



ATTACHMENTS

COUNCIL MEETING

17 July 2025

CONTENTS

<u>9.1.1</u> - Proposed Review of the Shire of Northampton Register of Delegations, Authorisations and Appointments	
9.1.1(1)	3
<u>9.1.2</u> - Chief Executive Officer Activity Report April to June 2025	
9.1.2(1)	118
<u>9.1.3</u> - Proposed adoption of the Shire of Northampton Strategic Community Plan 2025-2035	
9.1.3(1)	146
<u>9.2.1</u> - Review of Refuse Site Charges for 2025/2026 Financial Year	
9.2.1(1)	160
<u>9.2.2</u> - Manager Corporate Services Activity Report January to June 2025	
9.2.2(1)	161
<u>9.2.3</u> - Monthly Financial Statements for the Period Ending 30 June 2025	
9.2.3(1)	166
<u>9.2.4</u> - Proposed June 2025 List of Accounts for Endorsement on 17 July 2025	
9.2.4(1)	190
<u>9.3.1</u> - Quarterly Acvtivity Report - Executive Manager of Community, Development and Regulation Quarterly Report - April to June 2025	
9.3.1(1)	199
<u>9.4.1</u> - Proposed Overheight and Oversize Outbuilding at Lot 89 (111) Wannernooka Road, Northampton	
9.4.1(1)	205
9.4.1(2)	207
9.4.1(3)	208
<u>9.4.2</u> - Proposed Retaining Wall on Shire Reserve at Lot 80 (No. 112) Mitchell Street, Horrocks	
9.4.2(1)	210
<u>9.4.3</u> - Proposed Master Plan for Kalbarri Men Shed - Lot 57 (17) Richardson Road, Kalbarri	
9.4.3(1)	212
<u>9.4.4</u> - Request for Approval Extension for Short Term Expansion of Kalbarri Motel Accommodation - Lot 188 (No 60) Jeffery Brown Way, Kalbarri	
9.4.4(1)	213
<u>9.4.5</u> - Unauthorised Development and Non-Compliance with Conditions of Development Approval - Lot 41 (No 4) Phelps Loop, Kalbarri	
9.4.5(1)	219
9.4.5(2)	228
9.4.5(3)	232
9.4.5(4)	238
9.4.5(5)	241
<u>9.4.6</u> - Delegated Planning Decisions for June 2025	
9.4.6(1)	243
<u>9.5.1</u> - Building Approval Report for June 2025	

9.5.1(1)	244
9.6.1 - Kalbarri Open Air Music Festival - Proposed 2026 Dates	
9.6.1(1)	245
9.7.1 - Proposed Adoption of Shire of Northampton Parking Local Laws 2024	
9.7.1(1)	246
9.7.2 - Informal Notes - Bush Fire Advisory Committee Meeting held on 26 May 2025	
9.7.2(1)	247
9.7.2(2)	249
9.8.1 - Information Items - Maintenance/Construction - Works Program	
9.8.1(1)	255
9.9.1 - Consideration of the Unconfirmed Minutes of the Road Infrastructure and Plant Advisory Committee Meeting Held 1 July 2025	
9.9.1(1)	267

APPENDICES

9.1.1 - Proposed Review of the Shire of Northampton Register of Delegations, Authorisations and Appointments	
9.1.1(A)	270
9.1.3 - Proposed adoption of the Shire of Northampton Strategic Community Plan 2025-2035	
9.1.3(A)	385
9.2.1 - Review of Refuse Site Charges for 2025/2026 Financial Year	
9.2.1(A)	407
9.7.1 - Proposed Adoption of Shire of Northampton Parking Local Laws 2024	
9.7.1(A)	420

Register of Delegations, Authorisations and Appointments



July 17, 2025

www.northampton.wa.gov.au

199 Hampton Street, Northampton WA 6535

Shire of Northampton Register of Delegations, Authorisations and Appointments

Contents

INTRODUCTION.....	4
Transfer of Authority Due to Absence.....	5
Acting Through.....	5
Standard Conditions of Delegations.....	6
COUNCIL TO CEO DELEGATIONS - <i>Local Government Act 1995</i>	7
1 - Appointment of Acting Chief Executive Officer.....	8
2 - Powers of Entry.....	9
3 - Temporary Road Closures.....	10
4 – Payments from the Municipal and Trust Fund.....	12
5 – Investments.....	13
6 – Objection to Rate Record.....	15
7 – Disposing of Confiscated or Uncollected Goods.....	16
8 – Appointment of Designated Employees.....	18
9 – Administration of Local Laws.....	19
10 – Gates across Public Thoroughfares.....	22
11 - Reserves Under the Control of Local Government.....	23
12 – Recovery of Rates Debts – Actions to Take Possession of the Land.....	24
13 – Agreement as to Payment of Rates and Service Charges.....	26
14 - Rateable Land Exemptions.....	27
15 – Tenders for Goods and Services.....	28
16 – Crossing – Construction, Repair and Removal.....	31
17 – Declared Vehicle is Abandoned Wreck.....	32
CEO TO EMPLOYEE DELEGATIONS – <i>Local Government Act 1995</i>	33
1 – Appointment of Authorised Persons.....	34
2- Determine if an Emergency for Emergency Powers of Entry.....	37
3- Appoint Persons (other than employees) to Open Tenders.....	38
4- Information to be Available to the Public.....	39
5- Infringement Notices.....	40
DELEGATIONS – <i>Building Act 2011 and Building Regulations 2012</i>	42
1 - Designate Authorised Persons.....	43
2 – Building Orders.....	45
3 - Building and Demolition Permits.....	47
4 - Occupancy and Building Approval Certificates.....	49

5 – Inspection and Copies of Building Records.....	51
6 – Referrals and Issuing Certificates.....	52
7 – Private Pool Barrier – Alternative and Performance Solutions.....	53
8 – Smoke Alarms – Alternative Solutions.....	54
9 – Appointment of Approved and Authorised Officers.....	55
DELEGATION – <i>Graffiti Vandalism Act 2016</i>	56
1 – Powers, Duties and Functions.....	57
DELEGATIONS – <i>Bush Fires Act 1954</i>	58
1 – Powers, Duties and Functions.....	59
2 – Prohibited Burning Times.....	60
3 – Restricted Burning Times.....	62
4 – Prosecutions.....	64
5 - Fire Break Maintenance.....	65
6 – Control and Extinguishment of Bush Fires.....	67
7 – Make Request to FES Commissioner – Control of Fire.....	68
8 – Control of Operations Likely to Create Bush Fire Danger.....	69
9 – Burning of Garden Refuse / Open Air Fires.....	71
10 – Appoint Bush Fire Control Officers / and Fire Weather Officer.....	73
11 – Recovery of Expenses Incurred Through Contraventions of <i>Bush Fires Act 1954</i>	75
DELEGATIONS – <i>Liquor Control Act 1988</i>	76
1 – Section 39 and 40 Certificates.....	77
2 – Occasional Licences.....	78
DELEGATIONS – <i>Food Act 2008</i>	79
1 – Prohibition Orders and Certificates of Clearance.....	80
2 – Food Business Registrations.....	81
3 – Debt Recovery and Prosecutions.....	82
4 – Food Businesses List – Public Access.....	83
DELEGATIONS – <i>Dog Act 1976</i>	84
1 – Powers, Duties and Functions.....	85
DELEGATIONS – <i>Cat Act 2011</i>	86
1 - Powers, Duties and Functions.....	87
2 – Cat Registrations.....	88
DELEGATIONS – <i>Planning and Development Act 2005</i>	89
1 – Illegal Development.....	90

2 - <i>Local Planning Schemes No 10 and 11 and Planning and Development (Local Planning Schemes) Regulations 2015</i>	91
DELEGATIONS – <i>Public Health Act 2016</i>	96
1 - Enforcement Agency Reports to the Chief Health Officer.....	97
STATUTORY DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES	98
<i>Environmental Protection Act 1986</i>	99
1 – Noise Control – Serving of Environmental Protection Notices	99
2 – Noise Control – Noise Management Plans.....	100
<i>Planning and Development Act 2005</i>	101
1 – Section 15 of <i>Strata Titles Act 1985</i>	101
<i>Planning and Development Act 2005</i>	102
1 – Sign Development Applications for Crown Land as Owner	102
COUNCIL APPOINTED AUTHORISED PERSONS AND OFFICERS.....	105
<i>Local Government Act 1995</i>	106
1 – Appointment of Authorised Persons to Execute Documents.....	106
<i>Health (Miscellaneous Provisions) Act 1911</i>	107
1 – Appointment of Deputy	107
<i>Food Act 2008</i>	108
1 – Appointment of Authorised Officers.....	108
2 – Appointment of Designated Officers.....	109
<i>Public Health Act 2016</i>	110
1 – Appointment of Authorised Officers.....	110
2 – Commence Proceedings	111
<i>Health (Asbestos) Regulations 1992</i>	112
1 – Appointment of Authorised Officers.....	112
2 – Appointment of Approved Officers.....	113
APPENDIX - LIST OF AMENDMENTS	Error! Bookmark not defined.

INTRODUCTION

The Delegations of Authority contained herein are made to the Chief Executive Officer pursuant to Section 5.42 of the *Local Government Act 1995* (the Act) and other Acts, where listed, some of these functions are hereby delegated by the Chief Executive Officer to Shire of Northampton employees pursuant to Section 5.44 of that Act or other Acts. All delegations made by the Council under the Act (or other Acts) must be by **absolute majority** decision where required.

The Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount determined by the local government.
- Any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in Section 9.5.
- The power under Section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or Governor.
- Such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if required.

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

In addition to delegations made in accordance with the *Local Government Act 1995*, a number of delegations are also made to the Chief Executive Officer, or directly to other officers in some instances, in accordance with the provisions of other legislation. The aim of the delegated authority manual is to assist with improving the time taken

to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus. Business units responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

Each instrument of delegation describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of the Council which may provide guidance in the exercise of the delegation.

Transfer of Authority Due to Absence

Where an employee not named has been appointed by Council or by an employee authorised to make the appointment to act in a position to which the named employee is appointed, the authority shall transfer to the employee acting as appointed, for the duration of the authorisation.

Acting Through

The Act does not specifically define the meaning of the term 'acting through' however section 5.45(2) states;

"Nothing in this division is to be read as preventing –

- a) A local government from performing any of its functions by acting through a person other than a the CEO; or
- b) A CEO from performing any of his or her functions by acting through another person."

The Department of Local Government & Communities Guideline No.17 - Delegations, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' is that, where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must be:

- delegated; or,
- where applicable a person authorised; or,
- a policy implemented that provides sufficient control,

for another person to have that authority and fulfil the function or duty.

Where considered appropriate and effective in operation, discretionary matters will be determined by Council through policy. The policy decision may then be implemented by officers through the 'acting through' concept. In these instances there is no need for a delegated authority as it is the responsibility of the CEO to implement the Shire's policies.

Standard Conditions of Delegations

All delegations are subject to the following conditions:

- In exercising a delegation, the Chief Executive Officer is to comply with any, and all laws and regulations in force in Western Australia and the requirements of any, and all laws and policies of the Shire of Northampton.
- Delegated authority cannot be exercised where a financial interest or interest affecting impartiality is evident.
- In exercising a delegation, the Chief Executive Officer is to exercise the delegation in accordance with any budget authority where applicable.

COUNCIL TO CEO DELEGATIONS -
Local Government Act 1995

1 - Appointment of Acting Chief Executive Officer

Function Delegated	<p>Appoint an Acting Chief Executive Officer as follows:</p> <ul style="list-style-type: none"> For periods of one week or more, appoint one of the Senior Employees on a rotational basis or as deemed appropriate. For periods of less than one week, Senior Employees act in the position as appointed by the Chief Executive Officer.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.36(1)(a) Local government employees
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> For periods up to one week, entitlement of any 'higher duties' or other form of allowance will be at the CEO's discretion. In the event of unscheduled absences, an available Senior Employee is authorised to act in the role of Chief Executive Officer. Appointment of position to Acting CEO does not extend to employees acting in the position of Senior Employees. In the event the CEO's position becomes vacant then sections 5.36(2)(a) and (b), 5.39 and 5.40 of the <i>Local Government Act 1995</i> and Regulations 18A, 18B, 18C, 18F and 19A of the <i>Local Government (Administration) Regulations 1996</i> will apply and a separate resolution of Council will be required by absolute majority.
Policy/Compliance Links	Appointment of Acting Chief Executive Officer Policy applies.
Record Keeping	<p>Record to be kept on personnel files.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

2 - Powers of Entry

Function Delegated	<ul style="list-style-type: none"> • Authorise entry onto land to fulfil any statutory function that the local government has under the <i>Local Government Act 1995</i>. • Give a Notice of Entry. • Seek and execute an entry under warrant. • Execute an entry in an emergency, using such force as is reasonable. • Give notice and execute the opening of a fence.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 3.28- When this subdivision applies • Section 3.32- Notice of Entry • Section 3.33- Entry under Warrant • Section 3.34- Entry in an Emergency • Section 3.36- Opening Fences
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42 - Delegation of some powers or duties to the CEO • Section 5.43 - Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44 - CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Works and Technical Services
Conditions on Delegation/Sub-Delegation	A warrant to enter may only be sought after the employee has a sworn affidavit setting out circumstances that gave rise to the need for a warrant (unless an emergency).
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3; specifically Section 3.31 <ul style="list-style-type: none"> - General procedure for entering property.
Record Keeping	<p>Record to be kept on file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

3 - Temporary Road Closures

Function Delegated	<ul style="list-style-type: none"> • Close a thoroughfare managed by the Shire (wholly or partially) for a period of less than four weeks. • Close a thoroughfare managed by the Shire (wholly or partially) for a period of more than four weeks. • Close a thoroughfare to a particular class or classes of vehicles.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 3.50- Closing certain thoroughfares to vehicles • Section 3.50A- Partial closure of thoroughfares for repairs or maintenance • Section 3.50(4)- Give local public notice • Section 3.51- Affected owners to be notified of certain proposals (fixing or altering of levels or alignment, or draining water)
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	<p>Executive Manager Community, Development and Regulation Executive Manager Works and Technical Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Manager Parks and Gardens</p>
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • Shire must send a copy of the notice to the Commissioner for Main Roads under section 3.50(5) if closure is more than four weeks • Temporary road closures of more than four weeks and where objections have been received are to be by Council resolution • This delegation does not cover permanent road closures which are governed by the <i>Land Administration Act 1997</i> • Under section 3.50(A) the Shire may partially and temporarily close a thoroughfare, without giving local public notice, if the closure- <ol style="list-style-type: none"> 1. Is for the purpose of carrying out repairs and maintenance: and 2. Is unlikely to have significant adverse effect on users of the thoroughfare.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 5

Record Keeping	Record to be kept on file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

4 – Payments from the Municipal and Trust Fund

Function Delegated	Make payments from the municipal fund and trust fund
Statutory Power Delegated	<i>Local Government (Financial Management) Regulations 1996</i> <ul style="list-style-type: none"> Regulations 12(1)(a)- Payments from municipal fund or trust fund, restrictions on making payments
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Works and Technical Services Manager Financial Services
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> The CEO has a maximum expenditure delegation up to amounts contained in the Annual Budget but subject to any Tender requirements. All other employees with purchasing authority have a maximum expenditure delegation in accordance with the Register of Financial Delegations authorised by the CEO annually. Authorisation of all payments from both the Municipal and Trust funds must carry two signatories or authorities nominated in this delegation or sub- delegation.
Policy/Compliance Links	<i>Local Government (Financial Management) Regulations 1996</i> <ul style="list-style-type: none"> Regulation 5- CEO's duties as to financial management Regulation 11- Payments, procedures for making, etc. Regulation 12- Payments from municipal fund or trust fund- restrictions on making Regulation 13- Payments from municipal fund or trust fund by CEO, CEO's Duties as to, etc.
Record Keeping	Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected. Records of decisions are retained in minutes of Council meetings.
Date of Council Adoption	17 July 2025

5 – Investments

Function Delegated	<p>Surplus funds may be invested in the following institutions:</p> <ul style="list-style-type: none"> • The Council's account holding bank; • An authorised deposit-taking institution as defined in the <i>Banking Act 1959</i> (Commonwealth) section 5; or • The Western Australian Treasury Corporation established by the <i>Western Australian Treasury Corporation Act 1986</i>.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 6.14 – Power to invest <p><i>Local Government (Financial Management) Regulations 1996</i></p> <ul style="list-style-type: none"> • Regulation 19- Management of investments
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Manager Financial Services
Conditions on Delegation/Sub-Delegation	See Council Policy Investment of Surplus Funds.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 6.14 – Power to invest <p><i>Local Government (Financial Management) Regulations 1996</i></p> <ul style="list-style-type: none"> • Regulation 19 – Investments, control procedures for • Regulation 19C – Investment of money, restrictions on • Regulation 28 – Investment information required in notes (Annual Budget) • Regulation 49 – Invested money, information about annual financial report <p><i>Trustee Act 1962</i></p> <ul style="list-style-type: none"> • Part III – Investments <p>Investment of Surplus Funds Policy</p>
Record Keeping	<ul style="list-style-type: none"> • Investment Register • Monthly financial management report to Council and retained in minutes of Ordinary Council Meetings. <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of</p>

	how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

6 – Objection to Rate Record

Function Delegated	<ul style="list-style-type: none"> Extend the time for making an objection to the rate record for a period of time as it sees fit. Consider any objection to the rate record and may either disallow it or allow it, wholly or in part.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.76(4), (5) and (6) - Grounds of objection
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Manager Financial Services Rates Officer
Conditions on Delegation/Sub-Delegation	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a rate record objection must not be party to any determination under this delegation.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Part 6, Division 6, Sub-division 7- Objections and review
Record Keeping	<p>Record to be kept on file classification against relevant property.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p> <p>The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.</p>
Date of Council Adoption	17 July 2025

7 – Disposing of Confiscated or Uncollected Goods

Function Delegated	<ul style="list-style-type: none"> • Sell or otherwise dispose of any confiscated or impounded goods. • Humanely destroy an impounded animal where it is determined to be too ill or injured to treat and dispose of carcass. • Where an offender is convicted, recover from the offender expenses incurred for removing, impounding and disposing confiscated or impounded goods.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 3.46 Goods may be withheld until costs paid • Section 3.47(1), (2),(2a)- Disposing of confiscated or uncollected goods • Section 3.47A(1)- Disposal of sick or injured animals • Section 3.48- Recovery of impounding expenses
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development & Regulation Manager Financial Services Rangers
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • Delegation only to be used where the delegate's reasonable efforts to identify and contact an owner have failed. • Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions & General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. • Rangers cannot dispose of or sell confiscated or uncollected goods.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3 • Section 3.58- Disposing of property <p><i>Local Government (Functions and General) Regulation 1996</i></p> <ul style="list-style-type: none"> • Regulation 30- Dispositions of property excluded from Act
Record Keeping	<p>Record to be kept on file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

8 – Appointment of Designated Employees

Function Delegated	<ul style="list-style-type: none"> Appoint designated employees required to submit a primary and annual return.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.74(1)- terms used- designated employees
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.70 - Disclosure of Interest Section 5.75 – Primary Returns Section 5.76 – Annual Returns Section 5.82 – Gifts Section 5.83 – Contributions to Travel
Record Keeping	<p>Record to be kept on file or in gift register.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

9 – Administration of Local Laws

Function Delegated	<p>Power to:</p> <ul style="list-style-type: none"> Administer the provisions of any Shire of Northampton Local Laws made under Division 2 of Part 3 of the <i>Local Government Act 1995</i> or other relevant Act. Determine applications received in accordance with any Shire of Northampton Local Law. Exercise the powers, duties and functions of the local government under those local laws.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 3.18 – Performing executive functions
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	<p><u>For the purposes of actioning the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2017</u></p> <ul style="list-style-type: none"> Executive Manager Works and Services Executive Manager Community, Development & Regulation Manager Financial Services Ranger Environmental Health Officer Principal Building Surveyor Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Manager Parks and Gardens Gardener <p><u>For the purposes of actioning the Bush Fire Brigades Local Law 2017</u></p> <ul style="list-style-type: none"> Executive Manager Community, Development & Regulation Ranger <p><u>For the purposes of actioning the Cemeteries Local Law 2017</u></p> <ul style="list-style-type: none"> Manager Financial Services Rates Officer Executive Manager Works and Technical Services <p><u>For the purposes of actioning the Dog Local Law 2017</u></p> <ul style="list-style-type: none"> Executive Manager Community, Development & Regulation Ranger

Sub Delegated to (cont):	<p><u>For the purposes of actioning the Fencing Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Community, Development & Regulation • Principal Building Surveyor • Planning Officer <p><u>For the purposes of actioning the Health Local Law 2007</u></p> <ul style="list-style-type: none"> • Executive Manager Community, Development & Regulation • Environmental Health Officer <p><u>For the purposes of actioning the Property Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Works and Services • Executive Manager Community, Development & Regulation • Manager Financial Services • Ranger • Environmental Health Officer • Principal Building Surveyor • Planning Officer • Northampton Leading Hand Construction • Northampton Leading Hand Maintenance • Kalbarri Leading Hand • Manager Parks and Gardens • Gardener <p><u>For the purposes of actioning the Urban Environment and Nuisance Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Works and Services • Executive Manager Community, Development & Regulation • Manager Financial Services • Ranger • Environmental Health Officer • Principal Building Surveyor • Planning Officer • Northampton Leading Hand Construction • Northampton Leading Hand Maintenance • Kalbarri Leading Hand • Manager Parks and Gardens • Gardener
Conditions on Delegation/Sub-Delegation	Subject to specific delegation assigned by the CEO based on training, experience and role.
Policy/Compliance Links	<ul style="list-style-type: none"> • Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2017 • Bush Fire Brigades Local Law 2017 • Cemeteries Local Law 2017 • Dog Local Law 2017 • Fencing Local Law 2017 • Health Local Law 2007 • Property Local Law 2017 • Urban Environment and Nuisance Local Law 2017
Record Keeping	Records to be kept on relevant files.

	Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

10 – Gates across Public Thoroughfares

Function Delegated	<ul style="list-style-type: none"> Power to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying. Power to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device. Power to impose conditions on granting permission. Power to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted. Power to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time.
Statutory Power Delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <ul style="list-style-type: none"> Regulation 9 - Permission to have gate across public thoroughfare – Sch. 9.1 cl.5 (1)
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Works and Services
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Part 9 , Division 2 – Enforcement and Legal Proceedings <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

11 - Reserves Under the Control of Local Government

Function Delegated	Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire, that the Shire could do under section 5 of the <i>Parks and Reserves Act 1895</i> . (s.3.54(1))
Statutory Power Delegated	<i>Local Government Act 1995</i> : <ul style="list-style-type: none"> Section 3.54(1) Reserves under control of local government
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> : <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Works and Technical Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Manager Parks and Gardens
Conditions on Delegation/Sub-Delegation	Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets. The power under s5(1)(f) of the <i>Parks and Reserves Act 1895</i> to 'grant licences for the removal of any sand, gravel or other earth or mineral' may only be exercised by Council.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 3.53(3) - Control of certain unvested facilities Section 3.54(1) - Reserves under control of local government Section 5 - <i>Parks and Reserves Act 1895</i>
Record Keeping	Relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

12 – Recovery of Rates Debts – Actions to Take Possession of the Land

Function Delegated	<ul style="list-style-type: none"> • Authority to take possession of land and hold the land as against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years (s.6.64(1)), including: <ul style="list-style-type: none"> • Lease of the land; or • sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> i. cause the land to be transferred to the Crown (s.6.71 and s.6.74); or ii. cause the land to be transferred to the Shire (s.6.71). • Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears (s.6.64(3)). • Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, services charges and costs within 7 days of and prior to the proposed sale (s.6.69(2)).
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 6.64(1) & (3) - Actions to be taken • Section 6.69(2) - Right to pay rates, service charges and costs, and stay proceedings • Section 6.71 - Power to transfer land to Crown or local government • Section 6.74 - Power to have land re-vested in Crown if rates in arrears 3 years
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Manager Financial Services
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • In accordance with Section 6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous three years attempted to recover the outstanding rates/charges through a court, under Section 6.56 after obtaining Council approval to do so.

Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. <p><i>Local Government (Financial Management) Regulations 1996</i></p> <ul style="list-style-type: none"> Regulations 72 - 78 prescribe forms and procedures relevant to exercise of authority under this delegation.
Record Keeping	<p>Relevant property file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

13 – Agreement as to Payment of Rates and Service Charges

Function Delegated	Power to make an agreement with a person for the payment of rates or service charges.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.49 Agreement as to payment of rates and service charges
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Manager Financial Services Rates Officer
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.49 Agreement as to payment of rates and service charges The Shire's Financial Hardship (Rate Relief) Policy applies.
Record Keeping	Relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

14 - Rateable Land Exemptions

Function Delegated	Authority to determine rate exemption applications in accordance with Section 6.26 of the <i>Local Government Act 1995</i> .
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.26 – Rateable land
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> : <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Manager Financial Services
Conditions on Delegation/Sub-Delegation	Council is to be advised of any decision to exempt a property from being rated.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.26 – Rateable land
Record Keeping	Relevant property file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

15 – Tenders for Goods and Services

Function Delegated	<p>Authority to determine:</p> <ul style="list-style-type: none"> • to call tenders for any items included in the Annual Budget (<i>Functions and General</i>) Regulation 11); • to invite tenders though not required to do so ((<i>Functions and General</i>) Regulation 13); • the selection criteria for deciding which tender should be accepted (<i>Functions and General</i>) Regulation 14(2a)); • the information to be disclosed to those interested in submitting a tender (<i>Functions and General</i>) Regulation 14(4)(a)); • to vary tender information after public notice of invitation to tender and before the close of tenders (<i>Functions and General</i>) Regulation. 14(5)); • to seek clarification from tenderers in relation to information contained in their tender submission (<i>Functions and General</i>) Regulation 18(4a)); • to evaluate tenders and decide which is the most advantageous (<i>Functions and General</i>) Regulation 18(4)); • to accept or reject tenders (<i>Functions and General</i>) Regulation 18(2) and (4)); • to decline any tender (<i>Functions and General</i>) Regulation 18(5)); • minor variations before entering into a contract (<i>Functions and General</i>) Regulation 20); • to accept the next most advantageous tender where within 6 months of accepting a tender a contract has not been entered into, or the successful tenderer agrees to terminate the contract (<i>Functions and General</i>) Regulation 18 (6) and (7)); • appropriate circumstances for seeking and inviting expressions of interest for the supply of goods or services (<i>Functions and General</i>) Regulation 21); and • to consider expressions of interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers (<i>Functions and General</i>) Regulation Reg. 23).
Statutory Power Delegated	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 3.57 Tenders for providing goods or services. <p><i>Local Government (Functions and General) Regulations 1996:</i></p> <ul style="list-style-type: none"> • Regulation 11 - When tenders have to be publicly invited • Regulation 13 - Requirements when local government invites tenders though not required to do so • Regulation 14 - Publicly inviting tenders, requirements for • Regulation 18 - Rejecting and accepting tenders • Regulation 20 - Variation of requirements before entry into contract • Regulation 21A - Varying a contract for the supply of goods or services

Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> The CEO has a maximum expenditure delegation up to amounts contained in the Annual Budget but subject to any Tender requirements. Sole supplier arrangements may only be approved where a record is retained that evidences rationale for why the supply is unique and cannot be sourced through other suppliers. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; current supply contract expiry is imminent; value of the proposed new contract has been included in the draft Annual Budget proposed for adoption. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by Council. In accordance with Section 5.43, tenders may only be accepted, and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget. Authority to enter into a variation <i>Functions and General</i> regulation 20(1), regulation 20(2) subject to: <ul style="list-style-type: none"> That the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract. Minor variations to the goods and services required may only be negotiated and agreed prior to entering into a contract up in accordance with the Shire's Tendering Policy.
Policy/Compliance Links	<i>Local Government (Functions and General) Regulations 1996:</i> Shire of Northampton Policies: <ul style="list-style-type: none"> Purchasing and Tender Guide Purchasing Policy Tender Procedure Policy

Record Keeping	Relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

16 – Crossing – Construction, Repair and Removal

Function Delegated	<ul style="list-style-type: none"> • Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land. • Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government. • Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing.
Statutory Power Delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996:</i></p> <ul style="list-style-type: none"> • Regulation 12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) • Regulation 13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Works and Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand
Conditions on Delegation/Sub-Delegation	<p>Actions under this delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</p> <p>Penalties under the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.</p>
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 9, Division 2. <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p>
Record Keeping	<p>Relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

17 – Declared Vehicle is Abandoned Wreck

Function Delegated	<ul style="list-style-type: none"> Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Statutory Power Delegated	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> Section 3.40A(4) Abandoned vehicle wreck may be taken.
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development & Regulation Rangers
Conditions on Delegation/Sub-Delegation	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 9 - Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Policy/Compliance Links	Nil.
Record Keeping	<p>Relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

CEO TO EMPLOYEE DELEGATIONS –
Local Government Act 1995

1 – Appointment of Authorised Persons

Function Delegated	<p>1. Authority to appoint persons or classes of persons as authorised persons [s.9.10(2)] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:</p> <p>(a) Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act.</p> <p>(b) <i>Caravan Parks and Camping Grounds Act 1995</i>;</p> <p>(c) <i>Cat Act 2011</i>;</p> <p>(d) <i>Cemeteries Act 1986</i>;</p> <p>(e) <i>Control of Vehicles (Off-road Areas) Act 1978</i>;</p> <p>(f) <i>Dog Act 1976</i>;</p> <p>(g) Graffiti Vandalism Act 2016 – refer s.15; and</p> <p>(e) any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>.</p> <p>2. Authority to authorise an employee to certify copies of local laws or any other document adopted by Council as a true copy [s.9.31].</p>
Statutory Power or Duty Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 9.10- Appointment of authorised persons • Section 3.24- Authorising persons under this subdivision • Section 3.31 – General procedure for entering property
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44 - CEO may delegate some powers and duties to other employees
Delegator:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	<p>Executive Manager Community, Development and Regulation Manager Financial Services Executive Manager Works and Technical Services Environmental Health Officer Planning Officer Principal Building Surveyor Rates Officer Finance Officer Planning Officer Ranger Northampton Leading Hand Construction Northampton Leading Hand Maintenance</p>

	Kalbarri Leading Hand Manager Parks and Gardens
Conditions on Delegation/Sub- Delegation	<p>The Chief Executive Officer is exclusively delegated the authority of Section 9.10. This section is not sub-delegated to any other employee.</p> <p><u>Prohibitions</u> Specific sections of the <i>Local Government Act 1995</i> where delegation (including Acting Through) is prohibited include: 2.11(2), 2.12A(1)(b), 2.17(3), 2.25(1), 3.5, 3.6(1), 3.12(4), 3.16(4), 3.59(5), 4.9(1), 4.16(4), 4.17(2), 4.20(2), 4.20(4), 4.57(3), 4.61(2), 5.2, 5.3(1), 5.4, 5.8, 5.15, 5.16(1), 5.36(1), 5.37(2), 5.42(1), 5.43, 5.54(1), 5.98(1)(b), 5.98A, 5.99, 5.99A, 6.2(1), 6.3, 6.11(2), 6.12(1)(a), 6.13(1), 6.16(1), 6.16(3), 6.20(1), 6.20(2), 6.20(3)(a), 6.20(3)(b), 6.29(2), 6.32(1), 6.32(3), 6.33(1), 6.35(1), 6.37(1), 6.38(1), 6.45(1), 6.45(3), 6.46, 6.51(1), 7.1A(1), 7.1A(2), 7.1B, 7.3(1), 7.3(2), 7.6(3), 9.6(1).</p> <p>Schedule 2.2 4(2), 4(3), 4(3), 4(4), 5.</p> <p>Schedule 6.1 1(1), 2(1).</p> <p>Specific regulations of the <i>Local Government (Functions and General) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 11(2)(d), 14(4)(a).</p> <p>Specific regulations of the <i>Local Government (Administration) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 14A(1)(c), 19C(7), 19DA(6).</p> <p>Specific regulations of the <i>Local Government (Financial Management) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 33A(3), 54, 64(2), 67, 70.</p> <p>Specific regulations of the <i>Local Government (Audit) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 14(3).</p>
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <ul style="list-style-type: none"> • Subdivision 2- Certain provisions about land • Schedule 3.1- Powers under notices to owners or occupiers of land • Section 3.25- Notices requiring certain things to be done by owner or occupier of land

	<ul style="list-style-type: none"> • Section 3.26- Additional powers when notice given • Section 3.27 and Schedule 3.2 -Particular things local governments can do on land even though it is not local government property • Section 3.39- Power to remove or impound • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Graffiti Vandalism Act 2016</i> • Local Government Act Regulations • Shire of Northampton Local Laws
Record Keeping	<p>A register of Authorised Persons is to be maintained as a Local Government Record.</p> <p>Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</p> <p>Record to be kept on relevant personnel files.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

2- Determine if an Emergency for Emergency Powers of Entry

Delegator:	Chief Executive Officer
Function Delegated	<ul style="list-style-type: none"> Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 3.34(2)- Entry in an Emergency
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Statutory Power to Sub-Delegate:	Nil.
Delegated to:	<p>Executive Manager Community, Development and Regulation Manager Financial Services Executive Manager Works and Technical Services Environmental Health Officer Planning Officer Principal Building Surveyor Ranger Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Manager Parks and Gardens</p>
Conditions on Delegation	<p>An emergency exists where the Shire or the Chief Executive Officer is of the opinion that the circumstances are such that compliance with the requirements for obtaining entry other than under section 3.34 of the <i>Local Government Act 1995</i> would be impractical or unreasonable because of, or because of the imminent risk of:</p> <ol style="list-style-type: none"> injury or illness to any person; a natural or other disaster or emergency; or such other occurrence as is prescribed under the <i>Local Government (Functions and General) Regulations 1996</i> for the purposes of section 3.34 of the <i>Local Government Act 1995</i>.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Part 3, Division 3, Subdivision 3; specifically Section 3.31 - General procedure for entering property.
Record Keeping	Record to be kept on relevant property file.
Date of CEO Approval	17 July 2025

3- Appoint Persons (other than employees) to Open Tenders

Delegator:	Chief Executive Officer
Function Delegated	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend the tender opening.
Statutory Power Delegated	<i>Local Government (Functions and General) Regulations 1996:</i> Regulation 16(3) Receiving and opening tenders, procedure for
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Manager Financial Services
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	Shire of Northampton Policies: <ul style="list-style-type: none"> Purchasing and Tender Guide Purchasing Policy Tender Procedure Policy
Record Keeping	Record to be kept on relevant file.
Date of CEO Approval	17 July 2025

4- Information to be Available to the Public

Delegator:	Chief Executive Officer
Function Delegated	<ul style="list-style-type: none"> • Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. • Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. • Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
Statutory Power Delegated	<p><i>Local Government (Administration) Regulations 1996:</i> Regulation 29B - Copies of certain information not to be provided (Act s.5.96)</p> <p><i>Local Government Act 1995:</i> Section 9.95(1)(b) & (3)(b) Limits on right to inspect local government information</p>
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Statutory Power to Sub-Delegate:	Nil.
Delegated to:	Executive Manager Community, Development and Regulation Manager Corporate Services Executive Manager Works and Technical Services
Conditions on Delegation	Nil.
Policy/Compliance Links	<p><i>Local Government Act 1995:</i> <i>Local Government (Administration) Regulations 1996:</i></p>
Record Keeping	Record to be kept on file.
Date of CEO Approval	17 July 2025

5- Infringement Notices

Delegator:	Chief Executive Officer
Function Delegated	<ul style="list-style-type: none"> • Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. • Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed • Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund
Statutory Power Delegated	<p><i>Local Government Act 1995:</i> Section 9.13(6)(b) - Onus of proof in vehicle offences may be shifted Section 9.19 - Extension of Time Section 9.20 - Withdrawal of Notice</p> <p><i>Building Regulations 2012</i> Regulation 70(1A), (1), (2) Approved officers and authorised officers</p> <p><i>Cat Act 2011</i> Section 64 - Extension of time Section 65 - Withdrawal of notice</p>
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees <p><i>Cat Act 2011</i> Section 45 - Delegation by CEO of local government</p>
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i> Section 5.44 - CEO may delegate some powers and duties to other employees</p>
Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. • The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> <p>Infringement Notices:</p> <p>(i) Principal Building Surveyor</p> <p>NOTE: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority under the <i>Building Act 2011</i> delegations of this register.</p>

Policy/Compliance Links	Council's Finance Policy – Tendering applies.
Record Keeping	Record to be kept on relevant file.
Date of CEO Approval	17 July 2025

**DELEGATIONS – *Building Act 2011 and
Building Regulations 2012***

1 - Designate Authorised Persons

Function Delegated	<ul style="list-style-type: none"> Designate a person as an authorised person under section 96(3) of the <i>Building Act 2011</i> in relation to buildings and incidental structures located or proposed to be located in the district of the local government and for the purpose of section 93(2)(d). Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person for the purpose of section 99(3). Designate a person as a specified employee under section 70 of the <i>Building Act 2011</i> in relation to issuing and withdrawing infringement notices.
Statutory Power Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 93(2)(d) - changing building standards, requirements, as to existing buildings Section 96(3), (5) and (6) - Authorised persons
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 27(1) and (3) - Delegation: special permit authorities and local governments.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> Other than a person authorised under Building Regulation 5A an authorised person under the <i>Building Act 2011</i> must be a local government employee as defined in Section 5.36 of the <i>Local Government Act 1995</i>. Specified Employees under section 70 of the <i>Building Act 2011</i> in relation to issuing infringement notices should not also be specified employee for withdrawing infringement notices. An authorised officers cannot also be an approved officers under the <i>Criminal Procedures Act 2004</i>.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Building Act 2011</i> <i>Building Regulations 2012</i> National Construction Code / Building Code of Australia <i>Commerce Regulations Amendment (Infringement Notices) Regulations 2019</i> <i>Criminal Procedures Act 2004</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

2 – Building Orders

Function Delegated	<ul style="list-style-type: none"> • Make building orders in respect of one or more of the following: <ul style="list-style-type: none"> ○ Particular building work. ○ Particular demolition work. ○ A particular building or incidental structure, whether completed before or after commencement day. • Give notice of a proposed building order and consider submissions received in response and determine actions. • Revoke a building order at any time. • Decide whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under section 117(2). • If there is non-compliance with a building order, cause an authorised person to: <ul style="list-style-type: none"> ○ take any action specified in the order; or ○ commence or complete any work specified in the order; or ○ if any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease. • Take court action to recover as a debt, reasonable costs and expenses incurred in doing anything in regard to non-compliance with a building order. • Initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Statutory Power Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 110(1) - A permit authority may make a building order. • Section 111(1) - Notice of proposed building order other than building order (emergency). • Section 117(1) and (2) - A permit authority may revoke a building order or notify that it remains in effect. • Section 118(2) and (3) - Permit authority may give effect to building order if non-compliant. • Section 133(1) - A permit authority may commence a prosecution for an offence against this Act.
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 6(3) - Permit authority for a building or incidental structure.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 127- Delegation: special permit authorities and local governments (powers of sub delegation limited to CEO)
Sub Delegated to:	Principal Building Surveyor

Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 111 - Notice of proposed building order other than building order (emergency) • Section 112 - Content of building order • Section 113 - Limitation on effect of building order • Section 114 - Service of building order • Part 9 - Review- Section 122- Building orders application for review by State Administrative Tribunal.
Record Keeping	<p>Record to be kept on relevant files:</p> <ul style="list-style-type: none"> ○ Property file ○ Building Permit Application <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

3 - Building and Demolition Permits

Function Delegated	<ul style="list-style-type: none"> Require an applicant to provide any documentation or information required to determine a building or demolition permit. Grant a building or demolition permit. Refuse a building or demolition permit. Impose, vary or revoke conditions on a building or demolition permit.
Statutory Power Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 18- Further information Section 20- Grant a building permit Section 21- Grant a demolition permit Section 22- Further grounds for not granting an application Section 27(1)and (3)- Impose conditions on permit <p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 23 - Application to extend time during which permit has effect (s.32) Regulation 24 - Extension of time during which permit has effect (s.32(3)) Regulation 26 - Approval of new responsible person (s.35(c))
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 6(3)- Permit authority for an building or incidental structure
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127- Delegation: special permit authorities and local governments (powers of sub delegation limited to CEO)
Sub Delegated to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	<p>Caution should be exercised if building is on a register made under the <i>Heritage of Western Australia Act 1990</i>. Additionally, the Shire's Municipal Heritage Inventory is to be consulted.</p> <p>The Administration Officer – Building Services is delegated the functions of Section 18 – Further Information only.</p>
Policy/Compliance Links	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 119 - Building and demolition permits application for review by State Administrative Tribunal (SAT). Section 23- Time for deciding application for building or demolition permit. <p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 25 - Review of decision to refuse or extend time during which permit has effect- reviewable by SAT. <p><i>Building Services (Registration) Act 2011</i></p>

	<ul style="list-style-type: none"> • Section 7. <p><i>Building Services (Complaint Resolution and Administration) Act 2011</i></p> <ul style="list-style-type: none"> • Part 7, Division 2. <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage of Western Australia Act 1990</i></p> <p><i>Home Building Contracts Act 1991</i></p> <ul style="list-style-type: none"> • Part 3A, Division 2
Record Keeping	<p>Record to be kept on file:</p> <ul style="list-style-type: none"> ○ Relevant property file ○ Building Permit Application (if applicable) <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

4 - Occupancy and Building Approval Certificates

Function Delegated	<ul style="list-style-type: none"> Require applicant to provide any documentation or information required to determine the application and to verify the information by statutory declaration. Grant, refuse to grant or modify an occupancy permit or building approval certificate. Record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review. Impose, add, vary or revoke conditions on an occupancy permit. Give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review. Extend, or refuse to extend, the period in which the occupancy permit or modification or the building approval certificate has effect.
Statutory Power Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 55- Further information Section 58- Grant of occupancy permit, building approval certificate Section 59- Time for granting occupancy permit or building approval certificate Section 60- Notice of decision Section 62(1), (3),(4)and (5)- Conditions imposed by permit authority Section 65(4)- Extension of period of duration <p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 40 - Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 6(3) - Permit authority for a building or incidental structure.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127- Delegation: special permit authorities and local governments (powers of sub delegation limited to CEO)
Sub Delegated to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>

	<ul style="list-style-type: none"> • Section 59- time for granting occupancy permit or building approval certificate • Section 60- Notice of decision not to grant occupancy permit or grant building approval certificate • Section 121- Occupancy permits and building approval certificates- application for review by State Administrative Tribunal (SAT). <p><i>Building Regulations 2012</i></p> <p><i>Building Services (Registration) Act 2011</i></p> <ul style="list-style-type: none"> • Section 7. <p><i>Building Services (Complaint Resolution and Administration) Act 2011</i></p> <ul style="list-style-type: none"> • Part 7, Division 2. <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage of Western Australia Act 1990</i></p>
Record Keeping	<p>Record to be kept on file:</p> <ul style="list-style-type: none"> ○ Relevant property file ○ Building Permit Application (if applicable) <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

5 – Inspection and Copies of Building Records

Function Delegated	<ul style="list-style-type: none"> Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Statutory Power Delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 131(2) Inspection, copies of building records
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Executive Manager Community, Development & Regulation Principal Building Surveyor Planning Officer
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> Building records may only be provided to the owner of the building, or to a third party with the written approval of the landowner to do so.
Policy/Compliance Links	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 146 - Confidentiality
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

6 – Referrals and Issuing Certificates

Function Delegated	<ul style="list-style-type: none"> Authority to refer uncertified applications under Section 17(1) of the <i>Building Act 2011</i> to a building surveyor who is not employed by the local government [s.145A(1)]. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Northampton District [s.145A(2)].
Statutory Power Delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 145A - Local Government functions
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

7 – Private Pool Barrier – Alternative and Performance Solutions

Function Delegated	<ul style="list-style-type: none"> Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Statutory Power Delegated	<i>Building Regulations 2012</i> <ul style="list-style-type: none"> Regulation 51- Approvals by permit authority
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

8 – Smoke Alarms – Alternative Solutions

Function Delegated	<ul style="list-style-type: none"> • Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. • Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Statutory Power Delegated	<i>Building Regulations 2012</i> <ul style="list-style-type: none"> • Regulation 55 -Terms Used (alternative building solution approval) • Regulation 61 - Local Government approval of battery powered smoke alarms
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> • Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> • Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

9 – Appointment of Approved and Authorised Officers

Function Delegated	<ul style="list-style-type: none"> Authority to appoint an approved officer for the purposes of Section 6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <p>NOTE: Only employees delegated under Section 5.44(1) of the <i>Local Government Act 1995</i> with power under Section 9.19 or 9.20 may be appointed as “approved officers”.</p> <ul style="list-style-type: none"> Authority to appoint an authorised officer for the purposes of Section 6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <p>NOTE: Only employees appointed under Section 9.10 of the <i>Local Government Act 1995</i> and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</p>
Statutory Power Delegated	<p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 70 - Approved officers and authorised officers
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Authorised officers:	<p>Principal Building Surveyor</p> <p>Note: Chief Executive Officer is the ‘approved officer’.</p>
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Building Regulations 2012:</i> Regulation 70(3) - each authorised officer must be issued a certificate of appointment.</p>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

**DELEGATION – *Graffiti Vandalism Act*
2016**

1 – Powers, Duties and Functions

Function Delegated	All powers, duties and functions of the local government pursuant to the <i>Graffiti Vandalism Act 2016</i> .
Statutory Power Delegated	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • Section 18(2)- Notice requiring removal of graffiti • Section 19(3) and (4)- Additional powers when notice is given • Section 22(3)- Objection may be lodged • Section 24(1)(b) and (3)- Suspension of effect of notice • Section 25(1)- Local government graffiti powers on land not local government property • Section 28- Notice of entry • Section 29- Entry under warrant
Statutory Power to Delegate:	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • Section 16- Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • Section 17- Delegation by CEO of local government
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Works and Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Rangers Manager Parks and Gardens
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Part 9, Section 9.6 – dealing with an objection <i>Local Government (Functions & General) Regulations 1996</i> Shire of Northampton Local Laws
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

DELEGATIONS – *Bush Fires Act 1954*

1 – Powers, Duties and Functions

Function Delegated	All powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i> .
Statutory Power Delegated	<i>Bush Fires Act 1954</i>
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Authority excludes powers and duties that: <ul style="list-style-type: none"> Are prescribed in the <i>Bush Fires Act 1954</i> with the requirement for a resolution by the local government; or Are prescribed in the <i>Bush Fires Act 1954</i> for performance by prescribed officers; or Are subject to separate delegated authority within this register.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Bush Fires (Infringement) Regulations 1978</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

2 – Prohibited Burning Times

Function Delegated	Determine to vary prohibited burning times, in accordance with section 17(7) and (8) regarding: <ul style="list-style-type: none"> Shortening, extending, suspending or reimposing a period of prohibited burning times; or Extending prohibited burning times.
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 17(7) - Variation to prohibited burning times. Section 27(2) and (3) - Prohibition on use of tractors or engines except under certain conditions. <p><i>Bush Fire Regulations 1954</i></p> <ul style="list-style-type: none"> Regulation 15 - Permit to burn (Act s.18), form of and apply for after refusal etc. Regulation 38C - Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times. Regulation 39B - Crop dusters etc., use of in restricted or prohibited burning times.
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 17(10) – Local government may delegate to Mayor/Shire President and Chief Bushfire Control Officer Section 48- Delegation by local governments
Delegated to:	Shire President Chief Executive Officer Chief Bush Fire Control Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	<p>Decisions under section 17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of section 17(7B) and (8).</p> <p>Decisions under Section 18(5) must be undertaken jointly by the Shire President and Chief Bush Fire Control Officer and comply with the procedural requirements of Section 18(5B) and (5C)</p>
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

3 – Restricted Burning Times

Function Delegated	<ul style="list-style-type: none"> • Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ul style="list-style-type: none"> ○ Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. • Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. • Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. • Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. • Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. • Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. • Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. • Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. • Authority to recover the cost of measures taken by the Shire of Northampton or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements
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	under Section 28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Statutory Power Delegated	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> • Section 18(5), (11) Restricted burning times may be declared by FES Commissioner • Section 22(6) and (7) Burning on exempt land and land adjoining exempt land • Section 27(2) and (3) Prohibition on use of tractors or engines except under certain conditions • Section 28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <p><i>Bush Fire Regulations 1954:</i></p> <ul style="list-style-type: none"> • Regulation 15 - Permit to burn (Act s.18), form of and apply for after refusal etc. • Regulation 15C - Local Government may prohibit burning on certain days • Regulation 38C - Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times • Regulation 39B - Crop dusters etc., use of in restricted or prohibited burning times
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48- Delegation by local governments
Delegated to:	Shire President Chief Executive Officer Chief Bush Fire Control Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Decisions under Section 18(5) must be undertaken jointly by the Shire President and Chief Bush Fire Control Officer and comply with the procedural requirements of Section 18(5B) and (5C)
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i>Bush Fire Regulations 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

4 – Prosecutions

Function Delegated	<ul style="list-style-type: none"> • Issue infringement notices • Consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district.
Statutory Power Delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • Section 59(3)- Prosecution of offences • Section 59A(2)- Alternative procedure- infringement notices
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • Section 48- Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> • Section 59A(5) - alternative procedure- infringement notices • Section 65 - proof of certain matters • Section 66- Proof of ownership or occupancy <i>Bush Fires (Infringement) Regulations 1978</i> <ul style="list-style-type: none"> • Regulation 4(a) - only the Shire President or Chief Executive Officer may withdraw an infringement notice.
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i>Bush Fires (Infringement) Regulations 1978</i> • Shire of Northampton Local Laws
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

5 - Fire Break Maintenance

Function Delegated	<p>Authority to:</p> <ul style="list-style-type: none"> • Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: <ul style="list-style-type: none"> i. clearing of firebreaks as determined necessary and specified in the notice; and ii. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and iii. as a separate or coordinated action with any other person carry out similar actions. • Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with. • Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 33 – Local Government may require occupier of land to plough or clear fire break
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48- Delegation by local governments
Delegated to:	<p>Chief Executive Officer Executive Manager Community, Development & Regulation Chief Bush Fire Control Officer Ranger</p>
Statutory Power to Sub-Delegate:	<p>Nil. Sub-delegation is prohibited by section 48(3) of the <i>Bush Fires Act 1954</i>.</p>
Sub Delegated to:	<p>Nil.</p>
Conditions on Delegation/Sub-Delegation	<p>Nil.</p>
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i>Bush Fires (Infringement) Regulations 1978</i> • Shire of Northampton Local Laws
Record Keeping	<p>Record to be kept on relevant property file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>

Date of Council Adoption	17 July 2025
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6 – Control and Extinguishment of Bush Fires

Function Delegated	<p>Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [Section 46(1A)].</p> <p>Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act officer is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [Section 46(1B)].</p>
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 46- Bush fire control officer or forest officer may postpone lighting fire
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Bush Fires Act 1954</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

7 – Make Request to FES Commissioner – Control of Fire

Function Delegated	Authority to request on behalf of the Shire of Northampton that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations.
Statutory Power Delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 13(4) Duties and powers of bush fire liaison officers
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

8 – Control of Operations Likely to Create Bush Fire Danger

Function Delegated	<ul style="list-style-type: none"> • Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)] • Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <p><i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i></p>
Statutory Power Delegated	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> • Section 27D - Requirements for carriage and deposit of incendiary material <p><i>Bush Fires Regulations 1954:</i></p> <ul style="list-style-type: none"> • Regulation 39C - Welding and cutting apparatus, use of in open air • Regulation 39CA - Bee smoker devices, use of in restricted or prohibited burning times etc. • Regulation 39D - Explosives, use of • Regulation 39E - Fireworks, use of
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i></p>

Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

9 – Burning of Garden Refuse / Open Air Fires

Function Delegated	<ul style="list-style-type: none"> • Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [Section 24F(2)(b)(ii) and (4)]. • Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under Section 24F [s.24G(2)]. <ul style="list-style-type: none"> i. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. ii. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. • Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ul style="list-style-type: none"> i. camping or cooking [s.25(1)(a)]. ii. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. • Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. • Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Statutory Power Delegated	<p><i>Bush Fires Act 1954:</i> Section 24F - Burning garden refuse during limited burning times Section 24G - Minister or local government may further restrict burning of garden refuse Section 25 - No fire to be lit in open air unless certain precautions taken Section 25A - Power of Minister to exempt from provisions of section 25</p> <p><i>Bush Fires Regulations 1954:</i> Regulation 27(3) - Permit, issue of</p>
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i>

	<ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

10 – Appoint Bush Fire Control Officers / and Fire Weather Officer

Function Delegated	<ul style="list-style-type: none"> • Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> i. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and ii. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. • Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Northampton [s.38(5A)] • Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of Section 38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> i. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 38 - Local Government may appoint bush fire control officer
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

11 – Recovery of Expenses Incurred Through Contraventions of *Bush Fires Act 1954*

Function Delegated	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Northampton or those on behalf of the Shire of Northampton to do [s.58].
Statutory Power Delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 58 - General penalty and recovery of expenses incurred
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Executive Manager Community, Development and Regulation
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

DELEGATIONS – *Liquor Control Act 1988*

1 – Section 39 and 40 Certificates

Function Delegated	<p>Authority to:</p> <ul style="list-style-type: none"> • issue Certificates of Local Government in accordance with Section 39 of the <i>Liquor Control Act 1988</i>. • issue Certificates of Local Planning Authority in accordance with Section 40 of the <i>Liquor Control Act 1988</i>.
Statutory Power Delegated	<p><i>Liquor Control Act 1988</i></p> <ul style="list-style-type: none"> • Section 39 - Certificate of local government as to whether premises comply with laws • Section 40 - Certificate of planning authority as to whether use of premises complies with planning laws.
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.41 (d) and (h) – Functions of the CEO • Section 5.44 – CEO may delegate powers and duties to other employees
Delegated to:	<p>Authority to issue either/both a Section 39 and 40 certificate:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive Manager Community, Development and Regulation <p>Authority to issue a Section 39 certificate only:</p> <ul style="list-style-type: none"> • Environmental Health Officer <p>Authority to issue a Section 40 certificate only:</p> <ul style="list-style-type: none"> • Planning Officer
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Liquor Control Act 1988</i></p> <ul style="list-style-type: none"> • Section 39 - Certificate of local government as to whether premises comply with laws. • Section 40 - Certificate of planning authority as to whether use of premises complies with planning laws.
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

2 – Occasional Licences

Function Delegated	Power to issue consent requirements to applicants seeking approval for the consumption of alcohol for special occasions on Council owned or vested land, in accordance with Section 59(2)9b)(ii) of the <i>Liquor Control Act 1988</i> .
Statutory Power Delegated	<i>Liquor Control Act 1988</i> Section 59 - Occasional licence, effect, conditions and pre-requisites for grant of
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Section 5.41 (d) and (h) – Functions of the CEO • Section 5.44 – CEO may delegate powers and duties to other employees
Delegated to:	Chief Executive Officer Executive Manager Community, Development and Regulation
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Liquor Control Act 1988</i> Section 59 - Occasional licence, effect, conditions and pre-requisites for grant of
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

DELEGATIONS – *Food Act 2008*

1 – Prohibition Orders and Certificates of Clearance

Function Delegated	<ul style="list-style-type: none"> • Serve a Prohibition Order on the proprietor of a food business in accordance with Section 65 of the <i>Food Act 2008</i>. • Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices. • Give written notice to proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection.
Statutory Power Delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 65(1)- Prohibition order • Section 66- Certificate of clearance • Section 67(4)- Request for re-inspection
Statutory Power to Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. • Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(4) - Sub-delegation only permissible if expressly provided in regulations. <i>Food Act Regulations 2009</i> <ul style="list-style-type: none"> • No sub-delegation available.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Food Act 2008</i> <i>Food Act Regulations 2009</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> ○ Relevant property ○ Relevant customer/business Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

2 – Food Business Registrations

Function Delegated	<ul style="list-style-type: none"> Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [Section 110(1) and (5)]. Authority to vary the conditions or cancel the registration of a food business [Section 112].
Statutory Power Delegated	<p><i>Food Act 2008</i></p> <ul style="list-style-type: none"> Section 110(1) and (5) - Registration of Food Business Section 112- Variation of conditions or cancellation of registration of food businesses.
Statutory Power to Delegate:	<p><i>Food Act 2008</i></p> <ul style="list-style-type: none"> Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<p><i>Food Act 2008</i></p> <ul style="list-style-type: none"> Section 118(4) - Sub-delegation only permissible if expressly provided in regulations. <p><i>Food Act Regulations 2009</i></p> <ul style="list-style-type: none"> No sub-delegation available.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 WA Priority Classification System Verification of Food Safety Program Guideline.
Policy/Compliance Links	<p><i>Food Act 2008</i></p> <p><i>Food Act Regulations 2009</i></p>
Record Keeping	<p>Record to be kept on file:</p> <ul style="list-style-type: none"> Relevant property Relevant customer/business <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

3 – Debt Recovery and Prosecutions

Function Delegated	<ul style="list-style-type: none"> • Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. • Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Statutory Power Delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 54 - Cost of destruction or disposal of forfeited item • Section 125 Institution of proceedings
Statutory Power to Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. • Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(4) - Sub-delegation only permissible if expressly provided in regulations. <i>Food Act Regulations 2009</i> <ul style="list-style-type: none"> • No sub-delegation available.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Policy/Compliance Links	<i>Food Act 2008</i> <i>Food Act Regulations 2009</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> ○ Relevant property ○ Relevant customer/business Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

4 – Food Businesses List – Public Access

Function Delegated	Authority to decide to make a list of food businesses maintained under Section 115(a) or (b) publicly available [r.51].
Statutory Power Delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> Regulation 51 - Enforcement agency may make list of food
Statutory Power to Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<i>Food Act 2008</i> <i>Section 118(4) - Sub-delegation only permissible if expressly provided in regulations.</i> <i>Food Act Regulations 2009</i> <i>No sub-delegation available.</i>
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Policy/Compliance Links	<i>Food Act 2008</i> <i>Food Act Regulations 2009</i>
Record Keeping	Record to be kept on file: Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

DELEGATIONS – *Dog Act 1976*

1 – Powers, Duties and Functions

Function Delegated	<ul style="list-style-type: none"> All powers, duties and functions of the local government under the <i>Dog Act 1976</i>. Authorise the CEO to further delegate powers and duties under the <i>Dog Act 1976</i> and associated Regulations.
Statutory Power Delegated	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Statutory Power to Delegate:	<i>Dog Act 1976</i> <ul style="list-style-type: none"> Section 10AA- Delegation of local government powers and duties.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Dog Act 1976</i> <ul style="list-style-type: none"> Section 10AA(3) - CEO can delegate further if expressly authorised.
Sub Delegated to:	Section 10AA(S) of the <i>Dog Act 1976</i> does not limit the ability of a local government's Chief Executive Officer to perform a function through an officer or agent. Functions can be performed through the following employees: Executive Manager Community, Development & Regulation Rangers
Conditions on Delegation/Sub-Delegation	All decisions to be made under Section 31 (2B), (3A) and (3B) must be determined by Council.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Dog Act 1976</i> <i>Dog Regulations 2013</i> <i>Local Government (Miscellaneous Provisions) Act 1960</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

DELEGATIONS – *Cat Act 2011*

1 - Powers, Duties and Functions

Function Delegated	All powers, duties and functions of the local government under the <i>Cat Act 2011</i> .
Statutory Power Delegated	<ul style="list-style-type: none"> • <i>Cat Act 2011</i> • <i>Cat (Uniform Local Provisions) Regulations 2013</i> • <i>Cat Regulations 2012</i>
Statutory Power to Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 44 - Delegation by local government.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 45 - Delegation by CEO of local government
Sub Delegated to:	<p>Note: Section 46(2) of the <i>Cat Act 2011</i> does not limit the ability of a local government from performing any of its functions by acting through a person other than the CEO; or a CEO from performing any of his/her functions by acting through another person.</p> <p>Executive Manager Community, Development & Regulation Rangers</p>
Conditions on Delegation/Sub-Delegation	<p>Authority excludes powers and duties that:</p> <ul style="list-style-type: none"> • Are prescribed in the Act with the requirement for a resolution by the local government; or • Are prescribed in the Act for performance by prescribed officers; or • Are subject to separate delegated authority within this register.
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Cat Act 2011</i> • <i>Cat (Uniform Local Provisions) Regulations 2013</i> • <i>Cat Regulations 2012</i> •
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

2 – Cat Registrations

Function Delegated	<ul style="list-style-type: none"> • Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [Section 9(1)]. • Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [Section 9(6)]. • Authority to cancel a cat registration [Section 10]. • Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [Section 11(2)]. • Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Northampton District [Regs. Sch. 3 cl.1(4)].
Statutory Power Delegated	<ul style="list-style-type: none"> • <i>Cat Act 2011</i>: Section 9 Registration Section 10 Cancellation of registration Section 11 Registration numbers, certificates and tags • <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Statutory Power to Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 44- Delegation by local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 45- Delegation by CEO of local government
Sub Delegated to:	Customer Service Officer Finance Officer Rates Officer
Conditions on Delegation/Sub-Delegation	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Cat Act 2011</i> • <i>Cat (Uniform Local Provisions) Regulations 2013</i> • <i>Cat Regulations 2012</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> ○ Authorised Officers Register The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.
Date of Council Adoption	17 July 2025

**DELEGATIONS – *Planning and
Development Act 2005***

1 – Illegal Development

Function Delegated	<ul style="list-style-type: none"> • Give a written direction to the owner or any other person undertaking an unauthorised development to stop and not recommence the development or that part of the development that is undertaken in contravention of the Shire of Northampton Local Planning Scheme. • Give a written direction to the person whose duty it is to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme would prejudice the effective operation of the planning scheme.
Statutory Power Delegated	<p><i>Planning and Development Act 2005</i></p> <ul style="list-style-type: none"> • Section 214(2), (3) and (5) - Illegal development, responsible authority's powers as to
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44 - CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development and Regulation Planning Officer
Conditions on Delegation/Sub-Delegation	<p>Authority to issue written direction without Council approval where illegal development has taken place on Shire-managed public land.</p> <p>Where illegal development has taken place on private land, permission to prosecute is to be granted by Council prior to action being taken. This does not inhibit the local government from issuing written direction to <u>cease</u> illegal activities on private land.</p> <p>Note: Power to prosecute for other breaches of the <i>Planning & Development Act 2005</i> is contained in Section 20 of the <i>Criminal Procedure Act 2004</i>.</p>
Policy/Compliance Links	<p><i>Planning and Development Act 2005</i></p> <ul style="list-style-type: none"> • Part 13- Enforcement and legal proceedings • Section 215 - Illegal development, responsible authority's power to remove, etc.
Record Keeping	<p>Record to be kept on relevant file.</p> <p>The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.</p>
Date of Council Adoption	17 July 2025

2 - Local Planning Schemes No 10 and 11 and Planning and Development (Local Planning Schemes) Regulations 2015

Function Delegated	<p>To perform the functions of the local government in respect of the following matters:</p> <ol style="list-style-type: none"> 1. General delegation to approve applications with or without conditions where consistent with Local Planning Scheme No 10 and 11, Local Planning Policies and WAPC/State Planning Policies, subject to the following exclusions: <ol style="list-style-type: none"> i. Uses other than 'P' or 'D'; ii. More than \$2 million dollars in value; iii. More than 5 dwellings; iv. Lot boundary adjustments where minimum lot sizes are not met; v. Development on reserves if inconsistent with the purpose of that reserve; vi. Variations of Council planning policy where NOT permitted by that planning policy. 2. Applications not to be determined under delegated authority: <ol style="list-style-type: none"> i. Refusal where discretionary; ii. Land use or development proposed, classed as "A" on zoning tables unless: <ol style="list-style-type: none"> a) Only a minor expansion; or b) Holiday/low-impact tourist accommodation where no objection has been received and is consistent with the Scheme and any applicable Policy. iii. 'Use Not Listed' in the Scheme Zoning Tables; iv. Approval period greater than 2 years; v. Retrospective approval of an existing unauthorised development; vi. Extension or change to a non-conforming use; or vii. Where "cash in lieu of car parking" is sought under the Scheme. 3. Variations to setbacks, building envelopes, use of materials/colours, landscaping or other minor matters can be determined subject to the following exemptions: <ol style="list-style-type: none"> i. Where a material objection to the proposal has been received. ii. Variations to car parking requirements are required for the development to proceed. iii. Refusals for non-permitted use other than where listed as an 'X' land use in the Scheme zoning tables. 4. Discretionary decisions under the Residential Design Codes of WA can be determined where:
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	<ul style="list-style-type: none"> i. Development Approval process has been followed, and all relevant information has been provided by the applicant; ii. No unsatisfied material objections have been received; iii. Consistency with the relevant Design Principle(s) has been achieved; or iv. Refusal of the development is not being determined. <p>5. Amending or revoking development approval where the:</p> <ul style="list-style-type: none"> i. Amendment is consistent with normal approved delegation; ii. Amendment is consistent with the initial application; iii. Amendment is minor in scale (10% of total development cost or less than 200m²); or iv. Revision of a condition of approval previously granted under delegation where the intent of the condition remains. <p>6. Applications for extension (maximum 12 months per extension) of a Development Approval can be reapproved subject to no more than two extensions. Any further extensions are to be considered by Council.</p> <p>7. Requests for reconsideration of Council decisions are not to be determined under delegated authority.</p> <p>8. Make recommendations to the WAPC on amendments to Structure Plans (as defined by the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>) under the deemed provisions provided that the modification is:</p> <ul style="list-style-type: none"> i. Of a minor nature; and ii. Is consistent with the intent of the zone and the Scheme; and iii. Unlikely to have a detrimental effect on the amenity of the locality or any owner or occupier of land in the locality. <p>9. Take all necessary action against owners and occupiers of properties requiring them to cease illegal uses or rectify/remove illegal development or comply with any Development Approvals, including instructing the Shire's solicitors.</p> <p>10. Issue or refuse to issue a certificate under Section 40 of the <i>Liquor Control Act 1988</i>.</p> <p>11. Make recommendations to the WAPC and other statutory authorities in respect of subdivision/amalgamation and development applications and associated matters.</p>
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	12. Endorse deposited plans after the conditions of subdivision/amalgamation approval for which Council is responsible have been fulfilled.
Statutory Power Delegated	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <ul style="list-style-type: none"> Schedule 2 – Deemed provisions for local planning schemes <i>Shire of Northampton Local Planning Schemes No.10 and 11</i>
Statutory Power to Delegate:	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <ul style="list-style-type: none"> Schedule 2, Part 10, clause 82 – Delegations by Local Government.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <ul style="list-style-type: none"> Schedule 2, Part 10, clause 82 – Delegations by Local Government.
Sub Delegated to:	Executive Manager Community, Development and Regulation Planning Officer
Conditions on Delegation/Sub-Delegation	<ol style="list-style-type: none"> All Development Applications will be submitted to Council in the following circumstances: <ol style="list-style-type: none"> Where an application is for an extension or change to a nonconforming use; Where a delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation; Where written objection is received from the proposal from any statutory agency; A condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire of Northampton; Where a new structure plan has been prepared and advertised for public comment, recommendations shall be presented to Council prior to forwarding to the WAPC; Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any policy and a written objections have been received within the time specified; Subdivision/amalgamation applications proposing five (5) lots or greater, or that wish to vary a Scheme/Policy provision must be determined by Council prior to submission of recommendations to WAPC; or Where in the opinion of the Executive Manager Community, Development and Regulation:

	<ul style="list-style-type: none"> i. Any of the requirements of this delegation are not satisfied; ii. There is insufficient certainty as to whether the application complies with the intent of Scheme, Residential Design Codes or any relevant Council policy; iii. It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; iv. Where the proposal is inconsistent with the intent of the Local Planning Scheme, relevant policies, Residential Design Codes, or any of Council's adopted statutory plans as defined in the Scheme or Local Planning Strategy. <p>2. With reference to Item 10. (under Functions Delegated), approval to undertake prosecution against a landowner must be obtained from Council prior to commencement. This does not inhibit the issuance of a written direction to the landowner to cease an illegal activity until the matter is determined by Council.</p>
Policy/Compliance Links	<p><i>Planning and Development Act 2005</i></p> <ul style="list-style-type: none"> • Section 142 – Consultation requirements as to proposed subdivision <p><i>Planning and Development Regulations 2009</i></p> <p><i>Planning and Development (Local Planning Scheme) Regulations 2015</i></p> <p><i>Planning and Development (Development Assessment Panels) Regulations 2011</i></p> <ul style="list-style-type: none"> • Section 11A – Further Information • Section 11 – Notify DAP of application • Section 12 (2) – Responsible authority to report • Section 13 – Further services from responsible authority <p><i>Liquor Control Act 1988</i></p> <ul style="list-style-type: none"> • Section 40 – Certificate of planning authority is to whether use of premises complies with planning laws <p><i>Heritage Act of Western Australia 1990</i></p> <p><i>Shire of Northampton Local Planning Scheme No's 10 and 11</i></p> <p><i>State Planning Policy 7.3 – Residential Design Codes of Western Australia</i></p>
Record Keeping	<p>Record to be kept on file:</p> <ul style="list-style-type: none"> ○ Council Minutes. ○ Delegated Decision Reports. ○ Relevant property file.

	Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	17 July 2025

DELEGATIONS – *Public Health Act 2016*

1 - Enforcement Agency Reports to the Chief Health Officer

Function Delegated:	<ul style="list-style-type: none"> Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under the <i>Public Health Act 2016</i> and the performance of functions by persons employed or engaged by the Shire of Northampton [s.22(1)] Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Statutory Power Delegated:	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> Section 22 - Reports by and about enforcement agencies
Statutory Power to Delegate:	<i>Public Health Act 2016:</i> <ul style="list-style-type: none"> Section 21 - Enforcement agency may delegate
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Public Health Act 2016</i> Section 20 - Conditions on performance of functions by enforcement agencies.
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> Authorised Officers Register <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	17 July 2025

**STATUTORY DELEGATIONS TO LOCAL
GOVERNMENT FROM STATE
GOVERNMENT ENTITIES**

Environmental Protection Act 1986

1 – Noise Control – Serving of Environmental Protection Notices

Extract from Government Gazette dated 19 March 2004.

EV401

ENVIRONMENTAL PROTECTION ACT 1986

SECTION 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.
Dr JUDY EDWARDS MLA, Minister for the Environment.

Regulation 19 of *Local Government (Administration) Regulations 1996* requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.

2 – Noise Control – Noise Management Plans

Extract from Government Gazette dated 16 May 2014.

EV405*

ENVIRONMENTAL PROTECTION ACT 1986

DELEGATION NO. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by—

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.

Regulation 19 of *Local Government (Administration) Regulations 1996* requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.

The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.

Planning and Development Act 2005

1 – Section 15 of *Strata Titles Act 1985*

Extracts from Government Gazette dated 9 June 2009.

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

Planning and Development Act 2005

1 – Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the ^{2nd} day of *June* 2016



**HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS**

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Amadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Cannington Shire of Capal Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Coocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottlesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Hall's Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Kalbar Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Nannup
 Shire of Narembeen
 Shire of Narrogin
 Town of Narrogin
 City of Nedlands
 Shire of Ngaanyatjaraku
 Shire of Northam
 Shire of Northampton
 Shire of Nungarin
 Shire of Peppermint Grove
 Shire of Perenjori
 City of Perth
 Shire of Pingelly
 Shire of Plantagenet
 Town of Port Hedland
 Shire of Quairading
 Shire of Ravensthorpe
 City of Rockingham
 Shire of Roebourne
 Shire of Sandstone
 Shire of Serpentine Jarrahdale
 Shire of Shark Bay
 City of South Perth
 City of Stirling
 City of Subiaco
 City of Swan

Shire of Tammin
 Shire of Three Springs
 Shire of Toodyay
 Shire of Trayning
 Shire of Upper Gascoyne
 Town of Victoria Park
 Shire of Victoria Plains
 Town of Vincent
 Shire of Wagin
 Shire of Wandering
 City of Wanneroo
 Shire of Waroona
 Shire of West Arthur
 Shire of Westonia
 Shire of Wickiepin
 Shire of Williams
 Shire of Wiluna
 Shire of Wongan-Ballidu
 Shire of Woodanilling
 Shire of Wyalkatchem
 Shire of Wyndham-East Kimberley
 Shire of Yalgoo
 Shire of Yilgarn
 Shire of York



HON DONALD TERRENCE REDMAN MLA
 MINISTER FOR LANDS

2nd day of June 2016

**COUNCIL APPOINTED AUTHORISED
PERSONS AND OFFICERS**

Local Government Act 1995

1 – Appointment of Authorised Persons to Execute Documents

Function	Authority to sign documents.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Section 9.49A(4) – Execution of documents
Statutory Power to Delegate:	<ul style="list-style-type: none"> • Nil.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Executing documents through the use of the common seal or by signing a document does not constitute the decision to undertake a particular course of action. A Council resolution or a decision under delegated authority is required prior to executing documents pertaining thereto.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Section 5.41(d) – CEO's duty to manage day to day operations. • Authority to Execute Documents on Behalf of Council Policy.
Record Keeping	Record to be kept on relevant register or file
Date of Council Adoption	17 July 2025

Health (Miscellaneous Provisions) Act 1911

1 – Appointment of Deputy

Function Authorised	Authority to exercise and discharge all or any of the powers and functions of the local government.
Statutory Power Authorised	<i>Health (Miscellaneous Provisions) Act 1911</i> <ul style="list-style-type: none"> • Section 26 - powers of local government
Statutory Power to Authorise	<i>Health (Miscellaneous Provisions) Act 1911</i> <ul style="list-style-type: none"> • Section 26 - powers of local government
Authorised Officers	Chief Executive Officer Environmental Health Officer
Conditions on Authorisation	Nil.
Policy/Compliance Links	<i>Health (Miscellaneous Provisions) Act 1911</i> Environmental Health Policies
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	17 July 2025

Food Act 2008

1 – Appointment of Authorised Officers

Function Authorised	Appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> .
Statutory Power Authorised	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Part 5 – Powers of Entry, inspection and seizure • Division 1 – entry, inspection and seizure • Division 2- items seized by authorised officers.
Statutory Power to Authorise	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 122(1) – Appointment of authorised officers
Authorised Officers	Chief Executive Officer Environmental Health Officer
Conditions on Authorisation	<ul style="list-style-type: none"> • Person to be an authorised officer must have appropriate qualifications and experience to perform the function designated to them or hold office as an environmental health officer under the <i>Public Health Act 2016</i> and the <i>Health (Miscellaneous Provisions) Act 1911</i>. • A warrant to enter may only to be sought after the employee has a sworn affidavit setting out circumstances that gave rise to the need for a warrant (unless an emergency).
Policy/Compliance Links	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 122(3) - requirement to maintain a list of authorised officers appointed • Section 123(1) – requirement to provide each authorised officer with a certificate of authority. <i>Food Regulations 2009</i> Department of Health: Guideline on Appointment of Authorised Officers
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	17 July 2025

2 – Appointment of Designated Officers

Function Authorised	Undertake the powers of a 'designated person' as prescribed in the <i>Food Act 2008</i> and Regulations
Statutory Power Authorised	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 126(13) – Infringement notices – designated officers
Statutory Power to Authorise	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 122(1) – Appointment of authorised officers
Authorised Officers	Chief Executive Officer Executive Manager Community, Development & Regulation Environmental Health Officer
Conditions on Authorisation	Certificates of authority must contain any conditions or limitations to which the person's authority is subject, including an expiry date. <u>Chief Executive Officer, Executive Manager Community, Development & Regulation</u> are designated officers for the purpose of Section 126 (6) and (7) only. <u>Environmental Health Officer</u> is designated officer for the purpose of Section 126 (2) only.
Policy/Compliance Links	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 122(3) - requirement to maintain a list of authorised officers appointed. Section 123(1) – requirement to provide each authorised officer with a certificate of authority. <i>Food Regulations 2009</i> Department of Health: Guideline on Appointment of Authorised Officers
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> Authorised Officers Register
Date of Council Adoption	17 July 2025

Public Health Act 2016

1 – Appointment of Authorised Officers

Function Authorised	Undertake the powers of an 'authorised officer' for the purposes of the <i>Public Health Act 2016</i> .
Statutory Power Authorised	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Part 9 – Notifiable Infectious diseases and Related Conditions • Section 16 – Powers of Entry, Inspection and Seizure
Statutory Power to Authorise	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Section 24 – Designation of authorised officers <i>Health (Miscellaneous Provisions) Act 1911</i> <ul style="list-style-type: none"> • Section 3(2A) – Terms used
Authorised Officers	Chief Executive Officer Environmental Health Officer
Conditions on Authorisation	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Section 25 – Certain authorised officers to have qualifications and experience
Policy/Compliance Links	<i>Public Health Act 2016</i> <i>Health (Miscellaneous Provisions) Act 1911</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	17 July 2025

2 – Commence Proceedings

Function Delegated	<ul style="list-style-type: none"> Power to commence proceedings for an offence under the <i>Public Health Act 2016</i> (Section 280).
Statutory Power Delegated	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> Section 280 –Commencing Proceedings
Statutory Power to Delegate:	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> Section 21 – Enforcement agency may delegate
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	Nil – Unless a regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [Section 21(4)]
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Public Health Act 2016</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p> <p>The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.</p>
Date of Council Adoption	17 July 2025

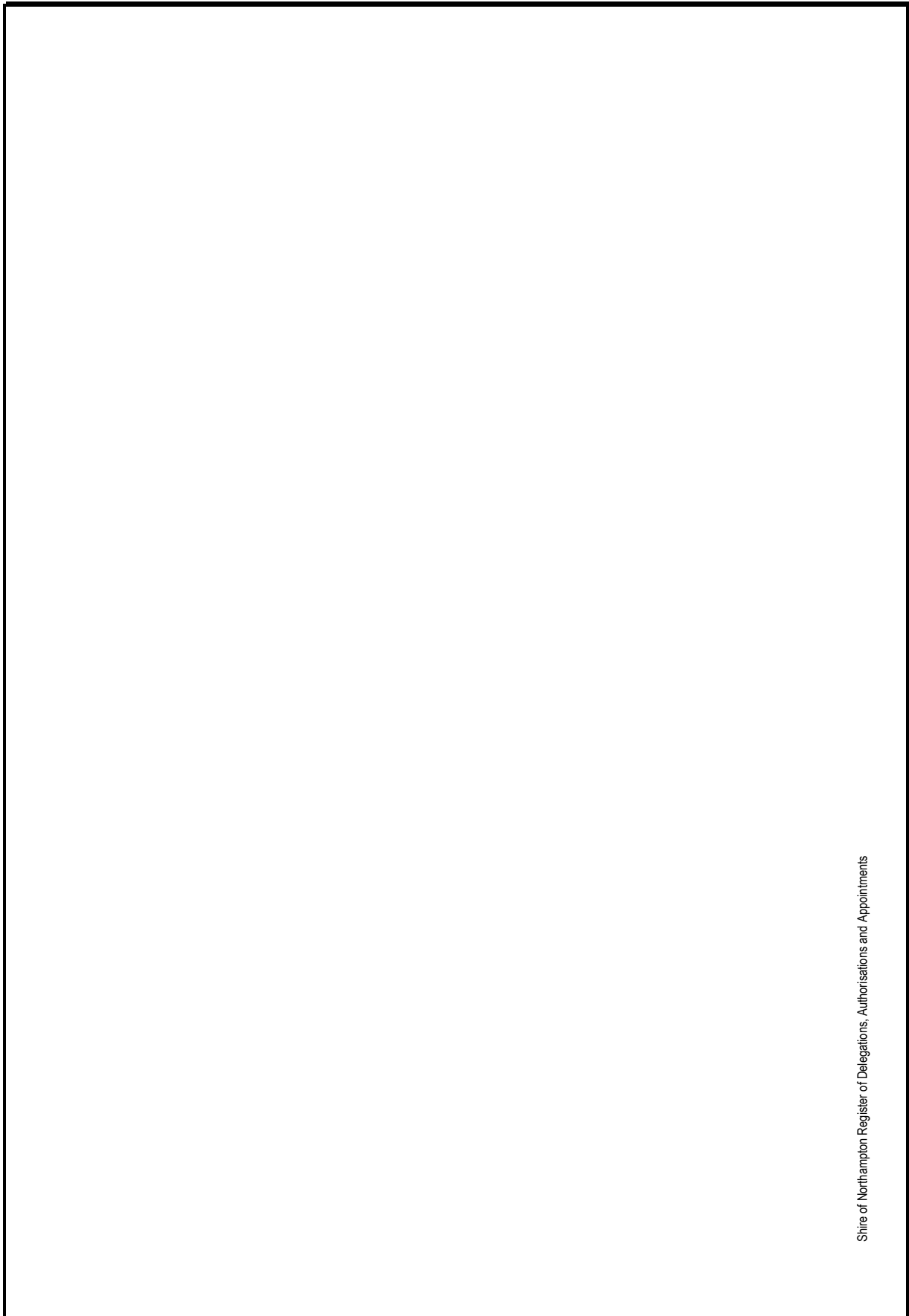
Health (Asbestos) Regulations 1992

1 – Appointment of Authorised Officers

Function Authorised	Appoint a person to be an authorised officer for the purposes of Part 2 of the <i>Criminal Procedures Act 2004</i> for issuing and withdrawing infringement notices and extending time to pay.
Statutory Power Authorised	<i>Criminal Procedures Act 2004</i> <ul style="list-style-type: none"> • Part 2 – dealing with alleged offenders without prosecuting them
Statutory Power to Authorise	<i>Health (Asbestos) Regulations 1992</i> <ul style="list-style-type: none"> • Section 15D(5) – appoint persons or classes of persons to be authorised officers or approved officers for purpose of the <i>Criminal Procedures Act 2004</i>.
Authorised Officers	Chief Executive Officer Executive Manager Community, Development and Regulation Environmental Health Officer
Conditions on Authorisation	The appointment for the issuing of Infringement Notices is granted to: <ul style="list-style-type: none"> • Chief Executive Officer • Environmental Health Officer <p>The appointment for withdrawing of Infringement Notices or extending the time to pay is granted to:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive Manager Community, Development and Regulation
Policy/Compliance Links	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Section 25 – Certain authorised officers to have qualifications and experience <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Health (Asbestos) Regulations 1992</i> <i>Criminal Procedures Act 2004</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	17 July 2025

2 – Appointment of Approved Officers

Function Authorised	Appoint a person to be an 'approved officer' for the purposes of Part 2 of the <i>Criminal Procedures Act 2004</i> .
Statutory Power Authorised	<i>Criminal Procedures Act 2004</i> <ul style="list-style-type: none"> • Section 14 – Extension of time • Section 15 – Withdrawal of infringement notices
Statutory Power to Authorise	<i>Health (Asbestos) Regulations 1992</i> <ul style="list-style-type: none"> • Section 15D(5) – appoint persons or classes of persons to be authorised officers or approved officers for purpose of the <i>Criminal Procedures Act 2004</i>.
Authorised Officers	Chief Executive Officer Executive Manager Community, Development and Regulation
Conditions on Authorisation	An authorised officer cannot also be an approved officer under the <i>Criminal Procedures Act 2004</i> .
Policy/Compliance Links	<i>Public Health Act 2016</i> <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Health (Asbestos) Regulations 1992</i> <i>Criminal Procedures Act 2004</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	17 July 2025



Shire of Northampton Register of Delegations, Authorisations and Appointments



CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

April 2025 to June 2025

Activity for the period

- Commenced preparations for the 2025 Council election with the Western Australian Electoral Commission.
- Corresponded with Kalbarri Sport and Recreation Association about future progression for the Kalbarri Multipurpose Community and Evacuation Centre.
- Attended the Murchison Green Hydrogen community meeting with Councillors as an observer.
- Progressed the development of the Strategic Community Plan with the consultant.
- Participated in several budget workshops with Councillors and staff.
- Continued to engage with the Shire solicitors about the Kalbarri-Ajana Road defects issue from Stage 1 of the project.
- Conducted three Executive Team meetings.
- Attended two Road Infrastructure and Plant Advisory Committee meetings.
- The Shire President and CEO met with a Northampton land owner to resolve a residential development issue.
- Assisted NBN Co to finalise a digital strategy for the Shire district.
- Strategically reviewed the Port Gregory Water Supply and put operational priorities in place.
- Advised the Department of Local Government and the Western Australian Electoral Commission about Cr Rob Horstman being elected to State Parliament and Cr Tim Hay being elected to the position of Deputy Shire President.
- Responded to enquiries from the WA Ombudsman regarding action dealing with complaints in Northampton.
- Met with Lotterywest to discuss strategic opportunities in the Shire district.
- Commenced the preparation of an employee skills assessment and matrix.
- Hosted the WA Grants Commission along with the Deputy Shire President and Cr Roslyn Suckling.
- Met twice with Yamatji Southern Regional Council representatives to discuss Hutt Lagoon opportunities.

- **Assisted the Manager of Financial Services with the development of the Annual Budget.**
- **Met with the Water Corporation Regional Manager to receive an update on Water Corporation's project initiatives in the area.**
- **Met with Mid West Development Commission CEO as part of quarterly scheduled meeting to discuss activities in the Shire district and wider region.**
- **Met with Mid West Development Commission to discuss the Kalbarri Tourist Accommodation Site Strategy - Stage 1.**
- **Along with the Shire President and Deputy Shire President, met with the Minister for the Mid West Hon Jackie Jarvis MLC to discuss district opportunities and issues.**
- **Returned Environmental Health records held by the Shire of Northampton to the Shire of Shark Bay.**
- **Met with Western Power to discuss planned upgrade works across the Shire district.**
- **Coordinated the Tender process for Disaster Recovery arising from the 2024 rainfall events.**
- **Liaised with the Department of Primary Industries and Regional Development to finalise funding for design, costing, business case and grant application for the Kalbarri Multipurpose Community and Evacuation Centre.**
- **The Shire President and CEO met with representatives of Nanda to discuss matters in Kalbarri.**
- **Met with the Department of Fire and Emergency Services Regional Superintendent to discuss emergency services opportunities.**
- **Met with the President of the Kalbarri Visitors Centre.**
- **Coordinated three Citizenship Ceremonies.**
- **Councillors and the CEO met with the Member for Geraldton, Kirrilee Warr MLA to discuss opportunities and issues.**
- **Attend the Western Australian Local Government Renewable Energy Forum with the Shire President.**

- Attended a meeting with the Department of Planning Lands and Heritage with the owners of Murchison House Station to gain a further understanding on the proposed option for a Diversification Lease.
- Attended three Council meetings and produced fourteen agenda reports for consideration of Council.
- Attended a Northern Country Zone meeting in Geraldton with the Shire President and Deputy Shire President.
- Attended a State Budget function with the Shire President and Deputy Shire President.
- Coordinated a potential resolution to an ongoing neighbourly dispute about drainage on Fifth Avenue Northampton.
- Attended a meeting with the Manager Corporate Services and Northampton Mens Shed to discuss a potential site relocation. Proceeded to a site visit with the Northampton Mens Shed to ascertain potential site suitability which was confirmed.
- Attended two Local Health Analytical Advisory Committee meetings by electronic means.
- The CEO was on annual leave for 4 days during the period.

Focus for the upcoming period

- CEO Performance KPI's.
- Finalisation of the Strategic Community Plan and commencement of Corporate Business Plan.
- Delivery of the 2025/26 budget by 30 July 2025 and immediate progression of projects.
- Continuing to make governance and system improvements in the organisation.
- Continued preparation for potential renewable energy projects including a focus on Community Benefit.
- Providing oversight to the road infrastructure grant funding repair work following the June 2024 rainfall events.
- Kalbarri – Ajana Road construction issues.

Attached documents

- Website and social media use summary for period.
- Workplace Health and Safety executive summary for period.

CouncilConnect WEBSITE USAGE OVERVIEW

northampton.wa.gov.au

Apr 1, 2025 - Apr 30, 2025

Total Users
1,887
↑ 16.6%

New Users
1,710
↑ 19.2%

Views
5,593
↑ 19.5%

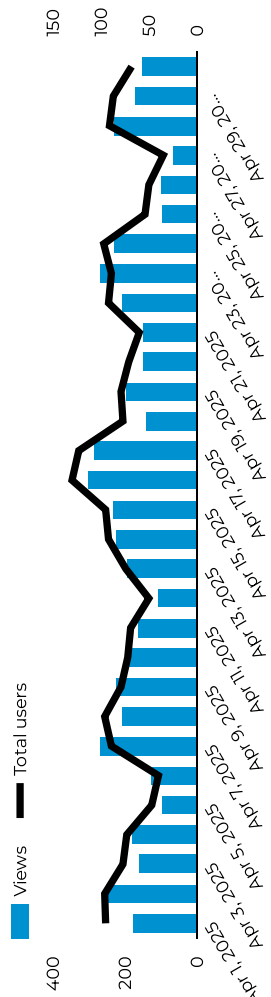
Event Count
16,882
↑ 19.5%

Events per User
9.03
↑ 5.1%

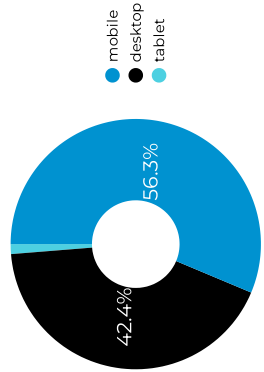
Engaged Sessions
2,561
↑ 10.3%

Engagement Rate
93.20%
↑ 0.5%

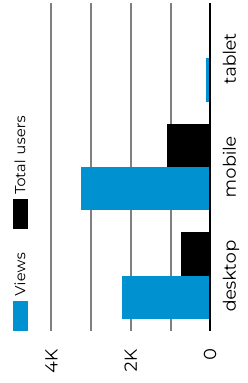
Views & Users



Device Breakdown



Views & Users (by device)



Traffic Sources

Session source	Views	Engaged sessions	Engagement rate
1. google	4,085	1,794	93%
2. (direct)	937	551	96%
3. bing	368	133	88%
4. iatenderlink.com	40	5	100%
5. ntp.msn.com	35	12	86%
6. ausearch.yahoo.com	18	9	100%
7. duckduckgo	18	8	89%
8. rvfriendly.cmca.net.au	15	6	100%
9. lfacebook.com	15	4	100%

Total Users & Views

Page title	Views	Total users
1. Welcome to the Shire of North...	1,502	942
2. Staff » Shire of Northampton	465	269
3. Positions Vacant » Shire of Nort...	397	161
4. Website Search » Shire of Nort...	359	157
5. Shire Services - Environmental ...	236	153
6. Public Notices - Fire, Firebreak...	211	136
7. Lucky Bay and Little Bay » Shire...	173	117
8. Public Notices » Shire of North...	148	100
9. About Us » Shire of Northampt...	118	84

Website Support & Maintenance

Total Support Hours (per annum)	Support Used	Support Remaining
24 hours	18 h 40 m	5 h 20 m

Storage

Storage Allowance	Storage Used
15 GB	12.46 GB

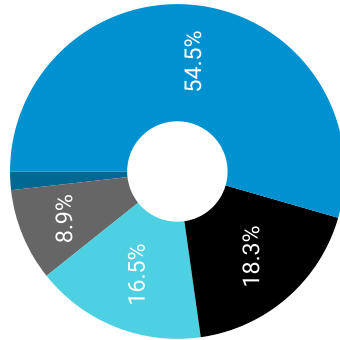
Bandwidth

Bandwidth Allowance	Bandwidth Used (current month)
48.9453125 GB	62.75 GB

Website Support & Maintenance Breakdown

Category	Billable Support	Unbillable Support
Website Audits/Reviews/Compliance	3 h 5 m	0 h 0 m
Upgrades	0 h 0 m	0 h 0 m
Technical Support	3 h 25 m	0 h 0 m
Reporting	1 h 40 m	0 h 0 m
Content & Design	0 h 0 m	0 h 0 m
CMS Updates & Maintenance	10 h 10 m	0 h 0 m
Advice & Consulting	0 h 20 m	0 h 0 m

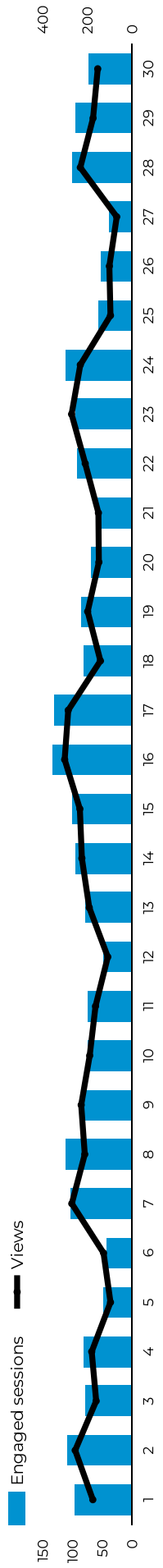
Billable Support



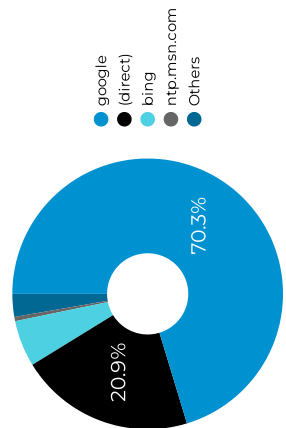
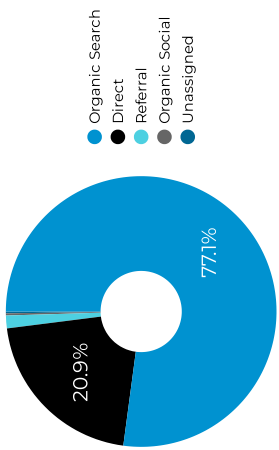
- CMS Updates & Maintenance
- Technical Support
- Website Audits/Reviews/Compliance
- Reporting
- Advice & Consulting
- Upgrades
- Content & Design

Website Support & Maintenance Explanation

Advice & Consulting	CMS Updates & Maintenance	Content & Design	Reporting	Technical Support	Website Audits, Reviews, Compliance	Multi Sites
Client liaison (phone and email) and consulting services, including advice and guidance on website management and optimisation	Updates to Spark CMS including version upgrades, patches, bug fixes, licensing renewals and general maintenance	Content updates and minor design changes	Monthly reports and any additional requested reports	Telephone and email website support, troubleshooting, development work and training	Monitoring of usage and performance, including compliance with relevant legislation, user experience analysis and recommendations for improvement	Support and maintenance hours cover all websites hosted under your CouncilConnect subscription. This is inclusive of multi sites such as intranets, councillor portals, visitor centres websites and alike.



Channels & Sources

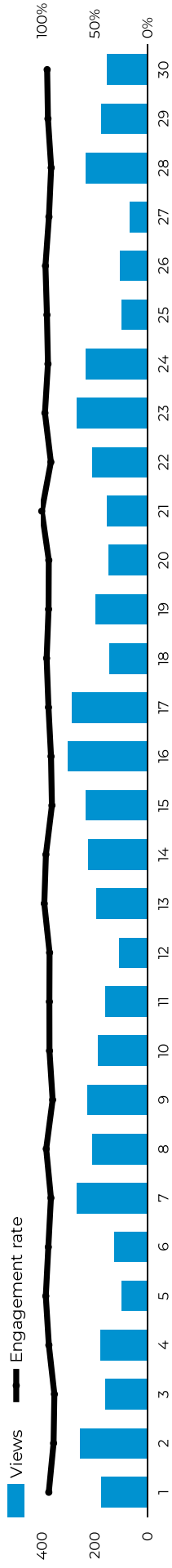


Session default channel group	Total users	New users	Views
1. Organic Search	1,448	1,294	4,528
2. Direct	400	381	937
3. Referral	38	32	103
4. Organic Social	6	3	22
5. Unassigned	5	0	3

Session source	Total users	New users	Views
1. google	1,327	1,196	4,085
2. (direct)	400	381	937
3. bing	106	87	368
4. westernaustralia.co...	8	8	10
5. ausearchyahoo.com	8	6	18

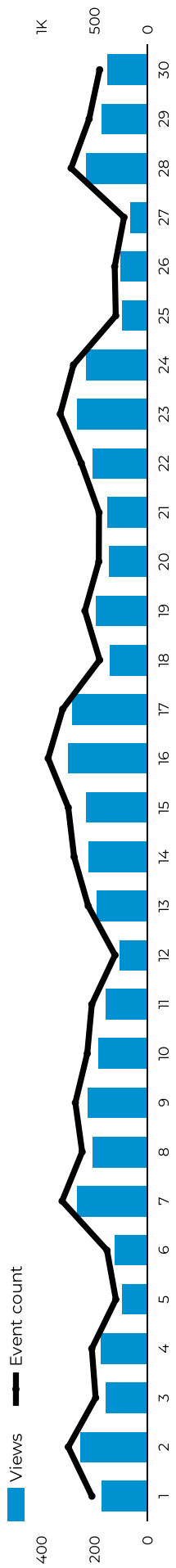
Search Terms

Search term	Count
Fire	6
Driving test	5
Gym	5
expression	5
tender	5
Fire restrictions	4
Fires	4
Tip	4
tip open	4
Camp fires	3
Lodging house	3
Ranger	3
Rates	3



Top 15 Pages

Page title	Views	Total users	Views per user	Engagement rate	Engaged sessions
1. Welcome to the Shire of Northampton » ...	1,502	942	2	97.35%	1,177
2. Staff » Shire of Northampton	465	269	2	90.84%	337
3. Positions Vacant » Shire of Northampton	397	161	2	98.06%	253
4. Website Search » Shire of Northampton	359	157	2	96.7%	176
5. Shire Services - Environmental Health » S...	236	153	2	93.94%	186
6. Public Notices - Fire, Firebreaks, Permits ...	211	136	2	94.51%	155
7. Lucky Bay and Little Bay » Shire of Northa...	173	117	1	97.18%	138
8. Public Notices » Shire of Northampton	148	100	1	99.09%	109
9. About Us » Shire of Northampton	118	84	1	98.91%	91
10. Events Calendar » Shire of Northampton	108	42	3	96%	48
11. News Story - Fires During April 2025 » Shir...	107	67	2	95.12%	78
12. Shire Facilities - Northampton Recreation ...	92	52	2	92.42%	61
13. Shire Facilities - Kalbarri Recreation Facilit...	86	69	1	98.72%	77
14. Total Fire Bans vs Harvest Vehicle Movem...	86	56	2	93.55%	58
15. Latest News » Shire of Northampton	77	51	2	96.72%	59



Events Breakdown

Event name	Event count	Total users	Event count per user	Events per session	Conversions
session_start	2,736	1,884	1.47	1	2,736
page_view	5,593	1,881	3	2.19	5,593
first_visit	1,710	1,706	1	1	1,710
user_engagement	3,670	1,345	2.74	2.05	0
scroll	2,212	1,045	2.12	1.76	2,212
file_download	366	176	2.08	1.69	366
view_search_results	286	156	1.83	1.64	286
form_start	148	98	1.51	1.44	148
click	92	72	1.28	1.21	92
form_submit	69	39	1.77	1.64	69

Conversions

Measures the number of times users completed a specific action on your website. This can include scroll depth, form submission, clicks and file downloads.

Engaged Sessions

Only counts sessions that lasted longer than 10 seconds, had 2 or more pageviews, or recorded a conversion.

Engagement Rate

Percentage of sessions that were engaged sessions. A higher engagement rate indicates users are more engaged with your websites content.

Event Count per User

Events/User measures the average number of events triggered by each unique user.

Event Count per Session

Measures the average number of events that occur during a user session on your website. A high event count per session indicates that users are engaged with your website and are interacting with multiple features or pages.

Event Count

Events are interactions that user take on your website. Events can be clicks, scroll depth, video engagement, form submissions and more.

New Users

The number of first-time users during the selected date range.

Pages/Sessions

Pages/Session (Average Page Depth) is the average number of pages viewed during a session. Repeated views of a single page are counted.

Session

Total number of Sessions within the date range. A session is the period time a user is actively engaged with your website, app, etc. All usage data (Screen Views, Events, Ecommerce, etc.) is associated with a session.

Session Source

Session Source describes where your traffic comes from. The Source is the place users are before seeing your content, like a search engine or another website. The Medium describes how users arrived at your content. Values for Medium include "organic" for unpaid search traffic and "none" for direct traffic.

Total Users

Users who have initiated at least one session during the date range.

Session Duration

The average length of a Session.

User Engagement

User Engagement measures how frequently users are interacting with your website. It's calculated by three main factors: sessions per user, session duration and the engagement rate. Higher scores indicate higher levels of website engagement.

Views

Views is the total number of pages viewed. Repeated views of a single page are counted.

Views per User

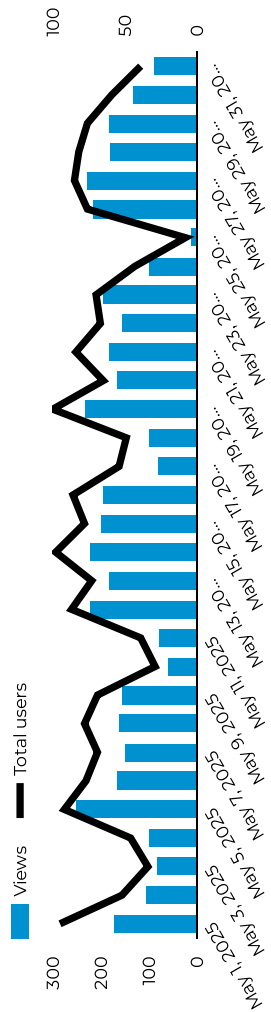
Views per User measures the average number of times a user views a particular page on your website during a specific time period

Event Descriptions

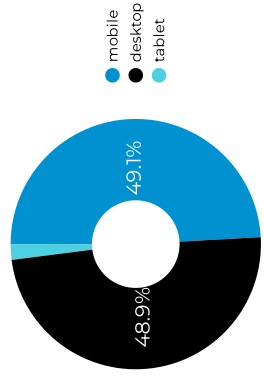
click	file_download	first_visit	form_start/submit	page_view	scroll	session_start	user_engagement	video_start/complete	view_search_results
The click event is collected when someone clicks on an outbound link.	The file download event tracks when someone downloads a file from your website.	The first_visit event is collected when a user first visits your website.	form_start is when a user interacts with a form in a session. The form_submit tracks when the user submits the form.	The pages visited, listed by URL. The URI is the portion of a page's URL following the domain name.	The scroll event tracks when a user reaches certain depths of a page, it can be tracked at 25%, 50%, 75% or 90% depth.	The session_start event is collected when a user engages with your website.	The user_engagement event is tracked when a webpage is in focus for at least one second.	This event tracks when a video starts playing and fires another event once the video ends.	Is collected each time a user performs a site search.

Total Users	1,674	New Users	1,470	Views	4,798	Event Count	14,595	Events per User	8.86	Engaged Sessions	2,273	Engagement Rate	93.65%
	↓ -14.0%		↓ -14.2%		↓ -13.5%		↓ -11.2%		↓ -1.9%		↓ 0.5%		

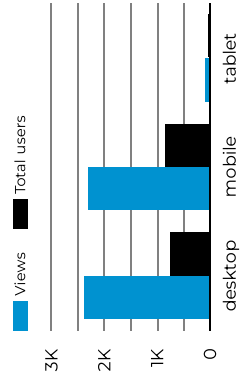
Views & Users



Device Breakdown



Views & Users (by device)



Traffic Sources

Session source	Views	Engaged sessions	Engagement rate
1. google	3,089	1,455	93%
2. (direct)	1,056	571	97%
3. bing	352	142	89%
4. ntp.msn.com	68	19	90%
5. iatenderlink.com	59	6	100%
6. auserch@yahoo.com	36	11	92%
7. m.facebook.com	35	20	100%
8. slwawagovau	13	5	100%
9. notifications.tenders.net	12	6	100%

Total Users & Views

Page title	Views	Total users
1. Welcome to the Shire of North...	1,437	906
2. Staff » Shire of Northampton	434	267
3. Positions Vacant » Shire of Nort...	283	135
4. Website Search » Shire of Nort...	270	128
5. Shire Services - Environmental ...	173	110
6. Lucky Bay and Little Bay » Shire...	95	76
7. Public Notices » Shire of North...	104	67
8. Shire Services - Building » Shir...	88	61
9. About Us » Shire of Northampt...	78	60

Website Support & Maintenance

Total Support Hours (per annum)	Support Used	Support Remaining
24 hours	22 h 25 m	1 h 35 m

Storage

Storage Allowance	Storage Used
15 GB	12.71 GB

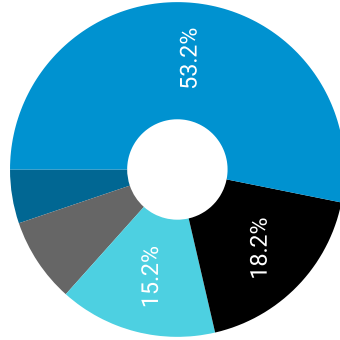
Bandwidth

Bandwidth Allowance	Bandwidth Used (current month)
48.9453125 GB	58.07 GB

Website Support & Maintenance Breakdown

Category	Billable Support	Unbillable Support
Website Audits/Reviews/Compliance	4 h 5 m	0 h 0 m
Upgrades	0 h 0 m	0 h 0 m
Technical Support	3 h 25 m	0 h 0 m
Reporting	1 h 50 m	0 h 0 m
Content & Design	0 h 0 m	0 h 0 m
CMS Updates & Maintenance	11 h 55 m	0 h 0 m
Advice & Consulting	1 h 10 m	0 h 0 m

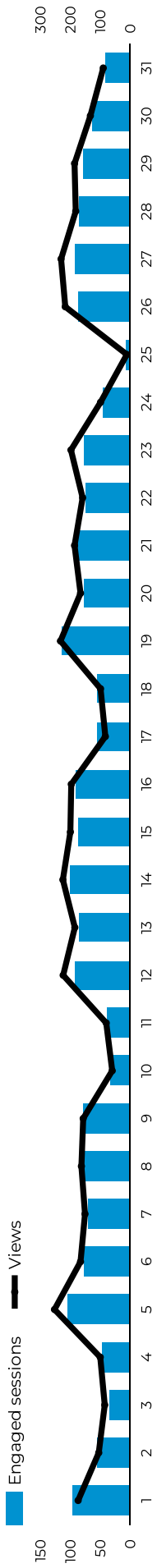
Billable Support



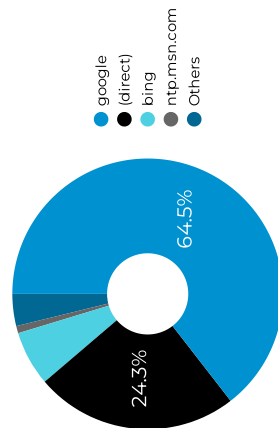
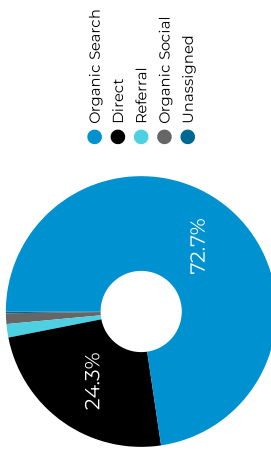
- CMS Updates & Maintenance
- Website Audits/Reviews/Compliance
- Technical Support
- Reporting
- Advice & Consulting
- Upgrades
- Content & Design

Website Support & Maintenance Explanation

Advice & Consulting	CMS Updates & Maintenance	Content & Design	Reporting	Technical Support	Website Audits, Reviews, Compliance	Multi Sites
Client liaison (phone and email) and consulting services, including advice and guidance on website management and optimisation	Updates to Spark CMS including version upgrades, patches, bug fixes, licensing renewals and general maintenance	Content updates and minor design changes	Monthly reports and any additional requested reports	Telephone and email website support, troubleshooting, development work and training	Monitoring of usage and performance, including compliance with relevant legislation, user experience analysis and recommendations for improvement	Support and maintenance hours cover all websites hosted under your CouncilConnect subscription. This is inclusive of multi sites such as intranets, councillor portals, visitor centres websites and alike.



Channels & Sources

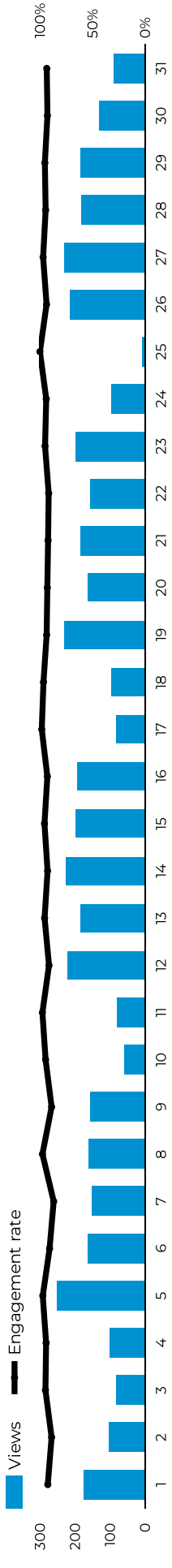


Session default channel group	Total users	New users	Views
1. Organic Search	1,189	1,004	3,555
2. Direct	434	411	1,056
3. Organic Social	31	30	50
4. Referral	32	24	133
5. Unassigned	5	1	4

Session source	Total users	New users	Views
1. google	1,061	904	3,089
2. (direct)	434	411	1,056
3. bing	118	88	352
4. m.facebook.com	20	20	35
5. ausearchyahoo.com	8	8	36

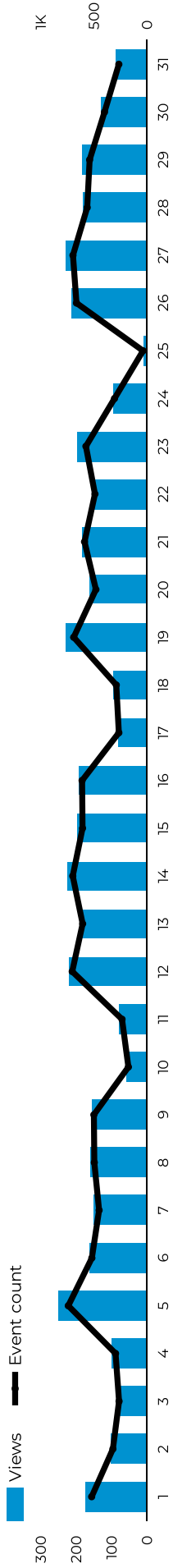
Search Terms

Search term	Count
tender	7
Kalbarri tip	5
tenders	4
Hutt lagoon	3
Tip	3
expression	3
map	3
tip closed	3
burning period	2
wind design	2
Dump point	2
Garden shed	2
Overnight parking	2



Top 15 Pages

Page title	Views	Total users	Views per user	Engagement rate	Engaged sessions
1. Welcome to the Shire of Northampton » ...	1,437	906	2	98.06%	1,163
2. Staff » Shire of Northampton	434	267	2	92.05%	336
3. Positions Vacant » Shire of Northampton	283	135	2	98.99%	197
4. Website Search » Shire of Northampton	270	128	2	97.47%	154
5. Shire Services - Environmental Health » S...	173	110	2	93.55%	145
6. News Story - Request for Tender RFT 01-2...	118	50	2	96.67%	58
7. Documents in Minutes 2025 » Shire of No...	114	46	2	97.47%	77
8. Public Notices » Shire of Northampton	104	67	2	98.78%	81
9. Lucky Bay and Little Bay » Shire of Northa...	95	76	1	92.05%	81
10. Shire Services - Building » Shire of Northa...	88	61	1	95.12%	78
11. Shire Services - Town Planning » Shire of ...	79	55	1	95.38%	62
12. About Us » Shire of Northampton	78	60	1	92.96%	66
13. News Story - Notice of Public Advertisem...	75	43	2	97.96%	48
14. Council Info - Council Meetings » Shire of ...	73	42	2	92.06%	58
15. Council Info - Councillors » Shire of North...	70	44	2	89.47%	51



Events Breakdown

Event name	Event count	Total users	Event count per user	Events per session	Conversions
page_view	4,798	1,671	2.91	2.12	4,798
session_start	2,423	1,671	1.47	1	2,423
first_visit	1,470	1,467	1	1	1,470
user_engagement	3,105	1,137	2.76	2.03	0
scroll	1,855	879	2.11	1.76	1,855
file_download	495	198	2.5	1.9	495
view_search_results	225	128	1.77	1.48	225
form_start	123	66	1.86	1.58	123
click	44	36	1.22	1.19	44
form_submit	57	22	2.59	2.19	57

Conversions

Measures the number of times users completed a specific action on your website. This can include scroll depth, form submission, clicks and file downloads.

Engaged Sessions

Only counts sessions that lasted longer than 10 seconds, had 2 or more pageviews, or recorded a conversion.

Engagement Rate

Percentage of sessions that were engaged sessions. A higher engagement rate indicates users are more engaged with your websites content.

Event Count per User

Events/User measures the average number of events triggered by each unique user.

Event Count per Session

Measures the average number of events that occur during a user session on your website. A high event count per session indicates that users are engaged with your website and are interacting with multiple features or pages.

Event Count

Events are interactions that user take on your website. Events can be clicks, scroll depth, video engagement, form submissions and more.

New Users

The number of first-time users during the selected date range.

Pages/Sessions

Pages/Session (Average Page Depth) is the average number of pages viewed during a session. Repeated views of a single page are counted.

Session

Total number of Sessions within the date range. A session is the period time a user is actively engaged with your website, app, etc. All usage data (Screen Views, Events, Ecommerce, etc.) is associated with a session.

Session Source

Session Source describes where your traffic comes from. The Source is the place users are before seeing your content, like a search engine or another website. The Medium describes how users arrived at your content. Values for Medium include "organic" for unpaid search traffic and "none" for direct traffic.

Total Users

Users who have initiated at least one session during the date range.

User Engagement

User Engagement measures how frequently users are interacting with your website. It's calculated by three main factors: sessions per user, session duration and the engagement rate. Higher scores indicate higher levels of website engagement.

Views

Views is the total number of pages viewed. Repeated views of a single page are counted.

Views per User

Views per User measures the average number of times a user views a particular page on your website during a specific time period

Event Descriptions

click	file_download	first_visit	form_start/submit	page_view	scroll	session_start	user_engagement	video_start/complete	view_search_results
The click event is collected when someone clicks on an outbound link.	The file download event tracks when someone downloads a file from your website.	The first_visit event is collected when a user first visits your website.	form_start is when a user interacts with a form in a session. The form_submit tracks when the user submits the form.	The pages visited, listed by URL. The URI is the portion of a page's URL following the domain name.	The scroll event tracks when a user reaches certain depths of a page, it can be tracked at 25%, 50%, 75% or 90% depth.	The session_start event is collected when a user engages with your website.	The user_engagement event is tracked when a webpage is in focus for at least one second.	This event tracks when a video starts playing and fires another event once the video ends.	Is collected each time a user performs a site search.

northampton.wa.gov.au

Jun 1, 2025 - Jun 30, 2025

Total Users 1,656

New Users 1,507 +2.5%

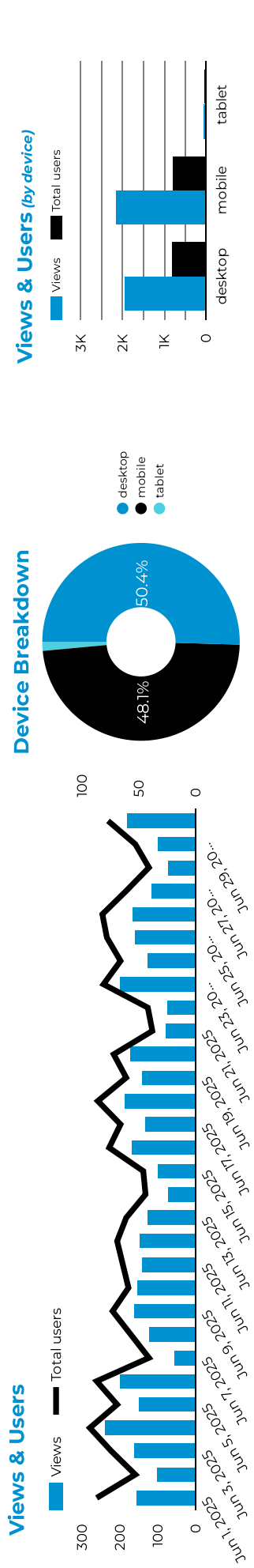
Views 4,201 -12.4%

Event Count 13,037 -10.7%

Engaged Sessions 2,106 -7.3%

Engagement Rate 93.85% +0.2%

Events per User 7.97 -10.0%



Traffic Sources

Session source	Views	Engaged sessions	Engagement rate
1. google	2,633	1,249	93%
2. (direct)	986	634	98%
3. bing	291	113	84%
4. ausearch.yahoo.com	62	17	85%
5. lm.facebook.com	34	14	100%
6. m.facebook.com	33	24	100%
7. iatenderlink.com	30	4	100%
8. lfacebook.com	21	8	100%
9. jorrau	20	6	100%

Total Users & Views

Page title	Views	Total users
1. Welcome to the Shire of North...	1,326	898
2. Staff » Shire of Northampton	441	243
3. Positions Vacant » Shire of Nort...	327	176
4. Website Search » Shire of Nort...	232	122
5. Shire Services - Environmental ...	153	103
6. About Us » Shire of Northampt...	85	74
7. News Story - Employment Opp...	84	59
8. Shire Services - Building » Shir...	76	57
9. Public Notices » Shire of North...	86	52

market creations agency Support and maintenance is available via the **Support Register** in your website CMS dashboard www.marketcreations.com.au

Website Support & Maintenance

Total Support Hours (per annum)	Support Used	Support Remaining
24 hours	23 h 40 m	0 h 20 m

Storage

Storage Allowance	Storage Used
15 GB	12.96 GB

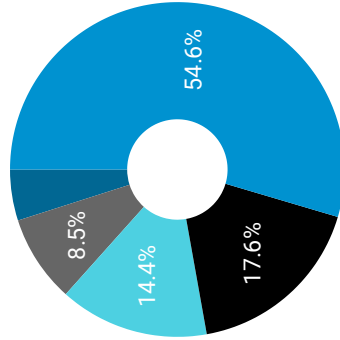
Bandwidth

Bandwidth Allowance	Bandwidth Used (current month)
48.9453125 GB	62.93 GB

Website Support & Maintenance Breakdown

Category	Billable Support	Unbillable Support
Website Audits/Reviews/Compliance	4 h 10 m	0 h 0 m
Upgrades	0 h 0 m	0 h 0 m
Technical Support	3 h 25 m	0 h 0 m
Reporting	2 h 0 m	0 h 0 m
Content & Design	0 h 0 m	0 h 0 m
CMS Updates & Maintenance	12 h 55 m	0 h 0 m
Advice & Consulting	1 h 10 m	0 h 0 m

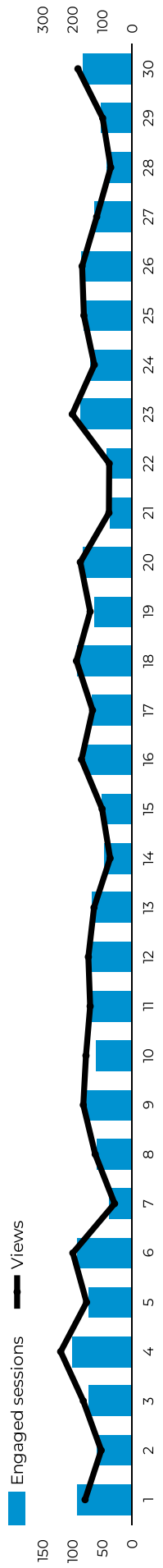
Billable Support



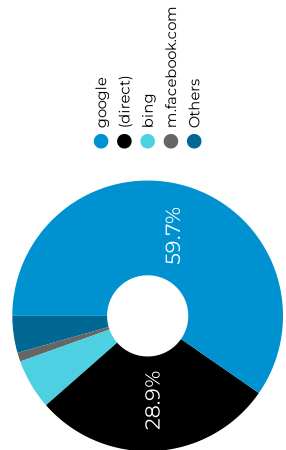
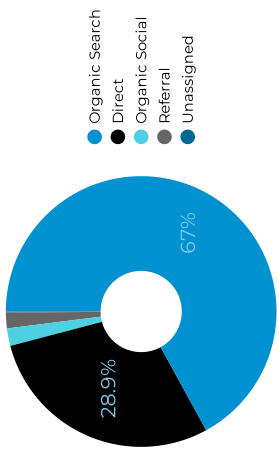
- CMS Updates & Maintenance
- Website Audits/Reviews/Compliance
- Technical Support
- Reporting
- Advice & Consulting
- Upgrades
- Content & Design

Website Support & Maintenance Explanation

Advice & Consulting	CMS Updates & Maintenance	Content & Design	Reporting	Technical Support	Website Audits, Reviews, Compliance	Multi Sites
Client liaison (phone and email) and consulting services, including advice and guidance on website management and optimisation	Updates to Spark CMS including version upgrades, patches, bug fixes, licensing renewals and general maintenance	Content updates and minor design changes	Monthly reports and any additional requested reports	Telephone and email website support, troubleshooting, development work and training	Monitoring of usage and performance, including compliance with relevant legislation, user experience analysis and recommendations for improvement	Support and maintenance hours cover all websites hosted under your CouncilConnect subscription. This is inclusive of multi sites such as intranets, councillor portals, visitor centres websites and alike.



Channels & Sources

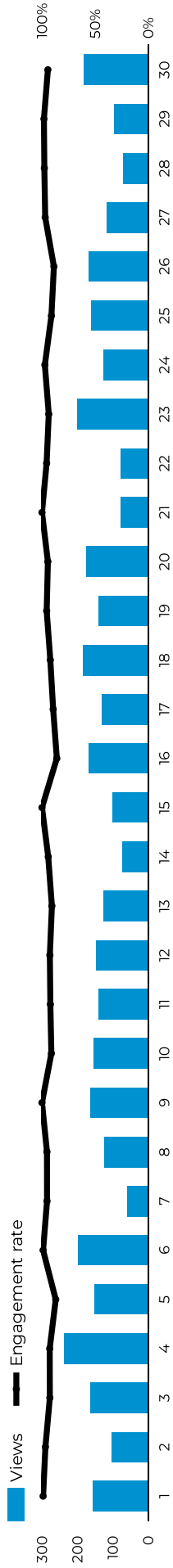


Session default channel group	Total users	New users	Views
1. Organic Search	1,088	959	3,014
2. Direct	494	472	986
3. Organic Social	45	45	91
4. Referral	36	30	109
5. Unassigned	3	1	1

Search Terms

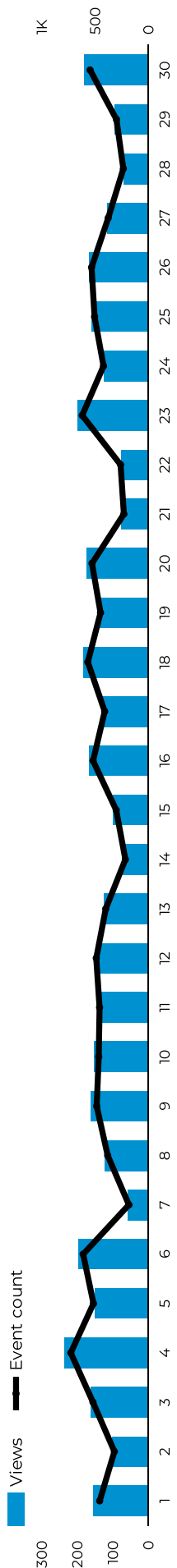
Search term	Count
tenders	9
Road closures	5
kalbarri	5
Pink lake	4
Rubbish	3
fees_and_charges_schedule...	3
iga	3
tender	3
Pest control	2
Bin night	2
Camp fires	2
Dickerson	2
Golf	2

Session source	Total users	New users	Views
1. google	980	870	2,633
2. (direct)	494	472	986
3. bing	85	67	291
4. m.facebook.com	24	24	33
5. lm.facebook.com	13	13	34



Top 15 Pages

	Views	Total users	Views per user	Engagement rate	Engaged sessions
1. Welcome to the Shire of Northampton » ...	1,326	898	1	97.32%	1,089
2. Staff » Shire of Northampton	441	243	2	88.02%	316
3. Positions Vacant » Shire of Northampton	327	176	2	99.1%	221
4. Website Search » Shire of Northampton	232	122	2	98.51%	132
5. Shire Services - Environmental Health » S...	153	103	1	93.08%	121
6. Public Notices » Shire of Northampton	86	52	2	100%	66
7. About Us » Shire of Northampton	85	74	1	96.2%	76
8. News Story - Employment Opportunities »...	84	59	1	98.55%	68
9. Documents in Minutes 2025 » Shire of No...	82	44	2	93.15%	68
10. Shire Services - Building » Shire of Northa...	76	57	1	92.86%	65
11. Shire Facilities - Northampton Recreation ...	74	44	2	97.96%	48
12. Shire Facilities - Kalbarri Recreation Facilit...	71	47	2	96.3%	52
13. Events Calendar » Shire of Northampton	70	38	2	100%	38
14. Council Info - Councillors » Shire of North...	64	49	1	93.65%	59
15. Shire Services - Town Planning » Shire of ...	63	35	2	95.35%	41



Events Breakdown

Event name	Event count	Total users	Event count per user	Events per session	Conversions
session_start	2,243	1,655	1.37	1	2,243
page_view	4,201	1,652	2.57	2	4,201
first_visit	1,507	1,506	1	1	1,507
user_engagement	2,787	1,154	2.44	1.9	0
scroll	1,629	859	1.9	1.63	1,629
file_download	298	168	1.77	1.6	298
view_search_results	200	122	1.64	1.53	200
form_start	98	68	1.44	1.34	98
click	39	31	1.26	1.26	39
form_submit	35	18	1.94	1.67	35

Conversions

Measures the number of times users completed a specific action on your website. This can include scroll depth, form submission, clicks and file downloads.

Engaged Sessions

Only counts sessions that lasted longer than 10 seconds, had 2 or more pageviews, or recorded a conversion.

Engagement Rate

Percentage of sessions that were engaged sessions. A higher engagement rate indicates users are more engaged with your website's content.

Event Count per User

Events/User measures the average number of events triggered by each unique user.

Event Count per Session

Measures the average number of events that occur during a user session on your website. A high event count per session indicates that users are engaged with your website and are interacting with multiple features or pages.

Event Count

Events are interactions that user take on your website. Events can be clicks, scroll depth, video engagement, form submissions and more.

New Users

The number of first-time users during the selected date range.

