. 9, the Planning and Development Act 2005 and Caravan Parks and Camping Grounds Regulations 1967.

5.0 SCOPE

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

Council Adoption:

**Advertising
Final Approval**

**EXTRACT FROM THE CARAVAN PARKS AND
CAMPING GROUNDS REGULATIONS 1997**

Part 2 — Caravanning and camping generally

Regulation 11. Camping other than at a caravan park or camping ground

(1) A person may camp —

- (a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval;**
- (b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area;**
- (c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve;**
- (d) on any land which is —**
 - (i) held by a State instrumentality in freehold or leasehold; or**
 - (ii) dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control or management of a State instrumentality,**

in accordance with the permission of that instrumentality; or
- (e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph.**

(2) Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights —

- (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months;**
- (b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or**
- (c) despite paragraph (b), by the local government of the district where the land is situated —**
 - (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and**
 - (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a building licence issued to that person in respect of the land is in force.**

6.3.4 DEVELOPMENT ASSESSMENT PANELS

FILE REFERENCE:	10.4.1
DATE OF REPORT:	29 January 2013
REPORTING OFFICER:	Hayley Williams – Principal Planner
APPENDICES:	
1	Correspondence from Government of Western Australia – Development Assessment Panels

AUTHORITY / DISCRETION:

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

SUMMARY:

The Department of Planning has written to all Local Governments seeking nominations for 2 Development Assessment Panel ('DAP') members and 2 alternate members (4 in total). Given that there has been a change in Council membership recently and a loss of one DAP Representative, Stephanie Penn, it is proposed that Council reconsider who is elected to these positions.

BACKGROUND:

On 24 March 2011 the Planning and Development (Development Assessment Panels) Regulations 2011 ('the Regulations') commenced operation. On 2 May 2011 the Ministerial Order formally creating the 15 DAP's across the state came into operation.

The DAP proposed for the Mid West (representing Carnamah, Chapman Valley, Coorow, Cue, Geraldton-Greenough, Irwin, Meekatharra, Mingenew, Morawa, Mount Magnet, Mullewa, Murchison, Northampton, Perenjori, Sandstone, Three Springs, Wiluna and Yalgoo) would consist of 5 members:

- Chairperson (a specialist member);
- 2 specialist members;
- 2 local government representatives from the relevant Local Government;
- 1 specialist member proxy*;
- 1 local government proxy from each local government*.

(* the proxies will only be used when there is failure to reach a quorum)

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, this will take effect from 1 July 2011. 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. The Local Government application fee can not exceed that prescribed by Schedule 2 of the Regulations.

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 DAP is when the estimated cost of development is \$7 million or more (except for the City of Perth where it is \$15million). Applicants have the option of requesting that a DAP assess the application where the total development value is between \$3million and \$7million (between \$10million and \$15million in the City of Perth). Local Governments have the option of delegating applications for developments of any value to a DAP for determination if they so choose.

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; and
- No DAP member will be permitted to make a statement regarding the competence or honesty of a Local Government employee or public sector employee.

POLICY IMPLICATIONS:

Nil.

STRATEGIC IMPLICATIONS:

Nil.

COMMENT:

Local Governments have until 28 February, 2013 to submit to the Minister for Planning nominations for 2 DAP members and 2 alternate members. In the event that a Local Government does not provide the requisite nomination by the deadline the Minister is empowered to nominate replacements from eligible voters in the district to which the DAP is established.

The period of appointment for all DAP members will be 2 years. After the 2 year term has come to an end, the Minister will ask the relevant Local Government to provide nominations for its 2 Local Government members (and 2 alternate members). The same individuals can be re-nominated by the Local Government, however, the Regulations require the nomination process to occur every 2 years.

All DAP members, except those not entitled to receive sitting fees, will be paid sitting fees on a sessional basis. The presiding member will be paid \$500 per session, and all other members will be paid \$400 per session. Schedule 2 of the Regulations that outlines the Fees for DAP members has been included as **Appendix 3** for Council's information, a complete copy of the Regulations can be provided to any interested Councillor upon request.

The Regulations provide that travelling costs that DAP members incur when attending meetings are to be paid to all DAP members, including accommodation

and airfares. These costs are to be paid as set out in the current Public Sector Commissioner's Circular on this matter (*2009/20 Reimbursement of Travel Expenses for Members of Government Boards and Committees*). For the avoidance of doubt, all DAP members, including those not entitled to be paid sitting fees, will be entitled for reimbursement for these out-of-pocket expenses.

It is anticipated that the Minister and Cabinet would formally approve the Local Government DAP nominations on or around 15 June 2011.

The Regulations prevent a DAP member from attending a meeting without first completing mandatory training (any DAP member who successfully completes the training is entitled to payment of \$400 from the Department of Planning). DAP training is anticipated to commence from early May with priority given to areas that are likely to experience a high volume of DAP applications.

DAP's will technically commence operation on 1 July 2011, although the first meeting date is subject to receipt of applications requiring determination that meet the DAP threshold.

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; &
- 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 nominate 4 Councillors to sit as representatives on the Development Assessment Panel’s.

OFFICER RECOMMENDATION – ITEM 6.3.4

That Council submit to the Minister of Planning the following Local Government nominations to serve upon a Development Assessment Panel:

Councillor _____ **(member); and**
Councillor _____ **(member).**

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

Appendix 1
Correspondence from Government of Western Australia –
Development Assessment Panels



Mr Garry Keeffe
Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535

NORTHAMPTON SHIRE COUNCIL				
Fax (0-41)				
14 JAN 2013				
Admin	Eng	Hd Bldg	Town Plan	Ring
GC/HW				

Our Ref: DPY12/00609
Enquiries: Karen Newman
Telephone: 6551 5604

Dear Mr Keeffe

DEVELOPMENT ASSESSMENT PANELS: LOCAL GOVERNMENT NOMINATIONS

You would be aware that on 1 July 2011 fifteen Development Assessment Panels (DAP) came into operation in order to determine development applications that meet a certain threshold value. Each DAP comprises five members: three specialist members, one of which is the presiding member, and two local government members.

Appointments of all local government DAP members expire on 26 April, 2013. Members whose term has expired will be eligible for re-consideration at this time.

An Expression of Interest for Development Assessment Panel specialist members was advertised in the West Australian on 8 and 12 December, 2012 and in regional newspapers in the week commencing 10 December, 2012. Nominations for specialist members will close on Friday, 25 January, 2013.

Under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, your local council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on your local DAP as required.

Using the attached form, please provide names, address, email, mobile and land line telephone numbers, date of birth, employer(s), position(s) and include curriculum vitae details of your four local government DAP nominees.

Nominations are required to be received no later than Friday 15 February, 2013.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint all nominees for up to a two-year term, expiring on 26 April 2015. 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 representatives who have previously been appointed to a DAP and have received training are not required to attend further training.

140 William Street, Perth, Western Australia 6000
Tel: (08) 6551 9000 Fax: (08) 6551 9001 <http://daps.planning.wa.gov.au/>
ABN 79 051 750 68



Local government elections may result in a change to local DAP membership if current councillors, who are DAP members, are not re-elected. In this instance, the deputy local DAP members will take the place of the former local DAP members. If both local and alternate (deputy) local members are not re-elected, the local government will need to re-nominate for the Minister's consideration of appointment.

The Council should consider the above matters in selecting nominees as local DAP members.

Local DAP members are entitled to be paid for their attendance at DAP training and at DAP meetings, unless they fall within a class of persons excluded from payment.

Members who are not entitled to payment of sitting, training and State Administrative Tribunal attendance fees include Federal, State and local government employees, active or retired judicial officers and employees of public institutions. These DAP members are not entitled to be paid without the Minister's consent, and such consent can only be given with the prior approval of Cabinet. This position is in accordance with *Premier's circular – State Government Boards and Committees Circular (2010/02)*.

Further information, including DAP location maps and the Premier's Circular, is available online at <http://daps.planning.wa.gov.au>.

Local representation is vital to DAPs. If no nominations are received by 28 March, 2013, or if I have not allowed the local government a longer nomination period, regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, enables me to include on the local government register a person who is an eligible voter of your local government district and who has relevant knowledge or experience that will enable that person to represent the interest of the local community of your district.

An Expression of Interest for specialist members was advertised in December 2012, with applications closing on 25 January, 2013. You will be advised of the new specialist members once they have been appointed by the Minister.

If you have any queries regarding this request for nominations, please contact Karen Newman at the DAPs secretariat – phone 6551 9604 or email Karen.newman@planning.wa.gov.au.

Yours sincerely

Eric Lumsden PSM
Director General

6.3.5 DISPLAY SHED & WORKSHOP – RESERVE NO 44264 GWALLA STREET, NORTHAMPTON

LOCATION:	Reserve 44264 Gwalla Street, Northampton
FILE REFERENCE:	10.8.1.3 – R44264 (A3792)
APPLICANT:	Northampton Motors and Machinery Restoration Group Inc.
OWNER:	Shire of Northampton / State of WA
DATE OF REPORT:	5 November 2012
REPORTING OFFICER:	Hayley Williams – Principal Planner
CONFLICT OF INTEREST:	None
APPENDICES:	1. Appendix 1 – Letter Requesting Waiver of Planning Fee

AUTHORITY / DISCRETION:

Executive *the substantial direction setting and oversight role of the Council. For example, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*

SUMMARY:

A letter has been received from the Northampton Motors and Machinery Restoration Group Inc. requesting that the Planning Application Fee be waived for a proposed display shed and workshop on the abovementioned property. This report recommends wavier of the fees based on the nature of the organisation being volunteer based and not for profit.

Figure 1 – Location Plan for Reserve 44264 Gwalla Street, Northampton

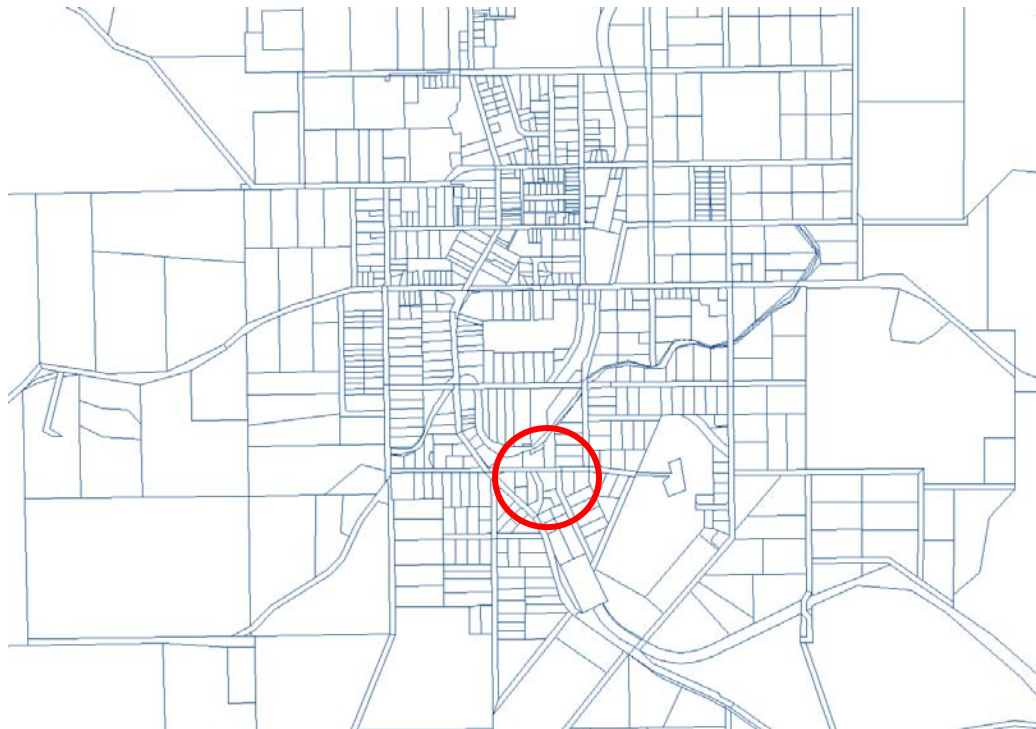


Figure 2 – Aerial photograph of Reserve 44264 Gwalla Street, Northampton



BACKGROUND:

An Application for Planning Approval has been submitted and approved, with input from the Shire of Northampton's Heritage Advisor.

A copy of the applicant's letter requesting the waiver of Planning Application Fees is included as **Appendix 1** to this report.

COMMUNITY & GOVERNMENT CONSULTATION:

Consultation was undertaken with the Midwest Regional Heritage Advisor due to the nature of the subject site. The Planning Approval and its conditions reflect the advice received from Ms Tanya Henkel.

FINANCIAL & BUDGET IMPLICATIONS:

The Northampton Motors and Machinery Restoration Group Inc. has requested in writing (Refer to Appendix 1) that Council waive the Planning fees associated with this development in light of the fact that this is a volunteer, not for profit organisation.

The estimated cost of development for the display shed and workshop is under \$50,000. According to the Shire's *Town Planning Fees and Charges 2011/12*, any development under \$50,000.00 incurs a set planning fee of \$139.00.

STATUTORY IMPLICATIONS:

State: Planning and Development Act 2005

Planning and Development Regulations 2009

Local: Shire of Northampton Local Planning Scheme No. 10 - Northampton

Reserve 44264 is zoned "Public Purposes – Historical Purposes" under *Town Planning Scheme No. 10 –Northampton*. The use of the site for the Northampton Motors and Machinery Restoration Group is existing.

The Application for Planning Approval for the development has been assessed and approved under delegation.

Planning and Development Regulations 2009

The *Planning and Development Regulations (2009)* are to be read in conjunction with the *Planning and Development Act (2005)*. They are essentially a consolidation of various regulations made under previous Acts that were repealed when the *Planning and Development Act (2005)* came into force, and are intended to help simplify and streamline the planning system.

Clause 52, Part 7 of Division 3 of the *Planning and Development Regulations (2009)* deals with the local government's power to waive or refund fees, and states:

A local government may waive or refund, in whole or in part, payment of a fee for a planning service.

COMMENT:

Given that the Northampton Motors and Machinery Restoration Group is volunteer based and works for the improvement and benefit of the people of Northampton, it is considered appropriate that Council waive the Planning fee of \$139.00.

VOTING REQUIREMENT:

Absolute Majority Required: Yes

CONCLUSION:

It is recommended that Council waive the Planning Application Fee of \$139.00 payable for the construction of a display shed and workshop for the Northampton Motors and Machinery Group on Reserve 44264 Gwalla Street, Northampton.

OFFICER RECOMMENDATION – ITEM 6.3.5

WAIVE FEES

That Council waive the Planning Application Fee of \$139.00 payable for the construction of display shed and workshop for the Northampton Motors and Machinery Restoration Group on Reserve 44264 Gwalla Street, Northampton.

**APPENDIX 1 – CORRESPONDENCE FROM NORTHAMPTON
MOTORS AND MACHINERY RESTORATION GROUP INC.**



ABN 46 169 518 527

email: wattlegrove1@harboursat.com.au

Mrs Dianne Hulme
"Wattle Grove"
AJANA WA 6532
Ph (08) 9936 1050
Fax (08) 99361005

16th January 2013

Principal Planner
Shire of Northampton
P.O. Box 61
Northampton 6535

Dear Hayley,

Please find enclosed our \$100 cheque, being the application fee for planning approval for our proposed bough shed on Lot 479 Gwalla St, Northampton, as submitted by Mr Bob Beresford.

As we are a local, not for profit organisation run by volunteers, working for the improvement and benefit of the people of Northampton, I would like to request the application fee be waived on our behalf.

Thank you in anticipation.

Yours sincerely

Mrs D.E. Hulme
Secretary/Treasurer

6.3.6 SINGLE CARPORT - LOT 215 (NO. 31) STOKES STREET, HORROCKS

FILE REFERENCE:	10.5.1.1 / 31 STO (A4385)
APPLICANT:	R & K Drage
OWNER:	R & K Drage
DATE OF REPORT:	9 February 2013
REPORTING OFFICER:	Hayley R. Williams - Principal Planner
APPENDICES:	
	1. Development Plans - Site Plan, floor plan & elevation plan

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 for Planning Approval has been received for a single carport to be constructed on Lot 215 (No. 31) Stokes Street, Horrocks. Council consideration is required as the carport is proposing a nil setback to the front and side boundaries of the Lot. It is recommended that Council grant Planning Approval subject to conditions.

