



# ATTACHMENTS

## COUNCIL MEETING

19 June 2025

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# Tender Evaluation Report

**RFT 01-2025 Northampton Disaster  
Recovery Works AGRN1143 and  
AGRN1150**

Shire Of Northampton

09 June 2025

→ **The Power of Commitment**



<b>Project name</b>		Northampton Disaster Recovery Works 2024 Rain fall event					
<b>Document title</b>		Tender Evaluation Report   RFT 01-2025 Northampton Disaster Recovery Works AGRN1143 and AGRN1150					
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# 1. Introduction

## 1.1 Background

Heavy rainfall and associated flooding impacted the Shire of Northampton, Western Australia between 6-9 June 2024, which led to the declaration of disaster even AGRN1143. Similarly, from 26-30 June 2024, the Shire of Northampton experienced heavy rainfall and associated flooding, leading to the declaration of disaster event AGRN1150. Both events were declared under the Disaster Recovery Funding Arrangements of Western Australia (DRFAWA). Application has been made for funding to undertake the restoration of damaged infrastructure under the DRFAWA, but this is yet to be approved through DFES.

The Shire of Northampton appointed GHD Pty Ltd to formulate the Tender documents, manage the Tender process along with preparation of a Tender evaluation report.

The recovery and reinstatement work related to the AGRN1143 and AGRN1150 events have been advertised for Tender/quotes. The Tender scope of works includes the following:

- Reform and re-sheeting of unsealed roads.
- Patchwork of sealed roads
- Repair, cleaning and restoration of surface drains.
- Repair, cleaning and restoration of drainage structures.
- Reinstatement and restoration of floodways.
- Repair and reinstatement of washed-out verges within an urban area.
- Reinstatement of damaged signage/hazard markers
- Traffic management.
- Borrow pit rehabilitation.
- and any associated works in strict accordance with any drawings or instructions as may be issued from time to time during the progress of the works, this Specification, all Notices to Tenderers issued during the Tender Period (unless specifically excluded from the Contract) and the Works Contract provided in the RFT and to the entire satisfaction of the Superintendent.

## 1.2 Purpose of this Report

The purpose of this report is to provide the Shire with an overview of the Tender process, details of the Tender Responses received and a comparison of the Tender Responses.

## 1.3 Report Limitations

This report has been prepared by GHD for Shire of Northampton and may only be used and relied on by Shire of Northampton for the purpose agreed between GHD and the Shire of Northampton as set out in section 1.2 of this report.

GHD otherwise disclaims responsibility to any person other than the Shire of Northampton arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

## 1.4 Advertising and Submission of Tenders

Tender documentation was prepared by GHD and advertised by the Shire from 09 May 2025 on the following platforms:

- Shire website
- The West Australian Newspaper

The Tender closed on 30<sup>th</sup> May 2025 at 5:00 PM AWST.

Tenderers were able to electronically submit their Responses via email to **andrew.campbell@northampton.wa.gov.au** or had delivered to the shire office at 199 Hampton Road, Northampton or posted to the Shire of Northampton, PO Box 61, Northampton WA, 6535.

All Tenders were received via email.

Tenders are valid for 90 days from Tender closing or 45 days from Council resolution whichever is the later unless extended on mutual agreement between the Principal and the Tenderer.

## 1.5 Addenda

The following Addenda were issued during the Tender advertising period:

- Addendum 1 – 14.05.2025
- Addendum 2 – 26.05.2025

Refer to **Appendix A**.

## 1.6 Evaluation Process

The following Tender evaluation process was applied to evaluate all Tenders received:

- Tenders were checked for completeness and compliance to the conditions of Tender and compliance criteria,
- Tenders were assessed against the selection criteria (qualitative criteria and price).
- Referees were not consulted during the evaluation process.

The following criteria and scoring system were set out in the Tender documentation and has been applied during the Tender evaluation process.

**Table 1** *Compliance and Selection Criteria*

No.	Criterion	Weighing
<b>Compliance Criteria</b>		
I.	Compliance with the conditions of this request	Mandatory Compliance
II.	Complete respondents offer	
III.	Compliance with the specification contained in this request	
IV.	Occupational Safety & Health Requirements	
V.	Complete pricing schedule	
VI.	Risk Assessment	
VII.	Financial Position	
VIII.	Conflict of Interest	
IX.	Insurance	
X.	Critical Assumptions	

No.	Criterion	Weighing
<b>Selection Criteria</b>		
<b>Qualitative Criteria</b>		
A.	Skills and experience of key personnel and company	30%
B.	Demonstrated Capacity and flexibility.	20%
<b>Price Criteria</b>		
	Price Schedule	50%
<b>Total</b>		100%

## 1.7 Post Tender Closure Correspondence

Place Holder for any post closure correspondence. Refer to recommendations. No clarifications have been requested from Tenderers to date.

**Refer Appendix D.**

## 2. Review of Tender Responses

### 2.1 Tenders Received

GHD received the following Tender submissions for evaluation from the Shire of Northampton:

Table 2 Tenders Received

No.	Tenderer	ABN	Contact
1	MC Civil Contractors / Down South Timber Company Unit Trust (MC Civil)	42 860 665 389	Matthew Peter Candy – 0420 960 552
2	RED DUST HOLDINGS (RDH)	11 159 277 880	Joshua Johnson – 08 9965 4891

### 2.2 Compliance Criteria

Tenderers were required to submit a completed Tender Form, schedule of rates and supporting documentation for all listed criteria. Detailed comments on the completeness of each Tender are provided in **Appendix B**.

All Tender Responses met the essential compliance criteria.

### 2.3 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel scored each Tender Response against the qualitative criteria as detailed in Table 3 and **Appendix B**.

Each criterion is weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the works.

Tenderers were required to address each qualitative criterion and provide supporting documentation.

Table 3 Qualitative Criteria

No.	Qualitative Criteria	Comments – Refer to Appendix B for full details
A)	<b>Skills and experience of key personnel and company</b> Detail and describe the skills and experience of the key personnel that will be involved in the completion of the work required in this RFT by providing the information requested below in an attachment labelled "Skills and Experience of Key Personnel".	<u>Key Personnel:</u> <ul style="list-style-type: none"> <li>MC Civil demonstrated limit experience through their staff CVs that could be directly related to disaster recovery works, specifically the Operations Manager and Site Supervisor. CV of the project lead not provided. Their CVs appeared to be either outdated or otherwise contracted staff (contact details not consistent with company details).</li> <li>RDH's Response included a very detailed description of projects completed by their staff including disaster recovery projects, extensive experience with civil works, reinstatement and installation of drainage infrastructure</li> </ul>
	<ul style="list-style-type: none"> <li>Details (CV's / work histories, accreditations, experience) of the key personnel that will be involved in the completion of this work.</li> </ul>	<u>Similar projects:</u> <ul style="list-style-type: none"> <li>MC Civil most adequately demonstrated experience with disaster recovery works through their project examples. They have extensive experience in WA regional areas.</li> </ul>
	<ul style="list-style-type: none"> <li>Details of similar products supplied, and services performed.</li> </ul>	<ul style="list-style-type: none"> <li>RDH presented key projects for Local Government and MRWA related to shoulder improvement and sealing. While these demonstrate Mid-West based projects and capability with regards to earthworks and sealing, it would have been preferred to see key projects related to disaster recovery. This is better demonstrated through individual CVs.</li> </ul>
	<ul style="list-style-type: none"> <li>The scope of your company's involvement and outcomes achieved on previous similar work</li> </ul>	
	<ul style="list-style-type: none"> <li>A minimum of two (2) referees from previous similar work.</li> </ul>	Note – all Responses contained multiple referees. These have not been contacted and therefore all scored equally at 5 points.



<b>B)</b>	<p><b>Demonstrated Capacity and flexibility.</b> Outline your company's capacity to supply the required products and how your company demonstrated flexibility to meet the Shire's needs by providing the information requested below in an attachment labelled "Demonstrated Capacity and Flexibility".</p> <ul style="list-style-type: none"> <li>– The Contractor's current commitments and how the Shire's requested work can be managed within the Contractor's current and forecast future commitments.</li> <li>– How the Contractor plans on being able to deliver the products required by the Shire in a timely and flexible manner to meet the Shire's needs.</li> <li>– Include a preliminary construction program and methodology outlining all stages of work, site closures, milestones and hold points.</li> <li>– What backup resources the Contractor has to ensure the Shire's needs are met in the event of unforeseen circumstances.</li> <li>– Details of subcontractors, including proposed local content</li> </ul>	<p><u>Current and future commitments:</u></p> <ul style="list-style-type: none"> <li>– MC Civil currently has a portfolio of minor civil projects. According to their submission, this enables them the flexibility and capacity to undertake works under the Tender. A list of projects was not provided.</li> <li>– RDH listed three (3) long-term commitments. One to be completed by June 2025, another by September 2025 and the remaining one by January 2026. Current commitments list appeared out of date or projects have overrun.</li> </ul> <p><u>Program:</u></p> <ul style="list-style-type: none"> <li>– It is noted that the Tender specifies that the extend/scope of work is subject to funding approval from DRFAWA. Therefore, a project specific construction program can't be completed at this stage.</li> </ul> <p><u>Methodology:</u></p> <ul style="list-style-type: none"> <li>– MC Civil presented a high-level methodology describing their approach to complete the works under this Tender. Their methodology includes 5 stages.</li> <li>– RDH did not provided a methodology thus scoring nil for this criterion.</li> </ul> <p><u>Flexibility and contingency resources:</u></p> <ul style="list-style-type: none"> <li>– MC Civil <ul style="list-style-type: none"> <li>• Their Response provided limited details on their contingency of resources. They did however note that they have 45 staff and can run dual crews.</li> <li>• Having their operations based in Denmark is less favourable.</li> <li>• Their subcontractors were mainly Perth based.</li> </ul> </li> <li>– RDH <ul style="list-style-type: none"> <li>• The Response by RDH provided the most confidence.</li> <li>• RDH listed 70 plus operators and 200 plus plant and equipment as pool of resources that can be allocated to the project.</li> <li>• Their operation is based in Geraldton in the Mid-West.</li> <li>• RDH proposes to undertake majority of works inhouse. No subcontractors were listed in the Tender Response. It is however understood that they would still have to bring in subcontractors for sealing etc.</li> </ul> </li> </ul>
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## 2.4 Qualitative Scores

The following table sets out the ranking of Tender Responses based on only the qualitative criteria.

**Table 4** Qualitative Criteria Scores (excludes price)

No.	Qualitative Criteria	Weighting Value	MC Civil	RDH
1	Relevant Experience	30	26.00	27.00
2	Demonstrated Capacity and Flexibility	20	12.00	15.00
	<b>Total – Qualitative Score</b>	<b>50</b>	<b>38.00</b>	<b>42.00</b>
	<b>Qualitative Ranking</b>		<b>2</b>	<b>1</b>

### 3. Price Comparison and Assessment

The following is noted with regards to price basis:

- The price schedule for the offered services under this Tender are fixed for the term of the contract.
- Tenderers were required to provide a schedule of rates for preliminaries, labour, plant and materials, including all applicable levies, duties, taxes, charges and all other cost that may be required for the completion of the scope of work.
- Price is a weighted criterion – 50%.
- Regional Price Preference is applicable in accordance with Regulation 24(A-G) of the Local Government (Functions and General) Regulations and the Shire of Northampton's Regional Price Preference Policy (2.5).

#### 3.1 Tendered Rates

The Tendered rates and prices are provided in **Appendix C**. In instances where there were significantly higher or lower rates detected in the comparison between Tenderers, these have been marked in **red** and **green** respectively. Further to the rates comparison, GHD also noted items that may be affected by assumptions listed in the Tender Responses.

Further comments and recommendations are provided in Table 5 below.

#### 3.2 Calculation of an Estimated Tender Sum

Tenderers have been requested to price rate schedules only. An opportunity has been provided for rates based in either Kalbarri or Northampton.

In order to compare Tendered rates, a Tender sum was calculated by utilising the damage cost estimate template submitted to DFES. The cost estimate rates were replaced by each contractor's actual Tendered rates.

Table 5 Observations on Price Schedules (rates)

Separable Portion	MC Civil	RDH
Estimated Tender Sum A: AGRN1143	– \$30,439,440.17	– \$17,883,306.84
Estimated Tender Sum B: AGRN1150	– \$5,494,851.49	– \$4,109,330.35
Comments	<ul style="list-style-type: none"> <li>– Preliminary items priced comparable.</li> <li>– Mob and Demob fee comparable with second Tender (\$18K)</li> <li>– Traffic control at significantly lower rate than RDH.</li> <li>– Overall, higher rates supplied for materials. Rates for gravel, sand and water from shire sources will be costed separately and will be the same for both contractors.</li> <li>– Spray seal priced @ cost + 14%</li> <li>– Overall higher rates supplied for plant, except for the B double.</li> <li>– Additional cost for service truck of \$858 per day where RDH appears to have included that in their rates.</li> </ul> <p>MC Civil provided rates higher than expected.</p>	<ul style="list-style-type: none"> <li>– Preliminary items priced comparable.</li> <li>– Mob and Demob fee comparable with second Tender (\$18K)</li> <li>– Slightly higher rate for the supervisor.</li> <li>– Overall, lower rates supplied for materials. Rates for gravel, sand and water from shire sources will be costed separately and will be the same for both contractors.</li> <li>– No rate supplied for spray seal. A cost + 15% has been adopted. To be confirmed by RDH.</li> <li>– Overall lower rates supplied for plant, except for the B double truck.</li> </ul> <p>RDH provided rates in line with expectations.</p>

A summary of the pricing assessment is presented in the table below.

**Table 6**      *Pricing Assessment*

No.	Description	MC Civil	RDH
1	Separable Portion A – AGRN1143 Estimated Tender sum	\$30,439,440.17	\$17,883,306.84
2	Separable Portion B – AGRN1150 Estimated Tender sum	\$5,494,851.49	\$4,109,330.35
3	Adjustment for Regional Price Preference Nil – applies to businesses located within the Shire of Northampton only.	\$0.00	\$0.00
4	Discount	3% for 14-day payment term -\$1,078,028.75	\$0.00
	Separable Portion A and B: Final adjusted price for comparison purposes (Items 1 + 2 + 3 + 4)	\$34,856,262.91	\$21,992,637.19
	Weighted Score /50	31.55	50.00
	<b>Price Ranking</b>	<b>2</b>	<b>1</b>

## 4. Assumptions and Exclusions

The Tender Responses contained the following written assumptions and exclusions:

Table 7 Assumptions by MC Civil

Item	Assumptions	Comments
1	<b>Scope of Work and Specifications:</b> Due to no Scope of Works being outlined in the Tender, we assume that the scope of work, including road reformation, drainage restoration, and traffic management, remains consistent throughout the project duration. Any changes or amendments to the scope will be communicated promptly by the Principal, allowing us to adjust our resources and strategies accordingly.	Noted.
2	<b>Access to Local Resources:</b> We assume that local suppliers and contractors in the Northampton area will be available and willing to collaborate with us. Our approach involves engaging local services for accommodation, food, and other logistical needs, which is integral to our commitment to regional capacity-building and economic contribution.	Noted, however, no local subcontractors listed in Tender Response.
3	<b>Site Conditions and Accessibility:</b> We assume that the sites will be accessible for our equipment and personnel, and that any necessary permissions or clearances for site access will be facilitated by the Principal. This includes assumptions regarding the condition of roads and infrastructure that may impact mobilisation and logistics.	Noted.
4	<b>Weather Conditions:</b> Given the nature of disaster recovery work, we assume that weather conditions will be conducive to the planned work schedule. While we are prepared to adapt to unforeseen weather events, consistent conditions will enable us to maintain the project timeline and ensure efficient resource utilisation.	Noted, however not in the Shire's control. The Advertised Tender did set out an approach to manage standby time during inclement weather.
5	<b>Pricing Assumptions:</b> Our pricing is based on the indicative quantities provided in the Tender documents, with an accuracy of +/- 15%. We assume these quantities reflect the actual requirements, allowing us to offer competitive lump sum pricing. Any significant deviations from these quantities may necessitate a review of pricing to ensure alignment with project needs.	No quantities provided and hourly rates schedule provided, so assumption is not valid.
6	<b>Regulatory Compliance and Standards:</b> We assume that all regulatory requirements and industry standards specified in the Tender documents are current and applicable. Our operations are aligned with these standards, including our ISO 45001:2018 certification, ensuring compliance and adherence to safety protocols.	Noted, however, the contractor has a responsibility to check standards and communicate any deviations to the Superintendent's Representative.
7	<b>Communication and Coordination:</b> We assume that there will be effective communication and coordination between MC Civil Contractors and the Principal, facilitating timely decision-making and resolution of any issues that may arise during the project.	Noted. The intention is to have a full-time site supervisor in place.

Table 8 Assumptions by RDH

Item	Assumptions	Comments
1	Seal Rate: In reference to Addendum 1. Seal rates are not supplied by Tenderer	Noted. A cost + 15% has been adopted for comparison purposes.
2	No allowance made for BCITF. As the total quantity of work cannot be determined at Tender stage, this shall be charged on a cost + 15%. Not including the cost associated with the time of travel for personnel.	Noted
3	Rates include "Transport", which is defined as allowance for a Vehicle to move personnel on site, not including the cost associated with the time of travel for personnel	Noted.
4	Cost of material do not include cartage, except for concrete	Noted
5	Cost of material do not include wastage.	Noted

## 5. Final Score and Recommendation

Table 9 provides the final scores for each Tender Response.

**Table 9**      *Final Scoring*

Description	MC Civil	RDH
Qualitative Criteria (Rank)	38 (2)	42 (1)
Price Comparison - Price SPA & SPB	\$34,856,262.91	\$21,992,637.19
Price Score (Rank)	31.5 (2)	50 (1)
<b>Total Score</b>	<b>69.5</b>	<b>92</b>
<b>Final Ranking</b>	<b>2</b>	<b>1</b>

From the above table, it is recommended that the Shire appoint Red Dust Holdings for RFT 01-2025.

It is recommended that the following be clarified and agreed (as a minimum starting point) with the contractor prior to award:

- RDH did not incorporate Addendum 2 as per the instructions. Confirm that their mark-up on 2 coat seal is 15% as per the assumptions in the assessment.
- RDH did not provide a methodology or made comment on their approach of utilising one or two construction crews. Confirm their intent.

# Appendices

# Appendix A

## Addenda





## Addendum 1

14 May 2024

<b>Tender</b>	Northampton Disaster Recovery Works AGRN1143 and AGRN1150	<b>RFT No.</b>	RFT 01-2025
<b>From</b>	Antoinette Krause	<b>Contact</b>	antoinette.krause@ghd.com
<b>Addendum</b>	Addendum 1		

**Tenderers are to acknowledge receipt of this Addendum in their Tender response.**

Query No.	Tender query	Response
1.	In Section B of the Qualitative Criteria under Demonstrated Capacity and Flexibility, you require a methodology outlining the stages of work, intended site closures, milestones and hold points. Are you able to supply a list of road names and SLK's in order for us to respond to this section?	<p>The Shire is currently unable to provide a list of roads, as the scope has not yet received full approval from DRFAWA.</p> <p>Extent of damage assessed covers the entire Shire, however it is unknown if all of the damage will be approved by DRFAWA for reinstatement.</p> <p>In the response to the Qualitative Criteria it is expected that Tenderers will provide a methodology outlining how works will be undertaken and what milestones/hold points are to be expected. This methodology can be provided for typical works as outlined in Section 1.5 of the Tender Document. It is appreciated that this may not be site specific at this stage.</p> <p>The response should also indicate if the Tenderer intends to operate a single crew or multiple crews being based in Kalbarri or Northampton or both simultaneously.</p>
2.	Request a copy of the returnable schedules in native word and excel versions.	Word version of Part 5 and Part 6 of the Tender Document attached.

**Tenderers are to acknowledge receipt of this Addendum in their Tender response.**

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## Addendum 2

26 May 2025

<b>Tender</b>	Northampton Disaster Recovery Works AGRN1143 and AGRN1150	<b>RFT No.</b>	RFT 01-2025
<b>From</b>	Antoinette Krause	<b>Contact</b>	antoinette.krause@ghd.com
<b>Addendum</b>	Addendum 2		

**Tenderers are to acknowledge receipt of this Addendum in their Tender response.**

Query No.	Tender query	Response						
1.	Pricing of two coat seal	<p>The Shire is currently unable to provide a list of roads or sealing quantity as the scope has not yet received full approval from DRFAWA.</p> <p>The fairest approach is therefore a Cost plus approach.</p> <p>Tenderers are to nominate their % markup in the pricing schedule.</p> <p>An amended Word version of Part 5 and Part 6 of the Tender Document attached.</p> <table> <tr> <th>Material Supply</th><th>Unit</th><th>Rate (ex GST)</th></tr> <tr> <td>2 coat seal – hot bitumen</td><td>Cost + ..... %</td><td>..... %</td></tr> </table>	Material Supply	Unit	Rate (ex GST)	2 coat seal – hot bitumen	Cost + ..... %	..... %
Material Supply	Unit	Rate (ex GST)						
2 coat seal – hot bitumen	Cost + ..... %	..... %						

**Tenderers are to acknowledge receipt of this Addendum in their Tender response.**

# **Appendix B**

## **Qualitative Criteria Assessment**

Attachments - Ordinary Meeting of Council - 19 June 2025

RFI 01-2025 Northampton Disaster Recovery Works AGRN 1143 and AGRN1150					Tenderer Name : MC Civil Contractors		Tenderer Name : RDH		Tenderer 2	
COMPLIANCE AND SELECTION CRITERIA					Contractor Location : 882 South Coast Highway, Denmark WA 6333		Contractor Location : 82 Edward Rd, Geraldton WA 6530			
Qualitative Criteria										
A										
Relevant Experience										
Skills and Experience of Key Personnel and Company										
Detail and describe the skills and experience of the key personnel that will be involved in the completion of this project by providing the information requested below in an attachment labelled "Skills and Experience of Key Personnel".										

# Appendix C

## Price Comparison



# Appendix C: Price Comparison

## Tender Rates

The tendered rates presented by the two respondents MC Civil Contractors and Red Dust Holdings are presented in the tables below.

Preliminary Items		MC Civil Contractors		Red Dust Holdings	
Description	Unit	Rate (ex GST)	Rate (ex GST)		
Mobilisation to the Shire of Northampton	Lump Sum	\$18,000.00	\$17,905.00		
Demobilisation from the Shire of Northampton	Lump Sum	\$18,000.00	\$17,905.00		
Preparation of a Traffic Management Plan	Lump Sum	\$2,500.00	\$1,599.00		
Preparation of HSE, Quality and Emergency Management Plans, SWMS and ITP's	Lump Sum	\$2,800.00	\$2,500.00		
Others (Please specify):					

Labour		MC Civil Contractors		Red Dust Holdings	
Description	Unit	Rate (ex GST)* Based in Kalbarri	Rate (ex GST)* Based in Northampton	Rate (ex GST)* Based in Kalbarri	Rate (ex GST)* Based in Northampton
Labourer	hr	-	\$114.80	\$108.00	\$103.00
Traffic controller (inclusive of vehicle and signs as may be required)	hr	-	\$237.00 2man crew	\$194.00	\$189.00
Concrete crew - 2 people min per day	day	-	\$2,755.20	\$3,200.00	\$3,000.00
Supervisor including suitably equipped 4WD vehicle	hr	-	\$131.60	\$163.00	\$157.00
Others (Please specify):					
Drainer	hr	-	\$131.60	-	-
Dogman	hr	-	\$131.60	-	-
Plant Operator	hr	-		\$138.00	\$133.00

Materials		MC Civil Contractors		Red Dust Holdings	
Material Supply	Unit	Rate (ex GST)	Rate (ex GST)		
Gravel – commercial sources*	m3		\$75.00		\$28.00
Sand subgrade – commercial sources*	m3		\$70.00		\$15.00
Cracker dust for verge infill	m³		\$55.00		\$22.00
Purchase water	kL		\$18.00		\$6.00
Concrete delivered to site	m3		\$450.00		\$467.00
Cement (500kg)	item		\$340.00		\$420.00
Rock Protection at 0.3m deep	m2		\$450.00		\$53.00
Rock Protection at 0.5m deep	m2		\$500.00		\$88.00
2 coat seal – hot bitumen	m2		Cost + 14 %		-
Pothole repair (materials only)	m2		\$62.00		\$8.00
Replace guidepost (materials only)	Each		\$150.00		\$66.00



Plant		MC Civil Contractors				Red Dust Holdings		
Description	Unit	Capacity	Rate (ex GST)* Productive operating hours, including operator. Based in Kalbarri	Rate (ex GST)* Based in Northampton Productive operating hours, including operator.	Capacity	Rate (ex GST)* Productive operating hours, including operator. Based in Kalbarri	Rate (ex GST)* Based in Northampton Productive operating hours, including operator.	
Grader	hr	-	\$237.26	\$237.26	140	\$287.00	\$281.00	
Loader 1	hr	XGMC	\$280.92	\$252.26	966	\$286.00	\$281.00	
Loader 2	hr	Volvo L120F	\$328.01	\$293.21	980	\$341.00	\$335.00	
Excavator 1	hr	5t	\$208.47	\$189.26	5t	\$162.00	\$157.00	
Excavator 2	hr	20t	\$268.85	\$199.76	20t	\$223.00	\$218.00	
Tipper 1	hr	Single (18m3)	\$205.74	\$222.32	Single (18m3)	\$276.00	\$271.00	
Tipper 2	hr	Double (36m3)	\$293.61	\$293.61	Double (36m3)	\$371.00	\$365.00	
6-Wheeler	hr	12 m3	\$188.61	\$188.61		\$160.00	\$155.00	
Water Cart 1	hr	25000 litres	\$256.86	\$256.86	25000 litres	\$263.00	\$257.00	
Water Cart 2	hr	Hino 14000 Lt	\$230.61	\$230.61	20000 Lt	\$219.00	\$214.00	
Dozer	hr	D7 or higher	\$413.75	\$397.76	D7 or higher	\$384.00	\$379.00	
Multi Roller	hr	16t	\$210.26	\$210.26	25t	\$174.00	\$169.00	
Smooth Drum Roller	hr	16t	\$210.26	\$210.26	14t	\$171.00	\$165.00	
Padfoot Roller	hr	16t	\$210.26	\$210.26	14t	\$176.00	\$171.00	

Plant		MC Civil Contractors				Red Dust Holdings		
Description	Unit	Capacity	Rate (ex GST)* Productive operating hours, including operator. Based in Kalbarri	Rate (ex GST)* Based in Northampton Productive operating hours, including operator.	Capacity	Rate (ex GST)* Productive operating hours, including operator. Based in Kalbarri	Rate (ex GST)* Based in Northampton Productive operating hours, including operator.	
Bobcat/Skid steer	hr		\$257.76	\$257.76		\$181.00	\$176.00	
Skid steer attachments (e.g. broom)	Day		INC	INC		\$480.00	\$479.00	
Plate compactor	Day	DPU 500	\$356.50	\$356.50		\$199.00	\$199.00	
Machinery Float	hr	QUAD	\$283.11	\$283.11		\$263.00	\$257.00	
Small/miscellaneous: Service vehicle and miscellaneous items such as Air Compressor, Powered generators, Pumps (4 in.), Hoses, Tools, etc. as required.	Day	Sup Vehicle with all Misc items	\$858.00	\$858.00				
Pump (6 in.)	Day			\$276.00		\$100.00	\$100.00	
Signs and cones (rate utilised only if traffic controllers not in place)	Day			\$60.00		\$60.00	\$60.00	
Other (Please specify):								
VMB	Day x 2			\$200.00				

# **Appendix D**

## **Post Tender Closure Clarifications**



**ghd.com**

**→ The Power of Commitment**

Description	Unit	Rate (ex GST)
Mobilisation to the Shire of Northampton	<b>Lump sum</b>	\$ 17,905.00
Grader - 140	Item	\$ 1,950.00
Loader 1 - 966	Item	\$ 1,560.00
Loader 2 - 980	Item	\$ 2,500.00
Excavator 1 - 5T	Item	\$ 1,170.00
Excavator 2 - 20T	Item	\$ 1,950.00
Tipper 1 single side tipper	Item	\$ 429.00
Tipper 2 Double side tipper	Item	\$ 507.00
6 Wheeler	Item	\$ 585.00
Water Cart 1 25000 Litres	Item	\$ 429.00
Water Cart 2 20,000 Litres	Item	\$ 975.00
Dozer D7	Item	\$ 3,120.00
Multi Roller 25T	Item	\$ 780.00
Smooth Drum Roller 14T	Item	\$ 975.00
Pedfoot Roller 14T	Item	\$ 780.00
Bobcat/Skidsteer	Item	\$ 195.00
Demobilisation from the Shire of Northampton	<b>Lump sum</b>	\$ 17,905.00
Grader - 140	Item	\$ 1,950.00
Loader 1 - 966	Item	\$ 1,560.00
Loader 2 - 980	Item	\$ 2,500.00
Excavator 1 - 5T	Item	\$ 1,170.00
Excavator 2 - 20T	Item	\$ 1,950.00
Tipper 1 single side tipper	Item	\$ 429.00
Tipper 2 Double side tipper	Item	\$ 507.00
6 Wheeler	Item	\$ 585.00
Water Cart 1 25000 Litres	Item	\$ 429.00
Water Cart 2 20,000 Litres	Item	\$ 975.00
Dozer D7	Item	\$ 3,120.00
Multi Roller 25T	Item	\$ 780.00
Smooth Drum Roller 14T	Item	\$ 975.00
Pedfoot Roller 14T	Item	\$ 780.00
Bobcat/Skidsteer	Item	\$ 195.00

Preparation of a Traffic Management Plan	Lump sum	\$	1,599.00
Preparation of HSE, Quality and Emergency Management Plans, SWMS and ITP's	Lump sum	\$	2,500.00
Others (Please specify):			

Description	Unit	Rate (ex GST)*	
		Based in Kalbarri	Based in Northampton
Labourer	hr	\$ 108.00	\$ 103.00
Traffic controller (inclusive of vehicle and signs as may be required)	hr	\$ 194.00	\$ 189.00
Concrete crew - 2 people min per day	day	\$ 3,200.00	\$ 3,000.00
Supervisor including suitably equipped 4WD vehicle	hr	\$ 163.00	\$ 157.00
Others (Please specify):			
Plant operator	hr	\$ 138.00	\$ 133.00

Description	Unit	Capacity	Rate	
			(ex GST)*	(ex GST)*
			Productive operating hours, including operator	Productive operating hours, including operator
Grader 140	hr	140	\$ 287.00	\$ 281.00
Loader 1 - 966	hr	966	\$ 286.00	\$ 281.00
Loader 2 - 980	hr	980	\$ 341.00	\$ 335.00
Excavator 1 - 5T	hr	5t	\$ 162.00	\$ 157.00
Excavator 2 - 20T	hr	20t	\$ 223.00	\$ 218.00
Tipper 1 single side tipper	hr	Single (18m3)	\$ 276.00	\$ 271.00
Tipper 2 Double side tipper	hr	Double (36m3)	\$ 371.00	\$ 365.00

6 Wheeler	hr		\$	160.00	\$	155.00
Water Cart 1 25000 Litres	hr	25 000 litres	\$	263.00	\$	257.00
Water Cart 2 20,000 Litres	hr	20kL	\$	219.00	\$	214.00
Dozer D7	hr	D7	\$	384.00	\$	379.00
Multi Roller 25T	hr	25t	\$	174.00	\$	169.00
Smooth Drum Roller 14T	hr	14t	\$	171.00	\$	165.00
Padfoot Roller 14T	hr	14t	\$	176.00	\$	171.00
Bobcat/Skidsteer	hr		\$	181.00	\$	176.00
Skidsteer attachments (eg broom)	Day		\$	480.00	\$	479.00
Plate compactor	Day		\$	199.00	\$	199.00
Machinery Float	hr		\$	263.00	\$	257.00
Small/miscellaneous:	Day		\$	-	\$	-
Service vehicle and miscellaneous items such as Air Compressor, Powered generators, Pumps (4 in.), Hoses, Tools, etc. as required.						
Standpipe and Pump (6 in.)	Day		\$	100.00	\$	100.00
Signs and cones (rate utilised only if traffic controllers not in place)	Day		\$	60.00	\$	60.00
Other (Please specify):						

Material Supply	Unit	Rate (ex GST)
Gravel – commercial sources*	m <sup>3</sup>	\$ 28.00
Sand subgrade – commercial sources*	m <sup>3</sup>	\$ 15.00
Cracker dust for verge infill	m <sup>3</sup>	\$ 22.00
Purchase water	kL	\$ 6.00
Concrete delivered to site	m <sup>3</sup>	\$ 467.00
Cement (500kg)	item	\$ 420.00
Rock Protection at 0.3m deep	m <sup>2</sup>	\$ 53.00
Rock Protection at 0.5m deep	m <sup>2</sup>	\$ 88.00
2 coat seal – hot bitumen	m <sup>2</sup>	\$ -
Pothole repair (materials only)	m <sup>2</sup>	\$ 8.00
Replace guidepost (materials only)	Each	\$ 66.00

Other (Please specify):		
-------------------------	--	--

Clarifications:

- 1 Seal - refer TQ, in the absence of more information, a rate could not be provided
- 2 No allowance has been made for BCITF, as the quantum of work cannot be determined at tender stage, this shall be charged on a cost +15% basis, if applicable
- 3 Rates include "transport", which is defined as allowance for a Vehicle to move personnel on site, not including the cost associated with the time of travel for personnel
- 4 Cost of Material do not include cartage, except for concrete
- 5 Cost of Material do not include Wastage





# **Code of Conduct for Council Members, Committee Members and Candidates**

**June 2025**

Shire of Northampton  
Code of Conduct for Council Members, Committee Members and Candidates  
Page 1 of 9

### Division 1 — Preliminary provisions

#### 1. Citation

This is the *Shire of Northampton's Code of Conduct for Council Members, Committee Members and Candidates*.

