

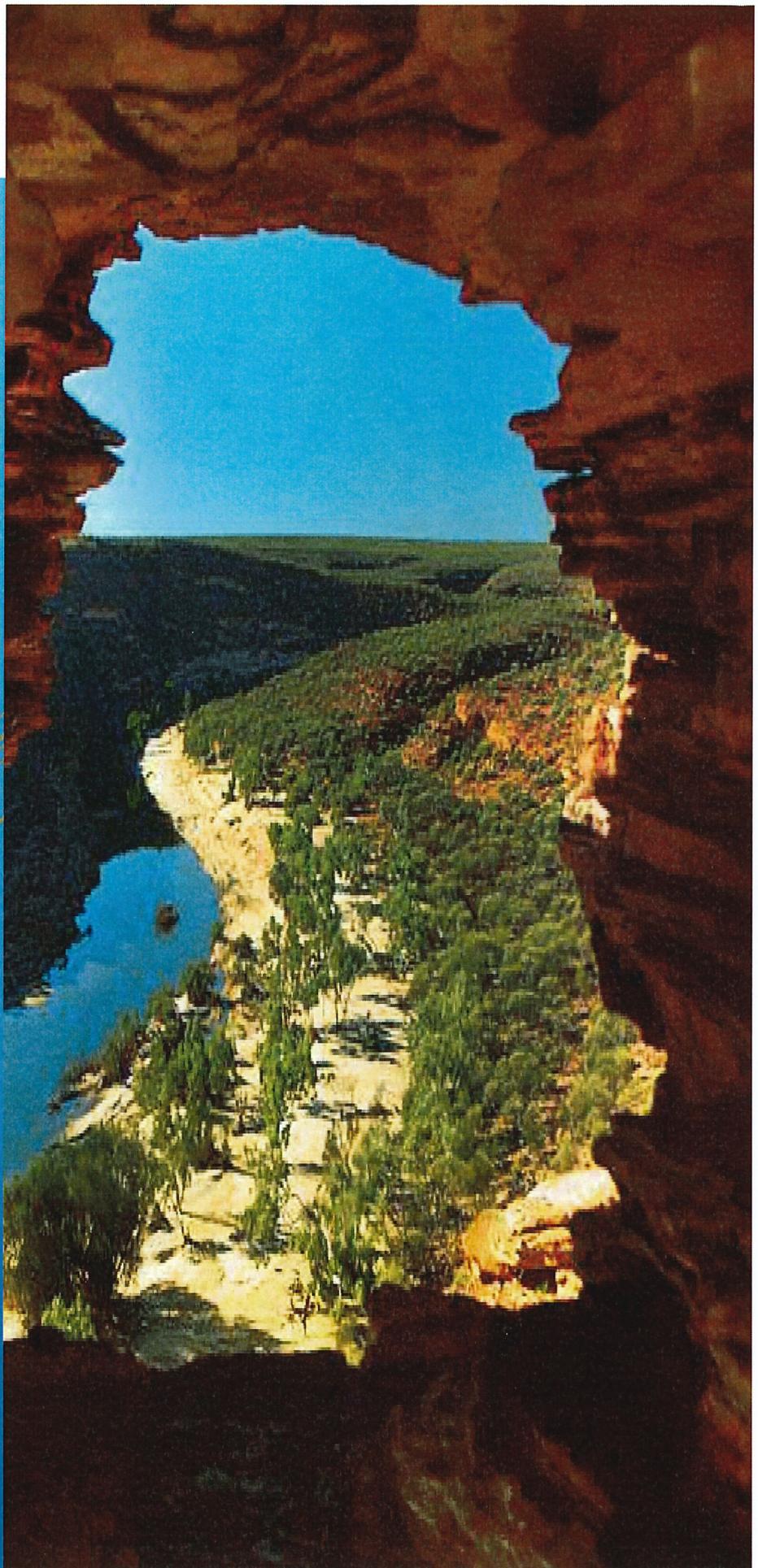
ORDINARY
COUNCIL MEETING

AGENDA

17th FEBRUARY 2023
ALLEN CENTRE
KALBARRI

1.00PM

SHIRE OF NORTHAMPTON
MAURICE BATTILANA
ACTING CHIEF EXECUTIVE OFFICER



SHIRE OF NORTHAMPTON

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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 _____



**MAURICE BATTILANA
ACTING CHIEF EXECUTIVE OFFICER**

Date 10th February 2023

1	DECLARATION OF OPENING
2	ACKNOWLEDGEMENT OF COUNTRY
3	PRESENT
3.1	PREVIOUSLY APPROVED LEAVE OF ABSENCE
3.2	APOLOGIES
4	QUESTION TIME
5	DISCLOSURE OF INTEREST
6	CONFIRMATION OF MINUTES
6.1	ORDINARY MEETING HELD ON FRIDAY 16 TH DECEMBER 2022
6.3	BUSINESS ARISING FROM MINUTES
7	RECEIVAL OF MINUTES
7.1	AUDIT COMMITTEE MEETING FRIDAY 17 TH FEBRUARY 2023
7.2	BUSINESS ARISING FROM MINUTES
8	WORKS & ENGINEERING REPORT
8.1	INFORMATION ITEMS – MAINTENANCE /CONSTRUCTION WORKS PROGRAM
9	HEALTH AND BUILDING REPORT
9.1	BUILDING STATISTICS FOR THE MONTH OF DECEMBER 2022 AND JANUARY 2023
10	TOWN PLANNING REPORT
10.1	PROPOSED REALIGNMENT (CLOSURE OF PORTIONS) OF COOLCALALAYA ROAD, COOLCALALAYA – LOTS 5138-5140, 5142, 5144 AND 5145 ON DEPOSITED PLAN 232552
10.2	PROPOSED AGROFORESTRY (HARDWOOD EUCALYPTUS) TREE FARM – “BANKINA” LOTS 5005, 5059, 5064, 5065, 5067 AND 5068 (NO. 3810) BALLA-WHELARRA ROAD, BINNU
10.3	PROPOSED DEVELOPMENT APPROVAL AND LICENSE AGREEMENT – MOBILE FOOD VEHICLE- THE BAO SHED – RESERVE 25307 GREY STREET, KALBARRI AND COMMERCIAL PARKING AND STORAGE OF FOOD VAN UPON LOT 276 (NO. 107) EXPLORER AVENUE, KALBARRI
10.4	SUMMARY OF PLANNING INFORMATION ITEMS
11	FINANCE REPORT
11.1	ACCOUNTS FOR PAYMENT
11.2	MONTHLY FINANCIAL STATEMENTS – DECEMBER 2022
11.3	MONTHLY FINANCIAL STATEMENTS – JANUARY 2023
11.4	FINANCIAL HARDSHIP POLICY
11.5	BUDGET VARIATIONS
12	ADMINISTRATION AND CORPORATE REPORT
12.1	MURCHISON RIVER CARAVAN PARK – LEASE REASSIGNMENT
12.2	ANNUAL ELECTORS MEETING – MINUTES
12.3	LOCAL GOVERNMENT ELECTION PROCESS
13	COUNCILLORS AND DELEGATES REPORTS
13.1	PRESIDENT’S REPORT
13.2	DEPUTY PRESIDENT’S REPORT
13.3	COUNCILLORS’ REPORTS
14	NEW ITEMS OF BUSINESS FOR DECISION
15	NEXT MEETING
16	CLOSURE

8. Works and Technical Services Report

8.1 Information Items – Maintenance/Construction Works Program

8.1 INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM

Date of Report	9 th February 2023
Reporting Officer	Neil Broadhurst, Manager of Works and Technical Services.
Responsible Officer	Maurice Battilana, Acting Chief Executive Officer

SUPPORTING DOCUMENTS:

Reference	Title	Attached	Separate Cover
	Works Crew Program 2022/2023		

BACKGROUND

The following works, outside of the routine works, have been undertaken since the last report and are for Council information only.

Specific Road Works

- Maintenance grading carried out on Little Bay, Bowes River, Olivier, Blue Well, Ogilvie West, Olivier, Wundi, Yerina Springs, Isseka East, Nolba Stock, and Chilimony Road/s.
- Gravel Patching/Sheeting/Verge works carried out on Yerina Springs and Ogilvie West Road/s.

Maintenance Items

- General – Various signage and road furniture works.
- General – Potholes and Edges various locations.
- General – 3 x Fire attendance.
- Northampton – Verge chemical spraying.
- Northampton – NCC water leak investigations continuing.
- Northampton – Western Power identified vegetation pruning works.
- Northampton Tip site – 3 days dozer work for maintenance and improvements.
- Kalbarri – Airport maintenance works in preparation for reseal works including mulching and mowing.

Other Items (Budget)

- Northampton – Gwalla Street / Second Avenue works sealed with concrete kerb installed. Backfilling and site tidy up works progressing.
- Northampton Oval Toilets – Demolition of old and construction of new, works commenced.
- Parker Road/Wundi Road – Construction works continuing. Preliminary verge and earthworks complete. Drainage/Culvert installation works. Gravel import works completed. Gravel water binding commencing.
- Northampton – Mary Street bollards installed.

Plant Items

- Motor Grader – New Grader ordered, received Friday 3rd February 2023.
- Backhoe – New Backhoe ordered, approximate deliver May 2023.

Staff Items

- New permanent employee – Plant operator Labourer – Mr. Lindsay Rowe

VOTING REQUIREMENT:

For Council Information

OFFICERS RECOMMENDATION

For Council information.

SHIRE OF NORTHAMPTON

WORKS CREW 12 MONTHLY PROGRAM AND PROGRESS REPORT (2022/2023)

(February 2023)

2022/2023 Budget Works	Job No	Status	Comments
<u>REGIONAL ROAD GROUP PROJECTS - 150300</u>			
Kalbarri Road Reseal works 40.00 - 46.00 slk	RR16		Contractor - Full Service - to commence 10th February
<u>ROADS TO RECOVERY - 152100</u>			
Parker - Wundi Road/s Construction to Bitumen Seal - 3.20 km	RT40	Commenced	Works in progress
Kalbarri - Grey Street Asphalt Reseal	RT41		
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
Carried Over from 2021/2022			
<u>Kalbarri</u>			
Karina Mews Reseal and replace concrete kerbing	R982		
Smith Street Asphalt reseal and replace concrete kerbing 0.40 - 0.66 slk	R990		
Glance Street Reseal	R223		
Gwalla and Brook Street Install drainage, carry over works from 2021/2022	R326		
Kalbarri - Grey Street Asphalt Reseal	R330		
Cont.			

2022/2023 Budget Works	Job No	Status	Comments
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
New Projects			
<u>Northampton</u>			
Parker - Wundi Road/s (Part Funded RTR) Construction to Bitumen Seal - 3.20 km	R336	Commenced	Works in progress
Mary Street Surface Correction - 2 sections	R337		Contractor inspected for works estimation.
Robinson Street Surface Correction - 2 sections and kerbing	R338		Contractor inspected for works estimation.
Essex Street Reseal	R340		
Mary Street Install Bollards west of NWCH	R342	COMPLETE	
<u>Kalbarri</u>			
Smith Street Asphalt reseal and kerb replacement	R339		
<u>Rural</u>			
Binnu East Road Pavement Repair 12.6 to 13.6 slk	R341		
Kalbarri Road (Council Contribution) Reseal works 42.00 - 48.00 slk	R343		Contractor - Full Service - to commence 10th February
Cont.			

2022/2023 Budget Works	Job No	Status	Comments
<u>MUNICIPAL FOOTPATHS - 150900</u> Carried Over from 2021/2022			
Northampton - Stephen Street Replace DUP from NWCH to West Street	F702		
Kalbarri - Grey Street Replace DUP at front of Allen Centre	F707		
<u>MUNICIPAL FOOTPATHS - 150900</u> New Projects			
Kalbarri - Malaluca Pathway Maintenance of existing	08 T379		
Kalbarri - Red Bluff Road Red Bluff Road to Eco Flora	F716		
Cont.			

2022/2023 Budget Works	Job No	Status	Comments
<u>OTHER WORKS - Depots/Ovals/Parks/Gardens etc</u>			
Northampton - Oval - New Toilet Block New Toilet Block - Demolish and Remove old	F003		Works Commenced
Northampton - Oval renovation Undertake Verti mowing	F016	COMPLETE	
Northampton - Oval tanks Install material filtration system		COMPLETE	
Northampton - Oval tanks Install water treatment/softner system		COMPLETE	
Northampton - Lions Park Clean and repaint pergola			
Northampton - Lions Park Repaint picnic shelter			
Northampton - Kings Park Fabricate and install pump/retic cover		COMPLETE	
Northampton - Northampton Community Centre Install disabled ramp south end			
Northampton - Northampton Community Centre Reinstate pavement and southern end		COMPLETE	
Northampton - Northampton Community Centre Treatment for rising damp - stadium wall			
Northampton - Northampton Community Centre Brick pave commentary box south to prevent moisture			
Kalbarri - Oval Renovation Undertake Verti Drain	F003	COMPLETE	
Kalbarri - Foreshore area Grass removal along DUP edges	F001		
Kalbarri - Blue Holes Toilet area Install Solar pump to improve pressure	08 B015	COMPLETE	
Cont.			

2022/2023 Budget Works	Job No	Status	Comments
Kalbarri - Foreshore grass removal Cut down grass height along DUP area/s			
Horrocks - Southern Stairway Remove old and install new	08 3664		Materials received, Contractor to install
Horrocks - Foreshore grass removal Cut down grass height along DUP area/s			
Horrocks - Foreshore water supply holding tank Remove existing and place new			
Port Gregory - Carpark Construction/Renovations Foreshore carpark area	3714		
Port Gregory - New Community Storage Shed New shed	99 5414		
Port Gregory - Pipeline works Conduit and new line under George Grey Drive			
Port Gregory - Non Potable water supply holding tank Install new water supply holding tank	99 5414		
Binnu Tip Site Install new fence			
Cont.			

2022/2023 Budget Works	Job No	Status	Comments
<u>PLANT ITEMS - Major</u>			
Northampton - New Grader (Construction) Purchase new - trade/sell existing P238 Grader	4214/99	COMPLETE	received February 3rd 2023
Northampton - New Backhoe Purchase New - No trade	4214/99		Council report - December 2022
Northampton - New utility - WHS Compliance Officer Purchase new - trade/sell existing P242 utility	4214/99		
Kalbarri - New utility - Kalbarri Leading Hand Purchase new - No trade	4214/99		
<u>PLANT ITEMS - Minor/Other/Sundry tools</u>			
Northampton - Fire fighting unit	7362/02		
Northampton - 2 way radios	7362/02		
Northampton - 3 x blowers - 2 at workshop, 1 x gardeners	7362/02	COMPLETE	
Northampton - 1 x 4 inch water pump	7362/02	COMPLETE	
Northampton - Workshop - 1 x Rechargeable air compressor	7362/02	COMPLETE	
Northampton - 1 x Chainsaw	7362/02		
Northampton Gardeners- 1 x lawn edger	7362/02	COMPLETE	
Northampton Gardeners- 1 x whipper snipper	7362/02	COMPLETE	
Northampton Gardeners- 1 x Stihl battery pack	7362/02	COMPLETE	
Northampton Gardeners- 1 x Chainsaw	7362/02		
WHS - Ipads for OHS requirements	7362/02		

9. Health and Building Report

- 9.1 Building Statistics for the month of December 2022 (there are no building statistics for the month of January 2023)

9.1 -

File Reference	9.1
Date of Report	10 th February 2023
Reporting Officer	Michaela Simpson
Responsible Officer	Michaela Simpson – Manager of Building Services

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - DECEMBER 2022

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
11/11/2022	22084	Donald and Nicole Hayward	Gavin Hutchinson	7 (Lot 2) Ranch Court, Kalbarri	Install fibreglass swimming pool with barrier fence	\$ 42,500.00
12/12/2022	22086	Mark and Kate Ralph	Owner Builder	19 (Lot 7) Cariton Crescent, Kalbarri	Construct timber framed patio with concrete floor	\$ 10,000.00
12/12/2022	22088	Pieter and Lauren Briers	Owner Builder	14 (Lot 49) Gwalla Street, Northampton	Construct timber framed patio	\$ 12,000.00
12/12/2022	22089	Loretta Ahearn	Stateside Maintenance	54 First Avenue, Horrocks	Replace roof sheeting	\$ 16,000.00
12/12/2022	22090	Peter and Linda Craig	Creative Landscapes and Pools	75 (Lot 29) Charlton Loop, Kalbarri	Install fibreglass swimming pool with barrier fence	\$ 29,467.00
12/12/2022	22091	Shire of Northampton	Aussie Shed Group	52 (Lot 500) Gwalla Street, Northampton	Construct steel framed shed	\$ 41,000.00
21/12/2022	22093	Peter Allen and Banksia Plains Pty Ltd	Auspan Building Systems	2313 Ogilvie Road East, Ogilvie	Construct steel framed machinery shed	\$ 506,133.10
4/11/2022	22CS436	Allew Pty Ltd	Owner Builder	119 Rose Hill Road, Sandy Gully	Remediation repairs to roof framing and roof sheeting	\$ 250,000.00
6/12/2022	22CS459	Daniel Gill	Mathew and Paula Wilson	20 Gill Road, Sandy Gully	Upgrade roof structures and remediation repairs to roof cladding	\$ 417,703.00
12/12/2022	22CS472	De-Arne O'Neill and Kevin Dunmill	Ian Filgate	21 (Lot 41) Carson Street, Isseka	Full demolition of building	\$ 19,800.00
12/12/2022	22CS473	Deon Gould	Auspan Building Systems	92 Olivier Road, Alma	Construct steel framed stockyard cover	\$ 197,949.40
12/12/2022	22CS474	Gregory, Lindsay and Harley Williams	Auspan Building Systems	3410 Ogilvie Road West, Ogilvie	Construct steel framed machinery shed	\$ 119,705.30
12/12/2022	22CS475	Gregory, Lindsay and Harley Williams	Murray River North Pty Ltd T/As TR Homes	3410 Ogilvie Road West, Ogilvie	Construct new modular four-bedroom steel framed dwelling	\$ 294,775.00

RISK ASSESSMENT:

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

VOTING REQUIREMENT:

For Council Information

10. Town Planning Agenda

- 10.1 Proposed Realignment (Closure of Portions) of Coolcalalaya Road, Coolcalalaya – Lots 5138-5140, 5142, 5144 and 5145 on Deposited Plan 232552
- 10.2 Proposed Agroforestry (Hardwood Eucalyptus) Tree Farm – ‘Bankina’ Lots 5005, 5059, 5064, 5065, 5067 & 5068 (No. 3810) Balla-Whelarra Road, Binu
- 10.3 Proposed Development Approval And License Agreement – Mobile Food Vehicle – The Bao Shed – Reserve 25307 Grey Street, Kalbarri and Commercial Parking And Storage Of Food Van Upon Lot 276 (No. 107) Explorer Avenue, Kalbarri -
- 10.4 Summary of Planning Information Items

The matter of the alignment has again been raised by the Department of Biodiversity, Conservation and Attractions (DBCA) to allow areas of bushland under a restrictive covenant with the Department of Biodiversity, Conservation and Attractions however the actual road reserve and constructed road needs to be rectified to allow the restrictive covenant to progress.

The DBCA provided advice that Mr Porter indicated that in 1990 he gave land to the Shire to make the road suitable for road train use and relocate the road from flood prone areas however at the time the actual property boundaries to reflect the above changes on a correct road reserve was not undertaken.

The Department of Planning Lands and Heritage also advise that as there has been no request from the Shire of Northampton (Shire) to close portions of Coolcalalaya Road and dedicate an alternate route through the Lots owned by Mr Porter, it is the position of DPLH that the redundant portions of dedicated road should be formally closed and amalgamated into the land owned by Mr Porter. Action to initiate road closure and dedication rests with the Shire.

Council at their Ordinary Meeting held on 18 February 2022 resolved:

That Council progress with survey and subdivision to re-align the road reserve onto the actual constructed road where this occurs along the Coolcalalaya Road, and appoint HTD Surveyors to undertake the required survey and subdivision process at an estimated cost of \$ 35,000 and this be declared authorised expenditure.

However, a resolution to resolve to advertise the proposed road closure in accordance with section 58 of the *Land Administration Act 1997* (LAA) has not yet occurred and is now subject of this report and recommendation.

COMMUNITY & GOVERNMENT CONSULTATION:

Should Council resolve to publicly advertise its intention to close portions of Coolcalalaya Road to facilitate its realignment, the following actions shall take place in accordance with section 58 of the *Land Administration Act 1997* (LAA) and section 9 of the *Land Administration Regulations 1998*:

- Advertising in local newspaper.
- Referrals to service providers such as Water Corporation, Western Power and Telstra).

Section 58(3) requires a minimum advertising period of 35 days along with consideration of any objections made during that period.

FINANCIAL IMPLICATIONS:

Minor costs will be incurred by Council during the advertising process. Previous budget allocations were made for the cost of surveying.

STATUTORY IMPLICATIONS:

State: Planning and Development Act 2005
Land Administration Act 1997

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

Section 58 of the Land Administration Act 1997 outlines the process for closing roads, while section 9 of the Land Administration Regulations 1998 outlines the requirements for Local Government in requesting to close a road permanently:

9. Local government request to close road permanently (Act s. 58(2)), requirements for For the purposes of preparing and delivering under section 58(2) of the Act a request to the Minister to close a road permanently, a local government must include with the request —
- (a) written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and
 - (b) sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed; and
 - (c) copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions; and
 - (d) a copy of the relevant notice of motion referred to in paragraph (c); and
 - (e) any other information the local government considers relevant to the Minister's consideration of the request; and
 - (f) written confirmation that the local government has complied with section 58(2) and (3) of the Act.

The subject land that will form part of the road closure and realignment will also need to be rezoned at some point in the future. A record of this will be kept so as to update the Scheme Maps when the road closure is finalised.

POLICY/PROCEDURE IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

COMMENT:

The process to realign Coolcalalaya Road commenced in 2022, however, in order to proceed further Council needs to resolve to advertise the proposed road closure/s in accordance with section 58 of the *Land Administration Act 1997*.

Should Council resolve to publicly advertise its intention to close those portions of the road specified (refer **Appendix 1**), all submissions received during the advertising period will be presented to Council for consideration. At this time, Council will be asked to consider making a formal resolution of its intention to close the portions of road reserve to facilitate the realignment of Coolcalalaya Road, and this will lead to a formal application for Road Closure being lodged with the Department of Planning Lands and Heritage.

Therefore, it is recommended that Council formally resolve to advertise the proposed road closure/s in accordance with the *Land Administration Act 1997*.

RISK ASSESSMENT:

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
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Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

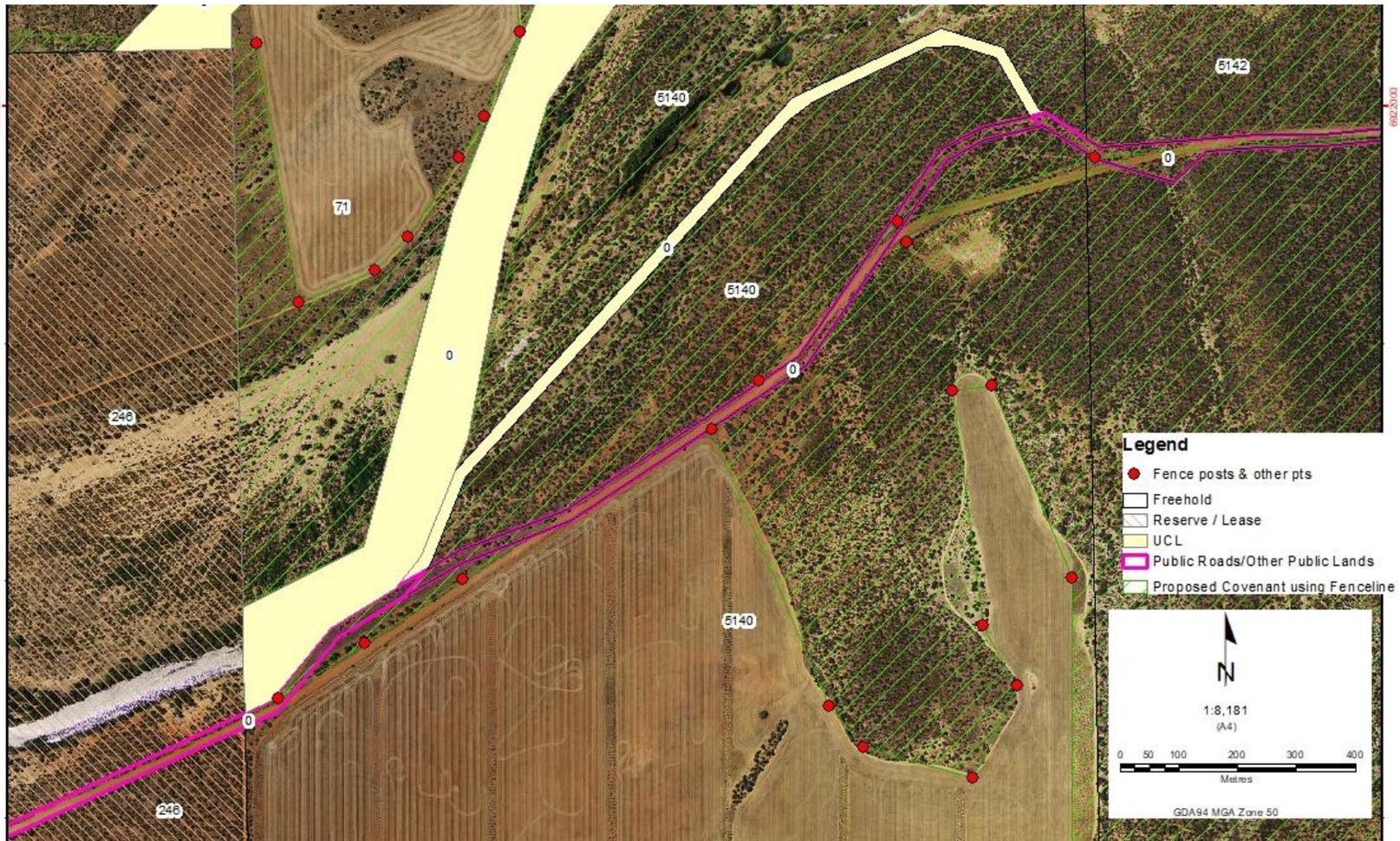
VOTING REQUIREMENT:

Simple Majority required

STAFF RECOMMENDATION:

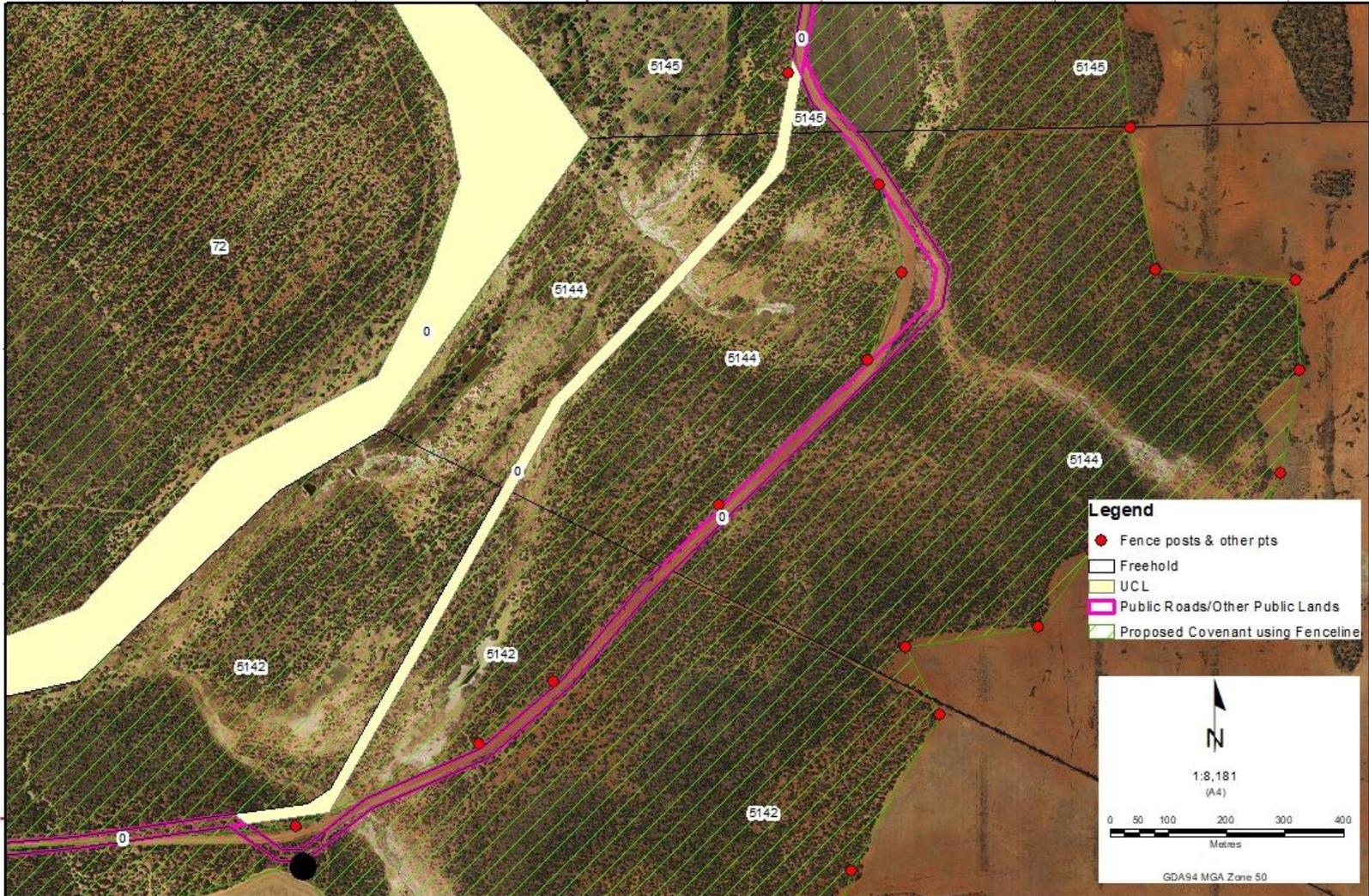
That Council publicly advertise its intention to close those portions of Coolcalalaya Road Reserve, where it passes through Lots 5138-5140, 5142, 5144 & 5145 on Deposited Plan 232552 as shown as an attachment to the February 2023 Ordinary Council Meeting (Appendix 1) for a period of 35 days in accordance with the section 58 of the *Land Administration Act 1997*.

