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COUNCIL MEETING

20 June 2024

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Andrew Campbell

From: Admin Library Northampton
Sent: Monday, 27 May 2024 8:16 AM
To: Andrew Campbell
Subject: FW: Permission to Land A Helicopter

Kind Regards,

Elana Trow-Kennedy
Administration/Library Officer
P: 99341202
council@northampton.wa.gov.au
www.northampton.wa.gov.au

Shire of Northampton
Simply Remarkable

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From: Rachel Cotton & Brian Ayers <cottonayers@gmail.com>
Sent: Friday, May 24, 2024 9:02 PM
To: Admin Library Northampton <council@northampton.wa.gov.au>
Subject: Re: Permission to Land A Helicopter

Kangaroo Well Farm
1594 Wundi Rd
Northampton

24/05/2024

Mr Andrew Campbell
Northampton Council CEO

Hello Andrew,

I am writing to you requesting permission to land my helicopter on the Kalbarri oval. I understand you will need to take this request to the next council meeting for a decision.
My initial request was so I could take a couple of farming friends from Binnu to Kalbarri for lunch. This was initiated because of the current season conditions and I thought it might just help some of my mates to have a break off the farm. Obviously if I can land at the oval it is a short walk to cafes, hotels. Landing at the Kalbarri Airport is not an option as we are a long way out of town and then relying on other transport to get into town.
The flight plan approach to, and departure from the Kalbarri Oval would be dictated by the wind direction but most likely would be from the east where there are no populated areas. Otherwise would be from the north west aiming to overfly the car park behind the tourist bureau. We would

not fly low over any residential areas regardless of wind direction. I have a commercial helicopter license, and my helicopter is a Robinson R44, registered VH-VLC. Any intention to land at the Kalbarri oval would be requested to council prior and subject to your approval in each instance. Obviously the safety of everybody is of utmost importance, especially children who may be in the vicinity of the oval. If there was any hazard perceived then I would fly away, abort the landing. It has been my observation over decades of visiting and holidaying at Kalbarri that most often there are no people on the oval. Landing a helicopter on the Kalbarri oval is absolutely legal with permission from the land owner.
In addition to this point I am in the process of obtaining an Air Work Certificate from CASA (Civil Aviation Safety Authority), the government body that governs the aircraft sector. This will allow me to operate on a Commercial Basis for Airwork activities such as Dispensing Operations, Filming and Photography, Aerial Spotting- Flood/Flora/Fauna, Fire Spotting Operations, Property Survey, Search and Rescue. I thought the Council would be interested to know this as there may be an application for some of these activities within the Northampton Shire at times. I would be interested to attend a council meeting once I have the AWC approved to explain this and answer any questions.
Thank you for your consideration and look forward to hearing from you.

Regards,

Brian Ayers
mob: 0428341245
email: cottonayers@gmail.com

On Thu, 23 May 2024 at 12:59, Rachel Cotton & Brian Ayers <cottonayers@gmail.com> wrote:

Hi Justine,

Thank you for your email.
Will write a formal letter to Andrew so hopefully covered into the future.

Cheers,

Brian Ayers
Sent from my iPad

On 23 May 2024, at 10:49 AM, Admin Library Northampton <council@northampton.wa.gov.au> wrote:

Hello Brian,

Thank you for your enquiry this morning in regard to obtaining permission to land your helicopter on the Kalbarri oval. You will need to request permission formally, directing all correspondence to Andrew Campbell, CEO. Your application would then need to go to the Council at there next meeting which is on 20 June 2024. Please ensure you outline your need to be able to land on the Kalbarri oval instead of the Kalbarri Airport. Due to the short time frame in which you are seeking permission it may be best to

utilize the Kalbarri Airport, or alternatively postpone until you have received permission.

Kind Regards,

Justine Scheffler

Administration/Library Officer

P: 99341202

council@northampton.wa.gov.au
www.northampton.wa.gov.au

<image001.jpg>

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Revised 17 June 2022

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1. ADMINISTRATION

1.1 SMOKING - BUILDINGS & WORKING ENVIRONMENT
Policy Reviewed by Council 17 June 2022

Council recognises that passive smoking is hazardous to health and that non-smokers should be protected from the inhalation of tobacco smoke.

To protect the health of all employees and the public users of Council's facilities, it is Council's Policy that employees do not smoke in any enclosed Council workplace, meeting room or vehicle if that vehicle is not normally operated by that staff member.

All employees, public facilities users and visitors to workplaces where the Council's smoking policy and relevant Occupational Health and Safety Regulations apply, must be informed of the Regulations Smoke Free Policy and encouraged not to smoke by use of strategically located and well-designed signage.

1.2 PUBLIC RELATIONS - PRESS RELEASES
Policy Reviewed by Council 17 June 2022

The Local Government Act 1995 provides that the role of the Shire President is to speak on behalf of the Local Government and accordingly, the Shire President is the official spokesperson for the Council. If approached by the media for formal comment on any issue, Councillors and staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council's official spokesperson.

When the media does not make direct contact with the Shire President and a member of staff is asked to response/comment to the media, the staff member will direct the inquiry to the Chief Executive Officer who will liaise with the Shire President to determine who will respond/comment and the nature of the response/comment. If the Shire President is unable to be contacted, the Chief Executive Officer will determine who is to respond and the nature of the response.

Without express authority from the Shire President staff and Councillors are not to offer a Council view, attitude, stance, etc on any issue, this clearly being the function of the Shire President.

A Councillors right to express a personal opinion on any issue of public interest is recognised.

1.3 REVIEW OF POLICY MANUAL
Policy Reviewed by Council 17 June 2022

It is the policy of the Northampton Shire Council to maintain a manual recording the various policies of the Council.

Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

The objectives of the Council's Policy Manual are:

- to provide Council with a formal written record of all policy decisions.
- to provide the staff with precise guidelines in which to act in accordance with Council's wishes.
- to enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council.
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council.
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances.
- to enable ratepayers to obtain immediate advice on matters of Council Policy.

The Policy Manual will be maintained in a loose-leaf binder and updated as and when a policy is varied by the Council.

Council is to carry out a review of its policies on an annual basis.

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate staff.

Changes to Council Policy shall be made only on:

a) Notice of motion, or

b) an agenda item clearly setting out details of the amended policy.

1.4 SCHOOLS - WORK EXPERIENCE PROGRAMS
Policy Reviewed by Council 17 June 2022

It is the policy of Council to offer work experience in both administrative and works situations to all students who reside or whose families reside within the Shire area and to university students seeking work experience in the fields of Health/ Building and Town Planning.

1.5 EXECUTION OF DOCUMENTS
Policy Reviewed by Council 17 June 2022

It is Council's policy that, for document to be validly executed, the common seal is to be affixed to the document and the President and the Chief Executive Officer attest the affixing of the seal.

1.6. LEGAL REPRESENTATION – COSTS INDEMNIFICATION
Policy Reviewed by Council 17 June 2022

1.6.1 Introduction

This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

1.6.2 General Principles

a) The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

b) The local government may provide such assistance in the following types of legal proceedings:

i) proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour).

ii) proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (eg refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions)]; and

iii) statutory or other inquiries where representation of members or employees is justified.

c) The local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms leveled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

d) The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

1.6.3 Applications for Financial Assistance

a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.

b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.

c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).

d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.

e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of $5000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*.

f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

1.6.4 Repayment of Assistance

a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.

b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

1.7 STATE RECORDS ACT
Policy Reviewed by Council 17 June 2022

It is the policy of Council that to comply with the requirements of the State Records Act 2000, all Councillors are to refrain from generating correspondence that relates to Council business without first referring the matter to either the President or the CEO and that all correspondence received by Councillors that relates to Council business must forward that correspondence to the CEO for correct record keeping.

1.8 REPRESENTATION – NORTHERN ZONE WA LOCAL GOVERNMENT ASSOCIATION
Policy Reviewed by Council 17 June 2022

That the President and Deputy Shire President be appointed as Council delegates for the Northern Zone of the Western Australian Local Government Association and those delegates be authorised to vote on matters on behalf of the Shire of Northampton.

1.9 RISK MANAGEMENT POLICY
Policy Reviewed by Council 17 June 2022

Objective

To encourage an integrated, effective and organisation wide approach to risk management within the Shire of Northampton, facilitating value creation and protection.

Policy Statement

Council is committed to the use of risk management in the course of achieving its strategic objectives and delivery of services to the community. Management of risk is considered the responsibility of all elected members, employees and contractors, and is to be integrated throughout the Shire.

A *Risk Management Strategy* is to be maintained and implemented utilising the Principles, Framework and Process as defined within *AS/NZS ISO 31000:2018 Risk management - Guidelines*.

Risk Tolerance and Appetite:

Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect, the Shire, and its stakeholders.

Council's risk tolerance and appetite is articulated with the *Risk Management Strategy* and any change to the level of risk tolerance and appetite within the Strategy can only be made with Council approval.

Risk Management Commitment:

Council will maintain a continual commitment to risk management through the appropriate allocation of resources to facilitate application of the principles, framework and process as defined within *AS/NZS ISO 31000:2018*, through the '*Risk Management Strategy*'. The *Risk Management Strategy* will assist the organisation to integrate risk management into decision making and operational activities, across the organisation. This commitment will work towards:

- Aligning the objectives, culture and strategy of the Shire with risk management.
- Addressing and recognising all obligations (including voluntary commitments) of the Shire.
- Communicating the risk appetite of the Shire to guide the establishment of risk criteria, to all employees, contractors and elected members and stakeholders.
- Promoting and conveying the value of risk management across the Shire.
- Encouraging methodical monitoring of risks.
- Ensuring that the *Risk Management Strategy* remains relevant to and considers the context of the organisation.

RISK MANAGEMENT STRATEGY

1.1 Introduction

The Risk Management Strategy (Strategy) aims to support an **integrated** and effective approach to risk management to ensure an organisation-wide approach to risk management, with the aim of value creation and protection, in accordance with the Shire of Northampton Risk Management Policy. This includes consistent assessment of risks including risk mitigation activities from a top down perspective, as well as bottom up, through operational processes and procedures.

The Shire has implemented a structured approach to risk management based on, Australian / New Zealand International Standard for Risk Management – Guidelines ISO 31000:2018. This will assist the Shire work towards:

- Aligning the objectives, culture and strategy of the Shire with risk management.
- Addressing and recognising all obligations (including voluntary commitments) of the Shire.
- Communicating the risk appetite of the Shire to guide the establishment of risk criteria, whilst conveying to all elected members, employees and contractors.
- Promoting and conveying value of risk management across the Shire.
- Encouraging methodical monitoring of risks; and
- Ensuring the Risk Management Strategy remains relevant to and considers the context of the organisation.

The key **objectives** of the Strategy are to:

- Ensure consistent and systematic approach to risk management through decision-making and corporate planning, contributing toward an effective and efficient risk management culture over time.
- Provide tools to assist management with risk identification and articulation of risks to enable appropriate risk mitigation strategies; and
- Supports the overall governance framework through integration of corporate culture, internal controls, policies and procedures ("internal control environment") and management oversight.

1.2 Risk Management – Principles, Framework and Process

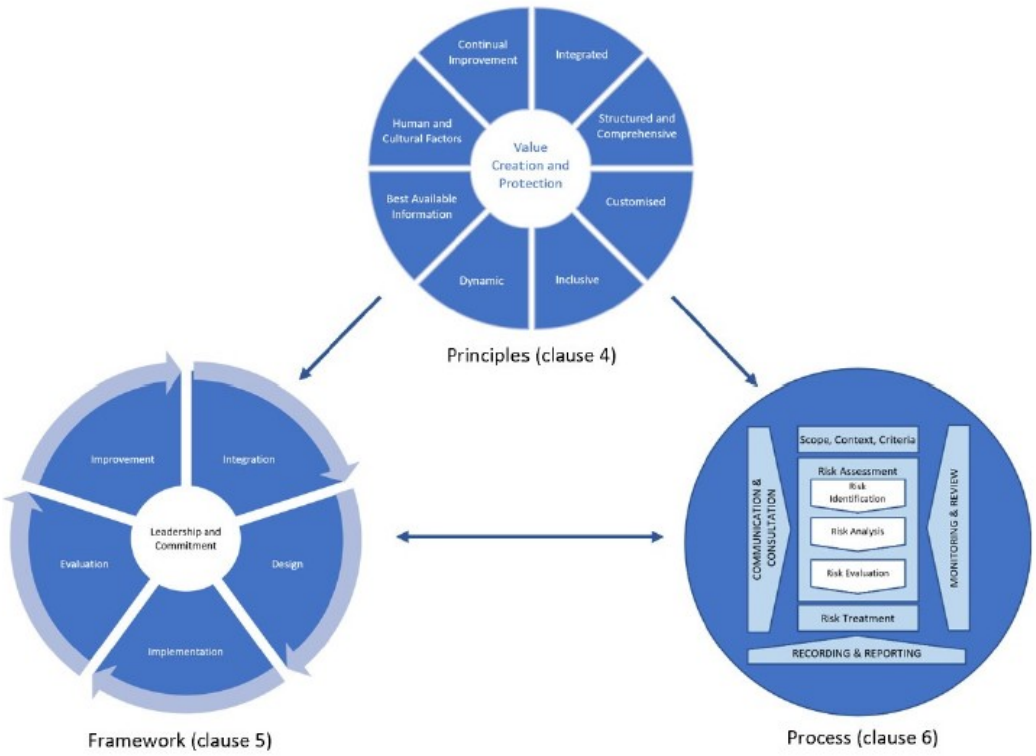
ISO 31000:2018 provides guidance on the development of a risk management approach, designed to be tailored to best apply to any organisation and its requirements. This Strategy has been developed using the Principles, Framework and Process as outlined within ISO 31000:2018.

The diagram below demonstrates the relationship between each component of the Risk Management Strategy, with the Principles forming the foundation of the Strategy. The Principles describe the features to be utilised and influence the Framework and Process elements.

The Framework component of the Strategy is intended to facilitate integration of risk management throughout the Shire, through commitment from leadership to risk management practices. Any gaps identified through analysis of existing practices will be remedied through the application of the Framework and will inform the Process component.

The Risk Management Process is to be designed and tailored to align best to the Shire's structure, resources and practices. The Risk Process is iterative, consisting of Risk Assessment, Risk Identification, Risk Analysis, Risk Evaluation and Risk Treatment, Communication and Consultation, Recording and Reporting along with Monitoring and, as noted in the below diagram. The Process component of the Strategy draws on both the Framework and the Principles in its application to managing risk.

High Level Overview of Strategy



Source: Australia/New Zealand Standard ISO 31000:2018

1.3 Risk Management Policy

The Shire's Risk Management Policy (1.10) states the mandate and commitment including roles and responsibilities of Council and all staff:

"Management of risk is considered the responsibility of all elected members, employees and contractors, and is to be integrated throughout the Shire."

The Risk Management Policy must be read and understood in conjunction with this Strategy.

1.4 Risk Management Principles

In accordance with ISO 31000:2018, the following key principles provide necessary guidance and methodology when implementing a structured risk management process.

Human and cultural factors: Risk culture is created from visible leadership and commitment in embedding a risk mindset. All elected members and employees have responsibility for managing risk.

Risk management should be a part of, and not separate from, the Shire's purpose, governance, leadership and commitment, strategy, objectives and operations.[1]

Structured and comprehensive: Refers to the risk management process which encompasses:

- Risk identification, assessment and treatment.
- Risk monitoring and review; and
- Risk reporting and communication.

Inclusive accountability and transparency: Leadership to assign clear roles and responsibilities for staff, external stakeholders and decision makers to ensure risk management remains relevant and up- to-date, and is based on informed choices and agreed priorities.

Integrated: Managing risks should create and protect value by contributing to the achievement of objectives as included in the Strategic Community Plan and Corporate Business Plan (Plan for the Future), as well as project outcomes and improving Shire performance as an integrated activity within existing processes.

Customised to Shire risk profile: Recognises the Shire's external and internal influences and challenges, due to its geographical location and community needs.

Dynamic: Risks needs to be managed in a dynamic, iterative and responsive manner.

Continuous improvement: Developing a more risk aware workforce will result in operational processes which take into account risk considerations and enable processes and decision making to improve over time.

Best available information: Risk management is reliant on use of the best available information at any given point in time.

1.5 Risk Management Framework

The impact of risk management efforts is highly dependent upon the integration of risk management throughout the Shire. The Risk Management Framework is designed to assist with facilitating high level of integration across activities, practices and functions of the Shire.

Details of each stage within the framework are:

Integration

- *Integrate risk management into Shire processes and structure. All elected members and employees are responsible for managing risk.*

Design the Strategy

- *Understand the organisation and its context.*
- *Establish and adopt Risk Management Policy.*
- *Establish roles, responsibilities and accountabilities.*
- *Allocate resources; and*
- *Establish internal and external communication and reporting mechanisms.*

Implement the Strategy

- *Develop Risk Management Plan.*
- *Engage stakeholders to convey the purpose and importance of the Strategy and Plan.*
- *Implement corporate risk management processes in all activities throughout the Shire, particularly decision making processes; and*
- *Identify changes in the internal and external context, as well as identifying emerging risks or changed risk conditions.*

Evaluate the Strategy

- *Regularly assess the purpose, objectives, and outcomes of the Strategy against actual risk management practices; and*
- *Consider the suitability and application of the Strategy to the Shire's operations and activities.*

Continuous Improvement

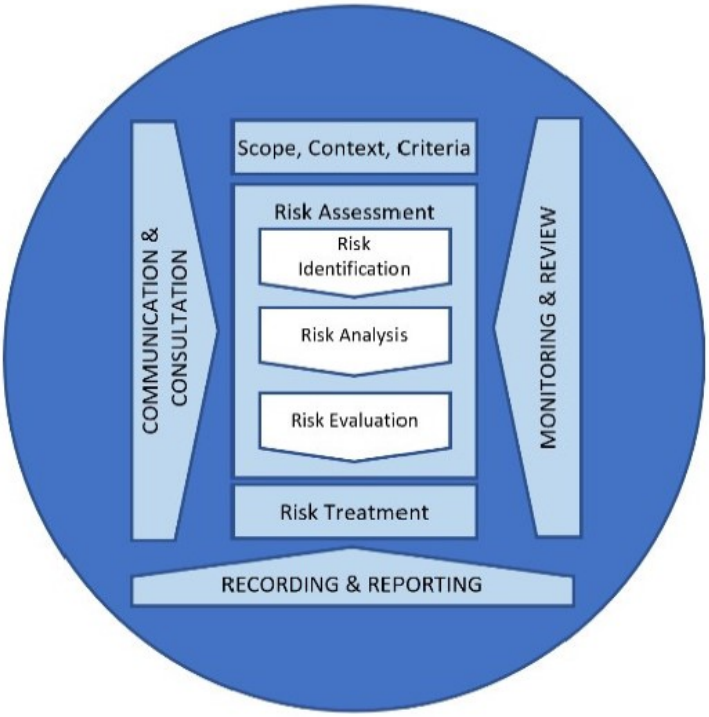
- *As gaps or improvement opportunities are identified from risk processes, continuously refine the Framework and the way the process is integrated; and*
- *Develop plans and tasks and assign them to those accountable for implementation.*

1.6 Risk Management Process

The risk management process can be delivered in many different ways. It should play a pivotal role in management of the Shire and decision making, unified with the general operations, practices, procedures and the structure of the Shire. Applications of the risk management process should be tailored to best work with the structure and context of the Shire and draw on the risk principles as defined in Section 1.4, with appropriate consideration afforded to maintaining the dynamic nature of the process, continual improvement, the variable nature of human and cultural factors, modifying and integration of processes/practices.

Given the highly dynamic and variable nature of the risk management process, the general approach by the Shire is to articulate and develop details relating to risk management processes within operational procedures, to best communicate the applicable elements of the process throughout the organisation. Development of these procedures will also enable appropriate feedback to be sought from stakeholders and implemented into decision making processes.

The diagram below depicts the re-iterative and continuous process for managing risks.



Source: Australia/New Zealand ISO31000:2018

1.7 Risk Management Process – Communication and Consultation

Communication and consultation are important elements of the risk management process. These elements promote a better understanding of risk across the Shire and convey the purpose behind actions occurring or required.

An effective risk management process relies on regular communication and consultation, both upward to leadership and downward from leadership and senior staff, involving risk owners, Shire management and Audit and Risk Committee / Council (as applicable).

The main objectives of risk communication and consultation are to:

- Provide information for decision making (relevance of information is dependent on currency).
- Utilise expertise from across the organisation in the course of carrying out risk management activities; and
- Facilitate an inclusive and empowered culture across the Shire in relation to risk management. Communication of newly identified, untreated high level risks will be as follows:

Risk Context	**Purpose**	**Reporting to:**
Strategic	Emerging risks or existing risks which impact on the Council's ability to deliver on its strategic objectives.	CEO/Council
Operating	Risks identified from operational activities which need to be addressed, reported and monitored until effectively treated to an acceptable risk tolerance.	CEO
Projects	Risks identified from capital or infrastructure projects which impact on the project deliverables above the Council's acceptable risk tolerance.	CEO
Consolidated Risk Summary	For Executive Management – summary of high level risks and above items to inform Audit Committee & Council of risk treatments.	Audit Committee / Council

In line with the multi-directional approach to risk consultation it is equally important for newly identified untreated risk to be communicated from Council to the Executive.

Each level of management must communicate risks as they become aware of them, to relevant staff at the level directly above and below them, who must in turn communicate the risks to the next level above or below.

Communication and consultation of medium and higher risks should be through a documented process. Lower level risks may be communicated verbally.

1.8 Risk Management Process – Risk Categories / Risk Themes

The purpose of risk categories and/or risk themes is to group similar risks under the appropriate risk category. The use of standard risk categories enables:

- Structured process for staff to identify and capture risks; and
- Reporting of risks by risk type, providing focus areas requiring risk mitigation, especially where similar risks are identified across functional areas and/or by different stakeholders.

The Shire's risk categories/themes should be continually reviewed to ensure relevance in current environment.

Examples of risk categories within the local government sector include:

1. Performance: ability to achieve key objectives, within current resources, potential loss of infrastructure.
2. Financial: loss of assets, impact on annual revenues or costs, external audit issues, mismanagement of funds.
3. Environmental Risk: harm to the environment.
4. Reputational Damage: adverse publicity.
5. Service Delivery/Business Interruption: loss of service, disruption in business processes or impact to service delivery (including through lack of skilled resources); and
6. Legislative / Regulatory / Policy / Occupational Safety and Health: misconduct, injury, failure to meet statutory, regulatory or compliance requirements.

Risk categories will be defined in the initial establishment of risk registers and should be dynamic to reflect the current environment.

1.9 Risk Management Process – Risk Tolerance / Risk Appetite

Risk tolerance or risk appetite can be defined as the amount and type of risk the Shire is willing to take in order to meet its strategic objectives. Given the characteristic risk profile of local governments, it is important the Elected Members and CEO understand and consider this relatively low appetite for risk when evaluating major decisions. To facilitate meaningful analysis of the Shire's risk exposures, one role of the Council is to constructively challenge management's proposals from a risk perspective.

As risk management processes mature, a risk appetite matrix which pre-defines types of risk and quantifies them in a structured manner will help ensure the Shire's strategic objectives are effectively planned and managed. It enables articulation of specific actions/practices, i.e. the Shire does not tolerate any risk of breaches to regulatory obligations or legislative requirements. This assists staff understanding of how their day to day risk management activities contribute towards the Shire's risk culture and risk profile.

Understanding risk appetite helps determine the level of acceptable/unacceptable risk and the extent to which additional controls are required to treat risk. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and procedures in order to maintain the organisation's reputation and to protect public funds from loss or misappropriation.

The appetite for risk in relation to service delivery, finance, health, safety and the environment is considered 'low to medium', requiring treatment with effective controls. Where the level of risk is considered 'high' or 'extreme', additional controls are required to reduce the risk level. In circumstances where the level of risk cannot be reduced below 'high', close monitoring of risk controls is required to ensure the relevant internal controls remain effective. In cases of medium to high risk, the Shire will mitigate the risk by taking out insurance where possible.

Documentation to support risk management process

Documentation of medium and high level risks is best undertaken through the use of a risk register (compliance calendar). Maintenance of risk registers (compliance calendar) demonstrates an active and evidentiary risk management process within the Shire.

The following provides guidance for documentation of risk registers (compliance calendar):

- All elected members and employees have responsibilities to identify, assess, evaluate and treat risks in their day to day activities; risks assessed as being mitigated to an acceptable level through operating controls or risk treatments by eliminating the risk are deemed to be effectively addressed and do not require documenting;
- Risks which require further actions or treatment by more senior officers before they are within the acceptable risk tolerance must be documented in the risk register to enable effective communication and monitoring; and
- Any risks deemed to be rated High or Extreme and unable to be immediately treated to an acceptable level, must be escalated to the CEO immediately for further escalation to the Audit & Risk Committee and/or Council, where unable to be adequately treated by the CEO within the constraints of the annual budget. These risks must also be recorded in the risk register.

Assurance activities for risks mitigated through operational and/or financial controls

The Shire has the following governance activities to ensure controls required for risk mitigation are operating as intended:

- Completion of mandatory returns as required by legislation.
- Routine independent verification of operating controls, systems and procedures.
- External audit of financial statements; and
- Via Code of Conduct, Council policies and work procedures.

The following pages contain tools and guidance useful in the implementation of this Strategy.

- Table 1: Roles & Responsibilities
- Table 2: Risk Ratings
- Table 3: Matrix Assessment
- Table 4: Likelihood Rating
- Table 5: Risk Response

Table 1: Roles and Responsibilities

Role	Responsibilities
Council	Council's responsibilities are to: • Adopt a Risk Management Policy compliant with the requirements of AS/NZS ISO 31000:2018 and to review and approve the Policy in a timely manner as required. • Be satisfied risks are identified, managed and controlled appropriately, to achieve Shire's strategic objectives. • Supports the allocation of funds / resources to treat risks as required.
Audit & Risk Committee	• Requests and reviews reports on risk management on a biannual basis (minimum) or as required depending on the nature of the risk(s). • Monitors the overall risk exposure of the Shire and makes recommendations to Council as appropriate. • Assesses for effectiveness the risk control measures / risk treatment plans in reducing the severity of the risk(s).
Executive	• Creates an environment where staff are responsible for and actively involved in managing risk. • Oversight of the Shire's Risk Management Strategy. • Maintain and implement the Risk Management Strategy. • Ensures a consistent risk management approach is embedded in the operations and processes of the Shire. • Actively participates and supports the Risk Management Strategy through identification and creation of suitable risk treatments to control strategic and operational risks facing the Shire. • Monitors the strategic and operational risk management performance. • Reviews the Shire's Risk Summary Report prior to submission to the Audit & Risk Committee.
Staff	• Adopt and understand the principles of risk management and comply with policies, processes and practices relating to risk management. • Alert and bring to management's attention, the risks existing within their area. • Conduct risk assessments which are appropriate with the scope of the task and the associated level of risk identified.

Table 2: Consequence Ratings

Description	Performance	Financial	Environment	Reputation	Servi Busine
CATASTROPHIC	Unable to achieve key objectives. External resources required. Ongoing loss of critical infrastructure.	>15% of asset value. Adverse >15% deviation from budget. Audit unable to be completed.	Catastrophic long term environmental harm.	Significant damage to public confidence leading to sustained compromise in the achievement of strategic objectives.	Major, incl important a and/or a pr Ongoing lo systems.
MAJOR	Major impact on ability to achieve key objectives. Impact cannot be managed with current allocated resources. Long-term loss of critical infrastructure.	5%-15% of asset value. Adverse 5%→15% deviation from budget. Audit qualification on the report and accounts.	Significant long-term environmental harm.	Local publicity of a major and persistent nature, affecting the perception/ standing within the community.	Complete important s short perio Major disru processes.
MODERATE	Moderate impact on ability to achieve key objectives. Significant adjustment to resource allocation. Loss of support infrastructure.	2%-5% of asset value. Adverse 2%→5% deviation from budget. Management letter contains significant issues.	Significant short-term environmental harm.	Damage to reputation to a specific audience, may not have significant long-term or community effects.	Major effec service are period, brie multiple ar Moderate business p
MINOR	Minor impact on ability to achieve key objectives. Additional internal management efforts required. Interruption to support infrastructure.	< 2 of asset value. Adverse impact on revenues and costs <2% deviation from budget. Management letter contains minor issues.	Minor transient environmental harm.	Minor damage to reputation to a small audience, complaint from a large group of people.	Brief disru service are Noticeable crucial ser Minor disru processes.
INSIGNIFICANT	Negligible impact on ability to achieve key objectives. Impact can be managed through routine activities. Negligible interruption to support infrastructure.	Insignificant loss. Insignificant adverse impact on annual revenue or costs. Matters discussed with management not reported.	Negligible transient environmental harm.	Minor unsubstantiated publicity or damage to reputation to a small audience, complaint from individual/small group.	Negligible effectivene organisatio Negligible business p

Table 3: Risk Matrix

		CONSEQUENCE				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium	High	High	Extreme/Exceptional	Extreme/Exceptional
Likely	4	Medium	Medium	High	High	Extreme/Exceptional
Possible	3	Low	Medium	Medium	High	High
Unlikely	2	Low	Low	Medium	Medium	High
Rare	1	Very low	Low	Low	Medium	Medium

Table 4: Likelihood Rating

Likelihood	Definition	Frequency of Noted Occurrences	Score
Almost Certain	Expected to occur in most circumstances or occurs regularly. A clear opportunity already apparent, which can easily be achieved.	More than once per year	5
Likely	Occurrence is noticeable or is likely to occur. An opportunity that has been explored and may be achievable.	At least once per year	4
Possible	Occurs occasionally or may occur. Possible opportunity identified.	At least once in 5 years	3
Unlikely	Occurs infrequently or is not likely to occur. Opportunity that is fairly unlikely to happen.	At least once in 10 years	2
Rare	Only occurs in exceptional circumstances. Opportunity that is very unlikely to happen.	Less than once in 20 years	1

Table 5: Risk Response

Risk	Action Required
Extreme/Exceptional	Immediate corrective action
High	Prioritised action required
Medium	Planned action required
Low	Planned action required
Very low	Manage by routine procedures

Date approved:	18/12/2019
Responsible officer:	CEO
Endorsed by:	Audit Committee
Approved by:	Council
Next review:	2021

Definitions	
Consequence	The outcome of an event affecting achievement of organisational objectives.
Control	A measure that modifies a risk or manages risks within an organisation.
Establishing the context	Defining the external and internal parameters to be taken into account when managing risk and setting the scope and evaluating the significance of a risk (i.e. risk criteria).
Event	The occurrence or change of a particular set of circumstances.
Likelihood	The chance of a risk event occurring.
Monitoring	Continual checking, critically observing or determining status in order to identify change from the performance level required or expected.
Operational risk	Operational risks are linked to the Business Plan objectives and take into consideration risks which will prevent departments from delivering their annual business plans and ongoing services to the community.
Residual risk	The risk remaining after risk treatment.
Risk	The effect of uncertainty on objectives. The focus should be on the effect of incomplete knowledge of events or circumstances on the Shire's decision making.
Risk analysis	The process to comprehend the nature of risk and to determine the level of risk.
Risk assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk attitude	The organisation's approach to assessing and eventually pursuing, retaining, taking or turning away from risk.
Risk criteria	The terms of reference against which the significance of a risk is evaluated.
Risk evaluation	The process of comparing the results of a risk analysis with the risk criteria to determine whether the risk and/or its magnitude are acceptable or tolerable.
Risk identification	The process of finding, recognising and describing risks.
Risk management	The coordinated activities to direct and control an organisation with requirements to manage risk.

Definitions	
Risk management policy	The Shire's statement of overall intention and direction related to risk management.
Risk owner	The person with the accountability and authority to manage a risk.
Risk profile	The acceptable level of risk an organisation is prepared to accept. For the purposes of this Framework, the Shire's risk profile is the overall exposure to risk based on its aggregated risks, at a point in time.
Risk source	An element that, either alone or in combination, has the intrinsic potential to give rise to a risk.
Risk treatment	The process to modify risk.
Stakeholder	A person or organisation that can affect, be affected by or perceive themselves to be affected by a decision or activity.
Strategic risk	Strategic risks are the risks that will prevent the Shire from meeting the objectives outlined in its Plan for the Future.
Reference: ISO 31000:2018 Risk management—Guidelines	

1.10 LEGISLATIVE COMPLIANCE POLICY
Policy reviewed by Council 17 June 2022

OBJECTIVE

To ensure that the Shire of Northampton complies with legislative requirements.

BACKGROUND

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire of Northampton has an obligation to ensure that legislative requirements are complied with.

The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met. Regulation 14 of the Local Government (Audit) Regulations 1996 requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year.

The compliance audit is structured by the Department of Local Government and Communities and relates to key provisions of the Local Government Act 1995.

Regulation 17 of the Local Government (Audit) Regulations 1996 also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and a report to the Audit Committee on the results of that review.

POLICY STATEMENT

The Council will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the Council.

These processes and structures will aim to:-

(a) Develop and maintain a system for identifying the legislation that applies to the Shire's activities.

(b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.

(c) Provide training for relevant staff, Councillors, volunteers and other relevant people in the legislative requirements that affect them.

(d) Provide people with the resources to identify and remain up-to-date with new legislation.

(e) Establish a mechanism for reporting non-compliance.

(f) Review accidents, incidents and other situations where there may have been noncompliance.

(g) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

Roles and Responsibilities

Councillors and Committee Members

(a) Councillors and Committee members have a responsibility to be aware and abide by legislation applicable to their role.

(b) Senior Management

Senior Management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

(c) Employees

Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation. Employees shall report through their supervisors to Senior Management any areas of noncompliance that they become aware of.

(d) Implementation of Legislation

The Council will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

LEGISLATIVE COMPLIANCE PROCEDURES

1. Identifying Current Legislation

The Council accesses electronic up to date versions of legislation through the Western Australian State Law Publisher website at www.legislation.wa.gov.au. Direct access to this site is provided from the Council's networked computers.

2. Identifying New or Amended Legislation

(a) Western Australian Government Gazette

The Council accesses electronic up to date versions of the Government Gazette through the Western Australian State Law Publisher website at

www.legislation.wa.gov.au. Direct access to this site is provided from the Council's networked computers. It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.

(b) Department of Local Government

The Council receives regular circulars from the Department of Local Government on any new or amended legislation. Such advice is received through the Council's Records section and is distributed to the Councillors, CEO and relevant Council officers for advice and implementation.

(c) Department of Planning

The Council receives Planning Bulletins from the Department of Planning on any new or amended legislation. Such advice is received through the Council's Records section and is distributed to the relevant Council officers for implementation.

(d) Western Australian Local Government Association (WALGA)

The Council receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.

3. Obtaining advice on Legislative Provisions

The Council will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, WALGA or the relevant initiating government department for advice.

4. Informing Council of Legislative Change

If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation. The Council's format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

5. Review of Incidents and Complaints of Non-compliance

The Council shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

6. Reporting of Non-compliance

All instances of non-compliance shall be reported immediately to the CEO. The CEO may investigate any reports of significant non-compliance and if necessary, report the non-compliance to the Council and/or the relevant government department. The CEO will also take the necessary steps to improve compliance systems.

1.11 RELATED PARTY DISCLOSURES POLICY
Policy reviewed by Council 17 June 2022

OBJECTIVES

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

POLICY STATEMENT

This policy applies to Related Parties of Council and their Related Party Transactions with Council.

POLICY DETAILS

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A related Party relationship could influence the normal business operations of Council. In some instances, Council may enter into transactions with a Related Party that unrelated parties would not. For example, goods are supplied to Council on terms that might not be offered to other customers. Also, transactions between Related Parties may not be made on the same terms as between unrelated parties.

The normal business operations of Council may be affected by a Related Party relationship even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with Council because of the significant influence of another for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of Council's operations by users of financial statements, including assessments of the risks and opportunities facing the Council.

1. Identification of Key Management Personnel (KMP)

AASB 124 defines KMP's as "*those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity*".

KMP's for the Council are considered to include:

- Councillors (including the President).
- Chief Executive Officer; and
- The Executive Management Team

2. Identification of Relates Parties

A person or entity is a related party of Council if any of the following apply:

- They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- They are an associate or belong to a joint venture of which Council is part of.
- They and Council are joint ventures of the same third party.
- They are part of a joint venture of a third party and Council is an associate of the third party.
- They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council.
- They are controlled or jointly controlled by *close members of the family of a person.*
- They are identified as a *close or possibly close member of the family of a person* with significant influence over Council or a *close or possibly close member of the family of a person* who is a KMP of Council.
- They, or any member of a group of which they are a part, provide KMP services to Council.

For the purposes of this Policy, related parties of Council are:

- Entities related to Council.
- Key Management Personnel (KMP) of Council
- Close family members of KMP.
- Possible close family members of KMP's; and
- Entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.

3. Review of Related Parties

A review of KMP's and their related parties will be completed every 6 months.

Particular events, such as a change of Councillors, Chief Executive Officer or Senior Executive Officers or a corporate restructure, will also trigger a review of Council's related parties immediately following such an event.

Council management shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

Prior to the commencement of this policy taking effect an initial identification process will be undertaken and recorded.

Council management shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2019. Identification and reporting methods shall consider.

- Transactions occurring via Council's accounting and electronic records management systems.
- Other transactions not passing through Council's electronic accounting / management systems; and
- The identification of the associated terms and conditions of the related party transactions.

If any elected member or employee believes a transaction may constitute a related party transaction, they must notify the Chief Executive Officer who will, in consultation with the Manager Treasury & Finance, make a determination on the matter.

4. Identification of Control or Joint Control

A person or entity is deemed to have control if they have:

- power over the entity.
- exposure, or rights, to variable returns from involvement with the entity; and
- the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

5. Required Disclosures and Reporting

AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

5.1. *Disclosure of any related party relationship* - must disclose in the annual financial statements its relationship with any related parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.

5.2. *KMP Compensation Disclosures* - must disclose in the annual financial statements KMP for each of the categories of compensation (as defined in the definitions of this Policy) in total.

6. Related Party Transactions Disclosures

Related Party Transactions are required to be disclosed, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods.
- Purchase or sale of property and other assets.
- Rendering or receiving services.
- Leases.
- Quotations and/or tenders.
- Commitments.
- Settlements of liabilities on behalf of Council or by Council on behalf of the related party.
- Guarantees given or received
- Loans and Settlements of liabilities
- Expense recognised during the period in respect of bad debts
- Provision for doubtful debts relating to outstanding balances
- Grants and subsidy payments made to associated entities of Council
- Non-monetary transactions between Council and associated entities of Council
- Other goods and services provided by Council to associated entities of Council
- Compensation made to key management personnel
- Fees and charges charged to related parties
- Infrastructure contributions and application fees from related parties
- Purchase of materials and services from related parties
- Employee expenses for close family members of key management personnel

Council must disclose all **material** and **significant** Related Party Transactions in its annual financial statements and include the following detail:

6.1. The nature of the related party relationship; and

6.2. Relevant information about the transactions including:

6.2.1. The amount of the transaction.

6.2.2. The amount of outstanding balances, including commitments, and

- Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
- Details of any guarantee given or received.

6.2.3. Provision for doubtful debts related to the amount of outstanding balances; and

6.2.4. The expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- Significance of transaction in terms of size.
- Whether the transaction was carried out on non-market terms.
- Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets.
- Whether the transaction is disclosed to regulatory or supervisory authorities.
- Whether the transaction has been reported to senior management; and
- Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

Disclosures that Related Party Transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

7. Ordinary Citizen Transaction (OCT)

Transactions with related parties of Council which are of a nature that any ordinary citizen would undertake will not be captured and reported. These transactions are not material transactions because of their nature. However, if the OCT occurs on terms and conditions that are different to those offered to the general public the transaction may become material and subsequently disclosed.

Ordinary Citizen Transactions shall include:

- Use of Council facilities, equipment and services in accordance with Council's fees, charges and policies.
- Payment of rates and charges.
- Attendance at Council functions and activities that are open to the public.
- Payment of fines and other penalties on normal terms and conditions; and
- Related party transactions occurring during the course of delivering Council's public service objectives and which occur on no different terms to that of the general public.

Amendments to transactions classified as Ordinary Citizen Transactions may be identified from time to time and this policy will be amended accordingly.

8. Review of Related Party Transactions

A review of all Related Party Transactions will be completed every 6 months.

KEY TERM DEFINITIONS

AASB 124 means the Australian Accounting Standards Board, Related Party Disclosures Standard.

Asset - A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

Close members of the family of a person - are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council and include:

(a) that person's children and spouse or domestic partner.
(b) children of that person's spouse or domestic partner; and
(c) dependents of that person or that person's spouse or domestic partner.

Entity can include a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.

Incorporated association means an association incorporated under the *Associations Incorporation Act 1957*.

Key management personnel - as defined in Section 6.1 of this Policy.

KMP Compensation means all forms of consideration paid, payable, or provided in exchange for services provided, and may include:

- Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees;
- Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care.
- Other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation.
- Termination benefits; and
- Share-based payment.

Material (materiality) means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Ordinary Citizen Transaction means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

Possible (Possibly) Close members of the family of a person are those family members who could be expected to influence, or be influenced by, that person in their dealings with the Council and include:

(a) that person's brothers' and sisters.
(b) Aunts', uncles', and cousins of that person's spouse or domestic partner.
(c) dependents of those persons' or that person's spouse or domestic partner as stated in (b); and
(d) that person's or that person's spouse or domestic partners', parents' and grandparents.

Record means any record of information however recorded and includes- anything on which there is writing, a map, plan, diagram or graph, a drawing, pictorial or graphic work, photograph; or anything from which images, sounds or writings can be reproduced.

Related Party – as defined in Section 6.2 of this Policy.

Related Party Transaction is a transfer of resources, services or obligations between a Council and a related party, regardless of whether a price is charged.

Significant (significance) means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.

ROLES AND RESPONSIBILITIES

The CEO & DCEO are responsible for the implementation of this policy.

1.12 COMMUNITY ENGAGEMENT POLICY
Policy reviewed by Council 17 June 2022

COMMUNITY CONSULTATION POLICY

Purpose

This policy sets out the governing principles for community engagement and consultation that underpin the Integrated Planning and Reporting framework to ensure the strategic direction of the organisation is with in keeping with community values and aspirations.

Objectives

The objective of this policy is to provide guidance to Councillors and Officers in planning, implementing and reviewing community engagement and consultation for key projects, strategic planning and policy development. This will ensure informed decision-making, transparency, timely and effective communication with key stakeholders and the general community.

Adopted Policy

- Council is committed to providing leadership and a strong commitment to information sharing, consultation and active participation of the community in contributing to the decision making process.

- Council acknowledges the right of the community to access information, provide feedback, be consulted and actively participate in strategic planning or in key projects of service development. Council's obligations to respond to the community when exercising these rights will be clearly stated in specific consultation processes.

- Objectives for, and limits to, information, consultation and active participation during planning, project and key service development will be defined from the outset. The respective roles and responsibilities of the community (including individuals and groups) and Council (including Councillors and officers) will be made clear as well as to who makes final decisions once the information is analyzed.
- The approach for specific consultations will be tailored to the target audiences and consider all other factors outlined in this policy.

- Consultation will be undertaken as early in the planning process as possible to allow to widen the scope of consultation and to improve the outcomes. Adequate time will be made available for consultation to be effective.

- Information provided by Council during planning, project and key service development will be objective, complete and accessible. All those involved in a consultation process will have equal treatment when exercising their rights of access to information and participation.

- Council will ensure adequate financial, human and technical resources are available to make a consultation initiative effective. The allocation of resources will be considered in relation to broader budgetary restraints and the implications to existing priorities. Council will support its officers in consultation initiatives.

- Consultation on specific planning, project and key service development will be coordinated across Council to enhance knowledge management, ensure policy coherence, avoid duplication and reduce the risk of "consultation fatigue" within the community.

- Council will be accountable for the use made of input from a consultation process. Council will ensure consultation processes are open, transparent and amenable to external scrutiny and review.

- Council will actively and openly evaluate its consultation processes and practices in planning, project and key service development. The results of evaluation will directly impact upon future consultation initiatives.

Outcomes

Measures of success of consultation will include assessments of whether:

- The interests of all parties have been served.
- Expectations concerning the process have been met.
- Consensus, consent and commitment have emerged.
- The process has encouraged generation of the best options.
- Objective criteria have been used to assess the different options under consideration.
- Understanding has been enhanced.
- Relationships between Council and the community and within the community have been enhanced.
- The decision resulting from the consultation has been stable and enduring.

Responsibility

Responsibility for the implementation of this policy rests with the Council, CEO and staff of the Shire.

1.13 ATTENDANCE AT EVENTS POLICY
Adopted by Council 17 June 2022

1. OBJECTIVES

1.1. To introduce policy to address section 5.90A. of the Local Government Act 1995 Policy for attendance at events.

1.2. To provide elected members and staff with consistent guidelines to ensure transparency, relevance, and value for money for ratepayers.

2. POLICY STATEMENTS

2.1. In developing the Attendance at Events Policy, council needs to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council. The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings.

2.2. This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the Chief Executive Officer (CEO).

2.3. Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above $300 and the donor has a matter before council. Any gift received that is less than $300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

3. LEGISLATION

3.1. Policy for attendance at events

In this section — ***event*** includes the following —

a) a concert.
b) a conference.
c) a function.
d) a sporting events.
e) an occasion of a kind prescribed for the purposes of this definition.

3.2. A local government must prepare, and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

a) the provision of tickets to events; and
b) payments in respect of attendance; and
c) approval of attendance by the local government and criteria for approval; and
d) any prescribed matter.

**Absolute majority required.*

3.3. A local government may amend* the policy.
**Absolute majority required.*

3.4. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

3.5. The CEO must publish an up-to-date version of the policy on the local government's official website.

4. PROVISION OF TICKETS TO EVENTS

4.1 Invitation

4.1.1. All invitations of offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer. Invitations made directly to an Elected Member are to be handed to the Chief Executive Officer for action to be taken in accordance with this Policy.

4.1.2. Any other invitation or offer of tickets not addressed to an Elected Member or the Chief Executive Officer in general is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

4.1.3. A list of events and attendees authorised by the local government in advance of the event is recorded in Attachment A.

5. APPROVAL OF ATTENDANCE

5.1 In deciding on attendance at an event, the Council will consider:

a) who is providing the invitation or ticket to the event,
b) the location of the event in relation to the local government (within the district or out of the district),
c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
d) whether the event is sponsored by the local government,
e) the benefit of local government representation at the event,

f) the number of invitations / tickets received, and
g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

5.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

5.3 The CEO is authorised to determine matters relating to staff attending conferences, seminars or training (in addition to those listed at Attachment A) that form part of the ongoing operational requirements of the Shire using the considerations as outlined in 5.2 of this policy Ref CMP-030: Conference; Meetings; Training;

6. PAYMENTS IN RESPECT OF ATTENDANCE

6.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
6.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
6.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
6.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
Western Australian Local Government Association (WALGA) Annual Conference and AGM	Annual Event	President, Deputy President 3 x Elected Members CEO DCEO	Elected Members & CEO DCEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
Northern Country Zone Conferences	Periodical	President, Deputy President Elected Members CEO DCEO	Elected Members & CEO DCEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
State Government Budget announcement, launches and other events	Ongoing	President, Deputy President CEO	Elected Members & CEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Staff – CEO discretion (Clause 5.3)
WALGA Road Conference	Annual Event	President, Deputy President 2 x Elected Members CEO Manager Works & Svc	Elected Members & CEO Manager Works & Technical Services	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)

Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
Local Government Professionals Annual Conference	Annual Event	CEO DCEO And staff approved by CEO to attend	CEO DCEO Administration Finance Staff	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Staff – CEO discretion (Clause 5.3)
Synergy Soft IT Annual User Group Conference	Annual Event	CEO DCEO And staff approved by CEO to attend	CEO DCEO Administration Finance Staff	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Staff – CEO discretion (Clause 5.3)
Moore Stephens Annual Budget Finance Conferences	Annual Event	CEO DCEO And staff approved by CEO to attend	CEO DCEO Administration Finance Staff	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Staff – CEO discretion (Clause 5.3)
Works Supervisors Annual Conference	Annual Event	CEO Manager Works & Technical Services And staff approved by CEO to attend	CEO Manager Works & Technical Services Works Staff/Leading Hands	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Refer also to policy 4.3	Staff – CEO discretion (Clause 5.3)

1.14 INFORMATION TECHNOLOGY USE POLICY
Adopted by Council 17 June 2022

OBJECTIVES

This Policy outlines the conditions governing the use of all Information Technology (IT) facilities provided by the Shire of Northampton. The Policy applies to Elected Members, staff and to others to whom access to IT facilities has been provided.

MANAGEMENT PROCEDURE STATEMENT/S:

1. General Use

1.1 The Shire of Northampton reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.

1.2 The Shire of Northampton has ownership of all files and e-mail messages stored on Shire computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this policy.

1.3 Users must respect the resource limitations of the IT facilities provided resources are not infinite.

1.4 Any facilities provided to users are for the business purposes of the Shire of Northampton. The Shire will not be responsible for meeting any costs resulting from either the misuse of facilities or the use of facilities for non-business-related purposes.

1.5 The Shire of Northampton supports only those facilities which it provides for business purposes. Hardware, software, operating systems and networking protocols not in use at, or provided and approved by the Shire of Northampton are not supported.

2. Storage

2.1 All corporate information including correspondence, minutes of meetings, memos, file notes and reports (other than those generated through the Shire's databases) are to be stored in the Electronic Document Management System (EDMS) generally referred to as Central Records. This is consistent with the legislative requirements of the State Records Act 2000.

2.2 E-mails and faxes sent and received, and of corporate nature must be captured and stored in the Electronic Document Management System. This is consistent with the legislative requirements of the State Records Act 2000.

2.3 Hard copy documents must be scanned and registered into the EDMS immediately upon receipt.

2.4 Corporate documents must not be stored on desktop computers or on portable media (i.e.: Portable Devices, CDs, DVD, USB's, Portable Hard Disk Drives) There are appropriate methods for storing draft and 'working' documents within the EDMS.

Network drives are provided for non-corporate documents only and only limited quotas are allowed. It is the responsibility of each staff member to understand what documents should be stored in the EDMS, this information can be obtained from the Record Management Record Keeping Plan 13th June 2018.

2.5 Only the network drives and corporate systems are backed up. 'C' drives and local 'H' drives are not backed up and users will be responsible for any loss of data stored on this drive or on portable media.

2.6 Duplication of data is to be avoided. Any documents stored in the EDMS do not need to be stored elsewhere unless access to EDMS is planned to be unavailable or the data is stored on media specifically designed for the purpose of backup.

3. Installing Unauthorised Software or Files

3.1 Users must not purchase, install, copy or use any software without prior written consultation with the Chief Executive Officer or Deputy Chief Executive Officer.

3.2 The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used on the Shire of Northampton systems.

3.3 Copyright authorisation documentation has to be registered in the EDMS and Manage according to the Shire's record keeping plan.

4. Access to Computer Facilities

4.1 Users may use only those facilities, which they have been properly authorised to use by the relevant Manager. Authorisation must be provided to Chief Executive Officer or Deputy Chief Executive Officer in writing before access is provided and/or modified.

4.2 Users may not use any of the facilities provided by the Shire of Northampton in such a way as to reflect poorly upon the Shire either in part or as a whole.

4.3 Users may not use any of the facilities provided to them by the Shire of Northampton in such a way as to achieve personal gain or to earn income external to their employment at the Shire.

4.4 The playing of games by staff on Shire computers is not permitted.

4.5 Where the use of any IT facility is governed by a password, the password must not be inappropriately divulged to any other person.

4.6 Users must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected. We recommend that no passwords are written down and kept at or near a user's desk.

4.7 Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from Managers or the Chief Executive Officer.

4.8 Users will comply with any directive (verbal, written or electronic) from Chief Executive Officer or Deputy Chief Executive Officer relating to access to IT facilities.

4.9 Users must treat IT facilities and telephones with respect. Any wilful damage sustained to equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair or replacement being sought from the user of the equipment.

4.10 Users must be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to WIFI data usage should be kept to a minimum. The Shire of Northampton will not be responsible for any excessive costs incurred. Mobile devices have access to shared data for staff who has to travel and need internet access.

4.11 Remote access to the Shire of Northampton IT facilities is provided on a need's basis. Those seeking such access will need approval from their Manager. Users with remote access must take extra care in relation to security issues and report any breaches (or perceived breaches) of security immediately to IT Services, and must use passwords with at least 12 characters and must contain a mixture of upper and lower case alpha characters and numbers.

4.12 The Chief Executive Officer or Deputy Chief Executive Officer reserves the right to perform system maintenance tasks outside regular working hours. Where abnormal maintenance tasks are planned notification of the anticipated down time will be communicated if possible. If staff has a particular need for after hour's access to IT facilities they should liaise with the Deputy Chief Executive Officer in advance to arrange access options.

4.13 The Chief Executive Officer or Deputy Chief Executive Officer has the right to remove, or reallocate specific items of IT equipment within the organisation to ensure maximum efficiencies are achieved from the shire's IT equipment. Such removals reallocations will occur with appropriate consultations with the appropriate managers.

5. Security

5.1 Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to

the user or have been provided for their use, or is stored on a shared medium for which they have been granted access.

5.2 Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Chief Executive Officer or Deputy Chief Executive Officer, except in the following circumstances: -

5.2.1 For data or files stored on a shared network facility or transferred in/out via a shared network facility.

5.2.2 Under direction of their supervising officer(s) to amend data or files stored in a personal directory.

5.3 Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to Deputy Chief Executive Officer.

5.4 Users are encouraged to lock power down their workstations when they are not in use for any extended periods.

5.5 Users should correctly shut their computer systems down before finishing work each day, unless otherwise requested by Deputy Chief Executive Officer.

5.6 Users must report to the Chief Executive Officer or Deputy Chief Executive Officer, without delay, any breaches (either real or perceived) of security.

6. IT Support

6.1 The Shire would like all users of our equipment to get maximum productivity through the use of advanced technology.

6.2 Progress is only possible through cooperation; staff should communicate with Deputy Chief Executive Officer as frequently as possible to enable the Deputy Chief Executive Officer to understand their needs or frustration. Requests for new systems will be formal and such requests will have treated in order of priority or directives from the Chief Executive Officer.

6.3 Support Requests to any external IT support agencies are to be logged through the Deputy Chief Executive Officer.

7. Internet and E-mail

7.1 The provision of Internet browsing facilities to a user must be authorised in writing by the relevant line Managers and Chief Executive Officer.

7.2 E-mail users must check their e-mail frequently, delete any unnecessary messages promptly and manage their e-mail files wisely. Limits are set on mailbox sizes; therefore, users should make sure e-mails are registered into the EDMS where required.

7.3 When commencing leave, staff should utilise the ability of the email software to forward incoming mail to the person who is acting in the position during their absence or out of office message is to be utilised.

7.4 Outlook Calendars are regarded as a management tool and should be made available for other staff to review. Personal appointments can be marked 'Private' so reviewers may not see the details of the content.

8. What is Acceptable Use in regard to Internet and E-mail?

8.1 Subject to the following employees may use the Internet access provided by the Shire of Northampton for: -

8.1.1 Work-related purposes;

8.1.2 Sending and receiving personal email messages, provided that if email messages are sent with a Shire of Northampton email address in the from: or Reply-To: header, a disclaimer shall accompany the email to the effect that the views of the sender may not represent those of Shire of Northampton;

8.1.3 Utilising any other Internet service or protocol for personal purposes after obtaining permission to do so from the Chief Executive Officer or Deputy Chief Executive Officer.

8.1.4 Personal e-mails to advertise items are not permitted.

8.1.5 E-mail messages of a corporate nature that leave the Shire of Northampton destined for an external organisation are public records and must be captured in the EDMS. Any corporate email messages that officers receive must also be captured in this manner. If the user is unclear of how to capture the correspondence in the EDMS themselves such messages should be forwarded to Records staff to facilitate this legislative (State Records Act 2000) requirement.

Condition: Provided in each case that the personal use is moderate in time, does not incur cost for the Shire and does not interfere with the employment duties of the employee or his or her colleagues. Managers and/or the CEO can determine if any private use is excessive and direct staff to curtail such use as they consider appropriate,

9. What is Not Acceptable Use in regard to Internet and E-mail?

9.1 Except in the course of an employee's duties or with the express permission of the Shire, the Internet access provided by the Shire may not be used for: -

9.1.1 Personal commercial purposes;

9.1.2 Sending unsolicited bulk email such as advertising or announcements that are not related to Council business to any group

9.1.3 Sending any e-mail that is inappropriate, for example, e-mails that contains pornographic material, profanity, racial and sexual discrimination, forwarding of hoaxes, chain-mail, spam, harassing colleagues or knowingly sending or forwarding virus-infected e-mails

9.1.4 Disseminating confidential information of the Shire of Northampton;

9.1.5 Any illegal purpose;

9.1.6 Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof;

9.1.7 Disseminating personal contact information of officers or employees of the Shire without their consent;

9.1.8 Knowingly causing any other person to view content which could render the Shire liable pursuant to equal opportunity or sexual discrimination legislation at the suit of that person; or

9.1.9 Knowingly downloading or requesting software or media files or data streams that are not related to Shire business.

9.1.11 The use of real-time messaging services such as ICQ or MSN or Yahoo.

9.1.12 Web sites including but not limited to those of the following nature: -

Games.
Personal Shopping / Auctions.
Entertainment.
Adult Entertainment.
Social Sites (Facebook)
Pornography.
Personal Internet E-mail (such as Gmail, Hotmail or Yahoo).
Chat Rooms / Channels.

10. Example of Disclaimer to be used

Disclaimer by the Shire of Northampton. This email is private and confidential, if you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire unless this is clearly indicated. You should scan this email and any attachments for viruses. The Shire accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.

11. Consequences of Unacceptable Use

11.1 The Shire of Northampton keeps and may monitor logs of Internet usage which may reveal information such as which Internet servers (including World Wide Web sites) have been accessed by employees, and the email addresses of those with whom they have communicated. The Shire of Northampton will not, however, engage in real-time surveillance of Internet usage, will not monitor the content of email

messages sent or received by its employees unless a copy of such message is sent or forwarded to the company by its recipient or sender in the ordinary way, and will not disclose any of the logged, or otherwise collected, information to a third party except under compulsion of law.

11.2 Responsibility for use of the Internet that does not comply with this Policy lies with the employee so using it and such employee must indemnify the Shire of Northampton for any direct loss and reasonably foreseeable consequential losses suffered by the Shire by reason of the breach of Policy.

11.3 The Shire of Northampton will review any alleged breach of this Policy if and as required. If the alleged breach is of a very serious nature which breaches the employee's duty of fidelity to the Shire, the employee shall be given an opportunity to explain the circumstances that lead to the alleged breach and if it is admitted or clearly established to the satisfaction of the Shire the breach may be treated as grounds for disciplinary action.

11.4 Otherwise, an alleged breach shall be dealt with as follows: -

11.4.1 Initially, the employee shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from or where applicable to remedy the breach.

11.4.2 If the breach is not desisted from or remedied, The Shire of Northampton may either withdraw the employee's access to the Internet or provide a first warning to the employee, to which the employee shall have an opportunity to respond.

11.4.3 If the infringing conduct continues the employee may be given a second and a third warning, to each of which he or she shall have an opportunity to respond.

11.4.4 If a breach is committed after the third warning the employee may be dismissed. Breaches of this Procedure will be handled as per the Industry Standard Disciplinary Procedure.

1.15 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER POLICY
Adopted by Council 17 June 2022

BACKGROUND

Section 5.36 of the Local Government Act 1995 requires that a local government is to employ a person to be the Chief Executive Officer of the local government, as well as such other persons as the Council believes are necessary to enable the functions of the local government and the functions of the Council to be performed.

Additionally, Section 5.37 of the Local Government Act 1995 provides that a local government may identify a class of employees to be Senior Employees, and for those same employees to be designated employees, pursuant to the provisions of the Local Government Act 1995.
The intent of this Policy is to deal with the appointment of Senior Employees, and the appointment of an existing Senior Employee of the local government to perform the role of Acting Chief Executive Officer during the temporary absence of the existing Chief Executive Officer, in accordance with the provisions listed below.

OBJECTIVES

To determine those employees that are designated as Senior Employees for the purposes of Section 5.37(1) of the Local Government Act 1995.
To determine those employees that are considered to be suitably qualified to act in the position of Chief Executive Officer in accordance with Section 5.36(2)(b) of the Local Government Act 1995 and how the position of Chief Executive Officer will be filled on an action basis as required.

POLICY

Where the Chief Executive Officer is to be absent from work or at work but interstate or overseas for a period of five consecutive working days, the Deputy Chief Executive Officer shall be appointed to act in the position of Acting Chief Executive Officer.
Where the period of absence of the Chief Executive Officer is for a period exceeding four consecutive working days but not greater than four consecutive weeks, the Chief Executive Officer shall be authorised to appoint the Deputy Chief Executive Officer to act in the position of Acting Chief Executive Officer.

Where the period of absence of the Chief Executive officer is for a period exceeding four consecutive weeks, the Council, on advice from the Chief Executive Officer shall determine whom it wishes to appoint to act in the position of Acting Chief Executive Officer.

Where the Chief Executive Officer appoints the Deputy Chief Executive Officer in the position of Acting Chief Executive Officer in accordance with the above, the Chief Executive Officer is to advise all Elected Members in writing of the appointment and the period to which the appointment relates.

Where the Deputy Chief Executive Office is unavailable or becomes incapacitated and cannot undertake the roll of Acting Chief Executive Officer, the Council is to appoint either a Senior Staff Member or other person qualified to undertake the roll as Acting Chief Executive Officer.

1.16 ELECTED MEMBER TRAINING & PROFESSIONAL DEVELOPMENT POLICY
Adopted by Council 18 September 2020

OBJECTIVES

Outline the process and conditions associated with Elected Members attending training or professional development.

This Management Procedure does not cover mandatory Elected Member Training stipulated under legislation. Such Training will be budgeted for accordingly and the Elected Members required to undertake such training must attend the required course.

MANAGEMENT PROCEDURE STATEMENT

Nominations

Notices inviting Councillors to nominate delegates to undertake training or professional development and similar occasions are to be brought Councillors attention.

Any Councillor who wishes to undertake training or professional development shall request endorsement from the CEO for consideration.

EXPENSES

The CEO is to approve Councillors training and professional development applications where:

- The application complies.
- An application is forwarded to the CEO for approval in a reasonable time to meet the registration deadline.
- Training and/or development is to be held within Western Australia.
- There are sufficient funds available in the Councillor allocation to meet the costs of attendance; and
- Approval of attendance at an event does not impede a quorum at any scheduled Council or Committee meetings.

Formal Council approval is required for a Councillor to attend training or professional development where:

- The application does not comply.
- Sufficient funds are not available in the Shire's budget for this purpose; and
- The training and/or development is outside of Western Australia.

Any Councillor who has been approved by the CEO or Council to attended training or professional development courses will have the following expenses paid, unless any variation is otherwise determined by Council resolution:

Travel

- Private Vehicle Use – (at the rate determined by the State Administrative Tribunal) Claim form showing km's and purpose to be submitted.
- All costs associated with any other form of travel (i.e. air, bus, etc.)

Accommodation

- Room and meals as per Council Policy 4.3.
- Alcoholic beverage as per Council Policy 4.3.

Other

- Course registration expenses.
- Taxi fares as approved by Chief Executive Officer.
- All Councillor partner expenses must be paid for by the relevant Councillor member (Either at the time expense is incurred or by reimbursing Council at a later date)

1.17 CHILD SAFETY & WELFARE POLICY
Adopted by Council 18 March 2022

OBJECTIVES

The Shire of Northampton is committed to creating a culture and environment where the safety and welfare of children is paramount. This shall be achieved through the commitment to implementing the Western Australia Government directives and National Principles for Child Safe Organisations across its operations.

POLICY STATEMENT

The Shire supports children safety and welfare in our community, and when accessing our facilities and in the care of our services. All persons undertaking work with children (PWWC) must uphold and promote the protection of children and respond appropriately where concerns are identified.

The Shire is committed to the ongoing education of children, young people and families, staff, volunteers, contractors and key stakeholders about their rights, responsibilities and reporting processes relating to child safety and welfare.

POLICY DETAILS

1. Build a Child Safe Culture

All PWWC have a responsibility to support the Shire's commitment and obligation to create a child safe culture. Such a culture is critical to ensuring the welfare and safety of children under our care, as all children have a right to develop and reach their potential.

2. National Redress Scheme Participation

The Shire's commitment to child safety and welfare was confirmed in May 2020 when Council resolved to participate in the National Redress Scheme. This policy expands on the Shire's established position and provides a clear public commitment to the National Principles for Child Safe Organisations.

3. Recognising Abuse or Neglect

The Shire has a zero tolerance of child abuse, and shall treat all allegations seriously with a commitment to investigate allegations. The Shire shall follow the direction of Police and relevant child safety and welfare agencies in the management of its child safety and welfare responsibilities.

The Shire acknowledges that every child has the right to be heard, protected and to have their concerns managed appropriately. The Shire will use its best endeavours to seek to resolve the concerns of a child in accordance with this policy.
Leadership

The Shire shall endeavour to recognise when a child within its care is exposed to any form of abuse. Appendix 3 provides definitions of the six main types of abuse which could occur or present.

4. Child Safety and Welfare Procedure & Code Of Conduct

The Shire requires all PWWC to comply with this policy and the related Responding & Reporting Procedure and the Child Safety and Welfare Code of Conduct which are detailed in Appendix 1 and 2.

5. Child Safety Officers

In delivering services to children, the Shire shall ensure the appointment or the use of existing designated employees as Child Safety Officers. This role shall be undertaken by specifically appointed officers or the manager responsible for the service.

6. Recruitment

All PWWC engaged in child-related work as defined in the *Working with Children Act 2004* are required to hold a Working with Children (WWC) Card. In addition the Shire takes responsibility to assess if a person is suitable to work with children and young people in addition to a WWC Card.

For positions that involve engagement with children, recruitment is based on selection criteria which clearly demonstrate the commitment to child safety and wellbeing to ensure the most appropriate PWWC is employed.

7. Training & Supervision

The Shire is committed to ensure that PWWC have access to training to develop and maintain an understanding of child safety and wellbeing. In addition to position specific training requirements, training will be available to all PWWC which shall include how to identify, assess, and minimise risks of child abuse and to detect potential indicators of child abuse.

8. Confidentiality

The Shire shall ensure that all information or details relating to children is maintained in strict confidence. Any and all personal information collected by the Shire in providing services for children shall be restricted to only PWWC with responsibility for the services in compliance with this policy and its associated procedure and code of conduct.

CONSEQUENCES

This policy represents the expected standards of the Shire. Deviations from the standards outlines shall invoke disciplinary action to be taken.

KEY TERM DEFINITION

Child (and or Children) in accordance with the section 3 of the *Children and Community Services Act (2004)* defines a Child as a person who is under 18 years of age. In addition reference to **young persons** is read to include any person below the age of 18 years of age.

Persons Working with Children (PWWC) relates to all persons undertaking child-related works. This includes but is not limited to the following, Shire staff, volunteers, and students, persons undertaking work experience, contractors, and partnered organisations who are responsible for the provision of children's activities or programs.

ROLES AND RESPONSIBILITIES

The Council are responsible for providing leadership for the good governance of Council by acting as a responsible partner in fostering and developing an organisational culture that has zero tolerance for child abuse. Council will advocate in the best interests of children to create and sustain a community in which children are safe and protected from abuse.

The Chief Executive Officer and Designated Senior Staff are responsible for driving the culture of zero tolerance for child abuse and ensuring that the organisation has effective controls in place for child safety and welfare. This will be achieved by ensuring:

- The Shire has in place and implements robust child safety and welfare procedures that protect children from child abuse.
- Suspected or alleged instances of child abuse are reported and fully investigated.
- Support is provided to managers, staff, volunteers and contractors in undertaking their child safety and welfare responsibilities.

Managers, Facility Managers and Child Safety Officers shall ensure this policy and associated procedures are followed and implemented by:

- Acting as the first point of contact for receiving reports of child safety concerns or allegations of abuse within Council.
- Supporting the notification of child safety concerns or allegations to relevant authorities (Police or Child safety and welfare agencies).
- Assisting alleged victims and their families to access counselling and support services.
- Providing support to affected staff.

All staff, volunteers and contractors must familiarise themselves with the relevant laws, the Code of Conduct, and policy and procedures in relation to child safety and welfare, and comply with all requirements, including:

- Participation in staff induction and refresher training.
- Report any suspicion or reasonable belief that a child's safety may be at risk to a designated Child safety and welfare officer.
- Provide an environment that is supportive of all children's emotional and physical safety.

APPENDIX 1

CHILD SAFETY AND WELFARE CODE OF CONDUCT

The Child Safety and Welfare Code of Conduct (the Code) lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. Above all, a Code helps to protect children from harm.

The Code serves to protect all children and young people (any person under 18 years of age), reduce any opportunities for abuse or neglect to occur, and promote child safety & wellbeing within the Shire. It provides guidance on how to best support children and young people and how to avoid or better manage difficult situations. Where a Persons Working with Children (PWWC) breaches the Code, the Shire may take disciplinary action, including in the case of serious breaches, dismissal and external reporting.

This Code applies to all Shire staff (including contract and temporary), committee members, contractors and sub-contractors, interns, volunteers or any other person or bodies associated with the Shire or any of its staff that engage with children and young people. The Shire acknowledges that protecting children and young people's safety & wellbeing is everyone's business.

The Code is made available to all PWWC, families and participants via the Shire's website.
All PWWC are expected to act in accordance with this Code in their physical and online interactions with children and young people.

ALL PWWC SHALL

- Act in accordance with child safety and welfare policy and procedures at all times.
- Behave respectfully, courteously and ethically towards children and young people, their families and towards other staff and volunteers.
- Listen and respond to the views and concerns of children and young people, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in the Shire.
- Demonstrate appropriate personal and professional boundaries.
- Respect the cultural and religious practices, individual capability and gender identity/ sexuality of children, young people and families, and understand and respond to any identified special needs.
- Create an environment that promotes and enables children and young people's participation, is welcoming, culturally safe and inclusive for all and their families.

- Involve children and young people in making decisions about activities, policies and procedures that concern them wherever possible.

- Contribute, where appropriate, to Shire policies, discussions, learning and reviews about child safety and wellbeing.

- Identify and mitigate risks to children and young people's safety and wellbeing as required by Shire risk assessment and management policy and/or procedures.

- Respond to any concerns of a child or young person's harm or abuse promptly and in line with Shire policy and procedure for receiving and responding to concerns.

- Report all suspected or disclosed child or young person's abuse or neglect as required by *Children and Community Services Act 2004*.

- Handle all personal information in accordance with Shire's privacy responsibilities.

ALL PWWC ARE PROHIBITED FROM

- Engaging in any unlawful activity with or in relation to a child.

- Engaging in any activity that is likely to physically, sexually or emotionally harm a child.

- Engage in any form of sexual relationship with a child or young person.

- Unlawfully discriminate against anyone on the basis of gender identity, culture, race, religion or disability.

- Be alone with a child unnecessarily.

- Travel, or be accommodated, alone with a child or young person before, during or after a Shire program, excursion or camp. Where approved transport is undertaken, a minimum of two adults must be present.

- In the event that a child or young person presents at a Shire staffed facility and there is only a single PWWC in attendance. The PWWC is to immediately report to their line manager the presentation of an unplanned child's or young person attendance. The PWWC in the provision of support to the child or young person must comply with their line managers directions.

- Instigate personal contact, including online contact, with children and young people they are working with for a purpose unrelated to Shire activities.

- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless they are required to do so by Shire policy and procedure on reporting.

- Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.

- Ignore or disregard any suspected or disclosed child abuse or neglect.

- Report to work under the influence of or in possession of alcohol or illegal substances.

- Take photos or videos of children on personal cameras or mobile phones/devices. All photos must be authorised and be taken on Shire supplied devices.

- Use personal social media platforms such as Facebook, Instagram, Snapchat etc. to contact or converse with children engaged in Shire programs. Appropriate contact with children for the purpose of delivery of Shire programs must be limited to official Shire accounts/platforms only.

- Give personal gifts to children unless under the banner of a gift from Shire (e.g. gifts from the Shire to each child at Christmas).

APPENDIX 2

RESPONDING AND REPORTING PROCEDURE

All Persons Working with Children (PWWC) are required to identify, report and respond immediately (or where reasonably practicable no later than before ending work on that day) any concerns, suspicions or allegations of child abuse.

Where a child safety concern may result from:

- a disclosure from the child or young person,
- a disclosure from a parent or carer,
- disclosure from another child,
- physical or behavioural indicators of abuse, and
- staff and/ or volunteer involvement in the community external to their professional role with Shire.

IF A CHILD OR YOUNG PERSON IS AT RISK OF HARM OR IN IMMEDIATE DANGER, YOU MUST REPORT THE SITUATION DIRECTLY TO WA POLICE ON 000.

In the event an allegation of abuse is made against any Shire related PWWC it may potentially constitute a serious breach of the Child safety and welfare policy, this procedure, the Child Safety and Welfare Code of Conduct, and child safety and welfare legislation.

Breaches if substantiated include, but are not limited to:

- sexually assaulted a child or young person who is involved in a Shire program or activity,
- physically assaulted a child or young person who is involved in a Shire program or activity,
- verbal abuse, denigrate or bully a child or young person who is involved in a Shire program or activity,
- sexually harass a child or young person who is involved in a Shire program or activity,
- take, reproduce and/or distribute photos of a child or young person without the consent of their parents/ guardians,
- publish any material containing images of children or young people who are involved in a Shire program or activity that can be used for the sexual gratification of others,

- groom or otherwise interfere with the physical or mental wellbeing of a child or young person.

In accordance with the Child Safety and Welfare Policy this Procedure and the Child Safety and Welfare Code of Conduct, all PWWC or any other party who has identified an issue must immediately report any suspected or alleged incident of abuse as per the procedure below.

STEP 1 - REPORT

If an allegation is made against any PWWC, it must be reported to the CEO.

If the allegation is made against the CEO, the allegation is to be reported to the Shire President.

If an allegation is made by an external stakeholder or partnered organisation, the allegation is to be provided in writing to the CEO who is to investigate the allegation.

If an allegation is made against a third party or where suspected abuse is identified but is unrelated to a Shire activity the Shire shall report the matter to the Department of Child Protection and Family Support.

STEP 2 - RECORD

A written record of observations and/ or any statements (correspondence) disclosed by a child or young person or other person should be factual and detail information such as:

- details about the child/ young person,
- details of those involved e.g. person who made the allegation,
- objective information about what was seen, what was said, and what has happened,
- the immediate risk to the child/ young person,
- whether or not the child/ young person has support, and
- what may need to happen to make the child safe.

This information should then be recorded or where reasonably practicable no later than before ending a shift, and must be treated as highly confidential. General discussions about the matter should not occur. This information could be required at a later stage should legal action arise.

All written record observations and/ or any statements (correspondence) recorded and/or received should only be used to assist in developing a comprehensive report detailing the chronology of events, with a copy of all correspondence to be recorded on Council records.

All documentation used during this reporting process will be filed and stored in a confidential manner. This documentation is not to be given to any other party unless specified by the *Children and Community Services Act 2004*.

STEP 3 - ASSESS

The CEO or their delegate will be required to immediately stand down any PWWC from all programs and activities involving the direct supervision of, and/ or direct contact with children and young people until further notice.

Where the PWWC is employed by the Shire, the CEO will assess all evidence obtained and conduct relevant interviews to collect statements from all those involved. Where the PWWC is employed by a third party organisation, the CEO will engage with that organisation.

The CEO must determine if the allegation is to be reported to the Department of Child Protection and Family Support within 24 hours (or where reasonably practicable).

If the CEO decides not to report the allegation to Department of Child Protection and Family Support and/ or the WA Police, the person who raised the allegation should be given a clear written statement of the reason/s why no further action will be taken. Should the person who raised the allegation still remain concerned about the situation, they are free to consult with or report to the Department of Child Protection and Family Support.

STEP 4 - REPORT

If the CEO determines the alleged incident must be reported to the Department of Child Protection and Family Support, it should be reported within 24 hours (or where reasonably practicable). A written report is to be provided using the Child safety and welfare Concern Referral form found online (Department of Child Protection– Reporting your Concern webpage) to the best of their knowledge.

The Department of Child Protection and Family Support will decide what response would be in the best interest of the parties involved. Parents/guardians are not to be informed of any reports made to the Department of Child Protection and Family Support and/or WA Police unless the agencies have instructed to do so.

APPENDIX 3

DEFINITIONS OF ABUSE

A child can suffer from one or more of these. Abuse can happen within a family or through a person outside the immediate family. Each type of abuse has a range of indicators, although just one indicator on its own may not suggest abuse. **Definitions of Abuse**

Physical Abuse	Physical abuse is when a child or young person is deliberately hurt, or is at serious risk of being physically hurt, by their parents or carers. This can include punching, kicking, shaking or throwing, scalding/burning, strangling or leaving a child alone in a car. It can also be from excessive physical discipline, or by being given drugs including alcohol. These injuries are not treated as accidental.
Sexual Abuse	Sexual abuse is children and young people being exposed to inappropriate sexual activity. This includes being involved in sexual acts (masturbation, fondling, oral sex or penetrative sex); or witnessing sexual activity, either directly or through pornography.
Emotional Abuse	Emotional abuse is being treated in ways that damages a child or young person's ability to feel and express a range of emotions. This can be caused by behaviours that occur over time, such as verbal abuse and teasing, rejection, physical or social isolation, threats and bullying.
Psychological Abuse	Psychological abuse is being treated in ways that damages a child or young person's self-esteem, personal and moral development and intelligence. This can be caused by behaviours that occur over time, for example, belittling, threatening, isolating and causing the child to feel worthless.
Neglect	Neglect is not providing enough care or supervision so that the child or young person is injured, or their development is damaged. It includes lack of food, shelter, affection, supervision, untreated medical problems and abandonment.
Family & Domestic Abuse	Family and domestic violence is strongly associated with child abuse and neglect. It is more likely that a child's basic needs will not be met in a family where there is domestic violence. Witnessing violence between parents, or being involved in a violent act, can seriously affect the

	emotional health of children and young people. It can affect self-image, response to other people, and the ability to form healthy relationships. These children and young people don't feel safe and secure. They believe that violence is a solution to problems and may develop signs of posttraumatic stress disorder. Family and domestic violence is seen as child abuse when it clearly affects the child or young person's physical, emotional and psychological development.
Cyber/online abuse	Cyber/online abuse is a type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones and it can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats, online gaming, live-streaming sites. Cyber/online abuse can take different forms, such as cyber bullying, online grooming, online sexual abuse, and child sexual exploitation. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming or the abuse might only happen online.

2. FINANCE

2.1 LOCAL PURCHASE POLICY
Policy Reviewed by Council 17 June 2022

After having due regard to the quality of the product, availability of after sales service, supply date, freight costs, degree of urgency and any other factors that could be included in the phrase "all things being equal" :-

1. Goods and services with a single item value between $5,000 - $49,999 are to be purchased locally provided -

   a) at least one quote is obtained from outside the Shire and where possible two local quotes be obtained:

   b) the local supplier's price is no more than 5% higher than the cheapest external quote.

2. Purchase of goods and services that are subject to the Local Government (Functions and General) Regulations 1996 are to be dealt with accordingly, but also giving preference of 5% variation to local contractors.

3. The purchase of all other goods and services to be left to the responsible officer's judgment having regard to Council's desire to where possible, purchase goods and services from local suppliers.

4. A local supplier of goods or services is considered to be one residing in and actively carrying on business within the Shire District.

2.2 TENDER PROCEDURE
Policy Reviewed by Council 17 June 2022

That in relation to the inviting of any tenders, the following policy procedures are to apply:

i) advertisements or specifications are to contain the words "delivery to Northampton" and "canvassing of Councillors will disqualify;"

ii) for each tender invited, a tender reference number shall be allocated by the Chief Executive Officer and such number shall be quoted in the heading of all tender advertisements.

iii) such aforementioned tender number shall be quoted in all references to the particular tender, ie on the Council correspondence, files, Council Minutes, Agendas, etc.

iv) no member, employee or agent of Council's shall barter or negotiate with tenderers, albeit perhaps in good faith, in writing and equally with all tenderers, except where full Council has so resolved.

xii) Formal tender procedures will be followed for plant acquisition where the purchase price is above the amount set by regulation. For plant items costing less than the amount set by regulation, the Chief Executive Officer may elect to use quotation procedures, provided -

a) plant specifications are approved by the Council.

b) the purchase price does not exceed the budgeted allowance.

c) at least three written quotations are received. A copy of all quotations received is to be provided to the Chief Executive Officer and shall be retained as a formal record.

d) the quotation accepted is within 5% of the lowest quote received (normal preference to purchase locally to apply).

2.3 PURCHASING AND TENDER GUIDE PURCHASING POLICY
Policy Reviewed by Council 16 September 2022

2.3.1 OBJECTIVES

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
- To deliver a best practice approach and procedures to internal purchasing for the Shire of Northampton.
- To ensure consistency for all purchasing activities that integrates within all the Shire of Northampton operational areas.

2.3.2 WHY DO WE NEED A PURCHASING POLICY

The Shire of Northampton is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire of Northampton with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.

- Ensures that the Shire of Northampton receives value for money in its purchasing.
- Ensures that the Shire of Northampton considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Northampton is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Northampton's purchasing practices that withstands probity.

2.3.3 ETHICS & INTEGRITY

All officers and employees of the Shire of Northampton shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Northampton.

The following principles, standards and behaviors must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;

- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Northampton policies and code of conduct;

- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;

- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;

- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

- any information provided to the Shire of Northampton by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2.3.4 VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Northampton. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

2.3.5 SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Northampton is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Northampton's sustainability objectives.

Practically, sustainable procurement means the Shire of Northampton shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary.
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labeling.
- Demonstrate environmental best practice in water efficiency.

- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range, where practicable.
- For new buildings and refurbishments – where available use renewable energy and technologies.

2.3.6 PURCHASING THRESHOLDS

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

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

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the $150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than $150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

For expenses relate to Cyclone Seroja the following policy is to apply:

Amount of Purchase	Model Policy
Up to $100,000	No quotations required prior to purchase if expenditure is solely related to damage caused by cyclone Seroja or where that expenditure relates to an insurance claim that has been approved by Local Government Insurance Services or is recoverable from the Disaster Recovery Funding Arrangements WA.
$100,000 - $250,000	if expenditure is solely related to damage caused by cyclone Seroja, quotes be obtained if required under the direction and approval of Local Government Insurance Services or is recoverable from the Disaster Recovery Funding Arrangements WA.
$250,000 and above	if expenditure is solely related to damage caused by cyclone Seroja, either: • quotes be obtained under the direction of and approval of Local Government Insurance Services, • conduct a public tender process, • or apply discretion to engage with a tender exempt opportunity under *Regulation 11(2) of the Local Government (Functions and General) Regulations.*

In addition to the above, the delegated authority to individual officers are to be at the following thresholds:

Amount of Purchase	Delegated Officer Authorisation Limits
Up to $5,000	Administration/Finance Officer.
$5,001 - $19,999	Mechanic & Leading Hands
$20,000 - $50,000	CEO, Deputy CEO, Manager of Works & Technical Services, Principal Planner, Health/Building Surveyor
$20,000 - $249,999	CEO, Deputy CEO, Manager of Works & Technical Services
$250,000 and above	Conduct a public tender process.

2.3.6.1 Up to $20,000

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

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

2.3.6.2 $20,001 to $50,000

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

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

The general principles for obtaining verbal quotations are:

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

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

2.3.6.3 $50,001 to $249,999

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

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

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

2.4 REGULATORY COMPLIANCE
Policy Reviewed by Council 17 June 2022

2.4.1 Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995.
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government.
- The purchase is under auction which has been authorised by Council.
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines.
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

2.4.2 Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

2.4.3 Anti-Avoidance

The Local Government shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of $150,000, thereby avoiding the need to publicly tender.

