



# ATTACHMENTS

## COUNCIL MEETING

20 February 2025

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## COMPLIANCE AUDIT RETURN 2024

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	No major trading undertakings
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	No major land transactions
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No delegations made to Council Committee, all are Advisory Committees only.
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	See Council resolutions 15/12/24.
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	See Council resolutions 15/12/24.



8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	29/1/24
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	See Council resolutions 15/12/24.
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	15/12/24
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	Yes	Various record keeping in accordance with delegation obligation.

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	See Councillor Interest Register matched to Council Minutes where interest occurred.
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the <i>Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	Did not occur.
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	Refer to Council Minutes and interest declarations of Councillors and Officers.
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	See records and CEO held register
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	See records and CEO held register
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	See records and CEO held register

<b>7</b>	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	See physical registers held in strong room.
<b>8</b>	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28?	Yes	CEO register and published on Shire website.
<b>9</b>	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	
<b>10</b>	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	See physical registers held in strong room.
<b>11</b>	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	Yes	CEO register and published on Shire website.
<b>12</b>	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	See website.
<b>13</b>	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	
<b>14</b>	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
<b>15</b>	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	See Minutes, specifically the Declaration of Interest for each agenda item.
<b>16</b>	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the	N/A	

		interest disclosed and any other information required by the Minister for the purposes of the application?		
<b>17</b>	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	N/A	
<b>18</b>	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	
<b>19</b>	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	No	
<b>20</b>	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	See website.
<b>21</b>	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	See website.

Disposal of Property				
No	Reference	Question	Response	Comments
<b>1</b>	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	N/A	
<b>2</b>	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	N/A	

Elections			
No	Reference	Question	Response
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes  No entries in register.
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes  See website.

Finance			
No	Reference	Question	Response
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes  See Minutes 23/10/2023
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	N/A  No delegated powers as it is and Advisory Committee.
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes  Received and consider by Council 19/12/2024.



<b>4</b>	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
<b>5</b>	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	Report prepared within the statutory timeframe for submission to the Minister.
<b>6</b>	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	Yes	See website
<b>7</b>	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	19/12/2024

8

Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
<b>1</b>	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	21/8/2021 – Review commenced October 2024
<b>2</b>	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	16/5/2024
<b>3</b>	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	Yes	



Local Government Employees			
No	Reference	Question	Response
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 18A?	Yes
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	N/A
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A

9

Official Conduct			
No	Reference	Question	Response
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes

See website.



Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	18/11/22
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	18/11/22
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	See register on website
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Council policy 1.1
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	See website.
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Council Policy 1.4
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	See website (2023/24 listed)



<b>8</b>	s.6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	No	Significant audit finding although extension by DLGSC had been granted until 25/10/24 and accounts were submitted on the next working day of 28/10/24.
<b>9</b>	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

#### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments
<b>1</b>	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	See tender register.
<b>2</b>	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	See tender register.
<b>3</b>	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	See tender register.
<b>4</b>	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
<b>5</b>	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	

<b>6</b>	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	Yes	
<b>7</b>	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	See tender register.
<b>8</b>	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	See tender register.
<b>9</b>	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
<b>10</b>	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
<b>11</b>	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 21 and 22?	Yes	
<b>12</b>	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
<b>13</b>	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
<b>14</b>	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24?	N/A	
<b>15</b>	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with <i>Local Government (Functions &amp; General) Regulations 1996</i> regulations 24AD(4) and 24AE?	N/A	



<b>16</b>	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
<b>17</b>	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
<b>18</b>	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24AG?	N/A	
<b>19</b>	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
<b>20</b>	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
<b>21</b>	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
<b>22</b>	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24E and 24F?	Yes	

Chief Executive Officer

Date



\_\_\_\_\_  
Mayor/President

\_\_\_\_\_  
Date



# **CHIEF EXECUTIVE OFFICER ACTIVITY REPORT**

**OCTOBER 2024 TO DECEMBER 2024**

### **Activity for the period**

- Participated with the 2024/25 Interim Financial Audit.
- Participated in the 2023/24 Annual Financial Audit with an unqualified result determined by the Office of Auditor General.
- Attended the Local Government convention with Councillors.
- CEO and Shire President met with Ministers Beazley and Michael along with four other Local Government representatives to discuss renewable energy impacts for local communities.
- CEO and Deputy Shire President meet with REED Childcare to receive an update on services being provided in the Shire.
- CEO and Shire President presented to regional Local Governments about challenges faced with renewable energy projects and the potential impacts on local communities.
- Attended a workshop between Council and Aurecon (Murchison Green Hydrogen) representatives.
- Attended nine TC Seroja repair meetings.
- Met twice with the Mid West Development Commission to discuss district issues.
- Met with the CEO of Mid West CCI to discuss economic development matters in the Shire and across the region.
- Participated in a consultancy meeting to explore short stay tourism opportunities in Kalbarri in accordance with Council funding provided to Mid West Development Commission as part of a broader study.
- Progressed tourism opportunities in Kalbarri with the Department of Planning, Lands and Heritage.
- Met with Main Roads WA to view preliminary proposed Dongara-Geraldton-Northampton (DGN) alignments in the Shire.
- Escalated contractual road construction issues on the Kalbarri-Ajana Road with Civic Legal.
- Met with and engaged consultants GHD to assist with damage assessments for the June 2024 rainfall events.
- Strategically involved in seeking June 2024 high rainfall event disaster declaration.

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- Met with MWDC and Tourism WA to discuss Kalbarri Foreshore Revitalisation project grant agreement. Agreed to not progress until Council has considered public consultation.
- Prepared the 2023/24 Annual Report.
- Participated in establishing a procurement document for an opportunities and constraints assessment of Hutt Lagoon as part of the Hutt River Cultural Committee Tourism Working Group.
- Met with a representative of Kalbarri RSL and Kalbarri based Councillors provide some advice on issues needing to be addressed.
- Met with the Kalbarri Mens Shed and Kalbarri based Councillors to discuss the progression of the Kalbarri Community Garden.
- Participated in the employment process for the Community Development Officer and Shire Ranger positions in the organisation.
- Engaged a consultant to do business planning for the Woods Street accommodation project in Kalbarri.
- Continued with a major Council Policy review.
- Attended three Council meetings and produced a total of thirteen Agenda Reports.
- Conducted three Executive Management Team meetings.
- Commenced a major review of the Strategic Community Plan with a consultant.
- CEO and Shire President met with Reg Reynolds to map a pathway to enable development at Little Bay.
- Participated in the annual CEO Performance Review.
- Met with the Northampton Mens Shed to discuss the existing lease and further opportunities.
- CEO and Shire President participated in two renewable energy meetings with other impacted Local Governments.
- CEO and Shire President attended a WALGA Northern Country Zone in Mingenew.
- Met with Avon Waste to discuss future waste disposal opportunities.



- Resolved ongoing odour issue at the Northampton Community Centre with a contract plumber.
- Completed new and refresher compliance inductions with staff.
- Attended the Local Government Professionals Conference which included separate meetings with Telstra to discuss regional issues and Civic Legal to discuss the Kalbarri-Ajana Road issues.
- Attended to Local Health Analytical Advisory Committee meetings.
- One day of leave was taken during the period.

### **Focus for the upcoming period**

- CEO Performance KPI's.
- Coordination of the Strategic Community Plan.
- Continuing to make governance and system improvements in the organisation.
- Continued preparation for potential renewable energy projects.
- Providing oversight to the road infrastructure repair work following the June 2024 rainfall events.
- Kalbarri – Ajana Road construction issues.
- Complete budgeted projects.



**SHIRE OF NORTHAMPTON  
MINUTES**

**2023/24 Annual Electors Meeting held in the Horrocks Community Centre, Horrocks  
5:00pm 6 February 2025**

---

**1. OPENING**

The Shire President declared the meeting open at 5.00pm.

**2. ACKNOWLEDGEMENT OF COUNTRY**

The President read the "Acknowledgement of Country"

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

**3. PRESENT**

Shire

Cr Liz Sudlow	Shire President
Cr Rob Horstman	Deputy Shire President
Cr Roslyn Suckling	
Cr Tim Hay	
Mr Andrew Campbell	Chief Executive Officer
Mr Brian Robinson	Executive Manager Community, Development and Regulation
Mrs Leanne Rowe	Manager Financial Services

Public

Murray Criddle  
Ross Drage  
Elana Trow-Kennedy  
Maree Hasleby  
Kerry Hasleby  
Jamie Glass  
Karen Bailey

**4. APOLOGIES**

Cr Richard Burgess, Cr Des Pike, Cr Trevor Gibb, Cr Karl Suckling, Rick Hasleby

**5. CONFIRMATION OF PREVIOUS MINUTES – 8 February 2024**

**MOVED: Cr R. SUCKLING      SECONDED: Cr T. HAY**

**"The minutes of the 2022/23 Annual Electors Meeting held on 8 February 2024 be confirmed as true and correct record."**

**CARRIED**

**6. BUSINESS ARISING FROM MINUTES OF MEETING HELD 8 FEBRUARY 2024**

Nil.

**7. RECEIVAL OF ANNUAL REPORT FOR 2023/24****MOVED: Cr T. HAY****SECONDED: Cr R. HORSTMAN****“That the Annual Report for the year ended 30th June 2024 be received.”****CARRIED****8. QUESTIONS WITH PRIOR NOTICE****Questions on Notice from Murray Criddle****1. When will the Whiting Pool stairs be completed?****CEO Response:**

Purchase Orders for the materials and contractor have been issued and the project is required to be completed by 30 June 2025 in accordance with the Local Roads and Community Infrastructure Program funding requirements.

**2. When will the lookout structure on the 4<sup>th</sup> green of the Horrocks Golf Course be installed?****CEO Response:**

This is not a programmed/budgeted Shire project. It is understood that the conversation that was had between Mr Criddle and Mr Brian Robinson (Executive Manager Community, Development and Regulation) discussed the process for the volunteer group to obtain necessary approvals from the Shire and if they wanted to they could proceed themselves, or if an existing shelter structure became available from the Kalbarri Foreshore redevelopment it was possible that may be made available to support the request.

**3. Has the alternate Dongara – Geraldton – Northampton (DGN) including the Northampton bypass road project, involving roads through the Shire of Chapman Valley, been presented to Council for consideration?****CEO Response:**

This is an unfunded Main Roads Western Australia (MRWA) project, not a project of the Shire of Northampton. Council will take on board the feedback of Mr Criddle, and if deemed appropriate, raise the matter with MRWA at a future meeting. The information provided by Mr Criddle to the Shire of Northampton was not considered a formal request of Council however if that was the intent, Mr Criddle is encouraged to further discuss the matter with the CEO and provide a detailed formal request for Council's consideration.

**Question on Notice from Maree Hasleby**

- 1. Is the Shire able to prioritise the cleanup of rubble (including asbestos) on the Horrocks beach particularly around the popular swimming areas near the jetty?**

**CEO Response:**

The Shire of Northampton has clearly identified portion of the beach at Horrocks to be prone to coastal erosion through climate change. To this point, preliminary Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) work has commenced with a view to identifying suitable strategies and funding mechanisms/opportunities. It is expected that coastal erosion at Horrocks will continue, exposing the Shire and the community to ongoing impacts.

The rubble that has been identified is likely to be coming from contaminated fill used in the area once buildings were removed from the foreshore many years ago. As coastal erosion occurs, the rubble is relocated to the beach and ocean via coastal processes. Practices of the past to use contaminated fill in a fragile ecosystem is considered a high-risk strategy and the outcome of that decision is now impacting current use and will have a substantive cost attached to eliminate. Management of the issue is considered a more cost-effective mechanism until such time as the frontal dune system can be stabilised and fortified against coastal erosion processes.

Asbestos fragments found in the rubble are considered to have minimal risk if they are disposed of correctly as from observation, they are consistently not friable and are wet. Options for appropriate disposal mechanisms should be further considered by the Shire.

It is recommended that Council consider the management of rubble at Horrocks beach as part of the 2025/26 budget.

**Question on Notice from Jamie Glass and Karen Bailey**

- 1. School's gone back as of Wednesday 5th February. As well as school buses there are parents driving their children to school/school buses on unsealed roads. Why is it not a Shire priority to have ALL school transport unsealed roads graded prior to the resumption of each school term?**

**CEO Response:**

The Shire of Northampton (Shire) has 928km of unsealed local roads in the Shire district that are subject to regular, and complaint driven, inspection and maintenance programs. Diverting resources toward unsealed roads considered "fit for use" at any given time does not make for good use of Shire resources. School Bus companies, along with every other driver, must drive to existing road conditions at all times and the Shire will immediately assess any condition complaints that are made.

The Shire has a program of inspecting roads associated with School Bus Routes but often changes to routes are not advised by the School Bus companies or the

Department of Transport so often we are reliant on feedback if any issues arise on new School Bus Routes.

**2. Did the Shire receive the rain damage road funding money last year?**

**Because this winter is not far away and so far, in the Yallabatharra region**

- **No drains have been cleaned out**
- **No culverts fixed or cleaned out**
- **The big washouts have not been filled in.**

**Is there a plan or timeline to do these works?**

**CEO Response:**

The Shire undertook emergency repairs to local roads following rainfall events in 2024 utilising its own funds. The rainfall events have since been declared a “Natural Disaster” and are subject to Commonwealth funding relief through the Disaster Recovery Fund (WA) program. DRFWA is a complex program that requires significant work to prove damage and negotiate appropriate levels of funding for repair. The Shire has commenced this process using consultants GHD with the Preliminary Event Notification submitted and endorsed by the Department of Fire and Emergency Services. It is expected that any funding approved under this program could take months to be approved and if approved the Shire will undertake a procurement process to deliver approved works in accordance with legislation and policy.

The Shire is also in the process of establishing a Strategic Road and Plant Infrastructure Advisory Committee to provide strategic direction for budget, project and operational purposes.

**3. Further to the conversation I had with Brian Robinson (Community Development and Regulation), with all the works and funding going on in Kalbarri, why doesn't the Shire have a more rigid and strict local content policy?**

**Could the Shire possibly make a register of all contractors in the Shire, whether it be a builder, plumber, trucking contractor, etc., and with this register you can have an alert system similar to the Harvest Ban/Road closure software?**

**Case in point – Raubex roadworks in Kalbarri, not one local contractor, person or employee, the only money that went to the community was for accommodation and food, and we are left with a road that can never be maintainable.**

**CEO Response:**

The Shire has the following policies that guide procurement:

- Corporate Policy 2.3 – Purchasing
- Corporate Policy 2.4 – Tendering
- Corporate Policy 2.5 – Regional Price Preference

The policies are subject to legislation and are regularly tested in the annual independent audit, Financial Management System Review and Compliance Audit Return.

A register of local contractors is not supported as it is inherently difficult to obtain, maintain and efficiently apply a register of this nature. There are many other factors other than price that form the basis of procurement decisions, and this is why policies exist at the Shire.

The question raises the Kalbarri-Ajana Road roadworks as an example of the absence of local contractors. Under the *Local Government Act 1995*, as the project cost exceeded \$250,000, a public tender was required. This public tender was advertised under Statewide Public Notice in accordance with statutory obligations and two submissions were received, assessed and determined by Council. No local submissions were made however it is understood that the contractor engaged local contractors and services to support their works.

**4. Would the CEO and Executive Manager of Community Development and Regulation, be interested in coming out for a drive with us so we can show them, first hand, what the unsealed road issues are?**

**CEO Response:**

**CEO Response:**

Roads are not in the area of responsibility of the Executive Manager Community, Development and Regulation. The primary responsibility and contact for roads at the Shire is Mr Neil Broadhurst, Executive Manager Works and Technical Services. In the first instance any request for on-site road inspections should be via Mr Broadhurst and a site visit including the CEO can be arranged.

**9. OTHER BUSINESS WITH APPROVAL OF SHIRE PRESIDENT**

Murray Criddle

Thank the Shire for cooperation and look forward to outcomes from questions.

Maree Hasleby

Horrocks Road edge was graded before Xmas and is washed out again. Something needs to be done.

Kerry Hasleby

Concern about deterioration of heritage buildings in Northampton. Cr Sudlow: Please raise issue at Strategic Community Plan workshops if you can attend.

**10. CLOSURE**

There being no further business, the Shire President thanked all present for their attendance and declared the meeting closed at 5.41pm

THESE MINUTES WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY  
20<sup>th</sup> FEBRUARY 2025.

PRESIDING MEMBER: \_\_\_\_\_

DATE: \_ \_ \_ \_ \_

**SHIRE OF NORTHAMPTON**  
**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 31 December 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 DECEMBER 2024**

	Supplementary	24/25 Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
	Information	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	5,407,071	5,380,567	<b>5,398,682</b>	18,115	0.34%	▲
Grants, subsidies and contributions	13	8,999,031	4,622,081	<b>3,599,073</b>	(1,023,008)	(22.13%)	▼
Fees and charges		1,314,913	1,122,694	<b>1,137,863</b>	15,169	1.35%	▲
Interest revenue		232,000	126,244	<b>143,441</b>	17,197	13.62%	▲
		<b>15,953,015</b>	<b>11,251,586</b>	<b>10,279,059</b>	(972,527)	(8.64%)	▼
<b>Expenditure from operating activities</b>							
Employee costs		(4,985,863)	(2,586,618)	<b>(2,516,724)</b>	69,894	2.70%	▲
Materials and contracts		(10,837,380)	(5,399,698)	<b>(7,093,882)</b>	(1,694,184)	(31.38%)	▼
Utility charges		(363,600)	(181,680)	<b>(125,664)</b>	56,016	30.83%	▲
Depreciation		(2,652,550)	(1,326,222)	<b>(1,306,916)</b>	19,306	1.46%	▲
Finance costs		(41,551)	(20,766)	<b>(5,386)</b>	15,380	74.06%	▲
Insurance		(250,862)	(249,858)	<b>(248,494)</b>	1,364	0.55%	▲
Other expenditure		(890,804)	(448,086)	<b>(410,830)</b>	37,256	8.31%	▲
		<b>(20,022,610)</b>	<b>(10,212,928)</b>	<b>(11,707,896)</b>	(1,494,968)	(14.64%)	▼
Non-cash amounts excluded from operating activities	Note 2(b)	2,652,550	1,326,222	<b>1,306,916</b>	(19,306)	(1.46%)	▼
<b>Amount attributable to operating activities</b>		<b>(1,417,045)</b>	<b>2,364,880</b>	<b>(121,921)</b>	(2,486,801)	(105.16%)	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	5,124,803	2,562,390	<b>2,306,276</b>	(256,114)	(10.00%)	▼
Proceeds from disposal of assets	6	115,500	50,000	<b>0</b>	(50,000)	(100.00%)	▼
Proceeds from financial assets at amortised cost - self supporting loans		17,684	8,755	<b>8,755</b>	0	0.00%	
		<b>5,257,987</b>	<b>2,621,145</b>	<b>2,315,031</b>	(306,114)	(11.68%)	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(1,733,100)	(1,091,538)	<b>(920,318)</b>	171,220	15.69%	▲
Payments for construction of infrastructure	5	(5,763,383)	(2,899,122)	<b>(535,701)</b>	2,363,421	81.52%	▲
		<b>(7,496,483)</b>	<b>(3,990,660)</b>	<b>(1,456,019)</b>	2,534,641	63.51%	
<b>Amount attributable to investing activities</b>		<b>(2,238,496)</b>	<b>(1,369,515)</b>	<b>859,012</b>	2,228,527	162.72%	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new debentures	11	817,987	0	<b>0</b>	0	0.00%	
Transfer from reserves	4	222,000	0	<b>0</b>	0	0.00%	
		<b>1,039,987</b>	<b>0</b>	<b>0</b>	0	0.00%	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(150,463)	(70,619)	<b>(70,619)</b>	0	0.00%	
Transfer to reserves	4	(480,286)	0	<b>(19,853)</b>	(19,853)	0.00%	
		<b>(630,749)</b>	<b>(70,619)</b>	<b>(90,472)</b>	(19,853)	(28.11%)	
<b>Amount attributable to financing activities</b>		<b>409,238</b>	<b>(70,619)</b>	<b>(90,472)</b>	(19,853)	(28.11%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		3,092,879	3,092,879	<b>3,188,795</b>	95,916	3.10%	▲
Amount attributable to operating activities		(1,417,045)	2,364,880	<b>(121,921)</b>	(2,486,801)	(105.16%)	▼
Amount attributable to investing activities		(2,238,496)	(1,369,515)	<b>859,012</b>	2,228,527	162.72%	▲
Amount attributable to financing activities		409,238	(70,619)	<b>(90,472)</b>	(19,853)	(28.11%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>(153,424)</b>	<b>4,017,625</b>	<b>3,835,415</b>	(182,211)	(4.54%)	▼

**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 DECEMBER 2024**

	Supplementary Information	30 June 2024	31 December 2024
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	6,855,126	3,898,796
Trade and other receivables		787,252	3,845,980
Other financial assets		0	(8,755)
Inventories	8	191,944	191,919
<b>TOTAL CURRENT ASSETS</b>		<b>7,834,322</b>	<b>7,927,940</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		90,709	90,709
Other financial assets		376,990	376,990
Property, plant and equipment		36,369,643	36,759,230
Infrastructure		135,210,127	134,969,643
<b>TOTAL NON-CURRENT ASSETS</b>		<b>172,047,469</b>	<b>172,196,572</b>
<b>TOTAL ASSETS</b>		<b>179,881,791</b>	<b>180,124,512</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	1,565,880	1,001,779
Other liabilities	12	1,096,534	1,096,534
Borrowings	11	150,463	79,844
Employee related provisions	12	861,115	861,115
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,673,992</b>	<b>3,039,272</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	656,944	656,944
Employee related provisions		127,185	127,185
Other provisions		1,539,048	1,539,048
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>2,323,177</b>	<b>2,323,177</b>
<b>TOTAL LIABILITIES</b>		<b>5,997,169</b>	<b>5,362,449</b>
<b>NET ASSETS</b>		<b>173,884,622</b>	<b>174,762,063</b>
<b>EQUITY</b>			
Retained surplus		90,536,314	91,393,902
Reserve accounts	4	1,686,553	1,706,406
Revaluation surplus		81,661,755	81,661,755
<b>TOTAL EQUITY</b>		<b>173,884,622</b>	<b>174,762,063</b>

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

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

Significant accounting 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 22 January 2025

**SHIRE OF NORTHAMPTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening	Actual as at	Year to Date
		1 July 2024	30 June 2024	31 December 2024
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	3	6,855,126	6,855,126	3,898,796
Trade and other receivables		593,028	787,252	3,845,980
Other financial assets		17,684	0	(8,755)
Inventories	8	191,944	191,944	191,919
		7,657,782	7,834,322	7,927,940
<b>Less: current liabilities</b>				
Trade and other payables	9	(1,266,323)	(1,565,880)	(1,001,779)
Other liabilities	12	(1,096,534)	(1,096,534)	(1,096,534)
Borrowings	11	(150,463)	(150,463)	(79,844)
Employee related provisions	12	(744,555)	(861,115)	(861,115)
		(3,257,875)	(3,673,992)	(3,039,272)
<b>Net current assets</b>		<b>4,399,907</b>	<b>4,160,330</b>	<b>4,888,668</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(1,001,050)	(971,535)	(1,053,251)
<b>Closing funding surplus / (deficit)</b>		<b>3,398,857</b>	<b>3,188,795</b>	<b>3,835,415</b>

**(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*.

	30 June 2025	YTD Budget	YTD Actual
	Adopted Budget	(a)	(b)
	\$	\$	\$
<b>Non-cash amounts excluded from operating activities</b>			
<b>Adjustments to operating activities</b>			
Add: Depreciation	2,652,550	1,326,222	1,306,916
<b>Total non-cash amounts excluded from operating activities</b>	<b>2,652,550</b>	<b>1,326,222</b>	<b>1,306,916</b>

**(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	Last Year Closing	Year to Date
	1/07/2024	30 June 2024	31 December 2024
	\$	\$	\$
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	4	(1,686,553)	(1,686,553)
Less: Financial assets at amortised cost - self supporting loans	8	(17,684)	0
- Land held for resale		(180,000)	(180,000)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	150,463	150,463
- Current portion of employee benefit provisions		732,724	744,555
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(1,001,050)</b>	<b>(971,535)</b>

**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 DECEMBER 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 2024-25 year is \$10,000 and 0.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
<b>Revenue from operating activities</b>			
<b>General rates</b>	18,115	0.34%	▲
Interim Rates			
<b>Grants, subsidies and contributions</b>	(1,023,008)	(22.13%)	▼
Timing in receiving grants, DFRAWA (\$864,054), Grants Commission (\$40,661). LRCI3 22/23 (\$98,060) permanent.			
<b>Fees and charges</b>	15,169	1.35%	▲
Timing will reconcile.			
<b>Interest revenue</b>	17,197	13.62%	▲
Timing/Cash in bank/Interest Rate return.			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	69,894	2.70%	▲
Timing.			
<b>Materials and contracts</b>	(1,694,184)	(31.38%)	▼
DFRAWA works.			
<b>Utility charges</b>	56,016	30.83%	▲
Timing.			
<b>Depreciation</b>	19,306	1.46%	▲
Timing			
<b>Finance costs</b>	15,380	74.06%	▲
Timing will reconcile.			
<b>Other expenditure</b>	37,256	8.31%	▲
Timing will reconcile.			
<b>Non-cash amounts excluded from operating activities</b>	(19,306)	(1.46%)	▼
Timing. Depreciation (\$19,306)			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(256,114)	(10.00%)	▼
Timing as funds are received. LRCI (\$733,296), MASS Action \$489,548			
<b>Proceeds from disposal of assets</b>	(50,000)	(100.00%)	▼
Timing, no asset disposal.			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	171,220	15.69%	▲
Timing, will reconcile as purchases are completed.			
<b>Payments for construction of infrastructure</b>	2,363,421	81.52%	▲
Timing, will reconcile as capital work progresses.			
<b>Surplus or deficit at the start of the financial year</b>	95,916	3.10%	▲
Variance budget c/f position.			
<b>Surplus or deficit after imposition of general rates</b>	(182,211)	(4.54%)	▼
Due to variances described above/timing.			

**SHIRE OF NORTHAMPTON**  
**SUPPLEMENTARY INFORMATION**  
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**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

	<b>Funding surplus / (deficit)</b>			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.09 M	\$3.09 M	\$3.19 M	\$0.10 M
Closing	(\$0.15 M)	\$4.02 M	\$3.84 M	(\$0.18 M)

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>			<b>Payables</b>			<b>Receivables</b>		
	\$3.90 M	% of total		\$1.00 M	% Outstanding		\$2.92 M	% Collected
Unrestricted Cash	\$2.19 M	56.2%	Trade Payables	(\$0.00 M)		Rates Receivable	\$0.92 M	83.5%
Restricted Cash	\$1.71 M	43.8%	0 to 30 Days		0.0%	Trade Receivable	\$2.92 M	% Outstanding
			Over 30 Days		100.0%	Over 30 Days		3.1%
			Over 90 Days		100.0%	Over 90 Days		1.9%

Refer to 3 - Cash and Financial Assets      Refer to 9 - Payables      Refer to 7 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>				<b>Rates Revenue</b>				<b>Grants and Contributions</b>				<b>Fees and Charges</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$5.40 M	% Variance		YTD Actual	\$3.60 M	% Variance		YTD Actual	\$1.14 M	% Variance	
(\$1.42 M)	\$2.36 M	(\$0.12 M)	(\$2.49 M)	YTD Budget	\$5.38 M	0.3%		YTD Budget	\$4.62 M	(22.1%)		YTD Budget	\$1.12 M	1.4%	

Refer to Statement of Financial Activity      Refer to 10 - Rate Revenue      Refer to 13 - Grants and Contributions      Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>				<b>Proceeds on sale</b>			<b>Asset Acquisition</b>			<b>Capital Grants</b>		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$0.00 M	%	YTD Actual	\$0.54 M	% Spent	YTD Actual	\$2.31 M	% Received
(\$2.24 M)	(\$1.37 M)	\$0.86 M	\$2.23 M	Adopted Budget	\$0.12 M	(100.0%)	Adopted Budget	\$5.76 M	(90.7%)	Adopted Budget	\$5.12 M	(55.0%)

Refer to Statement of Financial Activity      Refer to 6 - Disposal of Assets      Refer to 5 - Capital Acquisitions      Refer to 5 - Capital Acquisitions

**Key Financing Activities**

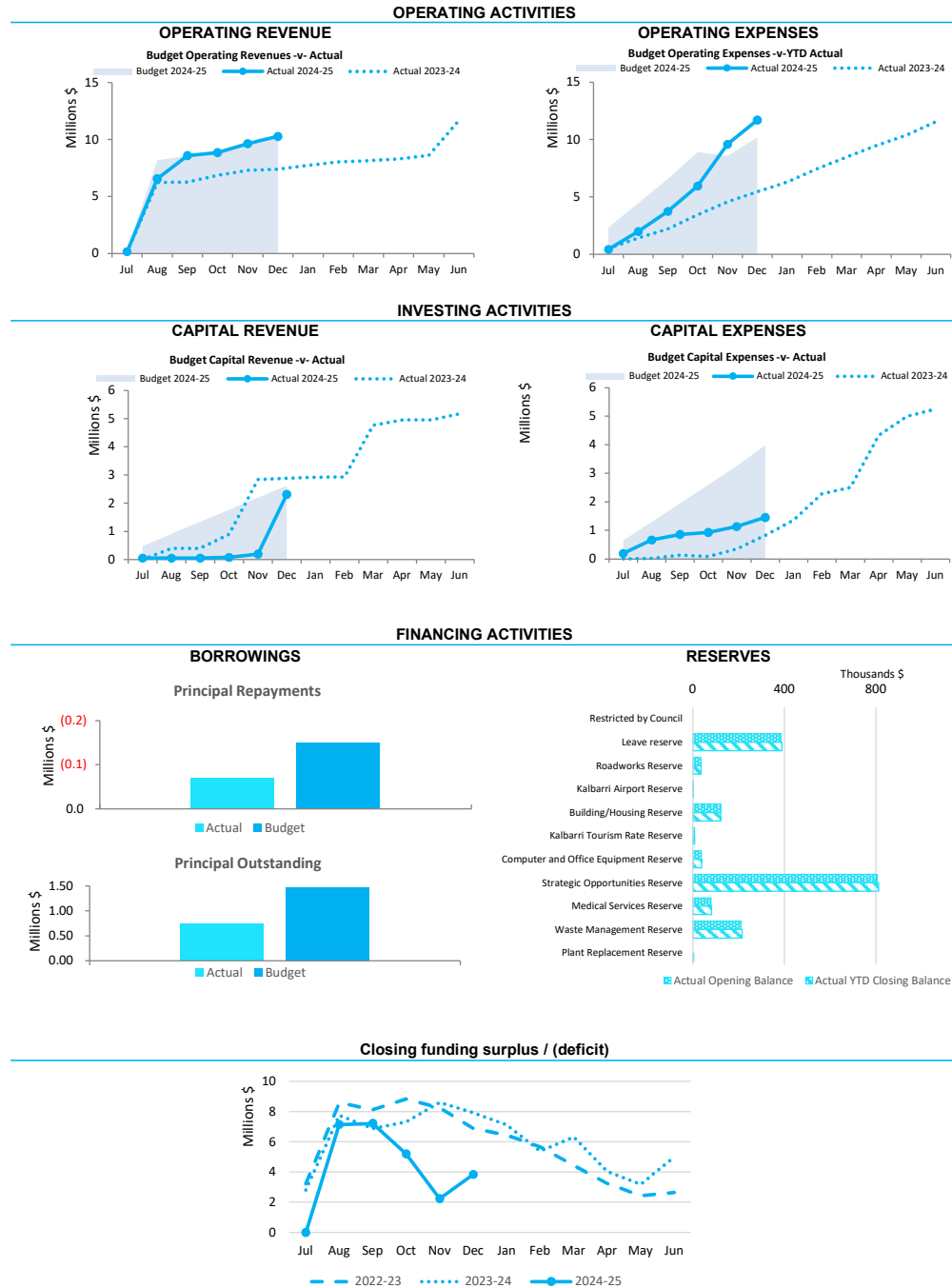
<b>Amount attributable to financing activities</b>				<b>Borrowings</b>			<b>Reserves</b>		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments	(\$0.07 M)		Reserves balance	\$1.71 M	
\$0.41 M	(\$0.07 M)	(\$0.09 M)	(\$0.02 M)	Interest expense	(\$0.01 M)		Interest earned	\$0.02 M	

Refer to Statement of Financial Activity      Refer to 11 - Borrowings      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 DECEMBER 2024

2 KEY INFORMATION - GRAPHICAL



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 DECEMBER 2024**

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash Deposits	Municipal	2,191,341	0.00	2,191,341	0	NAB		At call
Petty Cash	Cash on Hand	1,050	0.00	1,050	0			
Investment	Reserves	0	1,706,405	1,706,405	0	NAB	4.87%	28/03/2025
<b>Total</b>		<b>2,192,391</b>	<b>1,706,405</b>	<b>3,898,796</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,192,391	1,706,405	3,898,796	0			
		<b>2,192,391</b>	<b>1,706,405</b>	<b>3,898,796</b>	<b>0</b>			

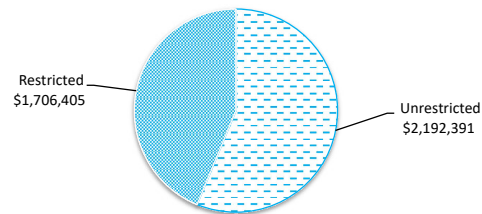
**KEY INFORMATION**

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

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

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

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



SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfer s In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Leave reserve	385,199	5,700	0	0	390,899	385,199	3,736	0	(0)	388,935
Roadworks Reserve	35,809	530	0	0	36,339	35,809	347	0	(0)	36,157
Kalbarri Airport Reserve	2,282	200	10,000	0	12,482	2,282	131	0	(0)	2,413
Building/Housing Reserve	121,455	1,000	20,000	(77,000)	65,455	121,455	655	0	(0)	122,110
Kalbarri Tourism Rate Reserve	6,975	0	0	0	6,975	6,975	0	0	0	6,975
Computer and Office Equipment	37,772	560	0	0	38,332	37,772	367	0	(0)	38,139
Strategic Opportunities Reserve	805,957	9,000	0	(120,000)	694,957	805,957	5,899	0	(0)	811,855
Medical Services Reserve	80,017	2,000	104,996	(25,000)	162,013	80,017	1,311	0	(0)	81,327
Waste Management Reserve	211,088	6,300	0	0	217,388	211,088	4,129	0	(0)	215,217
Plant Replacement Reserve	0	320,000	0	0	320,000	0	3,277	0	(0)	3,277
	<b>1,686,553</b>	<b>345,290</b>	<b>134,996</b>	<b>(222,000)</b>	<b>1,944,839</b>	<b>1,686,553</b>	<b>19,853</b>	<b>0</b>	<b>(0)</b>	<b>1,706,405</b>

SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
<b>Capital acquisitions</b>				
Buildings	1,103,600	556,794	866,852	310,058
Furniture and Equipment	72,000	36,000	10,473	(25,527)
Plant and equipment	557,500	498,744	42,993	(455,751)
<b>Acquisition of property, plant and equipment</b>	<b>1,733,100</b>	<b>1,091,538</b>	<b>920,318</b>	<b>(171,220)</b>
Infrastructure - Roads	5,225,989	2,612,958	486,454	(2,126,504)
Infrastructure - Footpaths & Carpark	247,949	123,954	49,247	(74,707)
Infrastructure - Parks & Ovals	220,445	127,710	0	(127,710)
Infrastructure - Airport	9,000	4,500	0	(4,500)
Infrastructure - Water & Sewer Reticulation	60,000	30,000	0	(30,000)
<b>Acquisition of infrastructure</b>	<b>5,763,383</b>	<b>2,899,122</b>	<b>535,701</b>	<b>(2,363,421)</b>
<b>Total capital acquisitions</b>	<b>7,496,483</b>	<b>3,990,660</b>	<b>1,456,019</b>	<b>(2,534,641)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	5,124,803	2,562,390	2,306,276	(256,114)
Borrowings	817,987	0	0	0
Other (disposals & C/Fwd)	115,500	50,000	0	(50,000)
Reserve accounts				
Leave reserve	0		0	0
Roadworks Reserve	0		0	0
Kalbarri Airport Reserve	0		0	0
Building/Housing Reserve	77,000		0	0
Computer and Office Equipment Reserve	0		0	0
Strategic Opportunities Reserve	120,000		0	0
Medical Services Reserve	25,000		0	0
Reserve account - by council - [describe]	0		0	0
Reserve account - by council - [describe]	0		0	0
Contribution - operations	1,216,193	1,378,270	(850,257)	(2,228,527)
<b>Capital funding total</b>	<b>7,496,483</b>	<b>3,990,660</b>	<b>1,456,019</b>	<b>(2,534,641)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

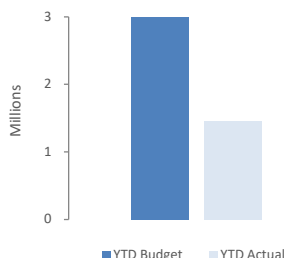
**Initial recognition and measurement for assets held at cost**

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

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

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

Payments for Capital Acquisitions

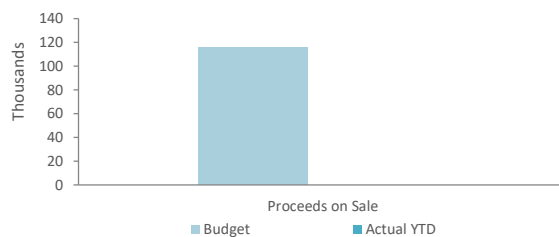


SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
41800	CEO Toyota Prado (P314)	50,000	50,000	0	0			0	0
41760	Tip Truck (Kalb Rubbish P273)	20,000	20,000	0	0			0	0
41735	John Deere Mower P253	8,000	8,000	0	0			0	0
41792	Toyota Fortuna P306	30,000	30,000	0	0			0	0
41739	Mazda BT50 P259	5,000	5,000	0	0			0	0
41757	Dmax Space Cab P270	2,500	2,500	0	0			0	0
		<b>115,500</b>	<b>115,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



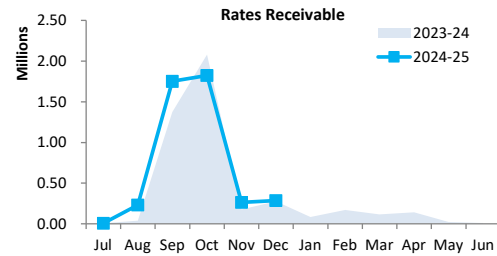
**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024**

**OPERATING ACTIVITIES**

**7 RECEIVABLES**

**Rates receivable**

	30 Jun 2024	31 Dec 2024
	\$	\$
Opening arrears previous years	170,852	213,740
Levied this year	5,150,141	5,398,681
Less - collections to date	(5,107,253)	(4,687,852)
Gross rates collectable	213,740	924,569
<b>Net rates collectable</b>	<b>213,740</b>	<b>924,569</b>
% Collected	96.0%	83.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,385)	2,591,391	4,706	27,763	50,384	2,671,860
Percentage	(0.1%)	97.0%	0.2%	1.0%	1.9%	
<b>Balance per trial balance</b>						
Trade receivables						2,671,860
Rubbish receivables						83,624
GST receivable						39,444
Accrued Income						4,328
Emergency Services Levy						112,430
Pensioner rebates						9,725
<b>Total receivables general outstanding</b>						<b>2,921,411</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

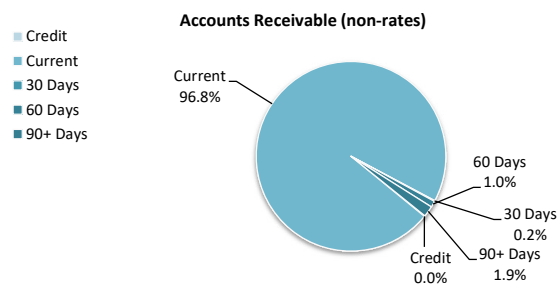
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

**Classification and subsequent measurement**

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

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



**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 December 2024
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	0		(8,755)	(8,755)
<b>Inventory</b>				
Fuel	11,944	(25)		11,919
<b>Land held for resale</b>				
Cost of acquisition	180,000			180,000
<b>Total other current assets</b>	<b>191,944</b>	<b>(25)</b>	<b>(8,755)</b>	<b>183,164</b>

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 DECEMBER 2024**

**OPERATING ACTIVITIES**

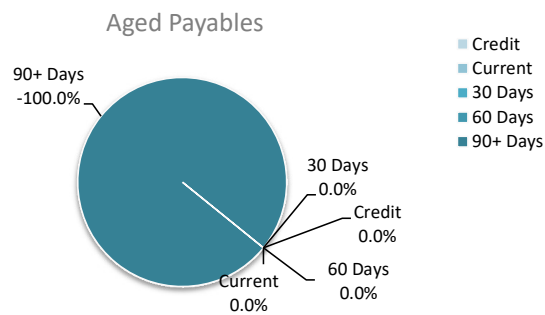
**9 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	(62)	(62)
Percentage	0.0%	0.0%	0.0%	0.0%	100.0%	
<b>Balance per trial balance</b>						
Sundry creditors						(62)
Accrued salaries and wages						14,433
ATO liabilities						289,149
Payroll Deductions Rates						(40)
Prepaid Rates						64,404
Bonds and Deposits						651,931
Accrued Expenditure						(18,036)
<b>Total payables general outstanding</b>						<b>1,001,779</b>

**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.



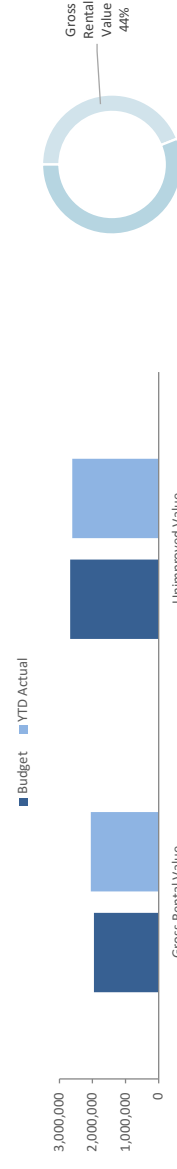
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Budget		YTD Actual	
					Interim Rate Revenue	Total Revenue	Interim Rate Revenue	Total Revenue
				\$	\$	\$	\$	\$
<b>Gross rental value</b>								
Gross Rental Value	0.075526	1,589	25,978,888	1,962,082		1,962,082	53,999	2,052,247
<b>Unimproved value</b>								
Unimproved Value	0.006980	1,086	375,637,420	2,621,949	53,000	2,674,949	(9,636)	2,611,992
<b>Sub-Total</b>		<b>2,675</b>	<b>401,616,308</b>	<b>4,584,031</b>	<b>53,000</b>	<b>4,637,031</b>	<b>44,363</b>	<b>4,664,239</b>
<b>Minimum payment</b>								
<b>Gross rental value</b>								
Gross Rental Value	640	1,016	3,980,160	650,240		650,240		620,473
<b>Unimproved value</b>								
Unimproved Value	640	95	2,905,200	60,800		60,800		54,721
<b>Sub-total</b>		<b>1,111</b>	<b>6,885,360</b>	<b>711,040</b>	<b>0</b>	<b>711,040</b>	<b>0</b>	<b>675,194</b>
<b>Total general rates</b>						<b>5,348,071</b>		<b>5,339,433</b>
<b>Specified area rates</b>								
<b>Rate in \$ (cents)</b>								
Port Gregory Water Supply	0.038680	55	732,992	29,000		29,000		28,350
Kalbarri Tourism Rate	0.001350	1,778	21,918,752	30,000		30,000		29,568
<b>Interim Rates</b>						<b>0</b>	<b>1,330</b>	<b>1,330</b>
<b>Total specified area rates</b>					<b>0</b>	<b>59,000</b>	<b>1,330</b>	<b>59,248</b>
<b>Total</b>						<b>5,407,071</b>		<b>5,398,681</b>

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, 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 DECEMBER 2024

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Staff Housing	154	40,325			(19,999)	(40,325)	20,326	0	(541)	(1,328)
RSL Hall Extensions	156	262,798			(25,085)	(50,428)	237,713	212,370	(2,426)	(6,889)
Plant Purchases	157	210,464			(16,780)	(33,695)	193,684	176,769	(984)	(4,599)
New Housing Loan	159			817,987		(8,331)	0	809,656		(15,322)
		513,587	0	817,987	(61,864)	(132,779)	451,723	1,198,795	(3,951)	(28,138)
<b>Self supporting loans</b>										
Pioneer Lodge		293,819	0	0	(8,755)	(17,684)	285,064	276,135	(1,435)	(13,413)
		293,819	0	0	(8,755)	(17,684)	285,064	276,135	(1,435)	(13,413)
<b>Total</b>		<b>807,406</b>	<b>0</b>	<b>817,987</b>	<b>(70,619)</b>	<b>(150,463)</b>	<b>736,787</b>	<b>1,474,930</b>	<b>(5,386)</b>	<b>(41,551)</b>
Current borrowings		150,463					79,844			
Non-current borrowings		656,944					656,944			
		<b>807,407</b>					<b>736,788</b>			

All debenture repayments were financed by general purpose revenue.  
Self supporting loans are financed by repayments from third parties.

