



2022/23 ANNUAL REPORT



COUNCILLORS



Cr Elizabeth SUDLOW
Shire President, Northampton Ward
Post Office, Binnu 6532
Phone: 0427362025
Email: cr.sudlow@northampton.wa.gov.au
Elected: 2019 Term expires: 2023



Cr Robert HORSTMAN
Deputy President, Northampton Ward
PO Box 430, Northampton 6535
Phone: (08) 99372425
Email: cr.horstman@northampton.wa.gov.au
Elected: 2021 Term expires: 2025



Cr Roslyn SUCKLING
Northampton Ward
PO Box 129 Northampton 6535
Phone: (08) 99341177
Email: cr.suckling@northampton.wa.gov.au
Elected: 2019 Term expires: 2023



Cr Tim HAY
Northampton Ward
PO Box 142 Northampton 6535
Phone (08) 99351052
Email: cr.hay@northampton.wa.gov.au
Elected: 2021 Term expires: 2025



Cr Des Pike
Kalbarri Ward
PO Box 676, Kalbarri 6536
Phone: (08) 99372894
Email: cr.pike@northampton.wa.gov.au
Elected: 2019 Term Expires: 2023



Cr Peter Stewart
Kalbarri Ward
PO Box 85, Kalbarri 6536
Phone: 0407371430
Email: cr.stewart@northampton.wa.gov.au
Elected: 2019 Retired: 31 January 2023



Cr Trevor Gibb

Kalbarri Ward
PO Box 323, Kalbarri 6536
Phone: 0417920125
Email: cr.gibb@northampton.wa.gov.au
Elected: 2021 Term expires: 2025



Cr Richard Burges

Kalbarri Ward
PO Box 65, Kalbarri 6536
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Elected: 2021 Term expires: 2023

COUNCIL & COMMITTEE MEETINGS

COUNCIL MEETINGS

Council Meetings are held on the third Friday of each month. All Council meetings are held in the Northampton Council Chambers except for the February, May, August, and November meetings held at the Allen Centre in Kalbarri.

The Council and Committee meetings are open to the public and there is public question time at the beginning of Council and meetings at which time the public may ask questions on any Local Government matter.

Meeting dates and times are subject to change and if this does occur, notice of such change is advertised as per the requirements of the *Local Government Act 1995*.

COMMITTEE MEETINGS

Council has two operational advisory committees, the Audit Committee and Senior Staff Performance Review Committee. Other committees, as listed below, have been retained and meet on an as needs basis. The members listed are those at 30 June 2023.

None of the following committees have delegated power which requires all committee recommendations having to be put before Council for final determination.

Audit Committee

Cr's Sudlow, Hay, Suckling & Horstman

Disability Services Committee

Cr's Gibb, Suckling, Principal Building Surveyor

Senior Staff Employment Performance Review Committee

Cr's Sudlow, Horstman, Suckling & CEO

COUNCILLOR TRAINING UNDERTAKEN

Training undertaken by current Councillors is follows:

Councillor	Unit Name	Competency Outcome Description	Competency Achieved Date
Trevor Gibb	Conflicts of Interest	Competent	15-05-2022
	Understanding Local Government	Competent	29-05-2022
	Serving on Council	Competent	05-08-2022
	Meeting Procedures	Competent	17-08-2022
	Understanding Financial Reports and Budgets	Competent	25-09-2022
Robert Horstman	Understanding Local Government	Competent	15-05-2022
	Conflicts of Interest	Participating but studies not finished (NO evidence)	
Desmond Pike	Understanding Local Government	Competent	22-04-2020
	Conflicts of Interest	Competent	11-05-2020
	Meeting Procedures	Competent	01-07-2020
	Serving on Council	Competent	29-09-2020
	Understanding Financial Reports and Budgets	Competent	12-10-2020
Peter Stewart	Understanding Local Government	Competent	09-08-2022
	Conflicts of Interest	Competent	09-08-2022
	Serving on Council	Competent	11-08-2022
	Meeting Procedures	Competent	12-08-2022
	Understanding Financial Reports and Budgets	Competent	13-08-2022
Roslyn Suckling	Meeting Procedures	Competent	16-05-2020
	Understanding Financial Reports and Budgets	Competent	15-07-2020
	Understanding Local Government	Competent	19-09-2020
	Conflicts of Interest	Competent	22-09-2020
	Serving on Council	Competent	01-10-2020
Liz Sudlow	Understanding Local Government	Competent	17-09-2020
	Meeting Procedures	Competent	12-11-2020
	Conflicts of Interest	Competent	12-11-2020
	Serving on Council	Competent	13-11-2020
	Understanding Financial Reports and Budgets	Competent	13-11-2020