APPENDIX 1 – Maps of Road Alignment



114°48'

Map 2: Areas of Coolcalalaya Road to be surveyed



27°48'

862°2'00"

862°2'00"

Legend

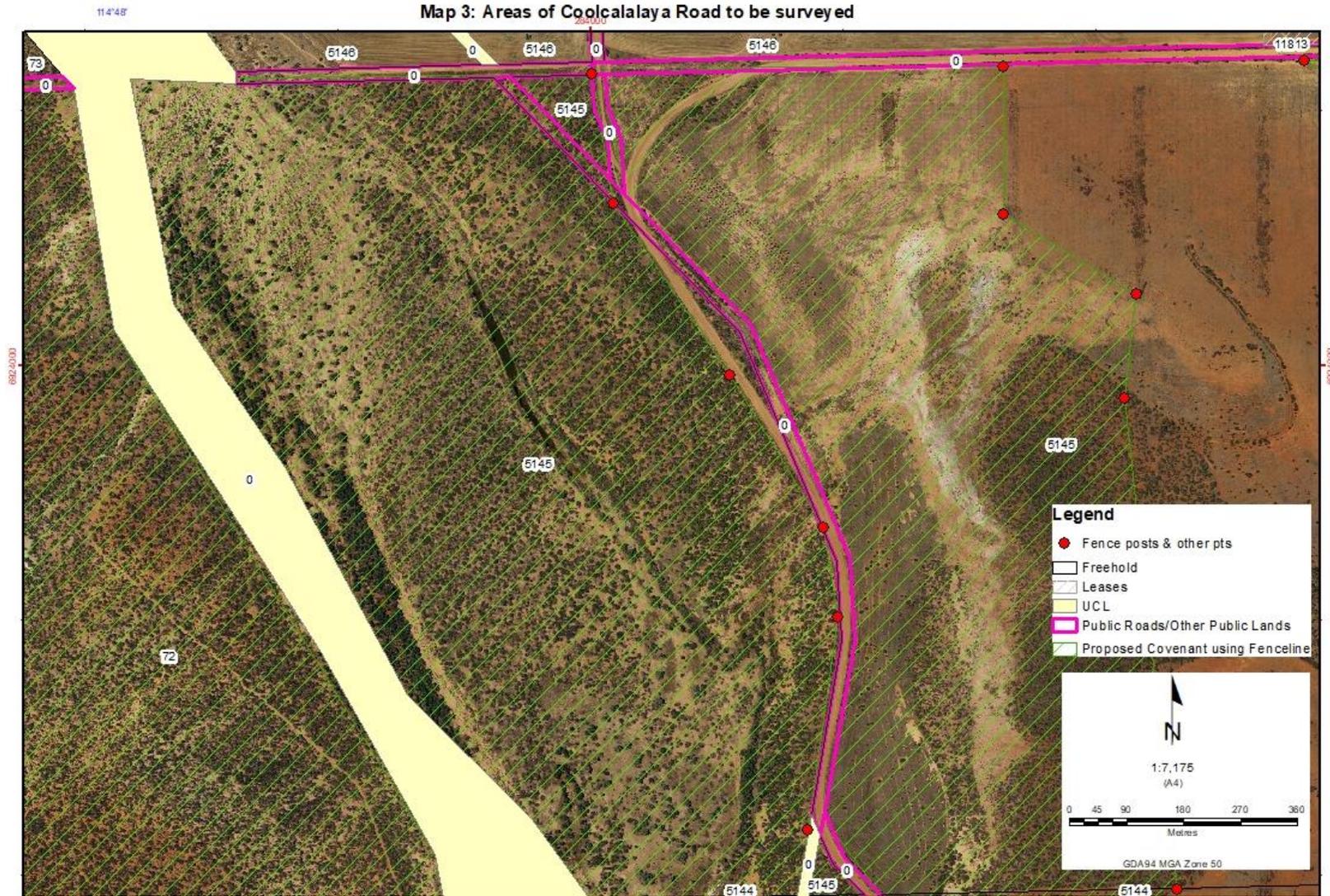
- Fence posts & other pts
- Freehold
- UCL
- Public Roads/Other Public Lands
- Proposed Covenant using Fenceline

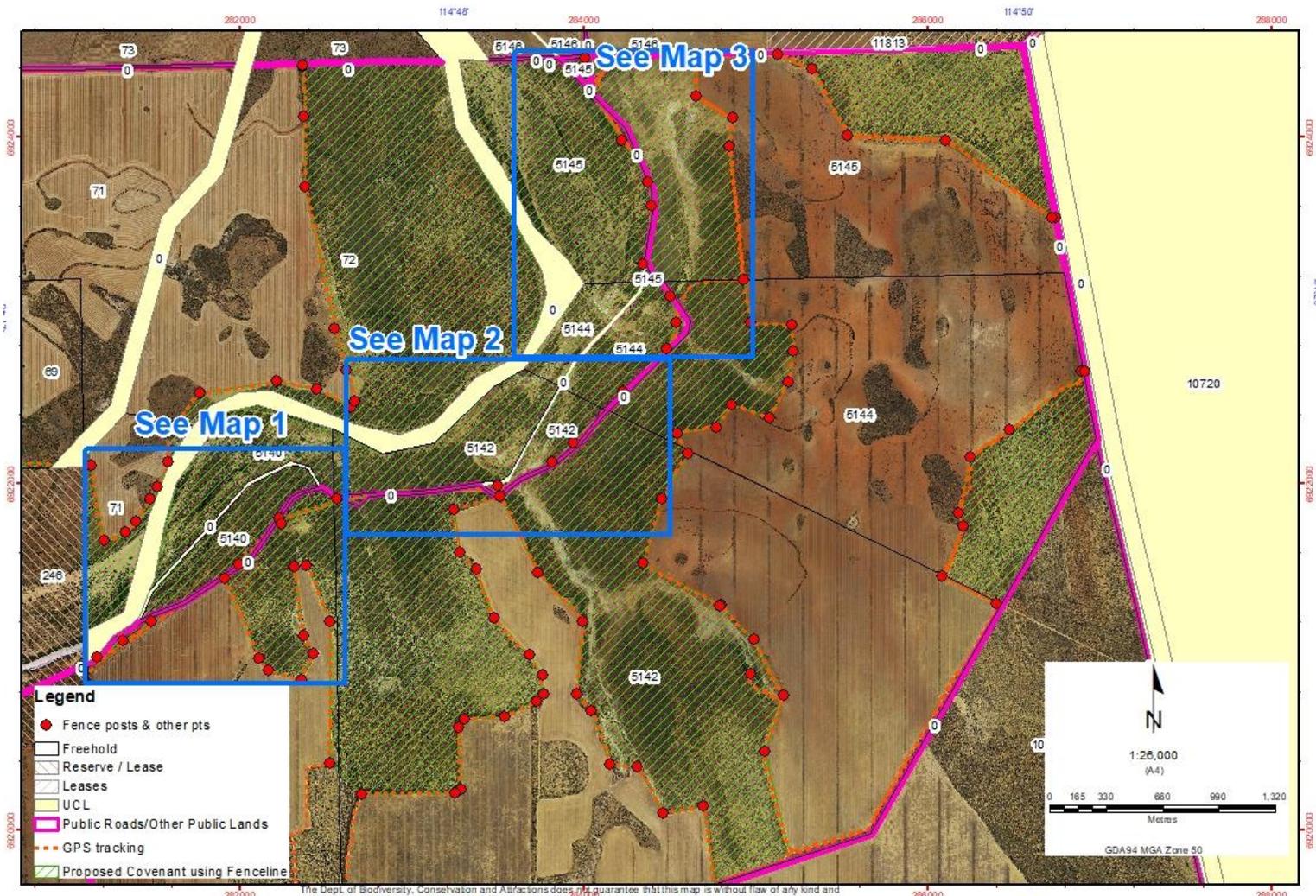
1:8,181 (A4)

0 50 100 200 300 400 Metres

GDA94 MGA Zone 50

Map 3: Areas of Coolcalalaya Road to be surveyed





The Dept of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, omissions or other consequences which may arise from relying on any information depicted.

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

Lots 72, 5140, 5142, 5144 and 5145

**10.2 - PROPOSED AGROFORESTRY (HARDWOOD EUCALYPTUS) TREE FARM –
‘BANKINA’ LOTS 5005, 5059, 5064, 5065, 5067 & 5068 (NO. 3810) BALLA-
WHELARRA ROAD, BINNU**

Location	Lots 5005, 5059, 5064, 5065, 5067 and 5068 (No. 3810) Balla-Whelarra Road, Binnu
Applicant	Outback Carbon Pty Ltd
Owner/Lessee	N J Humphries
File Reference	10.8.1.3 / A2259
Date of Report	9 February 2023
Reporting Officer	Michelle Allen, Planning Officer
Responsible Officer	Hayley Williams, Consultant Planner

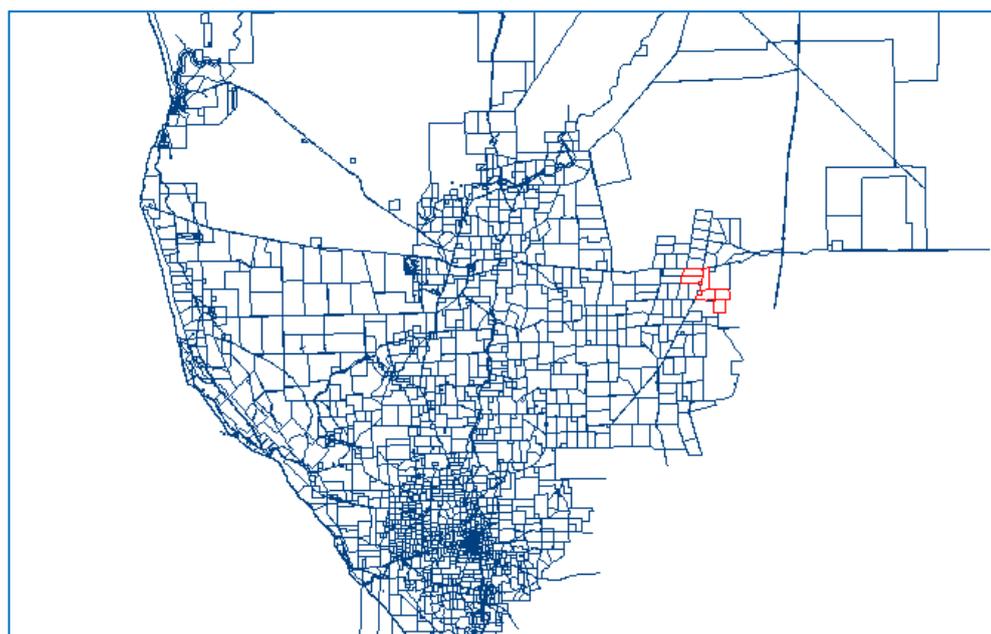
SUPPORTING DOCUMENTS:

Reference	Description	In Report	Separate Cover
Appendix 1	Application Letter	✓	
Appendix 2	Email explanation of land areas within Shires	✓	
Appendix 3	Schedule of Submissions	✓	
Appendix 4	Extract from High Quality Land Mid West Region (DPIRD)	✓	
Appendix 5	High Quality Agricultural Lands Shire of Northampton	✓	

BACKGROUND:

An Application for Development Approval was received on 16 December 2022 with the Applicant applying to the Shire of Northampton, with the current landowner’s consent, seeking Council’s determination of a Hardwood Eucalyptus Tree Farm proposal before purchasing the property.

Figure 10.2(a) – Lots 5005, 5059, 5064, 5065, 5067 & 5068 (No. 3810) Balla-Whelarra Road, Binnu (‘Bankina’)



'Bankina' is located in the eastern parts of two local government areas being the Shire of Northampton and the Shire of Chapman Valley and has a total area of 4449 hectares. Approximately 3800 hectares of the property is proposed as the total carbon project area of the entity. Furthermore, it is noted that 2389 hectares of the property is located in the Shire of Northampton and 2060 hectares is located within the Shire of Chapman Valley. This equates to 54% of the 'Bankina' property being located within the Shire of Northampton.

Approximately 425-535 hectares of the Northampton project area is proposed to be planted to trees. The applicant has advised that approximately 1000 hectares of the highest quality productive agricultural land of 'Bankina' is proposed to be sold for this purpose (which is estimated to be 500 hectares in the Shire of Northampton and 500 hectares in the Shire of Chapman Valley.)

The Proposal:

The Applicant, with the current landowner's approval, is seeking Council's determination on a proposal to establish a tree farm on land located in the eastern part of the Shire of Northampton for the purpose of creating Australian Carbon Credit Units and high quality hardwood whilst still maintaining agricultural activities on the property.

The total area of the farm within the Shire of Northampton is 2389 hectares and approximately 425 to 532 hectares will be included as the carbon project area. Following purchase of the property a re-alignment of boundaries is planned on 'Bankina' and it is proposed that approximately 500 hectares of the property located within the Shire of Northampton will be sold.

It is proposed that between 20 – 25 percent of the arable area will be planted to trees in a row configuration with the remaining inter-rows (which equates to 75-80 percent of the remaining arable area) to be cropped or established with improved grasses and legumes for future grazing opportunities. Currently there are no improved pastures on the property and little or no fencing exists. If the Applicant successfully purchases the property, a high standard boundary fence around the whole property and improved water supply and storage infrastructure is proposed.

The area proposed to be established with trees in the agroforestry/tree farm proposal is between 425 - 532 hectares and as such the volume of timber produced will not require onerous or intensive traffic movements at harvest times. The Applicant proposes that the volume of heavy vehicle movements on public roads will be less intensive than a traditional broad acre cropping harvest period.

It is anticipated the trees will be retained for approximately 40 years before harvest and used for high quality hardwood timber products, biochar and/or biofuels. The carbon permanence period will be 25 years and the tree and carbon crops will be complementary to the predominant traditional agricultural land uses in the area.

The tree farm area and configuration will comply with the Guidelines for Plantation Fire Protection (2011) with farm design following existing roads and natural features, where practicable. Site topography, road direction, access to water and planting direction in relation to fire control will also form part of the development design.

In consideration of the proposal the following information is provided:

Lot Size (within Northampton)	2389 hectares (Total area – 6 lots)
Zoning	Rural
Existing Development	Rural and Remnant Vegetation
Existing Services	Telephone, Water, Gas
Access and Frontage	Balla-Whelarra Road
Vegetation	Vegetated in parts
Surrounding Land Uses	Rural and Remnant Vegetation

COMMUNITY & GOVERNMENT CONSULTATION:

The application was advertised for a period of 21 days from 4 January to 28 January 2023 in accordance with Section 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* with a notice placed in the Geraldton Guardian, on the Shire website and available at both the Northampton and Kalbarri Shire Offices.

The application was also forwarded to four adjacent and adjoining landowners and the following governmental agencies and key stakeholders for consideration:

- Department of Planning, Lands and Heritage;
- Department of Fire and Emergency Services;
- Main Roads WA;
- Department of Primary Industry and Regional Development;
- Department of Water and Environmental Regulation; and
- Department of Biodiversity, Conservation and Attractions.

A total of five submissions were received with one (1) objection forthcoming in relation to the proposed application. A schedule of submissions is provided at **Appendix 2**.

FINANCIAL IMPLICATIONS:

The Applicant has paid a development application fee of \$2985-00. In addition to this, should Council determine to refuse this application and the Applicant proceeds to exercise their right of appeal, costs are likely to be imposed on the Shire through its involvement in the appeal process.

STATUTORY IMPLICATIONS:

State: Planning and Development Act 2005

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

The land is zoned 'Rural' under *Local Planning Scheme No. 10 – Northampton* with the objectives of the zone being:

- *To provide for the maintenance or enhancement of specific local rural character.*
- *To protect board acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and*

rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.

- To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.
- To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone.
- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.

The use 'Tree Farm' is listed as a 'D' use in the Scheme which means that the use is not permitted unless the local government has exercised its discretion by granting development approval. A 'Tree Farm' is defined within the Scheme as follows:

'Tree Farm' means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the Carbon Rights Act 2003 section 5'.

POLICY/PROCEDURE IMPLICATIONS:

State: SPP 3.7 – Planning in Bushfire Prone Areas

Local: Shire of Northampton Local Planning Strategy - May 2022

Shire of Northampton Local Planning Policy - Agroforestry
Guidelines for Plantation Fire Protection (DFES 2011)

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

The intent of this State policy is to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.

The objectives of the policy are to:

- Avoid any increase in the threat of bushfire to people, property and infrastructure. The preservation of life and the management of bushfire impact are paramount.
- Reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process.
- Ensure that higher order strategic planning documents, strategic planning proposals, subdivision and development applications take into account bushfire protection requirements and include specified bushfire protection measures.
- Achieve an appropriate balance between bushfire risk management measures and biodiversity conservation values, environmental protection and biodiversity management and landscape amenity, with consideration of the potential impacts of climate change.

As there will be no landowner permanently on site and to comply with the State planning policy when developing the Bushfire/Fire Management Plan for the Tree Farm, it is considered a bushfire hazard assessment be undertaken by a suitably qualified Bushfire Practitioner and be included as part of the Plan.

Shire of Northampton Local Planning Strategy

The Shire’s Local Planning Strategy applies to the Northampton townsite and immediate surrounds and forms the basis for development of a long-term strategic plan for the future development and growth of the Shire. The Strategy identifies key issues within the area as follows:

<p>2.1.5 economy & employment</p> <ul style="list-style-type: none"> □ <i>Protect high quality agricultural land and promote expansion and diversification of the rural economy to ensure a sustainable economic and employment base for the Shire.</i> □ <i>Support opportunities for intensive agriculture including intensive animal husbandry and intensive rural and organic based industries in locations close to major population centres and major transport routes.</i>
--

The Strategy also addresses key issues identified under four key outcome areas for the Shire and specifically Agriculture and Rural Industry, as follows:

agriculture & rural industry

<p>Objective</p>	<p>1. To protect, promote and encourage the continuation and diversification of agriculture and related rural based industries within the Shire as a key long term economic driver of the region.</p>
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<p>Key Issues</p>	<ul style="list-style-type: none"> □ <i>The Shire of Northampton has one of the largest farming areas of the Northern Agriculture Region, containing extensive areas of high quality agricultural land that need to be protected from further fragmentation as well as encroachment from incompatible land uses so as to support, expand and diversify agricultural activities in the region.</i> □ <i>Support existing and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food.</i> □ <i>Protect high quality agricultural land and promote expansion and diversification of the rural economy to ensure the long term sustainability of the economic and employment base of Shire.</i> □ <i>Provide opportunities for intensive agriculture including intensive animal husbandry and intensive rural and organic based industries to expand into the Shire in locations close to major population centres and major transport routes.</i>
--------------------------	---

	<ul style="list-style-type: none"> □ <i>Large supplies of groundwater to support intensive agriculture are limited in the region. Further investigation of a sustainable water supply is needed.</i>
--	---

Strategies	Actions
1.1 Protect High Quality Agricultural land and promote and facilitate the expansion and diversification of the rural economy.	<p>a. Include within the Scheme provisions for protecting High Quality Agricultural land from fragmentation and incompatible land uses in accordance with WAPC Policy.</p> <p>Include within the Scheme provisions which facilitate and support the diversification and intensification of on-farm agriculture.</p>
<p>1.2 Provide for intensive agriculture and rural industries in locations close to major population centres and on major transport routes.</p> <p>1.3 Discourage the introduction of sensitive land uses within these areas so as to limit the constraints on intensive agriculture and rural industry.</p>	<p>b. Investigate s an appropriate location to provide for predominately Intensive Agriculture, Animal Husbandry and Rural Industry uses, subject to consideration of traffic and road access, water supplies, environmental impacts and proximity to populated settlements.</p> <p>c. Introduce the land use definition of Rural Industry into the Scheme with flexible permissibility for rural zoned land.</p> <p>d. In order to support the development of intensive agriculture and rural industries a secure fit for purpose water supply needs to be identified.</p>
1.4 Protect prime and priority agricultural lands from rural living subdivision.	<p>e. Do not support proposals to subdivide rural land unless consistent with WAPC’s State Planning Policy 2.5 and Development Control Policy 3.4.</p> <p>f. Oppose any rural living rezoning and subdivision except in consolidated areas designated under this Local Planning Strategy as referenced under Section 2.6 - People & Housing.</p>

The proposed Tree Farm is considered to meet the objectives and key actions of the Local Planning Strategy. The proposed development is located on land that is not considered to be High Quality Agricultural Land. Therefore, the diversification of use in this location is supported as it will enable the continuation of agricultural activities within the locality.

Shire of Northampton Local Planning Policy – Agroforestry

The application has been lodged under the Shire’s ‘Agroforestry’ Local Planning Policy.

The objectives of the Policy are as follows:

- *Achieve a consistent, efficient, and equitable system for assessing and approving tree crop applications.*

- *Actively encourage the establishment of tree crops in appropriate locations across the Shire of Northampton.*
- *Actively encourage tree crops in areas subject to land degradation, including areas of high salinity, water logging, and high levels of chemical contamination where there are clear natural resource management benefits.*
- *Tree crops are to be complementary and ancillary to the predominant traditional agricultural land uses of the area.*
- *Consider impacts on local road infrastructure and fire risk/management issues in all applications.*
- *Consider the visual impact of tree crops in close proximity and/or viewing distance to town sites, roads of local and regional significance, and areas of scenic beauty.*
- *Encourage operators, managers, government and non-government agencies, investors, and land holders to work in partnership wherever possible.*
- *Encourage operators to abide by the Industry Code of Practice, relevant legislation, State Strategy for Plantations and Farm Forestry and this policy.*
- *Outline the matters required to be addressed for assessment to be undertaken under the planning system and other legislation.*

- *The Council recognises that other matters, not listed above, may be raised during assessment of applications, such as submissions by third parties, which will be noted but not necessarily used in determining an application. As such matters may be covered by other legislation, fall under the responsibility of other agencies, or may not be considered relevant or valid planning considerations.*

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

Guidelines for Plantation Fire Protection

The objective of the Department of Fire and Emergency Services *Guidelines for Plantation Fire Protection* provides “both local government and the plantation industry with a set of best practice fire protection standards for plantation that aim to protect human life and local community interests, while minimizing fire risk to plantation assets.”

Further detail is provided within the publication and *Section 2 Planning for Plantation Fire Management* which outlines specific conditions to be included by Applicants when developing their Bushfire/Fire Management Plans.

STRATEGIC IMPLICATIONS:

State: DPIRD Resource Management Technical Report 386 – Identification of high quality agricultural land in the Mid West region; - Stage 1 Geraldton Planning Region

DPIRD Report – Identification of high quality agricultural land in the Mid West region

In April 2013, the Department of Primary Industries and Regional Development (known at the time as the Department of Agriculture and Food) prepared a report titled *Identification of high quality agricultural land in the Mid West Region*. This report seeks to enable broadacre agriculture industry’s continued access to large areas of good quality land receiving enough reliable rainfall to produce crops and pastures. The project developed a methodology to identify high quality agricultural land (HQAL) that exhibited a combination of qualities that are valuable to the agricultural industry and worthy of protection for production into the future.

A series of maps and accompanying tables were generated which depicted and characterised agricultural land in a way that planners and investors could understand. Detailed maps showing the region’s potential for broadacre and irrigated agriculture derived from existing information on soils, land capability, water resources and rainfall were produced with one showing High Quality Agricultural Lands in the Shire of Northampton at **Appendix 4**.

A map is also attached (see **Appendix 5**) that shows that the location of the land identified within this development application area as marginal country located on the fringe of the northern agricultural area.

COMMENT:

The proposed Tree Farm development is considered to be consistent with the objectives of the *Local Planning Scheme No. 10 – Northampton*, the *Local Planning Strategy (May 2022)* and the Shire’s Local Planning Policy *Agroforestry*.

A Bushfire/Fire Management Plan has not been prepared and is proposed to be compiled once the outcome of this application is determined. Therefore, should Council grant approval it is recommended that a Bushfire/Fire Development Plan and a Wind Erosion Management Plan be developed by the Applicant with authority delegated to the Shire Chief Executive Officer for execution of the Plans.

Furthermore, as identified within DPIRD’s publications dealing with High Quality Agricultural Land in the Mid West, the area proposed to be planted to trees on 3810 Balla-Whellarra Road, Binu is located within an area of the northern agricultural region identified as an Agricultural Land Area (ALA) with lower or marginal agricultural potential/quality.

RISK ASSESSMENT:

The associated risk would be the failure to comply with Local Government Financial Regulations requiring monthly reporting of Financial Activity. Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or ‘no news’ item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

VOTING REQUIREMENT:

Simple Majority required

STAFF RECOMMENDATION

That Council grant Development Approval for the establishment of a Hardwood Eucalyptus 'Tree Farm' on Lots 5005, 5059, 5064, 5065, 5067 & 5068 (No. 3810) Balla-Whelarra Road, Binu (known as "Bankina") subject to the following conditions:

- 1 Development shall be in accordance with the approved plans dated 17 February 2023 and subject to any modifications required as a consequence of any conditions 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 land (not the subject of this consent/approval) considered by the Shire Chief Executive Officer to represent a significant variation from the approved development plan may require further application and planning approval for that use/addition.
- 3 The Applicant shall adhere to the Project Establishment Plan 'Bankina' dated December 2022 including any modifications required by this approval or any such changes requested in writing by the Shire Chief Executive Officer or in the case of a dispute by the determination of Council as to the ongoing operation of the development;
- 4 Prior to commencement of the approved development/land use, the Applicant is to prepare a Bushfire/Fire Management Plan following the format of 'Fire Management Plans', outlined in the FESA *Guidelines for Plantation Fire Protection 2011* (*as amended), and including local government firebreak notices. The Plan shall include a bushfire hazard assessment prepared by a suitable qualified Bushfire Practitioner, so as to comply with *State Planning Policy 3.7 Planning in Bushfire Prone Areas*, to the approval of the local government;

- 5 The Applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received, the Applicant is required to demonstrate mitigation response/s to the approval of the local government. Such responses/s will be treated as conditions of approval/required modifications to the Project Establishment Plan and Fire Management Plan 'Bankina';
- 6 The Applicant shall ensure the Project Establishment Plan is inclusive of vermin control measures that is to the satisfaction of the local government before the commencement of the tree farm;
- 7 Any soils disturbed or deposited on-site shall be stabilised to the approval of the local government;
- 8 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise;
- 9 The applicant shall obtain any necessary Native Vegetation Clearing Permit from the Department of Environment, if required;
- 10 Repairing of any damage to the road network including the surface is required by reason of use of the road in connection with the establishment of the development to the approval of Main Roads WA and the Local Government with all costs met by the Applicant;
- 11 Application of Nutrient Fertiliser, Pesticides and Herbicides to be undertaken to the approval of the Department of Primary Industries and Regional Development; and
- 12 Prior to commencement of the approved development/land use, the Applicant is to prepare a Wind Erosion Management Plan as outlined by the Department of Primary Industries and Regional Development, to the approval of the local government.

Advice Notes

- Note 1: The Project Establishment Plan and Fire Management Plan shall be prepared and periodically updated with regard for the Shire of Northampton's Local Planning Policy *Agroforestry*, 'Code of Practice for Timber Plantations in Western Australia (FPC 2014)', *Guidelines for Plantation Fire Protection (DFES 2011)*, *Code of Practice for use of agricultural and veterinary chemicals in WA (DPIRD 2005)* and superseding documents and documents of subsequent relevance.
- Note 2: With regard to Condition No. 13, the Applicant/Owner should liaise with the Department of Primary Industries and Regional Development to determine the Wind Erosion Management Plan, as outlined in correspondence dated 12 December 2022.
- Note 3: If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 4. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 5. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.

APPENDIX 1 – APPLICATION INFORMATION

(It is noted that information within this document relates to the whole project area over both the Shire of Northampton and the Shire of Chapman Valley.)

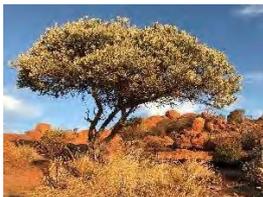
Shire of Northampton

Application Information

Bankina Farm

December 2022

Outback Carbon Pty Ltd (a Mitsui & Co., Ltd. Company)
Level 11 Exchange Tower
2 The Esplanade
Perth 6000



DISCLAIMER

This document has been prepared by Outback Carbon Pty Ltd (“**Outback Carbon**”) with sole purpose of providing a general guide to project planning (“**Planning Document**”). It serves merely as a guide. The information contained herein reflects Outback Carbon’s understanding at the time of preparing the Planning Document. Some recommendations may change as new information comes to hand. Thus, whilst every effort has been made to ensure the information presented herein is accurate and as well-informed as possible, Outback Carbon takes no responsibility for any outcomes, actions or losses resulting either directly or indirectly from the interpretation, misinterpretation or implementation. It is intended that the Planning Document is used in conjunction with the help of experts such as, local / regional authorities and good neighbor relations.

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Outback Carbon Pty Ltd (Outback Carbon) proposes to establish a plantation of hardwood Eucalyptus species on land located in the eastern part of the Shire of Northampton, Western Australia, for the purpose of creating Australian Carbon Credit Units (ACCUs) and high-quality hardwood whilst still maintaining agricultural activities on the property. Outback Carbon is a subsidiary of Mitsui & Co., Ltd. and is part of the Mitsui E&P Australia group of companies and will be the project proponent and project manager for the project.

The total area of the farm is approximately 4,449 ha (split between the Shire of Chapman Valley and Northampton), with approximately 3,800 ha to be included as the total proposed carbon project area (which is the total cleared arable area on the property). Between 20 - 25% of the arable area will be planted to trees in a row configuration. These remaining inter-rows (which combined give a total of between 75-80% of the remaining cleared property area) can continue to be cropped or established with improved grasses and legumes for future grazing opportunities. Currently there are little or no improved pastures on the property with some new fencing required.

The plantation compartment size and configuration will comply with the Guidelines for Plantation Fire Protection (FESA, 2011), section 4.1. For example, where practicable the compartment boundaries will follow existing roads or natural features. The design will further consider site topography, slope, aspect, road direction, strategic access to water, and planting direction in relation to fire control and compartment size. In addition, firebreaks will be maintained in accordance with the Shire regulations.

It is anticipated the trees will be retained for approximately 40 years before harvest and used for high quality hardwood timber products, biochar and/or biofuels. The carbon permanence period will be 25 years and the tree and carbon crops will be complementary to the predominant traditional agricultural land uses in the area.

Refer to Appendix A which shows the General Property Map.

General location:	Midwest Region, Northampton
Farm name:	Bankina Farm
Address	3810 Balla-Whellara Road, Binu WA 6532

There is growing discussion and evidence that revegetating areas could lead to increasing rainfall (When trees make rain: Could restoring forests help ease drought in Australia? Sept 2018). Outback Carbon plans to use approximately 3,800 ha of land for the project and revegetate between 20 - 25% of this area directly with trees, and therefore believes there will be minimal negative impact, and potentially numerous positive impacts realised on the property area and greater region.

It is Outback Carbon's intention that cropping and/or grazing will continue on the remaining property area after the first two years, when the trees are more robust. The grazing should also serve as a fire risk mitigation tool, by reducing the fuel load during the hot summer months.

The introduction of trees will provide a diversified farm income from carbon, provide shelter for livestock, and enhance other environmental aspects such as improved soil condition, reduced wind erosion and increased soil carbon. There may also be opportunity for future beekeeping activities using both the planted trees and surrounding native vegetation.

The project will comply with the Code of Practice for Timber Plantations in Western Australia (Forest Industries Federation (WA) Inc, 2014) and compartments will be designed in accordance with the Guidelines for Plantation Fire Protection. The basic planting configuration will be the same across the cleared arable areas of the property. Establishment will be via machine and hand planted seedlings.

The establishment will incorporate at least two eucalypt species (*Eucalyptus. camaldulensis* and *E. cladocalyx*) at approximately 200-250 stems per hectare. Each have the potential for high-quality timber building or furniture products, or biomass for biochar and biofuels. Other species may be chosen in the future, with similarly marketable qualities.

The establishment operations include summer vermin control, broadacre boom spray weed and pest control based on knockdown and residual herbicide application, and insect control via insecticides. A machine will be used to scalp, shallow rip and roll the soil early in the season after the rainfall season has started.

Improved annual grasses and legumes will be established opportunistically either in May/June in the first or second year. Local and regional contractors will be given the opportunity to contract for establishment and/or maintenance activities for the project. These operations include:

- Weed control (pre-establishment);
- Rip and scalp, seedling planting;
- Weed control (post establishment and for project life);
- Rotational grazing;
- Insecticide applications if necessary;
- Firebreak and access roads upgrades annually or as required;
- Vermin control; and
- Monitoring and inventory (for carbon assessment).

Maintenance activities will be reviewed annually considering site and surrounding conditions, seasonal circumstances and Local Government requirements.

Livestock

Grazing and animal exclusion on planted land is planned for 24 months following seedling planting and will be an effective weed management and fire risk mitigation tool (as recommended in both the Guidelines for Plantation Fire Protection, and the Code of Practice for Timber Plantations in Western Australia) from year three onwards.

Harvesting is expected to occur when the trees have aged to around 40 years. This is noted as the optimal time for timber quality for the proposed species. As noted in the Shire's Agroforestry and Tree Farms Local Planning Policy, currently there is very limited local processing of timber in the Mid West. In the potential absence of future local processing facilities, spot milling may be considered as an alternative and other on farm based mobile units for biochar/biofuels production.

Given the relatively limited area proposed to be established with trees in this agroforestry/plantation project (760 - 950 ha), it is not expected the volume of timber produced will require onerous or intensive traffic movements in harvest and haul. Likely, the volume of heavy vehicle movements on public roads will be limited to approximately 2 weeks. Likely roads to be used include Balla-Whelarra Rd, Nabawa-Northampton Rd, Ogilvie Road, Ogilvie Road East, Bowes Road, Chapman Valley Road and the North West Coastal Highway.

In accordance with the Shire's Agroforestry and Tree Farms Local Planning Policy, a Harvest Plan including transport will be submitted to the Council for separate approval 12 months prior to the commencement of harvesting. This plan will comply with the Code of Practice for Timber Plantations in Western Australia.

Section 7 of the Bankina Establishment Management Plan details the expected impact on existing road infrastructure during the initial project establishment and maintenance phase. The Harvest Plan will specify travel routes and expected impacts associated with any timber harvesting.

As noted in the Department of Water's Plantation Forestry and Water Management Guideline, a small reduction in stream flow or groundwater level is related to a small area of plantation forestry. As per section 6.1 of the Bankina Establishment Management Plan, native vegetation will be planted. This aligns well with recommendation 14 of the Department of Water's Water Quality Protection Note (WQPN) 6 Vegetation Buffers to Sensitive Water Resources. Due consideration to buffers will be given in accordance to the note when designing the plantation compartments.