New borrowings 2024-25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Staff Housing		817,987	WATC	Fixed	20					
	0	817,987				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 materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024**

**OPERATING ACTIVITIES**

**12 OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 December 2024
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Capital grant/contributions liabilities		1,096,534	0	0	0	1,096,534
<b>Total other liabilities</b>		1,096,534	0	0	0	1,096,534
<b>Employee Related Provisions</b>						
Provision for annual leave		345,939	0			345,939
Provision for long service leave		449,449	0			449,449
Annual leave oncosts		56,786	0			56,786
LSL oncosts		8,941	0			8,941
<b>Total Provisions</b>		861,115	0	0	0	861,115
<b>Total other current liabilities</b>		<b>1,957,649</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,957,649</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

**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 DECEMBER 2024

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted Budget	YTD	YTD Revenue
	1 July 2024	Liability	Liability	31 Dec 2024	Liability	Revenue	Budget	Actual
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
GRANTS COMMISSION - GENERAL				0		266,918.00	182,488.00	141,827.00
GRANTS COMMISSION (LRCI3 22/23)						98,060.00		0.00
GRANTS COMMISSION - ROADS				0		150,112.00	75,056.00	42,879.00
EMERGENCY SERVICES LEVY - BFB				0		55,730.00	27,624.59	27,864.00
EMERGENCY SERVICES LEVY - SES				0		41,150.00	20,813.41	20,575.00
CONTRIBUTIONS/REIMBURSEMENTS				0		1,484.00	738.00	1,484.00
- MRD MAINTENANCE				0		269,339.00	269,339.00	269,339.00
DFES/DFRAWA INCOME				0		0.00	0.00	2,071,660.00
	0	0	0	0	0	882,793	576,059	2,575,629
<b>Contributions</b>								
CONTRIBUTIONS				0		15,000.00	7,500.00	797.00
OTHER SHIRE LSL CONTRIBUTION				0		0.00	0.00	0.00
OTHER SHIRE LSL CONTRIB.				0		0.00	0.00	0.00
REBATES AND COMMISSIONS				0		35,000.00	17,496.00	1,408.00
LEGAL CHARGES RATES (NO GST)				0		10,000.00	4,998.00	0.00
RATE EQUIVALENT PAYMENTS				0		24,058.00	0.00	1,901.00
REIMBURSEMENTS				0		7,000.00	3,498.00	21,920.00
CONTRIBUTIONS - OTHER				0		5,000.00	2,496.00	8,765.00
REIMBURSEMENTS - OTHER				0		2,000.00	996.00	717.00
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - PIONEER LODGE				0		13,413.00	6,702.00	5,803.00
REIMBURSEMENTS - HOUSING OTHER				0		16,500.00	8,250.00	3,161.00
CONTRIBUTIONS				0		35,000.00	17,496.00	0.00
REIMBURSEMENTS - DRUMMUSTER				0		4,000.00	1,998.00	0.00
REIMBURSE (ADVERTISING/PLANNING COMMISSION)				0		5,000.00	2,496.00	0.00
REIMBURSEMENTS				0		12,500.00	6,246.00	4,108.00
REIMBURSEMENTS				0		2,000.00	996.00	442.00
CONTRIBUTIONS				0		0.00	0.00	37,981.00
REIMBURSEMENTS- REC. CTRE/GOLF CLUB				0		3,300.00	1,650.00	2,015.00
REIMBURSEMENTS				0		0.00	0.00	467.00
CONTRIBUTIONS/REIMBURSEMENTS				0		31,883.00	15,936.00	0.00
CONTRIBUTION (INC STREET LIGHTING)				0		3,750.00	1,872.00	2,599.00
TOURISM AND AREA PROMOTION FUNDING				0		130,000.00	64,998.00	0.00
LEASE FEES - HALF WAY BAY COTTAGES				0		16,000.00	7,998.00	16,000.00
BUILDING REIMBURSEMENTS				0		1,500.00	750.00	395.00
REIMBURSEMENTS				0		10,000.00	4,998.00	3,917.00
LIA (KITSON CIRCUIT) UNITS ANNUAL RENT				0		4,500.00	2,250.00	0.00
REIMBURSEMENTS				0		0.00	0.00	0.00
INSURANCE CLAIMS - VEHICLES				0		2,000.00	996.00	0.00
DIESEL FUEL REBATE				0		45,000.00	22,500.00	26,159.00
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - CEO				0		0.00	0.00	0.00
DFES/DFRAWA INCOME				0		7,597,689.00	3,798,840.00	863,126.00
	0	0	0	0	0	8,116,238	4,046,022	1,023,444
<b>TOTALS</b>								
	0	0	0	0	0	8,999,031	4,622,081	3,599,074

SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Dec 2024	Current Liability 31 Dec 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
ROADS TO RECOVERY FUNDING				0		723,500	361,746	0
BLACKSPOT & MASSACTION FUNDING				0		3,260,912	1,630,452	2,120,000
LRCI - LITTLE BAY ROAD & GREY STREET ASPHALT				0		743,100	371,550	0
WA BIKE NETWORK GRANT				0		95,599	47,796	65,599
REGIONAL ROAD GROUP FUNDING				0		301,692	150,846	120,677
	0	0	0	0	0	5,124,803	2,562,390	2,306,276

**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 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 2024	Amount Received	Amount Paid	Closing Balance 31 Dec 2024
	\$	\$	\$	\$
Transportable House Bonds	17,000	20,000	0	37,000
Footpath Bonds	23,007	3,500	(14,000)	12,507
Building Levies (BCITF & BRB)	346	19,524	(16,374)	3,496
Community Bus Bond	5,400	850	(400)	5,850
Unclaimed Monies - Rates	5,179	0	0	5,179
RSL Hall Key Bond	430	0	0	430
Special Series Plates	4,510	2,790	(1,800)	5,500
Northampton Child Care Association	23,739	76	0	23,815
Horrocks Memorial Wall	1,198	750	(400)	1,548
One Life	940	0	0	940
Rubbish Tip Key Bond	1,800	34	0	1,834
Horrocks - Skate/Pump Park	2,000	0	0	2,000
RSL - Kalbarri Memorial	31,883	0	0	31,883
DOT - Department of Transport	0	159,352	(149,751)	9,602
Rates - Overpaid	30,761	0	0	30,761
Horrocks Lookout	1,353	0	0	1,353
Miscellaneous Deposits	240	0	0	240
Retentions	0	281,049	(115,677)	165,372
	<b>149,787</b>	<b>487,926</b>	<b>(298,402)</b>	<b>339,310</b>

**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 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 \$
<b>Budget adoption</b>						
T901 Emergency Road Repairs	09/24-126	Operating expenses		40,000		40,000
Strategic Opportunities Reserve	09/24-126				(40,000)	0
T901 Emergency Road Repairs	10/24-128	Operating expenses		20,000		20,000
Strategic Opportunities Reserve	10/24-128				(20,000)	0
B020 Kalbarri Refuse Site	10/24-116	Operating expenses		45,000		45,000
Waste Management Reserve	10/24-116				(45,000)	0
T379 Municipal Road Mtce RAV Review	11/24-124	Operating expenses		8,500		8,500
T379 Municipal Road Mtce	11/24-124	Operating expenses			(8,500)	0
Kalbarri Multi-purpose Centre Business Case	12/24-128	Operating expenses		15,000		15,000
Audit Fees	12/24/128	Operating expenses		10,000		25,000
Rate Review	12/24-128	Operating expenses			(25,000)	0
4214 Machinery	12/24-143	Capital expenses		160,000		160,000
Plant Replacement Reserve	12/24-143				(160,000)	0
Operating surplus/(deficit)	12/24-145	Opening surplus(deficit)		317,808		317,808
Strategic Opportunities Reserve	12/24-145				(317,808)	0
				<b>616,308</b>	<b>(616,308)</b>	<b>0</b>

**SHIRE OF NORTHAMPTON**  
**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 31 January 2025**

*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 JANUARY 2025**

	Supplementary	24/25 Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
	Information	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	5,407,071	5,384,983	5,402,228	17,245	0.32%	▲
Grants, subsidies and contributions	13	8,999,031	5,304,614	6,787,495	1,482,881	27.95%	▲
Fees and charges		1,314,913	1,154,706	1,151,834	(2,872)	(0.25%)	
Interest revenue		232,000	143,868	157,366	13,498	9.38%	▲
Profit on asset disposals	6	0	0	26,638	26,638	0.00%	
		<b>15,953,015</b>	<b>11,988,171</b>	<b>13,525,561</b>	<b>1,537,390</b>	<b>12.82%</b>	<b>▲</b>
<b>Expenditure from operating activities</b>							
Employee costs		(4,985,863)	(2,986,371)	(3,108,277)	(121,906)	(4.08%)	▼
Materials and contracts		(10,837,380)	(6,298,271)	(10,869,610)	(4,571,339)	(72.58%)	▼
Utility charges		(363,600)	(211,960)	(142,792)	69,168	32.63%	▲
Depreciation		(2,652,550)	(1,547,259)	(1,526,595)	20,664	1.34%	▲
Finance costs		(41,551)	(24,227)	(8,244)	15,983	65.97%	▲
Insurance		(250,862)	(250,013)	(248,494)	1,519	0.61%	
Other expenditure		(890,804)	(533,023)	(435,176)	97,847	18.36%	▲
		<b>(20,022,610)</b>	<b>(11,851,124)</b>	<b>(16,339,188)</b>	<b>(4,488,064)</b>	<b>(37.87%)</b>	<b>▼</b>
Non-cash amounts excluded from operating activities	Note 2(b)	2,652,550	1,547,259	1,499,957	(47,302)	(3.06%)	▼
<b>Amount attributable to operating activities</b>		<b>(1,417,045)</b>	<b>1,684,306</b>	<b>(1,313,670)</b>	<b>(2,997,976)</b>	<b>(177.99%)</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	5,124,803	2,989,455	2,306,276	(683,179)	(22.85%)	▼
Proceeds from disposal of assets	6	115,500	80,000	80,909	909	1.14%	
Proceeds from financial assets at amortised cost - self supporting loans		17,684	8,755	8,755	0	0.00%	
		<b>5,257,987</b>	<b>3,078,210</b>	<b>2,395,940</b>	<b>(682,270)</b>	<b>(22.16%)</b>	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(1,733,100)	(1,229,295)	(1,316,617)	(87,322)	(7.10%)	▼
Payments for construction of infrastructure	5	(5,763,383)	(3,376,476)	(578,927)	2,797,549	82.85%	▲
		<b>(7,496,483)</b>	<b>(4,605,771)</b>	<b>(1,895,543)</b>	<b>2,710,228</b>	<b>58.84%</b>	
<b>Amount attributable to investing activities</b>		<b>(2,238,496)</b>	<b>(1,527,561)</b>	<b>500,397</b>	<b>2,027,958</b>	<b>132.76%</b>	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new debentures	11	817,987	0	0	0	0.00%	
Transfer from reserves	4	222,000	502,808	502,808	0	0.00%	
		<b>1,039,987</b>	<b>502,808</b>	<b>502,808</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(150,463)	(70,619)	(70,619)	0	0.00%	
Transfer to reserves	4	(480,286)	0	(471,998)	(471,998)	0.00%	
		<b>(630,749)</b>	<b>(70,619)</b>	<b>(542,617)</b>	<b>(471,998)</b>	<b>(668.37%)</b>	
<b>Amount attributable to financing activities</b>		<b>409,238</b>	<b>432,189</b>	<b>(39,809)</b>	<b>(471,998)</b>	<b>(109.21%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		3,092,879	3,092,879	3,188,795	95,916	3.10%	▲
Amount attributable to operating activities		(1,417,045)	1,684,306	(1,313,670)	(2,997,976)	(177.99%)	▼
Amount attributable to investing activities		(2,238,496)	(1,527,561)	500,397	2,027,958	132.76%	▲
Amount attributable to financing activities		409,238	432,189	(39,809)	(471,998)	(109.21%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>(153,424)</b>	<b>3,681,813</b>	<b>2,335,713</b>	<b>(1,346,100)</b>	<b>(36.56%)</b>	<b>▼</b>

**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 JANUARY 2025**

	Supplementary Information	30-Jun-24 \$	31 January 2025 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	6,855,126	4,171,852
Trade and other receivables		787,252	1,578,064
Other financial assets		0	(8,755)
Inventories	8	191,944	216,812
<b>TOTAL CURRENT ASSETS</b>		<b>7,834,322</b>	<b>5,957,973</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		90,709	90,709
Other financial assets		376,990	376,990
Property, plant and equipment		36,369,643	37,012,348
Infrastructure		135,210,127	134,882,098
<b>TOTAL NON-CURRENT ASSETS</b>		<b>172,047,469</b>	<b>172,362,145</b>
<b>TOTAL ASSETS</b>		<b>179,881,791</b>	<b>178,320,118</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	1,565,880	581,928
Other liabilities	12	1,096,534	1,096,534
Borrowings	11	150,463	79,844
Employee related provisions	12	861,115	861,115
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,673,992</b>	<b>2,619,421</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	656,944	656,944
Employee related provisions		127,185	127,185
Other provisions		1,539,048	1,539,048
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>2,323,177</b>	<b>2,323,177</b>
<b>TOTAL LIABILITIES</b>		<b>5,997,169</b>	<b>4,942,598</b>
<b>NET ASSETS</b>		<b>173,884,622</b>	<b>173,377,520</b>
<b>EQUITY</b>			
Retained surplus		90,536,314	90,060,023
Reserve accounts	4	1,686,553	1,655,742
Revaluation surplus		81,661,755	81,661,755
<b>TOTAL EQUITY</b>		<b>173,884,622</b>	<b>173,377,520</b>

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

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2025

### 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 POLICIES

Significant accounting 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 04 February 2025

**SHIRE OF NORTHAMPTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JANUARY 2025**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

	Supplementary Information	Adopted Budget Opening 1 July 2024	Actual as at 30 June 2024	Year to Date 31 January 2025
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	3	6,855,126	6,855,126	4,171,852
Trade and other receivables		593,028	787,252	1,578,064
Other financial assets		17,684	0	(8,755)
Inventories	8	191,944	191,944	216,812
		<u>7,657,782</u>	<u>7,834,322</u>	<u>5,957,973</u>
<b>Less: current liabilities</b>				
Trade and other payables	9	(1,266,323)	(1,565,880)	(581,928)
Other liabilities	12	(1,096,534)	(1,096,534)	(1,096,534)
Borrowings	11	(150,463)	(150,463)	(79,844)
Employee related provisions	12	(744,555)	(861,115)	(861,115)
		<u>(3,257,875)</u>	<u>(3,673,992)</u>	<u>(2,619,421)</u>
<b>Net current assets</b>		<b>4,399,907</b>	<b>4,160,330</b>	<b>3,338,552</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(1,001,050)	(971,535)	(1,002,839)
<b>Closing funding surplus / (deficit)</b>		<b>3,398,857</b>	<b>3,188,795</b>	<b>2,335,713</b>

**(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*.

		30 June 2025	YTD Budget (a)	YTD Actual (b)
		Adopted Budget		
		\$	\$	\$
<b>Non-cash amounts excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	0	0	(26,638)
Add: Depreciation		2,652,550	1,547,259	1,526,595
<b>Total non-cash amounts excluded from operating activities</b>		<b>2,652,550</b>	<b>1,547,259</b>	<b>1,499,957</b>

**(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 1/07/2024	Last Year Closing 30 June 2024	Year to Date 31 January 2025
		\$	\$	\$
<b>Adjustments to net current assets</b>				
Less: Reserve accounts	4	(1,686,553)	(1,686,553)	(1,655,742)
Less: Financial assets at amortised cost - self supporting loans	8	(17,684)	0	8,755
- Land held for resale		(180,000)	(180,000)	(180,000)
- Rates receivable				(250)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	150,463	150,463	79,844
- Current portion of employee benefit provisions		732,724	744,555	744,555
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(1,001,050)</b>	<b>(971,535)</b>	<b>(1,002,838)</b>

**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 JANUARY 2025**

**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 2024-25 year is \$10,000 and 0.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>General rates</b>	17,245	0.32%	▲
Interim Rates			
<b>Grants, subsidies and contributions</b>	1,482,881	27.95%	▲
Timing in receiving grants, DFRAWA \$1,379,937, Grants Commission (\$40,661). LRCI3 22/23 (\$98,060) permanent.			
<b>Interest revenue</b>	13,498	9.38%	▲
Timing/Cash in bank/Interest Rate return.			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	(121,906)	(4.08%)	▼
Timing.			
<b>Materials and contracts</b>	(4,571,339)	(72.58%)	▼
YTD Budget Timing, DFRAWA works completed by Dec 2024 \$8,756,204			
<b>Utility charges</b>	69,168	32.63%	▲
Timing.			
<b>Depreciation</b>	20,664	1.34%	▲
Timing			
<b>Finance costs</b>	15,983	65.97%	▲
YTD Budget Timing.			
<b>Other expenditure</b>	97,847	18.36%	▲
YTD Budget Timing will reconcile.			
<b>Non-cash amounts excluded from operating activities</b>	(47,302)	(3.06%)	▼
Timing. Vehicle Profit \$26,638, Depreciation (\$20,664)			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(683,179)	(22.85%)	▼
Timing as funds are received. R2R (\$422,037), MASS Action \$217,806, LRCI (433,475)			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	(87,322)	(7.10%)	▼
Timing, will reconcile as purchases are completed.			
<b>Payments for construction of infrastructure</b>	2,797,549	82.85%	▲
Timing, will reconcile as capital work progresses.			
<b>Surplus or deficit at the start of the financial year</b>	95,916	3.10%	▲
Variance budget c/f position.			
<b>Surplus or deficit after imposition of general rates</b>	(1,346,100)	(36.56%)	▼
Due to variances described above/timing.			

**SHIRE OF NORTHAMPTON**  
**SUPPLEMENTARY INFORMATION**  
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**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2025**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

	<b>Funding surplus / (deficit)</b>			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.09 M	\$3.09 M	\$3.19 M	\$0.10 M
Closing	(\$0.15 M)	\$3.68 M	\$2.34 M	(\$1.35 M)

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$4.17 M	% of total		\$0.58 M	% Outstanding		\$0.77 M	% Collected
Unrestricted Cash	\$2.52 M	60.3%	Trade Payables	\$0.00 M		Rates Receivable	\$0.81 M	85.5%
Restricted Cash	\$1.66 M	39.7%	0 to 30 Days		6.3%	Trade Receivable	\$0.77 M	% Outstanding
			Over 30 Days		93.6%	Over 30 Days		101.9%
			Over 90 Days		(1.6%)	Over 90 Days		86.2%
Refer to 3 - Cash and Financial Assets			Refer to 9 - Payables			Refer to 7 - Receivables		

**Key Operating Activities**

<b>Amount attributable to operating activities</b>							
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)				
(\$1.42 M)	\$1.68 M	(\$1.31 M)	(\$3.00 M)				

Refer to Statement of Financial Activity

<b>Rates Revenue</b>			<b>Grants and Contributions</b>			<b>Fees and Charges</b>		
YTD Actual	\$5.40 M	% Variance	YTD Actual	\$6.79 M	% Variance	YTD Actual	\$1.15 M	% Variance
YTD Budget	\$5.38 M	0.3%	YTD Budget	\$5.30 M	28.0%	YTD Budget	\$1.15 M	(0.2%)

Refer to 10 - Rate Revenue      Refer to 13 - Grants and Contributions      Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>							
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)				
(\$2.24 M)	(\$1.53 M)	\$0.50 M	\$2.03 M				

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>			<b>Asset Acquisition</b>			<b>Capital Grants</b>		
YTD Actual	\$0.08 M	%	YTD Actual	\$0.58 M	% Spent	YTD Actual	\$2.31 M	% Received
Adopted Budget	\$0.12 M	(29.9%)	Adopted Budget	\$5.76 M	(90.0%)	Adopted Budget	\$5.12 M	(55.0%)

Refer to 6 - Disposal of Assets      Refer to 5 - Capital Acquisitions      Refer to 5 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>							
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)				
\$0.41 M	\$0.43 M	(\$0.04 M)	(\$0.47 M)				

Refer to Statement of Financial Activity

<b>Borrowings</b>			<b>Reserves</b>					
Principal repayments	(\$0.07 M)		Reserves balance	\$1.66 M				
Interest expense	(\$0.01 M)		Interest earned	\$0.02 M				
Principal due	\$0.74 M							

Refer to 11 - Borrowings      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 JANUARY 2025

2 KEY INFORMATION - GRAPHICAL



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 JANUARY 2025**

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash Deposits	Municipal	2,515,060	0.00	2,515,060	0	NAB		At call
Petty Cash	Cash on Hand	1,050	0.00	1,050	0			
Investment	Reserves	(0)	1,655,742	1,655,742	0	NAB	4.87%	28/03/2025
<b>Total</b>		<b>2,516,110</b>	<b>1,655,742</b>	<b>4,171,852</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,516,110	1,655,742	4,171,852	0			
		<b>2,516,110</b>	<b>1,655,742</b>	<b>4,171,852</b>	<b>0</b>			

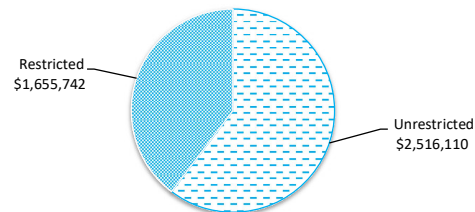
**KEY INFORMATION**

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

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

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

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





SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2025

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfer s In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Leave reserve	385,199	5,700	0	0	390,899	385,199	4,141	0	(0)	389,339
Roadworks Reserve	35,809	530	0	0	36,339	35,809	385	0	(0)	36,194
Kalbarri Airport Reserve	2,282	200	10,000	0	12,482	2,282	145	10,000	(0)	12,427
Building/Housing Reserve	121,455	1,000	20,000	(77,000)	65,455	121,455	726	20,000	(0)	142,181
Kalbarri Tourism Rate Reserve	6,975	0	0	0	6,975	6,975	0	0	0	6,975
Computer and Office Equipment	37,772	560	0	0	38,332	37,772	407	0	(0)	38,179
Strategic Opportunities Reserve	805,957	9,000	0	(120,000)	694,957	805,957	6,537	0	(317,808)	494,686
Medical Services Reserve	80,017	2,000	104,996	(25,000)	162,013	80,017	1,453	104,996	(25,000)	161,465
Waste Management Reserve	211,088	6,300	0	0	217,388	211,088	4,576	0	(0)	215,664
Plant Replacement Reserve	0	320,000	0	0	320,000	0	3,632	315,000	(160,000)	158,632
	<b>1,686,553</b>	<b>345,290</b>	<b>134,996</b>	<b>(222,000)</b>	<b>1,944,839</b>	<b>1,686,553</b>	<b>22,002</b>	<b>449,996</b>	<b>(502,808)</b>	<b>1,655,742</b>

SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2025

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
<b>Capital acquisitions</b>				
Buildings	1,103,600	647,926	883,262	235,336
Furniture and Equipment	72,000	42,000	10,473	(31,527)
Plant and equipment	557,500	539,369	422,882	(116,487)
<b>Acquisition of property, plant and equipment</b>	<b>1,733,100</b>	<b>1,229,295</b>	<b>1,316,617</b>	<b>87,322</b>
Infrastructure - Roads	5,225,989	3,048,451	508,709	(2,539,742)
Infrastructure - Footpaths & Carpark	247,949	144,613	50,338	(94,275)
Infrastructure - Parks & Ovals	220,445	143,162	0	(143,162)
Infrastructure - Airport	9,000	5,250	0	(5,250)
Infrastructure - Water & Sewer Reticulation	60,000	35,000	19,880	(15,120)
<b>Acquisition of infrastructure</b>	<b>5,763,383</b>	<b>3,376,476</b>	<b>578,927</b>	<b>(2,797,549)</b>
<b>Total capital acquisitions</b>	<b>7,496,483</b>	<b>4,605,771</b>	<b>1,895,543</b>	<b>(2,710,228)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	5,124,803	2,989,455	2,306,276	(683,179)
Borrowings	817,987	0	0	0
Other (disposals & C/Fwd)	115,500	80,000	80,909	909
Reserve accounts				
Leave reserve	0		0	0
Roadworks Reserve	0		0	0
Kalbarri Airport Reserve	0		0	0
Building/Housing Reserve	77,000		0	0
Computer and Office Equipment Reserve	0		0	0
Strategic Opportunities Reserve	120,000		317,808	317,808
Medical Services Reserve	25,000		25,000	25,000
Waste Management Reserve	0		0	0
Plant Replacement Reserve	0		160,000	160,000
Contribution - operations	1,216,193	1,536,316	(994,450)	(2,530,766)
<b>Capital funding total</b>	<b>7,496,483</b>	<b>4,605,771</b>	<b>1,895,543</b>	<b>(2,710,228)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

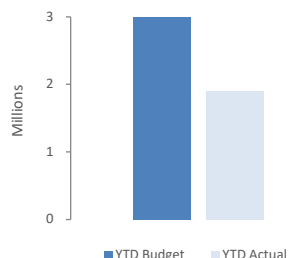
**Initial recognition and measurement for assets held at cost**

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

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

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

Payments for Capital Acquisitions



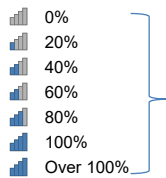
SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2025

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



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

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

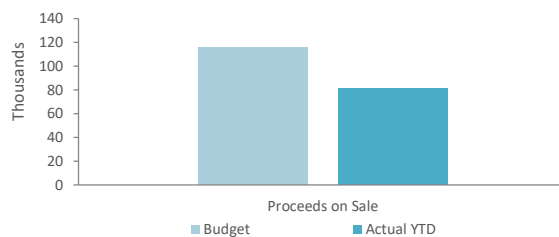
Account Description	Adopted		YTD Actual	Variance
	Budget	YTD Budget		(Under)/Over
	\$	\$	\$	\$
CEO Vehicle	100,000	99,996	74,998	24,998
Governance/Administration (Furniture & Equipment)	72,000	42,000	10,473	31,527
				0
				0
				0
Modula Housing/Rake PI	973,600	567,931	838,272	-270,341
				0
Port Gregory Toilet Block (relocation) slab, plumbing	35,000	5,833	0	5,833
				0
Whiting Pool stairs/walkway	55,000	32,081	0	32,081
Kalbarri Oval Fencing	130,445	76,083	0	76,083
				0
Matt Burrell Roof Replacement	45,000	45,000	44,990	10
Horrocks Tank North (50,000lt)	35,000	34,998	0	34,998
				0
Road Construction	5,225,989	3,048,451	508,709	2,539,742
Footpath/Carpark Construction	247,949	144,613	50,338	94,275
Transport Vehicle Purchases	302,500	284,375	208,063	76,312
				0
Transport Vehicle Purchases	155,000	154,998	139,821	15,177
				0
Nton Depot Stephen St Fencing	50,000	29,162	0	29,162
Kalbarri Airport Tiedowns	9,000	5,250	0	5,250
				0
Port Gregory Tank (Midway)	60,000	35,000	19,880	15,120
	7,496,483	4,605,771	1,895,543	2,710,228

SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2025

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
41800	CEO Toyota Prado (P314)	50,000	50,000	0	0	39,852	48,182	8,330	0
41760	Tip Truck (Kalb Rubbish P273)	20,000	20,000	0	0			0	0
41735	John Deere Mower P253	8,000	8,000	0	0			0	0
41792	Toyota Fortuna P306	30,000	30,000	0	0	14,420	32,727	18,307	0
41739	Mazda BT50 P259	5,000	5,000	0	0			0	0
41757	Dmax Space Cab P270	2,500	2,500	0	0			0	0
		<b>115,500</b>	<b>115,500</b>	<b>0</b>	<b>0</b>	<b>54,272</b>	<b>80,909</b>	<b>26,637</b>	<b>0</b>

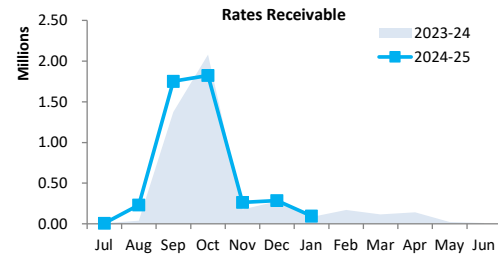


SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2025

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2024	31 Jan 2025
	\$	\$
Opening arrears previous years	170,852	213,740
Levied this year	5,150,141	5,402,478
Less - collections to date	(5,107,253)	(4,803,474)
Gross rates collectable	213,740	812,744
<b>Net rates collectable</b>	<b>213,740</b>	<b>812,744</b>
% Collected	96.0%	85.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,482)	841	10,382	3,310	75,195	87,246
Percentage	(2.8%)	1.0%	11.9%	3.8%	86.2%	
<b>Balance per trial balance</b>						
Trade receivables						87,246
Rubbish receivables						73,518
GST receivable						491,325
Emergency Services Levy						104,013
Pensioner rebates						9,218
<b>Total receivables general outstanding</b>						<b>765,320</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

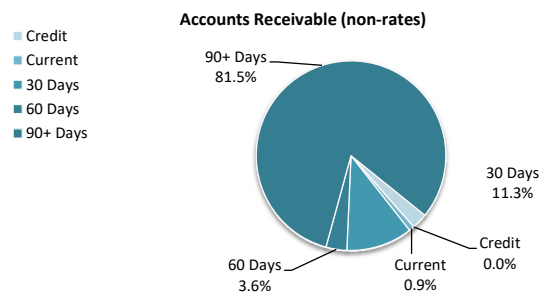
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2025**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 January 2025
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	0		(8,755)	(8,755)
<b>Inventory</b>				
Fuel	11,944	24,868		36,812
<b>Land held for resale</b>				
Cost of acquisition	180,000			180,000
<b>Total other current assets</b>	<b>191,944</b>	<b>24,868</b>	<b>(8,755)</b>	<b>208,057</b>
<b>Amounts shown above include GST (where applicable)</b>				

**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 JANUARY 2025**

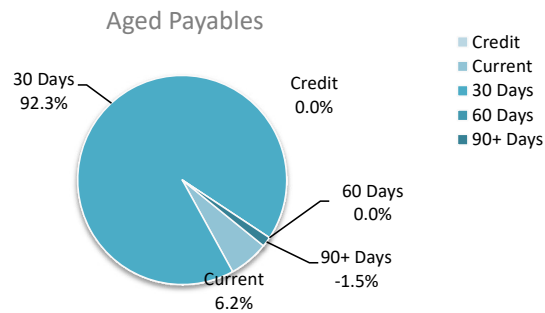
**OPERATING ACTIVITIES**

**9 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - general	0	250	3,750	0	(62)	3,938
Percentage	0.0%	6.3%	95.2%	0.0%	-1.6%	
<b>Balance per trial balance</b>						
Sundry creditors						3,938
Accrued salaries and wages						12,283
ATO liabilities						154,116
Payroll Deductions Rates						(40)
Prepaid Rates						69,664
Bonds and Deposits						360,003
Accrued Expenditure						(18,036)
<b>Total payables general outstanding</b>						<b>581,928</b>
<b>Amounts shown above include GST (where applicable)</b>						

**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.



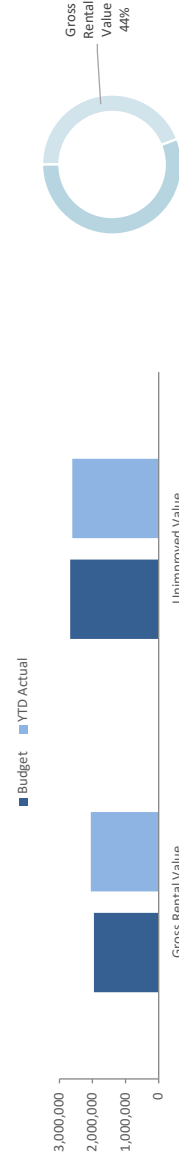
# 10 RATE REVENUE

## General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Budget		YTD Actual	
					Interim Rate Revenue	Total Revenue	Interim Rate Revenue	Total Revenue
				\$	\$	\$	\$	\$
<b>Gross rental value</b>								
Gross Rental Value	0.075526	1,589	25,978,888	1,962,082		1,962,082	57,741	2,055,989
<b>Unimproved value</b>								
Unimproved Value	0.006980	1,086	375,637,420	2,621,949	53,000	2,674,949	(9,636)	2,611,992
<b>Sub-Total</b>		<b>2,675</b>	<b>401,616,308</b>	<b>4,584,031</b>	<b>53,000</b>	<b>4,637,031</b>	<b>48,105</b>	<b>4,667,981</b>
<b>Minimum payment</b>								
Gross rental value	\$	640	1,016	3,980,160	650,240	650,240		620,473
Gross Rental Value	640	95	2,905,200	60,800		60,800	54,721	54,721
<b>Unimproved value</b>								
Unimproved Value		<b>1,111</b>	<b>6,885,360</b>	<b>711,040</b>	<b>0</b>	<b>711,040</b>	<b>675,194</b>	<b>675,194</b>
<b>Sub-total</b>						<b>5,348,071</b>	<b>0</b>	<b>5,343,175</b>
<b>Total general rates</b>								
<b>Specified area rates</b>								
Port Gregory Water Supply	55		732,992	29,000		29,000	28,350	28,350
Kalbarri Tourism Rate	0.038680	1,778	21,918,752	30,000		30,000	29,568	29,568
Interim Rates	0.001350					0	1,385	1,385
<b>Total specified area rates</b>				<b>22,651,744</b>	<b>59,000</b>	<b>59,000</b>	<b>1,385</b>	<b>59,303</b>
<b>Total</b>						<b>5,407,071</b>		<b>5,402,478</b>

## 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 January 2025, 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 JANUARY 2025

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Staff Housing	154	40,325			(19,999)	(40,325)	20,326	0	(750)	(1,328)
RSL Hall Extensions	156	262,798			(25,085)	(50,428)	237,713	212,370	(3,344)	(6,889)
Plant Purchases	157	210,464			(16,780)	(33,695)	193,684	176,769	(1,702)	(4,599)
New Housing Loan	159			817,987		(8,331)	0	809,656		(15,322)
		513,587	0	817,987	(61,864)	(132,779)	451,723	1,198,795	(5,795)	(28,138)
<b>Self supporting loans</b>										
Pioneer Lodge		293,819	0	0	(8,755)	(17,684)	285,064	276,135	(2,448)	(13,413)
		293,819	0	0	(8,755)	(17,684)	285,064	276,135	(2,448)	(13,413)
<b>Total</b>		<b>807,406</b>	<b>0</b>	<b>817,987</b>	<b>(70,619)</b>	<b>(150,463)</b>	<b>736,787</b>	<b>1,474,930</b>	<b>(8,243)</b>	<b>(41,551)</b>
Current borrowings		150,463					79,844			
Non-current borrowings		656,944					656,944			
		<b>807,407</b>					<b>736,788</b>			

All debenture repayments were financed by general purpose revenue.  
Self supporting loans are financed by repayments from third parties.

New borrowings 2024-25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Staff Housing		817,987	WATC	Fixed	20					
	0	817,987				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 materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2025**

**OPERATING ACTIVITIES**

**12 OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 January 2025
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Capital grant/contributions liabilities		1,096,534	0	0	0	1,096,534
<b>Total other liabilities</b>		1,096,534	0	0	0	1,096,534
<b>Employee Related Provisions</b>						
Provision for annual leave		345,939	0			345,939
Provision for long service leave		449,449	0			449,449
Annual leave oncosts		56,786	0			56,786
LSL oncosts		8,941	0			8,941
<b>Total Provisions</b>		861,115	0	0	0	861,115
<b>Total other current liabilities</b>		<b>1,957,649</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,957,649</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

**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 JANUARY 2025

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted Budget	YTD	YTD Revenue
	1 July 2024	Liability	Liability	31 Jan 2025	Liability	Revenue	Budget	Actual
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
GRANTS COMMISSION - GENERAL				0		266,918.00	182,488.00	141,827.00
GRANTS COMMISSION (LRCI3 22/23)						98,060.00		0.00
GRANTS COMMISSION - ROADS				0		150,112.00	75,056.00	42,879.00
EMERGENCY SERVICES LEVY - BFB				0		55,730.00	32,228.69	27,864.00
EMERGENCY SERVICES LEVY - SES				0		41,150.00	24,282.31	20,575.00
CONTRIBUTIONS/REIMBURSEMENTS				0		1,484.00	861.00	1,484.00
- MRD MAINTENANCE				0		269,339.00	269,339.00	269,339.00
DFES/DFRAWA INCOME				0		0.00	0.00	2,071,660.00
	0	0	0	0	0	882,793	584,255	2,575,629
<b>Contributions</b>								
CONTRIBUTIONS				0		15,000.00	8,750.00	797.00
OTHER SHIRE LSL CONTRIBUTION				0		0.00	0.00	0.00
OTHER SHIRE LSL CONTRIB.				0		0.00	0.00	0.00
REBATES AND COMMISSIONS				0		35,000.00	20,412.00	11,280.00
LEGAL CHARGES RATES (NO GST)				0		10,000.00	5,831.00	0.00
RATE EQUIVALENT PAYMENTS				0		24,058.00	0.00	1,901.00
REIMBURSEMENTS				0		7,000.00	4,081.00	21,920.00
CONTRIBUTIONS - OTHER				0		5,000.00	2,912.00	8,765.00
REIMBURSEMENTS - OTHER				0		2,000.00	1,162.00	717.00
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - PIONEER LODGE				0		13,413.00	7,819.00	5,803.00
REIMBURSEMENTS - HOUSING OTHER				0		16,500.00	9,625.00	3,161.00
CONTRIBUTIONS				0		35,000.00	20,412.00	0.00
REIMBURSEMENTS - DRUMMUSTER				0		4,000.00	2,331.00	0.00
REIMBURSE (ADVERTISING/PLANNING COMMISSION)				0		5,000.00	2,912.00	0.00
REIMBURSEMENTS				0		12,500.00	7,287.00	4,108.00
REIMBURSEMENTS				0		2,000.00	1,162.00	1,164.00
CONTRIBUTIONS				0		0.00	0.00	37,981.00
REIMBURSEMENTS- REC. CTRE/GOLF CLUB				0		3,300.00	1,925.00	2,015.00
REIMBURSEMENTS				0		0.00	0.00	498.00
CONTRIBUTIONS/REIMBURSEMENTS				0		31,883.00	18,592.00	0.00
CONTRIBUTION (INC STREET LIGHTING)				0		3,750.00	2,184.00	2,599.00
TOURISM AND AREA PROMOTION FUNDING				0		130,000.00	75,831.00	0.00
LEASE FEES - HALF WAY BAY COTTAGES				0		16,000.00	9,331.00	16,000.00
BUILDING REIMBURSEMENTS				0		1,500.00	875.00	508.00
REIMBURSEMENTS				0		10,000.00	5,831.00	4,052.00
LIA (KITSON CIRCUIT) UNITS ANNUAL RENT				0		4,500.00	2,625.00	0.00
REIMBURSEMENTS				0		0.00	0.00	0.00
INSURANCE CLAIMS - VEHICLES				0		2,000.00	1,162.00	418.00
DIESEL FUEL REBATE				0		45,000.00	26,250.00	26,159.00
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - CEO				0		0.00	0.00	0.00
DFES/DFRAWA INCOME				0		7,597,689.00	4,431,980.00	4,040,257.00
	0	0	0	0	0	8,116,238	4,720,359	4,211,866
<b>TOTALS</b>								
	0	0	0	0	0	8,999,031	5,304,614	6,787,496

SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2025

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jan 2025	Current Liability 31 Jan 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
ROADS TO RECOVERY FUNDING				0		723,500	422,037	0
BLACKSPOT & MASSACTION FUNDING				0		3,260,912	1,902,194	2,120,000
LRCI - LITTLE BAY ROAD & GREY STREET ASPHALT				0		743,100	433,475	0
WA BIKE NETWORK GRANT				0		95,599	55,762	65,599
REGIONAL ROAD GROUP FUNDING				0		301,692	175,987	120,677
	0	0	0	0	0	5,124,803	2,989,455	2,306,276

**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2025**

**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 2024	Amount Received	Amount Paid	Closing Balance 31 Jan 2025
	\$	\$	\$	\$
Transportable House Bonds	17,000	20,000	0	37,000
Footpath Bonds	23,007	3,500	(15,500)	11,007
Building Levies (BCITF & BRB)	346	20,783	(18,453)	2,676
Community Bus Bond	5,400	850	(800)	5,450
Unclaimed Monies - Rates	5,179	1,223	0	6,401
RSL Hall Key Bond	430	0	0	430
Special Series Plates	4,510	3,410	(2,200)	5,720
Northampton Child Care Association	23,739	76	0	23,815
Horrocks Memorial Wall	1,198	750	(400)	1,548
One Life	940	0	0	940
Rubbish Tip Key Bond	1,800	34	0	1,834
Horrocks - Skate/Pump Park	2,000	0	0	2,000
RSL - Kalbarri Memorial	31,883	0	0	31,883
DOT - Department of Transport	0	174,618	(174,618)	0
Rates - Overpaid	30,761	0	0	30,761
Horrocks Lookout	1,353	0	0	1,353
Miscellaneous Deposits	240	0	0	240
Retentions	312,620	281,049	(396,726)	196,943
	<b>462,407</b>	<b>506,293</b>	<b>(608,698)</b>	<b>360,002</b>

**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2025**

**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 \$
<b>Budget adoption</b>						
T901 Emergency Road Repairs	09/24-126	Operating expenses		40,000		40,000
Strategic Opportunities Reserve	09/24-126				(40,000)	0
T901 Emergency Road Repairs	10/24-128	Operating expenses		20,000		20,000
Strategic Opportunities Reserve	10/24-128				(20,000)	0
B020 Kalbarri Refuse Site	10/24-116	Operating expenses		45,000		45,000
Waste Management Reserve	10/24-116				(45,000)	0
T379 Municipal Road Mtce RAV Review	11/24-124	Operating expenses		8,500		8,500
T379 Municipal Road Mtce	11/24-124	Operating expenses			(8,500)	0
Kalbarri Multi-purpose Centre Business Case	12/24-128	Operating expenses		15,000		15,000
Audit Fees	12/24/128	Operating expenses		10,000		25,000
Rate Review	12/24-128	Operating expenses			(25,000)	0
4214 Machinery	12/24-143	Capital expenses		160,000		160,000
Plant Replacement Reserve	12/24-143				(160,000)	0
Operating surplus/(deficit)	12/24-145	Opening surplus(deficit)		317,808		317,808
Strategic Opportunities Reserve	12/24-145				(317,808)	0
				<b>616,308</b>	<b>(616,308)</b>	<b>0</b>

## ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT #	Date	Name/Payee	Description	Amount
EFT27170	18/10/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 157	18464.02
EFT27171	26/11/2024	NEO CIVIL ENGINEERING CONTRACTORS	DRFA COASTAL INFRASTRUCTURE REPAIRS 4TH PROGRESS PAYMENT	2939445.85
EFT27172	11/12/2024	AARO GROUP PTY LTD	KALBARRI SEWER MAINS EXTENSION AGRN965	13994.15
EFT27173	11/12/2024	BUILDING & CONST INDUSTRY TRAINING FUND	2ND PROGRESS PAYMENT	1229.25
EFT27174	11/12/2024	DEPT OF MINES, IND REGULATION & SAFETY	BCITF NOV 24	1540.57
EFT27175	11/12/2024	PHIL GRAYS TRANSPORT	BRB NOV 24	31531.50
EFT27176	11/12/2024	MCDONALDS WHOLESALERS	TEMP WORKERS ACCOM KALBARRI SAND	
EFT27177	11/12/2024	WACHS WA COUNTRY HEALTH SERVICE	CARTAGE	1595.00
EFT27178	11/12/2024	READY INDUSTRIES PTY LTD	KALBARRI DEPOT ICE MACHINE	4400.00
EFT27179	18/12/2024	AW CRAGAN & ALLCAPRI PTY LTD	COMMUNITY GRANT R1 NTON HOSPITAL	5963.10
EFT27180	18/12/2024	ARROW BRONZE	PORTABLE TOILET & TRAILER	1925.00
EFT27181	18/12/2024	AZIMUTH BUILDING & CONSTRUCTION	RAKE PL EARTHWORKS, BOBCAT & EXCAVATOR HIRE VARIOUS OTHER	728.31
EFT27182	18/12/2024	BROCK LUCEV	NTON CEMETERY PLAQUE	43032.00
EFT27183	18/12/2024	ANDREW CAMPBELL	MATT BURRELL PAV ROOF REPLACEMENT, NTON CHAMBERS AC WORKS	25.60
EFT27184	18/12/2024	CAT WEST PTY LTD	REIMB TEMP MOVEMENT PERMIT	225.00
EFT27185	18/12/2024	D'GUY CHARTERS	REIMB TELSTRA MOBILE	1804.00
EFT27186	18/12/2024	SIMON JOHN ALLAN DRAGE	STOCK EMULSION	200.00
EFT27187	18/12/2024	GMW RADIATORS	REIMB BUS BOND	3228.50
EFT27188	18/12/2024	KALBARRI GAS & FENCING	FIREBREAKS & SLASHING SHIRE MANAGED PROPERTIES, NTON OFFICE DOOR REPAIRS	80.00
EFT27189	18/12/2024	KEMPTON ELECTRICAL CONTRACTING	ROLLER RADIATOR HOSE	9440.00
EFT27190	18/12/2024	LITTLE LEAF KALBARRI PTY LTD	KAL REC CENTRE REPLACE RAILING	14765.20
EFT27191	18/12/2024	ROBERT MCKENZIE	NCC REPLACE 3 X A/C, VARIOUS OTHER ELECTRICAL REPAIRS	2860.00
EFT27192	18/12/2024	BRIAN ROBINSON	REFRESHMENTS XMAS PARTY	103.88
EFT27193	18/12/2024	SANDRA STOCKSTANDEN	REIMB FUEL AIRPORT TRAINING	841.00
EFT27194	18/12/2024	SYNERGY	REIMB TELSTRA MOBILE	183.50
EFT27195	18/12/2024	SPENCER ROBERTS	REIMB FUEL AIRPORT TRAINING	28552.24
EFT27196	18/12/2024	TELSTRA	ELECTRICITY CHARGES	38.94
EFT27197	18/12/2024	BOB WADDELL & ASSOCIATES PTY LTD	REIMB ENTRY STATEMENT LIGHTS TELEPHONE CHARGES ACCOUNTING ASSISTANCE ANNUAL FINANCIAL STATEMENTS	1150.09 3696.00

## ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT27198	18/12/2024	WESTERN AUSTRALIAN TREASURY CORP	LOAN 156	27791.42
EFT27199	20/12/2024	ALL CLEANING AND MAINTENANCE	REIMB LANDSCAPING BOND	10000.00
EFT27200	20/12/2024	ADEPT TASK ADMIN	RECORDS PROJECT	2975.00
EFT27201	20/12/2024	AERODROME MANAGEMENT SERVICES	KALBARRI AIRPORT MANAGEMENT TRAINING	7965.00
EFT27202	20/12/2024	MICHELLE HELEN ALLEN	REIMB TRAVEL, PHONE COSTS, STATIONERY	630.80
EFT27203	20/12/2024	AMD AUDIT & ASSURANCE PTY LTD	AUDIT SERVICES 2024 LRCI AND ROADS TO RECOVERY ANNUAL REPORTS	4488.00
EFT27204	20/12/2024	KALBARRI IGA	ALLEN CENTRE SUPPLIES	350.44
EFT27205	20/12/2024	KIM ANDERSON	REIMB PLANNING APPLICATION FEE	295.00
EFT27206	20/12/2024	AUSTRALIAN TRAINING MANAGEMENT	TRAFFIC MANAGEMENT TRAINING	450.00
EFT27207	20/12/2024	AUSTRALIA POST	POSTAGE	2101.22
EFT27208	20/12/2024	AUSSIE NATURAL SPRING WATER GERALDTON	NTON OFFICE WATER BOTTLES	74.75
EFT27209	20/12/2024	BLACKWOODS	NTON DEPOT WELDER, SUNDRY TOOLS	9152.91
EFT27210	20/12/2024	RUSSELL JOHN BROMLEY	MATT BURRELL PAVILLON PAINTING	4750.00
EFT27211	20/12/2024	BULLIVANTS PTY LTD	INSPECT & TAG LIFTING EQUIPMENT	952.95
EFT27212	20/12/2024	BUNNINGS	HARDWARE, PLANTS, BIRD DETERRENTS	367.54
EFT27213	20/12/2024	CITY OF GREATER GERALDTON	REFUSE DISPOSAL MERU	18349.90
EFT27214	20/12/2024	CIVIC LEGAL	LEGAL ADVICE	4178.24
EFT27215	20/12/2024	CLEANAWAY OPERATIONS PTY LTD	REFUSE COLLECTION	49860.20
EFT27216	20/12/2024	BOC GASES AUSTRALIA	INDUSTRY GASES	45.10
EFT27217	20/12/2024	WINC AUSTRALIA PTY LTD	STEPHEN ST DEPOT WHITEBOARDS & CHAIRS, P/COPIER MTCE	3396.10
EFT27218	20/12/2024	CORSIGN WA PTY LTD	SIGNS	2564.76
EFT27219	20/12/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	224.14
EFT27220	20/12/2024	MIDWEST DIRTWORKS	WOODS ST KAL MODULA HOUSE EARTHWORKS	8600.00
EFT27221	20/12/2024	GARY DUNGATE	NTON MAIN ST PAVING REPAIRS	2904.00
EFT27222	20/12/2024	ELDERS RURAL SERVICES AUSTRALIA LTD	CEMENT, TOILET SUPPLIES, HARDWARE	1928.96
EFT27223	20/12/2024	ELECTRICAL CONSULTANCY WA	1ST PAYMENT ELECTRICITY CONNECTION CONSULT STEPHEN ST MODULA HOUSE,	1708.91
EFT27224	20/12/2024	ENERLINK PTY LTD	WESTERN POWER APPN FEE	2552.00
EFT27225	20/12/2024	ENGINE	MATT BURRELL PAVILLION ELECTRICAL WORKS	321.56
EFT27226	20/12/2024	EVERYDAY LANDSCAPING	TELEPHONE CHARGES	1045.00
EFT27227	20/12/2024	FENN PLUMBING & GAS	ALLEN CENTRE PAVING	171.88
EFT27228	20/12/2024	FOX TRANSPORTABLES	BLUE HOLES TOILETS PUMP REPAIRS	500.00
EFT27229	20/12/2024	ATOM GERALDTON	KERB DEPOSIT REFUND	528.36
EFT27230	20/12/2024	GERALDTON & MIDWEST SECURITY SERVICES	NTON VEHICLES LUBE, PPE	385.72
EFT27231	20/12/2024	GERALDTON AUTO WHOLESALERS	SECURITY SYSTEM	2062.50
			DMAX AIRBAGS	



## ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT27232	20/12/2024	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	2439.81
EFT27233	20/12/2024	GHD PTY LTD	DFES SUBMISSION & INSPECTIONS RAINFALL EVENTS 2024	309.71
EFT27234	20/12/2024	GEOFF NEISON ELECTRICAL & AIRCONDITIONING	NTON COUNCIL CHAMBER AIRCONDITIONER	10200.00
EFT27235	20/12/2024	GREAT NORTHERN RURAL SERVICES	HAMPTON GRDS RETIC	365.55
EFT27236	20/12/2024	GREENFIELD TECHNICAL SERVICES	RRG SUBMISSION KALBARRI ROAD 25/26	2750.00
EFT27237	20/12/2024	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUELS, FUEL CARD PURCHASES	35149.54
EFT27238	20/12/2024	KRISTY HARGREAVES	RATE REFUND	192.85
EFT27239	20/12/2024	C + J HANSON PLUMBING CONTRACTORS	STEPHEN ST MODULA HOUSE SEPTIC SYSTEM, VARIOUS OTHER	38105.08
EFT27240	20/12/2024	HERSEY'S SAFETY PTY LTD	HARDWARE, PPE	970.94
EFT27241	20/12/2024	HILLE THOMPSON & DELFOS	WOODS ST MODULA HOUSE SURVEYING	2310.00
EFT27242	20/12/2024	HOSEY'S CONTRACTING	STEPHEN ST DEPOT ASBESTOS REMOVAL	7690.24
EFT27243	20/12/2024	INDEPENDENT RURAL PTY LTD	RETIC, HARDWARE, FERTILISER	1997.58
EFT27244	20/12/2024	INSTANT RACKING & SHELVING	WORKS DPT TRAILERS x2	8778.00
EFT27245	20/12/2024	SCOTT ALEXANDER JONES	PT GREG HALL & PARKS GARDENING	1445.00
EFT27246	20/12/2024	KALBARRI STATE EMERGENCY SERVICE	2ND ESL PAYMENT 24/25	10287.50
EFT27247	20/12/2024	KALBARRI EXPRESS FREIGHT	FREIGHT	64.35
EFT27248	20/12/2024	BP KALBARRI	HARDWARE, ADBLUE	664.25
EFT27249	20/12/2024	KALBARRI WAREHOUSE	HARDWARE, POTTING MIX	860.90
EFT27250	20/12/2024	KALBARRI CARRIERS	FREIGHT	2035.00
EFT27251	20/12/2024	KALBARRI GOLF & BOWLING CLUB INC	XMAS FUNCTION HALL HIRE & REFRESHMENTS	2604.50
EFT27252	20/12/2024	GRAEME RALPH	KAL OVAL, ALLEN CNT EXCAVATOR HIRE	220.00
EFT27253	20/12/2024	KEMPTON ELECTRICAL CONTRACTING	RSL HALL SERVICE SMOKE DETECTOR	314.60
EFT27254	20/12/2024	KINGS BODYWORKS	MTCE UTE INSURANCE EXCESS	300.00
EFT27255	20/12/2024	JANE FUJ PHIN LEE	RATE REFUND	1492.56
EFT27256	20/12/2024	LG BEST PRACTICES PTY LTD	ACCOUNTING ASSISTANCE	440.00
EFT27257	20/12/2024	MACH ONE AUTO ONE	VARIOUS VEHICLES UHF RADIOS, FLOOR MATS	1471.45
EFT27258	20/12/2024	MARINDUST SALES	KALBARRI OVAL GOAL POSTS	1925.00
EFT27259	20/12/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	650.98
EFT27260	20/12/2024	LGRCEU	PAYROLL DEDUCTIONS	82.00
EFT27261	20/12/2024	MIDWEST TURF SUPPLIES	RAKE PL HOUSE LAY TURF, ALLEN CNT SUPPLY TURF	2540.00
EFT27262	20/12/2024	MIDWEST SAFETY AND TRAINING PTY LTD	FIRST AID TRAINING OUTSIDE STAFF	1980.00
EFT27263	20/12/2024	MI GLOBAL CONSTRUCTIONS	2ND PROGRESS PAYMENT STEPHEN ST MODULA HOUSE GARAGE	6136.66
EFT27264	20/12/2024	MITCHELL & BROWN	STEPHEN ST DEPOT WHITEGOODS, FITZ ST HOUSE DISHWASHER	1892.00

## ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT27265	20/12/2024	NAPA	VARIOUS FILTERS	167.20
EFT27266	20/12/2024	NORTHAMPTON IGA PLUS LIQUOR	REFRESHMENTS, GOODS	194.32
EFT27267	20/12/2024	NORTHAMPTON HISTORICAL SOCIETY	COMMUNITY GRANT R1	2376.00
EFT27268	20/12/2024	NORTHAMPTON AUTO ELECTRICS	VEHICLE ELECTRICAL MTCE & PARTS	1409.00
EFT27269	20/12/2024	GERALDTON CLEANPAK TOTAL SOLUTIONS	TOILET & CLEANING SUPPLIES, VACUUM	4412.15
EFT27270	20/12/2024	CAROLLEE POWER	KERB DEPOSIT REFUND	500.00
EFT27271	20/12/2024	ROAD RUNNER MECHANICAL SERVICES	KAL RUBBISH TRUCK REPAIRS	729.30
EFT27272	20/12/2024	SCAVENGER SUPPLIES PTY LTD	PT GREG BFB PPE	3085.50
EFT27273	20/12/2024	THE SHEARING SHED CAFE	REFRESHMENTS	25.00
EFT27274	20/12/2024	PAUL SHERIFF	SYNERGYSOFT ASSISTANCE	275.00
EFT27275	20/12/2024	SKYTRUST	SKYTRUST SUBSCRIPTION	493.90
EFT27276	20/12/2024	THURKLE'S EARTHMOVING & MAINTENANCE	GRAVEL STOCKPILE DOZER HIRE	42955.00
EFT27277	20/12/2024	2V NET IT SOLUTIONS	COMPUTER STAFF RESTRUCTURE, MTCE	2316.50
EFT27278	20/12/2024	LANDGATE	VALUATION EXPENSES	210.34
EFT27279	20/12/2024	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	3RD & 4TH PROGRESS PAYMENT WOODS ST KALBARRI MODULA HOUSE	198194.60
EFT27280	20/12/2024	WESTRAC EQUIPMENT PTY LTD	GRADER, LOADER PARTS	2159.08
EFT27281	20/12/2024	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	757.72
EFT27282	20/12/2024	NORTHAMPTON TYRES	TRUCK x2, GRADER x3 TYRES	8090.00
EFT27283	20/12/2024	WILLIAMS MUFFLERS BRAKES TYRES	WATER TRUCK EXHAUST PIPE	482.20
EFT27284	20/12/2024	P MARKHAM AND M A WILSON (WILSON COMPLETE)	NCC SHADE SAIL WORKS, REIMB BUILDING LEVY	1612.55
EFT27285	20/12/2024	RICHARD BURGESS	COUNCILLOR FEES DECEMBER 2024	4660.00
EFT27286	20/12/2024	TREVOR GRAEME GIBB	COUNCILLOR FEES DECEMBER 2024	4660.00
EFT27287	20/12/2024	TIM Hay	COUNCILLOR FEES DECEMBER 2024	4660.00
EFT27288	20/12/2024	ROBERT HORSTMAN	COUNCILLOR FEES DECEMBER 2024	6660.00
EFT27289	20/12/2024	DESMOND RAY PIKE	COUNCILLOR FEES DECEMBER 2024	4660.00
EFT27290	20/12/2024	ROSLYN SUCKLING	COUNCILLOR FEES DECEMBER 2024	4660.00
EFT27291	20/12/2024	KARL SUCKLING	COUNCILLOR FEES DECEMBER 2024	4660.00
EFT27292	20/12/2024	ELEANOR ELIZABETH SUDLOW	COUNCILLOR FEES DECEMBER 2024	15433.50
EFT27293	20/12/2024	KLAIRE BEER	REIMBURSEMENT PART DOG REGISTRATION	37.50
EFT27294	20/12/2024	CONTESSI KALBARRI	KALBARRI DR HOUSE RENTAL INSPECTION	88.00
EFT27295	09/01/2025	AARO GROUP PTY LTD	PROGRESS CLAIM 3 KALBARRI SEWER MAINS EXTENSION AGRN965	181181.72
EFT27296	09/01/2025	GHD PTY LTD	NTON DISASTER RECOVERY WORKS AGRN965	35391.70
EFT27297	09/01/2025	NEO CIVIL ENGINEERING CONTRACTORS	DRFA COASTAL INFRASTRUCTURE REPAIRS 5TH PROGRESS PAYMENT	1871410.64
EFT27298	09/01/2025	BUILDING & CONST INDUSTRY TRAINING FUND	BCITF DEC 24	1574.36
EFT27299	09/01/2025	DEPT OF MINES, IND REGULATION & SAFETY	BRB DEC 24	454.71

## ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT27300	09/01/2025	RICHARD BURGESS	COUNCILLOR TRAVEL EXPENSES	1683.17
EFT27301	09/01/2025	TREVOR GIBB	COUNCILLOR TRAVEL EXPENSES	792.08
EFT27302	09/01/2025	ROBERT HORSTMAN	COUNCILLOR TRAVEL EXPENSES	2271.29
EFT27303	09/01/2025	DESMOND PIKE	COUNCILLOR TRAVEL EXPENSES	1922.77
EFT27304	09/01/2025	ROSLYN SUCKLING	COUNCILLOR TRAVEL EXPENSES	239.60
EFT27305	16/01/2025	MAX DEAN ADAMS	RATE REFUND	747.50
EFT27306	16/01/2025	ADEPT TASK ADMIN	RECORDS PROJECT	3200.00
EFT27307	16/01/2025	MICHELLE ALLEN	REIMB TRAVEL	205.80
EFT27308	16/01/2025	KALBARRI IGA	ALLEN CENTRE SUPPLIES	31.65
EFT27309	16/01/2025	ANDI CLEAN	KAL DRS HOUSE AIRCON SERVICE	175.00
EFT27310	16/01/2025	AUSSIE NATURAL SPRING WATER GERALDTON	NTON OFFICE WATER BOTTLES	44.85
EFT27311	16/01/2025	P & M AUTOMOTIVE EQUIPMENT	NTON DEPOT HOIST INSPECTION	1100.00
EFT27312	16/01/2025	BABA MARDIA ROAD SERVICES	GENERAL TRAFFIC MANAGEMENT PLANS 24/25	660.00
EFT27313	16/01/2025	BATAVIA FENCING	RAKE PL FENCING	13935.00
EFT27314	16/01/2025	BLACKWOODS	NTON STAFF PPE	190.43
EFT27315	16/01/2025	LIBERTY NORTHAMPTON	FUEL HKS, NTON TIP, NTON GARDENERS	469.57
EFT27316	16/01/2025	BUNNINGS	NTON DEPOT/GARDENERS LADDERS	267.12
EFT27317	16/01/2025	RYAN MICHAEL CHAPMAN	KERB DEPOSIT REFUND	500.00
EFT27318	16/01/2025	CHEM CENTRE EXPERT SOLUTIONS	KAL REFUSE SITE WATER SAMPLE TESTING	220.00
EFT27319	16/01/2025	CITY OF GREATER GERALDTON	REFUSE DISPOSAL MERU	14207.20
EFT27320	16/01/2025	CLEANAWAY OPERATIONS PTY LTD	REFUSE COLLECTION	44975.20
EFT27321	16/01/2025	COASTMAC PTY LTD	NEW FLAT TOP TRAILER	9949.00
EFT27322	16/01/2025	COATES HIRE OPERATIONS PTY LTD	OVAL HOUSE, PT GREG WATER LINE EXCAVATOR HIRE	2275.15
EFT27323	16/01/2025	BOC GASES AUSTRALIA	INDUSTRY GASES	46.60
EFT27324	16/01/2025	WINC AUSTRALIA PTY LTD	P/COPPER MTOE, TRAVEL REPAIRS	1952.80
EFT27325	16/01/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	394.67
EFT27326	16/01/2025	ERIN LEANNE CROWLEY	KERB DEPOSIT REFUND	500.00
EFT27327	16/01/2025	MIDWEST DIRTWORKS	CHINAMANS WALK TRAIL STORM DAMAGE	181.50
EFT27328	16/01/2025	GERALDTON AG SERVICES	ROLLER HOSES & CLAMPS	48.62
EFT27329	16/01/2025	ATOM GERALDTON	NTON DEPOT HYDRATION STICKS	232.94
EFT27330	16/01/2025	GERALDTON & MIDWEST SECURITY SERVICES	NTON DRS SECURITY SYSTEM	120.00
EFT27331	16/01/2025	GERALDTON AUTO WHOLESALERS	NTON RANGER/P&G MANAGER NEW UTE, AIRBAGS	77797.40
EFT27332	16/01/2025	GERALDTON CARPET DRY CLEANING	NTON OFFICE CARPET CLEANING	1062.52

**ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND**

EFT27333	16/01/2025	GREENFIELD TECHNICAL SERVICES	LITTLE BAY RD ENGINEERING ROAD DESIGN, KAL WIDENING 23/24 WORKS CONSULTANT	11900.35
EFT27334	16/01/2025	THE GREEN MAN TREE SERVICES	KAL TREE PRUNING VARIOUS LOCATIONS	5775.00
EFT27335	16/01/2025	HOSEXPRESS	GRADER, BACKHOE, TRAILER HYDRAULIC HOSES	1309.05
EFT27336	16/01/2025	INDEPENDENT RURAL PTY LTD	RETIC, HARDWARE, FERTILISER	7998.60
EFT27337	16/01/2025	KALBARRI AUTO CENTRE	KAL TIP TRUCK, KAL MTCE UTE REPLACE BATTERY	959.20
EFT27338	16/01/2025	KALBARRI EXPRESS FREIGHT	FREIGHT	51.48
EFT27339	16/01/2025	KALBARRI NEWSAGENCY	ALLEN CENTRE STATIONERY	26.90
EFT27340	16/01/2025	KEMPTON ELECTRICAL CONTRACTING	PT GREG WATER SUPPLY ELECTRICAL WORKS	209.00
EFT27341	16/01/2025	KOORI KIDS	NAIDOC SCHOOL INITIATIVES CONTRIBUTION	500.00
EFT27342	16/01/2025	KALBARRI PEST CONTROL	KAL ARTS & CRAFTS PEST CONTROL	300.00
EFT27343	16/01/2025	NUTRIEN AG SOLUTIONS NORTHAMPTON	KINGS PK RETIC CONTROLLER, PESTICIDE	571.80
EFT27344	16/01/2025	LENANE HOLDINGS PTY LTD	HKS RD GRADING WATER TRUCK HIRE	2805.00
EFT27345	16/01/2025	LG BEST PRACTICES PTY LTD	ACCOUNTING ASSISTANCE, FINANCE MANAGER COURSE	4268.00
EFT27346	16/01/2025	SUE LUCKING CLINICAL PSYCHOLOGIST	MEDICAL ASSESSMENT	2333.10
EFT27347	16/01/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	828.52
EFT27348	16/01/2025	LGRCEU	PAYROLL DEDUCTIONS	41.00
EFT27349	16/01/2025	GERALDTON TOYOTA	VEHICLE SERVICES NR1/161NR	1521.44
EFT27350	16/01/2025	MIDWEST WINDSCREENS	BACKHOE WINDOW TINTING	200.00
EFT27351	16/01/2025	ML COMMUNICATIONS	VARIOUS VEHICLES UHF CHARGE CABLES	135.00
EFT27352	16/01/2025	NAPA	RANGERS UTE LIGHTS/UHF RADIO, HARDWARE	1537.75
EFT27353	16/01/2025	NORTHAMPTON IGA PLUS LIQUOR	REFRESHMENTS, GOODS	610.32
EFT27354	16/01/2025	NORTHAMPTON NEWSAGENCY	STATIONERY, NEWSPAPERS	924.76
EFT27355	16/01/2025	GERALDTON CLEANPAK TOTAL SOLUTIONS	NTON OFFICE CLEANING SUPPLIES	72.20
EFT27356	16/01/2025	OFFICE OF THE AUDITOR GENERAL	AUDIT FEES JUNE 2024	57200.00
EFT27357	16/01/2025	OAKS CIVIL CONTRUSCTION	HKS RD GRADING TRAFFIC CONTROL	9004.88
EFT27358	16/01/2025	PATIENCE SANDLAND PTY LTD	HAMPTON GRDS SOIL CONDITIONER	159.50
EFT27359	16/01/2025	PORT GREGORY CARAVAN PARK	PT GREG FIRETRUCK FUEL	65.00
EFT27360	16/01/2025	REPEAT PLASTICS WA	CHINAMANS BCH FISHING PLATFORMAGRN965 DRFA COASTAL INFRASTRUCTURE, BOLLARDS	113819.81
EFT27361	16/01/2025	BRIAN ROBINSON	REIMB TYRES & RIMS 121NR EMCDR UTE	600.00
EFT27362	16/01/2025	KIM WAYNE ROGERS	REIMB BUS BOND	200.00

**ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND**

EFT27363	16/01/2025	MALCOLM SCOTT	REIMB BUS BOND	200.00
EFT27364	16/01/2025	SUN CITY PRINT & DESIGN	BUSINESS CARDS	330.00
EFT27365	16/01/2025	SYNERGY	ELECTRICITY CHARGES	18778.59
EFT27366	16/01/2025	THE SHEARING SHED CAFE	REFRESHMENTS	308.00
EFT27367	16/01/2025	SKYTRUST	SKYTRUST SUBSCRIPTION	493.90
EFT27368	16/01/2025	ST GEORGE MINING LIMITED	RATE REFUND	464.66
EFT27369	16/01/2025	ST JOHN AMBULANCE NORTHAMPTON	FIRST AID EQUIP	179.96
EFT27370	16/01/2025	MIDWEST AUTO GROUP	EMCDR FORD RANGER SERVICE	785.00
EFT27371	16/01/2025	PG & FJ TAYLOR	KALB COASTAL WORKS AGRN 965 ROCK SUPPLY	1540.00
EFT27372	16/01/2025	TELSTRA	ROYALTY PAYMENT	1790.44
EFT27373	16/01/2025	THURKLE'S EARTHMOVING	TELEPHONE CHARGES	8712.00
EFT27374	16/01/2025	2V NET IT SOLUTIONS	BINNU EAST RD DOZER HIRE FLOODWAY WORKS	574.00
EFT27375	16/01/2025	TOTALLY WORKWEAR GERALDTON	COMPUTER MTCE	718.27
EFT27376	16/01/2025	VAC WEST	PPE, UNIFORMS	8962.58
EFT27377	16/01/2025	VISIMAX	STREET SWEEP PRE CHRISTMAS 2024 ALL TOWNSITES.	3255.12
EFT27378	16/01/2025	WA COUNTRY BUILDERS	RANGER VEHICLE LIGHTBAR, BFB PPE	500.00
EFT27379	16/01/2025	WA RANGERS ASSOCIATION	KERB DEPOSIT REFUND	178.35
EFT27380	16/01/2025	WESTRAC EQUIPMENT PTY LTD	RANGER UNIFORMS	10954.64
EFT27381	16/01/2025	WEST AUSTRALIAN NEWSPAPERS LTD	GRADER REPAIRS & PARTS, LOADER/BACKHOE PARTS	3086.84
EFT27382	16/01/2025	WESTERN AUSTRALIAN TREASURY CORP	ADVERTISING	2857.55
EFT27383	16/01/2025	NORTHAMPTON TYRES	LOAN GFEEES	5080.00
EFT27384	22/01/2025	AARO GROUP PTY LTD	4WD & TRUCK TYRES, PUNCTURE REPAIRS	72120.30
EFT27385	22/01/2025	GHD PTY LTD	PROGRESS CLAIM 4 KALBARRI SEWER MAINS	31014.92
EFT27386	22/01/2025	NEO CIVIL ENGINEERING CONTRACTORS	EXTENSION AGRN965	1535820.85
EFT27387	22/01/2025	AUSTRALIAN TAXATION OFFICE	NTON DISASTER RECOVERY WORKS AGRN965	261726.00
EFT27388	28/01/2025	MANJIMUP TOYOTA	DRFA COASTAL INFRASTRUCTURE REPAIRS 5TH	29427.07
EFT27389	31/01/2025	AARO GROUP PTY LTD	PROGRESS PAYMENT	193582.03
EFT27390	31/01/2025	ALL CLEANING AND MAINTENANCE	BAS DECEMBER 2024	16285.50
EFT27391	31/01/2025	AFGR I GERALDTON	NEW TOYOTA PRADO	424.44
			PROGRESS CLAIM 4A KALBARRI SEWER MAINS	
			EXTENSION AGRN965	
			ALLEN CENTRE CLEANING JULY 24 -DEC 24	
			KAL MOWER PARTS	

## ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT27392	31/01/2025	AW CRAGAN & ALLCAPRI PTY LTD	STEPHEN ST HOUSE EARTHWORKS, VARIOUS OTHER	3578.63
EFT27393	31/01/2025	ALL DECOR	NTON OFFICE KITCHEN BLIND	576.00
EFT27394	31/01/2025	AUSTRALIA POST	POSTAGE	226.60
EFT27395	31/01/2025	AUSSIE NATURAL SPRING WATER GERALDTON	NTON OFFICE WATER BOTTLES	74.75
EFT27396	31/01/2025	MSC FABRICATION/AUSFAB HOLDINGS PTY LTD	BACKHOE REMOVABLE GUARDS	10120.00
EFT27397	31/01/2025	GRADING SERVICES AUSTRALIA PTY LTD	ALLEN CNT DUP GRAVEL MULCH	1140.00
EFT27398	31/01/2025	BATAVIA FENCING	STEPHEN ST DEPOT REPLACE FENCING	43032.00
EFT27399	31/01/2025	BESPOKE COLLECTIVE PTY LTD	NAME STAMPS	107.50
EFT27400	31/01/2025	BIN BOMB PTY LTD	KAL BIN DEODERISERS	415.93
EFT27401	31/01/2025	BLACKWOODS	WHIPPER SNIPPER, HARDWARE	1022.56
EFT27402	31/01/2025	BUNNINGS (GERALDTON WAREHOUSE)	NTON CEMETERY HOSES	104.50
EFT27403	31/01/2025	CITY OF GREATER GERALDTON	REFUSE DISPOSAL MERU	10690.40
EFT27404	31/01/2025	COUNTRY COMFORT PERTH	ARO TRAINING ACCOMMEALS 3 STAFF	4028.00
EFT27405	31/01/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	300.77
EFT27406	31/01/2025	SIMON JOHN ALLAN DRAGE	LIONS TOILETS REPAIR DOOR	165.00
EFT27407	31/01/2025	ELDERS RURAL SERVICES AUSTRALIA LTD	CHEMICAL, HARDWARE, TOILET SUPPLIES	3384.31
EFT27408	31/01/2025	ENGINE	TELEPHONE CHARGES	280.82
EFT27409	31/01/2025	FREEMANS LIQUID WASTE PTY LTD	HKS DUMP POINT PUMP OUT	1050.00
EFT27410	31/01/2025	GERALDTON & MIDWEST SECURITY SERVICES	NTON RSL/VISITORS CENTRE SECURITY SYSTEM	342.86
EFT27411	31/01/2025	GERALDTON AIR COMPRESSORS	AIR COMPRESSORS YEARLY SERVICE	2646.60
EFT27412	31/01/2025	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	3305.81
EFT27413	31/01/2025	GHD PTY LTD	NTON DISASTER RECOVERY WORKS AGRN965, 1ST & 2ND PROGRESS PAYMENT AGRN1143 & AGRN1150 COST ESTIMATE & ASSESSMENT	29047.04
EFT27414	31/01/2025	GREENFIELD TECHNICAL SERVICES	LITTLE BAY RD ENGINEERING ROAD DESIGN, KAL WIDENING 23/24 WORKS CONSULTANT	3792.53
EFT27415	31/01/2025	GREAT SOUTHERN FUEL SUPPLY	ADVICE/CORRESPONDENCE	28562.43
EFT27416	31/01/2025	HIP POCKET WORK WEAR	DEPOT FUELS, FUEL CARD PURCHASES	106.35
EFT27417	31/01/2025	INDEPENDENT RURAL PTY LTD	UNIFORM EMBROIDERY	7500.13
EFT27418	31/01/2025	INSTANT RACKING & SHELVING	RETIC, HARDWARE, FERTILISER, CULVERT PIPE	450.00
EFT27419	31/01/2025	IRIS CONSULTING GROUP PTY LTD	STEPHEN ST DEPOT SHELVING	619.85
EFT27420	31/01/2025	KALBARRI AUTO CENTRE	RECORDS DISPOSAL COURSE	902.00
EFT27421	31/01/2025	KALBARRI STATE EMERGENCY SERVICE	KAL GDNRS UTE SERVICE	10287.50
			3RD ESL PAYMENT 24/25	

**ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND**

EFT27422	31/01/2025	BP KALBARRI	RETIC, HARDWARE, FUEL, CULVERT PIPE	1518.54
EFT27423	31/01/2025	KALBARRI WAREHOUSE	HARDWARE	153.00
EFT27424	31/01/2025	GRAEME RALPH	DRFA COASTAL INFRASTRUCTURE WORKS, VERGE GRAVEL, EXCAVATOR HIRE VARIOUS	3355.00
EFT27425	31/01/2025	KEMPTON ELECTRICAL CONTRACTING	STEPHEN ST DEPOT AC, VARIOUS ELECTRICAL WORKS	3650.48
EFT27426	31/01/2025	STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS BOOKS 24/25	132.00
EFT27427	31/01/2025	LGRCEU	PAYROLL DEDUCTIONS	82.00
EFT27428	31/01/2025	MIDWEST TURF SUPPLIES	1ST PROGRESS PAYMENT PT GREG WATER SUPPLY MIDWAY TANKS & MTCE SYSTEM	21868.00
EFT27429	31/01/2025	MIDWEST AERO MEDICAL AIR AMBULANCE	PRE EMPLOYMENT MEDICAL	663.52
EFT27430	31/01/2025	ML COMMUNICATIONS	STEPHEN ST DEPOT INSTALL IT	7639.92
EFT27431	31/01/2025	NORTHAMPTON COMMUNITY CENTRE	NCC HIRE STAFF TRAINING	62.50
EFT27432	31/01/2025	NORTHAMPTON NEWSAGENCY	STATIONERY, NEWSPAPERS	1464.88
EFT27433	31/01/2025	NORTHAMPTON AUTO ELECTRICS	GRADER AC REPAIR, KAL RANGERS UTE PARTS	2962.60
EFT27434	31/01/2025	KALBARRI PALM RESORT	ACCOMMODATION KALBARRI	218.00
EFT27435	31/01/2025	PEMCO DIESEL	HKS FIRETRUCK PUMP REPAIRS	2618.30
EFT27436	31/01/2025	RIPIT SECURITY SHREDDING	ARCHIVE RECORDS DISPOSAL	910.00
EFT27437	31/01/2025	ROADSIDE PRODUCTS PTY LTD	GUIDEPOSTS STOCK	8327.00
EFT27438	31/01/2025	SPALDING ELECTRICAL SERVICES	HKS COMMUNITY KITCHEN ELECTRICAL WORKS	211.20
EFT27439	31/01/2025	DANIEL TARASEK	KAL TIP BUNT WALL	5940.00
EFT27440	31/01/2025	TELSTRA	TELEPHONE CHARGES	628.35
EFT27441	31/01/2025	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	KAL WASTE FACILITY AGRN965 DOZER HIRE REHAB WORKS FOR SEROJA WASTE STOCKPILE, KAL TIP PUSHUP	17941.00
EFT27442	31/01/2025	2V NET IT SOLUTIONS	COMPUTER STAFF RESTRUCTURE, KAL DEPOT/STEPHEN ST PRINTERS, MTCE	4379.00
EFT27443	31/01/2025	WESTRAC EQUIPMENT PTY LTD	CAT 434 BACKHOE LOADER, GRADER REPAIRS, LOADER PARTS	224055.01
				<b>\$ 8,959,137.87</b>

**MUNICIPAL FUND CHEQUES**

Chq #	Date	Name/Payee	Description	Amount
22536	05/12/2024	WATER CORPORATION	SPECIAL SERIES PLATES	200.00
22537	06/12/2024	PETTY CASH NORTHAMPTON	PETTY CASH RECOUP	153.35
22538	10/12/2024	KARENE LEANNE SEDGWICK	40 YRS SERVICE RECOGNITION	1500.00
22539	10/12/2024	GORDON FRASER	40 YRS SERVICE RECOGNITION	1500.00
22540	10/12/2024	RICHARD ERNEST DAVEY	10 YRS SERVICE RECOGNITION	100.00
22541	10/12/2024	ROBERT MCKENZIE	10 YRS SERVICE RECOGNITION	100.00
22542	11/12/2024	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES 63NR	200.00
22543	13/12/2024	PETTY CASH NORTHAMPTON	PETTY CASH RECOUP	145.60
22544	13/12/2024	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES	200.00
22545	18/12/2024	WATER CORPORATION	WATER USE & SERVICE CHARGES	15218.62
22546	20/12/2024	GERALDTON MOWER & REPAIR SPECIALISTS	TWO STROKE OIL, PRESSURE CLEANER PARTS	259.00
22547	20/12/2024	SHIRE OF NORTHAMPTON	BRB & BCITF COMMISSION NOV 24	74.75
22548	06/01/2025	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES	200.00
22549	08/01/2025	PETTY CASH NORTHAMPTON	PETTY CASH RECOUP	147.55
22550	09/01/2025	SHIRE OF NORTHAMPTON	BRB & BCITF COMMISSION DEC 24	49.75
22551	16/01/2025	WATER CORPORATION	WATER USE & SERVICE CHARGES	56.42
22552	16/01/2025	DAVID JOHN TOLL	RATES REFUND	9.00
22553	17/01/2025	PETTY CASH NORTHAMPTON	PETTY CASH RECOUP	160.90
22554	21/01/2025	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES	200.00
22555	31/01/2025	GERALDTON MOWER & REPAIR SPECIALISTS	NTON MTCE WHIPPER HARNESS	153.00
22556	31/01/2025	PETTY CASH NORTHAMPTON	PETTY CASH RECOUP	147.80
				<u>\$ 20,775.74</u>



Jnl #	Jnl Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
GJ0501	30/11/2024	PAYROLL	07/11/2024	FNIE 06/11/2024		124,231.00
		PAYROLL	12/11/2024	ONE OFF PAYROLL		1,034.00
		SUPERCHOICE	11/11/2024	SUPERANNUATION PAY FNIE 06/11/2024		28,122.06
		PAYROLL	21/11/2024	FNIE 20/11/2024		127,449.00
GJ0503	30/11/2024	SUPERCHOICE	25/11/2024	SUPERANNUATION PAY FNIE 20/11/2024		28,276.57
		NATIONAL AUSTRALIA BANK	30/11/2024	BANK FEES		91.45
		COMMONWEALTH BANK	30/11/2024	BANK MERCHANT FEES		266.45
		NATIONAL AUSTRALIA BANK	30/11/2024	BPOINT FEES		990.90
GJ0504	30/11/2024	NATIONAL AUSTRALIA BANK	30/11/2024	BPAY		240.24
		NAB CEO CORPORATE CARD	30/09/2024	2VNET COMPUTER MTCE	149.99	
			07/10/2024	LGP STATE CONFERENCE	1,550.00	
			09/10/2024	2VNET COMPUTER MTCE	14.30	
GJ0506	30/11/2024		09/10/2024	LG CONVENTION CEO	10.08	
			11/10/2024	LG CONVENTION ALL MEALS	1,035.81	
			14/10/2024	LG CONVENTION CEO	26.46	
			14/10/2024	2VNET COMPUTER MTCE	574.75	
			14/10/2024	2VNET COMPUTER MTCE	331.98	
			15/10/2024	2VNET COMPUTER MTCE	50.00	
			17/10/2024	HARVEY NORMAN COMPUTER CABLES	88.00	
			21/10/2024	2VNET COMPUTER MTCE	75.34	
			23/10/2024	BUNNINGS RAKE PL HOUSE PLANTS	35.94	
			23/10/2024	ADOBE	244.94	
			23/10/2024	BUNNINGS RAKE PL HOUSE HARDWARE	126.70	
			25/10/2024	2VNET COMPUTER MTCE	543.40	
			28/10/2024	2VNET COMPUTER MTCE	149.99	
			29/10/2024	CARD FEE	9.00	
			02/10/2024	BATAVIA FURN/BED STEPHEN ST DEPOT FURNITURE	2,681.00	5,016.68
			24/10/2024	IINET KALBARRI DEPOT INTERNET	84.99	
GJ0507	30/11/2024	NAB EMMWTS CORPORATE CARD	29/10/2024	CARD FEE	9.00	
			09/10/2024	BUNNINGS OVAL HOUSE CABINET DRAWERS	490.32	
			09/10/2024	BUNNINGS OVAL HOUSE CABINETS	325.22	
			22/10/2024	THE GOOD GUYS OVAL HOUSE OVEN/RANGEHOOD	2,348.00	2,774.99
GJ0508	30/11/2024	NAB EMCDR CORPORATE CARD	23/10/2024	LGP STATE CONFERENCE	1,715.00	
			23/10/2024	LGP MEMBERSHIP	420.00	
			23/10/2024	BUNNINGS OVAL HOUSE DRAWER SLIDES	173.78	
			29/10/2024	CARD FEE	9.00	5,481.32

Attachments - Ordinary Meeting of Council - 20 February 2025



**FUEL CARD PURCHASES**

<b>Payment #</b>	<b>Payment Date</b>	<b>Name/Payee</b>	<b>Transaction Date</b>	<b>Description</b>	<b>Transaction Amount</b>	<b>Total</b>
EFT27232	20/12/2024	GERALDTON FUEL COMPANY PTY LTD	01/11/2024	CEO TOYOTA PRADO	143.84	
			20/11/2024	CEO TOYOTA PRADO	193.95	
			25/11/2024	CEO TOYOTA PRADO	195.66	
			06/11/2024	EHO CAMRY	81.21	
			17/11/2024	EHO CAMRY	79.32	
			25/11/2024	EHO CAMRY	78.38	
			02/11/2024	P&G FORTUNA	64.56	
			03/11/2024	P&G FORTUNA	22.07	
			04/11/2024	P&G FORTUNA	93.39	
			08/11/2024	P&G FORTUNA	93.41	
			10/11/2024	P&G FORTUNA	99.32	
			13/11/2024	P&G FORTUNA	84.92	
			16/11/2024	P&G FORTUNA	84.17	
			20/11/2024	P&G FORTUNA	89.34	
			21/11/2024	P&G FORTUNA	78.47	
			26/11/2024	P&G FORTUNA	97.14	
			28/11/2024	P&G FORTUNA	26.34	
			30/11/2024	P&G FORTUNA	90.17	
			04/11/2024	EMCDR FORD RANGER	105.89	
			07/11/2024	EMCDR FORD RANGER	132.76	
			15/11/2024	EMCDR FORD RANGER	126.57	
			16/11/2024	EMCDR FORD RANGER	117.10	
			18/11/2024	EMCDR FORD RANGER	129.97	
			28/11/2024	EMCDR FORD RANGER	131.86	
					<b>\$ 2,439.81</b>	
EFT27237	20/12/2024	GREAT SOUTHERN FUEL SUPPLY		DEPOT BOWSERS, OILS	34,651.13	
			01/11/2024	BS ISUZU MUX	106.10	
			11/11/2024	BS ISUZU MUX	106.60	
			26/11/2024	BS ISUZU MUX	116.86	
			10/11/2024	CEO PRADO	168.85	<b>\$ 35,149.54</b>

**FUEL CARD PURCHASES**

EFT27412	31/01/2025	GERALDTON FUEL COMPANY PTY LTD	01/12/2024	CEO TOYOTA PRADO	138.99
			04/12/2024	CEO TOYOTA PRADO	190.12
			11/12/2024	CEO TOYOTA PRADO	194.69
			13/12/2024	CEO TOYOTA PRADO	116.34
			20/12/2024	CEO TOYOTA PRADO	170.49
			22/12/2024	EMWTS FORD RANGER	157.61
			27/12/2024	EMWTS FORD RANGER	111.24
			28/12/2024	EMWTS FORD RANGER	188.06
			04/12/2024	EHO CAMRY	78.42
			15/12/2024	EHO CAMRY	78.42
			01/12/2024	P&G FORTUNA	47.00
			02/12/2024	P&G FORTUNA	50.53
			03/12/2024	P&G FORTUNA	68.74
			06/12/2024	P&G FORTUNA	98.16
			09/12/2024	P&G FORTUNA	106.04
			12/12/2024	P&G FORTUNA	98.51
			13/12/2024	P&G FORTUNA	57.37
			17/12/2024	P&G FORTUNA	104.58
			19/12/2024	P&G FORTUNA	86.63
			21/12/2024	P&G FORTUNA	80.63
			21/12/2024	P&G FORTUNA	49.52
			23/12/2024	P&G FORTUNA	91.94
			24/12/2024	P&G FORTUNA	82.30
			26/12/2024	P&G FORTUNA	53.75
			30/12/2024	P&G FORTUNA	95.09
			05/12/2024	EMCDR FORD RANGER	81.91
			13/12/2024	EMCDR FORD RANGER	131.72
			17/12/2024	EMCDR FORD RANGER	95.24
			23/12/2024	EMCDR FORD RANGER	129.35
			29/12/2024	EMCDR FORD RANGER	133.41
			31/12/2024	EMCDR FORD RANGER	139.01
					<u>\$ 3,305.81</u>
EFT27415	31/01/2025	GREAT SOUTHERN FUEL SUPPLY		DEPOT BOWSERS, OILS	27,382.43
			05/12/2024	BS ISUZU MUX	127.00
			10/12/2024	BS ISUZU MUX	94.20
			17/12/2024	BS ISUZU MUX	113.52
			30/12/2024	BS ISUZU MUX	116.90
			15/12/2024	CEO TOYOTA PRADO	145.08
			27/12/2024	CEO TOYOTA PRADO	185.45
			01/12/2024	EMCDR FORD RANGER	120.57
			07/12/2024	EMCDR FORD RANGER	135.44
			27/12/2024	EMCDR FORD RANGER	141.84
					<u>\$ 28,562.43</u>



**Corporate Policy**  
**2.14**  
**Property Leasing**

**Purpose**

To ensure a consistent and transparent approach is applied to setting lease terms, lease fees and maintenance responsibilities to all Shire of Northampton land and building leases.

**Background and Issues**

The Shire of Northampton leases land and buildings to various community groups, clubs and recreational bodies and commercial enterprises.

**Objectives**

To provide a consistent approach to setting lease terms, lease fees and maintenance responsibilities.

**Area of Application**

This policy applies to all Shire of Northampton land and building leases, excluding residential tenancy agreements.

**Policy Measures**

1. Council approval is required for each new lease, the lease agreement is then finalised with standard lease conditions to the satisfaction of the Chief Executive Officer. Lessee requests to exercise renewal options included in the lease do not require further Council approval.
2. Lease preparation fees are to be met by the Lessee, either in accordance with the annual fees and charges adopted by Council and/or the recouping of outgoing expenses. Leases bound by the *Commercial Tenancy (Retail Shops) Agreements Act 1985* are an exception and will not be charged lease preparation fees in accordance with section 14(b) of the Act.
3. Lessees may elect for the lease to be registered on the land title at their expense.
4. Terms and conditions for Commercial leases are to be negotiated on a case by case basis taking into consideration:
  - a) current market conditions;
  - b) existing condition of the property;
  - c) Shire outgoing expenses;
  - d) annual lease fee to be set by Council based on a market value established by the Valuer General's Office;
  - e) annual lease fee to be reviewed annually with Consumer Price Index (CPI) adjustments and at the end of each term by a market valuation; and
  - f) minimum five year lease term where the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies.



**Corporate Policy**  
**2.14**  
**Property Leasing**

5. Leases to government authorities and some service providers are to be negotiated on a case by case basis.
6. A licence to occupy may be considered as an alternate arrangement to a lease in certain situations for the non-exclusive use of land or buildings. A licence to occupy will generally follow the guidelines of this policy, assessed on a case by case basis.

7. Terms and conditions for leases to community organisations are to be in accordance with the following table, unless alternate terms and conditions are negotiated and approved by Council.

**Leases to Community Associations**

Building Tenure	Lease Fee	Lease Term	Lessee Responsibilities
Buildings and improvements owned by a community association on Shire managed land.  Lessee's equity in and therefore responsibility for the building is acknowledged and the lease is for the land only.	\$10 per annum, payable on demand (equivalent to a peppercorn rental) for organisations with a minimal income earning capacity.  \$100 per annum for organisations that have licensed premises with potential to earn income.	Five years, with a five year renewal option, for minor buildings and improvements. (Examples: community gardens and shipping containers for recreational storage.)  Ten years, with a ten year renewal option, for buildings of significant type and function, such as recreational clubrooms.  20 years minimum for aged persons' accommodation to reflect the long-term residential use of the property.	Full responsibility for maintenance, insurance and all expenses related to buildings and improvements owned by the Lessee.  Utility charges (rates/service charges, usage charges and all other expenses).  Terms and conditions of the lease also apply to associated assets outside of the lease area.*





**Corporate Policy  
2.14**

**Property Leasing**

Buildings and improvements owned or managed by the Shire and leased to a community association.	<p>\$10 per annum, payable on demand (equivalent to a peppercorn rental) for organisations with a minimal income earning capacity.</p> <p>\$200 per annum for organisations that have licensed premises with potential to earn income.</p>	Five years, with a five year renewal option.	<p>See following Maintenance Responsibilities Schedule. Minor variations to this schedule may occur, due to the nature of the lease and existing condition of the building, to the satisfaction of the Chief Executive Officer.</p> <p>Full responsibility for maintenance, insurance and all expenses related to assets and improvements owned by the Lessee.</p> <p>Terms and conditions of the lease also apply to associated assets outside of the lease area.*</p>
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\* Improvements/Assets outside of a lease area including, but not limited to, utility connections, plumbing, waste pipes, drains, septic systems, light poles, signage, football goal posts, football dugouts, oval lights, scoreboards, oval fencing and like improvements and assets.

**Corporate Policy**  
**2.14**  
**Property Leasing**

**Maintenance Responsibilities Schedule**

Buildings owned or managed by the Shire and leased to community associations.

In accordance with the lease agreement, at their own expense the Lessee shall at all times:

1. maintain the premises in a good condition to the satisfaction of the Shire, including maintenance and repairs not attributable to fair wear and tear, unless specified in the table below;
2. not make alterations, additions or modifications to the premises without first seeking the consent of the Shire;
3. be responsible in part or whole as determined by the Shire for the costs of repairs or replacement required due to misuse, modifications by the Lessee, maintenance neglect or other negligence; and
4. advise the Shire promptly of all damage sustained to the premises.

The Shire will:

1. carry out structural maintenance and repairs to the building at the Shire's discretion in accordance with the annual budget adopted by Council;
2. conduct capital works and upgrades in accordance with the budget adopted by Council;
3. be responsible for building insurance, unless otherwise negotiated according to the use and lessee's potential to earn income; and
4. recoup expenses from the Lessee when applicable, relating to the Lessee responsibilities in the table below or damage due to misuse, negligence and modifications.

**Definitions:**

Maintenance: Routine upkeep of the building/assets and regular ongoing work necessary to retain operational status. eg: repairs to fittings, periodic painting.

Renewal/Refurbishment: Restore, rehabilitate, replace existing asset to its original capacity. Includes repairs required due to normal wear and tear, age, structural faults etc and replacement of assets at the end of expected life span.

Upgrade/Improvements: Enhance existing asset to provide higher levels of service.

Maintenance Item		Lessee Responsibility	Shire Responsibility
1	Appliances, fixtures and fittings (existing; eg: air conditioner and heating units)	<ul style="list-style-type: none"> <li>• Maintenance in accordance with manufacturer's standards.</li> <li>• Clean and change filters as required.</li> <li>• Service and repair when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
2	Appliances, fixtures and fittings (Lessee installed)	<ul style="list-style-type: none"> <li>• Full responsibility.</li> <li>• Shire approval required prior to installation.</li> </ul>	<ul style="list-style-type: none"> <li>• No responsibility.</li> </ul>

**Corporate Policy  
2.14  
Property Leasing**

<b>Maintenance Item</b>		<b>Lessee Responsibility</b>	<b>Shire Responsibility</b>
3	Building External	<ul style="list-style-type: none"> <li>• Keep in a clean and tidy state at all times.</li> <li>• Maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
4	Cleaning	<ul style="list-style-type: none"> <li>• Keep all areas in a clean and hygienic state at all times, including walls, ceilings, windows, floors, fixtures and fittings.</li> <li>• Compliance with the Health Act and Health Local Law.</li> </ul>	<ul style="list-style-type: none"> <li>• No responsibility.</li> </ul>
5	Doors and security screens	<ul style="list-style-type: none"> <li>• Maintenance.</li> <li>• Renewable due to foreseeable misuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
6	Doors (automatic)	<ul style="list-style-type: none"> <li>• Servicing, twice per year by an approved person.</li> <li>• Maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
7	Electrical wiring and fittings	<ul style="list-style-type: none"> <li>• Maintenance and renewal of all electrical fittings, such as power points, light switches, light fittings and globes.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance and renewal of building wiring from main supply to switchboard and to fittings.</li> </ul>
8	Fire extinguishers and all fire equipment	<ul style="list-style-type: none"> <li>• Annual costs associated with inspection, servicing, maintenance and refilling.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange annual servicing to all fire equipment – recoup cost from Lessee.</li> <li>• Renewal and upgrade as determined by Council.</li> </ul>
9	Floor surfaces and coverings	<ul style="list-style-type: none"> <li>• Regular cleaning and maintenance in accordance with the requirements of the type of the surface/covering.</li> <li>• Carpets to be professionally cleaned when required.</li> <li>• In food premises the food handling areas are to comply with the Food Act and to meet the relevant Food Safety Standard.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
10	Food handling areas and equipment	<ul style="list-style-type: none"> <li>• Maintenance.</li> <li>• Renewal due to misuse or neglect.</li> <li>• Compliance with legislation, including Food Act 2008, Food Regulations 2009, Food Standards Code and Health Local Law.</li> <li>• Benches, cupboards and other fittings must be cleaned and maintained in a sound working condition at all times.</li> <li>• Ovens, refrigerators, fans, hot water systems and other appliances and equipment to be cleaned and maintained in accordance with manufacturer standards and legislation.</li> <li>• Full responsibility for Lessee owned appliances, including compliance with legislation.</li> <li>• Shire approval required prior to installation of additional fittings, alterations and appliances.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
11	Gardens and Surrounds	<ul style="list-style-type: none"> <li>• Mow grass, prune, weed, water and maintain gardens.</li> <li>• Maintenance of improvements, such as fences and footpaths.</li> <li>• Maintenance of reticulation where installed.</li> <li>• Shire approval required prior to removal of trees, planting new trees or new species.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain trees to a safe standard.</li> <li>• Renewal and upgrade of improvements as determined by Council.</li> </ul>

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<b>Maintenance Item</b>		<b>Lessee Responsibility</b>	<b>Shire Responsibility</b>
12	Gutters and downpipes	<ul style="list-style-type: none"> <li>• Clean as needed, minimum once per year.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance, renewal and upgrade as determined by Council.</li> </ul>
13	Keys, Locks and Door Hardware	<ul style="list-style-type: none"> <li>• Responsible for keys issued by Shire.</li> <li>• Maintenance of locks and hardware.</li> <li>• Cost of additional keys requested by Lessee.</li> <li>• Cost of replacement locks, keys and hardware due to loss or misuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase and install all locks.</li> <li>• Renewal and upgrade as determined by Council.</li> <li>• Recoup costs from Lessee when applicable.</li> </ul>
14	Painting	<ul style="list-style-type: none"> <li>• Internal and External painting, minimum once during each 10 years or at end of lease.</li> <li>• Paint and colour to be approved by Shire.</li> </ul>	<ul style="list-style-type: none"> <li>• No responsibility.</li> </ul>
15	Pest Control	<ul style="list-style-type: none"> <li>• All areas are to be kept in a clean and hygienic state, free from pests and vermin.</li> <li>• Maintenance and renewal of assets attributable to neglect of pest control.</li> </ul>	<ul style="list-style-type: none"> <li>• No responsibility.</li> <li>• Recoup costs from Lessee if inspection or treatment is arranged by Shire.</li> <li>• Termite inspections, annually unless otherwise agreed. Conducted by a licensed pest control operator with certification to be provided.</li> <li>• Treatment for termites when required.</li> </ul>
16	Plumbing and fixtures	<ul style="list-style-type: none"> <li>• Maintenance, ensure all taps and water outlets are in good working order.</li> <li>• Renewal of minor fixtures and fittings, such as taps.</li> <li>• Shire approval required prior to installation of new plumbing and fixtures.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
17	Plumbing waste pipes and drains	<ul style="list-style-type: none"> <li>• Clear and repair if blocked.</li> <li>• Maintenance and cleaning of grease traps.</li> <li>• Maintenance and renewal due to misuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance, renewal and upgrade as determined by Council.</li> </ul>
18	Roof	<ul style="list-style-type: none"> <li>• No responsibility except in the event of misuse or damage by the Lessee.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance, renewal and upgrade as determined by Council.</li> </ul>
19	Septic Systems	<ul style="list-style-type: none"> <li>• Septic system pump outs on a regular basis according to use.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance, renewal and upgrade as determined by Council.</li> </ul>

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20	Skylights	<ul style="list-style-type: none"> <li>No responsibility except in the event of misuse or damage.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance, renewal and upgrade as determined by Council.</li> </ul>
Maintenance Item		Lessee Responsibility	Shire Responsibility
21	Utilities	<ul style="list-style-type: none"> <li>Connection, disconnection, rates/service charges, rental, usage charges, maintenance, service, testing and other expenses associated with water, electricity, gas and telephone services.</li> </ul>	<ul style="list-style-type: none"> <li>No responsibility.</li> <li>Recoup utility expenses from Lessee when applicable.</li> </ul>
22	Vandalism	<ul style="list-style-type: none"> <li>Removal and repair of minor vandalism; up to the value of \$300 per incident.</li> <li>Minor vandalism to be removed within 48 hours of discovery.</li> </ul>	<ul style="list-style-type: none"> <li>Repairs required due to major vandalism not attributed to the actions of the Lessee or any agent or visitor of the Lessee, as determined per incident and above \$300. Recoup \$300 per incident from Lessee.</li> </ul>
23	Walls and Ceilings	<ul style="list-style-type: none"> <li>Renewal if damaged due to misuse, negligence and unapproved modifications.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance, renewal and upgrade as determined by Council.</li> </ul>
24	Windows/Glass	<ul style="list-style-type: none"> <li>Replace broken glass, except when broken as a result of vandalism and cost is greater than \$300.</li> </ul>	<ul style="list-style-type: none"> <li>Replace glass broken as a result of an act of vandalism, when the cost of repairs is greater than \$300. Recoup \$300 per incident from Lessee.</li> </ul>
25	Window treatments, where fitted	<ul style="list-style-type: none"> <li>Maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Renewal and upgrade as determined by Council.</li> </ul>

**Administration**

This policy will be administered by the Office of CEO.

**Adoption and Date Due for Revision**

**ADOPTED 18 JULY 2024  
MODIFIED 20 FEBRUARY 2025**

**NEXT DUE FOR REVIEW 20 FEBRUARY 2030**

**The Administration of this Policy is by Office of CEO.**



**Corporate Policy  
2.13  
Social Media Use and Guidelines**

### **Purpose**

This policy serves as a framework for the Shire's commitment to effective internal controls, encompassing financial and non-financial matters, to ensure efficient management and safeguarding of resources.

### **Background**

The implementation and maintenance of systems and processes are crucial for ongoing assessment and improvement of internal controls in alignment with ISO31000 and the Shire's Risk Management Framework.

Internal control is not limited to financial matters. An effective internal control environment provides the means by which the Shire can successfully address and mitigate any risks.

### **Objectives**

This policy is intended to guide employees and contractors who use social media as part of their job or in a personal capacity. It applies anytime an employee is using social media in relation to:

- The Shire of Northampton;
- Its products or services;
- Its people; and
- Its competitors and/or other business-related individuals or organisations.

Depending on the circumstances, non-compliance with this policy may be a breach of employment, misconduct, harassment, discrimination, bullying or some other unlawful behaviour.

Those who fail to comply with this policy may be subject to disciplinary action, up to and including termination of employment.

Personal and professional use of social media by the Shire of Northampton employees and contractors must not:

- Bring the Shire of Northampton into disrepute;
- Imply the Shire of Northampton's endorsement of personal views;
- Disclose confidential information;
- Make disparaging or derogatory comments of the Shire of Northampton, colleagues, customers, clients or competition; or
- Compromise effectiveness at work (e.g. through excessive use).

### **Area of Application**

This policy applies to all Council Members, Executive Managers, and Workers, providing guidance for effective management and resource utilisation.



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### **Policy Measures**

The internal control policy aims to minimise or contain internal risks within acceptable levels, as outlined in the Shire's Risk Management Policy. The CEO has delegated responsibility for operational and financial management, ensuring the establishment and maintenance of effective internal controls.

The CEO ensures that appropriate and efficient internal controls are in place covering:

- a) Staffing and segregation of duties;
- b) Information Technology;
- c) Documented procedures and processes covering the recording, reporting and authorisation of transactions;
- d) Monitoring performance and adherence; and
- e) Legislative activities.

#### **1. KEY FOCUS AREAS**

- a) Plan for the future; ensure efficient monitoring and reporting of Council's Strategic Community Plan objectives;
- b) Accuracy and Reliability – maintain accurate reporting to facilitate informed decision-making;
- c) Compliance – ensure adherence to relevant legislation and regulations;
- d) Asset Protection – secure assets from unauthorised use;
- e) Record Integrity – maintain complete, secure and reliable records;
- f) Risk Mitigation – identify, assess and mitigate risks; and
- g) Accountability and Transparency – establish strong internal controls fostering community trust and confidence.

#### **2. INTERNAL CONTROL**

Effective internal control involves:

##### **2.1 Establishing an appropriate control environment**

Emphasise compliance with policies, codes of conduct, directives, procedures and values, supported by adequate training and technology usage.

##### **2.2 Assessment of Risks**

Adopt a proactive risk management approach, regularly reviewing and identifying risks in accordance with the Shire's Risk Management Framework and Risk Management Policy.

##### **2.3 Implementation of Control Activities**

Implement preventative, detective, and directive control measures below.

- a) Preventative Control Measures such as training programs, improvement and thorough review of contract conditions; regular



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- review of policies and procedures, and security to avoid undesirable events from occurring.
- b) Detective Control Measures such as audits, review and reconciliation processes to detect and subsequently correct undesirable events that have already occurred.
- c) Directive processes such as Business Continuity Plans, Disaster Recovery Plans, insurance, education and disciplinary procedures to encourage continuity and mitigation of risk.