Councillor	Unit Name	Competency Outcome Description	Competency Achieved Date
Tim Hay	No "Council Member Essentials" Training Completed	N/A	N/A
Richard Burgess	No "Council Member Essentials" Training Completed	N/A	N/A

Parker Road Construction 2022/23



2022/23 COUNCILLOR MEETING ATTENDANCE REGISTER			
COUNCILLOR	Ordinary Meetings (11)	Special Meetings (3)	Committee Meetings
Cr Elizabeth Sudlow (Shire President)	10	3	3
Cr Robert Horstman (Deputy President)	11	3	2
Cr Peter Stewart	5	2	1
Cr Trevor Gibb	9	2	
Cr Des Pike	10	3	
Cr Roslyn Suckling	11	1	3
Cr Tim Hay	5	2	
Cr Richard Burges	10	3	

2022/23 COUNCILLOR REMUNERATION				
POSITION	Annual Allowance	Sitting Fees	IT Allowance	Travel Payment
President	\$ 15,000	\$ 7,000	\$ 500	\$ 1,099
Deputy President	\$ 4,000	\$ 5,400	\$ 500	\$ 613
Councillors		\$ 20,950	\$ 3,000	\$ 3,475

Other details	Number	Australian Origin
Between 35 and 44 years	1	1
Between 45 and 54 years	2	2
Between 55 and 64 years	2	2
Over the age of 64 years	3	3

- Council numbers reduced to 7 with approval of the Minister for Local Government following the resignation of Cr Peter Stewart on 31 January 2023.
- Cr Tim Hay was granted a Leave of Absence from meetings of Council 18 November 2022 to 17 March 2023 inclusive.
- There are no Aboriginal or Torres Strait Islander elected members.
- No remuneration or allowance was paid by the Council to members of a standards panel under Schedule 5.1 and Clause 9 during the financial year.
- There was no amount ordered under section 5.110(6)(b)(iv) to be paid by a person against whom a complaint was made under section 5.107(1), 5.109(1) or 5.114(1) to the local government during the financial year.

PRESIDENTS REPORT – CR LIZ SUDLOW

I am pleased to present the Shire of Northampton's Annual Report for the 2022 – 2023 financial year.

The year has proved to be a particularly challenging one for Council and staff, as we learned in August 2022 of the ill-health of long-serving CEO, Mr Garry Keeffe. Mr Keeffe was on leave from this time until his resignation in December. During the nine-month period until the commencement of Mr Andrew Campbell as CEO on May 22nd 2023, I would sincerely like to thank Mr Maurice Battilana, who kindly stepped in to assist the shire as Acting CEO at short notice, for some of this time. My particular thanks to Executive Managers Mr Grant Middleton and Mr Neil Broadhurst, and also to Ms Michelle Allen, for going above and beyond their normal duties during the period. I acknowledge that during this time, in some areas, the organisation has been in somewhat of a 'holding period'. The last few years have included some unprecedented situations including Covid, Cyclone Seroja recovery and the absence of a substantive CEO and I would also like convey my genuine thanks to all staff for their commitment to the organisation. Most are long-serving employees who have a deep connection to the local communities across the Shire.

A retirement function was held in July for Mr Garry Keeffe where staff and Councillors attended and all past Presidents who served during Mr Keeffe's 26-year service, contributed. On behalf of Council and staff and the whole community, I thank Garry for his unwavering commitment to the Shire of Northampton and wish him the very best for his future.

Council was pleased to secure the tenure of Mr Andrew Campbell and acknowledge that his commencement date was only five weeks prior to the end of the 2022 – 2023 financial year. Looking forward, I am very confident that Mr Campbell will strategically and successfully lead our organisation.

The continuing recovery process from the devastation caused by Tropical Cyclone Seroja dominated much of the year. Repairs to access roads and carparks at the major beach precincts in Kalbarri have proved to be challenging, due to coastal erosion caused by the cyclone. In most cases it has been impossible to build back exactly as things were prior, which has resulted in extra planning regulation and ensuing time delays. I'd like to thank GHD Geraldton and the DFES DRFA team for their willingness to assist the Shire of Northampton to achieve favourable outcomes.

Cost of materials, difficulties obtaining contractors and workforce shortages continued to have had an impact on repairs to heritage buildings and budgeted projects.