2.4.4 Tender Criteria

The Local Government shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

An evaluation panel is to be established, consisting of at least three elected members, prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

2.4.5 Advertising Tenders

Tenders are to be advertised in a statewide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.

The notice must include;

- a brief description of the goods or services required.
- information as to where and how tenders may be submitted.
- the date and time after which tenders cannot be submitted.
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include;
    - such information as the Shire of Northampton decides should be disclosed to those interested in submitting a tender.
    - detailed specifications of the goods or services required.
    - the criteria for deciding which tender should be accepted.
    - whether or not the Shire of Northampton has decided to submit a tender; and
    - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

2.4.6 Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Northampton not to compromise its Duty to be Fair.

2.4.7 Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

2.4.8 Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of at least two employees of Council, or one employee and at least one person authorised by the CEO to open tenders. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least one of the Local Government Officers present at the opening of tenders.

2.4.9 No Tenders Received

Where the Local Government has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained.
- the process follows the guidelines for seeking quotations between $20,000 & $149,999 (listed above).
- the specification for goods and/or services remains unchanged.
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

2.4.10 Tender Evaluation

Tenders that have not been rejected shall be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

2.4.11 Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Northampton may vary the initial

information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

2.4.12 Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Northampton and tenderer have entered into a Contract, a minor variation may be made by the Local Government.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

2.4.13 Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

2.4.14 Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation.
- Internal documentation.
- Evaluation documentation.
- Enquiry and response documentation.
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation.
- Internal documentation.
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Northampton internal records management policy.

2.5 INVESTMENT OF SURPLUS FUNDS
Policy reviewed by Council 17 June 2022

The Chief Executive Officer and the Deputy Chief Executive Officer are authorised to invest money held in any Council fund, from time to time, and not required for immediate use, by fixed deposit or other short term Trustee authorised investment; provided that sufficient working funds are retained for operating expenses at all times. Investments made are to be submitted in reports to Council. Council approves investments with the National Australia Bank only whilst the bank retains a branch within Northampton.

When investing money as per the Local Government (Financial Management) Regulations 1996 section 6.14(1), a local government may not do any of the following —

(i) deposit with an institution except an authorized institution.
(ii) deposit for a fixed term of more than 12 months.
(iii) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government.
(iv) invest in bonds with a term to maturity of more than 3 years.
(v) invest in a foreign currency.

2.6 IMMATERIALITY BASE FOR FINANCIAL REPORTING
Policy reviewed by Council 17 June 2022

It is the policy of Council that in accordance with Accounting Standards as issued by the Australian Accounting Standards board, that a value of $5,000 be the immateriality base for financial reporting.

2.7 GIFTS
Policy reviewed by Council 17 June 2022

(a) Members and staff are not to accept a gift, other than a gift of or below $300 from a person who is undertaking, or is likely to undertake, business-

- that requires the person to obtain any authorization from the Shire of Northampton.
- by way of contract between the person and the Shire of Northampton; or
- by way of providing any service to the Shire of Northampton.

(b) Members and staff who accept a gift of or below $300 from a person referred to in (a) above are to record in a register of token gifts-

- a description of the gift;
- the name and address of the person who made the gift;
- the date on which the gift was received;
- the estimated value of the gift at the time it was made;
- the nature of the relationship between the relevant person and the person who made the gift.

unless the Shire of Northampton decided that –

- specified gifts given by way of hospitality; or
- specified classes of gift given by way of hospitality,

need not be recorded.

(c) This clause does not apply to gifts received from a relative (as defined in section 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

(note amount changed to $300 by legislation 2019)

2.8 FUNDING FOR ONGOING COMMUNITY EVENTS
Policy reviewed by Council 17 June 2022

Where Council funds a community group for the operation of a community event and that funding is for more than one year, then it is the policy of Council that no further funding after three years will be provided as it is considered that over that period the event should have reached an income level to allow the continuation of that event on its own finances.

2.9 CORPORATE CREDIT CARD POLICY
Policy reviewed by Council 17 June 2022

INTRODUCTION

A corporate credit card will be issued to the Chief Executive Officer and Deputy Chief Executive Officer of the Shire of Northampton to expedite authorised business expenditures on behalf of the shire, therefore improving administrative practices and the effective cash management of the shire.

2.9.2 Definitions

Credit Cards – Is defined as a facility allowing the card holder to pay for goods and services on credit.

Business Expenses – Is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee's contractive employment with the shire or relevant Council policies.

Personal Expense – Is defined as any expense not of a business nature.

2.9.3 Corporate Credit Card Purchasing

The Chief Executive Officer and Deputy Chief Executive Officer are only to use the corporate credit card for business expense purchasing of goods and services on behalf of the Shire of Northampton.

2.9.3.1 Cash withdrawals are strictly prohibited.

2.9.3.2 The corporate credit card credit limit will be set by Council and reviewed at least once a year at the time all policies and procedures are reviewed. The current limit on the Shire of Northampton corporate credit card is $10,000 with $5,000 allocated to the Chief Executive Officer and $5,000 allocated to the Deputy Chief Executive Officer.

2.9.3.3 Personal expenditure on the Shire of Northampton's corporate credit card is strictly prohibited.

2.9.3.4 All purchases by the Shire of Northampton corporate credit card must be accompanied by an appropriate tax invoice/receipt to ensure the shire is able to claim all input tax credits in accordance with the requirements with the Australian Taxation Office.

2.9.3.5 In the event individual invoices/receipts are not available then the corporate credit card statement of expenditure is to be utilised to claim income tax credits under the condition that this statement complies with the Australian Taxation Office requirements.

2.9.4 Reporting Requirements

2.9.4.1 The Shire of Northampton corporate credit card statement of expenditure is to be endorsed by the Chief Executive Officer and/or Deputy Chief Executive Officer as all expenditure items listed on the statement being authorised and undertaken by them.

2.9.4.2 An expenditure report detailing credit card expenditure is to be included within the monthly financial reports presented to Council in the Agenda for the ordinary meetings of Council.

2.9.5 General Conditions

2.9.5.1 The Chief Executive Officer and Deputy Chief Executive Officer must surrender the Shire of Northampton credit card upon termination of his/her services within the Shire of Northampton or when resolved to do so by Council.

2.9.5.2 All Corporate credit card incentives (e.g. fly buys) are not to be acquired or accumulated by the Chief Executive Officer and Deputy Chief Executive Officer for their personal use or gain.

Any such credit card incentives associated with the Shire of Northampton corporate credit are to be utilised for the benefit of the Shire of Northampton's business expense operations only.

2.9.5.3 All expired Shire of Northampton corporate credit cards are to be destroyed by the Chief Executive Officer and Deputy Chief Executive Officer upon receipt of a new or replacement card.

2.9.5.4 Any breech of this policy is to be reported to Council for information and action if deemed necessary.

2.10 DEBT RECOVERY
Policy reviewed by Council 17 June 2022

RATES DEBTORS

1. Rate Notices

Rate Notices shall be sent out to all ratepayers as soon as possible after the budget has been set, or in the case of interim rates, as soon as possible after a revaluation has been received. Instalment Notices are to be sent at the specified dates.

2. Issue Final Notice – 14 Days After Due Date

A Final Notice is to be issued for all rates/charges remaining outstanding 14 days after the due date, (apart from those ratepayers who have opted to pay by instalments or special arrangement). Letter-advising ratepayers of applicable interest charges on the outstanding amounts should be issued in lieu of a final notice.

3. 14 Days after Final Notice – Notice of Intent to Summons

If payment not received within 14 days of final notice being issued, (allowing for postal delays), a Notice of Intent to Summons is to be issued, allowing 14 days for payment of the account, prior to commencement of legal action. Debtors who have made an arrangement to pay - A Notice of Intent to Summons is to be issued 14 days after the default of an arrangement to pay.

4. Authority to Undertake Legal Action

The Chief Executive Officer is authorised to undertake legal action for the recovery of all current and arrears rates and charges remaining outstanding 14 days after the date of issue of the Notice of Intent to Summons (in note 4 above). Discretion is to be exercised on the amount owed and/or term outstanding when initiating such legal action.

5. Form of Legal Action

Legal Action for debts may be either through the Local Court, by Council Solicitors or any Commercial Debt Collection Agencies with the CEO's approval.

6. Sale of Land

The Chief Executive Officer is to bring to the Council's attention, any rates which remain unpaid for a period of three years for: -

(i) A determination on taking possession, or
(ii) Selling the land for the recovery of rates in accordance with the provisions of the Local Government Act 1995.
(iii) Or alternatively, placing a caveat against the land to secure Council's interest.

7. Other Considerations

The Council would need to consider the following issues when determining whether to sell land for outstanding rates: -

(i) Whether the cost to recover the rates or transfer the land outweighs the amount outstanding,
(ii) Whether it would be more cost effective to caveat the land rather than take possession.

SUNDRY DEBTORS

1. Initial Invoice

An invoice should be sent as soon as possible after the debt has been incurred.

2. Statement Issued at End of Month

Statements for all amounts outstanding should be issued at the end of each month.

3. After One Month - Second Statement and Letter of Demand

Sundry debtors should be sent a first statement at month's end, then a final account one month later. The second account is to be accompanied by a letter pointing out that if money is not paid, or reasons given why it cannot be paid within 14 days, legal action will be proceeded with in accordance with sections 4, 5 and 6 of the Rate Collection Policy.

Exceptions are employees who have arranged to have payments deducted from wages or salaries.

2.11 FINANCIAL HARDSHIP POLICY & PROCEDURES – RATE DEBTORS
Policy adopted by Council 16 September 2022

OBJECTIVE

To give effect to Councils 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:

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- 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.

3. MEMBERS

3.1 COUNCILLORS OUT OF POCKET EXPENSES – TRAVEL EXPENSES
Policy reviewed by Council 17 June 2022

It is the policy of Council to pay to Councillors traveling expenses for attending ordinary and special meetings of Council and for attending meetings of Committees in the capacity of a member of that committee, in accordance with the provisions of the Local Government Act 1995. The committees of Council are:

Housing/Building Committee
Disability Services Committee
Audit Committee
And any other Council Advisory Committee formulated throughout the year

The expenses are to be paid only on receipt of a formal claim from a Councillor and is to be calculated on the number of kilometers between the Councillors principal place of residence or work within the Shire to the meeting venue and back. If the person does not live or work in the district the provisions of the Local Government (Administration) Regulations apply. The rate per kilometer is to reflect actual cost as set by the Public Service Award 1992 (currently 94.3 cents per kilometer
)
A suitable claim form for this purpose will be provided by the Chief Executive Officer to all Councillors and will contain a declaration to the effect that the travel expense was incurred.

3.2 ATTENDANCE TO WA LOCAL GOVERNMENT CONVENTION
Policy reviewed by Council 17 June 2022

It is the policy of Council that the number of Councillors to attend the annual Local Government Week conference be limited to five (5) with the President and Deputy president being given the first options to attend and then new Councillors and those who have attended Local Government Week the least be given the next option of attending.

4. STAFF

4.1 SENIOR STAFF
Policy reviewed by Council 17 June 2022

It is Council policy that "senior employees" for the purposes of Section 5.37 of the Local Government Act 1995 shall consist of the officers of Chief Executive Officer, Deputy Chief Executive Officer and Manager of Works and Technical Services.

4.2 STAFF TRAINING
Policy reviewed by Council 17 June 2022

Council has adopted the following as its policy on staff training:

1. Council has a responsibility to organise its labor resources in the most efficient manner possible so as to maximise the services provided in an effective, economic and efficient manner.

2. Council's workforce is its most important resource necessary for the achievement of Council's objectives and the skills of the workforce are of the most fundamental significance.

3. a) Education (being the acquisition of general tertiary and professional skills and qualifications) is the responsibility of the individual employee. This does not preclude Council from assisting an employee (eg study leave) but such assistance extended at the discretion of the Council is <u>not</u> an employee right.

   b) Training (being an extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or to provide for future progression) is the joint responsibility of Council and the employee.

4. Council recognises the need for attention to and investment in staff training and authorises an allocation in each year's draft budget.

5. The Chief Executive Officer is responsible for the management of the funds allocated for staff training in each department and any expenditure may, subject to provision being made in the budget, be endorsed by the Chief Executive Officer without reference to the Council.

6. Funds allocated by Council for staff training may be directed towards any "training expenditure" and without limiting the generality of this clause, may include:

a) Cost of salaries, registration fees, traveling and accommodation involved in attending training courses and where appropriate seminars or conferences.

b) The wages and overheads associated with the employment of training officers and similar appropriate persons for the provision of internal training courses and on the job side by side training.

c) Purchase of videos, books and other appropriate training aids.

d) Other appropriate training initiatives at the Chief Executive Officer's discretion.

7. As a general guide Council's preferences for staff training activities are:

a) utilisation of any local courses.

b) Co-ordination with other local training exercises (eg with local businesses and with government departments).

c) In-house training activities.

4.3 STAFF & COUNCILLORS ATTENDANCE AT CONFERENCES, TRAINING SEMINARS ETC
Policy reviewed by Council 17 June 2022

Council's policy is to apply the following criteria when determining which expenses it will meet, with the application of the policy to be at the discretion of the Chief Executive Officer.

	Del	Spouse	Observer	Spouse
Laundry < 3 nights	N	N	N	N
Laundry > 3 nights	Y	Y	N	N
Councillors & Senior staff at conferences, training courses				
Minibar Sums >$20 per day per room	N	N	N	N
Minibar sums <$20 per day per room	Y	Y	Y	Y
Other Staff at Training Courses, Conferences etc.				
Minibar Sums >$20 per day per room	N	N/A	N/A	N/A
Minibar Sums <$20 per day per room	N	N/A	N	N/A
Telephone - Work + 1 call home per day only	Y	N	Y	N
Room Service - when meals otherwise already paid for	Y	Y	Y	Y
Taxi fares - only where these are conference related and no other transport is provided	Y	Y	Y	Y

Alcohol with meals-staff at Seminar, Training etc (excludes Councillors & senior staff)	N	N/A	N/A	N/A
Evening meals for staff at Seminars, Training etc (Chief Executive Officer discretion)	Y	Y	N/A	N/A
Social/sports events	Y	Y	Y	Y
Conference dinners and meals Snr Staff & Councillors - includes night of arrival and morning of departure.	Y	Y	Y	Y
Staff who find alternative accommodation to be paid $50 per night for each night spent at that arranged accommodation	Y	N/A	N/A	N/A

With use of the min bar Staff must be aware of their responsibilities within the Councils Drug and Alcohol Policy.

Staff Travel Costs for use of Private Vehicle

Where it is determined that a rate per kilometer, to be paid to an individual employee, for work related travel, is greater than a Geraldton-Perth return flight; and a Council vehicle is unavailable; then the employee is to be booked on a return flight with Council to pay all associated flight costs and taxi/hire car fees. Council will not pay flight and other associated costs for the employee's family members to travel at the same time.

Where the employee elects to take their own vehicle, then Council is to pay associated fuel costs upon production of relevant receipts by the employee.

Councillors Travel Costs for use of Private Vehicle

- When Councillors utilise their personal vehicle to attend an approved conference/seminar/meeting on behalf of the Council, they are eligible to claim for reimbursement a rate of as set by the Public Service Award 1992 (currently 94.3 cents per kilometer) via the most direct route as determined by latest mapping data with an additional 100km of travel provided for use within the metropolitan area to allow for travel to and from place residing to the seminar/meeting/conference venue within the metropolitan region.

- Councillors when attending an approved conference/seminar/meeting on behalf of the Council within the metropolitan region, that they be given the option of a return airfare in preference to utilising their personal vehicle.

- Council will not pay flight and other associated costs for the Councillors family members to travel at the same time.

4.4 STAFF TELEPHONES IN RESIDENCES
Policy reviewed by Council 17 June 2022

It is Council policy that telephones be installed in the residences occupied by the Chief Executive Officer, Deputy Chief Executive Officer, Environmental Health/Building Surveyor, Principal Planner, Manager of Works and Technical Services, Leading Hands and Rangers.

4.5 STAFF - BANK ACCOUNTS
Policy reviewed by Council 17 June 2022

It is a policy of Council that all future employees are to open a Bank Account for direct deposit of wages and salaries.

4.6 STAFF - OCCUPATIONAL SAFETY & HEALTH POLICY
Policy reviewed by Council 17 June 2022

The Shire of Northampton is committed to providing a safe and healthy work environment, so far as practicable, for all employees, contractors and visitors. To achieve this, Council allocates responsibilities and accountabilities to all levels of persons within the organization to ensure that the maintenance of Occupational Health and Safety is optimal.

The objectives of the organization in the matter of Occupational Health and Safety is to:

- ✓ Avoid workplace injury or disease.
- ✓ Provide and Maintain a safe workplace, and safe systems of work.
- ✓ Identify, eliminate and/or control workplace hazards.
- ✓ Provide appropriate information, supervision and training to ensure work is performed safely and to a high standard.
- ✓ Instill a Safety culture where best practice initiatives are entrenched in the daily business activities of the Council.
- ✓ Comply with the relevant Occupational Health and Safety Legislation, Standards and Codes of Practice.

The Shire of Northampton encourages a consultative approach to improve safety within the workplace and will provide the time and resources required to minimize the risk of injury, harm or damage to the Council's employees and property.

4.7 FITNESS FOR WORK – DRUG & ALCOHOL POLICY
Policy reviewed by Council 17 June 2022

The Shire of Northampton's Commitment

The Shire of Northampton and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired. For the purposes of this policy, the term "employee/s" shall extend to cover permanent, part time, casual, contractors, volunteers and any person performing work for or with the Shire of Northampton in any capacity.

The Individual's Responsibility

Under the *Work, Health and Safety Act 2020*, workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions. Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, will face disciplinary action including possible dismissal.

Reporting Requirements

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

Any employee who has been aware of, ignore or choose not to report if an employee may be affected by alcohol and/or other drugs will be subject to disciplinary action including possible termination of employment.

Drug Use on the Premises

Employees who buy, take, or sell drugs on Shire of Northampton premises, may be found to have engaged in serious misconduct. Such behaviour will result in disciplinary action up to and including dismissal. Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their manager and disclose any side effects or restrictions that these medications/drugs may cause.

Consumption of Alcohol on the Premises

Except in situations where the Shire of Northampton or the staff social club holds a function on the premises and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace.

Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee.

- The Local Government will allow an employee to access any accrued personal or annual leave they are undergoing treatment.

- The Local Government will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the supervisor or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions

Team managers shall:

- encourage their people to make alternative arrangements for transport to and from work prior to the function.

- ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: Tea, Coffee and Food.

- if the manager believes a person may be over the BAC 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging alternative transport); and

- if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

Pre-Employment Medical Tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Random Drug and/or Alcohol Testing

The Shire of Northampton may undertake random drug and/or alcohol testing of all employees or individual employees. The random testing for alcohol will be by breath test and for drugs by a tongue swipe test using approved calibrated testing equipment. If either tests show that an employee result is non-negative, then they will be required to undertake additional tests by a medical examiner.

Should it deem necessary, the Shire of Northampton may at its discretion undertake drug and/or alcohol testing following an incident/accident within the workplace.

Identification of Impairment & Testing

If the Shire of Northampton has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the Shire of Northampton suspects that an employee is under the influence of drugs and/or alcohol that has been detected in a random test, it may pursue any or all of the following actions:

- require that an employee undergo drug and alcohol testing administered by a representative of the Shire of Northampton being either a breath test for alcohol of tongue swipe for drugs using approved calibrated testing equipment.

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties.

- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire of Northampton may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire of Northampton may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a

breach of this policy and will result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor (or respective employer) will be informed of the result.

- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire of Northampton.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

Education, Training & Awareness

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to the get the appropriate help.

The Shire of Northampton may engage the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

Consequences of Breaching this Policy

If the Shire of Northampton conducts a drug or alcohol test and an employee who has presented for work tests positive to drugs or has a breath test reading indicating that BAC is above 0.00%, the employee will be in breach of this Policy. The consequences for a breach of this Policy are set out below:

First Offence:

The employee will be stood down and sent home for the remainder of that shift without pay. Employee is permitted to access their accrued annual leave or time in lieu of overtime that has been accrued.

The employee must then provide proof to the Shire of Northampton that their test for drugs and/or alcohol is clear before returning to work and that proof is to be at the employees cost.

The employee will also (subject to any mitigating circumstances) be required to attend counselling. Free confidential advice, assistance and information is also available from the Alcohol and Drug Foundation (Australia-wide) on 1800 198 024 (24 hours a day), or you can access information via the web: www.dao.health.wa.gov.au

If in the first offence the employee is found to be in possession with intent to sell or supply an illegal drug, as determined by the WA Police, then instant dismissal will occur.

Second offence:

A second offence will result in the termination of the employee's employment subject to any mitigating circumstances.

Contractors

From time to time, contractors are engaged to provide services for the Shire of Northampton. For the purpose of this Policy any reference to a 'Contractor' includes any employee or sub-contractor of any company who has been engaged by the Shire of Northampton to perform services. Contractors will be required to adopt measures that meet, as a minimum, the requirements set out in this Policy.

Breach of this Policy by a Contractor or Visitor

If the Shire of Northampton conducts a drug or alcohol test and a Contractor or visitor tests positive to any of the drugs listed in Appendix 1 or has a BAC reading in excess of 0.00%, then the Contractor or visitor will be in breach of this Policy.

A breach of this Policy by a Contractor or visitor will result in their immediate and permanent removal from the Council Depot or work site.

Refusal, Avoidance of Tests

An Individual who refuses or avoids testing without a legitimate reason; fails to co-operate fully with the administration of an alcohol or drug test, will be subject to disciplinary action, which may include, but is not limited to summary dismissal (in the case of employees), immediate removal from the site (in the case of Contractors and visitors) or termination of the engagement (in the case of Contractors).

Transport Arrangements

Any Individual who is in breach of the Policy and is required to leave the workplace will be offered an alternative means of transport home.

Depending on the circumstances, the costs incurred will generally be covered by Northampton Shire. However, in some circumstances, the Individual will be required to bear this cost. This is a matter that will be determined by the Northampton Shire in its sole discretion.

Positive Test Result Bookkeeping

All drug and alcohol test are 'Private and Confidential' and are to be retained on the individual employees personal file held by the Local Government. All tests results will be accessible only by Manager.

Procedural Fairness

The Shire of Northampton actions and decisions made under this Policy will be in accordance with the following principles of procedural fairness:

- Individuals will be provided with an opportunity to have a witness present during any meetings which they are required to attend in relation to any matter concerning this Policy.

- Individuals will be given an opportunity to put their case forward (including any mitigating circumstances) and respond to allegations where an adverse decision or finding may be made against them.

- An investigation should seek to ascertain all reasonably attainable facts from the people involved or relevant witnesses.

- An Individual's privacy will be highly respected.

- Decision makers will consider all of the circumstances (including any mitigating circumstances) and provide reasons for decisions.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

4.8 EQUAL OPPORTUNITY
Policy reviewed by Council 17 June 2022

Council recognises its legal obligations under the Equal Opportunity Act, 1984, and actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, sexual orientation, religious or political convictions.

All employment training with this Council is directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such training.

All promotional policies and opportunities with this Council are directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Council are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagements.

This Council does not tolerate harassment within its workforce. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, sex, colour, language, ethnicity, political or religious convictions, gender, sexual orientation, marital status or disability.

The equal employment opportunity goals of this Council are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability. Council in no way deems the adoption of this policy as meaning that Council's current attitude, or those of its current employees, as requiring to be changed or modified.

4.9 HARASSMENT AND COMPLAINTS/GRIEVANCE PROCEDURE
Policy reviewed by Council 17 June 2022

Variation to this Policy

1. Intent

The Shire of Northampton is committed to meeting its obligation to provide a working environment free from harassment and bullying. The scope of this policy extends beyond Shire of Northampton premises, for example, applying during employee events such as parties or employee attendance at conferences.

The Shire of Northampton recognises it has a legal and ethical responsibility to ensure that employees are not subject to inappropriate behaviour that will not only affect their performance but also their health and wellbeing.

All employees have a responsibility to challenge bullying, harassment or unfair treatment of any kind that they witness and to bring it to the attention of the CEO or relevant managers ensuring that this type of behaviour will not be tolerated.

2. Scope

This policy applies to all of the Shire of Northampton employees, contractors, volunteers, apprentices / trainees and work experience students at all Shire of Northampton worksites, with breaches of this policy treated as misconduct or serious misconduct where deemed appropriate.

3. Responsibilities

All Shire of Northampton employees are responsible for ensuring that breaches of this policy do not occur.

All staff are entitled to:

(a) recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics.

(b) work free from discrimination, bullying and harassment; and

(c) the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.

All staff must:

(a) follow the standards of behaviour outlined in this policy and the Shire of Northampton's Code of Conduct

(b) avoid gossip and respect the confidentiality of complaint resolution procedures; and

(c) treat everyone with dignity, courtesy and respect.

4. Additional responsibilities of managers and supervisors

Managers and supervisors have a leadership role and must also:

(a) model appropriate standards of behaviour.

(b) take steps to educate and make staff aware of their obligations under this policy and the law.

(c) intervene quickly and appropriately when they become aware of inappropriate behaviour;

(d) act fairly to resolve issues and enforce workplace behavioural standards, making sure all relevant parties are heard;

(e) help staff resolve complaints informally;

(f) refer formal complaints about breaches of this policy to Human Resources; and

(g) ensure staff who raise an issue or make a complaint are not victimised.

5. What is bullying at work?

Bullying can take many forms, including unwelcome jokes, teasing, nicknames, emails, pictures, text messages, social isolation or unfair work practices. Bullying behaviour can be obvious or covert and may involve, for example, any of the following types of behaviour:

Aggressive or intimidating conduct
Belittling or humiliating comments
Spreading malicious rumours
Teasing, practical jokes or 'initiation ceremonies'
Exclusion from work-related events
Unreasonable work expectations, including too much or too little work, or
work below or beyond a worker's skill level
Displaying offensive material
Pressure to behave in an inappropriate manner.

However, in order for it to be defined as bullying the behaviour is usually repeated and unreasonable, inappropriate, offensive or degrading and could be reasonably regarded as creating a risk to health and safety to individuals at the workplace.

6. What is unlawful harassment?

Unlawful harassment occurs when a person, or a group of people, is intimidated, insulted or humiliated because of one or more characteristics. Unlawful harassment can arise as the result of a single incident as well as repeated incidents.

Just because someone does not object to inappropriate behaviour in the workplace at the time, does not mean that they are consenting to the behaviour.

Harassment can occur through behaviour such as:

(a) telling jokes about particular racial groups;

(b) sending explicit or sexually suggestive emails or texts;

(c) displaying offensive or pornographic websites or screen savers;

(d) making derogatory comments or taunts about someone's race or religion, gender or sexual orientation;

(e) asking intrusive questions or statements about someone's personal life;

(f) creating a hostile working environment, for example, where the display of pornographic materials or crude conversations, innuendo or offensive jokes are part of the accepted culture.

7. Sexual harassment

Sexual harassment is a specific and serious form of harassment. It is any unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

(a) comments about a person's private life or the way they look;

(b) sexually suggestive behaviour, such as leering or staring;

(c) brushing up against someone, touching, fondling or hugging;

(d) sexually suggestive comments or jokes;

(e) displaying offensive screen savers, photos, calendars or objects;

(f) repeated unwanted requests to go out;

(g) insults or taunts of a sexual nature;

(h) sending sexually explicit emails or text messages;

(i) behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Sexual harassment in the workplace can occur at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work. All staff and volunteers have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment, it doesn't have to be repeated. All incidents of sexual harassment, no matter how large or small or who is involved, require employers and managers to respond quickly and appropriately. The Shire of Northampton recognises that comments and behaviour that do not offend one person can offend another.

8. What is not bullying or harassment

A single incident of unreasonable behaviour does not constitute bullying.

An isolated incident of inappropriate or unreasonable behaviour may be an affront to dignity at work but as a one off incident is not considered to be bullying. However as part of providing a workplace that is free from behaviours that pose a risk of injury or harm to employees, these type of incidents should not be ignored and may breach other Shire policies.

'Reasonable management practices' are not classed as bullying and can include (but are not limited to):

(a) a direction to carry out reasonable duties and instructions;

(b) a direction to comply with Shire rules, protocols, policies and procedures;

(c) setting reasonable goals, standards and deadlines;

(d) providing reasonable comments and advice (including relevant negative comments or feedback) on the work performance of an individual or group;

(e) rostering and allocating reasonable working hours;

(f) performance managing employees in accordance with the Shire's policies and procedures;

(g) providing informal and formal feedback about behaviour and conduct in a reasonable way; or

(h) implementing organisational change or restructuring.

The following conduct does not constitute unlawful harassment:

(a) a person receives reasonable comment and advice (including relevant negative comments or feedback) from managers and supervisors on the work performance of an individual or group;

(b) a person is not offered a job because, notwithstanding that reasonable adjustments have been made, they cannot meet the inherent requirements of the job;

(c) another applicant was preferred in a recruitment and selection or promotion process where they have better demonstrated the skills and experience to meet the required criteria of the job; the Shire implements specific equal employment opportunity or 'affirmative action' strategies, plans or programs designed to ensure genuine equal opportunities in the workplace, particularly in relation to groups that have been disadvantaged in the past.

9. Breach of policy

A breach of this policy may have the following actions, but are not limited to:

(a) Disciplinary action up to and including termination of employment;

(b) The complainant receiving an oral or written apology from the respondent with a commitment to cease the behaviour;

(c) The parties being required to participate in some form of counselling, mediation or conciliation;

(d) The respondent undertaking training in relation to their behaviour; and

(e) Drawing up a management plan to document agreed or proposed actions by the parties.

10. Vexatious claims and claims made without reasonable cause

Employees should not raise allegations which are vexatious or without reasonable cause. Any allegations which are later shown to be vexatious or made without reasonable cause will be dealt with according to the Shire of Northampton disciplinary proceedings.

'Without reasonable cause' means that a claim is made without there being any real reason, basis in fact(s) or purpose.

Vexatious means that:

(a) the main purpose of a claim is to harass, annoy or embarrass the other party; or

(b) there is another purpose for the grievance other than the settlement of the issues arising in the claim (or response).

11. Complaints/Grievance Procedure

Wherever possible, the handling of complaints and resolution of such will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser are victimised.

It is recognised that cases of harassment may occur between supervisor and employee and as such, alternative methods of raising complaints are provided for by this procedure.

A complaint of harassment may be lodged with any of the following persons:-

(i) Immediate Supervisor/Manager (except where this person is the alleged harasser)

(ii) Chief Executive Officer (if the alleged harasser is a Supervisor/Manager or the Shire President)

(iii) Shire President (only if the alleged harasser is the Chief Executive Officer or Councillor)

A person receiving a complaint will:-

(j) Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.

(ii) Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.

(iii) Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow up reports are provided until the matter is resolved.

(iv) Ensure no information regarding the complaint is discussed outside this procedure.

The person handling the complaint, whether it is the person who received the complaint, or a more senior person will, with the approval of the complainant:-

(j) As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.

(ii) Advise the alleged harasser of the right to contact his/her Union for advice and representation.

(iii) Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.

(iv) Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.

If it is not possible to resolve the complaint, simply by discussion with the complainant and the alleged harasser:-

(i) The matter will be investigated and where the complainant or the alleged harasser is a member of a Union, the Union may be party to the investigation.

(ii) All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.

(iii) During the period of the investigation of a case of serious harassment:-

(iv) The investigation is to be conducted in a manner that is fair to all parties and all parties are to be given a fair and reasonable opportunity to put their case, to have witnesses in attendance and to respond to any proposed adverse findings that may be made against them.

(v) If requested by either party or by management, alternative working arrangements may be made.

(vi) Any reasonable request by either party for legal or union representation shall not be denied.

If, following investigation and resolution, a complaint is judged to have been proved:-

(i) Remedial action will be taken.

(ii) A record of the detail of the remedial action will remain on the employee's personal file for a period of 12 months, whereupon the record will be destroyed unless otherwise decided by the Chief Executive Officer.

(iii) If, following investigation, a complaint is judged to have been unproven:-

(iv) The complainant will be counseled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.

(v) Continued reference to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.

While it is Council's wish to attempt to deal with complaints of harassment internally, no employee will be penalised for bringing this complaint to any appropriate external statutory body unless that complaint is ultimately proven to be made frivolously or maliciously.

12. Confidentiality and Victimisation

The parties to a bullying / harassment complaint are required to maintain confidentiality in relation to the concern or complaint. The parties must not disclose, by any form of communication, either the fact or the substance of the allegations or issues to anyone other than a support person, Human Resources, a qualified counsellor or other professionals bound by confidentiality.

The victimisation of people making complaints is unlawful and will not be tolerated. A person must not victimise or otherwise subject another person to detrimental action as a consequence of that person raising, providing information about, or otherwise being involved in the resolution of a complaint under Shire policies and procedures.

Any breach of either the confidentiality or non-victimisation requirements will be treated seriously by the Shire, and may result in disciplinary action. Any such breach will be referred for investigation and dealt with according to the Shire of Northampton disciplinary proceedings.

4.10 STAFF – PROTECTION FROM THE SUN FOR OUTDOOR WORK
Policy reviewed by Council 17 June 2022

4.10.1 Clothing

It is Council's Policy that employees exposed to long periods of ultraviolet radiation form the sun be encouraged to take adequate precautions against its harmful effects. Clothing and protection levels recommended are as follows:

- wide brimmed sun hat
- sunglasses
- approved sunscreen cream/lotion be provided and applied to the manufacturer's specifications
- long sleeve or short sleeve, light weight shirt, shirt must have a collar
- trousers or shorts

Council will issue all of the above including allowing the purchase and issue of shorts and short sleeved shirts, on the condition that adequate sunscreen cream/lotion is provided and applied to the manufacturer's specifications.

The type of equipment to be selected will be after consultation with all employees and each employee will be provided with four (4) pairs of protective clothing per year.

No less than the minimum standard of UV protection apply to all clothing and protective equipment selected.

4.10.2 Sunglasses

It is Council policy that Council will provide one issue of standard sunglasses to all permanent full time works staff, with replacement of sunglasses to occur when the current issue is deemed by the Manager of Works and Technical Services to be unserviceable.

Should a works staff member require prescription sunglasses while working, then Council, in lieu of providing sunglasses, will cover the cost of tinting on the prescription lens only.

4.10.3 Prescription Glasses

It is Council Policy that Council will reimburse 50% of the cost of prescription safety glasses, up to a maximum of $300, should a works staff member make a written approach to Council for the provision of such glasses for use during the course of their normal duties.

4.11 SEVERANCE PAY POLICY
Policy reviewed by Council 17 June 2022

1. The purpose of this policy is to set down the maximum severance payable to terminating employees for the purpose of section 5.50 (1) of the local Government Act 1995 (the "Act"). Note however these severance payments may be exceeded in accordance with clause 7 at the discretion of Council.

2. A terminating employee is entitled to severance pay and benefits in accordance with:

   a) Any federal or state award or industrial agreement applicable to that employee.

   b) Any applicable provisions within the employee's contract of employment.

   c) Any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal.

   d) Where Council so agrees, any recommendation made by a federal or state Industrial Commissioner arising from the circumstances of that employee being specifically brought before that Commissioner.

3. Where a dismissed employee has taken or is proposing to take litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation.

Matters to be taken into consideration by Council as to whether it will seek settlement and if so, the extent of any financial offers may include:

- the strength of the respective cases in any litigation.
- the cost of legal advocacy and support.
- the cost of witnesses.
- the cost of travel and accommodation in running the case.
- the cost of having staff tied up in the preparation and hearing of the case; and
- the disruption to operation.

4. Council may decide to settle in a situation where an employee, due to illness or impairment is unable to perform his/her job and there has been mutual agreement that employment must end.

   Matters to be taken into consideration by Council in determining the extent of any financial offer may include:

   - the length of service.
   - the conscientiousness of the employee over the past employment.
   - the value of the employee's service having regard to position(s) held and the regard given by Council to the employee's contribution.
   - the length of time to retirement.
   - the personal circumstances of the employee including family responsibility, future employment prospects and alternative sources of income; and
   - possible exposure to litigation if the employee was dismissed having regard to obligations of Council under the State Equal Opportunity Act, the Commonwealth Disability Discrimination Act and the Commonwealth Workplace Relations Act.

5. The term "weekly pay" means the normal weekly salary or wage payable to employee including any penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefit normally provided for the employee's position (such as a vehicle in the case of a senior position, the normal superannuation provided to all employees etc).

6. Nothing in this Policy prevent Council from determining that in special circumstances, terminating employees may be paid additional monies or provided additional benefits where justified. If Council so determines, details of the severance pay, and benefits shall be published in accordance with section 5.50(2) of the Act.

4.12 REDUNDANCY POLICY
Policy reviewed by Council 17 June 2022

1. CONSULTATION

a) Council is to consult employees likely to be affected by any proposed changes as to the need for and/or reason for the change and no definite decision will be made until this process has been followed up.

b) Where Council has made a definite decision that they no longer wish the job the employee has been doing to be done by anyone, and this is not due to the ordinary and customary turnover of labour and that decision may lead to the termination of employment, Council shall hold discussions with the employees directly affected and with their union or unions.

c) The discussions shall take place as soon as is practicable after Council has made a definite decision which will invoke the provisions of paragraph (b) hereof, and shall cover, inter alia, any reasons for the proposed termination's, measures to avoid or minimise the termination's and measures to mitigate any adverse effects of any termination's on the employees concerned.

d) For the purposes of the discussion the Council shall as soon as practicable provide in writing to the employees concerned and their union(s), all relevant information about the proposed termination's including the reasons for the proposed termination's, the number and categories of employees likely to be affected and the number of workers normally employed and the period over which the termination's are likely to be carried out.

Provided that Council shall not be required to disclose confidential information, the disclosure of which would be inimical to Council's interests.

2. TRANSFERS WITHIN THE ORGANISATION

a) Wherever possible and practical, appropriate employees should be offered a transfer to other positions within the enterprise and also offered the necessary and reasonable training to effect a successful transition.

b) Where an employee is transferred to other duties for the purpose of avoiding retrenchment and those duties attract a lesser rate of pay than the incumbents previous position, Council will make up the difference between the two rates of pay for a period of twelve months (or 2 years in the case of employees covered by clause 6 below). After this time, the lesser rate will apply.

3. SEVERANCE BENEFITS

Where a position has been made redundant and a suitable transfer has not been possible, an employee may be retrenched on the following basis:

a) A maximum period of notice possible but in any event no less than 4 weeks or payment in lieu of notice to a maximum of 4 weeks.

b) Payment of weeks' pay.

c) Plus 2 weeks pay for each completed year of service with the local government.

d) The maximum payable under (b) and (c) shall be 26 weeks pay provided that the severance payments shall not exceed the amount which the employee would have earned if employment with Council had proceeded to the employee's normal retirement date.

e) Where an employee has been employed with Council for a minimum of 5 years, pro rata long service leave shall be provided if the employee is not otherwise entitled to pro rata long service leave under the Local Government Long Service Leave Regulations.

f) All other pro rata entitlements payable under the appropriate award or agreement to a terminating employee will be paid.

g) During the notice period the employee shall be allowed reasonable time off from the job without loss of pay to attend employment interviews or other similar activities to assist the employee find employment.

h) Where the circumstances of a retrenched employee are such that it will be extremely difficult for that employee to find another job, Council may exercise its discretion to provide additional benefits to such employees. In this event, details of the total redundancy package for such an employee shall be published in accordance with section 5.50(2) of the Local Government Act.

i) The term "weeks pay" means the normal weekly salary or wage payable to the employee including penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefit normally provided for the employee's position (such as a vehicle in the case of a senior position, the normal superannuation contribution provided to all employees etc).

4. LOCAL GOVERNMENT BOUNDARY CHANGES, AMALGAMATIONS AND BREAK-UPS

a) Where a restructuring of Local Government boundaries (such as a break up of a Local Government or an amalgamation of Local Governments) results in a surplus of employees, Schedule 2.1 clause 11(4) of the Local Government Act provides for two years guaranteed employment except where employer and employee are able to agree to a mutually acceptable severance package.

b) Clauses 1 and 2 above will apply. If a transfer is arranged, the "no reduction" provision in clause 2(b) will apply for two years.

c) Where a transfer is not possible, retrenchment will be offered on the basis of clause 3 above. Additional benefits may be offered in accordance with clause 3(h) in an endeavour to reach a mutually acceptable severance package.

d) If agreement on a severance package is not possible, the employee will be offered work for two years on conditions no less favorable than the existing contract of employment.

e) At any time during the two years additional employment the Council and employee may re-open negotiations in an endeavour to reach agreement on a mutually acceptable severance package.

f) Where an employee remains in employment for two years pursuant to schedule 2.1 of the Local Government Act and is then made redundant, there will be no entitlement o the redundancy benefits provided in clause 3. Redundancy benefits in accordance with the appropriate award will still apply.

5. TERMINATION DURING NOTICE

An employee who has given notice of retrenchment in accordance with clause 3 may terminate during the period of notice and shall be entitled to the same benefits and payments as if he/she had remained until the expiry of the notice. Provided that in such circumstances, the employee shall not be entitled to payments in lieu of notice.

6. ALTERNATIVE WORK

a) Should Council have made suitable arrangements for alternative employment and the employee is not consequently unduly prejudiced, the additional benefits over and above the appropriate award arising from this Policy shall not apply.

b) In addition Council may make application to the Industrial Relations Commission to have the award severance pay prescription varied in the case of such an employee according to the particular circumstances.

7. EXCLUSIONS

a) Benefits provided under this Policy, which go beyond the appropriate award, shall not apply where employment is terminated as a consequence of conduct that justifies instant dismissal, including malingering, inefficiency or neglect of duty.

b) This Policy does not apply in the case of casual or temporary employees who were engaged for a specific time period of for a specific reason or specific task, project or program.

c) This policy also does not apply to an employee engaged on a fixed term contract where the term of the contract expires.

4.13 SUPERANNUATION CONTRIBUTION
Policy reviewed by Council 17 June 2022

It is the policy of Council that for all staff, Council to pay the 9.5% compulsory amount and will match employee's own contribution to a maximum of 6%.

4.14 SENIOR STAFF CAR POLICY
Policy reviewed by Council 17 June 2022

It is the policy of Council that designated Senior Staff officers are entitled to the use of Council fuel card for private vehicle when it is the officer's preference to utilise their private vehicle during periods of annual leave and long service leave."

Fuel card only to be used for the staff members immediate private vehicle being used in preference to the council owned vehicle, and no other vehicles or vessels owned by the staff member.

For all designated Senior Staff they have the use of the Council fuel card for all private use when utilising the Council owned vehicle within Western Australia.

4.15 LONG SERVICE RECOGNITION – GIFT VALUE
Policy reviewed by Council 17 June 2022

That to recognise long serving staff (excluding senior staff and the environmental health officer) an appropriate gift or cash is to presented to long serving staff in Council's employ on the following basis, and that the presentation be made either at the annual end of year Christmas function/wind up or other date as determined by the CEO in association with the relevant staff member to receive this reward.

10 years service	$100	35 years service	$1,200
20 years service	$500	40 years service	$1,500
25 years service	$700		
30 years service	$1,000		

4.15 STANDARDS FOR CEO RECRUITMENT, PERFORMANCE & TERMINATION
Policy adopted by Council 19 March 2021

Division 1 — Preliminary provisions

1. Citation

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

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

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

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

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

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

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

local government means the Shire of Northampton;

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

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

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

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

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

4. Application of Division

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

(2) This Division does not apply —

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

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

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

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

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

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

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

(a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or

(b) if the person advises the local government they unable to access the website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

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

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a

contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

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

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the ***incumbent CEO***) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether the period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether the process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

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

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

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

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

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

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

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on evidence.

18. Endorsement of performance review by local government

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

19. CEO to be notified of results of performance review

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

(a) the results of the review; and

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

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

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

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

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

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the ***performance issue***s) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

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

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

5. PROPERTIES

5.1 STAFF HOUSING - APPLIANCES
Policy reviewed by Council 17 June 2022

It is Council policy that if staff replaces appliances in Council owned housing because of personal preference for a particular type of appliance they do so at their own expense and reinstate the Council appliance on departure unless the Chief Executive Officer approves special arrangements in advance.

5.2 TENANCY AGREEMENTS
Policy reviewed by Council 17 June 2022

It is the policy of Council that tenants of all Council dwellings be required to enter into a tenancy agreement.

5.3 CAMPING FOR ABORIGINAL CULTURAL PURPOSES
Policy reviewed by Council 17 June 2022

It is the policy of Council that where the use of a reserve/land that is under the control/management and or ownership of the Shire of Northampton, by Aboriginal people for customary/cultural purposes, being: "preparing or consuming food customarily eaten by Aboriginal people, preparing or using medicine customarily used by Aboriginal people, engaging in artistic ceremonial or other cultural activities undertaken by Aboriginal people or other activities incidental to those purposes" and that use requires overnight camping then that use is approved subject to:

1. 24 hours notice of that activity being provided to the CEO and/or the Lucky Bay Camping area caretaker.
2. All rules and regulations relating to the area are adhered to.
3. Use is to be in accordance with all current Council Local Laws; and
4. That the payment of the current camping fee applying to such areas is exempt.
5. That the policy shall apply for up to 30 persons, with any event that shall have a number greater than 30 persons requiring Council approval.

6. ENGINEERING/WORKS/PLANT

6.1 VEHICLE EMBLEMS
Policy reviewed by Council 17 June 2022

It is the policy of Council that all vehicles, except those within employment contracts, have the Shire emblem placed on them at the Chief Executive Officers discretion and that all emblems to be removed prior to any vehicle leaving the depot when it has been sold or disposed of.

6.2 OPERATIONS OF PLANT BY STAFF ONLY
Policy reviewed by Council 17 June 2022

It is the policy of Council that all items of major plant are to be operated by employed staff only and further that the operations of that plant are to be operated by the employee assigned to the item of plant or to another employee who has been trained to operate that item of plant, as directed by the Chief Executive Officer or the Manager for Works and Technical Services.

6.3 PRIVATE WORKS
Policy reviewed by Council 17 June 2022

It is the policy of Council that where possible local contractors be encouraged to carry out private works but when not available Council undertake the works at rates determined when framing each year's budget. Such works to be authorised by the Chief Executive Office and/or Manager of Works and Technical Services.

6.4 ROAD DRAINAGE
Policy reviewed by Council 17 June 2022

It is the policy of Council that the landowner who constructs contours on their property be responsible for the material and labour cost for the construction of a culvert/crossing where it is required on a road reserve and the landowner be responsible for clearing the culvert/crossing and that prior notice and discussion be held with Council and adjacent landowners prior to any contouring being done that affects road drainage.

6.4 GRAVEL CONSTRUCTION OF RURAL ROADS
Policy reviewed by Council 17 June 2022

It is the policy of Council that a road pavement width of nine metres is to apply when constructing gravel or unsealed rural roads.

6.6 CROSSOVERS
Policy reviewed by Council 17 June 2022

The following is Council's policy in relation to crossovers.

Urban Areas

All crossovers shall be constructed to Council approved standard specifications. Owner/agent to arrange for construction.

The crossover shall be paved utilising sprayed bitumen, bituminous concrete, insitu concrete, paving bricks or blocks.

Council will contribute (or subsidize) a maximum of $500 towards the cost of a standard crossover (one crossover to a property, unless where more than one crossover is required as a result of an approved multi residential or commercial development) subject to the crossover being deemed to conform with the specifications.

The subsidy applies to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy will apply to each crossover up to the number of dwellings.

Crossovers, eligible for subsidy, may be claimed for at the subsidy rate within twelve months completion of the crossover.

Reconstruction of one crossover to a property will attract a second subsidy where that crossover has exceeded its expected life (taken as 15 years) as determined by the Manager of Works and Technical Services.

The reference a "standard crossover" shall mean a sealed or paved construction to a size conforming with Council's standard widths, referred to in specifications.

Rural and Special Rural Areas

Council will contribute storm water pipes (if required) or deliver five m^3 of gravel, as its half contribution towards the cost of first crossover off a gravel road to the property, upon approval from the Works Department. Where a crossover is proposed off a sealed road, the crossover shall also be sealed and drained and the subsidy will be as per gravel crossovers. All special rural developments require a sealed crossover where a sealed road frontage exists.

Crossover Maintenance

Council will not be responsible for maintenance of crossovers.

Bonds

Bonds for the construction or reconstruction of crossovers will be required to be paid at time off issue of building licence. The Chief Executive Officer will set the amount of the bond.

Crossover construction or reconstruction is required as a condition of subdivision, development and/or as a condition of issue of building licence where it is deemed by the Chief Executive Officer that the construction is necessary. Construction/reconstruction of a crossover as a condition of the building licence will not be required if the value of the licence is less then $5,000 or the building works involve only minor works (e.g. pergola, shed, pool, patio, toilet) but will apply to all building licences for structures accessible to vehicles.

Council may construct the crossover in concrete if not constructed by the owner/agent within 6 months of practical complete or occupation of the building, where payment of a crossover bond has been made.

6.7 RURAL ROAD TREE PLANTING
Policy reviewed by Council 17 June 2022

1. No trees are to be planted on road reserves without Council approval.

2. Tree planting on twenty metre wide road reserves will not be encouraged.

3. Trees must not be planted under or over any electricity, water, sewer or telecommunication services, where the size or location of the tree will interfere with those services.

4. Trees should not be planted within five metres of the top of the back cut of the table drain.

5. Trees planted on road reserves become Council property and may be removed at any time at Councils discretion if the trees become a hazard or interfere with future road works.

6. Where trees are planted on a private basis the planting, watering and maintenance of the trees is entirely the responsibility of the adjoining landholder who undertakes the planting.

7. No tree planting will be allowed on the inside of a corner nor within 50 metres of any intersection.

6.8 ADVERTISING COSTS FOR ROAD CLOSURES
Policy reviewed by Council 17 June 2022

It is the policy of Council that where landowners request for the closure of a road reserve and that road reserve is to be transferred to the ownership of that landowner, then that landowners/applicant is to pay for all advertising cost related to the road closure.

6.9 ROADSIDE VEGETATION CLEARING – FENCE LINE CLEARING
Policy reviewed by Council 17 June 2022

It is the policy of Council that it will receive applications for clearing of areas, outside farmers' fence lines immediately adjacent to the fence, for a maximum of 1.5 metres, regardless of the road reserve width. All works are to be carried out in accordance with Department of Environment Act and Regulations. The costs for such works to be applied as follows:

- Any plant that is used outside of Council plant (ie dozer) be hired by and paid for entirely by the landholder.
- All Council plant that is used and tied in with local road works is cost shared equally 50/50 between the landholder and Council.
- Each application is to be considered by management staff in terms of road engineering and timing.

6.10 GRAVEL/SAND ROYALTIES
Policy reviewed by Council 17 June 2022

Following is the policy and procedures Council Staff will undertake when attempting to secure road building materials from private land: -

a) The Chief Executive Officer and/or Manager for Works shall approach landowners and request acquisition from their property by way of right of entry to search for materials.

b) If suitable materials are located a written agreement (as attached) is to be reached with the landowner for compensation for materials removed.

c) Payment for road building materials acquired from the landowner will be at a rate of $1.50 per cubic metre for all materials and this fee to be reviewed annually by Council. Prior to any payment a written agreement is to be entered into with Council and the landowner. This will be in the format of a standard form.

d) Should agreement for the removal of road building not be reached with the landowner, procedures to take such materials in accordance with the Legislation detailed in the Local Government Act, 1995 will be considered by Council prior to commencement.

e) Once gravel has been pushed it legally becomes the property of the Shire and will be paid for in accordance with the measurements undertaken by the Manager for Works at the time gravel is removed from the property.

6.11 ROADSIDE MEMORIALS
Policy reviewed by Council 17 June 2022

This policy only applies to roads under the control of the Northampton Shire Council.

Definition of a Roadside Memorial

A roadside memorial can be described as an object or image constructed, erected, planted, painted or placed within the road reserve in honour of family or friends whose lives have been lost on the road or road reserve.

Statement of Policy

The Northampton Shire Council (NSC) has an obligation to provide a safe and efficient road network.

The NSC will:

- Be considerate and respectful of the needs of persons wishing to install roadside memorials.
- Approve the placement of roadside memorials.
- Assist in the installation of roadside memorials at suitable locations as detailed in this policy.
- Not accept responsibility for the security or maintenance of roadside memorials.
- Remove any roadside memorials not conforming to this policy.
- Not approve or provide roadside memorials for animals; and
- Will only approve or provide roadside memorials for accident sites where fatalities have occurred.

Requests for Roadside Memorials

Persons wishing to erect a Roadside Memorial are required to submit their request in writing to the Chief Executive Officer (CEO). When a request has been received the CEO will assist to ensure the applicants understand the requirements of this policy and install or assist in the installation of a suitable roadside memorial at the safest location. It should be noted that this policy is intended to provide guidance to NSC Officers, and each case is to be dealt with on an individual basis.

Recording Requests for Roadside Memorials

NSC will maintain a record of requests for roadside memorials. The details will be documented so the person/s responsible for the roadside memorial can be contacted if necessary.

Memorial Requirements to Maximise Road Safety

NSC will approve and assist with the installation of a cross, paver, or decal as per the specifications below, depending on the family and/or friends' preference. Alternatively, the applicant may purchase a plant compliant with this policy.

Roadside Memorials – Types and Structure

In consideration of safety to all, the following specifications are recommended. Note these specifications should be used as a guide only. Common sense should prevail when assessing specific locations for placement of roadside memorials.

1. Cross

Crosses are to be constructed from timber and be:

- 850mm long (600mm out of the ground) and 400mm wide.
- Built from pieces 40mm x 18mm; and
- Painted white and be non-reflective.

Crosses shall be located:

- No closer than 3 metres from the edge of any bitumen/road seal.
- No closer than 1 metre from behind the line of guideposts; and
- No closer than 1 metre from the edge of any shared path.

Crosses shall not be located:

- Where they may interfere with the role of any traffic control item.
- In close proximity to residential dwellings where they may cause concern to the occupants.

2. Paver

Pavers to be of concrete and to be 600mm long and 300mm wide unless otherwise approved by the CEO. Pavers should be flush with the existing surface and are to be located:

- No closer than 1 metre from behind the line of guideposts.
- No closer than 3 metres from the edge of any bitumen/road seal.
- No closer than 1 metre from the edge of any shared path.
- On traffic islands and medians where the landscaping permits.

Pavers shall not be located:

- Within the area which is regularly graded during shoulder grading or drain maintenance.
- In close proximity to residential dwellings where they may cause concern to the occupants.
- On landscaped verges; and
- On roundabouts.

3. Decals

Decals are to be adhesive labels, 160mm long and 130mm wide, which display a white
cross on a black background. No other decal design is allowed.

Decals are to be located:

- At the base of traffic signal poles; and
- At the base of streetlight columns.

Decals shall not be located:

- On any traffic signs; and
- On street name signs.

Plants

The planting of plants is at the discretion of the NSC Officer's. A request for a plant type must be stated as part of the application/approval process and NSC Officers' to verify the appropriateness of the plant type for the location. Only locally/native occurring plants are permitted, ie Geraldton Wax.

Plants are to be located:

- Outside of the maintenance clearing zone.
- No closer than 1 metre from the edge of any shared path.
- On traffic islands and medians where the landscaping permits.

Plants shall not be located:

- Where they may interfere with the role of any traffic control item.
- In close proximity to residential dwellings where they may cause concern to the occupants; and
- On landscaped verges.

5. Memorial Options

If a cross is not suitable an application for an alternative is to be submitted to the CEO for consideration and determination.

6. Memorabilia and Personalisation

In the interest of preserving safety for all, items such as flowers, toys and other personal effects must be firmly secured to the memorial. Where possible, memorabilia should not exceed the dimensions outlined in the memorial requirements, the reason being that such items may be a visual distraction to road users. Physical objects could harm road users and the possible movement of personal items onto the road could be a potential road safety hazard.

Only one (1) roadside memorial shall be allowed per life lost.

Some items that are considered a safety hazard and are not be used include:

- Reflective material such as foil and cellophane
- Solar lights
- Rocks, bricks or other non frangible items

Personalisation of crosses should be limited to non-reflective material.

Installation of Roadside Memorials

An NSC Officer representative will assist in the installation of approved roadside memorials

The Officer is to ensure its placement is in accordance with this policy and take into consideration the safety of road users. The Officer is to consider safety issues such as where the road geometry is less than optimum i.e. road crests, bends and high-speed locations.

Maintenance of Roadside Memorials

If the condition of a memorial has deteriorated, the NSC will endeavour to contact the owners of a memorial to discuss its condition and to confirm their wish for the memorial to remain in place.

Roadworks / Maintenance Near Approved Roadside Memorials

The NSC will continue to perform all construction and maintenance works required within road reserves that contain roadside memorials.

Where works are required to the ground on which an approved roadside memorial is located, the memorial will be carefully shifted away from the work area for the duration of works and then re-installed as close as practical to the original location at the conclusion of works unless otherwise advised by the memorial owner. Care will be taken to minimise damage to the roadside memorial.

For unregistered memorials, the NSC will make every effort to locate the owners of the memorial before the removal. The NSC will store removed memorials for 4 months or the period of the roadworks (whichever is the greater).

Roadside Memorial Removal Procedure

Any roadside memorial presenting a safety hazard will be removed without notice. Every effort is to be made to contact the responsible person/s regarding the removal of the roadside memorial.

Person/s responsible for roadside memorials that comply with this policy but require removal because of their poor state of repair or concerns raised by the local community is to be contacted by the NSC. If the NSC is unsuccessful in contacting the appropriate person then the memorial is to be removed and stored for a period of 4months.

Existing Memorials

The NSC will treat all existing roadside memorials in a sensitive manner and will address each one on an individual basis with the aim of making all roadside memorials compliant with this policy.

7. BUSH FIRE

7.1 AUTHORITY TO BURN
Policy reviewed by Council 17 June 2022

It is Council's policy that Fire Control Officers satisfy themselves that any person seeking a burning permit have authority from the owner or manager of the property.

7.2 BURNING ON PUBLIC HOLIDAYS
Policy reviewed by Council 17 June 2022

It is Council's policy that all Fire Control Officers are to refrain from issuing permit to burn off on public holidays owing to the fact that there are generally more people away from home on these days than on Sunday thus creating a consequent shortage of Brigade personnel.

7.3 BUSHFIRE TRAINING COURSES
Policy reviewed by Council 17 June 2022

It is Council's policy that the fares of those persons who are members of a Bush Fire Brigade within the Shire of Northampton, attending residential courses conducted by the Department of Fire and Emergency Services, may be paid for, prior to the member attending the course, by Council, subject to Council approval.

7.4 BANNING OF CAMPFIRES
Policy reviewed by Council 17 June 2022

It is the policy of Council that the lighting of campfires be banned within the Shire during the prohibited burning period.

7.5 FIRE REPORTS
Policy reviewed by Council 17 June 2022

It is the policy of Council that Fire Control Officers be requested to recommend prosecuting where considered desirable when submitting fire reports, with the knowledge that they will be called upon to give evidence.

7.6 AERIAL INSPECTION OF FIREBREAKS
Policy reviewed by Council 17 June 2022

It is Council policy that an aerial inspection of firebreaks be undertaken each year, if deemed necessary by the Chief Fire Control Officer and the Chief Executive Officer.

8. BUILDING & HEALTH CONTROL

8.1 BUILDING ON KALBARRI FORESHORE
Policy reviewed by Council 17 June 2022

It is the policy of Council that the construction of buildings, other than those present and Council owned ablution facilities/community amenities, are not permitted on the Kalbarri Foreshore area, being all foreshore reserve riverside of Grey Street, Kalbarri.

8.2 TRADING IN PUBLIC PLACES POLICY
Policy reviewed by Council 17 June 2022

Policy Objective

To guide the application of the Council's *Local Law relating to Activities on Thoroughfares and Public Places*.

This Policy does not apply to Itinerant Food Vendors as covered under Part 10 of the Shire of Northampton *Health Local Laws 2007* and Policy 8.5 – Conditions of Approval of Itinerant Food Vendors. This policy also does not apply to Mobile Food Vehicles who are dealt with separately under Local Planning Policy – Mobile Food Vendors.

Desirability of Trading Activity

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

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

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

Relationship to other Local Laws and Town Planning Scheme

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

Application for Licence

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

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

Trading at approved Public Events

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

Approval of places where Trading will be Permitted

A place will only be approved if:

- It affords suitable access and parking for customers.
- It is not going to interfere with access to other facilities and/or businesses, or unduly vehicle parking; and
- Only one licencee is to be approved to operate at any one time.

  In Kalbarri, the only site where a licence to trade general merchandise and/or services, but not food, in a public place will be issued is in the North-East portion of the Car park opposite the Black Rock Cafe and Murchison Caravan Park.

  In the case of Food Vendors, the provisions of Local Planning Policy – Mobile Food Vendors, and Policy 8.5 relating to Itinerant Food Vendors, will apply.

Period during which trading will be permitted

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

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

Certificate of Currency of Insurance

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

General Conditions of Licence

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

1. The Licensee shall not display any sign except that incorporated as part of the vehicle. If additional signage is required, only a single sandwich board sign or similar to be located in the immediate vicinity of the approved trading site will be approved.

2. A trader shall:
   - Not cause any nuisance,
   - Not obstruct pedestrians or vehicles
   - Not use any amplification system unless specifically approved by Council
   - Keep the immediate trading area in a clean and orderly condition
   - Provide receptacles to appropriately dispose of any refuse or other waste generated during the course of trading
   - Not keep any vehicle or other materials on the trading site outside the hours approved for trading unless specific approval has been granted otherwise.

3. A trading Licence is not Transferable.

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

8.3 INFRINGEMENT NOTICES – BREACHES OF SWIMMING POOL REGULATIONS
Policy reviewed by Council 17 June 2022

Council adopts as a policy that authority be issued to the person appointed to the position of EHO/Building Surveyor to issue Infringement Notices for the breach of Part 8, Division 2, Regulation 50(1) of the Building Regulations 2012.

8.4 PROTECTION OF KERBS/VERGES AND PATHWAYS
Policy reviewed by Council 17 June 2022

Where a Building licence is to be issued for a dwelling/house or other building within a Townsite, and the proposed works are assessed by the Building Surveyor as requiring heavy vehicles to enter or make deliveries to the site or requiring above normal vehicular activity over the roadway, kerb, verge or pathway during the construction of the dwelling/house or building, Council requires that a refundable sum of $500.00 be deposited with the Council prior to the issuing of the Building Licence. These funds are to serve as a guarantee to ensure that the person to whom the Building Licence has been issued restores the roadway, kerb, verge or pathway to the satisfaction of the Manager of Works and Technical services prior to the return of the deposit.

In the case of a Registered Professional Builder who undertakes more than one building project within the Shire of Northampton at any one time that person or Company may lodge a perpetual guarantee of $2,000.00 with the Council in lieu of the abovementioned individual deposit.

It shall be the responsibility of the person or Company from whom the deposit has been obtained to notify the Council that the building works have been completed and that the roadway, kerb, verge and pathway are ready for inspection and that they therefore are seeking a refund of the deposit. This deposit shall not be released without the authority of the Manager of Works and Technical Services.

If at the completion of the building works the person or Company to whom the Building Licence to restore the roadway, kerb, verge or pathway fails to restore the roadway kerb, verge or pathway to the satisfaction of the Manager of Works and Technical Services then the Builder is to be notified in writing giving them 14 days in which to undertake the restoration or repairs as detailed in the letter. If at the expiry of the 14 days the restoration or repair has not been undertaken to the satisfaction of the Manager of Works and Technical Services then the deposit held by the Council shall be used to undertake these works.

In the event that the deposit is insufficient to cover the cost of the restoration or repair then the Manager of Works and Technical Services shall arrange for an account to be issued to the person or Company holding the Building Licence to

recover the shortfall. In the instance that the person or Company is a Registered Professional Builder who has provided a perpetual guarantee of $2,000.00 then in the instance where these funds are used partly or wholly to undertake the prescribed works then the Manager for Works and Technical Services shall arrange for an account to be issued to reinstate the perpetual deposit to the $2,000.

8.5 CONDITIONS OF APPROVAL OF ITINERANT FOOD VENDORS
Policy reviewed by Council 17 June 2022

An application under the Shire of Northampton Health Local Laws 2007 Part 10 Section 10.1.2 Itinerant Food Vendor's Licence shall only be approved subject to the following:

(i) excepting where specifically approved by Council so that the proprietor or proprietors do not operate within 500 Metres of any business within the Shire offering similar produce for sale.

(ii) excepting where specifically approved by Council the proprietor or proprietors shall not operate within a Townsite during the normal trading hours of any business within that Townsite which is offering similar produce for sale.

(iii) the proprietor or proprietors shall not park in any Car Park, Rest Area, Roadside or Verge excepting for the period it takes to serve his immediate customer after which he/they must move on.

(iv) the proprietor or proprietors only offering for sale foods for which they have been specifically approved and licensed by the Council.

(v) the Itinerant Food Vendors vehicle meeting the requirement of the Health Act 1911 and any associated Regulations; and

(vi) the proprietor or proprietors meeting any other conditions which the Council may from time to time impose."

8.6 ISSUING OF SECTION 23 CERTIFICATES UNDER THE STRATA TITLES ACT 1985

Policy reviewed by Council 17 June 2022

To satisfy the requirements of Section 23 of the Strata Titles Act 1985 the person or persons wishing to Strata Title a property upon which there are existing buildings is to provide at their expense the appropriate certification that the building shown on the plan has been inspected and that it is consistent with the building plans and specifications that have been approved in respect of the building by the Shire of Northampton.

The comprehensive inspection is to be undertaken by a consulting structural engineer, mechanical and hydraulic engineer or other person qualified and authorised to undertake these inspections and shall be addressed to the Shire of Northampton.

8.7 INDEPENDENT INSPECTION OF COUNCIL OWNED ASSETS - BUILDINGS

Policy reviewed by Council 17 June 2022

That commencing from 2008 and in order to protect its assets, Council requires that all Council owned buildings, including dwellings, with a value of $500,000 or more be independently inspected and reported upon by a Structural Engineer as to their structural soundness. The frequency of such inspections to be:-

Complexes	every Five (5) Years.
Major Public Facilities	every Five (5) Years.
Residences	every Ten (10) Years.

That these inspections be co-coordinated by the EHO/Building Surveyor who shall provide copies of the received reports to the Ordinary Meeting of Council immediately following their receipt.

9. TOWN PLANNING

9.1 LANDSCAPING BOND – DEVELOPMENTS
Policy reviewed by Council 17 June 2022

Should an Applicant/Owner request early clearance of a subdivision condition relating to landscaping works, the Council will require the Applicant/Owner to enter into a legal agreement (prepared by Council's appointed solicitors at the subdivider's cost) and pay a bond/bank guarantee of 100% or other arrangements of the total value of landscaping works.

9.2 REQUIREMENTS FOR LICENCE AGREEMENTS TO USE CROWN RESERVES FOR COMMERCIAL, RECREATIONAL AND TOURISM ACTIVITIES
Policy reviewed by Council 17 June 2022

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9.2.1 Purpose

This Policy relates to the exercise of Council's discretion, as management body, to approve activities on reserves under its care, control and management.

The commercial use of Reserves for Mobile Food Vehicle purposes is considered exempt from this Policy, and will instead be dealt with under Local Planning Policy – Mobile Food Vehicles.

9.2.2 Policy requirements

(a) The proposed use be consistent with the purpose for which the reserve is vested in the Shire, unless otherwise approved by the Minister.

(b) The proposed use be consistent with any Management Plan adopted in respect of the reserve pursuant to section 49 of the Land Management Act 1997.

(c) Council's approval of the use and the agreement with the service provider is subject to endorsement and consent of the Minister of Lands in accordance with the provisions of the Land Administration Act 1997.

(d) The proposed use shall have been separately granted planning consent under the Scheme prior to the Shire's approval of that use as management body of the reserve.

9.2.3 General Licence Agreement Terms

9.2.3.1 All Agreement terms will be valid for a maximum of 3 years, coinciding with the nearest financial year.

9.2.3.2 Existing Agreement holders and other applicants must apply for renewal of the Agreement no later than 31 March of the application year.

9.2.3.3 At the end of the second year, a new application (and advertising) will be required. Council will not automatically re-issue Agreements and activities will be reviewed upon expiry of the permitted period, and where agreement numbers are limited for a particular activity or area, renewal may be subject to a competitive application process.

9.2.3.4 An operator must ensure that the Agreement is not held inactive and will be expected to carry out the approved activity during the peak tourist season. Failure to commence the activity by January 01 each year of the Agreement will result in immediate revocation of the Agreement and agreements may be entered into with other applicants to ensure that the approval is utilised.

9.2.3.5 The Agreement holder must continue to operate until the end of peak season in each year (eg Christmas school holidays and Easter holidays) or the Agreement could be cancelled for the next year or used as a factor not favoring renewal.

9.2.4 Licence Agreements

9.2.4.1 Council will prepare all Agreements.

9.2.4.2 All Agreements will commence on 01 July and terminate on 30 June the third year.

9.2.4.3 A draft Agreement will be forwarded to the Department for Planning, Lands and Heritage (DPLH) for consent prior to execution.

9.2.4.4 Once written consent is received from DPLH, two (2) copies of the Agreement will be finalised with one (1) copy to be forwarded to the applicant, and one (1) copy to be retained by Council.

9.2.4.5 The Agreement should be signed prior to the commencement of the permitted period to which the agreement relates.

9.2.4.6 The Agreement will include an automatic termination clause, if the activity is found to breach any of the conditions of the Agreement.

9.2.5 Fees

9.2.5.1 Licence Agreement Preparation Fees and other costs

9.2.5.1.1 $150

9.2.5.1.2 Standard 'template' Agreements should cover most 'simple' applications, however, should Council consider that an application is 'complex' and warrants legal preparation of the Agreement then these legal costs will be additionally charged to the applicant.

9.2.5.1.3 Any mapping required to be undertaken to support the Licence Agreement will be at the Applicant's cost.

9.2.5.2 Reserve User Fee

9.2.5.2.1 $500 (per year)

9.2.5.2.2 As commercial activity will increase the number of visitors on reserves, and as these commercial operators will benefit by commercial gain from the use of the reserve or UCL, Council considers it appropriate to charge a fee for the use of the land.

9.2.5.2.3 Revenue collected from these fees will be used for management, including the improvement of visitor services and facilities and the protection of the natural environment.

10 MISCELLANEOUS

10.1 PARKING ON KALBARRI FORESHORE RESERVE
Policy reviewed by Council 17 June 2022

It is the policy of Council that where market days or alike are conducted on the Kalbarri foreshore grassed areas that:

- no vehicles are to be parked on the grassed area at Sally's Tree, with the exception of stall holders whilst conducting market day events or similar

- The permit holder to conduct such events be required to control public parking off grassed areas.

10.2 SIDE SHOWS ON COUNCIL CONTROLLED LAND
Policy reviewed by Council 17 June 2022

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

10.2 COMMUNITY BUS
Policy reviewed by Council 17 June 2022

Council adopts the following policy in relation to the use of the Community Bus:

(a) A $200 bond is to be charged to every hirer of the Community Bus unless this policy states otherwise:

(i) All groups who regularly hire the bus can pay a bond of $200 at the beginning of their season to be reimbursed at the end of their season.

(b) A formal list of dishonored debtors is to be formulated with Council to refuse hire to those individual organisations.

(c) If the hire occurs concurrently on a weekend and the bus is not provided to the second hirer in a suitable condition, then the Shire is to be notified immediately.

(d) Council's decision on cleanliness of the bus upon return is final.

Further to the above policy, Council adopted a set of rules for the operation of the bus which are given to all users prior to hire.

Where both community buses are to be hired by seniors or school/youth groups based in either towns of the Shire, then the cost to transport a community bus to and from that town from its normal base to allow commencement of the bus use, to be at the cost of the Council.

10.4 MEMORIAL SEATS
Policy reviewed by Council 17 June 2022

Policy to allow for interested person to place memorial seats on land/reserves under the control of Council.

- The administration of all Memorial Seats and the purchase of all Memorial Plaques will be through the Chief Executive Officer.
- All Memorial Plaques are to be purchased through Council with the applicant to reimburse all costs associated with the purchase of the Memorial Plaque.
- All Memorial Seats are to be purchased through Council with the applicant to reimburse all costs associated with the purchase of the Memorial Seat.
- The purchaser of the Memorial Seat can request a location of the seat and all effort will be taken to accommodate the request but the final decision for the location of the Memorial Seat will be decided by the Chief Executive Officer.
- All care will be taken to maintain and care for the seats and plaques but if the seats or plaques are vandalised or damaged no responsibility will be taken for the damage and further should a seat or plaque be required to be removed from the site due to damage inflicted rendering the seat or plaque to be a safety concern, Council takes no responsibility in replacing the seat or plaque.
- Personal items are not to be fixed to the Memorial Seat or placed at the base of the seat.
- No ashes will be placed in or near the Memorial Seat
- Military niches are allowed on seats providing they conform to other plaques.
- No more than one plaque will be allowed per Memorial Seat.

10.5 SPORTING AND NON SPORTING ACHIEVEMENT SCHOLARSHIP PROGRAM
Policy reviewed by Council 17 June 2022

It is the policy of Council to provide funding assistance to youths of the Shire of Northampton to assist them in achieving their potential in their chosen sport or nonsporting endeavours at a state or national level.

Each applicant is required to complete the attached documentation for assessment by management prior to presentation to Council for consideration.

Sporting and non Sporting Achievement Scholarship Program

Purpose of Scholarship

To support selected persons, who are aged 13 to 17 and who have shown potential to reach State or National selection, to excel and achieve their potential in their chosen sport or nonsporting endeavours.

Scholarships will also be considered for persons who are 18 years of age who are either attending full time secondary education or enrolled in full time university.

Scholarships are awarded to assist with travel and accommodation expenses whilst representing the state or the nation, not for personal costs.

Scholarships will only be awarded once to each applicant.

Scholarships are allocated on assessment of each individual application as determined by the Northampton Shire Council.

Eligibility

- The person should be aged between 13 and 17 years at the time of application and be a resident of the Shire of Northampton. Resident includes a person who is currently boarding outside the shire for education purposes.
- The person must be recognised by a relevant state or regional sporting association or other nonsporting association, as performing at a state or national competition level. This must be supported by a reference from such an association.
- Sportspersons in receipt of other sources of funding, ie Ministry of Sport, WA Institute of Sport, or private businesses/organisations that adequately cover the costs to be incurred for the individual are not eligible for the scholarship.

Ineligibility

- School competitions/activities.
- Travel for training or participating in session in preparation for the main event that the individual is participating in.
- Previously been granted a scholarship by Council.

Conditions of support

- Scholarships are not provided in retrospect. Funding must be applied for prior to the commencement of any program/activity, unless otherwise approved by the Northampton Shire council.

- Scholarships will be paid to the guardian of the applicant or the applicant sporting or nonsporting organisation.

- Each scholarship must be acquitted by providing proof of having attended the activity as outlined in the program proposal. This may be a letter from the organisation verifying attendance.

- Each scholarship must be acquitted prior to any further application being received on behalf of the applicant.

Process information

Applications can only be received on the endorsed application form and must be lodged to the Chief Executive Officer of the Shire of Northampton, PO Box 61, Northampton 6535.

The application must be endorsed by the state/regional/local sporting or nonsporting group and have all sections complete.

Only one scholarship per person will be approved per funding year

The scholarship may cover more than one or multiple activities, but only one application per year will be approved.

The maximum level of a scholarship is $1,000 in each financial year.

Application Form

APPLICATION FORM

PART 1

To be completed by an office bearer from the applicant organisation

1. Applicant

Name of Applicant _____

Name of Applicant Organisation _____

Postal Address _____

_____P/C_____

Telephone (Home/Mob) _____(Work)_____

(Fax)_____(Email) _____

Please make a brief statement of what the applicant is participating in a state or national competition:

_____

_____

2. Other Support Being Sought or Already Agreed for this Program

Please provide other funding sources to be received by the applicant as per the following:

Source	Type of Support	$ Value	Sought (S) or Agreed (A)
WAIS Scholarship			
State Team Scholarship			
State Association			
Private Sponsorship			
Personal/Family Contributions			
Other (please specify)			

3. Declaration by Applicant Organisation

I hereby certify that to the best of my knowledge, the information given above and in the attached documentation is correct.

I also certify that the financial support being sought is for a program that commences after the submission of this application.

I acknowledge that the sponsorship support places obligations on the applicant **and** on the applicant organisation and I agree on their behalf to meet all such obligations, acknowledging that failure to meet these obligations might place further funding in jeopardy.

Signature _____ Date_____

Position _____

4. Attachments

Please ensure that the following documentation is attached.

- A letter of endorsement from your State Sporting or non Sporting Association for the level of activities the applicant will be participating in.

  Any other documentation that will support the application.

PART 2

TO BE COMPLETED BY THE APPLICANT

5. Sportsperson Details

Name of Applicant _____

Name of Parent/Guardian_____ _____

Postal Address _____

_____

Telephone (Home/Mob) _____(Work)_____

(Fax) _____(Email) _____

Date of Birth _____ Gender Male / Female

6. The Development Program

Please tell us what you are seeking assistance for

Name of Sport/Event/Program _____

Description of proposed program _____

_____

_____

_____

Where will activities be held?_____

_____

What travel is involved? _____

_____

Details of higher-level competitions?_____

_____

_____

Level of competition. National / State / State Country / Other (specify) _____

Have you been selected in a State team or are you in a training squad? Yes / No

Have you been selected in a National team or are you in a training squad? Yes / No

If 'Yes', please provide details on the last two questions_____

_____

Program Period Dates (Begins) _____ (Ends)_____

Anything else? _____

_____

_____

_____

_____

Scholarship requested $ _____

Please attach any relevant documentation for activities you will attend e.g. training schedules, development programs and courses.

7. Achievements to Date

Please list some of your most significant achievements to date in the above events.

_____

_____

_____

_____

_____

8. Your Future

Please outline your short term objectives (1 year) and how you plan to achieve them.

_____

_____

_____

Please outline your longer term goals (beyond the next 12 months).

_____

_____

9. Budget

What are the anticipated costs for the Scholarship period?

This may include coaching fees, travel, accommodation, necessary training manuals, specific equipment, safety gear, specific team uniforms, etc.

Item_____ $ _____

Item_____ $ _____

Item_____ $ _____

Item_____ $ _____

Item_____ $ _____

Item_____ $ _____

Item_____ $ _____

Item_____ $ _____

TOTAL **$**_____

10. Declaration by the Applicant's Parent or Guardian

I hereby certify that to the best of my knowledge, the information given above and in the attached documentation is correct.

I acknowledge that the sponsorship support places obligations on myself, which I agree to meet, acknowledging that failure to meet these obligations might place further funding in jeopardy.

Signature _____ Date _____

10.6 PETROLEUM, GAS, MINING & EXTRACTIVE INDUSTRIES POLICY
Policy reviewed by Council 17 June 2022

Policy Statement

The Shire of Northampton supports the expansion of industry that helps deliver economic prosperity to its residents however, in providing this support Council supports every effort being undertaken to ensure that the initial assessment as well as compliance and monitoring of any activity is carried out at a level that protects the amenity of the natural and built environment and that of residents.

Objectives

- To ensure that local values relating to lifestyle and quality of life, including public health, amenity, biodiversity, water (both surface and ground), and other economic sectors (such as agriculture and tourism) are adequately considered and protected from the development or expansion of any extractive industry activity in the Shire of Northampton.

- To ensure that any future or existing extractive industry activity is thoroughly assessed, monitored and managed effectively to meet all conditions of development consent, and endeavour to continuously improve operational practices to reduce the environment impacts wherever practicable.

- To ensure petroleum, gas and mining companies build a commitment to best practice standards for petroleum, gas and mining activity in the Shire of Northampton, and actively participate in local communities.

Guidelines

The principal role for Council is to advocate on behalf of the Shire of Northampton and its communities. Council is not the determining authority for mining applications.

The primary economic land use within the Shire of Northampton is food production through agriculture.

The Shire of Northampton's communities and businesses are dependent on access to clean groundwater. The protection of water resources and infrastructure (including underground aquifers, catchment and recharge areas, rivers, creeks, lakes, wetlands, dams, wells and bores) from pollution of overuse is therefore of paramount importance to the sustainability of the local economy and communities in the region.

On this basis the Council does not support any extractive industry by use of "fracking" methods.

The Shire of Northampton contains areas of natural vegetation (including the Kalbarri National Park) that are unique and of global ecological significance. These areas not only provide a basis for nature-based tourism industries, but are worthy of protection in their own right in order to support the maintenance of ecosystem services including clean air, water and biological diversity.

In respect to current and future proposal for on-shore petroleum or other extractive industries, Council will;

a. Effectively consult communities within the Shire regarding onshore petroleum or other extractive industries development and represents the concerns and interests of these communities in decision making on all matters relating to these developments;

b. Assume a leadership role in negotiating with the State Government and resources companies to ensure that any petroleum or mineral resource projects in the Shire provide benefit to the community, and individuals within the community where appropriate;

c. Ensure that the protection of the health of communities and the protection of groundwater resources is afforded the highest priority in decision making by the Council;

d. Support and advocate for the rights of communities and residents within the Shire to clean water, clean air and enjoyment of land without pollution or nuisance;

e. Support and advocate for the existing economic land uses within the Shire to continue to operate unhindered by impacts of petroleum or extractive industries;

f. Facilitate an open dialogue and discussion within the community of all stakeholders, based on the sharing of accurate information to encourage an informed debate about issues relating to mining;

Council support for specific onshore petroleum development or exploration proposals

a. Council does not support petroleum and/or gas resource development within the Shire (including exploration) which has not first undergone thorough and independent assessment of environmental, health, agricultural and socio-economic impacts (including cumulative impacts) by the Environmental Protection Authority, Department of Health and other relevant agencies, or if use of "fracking"

b. The Shire of Northampton will consider each proposal for petroleum and/or gas resource development or exploration within the Shire by

applying the following criteria for decisions making. To be supported by the Shire, exploration and development must:

- Undertake thorough community consultation and achieve demonstrated broad community support for development;
- Maintain and protect the amenity and character of the Shire, and its existing communities and land uses;
- Ensure zero impact on groundwater resources used for drinking, agriculture and other existing uses, including the catchment and recharge areas for these resources;
- Ensure zero impact on the health of communities or individuals within the Shire;
- Ensure that the impacts on Council infrastructure are adequately compensated for in the immediate and future life of that asset, and that the full costs are recovered for any additional infrastructure required;
- Provide full transparency to the community regarding all environmental compliance and monitoring data, including air quality and groundwater monitoring results, chemicals used, and any other relevant information which must be disclosed in a timely manner;
- Accept a "presumption of liability" for any groundwater pollution that is detected in the vicinity of oil and gas extraction operations and which can reasonably be associated with those operations;
- Provide guarantees of full reparation and remediation of groundwater, land, infrastructure, public health or other unplanned impacts that arise from the development.

c. The Shire of Northampton is not willing to provide its support or assistance to proponents or other parties (including the State Government) who seek to undertake or promote petroleum and/or gas or mining activities within the Shire that do not meet these standards.

11. TOURISM

11.1 TOURISM POLICY
Policy reviewed by Council 17 June 2022

SHIRE VISION FOR TOURISM

The Shire of Northampton will be a tourist destination that is highly attractive to national and international visitors. To achieve this vision, the Shire will provide leadership and support to:

- Infrastructure planning and management.
- Unifying and identifying stakeholders' functions.
- Strategic project initiatives.
- Cultural planning processes.
- Marketing the Northampton Shire as a tourist destination.