#### **2.4 Information and Communication**

Ensuring clear communication about internal controls throughout the Shire which includes documenting procedures, staff training and keeping everyone informed about updates.

#### **2.5 Monitoring and Review Activities**

Successful internal control implementation is indicated by:

- a) Risk management reviews undertaken annually by the Local Government Insurance Scheme (LGIS);
- b) Completion of the Compliance Calendar on a quarterly basis; and
- c) Completion of the annual Compliance Audit Return.

### **3. OUTCOMES**

Successful internal control implementation is indicated by:

- a) Efficient resource utilisation;
- b) Timely detection and correction of anomalies;
- c) Asset protection and authorised use;
- d) Integrity and accessibility of records; and
- e) Effective risk containment.

### **4. ROLES AND RESPONSIBILITIES**

#### **4.1 Council**

Council is responsible overseeing the Internal Control Policy.

#### **4.2 Chief Executive Officer (CEO)**

The CEO is accountable to Council for developing and implementing effective systems, promoting best practices and reporting to Council on internal control effectiveness.

#### **4.3 Workers**

Workers are responsible for adhering to internal control policies and procedures reporting inadequacies to management.

#### **Reference Information**

- Introduction to Local Government Accounting – 4.4 Internal Control and Risk





## Corporate Policy 2.13 Social Media Use and Guidelines

- Management (Department of Local Government, Sport and Cultural Industries);
- Integrated Planning and Reporting – Long Term Financial Plan Guidelines (Department of Local Government);
  - Local Government Operational Guideline No. 9 – Audit in Local Government (Department of Local Government, Sport and Cultural Industries);
  - Shire of Northampton Register of Delegations, Authorisations and Appointments;
  - Shire of Northampton 2.3 Purchasing Policy; and
  - Shire of Northampton 2.13 Risk Management Policy.

### **Legislation**

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996.*
- *Local Government (Audit) Regulations 1996*
- *Financial Management Act 2006*
- *State Records Act 2000.*
- *Local Government (Miscellaneous Provisions) Act 1960;*
- *Planning and Development Act 2005, sections 214(2), (3) and (5).*

### **Associated Documents**

- Shire of Northampton Employee Code of Conduct
- Shire of Northampton 1.4 Councillor Training and Professional Development Policy
- Shire of Northampton 2.13 Risk Management Policy

### ***DEFINITIONS***

<b>Terms</b>	<b>Definition</b>
Detective Controls	An accounting term that refers to a type of internal control intended to find problems within the Shire's processes.
Internal Control	A comprehensive process supported by policies, procedures and practices, ensuring objectives related to operations, financial data and compliance are achieved.
ISP documents	Integrated Strategic Planning documents comprising of the Council's Strategic Community Plan and other plans that guide the Shire's operations.
Preventative Action	A system to eliminate any cause(s) that would create a potential hazard or undesirable situation. Changes can be made or implemented to address an issue, hazard or weakness in a system. Preventative action can include ways to improve an organisation's workflow or situation.



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Preventative Controls	Attempt to prevent or control undesirable acts from occurring. They are proactive controls, designed to prevent a loss, error or omission.
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**Administration**

This policy will be administered by the Office of CEO.

**Adoption and Date Due for Revision**

**ADOPTED 20 FEBRUARY 2025  
REVIEWED N/A**

**NEXT DUE FOR REVIEW 20 FEBRUARY 2030** (or earlier if required)

<b>The Administration of this Policy is by the Office of CEO.</b>
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**Corporate Policy**  
**2.11**  
**(ICT) System Acceptable Use**

**Purpose**

To provide guidelines for the acceptable use of Council Information and Communications Technology (ICT) assets by Council Members, employees, contractors and volunteers.

**Background and Issues**

Acceptable use of the Shire of Northampton's (Shire) information and communication technology resources will underpin the organisation's ability to keep pace, grow and innovate whilst maintaining increased and affordable access to and protection of data and services. Acceptable use of ICT resources and services creates a secure, well managed and more efficient workplace.

**Objectives**

To support the safe and effective use of Council ICT assets by:

- Controlling risks associated with cyber security threats to Council ICT assets;
- Protecting the privacy of personal information; and
- Preventing inappropriate and unlawful use of ICT assets.

**Area of Application**

This policy applies to Council Members, Council Employees, ICT providers to Council, Contractors, Volunteers and any other person who is provided access to Council ICT assets.

**Policy Measures**

**1. *Business Purposes***

The Shire of Northampton's (Shire) ICT systems and resources are tools to be used for Shire business purposes.

Use of the Shire of Northampton's ICT systems must:

- a) Be for Shire business purposes only, or where authorised or required by law, or with the express permission of an Authorised Person; and
- b) Be used like other business communications and comply with any code of conduct or legislative requirements that apply to the user.

Notwithstanding clause 1(a), users of the Shire of Northampton's ICT systems may use those systems for personal use provided the use is minor and infrequent and does not breach this Policy.

Users must not engage:

- a) In excessive personal use of the Shire's ICT systems during working hours; or
- b) In excessive personal use of electronic communications and the internet using Shire's networks outside working hours.

A breach of either of these constitutes a failure to abide by this Policy.



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Minor and infrequent personal use must be conducted as follows: in accordance with this clause:

- a) Subscribing to list servers, mailing lists and other similar services must be for Shire purposes or professional development reasons only; and
- b) Online conferences, discussion groups or other similar services must be relevant and used for Shire purposes or professional development activities. Such interaction requires that internet etiquette should be observed along with current societal standards for respect and fairness.

Obtaining unauthorised access to electronic files of others or to email or other electronic communications of others, is not permitted and may constitute a criminal offence.

Large downloads or transmissions should be minimised to ensure the performance of the Shire's ICT systems for other users is not adversely affected. Where a user has caused the Shire to incur costs for excessive downloading of non-work related material in breach of this policy, the Shire may seek reimbursement or compensation from the user for all or part of these costs or apply other forms of disciplinary action.

**2. Shire Property**

The Shire of Northampton is the owner of, and asserts copyright over;

- a) All electronic communications created by employees as part of their employment and traverse with the Shire's ICT systems.
- b) All electronic data / information stored on the Shire's ICT systems.
- c) Personal devices if they are fitted with Shire software

Electronic communications created, sent or received by the users referred to in the 'Area of Application' of this Policy are the property of the Shire, and may be accessed as records of evidence in the case of an investigation. All electronic communications are kept for 7 years. Electronic communications may also be subject to discovery in litigation and criminal investigations. Please note that email messages and mobile phone text messages may be retrieved from back-up systems and organisations, their employees and the authors of electronic communications have been held liable for messages that have been sent. This clause is subject to Commonwealth or State law that precludes such access.

**3. Monitoring**

Use of the Shire's ICT systems may be monitored by Authorised Persons.

Shire employees shall have no expectation of privacy in anything they store, send or receive on the Shire's information systems. The Shire may monitor messages without prior notice. The Shire is not obliged to monitor email messages.

From time to time, Authorised Persons may examine or monitor the records of Shire's ICT systems including for operational, maintenance, compliance,



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auditing, security or investigative purposes. For example, electronic communications and web sites visited may be monitored. The Shire of Northampton may investigate a complaint arising from the use of the Shire's ICT systems.

Use of the Shire's ICT systems is provided to users on condition that it is agreed that the Shire's ICT systems are monitored in accordance with this Policy. Use of the Shire's ICT systems constitutes consent to monitoring in accordance with this Policy.

If at any time there is a reasonable belief that the Shire's ICT systems are being used in breach of this Policy, the CEO or the Manager of the person who is suspected of using the Shire's ICT systems inappropriately may suspend all or any part of a person's use of the Shire's ICT systems and may require that the equipment being used by the person be secured by the CEO or the manager while the suspected breach is being investigated.

**4. Defamation**

Electronic communications may be easily copied, forwarded, saved, intercepted or archived. The audience of an electronic message may be unexpected and widespread. The Shire's ICT systems must not be used to send material that defames an individual, organisation, association, company or business. The consequences of a defamatory comment may be severe and give rise to personal and/or Shire of Northampton liability.

**5. Copyright Infringement**

The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files, music files, video files, text and down loaded information) must not be used without specific authorisation to do so. The ability to forward and distribute electronic messages and attachments and to share files greatly increases the risk of copyright infringement. Copying material to a hard disk or removable disk, printing or distributing or sharing copyright material by electronic means, may give rise to personal and/or the Shire of Northampton liability, despite the belief that the use of such material was permitted.

The Shire of Northampton supports the rights of copyright owners and does not and will not tolerate reckless or deliberate copyright infringement. Copyrighted material will be deleted if discovered.

**6. Illegal Material**

The Shire's ICT systems must not be used in any manner contrary to law or likely to contravene the law. Any suspected offender will be referred to the police or other relevant authority and will be viewed as a serious breach of the terms of employment and appropriate action taken.

Illegal or unlawful use includes but is not limited to use of certain types of



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pornography (e.g. child pornography), defamatory material, material that could constitute racial or religious vilification, unlawfully discriminatory material, stalking, use which breaches copyright laws, fraudulent activity, computer crimes and other computer offences under various Crimes Acts or any other relevant legislation.

#### **7. Offensive or Inappropriate Material**

Use of the Shire's ICT systems must be appropriate to a workplace environment. This includes but is not limited to the content of all electronic communications, whether sent internally or externally.

The Shire's ICT systems must not be used for material that is pornographic, harassing, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually oriented messages or images and messages that could constitute sexual harassment (sometimes referred to as flaming).

All users of the Shire's ICT systems should be familiar with any Shire of Northampton anti-discrimination, equal opportunity and harassment policies. Users of the ICT systems who receive unsolicited offensive or inappropriate material electronically should notify their Manager. Offensive or inappropriate material received from people known to the receiver should be deleted and the sender of the material should be asked to refrain from sending such material again. Such material must not be forwarded internally or externally or saved onto the Shire's ICT systems except where the material is required for the purposes of investigating a breach of this policy.

#### **8. Confidentiality**

Electronic communication is not a secure means of communication. While every attempt is made to ensure the security of the Shire's ICT systems, users must be aware that this security is not guaranteed, particularly when communicating to an external party. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication.

#### **9. Malicious Software**

Electronic communications are potential delivery systems for various forms of computer viruses. All data, programs and files which are downloaded electronically or attached to messages or imported on any other media (e.g. thumb drives, flashcards, iPods, removable disks, cameras) should be scanned by an anti-virus program before being launched, opened or accessed.

Viruses have the potential to seriously damage the Shire's ICT systems. Do not open any downloaded files, emails or attachments that you are not expecting or that look suspicious. If you receive any files that you suspect contain a virus it should be reported immediately to the ICT Department.



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**10. Attribution**

There is always a risk of false attribution of breaches of this Policy. It is possible that communications may be modified to reflect a false message, sender or recipient. In these instances, an individual may be unaware that he or she is communicating with an impostor or receiving fraudulent information. If a user has a concern with the contents of a message received or the identity of the publisher of the electronic information, action should be taken to verify their identity by other means. If a user believes an electronic communication has been intercepted or modified, the ICT Department should be informed.

Users are accountable for all use of Shire's ICT systems that have been made available to them for work purposes and all use of the Shire's ICT systems performed with their user-ID. Users must maintain full supervision and physical control of the Shire's ICT equipment, including notebook computers and mobile phones at all times. User-IDs and passwords must be kept secure and confidential. User-IDs and passwords should not be disclosed to anyone, including disclosure to Managers or Senior Management. Users must not allow or facilitate unauthorised access to the Shire's ICT systems through the disclosure or sharing of passwords or other information designed for security purposes.

Active connections are to be terminated when access is no longer required and personal computers and devices secured by password when not in use.

**11. Mass Distribution and "Spam"**

The use of electronic communications for sending junk mail, for-profit messages, or chain letters is strictly prohibited. Mass electronic communications should only be sent in accordance with normal Shire of Northampton procedures.

The use of electronic communications for sending unsolicited commercial electronic messages ('Spam') is strictly prohibited and may constitute a breach of the *Spam Act 2003* (Cth).

**12. Records Management**

Electronic communications are public records and subject to the provisions of the *State Records Act 2000*.

Shire of Northampton record management practices for management of email messages must comply with Shire policies and guidelines on recordkeeping and management of electronic communications as amended from time to time. Email messages that are routine or of a short-term facilitative nature should be deleted when reference ceases, as distinct from ongoing business records such as policy or operational records.

Retention of messages fills up large amounts of storage space on the network and can slow down performance. As few messages as possible should be



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maintained in a user's mailbox.

**13. Email Disclaimer**

All emails sent externally from the Shire of Northampton will have a disclaimer placed along with the employee's signature. The current disclaimer is worded as follows:

**"This e-mail and any attachment(s), is confidential and may be legally privileged. It is intended solely for the recipient(s). If you are not the recipient, dissemination, copying or use of this e-mail or any of its content is prohibited and may be unlawful. If you are not the intended recipient please inform the sender immediately and destroy the e-mail, any attachment(s) and any copies. All liability for viruses is excluded to the fullest extent permitted by law. It is your responsibility to scan or otherwise check this email and any attachment(s). Unless otherwise stated (i) views expressed in this message are those of the individual sender, except where the message states otherwise and the sender is authorised to state those views on behalf of the Shire of Northampton (ii) no contract may be construed by this e-mail. Emails may be monitored and you are taken to have consented to this monitoring."**

This disclaimer must not be altered or interfered with in any way, except by the Manager of Corporate Services with approval of the CEO. The use of this disclaimer may not necessarily prevent the Shire of Northampton or the sender of the email from being held liable for its contents.

**14. Complaints**

If a Shire officer wishes to make a complaint about an electronic communication that is offensive or inappropriate, raise it with the Manager of Corporate Services or the officers direct Manager.

**15. Non-Compliance**

Depending on the nature of the inappropriate use of the Shire's ICT systems, non-compliance with this Policy may constitute:

- a) A breach of employment obligations;
  - b) Serious misconduct;
  - c) Sexual harassment;
  - d) A criminal offence;
  - e) A threat to the security of the Shire of Northampton's ICT systems;
  - f) An infringement of the privacy of staff and other persons; or
  - g) Exposure to legal liability.
- Non-compliance with this Policy will be regarded as a serious matter and appropriate action may be taken.





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**16. Breaches of this Policy**

Breaches of this Policy may be classified using the following categories. The categories do not cover all breaches of this Policy, for example the categories do not specifically refer to breaches of copyright. Matters not covered by the following categories will be dealt with on an individual basis and by consideration of the relevant facts.

Category 1: Illegal

This category covers the following:

- a) Child pornography - offences relating to child pornography as defined **as: "a film, photograph, publication or computer game that describes or depicts a person who is, or appears to be, a minor engaging in sexual activity or depicted in an indecent sexual manner or context."**
- b) Objectionable material - offences relating to the exhibition, sale and other illegal acts relating to **"objectionable films"** and **"objectionable publications"**.
- c) Any other material or activity that involves or is in furtherance of a breach of the criminal law.

Category 2: Extreme

This category involves non-criminal use of material that:

- a) Depicts, expresses or otherwise deals with matters of sex, drug misuse or addiction, crime, cruelty, violence or revolting or abhorrent phenomena in such a way that they offend against the standards of morality, decency and propriety generally accepted by reasonable adults to the extent that the material should not be classified;
- b) Describes or depicts in a way that is likely to cause offence to a reasonable adult, a person who is, or appears to be, a child under 18 (whether or not the person is engaged in sexual activity or not); or
- c) Promotes, incites or instructs in matters of crime or violence.

Category 3: Critical

This category involves other types of offensive material including any material that:

- a) Has sexually explicit material that contains real depictions of actual sexual intercourse and other sexual activity between consenting adults;
- b) Involves racial or religious vilification;
- c) Is unlawfully discriminatory;
- d) Is defamatory;
- e) Involves sexual harassment; or
- f) Brings or has the potential to bring the employee and/or Shire of Northampton into disrepute.



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Category 4: Excessive personal use during working hours

This category covers personal use that satisfies the following three criteria:

- a) It occurs during normal working hours (but excluding the employee's lunch or other official breaks); and
- b) It adversely affects, or could reasonably be expected to adversely affect the performance of the employee's duties; and
- c) The use is frequent and more than insignificant.

**17. Authentication**

- a) All passwords/passphrases must expire at regular intervals and have some complexity containing a mixture of numbers, symbols, uppercase and lowercase letters as specified by the ICT Department.
- b) Users must change their password/passphrase when requested by the system or when they feel it may have been compromised.
- c) All passwords/passphrases are to be treated as sensitive, confidential information and must not be shared.
- d) Do not use the 'Remember password' feature of any application for any Shire passwords/passphrases under any circumstances.
- e) Passwords are to be a minimum length of 10 characters.
- f) Paraphrases are to be a minimum length of 14 characters.
- g) Where MFA or 2FA is available to be used for an application or online services, it is mandatory for employees to utilise the authentication method.

**18. Remote Access**

Remote access is provided to network users by default and by using remote access technology, users must understand that their machines are a de facto extension of the Shire's network, and as such are subject to the same rules and regulations that apply to the Shire's owned equipment. That is, their machines must be configured to comply with this procedure. The employee, contractor, vendor or agent bears responsibility for the consequences if this access is misused.

The following conditions apply to employees, contractors, vendors and agents using remote access:

- a) All requirements outlined in this procedure apply to the use of remote access.
- b) Family members must not violate any of the Shire's policies, perform illegal activities, or use the access for outside business interests. Responsibility rests with the approved user for any consequences that arise from misuse.
- c) The computer that is connected remotely to the Shire's corporate network is not to be connected to any other network at the same time, with the exception of personal networks that are under the complete control of the



**Corporate Policy  
2.11  
(ICT) System Acceptable Use**

- user.
- d) The use of non-Shire email accounts (i.e. Hotmail, Yahoo, and Gmail) or other external resources is not permitted for the conduct of Shire business, thereby ensuring official business is not confused with personal business.
  - e) Non-standard hardware configurations and security configurations for access to hardware must be approved by ICT Department.
  - f) All hosts connected to the Shire's internal networks via remote access technologies must use the most up-to-date anti-virus software. This includes personal computers. Third Party connections must comply with requirements.
  - g) Personal equipment used to connect to the Shire's networks must meet the requirements of the Shire's owned equipment for remote access. ICT Department will provide advice regarding current requirements.
  - h) Organisations or individuals who wish to implement non-standard Remote Access solutions to the Shire's production network must obtain prior approval from ICT Department.

**19. Termination of Employment**

At the termination of employment of a Shire employee, any Shire owned devices will be cleared by ICT, and communications (e.g. email, mobile phone calls) will be redirected as is deemed appropriate.

**Administration**

This policy will be administered by the Office of CEO.

**Adoption and Date Due for Revision**

**ADOPTED 20 FEBRUARY 2025  
REVIEWED N/A**

**NEXT DUE FOR REVIEW 20 FEBRUARY 2030**

**The Administration of this Policy is by the Office of CEO.**



**Corporate Policy  
2.11  
(ICT) System Acceptable Use**

**APPENDIX**

I, \_\_\_\_\_(please print) acknowledge that I have received training and understand Corporate Policy **2.11 Information and Communications Technology (ICT) Systems Acceptable Use**.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**Corporate Policy**  
**2.12**  
**Cyber Security Governance**

**Purpose**

To protect the Shire of Northampton's (Shire) information and communications technology (ICT) systems and electronic information from security threats ('information security'). The policy supports Council and community resilience and compliance with obligations in relation to information security.

**Background and Issues**

As part of the Shire's business, it collects, receives and stores information and data. Given increasing public awareness of data security and privacy concerns, the Shire needs to ensure stringent measures are taken to protect systems and data and to prevent data loss, leakage and/or theft.

**Objectives**

To protect the Council ICT systems and information by:

- Effectively managing the risks associated with information security threats to Council.
- Responding effectively to information security incidents.
- Continuously improving management of information security risks.

Implementation of the policy does not eliminate risks, however it reduces the likelihood and consequences if a risk materialises.

**Area of Application**

This policy applies to all ICT assets to the extent that Council has management responsibility or control of those assets and to anyone with access to the Shire's electronic systems, information, software and hardware including Council Members, Council Employees, ICT providers to Council, Contractors, Volunteers and any other person who is provided access to Council ICT assets.

**Policy Measures**

This policy set out the guidelines to maintain appropriate security if the Shire's systems, networks and data which includes:

- Security Risk Management.
- Information & Data Security.
- Sharing of Information.
- Security of Information.
- Acceptable Use.
- Physical Access Control.
- Monitoring of ICT Systems.
- Security Awareness and Training.

**1. Security Risk Management**

The identification, assessment and management of Cybersecurity risks are incorporated into the Shire's wider Risk Management policy. As part of that approach, the Shire's ICT Risk Register will include:

- a) Visibility of information security risk across the Shire.



**Corporate Policy**  
**2.12**  
**Cyber Security Governance**

- b) Identification of ICT assets to be protected.
- c) Risk mitigation or recommendations.
- d) Monitoring of risk treatments and their effectiveness.

**2. Information & Data Classification**

The Shire will classify its data and information as follows:

**CONFIDENTIAL** – Information whose unauthorised disclosure could reasonably be expected to cause damage to personal/organisation's security.

- Personal – refers to confidential information that is personal in nature, such as:
  - Social Security numbers.
  - Date of Birth.
  - Driver's License Numbers.
  - Home Address and Phone Numbers.
- Sensitive – If disclosed, could reasonably be expected to cause damage to personal or organisation's security.
  - Information that could impair a person's security or well-being.
  - Information that could compromise Shire's business operations.
- Financial – Information related to financial matters such as:
  - Payroll Details.
  - Investments.
  - Debt Levels.
- Restricted / Corporate – Refers to information that is highly sensitive and confidential business or personal data that is subject to strict protection measures.
  - Highly confidential business information.
  - Sensitive information that could have a serious adverse impact if disclosed.

**Systems that store and process this information in this category require the most stringent security measures. All employees must take extra care when handling this data or information.**

**INTERNAL** – Data that is only intended for use within the organisation, such as:

- Employee handbooks and policies.
- Internal memos and communications.
- Shire's intranet.

**PUBLIC** – Data that is freely available and does not require special security measures. It can be openly shared with anyone without additional precautions.

- Community Announcements.
- Government projects.



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**2.12**  
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- Community rules and regulations.
- Shire Staff Members and Departments.

**3. Sharing of Information**

The Shire's users may only share information:

- a) When authorised by the Shire's Executive Team.
- b) When required and permitted by Law.
- c) That is public information or for public distribution.
- d) Where a formal process has been defined.

**4. Security of Information (Preventative Measures)**

The Shire and its Managed Service Provider must ensure:

- a) Provision of a consistent and secure ICT environment across all platforms. This will enable better control over any technical vulnerabilities that are known or that arise.
- b) The provision of up-to-date hardware, including computers, servers and mobile devices, that are procured and installed in consultation with the Shire's Information Technology consultant.
- c) Controls and other preventative measures are in place to avoid Cyber Security Incidents, either as a result of experience from previous Cyber Security Incidents or as a countermeasure or deterrent to likely Cyber Security Incidents.
- d) Security logs are reviewed to identify and manage Cyber Security Incidents and/or breaches in the security of Digital Services, as well as create and manage records and documents associated with Cyber Security Incidents for further analysis.
- e) 2FA is enabled for Office 365 applications and other crucial systems.
- f) A password-protected automated screen-saver lock is implemented in all Shire desktop and laptop computers.
- g) All external logins to the Shire's network are routed via the Shire's Virtual Private Network (VPN).
- h) Access to files on the common and live drives are restricted in accordance with delegation and positional functionality as defined in the Shire's "User Access File Matrix".
- i) All Synergy login ID's have access restricted to modules so that users only have access to applicable information and relevant batch authorisation functionality. "Refer to the "SynergySoft Modules Security Matrix"
- j) Basic proprietary firewall hardware is in place.
- k) Appropriate Antivirus software is in place and kept up to date to detect any malware or similar malicious code.
- l) The Shire uses systems that detect spam, phishing messages, and other malicious emails entering and leaving its email servers to protect against Spam, Phishing attempts and viral outbreaks. The configuration of this software is adjusted to cater to new types of spam, phishing



## Corporate Policy

### 2.12

#### Cyber Security Governance

attempts, and other forms of malicious email when ITDS is made aware of them. As such, reporting suspicious activity is still vital to this process.

- m) Monitoring of system access logs which may reveal signs of external interference, including foreign interference. This must be reported to the CEO or Executive Management Team immediately.
- n) The Shire provides information and support relating to Cyber Security, Phishing, and Good Practices.

#### **All users** must ensure:

- Confidential and Internal information they have been granted access to is protected.
- The systems to which they have been granted access to are protected.
- The Shire is informed if they suspect their user account or credentials have been compromised or if they have become the victim of a Cyber Attack.
- Passwords meet the level of complexity within industry standards in all authorised passwords. Refer to the Acceptable Use Policy for more details about the Shire's password requirements.
- Computer devices are protected by ensuring unattended devices will not be subject to unauthorised access.
- Any external logon from the Shire's network uses the Virtual Private Network (VPN) logon functionality.
- Suspected Cyber security events or breaches of security protocols are reported to the CEO or Executive Management Team immediately.
- Devices that access the Shire's Information Technology environment are virus-free, have up-to-date antivirus/malware software installed, and will not circumvent or compromise any security controls.
- Appropriate levels of care and caution are exercised to prevent unauthorised access to all Digital Services (see the Digital Information Security Policy).
- Appropriate levels of care and caution are exercised to maintain the security of confidential and sensitive information and protect all authorised users' privacy.
- Awareness that where remote access is provided, such access is subject to the "Information Technology Use Policy" and access to this functionality may be subject to review.

#### **5. Security Awareness and Training**

To improve staff awareness of cyber-related risks, the Shire may provide Cyber Awareness Training.

- a) All staff must attend Cyber Training sessions provided by the Shire.
- b) Exceptions for attendance may only be provided by the CEO.

#### **6. Acceptable Use**

Access to information and ICT resources must only be granted to Councillors,





**Corporate Policy**  
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**Cyber Security Governance**

Employees and contractors who have been identified in accordance with the Shire's *ICT 3.4 Systems Acceptable Use Policy*.

**7. Physical Access Control**

All ICT Systems or ICT Assets identified as critical must be physically protected in secure areas from unauthorised access in accordance with *Physical Access Control Policy*.

**8. Monitoring of ICT Systems**

The Shire may conduct surveillance of any User's activity on its ICT Systems without providing any notice to the Users. The Shire may retain records of any User's activity. The Shire may disclose these records:

- a) For any purposes related to the activities of the Shire, related to the employment or engagement of any User.
- b) To a law enforcement agency in connection to any offence or alleged offence.
- c) In connection with legal proceedings.
- d) As reasonably necessary to avert an imminent injury to a person or any damage to property.

The Shire reserves the right to:

- a) View the information hosted on the Shire's ICT Systems, including information which has been deleted.
- b) Monitor and record information and activities on the Shire's ICT Systems (including emails, access to internet sites and social media).
- c) Block emails or access to the internet or any internet site.
- d) Restrict or revoke a User's access to the Shire's systems.

**9. Policy Violations**

Violations of this policy may result in disciplinary action, up to and including termination of employment or legal action, depending on the severity and impact of the violation.

**10. Reporting And Violation**

Users are encouraged to report any suspected violations of this policy to their manager or their supervisor.

**11. Review And Revision**

This policy will be reviewed regularly to ensure its effectiveness and relevance. Amendments may be made as necessary to address changing circumstances or technology.



**Corporate Policy**  
**2.12**  
**Cyber Security Governance**

**12. DEFINITIONS**

<b>Terms</b>	<b>Definition</b>
ICT Asset	Any physical or logical computing device either owned, leased, or used by the Shire to store, process or communicate electronic information.
Technology Systems	Any systems used by the Shire to store electronic data and information.
Confidential Information	Information whose unauthorised disclosure could reasonably be expected to cause damage to personal/organisations security.
Internal Information	Data that is intended for use within the organisation.
Public Information	Data that is publicly available and does not require special security measures.
Risk Register	A strategic log that lists all potential threats that could impact an organisation's operations, reputation, and compliance. It guides through the complexity of risks, organises and prioritises risks and enables a structured response strategy.
Information Security	The practice of protecting information assets from unauthorised access, use, disclosure, disruption, modification, or destruction to ensure confidentiality, integrity, and availability.
Privacy	Protecting personal and sensitive information from unauthorised access, use, disclosure, or misuse, ensuring compliance with privacy regulations and safeguarding individuals' privacy rights.
Threats	Potential events or circumstances that can exploit vulnerabilities in an organisation's systems, networks, or processes, leading to harm or damage to information assets.
Risk Mitigation	The process of identifying, assessing, and implementing measures to reduce the impact or likelihood of risks and threats, aiming to prevent or minimise potential harm to an organisation's operations and assets.
Virtual Private Network	A Virtual Private Network (VPN) is a technology that creates a secure, encrypted connection over a less secure network, such as the internet. It allows users to send and receive data across shared or public networks as if their computing devices were directly connected to a private network. This helps ensure privacy and protects sensitive data from eavesdropping, interference, and censorship



**Corporate Policy  
2.12  
Cyber Security Governance**

**Administration**

This policy will be administered by the Office of CEO.

**Adoption and Date Due for Revision**

**ADOPTED 20 FEBRUARY 2025  
REVIEWED N/A**

**NEXT DUE FOR REVIEW 20 FEBRUARY 2030**

**The Administration of this Policy is by the Office of CEO.**



**Corporate Policy  
2.12  
Cyber Security Governance**

**APPENDIX**

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_ (please print) acknowledge and confirm that I have read, understood and agree to adhere to the Shire of Northampton's **2.12 Cyber Security Governance Policy**.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**Corporate Policy  
2.15  
Risk Management Policy**

**Purpose**

To outline the Shire of Northampton's (Shire) key commitments to risk management, including its approach to identifying, assessing and managing risk and opportunities associated with Council services, operations and facilities.

The aim of the Policy is to ensure a greater consistency of informed management decision making and the subsequent alignment of management and operational resources.

**Background**

The Shire may be exposed to a broad range of risks which could adversely affect its operations and impact the achievement of strategic, operational and community objectives.

The Shire is therefore committed to organisation-wide risk management principles, systems and processes that ensure consistent and effective assessment of risk in all planning, decision-making and operational processes.

**Objectives**

The objectives of this Policy and its associated documents is to;

- a) To create an environment where Council, Executive Managers, and Workers accept direct responsibility for risk management, through development, implementation of and maintaining effective risk management practices.
- b) To develop and maintain an organisational culture which shows confidence in the use of risk assessment and management tools in:
  - i. the effective and efficient delivery of agreed levels of service;
  - ii. maintaining financial sustainability;
  - iii. developing and maintaining an effective and positive relationship between Council and the community;
  - iv. enabling the Council in partnership with the community, to make decisions for the community's future with a high level of confidence that key risks have been taken into account and where relevant, are being, or have been, mitigated;
  - v. to ensure that appropriate risk assessment and management provisions are in place in order to satisfy statutory requirements and identified risks mitigated.
- c) To commit to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes.
- d) Ensure public safety within the Shire's district is not compromised.
- e) Achieve organisation goals and objectives
- f) Support the ongoing health and safety of all workers at the workplace
- g) Limit loss or damage to property and other assets
- h) Limit interruption to business continuity
- i) Ensure through collaboration of the Council and the Administration that



**Corporate Policy  
2.15  
Risk Management Policy**

there is a positive public perception of the Council and

the Shire

- j) Apply equal opportunity principles in the workforce and the community.

**Area of Application**

This Policy applies to all risk processes within the Shire and is subject to regular monitoring through the Audit and Risk Committee and Council.

This policy applies to all activities undertaken by Members and Workers.

**Policy Measures**

Risk management is the responsibility of everyone and will be treated as an integral part of the Shire's corporate governance, culture, policies and procedures.

It outlines the requirements and responsibilities for Council, Councillors, Council staff, volunteers, contractors and special committees and emphasises that management of risk and the reporting on risk is everyone's responsibility.

The Shire recognises that risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

**Risk Management Framework (RMF)**

The Shire considers risk management to be an essential management function in its operations. The Shire is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2018.

The Shire will have in place a Risk Management Framework that underpins the principles of effective risk management and provides guidance to Council, Members, Workers and the community. The framework will be subject to regular reviews every three years to coincide with the Audit Reg 17 review to be undertaken in accordance the Local Government (Audit) Regulations 1996.

**Principles (refer to RMF)**

The risk management framework contains key principles for effective risk management that are to be considered when identifying, assessing, or managing risk.

The Shire will consider these key principles for effective risk management.



**Corporate Policy  
2.15  
Risk Management Policy**

**Procedures (refer to RMF)**

The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the Shire in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- a) Strategic Planning;
- b) Expenditure of large amounts of money;
- c) New strategies, plans and procedures;
- d) Management of procurement, projects, business cases or other proposals;
- e) Introducing change management; and
- f) The management of sensitive issues.

**Responsibilities (refer to RMF)**

- a) Council is committed morally and financially to the concept and resourcing of risk management.
- b) It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by management.
- c) Executive Managers, Line Managers, Coordinators, and Supervisors have the responsibility and accountability for ensuring that:
  - i. all workers manage the risks within their own work areas. Risks should be anticipated and reasonable protective measures taken.
  - ii. they encourage openness and honesty in the reporting and escalation of risks.
- d) All Workers will:
  - i. be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
  - ii. after appropriate training and induction, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
  - iii. as required, conduct risk assessments during the performance of their daily duties.
  - iv. will acknowledge the level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- e) Failure by Workers to observe reasonable directions from Executive Managers/Line Managers or Supervisors regarding the management of risks and/or failure of workers to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.

**Monitoring and Reporting (refer to RMF)**

The Shire will implement a robust reporting and recording system that will be regularly monitored to ensure close out of risks and identification of ongoing issues and trends.



**Corporate Policy  
2.15  
Risk Management Policy**

Risk Management key performance indicators, as part of a risk register for the Shire, relating to organizational and personal performance will be developed, implemented and monitored by the Shire.

The Shire will report and provide regular updates to the Audit & Risk Committee and any risks that are rated significant or extreme will be reported to the Audit and Risk Committee and Council at the earliest opportunity.

**Reference Information**

- AS/NZS ISO 31000:2018 Risk Management Guidelines
- Risk Management Resources (Department of Local Government.
- Internal Control Policy
- Legislative Compliance Policy

**Associated Documents**

Risk Management Framework



**Appendix A – Risk Tables (from Risk Management Framework)**

Shire of Northampton Measures of Consequence								
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	
<b>Insignificant (1)</b>	Negligible injuries	Less than \$2,000	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	
<b>Minor (2)</b>	First aid injuries	\$2,001 - \$20,000	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	
<b>Moderate (3)</b>	Medical type injuries	\$20,001 - \$100,000	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	
<b>Major (4)</b>	Lost time injury	\$100,001 - \$1,000,000	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	
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$1,000,000	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	

Shire of Northampton Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Shire of Northampton Risk Matrix					
Consequence Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Almost Certain</b>	Moderate	High	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	High	High	Extreme
<b>Possible</b>	Low	Moderate	Moderate	High	High
<b>Unlikely</b>	Low	Low	Moderate	Moderate	High
<b>Rare</b>	Low	Low	Low	Low	Moderate



Shire of Northampton Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Shire of Northampton Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	1. Processes (Controls) operating as intended and aligned to Policies / Procedures. 2. Subject to ongoing monitoring. 3. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	1. Processes (Controls) generally operating as intended, however inadequacies exist. 2. Nil or limited monitoring. 3. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	1. Processes (Controls) not operating as intended. 2. Processes (Controls) do not exist, or are not being complied with. 3. Have not been reviewed or tested for some time.



**Corporate Policy  
2.15  
Risk Management Policy**

**DEFINITIONS**

<b>Terms</b>	<b>Definition</b>
Act	<i>Local Government Act 1995</i>
Audit and Risk Committee	Committee established un section 7.1A of the <i>Local Government Act 1995</i>
CEO	Chief Executive Officer
Council	The local government responsible for making decisions in formal meetings held under the auspices of Part 5 of the <i>Local Government Act 1995</i> and under the Shire's Standing Orders.
Executive Managers	Senior Employees that Council resolves to designate in accordance with Section 5.37 of the <i>Local Government Act 1995</i> .
Members	In relation to Council or Committee, a Council Member in the Act, Elected Member, or Councillor or a member of the committee.
Risk	Effect of uncertainty on objectives.
Regulations	Local Government (Administration) Regulations 1996
Risk	"The effect of uncertainty on objectives" – AS/NZA ISO 31000:2018. A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.
Risk Assessment	The process of applying risk management methodologies to assess the level of risk in a particular or general circumstance, activity or operation or decision.
Risk Management	The application of coordinated activities to direct and control an organisation regarding risk.
RMF	Risk Management Framework
Shire	The Shire of Northampton
Workers	Employees, contractors and volunteers as per the <i>Work Health and Safety Act 2020</i> (WHS) legislation



**Corporate Policy  
2.15  
Risk Management Policy**

**Administration**

This policy will be administered by the Office of CEO.

**Adoption and Date Due for Revision**

**ADOPTED 17 JUNE 2022  
REVIEWED 20 FEBRUARY 2025**

**NEXT DUE FOR REVIEW 20 FEBRUARY 2030** (or earlier if required)

**The Administration of this Policy is by the Office of CEO.**



**Corporate Policy  
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Risk Management Policy**

**APPENDIX**

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_ (please print) acknowledge and confirm that I have read, understood and agree to adhere to the Shire of Northampton's **2.15 Risk Management Policy**.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**Corporate Policy  
2.16  
Legislative Compliance**

**Purpose**

The Shire of Northampton (Shire) is committed to upholding its legal and regulatory obligations in alignment with its values, objectives, and community expectations. Through proactive measures, continual improvement, and collaboration, we ensure compliance with legislative requirements while fostering a culture of integrity and accountability.

**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 has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Shire will comply with applicable legislation and that the Shire will take all appropriate measures to ensure 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, Sport and Cultural Industries (DLGSC) 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 two calendar years and a report to the Audit Committee on the results of that review.

**Objectives**

The objectives of this policy are:

- a) to ensure a commitment to compliance is communicated widely to all Workers and relevant interested parties in clear and convincing statements supported by action.
- b) to meet the requirements of regulatory and legislative requirements including a commitment to continual improvement of the Shire's compliance management system.
- c) to align with the Shire's compliance obligations, governance and risk management framework, integrating legislative requirements into the Shire's operations while considering compliance management practicalities and risk management practices.
- d) to align with the Shire's values, objectives and strategy contained in the Strategic Community Plan.



**Corporate Policy  
2.16  
Legislative Compliance**

**Area of Application**

This policy applies to all Members and Workers of the Shire of Northampton.

**Policy Measures**

The Shire of Northampton recognises the importance of compliance with legislative requirements to maintain trust and meet community expectations. We aim to cultivate a compliance culture that empowers all Members and Workers to fulfill their obligations while aligning with our strategic objectives and capabilities.

1. **Responsibilities**

- a) Members and workers have a responsibility to be aware of and abide by legislation applicable to their role.
- b) The Shire shall have systems in place to ensure that Members and Workers are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their role, within its financial capacity to do so.

2. **Management Strategies and Allocation of Responsibilities and Resources**

- a) The Shire will maintain a compliance calendar to set objectives, identify obligations, and assess compliance risks. Regular reviews will ensure the currency of the calendar, incorporating relevant legislation and updates from authoritative sources.
- b) The Office of the CEO will oversee the implementation of legislative obligations, ensuring clear lines of responsibility.
- c) Executive Managers will support the CEO in executing compliance strategies within their respective domains.
- d) Members and Workers will receive ongoing training and resources to stay updated on relevant legislation.
- e) The Executive Management Group will review accidents, incidents, complaints, and audit reports to identify compliance gaps and facilitate improvements.

3. **Compliance Obligations**

The most obvious compliance obligations affecting the Shire arise from legal and regulatory contexts that the Shire operates in however, obligations or risks can also arise from other factors such as the Strategic Community Plan that outlines the objectives of the community. The Shire shall maintain awareness of regulatory and legislative requirements through various channels including:

- a) utilisation of government websites for up-to-date legislation;
- b) membership in professional groups and attendance at industry forums;
- c) meeting with the DLGSC and other regulators;
- d) arrangements with legal advisors; and
- e) subscription to relevant information services and consultation with external and internal stakeholders.





**Corporate Policy  
2.16  
Legislative Compliance**

4. Other Compliance Matters

In addition to regulatory and legislative obligations, the Shire will adhere to:

- a) agreements with community groups or non-governmental organisations;
- b) agreements with public authorities and ratepayers;
- c) organisational requirements through local laws, policies, procedures, and directives;
- d) principles or codes of practice;
- e) obligations arising from contractual arrangements with the Shire; and
- f) relevant organisational and industry standards.

A risk-based approach through the Shire's risk management framework will ensure the effective management of compliance obligations.

5. Non-Compliance

In the event of nonconformity or noncompliance, the Shire will take immediate action to control and correct the issue to:

- a) ensure that Workers report all instances of non-compliance to the relevant Manager. The Manager shall then evaluate the root causes and determine what corrective actions are to be implemented to prevent recurrence the appropriate response and report the matter to the CEO.
- b) ensure that in cases where a Member becomes aware of non-compliance, they report the matter to the Shire President, who will then determine the appropriate response and liaise with the CEO regarding the matter.
- c) investigate any reports of significant non-compliance through the Office of the CEO, and if necessary, report the non-compliance to the Council and/or the relevant government authority if required.
- d) take corrective action through the documentation of all non-conformities and the corrective actions for review and process improvement to be implemented through operational procedures and processes, including training.

6. Compliance And Review

This policy will undergo regular review to ensure alignment with legislative requirements, industry standards, and best practices. Members and Workers will be informed of any updates through standard communication channels.

7. Implementation

This policy will be disseminated to all employees, elected officials, contractors, volunteers, and stakeholders of the Shire to ensure widespread understanding and adherence.

**Reference Information**

- Local Government Regulatory Compliance Framework (DLGSC)



**Corporate Policy  
2.16  
Legislative Compliance**

**Legislation**

- *Local Government Act 1995*
- *Local Government (Audit) Regulations 1996*
- *Work Health and Safety Act 2020*
- *Work (Health and Safety) General Regulations 2022*

**Associated Documents**

- Register of Delegations
- Governance Framework
- Risk Management Framework
- Risk Management Policy

**DEFINITIONS**

Terms	Definition
Compliance culture	Values, ethics, beliefs and conduct that exist through the Codes of Conduct of the Shire and interact with the Shire's structures and control systems to produce behavioural norms that are conducive to compliance.
Compliance risks	Likelihood of occurrence and the consequences of noncompliance with the Shire's compliance obligations.
Conduct	Behaviours and practices that impact outcomes for customers, workers, suppliers, markets and communities.
Interested parties	Person or organisation that can affect, be affected by, or perceive itself to be affected by a decision or activity.
Non-compliance	Non-fulfilment of compliance responsibilities.

**Administration**

This policy will be administered by the Office of CEO.

**Adoption and Date Due for Revision**

**ADOPTED 17 JUNE 2022  
REVIEWED 20 JUNE 2024  
UPDATED 20 FEBRUARY 2025**

**NEXT DUE FOR REVIEW – Annually with review of Delegation Register**

<b>The Administration of this Policy is by the Office of CEO.</b>
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**Corporate Policy**  
**1.5**  
**Internal Control**

**Purpose**

This policy serves as a framework for the Shire of Northampton's (Shire) commitment to effective internal controls, encompassing financial and non-financial matters, to ensure efficient management and safeguarding of resources.

**Background**

The implementation and maintenance of systems and processes are crucial for ongoing assessment and improvement of internal controls in alignment with ISO31000 and the Shire's Risk Management Framework.

Internal control is not limited to financial matters. An effective internal control environment provides the means by which the Shire can successfully address and mitigate any risks.

**Objectives**

The objective of this Policy is to ensure the implementation and maintenance of robust internal controls that:

- a) fulfil statutory obligations under relevant legislation;
- b) ensure efficient, compliant, transparent, and risk-aware operations; and
- c) safeguard the Shire's assets from fraud and mismanagement.

**Area of Application**

This policy applies to all Members, Executive Managers, and Workers, providing guidance for effective management and resource utilisation.

**Policy Measures**

The internal control policy aims to minimise or contain internal risks within acceptable levels, as outlined in the Shire's Risk Management Policy. The CEO is delegated responsibility for operational and financial management, ensuring the establishment and maintenance of effective internal controls.

The CEO ensures that appropriate and efficient internal controls are in place covering:

- a) staffing and segregation of duties;
- b) information technology;
- c) documented procedures and processes covering the recording, reporting and authorisation of transactions;
- d) monitoring performance and adherence; and
- e) legislative activities.

**1. KEY FOCUS AREAS**

- a) Plan for the future - ensure efficient monitoring and reporting of Strategic Community Plan objectives;



**Corporate Policy  
1.5  
Internal Control**

- b) Accuracy and Reliability – maintain accurate reporting to facilitate informed decision-making;
- c) Compliance – ensure adherence to relevant legislation and regulations;
- d) Asset Protection – secure assets from unauthorised use;
- e) Record Integrity – maintain complete, secure and reliable records;
- f) Risk Mitigation – identify, assess and mitigate risks; and
- g) Accountability and Transparency – establish strong internal controls fostering community trust and confidence.

## **2. INTERNAL CONTROL**

Effective internal control involves:

### **2.1 Establishing an appropriate control environment**

Emphasise compliance with policies, codes of conduct, directives, procedures and values, supported by adequate training and technology usage.

### **2.2 Assessment of Risks**

Adopt a proactive risk management approach, regularly reviewing and identifying risks in accordance with the Shire's Risk Management Framework and Risk Management Policy.

### **2.3 Implementation of Control Activities**

Implement preventative, detective, and directive control measures below.

- a) Preventative Control Measures such as training programs, improvement and thorough review of contract conditions; regular review of policies and procedures, and security to avoid undesirable events from occurring.
- b) Detective Control Measures such as audits, review and reconciliation processes to detect and subsequently correct undesirable events that have already occurred.
- c) Directive processes such as Business Continuity Plans, Disaster Recovery Plans, insurance, education and disciplinary procedures to encourage continuity and mitigation of risk.

### **2.4 Information and Communication**

Ensuring clear communication about internal controls throughout the Shire which includes documenting procedures, staff training and keeping everyone informed about updates.

### **2.5 Monitoring and Review Activities**

Successful internal control implementation is indicated by:

- a) Risk management reviews undertaken annually by the Local Government Insurance Scheme (LGIS);
- b) Completion of the Compliance Calendar on a quarterly basis; and
- c) Completion of the annual Compliance Audit Return.



**Corporate Policy**  
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**Internal Control**

### **3. OUTCOMES**

Successful internal control implementation is indicated by:

- a) Efficient resource utilisation;
- b) Timely detection and correction of anomalies;
- c) Asset protection and authorised use;
- d) Integrity and accessibility of records; and
- e) Effective risk containment.

### **4. ROLES AND RESPONSIBILITIES**

#### **4.1 Council**

Council is responsible for overseeing the Internal Control Policy.

#### **4.2 Chief Executive Officer (CEO)**

The CEO is accountable to Council for developing and implementing effective systems, promoting best practices and reporting to Council on internal control effectiveness.

#### **4.3 Workers**

Workers are responsible for adhering to internal control policies and procedures reporting inadequacies to management.

### **Reference Information**

- Introduction to Local Government Accounting – 4.4 Internal Control and Risk Management (Department of Local Government, Sport and Cultural Industries);
- Integrated Planning and Reporting – Long Term Financial Plan Guidelines (Department of Local Government);
- Local Government Operational Guideline No. 9 – Audit in Local Government (Department of Local Government, Sport and Cultural Industries);
- Shire of Northampton Delegation Register;
- Shire of Northampton 2.3 Purchasing Policy; and
- Shire of Northampton 2.15 Risk Management Policy.

### **Legislation**

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996.*
- *Local Government (Audit) Regulations 1996*
- *Financial Management Act 2006*
- *State Records Act 2000.*
- *Local Government (Miscellaneous Provisions) Act 1960;*
- *Planning and Development Act 2005, sections 214(2), (3) and (5).*



**Corporate Policy**  
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**Internal Control**

**Associated Documents**

- Shire of Northampton Employee Code of Conduct
- Shire of Northampton 1.4 Councillor Training and Professional Development Policy
- Shire of Northampton 2.15 Risk Management Policy

***DEFINITIONS***

<b>Terms</b>	<b>Definition</b>
Detective Controls	An accounting term that refers to a type of internal control intended to find problems within the Shire's processes.
Internal Control	A comprehensive process supported by policies, procedures and practices, ensuring objectives related to operations, financial data and compliance are achieved.
ISP documents	Integrated Strategic Planning documents comprising of the Strategic Community Plan and other plans that guide the Shire's operations.
Preventative Action	A system to eliminate any cause(s) that would create a potential hazard or undesirable situation. Changes can be made or implemented to address an issue, hazard or weakness in a system. Preventative action can include ways to improve an organisation's workflow or situation.
Preventative Controls	Attempt to prevent or control undesirable acts from occurring. They are proactive controls, designed to prevent a loss, error or omission.

**Administration**

This policy will be administered by the Office of CEO.