BACKGROUND:

An application has been received for the construction of a single carport upon Lot 215 (No. 31) Stokes Street, Horrocks. The application has been brought before Council as the application does not comply with the Acceptable Development requirements of the Residential Design Codes of Western Australia 2010 ('R-Codes').

The Proposal:

The application proposes the construction of a single carport with a nil side setback to Lot 214 and a nil front setback. Furthermore, given the current setback of the primary dwelling and garage, the average setback calculation is not achievable. The carport will have a total area of 25m² and a wall height of 2m and roof pitch of 3.2m. The following setbacks are proposed:

<i>Front (E):</i>	<i>Nil</i>
<i>Side (N):</i>	<i>8.8m</i>
<i>Side (S):</i>	<i>Nil</i>

The carport is proposed to be constructed of bushpoles and colorbond to match the existing dwelling. Full details of the Application are provided in **Appendix 1** of this report.

Figure 1 – Location Plan, Lot 215 (No. 31) Stokes Street, Horrocks



Figure 2 – Aerial Photograph, Lot 215 (No. 31) Stokes Street, Horrocks



In consideration of the application the following information is provided:

Lot Size	600m ²
Existing Development	Single Dwelling and Garage
Existing Services	Water, Sewer, Power, Phone
Vehicular Access	Stokes Street
Vegetation	Cleared
Surrounding Land	Residential R20

COMMUNITY & GOVERNMENT CONSULTATION:

As the proposal does not comply with Sections 6.2.3 of the R-Codes it is a requirement that any affected adjoining landowners are consulted.

The Applicant has included with their application a letter of no objection from the adjoining landowners of Lot 214 Stokes Street, Horrocks.

FINANCIAL & BUDGET IMPLICATIONS:

Nil. However should Council refuse this application and the applicant proceed 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. 10

The land is zoned “Residential R20” under *Shire of Northampton Local Planning Scheme No. 10* with a “Carport” considered a permitted use when built in conjunction within a “Single Dwelling”.

Section 6.3.4 of Clause 6.3 – Residential Development: Residential Design Codes of the Scheme states:

Unless otherwise provided for in the Scheme the development of land for any of the residential purposes dealt with by the Residential Design Codes shall conform to the provisions of those codes.

Residential Design Codes (2010)

The *Residential Design Codes* govern development on residential zoned land and are formulated using a modified “performance” approach. The Acceptable Development provisions contained in the Codes provide a means by which

development can be “deemed-to-comply”, while the Performance Criteria allow the possibility of other ways of achieving an acceptable outcome.

The proposed carport complies with the Acceptable Development provisions of the *Residential Design Codes (2010)*, with the exceptions of the front and side setback distances.

Front Setback

Under Table 1, the minimum front setback for dwellings with a Residential R20 coding is 6m. This can be reduced by 50% under A1.1 of Element 6.2.1 if

The area of any building, including a carport or garage, intruding into the setback area is compensated for by at least an equal area of contiguous open space between the setback line and a line drawn parallel to it at twice the setback distance.

In this case, the Applicant is proposing an incursion of 33m², which can be compensated for with 34m² of contiguous open space. As the proposal seeks to place the carport at a nil setback the Application must be assessed against the Performance Criteria, which state:

- P1 Buildings setback from street boundaries an appropriate distance to ensure they:*
- *Contribute to the desired streetscape;*
 - *Provide adequate privacy and open space for dwellings; and*
 - *Allow safety clearances for easements for essential service corridors.*

The proposed carport can be considered to contribute to the desired streetscape as it will provide a suitably enclosed space for the landowner to house a vehicle

The proposed carport does impact upon the calculation of open space for Lot 215 by 2 percent. The requirement is for 50% open space, however the proposed carport reduces the overall open space of the site by reducing it to 48%. This is considered to be a minor variation given that the site cover includes extensive areas of verandah to the west and north of the dwelling.

According to the Shire's Manager for Works and Engineering the location of the proposed carport allows for safety clearances for easements to essential services and complies with engineering standards related to access.

It is therefore considered that the proposal complies with the Performance Criteria for Element 6.2.1.

Element 6.2.3 further discusses the setback of carports, and states:

Carports within the street setback area, provided that the width of the carport does not exceed 50 per cent of the frontage at the building line and the construction allows unobstructed view between the dwelling and street...

The carport has a length of 6.15m which equates to 48% of the frontage of the building line (including the double garage). The construction of the carport will still enable for unobstructed views between the dwelling and the street.

As stated above, the reduced setback is not considered to detract from the streetscape. As the carport will be open on three sides, surveillance of the street will not be compromised by the development.

It is therefore considered that the proposal complies with the Performance Criteria for Element 6.2.3.

POLICY IMPLICATIONS:

Local: Shire of Northampton Local Planning Strategy (2009)

Nil.

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Planning for the Future 2009-2019

Nil.

COMMENT:

The proposed carport on Lot 215 (No. 31) Stokes Street, Horrocks is considered to comply with *Local Planning Scheme No. 10* and the *Residential Design Codes (2010)*, with the exception of reduced front and side setbacks.

The Applicant is proposing a reduction in the front setback from 6m (or 50% reduction of 3m) to a nil setback. Although this is a sizeable variation, the proposal

is considered to comply with the Performance Criteria of the *Residential Design Codes (2010)* for Element 6.2 – Streetscape Requirements, as the location of the carport still enables for views between the street and dwelling.

The issue that Council needs to give greatest consideration to is whether the carport contributes to the desired streetscape. At present there are no other structures built within such close proximity to the front boundary and it is arguable that the nil setback will alter the external appearance of the dwelling and streetscape substantially. The proposed carport will be constructed in materials that match the existing dwelling, such as colorbond and bushpoles. This is considered to minimise the impact of the structure on the streetscape.

Furthermore, the adjoining landowner to the south of the subject land (Lot 214) has provided their support to the proposed reduction in the side setback.

VOTING REQUIREMENT:

Absolute Majority Required: No

CONCLUSION:

It is therefore recommended that Council grant Planning Approval for the carport on Lot 215 (No. 31) Stokes Street, Horrocks, subject to conditions.

OFFICER RECOMMENDATION – ITEM 6.3.6	APPROVAL
<p>That Council grant Planning Approval to the carport on Lot 215 (No. 31) Stokes Street, Horrocks subject to the following conditions:</p>	
<p>1.</p> <p>2.</p> <p>3.</p>	<p>Development shall be in accordance with the attached approved plan(s) dated 22 February, 2012 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;</p> <p>If the development/use the subject of this approval is not substantially completed within a period of 2 years after the date of the determination the approval shall lapse and be of no further effect;</p> <p>A building permit shall be issued by the local government prior to the commencement of any work on the site;</p>

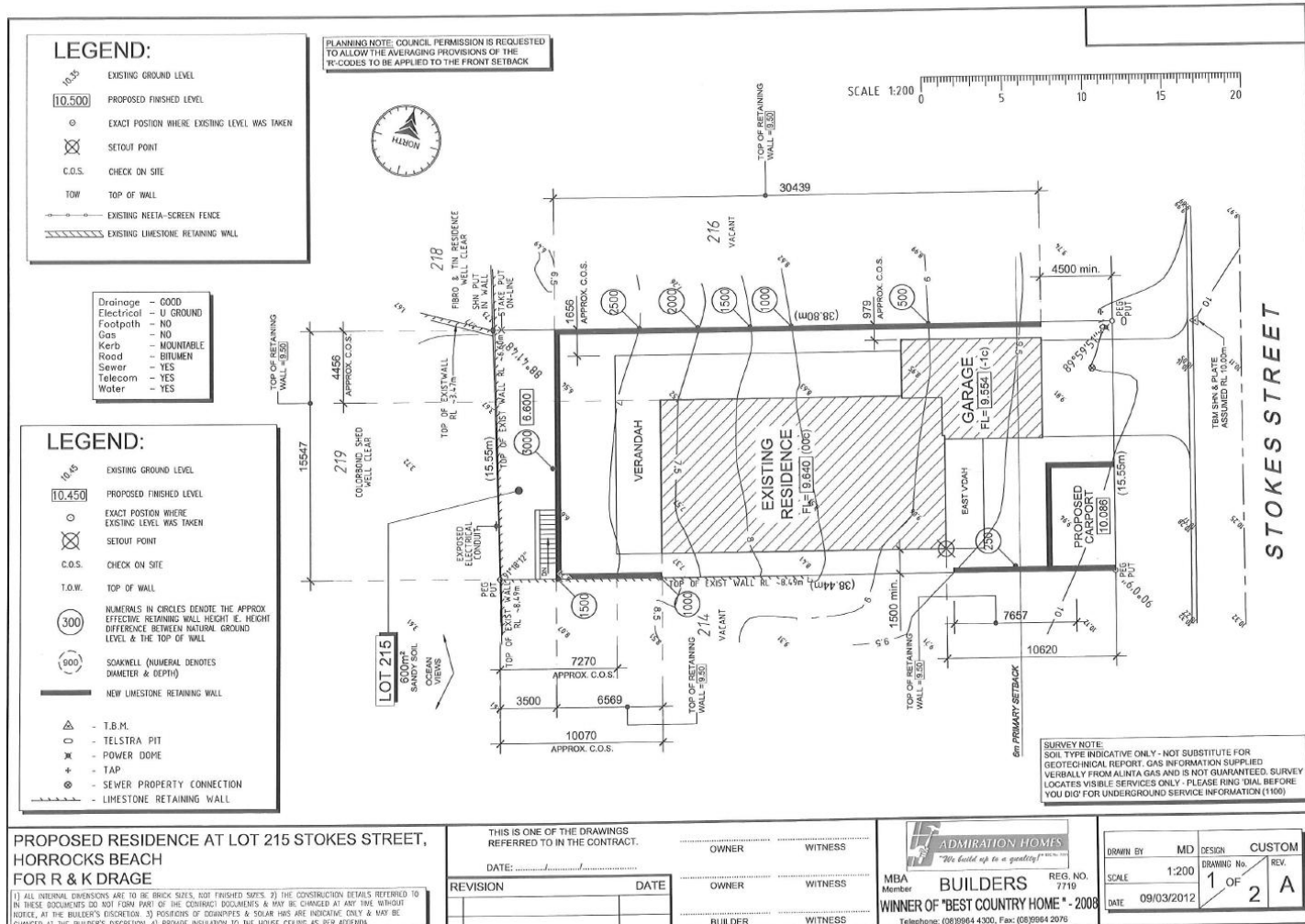
4. **All stormwater is to be disposed of onsite to the approval of the local government;**
5. **Access and car parking areas to be paved/sealed and drained and thereafter maintained to the approval of the local government;**
6. **Installation of crossing place/s to the standards and specifications of the local government;**
7. **Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;**
8. **In the case of a parapet wall on the property boundary, the finish of the parapet wall on the neighbour's side is to be of an equivalent standard to the rest of the development, and in the case of a rendered parapet wall, the owner is to give the neighbouring owner three weeks' written notice allowing the neighbouring owner an opportunity to nominate a paint colour to be applied on the neighbour's side. If the neighbouring owner desires and authorises the developing owner or developing owner's painter to come onto the neighbouring property to paint the parapet wall, then the owner is responsible to ensure that that occurs, and unless, on the application of the developing owner, the local government rules that the neighbouring owner's choice of paint is unreasonable or inappropriate, the developing owner is responsible to ensure that the choice of paint is applied. This condition is subject to contrary private contractual arrangements between the developing owner and the neighbouring owner**

Advice Note

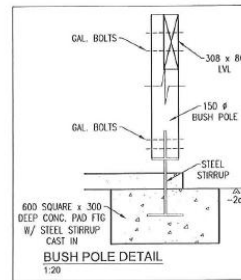
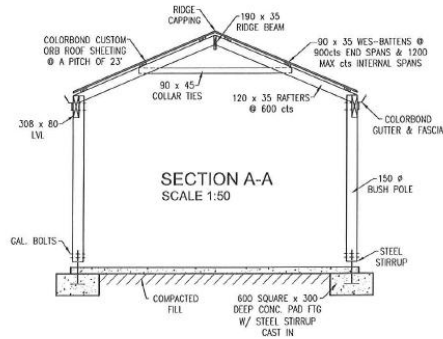
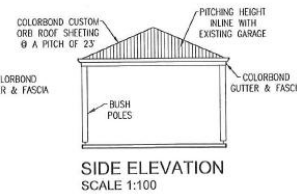
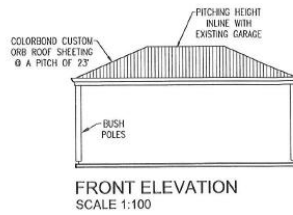
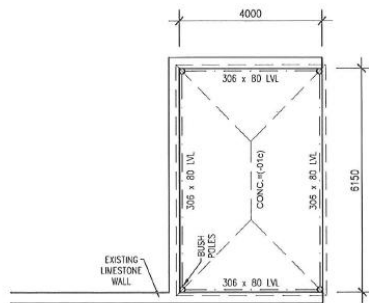
Note 1: Where an approval has lapsed, no development/use shall be carried out without the further approval of the local government having first been sought and obtained.

Note 2: If an applicant 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.

APPENDIX 1 – DEVELOPMENT PLANS



SHIRE OF NORTHAMPTON
TOWN PLANNING REPORT – 22 FEBRUARY 2013



JOB No AXXX

NOTES:
-ALL INTERNAL DIMENSIONS ARE TO BE BRICK SIZES, NOT FINISHED SIZES
-THE CONSTRUCTION DETAILS REFERRED TO IN THESE DOCUMENTS DO NOT FORM PART OF THE CONTRACT DOCUMENTS & MAY BE CHANGED AT ANY TIME WITHOUT NOTICE, AT THE BUILDER'S DISCRETION
-POSITIONS OF DOWNPIPES, ROOF VENTS & SOLAR HW'S ARE INDICATIVE ONLY & MAY BE CHANGED AT THE BUILDER'S DISCRETION
-FRODICE INSULATION TO THE HOUSE CEILING AS PER APPENDIX A

LEGEND:

	SMOKE DETECTOR
	TOWEL RAIL
	4x EQUALLY SPACED MELAMINE SHELVES
	SINGLE REBATED PAINT FINISH TIMBER JAMB
	DOUBLE REBATED PAINT FINISH TIMBER FRAME & SILL

REVISION DATE

THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.
DATE:/...../.....

OWNER WITNESS
OWNER WITNESS
BUILDER WITNESS

ADMIRATION HOMES
"We build up to a quality"

MBA Member **BUILDERS** REG. NO. 7719
WINNER OF "BEST COUNTRY HOME" - 2008
Telephone: (08)9664 4300, Fax: (08)9664 2076

© PLAN REMAINS PROPERTY OF ADMIRATION HOMES
JOB PROPOSED CARPORT AT LOT 215 STOKES STREET, HORROCKS BEACH

CLIENT R & K DRAGE

DRAWING TITLE CARPORT PLAN

DRAWN BY	MD	DESIGN	CUSTOM
SCALE	1:100	DRAWING No.	2 OF 2
DATE	09/03/2012	REV.	A

6.3.7 SUMMARY OF PLANNING INFORMATION ITEMS

DATE OF REPORT: 9 February 2013
REPORTING OFFICER: Hayley Williams - Principal Planner

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 Principal Planner.