OBJECTIVES OF THE TOURISM POLICY

The objectives of the Shire of Northampton tourism policy are:

- To recognise that tourism is a social and economic force and is a major employer within the Shire of Northampton.
- To foster and create community awareness of the benefits of tourism within the Northampton Shire.
- To ensure the Shire of Northampton guides and influences the development of tourism.
- To provide the basic facilities and infrastructure sufficient to encourage tourism development.
- To ensure that facilities within the area are adequate to cater for visitors and residents.

SHIRE OF NORTHAMPTON TOURISM POLICY

1. The Shire of Northampton will liaise with the Western Australian Tourism Commission and other relevant Tourism and Government organisations and members of the public in all aspects of tourist development.

2. The Shire of Northampton will endeavour to provide adequate budget allocation for tourism expenditure.

3. The Shire of Northampton will endeavour to assist tourist organisations or events, which have the potential to develop tourism in the area.

4. The Shire of Northampton will seek representation on the Northampton and Kalbarri Tourist Associations.

5. In the formulation of its planning regulations and preparation of by-laws and other regulations, the Shire of Northampton will have regard to the requirements of tourism development.

6. The Shire of Northampton in its review of planning instruments will take into consideration policies on tourism and other leisure related issues.

7. In the preparation of local laws and regulations, the Shire of Northampton will have regard to their impact on tourism and the balanced development application process.

8. The Shire of Northampton will encourage tourism product development and investment throughout the area and will facilitate the development application process.

9. The Shire of Northampton will encourage a high standard of design and aesthetics in all forms of tourist development.

10. The Shire of Northampton will ensure the welfare of the whole community when supporting tourism development and the provision of facilities.

11. When considering tourism developments, the Shire of Northampton will consider the social, cultural, economic and environmental impact of the proposal within the area.

12. The Shire of Northampton will ensure that where sensitive environmental, historic or cultural areas exist, these areas will be adequately protected in relation to development or usage.

13. The Shire of Northampton will initiate the provision of facilities sufficient to cater for destination and day trip visitors to appropriate areas within its boundaries.

14. The Shire of Northampton will seek financial involvement from other sources wherever possible in the provision of tourist facilities and will encourage tourism organisations to work toward financial independence.

15. The Shire of Northampton, where practicable, will promote landscaping of residential and commercial centres to make the various towns an attractive visitor destination.

16. The Shire of Northampton, where practicable, will support the enhancement of specific natural features, conservation areas of outstanding scenic beauty, and recognise items of heritage significance.

17. The Shire of Northampton will facilitate the development of scenic routes and lookouts and review signage needs in strategically important tourist areas within areas under the control of the Shire.

Corporate Policy
2.3
Purchasing Policy

Purpose

To ensure all purchasing at the Shire of Northampton is done consistently and transparently incorporating relevant statutory requirements.

Policy Measures

This policy is separate from and to be read in conjunction with policy "2.4 – Tendering Policy".

Contents

1 Objectives
2 Why do we need a purchasing policy?
3 Ethics & integrity
4 Value for money
5 Sustainable procurement
6 Purchasing thresholds
7 Preferred Suppliers
8 Regional price preference
9 Authorised purchasing levels
10 Administration
11 Credit cards

1 Objectives

i. To provide compliance with the Local Government Act, 1995 and the *Local Government Act (Functions and General) Regulations, 1996*.
ii. To deliver a best practice approach and procedures to internal purchasing for the Shire of Northampton.
iii. To ensure consistency for all purchasing activities that integrates within all the Shire of Northampton operational areas.

2 Why do we need a purchasing policy?

The Shire of Northampton is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

i. Provides the Shire of Northampton with an effective way of purchasing goods and services.
ii. Ensures that purchasing transactions are carried out in a fair and equitable manner.
iii. Strengthens integrity and confidence in the purchasing system.

iv. Ensures the Shire of Northampton receives value for money in its purchasing.
v. Ensures that the Shire of Northampton considers the environmental impact of the procurement process across the life cycle of goods and services.
vi. Promotes effective governance and definition of roles and responsibilities.
vii. Upholds respect from the public and industry for the Shire of Northampton's purchasing practices that withstands probity.

3 Ethics & integrity

All employees of the Shire of Northampton shall observe the highest standards of ethics and integrity in undertaking purchasing activity and shall act in an honest and professional manner that supports the standing of the Shire of Northampton.

The following principles, standards and behaviours shall be observed and enforced through all stages of the purchasing process:

i. full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
ii. all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Northampton's policies and codes of conduct;
iii. purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
iv. all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
v. any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
vi. any information provided by a supplier shall be treated as commercial-in-confidence and shall not be released unless authorised by the supplier or relevant legislation.

4 Value for money

Value for money is the overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Northampton.

Purchasing decisions should take into account:

i. purchase price;
ii. goods and services tax thereon;
iii. user requirements;
iv. quality standards;
v. technical merits (compliance with specifications, contractual terms, and quality assurance);
vi. financial viability and capacity to deliver;

vii. sustainability;
viii. life cycle costing (including transaction costs, delivery, distribution, holding, consumables, maintenance and disposal); and
ix. service provision.

Obtaining a sufficient number of competitive quotations where possible provides the greatest likelihood of identification of value for money.

Where a higher priced conforming offer is selected, there should be clear and demonstratable benefits over and above the lowest total priced, conforming offer.

5 Sustainable procurement

Sustainable procurement is the purchase of goods or services that have less environmental and social impacts than competing products and services.

Sustainable attributes must be balanced against value for money outcomes.

The Shire of Northampton shall identify and procure products and services that:

i. are determined as being necessary;
ii. are energy efficient as demonstrated by suitable energy labelling;
iii. demonstrate environmental best practice in water efficiency;
iv. are environmentally sound in manufacture, use and disposal;
v. can be refurbished, reused, recycled or otherwise minimise waste;
vi. for motor vehicles, have high fuel efficiency for the designated category; and
vii. for buildings and refurbishments, utilise energy reducing measures.

6 Purchasing thresholds

Where the value of procurement (ex GST) over the full contract period (including any options to extend) is, or is reasonably expected to be:

Threshold Amount	Form of Quotation required
Up to $20,000	Direct purchase from suppliers.
$20,001 to $50,000	Obtain at least two written quotations to be recorded by the relevant employee.
$50,001 to $249,999	Preparation of detailed written specification and obtain at least three written quotations. Quotations to be

	recorded by the relevant employee and the purchase authorised by the Chief Executive Officer.
$250,000 and above	Preparation of detailed written specifications and call a public tender in accordance with Section 3.57 of the Local Government Act 1995.

If considered beneficial, tenders may be called in lieu of seeking quotations for purchases under $250,000 (ex GST), however the full provisions of policy 2.4 – Tendering Policy must be applied.

Please note that in respect of the threshold amounts, the source of funding for the purchased goods or services is irrelevant and accordingly, the scale is to be applied to the gross purchase price.

Officers must use their best endeavours to seek quotations from those parties known to be interested in and capable of providing the goods or services. If the officer believes that due to the nature of the goods or services it is unlikely there will be more than one potential supplier, then documentation supporting this determination is to be approved by the Chief Executive Officer and placed on file. The application of this exemption should only occur in limited cases as usually there is more than one supplier capable of providing most goods or services.

The following general principles are applicable to all requests for quotation:

- Specifications should be generic, clear, concise and logical;
- Selection criteria should be developed before inviting quotations;
- Invitation to quote should be accurately and consistently communicated and to the extent practicable, issued simultaneously;
- New information/change to the specifications should be provided to all prospective suppliers simultaneously;
- The required format of quotation should be specified;
- Quotations should be assessed for compliance and against selection criteria; and
- Respondents must be advised of the final determination as soon as possible.

The following provides further guidance in respect of each form of quotation.

6.1 <u>Up to $20,000 – Direct purchase from suppliers</u>

To be applied where the purchase is relatively small and low risk. Discretion is required and occasionally market testing and or formal quotation is required.

Recording and retention – The copy of the purchase order form and its retention in accordance with the Shire's Record Keeping Policy is considered adequate.

6.2 <u>$20,001 to $50,000 – Obtain at least two written quotations</u>

Invitations should be made for at least two written quotations as a minimum. Where not practical due to limited suppliers, this must be noted through records relating to the process.

Recording and retention – Written notes of the requirements / specifications sought, copy of the purchase order form and hard copies of the quotes submitted is considered adequate recording. Retention is to be in accordance with the Shire of Northampton's Record Keeping Policy.

6.3 <u>$50,001 to $249,999 – Brief specification and three written quotations</u>

A brief specification is to be prepared by the officer and <u>authorised</u> by the pertinent Executive Manager, clearly communicating:

- the nature and quantity of goods or services required;
- the time by which those goods or services are required to be completed or delivered;
- the date by which quotes must be submitted, and
- any other aspect considered relevant by the employee.

The specification is to be provided to all parties seeking to quote. In some instances, it may be appropriate to advertise locally advising interested parties of the opportunity to quote.

Recording and retention – Hard copy of the brief specification, copy of the purchase order form, hard copies of the quotes submitted and summary sheet of quotes invited / submitted is considered adequate recording. Retention is to be in accordance with the Shire's Record Keeping Policy.

6.4 <u>$250,000 and above – subject to policy 2.4 – Tendering Policy</u>

Corporate Policy
2.3
Purchasing Policy

7 Preferred Suppliers

Where:

1. the supply of the goods or services is to be obtained through the Purchasing Service of the Western Australian Local Government (WALGA Preferred Supplier Service; or

2. the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government,

at the employees' discretion and in accordance with the employees purchasing responsibility, goods or services may be purchased directly from a supplier without the need to obtain multiple quotes or go to Tender as outlined in clause 6 noting that all other conditions defined in clause 6 still apply. In this case employees shall at all times ensure that clauses 4 and 5 and other general requirements of this policy are applied.

8 Regional price preference

Policy 2.5 – Regional Price Preference applies to all purchasing decisions made in this policy unless determined otherwise by Council.

9 Authorised purchasing levels

Authorised purchasing levels for employees are to be determined on an annual basis by the Chief Executive Officer and endorsed by Council by way of the Delegations Register.

It should be noted that the issue to an employee of purchasing authority by the Chief Executive Officer gives rise to the requirement to submit an "Annual Return" by that officer.

10 Administration

10.1 Purchase orders and commitments

A purchase order is required to be issued for all goods and services procured by employees with the exclusion of Credit Card transactions.

The purchase order must:

- be within the authorised purchasing levels for the employee as determined in accordance with clause 6 above;
- relate directly to the Department to which that officer belongs;
- be within the available approved budget at the time of making the order.

10.2 Authorisation of invoices for payment

Once an invoice is received for goods or services purchased, that invoice is to be signed by the employee who issued the relevant purchase order to attest that the goods or services have been received in full and that the invoice is valid for payment.

The invoice must subsequently be authorised for payment by:

- The employee who authorised the purchase order to which the expenditure relates; and
- The relevant Senior Employee.

10.3 Cheque authorisations

All cheques are to be signed by two authorised signatures.

10.4 Electronic funds transfer authorisations

Authorisation of electronic funds transfers (such as external funds transfers for payroll or transfers strictly between Shire of Northampton bank accounts) are not subject to the thresholds in this policy. Authorisation for such transfers is required to be made by two authorised signatories.

11 Credit cards

Council credit cards are issued only to designated Senior Employees of the Shire of Northampton. The provisions of this policy where applicable apply to purchases made using Council credit cards. A list of expenses incurred on Shire of Northampton credit cards is to be presented to Council together with the normal monthly payments schedule.

Administration

This policy will be administered by the Office of the CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED XXXX

NEXT DUE FOR REVIEW 20 JUNE 2027

The Administration of this Policy is by Office of the CEO.

Corporate Policy
2.4
Tendering Policy

Purpose

The purpose of this policy is to ensure the Shire of Northampton complies with the tendering requirements of the *Local Government Act 1995*.

Policy Measures

Index

1. Objectives
2. Approval for procurement
3. Probity officer
4. Tender register
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8. Advertising tenders
9. Tender documentation
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11. Tender closing
12. Tender opening
13. No tenders received
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15. Canvassing
16. Presentation to Council
17. Notification to successful and unsuccessful tenderers
18. Contract documentation
19. Minor Variations
20. Panel of Pre-qualified Suppliers
21. Records management

1. Objectives

i. To provide compliance with the Local Government Act, 1995 and the *Local Government (Functions and General) Regulations, 1996*.
ii. To deliver a best practice approach and procedures to tendering for the Shire of Northampton.
iii. To ensure consistency for all tendering activities.

To the extent that this Policy is silent, Corporate Policy 2.3 – Purchasing Policy applies.

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Tendering Policy

2. Approval for procurement

Prior to any formal action occurring:

a. Council, or if delegated, the Chief Executive Officer must issue approval reflecting a conscious decision to call tenders for that particular procurement / disposal (for the purposes of this provision, relevant purchasing activities as approved by the Annual Budget are considered to be the approval of Council);

b. The Chief Executive Officer must designate the employee or consultant responsible for the preparation of the tender specifications; and

c. the responsible employee or Chief Executive Officer must ensure that the anticipated expenditure is approved either as part of the adopted budget or by a resolution of the Council carried by an absolute majority. Tenders should not be called if it is believed insufficient funds are available to cover the expenditure.

3. Probity officer

In order to foster a tendering environment which is consistent, and independent, the Chief Executive Officer is the probity officer responsible for all tenders. The Chief Executive Officer may delegate this function to an employee. The probity officer is responsible for:

a. The maintenance of the tender register;

b. Issuing of tender numbers;

c. Review of the tender documentation for completeness (note the probity officer is not responsible to review tender specifications);

d. Management of tender closing including ensuring tenders submitted electronically or by facsimile prior to the closing date/time are secured;

e. Management of tender opening;

f. Acknowledgement of tenders received;

g. Acknowledgement of tenders awarded, unsuccessful; and

h. Contract documentation.

4. Tender register

A tender register must be kept detailing certain information pertaining to the tender process. The register may be inspected by any member of the public.

The tender register is to include the following:

a. Summary of tender procedures followed;

b. Notification of the approval to proceed to tender;

c. Copy of the tender advertisement;

d. List of tenders received;

e. Identification of the Council minute number approving the successful tenderer;

f. Amount awarded to the successful tenderer.

Tender submissions are not to be kept on the tender register file. Submissions should be placed on the records file for that particular tender.

5. Exemptions

Public tenders do not have to be invited where:

a. It is obtained from expenditure authorised in an emergency **[Reg11(2)(a)]**;

b. Goods or services are obtained through WALGA Purchasing Service **[Reg 11(2)(b)]**;

c. Public tenders were invited within last 6 months but no tender was submitted that met tender specifications **[Reg 11(2)(c)]**;

d. The contract is entered into by auction after being expressly authorised by a resolution from Council **[Reg 11(2)(d)]**;

e. Goods or Services are supplied by State, Federal, another local government or a regional local government **[Reg 11(2)(e)]**;

f. The Shire of Northampton has good reason to believe that because of the nature of goods / service it is unlikely there will be more than one potential supplier **[Reg 11(2)(f)]**. Note: Every endeavour to find alternative sources must be made and documentation supporting this determination is to be approved by the Chief Executive Officer and is required to be placed on the tender register file. The application of this exemption should only occur in limited cases as usually there is more than one supplier capable of providing most goods or services; and

g. The contract is for petrol, oil or other liquid or gas used for internal combustion engines **[Reg 11(2)(g)]**.

6. Calling for tenders

If the value of goods or services to be procured is anticipated to be $250,000 (ex GST) or more then tenders must be called.

In determining the anticipated value of the procurement, the expected payments over the life of the contract (including any option periods) is to be value by which the tender threshold is measured against.

The source of funding for the tender of goods or services is irrelevant.

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The Shire of Northampton may wish to call tenders for goods or services whose value is anticipated to be less than $250,000. In these circumstances, the provision of this policy is to apply to such tenders.

Anti-avoidance - Procurement shall not be broken up into two or more contracts of a similar nature for the purpose of splitting the value of the contracts below the tender threshold level of $250,000.

7. Tender Criteria

Before tenders are publicly invited, the criteria for determining which tender should be accepted must be decided, documented and must be included in the tender documentation.

Tender criteria should be generic in nature and should clearly address both qualitative and price aspects. Weighting as to importance of each criteria and basis of evaluation should also be included.

The following simple yet effective assessment matrix is to be applied to each stated criteria in the tender documentation.

Essential tender criteria must be established that is applicable to all tenders and which is required to be met. Tenders that are not compliant will be identified as non-conforming and may only be included for tender assessment at the discretion of the Chief Executive Officer.

Qualitative Criteria (example total of 60%)

Criteria	Priority	Weighting	Evaluation basis	Assessed rating	Total Qualitative Score
A	High	30%	Specify for each criteria	Refer below for each criteria	Weighting x Assessed rating for each
B	Medium	20%			
C	Low	10%			
	Total	**60%**			**Sum A-C**

Price Consideration (example total of 40%)

Criteria	Priority	Weighting	Evaluation basis	Assessed rating	Total Price Score
Tendered sum	High	40%	Specify	Refer below	Weighting x Assessed rating

Total Score

	Criteria	Weighting	Total Score
A	Qualitative	60%	Total qualitative score
B	Price	40%	Total price score
	Total	**100%**	**Sum A+B**

Assessed Rating Factor

0	Does not address assessed requirement
0.1	Fails to meet the assessed criteria (ie 25% above average price; well below average in ability to complete works etc).
0.2	Assessed between descriptor.
0.3	Below the average (ie 15% above average price; below average in ability to complete works etc).
0.4	Assessed between descriptor.
0.5	Average (ie within 10% of average price, an average statement / meeting of criteria etc).
0.6	Assessed between descriptor.
0.7	Above the average (ie 15% below average price; above average in ability to complete works etc).
0.8	Assessed between descriptor.
0.9	Assessed between descriptor.
1.0	Fully meets assessed requirement (i.e.: more than 25% cheaper than the average price, exceptionally high level of evidence of experience etc)

The tender with the highest overall total score, may be deemed the most advantageous tender unless other extenuating circumstances exist. If two or more tenders receive the same overall total score, then the lowest price shall be selected and recommended to Council.

An evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase. An evaluation panel must contain a minimum of 2 people.

8. Advertising of Tenders

All tenders shall be advertised as follows:

a. Statewide Public Notice in the local government tenders section of "The West Australian" newspaper in either Saturday's or Wednesday's edition;

b. on the Shire of Northampton's web page;

c. Locally in the Geraldton Guardian and/or Mid West Times only where staff are aware that goods and services can be obtained within the region;

If considered worthwhile and cost effective, tenders may, at the discretion of the Chief Executive Officer, also be advertised in either:

a. Other public internet tender publications; or

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Tendering Policy

b. In the tender section of the other publications.

All tenders must remain open for at least 14 full days after the date the tender is first advertised.

As illustrated below, tender advertisements shall clearly state:

a. the tender number;
b. a brief description of the goods or services required;
c. particulars identifying a person from who more detailed tender information may be obtained;
d. information as to where and how tenders may be submitted;
e. the date and time of closure of tenders; and
f. the Chief Executive Officers name.

<SHIRE OF NORTHAMPTON BANNER>
_____ Tender XX/ XX

The Shire of Northampton is seeking tenders for the supply and delivery of _____ & trade in or outright purchase of _____

Details of the tender are available from the Shire of Northampton by phoning 08 99341202 or from the Shire's web site www.northampton.wa.gov.au

Specification or trade details can be obtained from XXXXXX on 08 XXXX XXXX. Further detailed information please contact XXXXXXXX on 08 XXX XXXX.

Late tenders will not be accepted. The lowest or any tender will not necessarily be accepted. Tenderers canvassing staff will be disqualified.

Tenders should be marked "Tender XX /XX "_____" and delivered to the tender box, Shire of Northampton, 199 Hampton Road, Northampton or posted to PO Box 61 Northampton WA 6535 or emailed at XXXX@northampton.wa.gov.au

Tenders close at Time Day Year.

XXXX
Chief Executive Officer

The Chief Executive Officer is to approve all proposed tender advertisements prior to their placement.The costs of advertising the tender, together with all direct costs of the tender process, are to be allocated against the job to which the tender relates.

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Tendering Policy

9. Tender Documentation

The tender documentation should provide detailed information regarding the tender including, specifications and other conditions for the supply of goods or services, the requirements for submission and the assessment criteria.

Tender documentation will contain the following components:

Cover	Summary sheet
Section 1	Principals Request
Section 2	Conditions of Tender
Section 3	Specifications and Special Conditions of Contract
Section 4	Tenderers Offer
Section 5	Price Schedule
Section 6	General Conditions of Contract (relevant to procurement)

Specifications and Special Conditions of Contract are to be prepared by the responsible officer designated in clause 2.

Tender documentation Specifications and Special Conditions of Contract is to be approved by the Chief Executive Officer for the responsible employee and tender documentation completeness is to be approved by the Probity Officer prior to advertisement.

It is essential that details are recorded of all potential tenderers who obtained a copy of the tender documentation from any Shire of Northampton source. This is essential if clarifications, addendums or further communication is required prior to the close of tenders, so that all potential tenderers have equal access to this information in order for the Shire of Northampton not to compromise due process.

Tenderers who wish to discuss the tender with the responsible officer may clarify information supplied however canvassing other than what is exempted by this policy shall not be permitted.

10. Addendum to tender documentation

If there is additional information which could be perceived to be substantial in nature, then this information must be sent to all potential tenderers who have received tender documents by way of an addendum to the tender documents. At no point may an officer disclose any information to a tenderer that would prejudice that or other tenderers.

11. Tender Closing

The probity officer responsible shall check that all mailed or e-mailed tenders have been placed in the tender box before the specified tender closing time.

The probity officer shall ensure that at the closing time on the specified day, that the tender box is closed, removed from public access and shall remain locked and under the custody of the probity officer until tender opening.

A tender that is not received (in full) by the advertised tender deadline shall be rejected.

12. Tender Opening

Tender opening shall normally be 30 minutes after the tender deadline to confirm all tenders received by the deadline have been collected (ie a tender e-mailed just prior to the deadline will need to be printed and placed in the tender box). No tenders are to be removed from the tender box prior to the stated opening.

Tenders are to be opened in accordance with the nominated time and place. Members of the public have a right to attend the opening of the tenders.

Tenders are to be opened in the presence of the probity officer and at least one other nominated person (being either Shire employee or Shire appointed third party such as a consultant).

Upon opening, tenders must be read out loud stating the company or person tendering. Unless otherwise stated in the tender advertisement or the request for tender documentation in order to protect “commercial in confidence”, the disclosure of price information shall occur at tender opening.

Immediately after opening, the tenderers offer form and price schedule shall be date stamped and initialled by at least two officers present at the opening. The probity officer shall then record each tender submission into the Tender Register.

After opening:

a. the probity officer shall keep a copy of the tenderers offer and price schedule;

b. The original tender submissions shall be placed on the relevant tender file; and

c. The responsible officer shall be entitled to keep a copy of the tenderers submissions for the purposes of evaluation.

13. No tenders received

Where tenders have been invited however no compliant submissions have been received, Council may choose to either, readvertise without amendment, readvertise following a restructure or amend to the tender or alternatively, proceed to direct procurement from any selected supplier subject to the following:

a. the provision of Council Policy 2.3 – Purchasing policy are applied (other than for the anticipated sum);
b. the specifications for the goods or services remains unchanged; and
c. the procurement is arranged within 6 months of the closing date of the lapsed tender.

14. Tender Assessment

The assessment process is not easy, is often subject to challenge requiring that great care be exercised.

Rejected tenders are not required to be evaluated.

Tenders that have not been rejected shall be assessed by the tender evaluation panel by means of written evaluation against the predetermined criteria to determine which tender is the most advantageous.

Non-conforming tenders may be included in the assessment process at the discretion of the Chief Executive Officer.

It should be noted that there is a degree of subjectivity in the assessment process (when assessing on more than price) and that officers should, wherever possible, be clear in their documentation supporting the basis of their assessment.

Any applicable Regional Price Preference applicable under Corporate Policy 2.5 Regional Price Preference is to be applied at the time tenders are assessed.

15. Canvassing

Canvassing in relation to this policy is defined as where a tenderer or their representative undertakes to discuss any part of their submitted tender, another submitted tender or the tender request generally with a Councillor or employee for the purposes of trying to influence the decision making process in the award of that tender.

Canvassing of Shire employees is forbidden. The employee shall immediately report any attempt (other than appropriate canvassing as stated below) to influence a tender decision, through canvassing by a tenderer or their representative, to the Chief Executive Officer. If the Chief Executive Officer determines that the canvassing was an obvious and significant attempt to influence the tender process, that tender may be immediately excluded by the total discretion the Chief Executive Officer.

The appropriate method of canvassing by tenderers is via the following mechanisms:

a) Addressing Councillors during the Deputations / Public Question time during the Council meeting where the tender is presented to Council for determination; or
b) A submission in writing that will be provided to all present Councillors on the day of the Council meeting where the tender is presented to Council for determination.

Employees seeking clarification or further information from a tenderer is not considered to be canvassing.

16. Presentation to Council

An agenda item by the designated officer shall be submitted to Council at the earliest possible Council meeting.

The agenda item shall contain a summary of the tender evaluation including:

a. Background on tender, including budget allocation and/or Council resolution to go to tender.
b. Comments including when tenders were called, advertised, closed etc.
c. Assessment criteria specified and a schedule containing <u>for each</u> tenderer:
    i. Assessment of each criteria including price considerations;
    ii. Total rating (according to assessment criteria); and
    iii. Statement of conformance, and if not conforming, give details as to why it was non-conforming.
d. Comment then to include the highest conforming tender, statement as to the recommended tenderer and reason why that was the successful one (particularly if not lowest price).
e. Statutory, Financial, Policy and Sustainability implications to be addressed as needed.
f. Recommendation as to the tender submission considered most advantageous to the Shire of Northampton.

The probity officer shall record the details and total value of the awarded tender in the Tender Register.

17. Notification to Successful and Unsuccessful Tenderers

The probity officer shall notify each tenderer in writing of the outcome of the tender following the Council resolution. Notification shall include:

a. The name of the successful tenderer; and
b. The total value of consideration of the winning tender.

Corporate Policy
2.4
Tendering Policy

18. Contract documentation

The probity officer shall arrange for contract relating to the tender to be drawn up and signed by both parties.

19. Minor variations

The Shire of Northampton may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the tendered goods or services including any "minor variations" required, subject to such minor variations not altering the nature of the goods or services procured, nor materially altering the specifications or structure provided for by the initial tender.

For the purposes of guidance, a variation which would result in an increase in the total consideration of 10% or greater would not be considered minor, whereas a variation of up to 5% would be considered minor. Variations between 5% and 10% would need to be considered on their individual merits.

20. Panels of Pre-qualified Suppliers

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of pre-qualified Suppliers may be created where the majority of the following factors apply:

- The Shire of Northampton determines that a range of similar goods and services are required to be purchased on a continuing basis;
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- The purchase activity under the intended Panel is assessed as being of a low to medium risk;
- The Panel is streamline and will improve procurement processes; and
- The Shire of Northampton has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

<u>Establishing a Panel</u>
Should the Shire of Northampton determine that a panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996.*

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of one (1) year and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a panel is to be established, the Shire will endeavour to appoint at least two (2) suppliers to each category, on the basis that best value for money is demonstrated.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and when establishing the Panel.

Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire of Northampton intends to:

a) Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 9.4; and/or
b) Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; and/or
c) Purchase goods and services on a rotational basis from each pre-qualified supplier and endeavour to provide an even amount of work amongst pre-qualified suppliers.

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

i. Each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; and/or
ii. Service requests that are not possible to obtain a fixed price may be rotated between pre-qualified supplier(s) to obtain the most advantageous result for the Shire of Northampton which may take into account the existing familiarity with a suppliers previous work on a specific Shire of Northampton asset; and/or
iii. Should the list of panel members be exhausted with no panel member accepting the offer to provide goods/services under the Panel, the Shire of Northampton may then invite suppliers that are not on the panel to provide goods/services in line with the purchasing thresholds as listed in the policy 2.3 Purchasing Policy.

In every instance, a contract must not be formed with a pre-qualified suppliers for an item of work beyond 12 months, which includes options to extend the contract.

Purchasing from the Panel
The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire of Northampton's electronic records system.

21. Records management

All records associated with the tender process must be recorded and retained in accordance with the Shire of Northampton's Records Policy and the State Records Act.

The following documentation should be held on the relevant tender file in central records:

a. Tender documentation;
b. Tender submissions;
c. Internal documentation including evaluations;
d. Enquiry and response documentation;
e. Notification and award documentation;
f. Contract documentation; and
g. Panel documentation.

Administration

This policy will be administered by the Office of the CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of the CEO.

Community Development
5.1 Community Grants Program

Purpose

Council has established a Community Grants Advisory Committee to oversee the distribution of funding for community based purposes. Funding for the program will be sourced from both the Shire and external sources where available.

The allocation of community funds will be distributed in two rounds occurring after Council has set its annual budget. The first round will open in July with funds distributed in September and will allocate 60%* of the funding pool. The second round will open in January with funds distributed in March and will allocate 30%* of the funding pool. 10%* of the funding pool will be held over by the Council for discretionary distribution at any time of the year. Funding is capped to maximum amounts and co-contributions will be viewed favourably but are not essential.
*Note: The Shire of Northampton reserves the right to amend these amounts at any time and at its total discretion.

The award of funding for each round is at the absolute discretion of the Council and will focus on the following categories:
1. General community projects and financial hardship support for Community Groups;
2. Youth initiatives;
3. Events that benefit the district; and
4. Skills and capacity building in the community.

Exclusions to the Community Grant Program include maintenance or upgrades to Shire building infrastructure, tourist based contributions (other than events) and other ordinary Shire business. These matters will be considered as part of Council's normal annual budget process.

Policy Objectives

The objectives of the Community Grants Program are:
1. To support the community to improve liveability, support, connectedness and participation by evolving the sense of community;
2. To improve visitation and liveability by supporting community led events;
3. To encourage the social activation of youth in the district;
4. To provide seed funding or co-contribution financial support for the community to make funding applications;
5. To provide an open, transparent and equitable mechanism for Council to distribute community grants; and
6. To grow the funding pool for the Community Grants Program through sourcing additional funds through external sources.

Community Development
5.1 Community Grants Program

Policy Measures
GLOSSARY OF TERMS

For the purposes of the Community Fund Program, the terms listed below are understood to have the following meanings:

auspicing organisation	An incorporated organisation with a current ABN which agrees to works with a non-incorporated community group to receive hold & disburse grant funds on behalf of the non-incorporated group. The auspicing organisation will be responsible for the management of grant funds according to all conditions of the grant, and for the eventual acquittal of those funds (working closely with the community group to achieve this.)
community champion	A person who coordinates, facilitates and/or manages skills and capacity building projects for Shire communities.
community group	A group of people working together to pursue a common interest. Generally, almost all members of a community group will be participating in a volunteer capacity (i.e. not as a part of their paid work duties). A community group may have a formal governance structure or may be a less structured group.
incorporated association	An organisation that has been incorporated under the *Associations Incorporation Act*. Such an organisation has a formally adopted constitution and is governed by an elected committee.
not-for-profit group	A group or organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. Any profit made by the group or organisation goes back into its operation to carry out its purposes and is not distributed to any of its members.
umbrella organisation	An organisation (of sound capacity) which provides support to smaller community groups such as assistance in grant writing, auspicing grant funds or other support including office accommodation and administrative assistance. In the Community Fund Program an umbrella group may support its community groups in their application for funds but still apply for funds themselves as long as the funds in the different applications are not for the same purpose, project or event.
youth	Young people between the ages of 12 and 25 years inclusive.
youth group or youth project	A group or project catering to the needs of young people between the ages of 12 and 25 years inclusive.

CONDITIONS OF THE COMMUNITY FUND PROGRAM
The following conditions are applicable across ALL categories of the Community Grants Program:

a. The Community Fund Program will be opened to the public in July (round 1) and January (Round 2) each year.

b. Applicants should be notified of their success or otherwise in September (Round 1) and March (Round 2) each year.

c. The region in which the activities supported by funds can be carried out is the district of the Shire of Northampton and the benefits of the activities supported by funds shall be directed predominantly to residents of the Shire of Northampton.

d. Generally, schools are not eligible for funding under this program, however proposed school-based projects which have a strong broader community benefit may be considered. Prospective applicants should approach the Shire in the first instance to discuss eligibility and if eligible the proposal would be required to be submitted as a General Community Group & Projects grant application.

e. Category Funding will be guided by the following table comprising four distinct categories. The amounts listed are maximum amounts available per project or financial support, but this should not be viewed as a guarantee of that level of funding.

Application category	shall not exceed (ex. GST) (without the consent of Council)
Cat 1a General Community Group projects	$4,000
Cat 1b Community Group financial hardship	$2,000
Cat 2 Youth and Community Youth Groups	$3,000
Cat 3a Events with broader target area	$5,000
Cat 3b Events with a more limited target area	$4,000
Cat 3c Events which are new and emerging	$3,000
Cat 3d One-off events celebrating a significant anniversary	$3,000
Cat 4 Community Skills and Capacity Building projects	$4,000

f. Fund allocation will be guided by the principle of fairness and equity in terms of both applicants, activities and location.

g. Funds will be paid only to incorporated associations which have a current ABN. Groups which are not incorporated are able to apply for funding but must nominate in their application the name and ABN of an auspicing organisation or umbrella group which will receive the funds on their behalf if the application is successful. (The auspicing organisation or umbrella group may not necessarily be subject to Condition h. at the discretion of the Community Grants Advisory Committee).

h. Only one application per group will be considered for funding in each funding round for each category group 1(a/b), 2, and 4 unless otherwise approved by Council after recommendation of the Community Grants Advisory Committee. Category 3(a/b/c&d) applications may be considered for multiple event applications.

i. Grants will be paid in advance upon on receipt of a tax invoice.

j. The proposed project or event must take place, be completed and acquitted within a year of when that funding is made available. (example – if funding is awarded in September of one year the project must be finalised before September of the following year).

k. Prior approval of the Shire must be sought for any substantial change of proposal after funding is awarded.

l. All funded groups and organisations will be required to acknowledge the support of the Shire of Northampton in any promotional or publicity material.

m. Every endeavour will be made by grant recipients to support local business and services when expending the allocated grant monies.

n. Payments of grants may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.

o. The Shire may use the project information provided by funded groups and organisations for promotional and networking purposes.

p. Full disclosure of any other Council contribution (cash or in-kind) towards the project such as traffic management plans and civic receptions is required as part of any Community Grant Program application.

q. Applicants must illustrate that reasonable effort has been made to secure funding from alternative sources including other funding bodies, sponsorships, membership or registration fees, fundraising activities or other commercial activities such as ticket or product sales in any application made to the Community Grants Program.

r. Acquittal of all granted monies must be completed and submitted using an acquittal process provided by the Shire by no later than twelve months from the notification of grant success.

s. Failure of a group or an auspicing organisation or group to comply with the conditions set out above may result in the Community Grants Advisory Committee restricting or prohibiting access to future Community Grant Program rounds.

CATEGORY 1a – GENERAL COMMUNITY GROUP PROJECTS

Community groups and not-for-profit organisations may apply for funding for projects and activities that have a target focus which benefits communities within the Shire of Northampton.

The Community Grants Advisory Committee will assess each application and recommend to Council to grant funds to projects that are deemed to have merit and are prioritised by the assessment process.

All of the conditions of the Community Fund Program apply to the General Community Groups & Projects category.

CATEGORY 1b – COMMUNITY GROUP FINANCIAL HARDSHIP

Community groups and not-for-profit organisations may apply for financial hardship funding where they can demonstrate difficulty funding their normal operations. Applications for this category will be scrutinised closely to ensure that only community groups who are struggling financially to make ends meet receive assistance.

All of the conditions of the Community Fund Program apply to the Community Group Financial Hardship category.

CATEGORY 2 - YOUTH AND COMMUNITY YOUTH GROUPS

The Shire of Northampton recognises the strategic importance of supporting youth activity and development throughout the Shire.

Youth and youth groups can, and are encouraged to, submit their application in partnership with an auspicing incorporated or umbrella group before the closing dates. For the purposes of the Community Grants Program, 'youth' are defined as young people between the ages of 12 and 25 years inclusive.

All of the conditions of the Community Fund Program apply to the Youth Groups category.

CATEGORY 3 - EVENTS

There are four sub-categories of events; each is treated separately in the Community Fund Program:

- **Category 3a events** have a broader target area which may include state, interstate and international visitors; and
- **Category 3b events** have a more limited target area including Mid West regions.
- **Category 3c events** are new and emerging events seeking to establish themselves on the Shire's annual events calendar.
- **Category 3d events** are events that celebrate significant one-off milestones or anniversaries in a community.

Category 3a Events

Council recognises the opportunity and economic benefit in supporting events that will market and promote the Shire to a target population residing well beyond the Mid West region.

All of the conditions of the Community Fund Program apply to category 3a events.

In ADDITION to conditions a. to s. there are extra conditions specific to category 3a events which are:

t. Demonstrate strong ties to broad scale marketing and promotional outcomes.
u. Demonstrate that the target group is much broader than the Mid West region.

Category 3b Events

Council recognises the social benefit in supporting events that will promote a particular theme or activity to a target audience from within the Shire and extending to the Mid West region.

All of the conditions of the Community Fund Program apply to category 3b events.

Category 3c Events

Council recognises the potential for increased social and economic opportunity in supporting new and emerging events which are endeavouring to become established on the Shire's annual events calendar.

All of the conditions of the Community Fund Program apply to category 3c events.

Community Development
5.1 Community Grants Program

Category 3d Events
The Shire recognises one-off events such as a milestone anniversary that forms a celebration in the community. The Community Grants Advisory Committee will determine applications in this category based on merit including considerations of community importance, community reach and community involvement.

All of the conditions of the Community Fund Program apply to category 3d events.

CATEGORY 4 – COMMUNITY SKILLS AND CAPACITY BUILDING
Council encourages projects and programs that improve community skills and capacity. This category is quite open, but applications designed to support commercial returns or compete against existing local business or services may be excluded from consideration. Generally, a community group or community champion will administer the programs and it is recommended that contact is made with the Shire to discuss the suitability of prospective applications in this category before applications are made.

All of the conditions of the Community Fund Program apply to category 4 applications.

Administration

This policy will be administered by the Community, Development and Regulation Division.

Adoption and Date Due for Revision

ADOPTED 20 June 2024
REVIEWED (Not Applicable)

NEXT DUE FOR REVIEW 20 June 2029

The Administration of this Policy is by Community, Development and Regulation Division.

CORPORATE SERVICES
2.1
Designation of Senior Employees

Purpose

Background & Issues
It is a requirement of the *Local Government Act 1995* that Council designate those staff positions which they deem Senior Employees.

Objectives
The objective of this policy is to provide the list of designated Senior Employees.

Area of Application
This policy applies to the Shire of Northampton.

Policy Measures

In accordance with Section 5.37 (1) of the Local Government Act 1995, Council designate the following staff positions, as Senior Employees of the Shire of Northampton.

- Chief Executive Officer
- Executive Manager Community, Development and Regulation
- Executive Manager Works and Technical Services

Administration

This policy will be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of CEO.

CORPORATE POLICY
2.2
Appointment of Acting Chief Executive Officer and Senior Employees

Purpose

In the absence of the Chief Executive Officer a system needs to be in place to ensure appropriate authority is maintained in the organisation.

Policy Measures

Background & Issues
This policy is to clarify who is authorised to make appointments to acting and relieving Senior Employee positions due to absences.

Objectives
The key objective of this policy is to clarify the chain of command within the organisation when unscheduled absences and scheduled absences of the Chief Executive Officer and Senior Employees occur.

Area of Application
This policy applies to the Chief Executive Officer and designated Senior Employees.

Policy Measures
The Chief Executive Officer may appoint a designated Senior Employee to be authorised to act as the Chief Executive Officer in the event of scheduled absences of up to 4 consecutive weeks at any time. In the event of unscheduled absences, the Executive Manager Community, Development and Regulation is authorised to act in the role of Chief Executive Officer.

In all other cases of scheduled absences of the Chief Executive Officer beyond 4 weeks, a Senior Employee is to be appointed by the Council as Acting Chief Executive Officer.

The Chief Executive Officer or Acting Chief Executive Officer is authorised to make the appointment to acting and relieving Senior Employee positions.

Administration

This policy will be administered by the Office of CEO.

CORPORATE POLICY
2.2
Appointment of Acting Chief Executive Officer and Senior Employees

Adoption and Date Due for Revision

ADOPTED 20 June 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 June 2029

The Administration of this Policy is by Office of CEO.

Council Policy
1.1
Gifts, Accommodation and Travel

Purpose

To ensure that clear guidance is provided to Councillors and employees in relation to gifts in accordance with statutory requirements.

Policy Measures

Tangible Gifts, Accommodation and Travel

1) This part of the policy does not apply to employees with the exception of the Chief Executive Officer (CEO). Requirements relating to gifts, accommodation and travel for all employees is provided in the Code of Conduct for Employees and Contractors;

2) Councillors and the CEO are not to accept a gift in this part, other than a gift of or below $300 from a person who is undertaking, or is likely to undertake, business-

   - that requires the person to obtain any authorisation from the Shire of Northampton;
   - by way of contract between the person and the Shire of Northampton; or
   - by way of providing any service to the Shire of Northampton.

3) Councillors or the CEO who accepts a gift of or below $300 from a person referred to in 2) are to record in a register held by the Chief Executive Officer of token gifts-

   - a description of the gift;
   - the name and address of the person who made the gift;
   - the date on which the gift was received;
   - the estimated value of the gift at the time it was made; and
   - the nature of the relationship between the relevant person and the person who made the gift.

4) Clauses (2) and (3) do not apply to gifts received from a relative (as defined in section 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

Council Policy
1.1
Gifts, Accommodation and Travel

5) Any gift not defined in this part that is accepted by Councillors or the CEO above $300 must comply with requirements, and be declared in the appropriate form in accordance with the provisions, of the *Local Government Act 1995.*

Attendance at Events and Functions

6) This part of the policy applies to Councillors, CEO and employees. When employees are considering this policy they must read it in conjunction with the Code of Conduct for Employees and Contractors which will take precedence where any inconsistency arises.

7) The following situations are specifically excluded where the event or function ticket (gift) is received from one of the following organisations:
   - WALGA (but not LGIS);
   - Local Government Professionals Australia (WA);
   - Australian Local Government Association;
   - A department of the WA public service;
   - A government department of another State, a Territory or the Commonwealth; or
   - A local government or regional local government.

8) In considering whether a benefit such as an invitation to an event or hospitality given to a Councillor, CEO or an employee is a gift for the purposes of the Act and Regulations, the key issues include:
   - Who is a donor, the person who is offering or giving the benefit?
   - What is the value of the benefit?
   - Does the Councillor, CEO or employee of the benefit contribute anything of value to the donor in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards?
   - If so, does the value of that contribution outweigh the value of the benefit?

9) Event attendance may create a perceived or actual conflict of interest, which may preclude Councillors participating, or the CEO and employees providing advice at a future Council meeting.

   If the amount of an event or function ticket (gift) is less than $1,000, and relates to a matter before Council, under section 5.68 of the Act, Council may allow the disclosing Councillor to participate on the condition that the interest, the Council's decision and the reasons for that decision are recorded in the minutes of the Council meeting.

   If the amount of the gift is above $1,000 the Councillor or Chief Executive Officer must apply to the Minister for Local Government for permission to allow the Councillor, CEO or employee to participate in a future meeting.

Council Policy
1.1
Gifts, Accommodation and Travel

10) **Community / Local Business Events**
Acceptance of reasonable and modest hospitality by a Councillor, CEO or employee at an unpaid event run by a local community group for local business would not generally be classified as a 'gift' where the contribution by the Councillor, CEO or employee to the event is reasonably considered to outweigh the value of the hospitality.

This is more likely where the Councillor, CEO or employee attends the event in his or her capacity - preferably where the attendance has been specifically authorised by the Shire, but otherwise where the person is performing their duties or functions.

11) **Commercial Entertainment Events**
Any tickets accepted by a Councillor, CEO or employee without payment for any commercial entertainment event, for which a member of the public is required to pay, whether sponsored by the Shire of Northampton or not, will generally be classified as a gift for the purposes of the *Local Government Act 1995*.

An exception to this is where the Shire President or their representative attends the event in an official capacity to perform a civic or presidential function.

Where there is a commercial entertainment event that, in the opinion of the CEO, it is in the interests of the Shire of Northampton for one or more Councillors, CEO or employees to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant Councillor, CEO or employee by the Shire of Northampton at full cost.

12) **Non-Entertainment Commercial Events**
For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the CEO is of the opinion that it is in the interests of the Shire of Northampton for one or more Councillor, CEO or employees to attend (such as for their professional development or to undertake a function as a Councillor, CEO or employee), then one or more registrations or other benefits for that event will be purchased by the Shire of Northampton at full cost to enable attendance.

If the Shire of Northampton does not pay for the event, free registration or any other benefit (such as hospitality) given to a Councillor, CEO or employee would be classified as a 'gift' unless the contribution of the participant at the event (such as by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the Councillor, CEO or employee.

Council Policy
1.1
Gifts, Accommodation and Travel

13) **Gifts Received Through Event Sponsorship**
Any tickets received through the Shire of Northampton's sponsorship of an event by Councillors, CEO or employees are to be considered by Council as to how and who they are to be disbursed to prior to the event.

Administration

This policy will be administered by the Office of the CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2026

The Administration of this Policy is by Office of the CEO.

Council Policy
1.2
Communication with the Media

Purpose

To ensure that clear guidance is provided to the organisation when dealing with media responses.

Policy Measures

1. In accordance with s.2.8(d) of the *Local Government Act 1995*, the Shire President be the authorised spokesperson of the Shire of Northampton.

2. In accordance with s.5.41(f) of the *Local Government Act 1995*, the Deputy Shire President or the Chief Executive Officer may be the spokesperson of the Council if the Shire President agrees.

3. If the Shire President is not available or unable to be the spokesperson and the Deputy Shire President is not available or unable to be the spokesperson, then the Chief Executive Officer may perform this function in accordance with s5.34 of the *Local Government Act 1995*.

4. With the authority from the Shire President, individual Councillors may be authorised to make statements to the media on specific items relating to that Councillor's responsibility (e.g. Committee Chairperson) and the Chief Executive Officer may delegate authority to other employees to be the spokesperson in accordance with the s5.44(1) of the *Local Government Act 1995*.

5. If a Councillor or employee is approached by the media to answer questions or make a comment on Shire of Northampton business, that, unless specifically authorised by the President (if a Councillor), or the Chief Executive Officer (if an employee), that member of the media be referred to the authorised spokespersons of the Council for a response.

6. This policy in no way diminishes the basic rights to freedom of speech, but a disclaimer must accompany any personal statements made by Councillors or employees to the media.

Administration

This policy will be administered by the Office of the CEO.

Council Policy
1.2
Communication with the Media

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of the CEO.

Corporate Policy
2.5
Regional Price Preference

Purpose

Regional price preference policies are designed to support local procurement when using public funds within the confines of statutory provisions.

Policy Measures

Background and Issues
Supporting local business is a prerogative of the Shire of Northampton. This support must be balanced by seeking the best value for money for purchased goods and services to maximise scarce financial resources.

Objectives
- To support the local community as much as possible;
- To seek value for money in purchasing goods and services with public money; and
- To maximise limited financial resources available to the organisation.

Guidelines
This Policy relates to all purchasing by the Shire of Northampton. Where possible and within reasonable limits set out herein, the Shire of Northampton will support local businesses through the application of this Regional Price Preference Policy.

Regional Price Preference

(a) Unless specifically excluded in advance of advertising, a Regional Price Preference will apply to the following

(i) purchases when calling tenders

(ii) purchases when seeking quotations

(b) The "Region" to which the Regional Price Preference applies is the district of the Shire of Northampton.

(c) A supplier of goods or services who submits a tender or quotation is regarded as being a regional tenderer if:

(a) That supplier has been operating a business continuously out of premises in the region for at least 6 months before the time the relevant tender closes; or

(b) Some or all of the goods or services are to be supplied from regional sources. In this instance, the preference only applies

to that part of the tender or quote that has been supplied from the regional sources which needs to be specified in the tender submission.

(d) The regional pricing preference to be given to a regional tenderer is outlined below and represents the amount by which the regional tenderer's price bids or other quotations would be reduced for the purpose of assessing the tender or quotations:

For construction (building services)

Value of Tender / Supply by Regional Tenderer	% Regional Price Preference
$0 to $20,000	$0 + 5.0 % of excess above $0
$20,000 to $50,000	$1,000 + 4.0 % of excess above $20,000
$50,000 to $100,000	$2,200 + 3.0 % of excess above $50,000
$100,000 to $250,000	$3,700 + 2.0 % of excess above $100,000
Above $250,000	$6,700 + 1.0 % of excess above $250,000

For all other goods and services

Value of Tender / Supply by Regional Tenderer	% Regional Price Preference
$0 to $10,000	$0 + 10.0 % of excess above $0
$10,000 to $20,000	$1,000 + 6.0 % of excess above $10,000
$20,000 to $50,000	$1,600 + 4.0 % of excess above $20,000
$50,000 to $100,000	$2,800 + 3.0 % of excess above $50,000
$100,000 to $250,000	$4,300 + 2.0 % of excess above $100,000
Above $250,000	$7,300 + 1.0 % of excess above $250,000

Subject to the maximum regional price preference capped at $50,000.

(e) That the Regional Price Preference Policy be applied to all types and nature of business, goods or services supplied from the regional sources on the scales outlined above.

Administration

This policy will be administered by the Office of CEO.

Corporate Policy
2.5
Regional Price Preference

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of CEO.

Corporate Services
2.6
Investment of Surplus Funds

Purpose
To ensure surplus funds are invested appropriately.

Policy Measures
The Chief Executive Officer and the Manager Financial Services are authorised to invest money held in any Shire of Northampton fund, from time to time, and not required for immediate use, by fixed deposit or other short term Trustee authorised investment; provided that sufficient working funds are retained for operating expenses at all times. Investments made are to be submitted in reports to Council. Council approves investments with the National Australia Bank only whilst the bank retains a branch within Northampton.

When investing money as per the Local Government (Financial Management) Regulations 1996 section 6.14(1), a local government may not do any of the following —

(i) deposit with an institution except an authorized institution.
(ii) deposit for a fixed term of more than 12 months.
(iii) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government.
(iv) invest in bonds with a term to maturity of more than 3 years.
(v) invest in a foreign currency.

Administration
This policy will be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of CEO.

Corporate Policy
2.7
Related Party Disclosures

Policy Measures

OBJECTIVES

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for the Shire of Northampton to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures**.**

POLICY STATEMENT

This policy applies to Related Parties of the Shire of Northampton and their Related Party Transactions with the Shire of Northampton**.**

POLICY DETAILS

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of the Shire of Northampton through the presence of control, joint control or significant influence.

A related Party relationship could influence the normal business operations of the Shire of Northampton. In some instances, the Shire of Northampton may enter into transactions with a Related Party that unrelated parties would not. For example, goods are supplied to the Shire of Northampton on terms that might not be offered to other customers. Also, transactions between Related Parties may not be made on the same terms as between unrelated parties.

The normal business operations of the Shire of Northampton may be affected by a Related Party relationship even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Shire of Northampton with other parties. Alternatively, one party may refrain from trading with the Shire of Northampton because of the significant influence of another for example, a local supplier may be instructed by its parent not to engage in supplying goods to the Shire of Northampton.

For these reasons, knowledge of the Shire of Northampton’s transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of the Shire of Northampton's operations by

users of financial statements, including assessments of the risks and opportunities facing the Shire of Northampton.

1. Identification of Key Management Personnel (KMP)

AASB 124 defines KMP's as "*those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity*".

KMP's for the the Shire of Northampton are considered to include:

- Councillors (including the President).
- Chief Executive Officer; and
- Senior Employees.

2. Identification of Relates Parties

A person or entity is a related party of the Shire of Northampton if any of the following apply:

- They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- They are an associate or belong to a joint venture of which the Shire of Northampton is part of.
- They and the Shire of Northampton are joint ventures of the same third party.
- They are part of a joint venture of a third party and the Shire of Northampton is an associate of the third party.
- They are a post-employment benefit plan for the benefit of employees of either the Shire of Northampton or an entity related to the Shire of Northampton.
- They are controlled or jointly controlled by c*lose members of the family of a person.*
- They are identified as a *close or possibly close member of the family of a person* with significant influence over the Shire of Northampton or a *close or possibly close member of the family of a person* who is a KMP of the Shire of Northampton.
- They, or any member of a group of which they are a part, provide KMP services to the Shire of Northampton.

Corporate Policy
2.7
Related Party Disclosures

For the purposes of this Policy, related parties of the Shire of Northampton are:

- Entities related to the Shire of Northampton.
- Key Management Personnel (KMP) of the Shire of Northampton.
- Close family members of KMP.
- Possible close family members of KMP's; and
- Entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.

3. Review of Related Parties

A review of KMP's and their related parties will be completed every 6 months.

Particular events, such as a change of Councillors, Chief Executive Officer or Senior Employees or a corporate restructure, will also trigger a review of the Shire of Northampton's related parties immediately following such an event.

The Shire of Northampton management shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

Prior to the commencement of this policy taking effect an initial identification process will be undertaken and recorded.

The Shire of Northampton management shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2019. Identification and reporting methods shall consider.

- Transactions occurring via the Shire of Northampton's accounting and electronic records management systems.
- Other transactions not passing through the Shire of Northampton's electronic accounting / management systems; and
- The identification of the associated terms and conditions of the related party transactions.

If any elected member or employee believes a transaction may constitute a related party transaction, they must notify the Chief Executive Officer who will,

in consultation with the Manager Financial Services, make a determination on the matter.

4. Identification of Control or Joint Control

A person or entity is deemed to have control if they have:

- power over the entity.
- exposure, or rights, to variable returns from involvement with the entity; and
- the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

5. Required Disclosures and Reporting

AASB 124 provides that the Shire of Northampton must disclose the following financial information in its financial statements for each financial year period:

5.1. *Disclosure of any related party relationship* - must disclose in the annual financial statements its relationship with any related parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.

5.2. *KMP Compensation Disclosures* - must disclose in the annual financial statements KMP for each of the categories of compensation (as defined in the definitions of this Policy) in total.

6. Related Party Transactions Disclosures

Related Party Transactions are required to be disclosed, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods.
- Purchase or sale of property and other assets.
- Rendering or receiving services.
- Leases.
- Quotations and/or tenders.
- Commitments.

- Settlements of liabilities on behalf of the Shire of Northampton or by the Shire of Northampton on behalf of the related party.
- Guarantees given or received.
- Loans and Settlements of liabilities.
- Expense recognised during the period in respect of bad debts.
- Provision for doubtful debts relating to outstanding balances.
- Grants and subsidy payments made to associated entities of the Shire of Northampton.
- Non-monetary transactions between the Shire of Northampton and associated entities of the Shire of Northampton.
- Other goods and services provided by the Shire of Northampton to associated entities of the Shire of Northampton.
- Compensation made to key management personnel.
- Fees and charges charged to related parties.
- Infrastructure contributions and application fees from related parties.
- Purchase of materials and services from related parties.
- Employee expenses for close family members of key management personnel.

The Shire of Northampton must disclose all **material** and **significant** Related Party Transactions in its annual financial statements and include the following detail:

6.1. The nature of the related party relationship; and

6.2. Relevant information about the transactions including**:**

6.2.1. The amount of the transaction.

6.2.2. The amount of outstanding balances, including commitments, and

- Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
- Details of any guarantee given or received.

6.2.3. Provision for doubtful debts related to the amount of outstanding balances; and

6.2.4. The expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- Significance of transaction in terms of size.
- Whether the transaction was carried out on non-market terms.
- Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets.
- Whether the transaction is disclosed to regulatory or supervisory authorities.
- Whether the transaction has been reported to senior management; and
- Whether the transaction was subject to the Shire of Northampton approval.

Regard must also be given for transactions that are collectively, but not individually significant.

Disclosures that Related Party Transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

7. Ordinary Citizen Transaction (OCT)

Transactions with related parties of the Shire of Northampton which are of a nature that any ordinary citizen would undertake will not be captured and reported. These transactions are not material transactions because of their nature. However, if the OCT occurs on terms and conditions that are different to those offered to the general public the transaction may become material and subsequently disclosed.

Ordinary Citizen Transactions shall include:

- Use of the Shire of Northampton facilities, equipment and services in accordance with the Shire of Northampton's fees, charges and policies.
- Payment of rates and charges.
- Attendance at the Shire of Northampton functions and activities that are open to the public.
- Payment of fines and other penalties on normal terms and conditions; and
- Related party transactions occurring during the course of delivering the Shire of Northampton's public service objectives and which occur on no different terms to that of the general public.

Amendments to transactions classified as Ordinary Citizen Transactions may be identified from time to time and this policy will be amended accordingly.

8. Review of Related Party Transactions

A review of all Related Party Transactions will be completed every 6 months.

KEY TERM DEFINITIONS

AASB 124 means the Australian Accounting Standards Board, Related Party Disclosures Standard.

Asset - A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

Close members of the family of a person - are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Shire of Northampton and include:

(a) that person's children and spouse or domestic partner.
(b) children of that person's spouse or domestic partner; and
(c) dependents of that person or that person's spouse or domestic partner.

Entity can include a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.

Incorporated association means an association incorporated under the *Associations Incorporation Act 1957*.

Key management personnel - as defined in Section 6.1 of this Policy.

KMP Compensation means all forms of consideration paid, payable, or provided in exchange for services provided, and may include:

- Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees;
- Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care.
- Other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation.
- Termination benefits; and
- Share-based payment.

Material (materiality) means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Ordinary Citizen Transaction means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with the Shire of Northampton.

Possible (Possibly) Close members of the family of a person are those family members who could be expected to influence, or be influenced by, that person in their dealings with the Shire of Northampton and include:

(a) that person’s brothers' and sisters.
(b) Aunts', uncles', and cousins of that person’s spouse or domestic partner.
(c) dependents of those persons' or that person’s spouse or domestic partner as stated in (b); and
(d) that person's or that person's spouse or domestic partners', parents' and grandparents.

Record means any record of information however recorded and includes- anything on which there is writing, a map, plan, diagram or graph, a drawing, pictorial or graphic work, photograph; or anything from which images, sounds or writings can be reproduced.

Related Party – as defined in Section 6.2 of this Policy.

Corporate Policy
2.7
Related Party Disclosures

Related Party Transaction is a transfer of resources, services or obligations between the Shire of Northampton and a related party, regardless of whether a price is charged.

Significant (significance) means likely to influence the decisions that users of the Shire of Northampton's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Shire of Northampton and related party outside a public service provider/ taxpayer relationship.

Administration

This policy will be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of CEO.

Corporate Policy
2.8
Authority to Execute Documents on Behalf of Council

Purpose

The purpose of this policy is to provide guidance regarding the delegation of authority to the Chief Executive Officer to execute documents on behalf of the Council in accordance with the *Local Government Act 1995*, Sections 9.49A and 9.49B.

Policy Measures

The delegation of authority to the Chief Executive Officer to execute documents allows for efficient administration and avoids the need to prepare Council reports on matters considered routine, minor or straightforward.

All matters concerning the disposal, purchase, assignment, boundary adjustment or leasing of land and any changes to the vesting purpose or vesting authority are to be put before Council for authorisation prior to execution. The reason for this practice is the view that long term or permanent change to public property should be a matter for Council consideration.

Authority is delegated to the Chief Executive Officer to execute documents on behalf of Council other than for matters concerning the disposal, purchase, assignment, boundary adjustment or leasing of land and any changes to the vesting purpose or vesting authority.

In cases where there is a requirement to execute documents for matters concerning the disposal, purchase, assignment, boundary adjustment or leasing of land and any changes to the vesting purpose or vesting authority and require the use of the Common Seal, the Shire President and Chief Executive Officer are authorised subject to decision on the matter of Council.

Administration

This policy will be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

Corporate Policy
2.8
Authority to Execute Documents on Behalf of Council

The Administration of this Policy is by Office of CEO.

Corporate Policy
2.9
Fraud Management

Policy Measures

Background

Fraud is defined as any intentional act committed to secure unlawful or unfair gain, whether in cash or in kind. Fraud has potential to occur within or outside of the organisation by Councillors, employees or third parties individually or in collusion with others.

Anti-fraud controls already exist in the organisation in many forms and the intent of the Fraud Management Policy is to capture organisation expectation in a consolidated policy.

Fraud may involve:

- Misappropriation (theft) or wilful destruction (property, records etc);
- Loss of assets;
- Unauthorised use of organisation assets;
- Bribery and corruption;
- Inappropriate relationships with third parties creating conflicts of interest;
- Manipulation, falsification or alteration of records;
- Suppression or omission of the effects or interactions from records;
- Recording interactions without substance;
- Deliberate misapplication of statutory requirements, policies and legitimate direction; and
- Disclosing confidential information to third parties without authority.

Guidelines

The objectives of the organisation in relation to fraud / misconduct are:

- Assignment of a zero tolerance to fraud / misconduct;
- Promotion of an open and transparent culture of communication;
- Encouragement to report of suspected cases of fraud / misconduct; and
- Spread awareness and educate on the risks faced by the organisation.

The Chief Executive Officer (CEO) shall be responsible for reviewing cases of suspected fraud / misconduct and where proven appropriate criminal, statutory or other action as deemed appropriate ensure the following:

- Recording all complaints received on suspected incidents of fraud / misconduct;
- Conduct reviews, inspections and investigations to identify details about the reported incident and clearly identify the perpetrator if possible;

Corporate Policy
2.9
Fraud Management

- Make a determination on how to deal with the reported incident taking into account statutory requirements, organisation considerations and any other relevant matter;
- Refer the matter to relevant authorities if required and/or take appropriate disciplinary action;
- Take necessary steps to recover losses and/or misappropriated assets; and
- Report to Council as appropriate.

Administration

This policy will be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of CEO.

Corporate Policy
2.10
Additional Superannuation Contributions for Employees

Purpose

To provide definitive advice on additional Superannuation contributions for Employees.

Policy Measures

That the Shire of Northampton will offer an additional Superannuation contribution matched to an employee's own contribution up to a maximum of 6% in addition to providing the compulsory statutory Superannuation contributions.

Administration

This policy will be administered by the Office of CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of CEO.

Council Policy
1.3
Standards for CEO Recruitment, Performance and Termination

Purpose

The purpose of this policy is for the Shire of Northampton to ensure it conforms with statutory requirements relating to the Chief Executive Officer.

Policy Measures

Division 1 — Preliminary provisions

1. Citation

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

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

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

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

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

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

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

local government means the Shire of Northampton;

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

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

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

Council Policy
1.3
Standards for CEO Recruitment, Performance and Termination

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

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

4. Application of Division

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

(2) This Division does not apply —

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

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

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

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

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

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

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

(a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or

(b) if the person advises the local government they unable to access the website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

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

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

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

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the ***incumbent CEO***) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether the period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether the process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the

position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

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

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

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

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

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

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

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on evidence.

18. Endorsement of performance review by local government

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

19. CEO to be notified of results of performance review

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

(a) the results of the review; and

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

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

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

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

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

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the ***performance issues***) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

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

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

Administration

This policy will be administered by the Office of CEO.

Council Policy
1.3
Standards for CEO Recruitment, Performance and Termination

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of CEO.

Council Policy
1.
Councillor Training and Professional Development

Purpose

To ensure Councillors are provided opportunity to undertake non-statutory training and development.

Policy Measures

1. Authority is delegated to the Chief Executive Officer to register Councillors for conferences, seminars and training, and prepay registration fees, accommodation and meals, subject to available budget.

2. If the proposed attendance at a conference, seminar or training is not covered by an appropriate budget, the prior approval of the Council must be sought by the Councillor to attend, including prior authorisation of expenses.

3. Travel and expense reimbursement arising from authorised attendance will need to be submitted to the CEO for approval, and where any doubt exists, referred to Council for approval.

4. On their return from a conference or seminar, Councillors who attended should provide a brief verbal report on the event to Council as part of the Council meeting procedure.

Administration

This policy will be administered by the Office of the CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED XXXX

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of the CEO.

Council Policy
1.5
Internal Control

Purpose

To ensure that appropriate internal controls are implemented in order to:

1. Fulfil the statutory obligations under the Local Government (Financial Management) Regulations 1996 and Local Government (Audit) Regulations 1996; and

2. Ensure that the Shire's assets are safe from loss due to fraud and mismanagement.

Policy Measures

The Council will, through the Chief Executive Officer, ensure that appropriate and efficient internal controls are in place covering:

1. Staffing and segregation of duties;

2. Information technology;

3. Documented procedures and processes covering the recording reporting and authorisation of transactions; and

4. Monitoring performance and adherence.

Administration

This policy will be administered by Office of the CEO.

Adoption and Date Due for Revision

ADOPTED 20 JUNE 2024
REVIEWED N/A

NEXT DUE FOR REVIEW 20 JUNE 2029

The Administration of this Policy is by Office of CEO.

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT #	Date	Name/Payee	Description	Amount
EFT26323	01-05-2024	BITUTEK PTY LTD	BELLA WHELARRA ROAD RESEAL	387896.31
EFT26324	01-05-2024	MIDWEST AUTO GROUP	2024 FORD RANGER VEHICLE EMWTC	83816.20
EFT26325	01-05-2024	KEMPTON ELECTRICAL CONTRACTING	NTON GOLF CLUB FRIDGE REPAIR	5002.80
EFT26326	08-05-2024	AUSTRALIAN ELECTORAL COMMISSION	REIMB OVERPAY HALL HIRE	200.00
EFT26327	08-05-2024	AIRPORT LIGHTING SPECIALISTS PTY LTD	KAL AIRPORT LIGHTING SPARES	1028.83
EFT26328	08-05-2024	BABA MARDA ROAD SERVICES	E BINNU RD TRAFFIC LIGHT/SIGNAGE HIRE	5443.90
EFT26329	08-05-2024	BUNNINGS (GERALDTON WAREHOUSE)	CULVERT FORMWORK	715.96
EFT26330	08-05-2024	CITY OF GREATER GERALDTON	REFUSE DISPOSAL MERU	17916.06
EFT26331	08-05-2024	CLEANAWAY OPERATIONS PTY LTD	FATHER FRONT LIFT REFUSE COLLECTION	7885.83
EFT26332	08-05-2024	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	2024.45
EFT26333	08-05-2024	DERRYN COTTERILL	BINNU TIP BOUNDRY FENCE	9603.00
EFT26334	08-05-2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	62.94
EFT26335	08-05-2024	RICHARD ERNEST DAVEY	REIMB RADIO BATTERY	90.00
EFT26336	08-05-2024	ELDERS RURAL SERVICES AUSTRALIA LTD	PT GREG WATERLINE FITTINGS	3376.57
EFT26337	08-05-2024	FORPARK AUSTRALIA	GUIDE PARK PLAYGROUND PARTS	552.20
EFT26338	08-05-2024	FUTURE SYSTEMS (KEITH ANTHONISZ)	ECONOMIC DEVELOPMENT FRAMEWORK	5280.00
EFT26339	08-05-2024	GERALDTON FLORAL STUDIO	ANZAC WREATHS	190.00
EFT26340	08-05-2024	GHD PTY LTD	NTON DISASTER RECOVERY WORKS	7819.96
EFT26341	08-05-2024	GHS SOLUTIONS / GERALDTON HIRE	HORROCKS JETTY REPAIRS	13180.75
EFT26342	08-05-2024	GREENFIELD TECHNICAL SERVICES	KALBARRI RD WIDENING CONSULTANT	29251.66
EFT26343	08-05-2024	NOLAN HARRIS	BINNU EAST RD LOADER HIRE	1320.00
EFT26344	08-05-2024	C + J HANSON PLUMBING CONTRACTORS	NCC KITCHEN REPAIR GAS LEAK	1227.75
EFT26345	08-05-2024	INDEPENDENT RURAL PTY LTD	STORMWATER PIPE	2494.64
EFT26346	08-05-2024	KALBARRI AUTO CENTRE	ISUZU DMAX 4 TYRES	1100.00
EFT26347	08-05-2024	BP KALBARRI	HARDWARE	1233.83
EFT26348	08-05-2024	KALBARRI WAREHOUSE	HARDWARE	105.40
EFT26349	08-05-2024	KALBARRI NEWSAGENCY	KAL OFFICE HDMI CABLE	19.95
EFT26350	08-05-2024	GRAEME RALPH	BINNU WEST RD VERGE MULCHING	15537.50
EFT26351	08-05-2024	KEMPTON ELECTRICAL CONTRACTING	7TH AVE BORE REPLACE SWITCHBOARD TIMER	401.50
EFT26352	08-05-2024	KALBARRI PEST CONTROL (BC DIGGINS & KP LAW)	KAL GOLF COURSE MOSQUITO TREATMENT	1500.00
EFT26353	08-05-2024	KALBARRI SITEWORKS	KALB SKATEPARK RECONCRETE	22725.00
EFT26354	08-05-2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE	2438.40
EFT26355	08-05-2024	MEDIBLOOM GROUP PTY LTD	IMMUNISATIONS	92.00
EFT26356	08-05-2024	LGRCEU	PAYROLL DEDUCTIONS	41.00
EFT26357	08-05-2024	GERALDTON TOYOTA	161NR SERVICE	615.89
EFT26358	08-05-2024	MIDWEST AERO MEDICAL AIR AMBULANCE	PREPLACEMENT MEDICAL	579.77
EFT26359	08-05-2024	MIDWEST SAFETY AND TRAINING PTY LTD	FIRE EQUIPMENT SERVICE TRAINING	2200.00

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT26360	08-05-2024	MID WEST AUTO AIR CONDITIONG	KAL COMM BUS REPLACE BATTERIES	965.18
EFT26361	08-05-2024	SHIRE OF MINGENEW	VELPIC ONLINE TRAINING PLATFORM	30.00
EFT26362	08-05-2024	MJB INDUSTRIES PTY LTD	EAST OGILVIE ROAD BOX CULVERTS	10291.05
EFT26363	08-05-2024	M L COMMUNICATIONS	NTON OFFICE PHONE SYSTEM	4691.19
EFT26364	08-05-2024	PEST-A-KILL WA	CHIVERTON HOUSE PEST CONTROL RENEWAL	1840.00
EFT26365	08-05-2024	PURCHER INTERNATIONAL	FUSO TRUCK SERVICE KIT/SHOCK ABSORBERS	1510.15
EFT26366	08-05-2024	SAFE ROADS WA	BALLA WHELARRA ROAD PAVEMENT REPAIRS	54230.19
EFT26367	08-05-2024	SYNERGY	ELECTRICITY CHARGES	20820.70
EFT26368	08-05-2024	THE SHEARING SHED CAFE	REFRESHMENTS	245.00
EFT26369	08-05-2024	SPALDING ELECTRICAL SERVICES	HKS REC RECONNECT HOTWATER SYSTEM	539.00
EFT26370	08-05-2024	TELSTRA	TELEPHONE CHARGES	904.86
EFT26371	08-05-2024	TRUCKLINE	TRUCK AIR LINE & CONNECTIONS	327.46
EFT26372	08-05-2024	LANDGATE	VALUATION EXPENSES / UV VALS	10583.70
EFT26373	08-05-2024	IT VISION	SYNERGYSOFT EMAIL DEBTORS FUNCTIONALITY	1819.40
EFT26374	08-05-2024	WA COUNTRY BUILDERS	REIMB KERB DEPOSIT	500.00
EFT26375	08-05-2024	WEIRDO'S CARPENTRY & MAINTENANCE	KALB CHILDCARE PROPERTY MAINT	840.00
EFT26376	08-05-2024	WESTRAC EQUIPMENT PTY LTD	GRADER FILTERS	202.31
EFT26377	08-05-2024	NORTHAMPTON TYRES	GRADER & TRUCK TYRES, PUNCTURE REPAIR	10405.00
EFT26378	08-05-2024	WILLIAMS MUFFLERS BRAKES TYRES	RANGER VEHICLE BRAKE REPAIR	329.45
EFT26379	15-05-2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING	BCITF APR 24	45.75
EFT26380	15-05-2024	DEPARTMENT OF MINES, INDUSTRY REGULATION	BRB APR 24	523.00
EFT26381	22-05-2024	AW CRAGAN & ALLCAPRI PTY LTD	BOBCAT HIRE CLEAN UP HKS BOAT RAMP	476.85
EFT26382	22-05-2024	KALBARRI IGA	ALLEN CENTRE SUPPLIES	88.97
EFT26383	22-05-2024	AUSTRALIA POST	POSTAGE APR 24	272.46
EFT26384	22-05-2024	AUSSIE NATURAL SPRING WATER GERALDTON	NTON OFFICE WATER BOTTLE	14.95
EFT26385	22-05-2024	GRADING SERVICES AUSTRALIA PTY LTD (BAILEY'S	SWAMPS RD LOADER/GRADER HIRE	2079.00
EFT26386	22-05-2024	BERTILLE POSTIGO	REFUND FUNDS UNALLOCATED	364.00
EFT26387	22-05-2024	LIBERTY NORTHAMPTON	FUEL	447.98
EFT26388	22-05-2024	BUNNINGS (GERALDTON WAREHOUSE)	PLANTER POTS PLANTS	452.42
EFT26389	22-05-2024	ANDREW CAMPBELL	REIMB TELSTRA MOBILE	216.00
EFT26390	22-05-2024	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	8508.88
EFT26391	22-05-2024	CLEANAWAY OPERATIONS PTY LTD	DOM/COMM 240LT REFUSE COLLECTION	38091.96
EFT26392	22-05-2024	COATES HIRE OPERATIONS PTY LTD	CONCRETE VIBRATOR HIRE	85.32
EFT26393	22-05-2024	BOC GASES AUSTRALIA	NTON DEPOT INDUSTRY GASES	43.70
EFT26394	22-05-2024	CORSIGN WA PTY LTD	STREET SIGNS	4653.00
EFT26395	22-05-2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	211.19
EFT26396	22-05-2024	SIMON DRAGE	NTON OFFICE MAINT	1650.00
EFT26397	22-05-2024	ECO-FLORA CRANE, TRUCK & EXCAVATOR SERVICES	MURCHISON HOUSE ROAD MAINT	1650.00
EFT26398	22-05-2024	ELDERS RURAL SERVICES AUSTRALIA LTD	HKS FERTILISER, DROPPERS, RETIC, HDWARE	3154.97

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT26399	22-05-2024	ENGIN	TELEPHONE CHARGES	323.97
EFT26400	22-05-2024	EVERLON	NTON MEMORIAL TREE SAMPLE LEAF	260.70
EFT26401	22-05-2024	FENN PLUMBING & GAS	CALLION WAY HOUSE PLUMBING REPAIRS	473.25
EFT26402	22-05-2024	FOX TRANSPORTABLES	REIMB KERB DEPOSIT	500.00
EFT26403	22-05-2024	FREEMANS LIQUID WASTE PTY LTD	HKS DUMP POINT PUMP OUT SEPTIC TANKS	1652.50
EFT26404	22-05-2024	GERALDTON LOCK & KEY SPECIALISTS	KEYS	893.00
EFT26405	22-05-2024	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	1354.91
EFT26406	22-05-2024	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUELS, FUEL CARDS	41280.87
EFT26407	22-05-2024	C + J HANSON PLUMBING CONTRACTORS	NTON BOWLS CLUB LEACH DRAIN REPAIRS	5149.89
EFT26408	22-05-2024	HOSEXPRESS	HYDRAULIC HOSE	404.13
EFT26409	22-05-2024	INDEPENDENT RURAL NORTHAMPTON	POTTING MIX, HARDWARE, TIMER	2245.77
EFT26410	22-05-2024	JMH MECHANICAL SERVICES	BACKHOE FUEL FILTER	106.59
EFT26411	22-05-2024	KALBARRI AUTO CENTRE	DMAX VEHICLE SERVICE	473.00
EFT26412	22-05-2024	KALBARRI EXPRESS FREIGHT	FREIGHT	50.00
EFT26413	22-05-2024	KALBARRI DEVELOPMENT ASSC INC	KALBARRI COMMUNITY GALA, LIGHT UP FESTIVAL	2200.00
EFT26414	22-05-2024	KEMPTON ELECTRICAL CONTRACTING	NTON RSL AIRCON MAINT	5291.00
EFT26415	22-05-2024	SUSAN FRANCIS KOPPENSTEINER	REIMB PLANTS	109.46
EFT26416	22-05-2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	3445.24
EFT26417	22-05-2024	LGRCEU	PAYROLL DEDUCTIONS	41.00
EFT26418	22-05-2024	MIDWEST AERO MEDICAL AIR AMBULANCE	PRE PLACEMENT MEDICAL	514.87
EFT26419	22-05-2024	NAPA	CLEANERS, DEGREASER	920.48
EFT26420	22-05-2024	DESMOND RAY PIKE	CR TRAVEL	188.60
EFT26421	22-05-2024	SYNERGY	ELECTRICITY CHARGES	11970.03
EFT26422	22-05-2024	PAUL SHERIFF	COMPUTER SERVICES	330.00
EFT26423	22-05-2024	SKYTRUST	SKYTRUST SUBSCRIPTION	493.90
EFT26424	22-05-2024	TELSTRA	TELEPHONE CHARGES	669.05
EFT26425	22-05-2024	VAC WEST	NTON STREET SWEEPING	2035.00
EFT26426	22-05-2024	WALKABOUT CAR CLEANING	KAL BUS CLEANING & DETAIL	400.00
EFT26427	22-05-2024	WILSONS SIGN SOLUTIONS	HKS MEMORIAL WALL PLAQUE	660.00
EFT26428	22-05-2024	P MARKHAM AND M A WILSON (WILSON COMPLETE)	NCC CHANGEROOM ALTERATIONS	43868.00
EFT26429	29-05-2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 154	20658.33
				$ 968,038.63

MUNICIPAL FUND CHEQUES

Chq #	Date	Name/Payee	Description	Amount
22478	08-05-2024	GERALDTON MOWER & REPAIR SPECIALISTS	BLOWER & BATTERY / WHIPPER PARTS	451.40
22479	08-05-2024	SHIRE OF NORTHAMPTON	BRB COMMISSION MAR 24	78.00
22480	08-05-2024	WATER CORPORATION	WATER USE & SERVICE CHARGES	326.84
22481	09-05-2024	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	137.30
22482	15-05-2024	SHIRE OF NORTHAMPTON	BRB COMMISSION APR 24	33.25
22483	29-05-2024	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	112.05
				$ 1,138.84

DIRECT DEBIT FROM MUNICIPAL ACCOUNT

Jnl #	Jnl Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
		PAYROLL	09/05/2024	FN/E 08/05/2024		112,854.00
		SUPERCHOICE	13/05/2024	SUPERANNUATION PAY FN/E 08/05/2024		26,543.86
		PAYROLL	23/05/2025	FN/E 22/05/2024		129,679.03
			24/05/2024	ONE-OFF PAY 22/05/2024		995.00
			27/05/2024	ONE-OFF PAY 22/05/2024		770.00
		SUPERCHOICE	22/05/2024	SUPERANNUATION PAY FN/E 22/05/2024		26,543.86
GJ1109	31-05-2024	NATIONAL AUSTRALIA BANK		BANK FEES		113.33
GJ1110	31-05-2024	COMMONWEALTH BANK		BPOINT FEES		136.59
GJ1111	31-05-2024	NATIONAL AUSTRALIA BANK		BPAY		89.76
GJ1113	31-05-2024	NAB CEO CORPORATE CARD	15-04-24	2VNET COMPUTER MTCE	50.00	
			16-04-24	MOOREVIEW ENT PLANTS	232.04	
			16-04-24	BUNNINGS HARDWARE	163.15	
			17-04-24	BUNNINGS HARDWARE	116.29	
			18-04-24	2VNET COMPUTER MTCE	486.20	
			23-04-24	ADOBE COMPUTER MTCE	244.94	
			29-04-24	2VNET COMPUTER MTCE	149.99	
			29-04-24	CARD FEE	9.00	1,451.61
GJ1114	31-05-2024	NAB EMCS CORPORATE CARD	02-04-24	2VNET COMPUTER MTCE	14.30	
			05-04-24	INDEPENDENT RURAL OFFICE	69.95	
			05-04-24	2VNET COMPUTER MTCE	418.00	
			05-04-24	PERFEKT COM P/L GPS LOGBOOK REFUND	- 196.25	
			05-04-24	PERFEKT COM P/L GPS LOGBOOK REFUND	- 196.25	
			08-04-24	2VNET COMPUTER MTCE	62.18	
			08-04-24	MITCHELL & BROWN OFFICE URN	114.00	
			09-04-24	FUND TRANSFER	- 250.00	
			12-04-24	ADOBE COMPUTER MTCE	12.83	
			15-04-24	2VNET COMPUTER MTCE	75.34	
			15-04-24	TELSTRA SHOP MOBILE PHONE	399.00	
			15-04-24	2VNET COMPUTER MTCE	331.98	
			26-04-24	CATCH	219.99	
			29-04-24	CARD FEE	9.00	1,084.07
GJ1115	31-05-2024	NAB EMWTS CORPORATE CARD	02-04-24	NAPA P303 PART	158.40	
			12-04-24	LAND AND WATER TECHNOLOGY DRIPLINE	530.03	
			15-04-24	BUNNINGS HARDWARE	129.14	
			15-04-24	COUNTRY TIME CARAVAN REFUSE SITE TOILET TABS	120.00	
			23-04-24	IINET LTD N KAL DEPOT	79.99	
			23-04-24	GERALDTON TOYOTA 131NR SERVICE	214.72	
			29-04-24	CARD FEE	9.00	1,241.28
GJ1116	31-05-2024	NAB EMCDR CORPORATE CARD	29-04-24	CARD FEE	9.00	9.00
						$ 301,511.39

FUEL CARD PURCHASES

Payment #	Payment Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
EFT26405	22-05-2024	GERALDTON FUEL COMPANY PTY LTD	18-04-24	CEO TOYOTA PRADO	186.62	
			08-04-24	EHO CAMRY	90.35	
			14-04-24	EHO CAMRY	45.17	
			23-04-24	EHO CAMRY	81.67	
			09-04-24	BS FORTUNA	101.86	
			01-04-24	EMCDR FORD RANGER	142.62	
			05-04-24	EMCDR FORD RANGER	75.78	
			07-04-24	EMCDR FORD RANGER	141.62	
			12-04-24	EMCDR FORD RANGER	113.41	
			14-04-24	EMCDR FORD RANGER	137.55	
			19-04-24	EMCDR FORD RANGER	111.76	
				SUNDRY PLANT	126.50	1,354.91
EFT26406	22-05-2024	GREAT SOUTHERN FUEL SUPPLY		DEPOT BOWSERS. OILS	40,637.90	
			01-04-24	EMCS ISUZU MUX	113.54	
			20-04-24	EMCS ISUZU MUX	95.54	
			01-04-24	CEO TOYOTA PRADO	192.02	
			21-04-24	CEO TOYOTA PRADO	241.87	41,280.87

SHIRE OF NORTHAMPTON

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 May 2024

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

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SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

	Supplementary Information	Adopted Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	5,047,928	5,047,928	**5,094,052**	46,124	0.91%	▲
Rates excluding general rates		56,000	56,000	**56,089**	89	0.16%	▲
Grants, subsidies and contributions	13	918,769	868,700	**1,886,340**	1,017,640	117.15%	▲
Fees and charges		1,321,561	1,287,221	**1,272,513**	(14,708)	(1.14%)	▼
Interest revenue		177,500	164,163	**270,308**	106,145	64.66%	▲
Other revenue		0	0	**228,970**	228,970	0.00%	▲
Profit on asset disposals	6	59,000	58,998	**(199,279)**	(258,277)	(437.77%)	▼
		7,580,758	**7,483,010**	**8,608,993**	1,125,983	15.05%	
Expenditure from operating activities							
Employee costs		(4,394,780)	(4,040,069)	**(3,963,770)**	76,299	1.89%	▲
Materials and contracts		(2,839,575)	(2,602,471)	**(2,960,566)**	(358,095)	(13.76%)	▼
Utility charges		(363,900)	(333,366)	**(307,711)**	25,655	7.70%	▲
Depreciation		(2,557,550)	(2,344,331)	**(2,414,120)**	(69,789)	(2.98%)	▼
Finance costs		(30,725)	(28,138)	**(18,692)**	9,446	33.57%	▲
Insurance		(249,990)	(249,919)	**(244,114)**	5,805	2.32%	▲
Other expenditure		(642,469)	(589,209)	**(474,090)**	115,119	19.54%	▲
		(11,078,989)	**(10,187,503)**	**(10,383,063)**	(195,560)	(1.92%)	
Non-cash amounts excluded from operating activities	Note 2(b)	2,498,550	2,285,333	**2,613,395**	328,062	14.36%	▲
Amount attributable to operating activities		**(999,681)**	**(419,160)**	**839,325**	1,258,485	300.24%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	1,312,387	1,202,993	**4,903,035**	3,700,042	307.57%	▲
Proceeds from disposal of assets	6	155,000	55,000	**36,364**	(18,636)	(33.88%)	▼
Proceeds from financial assets at amortised cost - self supporting loans		17,005	17,005	**17,005**	0	0.00%	
		1,484,392	**1,274,998**	**4,956,404**	3,681,406	288.74%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(852,750)	(800,076)	**(1,215,660)**	(415,584)	(51.94%)	▼
Payments for construction of infrastructure	5	(2,736,610)	(2,510,112)	**(3,786,245)**	(1,276,133)	(50.84%)	▼
		(3,589,360)	**(3,310,188)**	**(5,001,905)**	(1,691,717)	(51.11%)	
Amount attributable to investing activities		**(2,104,968)**	**(2,035,190)**	**(45,502)**	1,989,689	97.76%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	250,000	0	**0**	0	0.00%	
Transfer from reserves	4	0	100,000	**100,000**	0	0.00%	
		250,000	**100,000**	**100,000**	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(138,610)	(113,781)	**(113,781)**	0	0.00%	
Transfer to reserves	4	(101,650)	0	**(626,888)**	(626,888)	0.00%	▼
		(240,260)	**(113,781)**	**(740,669)**	(626,888)	(550.96%)	
Amount attributable to financing activities		**9,740**	**(13,781)**	**(640,669)**	(626,888)	(4548.93%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		3,094,909	3,094,909	**3,032,626**	(62,283)	(2.01%)	▼
Amount attributable to operating activities		(999,681)	(419,160)	**839,325**	1,258,485	300.24%	▲
Amount attributable to investing activities		(2,104,968)	(2,035,190)	**(45,502)**	1,989,689	97.76%	▲
Amount attributable to financing activities		9,740	(13,781)	**(640,669)**	(626,888)	(4548.93%)	▼
Surplus or deficit after imposition of general rates		**0**	**626,778**	**3,185,781**	2,559,003	408.28%	▲

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2024

	Supplementary Information	30 June 2023	31 May 2024
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	4,889,424	4,406,961
Trade and other receivables		666,933	593,620
Other financial assets		16,353	17,005
Inventories	8	193,407	260,514
TOTAL CURRENT ASSETS		5,766,117	5,278,100
NON-CURRENT ASSETS			
Trade and other receivables		84,959	84,959
Other financial assets		376,315	375,669
Property, plant and equipment		36,474,104	36,446,259
Infrastructure		142,050,748	144,430,734
TOTAL NON-CURRENT ASSETS		178,986,126	181,337,621
TOTAL ASSETS		184,752,243	186,615,721
CURRENT LIABILITIES			
Trade and other payables	9	1,830,363	661,651
Other liabilities	12	20,000	20,000
Borrowings	11	138,610	41,834
Employee related provisions	12	744,555	744,555
TOTAL CURRENT LIABILITIES		2,733,528	1,468,040
NON-CURRENT LIABILITIES			
Borrowings	11	807,407	807,407
Employee related provisions		1,531,531	1,531,531
TOTAL NON-CURRENT LIABILITIES		2,338,938	2,338,938
TOTAL LIABILITIES		5,072,466	3,806,978
NET ASSETS		**179,679,777**	**182,808,743**
EQUITY			
Retained surplus		87,855,087	90,457,164
Reserve accounts	4	653,221	1,180,109
Revaluation surplus		91,171,469	91,171,470
TOTAL EQUITY		**179,679,777**	**182,808,743**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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 15 to these financial statements.