**Adoption and Date Due for Revision**

**ADOPTED 20 JUNE 2024**  
**UPDATED 20 FEBRUARY 2025**

**NEXT DUE FOR REVIEW 20 FEBRUARY 2030** (or earlier if required)

**The Administration of this Policy is by the Office of CEO.**



# **Executive Manager Community, Development and Regulation Activity Report**

**1 October 2024 to 31 December**

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### **Activity for the period**

- Assisted Shire Ranger with ongoing unauthorized camping issues associated with new owner in Settlers Hill Estate and other various locations within the Northampton townsite.
- Met with Kalbarri Development Association regarding various enquiries.
- Liaised with several Bushfire Brigade Members over various matters including equipment requests and servicing of vehicles.
- Interviewed applicants for Community Development Officer Positions x 2 and Shire Ranger, prepared letters of offer and completed appointments for those positions.
- Completed preparations and onboarded two new staff members, with remaining Community Development Officer to commence 6 January 2025.
- Met with representatives from DFES regarding future Local Emergency Management Committee and Bushfire Brigade meetings.
- Along with CEO and Executive Manager of Works, attended meeting with Main Roads WA relating to designs for North West Coastal Highway.
- Attended various site meetings with both ratepayers and consultants.
- Along with the Chief Executive Officer met with Murchison Green Hydrogen Consultants Aurecon and attended associated Council briefing.
- Along with Cr Horstman met with Isseka landowner regarding future access arrangements for currently landlocked properties in Isseka.
- Met with Acting President of Returned Services League and Cr Pike to discuss draft plans of RSL Memorial Area and securing formal RSL comment.
- Met with representatives from GHD in respect of future potential opportunities associated Landscape Architecture and Engineering in respect of the Kalbarri Foreshore Revitalisation Project.
- Along with Planning Officer met with representatives from Department of Energy Mines, Industry, Regulation and Safety regarding active mining activity in the Shire.
- Along with Planning Officer met with representatives from Department of Planning, Lands and Heritage who provided update on Lead Tailings Project to rehabilitate disused mine sites adjacent to the Northampton townsite.
- Along with CEO met with representative from private firm seeking opportunities to establish mobile desalination plant to assist with agricultural water supplies.
- Conducted performance reviews for Building Surveyor and Environmental Health Officer.
- Attended Code of Conduct Induction held at Northampton Community Centre.
- Along with the CEO attended a meeting with Planning representative for Little Bay Camping Ground operator.

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- Along with CEO attended a meeting with representatives from Mid-West Development Commission and Tourism WA regarding Kalbarri Foreshore Redevelopment.
- Prepared new Ranger Policy to guide the assessment of applications to keep more than the prescribed number of dogs or cats (adopted by Council on 17 October).
- Commenced substantial review of Local Planning Policies, presenting...X to the October Council Meeting.
- Prepared 6 items for October 4 for November and 4 for December.
- Along with Executive Management Team attended agenda review meetings associated with October, November and December meetings.
- Attended Executive Management Meetings on 15 October, 19 November and 18 December.
- Attended Ordinary Council meetings on 17 October, 21 November and 19 December 2024.
- Held Department Staff meetings Friday following Council meeting.
- Sought various quotes relating to works on Stephen Street, Lot 15 Woods Street, Oval House and other works associated with capital works program.
- Prepared draft and finalised public consultation document relating to Stage 1 of the Kalbarri Foreshore Revitalisation Project after consultation with CEO and Councillors.
- Commenced detailed public consultation process relating to approved concepts and budget for Stage 1 – Kalbarri Foreshore Revitalisation project.
- Completed, with assistance of contractors, necessary site works at Lot 15 Woods Street to facilitate delivery of new Modular Home. Took new delivery of home on 19 December 2024.
- Met with representatives from Australian Garnet regarding current and future operation/rehabilitation of mines. Invitation to inspect site expected in early 2025.
- Attended Shire Christmas Function.
- Met with representatives from Australian Garnet regarding current and future operation/rehabilitation of mines. Invitation to inspect site expected in early 2025.
- Took three days sick leave over period.

## **Planning**

- Agenda Items – Prepared 3 items for October meeting, 3 for November and 3 for December 2024.
- Delegated Decisions – As already reported to Council, 8 plus 2 council (oct), **11** plus 1 council in November 6 plus 2 council December.
- Three subdivision referrals from DPLH were responded to, which are summarised as

follows:

- a) Amalgamation – Rake Place
- b) Rural Boundary realignment – Box Road, Binu no new lots
- c) Four lot subdivision corner of West and Stephen Street
- The Planning Officer has had a significant involvement in Short Term Residential Accommodation registrations.
- Identified planning framework and any potential planning issues associated with 59 Property Orders and Requisitions Enquiries relating to settlements associated with land sales in the Shire.
- Attended the Code of Conduct Induction Staff Meeting at Northampton Community Centre.
- Liaised with Department of Planning, Lands and Heritage over Coastal Monitoring at Horrocks.
- Conducted various site inspections.
- Attended various meetings with ratepayers, applicants and government agencies.

## **Building**

- Approvals Summary provided to Council at October, November and December meetings. Issued a total of 48 approvals for building and demolition work within the Shire during this period.
- Undertook various site inspections relating to both Shire and private landowner properties.
- Liaised with ratepayers over building related matters.
- Commenced an inspection program of Shire Assets to facilitate up to date property condition reports.
- Arranged and supervised numerous works associated with maintenance of Shire property and completion of projects identified in the 2014/25 annual budget.
- Took two days leave 21/22 October,
- Research to identify any potential building issues associated with 59 Property Orders and Requisitions Enquiries.

## **Environmental Health**

- Completed Building Services Levy Remittance for September, October and November.

- Liaised with various proponents of events in the Shire, most being focused in the Kalbarri Community.
- Finalised contractual arrangements with Shire's of Chapman Valley and Shark Bay.
- Completed statutory applications as required. Further detail on application types and numbers will be provided to Council as part of future Quarterly Reports.
- Prepared three items for consideration at Council's October meeting relating to Kalbarri open Air Festival and a temporary site for Mobile Coffee Van.
- Issued a number of conditional approvals to events and for the consumption of alcohol on Shire property.
- Research to identify any potential environmental health issues associated with 59 Property Orders and Requisitions Enquiries, being related to the settlement of properties within the Shire.

### **Rangers**

- Completed numerous annual firebreak inspections within the Shire, issuing orders as required. Shire contractors completed works (at the landowner's cost) where non-compliance was observed. Landowners who have been identified as repeat offenders are to be fined next bushfire season.
- Assisted in onboarding of new Ranger with workplace orientation etc.
- Conducted numerous patrols within the Northampton, Horrocks, Port Gregory and Kalbarri communities with a focus on Unauthorised Camping and Dogs. This involved officers staying several nights in Kalbarri to facilitate early morning patrols to identify and fine unauthorized campers.
- Commenced review of dog exercise areas on the beach in Kalbarri due to confusing resulting from the placement of current signages.
- Received 5 motion activated Camera's for use in monitoring illegal dumping and other activities as required.
- Both Rangers attended and passed Airport Officer training in Perth.
- Provided coverage over Christmas New Year break, with Christmas Day being on call (not required).

### **Community Services**

- Continued familiarization with position, Shire administration and Policies.
- Commenced advertising of Round 2 – Community Grants Program
- Finalised payments awarded under Round 1 of the Community Grants Program

- Liaised with numerous community groups and individuals over Community Grants Funding and events.
- Presented opportunities for community funded events, including potential film showing to informal Council meeting on 19 December.
- Facilitated the showing of the film Runt at three locations in the Shire being Northampton, Horrocks and Kalbarri.
- Liaised with numerous community groups over various issues including the Community Grants program and other grant opportunities.
- Facilitated in person public consultation process in Kalbarri to facilitate a significant number of surveys relating to the Kalbarri Foreshore Revitalisation Project.

### **Staff Movements**

- New Shire Ranger – Brock Lucev commenced employment.
- New Community Development Officer – Andrea Teakle commenced employment.
- New Staff Community Development Officer appointed – commencing employment on 6 January 2025.

### **Director Focus for the upcoming period**

- Analyze submissions received in respect of the Kalbarri Foreshore Revitalisation Program and review of current plans and budget.
- Call the inaugural meeting the Kalbarri Foreshore Revitalisation Advisory Committee.
- Facilitate meetings of the Volunteer Bush Fire Brigade and Local Emergency Management Committee.
- With the assistance of the Shire's Planning Officer finalise the review of the Shire's Local Planning Policy and advertise the Local Planning Policy Manual.
- Finalise revisions to the Shire's Draft Parking Local Law, refer the document to the Department of Local Government and complete the advertising of the document.
- With the assistance of the Shire's Community Services Officers, complete a review of the Shire's Disability Access and Inclusion Plan to ensure compliance.
- Assist the CEO as required.

From: Joanne Jennings <[REDACTED]>  
 Sent: Friday, 31 January 2025 1:21 PM  
 To: Wendy Dallywater <[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)>  
 Subject: Re: 145 Hampton Rd

I have just asked my Son who said I can move in after Easter so can U please forward this to the appropriate person. It maybe sooner but want to be covered . If council could allow me to stay here on my own property which I pay rates for in my own fully self contained motorhome with ,toilet , shower, holding tanks , dining , beds , fridge,kitchen until such time I would appreciate this . As I will start with my planning but a time frame of 1 month is definitely not doable. Everyone can not drop everything to make this happen so quick. Have U tried to book an appointment with a draftsman or builder lately . Everyone is weeks if not months away. What U are asking is impossible. I think U know this too. I am starting Tafe in Feb full-time which is also going to cause delays . U want me to be honest well this is . If U could please allow me to stay here till latest mid April . I would appreciate that and who knows maybe plans might be into council by then . But just making a few calls today one month is not looking sufficient.  
 Thanku Joanne Jennings

On Fri, 31 Jan 2025, 1:01 pm Joanne Jennings, <[REDACTED]> wrote:

I have received email and noted that a new house completion to be within 12 months near impossible if U ask me. Need to get plans drawn organise a whole lot of people to do there part surveyor etc and fit in there schedule and then the Council approval can take 3 months alone. Well I will do my best and think I may move to my son's granny flat if available and come up here on a daily basis to water and potter in my woman cave ( shed). Do some craft and stuff. Also great storage rm for now. And stay for 5 nights in 28 . Thanks for letting me stay in Northampton I did want this to my forever home but maybe not so sure now. Thought I should of been able to convert shed or use slab but Trevor declined both. One day I may put a house two storey above garage but not in 12 months and not when I feel like I'm being bullied. Did U ever ask why I put my chain up ? Well had a random man come up to me and very very personable and insisted he wanted to take me camping . I declined he came back two nights later and after dark was beeping his horn in my driveway. The next-day I put chain up! As he was not the first but was the first to come back at night. I also have alot of trespassers who come in MY PROPERTY on a weekly basis especially of an evening. I'm a GD person and maybe you need to stop focusing on what people live in and more how they live. As noted and I have mentioned in our conversation the house across the Rd whose verandah roof could fall any day on a pedestrian walking on the footpath and been like that for 5 yrs  
 Myplace is 100% more habitual safer,cared for and not only for the resident but for the public as well.  
 The place across the Rd should be fenced off. So I will just consider the council bullying me . There are many people struggling in this world and U need to learn that U should look after the GD and get rid of the bad. Before U have no one left in this town .  
 I am a genuine honest person and I own my property,pay my rates,bills , care for my property and neighbours  
 So I have to take my new signs down I will even though alot of people in this town have come up to me and thanked me for the wonderful words that have cheered them up on a bad day , even Mrs Murphy from IGA said she loves them and appreciates them .  
 I really think U need to reach a bit Deeper and my 100sq mt shed is no compromise for the 36 sq mt shed around the corner. But if someone can live there quietly and care for the property they should . It's better to have people caring for property and supporting the community than not. I have noticed alot of homes around Northampton that look trashed with people living in them these are the people who bring the town down and are eye distractions.  
 But what I have learnt about Northampton is you want the town to look bad. Even the tarp on the roof above the op shop never been fixed , pub never been fixed. Where is the town heading . If U ask me I was the best thing that's happened here for along time. And U just kicked me out because miss Scottish lady said too. As she is the only neighbour who complains .Well one day I hope to build a two storey even if I don't live here just to prove she don't own this town. And I was born in WA how many people can say that in this town.



## **SHIRE OF NORTHAMPTON**

### **DISABILITY ACCESS & INCLUSION PLAN**

**2019 – 2024\***

Consolidated Plan endorsed by Council at Ordinary Meeting held 20 February 2025 for  
use and reference whilst a review of the plan is being undertaken

### **Acknowledgement of Country**

The Shire of Northampton respectfully acknowledges the Yamatji People, traditional custodians of the land as being the first peoples of this country. We embrace the vast Aboriginal cultural diversity throughout Western Australia and recognises their continuing connection to country, water and sky.

We pay our respects to Elders past, present and emerging.

The Shire of Northampton is committed to fostering respectful partnerships with our Aboriginal ratepayers, residents and visitors.

## DISABILITY ACCESS & INCLUSION PLAN FOR THE SHIRE OF NORTHAMPTON

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## 1.0 Introduction

The Shire of Northampton has adopted the following disability access and inclusion plan to ensure that people with disability can access Council facilities, functions and services. It is subject to annual review and may be amended and extended as priorities and needs change.

The plan includes:

- information on Council functions, facilities and services (both in-house and contracted)
- a policy statement about Council commitments to addressing the issue of access for people with disability, their families and carers
- a description of the process used to consult with people with disability, their families and carers and disability organisations and relevant community groups
- the identification of objectives and strategies to overcome barriers that people with disability identify during the consultation process
- dates and the identification of the persons responsible for the proposed strategies
- a method of review and evaluation of the plan, and
- information about how the plan is being communicated to staff and people with disability.

## 2.0 Background

### 2.1 Responsibility for Planning Process

Whilst the primary responsibility for the preparation and implementation of the Disability Access and Inclusion Plan rests with the Shire's Chief Executive Officer, all staff are required to ensure that the recommendations and actions detailed within this plan are taken into account when performing their duties.

Some actions in the Action Plan will apply to all areas of Council while others will apply to a specific area. The Action Plan sets out who is responsible for tasks that have been identified.

### 2.2 Functions, Facilities and Services (Both In-House and Contracted) Provided by the Shire of Northampton

The Shire of Northampton provides:

**Services to property including:** construction and maintenance of road, footpaths and cycle facilities; land development; waste collection and disposal; litter control and street cleaning; planting and caring for trees; numbering of buildings; street lighting and bush fire control.

**Services to the community including:** provision and maintenance of playing areas and reserves; management of the Shire owned public buildings, libraries and information services: and environmental health services.

**Regulatory services including:** planning, building, health and ranger services.

**General administration including:** the provision of general information to the public and the lodging of complaints and payment of rates.

**Processes of government including:** ordinary and special Council and committee meetings, electors' meetings and election of Council members.

### 3.0 Policy Statement

The Shire of Northampton is:

1. Committed to ensuring that the community is an accessible community for people with disability, their families and carers.
2. Believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
3. Committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately; and
4. Committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire of Northampton is committed to achieving the following outcomes to the best of its ability:

#### 3.1 Outcome 1

**People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.**

The Shire's strategies towards achieving outcome 1 are to:

- ensure people with disability are provided with an opportunity to comment on access to services.
- monitor the Shires Access and Inclusion policy to ensure it supports equitable access to services by people with disability throughout the various functions of Council.
- make library and other technologies as accessible as possible.
- Council will ensure that any events are organised so that they are accessible to people with disability.

#### 3.2 Outcome 2

**People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.**

The Shire's strategies towards achieving outcome 2 are to:

- ensure all buildings and facilities are physically accessible to people with disability.

- ensure that all new or redevelopment works provide access to people with disability, where practicable.
- ensure adequate ACROD parking to meet the demand of people with disability in terms of quality and location.
- ensure that where practicable parks and reserves are accessible.
- increase the number of accessible playgrounds.
- improve access to beaches and the sea for people with disability and people using wheelchairs.
- ensure that public toilets meet the associated accessibility standards.

### 3.3 Outcome 3

**People with disability received information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.**

The Shire's strategies towards achieving outcome 3 are to:

- improve community awareness that Council information can be made available in alternative formats upon request.
- improve staff awareness of accessible information needs and how to obtain information in other formats.
- ensure that the Council's website meets contemporary good practice.

### 3.4 Outcome 4

**People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.**

The Shire's strategies towards achieving outcome 4 are to:

- improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.
- improve the awareness of new staff and new Councillors about disability and access issues.

### 3.5 Outcome 5

**People with disability have the same opportunities as other people to make complaints to a public authority.**

The Shire's strategies towards achieving outcome 5 are to:

- ensure that current grievance mechanisms are accessible for people with disability.

### 3.6 Outcome 6

**People with disability have the same opportunities as other people to participate in any public consultation by a public authority.**

The Shire's strategies towards achieving outcome 5 are to:

- improve community awareness about the consultation process in place.
- improve access for people with disability to the established consultative process of Council.
- seek broad range of views on disability and access issues from the local community.

## 4.0 Progress Since 1995

The Shire of Northampton is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. Towards this goal the Shire adopted its first Disability Service Plan in 1995 to address the barriers within the community for people with disability. The Disability Services Plan addressed both its statutory requirements under the WA Disability Services Act (1993) and its obligations under the Commonwealth Disability Discrimination Act (1992).

Since the adoption of the initial Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access.

## 5.0 Community Consultation Process

In 2019, the Northampton Shire Council undertook to review its Disability Services Plan, consult with key stakeholders and draft a new Disability Access and Inclusion Plan to guide further improvements to access and inclusion.

The process included:

- examination of the initial Disability Services Plan and review to see what has been achieved and what still needs work
- examination of other Council documents and strategies
- investigation of current good practice in access and inclusion
- consultation with key staff; and
- consultation with the community

In June 2019 the community was informed through the local newspapers and posters on notice boards that Council was reviewing and updating its current disability access and inclusion plan to address the barriers that people with disability and their families experience in accessing council functions, facilities and services. The community was advised through the local newspapers that they could provide input into the development of the plan. The community was invited to contact Council officers to discuss some of the difficulties they were experiencing in accessing Council services/facilities or in just getting around the community.

The response from the community was disappointing as only two submissions were received. One unsigned written submission was received outlining several areas of need of footpaths and the upgrading of some identified existing footpath areas. The only other submission was a request for a structure to be constructed near the Murchison River to

provide a storage facility with much improved access for the disability beach chair and to encourage more use of the chair.

## 6.0 Findings of the Consultation

The review and consultation found that most of the initial objectives in the previous Disability Services Plan had been achieved and that a new plan was required to ensure currency and relevance. The review/consultation also identified a variety of new barriers to access inclusion, to be addressed in the Disability Access and Inclusion Plan.

## 7.0 Access Barriers

While the review and consultation noted a level of achievement in improving access it also identified a range of barriers that requires redress. These include:

- processes of Council may not be as accessible as possible
- events may not always be held in a manner and location that best facilitates the participation of people with disability, i.e. the Canoe and Cray Festival that is held on the grassed foreshore, provides limited access via a wheelchair, but this access has been improved by the addition of the asphalt paved walkway that now meanders through the foreshore.
- suitable access for people with disability to picnic areas and playground equipment may not be meeting the needs of the community, but has been substantially improved by the installation of the above asphalt footpath on the Kalbarri foreshore;
- continue the provision of more suitable footpaths with disability access in all areas, with compliant access to barbeques and picnic tables; and
- the needs for more awareness of the range of equipment that is available for the disabled i.e. the beach access wheelchair (beach mobility bike).

The identification of these barriers informed the development of strategies in the Disability Access and Inclusion Plan. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

## **8.0 Responsibility for Implementing the Disability Access & Inclusion Plan**

It is a requirement of the Disability Services Act that public authorities must take all practical measures to ensure that the Disability Access and Inclusion Plan is implemented by its officers, employees, agents and contractors. Implementation of the Disability Services and Inclusion Plan is the responsibility of all areas of Council.

Some actions in the Action Plan will apply to all areas of Council while others will apply to a specific area. The Action Plan sets out who is responsible for tasks that have been identified.

## **9.0 Communicating the Plan to Staff and Community**

In June 2019 Council informed the community through the local media/newspapers that Council was reviewing and updating its disability access and inclusion plan. The community was requested to provide input into the plans development. Council advised, through the local newspapers, that copies of the finalised plan were available to the community upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, audio format on CD, by email and on the Council website.

## **10. Review and Evaluation Mechanisms**

The Disability Services Act sets out the minimum review requirements for public authorities in relation to Disability Access and Inclusion plans. The Shires Disability Access Inclusion Plan which is a fluid document will be reviewed at least every 5 years, in accordance with the Act.

The Disability Access and Inclusion Plan implementation plan may be amended on a more regular basis to reflect progress in any access and inclusion issues which may arise. Whenever the Disability Access and Inclusion Plan is amended a copy of the amended plan will be lodged with the Disability Services Commission.



## 11. Review and Monitoring

- The Disability Access and Inclusion Planning Committee will meet annually and more frequently as required to review progress on the implementation of the strategies identified in the Disability Access and Inclusion Plan.
- The review of the Shires Disability Access and Inclusion Plan will be included in the 2019 - 2024 Plan which will be submitted to the Disability Services Commission in 2019. The report will outline what has been achieved under the Shires Disability Access and Inclusion Plan 2013- 2018 Plan.
- The committee will prepare a report each year on the implementation of the Disability Access and Inclusion Plan for endorsement by Council.

## 12. Reporting on the Disability Access and Inclusion Plan

The Disability Services Act sets out the minimum reporting requirements for public authorities in relation to Disability Access and Inclusion Plans. Council will report on the implementation of its Disability Access and Inclusion Plan through its annual report on the prescribed proforma to the Department of Communities by the 31st of July each year, outlining:

- its progress towards the desired outcomes of its Disability Access and Inclusion Plan
- the progress of its agents and contractors towards meeting the seven desired outcomes
- the strategies it used to inform its agents and contractors of its Disability Access and Inclusion Plan.

## 13. Strategies to Improve Access & Inclusion

The seven desired outcomes provide a framework for improving access and inclusion for people with disabilities in the Shire of Northampton.

**Outcome 1 - People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.**

Strategies

- ensure people with disability are provided with an opportunity to comment on access to services. **Ongoing**
- monitor the Councils Access and Inclusion policy to ensure it supports equitable access to services by people with disability throughout the various functions of Council. **Ongoing**

- make library technology as accessible as possible. **Ongoing**
- Council will ensure that any events are organised so that they are accessible to people with disability. **Ongoing**

**Outcome 2 - People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.**

Strategies

- ensure all buildings and facilities are physically accessible to people with disability. **Ongoing**
- ensure that all new or redevelopment works provide access to people with disability, where practicable. **Ongoing**
- ensure adequate ACROD parking to meet the demand of people with disability in terms of quality and location. Three new ACROD parking bays have been installed into each of the local supermarket car parks. **Ongoing**
- ensure that where practicable parks and reserves are accessible. **Ongoing**
- ensure the accessibility of playgrounds. **Ongoing**
- improve access to beaches and the sea for people with disability and people using wheelchairs. **Ongoing**
- ensure that public toilets meet accessibility standards. **Ongoing**

**Outcome 3 - People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.**

Strategies

- improve community awareness that Council information can be made available in alternative formats upon request. **Ongoing**
- improve staff awareness of accessible information needs and how to obtain information in other formats. **Ongoing**
- ensure that the Council's website meets contemporary good practice. **Ongoing**

**Outcome 4 - People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.**

Strategies

- improve staff awareness of disability and access issues and improve skills to provide good service to people with disability. **Ongoing**

- improve the awareness of new staff and new Councillors about disability and access issues. **Ongoing**

**Outcome 5 - People with disability have the same opportunities as other people to make complaints to a public authority.**

Strategies

- ensure that current grievance mechanisms are accessible for people with disability. **Ongoing**

**Outcome 6 - People with disability have the same opportunities as other people to participate in any public consultation by a public authority.**

Strategies

- improve community awareness about the consultation process in place. **Ongoing**
- improve access for people with disability to the established consultative process of Council. **Ongoing**
- seek a broad range of views on disability and access issues from the local community. **Ongoing.**



## **SHIRE OF NORTHAMPTON**

# **DISABILITY ACCESS & INCLUSION IMPLEMENTATION PLAN**

**2019 – 2024+**



Existing Facility	Strategy	Task	Timeframe	Responsibility
Library Facilities	Make library technology as possible	Continue to improve accessibility of technology and collection	Ongoing	Senior Management
Public Events	Council will ensure that any events are organised so that they are accessible to people with disability	Produce an Event Application Package which ensures the needs of people with disability are planned for and provided	Ongoing	Senior Management
All Facilities	Ensure that all new or redevelopment works provide access to people with disability, where practicable	Apply the Building Code of Australia – Australian Standards on access to all existing & new facilities & Emergency Services where practicable. All facilities allow for visually impaired access – line marking & raised	Ongoing	Senior Management
All Facilities & Townsites	Ensure adequate ACROD parking where 'required' to meet the demand of people with disability in terms of quality and location	Undertake an audit of ACROD bays and implement a program to rectify any non-compliance. Consider the need for additional bays at some locations.	Ongoing	Senior Management
Beach Facilities	Improve access to beaches and the sea for people using wheelchairs and the aged	The Shire already has Water Wheel Chairs available in Kalbarri and Horrocks.  Provide a storage facility on the Kalbarri foreshore for the beach mobility chair, to be included in future budget allocations.	Ongoing  Ongoing	Senior Management  Senior Management
Council Staff & Contractors	Ensure that Council staff, agents and contractors are aware of the relevant requirements of the Disability Services Act.  Ensure Council staff are trained in accessible information needs	Promote the Shires policy and procedures regarding the Disability Services Acts requirements around agents and contractors through education and through induction process of new staff.  Provide training to staff to raise awareness of access issues.	Ongoing  Ongoing	Senior Management  Senior Management

Existing Facility	Strategy	Task	Timeframe	Responsibility
Shire Offices Northampton	Ensure that Shire Office and Council Chambers are physically accessible	Ongoing improvement to ensure suitable access to those people with a disability to meet the criteria for the Disability Service Regulations Act 2013	Ongoing	EHO/Building
Northampton Council Chambers	Lack a unisex disabled toilet	Investigate the options of providing a unisex disabled toilet for persons visiting or working in the Shire offices and Chambers.  This will involve major alterations to the building and will be included when any future additions or alterations to the building are carried out.	Ongoing	Senior
		Implement at next major upgrade.		Senior Management
Old Police Station (Tourist Bureau)	Generally accessible	Provision of hand rails in without disability accessible toilets.	Completed	EHO/Building Surveyor

Old Roads Board Building	Generally inaccessible to people with disability	Investigate an accessible ramp in the Council lawn to rear door. Install a concrete path to rear door. Provide a portable ramp for inside entrance door.	Ongoing	Senior Management
	Generally accessible to people with Disability	Upgrade access path	Completed	Senior Management
	Generally accessible	Appropriate signage be installed to indicate disabled access at the northeastern entry doors. A designated disabled parking bay installed adjacent to northeastern doors. This facility is currently being provided with major upgrades to the building being undertaken, with disabled ablution facilities included	Ongoing  Ongoing  Completed	Manager of Works  Manager of Works
Edna Bandy Centre	Lacks a unisex disabled toilet.	Provision of unisex toilet is unwarranted due to proximity to Lions Park disabled toilet facilities.	Complete	Manager of Works
		Appropriate signage be installed indicating location of disabled facilities-at Lions Park.	Ongoing	



Chiverton House Museum	Generally accessible to disabled and compliant toilets.		Ongoing	EHO/Building Surveyor
Mooniemia Centre	Generally inaccessible to Mooniemia building, classrooms and hall. Lacks a unisex disabled toilet.  It is noted that this falls within the responsibility of the users of the property and is dependent upon their receiving grants for any works they undertake.		Ongoing	Mooniemia Centre Management
Northampton Country Club	Generally compliant. Site is split level. Separate access is provided to upper Function room and lower areas (via Southern Carpark). New Disabled Toilets have been provided	New facility disable access compliant	New facility compliant.	EHO/Building Surveyor
Northampton Showgrounds	Lacks a unisex disabled toilet.	Provision of unisex disabled toilet (convert 2 ladies pans). Provision of handrails in non-disabled toilets.	Completed	EHO/Building Surveyor
Gwalla Cemetery	Historical Site. Limited Disabled Access.	No action recommended.	New facility compliant	Senior Management EHO/Building Surveyor

Northampton Cemetery	Ensure that cemetery grounds are as physically accessible as nature of site permits.	Provision of level ground surface where feasible. New ablution facility constructed with disabled facilities compliant	New compliant facilities	Senior Management
Horrocks Beach – South End Beach	Unisex disabled toilet is located nearby. Generally inaccessible to people with disabilities however Council has a Water Wheelchair at Horrocks.	Provision of signage to indicate location of existing unisex disabled toilet.	Ongoing	Manager of Works
Horrocks Beach Toilets, Change Rooms and Community Kitchen	Generally accessible to people with disability. Compliant unisex disabled toilets.	Compliant.	Completed	Completed
Horrocks Beach Tennis Court Toilets.	Lacks unisex disabled toilet however facilities are provided within easy access. Council is also considering the provision of a new Community Centre nearby which would incorporate disabled facilities.	Provision of handrails in non-disabled toilets.	Completed	EHO/Building Surveyor

Matt Burrell Pavilion	Access path requires extension into car park.	Investigate the possibility of the provision of access path extension into car park.	Ongoing	Manager of Works
Port Gregory Toilets	Lacks designated disabled parking bay.	Provision of a designated disabled parking bay adjacent to the access path.	Ongoing	Manager of Works
Red Bluff Toilets	New facilities constructed with compliant disability access	New ablution facilities compliant	Completed	
	New facilities constructed with compliant disability access	New ablution facilities compliant	Completed	EHO/Building Surveyor
Allen Centre	Review number of disabled parking bays.	The current amount of parking bays is considered adequate, but their relocation and adequacy will need to be reviewed and should the proposed extensions go ahead.	Ongoing	
	Uncompliant disabled toilet.	Upgrade disabled toilet to AS1428.1 specifications.	Completed	
		Provision for handrails in non-disabled toilets.	Completed	
		Mild upgrade of access pathways including provision of doorbell front and rear.	Completed	

Blue Holes Ablutions	New facilities constructed with compliant disability access and facilities	New ablution facilities compliant	Completed	
Jakes Point Ablutions	New facilities to be constructed with compliant disability access and facilities	New ablutions to be compliant	Completed	
Beach Access a) Jakes Point	Generally inaccessible to people with disability	Provision of accessible path to beach shelter and beach be included in future development.	Ongoing	Manager of Works & EHO/Building Surveyor.
b) Blue Holes	<p>1) Generally accessible to people with disability but could be improved.</p> <p>2) New facilities constructed with ambulant and disability compliant facilities and access.</p> <p>3) Carpark to be upgraded to provide better access for disabled to both the new ablution block and to the picnic shelter and beach areas.</p>	<p>1) Investigate possibility for the provision of beach access from beach shelter. Tidal movements need to be investigated.</p> <p>2) New ablution facilities compliant</p> <p>3) Carpark to be upgraded in the 2019/2020 financial year</p>	<p>1) Ongoing</p> <p>2) Completed</p> <p>3) Ongoing</p>	<p>Senior Management</p> <p>Manager of Works</p>
Chinaman's Beach Toilets	<p>1) Generally accessible to people with disability.</p> <p>2) Compliant disabled toilet.</p>	Provision of short concrete ramp into car park at western end of verandah.	Ongoing	Senior Management

	Lacks designated disabled parking bay with signage. Carpark is currently gravel, when upgraded to a bitumen seal, a designated bay will be provided	Provision of a disabled parking bay including signage on northern side of building. Provision of handrails in non-disabled toilets.	Ongoing  Completed	Senior Management EHO/Building Surveyor
Sally's Tree Toilets	Accessible to people with disability. Compliant disabled toilet.	Compliant	Completed	
Public Jetty Access	Generally inaccessible to people with disability. A new specific fishing jetty/platform has been constructed at Chainman's beach for disability access to fishing from the platform. Update – platform requires replacement as a result of Cyclone Seroja.	Most jetties have compliant access with a specific jetty provided at Chainman's Beach for fishing access for the disabled.	Ongoing	Senior Management
Commercial Jetty Toilets - Kalbarri	Lacks unisex disabled toilet.  Generally accessible to people with disability.	Provision of new toilet block incorporating above nearer the Marina playground. This should be located on the south side of the sealed access into the Boat Pen Car Park. After this it is recommended that the existing Toilet Block be demolished.	Ongoing	Senior Management

Kalbarri Golf and Bowling Club	This has compliant disabled toilets.		Completed	Completed
Kalbarri Arts & Crafts & Kalbarri News premises	Generally inaccessible to people with disability. Compliant unisex disabled toilet located in close proximity to Hall (Kalbarri Oval Amenities Building).	Provision of access path to both Hall and Arts & Crafts Building. This will be addressed once the upgrade of the Amenities Building and surrounding car park is complete.	Ongoing	EHO/Building Surveyor
Kalbarri Airport	This has compliant disabilities toilets.		Completed	
Kalbarri Oval Amenities Building	Generally accessible for people with disability.	Compliant	Completed	
Ajana Hall Building demolished as a result of Cyclone Seroja	<del>Lacks a unisex disabled toilet.</del> <del>Generally inaccessible to people with disability.</del>	<del>This is a low usage facility for which the expending of funds in the provision of disabled toilets is not considered warranted at this stage.</del>	Ongoing	Senior Management
Binnu Hall	New Binnu Community Hall has compliant disabled facilities	New building compliant	New facility is compliant	Senior Management
Alma School	Generally inaccessible to people with disability. Lacks a unisex disabled toilet.	This is a low use facility for which the expenditure of funds on the provision of Disabled facilities cannot be justified at this stage.		Senior Management.

Northampton Golf Club	Generally inaccessible to people with disability.	Provision of concrete pathway to northern end of Front Verandah.	Ongoing	Manager of Works
Northampton Bowling Club	<del>Generally inaccessible to people with disability. Compliant facilities will be provided when the club facilities are relocated to the oval precinct</del>	<del>Compliant facilities to be provided on relocation.</del> 2024 update – relocation no longer proposed. Requires re-assessment	<del>Bowling club to be relocated, new facility will be compliant.</del>	Senior Management
Northampton News Building	Toilets and access comply		Completed	
Northampton Historic Railway Station	<del>Generally inaccessible to people with disability however it is only used for storage and temporary meeting place for Volunteer Fire Brigade at present time.</del>	Review if and when usage changes. 2024 update. Use has changed to Men's Shed and requires reassessment.		Senior Management
Northampton Doctors Surgery	Has compliant Disabled Toilet.	Provision of railing to Reception Area Toilet. Provision of access ramps to entrance.	Completed	
Kalbarri Doctor's Surgery	Toilets and access comply		Completed	
Kalbarri Child Care Centre	Bathroom and toilets have been modified to provide disabled access and new ramp to front verandah area has been constructed	Bathroom and toilets have been modified to provide disabled access and new ramp to front verandah area has been constructed	New toilet facilities compliant	







### ACCESS AND INCLUSION ADVISORY COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	2 Councillors Executive Manager of Community, Development Services (Total 3)
<b>Quorum:</b>	At least 2
<b>Term of Appointment:</b>	Until 21 October 2025
<b>Officer Responsible:</b>	Principal Building Surveyor
<b>Meetings:</b>	Every 6 months
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Nil
<b>Delegated Powers:</b>	Nil

#### **FUNCTIONS OF COMMITTEE**

1. Develop and review the Shire of Northampton's Access and Inclusion Plan;
2. Promote the benefits of access and inclusion to the residents and businesses of the Shire of Northampton;
3. Be available to provide relevant advice on the development of proposals or plans for any activity, building or infrastructure within the Shire;
4. Support and encourage partnership networks of local organisations that are best placed to collectively plan and coordinate strategies to address the needs of the local communities; and
5. Make recommendations to Council on matters arising not clearly dealt with by the Shire of Northampton's Access and Inclusion Plan.

#### **MEMBERS 15 SEPTEMBER 2023**

Roslyn Suckling	Councillor
Trevor Gibb	Councillor
Brian Robinson	Executive Manager of Community, Development and Regulation
Trevor Brandy	Principal Building Surveyor (Non Voting)
Andrea Teakle	Community Development Officer (Non Voting)
Cresta Viellaris	Community Development Officer (Non Voting)

October 2024

Ms Kaylene Roberts  
Principle Planning Officer  
Shire of Northampton  
PO BOX 61  
Northampton WA 6535

Attention: Ms Kaylene Roberts

To whom it may concern

**RE: KALBARRI BOAT HIRE & CANOE SAFARI RENEWAL OF LICENSE AGREEMENT**  
**- CANOE TOURS - 2018-001**  
**RESERVES 12996 & 26591 & LOTS 1267 & 202, MURCHISON RIVER FORESHORE, KALBARRI.**

The following information is provided for the existing licence to operate, to the owners of Kalbarri Boat Hire & Canoe Safaris, as of the 19<sup>th</sup> September 2018.

There are no changes to the current agreement for a further period of 3 years in accordance with council renewal policy.

**TOUR FORMAT AND OPERATIONAL DETAILS**

Kalbarri Boat Hire & Canoe Safaris currently operates from:

Our existing licence on Kalbarri Foreshore Reserve 25307 Situated on Grey Street.

The tour operates within the current use/hire site licence agreement no: 2018-001 Portion of Reserves 12996 & 26591 & Lots 12678 & 202.

This was issued and renewed by the Department for Planning and Infrastructure Land Asset Management Services, Midwest region. It is under this current agreement that we wish to reissue the lease for a further 3 years, with no changes from the existing lease/licence.

**SUBMISSION REQUEST**

- 1.1 This is a request for a renewal of the existing lease to Kalbarri Boat Hire & Canoe Safaris
- 1.2 Approval from the shire to conduct the current canoe tour on the reserve and foreshore areas as stated in attachments and tour operation details. Reserve 12996 and 26591
- 1.3 The tour has been running for over 45 years within the reserve. The tour allows for the direct benefit to future visiting population and resident population of Kalbarri in the form of controlled access to the river reserve. The tours success relies on Kalbarri Boat Hire & Canoe Safaris ability to protect and preserve the beautiful and diverse natural environment. The tour aims to deliver an eco-friendly outlook. This aims to protect the environment whilst offering increased access to recreational activities within the shire, namely canoeing on the Murchison River.
- 1.4 The canoe tour allows for all visitors and local residents of Kalbarri; direct access to outdoor recreational activity with the added benefit of direct supervision of a well organised tour company. Kalbarri Boat Hire & Canoe Safaris always aims to increase the general public's access to tourism activities with minimal impact to the environment.
- 1.5 The tour at all times considers the safety of the visitors to the shire and allows public access to tourists. The tour access to the reserve is well controlled and regulated. We always have current liability insurance as per requirement of shire, Kalbarri Boat Hire & Canoe Safaris has had a faultless safety record, and we will continue to strive to maintain it.

## **BUSINESS OBJECTIVES**

Kalbarri Boat Hire & Canoe Safaris aims to meet these objectives as follows:

- 2.1 The tour whilst a commercial activity allows for enhancement of the access to the recreational amenity/reserve for all participants
- 2.2 The tour is ecologically sustainable as per the track record of operating for +45 years thus far
- 2.3 The tour maintains the Shires aim to retain the reserve for recreation use.
- 2.4 As the tour is the only canoe-based activity approved to use this side of the reserve.
- 2.5 The level of intensity of commercial use is well controlled whilst still allowing for commercial tourism.
- 2.6 This application is directly following the required criteria's set for applications to the Shire.

## **APPLICATION OF POLICY**

- 3.0 This is an application to access 'recreational reserves' as stated in the attachment A (3 Pages)

## **MATTERS TO BE CONSIDERED IN APPLICATION:**

Kalbarri Boat Hire & Canoe Safaris meet the criteria as follows

- 4.1 The reserve has effectively sustained this form of recreational activity for over 45 years. Kalbarri Boat Hire & Canoe Safaris has conducted the tour in this format for the last 14 years within minimal impact to environment, and we strive to maintain this for many years to come.
- 4.2 As operators, the tour success relies on the protection of the natural environment, therefore we do all we can to protect the environment.

### **Land based Activities**

Kalbarri Boat Hire & Canoe Safaris operations are relevant to the following:

- 4.3 The 4wd vehicles are required to use the car park on Grey Street adjacent to our approved licensed area of Kalbarri Boat Hire, to pick-up / drop-off at the start and completion of every Tour.

- 4.3.1 The riverbank is accessed where appropriate via canoe and foot only, this is a seasonal change as River conditions and 4wd tracks allow.

- 4.2.2 The tour creates nil public nuisances in the context of noise, traffic or any other restriction to other recreational users of the reserve

- 4.2.3 The tour has been able to operate within the reserve without restricting any other forms of use of the reserve. It enhances tourist access to this part of the Murchison River in a responsible & controlled manner.

### **4.4 Information on applicant**

As previously stated Kalbarri Boat Hire & Canoe Safaris address these criteria as follows:

- a) The tour is requesting reissue of lease; our activities as a business operation have always been of a high professional standard
- b) The tour has an overall history of more than 45 years to being environmentally sustainable. Previous lease for 14 years with acceptable environmental management.
- c) As stated in background history of ownership of Mr John Morganas prior owner, and ourselves for the past 6 years, we will strive to maintain both our impeccable history.
- d) All records of current ownership will display prompt payment of fees. All application documentation, conditions adhered too will continue as per previous, faultless records.
- e) Nil accidents in previously lease time and again, we will strive to maintain this. A respect for duty of care and legal responsibility in professional management of the business is always paramount Public liability insurance current.



4.5 We've not received any breaches from council regarding the canoe tour in the past, and as its current format we will remain the same as what we endeavour to maintain is as follows;

#### **The Tour/Service**

##### **The tour remains unchanged from previous applications and is as follows**

- \*The tour begins at Kalbarri Boat Hire homebase Shack, where introductions for the Tour, duty of care and safety drill/issue of lifejackets/registration of customer and Q & A is completed.
- \* Then visitors are directed to Board the 4wd vehicle from the Boathire carpark to begin the 4wd journey to the start point as deemed by the Guide on the day, subject to weather and detailed company procedures
- \*4wd to start point, depending on conditions we may start at Gregory Rocks, Nanny Goat Well, Mullewa Well, Paradise Flats or paddle upriver from the Boathire homebase.
- \*Dis embark vehicle, prepare to board Canoes, complete a safety drill and paddle technics chat at rivers edge
- \*Canoe tour begins 45min-1 hour paddle along the Murchison river to the designated BBQ spot.
- \*Customers then regroup at the chosen BBQ spot (as river and track conditions so dictate )
- \*After bellies are full, board the Canoes for a second leg of the Tour, canoeing further along the river 45minutes -1hr journey
- \*Arrive at collection point or continue for a third leg of the Tour, guide to discuss and consent.
- \*Collection point and canoe exit from river, reload Canoes on the trailer, and travel back to homebase, 20-30 minutes to Kalbarri Boat Hire carpark.
- \*Both morning and afternoon tours available with flexibility of time start due to seasonal adjustments, weather conditions and group sizes.
- \*Entry and exit points of river at fixed points where possible to reduce erosion and increase safety aspects/rescue points. These points do regularly change, and is always subject to seasonal changes, weather conditions, River and 4wd track conditions. Sometimes the Tour will be run in reverse direction, to suit weather / wind conditions, and is always assessed the morning or afternoon of the Tour departing, and at the Guides discretion.

#### **The Route**

**The route is unchanged** from that previously approved by shire as outlined in attachment A, Due to seasonal changes and weather conditions and the safety of track access, the outline of tracks used is difficult to define exactly. At all times the tour adheres to the marked route when possible, ONLY ever traveling along existing tracks, accessing the waters edge only between Mullewa Well and Gregory's Rock by Canoe or foot, with several options to safely dis-embark and retrieve as necessary, leaving no permanent footprint or impact on the environment.

#### **The Equipment in Use**

At present the Canoe Safari existing lease/licence has the approval to use

- i) two trailers
- ii) three 4wd trucks (Various sizes due to tour demands)
- iii) 15 canoes and a single kayak

The reissue of this application lease is for the same requirement use of equipment as in previous applications over the last 14+ years.

All equipment has been inspected or updated in the last 3 months, as per our maintenance schedule. All equipment has been approved for use and surveyed by AMSA.

### **Safety issues**

All staff employed by Kalbarri Boat Hire & Canoe Safaris have relevant qualifications required to operate PTV plated vehicles.

In addition, staff are required to have Current Senior first aid certificates and Skippers tickets.

All peak seasonal times the staff have access to knowledge of the Registered nurse.

Safety practice procedures education and training is given on induction of all staff, and regular training is also scheduled when necessary.

4wd trucks are fitted with two-way radio for safety communication.

First aid equipment as per inspection by DPI inspection requirements, and recovery equipment for every vehicle is onboard accordingly. To date, we have not had a need to recover any vehicles, and maintain our impeccable maintenance schedule for our vehicles to be at optimum working capabilities to ensure a fun, adventurous tour to be enjoyed by the whole family!

### **Permitted hours and days of operation for tours**

This reissue application remains the same as previous years, being 6am to 7pm, Sunday to Saturday inclusive.

At present we currently operate three different tour timeslots that vary due to seasonal changes, but range from 7am -11.45am, 10am-2.30pm and 12.30-4.30pm. However, due to seasonal changes and school groups times we require the flexibility to adjust tour times as necessary.

We aim to operate all year round, despite some months Kalbarri Boat Hire & Canoe Safaris receives very minimal profit. This is indicative of the dedication of this tour company to provide quality product and promote Kalbarri as an all year-round tourist destination. It also increases the professionalism of the tour/lease and provides consistent employment in the shire.

### **Signage**

The tour does not require any additional or changes to signage.

### **Environmental issues**

Once again to highlight the shires criteria for application; The success of the tour and business relies solely on the natural environment. The tour and our staff are designed around eco-friendly principles. Great respect to the environment is given when conducting tours and staff training in these matters given on induction.

The canoes have minimal effect on the river eco system and there is little to no erosion caused by the tour. The tour respects and recognises the natural and cultural significance and complies with the Aboriginal heritage act.

The canoes, equipment and rubbish are removed from the reserve at the end of each tour. We report any issues noticed on the reserve to Shire and to the Ranger, collect rubbish left by others, put out smouldering fires left by others, and follow Shire guidelines for recreational and commercial use.

Kalbarri Boat Hire & Canoe Safari storage of equipment is carried out in the light industrial area with a private leased lot, fully enclosed and secured for the security and cleanliness of our vehicles.

### **OPERATOR'S HISTORY IN TOURISM**

As stated, the tour has operated in Kalbarri for over 45 years. The tour in its current form has been operated by Jason & Kat Deadman for almost 6 years, and we have purchased property in Kalbarri, and now call it home.



We both take pride in our business practises, and promoting local businesses, employment and developing infrastructure within the shire. It has been our priority to ensure that our facilities and equipment have been constantly renewed or improved and maintained.

This increases safety for the tour and our customers. Significant financial investment has been made to ensure a quality product. Kalbarri Boat Hire & Canoe Safaris continues to ensure training standards are continuously met.

Despite a general downturn in tourism within the town due to TC Seroja, the business is still operating successfully. Through good business management strategy, we continue to provide employment opportunities and a quality product to visitors to the shire.

Kalbarri Boat Hire & Canoe Safaris has received no infringements to the previous lease. Nil complaints on operational issues from the shire during their almost 6-year lease holding have been noted, and we continue to improve and grow the business within the shire guidelines for future.

### **ABOUT THE OWNERS**

*Maverick Marine (WA) Pty Ltd ATF Kalbarri Boat Hire Trust- T/A Kalbarri Boat Hire  
Directors are Jason and Kathleen Deadman.*

Jason is a trade qualified mechanical fitter, first class machinist, that having done his trade time and a further 16 yrs in the Marine industry, therefore became a qualified Marine Engineer class2. His years of experience will assist with the ongoing first-class maintenance and management of the company.

Kat has an extensive background within an Office environment, including various Office Manager Roles including Compliance Manager, HR Manager, Accounts Manager, Workplace Relations Manager, Injury Management Manager, and having completed various Certifications on many levels, including a Diploma BSB41412 Certificate IV in Work Health and Safety. Kat has also held a committee level position with the local Kalbarri Visitors Centre, and was responsible for opening the doors post Cyclone Seroja to continue bookings over the counter after staff walked-out, continuing to support all the other bookable Tour Operators of small businesses in town.

The damage sustained and the length of time our own business was closed due to Town shut-down from the Cyclone, had taken a turn, and so Kat resigned from that KVC position to open KATACHINO coffee van in March 2022, to assist the community and visitors alike, serving much needed Coffee, and continues to operate now.

We ask that you please accept this application.

Kalbarri Boat Hire & Canoe Safaris wishes to thank you for your recent assistance and emails regarding this renewal application.

Should you require any additional information, please do not hesitate to contact me.

My email is [kalbarriboathire@yahoo.com](mailto:kalbarriboathire@yahoo.com) or my mbl is 0438 97 4488

Yours sincerely

Jason & Kathleen Deadman



**Mrs Kathleen Michelle Deadman**  
Director/Owner  
Kalbarri Boat Hire & Canoe Safari



**Mr Jason Charles Deadman**  
Director/Owner  
Kalbarri Boat Hire & Canoe Safaris



APPROVED ROUTE  
BY SHIRE.