DEVELOPMENT APPLICATIONS				
REF.	APPLICANT	LOCATION	PROPOSED DEVELOPMENT USE	DATE
001	B Beresford – Northampton Motors and Machinery Restoration Group Inc	Reserve 44264 Gwalla Street, Northampton	Display Shed and Workshop	8 Jan
002	W Simkin	Lot 6 (No. 37) Essex Street, Northampton	Garage (80m2)	14 Jan
003	WA Country Builders	Lot 9504 (No. 4) Browne Boulevard, Kalbarri	Single Dwelling – R-Code Variations	23 Jan
007	S & B Sutherland	Lot 72 (No. 120) Grey Street, Kalbarri	Carpport Parapet Wall	6 Feb
SUBDIVISION APPLICATIONS				
10.9.2 – 81 WOOL	WAPC/ Landwest Referral	Lot 100 Woolawar Road, Bowes	Two (2) Lot Subdivision – Boundary Relocation	29 Jan

OFFICER RECOMMENDATION – ITEM 6.3.7

For Council Information

ADMINISTRATION & CORPORATE REPORT

6.5.1	APPOINTMENT OF COMMITTEE MEMBERS & DELEGATES	2
6.5.2	PROPOSED CAPITAL WORKS PROJECTS	5
6.5.3	DISABLED FISHING PLATFORM – KALBARRI	9
6.5.4	CSRFF GRANT – KALBARRI TENNIS & NETBALL/BASKETBALL COURTS	11
6.5.5	PERMANENT LONG VEHICLE PERMIT	15
6.5.6	REQUEST TO OPERATE FUN FAIR ON FORESHORE PARKLAND	19
6.5.7	NORTHAMPTON LIGHT INDUSTRIAL AREA UNITS	23

6.5.1	APPOINTMENT OF COMMITTEE MEMBERS & DELEGATES
FILE REFERENCE:	4.1.1
DATE OF REPORT:	5 February 2013
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

As a result of the extraordinary election for the Kalbarri Ward, Council is now required to review its appointments for Council Committee members and Community organisation delegates.

BACKGROUND:

Immediately following a bi-annual or an extraordinary election, Council is to review its appointments of elected members on the various Council committee and community committees. An elected member has the right to be a member of any committee however the actual size of the committee should be kept to a reasonable size, ie half of the total Council membership.

No Committees have delegated authority therefore all decisions made must be referred to the full Council for endorsement. Committees meet when required.

The following are current Council Committees and their membership. All terms will cease in October 2013 being the next bi-annual election.

1. ELECTION OF COMMITTEES

Audit Committee

Cr's Wilson, Gliddon & Stock-Standen, there is one vacant position due to resignation of L Parker.

Practice has been for the Deputy President to be a member of this committee.

Housing Committee

Cr's Wilson, Carson, J Booth & DCEO & EHO/Building Surveyor, there is one vacant position due to resignation of L Parker.

Disability Services Committee

Cr's Gliddon, Simkin, Booth and EHO

Staff Occupational, Health & Safety Committee

Cr G Wilson, Cr Cripps (Deputy President) & Cr Gliddon (observer capacity only)

Kalbarri Planning Strategy Committee

Cr's Gliddon, J Booth, Planner & 3 community representatives. Deputy Cr Wilson. There is a vacancy due to resignation of S Penn and also a vacancy for one of the alternates due to resignation of L Parker.

2. ELECTION OF DELEGATES

Northampton Townscape Committee

No member appointed at present.

Northampton Community Centre

Cr's Cripps & Simkin

Northampton Tourist Association

No member appointed at present.

Northampton Historical Society

No member appointed at present.

Kalbarri Development Association – includes Kalbarri Townscape Committee

Cr Booth with one vacancy.

Kalbarri Visitors Centre

Cr Booth (appointed 20 July 2012)

Kalbarri Sport & Recreation Club

Vacant due to resignation of S Penn.

Kalbarri Maritime Advisory Committee

Cr Gliddon and CEO, there is a vacancy due to resignation of L Parker.

Kalbarri Aged Persons Homes Management Committee

Cr P Gliddon.

Coastal Sub Group of the Regional Road Group

Cr Wilson & CEO with Cr B Cripps as deputy.

Senior Staff Employment Performance Review Panel

Cr's Wilson, Cripps, Gliddon, J Booth, & CEO

Cr T Carson as deputy.

Kalbarri Foreshore Parkland Redevelopment Community Committee

Cr's Booth & Stock-Standen

Kalbarri PCYC

No member appointed at present.

STATUTORY IMPLICATIONS:

State: Local Government Act 1995 – Section 5.10

VOTING REQUIREMENT:

Absolute Majority Required

OFFICER RECOMMENDATION – ITEM 6.5.1

That Council review and appoint elected members to the various Council Committees and Community organisations.

6.5.2 PROPOSED CAPITAL WORKS PROJECTS

LOCATION:	Shire of Northampton
FILE REFERENCE:	4.2.4
DATE OF REPORT:	5 February 2013
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to prioritise proposed Capital Works projects to be submitted to the Mid West Development Commission to seek their support for funding in the future.

BACKGROUND:

Cr Wilson, Shire President, recently received advice that the Northampton Shire Council should formulate and prioritise capital works projects that it deems as necessary for the future development of the Shire. Once the Council has prioritised projects then it is proposed to meet with the Mid West Development Commission in an attempt to get state and federal government support to fund the projects. Some projects will require Council contribution.

The following projects are presented for consideration. These projects have been derived from Councils adopted Capital Works Plan, previous Financial Plans for the future and past budgets.

1. Development of Heavy Industrial Land - Northampton

Proposal is to purchase farming land on the southern outskirts of Northampton townsite opposite CBH facilities for the development of a heavier industrial area. One site identified is directly east of CBH and alternative site is south west of CBH facilities across the highway

Estimated cost \$300,000 to \$500,000 for land purchase only.

2. White Cliffs Road

Bitumen seal entire road length at a minimum width of 7m. Road is a popular tourism route and links the coastal towns of Horrocks, Port Gregory and Kalbarri. Also a link for employees within the fishing industry and mining industries at Port Gregory.

Estimated cost to a two coat seal \$1.7million.

3. Ogilvie East Road

New Stage 1 – seek funding for current estimated shortfall to bituminize road.

Estimated cost \$300,000.

New Stage 2 – bitumen seal balance of road through to Balla Whellarra Road.

Estimated cost to a two coat seal \$2.0 million.

4. Binnu West Road

Bitumen seal 9km's to a 7m width to Magee Road.

Estimated cost to a two coat seal \$1.3 million.

5. Horrocks Community Centre

Construction of purpose built facility to meet needs of community, plans have been prepared and site selected.

Estimated cost in 2006 was \$1.8 million, revised estimate \$2.0 million.

6. Kalbarri Community Centre

Construction of purpose built facility to house Arts & Crafts groups, other community organisations and seniors groups.

Estimated cost \$800,000.

7. Kalbarri Indoor Sporting/Community Facility

Construct a building that will act as a community hall and allow sports such as Badminton to be played.

Estimated cost \$1.0 million.

8. Northampton Heavy Haulage Route (town by-pass)

Construct heavy haulage route around Northampton townsite on the eastern side as per previously adopted draft route plans

Estimated cost \$60 to \$100 million.

9. Kalbarri/Shark Bay Tourist Trail

Construct a road from Kalbarri to Shark Bay to provide a trail experience similar to the Gibb River Road. Some planning and route selection has been undertaken and partnership includes the Shire of Shark Bay.

Estimated cost \$38.0 million provided in 2006 for an unsealed road.

10. Northampton Bowling Club Relocation

As previously considered by Council, relocate the club to the Northampton Community Centre. Project requires construction of new squash courts and two synthetic bowling greens.

Estimated cost provided in 2011 \$1.8 million.

11. Aged Care and Accommodation

Northampton – construct six residential units for either long term lease or purchase. To be constructed on land currently occupied by Northampton Bowling Club.

Estimated Cost \$1.8million

Northampton - extend aged care hospice facilities “Brookview”.

Kalbarri – construction of aged care residential and hospice centre. Initially 10 to 15 accommodation units and 10 hospice beds/units.

Estimated cost will range from \$3.0 to \$5.0 million depending on number of units that are eventually constructed.

COMMENT:

With the funds all of the above are achievable. However the one exception is that of the hospice developments in Northampton and Kalbarri. These developments would require Federal Government approval and funding to allow the hospice’s to function.

The remaining projects could be funded predominantly from state government then the Council.

COMMUNITY CONSULTATION:

Consultation of the development of the Strategic Plan and Capital Works Plan has been undertaken when these documents were developed and reviewed.

GOVERNMENT CONSULTATION:

To occur through the promoting of the above projects.

FINANCIAL & BUDGET IMPLICATIONS:

Should any of the above projects come to fruition there is no doubt that there could be a large expenditure burden on the Council if grant funds or other financial support is not received.

STRATEGIC IMPLICATIONS:

Local: Shire of Northampton Planning for the Future 2009-2019

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.2

- 1. That Council prioritise future capital works projects as for the following:
(projects to be listed in priority order)**
- 2. That the above projects be submitted to the Mid West Development Commission seeking their support with the aim of securing funding for their implementation.**

6.5.3 DISABLED FISHING PLATFORM - KALBARRI

LOCATION:	Chinaman's Beach Kalbarri
FILE REFERENCE:	11.1.4
DATE OF REPORT:	5 February 2013
REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to consider the costs for the platform installation and costs for board walk purchase and installation.

BACKGROUND:

Council approved the installation of a disabled fishing platform at Chinaman's Beach Kalbarri and received grant funding for the purchase of the facility.

When adopting the 2012/13 Budget the Council allocated \$10,000 from specified area rate for this project and at the time this allocation was being determined the funds were to be used for the board walk and its installation. The initial installation of the platform was going to be carried out by community members but that is now clearly not going to be the case.

COMMENT

A quote of \$7,000 has been obtained from a local contractor to install the fishing platform only, scope of works are:

- Core drill footing holes for platform legs up to 1 m depth
- Supply concrete for footings – 2.5m³
- Install platform with allowance to re-cut to size and re-bolt
- Supply machinery, water for core drill and generator for electricity

One of the issues that is proving to be challenging is the ability to drill the holes into the rock base for the platform legs. It was hoped that a small drilling machine could be hired for this task but through investigations no machine has been found with a majority now only drilling horizontally. Also it was not considered appropriate to use any large machine that would simply break the rock.

The best method that has been determine is to core the holes by hand with a core drill which reduces any environmental concerns as the hole will be cut to a maximum size, approximately 250mm diameter, to allow the legs to be cemented into the rock.

The onsite inspection with the contractor also revealed that the platform will need to be cut to a shorter length, reduce to approximately 6m in length, and not the original 10m. The reason for this is to best fit the platform in an area which has flatter rock formations.

FINANCIAL & BUDGET IMPLICATIONS:

With the cost of installation now \$7,000, there is insufficient funds for the purchase of the boardwalk and its installation.

When the 2012/13 Budget was adopted, the \$10,000 to be raised from specified area rate was to allow for the purchase of the boardwalk material and installation. The estimated cost for the boardwalk was \$7,000 and installation was estimated at \$2,000 which results in an estimated \$6,000 shortfall to complete the project.

Within the 2012/13 Budget a provision was made for the Annual Technical inspection of the Kalbarri Airport for certification requirements. With the airport certification now being changed, as a result of no Regular Passenger Transport services, to a registered aerodrome this technical inspection is now no longer required and therefore this provision can be used to complete the fishing platform and boardwalk project.

One of the major financial implications is that if Council does not progress with the project then it will be required to refund the grant of \$50,000 received in 2011/12, Council cannot let this occur and needs to approve the additional expenditure to complete the project.

STATUTORY REQUIREMENTS'

Local Government Act 1995 – Section 6.8, authorising unbudgeted expenditure.

VOTING REQUIREMENT:

Absolute Majority Required: - As there is no provision for the additional expenditure within the 2012/2013 Budget and proposal is to utilise a budget provision for another purpose, Council needs to approve the expenditure by an absolute majority as per Section 6.8 of the Local Government Act 1995.

OFFICER RECOMMENDATION – ITEM 6.5.3

That Council progress with the purchase of the board walk and its installation and the 2012/13 provision of \$6,000 for the Kalbarri Airport technical inspection, which is no longer required, be utilised.

6.5.4 KALBARRI TENNIS, NETBALL & BASKETBALL COURTS RELOCATION

LOCATION:	Kalbarri Sport & Recreation Club
FILE REFERENCE:	11.1.10
CORRESPONDENT:	Minister for Sport
DATE OF REPORT:	6 February 2013
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Survey of court area

SUMMARY:

Information item on progress of project and Council to endorse location of proposed courts.

LOCALITY PLANS:

Refer to Appendices 1

BACKGROUND:

Council at their October 2012 meeting resolved to submit a Community Sport and Recreation Facilities grant application for the relocation of the Kalbarri tennis, netball and basketball courts from their current location to the Kalbarri Sport & Recreation Club premises.

The estimated cost for the project is \$570,000 GST exclusive and is based on the construction of acrylic surfaces and includes lighting, earthworks, fencing and drainage.

The project is dependent on funding applications being successful.

COMMENT:

Advice has been received from the Minister for Sport and Recreation that a grant of \$187,955 has been awarded to the project. For the balance of funds required, Council resolved to allocate the 2013/14 Country Local Government Fund part of Royalties for Regions Programme of \$456,655. As can be seen at this stage Council will not be required to utilise all of the CLGF however this will need to be determined after or near completion of the project to ensure no unforeseen circumstances that could increase the cost occur.

The estimated costs also include the relocation of the cricket practice nets to a position behind the eastern oval goals.

In addition with the courts located approximately 10m from the main building it is proposed to extend the verandah to provide a shaded viewing area. This was not included within the original costs.

Other costs that will be incurred is the provision of drainage and revised car parking areas.

A major factor in the project is the time frame. Although the CSRFF grant has been approved the 2013/2014, CLGF has not. The CEO will submit a business plan to the Department of Regional Development and Lands for the CLGF in November 2014 (note the DRDL will not accept plans prior to 1 December 2014) and if approved then funding is expected to be awarded February/March 2014 which is when the project can commence.

The project cannot commence prior to notification that our CLGF application has been successful.

CURRENT STATUS OF PROJECT

With the announcement of the CSRFF grant, a meeting has been held with the sporting groups involved where at that meeting a final location for the new courts was determined, see Appendices 1.

This location is best fit and will require car parking changes and access to the facilities. In discussing this matter with the stakeholders it was agreed that any future formal entrance to the facilities to be determined at a later date when the courts have been constructed.

COMMUNITY CONSULTATION:

All planning for the development has taken place with stakeholders representing each sporting group involved and will continue to do so until the project is delivered.

FINANCIAL & BUDGET IMPLICATIONS:

Subject to the successful CLGF application, there will be cost to the Council with the exception of staff time and auditing requirements with all cash cost items/materials to be covered by the two grants.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.4

That Council notes the information regarding the outcome of the Community Sport and Recreation Facilities Grant and approve of the proposed location of the playing courts as per the survey at Appendices 1.

APPENDICES 1



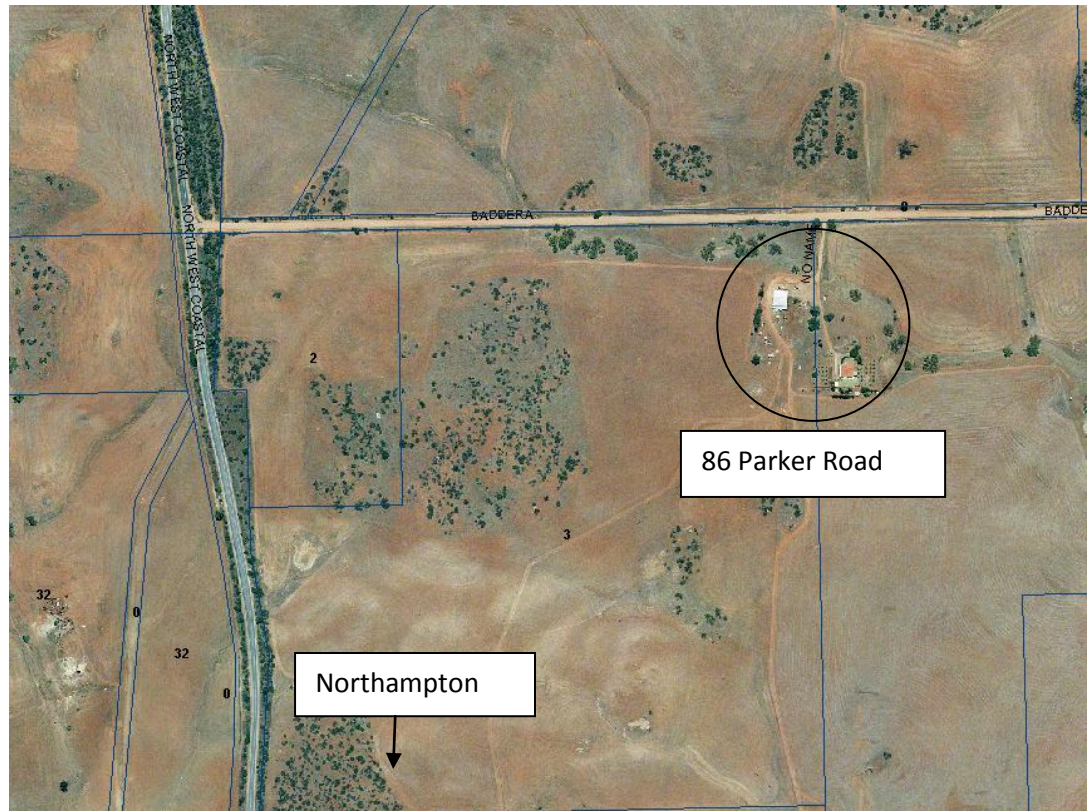
Blue line is the total court area required to allow fencing and drainage

6.5.5	PERMANENT LONG VEHICLE PERMIT
LOCATION:	Parker Road, Northampton
FILE REFERENCE:	12.1.9
CORRESPONDENT:	Charles Seivwright
DATE OF REPORT:	6 February 2013
REPORTING OFFICER:	Garry Keefe

SUMMARY:

Council to consider the issuing of a twelve month permit for the operation of a 27.5m long vehicle on Parker Road.