Judgements and 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 that are 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:
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES
Significant acccounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 08 May 2024

SHIRE OF NORTHAMPTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
Current assets		$	$	$
Cash and cash equivalents	3	1,896,166	4,889,424	4,406,961
Trade and other receivables		739,518	666,933	593,620
Other financial assets		17,684	16,353	17,005
Inventories	8	13,407	193,407	260,514
Other assets	8	180,000	0	0
		2,846,775	5,766,117	5,278,100
Less: current liabilities				
Trade and other payables	9	(1,894,219)	(1,830,363)	(661,651)
Other liabilities	12		(20,000)	(20,000)
Borrowings	11	(142,131)	(372,328)	(41,834)
Employee related provisions	12	(732,724)	(744,555)	(744,555)
		(2,769,074)	(2,967,246)	(1,468,040)
Net current assets		**77,701**	**2,798,871**	**3,810,060**
Less: Total adjustments to net current assets	Note 2(c)	(560,637)	233,755	(624,279)
Closing funding surplus / (deficit)		**(482,936)**	**3,032,626**	**3,185,781**

(b) Non-cash amounts 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*.

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		$	$	$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(59,000)	(58,998)	199,279
Less: Movement in liabilities associated with restricted cash				(4)
Add: Depreciation		2,557,550	2,344,331	2,414,120
Total non-cash amounts excluded from operating activities		**2,498,550**	**2,285,333**	**2,613,395**

(c) Current assets and liabilities excluded from budgeted deficiency

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 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
		$	$	$
Adjustments to net current assets				
Less: Reserve accounts	4	(653,222)	(653,221)	(1,180,109)
- Current financial assets at amortised cost - self supporting loans			(16,353)	(17,005)
- Land held for resale			(180,000)	(180,000)
'- Other liabilities - Adjustment to current non current laibilities			(33,554)	(33,554)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11		372,328	41,834
- Current portion of other provisions held in reserve			744,555	744,555
- Current portion of employee benefit provisions held in reserve	4	92,585	0	0
Total adjustments to net current assets	Note 2(a)	**(560,637)**	**233,755**	**(624,279)**

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.

SHIRE OF NORTHAMPTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

3 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 2023-24 year is $5,000 or 0.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
General rates Interim and back rates	46,124	0.91%	▲
Grants, subsidies and contributions Additional DFES Community Benefit Fund Grant and DRFA Funding, LSL Recoups	1,017,640	117.15%	▲
Fees and charges Timing will reconcile	(14,708)	(1.14%)	▼
Interest revenue Investment interest rates higher than expected.	106,145	64.66%	▲
Other revenue CAT Backhoe Loader 'loan' vehicle returned to Westrac.	228,970	0.00%	▲
Profit on asset disposals 1 vehicle changed over. Purchase of truck and trailer deferred. CAT Backhoe Loader 'loan' vehcle returned to Westrac.	(258,277)	(437.77%)	▼
Expenditure from operating activities			
Employee costs Variance due to vacant positions	76,299	1.89%	▲
Materials and contracts Timing will reconcile as works progress.	(358,095)	(13.76%)	▼
Utility charges Timing will reconcile	25,655	7.70%	▲
Depreciation Revaluation June 2023 complete. Increased asset values resulting in additional depreciation.	(69,789)	(2.98%)	▼
Finance costs Timing will reconcile.	9,446	33.57%	▲
Insurance Timing will reconcile.	5,805	2.32%	▲
Other expenditure Timing will reconcile.	115,119	19.54%	▲
Non-cash amounts excluded from operating activities Timing will reconcile - increases in depreciation and employee provisions	328,062	14.36%	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Additional DFES Resilience Fund Grant and Blackspot Funding	3,700,042	307.57%	▲
Proceeds from disposal of assets 1 vehicle changed over, timing will reconcile.	(18,636)	(33.88%)	▼
Outflows from investing activities			
Payments for property, plant and equipment Timing will reconcile as works are completed	(415,584)	(51.94%)	▼
Payments for construction of infrastructure Timing will reconcile as works are completed	(1,276,133)	(50.84%)	▼
Outflows from financing activities			
Transfer to reserves Transfer to reserves actioned	(626,888)	0.00%	▼
Surplus or deficit at the start of the financial year Variance per budget review.	(62,283)	(2.01%)	▼
Surplus or deficit after imposition of general rates Due to variances described above	2,559,003	408.28%	▲

SHIRE OF NORTHAMPTON

SUPPLEMENTARY INFORMATION

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SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$3.09 M	$3.09 M	$3.03 M	($0.06 M)
Closing	$0.00 M	$0.63 M	$3.19 M	$2.56 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$4.41 M	% of total
Unrestricted Cash	$3.23 M	73.2%
Restricted Cash	$1.18 M	26.8%

Refer to 3 - Cash and Financial Assets

Payables

	$0.66 M	% Outstanding
Trade Payables	$0.06 M	
0 to 30 Days		34.5%
Over 30 Days		65.5%
Over 90 Days		9.0%

Refer to 9 - Payables

Receivables

	$0.36 M	% Collected
Rates Receivable	$0.24 M	95.6%
Trade Receivable	$0.36 M	% Outstanding
Over 30 Days		55.8%
Over 90 Days		36.1%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($1.00 M)	($0.42 M)	$0.84 M	$1.26 M

Refer to Statement of Financial Activity

Rates Revenue

		% Variance
YTD Actual	$5.09 M	
YTD Budget	$5.05 M	0.9%

Refer to 10 - Rate Revenue

Grants and Contributions

		% Variance
YTD Actual	$1.89 M	
YTD Budget	$0.87 M	117.1%

Refer to 13 - Grants and Contributions

Fees and Charges

		% Variance
YTD Actual	$1.27 M	
YTD Budget	$1.29 M	(1.1%)

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)
($2.10 M)	($2.04 M)	($0.05 M)	$1.99 M

Refer to Statement of Financial Activity

Proceeds on sale

		%
YTD Actual	$0.04 M	
Adopted Budget	$0.16 M	(76.5%)

Refer to 6 - Disposal of Assets

Asset Acquisition

		% Spent
YTD Actual	$3.79 M	
Adopted Budget	$2.74 M	38.4%

Refer to 5 - Capital Acquisitions

Capital Grants

		% Received
YTD Actual	$4.90 M	
Adopted Budget	$1.31 M	273.6%

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.01 M	($0.01 M)	($0.64 M)	($0.63 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.11 M)
Interest expense	($0.02 M)
Principal due	$0.83 M

Refer to 11 - Borrowings

Reserves

Reserves balance	$1.18 M
Interest earned	$0.05 M

Refer to 4 - Cash Reserves

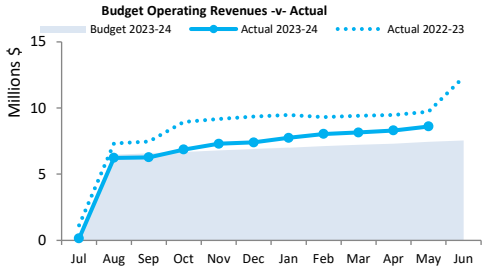
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

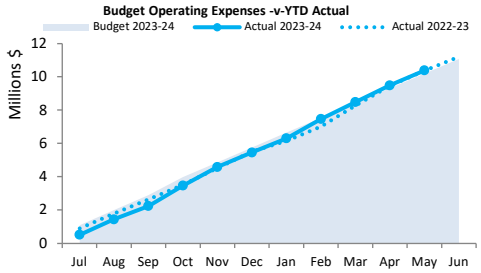
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

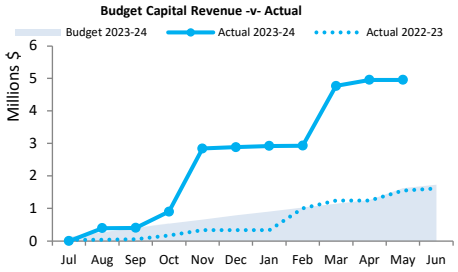


OPERATING EXPENSES

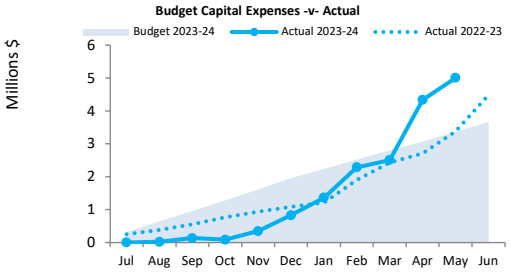


INVESTING ACTIVITIES

CAPITAL REVENUE

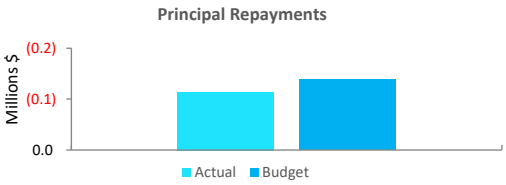


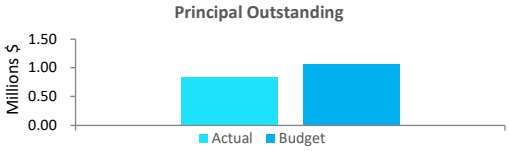
CAPITAL EXPENSES



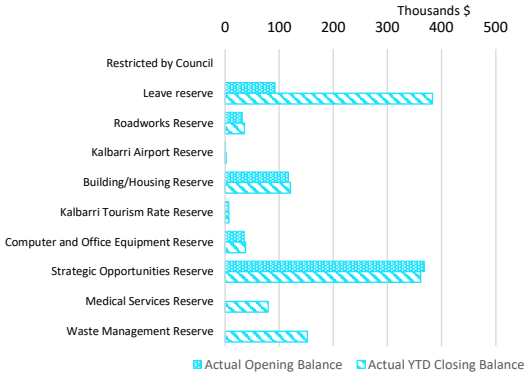
FINANCING ACTIVITIES

BORROWINGS

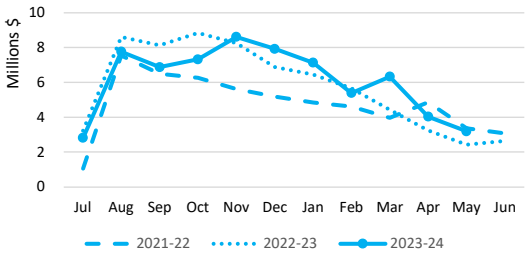




RESERVES



Closing funding surplus / (deficit)



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

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

3 CASH AND FINANCIAL ASSETS

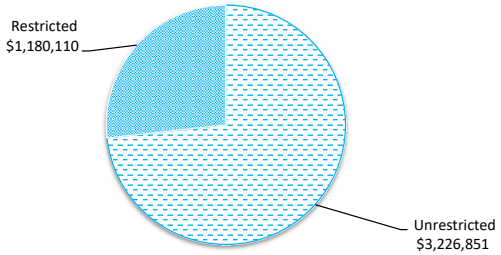
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash Deposits	Municipal	1,687,164		1,687,164		NAB		At call
Petty Cash	Cash on Hand	1,050		1,050				
Investment	Reserves	0	1,180,110	1,180,110		NAB	4.28%	28/06/2024
Investment	Term Deposit	1,538,637		1,538,637		NAB	4.20%	07/06/2024
Total		**3,226,851**	**1,180,110**	**4,406,960**	**0**			
Comprising								
Cash and cash equivalents		3,226,851	1,180,110	4,406,960	0			
		3,226,851	**1,180,110**	**4,406,960**	**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 a



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$	$
Restricted by Council										
Leave reserve	92,585	5,000	5,000		102,585	92,585	17,243	273,607		383,435
Roadworks Reserve	31,986	1,500			33,486	31,986	3,659			35,645
Kalbarri Airport Reserve	1,045	500			1,545	1,045	1,226			2,271
Building/Housing Reserve	117,240	1,500			118,740	117,240	3,659			120,899
Kalbarri Tourism Rate Reserve	6,975	0			6,975	6,975	0			6,975
Computer and Office Equipment	35,136	1,000			36,136	35,136	2,463			37,599
Strategic Opportunities Reserve	368,254	7,500			375,754	368,254	18,402	75,000	(100,000)	361,656
Medical Services Reserve	0		79,650		79,650	0	0	79,650		79,650
Waste Management Reserve	0				0	0	0	151,979		151,979
	653,222	**17,000**	**84,650**	**0**	**754,872**	**653,221**	**46,652**	**580,236**	**(100,000)**	**1,180,109**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
Buildings	71,750	68,580	549,013	480,433
Plant and equipment	781,000	731,496	666,647	(64,849)
Acquisition of property, plant and equipment	**852,750**	**800,076**	**1,215,660**	**415,584**
Infrastructure - Roads	2,157,140	1,977,338	3,775,919	1,798,581
Infrastructure - Footpaths & Carparks	376,470	345,037	7,407	(337,630)
Infrastructure - Parks & Ovals	148,000	137,324	2,920	(134,404)
Infrastructure - Water & Sewer Reticulation	55,000	50,413	0	(50,413)
Acquisition of infrastructure	**2,736,610**	**2,510,112**	**3,786,245**	**1,276,133**
Total capital acquisitions	**3,589,360**	**3,310,188**	**5,001,905**	**1,691,717**
Capital Acquisitions Funded By:				
Capital grants and contributions	1,312,387	1,202,993	4,903,035	3,700,042
Borrowings	250,000	0	0	0
Other (disposals & C/Fwd)	155,000	55,000	36,364	(18,636)
Reserve accounts				
Strategic Opportunities Reserve	0		100,000	100,000
Contribution - operations	1,871,973	2,052,195	(37,493)	(2,089,689)
Capital funding total	**3,589,360**	**3,310,188**	**5,001,905**	**1,691,717**

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.

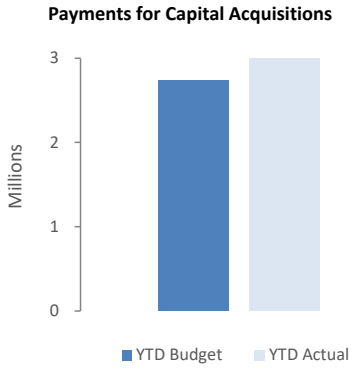
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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.



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

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.

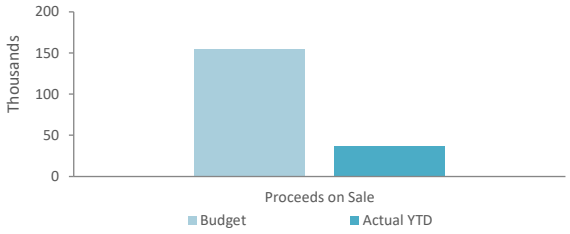
Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	$	$	$	$
DCEO Vehicle	55,000	54,996	56,290	(1,294)
Install Hampton Gardens Shelter (Seroja Donations)	0	0	2,920	(2,920)
DUP Recreation Ground Ablutions	6,000	5,000	9,975	(4,975)
Horrock Foreshore - Install Outdoor Shower	3,000	2,750	0	2,750
Kalbarri Recreation Jetty Repairs	40,000	36,663	0	36,663
NCC - Womes Change Room Upgrade	40,000	39,996	39,880	116
Port Gregory Carpark and BBQ	141,310	129,514	7,407	122,107
Stud Breeders Shed - Northampton	1,750	1,595	2,577	(982)
Kalbarri Multi-Use Centre	10,000	9,163	10,044	(881)
Horrocks North Holding Tanks	20,000	19,998	0	19,998
Shelters Kalbarri Foreshore	25,000	22,913	0	22,913
RSL Monument - Kalbarri Foreshore	60,000	55,000	0	55,000
Road Construction	2,157,140	1,977,338	3,775,919	(1,798,581)
Footpath/Carpark Construction	235,160	215,523	0	215,523
Water Truck	250,000	544,500	469,529	74,971
Back Hoe (No Trade) c/over	235,000	0	0	0
Truck Trailer	100,000	0	0	0
Tipper Trailer for Kalbarri Gardiner	9,000	0	0	0
LH Maintenance Kalbarri P283 c/over	55,000	55,000	76,197	(21,197)
Works Manager 4WD (Replace P302)	77,000	77,000	0	77,000
Kalbarri Depot Install Septic Tanks	14,000	12,826	18,464	(5,638)
Port Gregory - Septic System Upgrade & WS Tank	55,000	50,413	0	50,413
Kalb Mens Shed Richardson Road	0	0	468,072	(468,072)
EMCDR Vehicle	0	0	64,631	(64,631)
	3,589,360	**3,310,188**	**5,001,905**	**(1,691,717)**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
41782	P295 MUX DCEO	19,000	40,000	21,000	0	16,509	36,364	19,855	0
41769	P283 Ute LH Kalbarri	5,000	10,000	5,000	0			0	0
41789	P302 Prado MWTS	35,000	50,000	15,000	0			0	0
41694	P217 Water Truck	27,500	40,000	12,500	0			0	0
41695	P218 Truck Trailer	9,500	15,000	5,500	0	219,134	0	0	(219,134)
		96,000	**155,000**	**59,000**	**0**	**235,643**	**36,364**	**19,855**	**(219,134)**

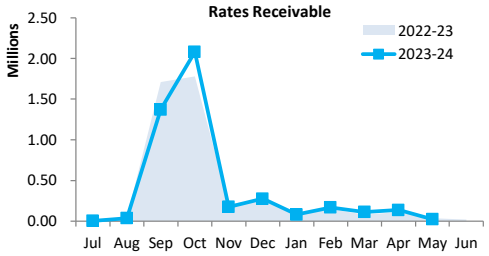


SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2023	31 May 2024
	$	$
Opening arrears previous years	62,511	170,852
Levied this year	4,820,332	5,150,141
Less - collections to date	(4,711,991)	(5,085,856)
Gross rates collectable	**170,852**	**235,137**
Net rates collectable	**170,852**	**235,137**
% Collected	96.5%	95.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(3,047)	80,564	11,422	23,078	63,330	175,347
Percentage	(1.7%)	45.9%	6.5%	13.2%	36.1%	
Balance per trial balance						
Trade receivables						175,347
Rubbish recievables						44,300
GST receivable						75,276
Emergency Services Levy						63,560
Total receivables general outstanding						**358,483**

Amounts shown above include GST (where applicable)

KEY INFORMATION

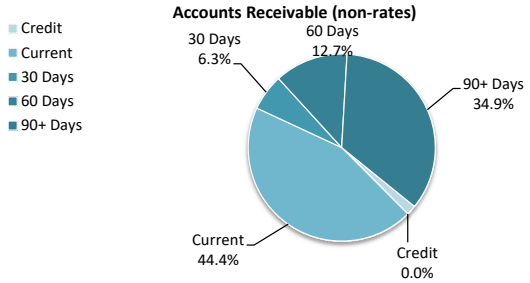
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods solc and services performed in the ordinary course of business.

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.



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 May 2024
	$	$	$	$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	16,353		652	17,005
Inventory				
Fuel	13,407	67,107		80,514
Land held for resale				
Cost of acquisition	180,000			180,000
Total other current assets	**209,760**	**67,107**	**652**	**277,519**

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.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

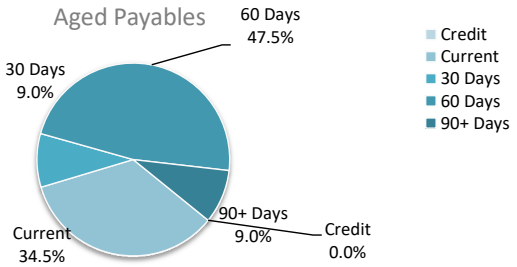
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	20,834	5,441	28,677	5,438	60,390
Percentage	0.0%	34.5%	9.0%	47.5%	9.0%	
Balance per trial balance						
Sundry creditors						60,390
Accrued salaries and wages						6,566
ATO liabilities						94,207
Payroll Deductions Rates						(40)
Prepaid Rates						82,447
Bonds and Deposits						436,117
Accrued Expenditure						(18,036)
Total payables general outstanding						**661,651**

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.



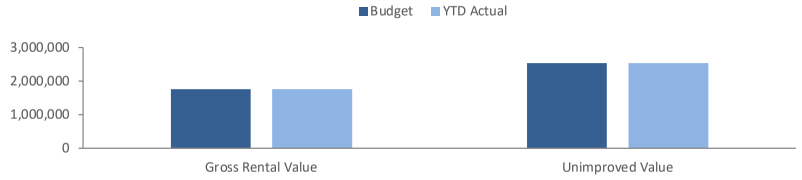
SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

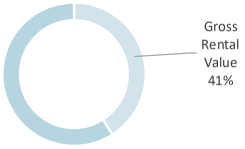
OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue				Budget			YTD Actual		
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate Revenue	Total Revenue	Rate Revenue	Interim Rate Revenue	Total Revenue
RATE TYPE				$	$	$	$	$	$
Gross rental value									
Gross Rental Value	8.6903	1,445	18,432,632	1,756,773		1,756,773	1,756,781		1,756,781
Unimproved value									
Unimproved Value	0.8487	422	298,259,414	2,532,860		2,532,860	2,533,555		2,533,555
Sub-Total		**1,867**	**316,692,046**	**4,289,633**	**0**	**4,289,633**	**4,290,336**	**0**	**4,290,336**
Minimum payment	**Minimum Payment $615**								
Gross rental value									
Gross Rental Value		1,151	5,325,590	707,865		707,865	714,015	44,215	758,230
Unimproved value									
Unimproved Value		52	1,655,142	50,430		50,430	44,280	(244)	44,036
Sub-total		**1,203**	**6,980,732**	**758,295**	**0**	**758,295**	**758,295**	**43,971**	**802,266**
Total general rates						**5,047,928**			**5,092,602**
Specified area rates	**Rate in $ (cents)**								
Port Gregory Water Supply	0.045713	55	568,762	26,000		26,000	26,000		26,000
Kalbarri Tourism Rate	0.001785	1,759	16,805,309	30,000		30,000	30,089	1,450	31,539
Total specified area rates			**17,374,071**	**56,000**	**0**	**56,000**	**56,089**	**1,450**	**57,539**
Total						**5,103,928**			**5,150,141**

KEY INFORMATION
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.





SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2023**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Staff Housing	154	79,363			(39,038)	(39,038)	40,325	40,325	(2,373)	(2,871)
RSL Hall Extensions	156	312,202			(24,576)	(49,405)	287,626	262,797	(3,974)	(8,265)
Plant Purchases	157	243,626			(33,162)	(33,162)	210,464	210,464	(3,792)	(5,370)
Plant Purchases	158	0		250,000			0	250,000		
Staff Housing	152	2					2	2		
		635,193	0	250,000	(96,776)	(121,605)	538,417	763,588	(10,139)	(16,506)
Self supporting loans										
Pioneer Lodge		310,824	0	0	(17,005)	(17,005)	293,819	293,819	(8,573)	(14,219)
		310,824	0	0	(17,005)	(17,005)	293,819	293,819	(8,573)	(14,219)
Total		**946,017**	**0**	**250,000**	**(113,781)**	**(138,610)**	**832,236**	**1,057,407**	**(18,712)**	**(30,725)**
Current borrowings		138,610					0			
Non-current borrowings		807,407					832,236			
		946,017					**832,236**			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

New borrowings 2023-24

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
	$	$				$	%	$	$	$
Plant Loan 158		250,000	WATC	Fixed	10					
	0	**250,000**				**0**		**0**	**0**	**0**

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 materiallly 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.

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2024
		$	$	$	$	$
Other liabilities						
Contract liabilities		20,000	0			20,000
Total other liabilities		20,000	0	0	0	20,000
Employee Related Provisions						
Provision for annual leave		266,079	0			266,079
Provision for long service leave		478,476	0			478,476
Total Provisions		744,555	0	0	0	744,555
Total other current liabilities		**764,555**	**0**	**0**	**0**	**764,555**

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

Employee 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.

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2024	Current Liability 31 May 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
GRANTS COMMISSION - GENERAL				0		47,850	47,848	67,385
GRANTS COMMISSION - ROADS				0		26,975	26,972	44,746
EMERGENCY SERVICES LEVY - BFB				0		53,090	48,663	53,090
EMERGENCY SERVICES LEVY - SES				0		40,000	36,664	40,000
CONTRIBUTIONS/REIMBURSEMENTS				0		3,552	3,256	0
- MRD MAINTENANCE				0		221,240	221,240	221,240
DFES - COMMUNITY BENEFIT FUND				0				400,000
	0	**0**	**0**	**0**	**0**	**392,707**	**384,643**	**826,461**
Contributions								
CONTRIBUTIONS				0		0	0	9
CONTRIBUTIONS				0		15,000	13,750	(5,024)
OTHER SHIRE LSL CONTRIBUTION				0		0	0	43,486
OTHER SHIRE LSL CONTRIB.				0		0	0	7,761
REBATES AND COMMISSIONS				0		25,000	22,913	42,126
LEGAL CHARGES RATES (NO GST)				0		10,000	9,163	2,108
RATE EQUIVALENT PAYMENTS				0		23,267	23,267	4,259
REIMBURSMENTS				0		12,000	11,000	2,226
CONTRIBUTIONS				0		16,000	14,663	0
REIMBURSMENTS - OTHER				0		2,000	1,826	1,426
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - PIONEER LODGE				0		0	0	12,111
NCCA GRANTS/CONTRIBUTIONS REVENUE				0		0	0	213
REIMBURSMENTS - HOUSING OTHER				0		15,000	13,750	15,670
CONTRIBUTIONS				0		50,000	45,826	35,681
REIMBURSMENTS - DRUMMUSTER				0		4,000	3,663	6,195
REIMBURSE (ADVERTISING/PLANNING COMMISSION)				0		200	176	6,364
REIMBURSEMENTS				0		8,500	7,788	13,161
BUS HIRE				0		0	0	104
CONTRIBUTIONS/REIMBURSEMENTS				0		0	0	3,552
REIMBURSEMENTS				0		2,000	1,826	65,262
REIMBURSEMENTS- REC. CTRE/GOLF CLUB				0		5,000	4,576	1,888
REIMBURSEMENTS				0		0	0	725
150 YEAR CELEBRATIONS - REVENUE (INC BRICKS/MEMORABILIA)				0		0	0	20
CONTRIBUTION (INC STREET LIGHTING)				0		3,750	3,432	4,093
TOURISM AND AREA PROMOTION FUNDING				0		0	0	130,000
LEASE FEES - HALF WAY BAY COTTAGES				0		16,000	14,663	16,000
BUILDING REIMBURSEMENTS				0		1,500	1,375	744
REIMBURSMENTS				0		2,000	1,826	11,783
LIA (KITSON CIRCUIT) UNITS ANNUAL RENT				0		4,500	4,125	3,625
REIMBURSEMENTS				0		0	0	0
INSURANCE CLAIMS - VEHICLES				0		2,000	1,826	905
DIESEL FUEL REBATE				0		36,000	33,000	41,114
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - CEO				0		0	0	0
DFES/DFRAWA INCOME				0		187,750	172,095	504,788
				0				
	0	**0**	**0**	**0**	**0**	**526,062**	**484,057**	**1,059,879**
TOTALS								

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2024	Current Liability 31 May 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
OTHER COMMUNITY AMENITIES - CONTRIBUTIONS/GRANTS				0		0	0	56,000
ROADS TO RECOVERY FUNDING				0		453,484	415,690	315,541
BLACKSPOT FUNDING				0		92,935	85,184	3,043,648
LRCI - LITTLE BAY ROAD & GREY STREET ASPHALT				0		490,301	449,438	683,871
WA BIKE NETWORK GRANT				0		41,000	37,576	0
REGIONAL ROAD GROUP FUNDING				0		234,667	215,105	187,734
RUNWAY RESEAL - LRCI GRANT				0		0	0	116,241
DFES - LOCAL GOVERNMENT RESILIENCE FUND				0		0	0	500,000
	0	**0**	**0**	**0**	**0**	**1,312,387**	**1,202,993**	**4,903,035**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

15 BONDS & 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 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 May 2024
	$	$	$	$
Transportable House Bonds	17,000	40,400	(7,900)	**49,500**
Footpath Bonds	23,007	19,000	(8,500)	**33,507**
Nomination Deposits	0	500	(864)	**(364)**
Building Levies (BCITF & BRB)	346	32,628	(29,767)	**3,207**
Community Bus Bond	5,400	1,600	(800)	**6,200**
Unclaimed Monies - Rates	5,179	20,140	(19,776)	**5,543**
RSL Hall Key Bond	430	250	(250)	**430**
Special Series Plates	4,510	2,170	(1,400)	**5,280**
Northampton Child Care Association	23,739	83	0	**23,822**
Horrocks Memorial Wall	1,198	2,250	(1,500)	**1,948**
One Life	940	0	0	**940**
Rubbish Tip Key Bond	1,800	200	(200)	**1,800**
Horrocks - Skate/Pump Park	2,000	0	0	**2,000**
RSL - Kalbarri Memorial	31,883	0	0	**31,883**
DOT - Department of Transport	0	213,839	(213,839)	**0**
Cyclone Seroja Donations	0	100	(83)	**17**
Rates - Overpaid	30,761	0	0	**30,761**
Horrocks Lookout	1,353	0	(62)	**1,291**
Miscellaneous Deposits	240	0	0	**240**
Retentions	0	238,112	0	**238,112**
	149,787	**571,271**	**(284,941)**	**436,117**

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

16 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget adoption						0
LRCI3 - Kalbarri Runway Reseal	9.2.3	Capital revenue		145,301		145,301
LRCI3 - Grey Street Asphalt	9.2.3	Capital revenue		275,000		420,301
LRCI3 - NCC Toilet Block	9.2.3	Capital revenue		70,000		490,301
FAG's General Grant	9.2.3	Operating revenue		19,535		509,836
FAG's Road Grant	9.2.3	Operating revenue		17,771		527,607
Plant & Equipment	9.2.3	Capital expenses			(65,000)	462,607
Planning Consultancy	9.2.3	Operating expenses			(50,000)	412,607
Oval Residence	9.2.3	Operating expenses			(50,000)	362,607
Rake Place Residence	9.2.3	Operating expenses			(14,000)	348,607
Strategic Opportunities Reserve	9.2.3				(75,000)	273,607
Leave Reserve	9.2.3				(273,607)	0
Port Gregory Toilet Septic System Upgrade	9.2.3	Capital expenses		19,000		19,000
Kalbarri Sport & Recreation Furniture Contributi	9.2.3	Operating expenses		6,000		25,000
Port Gregory Water supply Shed	9.2.3	Capital expenses			(25,000)	0
Strategic Opportunities Reserve	9.1.7			100,000		100,000
Economic Development Framework Project	9.1.7	Operating expenses			(100,000)	0
LRCI Phase 4 Revenue (Little Bay Road Constr	9.2.3	Capital revenue		282,816		282,816
Little Bay Road Construction Expenditure)	9.2.3	Capital expenses			(282,816)	0
Rebates & Commissions (Revenue)	9.2.3	Operating revenue		11,500		11,500
Kalbarri Airport Runway Reseal (Expense)	9.2.3	Capital expenses			(11,500)	0
Blackspot Grant Revenue	9.2.3	Capital revenue		3,711,625		3,711,625
Kalbarri Road - Shoulder Widening	9.2.3	Capital expenses			(3,711,625)	0
Rebates & Commissions (Revenue)	9.2.3	Operating revenue		1,500		1,500
Contribution - Northampton Creative Obsession	9.2.3	Operating expenses			(1,500)	0
				4,660,048	**(4,660,048)**	**0**

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 3 - GENERAL PURPOSE REVENUE

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
SALE OF REPORTS		Total		Rate	GST	Total	
Owners & Occupiers Electoral Roll		$25.00		$25.00	Nil	$25.00	per roll
Property Addresses Report		$20.00		$20.00	Nil	$20.00	per report
RATES INSTALMENT FEES & CHARGES							
Rate Instalment Fee	*Charged on each additional instalment notice sent*	$5.00		$5.00	Nil	$5.00	per instalment
Rate Instalment Interest Percent	*Interest % charged on rate instalment option*	5.0%		5.0%	Nil	5.0%	per instalment
Late Payment Penalty Interest	*Interest charged per annum calculated on daily*	7.0%		7.0%	Nil	7.0%	per annum/daily
LOCAL AUTHORITY PROPERTY ENQUIRY REPORTS							
Account Inquiry - Rates, Orders and Requisitions		$95.00		$100.00	Nil	$100.00	per inquiry
Account Inquiry - Orders and Requisitions Only		$55.00		$55.00	Nil	$55.00	per inquiry
Account Inquiry - Rates Only		$35.00		$35.00	Nil	$35.00	per inquiry
Standard Archive Search - plans etc	New/Revised Charge	N/A		$55.00	Nil	$55.00	per inquiry
Comprehensive Archive Search - plans etc	New/Revised Charge	N/A		$100.00	Nil	$100.00	per inquiry
Provide additional Rates and Instalment Notice	*Discretionary Charge*	$5.00		$5.00	Nil	$5.00	per account

SCHEDULE 4 - GOVERNANCE

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
PHOTOCOPY/PRINTING CHARGES		Single side incl GST	Double sided incl GST	Single side exc GST	GST	Total	Double sided incl GST
A4 Copies		$0.30	$0.40	$0.27	$0.03	$0.30	$0.40
A3 Copies		$0.40	$0.50	$0.36	$0.04	$0.40	$0.50
A4 use of own paper		$0.10	$0.20	$0.09	$0.01	$0.10	$0.20
A4 Copies - Colour		$0.50	$1.00	$0.45	$0.05	$0.50	$1.00
A3 Copies - Colour		$1.00	$2.00	$0.91	$0.09	$1.00	$2.00
A4 Laminating	*per sheet*	$1.00		$0.91	$0.09	$1.00	
A3 Laminating	*per sheet*	$2.00		$1.82	$0.18	$2.00	
Binding	*per booklet*	$2.00		$1.82	$0.18	$2.00	
SEND/SCAN EMAIL							
Send/Scan 1 - 5 pages		$1.00		$0.91	$0.09	$1.00	
Send/Scan per additional 20 pages		$1.00		$0.91	$0.09	$1.00	
COUNCIL AGENDAS							
Purchase of Council documents (Printed Version)	*includes Agenda, Minutes, other large documents*	$20.00			$3.18	$35.00	per booklet

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 5 - LAW, ORDER AND PUBLIC SAFETY

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
DOG REGISTRATION FEE'S		1 Year	3 Years	1 Year	GST	3 Years	Lifetime
Unsterilised Dog/Bitch	Fees as per the DOG Act 1976	$50.00	$120.00	$50.00	N/A	$120.00	$250.00
Sterilised Dog/Bitch		$20.00	$42.50	$20.00	N/A	$42.50	$100.00
Working Dog (Farm)		¼ of Registration Fee					
Unsterilised Dog/Bitch (Pensioner)		$25.00	$60.00	$25.00	N/A	$60.00	$125.00
Sterilised Dog/Bitch (Pensioner)		$10.00	$21.25	$10.00	N/A	$21.25	$50.00
Sterilisation Refund within 1st Year	Pensioners 50% of Listed Refund	$30.00	$77.50	$30.00	N/A	$77.50	$150.00
Sterilisation Refund in 2nd Year		N/A	$51.66	N/A	N/A	$51.66	$100.00
Sterilisation Refund in 3rd Year		N/A	$25.83	N/A	N/A	$25.83	$50.00
DOG POUND AND OTHER RELATED CHARGES							
Seizure & Impounding Fee	*Set by Council*	$44.00	N/A	$44.00	N/A	N/A	
Sustenance	*Set by Council*	$16.50	N/A	$16.50	N/A	N/A	per day
Animal Destruction Fee	*Set by Council*	$55.00	N/A	$55.00	N/A	N/A	per animal
Possum/Cat Trap Hire	*Set by Council*	$55.00	N/A	$55.00	N/A	N/A	refundable
Kennel Application Fee	*Fixed under local law*	$100.00	N/A	$100.00	N/A	N/A	per application
Annual Kennel Registration Fee	*Fixed under local law*	$50.00	N/A	$50.00	N/A	N/A	per annum
Renewal of Kennel Licence	*Fixed under local law*	$50.00	N/A	$50.00	N/A	N/A	per annum
Dog Barking Control Device	*Hire Fee per week*	$22.00	N/A	$25.00	N/A	N/A	per week
Dog Barking Control Device	*deposit*	$55.00	N/A	$100.00	N/A	N/A	refundable
CAT REGISTRATION FEE'S							
Sterilised Cat		$20.00	$42.50	$20.00	N/A	$42.50	$100.00
Pensioner Owned Cat		$10.00	$21.25	$10.00	N/A	$21.25	$50.00
Annual application to Breed (per cat)		$100.00	N/A	$100.00	N/A	N/A	
CAT POUND AND OTHER RELATED CHARGES							
Seizure & Impounding Fee	*Set by Council*	$44.00	N/A	$44.00	N/A	N/A	per animal
Sustenance	*Set by Council*	$16.50	N/A	$16.50	N/A	N/A	per day
Animal Destruction Fee	*Set by Council*	$55.00	N/A	$55.00	N/A	N/A	per animal
Cat Trap Hire	*Set by Council*	$55.00	N/A	$55.00	N/A	N/A	refundable

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 7 - HEALTH

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
		Total		Std Rate	GST	Total	
Kalbarri Doctors Surgery	*3.4% increase applied 2024/2025*	$6,070.06		$5,705.86	$570.59	$6,276.45	per annum
Northampton Doctors Surgery	*3.4% increase applied*	$5,836.00		$5,486.40	$548.64	$6,035.04	per annum
Trading in Public Places Policy	*Annual fee*	$220.00		$200.00	$20.00	$220.00	per annum
	Health (Offensive Trades Fees) Regulations 1976 as amended						
Offensive Trades Licenses	*Piggeries Fee*	$298.00		$298.00	Nil	$298.00	License per annum
Offensive Trades Licenses	*Fish Processing Fee plus Other Offensive Trades)*	$298.00		$298.00	Nil	$298.00	License per annum
Offensive Trades Licenses	*Inspection of OT Premises*	$60.00		$60.00	Nil	$60.00	minimum per inspection
Water Monitoring of Private Water Samples	*Microbiological Water Sample*	$44.00		$44.00	Nil	$44.00	per sample
	Chemical Water Sample	$275.00		$250.00	$25.00	$275.00	per sample
Water Monitoring of Semi Public Pools	*Microbiological Water Sample*	$35.00		$35.00	Nil	$35.00	per sample
Food Act Registration		$225.00		$240.00	Nil	$240.00	License per annum

SCHEDULE 9 - HOUSING

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
STAFF		Total		Std Rate	GST	Total	
Lot 42 Bateman Street - Northampton	*Per Employment Contract*			*Set by Employment Contract*			
Lot 605 Salamit Place - Kalbarri	*Per Employment Contract*			*Set by Employment Contract*			
Lot 454 Fitzgerald St - Northampton	*Per Employment Contract*			*Set by Employment Contract*			
Lot 23 Rake Place - Northampton	*Per Employment Contract*			*Set by Employment Contract*			
Harvey Road (Oval) - Northampton	*Per Employment Contract*			*Set by Employment Contract*			
OTHER							
Lot 72 Seventh Avenue - Northampton		$133.00		$133.00	Nil	$133.00	per week
Lot 6 Robinson Street - Northampton		$130.00		$130.00	Nil	$130.00	per week
Lot 14 Callion Way - Kalbarri	*Doctors Residence provided rent free*	N/A		N/A	N/A	N/A	
Lot 43 Bateman Street - Northampton	*Doctors Residence provided rent free*	N/A		N/A	N/A	N/A	
Lucky Bay Caretakers Accommodation	*Rent of accommodation and shed*	$100.00		$100.00	$0.00	$100.00	Per Week

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
PLANNING REPORTS		**Total**		**Std Rate**	**GST**	**Total**	
Rural Strategy		*Cost Recovery + 10% Admin Fee*					per copy
Town Planning Scheme Reports		*Cost Recovery + 10% Admin Fee*					per copy
Digital copy of planning document		$30.00		$35.00	Nil	$35.00	
PLANNING SERVICES							
Development Applications	(a) Not more than $50,000	$147.00		$147.00	Nil	$147.00	
	(b) More than $50,000 but not more than $500,000	0.32% of the estimated cost o		0.32% of the estimated cost of development			
	(c) More than $500,000 but not more than $2.5 million	$1,700 + 0.257% for every $		$1,700 + 0.257% for every $1 in excess of $500,000			
	(d) More than $2.5 miilion but not more than $5 million	$7,161 + 0.206% for every $		$7,161 + 0.206% for every $1 in excess of $2.5 million			
	(e) More than $5 million but not more than $21.5 million	$12,633 + 0.123% for every		$12,633 + 0.123% for every $1 in excess of $5 million			
	(f) More than $21.5 million	$34,196.00		$34,196.00			
Penalty Provisions NOTE:	*If development has commenced, or been carried out, an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application.(in addition to the initial application fee)*						
Mobile Food Vehicle Application	*Pre-approved site per Local Planning Policy*	$50.00		$45.45	$4.55	$50.00	
Mobile Food Vehicle Application	*Other sites*	$297.00		$270.00	$27.00	$297.00	
Mobile Food Vehicle Permit	*Three month (MFV) permit*	$250.00		$227.27	$22.73	$250.00	Three month permit
Mobile Food Vehicle Permit	*Six month (MFV) permit*	$500.00		$454.55	$45.45	$500.00	Six month permit
Mobile Food Vehicle Permit	*Twelve month (MFV) permit*	$1,000.00		$909.09	$90.91	$1,000.00	Twelve month permit
Mobile Food Vehicle Permit	*Temporary (MFV) permit less than three months*	$100.00		$90.91	$9.09	$100.00	Temporary permit

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
		Total		Std Rate	GST	Total	
SUBDIVISION CLEARANCE - LANDSCAPING							
Legal Agreement				Prepared by Councils Solicitors at the Subdividers Cost			
Bond	not more than $10,000			100% of the total value of landscaping works, or an alternative			
	More than $10,000			arrangement to the full bond, including the lodgement of an absolute			
				caveat over lots within the subdivision.			
Amended Plans	(this applies where a determination is already given by			66% of the original application fee with a minimum of $73.			
	the Council or where amended plans are submitted						
	and not requested by the Council)						
SUBDIVISION CLEARANCE - LANDSCAPING							
Subdivision Clearances	not more than 5 lots	$73.00		$73.00	Nil	$73.00	per lot
	between 6 and 195 lots (first 5 lots charged at $73 each)	$35.00		$35.00	Nil	$35.00	per lot
	more than 195 lots	$7,393.00		$7,393.00	Nil	$7,393.00	
Extractive Industry	Initial Fee	$739.00		$739.00	Nil	$739.00	
	Annual Renewal Fee	$315.00		$315.00	Nil	$315.00	
Penalty Provisions NOTE:	*If development has commenced, or been carried out, an additional amount of $1,478 by way of penalty*						
Home Occupations/Cottage Industries	initial fee	$222.00		$222.00	Nil	$222.00	
	renewal fee	$73.00		$73.00	Nil	$73.00	
Penalty Provisions NOTE:	*If the home occupation or cottage industry has commenced, an additional amount of $444 by way of penalty*						
Other Planning Charges	Change of use/continuation of non-conforming use where						
	development is not occurring	$295.00		$295.00	Nil	$295.00	
Penalty Provisions NOTE:	*If the change of use or the alteration or extension or change of the non-conforming use has commenced, an additional amount of $590 by way of penalty.*						
	Demolition where Planning Approval is required	$147.00		$147.00	Nil	$147.00	
	Relocation of Building Envelope	$147.00		$147.00	Nil	$147.00	
	Reply to Property Settlement Questionnaire	$90.00		$90.00	Nil	$90.00	
	Issue of written planning advice	$73.00		$73.00	Nil	$73.00	
	Extension of current Planning Approval	$145.00		$131.82	$13.18	$145.00	
	Issue of Section 40 Certificate	$90.00		$81.82	$8.18	$90.00	
	Issue of Zoning Certificate	$73.00		$73.00	Nil	$73.00	
	Road/ROW/PAW request for closure	$760.00		$690.91	$69.09	$760.00	

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
		Total		Std Rate	GST	Total	
Town Planning Scheme Amendments	Basic Scheme Amendment	$2,205.00		$2,205.00	Nil	$2,205.00	
	Standard Scheme Amendment	$4,410.00		$4,410.00	Nil	$4,410.00	50% refundable if not advertised
	Complex Scheme Amendment	$8,820.00		$8,820.00	Nil	$8,820.00	50% refundable if not advertised
	Structure Plan	$6,930.00		$6,930.00	Nil	$6,930.00	
	Modification to plans once approval given	$2,310.00		$2,310.00	Nil	$2,310.00	
	Local Development Plan (other than required as part of subdivisi	$760.00		$760.00	Nil	$760.00	
	Modification to plans once approval given	$315.00		$315.00	Nil	$315.00	
Advertising/Consultating Fee's	On site signage (per sign)	$375.00		$340.91	$34.09	$375.00	
	Newspaper advertising (per advertisement)	$375.00		$340.91	$34.09	$375.00	
	Level A Consultation	N/A		$0.00	Nil	$0.00	No additional charge
	Level B Consultation	$150.00		$136.36	$13.64	$150.00	
	Level C Consultation	$300.00		$272.73	$27.27	$300.00	
	Level D/E Consultation	$600.00		$545.45	$54.55	$600.00	
	(1) 'Basic', 'Standard' and 'Complex' Town Planning Scheme Amendments are as defined within the Planning and Development (Local Planning Schemes) Regulations 2015						
	(2) "Cost Recovery" is calculated on the basis of costs incurred by the Shire from outside suppliers plus a 10% Administration charge.						
	(3) Fees are non-refundable unless otherwise stated.						
	Pre-Strata inspection	$380.00		$345.45	$34.55	$380.00	

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
		Total		Std Rate	GST	Total	
REFUSE SITES							
Northampton & Kalbarri Refuse Sites	General Waste - Builders Rubble, containinated with refuse						
Commercial/Business Vehicles	Small Trailer (6x4 or 1.5M^2)	$17.50		$15.91	$1.59	$17.50	per m^3
	Tandem Trailer or Large Trailer (2.0M^2)	N/A		$22.72	$2.27	$25.00	per m^3
	Single Axle Truck (5.0m^2)	N/A		$31.82	$3.18	$35.00	per m^3
	Tandem Axle Truck (8.0m^2)	$60.00		$54.55	$5.45	$60.00	per m^3
	Putrescible Waste (Placed in bulk bins)	$58.00		$52.73	$5.27	$58.00	per load
	Cardboard - Small load (Flattened no inserts) -6x4 or ute	$30.00		$27.27	$2.73	$30.00	per load
	Cardboard - Large Load (Flattened no Inserts)	$58.00		$52.73	$5.27	$58.00	per load
	Green Waste Only (Uncontanimated)	$11.50		$10.45	$1.05	$11.50	per load
	Mattress - Single	$13.00		$11.82	$1.18	$13.00	per unit
	Mattress - Double or larger	$23.00		$20.91	$2.09	$23.00	per unit
Non-commercial/Private Vehicles							
Tray Back/Utility type vehicles/Trailers	General Waste (Inert)	$5.00		$4.55	$0.45	$5.00	per load
	Green Waste Only (Uncontanimated)	$2.00		$1.82	$0.18	$2.00	per load
	Bulk Putrescible Waste	$16.00		$14.55	$1.45	$16.00	per small trailer
	Putrescible Waste (200L/240L)	$5.50		$5.00	$0.50	$5.50	per drum/bin
	Cardboard (Flattened & No Inserts)	$35.00		$31.82	$3.18	$35.00	per load
	Mattress - Single	$10.00		$9.09	$0.91	$10.00	per unit
	Mattress - Double/Queen/King	$20.00		$18.18	$1.82	$20.00	per unit
	Tractor Tyres (No rim) 1M to 2M Tall	$120.00		$109.09	$10.91	$120.00	each
	Tractor Tyres (No rim) up to 1M Tall	$60.00		$54.55	$5.45	$60.00	each
	Truck Tyres (No rim)	$33.00		$30.00	$3.00	$33.00	each
	Four Wheel Drive (4WD) Tyres - (No rim)	$12.00		$10.91	$1.09	$12.00	each
	Motor Vehicle Tyres (No rim)	$10.00		$9.09	$0.91	$10.00	each
	Motor Cycle Tyres (No rim)	$7.00		$6.36	$0.64	$7.00	each
	Fire Extinguishers	$2.00		$1.82	$0.18	$2.00	each
	LPG Bottles - Small	$2.00		$1.82	$0.18	$2.00	each
	LPG Bottles - Large (9kg)	$10.00		$9.09	$0.91	$10.00	each
	White Goods (Stove/Fridge/Freezer/Washing Machine etc)	$10.00		$9.09	$0.91	$10.00	each
	Car Bodies	$10.00		$9.09	$0.91	$10.00	each
	Car Batteries	N/A		$1.82	$0.18	$2.00	each
	TV/Computer/Printer/Scanner (Small/Medium)	N/A		$4.55	$0.45	$5.00	each
	TV/Computer/Printer/Scanner (Large)	N/A		$9.09	$0.91	$10.00	each

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
REFUSE CONTINUED		Total		Std Rate	GST	Total	
Asbestos - Special Burials (Kalbarri Refuse Site Only)	Asbestos - Non Commercial Operators - up to $10m^2$	$10.00		$9.09	$0.91	$10.00	per sheet/minimun $20.00
	Asbestos - Commercial Operators	$75.00		$68.18	$6.82	$75.00	per m3/minimun $150.00
240L Wheelie Bin	Recoup of cost of 240L bins	$100.00		$90.91	$9.09	$100.00	per bin
Rubbish Bin Parts	Wheels	$10.00		$9.09	$0.91	$10.00	per item
	Axles	$10.00		$9.09	$0.91	$10.00	per item
	Lids	$18.00		$16.36	$1.64	$18.00	per item
	Pins	$1.00		$0.91	$0.09	$1.00	per item
Port Gregory Fishermans Wharf	$1.5m^3$ - Front Loader Bin (Serviced Weekly)	$44.50		$40.45	$4.05	$44.50	per bin/ service
Kalbarri Fishermans Wharf	$3.0m^3$ - Front Loader Bin (Serviced Weekly)	$89.50		$81.36	$8.14	$89.50	per bin/ service
Half Way Bay - Rubbish Removal		$290.00		$263.64	$26.36	$290.00	per bin/ year
Septic Tank Application Fee	*Charges are fixed by State legislation.*	$118.00		$118.00	Nil	$118.00	per application
Inspection Fee	Charges are fixed by State legislation.	$118.00		$118.00	Nil	$118.00	per inspection
Local Government Report Fee	Charges are fixed by State legislation.	$118.00		$118.00	Nil	$118.00	per report
COMMUNITY BUS							
Hire of Bus	All fuel costs plus fee	$0.65		$0.59	$0.06	$0.65	per kilometre
	Seniors and school children	$0.55		$0.50	$0.05	$0.55	per kilometre
	Northampton Active Seniors	$0.25		$0.23	$0.02	$0.25	per kilometre
Deposit	Refundable deposit	$200.00		$200.00	Nil	$200.00	refundable

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
CEMETERY BURIAL FEES		Total		Std Rate	GST	Total	
Ordinary Grave for an adult (Mon to Friday)		$500.00		$454.55	$45.45	$500.00	
Ordinary Grave for an adult (Sat, Sun or Public Holiday)		$600.00		$545.45	$54.55	$600.00	
Grave for a child under 7 years (Mon to Fri)		$300.00		$272.73	$27.27	$300.00	
Grave for a child under 7 years (Sat, Sun or Public Holiday)		$400.00		$363.64	$36.36	$400.00	
Test dig via request (at cost to applicant)							
Excavator/Rock Breaker if required charged back to applicant at cost.							
CEMETERY REOPENING FEES							
Ordinary Grave for an adult		$200.00		$272.73	$27.27	$300.00	
Grave for a child under 7 years		$160.00		$159.09	$15.91	$175.00	
CEMETERY/MISCELLANEOUS CHARGES							
Funeral Directors Licence		$100.00		$100.00	Nil	$100.00	
Monument Fee (Adult)		$55.00		$50.00	$5.00	$55.00	
Monument Fee (Baby/Infant)		$27.50		$25.00	$2.50	$27.50	
Single Niche Wall Fee		$27.50		$27.27	$2.73	$30.00	
Double Niche Wall Fee		$55.00		$54.55	$5.45	$60.00	
Plaque for Niche Wall				At cost plus 10% GST			
Horrocks Memorial Wall Plaques		$250.00		$250.00	Nil	$250.00	
Affix Memorial Tree Leaf		N/A		$27.27	$2.73	$30.00	

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 11 - RECREATION AND CULTURE/LIBRARIES

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
FORESHORE LEASES							
Baileys Marine Fuels - Lot 200 Grey St Kalbarri	*3.4% increase applied 2024/2025*	$4,520.75		$4,249.50	$424.95	$4,674.45	per annum
OVAL RESERVE RENTALS							
Northampton Agricultural Society	*3.4% increase applied 2024/2025*	$654.72		$615.44	$61.54	$676.98	per annum
Northampton Football club	*3.4% increase applied 2024/2025*	$2,658.90		$2,499.37	$249.94	$2,749.30	per annum
Northampton Cricket Club	*3.4% increase applied 2024/2025*	$241.13		$226.66	$22.67	$249.33	per annum
Education Department	*3.4% increase applied 2024/2025*	$3,666.18		$3,446.21	$344.62	$3,790.83	per annum
KALBARRI FORESHORE RESERVE							
Kalbarri Boat Hire	*3.4% increase applied 2024/2025*	$1,293.04		$1,215.46	$121.55	$1,337.00	per annum

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 11 - RECREATION AND CULTURE/LIBRARIES

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
RSL HALL NORTHAMPTON HIRE CHARGES		Total		Std Rate	GST	Total	
Weddings/Parties/Functions		$150.00		$136.36	$13.64	$150.00	per booking
Bond for Hire - Excluding Meetings	*(No GST)*	$250.00		$250.00	N/A	$250.00	per booking
Meetings		$25.00		$22.73	$2.27	$25.00	per booking
Miscellaneous Use Hire	*Where use does not fit into other categories*	$50.00		$45.45	$4.55	$50.00	per booking
Travelling Shows/Films etc		$75.00		$68.18	$6.82	$75.00	per booking
Local Club/Organisations Meeting		No charge		No charge			
Chair Hire Fee		$22.00		$20.00	$2.00	$22.00	per 50 chairs min of 50 chairs
Trestle Hire Fee		$11.00		$10.00	$1.00	$11.00	per trestle
ALLEN CENTRE MEETING ROOM HIRE CHARGES							
Local Club Meeting		No charge		No charge			
Local Club Meeting with drinks/food		$25.00		$22.73	$2.27	$25.00	per booking/day
Hire of Meeting room by outside groups/organisations		$75.00		$68.18	$6.82	$75.00	per booking/day
Miscellaneous Use Hire	*Where use does not fit into other categories*	$50.00		$45.45	$4.55	$50.00	per booking
Bond for Hire - Excluding Meetings		$250.00		$250.00	N/A	$250.00	per booking
Other uses		At discretion of Council				At discretion of Council	

SCHEDULE 12 - TRANSPORT

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
DIRECTIONAL SIGNS		Total		Std Rate	GST	Total	
Single Sided Sign	*At cost of sign and freight*	At Cost		At Cost	10%		per sign
Double Sided Sign	*At cost of sign and freight*	At Cost		At Cost	10%		per sign
Installation of signs (Existing Post/Structure)		$60.00		$54.55	$5.45	$60.00	per sign
Installation of signs (New Location)		At Cost		At Cost	10%		
KALBARRI AIRSTRIP CHARGES							
Pexton Nominees Hangar Fees	*3.4% increase applied 2024/2025*	$755.20		$709.89	$70.99	$780.88	per annum
Pexton Nominees Landing Fees		$3,750.00		$3,409.09	$340.91	$3,750.00	per annum
Voluntary Landing contribution		$20.00		$18.18	$1.82	$20.00	per landing
Additional Hangar Site	per square metre	$5.50		$5.00	$0.50	$5.50	per annum
Hanger No 2 - G McFarlane	*3.4% increase applied 2024/2025*	$423.11		$413.63	$41.36	$454.99	per annum
Permanent private aircraft parking	in lieu of landing charges	$264.00		$240.00	$24.00	$264.00	per annum

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 13 - RURAL SERVICES/TOURISM/BUILDING CONTROL/WATER SUPPLY

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
CARAVAN PARK LEASES		Total		Std Rate	GST	Total	
Summerstar Pty Ltd - Lot 12158 Glance Street, Horrocks	*3.4% increase applied 2024/2025*	$23,736.08		$22,311.91	$2,231.19	$24,543.10	per annum
Lot 101 Mitchell Street, Horrocks	*Set by lease agreement.*	$13,699.74		$12,454.31	$1,245.43	$13,699.74	per annum
Tasman Tourism Property - Lot 588 Grey Street, Kalbarri	*3.4% increase applied 2024/2025*	$25,770.95		$24,224.69	$2,422.47	$26,647.16	per annum
Tasman Tourism Property - Lot 589 Grey Street, Kalbarri	*3.4% increase applied 2024/2025*	$15,940.31		$14,983.89	$1,498.39	$16,482.28	per annum
R.Reynolds - Reserve 49842 Little Bay	No Annual Increase	$550.00		$500.00	$50.00	$550.00	per annum
BUILDING PERMITS							
Class 1 and 10 Buildings (Uncertified)	*Set by state legislation*	0.32%		0.32%	Nil	0.32%	value of application
Class 1 and 10 Buildings (Certified)	*Set by state legislation*	0.19%		0.19%	Nil	0.19%	value of application
Minimun Building application Fee	*Set by state legislation*	$110.00		$110.00	Nil	$110.00	per application
All other Building Classes - Class 2 to 9 (Certificate)	*Set by state legislation*	0.09%		0.09%	Nil	0.09%	value of application
Application to Extend a Building Permit	*Set by state legislation*	$110.00		$110.00	Nil	$110.00	per application
Demolotion Permit Class 1 & 10	*Set by state legislation*	$110.00		$110.00	Nil	$110.00	per application
Demolotion Permit Class 2 to 9 (Each Storey)	*Set by state legislation*	$110.00		$110.00	Nil	$110.00	per storey
Application for occupancy permit (strata scheme)	*Set by state legislation*	$110.00		$110.00	Nil	$110.00	$11.60 per unit, min = $110
Building Services Levy (BSL) < $45,000	*Set by state legislation*	$61.65		$61.65	Nil	$61.65	
Building Services Levy (BSL) > $45,000	*Set by state legislation*	0.137%		0.137%	Nil	0.137%	value of application
CITF Levy (BSL) - $20,000	*Set by state legislation*	0.20%		0.20%	Nil	0.20%	value of application
Bond for kerbs, verges & paths	*Bond requested at discretion of Building Surveyor*	$500.00		$500.00	Nil	$500.00	prior to application
Bond - Relocated Dwellings	*Bond refundable on completion of building*	$10,000.00		$10,000.00	Nil	$10,000.00	prior to application
Building Certification Service	*Under New Building Act 2011*	$176.00		$160.00	$16.00	$176.00	per hour
Septic Tank & Effluent Disposal Fees	*Set by state legislation - includes application fee and inspection fee*	$236.00		$236.00	Nil	$236.00	per application
SWIMMING POOL INSPECTION FEES							
Annual Pool Inspection Fee	*Pool inspection every 4 years, charge is per annum.*	$16.50		$19.50	Nil	$19.50	per annum
WATER							
Water purchase from Shire standpipe	*Charged at cost plus additional administration component of 10%. Minimum charge of $2.50 per KL & $20.00 per Vessel*	$2.00		$2.00	Nil	$2.00	per KL (minimun)
Port Gregory Water Supply	*Contribution to water consumption (BASF)*	$1,000.00		$1,000.00	Nil	$1,000.00	per annum

SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES
2024/2025

SCHEDULE 14 - PRIVATE WORKS/OTHER PROPERTY

DESCRIPTION	COMMENTS	2023/2024 UNIT RATE		2024/2025 UNIT RATE			
PLANT HIRE CHARGES		Total		Std Rate	GST	Total	
Prime Mover & Low Loader	*Wet hire only*	$175.00		$159.09	$15.91	$175.00	per hour
12 Tonne Tip Truck (no trailer)	*Wet hire only*	$130.00		$118.18	$11.82	$130.00	per hour
12 Tonne Tip Truck with trailer	*Wet hire only*	$150.00		$136.36	$13.64	$150.00	per hour
Small Tip Truck	*Wet hire only*	$100.00		$90.91	$9.09	$100.00	per hour
Grader	*Wet hire only*	$185.00		$168.18	$16.82	$185.00	per hour
Loader	*Wet hire only*	$150.00		$136.36	$13.64	$150.00	per hour
Backhoe	*Wet hire only*	$150.00		$136.36	$13.64	$150.00	per hour
Tractor	*Wet hire only*	$100.00		$90.91	$9.09	$100.00	per hour
Roller	*Wet hire only*	$150.00		$136.36	$13.64	$150.00	per hour
Plate Compactor	*Per day minimun hire*	$110.00		$100.00	$10.00	$110.00	per day
Jack Hammer	*Per day minimun hire*	$110.00		$100.00	$10.00	$110.00	per day
Genset	*Per day minimun hire*	$90.00		$81.82	$8.18	$90.00	per day
Sale of Gravel	*Dependant on location - refer Manager of Works*			*Cost Recovery + 10% Admin Fee*			per m^3
Sale of Sand	*Dependant on location - refer Manager of Works*			*Cost Recovery + 10% Admin Fee*			per m^3
LEASE CHARGES							
Unit 1 Lot 83 Kitson Circuit, Northampton	*3.4% increase applied 2024/2025*	$7,575.50		$7,120.97	$712.10	$7,833.07	Per annum
Unit 2 Lot 83 Kitson Circuit, Northampton	*3.4% increase applied 2024/2025*	$7,575.50		$7,120.97	$712.10	$7,833.07	Per annum
Unit 3 Lot 83 Kitson Circuit, Northampton	*3.4% increase applied 2024/2025*	$8,838.09		$8,307.80	$830.78	$9,138.58	Per annum
Unit 4 Lot 83 Kitson Circuit, Northampton	*3.4% increase applied 2024/2025*	$8,838.09		$8,307.80	$830.78	$9,138.58	Per annum
Lot 81 Kitson Circuit, Northampton	*Initial Lease Term Expires 30/10/2024/Set by lease*	$16,588.00		$15,080.00	$1,508.00	$16,588.00	Per annum
Halfway Bay Cottages	*Lease fees per lease conditions*	$550.00		$500.00	$50.00	$550.00	Per annum

NORTHAMPTON
Western Australia

17 APR 2024

Northampton Tourist Association (INC)
PO Box 289 Northampton WA 6535
Ph: 9934 1488
Email: info@northampton.com.au
ABN 22 162 089 380

April 17 2024

Attention: Grant Middleton CPA
Executive Manager Corporate Services
Shire of Northampton
PO Box 61
Northampton WA 6535

The Northampton Tourist Association requests the amount of $35,000.00 in our annual request from Council.

This funding is required in order to fulfill our obligation to Tourism in our Heritage Town and surrounding areas, such as Horrocks Beach, Lynton, Port Gregory, Kalbarri and other places and items of interest to those who approach us for information on the Shire itself and beyond.

We are now discussing much improved advertising of our Heritage history and going forward (with Council approval) towards a new Information Bay to replace much of the information that was destroyed by Cyclone Seroja.

We look forward to your favorable reply.

Justeen Varney
Treasurer
Northampton Tourist Association (Inc)

historically beautiful

Kalbarri Visitor Centre

10th May 2024

Mr Grant Middleton
Executive Manager Corporate Services
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535

Dear Grant,

RE: Budget Submission – Kalbarri Visitor Centre – Operating Subsidy – 2024-2025

We extend our sincere gratitude for the Shire's continuous support of the Kalbarri Visitor Centre. Your support has been invaluable in promoting tourism and economic growth in our region.

As we strive to further enhance our impact, I am writing to formally request an increase in funding for the Visitor Centre. The Centre plays a crucial role in promoting tourism and supporting both visitors and local business within the Kalbarri region. The request for an increase in funding for the Visitor Centre is necessitated by rising operational costs inherent in conducting business in the current climate.

Increased Tourism Promotion: As we are a visitor centre running as a member-based not-for-profit model, we rely on additional support from the Shire to expand our efforts to attract more visitors to the region. As well as looking at what more we can offer, and create, to enhance the visitor experience once they are here. The KVC serves as the hub for tourism for both promotion and support to visitors. KVC supports promotion of the whole region, not just Kalbarri i.e. Northampton, Horrocks and Port Gregory.

Support for Parks and Wildlife and the National Parks – the main attraction that draws visitors to the region: Our centre plays a vital role in supporting Parks and Wildlife by providing information, National Park passes, guidance and resources to visitors. The Visitor Centre is open seven days a week to provide service, whereas the Parks and Wildlife office are closed on weekends and public holidays and have shorter opening hours during the day.

Labor-Intensive Operation: The KVC operates as a high labour-intensive environment, requiring dedicated staff to provide face-to-face assistance and support to visitors daily. With strong emphasis on the face-to-face interaction, the Centre serves as the primary point of contact for visitors, necessitating sufficient staffing levels to meet the demands of enquiries and assistance. As a busy centre, we are committed to maintaining an elevated level of service excellence. KVC has pride in its accreditation as a Level 1 Visitor Centre with the Tourism Council WA – this is the highest accreditation for a Visitor Centre and requires us to run as a seven-day week operation.

Continuous Engagement: The KVC engages in many activities to promote tourism to the region. This includes online and social media promotion, which is essential for reaching a wider audience and increasing awareness of Kalbarri and the region as a premier destination. Social media and digital promotion, as well as other online endeavours, is also a labour-intensive task.

Kalbarri Visitor Centre INC (08) 9937 1104 | PO Box 219 Kalbarri WA 6536 | bookings@kalbarri.org.au | www.kalbarri.org.au

Kalbarri Visitor Centre

Our involvement in attending various events and initiatives e.g. Tourism Conferences and Tourism Shows, allows us to highlight the region's attractions and offerings. These efforts contribute significantly to the overall success of our tourism promotion. To effectively sustain and expand these initiatives, additional support and resources are crucial.

Additional resources would allow us to augment our visitor services, including information provision, creation of walking tours, boutique activities and experiences, guided tours and educational programs. Accessibility and sustainability are also an important focus as we move into an evolving tourism landscape.

Transformative Progress: Over the past eighteen months, under new management and with the guidance of a refreshed committee, KVC has made significant improvements across various facets of its operation. KVC has successfully navigated challenges that have put the Centre on a trajectory of sustainability and growth. Our commitment to improving efficiency has resulted in a positive turnaround. We have implemented a new governance policy and streamlined operations which has provided solid momentum that we can continue to build upon.

The Shire have been incredibly supportive over recent years where previous operating subsidies have enabled the Visitor Centre to continue to support the community and its visitors. We thank the Shire for their ongoing financial assistance which is instrumental for the Visitor Centre to continue this work.

The Kalbarri Visitor Centre (KVC) wish to apply for an annual operating subsidy from the Shire of Northampton of $75,000 for the 2024-2025 financial year.

We have a strong team in place providing professional service and assistance to visitors as well as a supportive voluntary committee who are passionate about the KVC and tourism. We are continuing to build on our sturdy foundation of membership which demonstrates firm support for our services and the Centre.

There is an optimistic and positive outlook for Kalbarri's future. Kalbarri is moving forwards from the recent challenging years with visitors continuing to return to the region, and in so supporting local businesses.

We trust Council with its many financial considerations will review our request in favour, to continue this essential service to the town and the Shire of Northampton.

Kind Regards

Natalie Moir
Manager
Kalbarri Visitor Centre Management Committee

Kalbarri Visitor Centre INC (08) 9937 1104 | PO Box 219 Kalbarri WA 6536 | bookings@kalbarri.org.au | www.kalbarri.org.au

Kalbarri Visitor Centre

10th May 2024

Mr Grant Middleton
Executive Manager Corporate Services
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535

Dear Grant,

RE: Budget Submission – Kalbarri Tourism Specialised Area Rate – 2024-2025

We want to thank Council for its ongoing support.

As Council are aware, one of the primary roles of the Kalbarri Visitor Centre is to promote and service the Kalbarri region as an attractive tourism destination within the Shire. We thank the Shire for the approved funding granted to the KVC that allows us to achieve this.

The Specified Area Rate funding is vitally important in promoting Kalbarri and the region as a desirable tourism destination and assists in increasing visitation. Funds from previous years and the current year have enabled and will enable the Centre to participate in the well-known Destination WA program that airs in prime time, as well as across their wider digital platforms. The funding has also assisted us in being able to market and promote the town and region across other various print and online mediums, this has been crucial as we continue to move forward from the recent challenging years.

We request an allocation of $30,000 from the 2024-2025 Kalbarri Tourism Specified Area Rate to be granted to the Centre. This will allow us to continue marketing Kalbarri and the region through TV, digital, and print media and attendance at tourism trade shows to strengthen our presence as one of WA's top and most unique holiday destinations.

Thank you for your consideration, we look forward to a favourable outcome.

Kind Regards

Natalie Moir
Manager
Kalbarri Visitor Centre Management Committee

Kalbarri Visitor Centre INC (08) 9937 1104 | PO Box 219 Kalbarri WA 6536 | bookings@kalbarri.org.au | www.kalbarri.org.au

ATTACHMENT: (1)

Delegated Planning Decisions for May 2024

D/A No	Applicant	Property	Purpose	Decision	Value
2024-025	SENIORS ART HUB	LOT 121 (NO. 202) HAMPTON ROAD, NORTHAMPTON	SIGNAGE	8 May 2024	$200
2024-026	RUSSELL SMITH	RESERVE 52436 GREY STREET KALBARRI	MOBILE FOOD VEHICLE PERMIT RENEWAL (JETTY FISH TRUCK)	10 May 2024	**
2024-027	GERALDTON BUILDING SERVICES & CABINETS PTY LTD	RESERVE 29729 LOT 449 (NO. 103) STEPHEN STREET, NORTHAMPTON	LANDSCAPING 'BROOKVIEW' RESIDENTIAL CARE COMPLEX	13 May 2024	$369,937
2024-028	S DRAGE	LOT 13 (NO. 219) HAMPTON ROAD, NORTHAMPTON HERITAGE LISTED BUILDING MI PLACE NO. 069	FENCE	13 May 2024	$6,000
2024-029	NORTHAMPTON BOWLING CLUB INC.	LOT 39 (NO. 255) HAMPTON ROAD, NORTHAMPTON	PATIO	13 May 2024	$21,000
2024-030	STATESIDE MAINTENANCE PTY LTD	LOT 121 (NO. 202) HAMPTON ROAD, NORTHAMPTON HERITAGE LISTED BUILDING PLACE NO. 91	REPAIRS FORMER NORTHAMPTON POLICE STATION QUARTERS AND COURT HOUSE (CYCLONE SEROJA)	13 May 2024	$64,889
2024-033	KATHLEEN DEADMAN	RESERVE 25307 GREY STREET, KALBARRI AND LOT 766 (NO. 46) GLASS STREET, KALBARRI	MOBILE FOOD VEHICLES APPLICATION (COFFEE VAN AND KOMBI VAN) 'KAT-A-CHINO'	20 May 2024	**
2024-034	CK AND AM SCOTT	LOT 25 WILLIGULLI ROAD, SANDY GULLY	FARMWORKERS ACCOMMODATION	20 May 2024	$125,000
2024-035	E REYNOLDS	LOT 43 (NO. 79) GLANCE STREET, HORROCKS	HOME BUSINESS (FITNESS PILATES CLASSES)	24 May 2024	**
2024-035 Amended	E REYNOLDS	LOT 43 (NO. 79) GLANCE STREET, HORROCKS	HOME BUSINESS (FITNESS PILATES CLASSES)	24 May 2024	**
2024-036	LG STEVENS	UNIT 10 (NO. 116) NANDA DRIVE, KALBARRI	PATIO (GROUPED DWELLING)	28 May 2024	$19,300
2024-037	EJ CLARKE	LOT 4 (NO. 13) RALPH	SINGLE HOUSE (R-CODE	30 May 20924	$142,000

		STREET, KALBARRI	VARIATION)		

** *Includes administrative applications which are allocated no value and can include Commercial Vehicle Parking, Mobile Food Vehicle, Commercial Recreational Tourism License and Temporary and Exemption Approval Applications.*

Aerial Photography of Lot 51 Port Gregory Road, Yallabathara

element.

Our Ref: 21-434

23 April 2024

Chief Executive Officer
Shire of Northampton
Hampton Road, Northampton
Northampton WA 6535

Attn: Brian Robinson – Executive Managers, Community Development and Regulation

APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED HOLIDAY HOUSE

element acts on behalf of Blueline Enterprises Pty Ltd, the landowner of Lot 51 Port Gregory Road, Yallabatharra (the subject site). We are pleased to submit this application for development approval to the Shire of Northampton (the Shire) for a proposed Holiday House.

In accordance with the Shire's development application requirements, please find enclosed the following information to support the proposed development:

- Completed and signed Shire of Northampton 'Application for Development Approval' form;
- Current copy of the Certificate of Title for the subject site;
- Site Feature Survey;
- Architectural Plans;
- Landscape Plans;
- Bushfire Management Plan and Bushfire Emergency Plan; and
- Environmental Assessment Report.

Based on the $1million estimated cost of construction, we understand that there is a lodgement fee of $2,985.00 for this application. In this regard, we kindly request that the relevant invoice be addressed to Chadd Burgess of Blueline Enterprises Pty Ltd.

SUBJECT SITE

The subject site is bound by Port Gregory Road to the north-east, the Indian Ocean coastline to the south-west and vacant rural properties to the north-west and south-east. The subject site is located approximately 3.5km from the Gregory townsite. The subject site is approximately 103.628 hectares in area with undulating terrain due to the coastal dune environment.

The Certificate of Title details for the subject site are summarised in Table 1.

Table 1 – Certificate of Title Details

Lot	Plan	Vol/Folio	Lot Area	Property Address	Registered Proprietor
51	P060292	2695/281	103.628ha	Port Gregory Road Yallabatharra	Blueline Enterprises Pty Ltd

Refer to Appendix A – Certificate of Title.

Whadjuk Country, Level 18,191 St Georges Terrace, Perth WA 6000
PO Box 7375 Cloisters Square, Perth WA 6850
T. (08) 9289 8300 E. hello@elementwa.com.au W. elementwa.com.au

element.

DEVELOPMENT PROPOSAL

The proposed development is a single dwelling which will be used as a private holiday house. The proposed two storey dwelling will comprise of:

- four (4) bedrooms, each with an ensuite bathroom;
- indoor and outdoor dining and living areas;
- swimming pool and gym;
- roof deck; and
- three (3) car garage.

The proposal also includes incidental development including a private driveway, beach access track, water tanks, a dam and associated landscaping.

Occupants

The proposed dwelling has been designed to accommodate 8 guests at any one time however this could increase to 10-12 guests during school holidays or over Christmas given dwelling will be shared by two brothers who each have their own families. As such, the dwelling has been appropriately sized to meet the immediate needs of the landowner. The dwelling is not proposed to be rented to the general public and will be for the exclusive use of the landowners and their family and friends.

Design

The dwelling is proposed to a maximum height of 9.35 metres above natural ground level and has been architecturally designed to be sympathetic to the coastal environment through the use of high-quality and enduring building materials. Sand blasted curved limestone external walls contrasted with blackened stainless steel external elements will enable the development to sit comfortably within the surrounding natural environment.

The proposed dwelling is appropriately located within the subject site, providing views of the coast and easy access to the beach, a key attraction for the region. The dwelling sits comfortably within an existing dune, with the ground floor approximately 8m below the dune ridgeline.

Servicing

The proposed dwelling will be completely off-grid and does not rely on mains power, water and sewer. The dwelling will be serviced as follows:

- Electricity will be generated from solar panels afforded by the Gregory weather conditions. A battery system will be installed to enable electricity to be stored and used when required. If solar power is unavailable, backup generators will be available.
- Desktop investigations indicate that groundwater is likely to be available, subject to onsite investigation. If groundwater is available, a bore will be installed on the subject site (subject to approval). If groundwater is unavailable, the water tanks will be filled via a local water supplier on an as required basis. The water tanks have been sized appropriately to meet both domestic and bushfire requirements.
- An onsite wastewater treatment system will be installed for the treatment and disposal of wastewater. The subject site is identified in a sewerage sensitive area which means an Aerated Treatment Unit (ATU) system will need to be installed with a Land Application Area (LAA) identified for the disposal of treated wastewater. Investigations are currently underway with a Site and Soil Evaluation (SSE) to be prepared to accompany the Application to Construct or Install an Apparatus for the Treatment of Sewage.

element.

- Rainwater will be harvested from the roofed areas and piped to the water storage tanks. All other stormwater from impervious surfaces will be contained on site, discharged to nearby gardens.
- Waste will be stored on site in suitable storage receptacles with the landowner responsible for transporting any waste from the site to the Northampton Rubbish Tip.

ENVIRONMENTAL AND HERITAGE CONSIDERATIONS

Environmental

An Environmental Assessment Report (EAR) has been prepared to determine the environmental values associated with the subject site and whether there is any significant flora, fauna habitat, vegetation or other environmental features that need to be conserved. The EAR determined the following:

- Significant levels of flora and fauna species are identified as potentially occurring within 5kms of the subject site. Detailed flora and fauna surveys are required to determine the presence and significance of flora and fauna species;
- No threatened ecological communities (TECs) or priority ecological communities (PECs) were identified as occurring within the subject site;
- No Environmentally Sensitive Areas (ESAs) or associated buffers are mapped within the subject site;
- No Conservation Areas are mapped within the subject site;
- No contaminated sites are identified within 10kms of the subject site; and
- No acid sulphate soil risk areas are identified within the subject site.

A subsequent Flora and Fauna Survey Assessment was undertaken by the SLR ecology team. The detailed site investigations determined that:

- No threatened / declared rare flora species or priority flora species were recorded during the flora survey;
- Six (6) introduced flora species were identified during the survey, none of which are listed as a declared pest;
- No TECs or PECs were recorded during the survey;
- No evidence of Black Cockatoo breeding, foraging or roosting was observed during the survey;
- One significant fauna species was recorded during the fauna survey. The identification of the Osprey is common for this coastal location.
- Four significant fauna species have a high likelihood of using the subject site and seven significant fauna species have a medium likelihood of using the subject site. These species will not be dependent on areas of habitat within the subject site due to a higher prevalence and quality of these habitats outside the subject site; and
- Additional significant seabird and shorebird species are likely to fly over the subject site but are unlikely to use resources within the Survey Area.

A copy of the EAR and Flora and Fauna Survey Assessment has been included within the submission.

element.

Heritage

A desktop search of available databases indicates that the subject site does not contain any heritage places. However, the subject site is located adjacent to the Hutt Lagoon which is an extensive saltwater lagoon famous for its bright pink colouring. Hutt Lagoon is listed on the Shire's Local Heritage List (Place No: ND 8). The proposed development will have no impact upon the heritage listed place given it is located more than 800m from the Hutt Lagoon.

A desktop search of the DPLH Aboriginal Cultural Heritage Inquiry System (ACHIS) confirms that there are no known Aboriginal heritage sites within the boundaries of the subject site.

Bushfire Prone

The dwelling is proposed within a designated bushfire prone area as identified on the Map of Bush Fire Prone Areas. In accordance with *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*, a Bushfire Management Plan (BMP) has been prepared given the proposal will result in the intensification of development in an area that may be prone to bushfires.