# ANNEXURE A

 $\frac{1}{3}$





ANNEXURE 'A'

2/3



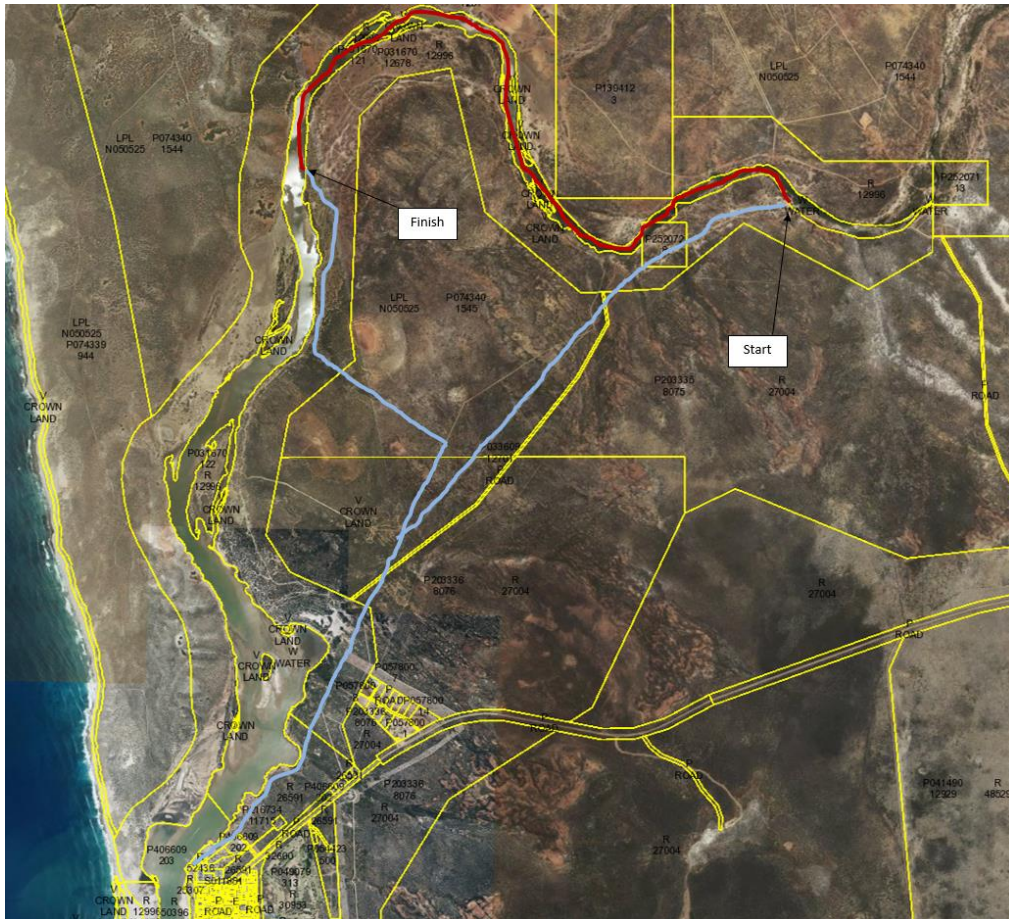


ANNEXURE 'A'

3/3

## ATTACHMENT

## CANOE SAFARI TOURS (KALBARRI BOAT HIRE) – Proposed Tour Route

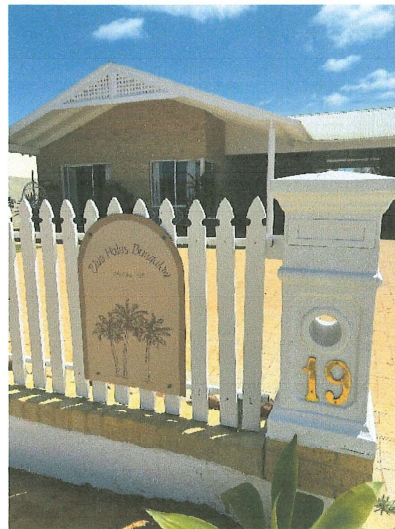




## **APPLICATION INFORMATION**

### **CHANGE TO OF USE TO SHORT STAY ACCOMMODATION**

DIA 2024-101	1018
SHIRE OF NORTHAMPTON	
DEVELOPMENT APPROVAL: <input checked="" type="checkbox"/>	
NOTES:	
* REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL	
* THIS IS NOT A BUILDING PERMIT	
PRINCIPAL PLANNER	DATE
REF: 10.6.11 (A2726)	



**Name of Property: Blue Holes  
Bungalow**

**Address: (Lot 686), 1/19 Waikiri  
Parade, Kalbarri**

**HOLIDAY HOME****PROPERTY MANAGEMENT PLAN****PROPERTY ADDRESS:****PROPERTY MANAGER DETAILS:****Name:** Lisa Nash and Tristan

Nash

**Address:** 16 Karina Mews**Telephone Number:** \_\_\_\_\_**Email:** \_\_\_\_\_

Details of where bookings are made: Booking.com

Internet (please specify):

Northampton Visitor Centre:

Property Manager:

Other (please specify):

**NOTE: In relation to the nominated Property Manager, the following is applicable:**

- ☐ is a person/company that will have day-to-day management of the holiday home; and
- ☐ will specifically respond to complaints pertaining to guest behaviour made before 1am within a two hour timeframe; and
- ☐ in relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.

**DUTIES OF PROPERTY MANAGER**

General Information: The Property Manager will supply readily visible in the kitchen or living area of the home the Code of Conduct, the Property Management Plan and the Fire and Emergency Plan (including the Fire Evacuation Route). Other duties include:

- ☐ Liaise with tenants for the occupancy and vacation of the premises;
- ☐ Ensure the correct maximum number of people is staying overnight in accordance with planning approval conditions;
- ☐ Ensure the premise is registered with the Shire of Northampton as a Holiday Home provider;
- ☐ Ensure guests are aware of the Code of Conduct;
- ☐ Ensure guests are aware of the Fire and Emergency Plan;
- ☐ Maintain a register of all people who utilise the premise, available for inspection by the Shire of Northampton upon request;
- ☐ Ensure the premise is clean and maintained to a high standard;
- ☐ Ensure bed linen is clean and replaced upon tenant vacation; and
- ☐ Ensure rubbish and recycling bins are put out and collected as required.

DA 2024-191	2 OF 8
SHIRE OF NORTHAMPTON	
DEVELOPMENT APPROVAL:	APPROVED <input checked="" type="checkbox"/>
NOTES: - REFER TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL - THIS IS NOT A BUILDING PERMIT	
PROJECT NO. / PERMIT	DATE
REF: 10.6.1.1 (A2726)	

2024-101	3 of 8
SHIRE OF MOOREBIL DAMPCON	
PROPERTY NO. 10.6.1.1 (A2726)	
DATE: 10/06/24	
TIME: 10:00 AM	
BY: [Signature]	
FOR: [Signature]	

## **HOLIDAY HOME**

### **CODE OF CONDUCT**

**PROPERTY ADDRESS: 1/19 Waikiri Parade, Kalbarri>**

The following Code of Conduct governs tenant behaviour and use of the property. The tenant agrees to follow the guidelines below, for themselves and any visitors they allow at the property:

**TENANTS:** A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight.

**NOISE AND NUISANCE:** The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should generally cease after 9pm Sunday through Thursday and 10pm Friday and Saturday.

**VEHICLE PARKING:** The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, or on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

**SHIRE REGULATIONS:** The tenants agree to all Shire regulations, including noise and fire limitations.

**PREMISE CONDITION AND CLEANLINESS:** The tenants agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Tenants are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the tenants stay will be paid for by the tenants.

**FIRES:** The tenants agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

**RUBBISH DISPOSAL:** The guests agree to contain all their rubbish in the bins provided. Tenants are responsible for the putting out and collection of the bins where your stay coincides with collection days.

Your collection day is: Every ~~Wednesday~~ **Tuesday**

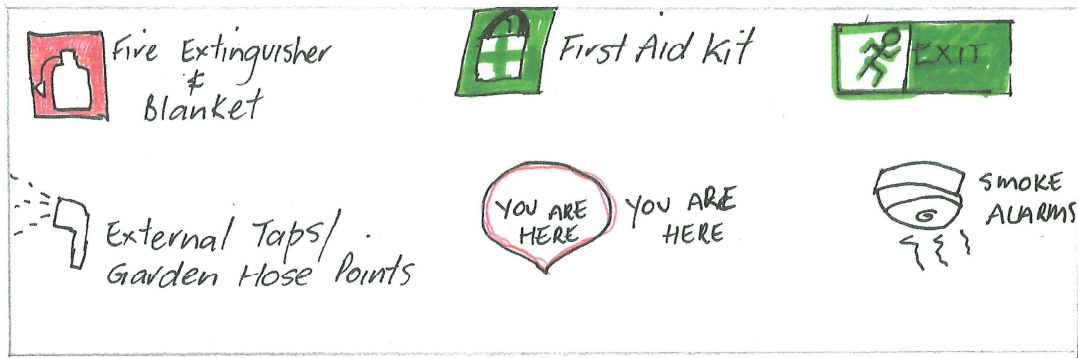
**KEYS:** At the end of the agreed tenancy, tenants agree to lock the premise, close all windows and return the keys to the Property Manager. Any lost or damaged keys will be replaced at the tenant's expense.

**TERMINATION OF ACCOMMODATION:** If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours notice at the Property Managers discretion. No refunds will be made.

Property Address: 1/19 Waikiri Parade, Kalbarri



D/A	2024-101	4	OF 8
SHIRE OF NORTHAMPTON			
DEVELOPMENT APPROVAL		APPROVED	<input checked="" type="checkbox"/>
NOTES: * REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL * THIS IS NOT A BUILDING PERMIT			
PRINCIPAL PLANNER		DATE	
REF: 10.6.1.1 (A2726)			



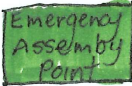



D/A 2024-101	5 OF 8
SHIRE OF NORTHAMPTON	
DEVELOPMENT APPROVAL:	APPROVED <input checked="" type="checkbox"/> REFUSED <input type="checkbox"/>
NOTES:	
<ul style="list-style-type: none"> <li>• REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL</li> <li>• THIS IS NOT A BUILDING PERMIT</li> </ul>	
PRINCIPAL PLANNER	DATE
REF: 10.6.1.1 (A2726)	

Property Address: 1/19 Waikiri Parade, Kalbarri





Emergency call	Legend		Contacts
☎ 000	 Fire Extinguisher & Blanket	 First Aid Kit	Kalbarrri Police Station 08 9936 3000
	 Emergency Assembly Point	Assembly Point  Escape Route	Kalbarrri Health Centre 08 99 370100

D/A 2024-101	7 OF 8
SHIRE OF NORTHAMPTON	
DEVELOPMENT APPROVAL:	APPROVED <input checked="" type="checkbox"/>
NOTES:	
• REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL	
• THIS IS NOT A BUILDING PERMIT	
PRINCIPAL PLANNER	DATE
REF: 10.6.1.1 (A2726)	

## **HOUSE RULES**

### **BOOKINGS**

To book Blue Holes Bungalow guests can use  
Booking.com platform.

D/A 2024-101	8 OF 8
SHIRE OF NORTHAMPTON	
DEVELOPMENT APPROVAL:	APPROVED <input checked="" type="checkbox"/> REFUSED <input type="checkbox"/>
* REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL * THIS IS NOT A BUILDING PERMIT	
PRINCIPAL PLANNER	DATE
REF: 10.6.1.1 (A2726)	

### **ON ARRIVAL**

Check in instructions is sent to guests 1 week before  
guest's check-in and on arrival guests can access a locked  
key box to obtain the keys. Guests are permitted to check-  
in on the day of arrival.

### **GUESTS**

There is a maximum limit of 6 guests permitted at Blue  
Holes Bungalow.

### **VISITORS**

Guests are responsible for the ensuring the limits set on  
visitor numbers is always complied with. The number of  
guests must not exceed the number of 6 occupants.  
Guests are responsible for ensuring that visitors comply  
with the Code of Conduct and the House Rules.

**GATHERINGS OR FUNCTIONS**

No functions are allowed without prior permission of the owners of Blue Holes Bungalow.

**OBLIGATIONS TO NEIGHBOURS, NOISE AND RESIDENTIAL AMENITY**

At Blue Holes Bungalow, guests are required to respect the local area and their neighbours.

**PARKING**

There is plenty of parking space for several cars.

**SMOKING/VAPING**

Smoking and vaping are strictly always prohibited at Blue Holes Bungalow.

**GARBAGE AND RECYCLING**

Green Bins are collected every Tuesday morning and guests are notified of this in the Check in information sent to all guests. There is a black bin that is next to the green bin that is provided of recycling of 10 cents items in line

with “Containers for change Programme”. There are currently no Recycling Bins or FOGO Bins in Kalbarri.

### **SECURITY**

All doors and windows have locks and a security light comes on automatically when there is movement detected at the front door.

### **PETS/ ANIMALS**

No pets or animals are allowed at Blue Holes Bungalow at any time.

### **BBQ**

There is a BBQ for guests to use in the entertainment area out the back of the house.

### **DAMAGES AND BREAKAGES**

Any damages or breakages must be reported to the owners by the guests. The cleaning team will also notify the owner of any breakages or damage they detect.

### **HEATING/COOLING AIR CONDITIONER**

There is a reversed cycling air conditioning unit in the main area in the living room. There is also ceiling fans in all 3 bedrooms as well as the lounge room.

### **POWER**

Normal domestic power is supplied to the property via underground cabling.

### **WI-FI**

There is free Wi-Fi available to all guests at Ocean View Retreat.

### **ON DEPARTURE ARRANGEMENTS**

Guests must be checked out of the property by 10am on the morning of departure in line with Blue Holes Bungalow check-in/check-out instructions.

### **LOCAL PROPERTY MANAGER**

The local Property Manager is Lisa Nash

### **EMERGENCY CONTACT**

The owners: Lisa Nash

**COMPLAINTS**

Any complaints must be reported to the owners who deal with any issues in a timely manner.

## **APPLICATION INFORMATION**

### **CHANGE TO OF USE TO SHORT STAY ACCOMMODATION**

D/A	OF
SHIRE OF NORTHAMPTON	
DEVELOPMENT APPROVAL:	APPROVED <input checked="" type="checkbox"/> REFUSED <input type="checkbox"/>
NOTES: • REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL • THIS IS NOT A BUILDING PERMIT	
PRINCIPAL PLANNER	DATE
REF: 13.6.1.1 (A4349)	



**Name of Property: Ocean View  
Retreat**

**Address: (Lot 127) 21 Lawrencina Loop,  
Eco Flora, Kalbarri**

**HOLIDAY HOME****PROPERTY MANAGEMENT PLAN****PROPERTY ADDRESS:****PROPERTY MANAGER DETAILS:****Name:** Lisa Nash and Tristan Nash**Address:** 16 Karina Mews**Telephone Number:** \_\_\_\_\_**Email:** \_\_\_\_\_

Details of where bookings are made: Booking.com

Internet (please specify):

Northampton Visitor Centre:

Property Manager:

Other (please specify):

**NOTE: In relation to the nominated Property Manager, the following is applicable:**

- ☐ is a person/company that will have day-to-day management of the holiday home; and
- ☐ will specifically respond to complaints pertaining to guest behaviour made before 1am within a two hour timeframe; and
- ☐ in relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.

**DUTIES OF PROPERTY MANAGER**

General Information: The Property Manager will supply readily visible in the kitchen or living area of the home the Code of Conduct, the Property Management Plan and the Fire and Emergency Plan (including the Fire Evacuation Route). Other duties include:

- ☐ Liaise with tenants for the occupancy and vacation of the premises;
- ☐ Ensure the correct maximum number of people is staying overnight in accordance with planning approval conditions;
- ☐ Ensure the premise is registered with the Shire of Northampton as a Holiday Home provider;
- ☐ Ensure guests are aware of the Code of Conduct;
- ☐ Ensure guests are aware of the Fire and Emergency Plan;
- ☐ Maintain a register of all people who utilise the premise, available for inspection by the Shire of Northampton upon request;
- ☐ Ensure the premise is clean and maintained to a high standard;
- ☐ Ensure bed linen is clean and replaced upon tenant vacation; and
- ☐ Ensure rubbish and recycling bins are put out and collected as required.

SHIRE OF NORTHAMPTON	
PLANNING APPROVAL:	APPROVED TO: <input checked="" type="checkbox"/>
PLANNING APPROVAL FORM FOR	
10.6.1.1 (A4049)	



**HOLIDAY HOME****CODE OF CONDUCT****PROPERTY ADDRESS: 21 Lawrencia Loop, Eco Flora Kalbarri>**

D/A	OF
SHIRE OF NORTHAMPTON	
DEVELOPMENT APPROVAL:	APPROVED <input checked="" type="checkbox"/> REFUSED <input type="checkbox"/>
NOTES: • REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL • THIS IS NOT A BUILDING PERMIT	
PRINCIPAL OFFICER 10.6.1.1 (A404a)	DATE

The following Code of Conduct governs tenant behaviour and use of the property. The tenant agrees to follow the guidelines below, for themselves and any visitors they allow at the property:

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**PREMISE CONDITION AND CLEANLINESS:** The tenants agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Tenants are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the tenants stay will be paid for by the tenants.

**FIRES:** The tenants agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

**RUBBISH DISPOSAL:** The guests agree to contain all their rubbish in the bins provided. Tenants are responsible for the putting out and collection of the bins where your stay coincides with collection days.

Your collection day is: Every Wednesday

**KEYS:** At the end of the agreed tenancy, tenants agree to lock the premise, close all windows and return the keys to the Property Manager. Any lost or damaged keys will be replaced at the tenant's expense.

**TERMINATION OF ACCOMMODATION:** If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours notice at the Property Managers discretion. No refunds will be made.

# Floor Plan

Property Address: 21 Lawrencina Loop, Kalbarri

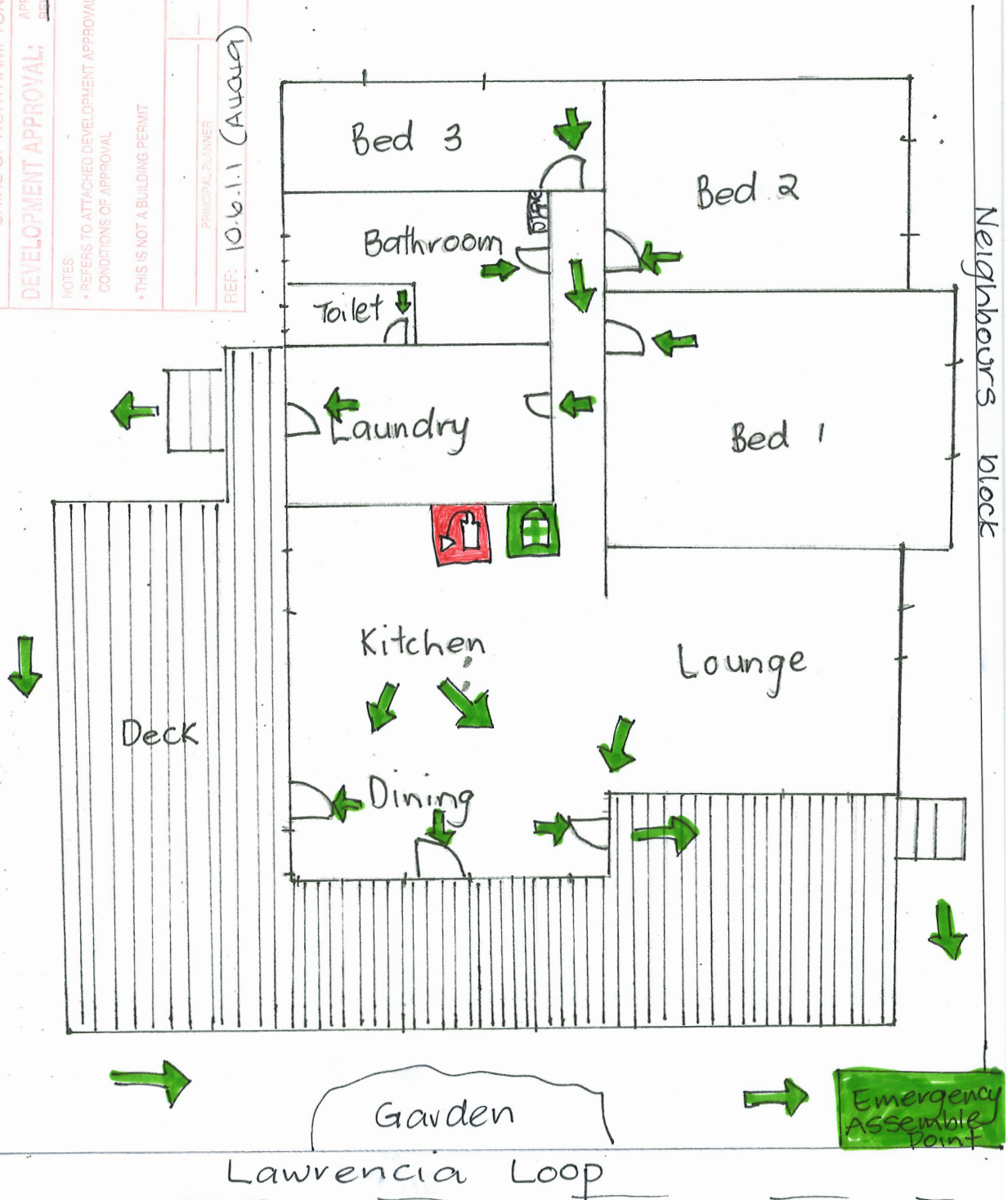
D/A	OF	SHIRE OF NORTHAMPTON
DEVELOPMENT APPROVAL:		APPROVED <input checked="" type="checkbox"/> REFUSED <input type="checkbox"/>
NOTES: * REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL * THIS IS NOT A BUILDING PERMIT		
PRINCIPAL PLANNER		DATE
REF: 10.6.1.1 (Alanya)		



# Fire Evacuation Route

Property Address: 21 Lawrencia Loop, Kalbarri

D/A	SHIRE OF NORTHAMPTON	OF
DEVELOPMENT APPROVAL:		
NOTES:		
* REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL		
* THIS IS NOT A BUILDING PERMIT		
PRINCIPAL PLANNER		DATE
REF: 10.6.1.1 (August)		





## **HOUSE RULES**

### **BOOKINGS**

To book Ocean View Retreat guests can use **Booking.com** platform.

D/A	OF
SHIRE OF NORTHAMPTON	
DEVELOPMENT APPROVAL:	APPROVED <input checked="" type="checkbox"/> REFUSED <input type="checkbox"/>
NOTES: • REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL • THIS IS NOT A BUILDING PERMIT	
PRINCIPAL PLANNER	DATE
REF: 10.6.1.1 (A4049)	

### **ON ARRIVAL**

Check in instructions is sent to guests 1 week before guest's check-in and on arrival guests can access a locked key box to obtain the keys. Guests are permitted to check-in on the day of arrival.

### **GUESTS**

There is a maximum limit of 6 guests permitted at Ocean View Retreat.

### **VISITORS**

Guests are responsible for the ensuring the limits set on visitor numbers is always complied with. The number of guests must not exceed the number of 6 occupants. Guests are responsible for ensuring that visitors comply with the Code of Conduct and the House Rules.

**GATHERINGS OR FUNCTIONS**

No functions are allowed without prior permission of the owners of Ocean View Retreat.

**OBLIGATIONS TO NEIGHBOURS, NOISE AND RESIDENTIAL AMENITY**

At Ocean View Retreat, guests are required to respect the local area and their neighbours.

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**PETS/ ANIMALS**

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**BBQ**

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**DAMAGES AND BREAKAGES**

Any damages or breakages must be reported to the owners by the guests. The cleaning team will also notify the owner of any breakages or damage they detect.

**HEATING/COOLING AIR CONDITIONER**

There is a reversed cycling air conditioning unit in the main area in the living room. There is also ceiling fans in all 3 bedrooms as well as the lounge room.

**POWER**

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**WI-FI**

There is free Wi-Fi available to all guests at Ocean View Retreat.

**ON DEPARTURE ARRANGEMENTS**

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**LOCAL PROPERTY MANAGER**

The local Property Manager is Lisa Nash

**EMERGENCY CONTACT**

The owners: Lisa Nash

**COMPLAINTS**

Any complaints must be reported to the owners who deal with any issues in a timely manner.





Department of **Planning,  
Lands and Heritage**

Your ref: 10.9.9 / OCR37853  
 Our ref: L01101-2014, Case 2201884  
 Enquiries: Kate Davies, ph (08) 6552 4431  
[kate.davies@dplh.wa.gov.au](mailto:kate.davies@dplh.wa.gov.au)

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

By Email: [andrew.campbell@northampton.wa.gov.au](mailto:andrew.campbell@northampton.wa.gov.au)

Dear Mr Campbell,

**MURCHISON GREEN HYDROGEN PROJECT – MURCHISON HOUSE STATION  
 PASTORAL LEASE, SHIRE OF NORTHAMPTON**

The Department of Planning, Lands and Heritage (**DPLH**) proposes the grant of a section 88 *Land Administration Act 1997* (**LAA**) Option to Lease (**Option**) to Murchison Hydrogen Renewables Pty Ltd (**MHR**) to facilitate its large-scale renewable and hydrogen project (**Project**) over Crown land; namely the Murchison House Station Pastoral Lease (N050525) located just north of the Kalbarri townsite.

Representing a joint venture between MHR and funding partner Copenhagen Infrastructure Partners, if successful, the Project is anticipated to contribute \$15 billion of capital investment into the renewable and hydrogen industry in the State's Midwest region.

A combination of wind and solar energy generation infrastructure is expected to produce up to 6-gigawatts (**GW**) of renewable energy per annum. The energy generated will be converted to produce an estimated 2 million tons per annum (**Mtpa**) of green ammonia for export; with the potential for domestic offtake.

It is expected that the Project will provide several ongoing benefits to the State include:

- Yearly Carbon dioxide (CO<sub>2</sub>) emission reduction of ~5.3 Mtpa;
- Creation of approximately 3,600 jobs in construction;
- Creation of 600 jobs in ongoing local operations;
- Creation of 24,300 full time jobs across green energy industries;
- Technology transfer and local manufacturing opportunities for the Mid West region and WA;
- Local and Aboriginal economic, business, training and employment opportunities in the renewable energy sector; and,
- Potential for improved water and power infrastructure for the region.

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 Locked Bag 2506 Perth Western Australia 6001  
 Telephone (08) 6551 8002 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)  
 Email: [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au) Website: [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)  
 ABN: 68 565 723 484

The Project was awarded Lead Agency status in December 2021, with the Department of Jobs, Tourism, Science and Innovation (JTSI) as Lead Agency.

In accordance with the '[Renewable Hydrogen Guidance – Land Tenure for Large Scale Renewable Hydrogen Projects](#)', the Project is being delivered in two stages:

- Stage 1 (Investigation and Feasibility) – Investigation work requiring the temporary installation of several wind met masts and pyrometers; and
- Stage 2 (Implementation) – Subject to feasibility and approvals, Stage 2 will include construction, operation, and maintenance of major infrastructure.

The Project is well progressed, with MHR holding licences under the LAA for investigation and feasibility studies. The State and MHR are currently negotiating the grant of an Option which will create an equitable interest in the land, providing a secure pathway to long-term tenure subject to MHR meeting a number of Conditions Precedent (**CPs**); the Option is a bankable document.

Subject to meeting all CPs, MHR has the right to exercise the Option for the grant of substantive tenure to develop and operate in accordance with an approved Development Plan.

CPs to the Option include:

- Carbon Project Plan outlining how the existing carbon project over Murchison will be revoked
- Approvals under the *Mining Act 1978*
- Business Plan and confirmation of financial viability
- Development Plan
- Rehabilitation Security
- Registration of an Indigenous Land Use Agreement
- Evidence that licences under the *Rights in Water and Irrigation Act 1914* have been granted or will be granted.
- Preparation and lodgement of survey(s)
- Development approvals
- Environmental approvals
- Planning approvals under the *Planning and Development Act 2005*
- Compliance with the *Aboriginal Heritage Act 1972*
- Local Government approvals
- Foreign Investment Review Board approval
- Surrender of existing interests including the pastoral lease
- Commonwealth approvals
- Legal access from North West Coastal Highway to the Project
- Decision on the final location of Port Tenure

Subject to compliance with the above CPs, the Option guarantees the grant of four (4) LAA leases for a term of 30 years, with two further terms of 15 years:

1. **Crown Lease 1**, being a section 79 LAA Lease for "Wind and Solar Generation, Tourism and Grazing" and hatched red on attached tenure map – Total Lease Area: Approx. 84,626 ha, including
  - i. ~523 wind turbines with ~3.5 GW installed capacity
  - ii. Up to 7,000 hectares of solar panel arrays with ~2.5 GW installed capacity

2. **Crown Lease 2**, being a section 79 LAA Lease for “Downstream Facilities” and hatched light blue on attached tenure map – Total Lease Area: Approx. 300 ha, including:
  - i. Hydrogen electrolysis ~43 ha
  - ii. Ammonia production facility ~49 ha
3. **Crown Lease 3**, being a section 79 LAA Lease for “Storage, Utilities and Laydown” and hatched green on attached tenure map – Total Lease Area: Approx. 36 hectares, including:
  - i. Ammonia storage – 8 ha
  - ii. Water desalination and treatment plant – 14 ha
4. **Crown Lease 4**, being a section 79 LAA Lease or section 92B LAA Diversification Lease for “Conservation Activities for Environmental Offsets, Cultural Purposes and Tourism” and hatched blue on attached tenure map – Lease Area: Approx. 41,482 ha
  - o A section 79 Lease is preferred by MHR, however whether Crown Lease 4 is issued under section 79 or section 92B of the LAA will be determined by DPLH’s referral process.

In addition to the above leases, MHR will be required to work with the relevant Government agencies to facilitate the following ancillary tenure grants:

1. Tenure for a marine port facility – a Crown reserve will be created under section 41 of the LAA over waters adjoining the Project area and a port proclaimed under the *Port Authorities Act 1999 (PAA)* and vested to Mid-West Ports Authority (**MWPA**).
2. Tenure for access to the Project over a portion of Lot 411 on Deposited Plan 427325. The Option allows for a dedicated road under section 56 of the LAA or an easement(s) under section 144 of the LAA. MHR have confirmed their preference for an easement.

To facilitate the Project, your comments are requested in respect to the following:

1. The Project;
2. An Option grant under section 88 of the LAA; and,
3. Final tenure outcomes:
  - a. Four (4) leases under the LAA, including whether support is given to Crown Lease 4 being a section 79 Lease or a section 92B Diversification Lease.
  - b. Port reserve creation and subsequent vesting under the PAA.
  - c. Access requirements – either via dedicated road or via an easement.

It would be appreciated if your response could be provided within 21 days of the date of this letter. If you require an extension, please advise accordingly.

If you require further information, or have any queries, please contact Kate Davies, Senior Project Officer, Land Use Management, Department of Planning, Lands and Heritage on (08) 6552 4431 or at [kate.davies@dplh.wa.gov.au](mailto:kate.davies@dplh.wa.gov.au).

Yours sincerely



**Matthew Rule  
Project Officer  
Land Use Management**

16 December 2024

**Attachments:**

1. Land Tenure Table
2. Tenure Map – Proposed Project Tenure
3. Tenure Map – Option to Lease Area
4. Shape Files
5. Previous referral responses.











## PLANNING DECISIONS DECEMBER 2024

2024-097	S GORMAN	LOT 17 (No. 45-47) MORTIMER STREET, KALBARRI	STOPRAGE SHED	6 December 2024	\$15,000
2024-098	MODULARIS PTY LTD	LOT 277 (No. 15) BEAGLE ROAD, KALBARRI	SINGLE DWELLING	11 December 2024	\$483,366.36
2024-099	GR & VM MARSHALL	LOT 60 (No. 6) TERN WAY, KALBARRI	CHANGE OF USE TO HOLIDAY HOUSE	11 December 2024	**
2024-100	SG GORMAN	LOT 184 (No. 7) PORANA PLACE, KALBARRI	ADDITIONS TO DWELLING	11 December 2024	\$300,000
2024-101	WJ & RG LEE	LOT 97 (No. 12A) MORTIMER STREET, KALBARRI	CHANGE OF USE TO A HOLIDAY HOUSE	20 December 2024	**
2024-102	J WRIGHT	LOT 302 (No. 50) EXPLORER AVENUE, KALBARRI	ADDITIONS TO OUTBUILDING	18 December 2024	\$9,500
2024-103	SJ LATIMER	LOT 862 (No. 10) GALLANT CLOSE, KALBARRI	CHANGE OF USE TO A HOLIDAY HOUSE	19 December 2024 Council Decision	**
2024-104	LS FORD & H WARD	LOT 270 (No. 17) STEMODIA STREET, KALBARRI	CHANGE OF USE TO A HOLIDAY HOUSE	19 December 2024 Council Decision	**



## PLANNING DECISIONS JANUARY 2025

2025-001	KA MARSH	LOT 2 (No. 2) DARWINIA DRIVE, KALBARRI	RETROSPECTIVE APPROVAL – MODULAR DWELLING	19 December 2024 Council Decision	\$150,000
2025-002	A & R MINCHINTON	LOT 765 (No. 44) GLASS STREET, KALBARRI	CHANGE OF USE OF USE TO HOLIDAY HOUSE	6 January 2025	**
2025-003	LALOR DESIGN AND DRAFTING	LOT 61 (No. 72) MITCHELL STREET, HORROCKS	RETAINING WALL	7 January 2025	\$50,000
2025-004	NORTHAMPTON MOTORS & MACHINERY RESTORATION GROUP INC.	LOT 500 (No. 52) RESERVE 44234 GWALLA STREET, NORTHAMPTON	EXTENSION TO WORKSHOP (MOTORS & MACHINERY PRECINCT)	7 January 2025	\$5,000
2025-005	NORTHAMPTON MENS SHED INC	LOT 476 (No. 67) MARY STREET, NORTHAMPTON (NORTHAMPTON RAILWAY STATION PRECINCT)	TEMPORARY PLACEMENT OF SHIPPING CONTAINER	21 January 2025	\$1,500
2025-006	KALBARRI HOTEL	LOT 188 (No. 60) JEFFREY BROWNE WAY, KALBARRI	SIGNAGE (FREESTANDING)	9 January 2025	**
2025-007	AMC RILEY	S/L 34 (No. 31) GLANCE STREET, HORROCKS	ADDITIONS TO COTTAGE (DECK & PATIO)	22 January 2025	\$10,000
2025-008	MG & MN MAXFIELD	LOT 8 (No. 1) TOPAZ BEND, KALBARRI	RETAINING WALL	23 January 2025	\$10,000
2025-009	WILSON MIDWEST	LOT 20 (No. 223) HAMPTON ROAD, NORTHAMPTON	ROOF REPLACEMENT & ASSOCIATED WORKS – HERITAGE LISTED BUILDING MI PLACES 66 & 67 IN SCA4 TOWN CENTRE	23 January 2025	\$500,000

[illegible]

POSTED  
1CR35673

22 JAN 2025

Ref: 10.9.1/A2259  
Attention: Planning Department



## SUBMISSION FORM

**PROPOSED TEMPORARY WORKERS ACCOMMODATION CAMP  
LOT 5005 (No. 3810) BALLA-WHELARRA ROAD, BINNU**

Name: CRAIG TITOMPSON

Postal Address: 1044 DARTMOOR VILL RD # 836 WICKENS SOUTH RD

Phone Number: \_\_\_\_\_

**SUBMISSION:** ☐ Support ☒ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

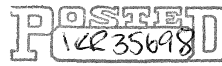
I am not that impressed with a camp  
site arriving on our boundary.  
I have attached concerns to this.

Signature: [Signature] Date: 22/01/2025

Please return to: Chief Executive Officer  
Shire of Northampton  
PO Box 61  
NORTHAMPTON WA 6535

**NOTE:** The local government in determining the application will take into account the submissions received but is not obliged to support those views.

**Submissions Close: 28<sup>th</sup> January 2025**



28 JAN 2025

**Submission: Proposed temporary Workers Accommodation Camp Lot 5005 (No.3810) Balla-Whelarra Road, Binnu.**

**Name:** Brad and Raylene Burns

**Postal Address:** P.M.Bag 23, Geraldton, WA, 6520

**Email Address (please use this for all communications):**

kalinyafarming@bigpond.com

**Phone Numbers:**

**Submission:** Supportive

1. While not being opposed to this development we are concerned that both the Shire and local ratepayers by default could be left with even more deteriorated roads than we have now given that the winter of 2024 saw both gravelled and sealed roads fall well below acceptable levels. Rate payers should not be made to bear the price of this. There will be no free gravel from our business for this project.
2. There seems little communication between companies and local communities with regard to extraordinary road use in general. Given that the movement of both infrastructure and then personnel will happen on our already degraded roads at one of our busiest times when we are moving oversized agricultural machinery; this may be a cause for concern and angst by both parties. Imagine a 24m bar meeting a transportable building on our narrower roads.
3. Maybe we are being a little old fashioned to think that we need to be included in other peoples' plans but no one likes surprises, and a little information goes a long way. We need clear confirmation of dates and times when large infrastructure movements are to occur so common-sense decision making can occur.

4. There is a lot more to living in this area than swanning in and out with no regard for causing local communities' extra work. This was highlighted this past Saturday, 25<sup>th</sup> January with all the pole top fires. Many properties are now owned by absentee landlords, particularly on the northern end of the Balla-Whelarra Road, but it was the local community who extinguished the fires and had to watch over them for the hours and days it took for them to die. We need more put back into our local communities and shire by the companies and individuals whose choice it is to conduct business this way. It should not be to the detriment of residents.
5. Please note that at the southern end of the Balla-Whelarra Road in the Shire of Chapman Valley there is an incorrectly spelled road sign. This incorrect spelling has been used in the Warrego Energy document. We have written to Main Roads and this signage fault has been assigned as a fault on the Chapman Valley Rd to the responsible Main Roads region under report number FR-2025-0001754. We have also notified Chapman Valley Shire.

Regards,  
Brad and Raylene Burns



Burns

27-01-2025

POSTED  
VLR 35132

30 JAN 2025

Ref: 10.9.1/A2259  
Attention: Planning Department



## SUBMISSION FORM

**PROPOSED TEMPORARY WORKERS ACCOMMODATION CAMP  
LOT 5005 (No. 3810) BALLA-WHELARRA ROAD, BINNU**

Name: Adam Bettison as Director for Splintex Pty Ltd

Postal Address: PO BOX 355, Beechboro, WA, 6063

Phone Number: [REDACTED]

**SUBMISSION:** ☐ Support ☒ Object ☐ Indifferent

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

This letter is to register my objection to the proposed temporary workers accommodation camp at lot 5005 Balla-Whelarra Rd, Binnu. The property I occupy at 4778 Balla-Whelarra Rd is a direct neighbour of the camp location. I also own another property within the project area at 4228 Binnu Road East, Dartmoor. I am objecting to the construction of the camp due to the detrimental impact it will have on our local roads, especially to Balla-Whelarra Road and Binnu Road East. The roads leading to and from the camp are gravel and already show signs of extensive erosion and wear. The current condition of the road has already resulted in vehicles becoming bogged requiring recovery and makes access very difficult at times. The additional damage caused by the traffic from this camp will further restrict the agricultural activities possible by ourselves and other farmers in the area, due to both limited access and difficulty in moving agricultural equipment. The additional road use and degeneration of the road surface will also pose a safety hazard to drivers. In particular on Binnu Rd East, which lies between the main camp and the Yuna East camp. This road contains blind corners and sandy sections. This objection is based on these concerns regarding road degradation and safety not being addressed by Warrego Energy in the proposal, especially as their Road Use and Maintenance Agreement is currently under development and not yet in place. I strongly request that road upgrades be made a requirement before any development by Warrego Energy, in particular to Balla-Whelarra Rd and to Binnu rd East.

Signature: [Signature] Date: 30/01/2025

Please return to: Chief Executive Officer  
Shire of Northampton  
PO Box 61  
NORTHAMPTON WA 6535

**NOTE:** The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 31<sup>st</sup> January 2025

0 4 SEP 2024



LOT 85 DARWINIA DRIVE, KALBARRI  
STRUCTURAL DESIGN ONLY

STRUC

terre

ENGINEERS  
ARCHITECTS  
SCIENTISTS

31/05/2024

1247531

Project: Darwinia Drive Kalbarri

151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

AS. - 31/05/2024 1247531

19 NOV 2024

EXTEND DOOR MULLIONS TO CONTAINER ROOF  
EDGE BEAM CONTINUOUSLY WELD ALL ROUND  
TYPICAL

North Elevation

North Elevation

West Elevation

Bathroom Unit - Pre Fabricated  
Steel Frame - See Detail

Living Units 6 Metre  
High Cube Containers

300 X 300 DEEP RAFTER SIZED  
KNEE BRACE AT EACH POST TO  
BEARER 2 X M12 THROUGH  
BOLTS EACH END

Site:

Title:

Lot 85 Darwinia Drive Kalbarri

Container Module Living

Drawing:

Scale:

002 Kal Concept

1:50

Project:

Date:

00 - Kal SW

05/03/2024

Drawn:

Rev:

JM

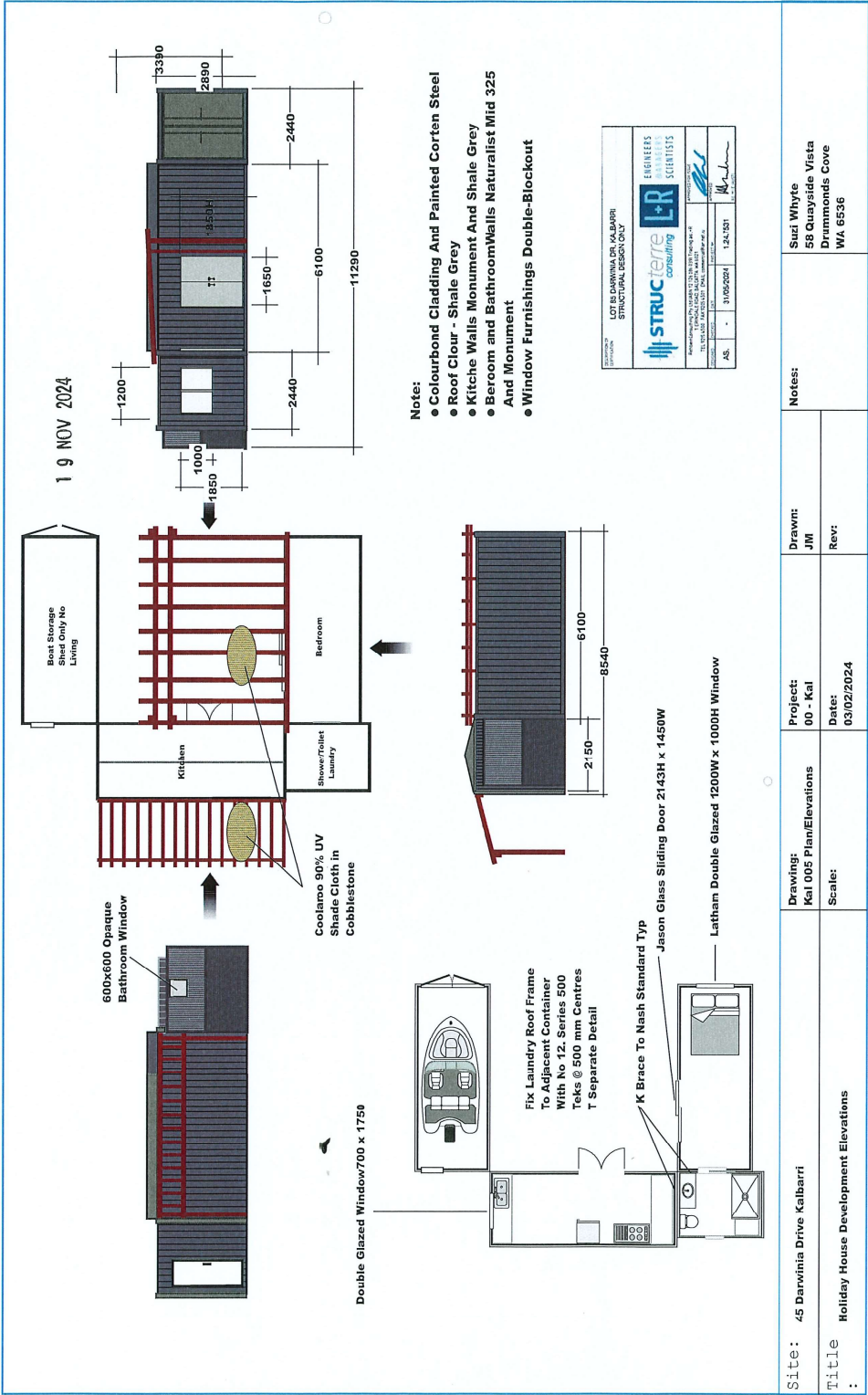
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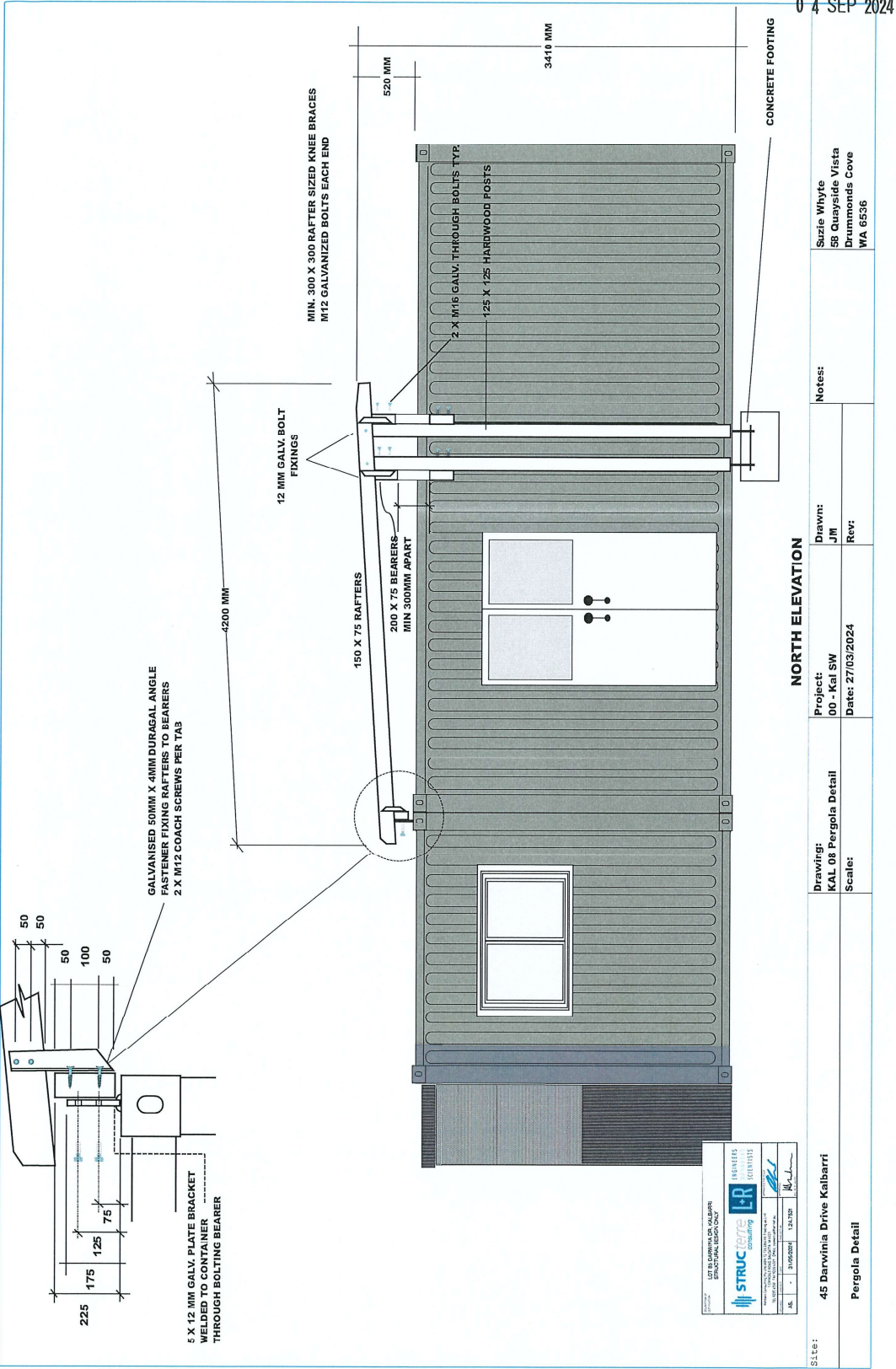
Notes:

Suzi Whyte  
58 Quayside Vista  
Drummonds Cove WA 6536

Attachments - Ordinary Meeting of Council - 20 February 2025







SHIRE OF NORTHAMPTON - BUILDING APPROVALS - DECEMBER 2024						
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
9/12/2024	24096	Shire of Northampton	Neo Civil Pty Ltd	1 (Lot No 500) Anchorage Lane, Kalbarri	Construct steel-framed shelter	\$ 65,150.03
9/12/2024	24097	Tim and Sam Hay	MT & HM Barnden	7 (Lot 111) Lynton Avenue, Port Gregory	Construct masonry three-bay shed	\$ 150,000.00
28/11/2024	24100	Merv and Irene Miles	Midwest Sheds and Garages	31 (Lot 13) Fourth Avenue, Northampton	Construct steel-framed patio	\$ 9,701.16
9/12/2024	24101	Spencer Greaves and Ashe Young	Owner Builder	33 (Lot 49) Hackney Street, Kalbarri	Construct swimming pool, deck and retaining wall	\$ 20,000.00
9/12/2024	24102	Michael and Rebecca Wilkie	Owner Builder	4 (Lot 360) Nairn Place, Kalbarri	Construct swimming pool and barrier fence	\$ 19,990.00
20/12/2024	24CS540	Kane and Harley Simpson	McAullay Builders Pty Ltd	151 Horrocks Road, Northampton	Remediation repairs to roof structure and sheeting, construct patio and limestone retaining wall	\$ 584,403.32
20/12/2024	24CS541	Clasina Witcomb	Owner Builder	16 (Lot 62) First Avenue, Northampton	Construct steel-framed garage	\$ 19,999.00

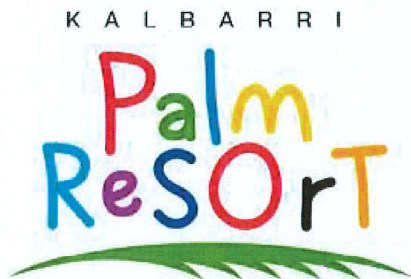
SHIRE OF NORTHAMPTON - BUILDING APPROVALS - JANUARY 2025						
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
6/01/2025	24104	Imogen Caldwell & Courtney Brown	Hutchy's Pool Installations and Contracting	40 (Lot 16) Mariner Crescent, Kalbarri	Install fibreglass swimming pool and barrier fence	\$ 40,000.00
15/01/2025	25001	IJ SMSF Pty Ltd	Kane Perkins	21 (Lot 65) Dalgleish Crescent, Kalbarri	Construct steel-framed industrial shed	\$ 50,000.00
30/01/2025	25002	Green Agricultural Investments Pty Ltd	Auspan Building Systems	972 Horry Road, East Bowes	Construct steel-framed machinery storage shed	\$ 398,161.50
16/01/2025	25003	Trent Gilbertson and Olivia Radford	Owner Builder	8 (Lot 22) Browne Boulevard, Kalbarri	Construct steel-framed gable patio	\$ 19,000.00
28/01/2025	24CS533	Mathew Wilson	Jamie Saunders	223 (Lot 20) Hampton Road, Northampton	Remediation repairs to roof structure	\$ 490,550.50

**Wendy Dallywater**

**From:** Kellie Law <manager@palmresort.com.au>  
**Sent:** Monday, 6 January 2025 3:03 PM  
**To:** Wendy Dallywater; kellielaw@yahoo.com.au; 'Jayson Mehnert'  
**Cc:** Brian Robinson; jtj@westnet.com.au  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Thanks Wendy.