LOCALITY PLANS:



BACKGROUND:

By delegation, permission was issued to Charles Sievwright to operate a 27.5m long vehicle from his place of residence on 86 Parker Road. The approval was given per current Council policy being:

- Truck combination not to exceed 80km/hr speed limit;
- Truck combination not to be used on the road during wet weather periods;
- Truck combination not to operate during school bus operating times on roads where school bus operates and to maintain radio contact with the school bus operator.
- Obtaining the required approval from Main Roads WA and compliance to all conditions imposed by Main Roads WA;
- Permission is for the period from the date of this letter to 31st March 2013.

COMMENT:

Mr Sievwright advises that he uses the truck combination all year as part of his business operations and therefore requests Council if a twelve month permit can be provided.

The distance from the premises to the highway is 880m and as the road is in very good condition, of good width, there does not seem to be any concerns with a twelve month permit being issued. The permission will however still need to have the above conditions with the exception of the time frame.

Such permits must be applied for each year and any breach of the conditions will result in future approvals being revoked.

GOVERNMENT CONSULTATION:

If Council approves the use of the long vehicle then the applicant must obtain the required approval from Main Roads WA as they are the statutory authority who can actually issue the permit.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.5

That Council approves a twelve month permit to Charles Sievwright to operate a 27.5m long vehicle on Parker Road, being the section from property number 86 to the Northwest Costal Highway, subject to the following conditions:

- 1. Truck combination not to exceed 80km/hr speed limit;**
- 2. Truck combination not to be used on the road during wet weather periods;**
- 3. Truck combination not to operate during school bus operating times on roads where school bus operates and to maintain radio contact with the school bus operator.**
- 4. Obtaining the required approval from Main Roads WA and compliance to all conditions imposed by Main Roads WA;**

6.5.6	REQUEST TO OPERATE FUN FAIR ON FORESHORE PARKLAND	
	LOCATION:	Grey Street, Kalbarri
	FILE REFERENCE:	11.1.7
	CORRESPONDENT:	Tyrone Taylor
	DATE OF REPORT:	11 February 2013
	REPORTING OFFICER:	Garry Keeffe

SUMMARY:

Council to consider a request for the operation of a fun fair operation for period 10th to 14th July 2013.

BACKGROUND:

A request has been received from a Tyrone Taylor seeking approval to operate his “fun fair”, which consists of rides, games and food for the period 10th to 14th July 2013. The applicant states that the 10th will be set up day with the fun fair operating 11th to 13th from 3pm to late (no time given) and then pack up on the 14th.

The applicant states that he has public liability insurance, licence and registration and certificates for the above can be provided on request.

COMMENT:

Council does not have current *Local Laws* and a policy that directly relates to the approval of such operations on the foreshore parkland areas however does have a “trading in public places policy” which states:

Policy Objective

To guide the application of the Council’s Local Law relating to Trading in Public Places.

This Policy does not apply to Itinerant Food Vendors as covered under Part 10 of the Shire of Northampton Health Local Laws 2007 and Policy 8.6 – Conditions of Approval of Itinerant Food Vendors.

Desirability of Trading Activity

Generally, the offering of a service, product or merchandise that is freely available through normal business outlets within a town will not be considered a desirable trading activity, and therefore will not have a licence issued.

However if the trading site is so isolated from those businesses it is deemed that it is not likely to have any significant effect on those businesses, then a licence may still be issued for the activity.

A general test of desirability will be applied to each application in the context of the service or goods to be provided and overall benefit that may be realized from allowing the trade.

Relationship to other Local Laws and Town Planning Scheme

Issue of a Licence under these Local Laws is deemed to also meet the requirements under any other Local Law or the Town Planning Scheme.

Application for Licence

An application shall be in writing and is to include the following information:

- *Applicants name and address,*
- *Details of goods, wares, merchandise and or services to be offered,*
- *Details of van/vehicle intended to be used for trading. Such vehicle or van will be subject to assessment to see if it of a suitable standard for the purpose proposed,*
- *Details of area(s) where licence to trade is sought,*
- *Details of public indemnity insurance provider.*

Trading at approved Public Events

The Local Law relating to Trading in Public Places will not apply to events such as market days or similar events approved by the Council.

Approval of places where Trading will be Permitted

A place will only be approved if:

- *It affords suitable access and parking for customers;*
- *It is not going to interfere with access to other facilities and/or businesses, or unduly vehicle parking; and*
- *Only one licensee is to be approved to operate at any one time. In Kalbarri, the only site where a licence to trade general merchandise and/or services, but not food, in a public place will be issued is in the North-East portion of the Car park opposite the Black Rock Cafe and Murchison Caravan Park.*

In the case of Food Vendors they will not be permitted to trade within 300m of any location that is deemed to sell the same or similar product in any locality in the Shire.

Period during which trading will be permitted

Licences will not be issued where it is for periods of greater than;

- 1. Three days consecutively, in any consecutive period of seven days, and where the period of trading does not exceed 10 hours on any of those days, or*
- 2. For more than 2 hours in any one locality per day over consecutive days.*

Certificate of Currency of Insurance

The applicant before the issue of a trading licence will provide a copy of the certificate of currency of public indemnity insurance.

General Conditions of Licence

All licences will have the following conditions applied unless approval is granted otherwise;

- 1. The Licensee shall not display any sign except that incorporated as part of the vehicle. If additional signage is required, only a single sandwich board sign or similar to be located in the immediate vicinity of the approved trading site will be approved.*
- 2. A trader shall:*
 - Not cause any nuisance,*
 - Not obstruct pedestrians or vehicles*
 - Not use any amplification system unless specifically approved by Council*
 - Keep the immediate trading area in a clean and orderly condition*
 - Provide receptacles to appropriately dispose of any refuse or other waste generated during the course of trading*
 - Not keep any vehicle or other materials on the trading site outside the hours approved for trading unless specific approval has been granted otherwise.*
- 3. A trading Licence is not Transferable.*

4. *The licence can be cancelled at any time by Council if there are any breaches of the conditions on the licence or breach of any Local Law of the Council.*

An additional policy in relation to fun fair operations relates to when these operators can remain on Council land, which states:

It is the policy of Council that all groups/organisations that conduct fun/fair/market days etc that includes operations such as food vans, side show entertainment etc, then those operations can enter the land earlier than the eve of the event upon application to the CEO to set up on any Council controlled land and are to vacate the area immediately on the day at the conclusion of the event or the day after the event and can only operate on the day of the event unless otherwise approved by Council.

When applying the above policy to the application it is questionable if the fun fair activity will be in direct competition of local businesses. This would be the case with the provision of food, however but no real conflict in relation to the rides.

Also the operating time of three days falls within the policy and local laws.

The only other stipulation will be the need for a close down time in the evenings as this is not stated within the application. A time of 9.00pm is suggested.

COMMUNITY CONSULTATION:

No consultation undertaken.

FINANCIAL & BUDGET IMPLICATIONS:

No financial implications to Council.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.6

That Council approve the application submitted by Tyrone Taylor to operate a fun fair consisting of rides, games and food, to be conducted on the Kalbarri foreshore parkland from 11th to 13th July 2013 and the times of operation to be from 3.00pm to 9.00pm and be subject to current Council policy conditions.

6.5.7

NORTHAMPTON LIGHT INDUSTRIAL AREA UNITS

LOCATION:	Seventh Avenue, Northampton
FILE REFERENCE:	10.8.2.3
DATE OF REPORT:	11 February 2013
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	1. Design of Industrial Units

SUMMARY:

Council to consider a revised Industrial Units design and progress with the preparation of tender documents for their construction and to provide design to prospective tenants on request.

BACKGROUND:

At the 19 December 2012 meeting, Council considered a draft sketch for the design of the five light industrial units to be constructed on Lot 1.

Council resolved to endorse the draft design and lot layout for the proposed Northampton Light Industrial Units as presented. This allowed Council management to progress with a detailed design which is now presented.

The detailed design will be forwarded by post due to its A3 size.

COMMENT:

The detailed design did not differ from the draft sketch that was provided at the December 2012 meeting.

It is recommended that Council now endorse the design which will then allow for tender documents and specifications to be developed in readiness to call tenders for their construction. The calling of tenders will occur when approximately 70% of the site development works have been completed to ensure no delays occur with the development.

Also in previous discussions the Council indicated that the unit plan be made available to any prospective tenants. This can be arranged on request to the CEO.

FINANCIAL & BUDGET IMPLICATIONS:

All costs for the construction of the five units are part of the grant funds received for the development.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.5.7

That Council

- 1. Endorse the design of the industrial units for the Northampton Light Industrial area and Council Management progress with developing detailed design and specifications to allow the calling of tenders for their construction.**
- 2. Provide the design to any prospective tenant on request to the CEO.**

FINANCE REPORT CONTENTS

6.4.1	ACCOUNTS FOR PAYMENT	2
6.4.2	MONTHLY FINANCIAL STATEMENTS	14
6.4.3	BUDGET REVIEW	35
6.4.5	FAIR VALUE – PROCESS AND COSTS	37

6.4.1 ACCOUNTS FOR PAYMENT

FILE REFERENCE:	1.1.1
DATE OF REPORT:	11 February 2013
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Leanne Rowe/Garry Keefe
APPENDICES:	1. List of Accounts

BACKGROUND:

A list of payments submitted to Council on 22nd February 2013, 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 Muni 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 6.4.1

That Municipal Fund Cheques 19559 to 19621 inclusive, totalling \$157,974.73, Municipal EFT payments numbered EFT10729 to EFT10911 inclusive totalling \$505,613.50, Direct Debit payments GJ06-02 to GJ07-10 totalling \$4,819.48, Trust Fund Cheques 1887-1899, totalling \$33,374.94 be passed for payment and the items therein be declared authorised expenditure.



SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

MUNICIPAL FUND CHEQUES

Chq #	Date	Name	Description	Amount
19559	13/12/2012	G & T KEEFFE	CROSSOVER REIMB - LOT 26 RAKE PLACE	500.00
19560	13/12/2012	CA HUGHES	CROSSOVER REIMB, LOT 88 DARWINIA DV	500.00
19561	13/12/2012	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	95.15
19562	19/12/2012	JESSICA BOOTH	COUNCILLORS FEES	1737.29
19563	19/12/2012	TERRY CARSON	COUNCILLORS FEES	1668.04
19564	19/12/2012	BRADLEY CRIPPS	COUNCILLORS FEES	1496.48
19565	19/12/2012	PATRICIA GLIDDON	COUNCILLORS FEES	1153.64
19566	19/12/2012	STEPHANIE PENN	COUNCILLORS FEES	1293.64
19567	19/12/2012	SANDRA STOCK-STANDEN	COUNCILLORS FEES	1001.82
19568	19/12/2012	CRAIG SIMKIN	COUNCILLORS FEES	1235.42
19569	19/12/2012	GORDON WILSON	COUNCILLORS FEES	12347.31
19570	04/01/2013	AUSTRALIA POST	POSTAGE	252.64
19571	04/01/2013	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	334.62
19572	04/01/2013	REG BATTERSBY	REMOVE SAND	320.00
19573	04/01/2013	A REYNOLDS	CLEAN CARPETS	165.00
19574	04/01/2013	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	8424.24
19575	04/01/2013	JEANNIE GREENFIELD	STERILISATION SUBSIDY - WOOF BRYER	40.00
19576	04/01/2013	THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	342.00
19577	04/01/2013	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	276.55
19578	04/01/2013	NORTHAMPTON BOWLING CLUB	2012 XMAS FUNCTION	4321.00
19579	04/01/2013	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	342.00
19580	04/01/2013	VAUGHN RALPH	BRICKS	500.00
19581	04/01/2013	REST SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	187.84
19582	04/01/2013	STATEWIDE SUPER	SUPERANNUATION CONTRIBUTIONS	118.63
19583	15/01/2013	SHIRE OF NORTHAMPTON	PAYROLL DEBTOR DEDUCTIONS	10290.00
19584	16/01/2013	BRENDON JAMES HULME	RATE REFUND	48.73
19585	17/01/2013	ALAN P JACKSON	RATE REFUND	91.52

SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

Chq #	Date	Name	Description	Amount
19586	17/01/2013	PETTY CASH - KALBARRI	PETTY CASH RECOUP	100.00
19587	18/01/2013	TELSTRA	TELEPHONE CHARGES	3939.64
19588	18/01/2013	WATER CORPORATION	WATER CHARGES	17716.90
19589	18/01/2013	WINDY HILL KITCHEN	REFRESHMENTS	100.00
19590	21/01/2013	SYNERGY	ELECTRICITY CHARGES	31131.80
19591	24/01/2013	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	187.30
19592	04/02/2013	DEPARTMENT OF ENVIRONMENT &	CLEARING PERMIT	200.00
19593	04/02/2013	AUSTRALIA POST	POSTAGE	308.44
19594	04/02/2013	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	501.93
19595	04/02/2013	B P ROADHOUSE NORTHAMPTON	FUEL/REFRESHMENTS	526.64
19596	04/02/2013	A REYNOLDS	CLEAN CARPETS	528.00
19597	04/02/2013	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	18284.34
19598	04/02/2013	COVS PARTS PTY LTD	PARTS	1533.34
19599	04/02/2013	HORROCKS COMMUNITY CENTRE INC	MATT BURRELL PAVILLION - REPAIRS	6000.00
19600	04/02/2013	THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	513.00
19601	04/02/2013	BILGOMAN AUTO TECH	SERVICE	168.52
19602	04/02/2013	MARINA HOME & LEISURE	FUEL	20.00
19603	04/02/2013	MCLEODS BARRISTERS AND SOLICITORS	LEGAL FEES	4026.60
19604	04/02/2013	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	546.46
19605	04/02/2013	DEPARTMENT OF THE PREMIER & CABINET	ADVERTISING - AUTHORISED OFFICER	66.75
19606	04/02/2013	PORT GREGORY CARAVAN PARK	FUEL	95.34
19607	04/02/2013	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	513.00
19608	04/02/2013	REST SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	311.57
19609	05/02/2013	SYNERGY	ELECTRICITY CHARGES	16562.78
19610	05/02/2013	TELSTRA	TELEPHONE CHARGES	1963.02
19611	11/02/2013	KALBARRI IGA	HARDWARE	42.32
19612	11/02/2013	REG BATTERSBY	SAND REMOVAL PORT GREGORY CAR PARK	680.00



SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

Chq #	Date	Name	Description	Amount
19613	11/02/2013	B P ROADHOUSE NORTHAMPTON	FUEL	121.26
19614	11/02/2013	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	1304.27
19615	11/02/2013	DEPT OF TRANSPORT	VEHICLE TRANSFER	16.00
19616	11/02/2013	COVS PARTS PTY LTD	PARTS	71.13
19617	11/02/2013	KALBARRI GAS	GAS	125.00
19618	11/02/2013	KOORI KIDS PTY LTD	CONTRIBUTION - NAIDOC WEEK SCHOOL INITIATIVES	450.00
19619	11/02/2013	MCLEODS BARRISTERS AND SOLICITORS	LEGAL FEES	165.00
19620	11/02/2013	ONESTEEL DISTRIBUTION	BIN CAPS	50.82
19621	11/02/2013	SANFORD VETERINARY CLINIC	STERILISATION SUBSIDY - WOOF BRYER	20.00
				<hr/> \$157,974.73 <hr/>

SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT				
EFT #	Date	Name	Description	Amount
EFT10729	20/12/2012	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	12006.15
EFT10730	20/12/2012	T & J NEWMAN	CONTRACT CLEANER	1082.30
EFT10731	20/12/2012	M SPARLING	TELSTRA LINE RENTAL REIMBURSEMENT	36.95
EFT10732	20/12/2012	STEVE WILLIAMS	TELSTRA LINE RENTAL REIMBURSEMENT	49.90
EFT10733	20/12/2012	HAYLEY WILLIAMS	REIMB 50% CHILD CARE	959.03
EFT10734	20/12/2012	LB & BJ RYAN	REIMB BIRD & ANIMAL GUARD	94.08
EFT10735	20/12/2012	E & S KOPPENSTEINER	REIMB TELSTRA	144.00
EFT10736	03/01/2013	T & J NEWMAN	CONTRACT CLEANER	1082.30
EFT10737	03/01/2013	NEIL BROADHURST	REIMB TELSTRA	140.75
EFT10738	04/01/2013	A & B CANVAS AUSTRALIA	2 WINDSOCKS	431.20
EFT10739	04/01/2013	ABROLHOS ELECTRICS	FIT SOLAR LIGHT	2395.47
EFT10740	04/01/2013	BEAUREPAIRES	TYRES	1505.48
EFT10741	04/01/2013	CJD EQUIPMENT P/L	HARDWARE	55.73
EFT10742	04/01/2013	COASTAL PLUMBING & GAS FITTING	PLUMBING	209.22
EFT10743	04/01/2013	VEOLIA ENVIRONMENTAL SERVICES (AUSTRALIA) PTY LTD	REFUSE COLLECTION	393.57
EFT10744	04/01/2013	COOL COAST MAINTENANCE	PEET PARK FABRICATE & INSTALL SEATING	2508.41
EFT10745	04/01/2013	STAPLES	PHOTOCOPIER MTCE	50.90
EFT10746	04/01/2013	COURIER AUSTRALIA	FREIGHT	86.84
EFT10747	04/01/2013	CRAMER & NEILL REFRIGERATION	AIR CON MAINTENANCE	330.00
EFT10748	04/01/2013	FENCE-RITE WA	REPLACE STORM DAMAGED FENCES	8178.40
EFT10749	04/01/2013	GERALDTON MOWER & REPAIR SPECIALISTS	PARTS	760.00
EFT10750	04/01/2013	GERALDTON & MIDWEST SECURITY SERVICES	SECURITY	440.00
EFT10751	04/01/2013	J R & A HERSEY	HARDWARE/PROTECTIVE CLOTHING	131.34
EFT10752	04/01/2013	INN MAHOGANY CREEK	ACCOMMODATION DEC WORKSHOP	585.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

EFT #	Date	Name	Description	Amount
EFT10753	04/01/2013	JASON SIGNMAKERS	SIGNS	389.40
EFT10754	04/01/2013	KALBARRI AUTO CENTRE	PLANT SERVICE	202.40
EFT10755	04/01/2013	KALBARRI EXPRESS FREIGHT	FREIGHT	299.38
EFT10756	04/01/2013	KALBARRI CARRIERS	FREIGHT	66.41
EFT10757	04/01/2013	KALBARRI AUTO ELECTRICS	PLANT SERVICE	308.00
EFT10758	04/01/2013	KALBARRI PEST CONTROL	TERMITE INSPECTION & PEST CONTROL	550.00
EFT10759	04/01/2013	KALBARRI SITEWORKS	BOBCAT/DIGGER HIRE	770.00
EFT10760	04/01/2013	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	11719.16
EFT10761	04/01/2013	LGRCEU	PAYROLL DEDUCTIONS	271.60
EFT10762	04/01/2013	MIDWEST MULCHING MOWING	VERGE SLASHING	495.00
EFT10763	04/01/2013	NORTHAMPTON AUTO ELECTRICS	PLANT ELECTRICAL	1246.69
EFT10764	04/01/2013	CLEANPAK TOTAL SOLUTIONS	TOILET PRODUCTS/CLEANING	478.01
EFT10765	04/01/2013	QUANTUM SURVEYS	SURVEY REPEG, KALB BEACH RESORT	891.00
EFT10766	04/01/2013	RETRACTABLE TARPS	ALLOY PULL OUT TARP	1344.20
EFT10767	04/01/2013	STAR TRACK EXPRESS	FREIGHT	66.06
EFT10768	04/01/2013	THE BANGAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1433.26
EFT10769	04/01/2013	2V NET IT SOLUTIONS	COMPUTER MAINTENANCE	2870.00
EFT10770	04/01/2013	VERLINDENS ELECTRICAL GERALDTON	ELECTRICAL REPAIRS	574.20
EFT10771	04/01/2013	WALTONS	PARTS	249.75
EFT10772	04/01/2013	WESTRAC EQUIPMENT PTY LTD	PARTS	223.17
EFT10773	04/01/2013	WA LOCAL GOVERNMENT ASSOCIATION	ADVERTISING	2045.09
EFT10774	04/01/2013	WOODCOCK CT & L	PUMP & FITTINGS, RETIC, HARDWARE	2855.66
EFT10775	04/01/2013	FRANK ZAPPIA CONCRETE	JOHN ST - INSTALL HEADWALLS	5995.00
EFT10776	20/12/2012	NORTHAMPTON OCCASIONAL CHILDCARE ASSOCIATION	FINANCIAL ASSISTANCE GRANT	12000.00
EFT10777	11/01/2013	DEPT OF REGIONAL DEVELOPMENT & LANDS	PT GREGORY WATER SUPPLY - EASEMENT	817.00
EFT10778	16/01/2013	AUSTRALIAN TAXATION OFFICE	GST DEC 12	18573.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

EFT #	Date	Name	Description	Amount
EFT10779	17/01/2013	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	12322.41
EFT10780	17/01/2013	T & J NEWMAN	CONTRACT CLEANER	1082.30
EFT10781	17/01/2013	HAYLEY WILLIAMS	REIMB CHILD CARE 50%	294.00
EFT10782	17/01/2013	M SPARLING	TELSTRA LINE RENTAL REIMBURSEMENT	36.95
EFT10783	17/01/2013	BRIAN S HUTCHINSON	REIMB TELSTRA LINE RENTAL	91.80
EFT10784	22/01/2013	MURCHISON CONCRETE	WALKER ST - CONCRETE WALL & PATHS	12206.70
EFT10785	31/01/2013	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	12881.58
EFT10786	31/01/2013	T & J NEWMAN	CONTRACT CLEANER	1082.30
EFT10787	31/01/2013	E & S KOPPENSTEINER	REIMB TELSTRA	72.00
EFT10788	31/01/2013	KEVIN BROWN	TELSTRA LINE RENTAL REIMBURSED	89.90
EFT10789	31/01/2013	NEIL BROADHURST	REIMB SYNERGY	654.13
EFT10790	31/01/2013	STEVE WILLIAMS	TELSTRA LINE RENTAL REIMBURSEMENT	49.90
EFT10791	31/01/2013	LB & BJ RYAN	REIMB TELSTRA LINE RENTAL MAY 11/ JAN 13	845.52
EFT10792	04/02/2013	ABROLHOS ELECTRICS	REPAIR PUMP	830.39
EFT10793	04/02/2013	ALAN CRAGAN BOBCAT & EXCAVATOR HIRE	BOBCAT HIRE	3635.50
EFT10794	04/02/2013	ALL DECOR	VERTICAL BLINDS	960.00
EFT10795	04/02/2013	ALTORFER & STOW	LEGAL FEES	1602.80
EFT10796	04/02/2013	ATLAS COPCO CONSTRUCTION EQUIPMENT AUSTRALIA	PARTS	683.17
EFT10797	04/02/2013	BEAUREPAIRES	TYRES & TUBES	2770.12
EFT10798	04/02/2013	RAY BLICK PLUMBING & GAS SERVICE	PLUMBING	637.25
EFT10799	04/02/2013	BUNNINGS BUILDING SUPPLIES	PLANTS	86.20
EFT10800	04/02/2013	CATWEST PTY LTD	YALLABATHARRA/JOHN ST - EMULSION	14909.18
EFT10801	04/02/2013	CHAPMAN ANIMAL HOSPITAL	STERILISATION SUBSIDY	20.00
EFT10802	04/02/2013	COASTAL PLUMBING & GAS FITTING	GAS PLUMBING	815.10
EFT10803	04/02/2013	BS & JA COCKRAM	LITTLE BAY TOILETS - INSTALL FAN	513.00
EFT10804	04/02/2013	BOC GASES AUSTRALIA LTD	INDUSTRY GASES	82.06

SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

EFT #	Date	Name	Description	Amount
EFT10805	04/02/2013	CONPLANT	GLASS WINDOW, HARDWARE	607.55
EFT10806	04/02/2013	STAPLES	PHOTOCOPIER MTCE	1060.70
EFT10807	04/02/2013	CORAL COAST RETIC	REPAIR RETIC	279.95
EFT10808	04/02/2013	COURIER AUSTRALIA	FREIGHT	262.66
EFT10809	04/02/2013	GERALDTON NEWSPAPERS LIMITED	ADVERTISING	865.57
EFT10810	04/02/2013	GERALDTON MOWER & REPAIR SPECIALISTS	PARTS	139.80
EFT10811	04/02/2013	GERALDTON LOCK & KEY SPECIALISTS	KEYS	44.00
EFT10812	04/02/2013	GERALDTON INDUSTRIAL SUPPLIES	TAPE	42.20
EFT10813	04/02/2013	GERALDTON SIGN MAKERS	FRIENDS OF THE RAILWAY SIGN	928.46
EFT10814	04/02/2013	GHD PTY LTD	ENGINEERING - SAFETY AUDIT	3300.00
EFT10815	04/02/2013	GREAT NORTHERN RURAL SERVICES	PRESSURE GAUGE	40.72
EFT10816	04/02/2013	GOLDEN WEST NETWORK PTY LTD	TV PROMOTIONAL ADVERTISING	1108.80
EFT10817	04/02/2013	HASLEBYS HARDWARE SUPPLIES	HARDWARE, 150 YR ANNIVS RAILWAY	898.93
EFT10818	04/02/2013	HILLE, THOMPSON & DELFOS	SURVEY GREGORY WATER SUPPLY	6220.50
EFT10819	04/02/2013	HOSEY'S CONTRACTING	KALB DEPOT MNTC TO EXISTING DOORS	7493.64
EFT10820	04/02/2013	JASON SIGNMAKERS	SIGNS	558.80
EFT10821	04/02/2013	KALBARRI HARDWARE & BUILDING SUPPLIES	RETIC	417.92
EFT10822	04/02/2013	KALBARRI EXPRESS FREIGHT	FREIGHT	144.34
EFT10823	04/02/2013	KALBARRI PHARMACY	FLUVAX	23.00
EFT10824	04/02/2013	KALBARRI ELECTRICAL SERVICES	REPLACED SMOKE ALARM	290.00
EFT10825	04/02/2013	KALBARRI B P SERVICE STATION	FUEL/HARDWARE	377.42
EFT10826	04/02/2013	KALBARRI WAREHOUSE	HARDWARE, GRAFFITI OFF	299.50
EFT10827	04/02/2013	KALBARRI LAWNMOWING SERVICE	MOWING & GARDENING	803.00
EFT10828	04/02/2013	KALBARRI PEST CONTROL	TERMITE INSPECTION & PEST CONTROL	1160.00
EFT10829	04/02/2013	KALBARRI REFRIGERATION AND AIRCONDITIONING SERVICE	SERVICE AIRCON	1131.35
EFT10830	04/02/2013	LGRCEU	PAYROLL DEDUCTIONS	291.00



SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

EFT #	Date	Name	Description	Amount
EFT10831	04/02/2013	MIDWEST KERBING	JOHN ST, KALB STS - KERBING	24174.32
EFT10832	04/02/2013	MW GROUP AFFILIATED AGRICULTURAL SOC	2012 MW DISTRICT DISPLAY DONATION	275.00
EFT10833	04/02/2013	MIDWEST MULCHING MOWING	SLASHING	6831.00
EFT10834	04/02/2013	RELIANCE PETROLEUM	FUEL PURCHASES	26348.31
EFT10835	04/02/2013	M L COMMUNICATIONS	REPLACE FAULTY EXCITER/AERIAL	3061.23
EFT10836	04/02/2013	NORTHAMPTON IGA & LIQUOR STORE	REFRESHMENTS	368.65
EFT10837	04/02/2013	NORTHAMPTON NEWSAGENCY	STATIONERY/NEWSPAPERS	185.59
EFT10838	04/02/2013	NORTHAMPTON PHARMACY	PRESCRIPTIONS	288.55
EFT10839	04/02/2013	CLEANPAK TOTAL SOLUTIONS	TOILET PRODUCTS/CLEANING	890.29
EFT10840	04/02/2013	PEERLESS JAL PTY LTD	EASIPOL SOVENT WAX POLISH MAHOGONY	180.11
EFT10841	04/02/2013	PURCHER INTERNATIONAL	REPAIR CLUTCH (CASE TRACTOR), PARTS	15395.32
EFT10842	04/02/2013	HOLCIM AUSTRALIA PTY LTD	QUARRY SAND	95.37
EFT10843	04/02/2013	REEFWALKER PTY LTD	REFUND KALBARRI JETTY BERTH FEES	550.00
EFT10844	04/02/2013	STAR TRACK EXPRESS	FREIGHT	102.98
EFT10845	04/02/2013	MIDWEST AUTO GROUP	PLANT SERVICE	1010.80
EFT10846	04/02/2013	THE BANGAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	2866.53
EFT10847	04/02/2013	2V NET IT SOLUTIONS	COMPUTER MAINTENANCE	132.00
EFT10848	04/02/2013	LANDGATE	ANNUAL ACCESS RENEWAL	1126.65
EFT10849	04/02/2013	VERLINDENS ELECTRICAL GERALDTON	PT GREG WATER REPLACE CONTROL CAB	5998.85
EFT10850	04/02/2013	VORTEX PLASTICS	FRIENDS OF THE RAILWAY SHEETING	512.60
EFT10851	04/02/2013	WESTRAC EQUIPMENT PTY LTD	PARTS	311.17
EFT10852	04/02/2013	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 147	1746.05
EFT10853	04/02/2013	WILSONS SIGN SOLUTIONS	PLAQUE	286.00
EFT10854	04/02/2013	KRISTY WILLIAMS	ACTING DCEO OCT-DEC	11713.50
EFT10855	04/02/2013	WOODCOCK CT & L	SECURITY GATES, HARDWARE	4202.03
EFT10856	04/02/2013	DOWNER EDI WORKS PTY LTD	EMULSIONS	506.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