There will be negligible impact on shire roads during the establishment phase of the project.

A Fire Management Plan has been prepared for the Bankina Farm Project and will be made available to the Shire of Northampton and adjoining landowners. It is Outback Carbon's intention to have a well maintained fire-fighting unit on hand at all times during the summer months.

There is the potential for realignment of title boundaries so approximately 1,000ha of the highest quality cropping soils can be sold to neighbours to make their enterprises more sustainable.

REFERENCES

Could restoring forests help ease drought in Australia? (2018, September 14). *ABC News*. <https://www.abc.net.au/news/science/2018-09-15/trees-make-rain-ease-drought/10236572>

Department of Water (2006) Water Quality Protection Note. Vegetation Buffers to Sensitive Water Resources.

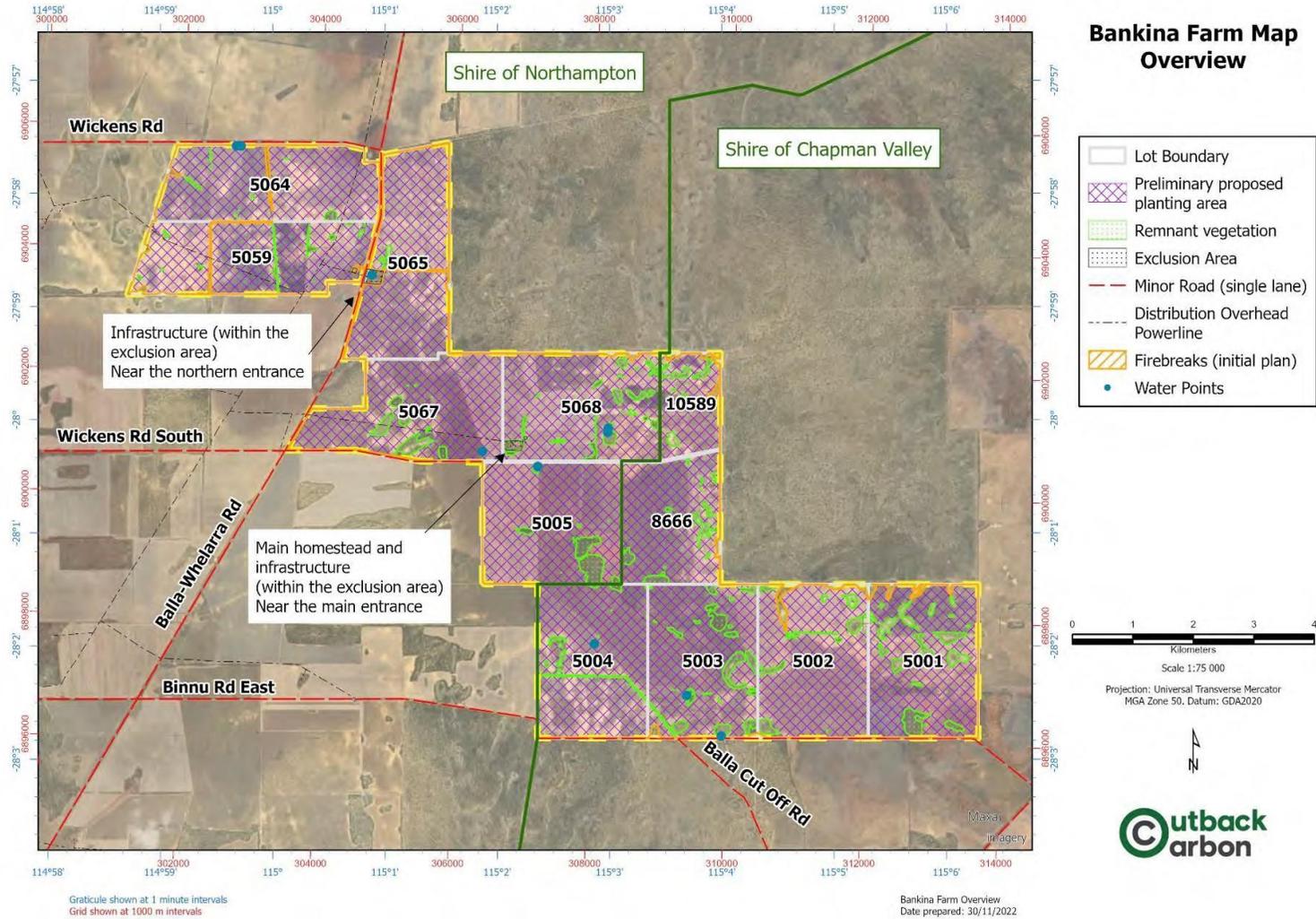
Department of Water (2009) Plantation Forestry and Water Management Guideline.

Fire and Emergency Services Authority of Western Australia (2011) Guidelines for Plantation Fire Protection.

Forest Industries Federation WA (2014) Code of Practice for Timber Plantations in Western Australia.
Shire of Northampton (2018) Local Planning Policy: Agroforestry and Tree Farms

APPENDIX A

General Property Map and Proposed Project Location



APPENDIX 2 – EMAIL EXPLANATION SHIRE AREAS

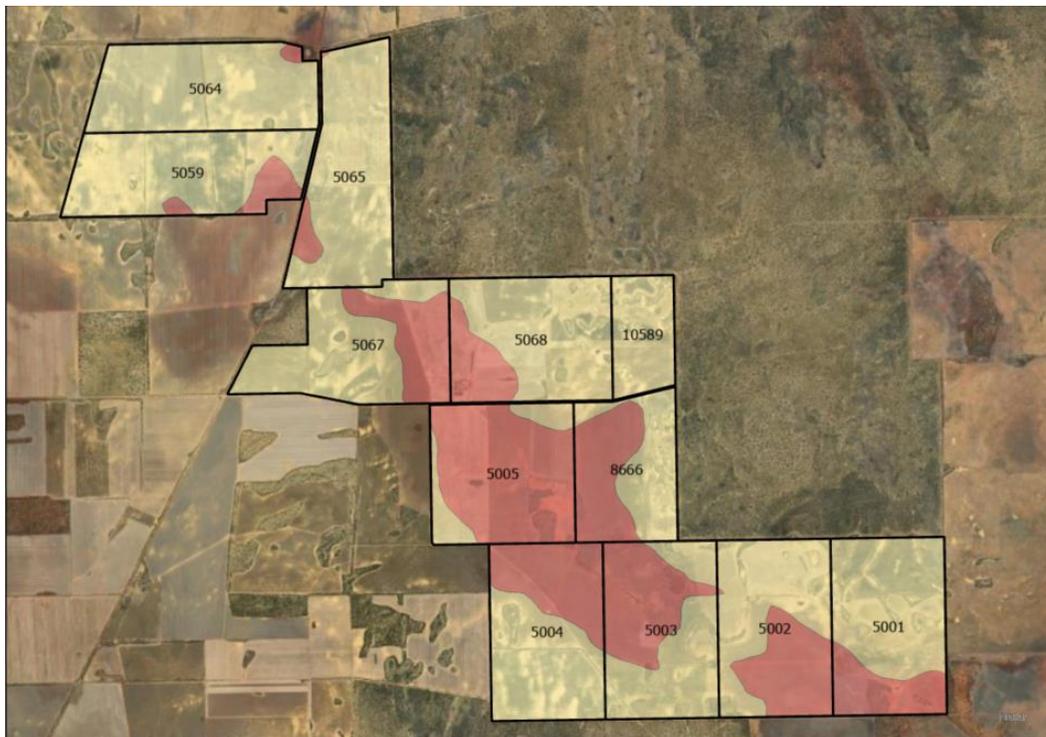
From: Kent Broad (Outback Carbon) <kent.broad@outbackcarbon.com.au>
Sent: Wednesday, December 21, 2022 8:30 AM
To: Michelle Allen <planning@northampton.wa.gov.au>
Cc: Lucy Mulcahy <lucy.mulcahy@mepau.com.au>
Subject: FW: Agroforestry application - Bankina property

Morning Michelle,

Lucy has given me the following numbers. I hope this helps, but as I mentioned, we are certain to look at selling off the best 1,000ha of cropping land which may end up being equal 500ha lots in both Shires (we will need a surveyor to do a re-alignment of title boundaries and submit to Landgate)

There are 2389 total ha in the Shire of Northampton and 2060 total ha in Shire of Chapman Valley of Bankina farm (as shown in the first sentence of the second paragraph in the application), which means approx. 46% in Chapman Valley and 54% in Northampton. This equates to approx. 425 – 532ha of project area (2,128ha) planted to trees within the Shire of Northampton (before 1,000ha to be resurveyed and sold off)

I hope this helps Michelle



If it would help:

Lot Number	Shire	Area (ha)
5001	Chapman Valley	404.5012
5002	Chapman Valley	404.5794
5003	Chapman Valley	404.4332
5004	Chapman Valley	404.4614
5005	Northampton	403.9021
5059	Northampton	386.6307
5064	Northampton	385.9601
5065	Northampton	402.7844
5067	Northampton	404.585
5068	Northampton	404.4905
8666	Chapman Valley	296.2225
10589	Chapman Valley	147.0604

Warm regards

Kent



Kent Broad (Outback Carbon) | GENERAL MANAGER, WA PROJECTS

Outback Carbon

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From: Michelle Allen <planning@northampton.wa.gov.au>

Sent: Tuesday, 20 December 2022 4:26 PM

To: Kent Broad (Outback Carbon) <kent.broad@outbackcarbon.com.au>

Subject: RE: Agroforestry application - Bankina property

Kent

In preparing to advertise the application to adjoining landowners and government agencies, it appears that the documentation relates to all land contained within both the Shire of Chapman Valley and the Shire of Northampton. Are you able to clarify exactly the hectares of the total farm area that is located within the Shire of Northampton and the proposed carbon project area of those hectares?

Kind Regards,
Michelle Allen



Michelle Allen
Planning Officer

A: PO Box 61 Northampton WA 6535

P: (08) 9934 1202 F: (08) 9934 1072

E: planning@northampton.wa.gov.au

APPENDIX 3 – SCHEDULE OF SUBMISSIONS

No. and Date Received	Respondent	Submission Detail	Comment/Recommendation
1. 06/01/2023	Department of Planning, Lands & Heritage	<p>NO OBJECTION</p> <p>Note the land is zoned “Rural” under the Shire’s Local Planning Scheme No. 10 and is predominantly cleared. LPS 10 identifies tree farms as a ‘D’ use within the Rural zone, providing the Shire the discretion to permit such a use. The Department of Primary Industry and Regional Development has recognized that the land may be suitable for the establishment of tree farms as it is situated in an area with lower or marginal agricultural potential/quality.</p> <p>Clause 5.6 of State Planning Policy 2-5 – Rural Planning supports tree farming in rural areas as a means of diversifying rural economies and providing economic and environmental benefit. The proposal is consistent with the intent and objectives of SPP2.5 as it is not proposed on priority agricultural land; it does not warrant the creation of new or smaller lots; and may contribute to providing economic benefit to the Shire.</p> <p>As such the Department is of the view that the proposal will raise no land use implications.</p> <p>For future reference the Department is preparing a Fact Sheet relating to Tree Farms. It is anticipated that this document will be released in the coming months.</p>	Submission noted.
2. 12/01/2023	Department of Primary Industries & Regional Development	<p>NO OBJECTION</p> <p>DPIRD does not object to the proposal and offers the following comments; DPIRD supports this type of highly integrated alley systems to reforest and revegetate agricultural land. Integrated plantings and particularly the proposed narrow linear belts spread the environmental benefits of revegetation over a larger area and provide trees with greater access to resources (particularly water) than blocks of trees. DPIRD is aware of studies that show mallees growing in 2-row belts can produce 30-80% more biomass (and sequestered carbon) than an equivalent area of mallees growing in blocks. This may be important in low rainfall environments like Binu or in this proposal where trees are being grown for harvest.</p>	<p>Submission Noted.</p> <p>A copy of this advice will be provided to the Applicant.</p> <p>This impact of wind erosion of the development will be guided by the condition as follows:</p> <p><i>Prior to commencement of the approved development/land use, the Applicant is to prepare a Wind Erosion Management Plan as outlined by the Department of Primary Industries and Regional Development, to the approval of the local government.</i></p>

		<p>The site consists of two landscape units, Dartmoor North 2 and the Binnu North 1 subsystems. The soils of both subsystems tend to be acidic in nature and some areas have high subsoil salinity. DPIRD suggests that the proponent conducts some subsoil tests to check salinity levels.</p> <p>While the Dartmoor North 2 subsystem's red-brown hardpan shallow loams are not considered to have a high wind erosion risk, the Binnu North 1 subsystem's sandplain has numerous dune ridges with deep yellow sands, poorer on dune ridges.</p> <p>Approximately 60% of the Binnu North 1 subsystem has a high risk of wind erosion which can sandblast and damage tree seedlings. DPIRD is aware of a number of block plantings in the north-eastern agricultural area of WA where the plantings have failed, resulting in immediate wind erosion. DPIRD requests that the proponent has a wind erosion management plan, to monitor and mitigate problems that may arise during the establishment period.</p> <p>The proponents outline that they will conduct vermin and weed management during the first year of establishment. It is important that the proponents are aware that the need to control declared species for the entire agroforestry lifecycle (establishment to harvesting) is required under the <i>Biosecurity Agriculture Management Act 2007</i>.</p>	<p><u>Advice Note</u> With regard to Condition No. 13, the Applicant/Owner should liaise with the Department of Primary Industries and Regional Development to determine the Wind Erosion Management Plan, as outlined in correspondence dated 12 January 2023.</p>
3. 17/01/2023	Main Roads WA	<p>NO OBJECTION</p> <p>The proposed project is not located adjacent to a road reserve under Main Roads jurisdiction. Accordingly Main Roads does not object to the proposal and has no further comments.</p>	Submission noted.
4. 25/01/2023	Kalinya Farming, (Brad & Raylene Burns)	<p>OBJECTION</p> <p>As neighbours we have many concerns with good cropping country being planted to trees.</p> <p>1. The continued drain on community. There seems little chance anyone will ever live on Bankina again and we cannot see that there will be a need for anything but occasional visits. It is easy for big businesses to write a cheque but they don't turn up at busy bees or fires.</p> <p>2. Carrying on from this is the risk of fire with no one living at Bankina who will monitor the area during high fire danger periods except us and our staff. At the very least a remote water tank monitoring system needs to be in place to</p>	<p>Submission partly upheld</p> <p>1. Not a valid planning consideration. 2 & 3. The impacts of fire risk and vermin control will be guided by the following conditions:</p> <p><i>Prior to commencement of the approved development/land use, the Applicant is to prepare a Bushfire/Fire Management Plan following the format of 'Fire Management Plans', outlined in the FESA Guidelines for Plantation Fire Protection 2011 (*as amended), and including local</i></p>

		<p>accountable persons to ensure tanks of water are available for volunteer fire fighters.</p> <p>3. Vermin Control – with large areas being planted to strips of trees circumstantial evidence shows this is ideal for breeding vermin and as we are the nearest cropping country we are going to take a lot of pressure.</p> <p>4. We would welcome new neighbours and are saddened that this is not going to happen.</p>	<p>government firebreak notices. The Plan shall include a bushfire hazard assessment prepared by a suitable qualified Bushfire Practitioner, so as to comply with State Planning Policy 3.7 Planning in Bushfire Prone Areas;</p> <p>The Applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received, the Applicant is required to demonstrate mitigations response/s to the approval of the local government. Such responses/s will be treated as conditions of approval/required modifications to the Project Establishment Plan and Fire Management Plan 'Bankina'.</p> <p>The Applicant shall ensure the Project Establishment Plan is inclusive of vermin control measures that is to the satisfaction of the local government <u>before</u> the commencement of the tree farm.</p> <p>4. Noted</p>
<p>5. 02/02/2023</p>	<p>Department of Biodiversity, Conservation & Attractions</p>	<p>NO OBJECTION</p> <p>The proposal adjoins Unallocated Crown Land including ex-Coolcalayla Station to the north, east and south. The Department notes the proposed plantation area is surrounded by bushfire prone vegetation and recommends the Shire of Northampton ensure that all bushfire protection requirements for the plantation are provided for within the development area itself and do not place impositions or reliance upon management of the adjoining UCL areas. The applicaiton information states tree species to be planted included <i>Eucalyptus camaldulensis</i> and <i>E. cladocalys</i>. <i>Eucalyptus cladocalys</i> (sugar gum) is introduced to WA and is known to become a weed species in native vegetation in some areas. DBCA suggests alternative species be considered for the tree farm proposal to prevent introduction to surrounding native vegetation areas. For WA native tree species, DBCA suggests the proponent source seed from nearby remnant vegetation areas, which will ensure plantation timber species will be of similar</p>	<p>Submission noted and a copy of advice provided to the Applicant/Proponent.</p>

		<p>provenance to adjoining native vegetation and will prevent hybridization with adjoining remnant vegetation.</p> <p>Prior to collection of seed on down land including UCL, the proponent is required to obtain a licence from DBCA for taking of flora, pursuant to Regulation 60 of the Biodiversity Conservation Regulations 2018. DBCA has no objections to the proposal as outlined in your letter. It is anticipated that the proposed tree farm development and any associated environmental impacts will be appropriately managed through the existing planning framework. .</p>	
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APPENDIX 4 – EXTRACT FROM HIGH QUALITY AGRICULTURAL LAND DOCUMENT IN THE MID WEST REGION (DPIRD)

156

4.3.23 Galena–Wandana ALA

Location: The Galena–Wandana ALA covers about 76 700 ha, comprising three small areas sitting on the northern fringe of the agricultural districts. The north-western area is about 28 000 ha, straddling the Murchison River to the east of the Kalbarri National Park; the central area is about 42 000 ha, sitting to the north-west of the Wandana Nature Reserve. The smaller, south-eastern portion is about 6000 ha and is bordered by the Wandana Nature Reserve on three sides.

Characteristics: This area comprises a mix of yellow sandplain and dune ridges, red soil flats on relict alluvial plains and undulating granitic country. Most of the land has flat to gentle slopes. Currently it is used for grazing sheep (and a few cattle) and cropping wheat, as well as lupins, canola and very limited areas of chickpeas where soil types are suitable. Perennial pastures are increasingly important in grazing systems. Integration of oil mallee plantations into the farming mix on poorer performing soils is also becoming more prominent.

No significant irrigated agriculture exists. Twenty–two per cent of this area remains uncleared and a sizeable area is listed as flora conservation. Property and parcel sizes are typically very large.

Agricultural importance: The nature and productivity of the soils is varied. Though there are considerable areas of ‘good quality’ soils, the relatively low rainfall limits yields in most seasons.

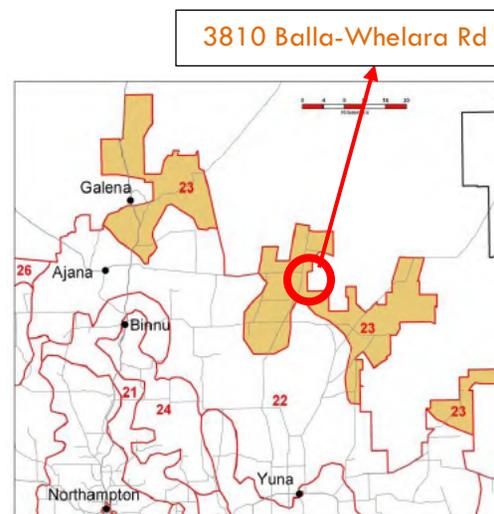
While some soils are highly suitable for horticulture, limited groundwater resources make irrigation developments unlikely. Current knowledge suggests that groundwater supplies are small, scattered and often of questionable quality.

Opportunities:

- good quality soils
- large property sizes
- profitability for broadacre agriculture is maintained by using low-input, low-risk systems.

Constraints:

- limited groundwater resources
- low rainfall
- traces of heavy metals may occur in the groundwater
- wildlife and vermin may reduce crop potential.



Identification of high quality agricultural land in the Geraldton Planning Region

Galena–Wandana ALA (76 700 ha)

Landform	This area is a mix of yellow sandplain, red soil flats on relict alluvial plains and undulating granitic country. Most of the land has flat to gentle slopes		Gradients: Dominantly 1–3%	Remnant vegetation: 22%
Soils	The sandplains have Yellow deep sands and Yellow Sandy earths of variable quality (Eradu, Indarra, Eurangoa and Ajana series). Relict alluvial plains have Red-brown hardpan shallow loams and Red shallow loams (Mindage and Wilroy series) with Red shallow loamy duplexes (Northampton series) also found on sloping granitic terrain.			
Broadacre agriculture	Growing season rainfall over past decade: Average: 222 mm		Geographical range: 185–250 mm	
	Potential wheat production from all arable cleared land: 81 800 t		Average potential yield: 1.4 t/ha; yields range from < 1 t/ha on poorer soils up to 2 t/ha on better sandplain areas.	Value: \$20 million/year
	The nature and productivity of the soils is varied. Though there are considerable areas of 'good quality' soils, the relatively low rainfall limits yields in most seasons.			
Groundwater resources	Estimated recharge to fresh aquifers: No significant recharge of fresh aquifers.			
	Regional aquifer general licensing component: No Yuna/Eradu GWSA or Northampton/Gelena GWSA general licensing components relate to aquifers currently designated as being regional.			
	Current knowledge and recharge estimates suggest that groundwater supplies are small, scattered and often of questionable quality.			
Irrigated agriculture	Horticulture potential: Although some soils are highly suitable for horticulture, limited groundwater resources make irrigation developments unlikely.			
	Potential water for irrigated agriculture:		Area of mix of enterprises irrigated by potential water:	Potential value of irrigated crops:
	Maximum volume	0 ML/yr	0 ha (0% of ALA)	\$0
	Conservative volume	0 ML/yr	0 ha (0% of ALA)	\$0
Property analysis	Average property size: 6913 ha		Average parcel (lot) size: 620 ha	
	No. of properties: 25		No. of parcels (lots): 208	
Average no. of parcels per property: 10.8				

Note: The data presented in this table are indicative only and should not be used without first reading the text in s 4.3. The regional aquifer general licensing components will not necessarily be available for licensing to agricultural users. Nor are they exclusively for the use of licensees located within the ALA. Recharge estimates do not translate directly into water availability. Crop yields do not represent actual production. Dollar values do not include the full contribution of agriculture activities to the economy. Yields and dollar values should not be used as a guide for enterprise budgeting.

10.3 PROPOSED DEVELOPMENT APPROVAL AND LICENSE AGREEMENT – MOBILE FOOD VEHICLE – THE BAO SHED – RESERVE 25307 GREY STREET, KALBARRI AND COMMERCIAL PARKING AND STORAGE OF FOOD VAN UPON LOT 276 (NO. 107) EXPLORER AVENUE, KALBARRI -

Location	Reserve 25307 Grey Street / Lot 107 Explorer Avenue, Kalbarri
Applicant	Tony Wilton & Anne Cullen
Owner/Lessee	State of Western Australia / Shire of Northampton
File Reference	10.6.1.3/10.6.7/R25307 – A3731/A3159
Date of Report	6 February 2023
Reporting Officers	Hayley Williams, Consultant Planner and Michelle Allen, Planning Officer
Responsible Officer	Maurice Battilana, Acting Chief Executive Officer

SUPPORTING DOCUMENTS:

Reference	Description	In Report	Separate Cover
Appendix 1	Application Information	✓	
Appendix 2	Schedule of Submissions	✓	

BACKGROUND:

An Application for Development Approval seeking to operate a Mobile Food Vehicle for an annual period has been received for the mobile food van (Bao Shed) to operate from Reserve 25307 Grey on the Kalbarri Foreshore within the carpark adjacent to Sally’s Tree (refer **Figures a and b**).

Figure 10.3(a) - Location Plan of Reserve 25307 Grey Street, Kalbarri (Sally’s Tree Carpark)

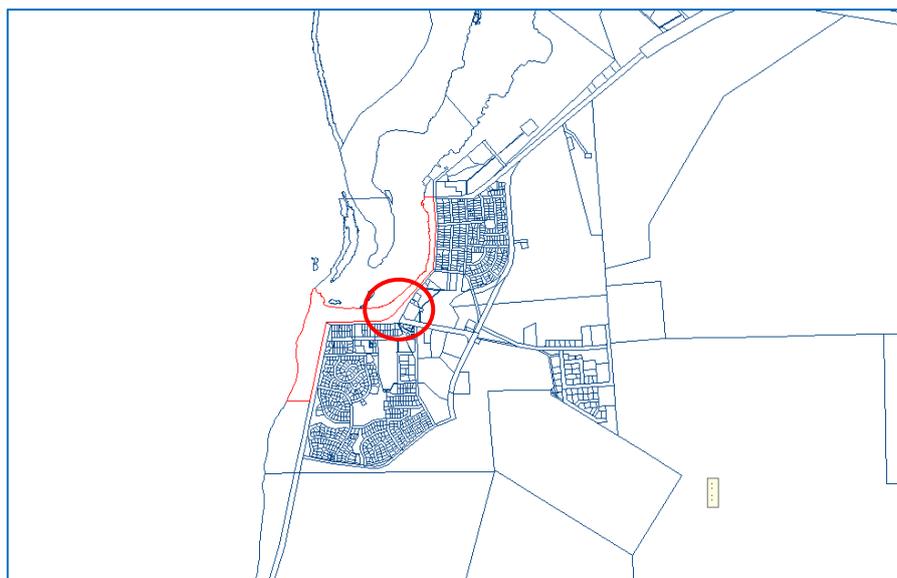


Figure 10.3(b) – Site Plan of Reserve 25307 Grey Street, Kalbarri (Sally’s Tree Carpark)



The Applicant proposes to store the food van at Lot 276 (No.107) Explorer Avenue, Kalbarri (**Figures c and d**) when not in use, where the van would be cleaned, connected to mains power and the food stored appropriately when the van is not in use.

Advertising of the commercial vehicle application is being undertaken at present with the advertising period due to close on 24 February 2023.

Figure 10.3(c) – Location Plan of Lot 276 (No. 107) Explorer Avenue, Kalbarri (Commercial Vehicle Parking)



Figure 10.3(d) – Site Plan of Lot 276 (No. 107) Explorer Avenue, Kalbarri (Commercial Vehicle Parking)



The food van is powered by a portable generator and has a freshwater belly tank and a wastewater belly tank. The food vehicle also features a hot water system, stainless steel preparation benches and wooden serving benchtops, fridge and other kitchen appliances (see **Appendix 1**). The size of the food van measures 7.5m². The food vendor will sell Malaysian style curries and rice, Asian noodle soups, Steamed Bao buns with various fillings and cakes, slices, cold drinks and bottled water (see **Appendix 1**).

The Applicant seeks to operate the mobile food van upon portion of Reserve 25307 for a maximum of seven (7) nights per week between the hours of 12 noon and 8-00pm.

The mobile food vehicle is a mobile food trailer which has Environmental Health approvals, and has signage wrapped around its external façade, as shown in **Appendix 1**. The mobile food van is serviced by a Honda EU70is inverter generator with a noise rating of 52db which will comply with the Environmental Protection (Noise) Regulations 1997.

Temporary Mobile Food Permits

During 2021 and 2022 Council granted a number of temporary approvals for Mobile Food Vans to service tourism demand during the recovery phase of Cyclone Seroja.

Two alternative locations approved on a temporary basis were:

- The carparking areas either at the intersection of Clotworthy and Grey Streets; and
- Sally's Tree adjacent to the boat ramp parking area.

There is one current permit for a mobile food van at the location of Sally's Tree carpark, which is due to expire on 16 June 2023.

Parking of Mobile Food Vehicle

The Applicant is also seeking approval for parking of the mobile food vehicle when not in operation, at their rural residential property, Lot 276 (No. 107) Explorer Avenue, Kalbarri. The advertising period for this application closes on 24 February 2023.

COMMUNITY & GOVERNMENT CONSULTATION:

The application for the operation of the proposed mobile food vehicle was advertised in accordance with clause 64, Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, for a period of 21 days from 4 January until 27 January 2023 as per the following:

- Public advertising - notice of the development placed in the Geraldton Guardian;
- 83 letters to adjacent land and business owners in townsite;
- A Notice of the development was also advertised at each of the Shire's administration buildings in Kalbarri and Northampton;
- A Notice of the development was advertised upon the Shire's website and social media page; and
- A notice of the development was also advertised in the local Community Newsletter 'Kalbarri Town Talk'.

During the above advertising periods the following submissions were received:

- Two (2) objections to the mobile food vehicle;
- Three (3) submissions supporting the proposed mobile food vehicle.

Overall, the 2 objections raised similar concerns which can be summarised by the points below:

- Concern regarding the use of a prominent foreshore location on a permanent basis;
- The intermittent use of the permit/approval and sporadic opening times/days per week of operation.
- The lack of commercial premises being leased and utilised by food and beverage providers.
- Concern for the ongoing viability of Kalbarri as a tourism destination should food outlets continue to resort to use of mobile food vans over permanent commercial premises.

A submission schedule, including a summary of the submissions received and comments made from the advertising process, is provided as **Appendix 2** to this report.

FINANCIAL IMPLICATIONS:

The applicant has paid a total sum of \$397-00 in respect of the application as follows:

- the sum of \$147 being payment of the application fee and \$250 payment for a 3 month mobile food van (MFV) permit.

It is noted the advertising fee and additional MFV permit fees are still to be paid.

Should Council approve the application, a mobile food vehicle permit fee will be payable as per Local Planning Policy *Mobile Food Vehicles*.

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

STATUTORY IMPLICATIONS:

State: *Planning and Development Act 2005*

Planning and Development (Local Planning Scheme) Regulations 2015

Local: *Shire of Northampton Local Planning Scheme No. 11 – Kalbarri Townsite*

Reserves 25307 and 52436 are vested with the Shire for the purposes of “Parklands” and “Public Open Space” respectively.

Shire of Northampton Local Planning Scheme No. 11 – Kalbarri Townsite

Under *Local Planning Scheme No. 11* the land of Reserve 25307 is zoned “Parklands” and is located on the Murchison River foreshore therefore the objectives of the Foreshore Reserve are as follows:

- To set aside areas for foreshore reserved abutting a body of water or water course, particularly those required pursuant to State Coastal Planning Policy 2.6 – State Coastal Planning Policy and any other Commission policy.
- To provide for the protection of natural values, a range of active and passive recreational uses, cultural and community activities promoting community education of the environment and/or uses that are compatible with and/or support the amenity of the reservation.

The land of Reserve 25307 is zoned ‘Reserve – Public Open Space’ under Local Planning Scheme No. 11 with the objectives of the Reserve being:

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

The operation of a food vehicle is considered to be a ‘Use Not Listed’ under the Scheme and therefore does not fall within a defined use class under the Scheme Zoning Table. Section 3.3.4 of the Scheme is applied in this instance:

“The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table -

- determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government;*
- determine that the use may be consistent with the objectives of a particular zone and give notice under clause 64 of the deemed provisions before*

considering an application for development approval for the use of the land; or

- (c) *determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone."*

Therefore, for a 'Use Not Listed', it must be determined whether the proposal is considered to be consistent with the objectives of the 'Foreshore' and 'Public Open Space' reserves.

As the Application also requires the approval of a rural residential lot for use for Commercial Vehicle Parking, the following provisions of the *Local Planning Scheme No. 11* also apply, in relation to the proposed use of Lot 276 (No. 107) Explorer Avenue, Kalbarri.

Lot 276 Explorer Avenue is zoned "Residential R17.5" under *Local Planning Scheme No. 11 – Kalbarri* with the Scheme stating the following purposes and intent for the 'Rural Residential' zone:

- *To provide for lot sizes in the range of 1 ha to 4 ha.*
- *To provide opportunities for a range of limited rural and related ancillary pursuits on rural residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.*
- *To set aside areas for the retention of vegetation and landform or other features which distinguish the land.*

The proposed use of the rural residential land falls under the definition of 'Commercial Vehicle Parking' which is defined under the Scheme as being:

- "premises used for parking of one or 2 commercial vehicles but does not include -*
- (a) *any part of a public road used for parking or for a taxi rank; or*
 - (b) *parking of commercial vehicles incidental to the predominant use of the land"*

The use 'Commercial Vehicle Parking' is listed as an "A" use under the *Local Planning Scheme No. 11*, meaning that:

"the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions."