#### 2. Terms used

##### (1) In this code —

**Act** means the *Local Government Act 1995*.

**candidate** means a candidate for election as a council member.

**complaint** means a complaint made under clause 11(1).

**publish** includes to publish on a social media platform.

##### (2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

### Division 2 — General principles

#### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

#### 4. Personal integrity

##### (1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

##### (2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

#### 5. Relationship with others

##### (1) A council member, committee member or candidate should —

Shire of Northampton  
Code of Conduct for Council Members, Committee Members and Candidates  
Page 2 of 9

- (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

## **6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

## **Division 3 — Behaviour**

## **7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates;
- (b) the mechanism for dealing with alleged breaches of those requirements; and
- (c) Team Values & Behaviours.

## **8. Personal integrity**

- (1) A council member, committee member or candidate —
  - (a) must ensure that their use of social media and other forms of communication complies with this code; and
  - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
  - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

## **9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and

- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

#### **10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

#### **11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

#### **12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### **13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### **14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

#### 15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

### Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

#### 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

#### 17. Misuse of local government resources

- (1) In this clause —  
**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;  
**resources of a local government** includes —
  - (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

#### 18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

#### 19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

## 20. Relationship with local government employees

- (1) In this clause —

**local government employee** means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

- (2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- (c) act in an abusive or threatening manner towards a local government employee.

- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.

- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act.

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed.

**document** includes a part of a document.

**non-confidential document** means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —

- (a) derived from a confidential document; or

- (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

## 22. Disclosure of interests

- (1) In this clause —
  - interest** —
    - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
    - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.



- (7) The nature of the interest must be recorded in the minutes of the meeting.

**23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



**CODE OF CONDUCT**

**for**

**Employees and Contractors**

**Revised June 2025**

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**PREAMBLE**

This Code of Conduct provides employees and contractor/s in the Shire of Northampton with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability.

The Code is complementary to the principles adopted in the *Local Government Act* and regulations which incorporates four fundamental aims to result in:-

- (a) better decision-making by the Shire of Northampton;
- (b) greater community participation in the decisions and affairs of the Shire of Northampton;
- (c) greater accountability of the Shire of Northampton to their communities; and
- (d) more efficient and effective Local Government.

This Code provides a guide and a basis of expectations for employees and contractor/s. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.



**Andrew Campbell**  
**CHIEF EXECUTIVE OFFICER**  
**June 2025**

**STATUTORY ENVIRONMENT**

This Code of Conduct observes statutory requirements of *Section 5.51A of the Local Government Act 1995* and the *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.

Employees are to acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.

Contractor/s acknowledge that they are subject to the provisions of the Code upon being engaged as a contractor/s and whilst they remain as a contractor/s for the Shire of Northampton.

## 1. ROLES & RESPONSIBILITIES

### 1.1 Role of the CEO and Employees

The Chief Executive Officer (CEO) is appointed by Council and has a direct responsibility to Council for the administration of the organisation. The CEO has direct oversight and responsibility for all employees of the Shire of Northampton.

The CEO is responsible to the Council for the implementation of Council policies, decisions and budgeted works, the provision of accurate and timely advice to Council and the efficient administration of the Council.

The role of employees is determined by the functions of the CEO as set out in S 5.41 of the *Local Government Act 1995*: -

*“The CEO’s functions are to —*

- (a) advise the council in relation to the functions of a Local Government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the Local Government;*
- (e) liaise with the mayor or president on the Local Government affairs and the performance of the Local Government functions;*
- (f) speak on behalf of the Local Government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the Local Government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the Local Government or imposed under this Act or any other written law as a function to be performed by the CEO.”*

## 2. CONFLICT AND DISCLOSURE OF INTEREST

### 2.1 Conflict of Interest

- (a) Employees and contractor/s will ensure that there is no actual (or perceived) conflict of interest between their personal interests, including those of their immediate family, business partners or close associates, and the impartial fulfillment of their professional duties.

- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Northampton, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire of Northampton area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

An individual's rights to maintain their own political convictions are not impinged upon by the clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discrimination legislation.

## 2.2 Financial Interest

Employees will adopt the principles of disclosure of financial interest as contained within sections 5.59 – 5.90 of the *Local Government Act 1995*.

## 2.3 Disclosure of Interest – Impartiality - Employees

*In this clause "interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- (a) An employee who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter –
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the time the advice is given.
- (b) A requirement described under items (a) and (b) excludes an interest referred to in S 5.60 of the *Local Government Act 1995*.
- (d) A person who is an employee is excused from a requirement made under item (a) to disclose the nature of an interest if -
  - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or

- (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then –
  - (i) before the meeting, the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
  - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

### **3. PERSONAL BENEFIT**

#### **3.1 Use of Confidential Information**

Employees and contractor/s will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

#### **3.2 Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Northampton upon its creation unless otherwise agreed by separate contract.

#### **3.3 Improper or Undue Influence**

Employees will not take advantage of their position to improperly influence other Councillors or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Similarly, employees and contractor/s will not take advantage of their position to the detriment of Council, the Shire or other persons.

### 3.4 Gifts

For the purposes of clauses 3.4 and 3.5 the following definitions apply:

Employee means any employee of the Shire of Northampton other than the CEO or Senior Employee.

Gift means any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate.

Non-Employee and Non-Councillor Committee Members means any member of a statutory committee of Council that is not an existing CEO, Senior Employee, Employee or existing Councillor.

Same Donor has the same meaning or intent established in the Local Government Act 1995 and subsidiary legislation.

Senior Employee means the positions designated as Deputy Chief Executive Officer and Manager Works and Technical Services but does not include the Chief Executive Officer. (Note: the Local Government Act 1995 deals specifically with the responsibilities of the CEO).

- a) Senior Employees, Employees and Non-Employee or Non-Councillor Committee Members shall at all times comply with the statutory gift provisions of the *Local Government Act 1995* and subsidiary legislation;
- b) A gift (including moderate acts of hospitality) for Senior Employees shall have a maximum value of \$300, provided that multiple gifts from the same donor in a twelve (12) month period shall not exceed these amounts in aggregate;
- c) In accordance with clause 3.4(b) all gifts accepted by Senior Employees of \$50 or more must be disclosed in the appropriate form to the Chief Executive Officer within 10 days of receipt for recording in the non-statutory gift notification register held by the CEO. Any gift less than \$50 must be disclosed directly in the non-statutory gift register located in the safe at the Northampton Shire Office, at the Northampton Works Depot or by email to the CEO as soon as practicable;



- d) Unless otherwise authorised in writing by the CEO after consideration of relevant statutory restrictions, a gift (including moderate acts of hospitality) for Employees and Non-Employee or Non-Councillor Committee Members shall have a maximum value of \$50, provided that multiple gifts from the same donor in a twelve (12) month period shall not exceed those amounts in aggregate;
- e) In accordance with clause 3.4(d) all gifts accepted by Employees and Non-Employee or Non-Councillor Committee Members up to \$50 must be disclosed directly in the non-statutory gift register located in the safe at the Northampton Shire Office, at the Northampton Works Depot or by email to the CEO as soon as practicable; and
- f) Gifts valued less than \$300 may be received on behalf of the Shire of Northampton by Senior Employees, Employees and Non-employees or Non-Councillor Committee Members and be distributed between the relevant work area. All gifts received under this clause must be recorded by the primary receiver of the gift in the non-statutory gift register located in the safe at the Northampton Shire Office, at the Northampton Works Depot or by email to the CEO as soon as practicable;
- g) Unless otherwise authorised in writing by the CEO after consideration of relevant statutory restrictions, Senior Employees, Employees and Non-employees or Non-Councillor Committee Members will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit, other than moderate acts of hospitality for themselves or anybody else from any other person or body who:
  - is undertaking or seeking to undertake an activity involving a local government discretion; or
  - it is reasonable to believe is intending to undertake an activity involving a local government discretion.

### 3.5 Travel Contributions

Contributions to travel for Senior Employees, Employees and Non Employee or Non Councillor Committee Members must be disclosed in accordance with the requirements of the Local Government Act 1995 and subsidiary legislation.

## 4. CONDUCT OF EMPLOYEES AND CONTRACTOR/S

### 4.1 Personal Behaviour

- (a) Employees and contractor/s will:
  - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;

- (ii) perform their duties impartially and in the best interests of the Shire of Northampton uninfluenced by fear or favour;
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Northampton and its communities and shall be particularly mindful to avoid interference in commercial relationships between developers and objectors or between developers competing for the right to develop.
- (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (v) always act in accordance with their obligation of fidelity to the Shire of Northampton and not publicly reflect adversely upon any decision of the Council or Council's management.

#### 4.2 Honesty and Integrity

Employees and contractor/s will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Chief Executive Officer any dishonesty or possible dishonesty on the part of any other employee, and in the case of a contractor/s to the employee who is responsible for overseeing their activities.
- (c) be frank and honest in their official dealing with each other.
- (d) Endeavour to resolve serious conflict through initial discussion facilitated by the CEO or, in the event that CEO is too closely involved, an independent impartial person or peer group.

#### 4.3 Discrimination

Employees and contractor/s are required to treat each other and members of the community with respect and observe the requirements of Discrimination and Equal Opportunity legislation by:

- (a) Ensuring the workplace is free from any form of discrimination.
- (b) Applying the philosophy and principles of EEO at all levels of the organisation.
- (c) Ensuring they do not engage in unlawful harassment or bullying in the workplace.

#### 4.4 Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Northampton's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Northampton.

#### 4.5 Compliance with Lawful Orders

- (a) Employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Employees will give effect to the lawful policies of the Shire of Northampton, whether or not they agree with or approve of them.

#### 4.6 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

#### 4.7 Corporate Obligations

- (a) Standard of Dress

Employees are expected to comply with neat and responsible dress standards at all times. Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.

- (b) Communication and Public Relations

- (i) All aspects of communication by employees (including verbal, written or personal), involving Shire of Northampton's activities should reflect the standards and objectives of the Shire of Northampton. Communications should be accurate, polite and professional.
- (ii) Statements to the press on behalf of the Shire will only be made by the President or the CEO, or unless the President directs otherwise.

It shall be incumbent on employees when referring a member of the community to their local Councillor over issues that the officer cannot resolve due to current Council policy, that the officer notify the ward Councillors of the referral and any information that may assist in resolving the issue.

## 5. DEALING WITH SHIRE OF NORTHAMPTON PROPERTY

### 5.1 Use of Shire of Northampton Resources

Employees and contractor/s will:

- (a) be scrupulously honest in their use of the Shire of Northampton's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Shire of Northampton resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Shire of Northampton's resources (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).
- (d) Not use Council vehicles for private use unless authorised to do so.
- (e) Foster an awareness of the community's ownership of the Shire's natural and built environment.

### 5.2 Travelling and Sustenance Expenses

Employees will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Shire of Northampton in accordance with Councils policy and the provisions of the *Local Government Act 1995*.

### 5.3 Access to Information

Employees will ensure that Councillors are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.

### 5.4 Freedom of Information

Employees and contractor/s acknowledge that:

- (a) The *Freedom of Information Act 1992* (FOI Act) was introduced to facilitate public access to documents and an application can be made seeking access to any information held by the Shire of Northampton.
- (b) An object of the FOI Act is to 'make the persons and bodies that are responsible for State and local government more accountable to the public'.
- (c) They are obligated to assist the Shire's CEO and the Shire's Freedom of Information officers in locating documents relevant to an application made under the FOI Act.

<b>6. BREACHES AND MISCONDUCT</b>
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Complaints regarding a breach of this Code or of misconduct will be dealt with quickly and fairly in accordance with the principles of procedural fairness and natural justice.

#### 6.1 Employees and Contractor/s

A complaint alleging that an employee or contractor/s has breached this Code shall be made in writing. Complaints regarding:

- (a) An employee are to be made to the CEO or in the case of a contractor/s to the employee who is responsible for overseeing their activities.
- (b) The CEO is to be made to the President. The complaint will be investigated in a manner that is in accordance with the Shires Complaint Handling Procedure, Public Interest Disclosure Procedures and the principles of natural justice.

#### 6.2 Misconduct

For the purposes of this Code, misconduct is defined in accordance with section 4 of the *Corruption, Crime and Misconduct Act 2003*.

The CEO has a statutory obligation to report to the Corruption and Crime Commission allegations of suspected serious misconduct.

Allegations of suspected minor misconduct are dealt with by the Public Sector Commission and the CEO has a statutory obligation to report as required.

#### 6.3 Public Interest Disclosure

The Shire has a public interest disclosure procedure that provides confidential mechanisms for reporting and investigating misconduct allegations or improper conduct and other public interest information in accordance with the *Public Interest Disclosure Act 2003*.

**SHIRE OF NORTHAMPTON**  
**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 31 May 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 MAY 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	5,402,647	5,428,000	25,353	0.47%	▲
Grants, subsidies and contributions	13	9,299,031	8,316,359	10,866,468	2,550,109	30.66%	▲
Fees and charges		1,314,913	1,282,754	1,244,651	(38,103)	(2.97%)	▼
Interest revenue		232,000	214,364	209,721	(4,643)	(2.17%)	
Profit on asset disposals	6	0	0	60,906	60,906	0.00%	
		<b>16,253,015</b>	<b>15,216,124</b>	<b>17,809,746</b>	<b>2,593,622</b>	<b>17.05%</b>	▲
<b>Expenditure from operating activities</b>							
Employee costs		(4,985,863)	(4,585,383)	(4,633,695)	(48,312)	(1.05%)	▼
Materials and contracts		(11,137,380)	(9,892,563)	(12,347,394)	(2,454,831)	(24.81%)	▼
Utility charges		(363,600)	(333,080)	(272,946)	60,134	18.05%	▲
Depreciation		(2,652,550)	(2,431,407)	(2,388,317)	43,090	1.77%	▲
Finance costs		(41,551)	(38,071)	(15,755)	22,316	58.62%	▲
Insurance		(250,862)	(250,633)	(248,494)	2,139	0.85%	
Other expenditure		(890,804)	(841,237)	(567,423)	273,814	32.55%	▲
		<b>(20,322,610)</b>	<b>(18,372,374)</b>	<b>(20,474,024)</b>	<b>(2,101,650)</b>	<b>(11.44%)</b>	▼
Non-cash amounts excluded from operating activities	Note 2(b)	2,652,550	2,677,312	2,265,048	(412,264)	(15.40%)	▼
<b>Amount attributable to operating activities</b>		<b>(1,417,045)</b>	<b>(478,938)</b>	<b>(399,230)</b>	<b>79,708</b>	<b>16.64%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	7,924,803	4,697,715	2,326,276	(2,371,439)	(50.48%)	▼
Proceeds from disposal of assets	6	115,500	87,500	124,514	37,014	42.30%	▲
Proceeds from financial assets at amortised cost - self supporting loans		17,684	17,684	17,684	0	0.00%	
		<b>8,057,987</b>	<b>4,802,899</b>	<b>2,468,474</b>	<b>(2,334,425)</b>	<b>(48.60%)</b>	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(1,733,100)	(1,780,323)	(1,536,786)	243,537	13.68%	▲
Payments for construction of infrastructure	5	(5,763,383)	(7,852,577)	(1,412,027)	6,440,550	82.02%	▲
		<b>(7,496,483)</b>	<b>(9,632,900)</b>	<b>(2,948,814)</b>	<b>6,684,086</b>	<b>69.39%</b>	
<b>Amount attributable to investing activities</b>		<b>561,504</b>	<b>(4,830,001)</b>	<b>(480,340)</b>	<b>4,349,661</b>	<b>90.06%</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	565,242	565,242	0	0.00%	
		<b>1,039,987</b>	<b>565,242</b>	<b>565,242</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(150,463)	(116,789)	(116,789)	0	0.00%	
Transfer to reserves	4	(480,286)	0	(497,264)	(497,264)	0.00%	
		<b>(630,749)</b>	<b>(116,789)</b>	<b>(614,053)</b>	<b>(497,264)</b>	<b>(425.78%)</b>	
<b>Amount attributable to financing activities</b>		<b>409,238</b>	<b>448,453</b>	<b>(48,812)</b>	<b>(497,264)</b>	<b>(110.88%)</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	3,092,879	0	0.00%	
Amount attributable to operating activities		(1,417,045)	(478,938)	(399,230)	79,708	16.64%	▲
Amount attributable to investing activities		561,504	(4,830,001)	(480,340)	4,349,661	90.06%	▲
Amount attributable to financing activities		409,238	448,453	(48,812)	(497,264)	(110.88%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>2,646,576</b>	<b>(1,767,607)</b>	<b>2,164,497</b>	<b>3,932,105</b>	<b>222.45%</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 MAY 2025**

	Supplementary Information	30-Jun-24	31 May 2025
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	6,855,126	2,710,283
Trade and other receivables		787,252	2,788,869
Other financial assets		0	(17,684)
Inventories	8	191,944	215,452
<b>TOTAL CURRENT ASSETS</b>		<b>7,834,322</b>	<b>5,696,920</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	36,867,667
Infrastructure		135,210,127	135,208,991
<b>TOTAL NON-CURRENT ASSETS</b>		<b>172,047,469</b>	<b>172,544,357</b>
<b>TOTAL ASSETS</b>		<b>179,881,791</b>	<b>178,241,277</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	1,565,880	555,832
Other liabilities	12	1,096,534	920,809
Borrowings	11	150,463	33,675
Employee related provisions	12	861,115	923,478
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,673,992</b>	<b>2,433,794</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	656,944	656,944
Employee related provisions		127,185	64,822
Other provisions		1,539,048	1,539,048
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>2,323,177</b>	<b>2,260,814</b>
<b>TOTAL LIABILITIES</b>		<b>5,997,169</b>	<b>4,694,608</b>
<b>NET ASSETS</b>		<b>173,884,622</b>	<b>173,546,669</b>
<b>EQUITY</b>			
Retained surplus		90,536,314	90,266,339
Reserve accounts	4	1,686,553	1,618,575
Revaluation surplus		81,661,755	81,661,755
<b>TOTAL EQUITY</b>		<b>173,884,622</b>	<b>173,546,669</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 MAY 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 2024-25 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 June 2025

**SHIRE OF NORTHAMPTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 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 May 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	2,710,283
Trade and other receivables		593,028	787,252	2,788,869
Other financial assets		17,684	17,005	(17,684)
Inventories	8	191,944	191,944	215,452
		<u>7,657,782</u>	<u>7,851,327</u>	<u>5,696,920</u>
<b>Less: current liabilities</b>				
Trade and other payables	9	(1,266,323)	(1,565,880)	(555,832)
Other liabilities	12	(1,096,534)	(1,096,534)	(920,809)
Borrowings	11	(150,463)	(150,463)	(33,675)
Employee related provisions	12	(744,555)	(923,477)	(923,478)
		<u>(3,257,875)</u>	<u>(3,736,354)</u>	<u>(2,433,794)</u>
<b>Net current assets</b>		<b>4,399,907</b>	<b>4,114,973</b>	<b>3,263,126</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(1,001,050)	(1,022,094)	(1,098,629)
<b>Closing funding surplus / (deficit)</b>		<b>3,398,857</b>	<b>3,092,879</b>	<b>2,164,497</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	(24,456)	(60,906)
Less: Fair value adjustments to financial assets at amortised cost		0	(1,322)	0
Add: Depreciation		2,652,550	2,636,502	2,388,317
- Employee provisions			33,705	(62,363)
- Other provisions			32,883	0
<b>Total non-cash amounts excluded from operating activities</b>		<b>2,652,550</b>	<b>2,677,312</b>	<b>2,265,048</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 May 2025
		\$	\$	\$
<b>Adjustments to net current assets</b>				
Less: Reserve accounts	4	(1,686,553)	(1,686,553)	(1,618,575)
Less: Financial assets at amortised cost - self supporting loans	8	(17,684)	(17,005)	17,684
- Land held for resale		(180,000)	(180,000)	(180,000)
- Other liabilities - Adjustment to current non current liabilities			(212,476)	(274,839)
- Other liabilities [describe]				(51)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	150,463	150,463	33,675
- Current portion of employee benefit provisions		732,724	923,477	923,477
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(1,001,050)</b>	<b>(1,022,094)</b>	<b>(1,098,629)</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 MAY 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>	25,353	0.47%	▲
Interim Rates			
<b>Grants, subsidies and contributions</b>	2,550,109	30.66%	▲
Timing in receiving grants, DFRAWA \$2,910,764, Grants Commission General (\$81,324), Roads [\$64,354], ESL Levy [\$3,700 includes 22/23 DFES adjustment (\$13,120)]. LRCI3 22/23 (\$98,060) permanent.			
<b>Fees and charges</b>	(38,103)	(2.97%)	▼
Timing will reconcile.			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	(48,312)	(1.05%)	▼
Timing.			
<b>Materials and contracts</b>	(2,454,831)	(24.81%)	▼
YTD Budget Timing, DFRAWA total works completed by May 25 \$9,609,489, over YTD Budget (\$2,762,000)			
<b>Utility charges</b>	60,134	18.05%	▲
Timing.			
<b>Depreciation</b>	43,090	1.77%	▲
Timing			
<b>Finance costs</b>	22,316	58.62%	▲
YTD Budget Timing.			
<b>Other expenditure</b>	273,814	32.55%	▲
YTD Budget Timing			
<b>Non-cash amounts excluded from operating activities</b>	(412,264)	(15.40%)	▼
Timing. Vehicle Profit \$60,906, Depreciation (\$43,090)			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(2,371,439)	(50.48%)	▼
Timing as funds are received. R2R (\$663,201), MASS Action \$(3,435,836), LRCI (681,175)			
<b>Proceeds from disposal of assets</b>	37,014	42.30%	▲
Timing. Increased amount due to budget amendment for Backhoe.			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	243,537	13.68%	▲
Timing, will reconcile as purchases are completed.			
<b>Payments for construction of infrastructure</b>	6,440,550	82.02%	▲
Timing, will reconcile as capital work progresses.			
<b>Surplus or deficit after imposition of general rates</b>	3,932,105	222.45%	▲
YTD Variances (Actuals to YTD Budget) explained above. DRFA Coastal Infrastructure Repairs, MRD BlackSpot Funding and Capital works main contributors.			