In addition, a Bushfire Emergency Plan (BEP) has also been prepared given the dwelling will be used as a holiday house which meets the definition of a vulnerable land use.

A copy of the BMP and BEP has been included within the submission.

PLANNING ASSESSMENT

Zoning

The subject site is zoned 'Rural' under the Shire's Local Planning Scheme No. 10 (LPS 10) which aims to:

- Provide for the maintenance or enhancement of specific rural character;
- Protect broad 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.
- 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.
- 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.
- Provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.

The proposed development aligns with the objectives for the 'Rural' zone given it has been designed to be sympathetic and compatible with the coastal environment, siting within the dunes to avoid any impacts on the rural character of the locality. The extent of vegetation and topography of the site essentially limits any ability for agricultural activities such as cropping or grazing. A single residential dwelling is therefore considered the highest and best use for the subject site.

Land Use Permissibility

The most appropriate use class for the proposed development is Holiday House. LPS 10 defines Holiday House as –

> *A single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.*

The 'Holiday House' land use is a discretionary ('D') use within the Rural zone which means the use is not permitted unless the local government has exercised its discretion by granting development approval.

element.

Development Standards

LPS10 includes general development provisions and specific development provisions for the Rural zone. An assessment against these requirements is provided in Table 2.

Table 2 – Development Provisions Assessment

Scheme Provisions		Comment
Waterways, Wetlands and Estuaries	In considering any development which may have an impact on any waterway including waterways, estuaries, creeks, streams, drainage lines, lakes, soaks, swamps or other wetlands, the Shire shall have regards to: • Managing water balance; • Maintaining and where possible enhancing water quality; • Encouraging water conservation; • Maintaining and where possible enhancing water related environmental values; and • Maintaining and where possible enhancing recreational and cultural values.	The Hutt Lagoon System is the nearest wetland to the subject site. The proposed development will have no impact on the wetland given it is located more than 800m south of the wetland.
Foreshore Reserves	The Shire must seek advice from relevant agencies with regard to appropriate setbacks for development adjacent the coast or watercourse.	Given the coastal location, we anticipate that the development application will be referred to DPLH and/or DoT for comment.
Flood Risk	In the event of a dispute as to the position of the permanent vegetation line or the winter flood line, the decision of the Shire, shall have due regard to the advice of the WAPC, SPP 2.6 or other relevant state policies. There is a general presumption against development below the high-water mark and in flood prone areas. All developments need to demonstrate that adequate flood protection from a 100-year ARI flood is in place and that development does not detrimentally impact on the existing flood regime of the general area and applications should be referred to DWER.	The proposed development has been setback more than 100m from the rear boundary and approximately 200m to the permanent vegetation line. The proposed development will not be subject to flooding given it is located approximately 36m above sea level.

element.

Scheme Provisions		Comment
Development on Steep Slopes	The Shire shall not permit the erection of any building on land, which in its opinion is too steep, or of such grade or location as to compromise a potential to create adverse effects on the land, such as erosion or the excessive removal of trees.	The development has been located on a relatively flat area within the dunes. This area has been selected to reduce the extent of site works required while also allowing access to the beach and views of significance. While the surrounding areas are relatively steep, the development area is considered appropriate to avoid any adverse impacts. The area surrounding the dwelling will be landscaped and revegetated to reduce potential erosion.
Domestic Water Supply	Where reticulated water is not available, the Shire will require the provision of an adequate potable water supply for domestic use and the provision of a separate water supply for firefighting purposes. The minimum capacity shall be determined by the Shire.	The proposed development includes a domestic water supply 150,000 litres and a bushfire water supply of 50,000 litres. The tank capacities are compliant with the Shire's Rural Tourism Local Planning Policy and the Guidelines for Planning in Bushfire Prone Areas.
Building Height	No building is permitted to exceed 9m in height measured from natural ground level.	The proposed development seeks to vary the building height requirements by 0.35m. This is only for minor section of the building and is directly related to the changes in natural ground levels. The variation is considered appropriate given the dwelling will have no impact on adjoining properties or the public realm.
Car Parking	2 bays per accommodation unit	A three (3) car garage has been proposed as part of the development.
Minimum setbacks	• Front/Street – 20m. • Side – 10m. • Rear – 20m.	• Front/Street – 740m to street boundary. • Side – 89m to nearest side boundary (N/W). • Rear – 112m to rear boundary (S/W).
Open Space / Landscaping	Shire discretion on a case-by-case basis.	A landscaping plan has been prepared which outlines the proposed onsite landscaping. The extent of landscaping is considered appropriate in the context of the subject site and proposed development.
Nutrient Run-Off	The Shire shall ensure that the development proposed will not result in any net export of nutrients from the land to any wetland, water course or underground aquifer, and may require no further clearing of vegetation. No stormwater will be permitted to drain directly into	There are no wetlands or watercourses that will be impacted by the development. Stormwater from impervious surfaces will be drained to gardens. Stormwater from the roof will be harvested and stored in the rainwater tank for domestic use. Wastewater will be treated through an ATU system and disposed of

element.

Scheme Provisions		Comment
	existing water bodies or watercourses, and is to be disposed of on-site.	appropriately. The wastewater treatment system will be subject to a separate approval process through the Shire's Environmental Health Department and/or the Department of Health. All stormwater and wastewater will be contained on site.
Tourist Development	Development shall not, in the opinion of the Shire, introduce land use incompatibilities with established or potential agricultural activities. Shall be designed, constructed, operated and of a scale so as not to destroy the natural resources and qualities present on the land. Should utilise sustainable power, have low energy demand through incorporation of passive solar design, provide for water consumption, ecologically sensitive waste processing and disposal with no pollutant product.	The proposed dwelling will be used as a private holiday house and therefore is not considered a tourist development. However, the dwelling has been designed to avoid any significant impacts on the natural environment and will be powered using renewable energy.

Special Control Area 1 – Coastal Planning and Management

The subject site is included within Special Control Area (SCA) 1 – Coastal Planning and Management within Table 6 of LPS10. The purpose of SCA 1 is to:

1. protect and enhance the environmental, cultural, recreational and/or scenic values of the area; and
2. give priority to coastal dependent land uses and development that by their very nature require coastal sites.

An assessment against the relevant provision of SCA1 provided in Table 3.

Table 3 – SCA 1 Assessment

SCA1 Provisions	Comments
In determining land uses and development proposals the local government will have due regard to relevant State Government policies and any relevant coastal management policies and plans.	The proposed development has been located to avoid any potential impacts from coastal erosion or inundation. The development is therefore considered to be consistent with the overarching objectives of SPP 2.6.

element.

SCA1 Provisions	Comments
All use, and development of land requires application for development approval. a) Ensure that the development proposed will not result in any net export of nutrients from the land into the near shore waters and may require that no vegetation be cleared or removed from the site and require that all stormwater be retained on-site; b) Ensure that the proposed development is adequately set back from visually prominent or unstable features of the coastline such as headlands, ridgelines, cliffs, beaches and other locations which are the focus of attention, unless such a location is essential; c) Determine the coastal setback based on the stability of the shoreline and the ability of the proposed development to harmonise with the landscape elements in relation to scale, height, colours and materials; d) Assess the impact on any area within or adjacent to the subject land that contains an unstable landform, which may impact on the proposed development and/or any foreshore area will be subjected to additional use generated as a result of the proposed development; and e) Apply a 100-year planning timeframe where it is determined that a proposed development may be impacted by an unstable landform that is located on private freehold land or of a magnitude that stabilisation is unlikely to be achieved.	Development approval is being sought for the proposed dwelling and associated works. The proposed development adheres to the requirements as follows: • All stormwater and wastewater will be managed, treated and disposed of on site in accordance with the relevant legislative requirements. A Site and Soil Evaluation (SSE) is currently being prepared which will inform the system requirements to ensure nutrients do not have an impact on near shore waters or any other waterbodies within the vicinity. • The dwelling has been designed to site within the coastal environment with a flat roof to reduce the extent of building bulk when viewed from the coast. The materials and finishes will further soften the appearance of the dwelling, reducing any potential amenity impacts. • The development is proposed to be situated approximately 112m from the rear boundary and 200m from permanent vegetation along the shoreline. The proposed development avoids any potential impacts from coastal erosion or inundation given it is located approximately 36m above sea level.
In considering any application for development approval, the local government may impose conditions which require: a) Services along a beachfront to be underground; b) The proponent to enter into an agreement with the local government for the reconstruction or stabilisation of dunes either located on the subject land or adjoining foreshore areas such agreement shall include the planning and maintenance of native or locally acceptable species of vegetation as determined by local government and should be limited to a defined area of impact; c) Reconstruction and stabilisation works as part of the implementation of an adopted management or strategy plan; and	It is acknowledged that these conditions may be imposed on the development approval. However, we do not believe these requirements are relevant to the proposed development given it has been setback approximately 200m from the shoreline.

element.

SCA1 Provisions	Comments
d) Preparation and implementation of a foreshore and reserve management strategy.	
Where warranted by wider implications that a proposed development may have, the local government may refer a development application to adjacent local governments and relevant agencies and community groups for comment.	Not applicable.

Local Planning Policy – Holiday House

The Shire's Holiday House Local Planning Policy (LPP) seeks to establish clear guidelines for the assessment and approval of holiday houses. The proposed dwelling will be used as a private holiday house and has therefore been assessed against the relevant provisions of the Holiday House LPP, as detailed in Table 4.

Table 4 – Holiday House LPP Assessment

Policy Provisions	Comments
Number of guests	The holiday house has been designed to accommodate 8 guests. The number of guests will not exceed 12 at any one time, in accordance with the Holiday House LPP.
Location	The subject site is located approximately 1.3km from Port Gregory beach and 1km from Pink Hutt Lagoon, key tourist attractions for the area. The location for the proposed dwelling aligns with the preferred location for a holiday house.
On-going management	A Property Management Plan is not required given the holiday house will be for private use only. Should this change, an amended development approval will be required which shall be accompanied by a Property Management Plan.
Access and car parking	Access to the dwelling is via a private driveway accessed from Port Gregory Road. The driveway is a minimum of 4m in width, with 6m wide passing bays at 200 metre intervals for the length of the driveway. Three designated undercover parking bays and a large driveway area are available for car parking. All car parking will be wholly contained on site, with no proposed verge parking for the development. The additional driveway parking means there is adequate parking to comply with the LPP, which requires two (2) car bays for six guests and an additional two (2) bays for between 7 and 12 guests.

element.

Policy Provisions	Comments
Fire and emergency requirements	A BMP and BEP has been included within the DA submission.
Signage	Not applicable - no signage proposed.

Local Planning Policy – Rural Tourism

The Shire's Rural Tourism LPP establishes a framework for the assessment of tourism development within rural activities. While the proposed development is intended to be used as a private holiday house, an assessment against the relevant provisions of the Rural Tourism LPP has still been undertaken in Table 5.

Table 5 – Rural Tourism LPP Assessment

Policy Provisions	Comment
Public road access - Type 3 – 12m form/8m gravel paved	Port Gregory Road is an existing sealed public road with a minimum sealed width of 7m and 2m gravel shoulders. Access to the public road will be via a private driveway, complete with passing bays and turnaround areas.
Potable water supply – 92,000 litres storage per 8 beds.	A domestic water tank is provided at the basement level of the property with a 150 000 litre storage capacity.
Guest ablutions - Ensuite bathroom per bedroom.	Each of the four (4) bedrooms features its own ensuite bathroom.
Car parking - 1 car bay per room – gravel standard	The proposed dwelling includes a three (3) car garage and ample room for additional parking on the driveway at the front of the dwelling.
Lot size - 10ha	The subject site is 199.490ha in size.
Setbacks - 30m from the front boundary and 75m from water features with all other boundaries to comply with Local Planning Scheme requirements unless otherwise determined by the Local Government.	• Front/Street – 740m to street boundary. • Side – 89m to nearest side boundary (N/W). • Rear – 112m to rear boundary (S/W).
Siting - Away from sand dunes, ridge lines and side slope/breakaway areas.	The proposed development is located within the sand dunes however a suitable location has been selected which is relatively flat to reduce the extent of site works while also taking advantage of the ocean views. Development within the sand dunes is unavoidable given the entire subject site contains sand dunes.
Clearing - No removal of remnant vegetation	The proposed development will require the clearing of remnant vegetation. The extent of clearing has been maintained to a functional minimum with the majority of remnant vegetation onsite to be retained. Clearing is unavoidable given the entire subject site is covered in coastal scrub.

element.

Policy Provisions	Comment
Screening - Partially screened from view of neighbouring properties	Neighbouring properties are vacant. Screening for privacy is not required given the proposed development is set back a minimum of 90m from the nearest lot boundary.
Landscaping - Peripheral native landscaping around Guesthouse building	Complementary planting of endemic species to be planted around the proposed Holiday House development.
Design & materials - Complementary with landscape – earth tones – no reflection	Materials include stone, timber and Colorbond, reflecting the natural environment. Colours are white and grey tones, reflecting the natural coastal environment. No reflective materials are proposed.
Management - Within the same building	The dwelling will be occupied by the landowners and authorised guests only.

State Planning Policy and Framework

State Planning Policy 2.5 – Rural Planning

State Planning Policy 2.5 (SPP 2.5) states that it supports small scale tourism opportunities such as within the rural zone, including holiday homes. The proposed Holiday House complies with the compatible uses supported by the WAPC in this zone, for its potential to diversify the local areas economy and increase tourism to the region.

State Planning Policy 2.6 – State Coastal Planning Policy

State Planning Policy 2.6 - State Coastal Planning Policy (SPP 2.6) guides land use and development decision-making within the coastal zone. Generally, it recommends that development be set back from the coast to minimise the risk of it being affected by coastal processes during the 100-year planning timeframe.

The proposed development has been setback in excess of 100m from the rear boundary adjacent the foreshore and approximately 200m from the permanent vegetation line which is considered to be the 'worst-case' shoreline at present day. Furthermore, the proposed development is located approximately 36m above sea level given the topography of the subject site. The proposed development satisfies the policy provisions of SPP 2.6 given it avoids any potential impacts from coastal erosion or inundation.

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

A Bushfire Management Plan (BMP) has been prepared to demonstrate compliance with State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) by addressing the bushfire protection criteria of the Guidelines for Planning in Bushfire Prone Areas (the Guidelines). In summary, the proposed development complies with the bushfire protection criteria, as follows:

- The proposed dwelling will be subject to a maximum radiant heat exposure of 19kW/m^2 (BAL-19) following the implementation of an Asset Protection Zone (APZ);
- The proposed dwelling will be serviced by a private driveway with a minimum trafficable width of 4m with passing bays every 200m and turnaround area within 30m of the dwelling; and
- The proposed development provides a dedicated water supply for firefighting purposes. The non-combustible tank will provide a minimum supply of 50,000 litres with couplings for fire appliance vehicles.

The proposed development will be designed and constructed to comply with the bushfire construction requirements under the National Construction Code (NCC), specifically Section 3 and Section 6 of AS3959-2018 Construction of buildings in bushfire prone areas.

Government Sewerage Policy

The Government Sewerage Policy (GSP) establishes the Western Australian Government's position on the provision of sewerage services through the planning and development of land. The subject site is classified as a sewage sensitive area under the GSP given it is within 2 kilometres of the coastline. However, the development of a single house on a single lot is considered exempt from the application of the GSP.

The landowner will be responsible for ensuring the onsite wastewater treatment and disposal system adheres to the general requirements of the GSP as a best practice guide to on-site wastewater disposal. Given the subject site is identified as a sewage sensitive area, an Aerobic Treatment Unit (ATU) system will be required. An indicative land application area has been shown on the landscape plan which will be refined following onsite investigations during the design of the system.

An application to construct or install an apparatus for the treatment of sewage will be submitted to the Shire prior to submission of the building permit. This shall form an advice note of any development approval granted by the Shire to ensure the landowners are aware of these additional requirements under separate legislation.

Summary

This development application seeks approval for a single two storey dwelling which will be used as a private holiday house by the current landowners. As outlined in this letter, the proposed development appropriately addresses the relevant State and Local planning framework. The proposed development should therefore be supported by the Shire based on the following grounds:

- Development of a single dwelling is considered the highest and best use for the subject site given it reduces the extent of clearing required. The site is not considered appropriate for agricultural or rural pursuits given the topography and environmental constraints;
- The proposed development will have limited impact on the amenity of the area given it has been designed to an appropriate scale that will sit comfortably within the coastal environment while also providing ocean views and beach access;
- The proposed development has been architecturally designed to ensure it is sympathetic to the coastal environment. This is further demonstrated through the use of appropriate materials and finishes to avoid any adverse impacts when viewed from the coastline;
- The proposed development will have no impact on adjoining properties, or the public realm given the setbacks that have been provided and the landscaping that has been proposed;
- The proposed dwelling will be entirely off-grid, utilising sustainable forms of energy and best practice rain harvesting and wastewater treatment technologies; and
- The proposed development responds to the identified potential bushfire and coastal hazards that are applicable to the subject site.

The proposed development is therefore considered consistent with the principles of orderly and proper planning. We respectfully request the Shire favourably consider the proposed development by granting development approval.

element.

Should you have any queries or require clarification on the above matter, please do not hesitate to contact the undersigned on 9289 8300.

Yours sincerely

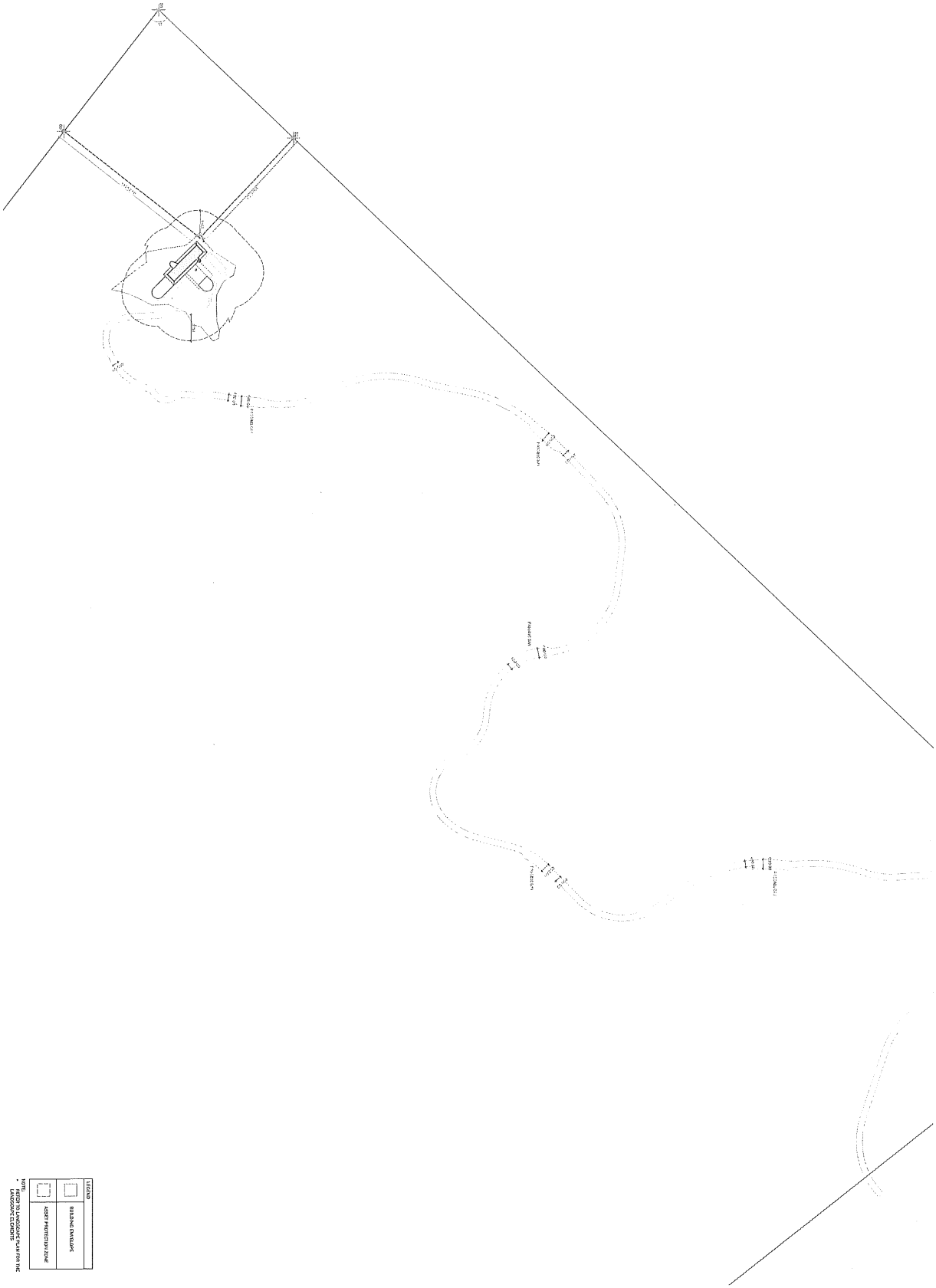
element

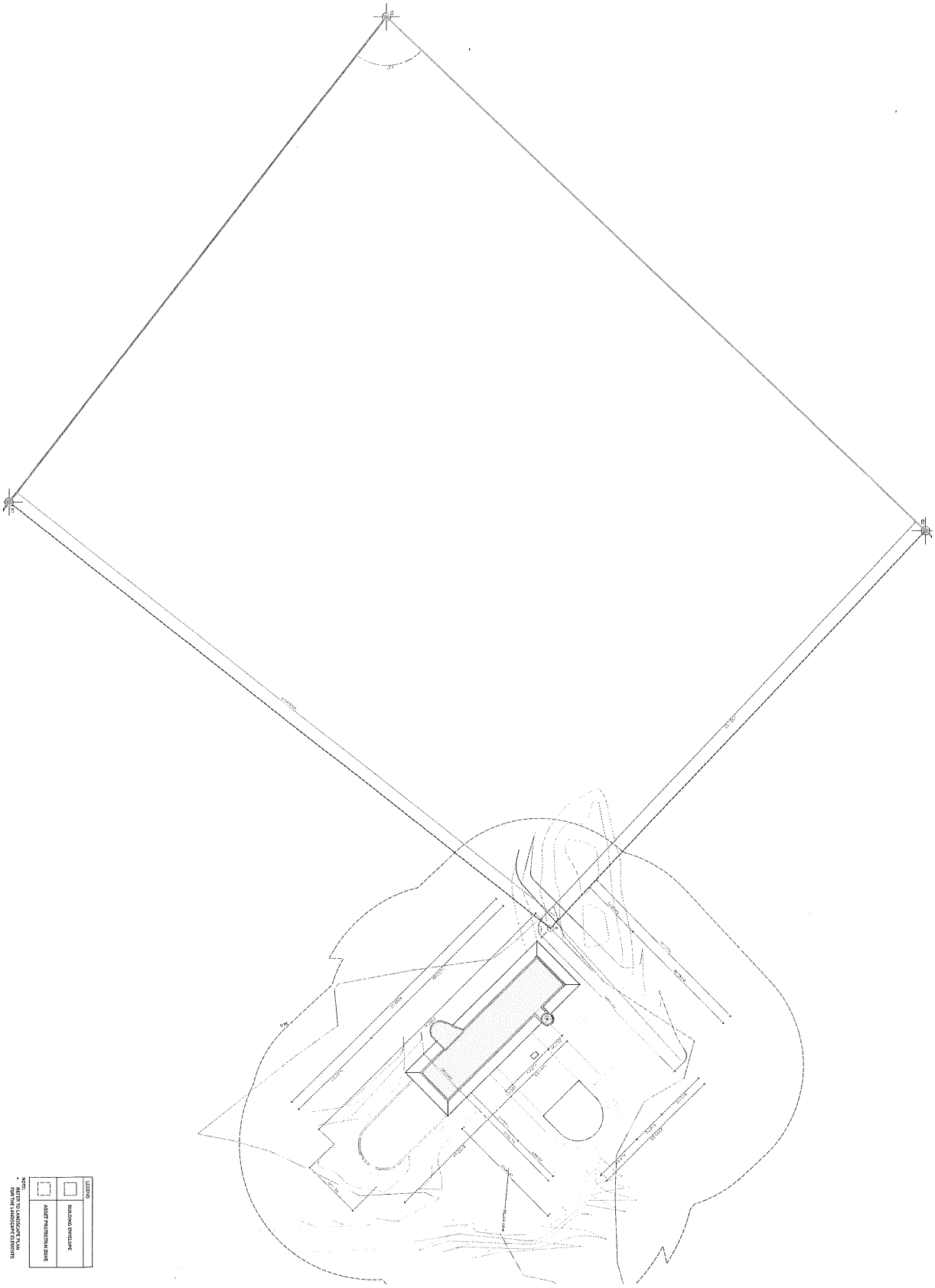
Dylan Wray

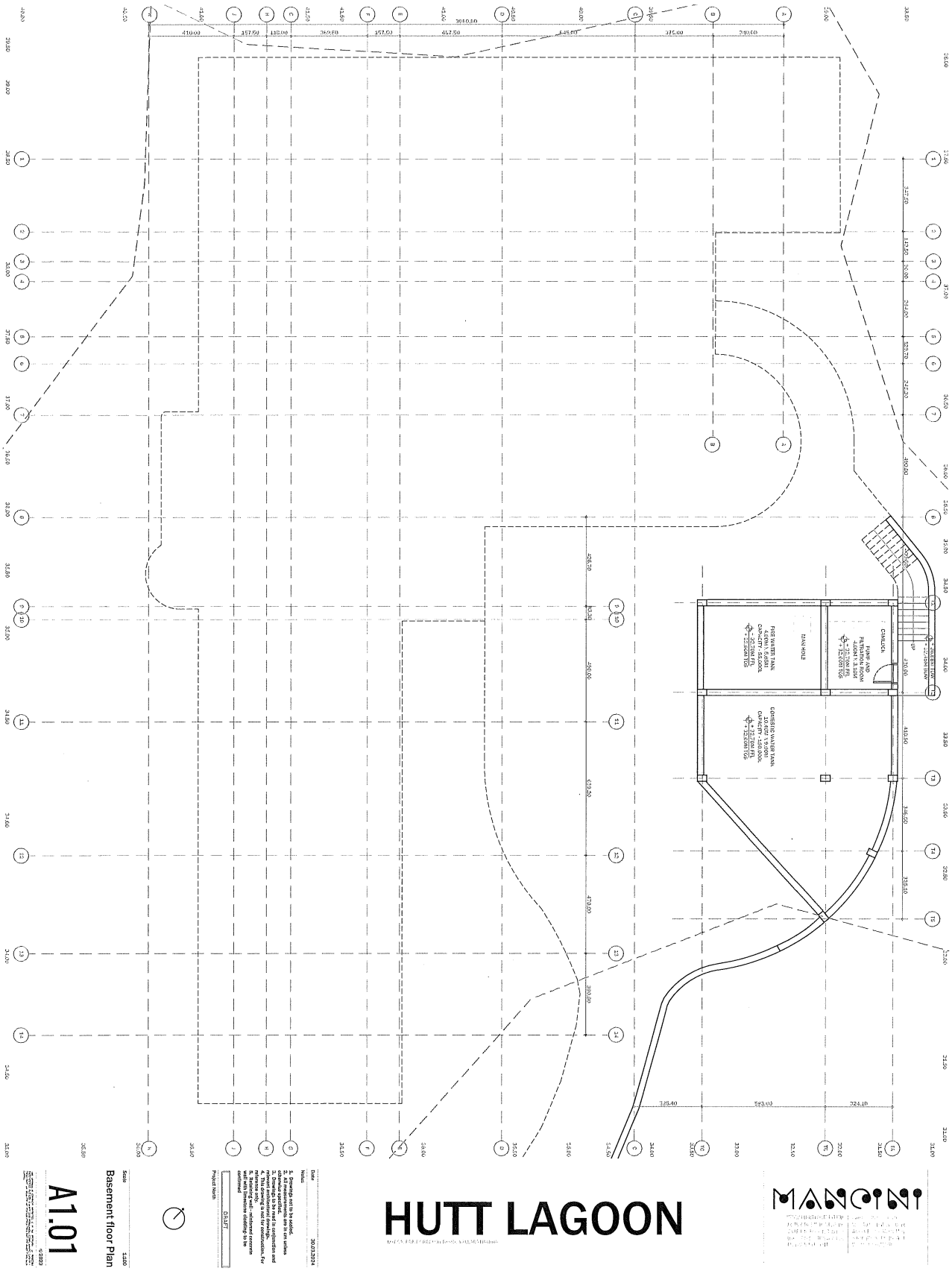
Associate – Planning & Bushfire

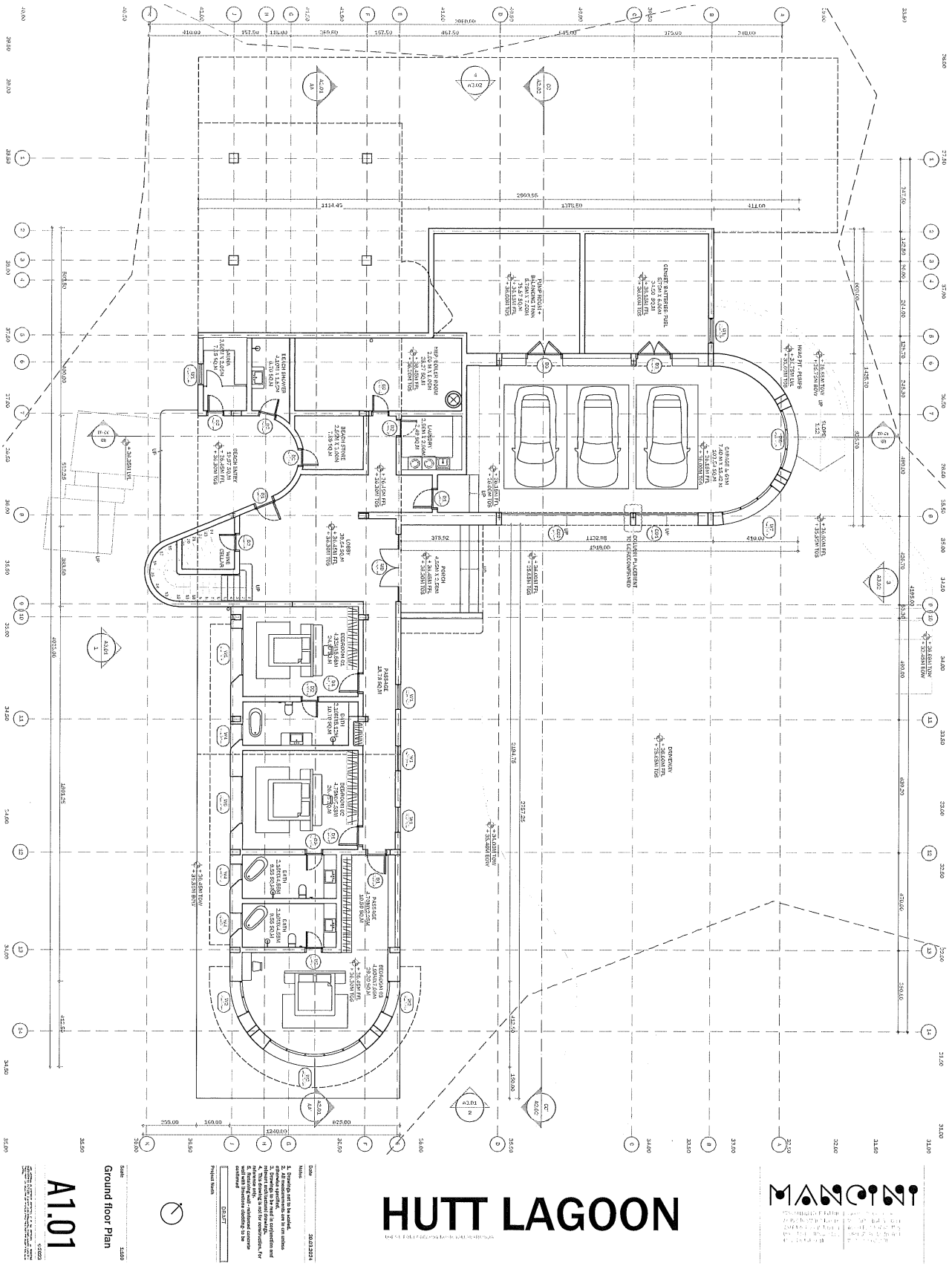
element acknowledges the Whadjuk people of the Noongar nation as Traditional Owners of the land on which we live and work. We acknowledge and respect their enduring culture, their contribution to the life of this city, and Elders, past and present.

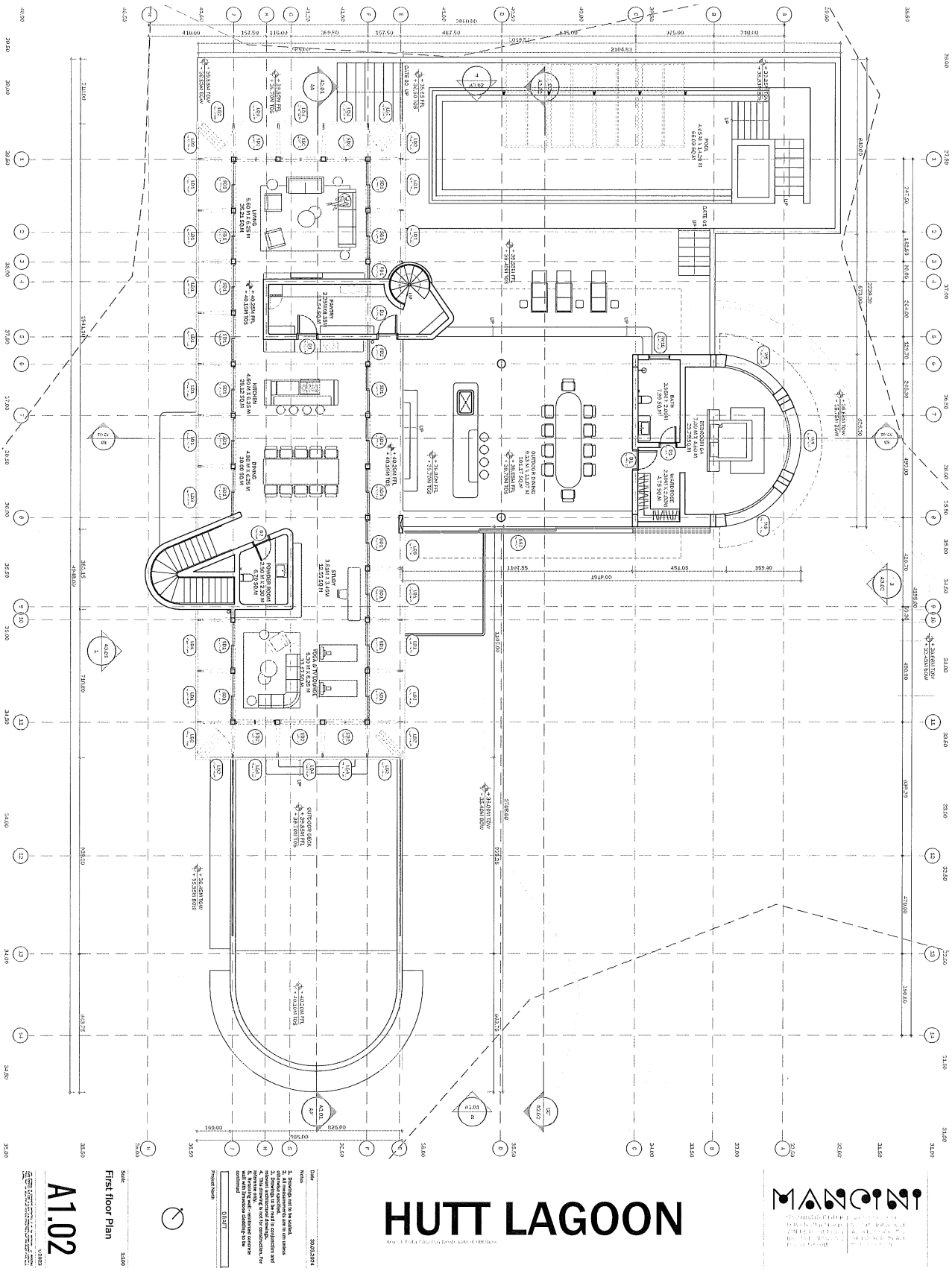
LEGEND
BUILDING ENVELOPE
ASSET PROTECTION ZONE
NOTE:
• REFER TO LANDSCAPE PLAN FOR THE LANDSCAPE ELEMENTS
A.01
Scale
1:2500
Site Plan
Project North
GRID
Date
30.07.2024
Notes
1. Plan not to be scaled.
2. All dimensions to be taken unless otherwise specified.
3. Refer specifications and contract documentation and relevant architectural drawings.
4. Do not scale from drawing. For reference only.
5. Refer to Architectural drawings as well with Structure detailing to be confirmed
HUTT LAGOON
MANCINI

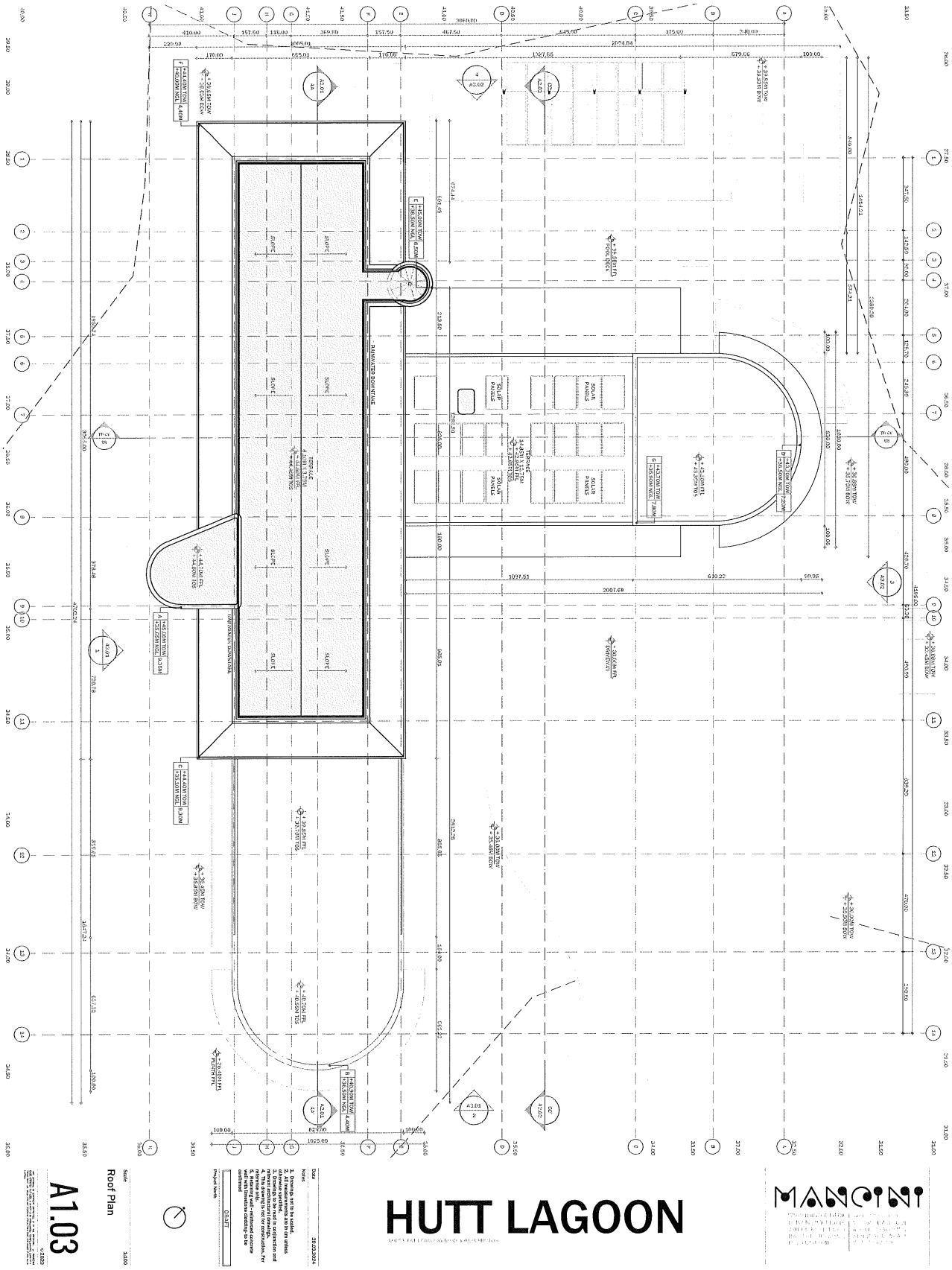

LEGEND
BUILDING ENVELOPE
ASSET PROTECTION ZONE
NOTE:
• REFER TO LANDSCAPE PLAN FOR THE LANDSCAPE ELEMENTS
A.02
Site Plan
Scale
1:1000
Project North
Date:
30.03.2024
Notes:
1. Drawings not to scale.
2. All measurements are in mm unless noted otherwise.
3. Drawings to be read in conjunction and coordination with other consultants.
4. This drawing is not for construction.
5. Refer to Arch. additional concrete with earth retaining cladding to be confirmed
LFT=LIFT
HUTT LAGOON
MANCINI

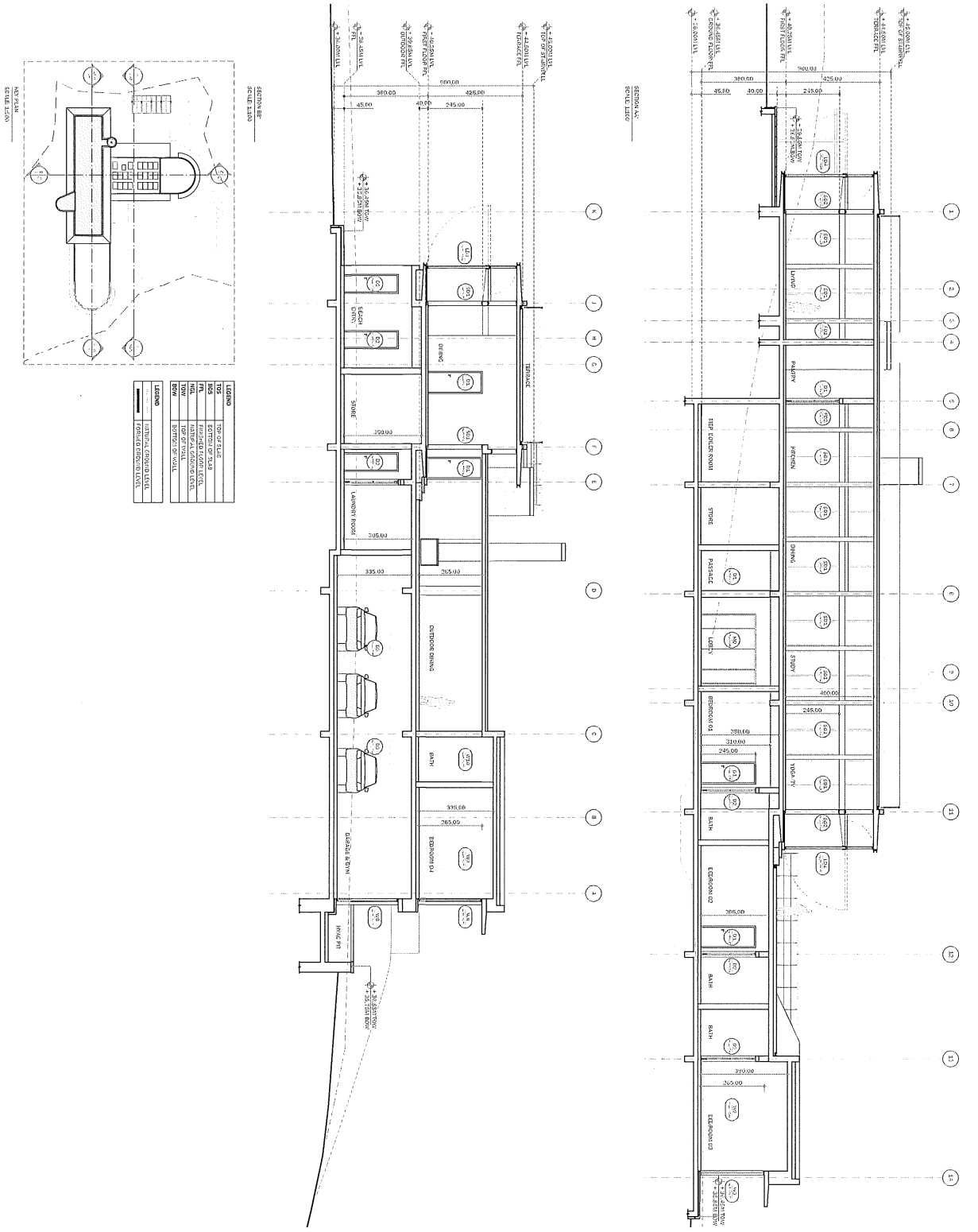

LEGEND
BUILDING ENVELOPE
ASSET PROTECTION ZONE
NOTE:
REFER TO LANDSCAPE PLAN FOR ALL LANDSCAPE ELEMENTS
A.03
Setout Layout
Scale
1:250
Date
30.03.2024
Notes:
1. Drawings not to be scaled.
2. Dimensions are in millimetres unless otherwise specified.
3. Drawings are to be read in conjunction and in accordance with all relevant structural, mechanical, electrical, hydraulic & other consultants' drawings.
4. Verify all dimensions on site before commencing any work or ordering any materials. For reference only.
5. Do not scale off drawings. Use figured dimensions only.
6. Report any discrepancies or omissions to the Superintendent
Project North
DRAFT
HUTT LAGOON
MANCINI

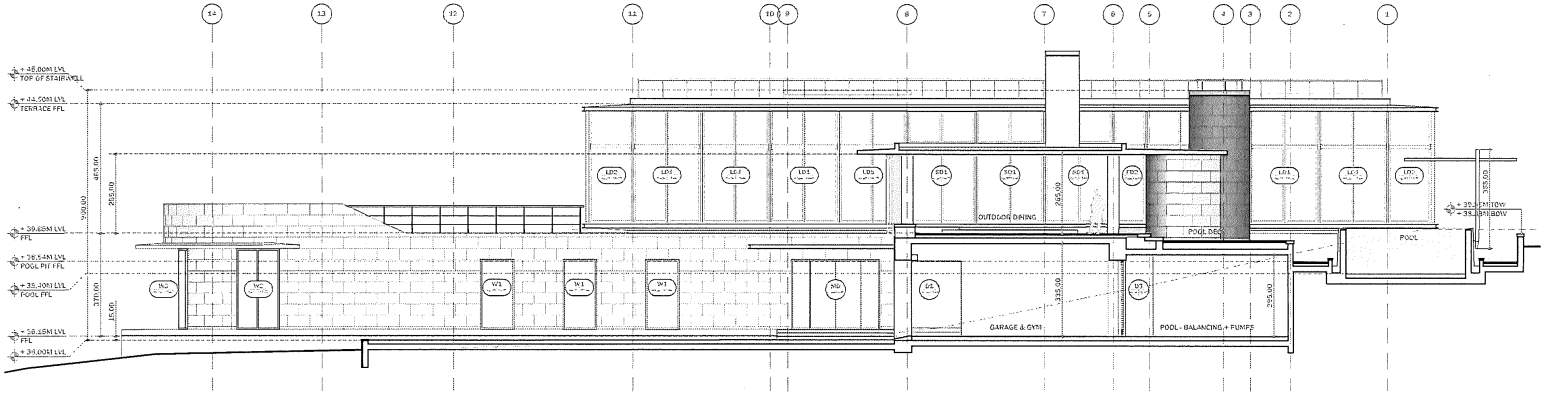

HUTT LAGOON
MANCINI
Basement floor Plan
A1.01
Scale 1:100
Date 30.03.2024
Notes
1. Dimensions to be checked.
2. All measurements are in mm unless otherwise specified.
3. This drawing is not to be used in conjunction and reference with architectural drawings.
4. This drawing is not for construction. For reference only.
5. Topographical information are well with therefore existing is to be confirmed
Project North
DRAFT
DUAL-VALVE
FIRE WATER TANK
(42000) 42,000L
CAPACITY - 65,000L
+ 25.000 TOS
CONDENSATE WATER TANK
10,000 / 19,000
CAPACITY - 150,000L
+ 25.000 TOS
PUMP AND
FILTRATION ROOM
LOWER LEVEL
+ 25.000 TOS
CONDUCTA
UP
+ 25.000 TOS
+ 25.000 TOS
410.00
157.50
138.00
36.960
157.50
417.50
645.00
375.00
310.00
318.00
293.00
324.10


HUTT LAGOON
MANCINI
Ground floor Plan
A1.01
Scale
1:100
Date
30.03.2024
Notes
1. Do not scale drawings.
2. All dimensions are in mm unless otherwise specified.
3. This drawing is to be read in conjunction and relevant architectural drawings.
4. This drawing is not for construction. For reference only.
5. Refer to architectural drawings for all high resolution dwellings to be confirmed
Project North
DRAFT
PLANTROOM
BALANCING TANK
CENTRE BATTERIES - SUPER
PLANTROOM
BEACH SHOWER
BEACH ENTRY
BEACH STORE
LOBBY
PORCH
DRIVEWAY
PASSAGE
BEDROOM 03
BATH
DOUGH PLANTERBOX TO ELECTRICIAN TBC

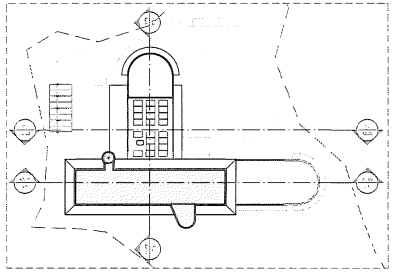

HUTT LAGOON
MANCINI
A1.02
First floor Plan
Scale
1:100
Project North
Date
30.02.2024
Notes
1. Drawings not to be scaled.
2. All measurements are in mm unless otherwise specified.
3. Drawings to be read in conjunction and without contractual drawings.
4. Do not scale drawings - use dimensions. For reference only.
5. Verify all dimensions on site before the will with Immediate effect is to be confirmed
LIVING
KITCHEN
DINING
BATH
BEDROOM 1A
WARDROBE
OUTDOOR DINING
OUTDOOR DECK
GARDEN & TYDDARIEE
GATE 02
GATE 01
UP


HUTT LAGOON
MANCINI
A1.03
Roof Plan
Scale
1:100
Date
20.02.2024
Notes:
1. Refer to sheet for details.
2. All measurements are in mm unless noted otherwise.
3. Drawings to be read in conjunction and in accordance with all other drawings.
4. This drawing is not for construction. For reference only.
5. Any discrepancies encountered must be reported to the designer as well with immediate obeying to be confirmed.
Project Name
DRAFT
RAINWATER DOWNTIME
SLOPE
TERRACE
PARKING
PLANTER
TRUCK BIN


SECTION AA'
SCALE 1:100
SECTION BB'
SCALE 1:100
KEY PLAN
SCALE 1:500
LEGEND
TOS TOP OF SLAB
BOS BOTTOM OF SLAB
FFL FINISHED FLOOR LEVEL
NGL NATURAL GROUND LEVEL
TOW TOP OF WALL
BOW BOTTOM OF WALL
LEGEND
NATURAL GROUND LEVEL
FOR NATURAL GROUND LEVEL
LIVING
PANTRY
KITCHEN
DINING
STORE
PASSAGE
LOBBY
STUDY
BEDROOM 01
YOGA TV
BATH
BEDROOM 02
BATH
BATH
BEDROOM 03
DINING
TERRACE
EGGCH
LAUNDRY
STORE
LAUNDRY ROOM
OUTDOOR DINING
BATH
BEDROOM 04
GARAGE & BATH
HVAC PIT
HUTT LAGOON
MANCINI
Sections
A2.01
Scale 1:100
Date 30.03.2024
Notes:
1. Dimensions in this drawing are in millimetres.
2. All measurements are in mm unless otherwise specified.
3. This drawing is to be read in conjunction and consistent with all other drawings.
4. Do not scale off this drawing.
5. Dimensions are to be verified on site prior to commencement of any work or construction. For work with Timber cladding to be confirmed
Project North
DRAFT



SECTION CC'
SCALE 1:100



MEP PLAN
SCALE 1:100

LEGEND	
TOS	TOP OF SLAB
BOS	BOTTOM OF SLAB
FFL	FINISHED FLOOR LEVEL
NGL	NATURAL GROUND LEVEL
TOW	TOP OF WALL
BOW	BOTTOM OF WALL

LEGEND	
	NATURAL GROUND LEVEL
	FORMED GROUND LEVEL

MANGONI

HUTT LAGOON

Date 30.03.2024

Notes

1. Drawings not to be scaled.
2. All measurements are in cm unless otherwise specified.
3. Drawings to be read in conjunction and relevant architectural drawings.
4. This drawing is not for construction. For reference only.
5. Retaining wall - reinforced concrete wall with limestone cladding- to be confirmed

DRAFT

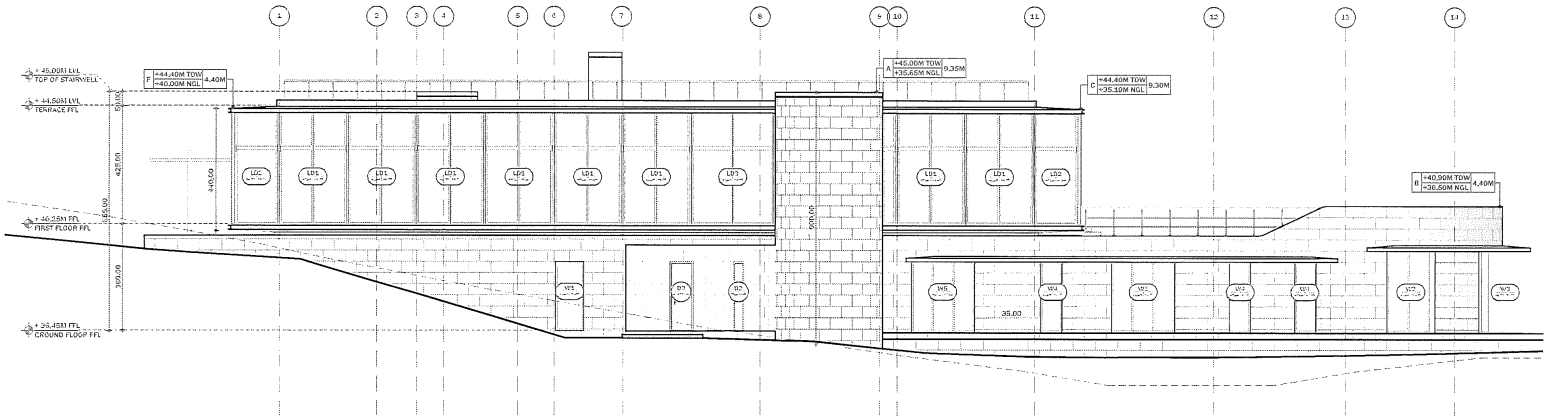
Project North

Scale 1:100

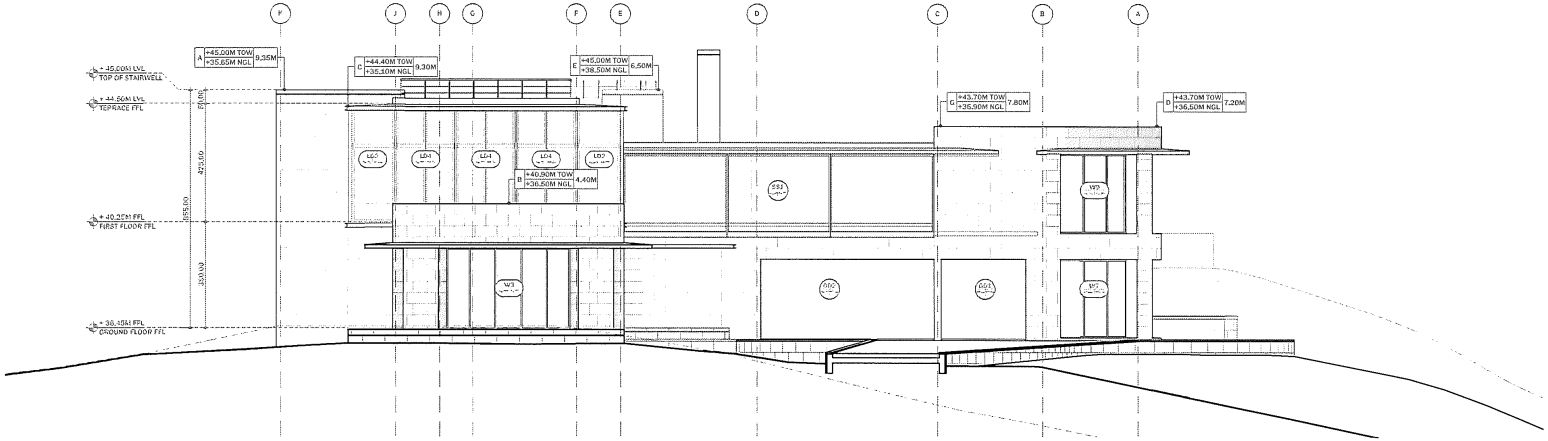
Sections

A2.02

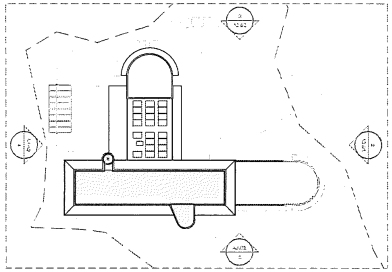
4/2023



ELEVATION 01
SCALE: 1:100



ELEVATION 02
SCALE: 1:100



KEY PLAN
SCALE: 1:500

S.No.	ELEMENT	MATERIALS	FINISHES
01.	FLOORING		
A.	DRIVEWAY	PEA GRAVEL	MATTE
B.	PATIO & DECK	LIMESTONE	SAND-BLASTED
C.	TERRACES	LIMESTONE	SAND-BLASTED
D.	POOL DECK	LIMESTONE	SAND-BLASTED
02.	SURFACE		
A.	WALL CLADDING	LIMESTONE	SAND-BLASTED
B.	PLASTER	LIME PLASTER	-
C.	POOL FINISH	NOVAMIX PLANO CEMENT	-
D.	RETAINING WALL	LIMESTONE	SAND-BLASTED
03.	DOOR & WINDOW		
A.	MAIN DOOR	SOLID WOOD	METAL CLAD
B.	DOOR(INTERNAL)	SOLID WOOD	PAINTED
C.	WINDOW FRAME	ALUMINIUM - RAL 7021	POWDER COAT
D.	SUN SHADE	ALUMINIUM - RAL 7021	POWDER COAT
E.	SLIDING SHUTTER	ALUMINIUM - RAL 7021	POWDER COAT
F.	GARAGE DOOR	ALUMINIUM - RAL 7021	POWDER COAT
04.	EXTERIOR ELEMENTS		
A.	CHIMNEY	STAINLESS STEEL	BLACKENED
B.	HANDRAIL	STAINLESS STEEL	BLACKENED
C.	C-EDGE PROFILE	STAINLESS STEEL	BLACKENED

MATERIAL SCHEDULE

LEGEND	
TOS	TOP OF SLAB
BOS	BOTTOM OF SLAB
FFL	FINISHED FLOOR LEVEL
NGL	NATURAL GROUND LEVEL
TOW	TOP OF WALL
BOW	BOTTOM OF WALL

LEGEND	
	NATURAL GROUND LEVEL
	FORMED GROUND LEVEL

MANGONI

HUTT LAGOON

Date 30.03.2024

Notes

1. Drawings not to be scaled.
2. All measurements are in cm unless otherwise specified.
3. Drawings to be read in conjunction and relevant architectural drawings.
4. This drawing is not for construction. For reference only.
5. Retaining wall - reinforced concrete wall with limestone cladding- to be confirmed

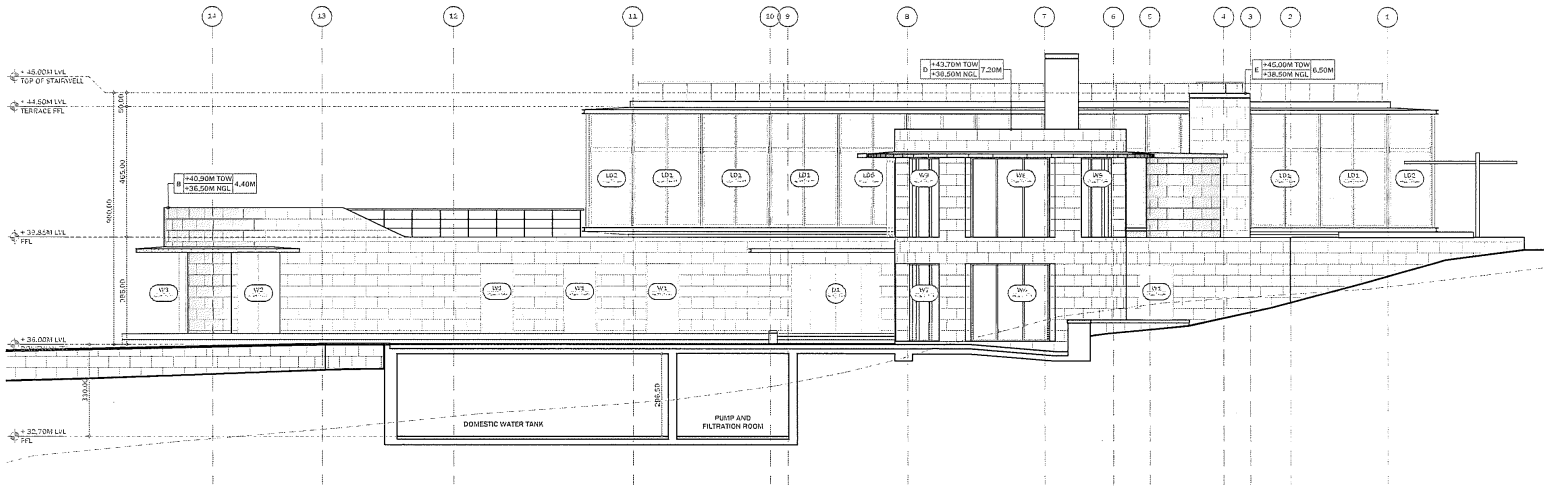
DRAFT

Project North

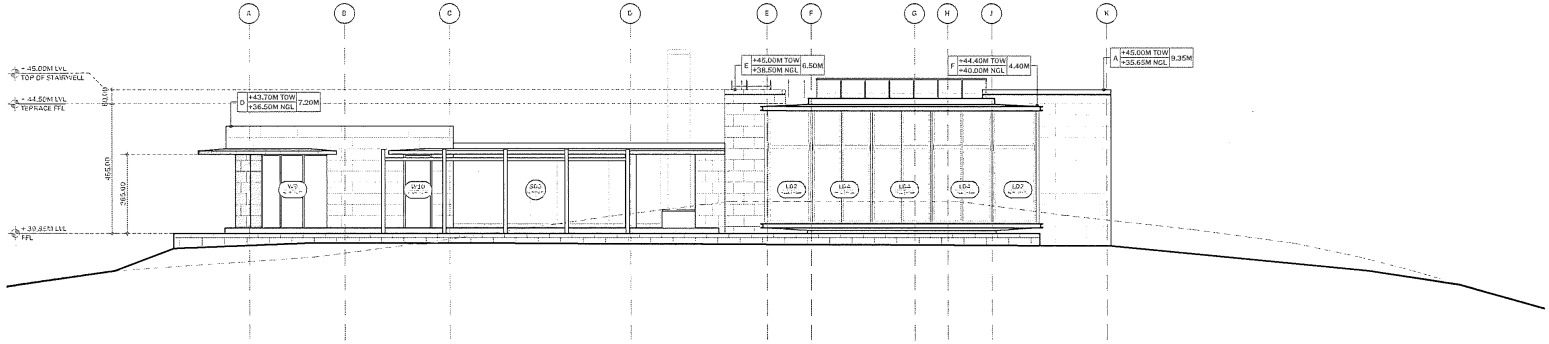
Scale 1:100

Elevation

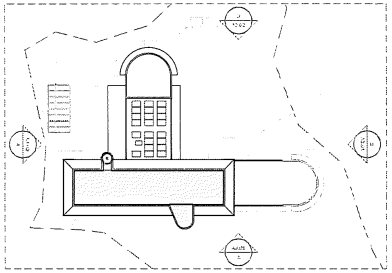
A3.01



ELEVATION 03
SCALE: 1:100



ELEVATION 04
SCALE: 1:100



BEV PLAN
SCALE: 1:200

S.No.	ELEMENT	MATERIALS	FINISHES
01.	FLOORING		
A.	DRIVEWAY	PEA GRAVEL	MATTE
B.	PATIO & DECK	LIMESTONE	SAND BLASTED
C.	TERRACES	LIMESTONE	SAND-BLASTED
D.	POOL DECK	LIMESTONE	SAND-BLASTED
02.	SURFACE		
A.	WALL CLADDING	LIMESTONE	SAND-BLASTED
B.	PLASTER	LIME PLASTER	-
C.	POOL FINISH	NOVAMIX PLANO CEMENT	-
D.	RETAINING WALL	LIMESTONE	SAND-BLASTED
03.	DOOR & WINDOW		
A.	MAIN DOOR	SOLID WOOD	METAL CLAD
B.	DOOR(INTERNAL)	SOLID WOOD	PAINTED
C.	WINDOW FRAME	ALUMINIUM - RAL 7021	POWDER COAT
D.	SUN SHADE	ALUMINIUM - RAL 7021	POWDER COAT
E.	SLIDING SHUTTER	ALUMINIUM - RAL 7021	POWDER COAT
F.	GARAGE DOOR	ALUMINIUM - RAL 7021	POWDER COAT
04.	EXTERIOR ELEMENTS		
A.	CHIMNEY	STAINLESS STEEL	BLACKENED
B.	HANDRAIL	STAINLESS STEEL	BLACKENED
C.	C-EDGE PROFILE	STAINLESS STEEL	BLACKENED

MATERIAL SCHEDULE

LEGEND	
TOS	TOP OF SLAB
BOS	BOTTOM OF SLAB
FFL	FINISHED FLOOR LEVEL
NGL	NATURAL GROUND LEVEL
TOW	TOP OF WALL
BOW	BOTTOM OF WALL

LEGEND	
— — —	NATURAL GROUND LEVEL
▬▬▬	FORMED GROUND LEVEL

MANGINI

HUTT LAGOON

Date 30.03.2024

Notes

1. Drawings not to be scaled.
2. All measurements are in cm unless otherwise specified.
3. Drawings to be read in conjunction and relevant architectural drawings.
4. This drawing is not for construction. For reference only.
5. Retaining wall - reinforced concrete wall with limestone cladding- to be confirmed

DRAFT

Project North

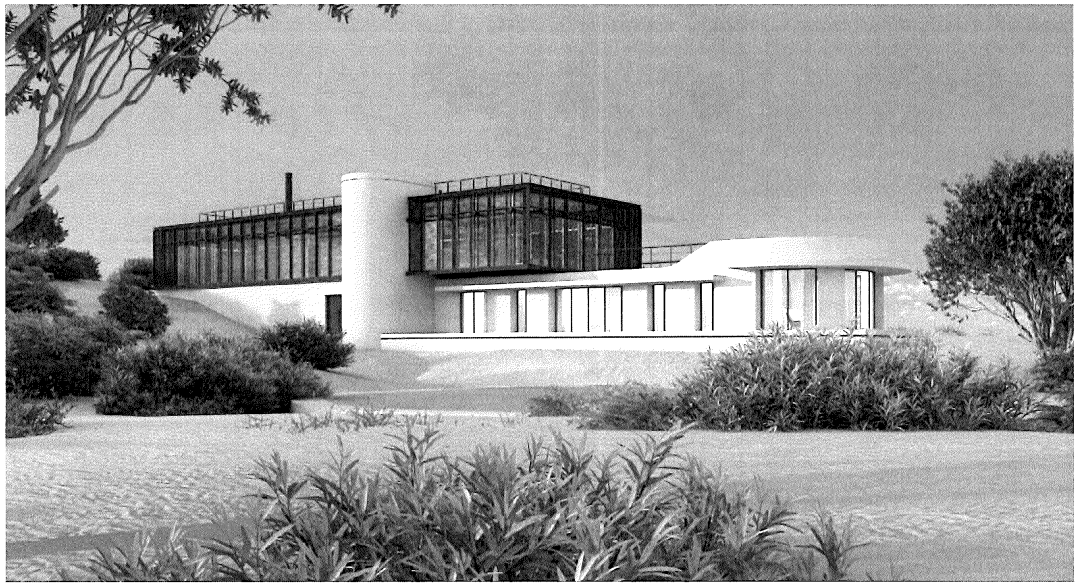
Scale 1:100

Elevation

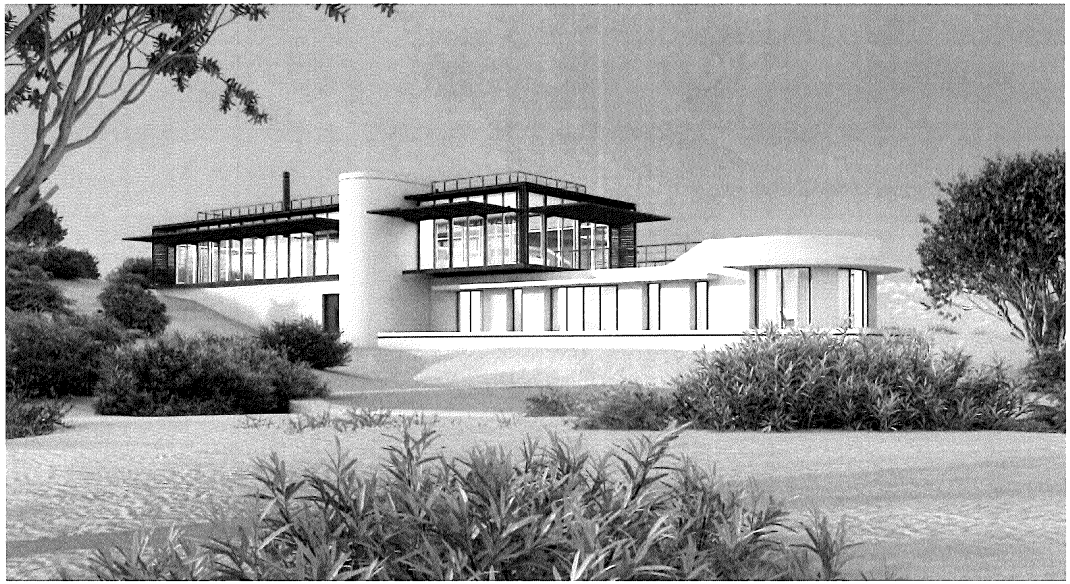
A3.02

V.2023

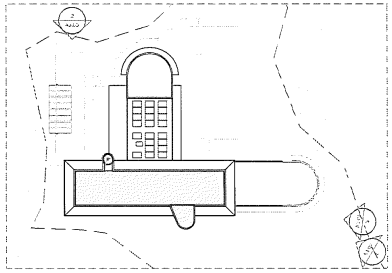
Attachments - Ordinary Meeting of Council - 20 June 2024



RENDER 01
VIEW FROM SOUTH WEST (LOUVERS CLOSED)



RENDER 02
VIEW FROM SOUTH WEST (LOUVERS OPEN)



KEY PLAN
SCALE: 1:500

MANCINI

HUTT LAGOON

Date 30.03.2024

Notes

1. Drawings not to be scaled.
2. All measurements are in cm unless otherwise specified.
3. Drawings to be read in conjunction and relevant architectural drawings.
4. This drawing is not for construction. For reference only.
5. Retaining wall - reinforced concrete wall with limestone cladding- to be confirmed

DRAFT

Project North

Renders

A4.01

v.2023

Date 30.03.2024

Notes

1. Drawings not to be scaled.
2. All measurements are in cm unless otherwise indicated.
3. Drawings to be read in conjunction and as one set.
4. This drawing is not for construction, for planning only.
5. Walls to be cast - reinforced concrete with with limestone cladding to be confirmed

DRAFT

Project North

Renders

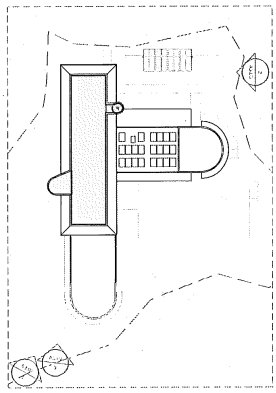
A4.02

Rev 00

HUTT LAGOON

MANCINI

RENDER 03
VIEW FROM SOUTH-WEST



KEY PLAN
SCALE: 1:500

Date 20.03.2024
Notes
1. Drawing not to be scaled.
2. All measurements are in mm unless otherwise indicated.
3. Drawings to be read in conjunction and checked against other drawings.
4. This sketch is not for construction. For illustration only.
5. Vertical wall - reinforced concrete wall with limestone cladding to be confirmed

DRAFT

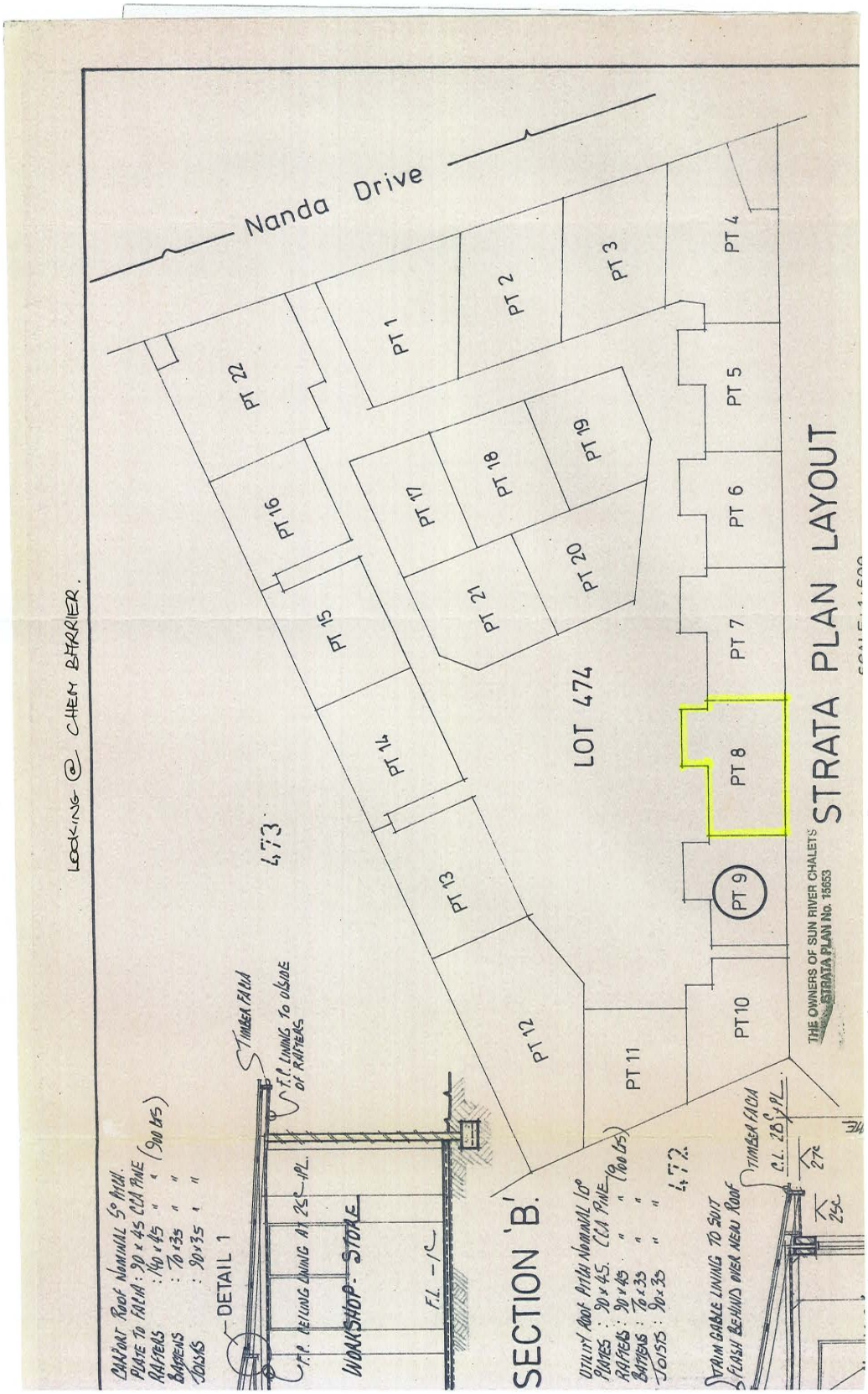
Project North

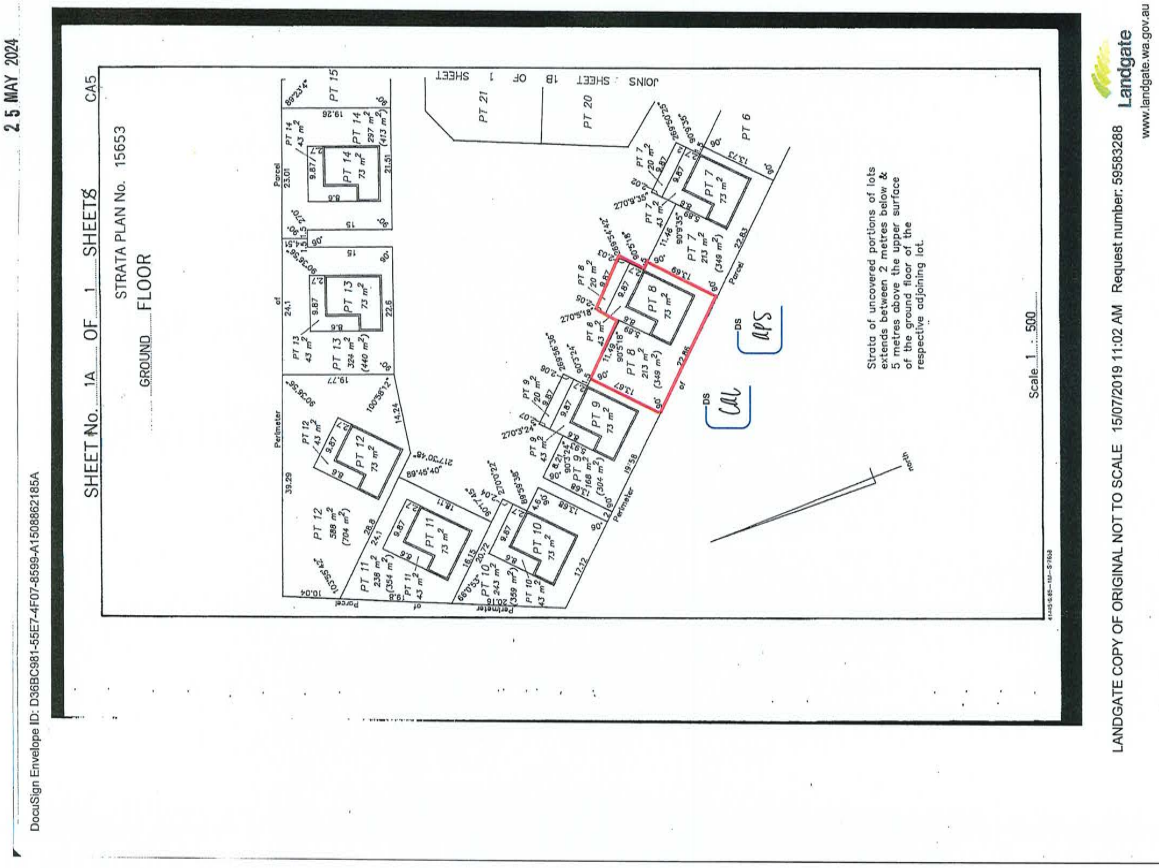
Renders

A4.03

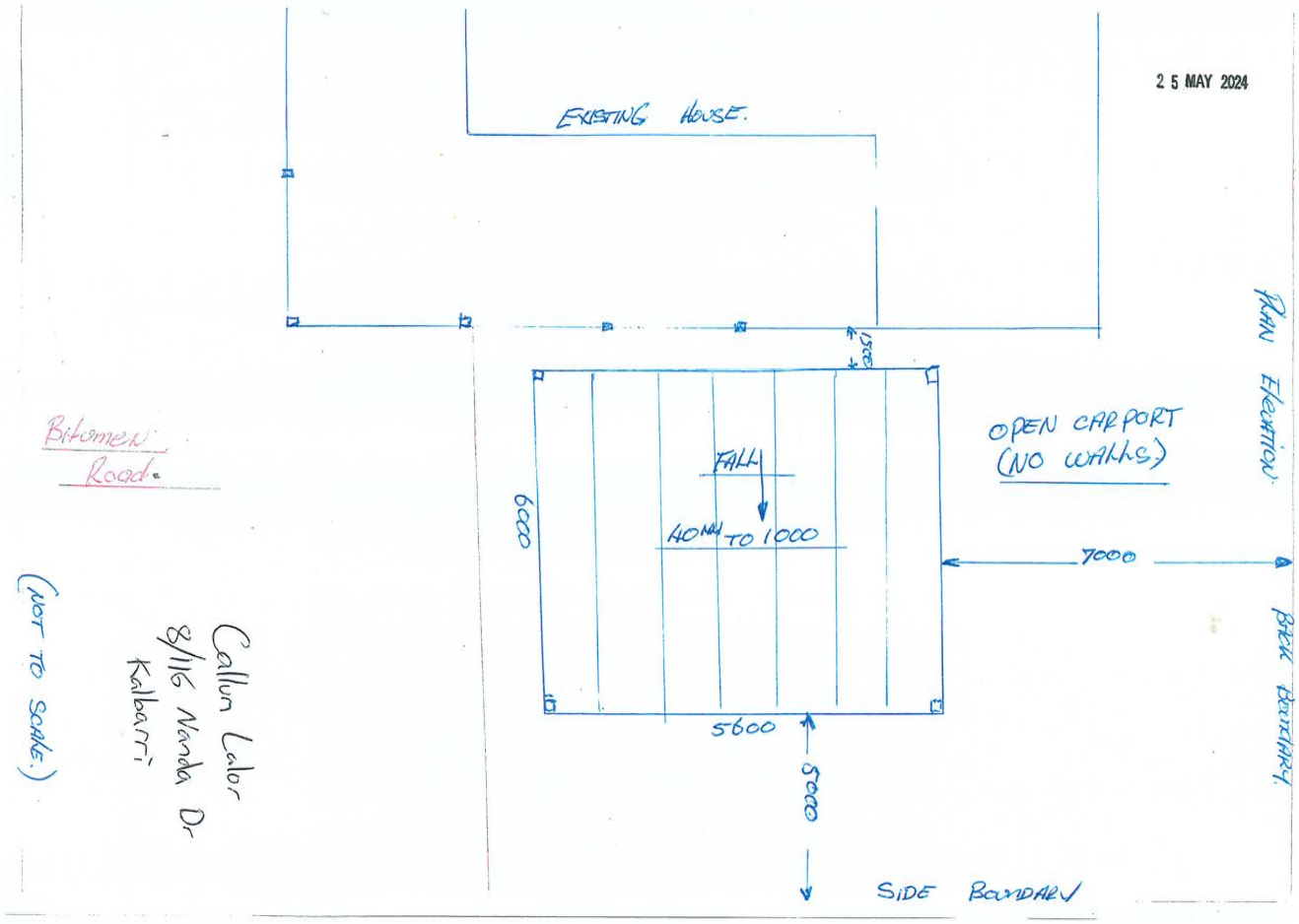
HUTT LAGOON

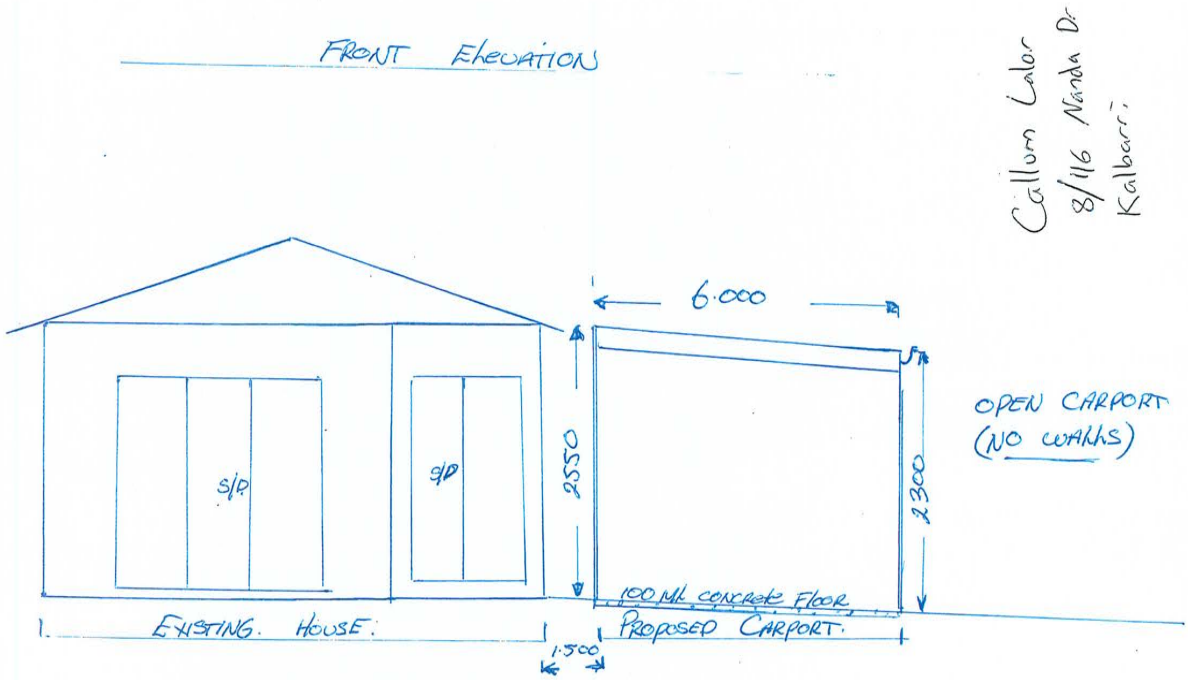
MANCINI


STRATA PLAN LAYOUT
THE OWNERS OF SUN RIVER CHALETS
STRATA PLAN No. 15653
Nanda Drive
LOT 474
PT 1
PT 2
PT 3
PT 4
PT 5
PT 6
PT 7
PT 8
PT 9
PT 10
PT 11
PT 12
PT 13
PT 14
PT 15
PT 16
PT 17
PT 18
PT 19
PT 20
PT 21
PT 22
473
472
LOOKING @ CHEM BARRIER.
SECTION 'B'
DETAIL 1
WORKSHOP - STORE
F.L. -/-
F.P. LINING AT 25 -/PL.
F.P. LINING TO OUTSIDE OF RAFTERS
TIMBER FACIA
CONCRETE ROOF NOMINAL 5° PITCH.
PLATE TO FACIA : 90 x 45 CCA PINE
RAFTERS : 140 x 45 " " (900 bfs)
BATTENS : 70 x 35 " "
JOISTS : 90 x 35 " "
UTILITY ROOF PITCH NOMINAL 10°
PLATES : 90 x 45 CCA PINE
RAFTERS : 90 x 45 " " (900 bfs)
BATTENS : 70 x 35 " "
JOISTS : 90 x 35 " "
TRIM GABLE LINING TO SUIT FLASH BEHIND OVER NEW ROOF
TIMBER FACIA
C.L. 28 -/PL.
272
254


SHEET No. 1A OF 1 SHEETS
CA5
STRATA PLAN No. 15653
GROUND FLOOR
JOINS SHEET 1B OF 1 SHEET
Strata of uncovered portions of lots extends between 2 metres below & 5 metres above the upper surface of the ground floor of the respective adjoining lot.
Scale 1 : 500
Landgate
www.landgate.wa.gov.au
LANDGATE COPY OF ORIGINAL NOT TO SCALE 15/07/2019 11:02 AM Request number: 59583288
DocuSign Envelope ID: D36BC981-55E7-4F07-8599-A1508862185A
25 MAY 2024

Bluma Road
N
PT 8
73 m²
PT 9
73 m²
PT 10
73 m²
PT 11
73 m²
PT 8
20 m²
PT 8
43 m²
PT 9
20 m²
PT 9
43 m²
PT 9
168 m²
(304 m²)
PT 8
213 m²
(349 m²)
Perimeter
Parcel
Proposed Flat Roof Steel Carport 6.000
Callum Lalor
8/116 Nanda Dr
Kalbarri
DS
CAL
DS
APS


25 MAY 2024
EXISTING HOUSE.
1500
OPEN CARPORT
(NO WALLS)
FALL
HOMM TO 1000
6000
7000
5600
5000
SIDE BOUNDARY
REAR BOUNDARY
REAR ELEVATION
Bitumen Road.
Callum Lalor
8/116 Nanda Dr
Kalbarri
(NOT TO SCALE.)