Kind regards,

**Kellie Law**

Kalbarri Palm Resort  
 t. 08 9937 2333  
 w. [palmresort.com.au](http://palmresort.com.au)  
 s. 8 Porter Street,  
 Kalbarri WA 6536



- Manager
- We do RELAX. UNWIND. ENJOY. right
- e. [manager@palmresort.com.au](mailto:manager@palmresort.com.au)
- p. PO Box 8, Kalbarri WA 6536

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Think before you print.

**From:** Wendy Dallywater <eho@northampton.wa.gov.au>  
**Sent:** Monday, 6 January 2025 3:00 PM  
**To:** Kellie Law: Kalbarri Palm Resort <manager@palmresort.com.au>; kellielaw@yahoo.com.au; 'Jayson Mehnert' <jayson@hospitalityinns.com.au>  
**Cc:** Brian Robinson <brian.robinson@northampton.wa.gov.au>  
**Subject:** Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Hello Kellie & Jayson,

The Shire of Northampton has received a request to hold the Kalbarri Open Air Music Festival again in 2025 following the inaugural event in 2024. Jamart Sound Lounge has asked to hold it a few weeks later than when it was held in 2024 in the hope that the weather will not be so hot. They wish to hold the event on Friday 4 & Saturday 5 April 2025, which is 2 weeks before the Easter long weekend.

This application was considered at the October 2024 Council Meeting where Council granted approval for the event to be held on the Kalbarri Oval and at the Kalbarri Sport & Recreation Centre on these two days. The submitted event application was for the event to commence at 2:00pm and finish at 10:00pm as it did in 2024. In November 2024 the Shire received a request from Jamart Sound Lounge to finish the event at 11:00pm but to still be able to commence at 2:00pm. The reason for the later finish is that the weather will be cooler in the evening and will be a better experience for those attending.

Council at its December 2024 Council Meeting requested that Shire staff contact the various accommodation businesses located near the venue to seek their comments on the later finish time being 11:00pm instead of 10:00pm.

I know you were both very concerned prior to the 2024 music event, however, Kellie advised me after that event that she had not received any complaints from those staying at the Kalbarri Palm Resort when the event occurred.

Thus I am writing to you seeking your comments on the requested later finishing time of 11:00pm instead of 10:00pm.

Would you please reply via email so that we have a written copy of your thoughts which will be presented to Council at its February 2025 Meeting. Would you please forward your replies to me no later than 5:00pm on Monday 27 January 2025.

Thank you.

Regards,

Wendy Dallywater  
Environmental Health Officer  
**Shire of Northampton**  
P 9934 1202 – Northampton Office  
P 9937 1097 – Kalbarri Office  
M 0429 341 228  
[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)





**Wendy Dallywater**

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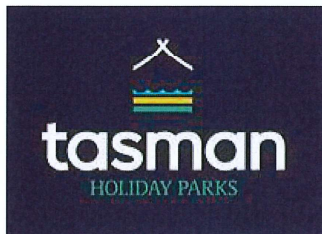
**From:** Jason Ure <Jason.Ure@tasmanholidayparks.com>  
**Sent:** Monday, 6 January 2025 4:56 PM  
**To:** Wendy Dallywater  
**Cc:** Kalbarri - Reception; Brian Robinson; Kalbarri - Reception  
**Subject:** Re: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

**Categories:** Markets & Events

Hi Wendy,

We have no objections to the time change

Many thanks



Jason Ure  
**Regional Operations Manager WA**

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On 6 Jan 2025, at 3:00 pm, Wendy Dallywater <eho@northampton.wa.gov.au> wrote:

Hello Trena & Shelley, & Jason,

The Shire of Northampton has received a request to hold the Kalbarri Open Air Music Festival again in 2025 following the inaugural event in 2024. Jamart Sound Lounge has asked to hold a few weeks later than when it was held in 2024 in the hope that the weather will not be so hot. They wish to hold the event on Friday 4 & Saturday 5 April 2025, which is 2 weeks before the Easter long weekend.

This application was considered at the October 2024 Council Meeting where Council granted approval for the event to be held on the Kalbarri Oval and at the Kalbarri Sport & Recreation Centre on these two days. The submitted event application was for the event to commence at 2:00pm and finish at 10:00pm as it did in 2024. In November 2024 the Shire received a request from Jamart Sound Lounge to finish the event at 11:00pm but to still be able to commence at

2:00pm. The reason for the later finish is that the weather will be cooler in the evening and will be a better experience for those attending.

Council at its December 2024 Council Meeting requested that Shire staff contact the various accommodation businesses located near to the venue to seek their comments on the later finish time being 11:00pm instead of 10:00pm.

When I contacted Tasman Holiday Parks Kalbarri last year prior to the Kalbarri Open Air Music Festival and spoke with either Trena or Shelley you indicated that management was happy for the event to take place and had no objections. You also advised me when I telephoned after the event that there had been no complaints received about noise from your customers. Whether you received complaints after I called I am not aware of them, but management may have a different view now to then.

Thus I am writing to you seeking your comments on the requested later finishing time of 11:00pm instead of 10:00pm.

Would you please reply via email so that we have a written copy of your thoughts which will be presented to Council at its February 2025 Meeting. Would you please forward your replies to me no later than 5:00pm on Monday 27 January 2025.

Thank you.

Regards,

Wendy Dallywater  
Environmental Health Officer  
**Shire of Northampton**  
P 9934 1202 – Northampton Office  
P 9937 1097 – Kalbarri Office  
M 0429 341 228  
[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)

<image001.jpg>



**Wendy Dallywater**

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**From:** Chris Pye <chris@hospitality.com.au>  
**Sent:** Tuesday, 14 January 2025 4:41 PM  
**To:** Wendy Dallywater  
**Cc:** Andrew Campbell; Liz Sudlow; Robert Horstman; Trevor Gibb; Des Pike; Karl Suckling; Roslyn Suckling; Timothy Hay; Richard Burges; Jon Jessop; Melissa Daniels; manager@palmresort.com.au  
**Subject:** Proposed metal concert - request for a full brief and an opportunity to be heard.  
**Attachments:** Scan25011416290.pdf  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed  
  
**Categories:** Reports / Important, Markets & Events

Dear Wendy,

I have copied the Shire President, the deputy President and all the Councillors and the CEO to this correspondence as this is a serious objection about a matter of great importance to us - which is likely to produce legal action if this matter continues as it has to date.

I have also copied my co-director at Kalbarri Edge Resort PL Jon Jessop and the managers of each of the Edge and Palms Resorts.

Please contact me at your convenience to discuss the issues.

If you wish to involve the Council's lawyers, please let me know whom you will brief so I know they have the Shires authority to deal with us and I can speak plainly to them.

Regards

Chris



**CHRIS PYE A.M. LL.B. (Hons) UWA**

**Chair & Managing Director**

Hospitality Pty Ltd

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20<sup>th</sup> March 2024.

Ms Wendy Dallywater  
Environmental Health Officer  
Shire of Northampton  
Northampton Office  
Hampton Road, Northampton  
PO Box 61 Northampton WA 6535  
Phone: 9934 120

Re: metal concert planned for Apr 2 205 and the Noise Regulations and particularly R 19 as per [Microsoft Word - EnvPNoiseRegs1997 02-c0-01.docx](#)

Dear Wendy,

I am a director of Kalbarri Edge PL which is the Caretaker and Manager of the Kalbarri Edge Resort ("Edge"), and I write this letter on that company's behalf and also on behalf of my co-Director and colleague Jon Jessop who is also the owner of the adjacent Kalbarri Palms Resort ("Palms") in response to your email about this concert originally addressed to the manager at Palms of the 6<sup>th</sup> January 2025 which eventually found its way to me as one of the owners of Edge.

So, we might make an informed more detailed submission to Council and to the CEO of the Department that deals with applications under the Environmental Protection (Noise) Regulations 1997 (the "Noise Regulations") please provide urgently copies of the relevant documents that accompanied the application made by the promoters of the proposed concert to Council for the approval you inform us was granted to the promoters for a metal concert

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at the spectacularly inappropriate venue which is immediately over the road from our substantial investments in the tourism and accommodation industries.

I list the **documents we need** to see to allow us to make a professional assessment and a formal objection within the time frame you outline - in more detail **at the end of this correspondence**.

For some reason I don't quite understand it seems that our view is only been sought on something you know we will not approve of – that is the metal concert going even later than the prior year and the music not finishing until 23:00 hours after starting at 14:00 hours on two consecutive days and nights.

Please explain why we were not being afforded an opportunity to be heard on the matter of the approvals themselves, before that decision was made. That was surprising, disturbing and disappointing given you know we opposed the similar event last year and we would have thought some research should have been professionally and independently done to assess the first year's outcomes before it was approved again and allowed to move to a more worrying date and the impact more than doubled on our business.

As you know we operate 2 significant "sensitive" accommodation businesses (using the terms of the definitions in the Noise Regulations) on the other side of Porter St from the venue of the proposed metal concert at which a similar event was approved and was held last year.

We represent several owners – as there are about 14 independent owners of strata units at Edge who run their own accommodation business out of those units using Kalbarri Edge Resort PL ("KEPL") to provide them with a split return management rights agreement. Mr Jessop and I are the directors of KEPL, and we have significant ownership interests at Edge directly and indirectly and he owns Palms.

Our premises were constructed in accordance with plans approved by Council and in compliance with the zoning of our land and the land opposite were benign sports fields. At no time did Council provide any warning that a noisy live metal performance venue would be encouraged to be or allowed to be established over the road from Edge and Palms.

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Had that information been disclosed at the time we would never have made this investment as the two uses are plainly completely incompatible and the establishment of such a concert venue immediately across Porter St would inevitably significantly diminish the value of our businesses and our land if not destroy it altogether.

We have a lot of our and other people's money now invested in these 2 venues from which we offer good quality accommodation and food and beverage services to families and locals that are popular at school holiday times and over weekends.

Accommodation uses are defined in the Noise Regulations as "sensitive uses" and under that legislation it is our legal advice that we are entitled to seek protection against nearby casual commercial concert events which are likely to emit noise above reasonable Db levels. We don't care how loud it is in the venue if the noise is contained and before it reaches the footpath outside the venue and our premises it is at acceptable levels.

We also are concerned about the lyrics used in metal music being likely at times inappropriate to be heard by children at all even at acceptable noise levels.

The timing of the proposed concert is of course very bad for us. Without successful weekend and school holiday trading our businesses are not sustainable, and neither are the jobs of the people we employ.

Last year's date was at a less attractive weekend for our family business but the new dates for this year are much more of an issue. In fact I believe Palms which has less family units than we do – was able to leave all those vacant last year and keep all their clients at the back of the property where the noise is less annoying. Edge reports that they were unable to do that because of the design and topography of the area.

Now of course as I live and work in Perth I was not at the concert last year and I am relying on reports I received from my senior staff and what I heard in complaints that reached me from friends and clients who were there.

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We rely on Council to ensure that:

1. our immediate community is peaceful and safe and
2. proper planning rules are applied all the time and
3. unsuitable uses are not made of venues in areas close to areas zoned for accommodation.

We have built a successful business on repeat customer business and multi-night bookings - that format is critical to our success.

As you well know our premises would normally be catering for families and small children and a sprinkling of older people on the dates of the proposed concert many of whom will likely have booked a "long weekend" coming in that Friday and going out that Sunday or Monday afternoon.

Our accommodation business is designed for and features medium-term high-quality 2BR apartment accommodation with kitchens, BBQs on balconies and spas and a delightful pool area and cocktail bar and restaurant featuring an outdoor section which is very popular in nice weather.

Our clients pay a significant deposit up front to secure their family holiday accommodation and they often book up to a year in advance to make sure they get the week that suits their work and family situations. We encourage people who like what they get in year one at our properties to book to return at the same week the following year - as they check out. We have had quite a lot of success with that protocol.

The families/guests then look forward for ages to their relaxing outdoor Kalbarri family holiday which allows them to enjoy some important relaxing family time together. Us providing kitchens is popular with families as it saves them a lot of money and allows them to prepare the kids meals simply like they do at home and then send them off to bed.

Many of our bookings for the upcoming proposed concert weekend would have been made by our clients and accepted by us long before the proposed dates for this concert were known by them or us.

So, they cannot be said to have made their bookings with any knowledge of the likely threat posed by excessive and unpleasant for many - noise

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emanating from a metal concert on the other side of Porter St. Now if they wanted their children to attend a metal concert, they could have booked tickets to one – but if they didn't (and in our opinion few parents take young children to metal concerts) we don't understand why they should be forced to hear one – metal concerts are not favoured by most young mothers for their kids in our opinion.

Now that you have informed us that Council has approved this metal concert program over the road from us, we will take legal advice about our obligations to our clients who have booked without any notice of this happening.

Given if they had known about it - they probably would not have booked, we may have a legal or ethical obligation to warn them and allow them to cancel their bookings.

Given that and given the problem with the noise pollution last year it is highly unlikely that we will get any replacement bookings for those that are cancelled.

We had been told last year that people coming to the concert would book with us, but they didn't last year, and we don't expect any to do so this year.

Our high standard and not inexpensive family accommodation and metal music are a complete mismatch, and we don't think that will ever happen in any material numbers. If we were running a caravan park it is quite likely we would get bookings from concert attendees, but our business and their clients appear to us to be largely incompatible and probably should not be anywhere near each other.

So, who is going to compensate us for that loss we will suffer caused by Councils approval of this concert?

Who is going to compensate all our casuals who will lose shifts as a result and when the people who cancel never return to Kalbarri who will compensate us for that and all the other people in the region who will suffer losses for years into the future because our clients go elsewhere?

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Who is going to apologise to the families and children who cancel because of the concert and are now unable to find good alternative family accommodation in time for the holidays?

None of us are going to look very clever in this process in our opinion.

Kalbarri is generally viewed as a quiet, peaceful and restful place for families to holiday and that is the market positioning we have supported, and it is what most of our clients believe they have a right to expect us to be able to deliver at our premises.

The impact on our clients was bad enough last year when a similar event was held on just one day and one night and closed at the more manageable time of 22:00hrs but this year according to your email **the concert is proposed to continue for twice as long (i.e. two consecutive nights) and they have asked for approval to finish even later.**

If you arrived at Edge or Palms on that Friday to find such a concert setting up and within an hour or two it started – and you had no relief from music which is hardly family friendly until 23:00 hrs that night – and then it all started again the following day and ran most of the afternoon and half the night – wouldn't you be seriously annoyed – particularly if you were not warned?

Now it is probably technically possible and a legal requirement that Council put measures in place to protect our clients from noise pollution and bad language.

But despite promises that we would be looked after that didn't happen last year.

Such a scenario would in our opinion destroy the enjoyment of many of our client's time with us unless Council ensures that proper protective conditions are put into place this year to prevent noise pollution outside the venue and to control the crowds and keep our people safe.

And if we don't tell our clients and give them the option to cancel we will have more clients in the house this year given the concert is at the later date.

Anyone who is unlucky enough to have booked with us for that Friday and Saturday nights and turns up, would in the absence of Council taking very

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serious measures to prevent what happened last year happening again – will be condemned to have no choice but to listen to 2 consecutive days and nights of very loud music which may often feature aggressive and possibly offensive lyrics and may promote offensive behaviour on their doorstep.

We didn't have noise meters last year, as we trusted Council to protect our us and our clients - but we will this year as now we now have evidence that Council is unlikely to care.

Please for a moment put yourself in one of our family client's positions – you have spent a lot of money booking an expensive holiday ages ago and you have been looking forward to going to enjoying the lovely family friendly, peaceful environment of Kalbarri for months. You are expecting a delightful family holiday with your two young kids arriving Fri and going home Sunday or Monday.

Many of our clients with young families enjoy our long weekend stays by doing something like this:

- Friday morning leave home early and drive to Kalbarri
- Arrive early afternoon and eat lunch in their unit and
- In the afternoon the kids hit the pool and swim like crazy for a couple of hours and then perhaps have a nap and
- In the early evening, they walk down to the beach to watch the sunset and then come back to the apartment for a BBQ on their balcony and early to bed or they do that in the opposite order with younger kids.
- Saturday – morning breakfast in the unit and then to the beach for the morning
- Come home for lunch and a nap in the middle of the day to get them out of the sun and then
- Afternoon in the pool
- Rest
- Perhaps some fishing and sunset at the beach
- BBQ meal on the balcony
- Early to bed

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Anyone who knows anything about parenting knows that young kids quickly become a nightmare to live with if they have 2 consecutive nights of badly broken sleep.

And you tell us, the promoters want to start the music at 14:00 hrs and go even later this year to 23:00 hrs at this completely unsuitable venue over the road from us and somehow you seem to believe that is OK.

You cannot really think that such an outcome would not disrupt the flow of our client's day if it was planned to run something like the above? Almost none of what they expect to do is feasible with loud metal music constantly escaping the venue as it did last year - ringing in their ears.

And if we have any European visitors in our property booked in by travel agents, we will likely be sued by them for substantial damages if their clients complain as that is what happens in our International Industry these days – and Tourism WA will no doubt be very pleased with Council not respecting the rights of travellers.

In your email you seem to be only asking us for comment on the later finish.

Why did you not bother to consult the business owners about the concert itself and the changes Council has apparently already approved when it is proposed to run quite differently:

1. for two consecutive days this year? Some people might put up with one day out of three but would not put up with it for 2 days out of 3 so there is clearly a material difference and
2. after ruining the reputation of our premises and Kalbarri for families normally arriving on one weekend a year you are going to let them move the date and attract a whole new set of regulars that come on the later long weekend, which is much more popular with families.

That is a much bigger problem than last year's debacle.

You know we objected last year, and Council ignored us so what makes you think this will be better and on what reasonable basis can we expect support this year?

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You know we are professional operators who sell family accommodation and a restaurant including an outdoor restaurant and most importantly we sell sleep on our side of Porter St.

How could we not have a major problem with that sort of concert happening at a completely inappropriate venue on the other side of the road from our accommodation with their crowds spilling onto our side of the road all afternoon and most of the night?

And have you considered how we could ethically sell accommodation food or beverage at our venue on those days and nights to anyone – without warning them - once we now know this metal event will be happening on our doorstep? We are very worried now about that and we are prepared to bet that once we warn them most of them will not come!

The concert last year was bad enough – and that was on one day and night only and the bands finished at about 22:00hrs but of course the noise and local disturbance didn't.

And that was earlier in the calendar year when we have less business by and large and less young families as it is hotter on average then. So, the risk to us was less and we didn't realise until it happened last year how loud it was going to be in our premises and how poorly Council was going to protect us.

**BTW just to be clear - this objection is totally venue driven and is nothing to do with the people running the concert or those intending to play at or attend the concert.**

As I would have expected sensible Councillors to know, if a family friendly not inexpensive resort style business like ours cannot provide an acceptable noise environment to its regular clients – many of whom have in the past come to us at a particular time each year- It is not just one night's accommodation we will lose.

That might be the case if we were operating a cheap transit motel situated on a major highway. Such a motel might just have to refund everyone who complained their one night's accommodation charge for each concert night.

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Such properties don't often have to worry much about repeat guests as they rarely see anyone for more than one night and rarely see them twice in their lifetimes. Sometimes once on the way to somewhere and then a little bit later once on the way back but that is not common.

Their damages from such an event might be as little as \$5000 to \$10,000 per night. But we do not operate a transit motel, and our losses will be much bigger, and we will expect compensation from Council.

This is not essential roadworks or the normal role of the Council and in our view, you have no right to allow this to happen on your land without being responsible for the foreseeable consequences. You are a commercial party to this – and whilst you can even close the road out the front of our premises to conduct proper Council business without being sued for our losses this is quite different.

Our losses from Council approving the use of this totally inappropriate venue for metal concerts could easily run into hundreds of thousands of dollars over a period of a few years whether the concert is ever run again or not.

We have not yet finished calculating what your approval and failure to control the noise from the similar event cost us last year, but you will hear from us when we do.

Until that date comes round again, which has not happened yet, we cannot know how many of our regulars will not appear and we worry they will never come on that date or to Kalbarri ever again. Council has irreparably changed how these people see Kalbarri – it is no longer perceived by them and everyone they have subsequently talked to as a quiet and peaceful place for a family holiday on the date used last year.

Our average client stays between 2 and 3 nights and many of those stays are over what you might call long weekends. Some are formal gazetted long weekends, and some are created by the clients taking 1 or 2 days leave on a Friday and Monday to allow it to happen.

Many families stay for 5-7 nights at a time and if for example we lose a single 5-night booking because they didn't like the noise pollution they were forced

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to put up with for 2 days and nights because of a metal concert over the road, that will likely cost us thousands of dollars.

And if they were regulars who had come for more than 10 years on those dates and might have come for another 10 but for the concert – our losses from this interruption and the changed way they now see Kalbarri and our business might be huge.

We have worked hard since 2008 at Edge and for longer at Palms to build this client base of regulars. We constantly promote to them and cultivate them seeking to convert new clients to regulars, and many come again the next year and the following years for the same period – if we treat them well and provide them the quiet, restful, safe and happy place they are seeking and expecting to enjoy when they book with us.

We encourage them as they check out to book the same period for the following year. We cannot afford to lose these people – they represent a huge past investment and are very valuable future assets to our business and our investors and we cannot simply replace them overnight with someone else.

And we have a substantial food and beverage business at the front of our site overlooking Porter St which offers good quality dining options to locals as well as in house guests – no one in their right mind will eat in our restaurant and particularly our normally popular outdoor area when a loud metal concert is happening over the road and all the parking for miles around is taken by concert patrons and they are wandering all over the place.

So, we will lose all that revenue as well, but we will still have to pay all our basic staff, and our casuals will lose shifts but our losses will be substantial as our other fixed and variable operating costs keep running - including our rates to a Council that has flattened our business for that period.

We knew that last year's concert would put us at serious risk of losing many of our regulars who had come to Kalbarri and to us on that weekend each year for years.

And whether the concert is ever held again at that time or not will be largely irrelevant to our future losses on that weekend as the trust is gone from our relationship with those people.

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We suspect that many of our regulars made the decision not to come back this year on that weekend. Quite likely they would have booked somewhere else for this year soon after leaving us last year and they may never return to us or the Kalbarri region. If they change from us, they will likely go somewhere completely different. Well done, Council!

We found last year that many of our clients were upset by the metal concert but unsurprisingly they reacted quite differently at the time:

1. a few complained and some contacted me afterwards and demanded a refund and not just a refund for every night they stayed (and not just the night of the concert) but they also demanded compensation for the cost of coming to Kalbarri for that time and not getting the restful period they thought the venue promised and
2. others just sucked it up because they were long term customers and friends – but told me privately later that they would never come again and
3. then there was a third group who said nothing but probably have already voted with their feet and booked somewhere else on those dates for this year and will likely never return to Kalbarri or to us.

And on year one last year the concert was for one day and night and stopped at 22:00hrs which is a whole lot less annoying than a one-night event stopping at 23:00hrs.

But last year was still a lot less annoying than an event happening on two consecutive nights and even less annoying than the two such events on consecutive nights with the music but not the disturbance stopping even later- at 23:00hrs.

I noted above that many of our client's come every year and at the same time every year and many of them book when they leave for the following year.

**So, moving the concert date, is even worse for us than keeping it where it was.**

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**By moving the date you are suddenly attacking our reputation with a new group of our regulars** who were not troubled last year - because their traditional dates were not affected by the date of last year's concert.

It is almost humorous to think that:

- if some of our regulars who came on the concert weekend last year
- still wanted to come to us but not on the concert date
- checked their diaries and decided to come back but not on the concert date
- so they booked the next following long weekend this year thinking all would be well then
- they would run straight into the concert again
- but this time it is twice as bad as it is on consecutive days and
- to make it worse might run even later at night.

Just when you thought it was safe to go back in the water.

Humorously, if they had simply rebooked on their traditional date this year, they would have been fine - as the concert has been moved off their preferred date!

Consistency is important in building positive client relationships – and now you and the promoters have nailed us again.

So, now no one will ever be able to book for any weekend at Kalbarri well in advance as a metal concert might suddenly move onto their dates – can you imagine how bad that will be for our business?

We had thought our business was significant to the Kalbarri community and of importance to the Council.

We employ a lot of locals and bring a lot of tourists to the town and the region so we would hope that our views were taken seriously in planning decisions at Council and that Council would do its job professionally and ensure that it and its approved venue operators also obey the law and get proper approvals in place – in this case an approval under R 19 for every live concert at every proposed venue.

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We are ratepayers and many of the Edge owners have strata units on that site that are owned by their super funds and as retirees their sole income depends on our business remaining sustainable.

Did you contact or consult any of them before making this decision which will impact all their incomes? – All the individual unit strata owners pay you rates - so you know who they are, and you could easily and inexpensively have sought their views!

**In our opinion if the Shire wants to have live metal concerts in and around Kalbarri, then it should ensure that a proper venue is developed in accordance with current planning guidelines at a site that is appropriate before a concert is held.**

If not, as the planning authority and occupier of the land on which the concert is to be held - they need to ensure that the music and noise is reasonably contained within the site and does not escape to our site – and if it does then the concert needs to be shut down! And the lyrics and language need to be controlled to a reasonable level if our clients kids are going to hear it at all!

**This proposed venue is clearly not suitable.** We would certainly support the creation of a proper venue and might even help to sponsor it. It would be a lot cheaper for our owners than having our businesses destroyed by the current proposals.

**We hope that neither Council nor the CEO of the Department has been told that we don't object - because that is not the case.**

I note that you say in your email that at some time you spoke to Kellie who as you know is the manager (not the owner) of the Palms business. Is that the total of the research Council has done about the mess they have caused?

And quoting poor Kellie when she has no ownership interest implying that she has given the all-clear for this proposal is a bit rich and very unfair to her! Fortunately, she is held in very high regard by Jon and I as she has worked for both of us - but that is simply inadequate consultation if that is all that happened. And I was certainly never contacted, and no other Edge owner has told me that they have.

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We believe that we have a right to the quiet enjoyment of our premises which is on a properly zoned site which gives us the right to run our business without undue interference from disruptive uses like concerts right on our doorstep at inappropriate venues like this that were never intended to be live concert venues and are not designed or equipped to contain noise within the site or have an appropriate buffer around them to reduce the impact on their neighbours.

Sadly, the relevant music is "metal" and in our experience the crowds metal concerts draw generally comprise a significant number of people who expect the concert to be very loud and feature lyrics and behaviour which is not family friendly to put it mildly.

In our view, it is very likely that there will be a percentage of the crowd who will – possibly under the influence of alcohol, the music or other things - become loud and act in a manner that is not appropriate in the vicinity and within the hearing of small children or adults that do not like that behaviour.

And even if the concert finishes on time the attendees can be reasonably expected to take quite a while to leave, and they are likely to be hyped up and very noisy in the streets around our buildings.

So, the Noise Protection and the disturbance doesn't start when the band starts and finish when they finish. There is all the noise in the set ups and the music level settings being established etc and the racket last year continued for some time after the band wound up its performance. And the later the music finishes the worse this is likely to be as the patrons spilling out of the venue onto the streets will have had another hours' worth of drinking time. And then there is all the noise of taking the concert equipment down and removing it from the site.

**And now you seem to be telling me that this year the event organisers want to run for two nights in a row - which Council has apparently already approved - and they also want to go another hour later each night – until 23:00 hours.**

As we are confident Councillors know - young kids need to go to bed long before 23:00 hrs and family friendly venues like ours cannot do anything to

**Registered Office: Level 2/14 Ventnor Avenue West Perth WA 6005**

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remediate the problems live concert venues over the road cause for their clients over the road if the volume of noise is not properly controlled to the limits set in the Noise Protection Regulations.

One night without sleep for little kids out of 3 nights is very difficult for them and their parents – but 2 consecutive nights without sleep is a disaster and not what our clients should have to tolerate.

**That is why Councils have planning schemes in the first place – to make sure neighbours uses are compatible.**

We made objections prior to the concert last time and Council still allowed it to happen. We were assured the noise and behaviour would be properly controlled and history shows us they were not!

Now you are telling us that the promoters are doubling down, and Council are prepared to let them to conduct a concert that will upset many our clients for two nights in a row and worse than that are considering allowing them to go to 23:00 hours so they can upset them even more.

And finally, they want to go to a new date so they can upset a whole new set of our regular clients having already ruined our reputation with all the people that attended on the earlier date the prior year.

We feel that we have been left with no option but to take legal advice and follow it. Clearly, we cannot rely on our Council to protect us or our clients.

Our initial advice is that the promoters of this concert need to have approval under Reg 19 of the Environmental Protection Noise Regulations to conduct this event at this venue and they need the support of the landlord (the occupier) and the Council – in a planning sense - to get that approval.

I am sure you are aware of the Regulations but to help you a copy of those Regulations can be found at the link at the beginning of this letter, and they seem to apply to this concert and this venue.

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PO Box 129 WEST PERTH WA 6872 t:+61(0) 89 425 5555 Fax 08 9425 5522**

Council is in our opinion seriously at risk of penalties being applied to Council if they allow this event to proceed at this venue without:

1. Requiring the promoters of the concert to first get an approval under R 19 and
2. If they were able to get such an approval, then it is very likely to be subject to some noise management conditions and
3. Then Council would need to always ensure that on both nights that the operation doesn't breach any of the conditions of the approval because if they do then the Council could be liable for substantial penalties.

In our experience metal bands don't play loud just to annoy nearby people – it is the way the music is designed to be and needs to be performed – which is why this is a horrendously inappropriate venue for a metal concert.

We will buy a noise meter so we can be sure this time what level of noise our clients are being subjected to - and we expect Council to monitor it also.

And if the concert needs to be stopped after about 5 minutes on the first night because they exceeded the Db limits likely to be applied in any approval conditions in the first bar of the first tune - which we quite reasonably fully expect to happen - then we expect Council to make that happen.

And if that happens the promoters could perhaps be sued by everyone the promoters sold a ticket to - as in our view that was foreseeable and so punters buying tickets should have been warned that such an outcome was possible.

We are told that the ticket holders might even join the Council to that action – and the damages could be significant if the complainants spent a lot of money and came from somewhere else and spent money on food accommodation and travel to get to the concert – only to lose the value of all that money because the concert had to be stopped and they were not warned that might happen.

Frankly we would prefer the matter be settled sensibly but we cannot sit by and let our businesses be damaged this way by a Council that clearly is not consulting with or listening to us and doesn't care if the value of our

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businesses is materially damaged because Council allowed this venue to be used in a way that is not in sync with its own zoning or the Noise Regulations.

We find it hard to believe that the CEO of the Department of Water and Environment Regulation who administer these Regulations has approved this concert with full knowledge of our views or at all but perhaps the CEO has – we wonder whether the CEO was informed of our objections and concerns.

**In the interests of fairness and full disclosure please provide us with a copy of the following documents:**

- the approval application the promoters have submitted to the CEO for approval under R 19 for this event which no doubt Council insisted on seeing before it resolved to approve the venture and
- the material the promoters submitted to Council to support their application for approval and
- the officers report and recommendations to Council and
- the material the Council submitted to the CEO as we understand the CEO would have sought input from Council in the approval process and
- the Councils approvals including the conditions if any applied to them to protect us.

Please also supply a copy of any letter of support provided by the Council to the promoters for them to use to get the R 19 approval, so we know what you said if anything to help them get the approval and so we can see whether our proper interests were noted and or protected in it.

Please be advised that we plan to appeal against any approval under the Noise Regulations - as the Regulations allow anyone aggrieved by a decision of the CEO of the Department to appeal within 21 days of the decision being made.

When we have had a chance to properly assess our losses from the last concert which of course include money lost over the same period this year – we will come back to you seeking appropriate compensation.

We regard Council as being responsible for those losses. From our perspective it is the Council that has the legal and moral obligations here - the promoters just want to run a concert in Kalbarri with their preferred music and more power to them. **We have no issues with that except the venue.**

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**PO Box 129 WEST PERTH WA 6872 t:+61(0) 89 425 5555 Fax 08 9425 5522**

In our view if Council lets them use an inappropriate venue which is controlled by Council - then Council is to most blame for the damage done to all those around the venue and all of us are people they have legal obligations to.

Please provide those documents to us quickly so we do not miss out on our opportunity to object because Council failed to keep us fully informed.

Thank you for your assistance. If you have any questions about our positions in this matter, please contact me.

Yours faithfully,



Christopher Pye A.M. Lib.  
Director  
Kalbarri Edge Pty Ltd

**Registered Office: Level 2/14 Ventnor Avenue West Perth WA 6005**  
**PO Box 129 WEST PERTH WA 6872 t:+61(0) 89 425 5555 Fax 08 9425 5522**



## Wendy Dallywater

---

**From:** kalbarrihotel@wn.com.au  
**Sent:** Wednesday, 22 January 2025 2:18 PM  
**To:** Wendy Dallywater  
**Subject:** Re: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

**Categories:** Reports / Important, Markets & Events

Good Afternoon Wendy

We don't have any issue with the ending time of the festival. Our back units are still under construction and our accommodation patrons usually know that it can be noisy staying here as we have live music at the pub too.

Kind regards

**Kellie Ross**

Administration Team

**Kalbarri Motor Hotel**

**Phone:** (08) 9937 1000

**Email:** [kalbarrihotel@wn.com.au](mailto:kalbarrihotel@wn.com.au)

60 Jeffrey Browne Way

Kalbarri, WA 6536

[www.kalbarrimotorhotel.com](http://www.kalbarrimotorhotel.com)

---

**From:** Wendy Dallywater <eho@northampton.wa.gov.au>  
**Sent:** Wednesday, January 22, 2025 2:13 PM  
**To:** kalbarrihotel@wn.com.au <kalbarrihotel@wn.com.au>  
**Cc:** Brian Robinson <brian.robinson@northampton.wa.gov.au>  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Hello,

I have not heard back from you in response to my email below. So this is a reminder that if you would like to make comment, would you please send it to me by 5:00pm on Monday 27<sup>th</sup> January 2025 so that I can include your response in my report to Council.

Thank you.

Regards,

Wendy Dallywater

Environmental Health Officer

**Shire of Northampton**

P 9934 1202 – Northampton Office

P 9937 1097 – Kalbarri Office

M 0429 341 228

[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)



**From:** Wendy Dallywater  
**Sent:** Monday, 6 January 2025 3:09 PM  
**To:** kalbarrihotel@wn.com.au  
**Cc:** Brian Robinson <brian.robinson@northampton.wa.gov.au>  
**Subject:** Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

The Shire of Northampton has received a request to hold the Kalbarri Open Air Music Festival again in 2025 following the inaugural event in 2024. Jamart Sound Lounge has asked to hold a few weeks later than when it was held in 2024 in the hope that the weather will not be so hot. They wish to hold the event on Friday 4 & Saturday 5 April 2025, which is 2 weeks before the Easter long weekend.

This application was considered at the October 2024 Council Meeting where Council granted approval for the event to be held on the Kalbarri Oval and at the Kalbarri Sport & Recreation Centre on these two days. The submitted event application was for the event to commence at 2:00pm and finish at 10:00pm as it did in 2024. In November 2024 the Shire received a request from Jamart Sound Lounge to finish the event at 11:00pm but to still be able to commence at 2:00pm. The reason for the later finish is that the weather will be cooler in the evening and will be a better experience for those attending.

Council at its December 2024 Council Meeting requested that Shire staff contact the various accommodation businesses located near to the venue to seek their comments on the later finish time being 11:00pm instead of 10:00pm.

I did not contact the Kalbarri Motor Hotel last year about the proposed music event mainly because the Hotel is normally open through to 11:00pm on a Friday and Saturday, if not through to 12:00 midnight. Also your motel units were not available for rent then. However, some of the motel units are now available to be rented short-term.

Thus I am writing to you seeking your comments on the requested later finishing time of 11:00pm instead of 10:00pm.

Would you please reply via email so that we have a written copy of your thoughts which will be presented to Council at its February 2025 Meeting. Would you please forward your replies to me no later than 5:00pm on Monday 27 January 2025.

Thank you.

Regards,

Wendy Dallywater  
Environmental Health Officer  
**Shire of Northampton**  
P 9934 1202 – Northampton Office  
P 9937 1097 – Kalbarri Office  
M 0429 341 228  
[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)



**Wendy Dallywater**

**From:** Jayson Mehnert <jayson@hospitalityinns.com.au>  
**Sent:** Wednesday, 22 January 2025 2:50 PM  
**To:** Wendy Dallywater; Kellie Law; kellielaw@yahoo.com.au  
**Cc:** Brian Robinson; jtj@westnet.com.au  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Hi Wendy,

People on holiday renting any accommodation will be expecting that noise will abate around 9.30pm to 10.00pm.

The issues with this year's event as I understand it is that the stage will be facing us and the event organisers wants to continue to 11.00pm.

In my experience we will receive significantly more complaints from this extended time as guests are paying for and are entitled to receive peaceful enjoyment during their time of recreation and relaxation.

If their enjoyment is disturbed, they come to reception and either check out in the morning and/or demand full or partial refunds then write about their experiences on social media and accommodation review sites. It is hard to argue with guests making these demands as I am sure, Wendy, you would expect recompense if this was your break away from work or indeed if this event occurred opposite where you lived.

Accordingly, we at Kalbarri Edge are definitely against this request to extend the time.

Regards

Jayson



**JAYSON MEHNERT | CHIEF FINANCIAL OFFICER AND GENERAL MANAGER**  
**HOSPITALITY PTY LTD**

LEVEL 2, 14 VENTNOR AVENUE WEST PERTH WA 6005 | PO BOX 129, WEST PERTH WA 6872  
 PHONE: 08 9425 5555 | FAX: 08 9425 5567 | WEBSITE: WWW.HOSPITALITY.COM.AU

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CARNARVON | ESPERANCE | GERALDTON | KALGOORLIE | PORT HEDLAND | KALBARRI EDGE RESORT

**From:** Wendy Dallywater <eho@northampton.wa.gov.au>  
**Sent:** Wednesday, 22 January 2025 2:13 PM  
**To:** Kellie Law <manager@palmresort.com.au>; kellielaw@yahoo.com.au; Jayson Mehnert <jayson@hospitalityinns.com.au>  
**Cc:** Brian Robinson <brian.robinson@northampton.wa.gov.au>; jtj@westnet.com.au  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

**Caution:** This is an external email. Do not click links or open attachments unless you know the content is safe.

Hello Kellie & Jayson,

Kellie, I know that you acknowledged receipt of my email below, and I know that the Shire has received emails from Mr Chris Pye who said he was representing both the Kalbarri Edge Resort and the Kalbarri Palm Resort. I

am contacting you again in case either of you would like to make comment on the proposal of the Kalbarri Open Air Music Festival Event finishing an hour later than currently approved which would be at 11:00pm instead of 10:00pm.

If you would like to provide your own comments, please send them to me by 5:00pm on Monday 27<sup>th</sup> January 2025 so that I can include them in my report to Council.

Thank you.

Regards,

Wendy Dallywater  
Environmental Health Officer  
**Shire of Northampton**  
P 9934 1202 – Northampton Office  
P 9937 1097 – Kalbarri Office  
M 0429 341 228  
[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)



**From:** Kellie Law <[manager@palmresort.com.au](mailto:manager@palmresort.com.au)>  
**Sent:** Monday, 6 January 2025 3:03 PM  
**To:** Wendy Dallywater <[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)>; 'Jayson Mehnert' <[jayson@hospitalityinns.com.au](mailto:jayson@hospitalityinns.com.au)>  
**Cc:** Brian Robinson <[brian.robinson@northampton.wa.gov.au](mailto:brian.robinson@northampton.wa.gov.au)>; [iti@westnet.com.au](mailto:iti@westnet.com.au)  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Thanks Wendy.

Kind regards,



**Kellie Law**

Kalbarri Palm Resort  
t. 08 9937 2333  
w. [palmresort.com.au](http://palmresort.com.au)  
s. 8 Porter Street,  
Kalbarri WA 6536



- Manager
- We do RELAX. UNWIND. ENJOY. right
- e. [manager@palmresort.com.au](mailto:manager@palmresort.com.au)
- p. PO Box 8, Kalbarri WA 6536

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Think before you print.



**From:** Wendy Dallywater <[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)>  
**Sent:** Monday, 6 January 2025 3:00 PM  
**To:** Kellie Law: Kalbarri Palm Resort <[manager@palmresort.com.au](mailto:manager@palmresort.com.au)>; [kellielaw@yahoo.com.au](mailto:kellielaw@yahoo.com.au); 'Jayson Mehnert' <[jayson@hospitalityinns.com.au](mailto:jayson@hospitalityinns.com.au)>  
**Cc:** Brian Robinson <[brian.robinson@northampton.wa.gov.au](mailto:brian.robinson@northampton.wa.gov.au)>  
**Subject:** Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Hello Kellie & Jayson,

The Shire of Northampton has received a request to hold the Kalbarri Open Air Music Festival again in 2025 following the inaugural event in 2024. Jamart Sound Lounge has asked to hold it a few weeks later than when it was held in 2024 in the hope that the weather will not be so hot. They wish to hold the event on Friday 4 & Saturday 5 April 2025, which is 2 weeks before the Easter long weekend.

This application was considered at the October 2024 Council Meeting where Council granted approval for the event to be held on the Kalbarri Oval and at the Kalbarri Sport & Recreation Centre on these two days. The submitted event application was for the event to commence at 2:00pm and finish at 10:00pm as it did in 2024. In November 2024 the Shire received a request from Jamart Sound Lounge to finish the event at 11:00pm but to still be able to commence at 2:00pm. The reason for the later finish is that the weather will be cooler in the evening and will be a better experience for those attending.

Council at its December 2024 Council Meeting requested that Shire staff contact the various accommodation businesses located near the venue to seek their comments on the later finish time being 11:00pm instead of 10:00pm.

I know you were both very concerned prior to the 2024 music event, however, Kellie advised me after that event that she had not received any complaints from those staying at the Kalbarri Palm Resort when the event occurred.

Thus I am writing to you seeking your comments on the requested later finishing time of 11:00pm instead of 10:00pm.

Would you please reply via email so that we have a written copy of your thoughts which will be presented to Council at its February 2025 Meeting. Would you please forward your replies to me no later than 5:00pm on Monday 27 January 2025.

Thank you.

Regards,

Wendy Dallywater  
 Environmental Health Officer  
**Shire of Northampton**  
 P 9934 1202 – Northampton Office  
 P 9937 1097 – Kalbarri Office  
 M 0429 341 228  
[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)



**Wendy Dallywater**

---

**From:** jtj@westnet.com.au  
**Sent:** Thursday, 23 January 2025 10:58 AM  
**To:** Wendy Dallywater; 'Jayson Mehnert'; 'Kellie Law'; kellielaw@yahoo.com.au  
**Cc:** Brian Robinson  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Hi Wendy ,

Palm Resort received no complaints as we left all our front family 2 bedroom apartments vacant for 2 days to avoid the problems , complaints and embarrassment that would have followed. The commercial value last year of avoiding the complaints (**12 apartments x 2 nights is approx. \$4,800**)

Kalbarri is a nature based , family tourism destination. The operators lied to you and us last year regarding their event. It should not get approval, and it should not be located where it is planned to be.

Jon Jessop

**From:** Wendy Dallywater <eho@northampton.wa.gov.au>  
**Sent:** Thursday, 23 January 2025 8:40 AM  
**To:** Jayson Mehnert <jayson@hospitalityinns.com.au>; Kellie Law <manager@palmresort.com.au>; kellielaw@yahoo.com.au  
**Cc:** Brian Robinson <brian.robinson@northampton.wa.gov.au>; jtj@westnet.com.au  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Hello Jayson,

Thank you for your email below with your comments on behalf of Kalbarri Palm Resort.

Yes, I appreciate the issues holiday accommodation businesses face and that an event such at the Kalbarri Open Air Music Festival may cause grievances from your customers. The additional complaints platform of social media makes it doubly hard for your industry.

You indicated in your email below that the business received complaints after last year's event. When I telephoned Kellie Law on the Monday after the music festival last year she said that resort staff had not received any complaints at that time. I know that Kellie herself was not supportive of the event going ahead for the reason you stated below. Maybe complaints were received after this time or were seen on social media after my telephone call to Kellie post-event. It is always good to report these complaints back to the Shire so that we have that information to consider if another event or similar event is proposed. Council and the Shire can only consider the information it has received, and so I would urge you to report any complaints you receive after the 2025 Kalbarri Open Air Music Festival.

Regards,

Wendy Dallywater  
 Environmental Health Officer  
**Shire of Northampton**  
 P 9934 1202 – Northampton Office  
 P 9937 1097 – Kalbarri Office  
 M 0429 341 228  
 eho@northampton.wa.gov.au

**Wendy Dallywater**

---

**From:** jtj@westnet.com.au  
**Sent:** Thursday, 23 January 2025 3:36 PM  
**To:** 'Kellie Law'; Wendy Dallywater; 'Jayson Mehnert'; kelliellaw@yahoo.com.au  
**Cc:** Brian Robinson  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

**Follow Up Flag:** Follow up  
**Due By:** Friday, 24 January 2025 8:00 AM  
**Flag Status:** Flagged

**Categories:** Markets & Events

Hi Wendy,

2pm to 10 pm over 2 days in a family destination and a family area for leisure and accommodation is by far a lot too much.

It is astounding this has got to this bad , unhappy and ill-informed situation.

Council is responsible for steering and managing this popular WA tourism destination in the right direction. Together of course with other organisations.

Is there some underlying reason or focus on this type of event for Kalbarri ? Is it attracting a new demographic that we want to attract into our town ? Is it going to raise visitor spend ? Occupancy rates ? Return on investments for businesses in our town ?

I can tell you from my decades in the industry and huge investment in Kalbarri . “ None of that”

As per Andrew I will now cease correspondence.

Cheers Jon Jessop

**From:** Kellie Law <manager@palmresort.com.au>  
**Sent:** Thursday, 23 January 2025 11:41 AM  
**To:** 'Wendy Dallywater' <eho@northampton.wa.gov.au>; jtj@westnet.com.au; 'Jayson Mehnert' <jayson@hospitalityinns.com.au>; kelliellaw@yahoo.com.au  
**Cc:** 'Brian Robinson' <brian.robinson@northampton.wa.gov.au>  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Hi Wendy

My feelings towards the extended hour of heavy metal are that it is not necessary, is 2pm- 10pm over 2 days not enough?

Kind regards,

**Wendy Dallywater**

**From:** Kellie Law <manager@palmresort.com.au>  
**Sent:** Thursday, 23 January 2025 11:41 AM  
**To:** Wendy Dallywater; jtj@westnet.com.au; 'Jayson Mehnert'; kellielaw@yahoo.com.au  
**Cc:** Brian Robinson  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Hi Wendy

My feelings towards the extended hour of heavy metal are that it is not necessary, is 2pm- 10pm over 2 days not enough?

Kind regards,

**Kellie Law**

Kalbarri Palm Resort  
 t. 08 9937 2333  
 w. [palmresort.com.au](http://palmresort.com.au)  
 s. 8 Porter Street,  
 Kalbarri WA 6536



• Manager  
 • We do RELAX. UNWIND.  
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 e. [manager@palmresort.com.au](mailto:manager@palmresort.com.au)  
 p. PO Box 8, Kalbarri WA 6536

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Think before you print.

**From:** Wendy Dallywater <eho@northampton.wa.gov.au>  
**Sent:** Thursday, 23 January 2025 11:08 AM  
**To:** jtj@westnet.com.au; 'Jayson Mehnert' <jayson@hospitalityinns.com.au>; 'Kellie Law' <manager@palmresort.com.au>; kellielaw@yahoo.com.au  
**Cc:** Brian Robinson <brian.robinson@northampton.wa.gov.au>  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Hello Jon,

Thank you for your email below and the explanation of what management did to reduce receipt of complaints from the event occurring in 2024.

Regards,

Wendy Dallywater  
 Environmental Health Officer  
**Shire of Northampton**  
 P 9934 1202 – Northampton Office  
 P 9937 1097 – Kalbarri Office  
 M 0429 341 228

**Wendy Dallywater**

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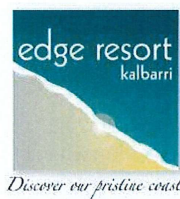
**From:** Kalbarri Edge Manager <manager@kalbarriedge.com.au>  
**Sent:** Tuesday, 28 January 2025 10:19 AM  
**To:** Wendy Dallywater  
**Subject:** Re: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Morning Wendy

Sorry I realise this is later than your deadline, I have expressed my concerns to both Jayson and Chris regarding the impacts of the music festival on the business and our guest experience so there is probably not much point me reiterating all the same things they have said.

The only additional point I could make would be from a personal point which is that my living quarters are onsite, upstairs facing the oval, so the noise factor with the stage effectively directing the music into my living quarters and the late finish for me will be huge, especially given that I then have to put in a full days work each day (no weekends off for me). Working with lack of sleep is one thing but then having to also deal with unhappy frustrated guests will be a whole other level.

Regards



**Morag Wynne**  
**Manager**  
**Kalbarri Edge**  
**Resort**

08 9937 0000  
[manager@kalbarriedge.com.au](mailto:manager@kalbarriedge.com.au)  
<https://www.kalbarriedge.com.au/>  
 22 Porter Street Kalbarri, WA  
 6536

---

**From:** Wendy Dallywater <eho@northampton.wa.gov.au>  
**Sent:** Wednesday, January 22, 2025 2:13 PM  
**To:** Kalbarri Edge Manager <manager@kalbarriedge.com.au>  
**Cc:** Brian Robinson <brian.robinson@northampton.wa.gov.au>  
**Subject:** RE: Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Hello Morag,

I have not heard back from you in response to my email below. I know that the Shire has received emails from Mr Chris Pye who said he was representing both the Kalbarri Edge Resort and the Kalbarri Palm Resort. I am contacting you again in case you would like to make comment on the proposal of the Kalbarri Open Air Music Festival Event finishing an hour later than currently approved which would be at 11:00pm instead of 10:00pm.

If you would like to provide your own comments, please send them to me by 5:00pm on Monday 27<sup>th</sup> January 2025 so that I can include them in my report to Council.



Thank you.

Regards,

Wendy Dallywater  
Environmental Health Officer  
**Shire of Northampton**  
P 9934 1202 – Northampton Office  
P 9937 1097 – Kalbarri Office  
M 0429 341 228  
[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)



**From:** Wendy Dallywater  
**Sent:** Monday, 6 January 2025 3:01 PM  
**To:** [manager@kalbarriedge.com.au](mailto:manager@kalbarriedge.com.au)  
**Cc:** Brian Robinson <[brian.robinson@northampton.wa.gov.au](mailto:brian.robinson@northampton.wa.gov.au)>  
**Subject:** Kalbarri Open Air Music Festival on Friday 4 & Saturday 5 April 2025

Hello Morag,

The Shire of Northampton has received a request to hold the Kalbarri Open Air Music Festival again in 2025 following the inaugural event in 2024. Jamart Sound Lounge has asked to hold a few weeks later than when it was held in 2024 in the hope that the weather will not be so hot. They wish to hold the event on Friday 4 & Saturday 5 April 2025, which is 2 weeks before the Easter long weekend.