As a 'Commercial Vehicle Parking' application, the length of any Development Approval for the commercial vehicle parking upon a rural residential lot (i.e. private residence) is limited to a twelve month period with an annual review, as per Clause 4.8.11 of the Scheme:

"4.8.11 Parking of Boats and Commercial Vehicles

- (a) *The local government may permit the parking of only one commercial vehicle on a lot in the "Residential", Rural Residential" or "Environmental Conservation" zone provided -*
 - (i) *the amenity of the neighbourhood in the opinion of the local government is not adversely affected;*

- (ii) *the vehicle forms an essential part of the occupation of an occupant of the dwelling;*
 - (iii) *the vehicle does not exceed either 3 metres in height or 12 metres in length;*
 - (iv) *any vehicle exceeding 8 metres in length is screened from public view; and*
 - (v) *no major repairs to the vehicle is undertaken and any minor repairs, maintenance, service or cleaning of any commercial vehicle or truck is undertaken in an area screened from public view.*
- (b) *Approval shall be issued on an annual basis only and if, in the opinion of the local government, the commercial vehicle is causing a nuisance or annoyance to owners or occupiers of land in the locality, the local government may not re-issue an approval.*
 - (c) *A vehicle shall be considered to be parked on a lot for the purposes of these provisions if it remains on that lot for more than one hour in aggregate over any period of twenty four hours, unless the vehicle is being used bona fide in connection with ongoing construction work legally being carried out on the lot.*
 - (d) *Commercial vehicles which are parked temporarily on a property for the purpose of delivering or loading goods associated with domestic residential use are exempt from clause 4.8.10.*
 - (e) *No person shall on any lot within the Residential Zone keep, park, repair or store any boat, trailer, caravan or any associated material not specifically for the immediate use by the occupant in front of the building setback line.”*

The Applicant would therefore be required to re-apply for Development Approval (for the commercial vehicle parking) annually, should an approval be granted by Council.

Planning and Development (Local Planning Scheme) Regulations 2015

Clause 67 of Schedule 2 of the Regulations outlines a number of other matters that should be considered by local government when determining an application. The most relevant provisions are outlined below:

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

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (c) *any approved State planning policy;*
- (g) *any local planning policy for the Scheme area;*
- (j) *in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;*
- (m) *the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) *the amenity of the locality including the following -*
 - (i) *environmental impacts of the development;*
 - (ii) *the character of the locality;*
 - (iii) *social impacts of the development;*

- (o) *the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;*
- (q) *the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;*
- (r) *the suitability of the land for the development taking into account the possible risk to human health or safety;*
- (s) *the adequacy of –*
 - (i) *the proposed means of access to and egress from the site; and*
 - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (u) *the availability and adequacy for the development of the following -*
 - (i) *public transport services;*
 - (ii) *public utility services;*
 - (iii) *storage, management and collection of waste;*
- (iv) *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
- (v) *access by older people and people with disability;*
- (v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;*
- (za) *the comments or submissions received from any authority consulted under clause 66;*
- (zb) *any other planning consideration the local government considers appropriate.*

POLICY/PROCEDURE IMPLICATIONS:

Local: Shire of Northampton Kalbarri Townsite Strategy

Shire of Northampton Local Planning Policy – Mobile Food Vehicles

Shire of Northampton Kalbarri Townsite Strategy

The strategic vision of the *Kalbarri Townsite Local Planning Strategy* is:

“To develop a long term Strategy for the future development and enhancement of Kalbarri that recognises, builds upon and promotes the tourism and residential values of the location in an environmentally and economically sustainable manner.”

The strategic objectives of the Strategy are:

- *“To enhance Kalbarri’s position as a premier family holiday destination within Western Australia while recognising the continuing value and importance of non-family Intrastate, Interstate and International visitors.*

- *To broaden Kalbarri's economic and employment base by furthering Kalbarri's position as a desirable alternative residential and employment location within the Mid-West.*
- *To protect and enhance Kalbarri's unique urban values and particularly its connectivity to the surrounding natural environment together with its compactness and high level of walkability."*

Reserve 25307 is not specifically identified in the Kalbarri Townsite Strategy, however, the use of the reserve for recreational and tourism related purposes is considered to align with the strategies purpose.

Local Planning Policy – Mobile Food Vehicles

The *Local Planning Policy for Mobile Food Vehicles* was adopted by Council at their 15 March 2019 Ordinary Meeting.

The *Local Planning Policy* states the following objectives:

- *"Provide guidance on the requirements for the operation of mobile food vehicles within the Shire of Northampton;*
- *Allow mobile food vehicles to operate in locations which support the activation of underutilised public spaces;*
- *Ensure mobile food vehicles operate in a way which complements existing food businesses within town sites;*
- *Ensure mobile food vehicles are of a temporary nature;*
- *Ensure mobile food vehicles do not unreasonably compromise the amenity of the surrounding residential area; and*
- *Ensure mobile food vehicle operators practise safe food handling in accordance with the Food Act 2008."*

The Local Planning Policy details a number of sites as being suitable for mobile food vehicles. However, the proposed site at Sally's Tree Carpark on Reserve 25307 is not included. Consideration of alternative locations may be considered if it the meet the purpose of this policy:

"3.4 Location and Siting

3.4.2 Alternative locations may be considered if they meet the purpose of this policy.

3.4.3 The following location requirements apply to all applications for mobile food vehicle permit:

- a) Mobile food vehicle permit holders are only permitted to trade in an approved location, which is to be at least 50m from an established food or beverage business and 500m from a business selling the same, or similar, food product during that business' trading hours;*
- b) Mobile food vehicles are only permitted to trade at the locations detailed on their permits; and*
- c) Mobile food vehicles will be located so as not to obstruct pedestrian flow or vehicular traffic.*

The LPP also includes a range of provisions that address Waste Management, Noise, Advertising and Power Supply;

3.6 Waste Management

3.6.1 The mobile food vehicle operator is required to maintain the mobile food vehicle and the surrounding area to a high standard and in accordance with the following requirements:

- a) When trading at an approved location the trade area must be cleaned frequently;
- b) No waste or litter from the vehicle may be disposed of into Shire of Northampton's rubbish bins. Mobile food vehicle operators must provide adequately sized bins for patrons use and remove all rubbish from the approved location at the end of trade;
- c) A holding tank for wastewater must be located beneath the vehicle; and
- d) Waste water, solid waste, litter or any other pollutant must not be placed on the site or allowed to enter the stormwater system, and must be disposed of appropriately and in compliance with relevant legislation and local government requirements.

3.7 Fixtures

3.7.1 A mobile food vehicle may only be permitted to have temporary fixtures (subject to attaining the approval of the local government) such as tables, chairs, signs and umbrellas and be in accordance with the following:

- a) The fixtures are to be of a temporary nature and removed from the site at the end of trade each day;
- b) The mobile food vehicle and temporary fixtures must be kept in a safe and well-maintained condition at all times;
- c) All temporary fixtures relating to the mobile food vehicle should be sturdy and made of quality materials without sharp edges or other features likely to cause harm; and
- d) Any temporary fixtures relating to mobile food vehicles must not obstruct pedestrian flow or vehicular traffic.

3.8 Noise

3.8.1 The use of amplified noise is prohibited.

3.8.2 Generators must not have a manufacturer specified operational volume greater than 75dB. Noise emissions will be required to be monitored on an ongoing basis to ensure ageing equipment remains below this threshold, or compliance procedures may apply.

3.8.3 Notwithstanding the above provision (clause 3.8.2) all mobile food vehicle noise (including the generator) must comply with the assigned noise levels specified under the Environmental Protection (Noise) Regulations 1997.

3.9 Advertising

3.9.1 All advertising is to be fitted to the mobile food vehicle with the exception of one temporary A-frame sign and one tear drop banner and:

- a) Shall be located as close as practicable, and not exceeding 75m, from the location of the mobile food vehicle, with this location being subject to the approval of the Shire of Northampton;
- b) A-frame signs shall not exceed any dimension of 1m or an area of 1m² on any side;
- c) Shall be secured in accordance with any requirements of the Shire of Northampton; and A-frame signs and tear drop banners will be considered to be temporary fixtures and must comply with the requirements detail in cl. 3.7 of this policy.

3.10 Power

3.10.1 Mobile food vehicles need to be provided with their own power supply unless otherwise approved by Council. The use of generators upon Reserve 52436 will not be permitted except in emergency situations (e.g. power outages).

3.11 Public Risk Management

3.11.1 The permit holder assumes responsibility for any acts of negligence arising from their activity.

3.11.2 The mobile food vehicle permit holder assumes responsibility for any liability issues which may arise as a result of the operation of the mobile food vehicle being at the location.”

STRATEGIC IMPLICATIONS:

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

COMMENT:

Reasoning and explanation for Staff recommendation

Reserve 25307 is a Crown Reserve managed by the Shire of Northampton, located on the Murchison River foreshore having the purpose of “Foreshore Parklands” that provides for a range of active and passive recreational uses that are compatible with and/or support the amenity of the reservation. Whilst it is considered that the operation of a mobile food vehicle is consistent with the purpose of the Reserve, this location is not an approved location.

The Shire of Northampton’s *Kalbarri Townsite Strategy* seeks to enhance and develop Kalbarri as a tourist and family holiday destination, and it is considered that this application supports the strategy’s objectives. It is also considered that the proposal is consistent with the use and development provisions of the strategy for the “Fisherman’s Wharf” Planning Area.

With regard to Council’s adopted Policy, it is considered that the proposed location of the mobile food van for a 12 month period at Sally’s Tree Carpark (Reserve 25307) does not adequately address the policies objectives.

Mobile food vehicles are to operate in a way which complements existing food businesses within the Kalbarri townsite, however the policy also seeks to ensure mobile food vehicles are temporary in nature. The operation of the Bao Shed 7 days a week from 12.00 noon to 8.00pm over a 12 month period is considered to be inconsistent with the objectives of the LPP for the proposed location.

Should Council consider there is merit in allowing a more temporary placement of a second mobile food van on Reserve 25307, it is recommended that this only be approved for a period of 4 months to coincide with the expiry of the other permit holder. It is also recommended that Shire staff undertake a review of the LPP and survey the availability of commercial premises within the Kalbarri townsite during this time to support a review of the policy.

Parking and Storage of a Commercial Vehicle

The Applicant is proposing to park and store the food van at a rural residential lot within Kalbarri, with the advertising period for the Commercial Vehicle Parking application closing on 24 February 2023. Should no objections be received in relation to the proposed storage of

the food van within the rural residential area, it is considered appropriate to permit the mobile food vehicle to be stored within the property boundary of Lot 276 (No. 107) Explorer Avenue, Kalbarri outside of trading hours.

As the advertising period for this application has not yet closed, should objections be received in relation to the parking of the commercial vehicle, an addendum to this agenda item detailing the submissions received and providing a recommendation will be presented to Council at their 17 March 2023 meeting for their determination.

It is considered that the Application for Development Approval is consistent with the *Shire of Northampton's Local Planning Scheme and Kalbarri Townsite Strategy*. Whilst the application is consistent with some of the *Local Planning Policy – Mobile Food Vehicles*, it does not meet the provisions associated with 'approved locations' within the LPP. Furthermore, proposed operation hours are not considered to accord with the objectives of the LPP given they are not temporary in nature. Therefore, it is recommended that Council only approve the Application for Development Approval, for a period of 4 months to allow time to undertake a review of the LPP, alternative locations alongside a survey of existing businesses and commercial premises within the Kalbarri Townsite.

RISK ASSESSMENT:

Risk rating is considered Level 1 – *Insignificant*.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

VOTING REQUIREMENT:

Simple Majority required

STAFF RECOMMENDATION

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

1. Development/use shall be in accordance with the attached approved plans dated 17 February 2023 and subject to any modifications required as a consequence of this approval the endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;
2. Any additions to, or change to, the approved use (not the subject of this consent/approval) requires further application and planning approval for that use/addition;
3. This Development Approval and Mobile Food Vehicle Permit is valid until 16 June 2023, after which the further renewal of the approval by the local government will be required. It is the responsibility of the operator to reapply in good time before expiration, and the local government will not automatically re-issue approvals;
4. That Council determines that the mobile food vehicle permit fee of \$250 for a three month period (as per Local Planning Policy – *Mobile food Vehicles*) as the appropriate fee for this application;
5. That it is the responsibility of the operator to pay the appropriate mobile food vehicle permit fee in good time before expiration, and the local government will not automatically issue renewal notices;
6. That the scheduled quarterly payment fee of \$250 per three month period to the 16 June 2023 is due and payable on 17 March 2023;
7. Should payment of the permit fee not be received by the due date, the current application will become void and no longer valid;
8. The Mobile Food Vehicle Permit issued shall be displayed on the dash or another prominent visible location of the approved vehicle at all operating times;
9. The approval is for one (1) Mobile Food Vehicle only and does not include any peripheral alfresco seating;
10. The approved hours of operation of this food van are between 4pm and 9pm, for a maximum of 6 days per week;
10. The Applicant shall at no time interfere or obstruct the operations and activities of Reserve 25307, or any approved users of the Reserves to the satisfaction of the local government;
11. Should substantiated ongoing complaints be received in relation to Condition No. (10), the Shire of Northampton reserves the right to review and/or revoke this Development Approval;
12. The Applicant shall obtain Public Liability Insurance coverage to a minimum of \$20 million, and forward a copy of this certificate to the Shire of Northampton, to comply with the

provisions of the *Shire of Northampton's Local Planning Policy – Mobile Food Vehicles*;

13. No signage is permitted in relation to this Development Approval unless otherwise approved in writing by the local government;
14. This approval is issued only to Tony Wilton and Anne Cullen and is NOT transferable to any other person or to any other land parcel, without the further application and approval of the Shire of Northampton;
15. The food van is approved to sell Steamed Bao Buns, Asian noodle soups, Malaysian style curries and rice, Cakes and slices and cold drinks and bottled water only;
16. The Applicant is required to provide adequate rubbish disposal facilities, remove all rubbish associated with the operation and maintain clean and sanitary conditions at all times;
17. The land use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise;
18. The mobile food vehicle is required to be removed from the approved Reserve location at the close of business each day and is not permitted to be stored overnight upon any Reserve;
19. The use of a generator upon Reserve 25307 by the Applicant is the approved power source (subject to Conditions 21 and 22) and the on-site power source is not accessible/approved for this commercial purpose. The Applicant shall only utilise the power source available with prior written approval of the Shire of Northampton;
20. Should approval be granted by the Shire of Northampton, the Applicant shall be wholly financially responsible for the use and cost of electricity accessed via the metered outlet upon Reserve 25307;
21. Generators used for the purpose of providing power to the mobile food van shall not have a manufacturer-specified operational volume greater than 75dB;
20. The Applicant is required to monitor noise emissions on an ongoing basis to ensure ageing equipment remains below this threshold;
21. Should the Applicant fail to comply with Conditions No. 21 and/or 22 above, compliance procedures shall apply which may include restricting or prohibiting the use of the generator;
22. The parking and storage of the commercial vehicle (mobile food vehicle) upon Lot 276 (No. 107) Explorer Avenue, Kalbarri shall be provided for within the property boundaries and the street verge areas are to be kept free of such vehicles; subject to:
 - (i) the van being stored within the property boundaries; and
 - (ii) the food van not causing injury to or prejudicially affecting the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise; and
 - (iii) the Applicant meeting the requirements of Condition 22, as per below; and
 - (iv) no objections being received in relation to the commercial vehicle parking

application;

23. Should any objections be received in relation to the parking and storage of the commercial vehicle (mobile food vehicle) application upon Lot 276 Explorer Avenue, Kalbarri, the matter shall be re-presented to Council at their 17 March 2023 meeting for their determination;
24. No food is to be prepared within the dwelling upon Lot 276 (No. 107) Explorer Avenue, Kalbarri and all food preparation shall be contained within the food vehicle, unless further application is made to, and approval is granted by, the Shire of Northampton;
25. The parking and storage of the commercial vehicle (food vehicle) upon Lot 276 (No. 107) Explorer Avenue, Kalbarri requires annual approval, and the Applicant is advised that they must re-apply to the Shire of Northampton prior to the end of each financial year (30th June) to gain approval for the parking of the food van upon this residential lot; and
26. The Shire of Northampton reserves the right to reposition the mobile food vehicle's permitted trading area, to be undertaken in consultation with the Applicant, so as to improve the efficiency and effectiveness of the site's use, if required.

Advice Notes

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

APPENDIX 1 – APPLICATION INFORMATION



APPLICATION INFORMATION – MOBILE FOOD VEHICLE KALBARRI ‘BAO BUNS’

The Applicant is applying to operate a mobile food vehicle at the following location within Kalbarri:

- Portion of Reserve 25307 Sally’s Tree Carpark (**Figure 1**).

The Applicant proposes to store the food van at Lot 276 (No.107) Explorer Avenue, Kalbarri (**Figure 2**) when not in use, where the van would be cleaned, connected to mains power and the food stored appropriately when the van is not in use.

The food van is powered by a portable generator and has a freshwater belly tank and a waste water belly tank. The food vehicle also features a hot water system, stainless steel preparation benches and wooden serving benchtops, fridge and other kitchen appliances (see **Figures 3**). The size of the food van measures 7.5m². The food vendor will sell Malaysian style curries and rice, Asian noodle soups, Steamed Bao buns with various fillings and cakes, slices, cold drinks and bottled water (see **Figure 4**).

The Applicant seeks to operate the mobile food van upon portion of Reserve 25307 for a maximum of seven (7) nights per week between the hours of 12 noon and 8-00pm.

Figure 1 – Proposed location



● Portion of Reserve 25307 Sally’s Tree Carpark

Figure 2 - Location of Lot 276 (No. 107) Explorer Avenue, Kalbarri (Storage of van when not in use)

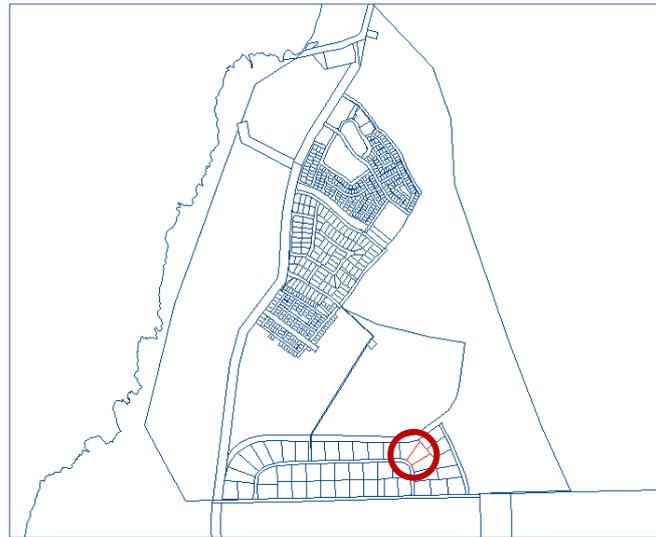


Figure 3 – Photos of Mobile Food Van



Figure 4 – Example of food served by The Bao Shed



APPENDIX 2 – SCHEDULE OF SUBMISSIONS

Date	Submitter	Nature of Submission	Shire Comment	Shire Recommendation
1. 11/01/2023	Gemma Fenn	<i>SUPPORT</i> This is much needed for the town.	No response required	Submission noted
1. 11/01/2023	Gemma Fenn	<i>SUPPORT</i> This is much needed for the town.	No response required	Submission noted
2. 12/01/2023	Martin & Sandra Silver	<i>SUPPORT</i> Great idea.	No response required	Submission noted
3. 24/01/2023	Graham Dunn Gliss Holdings Pty Ltd	OBJECTION AND INDIFFERENT <i>Currently 16 vacant shops in town and available. While a few were impacted by Seroja, 'online shopping' is the main factor forcing many businesses to close their doors. However, coffee and takeaway food shops do have a chance to survive, as they don't compete with online businesses.</i> <i>I feel that every new mobile food outlet the shire licenses to trade from prime locations on the waterfront or beaches free of rent and overheads is creating a greater disincentive for new bricks and mortar takeaways to open up. I understand the Council is probably in a catch 22 situation trying to fill a void while two of our major coffee shops or dining options are not operating. I can't help feeling if mobile facilities are licensed for the long term (2-3 years or more) then they are likely to ensure that new fixed retail eateries do not open at all.</i> <i>I am pleased that this particular applicant is intending to operate in afternoons and evenings as there is a need at present as most eateries (including mobile units) are choosing to operate only in the peak demand period, of breakfast to lunch.</i> <i>One further point I make is that these mobile outlets seek licence to operate broad hours such as 12noon till 8pm for 7 days a week which is pleasing to the public but their actual trading hours are often only half that (eg. 12noon till 2pm and 5pm till 7pm, 5 days a week which means community needs are still not catered for)</i>	<p>In accordance with Council's adopted Local Planning Policy – Mobile Food Vehicles (2019), it is considered that the proposed location of the mobile food van for a 12 month period at Sally's Tree Carpark (Reserve 25307) does not adequately address the policies objectives.</p> <p>Mobile food vehicles are to operate in a way which complements existing food businesses within the Kalbarri townsite, however the policy also seeks to ensure mobile food vehicles are temporary in nature. The operation of the Bao Shed 7 days a week from 12.00 noon to 8.00pm over a 12 month period is considered to be inconsistent with the objectives of the LPP for the proposed location.</p> <p>Should Council consider there is merit in allowing a more temporary placement of a second mobile food van on Reserve 25307, it is recommended that this only be approved for a period of 4 months to coincide with the expiry of the other permit holder. It is also recommended that Shire staff undertake a review of the LPP and survey the availability</p>	<p>The proposed mobile food vehicle be approved for a period of 4 months to coincide with the expiry of the other permit holder on Reserve 25307 (Sally's Tree Carpark), Grey Street, Kalbarri subject to conditions.</p> <p>It is also recommended that Shire staff undertake a review of the LPP and survey the availability of commercial premises within the Kalbarri townsite to support a review of the policy</p> <p>Submission upheld in part.</p>

		<p>Two suggestions for Council consideration:</p> <ol style="list-style-type: none"> 1. Licenses for mobile food outlets could be reviewed annually instead of providing long term secure tenure and conditions could include remaining open for business for the hours they seek to be licensed for instead of opening and closing whenever it suits them on the day. This is more likely to fill the void and be far more beneficial and pleasing to our community and our visitors. 2. If requirements for lodging applications for a mobile food van could include proof that the applicant has made reasonable enquiries with the landlord of one or two vacant bricks and mortar retail shops in town before applying to go mobile. Landlors are willing to consider lowering rents and honeymoon trial periods or assistance with set up costs in an effort to find a long term tenant but get no enquiries and then hear a new mobile food van is opening for business across the road. Thank you for the opportunity to comment. 	<p>of commercial premises within the Kalbarri townsite during this time to support a review of the policy.</p> <p>In response to the suggestions made by the Submitter, it is noted that permits are not issued for periods longer than 12 months, although renewals can be sought from the same operator and location. The approval granted by Council is subject to time limitations. In the case of this application it has been recommended that an additional 4 month period be considered.</p> <p>While it is understood this is an ongoing concern, the matter is better addressed through a review of the Local Planning Policy to ensure that the locations being utilised and the time of operation are complementary to existing businesses within the town centre. This is an additional recommendation for Council to consider.</p>	
<p>4. 25/01/2023</p>	<p>Conrad Browne Manager, Kalbarri Arcade/Lane</p>	<p>OBJECTION Strongly object to this proposal as allowing further competition less than 150 metres away from the existing businesses located within the Kalbarri Arcade whilst expecting businesses to pay thousands of dollars in rates and rubbish removal fees and water rates and then even further taxes levied on these operators whilst allowing and supporting mobile food vans with small nominal yearly fee, free rubbish collections from nearby bins, customer access to toilet facilities and sometimes even free power does not allow for a level playing field.</p>	<p>In accordance with Council's adopted Local Planning Policy – Mobile Food Vehicles (2019), it is considered that the proposed location of the mobile food van for a 12 month period at Sally's Tree Carpark (Reserve 25307) does not adequately address the policies objectives.</p> <p>Mobile food vehicles are to operate in a way which complements existing food businesses within the Kalbarri townsite, however the policy also seeks to ensure mobile food vehicles are temporary in nature. The operation of the Bao Shed 7 days a week from 12.00 noon to 8.00pm over a 12 month period</p>	<p>The proposed mobile food vehicle be approved for a period of 4 months to coincide with the expiry of the other permit holder on Reserve 25307 (Sally's Tree Carpark), Grey Street, Kalbarri subject to conditions.</p> <p>It is also recommended that Shire staff undertake a review of the LPP and survey the availability of commercial premises within the Kalbarri</p>

		<p><i>At times the existing vans in town have provided service where there has been not and when they are open people have access to further choices which can be good for both visitors and locals alike, but to then start putting them in areas where services are already provided is not required and can only lead to the further declines in the services that will be available in the future if they are not charged in the same manner.</i></p> <p><i>Perhaps they could all go in the one area such as in front of the beach resort where the Indonesian van operates and this could create a range of choices for the people wishing to utilise these vans and create an atmosphere around this area away from other businesses in town.</i></p> <p><i>They could also be charged a daily fee more reflective of the rates and taxes charged to operators from build premises.</i></p>	<p>is considered to be inconsistent with the objectives of the LPP for the proposed location.</p> <p>Should Council consider there is merit in allowing a more temporary placement of a second mobile food van on Reserve 25307, it is recommended that this only be approved for a period of 4 months to coincide with the expiry of the other permit holder.</p> <p>It is also recommended that Shire staff undertake a review of the LPP and survey the availability of commercial premises within the Kalbarri townsite during this time to support a review of the policy. The suggestion for one suitable location is currently addressed by the LPP, however, due to the ongoing recovery efforts associated with Cyclone Seroja, Council has provided additional opportunities for mobile food vehicles to fill a gap. As the recovery period has come to an end in recent months it is an opportune time to consider the locations of mobile food vehicles within the LPP and the relationship to the locations of existing businesses within the town centre.</p>	<p>townsite to support a review of the policy</p> <p>Submission upheld in part.</p>
5. 20/01/2023	Anita McRae Gilgai Tavern	<p><i>INDIFFERENT</i></p> <p><i>We are indifferent to this specific submission, however we do have an issue with the number of food van applications within the Shire.</i></p> <p><i>I agree that it aids the town in an environment that has diminished facilities but in my opinion the solution is not to bring in numerous food vans. Surely we need to re-establish the shop fronts. Get businesses operating to a reliable/permanent capacity. The presents the best outcome for landlords with empty buildings, both locals and tourists that wander through town looking for goods and services.</i></p> <p><i>Food vans are not contributing to rates or rent and by default to rates, therefore infrastructure maintenance. They are also not presenting a competitive playing field for others in town who are in businesses paying rent insurance, water rates, electricity,</i></p>	<p>In accordance with Council's adopted Local Planning Policy – Mobile Food Vehicles (2019), it is considered that the proposed location of the mobile food van for a 12 month period at Sally's Tree Carpark (Reserve 25307) does not adequately address the policies objectives.</p> <p>Mobile food vehicles are to operate in a way which complements existing food businesses within the Kalbarri townsite, however the policy also seeks to ensure mobile food vehicles are temporary in nature. The operation of the Bao Shed 7 days a week from</p>	<p>The proposed mobile food vehicle be approved for a period of 4 months to coincide with the expiry of the other permit holder on Reserve 25307 (Sally's Tree Carpark), Grey Street, Kalbarri subject to conditions.</p> <p>It is also recommended that Shire staff undertake a review of the LPP and survey the availability of</p>

		<p><i>etc. All the overheads that the vans don't have to pay and therefore they are able to undercut the competition. Engaging foods vans to try and fill the lack of eatery options is not the solution. Surely we should be looking at solving the actual problem – for businesses that want to rent, sell/buy or maintain existing businesses, in shop fronts – which is the lack of housing/accommodation options.</i></p> <p><i>The Gilgai Tavern is always short staffed – our only option is to engage backpackers, who are self-sufficient. The problem with this is that they are only staying 4-8 weeks and we are constantly retraining new staff. We would prefer to offer long term employment opportunities to people who want to make Kalbarri their home.</i></p> <p><i>The Gilgai Tavern could provide at least an additional 100 meals per day to the towns needs we are willing to open for breakfast, keep the kitchen open all day but the issue is we can't employ the staff to do so.</i></p> <p><i>Surely the accommodation problem was created by Seroja where is the \$100+m dollar promised to help in the recovery? There is a lot of accommodation in town taken up by rtadies – necessary for the rebuild. But nothing to support the ongoing services of the town. As a business owner we are tired of turning people away, getting abused by tourists who are frustrated.</i></p> <p><i>There doesn't seem to be anyone that wants to take ownership of the problem – so there is no traction for a solution, but surely everyone is a stakeholder in the problem. So as suggested perhaps there needs to be a committee formed with relevant stakeholders, possibly – Shire, DFES, State Govt rep, visitors centre, maybe a couple of business reps and push forward the works accommodation proposal.</i></p> <p><i>Anyway just a few thoughts.</i></p>	<p>12.00 noon to 8.00pm over a 12 month period is considered to be inconsistent with the objectives of the LPP for the proposed location.</p> <p>Should Council consider there is merit in allowing a more temporary placement of a second mobile food van on Reserve 25307, it is recommended that this only be approved for a period of 4 months to coincide with the expiry of the other permit holder.</p> <p>It is also recommended that Shire staff undertake a review of the LPP and survey the availability of commercial premises within the Kalbarri townsite during this time to support a review of the policy. The suggestion for one suitable location is currently addressed by the LPP, however, due to the ongoing recovery efforts associated with Cyclone Seroja, Council has provided additional opportunities for mobile food vehicles to fill a gap. As the recovery period has come to an end in recent months it is an opportune time to consider the locations of mobile food vehicles within the LPP and the relationship to the locations of existing businesses within the town centre.</p> <p>In regard to workforce accommodation, The Shire of Northampton and the Department of Lands, Planning and Heritage has progressed a Scheme Amendment for this purpose within the Kalbarri Townsite. The Department of Planning, Lands and Heritage has also finalised a Registration of Interest process to facilitate the development of this site for workforce accommodation.</p>	<p>commercial premises within the Kalbarri townsite to support a review of the policy</p> <p>Advise the submitter of the status of the Scheme Amendment and Registration of Interest process in regard to the facilitation of workforce accommodation in Kalbarri.</p> <p>Submission upheld in part.</p>
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10.4 – SUMMARY OF PLANNING INFORMATION ITEMS

Date of Report	8 February 2023
Reporting Officer	Michelle Allen, Planning Officer

REF	APPLICANT	LOCATION	DEVELOPMENT/USE	DATE
096	P & N DeGrauw	Lot 182 (No. 7) Glass Street, Kalbarri	Pool Shade Structure (R-Code variation)	20 December 2022
097	RW Evans	Lot 1 (No. 7) Ralph Street, Kalbarri	Single House & Outbuilding (R-Code variation)	20 December 2022
098	BGW & MG Smith	Lot 867 (No. 10) Sequita Way, Kalbarri	Carport (R-Code variation)	20 December 2022
099	Finlay's Brewing Co	Lot 2 (No. 24) Sutherland Street, Kalbarri	Warehouse/Storage (Packaged Alcohol)	21 December 2022
100	M Barnden	Lot 216 (No. 33) Stokes Street, Horrocks	Rear Fence (West) R-Code variation	21 December 2022
101	S & L Crickmay	Lot 74 (No. 100) Mitchell Street, Horrocks	Single House (Single Bedroom Dwelling) with Holiday House Use	21 December 2022
102	T & R Homes	Lot 105 (No. 64) Mary Street, Northampton	Single House (R-Code variation)	21 December 2022
103	Tilka Pty Ltd	Lot 52 (No. 53) Mary Street, Northampton	Extension Non-Conforming Use – Outbuilding for Warehouse/Storage	16 December 2022 Ordinary Meeting
104	Outback Carbon Pty Ltd	Lots 5072, 5079, 5083, 5086 & 5087 Balla-Whelarra Rd, Blinu	Agroforestry (Hardwood Eucalyptus) Tree Farm	16 December 2022 Ordinary Meeting
105	S Gorman	Lot 260 (No. 54) Cenetrolepis Circuit, Kalbarri	Single House & Retaining Walls (R-Code Variations)	16 December 2022 Ordinary Meeting
106	TS Hay Pty Ltd	UCL, Port Gregory Townsite, Pink Lake & Coastal Areas	Sightseeing Tours – Commercial Tourism Use	16 December 2022 Ordinary Meeting
Exemption Application E006	Karl Maver	Lot 19 (No. 77) Robinson Street, Northampton	Temporary Accommodation (Caravan) To 31 May 2023	3 January 2023

Exemption Application E005	Peter Cripps	Lot 10154 (No. 2779) Binnu West Road, Northampton	Temporary Accommodation (Caravan) To 31 May 2023	3 January 2023
Exemption Application E020	Pg & Fj Taylor	Lot 10 (No. 353) Yerina Springs Road, Yallabatharra	Temporary Accommodation (Caravan) To 31 May 2023	3 January 2023
001	Dj & Dj Duffy	Lot 279 (No. 3) Gould Street, Kalbarri	Single House & Outbuilding (R-Code Variation)	7 February 2023
002	Ng & Il Visser	Lot 158 (No. 7) Smith Street, Kalbarri	House Extensions, Carports, Patio (R-Code Variations)	7 February 2023
003	Newscape Design Group	Lots 59 & 60 Richardson Road And Lot 61 Ross Street, Kalbarri	Warehouse/Storage Facility – Shipping Containers And 9 Industrial Units And Signage (9 Pylon Signs)	7 February 2023
004	Stateside Maintenance Pty Ltd	Lot 130 (No. 166) Hampton Rd, Northampton	Repairs Chiverton House Museum (Cyclone Seroja) – New Roof And Strengthening Works – Heritage Listed Building Mi Place No. 107 In Sca4 Town Conservation Precinct	7 February 2023

11. Finance Report

- 11.1 Accounts for Payment
- 11.2 Monthly Financial Statements – December 2022
- 11.3 Monthly Financial Statements – January 2023
- 11.4 Financial Hardship Policy
- 11.5 Budget Variations

11.1 ACCOUNTS FOR PAYMENT (ITEM 11.1)

File Reference	1.1.1
Date of Report	9 th February 2023
Reporting Officer	Grant Middleton
Responsible Officer	Grant Middleton, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Reference	Description	In Report	Separate Cover
Appendix	List of Accounts	✓	

DISCLOSURE OF INTEREST:

BACKGROUND:

A list of payments submitted to Council on 17th February 2023, for confirmation in respect of accounts already paid or for the authority to those unpaid.