FRONT ELEVATION
Callum Lalor
8/116 Nanda Dr
Kalbarri
6.000
S/D
S/D
2550
2300
OPEN CARPORT
(NO WALLS)
100 MM CONCRETE FLOOR
EXISTING. HOUSE.
PROPOSED CARPORT.
1.500

RURAL RETREAT 167

167m²

x4 x1 x2

07 MAY 2024

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- Internal framing predrilled for electrical and plumbing
- Horizontal COLORBOND® steel wall sheeting
- Corrugated ZINCALUME® steel roof sheeting
- COLORBOND® steel ridge capping, barge and flashings
- COLORBOND® steel gutters and facias
- ZINCALUME® steel verandah posts
- All bracketry, bolts and screws provided
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- Council approval guarantee

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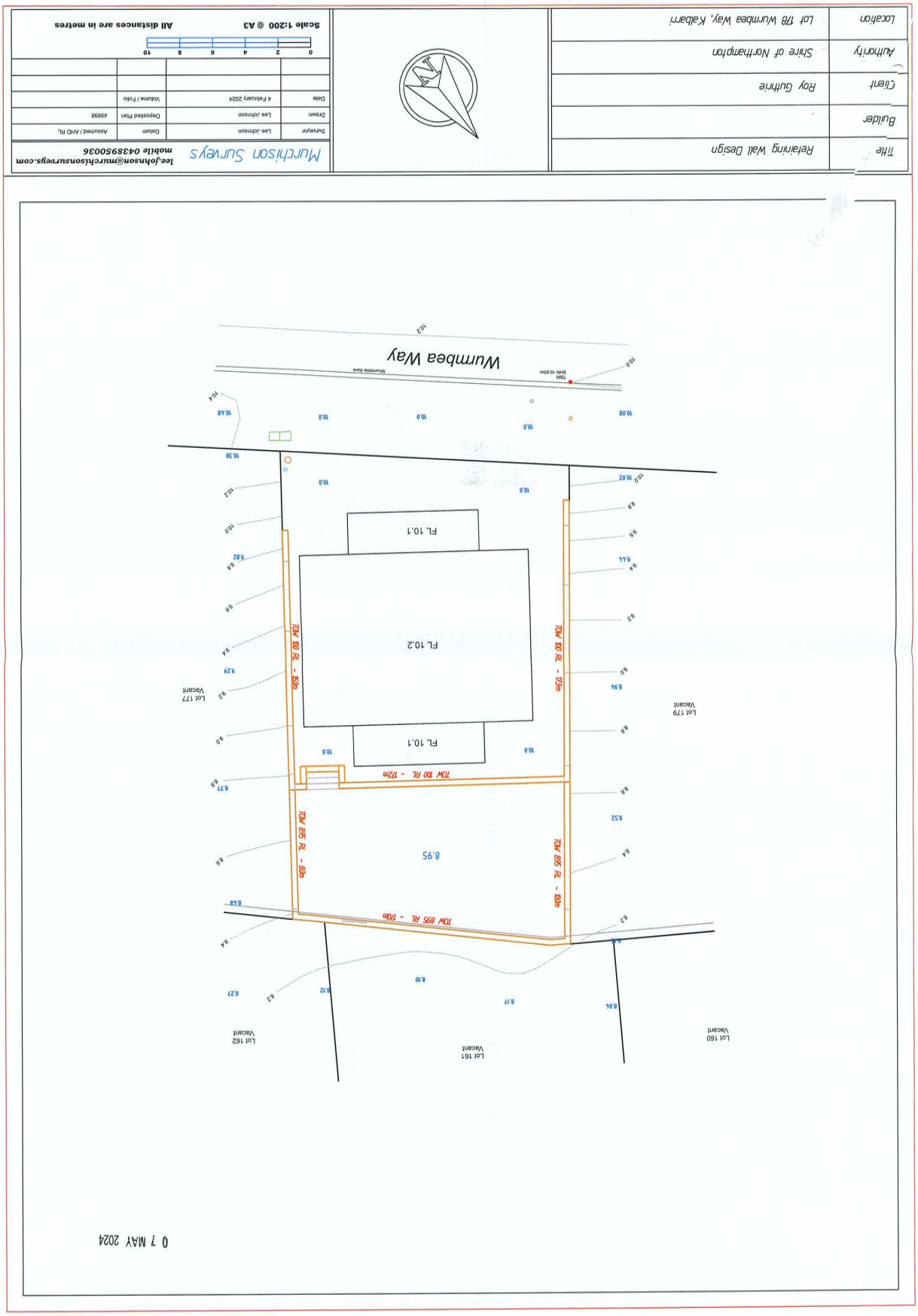
SHEDS n HOMES

PROJECT STATUS:
FLOOR PLAN UPDATE 01: 7/05/2024
MI GLOBAL CONSTRUCTION
MI Global Construction Pty Ltd
Cardiblum | Kalgoorlie | Karratha
EMAIL: mgglobal@com.au
PHONE: 08 9021 7117
© COPYRIGHT - MI GLOBAL 2023
Print Date: 7/05/2024 9:39 AM
REV
DATE
REVISION DETAIL
JOB No: MGGER23401B
DATE: DEC 2023
DWN: J.D.
SITE: 503m2
BUILDING: unknown
FILE:
Project Name:
PROPOSED TRANSPORTABLE RESIDENCE
LOT 178 20 WURMBEA WAY
KALBARRI 6536
For:
MI GLOBAL CONSTRUCTION
Address:
TITLE: SITE PLAN
SHEET SIZE: ISO A3
SHEET NO: 5 of 3
DWG No: BA01
SCALE: 1:200
REV: -
BA01 SITE PLAN 1:200
WURMBEA WAY
PROPOSED RESIDENCE
F.F.L. 10.200
147.00 m²
REAR V/DAH
F.F.L. 10.100
16.37 m²
FRONT V/DAH
F.F.L. 10.100
17.76 m²
LOT 178
503m²
Lot 178
L177
L179
L160
L161
L162
DEEP SEWER LINE
SEWER JUNCTION
CROSSOVER TO LOCAL COUNCIL REGULATION
DRIVEWAY
SIGN POST
LIGHT POLE
1m SETBACK
12m SETBACK
6m SETBACK
3m SETBACK
CLIENT APPROVAL
REFERRED TO IN THE CONTRACT
PLEASE COMPLETE AND RETURN
A SIGNED COPY
Once completed, this certifies the persons below have review tehis set of plans in full, and agree to progress to the next stage. Please review all pages carefully, as modifications may incur additional cost.
DATED: ...../...../.....
NAME .....
BUILDER .....
SITE AREAS:
RESIDENCE AREA - 147m²
V/DAH AREA - 38.4m²
TOTAL - 185.4m²
TOTAL NEW FOOTPRINT - 147m²
COVERED OPEN SPACE - 38.4m²
TOTAL SITE COVERAGE - 185m²
SITE AREA -503m²
0 7 MAY 2024


07 MAY 2024
Lot 160
Vacant
Lot 161
Vacant
Lot 162
Vacant
TOW 895 RL - 70m
TOW 895 RL - 100m
TOW 895 RL - 60m
8.95
TOW 100 RL - 70m
FL 10.1
FL 10.2
FL 10.1
TOW 100 RL - 120m
TOW 100 RL - 80m
Lot 179
Vacant
Lot 177
Vacant
Wurmbea Way
Alcoomba Road
TBM
SHN 10.00m
Title
Retaining Wall Design
Builder
Client
Roy Guthrie
Authority
Shire of Northampton
Location
Lot 178 Wurmbea Way, Kalbarri
Surveyor
Lee Johnson
Datum
Assumed / AHD RL
Drawn
Lee Johnson
Deposited Plan
49898
Date
4 February 2024
Volume / Folio
0 2 4 6 8 10
Scale 1:200 @ A3
All distances are in metres
Murchison Surveys
lee.johnson@murchisonsurveys.com
mobile 0438950036

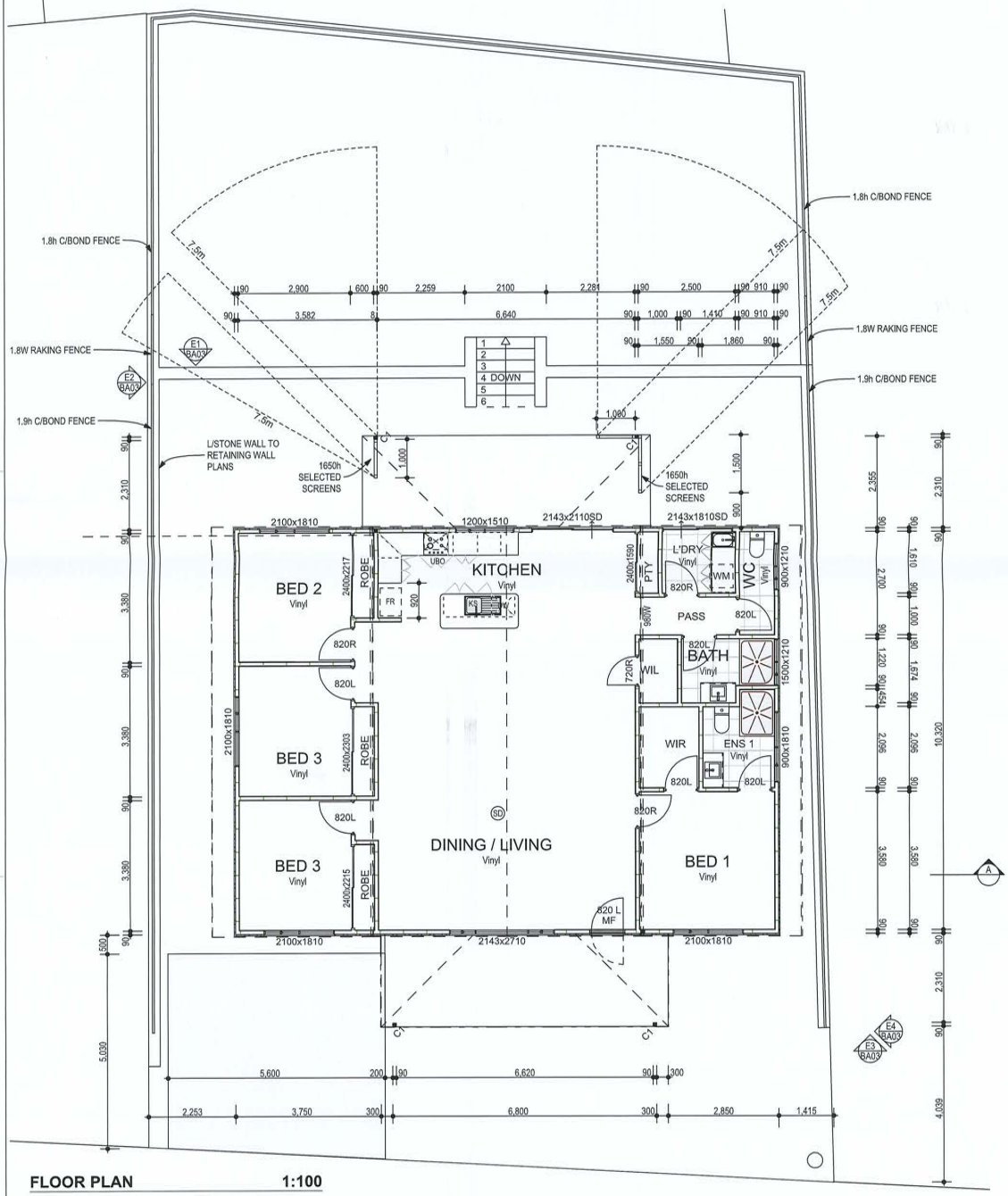
Lot 160
Vacant
Lot 161
Vacant
Lot 162
Vacant
Lot 179
Vacant
Lot 178
60m²
Lot 177
Vacant
Wumbea Way
Site Details
Electricity
Underground
Road
Bitumen
Telecom
Yes
Freeph
No
NBN
Yes
Kerb
Mountable
Water
Yes
Sewer
Yes
Gas
No
Title
Contour & Feature Survey
Builder
Client
Roy Gulline
Authority
Shire of Northampton
Location
Lot 178, Wumbea Way, Kalbarri
Murchison Surveys
lee.johnson@murchisonsurveys.com
mobile 0438950036
Surveyor
Lee Johnson
Drawn
Lee Johnson
Date
4 February 2024
Approved / Rev No.
Approved
Datum
Height Datum
AHD
Version / Folio
4888
Scale 1:200 @ A2
All distances are in metres
0 2 4 6 8 10

0 7 MAY 2024

GENERAL NOTES:
1. DO NOT SCALE THESE DRAWINGS.
2. ALL DIMENSIONS, LEVELS AND SITE CONDITIONS TO BE CHECKED ON SITE PRIOR TO CONSTRUCTION AND ANY DISCREPANCIES REPORTED IMMEDIATELY.
3. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.
4. ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH THE BUILDING CODE OF AUSTRALIA, LOCAL GOVERNMENT AUTHORITIES REQUIREMENTS, AS WELL AS THE LATEST REVISIONS OF THE RELEVANT AUSTRALIAN STANDARDS.
5. ALL WORKS TO COMPLY WITH STRUCTURAL ENGINEERS DETAILS AND OTHER RELEVANT DRAWINGS/REPORTS
6. READ THIS DRAWING IN CONJUNCTION WITH ALL SERVICE, AND ENGINEERING DRAWINGS.
7. PLEASE ENSURE THAT WORKS ARE COMPLIANT WITH THE CURRENT EDITION OF THE NATIONAL CONSTRUCTION CODES (B.C.A.) AND AUSTRALIAN STANDARDS REFERENCED USING THE LATEST AMENDMENTS AND EDITIONS.
8. NOTIFY THE DESIGNER OF ANY ERRORS, DISCREPANCIES OR OMISSIONS WITHIN THESE DRAWINGS.

FOUNDATION NOTES
1. FOUNDATION SOIL TO BE CLEAN, COMPACT, NATURAL GROUND, FREE OF EXCESSIVE MOISTURE
2. GROUND SHALL BE COMPACTED TO ACHIEVE:
FOR SAND SITES, MINIMUM 6 BLOWS OVER 150-450 MM,
7 BLOWS OVER 450-750 MM, AND 9 BLOWS OVER 750-1050 MM WITH A PERTH SAND PENETROMETER (AS1289.6.3.3)
FOR COHESIVE/GRAVEL SITES, MINIMUM 6 BLOWS OVER 150MM, USING A DYNAMIC CONE PENETROMETER (DCP) THROUGH ALL FILL OR TO 600MM IN NATURAL GROUND.
3. ALTERNATIVELY, PROVIDE MIN 200mm CRUSHED LIMESTONE (COMPACTED) ROAD BASE OVER NATURAL SOIL.
4. PREPARE SITE SUCH THAT SURFACE RUNOFF CANNOT DRAIN OVER OR UNDER FOUNDATIONS.
5. FOOTING HAS BEEN DESIGNED FOR SOIL CLASS "A" OR "S". IF THIS IS DIFFERENT, CONTACT AN ENGINEER PRIOR TO CONSTRUCTION.

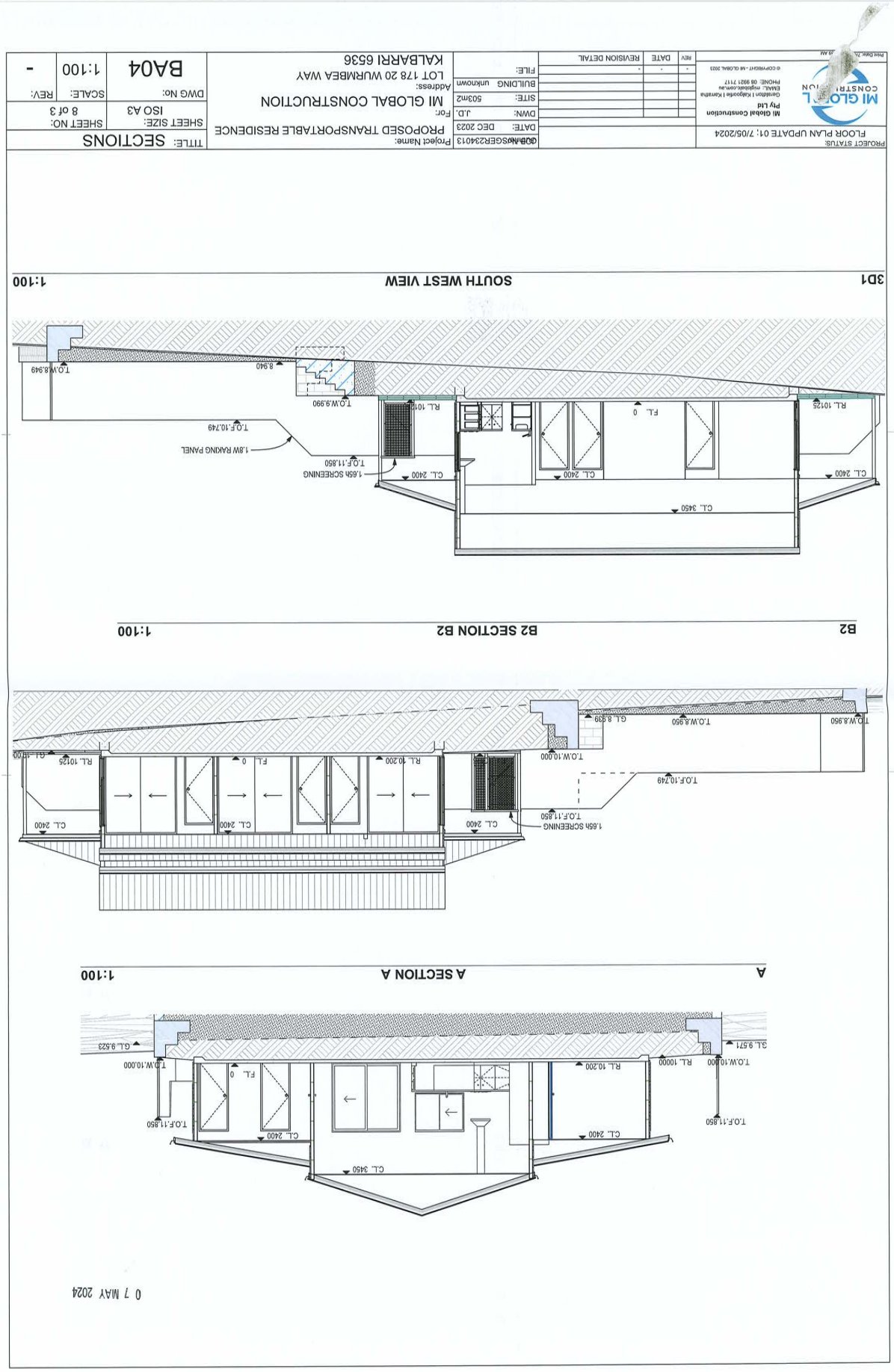
0 7 MAY 2024

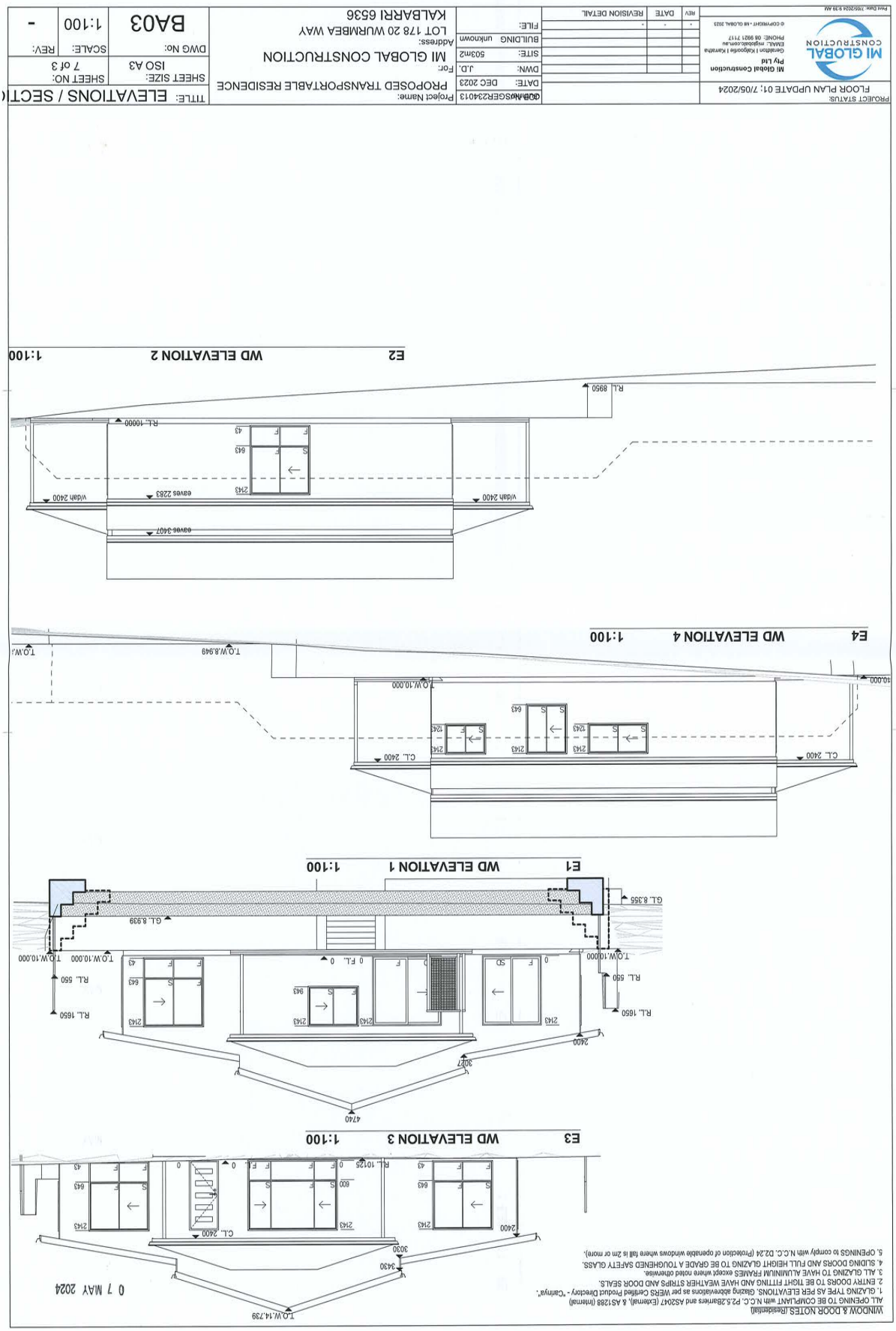


FLOOR PLAN 1:100

PROJECT STATUS: FLOOR PLAN UPDATE 01; 7/05/2024		JOB No: SGER234013	Project Name: PROPOSED TRANSPORTABLE RESIDENCE	TITLE: FLOOR PLAN	
MI GLOBAL CONSTRUCTION — Mi Global Construction Pty Ltd, Geraldton I Kalgoorlie I Karratha, EMAIL: mi@mi-global.com.au, PHONE: 08 9921 7117		DATE: DEC 2023	For: MI GLOBAL CONSTRUCTION	SHEET SIZE: ISO A3	SHEET NO: 6 of 3
		DWN: J.D.	Address: LOT 178 20 WURMBEA WAY KALBARRI 6536	DWG No: BA02	SCALE: 1:100 / REV: -
		SITE: 503m2			
		BUILDING unknown			
		FILE:			
© COPYRIGHT - MI GLOBAL 2023	REV / DATE / REVISION DETAIL				
Print Date: 7/05/2024 9:38 AM					

Attachments - Ordinary Meeting of Council - 20 June 2024


0 7 MAY 2024
A
A SECTION A
1:100
B2
B2 SECTION B2
1:100
3D1
SOUTH WEST VIEW
1:100
PROJECT STATUS:
FLOOR PLAN UPDATE 01: 7/05/2024
Mi Global Construction Pty Ltd
Geraldton | Kalgoorlie | Kununurra
EMAIL: mgglobal.com.au
PHONE: 08 9921 7117
© COPYRIGHT - MI GLOBAL 2023
REV
DATE
REVISION DETAIL
DOCNUM: SGER24013
DATE: DEC 2023
DWN: J.D.
SITE: 503m2
BUILDING unknown
FILE:
Project Name:
PROPOSED TRANSPORTABLE RESIDENCE
For:
MI GLOBAL CONSTRUCTION
Address:
LOT 178 20 WURMBEA WAY
KALBARRI 6536
TITLE: SECTIONS
SHEET SIZE: ISO A3
SHEET NO: 8 of 3
DWG No: BA04
SCALE: 1:100
REV: -


WINDOW & DOOR NOTES (residential)
ALL OPENING TO BE COMPLIANT with N.C.C. P2.5.2Bareers and AS2047 (External), & AS1288 (Internal)
1. GLAZING TYPE AS PER ELEVATIONS. Glazing abbreviations as per WERS Certified Product Directory - "Carinya".
2. ENTRY DOORS TO BE TIGHT FITTING AND HAVE WEATHER STRIPS AND DOOR SEALS.
3. ALL GLAZING TO HAVE ALUMINIUM FRAMES except where noted otherwise.
4. SLIDING DOORS AND FULL HEIGHT GLAZING TO BE GRADE A TOUGHENED SAFETY GLASS.
5. OPENINGS to comply with N.C.C. D2.24 (Protection of openable windows where fall is 2m or more).
T.O.W.14.799
0 7 MAY 2024
E3 WD ELEVATION 3 1:100
E1 WD ELEVATION 1 1:100
E4 WD ELEVATION 4 1:100
E2 WD ELEVATION 2 1:100
PROJECT STATUS:
FLOOR PLAN UPDATE 01: 7/05/2024
MI GLOBAL CONSTRUCTION
MI Global Construction Pty Ltd
Geraldton | Kalgoorlie | Karratha
EMAIL: mgglobal.com.au
PHONE: 08 9921 7117
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Plot Date: 7/05/2024 9:39 AM
REV | DATE | REVISION DETAIL
JOB NO: GER23401 3
DATE: DEC 2023
Project Name:
PROPOSED TRANSPORTABLE RESIDENCE
KALBARRI 6536
TITLE: ELEVATIONS / SECTIO
SHEET SIZE: ISO A3
SHEET NO: 7 of 3
DWG No: BA03
SCALE: 1:100
REV: -
DWN: J.D.
For:
SITE: 503m2
BUILDING unknown
FILE:
MI GLOBAL CONSTRUCTION
Address:
LOT 178 20 WURMBEA WAY
KALBARRI 6536

From [redacted]
Sent: Saturday, April 27, 2024 8:38 PM
To: Michelle Allen <michelle.allen@northampton.wa.gov.au>
Subject: Regarding Development on Neighboring Lot 178, Kalbarri Wurmbea Way

Dear Mrs. Michelle Allen,

I am writing to formally appeal the development plans for Lot 178 on Wurmbea Way, Kalbarri. I am the owner of the neighbouring Lot 162 on Centrolepis Circuit and have concerns regarding potential property damage stemming from inadequate drainage systems proposed in the ongoing development.

Regrettably, the communication regarding this development and the subsequent documentation took an unusual length of time to reach me in Queensland, exceeding four weeks. This delay, compounded by the time necessary to seek appropriate legal advice, has unfortunately resulted in my late submission of this appeal. I respectfully request that the council considers this explanation for the delay and reviews my concerns despite the delay in the usual response timeframe.

Upon reviewing the development plans for Lot 178, I was alarmed to discover that they do not include any provisions for drainage. This omission is particularly concerning as it may potentially leading to issues such as water pooling and soil erosion on my property.

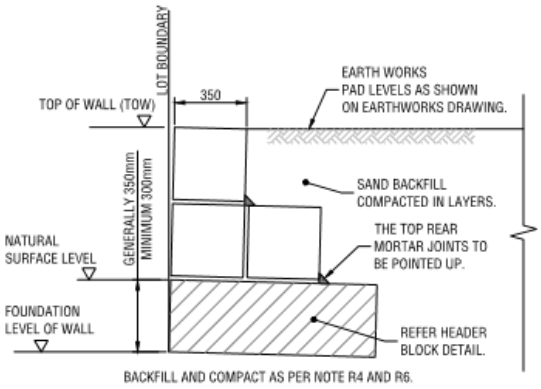
Could you please confirm whether my late submission will still be considered under my circumstances? I am keen to resolve this matter collaboratively and am available for any discussions deemed necessary by the council.

I look forward to your understanding and response.

Yours sincerely,

[redacted]

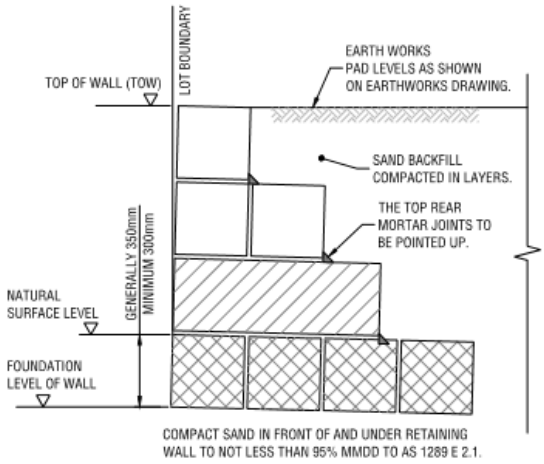
Typical structural plan of limestone wall design



TWO COURSE EXPOSED WALL PROFILE

(890 MAX. RETAINED HEIGHT)

SCALE 1 : 25



THREE COURSE EXPOSED WALL PROFILE

(1260 MAX. RETAINED HEIGHT)

SCALE 1 : 25

DEVELOPMENT APPLICATION
PROPOSED SEVEN SINGLE DWELLINGS
18 MORTIMER STREET
KALBARRI

April 2024

By urbanplan
On behalf on behalf of Urban Fabric

Approved by: Ian Brashaw

Signed / Date: April 2024

Position: Principal

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2.1.3 Additional Site and Development Requirement's 8
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1. INTRODUCTION

urbanplan, on behalf our client Urban Fabric submits this development application to the Shire of Northampton for the proposed development of seven single dwellings at 18 Mortimer Street, corner Auger Street, Kalbarri, including a small dwelling component in accordance with clause 2.9 and 1.1 of SPP 7.3 Design Codes Volume 1 for medium density (April 2024). The proposal is for permanent accommodation. Application for subdivision to the Planning Commission is to occur consequent to development approval.

The subject site is classified as a Residential Zone, residential coding of R50, with an Additional Use A1 classification of Tourism Development pursuant to Local Planning Scheme No. 11, Kalbarri Townsite. The additional use has no bearing on the proposed permanent accommodation.

The proposed seven single dwellings is a contextually scaled urban built form the majority within an existing building of local community significance situated within walking distance of the Kalbarri town centre.

The proposed development is predicated on quality design principles achieving sustainable outcomes with a focus on providing small dwelling units to accommodate the trend toward smaller households in response to the overwhelming demand for permanent housing accommodation in Kalbarri.

1.1 PURPOSE

The purpose of this report is to substantiate the proposed development for seven attached dwellings on 18 Mortimer Street, Kalbarri township.

In doing so, the proposal is assessed against the newly released Residential Design Codes Volume 1 and gives commentary on the application of the relevant clauses to the

1.1.1 Context

urbanplan, on behalf of our client Urban Fabric, seeks development approval for seven single dwellings from the Shire of Northampton that:

- Enables the conservation and maintenance of the significant community building through the design process, in accordance with local heritage protection provisions and those of Volume 1 R-Codes;
- Ensures that the local historic streetscape is not altered, as it contributes to the community's sense of place and belonging; and
- Ensures that future infill development does not impact upon the overall heritage value of the existing building while enabling the Mortimer frontage to integrate with the existing streetscape.

urbanplan derives support for the proposed development from existing local planning scheme, strategy and policy framework in the compilation of a comprehensive application.

1.2 LOT DESCRIPTION

The site 18 Mortimer Street comprises:

- Site Area of 994 m2
- Inclusive of and 18 m2 corner truncation equals 1012m2
- Residential Zone with Residential Design Code of R50
- Additional Use A1 tourism development
- Existing Crocos Hall formerly serving as the local community hall; and
- One existing trees to be maintained.

The subject land is Lot 100 (number 18) Mortimer Street, corner Auger Street, as described on Certificate of Title at Annex A.

The proposed development has a common boundary with the IGA supermarket and is located within an 800 metre walking distance of the main shopping centre that provides for other convenience goods shopping hotel and TransWA bus link, to Perth. The Kalbarri Recreation Centre, the River, school and Doctor's surgery are further afield.

Trans WA Bus route serves the township daily with connection to Northampton and Geraldton to East Perth rail station. The context and extent of that village is indicated at Figure 1.

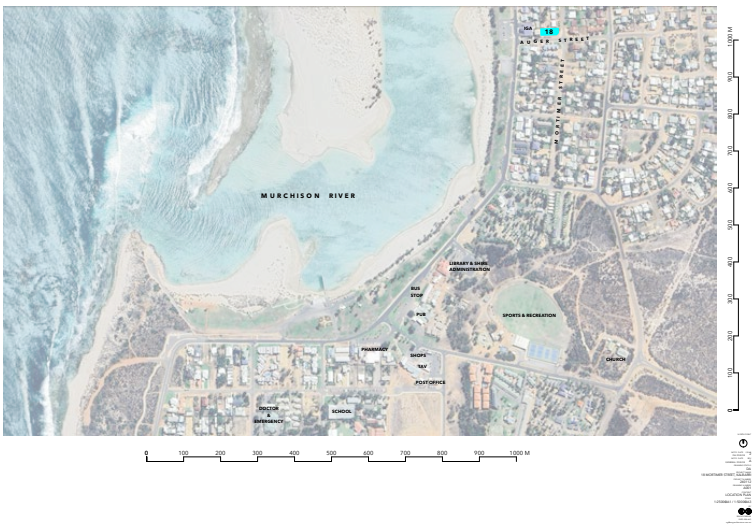


Figure1: Location Plan

1.3 DESCRIPTION OF DEVELOPMENT PROPOSAL

To respond to the changing local market and to respond to the trend towards smaller households the proposed development comprises a five single dwellings of various sizes within the existing Crocos Hall and two, two storey, two bedroom units each with a functional balcony and courtyard setting. While the siting of the five dwellings is within the curtilage of the Crocos hall, the configuration enables:

- northern aspect
- courtyard garden
- solar access
- breezeways
- coastal views
- street surveillance
- garden to bedrooms.

The two storey component with frontage of Mortimer Street provides a built form transition from the retail outlet to Crocos hall and is in keeping with the streetscape to Mortimer.

The proposed development is predicated on sustainable built form criteria as encouraged by the Residential Density Codes inclusive of:

- gold standard accessible dwelling
- sustainable building design; and
- sustainable built form for solar and breezeway access and energy efficient design and construction.

In support of state strategic planning directions, the proposal is for permanent residency appropriately increases density with a range of dwelling sizes adjacent an existing commercial centre that enhancing walkability.

Figure 2 provides an example the floorplan layout that exemplifies deemed to comply site area and landscape characteristics. All design development plans and images designed by Sean Gorman are at Annex B.

urban plan | seven residential dwelling development
18 mortimer street

Figure 2: Example Site and Landscape Characteristics

2. KALBARRI STRATEGIC FRAMEWORK

In 2010, the Shire of Northampton devised a strategy to establish the pattern of settlement and growth for the township - Kalbarri Townsite Strategy. While somewhat outdated, the purpose of the strategic plan was set the parameters for the town planning scheme No. 11, issued in 2017.

The strategy objective of the Mixed Residential Precinct that applies to the subject site is:

> To enable the provision of medium density accommodation for either permanent or short stay occupation in a managed, mixed residential environment within close proximity of the Town Centre and River Foreshore so as to maintain the compactness and walkability of the Kalbarri Townsite.

Aspects of the strategy, some of which have been implemented in the town planning scheme, relevant to the proposed development at 18 Mortimer Street include:

Amend density coding to R50 / R60 to encourage re-development of existing sites for short stay accommodation.

Residential development for permanent occupation limited to maximum density of R50. Two storey height limit.

Allowance of R60 coding for tourist accommodation for short stay only and subject to:

- Amalgamation to a minimum site area of 2,000m2.
- Encouragement of on-site manager through exclusion of manager's residence from density calculation.
- Minimum on-site facilities of covered BBQ area and pool of all developments.
- Two storey height limit.

Where necessary, setback and design concessions should be provided to residential and short stay developments to ensure retention of mature vegetation nominated by Council.

The proposed seven single dwellings are not proposed for short stay accommodation; otherwise, the applicable provisions of the Kalbarri Townsite Strategy for the proposed development are met, namely:

- Application of R50 Residential Code development requirements;
- Provision of permanent accommodation at that code; and
- Potential to apply setback concessions to save mature vegetation.

3. STATUTORY PLANNING FRAMEWORK

3.1 LOCAL PLANNING SCHEME NO. 11 KALBARRI TOWNSHIP

2.1.1 Residential Design Codes

The local town planning scheme encapsulates the Residential Design Codes at clause 4.1.1:

> 4.1.1 The R-Codes, modified as set out in clause 4.2, are to be read as part of this Scheme.

Modifications of the general site requirements of Residential Design Codes are recognised a clause 4.2 of the planning scheme.

2.1.2 Zone Objectives

The objectives of each zone classification are given at clause 3.1; for the Residential Zone:

- To provide for a range of housing and a choice of residential densities to meet the needs of the community.
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.

2.1.3 Additional Site and Development Requirements

Additional site and development requirements of the planning scheme that may relate to the proposed development make reference to parking, building height and tree preservation.

Significantly clause 4.10.2 enables the local government to approve development that does not comply with additional requirements.

> 4.10.2 The local government may approve an application for a development approval that does not comply with an additional site and development requirement.

Furthermore, Clause 4.10.5 states the local government may only approve an application for development approval under this clause if it is satisfied that:

- the approval would be appropriate relative to the list of matters for consideration given in clause 67 of the Planning and Development (Local Planning Schemes) Regulations; and
- the proposal will not have a significant adverse effect on the occupiers or surrounds.

The first consideration includes recognition of State Planning Policy 7.3.

Commentary

In addressing the above clauses, the proposal applies and fulfills State Planning Policy 7.3 Volume 1 of Residential Design Codes in both deemed to comply and design principle considerations. In respect of car parking, the proposal fulfills the minimum requirements recognising the design principles of the Codes noting the relevance of clause 4.10.2.

The proposed architectural design provides a range of housing and a choice of residential accommodation that is of high quality design, sustainable built form construction responding to the existing streetscapes. Significantly, the proposed development meets the needs of the dire housing shortage in Kalbarri.

The proposal responds to all relevant matters for council's consideration and in doing so addresses:

- relevant requirements of matter for consideration in clause 67 of the Regulations;
- alternative and affordable accommodation for a variety of households with an emphasis on small dwellings;
- access to open space, local retailing, public transport and other community infrastructure the majority within an 800 metre walking catchment;
- the streetscape with local character being retained in the form of Crocos Hall with a transition to Mortimer street residential buildings.

3.2 HOLIDAY HOUSES LOCAL PLANNING POLICY

The Regulations enable local government to prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area. In regard to the proposed development, the LPP Holiday Houses was devised to set guidelines for the assessment and approval of short stay use of residential dwellings for tourism accommodation with a focus and management considerations.

Commentary

The Holiday Houses Policy <u>does not</u> apply because the proposal is for permanent accommodation.

3.3 STATE PLANNING POLICY 7.0

The proposed design responds to the essential Design Principles given in Schedule 1 of State Planning Policy 7.0 Design of the Built Environment. The principles state:

Context and character
Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

Landscape quality
Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

Built form and scale
Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

Functionality and build quality
Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life cycle.

Sustainability
Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

Amenity
Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.

Legibility
Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.

Safety
Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

Community
Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.

Aesthetics
Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

Commentary

With reference to the design principles of SPP 7.0, the proposed design:

- Maintains the distinctive characteristic of the local area through maintenance of the existing Crocos community hall and accommodation provision reflects the social and, economic environmental thereby positively contributing to the identity of an area.
- Employs quality landscape design of both hard and soft landscape to create external courtyards that interact with living spaces providing optimal levels of external amenity.

- Responds to the scale, massing and height by incorporating five dwellings within the existing building and with new two storey dwellings positively responding to that of the adjoining buildings.
- Provides well-designed functional spaces that are suited to their intended purpose of a variety of accommodation types to satisfy housing demand.
- Applies passive environmental design measures responding to local climatic and site conditions by providing optimal orientation and natural ventilation.
- Well-designed external spaces provide welcoming, comfortable environments that are that are connected to habitable rooms.
- Offers internal rooms and spaces that are adequately sized, comfortable and easy to use and furnish, with good levels of daylight, natural ventilation outlook to the coastline and delivers visual privacy, adequate storage space, and ease of access.
- Optimises passive surveillance of public and communal areas providing clearly defined secure access points.
- Achieves a mix of dwelling types, providing housing choice for different demographics, living needs and household budgets, and accommodating all ages and abilities.

3.4 STATE PLANNING POLICY 7.3 R-CODES VOLUME 1

Table D of the newly released State Planning Policy 7.3 Volume 1 of Residential Design Codes (March 2024) specifies minimum and average areas of land required for the construction of a dwelling in areas coded R50 and above. Applying the relevant clauses in logical order, the deemed to comply design aspects in Part C (small dwellings and accessible dwellings) and then Part D (site area) we assess the proposed siting and design. First, we consider the design principles in Part C.

Part C Small Dwellings design principles P2.91 and P2.9.2 apply.

P2.9.1 requires that the design of small dwellings ensures adequate indoor and outdoor amenity for occupants.

Design principle P2.9.2 seeks to provide alternative and affordable housing options for small households where it can be demonstrated that the development:

i. is located in an area that has good access to public transport, public open space, local retailing, and other community infrastructure;
ii. responds to a demand for small dwellings in the locality which may be recognised in the local planning framework;
iii. provides an adequate mix of dwelling sizes; and
iv. is consistent with the existing and/or future intended streetscape and local character.

For small dwellings in areas coded R50 refers Part C refers to deemed to comply requirements, where C1.1.7 applies a site area concession subject to fulfilling three criteria.

> **C2.9.1** Small dwellings subject to the site area concession of Part D, C1.1.6 or C1.1.7 shall comply with the following:

i. for single houses and grouped dwellings, a maximum internal dwelling floor area of 70m², or for multiple dwellings a maximum internal floor area of 60m²;
ii. parking provided in accordance with Table 2.3a; and
iii. all other provisions of the R-Codes.

C1.1.7 applies and provides concessions of a Maximum floor area of 70 sqm so long as other clauses are met, and thereafter,

C1.1.7 In areas coded R50 and above; for an accessible dwelling designed to gold level universal design (in accordance with Part C, C2.7.2), or a small dwelling (in accordance with Part C, C2.9.1) that is the subject of a development proposal, the minimum and average site area of Table D may be reduced by up to 35 per cent, provided that:

i. for single houses and grouped dwellings, no site is less than 100m²; and
ii. the site area reduction is limited for small dwellings to a maximum 50 per cent of the total number of dwellings or sites.

Commentary

The proposed development includes a carefully considered mix of dwelling types: 3 small dwellings, one standard dwelling, one accessible dwelling and two single two bedroom dwellings. This mix expands on the housing diversity of the town and responds to the under supply of dwellings.

In response to the site area concession of C2.9.1 the proposal responds to maximum dwelling floor area. Other R-Code considerations are discussed elsewhere. It follows acceptable design for small dwellings, the minimum and average can be reduced by 35% so long as small units are not more than 50% of dwelling yield. Minimum site area of 100 sqm has been met noting:

The total site area is 994 square metres plus the corner truncation is 18m2 totalling a site area of 1012m2 as input into the equation:

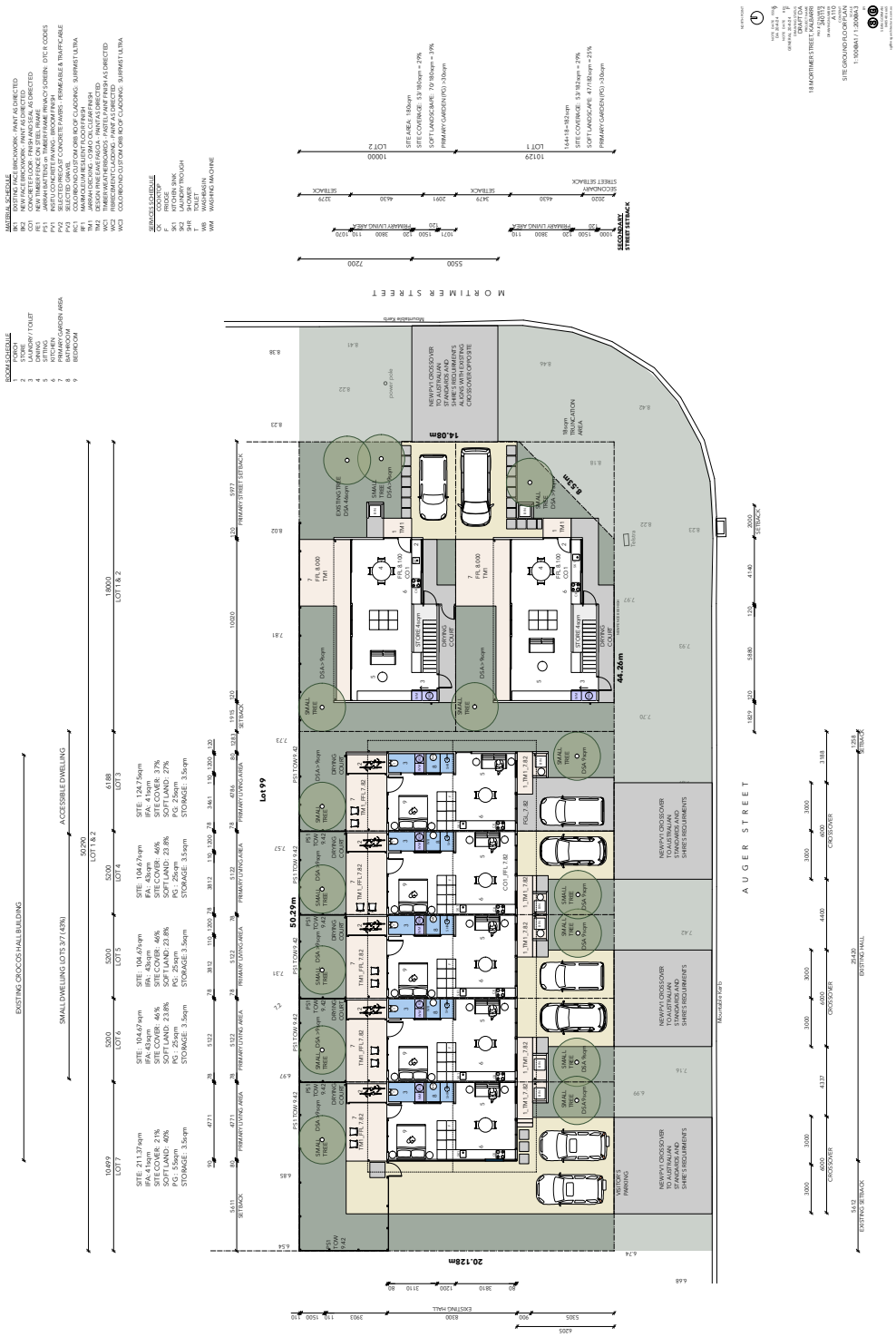
- 35% of 160 minimum = 104 sqm; and
- 35% of 180 average = 117 sqm as applied to half the dwelling yield.

As an overview deemed to comply requirements of the R-Cods are met:

- Within the existing hall curtilage there are three small lots of 104 square metres;
- Lots 7 and 3 are above the average site area of 180 square metres, respectively at 211 and 241 square metres;
- Floor areas for small dwellings range falls within the maximum of 70 square metres.
- Two, two storey dwellings with two bedrooms offer alternative housing options.
- Primary garden integrated with each dwelling with suitable soft landscaping.

Dwelling characteristics and yield results in the following tabulation overleaf.

urban plan | seven residential dwelling development
18 mortimer street



	Proposed Development	R Code DTC PART C
LOT 1	164+18=182sqm	180sqm Average R50
INTERNAL FLOOR AREA	101sqm	67sqm Minimum
SITE COVERAGE	53/182sqm = 29%	65% Maximum
SOFT LANDSCAPE	47/182sqm = 25%	15% Minimum
PRIMARY GARDEN	32sqm	30sqm Minimum (161-190 Site Area)
STORAGE	4sqm	4sqm Minimum
LOT 2	180sqm	180sqm Average R50
INTERNAL FLOOR AREA	101sqm (2 Bed + 1 Bath)	67sqm Minimum
SITE COVERAGE	53/180sqm = 29%	65% Maximum
SOFT LANDSCAPE	70/180sqm = 39%	15% Minimum
PRIMARY GARDEN	32sqm	30sqm Minimum (161-190 Site Area)
STORAGE	4sqm	4sqm Minimum
LOT 3	124.75sqm. (Accessible Dwelling)	104sqm (65% of Min. Site Area)
INTERNAL FLOOR AREA	41sqm (Studio)	37sqm (Studio) Minimum
SITE COVER	45/124 = 36%	65% Maximum
SOFT LAND	48/124 = 38%	15% Minimum
PRIMARY GARDEN	27sqm	20sqm Minimum (100-130 Site Area)
STORAGE	3.5sqm	3sqm
LOT 4	104.67sqm. (Small Dwelling)	104sqm (65% of Min. Site Area)
INTERNAL FLOOR AREA	43sqm (Studio)	37sqm (Studio) Minimum
SITE COVER	48/104sqm = 46%	65% Maximum
SOFT LAND	25/104sqm = 24%	15% Minimum
PRIMARY GARDEN	25sqm	20sqm Minimum (100-130 Site Area)
STORAGE	3.5sqm	3sqm
LOT 5	104.67sqm. (Small Dwelling)	104sqm (65% of Min. Site Area)
INTERNAL FLOOR AREA	43sqm (Studio)	37sqm (Studio) Minimum
SITE COVER	48/104sqm = 46%	65% Maximum
SOFT LAND	25/104sqm = 24%	15% Minimum
PRIMARY GARDEN	25sqm	20sqm Minimum (100-130 Site Area)
STORAGE	3.5sqm	3sqm
LOT 6	104.67sqm. (Small Dwelling)	104sqm (65% of Min. Site Area)
INTERNAL FLOOR AREA	43sqm (Studio)	37sqm (Studio) Minimum
SITE COVER	48/104sqm = 46%	65% Maximum
SOFT LAND	25/104sqm = 24%	15% Minimum
PRIMARY GARDEN	25sqm	20sqm Minimum (100-130 Site Area)
STORAGE	3.5sqm	3sqm
LOT 7	211.37sqm	180sqm Average R50
INTERNAL FLOOR AREA	41sqm (Studio)	67sqm Minimum
SITE COVER	45/211 = 21%	65% Maximum
SOFT LAND	85/211 = 40%	15% Minimum
PRIMARY GARDEN	55sqm	30sqm Minimum (161-190 Site Area)
STORAGE	STORAGE: 3.5sqm	3sqm Minimum

2.4.1 Parking Requirements

R-Codes Part B clause 2.3 deals with parking allocation. The design principle P3.1 seeks to ensure adequate parking is provided on site dependent upon:

- the number and size of dwellings
- availability of on street parking; and
- proximity to public transport and other community facilities.

Deemed to comply minimum standards for proposed dwellings are tabulated below.

Residential Design Codes Parking Requirements Location B			Provision
Occupant Parking	Five Units at 70 m^2	Minimum 1 bay per dwelling	5 on site bays
	Two units with two bedrooms	Minimum 1 bay per dwelling	2 on site bays
Visitor Bay		1 bay per 5 to 8 dwellings	One on site bay

Moreover, given the proposal offers street parking and is within a 400 metre walking catchment to retail and commercial facilities, urbanplan seeks discretion to provide additional parking on the street.

Bicycle parking is provided within the curtilage of the building.

3.5 RESIDENTIAL DESIGN CODE COMPLIANCE

The design elements for single dwellings are given in the Residential Design Codes. The essential clauses of the R-Codes are addressed below.

2.5.1 Context

The proposed development has a primary frontage to Auger and Mortimer Streets with setbacks greater that the norm of R-Codes. The maintenance of the existing Crocos Hall maintains the established streetscape to Auger Street with the proposed new two storey development in keeping with Mortimer Street. In doing so the proposed development provides for private open space and accommodates site planning requirements.

Lot Boundary Setbacks of the proposed development and building height comply.

2.5.2 Streetscape and Surveillance

On site parking occurs within the primary street setback with no carport or garages thereby maintaining clear sight lines to the street to achieve vehicle manoeuvrability and passive surveillance from dwellings.

2.5.3 Sight Planning and Design

Consolidated outdoor living areas are provided to the front and rear of each dwelling that are of:

- Greater in size that the R-Code requirements and dimension integrated with living areas
- Enable solar access and ventilation; with
- Landscaping to the requirements of the R-Codes.

2.5.4 Building Design and Privacy

All major openings have either been set back the required distance, have blank common boundary walls or permanent screening between outdoor living areas. Lot 1 on the corner of Auger and Mortimer is proposed to have a 0.8 metre side boundary fence.

The existing building renovation and proposed development is orientated so as not to affect the solar access to neighbouring properties

4. CONCLUSION

urbanplan, on behalf of Urban Fabric, submits this development application to the Shire of Northampton for the determination of the proposed seven, permanent resident, single dwelling development at 18 Mortimer Street, Kalbarri.

The proposal applies and fulfills State Planning Policy 7.3 Volume 1 of Residential Design Codes in both deemed to comply and design principle considerations and the objectives and clause requirements of the Local Planning Scheme.

In relation to the test of whether the proposal meets the design principle purpose of the R-Codes, each dwelling:

- contributes to the severe permanent housing shortage in Kalbarri;
- is of sufficient size to cater for the needs of residents, including direct access from the living room to private open spaces;
- provides one accessible gold standard dwelling;
- ensures adequate daylight, direct sun and ventilation for proposed buildings and the open space associated with them;
- moderates the visual transition on a neighbouring property through separation, articulation, materials and colour palate;
- creates a bulk and scale consistent with the built form of Mortimer Street frontage.

In respect of car parking, the proposal fulfills the minimum requirements recognising the design principles of the Codes noting the relevance of clause 4.10.2.

The proposed seven single dwelling development fulfills deemed to comply clauses.

The proposed architectural design provides a range of housing and a choice of residential accommodation that is of high quality design, sustainable built form construction responding to the existing streetscapes. Significantly, the proposed development meets the needs of the dire housing shortage in Kalbarri.

The proposal responds to all relevant matters for council's consideration and in doing so addresses:

- relevant requirements of matter for consideration in clause 67 of the Regulations;
- alternative and affordable accommodation for a variety of households with an emphasis on small dwellings;
- access to open space, local retailing, public transport and other community infrastructure the majority within an 800 metre walking catchment;
- retains, renovates and refurbishes existing historic Crocos Hall that will maintain the sense of place and streetscape with a transition to Mortimer street residential buildings.

CROCOS HALL
18 MORTIMER STREET, KALBARRI
NEW SINGLE DWELLINGS

NORTH POINT

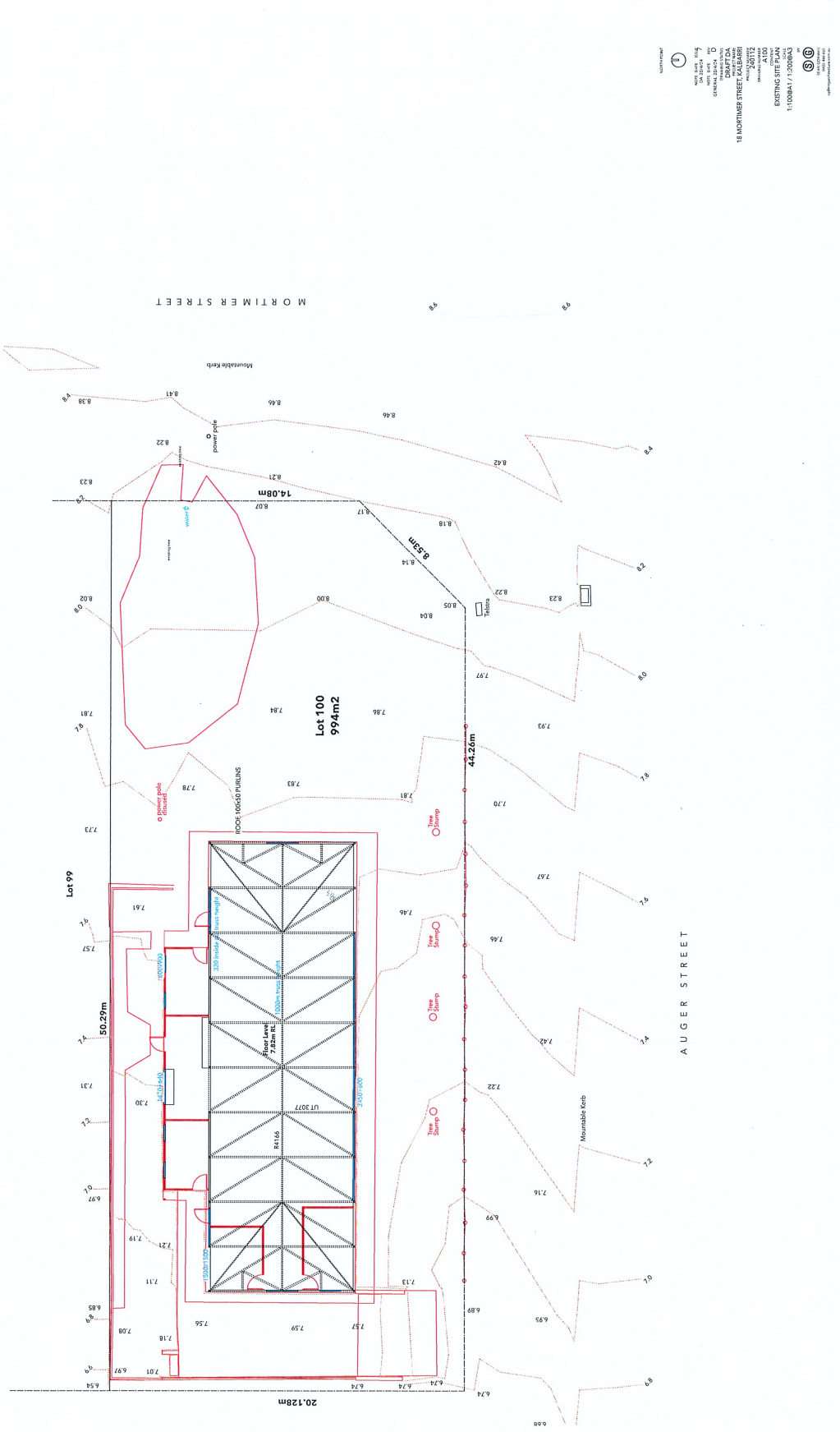
NOTE: DATE, Rev'g
DESCRIPTION
NOTE: DATE
GENERAL ISSUE 04.10.23 D

PRELIMINARY
DRAFT DA

18 MORTIMER STREET, KALBARRI

Project No. 240112
Drawing Number A002
Drawing Title AERIAL IMAGE
1:1008A1 / 1:2008A3

SIZE DRAWING
Author: Ryan Hawkins
info@ryanhawkins.com.au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NOTE DATE REV'S
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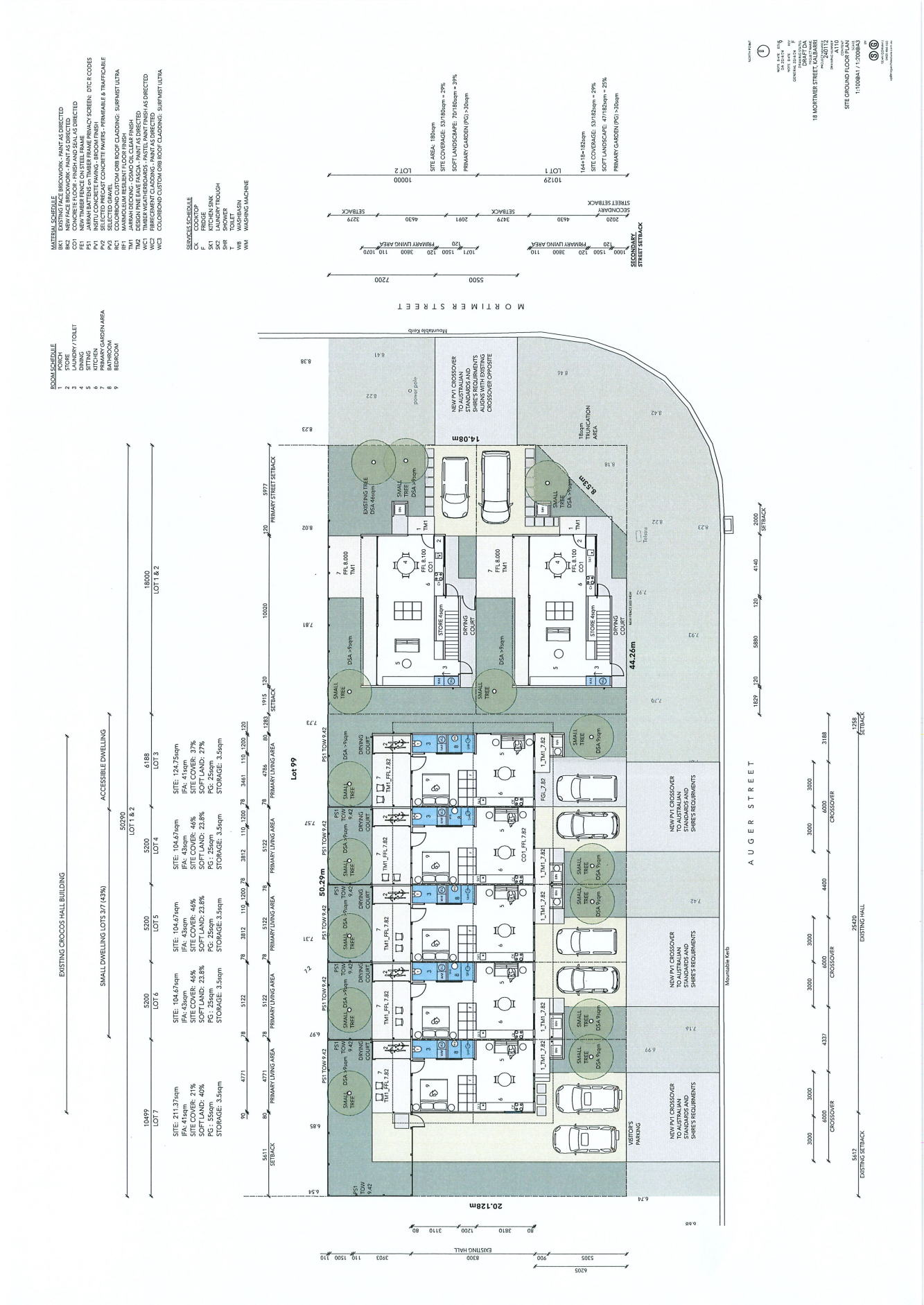
NOTE DATE REV
GENERAL 22-02-24 D
PRELIMINARY
DRAFT DA
PRELIMINARY
18 MORTIMER STREET, KALBARRI
PROJECT NO
2401T2
DRAWING NO REV
A100 D
EXISTING SITE PLAN
1:100@A1 / 1:200@A3
STUDIO GRAMMO
Mob: 0429 665 000
info@studiogrammo.com.au
MORTIMER STREET
AUGER STREET
Lot 99
Lot 100
994m2
50.29m
20.128m
44.26m
14.08m
8.53m
Mountable kerb
power pole
power pole obsoleted
Telstra
Tree Stump
ROOF: 100x50 PURLINS
Floor Level
72.24m
UT 3077
R416
100x150 Wall
100x150 Wall
100x150 Wall
100x150 Wall
2450x400
2450x400
4030x400
4030x400
Mountable kerb


MATERIAL SCHEDULE
BK1 EXISTING FACE BRICKWORK - PAINT AS DIRECTED
BK2 NEW FACE BRICKWORK - PAINT AS DIRECTED
CO1 CONCRETE - PAINT AS DIRECTED
FE1 NEW TIMBER FENCE ON STEEL FRAME
PS1 JARRAH BATTENS on TIMBER FRAME PRIVACY SCREEN: DTC R CODES
PV1 JARRAH DECKING - OSMO OIL CLEAR FINISH
PV2 SELECTED PRECAST CONCRETE PAVERS - PERMEABLE & TRAFFICABLE
PV3 SELECTED GRAVEL
RC1 COLORBOND CUSTOM ORB ROOF CLADDING: SURFMIST ULTRA
RF1 MANUFACTURERS STANDARD FLASHINGS
TM1 JARRAH DECKING - OSMO OIL CLEAR FINISH
TM2 DESIGN PINE EAVE FASCIA - PAINT AS DIRECTED
WC1 FIBREBOARD WEATHERBOARDS - PASTEL PAINT FINISH AS DIRECTED
WC2 FIBREBOARD CLADDING - PASTEL PAINT FINISH AS DIRECTED
WC3 COLORBOND CUSTOM ORB ROOF CLADDING: SURFMIST ULTRA
SERVICES SCHEDULE
CK COOKTOP
F FRIDGE
KS KITCHEN SINK
SK2 LAUNDRY TROUGH
SHR SHOWER
T TOILET
WB WASHBASIN
WM WASHING MACHINE
ROOM SCHEDULE
1 PORCH
2 STORE
3 LAUNDRY / TOILET
4 DINING
5 SITTING
6 KITCHEN
7 PRIMARY GARDEN AREA
8 BATHROOM
9 BEDROOM
EXISTING CROCOS HALL BUILDING
SMALL DWELLING LOTS 3/7 (43%)
ACCESSIBLE DWELLING
50290
LOT 1 & 2
10499
LOT 7
5200
LOT 6
5200
LOT 5
5200
LOT 4
6188
LOT 3
18000
LOT 1 & 2
SITE: 211.37sqm
IPAL: 41sqm
SOFT COVER: 21%
SOFT LANDS: 40%
PG : 55sqm
STORAGE: 3.5sqm
SITE: 104.67sqm
IPAL: 43sqm
SOFT COVER: 44%
SOFT LANDS: 23.8%
PG : 25sqm
STORAGE: 3.5sqm
SITE: 104.67sqm
IPAL: 43sqm
SOFT COVER: 44%
SOFT LANDS: 23.8%
PG : 25sqm
STORAGE: 3.5sqm
SITE: 104.67sqm
IPAL: 43sqm
SOFT COVER: 44%
SOFT LANDS: 23.8%
PG : 25sqm
STORAGE: 3.5sqm
SITE: 124.75sqm
IPAL: 41sqm
SOFT COVER: 37%
SOFT LANDS: 27%
PG : 25sqm
STORAGE: 3.5sqm
M O R T I M E R S T R E E T
LOT 2
10000
LOT 1
10129
SITE AREA: 180sqm
SITE COVERAGE: 53/180sqm = 29%
SOFT LANDSCAPE: 70/180sqm = 39%
PRIMARY GARDEN (PG) >20sqm
SITE COVERAGE: 53/182sqm = 29%
SOFT LANDSCAPE: 47/182sqm = 25%
PRIMARY GARDEN (PG) >20sqm
SECONDARY STREET SETBACK
PRIMARY LIVING AREA
SETBACK
Lot 99
50.29m
20.128m
44.26m
14.08m
8.5m
18m TRUNCATION AREA
NEW PV1 CROSSOVER TO AUSTRALIAN STANDARDS AND SHIRE'S REQUIRMENTS
EXISTING TREE DSA 46sqm
SMALL TREE DSA >9sqm
DRYING COURT
STORE 4sqm
VISITOR'S PARKING
Mountable Kerb
A U G E R S T R E E T
EXISTING HALL
EXISTING SETBACK
PRIMARY STREET SETBACK
SECONDARY STREET SETBACK
18 MORTIMER STREET, KALBARRI
240T12
SITE GROUND FLOOR PLAN
1:100@A1 / 1:200@A3

ROOM SCHEDULE

1	PORCH
2	ENTRY HALL
3	LAUNDRY IN CABINET
4	DINING
5	SITTING
6	KITCHEN
7	PRIMARY GARDEN AREA - 20sqm
8	BATHROOM
9	BEDROOM

MATERIAL SCHEDULE

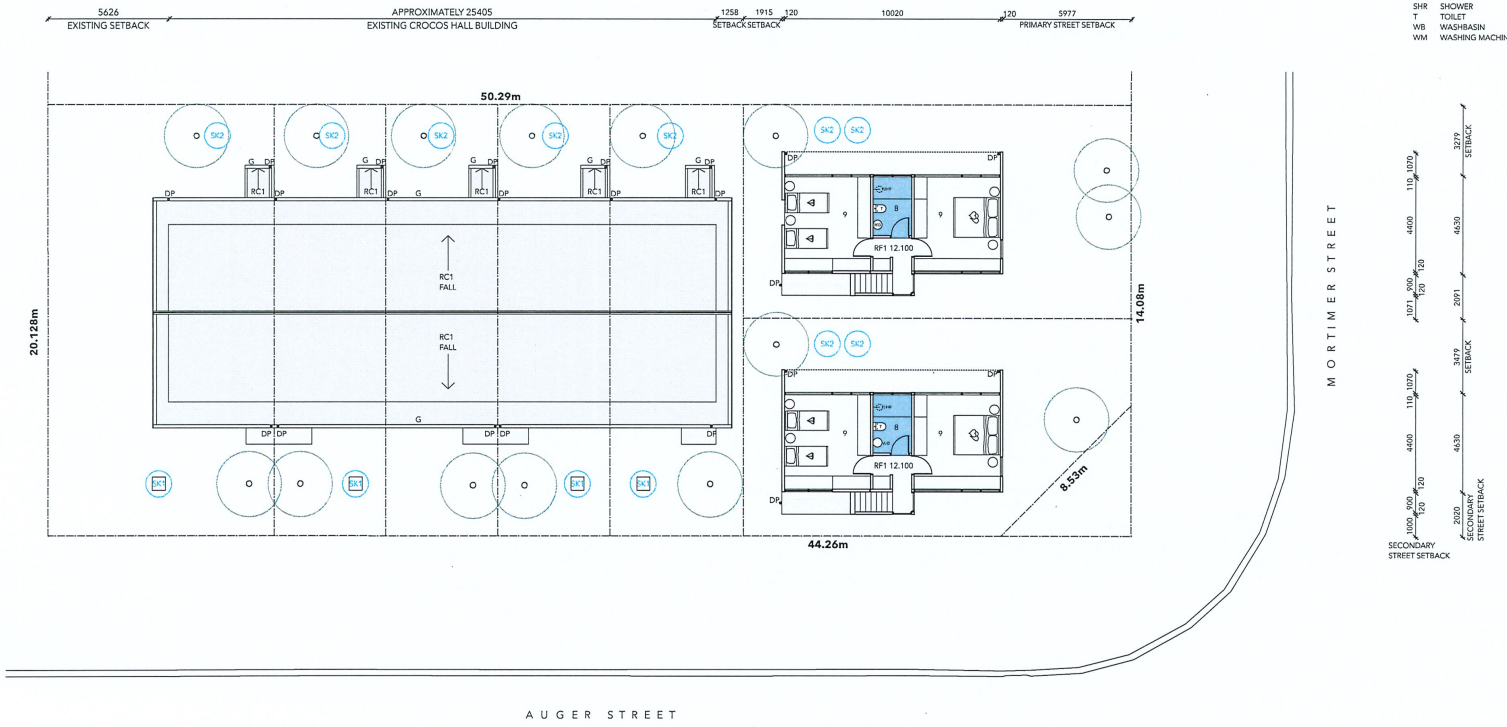
BK1	EXISTING FACE BRICKWORK - PAINT AS DIRECTED
BK2	NEW FACE BRICKWORK - PAINT AS DIRECTED
CO1	CONCRETE FLOOR - FINISH AND SEAL AS DIRECTED
FE1	NEW TIMBER FENCE ON STEEL FRAME
PS1	JARRAH BATTENS on TIMBER FRAME PRIVACY SCREEN: DTC R CODES
PV1	INSITU CONCRETE PAVING - BROOM FINISH
PV2	SELECTED PRECAST CONCRETE PAVERS - PERMEABLE & TRAFFICABLE
PV3	SELECTED GRAVEL
RC1	COLORBOND CUSTOM ORB ROOF CLADDING: SURFMIST ULTRA
RF1	MARMOLEUM RESILIENT FLOOR FINISH
TM1	JARRAH DECKING - OSMO OIL CLEAR FINISH
TM2	DESIGN PINE EAVE FASCIA - PAINT AS DIRECTED
WC1	TIMBER WEATHERBOARDS - PASTEL PAINT FINISH AS DIRECTED
WC2	FIBRECEMENT CLADDING - PAINT AS DIRECTED
WC3	COLORBOND CUSTOM ORB ROOF CLADDING: SURFMIST ULTRA

STORMWATER SCHEDULE

DP	STAINLESS STEEL 90mm DOWNPIPE
G	STAINLESS STEEL 150 DIA. HALF ROUND GUTTER
SK1	1200 DIA. CONCRETE SOAKWELL WITH TRAFFICABLE LID AND GRATE
SK2	1200 DIA. CONCRETE SOAKWELL