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

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
Opening	\$3.09 M	\$3.09 M	\$3.09 M	\$0.00 M
Closing	\$2.65 M	(\$1.77 M)	\$2.16 M	\$3.93 M
Refer to Statement of Financial Activity				

<b>Cash and cash equivalents</b>		
	<b>\$2.71 M</b>	<b>% of total</b>
Unrestricted Cash	\$1.09 M	40.3%
Restricted Cash	\$1.62 M	59.7%
Refer to 3 - Cash and Financial Assets		

<b>Payables</b>		
	<b>\$0.56 M</b>	<b>% Outstanding</b>
Trade Payables	\$0.00 M	
0 to 30 Days		1.4%
Over 30 Days		98.5%
Over 90 Days		(1.8%)
Refer to 9 - Payables		

<b>Receivables</b>		
	<b>\$2.49 M</b>	<b>% Collected</b>
Rates Receivable	\$0.29 M	94.8%
Trade Receivable	\$2.49 M	% Outstanding
Over 30 Days		56.3%
Over 90 Days		2.5%
Refer to 7 - Receivables		

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
(\$1.42 M)	(\$0.48 M)	(\$0.40 M)	\$0.08 M
Refer to Statement of Financial Activity			

<b>Rates Revenue</b>		
YTD Actual	<b>\$5.43 M</b>	<b>% Variance</b>
YTD Budget	\$5.40 M	0.5%
Refer to 10 - Rate Revenue		

<b>Grants and Contributions</b>		
YTD Actual	<b>\$10.87 M</b>	<b>% Variance</b>
YTD Budget	\$8.59 M	26.5%
Refer to 13 - Grants and Contributions		

<b>Fees and Charges</b>		
YTD Actual	<b>\$1.24 M</b>	<b>% Variance</b>
YTD Budget	\$1.28 M	(3.0%)
Refer to Statement of Financial Activity		

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
\$0.56 M	(\$4.83 M)	(\$0.48 M)	\$4.35 M
Refer to Statement of Financial Activity			

<b>Proceeds on sale</b>		
YTD Actual	<b>\$0.12 M</b>	<b>%</b>
Adopted Budget	\$0.12 M	7.8%
Refer to 6 - Disposal of Assets		

<b>Asset Acquisition</b>		
YTD Actual	<b>\$1.41 M</b>	<b>% Spent</b>
Adopted Budget	\$5.76 M	(75.5%)
Refer to 5 - Capital Acquisitions		

<b>Capital Grants</b>		
YTD Actual	<b>\$2.33 M</b>	<b>% Received</b>
Adopted Budget	\$7.92 M	(70.6%)
Refer to 5 - Capital Acquisitions		

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
\$0.41 M	\$0.45 M	(\$0.05 M)	(\$0.50 M)
Refer to Statement of Financial Activity			

<b>Borrowings</b>	
Principal repayments	<b>(\$0.12 M)</b>
Interest expense	(\$0.02 M)
Principal due	\$0.69 M
Refer to 11 - Borrowings	

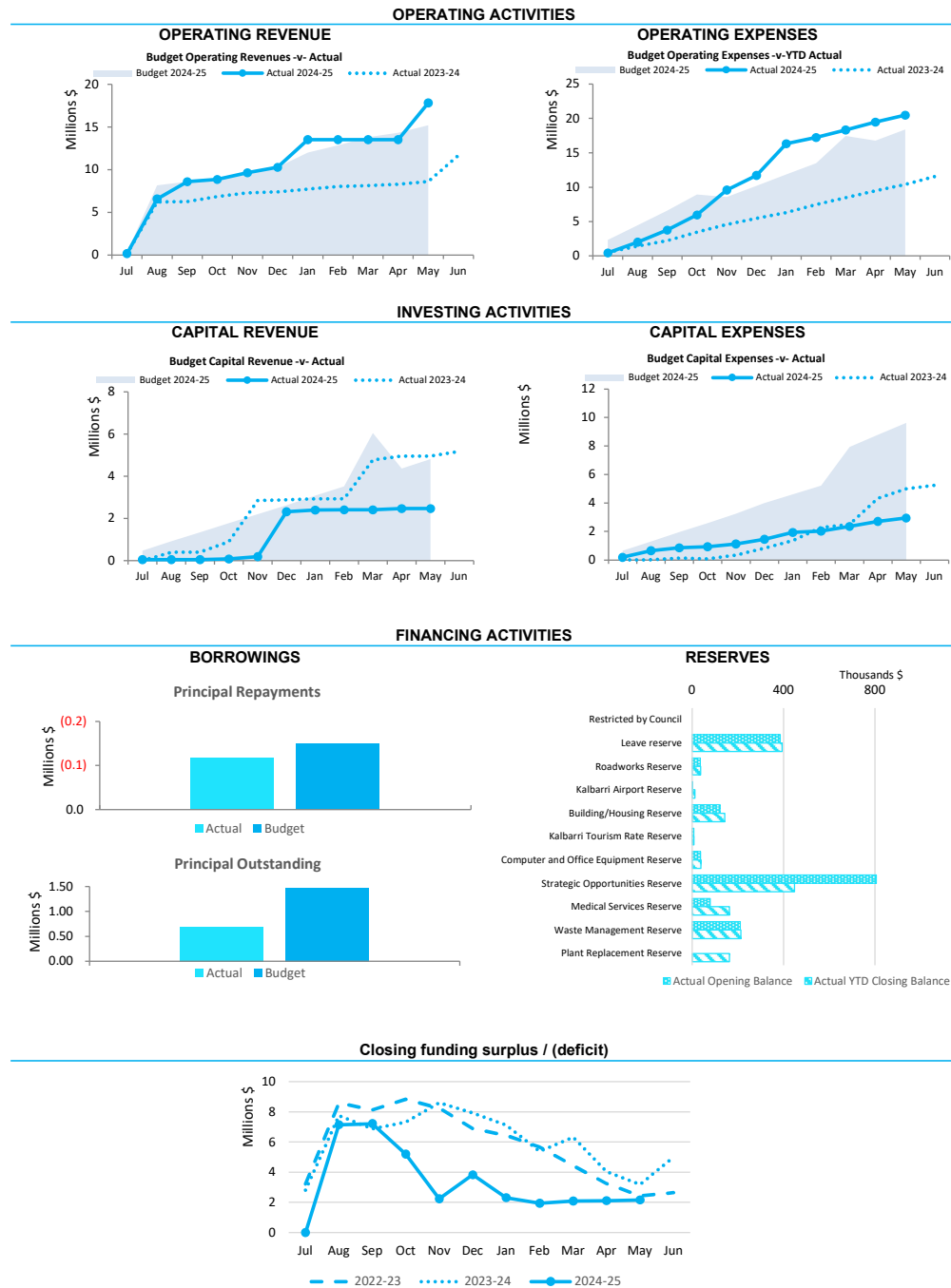
  

<b>Reserves</b>	
Reserves balance	<b>\$1.62 M</b>
Interest earned	\$0.05 M
Refer to 4 - Cash Reserves	

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

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

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash Deposits	Municipal	1,090,658	0.00	1,090,658	0	NAB		At call
Petty Cash	Cash on Hand	1,050	0.00	1,050	0			
Investment	Reserves	(0)	1,618,575	1,618,575	0	NAB	4.70%	27/06/2025
<b>Total</b>		<b>1,091,708</b>	<b>1,618,575</b>	<b>2,710,283</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,091,708	1,618,575	2,710,283	0			
		<b>1,091,708</b>	<b>1,618,575</b>	<b>2,710,283</b>	<b>0</b>			

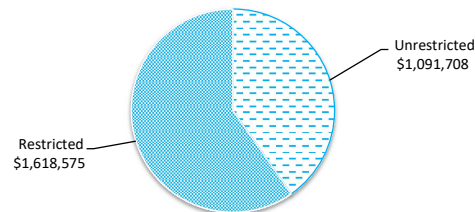
**KEY INFORMATION**

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 MAY 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	8,895	0	(0)	394,094
Roadworks Reserve	35,809	530	0	0	36,339	35,809	827	0	(0)	36,636
Kalbarri Airport Reserve	2,282	200	10,000	0	12,482	2,282	312	10,000	(0)	12,594
Building/Housing Reserve	121,455	1,000	20,000	(77,000)	65,455	121,455	1,560	20,000	(0)	143,015
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	874	0	(0)	38,646
Strategic Opportunities Reserve	805,957	9,000	0	(120,000)	694,957	805,957	14,045	0	(372,387)	447,614
Medical Services Reserve	80,017	2,000	104,996	(25,000)	162,013	80,017	3,121	104,996	(25,000)	163,134
Waste Management Reserve	211,088	6,300	0	0	217,388	211,088	9,831	0	(7,855)	213,064
Plant Replacement Reserve	0	315,000	5,000	0	320,000	0	7,803	315,000	(160,000)	162,803
	<b>1,686,553</b>	<b>340,290</b>	<b>139,996</b>	<b>(222,000)</b>	<b>1,944,839</b>	<b>1,686,553</b>	<b>47,268</b>	<b>449,996</b>	<b>(565,242)</b>	<b>1,618,575</b>



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

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
<b>Capital acquisitions</b>				
Buildings	1,103,600	1,012,454	1,103,560	91,106
Furniture and Equipment	72,000	66,000	8,473	(57,527)
Plant and equipment	557,500	701,869	424,754	(277,115)
<b>Acquisition of property, plant and equipment</b>	<b>1,733,100</b>	<b>1,780,323</b>	<b>1,536,786</b>	<b>(243,537)</b>
Infrastructure - Roads	5,225,989	7,338,771	1,101,215	(6,237,556)
Infrastructure - Footpaths & Carpark	247,949	227,249	141,797	(85,452)
Infrastructure - Parks & Ovals	220,445	223,307	104,350	(118,957)
Infrastructure - Airport	9,000	8,250	0	(8,250)
Infrastructure - Water & Sewer Reticulation	60,000	55,000	64,666	9,666
<b>Acquisition of infrastructure</b>	<b>5,763,383</b>	<b>7,852,577</b>	<b>1,412,027</b>	<b>(6,440,550)</b>
<b>Total capital acquisitions</b>	<b>7,496,483</b>	<b>9,632,900</b>	<b>2,948,814</b>	<b>(6,684,086)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	7,924,803	4,697,715	2,326,276	(2,371,439)
Borrowings	817,987	0	0	0
Other (disposals & C/Fwd)	115,500	87,500	124,514	37,014
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		372,387	372,387
Medical Services Reserve	25,000		25,000	25,000
Waste Management Reserve	0		7,855	7,855
Plant Replacement Reserve	0		160,000	160,000
Contribution - operations	(1,583,807)	4,847,685	(67,218)	(4,914,903)
<b>Capital funding total</b>	<b>7,496,483</b>	<b>9,632,900</b>	<b>2,948,814</b>	<b>(6,684,086)</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.

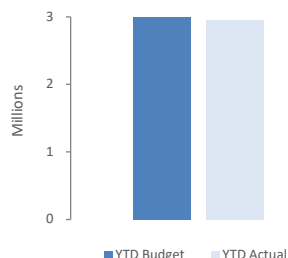
**Initial recognition and measurement for assets held at cost**

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



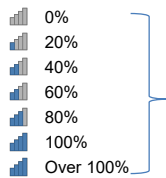
SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2025

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.

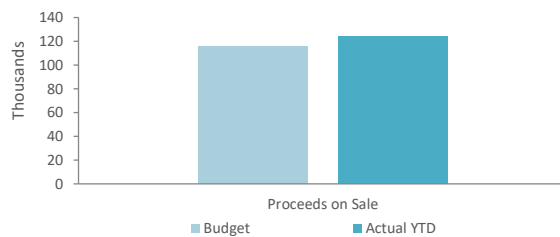
Account Description	Adopted		YTD Actual	Variance (Under)/Over
	Budget	YTD Budget		
	\$	\$	\$	\$
CEO Vehicle	100,000	99,996	74,998	24,998
Governance/Administration (Furniture & Equipment)	72,000	66,000	8,473	57,527
				0
				0
Modula Housing/Rake PI	973,600	892,463	1,019,450	-126,987
				0
Port Gregory Toilet Block (relocation) slab, plumbing	35,000	29,165	0	29,165
				0
Whiting Pool stairs/walkway	55,000	68,750	28,731	40,019
Kalbarri Oval Fencing	130,445	119,559	30,173	89,386
				0
Matt Burrell Roof Replacement	45,000	45,000	44,990	10
Horrocks Tank North (50,000lt)	35,000	34,998	45,445	-10,447
				0
Road Construction	5,225,989	7,338,771	1,101,215	6,237,556
Footpath/Carpark Construction	247,949	227,249	141,797	85,452
Transport Vehicle Purchases	302,500	446,875	209,935	236,940
				0
Transport Vehicle Purchases	155,000	154,998	139,821	15,177
				0
Nton Depot Stephen St Fencing	50,000	45,826	39,120	6,706
Kalbarri Airport Tiedowns	9,000	8,250	0	8,250
				0
Port Gregory Tank (Midway)	60,000	55,000	64,666	-9,666
	<b>7,496,483</b>	<b>9,632,900</b>	<b>2,948,814</b>	<b>6,684,086</b>

SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 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	1,136	1,136	0
41757	Dmax Space Cab P270	2,500	2,500	0	0	0	6,818	6,818	0
41718	Hitchi Loader P243			0	0	9,337	35,651	26,314	0
		<b>115,500</b>	<b>115,500</b>	<b>0</b>	<b>0</b>	<b>63,609</b>	<b>124,514</b>	<b>60,905</b>	<b>0</b>



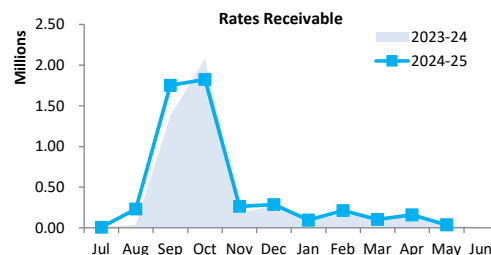
**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2025**

**OPERATING ACTIVITIES**

**7 RECEIVABLES**

**Rates receivable**

	30 June 2024	31 May 2025
	\$	\$
Opening arrears previous years	170,852	213,740
Levied this year	5,150,141	5,428,000
Less - collections to date	(5,107,253)	(5,347,388)
Gross rates collectable	213,740	294,352
<b>Net rates collectable</b>	<b>213,740</b>	<b>294,352</b>
% Collected	96.0%	94.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(4,253)	1,008,309	1,237,646	108	58,189	2,299,998
Percentage	(0.2%)	43.8%	53.8%	0.0%	2.5%	
<b>Balance per trial balance</b>						
Trade receivables						2,299,998
Rubbish receivables						47,833
GST receivable						56,795
Emergency Services Levy						74,540
Pensioner rebates						15,351
<b>Total receivables general outstanding</b>						<b>2,494,517</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

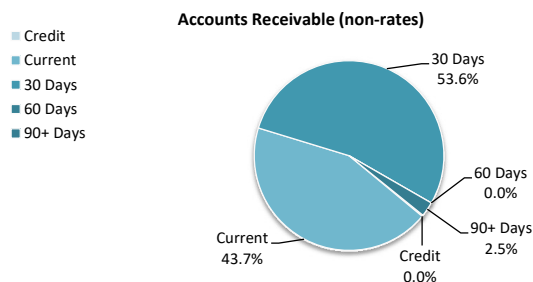
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 MAY 2025**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 May 2025
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	0		(17,684)	(17,684)
<b>Inventory</b>				
Fuel	11,944	23,508		35,452
<b>Land held for resale</b>				
Cost of acquisition	180,000			180,000
<b>Total other current assets</b>	<b>191,944</b>	<b>23,508</b>	<b>(17,684)</b>	<b>197,768</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 MAY 2025**

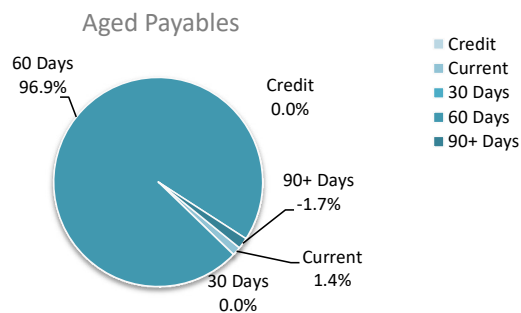
**OPERATING ACTIVITIES**

**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	50	0	3,551	(62)	3,539
Percentage	0.0%	1.4%	0.0%	100.3%	-1.8%	
<b>Balance per trial balance</b>						
Sundry creditors						3,539
Accrued salaries and wages						12,018
ATO liabilities						84,002
Payroll Deductions Rates						(40)
Prepaid Rates						105,275
Bonds and Deposits						369,074
Accrued Expenditure						(18,036)
<b>Total payables general outstanding</b>						<b>555,832</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.



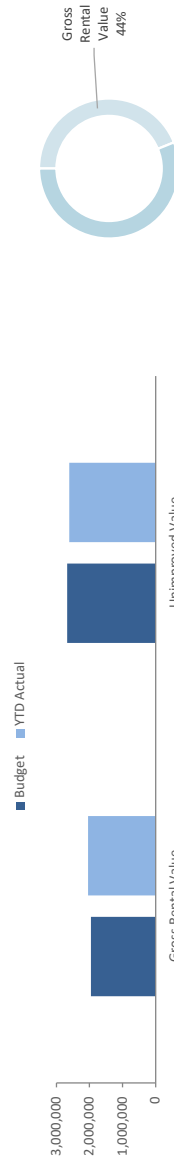
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Budget Interim Rate Revenue	Total Revenue	YTD Actual Interim Rate Revenue	Total Revenue
				\$	\$	\$	\$	\$
Gross rental value	0.075526	1,589	25,978,888	1,962,082		1,962,082	80,555	2,044,454
Gross Rental Value								
Unimproved value	0.006980	1,086	375,637,420	2,621,949	53,000	2,674,949	(1,085)	2,612,748
Unimproved Value								
Sub-Total		2,675	401,616,308	4,584,031	53,000	4,637,031	79,470	4,657,202
Minimum payment								
Gross rental value	\$	640	1,016	3,980,160	650,240	650,240		656,640
Gross Rental Value								
Unimproved value	640	95	2,905,200	60,800		60,800	0	54,400
Unimproved Value								
Sub-total		1,111	6,885,360	711,040	0	711,040	0	711,040
Total general rates						5,348,071		5,368,242
Specified area rates								
Port Gregory Water Supply	55	732,992	29,000	29,000		29,000		28,350
Kalbarri Tourism Rate	0.038680	1,778	21,918,752	30,000		30,000		29,568
Interim Rates	0.001350					0	1,840	1,840
Total specified area rates			22,651,744	59,000	0	59,000	1,840	59,758
Total						5,407,071		5,428,000

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 MAY 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			(40,325)	(40,325)	-0	0	(1,082)	(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			(33,695)	(33,695)	176,769	176,769	(3,252)	(4,599)
New Housing Loan	159			817,987		(8,331)	0	809,656		(15,322)
		513,587	0	817,987	(99,105)	(132,779)	414,482	1,198,795	(7,677)	(28,138)
<b>Self supporting loans</b>										
Pioneer Lodge		293,819	0	0	(17,684)	(17,684)	276,135	276,135	(8,078)	(13,413)
		293,819	0	0	(17,684)	(17,684)	276,135	276,135	(8,078)	(13,413)
<b>Total</b>		<b>807,406</b>	<b>0</b>	<b>817,987</b>	<b>(116,789)</b>	<b>(150,463)</b>	<b>690,617</b>	<b>1,474,930</b>	<b>(15,755)</b>	<b>(41,551)</b>
Current borrowings		150,463					33,675			
Non-current borrowings		656,944					656,944			
		<b>807,407</b>					<b>690,619</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 MAY 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 May 2025
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Capital grant/contributions liabilities		1,096,534	0	0	(20,000)	920,809
<b>Total other liabilities</b>		1,096,534	0	0	(20,000)	920,809
<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			71,304
Employment on-costs		0	62,363			0
<b>Total Provisions</b>		861,115	62,363	0	0	923,478
<b>Total other current liabilities</b>		<b>1,957,649</b>	<b>62,363</b>	<b>0</b>	<b>(20,000)</b>	<b>1,844,287</b>

Amounts shown above include GST (where applicable)

Opening balance plus movement doesn't equal closing balance

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 MAY 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 May 2025	Liability	Revenue	Budget	Actual
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
GRANTS COMMISSION - GENERAL				0		266,918.00	364,976.00	283,654.00
GRANTS COMMISSION (LRCI3 22/23)						98,060.00		0.00
GRANTS COMMISSION - ROADS				0		150,112.00	150,112.00	85,758.00
EMERGENCY SERVICES LEVY - BFB				0		55,730.00	50,645.09	42,610.00
EMERGENCY SERVICES LEVY - SES				0		41,150.00	38,157.91	41,150.00
GRANTS - BEN SIGNS/KALBARRI FORESHORE REVITALISATION PROJECT				0		1,484.00	276,364.00	1,484.00
- MRD MAINTENANCE				0		269,339.00	269,339.00	269,339.00
DFES/DFRAWA INCOME				0		7,597,689.00	6,964,551.00	9,875,314.99
	0	0	0	0	0	8,480,482	8,114,145	10,599,311
<b>Contributions</b>								
CONTRIBUTIONS				0		0.00	0.00	9
CONTRIBUTIONS				0		15,000.00	13,750.00	7,890.00
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	32,076.00	19,450.00
LEGAL CHARGES RATES (NO GST)				0		10,000.00	9,163.00	5,190.00
RATE EQUIVALENT PAYMENTS				0		24,058.00	24,058.00	1,901.00
REIMBURSEMENTS				0		7,000.00	6,413.00	23,511.00
CONTRIBUTIONS				0		5,000.00	4,576.00	8,820.00
REIMBURSEMENTS - OTHER				0		2,000.00	1,826.00	1,350.00
NCCA CCS REBATE				0		0.00	0.00	0.00
NCCA GRANTS/CONTRIBUTIONS REVENUE				0		0.00	0.00	0.00
REIMBURSEMENTS - HOUSING OTHER				0		16,500.00	15,125.00	4,809.00
CONTRIBUTIONS				0		35,000.00	32,076.00	3,291.00
REIMBURSEMENTS - DRUMMUSTER				0		4,000.00	3,663.00	0.00
REIMBURSE (ADVERTISING/PLANNING COMMISSION)				0		5,000.00	4,576.00	0.00
CONTRIBUTIONS/DONATIONS				0		0.00	0.00	0.00
REIMBURSEMENTS				0		2,000.00	1,826.00	2,776.00
CONTRIBUTIONS				0		0.00	0.00	37,981.00
REIMBURSEMENTS- REC. CTRE/GOLF CLUB				0		3,300.00	3,025.00	5,120.00
150 YEAR CELEBRATIONS - REVENUE (INC BRICKS/MEMORABILIA)				0		0.00	0.00	0.00
CONTRIBUTIONS/REIMBURSEMENTS				0		31,883.00	29,216.00	0.00
CONTRIBUTION (INC STREET LIGHTING)				0		3,750.00	3,432.00	6,356.00
TOURISM AND AREA PROMOTION FUNDING				0		130,000.00	119,163.00	0.00
LEASE FEES - HALF WAY BAY COTTAGES				0		16,000.00	14,663.00	16,000.00
BUILDING REIMBURSEMENTS				0		1,500.00	1,375.00	817.00
REIMBURSEMENTS				0		10,000.00	9,163.00	5,410.00
PT GREGORY SPEC AREA RATE				0		1,000.00	913.00	1,000.00
REIMBURSEMENTS				0		0.00	0.00	0.00
DIRECTIONAL ADVERT SIGNS				0		0.00	0.00	2,239.00
INSURANCE CLAIMS - VEHICLES				0		2,000.00	1,826.00	418.00
DIESEL FUEL REBATE				0		45,000.00	41,250.00	46,476.00
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - CEO				0		0.00	0.00	728.00
	0	0	0	0	0	518,549	477,225	267,156
<b>TOTALS</b>								

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

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2024		(As revenue)	31 May 2025	31 May 2025	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
ROADS TO RECOVERY FUNDING	133,983			133,983		723,500	663,201	0
BLACKSPOT & MASSACTION FUNDING				0		3,260,912	5,555,836	2,120,000
LRCI - LITTLE BAY ROAD & GREY STREET ASPHALT	433,853			433,853		743,100	681,175	0
WA BIKE NETWORK GRANT	20,000		(20,000)	0		95,599	87,626	85,599
REGIONAL ROAD GROUP FUNDING				0		301,692	276,551	120,677
DFES - LOCAL GOVERNMENT RESILIENCE FUND	31,928			31,928		0	0	0
	<b>619,764</b>	<b>0</b>	<b>(20,000)</b>	<b>599,764</b>	<b>0</b>	<b>5,124,803</b>	<b>7,264,389</b>	<b>2,326,276</b>

**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 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 May 2025
	\$	\$	\$	\$
Transportable House Bonds	17,000	20,000	(10,000)	27,000
Footpath Bonds	23,007	14,000	(17,500)	19,507
Building Levies (BCITF & BRB)	346	38,540	(28,955)	9,931
Community Bus Bond	5,400	1,450	(800)	6,050
Unclaimed Monies - Rates	5,179	1,223	0	6,401
RSL Hall Key Bond	430	0	0	430
Special Series Plates	4,510	6,510	(4,200)	6,820
Northampton Child Care Association	23,739	126	0	23,865
Horrocks Memorial Wall	1,198	1,000	(550)	1,648
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	256,479	(256,479)	(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
Friends of the Cemetery Northampton	0	1,466	0	1,466
	<b>462,407</b>	<b>621,877</b>	<b>(715,210)</b>	<b>369,073</b>

**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 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
Office Security	03/25-32	Operating expenses		15,000		15,000
Consultancy Services	03/25-32	Operating expenses			(15,000)	0
Office Security	03/25-32	Operating expenses		15,000		15,000
Consultancy Services	03/25-32	Operating expenses			(15,000)	0
BlackSpot Projects	03/25-31	Capital revenue		2,800,000		2,800,000
BlackSpot Projects	03/25-31	Capital expenses			(2,800,000)	0
Grant Kalbarri Foreshore Revitalisation Project	04/25-54	Operating revenue		300,000		300,000
Grant Kalbarri Foreshore Revitalisation Project	04/25-54	Operating expenses			(300,000)	0
Little Bay Road LRCI4	05/25-71	Capital expenses		24,800		24,800
Whiting Pool Stairs/Ramp LRCI4	05/25-71	Capital expenses		20,000		44,800
Binnu East Road LRCI4	05/25-71	Capital expenses			(44,800)	0
				<b>3,791,108</b>	<b>(3,791,108)</b>	<b>0</b>

## ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT #	Date	Name/Payee	Description	Amount
EFT27731	01/05/2025	MIDWEST TURF SUPPLIES	PT GREG WATER SUPPLY REPLACE TANKS & MAIT SYSTEM 2ND PROGRESS PAYMENT	46451.02
EFT27732	08/05/2025	COAST TO BUSH CONCRETING	RED BLUFF DUP 1ST PROGRESS PAYMENT	61380.00
EFT27733	08/05/2025	DALSON MECHANICAL	ISSEKA FIRE UNIT REPAIRS	266.20
EFT27734	08/05/2025	MIDWEST DIRTWORKS	RED BLUFF DUP EARTHWORKS 1ST PROGRESS PAYMENT	34272.00
EFT27735	08/05/2025	ENERGYWAVE ELECTRICAL	KAL DRS HOUSE REPLACE DAMAGED LIGHTS	580.00
EFT27736	08/05/2025	DAVID GRAY & CO PTY LTD	KALB FSHORE REPLACEMENT BINS AGRN965 WORKS	667.26
EFT27737	08/05/2025	ROBERT HORSTMAN	COUNCILLOR FEES	3954.04
EFT27738	08/05/2025	KALBARRI STATE EMERGENCY SERVICE	4TH ESL PAYMENT 24/25	10287.50
EFT27739	08/05/2025	NORTHAMPTON AUTO ELECTRICS	TIP TRUCK/FUSO/FIRE UNIT BATTERIES	2020.00
EFT27740	08/05/2025	PROCURE LOGISTICS	TEMP WORKS ACCOM ABULTIONS CRANE HIRE AGRN965 WORKS	3701.50
EFT27741	08/05/2025	SYNERGY	ELECTRICITY CHARGES	112.79
EFT27742	08/05/2025	ANDREA TEAKLE	REIMB TRAVEL	203.84
EFT27743	08/05/2025	CRESTA LEE VIELLARIS	REIMB TRAVEL	611.52
EFT27744	23/05/2025	AFGRI GERALDTON	KALB SUNDRY TOOLS PLATE COMPACTOR	3654.36
EFT27745	23/05/2025	DANNY MICHAEL AFRICH	REIMB KERB DEPOSIT	500.00
EFT27746	23/05/2025	MICHELLE HELEN ALLEN	REIMB TRAVEL & STORAGE UNITS	374.90
EFT27747	23/05/2025	KALBARRI IGA	ALLEN CENTRE SUPPLIES	107.77
EFT27748	23/05/2025	ARROW BRONZE	NTON CEMETERY PLAQUE	783.95
EFT27749	23/05/2025	AUSTRALIA POST	POSTAGE	194.26
EFT27750	23/05/2025	AUSSIE NATURAL SPRING WATER GERALDTON	NTON OFFICE WATER BOTTLES	29.90
EFT27751	23/05/2025	BABA MARDIA ROAD SERVICES	HKS RD TRAFFIC MANAGEMENT, SIGN HIRE RED BLUFF DUP	7684.60
EFT27752	23/05/2025	BATAVIA FENCING	OVVAL HOUSE, RAKE PL HOUSE FENCING	16711.00
EFT27753	23/05/2025	ADRIAN PHILLIP BENNETT	GRAVEL ROYALTY	1617.00
EFT27754	23/05/2025	BESPOKE COLLECTIVE PTY LTD	SELF INKING STAMP	64.90
EFT27755	23/05/2025	BLACKWOODS	BACKHOE LIFTING CHAINS, PT GREG WATER WRENCH STRAPS, VARIOUS SUNDRY TOOLS	7343.50
EFT27756	23/05/2025	BLUEHILLS FARMING CO	GRAVEL ROYALTY	1778.70
EFT27757	23/05/2025	BUBBLES PLUMBING & GAS	STEPHEN ST DEPOT INSTALL DRAINS, HKS, TOWN TOILETS REPAIR LEAKING PIPES	2713.64

**ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND**

EFT27758	23/05/2025	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF APRIL 2025	1636.77
EFT27759	23/05/2025	BUNNINGS	STEPHEN ST DEPOT HARDWARE, FITZ HOUSE SECURITY DOOR, OVAL HOUSE KITCHEN HANDLES, PLANTS STERILISATION SUBSIDY ANZAC DAY WREATHS REFUSE DISPOSAL LEGAL ADVICE RESIDENT/COM REFUSE COLLECTION KAL DEPOT TEST & TAG, VARIOUS ELECTRICAL REPAIRS	4111.55
EFT27760	23/05/2025	CHAPMAN ANIMAL HOSPITAL		20.00
EFT27761	23/05/2025	CHALLY BRIDGE FARMS		180.00
EFT27762	23/05/2025	CITY OF GREATER Geraldton		24823.70
EFT27763	23/05/2025	CIVIC LEGAL		8272.72
EFT27764	23/05/2025	CLEANAWAY OPERATIONS PTY LTD		46321.95
EFT27765	23/05/2025	COASTAL ELECTRICAL & SOLAR		2260.51
EFT27766	23/05/2025	BOC GASES AUSTRALIA	INDUSTRY GASES	45.10
EFT27767	23/05/2025	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	1566.76
EFT27768	23/05/2025	CORSIGN WA PTY LTD	SIGNS VARIOUS	2449.92
EFT27769	23/05/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	538.76
EFT27770	23/05/2025	CRAYON AUSTRALIA PTY LTD	MICROSOFT 365 SUBSCRIPTION	891.95
EFT27771	23/05/2025	DIRECTION DESIGN AND PRINT	KVC MAGNETS	1122.00
EFT27772	23/05/2025	EL GAS	RAKE PL HOUSE GAS	207.92
EFT27773	23/05/2025	DEPT MINES, INDUSTRY REG & SAFETY	BRB APRIL 2025	2238.47
EFT27774	23/05/2025	GERALD SOURGROUP	IT CONSULTANCY WORK	4860.00
EFT27775	23/05/2025	GHD PTY LTD	15 WOODS ST SEWER EXT DESIGN, NTON DISASTER RECOVERY WORKS AGRN965	18083.12
EFT27776	23/05/2025	GEOFF NEILSON	REIMB KERB DEPOSIT	500.00
EFT27777	23/05/2025	GREENFIELD TECHNICAL SERVICES	KAL RD WIDENING/LITTLE BAY RD CONSULTANCY WORKS, RAV ROUTES ASSESSMENTS	37020.07
EFT27778	23/05/2025	C + J HANSON PLUMBING CONTRACTORS	RAKE PL HOUSE PUMP REPLACEMENT	462.87
EFT27779	23/05/2025	CJ AND PJ HASLEBY	GRAVEL ROYALTY	762.30
EFT27780	23/05/2025	HOSEXPRESS	CASE TRACTOR REPAIRS	1531.11
EFT27781	23/05/2025	INDEPENDENT RURAL PTY LTD	CULVERT PIPE, HARDWARE, RETIC, FERT	11626.31
EFT27782	23/05/2025	IQ TECH SOLUTIONS	P/COPIER MTCE	589.60
EFT27783	23/05/2025	KAIZEN K9 PTY LTD	RANGERS DANGEROUS DOG COURSE	660.00
EFT27784	23/05/2025	KALBARRI GAS & FENCING	TEMP WORKERS ACCOM TEMP FENCING INSTALL AGRN 965	990.00
EFT27785	23/05/2025	BP KALBARRI	POTTING MIX, RETIC, HARDWARE	467.21
EFT27786	23/05/2025	KALBARRI WAREHOUSE	RETIC, SOIL CONDITIONER, GLOVES	98.80

## ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT27787	23/05/2025	KALBARRI REFRIGERATION AND AIRCONDITIONING	KAL REFUSE SITE DEGAS FRIDGES & A/C	924.00
EFT27788	23/05/2025	GRAEME RALPH	KALB VERGE MULCHING, LOADER HIRE AJANA FIRE	7931.00
EFT27789	23/05/2025	KEMPTON ELECTRICAL CONTRACTING	ELECTRICAL WORKS VARIOUS LOCATIONS	1204.50
EFT27790	23/05/2025	KALBARRI PEST CONTROL	KAL OVAL/FORESHORE/GOLF CLUB PEST SPRAYING	4900.00
EFT27791	23/05/2025	LG BEST PRACTICES PTY LTD	EXCEL INTEGRATION COURSE ONLINE	1540.00
EFT27792	23/05/2025	LUCINDAS EVERLASTINGS	NTON GARDENS EVERLASTING SEEDS	520.00
EFT27793	23/05/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	236.72
EFT27794	23/05/2025	LGRCEU	PAYROLL DEDUCTIONS	123.00
EFT27795	23/05/2025	ML COMMUNICATIONS	RANGER VEHICLE RADIO PROGRAMMING	66.00
EFT27796	23/05/2025	NORTHAMPTON DISTRICT HIGH P&F	REFRESHMENTS	1500.00
EFT27797	23/05/2025	NORTHAMPTON IGA PLUS LIQUOR	REFRESHMENTS, DEPOT SUPPLIES	479.07
EFT27798	23/05/2025	NORTHAMPTON COMMUNITY CENTRE	HALL HIRE	512.50
EFT27799	23/05/2025	NORTHAMPTON NEWSAGENCY	STATIONERY, NEWSPAPERS	828.94
EFT27800	23/05/2025	NORTHAMPTON PHARMACY	VACCINATIONS	480.00
EFT27801	23/05/2025	NORTHAMPTON FAMILY STORE	STAFF UNIFORMS	99.00
EFT27802	23/05/2025	INGHAM WAY PTY LTD T/AS NOVUS AUTOGLASS	FORD RANGER WINDSCREEN	1355.00
EFT27803	23/05/2025	KALBARRI PALM RESORT	ACCOMMODATION	545.00
EFT27804	23/05/2025	PEEL ENGRAVING STAMPS & BADGES	SELF INKING STAMPS	125.00
EFT27805	23/05/2025	PESTAKILL WA	CHIVERTON HOUSE ANNUAL PEST CONTROL	1885.00
EFT27806	23/05/2025	PORT GREGORY CARAVAN PARK	PT GREG FIRE TRUCK FUEL	80.31
EFT27807	23/05/2025	VANGUARD PUBLISHING	KVC ADVERTISING 2025	6600.00
EFT27808	23/05/2025	ROAD RUNNER MECHANICAL SERVICES	TIP TRUCK SERVICE & CLUTCH REPAIRS	8293.76
EFT27809	23/05/2025	MURRAY WILLIAM ROYCE	RATES REFUND	1146.44
EFT27810	23/05/2025	SAFE ROADS WA	PT GREG CARPARK SWEEP & SEAL NEW EXTENSION	6575.80
EFT27811	23/05/2025	SYNERGY	ELECTRICITY CHARGES	8582.15
EFT27812	23/05/2025	THE SHEARING SHED CAFE	REFRESHMENTS	110.00
EFT27813	23/05/2025	PAUL SHERIFF	SYNERGYSOFT ASSISTANCE	110.00
EFT27814	23/05/2025	SKYTRUST	SKYTRUST SUBSCRIPTION	987.80
EFT27815	23/05/2025	MIDWEST AUTO GROUP	FORD RANGER 75,000KM SERVICE	425.00
EFT27816	23/05/2025	TELSTRA	TELEPHONE CHARGES	2403.86
EFT27817	23/05/2025	THE SEWING FAIRY	UNIFORM EMBROIDERY	60.00
EFT27818	23/05/2025	THURKLE'S EARTHMOVING & MTCE PTY LTD	DOZER HIRE GRAVEL STOCKPILE PUSHUP	10606.75



**ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND**

EFT27819	23/05/2025	2V NET IT SOLUTIONS	NEW WORKSTATION, COMPUTER MTCE	2704.00
EFT27820	23/05/2025	TOTALLY WORKWEAR GERALDTON	PROTECTIVE CLOTHING	394.35
EFT27821	23/05/2025	VAC WEST	STREET SWEEPING ALL TOWNSITES	8457.90
EFT27822	23/05/2025	WESTRAC EQUIPMENT PTY LTD	LOADER AIR INTAKE REPAIRS, LOADER/GRADER/BACKHOE PARTS & SERVICE KITS	12288.82
EFT27823	23/05/2025	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	2867.83
EFT27824	23/05/2025	WESTERN AUSTRALIAN TREASURY CORP	LOAN 154 FINAL PAYMENT	20658.40
EFT27825	23/05/2025	NORTHAMPTON TYRES	FUSO TRUCK SUPPLY & FIT 4 X TRUCK TYRES, GRADER TYRE REPAIR	2590.00
EFT27826	23/05/2025	WOODLANDS DISTRIBUTORS PTY LTD	COMPOSTABLE DOG WASTE BAGS	917.40
EFT27827	23/05/2025	WOODS CREATIVE STUDIO	KVC ADVERTISING TINY TOWN AWARD	6978.40
EFT27828	23/05/2025	WURTH AUSTRALIA PTY LTD	HARDWARE	586.86
EFT27829	23/05/2025	MIDWEST MULCHING MOWING	CHILIMONY/KALBARRI-AJANA RDS VERGE MOWING & MULCHING	93003.90
EFT27830	23/05/2025	AUSTRALIAN TAXATION OFFICE	BAS APRIL 2025	3336.00
EFT27831	29/05/2025	CLEANAWAY OPERATIONS PTY LTD	RESIDENTIAL/COMM REFUSE COLLECTION	22249.11
EFT27832	29/05/2025	ELECTRICAL CONSULTANCY WA	STEPHEN ST MODULAR HOUSE ELECTRICAL CONSULTANCY WORKS FINAL PAYMENT	1210.00
EFT27833	29/05/2025	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	2029.43
EFT27834	29/05/2025	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUELS / FUEL CARDS	27437.75
EFT27835	29/05/2025	MI GLOBAL CONSTRUCTIONS	RAKE PL SHED FINAL PAYMENT	9761.33
EFT27836	29/05/2025	NORTHAMPTON TOURIST ASSOCIATION	OPERATING GRANT 24/25	35000.00
EFT27837	29/05/2025	REPEAT PLASTICS WA	HKS WHITING POOL STAIRS	31604.32
EFT27838	29/05/2025	ST JOHN AMBULANCE NORTHAMPTON	FIRST AID TRAINING RANGERS	340.00
<b>TOTAL</b>				<b>\$ 738,058.02</b>

## MUNICIPAL FUND CHEQUES

Chq #	Date	Name/Payee	Description	Amount
22581	08/05/2025	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES	200.00
22582	15/05/2025	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	160.15
22583		CANCELLED		
22584	19/05/2025	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES	400.00
22585	23/05/2025	GERALDTON MOWER & REPAIR SPECIALISTS	NTON GARDENS WOODCHIPPER/SHREDDER	3306.00
22586	23/05/2025	SHIRE OF NORTHAMPTON	BRB & BCITF COMMISSION APRIL 25	146.00
TOTAL \$				<u>4,212.15</u>

Jnl #	Jnl Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
		PAYROLL	08/05/2025	FN/E 07/05/25		132,685.00
		SUPERCHOICE	12/05/2025	SUPERANNUATION PAY FN/E 07/05/25		28,309.04
		PAYROLL	22/05/2025	FN/E 21/05/25		127,320.00
		SUPERCHOICE	26/05/2025	SUPERANNUATION PAY FN/E 21/05/25		28,144.67
GJ1109	31/05/2025	NATIONAL AUSTRALIA BANK	31/05/2025	BANK FEES		118.73
GJ1110	31/05/2025	COMMONWEALTH BANK	31/05/2025	BANK MERCHANT FEES		412.09
GJ1111	31/05/2025	NATIONAL AUSTRALIA BANK	31/05/2025	BPOINT FEES		84.96
GJ1112	31/05/2025	NATIONAL AUSTRALIA BANK	31/05/2025	BPAY		95.92
GJ1114	31/05/2025	NAB CEO CORPORATE CARD	14/04/2025	2VNET COMPUTER MTCE	331.98	
			14/04/2025	KALBARRI EDGE CEO ACCOM - MGH MEETING	224.00	
			15/04/2025	BUNNINGS RAKE PL LANDSCAPING	59.66	
			15/04/2025	2VNET COMPUTER MTCE	50.00	
			15/04/2025	BUNNINGS RAKE PL LANDSCAPING	236.57	
			28/04/2025	ADOBE SUBSCRIPTION	341.95	
			28/04/2025	2VNET COMPUTER MTCE	149.99	
			29/04/2025	CARD FEE	9.00	1,403.15
GJ1115	31/05/2025	NAB EMWTS CORPORATE CARD	31/03/2025	BUDDAHS BITES EMWTS MEALS KAL RD INSPECT	56.00	
			10/04/2025	BUNNINGS NTON DEPOT TOOLS AIRTOOL INFLATOR	58.00	
			15/04/2025	BATAV FURNBED STEPHEN ST DEPOT BOOKCASE	289.00	
			24/04/2025	INET KALBARRI DEPOT INTERNET	84.99	
			29/04/2025	CARD FEE	9.00	496.99
GJ1116	31/05/2025	NAB EMCDR CORPORATE CARD	29/04/2025	CARD FEE	9.00	9.00
						<u>\$ 319,079.55</u>

# FUEL CARD PURCHASES

Payment #	Payment Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
EFT27833	29/05/2025	GERALDTON FUEL COMPANY PTY LTD	10/04/2025	CEO TOYOTA PRADO	105.21	
			16/04/2025	CEO TOYOTA PRADO	66.42	
			30/04/2025	CEO TOYOTA PRADO	129.36	300.99
			02/04/2025	EHO CAMRY	74.07	
			13/04/2025	EHO CAMRY	67.77	
			27/04/2025	EHO CAMRY	71.50	213.34
			01/04/2025	P&G DMAX	86.12	
			05/04/2025	P&G DMAX	86.56	
			05/04/2025	P&G DMAX	89.06	
			08/04/2025	P&G DMAX	109.12	
			11/04/2025	P&G DMAX	114.43	
			14/04/2025	P&G DMAX	95.97	
			17/04/2025	P&G DMAX	39.23	
			18/04/2025	P&G DMAX	114.86	
			20/04/2025	P&G DMAX	82.24	
			21/04/2025	P&G DMAX	109.15	
			24/04/2025	P&G DMAX	66.03	
			25/04/2025	P&G DMAX	109.45	
			26/04/2025	P&G DMAX	48.05	
			27/04/2025	P&G DMAX	106.16	1,256.43
			09/04/2025	EMCDR FORD RANGER	132.56	
			16/04/2025	EMCDR FORD RANGER	126.11	258.67
					<b>\$ 2,029.43</b>	
EFT27834	29/05/2025	GREAT SOUTHERN FUEL SUPPLY		DEPOT BOWSERS, OILS	26,554.20	
			08/04/2025	BS ISUZU MUX	79.17	
			11/04/2025	BS ISUZU MUX	72.02	
			15/04/2025	BS ISUZU MUX	118.20	
			23/04/2025	BS ISUZU MUX	108.79	
			27/04/2025	BS ISUZU MUX	94.47	472.65
			01/04/2025	CEO TOYOTA PRADO	142.05	
			05/04/2025	CEO TOYOTA PRADO	110.05	
			21/04/2025	CEO TOYOTA PRADO	108.77	360.87
			01/04/2025	EMCDR FORD RANGER	50.03	50.03
					<b>\$ 27,437.75</b>	

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES  
2025/2026**

**SCHEDULE 3 - GENERAL PURPOSE REVENUE**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		Rate	GST	2025/2026 UNIT RATE	
		Total				Total	
<b><u>SALE OF REPORTS</u></b> Owners & Occupiers Electoral Roll Property Addresses Report		\$25.00 \$20.00		\$25.00 \$20.00	Nil Nil	\$25.00 \$20.00	per roll per report
<b><u>RATES INSTALMENT FEES &amp; CHARGES</u></b> Rate Instalment Fee Rate Instalment Interest Percent Late Payment Penalty Interest	Charged on each additional instalment notice sent Interest % charged on rate instalment option Interest charged per annum calculated on daily	\$5.00 5.0% 7.0%		\$5.00 5.0% 7.0%	Nil Nil Nil	\$5.00 5.0% 7.0%	per instalment per instalment per annum/daily
<b><u>LOCAL AUTHORITY PROPERTY ENQUIRY REPORTS</u></b> Account Inquiry - Rates, Orders and Requisitions Account Inquiry - Orders and Requisitions Only Account Inquiry - Rates Only Standard Archive Search - plans etc Comprehensive Archive Search - plans etc Provide additional Rates and Instalment Notice		\$100.00 \$55.00 \$35.00 \$55.00 \$100.00 \$5.00		\$105.00 \$60.00 \$40.00 \$55.00 \$100.00 \$5.00	Nil Nil Nil Nil Nil Nil	\$105.00 \$60.00 \$40.00 \$55.00 \$100.00 \$5.00	per inquiry per inquiry per inquiry per inquiry per inquiry per account

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES  
2025/2026**

**SCHEDULE 4 - GOVERNANCE**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		2025/2026 UNIT RATE		
		Single sided incl GST	Double sided incl GST	Single sided exc GST	GST	Total Double sided incl GST
<b><u>PHOTOCOPY/PRINTING CHARGES</u></b>						
A4 Copies		\$0.30	\$0.40	\$0.27	\$0.03	\$0.30
A3 Copies		\$0.40	\$0.50	\$0.36	\$0.04	\$0.40
A4 use of own paper		\$0.10	\$0.20	\$0.09	\$0.01	\$0.10
A4 Copies - Colour		\$0.50	\$1.00	\$0.45	\$0.05	\$0.50
A3 Copies - Colour		\$1.00	\$2.00	\$0.91	\$0.09	\$1.00
A4 Laminating	per sheet	\$1.00		\$0.91	\$0.09	\$1.00
A3 Laminating	per sheet	\$2.00		\$1.82	\$0.18	\$2.00
Binding	per booklet	\$2.00		\$1.82	\$0.18	\$2.00
<b><u>SEND/SCAN EMAIL</u></b>						
Send/Scan 1 - 5 pages		\$1.00		\$0.91	\$0.09	\$1.00
Send/Scan per additional 20 pages		\$1.00		\$0.91	\$0.09	\$1.00
<b><u>COUNCIL AGENDAS</u></b>						
Purchase of Council documents (Printed Version)	includes Agenda, Minutes, other large documents	\$20.00			\$3.18	\$35.00
<b><u>LEASE AGREEMENTS</u></b>						
Lease Agreement prepared by Shire Staff	New Fee. Only for Not for Profit Organisations			\$200.00	\$20.00	\$220.00
Licence to Occupy Agreement prepared by Shire Staff	New Fee			\$160.00	\$16.00	\$176.00
Recovery of Fees	Cost recovery fees, Landgate, Advertising, Surveys, Valuations, Solicitors.			Cost Recovery		
<b><u>LEASES</u></b>						
Commercial Leases				As Per Lease Agreement		
Residential Leases				As Per Lease Agreement/Tenancy Agreement		
Not for Profit Organisations				As per Lease Agreement		

**SCHEDULE 5 - LAW, ORDER AND PUBLIC SAFETY**

Attachments - Ordinary Meeting of Council - 19 June 2025

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES  
2025/2026**

**SCHEDULE 7 - HEALTH**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		Std Rate	GST	2025/2026 UNIT RATE	
		Total				Total	
Trading in Public Places Policy	Annual fee	\$220.00		\$200.00	\$20.00	\$220.00	per annum
Offensive Trades Licenses	Health (Offensive Trades Fees) Regulations 1976 as amended						
Offensive Trades Licenses	Piggeries Fee	\$298.00		\$298.00	Nil	\$298.00	License per annum
Offensive Trades Licenses	Fish Processing Fee plus Other Offensive Trades)	\$298.00		\$298.00	Nil	\$298.00	License per annum
	Inspection of OT Premises	\$60.00		\$60.00	Nil	\$60.00	minimum per inspection
Water Monitoring of Private Water Samples	Microbiological Water Sample	\$44.00		\$44.00	Nil	\$44.00	per sample
	Chemical Water Sample	\$275.00		\$250.00	\$25.00	\$275.00	per sample
Water Monitoring of Semi Public Pools	Microbiological Water Sample	\$35.00		\$35.00	Nil	\$35.00	per sample
Food Act Registration		\$265.00		\$265.00	Nil	\$265.00	License per annum

**SCHEDULE 9 - HOUSING**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		Std Rate	GST	2025/2026 UNIT RATE	
		Total				Total	



**SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWERAGE**

[illegible]

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES  
2025/2026**

**SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES/SEWER AGE**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		Sld Rate	GST	2025/2026 UNIT RATE	
		Total				Total	
<b>SUBDIVISION CLEARANCE - LANDSCAPING</b> Legal Agreement Bond	not more than \$10,000 More than \$10,000			Prepared by Council Solicitors at the Subdividers Cost 100% of the total value of landscaping works, or an alternative arrangement to the full bond, including the lodgement of an absolute caveat over lots within the subdivision.			
Amended Plans	(this applies where a determination is already given by the Council or where amended plans are submitted and not requested by the Council)						
<b>SUBDIVISION CLEARANCE - LANDSCAPING</b> Subdivision Clearances	not more than 5 lots between 6 and 195 lots (first 5 lots charged at \$73 each) more than 195 lots	\$73.00 \$35.00 \$7,393.00		\$73.00 \$35.00 \$7,393.00		\$73.00 \$35.00 \$7,393.00	per lot per lot
Extractive Industry	Initial Fee	\$739.00		\$739.00		\$739.00	
Penalty Provisions NOTE:	Annual Renewal Fee	\$315.00		\$315.00		\$315.00	
Home Occupations/ Cottage Industries	If development has commenced, or been carried out, an additional amount of \$1,478 by way of penalty	\$222.00 \$73.00		\$222.00 \$73.00		\$222.00 \$73.00	
Penalty Provisions NOTE:	Initial fee renewal fee						
Other Planning Charges	If the home occupation or cottage industry has commenced, an additional amount of \$444 by way of penalty						
Penalty Provisions NOTE:	Change of use/continuation of non-conforming use where development is not occurring	\$295.00		\$295.00		\$295.00	
	If the change of use or the alteration or extension or change of the non-conforming use has commenced, an additional amount of \$590 by way of penalty.						
	Demolition where Planning Approval is required	\$147.00		\$147.00		\$147.00	
	Relocation of Building Envelope	\$147.00		\$147.00		\$147.00	
	Reply to Property Settlement Questionnaire	\$90.00		\$90.00		\$90.00	
	Issue of written planning advice	\$73.00		\$73.00		\$73.00	
	Extension of current Planning Approval	\$145.00		\$131.82	\$13.18	\$145.00	
	Issue of Section 40 Certificate	\$90.00		\$81.82	\$8.18	\$90.00	
	Issue of Zoning Certificate	\$73.00		\$73.00		\$73.00	
	Road/ROW/PAW request for closure	\$760.00		\$690.91	\$69.09	\$760.00	

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES  
2025/2026**

**SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		2025/2026 UNIT RATE	
		Total	Std Rate	GST	Total
Town Planning Scheme Amendments	Basic Scheme Amendment	\$2,205.00	\$2,205.00	Nil	\$2,205.00
	Standard Scheme Amendment	\$4,410.00	\$4,410.00	Nil	\$4,410.00
	Complex Scheme Amendment	\$8,820.00	\$8,820.00	Nil	\$8,820.00
	Structure Plan	\$6,930.00	\$6,930.00	Nil	\$6,930.00
	Modification to plans once approval given	\$2,310.00	\$2,310.00	Nil	\$2,310.00
	Local Development Plan (other than required as part of subdivision)	\$760.00	\$760.00	Nil	\$760.00
	Modification to plans once approval given	\$315.00	\$315.00	Nil	\$315.00
	On site signage (per sign)	\$375.00	\$340.91	\$34.09	\$375.00
	Newspaper advertising (per advertisement)	\$375.00	\$340.91	\$34.09	\$375.00
	Level A Consultation	N/A	\$0.00	Nil	\$0.00
Advertising/Consulting Fee's	Level B Consultation	\$150.00	\$136.36	\$13.64	\$150.00
	Level C Consultation	\$300.00	\$272.73	\$27.27	\$300.00
	Level D/E Consultation	\$600.00	\$545.45	\$54.55	\$600.00
	(1) 'Basic', 'Standard' and 'Complex' Town Planning Scheme Amendments are as defined within the Planning and Development (Local Planning Schemes) Regulations 2015				
	(2) "Cost Recovery" is calculated on the basis of costs incurred by the Shire from outside suppliers plus a 10% Administration charge.				
Pre-Strata Inspection	(3) Fees are non-refundable unless otherwise stated.				
		\$380.00	\$345.45	\$34.55	\$380.00

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES  
2025/2026**

**SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		Std Rate	GST	2025/2026 UNIT RATE	
		Total				Total	
<b>REFUSE SITES</b>							
<u>Northampton &amp; Kalbarri Refuse Sites</u>							
Commercial/Business Vehicles							
	General Waste - Builders Rubble, contaminated with refuse						
	Small Trailer (6x4 or 1.5M <sup>2</sup> )	\$17.50		\$15.91	\$1.59	\$17.50	per m <sup>3</sup>
	Tandem Trailer or Large Trailer (2.0M <sup>2</sup> )	\$25.00		\$22.72	\$2.27	\$25.00	per m <sup>3</sup>
	Single Axle Truck (5.0m <sup>2</sup> )	\$35.00		\$31.82	\$3.18	\$35.00	per m <sup>3</sup>
	Tandem Axle Truck (8.0m <sup>2</sup> )	\$60.00		\$54.55	\$5.45	\$60.00	per m <sup>3</sup>
	Putrescible Waste (Placed in bulk bins)	\$58.00		\$52.73	\$5.27	\$58.00	per load
	Cardboard - Small load (Flattened no inserts) - 6x4 or ute	\$30.00		\$27.27	\$2.73	\$30.00	per load
	Cardboard - Large Load (Flattened no inserts)	\$58.00		\$52.73	\$5.27	\$58.00	per load
	Green Waste Only (Uncontaminated)	\$11.50		\$10.45	\$1.05	\$11.50	per load
	Mattress - Single	\$13.00		\$11.82	\$1.18	\$13.00	per unit
	Mattress - Double or larger	\$23.00		\$20.91	\$2.09	\$23.00	per unit
	General Waste (Inert)	\$5.00		\$4.55	\$0.45	\$5.00	per load
	Green Waste Only (Uncontaminated)	\$2.00		\$1.82	\$0.18	\$2.00	per load
<b>Non-commercial/Private Vehicles</b>							
Tray Back/Utility type vehicles/Trailers							
	Bulk Putrescible Waste	\$16.00		\$14.55	\$1.45	\$16.00	per small trailer
	Putrescible Waste (200L/240L)	\$5.50		\$5.00	\$0.50	\$5.50	per drum/bin
	Cardboard (Flattened & No Inserts)	\$35.00		\$31.82	\$3.18	\$35.00	per load
	Mattress - Single	\$10.00		\$9.09	\$0.91	\$10.00	per unit
	Mattress - Double/Queen/King	\$20.00		\$18.18	\$1.82	\$20.00	per unit
	Tractor Tyres (No rim) 1M to 2M Tall	\$120.00		\$109.09	\$10.91	\$120.00	each
	Tractor Tyres (No rim) up to 1M Tall	\$60.00		\$54.55	\$5.45	\$60.00	each
	Truck Tyres (No rim)	\$30.00		\$30.00	\$3.00	\$33.00	each
	Four Wheel Drive (4WD) Tyres - (No rim)	\$12.00		\$10.91	\$1.09	\$12.00	each
	Motor Vehicle Tyres (No rim)	\$10.00		\$9.09	\$0.91	\$10.00	each
	Motor Cycle Tyres (No rim)	\$7.00		\$6.36	\$0.64	\$7.00	each
	Fire Extinguishers	\$2.00		\$1.82	\$0.18	\$2.00	each
	LPG Bottles - Small	\$2.00		\$1.82	\$0.18	\$2.00	each
	LPG Bottles - Large (9kg)	\$10.00		\$9.09	\$0.91	\$10.00	each
	White Goods (Stove/Fridge/Freezer/Washing Machine etc)	\$10.00		\$9.09	\$0.91	\$10.00	each
	Car Bodies	\$10.00		\$9.09	\$0.91	\$10.00	each
	Car Batteries	N/A		\$1.82	\$0.18	\$2.00	each
	TV/Computer/Printer/Scanner (Small/Medium)	N/A		\$4.55	\$0.45	\$5.00	each
	TV/Computer/Printer/Scanner (Large)	N/A		\$9.09	\$0.91	\$10.00	each

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES  
2025/2026**

**SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		Std Rate	GST	2025/2026 UNIT RATE	
		Total				Total	
<b><u>REFUSE CONTINUED</u></b>							
Asbestos - Special Bursale (Kalbarri Refuse Site Only)	Asbestos - Non Commercial Operators - up to 10m <sup>2</sup>	\$10.00		\$9.09	\$0.91	\$10.00	per sheet/minimum \$20.00
	Asbestos - Commercial Operators	\$75.00		\$68.18	\$6.82	\$75.00	per m3/minimum \$150.00
240L Wheelie Bin	Recoup of cost of 240L bins	\$100.00		\$90.91	\$9.09	\$100.00	per bin
Rubbish Bin Parts	Wheels	\$10.00		\$9.09	\$0.91	\$10.00	per item
	Axles	\$10.00		\$9.09	\$0.91	\$10.00	per item
	Lids	\$18.00		\$16.36	\$1.64	\$18.00	per item
	Pins	\$1.00		\$0.91	\$0.09	\$1.00	per item
Port Gregory Fishermans Wharf	1.5m <sup>3</sup> - Front Loader Bin (Serviced Weekly)	\$44.50		\$40.45	\$4.05	\$44.50	per bin/ service
Kalbarri Fishermans Wharf	3.0m <sup>3</sup> - Front Loader Bin (Serviced Weekly)	\$89.50		\$81.36	\$8.14	\$89.50	per bin/ service
Half Way Bay - Rubbish Removal		\$290.00		\$263.64	\$26.36	\$290.00	per bin/ year
Septic Tank Application Fee	Charges are fixed by State legislation.	\$118.00		\$118.00	Nil	\$118.00	per application
Inspection Fee	Charges are fixed by State legislation.	\$118.00		\$118.00	Nil	\$118.00	per inspection
Local Government Report Fee	Charges are fixed by State legislation.	\$118.00		\$118.00	Nil	\$118.00	per report
<b><u>COMMUNITY BUS</u></b>							
Hire of Bus	All fuel costs plus fee	\$0.65		\$0.59	\$0.06	\$0.65	per kilometre
	Seniors and school children	\$0.55		\$0.50	\$0.05	\$0.55	per kilometre
	Northampton Active Seniors	\$0.25		\$0.23	\$0.02	\$0.25	per kilometre
Deposit	Refundable deposit	\$200.00		\$200.00	Nil	\$200.00	refundable

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES  
2025/2026**

**SCHEDULE 10 - REFUSE/TOWN PLANNING/CEMETERY/PUBLIC CONVENIENCES**

DESCRIPTION		COMMENTS		2024/2025 UNIT RATE		2025/2026 UNIT RATE	
CEMETERY BURIAL FEES				Total	Std Rate	GST	Total
Ordinary Grave for an adult (Mon to Friday)				\$500.00	\$454.55	\$45.45	\$500.00
Ordinary Grave for an adult (Sat, Sun or Public Holiday)				\$600.00	\$545.45	\$54.55	\$600.00
Grave for a child under 7 years (Mon to Fri)				\$300.00	\$272.73	\$27.27	\$300.00
Grave for a child under 7 years (Sat, Sun or Public Holiday)				\$400.00	\$363.64	\$36.36	\$400.00
Test dig via request (at cost to applicant)							
Excavator/Rock Breaker if required charged back to applicant at cost.							
CEMETERY REOPENING FEES							
Ordinary Grave for an adult				\$300.00	\$272.73	\$27.27	\$300.00
Grave for a child under 7 years				\$175.00	\$159.09	\$15.91	\$175.00
CEMETERY/MISCELLANEOUS CHARGES							
Funeral Directors Licence				\$100.00	\$100.00	Nil	\$100.00
Funeral Director - Single Funeral Permit					\$50.00		\$50.00
Reservation Fee		Single funeral permit Fee to reserve a single plot.			\$50.00		\$50.00
Monument Fee (Adult)				\$55.00	\$50.00	\$5.00	\$55.00
Monument Fee (Baby/Infant)				\$27.50	\$25.00	\$2.50	\$27.50
Single Niche Wall Fee				\$30.00	\$27.27	\$2.73	\$30.00
Double Niche Wall Fee				\$60.00	\$54.55	\$5.45	\$60.00
Plaque for Niche Wall					At cost plus 10% GST		
Horrocks Memorial Wall Plaques				\$250.00	\$250.00	Nil	\$250.00
Affix Memorial Tree Leaf				\$30.00	\$27.27	\$2.73	\$30.00