COMMUNITY & GOVERNMENT CONSULTATION:

Not applicable

FINANCIAL 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).

STATUTORY IMPLICATIONS:

Local Government (Financial Management) Regulation 13 1996
Local Government Act 1995 Section 6.10

POLICY/PROCEDURE IMPLICATIONS:

Council Delegation F02 allows the CEO to make payments from the Municipal bank 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.

COMMENT:

Council to authorise the payments as presented.

RISK ASSESSMENT:

As Council has complied with legislative requirements there is no associated risk of failing to comply with Local Government Financial Regulations requiring monthly reporting of Financial Activity. Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENT:

Absolute Majority required

STAFF RECOMMENDATION – 7.4.1

That Municipal Fund Cheques 22318 to 22335 inclusive totalling \$103,663.96, Municipal EFT payments numbered EFT24335 to EFT24552 inclusive totalling \$901,583.19, Direct Debit payments numbered GJ0605 to GJ0709 inclusive totalling \$613,582.78 be passed for payment and the items therein be declared authorised expenditure.

APPENDIX 1 –

MUNICIPAL FUND CHEQUES

Chq #	Date	Name	Description	Amount
22318	06/12/2022	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	8395.20
22319	06/12/2022	GERALDTON MOWER & REPAIR SPECIALISTS	MASPORT MOWER, PARTS	2978.40
22320	06/12/2022	KALBARRI VOLUNTEER FIRE BRIGADE	GREENWASTE BURNING	300.00
22321	06/12/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	3368.55
22322	12/12/2022	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	134.25
22323	12/12/2022	SYNERGY	ELECTRICITY CHARGES	18368.76
22324	12/12/2022	WATER CORPORATION	WATER USE & SERVICE CHARGES	10223.94
22325	20/12/2022	AUSTRALIA POST	POSTAGE	590.05
22326	20/12/2022	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	2958.00
22327	20/12/2022	GERALDTON MOWER & REPAIR SPECIALISTS	PLANT PARTS	367.60
22328	20/12/2022	MARINA HOME & LEISURE	HARDWARE	76.00
22329	04/01/2023	CYRIL RAYMOND MUNDAY	RATES REFUND	336.50
22330	10/01/2023	SYNERGY	ELECTRICITY CHARGES	17116.39
22331	17/01/2023	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	129.55
22332	24/01/2023	AUSTRALIA POST	POSTAGE	200.80
22333	24/01/2023	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	23180.40
22334	24/01/2023	GERALDTON MOWER & REPAIR SPECIALISTS	PLANT PARTS	33.00
22335	24/01/2023	SYNERGY	ELECTRICITY CHARGES	14906.57
				\$103,663.96

APPENDIX 1 –

ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT

EFT #	Date	Name	Description	Amount
EFT24335	06/12/2022	BABA MARDIA ROAD SERVICES	RED BLUFF RD TRAFFIC MANAGEMENT	2374.91
EFT24336	06/12/2022	BLACKWOODS	TRAFFIC CONES	833.25
EFT24337	06/12/2022	RUSSELL JOHN BROMLEY	BATEMAN RES PAINTING CEILINGS/EXTERIOR	7450.00
EFT24338	06/12/2022	CAT WEST PTY LTD	RED BLUFF ROAD SURFACE REPAIRS	6298.60
EFT24339	06/12/2022	CLAW ENVIRONMENTAL	DRUMMUSTER	4791.05
EFT24340	06/12/2022	COATES HIRE OPERATIONS PTY LTD	PARKER RD PLATE COMPACTOR HIRE	1009.37
EFT24341	06/12/2022	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	1219.55
EFT24342	06/12/2022	TOLL TRANSPORT PTY LTD	FREIGHT	112.01
EFT24343	06/12/2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	3432.00
EFT24344	06/12/2022	SIMON DRAGE	OVAL HOUSE CLOTHESLINE	528.00
EFT24345	06/12/2022	GANTHEAUME BAY ELECTRICAL	KAL CAMP POWER TO RANGEHOOD	1862.69
EFT24346	06/12/2022	GERALDTON BACKHOE HIRE	PARKER ROAD PLANT HIRE	8135.82
EFT24347	06/12/2022	GERALDTON LOCK & KEY SPECIALISTS	PADLOCKS	636.60
EFT24348	06/12/2022	ATOM GERALDTON	BUNTING	464.02
EFT24349	06/12/2022	GERALDTON AUTO WHOLESALERS	101NR SERVICE	432.69
EFT24350	06/12/2022	THE GREEN MAN TREE SERVICES	KALBARRI TREE REMOVAL	990.00
EFT24351	06/12/2022	C + J HANSON PLUMBING CONTRACTORS	MULTIPLE SITES (NCC, HKS, NTON) PLUMBING	7111.34
EFT24352	06/12/2022	HENLEY'S GARDEN AND LANDSCAPE MAINTENANCE	NTON FIRE HAZARD REDUCT WEST ST	310.00
EFT24353	06/12/2022	JCB CONSTRUCTION EQUIPMENT AUST	PARTS	1538.43
EFT24354	06/12/2022	KALBARRI AUTO CENTRE	KAL DMAX UTE SERVICE	957.00
EFT24355	06/12/2022	KALBARRI EXPRESS FREIGHT	FREIGHT	98.67
EFT24356	06/12/2022	KALBARRI PIZZA AND PASTA	DFES FIRE REFRESHMENTS	168.00
EFT24357	06/12/2022	KIMBERLEY QUARRY PTY LTD	KAL/NTON SEALING AGG	3055.45
EFT24358	06/12/2022	KOORI KIDS	ANNUAL CONTR NAIDOC SCHOOL	500.00
EFT24359	06/12/2022	KALBARRI SITEWORKS	KAL CREEK CLEAN UP	1243.00

EFT #	Date	Name	Description	Amount
EFT24360	06/12/2022	STATE LIBRARY OF WESTERN AUSTRALIA	FREIGHT RECOUP	347.07
EFT24361	06/12/2022	MAIN ROADS WESTERN AUSTRALIA	TRAFFIC MANAGEMENT COURSE	6600.00
EFT24362	06/12/2022	ROBERT MCKENZIE	REIMBURSE PPE	245.50
EFT24363	06/12/2022	LGRCEU	PAYROLL DEDUCTIONS	61.50
EFT24364	06/12/2022	MIDWEST FIRE PROTECTION SERVICES	FIRE EXSTINGUISHER SERVICES	1045.00
EFT24365	06/12/2022	MIDWEST TREE SERVICES	KALB CHILDCARE TREE PRUNING	3176.25
EFT24366	06/12/2022	MIDWEST TURF SUPPLIES	NTON OVAL TURF, CONDITIONER/FILTERS	22202.00
EFT24367	06/12/2022	M L COMMUNICATIONS	PLANT INSTALL RADIO ATENNA	1553.84
EFT24368	06/12/2022	MOOREVIEW PLANTS & TREES	NTON LIONS PARK TREES	197.65
EFT24369	06/12/2022	KEVIN JOHN MOSS	PT GREG WATER CUSTODIAN REIM FUEL	31.98
EFT24370	06/12/2022	THE WORKWEAR GROUP	UNIFORMS	407.81
EFT24371	06/12/2022	NORTHAMPTON KALBARRI HEALTH SERVICE	REFUND WHEELIE BINS	300.00
EFT24372	06/12/2022	NOVUS AUTOGLASS MIDWEST	TRUCK FIT WINDSCREEN	870.50
EFT24373	06/12/2022	GERALDTON CLEANPAK TOTAL SOLUTIONS	TOILET PAPER,CLEANING GOODS	3148.07
EFT24374	06/12/2022	PERMATECH	HARDWARE	154.00
EFT24375	06/12/2022	PLATINUM ELECTRICIANS MIDWEST	NTON RSL REPLACE ISOLATION SWITCH	345.71
EFT24376	06/12/2022	PURCHER INTERNATIONAL	FUSO 3000HR SERVICE	6627.81
EFT24377	06/12/2022	LEANNE ROWE	TRAINING REIMBURSE MEAL	28.00
EFT24378	06/12/2022	SANFORD VETERINARY CLINIC	STERILISATION SUBSIDY	20.00
EFT24379	06/12/2022	PAUL SHERIFF	SYNERGYSOFT SUPPORT	440.00
EFT24380	06/12/2022	STAR TRACK EXPRESS	FREIGHT	448.53
EFT24381	06/12/2022	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	DOZER HIRE GRAVEL PUSHUP	34375.00
EFT24382	06/12/2022	2V NET IT SOLUTIONS	COMPTER MTCE	467.50
EFT24383	06/12/2022	TRUCKLINE	PARTS - CONTROL VALVE	60.79
EFT24384	06/12/2022	LANDGATE	VALUATION EXPENSES	71.80
EFT24385	06/12/2022	IT VISION	COMPUTER EXPENSES	1100.00
EFT24386	06/12/2022	VISIMAX	SNAKE/REPTILE CAPTURE BAG	312.00
EFT24387	06/12/2022	VIZONA PTY LTD	NTON LIONS PARK LIGHT/TOWER CAGE	975.70
EFT24388	06/12/2022	WESTRAC EQUIPMENT PTY LTD	COOLANT	406.25
EFT24389	06/12/2022	NORTHAMPTON TYRES	131NR WHEEL ALIGNMENT/BALANCE	145.00

EFT #	Date	Name	Description	Amount
EFT24390	06/12/2022	WILSONS SIGN SOLUTIONS	PERMABRASS PLAQUE	295.90
EFT24391	12/12/2022	TELSTRA	TELEPHONE CHARGES	1136.37
EFT24392	13/12/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	1870.00
EFT24393	14/12/2022	WA TREASURY CORPORATION	LOAN 156	48449.75
EFT24394	20/12/2022	AW CRAGAN & ALLCAPRI PTY LTD	BOBCAT WORKS	1914.00
EFT24395	20/12/2022	KALBARRI IGA	GOODS	158.24
EFT24396	20/12/2022	BABA MARDA ROAD SERVICES	PARKER ROAD WORKS	1122.00
EFT24397	20/12/2022	BLACKWOODS	GREASE GUN	371.28
EFT24398	20/12/2022	LIBERTY NORTHAMPTON	FUEL	126.94
EFT24399	20/12/2022	BUNNINGS (GERALDTON WAREHOUSE)	PLANTS	753.61
EFT24400	20/12/2022	RICHARD BURGES	COUNCIL FEES DECEMBER 2022	2996.04
EFT24401	20/12/2022	CAT WEST PTY LTD	ASPHALT WORKS	3762.00
EFT24402	20/12/2022	CENTRAL WEST PUMP SERVICE	ECO FLORA BOOSTER PUMP REPAIR	22092.40
EFT24403	20/12/2022	CLEANAWAY OPERATIONS PTY LTD	REFUSE COLLECTION & TFR SITE MTCE	40877.16
EFT24404	20/12/2022	COASTAL ELECTRICAL & SOLAR	ECO FLORA INVESTIGATE FAULT	1044.73
EFT24405	20/12/2022	BOC GASES AUSTRALIA	INDUSTRY GASES	68.55
EFT24406	20/12/2022	CORSIGN WA PTY LTD	SIGNS	204.05
EFT24407	20/12/2022	TOLL TRANSPORT PTY LTD	FREIGHT	74.67
EFT24408	20/12/2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	3861.00
EFT24409	20/12/2022	DGL WAREHOUSING & DISTRIBUTION	FREIGHT	342.65
EFT24410	20/12/2022	SIMON DRAGE	KALB RES LOTS SLASHING (FIRE PREV)	9889.00
EFT24411	20/12/2022	GARY DUNGATE	HAMPTON ROAD PAVER REPAIRS	2420.00
EFT24412	20/12/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	HARDWARE, DEISEL TRANSFER PUMP	6879.30
EFT24413	20/12/2022	ENGIN	TELEPHONE CHARGES	383.33
EFT24414	20/12/2022	EVERYDAY LANDSCAPING	CHINAMANS SAND/JAKES MULCH SPREAD	440.00
EFT24415	20/12/2022	FENN PLUMBING & GAS	SEABREEZE CHILD CARE PLUMBING	250.50
EFT24416	20/12/2022	FREEMANS LIQUID WASTE PTY LTD	BINNU TOILETS PUMP OUT SEPTICS	2145.60
EFT24417	20/12/2022	ATOM GERALDTON	TRAFFIC CONES	1770.52
EFT24418	20/12/2022	GERALDTON & MIDWEST SECURITY SERVICES	SECURITY SYSTEM - QUARTER	1157.16
EFT24419	20/12/2022	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	1016.62

EFT #	Date	Name	Description	Amount
EFT24420	20/12/2022	GHD PTY LTD	KAL PROJECTS DISASTER RECOVERY WORKS	15665.82
EFT24421	20/12/2022	TREVOR GRAEME GIBB	COUNCIL FEES DEC 2022	3092.08
EFT24422	20/12/2022	GREAT SOUTHERN FUEL SUPPLY	DEPOT BOWSER FUEL/FUEL CARDS	37334.67
EFT24423	20/12/2022	HASLEBYS HARDWARE SUPPLIES	RETIC	4384.33
EFT24424	20/12/2022	TIM HAY	COUNCIL FEES DEC 2022	1578.22
EFT24425	20/12/2022	HOLLOMBY FOUNDATION	HOLLOMBY FOUNDATION SCHOLARSHIP	2000.00
EFT24426	20/12/2022	ROBERT HORSTMAN	COUNCIL FEES DEC 2022	7500.00
EFT24427	20/12/2022	HOSEXRESS	PARTS	260.85
EFT24428	20/12/2022	KALBARRI AUTO CENTRE	KAL UTE 4 TYRES FIT/BALANCE	1034.00
EFT24429	20/12/2022	KALBARRI EXPRESS FREIGHT	FREIGHT	216.32
EFT24430	20/12/2022	BP KALBARRI	HARDWARE,FUEL	560.14
EFT24431	20/12/2022	KALBARRI WAREHOUSE	HARDWARE	360.85
EFT24432	20/12/2022	KALBARRI CARRIERS	FREIGHT	96.25
EFT24433	20/12/2022	KALBARRI VISITOR CENTRE	22/23 ANNUAL CONTRIBUTION	50000.00
EFT24434	20/12/2022	LAKELINE RESOURCES PTY LTD (MOSS)	NTON OVAL CABLE,REIMB SHADECLOTH	957.94
EFT24435	20/12/2022	MARKETFORCE	ADVERTISING	950.40
EFT24436	20/12/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	480.09
EFT24437	20/12/2022	LGRCEU	PAYROLL DEDUCTIONS	61.50
EFT24438	20/12/2022	MIDWEST FINANCIAL	PAYROLL/TAX SUPPORT	55.00
EFT24439	20/12/2022	MIDWEST AERO MEDICAL AIR AMBULANCE	PRE EMPLOYMENTS MEDICALS	1054.40
EFT24440	20/12/2022	MOOCHER CONTRACTING	PARKER RD GRAVEL CARTING	8701.00
EFT24441	20/12/2022	THE WORKWEAR GROUP	UNIFORM	83.96
EFT24442	20/12/2022	NORTHAMPTON IGA	REFRESHMENTS, GOODS	499.22
EFT24443	20/12/2022	NORTHAMPTON NEWSAGENCY	STATIONERY, NEWSPAPERS	33.66
EFT24444	20/12/2022	NORTHAMPTON GOLF CLUB	REIMBURSE DEMOLITION INVESTMENTS	1529.00
EFT24445	20/12/2022	NORTHAMPTON AUTO ELECTRICS	PLANT ELECTRICAL REPAIRS	988.90
EFT24446	20/12/2022	NORTHAMPTON BOWLING CLUB	2022 CHRISTMAS FUNCTION	4231.00
EFT24447	20/12/2022	NOVUS AUTOGLASS MIDWEST	JCB BACKHOE FIT REAR WINDOW AND TINT	2810.00
EFT24448	20/12/2022	DESMOND RAY PIKE	COUNCIL FEES DEC 2022	3098.02
EFT24449	20/12/2022	QUANTUM SURVEYS	PARKER ROAD SURVEY DESIGN	11768.90

EFT #	Date	Name	Description	Amount
EFT24450	20/12/2022	REGIONAL EARLY EDUCATION AND DEVELOPMENT INC (REED)	NCCA COMMUNITY CHILD CARE FUNDING	32500.00
EFT24451	20/12/2022	RHONDA BARBETTI	UNIFORM BADGES	60.00
EFT24452	20/12/2022	THE SHEARING SHED CAFE	COUNCIL REFRESHMENTS	511.50
EFT24453	20/12/2022	SKYTRUST	SKYTRUST SUBSCRIPTION AND TRAINING	2580.60
EFT24454	20/12/2022	SPLASH BATAVIA COAST POOLS & SPA	TERMINATION GIFT	475.00
EFT24455	20/12/2022	STAR TRACK EXPRESS	FREIGHT	10.89
EFT24456	20/12/2022	PETER JOSEPH STEWART	COUNCIL FEES DEC 2022	2698.02
EFT24457	20/12/2022	ROSLYN SUCKLING	COUNCIL FEES DEC 2022	3030.69
EFT24458	20/12/2022	ELEANOR ELIZABETH SUDLOW	COUNCIL FEES DEC 2022	19674.26
EFT24459	20/12/2022	TRUCKLINE	PARTS	60.79
EFT24460	20/12/2022	WA LIBRARY SUPPLIES	LIBRARY DISPLAYS	1068.54
EFT24461	20/12/2022	WESTRAC EQUIPMENT PTY LTD	PARTS	253.03
EFT24462	20/12/2022	NORTHAMPTON TYRES	SUPPLY & FIT 23 TYRES, PUNCTURE REPAIR	14085.00
EFT24463	12/01/2023	RAYA SMYTH	REFRESHMENTS HUTT RIVER FIRE INCIDENT	4040.00
EFT24464	12/01/2023	TELSTRA	TELEPHONE CHARGES	1995.33
EFT24465	16/12/2022	AUSTRALIAN TAXATION OFFICE	BAS NOVEMBER 2022	8965.00
EFT24466	05/01/2023	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	1716.00
EFT24467	18/01/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 153	23874.21
EFT24468	20/01/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOANS GFEE DECEMBER 2022	3975.73
EFT24469	20/01/2023	AUSTRALIAN TAXATION OFFICE	BAS DECEMBER 2022	68639.00
EFT24470	24/01/2023	AIRPORT CONSULTANCY GROUP PTY LTD	KAL AIRPORT RESEAL CONSULTANCY	7711.00
EFT24471	24/01/2023	AFGRI GERALDTON	PARTS	91.54
EFT24472	24/01/2023	AW CRAGAN & ALLCAPRI PTY LTD	BOBCAT & TRUCK HIRE	2310.00
EFT24473	24/01/2023	KALBARRI IGA	GOODS	124.26
EFT24474	24/01/2023	BLACKWOODS	SIGNS	83.03
EFT24475	24/01/2023	BRUCE ROCK ENGINEERING	PARTS	265.73
EFT24476	24/01/2023	BUNNINGS (GERALDTON WAREHOUSE)	CLOSURE BARRIER	29.97
EFT24477	24/01/2023	CENTRAL WEST PUMP SERVICE	PARKER RD WATER POINT	1080.00

EFT #	Date	Name	Description	Amount
EFT24478	24/01/2023	CHEM CENTRE EXPERT SOLUTIONS	WATER SAMPLES	220.00
EFT24479	24/01/2023	CLEANAWAY OPERATIONS PTY LTD	REFUSE COLLECTION & TFR SITE MTCE	38933.40
EFT24480	24/01/2023	COATES HIRE OPERATIONS PTY LTD	PORT GREG WATER SUPPLY GENSET HIRE	421.63
EFT24481	24/01/2023	BOC GASES AUSTRALIA	INDUSTRY GASES	70.84
EFT24482	24/01/2023	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	1229.40
EFT24483	24/01/2023	TOLL TRANSPORT PTY LTD	FREIGHT	126.78
EFT24484	24/01/2023	CENTREPOINT EARTHMOVING	FIRE HUTT RIVER PLANT HIRE	4999.50
EFT24485	24/01/2023	CRAMER & NEILL REFRIGERATION	AIR CONDITIONING MTCE	2984.29
EFT24486	24/01/2023	RICHARD ERNEST DAVEY	REIMB FIREFIGHTERS REFRESH/ANIMALS	840.00
EFT24487	24/01/2023	DEMOLITION WA	REIMBURSE DEBTOR TIP FEES	1375.00
EFT24488	24/01/2023	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	4004.00
EFT24489	24/01/2023	DGL WAREHOUSING & DISTRIBUTION	FREIGHT	682.64
EFT24490	24/01/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	TOILET PAPER, RETIC	828.15
EFT24491	24/01/2023	ENGIN	TELEPHONE CHARGES	259.09
EFT24492	24/01/2023	EUROFINS ARL PTY LTD	ASBESTOS TESTING	423.50
EFT24493	24/01/2023	FIVE STAR BUSINESS EQUIPMENT AND COMMUNICATIONS	PHOTOCOPIER COUNT/MTCE	47.42
EFT24494	24/01/2023	FRONTIER SERVICES AUSTRALIA	CYCLONE CHAPLIN SERVICES	7565.54
EFT24495	24/01/2023	GERALDTON LOCK & KEY SPECIALISTS	KEYS	66.00
EFT24496	24/01/2023	ATOM GERALDTON	CHAIN, GLOVES	450.90
EFT24497	24/01/2023	GERALDTON TYREPOWER	PLANT 4 TYRES	1556.00
EFT24498	24/01/2023	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	1410.47
EFT24499	24/01/2023	GLENORIE AG	HUTT RIVER FIRE PLANT HIRE	1188.00
EFT24500	24/01/2023	GREAT NORTHERN RURAL SERVICES	RETICULATION	2329.09
EFT24501	24/01/2023	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD (BEAUREPAIRES)	TYRE REPAIRS	179.26
EFT24502	24/01/2023	GREENFIELD TECHNICAL SERVICES	SUBMISSION ROADS 2040 STRATEGIC PLAN	1100.00
EFT24503	24/01/2023	GREAT SOUTHERN FUEL SUPPLY	DEPOT BOWSER FUEL/FUEL CARDS	34099.42
EFT24504	24/01/2023	THE GREEN MAN TREE SERVICES	KAL DEPOT REPAIRS	220.00
EFT24505	24/01/2023	HASLEBYS HARDWARE SUPPLIES	I20 SPRINKLERS, RETIC, HARDWARE	2210.99

EFT #	Date	Name	Description	Amount
EFT24506	24/01/2023	HERSEY'S SAFETY PTY LTD	HARDWARE	413.60
EFT24507	24/01/2023	JCB CONSTRUCTION EQUIPMENT	PARTS	584.72
EFT24508	24/01/2023	JOSEPH MORGAN GOODWIN	CHRISTMAS FUNCTION BUS DRIVER	300.00
EFT24509	24/01/2023	KALBARRI AUTO CENTRE	KAL UTE SERVICE & 4 TYRES	1441.00
EFT24510	24/01/2023	KALBARRI STATE EMERGENCY SERVICE	22/23 ESL 3RD INSTAL	10706.50
EFT24511	24/01/2023	KALBARRI EXPRESS FREIGHT	FREIGHT	248.58
EFT24512	24/01/2023	BP KALBARRI	FUEL,HARDWARE	1517.82
EFT24513	24/01/2023	KALBARRI WAREHOUSE	WETTA, SEASOL	348.25
EFT24514	24/01/2023	KALBARRI CARRIERS	FREIGHT	34.38
EFT24515	24/01/2023	KALBARRI NEWSAGENCY	STATIONERY	41.95
EFT24516	24/01/2023	KALBARRI GRAVEL & SAND SUPPLIES	HUTT RIVER FIRE WATER CART	1155.00
EFT24517	24/01/2023	KEMPTON ELECTRICAL CONTRACTING	KINGS PARK PUMP SHED POWER POINT	590.00
EFT24518	24/01/2023	KALBARRI PEST CONTROL	BEE REMOVAL	150.00
EFT24519	24/01/2023	LIONS CANCER INSTITUTE (INC)	LIONS CANCER SPONSERSHIP	700.00
EFT24520	24/01/2023	LGIS RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR FEE	6624.60
EFT24521	24/01/2023	LGRCEU	PAYROLL DEDUCTIONS	184.50
EFT24522	24/01/2023	GERALDTON TOYOTA	PARTS, 131NR SERVICE	984.65
EFT24523	24/01/2023	MIDWEST FIRE PROTECTION SERVICES	SERVICE FIRE EQUIPMENT	3544.53
EFT24524	24/01/2023	MIDWEST MULCHING MOWING	KALB FIRE PREVENTION, VERGE SLASH	9570.00
EFT24525	24/01/2023	MITCHELL & BROWN COMMUNICATIONS	HCC GLASSWASHER, PHONE CRADLE	3609.95
EFT24526	24/01/2023	MOORE	TRAINING NUTS AND BOLTS WORKSHOP	1045.00
EFT24527	24/01/2023	MUNDA FABRICATION	KINGS PK PUMP COVER	2200.00
EFT24528	24/01/2023	NAPA	PLANT HARDWARE	842.42
EFT24529	24/01/2023	NATURAL AREA HOLDINGS PTY LTD	LITTLE BAY RD CLEARING PERMIT APP	4059.00
EFT24530	24/01/2023	THE WORKWEAR GROUP	UNIFORMS	829.70
EFT24531	24/01/2023	NORTHAMPTON IGA	REFRESHMENTS, GOODS	699.38
EFT24532	24/01/2023	NORTHAMPTON AUTO ELECTRICS	PLANT ELECTRICAL REPAIRS	1841.50
EFT24533	24/01/2023	GERALDTON CLEANPAK TOTAL SOLUTIONS	TOILET/CLEANING PRODUCTS	693.55
EFT24534	24/01/2023	OFFICE OF THE AUDITOR GENERAL	21/22 FINANCIAL AUDIT FEE	43450.00
EFT24535	24/01/2023	PLATINUM ELECTRICIANS MIDWEST	OVAL RES & GENSET ELECTRICAL REPAIRS	783.49
EFT24536	24/01/2023	PORT GREGORY CARAVAN PARK	PT GREG FIRE TRUCK FUEL	297.62

EFT #	Date	Name	Description	Amount
EFT24537	24/01/2023	HOLCIM AUSTRALIA PTY LTD	KAL SHOWERS CONCRETE	1095.16
EFT24538	24/01/2023	REPEAT PLASTICS WA	HKS STAIRS, BOLLARDS, SEATS	16060.58
EFT24539	24/01/2023	ROAD RUNNER MECHANICAL SERVICES	PLANT REPAIRS	251.82
EFT24540	24/01/2023	SOUTHGATE ENGINEERING	LOADER BUCKET REPAIRS	1199.00
EFT24541	24/01/2023	THE SHEARING SHED CAFE	REFRESHMENTS	352.50
EFT24542	24/01/2023	SPALDING ELECTRICAL SERVICES	HKS PUMP TIMER	248.60
EFT24543	24/01/2023	STAR TRACK EXPRESS	FREIGHT	155.50
EFT24544	24/01/2023	2V NET IT SOLUTIONS	COMPTER MTCE	574.00
EFT24545	24/01/2023	DATATRAX PTY LTD	KVS QUARTERLY	395.00
EFT24546	24/01/2023	T&R HOMES WA PTY LTD	REFUND KERB BOND	500.00
EFT24547	24/01/2023	VAC WEST	TOWNSTREET SWEEP KAL/GREG/HORR/NTON	6741.35
EFT24548	24/01/2023	LANDGATE	VALUATION EXPENSES	221.97
EFT24549	24/01/2023	VALERIE JEAN ROSS	REFUND CEMETERY FEE	890.00
EFT24550	24/01/2023	WESTRAC EQUIPMENT PTY LTD	PARTS	452.82
EFT24551	24/01/2023	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	97.22
EFT24552	24/01/2023	WILSONS SIGN SOLUTIONS	PLAQUE	147.95
				\$901,583.19

APPENDIX 1 –

DIRECT DEBITS

Jnl #	Date	Name	Description	Amount
	08/12/2022	PAYROLL	FN/E 7/12/2022	217,253.73
	08/12/2022	SUPERCHOICE	SUPERANNUATION PAY FN/E 7/12/2022	46,033.56
	22/12/2022	PAYROLL	FN/E 21/12/2022	96,686.00
	22/12/2022	SUPERCHOICE	SUPERANNUATION PAY FN/E 21/12/2022	22,478.43
GJ0605	31/12/2022	NATIONAL AUSTRALIA BANK	BANK FEES	130.53
GJ0606	31/12/2022	NATIONAL AUSTRALIA BANK	BANK MERCHANT FEES	348.15
GJ0607	31/12/2022	COMMONWEALTH BANK	BPOINT FEES	56.75
GJ0608	31/12/2022	NATIONAL AUSTRALIA BANK	BPAY	257.84
GJ0610	31/12/2022	NAB CEO CORPORATE CARD	BANK CHARGES	9.00
GJ0611	31/12/2022	NAB DCEO CORPORATE CARD	BANK CHARGES	9.00
			KCC IINET	80.59
			COMPUTER EXPS 2VNET/ADOBE	1,384.02
			LGIS LG FORUM	33.50
			CPA MEMBERSHIP	790.00
			THE RIGGING SHED HARDWARE	58.30
			MOBILE TECH PHONE SCREEN	20.00
			THE PENINSULA ACCOMM TRAINING	627.75
			SANNO MARRACOONDA ACCOMM TRAINING	1,673.76
			MODERN TEACHING AIDS GRANT EXP	723.75
				5,400.67
	05/01/2023	PAYROLL	FN/E 04/01/2023	86,603.00
	05/01/2023	PAYROLL	ONE-OFF PAY 04/01/2023	2,313.00
	19/01/2023	SUPERCHOICE	SUPERANNUATION PAY FN/E 04/01/2023	20,702.54
	19/01/2023	PAYROLL	FN/E 18/01/2023	88,953.00
	23/01/2023	SUPERCHOICE	SUPERANNUATION PAY FN/E 18/01/2023	21,531.83
GJ0704	31/01/2023	NATIONAL AUSTRALIA BANK	BANK FEES	71.50

DIRECT DEBITS

Jnl #	Date	Name	Description	Amount
GJ0705	31/01/2023	NATIONAL AUSTRALIA BANK	BANK MERCHANT FEES	197.52
GJ0706	31/01/2023	COMMONWEALTH BANK	BPOINT FEES	162.42
GJ0707	31/01/2023	NATIONAL AUSTRALIA BANK	BPAY	123.20
GJ0709	31/01/2023	NAB DCEO CORPORATE CARD	BANK CHARGES	14.54
			KCC IINET	80.43
			COMPUTER EXPS 2VNET/ADOBE	1,742.84
			COMPUTER EXPS OBJECTIVE CORP	
			BUILDING	1,757.80
			OFFICE EXPS SEEK CEO ADV	357.50
			REFRESHMENTS	210.00
			BRIDGESTONE 101NR	107.00
				<u>4,270.11</u>
				<u>\$613,582.78</u>

11.2 MONTHLY FINANCIAL STATEMENTS – DECEMBER 2022 (ITEM 11.2)

File Reference	1.1.1
Date of Report	9 th February 2023
Reporting Officer	Grant Middleton
Responsible Officer	Grant Middleton, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Reference	Description	In Report	Separate Cover
Appendix	Monthly Financial Report for December 2022	✓	

DISCLOSURE OF INTEREST:

BACKGROUND:

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

The Monthly Statements of Financial Activity for the period ending 31 December 2022 are detailed from page 1 to page 22 per the attached Monthly Financial Report.