EFT #	Date	Name	Description	Amount
EFT10857	04/02/2013	YETNA FARM TREE NURSERY	PLANTS, PIGGY POST	298.71
EFT10858	06/02/2013	CIVIL AVIATION SAFETY AUTHORITY	APPLICATION REGISTRATION	902.50
EFT10859	11/02/2013	LIGHTING UP ENERGY DOWN AUSTRALIA	HORROCKS JETTY SOLAR LIGHTS 50% DEP	3036.00
EFT10860	11/02/2013	AUSTRALIAN BUILDING CODES BOARD	NATIONAL CONSTRUCTION CODE 2013	414.00
EFT10861	11/02/2013	ABROLHOS ELECTRICS	FLURO LIGHTS	209.88
EFT10862	11/02/2013	BEAUREPAIRES	TYRES & TUBES	2915.00
EFT10863	11/02/2013	RAY BLICK PLUMBING & GAS SERVICE	PLUMBING	551.00
EFT10864	11/02/2013	CATWEST PTY LTD	CONTRIB SEALING CARPARK & RESEAL OF SEALED FOOTPATH	2351.25
EFT10865	11/02/2013	CJD EQUIPMENT P/L	PARTS	557.99
EFT10866	11/02/2013	COASTAL PLUMBING & GAS FITTING	PLUMBING	129.36
EFT10867	11/02/2013	VEOLIA ENVIRONMENTAL SERVICES (AUSTRALIA) PTY LTD	REFUSE COLLECTION	71582.74
EFT10868	11/02/2013	STAPLES	PHOTOCOPIER MTCE	1116.47
EFT10869	11/02/2013	COURIER AUSTRALIA	FREIGHT	261.54
EFT10870	11/02/2013	D-TRANS	PIG TRAILER REPLACED BRAKE SHOES	3642.23
EFT10871	11/02/2013	GERALDTON NEWSPAPERS LIMITED	ADVERTISING	789.88
EFT10872	11/02/2013	GERALDTON INDUSTRIAL SUPPLIES	SAFETY SPECS, GLOVES	731.68
EFT10873	11/02/2013	GERALDTON SIGN MAKERS	GWALLA CHURCH INFO SIGN	1077.00
EFT10874	11/02/2013	GERALDTON & MIDWEST SECURITY SERVICES	SURVEILLANCE	440.00
EFT10875	11/02/2013	GHD PTY LTD	GREY ST ENGINEERING DESIGN SAFETY AUDIT AND DESIGN	1100.00
EFT10876	11/02/2013	UHY HAINES NORTON	AUDIT CERTIFICATION R4R	3740.00
EFT10877	11/02/2013	HASLEBYS HARDWARE SUPPLIES	FERTILISER, HARDWARE	680.91
EFT10878	11/02/2013	J R & A HERSEY	BARRIER MESH, BROOMS	370.45
EFT10879	11/02/2013	HERKS PANEL REPAIRS	REMOVE EXTENSIVE RUST & PANEL WORKS - MITSU TRUCK & MITSU CREW CAB	13998.46
EFT10880	11/02/2013	JA-EM TRUST	DRY HIRE EXCAVATOR	396.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

EFT #	Date	Name	Description	Amount
EFT10881	11/02/2013	JASON SIGNMAKERS	STREETPLATES	192.50
EFT10882	11/02/2013	JOHN MCCARTHY	SHELTER & BBQ, AGED CARE MTCE	6204.00
EFT10883	11/02/2013	RE & DP JOSEPH RADIATORS	RADIATOR ASSEMBLY, AIR COOLER	4400.00
EFT10884	11/02/2013	KALBARRI AUTO CENTRE	PLANT SERVICE	308.00
EFT10885	11/02/2013	KALBARRI HARDWARE & BUILDING SUPPLIES	HARDWARE	422.75
EFT10886	11/02/2013	KALBARRI EXPRESS FREIGHT	FREIGHT	96.82
EFT10887	11/02/2013	KALBARRI B P SERVICE STATION	FUEL/HARDWARE	283.12
EFT10888	11/02/2013	KALBARRI LAWNMOWING SERVICE	MOWING & GARDENING	847.00
EFT10889	11/02/2013	KALBARRI PEST CONTROL	VISUAL TERMITE INSPECTION & GENERAL PEST CONTROL	990.00
EFT10890	11/02/2013	KALBARRI REFRIGERATION AND AIRCONDITIONING SERVICE	SERVICE AIRCON	768.52
EFT10891	11/02/2013	KALBARRI SITEWORKS	BOBCAT HIRE - FOOTPATH PREP	275.00
EFT10892	11/02/2013	LGIS LIABILITY	12/13 WC ADJUSTMENT	2948.00
EFT10893	11/02/2013	RELIANCE PETROLEUM	FUEL PURCHASES	13228.66
EFT10894	11/02/2013	NORTHAMPTON IGA & LIQUOR STORE	REFRESHMENTS	174.54
EFT10895	11/02/2013	NORTHERN COUNTRY ZONE OF THE LOCAL GOVERNMENT ASS	ANNUAL SUBSCRIPTION 12/13	1700.00
EFT10896	11/02/2013	NORTHAMPTON NEWSAGENCY	STATIONERY/NEWSPAPERS	839.00
EFT10897	11/02/2013	NORTHAMPTON AUTO ELECTRICS	PLANT ELECTRICAL	1157.00
EFT10898	11/02/2013	NORTHAMPTON TOURIST ASSOCIATION INC.	AUSTRALIA DAY BREAKFAST	500.00
EFT10899	11/02/2013	NORTHAMPTON FAMILY STORE	UNIFORM	334.02
EFT10900	11/02/2013	PEMCO DIESEL PTY LTD	BACKHOE TRANSMISSION CHECK	3341.59
EFT10901	11/02/2013	PGV ENVIRONMENTAL	CONSULTANT	462.00
EFT10902	11/02/2013	PURCHER INTERNATIONAL	PARTS	1068.80
EFT10903	11/02/2013	QUANTUM SURVEYS	SURVEY OGILVIE EAST RD - CURVE REALIGN	429.00



SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

EFT #	Date	Name	Description	Amount
EFT10904	11/02/2013	HOLCIM AUSTRALIA PTY LTD	RESEAL WORKS 10MM AGG	41024.70
EFT10905	11/02/2013	SUN CITY PRINT & DESIGN	STATIONERY	237.00
EFT10906	11/02/2013	OWEN SIMKIN	WATER CUSTODIAN	59.90
EFT10907	11/02/2013	FUELFIX PTY LTD	PARTS	495.00
EFT10908	11/02/2013	LANDGATE	VALUATION EXPENSES	147.52
EFT10909	11/02/2013	VERLINDENS ELECTRICAL GERALDTON	BUILDING ELECTRICAL MTCE	761.75
EFT10910	11/02/2013	WESTRAC EQUIPMENT PTY LTD	PARTS	779.65
EFT10911	11/02/2013	WESTERN RESOURCE RECOVERY PTY LTD	PUMP SEPTICS	2251.18
				<hr/> \$505,613.50 <hr/>



SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

DIRECT DEBITS – MUNICIPAL ACCOUNT				
Jnl #	Date	Name	Description	Amount
GJ06-02	31/12/12	BANK FEES	NOVEMBER 2012	321.10
GJ06-03	31/12/12	WESNET	COMPUTER EXPENSES	70.99
GJ06-04	31/12/12	BPOINT	NOVEMBER 2012	157.63
GJ06-05	31/12/12	MACQUARIE	COMPUTER EXPENSES	433.87
GJ06-07	31/12/12	CORPORATE CARD	TRAINING, KALB FORESHORE PLAN, PEET PARK, SOLAR LIGHTS ENTRY STATEMENT	1384.28
GJ07-06	31/01/2013	BANK FEES	DECEMBER 2012	261.48
GJ07-07	31/01/2013	WESNET	COMPUTER EXPENSES	100.99
GJ07-08	31/01/2013	BPOINT	DECEMBER 2012	260.07
GJ07-09	31/01/2013	CORPORATE CARD	TRAINING, REFRESHMENTS, OFFICE EXPS	1395.20
GJ07-10	31/01/2013	MACQUARIE	COMPUTER EXPENSES	433.87
				<u>\$4,819.48</u>



SHIRE OF NORTHAMPTON
FINANCE REPORT – 22 February 2013

Chq #	Date	TRUST FUND CHEQUES Name	Description	Amount
1887	13/12/2012	GL & T KEEFFE	REFUND KERB DEPOSIT BA 1023	500.00
1888	13/12/2012	NORTHAMPTON JUNIOR FOOTBALL CLUB	KIDSPORT - JUNIOR FOOTBALL FEES	360.00
1889	CANCELLED			
1890	14/12/2012	SHIRE OF NORTHAMPTON	A ROGERS BOND PAID TO DECEMBER RENT LOT 260 HAMPTON RD, NORTHAMPTON	520.00
1891	19/12/2012	BEVERLY PECK	REFUND RSL HALL BOND	220.00
1892	09/01/2013	S R BOOKER	REFUND TRANSPORTABLE HOUSE BOND	5000.00
1893	09/01/2013	ROCK & SOIL INDUSTRIES	REFUND RETENTION LOT 11493 AJANA- KALBARRI RD SUBDIVISION BIG RIVER RANCH ESTATE ROADWORKS & STORMWATER DRAINAGE	10000.00
1894	25/01/2013	RACHEL MONGOO	REFUND RSL BOND	220.00
1895	29/01/2013	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT - 1 JULY 2012 - 31 DEC 2012	10223.70
1896	29/01/2013	SHIRE OF NORTHAMPTON	BCITF COLLECTION AGENCY FEE 1 JULY 2012 - 31 DEC 2012	156.75
1897	29/01/2013	BUILDING REGISTRATION BOARD	BRB PAYMENT 1 JULY 2012 - 31 DEC 3012	5724.49
1898	29/01/2013	SHIRE OF NORTHAMPTON	BRB COLLECTION AGENCY FEE 1 JULY - 31 DEC 2012	250.00
1899	05/02/2013	SONYA HASLEBY	REFUND COMMUNITY BUS BOND	200.00
				<u><u>\$33,374.94</u></u>

6.4.2 MONTHLY FINANCIAL STATEMENTS

FILE REFERENCE:	1.1.1
DATE OF REPORT:	11 February 2013
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton/Garry Keeffe
APPENDICES:	1. Monthly Financial Report for January 2013

BACKGROUND:

This information is provided to Council on a monthly basis 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 January 2013 are attached, and consists of:

1. Income Statement by Function/Activity
2. Income Statement by Nature or Type
3. Statement of Financial Activity and notes

FINANCIAL & BUDGET IMPLICATIONS:

Apart from those that have been reported on in the Administration & Corporate Report the only other significant change in the finances is that \$20,434 extra has been claimed for discount on rates which will have an overall effect on the 2012/13 Budget. Council made a provision of \$125,000 for discount of which \$146,037 was claimed.

STATUTORY IMPLICATIONS:

General Financial Management of Council
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. Council policy is that the material variation be set at \$5,000.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.4.2

That Council adopts the Monthly Financial Report for the period ending 31 January 2013.

SHIRE OF NORTHAMPTON
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013

TABLE OF CONTENTS

Income Statement by Function/Activity	10
Income Statement by Nature or Type	11
Statement of Financial Activity	12
Notes to and Forming Part of the Statement	13 - 25

**SHIRE OF NORTHAMPTON
INCOME STATEMENT BY FUNCTION/ACTIVITY
FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013**

	YTD ACTUAL 2013 \$	ANNUAL BUDGET 2013 \$	ACTUAL 2012 \$
REVENUE			
Governance	22,944	12,600	29,786
General Purpose Funding	3,762,537	4,293,133	4,889,209
Law, Order & Public Safety	57,105	102,610	171,666
Health	37,342	62,729	33,957
Education & Welfare	30,855	55,500	53,627
Housing	12,375	20,280	17,923
Community Amenities	861,562	894,300	921,074
Recreation & Culture	121,502	775,919	1,774,258
Transport	522,162	1,164,523	1,640,232
Economic Services	124,983	105,306	129,016
Other Property & Services	407,802	746,115	198,272
TOTAL OPERATING REVENUE	<u>5,961,169</u>	<u>8,233,015</u>	<u>9,859,019</u>
EXPENSES			
Governance	(247,806)	(414,730)	(367,852)
General Purpose Funding	(118,289)	(249,673)	(218,700)
Law, Order & Public Safety	(163,796)	(256,786)	(271,096)
Health	(125,574)	(209,359)	(206,778)
Education & Welfare	(72,483)	(78,365)	(101,928)
Housing	(68,231)	(108,568)	(128,330)
Community Amenities	(705,262)	(1,545,977)	(1,577,387)
Recreation & Culture	(811,457)	(1,335,273)	(1,469,453)
Transport	(1,456,449)	(2,774,097)	(2,536,013)
Economic Services	(153,167)	(272,812)	(180,177)
Other Property & Services	(238,135)	(67,126)	(197,580)
TOTAL OPERATING EXPENSES	<u>(4,160,647)</u>	<u>(7,312,766)</u>	<u>(7,255,294)</u>
BORROWING COSTS EXPENSE			
Recreation & Culture	(1,934)	(8,873)	(11,194)
Transport	(23,006)	(29,978)	(37,801)
Other Property and Services	(8,641)	(13,214)	(20,565)
TOTAL BORROWING COSTS EXPENSE	<u>(33,581)</u>	<u>(52,065)</u>	<u>(69,560)</u>
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>1,766,941</u>	<u>868,184</u>	<u>2,534,165</u>

**SHIRE OF NORTHAMPTON
INCOME STATEMENT BY NATURE OR TYPE
FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013**

	YTD ACTUAL 2013 \$	ANNUAL BUDGET 2013 \$	ACTUAL 2012 \$
REVENUE			
Rates	3,393,209	3,413,970	3,096,958
Operating Grants, Subsidies and Contribution	732,131	1,082,576	2,121,894
Non Operating Grants, Subsidies and Contributions	692,048	2,381,730	3,197,496
Fees and Charges	1,065,508	1,129,732	1,255,911
Interest Earnings	78,273	221,007	184,245
Other	0	0	2,514
Profit on Asset Disposal		4,000	91,433
TOTAL OPERATING REVENUE	<u>5,961,169</u>	<u>8,233,015</u>	<u>9,950,451</u>
EXPENSES			
Employee Costs	(1,299,338)	(2,094,886)	(2,206,930)
Materials and Contracts	(1,300,684)	(2,609,588)	(2,415,463)
Utilities Charges (Electricity, Gas, Water etc.)	(179,633)	(331,840)	(306,071)
Depreciation on Non Current Assets	(947,932)	(1,600,715)	(1,554,508)
Interest Expenses	(34,018)	(52,065)	(69,560)
Insurance Expenses	(264,277)	(241,662)	(229,154)
Other Expenditure	(163,255)	(434,075)	(563,393)
Loss on Asset Disposal	(5,092)	0	(71,207)
TOTAL OPERATING EXPENSES	<u>(4,194,228)</u>	<u>(7,364,831)</u>	<u>(7,416,286)</u>
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>1,766,941</u>	<u>868,184</u>	<u>2,534,165</u>

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013

	NOTE	YTD 2012 Actual \$	YTD 2012 Budget \$	2012/13 Full Year Budget \$	Variences Budget to Actual Y-T-D %
Operating					
Revenues	1,2				
Governance		22,944	7,350	12,600	(212.17%)
General Purpose Funding		369,303	512,845	879,163	27.99%
Law, Order, Public Safety		57,105	59,856	102,610	4.60%
Health		37,342	36,592	62,729	(2.05%)
Education and Welfare		30,855	32,375	55,500	4.69%
Housing		12,375	11,830	20,280	(4.61%)
Community Amenities		861,562	521,675	894,300	(65.15%)
Recreation and Culture		121,502	452,619	775,919	73.16%
Transport		522,162	679,305	1,164,523	23.13%
Economic Services		124,983	61,429	105,306	(103.46%)
Other Property and Services		407,802	435,234	746,115	6.30%
		<u>2,567,936</u>	<u>2,811,110</u>	<u>4,819,045</u>	
Expenses	1,2				
Governance		(255,096)	(241,926)	(414,730)	(5.44%)
General Purpose Funding		(118,289)	(145,643)	(249,673)	18.78%
Law, Order, Public Safety		(181,636)	(149,792)	(256,786)	(21.26%)
Health		(131,359)	(122,126)	(209,359)	(7.56%)
Education and Welfare		(72,483)	(45,713)	(78,365)	(58.56%)
Housing		(68,231)	(63,331)	(108,568)	(7.74%)
Community Amenities		(709,231)	(901,820)	(1,545,977)	21.36%
Recreation & Culture		(816,871)	(784,085)	(1,344,146)	(4.18%)
Transport		(1,516,429)	(1,635,710)	(2,804,075)	7.29%
Economic Services		(155,757)	(159,140)	(272,812)	2.13%
Other Property and Services		(168,851)	(46,865)	(80,340)	(260.29%)
		<u>(4,194,231)</u>	<u>(4,296,151)</u>	<u>(7,364,831)</u>	
Adjustments for Non-Cash (Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	4	5,092	(2,333)	(4,000)	
Depreciation on Assets	2(a)	947,932	933,750	1,600,715	
Plant Depreciation		0	0		
Accrued Expenses		1,787	0		
Capital Revenue and (Expenditure)					
Purchase Land Held for Resale	3	0	0		
Purchase Land and Buildings	3	(56,427)	(906,022)	(1,553,180)	
Purchase Infrastructure Assets - Roads	3	(755,054)	(889,740)	(1,525,269)	
Purchase Infrastructure Assets - Parks & Other	3	(25,146)	(148,604)	(254,750)	
Purchase Plant and Equipment	3	(34,488)	(32,754)	(56,150)	
Purchase Furniture and Equipment	3	(16,811)	(30,510)	(52,302)	
Proceeds from Disposal of Assets		(5,092)	2,333	4,000	
Repayment of Debentures	5	(63,959)	(90,533)	(155,199)	
Proceeds from New Debentures	5	0	227,500	390,000	
Self-Supporting Loan Principal Income		16,678	6,600	11,315	
Transfers to Reserves (Restricted Assets)	6	(107,092)	(70,132)	(120,227)	
Transfers from Reserves (Restricted Assets)	6	110,600	213,636	366,233	
Transfers from Grants Restricted Assets		0	0	0	
Transfers from Land Sales	6	0	0	0	
Transfer to Land Sales		0	0	0	
ADD Net Current Assets July 1 B/Fwd	7	(2,781)	480,630	480,630	
LESS Net Current Assets Year to Date	7	1,782,177	0	0	
Amount Raised from Rates	8	<u>(3,393,234)</u>	<u>(1,791,220)</u>	<u>(3,413,970)</u>	