SERVICES SCHEDULE

CK	COOKTOP
F	FRIDGE
SK1	KITCHEN SINK
SK2	LAUNDRY TROUGH
SHR	SHOWER
T	TOILET
WB	WASHBASIN
WM	WASHING MACHINE



NORTH POINT

NOTE DATE ISSUE
DA 20/4/24 7

NOTE DATE REV
GENERAL 20/4/24 D

DRAWING STATUS
DRAFT DA

PROJECT NAME
18 MORTIMER STREET, KALBARRI

PROJECT NUMBER
240112

DRAWING NUMBER
A120

CONTENT
SITE UPPER FLOOR PLAN

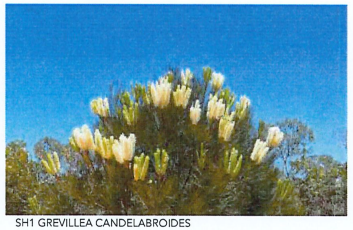
SCALE
1:100@A1 / 1:200@A3

BY
SB
SEAN DONNELLY
(M)0 486 862
sd@mpachitecture.com.au

T1 ENDEMIC RIVER SHEAOK

T2 MOONAH MELALEUCA LANCEOLATA

T3_RIVER RED GUM



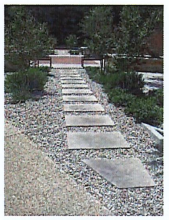
SH1 GREVILLEA CANDELABROIDES

SH2_DIPLOLAENA GRANDIFLORA - TAMALA ROSE

SH3_BANKSIA ATTENUATA

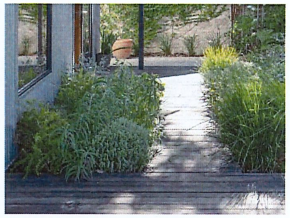
GC1 SWAMP SALTBUSH ATRIPLEX AMNICOLA

PV1 BROOM FINISH TRAFFICALBE CONCRETE PAVING

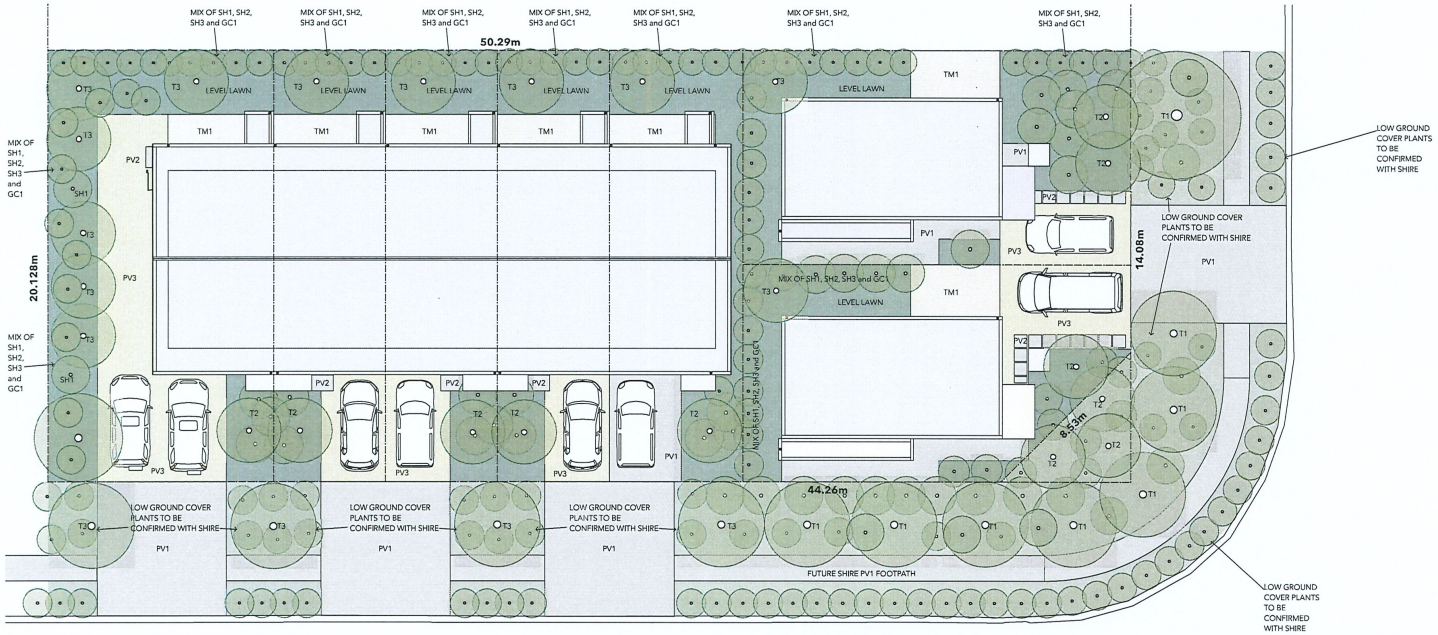


PV2 PRECAST CONCRETE PAVERS

PV3 COMPACTED LIMESTONE



TM1 RECYCLED JARRAH DECKING



NORTH POINT

NOTE DATE ISSUE
DA 20/4/24 F

NOTE DATE REV
GENERAL 20/4/24 F

DRAWING STATUS
DRAFT DA

PROJECT NAME
18 MORTIMER STREET, KALBARRI

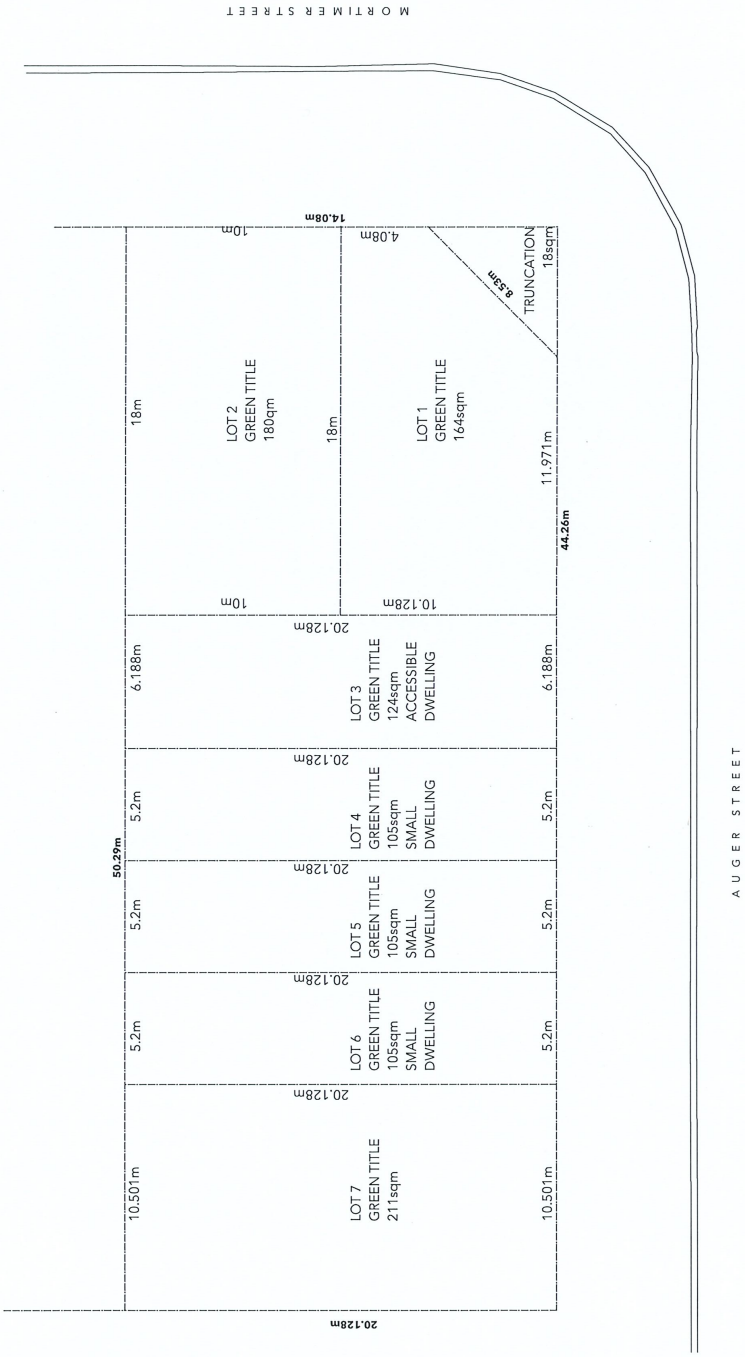
PROJECT NUMBER
240112

DRAWING NUMBER
A130

CONTENT
LANDSCAPE PLAN

SCALE
1:100@A1 / 1:200@A3

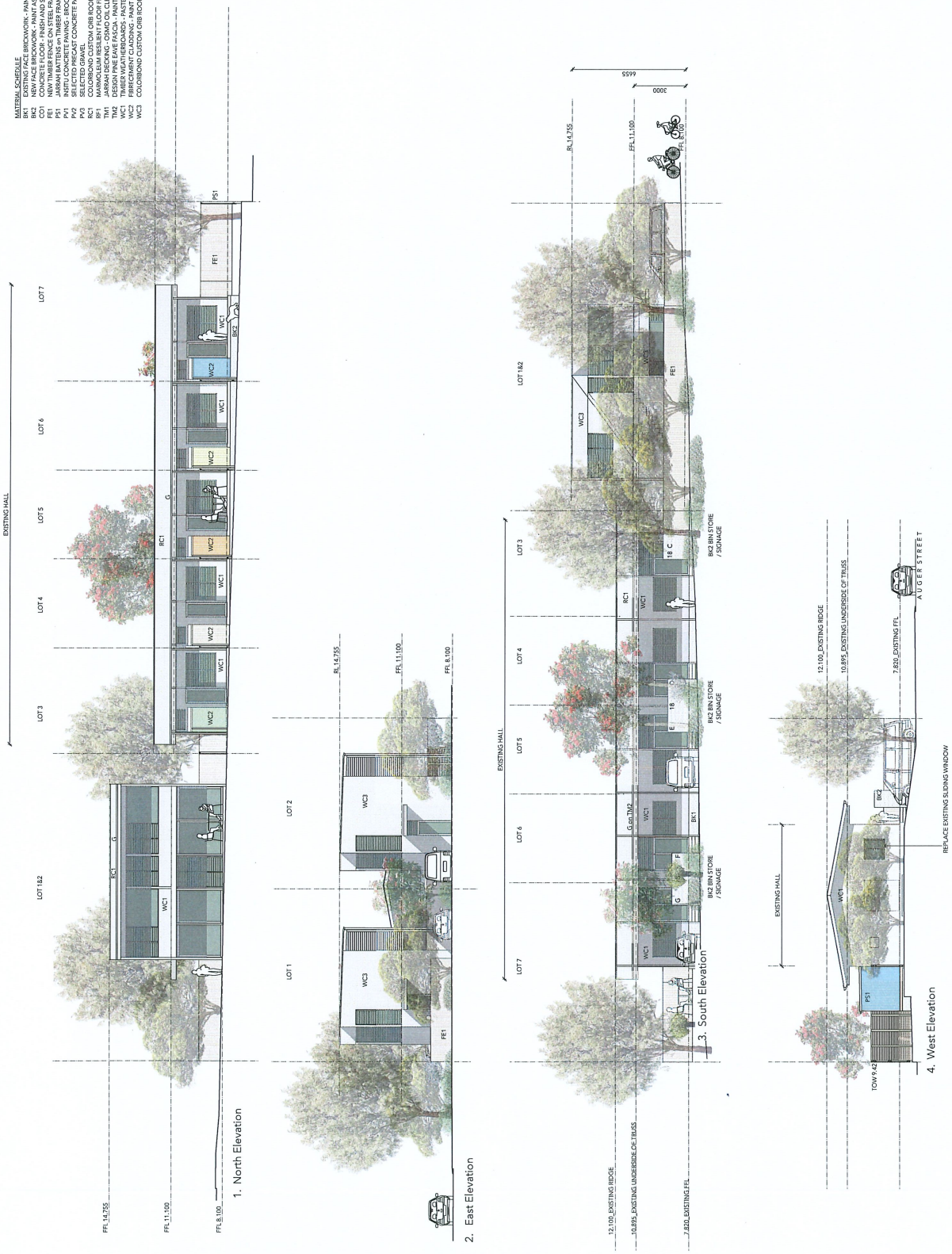
BY
SEAN GONIAKI
0400 446 620
sg@senganiakidesigns.com.au



NORTH POINT

NOTE: EACH ... 8/5/24
DRAWN BY: ... RTO
NOTE: EACH ... D
DRAWING STATUS: DRAFT DA
DRAWING TITLE: 18 MORTIMER STREET, KALBARRI
JOB NO: 240112
DRAWING NUMBER: A150
PROPOSED SUB DIVISION PLAN
SCALE: 1:1000@A1 / 1:2000@A3

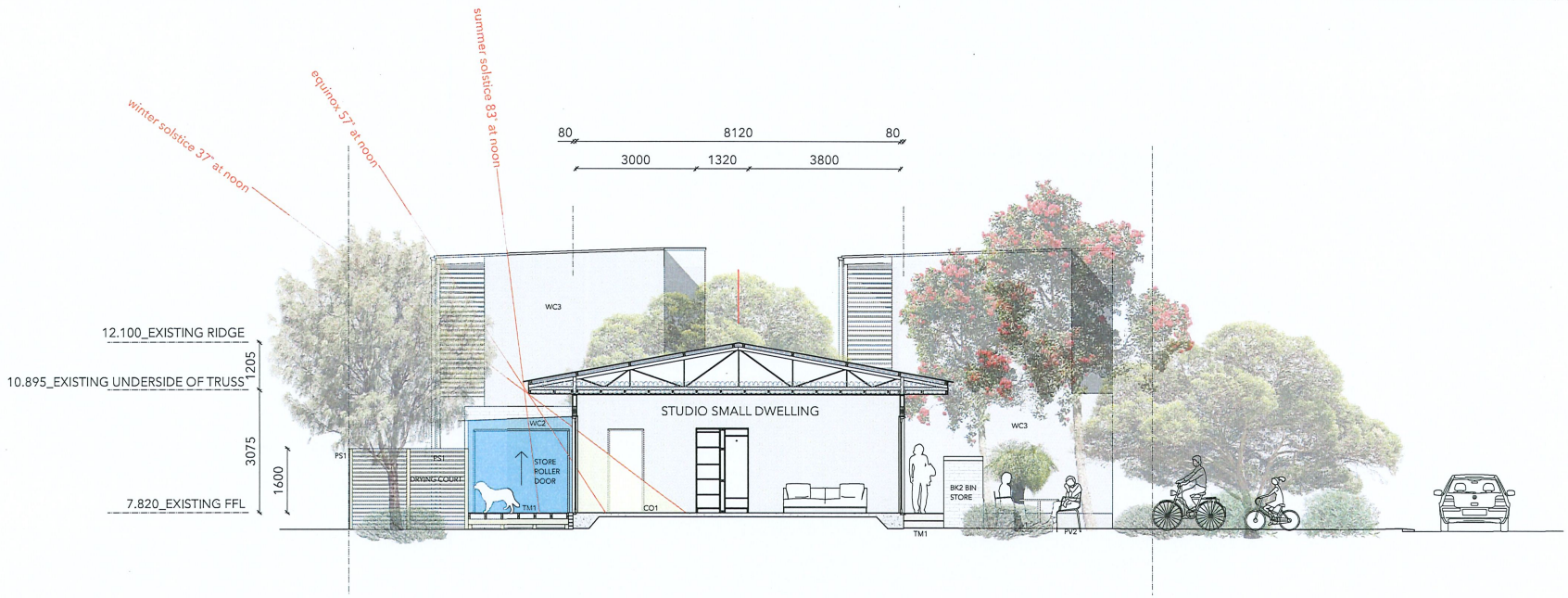
1. PRIMARY GARDEN / LIVING PLAN
DTC PG= 20sqm
PRIMARY GARDEN 25.58sqm
INCLUDING SMALL TREE
2. DTC SOFT LANDSCAPING PLAN
R50 DTC = 15%
TOTAL SOFT LANDSCAPE = 24.82sqm
/ 104 = 23.8%
3. SITE COVER PLAN
R50 DTC = 65%
TOTAL SITE COVER = 48.19sqm
/ 104 = 46%
4. DEEP SOIL AREA PLAN
DTC = 9sqm
WINTER SUN
DIRECT ACCES
PRIMARY LIVING SPACE
3.8 x 3.8m CLEAR PRIMARY LIVING SPACE
SOFT LANDSCAPE 15.56sqm
SOFT LANDSCAPE 9.26sqm
STREET SETBACK AREA HATCHED
PRIMARY STREET SETBACK SOFT LANDSCAPE 4.44sqm
/ 10.4 = 42%
NOTE: 30% is DTC
2000
COOLING BREEZES - CROSS VENTILATION
DEEP SOIL AREA FOR SMALL TREEE 15.56sqm
SMALL TREE
DEEP SOIL AREA 9.27sqm
4213
2200
BIN
18 MORTIMER STREET, KALBARRI
DRAFT DA
240T12
A200
TYPICAL HALL DWELLING PLAN
1:50@A1 / 1:100@A3


MATERIAL SCHEDULE
BK1 EXISTING FACE BRICKWORK - PAINT AS DIRECTED
BK2 NEW FACE BRICKWORK - PAINT AS DIRECTED
CF1 CONCRETE FLOOR - PAINT AS DIRECTED
FE1 NEW TIMBER FENCE ON STEEL FRAME
PS1 JARRAH BATTENS on TIMBER FRAME PRIVACY SCREEN: DTC R CODES
PV1 NUTOT CONCRETE TILE - COLOR: TBA
PV2 SELECTED PRECAST CONCRETE PAVERS - PERMEABLE & TRAFFICABLE
PV3 SELECTED GRAVEL
RC1 COLORBOND CUSTOM ORB ROOF CLADDING: SURFMIST ULTRA
RF1 MANDOALI BEIGE - CLEAR FINISH
TM1 JARRAH DECKING - OSMO OIL CLEAR FINISH
TM2 DESIGN PINE EAVE FASCIA - PAINT AS DIRECTED
WC1 TIMBER WEATHERBOARDS - PASTEL PAINT FINISH AS DIRECTED
WC2 RENDERED CLADDING - PAINT AS DIRECTED
WC3 COLORBOND CUSTOM ORB ROOF CLADDING: SURFMIST ULTRA
EXISTING HALL
LOT 182
LOT 3
LOT 4
LOT 5
LOT 6
LOT 7
LOT 1
LOT 2
FFL 14.755
FFL 11.100
FFL 8.100
1. North Elevation
2. East Elevation
3. South Elevation
4. West Elevation
12.100_EXISTING RIDGE
10.895_EXISTING UNDERSIDE OF TRUSS
7.820_EXISTING FFL
BK2 BIN STORE / SIGNAGE
REPLACE EXISTING SLIDING WINDOW
AUGER STREET
6655
3000
DRAFT DA
18 MORTIMER STREET, KALBARRI
240112
A300
ELEVATIONS
1:100@A1 / 1:200@A3

MATERIAL SCHEDULE
BK1 EXISTING FACE BRICKWORK - PAINT AS DIRECTED
BK2 NEW FACE BRICKWORK - PAINT AS DIRECTED
CO1 CONCRETE FLOOR - PAINT AS DIRECTED
CO2 CONCRETE FLOOR - PAINT AS DIRECTED
FE1 NEW TIMBER FENCE ON STEEL FRAME
PS1 JARRAH BATTENS on TIMBER FRAME PRIVACY SCREEN: DTC R CODES
PV1 INSITU CONCRETE PAVING - BROOM FINISH
PV2 SELECTED PRECAST CONCRETE PAVERS - PERMEABLE & TRAFFICABLE
PV3 SELECTED GRAVEL
RC1 COLORBOND CUSTOM ORB ROOF CLADDING: SURFMIST ULTRA
RF1 MARINOX AIRFLOW FOOTY VENTS
TM1 JARRAH DECKING - OSMO OIL EAR FINISH
TM2 DESIGN PINE EAVE FASCIA - PAINT AS DIRECTED
WC1 TIMBER WEATHERBOARDS - PASTEL PAINT FINISH AS DIRECTED
WC2 PERFORATED COLORBOND - PAINT AS DIRECTED
WC3 COLORBOND CUSTOM ORB ROOF CLADDING: SURFMIST ULTRA
winter solstice 37° at noon
equinox 57° at noon
summer solstice 83° at noon
12.100_EXISTING RIDGE
10.895_EXISTING UNDERSIDE OF TRUSS
7.820_EXISTING FFL
1205
3075
1600
PS1
PS1
BK2
TM1
CO1
TM1
BK2 BIN STORE
PV2
1100
80
8120
3800
PRIMARY LIVING CLEAR SPACE
80
1100
NOTE: DATE 01/04
NOTE: SCALE 1:50 @ A1
NOTE: SHEET
GENERAL: DRAWN D
CHECKED RTD
DRAFT DA
PRELIMINARY
18 MORTIMER STREET, KALBARRI
2/401T2
DRAWING NUMBER
A410
DRAWING TITLE
SECTION E10
1:50@A1 / 1:100@A3
SJ
01/07/2024
ABN 64 128 884 811
mail@sjarchitects.com.au

MATERIAL SCHEDULE

BK1	EXISTING FACE BRICKWORK - PAINT AS DIRECTED
BK2	NEW FACE BRICKWORK - PAINT AS DIRECTED
CO1	CONCRETE FLOOR - FINISH AND SEAL AS DIRECTED
FE1	NEW TIMBER FENCE ON STEEL FRAME
PS1	JARRAH BATTENS on TIMBER FRAME PRIVACY SCREEN: DTC R CODES
PV1	INSITU CONCRETE PAVING - BROOM FINISH
PV2	SELECTED PRECAST CONCRETE PAVERS - PERMEABLE & TRAFFICABLE
PV3	SELECTED GRAVEL
RC1	COLORBOND CUSTOM ORB ROOF CLADDING: SURFMIST ULTRA
RF1	MARMOLEUM RESILIENT FLOOR FINISH
TM1	JARRAH DECKING - OSMO OIL CLEAR FINISH
TM2	DESIGN PINE EAVE FASCIA - PAINT AS DIRECTED
WC1	TIMBER WEATHERBOARDS - PASTEL PAINT FINISH AS DIRECTED
WC2	FIBRECEMENT CLADDING - PAINT AS DIRECTED
WC3	COLORBOND CUSTOM ORB ROOF CLADDING: SURFMIST ULTRA



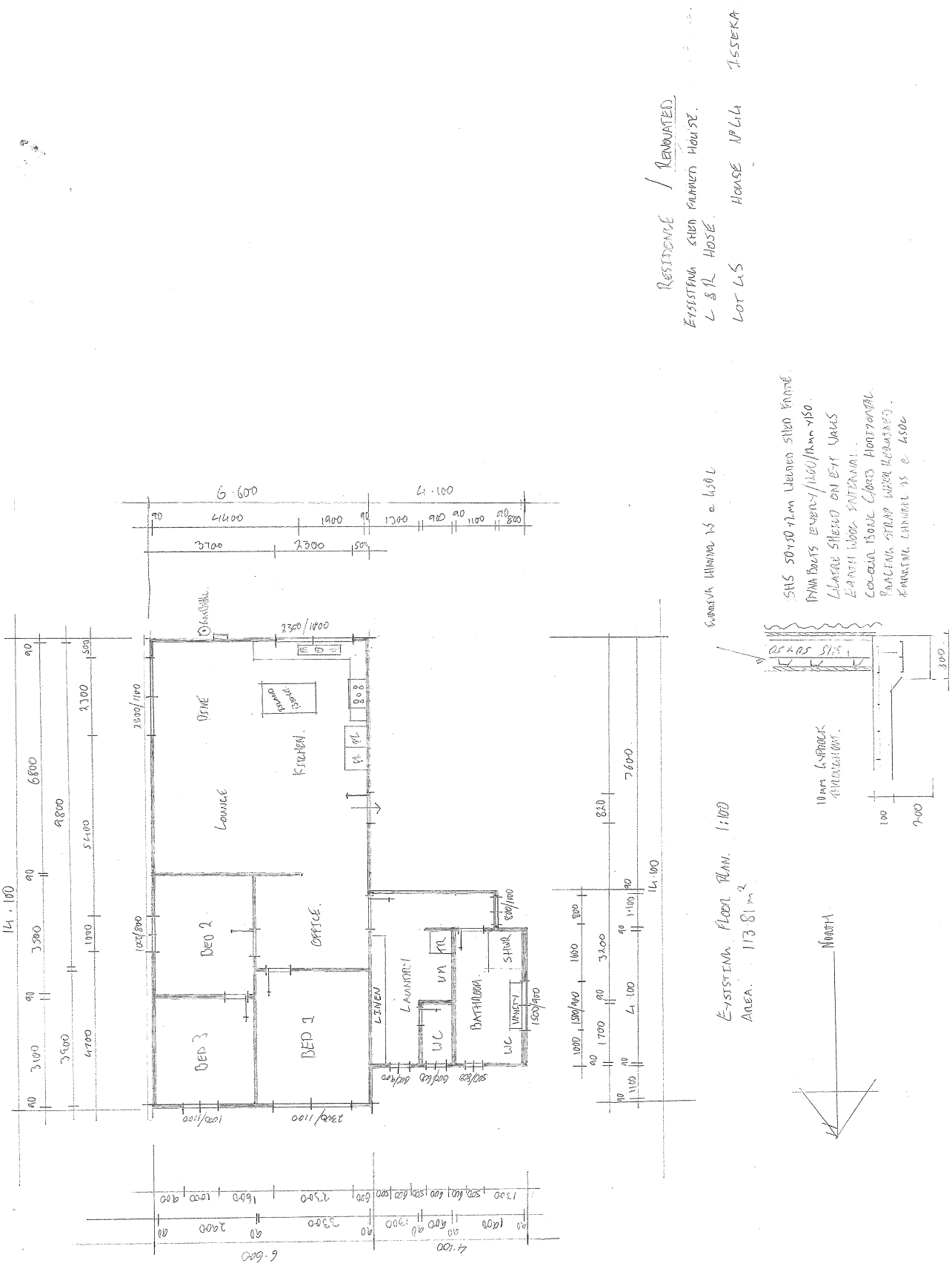
NOTE DATE ISSUE
DA 20/4/24 S
NOTE DATE REV
GENERAL 20/4/24 D
DRAWING STATUS
DRAFT DA
PROJECT NAME
18 MORTIMER STREET, KALBARRI
PROJECT NUMBER
240112
DRAWING NUMBER
A420
DRAWING
SECTION W10
SCALE
1:50@A1 / 1:100@A3
BY
SEAN DONNELLY
0400 496 660
sd@projectnewdune.com.au

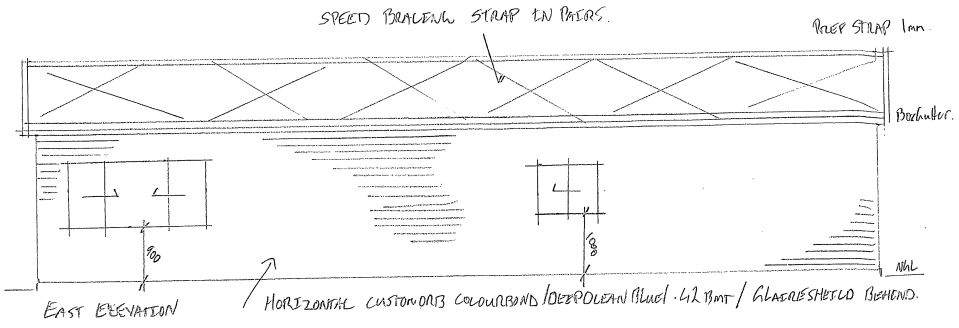
Photographs of Existing Development – Lot 45 Carson & Rose Streets, Isseka

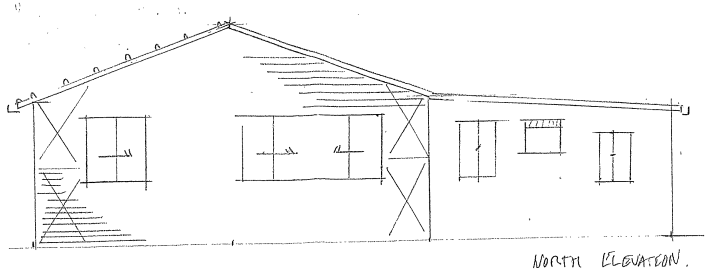
Outbuilding now converted to dwelling

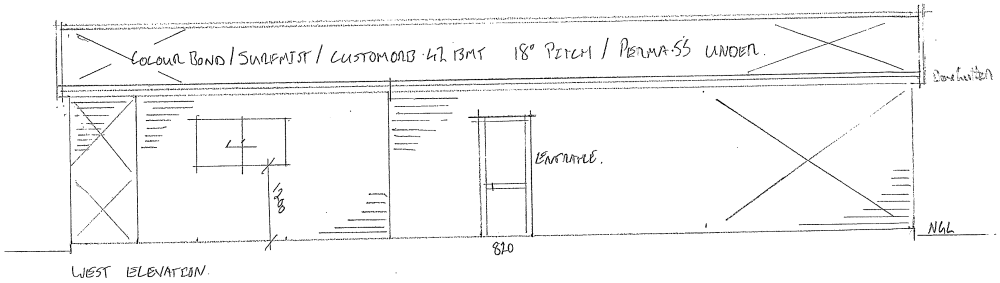
Larger Outbuilding – to be retained as outbuilding

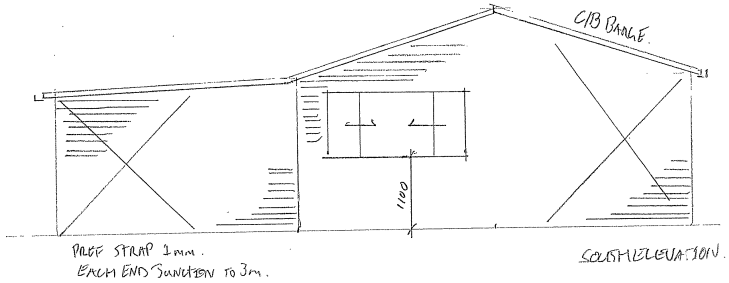
44 CARSON ST ISLEHA / LOT 45 Volume 1829 / Folio 384.
NORTH SOUTH
CARSON ST
98.4
EXISTING HOME.
8m
15m
8m
157.94.
EXISTING SHEDS
TO BE DEMOLISHED
9m
LEAH
Rockwalls.
164.19
EXISTING SHED
9m
18m
117m
48m
WATER TANKS
40m.
174.94
ROSE ST
99.82
57.45
19.23
NO 44 LOT 45.

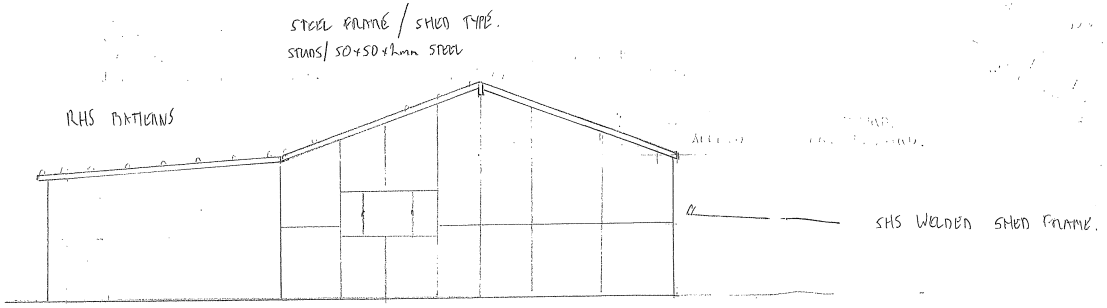

RESIDENCE / RENOVATED
EXISTING SHED PLANNED HOUSE.
L & R HOSE.
LOT 45 HOUSE No 114 ISSEKA
EXISTING FLOOR PLAN. 1:100
AREA. 113.81 m2
NORTH
LOUNGE
DINE
KITCHEN
OFFICE
BED 1
BED 2
BED 3
LINEN
LAUNDRY
BATHROOM
WC
SHOWER
VERANDA
SHS 50x50x2mm WELDED SHED FRAME
DYNA BOLTS EVERY 1/1600/1mm x150
CLEAR SHEET ON EXT WALLS
EARTH WOOD FANTERNAL.
COLOUR BOND CLADD HORIZONTAL
PLACING SPLAY OVER PLASTERED.
FANTERNAL CHANNEL IS a 450c
CORRUGATED WALLING IS a 450L
10mm LAPPED ARCHITRAVE.


SPEED BRACING STRAP IN PAIRS.
PREF STRAP 1mm.
Bookwatter.
1100
1100
NGL
EAST ELEVATION
HORIZONTAL CUSTOMORB COLOURBOND / DEEPOCEAN BLUE / .42 BMT / GLASRESHIELD BEHIND.

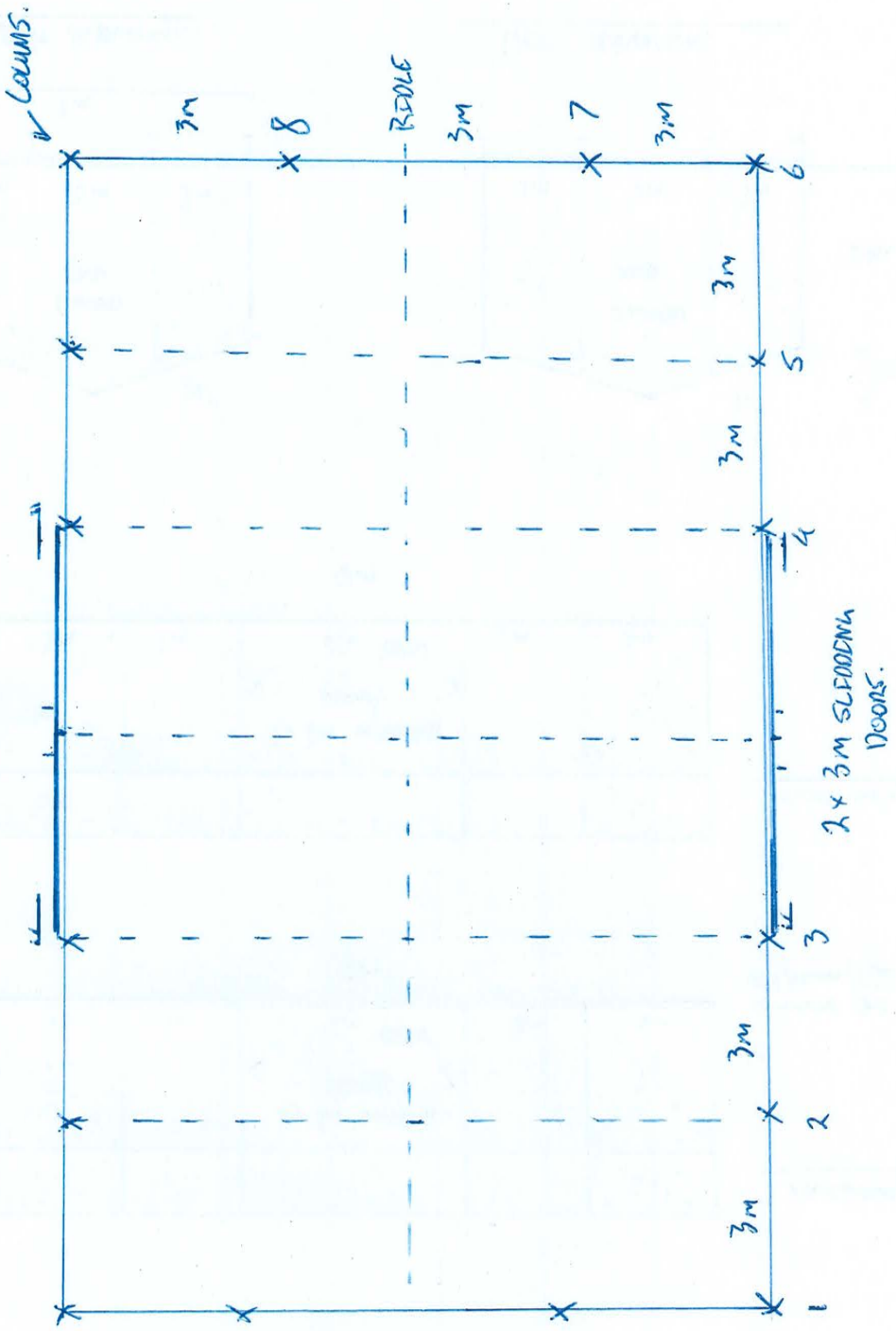

NORTH ELEVATION.


COLOUR BOND / SURFMIST / CUSTOMORB .42 BMT 18° PITCH / PERMA-SS UNDER.
Bookwatter
ENTRANCE.
1100
820
NGL
WEST ELEVATION.


C/B BARGE.
1100
PREF STRAP 1mm.
EACH END JUNCTION TO 3m.
SOUTH ELEVATION.

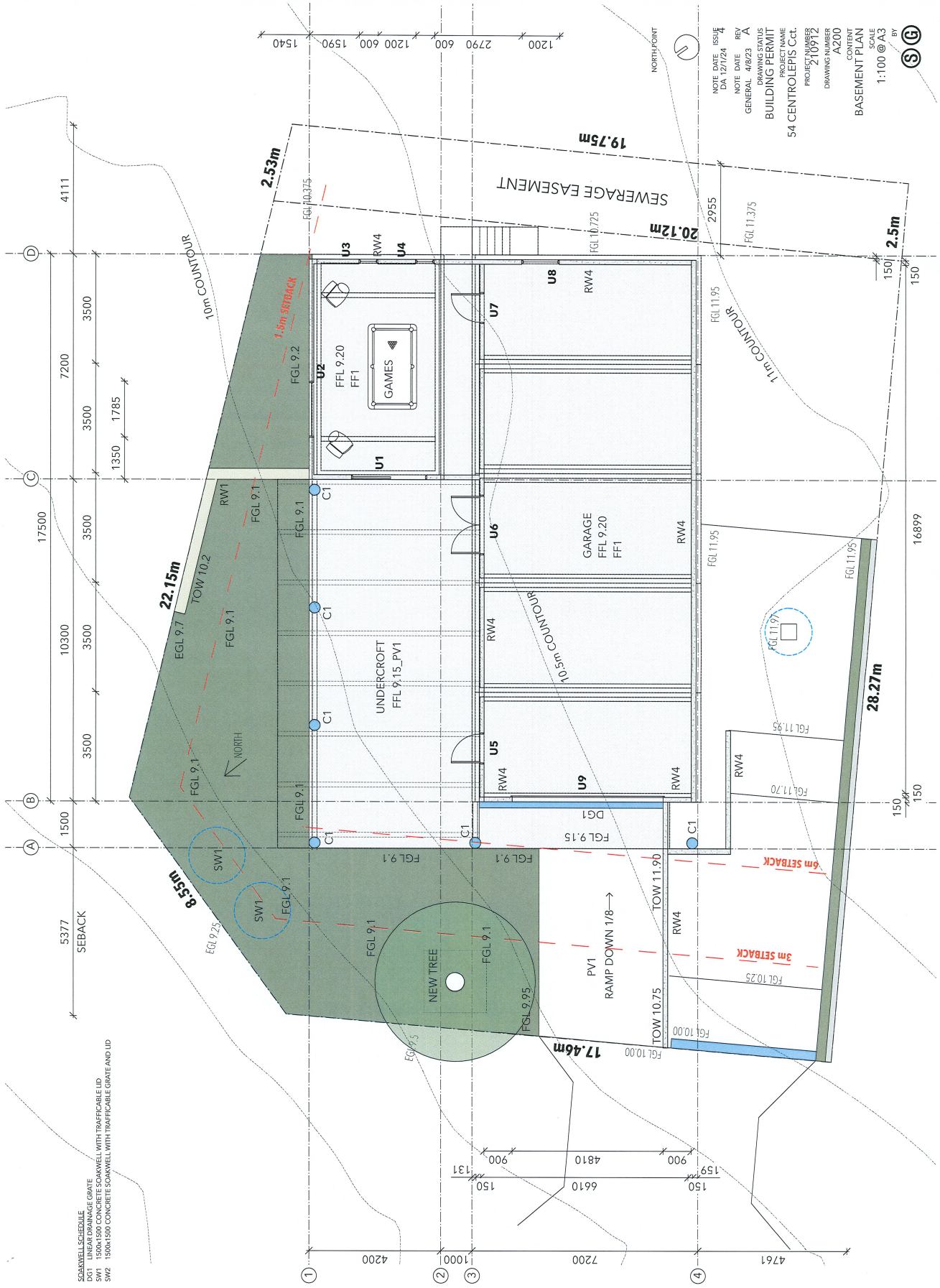

STEEL FRAME / SHED TYPE.
STUDS / 50x50x2mm STEEL
RHS BATTENS
SHS WELDED SHED FRAME.

WORK SHOP SHED
C/B NOTTAGE GREEN.
POSTAL FRAME / GARAGE WITH ESTATE.
APEX
.9:12
EVE
3.4m
3m
3m
2m x 3m SLIDING DOORS
6m OPEN
3m
3m
18m
NORTH ELEVATION.
COMPACT FRD AGS/100mm/F62.
APEX
.9:12
EVE
3.4m
3m
3m
2m x 3m SLIDING DOOR
6m OPEN
3m
3m
18m.
SOUTH ELEVATION.
APEX
.9:12
EVE
3.4m
3m
3m
10°
CLOSED END
9m.
EAST ELEVATION.
APEX
.9:12
EVE
3.4m
3m
3m
10°
CLOSED END
WEST ELEVATION.



Ground Floor Plan.

NOTE DATE DA 12/1/24	ISSUE 4		
NOTE DATE GENERAL 4/8/23	REV A		
DRAWING STATUS BUILDING PERMIT			
PROJECT NAME 54 CENTROLEPIS Cct.			
PROJECT NUMBER 210912			
DRAWING NUMBER A100			
CONTENT SITE PLAN			
SCALE 1:200 @ A3			
BY SG			


NOTE DATE DA 12/1/24 ISSUE 4
NOTE DATE GENERAL 4/8/23 REV A
DRAWING STATUS BUILDING PERMIT
PROJECT NAME 54 CENTROLEPIS Cct.
PROJECT NUMBER 210912
DRAWING NUMBER A200
CONTENT BASEMENT PLAN
SCALE 1:100 @ A3
BY SG
NORTH POINT
SEWERAGE EASEMENT
19.75m
20.12m
2.53m
2.5m
22.15m
28.27m
17.46m
8.53m
10m COUNTOUR
11m COUNTOUR
10.5m COUNTOUR
1.5m SETBACK
6m SETBACK
3m SETBACK
SEBACK
GAMES
FFL 9.20
FF1
GARAGE
UNDERCROFT
FFL 9.15_PV1
PV1
RAMP DOWN 1/8
NEW TREE
DG1
TOW 10.2
TOW 11.9b
TOW 10.75
NORTH
SOAKWELL SCHEDULE
DG1 LINEAR DRAINAGE GRATE
SW1 1500x1500 CONCRETE SOAKWELL WITH TRAFFICABLE LID
SW2 1500x1500 CONCRETE SOAKWELL WITH TRAFFICABLE GRATE AND LID

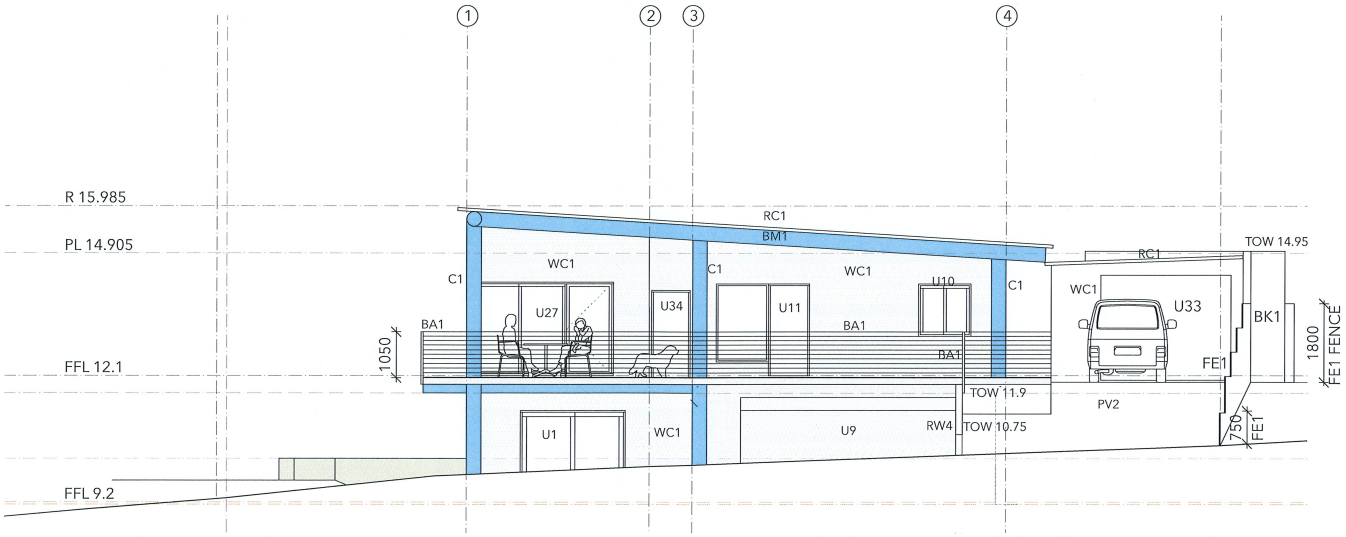
NOTE DATE ISSUE
DA 12/1/24 4
NOTE DATE REV
GENERAL 4/8/23 A
DRAWING STATUS
BUILDING PERMIT
PROJECT NAME
54 CENTROLEPIS Cct.
PROJECT NUMBER
210912
DRAWING NUMBER
A210
CONTENT
GROUND FLOOR PLAN
SCALE
1:100 @ A3
BY
NORTH POINT
SEWERAGE EASEMENT
19.75m
20.12m
2.53m
2.5m
1.5m SETBACK
22.15m
28.27m
8.53m
17.46m
6m SETBACK
3m SETBACK
SETBACK
Lot 260
599sqm
BEDROOM 1
BEDROOM 2
BEDROOM 3
BEDROOM 4
BEDROOM 5
BATH 2
BATH / LDY
LINEN
WIR
CORRIDOR
OFFICE
VERANDAH
LIVING
DINING
KITCHEN
SHED
PARKING
CONCRETE PILES TO ENGINEER'S DETAIL
350 STAIR GOINGS
240 STAIR GOINGS
RAMP DOWN 1/8
NEW TREE
NEW CROSSOVER
Telstra
Water
Hydrant
lamp post
power dome
SOAKWELL SCHEDULE
DG1 LINEAR DRAINAGE GRATE
SW1 1500x1500 CONCRETE SOAKWELL WITH TRAFFICABLE LID
SW2 1500x1500 CONCRETE SOAKWELL WITH TRAFFICABLE GRATE AND LID

ROOF STRUCTURE SCHEDULE - TO STRUCTURAL ENGINEER'S DESIGN

C1	CHS COLUMN PROVIDED BY OWNER 335 DIA. 25mm THICK
BM1	CHS BEAM PROVIDED BY OWNER 335 DIA. 25mm THICK - SITE WELD TO C1
P1	C SECTION STEEL PURLIN
R1	C SECTION STEEL RAFTER - SPACED TO FIX CUSTOM ORB SOFFIT UNDER
T1	TRUSS

MATERIAL SCHEDULE

BK1	CONCRETE BLOCKWORK
BM1	STEEL BEAM TO SE SPEC.
CHS	STEEL COLUMN
FF1	SELECTED FINISH on PRECAST SLAB
LN1	PLASTERBOARD LINING
LN2	WATERPROOF PLASTERBOARD LINING
PV1	INSITU CONCRETE PAVING
PV2	SELECTED GRAVEL PAVING
RC1	3° ROOF PITCH COLORBOND WHITEHAVEN ROOF CLADDING
RW1	LIMESTONE BLOCK RETAINING WALL
RW2	STONE BOULDER RETAINING WALL
RW3	CONCRETE BLOCK RETAINING WALL
RW4	INSITU CONCRETE RETAINING WALL
UN	NEW OPENING UNIT
WC1	COLORBOND CUSTOM ORB WHITEHAVEN WALL CLADDING



NOTE	DATE	ISSUE
DA	12/1/24	4

NOTE	DATE	REV
GENERAL	4/8/23	A

DRAWING STATUS
BUILDING PERMIT

PROJECT NAME
54 CENTROLEPIS Cct.

PROJECT NUMBER
210912

DRAWING NUMBER
A300

CONTENT
NORTH WEST ELEVATION

SCALE
1:100 @ A3

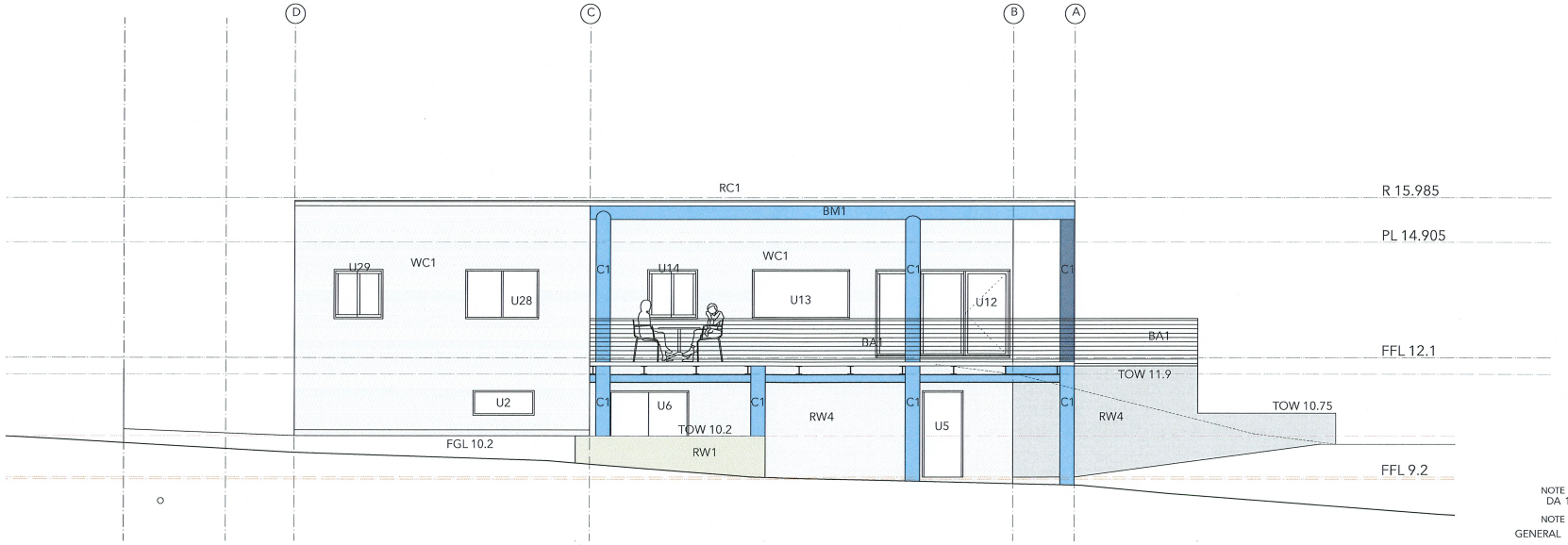
BY
SG

ROOF STRUCTURE SCHEDULE - TO STRUCTURAL ENGINEER'S DESIGN

C1	CHS COLUMN PROVIDED BY OWNER 335 DIA. 25mm THICK
BM1	CHS BEAM PROVIDED BY OWNER 335 DIA. 25mm THICK - SITE WELD TO C1
P1	C SECTION STEEL PURLIN
R1	C SECTION STEEL RAFTER - SPACED TO FIX CUSTOM ORB SOFFIT UNDER
T1	TRUSS

MATERIAL SCHEDULE

BK1	CONCRETE BLOCKWORK
BM1	STEEL BEAM TO SE SPEC.
CHS	STEEL COLUMN
FF1	SELECTED FINISH on PRECAST SLAB
LN1	PLASTERBOARD LINING
LN2	WATERPROOF PLASTERBOARD LINING
PV1	INSITU CONCRETE PAVING
PV2	SELECTED GRAVEL PAVING
RC1	3° ROOF PITCH COLORBOND WHITEHAVEN ROOF CLADDING
RW1	LIMESTONE BLOCK RETAINING WALL
RW2	STONE BOULDER RETAINING WALL
RW3	CONCRETE BLOCK RETAINING WALL
RW4	INSITU CONCRETE RETAINING WALL
UN	NEW OPENING UNIT
WC1	COLORBOND CUSTOM ORB WHITEHAVEN WALL CLADDING



NOTE	DATE	ISSUE
DA	12/1/24	4

NOTE	DATE	REV
GENERAL	4/8/23	A

DRAWING STATUS
BUILDING PERMIT

PROJECT NAME
54 CENTROLEPIS Cct.

PROJECT NUMBER
210912

DRAWING NUMBER
A301

CONTENT
NORTH EAST ELEVATION

SCALE
1:100 @ A3

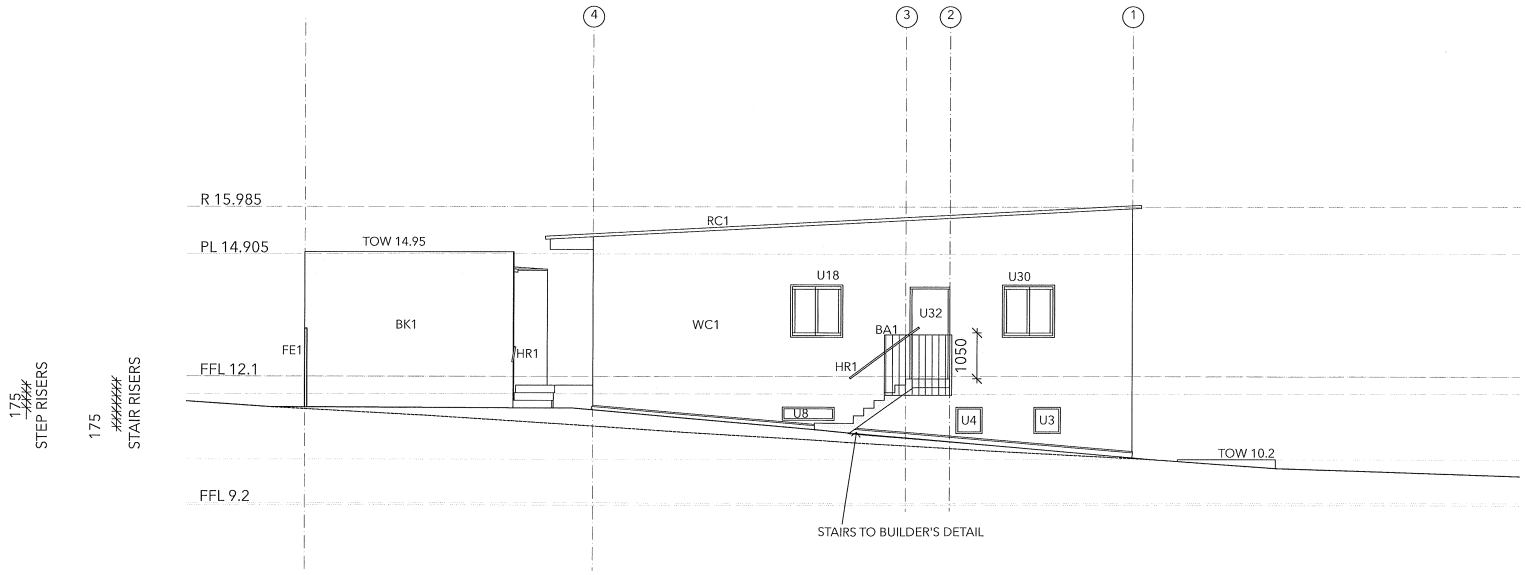
BY
SG

ROOF STRUCTURE SCHEDULE - TO STRUCTURAL ENGINEER'S DESIGN

C1	CHS COLUMN PROVIDED BY OWNER 335 DIA. 25mm THICK
BM1	CHS BEAM PROVIDED BY OWNER 335 DIA. 25mm THICK - SITE WELD TO C1
P1	C SECTION STEEL PURLIN
R1	C SECTION STEEL RAFTER - SPACED TO FIX CUSTOM ORB SOFFIT UNDER
T1	TRUSS

MATERIAL SCHEDULE

BK1	CONCRETE BLOCKWORK
BM1	STEEL BEAM TO SE SPEC.
CHS	STEEL COLUMN
FF1	SELECTED FINISH on PRECAST SLAB
LN1	PLASTERBOARD LINING
LN2	WATERPROOF PLASTERBOARD LINING
PV1	INSITU CONCRETE PAVING
PV2	SELECTED GRAVEL PAVING
RC1	3° ROOF PITCH COLORBOND WHITEHAVEN ROOF CLADDING
RW1	LIMESTONE BLOCK RETAINING WALL
RW2	STONE BOULDER RETAINING WALL
RW3	CONCRETE BLOCK RETAINING WALL
RW4	INSITU CONCRETE RETAINING WALL
UN	NEW OPENING UNIT
WC1	COLORBOND CUSTOM ORB WHITEHAVEN WALL CLADDING



NOTE	DATE	ISSUE
DA	12/1/24	4
NOTE	DATE	REV
GENERAL	4/8/23	A

DRAWING STATUS
BUILDING PERMIT

PROJECT NAME
54 CENTROLEPIS Cct.

PROJECT NUMBER
210912

DRAWING NUMBER
A302

CONTENT
SOUTH EAST ELEVATION

SCALE
1:100 @ A3

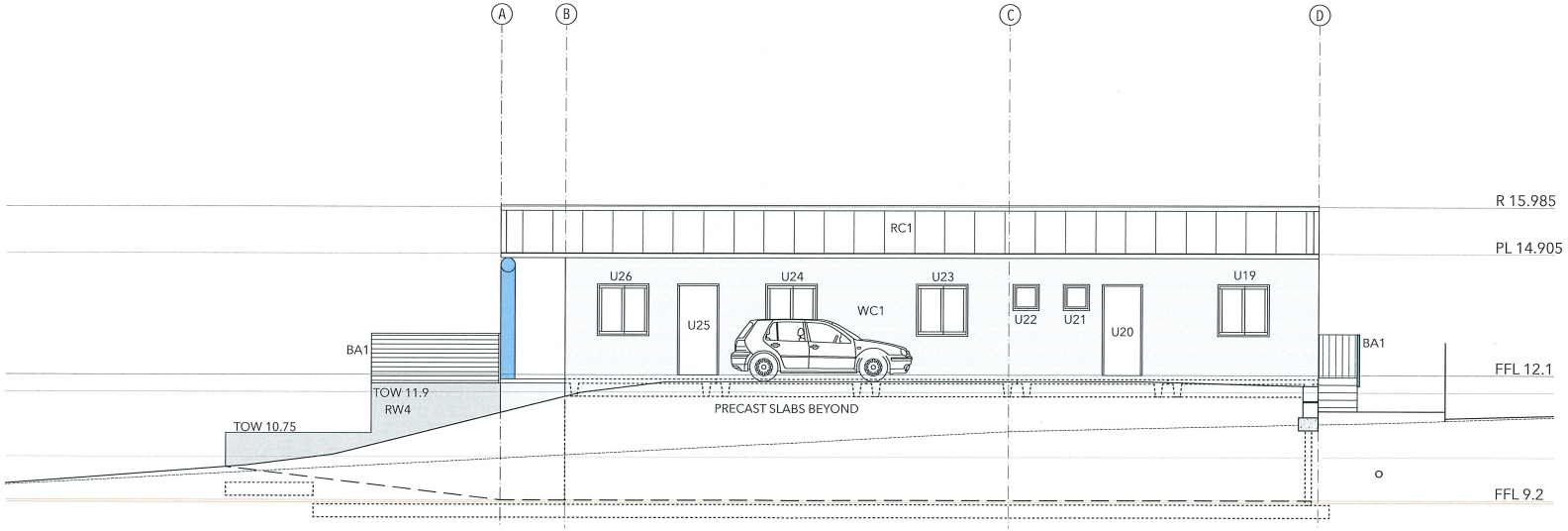
BY
SG

ROOF STRUCTURE SCHEDULE - TO STRUCTURAL ENGINEER'S DESIGN

C1	CHS COLUMN PROVIDED BY OWNER 335 DIA. 25mm THICK
BM1	CHS BEAM PROVIDED BY OWNER 335 DIA. 25mm THICK - SITE WELD TO C1
P1	C SECTION STEEL PURLIN
R1	C SECTION STEEL RAFTER - SPACED TO FIX CUSTOM ORB SOFFIT UNDER
T1	TRUSS

MATERIAL SCHEDULE

BK1	CONCRETE BLOCKWORK
BM1	STEEL BEAM TO SE SPEC.
CHS	STEEL COLUMN
FF1	SELECTED FINISH on PRECAST SLAB
LN1	PLASTERBOARD LINING
LN2	WATERPROOF PLASTERBOARD LINING
PV1	INSITU CONCRETE PAVING
PV2	SELECTED GRAVEL PAVING
RC1	3° ROOF PITCH COLORBOND WHITEHAVEN ROOF CLADDING
RW1	LIMESTONE BLOCK RETAINING WALL
RW2	STONE BOULDER RETAINING WALL
RW3	CONCRETE BLOCK RETAINING WALL
RW4	INSITU CONCRETE RETAINING WALL
UN	NEW OPENING UNIT
WC1	COLORBOND CUSTOM ORB WHITEHAVEN WALL CLADDING



NOTE	DATE	ISSUE
DA	12/1/24	4

NOTE	DATE	REV
GENERAL	4/8/23	A

DRAWING STATUS
BUILDING PERMIT

PROJECT NAME
54 CENTROLEPIS Cct.

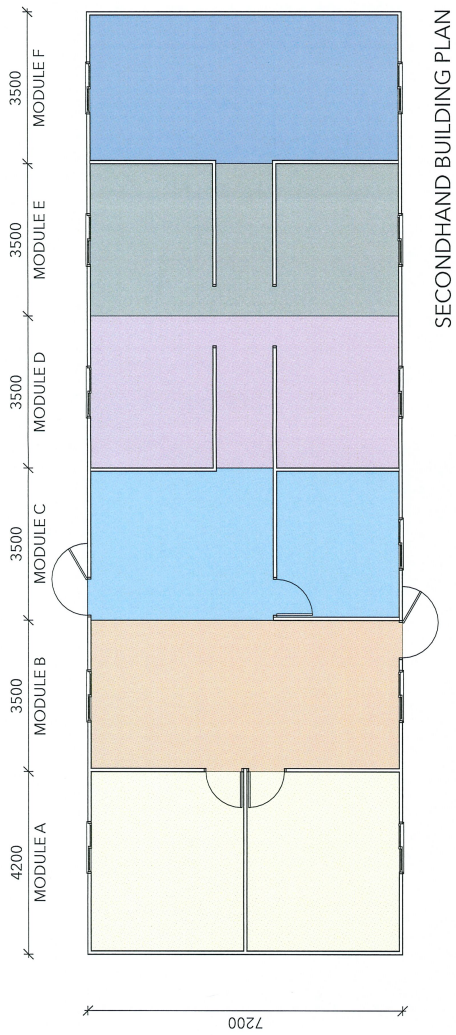
PROJECT NUMBER
210912

DRAWING NUMBER
A303

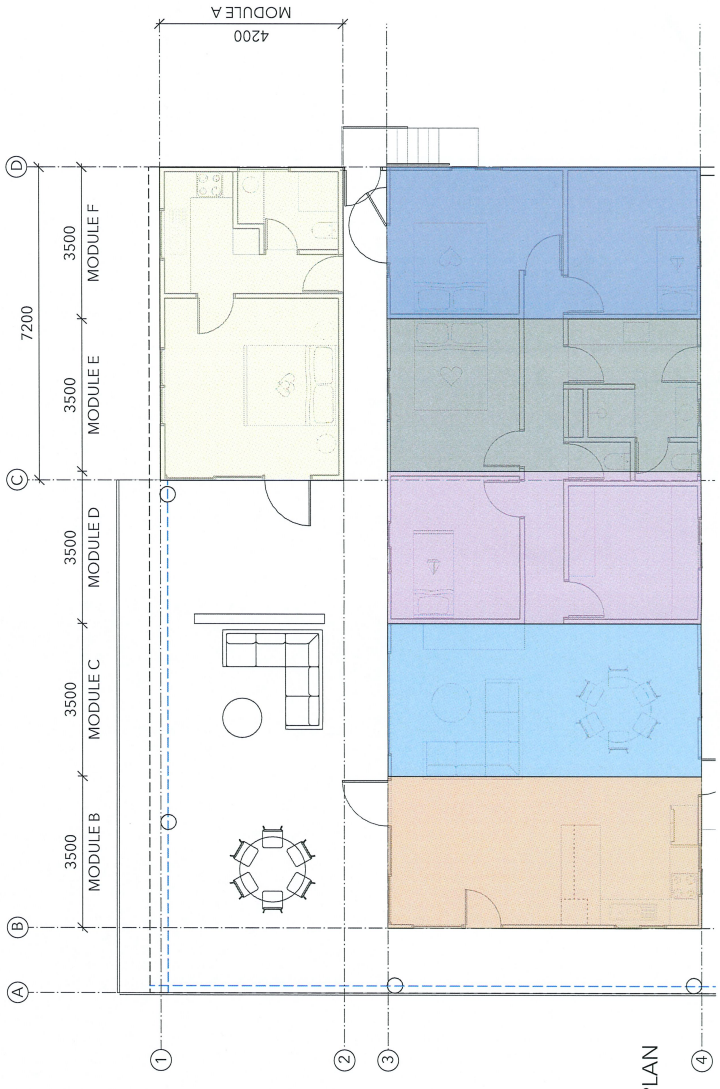
CONTENT
SOUTH WEST ELEVATION

SCALE
1:100 @ A3

BY
SG



SECONDHAND BUILDING PLAN



MODULE ARRANGEMENT PLAN

NORTH POINT

NOTE	DATE	ISSUE
DA	12/1/24	1

NOTE	DATE	REV

DRAWING STATUS
BUILDING PERMIT

PROJECT NAME
54 CENTROLEPIS Cct.

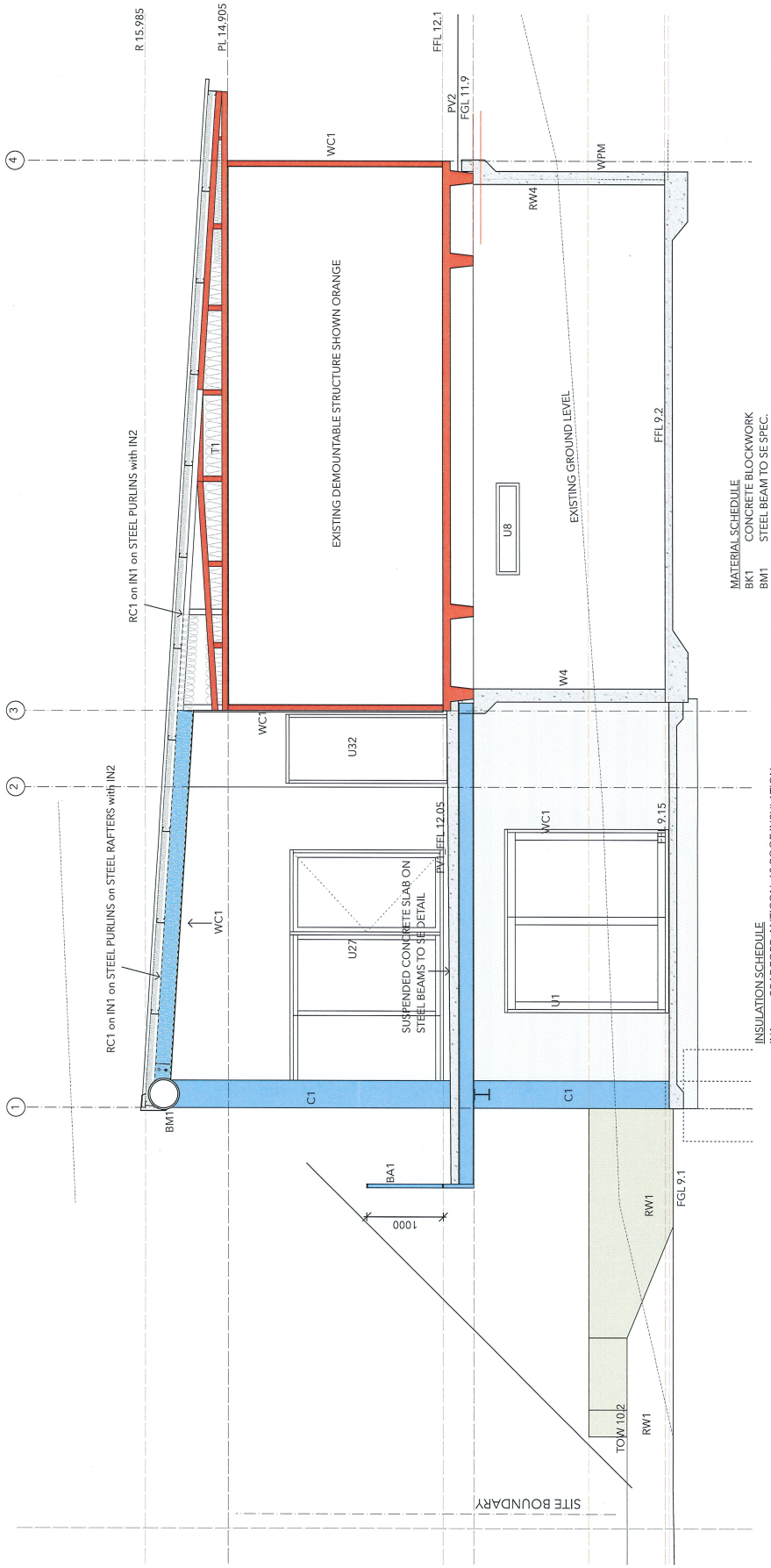
PROJECT NUMBER
2109112

DRAWING NUMBER
A205

CONTENT
PREFABRICATED MODULE SCHEDULE

SCALE
1:100 @ A3

BY
SG



MATERIAL SCHEDULE

BK1	CONCRETE BLOCKWORK
BM1	STEEL BEAM TO SE SPEC.
CHS	STEEL COLUMN
FF1	SELECTED FINISH on PRECAST SLAB
LN1	PLASTERBOARD LINING
LN2	WATERPROOF PLASTERBOARD LINING
PV1	INSITU CONCRETE PAVING
PV2	SELECTED GRAVEL PAVING
RC1	3° ROOF PITCH COLORBOND WHITEHAVEN ROOF CLADDING
RW1	LIMESTONE BLOCK RETAINING WALL
RW2	STONE BOULDER RETAINING WALL
RW3	CONCRETE BLOCK RETAINING WALL
RW4	INSITU CONCRETE RETAINING WALL
UN	NEW OPENING UNIT
WC1	COLORBOND CUSTOM ORB WHITEHAVEN WALL CLADDING

INSULATION SCHEDULE

IN1	BRADFORD ANTICON 60 ROOF INSULATION
IN2	BRADFORD GOLD 290 R7.0 CEILING INSULATION
IN2	BRADFORD GOLD R2.5 WALL INSULATION

ROOF STRUCTURE SCHEDULE - TO STRUCTURAL ENGINEER'S DESIGN

C1	CHS COLUMN PROVIDED BY OWNER 335 DIA. 25mm THICK
BM1	CHS BEAM PROVIDED BY OWNER 335 DIA. 25mm THICK - SITE WELD TO C1
P1	C SECTION STEEL PURLIN
R1	C SECTION STEEL RAFTER - SPACED TO FIX CUSTOM ORB SOFFIT UNDER
T1	TRUSS

NOTE	DATE	ISSUE	4
DA	12/1/24		
NOTE	DATE	REV	A
GENERAL	4/8/23		

DRAWING STATUS
BUILDING PERMIT

PROJECT NAME
54 CENTROLEPIS Cct.

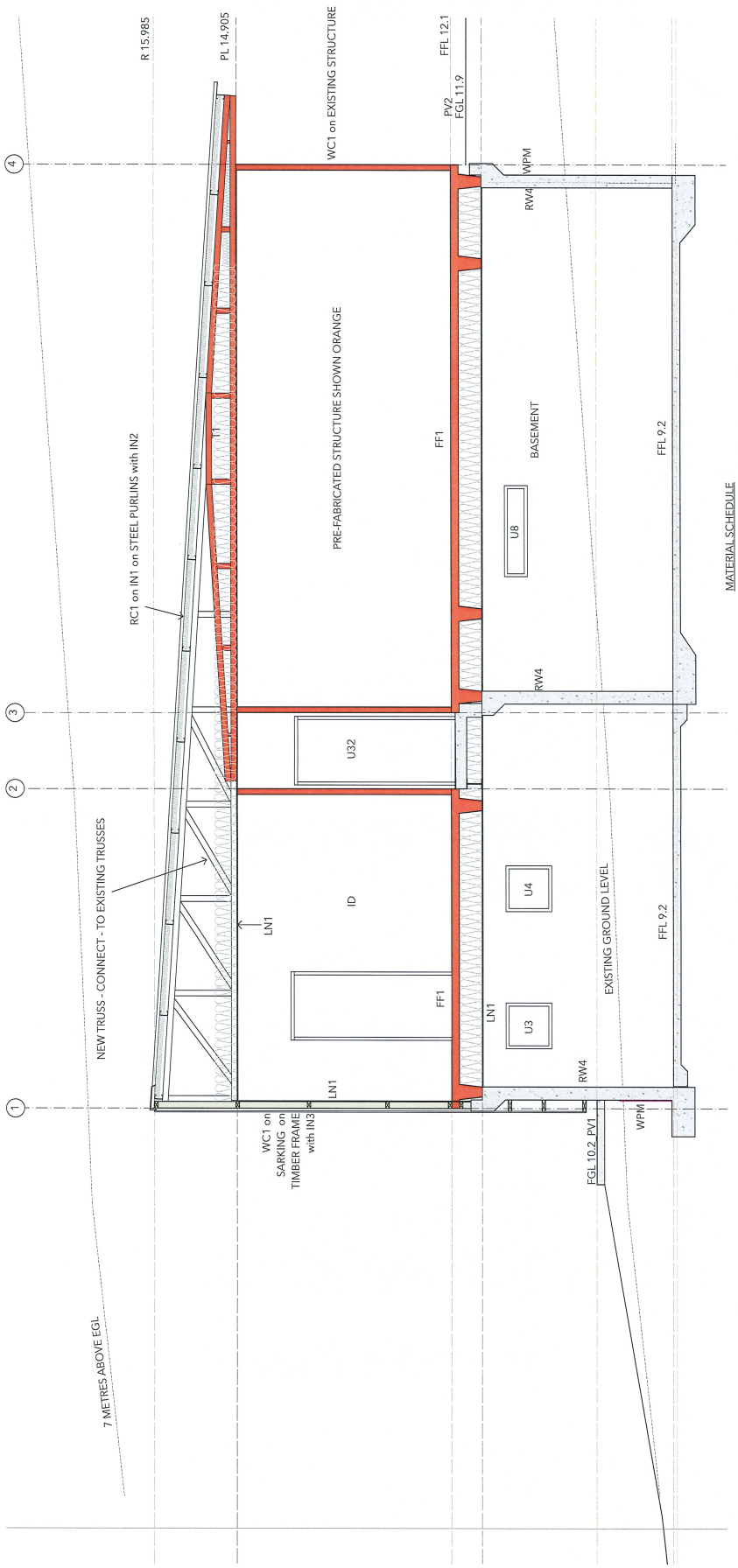
PROJECT NUMBER
2109112

DRAWING NUMBER
A400

CONTENT
SECTION W5

SCALE
1:50 @ A3

BY
SG



MATERIAL SCHEDULE

BK1	CONCRETE BLOCKWORK
BM1	STEEL BEAM TO SE SPEC.
CH5	STEEL COLUMN
FF1	SELECTED FINISH on PRECAST SLAB
LN1	PLASTERBOARD LINING
LN2	WATERPROOF PLASTERBOARD LINING
PV1	INSITU CONCRETE PAVING
PV2	SELECTED GRAVEL PAVING
RC1	3° ROOF PITCH COLORBOND WHITEHAVEN ROOF CLADDING
RW1	LIMESTONE BLOCK RETAINING WALL
RW2	STONE BOULDER RETAINING WALL
RW3	CONCRETE BLOCK RETAINING WALL
RW4	INSITU CONCRETE RETAINING WALL
UN	NEW OPENING UNIT
WC1	COLORBOND CUSTOM ORB WHITEHAVEN WALL CLADDING

INSULATION SCHEDULE

IN1	BRADFORD ANTICON 60 ROOF INSULATION
IN2	BRADFORD GOLD 290 R7.0 CEILING INSULATION
IN2	BRADFORD GOLD R2.5 WALL INSULATION

NOTE	DATE	ISSUE
DA	12/1/24	4

NOTE	DATE	REV
GENERAL	4/8/23	A

DRAWING STATUS
BUILDING PERMIT

PROJECT NAME
54 CENTROLEPIS Cct.

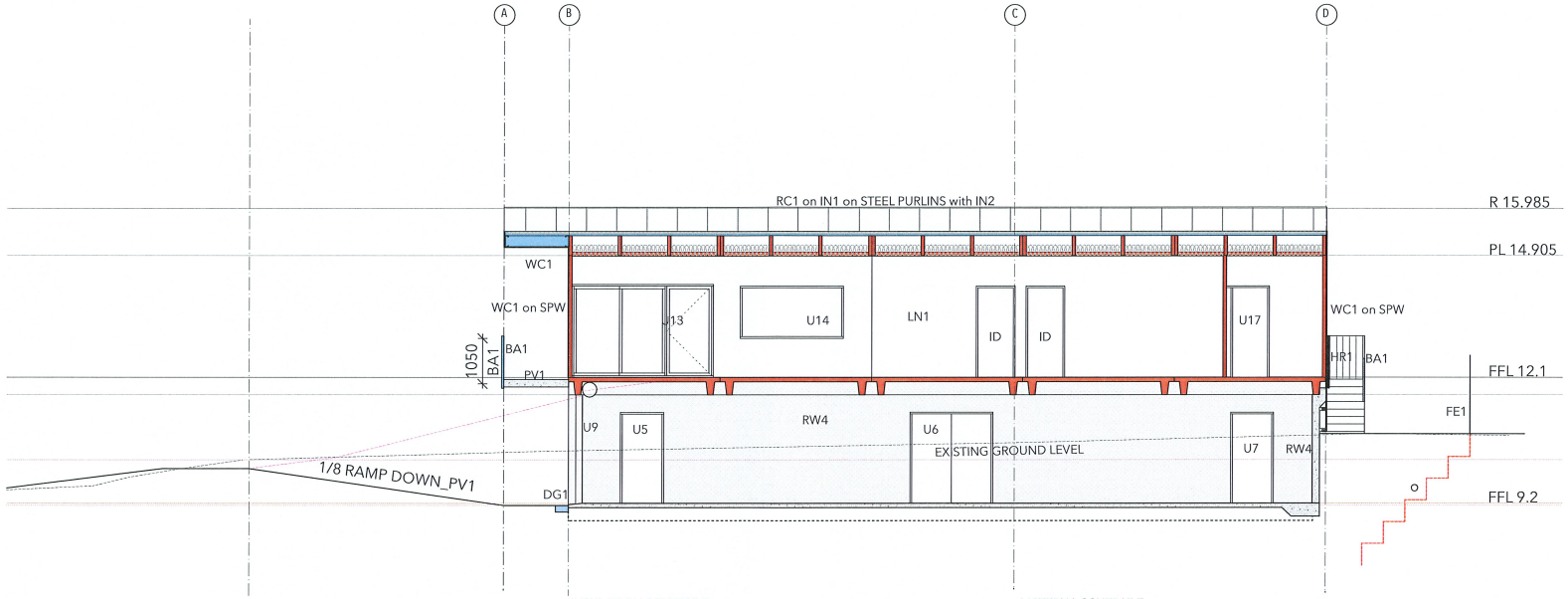
PROJECT NUMBER
210912

DRAWING NUMBER
A401

CONTENT
SECTION W10

SCALE
1:50 @ A3

BY
SG



INSULATION SCHEDULE

IN1	BRADFORD ANTICON 60 ROOF INSULATION
IN2	BRADFORD GOLD 290 R7.0 CEILING INSULATION
IN2	BRADFORD GOLD R2.5 WALL INSULATION

MATERIAL SCHEDULE

BK1	CONCRETE BLOCKWORK
BM1	STEEL BEAM TO SE SPEC.
CHS	STEEL COLUMN
FF1	SELECTED FINISH on PRECAST SLAB
LN1	PLASTERBOARD LINING
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NOTE	DATE	ISSUE
DA	12/1/24	4

NOTE	DATE	REV
GENERAL	4/8/23	A

DRAWING STATUS
BUILDING PERMIT

PROJECT NAME
54 CENTROLEPIS Cct.

PROJECT NUMBER
210912

DRAWING NUMBER
A410

CONTENT
SECTION S5

SCALE
1:100 @ A3

BY
SG

ATTACHMENT 9.5.1(1)

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - MAY 2024

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
15/05/2024	24022	Shire of Northampton	Shoreline Outdoor World	255 (Lot 39) Hampton Road, Northampton	Construct steel-framed colorbond lean-to patio	$ 21,668.64
15/05/2024	24024	State of Western Australia	Geraldton Building Services and Cabinets	103 (Lot 449) Stephen Street, Northampton	Landscaping and outdoor upgrades, including limestone retaining walls and timber-framed structures	$ 369,937.63
16/04/2024	24029	Paul and Sharon McKenzie	Starstate Investments Pty Ltd	36 Oakabella Road East, Bowes	Construct steel-framed shed	$ 27,000.00
8/05/2024	24030	Noel and Ilona Visser	Diamondrose Pty Ltd	7 (Lot 158) Smith Street, Kalbarri	Renovations to main dwelling - extension to kitchen, laundry, additional two bedrooms. New timber staircase. Construct timber-framed verandah	$ 150,000.00
29/04/2024	24033	Shawn Opie	Owner Builder	9 (Lot 62) Ruby Terrace, Kalbarri	Construct steel-framed shed	$ 17,649.00
15/05/2024	24034	Scotts Fishing Co	Owner Builder	25 Willigulli Road, Sandy Gully	Construct four-bedroom timber-framed dwelling and steel-framed shed	$ 415,000.00
8/05/2024	24035	Mark Wilson, Erin and Darren Crowley	Killburn Builders	16 (Lot 922) Gliddon Avenue, Kalbarri	Construct timber-framed five-bedroom dwelling and steel-framed carport	$ 400,000.00
20/05/2024	24037	Peter and Leanne Boland	Aussie Shed Group	60 (Lot 303) Explorer Avenue, Kalbarri	Construct steel-framed shed	$ 37,990.00
20/05/2024	24038	Anthony Wilton and Ann Cullen	Owner Builder	107 (Lot 276) Explorer Avenue, Kalbarri	Replace patio on accommodation units	$ 12,000.00
28/05/2024	24040	George and Yvonne Metaxas	Shoreline Outdoor World	2 (Lot 4) Horrocks Road, Northampton	Construct steel-framed patio	$ 13,687.00
20/05/2024	24041	Shire of Northampton	Broadcast Training and Engineering Consultancy	12 (Lot 591) Rochester Street, Northampton	Install diesel generator and ground-mounted satellite dish	$ 60,000.00
22/05/2024	24042	Scotts Fishing Co	Owner Builder	25 Willigulli Road, Sandy Gully	Construct timber-framed three-bedroom farm workers accommodation	$ 125,000.00
28/05/2024	24043	Wayne Kuchel and Shondelle Green	Owner Builder	12 (Lot 344) Penn Street, Kalbarri	Construct timber-framed ensuite extension	$ 18,800.00
29/04/2024	23CS528	Garry Teakle	Phoenix Sheds	328 Mitchell Road, Sandy Gully	Construct steel-framed machinery shed	$ 160,000.00
20/05/2024	23CS530	Stephen and Rita Hansen	Shoreline Outdoor World	22 (Lot 806) Glass Street, Kalbarri	Construct steel-framed shed	$ 37,094.00
22/05/2024	24CS531	Shire of Northampton	Stateside Maintenance Pty Ltd	202 (Lot 121) Hampton Road, Northampton	Install tie-downs due to cyclone	$ 64,889.00

Shire of Northampton
Simply Remarkable

Local Government Act 1995

Shire of Northampton

Parking Local Laws 2024

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LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAMPTON

PARKING LOCAL LAW 2024

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LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAMPTON

PARKING LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Northampton resolved on 20 June 2024 to make the following local law.

Part 1 - Preliminary

1.1 Citation

This local law may be cited as the *Shire of Northampton Parking Local Law 2024*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Definitions

(1) In this local law unless the context otherwise requires –

Act means the *Local Government Act 1995*;

authorised person means a person appointed by the local government to perform any of the functions of an authorised person under this local law;

authorised vehicle means a vehicle authorised by the local government, CEO, authorised person or by any written law to stop or park on a thoroughfare or on a parking facility;

bicycle has the meaning given to it by the Code;

bicycle path has the meaning given to it by the Code;

built-up area has the meaning given to it by the Code;

bus stop has the meaning given to it by the Code;

bus zone has the meaning given to it by the Code;

caravan has the meaning given to it by section 5 of the *Caravan Parks and Camping Grounds Act 1995*;

carriageway has the meaning given to it by the Code;

centre in relation to a carriageway, has the meaning given to it by the Code;

CEO means the Chief Executive Officer of the local government;

children's crossing has the meaning given to it by the Code;

Code means the *Road Traffic Code 2000*;

commercial vehicle –

(a) means a vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a vehicle for the conveyance of passengers; and

(b) includes any vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

disability parking permit has the meaning given to it by the *Local Government (Parking for People with Disabilities) Regulations 2014*;

district means the district of the local government;

dividing line has the meaning given to it in the Code;

driver means any person driving or in control of a vehicle;

edge line has the meaning given to it by the Code;

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emergency vehicle has the meaning given to it by the Code;
footpath has the meaning given to it by the Code;
GVM or "gross vehicle mass" has the meaning given to it by the *Road Traffic (Vehicles) Act 2012*;
heavy vehicle has the meaning given to it by the Code;
infringement notice means the notice referred to in clause 7.5;
keep clear marking has the meaning given to it by the Code;
kerb means the constructed border or edge of the portion of a road paved for the use of vehicular traffic where any constructed border exists at the edge of the paved road and whether any footpath has been constructed or not;
level crossing has the meaning given to it by the Code;
loading zone has the meaning given to it by the Code;
local government means the Shire of Northampton;
local planning scheme means a local planning scheme and includes any structure plan adopted or approved by the local government made under the *Planning and Development Act 2005*;
median strip has the meaning given to it by the Code;
motorcycle has the meaning given to it by the Code;
motorised scooter has the meaning given to it by the Code, and includes a motorised wheelchair that is designed so as to be not capable of a speed exceeding 10 kilometres per hour;
nature strip has the meaning given to it in the Code;
no parking area has the meaning given to it in the Code;
no parking sign means –

(a) a sign with the words "no parking" in red letters on a white background, or
(b) the letter "P" within a red annulus and a red diagonal line across it on a white background

no stopping area has the meaning given to it in the Code;
no stopping sign means a sign with –

(a) the words "no stopping" or "no standing" in red letters on a white background;
(b) the words "no stopping" or "no standing" in white letters on a red background; or
(c) the letter "S" within a red annulus and a red diagonal line across it on a white background;

notice of withdrawal means the notice referred to in clause 7.6(1);
occupier has the meaning given to it in section 1.4 of the Act;
owner where used in relation to – a vehicle licensed under the *Road Traffic (Vehicles) Act 2012*, means the person in whose name the vehicle has been registered under the *Road Traffic (Vehicles) Act 2012*;

(a) any other vehicle, means the person who owns, or is entitled to possession of that vehicle; and
(b) land, has the meaning given to it in section 1.4 of the Act;

park has the meaning given to it by the Code;
parking area has the meaning given to it by the Code;
parking bay and ***parking lane*** means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked;
parking control sign has the meaning given to it by the Code;
parking facilities includes –

(a) land, buildings, shelters, places, parking bays, parking lanes and other facilities open to the public generally for the parking of vehicles with or without charge; and
(b) signs, notices and facilities used in connection with the parking of vehicles;

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path has the meaning given to it in the Code;
pedestrian crossing has the meaning given to it by the Code;
permit parking area has the meaning given to it by the *Local Government (Parking for People with Disabilities) Regulations 2014*;
public bus has the meaning given to it by the Code, and includes a school bus in the performance of its duties;
public place means any place to which the public has access whether or not that place is on private property;
reserve means any land—
(a) which belongs to the local government;
(b) of which the local government is the management body under the *Land Administration Act 1997*; or
(c) which is an otherwise unvested facility within section 3.53 of the *Land Administration Act 1997*;
right of way means a thoroughfare separating 2 portions of land by a public reserve, road, laneway, pedestrian access way, and includes the access leg of a battle-axe lot or the equivalent not more than 6m in width;
Schedule means a Schedule to this local law;
school bus means a vehicle that is used solely or principally for the carriage of children to and from school, and is equipped to seat 8 or more persons, including the driver;
shared zone has the meaning given to it by the Code;
sign includes a parking control sign or other sign, inscription, road marking, painted line, mark, structure or other device or method approved by the local government on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking facilities or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the stopping and parking of vehicles;
special purpose vehicle has the meaning given to it by the Code;
stop in relation to a vehicle, has the meaning given to it by the Code;
symbol has the meaning given to it by the Code ;
taxi has the meaning given to it by the Code;
taxi zone has the meaning given to it by the Code;
thoroughfare has the meaning given to it in section 1.4 of the Act;
traffic island has the meaning given to it by the Code;
trailer has the meaning given to it by the Code;
vehicle has the meaning given to it in the *Road Traffic (Administration) Act 2008,* but does not include a motorised scooter; and
verge has the same meaning as *nature strip*.