COMMUNITY & GOVERNMENT CONSULTATION:

Not applicable

FINANCIAL IMPLICATIONS:

The 31 December 2022 financial position is comprised of the following:

Total operating revenue has a surplus position of \$1,147,417 and operating expenditure has a surplus position of \$203,715 to the end of December 2022. The surplus revenue position is largely due to the receipt of \$750,000 for Insurance and LRCL grant revenue. The expenditure variances are spread across multiple programs and not considered significant at this stage of the year.

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

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

STATUTORY IMPLICATIONS:

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

POLICY/PROCEDURE IMPLICATIONS:

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

COMMENT:

Council to adopt the monthly Financial Report as presented.

RISK ASSESSMENT:

As Council has complied with legislative requirements there is no associated risk of failing to comply with Local Government Financial Regulations requiring monthly reporting of Financial Activity. Risk rating is considered Level 1 – Insignificant.

VOTING REQUIREMENT:

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

Absolute Majority required

STAFF RECOMMENDATION – 7.4.2

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

APPENDIX

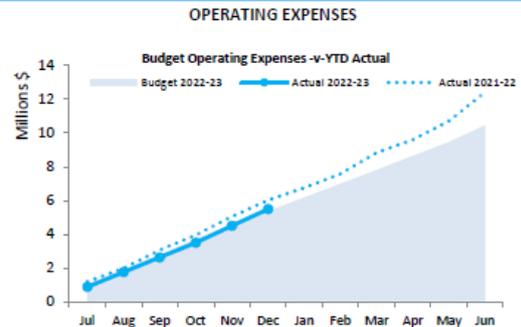
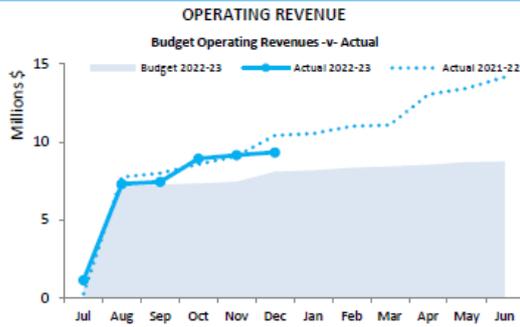
SHIRE OF NORTHAMPTON
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 December 2022

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

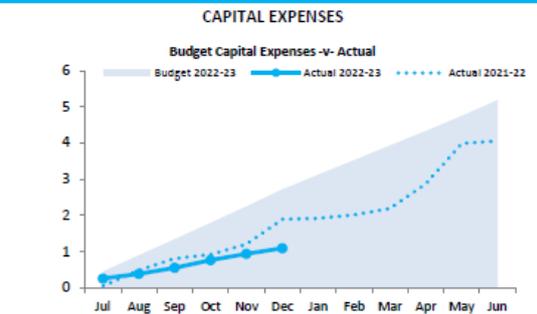
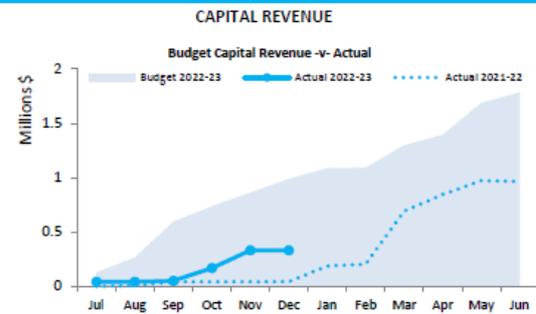
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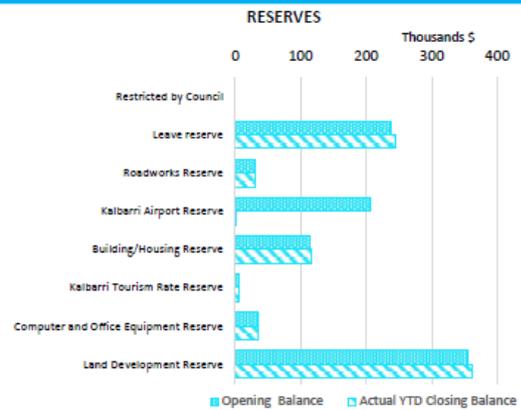
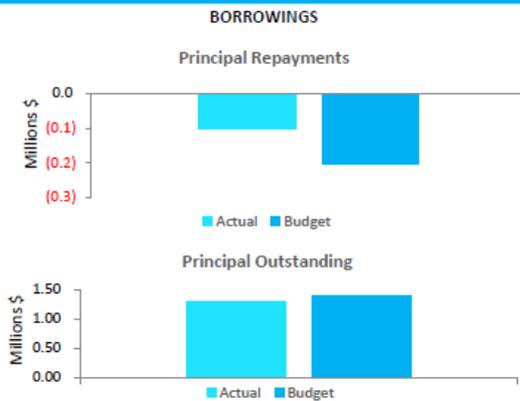
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.01 M	\$3.01 M	\$2.39 M	(\$0.62 M)
Closing	\$0.00 M	\$5.00 M	\$6.88 M	\$1.88 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$6.91 M	% of total
Unrestricted Cash	\$6.12 M	88.5%
Restricted Cash	\$0.80 M	11.5%

Refer to Note 2 - Cash and Financial Assets

Payables	
	\$0.26 M % Outstanding
Trade Payables	\$0.00 M
0 to 30 Days	106.7%
Over 30 Days	(6.7%)
Over 90 Days	-6.7%

Refer to Note 5 - Payables

Receivables		
	\$0.36 M	% Collected
Rates Receivable	\$0.69 M	86.1%
Trade Receivable	\$0.36 M	% Outstanding
Over 30 Days		94.1%
Over 90 Days		81.2%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.88 M	\$3.96 M	\$5.06 M	\$1.10 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$4.81 M	% Variance
YTD Budget	\$4.77 M	0.9%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$1.46 M	% Variance
YTD Budget	\$0.67 M	117.3%

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$1.16 M	% Variance
YTD Budget	\$1.13 M	3.4%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.61 M)	(\$1.83 M)	(\$0.65 M)	\$1.17 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.09 M	%
Adopted Budget	\$0.24 M	(61.7%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.99 M	% Spent
Adopted Budget	\$4.98 M	(80.2%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.22 M	% Received
Adopted Budget	\$1.10 M	(80.0%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.29 M)	(\$0.14 M)	\$0.09 M	\$0.23 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.10 M
Interest expense	\$0.02 M
Principal due	\$1.28 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$0.80 M
Interest earned	\$0.01 M

Refer to Note 9 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 DECEMBER 2022**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

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

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2022

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Ver.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,011,814	3,011,814	2,389,563	(622,251)	(20.66%)	▼
Revenue from operating activities							
Rates		4,770,499	4,770,499	4,813,386	42,887	0.90%	▲
Operating grants, subsidies and contributions	11	1,133,783	672,618	1,461,522	768,904	117.29%	▲
Fees and charges		1,345,971	1,125,204	1,163,288	38,084	3.38%	▲
Interest earnings		40,000	28,248	89,216	60,968	215.83%	▲
Other revenue		1,468,540	1,468,540	1,750,000	281,460	19.17%	▲
Profit on disposal of assets	6	137,500	137,496	72,610	(64,886)	(47.19%)	▼
		8,896,293	8,202,605	9,350,022	1,147,417	13.99%	
Expenditure from operating activities							
Employee costs		(4,033,035)	(2,083,738)	(2,126,941)	(43,203)	(2.07%)	▼
Materials and contracts		(2,681,458)	(1,345,050)	(1,322,253)	22,797	1.69%	▲
Utility charges		(339,634)	(169,692)	(138,564)	31,128	18.34%	▲
Depreciation on non-current assets		(2,382,850)	(1,191,378)	(1,283,226)	(91,848)	(7.71%)	▼
Interest expenses		(53,237)	(26,604)	(15,730)	10,874	40.87%	▲
Insurance expenses		(227,456)	(227,308)	(223,935)	3,373	1.48%	▲
Other expenditure		(542,031)	(253,704)	(390,540)	(136,836)	(53.94%)	▼
		(10,259,701)	(5,297,474)	(5,501,189)	(203,715)	3.85%	
Non-cash amounts excluded from operating activities	1(a)	2,245,350	1,053,882	1,210,616	156,734	14.87%	▲
Amount attributable to operating activities		881,942	3,959,013	5,059,449	1,100,436	27.80%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	1,096,786	548,382	219,817	(328,565)	(59.92%)	▼
Proceeds from disposal of assets	6	244,000	217,992	93,435	(124,557)	(57.14%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	8	37,470	18,734	18,554	(180)	(0.96%)	▼
Payments for property, plant and equipment and infrastructure	7	(4,984,264)	(2,611,086)	(986,274)	1,624,812	62.23%	▲
Amount attributable to investing activities		(3,606,008)	(1,825,978)	(654,468)	1,171,510	(64.16%)	
Financing Activities							
Proceeds from new debentures	8	200,000	0	0	0	0.00%	
Transfer from reserves	9	205,000	205,000	205,000	0	0.00%	
Repayment of debentures	8	(202,648)	(101,319)	(100,571)	748	0.74%	
Transfer to reserves	9	(490,100)	(245,037)	(17,509)	227,528	92.85%	▲
Amount attributable to financing activities		(287,748)	(141,356)	86,920	228,275	(161.49%)	
Closing funding surplus / (deficit)	1(c)	0	5,003,493	6,881,464	1,877,970	(37.53%)	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources.

Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 December 2022

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

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(137,500)	(137,496)	(72,610)
Add: Depreciation on assets		2,382,850	1,191,378	1,283,226
Total non-cash items excluded from operating activities		2,245,350	1,053,882	1,210,616

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

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

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 December 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(1,267,703)	(982,603)	(795,112)
Less: - Financial assets at amortised cost - self supporting loans	4	(37,470)	(35,627)	(18,554)
Less: Land Held for Resale		(235,000)		
- Other liabilities - Adjustment to current non current liabilities		39,605		(25,767)
Add: Borrowings	8	402,648	202,648	102,078
Add: Provisions employee related provisions	10	718,085	706,956	732,724
Total adjustments to net current assets		(379,835)	(108,626)	(4,631)

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

Current assets				
Cash and cash equivalents	2	1,452,197	4,180,625	6,913,347
Financial assets at amortised cost	2	37,740	0	0
Rates receivables	3		160,407	691,223
Receivables	3	427,563	260,289	362,529
Other current assets	4	246,568	47,195	9,733
Less: Current liabilities				
Payables	5	(663,501)	(717,614)	(255,935)
Borrowings	8	(402,648)	(202,648)	(102,078)
Contract liabilities	10		(497,341)	0
Provisions	10	(718,084)	(732,724)	(732,724)
Less: Total adjustments to net current assets	1(b)	(379,835)	(108,626)	(4,631)
Closing funding surplus / (deficit)		0	2,389,563	6,881,464

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash Deposits	Municipal	2,096,110		2,096,110		NAB		At call
Petty Cash	Cash on Hand	1,050		1,050				
Investment	Reserves	0	795,113	795,113		NAB	3.05%	31/01/2023
Investment	Term Deposit	1,001,932		1,001,932		NAB	3.60%	27/01/2023
Investment	Term Deposit	1,005,014		1,005,014		NAB	3.00%	27/01/2023
Investment	Term Deposit	1,005,181		1,005,181		NAB	3.30%	28/02/2023
Investment	Term Deposit	1,008,948		1,008,948		NAB	3.30%	28/02/2023
Total		6,118,234	795,113	6,913,347	0			
Comprising								
Cash and cash equivalents		6,118,234	795,113	6,913,347	0			
		6,118,234	795,113	6,913,347	0			

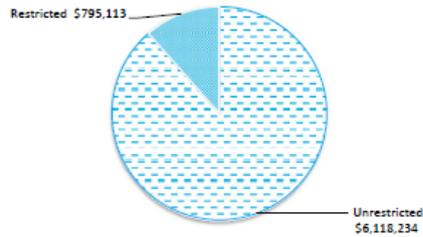
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

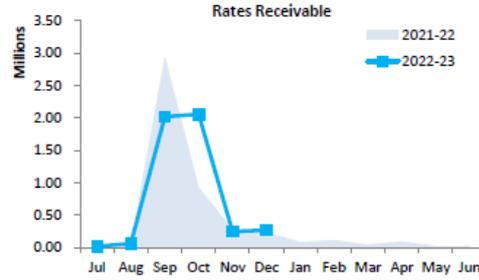
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Rates receivable	30 Jun 2022	31 Dec 2022
	\$	\$
Opening arrears previous years	55,744	160,407
Levied this year	4,813,386	4,813,386
Less - collections to date	(4,708,723)	(4,282,570)
Gross rates collectable	160,407	691,223
Net rates collectable	160,407	691,223
% Collected	96.7%	86.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(5,908)	17,521	17,444	8,158	160,590	197,805
Percentage	(3.0%)	8.9%	8.8%	4.1%	81.2%	
Balance per trial balance						
Sundry receivable						197,805
Rubbish Receivables						70,946
Emergency Services Levy						93,778
Total receivables general outstanding						362,529

Amounts shown above include GST (where applicable)

KEY INFORMATION

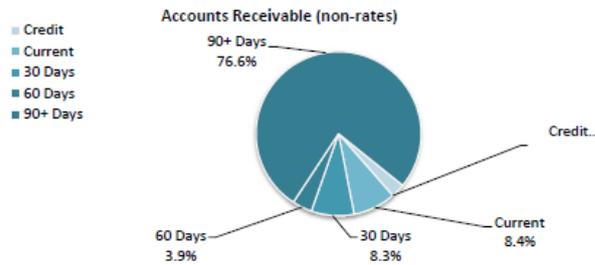
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 December 2022
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	35,627		(17,073)	18,554
Inventory				
Fuel	11,568		(20,389)	(8,821)
Total other current assets	47,195	0	(37,462)	9,733

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

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

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

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

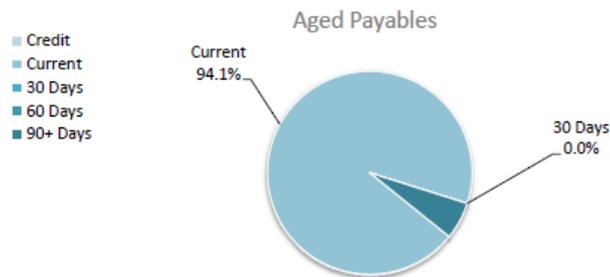
OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	988	0	0	(62)	926
Percentage	0%	106.7%	0%	0%	-6.7%	
Balance per trial balance						
Sundry creditors						1,222
Accrued salaries and wages						3,427
Prepaid Rates						55,813
Bonds and Deposits						195,473
Total payables general outstanding						255,935

Amounts shown above include GST (where applicable)

KEY INFORMATION

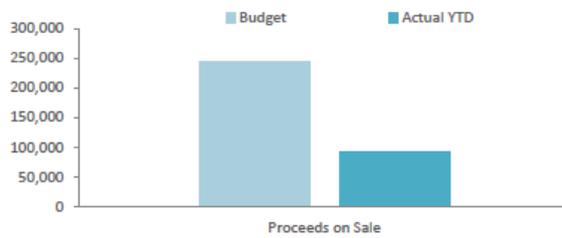
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



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

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
41,761	Toyota Prado - CEO	22,000	52,000	30,000	0	20,824	50,000	29,176	0
	Transport								
41769	P283 - Ute LH Kalbarri	11,000	12,000	1,000	0			0	0
41770	P284 - Ute LH Main't N'hpton	13,500	20,000	6,500	0			0	0
41758	P271 - Ute LH Road Construction	0	20,000	20,000	0	0	24,990	24,990	0
41716	P238 - Cat Grader 12M	60,000	140,000	80,000	0			0	0
41758	P258 - Ute General Northampton	0	0	0	0	0	18,445	18,445	0
		106,500	244,000	137,500	0	20,824	93,435	72,611	0



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

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	596,410	309,558	472,726	163,168
Plant and equipment	865,300	530,292	122,619	(407,673)
Infrastructure - Roads	2,352,084	1,176,036	368,434	(807,602)
Infrastructure - Footpaths & Carparks	376,470	188,202	2,934	(185,268)
Infrastructure - Parks & Ovals	109,000	64,500	4,400	(60,100)
Infrastructure - Airport	630,000	315,000	15,160	(299,840)
Infrastructure - Water & Sewer Reticulation	55,000	27,498	0	(27,498)
Payments for Capital Acquisitions	4,984,264	2,611,086	986,274	(1,624,812)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,096,786	548,382	219,817	(328,565)
Borrowings	200,000	0	0	0
Other (disposals & C/Fwd)	244,000	217,992	93,435	(124,557)
Cash backed reserves				
Kalbarri Airport Reserve	(205,000)		205,000	205,000
Contribution - operations	3,648,478	1,844,712	468,022	(1,376,690)
Capital funding total	4,984,264	2,611,086	986,274	(1,624,812)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

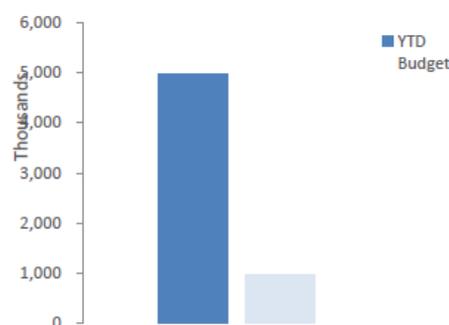
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions





Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
Office Generator changeover switching	13,300	13,299	13,257	-42
CEO Vehicle	60,000	59,997	59,045	-952
Northampton Recreation Ground Ablutions	140,060	1,820	109,590	107,770
Sallys Tree Ablutions outdoor showers	8,000	104	7,700	7,596
Chinamans ablutions outdoor showers	8,000	104	7,700	7,596
Seal Access Road to Horrocks Dump Point	27,500	13,746	23,636	9,890
Horrock Foreshore - stairs and shower	24,000	12,000	4,400	-7,600
Kalbarri Recreation Jetty Repairs	65,000	32,502	0	-32,502
NCC - Change Room Upgrade	40,000	39,996	0	-39,996
Port Gregory Carpark and BBQ	141,310	70,644	0	-70,644
Kalbarri Community Camp Kitchen	134,750	134,742	123,291	-11,451
Stud Breeders Shed - Northampton	227,600	113,796	221,456	107,660
Kalbarri Multi-Use Centre	30,000	15,000	2,990	-12,010
Horrocks North Holding Tanks	20,000	19,998	0	-19,998
Road Construction	2,324,584	1,162,290	344,798	-817,492
Footpath/Carpark Construction	235,160	117,558	2,934	-114,624
Maintenance Grader	440,000	219,999	0	-219,999
Back Hoe	230,000	114,999	0	-114,999
Ute Leading Hand M'tce Kalbarri	50,000	49,999	1,855	-48,144
Ute Leading Hand M'tce Northampton	48,000	47,999	48,462	463
Safety Officer (50% share)	24,000	24,000	0	-24,000
Kalbarri Depot Ablution	8,000	3,996	0	-3,996
Airport - Runway and Apron Seal	630,000	315,000	15,160	-299,840
Port Gregory Water Supply - Tank/Shed	55,000	27,498	0	-27,498
	4,984,264	2,611,086	986,274	-1,624,812

Repayments - borrowings

Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
Staff Housing	154	117,155	0	0	(18,743)	(37,792)	98,412	79,363	(1,572)	(4,344)
Recreation and culture										
RSL Hall Extensions	156	360,605	0	0	(24,077)	(48,402)	336,528	312,203	(3,329)	(9,604)
Transport										
Plant Purchases	153	46,346	0	0	(22,943)	(46,346)	23,403	0	(87)	(1,606)
Plant Purchases	157	276,264	0	0	(16,254)	(32,638)	260,010	243,626	(1,292)	(6,120)
Plant Purchases	158	0	0	200,000			0	200,000		
		800,370	0	200,000	-82,017	-165,178	718,353	835,192	-6,280	-21,674
Self supporting loans										
Education and welfare										
Pioneer Lodge		327,177	0	0	-8,097	-16,353	319,080	310,824	(1,607)	(14,983)
Other property and services										
Staff Housing (CEO)		254,835	0	0	-10,458	-21,117	244,377	233,718	(7,844)	(16,580)
		582,012	0	0	-18,554	-37,470	563,458	544,542	(9,450)	(31,563)
Total		1,382,382	0	200,000	-100,571	-202,648	1,281,811	1,379,734	(15,730)	(53,237)
Current borrowings		202,648					102,078			
Non-current borrowings		1,179,734					1,179,733			
		1,382,382					1,281,811			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2022-23

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

The Shire has no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

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

OPERATING ACTIVITIES
NOTE 9
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave reserve	236,560	1,250	3,065	5,000	5,000	0	0	242,810	244,625
Roadworks Reserve	29,456	500	1,225	0	0	0	0	29,956	30,681
Kalbarri Airport Reserve	205,535	100	245	0	0	(205,000)	(205,000)	635	780
Building/Housing Reserve	114,710	500	1,225	480,000	0	0	0	595,210	115,935
Kalbarri Tourism Rate Reserve	6,975	0	0	0	0	0	0	6,975	6,975
Computer and Office Equipment Reserv	33,861	250	615	0	0	0	0	34,111	34,476
Land Development Reserve	355,506	2,500	6,134	0	0	0	0	358,006	361,640
	982,603	5,100	12,509	485,000	5,000	(205,000)	(205,000)	1,267,703	795,112

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 December 2022
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		497,341	0		(497,341)	0
Total other liabilities		497,341	0	0	(497,341)	0
Employee Related Provisions						
Annual leave		265,551	0			265,551
Long service leave		467,173	0			467,173
Total Employee Related Provisions		732,724	0	0	0	732,724
Total other current assets		1,230,065	0	0	(497,341)	732,724
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2022			31 Dec 2022	31 Dec 2022			
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
GRANTS COMMISSION - GENERAL	0	0		0	0	280,291	140,144	140,146
LRCI PHASE 1/2/3 REVENUE 20/21,21,22,22/23	0	0		0	0			660,607
GRANTS COMMISSION - ROADS	0	0		0	0	173,134	86,566	86,567
Law, order, public safety								
EMERGENCY SERVICES LEVY - BFB	0	0		0	0	47,221	23,609	20,322
EMERGENCY SERVICES LEVY - SES	0	0		0	0	38,667	19,333	16,641
Education and welfare								
NCCA GRANTS/CONTRIBUTIONS REVENUE	0	0		0	0	32,500	32,500	65,000
Transport								
- MRD MAINTENANCE	0	0		0	0	201,476	201,476	205,809
	0	0	0	0	0	773,289	503,628	1,195,092
Operating contributions								
Governance								
CONTRIBUTIONS	0	0		0	0	0	0	33
CONTRIBUTIONS	0	0		0	0	15,000	7,500	3,581
REBATES AND COMMISSIONS	0	0		0	0	41,422	20,706	31,829
General purpose funding								
LEGAL CHARGES RATES (NO GST)	0	0		0	0	5,000	2,496	9,896
RATE EQUIVALENT PAYMENTS	0	0		0	0	22,372	0	0
Law, order, public safety								
REIMBURSEMENTS	0	0		0	0	2,000	996	0
Health								
CONTRIBUTIONS	0	0		0	0	16,000	7,998	0
REIMBURSEMENTS - OTHER	0	0		0	0	2,000	996	358
Education and welfare								
NCCA - REIMBURSEMENTS	0	0		0	0	0	0	24,757
NCCA CCS REBATE	0	0		0	0	5,000	2,496	1,944
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - I	0	0		0	0	0	0	6,462
Housing								
REIMBURSEMENTS - HOUSING OTHER	0	0		0	0	20,000	9,996	5,440
Community amenities								
CONTRIBUTIONS	0	0		0	0	50,000	24,996	42,410
REIMBURSEMENTS - DRUMMUSTER	0	0		0	0	4,000	1,998	0
REIMBURSE (ADVERTISING/PLANNING COMMISSION)	0	0		0	0	200	96	0
REIMBURSEMENTS	0	0		0	0	7,400	3,696	10,413
Recreation and culture								
CONTRIBUTIONS/REIMBURSEMENTS	0	0		0	0	0	0	15,802
CONTRIBUTIONS/DONATIONS	0	0		0	0	0	0	7,116
REIMBURSEMENTS	0	0		0	0	5,400	2,700	5,600
REIMBURSEMENTS- REC. CTRE/GOLF CLUB	0	0		0	0	12,000	6,000	10,647
REIMBURSEMENTS	0	0		0	0	0	0	401
150 YEAR CELEBRATIONS - REVENUE (INC BRICKS/MEMO)	0	0		0	0	0	0	12
CONTRIBUTIONS/REIMBURSEMENTS	0	0		0	0	0	0	6,320
Transport								
CONTRIBUTION (INC STREET LIGHTING)	0	0		0	0	3,750	1,872	0
Economic services								
BUILDING REIMBURSEMENTS	0	0		0	0	1,750	870	459
REIMBURSEMENTS	0	0		0	0	4,000	1,998	234
LIA (KITSON CIRCUIT) UNITS ANNUAL RENT	0	0		0	0	5,000	2,496	1,960
PT GREGORY SPEC AREA RATE	0	0		0	0	1,000	498	1,000
Other property and services								
LEASE FEES - HALF WAY BAY COTTAGES	0	0		0	0	16,000	7,998	16,000
INSURANCE CLAIMS - VEHICLES	0	0		0	0	2,000	996	2,200
DIESEL FUEL REBATE	0	0		0	0	30,000	15,000	17,540
WHS COORDINATOR INCOME RECOUP	0	0		0	0	47,620	23,808	1,320
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - I	0	0		0	0	16,580	8,286	7,844
REIMB. - WORKERS COMPENS.	0	0		0	0	25,000	12,498	34,854
	0	0	0	0	0	360,494	168,990	266,431
TOTALS	0	0	0	0	0	1,133,783	672,618	1,461,522

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Dec 2022	Current Liability 31 Dec 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	
Non-operating grants and subsidies								
Transport								
ROADS TO RECOVERY FUNDING				0		453,484	226,740	158,484
LRCI - LITTLE BAY ROAD & PORTER ST CARPARK				0		290,302	145,146	0
WA BIKE NETWORK GRANT				0		61,000	30,498	20,000
REGIONAL ROAD GROUP FUNDING				0		92,000	46,002	41,333
RUNWAY RESEAL - LRCI GRANT				0		200,000	99,996	0
	0	0	0	0	0	1,096,786	548,382	219,817

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

**NOTE 13
BONDS AND DEPOSITS**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2022	Received	Paid	31 Dec 2022
	\$	\$	\$	\$
Transportable House Bonds	4,500	1,200	0	5,700
Footpath Bonds	28,007	5,000	(3,000)	30,007
Building Levies (BCITF & BRB)	265	27,876	(8,279)	19,862
Community Bus Bond	5,200	800	(400)	5,600
Unclaimed Monies - Rates	5,179	0	0	5,179
RSL Hall Key Bond	430	0	0	430
Special Series Plates	3,520	310	(200)	3,630
Northampton Child Care Association	23,654	65	0	23,719
Horrocks Memorial Wall	515	1,500	(798)	1,217
One Life	940	0	0	940
Rubbish Tip Key Bond	1,800	0	0	1,800
Horrocks - Skate/Pump Park	0	2,000	0	2,000
RSL - Kalbarri Memorial	16,130	0	0	16,130
DOT - Department of Transport	0	159,486	(159,486)	0
Cyclone Seroja Donations	47,259	0	0	47,259
Rates - Overpaid	30,761	0	0	30,761
Horrocks Lookout	0	3,500	(2,260)	1,240
	168,160	201,737	(174,423)	195,473

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

NOTE 14
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget adoption			\$	\$	\$	\$
							3,011,814
				0	0	0	0

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

NOTE 15
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

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

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Opening funding surplus / (deficit)	(622,251)	(20.66%) ▼				Ver due to LRCI Contract Liability and additional accruals 2 June 2022
Revenue from operating activities						
Rates	42,887	0.90% ▲		Additional Interim Rating		
Operating grants, subsidies and contributions	788,904	117.29% ▲		Var due to LRCI revenue associated with Contract Liability reversal		
Fees and charges	38,084	3.30% ▲		Add sale of scrapmetal & building fees		
Interest earnings	60,968	215.83% ▲		Additional revenue due to increased interest investment rates		
Other revenue	281,460	19.17% ▲		Var associated with additional insurance payment of \$250k		
Profit on disposal of assets	(64,886)	(47.19%) ▼				Profit on disposal of CEO vehicle and utes (x2) only
Expenditure from operating activities						
Employee costs	(43,203)	(2.07%) ▼				Additional costs due to relief etc
Materials and contracts	22,797	1.69% ▲				Will reconcile as the year progresses
Utility charges	31,128	18.34% ▲				Positive variance associated with power costs
Depreciation on non-current assets	(91,848)	(7.71%) ▼				Variance due to additional depreciation associated with building revaluation process
Interest expenses	10,874	40.87% ▲				Will reconcile EOY
Other expenditure	(136,836)	(53.94%) ▼		Will reconcile EOY		
Non-cash amounts excluded from operating activities	156,734	14.87% ▲				Partly associated with additional depreciation and profit on disposal of assets
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(328,565)	(59.92%) ▼				Roads to recovery and LRCI funding delay
Proceeds from disposal of assets	(124,557)	(57.14%) ▼				Cat Grader trade/sale to be completed Feb/March
Payments for property, plant and equipment and infrastructure	1,624,812	62.23% ▲		Will reconcile as the year progresses and major works completed including the airport runway, roadworks etc		
Financing activities						
Transfer to reserves	227,528	92.85% ▲		Transfer to reserves to be processed in June 2023		
Closing funding surplus / (deficit)	1,877,970	(37.53%) ▲				

11.3 MONTHLY FINANCIAL STATEMENTS – JANUARY 2023 (ITEM 11.3)

File Reference	1.1.1
Date of Report	9 th February 2023
Reporting Officer	Grant Middleton
Responsible Officer	Grant Middleton, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Reference	Description	In Report	Separate Cover
Appendix	Monthly Financial Report for January 2023	✓	

DISCLOSURE OF INTEREST:

BACKGROUND:

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

The Monthly Statements of Financial Activity for the period ending 31 January 2023 are detailed from page 1 to page 22 per the attached Monthly Financial Report.

COMMUNITY & GOVERNMENT CONSULTATION:

Not applicable

FINANCIAL IMPLICATIONS:

The 31 January 2023 financial position is comprised of the following:

Total operating revenue has a surplus position of \$1,188,746 and operating expenditure has a surplus position of \$20,683 to the end of January 2023. The surplus revenue position is largely due to the receipt of \$750,000 for Insurance and LRCI grant revenue. The expenditure variances are spread across multiple programs and not considered significant at this stage of the year.

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

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

STATUTORY IMPLICATIONS:

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

POLICY/PROCEDURE IMPLICATIONS:

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

COMMENT:

Council to adopt the monthly Financial Report as presented.

RISK ASSESSMENT:

As Council has complied with legislative requirements there is no associated risk of failing to comply with Local Government Financial Regulations requiring monthly reporting of Financial Activity. Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENT:

Absolute Majority required

STAFF RECOMMENDATION – 7.4.3

That Council adopts the Monthly Financial Report for the period ending 31 January 2023.