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

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013

3. ACQUISITION OF ASSETS	2012/13 YTD \$	2012/13 Budget \$
The following assets are budgeted to be acquired during the year:		
<u>By Program</u>		
Governance		
Laptop Computer	1,745	2200
Photocopier Upgrade	3,518	
Office Furniture	698	
Law, Order, Public Safety		
Horrocks Fire Shed	3,000	37,100
Health		
Workstation & Hutch (Glenn)	705	-
Recreation and Culture		
2 Solar Lights for Horrocks Foreshore	368	10,000
Disabled Access Fishing Platform		10,000
Kalbarri Northern Boat Ramp	22,312	234,750
Kalbarri Skate Park Redevelopment and Ablution	400	456,630
2 Solar Lights for Hampton Gardens	10,145	10,000
Gulde Park Redevelopment	2,066	40,102
Transport		
Road Construction	738,176	1,500,056
Footpath Construction	16,878	25,213
Utility	23,533	30,000
Mower (1)		12,100
Mower (2)		5,600
Toro Titan Turn Mower and Attachments (P245)	7,915	
Aluminium grave surround		1,800
Pump	1,136	1,500
Fuel Storage Cabinet		1,250
3 Handheld Two Way Radios	1,904	2,100
Compressor		1,800
Other Property and Services		
Northampton Light Industrial Area	53,427	1,059,450
	<u>887,926</u>	<u>3,441,651</u>
<u>By Class</u>		
Land Held for Resale		
Land and Buildings	56,427	1,553,180
Infrastructure Assets - Roads	738,176	1,500,056
Infrastructure Assets - Parks and Ovals	25,146	254,750
Infrastructure Assets - Footpaths	16,878	25,213
Plant and Equipment	34,488	56,150
Furniture and Equipment	16,811	52,302
	<u>887,926</u>	<u>3,441,651</u>

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013

4. DISPOSALS OF ASSETS

The following assets are budgeted to be disposed of during the year.

By Program	Net Book Value	Sale Proceeds	Profit(Loss)	Sale Proceeds
	2012/13 YTD \$	2012/13 YTD \$	2012/13 BUDGET \$	2012/13 BUDGET \$
Transport				
Toyota Hilux (asset no 40139)	0	0	1,500	1,500
Recreation and Culture				
Kubota Mower (asset no 41556)	0	0	2,500	2,500
Property & Other Services				
Rake St Subdivision	80,000	74,908	0	0
	80,000	74,908	4,000	4,000

By Class	Net Book Value	Sale Proceeds	Profit(Loss)	Sale Proceeds
	2012/13 YTD \$	2012/13 YTD \$	2012/13 BUDGET \$	2012/13 BUDGET \$
Plant and Equipment				
Toyota Hilux (asset no 40139)	0	0	1,500	1,500
Kubota Mower (asset no 41556)	0	0	2,500	2,500
Land Held for Resale				
Rake St Subdivision	80,000	74,908	0	0
	80,000	74,908	4,000	4,000

<u>Summary</u>	2012/13 YTD \$	2012/13 BUDGET \$
Profit on Asset Disposals	(5,092)	4,000
Loss on Asset Disposals	0	0
	<u>(5,092)</u>	<u>4,000</u>

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013

5. INFORMATION ON BORROWINGS
(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2012/13 Budget	2012/13 Actual \$	2012/13 Budget	2012/13 Actual \$	2012/13 Budget	2013/13 Actual \$
Other Property	422,067		6,455	0	402,422	422,067	13,214	8,641
152 - Staff Housing*								
Recreation & Culture	14,682		2,552	1,310	12,130	13,372	830	505
147 - Kalbarri Bowling Club*								
148 - Kalbarri Library Extensions	153,430		20,720	10,241	132,709	143,189	6,597	1,234
151 - Kalbarri Bowling Club*	25,261		2,308	2,526	22,953	22,735	1,446	632
Transport	344,701		47,714	12,660	296,987	332,041	23,937	21,564
149 - Plant Purchases	155,029		75,450	37,222	79,579	117,807	6,041	1,442
150 - Plant Purchases	0	390,000		0	390,000	0		0
153 - Plant Purchases								
	1,115,170	390,000	155,199	63,959	1,336,780	1,051,211	52,065	34,018

* Self supporting loan

All debenture repayments were financed by general purpose revenue except loans 147, 151 & 152 which are self supporting loans.

5. INFORMATION ON BORROWINGS CON'T

(b) New Debentures

Loan funding totalling \$390,000 received 18/1/2013 for plant loan 153.

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
AS AT 31 JANUARY 2013

	2013 YTD \$	2013 Budget \$	2012 Actual \$
6. RESERVES - CASH BACKED			
(a) Leave Reserve			
Opening Balance	94,180	89,113	83,481
Amount Set Aside / Transfer to Reserve	1,983	10,600	10,699
Amount Used / Transfer from Reserve	-	-	-
	<u>96,163</u>	<u>99,713</u>	<u>94,180</u>
(b) Roadwork's Reserve			
Opening Balance	46,948	46,947	1,694
Amount Set Aside / Transfer to Reserve	988	2,500	114
Amount Used / Transfer from Reserve	-	(17,333)	-
	<u>47,936</u>	<u>32,114</u>	<u>1,808</u>
(c) Kalbarri Airport Reserve			
Opening Balance	19,311	19,310	18,090
Amount Set Aside / Transfer to Reserve	407	1,200	1,220
Amount Used / Transfer from Reserve	-	(11,500)	-
	<u>19,717</u>	<u>9,010</u>	<u>19,310</u>
(d) Computer and Office Equipment Reserve			
Opening Balance	25,469	25,470	23,860
Amount Set Aside / Transfer to Reserve	536	1,600	1,610
Amount Used / Transfer from Reserve	-	-	-
	<u>26,005</u>	<u>27,070</u>	<u>25,470</u>
(e) Plant Reserve			
Opening Balance	5,632	5,632	83,480
Amount Set Aside / Transfer to Reserve	119	300	5,632
Amount Used / Transfer from Reserve	-	-	(83,480)
	<u>5,750</u>	<u>5,932</u>	<u>5,632</u>
(f) House and Building Reserve			
Opening Balance	51,291	51,292	48,050
Amount Set Aside / Transfer to Reserve	1,080	3,000	3,242
Amount Used / Transfer from Reserve	-	-	-
	<u>52,371</u>	<u>54,292</u>	<u>51,292</u>
(g) Kalbarri Aged Persons Accommodation Reserve			
Opening Balance	175,023	175,023	151,002
Amount Set Aside / Transfer to Reserve	3,685	26,720	24,021
Amount Used / Transfer from Reserve	-	-	-
	<u>178,708</u>	<u>201,743</u>	<u>175,023</u>

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
AS AT 31 JANUARY 2013

6. RESERVES - CASH BACKED (continued)	2013 YTD \$	2013 Budget \$	2012 Actual \$
(h) Bridge Reconstruction Reserve (combined with Roadworks Reserve)			
Opening Balance	-	-	45,823
Amount Set Aside / Transfer to Reserve	-	-	3,091
Amount Used / Transfer from Reserve	-	-	(3,775)
	<u>-</u>	<u>-</u>	<u>45,139</u>
(i) Northampton Aged Persons Reserve			
Opening Balance	100,307	100,307	93,968
Amount Set Aside / Transfer to Reserve	2,112	6,000	6,339
Amount Used / Transfer from Reserve	-	-	-
	<u>102,418</u>	<u>106,307</u>	<u>100,307</u>
(j) Town Planning Scheme Reserve			
Opening Balance	21,896	21,896	33,627
Amount Set Aside / Transfer to Reserve	461	504	2,269
Amount Used / Transfer from Reserve	-	(22,400)	(14,000)
	<u>22,357</u>	<u>-</u>	<u>21,896</u>
(k) Community Bus Reserve			
Opening Balance	0	-	13,797
Amount Set Aside / Transfer to Reserve	-	-	931
Amount Used / Transfer from Reserve	-	-	(14,728)
	<u>0</u>	<u>-</u>	<u>-</u>
(l) Townscape Car Park Reserve			
Opening Balance	5,065	5,065	4,745
Amount Set Aside / Transfer to Reserve	107	300	320
Amount Used / Transfer from Reserve	-	-	-
	<u>5,171</u>	<u>5,365</u>	<u>5,065</u>
(m) Refuse Management Reserve			
Opening Balance	353	352	330
Amount Set Aside / Transfer to Reserve	7	20	22
Amount Used / Transfer from Reserve	-	-	-
	<u>360</u>	<u>372</u>	<u>352</u>
(n) Sport and Recreation Reserve			
Opening Balance	5,252	5,253	14,289
Amount Set Aside / Transfer to Reserve	111	300	964
Amount Used / Transfer from Reserve	-	-	(10,000)
	<u>5,363</u>	<u>5,553</u>	<u>5,253</u>
(o) Coastal Management Reserve			
Opening Balance	88,992	88,992	83,368
Amount Set Aside / Transfer to Reserve	1,873	5,500	5,624
Amount Used / Transfer from Reserve	-	-	-
	<u>90,866</u>	<u>94,492</u>	<u>88,992</u>

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
AS AT 31 JANUARY 2013

6. RESERVES - CASH BACKED (continued)	2013 YTD \$	2013 Budget \$	2012 Actual \$
(p) Kalbarri Youth Activities Reserve			
Opening Balance	775	775	726
Amount Set Aside / Transfer to Reserve	16	50	49
Amount Used / Transfer from Reserve	-	-	-
	<u>791</u>	<u>825</u>	<u>775</u>
(q) Specified Area Rate Reserve			
Opening Balance	12,452	12,452	11,665
Amount Set Aside / Transfer to Reserve	262	700	787
Amount Used / Transfer from Reserve	(10,600)	-	-
	<u>2,114</u>	<u>13,152</u>	<u>12,452</u>
(r) Footpath Reserve			
Opening Balance	440	440	412
Amount Set Aside / Transfer to Reserve	9	20	28
Amount Used / Transfer from Reserve	-	-	-
	<u>450</u>	<u>460</u>	<u>440</u>
(s) POS Reserve			
Opening Balance	-	-	135,467
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	-	-	(135,467)
	<u>-</u>	<u>-</u>	<u>-</u>
(t) Northampton Industrial Units			
Opening Balance	304,907	304,907	318,425
Amount Set Aside / Transfer to Reserve	6,419	10,093	21,482
Amount Used / Transfer from Reserve	(100,000)	(315,000)	(35,000)
	<u>211,326</u>	<u>-</u>	<u>304,907</u>
(u) Northampton 150th Anniversary Reserve			
Opening Balance	10,000	10,000	10,000
Amount Set Aside / Transfer to Reserve	211	10,820	-
Amount Used / Transfer from Reserve	-	-	-
	<u>10,211</u>	<u>20,820</u>	<u>10,000</u>
(v) Land Development Reserve			
Opening Balance	339,193	339,193	-
Amount Set Aside / Transfer to Reserve	86,708	40,000	339,193
Amount Used / Transfer from Reserve	-	-	-
	<u>425,901</u>	<u>379,193</u>	<u>339,193</u>
TOTAL CASH BACKED RESERVES	<u>1,303,978</u>	<u>1,056,413</u>	<u>1,307,486</u>

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013

7. NET CURRENT ASSETS	YTD 2013 Actual	Brought Forward 1-Jul
Composition of Estimated Net Current Asset Position	\$	\$
CURRENT ASSETS		
Cash on Hand - Unrestricted	1,350	1,350
Cash - Unrestricted	1,579,041	402,633
Cash - Reserves Restricted	1,303,978	1,307,486
Rates Outstanding	687,446	293,041
Refuse Charge Debtors	85,277	48,495
Sundry Debtors	510,066	275,030
Emergency Services Levy	67,571	32,903
Provision for Doubtful Debts	(4,730)	(4,730)
Accrued Income / Prepaid Exp	(2,067)	13,828
Inventories	18,643	9,686
	<u>4,246,574</u>	<u>2,379,722</u>
LESS: CURRENT LIABILITIES		
Less: Cash - Reserves - Restricted	(1,303,978)	(1,307,486)
Payables and Provisions	(761,186)	(585,328)
GST Payable	(403,086)	(425,363)
Accrued Interest on Debentures	-	(7,661)
Accrued Wages and Salaries	3,854	(56,665)
Current Employee Benefit Provn	(443,836)	(443,836)
Add back: component of leave liability not required to be funded	443,836	443,836
	<u>1,782,177</u>	<u>(2,781)</u>
NET CURRENT ASSET POSITION	<u>1,782,177</u>	<u>(2,781)</u>

SHIRE OF NORTHAMPTON
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
STATEMENT OF FINANCIAL ACTIVITY

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2012/13 YTD Rate Revenue \$	2012/13 YTD Interim Rates \$	2012/13 YTD Back Rates \$	2012/13 YTD Total Revenue \$	2011/12 Actual \$
Differential General Rate	0.057589	1,540	21,264,544	1,224,604	1,512	0	1,226,116	1,046,599
General GRV	0.008385	460	215,272,900	1,805,066			1,805,066	1,565,084
Sub-Totals		2,000	236,537,444	3,029,670	1,512	0	3,031,182	2,611,683
Minimum Rates								
General GRV	450	1,001	5,335,418	450,450		0	450,450	550,440
General UV	450	47	948,676	21,150	(11)	(30)	21,109	27,270
Sub-Totals		1,048	6,284,094	471,600	(11)	(30)	471,559	577,710
Specified Area Rates (Note 9)								
Write-offs							3,502,741	3,189,393
Discounts							37,821	32,121
Totals							3,540,562	3,221,514
							(1,292)	0
							(146,037)	(125,000)
							3,393,234	3,096,514

SHIRE OF NORTHAMPTON

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013

9. TRUST FUNDS

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

	Balance 1-Jul-12	Amounts Received	Amounts Paid	Balance 30-Jun-13
	\$	\$	(\$)	\$
Town Planning - Security Bonds	5,000			5,000
Galena Donations	431			431
Transportable Housing Bond	21,275		(5,520)	15,755
Footpath Deposits	49,820	2,000		51,820
Horrocks Retention Fee - Parking/Stage 2	1,800			1,800
Retentions - Subdivisions	176,154		(10,000)	166,154
Building Levies (BCITF & BRB)	183	16,436	(16,355)	264
Community Bus Bond	4,600	1000	(800)	4,800
Safer WA Funds	4,330			4,330
Northampton Cemetery Funds	920			920
Unclaimed Monies - Rates	6,301	749		7,050
DOLA - Parks & Gardens Development	8,261		(8,261)	0
Aged Unit Bond	1,406			1,406
Council Housing Bonds	1,460			1,460
BROC - Management Funds	1,174			1,174
Kalbarri Youth Space Project Funds	1,125			1,125
Burning Off Fees	216			216
RSL Hall Key Bond	630	880	(860)	650
Peet Park Donations	4,288		(4,288)	0
Willa Guthurra	-			0
Special Series Plates	870	220		1,090
Auction	-			0
Kidsport	24,679		(4,872)	19,808
Public Open Space	48,328		(48,328)	0
End of Year Adjustment	(274)			(274)
	<u>362,977</u>			<u>284,979</u>

6.4.3	2012/2013 BUDGET REVIEW
FILE REFERENCE:	1.1.1
DATE OF REPORT:	8 March 2012
REPORTING OFFICER:	Garry Keeffe
APPENDICES:	Budget Review

BACKGROUND:

Local Governments are required to conduct a budget review between 1 January and 31 March each financial year.