**SCHEDULE 11 - RECREATION AND CULTURE/LIBRARIES**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		2025/2026 UNIT RATE	

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES  
2025/2026**

**SCHEDULE 11 - RECREATION AND CULTURE/LIBRARIES**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		2025/2026 UNIT RATE	
		Total	Std Rate	GST	Total
<b><u>RSL HALL NORTHAMPTON HIRE CHARGES</u></b>					
Weddings/Parties/Functions	(No GST)	\$150.00	\$136.36	\$13.64	\$150.00
Bond for Hire - Excluding Meetings		\$250.00	\$250.00	N/A	\$250.00
Meetings		\$25.00	\$22.73	\$2.27	\$25.00
Miscellaneous Use Hire	Where use does not fit into other categories	\$50.00	\$45.45	\$4.55	\$50.00
Travelling Shows/Films etc		\$75.00	\$68.18	\$6.82	\$75.00
Local Club/Organisations Meeting		No charge	No charge		
Chair Hire Fee		\$22.00	\$20.00	\$2.00	\$22.00
Trestle Hire Fee		\$11.00	\$10.00	\$1.00	\$11.00
<b><u>ALLEN CENTRE MEETING ROOM HIRE CHARGES</u></b>					
Local Club Meeting		No charge	No charge		
Local Club Meeting with drinks/food		\$25.00	\$22.73	\$2.27	\$25.00
Hire of Meeting room by outside groups/organisations		\$75.00	\$68.18	\$6.82	\$75.00
Miscellaneous Use Hire	Where use does not fit into other categories	\$50.00	\$45.45	\$4.55	\$50.00
Bond for Hire - Excluding Meetings		\$250.00	\$250.00	N/A	\$250.00
Other uses		At discretion of Council			At discretion of Council

**SCHEDULE 12 - TRANSPORT**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		2025/2026 UNIT RATE	
		Total	Std Rate	GST	Total
<b><u>DIRECTIONAL SIGNS</u></b>					
Single Sided Sign	At cost of sign and freight	At Cost	At Cost	10%	
Double Sided Sign	At cost of sign and freight	At Cost	At Cost	10%	
Installation of signs (Existing Post/Structure)		\$60.00	\$54.55	\$5.45	\$60.00
Installation of signs (New Location)		At Cost	At Cost	10%	
<b><u>KALBARRI AIRSTRIP CHARGES</u></b>					
Voluntary Landing contribution		\$20.00	\$18.18	\$1.82	\$20.00
Additional Hangar Site	per square metre	\$5.50	\$5.00	\$0.50	\$5.50
Voluntary Landing contribution		\$20.00	\$18.18	\$1.82	\$20.00
					per landing per annum per landing

**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES**  
**2025/2026**

**SCHEDULE 13 - RURAL SERVICES/TOURISM/BUILDING CONTROL/WATER SUPPLY**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		2025/2026 UNIT RATE	
<b><u>BUILDING PERMITS</u></b>					
Class 1 and 10 Buildings (Uncertified)	Set by state legislation	0.32%	0.32%	Nil	value of application
Class 1 and 10 Buildings (Certified)	Set by state legislation	0.19%	0.19%	Nil	value of application
Minimum Building application Fee	Set by state legislation	\$110.00	\$110.00	Nil	per application
All other Building Classes - Class 2 to 9 (Certificate)	Set by state legislation	0.09%	0.09%	Nil	value of application
Application to Extend a Building Permit	Set by state legislation	\$110.00	\$110.00	Nil	per application
Demolition Permit Class 1 & 10	Set by state legislation	\$110.00	\$110.00	Nil	per application
Demolition Permit Class 2 to 9 (Each Storey)	Set by state legislation	\$110.00	\$110.00	Nil	per storey
Application for occupancy permit (strata scheme)	Set by state legislation	\$110.00	\$110.00	Nil	\$11.60 per unit, min = \$110
Building Services Levy (BSL) < \$45,000	Set by state legislation	\$61.65	\$61.65	Nil	
Building Services Levy (BSL) > \$45,000	Set by state legislation	0.137%	0.137%	Nil	value of application
CITF Levy (BSL) - \$20,000	Set by state legislation	0.20%	0.20%	Nil	value of application
Bond for kerbs, verges & paths	Bond requested at discretion of Building Surveyor	\$500.00	\$500.00	Nil	prior to application
Bond - Relocated Dwellings	Bond refundable on completion of building	\$10,000.00	\$10,000.00	Nil	prior to application
Building Certification Service	Under New Building Act 2011	\$176.00	\$160.00	Nil	per hour
Septic Tank & Effluent Disposal Fees	Set by state legislation - includes application fee and inspection fee	\$236.00	\$236.00	Nil	per application
<b><u>SWIMMING POOL INSPECTION FEES</u></b>					
Annual Pool Inspection Fee	Pool inspection every 4 years, charge is per annum.	\$16.50	\$19.50	Nil	per annum
<b><u>WATER</u></b>					
Water purchase from Shire standpipe	Charged at cost plus additional administration component of 10%. Minimum charge of \$3.20 per KL & \$25.00 per Vessel	\$2.00	\$3.20	Nil	per KL (minimum)
Port Gregory Water Supply	Shire charged \$2,9390 /KL Contribution to water consumption (BASf)	\$1,000.00	\$1,000.00	Nil	per annum



**SHIRE OF NORTHAMPTON - SCHEDULE OF FEES AND CHARGES  
2025/2026**

**SCHEDULE 14 - PRIVATE WORKS/OTHER PROPERTY**

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		Std Rate	2025/2026 UNIT RATE		
		Total			GST	Total	
<b>PLANT HIRE CHARGES</b>							
Prime Mover & Low Loader	Wet hire only	\$175.00		\$204.55	\$20.45	\$225.00	per hour
12 Tonne Tip Truck (no trailer)	Wet hire only	\$130.00		\$168.18	\$16.82	\$185.00	per hour
12 Tonne Tip Truck with trailer	Wet hire only	\$150.00		\$204.55	\$20.45	\$225.00	per hour
Small Tip Truck	Wet hire only	\$100.00		\$145.45	\$14.55	\$160.00	per hour
Grader	Wet hire only	\$185.00		\$259.09	\$25.91	\$285.00	per hour
Loader	Wet hire only	\$150.00		\$195.45	\$19.55	\$215.00	per hour
Backhoe	Wet hire only	\$150.00		\$181.82	\$18.18	\$200.00	per hour
Tractor	Wet hire only	\$100.00		\$113.64	\$11.36	\$125.00	per hour
Roller (Steel)	Wet hire only	\$150.00		\$168.18	\$16.82	\$185.00	per hour
Roller (Multi-Tyre)	Wet hire only	\$150.00		\$168.18	\$16.82	\$185.00	per hour
Plate Compactor	Per day minimum hire	\$110.00		\$122.73	\$12.27	\$135.00	per day
Jack Hammer	Per day minimum hire	\$110.00		\$122.73	\$12.27	\$135.00	per day
Genset	Per day minimum hire	\$90.00		\$113.64	\$11.36	\$125.00	per day
Sale of Gravel	Dependant on location - refer Manager of Works			Cost Recovery + 10% Admin Fee			per m³
Sale of Sand	Dependant on location - refer Manager of Works			Cost Recovery + 10% Admin Fee			per m³
Labour only	Dependant on employee.			Cost Recovery + 10% Admin Fee			



**Corporate Policy  
2.17  
Complaints Management**

**Purpose**

The Shire of Northampton is committed to providing an accessible, consistent and responsive process for managing complaints that promotes organisational learning and continuous improvement of the Shire's services.

**Background**

It is important to differentiate between a "customer request" for service and a "complaint".

A "customer request" is part of the normal business operation of the Shire (such as noise levels, dangerous dogs, potholes, grading, flooding, rubbish bins, stray animals, vegetation overhanging fence lines etc.).

A "complaint" is an expression of dissatisfaction made to an organisation, related to its products, or the complaints management process itself, where a response is explicitly or implicitly expected.

A "complaint" may result from failure to respond to a customer request in a reasonable time or to a suitable standard. A "complaint" may also concern the behaviour of Councillors, employees, Shire contractors, the failure to meet service standards or dissatisfaction with a decision of the Council (such as due process not followed, or Council acted beyond its powers).

**Objectives**

The key objective of this policy is to provide a mechanism by which complaints can be amicably resolved. The features of an effective complaints management system should reflect:

- Visibility
- Accessibility
- Responsiveness
- Free of charge
- Objectivity
- Confidentiality
- Customer focused
- Continuous improvement
- Accountability

The principle of natural justice is supported. Complaint investigations and resolutions are to be fair, accessible and responsive with each case considered on its merits, paying due care to individual differences and needs. There should be no conflict of interest arising.

The complaint management system also provides staff with guidance in handling



**Corporate Policy  
2.17  
Complaints Management**

nuisance or vexatious complaints or unreasonable conduct by complainants.

**Area of Application**

This policy applies to the Chief Executive Officer (CEO), employees, Council members, committee members and candidates and any other person who submits a complaint in accordance with this policy.

This policy does not apply in the following situations where other restitution methods are available to complainants:

- Complaints about Councillors where specifically covered by Councillor conduct provisions of the *Local Government Act 1995* or Council Policy 1.4 *Councillor Training and Professional Development*;
- Complaints about decisions of the Council where the complainant has a right of appeal to the State Administrative Tribunal;
- Specific matters whereby remedies are available under other legislation;
- Appeals for infringements where an appeals committee exists;
- Any matters currently before the Department of Local Government and Communities, a court, ombudsman or Commission;
- Staff matters which fall within the jurisdiction of Industrial Relations courts; and
- Complaints concerning internal disputes of other organisations including “not-for-profit” community bodies.

**Policy Measures**

1. Information on complaints system

Information about the complaints system is to be readily available to customers both in a hard copy brochure format at both the Administration Centre and the Shire Depot and in an electronic format on the Shire’s web site.

2. Fees and Charges

The complaints handling system is to be free of charge to complainants.

3. Complaints handling officer

Upon receipt of a complaint, the CEO is to designate an appropriate officer to investigate the complaint and where appropriate, provide recommended redress and remedies.

A complaint is best handled by people at the point of service delivery (typically at the relevant Manager level) however more serious complaints may be designated to a more senior officer (typically at the relevant Executive Manager level).

In determining the appropriate officer to investigate the complaint, the CEO is to initially consider the severity, safety implication, complexity, impact and the need and possibility of immediate action. The complaints handling officer cannot investigate a matter involving themselves, a relative or someone closely



**Corporate Policy  
2.17  
Complaints Management**

associated to them.

**4. Confidentiality**

The identity of the complainant is to be protected as far as is reasonably possible when a complaint is being investigated or reported.

In the case of a complaint against staff, the complaints process is also to remain confidential with details of the complaint known only by those directly concerned.

**5. Complaints management procedure**

On receiving a complaint, the following procedure applies:

- a) A written complaint is to be completed by the complainant and lodged with the Shire of Northampton;
- b) An acknowledgement of complaint will be provided to the complainant;
- c) The complaint is then recorded and tracked in the records system as a complaint;
- d) The CEO is to designate the officer to handle that complaint. If the complaint is against an employee, the Human Resources Officer may also be informed.
- e) Investigation of the complaint (refer policy point 6 below) is to be undertaken by the complaints handling officer and a report prepared containing a recommendation;
- f) The relevant Executive Manager is to review the report and make a "primary decision" either accepting the recommendation of the complaint handling officer or deciding an alternative course of action be taken;
- g) That primary decision or any action to be taken is to be communicated to the complainant (and in the case of a complaint against staff, to that staff member) in writing as soon as practicable;  
  
If the complaint cannot be immediately resolved, then the manner intended to lead to its effective resolution is to be outlined;
- h) If the complainant accepts the primary decision or action, then the complaint is closed once any proposed action has been carried out;
- i) If the complainant does not accept the primary decision or action, then the complainant may request an internal review be conducted by the CEO resulting in a "review decision";



**Corporate Policy  
2.17  
Complaints Management**

- j) The review decision or any action to be taken resulting from the CEO review is to be communicated to the complainant (and in the case of a complaint against staff, to that staff member) as soon as practicable;
- k) If the complainant accepts the review decision, then the complaint is closed once any proposed action has been carried out; and
- l) If the complainant does not accept the review decision, then the complainant is encouraged to refer their complaint directly to the State Ombudsman's Office or other relevant agency.

Complaints made against an Executive Manager are to be investigated by the CEO. Complaints made against the CEO may be investigated on behalf of the Shire President by a representative from WALGA.

Note: At any point in the process the complainant may withdraw their complaint if the matter is adequately resolved during the investigation or for any other reason. If this occurs, the complaint handling process is to cease, the matter noted as withdrawn and written notification thereof provided to relevant parties.

#### 6. Investigations

The investigation by the designated complaints handling officer is to be fair to both the complainant and the person or organisation against whom the complaint is made. All complaints are to be treated seriously and in confidence.

Investigations should follow the following process:

##### Step 1 – Assess the complaint

- Consider significance, time elapsed since issue, if matter can be resolved without investigation (ie through an explanation), or should be referred to another relevant agency.

##### Step 2 – Select appropriate investigative approach

- Evidence focused (pursue all lines of inquiry) or
- Outcome focused (quickly identifying and remedying problem).

##### Step 3 – Plan the investigation

- Define the issue, identify questions to be answered and information needed and the best way to obtain those.

##### Step 4 – Confirm authority

- Distinguish between right to ask and power to demand, ensure approved terms of reference and adequate resources to carry out.



**Corporate Policy  
2.17  
Complaints Management**

Step 5 – Obtain evidence using the following process

- (a) The complainant is to be given the opportunity to put their case;
- (b) The person the subject of the complaint is to be informed of all the allegations concerning themselves and provided an opportunity to put their case;
- (c) Seek supporting information and/or independent witnesses where the objective of confidentiality can be maintained; and
- (d) Allegations are to be proved or disproved on the “balance of probabilities”.

Step 6 - Reporting

- A report should set out the complaint, how the investigation was conducted, relevant facts determined, conclusions reached and recommendations.

7. “Off the record” complaints not accepted

All complaints are required to be in writing (preferable) or by email.

“Off the record” or verbal complaints will not be acted upon under any circumstances.

8. Nuisance or vexatious complaints

Complaints requiring undue resources to investigate and resolve may be terminated, at the discretion of the Council, where the complainant is unreasonably persistent, makes unreasonable demands, provides unreasonable arguments, is uncooperative or the nature of the complaint is considered to be merely vexatious.

9. Unreasonable behaviour by complainants

Any correspondence containing personal abuse, inflammatory statements or material clearly intended to intimidate is to be returned to the sender and not acted upon.

If personal abuse, inflammatory statements or comments intended to intimidate are made during a telephone conversation or interview, the employee may terminate the telephone conversation or interview after warning the complainant of that intention.

10. Disciplinary procedures

It is not the role of this policy to prescribe or report on any disciplinary procedures arising from the investigation of a complaint.



**Corporate Policy  
2.17  
Complaints Management**

**Administration**

This policy will be administered by the Office of CEO.

**Adoption and Date Due for Revision**

**ADOPTED 19 JUNE 2025  
REVIEWED N/A**

**NEXT DATE FOR REVIEW JUNE 2030**

<p><b>The Administration of this Policy is by the Office of CEO.</b></p>
--

**Ross Johnson**

**From:** Ross Johnson <[REDACTED]>  
**Sent:** Tuesday, 27 May 2025 3:45 PM  
**To:** brian.robinson@northampton.wa.gov.au  
**Cc:** Andrea Teakle  
**Subject:** FW: Letter to shire: Brian Robinson . Copy to Andrea Teakle.

Att.Brian Robinson.

Dear Sir, please find application from the Northampton District Bowling Club for LED lighting upgrade for the Northampton Club. Please also find previous correspondence.

The Management Committee of the Club support 25% of the cost of this project. We have sufficient funds in the National Bank, Northampton to cover this cost. The Club will apply to Department of Local Government, Sport and Cultural Industries for 50% of the total cost. I have spoken with Craig Vinci their representative in Geraldton on this matter and this was his recommendation. We therefore request 25% support of this project from the Northampton Shire.

The quote from Elite Electrics Geraldton is our lowest \$24,904 inc GST. We have two other verbal quotes as required that are more expensive. If we are successful in our application, funding would not be available until December 2025. Therefore work would not commence until January 2026. I have been assured by Elite Electrics that this price is fixed.

Elite Electrics had the contract for wiring the pump and sprinklers for the synthetic Green and are therefore familiar with all electrics.

Shortly we will host over 100 bowlers from across the state in our June Carnival on the 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> of June. We previously received help with our Synthetic Greens from the Shire and we are most appreciative of this support. Many bowlers have expressed the improvement in ,and the high standard of our green and their satisfaction with the facilities.

We have received letters of support from Andrew Campbell; Shire CEO.

Ken Pride CEO of WA Bowls.

Troy Kinnane Club support Manager ,WA Bowls Australia.

Yours Sincerely, Ross Johnson, Captain of the Northampton & District

Bowling Club. [REDACTED]

**Subject:** FW: Letter to shire slightly modified: 09/05/2025.

1. We can make an offer of 25% of the cost of this application. The Committee give assurance that we are committed to helping fund the improvement to the lighting and upgrading the non-led lights to Led lights that have a better illumination and are cheaper to run.
2. The Northampton District Bowling club is a regular sponsor of bowls, running coaching schools for the students.
3. The Club intends increasing resources to attract more of the general public in bowling activities.
4. The club currently has corporate bowls for participation by the general public.
5. As some of the lighting is not working ,vision in late evening is reduced. Corporate bowls is played in the evening when players have finished the work commitments for the day.
6. To increase activity at night, the Club intends to have Bowls from 4 PM each Friday night. This will be open to the general public who will pay a day membership of \$1 in accord with our bylaws. This has already been trialed as a practice session for Pennant players. However ,lack of lighting restricts the period of play.



7. The Batavia Bowling League have introduced Heat rules as condition of play for duty of care..  
Ladies are not permitted to play over 37 degrees and men over 40 degrees. This has restricted activity in inter club championships with the result that several clubs, Wonthella, Geraldton ,Mullewa and Denison are playing some of their fixtures at night when the day temperatures are exceeded. This has had an indirect benefit allowing the employed to play outside working hours.
8. Our club is unable to take advantage as our lighting is limited.
9. The club also runs a three - day carnival in June that players from all the state participate in.  
These games can often run into the evening making it difficult for play to continue. The influx of players is a benefit to those supplying resources to the Township and accommodation centers.
10. This sport is played by many young bowlers but is one of the few sporting events that older citizens can participate in. This is most beneficial for health and social activity.
11. The Club also runs events for farming groups and businesses including Binnu, Chapman Valley and Yuna for which we cater and we have an inter Club competition with Kalbarri.

Club Secretary: Diane Mackay.

13<sup>th</sup> May 2025

Ross Johnson  
Men's Bowls  
Northampton District Bowling Club Inc

**To Whom it May Concern**

**Re: Infrastructure improvements at Northampton District Bowling Club**

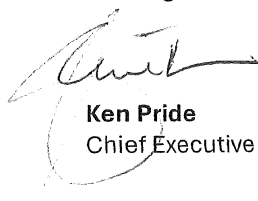
This letter is in support of the club's plans to erect lighting suitable for competitive night play.

There is a significant shift in clubs seeking to have the alternative of moving competitive play from the heat of the day into the evening. This is particularly evident in the hotter parts of the State, including the Mid-West, where participation is being affected by increasing temperatures in the summer season and an ageing demographic.

A key is to ensure the lighting installed is up to the mark to allow for competitive play, including pennants, given the importance of "sight" in the sport. It is highly recommended that a minimum lux of 150+ is installed to enable the sport to be played as designed.

Bowls WA as it has for a number of regional clubs, fully supports Northampton's project to install appropriate lighting.

Kind regards,



**Ken Pride**  
Chief Executive Officer



**BOWLS**  
**WESTERN AUSTRALIA**

ABN 29 800 355 717

All correspondence to  
PO Box 123  
Osborne Park WA 6917

Telephone (08) 9340 0800

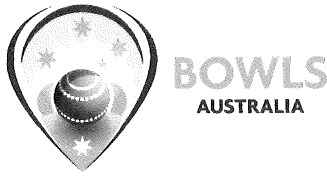
**Proudly supported by:**



Department of  
Local Government, Sport  
and Cultural Industries

**Proudly sponsored by:**





**Bowls Australia Ltd.**  
PO Box 52  
Northcote, VIC 3070  
ABN: 65 427 736 644

281 Darebin Road,  
Thornbury, VIC 3071  
Telephone: +61 3 9480 7100  
Facsimile: +61 3 9495 0194  
Email: [admin@bowls.com.au](mailto:admin@bowls.com.au)  
Web: [www.bowls.com.au](http://www.bowls.com.au)

The Secretary  
Northampton District Bowling Club Inc  
Hampton Road

**To Whom It May Concern**

I write on behalf of Bowls Australia (BA) to express our support for Northampton District Bowling Club Inc application to the Department of Local Government Sport and Cultural Industries (Sport and Recreation) for funding to upgrade its bowling green lighting. The upgrades planned are important for energy efficiency and the Health and Safety of all its users.

BA recommend that the proposed lights will be installed with a minimum 150lx to meet competition play standards.

BA is responsible for leadership, development and management of the sport of Bowls across Australia. Our mission is to grow the sport while demonstrating our core values of collaboration, innovation, customer focus and inclusiveness.

Northampton District Bowling Club like all clubs play a particularly significant role in the community in terms of engaging people of all ages and abilities in the physical activity of playing bowls and or meeting socially and any effort to improve facilities for the benefit of the community should be supported.

Bowls Australia is pleased to support Northampton's application. We are confident the planned improvements to the facilities will enable the club to continue to contribute positively to increasing participation in active social recreation in the local region.

Yours sincerely,

Troy Kinnane  
Club Support Manager WA  
Bowls Australia Ltd  
Mobile: 0418 890 680  
Email: [tkinnane@bowls.com.au](mailto:tkinnane@bowls.com.au)



**Ross Johnson**

---

**From:** Northampton Bowling Club <northamptonbowlingclub@gmail.com>  
**Sent:** Friday, 9 May 2025 2:34 PM  
**To:** Ross Johnson  
**Subject:** Fwd: FW: Emailing: Shire CEO  
**Attachments:** Shire CEO.docx

----- Forwarded message -----

**From:** **Northampton Bowling Club** <northamptonbowlingclub@gmail.com>  
**Date:** Tue, May 6, 2025 at 10:18 AM  
**Subject:** Fwd: FW: Emailing: Shire CEO  
**To:** Diane Mackay <dianemarymackay@gmail.com>

----- Forwarded message -----

**From:** **Andrew Campbell** <andrew.campbell@northampton.wa.gov.au>  
**Date:** Wed, Apr 9, 2025 at 8:42 AM  
**Subject:** FW: Emailing: Shire CEO  
**To:** Northampton Bowling Club <northamptonbowlingclub@gmail.com>  
**Cc:** Michelle Allen <michelle.allen@northampton.wa.gov.au>

Diane

Thank you for your correspondence. I believe the Northampton Bowling Club will benefit significantly from upgrading lights and I am happy to support the initiative.

As per the lease please keep Michelle Allen informed of your progress in this matter.

Regards

Andrew Campbell

Chief Executive Officer

P: 99341202  
[andrew.campbell@northampton.wa.gov.au](mailto:andrew.campbell@northampton.wa.gov.au)  
[www.northampton.wa.gov.au](http://www.northampton.wa.gov.au)



73 Flores Road  
 Geraldton WA 6530  
 admin@eliteec.com.au  
 eliteelectricalcontracting.com.au  
 u

**Elite Electrical Contracting**  
 Tel. 08 9921 4061  
 ABN 84 128 285 129  
 Licence #  
 EC008544-AU29748

**QUOTE NO. 22199**

Northampton District Bowling Club (Inc)  
 PO Box 215  
 Northampton WA 6535

**Site:** Lot 7 Hampton Road  
 Northampton  
**Created Date:** 06/03/2025  
**Valid For:** 30 Day(s)  
**Salesperson:** Brad Luff

**Northampton District Bowling Club (Inc)**

Supply and Install LED Lights to existing poles as per attached Lighting design  
 We have assumed poles are structually sound and wiring is suitable for new lights, Power consumption is smaller.  
 We have allowed for access equipment via 130ft Boom or Crane and man Cage depending on availability

<b>Sub-Total ex GST</b>	<b>\$22640.00</b>
<b>GST</b>	<b>\$2264.00</b>
<b>Total inc GST</b>	<b>\$24904.00</b>

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<b>Sub-Total ex GST</b>	<b>\$22640.00</b>
<b>GST</b>	<b>\$2264.00</b>
<b>Total inc GST</b>	<b>\$24904.00</b>

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**energetic®**  
Smarter lighting

**Maxi-Fl**  
400W LED Floor

### Features

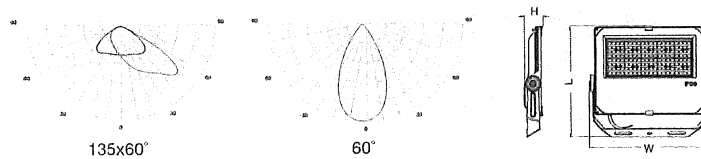
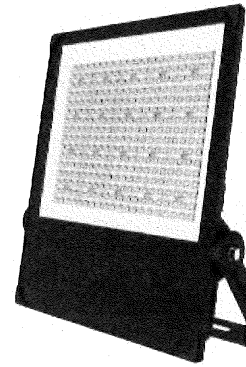
- Die-cast aluminium
- Tempered glass cover
- High efficacy up to 160Lm/W
- DALI & 1-10V dimming options

### Applications

Industrial, Warehouses,  
Car Parks, Large Areas

### Warranty

5 years



### Product Data

Order Code	Asym/Sym	Wattage	CCT	Lumen Output	Beam Angle	Size (ØxH)mm	Weight (kg)
273455	Asymmetric	400W	5000K	64000Lm	135°60°*	542x421x71	10.2
273454	Asymmetric	400W	4000K	64000Lm	135°60°*	542x421x71	10.2

[1] Operating temperature: -30°C~+45°C

[2] Voltage: 220-240V

[3] PF: 0.9

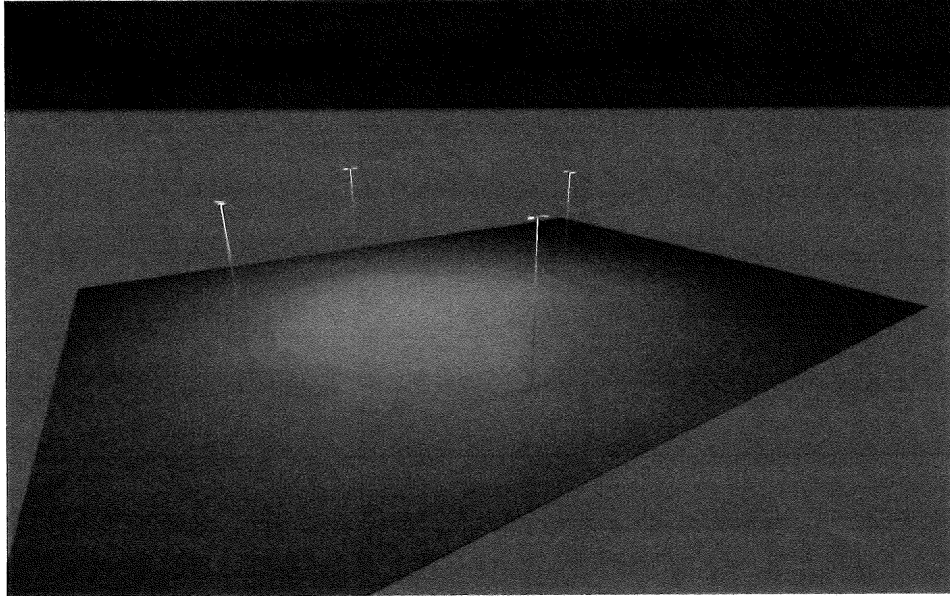
[4] \*: Asymmetric options: 110°20°/110°40°