APPENDIX

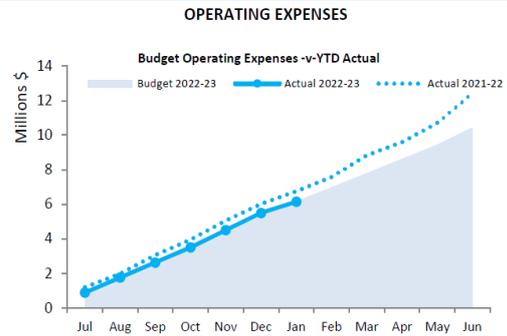
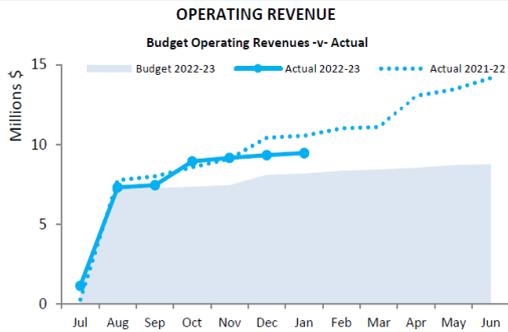
SHIRE OF NORTHAMPTON
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 January 2023

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

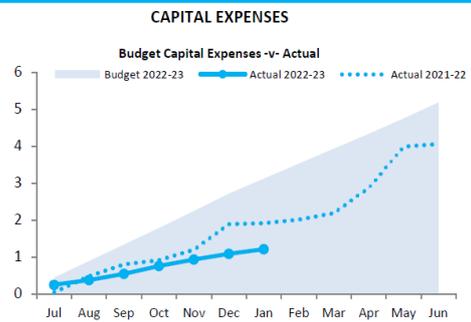
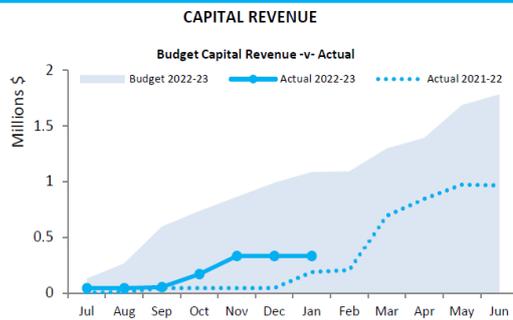
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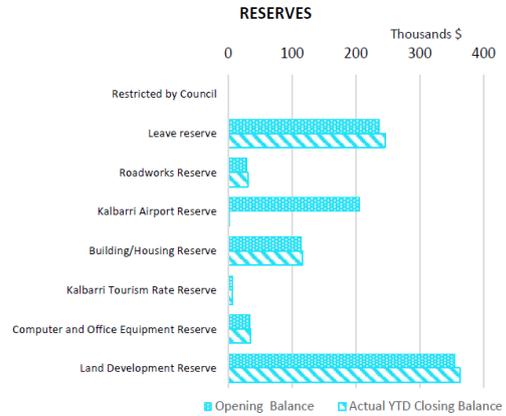
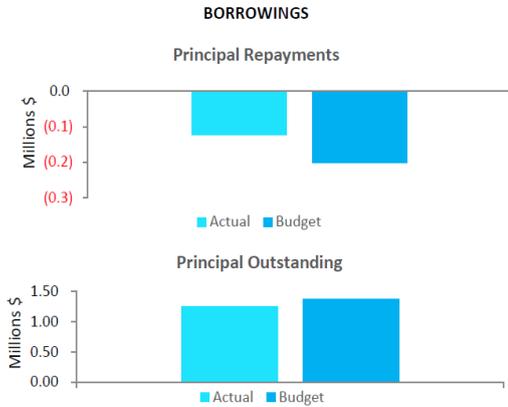
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.01 M	\$3.01 M	\$2.39 M	(\$0.62 M)
Closing	\$0.00 M	\$4.14 M	\$6.44 M	\$2.29 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$6.55 M	% of total		\$0.28 M	% Outstanding		\$0.36 M	% Collected
Unrestricted Cash	\$5.76 M	87.8%	Trade Payables	(\$0.00 M)		Rates Receivable	\$0.60 M	87.9%
Restricted Cash	\$0.80 M	12.2%	0 to 30 Days		0.0%	Trade Receivable	\$0.36 M	% Outstanding
			Over 30 Days		100.0%	Over 30 Days		34.4%
			Over 90 Days		100%	Over 90 Days		24.2%

Refer to Note 2 - Cash and Financial Assets

Refer to Note 5 - Payables

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.88 M	\$3.40 M	\$4.74 M	\$1.34 M

Refer to Statement of Financial Activity

Rates Revenue			Operating Grants and Contributions			Fees and Charges		
YTD Actual	\$4.81 M	% Variance	YTD Actual	\$1.54 M	% Variance	YTD Actual	\$1.18 M	% Variance
YTD Budget	\$4.77 M	0.9%	YTD Budget	\$0.71 M	117.3%	YTD Budget	\$1.16 M	1.5%

Refer to Statement of Financial Activity

Refer to Note 11 - Operating Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.61 M)	(\$2.13 M)	(\$0.76 M)	\$1.37 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.09 M	%	YTD Actual	\$1.09 M	% Spent	YTD Actual	\$0.22 M	% Received
Adopted Budget	\$0.24 M	(61.7%)	Adopted Budget	\$4.98 M	(78.2%)	Adopted Budget	\$1.10 M	(80.0%)

Refer to Note 6 - Disposal of Assets

Refer to Note 7 - Capital Acquisitions

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.29 M)	(\$0.14 M)	\$0.06 M	\$0.20 M

Refer to Statement of Financial Activity

Borrowings			Reserves		
Principal repayments	\$0.12 M		Reserves balance	\$0.80 M	
Interest expense	\$0.02 M		Interest earned	\$0.01 M	
Principal due	\$1.26 M				

Refer to Note 8 - Borrowings

Refer to Note 9 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JANUARY 2023**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

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

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,011,814	3,011,814	2,389,563	(622,251)	(20.66%)	▼
Revenue from operating activities							
Rates		4,770,499	4,770,499	4,813,386	42,887	0.90%	▲
Operating grants, subsidies and contributions	11	1,133,783	707,940	1,538,357	830,417	117.30%	▲
Fees and charges		1,345,971	1,161,976	1,178,976	17,000	1.46%	▲
Interest earnings		40,000	30,206	112,074	81,868	271.03%	▲
Other revenue		1,468,540	1,468,540	1,750,000	281,460	19.17%	▲
Profit on disposal of assets	6	137,500	137,496	72,610	(64,886)	(47.19%)	▼
		8,896,293	8,276,657	9,465,403	1,188,746	14.36%	
Expenditure from operating activities							
Employee costs		(4,033,035)	(2,408,511)	(2,355,678)	52,833	2.19%	▲
Materials and contracts		(2,681,458)	(1,567,600)	(1,474,574)	93,026	5.93%	▲
Utility charges		(339,634)	(197,974)	(168,011)	29,963	15.13%	▲
Depreciation on non-current assets		(2,382,850)	(1,389,941)	(1,500,476)	(110,535)	(7.95%)	▼
Interest expenses		(53,237)	(31,038)	(20,177)	10,861	34.99%	▲
Insurance expenses		(227,456)	(227,325)	(223,935)	3,390	1.49%	▲
Other expenditure		(542,031)	(308,330)	(408,731)	(100,401)	(32.56%)	▼
		(10,259,701)	(6,130,719)	(6,151,582)	(20,863)	0.34%	
Non-cash amounts excluded from operating activities	1(a)	2,245,350	1,252,445	1,427,866	175,421	14.01%	▲
Amount attributable to operating activities		881,942	3,398,383	4,741,687	1,343,304	39.53%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	1,096,786	639,779	219,817	(419,962)	(65.64%)	▼
Proceeds from disposal of assets	6	244,000	222,325	93,435	(128,890)	(57.97%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	8	37,470	18,734	18,554	(180)	(0.96%)	▼
Payments for property, plant and equipment and infrastructure	7	(4,984,264)	(3,006,595)	(1,087,969)	1,918,626	63.81%	▲
Amount attributable to investing activities		(3,606,008)	(2,125,757)	(756,163)	1,369,594	(64.43%)	
Financing Activities							
Proceeds from new debentures	8	200,000	0	0	0	0.00%	
Transfer from reserves	9	205,000	205,000	205,000	0	0.00%	
Repayment of debentures	8	(202,648)	(101,319)	(123,974)	(22,655)	(22.36%)	▼
Transfer to reserves	9	(490,100)	(245,037)	(19,768)	225,269	91.93%	▲
Amount attributable to financing activities		(287,748)	(141,356)	61,258	202,613	(143.34%)	
Closing funding surplus / (deficit)	1(c)	0	4,143,084	6,436,344	2,293,260	(55.35%)	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 December 2022

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(137,500)	(137,496)	(72,610)
Add: Depreciation on assets		2,382,850	1,389,941	1,500,476
Total non-cash items excluded from operating activities		2,245,350	1,252,445	1,427,866

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

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

	Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 January 2023
Adjustments to net current assets			
Less: Reserves - restricted cash	9 (1,267,703)	(982,603)	(797,371)
Less: - Financial assets at amortised cost - self supporting loans	4 (37,470)	(35,627)	(18,554)
Less: Land Held for Resale	(235,000)		
- Other liabilities - Adjustment to current non current liabilities	39,605		(25,771)
Add: Borrowings	8 402,648	202,648	78,674
Add: Provisions employee related provisions	10 718,085	706,956	732,724
Total adjustments to net current assets	(379,835)	(108,626)	(30,298)

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

Current assets

Cash and cash equivalents	2	1,452,197	4,180,625	6,554,012
Financial assets at amortised cost	2	37,740	0	0
Rates receivables	3		160,407	601,514
Receivables	3	427,563	260,289	362,367
Other current assets	4	246,568	47,195	38,972
Less: Current liabilities				
Payables	5	(663,501)	(717,614)	(278,825)
Borrowings	8	(402,648)	(202,648)	(78,674)
Contract liabilities	10		(497,341)	0
Provisions	10	(718,084)	(732,724)	(732,724)
Less: Total adjustments to net current assets	1(b)	(379,835)	(108,626)	(30,298)
Closing funding surplus / (deficit)		0	2,389,563	6,436,344

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash Deposits	Municipal	1,720,402		1,720,402		NAB		At call
Petty Cash	Cash on Hand	1,050		1,050				
Investment	Reserves	0	797,371.58	797,372		NAB	3.05%	31/01/2023
Investment	Term Deposit	1,010,924		1,010,924		NAB	3.40%	31/03/2023
Investment	Term Deposit	1,010,135		1,010,135		NAB	3.40%	31/03/2023
Investment	Term Deposit	1,005,181		1,005,181		NAB	3.30%	28/02/2023
Investment	Term Deposit	1,008,948		1,008,948		NAB	3.30%	28/02/2023
Total		5,756,640	797,372	6,554,012	0			
Comprising								
Cash and cash equivalents		5,756,640	797,372	6,554,012	0			
		5,756,640	797,372	6,554,012	0			

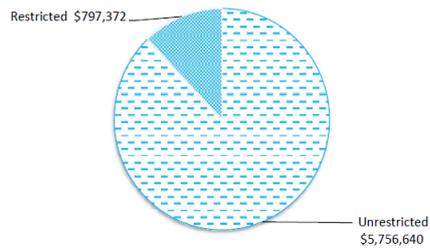
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

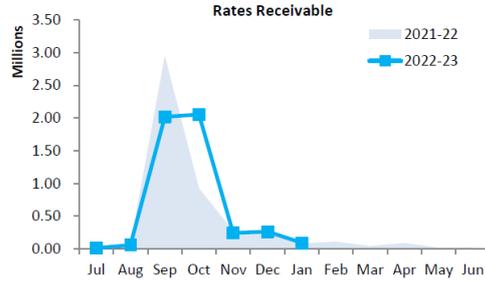
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 June 2022	31 Jan 2023
	\$	\$
Opening arrears previous years	55,744	160,407
Levied this year	4,813,386	4,813,386
Less - collections to date	(4,708,723)	(4,372,279)
Gross rates collectable	160,407	601,514
Net rates collectable	160,407	601,514
% Collected	96.7%	87.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(5,978)	129,930	3,856	15,618	45,881	189,307
Percentage	(3.2%)	68.6%	2%	8.2%	24.2%	
Balance per trial balance						
Sundry receivable						189,307
GST receivable						26,622
Rubbish Receivables						61,242
Emergency Services Levy						85,196
Total receivables general outstanding						362,367

Amounts shown above include GST (where applicable)

KEY INFORMATION

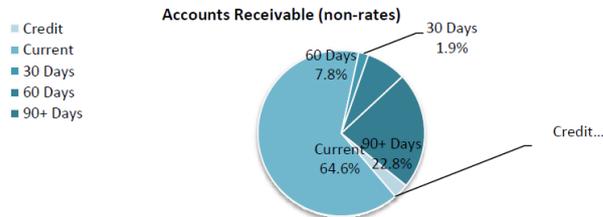
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 January 2023
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	35,627		(17,073)	18,554
Inventory				
Fuel	11,568	8,850		20,418
Total other current assets	47,195	8,850	(17,073)	38,972

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

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

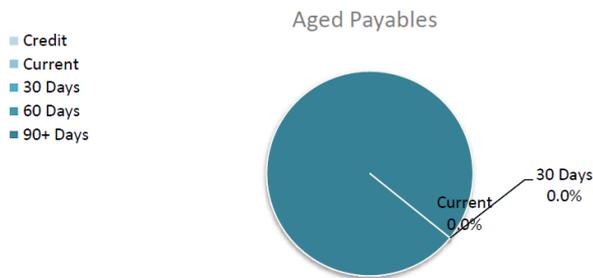
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	(62)	(62)
Percentage	0%	0%	0%	0%	100%	
Balance per trial balance						
Sundry creditors						(102)
Accrued salaries and wages						4,356
ATO liabilities						48,472
Prepaid Rates						61,532
Bonds and Deposits						164,567
Total payables general outstanding						278,825

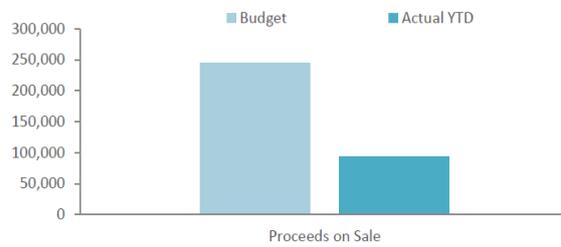
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
41,761	Toyota Prado - CEO	22,000	52,000	30,000	0	20,824	50,000	29,176	0
	Transport								
41769	P283 - Ute LH Kalbarri	11,000	12,000	1,000	0			0	0
41770	P284 - Ute LH Main't N'hpton	13,500	20,000	6,500	0			0	0
41758	P271 - Ute LH Road Construction	0	20,000	20,000	0	0	24,990	24,990	0
41716	P238 - Cat Grader 12M	60,000	140,000	80,000	0			0	0
41758	P258 - Ute General Northampton	0	0	0	0	0	18,445	18,445	0
		106,500	244,000	137,500	0	20,824	93,435	72,611	0



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	596,410	357,361	474,692	117,331
Plant and equipment	865,300	586,125	122,619	(463,506)
Infrastructure - Roads	2,352,084	1,372,042	450,861	(921,181)
Infrastructure - Footpaths & Carparks	376,470	219,569	2,934	(216,635)
Infrastructure - Parks & Ovals	109,000	71,917	14,693	(57,224)
Infrastructure - Airport	630,000	367,500	22,170	(345,330)
Infrastructure - Water & Sewer Reticulation	55,000	32,081	0	(32,081)
Payments for Capital Acquisitions	4,984,264	3,006,595	1,087,969	(1,918,626)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,096,786	639,779	219,817	(419,962)
Borrowings	200,000	0	0	0
Other (disposals & C/Fwd)	244,000	222,325	93,435	(128,890)
Cash backed reserves				
Kalbarri Airport Reserve	(205,000)		205,000	205,000
Contribution - operations	3,648,478	2,144,491	569,717	(1,574,774)
Capital funding total	4,984,264	3,006,595	1,087,969	(1,918,626)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

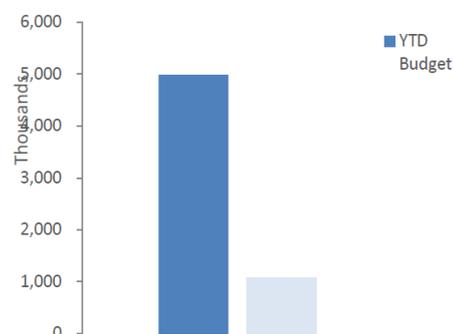
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

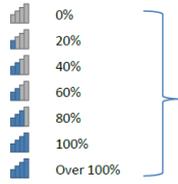
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
Office Generator changeover switching	13,300	13,299	13,257	(42)
CEO Vehicle	60,000	59,997	59,045	(952)
Northampton Recreation Ground Ablutions	140,060	24,859	110,500	85,641
Sallys Tree Ablutions outdoor showers	8,000	1,420	8,198	6,778
Chinamans ablutions outdoor showers	8,000	1,420	8,198	6,778
Seal Access Road to Horrocks Dump Point	27,500	16,037	23,636	7,599
Horrock Foreshore - stairs and shower	24,000	14,000	14,693	693
Kalbarri Recreation Jetty Repairs	65,000	37,919	0	(37,919)
NCC - Change Room Upgrade	40,000	39,996	0	(39,996)
Port Gregory Carpark and BBQ	141,310	82,418	0	(82,418)
Kalbarri Community Camp Kitchen	134,750	134,742	123,291	(11,451)
Stud Breeders Shed - Northampton	227,600	132,762	221,516	88,754
Kalbarri Multi-Use Centre	30,000	17,500	2,990	(14,510)
Horrocks North Holding Tanks	20,000	19,998	0	(19,998)
Road Construction	2,324,584	1,356,005	427,225	(928,780)
Footpath/Carpark Construction	235,160	137,151	2,934	(134,217)
Maintenance Grader	440,000	256,665	0	(256,665)
Back Hoe	230,000	134,166	0	(134,166)
Ute Leading Hand M'tce Kalbarri	50,000	49,999	1,855	(48,144)
Ute Leading Hand M'tce Northampton	48,000	47,999	48,462	463
Safety Officer (50% share)	24,000	24,000	0	(24,000)
Kalbarri Depot Ablution	8,000	4,662	0	(4,662)
Airport - Runway and Apron Seal	630,000	367,500	22,170	(345,330)
Port Gregory Water Supply - Tank/Shed	55,000	32,081	0	(32,081)
	4,984,264	3,006,595	1,087,969	(1,918,626)

Repayments - borrowings

Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing										
Staff Housing	154	117,155	0	0	(18,743)	(37,792)	98,412	79,363	(2,013)	(4,344)
Recreation and culture										
RSL Hall Extensions	156	360,605	0	0	(24,077)	(48,402)	336,528	312,203	(4,592)	(9,604)
Transport										
Plant Purchases	153	46,346	0	0	(46,346)	(46,346)	(0)	0	(745)	(1,606)
Plant Purchases	157	276,264	0	0	(16,254)	(32,638)	260,010	243,626	(2,243)	(6,120)
Plant Purchases	158	0	0	200,000			0	200,000		
		800,370	0	200,000	(105,420)	(165,178)	694,950	835,192	(9,593)	(21,674)
Self supporting loans										
Education and welfare										
Pioneer Lodge		327,177	0	0	(8,097)	(16,353)	319,080	310,824	(2,739)	(14,983)
Other property and services										
Staff Housing (CEO)		254,835	0	0	(10,458)	(21,117)	244,377	233,718	(7,844)	(16,580)
		582,012	0	0	(18,554)	(37,470)	563,458	544,542	(10,583)	(31,563)
Total		1,382,382	0	200,000	(123,974)	(202,648)	1,258,408	1,379,734	(20,176)	(53,237)
Current borrowings		202,648					78,674			
Non-current borrowings		1,179,734					1,179,734			
		1,382,382					1,258,408			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2022-23

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

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

OPERATING ACTIVITIES
NOTE 9
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave reserve	236,560	1,250	3,620	5,000	5,000	0	0	242,810	245,180
Roadworks Reserve	29,456	500	1,445	0	0	0	0	29,956	30,901
Kalbarri Airport Reserve	205,535	100	290	0	0	(205,000)	(205,000)	635	825
Building/Housing Reserve	114,710	500	1,445	480,000	0	0	0	595,210	116,155
Kalbarri Tourism Rate Reserve	6,975	0	0	0	0	0	0	6,975	6,975
Computer and Office Equipment Reserv	33,861	250	725	0	0	0	0	34,111	34,586
Land Development Reserve	355,506	2,500	7,243	0	0	0	0	358,006	362,749
	982,603	5,100	14,768	485,000	5,000	(205,000)	(205,000)	1,267,703	797,371

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 January 2023
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		497,341	0		(497,341)	0
Total other liabilities		497,341	0	0	(497,341)	0
Employee Related Provisions						
Annual leave		265,551	0			265,551
Long service leave		467,173	0			467,173
Total Employee Related Provisions		732,724	0	0	0	732,724
Total other current assets		1,230,065	0	0	(497,341)	732,724
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2022		(As revenue)	31 Jan 2023	31 Jan 2023			
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
GRANTS COMMISSION - GENERAL	0	0		0	0	280,291	140,144	140,146
LRCI PHASE 1/2/3 REVENUE 20/21,21/22,22/23	0	0		0	0			660,607
GRANTS COMMISSION - ROADS	0	0		0	0	173,134	86,566	86,567
Law, order, public safety								
EMERGENCY SERVICES LEVY - BFB	0	0		0	0	47,221	27,544	34,261
EMERGENCY SERVICES LEVY - SES	0	0		0	0	38,667	22,555	28,055
Education and welfare								
NCCA GRANTS/CONTRIBUTIONS REVENUE	0	0		0	0	32,500	32,500	65,000
Transport								
- MRD MAINTENANCE	0	0		0	0	201,476	201,476	205,809
	0	0	0	0	0	773,289	510,785	1,220,445
Operating contributions								
Governance								
CONTRIBUTIONS	0	0		0	0	0	0	55
CONTRIBUTIONS	0	0		0	0	15,000	8,750	3,581
REBATES AND COMMISSIONS	0	0		0	0	41,422	24,157	33,054
General purpose funding								
LEGAL CHARGES RATES (NO GST)	0	0		0	0	5,000	2,912	9,896
RATE EQUIVALENT PAYMENTS	0	0		0	0	22,372	0	0
Law, order, public safety								
REIMBURSEMENTS	0	0		0	0	2,000	1,162	10,715
Health								
CONTRIBUTIONS	0	0		0	0	16,000	9,331	0
REIMBURSEMENTS - OTHER	0	0		0	0	2,000	1,162	358
Education and welfare								
NCCA - REIMBURSEMENTS	0	0		0	0	0	0	24,757
NCCA CCS REBATE	0	0		0	0	5,000	2,912	1,944
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - I	0	0		0	0	0	0	6,462
Housing								
REIMBURSEMENTS - HOUSING OTHER	0	0		0	0	20,000	11,662	6,722
Community amenities								
CONTRIBUTIONS	0	0		0	0	50,000	29,162	42,410
REIMBURSEMENTS - DRUMMUSTER	0	0		0	0	4,000	2,331	0
REIMBURSE (ADVERTISING/PLANNING COMMISSION)	0	0		0	0	200	112	0
REIMBURSEMENTS	0	0		0	0	7,400	4,312	10,413
OTHER COMMUNITY AMENITIES - CONTRIBUTIONS/GRA	0	0		0	0	0	0	3,273
Recreation and culture								
CONTRIBUTIONS/REIMBURSEMENTS	0	0		0	0	0	0	15,802
CONTRIBUTIONS/DONATIONS	0	0		0	0	0	0	7,116
REIMBURSEMENTS	0	0		0	0	5,400	3,150	6,045
CONTRIBUTIONS	0	0		0	0	0	0	23,840
REIMBURSEMENTS- REC. CTRE/GOLF CLUB	0	0		0	0	12,000	7,000	10,647
REIMBURSEMENTS	0	0		0	0	0	0	438
150 YEAR CELEBRATIONS - REVENUE (INC BRICKS/MEMO)	0	0		0	0	0	0	12
CONTRIBUTIONS/REIMBURSEMENTS	0	0		0	0	0	0	6,320
Transport								
CONTRIBUTION (INC STREET LIGHTING)	0	0		0	0	3,750	2,184	0
Economic services								
BUILDING REIMBURSEMENTS	0	0		0	0	1,750	1,015	459
REIMBURSEMENTS	0	0		0	0	4,000	2,331	342
LIA (KITSON CIRCUIT) UNITS ANNUAL RENT	0	0		0	0	5,000	2,912	1,960
PT GREGORY SPEC AREA RATE	0	0		0	0	1,000	581	1,000
Other property and services								
LEASE FEES - HALF WAY BAY COTTAGES	0	0		0	0	16,000	9,331	16,000
INSURANCE CLAIMS - VEHICLES	0	0		0	0	2,000	1,162	2,200
DIESEL FUEL REBATE	0	0		0	0	30,000	17,500	17,540
WHS COORDINATOR INCOME RECOUP	0	0		0	0	47,620	27,776	1,320
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - I	0	0		0	0	16,580	9,667	7,844
CYCLONE SEROJA - DFRWA INCOME	0	0		0	0	0	0	10,534
REIMB. - WORKERS COMPENS.	0	0		0	0	25,000	14,581	34,854
	0	0	0	0	0	360,494	197,155	317,912
TOTALS	0	0	0	0	0	1,133,783	707,940	1,538,357

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jan 2023	Current Liability 31 Jan 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	
Non-operating grants and subsidies								
Transport								
ROADS TO RECOVERY FUNDING				0		453,484	264,530	158,484
LRCI - LITTLE BAY ROAD & PORTER ST CARPARK				0		290,302	169,337	0
WA BIKE NETWORK GRANT				0		61,000	35,581	20,000
REGIONAL ROAD GROUP FUNDING				0		92,000	53,669	41,333
RUNWAY RESEAL - LRCI GRANT				0		200,000	116,662	0
	0	0	0	0	0	1,096,786	639,779	219,817

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023**

**NOTE 13
BONDS AND DEPOSITS**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2022	Received	Paid	31 Jan 2023
	\$	\$	\$	\$
Transportable House Bonds	4,500	1,400	0	5,900
Footpath Bonds	28,007	5,000	(3,500)	29,507
Building Levies (BCITF & BRB)	265	28,439	(8,279)	20,425
Community Bus Bond	5,200	800	(400)	5,600
Unclaimed Monies - Rates	5,179	0	0	5,179
RSL Hall Key Bond	430	0	0	430
Special Series Plates	3,520	310	(200)	3,630
Northampton Child Care Association	23,654	85	0	23,739
Horrocks Memorial Wall	515	1,750	(933)	1,333
One Life	940	0	0	940
Rubbish Tip Key Bond	1,800	0	0	1,800
Horrocks - Skate/Pump Park	0	2,000	0	2,000
RSL - Kalbarri Memorial	16,130	15,754	0	31,883
DOT - Department of Transport	0	179,746	(179,746)	0
Cyclone Seroja Donations	47,259	100	(47,159)	200
Rates - Overpaid	30,761	0	0	30,761
Horrocks Lookout	0	3,500	(2,260)	1,240
	168,160	238,884	(242,477)	164,567

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

NOTE 14
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						3,011,814
				0	0	0	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

NOTE 15
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

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

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Opening funding surplus / (deficit)	(622,251)	(20.66%)	▼			Ver due to LRCI Contract Liability and additional accruals 2 June 2022
Revenue from operating activities						
Rates	42,887	0.90%	▲	Additional Interim Rating		
Operating grants, subsidies and contributions	830,417	117.30%	▲	Var due to LRCI revenue associated with Contract Liability reversal from 21/22		
Fees and charges	17,000	1.46%	▲	Add sale of scrapmetal & building fees		
Interest earnings	81,868	271.03%	▲	Additional revenue due to increased interest investment rates		
Other revenue	281,460	19.17%	▲	Var associated with additional insurance payment of \$250k		
Profit on disposal of assets	(64,886)	(47.19%)	▼			Profit on disposal of CEO vehicle and utes (x2) only
Expenditure from operating activities						
Employee costs	52,833	2.19%	▲			Additional costs due to relief etc
Materials and contracts	93,026	5.93%	▲			Will reconcile as the year progresses
Utility charges	29,963	15.13%	▲			Positive variance associated with power costs
Depreciation on non-current assets	(110,535)	(7.95%)	▼			Variance due to additional depreciation associated with building revaluation process
Interest expenses	10,861	34.99%	▲			Will reconcile EOY
Other expenditure	(100,401)	(32.56%)	▼	Will reconcile EOY		
Non-cash amounts excluded from operating activities	175,421	14.01%	▲			Partly associated with additional depreciation and profit on disposal of assets
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(419,962)	(65.64%)	▼			Roads to recovery and LRCI funding delay
Proceeds from disposal of assets	(128,890)	(57.97%)	▼			Cat Grader trade/sale to be completed Feb/March
Payments for property, plant and equipment and Infrast	1,918,626	63.81%	▲	Will reconcile as the year progresses and major works completed including the airport runway, roadworks etc		
Financing activities						
Repayment of debentures	(22,655)	(22.36%)	▼	Var will reconcile		
Transfer to reserves	225,269	91.93%	▲	Transfer to reserves to be processed in June 2023		
Closing funding surplus / (deficit)	2,293,260	(55.35%)	▲	To be addressed in the March Budget Review		

11.4 FINANCIAL HARDSHIP POLICY (ITEM 11.4)

File Reference	1.2.4
Date of Report	9 th February 2023
Reporting Officer	Grant Middleton
Responsible Officer	Grant Middleton, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Reference	Description	In Report	Separate Cover
Appendix 1	LG Alert – Covid Amendment Orders Ceasing 3rd February 2023	✓	
Appendix 2	Financial Hardship Policy & Procedures (Existing)	✓	

DISCLOSURE OF INTEREST:

BACKGROUND:

The Department of Local Government, Sport and Cultural Industries” has issued an LG alert advising that the “Financial hardship provisions under the Local Government (COVID-19 Response) Amendment Order 2022 to end” on 3 February 2023.

Council currently has section 2.11 relating to “Financial Hardship Policy – Rates Debtors” in the Policy Manual. Council approved an update to this Policy at the ordinary Meeting of Council on 16th September 2022 to ensure the policy complied with the previous “Amendment Order 2022” conditions for a 7.00% Penalty Interest Rate that was adopted in the 2022/2023 Budget.

The latest Policy Manual changes are required to remove the Financial Hardship Policy Rates Debtors (2.11) from the Policy Manual to align with the cessation of the Covid Amendment Orders on 3rd February 2023. The instalment interest on rates and interest on overdue rates and general debtors remain as adopted in the 2022-23 budget for the remaining 2022-23 financial period. Therefore no changes will be required to any existing rates used to compile and adopt the 2022-23 Budget.

COMMUNITY & GOVERNMENT CONSULTATION:

Not applicable

FINANCIAL IMPLICATIONS:

The cessation of the “Covid Orders” will not impact on Councils financial status as there will be no changes to the adopted interest rates for Rates Debtors used to formulate the 2022/2023 budget.

STATUTORY IMPLICATIONS:

Not applicable

POLICY/PROCEDURE IMPLICATIONS:

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

COMMENT:

Council is requested to remove the "Financial Hardship Policy".

RISK ASSESSMENT:

As Council will comply with amendment Order the Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENT:

Absolute Majority required

STAFF RECOMMENDATION – 11.4

That Council remove Policy 2.11 – Financial Hardship Policy Pages 72-74 from the Policy Manual.

APPENDIX 1 –



Department of
**Local Government, Sport
and Cultural Industries**



Financial hardship provisions under the Local Government (COVID-19 Response) Amendment Order 2022 to end

[A Local Government \(COVID-19 Response\) Amendment Order 2022](#) (the Order) was made by the Minister for Local Government and published in the Government Gazette on 24 June 2022.

The Order extended certain financial hardship concessions for the 2022-23 financial year in relation to:

- interest on money owed to local governments
- options for payment of rates or service charges
- accrual of interest on overdue rates or service charges.

Following the end of the State of Emergency on 4 November 2022, the Order will automatically revoke three months after 4 November 2022.

This means that from **3 February 2023**, all the provisions in the Orders made under a State of Emergency will end, including those for financial hardship, unless a further COVID-19 declaration or State of Emergency is declared and a subsequent new Order under part 10 of the Local Government Act 1995 is made.

The instalment interest on rates and interest on overdue rates and general debtors remain as adopted in the local government's 2022-23 budget for the remaining 2022-23 financial period.

Local governments with any queries can contact DLGSC at:
LGHotline@dlgsc.wa.gov.au

APPENDIX 2 –

2.11 FINANCIAL HARDSHIP POLICY & PROCEDURES – RATE DEBTORS

Policy adopted by Council 16 September 2022

OBJECTIVE

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

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

This Procedure applies to:

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

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

MANAGEMENT PROCEDURE STATEMENT/S:

Payment difficulties, hardship and vulnerability

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

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

Anticipated Financial Hardship due to COVID19

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

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

Financial Hardship Criteria

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

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

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

Payment Arrangements

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

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

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

Interest Charges

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

Deferment of Rates

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

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

Rate Notice Charges Debt Recovery

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

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates Notice charges debts which remain outstanding on 1 July, Council will offer the ratepayer one further

opportunity of adhering to a payment plan to clear the total debt by the end of the 2022/2023 financial year.