COMMENT:

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

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

For this year it is intended to provide two budget reviews, one as at 31st December 2013 and one as at 31st March 2013. Reason being that Council has had to make a number of changes due to errors when closing the accounts for 2011/12 which resulted in errors for the 2012/13 Budget. By having two reviews the Council can make further determinations on what projects may need to be deleted or those that have been deleted to be reconsidered.

The review as at 31st December 2012 shows that with the measures the Council has already undertaken, the estimated result will be break even with a minimal surplus.

STATUTORY IMPLICATIONS:

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

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

FINANCIAL & BUDGET IMPLICATIONS:

Main implications will be changes to the 2012/2013 Budget if further projects need to be deleted.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.4.3

That Council in accordance with regulation 33A of the Local Government (Financial Management) Regulations 1996 adopt the review of the 2012/2013 Budget and note any variances or recommendations.

2012/2013 BUDGET REVIEW AS AT 31 DECEMBER 2012

Acc No	Item	Reason	Variance
<u>EXPENDITURE</u>			
Schedule 3			
140520	Printing & Stationary	Additional Rate Notices more than expected	\$ 970
Schedule 4			
Members			
100220	Conference Exp	Savings on LG week attendance	-\$ 2,900
		Expected Savings on other expend	-\$ 2,000
101320	Election Exp	Additional exp, advertising for extraordinary two vacancies, budgeted for one vacancy	\$ 1,000
101120	Donations	Living Communities Grant approved by Council at August 2012 meeting, omitted from budget	\$ 5,000
Administration			
102720	Salaries	Expected Savings due to no DCEO	-\$ 9,870
103020	Superannuation	Expected Savings due to no DCEO	-\$ 4,150
103320	Conference Exp	No attendance to LGMA Conference - savings	-\$ 3,500
103420	Training Expenses	Due to new LG Act planning and new staff expect additional expenditure	\$ 2,000
103720	NR Office Expenses	Repaint works deleted - Nov 2012 Meeting	-\$ 4,000
104950	NR Office Security	Budget does not reflect actuals	\$ 600
104420	Advertising	DCEO Position Advertising - additional cost	\$ 3,365
104920	Office Exp Other	Interest from ATO due to late BAS returns	\$ 5,760
105020	Computer Exp	New UPS & Virus removal	\$ 5,650
106920	Legal Expenses	KVC Grant agreement legal costs unexpected	\$ 3,500
101340	Office Equip Purchasers	Kalbarri Photocopier purchased end of 2011/12 but paid for in 2012/13 no budget prov	\$ 4,200
Schedule 5			
Animal Control			
112320	Relief Ranger	additional time required as staff on leave	\$ 2,060
Schedule 6			
Welfare			
113120	NR Child Care	Repaint works deleted - Nov 2012 Meeting	-\$ 1,500
		Kitchen Bench Top extensions - deleted	-\$ 600
		Grant to NR Child Care to assist operations	\$ 6,300

		(note net amount \$5,700 of \$12,000 grant was previously budgeted items for the Centre)	
Schedule 7			
Health/Medical Services			
123120	Kalbarri Dr's Surgery	Half cost for rent revaluation	\$ 1,360
123420	Northampton Dr's Surgery	Items deferred by Council at Nov meeting	-\$ 4,600
Schedule 9			
Staff Housing			
132120	Lot 454 Fitzgerald Street	No budget provision for insurance expenses	\$ 1,560
132820	Lot 605 Salamat Place	Repaint works deleted - Nov 2012 Meeting	-\$ 1,250
Housing Other			
134420	Lot 6 Robinson St	Repaint works deleted - Nov 2012 Meeting	-\$ 3,000
134520	Lot 11 Hampton Rd	Repaint works deleted - Nov 2012 Meeting	-\$ 2,500
134820	Lot 74 Seventh Ave	Re-oil external timbers - deleted Nov 2012	-\$ 2,500
132320	Lot 43 Bateman St	\$4,434 fence repair, insur claim, excess shown	\$ 1,000
Schedule 10			
Refuse			
138580	Binnu Refuse Site	New pit dug not budgeted for	\$ 2,970
Planning			
142020	Planner Salaries	Expected savings due to Principal Planner reduced hours & will be on maternity leave from May and using relief 3 days per week	-\$ 8,500
142120	Planner Superannuation	Expected savings due above	-\$ 1,750
142620	Conference Expenses	Not expected to use provision	-\$ 2,000
143020	Legal Expenses	\$5,000 provision, no expenditure incurred to date therefore could be savings but not accounting for it at this stage	
143720	Town Planning Schemes	Bridgeman Rd precinct - owner to incur expenses	-\$ 4,000
143820	Control Expenses Other	Review Kalbarri Costal Strategy - deferred	-\$ 25,000
		Employee entitlements not budgeted for	
		Child Care allowance 50% of the cost	\$ 4,800
		Home Electricity Costs	\$ 3,200
		Telephone Expenses	\$ 1,400
Other Community Amenities			
145920	Sally's Tree Toilets	Items deleted at Nov 2012 Meeting	-\$ 6,250
147320	Horrocks Toilets	Items deleted at Nov 2012 Meeting	-\$ 5,000

148120	Red Bluff Toilets	Post & Rail fence deleted at Nov 2012 meeting	-\$	500	
148070	Binnu Toilets	New leach drain extra cost for rock breaker	\$	7,120	
Schedule 11					
147020	RSL Hall	Items deleted at Nov 2012 Meeting	-\$	3,550	
147720	Allen Centre	Items deleted at Nov 2012 Meeting	-\$	1,500	
147820	Horrocks Comm Kitchens	Corrosion treatment deleted Nov 2012 meeting	-\$	3,500	
150120	Pt Gregory Foreshore	Extra costs for sand removal in parking area	\$	1,000	
150220	Lions Park	Defer playground repairs and consider replacement in 2013/14	-\$	4,700	
150720	NR Community Centre	Repairs to playground soft fall	\$	3,250	
150820	Kalbarri Recreation Centre	Items deleted at Nov 2012 Meeting	-\$	1,250	
		New hot water systems, approved	\$	2,225	
152320	TV Receiver Kalbarri	Now digital no additional expenses expected	-\$	2,250	
Schedule 12					
Road Construction					
Projects deferred to 2013/14 at Nov 2012 meeting - cash cost only shown as savings					
150600	Kalbarri Hotel Car Park reseal		-\$	11,650	
	Kalbarri Boat Hire reseal		-\$	17,600	
	Hackney Street reseal		-\$	11,150	
	Forrest Street reseal		-\$	7,900	
	Walker Street reseal		-\$	6,750	
	Ogilvie East Road bend alignment near Chilimony Rd		-\$	13,950	
14224	Utility Purchase	Nett Budget \$28,500 actual \$23,533	-\$	4,960	
Schedule 13					
164420	Building Control	Laptop docking station deferred - Nov 2012 meeting	-\$	500	
<u>Other Items that affect the 2012-13 Budget</u>					
	Insurance - additional expenditure incurred			\$	20,765
	ESTIMATED SAVINGS IN EXPENDITURE			-\$	95,525

2011/2012 BUDGET REVIEW AS AT 31 JANUARY 2012

Acc No	Item	Reason	Variance
<u>INCOME</u>			
Schedule 3			
145110	Late Payment Penalty	Additional penalties raised	\$ 1,910
145910	Instalment Penalty Interest	Additional penalties raised	\$ 2,145
145600	Discount Allowed	Extra discount claimed	-\$ 20,435
145700	Rates Written Off	Approved by Council	-\$ 1,280
146110	Financial Assistance Grant	Grant reduced after budget adopted	-\$ 25,900
146210	Untied FAG Road Grant	Grant reduced after budget adopted	-\$ 31,235
146030	Interest on Investments	Previous years land sales account interest was recorded in this account but now a reserve reduced income will occur	-\$ 75,000
Schedule 4			
101530	Rebates & Commissions	Rebate from insurance for members due to low claims - rebate was not expected	\$ 6,840
Schedule 5			
107630	Dog Control Fines	Additional income received to date	\$ 1,910
108430	Illegal Camping Fines	Additional income received to date	\$ 945
Schedule 6			
117630	Health & Building Services	Chapman Valley & Shark Bay additional income received to date	\$ 2,650
Schedule 7			
120230	Doctor Surgery's Leases	Oct 2012 meeting Council resolved not to levy lease fee for balance of year	-\$ 22,155
120330	Lot 43 Bateman St	Oct 2012 meeting Council resolved not to levy rent for balance of year	-\$ 3,185
120930	Lot 14 Callion Way	Oct 2012 meeting Council resolved not to levy rent for balance of year	-\$ 3,185
Schedule 10			
132530	Kalbarri Residential Refuse	Additional charges levied to date	\$ 2,590
132630	Other Residential	Additional charges levied to date	\$ 2,375

Schedule 11				
144550	Transfer balance of Capital Hill Trust funds for gardener - Nov 2012 meeting		\$	37,467
		Kalbarri River Queen & Curic no longer operate		
142930	Kalbarri Jetty Fees		-\$	1,000
Schedule 12				
174850	Transfer from Road Reserve to assist with projects - Nov 2012 meeting		\$	46,950
Schedule 13				
15630	Building Permit Fees	Budget \$15,000, raised \$15,534 based on current trend expect additional income	\$	5,000
Schedule 14				
	Private Works	Estimated additional net income Budget provides net of \$4,575 Current status is net of \$10,889	\$	6,315
164230	Sale of Scrap	Metal sales from refuse sites	\$	43,900
169410	Insurance - Workers Comp	Claims received to date	\$	3,215
<u>Other Items that affect the 2012-13 Budget</u>				
	Outstanding debts written off - Nov 2012 meeting		-\$	36,675
	Change in opening balance brought forward as at 1 July 2012		-\$	17,620
ESTIMATED ADDITIONAL INCOME TO BE RECEIVED			-\$	73,458

Summary	Savings in Expenditure	\$	95,525
	Decrease in Income	-\$	73,458
	Estimated Surplus at 30 June 2013	\$	22,067

6.4.4 SUNDRY DEBTOR WRITE OFFS

FILE REFERENCE:	1.1.1
DATE OF REPORT:	11 February 2013
REPORTING OFFICER:	Garry Keeffe

BACKGROUND:

A recent inspection of Councils debtors file has revealed the following debts which are considered unrecoverable or has an error in the amount raised and Council is requested to write off the debts.

Australian Taxation Office	\$45.06	incorrect amount raised for BAS Statement, amount shown is difference
Delores Nutter	\$51.77	balance for cemetery plaque, all attempts to recover debt have been unsuccessful
Delores Nutter	\$25.10	lost library book, all attempts to recover debt have been unsuccessful
Gary Johnson	\$66.00	refuse site fees mail is returned unclaimed unable to locate debtor
Mr & Mrs Odlin	\$264.00	refuse site fees mail is returned unclaimed unable to locate debtor

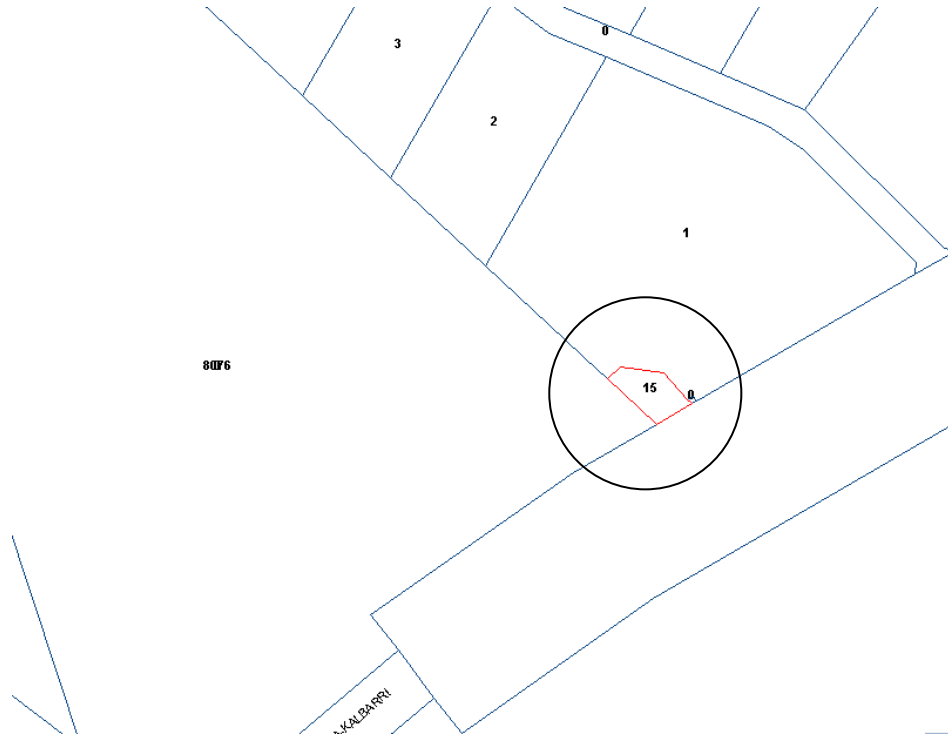
Rate Debtor

When the Big River Ranch development occurred a small lot, being Lot 15, was developed. This lot was for the purpose of the Water Corporation for booster pump and storage to allow a reticulated water supply to the development.

When land valuation were received a valuation was applied to this lot and subsequently rates as from 1 March 2010 were levied, no advice that the lot was for the use of the Water Corporation was received until 2012 and further Council did not receive formal advice that the lot was non rateable until 19 September 2012.

No rates have been levied for 2012/13 however rates as from March 2010 continued to be levied, including interest for non payment of rates to the value of \$1,284.59.

It is clear that Lot 15 when created was for the sole purpose of the Water Corporation and rates should not have been levied.



FINANCIAL & BUDGET IMPLICATIONS:

The writing off of these debts will result in a loss of income of \$1,736.52 for Council

STATUTORY REQUIREMENTS

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

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION – ITEM 6.4.4

That Council write off the debts as stated within Item 6.4.3 of the Finance Report totalling \$1,736.52.

6.4.5 FAIR VALUE PROCESS AND COSTS

FILE REFERENCE:	1.1.1
DATE OF REPORT:	8 March 2012
REPORTING OFFICER:	Grant Middleton/Garry Keeffe
APPENDICES:	Fair Value and Costs

BACKGROUND:

Due to recent legislation changes all Western Australian Local Government agencies have a requirement to change their methodology associated with the valuation of assets.

COMMENT:

Effective from 1 July 2012 Financial Management Regulation 17A makes it mandatory for asset values shown in local government financial reports to be shown at fair value. Currently asset values are shown at cost for the majority of asset categories and values.

The legislation includes the following milestones for the implementation of Fair Values:

Plant and Equipment	-	Year Ending 30 June 2013
Land and Building or Infrastructure	-	Year Ending 30 June 2014
Land and Building or Infrastructure	-	Year Ending 30 June 2015

Whilst there are several issues that have been created with the introduction of the new legislation that are currently being reviewed by the Department of Local Government the new methodology is here to stay and will require extensive support from staff and contractors to ensure values are compliant. Valuations associated with Land and Buildings and Infrastructure categories will need to be provided by an external contractor while Plant and Equipment will be calculated by mid west based machinery dealers who have been engaged to undertake this task.

STATUTORY IMPLICATIONS:

AASB 116 – Property Plant & Equipment, AASB 13 – Fair Value Measurement

Financial Management Regulation 17A

FINANCIAL & BUDGET IMPLICATIONS:

The main budget implications with the implementation of the legislation will be in relation to obtaining appropriate Fair Value estimates for Land and Buildings and Infrastructure. This process is quite complex and will require the engagement of specialist contractors.

It is anticipated that the net cost of the Land and Building valuation process will be approximately \$15,000 with the gross cost offset by a 25% refund provided by our insurer. While the cost associated with the Infrastructure Re-value will be approximately \$20,000.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 6.4.3

That Council acknowledge the change in accounting requirements and recognise the ongoing funding provision to comply with the new legislation commencing in the 2013/2014 Financial Year.