[5] Inrush Current: 200A@200µs

[6] Leakage Current: >=0.75mA

Date 5/03/2025

PRO  
lighting  
SOLUTIONS



## NORTHAMPTON BOWLS CLUB

100 LUX BOWLS

NORTHAMPTON BOWLS CLUB



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NORTHAMPTON BOWLS CLUB



Contacts



Managing Director  
Brad Luff

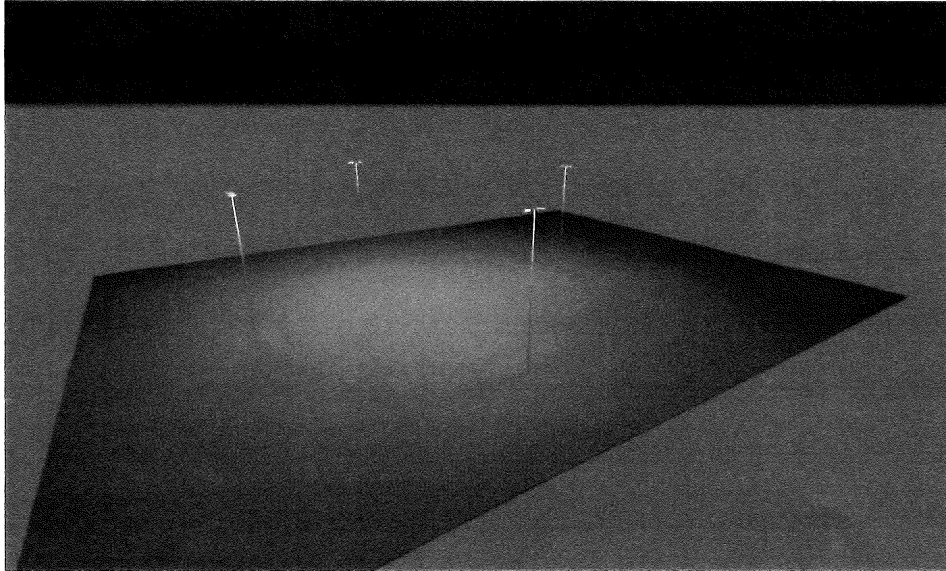
Elite Electrical  
73 Flores Road  
Geraldton WA 6530

T 0488214061  
F 08 9221 4060  
brad@eliteec.com.au



NORTHAMPTON BOWLS CLUB

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## Description

Managing Director  
Brad Luff

Elite Electrical  
73 Flores Road  
Geraldton WA 6530

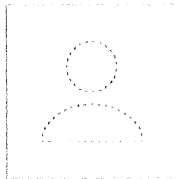
T 0488214061  
F 08 9221 4060  
brad@eliteec.com.au

NORTHAMPTON BOWLS CLUB

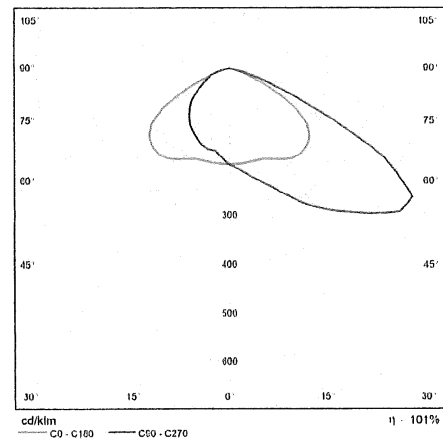
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## Product data sheet

Energetic Lighting Australia Pty Ltd - Maxi-Flood 400W Asymmetric



Article No.	400W-135X60D
P	400.0 W
$\Phi_{\text{Lamp}}$	64000 lm
$\Phi_{\text{Luminaire}}$	64381 lm
$\eta$	100.60 %
Luminous efficacy	161.0 lm/W
CCT	3000 K
CRI	100



Polar LDC

NORTHAMPTON BOWLS CLUB

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## Luminaire list

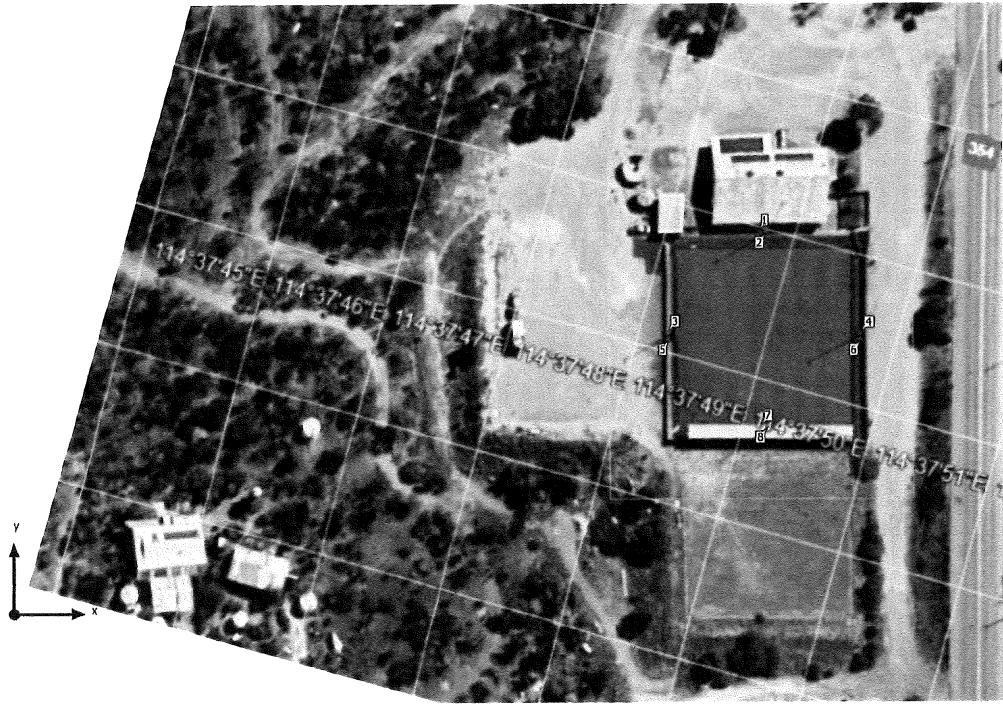
$\Phi_{\text{total}}$	$P_{\text{total}}$	Luminous efficacy
515048 lm	3200.0 W	161.0 lm/W

pcs.	Manufacturer	Article No.	Article name	P	$\Phi$	Luminous efficacy
8	Energetic Lighting Australia Pty Ltd	400W-135X60D	Maxi-Flood 400W Asymmetric	400.0 W	64381 lm	161.0 lm/W

NORTHAMPTON BOWLS CLUB

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Site 1

**Luminaire layout plan**

NORTHAMPTON BOWLS CLUB



Site 1

### Luminaire layout plan

Energetic Lighting Australia Pty Ltd - 400W-135X60D - Maxi-Flood 400W Asymmetric

1x

X	Y	Mounting height	Housing rotation	MF	Luminaire
163.440 m	82.513 m	15.000 m	-8.0° / 0.0° / 135.0°	0.80	1
164.831 m	82.496 m	15.000 m	-8.0° / 0.0° / -135.0°	0.80	2
143.455 m	60.429 m	15.000 m	-8.0° / -0.0° / -45.0°	0.80	3
185.432 m	60.365 m	15.000 m	-8.0° / -0.0° / 45.0°	0.80	4
143.464 m	59.039 m	15.000 m	-8.0° / -0.0° / -135.0°	0.80	5
185.402 m	58.993 m	15.000 m	-8.0° / 0.0° / 135.0°	0.80	6
163.417 m	40.149 m	15.000 m	-8.0° / -0.0° / 45.0°	0.80	7
164.799 m	40.144 m	15.000 m	-8.0° / -0.0° / -45.0°	0.80	8

NORTHAMPTON BOWLS CLUB



Site 1 (Light scene 1)

**Calculation objects**

## Calculation surfaces

Properties	$\bar{E}$	$E_{min}$	$E_{max}$	$U_0 (g_1)$	$g_2$	Index
BOWLING GREEN Perpendicular illuminance Height: -0.000 m	131 lx	77.6 lx	179 lx	0.59	0.43	CG1
Calculation surface 3 Perpendicular illuminance Height: 0.000 m	1.24 lx	0.17 lx	5.03 lx	0.14	0.034	CG2

Utilisation profile: DIALux presetting (5.1.4 Standard outdoor transportation area)

NORTHAMPTON BOWLS CLUB

PRO  
lighting  
SOLUTIONS

Site 1 (Light scene 1)

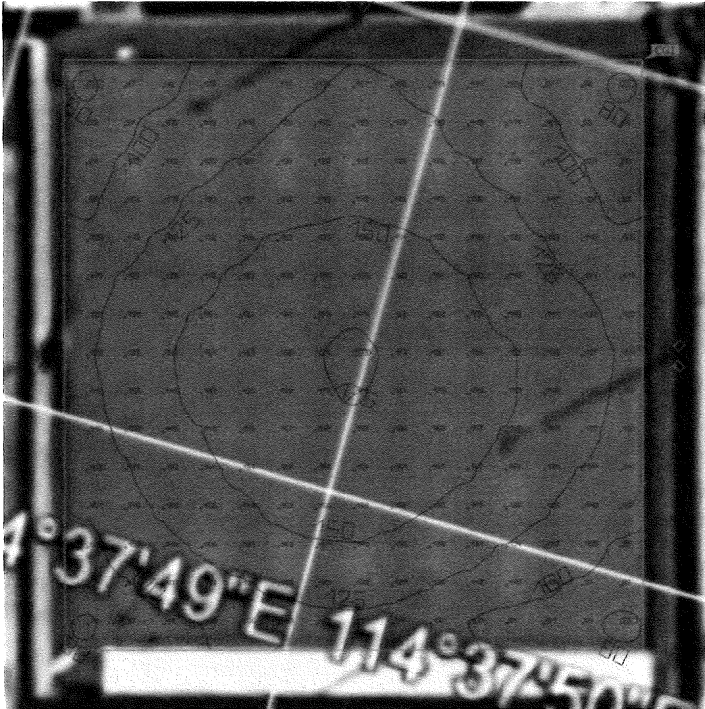
**Calculation objects**



NORTHAMPTON BOWLS CLUB



Site 1 (Light scene 1)  
**BOWLING GREEN**



Properties	$\bar{E}$	$E_{min}$	$E_{max}$	$U_o (g_1)$	$g_2$	Index
BOWLING GREEN Perpendicular illuminance Height: -0.000 m	131 lx	77.6 lx	179 lx	0.59	0.43	CG1

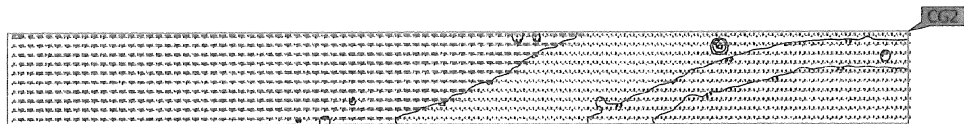
Utilisation profile: DIALux presetting (5.1.4 Standard (outdoor transportation area))

NORTHAMPTON BOWLS CLUB

PRO  
lighting  
SOLUTIONS

Site 1 (Light scene 1)

Calculation surface 3



Properties	$\bar{E}$	$E_{min}$	$E_{max}$	$U_o (g_1)$	$g_2$	Index
Calculation surface 3 Perpendicular illuminance Height: 0.000 m	1.24 lx	0.17 lx	5.03 lx	0.14	0.034	CG2

Utilisation profile: DIALux presetting (5.1.4 Standard (outdoor transportation area))





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

**1 January to 31 March 2025**

### **Activity for the period**

- On Boarded new Kalbarri Based Community Development Officer (commenced 6 January 2025);
- 13 January - Facilitated meeting of complainants relating to Fifth Avenue Kalbarri Development Association regarding various matters with Shire Officers – Neil Broadhurst and Rob McKenzie;
- Met with consultants working on behalf of Murchison House Station owners;
- Attended WALGA Workshop on Large Scale Renewables electronically via teams;
- Along with Shire's Environmental Health Officer – Conducted interview with applicant for Northampton Refuse Site Attendant. Applicant appointed following due process.
- Underwent Annual Performance Review with Chief Executive Officer.
- 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.
- Prepared Public Consultation Survey for Kalbarri Foreshore Revitalisation Project, commencing the consultation process after councillors support form and content of survey.
- With assistance of the Shire's Community Development Officers, completed a detailed public consultation process relating to the Kalbarri Foreshore Revitalisation
- Attended information/public session on Kalbarri Foreshore Revitalisation Project.
- Along with Executive Management Team attended agenda review meetings associated with February and March Council meetings.
- Attended Executive Management Meetings on 19 February and 19 March.
- Along with Executive Management Team attended agenda review meeting associated with February Council agenda. Lead agenda review process for March meeting.
- As Acting CEO attended on-site meeting/site inspection of Ajana-Kalbarri Road with Raubex representatives. Executive Manager of Works and Technical Services and Kalbarri leading hand also attending.
- Prepared 6 items for Council Ordinary Meeting on 20 February and 4 items for the 20 March meeting and attended those Council meetings;
- Prepared March 2025 Shire bulletin;
- Attended Stakeholder Focus Group on Tourist Accommodation at Midwest.
- Prepared agenda, attended and facilitated Bush Fire Advisory Committee meeting on 24 March;
- Investigated damp course on NCC Basketball Stadium and sought quotes on construction of accessible compliant access ramp;

- Met with NCC and representatives from Department of Local Government, Sport and Cultural Industries at Northampton Community Centre;
- Sought various quotes relating to works on Stephen Street, Lot 15 Woods Street, Oval House and other works associated with capital works program.
- Completed detailed public consultation process relating to approved concepts and budget for Stage 1 – Kalbarri Foreshore Revitalisation project.
- Completed detailed analysis of submissions received on Kalbarri Foreshore Revitalisation process to inform agenda item prepared for March 2025 Council meeting.
- Arranged for new windscreen to be fitted (stone chips);
- Met with Shire Building Surveyor on numerous occasions regarding non-compliant buildings and the need for Building Orders to be issued.
- Completed Probationary Performance Review for Shire Ranger – Brock Lucev.
- Attended Annual Electors Meeting at Horrocks Community Centre on 6 February;
- Attended Kalbarri Strategic Community Plan workshop at Allen Centre, Kalbarri;
- Met with representatives from Mid West Development Commission and Department of Regional Development.
- Called meeting of Bush Fire Advisory Committee and facilitated meeting;
- Acting CEO whilst CEO on leave for period 7 March to 4 April 2025;
- Attended Kalbarri Visitors Centre after hours Sundowner as Acting CEO;
- Had Rostered Day Off on 31 January, 14 February and 6 March.

## **Planning**

- Agenda Items – Prepared 3 items for February Council meeting and 5 items for the March Council Meeting.
- Delegated Decisions – As already reported to Council:
  - 9 applications were processed and granted Development Approval in January 2025, including two administrative applications with no development value.
  - 5 applications being processed under delegated authority in February, including 1 administrative item with no development value; and
  - 3 applications being processed under delegated authority in March, including 1 administrative item with no development value.
- One application for subdivision/amalgamation was received for a proposed boundary adjustment between Lot 26 and Lot 229 Stephen Street, Northampton.
- The Planning Officer continued to have a significant involvement in Short Term

Residential Accommodation registrations.

- Identified planning framework and any potential planning issues associated Property Orders and Requisitions Enquiries relating to settlements associated with land sales in the Shire.
- Liaised with Department of Planning, Lands and Heritage over Coastal Monitoring at Horrocks.
- Attended various meetings with ratepayers, applicants and government agencies.
- Conducted various site inspections.
- Took Leave for a total of 8 days, including bereavement leave.

## **Building**

- Approvals Summary provided to Council at February and March Council meetings. Issued a total of 22 approvals for building and demolition work within the Shire during this period.
- Undertook various site inspections relating to both Shire and private landowner properties.
- Various meetings with ratepayers over building related matters.
- Arranged and supervised numerous works associated with maintenance of Shire property and completion of projects identified in the 2024/25 annual budget.
- Issued Building Work orders under instruction of the Executive Manager of Community, Development and Regulation.
- Took two days leave 21/22 October,
- Research to identify any potential building issues associated with Property Orders and Requisitions Enquiries.

## **Environmental Health**

- Completed Building Services Levy Remittance for January, February and March.
- Liaised with various proponents of events in the Shire, most being focused in the Kalbarri Community.
- Completed statutory applications as required. Further detail on application types and numbers will be provided to Council as part of future Quarterly Reports.
- Prepared agenda item for the February 2025 Council meeting relating to a request for Kalbarri open Air Festival to extend operation hours.
- Issued a number of conditional approvals to events and for the consumption of

Page 4 of 6

alcohol on Shire property.

- Research to identify any potential environmental health issues associated with Property Orders and Requisitions Enquiries, being related to the settlement of properties within the Shire.

## **Rangers**

- Utilised new motion activated Camera's for monitoring of unauthorised activity at various locations within the Shire. Use of Camera's resulted in identification of the unauthorised dumping of tyres and other suspicious activity at the Port Gregory Tip. Resulted in fine for dumping of tyres, which has been paid. Suspicious late night activity reported to Northampton Police;
- Issued fines relating to unauthorised camping, particularly within the Kalbarri area;
- Both Rangers attended Dangerous Dog Handling training in Perth;
- Completed addition annual firebreak inspections within the Shire;
- Assisted in continuous development of new Shire Ranger;
- Conducted regular 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;
- Attended Bush Fire Advisory Committee meeting on 24 March 2025; and
- Commenced review of dog exercise areas on the beach in Kalbarri due to confusing resulting from the placement of current signages.

## **Community Services**

- Assisted Executive Manager in completing a detailed public consultation process relating to the Kalbarri Foreshore Revitalisation
- Liaised with various community groups over the Community Grants Program;
- Along with the Executive Manager met with NCC and representatives from Department of Local Government, Sport and Cultural Industries at Northampton Community Centre regarding potential night lights application and other issued associated with the NCC;
- Co-ordinated and conducted preliminary assessment of applications for funding under the Shire's Community Grant program;
- Assisted in the promotion of the Shire's Strategic Community Plan advertising period.
- Finalised payments awarded under Round 1 of the Community Grants Program

- Liaised with numerous community groups and individuals over Community Grants Funding and events.
- Worked to identify opportunities for community community funded events.

### **Staff Movements**


- New refuse site attended appointed for Northampton Refuse Site.

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

- Finalise grant funding for Shire's emergency services under Local Government Grant Scheme (ESL Levy funding);
- Finalise electrical connections for new Shire homes, subject to Western Power approvals and works;
- Co-ordinate meeting with Kalbarri Foreshore Revitalisation Advisory Committee once financial assistance agreement in place;
- Facilitate meetings of the Volunteer Bush Fire Brigade and Local Emergency Management Committee;
- With the assistance of the Shire's Planning Officer continue the review of the Shire's Local Planning Policy and advertise the Local Planning Policy Manual;
- Finalise the Shire's Draft Parking Local Law following the close of advertising;
- 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; and
- Assist the CEO as required.

## PLANNING DECISIONS MAY 2025

2025-037	OUTBACK CARBON PTY LTD	LOT 5068 (3810) BALLA-WHELLARA ROAD, BINNU	TEMPORARY ACCOMMODATION	WORKFORCE	15 May 2025 Council Decision	\$70,000
2025-038	D LISTER & J HOOPER	LOT 143 (No. 40) LAWRENCIA LOOP, KALBARRI	RETAINING WALL		21 May 2025	\$19,000
2025-034a	R GILMOUR	LOT 30 (No. 3) PHELPS LOOP, KALBARRI	RELOCATED DWELLING – SINGLE		26 May 2025	\$20,000
2025-040	O & K PYLE	LOT 356 (No. 22) HASLEBY STREET, KALBARRI	WORKSHOP AND TWO CARPORT		26 May 2025	\$30,000
2025-041	AC PAGE	LOT 977 (No. 33) RALPH STREET, KALBARRI	CHANGE OF USE FROM SINGLE HOUSE TO HOLIDAY HOUSE		26 May 2025	**
2025-042	NM Johnstone	LOT 80 (No. 112) MITCHELL STREET, HORROCKS	RETAINING WALL		27 May 2025	\$79,750

	<p>Local Planning Policy No 6.1.5</p> <p><b>Bonds (including Development Performance Bonds, Subdivision Condition Bonds and Damage Bonds)</b></p>
---	---

## 1.0 Introduction

### 1.1 Purpose

The purpose of this policy is to:

- a) To ensure compliance with all development approvals;
- b) To enable developers to obtain early clearance of titles to lots prior to completion of construction; and
- c) To protect Council assets against damage that may occur during development of the adjoining property.

### 1.2 Objectives

The objectives of the Policy are to:

- a) ensure the satisfactory completion of all development which would normally involve the construction of carparks, accessway and landscaped areas or other relevant matter; and
- b) provide a guarantee to Council that subdivision conditions will be met or damage to Council assets repaired, or alternatively provide sufficient funds for Council to complete works should developments not complete the works required.

### 1.3 Interpretation

For the purposes of this policy all terms shall have the meaning as contained within Local Planning Scheme No 10, Local Planning Scheme No 11 and the *Planning and Development Act 2005*.

### 1.4 Application of Policy

The provisions of this policy apply to all applications seeking approval to obtain subdivision clearance or approval to occupy a development prior to all conditions being met.

## 2.0 Policy Provisions

### 2.1 Development Performance Bonds

The application of this bond shall apply to all commercial, industrial and residential development where permission is sought to occupy the development prior to the completion of all works required by the conditions of Development Approval.

A Development Performance Bond shall be in the form of a cash payment or bank guarantee equivalent to the value of the outstanding works plus 20%. The value may be based on the contract value of the works or on Shire construction rates.



The progressive review of the value of a Development Performance Bond to be held by the Shire can be made as compliance with the relevant conditions of Development Approval is achieved.

#### 2.2 Subdivision Condition Bonds

Where a developer seeking to obtain clearance of the conditions of Subdivision Approval prior to completion of the required works, the Shire will accept payment of a cash bond or bank guarantee being the value of the outstanding works plus 20%. The value being based on the contract value of the works, or Shire construction rates as may be applicable.

The Shire will not be prepared to bond the construction of road works until such time as the roads are constructed to a sub-base level. Furthermore the Shire will not issue the clearance of subdivision conditions until such time as the cash bond has been receipted and cleared, or the bank guarantee has been validated and accepted.

#### 2.2 Damage Bonds

The application of this bond may be applied to all development within the local authority that is seeking a building permit to ensure that Council assets are protected against damage, or any resultant damage is repaired to the satisfaction of the Shire.


The amount of bond shall be in accordance with the Shire's Schedule of Fees and Charges.

Prior to imposition of the bond and/or commencement of the development, the condition of all Council assets adjacent to the property where the development is occurring shall be noted. Such assets to include landscaping, paths, drainage pits and any other infrastructure.

Prior to return of the bond, the adjacent Shire infrastructure shall be inspected to identify any damage resulting from the works on the adjacent property. Any damage to Shire infrastructure shall be rectified prior to return of the bond. Where repairs are not undertaken within 30 days, the applicant shall forfeit the bond and the Shire shall use these funds to complete any necessary repairs.

<b>RESPONSIBILITY</b>	Chief Executive Officer as per the Delegations Policy and Register.		
<b>ADOPTION</b>		Advertising	
		Final Adoption	



	<p>Local Planning Policy No 6.1.3</p> <p><b>Outbuildings</b></p>
---	--

## 1.0 Introduction

### 1.1 Purpose

The purpose of this policy is to:

- Recognise the regional variations to the deemed to comply provisions of State Planning Policy No 7.3 – Residential Design Codes relating to domestic outbuildings on land where the R-Codes apply as contained within the Shire's Local Planning Schemes;
- To limit the visual impact of outbuildings, particularly where variations to the maximum standards are sought;
- To outline those circumstances where approval may be granted to a variation of the Scheme to allow construction of an outbuilding prior to the construction of residence on land within the Scheme area;
- To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.

### 1.2 Objectives

The objectives of the Policy are to ensure that applications for Development Approval to outbuildings, including those where a variation of the Local Planning Scheme requirements is sought, are assessed and determined in a consistent manner.

### 1.3 Interpretation

For the purposes of this policy all terms shall have the meaning as contained within Local Planning Scheme No 10, Local Planning Scheme No 11 and the Residential Design Codes of Western Australia (R-Codes).

### 1.4 Application of Policy

The provisions of this policy do not apply to:

- single pre-fabricated garden sheds, 'cubby houses', kennels and other animal enclosures (such as aviaries, but excluding stables) less than 10m<sup>2</sup> in total aggregate area and less than 2.4m in total height (measured from natural ground level) provided they satisfy the site and development requirements set out in the Schemes; or
- Any outbuilding considered to be exempt from the need to obtain prior Development Approval due to the proposal meeting the Deemed to Comply provisions of the R-Codes or identified as exempt by the provisions of the Scheme or the Deemed to Apply provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## 2.0 Policy Provisions

The provisions of this policy do not override the open space requirements of Table 1 of the R-Codes or any provisions contained within the Local Planning Scheme. Provisions of the Policy shall be used to assess any application involving determination of the application under the Design Principles of the R-Codes or the relaxation of development standards contained within the Local Planning Scheme(s).

### 2.1 Maximum Size and Heights

2.1.1 Unless otherwise approved through a variation of the Scheme provisions, outbuildings within the Shire of Northampton are required to comply with the following scheme provisions relating to maximum size and height:

- a) Local Planning Scheme No 10 –
  - Clause 26(4) relating to the Residential Zone;
  - Clause 32(23)(b) relating to the Rural Zone; and
  - Clause 32(24)(d) relating to the Rural Residential Zone.
- b) Local Planning Scheme No 11
  - Clause 4.8.19(c)(i) relating to the Residential Zone (R10 density or greater);
  - Clause 4.8.19(c)(ii) relating to the Residential Zone (R5 density) for lots of 2,000m<sup>2</sup> or greater and the Rural Residential Zone; and
  - Clause 4.8.20 for lots having an area of between 1,000m<sup>2</sup> and 2,000m<sup>2</sup>

2.1.2 Increases in the maximum floor area or height of an outbuilding may be considered on lots less than 2,000m<sup>2</sup> subject to:

- a) The increase in the aggregate floor area being to a maximum of 10% larger than specified by the Local Planning Scheme's;
- b) The outbuilding having a maximum wall height of 3.5m and a total height of 5m measured from the natural ground level;
- c) Setbacks complying with the provisions of the Residential Design Codes of Western Australia;
- d) The outbuilding not being located within the primary or secondary street setback areas;
- e) The outbuilding being designed and constructed so as to complement the existing residence, not to have a commercial appearance or appearance that would otherwise detrimentally impact on the amenity of adjacent land, or the existing or likely streetscape;
- f) Consultation with the adjacent landowners in accordance with Local Planning Policy 6.1.2 – Public Consultation;
- g) Applications being determined by Council in the event that objections are received as a result of a public consultation process.

2.1.3 Increases in the maximum floor area or height of an outbuilding may be considered on lots having an area of not less than 2,000m<sup>2</sup> subject to:

- a) The increase in the aggregate floor area will not exceed 240m<sup>2</sup>;

- b) The outbuilding having a maximum wall height of 4m with a total height of 6.5m measured from natural ground level;
- c) Setbacks complying with setbacks identified by the Residential Design Codes of Western Australia and/or Local Planning Scheme(s);
- d) The outbuilding not being located within the primary or secondary street setback areas;
- e) For lots within the Residential Zone, the outbuilding being designed and constructed so as to complement the existing residence, not to have a commercial appearance or appearance that would otherwise detrimentally impact on the amenity of adjacent land, or the existing or likely streetscape;
- f) Consultation with the adjacent landowners in accordance with Local Planning Policy 6.1.2 – Public Consultation;
- g) Applications being determined by Council in the event that objections are received as a result of a public consultation process.

## 2.2 Use of Outbuilding

2.2.1 Any Development Approval issued in accordance with this Policy shall contain conditions so as to require that:

- a) Unless otherwise approved, outbuildings within the Residential Zone shall only be used for incidental uses associated with residential use of the property and shall not be used for any commercial or industrial purpose, including the storage of any items in connection with a commercial or industrial business; and
- b) No outbuilding shall be used for any form of human habitation, even on a temporary basis as such habitation is contrary to the National Construction Code.

## 2.3 Outbuildings on Vacant Land

2.3.1 On Residential zoned land located within Local Planning Scheme No 10 an outbuilding may only be approved on land not containing a dwelling through a relaxation of Clause 32(9)(a).

2.3.2 On land zoned Residential or Rural Residential within Local Planning Scheme No 11 and outbuilding may only be approved through a relaxation of Clause 4.8.19.

2.3.3 Approval shall not be granted to the construction of an outbuilding on land zoned Residential having an area of less than 2,000m<sup>2</sup> due to the likely proximity of adjacent properties.

2.3.4 All applications seeking variation of the Scheme provisions under clause 2.3.1 or 2.3.2 above shall be referred to the adjacent landowners for comment in accordance with Local Planning Policy No 6.1.2 – Consultation.

2.3.5 In determining an application for an outbuilding on vacant land, Council shall have regard to the following:

- a) The visual appearance of the proposed outbuilding;
- b) The applicant/landowner shall be required to complete fencing and/or landscaping to reduce the potential visual impact of the building as viewed from

neighbouring properties and the road to the satisfaction of the local government;

- c) The use of second hand materials for outbuildings on vacant land in the Residential Zone is not supported.

2.3.6 In granting approval to the construction of an outbuilding on vacant land pursuant to this clause, conditions of approval shall be imposed to:

- a) Require the commencement of a residence on the property within 6 months of the date of the approval. The residence having been granted a Building Permit prior to the commencement of construction;
- b) Unless otherwise approved in accordance with Local Planning Policy 6.1.4 – Temporary Accommodation, no outbuilding shall be used for any form of human habitation;
- c) The approval being valid for a maximum period of 2 years, with extension of the approval period only to be granted where construction of the dwelling has achieved lock up stage, i.e. walls and roof are completed; and
- d) Should construction of the dwelling not comply with the requirements of point 2.3.6(a) and (c) above, the outbuilding shall be removed from the property to the satisfaction of the Shire of Northampton.

#### 2.4 Use of Second Hand Materials

2.4.1 Where an outbuilding is to be constructed using second hand materials, the external cladding shall be of a single colour in "as new" condition to the satisfaction of the Shire of Northampton.

2.4.2 Where external walls are clad in second hand materials a requirement for painting, recladding or otherwise upgraded may be imposed where in the opinion of the Shire of Northampton such works are required to ensure a suitable visual amenity is achieved.