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

Review

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

Communication and Confidentiality

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

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

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

11.5 BUDGET VARIATIONS (ITEM 11.5)

File Reference	1.1.2
Date of Report	9 th February 2023
Reporting Officer	Grant Middleton
Responsible Officer	Grant Middleton, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Reference	Description	In Report	Separate Cover
Appendix 1	Roads to Recovery Acquittal	✓	

DISCLOSURE OF INTEREST:

Nil

BACKGROUND:

Council to approve the following budget variation requests:

1. Little Bay Road construction - Local Roads and Infrastructure Grant Program - LRCI3

The 2022/2023 Budget has an expenditure provision of \$630,000 for the Little Bay Road construction project. The revenue associated with this project is the Federal Government funded LRCI3 program which unfortunately has a requirement for all funds to be expended by 30 June 2023.

Councils total LRCI3 grant includes funding for the following:

Kalbarri Airport – Runway Reseal	\$290,602
Little Bay Road	\$550,000
NCC Ablutions	<u>\$140,000</u>
Total	\$980,602

Council has received \$490,301 which is 50% of the total funding allocation.

Staff have been working through the approvals process to construct this road but have encountered issues in relation to land tenure and finalising the clearing permit and aboriginal heritage survey. It is considered highly unlikely that all approvals will be in place and works completed by the 30th June 2023.

Staff have determined that the best strategy to utilise the LRCI3 funding allocation pending the inability to complete the Little Bay Road project will be to complete all remaining asphalt resealing works for Grey Street in Kalbarri. In the event that the Little Bay road cannot be completed as planned staff are requesting the budget provision be allocated to the additional Grey Street asphalt works.

Grey Street is a major throughfare in Kalbarri with traffic flow increasing exponentially during school holidays and easter etc. It will be advantageous to have all the reseal works from Clotworthy Street to Chainman's completed at the same time and remove the requirement to undertake further works in subsequent years.

Council is requested to vary the LRCI 3 grant and transfer the allocation of \$550,000 from the Little Bay Road Project to the Grey Street Asphalt works. Additionally, the expenditure budget

allocation of \$630,000 for the Little Bay Road project will be reduced to \$30,000 for funds expended to date plus a contingency for costs associated with the permits and surveys. The Grey Street Asphalt works budget will be allocated \$600,000.

2. Roads to Recovery (R2R) Carry Over from 2021/2022 - \$7,040

The Roads to Recovery program was underspent during 2021/2022 per the R2R Acquittal document presented at appendix 1. Due to the R2R acquittal process being finalised after the budget process the final carry over position was not known and therefore no allocation made in the 2022/2023 budget for the \$7,040. Any underspends in the R2R program must be expended in future years and subsequently the amount of \$7,040 will need to be allocated to a current project.

Council is requested to reduce the budget allocation for the Grey Street (Allen Centre) Footpath works and allocate \$7,040 to the Grey Street R2R asphalt works. It will be advantageous to delay the Grey Street (Allen Centre) Footpath works to 2023/2024 pending the completion of the asphalt works due to kerb reinstatement and other construction issues associated with constructing this footpath.

3. Kalbarri Road Reseal SLK 42-48- Regional Road Group (RRG)

The 2022/2023 budget has expenditure and revenue provisions of \$92,000 for the Kalbarri Road Reseal SLK 42 to 48 (RRG) Regional Road Group Project. This amount is incorrect, and the amount being funded by Main Roads totals \$103,333. Therefore, the total expense amount required in the 2022/2023 RRG budget needs to increase from \$138,000 to \$155,000 to match the 1/3-2/3 funding model associated with RRG works.

Council is requested to vary the RRG revenue and expenditure budget by increasing the RRG revenue budget from \$92,000 to \$103,333 and increase the RRG expense budget from \$92,000 to \$103,333 and the municipal contribution from \$46,000 to \$51,667. The municipal contribution will be funded by budget savings associated with the Grey Street (Allen Centre) footpath works.

4. Northampton Stud Breeders Shed (Ram Pavilion) – Northampton

The total estimate to construct the new Stud Breeders Shed at the Northampton Oval complex was \$362,341. The 2022/2023 Budget has a provision of \$227,600 with \$150,000 being paid for works completed during 2020/2021. Additional electrical works including emergency LED lights, upgraded wiring and cabling has been undertaken. It is anticipated that an additional \$20,000 will be required to fund the additional works over and above the original budget including a small contingency.

The budget variation is as follows:

Budget Allocation 2022/2023 – GL 3815 Construction of Shed -	\$227,600
Less	
Construction costs to be paid 2022/2023 per Contract	-\$212,341
Less additional electrical work completed	<u>-\$ 31,108</u>
Variance	-\$ 15,849

Council is requested to increase the Northampton Stud Breeders Shed construction budget by \$20,000 to \$247,600 and fund the additional expenditure by utilising funds from the Grey Street (Allen Centre) Footpath works.

COMMUNITY & GOVERNMENT CONSULTATION:

Not applicable

FINANCIAL IMPLICATIONS:

There will be no overall change to the 2022/2023 budget provision to accommodate the revised budget allocations listed above. Additionally, the budget revision will not impact on the Long Term Financial Plan (LTFFP).

STATUTORY IMPLICATIONS:

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

Local Government Act (1995) – Section 6.8. - Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

(1a) In subsection (1):

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

POLICY/PROCEDURE IMPLICATIONS:

No Policy or Procedure implications

COMMENT:

All of the variations listed on the following page are considered to be a priority in nature and need to be funded this financial year.

COA/Job No.	COA/Job Description	Adopted Budget	Proposed Revised Budget	Budget Variance	Comments
152140.08 (R441)	Grey St LRCI3 Asphalt Works	\$0	\$600,000	\$600,000	Transfer allocation from Little Bay Rd to Grey St
152140.08(R440)	Little Bay Road construction	\$630,000	\$30,000	-\$600,000	Transfer allocation from Little Bay Rd to Grey St
152100.08	Grey Street R2R Asphalt Reseal Stage 2	\$306,000	\$313,040	+\$7,040	Re-allocation to expend R2R Carry Over
150900.08	Grey Street Footpath (Allen Centre)	\$40,000	\$32,960	-\$7,040	Reduced budget allocation
150300.08	RRG Kalbarri Road Re-Seal SLK 42 to 48	\$92,000	\$103,333	+\$11,333	Increased RRG Expenditure
154810.18	RRG Kalbarri Road Grant Revenue	\$92,000	\$103,333	+\$11,333	Increased RRG Revenue
150600.08	RRG Kalbarri Road Re-Seal SLK 42 to 48 (Council contribution)	\$46,000	\$51,667	+\$5,667	Increased RRG Expenditure
150900.08	Grey Street Footpath (Allen Centre)	\$32,960	\$27,293	-\$5,667	Reduced budget allocation
135150.08	Stud Breeders Shed (Ram Pavilion)	\$227,600	\$247,600	+\$20,000	Increased construction budget (additional electrical works)
150900.08	Grey Street Footpath (Allen Centre)	\$27,293	\$7,293	-\$20,000	Reduced budget allocation

RISK ASSESSMENT:

The associated of not approving the budget variations will impact on councils ability to spend allocated grant funds however the risk rating is considered Level 2 – Minor.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENT:

Absolute Majority Required: - As there will be a change to the 2022/2023 Budget Council is required to approve the expenditure by an absolute majority as per Section 6.8 of the Local Government Act 1995.

STAFF RECOMMENDATION – 11.5

That Council approve of the following Budget Variation's and this be declared authorised expenditure.

1a. Vary the Local Roads and Infrastructure (LRCI3) grant and transfer the allocation of \$550,000 from the Little Bay Road Project to the Grey Street Asphalt works in the event that the Little Bay project cannot be completed to comply with the LRCI3 grant funding deadline.

1b. Vary the Little Bay Road construction budget (LRCI3) totalling \$630,000 by allocating \$600,000 to the Grey Street Asphalt works in the event that the Little Bay project cannot be completed to comply with the LRCI3 grant funding deadline.

GL 152140.08 R441 Grey Street LRCI3 Asphalt Works +\$600,000
GL 152140.08 R440 Little Bay Road Construction LRCI3 -\$600,000

2. Transfer \$7,040 from the Grey Street (Allen Centre) Footpath Budget to the Grey Street R2R Asphalt works budget to accommodate the 2020/2021 RTR Carry Over.

GL 152100.08 RT41 Grey Street R2R Asphalt Works +\$7,040
GL 150900.08 F707 Grey Street (Allen Centre) Footpath -\$7,040

3. Vary the Kalbarri Road RRG revenue and expenditure budget by increasing the RRG revenue budget from \$92,000 to \$103,333 and the RRG expense budget from \$92,000 to \$103,333 and the municipal contribution from \$46,000 to \$51,667. To fund the additional municipal spend of \$5,667 the Grey Street (Allen Centre) Footpath budget will be reduced by \$5,667.

GL 150300.08 RRG Kalbarri Road Re-seal Works +\$11,333
GL 155810.18 RRG Kalbarri Road Grant Revenue +\$11,333
GL 150600.08 Muni - Kalbarri Road Re-seal Works +\$5,667
GL 150900.08 F707 Grey Street (Allen Centre) Footpath -\$5,667

4. Vary the Stud Breeders Shed construction budget from \$227,600 to \$247,600 and further reduce the Grey Street (Allen Centre) Footpath Budget by \$20,000.

GL 135150.08	Stud Breeders Shed (Ram Pavilion) +\$20,000
GL 150900.08	F707 Grey Street (Allen Centre) Footpath -\$20,000



NATIONAL LAND TRANSPORT ACT 2014, PART 8

PART 1 - CHIEF EXECUTIVE OFFICER'S FINANCIAL STATEMENT AND AUDITOR'S REPORT

Chief Executive Officer's financial statement
 (see subclause 6.2(a) of the funding conditions)

The following financial statement is a true statement of the receipts and expenditure of the Roads to Recovery payments received by Shire of Northampton under Part 8 of the *National Land Transport ACT 2014* in the financial year 2021-22.

[1]	[2]	[3]	[4]	[5]
Amount brought forward from previous financial year \$	Amount received in report year \$	Total amount available for expenditure in report year \$	Amount expended in report year \$	Amount carried forward to next financial year \$
		[1]+[2]		[3]-[4]
0	453,484	453,484	446,444	7,040

The own source expenditure on roads for Shire of Northampton in 2021-22 was: \$1,027,462

 (signature of Acting Chief Executive Officer)

24 /10 / 2022

Grant Middleton (name of Acting Chief Executive Officer)

Auditor's report

(Conditions cl.6.2(b))

In my opinion:

- (i) the financial statement above is based on proper accounts and records;
and

12. Administration and Corporate Report

- 12.1 Murchison River Caravan Park – Lease Reassignment
- 12.2 Annual Electors Meeting - Minutes
- 12.3 Local Government Election Process

12.1 - MURCHISON RIVER CARAVAN PARK – LEASE REASSIGNMENT

Location	Lots 588 & 589 Grey St, Kalbarri
Applicant	GC Lawyers – Representing Ronald Allen, Dreda Allen and Murchison View Pty Ltd ATF The Allen Family Trust
Owner/Lessee	Ronald Allen, Dreda Allen and Murchison View Pty Ltd ATF The Allen Family Trust
File Reference	13.2.4
Date of Report	17 February 2023
Reporting Officer	Maurice Battilana, Acting CEO
Responsible Officer	Maurice Battilana, Acting CEO

SUPPORTING DOCUMENTS:

Reference	Description	In Report	Separate Cover
7.5.1(a)	GC Lawyer Correspondence		✓
7.5.1(b)	Lessee (Tasman Holiday Parks) Presentation		✓
7.5.1(c)	Lot 589 – Current Registered Lease		✓
7.5.1(d)	Lot 589 – Proposed Sublease		✓

DISCLOSURE OF INTEREST:

Nil

BACKGROUND:

A further request has been received from lawyers representing the current Lessee (Ronald Allen, Dreda Allen and Murchison View Pty Ltd ATF The Allen Family Trust) seeking further Shire consents in relation to the leases they have with the Shire of Northampton for Lot 588 and Lot 589 Grey Street, Kalbarri being used by them for the Murchison River Caravan Park.

Ronald Allen, Dreda Allen and Murchison View Pty Ltd ATF The Allen Family Trust are selling the business of Murchison River Caravan Park, together with the land on which it operates. The land comprises 6 titles, 4 of which are freehold titles owned by the Lessee, the other 2 are Crown Land Titles that are leased from the Shire of Northampton (Lot 588 and Lot 589).

Council agreed at the December 2022 Ordinary Council Meeting (OCM) to surrender the current Lot 588 Lease (in the name of Ronald Allen) and to have a new 21 year lease of Lot 588 issued to Murchison View Pty Ltd ATF The Allen Family Trust prior to settlement of the sale of the Murchison River Caravan Park.

Council resolved the following at the December 2022 OCM:

Moved Cr BURGES seconded Cr STEWART

That Council approve the Lessee's request to:

- 1. Surrender of the current lease for Lot 588 Grey Street, Kalbarri with Ronald William Allen and re-issue the lease to Murchison View Pty Ltd ATF The Allen Family Trust;*

2. Request Ministerial approval for the re-issued lease to be for a period of 21 years;

CARRIED 6/0
Minute Reference 12-22/21

COMMUNITY & GOVERNMENT CONSULTATION:

Community consultation is not applicable.

Minister for Lands will be advised of Council's resolution when seeking a variation to the existing lease agreement.

FINANCIAL IMPLICATIONS:

Council currently charges an annual lease fee for both Lots 588 and 589 which is reviewed annually as part of the budget deliberations. The 2022/2023 lease fees are:

- Lot 588 - \$22,527 (GST Exclusive);
- Lot 589 - \$13,933 (" ")

It is not intended to amend these lease fees until the next Shire budget cycle and will be in accordance with the Rent Review Clause stated in the current (and proposed) lease agreement.

STATUTORY IMPLICATIONS:

Land Administration Act, 1997

Legislation determines the purpose of the vesting of Crown Land under a Management Order. In regard to Lot 588 (on Deposited Plan 184647 and Certificate of Title Volume LR3044 Folio 475) the Crown Land Title (see **Attachment 2**) states the Management Order purpose as being "Caravan Park".

There is also a requirement under the Management Order to obtain Ministerial approval to lease the land, which can be for a maximum period of 21 years.

POLICY/PROCEDURE IMPLICATIONS:

No Policy or Procedure affected.

COMMENT:

The lawyers representing the current Lessee advise that:

1. the sale of the caravan park is to the Tasman Tourism Group, with Tasman Tourism Property Pty Ltd ATF The Tasman Tourism Property Trust purchasing the land and Tasman Tourism Pty Ltd ATF The Tasman Tourism Trust purchasing the business; and
2. the next part of the sale of the Murchison River Caravan Park is to seek the consent of the Shire of Northampton and the Minister for Lands to:
 - a) transfer of the lease for Lot 588/CT LR3044-475 (once the surrender of the current Lot 588 lease and the new lease is signed) to the land buyer, Tasman Tourism Property Pty Ltd ATF The Tasman Tourism Property Trust;

- b) transfer of the Lease of Lot 589/CT LR3044-477 dated 8 June 2021 (copy **enclosed**) to the land buyer, Tasman Tourism Property Pty Ltd ATF The Tasman Tourism Property Trust;
- c) the sub-leasing of both of the leases referred to in paragraphs 1 and 2 (initially by Murchison View Pty Ltd as trustee for The Allen Family Trust and after settlement by the land buyer Tasman Tourism Property Pty Ltd ATF The Tasman Tourism Property Trust) to the business buyer, Tasman Tourism Pty Ltd ATF The Tasman Tourism Trust, from 9am on the date of settlement of the sale of the business of Murchison River Caravan Park. A proposed sublease for Lot 589 is **enclosed** and a sublease in the same terms for Lot 588 will be prepared once the current Lot 588 lease is surrendered and a new Lot 588 lease is issued;
- d) mortgaging of the leasehold interests in the above leases by Tasman Tourism Property Pty Ltd ATF The Tasman Tourism Property Trust once the leases are transferred to it.

GC Lawyers have provided the ACEO with current company search details and recent financial information so the Shire can consider the suitability of the proposed assignee. This information will not be provided in the Agenda Report due to commercial confidentiality, yet will be reviewed as part of the due diligence process by the ACEO.

A representative from GC Lawyers has indicated they are willing to take a call from Council to explain or clarify any aspects of this application if considered necessary by Council.

RISK ASSESSMENT:

The associated risk would be the failure to comply with legislation, which is considered **Insignificant**.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

VOTING REQUIREMENT:

Simple Majority

STAFF RECOMMENDATION

Subject to a satisfactory outcome of due diligence undertaken by the Acting Chief Executive Officer on the proposed new Lessee, Council endorse the applicants request and recommend the Minister for Lands approval to:

- 1. transfer of the lease for Lot 588/CT LR3044-475 (once the surrender of the current Lot 588 lease and the new lease is signed) to the land buyer, Tasman Tourism Property Pty Ltd ATF The Tasman Tourism Property Trust;**
- 2. transfer of the Lease of Lot 589/CT LR3044-477 dated 8 June 2021 to the land buyer, Tasman Tourism Property Pty Ltd ATF The Tasman Tourism Property Trust;**
- 3. the sub-leasing of both of the leases referred to in paragraphs 1 and 2 (initially by Murchison View Pty Ltd as trustee for The Allen Family Trust and after settlement by the land buyer Tasman Tourism Property Pty Ltd ATF The Tasman Tourism Property Trust) to the business buyer, Tasman Tourism Pty Ltd ATF The Tasman Tourism Trust, from 9am on the date of settlement of the sale of the business of Murchison River Caravan Park. In accordance with the proposed sublease for Lot 589 provided and a sublease in the same terms for Lot 588 being prepared once the current Lot 588 lease is surrendered and a new Lot 588 lease is issued;**
- 4. mortgaging of the leasehold interests in the above leases by Tasman Tourism Property Pty Ltd ATF The Tasman Tourism Property Trust once the leases are transferred to it.**

12.2 - ANNUAL ELECTORS MEETING – MINUTES

Location	Shire of Northampton
Applicant	Not Applicable
Owner/Lessee	Not Applicable
File Reference	4.1.1
Date of Report	17 February 2023
Reporting Officer	Maurice Battilana, Acting CEO
Responsible Officer	Maurice Battilana, Acting CEO

SUPPORTING DOCUMENTS:

Ref	Description	In Report	Separate Cover
7.5.2(a)	Minutes – Annual Electors Meeting (9 February 2023)	✓	

DISCLOSURE OF INTEREST:

Nil

BACKGROUND:

At the December 2022 Ordinary Council Meeting (OCM) Council resolved the following:

“That Council accepts the Annual Report for the 2021/2022 financial Year as required by s5.54 of the Local Government Act 1995 as presented.”

- AND -

“That Council:

- 1. Receives and accepts the Annual Financial Report for 2021/2022;*
- 2. Receives and accept the Auditors Management Report 2021/2022;*
- 3. Set the date for the Annual General Meeting of Electors for the 9 February 2023, commencing 4.00pm at the Council Chamber, Northampton, and advertise this meeting accordingly.*
- 4. Request the CEO give local public notice of the availability of the Annual Report as required by s5.55 the Act;*
- 5. Publish the Report on the Shire Website within 14 days of Council acceptance in accordance with s5.55A of the Act;*
- 6. Provides a copy of the Shire of Northampton 2021/2022 Annual Report to the Director General of the Department of Local Government.”*

As required by legislation, this item is being presented to the first Ordinary Council Meeting following an Annual Electors meeting to enable consideration of the issues raised (if any).

COMMUNITY & GOVERNMENT CONSULTATION:

The Annual Electors Meeting time/date and Annual Report were advertised in accordance with legislation.

FINANCIAL IMPLICATIONS:

No financial implications envisaged.

STATUTORY IMPLICATIONS:

Section 5.33 of the Local Government Act 1995 requires that:

- “(1) All decisions made at an electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable –
 (a) At the first ordinary council meeting after that meeting; or
 (b) At a special meeting called for that purpose.

which ever happens first.

- (2) If at a meeting of the Council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.”

POLICY/PROCEDURE IMPLICATIONS:

No Policy or Procedure affected.

COMMENT:

As required by legislation, this item is being presented to the first Ordinary Council Meeting following an Annual Electors meeting to enable consideration of the issues raised (if any).

The Staff Recommendation is to accept the Minutes of the Annual Electors Meeting with no further action being required or necessary.

RISK ASSESSMENT:

Risk rating is considered Level 1 – *Insignificant*.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

VOTING REQUIREMENT:

Simple Majority required

STAFF RECOMMENDATION

The Minutes of the Annual Electors meeting dated 9 February 2023 be received with no further action being required or necessary.



**SHIRE OF NORTHAMPTON
MINUTES**

**Annual Electors Meeting to be held in Council Chambers, Hampton Road, Northampton
4:00pm 9 February 2023**

1. OPENING

The President thanked all members present for their attendance and declared the meeting open at 4.00pm.

2. ACKNOWLEDGEMENT OF COUNTRY

The President read the "Acknowledgement of Country"

We would like to respectfully acknowledge the Yamatji People who are the Traditional Owners and First People of the land on which we meet. We would like to pay our respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of the Yamatji People.

3. PRESENT

Cr L Sudlow	President	Northampton Ward
Cr R Suckling		Northampton Ward
Mr Maurice Battilana	Acting Chief Executive Officer	
Mr Grant Middleton	Deputy Chief Executive Officer	

4. APOLOGIES

Cr R Horstman, Cr D Pike, Cr T Gibb, Cr Burges

5. CONFIRMATION OF PREVIOUS MINUTES – 18 March 2022

Moved Cr SUCKLING, seconded Cr SUDLOW

The minutes of the Annual Electors Meeting held on 18 March 2022 be confirmed as true and correct record.

CARRIED

6. BUSINESS ARISING FROM MINUTES

Nil

7. RECEIVAL OF ANNUAL REPORT FOR 2021/2022

Moved Cr SUDLOW, seconded Cr SUCKLING

That the Annual Report for the year ended 30th June 2022, be received.

CARRIED

8. CLOSURE

There being no further business, the President thanked all present for their attendance and declared the meeting closed at 4.05pm

THESE MINUTES CONSISTING OF PAGE 1 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 17th FEBRUARY 2023.

PRESIDING MEMBER: _____

DATE: _____

12.3 - LOCAL GOVERNMENT ELECTION PROCESS

Location	Shire of Northampton
Applicant	Not Applicable
Owner/Lessee	Not Applicable
File Reference	4.1.2
Date of Report	17 February 2023
Reporting Officer	Maurice Battilana, Acting CEO
Responsible Officer	Maurice Battilana, Acting CEO

SUPPORTING DOCUMENTS:

Ref	Description	In Report	Separate Cover
7.5.3(a)	Correspondence – Minister for Local Government	✓	
7.5.3(b)	WA Electoral Commission Quote	✓	

DISCLOSURE OF INTEREST:

Nil

BACKGROUND:

Correspondence has been received for the Minister for Local Government regarding arrangements for the October 2023 Ordinary Local Government Elections (see **Attachment 7.5.3(a)**).

COMMUNITY & GOVERNMENT CONSULTATION:

The Minister's correspondence is the only consultation to date on this matter.

FINANCIAL IMPLICATIONS:

STATUTORY IMPLICATIONS:

Local Government Act 1995 and Local Government (Election) Regulations

4.20. CEO to be returning officer unless other arrangements made

A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

* *Absolute majority required.*

4.61. Choice of methods of conducting election

1) The election can be conducted as a —

- postal election which is an election at which the method of casting votes is by posting or
- delivering them to an electoral officer on or before election day; or

- voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

2) The local government may decide* to conduct the election as a postal election.

* *Absolute majority required.*

3) A decision under subsection (2) has no effect if it is made after the 80th day before Election Day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.

5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.

6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.

7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.

POLICY/PROCEDURE IMPLICATIONS:

No Policy or Procedure affected.

COMMENT:

It will be noted in the Minister's correspondence, where local government's not already using the WA Electoral Commissions (WAEC) Postal Voting service to conduct their election are encouraged to consider this as a practical option, specifically with the new vote counting process for the Optional Preferential Voting (OPV) to be introduced at the next election.

The WAEC has provided a cost estimate of \$24,000 to conduct the Shire of Northampton's October 2023 Ordinary Election, which, equates to approximately 0.50% of the Shire's annual Rate Revenue (4.717m). When annual Commonwealth General Purpose Grant amount (1.215m) is added to the Rates Revenue (4.717m) the WAEC cost equates to approximately 0.40%.

The cost for the WAEC to conduct the Shire's elections is also funds well spent when compared to the time taken by staff to run the elections in-house and (more importantly) the increased voter participation due to the WAEC running a postal election.

The WAEC Postal Voting service has proven to increase the voter participation in the election as electors do not need to attend the Shire polling booth(s) to submit their votes.

The other important aspect with using the WAEC services to conduct the Shire's elections is this remove any accusations, rumors and innuendo of bias or influence by staff in the election process.

RISK ASSESSMENT:

Maximising Elector participation at Local Government Elections should be the main priority when deciding what form the election process should undertake.

As previously mentioned, it is proven in other LGA's participation through the Postal Election process far exceeds that by the In-Person only process.

The associated risk would be the failure to comply with Local Government legislation when conducting an election in-house is much higher than the election process being undertaken by the WAEC as a Postal process. Therefore the risk rating could **moderate to major** if the shire was to remain with the in-house election process.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
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Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

VOTING REQUIREMENT:

Absolute Majority required

STAFF RECOMMENDATION

Council:

- 1) Resolve, in accordance with section 4.61(2) of the Local Government Act 1995, the method of conducting the all Local Government Elections and Polls will be as Postal Election (Ordinary and Extraordinary);**
- 2) Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible to conduct all Local Government Election and Polls as Postal Elections (Ordinary and Extraordinary);**
- 3) Council reserves the right to review this position at any time, subject to budgetary constraints and subject to any decision to terminate the contract with the Western Australian Electoral Commissioner not being able to be made after the 80th day being the legislative cut-off period of an election process as any time after this date renders the services from the WAEC having already commenced.**



Hon John Carey MLA
Minister for Housing; Lands; Homelessness; Local Government

Our ref: 78-11008

3 February 2023

Dear Local Government Chief Executive Officers

MEMORANDUM TO CHIEF EXECUTIVE OFFICERS
ARRANGEMENTS FOR THE UPCOMING OCTOBER 2023 ORDINARY ELECTIONS

As you know, the State Government is continuing to work with the local government sector to deliver the most significant package of local government reforms in more than 25 years. These reforms include several measures to strengthen local democracy and increase community engagement, including new requirements for:

- the introduction of optional preferential voting for all local government elections;
- directly-elected Mayors and Presidents for all Band 1 and 2 local governments;
- the abolition of wards for all Band 3 and 4 local governments; and
- aligning the size of councils with the size of the population of each district.

In September 2022, I wrote to all local governments to outline the implications of the reforms for each council, and pathways for implementing required changes. Since then, the majority of impacted councils have been working to consider how best to transition in changes. Many councils have since completed Ward and Representation Reviews, while others will have more substantial changes implemented through reform elections, or minor changes made to apply by default.

I would like to acknowledge and thank local governments for the constructive and proactive way they have approached this forward planning.

Further to my previous letter, the State Government is continuing to work to implement election reforms ahead of the October 2023 Ordinary Elections. The reforms will introduce Optional Preferential Voting (OPV) for all local government elections. OPV is similar to preferential voting used in State and Federal Elections, and for local government elections in every other Australian state. OPV provides that electors can preference as many or as few candidates as they decide, and there will be no transfer of preferences other than the preferences electors mark on their ballot paper.

- The reforms will also include related new changes for the backfilling of vacancies, including:
- in the event that a member of the council is directly elected as the Mayor or President, the consequent vacancy can be filled by the next highest-polling candidate through the relevant district or ward council election held on the same day;
 - if a vacancy arises within one year of a council member being elected at an ordinary election, that vacancy may be filled by the next highest-polling candidate; and
 - the timeframes for which certain vacancies can remain unfilled ahead of an upcoming ordinary election will also be extended.

Together, these reforms will greatly reduce the need for extraordinary elections, saving costs for ratepayers and administrative burden for local governments in the longer term.

However, these changes will require specific attention on election night, and returning officers will need to identify the candidates who are next in line to fill further vacancies for inclusion on the declaration of results. Accordingly, I am writing to encourage all local governments to commence early planning for the practical arrangements for the conduct of the October 2023 Ordinary Elections.

As you would know, the council may declare the Electoral Commissioner as responsible to conduct postal elections under sections 4.20 and 4.61 of the *Local Government Act 1995* (the Act). Section 4.28 of the Act further provides that the local government is to meet the costs incurred by the Western Australian Electoral Commission (WAEC) in conducting such elections.

Alternatively, if council decides that the CEO (or other appointee) is to be the returning officer, local governments will have the option to purchase a licence for access to the WAEC's CountWA software to facilitate the counting of votes. CountWA software is used to count votes in State Elections, and involves data entry of preferences indicated on ballot papers. This provides for preferences to be counted and re-counted using the software.

If a local government decides to license the software instead of appointing the Electoral Commissioner to conduct the election, the CEO (or other appointee) will remain wholly responsible for the conduct of the count, the use of the software, the introduction of the new OPV counting and backfilling provisions, and dealing with any disputes or complaints. The WAEC will only be able to provide general assistance on accessing and using the software.

The WAEC will shortly be writing to all local governments to provide information for each council. The WAEC can also provide further information on each of these options. Please contact Phil Richards, Manager Election Events on 9214 0443 or at Phillip.Richards@waec.wa.gov.au if you have any queries.

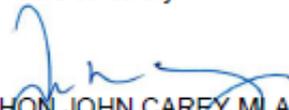
It is strongly recommended that the decision for whether to declare the Electoral Commissioner as responsible for your Ordinary Elections is put to Council at its March meeting. This will allow sufficient time for the WAEC to work with you to deliver the election, or provide you with a software licence, if preferred.

In considering potential arrangements, local governments should be mindful that the WAEC will require sufficient lead time to plan ahead. Accordingly, I strongly urge all local governments to make arrangements as early as possible, and consider the appointment of the WAEC to conduct the elections.

The Department of Local Government, Sport and Cultural Industries (DLGSC) is working closely with the WAEC to prepare further materials to assist local governments with the implementation of reforms. The DLGSC will provide further updates through LG Alerts to the sector and on the DLGSC's website. The DLGSC is also available to assist with any queries, including by email at lghotline@dlgsc.wa.gov.au or by phone on 1300 762 511.

I have also written a letter to the Mayor or President of your local government, which contains the same information as this memorandum. That letter should be received shortly.

Yours sincerely



HON JOHN CAREY MLA
MINISTER FOR LOCAL GOVERNMENT

LGE 028

Mr Maurice Battilana
Acting Chief Executive Officer Shire of
Northampton
PO Box 61
NORTHAMPTON WA 6535

Dear Mr Battilana

Local Government Ordinary Election: 2023

The next local government ordinary elections are being held on 21 October 2023. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2023/2024 budget preparations.

The estimated cost for the 2023 election if conducted as a postal ballot is \$24,000 inc GST, which has been based on the following assumptions:

- 2,200 electors
- response rate of approximately 50%
- 3 vacancies
- count to be conducted at the offices of the Shire of Northampton
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$475 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

The Commission is required by the *Local Government Act* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- the cost of any casual staff to assist the Returning Officer on election day or night
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

As you are aware, the Government is currently considering reforms to the *Local Government Act 1995*, which include how elections are to be conducted. In order to assist with your local government's budget planning, we have included, to the best of our knowledge, costs that will arise from the changes proposed in legislation. For example, if under the amendments your local government will be required to conduct a mayoral/presidential election this has been included.

Some local governments may also note an increase in costs from their 2021 ordinary costs. These include increases arising from inflation in recent years affecting salaries for Returning Officers and other staff, printing and packaging costs as well as the increase in postage announced by Australia Post. Additional costs from the Commission have been included arising from improved processing procedures and additional resources to supplement the Commission's education, complaints management, investigation and legal efforts.

In order for the Commission to be responsible for the conduct of your election, the first step required by the *Local Government Act 1995* is my written agreement to undertake the election.

As such, you may take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2023 for the Shire of Northampton in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required.

My agreement is subject to the proviso that the Shire of Northampton also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

It would be greatly appreciated if this item was considered at your March council meeting, to enable the Commission to have sufficient time to work with you to effectively conduct the election.

I look forward to conducting this election for the Shire of Northampton in anticipation of an affirmative vote by Council. If you have any further queries please contact Shani Wood Director, Election Operations on 9214 0400.

Yours sincerely



Robert Kennedy
ELECTORAL COMMISSIONER

9 February 2023