Pages/Sessions

Pages/Session (Average Page Depth) is the average number of pages viewed during a session. Repeated views of a single page are counted.

Session

Total number of Sessions within the date range. A session is the period time a user is actively engaged with your website, app, etc. All usage data (Screen Views, Events, Ecommerce, etc.) is associated with a session.

Session Source

Session Source describes where your traffic comes from. The Source is the place users are before seeing your content, like a search engine or another website. The Medium describes how users arrived at your content. Values for Medium include "organic" for unpaid search traffic and "none" for direct traffic.

Total Users

Users who have initiated at least one session during the date range.

Session Duration

The average length of a Session.

User Engagement

User Engagement measures how frequently users are interacting with your website. It's calculated by three main factors: sessions per user, session duration and the engagement rate. Higher scores indicate higher levels of website engagement.

Views

Views is the total number of pages viewed. Repeated views of a single page are counted.

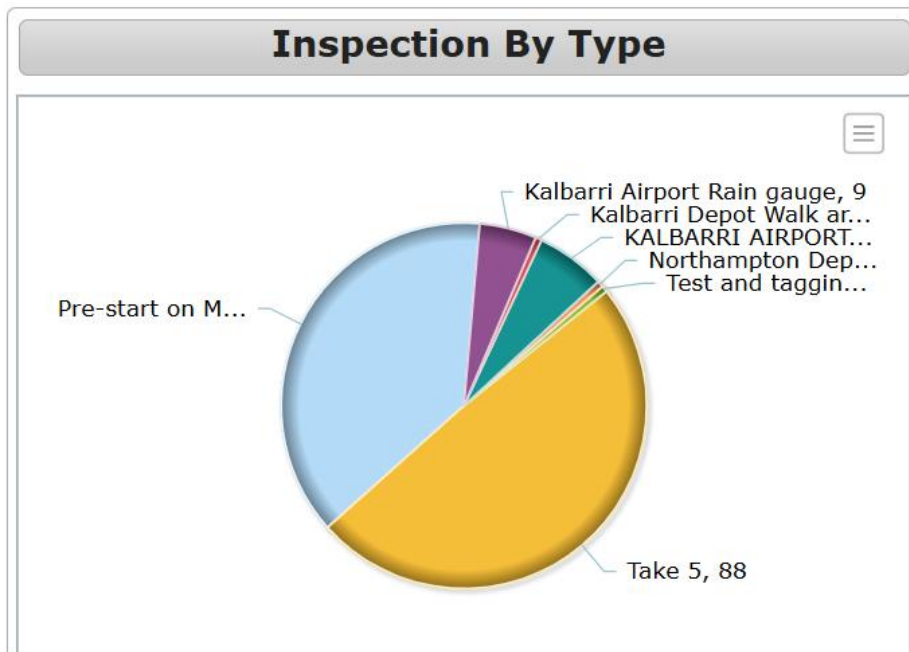
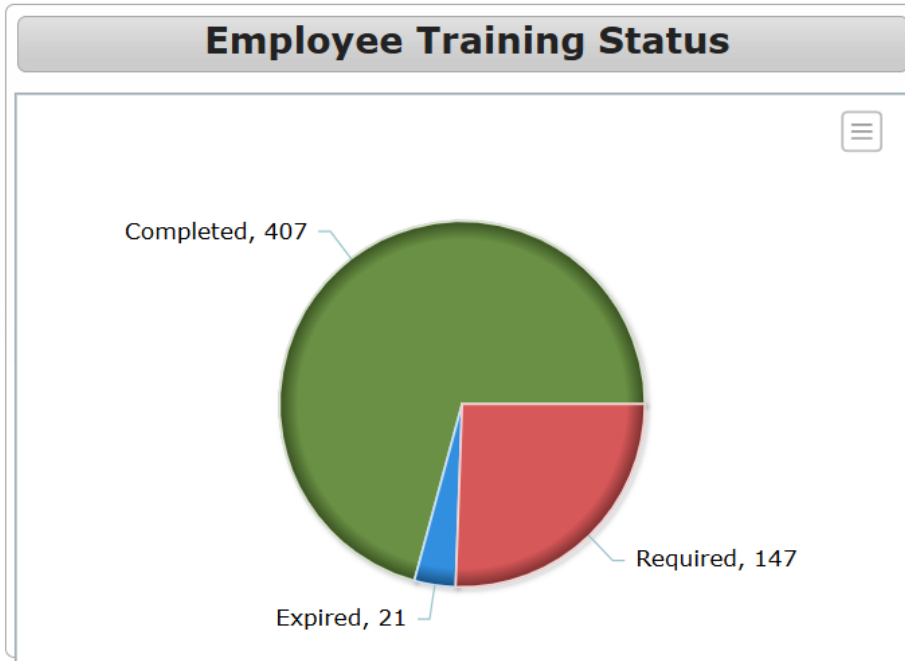
Views per User

Views per User measures the average number of times a user views a particular page on your website during a specific time period

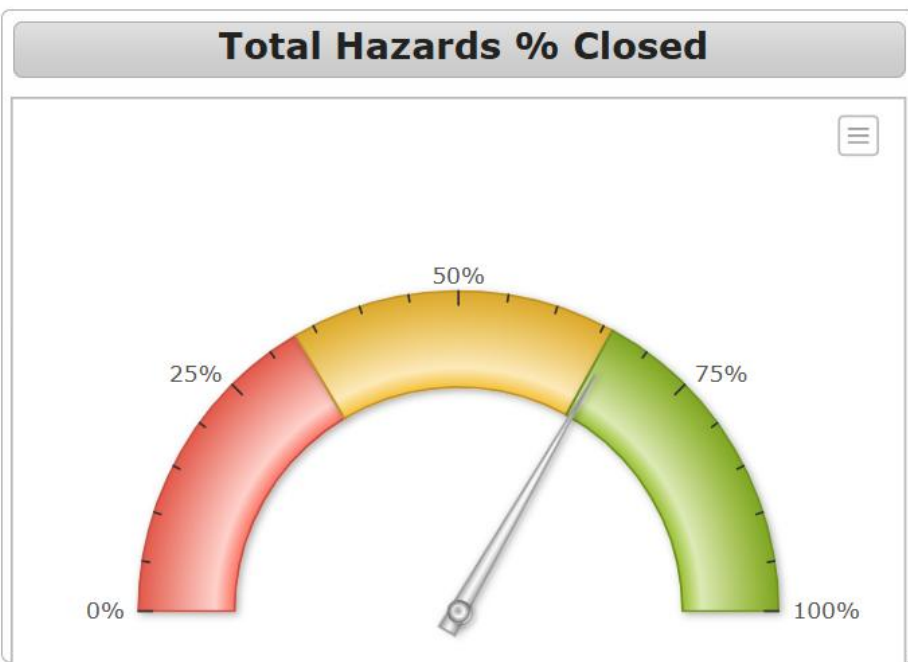
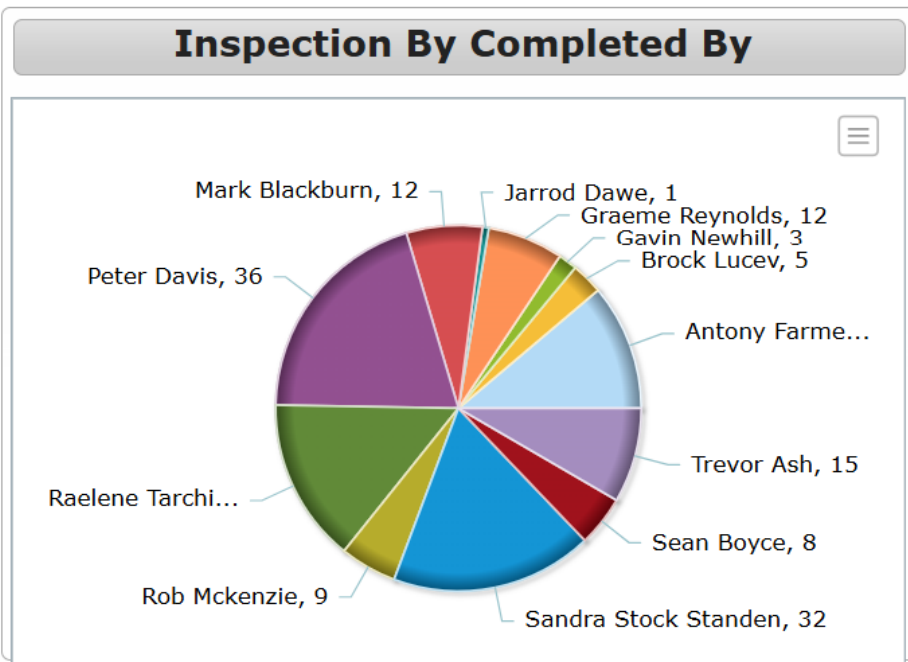
Event Descriptions

click	file_download	first_visit	form_start/submit	page_view	scroll	session_start	user_engagement	video_start/complete	view_search_results
The click event is collected when someone clicks on an outbound link.	The file download event tracks when someone downloads a file from your website.	The first_visit event is collected when a user first visits your website.	form_start is when a user interacts with a form in a session. The form_submit tracks when the user submits the form.	The pages visited, listed by URL. The URI is the portion of a page's URL following the domain name.	The scroll event tracks when a user reaches certain depths of a page, it can be tracked at 25%, 50%, 75% or 90% depth.	The session_start event is collected when a user engages with your website.	The user_engagement event is tracked when a webpage is in focus for at least one second.	This event tracks when a video starts playing and fires another event once the video ends.	Is collected each time a user performs a site search.

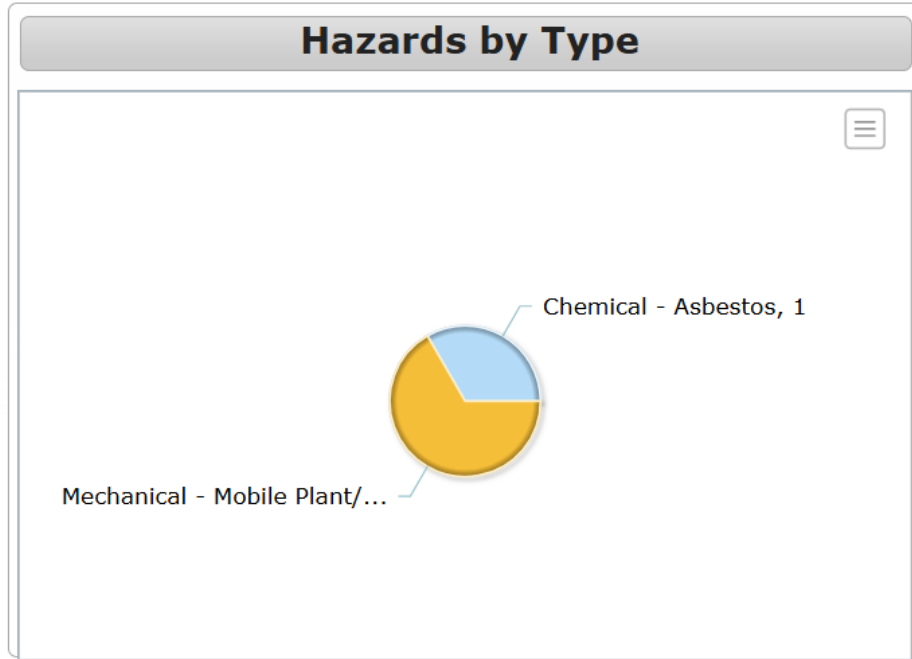
WORKPLACE HEALTH AND SAFETY REPORT
1 April 2025 to 30 June 2025



WORKPLACE HEALTH AND SAFETY REPORT
1 April 2025 to 30 June 2025



WORKPLACE HEALTH AND SAFETY REPORT
1 April 2025 to 30 June 2025



Workplace Incidents 1 April 2025 to 30 June 2025

Incidents From	01/04/2025 To: 30/06/2025	
Business Unit	All	
Department	All	
Location/Projects	All	
Area	All	
Outcome	All	
Injury Type	All	
Injured Person	All	
Council		
Equipment/Property	All	
Investigation Status	All	
Entered By	All	
Business Unit	ID	Internal Reference ID
Shire of Northampton	93	Reported only
Shire of Northampton	92	Reported Only
Shire of Northampton	91	Kalbarri bus damage in the battery compartment area
Shire of Northampton	90	Reported Only
Shire of Northampton	88	Backhoe hole in sump
Shire of Northampton	89	Backhoe back window
Shire of Northampton	87	Back Injury

WORKPLACE HEALTH AND SAFETY REPORT**1 April 2025 to 30 June 2025****Workplace Actions 1 April 2025 to 30 June 2025**

Business Unit	ID	Added Date	Action Type	Details	Status
Shire of Northampton	763994	17/06/2025	Corrective	XXXX notice- During the recent runway inspection, some unidentified residue was noted on the surface. At this stage, the type of residue is unclear. It is recommended that we continue to monitor this area closely during upcoming inspections. If the residue persists, a sample should be collected for analysis to determine its composition and identify appropriate removal methods. The goal is to ensure it does not cause any damage or deterioration to the tarmac or bitumen surface on runway inspection that some residue was on the runway and not really sure what it is	Complete (Accepted)
Shire of Northampton	763999	17/06/2025	Corrective	Footage from the airport security cameras has identified a vehicle accessing the taxiway and runway without authorisation from an Aerodrome Reporting Officer (ARO). This incident needs to be investigated to confirm the details and identify the individual responsible. Please advise the manager once confirmed, so that a formal first warning letter can be issued to the person involved.	Complete (Accepted)
Shire of Northampton	764712	20/06/2025	Follow Up	XXXXX was on light duties - Take 5 was also filled in as on light duties. To check to see if XXXXX is doing light duties and to see when XXXXX will be fit enough to go back on full duties after seeing the doctor.	Complete (Accepted)

WORKPLACE HEALTH AND SAFETY REPORT
1 April 2025 to 30 June 2025

Shire of Northampton	753764	17/04/2025	Preventative	Action taken was to obtain permission from CEO to remove the vehicle from Hampton Road and relocate it to the Shire depot yard.	Complete (Accepted)
Shire of Northampton	756028	5/05/2025	Follow Up	Tyre skip bin is full and needs replaced with another empty one.	Complete (Accepted)
Shire of Northampton	756029	5/05/2025	Follow Up	Waste oil tank is full and needs emptied ASAP.	Complete (Accepted)
Shire of Northampton	756030	5/05/2025	Follow Up	Mattress skip bin is full and needs taken away and replaced with empty one.	Complete (Accepted)
Shire of Northampton	756429	6/05/2025	Follow Up	Mattress skip bin is full and needs replaced with an empty one.	Complete (Accepted)
Shire of Northampton	757844	14/05/2025	Improvement	XXXXX filled the hole in with asphalt	Complete (Accepted)
Shire of Northampton	762300	6/06/2025	Follow Up	Replace battery or replace beacon with a new one update details	New/In Process





ACKNOWLEDGEMENT OF COUNTRY

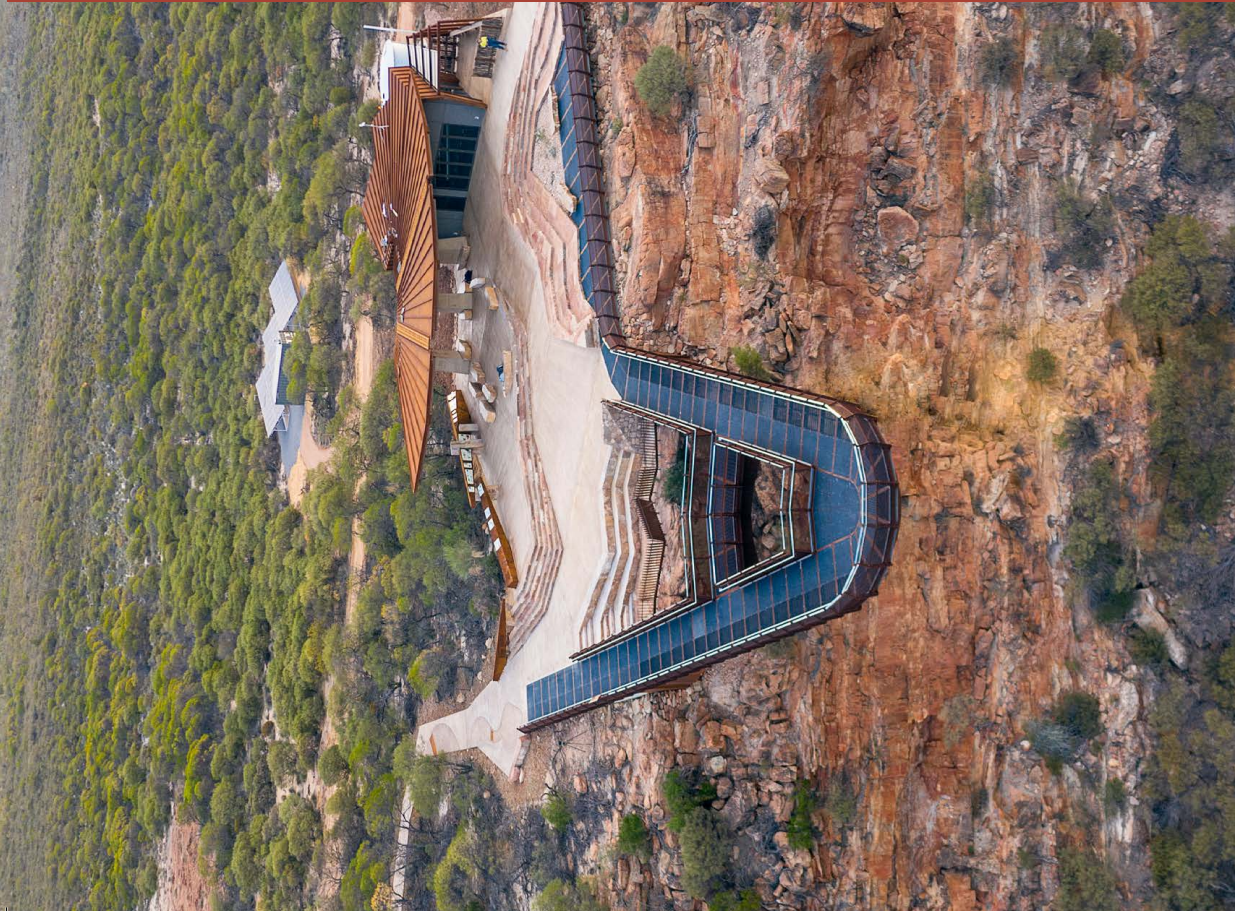
The Shire of Northampton respectfully acknowledges the Yamatji People, who are the Traditional Owners and First People of the land that this Strategic Community Plan covers. We would like to pay our respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of the Yamatji People.

THE SHIRE OF NORTHHAMPTON UNIQUE, DIVERSE, PROUD

The Shire of Northampton is one of 137 local government authorities established under the Local Government Act 1995 providing services and facilities under legislation and regulation. The Shire recognises that its performance strongly influences the liveability, productivity, wellbeing, connection and identity of the community.

The Shire of Northampton is located in the Midwest region of Western Australia which is 475 kilometres north of Perth and has an area of 12,499 square kilometres. The Shire's main administration office is in the town of Northampton, 50kms north of Geraldton. There are two main town centres, Northampton and Kalbarri with smaller town sites of Horrocks, Port Gregory, Binnu, Isseka, and Ajana.

02



01

OUR HISTORY

The recorded history of the area now known as the Shire of Northampton is a rich tapestry of stories that stretch back from many generations of original inhabitants to the first known European habitation of Australia, which occurred when two survivors of the mutiny of the ship the Batavia were marooned in 1629 on the coast, possibly either at the Murchison or the Bowes River mouths. A later explorer, George Grey, claimed to have stumbled on one of the most fertile districts in Australia when his ship was wrecked in the area in 1839. He commented on the superior huts, well-marked roads, deeply sunk wells, and extensive warran grounds that all spoke of a large and comparatively speaking resident population, the cause of which undoubtedly must have been the great facilities for procuring food in so rich a soil.

Lead was found in the area in 1847, followed by copper being discovered by Drummonds Shepherd in 1854. The convict hiring station 'Linton' was established at Port Gregory from 1853-1856 and the first railway commenced in 1874, which ran from Geraldton to Northampton and was later extended to Ajana in 1913.

OUR POPULATION

The Australian Bureau of Statistics Census figures from 2021 list the Shire's population as 3,227 at that time. The current population comprises 53% of male and 47% of female with a median age of 53 years, which is significantly higher than the State average of 38 years.

If the population remains stable over the next ten years it will pose significant challenges in the management of current and future demands for quality lifestyles. However, if the population increases dramatically due to potential significant proposed projects in the region, this will present a different set of challenges for the Shire in relation to growth and demand on public infrastructure and services.

With the advent of a railway, activity expanded with more lead and copper mines being opened. Areas sown to cereal crops (mainly wheat) increased, together with growth of sheep flocks. Northampton was first known as the "The Mines" until 1864, at which point the townsite was gazetted and became known as 'Northampton'. The town has long been known by its Aboriginal name 'Mooniemia'.

The Local Government district of Northampton began in 1871, and its boundaries were prescribed from the north by a line that ran east from the mouth of the Murchison River, then west to the Indian Ocean, and south by a line running east from the mouth of the Buller River, with no eastern boundary included. The first Local Government office was built in 1898 in Northampton followed by new offices built in 1957, that were extended and modified in 1984 and again in 2001. The administration centre at Kalbarri is known as the "Allen Centre" and was opened in 1992.

OUR ECONOMY

Predominant industries in the Shire are diverse and include broad acre agriculture, fishing and tourism, garnet mining, and beta carotene production. Proposed renewable energy and mining projects have the potential to transform the Shire's economy and population but are subject to approval processes and companies deciding to proceed.

SHIRE INFRASTRUCTURE

The Shire provides the following infrastructure:

- Shire Administration Offices in Northampton and Kalbarri
- Shire libraries in Northampton and Kalbarri
- 297km of sealed local roads
- 910km of unsealed local roads
- Waste management facilities at Northampton, Kalbarri, Port Gregory, and Binnu
- Recreation facilities in Northampton, Kalbarri, Horrocks, Port Gregory and Binnu
- Ablution facilities in Northampton, Kalbarri, Horrocks, Port Gregory and Binnu
- An airport in Kalbarri
- Parks and playgrounds across the Shire
- Cemeteries in Northampton and Kalbarri

QUICK STATS



12,499M²
GEOGRAPHICAL AREA



2.2
PEOPLE PER HOUSEHOLD¹
State Average = 2.5



3,227
POPULATION¹



5.7%
ABORIGINAL AND TORES STRAIT ISLANDER¹
State Average = 3.3%



816
FAMILIES¹



53%/47%
MEN/WOMEN GENDER %¹
State Average = 50%/50%



475KM
DISTANCE TO PERTH



49.5%
PARTICIPATION IN THE LABOUR FORCE¹
State Average = 50%/50%



53
MEDIAN AGE¹
State Average = 38 years

Source: Australian Bureau of Statistics June 2021 except geographical area and distance from Perth, which has been provided by the Shire.

ABOUT THE PLAN

All local governments are required to produce a plan for the future under S5.56 (1) of the Local Government Act 1995.

The Strategic Community Plan (SCP) is part of the Integrated Planning and Reporting Framework. The SCP outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities. A key role of the SCP is to clearly link the community's aspirations with the Council's vision and long-term strategy. The SCP is not static. A full review is required every four years with a desktop review every two years. This iteration of the SCP is the result of a full review.

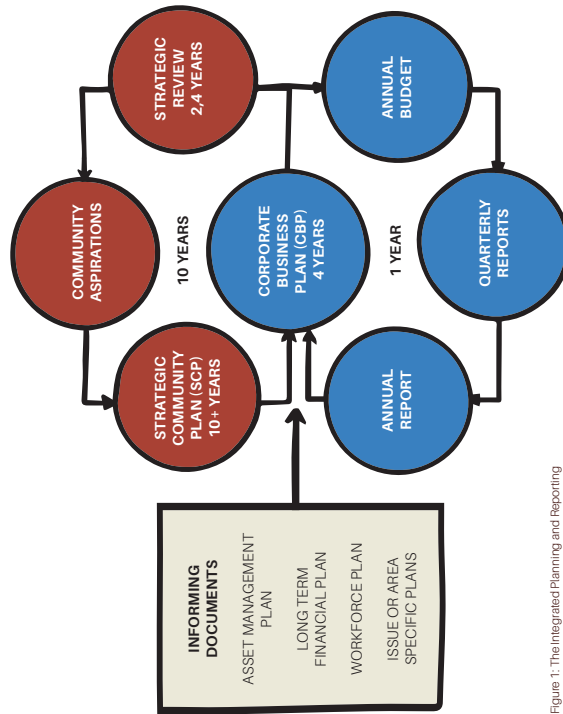


Figure 1: The Integrated Planning and Reporting Framework (this plan covers items in red)



Three key stakeholders are involved in the development of an integrated plan: the Council, the community and the local government administration led by the Chief Executive Officer, noting the interfaces and dependencies shared with other stakeholders too. The SCP is for all members of our community.

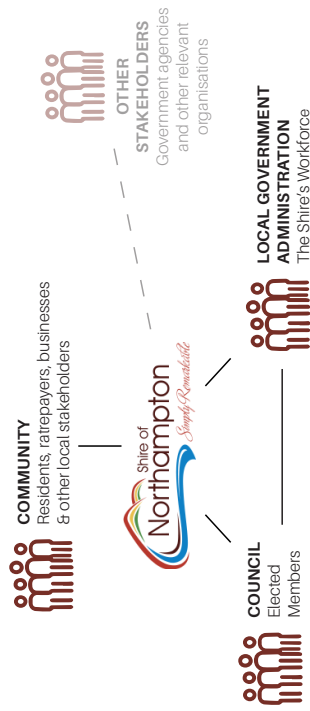


Figure 2: SCP Stakeholders

HOW TO USE THE PLAN

Community

Residents, ratepayers, businesses and other stakeholders of our Shire can use this plan to:

- See how your feedback has informed the plan.
- Identify the key priorities of your community and local government.
- Understand the framework and constraints that guide decision-making in your local government.
- Consider how your actions can contribute to achieving a positive future for the Shire of Northampton.

Council

Elected Members can use this plan to:

- Consider whether motions and proposals put forward by other Elected Members, community members, advocates and staff are contributing to the vision and outcomes of the plan.
- Ensure finances and resources are appropriately applied based on alignment to the plan.
- Ensure Shire policies support the overall shared vision.
- Monitor the Shire's performance against the vision and outcomes of the plan.

Local Government Administration

The Shire's workforce can use this plan to:

- Assess new tasks, projects and proposals to ensure they contribute towards the vision and outcomes of the plan.
- Plan and deliver Shire services based on strategic priorities, legislated needs, and community aspirations.
- Assess any competing priorities against the vision and outcomes of the plan to determine which provides the greater value.

COMMUNITY ENGAGEMENT

The Shire of Northampton is committed to meaningful engagement with our community, recognising it as an essential component of identifying long-term goals and priorities.

In March 2025, the Shire of Northampton commenced a major review of its previous Strategic Community Plan (SCP) 2015-2025. The SCP clearly links the community's aspirations with Council's vision and long-term strategy.

How we engaged

The Shire engaged an external consultancy company to independently facilitate community engagement. This was undertaken in line with the International Association for Public Participation (IAP2) core values. Local Government, Integrated Planning and Reporting Framework guidance, and best practice community engagement, communication, and inclusivity principles.

The public consultation program was delivered via the following means:

- Community survey, available online and in paper-based format
- Youth-specific community survey, available online and in paper-based format
- A series of place-based community workshops held face-to-face around the Shire

$$4 \text{ LOCATIONS} + \text{ONLINE} + 107 \text{ SURVEY RESPONSES via general \& youth survey} + 103 \text{ WORKSHOP ATTENDEES across Northampton, Kalbarri, Port Gregory \& Harrocks} = 1000+ \text{ IDEAS AND COMMENTS}$$

What we heard

Of the hundreds of ideas and comments received throughout this engagement process, these are the top themes regarding what community members like most about living, working in, or visiting the Shire of Northampton.

- Community spirit, positivity, and friendliness
- Natural environment, beauty, and outdoor activities
- Peaceful, regional lifestyle and small town living
- Location (accessibility and proximity)

These were the top themes shared regarding things to focus on for the future.

- Improved access to services that allow people to remain living in the area instead of heading to travel or relocate to Metro centres
- Preservation of the natural beauty of the area – protecting and enhancing natural features whilst optimising environmental practices such as recycling, weed control, and sustainable land care
- Managed and sustainable growth that increases employment and business opportunities in the region, supporting people to thrive locally and reducing the need to move away
- Promotion and facilitation of sustainable tourism initiatives that celebrate local heritage, nature, and community character/Safe and inclusive activities and spaces for youth, children and teenagers and opportunities for youth engagement and leadership development

A PROUD AND UNIQUE COMMUNITY, RECOGNISING THE PAST AND CREATING THE FUTURE.



OUR VISION
WE CELEBRATE OUR
HERITAGE AND THE NATURAL
BEAUTY OF OUR SHIRE.

TOGETHER, COUNCIL,
SHIRE ADMINISTRATION
AND COMMUNITY
TAKE COLLECTIVE AND
PERSONAL RESPONSIBILITY
FOR CREATING A
SUSTAINABLE FUTURE
THAT RESPECTFULLY
HELPS CONSERVE THEM,
RECOGNISING THAT WE ALL
HAVE A ROLE TO PLAY IN
NURTURING IT.

STRATEGIC
FOCUS AREAS

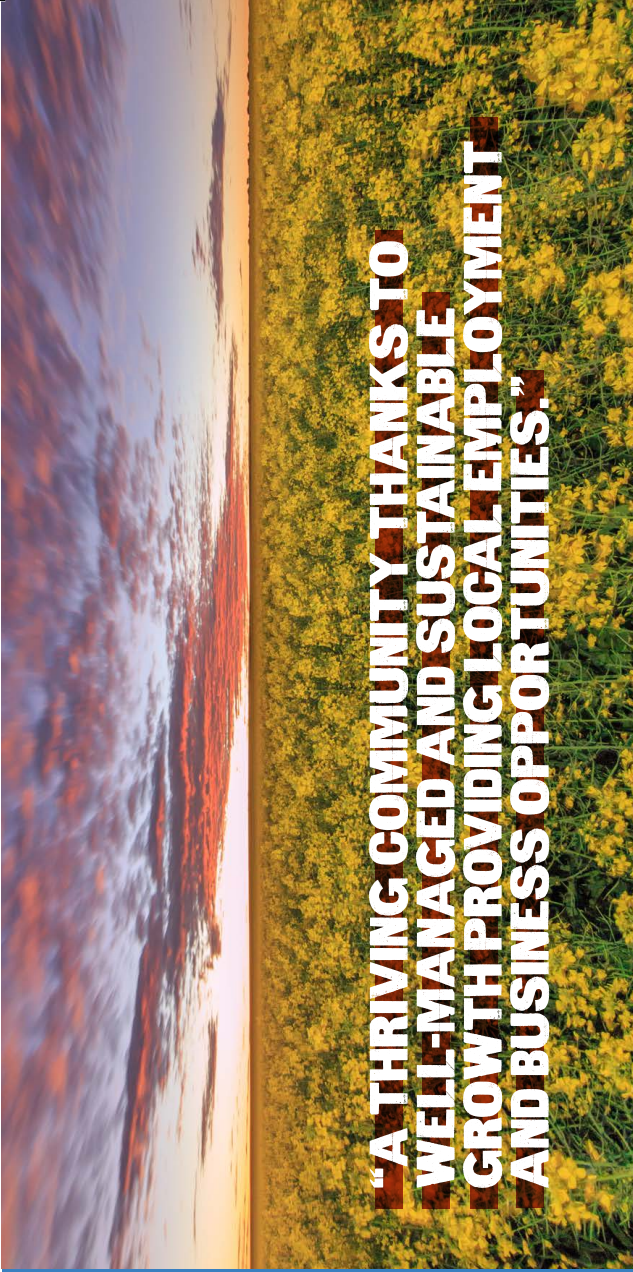
Taking a regional partnership approach with relevant stakeholders and community, the Shire will facilitate and advocate for the strategic priorities and desired outcomes that contribute to realisation of the community's long term vision and aspirations. A whole of Shire approach across five strategic focus areas will respect the individuality of townships whilst ensuring connectivity and rural inclusion. These include:

- OUR ECONOMY**
- OUR NATURAL ENVIRONMENT**
- OUR PEOPLE**
- OUR BUILT ENVIRONMENT**
- OUR LEADERSHIP**

OUR ECONOMY

The resilience of our local economy, the viability of local employment and business opportunities, and the securing of long-term economic sustainability.

“A THRIVING COMMUNITY THANKS TO WELL-MANAGED AND SUSTAINABLE GROWTH PROVIDING LOCAL EMPLOYMENT AND BUSINESS OPPORTUNITIES.”



Community Aspiration

We are proud of our diverse, resilient local economy, built on sustainable farming and fishing, vibrant high street businesses, tourism, mining, and other industrial opportunities. Managed, sustainable growth creates local employment and business opportunities in balance with protecting our natural assets, rural charm, and heritage. Ongoing investment in tourism and new attractions strengthens our reputation as a destination of choice. We are optimistic about the future and aspire to be a place of opportunity for all.

The Shire’s Commitment

The Shire commits to securing government, grant, and other funding sources to support strategic initiatives and community priorities. It will uphold a relevant Local Planning Scheme that ensures effective compliance control and provides timely, accurate development advice and approvals. Through strategic zoning and, where appropriate, land acquisition, the Shire will facilitate sustainable growth, infrastructure development, and the long-term wellbeing of the community.

Desired Outcomes

1.1 Local and thriving

We feel supported to work and grow our businesses in the Shire and are confident in the Shire’s willingness to make appropriate commercial investment to fill unmet needs for future development.

1.2 Diverse and prosperous

We are driving balanced and sustainable growth by embracing new opportunities for our economy, people, and culture to thrive, whilst ensuring primary industries remain profitable into the future.

1.3 Attractive and popular

Our reputation as a prime visitor destination is strong and we are optimising an ecologically friendly tourism industry.

OUR NATURAL ENVIRONMENT

Stewardship of our land and marine environments, foreshores, townscapes, and nature-based attractions.

“WE ENJOY THE OUTDOOR ACTIVITIES, NATURAL ATTRACTIONS, WHALE WATCHING, WILDFLOWERS, FISHING. THE SKYWALK IS SPECTACULAR.”



Community Aspiration

We value and celebrate our unique natural environment, ensuring it remains clean, healthy, and sustainably managed for future generations. Careful stewardship of our land, marine environments, foreshores, townscapes, and nature-based attractions ensures long-term ecological health and prosperity. We take pride in our community's active role in environmental conservation, and we are committed to preserving the natural beauty of our region.

The Shire's Commitment

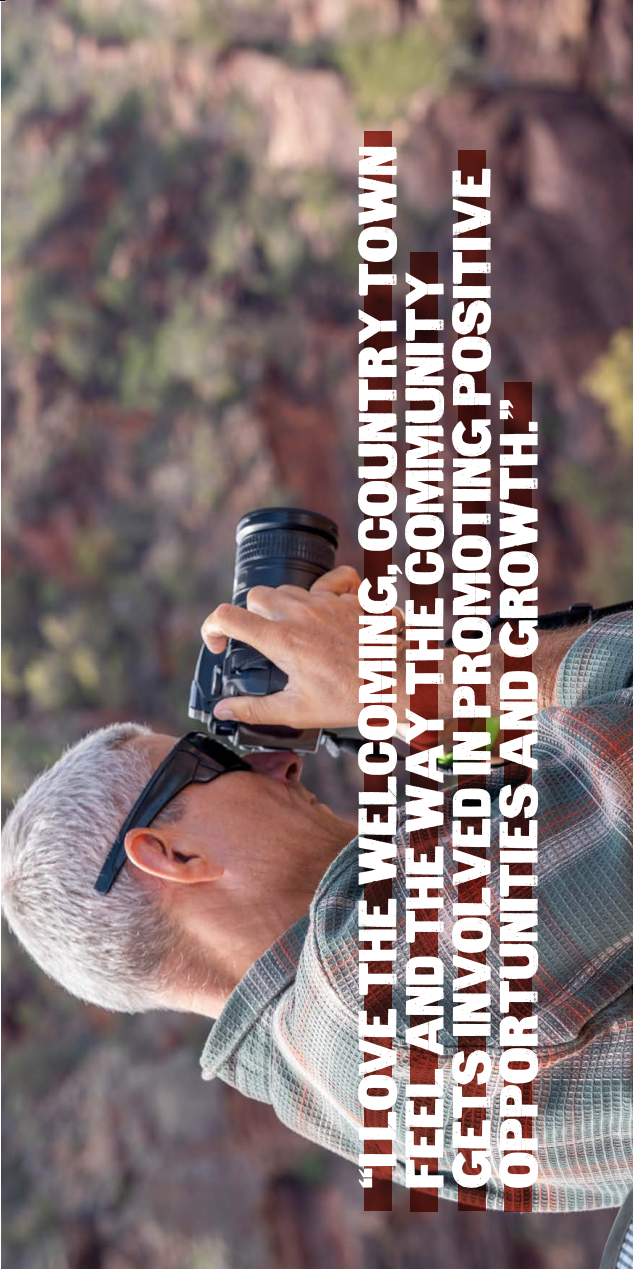
The Shire commits to playing its part to protect the environment in support of ecological sustainability and enhancing the human experience. It will advocate for effective coastal erosion management and work to optimise the use and preservation of the Shire's natural attractions, helping to ensure they remain accessible, resilient, and valued by current and future generations.

Desired Outcomes

- 2.1 A healthy ecosystem**
The interconnected biodiversity of our flora and fauna is protected and nurtured.
- 2.2 A protected landscape**
Our Shire balances human wealth and pleasure with protection of our coastlines, riverbeds, and other natural landscape and marine features.
- 2.3 Nature-based aesthetic appeal**
The natural beauty of our Shire is conserved for our residents and to attract visitors.

OUR PEOPLE

Community and individual wellbeing and social connectedness, including availability and access to essential and lifestyle services.



“I LOVE THE WELCOMING, COUNTRY TOWN FEEL AND THE WAY THE COMMUNITY GETS INVOLVED IN PROMOTING POSITIVE OPPORTUNITIES AND GROWTH.”



Community Aspiration

Our Shire is home to strong, connected communities where people of all ages feel safe, included, and supported. We provide a diverse range of services, activities, events and experiences that bring people together, promoting opportunities for residents to thrive and visitors to enjoy. We benefit from good access to health, transport, and community services that enhance wellbeing and social connection. Our inclusive community spirit reflects our commitment to offering quality of life for everyone.

The Shire’s Commitment

The Shire commits to fostering intergenerational, accessible support services and social opportunities that enhance liveability, wellbeing, and community cohesion. It will promote an inclusive and vibrant culture that celebrates diversity, strengthens connections, and supports the evolving needs of all residents

Desired Outcomes

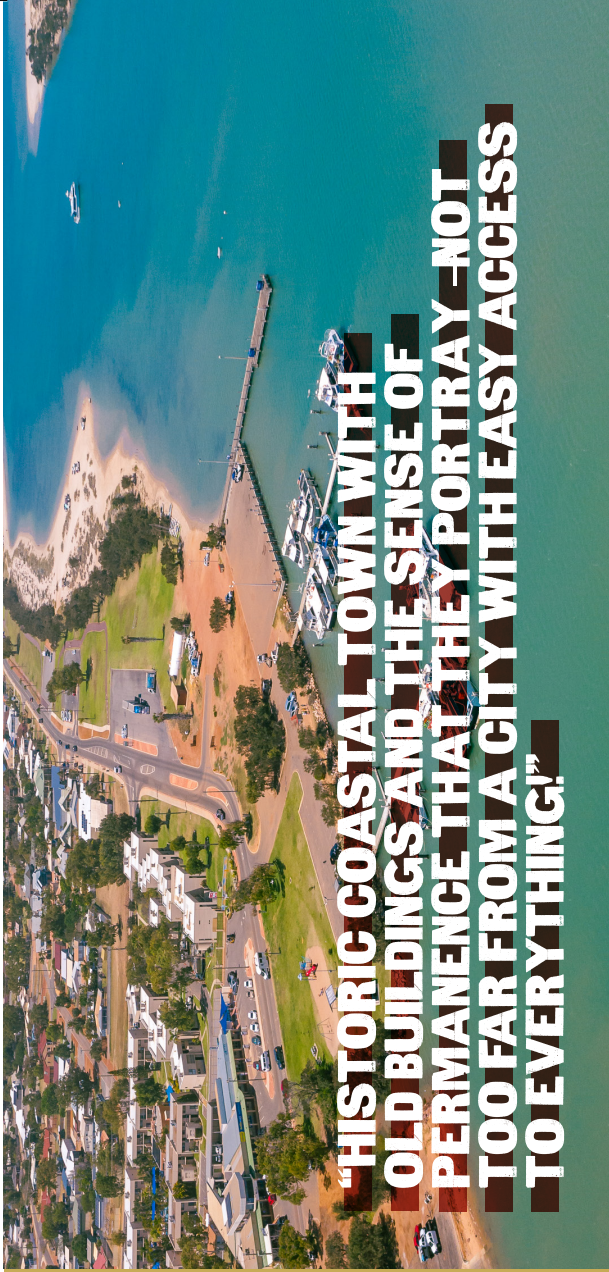
- 3.1 Socially connected and included**
We feel supported to live well and prosper together, whatever our age or diversity of needs.
- 3.2 Outstanding recreation and tourism experiences**
Community life and tourism is being enriched through a strong portfolio of events, activities, attractions, and historical heritage.
- 3.3 Healthy and safe community**
We feel safe in our Shire and have reliable access to services that support our health and wellbeing.

OUR BUILT ENVIRONMENT

The Shire's buildings, roads, infrastructure, utilities, public amenities, and recreational and tourism facilities.



17



“HISTORIC COASTAL TOWN WITH OLD BUILDINGS AND THE SENSE OF PERMANENCE THAT THEY PORTRAY – NOT TOO FAR FROM A CITY WITH EASY ACCESS TO EVERYTHING!”

Community Aspiration

Our Shire's buildings, roads, infrastructure, utilities, public amenities, and recreational and tourism facilities are safe, functional, and fit-for-purpose. The Shire takes a proactive approach to general maintenance and land use planning, ensuring our physical assets enhance the liveability of our communities, promote accessibility, and support a sustainable local economy. Through thoughtful investment and responsible stewardship, we sustain a high-quality built environment that meets the current and future needs of our residents and visitors whilst ensuring we retain the rich heritage contained in our Shire's buildings.

The Shire's Commitment

Within the bounds of funding prioritisation, the Shire commits to delivering appropriate and functional buildings, roads, infrastructure, and amenities that meet the needs of the community. Where the Shire has influence to, it will ensure the effective and efficient delivery of roadworks and other infrastructure projects, supporting accessibility, safety, and long-term sustainability across the built environment.

Desired Outcomes

4.1 Fit-for-purpose infrastructure

Our buildings and other physical assets enhance functionality, experience, and ambience. Where appropriate and beneficial to the community, we are supporting the development of light commercial areas.

4.2 We are connected

We experience good utility provision, internet services, and phone connectivity across the shire.

4.3 We can move around effectively

A comprehensive strategy is driving effective management of roads, drainage, paths and parking facilities, ensuring maintenance and improvement of infrastructure is meeting increasing future transport demands.

18

OUR LEADERSHIP

Governance and decision-making, planning, communication and engagement and regional stakeholder collaboration.

“WE HAVE A WONDERFUL VIBRANT COMMUNITY WITH THE TOWNS AND COMMUNITIES WORKING WELL TOGETHER AND SUPPORTING EACH OTHER.”



Community Aspiration

Strong, transparent, and accountable leadership ensures good governance and responsible management of our Shire's resources. Informed decision-making is guided by robust strategic and operational planning, grounded in the needs and aspirations of our community. Through well-resourced and effective engagement with residents, stakeholders, and partners, our Shire prioritises clear and open communication that fosters trust and confidence. This empowers a truly collaborative approach to stewarding the future of our Shire.

The Shire's Commitment

The Shire commits to upholding accountability, good governance, and responsible stewardship, underpinned by transparent and effective communication. It will seek sufficient resourcing to ensure it is equipped to meet future challenges, enabling responsive, forward-thinking leadership that serves the best interests of the community.

Desired Outcomes

5.1 Excellent communication
We feel heard and valued, even when our ideas and requests can't be actioned.



5.2 Best practice stewardship
Our Shire continues to expand capacity and capability to maintain excellence in all areas of leadership and Council operations.

5.3 Collaborating for our future
We benefit from a partnership approach to sustainable development characterised by effective advocacy and strong relationships.

MONITORING THE PLAN

Many initiatives that the Shire undertakes or supports span across multiple focus areas. The following indicators demonstrate prioritisation and alignment of Shire activity to this plan.

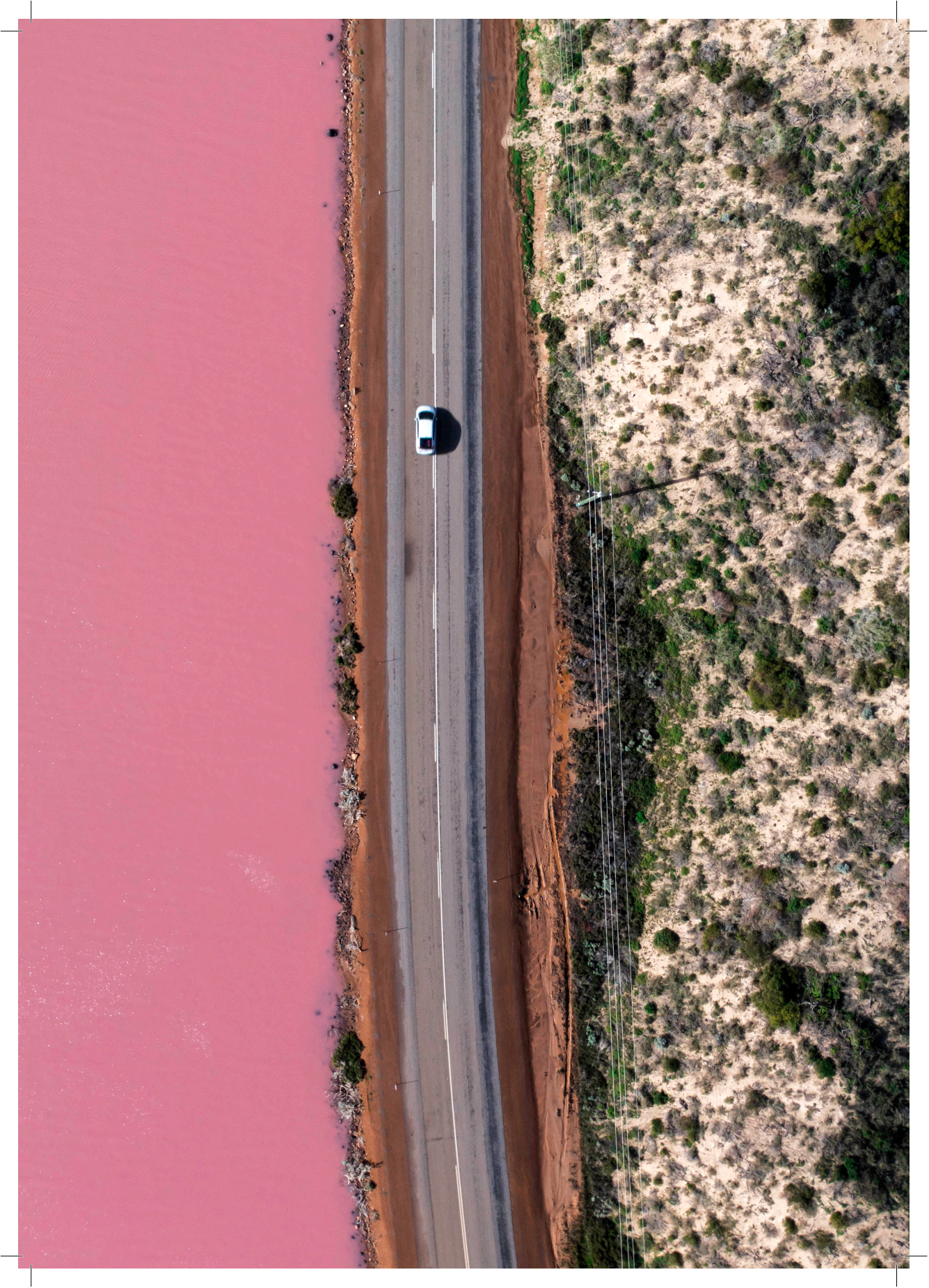
Encouragement of managed and sustainable growth by influencing and responding to the market forces that drive economic development 

Optimisation of economic and lifestyle opportunities  of visitation through attractions and experiences that showcase our points of difference , and infrastructure that is functional, comfortable, and safe 

Delivery of key strategic projects that improve and optimise liveability throughout the Shire , support economic growth , and protect our natural environment 

Negotiation for the benefits of large non-Shire infrastructure projects flow to communities 

Stewardship of an economically and environmentally sustainable future  through compliant governance systems, sufficient and appropriate resourcing, and effective communication 



2025/2026 Refuse Site Fees Proposed for Review - July 2025					
Shire Fee Charge 2024/25 (Incl GST)	Current Fee (Commercial)	Current Fee (Domestic)	Actual Cost of Disposal (estimated) incl meru landfill charges	Proposed Charge Commercial	Proposed Charge Domestic
1	General Waste				
Putricible Waste (200L/240L)	-	\$5.50	Bulk Bins Cost - Cleanaway Fees plus Meru Landfill Fees.	-	\$7.00
Small Trailer (6x4 or 1.5m ³)	\$17.50	\$16.00	Current budget expenditure allows for Cleanway Fees only	\$21.50	\$19.50
Tandem Trailer or Large Trailer (2m ³)	\$25.00	-	\$81,000 per site (Nbr/Kal). Meru fees of \$23,000 and	\$30.00	-
Single Axle Truck (5.0m ³)	\$35.00	-	\$21,000 are in addition and currently not allowed for. So	\$42.00	-
Tandem Axle Truck	\$60.00	-	need to add 20% to these charges.	\$72.00	-
Putricible Waste (Placed in bulk bins)	\$58.00	-		\$70.00	-
2	Mattresses				
Mattress Single	\$13.00	\$10.00	Northampton - \$58.42	\$50.00	\$35.00
Mattress double or larger	\$23.00	\$20.00	Kalbarri - \$49.28	\$50.00	\$40.00
			As above		
3	Tyres				
Motorcycle Tyre		\$7	Total Cost for Car & 4x4 Tyre - \$11,556/tyre approx		
Car Tyre		\$10.00	Including Teds Tyres - Disposal Fees		\$10.00
4 x 4 tyre		\$12.00	Kalbarri \$12,397		\$12.50
Truck Tyres		\$33.00	\$18.56		\$14.00
					\$33.00
4	Cardboard				
Small load (flattened no inserts) - 6x4 or ute	\$30.00			\$40.00	
Large load (flattened no inserts)	\$58.00			\$70.00	
Cardboard (flattened no inserts)		\$35.00	- As per comment on general waste - charges apply to collection, transport and disposal at Meru Waste Facility.		\$35.00
White Goods		\$10			\$15.00
6	Gas Bottles				
LPG Gas Bottles - Small		\$2.00	\$39 to dispose incl transport as perth only centre able to		\$10.00
LPG Gas Bottles - 9kg		\$10.00	accept and dispose of cylinders at this point.		\$15.00
LPG Bottles - 45kg		N/A			\$15.00
7	Car Bodies				
Car Bodies		\$10.00	Unknown. But to charge less same as 1 car tyre?		\$100
Car Batteries		\$2.00	Cost to dispose unconfirmed, but not Meru charges \$23.00		\$10.00



Manager Corporate Services Activity Report

January to June 2025

Activity for the period

- Continuation of review of Position Descriptions for various positions within the Shire including Administration Officer Northampton, Refuse Site Supervisor, Plant Operator-Works Labourer, Cleaner, Executive Support Officer and Building Surveyor.
- Along with Manager Financial Services (MFS) met with Readytech representative to review future path of SynergySoft program and services.
- Along with CEO met with NBN Northern Region WA Development Manager, regarding future connection in Kalbarri and Northampton. Worked with Manager to finalise Digital Strategic Plan for the Shire.
- Attended Strategic Community Plan workshop at Horrocks (12 February 2025).
- Attended Records Disposal course in Perth (13 February 2025).
- Along with Executive Manager Works and Technical Services and Manager Parks and Gardens, conducted interviews of applicants for Plant Operator-Works Labourer for Kalbarri (April 2025).
- Along with (MFS) conducted interviews of applicants for Administration Officer position (May 2025).
- Ongoing management of insurance including – property, vehicles, worker's compensation and policy renewals.
- Review of Information Technology (IT) with external Consultant finalised with mapping of current system and future requirements detailed
- Managed disaster recovery process during IT breakdown at Northampton Shire Office (May 2025)..
- Review of IT requirements and noted limitations with Managed Service Provider of IT with issuance of associated Purchase Orders.
- Research, compilation and proofing of Shire Bulletin articles.
- Continuation of Records Project with Consultant involving extensive review of records stored in Archive Sheds 1 and 2 including:
 - Disposal of 65 boxes of records (condensed from 105 boxes) from Archive Shed 1 (January 2025);
 - Disposal of 166 boxes of records from Archive Shed 2 (July 2025);
 - Review and filing of 2 removalist boxes of building plans (archived 680 envelopes with building plans in date range from 1958 – 1978).
 - Classification and segregation of personnel records for 100-year storage requirements.
 - Identification and return of Chapman Valley and Shark Bay environmental health documentation.
- Met with Northampton Community Centre Inc. (NCC) Committee renewal lease discussions.
- Dealt with numerous NCC enquiries regarding maintenance and outgoing responsibilities including leaking roof and subsequent electrical issue. Purchase Orders issued for repairs of roof tie downs and buckled internal wall.
- Along with CEO, met with Northampton Men's Shed Inc. representatives for discussions on current Containers for Change and Men's Shed operations and appetite for potential relocation (27 June 2025).
- Along with Executive Manager of Community, Development and Regulation, provided

- support to Planning Officer on bereavement leave including site visits and development of agenda items (February and March);
- Upgrade to Northampton Shire Office security and surveillance system installed on 12 June. Security App now operational for site.
 - Arranged Security Consultant to review current security and surveillance arrangements for:
 - Stephen Street Depot;
 - Water Standpipe at Stephen Street;
 - Door (fob) access to Shire Offices; and
 - Explore potential Security gate configurations for Northampton Shire Office/Stephen Street access point.
 - Attended Grants Commission presentation 7 May 2025, Northampton.
 - Attended Local Government Insurance Scheme (LGIS) webinar for new Workers Compensation legislation update.
 - Teams based meeting with Local Records Management group (Perth based and LG focussed).
 - Attended Budget Workshops with Councillors.
 - Attended meeting Murchison Green Hydrogen representatives and Councillors.
 - Preparation of agenda items for Council meetings and attendance at February, March, April, May and June meetings;
 - Agenda items included:
 - Review and update of Council Policy 3.1 Property Leasing (February).
 - Review of Council Policy 1.14 Information Technology Use Policy with update and revision of policy to 2.11 (ICT) Systems Acceptable Use Policy (February).
 - Development of new policies 2.12 Cyber Security Governance and 2.13 Social Media Use and Guidelines (February).
 - Review and update of Council Policies 1.9 Risk Management, 1.10 Legislative Compliance and 1.5 Internal Control Policies (February).
 - Development of Risk Management Framework (March); and
 - Development of new policy 2.17 Complaints Management (June).
 - Participated in Agenda Review with Executive Officers for February, March, April, May and June 2025.
 - Attended February, March, April, May and June Executive Management Team Meetings including budget updates;
 - Managed expression of interest and disposal processes for Kalbarri Marquee under 4.1 Disposal of Shire of Northampton policy;
 - Received resignations from Plant Operator-Works Labourer (Kalbarri), Administration Officer (Northampton), Northampton Refuse Site Operator (Northampton), Building Surveyor
 - Various meetings throughout the period with community group representatives, business owners and members of the public on the matter of lease agreements and maintenance of Council owned properties;
 - Took 7 days leave from 30 January, returning on 10 February.
 - Undertook MCS Performance Review with CEO 5 June 2025;
 - Conducted staff Performance Reviews (22 May 2025);
 - Dealt with annual returns;

- Public Sector;
- Disability Access and Inclusion Plan;
- WALGA Annual Subscriptions;
- LGIS Insurance policy renewals;
- Australian Bureau of Statistics
- Freedom of Information Statement 2025,

Staff Movements

- Recruitment processes and subsequent appointments undertaken for positions of:
 - Community Development Officer, Kalbarri (part time) Cresta Viellaris commenced on 6 January 2025.
 - Refuse Site Supervisor, Northampton (Part-time) with Will Hailwood commencing on 22 March 2025.
 - Plant Operator-Works Labourer, Kalbarri (full time) with Jay Reker commencing on 14 April 2025.
 - Administration Officer, Northampton (Part time) - position remains to be filled.
- Administration Officer, Kalbarri (Karene Sedgwick) remains on extended leave utilising annual and long service leave entitlements.
- Building Surveyor tendered mutually agreed resignation with final day being 30 July 2025.

Focus for upcoming period

- Continue review of Position Descriptions for various existing positions within the Shire including Administration Officer Kalbarri, Refuse Site Supervisor Kalbarri, Plant Operator-Works Labourer, and Building Surveyor.
- Continue review and update Human Resource documentation and associated records management system;
- Continued liaison with community groups and individuals associated with lease and agreement renewals;
- Continue Records Management Project with Consultant with tasks including:
 - Development of Record Keeping Plan.
 - Development of Archiving of Records procedure.
 - Review and archiving of records in filing cabinets in main file room.
 - Review and digitisation of Half Way Bay Leases.
 - Review and digitisation of Horrocks Leases.
 - Review and digitisation of Management Orders.
 - Commence implementation of conversion of Shire filing system to 'Key Words for Council' system.
- Commence Building Condition Report process with Shire's Building Surveyor – record of current status of Shire buildings and future maintenance requirements for each (short and long term);
- Commence review of staff housing policies including implementation of Residential Tenancy Agreements;
- Commence review of License to Occupy agreement for Northampton airstrip on Hasleby property.
- Commence website refresh and upgrade project

- Finalise upgrade to Kalbarri Shire Office surveillance and security system.
- Continue review of Council policies and finalise current proposed drafts for consideration of Council;
- Complete budgeted projects of 24/25 and commence budgeted projects of 25/26.
- Review organisation's strategic documents including Asset Management Plan, Risk Register, Record Keeping Plan, IT Plan, Disaster Recovery Plan; and
- Review, update and advertise position of Building Surveyor;

SHIRE OF NORTHAMPTON
MONTHLY FINANCIAL REPORT
 (Containing the required statement of financial activity and statement of financial position)
For the period ended 30 June 2025

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

TABLE OF CONTENTS

Statements required by regulation

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Statement of Financial Activity Information	5
Note 3 Explanation of Material Variances	6

SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

	Supplementary Information	24/25 Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.	
		(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)		
		\$	\$	\$	\$	%		
OPERATING ACTIVITIES								
Revenue from operating activities								
	10	5,407,071	5,407,071	5,428,050	20,979	0.39%	▲	
	13	9,299,031	8,999,031	12,490,632	3,491,601	38.80%	▲	
		1,314,913	1,314,913	1,269,022	(45,891)	(3.49%)	▼	
		232,000	232,000	238,682	6,682	2.88%		
	6	0	0	60,906	60,906	0.00%		
		16,253,015	15,953,015	19,487,292	3,534,277	22.15%	▲	
Expenditure from operating activities								
		(4,985,863)	(4,985,863)	(5,005,846)	(19,983)	(0.40%)	▼	
		(11,137,380)	(10,792,380)	(13,568,059)	(2,775,679)	(25.72%)	▼	
		(363,600)	(363,600)	(332,552)	31,048	8.54%	▲	
		(2,652,550)	(2,652,550)	(2,602,947)	49,603	1.87%	▲	
		(41,551)	(41,551)	(21,091)	20,460	49.24%	▲	
		(250,862)	(250,862)	(248,494)	2,368	0.94%		
		(890,804)	(915,804)	(664,496)	251,308	27.44%	▲	
		(20,322,610)	(20,002,610)	(22,443,485)	(2,440,875)	(12.20%)	▼	
	Non-cash amounts excluded from operating activities	Note 2(b)	2,652,550	2,677,312	2,542,041	(135,271)	(5.05%)	▼
	Amount attributable to operating activities		(1,417,045)	(1,372,283)	(414,152)	958,131	69.82%	
INVESTING ACTIVITIES								
Inflows from investing activities								
	14	7,924,803	5,124,803	3,245,561	(1,879,242)	(36.67%)	▼	
	6	115,500	87,500	124,514	37,014	42.30%	▲	
		17,684	17,684	17,684	0	0.00%		
		8,057,987	5,229,987	3,387,759	(1,842,228)	(35.22%)		
Outflows from investing activities								
	5	(1,733,100)	(1,918,100)	(1,555,903)	362,197	18.88%	▲	
	5	(5,763,383)	(8,563,383)	(1,832,819)	6,730,564	78.60%	▲	
		(7,496,483)	(10,481,483)	(3,388,722)	7,092,761	67.67%		
	Amount attributable to investing activities		561,504	(5,251,496)	(963)	5,250,533	99.98%	
FINANCING ACTIVITIES								
Inflows from financing activities								
	11	817,987	817,987	817,987	0	0.00%		
	4	222,000	742,812	742,812	0	0.00%		
		1,039,987	1,560,799	1,560,799	0	0.00%		
Outflows from financing activities								
	11	(150,463)	(142,132)	(142,132)	0	0.00%		
	4	(480,286)	0	(513,541)	(513,541)	0.00%		
		(630,749)	(142,132)	(655,673)	(513,541)	(361.31%)		
	Amount attributable to financing activities		409,238	1,418,667	905,125	(513,541)	(36.20%)	
MOVEMENT IN SURPLUS OR DEFICIT								
		3,092,879	3,092,879	3,092,879	0	0.00%		
		(1,417,045)	(1,372,283)	(414,152)	958,131	69.82%	▲	
		561,504	(5,251,496)	(963)	5,250,533	99.98%	▲	
		409,238	1,418,667	905,125	(513,541)	(36.20%)	▼	
		2,646,576	(2,112,233)	3,582,889	5,695,123	269.63%	▲	

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 30 JUNE 2025**

	Supplementary Information	30-Jun-24 \$	30 June 2025 \$
CURRENT ASSETS			
Cash and cash equivalents	3	6,855,126	5,849,265
Trade and other receivables		787,252	709,310
Other financial assets		0	17,684
Inventories	8	191,944	171,549
TOTAL CURRENT ASSETS		7,834,322	6,747,808
NON-CURRENT ASSETS			
Trade and other receivables		90,709	90,709
Other financial assets		376,990	341,623
Property, plant and equipment		36,369,643	36,848,705
Infrastructure		135,210,127	135,503,231
TOTAL NON-CURRENT ASSETS		172,047,469	172,784,268
TOTAL ASSETS		179,881,791	179,532,076
CURRENT LIABILITIES			
Trade and other payables	9	1,565,880	887,951
Other liabilities	12	1,096,534	459,524
Borrowings	11	150,463	8,332
Employee related provisions	12	923,478	923,478
TOTAL CURRENT LIABILITIES		3,736,355	2,279,285
NON-CURRENT LIABILITIES			
Borrowings	11	656,944	1,474,931
Employee related provisions		64,822	64,822
Other provisions		1,539,048	1,539,048
TOTAL NON-CURRENT LIABILITIES		2,260,814	3,078,801
TOTAL LIABILITIES		5,997,169	5,358,086
NET ASSETS		173,884,622	174,173,990
EQUITY			
Retained surplus		90,536,314	91,054,953
Reserve accounts	4	1,686,553	1,457,282
Revaluation surplus		81,661,755	81,661,755
TOTAL EQUITY		173,884,622	174,173,990

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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 July 2025

**SHIRE OF NORTHAMPTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget Opening 1 July 2024	Actual as at 30 June 2024	Year to Date 30 June 2025
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	3	6,855,126	6,855,126	5,849,265
Trade and other receivables		593,028	787,252	709,310
Other financial assets		17,684	17,005	17,684
Inventories	8	191,944	191,944	171,549
		<u>7,657,782</u>	<u>7,851,327</u>	<u>6,747,808</u>
Less: current liabilities				
Trade and other payables	9	(1,266,323)	(1,565,879)	(887,951)
Other liabilities	12	(1,096,534)	(1,096,534)	(459,524)
Borrowings	11	(150,463)	(150,463)	(8,332)
Employee related provisions	12	(744,555)	(923,477)	(923,478)
		<u>(3,257,875)</u>	<u>(3,736,353)</u>	<u>(2,279,285)</u>
Net current assets		4,399,907	4,114,974	4,468,523
Less: Total adjustments to net current assets	Note 2(c)	(1,001,050)	(1,022,095)	(885,633)
Closing funding surplus / (deficit)		3,398,857	3,092,879	3,582,889

(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)
Non-cash amounts excluded from operating activities				
Adjustments to operating activities				
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	2,602,947
- Employee provisions			33,705	0
- Other provisions			32,883	0
Total non-cash amounts excluded from operating activities		2,652,550	2,677,312	2,542,041

(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 30 June 2025
Adjustments to net current assets				
Less: Reserve accounts	4	(1,686,553)	(1,686,554)	(1,457,282)
Less: Financial assets at amortised cost - self supporting loans	8	(17,684)	(17,005)	(17,684)
- Land held for resale		(180,000)	(180,000)	(130,000)
- Other liabilities - Adjustment to current non current liabilities			(212,476)	(212,476)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	150,463	150,463	8,332
- Current portion of employee benefit provisions		732,724	923,477	923,477
Total adjustments to net current assets	Note 2(a)	(1,001,050)	(1,022,095)	(885,633)

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 30 JUNE 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. % %
Revenue from operating activities		
General rates	20,979	0.39% ▲
Interim Rates		
Grants, subsidies and contributions	3,491,601	38.80% ▲
Timing in receiving grants, DFRAWA \$2,305,058, Grants Commission General (\$16,736), Roads [\$64,354], ESL Levy [(13,120) includes 22/23 DFES adjustment (\$13,120)], LRCI3 22/23 (\$98,060) permanent. Grants Commission 25/26 \$1,488,710 received in advance (General \$960,130 and Roads \$528,580)		
Fees and charges	(45,891)	(3.49%) ▼
Timing will reconcile.		
Expenditure from operating activities		
Employee costs	(19,983)	(0.40%) ▼
Over budget. Casual employees required to fill leave position.		
Materials and contracts	(2,775,679)	(25.72%) ▼
YTD Budget, DFRAWA total works completed by June 25 \$10,305,396 over YTD Budget (\$2,835,400)		
Utility charges	31,048	8.54% ▲
Timing.		
Depreciation	49,603	1.87% ▲
Timing		
Finance costs	20,460	49.24% ▲
YTD Budget Timing.		
Other expenditure	251,308	27.44% ▲
YTD Budget Timing		
Non-cash amounts excluded from operating activities	(135,271)	(5.05%) ▼
Timing. Vehicle Profit \$60,906, Depreciation (\$49,603)		
Inflows from investing activities		
Proceeds from capital grants, subsidies and contributions	(1,879,242)	(36.67%) ▼
Timing as Works are completed and funds are received. R2R (\$663,201), MASS Action \$(3,435,836), LRCI (681,175)		
Proceeds from disposal of assets	37,014	42.30% ▲
Timing. Increased amount due to budget amendment for Backhoe.		
Outflows from investing activities		
Payments for property, plant and equipment	362,197	18.88% ▲
Timing, will reconcile as purchases are completed.		
Payments for construction of infrastructure	6,730,564	78.60% ▲
Timing, will reconcile as capital work progresses.		
Surplus or deficit after imposition of general rates	5,695,123	269.63% ▲
YTD Variances (Actuals to YTD Budget) explained above. DRFA Coastal Infrastructure Repairs, MRD BlackSpot Funding, Capital works and 25/26 Financial Assistance Grant received, main contributors.		