#### 2.5 Shipping Containers

2.5.1 Except for land zoned Industrial or land zoned Rural having an area greater than 20ha, the placement of shipping container on land requires the prior Development Approval of the local government;

2.5.2 Except as otherwise approved by Council, approval will be limited to a maximum of 1 shipping container having maximum dimensions of 6.0m in length, 2.4m in width, and 2.6m in height where approval is sought for the following reasons:

- i) Persons relocating to the district where their personal goods are being transported via a shipping container;
- ii) Where a landowner/occupier has imported goods being transported via shipping container; and
- iii) Where the structure is being used for the temporary storage of plant, machinery and/or building equipment on a building site where a building

permit has been issued and remains current, and construction of a dwelling has commenced.

- 2.5.3 Approvals shall be limited to a maximum period of 3 months where the purpose is consistent with clause 2.3.2 (i) and (ii) and for a maximum of 12 months where the purpose is consistent with clause 2.3.2 (iii). Any extension of an approval beyond these periods may only be granted by Council.
- 2.5.4 The permanent use and placement of shipping containers in Residential zoned areas is not supported unless the container is located within a fully enclosed outbuilding or approved dwelling.

RESPONSIBILITY	Chief Executive Officer as per the Delegations Policy and Register.		
ADOPTION		Advertising	
		Final Adoption	



14 MAY 2025

**HOLIDAY HOME****PROPERTY MANAGEMENT PLAN****PROPERTY ADDRESS:** 5 Stemodia Street, Kalbarri**PROPERTY MANAGER DETAILS:****Name:** Steve Colin McKenzie**Address:** 20 Gliddon Avenue, Kalbarri**Telephone Number:** [REDACTED]**Email:** mycoralcoast@gmail.com

Details of where bookings are made:

Internet (please specify): Air BnB

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.

14 MAY 2025

**HOLIDAY HOME****CODE OF CONDUCT****PROPERTY ADDRESS: <INSERT ADDRESS>**

5 Stemodia Street, 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: <INSERT DAY/ALTERNATIVE ARRANGEMENT IF OUTSIDE OF THE TOWNSITES> 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.

14 MAY 2025

**HOLIDAY HOME****FIRE AND EMERGENCY PLAN****PROPERTY ADDRESS: <INSERT ADDRESS>**

5 Stemodia Street, Kalbarri

**EMERGENCY CONTACT DETAILS:****FOR ALL EMERGENCIES DIAL 000**

Property Manager: &lt;INSERT CONTACT DETAILS&gt; Steve Colin McKenzie [REDACTED]

Northampton Police: 08 9934 7600

Shire of Northampton: 08 9334 1202

Northampton Hospital: 08 99334 0200

**EMERGENCY PROCEDURE:**

In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

**ABC Radio:**

DFES: [www.dfes.wa.gov.au/](http://www.dfes.wa.gov.au/) 132 500 for SES emergency assistance 13 DFES (13 3337) for emergency information

14 MAY 2025

# EMERGENCY EVACUATION PLAN

5 Stemodia Street Kalbarri



EMERGENCY CALL	LEGEND	CONTACTS
☎ 000	<div>  FIRE EXTINGUISHER &amp; BLANKET         </div> <div>  FIRST AID KIT         </div> <div>  ASSEMBLY POINT         </div> <div>  ESCAPE ROUTE         </div>	KALBARRI POLICE STATION - 08 9936 3000 KALBARRI HEALTH CENTRE - 08 9937 0100

14 MAY 2025

## Floor Plan

### 5 Stemodia St Kalbarri



Stemodia Street

#### LEGEND



FIRE EXTINGUISHER &amp; BLANKET



EXTERNAL TAPS/GARDEN HOSEPOINT



FIRST AID KIT



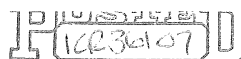
YOU ARE HERE



EXIT POINTS



SMOKE ALARMS



Ref: 10.6.1.1 / A4141  
Attention: Planning Department

Admin	Eng	Hlth Bldg	Town Plan	Rang
28 MAY 2025				
NORTHAMPTON SHIRE COUNCIL				



## SUBMISSION FORM

**PROPOSED HOLIDAY ACCOMMODATION  
LOT 294 (No. 5) STEMODIA STREET, KALBARRI**

Name: Tracy James Mather

Postal Address: \_\_\_\_\_

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

**SUBMISSION:**

☐

Support

☐

Object

☒

Indifferent

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

We don't have any objection to it being a holiday home, but we have already had guest parking on the Road which makes it very dangerous as it is near the corner of Stemodia + Murrumbidgee. which made using the corner to turn in and out of Dangerous.

Signature: [Signature] Date: 24.5.25

Please return to:

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

P.T.O.

**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: 4<sup>th</sup> June 2025**

We have also had People trying to  
Park on our Verge as they have Very  
Little Parking  
All we ask is this is Monitered and  
addressed if we have any issues.

Thankyou James & Tracy Mather



(2)

28TH MAY 2025

To the Planning Dept &amp; CEO,

29 MAY 2025

**PROPOSED HOLIDAY ACCOMODATION  
LOT 294 (No.5) STEMODIA STREET, KALBARRI**

I am writing to formally object to the proposed planning approval for short-stay accommodation at 5 Stemodia Street, Kalbarri.

This area of Kalbarri—particularly on the hill—is primarily residential and valued for its peaceful, community-focused lifestyle. As more people choose to make Kalbarri their permanent home, it's important that planning decisions support sustainable residential growth, rather than short-term tourism development that undermines community stability.

My family and I are full-time residents living directly behind the subject property. We also operate a business that contributes to the local community through the development and construction of new housing—something critically important for the long-term prosperity of the region. This proposed short-stay accommodation would directly affect our home, our privacy, and our ability to enjoy and work within our property.

The house at 5 Stemodia has already been constructed approximately 2.4 metres above our property, creating significant privacy concerns. Despite previous planning conditions requiring appropriate screening and privacy measures, the owner has not complied with these conditions. There has been no meaningful attempt from the owner to resolve these issues with either the Shire or us as affected neighbours. This lack of compliance should be taken seriously, particularly before any further approvals are considered.

We are also concerned about the increased noise and disruption that comes with short-stay accommodation. Airbnb rules and general short-term rental guidelines do not provide sufficient safeguards for long-term residents who live directly adjacent to these properties. The transient nature of short-stay guests creates an unpredictable environment that is incompatible with the quiet residential character of this neighbourhood. When advertised on Stayz & Airbnb the property stated it can take 8 guests.

We urge the Shire to prioritise the interests of the community and permanent residents by refusing this application and by upholding existing planning expectations. We also request that enforcement action be taken to ensure that all outstanding planning conditions at this property are properly addressed.

Thank you for considering this objection.  
Sincerely,

Anna &amp; Daniel Dooley



POSTED  
12236110

04 JUN 2025

Ref: 10.6.1.1 / A4141  
Attention: Planning Department

3



## SUBMISSION FORM

**PROPOSED HOLIDAY ACCOMMODATION  
LOT 294 (No. 5) STEMODIA STREET, KALBARRI**

Name: John Woodcott

Postal Address: \_\_\_\_\_

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

**SUBMISSION:**

☐

Support

☒

Object

☐

Indifferent

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

Previously on 8-4-25 I informed you by E-MAIL  
that the issue of privacy screening had been  
Resolved By mutual Agreement.

To date Simon Plundy has NOT Honoured his  
side of the mutual Agreement to Fix the  
issue of privacy.

Therefore I object to the proposed B+B


Signature: [Signature] Date: 29-5-2025

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: 4<sup>th</sup> June 2025**

	<p>Local Planning Policy No 6.1.4</p> <p><b>Temporary Accommodation and Camping on Vacant Land</b></p>
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## 1.0 Introduction

### 1.1 Purpose

The purpose of this policy is to:

- To enable the use of temporary accommodation on private property in association with the construction of a dwelling.
- Guide the assessment of applications seeking approval to the use of caravans for temporary accommodation purposes whilst building a residence;
- Outline those circumstances where Council may be prepared for the provisions of the Shire's Local Planning Schemes to be varied to permit the use of temporary accommodation on Residential Zone land;
- Ensure that approval to and ongoing use of land for temporary accommodation does not detrimentally impact on the amenity of the adjacent land or streetscape; and
- To clarify that with the exception of Temporary Accommodation approved in accordance with this policy, other forms of camping on private land within those zones listed in clause 2.6 of this policy is prohibited.

### 1.2 Objectives

The objectives of the Policy are to ensure that applications for Temporary Accommodation, including those where a variation of the Local Planning Scheme requirements is sought, are assessed and determined in a consistent manner with appropriate conditions to be imposed to mitigate potential impacts on the amenity of the area.

### 1.3 Interpretation

For the purposes of this policy all terms shall have the meaning as contained within Local Planning Scheme No 10, Local Planning Scheme No 11 and the Residential Design Codes of Western Australia (R-Codes).

Pursuant to Council's Resolution 10/24-122 passed by Council on 17 October 2024, Camping Private shall have the following definition for the purposes of this policy:

*Camping – Private:* means the use of private vacant land for non-commercial camping in accordance with the Caravan Parks and Camping Grounds Regulations 1997, with specific reference to Sections 11, 11(A), 11B and 12.

#### 1.4 Application of Policy

The provisions of this policy apply to all applications seeking approval to temporary accommodation within a self-contained caravan or other recreational vehicle.

### 2.0 **Policy Provisions**

Nothing within this policy shall be interpreted as support for the habitation of a non-habitable building as defined under the National Construction Code. Provisions of the Policy shall be used to assess any application involving the use of temporary accommodation for residential purposes.

The use of a single caravan or similar self-contained recreational vehicle for temporary accommodation may be granted in accordance with this Policy pursuant to clause 11A of the *Caravan Parks and Camping Grounds Regulations 2015*.

#### 2.1 General Provisions

- 2.1.1 Unless otherwise approved, a caravan or similar self-contained recreational vehicle shall be located within an approved outbuilding;
- 2.1.2 Pursuant to the provisions of the Local Planning Schemes, temporary accommodation is not permitted to commence on-site until such time as a building permit has been issued for the outbuilding and construction of a residence.
- 2.1.3 The construction of a residence on the property shall commence within 6 months of the date of the approval;
- 2.1.4 The approval being valid for a maximum period of 2 years, with extension of the approval period only to be granted where construction of the dwelling has achieved lock up stage, i.e. walls and roof are completed; and
- 2.1.5 The Shire of Northampton reserves the right to revoke any approval granted for temporary accommodation where the conditions of approval have not been met, or sufficient progress made on the construction of the permanent residence.

#### 2.2 Minimum Lot Size

Approval to temporary accommodation on a Residential zoned property shall not be considered on lots having an area of less than 4,000m<sup>2</sup>. The use of temporary accommodation on residential land having an area of less than 4,000m<sup>2</sup> is not supported given:

- a) Smaller lots are often not being capable of containing an outbuilding of suitable size to contain a caravan as required by the Scheme whilst not impeding construction of a dwelling; and
- b) The increased potential for detrimental visual and amenity impacts to increase due to the higher density and closer proximity of adjacent properties.

### 2.3 Minimum Facilities

As a minimum the following services/facilities are required to be available and connected to any site proposed for Temporary Accommodation:

- a) Appropriate arrangements for the provision of power to the temporary accommodation without the use of on-site generators;
- b) An appropriate water supply for all residents of the temporary accommodation;
- c) Connection to a reticulated sewerage service or an approved effluent disposal system.

### 2.4 Management of Potential Impacts on Amenity

In assessing applications for the use of temporary accommodation, due regard shall be given to the potential impact on the amenity of the area. In order to reduce the potential impacts, the following requirements shall be addressed:

- a) The proposed caravan or other form of recreational vehicle is to be fully self-contained;
- b) The approved temporary accommodation vehicle is to be located with an outbuilding;
- c) Consideration is to be given to the use of screen fencing, or screening vegetation/landscaping in order to reduce any potential visual impacts associated with the temporary accommodation such as the screening of washing lines.

### 2.5 Consultation

All applications seeking approval to temporary accommodation within the Shire shall be referred to the adjacent landowners for comment prior to the application being determined. Where an objection to the proposal is received, the application is to be referred to Council for determination.

### 2.6 Other Forms of Camping on Vacant Private Land

Camping on private land for non-commercial camping is considered to be incidental to the residential use of a property where that property contains a dwelling, and the use of the caravan or other recreational vehicle is related to occupants of that dwelling. On this basis camping within a single caravan or other recreational vehicle is permitted on properties containing an existing dwelling for a maximum of 5 nights in any 28-day period, without any further approval from the Shire.

Council has determined that Camping-Private is a use that is not consistent with and therefore shall not be supported within the following zones:

- Residential Zone (LPS 10 & 11);
- Special Residential Zone (LPS No 11);
- Centre Zone (LPS No 11);
- Commercial Zone (LPS No 10 & 11);
- General Industry Zone (LPS No 10 & 11); and
- Mixed Use Zone (LPS No 11).

<b>RESPONSIBILITY</b>	Chief Executive Officer as per the Delegations Policy and Register.		
<b>ADOPTION</b>		Advertising	
		Final Adoption	

**THIS SECTION MUST BE COMPLETED BY THE APPLICANT  
BEFORE SUBMISSION TO THE LOCAL AUTHORITY**

**APPLICATION DETAILS**

Category and Type of Licence: Extended trading permit (ongoing) for Sundays

Nature of application and an outline of proposed use of the premises: Extended trading permit (ETP) — Sunday trading for non-metropolitan liquor stores (regional). NORTHAMPTON IGA PLUS LIQUOR has licence to trade alcohol from Monday to Saturday. We would like to apply for Sunday trading within premises.

In the case of a SPECIAL FACILITY LICENCE application:-

(a) For what purpose is the licence sought? (Refer to Regulation 9A of the *Liquor Control Regulations 1989*)

We would like to cater to the needs of both local residents and incoming tourists throughout of the year

(b) What trading hours are sought?

Monday:	.....	am/pm	to	.....	am/pm
Tuesday:	.....	am/pm	to	.....	am/pm
Wednesday:	.....	am/pm	to	.....	am/pm
Thursday	.....	am/pm	to	.....	am/pm
Friday	.....	am/pm	to	.....	am/pm
Saturday	.....	am/pm	to	.....	am/pm
Sunday	<u>10:00</u>	<u>am</u> /pm	to	<u>3:00</u>	<u>pm</u>

(c) Is approval sought to sell and supply liquor on:-

Christmas Day YES ☐ NO ☒ Good Friday YES ☐ NO ☒ Anzac Day YES ☐ NO ☒

(d) Is approval sought to sell liquor for consumption off the licensed premises? YES ☐ NO ☒

(e) Please detail the trading conditions sought and provide an outline on how it is proposed the premises will operate (attach separate submission if necessary):

Eventhough, we are open on Sundays from 9:00AM to 3:00PM, we are unable to sell liquor we would like meet the needs of customers from 10:00AM to 3:00PM on Sundays as we are already open and serving on Sundays except for liquor.

POSTED  
10.8.1.3  
A2637

NORTHAMPTON SHIRE COUNCIL				
File:				
28 MAY 2025				
Admin	Eng	Hlth Bldg	Town Plan	Rang

---

Neville Tomelty

18 May 2025

Mr Brian ROBINSON  
Executive Manager  
Shire of Northampton

NORTHAMPTON WA  
6535

Dear Brian

Thank you for the opportunity to comment on the Proposed  
Extended Trading Permit for IGA Northampton.

Obviously as the proprietor of a competing licensed business, I  
would not like to see this application approved.

I believe that Northampton presently has a proliferation of  
Liquor Licenses and approval of the IGA's application would be  
to the detriment of other licenses within the Shire.

The recent closure of the Northampton Motor Hotel is  
compelling evidence that our current population cannot  
support all the Licenses we have and allowing the IGA to trade  
on Sundays would surely hurt other existing businesses, which  
I am sure are not about to commence selling groceries.

It is not like the Town and surrounding area need the  
proposed service as it already available after 11am on  
Sundays. In addition, the Director of Liquor Licensing may look  
unfavorably at the provision of alcohol early on a Sunday due  
to potential social implications.

From a community point of view, more stress on the other  
licensed businesses has the potential to necessitate the  
reduction of staff levels which in turn effect the ability to

provide services such as food provision and social interaction within the community.

Sincerely,

Neville Tomelty

*Proprietor*



SHIRE OF NORTHAMPTON  
RECEIVED

POSTED  
1CR36118

Ref: 10.8.1.3/A2627  
Attention: Planning Department

29/05/2025  
Date SF

Kalbarri



## SUBMISSION FORM

**PROPOSED EXTENDED TRADING PERMIT FOR LIQUOR LICENCE  
IGA - NORTHAMPTON  
LOT 22 (No. 229) HAMPTON ROAD, NORTHAMPTON**

Name: Megan Davidson

Postal Address: \_\_\_\_\_

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 have property at 7 Cassia Close Kalbarri.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: [Signature] Date: 29/5/25

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> May 2025**

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - MAY 2025						
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
12/05/2025	25040	David Sinshauser	Owner Builder	135 (Lot 39) Hampton Road, Northampton	Construct steel-framed two-bedroom dwelling and steel-framed shed	\$ 170,000.00
1/05/2025	25043	Geoffrey Nielson and Angela Fluley	Owner Builder	32 (Lot 15) Fifth Avenue, Northampton	Construct steel-framed carport	\$ 10,000.00
2/05/2025	25044	Jake Perkins	Kane Perkins	18 (Lot 41) Jacques Boulevard, Kalbarri	Construct three bedroom timber-framed dwelling	\$ 650,000.00
5/05/2025	25050	Cheryl Eley	Simple Life Projects	16 (Lot 10) Cloworthy Street, Kalbarri	Construct steel-framed three-bay shed	\$ 60,000.00
12/05/2025	25051	Adam Carnell	Modularis Pty Ltd T/A Modular WA	15 (Lot 277) Beagle Road, Kalbarri	Construct steel-framed three-bedroom modular dwelling with verandah	\$ 531,703.00
12/05/2025	25053	Rex Frederick and Kerry Martin	Murray River North Pty Ltd T/A TR Homes	14 (Lot 869) Sequia Way, Kalbarri	Construct steel-framed two-bedroom modular dwelling	\$ 574,217.00
19/05/2025	25054	Jordon, Tameeka and Dustin Fenn	Kane Perkins	168 (Lot 467) Grey Street, Kalbarri	Alterations and additions to swimming pool area	\$ 200,000.00
26/05/2025	25055	Lee Johnson	Owner Builder	8 (Lot 39) Phelps Loop, Kalbarri	Construct limestone retaining wall	\$ 8,000.00
20/05/2025	25056	Yarni McLachlan	Simple Life Projects	7 (Lot 28) Phelps Loop, Kalbarri	Construct timber-framed two-bedroom dwelling	\$ 297,000.00
26/05/2025	25CS542	Kane and Harley Simpson	Murray River North Pty Ltd T/A TR Homes	166 (Lot 2) Isachar Back Road, Bowes	Construct steel-framed three-bedroom modular dwelling	\$ 283,779.00

### General Report to Council

#### Sound Level Meter Readings Taken at Kalbarri Open Air Music Festival on 4<sup>th</sup> & 5<sup>th</sup> April 2025

To ensure compliance with the Kalbarri Open Air Music Festivals approved Noise Management Plan noise levels were monitored by Shire Officers during the 2-day event. A calibrated Sound Level Meter (SLM) from the Department of Water and Environmental Regulation's Noise Branch in Perth to be sent to Northampton for this purpose.

To monitor the noise levels 6 locations were identified as suitable sites to take readings from. The locations were marked on site plans of the event area as well as noting them in work form. See attached copy of the two site plans showing where these locations were. These locations were used on both evenings.

Below is a summary of the noise readings taken at the various nominated locations. Note that all measurements are stated as dBA measurements.

Date	Time	Centre of Stage & Oval plus near Centre Playground	Right Hand Corner of Patio	80m Limit from Stage	Admin Office Palm Resort	Admin Office Edge Resort	Other Tennis Carpark
Location	Marks	X Plus □	O	Δ	//	\\	
4/4/2025	17:35						Calibration of SLM 93.4dBA
	17:42	X 93 – 96 same at sound desk & operators SLM on mobile					
	17:45		76.1 recorded music & talking				
	18:10 – 18:23		87.6 country band		76 & 67 car driving by	59.6 – 65.3	
	19:22	□ 86.7 – 87.0					
	20:54	□ 87.9 – 93.4					
	21:03 – 21:11			74.3 – 76.8	69.1	69.9	

	21:41	□ 87.5 – 91.6					
	21:46	□ 91.1 – 93.4 last song					
	22:01						61.0
4/4/2025	22:03						Calibration of SLM 93.4
5/4/2025	5:36 pm	Calibration of SLM 93.4 dBA	S/E 4 knot wind				
	5:40			50.9 Soft Music	46.8	52.3	
	5:56	96.6 Band Playing	87.8	65.9	63.8	68.6 Band Playing	
	6:32	94.5	83.7	69.7	68.3	71.2 Band Playing	
				48.4 BG	54.7 BG	48.7 BG	
	7:05	92.6 Band Playing	86.2	62.1	64.4	69.4	
5/4/2025	7:10	Calibration of SLM 93.4					

Note: BG means background noise levels.

In summary, the above noise readings indicate compliance with the event organisers' Noise Management Plan which stated that the maximum noise reading at 80m from the stage would be 90dBA. See copy of the Noise Management Plan.

Under the Environmental Protection (Noise) Regulations 1997 the accommodation businesses are considered a highly noise sensitive purpose. Regulation 8 Table 1 of these Regulations states that noise levels for highly sensitive purposes ideally should be 65dBA max between 0700 to 1900 hours Monday to Saturday, and 55dBA max between 1900 to 2200 hours every day.

While the noise levels were higher than regulated, under Regulation 18 allows for noise from a sporting venue, cultural venue or entertainment event to exceed the noise levels stated under Regulation. In this instance Council accepted the event applicants' Noise Management Plan as being reasonable and did so under Regulation 18.

Wendy Dallywater  
Environmental Health Officer

22May 2025



## Wendy Dallywater

---

**To:** Wendy Dallywater  
**Subject:** FW: KOA 2025 Music Event - 4th & 5th April 2025 - Post Event Follow-up

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:** Wednesday, 4 June 2025 2:07 PM  
**To:** Music On Murray <momurrayst@gmail.com>; Brian Robinson <brian.robinson@northampton.wa.gov.au>; Andrew Campbell <andrew.campbell@northampton.wa.gov.au>; des.pike@bigpond.com; Kalbarri Sport and Recreation Club <kalbarrisportandrecreation@gmail.com>; Jamart Sound Lounge <perthsoundlounge@gmail.com>  
**Subject:** RE: KOA 2025 Music Event - 4th & 5th April 2025 - Post Event Follow-up

Hello Kimberley,

Thank you for your below email response to the allegations/concerns I raised with you regarding finishing the Kalbarri Open Air Event on Saturday 5<sup>th</sup> April 2025 after 10:00pm and that the sound level on Saturday was louder than on Friday 4<sup>th</sup> April 2025.

As I stated in my previous email I did try to confirm the allegation that the music did not cease until 10:20pm on Saturday evening but was not able to get a definitive time of when the music stopped, only that it was after 10:00pm and so I estimated that maybe it was 10:10pm when the music finished. However the allegation indicated that maybe there were a couple of songs played after the expected finish time and that the music finished at 10:20pm and hence my querying this with you.

I agree with you that you would not suddenly stop the music during a bands song if it were to extend a short time after the expected finish time. Absolutely. I also accept that at the end of the event you would make some speeches thanking people for participating and attending the event. You did that on the Friday evening as well. Thank you for the time stamped photograph of the last band with the crowd behind confirming the end of the event on Saturday.

I also agree with your comments that on Friday evening there was a band playing at the Gilgai Tavern and that added to the general noise level that evening. Yes, it may be why the noise level on Saturday was considered louder than on Friday as there was no band playing at the Tavern or Hotel on Saturday evening.

Thank you for the video clips of your sound level meter readings that you took on both Friday and Saturday evening. As I verbally told you on Friday evening after the event finished that day that I was happy with the sound level meter readings that I had taken. My readings were not dissimilar to yours. If the sound level meter readings Saturday evening after 7:00pm remained as per yours and our readings before that time then that would have been fine.



In regards to having a set date for the event in the future I would not work on 2 weeks from Easter as Easter moves each year and can be in March or April. It would be better to work on a time after this in order to have cooler weather or not hot weather and still hold the event in autumn before the rains commence. It use to be that the rains commenced after Easter but these days the rains are starting later but being the weather rain can happen at any time.

I think that the first weekend in May each year would be suitable. As I stated in my other email to you, after the April School Holidays tourist numbers are still reasonable in Kalbarri with people travelling north for winter and those people who could not get away during the school holidays but do so soon afterwards. Overseas and inter-state tourist number are better during this time than in February/March. If this time fits in with your schedule for other events then I would suggest that this time would be more suitable than the last weekend of the April School Holidays.

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:** Music On Murray <[momurrayst@gmail.com](mailto:momurrayst@gmail.com)>  
**Sent:** Tuesday, 3 June 2025 8:49 PM  
**To:** Wendy Dallywater <[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)>; Brian Robinson <[brian.robinson@northampton.wa.gov.au](mailto:brian.robinson@northampton.wa.gov.au)>; Andrew Campbell <[andrew.campbell@northampton.wa.gov.au](mailto:andrew.campbell@northampton.wa.gov.au)>; [des.pike@bigpond.com](mailto:des.pike@bigpond.com); Kalbarri Sport and Recreation Club <[kalbarriportandrecreation@gmail.com](mailto:kalbarriportandrecreation@gmail.com)>; Jamart Sound Lounge <[perthsoundlounge@gmail.com](mailto:perthsoundlounge@gmail.com)>  
**Subject:** Fwd: KOA 2025 Music Event - 4th & 5th April 2025 - Post Event Follow-up

----- Forwarded message -----

**From:** Music On Murray <[momurrayst@gmail.com](mailto:momurrayst@gmail.com)>  
**Date:** Sun, 25 May 2025 at 5:09 pm  
**Subject:** Re: FW: KOA 2025 Music Event - 4th & 5th April 2025 - Post Event Follow-up  
**To:** Wendy Dallywater <[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)>  
**Cc:** Jamart Sound Lounge <[perthsoundlounge@gmail.com](mailto:perthsoundlounge@gmail.com)>, Brian Robinson <[brian.robinson@northampton.wa.gov.au](mailto:brian.robinson@northampton.wa.gov.au)>, <[kalbarriportandrecreation@gmail.com](mailto:kalbarriportandrecreation@gmail.com)>



Hi Wendy

Please note our new email address and the name we'll be operating KOA under going forward - Music on Murray.

Thanks for your emails.

We finished on the Saturday no later than a couple of minutes after 10pm, we then held a thank you speech and took photos. Please see attached the screen shot of the final group photo taken at



10:08pm. This means the music would have finished absolutely no later than 10:03 pm. With respect, I am not about to cut off a band finishing their last song and disappoint a crowd for a few minutes.

The sound on Saturday was no different to Friday. We did not increase the levels. The accusation that we did because the shire wasn't there to take measurements is frankly pretty insulting. We are professionals and would not risk future events by doing something so petty.

Please find the video of the measurements I took on Saturday that set the levels for the rest of the night in this Google drive.

[https://drive.google.com/drive/folders/18\\_RdOLbVfbFhZVf0uTjYRVFDJglupkxN](https://drive.google.com/drive/folders/18_RdOLbVfbFhZVf0uTjYRVFDJglupkxN)

Also in that drive is comparison data from the Friday.

If you have other data that differs to what I took at the same times and locations, I'm very happy to have a look at it.

On the Friday night there was a band playing at the nearby tavern, much louder than KOA. Perhaps as they were so loud on the Friday they drowned us out, that maybe it seemed like we sounded loud on the Saturday as there was no competing noise. I also noted there was no wind on Saturday - on a still night music carries further. This does not mean it was louder though.

Regarding changing the date again.

We do our best to work around the school holidays and Easter as we know Kalbarri relies on those times for regular tourism. We propose two weeks either side of Easter so we can avoid those times for you all. Hence asking for 17 & 18th as it's two weeks after Easter and at the very end of the school holidays.

We also have to work around a couple of other events such as the surf comp, which takes quite a number of locals who would attend KOA out of town. We also can't do it the following week out of respect, as it is ANZAC weekend.

I'm also very happy to hear ideas for proposed dates if anyone has better ideas. However, we also have a schedule of events we run so have to work with that too.

The only annual date I could see working would be the first weekend in May every year. It would be the same weekend but different dates every year of course.

I have included the sport and Rec committee in my reply given these complaints about KOA affect their fundraising efforts as well. I'm keen to also hear their responses to these comments and complaints.

I also note that the police were very happy with the way the festival was run again this year. We have received nothing but positive feedback and praise from them, again.

Kindest regards  
Kim

On Thu, 22 May 2025 at 12:06 pm, Wendy Dallywater <[eho@northampton.wa.gov.au](mailto:eho@northampton.wa.gov.au)> wrote:

Hello Kimberley & Ersh,

My apologies for the delay in sending this email to you.

As I did last year, I have contacted the various accommodation businesses near the Kalbarri Oval to find out if they received any complaints regarding noise coming for the Kalbarri Oval and the Kalbarri Open Air Music Festival Event. Most replies were that they received no complaints. However, I did receive two complaints from 2 businesses regarding Saturday's event in that the finish time for the last band was 10:20pm, not 10:00pm as per your approval letter and your application. I also understand that the sound level of the music on Saturday evening was louder than what appeared to be the case on Friday evening. This could have been due to you realising that there was no one from the Shire monitoring the sound levels after 8:00pm and therefore would not know if the last band finished later than was planning. If this was the case, that would be disappointing to be told.