Key components of the 2022 – 2023 Budget include Local Roads and Community Infrastructure (LRCI) projects: Kalbarri Aerodrome reseal (completed April 2023), Grey St Kalbarri reseal (completed June 2023) and new ablutions at the Northampton Recreation Centre (completed November 2022). Other projects include a reseal of a 10km section of the Kalbarri Road and a reconstruct of Parker and Wundi Rd junction, including a 3.3km seal of Parker Rd, adjacent to NWC Highway.

In December we received the resignation of Cr Peter Stewart due to the sale of his business in Kalbarri and his relocation away from the area. I wish to acknowledge his valuable service to the Shire.

I'd like to sincerely thank all Councillors, with particular mention of Deputy President Cr Horstman, for their unwavering service and contribution, in what has been a year of significant challenge and change. Finally, special thanks to my husband Tony, whose support has been essential to my leadership.

CHIEF EXECUTIVE OFFICERS REPORT

As the newly commenced Chief Executive Officer on 22 May 2023 with only effectively five weeks of employment during the 2023 Annual Report period, it is difficult to produce a comprehensive report on the performance of the Shire of Northampton.

I would like to take this opportunity to sincerely thank Mr Garry Keefe as the long serving Chief Executive Officer for a period of 26 years who retired from the organisation on 7 December 2022. Garry has left a considerable legacy of achievement for which now forms the platform for the future aspirations of the Shire and community.

My first weeks at the organisation during the reporting period were spent getting to know Councillors, employees, the community, and other stakeholders whilst developing an understanding about the district and the internal systems of the organisation. Whilst this was challenging, I have been buoyed by the potential that exists in the district but recognising very early on in my employment that there was significant work still to be done to capitalise on those opportunities.

Since commencing, my priority has been finalising Tropical Cyclone Seroja recovery works primarily for Kalbarri coastal infrastructure under the care and control of the Shire of Northampton. I understand the enormous effort of the Councillors and employees embarking on the Seroja recovery activities in 2022/23 and everyone is to be congratulated for this whilst trying to maintain steady state operations of the organisation.

STAFFING

Under s.5.37 of the *Local Government Act 1995* Council is to declare Senior Employees that form the administration of the entity. The designated Senior Employees of the Shire of Northampton are as follows:

Chief Executive Officer

Mr Garry Keefe retired 7 December 2022

Mr Grant Middleton (A/CEO period from 30 August 2022 to 11 September 2022 and 1 April 2023 to 21 May 2023)

Mr Maurice Battilana (A/CEO from 12 September 2022 to 31 March 2023)

Mr Andrew Campbell 22 May 2023 onward.

Deputy Chief Executive Officer

Mr Grant Middleton

Manager Works and Technical Services

Mr Neil Broadhurst

Staffing levels remained steady during the period with the Shire of Northampton employing 38.36 Full Time Equivalent (FTE) employees.

BUDGETING

The Shires budgeting process commences in February/March of each year with the preparation of a draft budget based on previously adopted works and capital

expenditure programs and issues identified to elected members and staff by residents of the Shire.

Residents are encouraged to provide budgetary requests either to their Councillors or to the management employees. The draft budget is presented at a special meeting of Council, normally held within the last two weeks of July of each year, where it is refined until a suitable balance between required works and an acceptable rate level is achieved.

FINANCE

The Shire had a surplus cash position at 30 June 2023 of \$3,032,626. This surplus cash position includes the following pre-payments and restricted cash items:

Prepaid Financial Assistance Grant	\$2,494,171
LRCI Grant prepaid	\$ 490,300
Bike Network Grant not expended	\$ 20,000

Major Sources of Income

Apart from the General Purpose Grant the other major sources of income required to match the expenditure of Council are:

Rates	\$4,761,193
General Purpose Grant	\$1,495,253
Road Grants (FAG's)	\$ 842,282
Refuse Charges	\$ 934,838
Direct Road Grants	\$ 766,520
Fees/Charges, reimbursements	\$1,312,661
Interest on Investments	\$ 161,672
Asset Sales	\$ 265,253
Insurance	\$1,750,000
Loan Funds Utilised	\$ 0
Self Supporting Loan Payments	\$ 271,188

MAJOR PROJECTS ACHIEVED IN 2022/23

Council received Federal Government Funding through the Local Roads and Community Infrastructure Program with the following projects being achieved in 2022/23:

- Kalbarri Airport runway and apron re-seal
- Grey Street Kalbarri – Asphalt Resurfacing
- Northampton Community Centre – Public Ablutions

Other major projects were:

- Completion of the Northampton Stud Breeders Shed
- Completion of the Kalbarri Camp Kitchen building
- Install shelter Kalbarri Foreshore
- Outdoor showers various locations