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
TABLE OF CONTENTS

1	Key Information	8
2	Key Information - Graphical	9
3	Cash and Financial Assets	10
4	Reserve Accounts	11
5	Capital Acquisitions	12
6	Disposal of Assets	14
7	Receivables	15
8	Other Current Assets	16
9	Payables	17
10	Rate Revenue	18
11	Borrowings	19
12	Other Current Liabilities	20
13	Grants and contributions	21
14	Capital grants and contributions	22
15	Bonds & Deposits	23
16	Budget Amendments	24

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.09 M	\$3.09 M	\$3.09 M	\$0.00 M
Closing	\$2.65 M	(\$2.11 M)	\$3.58 M	\$5.70 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$5.85 M	% of total		\$0.89 M	% Outstanding		\$0.45 M	% Collected
Unrestricted Cash	\$4.39 M	75.1%	Trade Payables	\$0.35 M		Rates Receivable	\$0.26 M	95.4%
Restricted Cash	\$1.46 M	24.9%	0 to 30 Days		97.7%	Trade Receivable	\$0.45 M	% Outstanding
			Over 30 Days		2.2%	Over 30 Days		58.7%
			Over 90 Days		1.0%	Over 90 Days		56.8%

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

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.42 M)	(\$1.37 M)	(\$0.41 M)	\$0.96 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$5.43 M	% Variance
YTD Budget	\$5.41 M	0.4%

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$12.49 M	% Variance
YTD Budget	\$9.30 M	34.3%

Refer to 13 - Grants and Contributions

Fees and Charges		
YTD Actual	\$1.27 M	% Variance
YTD Budget	\$1.31 M	(3.5%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.56 M	(\$5.25 M)	(\$0.00 M)	\$5.25 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.12 M	%
Adopted Budget	\$0.12 M	7.8%

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.83 M	% Spent
Adopted Budget	\$5.76 M	(68.2%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$3.25 M	% Received
Adopted Budget	\$7.92 M	(59.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.41 M	\$1.42 M	\$0.91 M	(\$0.51 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.14 M)
Interest expense	(\$0.02 M)
Principal due	\$1.48 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$1.46 M
Interest earned	\$0.06 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 30 JUNE 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 30 JUNE 2025

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash Deposits	Municipal	4,390,933	0.00	4,390,933	0	NAB		At call
Petty Cash	Cash on Hand	1,050	0.00	1,050	0			
Investment	Reserves	(0)	1,457,282	1,457,282	0	NAB	4.20%	27/09/2025
Total		4,391,983	1,457,282	5,849,265	0			
Comprising								
Cash and cash equivalents		4,391,983	1,457,282	5,849,265	0			
		4,391,983	1,457,282	5,849,265	0			

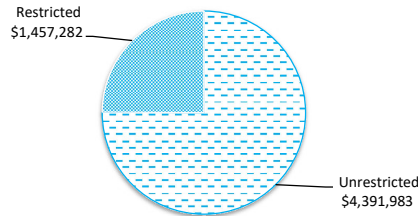
KEY INFORMATION

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

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

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

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



SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual
	Opening	Interest	Transfer	Transfer	Closing	Opening	Interest	Transfers In	Transfers	YTD
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	(+)	Out (-)	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave reserve	385,199	5,700	0	0	390,899	385,199	11,959	0	(0)	397,157
Roadworks Reserve	35,809	530	0	0	36,339	35,809	1,112	0	(0)	36,921
Kalbarri Airport Reserve	2,282	200	10,000	0	12,482	2,282	420	10,000	(0)	12,701
Building/Housing Reserve	121,455	1,000	20,000	(77,000)	65,455	121,455	2,098	20,000	(57,570)	85,983
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	1,175	0	(0)	38,947
Strategic Opportunities Reserve	805,957	9,000	0	(120,000)	694,957	805,957	18,881	0	(492,387)	332,451
Medical Services Reserve	80,017	2,000	104,996	(25,000)	162,013	80,017	4,196	104,996	(25,000)	164,208
Waste Management Reserve	211,088	6,300	0	0	217,388	211,088	13,217	0	(7,855)	216,450
Plant Replacement Reserve	0	315,000	5,000	0	320,000	0	10,489	315,000	(160,000)	165,489
	1,686,553	340,290	139,996	(222,000)	1,944,839	1,686,553	63,545	449,996	(742,812)	1,457,282

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land			1,054	1,054
Buildings	1,103,600	1,103,600	1,113,668	10,068
Furniture and Equipment	72,000	72,000	16,427	(55,573)
Plant and equipment	557,500	742,500	424,754	(317,746)
Acquisition of property, plant and equipment	1,733,100	1,918,100	1,555,903	(362,197)
Infrastructure - Roads	5,225,989	8,005,989	1,261,252	(6,744,737)
Infrastructure - Footpaths & Carparks	247,949	247,949	272,341	24,392
Infrastructure - Parks & Ovals	220,445	240,445	228,233	(12,212)
Infrastructure - Airport	9,000	9,000	0	(9,000)
Infrastructure - Water & Sewer Reticulation	60,000	60,000	70,993	10,993
Acquisition of infrastructure	5,763,383	8,563,383	1,832,819	(6,730,564)
Total capital acquisitions	7,496,483	10,481,483	3,388,722	(7,092,761)
Capital Acquisitions Funded By:				
Capital grants and contributions	7,924,803	5,124,803	3,245,561	(1,879,242)
Borrowings	817,987	817,987	817,987	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		57,570	57,570
Computer and Office Equipment Reserve	0		0	0
Strategic Opportunities Reserve	120,000		492,387	492,387
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)	4,451,193	(1,542,152)	(5,993,345)
Capital funding total	7,496,483	10,481,483	3,388,722	(7,092,761)

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.

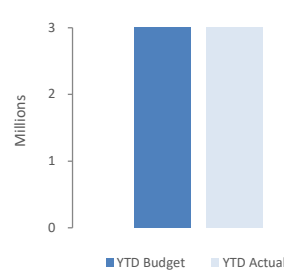
Initial recognition and measurement for assets held at cost

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

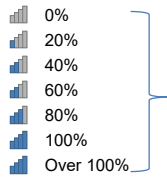


SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

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.

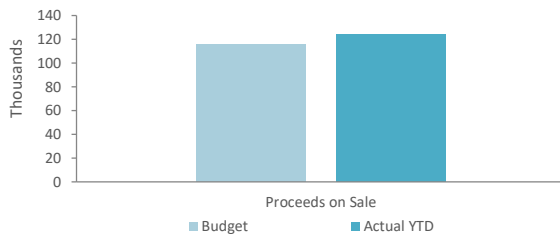
Account Description	Adopted			Variance
	Budget	YTD Budget	YTD Actual	(Under)/Over
	\$	\$	\$	\$
CEO Vehicle	100,000	100,000	74,998	25,002
Governance/Administration (Furniture & Equipment)	72,000	72,000	16,427	55,573
				0
				0
Modula Housing/Rake PI	973,600	973,600	1,019,450	-45,850
				0
Port Gregory Toilet Block (relocation) slab, plumbing	35,000	35,000	0	35,000
				0
Whiting Pool stairs/walkway	55,000	75,000	71,754	3,246
Kalbarri Oval Fencing	130,445	130,445	111,033	19,412
				0
Matt Burrell Roof Replacement	45,000	45,000	44,990	10
Horrocks Tank North (50,000lt)	35,000	35,000	45,445	-10,445
				0
Road Construction	5,225,989	8,005,989	1,261,252	6,744,737
Footpath/Carpark Construction	247,949	247,949	272,341	-24,392
Transport Vehicle Purchases	302,500	487,500	209,935	277,565
				0
Transport Vehicle Purchases	155,000	155,000	139,821	15,179
				0
Nton Depot Stephen St Fencing	50,000	50,000	39,120	10,880
Kalbarri Airport Tiedowns	9,000	9,000	0	9,000
				0
Port Gregory Tank (Midway)	60,000	60,000	70,993	-10,993
Land Lot Wood St	0	0	1,054	0
Wood St Development	0	0	10,108	0
				0
	7,496,483	10,481,483	3,388,722	7,103,924

**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value		Profit (Loss)		Net Book Value		Profit (Loss)	
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
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
		115,500	115,500	0	0	63,609	124,514	60,905	0

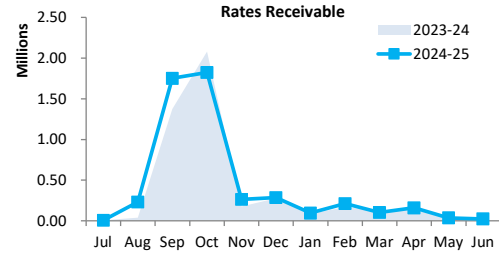


**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

OPERATING ACTIVITIES

7 RECEIVABLES

	30 June 2024	30 Jun 2025
Rates receivable	\$	\$
Opening arrears previous years	170,852	213,740
Levied this year	5,150,141	5,428,050
Less - collections to date	(5,107,253)	(5,381,502)
Gross rates collectable	<u>213,740</u>	<u>260,288</u>
Net rates collectable	213,740	260,288
% Collected	96.0%	95.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(3,289)	29,152	914	240	35,536	62,552
Percentage	(5.3%)	46.6%	1.5%	0.4%	56.8%	
Balance per trial balance						
Trade receivables						62,552
Rubbish receivables						41,422
GST receivable						167,634
Accrued Income						98,060
Emergency Services Levy						70,529
Pensioner rebates						8,825
Total receivables general outstanding						449,022

Amounts shown above include GST (where applicable)

KEY INFORMATION

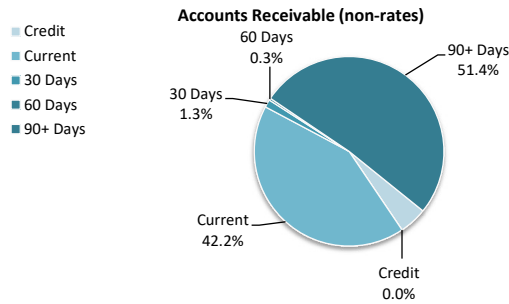
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 30 JUNE 2025**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 June 2025
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	0	17,684		17,684
Inventory				
Fuel	11,944	29,605		41,549
Land held for resale				
Cost of acquisition	180,000		(50,000)	130,000
Total other current assets	191,944	47,289	(50,000)	189,233
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

OPERATING ACTIVITIES

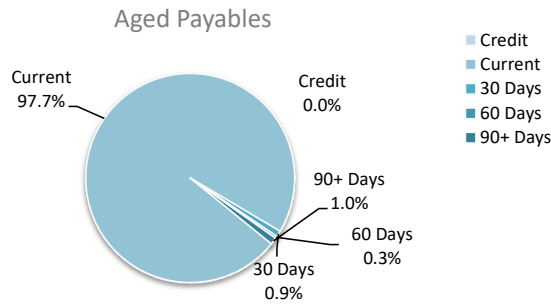
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	342,368	3,281	1,213	3,671	350,533
Percentage	0.0%	97.7%	0.9%	0.3%	1.0%	
Balance per trial balance						
Sundry creditors						350,533
Accrued salaries and wages						13,533
ATO liabilities						75,957
Payroll Deductions Rates						(40)
Prepaid Rates						119,185
Bonds and Deposits						346,819
Accrued Expenditure						(18,036)
Total payables general outstanding						887,951

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



OPERATING ACTIVITIES

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

10 RATE REVENUE

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Budget Interim Rate Revenue	Total Revenue	YTD Actual	
							Rate Revenue	Total Revenue
General rate revenue								
Gross rental value	0.075526	1,589	25,978,888	1,962,082		1,962,082	1,963,953	2,044,504
Gross Rental Value								80,555
Unimproved value	0.006980	1,086	375,637,420	2,621,949	53,000	2,674,949	2,613,834	2,612,748
Unimproved Value								(1,085)
Sub-Total		2,675	401,616,308	4,584,031	53,000	4,637,031	4,577,787	79,470
Minimum payment								
Gross rental value	\$ 640	1,016	3,980,160	650,240		650,240	656,640	656,640
Gross Rental Value								
Unimproved value	640	95	2,905,200	60,800		60,800	54,400	54,400
Unimproved Value								
Sub-total		1,111	6,885,360	711,040	0	711,040	711,040	0
Total general rates						5,348,071		5,368,292
Specified area rates								
Port Gregory Water Supply	0.038680	55	732,892	29,000		29,000	28,350	28,350
Kalbarri Tourism Rate	0.001350	1,778	21,918,752	30,000		30,000	29,568	29,568
Interim Rates						0	1,840	1,840
Total specified area rates				59,000	0	59,000	57,918	59,758
Total						5,407,071		5,428,050

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 30 JUNE 2025

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Staff Housing	154	40,325			(40,325)	(40,325)	-0	0	(1,539)	(1,328)
RSL Hall Extensions	156	262,798			(50,428)	(50,428)	212,370	212,370	(6,608)	(6,889)
Plant Purchases	157	210,464			(33,695)	(33,695)	176,769	176,769	(3,900)	(4,599)
Housing Loan	159		817,987	817,987		(8,331)	817,987	809,656		(15,322)
		513,587	817,987	817,987	(124,448)	(132,779)	1,207,126	1,198,795	(12,046)	(28,138)
Self supporting loans										
Pioneer Lodge		293,819	0	0	(17,684)	(17,684)	276,135	276,135	(9,045)	(13,413)
		293,819	0	0	(17,684)	(17,684)	276,135	276,135	(9,045)	(13,413)
Total		807,406	817,987	817,987	(142,132)	(150,463)	1,483,261	1,474,930	(21,091)	(41,551)
Current borrowings		150,463					8,332			
Non-current borrowings		656,944					1,474,931			
		807,407					1,483,263			

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		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Staff Housing	817,987	817,987	WATC	Fixed	20					
	817,987	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 30 JUNE 2025

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 June 2025
		\$	\$	\$	\$	\$
Other liabilities						
Capital grant/contributions liabilities		1,096,534	0	0	(637,010)	459,524
Total other liabilities		1,096,534	0	0	(637,010)	459,524
Employee Related Provisions						
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		71,304	0			71,304
Total Provisions		923,478	0	0	0	923,478
Total other current liabilities		2,020,012	0	0	(637,010)	1,383,002

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Jun 2025	Current Liability 30 Jun 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
GRANTS COMMISSION - GENERAL				0		266,918.00	364,978.00	1,341,844.00
GRANTS COMMISSION (LRCI3 22/23)						98,060.00		0.00
GRANTS COMMISSION - ROADS				0		150,112.00	150,112.00	614,338.00
EMERGENCY SERVICES LEVY - BFB				0		55,730.00	55,251.47	42,610.00
EMERGENCY SERVICES LEVY - SES				0		41,150.00	41,628.53	41,150.00
GRANTS - BEN SIGNS/KALBARRI FORESHORE REVITALISATION PROJECT				0		1,484.00	301,484.00	1,484.00
- MRD MAINTENANCE				0		269,339.00	269,339.00	269,339.00
DFES/DFRAWA INCOME				0		7,597,689.00	7,597,689.00	9,875,314.99
	0	0	0	0	0	8,480,482	8,780,482	12,186,081
Contributions								
CONTRIBUTIONS				0		0.00	0.00	9
CONTRIBUTIONS				0		15,000.00	15,000.00	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	35,000.00	21,461.00
LEGAL CHARGES RATES (NO GST)				0		10,000.00	10,000.00	5,190.00
RATE EQUIVALENT PAYMENTS				0		24,058.00	24,058.00	25,607.00
REIMBURSEMENTS				0		7,000.00	7,000.00	23,511.00
CONTRIBUTIONS				0		5,000.00	5,000.00	8,820.00
REIMBURSEMENTS - OTHER				0		2,000.00	2,000.00	1,410.00
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	16,500.00	7,398.00
CONTRIBUTIONS				0		35,000.00	35,000.00	3,291.00
REIMBURSEMENTS - DRUMMUSTER				0		4,000.00	4,000.00	0.00
REIMBURSE (ADVERTISING/PLANNING COMMISSION)				0		5,000.00	5,000.00	0.00
CONTRIBUTIONS/DONATIONS				0		0.00	0.00	0.00
REIMBURSEMENTS				0		2,000.00	2,000.00	3,460.00
CONTRIBUTIONS				0		0.00	0.00	37,981.00
REIMBURSEMENTS- REC. CTRE/GOLF CLUB				0		3,300.00	3,300.00	5,120.00
150 YEAR CELEBRATIONS - REVENUE (INC BRICKS/MEMORABILIA)				0		0.00	0.00	0.00
CONTRIBUTIONS/REIMBURSEMENTS				0		31,883.00	31,883.00	0.00
CONTRIBUTION (INC STREET LIGHTING)				0		3,750.00	3,750.00	6,356.00
TOURISM AND AREA PROMOTION FUNDING				0		130,000.00	130,000.00	0.00
LEASE FEES - HALF WAY BAY COTTAGES				0		16,000.00	16,000.00	16,000.00
BUILDING REIMBURSEMENTS				0		1,500.00	1,500.00	896.00
REIMBURSEMENTS				0		10,000.00	10,000.00	5,780.00
PT GREGORY SPEC AREA RATE				0		1,000.00	1,000.00	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	2,000.00	3,323.00
DIESEL FUEL REBATE				0		45,000.00	45,000.00	51,104.00
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - CEO				0		0.00	0.00	728.00
				0				
				0				
				0				
TOTALS	0	0	0	0	0	518,549	518,549	304,550

SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Jun 2025	Current Liability 30 Jun 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
ROADS TO RECOVERY FUNDING	133,983			133,983		723,500	723,500	458,000
BLACKSPOT & MASSACTION FUNDING				0		3,260,912	6,060,912	2,120,000
LRCI - LITTLE BAY ROAD & GREY STREET ASPHALT	433,853		(433,853)	0		743,100	743,100	433,853
WA BIKE NETWORK GRANT	20,000		(20,000)	0		95,599	95,599	85,599
REGIONAL ROAD GROUP FUNDING				0		301,692	301,692	120,677
DFES - LOCAL GOVERNMENT RESILIENCE FUND	31,928		(27,432)	4,496		0	0	27,432
	619,764	0	(481,285)	138,479	0	5,124,803	7,924,803	3,245,561

**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 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	Amount	Amount	Closing Balance
	1 July 2024	Received	Paid	30 Jun 2025
	\$	\$	\$	\$
Transportable House Bonds	17,000	20,000	(30,000)	7,000
Footpath Bonds	23,007	15,000	(18,000)	20,007
Building Levies (BCITF & BRB)	346	40,979	(35,234)	6,092
Community Bus Bond	5,400	1,650	(1,200)	5,850
Unclaimed Monies - Rates	5,179	2,275	0	7,453
RSL Hall Key Bond	430	250	0	680
Special Series Plates	4,510	6,820	(4,400)	6,930
Northampton Child Care Association	23,739	163	0	23,902
Horrocks Memorial Wall	1,198	1,000	(715)	1,483
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	273,868	(273,868)	(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
	462,407	644,554	(760,143)	346,818

**SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

16 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget
			Adjustment	Available	Available	Running Balance
			\$	\$	\$	\$
Budget adoption						
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
				3,791,108	(3,791,108)	0

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT #	Date	Name/Payee	Description	Amount
EFT27839	13/06/2025	ALL CLEANING & MAINTENANCE	ALLEN CNT/KVC CLEANING	12127.50
EFT27840	13/06/2025	ADEPT TASK ADMIN	RECORDS PROJECT	4012.50
EFT27841	13/06/2025	AW CRAGAN & ALLCAPRI PTY LTD	BOBCAT HIRE MAIN RDS WORKS	477.62
EFT27842	13/06/2025	BRYCE ARNOLD	REIMB BUS BOND	200.00
EFT27843	13/06/2025	ARROW BRONZE	KALB CEMETERY PLAQUE	783.67
EFT27844	13/06/2025	TREVOR IAN ASH	REIMBURSEMENT	50.15
EFT27845	13/06/2025	AUSSIE NATURAL SPRING WATER GERALDTON	STEPHEN ST DEPOT WATER COOLER & BOTTLES	180.80
EFT27846	13/06/2025	BLACKWOODS	HARDWARE	118.72
EFT27847	13/06/2025	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF MAY 2025	2712.75
EFT27848	13/06/2025	BUNNINGS	STEPHEN ST DEPOT HAND BASIN & TAPS	473.66
EFT27849	13/06/2025	CARMCO/KALBARRI GLASS	PT GREG HALL REPLACE BROKEN WINDOW	550.00
EFT27850	13/06/2025	COAST TO BUSH CONCRETING	RED BLUFF DUP WORKS 2ND PROGRESS PAYMENT	76230.00
EFT27851	13/06/2025	CHEM CENTRE EXPERT SOLUTIONS	PT GREG WATER SUPPLY WATER TESTING	310.20
EFT27852	13/06/2025	CITY OF GREATER GERALDTON	REFUSE DISPOSAL	10015.90
EFT27853	13/06/2025	CIVIC LEGAL	LEGAL ADVICE	3827.25
EFT27854	13/06/2025	CLEANAWAY OPERATIONS PTY LTD	RESIDENT/COM REFUSE COLLECTION	53986.29
EFT27855	13/06/2025	COATES HIRE OPERATIONS PTY LTD	NTON CEMETERY EXCAVATOR HIRE	1017.30
EFT27856	13/06/2025	PERTH COMPUSTOR	NTON OFFICE ARCHIVE BOXES	222.34
EFT27857	13/06/2025	CONTESSI KALBARRI	KALB DR5 HOUSE RENTAL INSPECTION	88.00
EFT27858	13/06/2025	WINC AUSTRALIA PTY LTD	PICOPIER MTCE	1673.46
EFT27859	13/06/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT VARIOUS	964.31
EFT27860	13/06/2025	DOUGLAS COMEAGAIN	REIMB HALL HIRE BOND	250.00
EFT27861	13/06/2025	SIMON JOHN ALLAN DRAGE	CARAVAN PK POPPET HEAD REPAIRS, NTON OFFICE VARIOUS WORKS	5313.00
EFT27862	13/06/2025	ECOFLOA CRANE, TRUCK & EXCAVATOR SERVICES	KALB EXCAVATOR HIRE DRAIN CLEANOUT	800.00
EFT27863	13/06/2025	ENGIN	TELEPHONE CHARGES	575.22
EFT27864	13/06/2025	DEPT OF MINES, INDUSTRY REG & SAFETY	BRB MAY 2025	3479.90
EFT27865	13/06/2025	GERALDTON LOCK & KEY SPECIALISTS	PADLOCKS	302.88
EFT27866	13/06/2025	ATOM GERALDTON	HYDRATION SACHETS, LUBE	543.54
EFT27867	13/06/2025	GERALDTON AUTO WHOLESALERS	VEHICLE DMAX SERVICES	917.39
EFT27868	13/06/2025	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	2317.61
EFT27869	13/06/2025	GHD PTY LTD	DRFA WORKS 2024 RAINFALL EVENT, NTON DISASTER RECOVERY WORKS AGRN965, PT GREG	45309.87
EFT27870	13/06/2025	CLARE NICOLE GLEESON	WATER SUPPLY REVIEW	20000.00
EFT27871	13/06/2025	GNC QUALITY PRECAST GERALDTON	PARTIAL REIMB TRANSPORTABLE HOUSE BOND BINNU EAST RD CULVERT PIPES	6468.00

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT27872	13/06/2025	GREENFIELD TECHNICAL SERVICES	KALB RD WIDENING WORKS STAGE 1 & 2, LITTLE BAY RD CONSULTANT DESIGN	15596.61
EFT27873	13/06/2025	C + J HANSON PLUMBING CONTRACTORS	PT GREG FIRE HYDRANT REPLACEMENT, NTON BOWLING CLUB PLUMBING REPAIRS	5030.85
EFT27874	13/06/2025	HERSEY'S SAFETY PTY LTD	HARDWARE	484.77
EFT27875	13/06/2025	HOLY TRINITY ANGLICAN PARISH OF NTON	2024/25 COMMUNITY GRANTS RND 2	3300.00
EFT27876	13/06/2025	HOSEY'S CONTRACTING	KALB DISABLED FISHING PLATFORM AGRN965 1ST PROGRESS PAYMENT	33291.63
EFT27877	13/06/2025	IMPRINT PLASTIC	NAME PLAQUE	59.95
EFT27878	13/06/2025	IQ TECH SOLUTIONS	P/COPIER MTCE	42.90
EFT27879	13/06/2025	JETRIO PTY LTD	JACQUES PT TOILETS WATER USAGE 24/25	1000.00
EFT27880	13/06/2025	KALBARRI AUTO CENTRE & CARS 4U2 HIRE	TYRE REPAIR PLUGS	88.00
EFT27881	13/06/2025	KALBARRI EXPRESS FREIGHT	FREIGHT	177.61
EFT27882	13/06/2025	KALBARRI DEVELOPMENT ASSC INC	2024/25 COMMUNITY GRANTS RND 2	3300.00
EFT27883	13/06/2025	BP KALBARRI	HARDWARE, TRANSMAX OIL, RETIC	395.35
EFT27884	13/06/2025	KALBARRI WAREHOUSE	PLANTS, WATER CRYSTALS, HARDWARE	589.10
EFT27885	13/06/2025	KALBARRI CARRIERS	FREIGHT	838.75
EFT27886	13/06/2025	KALBARRI NEWSAGENCY	ALLEN CENTRE STATIONERY	25.90
EFT27887	13/06/2025	KALBARRI BOWLING CLUB	2024/25 COMMUNITY GRANTS RND 2	3000.00
EFT27888	13/06/2025	GRAEME RALPH	KALB VERGE MULCHING	4400.00
EFT27889	13/06/2025	KEMPTON ELECTRICAL CONTRACTING	FITZ ST HOUSE REPLACE 2 X FANS, ELECTRICAL REPAIRS KINGS PK TOILETS & RDS BOARD	2609.00
EFT27890	13/06/2025	KIDSAFE (WA)	STAFF TRAINING, PLAYGROUND INSPECTIONS	5445.00
EFT27891	13/06/2025	NUTRIEN AG SOLUTIONS NORTHAMPTON	KAL OVAL FERTILISER, SPRAY CLEANER	556.60
EFT27892	13/06/2025	M2M ONE PTY LTD	HKS/PT GREGORY TANK MONITORING SIM FEE	68.07
EFT27893	13/06/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	673.80
EFT27894	13/06/2025	METRO COUNT	TRAFFIC MONITORING EQUIPMENT	820.60
EFT27895	13/06/2025	LGRCEU	PAYROLL DEDUCTIONS	41.00
EFT27896	13/06/2025	GERALDTON TOYOTA	EHO CAMRY SERVICE	417.00
EFT27897	13/06/2025	MIDWEST MULCHING MOWING	WHITECLIFF RD VERGE MOWING/MULCHING	28857.40
EFT27898	13/06/2025	MIDWEST SAFETY AND TRAINING PTY LTD	CHAINSAW TRAINING COURSE	2673.00
EFT27899	13/06/2025	MITCHELL & BROWN	ALLEN CNT COFFEE MACHINE, NTON OFFICE URN	348.00
EFT27900	13/06/2025	MODULARIS PTY LTD TAS MODULAR WA	REIMB KERB DEPOSIT	500.00
EFT27901	13/06/2025	NORTHAMPTON CREATIVE OBSESSIONS INC	2024/25 COMMUNITY GRANTS RND 2	3300.00
EFT27902	13/06/2025	NORTHAMPTON IGA PLUS LIQUOR	REFRESHMENTS, NTON DEPOT SUPPLIES	183.03
EFT27903	13/06/2025	NORTHAMPTON COMMUNITY CENTRE	HALL HIRE & REFRESHMENTS	1253.50
EFT27904	13/06/2025	NORTHAMPTON NEWSAGENCY	STATIONERY, NEWSPAPERS	1252.57
EFT27905	13/06/2025	NORTHAMPTON FAMILY STORE	STAFF UNIFORMS	295.70

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT27906	13/06/2025	NORTHAMPTON MOTORS AND MACHINERY	2024/25 COMMUNITY GRANTS RND 2	3300.00
EFT27907	13/06/2025	NORTHAMPTON OLD SCHOOL INC	2024/25 COMMUNITY GRANTS RND 2	2000.00
EFT27908	13/06/2025	PRESTON ROWE PATERSON	PROPERTY FAIR VALUATIONS (ASSET REGISTER)	3850.00
EFT27909	13/06/2025	REECE PTY LTD	STEPHEN ST DEPOT SHOWER	1703.98
EFT27910	13/06/2025	SAFE ROADS WA	RED BLUFF DUP, NTON ROBINSON ST DUP REINSTATEMENT WORKS	26477.55
EFT27911	13/06/2025	SYNERGY	ELECTRICITY CHARGES	46262.93
EFT27912	13/06/2025	PAUL SHERIFF	SYNERGYSOFT ASSISTANCE	330.00
EFT27913	13/06/2025	SKYTRUST	SKYTRUST SUBSCRIPTION	493.90
EFT27914	13/06/2025	ANDREA TEAKLE	REIMB TRAVEL	203.84
EFT27915	13/06/2025	TELSTRA	TELEPHONE CHARGES	1957.98
EFT27916	13/06/2025	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	GRAVEL STOCKPILES BINNU WEST, WICKENS, WEST OGILVIE	36998.50
EFT27917	13/06/2025	2V NET IT SOLUTIONS	NTON OFFICE REPAIR SERVER FAILURE, MCS PRINTER, COMPUTER MTCE	3379.00
EFT27918	13/06/2025	LANDGATE	VALUATION EXPENSES	11036.38
EFT27919	13/06/2025	WEIRDO'S CARPENTRY & MAINTENANCE	ALLEN CENTRE CEILING REPAIRS	3534.15
EFT27920	13/06/2025	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	2434.96
EFT27921	13/06/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 156	27791.42
EFT27922	13/06/2025	WILSONS SIGN SOLUTIONS	HKS MEMORIAL WALL PLAQUE	181.50
EFT27923	26/06/2025	RICHARD BURGESS	CR FEES JUNE 25	5664.95
EFT27924	26/06/2025	TREVOR GRAEME GIBB	CR FEES JUNE 25	5348.12
EFT27925	26/06/2025	TIM HAY	CR FEES JUNE 25	5375.14
EFT27926	26/06/2025	DESMOND RAY PIKE	CR FEES JUNE 25	4724.36
EFT27927	26/06/2025	ROSLYN SUCKLING	CR FEES JUNE 25	4334.26
EFT27928	26/06/2025	KARL SUCKLING	CR FEES JUNE 25	5169.90
EFT27929	26/06/2025	ELEANOR ELIZABETH SUDLOW	CR FEES JUNE 25	14933.50
EFT27930	26/06/2025	NEO CIVIL ENGINEERING CONTRACTORS	DRFA COASTAL INFRASTRUCTURE REPAIRS 7TH PROGRESS PAYMENT	660536.27
EFT27931	27/06/2025	AW CRAGAN & ALLCAPRI PTY LTD	BOBCAT HIRE PT GREG JETTY SAND REMOVAL, OVAL HOUSE TANK REMOVAL	1795.20
EFT27932	27/06/2025	MICHELLE HELEN ALLEN	REIMB PHONE	300.00
EFT27933	27/06/2025	KALBARRI IGA	ALLEN CENTRE SUPPLIES	221.89
EFT27934	27/06/2025	AUSTRALIA POST	POSTAGE	432.61
EFT27935	27/06/2025	AUSSIE NATURAL SPRING WATER GERALDTON	NTON OFFICE WATER BOTTLES	104.65
EFT27936	27/06/2025	BABA MARDA ROAD SERVICES	TRAFFIC CONTROL KALBARRI RD WIDENING, HAMPTON RD DUP	12464.93
EFT27937	27/06/2025	BIN BOMB PTY LTD	KALB BIN DEODERISERS	467.37

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT27938	27/06/2025	BLACKTOP MATERIALS ENGINEERING	KAL RD WIDENING STAGE 2 MATERIAL TESTING/SAMPLES	47891.80
EFT27939	27/06/2025	BLACKWOODS	HARDWARE	58.00
EFT27940	27/06/2025	BOLTSRUS	KAL JETTY BOLTS & WASHERS	22.61
EFT27941	27/06/2025	RUSSELL JOHN BROMLEY	NTON DR SURGERY PAINTING	7875.00
EFT27942	27/06/2025	BUNNINGS	PLANTS, HARDWARE	840.84
EFT27943	27/06/2025	CHEM CENTRE EXPERT SOLUTIONS	KALBARRI BORE WATER TESTING	440.00
EFT27944	27/06/2025	CITY OF GREATER GERALDTON	REFUSE DISPOSAL	13689.20
EFT27945	27/06/2025	COATES HIRE OPERATIONS PTY LTD	PT GREG CARPARK COMPACTOR HIRE	493.27
EFT27946	27/06/2025	BOC GASES AUSTRALIA	INDUSTRY GASES	122.13
EFT27947	27/06/2025	WING AUSTRALIA PTY LTD	PICOPIER MTCE, STATIONERY	2258.97
EFT27948	27/06/2025	CORSIGN WA PTY LTD	SIGNS VARIOUS	1259.50
EFT27949	27/06/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	138.63
EFT27950	27/06/2025	SIMON JOHN ALLAN DRAGE	OLD RDS BOARD REPAIRS, NTON DRS HOUSE REPAIRS	4119.50
EFT27951	27/06/2025	MG & DJ DRAGE	OLD RDS BOARD REPAIR STONWORK	1921.70
EFT27952	27/06/2025	ELDERS RURAL SERVICES AUSTRALIA LTD (NORTHAMPTON)	HARDWARE, TOILET SUPPLIES, LITTLE BAY ROAD FENCING, ROADSIDE SPRAYING CHEMICALS, PT GREG CARPARK FENCING, PT GREG TOILET REPAIRS	13573.20
EFT27953	27/06/2025	FENN PLUMBING & GAS	KAL YMR REPAIR WATER LEAK	228.23
EFT27954	27/06/2025	FORPARK AUSTRALIA	NCC PLAYGROUND EQUIPMENT	655.60
EFT27955	27/06/2025	FREEMANS LIQUID WASTE PTY LTD	SEPTIC PUMP OUT VARIOUS LOCATIONS	10005.00
EFT27956	27/06/2025	GERALDTON AG SERVICES	KAL MOWER PARTS	216.35
EFT27957	27/06/2025	ATOM GERALDTON	TRAFFIC CONES STOCK	1925.00
EFT27958	27/06/2025	GERALDTON TYREPOWER	EHO CAMRY WHEEL ALIGNMENT	89.00
EFT27959	27/06/2025	GHD PTY LTD	DRFA WORKS 2024 RAINFALL EVENT, NTON DISASTER RECOVERY WORKS AGRN965, PT GREG WATER SUPPLY REVIEW	34860.02
EFT27960	27/06/2025	GNC QUALITY PRECAST GERALDTON	RED BLUFF DUP BOX CULVERTS	4523.20
EFT27961	27/06/2025	GREAT NORTHERN RURAL SERVICES	KAL FORESHORE RETIC	553.43
EFT27962	27/06/2025	DAVID GRAY & CO PTY LTD	WHEELIE BINS & PARTS	6097.51
EFT27963	27/06/2025	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUELS / FUEL CARDS	32585.42
EFT27964	27/06/2025	C + J HANSON PLUMBING CONTRACTORS	ALLEN CENTRE TOILET ASSESS & REPAIR	1148.49
EFT27965	27/06/2025	HOSEXPRESS	GRADER PARTS	240.93
EFT27966	27/06/2025	HOSEY'S CONTRACTING	HKS WHITING POOL STAIRS INSTALL	46486.85
EFT27967	27/06/2025	INDEPENDENT RURAL PTY LTD	LIONS PARK PUMP, PLANTS, STEPHEN ST DEPOT CUPBORADS/SINK, CULVERT PIPE, HARDWARE, RETIC, FERT	14953.71

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT27968	27/06/2025	KALBARRI EXPRESS FREIGHT	FREIGHT	23.17
EFT27969	27/06/2025	KALBARRI GAS & FENCING	KAL OVAL VERMIN FENCING	23320.00
EFT27970	27/06/2025	KALBARRI WAREHOUSE	RETIC, HARDWARE	328.95
EFT27971	27/06/2025	BC & RJ BURNS & THE TRUSTEE FOR BURNS	WICKENS RD WORKS WATER USAGE	702.66
EFT27972	27/06/2025	KALBARRI GOLF CLUB	KAL GOLF CLUB DAM MAINTENANCE	2684.82
EFT27973	27/06/2025	KEMPTON ELECTRICAL CONTRACTING	STEPHEN ST DEPOT ELECTRIC INSTALL, NCC & NTON AIRSTRIP REPAIRS	8563.32
EFT27974	27/06/2025	LGRCEU	PAYROLL DEDUCTIONS	41.00
EFT27975	27/06/2025	MIDWEST KERBING	PT GREG CARPARK KERBING & PED RAMP	8203.80
EFT27976	27/06/2025	MIDWEST TURF SUPPLIES	PT GREG WATER SUPPLY TANK WORKS VARIATION	6959.45
EFT27977	27/06/2025	MIDWEST SAFETY AND TRAINING PTY LTD	WORKING AT HEIGHTS TRAINING	750.00
EFT27978	27/06/2025	W & DJC MINCHERTON & SON	GRAVEL ROYALTY	2460.15
EFT27979	27/06/2025	MOORE	ACCOUNTING FINANCIAL REPORTING TEMPLATES	1760.00
EFT27980	27/06/2025	NAPA	HARDWARE	255.68
EFT27981	27/06/2025	NORTHAMPTON LIONS CLUB	VARIETY 4WD FUNDRAISER SAUSAGE SIZZLE	500.00
EFT27982	27/06/2025	NORTHAMPTON AUTO ELECTRICS	FUSO TRUCK A/C REPAIR, MPG/WHS LED LIGHT	2794.30
EFT27983	27/06/2025	NORTHAMPTON FAMILY STORE	STAFF UNIFORMS	161.90
EFT27984	27/06/2025	INGHAM WAY PTY LTD T/AS NOVUS AUTOGLASS	BACKHOE, MTCE UTE WINDOW REPLACEMENT	2976.80
EFT27985	27/06/2025	GERALDTON CLEANPAK TOTAL SOLUTIONS	KALB TOILET PAPER, CLEANING SUPPLIES	3138.70
EFT27986	27/06/2025	KALBARRI PALM RESORT	KAL ACCOMMODATION	218.00
EFT27987	27/06/2025	RED DUST HOLDINGS	LITTLE BAY RD CONST 1ST PROGRESS PAYMENT	22516.18
EFT27988	27/06/2025	ROAD RUNNER MECHANICAL SERVICES	TRUCK REPAIRS & PARTS	13219.80
EFT27989	27/06/2025	SYNERGY	ELECTRICITY CHARGES	522.21
EFT27990	27/06/2025	THE SHEARING SHED CAFE	REFRESHMENTS	477.00
EFT27991	27/06/2025	PAUL SHERIFF	SYNERGYSOFT ASSISTANCE	330.00
EFT27992	27/06/2025	JUDITH SOUTHGATE	REIMB TRAVEL	1869.84
EFT27993	27/06/2025	SPALDING ELECTRICAL SERVICES	HKS COMMUNITY KITCHEN REPLACE LIGHTS	533.50
EFT27994	27/06/2025	STEVES TYRE & MECHANICAL	KAL MTCE UTE SERVICE	308.33
EFT27995	27/06/2025	STEPS CO PTY LTD	STRATEGIC COMMUNITY PLAN CONSULTANCY	7613.96
EFT27996	27/06/2025	ST JOHN AMBULANCE WA	KAL DEPOT SERVICE FIRST AID KITS	446.53
EFT27997	27/06/2025	TELSTRA	TELEPHONE CHARGES	724.52
EFT27998	27/06/2025	2V NET IT SOLUTIONS	COMPUTER CABLE	200.00
EFT27999	27/06/2025	TOTALLY WORKWEAR GERALDTON	SAFETY BOOTS	520.80
EFT28000	27/06/2025	TRUCKLINE	TRUCK PARTS	2747.80
EFT28001	27/06/2025	LANDGATE	VALUATION EXPENSES	209.75
EFT28002	27/06/2025	READYTECH (IT VISION)	ITVISION/READYTECH ASSISTANCE	2702.70

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT28003	27/06/2025	WESTRAC EQUIPMENT PTY LTD	GRADER SERVICE & PARTS, BACKHOE PARTS	3781.13
EFT28004	27/06/2025	NORTHAMPTON TYRES	GRADER, BACKHOE, TRUCK & CAR TYRES	8200.00
EFT28005	27/06/2025	WREN OIL	REFUSE SITES WASTE OIL COLLECTION	5109.50
EFT28006	27/06/2025	AUSTRALIAN TAXATION OFFICE	BAS MAY 2025	22579.00
EFT28007	30/06/2025	AUSTRALIAN TAXATION OFFICE	FBT MARCH 2025	6827.52
			TOTAL	<u><u>\$1,687,380.62</u></u>

MUNICIPAL FUND CHEQUES

Chq #	Date	Name/Payee	Description	Amount
22587	06/06/2025	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	143.95
22588		CANCELLED		
22589	13/06/2025	ALLSAGE PTY LTD	24/25 KALBARRI BOREFIELD LEASE FEE	1500.00
22590	13/06/2025	COMMISSIONER OF POLICE	RENEW CORPORATE FIREARMS LICENSE	60.00
22591	13/06/2025	JACOB RUSSELL MCKINNON	RATES REFUND	50.00
22592	13/06/2025	SHIRE OF NORTHAMPTON	BRB & BCITF COMMISSION MAY 2025	86.25
22593	13/06/2025	WATER CORPORATION	WATER USE & SERVICE CHARGES	16890.67
22594	17/06/2025	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES	200.00
22595		CANCELLED		
22596	27/06/2025	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	148.60
22597	27/06/2025	GORDON STANLEY PARKE	RATES REFUND	491.23
TOTAL \$				<u>19,570.70</u>

Jnl #	Jnl Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
			05/06/2025	FN/E 04/06/25		130,259.00
		PAYROLL	06/06/2025	SUPERANNUATION PAY FN/E 04/06/25		27,979.83
		SUPERCHOICE	19/06/2025	FN/E 18/06/25		124,081.00
		PAYROLL	20/06/2025	SUPERANNUATION PAY FN/E 18/06/25		27,647.83
		SUPERCHOICE				
GJ1212	30/06/2025	NATIONAL AUSTRALIA BANK	30/06/2025	BANK FEES		108.34
GJ1213	30/06/2025	COMMONWEALTH BANK	30/06/2025	BPOINT FEES		45.56
GJ1214	30/06/2025	NATIONAL AUSTRALIA BANK	30/06/2025	BPAY		80.08
GJ1216	30/06/2025	NAB CEO CORPORATE CARD	13/05/2025	2VNET COMPUTER MTCE	331.98	
			13/05/2025	BUNNINGS RAKE PL-HOUSE MTCE	302.22	
			15/05/2025	2VNET COMPUTER MTCE	50.00	
			23/05/2025	ADOBE SUBSCRIPTION	341.95	
			28/05/2025	CARD FEE	9.00	1,035.15
GJ1217	30/06/2025	NAB EMWTS CORPORATE CARD	23/05/2025	IINET KALBARRI DEPOT INTERNET	84.99	
			28/05/2025	CARD FEE	9.00	93.99
GJ1218	30/06/2025	NAB EMCDR CORPORATE CARD	14/05/2025	DEPT JUSTICE COURT HEARING LODGEMENT FEE	189.00	
			21/05/2025	BUNNINGS OVAL HOUSE KITCHEN CABINETS	285.91	
			26/05/2025	BUNNINGS OVAL HOUSE KITCHEN CABINETS	814.70	
			27/05/2025	BUNNINGS OVAL HOUSE TILES	120.00	
			28/05/2025	BUNNINGS OVAL HOUSE PAINT & ROLLERS	135.70	
			28/05/2025	CARD FEE	9.00	1,554.31
						<u>\$ 312,885.09</u>

FUEL CARD PURCHASES

Payment #	Payment Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total		
EFT27868	13/06/2025	GERALDTON FUEL COMPANY PTY LTD	15/05/2025	CEO TOYOTA PRADO	53.93			
			18/05/2025	CEO TOYOTA PRADO	80.76			
			23/05/2025	CEO TOYOTA PRADO	106.65			
			30/05/2025	CEO TOYOTA PRADO	81.33	322.67		
			26/05/2025	EHO CAIMRY	82.00	82.00		
			01/05/2025	P&G DMAX	74.32			
			05/05/2025	P&G DMAX	104.99			
			07/05/2025	P&G DMAX	84.42			
			09/05/2025	P&G DMAX	104.80			
			10/05/2025	P&G DMAX	80.48			
			12/05/2025	P&G DMAX	72.67			
			13/05/2025	P&G DMAX	68.45			
			19/05/2025	P&G DMAX	85.49			
			23/05/2025	P&G DMAX	96.80			
			23/05/2025	P&G DMAX	114.58			
			25/05/2025	P&G DMAX	112.69			
			26/05/2025	P&G DMAX	95.14			
			27/05/2025	P&G DMAX	54.18			
			28/05/2025	P&G DMAX	81.90			
			29/05/2025	P&G DMAX	33.61			
			30/05/2025	P&G DMAX	102.01	1,366.53		
			01/05/2025	EMCDR FORD RANGER	137.50			
			11/05/2025	EMCDR FORD RANGER	118.75			
			20/05/2025	EMCDR FORD RANGER	44.87			
			20/05/2025	EMCDR FORD RANGER	117.72			
			13/01/1906	EMCDR FORD RANGER	127.57	546.41		
							\$ 2,317.61	
EFT27963	27/06/2025	GREAT SOUTHERN FUEL SUPPLY		DEPOT BOWSERS, OILS	31,614.60			
			06/05/2025	BS ISUZU MUX	99.10			
			10/05/2025	BS ISUZU MUX	74.56			
			16/05/2025	BS ISUZU MUX	115.15			
			21/05/2025	BS ISUZU MUX	113.81			
			23/05/2025	BS ISUZU MUX	113.82	516.44		
			04/05/2025	CEO TOYOTA PRADO	136.49			
			13/05/2025	CEO TOYOTA PRADO	123.93			
			25/05/2025	CEO TOYOTA PRADO	81.08			
			26/05/2025	CEO TOYOTA PRADO	27.09	368.59		
			01/03/2025	EMCDR FORD RANGER	85.79	85.79		
							\$ 32,585.42	



Executive Manager Community, Development and Regulation Activity Report

1 April to 30 June 2025

Activity for the period

- Performed as Acting Chief Executive Officer until 4 April 2025;
- Finalised grant funding for Shire's emergency services under Local Government Grant Scheme (ESL Levy funding) and secured increase in Emergency Services Levy funding for Shire Bushfire Brigades of \$10,000 for the 2025/2026 financial year;
- Commenced legal action against landowner at No 2 Darwinia Drive, Kalbarri for building works without a building permit.
- Took a total of 3 weeks leave for operation on left shoulder;
- Attended meeting with Murchison House Owner and Tourism Western Australia representatives;
- Liaised with owner of 221 Hampton Road over the restoration works required at the property and met with same owner to discuss other matters relating to Hampton Road business precinct.
- Arranged meeting between Murchison Green Hydrogen and Councillors.
- Completed interview with consultants working on behalf of Tourism WA and Midwest Development Commission on Midwest Accommodation Study;
- Assisted the Executive Manager of Works and Services over drainage/stormwater management issues on properties in Fifth Avenue;
- Completed 11 agenda items in total for the April, May and June Council meetings;
- Attended Executive Management Team meetings held on 16 April, 14 May and 18 June;
- Attended Council meetings on 17 April, 15 May and 19 June;
- Attended Coastal Hazard Risk Management and Adaption Planning Forum on-line;
- Participated in various Executive Management and Councillor budget workshops;
- Attended Strategic Community Plan meeting with Council and Executive Management;
- Attended consultant facilitated workshop with Council on the Shire's Strategic Community Plan review;
- Along with the Chief Executive Officer, met with the Shire President;
- Prepared agenda, attended and facilitated Bush Fire Advisory Committee meeting on 26 May;
- Prepared detailed site plan for future workers accommodation consisting of 33 1, 2 and 3 bedroom units at Lot 15 Wood Street, Kalbarri;
- Under direction of Chief Executive Officer undertook detailed research and compiled documentation on staff matter;

- Assisted Shire's Rates Office and Manager of Financial Services on matters of outstanding rates;
- Liaised with consultants working on behalf of Murchison House Station owners;
- Issued Purchase Order for construction of accessible compliant pedestrian ramp and associated footpath adjacent to the NCC Basketball Stadium;
- Met with Shire Building Surveyor on numerous occasions regarding non-compliant buildings and the need for Building Orders to be issued.

Planning

- Prepared a total of 5 agenda items for Council consideration at the April, May and June Council meetings.
- Delegated Decisions – As already reported to Council:
 - 8 applications were processed and granted Development Approval in April 2025, including 3 administrative applications with no development value.
 - 6 applications being processed under delegated authority in May, including 1 administrative item with no development value; and
 - 3 applications being processed under delegated authority in June.
- One application for subdivision/amalgamation was received for a proposed boundary adjustment between Horan Way, Horrocks.
- 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.

Building

- Building Surveyor Took Personal leave from 22-24 April and annual leave from 9 to 20 June;
- A summary of the approvals issued was provided to Council at May and June meetings, with the approvals for June 2025 being reported to 17 June 2025 meeting. Issued a total of 37 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 and potential property purchasers 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.
- Tendered their Resignation on 27 June 2025, with the final day of work for the Shire being 31 July 2025.

Environmental Health

- Completed Building Services Levy Remittance for April, May and June.
- Prepared agenda items relating to two events and a request for camping on-site associated with Kalbarri Festival Markets, considered by Council at its April 2025 meeting.
- Prepared agenda item relating to Kalbarri Open Air Festival for Council consideration at the July 2025 meeting.
- Liaised with various proponents of events in the Shire, most being focused in the Kalbarri Community. Note: The Shire's Community Development Officers have now commenced the processing of events. The Shire's Environmental Health Officer remains involved in process and deals with applications for food based stall holders and noise management.
- 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.
- Completed statutory applications as required. Further detail on application types and numbers will be provided to Council as part of future Quarterly Reports.
- Issued a number of conditional approvals to events and for the consumption of alcohol on Shire property.

Rangers

- Rob McKenzie was on leave from 16 May to 6 June 2025;
- Rangers focused on unauthorized camping within the Shire, with a strong emphasis on attending Kalbarri, including staying overnight to facilitate early morning

inspections and enforcement activity.

- Issued more than 60 fines for unauthorized camping during the period, with a particular focus on Kalbarri.
- Utilised new motion activated Camera's for monitoring of unauthorised activity at various locations 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.
- Yet to finalise review of dog exercise areas on the beach in Kalbarri due to confusing resulting from the placement of current signages.

Community Services

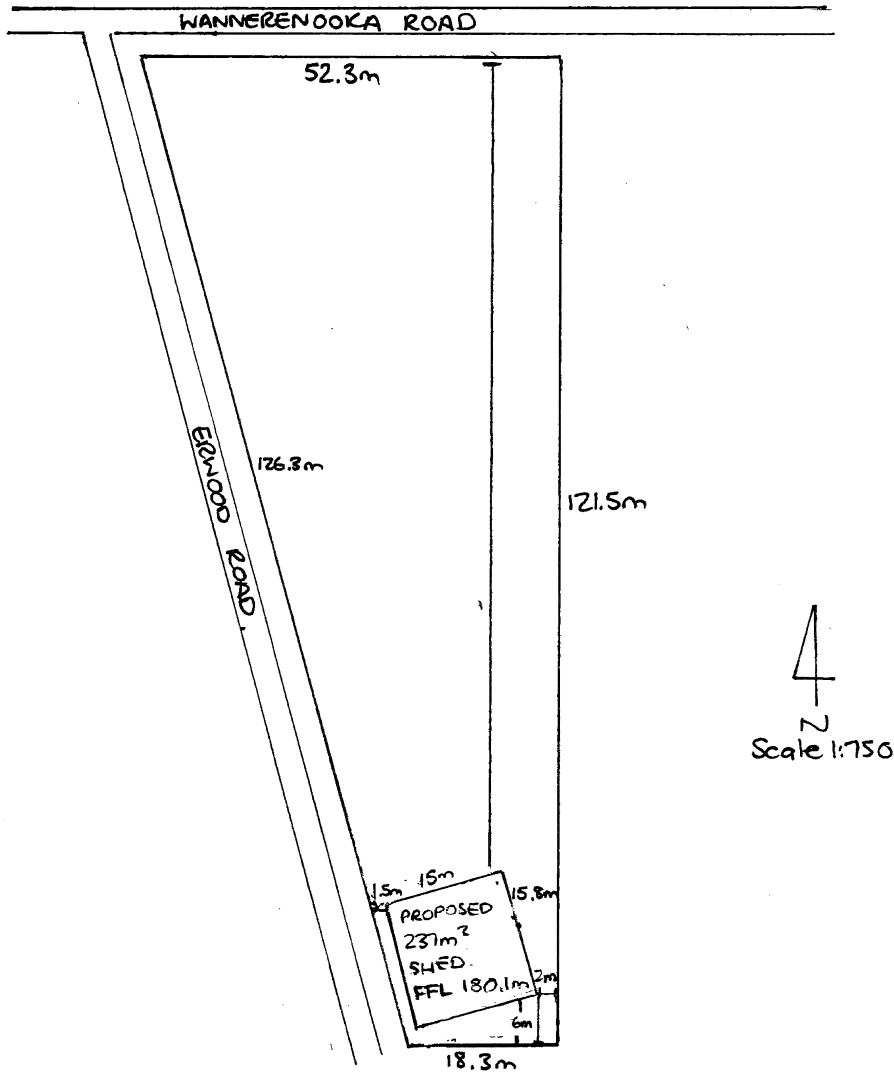
- Commenced the processing of applications for event approvals, liaising with multiple parties seeking to hold events;
- Preparation of draft Event Guidelines;
- Assisted the Chief Executive Officer in completing a detailed public consultation process relating to the Shire of Northampton Strategic Community Plan;
- Liaised with the Kalbarri Men's Shed and others over acquittal of grants funded through the Shire's Community Grants program – Round 1;
- Assisted the Executive Manager of Community, Development and Regulation in preparing submissions for consideration of items within the 2025/2026 draft budget;
- Worked to identify grant funding that may be available to support Shire of Northampton initiatives;
- Lodged expression of interest for Recfishwest grant funding for new/replacement fish cleaning station at Horrocks;
- Liaised with various community groups over the Community Grants Program;
- Co-ordinated and conducted preliminary assessment of applications for funding under the Shire's Community Grant program – Round 2;
- Liaised with numerous community groups and individuals over Community Grants Funding and events;
- Worked to identify opportunities for community funded events;

Staff Movements

- Resignation of Shire Building Surveyor received, with final working day on 31 July 2025.


Director Focus for the upcoming period

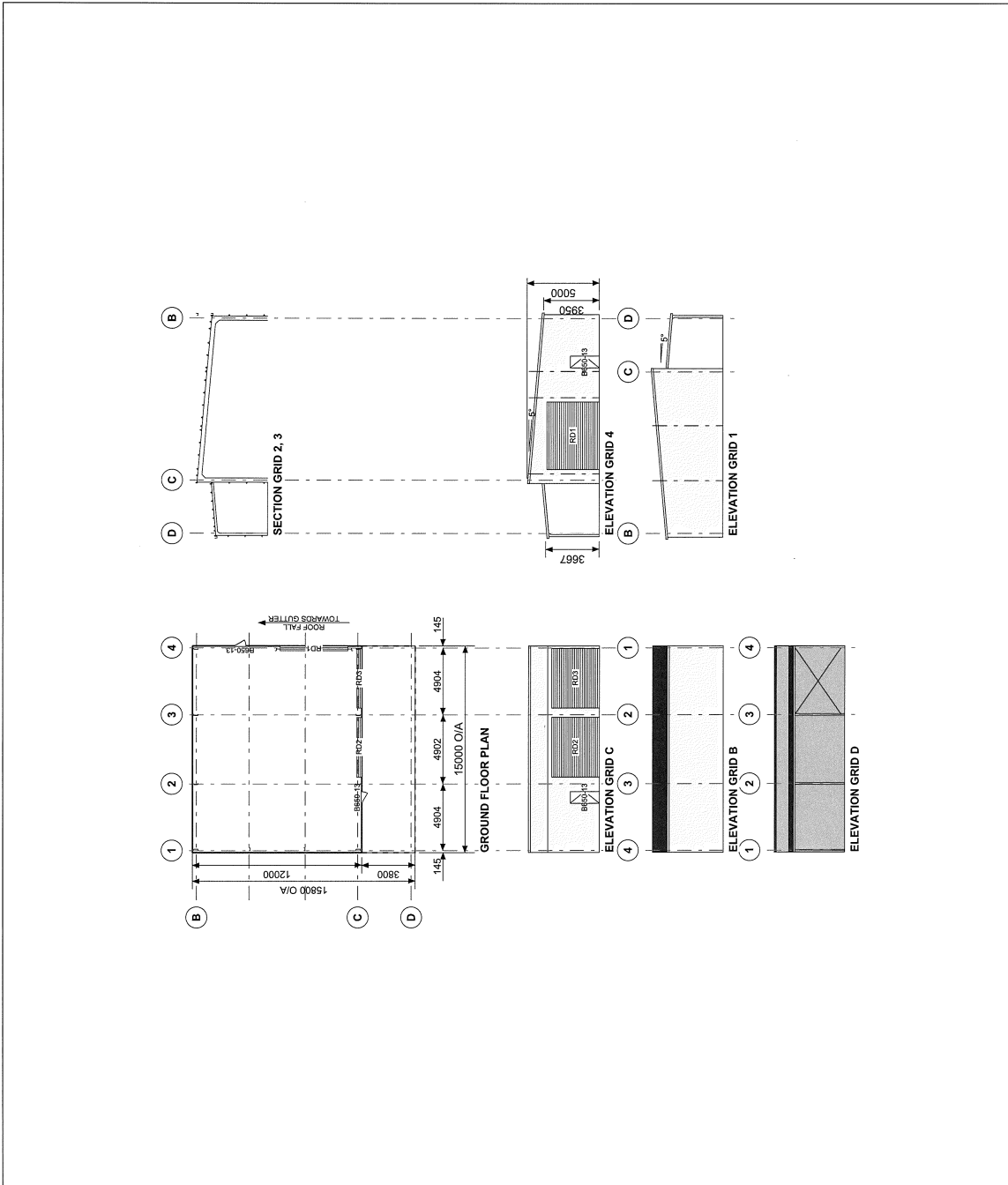
- With the assistance of the Shire's Manager of Corporate Services appoint a replacement Building Surveyor, with relief services to be arranged in the interim;
- Finalise electrical connections for new Shire homes, subject to Western Power works;
- Co-ordinate meeting with Kalbarri Foreshore Revitalisation 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 finalise the review of the Shire's Local Planning Policy and advertise the Local Planning Policy Manual;
- 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.