I endeavoured to confirm this advise via contacting others and I was told that the finish time on Saturday was after 10:00pm but the person could not tell me the exact time. It was at least after 10:10pm.

This is a concern and something that needs to be discussed before you submit your application for next year's Kalbarri Music Festival.

Would you please advise as to why you allowed the last band to play at least two more songs after the planned finish time of 10:00pm?

Would you also advise why the sound level increased on Saturday evening rather than being the same level as it was on Friday evening after 9:00pm?

I look forward to your reply.

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)

(June 2025)

2024/2025 Budget Works	Job No	Status	Comments
<u>REGIONAL ROAD GROUP PROJECTS - 150300</u>			
Binnu East Road Floodways SLK 1	RR18	COMMENCED	RRG Funding \$301,692 for both floodways
Binnu East Road Floodways SLK 3	RR18	COMMENCED	RRG Funding \$301,692 for both floodways
<u>ROADS TO RECOVERY - 152100</u>			
Balla Whellarra Road	RTR	COMPLETE	
Northampton - Fifth Street Install Stormwater	R345		Survey and Design with Consultants
<u>LR GRANT - 152140</u>			
Little Bay Road Construct Road to Little Bay	R440	COMMENCED	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. RFQ received and being assessed.
Binnu East Road reseal	R442		Removed due to pending DRFA funding works Front of new Elders Building
Northampton - Hampton Road (NWCH)			
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
Carried Over from 2023/2024			
Kalbarri			
Karina Mews Reseal and replace concrete kerbing	R982		Reseal and replace kerbing
Northampton Gwalla & Brooks Street Install of drainage c/f 21/22	R326		c/f \$63,995 install drainage, works not completed 21/22 22/23
Cont.			

2024/2025 Budget Works		Job No	Status	Comments
<b><u>MUNICIPAL FUND CONSTRUCTION - 150600</u></b>				
<b><u>New Projects</u></b>				
<b><u>Northampton</u></b>				
<b>Robinson Street</b>	Surface Correction - 2 sections and kerbing	R338	COMMENCED	c/f \$20,143 Surface correction & kerb replacement
<b>Fifth Street (Council Contribution)</b>	Install Stormwater	R345		Survey and Design with Consultants
<b>Northampton Uplighting of flag poles</b>				So flags can be flown 24 hours per day.
<b><u>Kalbarri</u></b>				
<b>Anchorage Lane</b>	Engineering Works - Investigate and Design	R348		Engineering Works - investigate and design (drainage)
<b>Maver Street</b>				Install Kerb
<b><u>Glass Street - Reseal</u></b>			COMPLETE	
<b><u>Rural</u></b>				
<b>Coolacalaya Road</b>	Survey Road Reserve	R335		c/f \$35,000
<b>Binnu East Road Floodways SLK 1</b>			COMMENCED	Shire Contribution
<b>Binnu East Road Floodways SLK 3</b>			COMMENCED	Shire Contribution
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	
<b>Kalbarri - Red Bluff</b> entrance to ECO Flora	F716	COMMENCED	
<b><u>MUNICIPAL FOOTPATHS - 150900</u></b>			
<b>New Projects</b>			
<b>Kalbarri - Malaluca Pathway</b> Maintenance of existing	08 T379		Ongoing
<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. Initial site visit complete
<b>Port Gregory Water Supply Review</b>		COMMENCED	
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>			COMMENCED	New request (CEO) - Existing signage in very poor condition on NWCH/ Hampton Road ( Shire Boundries)
<b>Poppet Head re-oil, bolt tighten</b>			COMPLETE	
<b>Bore 83 Pipeline redirect from private property</b>			COMPLETE	
<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.				
<b>Kalbarri Oval Vermin Fencing</b>			COMPLETED	LCCI funded - Funding Source change to offset deficit
<b>Kalbarri/ Verticut/topdress/fertiliser</b>			COMPLETED	LCCI funded - Funding Source change to offset deficit
<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			COMPLETED	
<b>Horrocks water tank monitoring system</b> Water system upgrade		3664	COMPLETED	
<b>Horrocks - Install shower</b> Install shower at top of Jetty boardwalk				
<b>Port Gregory - Carpark Construction/Renovations</b> Foreshore carpark area		3714	COMMENCED	
<b>Port Gregory - Non Potable water supply holding tank</b> Install new water supply holding tank		99 5414	COMPLETED	
<b>Port Gregory Water Monitoring System</b>			COMPLETED	
<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>			COMMENCED	Order made - AFGRl
<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	
<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)		COMPLETE	
Small Plate Compactor (depot)		COMPLETE	
Extendable Chainsaw (depot)		COMPLETE	
Post hole Auger bit		COMPLETE	
Receiptrical Saw		COMPLETE	
Milwalki combo (Mtce truck)		COMPLETE	
Laser Level (depot)		COMPLETE	
Back Pack Sprayer		COMPLETE	
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		COMPLETE	
Milwalki Combo		COMPLETE	
Deport 2bunded pallet/ Cupboard		COMPLETED	
High Pressure Cleaner Bin Truck			



**SHIRE OF NORTHAMPTON  
MINUTES**

**Road Infrastructure and Plant Advisory Committee held in the Council Chamber,  
Northampton at 2pm, 6 June 2025**

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**1. DECLARATION OF OPENING OF MEETING BY CHAIRPERSON**

Cr Karl Suckling declared the meeting open at 2:04pm

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

**3. ATTENDANCE / APOLOGIES**

Members

Cr Karl Suckling - Chairperson

Cr Richard Burges - Councilor

Cr Roslyn Suckling - Councilor

Andrew Campbell - CEO

Neil Broadhurst- Executive Manager Works and Technical Services

Ex Officio

Joseph Wood – Community member

Tina Souroup (Minute Secretary)

Guest

Tim Hay – Deputy Shire President

Apologies

Liz Sudlow – Shire President

Nolan Harris

Sean Boyce

**4. DECLARATION OF FINANCIAL INTEREST**

Guest Cr Tim Hay – Declared that he had a proximity interest as Port Street, Port Gregory is in close to a business that he owns. As a guest of the Committee this matter was noted and did not apply to any decision making of the meeting.

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

The primary purpose of this meeting was to provide recommendations to Council for the 2025/26 budget along with providing additional background information for Committee members.



### **Road Infrastructure**

Following a general discussion about external funding requirements the following priority areas in the road construction program were identified for Council's consideration.

**MOVED: Cr K Suckling**

**SECONDED: Cr R Suckling**

**That Council consider the following Road Construction projects as part of the 2025/26 budget:**

1. Ogilvie East Road;
2. Binu East Road;
3. Fifth Avenue;
4. Port Street;
5. Kaiber Street; and
6. Culvert replacements

**CARRIED 5/0**

Committee discussion focussed on the need to do a general road inspection to obtain a further understanding on road condition.

**MOVED: Cr K Suckling**

**SECONDED: Cr R Burges**

**That the Road Infrastructure and Plant Advisory Committee undertake a road inspection at some point in the first two weeks of August 2025.**

**CARRIED 5/0**

### **Plant Replacement**

A general conversation about the suitability and efficiencies of Shire Plant occurred. Further information was requested.

**MOVED: Cr K Suckling**

**SECONDED: Cr R Suckling**

**That the Executive Manager of Works and Technical Services to develop 2025/26 plant options for Committee consideration that will focus on plant suitability to enhance efficiency.**

**CARRIED 5/0**

**MOVED: Cr K Suckling**

**SECONDED: Cr R Suckling**

**That the Chief Executive Officer develop 2025/26 source quotes from relevant consultants to assist the Committee develop a sustainable ten-year plant replacement program.**

**CARRIED 5/0**

## **6. GENERAL BUSINESS**

Nil.




**7. DATE FOR NEXT MEETING**

1 July 2025 at 2pm.

**8. CLOSURE**

There being no further business the meeting was closed at 4.01pm

		<h1>Development Performance Bonds and Bank Guarantees</h1> <h2>Local Planning Policy</h2>	
Version 1			
<b>Scheme Provisions:</b>	<b>Other References:</b> Shire of Northampton Local Planning Scheme No. 10 Shire of Northampton Local Planning Scheme No. 11 Planning and Development Act 2005	<b>Special procedural considerations:</b>	

<b>RESPONSIBILITY</b>	Chief Executive Officer as per the Delegations Policy and Register.		
<b>ADOPTION</b>	16 November 2018	Advertising/Final Approval	

## 1.0 CITATION

This is a local planning policy prepared under the *Planning and Development (Local Planning Schemes) Regulations 2015* and the *Shire of Northampton Local Planning Schemes: No. 10 - Northampton District; and No. 11 - Kalbarri Townsite ('the Scheme')*. It may be cited as the Development Performance Bonds and Bank Guarantees local planning policy.

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.


## 2.0 OBJECTIVE

- 2.1 To outline circumstances whereby development performance bonds or bank guarantees may be accepted to secure compliance with development approvals, in order to ensure a satisfactory standard of development.

## 3.0 POLICY STATEMENT

- 3.1 Where a development approval is issued and that approval is acted upon, the developer is under a legal obligation to comply with the approved application, including any conditions of approval.
- 3.2 As a general rule, the Shire of Northampton will utilise powers available to it under relevant legislation to enforce compliance with the terms of any development approval. However, notwithstanding these powers, consideration may be given to accepting a development performance bond or bank guarantee to ensure compliance. The circumstances warranting a possible requirement for a development performance bond or bank guarantee will be considered on their individual merits, however they may include (but are not limited to) the following:
- a) where failure to complete a development, or part of a development, in accordance with approved plans and conditions could adversely affect an adjoining property or the public in general;
  - b) where a condition of approval requires ancillary works associated with a development to be completed within a specified timescale; and
  - c) where failure to complete development satisfactorily could adversely affect adjacent Council infrastructure.
- 3.3 The amount of a bank guarantee or bond will be as per the following:
- a) Assessed based on the estimated cost to undertake and manage the works required by the conditions of Development Approval, plus a 20% contingency fee;
  - b) A bond amount equivalent to 20% of the estimated value of the approved works (as per 3.3(a) above) shall be required by the Shire of Northampton to ensure the completed building presentation is of an acceptable standard, with a minimum bond amount of \$5,000.00 (unless 3.3(c) below applies);
  - c) A \$10,000 bond shall be required for any outbuilding to be constructed prior to a dwelling (and which has an approved building permit for the dwelling's construction) on any residential, rural residential or rural smallholding zoned land.

- 3.4 A bank guarantee or bond is to be received by the Shire prior to a Building Permit being issued and no part of the bank guarantee shall be reduced, or no part of the bond shall be returned, until the development complies with all the conditions of the Development Approval.
- 3.5 Payment of bond monies must be accompanied by a Statutory Declaration, stating the Owner/Applicant's commitment to completing the development in accordance with any conditions of Development Approval and within the timeframes specified by the local government.
- 3.6 In the event of a developer failing to complete approved works in accordance with conditions of a development approval or as otherwise advised or agreed to by Council in writing, the Shire of Northampton may complete the outstanding works and deduct the cost including administrative or other overhead costs from the performance bond or guarantee.
- 3.7 Nothing in this Local Planning Policy shall constrain Council from taking legal action as prescribed under the Local Planning Scheme and/or the *Planning and Development Act 2005* and associated Regulations.

		<h1>Outbuildings</h1> <h2>Local Planning Policy</h2>
Version 3		
<b>Scheme Provisions:</b> LPS #11 3.2 Zoning Table 4.8.19 Outbuildings LPS #10 4.1 Zoning and Development Table 5.11.1 Outbuildings in Residential Zone 5.13.5 General Rural 5.13.6 Rural Residential 5.13.7 Rural Smallholdings	<b>Other References:</b> Shire of Northampton Local Planning Scheme No. 10 Shire of Northampton Local Planning Scheme No. 11 Planning and Development Act 2005	<b>Special procedural considerations:</b>

<b>RESPONSIBILITY</b>	Chief Executive Officer as per the Delegations Policy and Register.		
<b>ADOPTION</b>	16 November 2007	Advertising	Agenda Item 6.2.3
	19 December 2007	Final Approval	Minute 12.7.13
	V2 16 June 2014	Advertising / Final Approval	(Minutes 6.8.1)
	V3 17 August 2018	Advertising / Final Approval	



## 1.0 CITATION

This is a local planning policy prepared under the *Planning and Development (Local Planning Schemes) Regulations 2015* and the *Shire of Northampton Local Planning Schemes: No. 10 - Northampton District; and No. 11 - Kalbarri Townsite* ('the Scheme'). It may be cited as the Outbuildings local planning policy.

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.

## 2.0 OBJECTIVE

- 2.1 To alter the deemed-to-comply provisions of the R-Codes for Design Principle 5.4.3 and 6.4.4 – Outbuildings.
- 2.2 To provide further clarity and a clear interpretation to the definition of an 'outbuilding'.
- 2.3 To ensure that outbuildings are not used for habitation or commercial purposes by controlling building bulk (size and height).
- 2.4 To limit the visual impact of outbuildings.
- 2.5 To encourage the construction of outbuildings in materials and colours that complements the landscape and amenity of surrounding areas.
- 2.6 To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.

## 3.0 POLICY STATEMENT

### 3.1 Definitions

**"Outbuilding"** – is defined in the *Residential Design Codes of WA (2015)* as: an enclosed non-habitable structure that is detached from any dwelling.

**"Enclosed"** – is defined in the *Residential Design Codes of WA (2015)* as:

An area bound on three or more sides by a permanent wall and covered in a water permeable material. For the purposes of this policy the following clarification is provided:

eg. An enclosed side includes walls with a number of openings (windows etc).

eg. The non-enclosed side of any outbuilding is required to be fully open. A partial wall on any side of an outbuilding is considered enclosed.

eg. A shade sail is not considered an outbuilding.

**"Non-habitable"** – means a Class 10 building as defined under the National Construction Code Series.

Note: For a structure detached from the dwelling to be considered "habitable" it must be built to a Class 1 standard as prescribed under the National Construction Code Series (ie. must contain ablutions, kitchen, laundry facilities etc).

**"Detached"** – means detached in the sense of 'not belonging', 'standing apart', 'not contiguous', or 'separate' to another building.

Note: A structure can be connected to a dwelling whilst still being "detached" from it in the relevant sense. The true nature and function of the building and whether it is separate or stands apart from the dwelling is considered most relevant, not just whether it is connected to the dwelling.

If a new structure is proposed to be connected to any part of a habitable building, either existing or proposed (ie. verandah, breezeway, walkway, carport, garage etc) then for it NOT to be considered an outbuilding it must be constructed in the same materials and finish to the habitable building, and to the Class 1 building standards under the National Construction Code Series. If not then the proposed structure shall be considered an outbuilding even though it is physically connected to a dwelling.

**“Aggregate”** – means a sum, or assemblage of particulars,; a total or gross amount.

### **3.2 Application of Policy**

- 3.2.1 This policy does not apply to single pre-fabricated garden sheds, ‘cubby houses’, kennels and other animal enclosures (such as aviaries, but excluding stables) less than 10m<sup>2</sup> in total aggregate area and less than 2.4m in total height (measured from natural ground level) provided they satisfy the site and development requirements set out in the Schemes.
- 3.2.2 Rural land (generally less than 20ha) adjacent to settlements or within a townsite boundary, subject to future increase in density or in an area of visual prominence or heritage/high landscape amenity shall be subject to this policy with maximum standards for outbuildings determined on lot size in accordance with clause 3.5.
- 3.2.3 Other rural land that is remote from existing settlements is exempt from this policy.

### **3.3 Maximum Standards for R10 and Higher Density**

- 3.3.1 Maximum standards do not override the open space requirements of Table 1 of the R-Codes or any specific Scheme requirements.
- 3.3.2 In addition to the deemed-to-comply requirements for Part 5.4.3, C3 iii, iv and v and Part 6.4.4, C4 iii, iv and v of the R-Codes, the following shall apply:
 

120m<sup>2</sup> in area or 20% in aggregate of the site area, whichever is the lesser, with a maximum wall height of 3.0m and a total maximum height of 4.5m measured from natural ground level.
- 3.3.3 Increases in total maximum height to a maximum of 5m may be considered where all of the following criteria can be achieved:
  - a) The outbuilding must be constructed in the same materials and finish to the existing (or approved) dwelling.
  - b) The roof pitch of the outbuilding is to match the roof pitch of the existing (or approved) dwelling.
  - c) The overall total maximum height of the outbuilding is not to be any higher than the highest part of the existing (or approved) dwelling.
  - d) The outbuilding is not within the primary or secondary street setback area.
  - e) The outbuilding footprint is not greater than the existing (or approved) dwelling footprint.
  - f) The aggregate floor area is not greater than the maximum area prescribed in clause 3.3.2 (the intent is if higher outbuildings are approved, the footprint of the outbuilding is reduced, thereby reducing building bulk).
  - g) Setbacks to comply with the R-Codes.
  - h) Consultation with adjoining properties is required.

### **3.4 Maximum Standards for R5 and Lower Density**

- 3.4.1 Maximum standards do not override the open space requirements of Table 1 of the R-Codes or any specific Scheme requirements.
- 3.4.2 In addition to the deemed-to-comply requirements for Part 5.4.3, C3 iii, iv and v of the R-Codes, the following shall apply for:

a) Lots between 1,000m<sup>2</sup> and 2,000m<sup>2</sup>, 180m<sup>2</sup> in aggregate area, with a maximum wall height of 3.5m and a total maximum height of 5.0m measured from natural ground level.

b) Lots 2,000m<sup>2</sup> and above, 240m<sup>2</sup> in aggregate area, with a maximum wall height of 4.0m and total maximum height of 6.5m measured from natural ground level

3.4.3 Increases in total maximum height to a maximum of 5.5m, for lots less than 2,000m<sup>2</sup>, may be considered where all of the following criteria can be achieved:

- a) The outbuilding must be constructed in the same materials and finish to the existing (or approved) dwelling.
- b) The roof pitch of the outbuilding is to match the roof pitch of the existing (or approved) dwelling.
- c) The overall total maximum height of the outbuilding is not to be any higher than the highest part of the existing (or approved) dwelling;
- d) The outbuilding is not within the primary or secondary street setback area;
- e) The outbuilding footprint is not greater than the existing (or approved) dwelling footprint.
- f) The aggregate of all floor areas (including mezzanine levels) is not greater than the maximum area prescribed in clause 4.3.2 (the intent is if higher outbuildings are approved, the footprint of the outbuilding is reduced, thereby reducing building bulk).
- g) Setbacks comply with the R-Codes.
- h) Consultation with adjoining properties is required.

### 3.5 Maximum Standards for Rural Residential and Rural Smallholdings

3.5.1 In addition to the Scheme requirements, the following shall apply:

240m<sup>2</sup> in aggregate area, with a maximum wall height of 4.0m and total maximum height of 6.5m measured from natural ground level.

3.5.2 In addition to the 240m<sup>2</sup> aggregate area, a maximum of 120m<sup>2</sup> unenclosed area may be considered where all of the following criteria can be achieved:

- a) The outbuilding must be constructed in the same materials and finish to the existing (or approved) dwelling.
- b) The roof pitch of the outbuilding is to match the roof pitch of the existing (or approved) dwelling.
- d) The outbuilding is not within the primary or secondary street setback area;
- e) The outbuilding footprint is not greater than the existing (or approved) dwelling footprint.
- h) Consultation with adjoining properties is required.

### 3.6 Setbacks

3.6.1 In addition to the deemed-to-comply requirements for Part 5.4.3, C3 viii and Part 6.4.4, C4 viii of the R-Codes, the following shall apply:

For areas coded R20 and higher – the setback to the side/rear boundary can be reduced to nil (subject to compliance with the National Construction Code Series). No development application is required provided the adjoining property has given its consent.

3.6.2 A development application is required for reduced setbacks for rural residential areas and areas coded R15 and lower and in considering applications, consultation with the adjoining property is required.

### **3.7 Other Standards**

- 3.7.1 Regardless of zoning, in the case of lots with the potential for further subdivision, outbuildings may be approved by the local government that meet the maximum standards comparable with the size of the lot.

e.g. A lot coded R12.5 that is 2,000m<sup>2</sup> in area may (subject to the discretion of the local government) have an outbuilding of 180m<sup>2</sup> approved.

- 3.7.2 In considering applications as per clause 3.7.1, consultation with the adjoining property is required. Due regard will be given to the objectives of this policy, and in order to protect the future amenity of the lots once subdivided, the local government may impose a condition of approval requiring that a legal agreement be lodged with the local government requiring that in the event of further subdivision of that property the outbuilding must be removed or reduced in size to conform with this policy.

### **3.8 Outbuildings on Vacant Residential, Rural Residential and Rural Smallholding Land**

- 3.8.1 The erection of an outbuilding on vacant residential, rural residential and rural smallholding zoned land shall not be approved unless the following requirements have been satisfied:

- a) The residence has been completed up to, and including, the pouring of a concrete house slab (although variation to this is permitted where the slabs for the residence and outbuilding are poured concurrently); or
- b) A building permit having been issued for the construction of the residence on the property with written evidence of a signed building contract with a registered builder for the construction of the residence, and a commitment date that is within 6 months by that builder for the commencement of construction of the residence; or
- c) In the case of an owner builder, a building permit for a residence has been issued by the local government and the applicant shall lodge with the local government a Statutory Declaration providing a commitment to construct a residence and an accompanying commencement date that is within 6 months. The applicant will also be required to lodge a bond of amount of \$10,000.00 that will be repaid to the applicant upon completion of the final inspection of the residence.

- 3.8.2 The approval of the outbuilding, prior to the residence, will be subject to the outbuilding not being used for habitable purpose in residential zoned areas, and in rural residential and rural smallholding zoned areas will be subject to *Local Planning Policy – Caravans for Temporary Accommodation*.

- 3.8.3 In residential zoned areas the applicant/landowner will also be required to complete fencing of the side and rear property boundaries for the purpose of lessening the visual impact of the building from neighbouring properties and the road to the approval of the local government.

### **3.9 Use of Outbuildings**


- 3.9.1 Outbuildings shall only be used for incidental uses associated with a residential use and/or general agricultural purposes and shall not be used for any commercial or industrial use (with the exception of an approved home based business).

- 3.9.2 The storage of any items in connection with a commercial or industrial operation (e.g. cray pots, building materials, etc.) is considered contrary to the objectives of this policy.

- 3.9.3 Based on legal advice, it is not possible for development approval to be granted for a Class 10 building (such as a shed) to be used for habitation, even on a temporary basis, as it contradicts the National Construction Code Series.

**3.10 Location and Appearance**

- 3.10.1 Regardless of zoning, on lots of 4ha or less, an outbuilding and/or detached garage is to be located entirely behind any existing dwelling on the lot unless the outbuilding and/or detached garage is consistent in design and constructed in the same materials and colours as the dwelling.
- 3.10.2 Other than on rural land greater than 20ha, the use of second hand cladding materials will not be permitted, unless it can be demonstrated by the Applicant that the materials are of a high quality, that no panels or materials are damaged or corroded, and that the external materials will be repainted where necessary in a colour to match the existing dwelling. Photos of the materials must be provided, and an inspection may be required, in order to meet this provision and obtain approval for the use of the materials.
- 3.10.3 Masonry constructed outbuildings and/or detached garages shall be constructed of similar (or complimentary) material and exterior finish as the existing dwelling on the lot.
- 3.10.4 Other than on rural land greater than 20ha, all non-masonry construction of outbuildings in excess of 60m<sup>2</sup> in area are to be constructed of a colour so as to complement the dwelling on the lot and/or the visual character of the landscape (in general non-reflective buildings materials consistent with the character of the area, however zincalume roofing may be permitted).

		<h1>Caravans for Temporary Accommodation</h1> <h2>Local Planning Policy</h2>	
Version 3			
<b>Scheme Provisions:</b> LPS #11 3.2 Zoning and Development Table 4.8.18 Use of Caravans or Outbuildings for Temporary Accommodation LPS #10 4.1 Zoning and Development Table	<b>Other References:</b> Shire of Northampton Local Planning Scheme No. 10 Shire of Northampton Local Planning Scheme No. 11 Planning and Development Act 2005 Caravan Parks and Camping Grounds Regulations 1997	<b>Special procedural considerations:</b>	
<h3>1.0 CITATION</h3> <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 ('the Scheme')</i>. It may be cited as the Caravans for Temporary Accommodation 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> <h3>2.0 OBJECTIVE</h3> <p>2.1 To provide for and regulate the use of caravans for temporary accommodation purposes whilst building a residence.</p> <p>2.2 To ensure that outbuildings are not used for habitable purposes.</p> <p>2.3 To ensure that this type of temporary accommodation does not compromise the amenity of the area.</p> <p>2.4 To ensure an acceptable standard of development (by way of building and health compliance) is achieved.</p> <h3>3.0 POLICY STATEMENT</h3> <h4>3.1 Background</h4> <p>Historically, local governments within regional Western Australia have (as a general practice) supported residential habitation of outbuildings (or sheds) in certain areas through a development approval. Such approvals are usually for periods of between 12 to 18 months to afford landowners the opportunity to temporarily reside on their property whilst constructing a permanent residence, subject to the minimum health and building standards being met.</p>			

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

The advice detailed the status of an outbuilding (or shed) under the National Construction Code series (NCC) as a non-habitable (Class 10) structure and emphasised that even where minimum health and building standards were met these measures are still not adequate to achieve compliance with the standards prescribed by the NCC for a habitable (Class 1) building, such as a house. The advice concluded that a development approval for temporary residential use of a Class 10 building such as a shed would, in effect, amount to an authorisation by the local government for a proponent to breach building legislation.

### 3.2 Definition

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

"Non-habitable" means a Class 10 building as defined under the NCC.

### 3.3 Policy

- 3.3.1 Based on legal advice, it is not possible for a development approval to be granted for a Class 10 building (such as a shed) to be used for habitable purposes, even on a temporary basis, as it contradicts the NCC.
- 3.3.2 It is considered that the use of caravans for temporary accommodation purposes in residential areas (even located within an outbuilding) could have a detrimental impact on the amenity of the area and would be contrary to resident's expectations for development in the locality.
- Therefore the use of caravans for temporary accommodation purposes in residential areas should not be approved.
- 3.3.3 Within Rural Residential and Rural Smallholdings areas the local government may approve the occupation of 1 caravan on-site for up to 12 months pursuant to regulation 11(2)(c) of the *Caravan Parks and Camping Grounds Regulations 1997*, subject to:
- A building permit having been issued for the construction of the residence on the property with written evidence of a signed building contract with a registered builder for the construction of the residence, and a commitment date that is within 6 months by that builder for the commencement of construction of the residence; or
- In the case of an owner builder, a building permit for a residence has been issued by the local government and the applicant shall lodge a bond of \$10,000.00 with the local government and a Statutory Declaration providing a commitment to construct a residence and an accompanying commencement date that is within 6 months;
- A Statutory Declaration acknowledging the use of a caravan on-site is for temporary accommodation purposes only in accordance with regulation 11(2)(c) of the *Caravan Parks and Camping Grounds Regulations 1997*;
  - Provision of adequate ablution and washing facilities connected to an approved water supply and effluent disposal system to the satisfaction of the local government; and
  - The caravan being located within an outbuilding.

3.3.4	Within Rural areas the local government may approve the occupation of 1 caravan on-site for up to 12 months pursuant to regulation 11(2)(c) of <i>the Caravan Parks and Camping Grounds Regulations 1997</i> , subject to the above requirements (Clause 4.3.3) with the exception that the caravan need not be located within an outbuilding but is to be located in an inconspicuous position (generally to the side or rear of the property).		
<b>4.0 RESPONSIBILITY</b>	The Chief Executive Officer as per the Delegations Policy and Register and further authority is delegated to the Chief Executive Officer to determine the location of a caravan (Clause 4.3.4).		
<b>5.0 ADOPTION</b>	22 February 2013	Final Adoption	
	V2 16 June 2014	Advertising / Adoption	Final (Minutes 6.8.1)
	V3 15 June 2018	Advertising / Adoption	Final



	<p style="text-align: center;"><b>EXTRACT FROM THE CARAVAN PARKS AND CAMPING GROUNDS REGULATIONS 1997</b></p>
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**Part 2 — Caravanning and camping generally**

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

(1) A person may camp —

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

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

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

## 2. Sound (noise) management

- Sound will be managed exactly the same way as 2024. We understand this was very successful, and that no noise complaints were made by accommodation providers nearby, nor locals.
- Sound engineer advises that db level will be managed via a db meter and will be the engineer's responsibility to monitor.
- Level for this outdoor event will be kept at the lower end, up to ~110db up close to the stage, and around 90db at ~80m away.
  - Noting that normal average traffic noise can be up to 80db, this is considered as low as an outdoor event could be before the sound is impacted negatively (ie by a loud truck, car or motorbike)
- WA Government Guidelines state *"Outdoor music concerts and festivals need to operate at sound levels of at least 95 dB(A) at the mixing desk to achieve an acceptable atmosphere."* - If the sound drops below this level at the desk and becomes too quiet at 80M away, crowds will not be happy.
- If bands are "stage loud" the levels are difficult to adjust down, but bands will be briefed on stage volumes and these will be checked by stage & sound staff during each bands' sound check
  - Please be mindful that stage loudness is very difficult to change, however it is less impactful further away from the stage
  - Speakers side of stage will be adjusted to compensate for stage loudness if it occurs
- Influencing factors on how loud the music may be include:
  - Wind - cannot be controlled - if it is windy and the sound carries too much, we may need to increase the volume to compensate
  - "Stage loudness" - as advised above
  - Any other outside ambient noise that overtakes the sound (ie construction site noise) which we may need to compensate for