Road Works Projects undertaken:

- Kalbarri Road – reseal SLK 38.0 to SLK 48.0
- Horrocks Dump Point access road
- Gwalla & Brooke Street's – install drainage and construct seal
- Parker & Wundi Roads – reconstruct and seal 3.3KM
- Mary Street – surface correction
- Essex Street – reseal

Footpaths constructed:

- Melaleuca Trail – replace damaged section's

Road Plant & Vehicle Changeovers:

- Construction Grader
- 3 x Utilities
- 1 Executive Vehicle

Kalbarri Airport Resealing



Kalbarri Airport Line Marking



Northampton Recreation Ground Public Ablutions



Grey Street Resurfacing - Kalbarri



STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORTING REQUIREMENTS

REPORT ON THE SHIRE OF NORTHAMPTON STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN – LOCAL GOVERNMENT ACT 1995 - SECTION 5.53(2)(E)

In accordance with legislation the Shire completed the process of full review of its Integrated Planning & Reporting (IPR) documents in 2022/23 to complement the Plan for the Future requirements of the *Local Government Act, 1995*, (Section 5.53(2)(e)) and associated legislation. The Long Term Financial Plan forms part of the adopted Corporate Business Plan. This plan and supporting documents outline the long term direction of the Council.

The Corporate Business Plan is made up of a number of informing strategies for a four year period with Asset Management Plans for a period of ten years and is the basis of formulating future budgets.

- The plan identifies and prioritises the principal strategies and activities Council will undertake in response to the aspirations and objectives stated in the Strategic Community Plan.
- The plan states the services, operations and projects that Council will endeavor to deliver over the period of the plan, method for delivering these and the associated cost.
- The plan references resourcing considerations such as asset management plans, finances and workforce plans.
- The plan is reviewed annually.

The Corporate Business Plan also has the following supporting documents:

Asset Management Plans (AMP) – AMP's have been developed for buildings, recreation infrastructure, transportation infrastructure and plant /equipment, footpaths and other community amenities.

Workforce Plan (WFP) – This plan has been developed and there are no foreseeable major changes to staffing levels.

The Corporate Business Plan will link all of the informing strategies relating to the next 4 years and provides details on how Council will deliver and resource the projects set out.

The operations of the Strategic Community Plan and Corporate Business Plan are to be reported on. Reporting required is to include an overview, what major initiatives are to continue into the next financial year, any modifications made to the Strategic Community Plan and any significant modifications made to the Corporate Business Plan.

A review of the Plans was undertaken by Council on the 16 June 2023 meeting and the following changes were made:

Buildings Renewal and New

- Deferred consideration to construct the Kalbarri Multi-Purpose Evacuation Centre building
- Deferred consideration to replacement PCYC Hall destroyed by cyclone Seroja in Kalbarri

Roadworks

2023/2024

- Land Back Wharf- Seal unsealed parking and access road areas
- Jakes Beach – Seal access road & car park
- Back Beach - Seal access road & car park
- Porter Street - Skate Park Car Park

2024/2025

- Siphons Beach - Access road & car park
- Essex Street - Car parking on north of Hampton

Footpaths

All projects listed in the 2023/24 budget were carryover projects from the 2022/2023 budget process.

A major review of the Strategic Community Plan is due in 2024.

MAJOR TRADING AND MAJOR LAND TRANSACTIONS

In accordance with the *Local Government Act 1995* the Shire of Northampton did not undertake any Major Trading or Major Land transactions.

PUBLIC INTEREST DISCLOSURE

In the year under review, Council received no items for the reporting period under the *Public Interest Disclosure Act 2003*.

REGISTER OF COMPLAINTS

In accordance with section 5.121 and of the *Local Government Act 1995* states the following:

5.121. *Register of certain complaints of minor breaches*

- (1) *The complaints officer for each local government is required to maintain a register of complaints which records all complaints that result in action under section 5.110(6)(b) or (c).*
- (2) *The register of complaints is to include, for each recorded complaint*
 - (a) *the name of the council member about whom the complaint is made;*
 - (b) *the name of the person who makes the complaint;*
 - (c) *a description of the minor breach that the standards panel finds has occurred; and*
 - (d) *details of the action taken under section 5.110(6)(b) or (c).*

Section 5.53 (2) (hb) of the *Local Government, 1995*, stipulates the following details needs to be reported:

Number of complaints recorded in the register	How complaints were dealt with	Other details that the regulations require
0	N/A	Nil

PAYMENTS TO EMPLOYEES (SECTION 5.53(2)(G) LOCAL GOVERNMENT ACT 1995)

In accordance with section 5.53(2)(g) of the *Local Government Act 1995* and Clause 19B of the *Local Government (Administration) Regulations 1996*, employee's payments equal to, or more than \$130,000.00 (cash component) are required to be recognised in the Annual Report.