PROPOSED NEW STEEL COLORBOND SHED AT LOT 89, 111 WANNEREENOOKA ROAD, NORTHAMPTON.
 STORMWATER MANAGEMENT ROOF $237m^2 \times 0.9 / 60 = 3.55m^3$
 TO BE DIVERTED TO FUTURE WATER TANKS .

05 MAY 2025

 Copyright 2025 Lyvessett Building Solutions Pty Ltd trading as RANBUILD		
CLADDING		
ITEM	PROFILE (M/A)	FINISH / COLOUR
ROOF	TRIMDEK 6.42 BMT	CB
WALLS	TRIMDEK 6.35 BMT	CB
CORNERS	-	SM
BARGE	-	CB
GUTTER	SHEERLINE	CB
DOWNPIPE	Round	PV
		WT
0.35mm(10.40in) x 0.42mm(0.47in) x 0.46mm(0.53in)		
ACCESSORY SCHEDULE & LEGEND		
QTY	MARK DESCRIPTION	U.O. / Unit
1	R01 High x 4900 wide Ctr. Open, CB	2655
1	R02 R40, Firmador, R.D. Inset, "RGR" Wilock, 3305	3305
1	R03 R40, Firmador, R.D. Inset, "RGR" Wilock, 3305	3305
2	BH50-13 1/2 height PA Door & Pre-Hung Frame 180 Dwg. Std. 3302, 3303, 3304, 3305 (G)	
ARCHITECTURAL DRAWING ONLY, FOR BUILDING PERMIT STAGE		
CLIENT	Jason Dajgleish	
SITE	111 Wannerooka NORTHAMPTON WA 6535	
BUILDING	BIG G SKILLION 12000S x 3950/5000E x 15000L PLUS 3600 ANNEAK	
ACCREDITED PRAC/POSITIONER	Alexander Filonov Level 1, 12 Beaumont St Hamilton NSW 2303 +61 2 4962 4311 23/02/2025	
TITLE	GENERAL ARRANGEMENT	
SCALE	DRAWING NUMBER	REV
A3 SHEET 1:250	438138-GA	A
		PAGE
		12/12



Kaylene Roberts

From: Jason Dalglish <jason.denterprises@outlook.com>
Sent: Wednesday, 4 June 2025 9:46 AM
To: Kaylene Roberts
Subject: Re: 111 Wannerenooka Road

Hi Kaylene.
 Disregard last email.
 Got sent of phone prematurely.

The list is as follows.
 6x6 landcruiser
 7m cat aluminum
 9.5m caravan
 11m beaver tail heavy rigid truck
 12' car topper dingy
 14' dingy
 Quad bike
 3 wheel trike can am
 Motor cycle triumph
 Skid steer
 2.5t excavator
 2tonne roller compactor
 Camper trailer
 6x4 box trailer
 5x8 cage trailer

This is to store items and personal use only and not for commercial or work purpose.
 As we are semi retired and build weather stations all over Australia and surrounding islands for Bureau of Meterology.

If you need more information please let me know.
 Thanks Jason.

Get [Outlook for iOS](#)

From: Jason Dalglish <jason.denterprises@outlook.com>
Sent: Wednesday, June 4, 2025 9:29:51 AM
To: Kaylene Roberts <planning@northampton.wa.gov.au>
Subject: Re: 111 Wannerenooka Road

Hi Kaylene.
 I have the following list of vehicles and "toys"
 6x6 landcruiser
 7m cat aluminium boat.
 9.5m caravan

Get [Outlook for iOS](#)



Photos of existing truck, trailer and caravan being stored on Lot 89 abutting Erwood Road

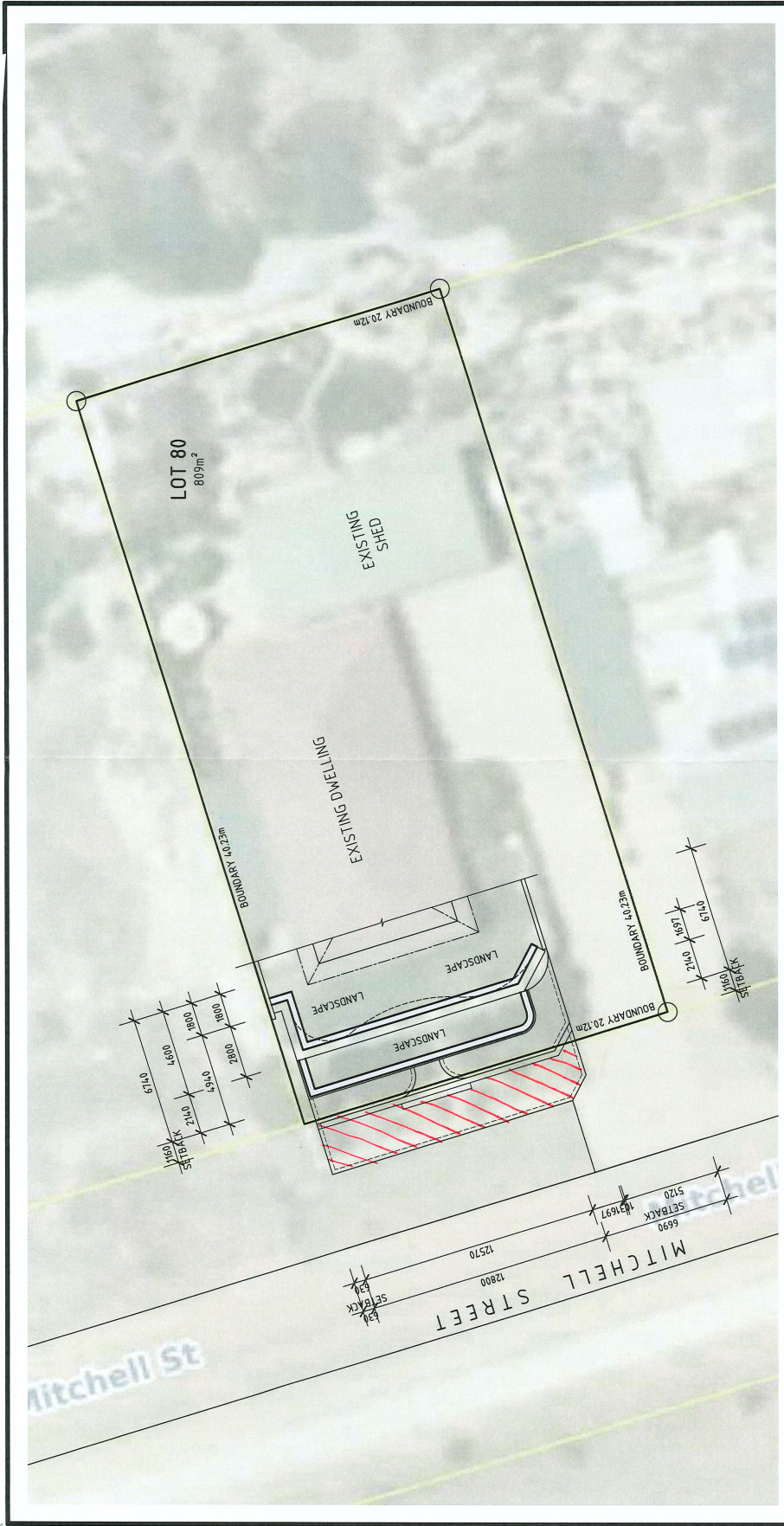


Photos of common boundary with Lot 436, owned by proponent.



Storage of boat and excavator in south east corner of Lot 89, under dome shelter installed with no approval.

22 MAY 2025



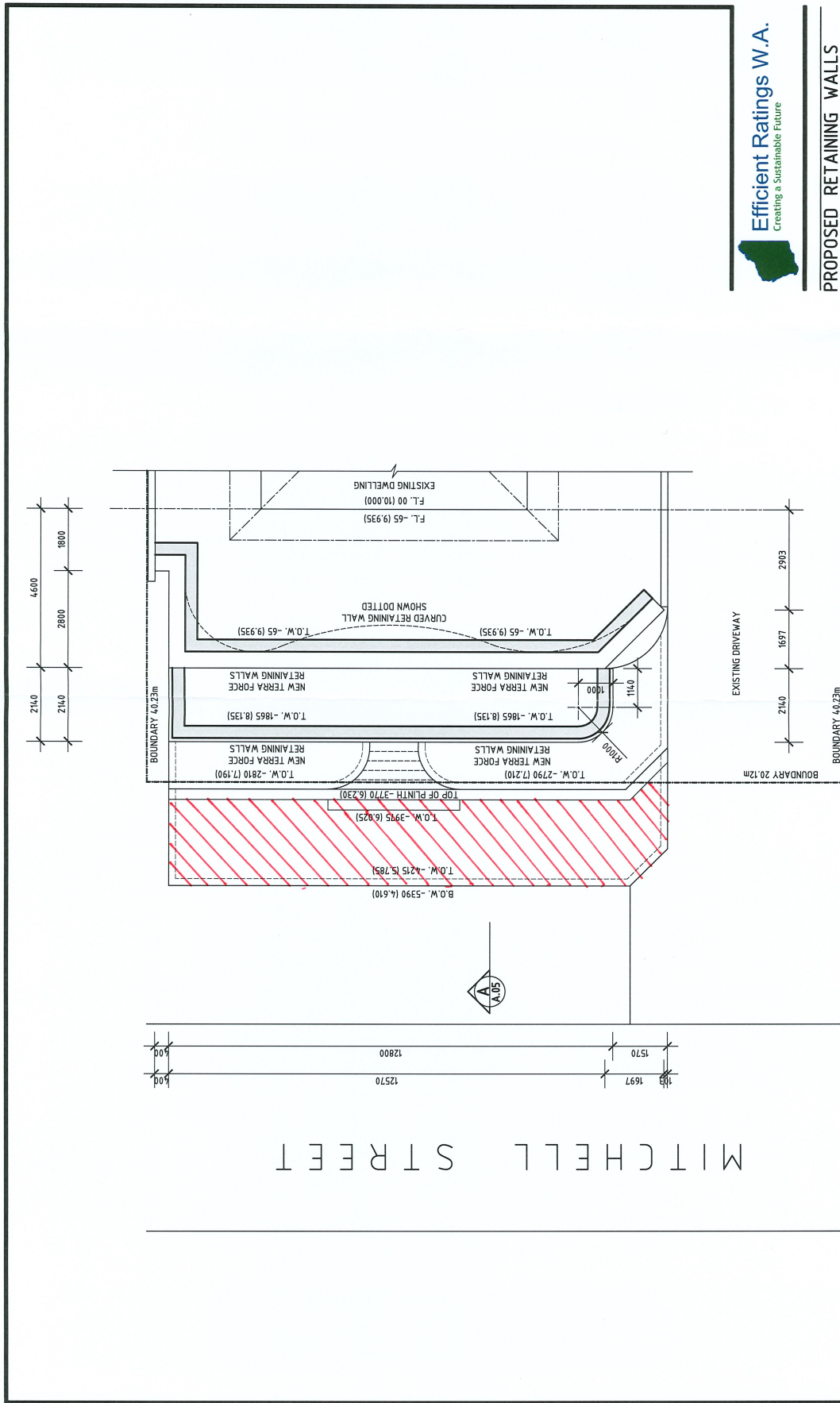
PROPOSED RETAINING WALLS
LOT 80 (112) MITCHELL STREET
HOBROCKS, WA
SITE PLAN

DESIGNED	LS	PRINCIPAL	LS	REDUCTION	0	25
SCALE	1:200	DATE	SEPT 2024	DRAWING No.	A.01	
ERWA PROJ No.	ERWA242056	ERWA JOB No.		THIS IS A CAD DRAWING DO NOT PRINT MANUALLY		

IN-HOUSE TERRACE PO BOX 1704 HOBROCKS WA 6155



22 MAY 2025

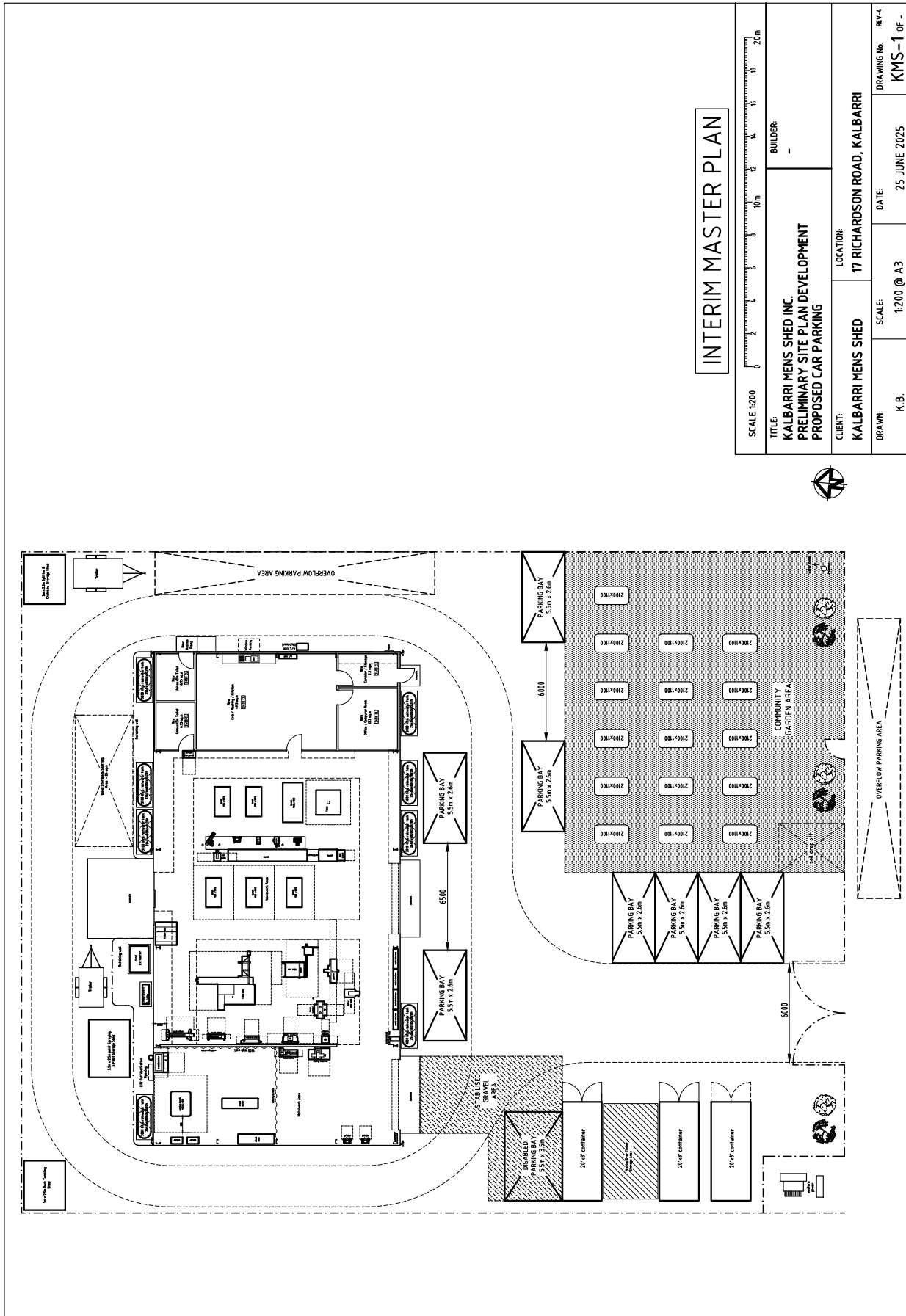


PROPOSED RETAINING WALLS
 LOT 80 (172) MITCHELL STREET
 HOBROCKS, WA
 PART FLOOR PLAN

DRAWN	LS	PRINCIPAL	REVISION	25
DESIGNED	LS	DATE	SEPT 2024	DRAWING No.
SCALE	1:100	ERWA PROJ No.	ERWA24055	A.03
THIS IS A CAD DRAWING DO NOT PRINT FINALLY				COPYRIGHT © 2024 BARON ENGINEERING

PART FLOOR PLAN
 SCALE 1:100
 NOTE: CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCING CONSTRUCTION.





INTERIM MASTER PLAN

SCALE: 1:200		
TITLE: KALBARRI MENS SHED INC PRELIMINARY SITE PLAN DEVELOPMENT PROPOSED CAR PARKING	BUILDER: -	
CLIENT: KALBARRI MENS SHED	LOCATION: 17 RICHARDSON ROAD, KALBARRI	
DRAWN: K.B.	SCALE: 1:200 @ A3	DATE: 25 JUNE 2025
DRAWING No. KMS-1		REV-4



199 Hampton Road
PO Box 61
Northampton WA 6535

P 08 9934 1202
F 08 9934 1072
E council@northampton.wa.gov.au
W www.northampton.wa.gov.au

Our Ref: 10.6.1.3 – (A108) / OCR38985
Enquiries: Michelle Allen - planning@northampton.wa.gov.au

Warren Sizer
PO Box 1198
OSBORNE PARK BC 6916

Dear Warren

**DEVELOPMENT APPROVAL - PROPOSED SHORT TERM EXPANSION MOTEL
ACCOMMODATION – TWENTY-FOUR (24) MOTEL UNITS, LAUNDRY, PARKING BAYS
LOT 188 (NO. 60) JEFFREY BROWNE WAY, KALBARRI**

The Shire of Northampton writes to advise that the above application was considered at its 21ST October 2022 meeting of Council at which it was resolved to grant Development Approval as per the attached Determination on Application for Development Approval D/A 2022-084.

All of the conditions of the enclosed Development Approval are to be substantially complied with, to the satisfaction and requirements of the Shire prior to the commencement of use of the development. In this regard you should contact the Shire's Planning Officer at least 7 days prior to your intended date of commencement to arrange a final inspection.

PLEASE NOTE: This Development Approval **DOES NOT constitute a building permit**, for which a separate application must be made to the Shire. You must not commence development until you have also obtained a building permit, together with any additional approval which may be required from other government agencies under separate legislation. If your property is the subject of a strata/survey strata plan, you may also need to obtain approval from the other owners under the Strata Titles Act. It is your responsibility to obtain any additional approvals required before work can lawfully commence.

Please quote the above Reference in any future correspondence to Council on this matter, and if you have any queries or require any further information please do not hesitate to contact this office.

Yours faithfully


GRANT MIDDLETON
ACTING CHIEF EXECUTIVE OFFICER

24 October 2022

Encl.

Northampton • Kalbarri • Horrocks • Port Gregory • Isseka • Binu • Ajana



-2-

199 Hampton Road
PO Box 61
Northampton WA 6535

P 08 9934 1202
F 08 9934 1072
E council@northampton.wa.gov.au
W www.northampton.wa.gov.au

D/A No: 2022-084

DETERMINATION ON APPLICATION FOR DEVELOPMENT APPROVAL
Planning and Development Act 2005
Shire of Northampton Local Planning Scheme No. 11 – Kalbarri

Applicant:	Warren Sizer		
Owner:	Sanpoint Enterprises Pty Ltd		
Lot:	188	Number:	60
Street:	Jeffrey Browne Way	Suburb/Locality:	Kalbarri
Application date:	6 July 2021	Received on:	9 July 2021
Description of proposed development/use:	Short Term Expansion Motel Accommodation – Twenty-four Motel Units, Laundry, Parking Bays		
Date of Determination:	21 October 2022 Ordinary Meeting		

The application for development approval is APPROVED subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated 21 October 2022 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the Local Government;
2. Any additions to or change of use of any part of the building or land (not the subject of this approval) requires further application and development approval for that use/addition;
3. Development approval is granted to four (4) transportable motel units and one (1) laundry/kitchen/living area unit to be located adjacent to the southern boundary of the lot as marked in 'RED' on the attached approved plans dated 21 October 2022 for a temporary period of twenty-one months expiring on 31 July 2025;
4. A building permit shall be issued by the local government prior to the commencement of any work on site to reconfigure the laundry unit to a multi-purpose laundry/kitchen/living facility and prior to the commencement of any work on the retaining wall;
5. Development approval is granted to two (2) transportable motel units to be located adjacent to the eastern side boundary of the lot as marked in "RED" on the attached approved plans dated 21 October 2022 for a temporary period expiring on 31 July 2025;

Northampton • Kalbarri • Horrocks • Port Gregory • Isseka • Binnu • Ajana

-3-

6. This approval is only valid for a twenty-one (21) month period from the date of this approval and is granted as temporary motel unit structures. After expiry of the temporary approval period, the transportable motel units and laundry/kitchen/living unit must be removed from the property no later than 31 July 2025 and no further time extensions will be granted;
7. Prior to the issuing of a building permit, further detail be provided to the local government, demonstrating an adequate potable water supply to the approval of the Water Corporation is available for the proposed development;
8. Prior to the issuing of a building permit, further detail be provided to the local government, demonstrating an adequate power supply to the approval of Western Power is available for the proposed development. Should connection to the electricity network not be available further detailed information be provided to the local government, demonstrating means of power supply;
9. Due to close proximity to town, all mechanical service systems (including air conditioners and generators), are to be designed and installed to prevent emitted noise levels from exceeding the relevant decibel levels as set out in the Environmental Protection (Noise) Regulations 1977 (as amended);
10. Prior to the issuing of a building permit, a detailed wastewater disposal application shall be completed with full working drawings/plans of the system that pertains to the proposed development which is to the approval of the Department of Health WA and the local government;
11. A detailed schedule of external finishes, materials and colours to be used in the construction of the development shall be submitted prior to lodgment of an application for a building permit and shall be of non-reflective materials consistent or complimentary in colour with the surrounding natural landscape features to the approval of the Local Government;
12. All stormwater is to be disposed of on-site to the specifications and approval of the local government. On application for a building permit a detailed design of stormwater collection and disposal system of developed areas is to be supplied to the approval of the Local Government (refer to Advice Note 5);
13. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;
14. Installation of crossing places, verge gradients and designated car parking areas shall be constructed, line marked and drained to the standards and specification of the local government (refer to Advice Note 5);
15. All parking of vehicles to be provided for within the property boundary and the street verge area is to be kept free of vehicles;
16. The Applicant shall install a retaining wall on the eastern side boundary as marked in 'RED' on the attached approved plan(s) dated 21 October 2022 so as to minimise visual impacts and to support and retain soil;
17. The development/land use is to be located entirely within the property boundary:

-4-

18. The finish of the retaining wall on the affected adjoining landowner's side is to be:
- a) Face finish brickwork with tooled joints;
 - b) Non face finish brick (ie. commons) to have sand finish render;
 - c) Concrete panels to have smooth finish;
 - d) Face finish limestone blocks with tooled joints;
 - e) Concrete blocks larger than 0.16m² (standard 200mm x 400mm) to have sand finish render as determined by the local govern; or
 - f) Face finish concrete block less than 0.16m² with tooled joints.
19. The Owner/Applicant shall install a boundary fence to match the existing fence on the southern boundary to a height of 2.1 metres upon the eastern side boundary as marked in 'RED' on the attached approved plan(s) dated 21 October 2022 so as to minimise visual impacts;
20. Prior to the commencement of the development/land use a landscaping plan shall be submitted to and approved by the local government. The approved landscaping plan shall include details pertaining to fencing, pathways, screening, shade and plantings and is to be implemented in full prior to the commencement of the approved use and maintained thereafter to the approval of the local government. Plantings are to include additional numbers of fast growing trees and shrubs to provide appropriate screening;
21. Any lighting device is to be positioned and shielded as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries or cause any glare nuisance to any passing motorists;
22. The site shall be so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance;
23. Bin storage and clothes drying areas shall be provided and appropriately screened such that they are not visible from the view from the street/s, to the approval of the local government;
24. A Bushfire Attack Level (BAL) assessment, in accordance with *State Planning Policy 3.7 Planning in Bushfire Prone Areas* be undertaken and submitted, with any further conditions from this assessment addressed, prior to lodgment of an application for a building permit, to the approval of the local government;
25. A separate area shall be set aside for the loading and unloading of vehicles, from the existing and proposed car parking areas, to the approval of the local government;
26. An overall carparking plan shall be provided to include designated parking areas and bays for all uses on the site and to include vehicle access/egress points from all public roads, to the approval of the local government;
27. At the cessation of the Development Approval, all temporary structures, waste disposal facilities and drainage facilities shall be permanently removed from the site to the approval of the local government;
28. At the end of the approval period, the site shall be left in a neat and tidy condition following the removal of the structures;

-5-

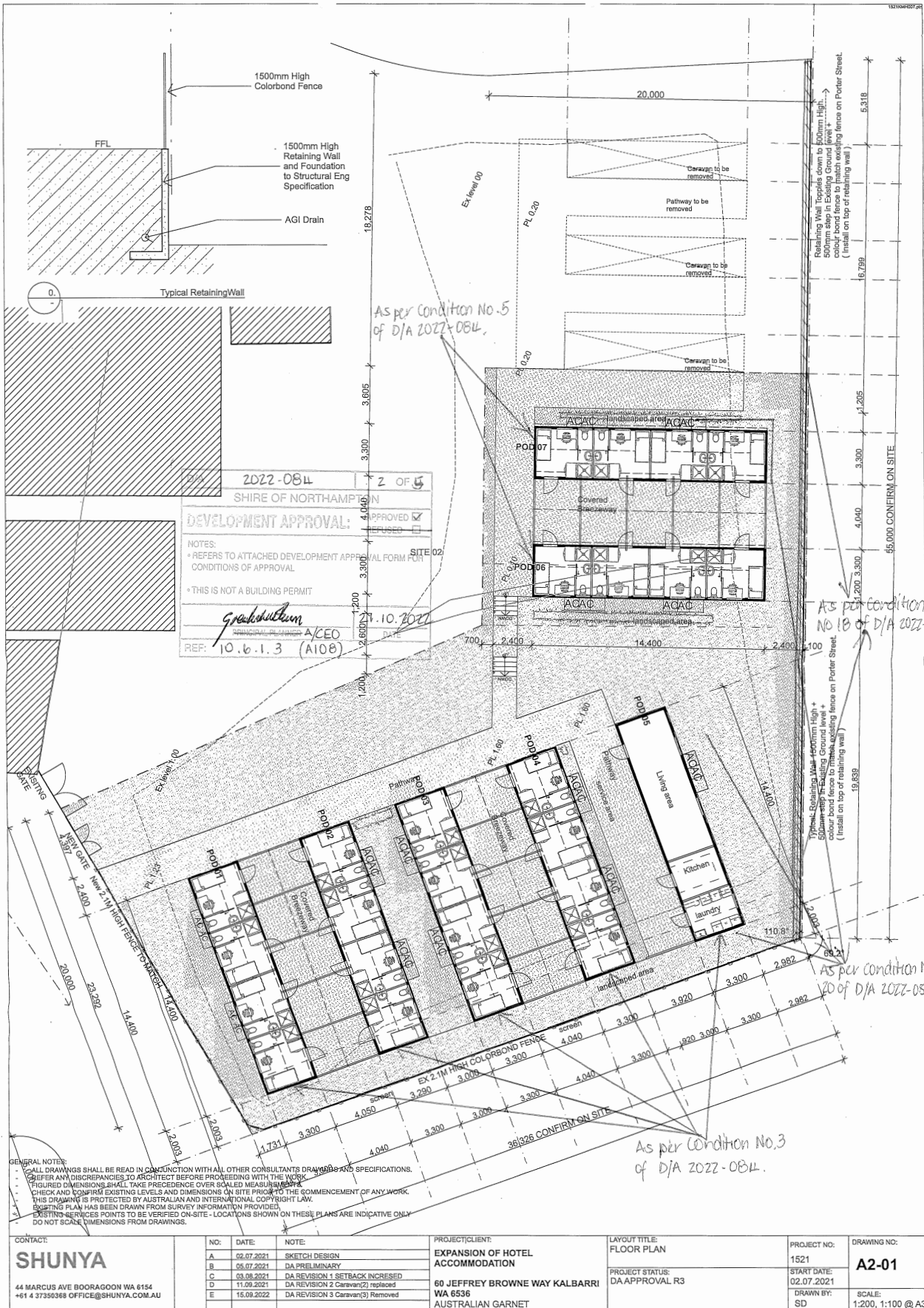
29. Prior to the issue of any building permit for a repurposed or second-hand structure the local government shall require the lodging of:
- (a) A bond amount equivalent to 20% of the estimated value of the approved works to be undertaken to ensure the building presentation is of an acceptable standard, with a minimum amount of \$5,000;
 - (b) A statutory declaration, signed by the applicant(s) and appropriately witnessed, indicating that the bond will be forfeited to Council if the approved installation works are not carried out within the approved timeframe;
 - (c) Bond monies will only be refunded (if not forfeited) after works required to prevent forfeiture have been carried out to the approval of the Building Surveyor.

Advice Note

1. *If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect;*
2. *Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained;*
3. *With regard to Condition No's. 7 and 10 the landowner/proponent is required to make arrangements accordingly to the approval of the Department of Health WA and the Local Government;*
4. *With regard to Conditions No. 12, 14, 25 and 26, it is advised the Applicant/Owner should liaise with the Shire of Northampton's Manager of Works and Technical Services to determine crossover, verge gradient, car parking design and drainage requirements for developed areas.*
5. *With regard to Condition No. 17 it is recommended that the services of a licensed surveyor be employed to verify the exact boundary position.*
6. *If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.*


GRANT MIDDLETON
ACTING CHIEF EXECUTIVE OFFICER

24 October 2022





199 Hampton Road
PO Box 61
Northampton WA 6535

P 08 9934 1202
F 08 9934 1072
E council@northampton.wa.gov.au
W www.northampton.wa.gov.au

Our Ref: 10.6.1.1 – A4580/ OCR38562
Enquiries: Michelle Allen – planning@northampton.wa.gov.au

James Howieson
PO Box [REDACTED]
MARGARET RIVER WA 6285

Dear James

**PROPOSED SINGLE HOUSE AND OUTBUILDING – R-CODE VARIATION
LOT 41 (NO. 4) PHELPS LOOP, KALBARRI**

I refer to the above application and advise that the Shire of Northampton under delegation has granted Development Approval as per the attached Determination on Application for Development Approval D/A 2022-063.

All of the conditions of the enclosed Development Approval are to be substantially complied with, to the satisfaction and requirements of the Shire prior to the commencement of use of the development. In this regard you should contact the Shire's Planning Officer at least 7 days prior to your intended date of commencement to arrange a final inspection.

PLEASE NOTE: This Development Approval **DOES NOT constitute a building permit**, for which a separate application must be made to the Shire. You must not commence development until you have also obtained a building licence, together with any additional approval which may be required from other government agencies under separate legislation. If your property is the subject of a strata/survey strata plan, you may also need to obtain approval from the other owners under the Strata Titles Act. It is your responsibility to obtain any additional approvals required before work can lawfully commence.

Please quote the above Reference in any future correspondence to Council on this matter, and if you have any queries or require any further information please do not hesitate to contact this office.

Yours faithfully

**GARRY KEEFFE
CHIEF EXECUTIVE OFFICER**

9 August 2022

Encl.

Northampton • Kalbarri • Horrocks • Port Gregory • Isseka • Binnu • Ajana



-2-

199 Hampton Road
PO Box 61
Northampton WA 6535

P 08 9934 1202
F 08 9934 1072
E council@northampton.wa.gov.au
W www.northampton.wa.gov.au
D/A No: 2022-063

DETERMINATION ON APPLICATION FOR DEVELOPMENT APPROVAL
Planning and Development Act 2005

Shire of Northampton Local Planning Scheme No. 11 – Kalbarri

Applicant:	James Howieson		
Owner:	JP & JP Howieson		
Location/Lot:	41	No:	4
Street:	Phelps Loop	Suburb/Locality:	Kalbarri
Application date:	6 June 2022	Received on:	30 June 2022
Description of proposed development/use:	Single House & Outbuilding (R-Code variation)		
Date of Determination:	9 August 2022		

The application for development approval is APPROVED subject to the following:

- 1 Development shall be in accordance with the attached approved plans dated 9 August 2022 and subject to any modifications required as a consequence of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the local government;
- 2 If the development/use the subject of this approval is not substantially completed within a period of 2 years after the date of the determination the approval shall lapse and be of no further effect;
- 3 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition;
- 4 A building permit shall be issued by the local government prior to the commencement of any work on the site;
- 5 The development/land use is to be located entirely within the property boundary;
- 6 All stormwater is to be disposed of on-site to the specifications and approval of the local government;
- 7 Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;
- 8 Installation of crossing places and verge gradients shall be to the standards and specifications of the local government (refer to Advice Note 1.);
- 9 Access, driveway, manoeuvring and car parking areas to be paved/sealed, drained and thereafter maintained to the approval of the local government;

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-3-

- 10 All parking of vehicles (including boats and trailers) associated with the property is to be provided for within the property boundary, and the street verge area is to be kept free of such vehicles;
- 11 A materials and colour schedule shall be submitted at the time of application for a building permit to the approval of the local government;
- 12 Bin storage and clothes drying areas shall be provided and appropriately screened such that they are not visible from the view from the street/s, to the approval of the local government;
- 13 Any lighting installed on the building, yard areas or car parking areas shall be located and designed in a manner that ensures:
 - (a) all illumination is confined within the boundaries of the property; and
 - (b) there shall not be any glare nuisance caused to adjoining residents or passing traffic, to the approval of the local government;
- 14 A Bushfire Attack Level (BAL) assessment, in accordance with *State Planning Policy 3.7 Planning in Bushfire Prone Areas* be undertaken and submitted, with any further conditions from this assessment addressed, prior to issuance of a Building Permit, to the approval of the local government; and
- 15 The Applicant/Owner shall include the minimum tree requirement on Lot 41, being one (1) tree with a minimum tree planting area of 2 metres by 2 metres per tree within the street setback area of Lot 41 Phelps Loop so as to address the requirements of *Clause 5.3.2 Landscaping of the Residential Design Codes (2021)*.
- 16 The approved outbuilding component (i.e. named 'shed') is only to be used for general and vehicle storage purposes and minor maintenance upon vehicles housed therein to the approval of the Local government and shall NOT be used for habitation, commercial or industrial purposes; and
- 17 The construction of the outbuilding (but not including the laying of a cement pad) shall NOT be commenced prior to the construction of the dwelling unless the following can be satisfied:
 - (a) A building permit for the dwelling and outbuilding has been issued;
 - (b) The Applicant has lodged a Statutory Declaration providing a commitment to commence construction of the dwelling within 6 months of the outbuilding;AND
 - (c) The Applicant has paid a bond of \$10,000 to the Shire of Northampton, that would be repaid to the Applicant upon satisfactory completion and final inspection of the dwelling.

-4-

Advice Notes

Note 1: With regard to Condition No 8, it is advised that the Applicant should liaise with the Shire of Northampton's Manager of Works and Technical Services to determine crossover, verge gradient and additional retaining requirements.

Note 2: With regard to Condition No. 16, the minimum tree planting area is to be provided each tree and shown on the site plan. The tree planting area is to be free of impervious surfaces and roof cover.

Note 3: If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

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

Note 5: Assessment of the application was based on the use of the dwelling for residential purposes and any changes to this use (eg. for tourist/holiday accommodation) requires further application and development approval for that use.

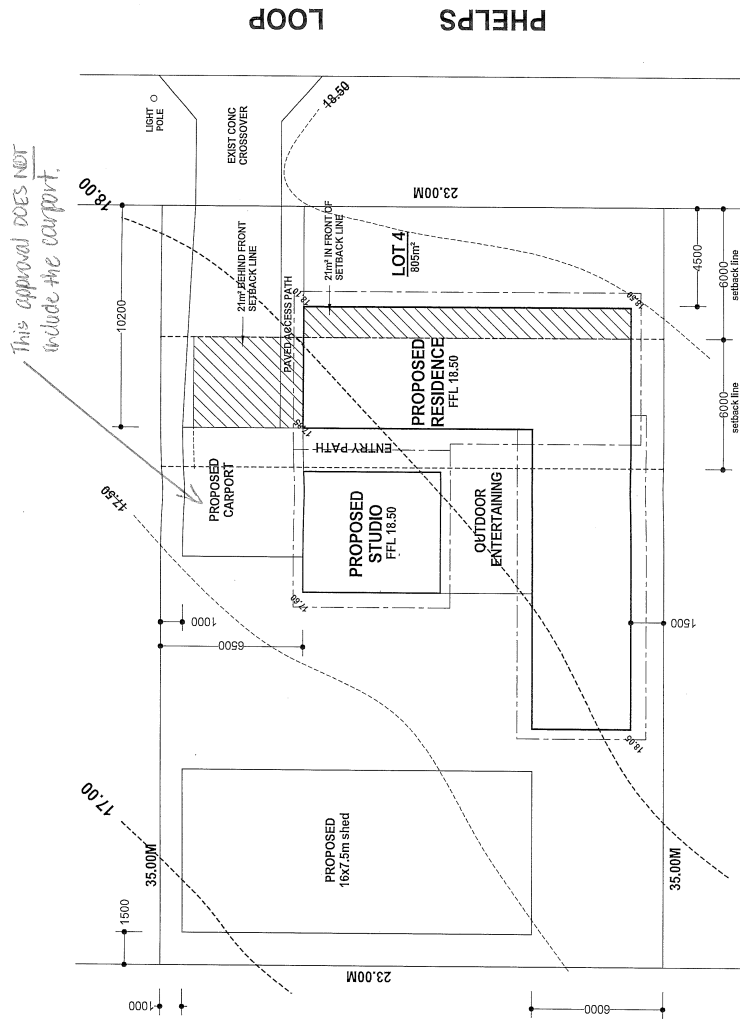
Note 6: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of determination.



GARRY KEEFFE
CHIEF EXECUTIVE OFFICER

(for and on behalf of the Shire of Northampton)

9 August 2022



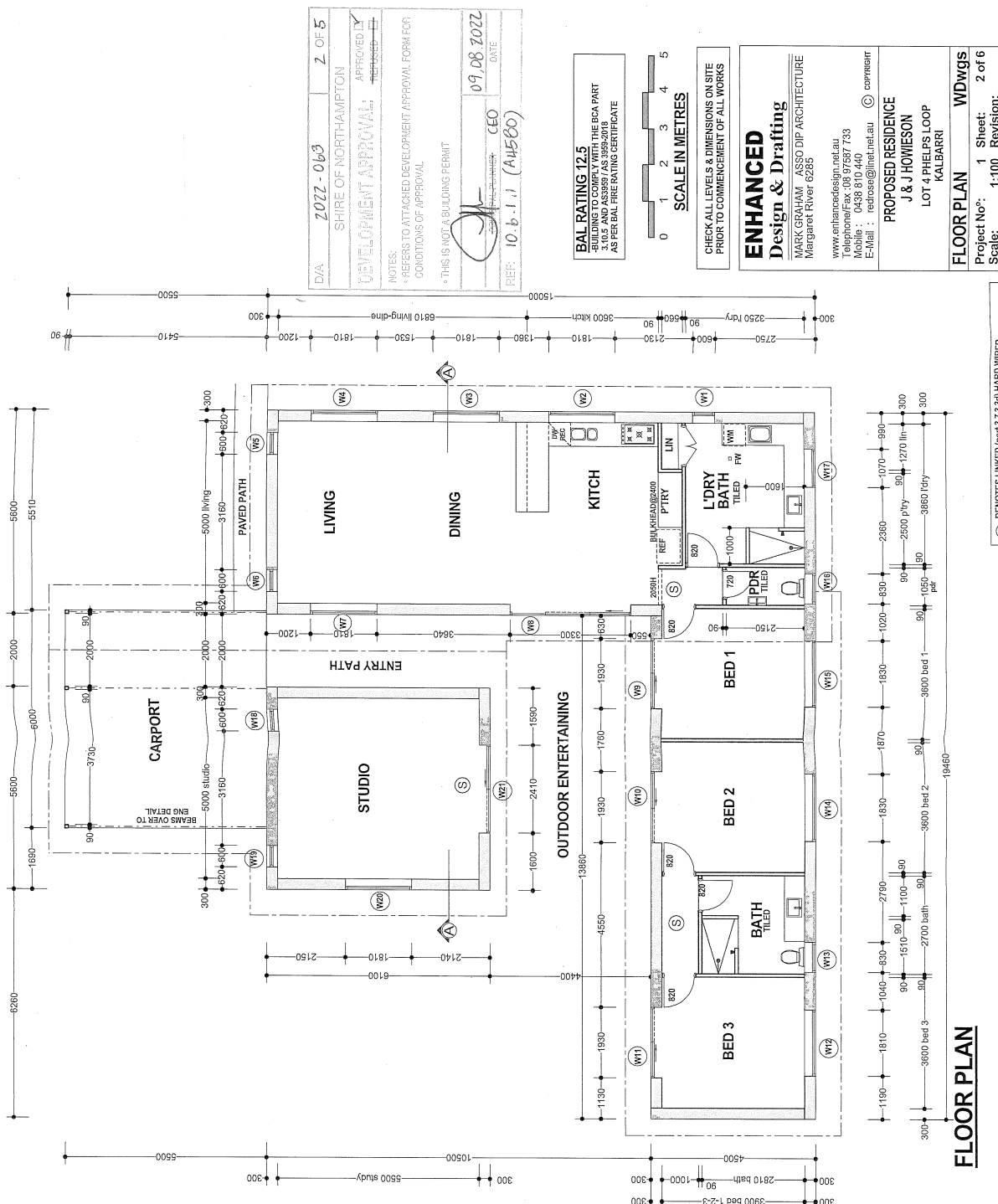
D/A 2022-063 1 OF 5
 SHIRE OF NORTHAMPTON
 DEVELOPMENT APPROVAL: APPROVED REFUSED
 NOTES:
 * REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL
 * THIS IS NOT A BUILDING PERMIT
 DATE 09.08.2022
 REF: D.B.I.I. (A4580)
 CEO

CHECK ALL DIMENSIONS & LEVELS ON SITE PRIOR TO COMMENCEMENT OF ALL WORKS

BAL RATING 12.5
 - BUILDING TO COMPLY WITH THE BCA PART 3.10.5 AND AS3989 / AS 3989-2018 AS PER BAL FIRE RATING CERTIFICATE

ENHANCED Design & Drafting MARK GRAHAM ASSO DIP ARCHITECTURE PO Box 487 Margaret River 6285 www.enhancedesign.net.au Telephone/Fax 08 97387 733 Mobile : 0458 810 440 E-mail : rscrope@iminet.au © COPYRIGHT	PROPOSED RESIDENCE J & J HOWIESON LOT 4 PHELPS LOOP KALEBARRI
	SITE PLAN Project No: 1 Scale: 1:200 Date: 23-05-22 Sheet: 1 of 6 Revision: 1 Dwg: A3

SITE PLAN



AREAS:
 LIVING: 146.30m²
 STUDIO: 34.00m²
 CARPORT: 33.00m²

NORTH

D/A: **2022-063** 2 OF 5
 SHIRE OF NORTHAMPTON
 APPROVED [checkmark]
 DEVELOPMENT APPROVAL

NOTES:
 * REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL
 * THIS IS NOT A BUILDING PERMIT

REF: **IO. b. i. i (AH500)** CEO
09.08.2022 DATE

BAL RATING 12.5
 - BUILDING TO COMPLY WITH THE BCA PART 3.10.5 AND AS3959 / AS 3959-2018 AS PER BAL FIRE-RATING CERTIFICATE

SCALE IN METRES

CHECK ALL LEVELS & DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF ALL WORKS

ENHANCED Design & Drafting
 MARK GRAHAM ASSO DIP ARCHITECTURE
 Margaret River 6288
 www.enhancedesign.net.au
 Telephone/Fax: 08 97587 733
 Mobile : 0438 810 440
 E-Mail : retirose@lnet.net.au

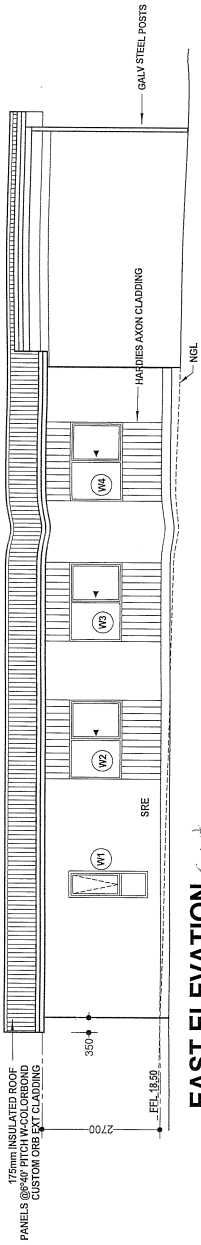
PROPOSED RESIDENCE
J & J HOWIESON
 LOT 4 PHELPS LOOP
 KALBARRI

FLOOR PLAN WDWWS
 Project No.: 1 Sheet: 2 of 6
 Scale: 1:100 Revision:
 Date: 23-05-22 Dwg: **A3**

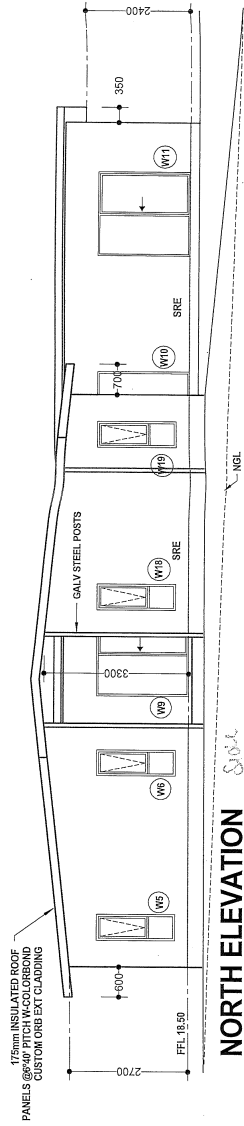
- NOTE:**
- R4 INSULATION BATTS TO CEILING AREA
 - R15 FLOOR INSULATION UNDER SLABS
 - ALUMINIUM POWDER COATED WINDOW FRAMES WITH INSECT SCREENS TO EACH OPENING
 - RNDP SKirting THROUGHOUT
 - QUALITY BOSTON TILE TO BE USED TO DETAIL
 - RECESS SHIR FLOORS 30MM
 - SOLAR HWU
 - ENSURE ALL CONSTRUCTION COMPLIES WITH RELEVANT & LATEST AUSTRALIAN STANDARDS & BCA REQUIREMENTS

S) NOTES LINKED (REF 3.7.2) LARD WIRCO SMOKE ALARM TO BCA PART 3.7.2 and TO AS3786

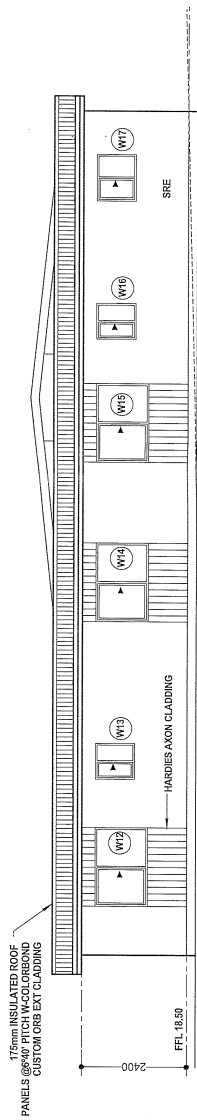
ATTACHMENTS - Ordinary Meeting of Council - 17 July 2025



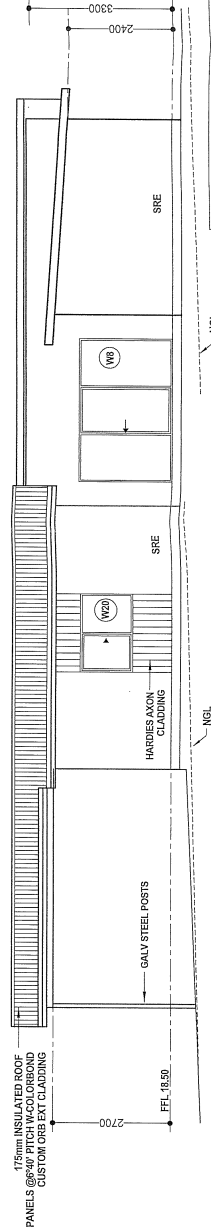
EAST ELEVATION *front*



NORTH ELEVATION *Side*



SOUTH ELEVATION *Side*



WEST ELEVATION *(R)*

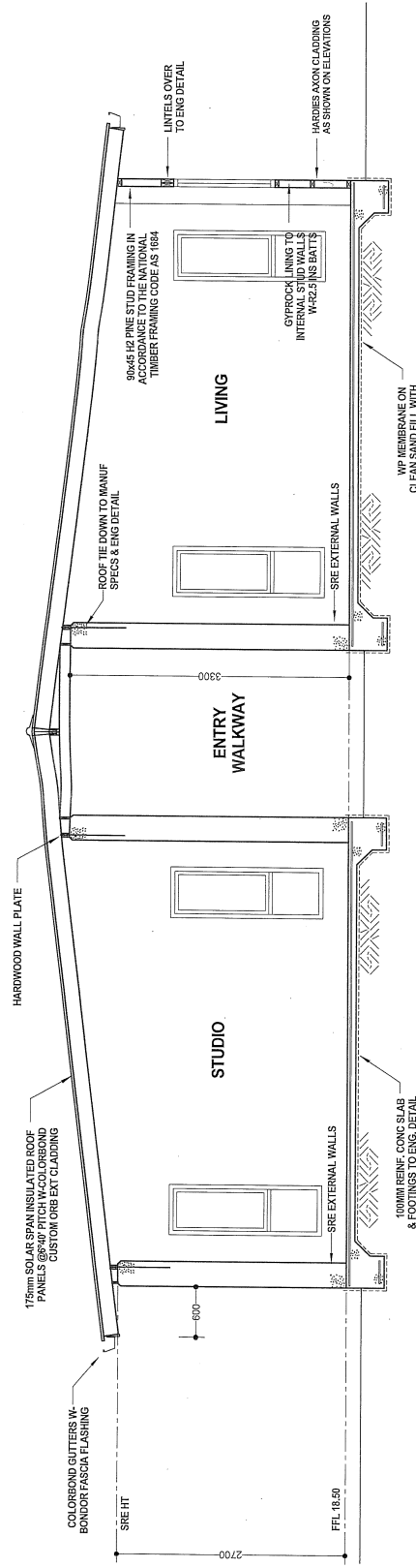
D/A	2022-063	3 OF 5
SHIRE OF NORTHAMPTON		
DEVELOPMENT APPROVAL: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> REFUSED <input type="checkbox"/>		
NOTES: 1. REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL 2. THIS IS NOT A BUILDING PERMIT		
DATE	09.08.2022	
REF:	10.6.1.1 (A4500)	

CHECK ALL LEVELS & DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF ALL WORKS

ENHANCED Design & Drafting
 MARK GRAHAM ASSOC DIP ARCHITECTURE
 Margaret River 6285
 www.enhancedesign.net.au
 Phone : 0838 810 733
 Mobile : 0438 810 440
 E-Mail : redress@inet.net.au copyright

PROPOSED RESIDENCE
J & J HOWIESON
 LOT 4 PHELPS LOOP
 KALBARRI

ELEVATIONS **WDwgs**
 Project No: 1 Sheet: 3 of 6
 Scale: 1:100 Revision:
 Date: 30-03-22 Dwg: **A3**



SECTION A

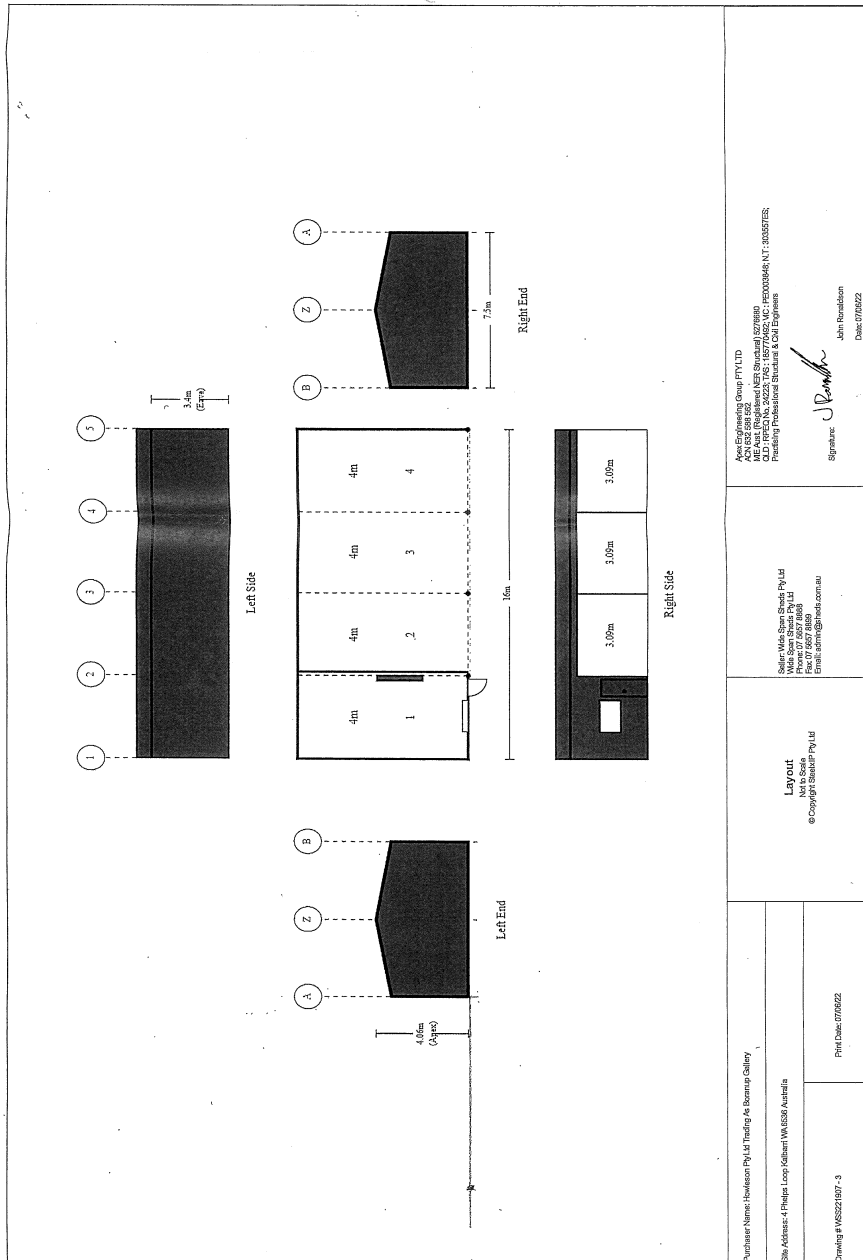
D/A	2022-063	4	OF 5
SHIRE OF NORTHAMPTON			
DEVELOPMENT APPROVAL: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> REFUSED <input type="checkbox"/>			
NOTES: * REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL * THIS IS NOT A BUILDING PERMIT			
REF:	10.b.1.1 (A4500)	CEO	DATE 09.08.2022

CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF ALL WORKS

ENHANCED Design & Drafting
 MARK GILLHAM ASSO DIP ARCHITECTURE
 100 West Macgregor River #285
 www.enhancedesign.net.au
 Telephone/Fax: 08 97597 733
 Mobile: 0438 810 440
 E-Mail: redrose@inet.net.au © copyright

PROPOSED RESIDENCE
J & J HOWIESON
 LOT 4 PHELPS LOOP
 KALBARRI

SECTION B **WDwgs**
 Project No*: 1 Sheet: 4 of 6
 Scale: 1:50 Revision: 1
 Date: 30-03-22 Dwg: A3



D/A	2027-063	SHIRE OF NORTHAMPTON	5 OF 5
DEVELOPMENT APPROVAL			
NOTES:		APPROVED <input checked="" type="checkbox"/>	REFUSED <input type="checkbox"/>
* REFERS TO ATTACHED DEVELOPMENT APPROVAL FORM FOR CONDITIONS OF APPROVAL			
* THIS IS NOT A BUILDING PERMIT			DATE
REF: 10.0.1.1 (A4580)			09.08.2022
Signature: <i>[Signature]</i>			CEO

Publisher Name: Howson Pty Ltd Trading As: Beernup Gallery Show Address: 4 Phidippi Loop Kilsyth WA 6155 Australia Drawing # WSS21207 - 3 Print Date: 07/08/22	Layout Not to Scale © Copyright Skanska Pty Ltd	Skanska Skanska (WA) Pty Ltd Project # 2022-0001 Email: skanska@skanska.com.au Signature: <i>[Signature]</i> John Howson Date: 07/08/22	Apex Engineering Group Pty Ltd ACN 632 081 952 10/110000 (ANZ) (SPECIAL) 157600 QLD: 18672023 TAS: 18672023 VIC: 18672023 WA: 18672023 NT: 30265789 Practising Professional Engineers & Civil Engineers
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CONTESSI
KALBARRI



CONT
KALB

Lot 41, 4 Phelps Loop, Kalbarri, WA 6536



🏠 803m² • Residential land

\$250,000

Can you afford this property?

Understand your repayments to see if this property is right for you.

Calculate



7/2/25, 11:37 AM

Lot 41, 4 Phelps Loop, Kalbarri, WA 6536 - Residential Land for Sale - realestate.com.au

See your travel time ▼

Property highlights

✦ AI-generated from property description ⓘ



Approved house plan included

Working drawings available for the approved 803sqm residence.



4-bay wide-span shed

Erected shed with commercial shelving, insulation, and underground services.



Infrastructure complete

Underground power and water; advanced drainage system in place.

Was this helpful? 👍 🗨️

Prime Development Opportunity - Approved House & Infrastructure in Place

LOT 41, 4 PHELPS LOOP, KALBARRI

Seize this incredible opportunity to secure a well-prepared lot with extensive groundwork already completed! This property comes with an approved house plan, working drawings, and significant infrastructure, making it the perfect head start for your dream build.

Key Features:

- 4 Bay Wide Span Shed already erected
- Underground Services Ready - Pipes and electrical work for water and power installed for both the proposed house and shed.
- Advanced Drainage System - Two large soak wells linked by a blue metal leach drain in front of the shed.

<https://www.realestate.com.au/property-residential+land-wa-kalbarri-204146940>

2/10

7/2/25, 11:37 AM

Lot 41, 4 Phelps Loop, Kalbarri, WA 6536 - Residential Land for Sale - realestate.com.au

- Shed with Storage & Insulation - The locked-up bay includes commercial shelving all around and insulation.
- Additional commercial shelving is installed at the rear of the shed.
- Approved House Plans - Working drawings available for the approved residence.
- Bonus Bathroom - Originally designed as an outdoor shower, this additional feature provides extra convenience.

DevelopmentWA Town Estate

- * 803sqm
- * 23m Frontage
- * 2 minutes from town
- * Land Rates approx \$750pa
- * Water Rates approx \$750pa
- * Mains Water Available
- * Deep Sewerage Available
- * Power Available
- * 3 Year building time limit applies to this piece of Kalbarri paradise.
- * Video: <https://youtu.be/Dmygu4IZ9l0>

Contact Loni Visser on 0458 663 995 to arrange an inspection today!

Kalbarri, a captivating coastal town in Western Australia, is not only celebrated for its natural beauty and outdoor adventures but also for its exciting future prospects.

Stunning Natural Landscapes

Kalbarri is renowned for its breathtaking landscapes, where the Murchison River meets the Indian Ocean. The town is surrounded by the dramatic cliffs of Kalbarri National Park, featuring iconic landmarks like Nature's Window and Z-Bend Gorge. The vibrant wildflower blooms add a splash of color to the rugged terrain.

Outdoor Adventure

For those seeking adventure, Kalbarri offers an array of activities, including hiking, kayaking, and fishing. The region's diverse terrain caters to all levels of outdoor enthusiasts, from serene river cruises to challenging coastal treks.

Wildlife Viewing

The area is a haven for wildlife enthusiasts. Spot kangaroos, emus, and numerous bird species in their natural habitat. The coastal waters are also a prime location for whale watching during migration seasons.

Mild Climate

Enjoy a Mediterranean climate with warm, sunny days and mild winters, making Kalbarri an appealing destination throughout the year.

<https://www.realestate.com.au/property-residential+land-wa-kalbarri-204146940>

3/10

7/2/25, 11:37 AM

Lot 41, 4 Phelps Loop, Kalbarri, WA 6536 - Residential Land for Sale - realestate.com.au

Charming Community

The town boasts a friendly, laid-back atmosphere. Local markets, cafes, and small businesses reflect its unique character and provide a welcoming environment for visitors.

Cultural and Historical Significance

Kalbarri is rich in Aboriginal history and cultural heritage. Exploring the region offers insights into its deep-rooted traditions and stories.

Future Developments

Exciting changes are on the horizon with The Shire of Northampton's Kalbarri Foreshore Revitalisation program. This ambitious project aims to enhance the town's waterfront area, improving amenities, and creating more recreational spaces. The revitalisation will bolster Kalbarri's appeal, providing new attractions and modern facilities while preserving its natural charm.

Accessibility and Amenities

Kalbarri is easily accessible via well-maintained roads from Perth and offers a range of accommodation options, ensuring a comfortable stay for all visitors.

In summary, Kalbarri's stunning scenery, diverse outdoor activities, pleasant climate, and vibrant community make it an exceptional destination. With the forthcoming revitalisation program, the town is poised to enhance its appeal and offer even more to its residents and visitors.

Disclaimer: Contessi Kalbarri has received all property information from third-party sources. It is important to note that no guarantee or representation is provided regarding the accuracy of this information. Interested parties are strongly advised not to rely on the provided details and instead conduct their own independent inquiries. Additionally, virtual staging photos may have been included to enhance the visual representation of the property.

[Read less](#) ^

Property features

 Land size: 803m²

nbn[®] availability

nbn[®]

<https://www.realestate.com.au/property-residential+land-wa-kalbarri-204146940>

4/10



Builders Toilet abutting Front Boundary



Connection to sewer with dead vegetation strapped to it to disguise connection. Water Supply via hose.



Approved Shed with Caravan, Camper and other trailer being stored. TV Antennae on right of roof, solar panels on left



TV Antennae not attached but close to van.



Waste Water pipe curled up under van. Appears to be set up to direct wastewater into grated pit associated with unauthorized wastewater system shown overleaf.



Water hose at rear of camper and van



Power lead running from Builders Connection at front of the lot.



Grated Sump connected to unauthorised effluent disposal system. – Water Pipe from Van reaches to here.

Photo Sourced from Real Estate.com – showing multiple caravans/campers



Front of unauthorised addition – Bathroom owner describes enclosed outdoor shower



Side and rear of unauthorised extension showing washing line, gas hot water system and gas bottle connection



Location of proposed home – bulk earthworks not completed.