Part 2 - Administration

2.1 Powers of the local government

(1) The local government may, by resolution, prohibit or regulate, including but not limited to –
(a) the stopping or parking of any vehicle or any class of vehicle;
(b) parking bays;
(c) parking facilities;
(d) permitted time and conditions of parking in parking bays and parking facilities which may vary with the locality;
(e) permitted classes of vehicle which may park in parking bays and parking facilities;
(f) permitted classes of persons who may park in specified parking bays or parking facilities; and
(g) the manner of parking in parking bays and parking facilities.

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(2) Where the local government makes a resolution under subclause (1), it must erect signs to give effect to the resolution.

2.2 Thoroughfares under control of Commissioner of Main Roads

(1) Subject to subclause 2, this local law does not apply to –
- (a) the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
- (b) prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads; and
- (c) any road which comes under the control of the Commissioner of Main Roads.

(2) Upon request of the local government, the control of parking and parking facilities on a thoroughfare under the control of the Commissioner of Main Roads may be delegated by the Commissioner of Main Roads to the local government.

2.3 Parking not under the control of the local government

(1) This local law does not apply to a parking bay, parking lane or parking facility that is not occupied, managed or controlled by the local government, unless the local government and the owner or occupier of that land or facility have agreed in writing that this local law will apply to that land or facility.

(2) The agreement referred to in subclause (1) may be made on such terms and conditions as the parties may agree.

2.4 Classes of vehicle

For the purpose of this local law, vehicles are divided into the following classes –
- (a) public buses and school buses;
- (b) commercial vehicles;
- (c) motorcycles and bicycles;
- (d) taxis; and
- (e) all other vehicles.

Part 3 - Parking throughout the district

Division 1 – District generally

3.1 Application of Part 3

This Part applies to the whole of the district.

3.2 Parking for people with disabilities

For avoidance of doubt, and notwithstanding clause 2.3(1), the provisions of the *Local Government (Parking for People with Disabilities) Regulations 2014*, apply throughout the district to all parking bays, parking lanes or parking facilities, whether under the control of the local government or not, which are a public place.

3.3 Parking vehicles on a carriageway

A person parking a vehicle on a carriageway other than in a parking bay shall park it –
- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
- (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
- (c) so that at least 3 metres of the width of the carriageway lies between –
  - (i) the vehicle and the farther boundary of the carriageway, any dividing line or median strip, or

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(ii) the vehicle and a vehicle parked on the farther side of the carriageway;

(d) so that the front and the rear of the vehicle respectively is not less than 1 metre from any other vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law; and

(e) so that it does not obstruct any vehicle on the carriageway.

3.4 Parking near a railway level crossing

A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

3.5 Parking on reserves

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

3.6 General prohibitions on parking

(1) This clause does not apply to a vehicle parked in a parking bay nor to a bicycle in a bicycle rack.

(2) Subclauses (3)(c), (e) and (g) do not apply to a public bus or school bus which parks in a bus zone.

(3) Subject to any applicable law, unless a sign or markings on the carriageway indicate otherwise, a person shall not park a vehicle so that any portion of the vehicle is –

(a) between any other stationary vehicles and the centre of the carriageway, except where –

(i) a driver stopped in traffic; or

(ii) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law;

(b) on or adjacent to a median strip;

(c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;

(d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;

(e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;

(f) on any footpath, children's crossing or pedestrian crossing;

(g) between the boundaries of a carriageway and any double longitudinal line consisting of 2 dividing lines or between a double longitudinal line consisting of a dividing line and a broken or dotted line and the boundary of a carriageway nearer to the dividing line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;

(h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;

(i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug; or

(j) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked.

(4) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side or within 10 metres of the departure side of –

(a) a sign inscribed with the words "Bus Stop" or "Hail Bus Here" (or with equivalent symbols depicting these purposes) unless the vehicle is a public bus or school bus stopped to take up or set down passengers; or

(b) a children's crossing or pedestrian crossing.

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3.7 Restrictions on parking in particular areas

(1) Subject to subclause (2), a person shall not park a vehicle in a thoroughfare, part of a thoroughfare, or part of a parking facility –
   (a) if by a sign it is set apart for the parking of vehicles of a different class;
   (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; or (c) during any period when the parking of vehicles is prohibited by a sign.

(2) The driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking facility, except in a thoroughfare or a part of a thoroughfare or part of a parking facility to which a disabled parking sign relates for twice the period indicated on the sign, if –
   (a) the driver's vehicle displays a valid disability parking permit sticker; and
   (b) a person with a disability to which the valid disability parking permit relates is either the driver of the vehicle or a passenger in the vehicle.

(3) A person shall not park a vehicle in a parking bay marked "M/C" unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.

(4) A person shall not, without the prior permission of the local government, the CEO, or an authorised person, park a vehicle in an area designated by a sign stating "Authorised Vehicles Only".

3.8 Vehicles not to obstruct a thoroughfare or public place

A person shall not leave a vehicle, or any part of a vehicle, in a thoroughfare or public place including a right of way, so that it obstructs the use of any part of that thoroughfare or public place without the permission of the local government or unless authorised under any written law.

3.9 Authorised person may order vehicle on thoroughfare to be moved

The driver of a vehicle shall not park that vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it.

3.10 Suspension of parking limitations for urgent, essential or official duties

(1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government, the CEO or an authorised person may, subject to the Code, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.

(2) Where permission is granted under subclause (1), the local government, the CEO or an authorised person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

Division 2 – No Parking and No Stopping

3.11 No parking

A driver shall not park on a length of carriageway or in an area to which a "no parking" sign applies, unless the driver is –

   (a) is dropping off, or picking up, passengers or goods;
   (b) remains within 3 metres of the vehicle at all times; and
   (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.

3.12 No stopping

(1) A driver shall not stop on a length of carriageway, or in an area, to which a "no stopping" sign applies or in an area with keep clear markings.

(2) A driver must not stop at the side of a carriageway marked with a continuous yellow edge line.

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3.13 Application of particular definitions

For the purposes of the application of clause 3.11 and clause 3.12 an arrow inscribed on a sign erected at an angle to the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the carriageway.

Division 3 – Stopping in particular circumstances

3.14 Stopping near an obstruction

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

3.15 Stopping on a bridge, etc.

A driver shall not stop a vehicle on a bridge, causeway, ramp or similar structure unless –

(a) the carriageway is at least as wide on the structure as it is on each of the approaches and a parking control sign does not prohibit stopping or parking; or

(b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

3.16 Stopping on crests, curves, etc.

(1) A driver shall not stop a vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.

(2) A driver may stop on a crest or curve on a carriageway if the driver stops at a place on the carriageway to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

3.17 Stopping near a fire hydrant, etc.

A driver shall not stop a vehicle so that any portion of the vehicle is within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless –

(a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and remains within 3 metres of the vehicle at all times; or

(b) the driver is driving a taxi, and the driver stops in a taxi zone and remains within 3 metres of the vehicle at all times.

3.18 Obstructing access to and from a path, driveway, etc.

A driver shall not stop a vehicle so that any portion of the vehicle is in front –

(a) of a path, in a position that obstructs access by vehicles or pedestrians to or from that path;

(b) on or across a driveway or other way of access for vehicles travelling to or from adjacent land;

unless –

(c) the driver is dropping off, or picking up, passengers; or

(d) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law.

Division 4 – Signs

3.19 Part of thoroughfare to which sign applies

Where under this local law the parking of vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which –

(a) lies beyond the sign;

(b) lies between the sign and the next sign beyond that sign; and

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(c) is on that side of the thoroughfare nearest to the sign.

3.20 Pre-existing signs

(1) A sign is deemed for the purposes of this local law to have been erected by the local government under the authority of this local law where that sign –
   (a) was erected by the local government or the Commissioner of Main Roads prior to the commencement of this local law; and
   (b) relates to the parking of vehicles within the district.

(2) An inscription, word, number, expression or symbol on a sign referred to in subclause (1) operates and has effect according to its tenor, and where the inscription, word, number, expression or symbol relates to the stopping of vehicles, it is to be deemed for the purposes of this local law to operate and have effect as if it related to the parking of vehicles.

3.21 Signs must be complied with

An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.

3.22 Unauthorised signs and defacing of signs

A person shall not without the authority of the local government –
   (a) mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
   (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
   (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

3.23 General provisions about signs

(1) A sign marked, erected, set up, established or displayed on or near a thoroughfare is, in the absence of evidence to the contrary presumed to be a sign marked, erected, set up, established or displayed under the authority of this local law.

(2) The first 3 letters of any day of the week when used on a sign indicate that day of the week.

Division 5 – Zones for particular vehicles

3.24 Stopping in a loading zone

A person shall not stop a vehicle in a loading zone unless it is –
   (a) a vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or
   (b) a vehicle that completes the dropping off or picking up of passengers within 2 minutes of stopping and then drives on, but, in any event, shall not remain in that loading zone –
   (c) for longer than a time indicated on the “loading zone” sign; or (d) longer than 30 minutes, if no time is indicated on the sign.

3.25 Stopping in a taxi zone or a bus zone

(1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.

(2) A driver shall not stop in a bus zone unless the driver is driving a public bus or a school bus.

3.26 Stopping in a shared zone

A driver shall not stop in a shared zone unless –

(1) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law;

(2) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;

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(3) the driver is dropping off, or picking up, passengers or goods; or
(4) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

3.27 Other limitations in zones

A person shall not stop a vehicle in a zone to which a sign applies if stopping the vehicle would be contrary to any limitation in respect to classes of persons or vehicles, or specific activities allowed, as indicated by additional words on a parking control sign that applies to the zone.

Part 4 - Parking in built-up areas

Division 1 – Built-up areas generally

4.1 Application of Part 4

This Part applies to built-up areas of the district.

4.2 No parking of vehicles exposed for sale and other circumstances

A person shall not park a vehicle on any portion of a thoroughfare –
(a) for the purpose of exposing it for sale;
(b) if that vehicle is not licensed under the *Road Traffic (Vehicles) Act 2012*;
(c) if that vehicle is a trailer or a caravan unattached to a vehicle; or
(d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

4.3 Parking on a carriageway with heavy and long vehicles

(1) Unless engaged in the picking up or setting down of goods, a person shall not park on any part of a carriageway for any period exceeding 1 hour, a vehicle or any combination of vehicles, that together with any projection on, or load carried by, the vehicle or combination of vehicles, is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes.
(2) Nothing in this clause affects the operation of any other clause in this local law or any other written law relating to the parking or stopping of vehicles.

Division 2 – Parking bays, parking lanes, and parking facilities

4.4 Vehicles to be within parking bays or parking lanes on thoroughfare

(1) Subject to subclause (2) and (3), a person shall not park a vehicle in a parking bay in a thoroughfare otherwise than –
(a) parallel to and as close to the kerb as is practicable;
(b) wholly within the parking bay or parking lane; and
(c) headed in the direction of the movement of traffic on the side of the thoroughfare in which the parking bay is situated.
(2) If a vehicle is too long or too wide to fit completely within a single parking bay then the person parking the vehicle shall do so within the minimum number of parking bays needed to park that vehicle.
(3) A person shall not park a vehicle partly within and partly outside a parking area.

4.5 Parking prohibitions and restrictions

(1) A person shall not –
(a) park a vehicle so as to obstruct an entrance to, or an exit from parking facilities, or an access way within parking facilities;

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(b) except with the permission of the local government or an authorised person, park a vehicle on any part of a parking facility contrary to a sign referring to that part;
(c) permit a vehicle to park in any part of parking facilities, if an authorised person directs the driver of such vehicle to move the vehicle; or
(d) park or attempt to park a vehicle in a parking bay in which another vehicle is parked, unless –
(i) parking of a motorcycle and a bicycle together in a parking bay marked "M/C", and
(ii) (ii) the bicycle is parked in accordance with subclause (2).

(2) A person must not park a bicycle –
(a) in a parking bay other than in a parking bay marked for motorcycles only; and (b) other than against the kerb.

(3) Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a parking bay or facility (except in a parking area for people with disabilities) for twice the length of time allowed, provided that –
(a) the driver's vehicle displays a valid disability parking permit; and
(b) a person with a disability to which a valid disability parking permit relates is either the driver of or a passenger in the vehicle.

4.6 Angle parking

(1) This clause does not apply to –
(a) a vehicle with a mass including any load, of over 4.5 tonnes; or
(b) a person parking either a motorcycle without a trailer or a bicycle.

(2) Where a sign associated with a parking area is inscribed with the words "angle parking", or with an equivalent symbol depicting this purpose, a person stopping or parking a vehicle shall stop or park the vehicle at an angle and in the position indicated by the inscription on the parking sign or by marks on the carriageway.

4.7 Timed parking

(1) Where indicated by a sign, timed parking applies for that period as indicated by the inscription on the parking sign or by marks on the carriageway.

(2) An authorised person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers.

(3) A person shall not remove a mark made by an authorised person so that the purpose of the making the mark is defeated or likely to be defeated.

4.8 No movement of vehicles to avoid time limitation

(1) Where the parking of vehicles in a thoroughfare or parking facility is permitted for a limited time, a person shall not move a vehicle within the thoroughfare or parking facility so that the total time of parking exceeds the maximum time allowed for parking in the thoroughfare or parking facility.

(2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person shall not move a vehicle to another parking bay within 50 metres so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the vicinity for at least 30 minutes.

Division 3 – Stopping in particular circumstances

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4.9 Stopping at or near a bus stop

A driver shall not stop a vehicle so that any portion of the vehicle is within 20 metres of the approach side of a bus stop, or within 10m of the departure side of a bus stop, measured in the direction of traffic movement on that portion of the thoroughfare, unless –

(a) the vehicle is a public bus or school bus stopped to take up or set down passengers; or
(b) the driver stops at a place on a length of carriageway, or in an area permitted by a parking control sign.

4.10 Stopping on a path, median strip, or traffic island

The driver of a vehicle (other than a bicycle or an animal) shall not stop so that any portion of the vehicle is on a path, traffic island or median strip, unless permitted by a parking control sign.

4.11 Stopping on verge

(1) A person shall not stop so that any portion of the following is on or projects over a verge –
(a) a vehicle (other than a bicycle);
(b) a commercial vehicle or any combination of vehicles that exceeds 4.5 tonnes GVM, a public bus, a trailer or caravan unattached to a vehicle; or
(c) any vehicle (other than a bicycle) during any period when the stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge.

(2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the land adjacent to that verge, or is a person authorised by the occupier of that land to stop the vehicle so that any portion of it is on the verge.

(3) Subclause (1)(b) does not apply to a commercial vehicle or any vehicle with a GVM that exceeds 4.5 tonnes when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the land adjacent to the portion of the verge on which the vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a path.

(4) Notwithstanding the above, a person shall not, without the prior written approval of the local authority stop or park any vehicle so that any portion of that vehicle is located on any footpath, children's crossing or pedestrian crossing.

4.12 Stopping on a carriageway with motorcycle parking sign

The driver of a vehicle shall not stop on a length of carriageway, or in an area, to which a "motorcycle parking" sign applies, or an area marked "M/C" unless –

(a) the vehicle is a motorcycle; or
(b) the driver is dropping off, or picking up, passengers.

4.13 Stopping on a carriageway with a bicycle sign

Unless dropping off or picking up passengers, the driver of a vehicle (other than a bicycle) must not stop on a length of carriageway to which any of the following apply –

(a) a "bicycle path" sign;
(b) a "bicycle parking" sign; or
(c) a "dual use path" or other sign indicating bicycles are permitted to use the path.

Part 5 - Miscellaneous

5.1 Removal of notices on vehicle

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle, shall not remove from the vehicle any notice put on the vehicle by an authorised person.

5.2 Emergency and special purpose vehicles

Notwithstanding anything to the contrary in this local law, the driver of –

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(a) an emergency vehicle may, in the course of their duties and when it is expedient and safe to do so or where they believe that it is expedient and safe to do so, stop, or park the vehicle at any place, at any time; and
(b) a special purpose vehicle may, only in the course of his or her duties and when it is necessary and safe to do so, stop, or park the vehicle in any place, at any time.

5.3 Removal and impounding of vehicles

(1) The impounding of vehicles and other goods shall be carried out in accordance with Part 3 Division 3 Subdivision 4 of the Act and regulation 29 of the *Local Government (Functions and General) Regulations 1996*.

(2) An employee authorised specifically for the purposes of section 3.39 of the Act and this clause may remove and impound any vehicle that is involved in a contravention that can lead to impounding.

(3) A person authorised to impound a vehicle in accordance with subclause (2) may use reasonable force to exercise the power given by that clause.

(4) The form of the notice referred to in section 3.42 of the Act is set out in Schedule 1.

5.4 Notice to owner of vehicle involved in offence

The owner of a vehicle may be required to identify the driver or person in charge of a vehicle at the time when an offence is alleged to have been committed by sending a notice in the form of Form 1 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Part 6 - Enforcement

6.1 Legal proceedings

Evidentiary provisions relating to offences involving vehicles are contained in Division 3 of Part 9 of the Act.

6.2 Offences

A person who breaches a provision of this local law commits an offence.

6.3 General penalty

A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding $5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding $500 for each day or part of the day during which the offence has continued.

6.4 Modified penalties

(1) The offences contained in the Schedule 3 are offences in relation to which a modified penalty may be imposed.

(2) The amount appearing in the final column of Schedule 3 directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.

6.5 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of either –

(a) Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; or
(b) Schedule 2 of this local law, in accordance with section 9.18 of the Act.

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6.6 Withdrawal of infringement notice

(1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 3 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

(2) A person authorised to issue an infringement notice under clause 7.5 cannot sign or send a notice of withdrawal.

Schedule 1 – Notification of impoundment of vehicle

[cl. 6.3]

Shire of Northampton

To (full name/s) –	
Of (address) –	
	Department of Transport records indicate that you are the registered owner of the vehicle detailed below and notice is hereby given that the vehicle has been impounded in accordance with the provisions of the *Local Government Act 1995*.
Make –	
Model –	
Registration –	
Impounded from –	
Positioned at/near –	
Date impounded –	
Time impounded –	
	The vehicle has been taken to a secure facility.
Facility address –	
	IT IS A REQUIREMENT THAT ALL PAYMENTS ARE RECEIVED PRIOR TO THE RELEASE OF THE VEHICLE.
Documentation required –	The following must be produced before payment can be accepted and release of the vehicle is permitted— **1.** Current vehicle registration document. **2.** Drivers licence or other legal form of identification. **3.** Payment receipt (required for vehicle release at secure facility).

Payment in person only –	Chief Executive Officer Shire of Northampton, Hampton Road, (PO Box 61), NORTHAMPTON WA 6235 Between – 8:00am and 4.30pm Monday to Friday (except public holidays) Payments by cash, cheque or EFTPOS.

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	The vehicle will then be available for release, by contacting the Shire to make the necessary arrangements.
Vehicle impound fee –	
Additional days storage fee or part thereof –	

1 Subject to clause 2 below, if your vehicle is not collected within 2 months after the date of this notice the
Shire may either –

b) under section 3.46 of the *Local Government Act 1995* refuse to allow the vehicle to be collected until the Shire's costs of removing and keeping the vehicle have been paid to the Shire; or

c) under section 3.47 of the *Local Government Act 1995* sell or otherwise dispose of the vehicle and credit the money received from that sale or disposal to the Shire's Trust Fund except to the extent required to meet the cost and expenses incurred by the Shire in removing, impounding and selling of the vehicle.

2 If the Local Government has made a declaration that in accordance with 3.40A(4) of the *Local Government Act 1995* the vehicle is an abandoned wreck then the vehicle may be disposed of within 7 days of that declaration being made.

If you are convicted of an offence against this Local Law, section 3.48 of the *Local Government Act 1995* allows the Shire to recover from you its outstanding expenses incurred in the removing, impounding and selling of the vehicle.

Take note –	Unless all fees are paid for and the vehicle collected within 2 months from the date of impounding, the Shire may sell the subject vehicle.
Authorised person – Name	
Signature	
Title	
Date issued –	

Schedule 2 – Infringement notice and notice requiring owner of vehicle to identify vehicle driver

[cl. 7.5(b)]

Shire of Northampton

INFRINGEMENT NUMBER -	
To (full name/s) -	
Of (address) -	
	It is alleged that –
On (day) -	
At (time) -	
	Your vehicle –

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Make –	
Model –	
Registration –	
As from –	
	Was involved in the commission of the following offence –
Details of offence –	
	Contrary to –
Local Government (Parking for People with Disabilities) Regulations 2014 –	
Shire of Northampton Parking Local Law 2024, clause –	
The modified penalty item number is –	
The modified penalty for the offence is –	$

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid within a period of 28 days after the giving of this notice.

Unless within 28 days after being served with this notice –

1 you pay the modified penalty; or

2 you –

a) inform the Chief Executive Officer or another authorised person at the Shire of Northampton as to the identity and address of the person who was the driver or person in charge of the above vehicle at the time the offence is alleged to have been committed; or

b) satisfy the Chief Executive Officer that the above vehicle had been stolen or was being unlawfully used at the time the offence is alleged to have been committed, you will, in the absence of proof to the contrary, be deemed to have committed the above offence and court proceedings may be instituted against you.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable.
If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

In person or by mail to –	Chief Executive Officer Shire of Northampton Hampton Street, (PO Box 61), NORTHAMPTON WA 6235 Between – 8.00am and 4.30pm Monday to Friday (except public holidays) Payments by cash, cheque or EFTPOS.

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Electronic payment or correspondence –	Refer website at www.Northampton.wa.gov.au Quoting infringement number info@Northampton.wa.gov.au
Authorised person – Name	
Signature	
Title	
Date	

Schedule 3 – Prescribed offences

[cl. 7.4]

Item	Clause	Nature of offence	Modified penalty $
1	3.3(a)	Failure to park on the left of a two-way carriage way	50
2	3.3(b)	Failure to park on the left of a one-way carriageway	50
3	3.3(c)	Parking when the distance from farther boundary is less than 3 metres	50
4	3.3(d)	Parking closer than 1 metre from any other vehicle	50
5	3.3(e)	Causing obstruction	50
6	3.4	Parking within 20 metres of a railway level crossing	100
7	3.5	Driving or parking on a reserve	50
8	3.6(3)(a)	Double parking	50
9	3.6(3)(b)	Parking on or adjacent to a median strip	50
10	3.6(3)(c)	Obstructing a private driveway, carriageway or right of way	50
11	3.6(3)(d)	Parking beside excavation or obstruction so as to obstruct traffic	50
12	3.6(3)(e)	Parking within 10 metres of traffic island	50
13	3.6(3)(f)	Parking on footpath, children's crossing or pedestrian crossing	50
14	3.6(3)(g)	Parking contrary to continuous line markings	50
15	3.6(3)(h),	Parking on an intersection	50
16	3.6(3)(i)	Parking within 1 metre of a fire hydrant or fireplug, or any sign or mark indicating the existence of a fire hydrant or fire plug	50
17	3.6(3)(j),	Parking within 10 metres of an intersection	50

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18	3.6(4)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	50
19	3.6(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	50
20	3.7(1)	Parking contrary to signs on thoroughfare or parking facility	50
21	3.7(2)	Parking contrary to limitations on thoroughfare or parking facility	50
22	3.7(3)	Parking vehicle in a parking bay marked "M/C" that is not a motorcycle or bicycle	50
23	3.7(4)	Parking without permission in an area designated for "Authorised Vehicles Only	50
24	3.8	Vehicle obstructing a thoroughfare or public place	100
25	3.9	Failure to comply with instruction of authorised person to move vehicle	100
26	3.10(1)	Failure to obtain permission to park a vehicle other than as provided by this local law	50
27	3.10(2)	Failure to comply with conditions of suspension of parking requirements	100
28	3.11	Failure to comply with "no parking" sign	50
29	3.12	Failure to comply with "no stopping" sign	50
30	3.14	Stopping near an obstruction	50
31	3.15	Stopping on a bridge, etc.	100
32	3.16	Stopping on crests, curves, etc.	100
33	3.17	Stopping near fire hydrant	50
34	3.18	Obstructing path, a driveway etc	50
35	3.21	Failure to comply with sign	50
36	3.22	Unauthorised placement, misuse or obstruction of a sign	100
37	3.24	Stopping unlawfully in a loading zone	50
38	3.25	Stopping unlawfully in a taxi or bus zone	50
39	3.26	Stopping in a shared zone	50
40	3.27	Stopping in a zone contrary to a sign	50
41	4.2(a)	Parking in thoroughfare for purpose of sale	50
42	4.2(b)	Parking unlicensed vehicle in thoroughfare	50
43	4.2(c)	Parking a trailer or caravan on thoroughfare	50
44	4.2(d)	Parking in thoroughfare for purpose of repairs	50
45	4.3	Failure to comply with limitations on heavy and long vehicles	100
46	4.4	Failure to wholly within parking bay or lane	50

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47	4.5(1)(a)	Causing obstruction at parking facilities	50
48	4.5(1)(b)	Parking contrary to a sign at a parking facility	50
49	4.5(1)(c)	Failure to comply with directions of an authorised person in a parking facility	50
50	4.5(1)(d)	Parking or attempting to park a vehicle in a bay occupied by another vehicle	50
51	4.5(2)	Incorrect parking of a bicycle in a parking facility	50
52	4.5(3)	Unauthorised extended parking in a facility	50
53	4.6	Failure to comply with angle parking	50
54	4.7	Stopping at or near bus stop	50
55	4.8	Stopping on path, median strip or traffic island	50
56	4.9	Stopping on verge	50
57	4.10	Stopping in a motorcycle parking area	50
58	4.11	Stopping in a bicycle area	50
59	5.2	Parking vehicle in excess of maximum time	50
60	5.3(2)	Removing mark of authorised person	100
61	5.4	Moving vehicle to avoid time limitations	50
62	6.1	Removing notice from vehicle	100
63	6.2(b)	Unauthorised parking of special purpose vehicle	50
64	7.2	All other offences not specified	50

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Dated:

The Common Seal of the Shire of Northampton was affixed by authority of a resolution of Council in the presence of:—

Cr Elizabeth Sudlow, Shire President

A G Campbell, Chief Executive Officer

SHIRE OF NORTHAMPTON

ATTACHMENT 9.8.1 (1)

WORKS CREW BUDGET - PROGRAM AND PROGRESS REPORT (2023/2024)

(June 2024)

2023/2024 Budget Works	Job No	Status	Comments
REGIONAL ROAD GROUP PROJECTS - 150300			
Kalbarri Road Reseal works 0.00 - 18.00 slk	RR17	COMPLETE	Revised to match budget 7.50 to 18.00 slk
ROADS TO RECOVERY - 152100			
Balla Whelarra Road Reseal 8.00 to 20.80 (Binnu East Road South)	RT42	COMPLETE	Revised to match budget 10.00 to 20.80 slk. Start 17/4
Northampton - Fifth Street Install Stormwater	RT43		Survey and Design with Consultants
LRCU GRANT - 152140			
Little Bay Road Construct Road to Little Bay	R440		Clearing Permit request submitted Land Tenure, cadastral survey and native ttle study included as part of clearing permit application.
MUNICIPAL FUND CONSTRUCTION - 150600 **Carried Over from 2022/2023**			
Kalbarri			
Karina Mews Reseal and replace concrete kerbing	R982		
Gwalla and Brook Street Install drainage, carry over works from 2022/2023	R326	COMPLETE	
Cont.			

2023/2024 Budget Works	Job No	Status	Comments
MUNICIPAL FUND CONSTRUCTION - 150600			
New Projects			
Northampton			
Robinson Street Surface Correction - 2 sections and kerbing	R338		
Fifth Street (Council Contribution) Install Stormwater	R345		Survey and Design with Consultants
Bruce Road Reseal	R346	COMPLETE	Completed April 2024
John Street Reseal	R347	COMPLETE	Completed April 2024
Kalbarri			
Anchorage Lane Engineering Works - Investigate and Design	R348		
Rural			
Coolacalaya Road Survey Road Reserve	R335		
Binnu East Road Pavement Repair 12.6 to 13.6 slk	R341	COMPLETE	Reseal 2024/25
Parker - Wundi Road/s Outstanding Culvert headwall works	R336	COMPLETE	
Kalbarri Road (Council Contribution) Reseal works 7.50 - 18.00 slk	R343	COMPLETE	Revised to match budget 7.50 to 18.00 slk
Balla Whelarra Road (Council Contribution) Reseal 8.00 to 20.80 (Binnu East Road South)	R344	COMPLETE	Revised to match budget 10.00 to 20.80 slk. Start 17/4
Cont.			

2023/2024 Budget Works	Job No	Status	Comments
MUNICIPAL FOOTPATHS - 150900			
Carried Over from 2022/2023			
Northampton - Stephen Street Replace DUP from NWCH to West Street	F702		
Kalbarri - Grey Street Replace DUP at front of Allen Centre	F707		Works Commenced
MUNICIPAL FOOTPATHS - 150900			
New Projects			
Kalbarri - Malaluca Pathway Maintenance of existing	08 T379		
Kalbarri - Red Bluff Road - WABN Grant Red Bluff Road to Eco Flora	F716		
Cont.			

2023/2024 Budget Works	Job No	Status	Comments
OTHER WORKS - Depots/Foreshores/Ovals/Parks/Gardens/Cemeteries etc			
Northampton - Oval - New Toilet Block Install concrete DUP to adjacent pavillions.	`	COMPLETE	
Northampton - Oval renovation Undertake Verti mowing	F016	COMPLETE	
Northampton - Ram Pavillion Install window to pavillion office		COMPLETE	
Northampton - RSL Fabricate and install pump/retic cover		COMPLETE	
Northampton - Northampton Community Centre Install disabled ramp south end			
Northampton - Northampton Community Centre Treatment for rising damp - stadium wall			
Northampton - Northampton Community Centre Brick pave commentery box south to prevent moisture			
Northampton - Depot Supply and Install cooler/drink fountain		COMPLETE	
Northampton - Cemetery Install new niche wall under existing shelter	H001		
Northampton - Lions Park Install 3 x stone wall seating	F012		
Northampton - Lions Park Install stone wall to eastern side garden bed.	F012		
Northampton - Wannerenooka Tanks Supply and install filtration system			Works not possible
Northampton - Main Street Heritage bin surrounds Supply heritage style bin surrounds			
Cont.			

2023/2024 Budget Works	Job No	Status	Comments
Kalbarri - Oval Renovation Undertake Verti Drain	F003	COMPLETE	
Kalbarri - Oval - Playground Replace 2 x bridge/climbing sections		COMPLETE	
Kalbarri - Skate Park area Remove central surface and replace with coloured concrete.			April 17th start
Kalbarri - Foreshore grass removal Cut down grass height along DUP area/s			
Kalbarri - Depot Install one central aircon to depot office		COMPLETE	
Kalbarri - Depot Install septic and connect toilet		COMPLETE	
Kalbarri - Foreshore shelter Install Foreshore shelter.			
Horrocks - Foreshore grass removal Cut down grass height along DUP area/s			
Horrocks - Foreshore water supply holding tank Remove existing and place new			
Horrocks - Install shower Install shower at top of Jetty boardwalk	3664		
Horrocks - Jetty pylons Maintenance to jetty pylons - Remove rust/corrosion protection.	08 3684	COMPLETE	
Horrocks - Caravan dump point Install additional tank to site - total 2	F017	COMPLETE	
Port Gregory - Carpark Construction/Renovations Foreshore carpark area	3714		
Port Gregory - New Community Storage Shed New shed	99 5414		Deferred to 2024/25
Port Gregory - Non Potable water supply holding tank Install new water supply holding tank Cont.	99 5414		

#REF!	Job No	Status	Comments
Northampton Tip Site Install new fence around green waste area		COMPLETE	
Kalbarri Tip Site Maintenance to fence	B020	COMPLETE	
Binnu Tip Site Install new fence	B022	COMPLETE	
Port Gregory Tip Site Install cover over 'Oil Reciprical'			
PLANT ITEMS - Major			
Northampton - New Truck (Construction) Purchase new - trade/sell existing P217 Mitsi	4214/99		
Northampton - New Truck Trailer (Construction) Purchase new - trade/sell existing P218 Trailer	4214/99		
Northampton - New Backhoe Purchase New - No trade	4214/99	COMPLETE	New item Ordered - Delivery October 2023. Pending replacement due to non specification machine - $0 trade
Northampton - Exe Manager of Works and Tech Services Purchase New - trade/sell P302 Toyota Prado	4214/99	COMPLETE	Replacement vehicle ordered - Delivery end of April 2024
Northampton - Exe Manager Corporate Services Purchase New - trade/sell P295 Isuzu MUX		COMPLETE	
Northampton - Exe Manager Comm, Develop and Reg Purchase New - no trade		COMPLETE	
Kalbarri - New utility - Kalbarri Leading Hand Purchase new - trade/sell P242 Nissan Navara	4214/99		Replacement vehicle ordered - Delivery end of April 2024

Cont.

Kalbarri	Job No	Status	Comments
PLANT ITEMS - Minor/Other/Sundry tools			
Northampton - 2 way radios	7362/02	COMPLETE	
Northampton - New Post hole digger	7362/02	COMPLETE	
Northampton - New Pole saw	7362/02	COMPLETE	
Northampton depot - New high pressure cleaner	7362/02	COMPLETE	
Northampton depot - New Vehicle mounted air compressor	7362/02	COMPLETE	
Northampton Gardeners- 1 x whipper snipper	7362/02	COMPLETE	
Northampton Gardeners- 1 x shredder/chipper	7362/02	COMPLETE	
Northampton Gardeners- 1 x Blower battery	7362/02	COMPLETE	
Northampton Maint Truck - Small fridge	7362/02		
Kalbarri depot - New Air compressor.	7362/02	COMPLETE	
Kalbarri Gardeners - Mower	7362/02	COMPLETE	
Kalbarri Gardeners - Blower	7362/02	COMPLETE	
Kalbarri Gardeners - Whipper snipper	7362/02	COMPLETE	

SHIRE OF NORTHAMPTON
MINUTES
Community Grants Advisory Committee held in the Council Chamber, Northampton
12:00pm 20 May 2024

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1. DECLARATION OF OPENING OF MEETING BY THE CHAIRPERSON
Shire President Sudlow declared the meeting open at 12.00pm

2. 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. ATTENDANCE / APOLOGIES
Members
Cr Liz Sudlow – Shire President
Cr Rob Horstman – Deputy Shire President
Cr Roslyn Suckling
Cr Richard Burges
Cr Des Pike
Andrew Campbell
Cr Trevor Gibb from 12.18pm

Apologies
Nil.

Observers
Brian Robinson (Executive Manager Community, Development and Regulation)
Michelle Allen (Planning Officer)
Leanne Rowe (Finance Officer)

4. DECLARATIONS OF FINANCIAL INTERESTS
Nil.

5. CONFIRMATION OF MINUTES OF MEETING HELD 23 April 2024

Moved: Cr Horstman **Seconded Cr Suckling**

"That the minutes of the Community Grants Advisory Committee held 23 April 2024 be received as a true and correct record."
Carried 6-0

For: Cr's Sudlow, Horstman, Suckling, Pike, Burges and Mr Campbell **Against: Nil**

6. DRAFT COUNCIL POLICY – COMMUNITY GRANTS PROGRAM

The Community Grants Advisory Committee had a general conversation about the Draft Community Grants Policy. Feedback was taken on board by Mr Campbell with the intent of producing a Council Policy for Council's consideration at the Council meeting to be held 20 June 2024.

Cr Gibb entered the meeting at 12.18pm part way through the discussion.

7. DRAFT COMMUNITY GRANTS APPLICATION FORM

A general discussion occurred about the suitability of the proposed Community Grants Program Application Form. A couple of suggested changes were agreed and will be dealt with administratively.

8. DRAFT COMMUNITY GRANTS ACQUITTAL FORM

A general discussion occurred about the suitability of the proposed Community Grants Program Acquittal Form. A couple of suggested changes were agreed and will be dealt with administratively.

9. GENERAL BUSINESS

Nil.

10. DATE FOR NEXT MEETING

Early September 2024 to consider the first Community Grant Program round.

11. CLOSURE

There being no further business the Chairperson closed the meeting at 1.00pm.

2.3 PURCHASING AND TENDER GUIDE PURCHASING POLICY
Policy Reviewed by Council 16 September 2022

2.3.1 OBJECTIVES

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

- To deliver a best practice approach and procedures to internal purchasing for the Shire of Northampton.

- To ensure consistency for all purchasing activities that integrates within all the Shire of Northampton operational areas.

2.3.2 WHY DO WE NEED A PURCHASING POLICY

The Shire of Northampton is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire of Northampton with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Northampton receives value for money in its purchasing.
- Ensures that the Shire of Northampton considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Northampton is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Northampton's purchasing practices that withstands probity.

2.3.3 ETHICS & INTEGRITY

All officers and employees of the Shire of Northampton shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Northampton.

The following principles, standards and behaviors must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;

- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Northampton policies and code of conduct;

- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;

- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;

- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

- any information provided to the Shire of Northampton by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2.3.4 VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Northampton. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

2.3.5 SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Northampton is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Northampton's sustainability objectives.

Practically, sustainable procurement means the Shire of Northampton shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary.
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labeling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.

- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range, where practicable.
- For new buildings and refurbishments – where available use renewable energy and technologies.

2.3.6 PURCHASING THRESHOLDS

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

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

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the $150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than $150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

For expenses relate to Cyclone Seroja the following policy is to apply:

Amount of Purchase	Model Policy
Up to $100,000	No quotations required prior to purchase if expenditure is solely related to damage caused by cyclone Seroja or where that expenditure relates to an insurance claim that has been approved by Local Government Insurance Services or is recoverable from the Disaster Recovery Funding Arrangements WA.
$100,000 - $250,000	if expenditure is solely related to damage caused by cyclone Seroja, quotes be obtained if required under the direction and approval of Local Government Insurance Services or is recoverable from the Disaster Recovery Funding Arrangements WA.
$250,000 and above	if expenditure is solely related to damage caused by cyclone Seroja, either: • quotes be obtained under the direction of and approval of Local Government Insurance Services, • conduct a public tender process, • or apply discretion to engage with a tender exempt opportunity under *Regulation 11(2) of the Local Government (Functions and General) Regulations*.

In addition to the above, the delegated authority to individual officers are to be at the following thresholds:

Amount of Purchase	Delegated Officer Authorisation Limits
Up to $5,000	Administration/Finance Officer.
$5,001 - $19,999	Mechanic & Leading Hands
$20,000 - $50,000	CEO, Deputy CEO, Manager of Works & Technical Services, Principal Planner, Health/Building Surveyor
$20,000 - $249,999	CEO, Deputy CEO, Manager of Works & Technical Services
$250,000 and above	Conduct a public tender process.

2.3.6.1 Up to $20,000

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

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

2.3.6.2 $20,001 to $50,000

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

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

The general principles for obtaining verbal quotations are:

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

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

2.3.6.3 $50,001 to $249,999

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

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

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

TENDER PROCEDURE
Policy Reviewed by Council 17 June 2022

That in relation to the inviting of any tenders, the following policy procedures are to apply:

i) advertisements or specifications are to contain the words "delivery to Northampton" and "canvassing of Councillors will disqualify;"

ii) for each tender invited, a tender reference number shall be allocated by the Chief Executive Officer and such number shall be quoted in the heading of all tender advertisements.

iii) such aforementioned tender number shall be quoted in all references to the particular tender, ie on the Council correspondence, files, Council Minutes, Agendas, etc.

iv) no member, employee or agent of Council's shall barter or negotiate with tenderers, albeit perhaps in good faith, in writing and equally with all tenderers, except where full Council has so resolved.

xii) Formal tender procedures will be followed for plant acquisition where the purchase price is above the amount set by regulation. For plant items costing less than the amount set by regulation, the Chief Executive Officer may elect to use quotation procedures, provided -

a) plant specifications are approved by the Council.

b) the purchase price does not exceed the budgeted allowance.

c) at least three written quotations are received. A copy of all quotations received is to be provided to the Chief Executive Officer and shall be retained as a formal record.

d) the quotation accepted is within 5% of the lowest quote received (normal preference to purchase locally to apply).

4.1 SENIOR STAFF
Policy reviewed by Council 17 June 2022

It is Council policy that "senior employees" for the purposes of Section 5.37 of the Local Government Act 1995 shall consist of the officers of Chief Executive Officer, Deputy Chief Executive Officer and Manager of Works and Technical Services.

1.15 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER POLICY
Adopted by Council 17 June 2022

BACKGROUND

Section 5.36 of the Local Government Act 1995 requires that a local government is to employ a person to be the Chief Executive Officer of the local government, as well as such other persons as the Council believes are necessary to enable the functions of the local government and the functions of the Council to be performed.
Additionally, Section 5.37 of the Local Government Act 1995 provides that a local government may identify a class of employees to be Senior Employees, and for those same employees to be designated employees, pursuant to the provisions of the Local Government Act 1995.
The intent of this Policy is to deal with the appointment of Senior Employees, and the appointment of an existing Senior Employee of the local government to perform the role of Acting Chief Executive Officer during the temporary absence of the existing Chief Executive Officer, in accordance with the provisions listed below.

OBJECTIVES

To determine those employees that are designated as Senior Employees for the purposes of Section 5.37(1) of the Local Government Act 1995.
To determine those employees that are considered to be suitably qualified to act in the position of Chief Executive Officer in accordance with Section 5.36(2)(b) of the Local Government Act 1995 and how the position of Chief Executive Officer will be filled on an action basis as required.

POLICY

Where the Chief Executive Officer is to be absent from work or at work but interstate or overseas for a period of five consecutive working days, the Deputy Chief Executive Officer shall be appointed to act in the position of Acting Chief Executive Officer.
Where the period of absence of the Chief Executive Officer is for a period exceeding four consecutive working days but not greater than four consecutive weeks, the Chief Executive Officer shall be authorised to appoint the Deputy Chief Executive Officer to act in the position of Acting Chief Executive Officer.

Where the period of absence of the Chief Executive officer is for a period exceeding four consecutive weeks, the Council, on advice from the Chief Executive Officer shall determine whom it wishes to appoint to act in the position of Acting Chief Executive Officer.

Where the Chief Executive Officer appoints the Deputy Chief Executive Officer in the position of Acting Chief Executive Officer in accordance with the above, the Chief Executive Officer is to advise all Elected Members in writing of the appointment and the period to which the appointment relates.

Where the Deputy Chief Executive Office is unavailable or becomes incapacitated and cannot undertake the roll of Acting Chief Executive Officer, the Council is to appoint either a Senior Staff Member or other person qualified to undertake the roll as Acting Chief Executive Officer.

ATTACHMENT 1

GIFTS
Policy reviewed by Council 17 June 2023

Tangible Gifts, Accommodation and Travel

1) This part of the policy does not apply to employees with the exception of the Chief Executive Officer (CEO). Requirements relating to gifts, accommodation and travel for all employees is provided in the Code of Conduct for Employees and Contractors;

2) Councillors and the CEO are not to accept a gift in this part, other than a gift of or below $300 from a person who is undertaking, or is likely to undertake, business-
   - that requires the person to obtain any authorisation from the Shire of Northampton;
   - by way of contract between the person and the Shire of Northampton; or
   - by way of providing any service to the Shire of Northampton.

3) Councillors or the CEO who accepts a gift of or below $300 from a person referred to in 2) are to record in a register held by the Chief Executive Officer of token gifts-
   - a description of the gift;
   - the name and address of the person who made the gift;
   - the date on which the gift was received;
   - the estimated value of the gift at the time it was made; and
   - the nature of the relationship between the relevant person and the person who made the gift.

4) Clauses (2) and (3) do not apply to gifts received from a relative (as defined in section 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

5) Any gift not defined in this part that is accepted by Councillors or the CEO above $300 must comply with requirements, and be declared in the appropriate form in accordance with the provisions, of the *Local Government Act 1995*.

Attendance at Events and Functions

6) This part of the policy applies to Councillors, CEO and employees. When employees are considering this policy they must read it in conjunction with the Code of Conduct for Employees and Contractors which will take precedence where any inconsistency arises.

7) The following situations are specifically excluded where the event or function ticket (gift) is received from one of the following organisations:
   - WALGA (but not LGIS);
   - Local Government Professionals Australia (WA);
   - Australian Local Government Association;
   - A department of the WA public service;
   - A government department of another State, a Territory or the Commonwealth; or
   - A local government or regional local government.

ATTACHMENT 1

8) In considering whether a benefit such as an invitation to an event or hospitality given to a Councillor, CEO or an employee is a gift for the purposes of the Act and Regulations, the key issues include:
   - Who is a donor, the person who is offering or giving the benefit?
   - What is the value of the benefit?
   - Does the Councillor, CEO or employee of the benefit contribute anything of value to the donor in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards?
   - If so, does the value of that contribution outweigh the value of the benefit?

9) Event attendance may create a perceived or actual conflict of interest, which may preclude Councillors participating, or the CEO and employees providing advice at a future Council meeting.

   If the amount of an event or function ticket (gift) is less than $1,000, and relates to a matter before Council, under section 5.68 of the Act, Council may allow the disclosing Councillor to participate on the condition that the interest, the Council's decision and the reasons for that decision are recorded in the minutes of the Council meeting.

   If the amount of the gift is above $1,000 the Councillor or Chief Executive Officer must apply to the Minister for Local Government for permission to allow the Councillor, CEO or employee to participate in a future meeting.

10) **Community / Local Business Events**
   Acceptance of reasonable and modest hospitality by a Councillor, CEO or employee at an unpaid event run by a local community group for local business would not generally be classified as a 'gift' where the contribution by the Councillor, CEO or employee to the event is reasonably considered to outweigh the value of the hospitality.

   This is more likely where the Councillor, CEO or employee attends the event in his or her capacity - preferably where the attendance has been specifically authorised by the Shire, but otherwise where the person is performing their duties or functions.

11) **Commercial Entertainment Events**
   Any tickets accepted by a Councillor, CEO or employee without payment for any commercial entertainment event, for which a member of the public is required to pay, whether sponsored by the Shire of Northampton or not, will generally be classified as a gift for the purposes of the *Local Government Act 1995*.

   An exception to this is where the Shire President or their representative attends the event in an official capacity to perform a civic or presidential function.

   Where there is a commercial entertainment event that, in the opinion of the CEO, it is in the interests of the Shire of Northampton for one or more Councillors, CEO or employees to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant Councillor, CEO or employee by the Shire of Northampton at full cost.

ATTACHMENT 1

12) **Non-Entertainment Commercial Events**
For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the CEO is of the opinion that it is in the interests of the Shire of Northampton for one or more Councillor, CEO or employees to attend (such as for their professional development or to undertake a function as a Councillor, CEO or employee), then one or more registrations or other benefits for that event will be purchased by the Shire of Northampton at full cost to enable attendance.

If the Shire of Northampton does not pay for the event, free registration or any other benefit (such as hospitality) given to a Councillor, CEO or employee would be classified as a 'gift' unless the contribution of the participant at the event (such as by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the Councillor, CEO or employee.

13) **Gifts Received Through Event Sponsorship**
Any tickets received through the Shire of Northampton's sponsorship of an event by Councillors, CEO or employees are to be considered by Council as to how and who they are to be disbursed to prior to the event.

1.13 ATTENDANCE AT EVENTS POLICY
Adopted by Council 17 June 2022

1. OBJECTIVES

1.1. To introduce policy to address section 5.90A. of the Local Government Act 1995 Policy for attendance at events.

1.2. To provide elected members and staff with consistent guidelines to ensure transparency, relevance, and value for money for ratepayers.

2. POLICY STATEMENTS

2.1. In developing the Attendance at Events Policy, council needs to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council. The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings.

2.2. This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the Chief Executive Officer (CEO).

2.3. Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above $300 and the donor has a matter before council. Any gift received that is less than $300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

3. LEGISLATION

3.1. Policy for attendance at events

In this section — ***event*** includes the following —

a) a concert.
b) a conference.
c) a function.
d) a sporting events.
e) an occasion of a kind prescribed for the purposes of this definition.

3.2. A local government must prepare, and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

a) the provision of tickets to events; and
b) payments in respect of attendance; and
c) approval of attendance by the local government and criteria for approval; and
d) any prescribed matter.

**Absolute majority required.*

3.3. A local government may amend* the policy.
**Absolute majority required.*

3.4. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

3.5. The CEO must publish an up-to-date version of the policy on the local government's official website.

4. PROVISION OF TICKETS TO EVENTS

4.1 Invitation

4.1.1. All invitations of offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer. Invitations made directly to an Elected Member are to be handed to the Chief Executive Officer for action to be taken in accordance with this Policy.

4.1.2. Any other invitation or offer of tickets not addressed to an Elected Member or the Chief Executive Officer in general is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

4.1.3. A list of events and attendees authorised by the local government in advance of the event is recorded in Attachment A.

5. APPROVAL OF ATTENDANCE

5.1 In deciding on attendance at an event, the Council will consider:

a) who is providing the invitation or ticket to the event,
b) the location of the event in relation to the local government (within the district or out of the district),
c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
d) whether the event is sponsored by the local government,
e) the benefit of local government representation at the event,
f) the number of invitations / tickets received, and

g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

5.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

5.3 The CEO is authorised to determine matters relating to staff attending conferences, seminars or training (in addition to those listed at Attachment A) that form part of the ongoing operational requirements of the Shire using the considerations as outlined in 5.2 of this policy Ref CMP-030: Conference; Meetings; Training;

6. PAYMENTS IN RESPECT OF ATTENDANCE

6.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.

6.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.

6.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

6.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

.2 PUBLIC RELATIONS - PRESS RELEASES
Policy Reviewed by Council 17 June 2022

The Local Government Act 1995 provides that the role of the Shire President is to speak on behalf of the Local Government and accordingly, the Shire President is the official spokesperson for the Council. If approached by the media for formal comment on any issue, Councillors and staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council's official spokesperson.

When the media does not make direct contact with the Shire President and a member of staff is asked to response/comment to the media, the staff member will direct the inquiry to the Chief Executive Officer who will liaise with the Shire President to determine who will respond/comment and the nature of the response/comment. If the Shire President is unable to be contacted, the Chief Executive Officer will determine who is to respond and the nature of the response.

Without express authority from the Shire President staff and Councillors are not to offer a Council view, attitude, stance, etc on any issue, this clearly being the function of the Shire President.

A Councillors right to express a personal opinion on any issue of public interest is recognised.

LOCAL PURCHASE POLICY
Policy Reviewed by Council 17 June 2022

After having due regard to the quality of the product, availability of after sales service, supply date, freight costs, degree of urgency and any other factors that could be included in the phrase "all things being equal" :-

1. Goods and services with a single item value between $5,000 - $49,999 are to be purchased locally provided -

   a) at least one quote is obtained from outside the Shire and where possible two local quotes be obtained:

   b) the local supplier's price is no more than 5% higher than the cheapest external quote.

2. Purchase of goods and services that are subject to the Local Government (Functions and General) Regulations 1996 are to be dealt with accordingly, but also giving preference of 5% variation to local contractors.

3. The purchase of all other goods and services to be left to the responsible officer's judgment having regard to Council's desire to where possible, purchase goods and services from local suppliers.

4. A local supplier of goods or services is considered to be one residing in and actively carrying on business within the Shire District.

INVESTMENT OF SURPLUS FUNDS
Policy reviewed by Council 17 June 2022

The Chief Executive Officer and the Deputy Chief Executive Officer are authorised to invest money held in any Council fund, from time to time, and not required for immediate use, by fixed deposit or other short term Trustee authorised investment; provided that sufficient working funds are retained for operating expenses at all times. Investments made are to be submitted in reports to Council. Council approves investments with the National Australia Bank only whilst the bank retains a branch within Northampton.

When investing money as per the Local Government (Financial Management) Regulations 1996 section 6.14(1), a local government may not do any of the following —

(i) deposit with an institution except an authorized institution.
(ii) deposit for a fixed term of more than 12 months.
(iii) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government.
(iv) invest in bonds with a term to maturity of more than 3 years.
(v) invest in a foreign currency.

RELATED PARTY DISCLOSURES POLICY
Policy reviewed by Council 17 June 2022

OBJECTIVES

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

POLICY STATEMENT

This policy applies to Related Parties of Council and their Related Party Transactions with Council.

POLICY DETAILS

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A related Party relationship could influence the normal business operations of Council. In some instances, Council may enter into transactions with a Related Party that unrelated parties would not. For example, goods are supplied to Council on terms that might not be offered to other customers. Also, transactions between Related Parties may not be made on the same terms as between unrelated parties.

The normal business operations of Council may be affected by a Related Party relationship even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with Council because of the significant influence of another for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of Council's operations by users of financial statements, including assessments of the risks and opportunities facing the Council.

1. Identification of Key Management Personnel (KMP)

AASB 124 defines KMP's as "*those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity*".

KMP's for the Council are considered to include:

- Councillors (including the President).
- Chief Executive Officer; and
- The Executive Management Team

2. Identification of Relates Parties

A person or entity is a related party of Council if any of the following apply:

- They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- They are an associate or belong to a joint venture of which Council is part of.
- They and Council are joint ventures of the same third party.
- They are part of a joint venture of a third party and Council is an associate of the third party.
- They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council.
- They are controlled or jointly controlled by *close members of the family of a person.*
- They are identified as a *close or possibly close member of the family of a person* with significant influence over Council or a *close or possibly close member of the family of a person* who is a KMP of Council.
- They, or any member of a group of which they are a part, provide KMP services to Council.

For the purposes of this Policy, related parties of Council are:

- Entities related to Council.
- Key Management Personnel (KMP) of Council
- Close family members of KMP.
- Possible close family members of KMP's; and
- Entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.

3. Review of Related Parties

A review of KMP's and their related parties will be completed every 6 months.

Particular events, such as a change of Councillors, Chief Executive Officer or Senior Executive Officers or a corporate restructure, will also trigger a review of Council's related parties immediately following such an event.

Council management shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

Prior to the commencement of this policy taking effect an initial identification process will be undertaken and recorded.

Council management shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2019. Identification and reporting methods shall consider.

- Transactions occurring via Council's accounting and electronic records management systems.
- Other transactions not passing through Council's electronic accounting / management systems; and
- The identification of the associated terms and conditions of the related party transactions.

If any elected member or employee believes a transaction may constitute a related party transaction, they must notify the Chief Executive Officer who will, in consultation with the Manager Treasury & Finance, make a determination on the matter.

4. Identification of Control or Joint Control

A person or entity is deemed to have control if they have:

- power over the entity.
- exposure, or rights, to variable returns from involvement with the entity; and
- the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

5. Required Disclosures and Reporting

AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

5.1. *Disclosure of any related party relationship* - must disclose in the annual financial statements its relationship with any related parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.

5.2. *KMP Compensation Disclosures* - must disclose in the annual financial statements KMP for each of the categories of compensation (as defined in the definitions of this Policy) in total.

6. Related Party Transactions Disclosures

Related Party Transactions are required to be disclosed, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods.
- Purchase or sale of property and other assets.
- Rendering or receiving services.
- Leases.
- Quotations and/or tenders.
- Commitments.
- Settlements of liabilities on behalf of Council or by Council on behalf of the related party.
- Guarantees given or received
- Loans and Settlements of liabilities
- Expense recognised during the period in respect of bad debts
- Provision for doubtful debts relating to outstanding balances
- Grants and subsidy payments made to associated entities of Council
- Non-monetary transactions between Council and associated entities of Council
- Other goods and services provided by Council to associated entities of Council
- Compensation made to key management personnel
- Fees and charges charged to related parties
- Infrastructure contributions and application fees from related parties
- Purchase of materials and services from related parties
- Employee expenses for close family members of key management personnel

Council must disclose all **material** and **significant** Related Party Transactions in its annual financial statements and include the following detail:

6.1. The nature of the related party relationship; and

6.2. Relevant information about the transactions including:

6.2.1. The amount of the transaction.

6.2.2. The amount of outstanding balances, including commitments, and

- Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
- Details of any guarantee given or received.

6.2.3. Provision for doubtful debts related to the amount of outstanding balances; and

6.2.4. The expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- Significance of transaction in terms of size.
- Whether the transaction was carried out on non-market terms.
- Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets.
- Whether the transaction is disclosed to regulatory or supervisory authorities.
- Whether the transaction has been reported to senior management; and
- Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

Disclosures that Related Party Transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

7. Ordinary Citizen Transaction (OCT)

Transactions with related parties of Council which are of a nature that any ordinary citizen would undertake will not be captured and reported. These transactions are not material transactions because of their nature. However, if the OCT occurs on terms and conditions that are different to those offered to the general public the transaction may become material and subsequently disclosed.

Ordinary Citizen Transactions shall include:

- Use of Council facilities, equipment and services in accordance with Council's fees, charges and policies.
- Payment of rates and charges.
- Attendance at Council functions and activities that are open to the public.
- Payment of fines and other penalties on normal terms and conditions; and
- Related party transactions occurring during the course of delivering Council's public service objectives and which occur on no different terms to that of the general public.

Amendments to transactions classified as Ordinary Citizen Transactions may be identified from time to time and this policy will be amended accordingly.

8. Review of Related Party Transactions

A review of all Related Party Transactions will be completed every 6 months.

KEY TERM DEFINITIONS

AASB 124 means the Australian Accounting Standards Board, Related Party Disclosures Standard.

Asset - A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

Close members of the family of a person - are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council and include:

(a) that person's children and spouse or domestic partner.
(b) children of that person's spouse or domestic partner; and
(c) dependents of that person or that person's spouse or domestic partner.

Entity can include a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.

Incorporated association means an association incorporated under the *Associations Incorporation Act 1957*.

Key management personnel - as defined in Section 6.1 of this Policy.

KMP Compensation means all forms of consideration paid, payable, or provided in exchange for services provided, and may include:

- Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees;
- Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care.
- Other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation.
- Termination benefits; and
- Share-based payment.

Material (materiality) means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Ordinary Citizen Transaction means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

Possible (Possibly) Close members of the family of a person are those family members who could be expected to influence, or be influenced by, that person in their dealings with the Council and include:

(a) that person's brothers' and sisters.
(b) Aunts', uncles', and cousins of that person's spouse or domestic partner.
(c) dependents of those persons' or that person's spouse or domestic partner as stated in (b); and
(d) that person's or that person's spouse or domestic partners', parents' and grandparents.

Record means any record of information however recorded and includes- anything on which there is writing, a map, plan, diagram or graph, a drawing, pictorial or graphic work, photograph; or anything from which images, sounds or writings can be reproduced.

Related Party – as defined in Section 6.2 of this Policy.

Related Party Transaction is a transfer of resources, services or obligations between a Council and a related party, regardless of whether a price is charged.

Significant (significance) means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.

ROLES AND RESPONSIBILITIES

The CEO & DCEO are responsible for the implementation of this policy.

EXECUTION OF DOCUMENTS
Policy Reviewed by Council 17 June 2022

It is Council's policy that, for document to be validly executed, the common seal is to be affixed to the document and the President and the Chief Executive Officer attest the affixing of the seal.

4.13 SUPERANNUATION CONTRIBUTION
Policy reviewed by Council 17 June 2022

It is the policy of Council that for all staff, Council to pay the 9.5% compulsory amount and will match employee's own contribution to a maximum of 6%.

4.15 STANDARDS FOR CEO RECRUITMENT, PERFORMANCE & TERMINATION
Policy adopted by Council 19 March 2021

Division 1 — Preliminary provisions

1. Citation

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

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

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

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

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

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

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

local government means the Shire of Northampton;

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

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

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

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

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

4. Application of Division

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

(2) This Division does not apply —

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

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

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

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

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

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

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

(a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or

(b) if the person advises the local government they unable to access the website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

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

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

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

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the ***incumbent CEO***) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether the period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether the process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

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

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

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

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

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

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

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on evidence.

18. Endorsement of performance review by local government

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

19. CEO to be notified of results of performance review

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

(a) the results of the review; and

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

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

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

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

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

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the ***performance issues***) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

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

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

1.16 ELECTED MEMBER TRAINING & PROFESSIONAL DEVELOPMENT POLICY
Adopted by Council 18 September 2020

OBJECTIVES

Outline the process and conditions associated with Elected Members attending training or professional development.

This Management Procedure does not cover mandatory Elected Member Training stipulated under legislation. Such Training will be budgeted for accordingly and the Elected Members required to undertake such training must attend the required course.

MANAGEMENT PROCEDURE STATEMENT

Nominations

Notices inviting Councillors to nominate delegates to undertake training or professional development and similar occasions are to be brought Councillors attention.

Any Councillor who wishes to undertake training or professional development shall request endorsement from the CEO for consideration.

EXPENSES

The CEO is to approve Councillors training and professional development applications where:

- The application complies.
- An application is forwarded to the CEO for approval in a reasonable time to meet the registration deadline.
- Training and/or development is to be held within Western Australia.
- There are sufficient funds available in the Councillor allocation to meet the costs of attendance; and
- Approval of attendance at an event does not impede a quorum at any scheduled Council or Committee meetings.

Formal Council approval is required for a Councillor to attend training or professional development where:

- The application does not comply.
- Sufficient funds are not available in the Shire's budget for this purpose; and
- The training and/or development is outside of Western Australia.

Any Councillor who has been approved by the CEO or Council to attended training or professional development courses will have the following expenses paid, unless any variation is otherwise determined by Council resolution:

Travel

- Private Vehicle Use – (at the rate determined by the State Administrative Tribunal) Claim form showing km's and purpose to be submitted.
- All costs associated with any other form of travel (i.e. air, bus, etc.)

Accommodation

- Room and meals as per Council Policy 4.3.
- Alcoholic beverage as per Council Policy 4.3.

Other

- Course registration expenses.
- Taxi fares as approved by Chief Executive Officer.
- All Councillor partner expenses must be paid for by the relevant Councillor member (Either at the time expense is incurred or by reimbursing Council at a later date)

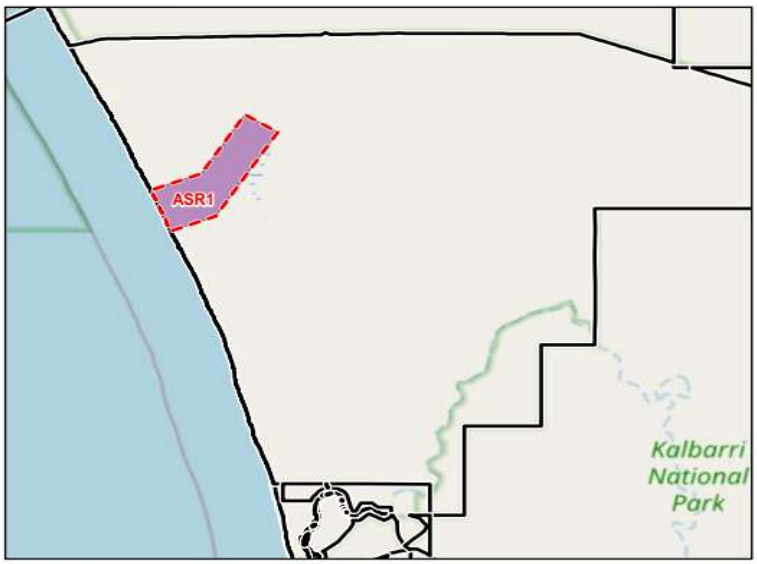
ATTACHMENT
APPENDIX

9.4.5 Request for Local Planning Scheme Amendment - Proposed Hydrogen Processing Facility on Murchison House Station

PROPONENT	Murchison Green Hydrogen as subsidiary of Copenhagen Infrastructure Partners (CIP)
OWNER	State of Western Australia (pastoral lease)
LOCATION / ADDRESS:	Part Lot 944, Part Lot 1544, and Part Unallocated Crown Land (ID3846146)
ZONE - EXISTING:	Rural
PROPOSED	General Industry with Site Specific Site and Development Requirements
BUSINESS AREA:	Planning Services
FILE REFERENCE:	10.9.9
LEGISLATION:	*Planning and Development Act 2005*
AUTHOR:	Brian Robinson
APPROVING OFFICER:	Andrew Campbell
DATE OF REPORT:	7 May 2024
DECLARATION OF INTEREST:	Nil

BACKGROUND:
On 18 April 2024, Council considered initiating a Scheme Amendment to rezone portion of the Murchison House Station to introduce the scheme provisions that would facilitate the proposed land uses associated with production, conversion, storage and export of renewable energy, including green hydrogen and green ammonia.

Location Plan



A relevant excerpt of the unconfirmed minutes from the meeting held on 18 April 2024 is Appended, including the original officer report and Resolution No 04/24-01.

APPENDIX: 9.4.5 (A)

As reflected at Appendix 9.4.5 (A), Council resolved to advise it was prepared to consider an amendment, but deferred adoption pending the receival of revised scheme amendment documentation addressing the following matters:

a) Revisions to the Scheme Amendment Report as agreed by Murchison Green Hydrogen in their correspondence dated 8 March 2023;
b) Acknowledgement and response to the Shire of Northamptons' adopted Local Planning Policies relating to Renewable Energy Facilities and Social Impact Assessment;
c) Confirmation of the proposed Workforce Accommodation/Camp location, size, composition and access arrangements; and
d) Inclusion of a detailed Social Impact Statement and outline of the Community Investment Program statement within the Scheme Amendment document, together with modification of proposed special provisions to reflect the need to comply with these elements of the proposed Amendment;

Additionally, Council resolved to Invite MGH to nominate the method to be used for calculating the total expenditure within the Community Development Program on an annual basis.

Council's resolution furthermore required that "*MGH to enter into a legal binding agreement, at their cost, to ensure the completion and implementation of a Social Impact Assessment and the associated Community Investment Program".* As an alternative, point 4 of Council's resolution advised that the Shire would accept a bond or bank guarantee of $1,000/MW per annum for the life of the project.

The applicants have now lodged a revised Local Scheme Amendment document and the following additional documentation:

a. A Murchison Response Table – Shown at Attachment: 9.4.5 (1);
b. A summary table of the updates – Shown at Attachment: 9.4.5 (2); and
c. A draft Development Agreement – Shown at Attachment: 9.4.5 (3).

A full copy of the revised Scheme Amendment document, including appendices is shown at Attachment: 9.4.5 (4).

ATTACHMENT: 9.4.5 (1, 2, 3 & 4)

Further details regarding the intended resultant development and associated workforce were provided to Council as part of the previous agenda item. It should be noted that the revised documentation now identifies a construction workforce of up 3,600 people (up from 1,700) and an operational workforce of 600 (up from 450).

Council is now requested to formally consider the revised amendment documentation having regard to the advice provided in the comment section below.

PUBLIC CONSULTATION UNDERTAKEN:
Nill.

COMMENT (Includes Options):
To assist Council in considering the revised documentation and draft Deed of Agreement, the following comments are offered in respect of those matters contained within Resolution 04/24-01.

State Planning Strategy
As highlighted in the 18 April 2024 agenda item, it was identified that further information was required to address the provisions of State Planning Strategy 2050 in respect of both sustainable Workers Accommodation and the need for increases in both hard and soft social infrastructure as a result of potential short-term pressures associated with the Workers' Accommodation.

In response, as part of their correspondence dated 8 March 2024, the applicants undertook to update the Scheme Amendment Request report to identify the potential camp size, location, services and facilities. By way of summary, the response also:

i) Advised that it was ultimately intended that the operational workforce would live in regional communities in close proximity to the project and there was a need for a managed transition from Muchison House Station over time, as both the project and surrounding towns develop;
ii) Outlined MGH's agreement that public and private investment will be required to address social infrastructure planning.

A copy of the applicants' correspondence dated 8 March 2024 is shown attached.

ATTACHMENT: 9.4.5 (5)

The revised documentation provides substantially more information relating to the project, including the workforce accommodation. Further information on the workforce accommodation and social infrastructure is provided in the balance of this agenda item.

Local Planning Policy – Social Impact Assessment
As outlined within the adopted Local Planning Policy – Social Impact Assessment (SIA), the provisions of the Policy apply to all Standard and Complex Local Planning Scheme Amendments. As set out in clause 3.3.3 *"Proposals that have the potential for social impacts will be required to be accompanied by a comprehensive SIA prepared on the basis of pre-lodgement consultation and liaison with the local community and stakeholder consultation."* Clauses 3.3.5 and 3.4 together with Attachments No 1 and 2 of the Policy outline the form of an SIA report and those matters to be addressed.

The draft Amendment Request Report considered by Council on 18 April 2024 referred to the Shire's Local Planning Policies (LPP) on "Social Impact Assessment" and "Renewable Energy facilities" as draft. In their correspondence shown at Attachment: 9.4.5 (5), the applicants advised that subject to proof of finalisation of the policies, the report would be amended.

The submitted amendment document now addresses the provisions of both policies within section 6.2.3 of the draft document (Attachment: 9.4.5 (4)). The submitted documentation provides a preliminary SIA as Appendix C.

In response to the newly amended documentation content relating to Local Planning Policy – Social Impact Assessments, Council is advised by way of summary that:

a) The documentation acknowledges the need for a detailed Social Impact Assessment (SIA) as required by Council's Local Planning Policies – Social Impact Assessment;
b) Outlines the likely content requirements for an SIA;
c) Includes a statement that to *"complete a meaningful assessment of the ultimate social impact of the Project, detailed engineering decisions surrounding the nature of construction and operation must be firmly established";*
d) States that *"under the project schedule, a SIA will be prepared and a Community Benefit Sharing Plan developed over the next 12 months'; and*
e) The applicant *"recognises the magnitude of impacts the project may have in the region and is committed to addressing the social impacts of the proposed, with input from the community and the Shire."*

Through points c) and d), the applicants are advising that whilst they are currently preparing an SIA, they are not in a position to provide one at this point in time. Whilst the applicants have not formally requested a variation of policy, the submitted documentation advocates for SIA requirements to be addressed at the Development Approval Stage of the project, allowing the scheme amendment to progress in the interim.

As outlined in the previous Agenda item to Council, shown Appendix: 9.4.5 (A), the future application for Development Approval will be submitted to the State under the Significant Development Pathway and ultimately be determined by the Western Australian Planning Commission.

It is also noted that section 6.2.3.1 contains a statement *"The preparation of an SIA to support significant development applications occurs in some jurisdictions, including several local government areas in Western Australia. However, is not commonplace at the scheme amendment stage."*

In response, Council is advised that in the majority of circumstances the reason that SIA's are imposed at the Development Application stage is that the relevant scheme provisions already identify the uses as permissible. In this case the Shire is being requested to amend its Local Planning Scheme having regard to

the information available and it is prudent for Council to be assured that a use will not result in unacceptable impacts prior to amending the scheme. It is therefore recommended that the last sentence be removed.

Further information on Social Impact is provided in the balance of this agenda item.

Local Planning Policy – Renewable Energy Facility
In terms of Local Planning Policy – Renewable Energy Facilities, clause 6.2.3.2 of the revised document contains a brief outline of the policy, in non-direct way correctly highlights that the provisions of the policy do not apply. As outlined in clause 3.2.2 of the Policy, the policy does not apply to "*additional land uses that may be associated with a 'Renewable Energy Facility" such as resource processing, chemical manufacture and/or transportation of the end product."*

Whilst the provisions of the Policy will be applicable to the project as a whole, they are not applicable to the Scheme Amendment which only relates to the resource processing, chemical manufacture of the end product. It is recommended that 6.2.3.2 be modified to more succinctly identify this, ensuring that assessment and comment is restricted to the Scheme Amendment rather than the project as a whole.

Transport/Access
The 18 March 2024 Agenda Item identified that the submitted documentation contained no reference to the potential traffic volumes or access routes either during construction of operational phases, other than proposed condition 5(d) which requires *"Arrangements to be made for legal and permanent vehicular access to the land to the satisfaction of the local government."*

Substantial additional information has been provided on transport/access and other infrastructure considerations in Section 8 of the document. By way of summary:

a) Primary vehicle access will be established with single, substantial access road with passing lanes, intersecting with the North West Coastal Highway. The Highway will be widened to provide turning lanes and address other potential safety considerations such as sight lines;
b) Data and existing vehicle movements, along with preliminary information relating to construction, operational and delivery traffic;
c) Internal access roads will be a mixture of sealed and unsealed roads;
d) It is proposed that a future development application will be supported by details Traffic Impact Assessment and a Traffic Management Plan;
e) Bus services will be used from to transport construction workers to site with the majority expected to come from Geraldton, either directly or indirectly from connecting flights with Perth;
f) Bus parking facilities will be established within each settlement (i.e. Kalbarri, Northampton and Geraldton).

Sufficient preliminary details have now been provided regarding the proposed access road, but further information is required around the intention to establish

bus parking within both Kalbarri and Northampton. At this point there are no existing facilities that could cater for the workforce's private vehicles.

Bushfire
Section 7.4 of the revised documentation now contains significantly more information regarding the requirements of State Planning Policy No 3.7 – Planning for Bushfire. By way of summary:

i) Information on site's bushfire characteristics;
ii) Recognition that given the characteristics, emergency access, fire water availability and shelter-in-place will need to be considered;
iii) Significant Asset Protection Zones will be needed together with fire fighting equipment.

The document also outlines that preliminary advice has been sought from a qualified consultant who has indicated that a single access road is likely to be sufficient given the scale of the development and level of on-site fire-fighting resources and infrastructure.

Should the amendment proceed, comments on the bushfire risks associated with development resulting from the Amendment will be sought from the Department of Fire and Emergency Services and other relevant government agencies.

The above said, proposed Requirement 5e requires modification to also require the development to comply with a Bushfire Management Plan to the satisfaction of the Department of Fire and Emergency Services.

Social Impact
Section 9 of the revised document provides substantially more information on of Socio-Economic Considerations than the previous document, whilst Appendix (c) is a Preliminary Social Impact Assessment. Although the document identified numerous likely, potential or perceived impacts, more emphasis is required in respect of impacts/additional demands on existing recreational infrastructure (both passive and active).

By way of summary, the following additional statements has been provided:

a) A preliminary economic analysis has been prepared and preparation of an SIA and Community Benefit Sharing Plan are under way;
b) The applicant has outlined 5 commitments using subject matter experts to identify socio-economic impacts, comply with legislative requirements, engage with all stakeholders including the Shire and to address all social impacts through an SIA;
c) Clarification that it is now expected that on average 1,466 FTE jobs will be created during construction, with a peak construction demanding a workforce around 3,600 workers to be housed in a workforce camp outside of the scheme amendment area;
d) An operational workforce of 600 FTE is now anticipated. Part 9.2.2 of the document, acknowledges that while it is expected that the majority

of the operational workforce will be accommodated at the key settlements of Kalbarri, Northampton and Geraldton;

e) It is proposed that vehicle access by the workforce will be through a combination of bus and light vehicles; and
f) Acknowledgement that acute housing shortages, particularly within Kalbarri, will be a key consideration in transitioning from an on-site workforce.

Section 9.2.3 relates to Social Impact Assessment, highlighting that proposed requirement 5(f) requires the preparation of a Social Impact Assessment and acknowledging the requirements of the Shire's Local Planning Policy – Social Impact Assessment.

Notwithstanding that the applicants are advising a completed SIA is some 12 months away, a Preliminary Social Impact Assessment is provided at Appendix C. Further comment on the Appendix C is provided below.

Workers Accommodation

As part of the 18 April 2024 agenda item, it was identified that further information was required in respect of the works accommodation.

The revised amendment documentation identifies the following:

a) The workers accommodation will be located adjacent to the east of the production of facility with access to the primary entrance road off North West Coastal Highway. A preliminary location plan has been included within the documentation;
b) The accommodation will be designed to cater for the peak construction workforce; and
c) Continued use of the bus services is likely, with small portion by light vehicles.

Here and elsewhere in the document it is not acknowledged that the availability of housing in nearby settlements (particularly Kalbarri) must be a consideration in transitioning from an on-site workforce to a resident workforce.

At this stage details regarding the exact composition of the camp including the level of facilities to be provided are to be established. In accordance with State Planning Strategy 2050, such camps are expected to provide a level of facility commensurate with a town of a similar size workforce. Given the proximity of Kalbarri it is anticipated that those services not available at camp will be provided from within Kalbarri.

Preliminary Social Impact Assessment

The Preliminary Social Impact Assessment as contained at Appendix C provides a detailed outline of many of the likely and potential impacts and opportunities associated with the project overall. For each impact and opportunity, mitigation measures are outlined. By way of summary, the majority of the mitigation measures are based on:

i) further consultation and engagement with stakeholders;

ii) the preparation of a significant number of other more detailed plans including but not limited to a Workforce Plan, Transition Strategy, Social Infrastructure, Dust Management, Visual Impact Assessment, Air Quality Assessment, Safety Management Plan, Traffic Impact Assessment and others.

Whilst it is considered that the document at Appendix C provides preliminary assessment of potential impacts and mitigation opportunities, it is recommended that modification of the document is required to better address those matters outlined in Local Planning Policy – Social Impact Assessment.

There is also potential to incorporate many other opportunities for responding to impacts associated with the proposal. For example there would be an opportunity for the project to positively contribute to community infrastructure through the Community Shared Benefits Plan, which the applicants have already proposed. There is also potential to acknowledge the preliminary economic analysis having been completed.

It is worth noting that a peak on-site workforce of 3,600 people will be larger than the entire Shire population. The potential impacts on the closest community of Kalbarri will be significant. It is recommended that Shire Officers liaise with the applicant over these matters, which include the impact on social infrastructure, local roads, increased demand for police and emergency services.

Deed of Agreement

As detailed in the Background section of this agenda item, the applicants have submitted a draft Deed of Agreement in order to meet the requirements of point 4 of Council's 18 April 2023 resolution. As the Shire does not directly employ qualified legal practitioners, the Deed has been referred to solicitors for a legal opinion.

It would be prudent for Councillors to be in position of that opinion before considering a resolution to adopt the Local Planning Scheme Amendment for advertising purposes.

In the interim, it is noted that the document should be modified to identify the Chief Executive Officer as the primary contact.

Conclusion

The applicants have revised the Scheme Amendment Report to include substantially more information around both the Scheme Amendment area and the project overall. They have also provided a draft Deed of Agreement in accordance with point 4 of Council's 18 April 2024 resolution.

It is recommended that consideration of the matter be deferred pending receipt of the legal agreement.

In the interim, it is recommended that Shire Officers liaise with the applicant over amendment to the revised documentation identified in the body of this agenda item.

STATUTORY ENVIRONMENT:
Relevant legislation includes but is not limited to *Planning and Development Act 2005* and the *Planning and Development (Local Planning Scheme) Regulations 2015, Heritage Act 1990, Aboriginal Heritage Act 1972.*

The preparation and statutory planning process associated with amendments to a Local Planning Scheme outline the following formal steps:

1. Council resolves pursuant to Section 75 of the *Planning and Development Act 2005* (the Act) to amend the Scheme.
2. Council must also classify whether the amendment is a Basic, Standard or Complex Amendment. In this the amendment would be a Complex Amendment as the location of General Industry Zone as proposed is not contemplated within the Local Planning Strategy;
3. In accordance with section 81 of the Act, refer the amendment to the Environmental Protection Authority for assessment. EPA decides whether environmental review is required. Processes under the *Environmental Protection Act 1986* are followed;
4. After preparing or resolving to adopt a proposed amendment, and complying with sections 81 and 82, must submit the Complex Amendment to the WAPC for the Ministers Approval to advertise;
5. Publicly advertise the Complex Amendment for a period of 60 days, as directed by the WAPC;
6. Council considers the amendment for final approval, not proceed, or proceed with or without modification, having regard to the submissions received;
7. After the formal decision forward copies of the submissions together with any proposed modifications to the DPLH. DPLH completes an assessment, making recommendation(s) to the WAPC.
8. WAPC considers the Council decision considering the submissions received and provides advice to the Minister; and
9. The Minister determines the amendment.

POLICY / STRATEGIC IMPLICATIONS:
As outlined within the Comment section above, the Shires' Local Planning Policies relating to Renewable Energy Facilities and Social Impact Assessment are relevant to the proposal.

ORGANISATIONAL RISK MANAGEMENT:
There are a number of risks associated with the adoption of an amendment for advertising purposes. Should the proposal proceed without sufficient arrangements in place so ensure the completion of a Social Impact Assessment and appropriate level of Community Investment, the proposal could result in significant detrimental impacts on the Kalbarri Community.

Given the potential level of impact, the potential consequence could be catastrophic.

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

FINANCIAL IMPLICATIONS:
The required application fee has been paid. Should the amendment be adopted and proceed to advertising, the proponents will be responsible for the cost of producing the amendment document and the costs of advertising.

It is considered that the applicants should also be responsible for all costs associated with the establishment of a legal agreement should one be pursued.

SUSTAINABILITY:
Environmental: As a significant industry-based proposal located in a complex land form, there are numerous environmental considerations and the potential for significant environmental impacts. As outlined within the Comment Section, the Environmental Protection Authority has determined that the proposal will be subject to a formal Public Environmental Review process.
Economic: Successful implementation of the MGH project will result in significant economic opportunities within the region and more particularly the closest urban
Social: It is imperative that social impacts associated with the construction and operational phases of the project are addressed or mitigated.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Acknowledge the receipt of the revised Local Planning Scheme Amendment Report dated modification received on 8 May 2024;**
2. **Defer consideration pending the receipt of legal advice on the proposed Deed of Agreement;**
3. **Require proposed Requirement 5e outlined within Table 6, requires modification to require the development to comply with a Bushfire Management Plan to the satisfaction of the Local Government, having regard to the advice of the Department of Fire and Emergency Services.**
4. **In the interim request that the Chief Executive Officer liaise with the applicants over:**
   a) **Required modifications to the Local Planning Scheme Amendment Report as identified in the body of this report; and**
   b) **Modification to the Preliminary Social Impact Assessment to ensure the provisions of Local Planning Policy – Social Impact Assessment are addressed prior to the matter being considered by Council;**
5. **Re-iterate the invitation to the applicant to nominate the method to be used for calculating the total expenditure within the proposed Community Benefit Sharing Plan.**

COUNCIL RESOLUTION:

MOVED: Horstman, R SECONDED: Pike, D

05/24-35

That Council:

1. **Acknowledge the receipt of the revised Local Planning Scheme Amendment Report dated modification received on 8 May 2024;**
2. **Defer consideration pending the receipt of legal advice on the proposed Deed of Agreement;**
3. **Require proposed Requirement 5e outlined within Table 6, requires modification to require the development to comply with a Bushfire Management Plan to the satisfaction of the Local Government, having regard to the advice of the Department of Fire and Emergency Services.**
4. **In the interim request that the Chief Executive Officer liaise with the applicants over:**

a) **Required modifications to the Local Planning Scheme Amendment Report as identified in the body of this report; and**

b) **Modification to the Preliminary Social Impact Assessment to ensure the provisions of Local Planning Policy – Social Impact Assessment are addressed prior to the matter being considered by Council;**

5. **Re-iterate the invitation to the applicant to nominate the method to be used for calculating the total expenditure within the proposed Community Benefit Sharing Plan.**

MOTION CARRIED 8/0

FOR	**AGAINST**
Cr L Sudlow	
Cr R Horstman	
Cr R Burges	
Cr T Gibb	
Cr T Hay	
Cr D Pike	
Cr K Suckling	
Cr R Suckling	