This application was considered at the October 2024 Council Meeting where Council granted approval for the event to be held on the Kalbarri Oval and at the Kalbarri Sport & Recreation Centre on these two days. The submitted event application was for the event to commence at 2:00pm and finish at 10:00pm as it did in 2024. In November 2024 the Shire received a request from Jamart Sound Lounge to finish the event at 11:00pm but to still be able to commence at 2:00pm. The reason for the later finish is that the weather will be cooler in the evening and will be a better experience for those attending.

Council at its December 2024 Council Meeting requested that Shire staff contact the various accommodation businesses located near the venue to seek their comments on the later finish time being 11:00pm instead of 10:00pm.

When I contacted the Edge Resort last year prior to the Kalbarri Open Air Music Festival and spoke with Rose she indicated that management were happy for the event to take place and had no objections. Rose also advised me when I telephoned after the event that there had been no complaints received about noise from your customers. Whether you received complaints after I called I am not aware of them, but management may have a different view now to then.

Thus I am writing to you seeking your comments on the requested later finishing time of 11:00pm instead of 10:00pm.

Would you please reply via email so that we have a written copy of your thoughts which will be presented to Council at its February 2025 Meeting. Would you please forward your replies to me no later than 5:00pm on Monday 27 January 2025.

Thank you.

Regards,

Wendy Dallywater  
Environmental Health Officer  
**Shire of Northampton**  
P 9934 1202 – Northampton Office  
P 9937 1097 – Kalbarri Office  
M 0429 341 228  
[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)



# SHIRE OF NORTHAMPTON

## ATTACHMENT 9.8.1 (1)

### WORKS CREW BUDGET - PROGRAM AND PROGRESS REPORT (2024/2025)

(February 2025)

2024/2025 Budget Works	Job No	Status	Comments
<b><u>REGIONAL ROAD GROUP PROJECTS - 150300</u></b>			
Binnu East Road Floodways SLK 1	RRG		plus RRG Funding \$301,692 for both floodways
Binnu East Road Floodways SLK 3	RRG		plus RRG Funding \$301,692 for both floodways
<b><u>ROADS TO RECOVERY - 152100</u></b>			
Balla Whellarra Road	RTR		Reseal - To commence 5th February 2025
Northampton - Fifth Street Install Stormwater	R345		Survey and Design with Consultants
<b><u>LR GRANT - 152140</u></b>			
Little Bay Road Construct Road to Little Bay	R440		c/f \$743,100 LCRI funded reduced due to shortening project Clearing Permit request submitted Land Tenure, cadastral survey and native title study included as part of clearing permit application.
Binnu East Road reseal	R442		LCRI funded - funding source to change as per DRFA Front of new Elders Building
<b><u>MUNICIPAL FUND CONSTRUCTION - 150600</u></b>			
<b><u>Carried Over from 2023/2024</u></b>			
<b><u>Kalbarri</u></b>			
<b>Karina Mews</b> Reseal and replace concrete kerbing	R982		Reseal and replace kerbing
<b><u>Northampton</u></b>			
<b>Gwalla &amp; Brooks Street</b> Install of drainage c/f 21/22	R326		c/f \$63,995 install drainage, works not completed 21/22 22/23
Cont.			



Cont.

2024/2025 Budget Works	Job No	Status	Comments
<b><u>MUNICIPAL FOOTPATHS - 150900</u></b>			
<b>Carried Over from 2023/2024</b>			
<b>Northampton - Stephen Street</b> Replace DUP from NWCH to West Street	F702		
<b>Kalbarri - Grey Street</b> Replace DUP at front of Allen Centre	F707	COMPLETE	Works Commenced
<b>Kalbarri - Red Bluff</b> entrance to ECO Flora	F716		c/f \$127,810 (MRD funding \$95,599 Shire \$95,599) Additional funding required \$31,694 Shire and MRD each.
<b><u>MUNICIPAL FOOTPATHS - 150900</u></b> <b>New Projects</b>	08 T379		Ongoing
<b>Kalbarri - Malaluca Pathway</b> Maintenance of existing			
<b>OTHER WORKS - MISC.</b>			
<b>Establish Drainage easements Essex to John Street Northampton</b>			
<b>Line Marking</b>			
<b>Porter St South maintain vegetation</b>			
<b>Stephan Street Depot Tree and Plant Nursery</b>			Strategic Asset Reserve as per Council decision
<b>Kalbarri Airport Tidedowns</b>			Current \$7,500
<b>Kalbarri Airport Extra Runways Sweeping/ Slashing</b>			GHD Consultants appointed to undertake review.
<b>Port Gregory Water Supply Review</b>			
Cont.			

2024/2025 Budget Works		Job No	Status	Comments
<b><u>OTHER WORKS - Depots/Foreshores/Ovals/Parks/Gardens/Cemeteries etc</u></b>				
<b>Northampton - Northampton Community Centre</b> Install disabled ramp south end				
<b>Northampton - Northampton Community Centre</b> Treatment for rising damp - stadium wall				
<b>Northampton - Northampton Community Centre</b> Brick pave commentary box south to prevent moisture				
<b>Northampton - Cemetery</b> Install new niche wall under existing shelter	H001	COMPLETE		
<b>Northampton - Lions Park</b> Install 3 x stone wall seating	F012			Works Commenced
<b>Northampton - Main Street Heritage bin surrounds</b> Supply heritage style bin surrounds				
<b>Northampton Entry Statement Plants</b>				
<b>Northampton Entry Statement Solar Lighting</b>				
<b>Northampton Entry Signage Replacement</b>				
<b>Poppet Head re-oil, bolt tighten</b>			AWARDED	New request (CEO) - Existing signage in very poor condition on NWCH/ Hampton Road ( Shire Boundries)
<b>Bore 83 Pipeline redirect from private property</b>			COMPLETE	Caravan park verge - Contractor appointed Behind John Street Northampton ( Casley property)
<b>New Plants</b>			COMPLETE	Northampton Office, Lions, Hampton gardens, NCC, Gen Gardens, Northampton Cemetery, Edna Bandy Centre
Cont.				

2024/2025 Budget Works		Job No	Status	Comments
<b>Kalbarri - Foreshore grass removal</b> Cut down grass height along DUP area/s				
<b>Kalbarri - Foreshore shelter</b> Install Foreshore shelter.				LCCI funded - Funding Source change to offset deficit
<b>Kalbarri Oval Vermin Fencing</b>				LCCI funded - Funding Source change to offset deficit
<b>Kalbarri/ Verticut/topdress/fertiliser</b>			COMPLETE	
<b>Horrocks - Foreshore grass removal</b> Cut down grass height along DUP area/s				
<b>Horrocks - Foreshore water supply holding tank</b> Remove existing and place new			COMMENCED	Contractor appointed
<b>Horrocks water tank monitoring system</b> Water system upgrade		3664	COMMENCED	Contractor appointed
<b>Horrocks - Install shower</b> Install shower at top of Jetty boardwalk				
<b>Port Gregory - Carpark Construction/Renovations</b> Foreshore carpark area		3714		
<b>Port Gregory - New Community Storage Shed</b> New shed		99 5414		Deferred to 2024/25
<b>Port Gregory - Non Potable water supply holding tank</b> Install new water supply holding tank		99 5414	COMMENCED	Contractor appointed
<b>Port Gregory Water Monitoring System</b>			COMMENCED	Contractor appointed
<b>Port Gregory Tip Site</b> Install cover over 'Oil Reciprical'				
Cont.				

2024/2025 Budget Works		Job No	Status	Comments
<b><u>PLANT ITEMS - Major</u></b>				
<b>Northampton - New Truck (Construction)</b>		4214/99		Pending Plant Review
Purchase new - trade/sell existing P217 Mitsi				
<b>Northampton - New Truck Trailer (Construction)</b>		4214/99		Pending Plant Review
Purchase new - trade/sell existing P218 Trailer				
<b>Tip Truck (Rubbish Truck Kalb)</b>				New \$130,000 less sell P273 \$20,000 (net figure)
<b>Mower Front Deck (ride on mower Kalb)</b>				Net Figure
<b>Ute (Manager Parks &amp; Gardens) (Ex EMCS)</b>			COMPLETE	New \$55,000 less sell P306 \$30,000
<b>2wd Ute Northampton</b>			COMPLETE	New \$45,000 less sell P294 \$5,000
<b>4WD Ute (Northampton Ranger) replacement</b>			COMPLETE	Existing vehicle repurposed to Horrocks
<b><u>PLANT ITEMS - Minor/Other/Sundry tools</u></b>				
<b>Northampton Depot 30 KVA Genset/ electrical Fit out</b>				Portable generator to service multiple locations if required.
<b>Multi-use Trailer</b>			COMPLETE	Multi-use Trailer - Generator mobility and other uses
<b>CAT Backhoe mesh guards (front &amp; rear)</b>			COMPLETE	
<b>Confined Space Equipment Blackwoods Quote</b>			COMPLETE	c/f \$9,200
<b>Northampton Maint Truck - Small fridge</b>		7362/02		
<b>Trailer 8x5 Northampton Depot</b>			COMPLETE	
<b>Alcohol and Drug Test Equipment</b>				New request (CEO)
<b>131NR - EMWTS Ranger - Dual Battery Installation</b>			COMPLETE	
<b>131NR - EMWTS Ranger Dashcam</b>			COMPLETE	
<b>Whipsnips (Niton &amp; Hks)</b>				
Cont.				

2024/2025 Budget Works	Job No	Status	Comments
Stihl Mower (elect) (Nton Garden)			
Small Plate Compactor (depot)			
Extendable Chainsaw (depot)			
Post hole Auger bit			
Receiptrical Saw		COMPLETE	
Milwalki combo (Mtce truck)		COMPLETE	
Laser Level (depot)		ORDERED	
Back Pack Sprayer			
Portable Toilet and Transport		COMPLETE	
Trailer for Portable Toilet		COMPLETE	
GPS Terra Trip LH Mtce Vehicle P322			
<u>Kalbarri</u>			
Whip snip		COMPLETE	
Chain Saw		COMPLETE	
Hedger		COMPLETE	
Backpack Sprayer			
Milwalki Combo		COMPLETE	
Depot 2bunded Pallet/ Cupboard			
High Pressure Cleaner Bin Truck			



### ROAD INFRASTRUCTURE AND PLANT ADVISORY COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Occasional Committee</u>
<b>Members:</b>	<p>Councillors (4) Executive Manager Works and Technical Services Leading Hand - Construction Chief Executive Officer</p> <p>Two Community Representatives (ex officio) Works and Technical Services Officer (ex officio – Minute secretary)</p>
<b>Proxies:</b>	Nil
<b>Quorum:</b>	Four members
<b>Term of Appointment:</b>	To 17 October 2025
<b>Officer Responsible:</b>	Executive Manager Works and Technical Services
<b>Meetings:</b>	As required (at least once per year)
<b>Reporting:</b>	Direct to Council

#### **FUNCTIONS OF COMMITTEE**

The Advisory Committee is tasked with recommending to Council as to the carrying out of its functions in relation to road infrastructure and plant acquisition.

1. To establish and review the Shire's ten year Road Infrastructure Plan;
2. To review the Shire's Road Infrastructure Plan budget consideration as part of the annual budget process;
3. To review any amendments to the Shire's Road Infrastructure Plan budget;
4. To raise and discuss Road Infrastructure Plan issues for feedback purposes;
5. To establish and review the ten year Plant Replacement Program including plant strategic planning, efficiencies (merits) and specifications; and
6. To meet on occasion to investigate and/or evaluate urgent road infrastructure or plant issues.

#### **MEMBERS FROM 20 FEBRUARY 2025**

	Councillor
	Councillor
	Councillor
	Councillor
Mr Neil Broadhurst	Executive Manager Works and Technical Services
Mr Andrew Campbell	Chief Executive Officer
Mr Sean Boyce	Leading Hand - Construction

#### **Ex Officio**

Mrs Tina Souroup	Works and Technical Services Officer (Minute Secretary)
	Community Representative
	Community Representative





**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**

<b>The Administration of this Policy is by Office of CEO.</b>
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**Administration Policy**  
**3.1**  
**Property Leasing**

**Purpose**

To ensure a consistent and transparent approach is applied to setting lease terms, lease fees and maintenance responsibilities to all Shire of Northampton land and building leases.

**Background and Issues**

The Shire of Northampton leases land and buildings to various community groups, clubs and recreational bodies and commercial enterprises.

**Objectives**

To provide a consistent approach to setting lease terms, lease fees and maintenance responsibilities.

**Area of Application**

This policy applies to all Shire of Northampton land and building leases, excluding residential tenancy agreements.

**Policy Measures**

1. Council approval is required for each new lease, the lease agreement is then finalised with standard lease conditions to the satisfaction of the Chief Executive Officer. Lessee requests to exercise renewal options included in the lease do not require further Council approval.
2. Lease preparation fees are to be met by the Lessee, either in accordance with the annual fees and charges adopted by Council and/or the recouping of outgoing expenses. Leases bound by the *Commercial Tenancy (Retail Shops) Agreements Act 1985* are an exception and will not be charged lease preparation fees in accordance with section 14(b) of the Act.
3. Lessees may elect for the lease to be registered on the land title at their expense.
4. Terms and conditions for Commercial leases are to be negotiated on a case by case basis taking into consideration:
  - a) current market conditions;
  - b) existing condition of the property;
  - c) Shire outgoing expenses;
  - d) annual lease fee to be set by Council based on a market value established by the Valuer General's Office;
  - e) annual lease fee to be reviewed annually with Consumer Price Index (CPI) adjustments and at the end of each term by a market valuation; and
  - f) minimum five year lease term where the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies.

**Administration Policy****3.1****Property Leasing**

5. Leases to government authorities and some service providers are to be negotiated on a case by case basis.
6. A licence to occupy may be considered as an alternate arrangement to a lease in certain situations for the non-exclusive use of land or buildings. A licence to occupy will generally follow the guidelines of this policy, assessed on a case by case basis.

7. Terms and conditions for leases to community organisations are to be in accordance with the following table, unless alternate terms and conditions are negotiated and approved by Council.

**Leases to Community Associations**

Building Tenure	Lease Fee	Lease Term	Lessee Responsibilities
Buildings and improvements owned by a community association on Shire managed land.  Lessee's equity in and therefore responsibility for the building is acknowledged and the lease is for the land only.	\$10 per annum, payable on demand (equivalent to a peppercorn rental) for organisations with a minimal income earning capacity.  \$100 per annum for organisations that have licensed premises with potential to earn income.	Five years, with a five year renewal option, for minor buildings and improvements. (Examples: community gardens and shipping containers for recreational storage.)  Ten years, with a ten year renewal option, for buildings of significant type and function, such as recreational clubrooms.  20 years minimum for aged persons' accommodation to reflect the long-term residential use of the property.	Full responsibility for maintenance, insurance and all expenses related to buildings and improvements owned by the Lessee.  Utility charges (rates/service charges, usage charges and all other expenses).  Terms and conditions of the lease also apply to associated assets outside of the lease area.*



## Administration Policy 3.1

### Property Leasing

Buildings and improvements owned or managed by the Shire and leased to a community association.	\$10 per annum, payable on demand (equivalent to a peppercorn rental) for organisations with a minimal income earning capacity.  \$200 per annum for organisations that have licensed premises with potential to earn income.	Five years, with a five year renewal option.	See following Maintenance Responsibilities Schedule. Minor variations to this schedule may occur, due to the nature of the lease and existing condition of the building, to the satisfaction of the Chief Executive Officer.  Full responsibility for maintenance, insurance and all expenses related to assets and improvements owned by the Lessee.  Terms and conditions of the lease also apply to associated assets outside of the lease area.*
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\* Improvements/Assets outside of a lease area including, but not limited to, utility connections, plumbing, waste pipes, drains, septic systems, light poles, signage, football goal posts, football dugouts, oval lights, scoreboards, oval fencing and like improvements and assets.

**Administration Policy**  
**3.1**  
**Property Leasing**

**Maintenance Responsibilities Schedule**

Buildings owned or managed by the Shire and leased to community associations.

In accordance with the lease agreement, at their own expense the Lessee shall at all times:

1. maintain the premises in a good condition to the satisfaction of the Shire, including maintenance and repairs not attributable to fair wear and tear, unless specified in the table below;
2. not make alterations, additions or modifications to the premises without first seeking the consent of the Shire;
3. be responsible in part or whole as determined by the Shire for the costs of repairs or replacement required due to misuse, modifications by the Lessee, maintenance neglect or other negligence; and
4. advise the Shire promptly of all damage sustained to the premises.

The Shire will:

1. carry out structural maintenance and repairs to the building at the Shire's discretion in accordance with the annual budget adopted by Council;
2. conduct capital works and upgrades in accordance with the budget adopted by Council;
3. be responsible for building insurance, unless otherwise negotiated according to the use and lessee's potential to earn income; and
4. recoup expenses from the Lessee when applicable, relating to the Lessee responsibilities in the table below or damage due to misuse, negligence and modifications.

**Definitions:**

Maintenance: Routine upkeep of the building/assets and regular ongoing work necessary to retain operational status. eg: repairs to fittings, periodic painting.

Renewal/Refurbishment: Restore, rehabilitate, replace existing asset to its original capacity. Includes repairs required due to normal wear and tear, age, structural faults etc and replacement of assets at the end of expected life span.

Upgrade/Improvements: Enhance existing asset to provide higher levels of service.

Maintenance Item		Lessee Responsibility	Shire Responsibility
1	Appliances, fixtures and fittings (existing; eg: air conditioner and heating units)	<ul style="list-style-type: none"> <li>• Maintenance in accordance with manufacturer's standards.</li> <li>• Clean and change filters as required.</li> <li>• Service and repair when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
2	Appliances, fixtures and fittings (Lessee installed)	<ul style="list-style-type: none"> <li>• Full responsibility.</li> <li>• Shire approval required prior to installation.</li> </ul>	<ul style="list-style-type: none"> <li>• No responsibility.</li> </ul>

**Administration Policy**  
**3.1**  
**Property Leasing**

<b>Maintenance Item</b>		<b>Lessee Responsibility</b>	<b>Shire Responsibility</b>
3	Building External	<ul style="list-style-type: none"> <li>• Keep in a clean and tidy state at all times.</li> <li>• Maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
4	Cleaning	<ul style="list-style-type: none"> <li>• Keep all areas in a clean and hygienic state at all times, including walls, ceilings, windows, floors, fixtures and fittings.</li> <li>• Compliance with the Health Act and Health Local Law.</li> </ul>	<ul style="list-style-type: none"> <li>• No responsibility.</li> </ul>
5	Doors and security screens	<ul style="list-style-type: none"> <li>• Maintenance.</li> <li>• Renewable due to foreseeable misuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
6	Doors (automatic)	<ul style="list-style-type: none"> <li>• Servicing, twice per year by an approved person.</li> <li>• Maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
7	Electrical wiring and fittings	<ul style="list-style-type: none"> <li>• Maintenance and renewal of all electrical fittings, such as power points, light switches, light fittings and globes.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance and renewal of building wiring from main supply to switchboard and to fittings.</li> </ul>
8	Fire extinguishers and all fire equipment	<ul style="list-style-type: none"> <li>• Annual costs associated with inspection, servicing, maintenance and refilling.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange annual servicing to all fire equipment – recoup cost from Lessee.</li> <li>• Renewal and upgrade as determined by Council.</li> </ul>
9	Floor surfaces and coverings	<ul style="list-style-type: none"> <li>• Regular cleaning and maintenance in accordance with the requirements of the type of the surface/covering.</li> <li>• Carpets to be professionally cleaned when required.</li> <li>• In food premises the food handling areas are to comply with the Food Act and to meet the relevant Food Safety Standard.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
10	Food handling areas and equipment	<ul style="list-style-type: none"> <li>• Maintenance.</li> <li>• Renewal due to misuse or neglect.</li> <li>• Compliance with legislation, including Food Act 2008, Food Regulations 2009, Food Standards Code and Health Local Law.</li> <li>• Benches, cupboards and other fittings must be cleaned and maintained in a sound working condition at all times.</li> <li>• Ovens, refrigerators, fans, hot water systems and other appliances and equipment to be cleaned and maintained in accordance with manufacturer standards and legislation.</li> <li>• Full responsibility for Lessee owned appliances, including compliance with legislation.</li> <li>• Shire approval required prior to installation of additional fittings, alterations and appliances.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
11	Gardens and Surrounds	<ul style="list-style-type: none"> <li>• Mow grass, prune, weed, water and maintain gardens.</li> <li>• Maintenance of improvements, such as fences and footpaths.</li> <li>• Maintenance of reticulation where installed.</li> <li>• Shire approval required prior to removal of trees, planting new trees or new species.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain trees to a safe standard.</li> <li>• Renewal and upgrade of improvements as determined by Council.</li> </ul>



**Administration Policy**  
**3.1**  
**Property Leasing**

<b>Maintenance Item</b>		<b>Lessee Responsibility</b>	<b>Shire Responsibility</b>
12	Gutters and downpipes	<ul style="list-style-type: none"> <li>• Clean as needed, minimum once per year.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance, renewal and upgrade as determined by Council.</li> </ul>
13	Keys, Locks and Door Hardware	<ul style="list-style-type: none"> <li>• Responsible for keys issued by Shire.</li> <li>• Maintenance of locks and hardware.</li> <li>• Cost of additional keys requested by Lessee.</li> <li>• Cost of replacement locks, keys and hardware due to loss or misuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase and install all locks.</li> <li>• Renewal and upgrade as determined by Council.</li> <li>• Recoup costs from Lessee when applicable.</li> </ul>
14	Painting	<ul style="list-style-type: none"> <li>• Internal and External painting, minimum once during each 10 years or at end of lease.</li> <li>• Paint and colour to be approved by Shire.</li> </ul>	<ul style="list-style-type: none"> <li>• No responsibility.</li> </ul>
15	Pest Control	<ul style="list-style-type: none"> <li>• All areas are to be kept in a clean and hygienic state, free from pests and vermin.</li> <li>• Termite inspections, annually unless otherwise agreed. Conducted by a licensed pest control operator with certification to be provided.</li> <li>• Treatment for termites when required.</li> <li>• Maintenance and renewal of assets attributable to neglect of pest control.</li> </ul>	<ul style="list-style-type: none"> <li>• No responsibility.</li> <li>• Recoup costs from Lessee if inspection or treatment is arranged by Shire.</li> </ul>
16	Plumbing and fixtures	<ul style="list-style-type: none"> <li>• Maintenance, ensure all taps and water outlets are in good working order.</li> <li>• Renewal of minor fixtures and fittings, such as taps.</li> <li>• Shire approval required prior to installation of new plumbing and fixtures.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>
17	Plumbing waste pipes and drains	<ul style="list-style-type: none"> <li>• Clear and repair if blocked.</li> <li>• Maintenance and cleaning of grease traps.</li> <li>• Maintenance and renewal due to misuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance, renewal and upgrade as determined by Council.</li> </ul>
18	Roof	<ul style="list-style-type: none"> <li>• No responsibility except in the event of misuse or damage by the Lessee.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance, renewal and upgrade as determined by Council.</li> </ul>
19	Septic Systems	<ul style="list-style-type: none"> <li>• Septic system pump outs on a regular basis according to use.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance, renewal and upgrade as determined by Council.</li> </ul>
20	Skylights	<ul style="list-style-type: none"> <li>• No responsibility except in the event of misuse or damage.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance, renewal and upgrade as determined by Council.</li> </ul>

**Administration Policy  
3.1  
Property Leasing**

<b>Maintenance Item</b>		<b>Lessee Responsibility</b>	<b>Shire Responsibility</b>
21	Utilities	<ul style="list-style-type: none"> <li>• Connection, disconnection, rates/service charges, rental, usage charges, maintenance, service, testing and other expenses associated with water, electricity, gas and telephone services.</li> </ul>	<ul style="list-style-type: none"> <li>• No responsibility.</li> <li>• Recoup utility expenses from Lessee when applicable.</li> </ul>
22	Vandalism	<ul style="list-style-type: none"> <li>• Removal and repair of minor vandalism; up to the value of \$300 per incident.</li> <li>• Minor vandalism to be removed within 48 hours of discovery.</li> </ul>	<ul style="list-style-type: none"> <li>• Repairs required due to major vandalism not attributed to the actions of the Lessee or any agent or visitor of the Lessee, as determined per incident and above \$300. Recoup \$300 per incident from Lessee.</li> </ul>
23	Walls and Ceilings	<ul style="list-style-type: none"> <li>• Renewal if damaged due to misuse, negligence and unapproved modifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance, renewal and upgrade as determined by Council.</li> </ul>
24	Windows/Glass	<ul style="list-style-type: none"> <li>• Replace broken glass, except when broken as a result of vandalism and cost is greater than \$300.</li> </ul>	<ul style="list-style-type: none"> <li>• Replace glass broken as a result of an act of vandalism, when the cost of repairs is greater than \$300. Recoup \$300 per incident from Lessee.</li> </ul>
25	Window treatments, where fitted	<ul style="list-style-type: none"> <li>• Maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal and upgrade as determined by Council.</li> </ul>

**Administration**

This policy will be administered by the Office of CEO.

**Adoption and Date Due for Revision**

**ADOPTED 18 JULY 2024  
REVIEWED N/A**

**NEXT DUE FOR REVIEW 18 JULY 2029**

**The Administration of this Policy is by Office of CEO.**

**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 13<sup>th</sup> 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.

- 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**

Reviewed by Council 20 June 2024 and converted to a Management Policy

#### **1.8 REPRESENTATION – NORTHERN ZONE WA LOCAL GOVERNMENT ASSOCIATION**

Rescinded by Council 20 June 2024

#### **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**

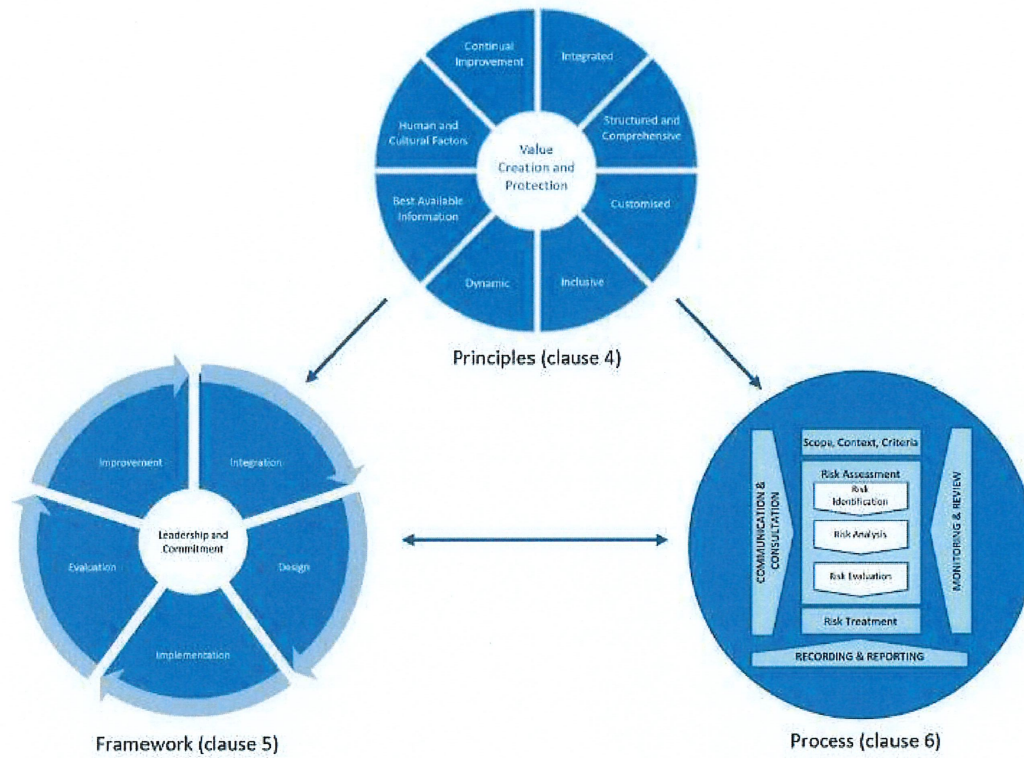
ISO 31000:2018 provides guidance on the development of a risk management approach, designed to be tailored to best apply to any organisation and its requirements. This Strategy has been developed using the Principles, Framework and Process as outlined within ISO 31000:2018.

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.<sup>1</sup>

**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 need 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**

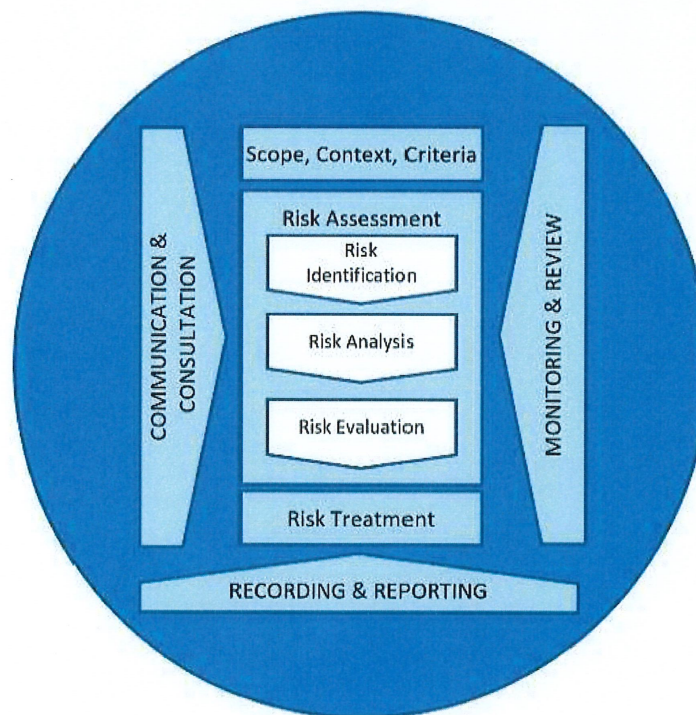
- *As gaps or improvement opportunities are identified from risk processes, continuously refine the Framework and the way the process is integrated; and*
- *Develop plans and tasks and assign them to those accountable for implementation.*

### 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
<b>Council</b>	<p>Council's responsibilities are to:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Be satisfied risks are identified, managed and controlled appropriately, to achieve Shire's strategic objectives.</li> <li>• Supports the allocation of funds / resources to treat risks as required.</li> </ul>
<b>Audit &amp; Risk Committee</b>	<ul style="list-style-type: none"> <li>• Requests and reviews reports on risk management on a biannual basis (minimum) or as required depending on the nature of the risk(s).</li> <li>• Monitors the overall risk exposure of the Shire and makes recommendations to Council as appropriate.</li> <li>• Assesses for effectiveness the risk control measures / risk treatment plans in reducing the severity of the risk(s).</li> </ul>
<b>Executive</b>	<ul style="list-style-type: none"> <li>• Creates an environment where staff are responsible for and actively involved in managing risk.</li> <li>• Oversight of the Shire's Risk Management Strategy.</li> <li>• Maintain and implement the Risk Management Strategy.</li> <li>• Ensures a consistent risk management approach is embedded in the operations and processes of the Shire.</li> <li>• 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.</li> <li>• Monitors the strategic and operational risk management performance.</li> <li>• Reviews the Shire's Risk Summary Report prior to submission to the Audit &amp; Risk Committee.</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Adopt and understand the principles of risk management and comply with policies, processes and practices relating to risk management.</li> <li>• Alert and bring to management's attention, the risks existing within their area.</li> <li>• Conduct risk assessments which are appropriate with the scope of the task and the associated level of risk identified.</li> </ul>

Table 2: Consequence Ratings

Description	Performance	Financial	Environment	Reputation	Service Delivery / Business Disruption	Legislative / Regulatory / Policy / OSH
<b>CATASTROPHIC</b>	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, including several important areas of service and/or a protracted period. Ongoing loss of business systems.	Criminal instances of regulatory non-compliance. Extreme breaches of Code of Conduct. Personal details compromised / revealed – all. Death.
<b>MAJOR</b>	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 loss of an important service area for a short period. Major disruption to business processes.	Major revenue or cost implications. Individuals at risk of harm. Significant breaches of Code of Conduct. Personal details compromised / revealed – many. Multiple serious injuries.
<b>MODERATE</b>	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 effect to an important service area for a short period, brief impact on multiple areas. Moderate disruption to business processes.	Minor revenue or cost implications. Breach of Code of Conduct. Personal details compromised / revealed – some. Serious injury and/or illness.
<b>MINOR</b>	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 disruption of important service area. Noticeable effect to non-crucial service area. Minor disruption to business processes.	Minor breaches of Code of Conduct. Personal details compromised / revealed – isolated. First aid or minor lost time injury.
<b>INSIGNIFICANT</b>	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 impact on the effectiveness of the organisation's processes. Negligible disruption to business processes.	Little or no impact to Code of Conduct. Personal details compromised / revealed - an individuals. Incident with or without minor injury.

Table 3: Risk Matrix

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

<b>Definitions</b>	
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.



<b>Definitions</b>	
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.
<i>Reference: ISO 31000:2018 Risk management—Guidelines</i>	

**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](http://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](http://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 20 June 2024 and now forms part of the new policy framework

#### **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 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.**



### ACCESS AND INCLUSION ADVISORY COMMITTEE TERMS OF REFERENCE

<b>Status:</b>	<u>Advisory Committee</u>
<b>Members:</b>	2 Councillors Principal Building Surveyor  (Total 3)
<b>Quorum:</b>	At least 2
<b>Term of Appointment:</b>	Until 21 October 2023
<b>Officer Responsible:</b>	Principal Building Surveyor
<b>Meetings:</b>	Every 6 months
<b>Reporting:</b>	Direct to Council
<b>Meeting Requirements:</b>	Nil
<b>Delegated Powers:</b>	Nil


#### **FUNCTIONS OF COMMITTEE**

1. Develop and review the Shire of Northampton's Access and Inclusion Plan;
2. Promote the benefits of access and inclusion to the residents and businesses of the Shire of Northampton;
3. Be available to provide relevant advice on the development of proposals or plans for any activity, building or infrastructure within the Shire;
4. Support and encourage partnership networks of local organisations that are best placed to collectively plan and coordinate strategies to address the needs of the local communities; and
5. Make recommendations to Council on matters arising not clearly dealt with by the Shire of Northampton's Access and Inclusion Plan.

#### **MEMBERS 15 SEPTEMBER 2023**

Roslyn Suckling	Councillor
Trevor Gibb	Councillor
Trevor Brandy	Principal Building Surveyor



		<div>Commercial, Recreational Tourism Activity Local Planning Policy</div>
Version 4		
<div>Scheme Provisions: LPS #11 3.2 Zoning Table LPS #10 4.1 Zoning and Development Table</div>	<div>Other References: Shire of Northampton Local Planning Scheme No. 10 Shire of Northampton Local Planning Scheme No. 11 Planning and Development Act 2005 Council Policy - 9.2 Requirements for Licence Agreements to Use Crown Reserves for Commercial, Recreational and Tourism Activities. Shire of Northampton Local Law "Activities in Thoroughfares in Public Places and Trading"</div>	<div>Special procedural considerations:</div>
<div>1.0 CITATION</div> <p>This is a local planning policy prepared under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and the <i>Shire of Northampton Local Planning Schemes: No. 10 - Northampton District; and No. 11 - Kalbarri Townsite</i> ('the Scheme'). It may be cited as the Commercial, Recreational Tourism Activity local planning policy.</p> <p>The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area. In making a determination under the Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with the Scheme.</p> <div>2.0 OBJECTIVE</div> <div>2.1 To ensure that commercial activities on reserves do not diminish the recreational amenity of residents or visitors who are attracted to the Shire for its natural beauty and environment.</div> <div>2.2 To ensure ecologically sustainable use and protection of reserves for the benefit and enjoyment of future generations.</div> <div>2.3 To retain reserves (where appropriate) as places for passive and/or active recreation for residents and visitors.</div>		



2.4 To regulate the level and intensity of commercial activities on reserves necessary to ensure that it does not destroy the value and nature of the activity and the resource on which it is based.

2.5 To enable appropriate (limited) opportunities for commercial tourism operators to provide services and facilities to the public to enhance their visit to the Shire.

2.6 To provide criteria for assessing and determining applications.

### **3.0 POLICY STATEMENT**

#### **3.1 Background**

3.1.1 Local Planning Schemes require that development approval from Council is required PRIOR to the use or commencement or carrying out of development on reserved land within the Shire.

3.1.2 Under the “Activities in Thoroughfares in Public Places and Trading Local Law” approval from Council is required to sell or hire goods and services from reserves and foreshore areas within the jurisdiction of the Shire.

3.1.3 Council has a responsibility to manage the lands entrusted to it for their intrinsic values and for the appreciation and benefit of present and future generations. In doing so, Council recognises that the Shire has a beautiful and diverse natural environment which provides recreational, aesthetic and spiritual as well as material benefits for both residents and visitors alike.

3.1.4 It is recognised that reserves have the capacity to satisfy an important portion of the public demand for outdoor recreation and tourism, and in so doing contribute significantly to the social, physical and economic well-being of the Shire.

3.1.5 With public demand for beaches/rivers and reserves rapidly increasing, Council must take every care to protect them and the safety and comfort of people who use them.

#### **3.2 APPLICATION OF POLICY**

3.2.1 This policy applies to all ‘recreational’ Crown reserves and immediate ocean/river foreshore and beach areas within the Shire including Unallocated Crown Land (UCL).

3.2.2 A ‘recreational’ reserve, for the purposes of this Policy, are deemed to be those reserves or UCL areas within the Shire that are predominantly used, or intended to be used for recreation purposes.

3.2.3 The main areas the policy applies to are those commercial tourism operations which received a commercial gain or reward from the use of the reserve or UCL. Examples include guided tours/safaris, active recreational pursuits (sandboarding, off-road vehicles, cycling, horse riding etc.) or the use of reserves or UCL for a hire site (boat, surfboard, snorkel equipment etc.).

3.2.4 Activities are not limited to those taking place wholly on the reserve or UCL but also include activities that involve crossing the reserve or UCL, or transferring people or items on, off or over the reserve or UCL. This includes the embarking or disembarking of people/items from or to water based activities adjoining the reserve or UCL (eg. tour boats, canoeing, river cruises etc.).

3.2.5 Scenic tours that simply traverse a reserve or UCL as part of a longer journey or passive recreational activities are generally exempt from this policy.

3.2.6	Uses that require exclusive use of the reserve and permanent infrastructure should apply for a lease (should the local government have power to lease).
<b>3.3</b>	<b>MATTERS TO BE CONSIDERED IN ASSESSING &amp; DETERMINING APPLICATIONS</b>
<b>3.3.1</b>	<b>General</b>
3.3.1.1	The natural systems should be able to sustain the form of recreation or activity which is proposed.
3.3.1.2	The activity should be compatible with the vesting purpose of the land and with the preservation values of the land, eg. they do not impinge upon rare or fragile ecosystems or impair key features of the landscape, or increase visitor pressure on land to an unacceptable level and do not detract from the reasonable enjoyment of the land by the public.
3.3.1.3	Generally the widest range of activities consistent with the reserve purpose should be allowed. Uses that impair other forms of use to an unreasonable extent or place the safety of others in jeopardy should be controlled or eliminated. In certain instances, for safety reasons, priority use may be allocated to specialised recreation activities at sites that are uniquely suited to those activities (eg. jet ski hire).
3.3.1.4	Sites that are likely to suffer environmental/stability problems from increased human activity or have a high conservation value will be excluded.
3.3.1.5	The Shire will endeavour within the resources available to it to provide an appropriate level of supervision of activities on the reserve or UCL. This is particularly important where natural and cultural values may be impaired. If this cannot be done, the activity should where practicable be restricted, relocated or eliminated.
3.3.1.6	The activity should enhance the appropriate use of, enjoyment, understanding and appreciation of the land.
3.3.1.7	The activity should meet all statutory and industry requirements relevant to the operation including compliance with statutory local planning requirements (ie. zoning provisions, development control, Scheme purposes and objectives) and any relevant strategic planning report recommendations.
3.3.1.8	If an application is received for an existing activity by a previous Agreement holder of that activity and on the same site, Council will give preference to the previous Agreement holder where no recorded breach of any condition has been noted by Council.
<b>3.3.2</b>	<b>Land-Based Activities</b>
3.3.2.1	If Council's roads, carparks or dual use paths are to be used, then the activity will be assessed in terms of whether it will create a danger to other users of the accessway/areas or will create an obstruction to traffic movement or will result in a major loss of carparking spaces.
3.3.2.2	Where appropriate, activities should be located adjacent to constructed public car parking areas and public conveniences (within 100 metres). The applicant may be required to contribute towards the construction of the public facilities. Approved applications may be required to contribute towards the upkeep of the local public infrastructure and facilities if considered necessary as a consequence of that activity.
3.3.2.3	If the beach is to be used then the activity must be determined as compatible with the beach environment.


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- 3.3.2.4 Hire sites adjacent to foreshore areas must be related to the hire of beach-related equipment. A range of complementary operations may be permitted in the same vicinity if there are sufficient facilities and impacts are minor.
- 3.3.2.5 Beach site activities are not to damage, or lead to degradation of, coastal or other natural environment. All applications for beach sites are to be assessed to ensure that community demands outweigh commercial demands. Passive and informal recreation use of the beach will be the dominant use.
- 3.3.2.6 All activities are to demonstrate that they will not create a public nuisance to adjacent residential areas in context of noise, traffic, etc. and not create a conflict with the main beachgoers.
- 3.3.3 Water-Based Activities**
- 3.3.3.1 Permission will be given to the use of the beach area for guided tours/hiring of water based equipment, provided the applicant is prepared to comply with the terms of any licence of the relevant authority of the water body.
- 3.3.3.2 The activities are not to dominate the main informal water-based activity, conflict with the designated water based activity or create a public danger.
- 3.3.3.3 All activities must be located adjacent to constructed public carpark areas and public conveniences.
- 3.3.3.4 The activity is not to damage, or lead to the degradation of, the coastal or marine environment.
- 3.3.3.5 All activities are not to create a public nuisance to nearby residents, or affect residential amenity and is not to create public nuisance to other regular water-based activities.
- 3.3.3.6 In the case of jet ski hire activity and other motorised craft, signage shall give adequate notice of warning that the particular area is not suitable for informal recreation use.
- 3.3.4 Information from the Applicant**
- In assessing and determining applications, Council will be guided by the following selection criteria:
- (a) Demonstrated successful experience in the activity to a high professional standard;
  - (b) Demonstrated history and experience or environmentally acceptable operations;
  - (c) Demonstrated appropriate level of knowledge and understanding of local conditions, natural and cultural history, ecological process and possible constraints;
  - (d) Demonstrated experience in meeting Agreement conditions, including the prompt payment of fees;
  - (e) Demonstrated ability to provide appropriate safety requirements and duty of care responsibilities;
  - (f) Demonstrated capability to promote interpretive and educational information that ensures clients are receiving instructions in minimal impact techniques, environmental protection and ethics of appropriate behaviour; and
  - (g) Demonstrated \$20 million public liability insurance cover.
  - (h) Public liability insurance cover must be held in Australia.

<b>3.4</b>	<b>SPECIFIC RESTRICTIONS</b>
<b>3.4.1</b>	<b>Signage &amp; Structures</b>
3.4.1.1	Council may permit the use of a maximum of 1 temporary sandwich board sign or similar in the immediate vicinity of an approved activity/hire site for the purposes of marking the location of the activity. All other advertising signs are subject to a separate application for development approval in accordance with the Local Planning Scheme.
3.4.1.2	The use of bunting, fencing, sheds or other similar structures for activities is generally not supported.
<b>3.4.2</b>	<b>Activities &amp; Locations</b>
3.4.2.1	Based on experience of the impacts of previous/similar activities (within or outside the Shire), the fragile nature of certain areas, and/or the dominant public use of certain areas, Council is of the view that certain activities should not be supported in certain areas and also that a restriction on the number of certain activities in certain areas should be prescribed.
3.4.2.2	These restrictions are attached to this policy and are based on knowledge and experience at this time and may be amended from time to time by Council as further knowledge and experience is accumulated.
<b>3.5</b>	<b>APPLICATIONS FOR APPROVAL</b>
3.5.1	All applications shall be in writing on the form prescribed in the Local Planning Scheme and are to be accompanied by the appropriate application fee.
3.5.2	Applicants should address the criteria as outlined in Clause 4.4 and provide Council with the following information: <ul style="list-style-type: none"> <li>(a) Previous relevant experience of the applicant(s);</li> <li>(b) Full details of type of service to be operated;</li> <li>(c) Preferred location of operation (with alternatives);</li> <li>(d) Diagram of layout of service when in operation showing location of equipment, trailers, signs, operators table etc;</li> <li>(e) Hours and dates of operation;</li> <li>(f) Method of operation, eg. hourly hire, 15 minute rides, day trips, and proposed charges to clients;</li> <li>(g) Type and numbers of equipment to be hired/used including details of make, age, special features etc;</li> <li>(h) All of the intended safety measures – ie. marker buoys, rescue boats, sign etc;</li> <li>(i) A cover note or similar statement from an insurance company indicating a willingness to promote insurance coverage (minimum \$20 million public liability coverage required);</li> <li>(j) Any on-site storage requirements (if permitted);</li> <li>(k) Intended signage (may require Council's additional separate approval); and</li> <li>(l) Any additional information specific to the individual service to be provided.</li> </ul>
<b>3.6</b>	<b>PROCESSING OF APPLICATIONS</b>
3.6.1	Where the land is NOT under the care, control and management of the local government, the consent of the owner (ie. the crown via the Department of Planning Lands and Heritage - State Lands) is required to process the application.

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3.6.2	All applications will be advertised in accordance with the 'Deemed Provisions' of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> prior to final determination by Council.		
3.6.3	Applications will be referred to any relevant statutory authorities as determined by Council.		
3.6.4	All applications will be considered with respect to the matters as are relevant to the site and the proposed activity.		
3.6.5	Successful applicants will be advised in writing that prior to commencement of the activity, they must enter into an Agreement with Council and pay the relevant costs.		
3.7	<b>FEES</b> (GST inclusive)		
3.7.1	<b>Application for Development Approval</b>		
3.7.1.1	New applications - \$747 (comprising \$147 plus Level D consultation fees of \$600)  Renewal applications (for existing approved operators) with no modifications - \$447 (comprising \$147 plus Level C consultation fees of \$300)		
3.7.1.2	This fee <u>excludes</u> advertising costs (eg. advert in newspaper, sign on site etc.) which are charged separately.		
<b>4.0 RESPONSIBILITY</b>	The Chief Executive Officer as per the Delegations Policy and Register.		
<b>5.0 ADOPTION</b>	First Drafted	22 October 2004	
	First Adopted	17 December 2004	Minute 12.9.3
	Last Modified	19 October 2012	
	Last Adopted	19 December 2012	Minute 12.8.2
	V2 16 June 2014	Advertising / Final Adoption	Minute 6.8.1
	V3 15 June 2018	Advertising / Final Adoption	Minute 6.9.1
	V4 19 July 2019	Update Attachment 1	Minute 7.10.3

		<b>(Attachment 1) SPECIFIC LOCATION &amp; ACTIVITY RESTRICTIONS</b>	
Location	Restriction		
Reserve 25307 "Chinaman's Beach" Kalbarri	NO commercial recreational tourism activity PERMITTED.		
Reserve 12996, 25307 & 26591 "Murchison River Foreshore" Kalbarri	Jet Skis & Houseboats are NOT PERMITTED.  No further approvals will be issued other than for the following: <ul style="list-style-type: none"> <li>• BBQ Pontoon Hire – 1 Agreement (maximum 2 pontoons); and</li> <li>• River Boat Cruise – maximum of 2 boats; (Current Agreement is one boat – 35 passengers &amp; 2 crew)</li> </ul>		
Reserve 12996 & 26591 "Paradise Flats" Kalbarri	No further approvals will be issued other than for the following: <ul style="list-style-type: none"> <li>• Horse Riding Tours – 1 Agreement (maximum of 45 horses); (Current agreement is 18 horses including staff horses)</li> <li>• 4 Wheel Bike Tours – 1 Agreement (maximum of 7 bikes);</li> <li>• Canoe Safaris – 1 Agreement (maximum of 14 canoes). Including 1x guided vessel and 3x 4wd trucks and 2 x trailers</li> <li>• Land-based fishing tours – no current Agreement</li> </ul>		
Reserve 12996 South (from Nanny Goat Well to Murchison House Station)	<ul style="list-style-type: none"> <li>• Canoe Tours – 1 Agreement 6 three seater canoes, 2x 4wd and 1x trailer</li> </ul>		
Reserve 12996 (North) – the area of land immediately adjacent to and north of the Murchison River	<ul style="list-style-type: none"> <li>• Skydive Kalbarri – no current Agreement.</li> <li>• Wilderness Canoe – 1 Agreement (emergency access track only). 6 three seater canoes, 2x 4wd and 1x trailer</li> </ul>		
Reserve 25307 "Sally's Tree carpark" and "Northern carpark" & 34550 Red Bluff Road, Kalbarri	<ul style="list-style-type: none"> <li>• Coffee Van – 1x Itinerant Food Van</li> </ul>		

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UCL & Reserve 35206 “Halfway Bay, Lucky Bay & Wagoë” Yallabatharra (No power to lease)	No further approvals will be issued other than for the following: <ul style="list-style-type: none"> <li>• Sandboarding Tours – 1 Agreement (maximum of 30 sandboards); and</li> <li>• Quad Bike Tours – 1 Agreement (maximum of 14 bikes, includes sandboarding and fishing)</li> </ul>
UCL, Port Gregory Townsite, Lucky Bay and Hutt River mouth	No further approvals will be issued other than for the following: <ul style="list-style-type: none"> <li>• Pink Lake and Lucky Bay Sight-seeing tours – 1 Agreement (maximum 1 x 6 seater vehicle)</li> </ul>