Brian Robinson

From: James Howieson <[REDACTED]>
Sent: Monday, June 16, 2025 9:06 AM
To: Brian Robinson
Subject: removal of outdoor shower enclosure and Builders toilet disconnection.
Attachments: builders toilet disconnected.jpg; outdoor shower removed.jpg

Hi Brian,

Further to our ongoing conversation on the outdoor shower enclosure and Builders toilet connection, please now find attached photos showing the complete removal of this structure and disconnection of the Builders toilet from the mains sewer.

I am very sorry that this was all done without your approval and felt that I needed to take immediate action to resolve these issues.

Thankyou for your patience and understanding.

--

Kind Regards

James Howieson
Director Boranup Gallery
Builders Registration No [REDACTED]
M [REDACTED]





10-b-1-r (A4580)

Michelle Allen

From: Michelle Allen
Sent: Wednesday, 22 March 2023 3:30 PM
To: 'James Howieson'
Cc: Maurice Battilana; Wendy Dallywater
Subject: Caravan Temporary Accommodation Purposes - 4 Phelps Loop, Kalbarri
Attachments: Caravans Temporary Accommodation 2018.pdf

James

Thank you for your enquiry in relation to residing in a caravan on a temporary basis on the abovementioned lot. You are **not permitted** to proceed with residing in a caravan on the abovementioned lot, for the reasons outlined below.

Camping other than at a caravan park or camping ground is regulated by the *Caravan Parks and Camping Grounds Regulations 1997* and the Shire's Local Planning Policy '*Caravans for Temporary Accommodation*', which is attached for your information.

The matter of occupancy of a caravan for temporary accommodation purposes on a residential lot is generally not approved by Council as it is considered that the use of caravans for these purposes does not meet an acceptable standard of development (by way of building and health compliance) and has a detrimental impact on the amenity of the area which is contrary to residents' expectations. Furthermore, a number of caravan parks are available within Kabbarri and offer caravan sites for this purpose

The Shire of Northampton has a Local Planning Policy (LPP) *Caravans for Temporary Accommodation*, as attached, which has been developed with a number of objectives that provide for and regulate the use of caravans for temporary accommodation purposes whilst building a residence and to ensure that this type of temporary accommodation does not compromise the amenity of residential areas.

Following the impact of Cyclone Seroja, a planning exemption process was instigated and prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. A Local Planning Policy *Disaster and Emergency Recovery* was also developed at that time to deal with these unusual circumstances with the intent of that policy being to provide the community with the ability to easily reconstruct damaged buildings and/or structures following a disaster and to ensure that development was undertaken in appropriate locations that minimised land use conflict and ensured the development was to an appropriate standard. At the time of the cyclone, a number of applications for emergency accommodation were received whereby residents met provisions of the LPP and were granted temporary approval to reside in a caravan on a time limited basis on their own lot whilst their dwelling was being repaired. Considerable time has elapsed since the cyclone and this circumstance is longer available.

An application made now to reside in a caravan on a residential lot within the Shire will not be dealt with via the *Disaster and Emergency Recovery* LPP but will be dealt with via the Shire's LPP *Caravans for Temporary Accommodation*. As stated earlier, the matter of occupancy of a caravan for temporary accommodation purposes on a residential lot is generally not approved by Council as it is considered that the use of caravans for these purposes does not meet an acceptable standard of development (by way of building and health compliance) and is considered to have a detrimental impact on the amenity of the area which is contrary to residents' expectations. Furthermore, a number of caravan parks are available within Kabbarri and currently offer caravan sites for this purpose

I trust this email provides explanatory information in relation to your request and should there be any further queries, please don't hesitate to contact me at this office.

Kind Regards

Michelle Allen
Planning Officer
Shire of Northampton
PO Box 61, Northampton WA 6535



From: James Howieson <jhowieson@westnet.com.au>

Sent: Tuesday, 21 March 2023 12:05 PM

To: Maurice Battilana <ceo@northampton.wa.gov.au>; Michelle Allen <planning@northampton.wa.gov.au>

Subject: Caravan- 4 phelps loop

Hi Michelle,

I am the registered builder aiming to commence construction at lot 41 / 4 Phelps Loop on Tuesday 12th April. As accommodation or a caravan site is impossible to secure in Kalbarri it is my intention to reside on the block to do the earthworks for a fortnight in April in a caravan.

Water and power will be on and we will hire a site toilet.

We aim to complete much of the earthworks in this stint and begin prep for the house and shed pads.

Do you require any formal application for this or am I right to proceed?

Thank You

--

Kind Regards

James Howieson

Builders Registration No [REDACTED]

M [REDACTED]

L 97 577585

DELEGATED PLANNING DECISIONS JUNE 2025

2025-043	DR ASH	LOT 63 (No. 10) HORAN WAY, HORROCKS	ADDITIONS TO DWELLING (DECK)	19 June 2025 Council Decision	\$38,000
2025-044	WA COUNTRY BUILDERS	LOT 56 (No. 33) PELICAN ROAD, KALBARRI	DWELLING – SINGLE	24 June 2025	\$608,006
2025-045	MI GLOBAL	LOT 56 (No. 33) PELICAN ROAD, KALBARRI	OUTBUILDING	25 June 2025	\$29,329
2025-046	PIQUE MOD	LOT 100 (No. 4) OPAL CIRCUIT, KALBARRI	DWELLING – SINGLE	18 June 2025	\$246,000
2025-047	SP & JJ LUNDY	LOT 264 (No. 5) STEMODIA STREET, KALBARRI	RETROSPECTIVE APPROVAL – CHANGE OF USE FROM A DWELLING TO HOLIDAY HOUSE	19 June 2025 Council Decision	**

ATTACHMENT 9.5.1(1)

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - JUNE 2025						
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
30/06/2025	25028	Daryl and Carla Hancock	MI Global Constructions	33 (Lot 56) Pelican Road, Kalbarri	Construct steel-framed shed	\$ 29,329.30
3/06/2025	25039	Nadine Johnstone	Rohan McCabe	112 (Lot 80) Michel Street, Horrocks	Replace retaining wall	\$ 79,000.00
30/06/2025	25045	Daryl and Carla Hancock	WA Country Builders Pty Ltd	33 (Lot 56) Pelican Road, Kalbarri	Construct four-bedroom double-brick dwelling and limestone retaining wall	\$ 608,006.00
26/05/2025	25048	Justin Davis and Katrina Bryce	Mr Cut Demolition	29 (Lot 120) Mortimer Street, Kalbarri	Full demolition of dwelling	\$ 48,640.00
30/06/2025	25049	David Ash	MT & HM Barnden	10 (Lot 63) Horan Way, Horrocks	Construct timber-framed balcony extension	\$ 38,000.00
30/06/2025	25057	GCLE Pty Ltd	Owner/Builder	35 (Lot 117) Mortimer Street, Kalbarri	Construct timber-framed carport and shed	\$ 17,500.00
3/06/2025	25058	Paul Husbands	Auspan Building Systems	156 (Lot 19) Chisholms Road, Alma	Construct steel-framed machinery storage shed	\$ 112,864.40
30/06/2025	25059	Darren Lister and Jeneza Hooper	Ashley Moore	40 (Lot 143) Lawrence Loop, Kalbarri	Construct limestone retaining wall	\$ 19,800.00
26/06/2025	25060	Robyn O'Meagher	Murray River North Pty Ltd T/A TR Homes	25 (Lot 64) Fifth Avenue, Northampton	Construct three-bedroom steel-framed modular dwelling	\$ 455,599.00
30/06/2025	25062	Elaine O'Byrne	Owner/Builder	20 (Lot 902) Mallard Street, Kalbarri	Construct steel-framed three-bedroom dwelling, carport and patio	\$ 150,000.00

Re: KOA 2025 Music Event - 4th & 5th April 2025 - Post Event Follow-up



Music On Murray

To Wendy Dallywater; Brian Robinson; Andrew Campbell; des.pike@bigpond.com;
 Kalbarri Sport and Recreation Club

6/15/2025

Thanks for your reply and acknowledgements.

We really just want to run a great event that Kalbarri will love and call it their own, and for musicians to get a chance to play somewhere different, get some more experience and Kalbarri reap the benefit from it economically.

We make zero profit (in fact, it has cost a lot, but it's worth it to us), so we are not motivated by selfish intentions. I just want that to be crystal clear. I know there aren't many people left in the world who have such intentions, but I grew up in Kalgoorlie and spent 30 years in Goldfields-Esperance, so I have those community values.

I've spoken with the Kalbarri Sport & Rec Committee who have advised we can have the oval for the 2026 event on 17th and 18th April, so we will have to move forward with planning for those dates.

If there are going to be major blockers with us moving ahead on these dates, could you please let me know as early as possible so as not to waste our time. What we need is a 'yes' from the Shire for those dates, so then we can put the formal parts together and send it through.

Is that doable?

Many thanks

Kim

From: Annette Davoren <>
Sent: Wednesday, June 18, 2025 12:23 PM
To: Northampton Admin <council@northampton.wa.gov.au>
Subject: Proposed parking laws comment

Good afternoon

As licensee of the Northampton Post Office, I write to you regarding the 5-minute parking sign outside the Post Office. I have noted that the northern sign is near the Elder's entrance and the southern sign is tucked away behind the verandah posts and unable to be seen when driving or parking in a southerly direction.

Over the past 12-15 months I have noted people parking, particularly cars with caravans or trailers, in front of the Post Office for lengthy periods, preventing Post Office customers from easy access. I have had many complaints regarding this from customers. My concern is the elderly demographic of our community having decreased access to close parking for Post Office services.

I have also had damage to the guttering on the verandah of the Post Office due to a wide caravan hitting it whilst parking.

Would it be possible outside the Post Office for

- more prominent signage and/or road painting to be implemented?
- ACROD parking bay
- No parking for caravans and trucks

With regards to the northern end of the Hampton Road shopping precinct, my concern is for the parking of caravans and larger vehicles on the main street, both blocking visibility and taking up several car park bays at a time for lengthy periods. I believe there is larger vehicle parking accessible behind Hampton Gardens for these vehicles, however there is minimal signage in this area to indicate the available parking for these vehicles.

Many thanks for the opportunity to comment on the parking laws.

With kind regards

Annette Davoren



Bush Fire Advisory Committee

Terms of Reference

Status	Advisory Committee
Members:	<p>Voting Members (7)</p> <p>1 Councillor Chief Bush Fire Control Officer 5 Bush Fire Brigade Representatives, being:</p> <ul style="list-style-type: none"> - 1 Ajana/Binnu - 1 Horrocks; - 1 Isseka; - 1 Port Gregory/Yalbatharra; - 1 Sandy Gully/Alma <p>Non Voting representatives (5)</p> <ul style="list-style-type: none"> - Executive Manager of Community, Development & Regulation; - Department of Biodiversity, Conservation and Attraction; - Department Fire and Emergency Services - Northampton Volunteer Fire and Rescue Service - Kalbarri Fire and Rescue Services
Proxies:	1 representative for each brigade and Councillor
Quorum:	At least 4 Members of the Committee
Term of Appointment:	Expires 18 October 2025
Office Responsible:	Executive Manager Community, Development and Regulation
Meetings	3 meeting per year. The Chairperson or Shire Chief Executive Officer may call supplementary meetings when required.

Functions of the Committee

To represent Volunteer Bush Fire Brigades within the Shire of Northampton and to make recommendations to Council on the following:

1. Advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires;
2. Annual bushfire budget and relevant financial matters;
3. Annual Review of the Shire's Annual Firebreak Notice;
4. Standards of equipment that should be provided and maintained under Brigade Control;
5. General Maintenance and capital works on Bushfire Brigade Stations;
6. Planning, setting standards and works program for fire prevention within the Shire;
7. Composition, formation, rationalisation or winding up of any Bush Fire Brigades within the Shire;
8. Preparation and periodical review of a Bush Fire Operational Procedure Manual to guide the management and co-ordination of Bush Fire Fighting resources within the Shire; and
9. Ensuring co-operation and co-ordination of bush fire brigades in their efforts and activities including training of brigade members.

MEMBERS UPDATED 24 OCTOBER 2023

Cr Karl Suckling	Councillor
Mr Rob McKenzie	Chief Bushfire Control Officer
Mr Kyle Carson	Ajana/Binnu BFB - Captain
Mr Lindsay Rowe	Horrocks BFB - Captain
Mr Wes Teakle	Isseka BFB
Mr Joe Wood	Port Gregory/Yallabatharra – Captain
Mr Scott Bridgeman	Sandy Gully/Alama BFB - Captain

PROXIES

Cr -----	Councillor (proxy)
Mr Scott Bridgeman	Deputy CBFCO - South
Mr Damien Harris	Deputy CBFCO - North
Mr Jerome Drew	Ajana/Binnu BFB – Deputy Captain
TBC	Horrocks BFB
Ms Tatiana	Isseka BFB
Vafiedes Mr Trent	Port Gregory/Yallabatharra
Suckling	Sandy Gully/Alama BFB

Non Voting Members

Executive Manager Community, Development and Regulation
Department Biodiversity Conversation and Attractions
Department Fire & Emergency Services
Northampton Volunteer Fire and Rescue Service
Kalbarri Volunteer Fire and Rescue Service
Shire of Northampton Ranger



Informal Meeting Notes from the Bush Fire Advisory Committee Meeting held at the Shire of Northampton Council Chambers, Northampton on Monday 26 May 2025

1.0 Meeting Opening

The meeting commenced at approximately 2:00pm

2.0 Attendance

Joe Wood – Captain Port Gregory/Yallabatharra BFB
 Scott Rintoul – Captain Northampton VFRS
 Karl Suckling – Shire Councillor
 Brian Robinson – Acting Chief Executive Officer

Guests

Mark Teale – Department of Fire and Emergency Services
 Tatiana Vafiades – Secretary Port Gregory/Yallabatharra Brigade

3.0 Apologies

Rob McKenzie – Chief Bush Fire Control Officer (CBFCO) & Captain Isseka BFB
 Lindsay Rowe – Captain Horrocks BFB
 Travis Glass – Captain Kalbarri VFRS
 Kyle Caron – Captain Ajana/Binnu BFB
 Damien Harris – Deputy CBFCO North
 Scott Bridgeman – Deputy CBFCO South
 Captain Sandy Gully/Alma BFB

4.0 Confirmation of Minutes

The minutes from the previous meeting could not be confirmed due to a lack of a quorum. Minutes to be considered at next available meeting.

5.0 Business Arising from Last Meeting

See attached Action List.

6.0 General Business

7.1 Bushfire Operational Guidelines

At the BFAC meeting held in March 2025, the Committee indicated a preference for Bushfire Operational Guidelines being based on the Shire of Collie Operational Guidelines. Draft Guidelines have now been prepared by the Executive Manager of Community, Development & Regulation.

Copies of the draft were provided to committee members at the meeting. Copies to be provided to those not in attendance for consideration at the next BFAC meeting.

7.2 Review of the 2024/2025 Annual Firebreak Notice

A copy of the 2024/2025 annual firebreak notice is attached for the purposes of discussion and feedback. Formal adoption of the notice could not be achieved due to a lack of a quorum.

Some discussion occurred where it was identified that previous Annual Fire Break Notices had been aligned with the Shire of Chapman Valley. Those present generally agreed that the closed season should end on 1 March, allowing permits to be required up to 14 April.

Further input from BFAC for the 2025/2026 fire season to be obtained via email.

7.3 Future Chief Bush Fire Control Officer Arrangements

In recent years, the Chief Bush Fire Control Officer has been a Council appointed position, who has performed as CBFCO as part of their duties.. Whilst there are no issues with a Shire Officer being the CBFCO, the Advisory Committee may wish to nominate an external member.

Matter to be discussed at next available meeting.

7.4 Use of Private Vehicles

DFES Guidelines for Operating Private Equipment at Fires were provided to for members information and reference at the 24 March 2025 meeting, with the intent of detailed discussions occurring at this BFAC meeting.

Whilst some discussion occurred, the matter will need to be formally considered at the next BFAC meeting.

7.5 Local Government Grants Scheme (ESL)

DFES has finalised their allocation for the Shire of Northampton. Having regard to the Shire's submission DFES has agreed to an increase in the allocation to \$55,000 with an additional \$10,000 for Personal Protection Clothing.

Further information was provided to those present at the meeting.

7.6 2025/2026 Personal Protection Clothing Requirements

With the additional funding allocation from DFES, the Shire's draft budget currently contained funding of \$15,000 towards PPC requirements.

Brigades are requested to supply a list of PPC requirements to the CBFCO prior to 30 June 2025 in order that orders may be placed for PPC. It must be acknowledged that adequate funding is unlikely to be available to meet all requests.

Priority should be given to the replacement of PPC that is more than five years old. *Detailed discussions occurred as to what equipment may be classified as Personal Protection Clothing.*

7.7 Training

Council has been requested to increase the funding allocation for training, ensuring that some funds will be available to meet costs associated with training.

Brigades are requested to identify training needs by 30 June 2025, in order that the training the Shire is able to support can be planned immediately following the Shire's adoption of the Annual Budget.

The matter was discussed and it was generally agreed that the priority needs to be training of Chief Bushfire Control Officers. Shire Officers to liaise with Department of Fire and Emergency Services over potential training units that would be available to brigade members.

7.8 Review of Bush Fire Management Plan

The Shire's Bush Fire Management Plan, which can be used to secure Bush Fire Mitigation Funding from DFES is now overdue for review. BFAC were advised that it was proposed that an appropriate consultant will be employed to prepare a Bush Fire Management Plan and that Council will be requested to consider funding this review as part of the coming budget.

Unfortunately due to significant budget constraints an allocation has not been included within the draft budget. It therefore appears to progress this matter in the next financial year, the review will need to be completed 'in house'.

7.9 Proposal for Community Emergency Services Manager

At the 24 March meeting, BFAC was advised that the Shires of Northampton and Chapman Valley were unsuccessful in an application for funding of a shared Community Emergency Services Manager position.

Preliminary advice is that this will be further considered by the State and that it may be supported in 2026.

8.0 Other Business

Nil.

9.0 Next Meeting

To be confirmed

10.0 Closure

Shire of Northampton Bush Fire Advisory Committee – List of Actions from Minutes				
No	Action	Comment	Responsible Officer	Status
1.	Supply DFES approved communication Devices for each Brigade	Discussions to occur with DFES over potential supply of communication devices as part of Shire's Operational Grant. Potential supply of 2 DFES approved hand held community devices per brigade as part of the 2025/26 DFES Operational Grant.	EMCDR	Commenced.
2.	<i>A list of equipment and contractors available for fire mitigation and response situations</i>	26/5/25 – DFES waiting for roll out.	CBFCO	Pending
3.	Secure Use of High Season appliance from DFES for 2025/26 fire season.	As a minimum high season appliance to be sought over harvest period, preferably a 4.4 if available	CBFCO	Pending
4.	Testing of Automatic Vehicle Location Devices	Testing of AVL's to occur in a coordinated manner.	CBFCO/Deputy CBFCO's	Pending
5.	Preparation of Bush Fire Operational Guidelines	Draft Guidelines to be prepared based on Collie example for consideration at the next meeting (19/5).	EMCDR	Draft Prepared
6.	The Terms of Reference be updated with the identified proxies.	An agenda item is being prepared for consideration at 17 April 2024 Council meeting.	EMCDR	Completed
7.	Secure Budget funds to undertake a formal review of the Shire's Bush Fire Management Plan.	Subject to Shire budget process. 26/5/25 - DFES Officer Mark Teale to advise if assistance can be made available from DFES.	EMCDR	Pending
8	Additional water resources for fire fighting	Funding to be sought under the Shire's proposed 2025/26 Annual Budget towards a water tank and associated	EMCDR	Pending.

		water supply for the purposes of fire fighting and road maintenance.		
9	Standardisation of Fire Fighting Couplings	The CBFCO undertake an audit of existing couplings and obtain costs for the replacement of the couplings to be considered as part of the Shire's annual budget process.	CBFCO	Pending.
10	Additional PPE for Brigades	Shire to seek increase in funding to \$15,000 per year through DFES operational grants and/or Shire budget processes. 26/5/25 - Mark Teale to provide standard equipment list.	EMCDR	Completed
11	Additional Airports/Runways to provide water refill opportunities for aircraft.	Shire Officers to confirm current status of access arrangements for private airfields located at Northampton (primary preference), at Kyle Carson's property in Binu & West Ogilvie.	CBFCO & Manager of Corporate Services	Pending
12	Amalgamation of Isseka, Sandy Gully/Alma Bush Fire Brigades	Isseka and Sandy Gully/Alma brigades to consider potential for amalgamation.	CBFCO	Pending
13	Use of Trailers on Fire Ground	Use of trailers on fire ground to be addressed in draft Operational Guidelines (see Item 5)	EMCDR	Complete

SHIRE OF NORTHAMPTON

ATTACHMENT 9.8.1 (1)

WORKS CREW BUDGET - PROGRAM AND PROGRESS REPORT (2024/2025)

(July 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 Whelarra Road	RTR	COMPLETE	
Northampton - Fifth Street Install Stormwater	R345		Survey and Design with Consultants Procurement documents being developed
<u>LR GRANT - 152140</u>			
Little Bay Road Construct Road to Little Bay	R440	COMPLETE	
Binnu East Road reseal	R442		Removed due to pending DRFA funding works
Northampton - Hampton Road (NWCH)		COMPLETE	Front of new Elders Building
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
Carried Over from 2023/2024			
<u>Kalbarri</u>			
Karina Mews Reseal and replace concrete kerbing	R982		carry over to 2025/2026
Northampton Gwalla & Brooks Street Install of drainage c/f 21/22	R326		Remove from program
Cont.			

2024/2025 Budget Works	Job No	Status	Comments
<p><u>MUNICIPAL FUND CONSTRUCTION - 150600</u> New Projects</p> <p><u>Northampton</u></p> <p>Robinson Street Surface Correction - 2 sections and kerbing</p> <p>Fifth Street (Council Contribution) Install Stormwater</p> <p>Northampton lighting of flag poles</p> <p><u>Kalbarri</u></p> <p>Anchorage Lane Engineering Works - Investigate and Design</p> <p>Maver Street</p> <p>Glass Street - Reseal</p> <p><u>Rural</u></p> <p>Coolcalaya Road Survey Road Reserve</p> <p>Binnu East Road Floodways SLK 1</p> <p>Binnu East Road Floodways SLK 3</p>	<p>R338</p> <p>R345</p> <p>R348</p> <p>R335</p>	<p>COMMENCED</p> <p>COMMENCED</p> <p>COMMENCED</p> <p>COMPLETE</p> <p>COMMENCED</p> <p>COMMENCED</p>	<p>Survey and Design with Consultants</p> <p>So flags can be flown 24 hours per day.</p> <p>Engineering Works - investigate and design (drainage)</p> <p>Install Kerb</p> <p>c/f \$35,000</p> <p>Shire Contribution</p> <p>Shire Contribution</p>

Cont.

2024/2025 Budget Works	Job No	Status	Comments
<p><u>MUNICIPAL FOOTPATHS - 150900</u> Carried Over from 2023/2024</p>	F702		
<p>Northampton - Stephen Street Replace DUP from NWCH to West Street</p>	F707	COMPLETE	
<p>Kalbarri - Grey Street Replace DUP at front of Allen Centre</p>	F716	COMPLETE	Pending replacement of 92m DUP. Improved culvert design/installation plus additional vegetation removal.
<p>Kalbarri - Red Bluff entrance to ECO Flora</p>			
<p><u>MUNICIPAL FOOTPATHS - 150900</u> New Projects</p>	08 T379		Ongoing
<p>Kalbarri - Malaluca Pathway Maintenance of existing</p>			
<p>OTHER WORKS - MISC.</p>			
<p>Establish Drainage easements Essex to John Street Northampton</p>			
<p>Line Marking</p>			
<p>Porter St South maintain vegetation</p>			
<p>Stephen Street Depot Tree and Plant Nursery</p>			Strategic Asset Reserve as per Council decision
<p>Kalbarri Airport Tidedowns</p>			
<p>Kalbarri Airport Extra Runways Sweeping/ Slashing</p>			
<p>Port Gregory Water Supply Review</p>		COMMENCED	GHD Consultants undertaking review. Initial site visit complete
<p>Cont.</p>			

2024/2025 Budget Works	Job No	Status	Comments
OTHER WORKS - Depots/Foreshores/Ovals/Parks/Gardens/Cemeteries etc			
Northampton - Northampton Community Centre Install disabled ramp south end			
Northampton - Northampton Community Centre Treatment for rising damp - stadium wall			
Northampton - Northampton Community Centre Brick pave commentary box south to prevent moisture			
Northampton - Cemetery Install new niche wall under existing shelter	H001	COMPLETE	
Northampton - Lions Park Install 3 x stone wall seating	F012		Works Commenced
Northampton - Main Street Heritage bin surrounds Supply heritage style bin surrounds			
Northampton Entry Statement Plants		COMPLETE	
Northampton Entry Statement Solar Lighting			
Northampton Entry Signage Replacement		COMMENCED	3 x Shire entry signs ordered.
Poppet Head re-oil, bolt tighten		COMPLETE	
Bore 83 Pipeline redirect from private property		COMPLETE	
New Plants		COMPLETE	Northampton Office, Lions, Hampton gardens, NCC, Gen Gardens, Northampton Cemetery, Edna Bandy Centre

Cont.

2024/2025 Budget Works	Job No	Status	Comments
Kalbarri - Foreshore grass removal Cut down grass height along DUP area/s		COMPLETED	LCCI funded - Funding Source change to offset deficit
Kalbarri - Foreshore shelter Install Foreshore shelter.		COMPLETED	LCCI funded - Funding Source change to offset deficit
Kalbarri Oval Vermin Fencing		COMPLETED	
Kalbarri/ Verticut/topdress/fertiliser		COMPLETED	
Horrocks - Foreshore grass removal Cut down grass height along DUP area/s		COMPLETED	
Horrocks - Foreshore water supply holding tank Remove existing and place new		COMPLETED	
Horrocks water tank monitoring system Water system upgrade	3664	COMPLETED	
Horrocks - Install shower Install shower at top of Jetty boardwalk		COMPLETED	
Port Gregory - Carpark Construction/Renovations Foreshore carpark area	3714	COMMENCED	Shelter, paving, fencing install outstanding
Port Gregory - Non Potable water supply holding tank Install new water supply holding tank	99 5414	COMPLETED	
Port Gregory Water Monitoring System		COMPLETED	
Port Gregory Tip Site Install cover over 'Oil Reciprical'		COMPLETED	

Cont.

2024/2025 Budget Works	Job No	Status	Comments
<u>PLANT ITEMS - Major</u>			
Northampton - New Truck (Construction) Purchase new - trade/sell existing P217 Mitsi	4214/99		Pending Plant Review
Northampton - New Truck Trailer (Construction) Purchase new - trade/sell existing P218 Trailer	4214/99		Pending Plant Review
Tip Truck (Rubbish Truck Kalb)		COMPLETED	New \$130,000 less sell P273 \$20,000 (net figure) Order made - AFGR!
Mower Front Deck (ride on mower Kalb)		COMPLETE	New \$55,000 less sell P306 \$30,000
Ute (Manager Parks & Gardens) (Ex EMCS)		COMPLETE	New \$45,000 less sell P294 \$5,000
2wd Ute Northampton		COMPLETE	Existing vehicle repurposed to Horrocks
4WD Ute (Northampton Ranger) replacement			
<u>PLANT ITEMS - Minor/Other/Sundry tools</u>			
Northampton Depot 30 KVA Gense/ electrical Fit out			Portable generator to service multiple locations if required.
Multi-use Trailer		COMPLETE	Multi-use Trailer - Generator mobility and other uses
CAT Backhoe mesh guards (front & rear)		COMPLETE	
Confined Space Equipment Blackwoods Quote		COMPLETE	
Northampton Maint Truck - Small fridge	7362/02	COMPLETE	
Trailer 8x5 Northampton Depot		COMPLETE	New request (CEO)
Alcohol and Drug Test Equipment		COMPLETE	
131NR - EMWTS Ranger - Dual Battery Installation		COMPLETE	
131NR - EMWTS Ranger Dashcam		COMPLETE	
Whipsnips (Niton & Hks)			

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		COMPLETE	
High Pressure Cleaner Bin Truck			To be combined with ordering of new truck.

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**SHIRE OF NORTHAMPTON
MINUTES**

**Road Infrastructure and Plant Advisory Committee held in the Council Chamber,
Northampton at 2pm, 1 July 2025**

1. DECLARATION OF OPENING OF MEETING BY CHAIRPERSON

Cr Karl Suckling declared the meeting open at 2:00pm

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ATTENDANCE / APOLOGIES

Members

Cr Karl Suckling – Chairperson

Cr Liz Sudlow – Shire President

Cr Roslyn Suckling - Councilor

Andrew Campbell - CEO

Neil Broadhurst- Executive Manager Works and Technical Services

Sean Boyce – Construction Leading Hand

Ex Officio

Joseph Wood – Community member

Nolan Harris – Community member

Tina Souroup (Minute Secretary)

Apologies

Cr Richard Burges - Councilor

4. DECLARATION OF FINANCIAL INTEREST

Nil.

5. CONFIRMATION OF MINUTES

MOVED: Suckling, R

SECOND: Sudlow, L

That the Minutes of the Road Infrastructure and Plant Advisory Committee Meeting held on 6 June 2025 be confirmed noting that Council replaced Kaiber Street with Karina Mews as a project to be completed in 2025/26.

MOTION CARRIED 6/0

FOR

Cr K Suckling

Cr R Suckling



Cr L Sudlow
 Andrew Campbell
 Neil Broadhurst
 Sean Boyce

6. 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

It was noted that an incorrect road was listed for budget consideration for the 2025/2026 Budget. Need to make note of replacement road being Karina Mews, Kalbarri.

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

- 1. Ogilvie East Road;**
- 2. Binnu East Road;**
- 3. Fifth Avenue;**
- 4. Port Street;**
- 5. Karina Mews; and**
- 6. Culvert replacements**

Committee discussion for general road inspection is scheduled for 7 August 2025, attending at Shire Office at 8:00 am Tina Souroup (Minute Secretary) driving the Bus.

Plant Replacement

A general conversation about the heavy plant idle hours with a discussion focussed on plant changeover rather than employee efficiency. A spreadsheet for April, May and June 2025 was produced and are in comparison to other construction industry vehicles.

The Committee requested Neil Broadhurst to seek pricing for trailer options for plant replacements:

Prime Movers
 Freightliner – Daimler Trucks - \$405,000
 Anthem – Mack - \$386,000

K-Hitch Drum Conmet 4mm body parallel arm HYD lid \$146,888
 As above electric mesh front to back \$152,238
 As above manual mesh front to back \$149,838

Spring options
 K-hitch 9 leaf spring and drum electric mesh front to back \$146,215



As above manual mesh front to back \$142,815
 As above parallel arm HYD lid \$139,750

Tandem dolly to suit side tipper K-Hitch 9 leaf spring and drum fixed turntable \$36,750

Discussion to get pricing on a 966 Loader to upgrade current 434 Backhoe price received is \$480,000. Current Loaders were replaced in 2022 (Northampton) and 2024 (Kalbarri).

Andrew was asked to find a consultant to assist the Shire with Plant Replacement advice and long term planning. The cost of this is approximated at \$225 per hour.

Neil, Karl, and any other Committee members that want to join them will meet as a subcommittee to discuss a Strategy's in a cost-effective way to replace Plant items before the next meeting.

7. GENERAL BUSINESS

RAV Network review carried out by Greenfield Technical Services has carried a preliminary assessment which has identified a lack of sight distance on the approaches to both the Northwest Coastal Hwy (NWCH) / Chilimony Road intersection and the Chilimony /Ogilvie West Road intersection.

The lack of sight distance applies to the RAV4 road trains currently permitted to use the road. The RAV guidelines state where there is lack of sight distance, these RAV4 road trains would need to turn lane correct. The swept path analysis has identified that there is insufficient pavement width at both intersections to allow RAV4 vehicles to turn lane correct.

Based on the above, it is likely that any formal RAV assessment for RAV7 access by either Main Roads or a consultant will identify issues with sight distance and turning movements at these intersections. This has the potential to affect the existing approval for RAV4 access through these intersections.

The Committee will discuss next steps with this recommendation from Greenfield Technical Services.

8. DATE FOR NEXT MEETING

12 August 2025 at 2pm.

9. CLOSURE

There being no further business the meeting was closed at 4.00pm.

Register of Delegations, Authorisations and Appointments



September 19, 2024
www.northampton.wa.gov.au
199 Hampton Street, Northampton WA 6535

Shire of Northampton Register of Delegations, Authorisations and Appointments

Contents

INTRODUCTION.....	4
Transfer of Authority Due to Absence.....	5
Acting Through.....	5
Standard Conditions of Delegations.....	6
COUNCIL TO CEO DELEGATIONS - <i>Local Government Act 1995</i>	7
1 - Appointment of Acting Chief Executive Officer.....	8
2 - Powers of Entry.....	9
3 - Temporary Road Closures.....	10
4 – Payments from the Municipal and Trust Fund.....	12
5 – Investments.....	13
6 – Objection to Rate Record.....	15
7 – Disposing of Confiscated or Uncollected Goods.....	16
8 – Appointment of Designated Employees.....	18
9 – Administration of Local Laws.....	19
10 – Gates across Public Thoroughfares.....	22
11 - Reserves Under the Control of Local Government.....	23
12 – Recovery of Rates Debts – Actions to Take Possession of the Land.....	24
13 – Agreement as to Payment of Rates and Service Charges.....	26
14 - Rateable Land Exemptions.....	27
15 – Tenders for Goods and Services.....	28
16 – Crossing – Construction, Repair and Removal.....	31
17 – Declared Vehicle is Abandoned Wreck.....	32
CEO TO EMPLOYEE DELEGATIONS – <i>Local Government Act 1995</i>	33
1 – Appointment of Authorised Persons.....	34
2- Determine if an Emergency for Emergency Powers of Entry.....	37
3- Appoint Persons (other than employees) to Open Tenders.....	38
4- Information to be Available to the Public.....	39
5- Infringement Notices.....	40
DELEGATIONS – <i>Building Act 2011 and Building Regulations 2012</i>	42
1 - Designate Authorised Persons.....	43
2 – Building Orders.....	45
3 - Building and Demolition Permits.....	47
4 - Occupancy and Building Approval Certificates.....	49

5 – Inspection and Copies of Building Records.....	51
6 – Referrals and Issuing Certificates.....	52
7 – Private Pool Barrier – Alternative and Performance Solutions.....	53
8 – Smoke Alarms – Alternative Solutions.....	54
9 – Appointment of Approved and Authorised Officers.....	55
DELEGATION – <i>Graffiti Vandalism Act 2016</i>	56
1 – Powers, Duties and Functions.....	57
DELEGATIONS – <i>Bush Fires Act 1954</i>	58
1 – Powers, Duties and Functions.....	59
2 – Prohibited Burning Times.....	60
3 – Restricted Burning Times.....	62
4 – Prosecutions.....	64
5 - Fire Break Maintenance.....	65
6 – Control and Extinguishment of Bush Fires.....	67
7 – Make Request to FES Commissioner – Control of Fire.....	68
8 – Control of Operations Likely to Create Bush Fire Danger.....	69
9 – Burning of Garden Refuse / Open Air Fires.....	71
10 – Appoint Bush Fire Control Officers / and Fire Weather Officer.....	73
11 – Recovery of Expenses Incurred Through Contraventions of <i>Bush Fires Act 1954</i>	75
DELEGATIONS – <i>Liquor Control Act 1988</i>	76
1 – Section 39 and 40 Certificates.....	77
2 – Occasional Licences.....	78
DELEGATIONS – <i>Food Act 2008</i>	79
1 – Prohibition Orders and Certificates of Clearance.....	80
2 – Food Business Registrations.....	81
3 – Debt Recovery and Prosecutions.....	82
4 – Food Businesses List – Public Access.....	83
DELEGATIONS – <i>Dog Act 1976</i>	84
1 – Powers, Duties and Functions.....	85
DELEGATIONS – <i>Cat Act 2011</i>	86
1 - Powers, Duties and Functions.....	87
2 – Cat Registrations.....	88
DELEGATIONS – <i>Planning and Development Act 2005</i>	89
1 – Illegal Development.....	90

2 - <i>Local Planning Schemes No 10 and 11 and Planning and Development (Local Planning Schemes) Regulations 2015</i>	91
DELEGATIONS – <i>Public Health Act 2016</i>	96
1 - Enforcement Agency Reports to the Chief Health Officer.....	97
STATUTORY DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES	98
<i>Environmental Protection Act 1986</i>	99
1 – Noise Control – Serving of Environmental Protection Notices	99
2 – Noise Control – Noise Management Plans.....	100
<i>Planning and Development Act 2005</i>	101
1 – Section 15 of <i>Strata Titles Act 1985</i>	101
<i>Planning and Development Act 2005</i>	102
1 – Sign Development Applications for Crown Land as Owner	102
COUNCIL APPOINTED AUTHORISED PERSONS AND OFFICERS.....	105
<i>Local Government Act 1995</i>	106
1 – Appointment of Authorised Persons to Execute Documents	106
<i>Health (Miscellaneous Provisions) Act 1911</i>	107
1 – Appointment of Deputy	107
<i>Food Act 2008</i>	108
1 – Appointment of Authorised Officers	108
2 – Appointment of Designated Officers.....	109
<i>Public Health Act 2016</i>	110
1 – Appointment of Authorised Officers	110
2 – Commence Proceedings	111
<i>Health (Asbestos) Regulations 1992</i>	112
1 – Appointment of Authorised Officers	112
2 – Appointment of Approved Officers	113
APPENDIX - LIST OF AMENDMENTS	114

INTRODUCTION

The Delegations of Authority contained herein are made to the Chief Executive Officer pursuant to Section 5.42 of the *Local Government Act 1995* (the Act) and other Acts, where listed, some of these functions are hereby delegated by the Chief Executive Officer to Shire of Northampton employees pursuant to Section 5.44 of that Act or other Acts. All delegations made by the Council under the Act (or other Acts) must be by **absolute majority** decision where required.

The Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount determined by the local government.
- Any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in Section 9.5.
- The power under Section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or Governor.
- Such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if required.

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

In addition to delegations made in accordance with the *Local Government Act 1995*, a number of delegations are also made to the Chief Executive Officer, or directly to other officers in some instances, in accordance with the provisions of other legislation. The aim of the delegated authority manual is to assist with improving the time taken

to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus. Business units responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

Each instrument of delegation describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of the Council which may provide guidance in the exercise of the delegation.

Transfer of Authority Due to Absence

Where an employee not named has been appointed by Council or by an employee authorised to make the appointment to act in a position to which the named employee is appointed, the authority shall transfer to the employee acting as appointed, for the duration of the authorisation.

Acting Through

The Act does not specifically define the meaning of the term 'acting through' however section 5.45(2) states;

"Nothing in this division is to be read as preventing –

- a) A local government from performing any of its functions by acting through a person other than a the CEO; or
- b) A CEO from performing any of his or her functions by acting through another person."

The Department of Local Government & Communities Guideline No.17 - Delegations, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' is that, where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must be:

- delegated; or,
- where applicable a person authorised; or,
- a policy implemented that provides sufficient control,

for another person to have that authority and fulfil the function or duty.

Where considered appropriate and effective in operation, discretionary matters will be determined by Council through policy. The policy decision may then be implemented by officers through the 'acting through' concept. In these instances there is no need for a delegated authority as it is the responsibility of the CEO to implement the Shire's policies.

Standard Conditions of Delegations

All delegations are subject to the following conditions:

- In exercising a delegation, the Chief Executive Officer is to comply with any, and all laws and regulations in force in Western Australia and the requirements of any, and all laws and policies of the Shire of Northampton.
- Delegated authority cannot be exercised where a financial interest or interest affecting impartiality is evident.
- In exercising a delegation, the Chief Executive Officer is to exercise the delegation in accordance with any budget authority where applicable.

COUNCIL TO CEO DELEGATIONS -
Local Government Act 1995

1 - Appointment of Acting Chief Executive Officer

Function Delegated	<p>Appoint an Acting Chief Executive Officer as follows:</p> <ul style="list-style-type: none"> For periods of one week or more, appoint one of the Senior Employees on a rotational basis or as deemed appropriate. For periods of less than one week, Senior Employees act in the position as appointed by the Chief Executive Officer.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.36(1)(a) Local government employees
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> For periods up to one week, entitlement of any 'higher duties' or other form of allowance will be at the CEO's discretion. In the event of unscheduled absences, an available Senior Employee is authorised to act in the role of Chief Executive Officer. Appointment of position to Acting CEO does not extend to employees acting in the position of Senior Employees. In the event the CEO's position becomes vacant then sections 5.36(2)(a) and (b), 5.39 and 5.40 of the <i>Local Government Act 1995</i> and Regulations 18A, 18B, 18C, 18F and 19A of the <i>Local Government (Administration) Regulations 1996</i> will apply and a separate resolution of Council will be required by absolute majority.
Policy/Compliance Links	Appointment of Acting Chief Executive Officer Policy applies.
Record Keeping	<p>Record to be kept on personnel files.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

2 - Powers of Entry

Function Delegated	<ul style="list-style-type: none"> • Authorise entry onto land to fulfil any statutory function that the local government has under the <i>Local Government Act 1995</i>. • Give a Notice of Entry. • Seek and execute an entry under warrant. • Execute an entry in an emergency, using such force as is reasonable. • Give notice and execute the opening of a fence.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 3.28- When this subdivision applies • Section 3.32- Notice of Entry • Section 3.33- Entry under Warrant • Section 3.34- Entry in an Emergency • Section 3.36- Opening Fences
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42 - Delegation of some powers or duties to the CEO • Section 5.43 - Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44 - CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Corporate Services Executive Manager Works and Technical Services
Conditions on Delegation/Sub-Delegation	A warrant to enter may only be sought after the employee has a sworn affidavit setting out circumstances that gave rise to the need for a warrant (unless an emergency).
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3; specifically Section 3.31 <ul style="list-style-type: none"> - General procedure for entering property.
Record Keeping	Record to be kept on file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

3 - Temporary Road Closures

Function Delegated	<ul style="list-style-type: none"> • Close a thoroughfare managed by the Shire (wholly or partially) for a period of less than four weeks. • Close a thoroughfare managed by the Shire (wholly or partially) for a period of more than four weeks. • Close a thoroughfare to a particular class or classes of vehicles.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 3.50- Closing certain thoroughfares to vehicles • Section 3.50A- Partial closure of thoroughfares for repairs or maintenance • Section 3.50(4)- Give local public notice • Section 3.51- Affected owners to be notified of certain proposals (fixing or altering of levels or alignment, or draining water)
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	<p>Executive Manager Community, Development and Regulation Executive Manager Works and Technical Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Manager Parks and Gardens</p>
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • Shire must send a copy of the notice to the Commissioner for Main Roads under section 3.50(5) if closure is more than four weeks • Temporary road closures of more than four weeks and where objections have been received are to be by Council resolution • This delegation does not cover permanent road closures which are governed by the <i>Land Administration Act 1997</i> • Under section 3.50(A) the Shire may partially and temporarily close a thoroughfare, without giving local public notice, if the closure- <ol style="list-style-type: none"> 1. Is for the purpose of carrying out repairs and maintenance: and 2. Is unlikely to have significant adverse effect on users of the thoroughfare.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 5

Record Keeping	Record to be kept on file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

4 – Payments from the Municipal and Trust Fund

Function Delegated	Make payments from the municipal fund and trust fund
Statutory Power Delegated	<i>Local Government (Financial Management) Regulations 1996</i> <ul style="list-style-type: none"> Regulations 12(1)(a)- Payments from municipal fund or trust fund, restrictions on making payments
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Works and Technical Services Manager Financial Services
Conditions on Delegation/Sub-Delegation	Authorisation of all payments from both the Municipal and Trust funds must carry two signatories or authorities.
Policy/Compliance Links	<i>Local Government (Financial Management) Regulations 1996</i> <ul style="list-style-type: none"> Regulation 5- CEO's duties as to financial management Regulation 11- Payments, procedures for making, etc. Regulation 12- Payments from municipal fund or trust fund- restrictions on making Regulation 13- Payments from municipal fund or trust fund by CEO, CEO's Duties as to, etc.
Record Keeping	Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected. Records of decisions are retained in minutes of Council meetings.
Date of Council Adoption	19 September 2024

5 – Investments

Function Delegated	<p>Surplus funds may be invested in the following institutions:</p> <ul style="list-style-type: none"> • The Council's account holding bank; • An authorised deposit-taking institution as defined in the <i>Banking Act 1959</i> (Commonwealth) section 5; or • The Western Australian Treasury Corporation established by the <i>Western Australian Treasury Corporation Act 1986</i>.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 6.14 – Power to invest <p><i>Local Government (Financial Management) Regulations 1996</i></p> <ul style="list-style-type: none"> • Regulation 19- Management of investments
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Manager Financial Services
Conditions on Delegation/Sub-Delegation	See Council Policy Investment of Surplus Funds.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 6.14 – Power to invest <p><i>Local Government (Financial Management) Regulations 1996</i></p> <ul style="list-style-type: none"> • Regulation 19 – Investments, control procedures for • Regulation 19C – Investment of money, restrictions on • Regulation 28 – Investment information required in notes (Annual Budget) • Regulation 49 – Invested money, information about annual financial report <p><i>Trustee Act 1962</i></p> <ul style="list-style-type: none"> • Part III – Investments <p>Investment of Surplus Funds Policy</p>
Record Keeping	<ul style="list-style-type: none"> • Investment Register • Monthly financial management report to Council and retained in minutes of Ordinary Council Meetings. <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of</p>

	how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

6 – Objection to Rate Record

Function Delegated	<ul style="list-style-type: none"> Extend the time for making an objection to the rate record for a period of time as it sees fit. Consider any objection to the rate record and may either disallow it or allow it, wholly or in part.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.76(4), (5) and (6) - Grounds of objection
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Manager Financial Services Rates Officer
Conditions on Delegation/Sub-Delegation	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a rate record objection must not be party to any determination under this delegation.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Part 6, Division 6, Sub-division 7- Objections and review
Record Keeping	<p>Record to be kept on file classification against relevant property.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p> <p>The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.</p>
Date of Council Adoption	19 September 2024

7 – Disposing of Confiscated or Uncollected Goods

Function Delegated	<ul style="list-style-type: none"> • Sell or otherwise dispose of any confiscated or impounded goods. • Humanely destroy an impounded animal where it is determined to be too ill or injured to treat and dispose of carcass. • Where an offender is convicted, recover from the offender expenses incurred for removing, impounding and disposing confiscated or impounded goods.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 3.46 Goods may be withheld until costs paid • Section 3.47(1), (2),(2a)- Disposing of confiscated or uncollected goods • Section 3.47A(1)- Disposal of sick or injured animals • Section 3.48- Recovery of impounding expenses
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development & Regulation Manager Financial Services Rangers
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • Delegation only to be used where the delegate's reasonable efforts to identify and contact an owner have failed. • Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions & General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. • Rangers cannot dispose of or sell confiscated or uncollected goods.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 3, Division 3, Subdivision 3 • Section 3.58- Disposing of property <p><i>Local Government (Functions and General) Regulation 1996</i></p> <ul style="list-style-type: none"> • Regulation 30- Dispositions of property excluded from Act
Record Keeping	<p>Record to be kept on file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

8 – Appointment of Designated Employees

Function Delegated	<ul style="list-style-type: none"> Appoint designated employees required to submit a primary and annual return.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.74(1)- terms used- designated employees
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.70 - Disclosure of Interest Section 5.75 – Primary Returns Section 5.76 – Annual Returns Section 5.82 – Gifts Section 5.83 – Contributions to Travel
Record Keeping	<p>Record to be kept on file or in gift register.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

9 – Administration of Local Laws

Function Delegated	<p>Power to:</p> <ul style="list-style-type: none"> Administer the provisions of any Shire of Northampton Local Laws made under Division 2 of Part 3 of the <i>Local Government Act 1995</i> or other relevant Act. Determine applications received in accordance with any Shire of Northampton Local Law. Exercise the powers, duties and functions of the local government under those local laws.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 3.18 – Performing executive functions
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	<p><u>For the purposes of actioning the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2017</u></p> <ul style="list-style-type: none"> Executive Manager Works and Services Executive Manager Community, Development & Regulation Manager Financial Services Ranger Environmental Health Officer Principal Building Surveyor Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Manager Parks and Gardens Gardener <p><u>For the purposes of actioning the Bush Fire Brigades Local Law 2017</u></p> <ul style="list-style-type: none"> Executive Manager Community, Development & Regulation Ranger <p><u>For the purposes of actioning the Cemeteries Local Law 2017</u></p> <ul style="list-style-type: none"> Manager Financial Services Rates Officer Executive Manager Works and Technical Services <p><u>For the purposes of actioning the Dog Local Law 2017</u></p> <ul style="list-style-type: none"> Executive Manager Community, Development & Regulation Ranger

<p>Sub Delegated to (cont):</p>	<p><u>For the purposes of actioning the Fencing Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Community, Development & Regulation • Principal Building Surveyor • Planning Officer <p><u>For the purposes of actioning the Health Local Law 2007</u></p> <ul style="list-style-type: none"> • Executive Manager Community, Development & Regulation • Environmental Health Officer <p><u>For the purposes of actioning the Property Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Works and Services • Executive Manager Community, Development & Regulation • Manager Financial Services • Ranger • Environmental Health Officer • Principal Building Surveyor • Planning Officer • Northampton Leading Hand Construction • Northampton Leading Hand Maintenance • Kalbarri Leading Hand • Manager Parks and Gardens • Gardener <p><u>For the purposes of actioning the Urban Environment and Nuisance Local Law 2017</u></p> <ul style="list-style-type: none"> • Executive Manager Works and Services • Executive Manager Community, Development & Regulation • Manager Financial Services • Ranger • Environmental Health Officer • Principal Building Surveyor • Planning Officer • Northampton Leading Hand Construction • Northampton Leading Hand Maintenance • Kalbarri Leading Hand • Manager Parks and Gardens • Gardener
<p>Conditions on Delegation/Sub-Delegation</p>	<p>Subject to specific delegation assigned by the CEO based on training, experience and role.</p>
<p>Policy/Compliance Links</p>	<ul style="list-style-type: none"> • Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2017 • Bush Fire Brigades Local Law 2017 • Cemeteries Local Law 2017 • Dog Local Law 2017 • Fencing Local Law 2017 • Health Local Law 2007 • Property Local Law 2017 • Urban Environment and Nuisance Local Law 2017
<p>Record Keeping</p>	<p>Records to be kept on relevant files.</p>

	Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

10 – Gates across Public Thoroughfares

Function Delegated	<ul style="list-style-type: none"> • Power to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying. • Power to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device. • Power to impose conditions on granting permission. • Power to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted. • Power to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time.
Statutory Power Delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <ul style="list-style-type: none"> • Regulation 9 - Permission to have gate across public thoroughfare – Sch. 9.1 cl.5 (1)
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Works and Services
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 9 , Division 2 – Enforcement and Legal Proceedings <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

11 - Reserves Under the Control of Local Government

Function Delegated	Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire, that the Shire could do under section 5 of the <i>Parks and Reserves Act 1895</i> . (s.3.54(1))
Statutory Power Delegated	<i>Local Government Act 1995</i> : <ul style="list-style-type: none"> Section 3.54(1) Reserves under control of local government
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> : <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Works and Technical Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Manager Parks and Gardens
Conditions on Delegation/Sub-Delegation	Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets. The power under s5(1)(f) of the <i>Parks and Reserves Act 1895</i> to 'grant licences for the removal of any sand, gravel or other earth or mineral' may only be exercised by Council.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 3.53(3) - Control of certain unvested facilities Section 3.54(1) - Reserves under control of local government Section 5 - <i>Parks and Reserves Act 1895</i>
Record Keeping	Relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

12 – Recovery of Rates Debts – Actions to Take Possession of the Land

Function Delegated	<ul style="list-style-type: none"> • Authority to take possession of land and hold the land as against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years (s.6.64(1)), including: <ul style="list-style-type: none"> • Lease of the land; or • sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> i. cause the land to be transferred to the Crown (s.6.71 and s.6.74); or ii. cause the land to be transferred to the Shire (s.6.71). • Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears (s.6.64(3)). • Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, services charges and costs within 7 days of and prior to the proposed sale (s.6.69(2)).
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 6.64(1) & (3) - Actions to be taken • Section 6.69(2) - Right to pay rates, service charges and costs, and stay proceedings • Section 6.71 - Power to transfer land to Crown or local government • Section 6.74 - Power to have land re-vested in Crown if rates in arrears 3 years
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Manager Financial Services
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • In accordance with Section 6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous three years attempted to recover the outstanding rates/charges through a court, under Section 6.56 after obtaining Council approval to do so.

Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. <p><i>Local Government (Financial Management) Regulations 1996</i></p> <ul style="list-style-type: none"> Regulations 72 - 78 prescribe forms and procedures relevant to exercise of authority under this delegation.
Record Keeping	<p>Relevant property file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

13 – Agreement as to Payment of Rates and Service Charges

Function Delegated	Power to make an agreement with a person for the payment of rates or service charges.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.49 Agreement as to payment of rates and service charges
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Manager Financial Services
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.49 Agreement as to payment of rates and service charges The Shire's Financial Hardship (Rate Relief) Policy applies.
Record Keeping	Relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

14 - Rateable Land Exemptions

Function Delegated	Authority to determine rate exemption applications in accordance with Section 6.26 of the <i>Local Government Act 1995</i> .
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.26 – Rateable land
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> : <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Manager Financial Services
Conditions on Delegation/Sub-Delegation	Council is to be advised of any decision to exempt a property from being rated.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 6.26 – Rateable land
Record Keeping	Relevant property file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

15 – Tenders for Goods and Services

Function Delegated	<p>Authority to determine:</p> <ul style="list-style-type: none"> • to call tenders for any items included in the Annual Budget (<i>Functions and General</i>) Regulation 11); • to invite tenders though not required to do so ((<i>Functions and General</i>) Regulation 13); • the selection criteria for deciding which tender should be accepted (<i>Functions and General</i>) Regulation 14(2a)); • the information to be disclosed to those interested in submitting a tender (<i>Functions and General</i>) Regulation 14(4)(a)); • to vary tender information after public notice of invitation to tender and before the close of tenders (<i>Functions and General</i>) Regulation. 14(5)); • to seek clarification from tenderers in relation to information contained in their tender submission (<i>Functions and General</i>) Regulation 18(4a)); • to evaluate tenders and decide which is the most advantageous (<i>Functions and General</i>) Regulation 18(4)); • to accept or reject tenders (<i>Functions and General</i>) Regulation 18(2) and (4)); • to decline any tender (<i>Functions and General</i>) Regulation 18(5)); • minor variations before entering into a contract (<i>Functions and General</i>) Regulation 20); • to accept the next most advantageous tender where within 6 months of accepting a tender a contract has not been entered into, or the successful tenderer agrees to terminate the contract (<i>Functions and General</i>) Regulation 18 (6) and (7)); • appropriate circumstances for seeking and inviting expressions of interest for the supply of goods or services (<i>Functions and General</i>) Regulation 21); and • to consider expressions of interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers (<i>Functions and General</i>) Regulation Reg. 23).
Statutory Power Delegated	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 3.57 Tenders for providing goods or services. <p><i>Local Government (Functions and General) Regulations 1996:</i></p> <ul style="list-style-type: none"> • Regulation 11 - When tenders have to be publicly invited • Regulation 13 - Requirements when local government invites tenders though not required to do so • Regulation 14 - Publicly inviting tenders, requirements for • Regulation 18 - Rejecting and accepting tenders • Regulation 20 - Variation of requirements before entry into contract • Regulation 21A - Varying a contract for the supply of goods or services

Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> Sole supplier arrangements may only be approved where a record is retained that evidences rationale for why the supply is unique and cannot be sourced through other suppliers. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; current supply contract expiry is imminent; value of the proposed new contract has been included in the draft Annual Budget proposed for adoption. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by Council. In accordance with Section 5.43, tenders may only be accepted, and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget. Authority to enter into a variation <i>Functions and General</i> regulation 20(1), regulation 20(2) subject to: <ul style="list-style-type: none"> That the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract. Minor variations to the goods and services required may only be negotiated and agreed prior to entering into a contract up in accordance with the Shire's Tendering Policy.
Policy/Compliance Links	<i>Local Government (Functions and General) Regulations 1996:</i> Shire of Northampton Policies: <ul style="list-style-type: none"> Purchasing and Tender Guide Purchasing Policy Tender Procedure Policy
Record Keeping	Relevant file.

	Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

16 – Crossing – Construction, Repair and Removal

Function Delegated	<ul style="list-style-type: none"> • Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land. • Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government. • Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing.
Statutory Power Delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996:</i></p> <ul style="list-style-type: none"> • Regulation 12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) • Regulation 13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Works and Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand
Conditions on Delegation/Sub-Delegation	<p>Actions under this delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</p> <p>Penalties under the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.</p>
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Part 9, Division 2. <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p>
Record Keeping	<p>Relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

17 – Declared Vehicle is Abandoned Wreck

Function Delegated	<ul style="list-style-type: none"> Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Statutory Power Delegated	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> Section 3.40A(4) Abandoned vehicle wreck may be taken.
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> Section 5.42- Delegation of some powers or duties to the CEO Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995:</i> <ul style="list-style-type: none"> Section 5.44 CEO may delegate some powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development & Regulation Ranger
Conditions on Delegation/Sub-Delegation	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 9 - Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Policy/Compliance Links	Nil.
Record Keeping	<p>Relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

CEO TO EMPLOYEE DELEGATIONS –
Local Government Act 1995

1 – Appointment of Authorised Persons

Function Delegated	<p>1. Authority to appoint persons or classes of persons as authorised persons [s.9.10(2)] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:</p> <p>(a) Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act.</p> <p>(b) <i>Caravan Parks and Camping Grounds Act 1995</i>;</p> <p>(c) <i>Cat Act 2011</i>;</p> <p>(d) <i>Cemeteries Act 1986</i>;</p> <p>(e) <i>Control of Vehicles (Off-road Areas) Act 1978</i>;</p> <p>(f) <i>Dog Act 1976</i>;</p> <p>(g) Graffiti Vandalism Act 2016 – refer s.15; and</p> <p>(e) any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>.</p> <p>2. Authority to authorise an employee to certify copies of local laws or any other document adopted by Council as a true copy [s.9.31].</p>
Statutory Power or Duty Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 9.10- Appointment of authorised persons • Section 3.24- Authorising persons under this subdivision • Section 3.31 – General procedure for entering property
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44 - CEO may delegate some powers and duties to other employees
Delegator:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Sub Delegated to:	<p>Executive Manager Community, Development and Regulation Manager Financial Services Executive Manager Works and Technical Services Environmental Health Officer Planning Officer Principal Building Surveyor Rates Officer Finance Officer Planning Officer Ranger Northampton Leading Hand Construction Northampton Leading Hand Maintenance</p>

	Kalbarri Leading Hand Manager Parks and Gardens
Conditions on Delegation/Sub- Delegation	<p>The Chief Executive Officer is exclusively delegated the authority of Section 9.10. This section is not sub-delegated to any other employee.</p> <p><u>Prohibitions</u> Specific sections of the <i>Local Government Act 1995</i> where delegation (including Acting Through) is prohibited include: 2.11(2), 2.12A(1)(b), 2.17(3), 2.25(1), 3.5, 3.6(1), 3.12(4), 3.16(4), 3.59(5), 4.9(1), 4.16(4), 4.17(2), 4.20(2), 4.20(4), 4.57(3), 4.61(2), 5.2, 5.3(1), 5.4, 5.8, 5.15, 5.16(1), 5.36(1), 5.37(2), 5.42(1), 5.43, 5.54(1), 5.98(1)(b), 5.98A, 5.99, 5.99A, 6.2(1), 6.3, 6.11(2), 6.12(1)(a), 6.13(1), 6.16(1), 6.16(3), 6.20(1), 6.20(2), 6.20(3)(a), 6.20(3)(b), 6.29(2), 6.32(1), 6.32(3), 6.33(1), 6.35(1), 6.37(1), 6.38(1), 6.45(1), 6.45(3), 6.46, 6.51(1), 7.1A(1), 7.1A(2), 7.1B, 7.3(1), 7.3(2), 7.6(3), 9.6(1).</p> <p>Schedule 2.2 4(2), 4(3), 4(3), 4(4), 5.</p> <p>Schedule 6.1 1(1), 2(1).</p> <p>Specific regulations of the <i>Local Government (Functions and General) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 11(2)(d), 14(4)(a).</p> <p>Specific regulations of the <i>Local Government (Administration) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 14A(1)(c), 19C(7), 19DA(6).</p> <p>Specific regulations of the <i>Local Government (Financial Management) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 33A(3), 54, 64(2), 67, 70.</p> <p>Specific regulations of the <i>Local Government (Audit) Regulations 1996</i> where delegation (including Acting Through) is prohibited include: 14(3).</p>
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <ul style="list-style-type: none"> • Subdivision 2- Certain provisions about land • Schedule 3.1- Powers under notices to owners or occupiers of land • Section 3.25- Notices requiring certain things to be done by owner or occupier of land

	<ul style="list-style-type: none"> • Section 3.26- Additional powers when notice given • Section 3.27 and Schedule 3.2 -Particular things local governments can do on land even though it is not local government property • Section 3.39- Power to remove or impound • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Graffiti Vandalism Act 2016</i> • Local Government Act Regulations • Shire of Northampton Local Laws
Record Keeping	<p>A register of Authorised Persons is to be maintained as a Local Government Record.</p> <p>Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</p> <p>Record to be kept on relevant personnel files.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

2- Determine if an Emergency for Emergency Powers of Entry

Delegator:	Chief Executive Officer
Function Delegated	<ul style="list-style-type: none"> Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions.
Statutory Power Delegated	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 3.34(2)- Entry in an Emergency
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Section 5.44- CEO may delegate powers and duties to other employees
Statutory Power to Sub-Delegate:	Nil.
Delegated to:	<p>Executive Manager Community, Development and Regulation Manager Financial Services Executive Manager Works and Technical Services Environmental Health Officer Planning Officer Principal Building Surveyor Ranger Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Manager Parks and Gardens</p>
Conditions on Delegation	<p>An emergency exists where the Shire or the Chief Executive Officer is of the opinion that the circumstances are such that compliance with the requirements for obtaining entry other than under section 3.34 of the <i>Local Government Act 1995</i> would be impractical or unreasonable because of, or because of the imminent risk of:</p> <ol style="list-style-type: none"> injury or illness to any person; a natural or other disaster or emergency; or such other occurrence as is prescribed under the <i>Local Government (Functions and General) Regulations 1996</i> for the purposes of section 3.34 of the <i>Local Government Act 1995</i>.
Policy/Compliance Links	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> Part 3, Division 3, Subdivision 3; specifically Section 3.31 - General procedure for entering property.
Record Keeping	Record to be kept on relevant property file.
Date of CEO Approval	19 September 2024

3- Appoint Persons (other than employees) to Open Tenders

Delegator:	Chief Executive Officer
Function Delegated	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening.
Statutory Power Delegated	<i>Local Government (Functions and General) Regulations 1996:</i> Regulation 16(3) Receiving and opening tenders, procedure for
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Manager Financial Services
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	Shire of Northampton Policies: <ul style="list-style-type: none"> • Purchasing and Tender Guide Purchasing Policy • Tender Procedure Policy
Record Keeping	Record to be kept on relevant file.
Date of CEO Approval	19 September 2024

4- Information to be Available to the Public

Delegator:	Chief Executive Officer
Function Delegated	<ul style="list-style-type: none"> • Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. • Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. • Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
Statutory Power Delegated	<p><i>Local Government (Administration) Regulations 1996:</i> Regulation 29B - Copies of certain information not to be provided (Act s.5.96)</p> <p><i>Local Government Act 1995:</i> Section 9.95(1)(b) & (3)(b) Limits on right to inspect local government information</p>
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees
Statutory Power to Sub-Delegate:	Nil.
Delegated to:	Executive Manager Community, Development and Regulation Manager Corporate Services Executive Manager Works and Technical Services
Conditions on Delegation	Nil.
Policy/Compliance Links	<p><i>Local Government Act 1995:</i> <i>Local Government (Administration) Regulations 1996:</i></p>
Record Keeping	Record to be kept on file.
Date of CEO Approval	19 September 2024

5- Infringement Notices

Delegator:	Chief Executive Officer
Function Delegated	<ul style="list-style-type: none"> • Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. • Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed • Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund
Statutory Power Delegated	<p><i>Local Government Act 1995:</i> Section 9.13(6)(b) - Onus of proof in vehicle offences may be shifted Section 9.19 - Extension of Time Section 9.20 - Withdrawal of Notice</p> <p><i>Building Regulations 2012</i> Regulation 70(1A), (1), (2) Approved officers and authorised officers</p> <p><i>Cat Act 2011</i> Section 64 - Extension of time Section 65 - Withdrawal of notice</p>
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44- CEO may delegate powers and duties to other employees <p><i>Cat Act 2011</i> Section 45 - Delegation by CEO of local government</p>
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i> Section 5.44 - CEO may delegate some powers and duties to other employees</p>
Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> • A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. • The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> <p>Infringement Notices:</p> <p>(i) Principal Building Surveyor</p> <p>NOTE: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority under the <i>Building Act 2011</i> delegations of this register.</p>

Policy/Compliance Links	Council's Finance Policy – Tendering applies.
Record Keeping	Record to be kept on relevant file.
Date of CEO Approval	15 December 2022

**DELEGATIONS – *Building Act 2011 and
Building Regulations 2012***

1 - Designate Authorised Persons

Function Delegated	<ul style="list-style-type: none"> Designate a person as an authorised person under section 96(3) of the <i>Building Act 2011</i> in relation to buildings and incidental structures located or proposed to be located in the district of the local government and for the purpose of section 93(2)(d). Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person for the purpose of section 99(3). Designate a person as a specified employee under section 70 of the <i>Building Act 2011</i> in relation to issuing and withdrawing infringement notices.
Statutory Power Delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 93(2)(d) - changing building standards, requirements, as to existing buildings Section 96(3), (5) and (6) - Authorised persons
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 27(1) and (3) - Delegation: special permit authorities and local governments.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> Other than a person authorised under Building Regulation 5A an authorised person under the <i>Building Act 2011</i> must be a local government employee as defined in Section 5.36 of the <i>Local Government Act 1995</i>. Specified Employees under section 70 of the <i>Building Act 2011</i> in relation to issuing infringement notices should not also be specified employee for withdrawing infringement notices. An authorised officers cannot also be an approved officers under the <i>Criminal Procedures Act 2004</i>.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Building Act 2011</i> <i>Building Regulations 2012</i> National Construction Code / Building Code of Australia <i>Commerce Regulations Amendment (Infringement Notices) Regulations 2019</i> <i>Criminal Procedures Act 2004</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

2 – Building Orders

Function Delegated	<ul style="list-style-type: none"> • Make building orders in respect of one or more of the following: <ul style="list-style-type: none"> ○ Particular building work. ○ Particular demolition work. ○ A particular building or incidental structure, whether completed before or after commencement day. • Give notice of a proposed building order and consider submissions received in response and determine actions. • Revoke a building order at any time. • Decide whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under section 117(2). • If there is non-compliance with a building order, cause an authorised person to: <ul style="list-style-type: none"> ○ take any action specified in the order; or ○ commence or complete any work specified in the order; or ○ if any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease. • Take court action to recover as a debt, reasonable costs and expenses incurred in doing anything in regard to non-compliance with a building order. • Initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Statutory Power Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 110(1) - A permit authority may make a building order. • Section 111(1) - Notice of proposed building order other than building order (emergency). • Section 117(1) and (2) - A permit authority may revoke a building order or notify that it remains in effect. • Section 118(2) and (3) - Permit authority may give effect to building order if non-compliant. • Section 133(1) - A permit authority may commence a prosecution for an offence against this Act.
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 6(3) - Permit authority for a building or incidental structure.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 127- Delegation: special permit authorities and local governments (powers of sub delegation limited to CEO)
Sub Delegated to:	Principal Building Surveyor

Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> • Section 111 - Notice of proposed building order other than building order (emergency) • Section 112 - Content of building order • Section 113 - Limitation on effect of building order • Section 114 - Service of building order • Part 9 - Review- Section 122- Building orders application for review by State Administrative Tribunal.
Record Keeping	<p>Record to be kept on relevant files:</p> <ul style="list-style-type: none"> ○ Property file ○ Building Permit Application <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

3 - Building and Demolition Permits

Function Delegated	<ul style="list-style-type: none"> Require an applicant to provide any documentation or information required to determine a building or demolition permit. Grant a building or demolition permit. Refuse a building or demolition permit. Impose, vary or revoke conditions on a building or demolition permit.
Statutory Power Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 18- Further information Section 20- Grant a building permit Section 21- Grant a demolition permit Section 22- Further grounds for not granting an application Section 27(1)and (3)- Impose conditions on permit <p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 23 - Application to extend time during which permit has effect (s.32) Regulation 24 - Extension of time during which permit has effect (s.32(3)) Regulation 26 - Approval of new responsible person (s.35(c))
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 6(3)- Permit authority for an building or incidental structure
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127- Delegation: special permit authorities and local governments (powers of sub delegation limited to CEO)
Sub Delegated to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	<p>Caution should be exercised if building is on a register made under the <i>Heritage of Western Australia Act 1990</i>. Additionally, the Shire's Municipal Heritage Inventory is to be consulted.</p> <p>The Administration Officer – Building Services is delegated the functions of Section 18 – Further Information only.</p>
Policy/Compliance Links	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 119 - Building and demolition permits application for review by State Administrative Tribunal (SAT). Section 23- Time for deciding application for building or demolition permit. <p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 25 - Review of decision to refuse or extend time during which permit has effect- reviewable by SAT. <p><i>Building Services (Registration) Act 2011</i></p>

	<ul style="list-style-type: none"> • Section 7. <p><i>Building Services (Complaint Resolution and Administration) Act 2011</i></p> <ul style="list-style-type: none"> • Part 7, Division 2. <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage of Western Australia Act 1990</i></p> <p><i>Home Building Contracts Act 1991</i></p> <ul style="list-style-type: none"> • Part 3A, Division 2
Record Keeping	<p>Record to be kept on file:</p> <ul style="list-style-type: none"> ○ Relevant property file ○ Building Permit Application (if applicable) <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

4 - Occupancy and Building Approval Certificates

Function Delegated	<ul style="list-style-type: none"> Require applicant to provide any documentation or information required to determine the application and to verify the information by statutory declaration. Grant, refuse to grant or modify an occupancy permit or building approval certificate. Record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review. Impose, add, vary or revoke conditions on an occupancy permit. Give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review. Extend, or refuse to extend, the period in which the occupancy permit or modification or the building approval certificate has effect.
Statutory Power Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 55- Further information Section 58- Grant of occupancy permit, building approval certificate Section 59- Time for granting occupancy permit or building approval certificate Section 60- Notice of decision Section 62(1), (3),(4)and (5)- Conditions imposed by permit authority Section 65(4)- Extension of period of duration <p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 40 - Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 6(3) - Permit authority for a building or incidental structure.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127- Delegation: special permit authorities and local governments (powers of sub delegation limited to CEO)
Sub Delegated to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>

	<ul style="list-style-type: none"> • Section 59- time for granting occupancy permit or building approval certificate • Section 60- Notice of decision not to grant occupancy permit or grant building approval certificate • Section 121- Occupancy permits and building approval certificates- application for review by State Administrative Tribunal (SAT). <p><i>Building Regulations 2012</i></p> <p><i>Building Services (Registration) Act 2011</i></p> <ul style="list-style-type: none"> • Section 7. <p><i>Building Services (Complaint Resolution and Administration) Act 2011</i></p> <ul style="list-style-type: none"> • Part 7, Division 2. <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage of Western Australia Act 1990</i></p>
Record Keeping	<p>Record to be kept on file:</p> <ul style="list-style-type: none"> ○ Relevant property file ○ Building Permit Application (if applicable) <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

5 – Inspection and Copies of Building Records

Function Delegated	<ul style="list-style-type: none"> Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Statutory Power Delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 131(2) Inspection, copies of building records
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Executive Manager Community, Development & Regulation Principal Building Surveyor Planning Officer
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> Building records may only be provided to the owner of the building, or to a third party with the written approval of the landowner to do so.
Policy/Compliance Links	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 146 - Confidentiality
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

6 – Referrals and Issuing Certificates

Function Delegated	<ul style="list-style-type: none"> Authority to refer uncertified applications under Section 17(1) of the <i>Building Act 2011</i> to a building surveyor who is not employed by the local government [s.145A(1)]. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Northampton District [s.145A(2)].
Statutory Power Delegated	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 145A - Local Government functions
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

7 – Private Pool Barrier – Alternative and Performance Solutions

Function Delegated	<ul style="list-style-type: none"> Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Statutory Power Delegated	<i>Building Regulations 2012</i> <ul style="list-style-type: none"> Regulation 51- Approvals by permit authority
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

8 – Smoke Alarms – Alternative Solutions

Function Delegated	<ul style="list-style-type: none"> Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Statutory Power Delegated	<i>Building Regulations 2012</i> <ul style="list-style-type: none"> Regulation 55 -Terms Used (alternative building solution approval) Regulation 61 - Local Government approval of battery powered smoke alarms
Statutory Power to Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Sub Delegated by CEO to:	Principal Building Surveyor
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Building Act 2011</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

9 – Appointment of Approved and Authorised Officers

Function Delegated	<ul style="list-style-type: none"> Authority to appoint an approved officer for the purposes of Section 6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <p>NOTE: Only employees delegated under Section 5.44(1) of the <i>Local Government Act 1995</i> with power under Section 9.19 or 9.20 may be appointed as “approved officers”.</p> <ul style="list-style-type: none"> Authority to appoint an authorised officer for the purposes of Section 6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <p>NOTE: Only employees appointed under Section 9.10 of the <i>Local Government Act 1995</i> and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</p>
Statutory Power Delegated	<p><i>Building Regulations 2012</i></p> <ul style="list-style-type: none"> Regulation 70 - Approved officers and authorised officers
Statutory Power to Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127(1) & (3) Delegation: special permit authorities and local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> Section 127(6A) - CEO may delegate to any other local government employee that power or duty that has been delegated to the CEO.
Authorised officers:	<p>Principal Building Surveyor</p> <p>Note: Chief Executive Officer is the ‘approved officer’.</p>
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Building Regulations 2012</i>: Regulation 70(3) - each authorised officer must be issued a certificate of appointment.</p>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

**DELEGATION – *Graffiti Vandalism Act*
2016**

1 – Powers, Duties and Functions

Function Delegated	All powers, duties and functions of the local government pursuant to the <i>Graffiti Vandalism Act 2016</i> .
Statutory Power Delegated	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • Section 18(2)- Notice requiring removal of graffiti • Section 19(3) and (4)- Additional powers when notice is given • Section 22(3)- Objection may be lodged • Section 24(1)(b) and (3)- Suspension of effect of notice • Section 25(1)- Local government graffiti powers on land not local government property • Section 28- Notice of entry • Section 29- Entry under warrant
Statutory Power to Delegate:	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • Section 16- Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016</i> <ul style="list-style-type: none"> • Section 17- Delegation by CEO of local government
Sub Delegated to:	Executive Manager Community, Development and Regulation Executive Manager Works and Services Northampton Leading Hand Construction Northampton Leading Hand Maintenance Kalbarri Leading Hand Rangers Manager Parks and Gardens
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Part 9, Section 9.6 – dealing with an objection <i>Local Government (Functions & General) Regulations 1996</i> Shire of Northampton Local Laws
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

DELEGATIONS – *Bush Fires Act 1954*

1 – Powers, Duties and Functions

Function Delegated	All powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i> .
Statutory Power Delegated	<i>Bush Fires Act 1954</i>
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Authority excludes powers and duties that: <ul style="list-style-type: none"> Are prescribed in the <i>Bush Fires Act 1954</i> with the requirement for a resolution by the local government; or Are prescribed in the <i>Bush Fires Act 1954</i> for performance by prescribed officers; or Are subject to separate delegated authority within this register.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Bush Fires (Infringement) Regulations 1978</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

2 – Prohibited Burning Times

Function Delegated	Determine to vary prohibited burning times, in accordance with section 17(7) and (8) regarding: <ul style="list-style-type: none"> Shortening, extending, suspending or reimposing a period of prohibited burning times; or Extending prohibited burning times.
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 17(7) - Variation to prohibited burning times. Section 27(2) and (3) - Prohibition on use of tractors or engines except under certain conditions. <p><i>Bush Fire Regulations 1954</i></p> <ul style="list-style-type: none"> Regulation 15 - Permit to burn (Act s.18), form of and apply for after refusal etc. Regulation 38C - Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times. Regulation 39B - Crop dusters etc., use of in restricted or prohibited burning times.
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 17(10) – Local government may delegate to Mayor/Shire President and Chief Bushfire Control Officer Section 48- Delegation by local governments
Delegated to:	Shire President Chief Executive Officer Chief Bush Fire Control Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	<p>Decisions under section 17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of section 17(7B) and (8).</p> <p>Decisions under Section 18(5) must be undertaken jointly by the Shire President and Chief Bush Fire Control Officer and comply with the procedural requirements of Section 18(5B) and (5C)</p>
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

3 – Restricted Burning Times

Function Delegated	<ul style="list-style-type: none"> • Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ul style="list-style-type: none"> ○ Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. • Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. • Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. • Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. • Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. • Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. • Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. • Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. • Authority to recover the cost of measures taken by the Shire of Northampton or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements
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	under Section 28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Statutory Power Delegated	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> • Section 18(5), (11) Restricted burning times may be declared by FES Commissioner • Section 22(6) and (7) Burning on exempt land and land adjoining exempt land • Section 27(2) and (3) Prohibition on use of tractors or engines except under certain conditions • Section 28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <p><i>Bush Fire Regulations 1954:</i></p> <ul style="list-style-type: none"> • Regulation 15 - Permit to burn (Act s.18), form of and apply for after refusal etc. • Regulation 15C - Local Government may prohibit burning on certain days • Regulation 38C - Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times • Regulation 39B - Crop dusters etc., use of in restricted or prohibited burning times
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48- Delegation by local governments
Delegated to:	Shire President Chief Executive Officer Chief Bush Fire Control Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Decisions under Section 18(5) must be undertaken jointly by the Shire President and Chief Bush Fire Control Officer and comply with the procedural requirements of Section 18(5B) and (5C)
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i>Bush Fire Regulations 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

4 – Prosecutions

Function Delegated	<ul style="list-style-type: none"> Issue infringement notices Consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district.
Statutory Power Delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 59(3)- Prosecution of offences Section 59A(2)- Alternative procedure- infringement notices
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48- Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 59A(5) - alternative procedure- infringement notices Section 65 - proof of certain matters Section 66- Proof of ownership or occupancy <i>Bush Fires (Infringement) Regulations 1978</i> <ul style="list-style-type: none"> Regulation 4(a) - only the Shire President or Chief Executive Officer may withdraw an infringement notice.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Bush Fires Act 1954</i> <i>Bush Fires (Infringement) Regulations 1978</i> Shire of Northampton Local Laws
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

5 - Fire Break Maintenance

Function Delegated	<p>Authority to:</p> <ul style="list-style-type: none"> • Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: <ul style="list-style-type: none"> i. clearing of firebreaks as determined necessary and specified in the notice; and ii. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and iii. as a separate or coordinated action with any other person carry out similar actions. • Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with. • Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 33 – Local Government may require occupier of land to plough or clear fire break
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48- Delegation by local governments
Delegated to:	<p>Chief Executive Officer Executive Manager Community, Development & Regulation Chief Bush Fire Control Officer Ranger</p>
Statutory Power to Sub-Delegate:	<p>Nil. Sub-delegation is prohibited by section 48(3) of the <i>Bush Fires Act 1954</i>.</p>
Sub Delegated to:	<p>Nil.</p>
Conditions on Delegation/Sub-Delegation	<p>Nil.</p>
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i>Bush Fires (Infringement) Regulations 1978</i> • Shire of Northampton Local Laws
Record Keeping	<p>Record to be kept on relevant property file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>

Date of Council Adoption	19 September 2024
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6 – Control and Extinguishment of Bush Fires

Function Delegated	<p>Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [Section 46(1A)].</p> <p>Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act officer is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [Section 46(1B)].</p>
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 46- Bush fire control officer or forest officer may postpone lighting fire
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Bush Fires Act 1954</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

7 – Make Request to FES Commissioner – Control of Fire

Function Delegated	Authority to request on behalf of the Shire of Northampton that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations.
Statutory Power Delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 13(4) Duties and powers of bush fire liaison officers
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

8 – Control of Operations Likely to Create Bush Fire Danger

Function Delegated	<ul style="list-style-type: none"> Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a person operating a bee smoker device during a prescribed period [r.39CA(5)]. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. a person using explosives [r.39D(2)]. a person using fireworks [r.39E(3)] Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <p><i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i></p>
Statutory Power Delegated	<p><i>Bush Fires Act 1954:</i></p> <ul style="list-style-type: none"> Section 27D - Requirements for carriage and deposit of incendiary material <p><i>Bush Fires Regulations 1954:</i></p> <ul style="list-style-type: none"> Regulation 39C - Welding and cutting apparatus, use of in open air Regulation 39CA - Bee smoker devices, use of in restricted or prohibited burning times etc. Regulation 39D - Explosives, use of Regulation 39E - Fireworks, use of
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i></p>

Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

9 – Burning of Garden Refuse / Open Air Fires

Function Delegated	<ul style="list-style-type: none"> • Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [Section 24F(2)(b)(ii) and (4)]. • Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under Section 24F [s.24G(2)]. <ul style="list-style-type: none"> i. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. ii. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. • Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ul style="list-style-type: none"> i. camping or cooking [s.25(1)(a)]. ii. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. • Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. • Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Statutory Power Delegated	<p><i>Bush Fires Act 1954:</i> Section 24F - Burning garden refuse during limited burning times Section 24G - Minister or local government may further restrict burning of garden refuse Section 25 - No fire to be lit in open air unless certain precautions taken Section 25A - Power of Minister to exempt from provisions of section 25</p> <p><i>Bush Fires Regulations 1954:</i> Regulation 27(3) - Permit, issue of</p>
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i>

	<ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

10 – Appoint Bush Fire Control Officers / and Fire Weather Officer

Function Delegated	<ul style="list-style-type: none"> • Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> i. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and ii. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. • Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Northampton [s.38(5A)] • Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of Section 38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> i. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Statutory Power Delegated	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 38 - Local Government may appoint bush fire control officer
Statutory Power to Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Bush Fires Act 1954</i></p> <ul style="list-style-type: none"> • Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Nil. Section 48 of the <i>Bush Fires Act 1954</i> does not limit the ability of a local government to act through its Council, members of staff or agents in the normal course of business.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and</p>

	when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

11 – Recovery of Expenses Incurred Through Contraventions of *Bush Fires Act 1954*

Function Delegated	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Northampton or those on behalf of the Shire of Northampton to do [s.58].
Statutory Power Delegated	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 58 - General penalty and recovery of expenses incurred
Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48 - Delegation by local governments
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Bush Fires Act 1954</i> <ul style="list-style-type: none"> Section 48(3) -Delegation by local governments does not include the power to sub delegate.
Sub Delegated to:	Executive Manager Community, Development and Regulation
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Bush Fires Act 1954</i>
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

DELEGATIONS – *Liquor Control Act 1988*

1 – Section 39 and 40 Certificates

Function Delegated	<p>Authority to:</p> <ul style="list-style-type: none"> • issue Certificates of Local Government in accordance with Section 39 of the <i>Liquor Control Act 1988</i>. • issue Certificates of Local Planning Authority in accordance with Section 40 of the <i>Liquor Control Act 1988</i>.
Statutory Power Delegated	<p><i>Liquor Control Act 1988</i></p> <ul style="list-style-type: none"> • Section 39 - Certificate of local government as to whether premises comply with laws • Section 40 - Certificate of planning authority as to whether use of premises complies with planning laws.
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.41 (d) and (h) – Functions of the CEO • Section 5.44 – CEO may delegate powers and duties to other employees
Delegated to:	<p>Authority to issue either/both a Section 39 and 40 certificate:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive Manager Community, Development and Regulation <p>Authority to issue a Section 39 certificate only:</p> <ul style="list-style-type: none"> • Environmental Health Officer <p>Authority to issue a Section 40 certificate only:</p> <ul style="list-style-type: none"> • Planning Officer
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<p><i>Liquor Control Act 1988</i></p> <ul style="list-style-type: none"> • Section 39 - Certificate of local government as to whether premises comply with laws. • Section 40 - Certificate of planning authority as to whether use of premises complies with planning laws.
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

2 – Occasional Licences

Function Delegated	Power to issue consent requirements to applicants seeking approval for the consumption of alcohol for special occasions on Council owned or vested land, in accordance with Section 59(2)9b)(ii) of the <i>Liquor Control Act 1988</i> .
Statutory Power Delegated	<i>Liquor Control Act 1988</i> Section 59 - Occasional licence, effect, conditions and pre-requisites for grant of
Statutory Power to Delegate:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Section 5.41 (d) and (h) – Functions of the CEO • Section 5.44 – CEO may delegate powers and duties to other employees
Delegated to:	Chief Executive Officer Executive Manager Community, Development and Regulation
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Liquor Control Act 1988</i> Section 59 - Occasional licence, effect, conditions and pre-requisites for grant of
Record Keeping	Record to be kept on relevant file. Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

DELEGATIONS – *Food Act 2008*

1 – Prohibition Orders and Certificates of Clearance

Function Delegated	<ul style="list-style-type: none"> • Serve a Prohibition Order on the proprietor of a food business in accordance with Section 65 of the <i>Food Act 2008</i>. • Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices. • Give written notice to proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection.
Statutory Power Delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 65(1)- Prohibition order • Section 66- Certificate of clearance • Section 67(4)- Request for re-inspection
Statutory Power to Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. • Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 118(4) - Sub-delegation only permissible if expressly provided in regulations. <i>Food Act Regulations 2009</i> <ul style="list-style-type: none"> • No sub-delegation available.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Food Act 2008</i> <i>Food Act Regulations 2009</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> ○ Relevant property ○ Relevant customer/business Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

2 – Food Business Registrations

Function Delegated	<ul style="list-style-type: none"> Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [Section 110(1) and (5)]. Authority to vary the conditions or cancel the registration of a food business [Section 112].
Statutory Power Delegated	<p><i>Food Act 2008</i></p> <ul style="list-style-type: none"> Section 110(1) and (5) - Registration of Food Business Section 112- Variation of conditions or cancellation of registration of food businesses.
Statutory Power to Delegate:	<p><i>Food Act 2008</i></p> <ul style="list-style-type: none"> Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<p><i>Food Act 2008</i></p> <ul style="list-style-type: none"> Section 118(4) - Sub-delegation only permissible if expressly provided in regulations. <p><i>Food Act Regulations 2009</i></p> <ul style="list-style-type: none"> No sub-delegation available.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 WA Priority Classification System Verification of Food Safety Program Guideline.
Policy/Compliance Links	<p><i>Food Act 2008</i></p> <p><i>Food Act Regulations 2009</i></p>
Record Keeping	<p>Record to be kept on file:</p> <ul style="list-style-type: none"> Relevant property Relevant customer/business <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

3 – Debt Recovery and Prosecutions

Function Delegated	<ul style="list-style-type: none"> Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Statutory Power Delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 54 - Cost of destruction or disposal of forfeited item Section 125 Institution of proceedings
Statutory Power to Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 118(4) - Sub-delegation only permissible if expressly provided in regulations. <i>Food Act Regulations 2009</i> <ul style="list-style-type: none"> No sub-delegation available.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Policy/Compliance Links	<i>Food Act 2008</i> <i>Food Act Regulations 2009</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> Relevant property Relevant customer/business Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

4 – Food Businesses List – Public Access

Function Delegated	Authority to decide to make a list of food businesses maintained under Section 115(a) or (b) publicly available [r.51].
Statutory Power Delegated	<i>Food Act 2008</i> <ul style="list-style-type: none"> Regulation 51 - Enforcement agency may make list of food
Statutory Power to Delegate:	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 118(2) (b) - Local government (enforcement agency) may delegate a function conferred on it. Section 118(3) - Delegation subject to conditions (Section 119) and guidelines adopted (Section 120).
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	<i>Food Act 2008</i> <i>Section 118(4) - Sub-delegation only permissible if expressly provided in regulations.</i> <i>Food Act Regulations 2009</i> <i>No sub-delegation available.</i>
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	<ul style="list-style-type: none"> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Policy/Compliance Links	<i>Food Act 2008</i> <i>Food Act Regulations 2009</i>
Record Keeping	Record to be kept on file: Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

DELEGATIONS – *Dog Act 1976*

1 – Powers, Duties and Functions

Function Delegated	<ul style="list-style-type: none"> All powers, duties and functions of the local government under the <i>Dog Act 1976</i>. Authorise the CEO to further delegate powers and duties under the <i>Dog Act 1976</i> and associated Regulations.
Statutory Power Delegated	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Statutory Power to Delegate:	<i>Dog Act 1976</i> <ul style="list-style-type: none"> Section 10AA- Delegation of local government powers and duties.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Dog Act 1976</i> <ul style="list-style-type: none"> Section 10AA(3) - CEO can delegate further if expressly authorised.
Sub Delegated to:	<p>Section 10AA(S) of the <i>Dog Act 1976</i> does not limit the ability of a local government's Chief Executive Officer to perform a function through an officer or agent. Functions can be performed through the following employees:</p> <p>Executive Manager Community, Development & Regulation Rangers</p>
Conditions on Delegation/Sub-Delegation	All decisions to be made under Section 31 (2B), (3A) and (3B) must be determined by Council.
Policy/Compliance Links	<ul style="list-style-type: none"> <i>Dog Act 1976</i> <i>Dog Regulations 2013</i> <i>Local Government (Miscellaneous Provisions) Act 1960</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

DELEGATIONS – *Cat Act 2011*

1 - Powers, Duties and Functions

Function Delegated	All powers, duties and functions of the local government under the <i>Cat Act 2011</i> .
Statutory Power Delegated	<ul style="list-style-type: none"> • <i>Cat Act 2011</i> • <i>Cat (Uniform Local Provisions) Regulations 2013</i> • <i>Cat Regulations 2012</i>
Statutory Power to Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 44 - Delegation by local government.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 45 - Delegation by CEO of local government
Sub Delegated to:	<p>Note: Section 46(2) of the <i>Cat Act 2011</i> does not limit the ability of a local government from performing any of its functions by acting through a person other than the CEO; or a CEO from performing any of his/her functions by acting through another person.</p> <p>Executive Manager Community, Development & Regulation Rangers</p>
Conditions on Delegation/Sub-Delegation	<p>Authority excludes powers and duties that:</p> <ul style="list-style-type: none"> • Are prescribed in the Act with the requirement for a resolution by the local government; or • Are prescribed in the Act for performance by prescribed officers; or • Are subject to separate delegated authority within this register.
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Cat Act 2011</i> • <i>Cat (Uniform Local Provisions) Regulations 2013</i> • <i>Cat Regulations 2012</i> •
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

2 – Cat Registrations

Function Delegated	<ul style="list-style-type: none"> • Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [Section 9(1)]. • Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [Section 9(6)]. • Authority to cancel a cat registration [Section 10]. • Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [Section 11(2)]. • Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Northampton District [Regs. Sch. 3 cl.1(4)].
Statutory Power Delegated	<ul style="list-style-type: none"> • <i>Cat Act 2011</i>: Section 9 Registration Section 10 Cancellation of registration Section 11 Registration numbers, certificates and tags • <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Statutory Power to Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 44- Delegation by local government
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Cat Act 2011</i> <ul style="list-style-type: none"> • Section 45- Delegation by CEO of local government
Sub Delegated to:	Customer Service Officer Finance Officer Rates Officer
Conditions on Delegation/Sub-Delegation	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Policy/Compliance Links	<ul style="list-style-type: none"> • <i>Cat Act 2011</i> • <i>Cat (Uniform Local Provisions) Regulations 2013</i> • <i>Cat Regulations 2012</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> ○ Authorised Officers Register The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.
Date of Council Adoption	19 September 2024

**DELEGATIONS – *Planning and
Development Act 2005***

1 – Illegal Development

Function Delegated	<ul style="list-style-type: none"> • Give a written direction to the owner or any other person undertaking an unauthorised development to stop and not recommence the development or that part of the development that is undertaken in contravention of the Shire of Northampton Local Planning Scheme. • Give a written direction to the person whose duty it is to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme would prejudice the effective operation of the planning scheme.
Statutory Power Delegated	<p><i>Planning and Development Act 2005</i></p> <ul style="list-style-type: none"> • Section 214(2), (3) and (5) - Illegal development, responsible authority's powers as to
Statutory Power to Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.42- Delegation of some powers or duties to the CEO • Section 5.43- Limitations on delegations to the CEO
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <ul style="list-style-type: none"> • Section 5.44 - CEO may delegate powers and duties to other employees
Sub Delegated to:	Executive Manager Community, Development and Regulation Planning Officer
Conditions on Delegation/Sub-Delegation	<p>Authority to issue written direction without Council approval where illegal development has taken place on Shire-managed public land.</p> <p>Where illegal development has taken place on private land, permission to prosecute is to be granted by Council prior to action being taken. This does not inhibit the local government from issuing written direction to <u>cease</u> illegal activities on private land.</p> <p>Note: Power to prosecute for other breaches of the <i>Planning & Development Act 2005</i> is contained in Section 20 of the <i>Criminal Procedure Act 2004</i>.</p>
Policy/Compliance Links	<p><i>Planning and Development Act 2005</i></p> <ul style="list-style-type: none"> • Part 13- Enforcement and legal proceedings • Section 215 - Illegal development, responsible authority's power to remove, etc.
Record Keeping	<p>Record to be kept on relevant file.</p> <p>The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.</p>
Date of Council Adoption	19 September 2024

2 - Local Planning Schemes No 10 and 11 and Planning and Development (Local Planning Schemes) Regulations 2015

Function Delegated	<p>To perform the functions of the local government in respect of the following matters:</p> <ol style="list-style-type: none"> 1. General delegation to approve applications with or without conditions where consistent with Local Planning Scheme No 10 and 11, Local Planning Policies and WAPC/State Planning Policies, subject to the following exclusions: <ol style="list-style-type: none"> i. Uses other than 'P' or 'D'; ii. More than \$2 million dollars in value; iii. More than 5 dwellings; iv. Lot boundary adjustments where minimum lot sizes are not met; v. Development on reserves if inconsistent with the purpose of that reserve; vi. Variations of Council planning policy where NOT permitted by that planning policy. 2. Applications not to be determined under delegated authority: <ol style="list-style-type: none"> i. Refusal where discretionary; ii. Land use or development proposed, classed as "A" on zoning tables unless: <ol style="list-style-type: none"> a) Only a minor expansion; or b) Holiday/low-impact tourist accommodation where no objection has been received and is consistent with the Scheme and any applicable Policy. iii. 'Use Not Listed' in the Scheme Zoning Tables; iv. Approval period greater than 2 years; v. Retrospective approval of an existing unauthorised development; vi. Extension or change to a non-conforming use; or vii. Where "cash in lieu of car parking" is sought under the Scheme. 3. Variations to setbacks, building envelopes, use of materials/colours, landscaping or other minor matters can be determined subject to the following exemptions: <ol style="list-style-type: none"> i. Where a material objection to the proposal has been received. ii. Variations to car parking requirements are required for the development to proceed. iii. Refusals for non-permitted use other than where listed as an 'X' land use in the Scheme zoning tables. 4. Discretionary decisions under the Residential Design Codes of WA can be determined where:
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	<ul style="list-style-type: none"> i. Development Approval process has been followed, and all relevant information has been provided by the applicant; ii. No unsatisfied material objections have been received; iii. Consistency with the relevant Design Principle(s) has been achieved; or iv. Refusal of the development is not being determined. <p>5. Amending or revoking development approval where the:</p> <ul style="list-style-type: none"> i. Amendment is consistent with normal approved delegation; ii. Amendment is consistent with the initial application; iii. Amendment is minor in scale (10% of total development cost or less than 200m²); or iv. Revision of a condition of approval previously granted under delegation where the intent of the condition remains. <p>6. Applications for extension (maximum 12 months per extension) of a Development Approval can be reapproved subject to no more than two extensions. Any further extensions are to be considered by Council.</p> <p>7. Requests for reconsideration of Council decisions are not to be determined under delegated authority.</p> <p>8. Make recommendations to the WAPC on amendments to Structure Plans (as defined by the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>) under the deemed provisions provided that the modification is:</p> <ul style="list-style-type: none"> i. Of a minor nature; and ii. Is consistent with the intent of the zone and the Scheme; and iii. Unlikely to have a detrimental effect on the amenity of the locality or any owner or occupier of land in the locality. <p>9. Take all necessary action against owners and occupiers of properties requiring them to cease illegal uses or rectify/remove illegal development or comply with any Development Approvals, including instructing the Shire's solicitors.</p> <p>10. Issue or refuse to issue a certificate under Section 40 of the <i>Liquor Control Act 1988</i>.</p> <p>11. Make recommendations to the WAPC and other statutory authorities in respect of subdivision/amalgamation and development applications and associated matters.</p>
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	12. Endorse deposited plans after the conditions of subdivision/amalgamation approval for which Council is responsible have been fulfilled.
Statutory Power Delegated	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <ul style="list-style-type: none"> • Schedule 2 – Deemed provisions for local planning schemes <i>Shire of Northampton Local Planning Schemes No.10 and 11</i>
Statutory Power to Delegate:	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <ul style="list-style-type: none"> • Schedule 2, Part 10, clause 82 – Delegations by Local Government.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <ul style="list-style-type: none"> • Schedule 2, Part 10, clause 82 – Delegations by Local Government.
Sub Delegated to:	Executive Manager Community, Development and Regulation Planning Officer
Conditions on Delegation/Sub-Delegation	1. All Development Applications will be submitted to Council in the following circumstances: <ol style="list-style-type: none"> a) Where an application is for an extension or change to a nonconforming use; b) Where a delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation; c) Where written objection is received from the proposal from any statutory agency; d) A condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire of Northampton; e) Where a new structure plan has been prepared and advertised for public comment, recommendations shall be presented to Council prior to forwarding to the WAPC; f) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any policy and a written objections have been received within the time specified; g) Subdivision/amalgamation applications proposing five (5) lots or greater, or that wish to vary a Scheme/Policy provision must be determined by Council prior to submission of recommendations to WAPC; or h) Where in the opinion of the Executive Manager Community, Development and Regulation:

	<ul style="list-style-type: none"> i. Any of the requirements of this delegation are not satisfied; ii. There is insufficient certainty as to whether the application complies with the intent of Scheme, Residential Design Codes or any relevant Council policy; iii. It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; iv. Where the proposal is inconsistent with the intent of the Local Planning Scheme, relevant policies, Residential Design Codes, or any of Council's adopted statutory plans as defined in the Scheme or Local Planning Strategy. <p>2. With reference to Item 10. (under Functions Delegated), approval to undertake prosecution against a landowner must be obtained from Council prior to commencement. This does not inhibit the issuance of a written direction to the landowner to cease an illegal activity until the matter is determined by Council.</p>
Policy/Compliance Links	<p><i>Planning and Development Act 2005</i></p> <ul style="list-style-type: none"> • Section 142 – Consultation requirements as to proposed subdivision <p><i>Planning and Development Regulations 2009</i></p> <p><i>Planning and Development (Local Planning Scheme) Regulations 2015</i></p> <p><i>Planning and Development (Development Assessment Panels) Regulations 2011</i></p> <ul style="list-style-type: none"> • Section 11A – Further Information • Section 11 – Notify DAP of application • Section 12 (2) – Responsible authority to report • Section 13 – Further services from responsible authority <p><i>Liquor Control Act 1988</i></p> <ul style="list-style-type: none"> • Section 40 – Certificate of planning authority is to whether use of premises complies with planning laws <p><i>Heritage Act of Western Australia 1990</i></p> <p><i>Shire of Northampton Local Planning Scheme No's 10 and 11</i></p> <p><i>State Planning Policy 7.3 – Residential Design Codes of Western Australia</i></p>
Record Keeping	<p>Record to be kept on file:</p> <ul style="list-style-type: none"> ○ Council Minutes. ○ Delegated Decision Reports. ○ Relevant property file.

	Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.
Date of Council Adoption	19 September 2024

DELEGATIONS – *Public Health Act 2016*

1 - Enforcement Agency Reports to the Chief Health Officer

Function Delegated:	<ul style="list-style-type: none"> Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under the <i>Public Health Act 2016</i> and the performance of functions by persons employed or engaged by the Shire of Northampton [s.22(1)] Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Statutory Power Delegated:	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> Section 22 - Reports by and about enforcement agencies
Statutory Power to Delegate:	<i>Public Health Act 2016:</i> <ul style="list-style-type: none"> Section 21 - Enforcement agency may delegate
Delegated to:	Chief Executive Officer Environmental Health Officer
Statutory Power to Sub-Delegate:	Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Public Health Act 2016</i> Section 20 - Conditions on performance of functions by enforcement agencies.
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> Authorised Officers Register <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p>
Date of Council Adoption	19 September 2024

**STATUTORY DELEGATIONS TO LOCAL
GOVERNMENT FROM STATE
GOVERNMENT ENTITIES**

Environmental Protection Act 1986

1 – Noise Control – Serving of Environmental Protection Notices

Extract from Government Gazette dated 19 March 2004.

EV401

ENVIRONMENTAL PROTECTION ACT 1986

SECTION 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.
Dr JUDY EDWARDS MLA, Minister for the Environment.

Regulation 19 of *Local Government (Administration) Regulations 1996* requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.

2 – Noise Control – Noise Management Plans

Extract from Government Gazette dated 16 May 2014.

EV405*

ENVIRONMENTAL PROTECTION ACT 1986
DELEGATION NO. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by—

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.

Regulation 19 of *Local Government (Administration) Regulations 1996* requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.

The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.

Planning and Development Act 2005

1 – Section 15 of *Strata Titles Act 1985*

Extracts from Government Gazette dated 9 June 2009.

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

Planning and Development Act 2005

1 – Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016



**HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS**

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Amadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Cannington Shire of Capal Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Coocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottlesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Hall's Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Kalbar Shire of Kellerberrin Shire of Kent Shire of Kojoonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Nannup
 Shire of Narembeen
 Shire of Narrogin
 Town of Narrogin
 City of Nedlands
 Shire of Ngaanyatjaraku
 Shire of Northam
 Shire of Northampton
 Shire of Nungarin
 Shire of Peppermint Grove
 Shire of Perenjori
 City of Perth
 Shire of Pingelly
 Shire of Plantaganet
 Town of Port Hedland
 Shire of Quairading
 Shire of Ravensthorpe
 City of Rockingham
 Shire of Roebourne
 Shire of Sandstone
 Shire of Serpentine Jarrahdale
 Shire of Shark Bay
 City of South Perth
 City of Stirling
 City of Subiaco
 City of Swan

Shire of Tammin
 Shire of Three Springs
 Shire of Toodyay
 Shire of Trayning
 Shire of Upper Gascoyne
 Town of Victoria Park
 Shire of Victoria Plains
 Town of Vincent
 Shire of Wagin
 Shire of Wandering
 City of Wanneroo
 Shire of Waroona
 Shire of West Arthur
 Shire of Westonia
 Shire of Wickkepin
 Shire of Williams
 Shire of Wiluna
 Shire of Wongan-Ballidu
 Shire of Woodanilling
 Shire of Wyalkatchem
 Shire of Wyndham-East Kimberley
 Shire of Yalgoo
 Shire of Yilgarn
 Shire of York



HON DONALD TERRENCE REDMAN MLA
 MINISTER FOR LANDS

2nd day of June 2016

**COUNCIL APPOINTED AUTHORISED
PERSONS AND OFFICERS**

Local Government Act 1995

1 – Appointment of Authorised Persons to Execute Documents

Function	Authority to sign documents.
Statutory Power Delegated	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Section 9.49A(4) – Execution of documents
Statutory Power to Delegate:	<ul style="list-style-type: none"> • Nil.
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	Nil.
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Executing documents through the use of the common seal or by signing a document does not constitute the decision to undertake a particular course of action. A Council resolution or a decision under delegated authority is required prior to executing documents pertaining thereto.
Policy/Compliance Links	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> • Section 5.41(d) – CEO's duty to manage day to day operations. • Authority to Execute Documents on Behalf of Council Policy.
Record Keeping	Record to be kept on relevant register or file
Date of Council Adoption	19 September 2024

Health (Miscellaneous Provisions) Act 1911

1 – Appointment of Deputy

Function Authorised	Authority to exercise and discharge all or any of the powers and functions of the local government.
Statutory Power Authorised	<i>Health (Miscellaneous Provisions) Act 1911</i> <ul style="list-style-type: none"> • Section 26 - powers of local government
Statutory Power to Authorise	<i>Health (Miscellaneous Provisions) Act 1911</i> <ul style="list-style-type: none"> • Section 26 - powers of local government
Authorised Officers	Chief Executive Officer Environmental Health Officer
Conditions on Authorisation	Nil.
Policy/Compliance Links	<i>Health (Miscellaneous Provisions) Act 1911</i> Environmental Health Policies
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	19 September 2024

Food Act 2008

1 – Appointment of Authorised Officers

Function Authorised	Appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> .
Statutory Power Authorised	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Part 5 – Powers of Entry, inspection and seizure • Division 1 – entry, inspection and seizure • Division 2- items seized by authorised officers.
Statutory Power to Authorise	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 122(1) – Appointment of authorised officers
Authorised Officers	Chief Executive Officer Environmental Health Officer
Conditions on Authorisation	<ul style="list-style-type: none"> • Person to be an authorised officer must have appropriate qualifications and experience to perform the function designated to them or hold office as an environmental health officer under the <i>Public Health Act 2016</i> and the <i>Health (Miscellaneous Provisions) Act 1911</i>. • A warrant to enter may only to be sought after the employee has a sworn affidavit setting out circumstances that gave rise to the need for a warrant (unless an emergency).
Policy/Compliance Links	<i>Food Act 2008</i> <ul style="list-style-type: none"> • Section 122(3) - requirement to maintain a list of authorised officers appointed • Section 123(1) – requirement to provide each authorised officer with a certificate of authority. <i>Food Regulations 2009</i> Department of Health: Guideline on Appointment of Authorised Officers
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	19 September 2024

2 – Appointment of Designated Officers

Function Authorised	Undertake the powers of a 'designated person' as prescribed in the <i>Food Act 2008</i> and Regulations
Statutory Power Authorised	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 126(13) – Infringement notices – designated officers
Statutory Power to Authorise	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 122(1) – Appointment of authorised officers
Authorised Officers	Chief Executive Officer Executive Manager Community, Development & Regulation Environmental Health Officer
Conditions on Authorisation	Certificates of authority must contain any conditions or limitations to which the person's authority is subject, including an expiry date. <u>Chief Executive Officer, Executive Manager Community, Development & Regulation</u> are designated officers for the purpose of Section 126 (6) and (7) only. <u>Environmental Health Officer</u> is designated officer for the purpose of Section 126 (2) only.
Policy/Compliance Links	<i>Food Act 2008</i> <ul style="list-style-type: none"> Section 122(3) - requirement to maintain a list of authorised officers appointed. Section 123(1) – requirement to provide each authorised officer with a certificate of authority. <i>Food Regulations 2009</i> Department of Health: Guideline on Appointment of Authorised Officers
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> Authorised Officers Register
Date of Council Adoption	19 September 2024

Public Health Act 2016

1 – Appointment of Authorised Officers

Function Authorised	Undertake the powers of an 'authorised officer' for the purposes of the <i>Public Health Act 2016</i> .
Statutory Power Authorised	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Part 9 – Notifiable Infectious diseases and Related Conditions • Section 16 – Powers of Entry, Inspection and Seizure
Statutory Power to Authorise	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Section 24 – Designation of authorised officers <i>Health (Miscellaneous Provisions) Act 1911</i> <ul style="list-style-type: none"> • Section 3(2A) – Terms used
Authorised Officers	Chief Executive Officer Environmental Health Officer
Conditions on Authorisation	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Section 25 – Certain authorised officers to have qualifications and experience
Policy/Compliance Links	<i>Public Health Act 2016</i> <i>Health (Miscellaneous Provisions) Act 1911</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	19 September 2024

2 – Commence Proceedings

Function Delegated	<ul style="list-style-type: none"> Power to commence proceedings for an offence under the <i>Public Health Act 2016</i> (Section 280).
Statutory Power Delegated	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> Section 280 –Commencing Proceedings
Statutory Power to Delegate:	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> Section 21 – Enforcement agency may delegate
Delegated to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	Nil – Unless a regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [Section 21(4)]
Sub Delegated to:	Nil.
Conditions on Delegation/Sub-Delegation	Nil.
Policy/Compliance Links	<i>Public Health Act 2016</i>
Record Keeping	<p>Record to be kept on relevant file.</p> <p>Regulation 19 of <i>Local Government (Administration) Regulations 1996</i> requires delegates to keep a written record of how and when they exercise the power or discharge the duty, and the persons or classes of persons directly affected.</p> <p>The delegate is to ensure that all evidentiary documents meet the requirements of Regulation 19 and are retained on the Shire's record keeping database.</p>
Date of Council Adoption	19 September 2024

Health (Asbestos) Regulations 1992

1 – Appointment of Authorised Officers

Function Authorised	Appoint a person to be an authorised officer for the purposes of Part 2 of the <i>Criminal Procedures Act 2004</i> for issuing and withdrawing infringement notices and extending time to pay.
Statutory Power Authorised	<i>Criminal Procedures Act 2004</i> <ul style="list-style-type: none"> • Part 2 – dealing with alleged offenders without prosecuting them
Statutory Power to Authorise	<i>Health (Asbestos) Regulations 1992</i> <ul style="list-style-type: none"> • Section 15D(5) – appoint persons or classes of persons to be authorised officers or approved officers for purpose of the <i>Criminal Procedures Act 2004</i>.
Authorised Officers	Chief Executive Officer Executive Manager Community, Development and Regulation Environmental Health Officer
Conditions on Authorisation	The appointment for the issuing of Infringement Notices is granted to: <ul style="list-style-type: none"> • Chief Executive Officer • Environmental Health Officer <p>The appointment for withdrawing of Infringement Notices or extending the time to pay is granted to:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive Manager Community, Development and Regulation
Policy/Compliance Links	<i>Public Health Act 2016</i> <ul style="list-style-type: none"> • Section 25 – Certain authorised officers to have qualifications and experience <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Health (Asbestos) Regulations 1992</i> <i>Criminal Procedures Act 2004</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	19 September 2024

2 – Appointment of Approved Officers

Function Authorised	Appoint a person to be an 'approved officer' for the purposes of Part 2 of the <i>Criminal Procedures Act 2004</i> .
Statutory Power Authorised	<i>Criminal Procedures Act 2004</i> <ul style="list-style-type: none"> • Section 14 – Extension of time • Section 15 – Withdrawal of infringement notices
Statutory Power to Authorise	<i>Health (Asbestos) Regulations 1992</i> <ul style="list-style-type: none"> • Section 15D(5) – appoint persons or classes of persons to be authorised officers or approved officers for purpose of the <i>Criminal Procedures Act 2004</i>.
Authorised Officers	Chief Executive Officer Executive Manager Community, Development and Regulation
Conditions on Authorisation	An authorised officer cannot also be an approved officer under the <i>Criminal Procedures Act 2004</i> .
Policy/Compliance Links	<i>Public Health Act 2016</i> <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Health (Asbestos) Regulations 1992</i> <i>Criminal Procedures Act 2004</i>
Record Keeping	Record to be kept on file: <ul style="list-style-type: none"> • Authorised Officers Register
Date of Council Adoption	19 September 2024

APPENDIX - LIST OF AMENDMENTS

This appendix reflects those changes made to this register during the course of the year and at the time of the annual review of the register.

Delegation	Date Approved	Amendment description

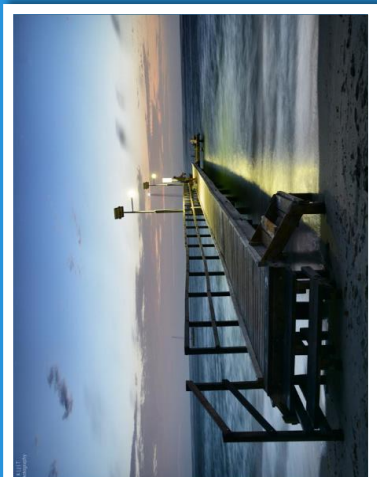
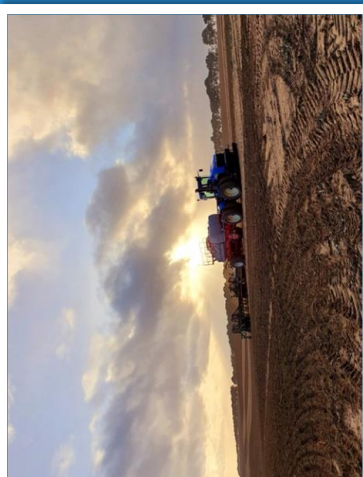
Shire of Northampton Register of Delegations, Authorisations and Appointments



STRATEGIC
COMMUNITY PLAN



2020-2030



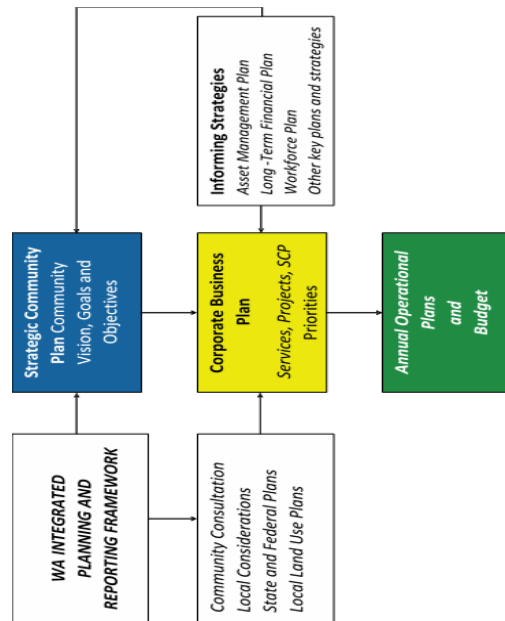


This plan that will serve as a key planning and decision-making tool developed through a comprehensive community engagement process undertaken across the Shire of Northampton.

We appreciate and thank those who were actively involved in this process. All community feedback has been recorded, and consequently Council have determined five focus areas and the key objectives and strategies to support and enhance the Vision of the Shire of Northampton – “**a proud and unique community recognising the past and creating the future**”.

Priorities have been determined for the first four 4 years, with service delivery teams within the Shire responsible for establishing strategies as outlined in the Corporate Business Plan (CBP) that will address the desired outcomes. The Strategic Community Plan (SCP) will be reviewed bi-annually, as required by legislation, to ensure that the strategies remain relevant and appropriately resourced when funding availability is realised. Progress will be measured and reported annually. When implementing this plan, the Shire will continue to deliver services within their remit and represent the Community in areas that are not within their jurisdiction or control by advocacy or lobbying as appropriate.

The Council and Officers will work with regional groups and government agencies where practicable to achieve their **Mission: “to provide community leadership by modelling and supporting economic and social development within the Shire”**. They will continue to work for the community guided by the five values of **Honesty and Integrity - Proactive Approach - Dialogue - Environmental Responsibility - Diligence**



The Strategic Planning Context

Planning for the Future - Section 5.56 (1) and (2) of the Local Government Act, requires each local government ‘to plan for the future of the district’ by developing plans in accordance with the regulations. Council is required to have a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP) developed in accordance with the Integrated Planning and Reporting (IPR) Guidelines developed by the Department of Local Government.

The SCP is a visionary document of Council developed for the next ten years and is based on community input and research to ensure a sustainable future can be achieved. It is recognised that not all outcomes can be delivered immediately however the SCP will guide decisions over the next decade. CBP identifies what could be achieved in the short term, and the steps to be taken that will enable us all to monitor and review progress to achieve the aspirations.

Table of Contents

The Strategic Planning Context1

Our Location.....3

Our History3

Our Population3

Our Economy3

Developing the Plan4

Survey questions:.....4

Common themes identified:.....4

Key Focus Areas.....6

Key Imperatives.....7

Key Outcome Areas8

.....11

Measures of Our Success11

Plan Development and Implementation.....12

Strategy Development12

Funding Community Desires and Aspirations13

Appendix 1 Community Engagement Survey Data Whole of Shire14

Appendix Two Community Engagement Survey Data Trends in Towns and Locations15

Our Location

The Shire of Northampton is located in the Midwest region of Western Australia which is 475 kilometres north of Perth and has an area of 12,499 square kilometres. The Shire's main administration office is in the town of Northampton, 50kms north of Geraldton. There two main town centres, Northampton and Kalbarri. Along a beautiful stretch of coastline are the towns of Horrocks, Port Gregory and Kalbarri. The rural hubs are Binnu, Isseka, and Ajana.

Our History

Recorded history of this area dates back to 1629 when the Dutch ship Batavia was wrecked in the area with two men marooned at the mouth of the Murchison River. Lead was discovered in the area in 1847, followed by copper discovered by Drummonds Shepherd in 1854. The convict hiring station 'Lynton' was established at Port Gregory from 1853-1856 and the first railway commenced in 1874 which ran from Geraldton to Northampton and was later extended to Ajana in 1913. With the advent of a railway, activity expanded with more lead and copper mines being opened. The areas sown to cereal crops (mainly wheat) increased together with sheep flocks. Northampton was first known as the "The Mines" until 1864 when the townsite was gazetted and became known as 'Northampton'. The town has long been known by its aboriginal name 'Mooniemia'.

The Local Government district of Northampton began in 1871 and its boundaries were prescribed from the north by a line that ran east from the mouth of the Murchison River then west to the Indian Ocean, and south by a line running east from the mouth of the Buller river with no eastern boundary included. The first Local Government office was built in 1898 in Northampton followed by new offices built in 1957 that were extended and modified in 1984 and again in 2001. The administration centre at Kalbarri is known as the "Allen Centre" and was opened in 1992.

Our Population

The Australian Bureau of Statistics Census figures from 2016 list the Shire's population as 3,319 at that time. The current population comprises 52% of males and 48% of females with a median age of 51 years, which is significantly higher than the State average of 36 years. It is estimated that the population will remain stable over the next ten years although forecast changes in age structure and cultural diversity of residents will pose significant challenges in the management of current and future demands for quality lifestyles. Kalbarri has a district high school providing education to Year 12 level and Northampton's district high school provides education to Year 10 level. There is a daily bus service for School children from Northampton to attend schools in Geraldton.

Our Economy

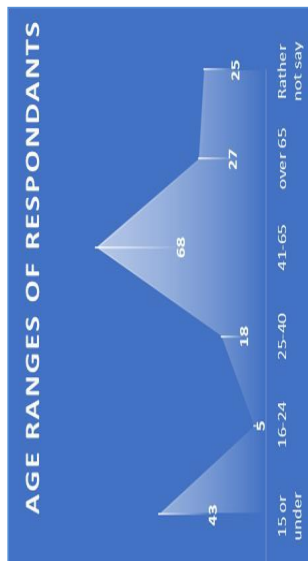
Predominant industries in the Shire are diverse and include broad acre agriculture, fishing and tourism, garnet mining, and beta carotene production. The Shire is also a popular base for fly-in fly-out mine workers, their families and active retirees choosing to relocate from the north of the State.

Developing the Plan

The SCP was developed in accordance with the IPR framework and guidelines and includes a long-term plan that reflects the vision and aspirations of the Community and includes key focus areas, objectives, and strategies. These were formulated after receiving feedback and discussion with the Community in March 2020. The Community responded to a questionnaire/survey mailed to 1200 residents, employees, business, and visitors within the Shire. 400 postcards in the same survey format were strategically placed across the Shire and made available on the Shire’s website. A total of 190 responses were received from the survey. 38 people attended workshops held across the Shire and shared their vision, identified issues and potential solutions, and actively worked to discuss and share their views. The COVID 19 pandemic greatly impacted these workshops attendance was lower than expected. The CEO and various Councillors attended the workshops to listen to the Community and observe the process and provide information when required. Discussions were held with business proprietors over the same time further enhancing the opportunity to receive wide ranging community feedback to inform the planning process.

Survey questions:

- What do you like about living in, working in, or visiting the Shire of Northampton?
- What two things would you like to see happen in your local community in the next 4 years?
- If you could imagine your perfect community in 10-15 years what would it look like?
- What are the two most important issues you think the community will face in the future?
- We also gave space for any other comments



Attendees at the workshops were asked to identify issues or concerns, and any potential solutions. A personalised voting system was then used to prioritise feedback. This engagement identified that residents have pride in their unique communities, their history, and their willingness to be part of creating their future with active community groups and committees in place. Despite there being some areas of concern identified, there was a general satisfaction demonstrated on how the Shire was being governed and managed and appreciation for the current infrastructure and facilities

Common themes identified:

- Appreciation of safe, friendly, and peaceful communities
- Gaps and constraints in medical and aged care services
- Business viability impediments and ability to sustain them
- Community bus / transport to Geraldton / Reliable and consistent air services
- Maintenance of school populations and increased youth activities
- Water, power, and telecommunications
- Retention and addition of families and increased job opportunities
- Environment appreciation and management
- Ambience of foreshores and town centres
- Strong community spirit

{ 4 }

Actions / Projects identified to be considered or progress in the next four years included (but were not limited to):

- Beautification of main streets and more businesses and tourism across some parts of the Shire
- Re-opening of Northampton Caravan Park
- Increase in recreation centre activities especially for young people, after-hours access gym and courts, skateparks and playgrounds
- More consistency in medical services; more aged care services and accommodation for people to age in place
- Local bus service to Geraldton
- Upkeep of historical buildings to enhance tourism
- More events / markets
- Environmental initiatives such as recycling, increase in tree planting and foreshore and dune management
- Bypass around Northampton
- Access to pool or aquatic activities for learn to swim or fitness activities
- More employment opportunities, housing, and tourist accommodation

There were 5 workshops carried out across the Shire and the summary of issues or aspirations identified compliment the trends of the feedback from each town and location, along with the trends for the whole of Shire, are included in the graphs on pages 13 to 18 of this plan.

390

Workshop participants identified a range of actions that were a priority or most important and they included:

Kalbarri: Air services, recycling, kerbing, footpaths and retirement /aged care facilities (as a progression from independent living).

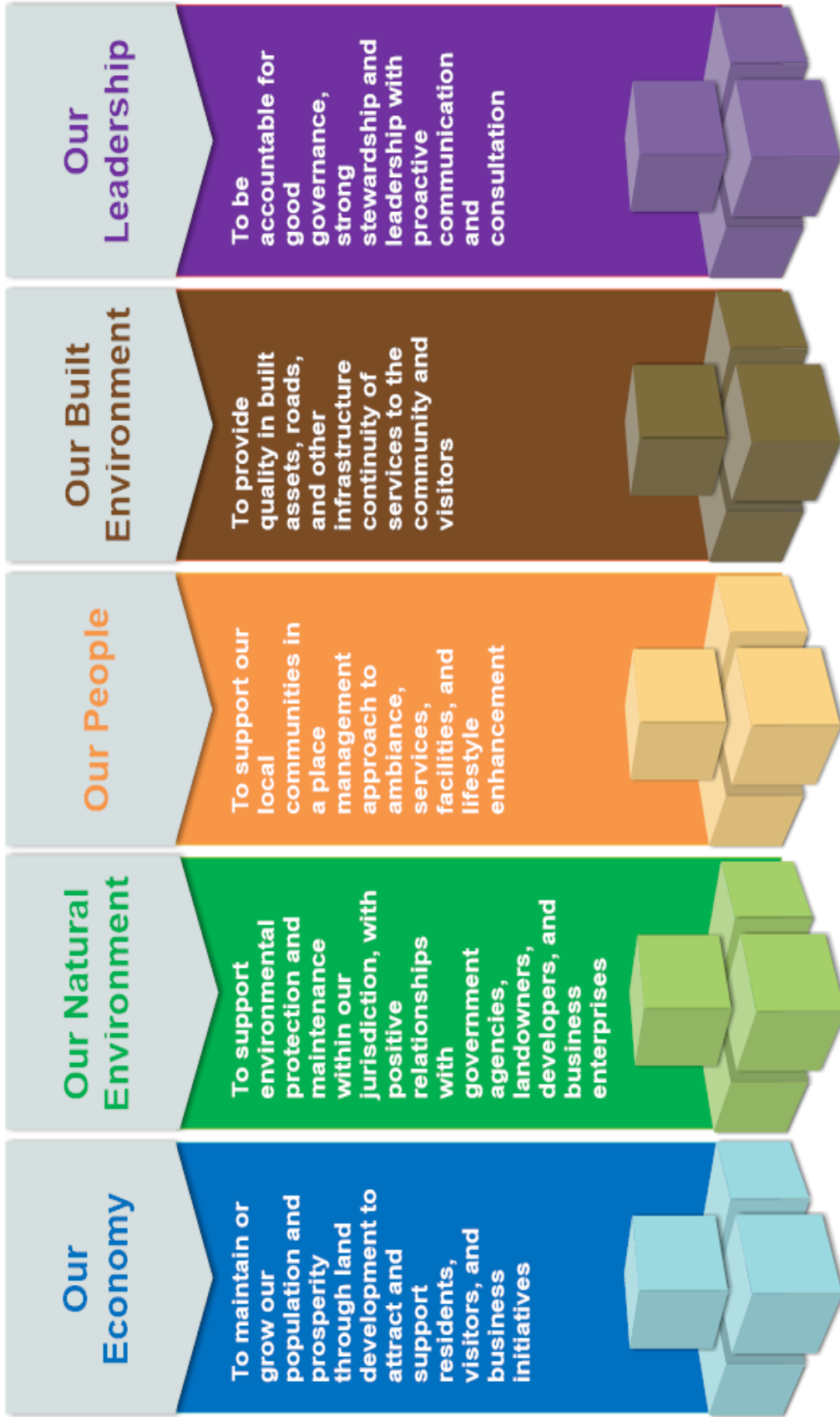
Horrocks Beach: Disability access to the beach, long term maintenance of the jetty, walkway to lookout, fire management and control, and pump/bike track for children

Northampton Seniors: Permanent Doctor, and community bus to Geraldton for medical appointments

Northampton Community: Continuity of doctors, adequate general health, and mental health services, addressing the effect of people going to medical appointments and tending to shop there which impacts on local businesses, youth programs and activities for youth. No reliable NBN access at the high school

Port Gregory: Toilets and pathways at the Pink Lake, structured pathways in dunes, repurpose old tennis courts, improve community communication channels, and jetty upgrade (dredging of sand build-up.)