Range in increments of \$10,000	Number of Employees within each range
\$220,000 - \$230,000	1
\$150,000 - \$160,000	1
\$140,000 - \$150,000	1

For the purpose of reporting in accordance with *Local Government (Administration) Regulations 19B(e)* the remuneration paid to the Chief Executive Officer at the end 2022/2023 was \$221,750.

NATIONAL COMPETITION POLICY

In accordance with the National Competition Policy - Clause 7 Statement the following relevant details are reported.

Principle CN.10

Details of the application and implementation of competitive neutrality principles to the activities and functions of the Shire of Northampton.

None of Council's business activities received in excess of \$200,000 revenue per annum, therefore Council has not applied the competitive neutrality principle to the National Competition Policy during the year under review.

Principle SR.4

The application and implementation of structural reform principles regarding Public Monopolies to the activities and principles of the Shire of Northampton.

Council does not consider any of its activities being monopolistic and will continually review all its activities and functions to ensure the following:

- Efficient and effective utilisation of Council's resources, (ie financial, human, plant and equipment, etc.) to the benefits of its electors.
- Ensure that the social ramification or alteration to any specific activity or function, are clearly identified.

Council does outsource some of its activities and has adopted the concept of resource sharing.

Principle LR.8

The application and implementation of a legislative review of its Local Laws.

A comprehensive review was undertaken in 2016/17 with many obsolete local laws repealed and additional and revised local laws adopted.

DISABILITY SERVICES

In accordance with section 29(2) of the *Disability Service Act 1993*, it is a requirement for the Shire of Northampton to report on outcome-based activities highlighted in the Disability Service Plan (now known as the Disability Access and Inclusion Plan-DAIP) in 2021/22 Management undertook a desktop review with no changes being made or required.

Council aims to progressively improve access to facilities for people with disabilities over time. Significant progress has been made in recent years to improving access, and all new facilities or upgrades to existing facilities have access for those with a disability.

STATE RECORDS ACT 2000 – STANDARD 2/PRINCIPAL 6

In accordance with the requirements of Standard 2, Principal 6 of the *State Records Act 2000*, I hereby report on how the Shire of Northampton employees are complying with the Shire's Records Keeping Plan:

Item 6.1 - Staff Training, Information Sessions, Publications.

Activities to ensure staff awareness and compliance are under process of being implemented in accordance with Council's endorsed Record Keeping Plan and will be an ongoing requirement of the organisation.

In addition, training has been undertaken and continues to be reviewed to ensure Council's electronic filing system and hard copy system is utilised fully and correctly. The electronic system and hard copy filing system work in conjunction with each other ensuring correct record keeping procedures.

Item 6.2 – Performance Indicators in place

The following performance indicators have been developed to measure the efficiency and effectiveness of the Shire of Northampton's record keeping system:-

A register is to be maintained by the Administration staff responsible for filing all records of:-

- Records that cannot be located
- Files that are missing and unable to be located

With the administration centre being relatively small the issue of missing files has not been encountered with the exception of files that were archived some years prior and these too have been very minimal.

Item 6.3 – Agency Evaluation

The Shire of Northampton's record keeping system is fully reviewed annually and will be continually reviewed and improved where possible in order to pursue best practice for the organisation. The current record keeping systems are assessed as being efficient and effective for the requirements of the organisation.

CONCLUSION

I would like to thank Councillors and employees for their effort in 2022/23 particularly whilst managing the recovery arising from Tropical Cyclone Seroja.

Working relationships between Councillors and employees are clearly defined and continue to be productive. It is considered that these relationships remain open at all times to assist the organization to deliver the best results for the community in line with the Strategic Community Plan and Corporate Business Plan.

Whilst the times ahead are expected to be challenging, significant ability exists to grow and sustain the communities of the district and I look forward to working with Council, employees, community, and other stakeholders to deliver expectations and perhaps provide additional leadership insight into opportunities that will undoubtedly arise in the future.

Finally on behalf of the organization I wish to express our thanks to the retired Chief Executive Officer, Mr Garry Keefe who provided many years of dedicated service to the organisation and community.

PART 2

AUDIT REPORT

&

ANNUAL FINANCIAL STATEMENTS