Key Focus Areas



Key Imperatives

The Council determined the most important issues, ambitions or projects that may have an impact on the achievement of the Strategic Community Plan objectives derived from community feedback in the strategic planning process. In many cases Local Governments do not have the ability to deliver major infrastructure or services that attract and maintain population, employment, or tourism, but it is important to play their role within jurisdiction and affordability. The table below indicates Council's role in each area.

Key Issues, Aspirations or Projects	Key Stakeholders or Drivers
Regular passenger airline service to Kalbarri	Owned by Shire - Airlines control flight paths Governments may provide incentives
Proposed Oakajee Port and Industrial Estate Project	State Government and Investors
Development of a heavy haulage route around Northampton	Main Roads Department
Installation of artificial reefs along coast to promote safer recreational fishing	Department of Transport Jurisdiction Council can support and lobby as appropriate
Strategic relationships with mining companies and developers.	Council
The Council as a lobbyist for service provision to the Shire.	Council
Further development of residential and industrial land in the Shire.	Council through Town Planning Strategy
Achieving sustainable development in new land and residential projects.	Council through Town Planning Strategy
Protecting the existing broad acre farming industry and the unique lifestyle opportunities available within the Shire	Council through Rural Planning Strategy
Developing the Kalbarri to Shark Bay Road (4WD Tourism Trail)	Council and relevant stakeholders
Formation of regional alliances with neighbouring Local Governments to address common service or infrastructure needs	Council

Key Outcome Areas

Given the current environment relating to the economic environment and COVID 19 impacts, Local Governments must work within tight budgets and reduced grant funding. This impacts on project activity and community development activities, so it is expected that for the foreseeable future the Shire will be in a consolidation phase where ongoing strategies and regional cooperation will continue within affordability, and Council & Officers will engage in lobbying and advocacy strategies in areas that are out of the jurisdiction of the Shire.

1 Our Economy				
1.1 To maintain or grow our population through land development to attract and support residents, visitors, and business initiatives.				
	Key Outcomes	Objectives	Success Measures	Timelines
1.1.1	Population maintenance and growth through diversity in land zoning reflecting the diverse nature of residential needs	Population remains stable or increases	Population Data School Enrolments	Ongoing
1.1.2	Provision of effective town planning scheme to support visitor expectations or needs and appropriate business development support for local business initiatives	Maintained or increased businesses across towns and locations of the Shire for economic and employment benefits	Trends and the Number of businesses at each Census period	Ongoing
1.1.3	To maintain a tourism strategy within budget possibilities to have tourist facilities of the highest standard that the Council can afford.	Increase in numbers of visitors accessing local businesses and tourist attractions	Trends in visitor numbers and tourist enterprises operating	Ongoing
1.3.4	Support for visitor attraction and for community driven events-based and tourism	Increase of events that attract overseas, regional, and local people to support the local economy.	Increase or decrease of visitors and number of events held.	Ongoing

2 Our Natural Environment				
To support environmental protection and maintenance within Council jurisdiction, and form positive relationships government agencies, landowners, developers, and business enterprises.				
	Key Outcomes	Objectives	Success Measures	Timelines
2.1	Natural environment and biodiversity are conserved and protected	Protection of coastal land by managing access with designated entry and exit points	Well-managed environments that are protected and enjoyed by residents and visitors	Ongoing
2.1.1		Managing camping and litter		
2.1.2	Regional cooperation in land management and maintenance	A regional approach to showcasing the natural environment while supporting enterprise development and environmental conservation	Growth in eco-tourism and cooperative land management through a regional approach	Ongoing
2.1.3	Positive relationships with key environmental stakeholders	Working with key agencies and landowners for a common cause	Cooperation and collaboration across all stakeholder groups	Ongoing
3. Our People				
To support our local communities in a place management approach to services, facilities, and lifestyle enhancement				
	Key Outcomes	Objectives	Success Measures	Timelines
3.1	Providing community and recreation facilities within budget constraints	Asset development and management plans in place	Community satisfaction and level of facility use	Ongoing
3.2	Support community action groups wherever practicable to achieve positive outcomes in their locality to enhance lifestyle	Each community has a progress or community association that is supported by Council	Level of activity or number of community projects in each locality	Annually reviewed
3.3	Advocate for services or facilities the Shire cannot provide	Increased services or facilities	Reduction of the gaps in services or facilities	Review 2-yearly

4. Our Built Environment			
4.1 To provide quality in built assets, roads, and other infrastructure for continuity of services to the community			
4.	Key Outcomes	Objectives	Success Measures
4.1.1	Continue with our comprehensive strategy for managing sealed and unsealed roads, foot paths and parking facilities	Safe and reasonable roads, footpaths, and parking facilities within budget affordability	Level of community and visitor satisfaction
4.1.2	Continue to develop and maintain our comprehensive asset management plan and ensure linkages to our long-term financial plan	Asset management and long-term financial plan in place and reviewed annually	Plans meet objectives and legislative compliance
4.1.3	To ensure the built assets enhance the ambience of each town or location	Each town and location maintain their own unique characteristics	Community satisfaction
5. Our Leadership			
5.1 To be accountable for good governance, strong stewardship and leadership with proactive communication and consultation			
5.1.1	Key Outcomes	Objectives	Success Measures
5.1.1	To maintain and expand capacity and capability in the Shire workforce as required for ongoing good governance, accountability,	A retained and developed workforce and effective recruitment in staff turnover	Stable workforce and successful recruitment
5.1.2	To maintain best practice in all areas of Council operations incorporating appropriate risk management strategies	Policy and procedure manuals reviewed and updated as required; risk management strategies embedded in planning and operations	Satisfied Community and Employees
5.1.3	To demonstrate a proactive approach to community and economic development, and service delivery	Community engagement strategies in place and positive relationships with business and service providers	Community satisfaction levels and level of interaction with business owners and service providers



For each Key Outcome Area, we have assigned a general measure of the Shire's performance against the objectives that we will report to the community in the Annual Report.

Key Outcome Areas	Measure of Success
Our Economy	Population, ratepayer growth or decline and visitor trends
Our Natural Environment	Well-managed environments that are protected while still being enjoyed by residents and visitors
Our People	Community lifestyle facility and services developed, increased, or improved
Our Build Environment	Progression of our Asset Management Plan and community satisfaction rate
Our Leadership	Satisfied Community and Shire Workforce



Plan Development and Implementation

This rolling ten-year Strategic Plan was originally adopted by Council in 2009 and is has been reviewed and updated every four years to ensure the directions set for the Shire of Northampton remain relevant and responsive to external environment changes. The key objective of the plan is to provide a framework and strategic direction that informs the Council in decision making and resource allocation. Strategies will be implemented through the Corporate Business Plan that will address the priorities identified by Council in each four-year cycle. In developing this plan, the Council has considered the following internal and external informing and resourcing strategies and plans.

Internal	External
Asset Management Plan	State Planning Strategy
Workforce Plan	Health Department Strategy
Disability Access and Inclusion Plan	Midwest Regional Development Commission
Town Planning Strategies	Traditional Landowners
Long Term Financial Plan	Department of Transport
Horrocks Beach Local Planning Strategy	Tourism WA

Strategy Development

Feedback on community aspirations from the engagement process has been recorded and, where possible, items have been clustered and linked to strategies. It must be understood however that no formal commitment is given, nor should it be taken, that any item will be implemented simply because it is mentioned in the strategy. This plan will be implemented after formal adoption by Council in July 2020

Funding Community Desires and Aspirations

In consulting with the community, there were desires and aspirations for the Towns and Locations of Northampton Shire which Council heard and acknowledged.

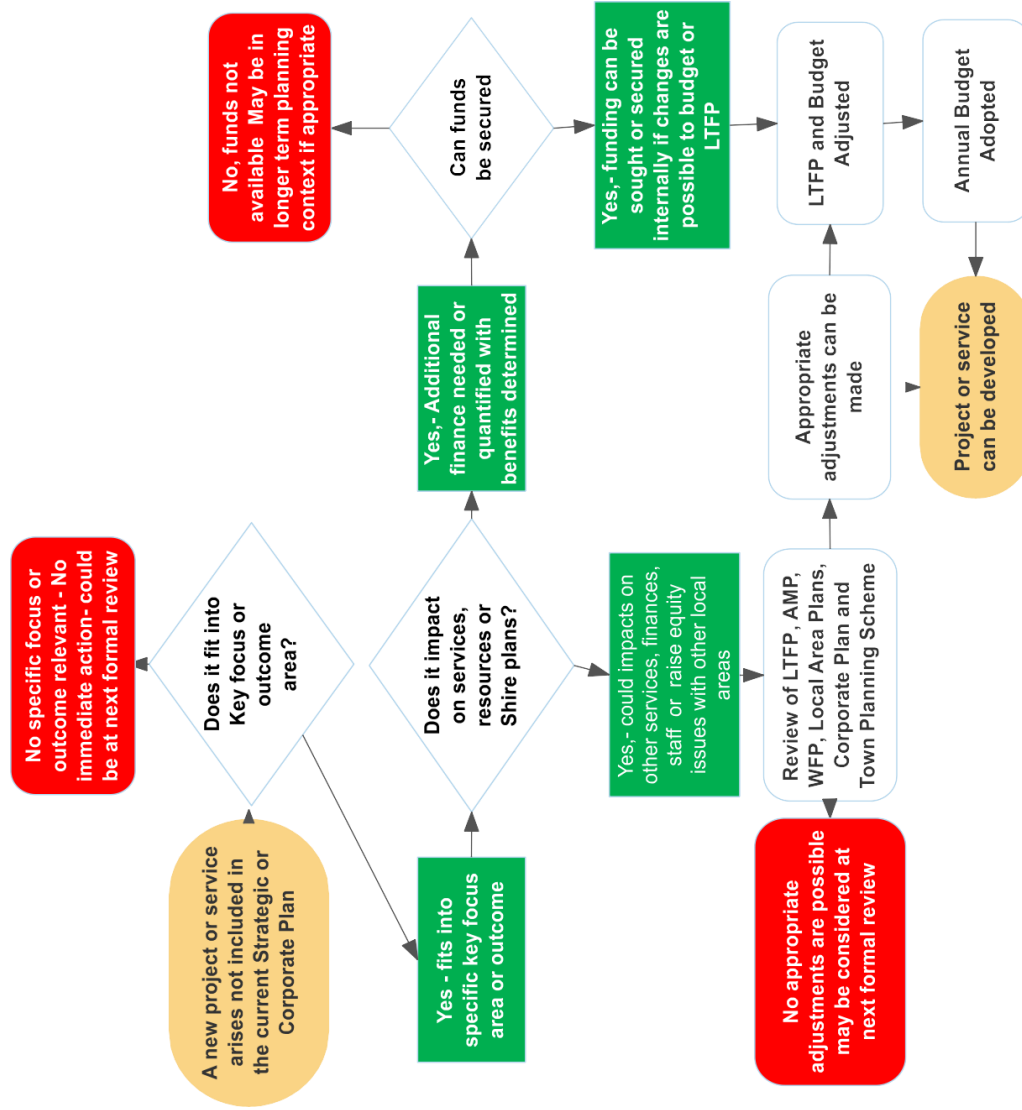
Many of these are dependent on population growth, funding availability and affordability or Council having jurisdiction. Strategies and resources are planned accordingly.

This Strategic Plan is fully reviewed with comprehensive community consultation every four years, with internal review / adjustment by Council two years into each four-year cycle.

New needs and aspirations arise between planning timeframes. The Integrated Planning and Reporting Framework is not so inflexible for new ideas not to be considered, but the timing for Council to consider new requests or ideas is prior to the annual budget review.

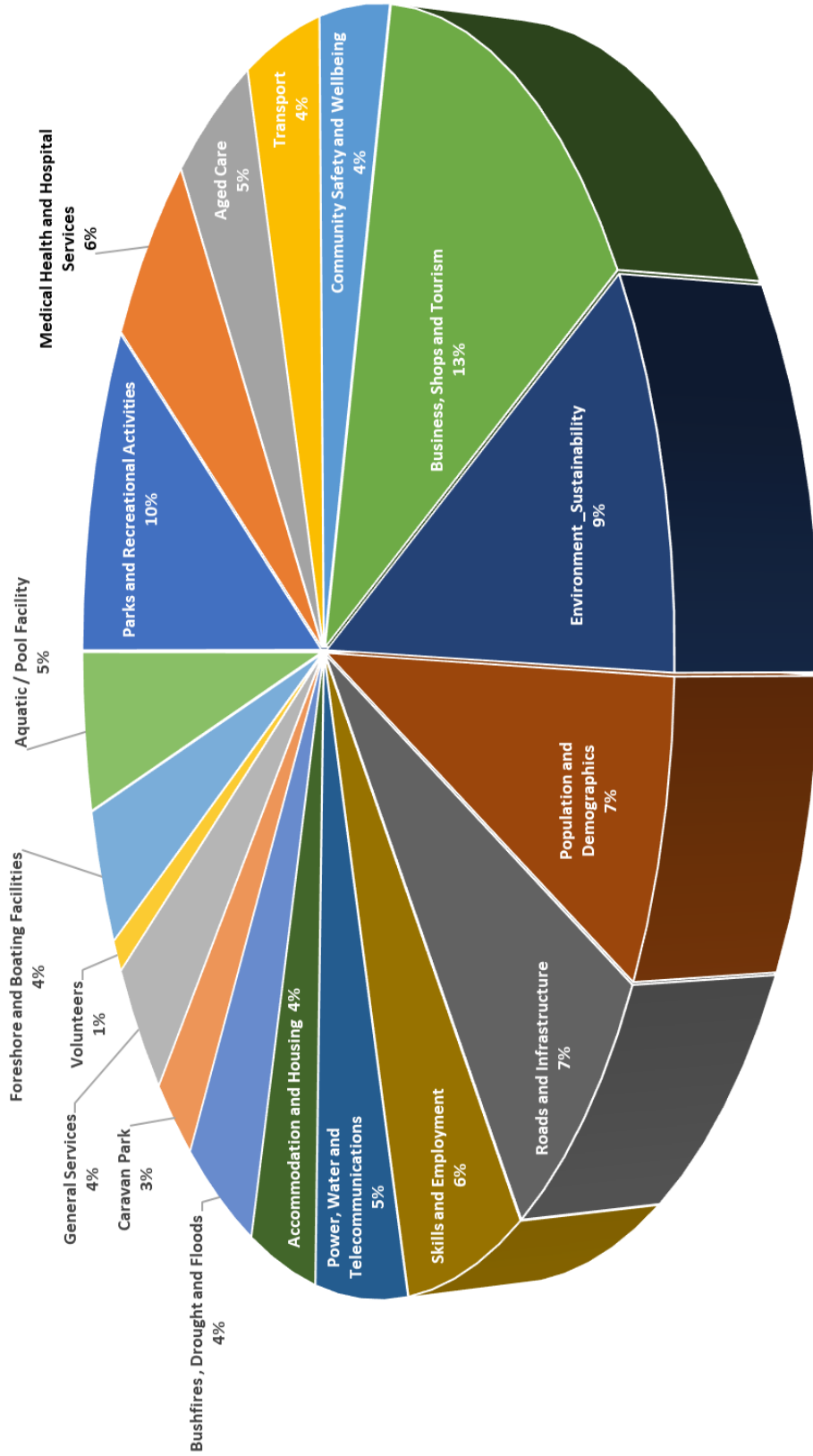
The response to such requests will go through a formal decision-making process as outlined in the diagram at right.

This will ensure an understanding of the implications of the new idea, project or service are known before decisions are made.



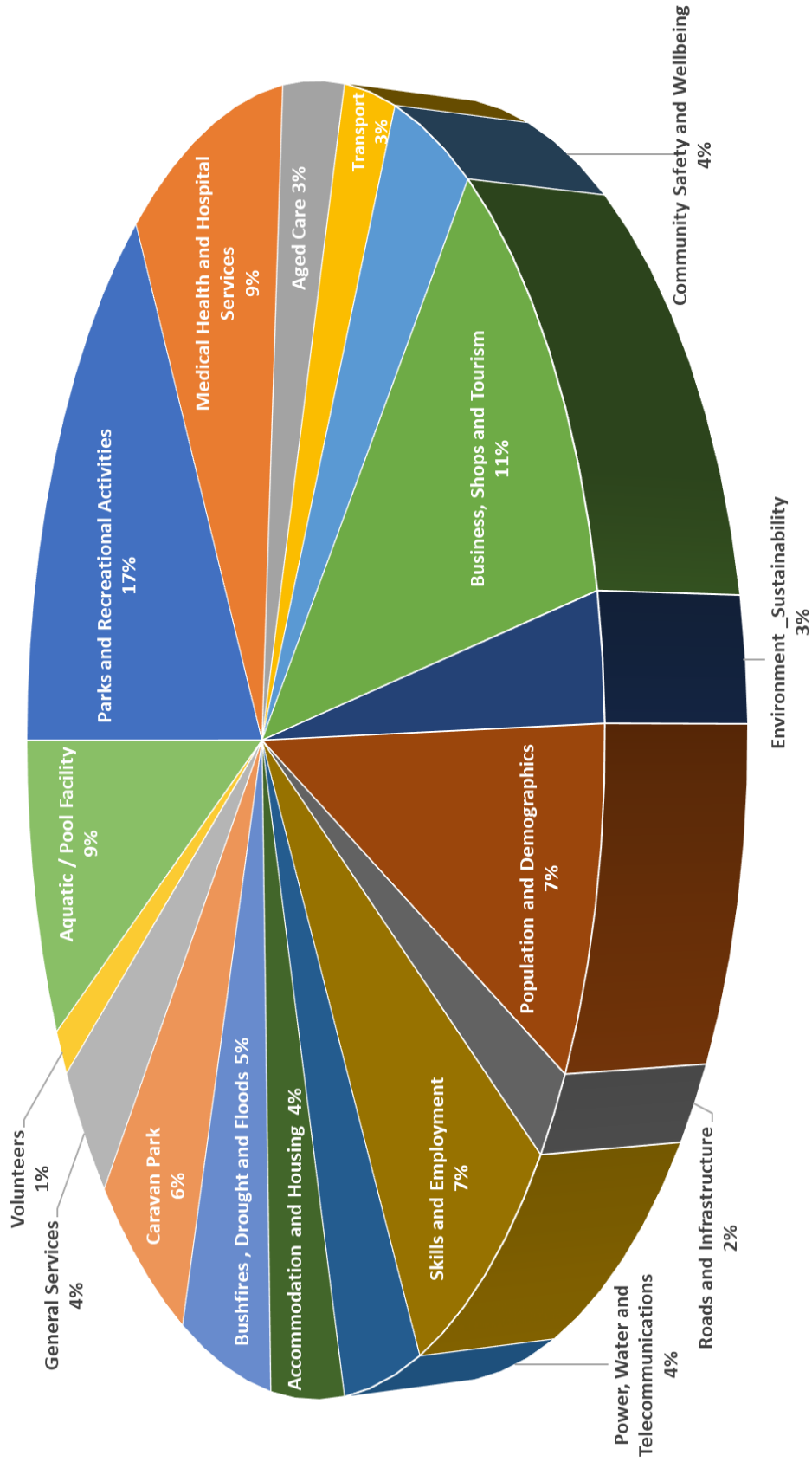
Appendix 1 Community Engagement Survey Data Whole of Shire

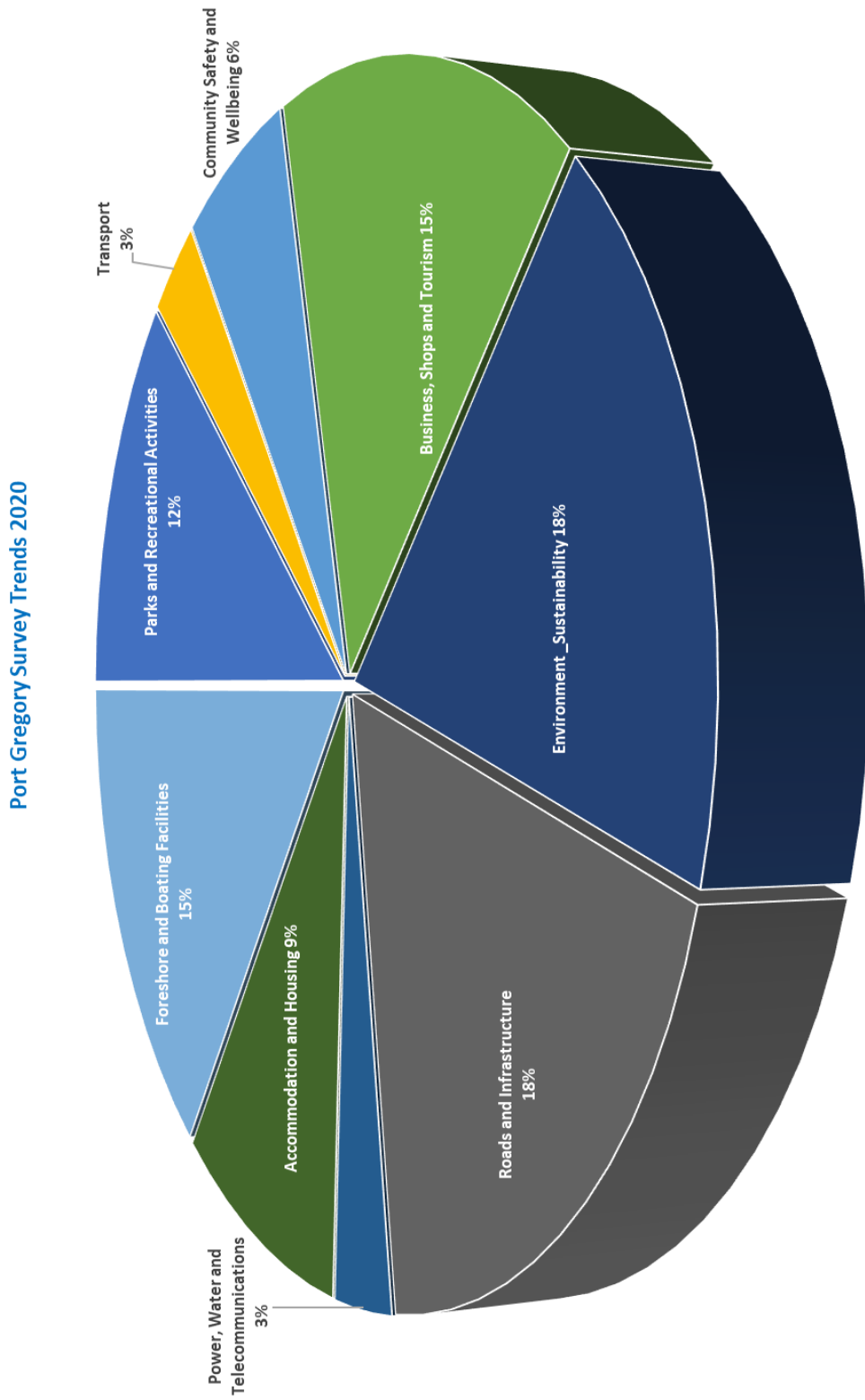
Whole of Shire Survey Trends 2020



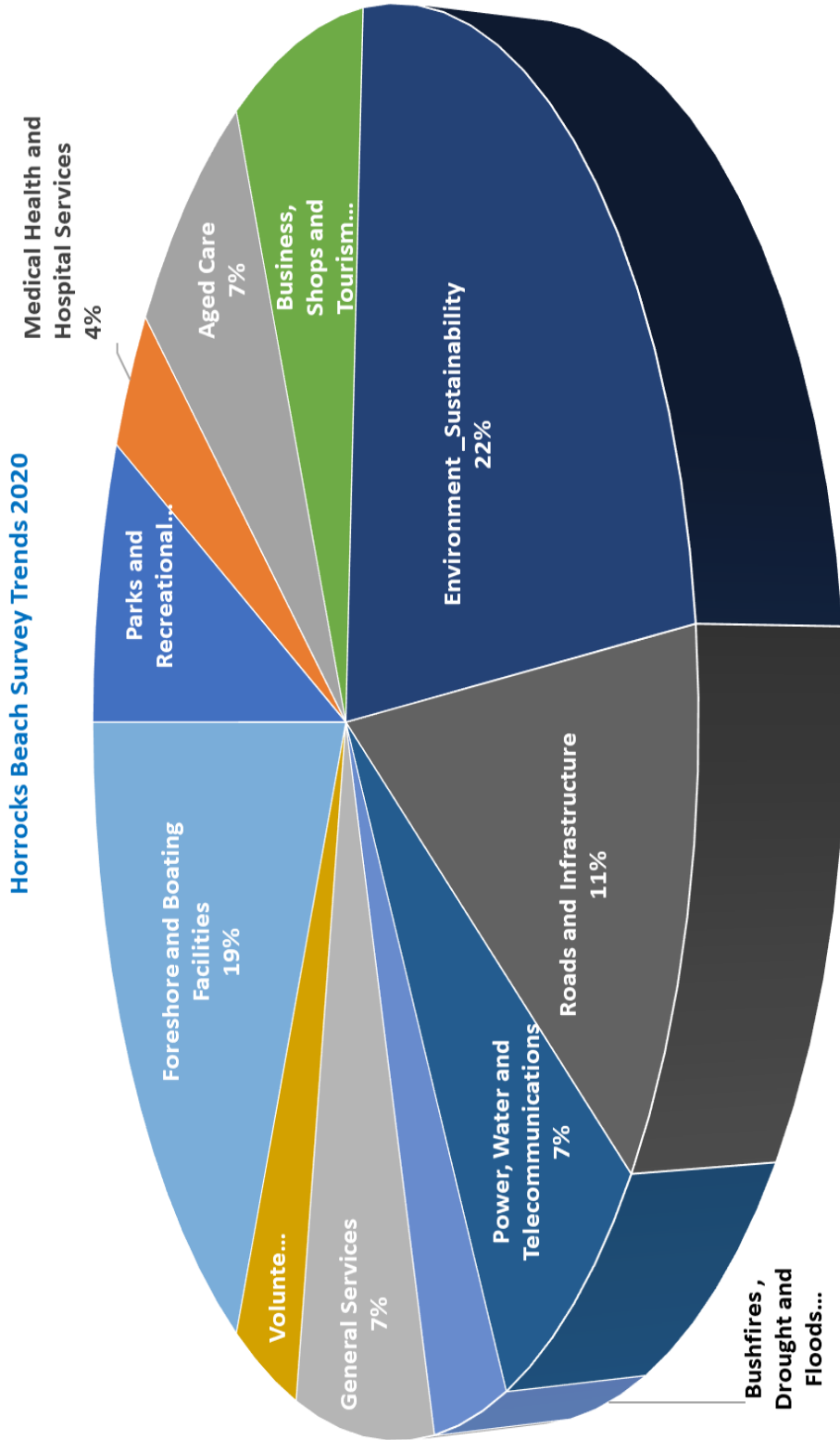
Appendix Two Community Engagement Survey Data Trends in Towns and Locations

Northampton Survey Trends 2020



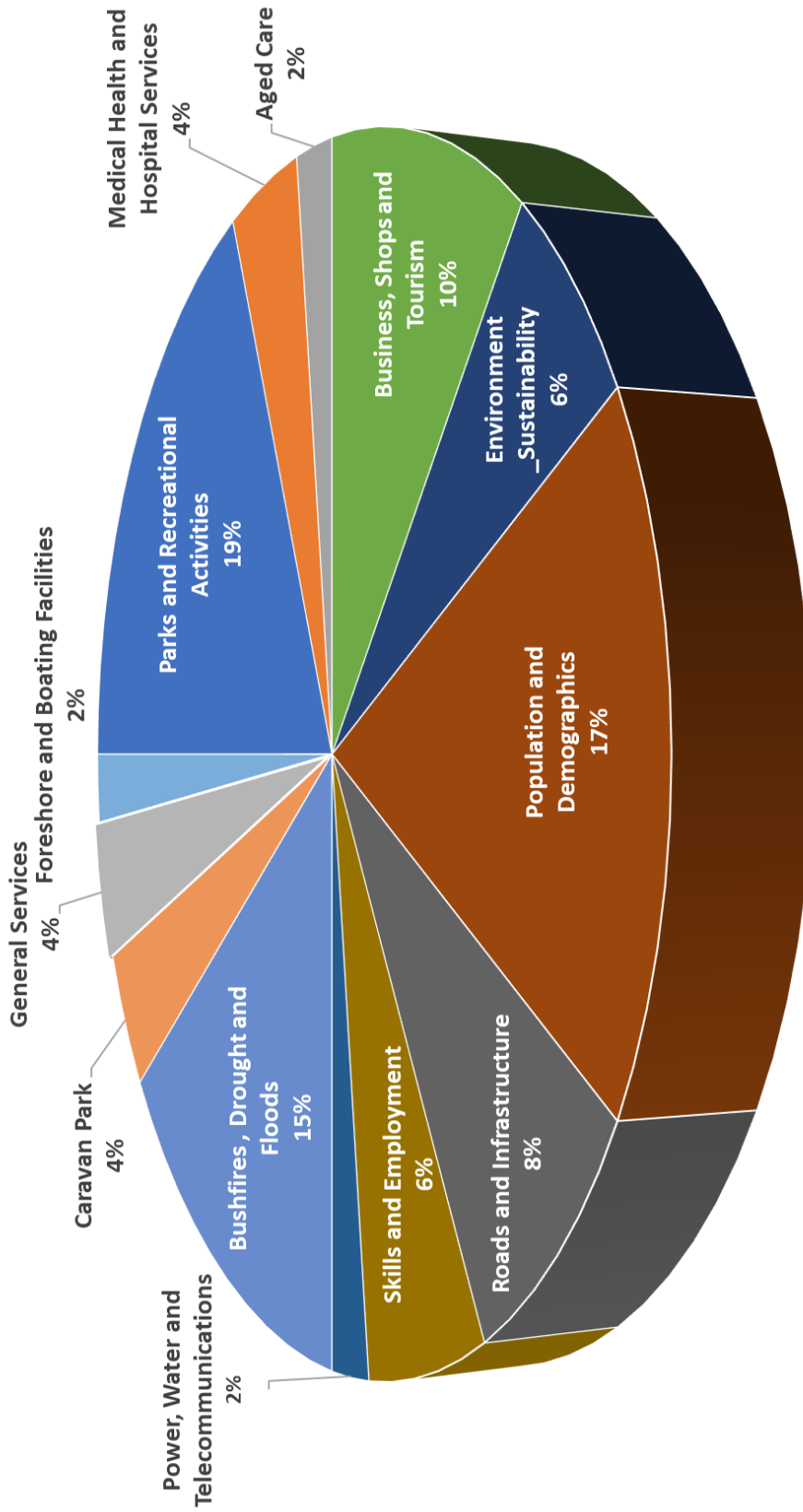


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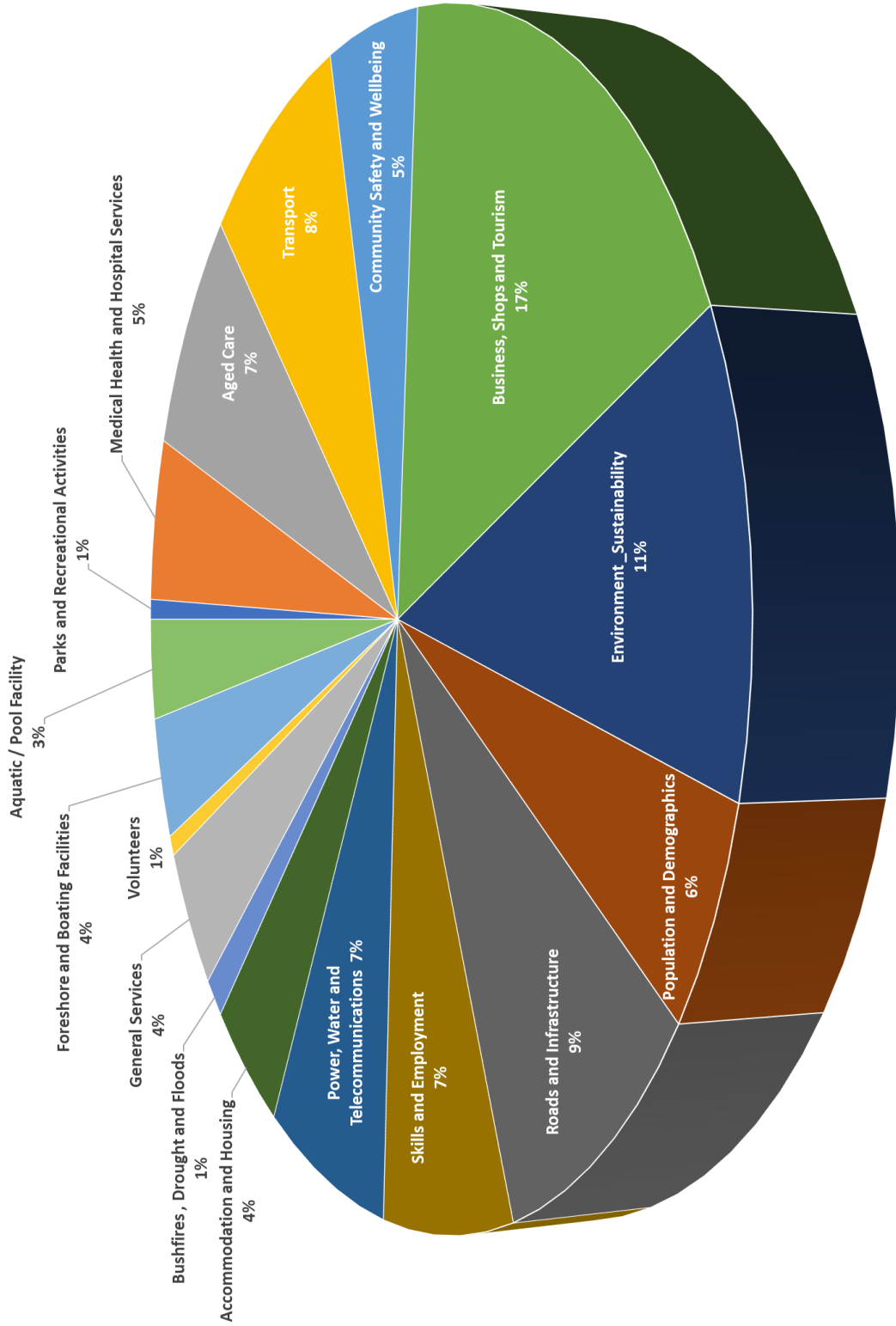


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Binnu / Rural Survey Trends 2020



Kalbarri Survey Date Trends 2020



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{ 20 }



For more information please contact the Shire of Northampton Office

Chief Executive Officer

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

SCHEDULE 3 - GENERAL PURPOSE REVENUE

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		2025/2026 UNIT RATE	
		Total	Rate	GST	Total
SALE OF REPORTS					
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
RATES INSTALMENT FEES & CHARGES					
Rate Instalment Fee	Charged on each additional instalment notice sent	\$5.00	\$5.00	Nil	\$5.00 per instalment
Rate Instalment Interest Percent	Interest % charged on rate instalment option	5.0%	5.0%	Nil	5.0% per instalment
Late Payment Penalty Interest	Interest charged per annum calculated on daily	7.0%	7.0%	Nil	7.0% per annum/ daily
LOCAL AUTHORITY PROPERTY ENQUIRY REPORTS					
Account Inquiry - Rates, Orders and Requisitions		\$100.00	\$105.00	Nil	\$105.00 per inquiry
Account Inquiry - Orders and Requisitions Only		\$55.00	\$60.00	Nil	\$60.00 per inquiry
Account Inquiry - Rates Only		\$35.00	\$40.00	Nil	\$40.00 per inquiry
Standard Archive Search - plans etc	New/Revised Charge	\$55.00	\$55.00	Nil	\$55.00 per inquiry
Comprehensive Archive Search - plans etc	New/Revised Charge	\$100.00	\$100.00	Nil	\$100.00 per inquiry
Provide additional Rates and Instalment Notice	Discretionary Charge	\$5.00	\$5.00	Nil	\$5.00 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 side incl GST	Double sided incl GST	Single side exc GST	Total GST	Double sided incl GST
PHOTOCOPY/PRINTING CHARGES						
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		\$1.00		\$0.91	\$0.09	\$1.00
A3 Laminating		\$2.00		\$1.82	\$0.18	\$2.00
Binding		\$2.00		\$1.82	\$0.18	\$2.00
SEND/SCAN EMAIL						
Send/Scan 1 - 5 pages		\$1.00		\$0.91	\$0.09	\$1.00
Send/Scan per additional 20 pages		\$1.00		\$0.91	\$0.09	\$1.00
COUNCIL AGENDAS						
Purchase of Council documents (Printed Version)		\$20.00			\$3.18	\$35.00
	includes Agenda, Minutes, other large documents					per booklet
LEASE AGREEMENTS						
Lease Agreement prepared by Shire Staff				\$200.00	\$20.00	\$220.00
Licence to Occupy Agreement prepared by Shire Staff				\$160.00	\$16.00	\$176.00
Recovery of Fees				Cost Recovery		
LEASES						
Commercial Leases				As Per Lease Agreement		
Residential Leases				As Per Lease Agreement/Tenancy Agreement		
Not For Profit Organisations				As per Lease Agreement		

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

SCHEDULE 5 - LAW, ORDER AND PUBLIC SAFETY

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		GST	2025/2026 UNIT RATE		Lifetime
		1 Year	3 Years		1 Year	3 Years	
DOG REGISTRATION FEES							
Unsterilised Dog/Bitch	Fees as per the DOG Act 1976	\$50.00	\$120.00	N/A	\$50.00	\$120.00	\$250.00
Sterilised Dog/Bitch		\$20.00	\$42.50	N/A	\$20.00	\$42.50	\$100.00
Working Dog (Farm)		\$25.00	\$60.00	N/A	\$25.00	1/4 of Registration Fee	\$125.00
Sterilised Dog/Bitch (Pensioner)		\$10.00	\$21.25	N/A	\$10.00	\$21.25	\$50.00
Sterilised Dog/Bitch (Pensioner)							
Sterilisation Refund within 1st Year	Pensioners 50% of Listed Refund	\$30.00	\$77.50	N/A	\$30.00	\$77.50	\$150.00
Sterilisation Refund in 2nd Year		N/A	\$51.66	N/A	N/A	\$51.66	\$100.00
Sterilisation Refund in 3rd Year		N/A	\$25.83	N/A	N/A	\$25.83	\$50.00
DOG POUND AND OTHER RELATED CHARGES							
Seizure & Impounding Fee	Set by Council	\$44.00	N/A	N/A	\$44.00	N/A	per day
Sustenance	Set by Council	\$16.50	N/A	N/A	\$16.50	N/A	per animal
Animal Destruction Fee	Set by Council	\$55.00	N/A	N/A	\$55.00	N/A	per animal
Passum/Cat Trap Hire	Set by Council	\$55.00	N/A	N/A	\$55.00	N/A	refundable
Kennel Application Fee	Fixed under local law	\$100.00	N/A	N/A	\$100.00	N/A	per application
Annual Kennel Registration Fee	Fixed under local law	\$50.00	N/A	N/A	\$50.00	N/A	per annum
Renewal of Kennel Licence	Fixed under local law	\$50.00	N/A	N/A	\$50.00	N/A	per annum
Dog Barking Control Device	Hire Fee per week	\$22.00	N/A	N/A	\$25.00	N/A	per week
Dog Barking Control Device	deposit	\$55.00	N/A	N/A	\$100.00	N/A	refundable
CAT REGISTRATION FEES							
Sterilised Cat		\$20.00	\$42.50	N/A	\$20.00	\$42.50	\$100.00
Pensioner Owned Cat		\$10.00	\$21.25	N/A	\$10.00	\$21.25	\$50.00
Annual application to Breed (per cat)		\$100.00	N/A	N/A	\$100.00	N/A	N/A
CAT POUND AND OTHER RELATED CHARGES							
Seizure & Impounding Fee	Set by Council	\$44.00	N/A	N/A	\$44.00	N/A	per animal
Sustenance	Set by Council	\$16.50	N/A	N/A	\$16.50	N/A	per day
Animal Destruction Fee	Set by Council	\$55.00	N/A	N/A	\$55.00	N/A	per animal
Cat Trap Hire	Set by Council	\$55.00	N/A	N/A	\$55.00	N/A	refundable

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

SCHEDULE 7 - HEALTH

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		2025/2026 UNIT RATE		
		Total	Std Rate	GST	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	\$298.00	\$298.00	Nil	\$298.00	License per annum
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)	\$60.00	\$60.00	Nil	\$60.00	minimum per inspection
Water Monitoring of Private Water Samples	Inspection of OT Premises	\$44.00	\$44.00	Nil	\$44.00	per sample
Water Monitoring of Semi Public Pools	Microbiological Water Sample	\$275.00	\$250.00	\$25.00	\$275.00	per sample
Food Act Registration	Chemical Water Sample	\$35.00	\$35.00	Nil	\$35.00	per sample
	Microbiological Water Sample	\$265.00	\$265.00	Nil	\$265.00	License per annum

SCHEDULE 9 - HOUSING

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

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

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

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		Sld Rate	GST	2025/2026 UNIT RATE	
		Total	Cost Recovery + 10% Admin Fee			Total	Cost Recovery + 10% Admin Fee
PLANNING REPORTS							
Rural Strategy							
Town Planning Scheme Reports							
Digital copy of planning document		\$30.00	Cost Recovery + 10% Admin Fee		Nil	\$35.00	per copy
PLANNING SERVICES							
Development Applications	(a) Not more than \$50,000 (b) More than \$50,000 but not more than \$500,000 (c) More than \$500,000 but not more than \$2.5 million (d) More than \$2.5 million but not more than \$5 million (e) More than \$5 million but not more than \$21.5 million (f) More than \$21.5 million	\$147.00	Cost Recovery + 10% Admin Fee	\$147.00	Nil	\$147.00	per copy
	0.32% of the estimated cost of development \$1,700 + 0.257% for every \$1 in excess of \$500,000 \$7,161 + 0.206% for every \$7,161 + 0.206% for every \$1 in excess of \$2.5 million \$12,633 + 0.123% for every \$12,633 + 0.123% for every \$1 in excess of \$5 million \$34,196.00						
	<i>Penalty Provisions NOTE: If development has commenced, or been carried out, an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application, (in addition to the initial application fee)</i>						
	Pre-approved site per Local Planning Policy	\$50.00		\$45.45	\$4.55	\$50.00	
	Other sites	\$297.00		\$270.00	\$27.00	\$297.00	
	Three month (MFV) permit	\$250.00		\$227.27	\$22.73	\$250.00	Three month permit
	Six month (MFV) permit	\$500.00		\$454.55	\$45.45	\$500.00	Six month permit
	Twelve month (MFV) permit	\$1,000.00		\$909.09	\$90.91	\$1,000.00	Twelve month permit
	Temporary (MFV) permit less than three months	\$100.00		\$90.91	\$9.09	\$100.00	Temporary permit

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

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

DESCRIPTION	COMMENTS	2024/2025 UNIT RATE		2025/2026 UNIT RATE	
		Total	Std Rate	GST	Total
SUBDIVISION CLEARANCE - LANDSCAPING					
Legal Agreement	not more than \$10,000				
Bond	More than \$10,000				
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)				
SUBDIVISION CLEARANCE - LANDSCAPING					
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	Nil Nil Nil	\$73.00 \$35.00 \$7,393.00 per lot per lot
Extractive Industry	Initial Fee	\$739.00	\$739.00	Nil	\$739.00
Penalty Provisions NOTE:	Annual Renewal Fee	\$315.00	\$315.00	Nil	\$315.00
	If development has commenced, or been carried out, an additional amount of \$1,478 by way of penalty				
Home Occupations/Cottage Industries	initial fee	\$222.00	\$222.00	Nil	\$222.00
Penalty Provisions NOTE:	renewal fee	\$73.00	\$73.00	Nil	\$73.00
	If the home occupation or cottage industry has commenced, an additional amount of \$444 by way of penalty				
Other Planning Charges	Change of use/continuation of non-conforming use where development is not occurring	\$295.00	\$295.00	Nil	\$295.00
Penalty Provisions NOTE:	If the change of use or the alteration or extension or change of the non-conforming use has commenced, an additional amount of \$590 by way of penalty.				
	Demolition where Planning Approval is required	\$147.00	\$147.00	Nil	\$147.00
	Relocation of Building Envelope	\$90.00	\$90.00	Nil	\$90.00
	Reply to Property Settlement Questionnaire	\$73.00	\$73.00	Nil	\$73.00
	Issue of written planning advice	\$145.00	\$131.82	\$13.18	\$145.00
	Extension of current Planning Approval	\$90.00	\$81.82	\$8.18	\$90.00
	Issue of Section 40 Certificate	\$73.00	\$73.00	Nil	\$73.00
	Issue of Zoning Certificate	\$760.00	\$690.91	\$69.09	\$760.00
	Road/ROW/PAW request for closure				

**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
Advertising/Consulting Fee's	On site signage (per sign)	\$375.00	\$340.91	\$34.09	\$375.00
	Newspaper advertising (per advertisement)	\$375.00	\$340.91	\$34.09	\$375.00
	Level A Consultation	N/A	\$0.00	Nil	\$0.00
	Level B Consultation	\$150.00	\$136.36	\$13.64	\$150.00
	Level C Consultation	\$300.00	\$272.73	\$27.27	\$300.00
	Level D/E Consultation	\$600.00	\$545.45	\$54.55	\$600.00
	(1) 'Basic', 'Standard' and 'Complex' Town Planning Scheme Amendments are as defined within the Planning and Development (Local Planning Schemes) Regulations 2015				
	(2) "Cost Recovery" is calculated on the basis of costs incurred by the Shire from outside suppliers plus a 10% Administration charge.				
	(3) Fees are non-refundable unless otherwise stated.				
	Pre-Strata Inspection	\$380.00	\$345.45	\$34.55	\$380.00

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

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
REFUSE CONTINUED					
Asbestos - Special Burtals (Kalbarri Refuse Site Only)	Asbestos - Non Commercial Operators - up to 10m ² Asbestos - Commercial Operators	\$10.00 \$75.00	\$9.09 \$68.18	\$0.91 \$6.82	\$10.00 \$75.00
240L Wheelle Bin	Recoup of cost of 240L bins	\$100.00	\$90.91	\$9.09	\$100.00
Rubbish Bin Parts	Wheels	\$10.00	\$9.09	\$0.91	\$10.00
	Axles	\$10.00	\$9.09	\$0.91	\$10.00
	Lids	\$18.00	\$16.36	\$1.64	\$18.00
	Pins	\$1.00	\$0.91	\$0.09	\$1.00
Port Gregory Fishermans Wharf	1.5m ³ - Front Loader Bin (Serviced Weekly)	\$44.50	\$40.45	\$4.05	\$44.50
Kalbarri Fishermans Wharf	3.0m ³ - Front Loader Bin (Serviced Weekly)	\$89.50	\$81.36	\$8.14	\$89.50
Half Way Bay - Rubbish Removal		\$290.00	\$263.64	\$26.36	\$290.00
Septic Tank Application Fee	Charges are fixed by State legislation.	\$118.00	\$118.00	Nil	\$118.00
Inspection Fee	Charges are fixed by State legislation.	\$118.00	\$118.00	Nil	\$118.00
Local Government Report Fee	Charges are fixed by State legislation.	\$118.00	\$118.00	Nil	\$118.00
COMMUNITY BUS					
Hire of Bus	All fuel costs plus fee	\$0.65	\$0.59	\$0.06	\$0.65
	Seniors and school children	\$0.55	\$0.50	\$0.05	\$0.55
	Northampton Active Seniors	\$0.25	\$0.23	\$0.02	\$0.25
Deposit	Refundable deposit	\$200.00	\$200.00	Nil	\$200.00

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
CEMETERY BURIAL FEES					
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			\$50.00	\$5.00	\$55.00
Monument Fee (Adult)	Single funeral permit Fee to reserve a single plot.	\$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		
Horricks 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	
		Total	Std Rate	GST	Total

**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
RSL HALL NORTHAMPTON HIRE CHARGES					
Weddings/Parties/Functions		\$150.00	\$136.36	\$13.64	\$150.00
Bond for Hire - Excluding Meetings	(No GST)	\$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
ALLEN CENTRE MEETING ROOM HIRE CHARGES					
Local Club Meeting		No charge	No charge		
Local Club Meeting with drinks/food		\$25.00	\$22.73	\$2.27	\$25.00
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
DIRECTIONAL SIGNS					
Single Sided Sign	At cost of sign and freight	At Cost	At Cost	10%	per sign
Double Sided Sign	At cost of sign and freight	At Cost	At Cost	10%	per sign
Installation of signs (Existing Post/Structure)		\$60.00	\$54.55	\$5.45	\$60.00
Installation of signs (New Location)		At Cost	At Cost	10%	per sign
KALBARRI AIRSTRIP CHARGES					
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

**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	
BUILDING PERMITS					
Class 1 and 10 Buildings (Uncertified)	Set by state legislation	0.32%	0.32%	Nil	0.32%
Class 1 and 10 Buildings (Certified)	Set by state legislation	0.19%	0.19%	Nil	0.19%
Minimum Building application Fee	Set by state legislation	\$110.00	\$110.00	Nil	\$110.00
All other Building Classes - Class 2 to 9 (Certificate)	Set by state legislation	0.09%	0.09%	Nil	0.09%
Application to Extend a Building Permit	Set by state legislation	\$110.00	\$110.00	Nil	\$110.00
Demolition Permit Class 1 & 10	Set by state legislation	\$110.00	\$110.00	Nil	\$110.00
Demolition Permit Class 2 to 9 (Each Storey)	Set by state legislation	\$110.00	\$110.00	Nil	\$110.00
Application for occupancy permit (strata scheme)	Set by state legislation	\$110.00	\$110.00	Nil	\$110.00
Building Services Levy (BSL) < \$45,000	Set by state legislation	\$61.65	\$61.65	Nil	\$61.65
Building Services Levy (BSL) > \$45,000	Set by state legislation	0.137%	0.137%	Nil	0.137%
CITF Levy (BSL) - \$20,000	Set by state legislation	0.20%	0.20%	Nil	0.20%
Bond for kerbs, verges & paths	Bond requested at discretion of Building Surveyor	\$500.00	\$500.00	Nil	\$500.00
Bond - Relocated Dwellings	Bond refundable on completion of building	\$10,000.00	\$10,000.00	Nil	\$10,000.00
Building Certification Service	Under New Building Act 2011	\$176.00	\$160.00	Nil	\$176.00
Septic Tank & Effluent Disposal Fees	Set by state legislation - includes application fee and inspection fee	\$236.00	\$236.00	Nil	\$236.00
SWIMMING POOL INSPECTION FEES					
Annual Pool Inspection Fee	Pool inspection every 4 years, charge is per annum.	\$16.50	\$19.50	Nil	\$19.50
WATER					
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 Shire charged \$2.9390/KL	\$2.00	\$3.20	Nil	\$3.20
Port Gregory Water Supply	Contribution to water consumption (BASf)	\$1,000.00	\$1,000.00	Nil	\$1,000.00

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

SCHEDULE 14 - PRIVATE WORKS/OTHER PROPERTY

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



Local Government Act 1995

Shire of Northampton

Parking Local Law 2025

LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAMPTON

PARKING LOCAL LAW 2025**CONTENTS**

Part 1 - Preliminary

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application
- 1.4 Definitions

Part 2 - Administration

- 2.1 Powers of the local government
- 2.2 Thoroughfares under control of Commissioner of Main Roads
- 2.3 Parking not under the control of the local government
- 2.4 Classes of vehicle

Part 3 - Parking throughout the district

Division 1 – District generally

- 3.1 Application of Part 3
- 3.2 Parking for people with disabilities
- 3.3 Parking vehicles on a carriageway
- 3.4 Parking near a railway level crossing
- 3.5 Parking on reserves
- 3.6 General prohibitions on parking
- 3.7 Restrictions on parking in particular areas
- 3.8 Vehicles not to obstruct a thoroughfare or public place
- 3.9 Authorised person may order vehicle on thoroughfare to be moved
- 3.10 Suspension of parking limitations for urgent, essential or official duties

Division 2 – No Parking and No Stopping

- 3.11 No parking
- 3.12 No stopping
- 3.13 Application of particular definitions

Division 3 – Stopping in particular circumstances

- 3.14 Stopping near an obstruction
- 3.15 Stopping on a bridge, etc.
- 3.16 Stopping on crests, curves, etc.
- 3.17 Stopping near a fire hydrant, etc.
- 3.18 Obstructing access to and from a path, driveway, etc.

Division 4 – Signs

- 3.19 Part of thoroughfare to which sign applies
- 3.20 Pre-existing signs
- 3.21 Signs must be complied with
- 3.22 Unauthorised signs and defacing of signs
- 3.23 General provisions about signs

Division 5 – Zones for particular vehicles

- 3.24 Stopping in a loading zone
- 3.25 Stopping in a taxi zone or a bus zone
- 3.26 Stopping in a shared zone
- 3.27 Other limitations in zones

Part 4 - Parking in built-up areas

Division 1 – Built-up areas generally

- 4.1 Application of Part 4
- 4.2 No parking of vehicles exposed for sale and other circumstances
- 4.3 Parking on a carriageway with heavy and long vehicles

Division 2 – Parking bays, parking lanes, and parking facilities

- 4.4 Vehicles to be within parking bays or parking lanes on thoroughfare
- 4.5 Parking prohibitions and restrictions
- 4.6 Angle parking
- 4.7 Timed parking
- 4.8 No movement of vehicles to avoid time limitation

Division 3 – Stopping in particular circumstances

- 4.9 Stopping on a path, median strip, or traffic island
- 4.10 Stopping on verge
- 4.11 Stopping on a carriageway with motorcycle parking sign
- 4.12 Stopping on a carriageway with a bicycle sign

Part 5 - Miscellaneous

- 5.1 Removal of notices on vehicle
- 5.2 Emergency and special purpose vehicles
- 5.3 Removal and impounding of vehicles
- 5.4 Notice to owner of vehicle involved in offence

Part 6 - Enforcement

- 6.1 Offences
- 6.2 Infringement and infringement withdrawal notices
- 6.3 Modified penalties
- 6.4 Court Proceedings

Schedule 1 – Modified Penalties

LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAMPTON

PARKING LOCAL LAW 2025

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Northampton resolved on 20 March 2025 to make the following local law.

Part 1 - Preliminary

1.1 Citation

This local law may be cited as the *Shire of Northampton Parking Local Law 2025*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Definitions

(1) In this local law unless the context otherwise requires –

Act means the *Local Government Act 1995*;

authorised person means a person appointed by the local government to perform any of the functions of an authorised person under this local law;

authorised vehicle means a vehicle authorised by the local government, CEO, authorised person or by any written law to stop or park on a thoroughfare or on a parking facility;

bicycle has the meaning given to it by the Code;

bicycle path has the meaning given to it by the Code;

built-up area has the meaning given to it by the Code;

bus stop has the meaning given to it by the Code;

bus zone has the meaning given to it by the Code;

caravan has the meaning given to it by section 5 of the *Caravan Parks and Camping Grounds Act 1995*;

carriageway has the meaning given to it by the Code;

centre in relation to a carriageway, has the meaning given to it by the Code;

CEO means the Chief Executive Officer of the local government;

children's crossing has the meaning given to it by the Code;

Code means the *Road Traffic Code 2000*;

commercial vehicle –

(a) means a vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a vehicle for the conveyance of passengers; and

(b) includes any vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

disability parking permit has the meaning given to it by the *Local Government (Parking for People with Disabilities) Regulations 2014*;

district means the district of the local government;

dividing line has the meaning given to it in the Code;

driver means any person driving or in control of a vehicle;

edge line has the meaning given to it by the Code;

emergency vehicle has the meaning given to it by the Code;

footpath has the meaning given to it by the Code;

GVM or "gross vehicle mass" has the meaning given to it by the *Road Traffic (Vehicles) Act 2012*;

heavy vehicle has the meaning given to it by the Code;

infringement notice means the notice referred to in clause 6.5;

keep clear marking has the meaning given to it by the Code;

kerb means the constructed border or edge of the portion of a road paved for the use of vehicular traffic where any constructed border exists at the edge of the paved road and whether any footpath has been constructed or not;

level crossing has the meaning given to it by the Code;

loading zone has the meaning given to it by the Code;

local government means the Shire of Northampton;

local planning scheme means a local planning scheme and includes any structure plan adopted or approved by the local government made under the *Planning and Development Act 2005*;

median strip has the meaning given to it by the Code;

motorcycle has the meaning given to it by the Code;

motorised scooter has the meaning given to it by the Code, and includes a motorised wheelchair that is designed so as to be not capable of a speed exceeding 10 kilometres per hour;

nature strip has the meaning given to it in the Code;

no parking area has the meaning given to it in the Code;

no parking sign means –

- (a) a sign with the words "no parking" in red letters on a white background, or
- (b) the letter "P" within a red annulus and a red diagonal line across it on a white background

no stopping area has the meaning given to it in the Code;

no stopping sign means a sign with –

- (a) the words "no stopping" or "no standing" in red letters on a white background;
- (b) the words "no stopping" or "no standing" in white letters on a red background; or
- (c) the letter "S" within a red annulus and a red diagonal line across it on a white background;

notice of withdrawal means the notice referred to in clause 6.6(1);

occupier has the meaning given to it in section 1.4 of the Act;

owner where used in relation to – a vehicle licensed under the *Road Traffic (Vehicles) Act 2012*, means the person in whose name the vehicle has been registered under the *Road Traffic (Vehicles) Act 2012*;

- (a) any other vehicle, means the person who owns, or is entitled to possession of that vehicle; and
- (b) land, has the meaning given to it in section 1.4 of the Act;

park has the meaning given to it by the Code;

parking area has the meaning given to it by the Code;

parking bay and **parking lane** means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked; **parking control sign** has the meaning given to it by the Code;

parking facilities includes –

- (a) land, buildings, shelters, places, parking bays, parking lanes and other facilities open to the public generally for the parking of vehicles with or without charge; and
- (b) signs, notices and facilities used in connection with the parking of vehicles;

path has the meaning given to it in the Code;

pedestrian crossing has the meaning given to it by the Code;

permit parking area has the meaning given to it by the *Local Government (Parking for People with Disabilities) Regulations 2014*;

public bus has the meaning given to it by the Code, and includes a school bus in the performance of its duties;

public place means any place to which the public has access whether or not that place is on private property;

reserve means any land—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an otherwise unvested facility within section 3.53 of the *Land Administration Act 1997*;

right of way means a thoroughfare separating 2 portions of land by a public reserve, road, laneway, pedestrian access way, and includes the access leg of a battle-axe lot or the equivalent not more than 6m in width;

Schedule means a Schedule to this local law;

school bus means a vehicle that is used solely or principally for the carriage of children to and from school, and is equipped to seat 8 or more persons, including the driver;

shared zone has the meaning given to it by the Code;

sign includes a parking control sign or other sign, inscription, road marking, painted line, mark, structure or other device or method approved by the local government on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking facilities or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the stopping and parking of vehicles;

special purpose vehicle has the meaning given to it by the Code;

stop in relation to a vehicle, has the meaning given to it by the Code;

symbol has the meaning given to it by the Code ;

taxi has the meaning given to it by the Code;

taxi zone has the meaning given to it by the Code;

thoroughfare has the meaning given to it in section 1.4 of the Act;

traffic island has the meaning given to it by the Code;

trailer has the meaning given to it by the Code;

vehicle has the meaning given to it in the *Road Traffic (Administration) Act 2008*, but does not include a motorised scooter; and

verge has the same meaning as *nature strip*.

Part 2 - Administration

2.1 Powers of the local government

- (1) The local government may, by resolution, prohibit or regulate, including but not limited to —
 - (a) the stopping or parking of any vehicle or any class of vehicle;
 - (b) parking bays;
 - (c) parking facilities;
 - (d) permitted time and conditions of parking in parking bays and parking facilities which may vary with the locality;
 - (e) permitted classes of vehicle which may park in parking bays and parking facilities;
 - (f) permitted classes of persons who may park in specified parking bays or parking facilities; and
 - (g) the manner of parking in parking bays and parking facilities.

- (2) Where the local government makes a resolution under subclause (1), it must erect signs to give effect to the resolution.

2.2 Thoroughfares under control of Commissioner of Main Roads

- (1) Subject to subclause 2, this local law does not apply to –
- (a) the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
 - (b) prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads; and
 - (c) any road which comes under the control of the Commissioner of Main Roads.
- (2) Upon request of the local government, the control of parking and parking facilities on a thoroughfare under the control of the Commissioner of Main Roads may be delegated by the Commissioner of Main Roads to the local government.

2.3 Parking not under the control of the local government

- (1) This local law does not apply to a parking bay, parking lane or parking facility that is not occupied, managed or controlled by the local government, unless the local government and the owner or occupier of that land or facility have agreed in writing that this local law will apply to that land or facility.
- (2) The agreement referred to in subclause (1) may be made on such terms and conditions as the parties may agree.

2.4 Classes of vehicle

For the purpose of this local law, vehicles are divided into the following classes –

- (a) public buses and school buses;
- (b) commercial vehicles;
- (c) motorcycles and bicycles;
- (d) taxis; and
- (e) all other vehicles.

Part 3 - Parking throughout the district

Division 1 – District generally

3.1 Application of Part 3

This Part applies to the whole of the district.

3.2 Parking for people with disabilities

For avoidance of doubt, and notwithstanding clause 2.3(1), the provisions of the *Local Government (Parking for People with Disabilities) Regulations 2014*, apply throughout the district to all parking bays, parking lanes or parking facilities, whether under the control of the local government or not, which are a public place.

3.3 Parking vehicles on a carriageway

A person parking a vehicle on a carriageway other than in a parking bay shall park it –

- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
- (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
- (c) so that at least 3 metres of the width of the carriageway lies between –
 - (i) the vehicle and the farther boundary of the carriageway, any dividing line or median strip,
 - or

- (ii) the vehicle and a vehicle parked on the farther side of the carriageway;
- (d) so that the front and the rear of the vehicle respectively is not less than 1 metre from any other vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law; and
- (e) so that it does not obstruct any vehicle on the carriageway.

3.4 Parking near a railway level crossing

A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

3.5 Parking on reserves

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

3.6 General prohibitions on parking

- (1) This clause does not apply to a vehicle parked in a parking bay nor to a bicycle in a bicycle rack.
- (2) Subclauses (3)(c), (e) and (g) do not apply to a public bus or school bus which parks in a bus zone.
- (3) Subject to any applicable law, unless a sign or markings on the carriageway indicate otherwise, a person shall not park a vehicle so that any portion of the vehicle is –
 - (a) between any other stationary vehicles and the centre of the carriageway, except where –
 - (i) a driver stopped in traffic; or
 - (ii) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law;
 - (b) on or adjacent to a median strip;
 - (c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;
 - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;
 - (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
 - (f) on any footpath, children's crossing or pedestrian crossing;
 - (g) between the boundaries of a carriageway and any double longitudinal line consisting of 2 dividing lines or between a double longitudinal line consisting of a dividing line and a broken or dotted line and the boundary of a carriageway nearer to the dividing line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;
 - (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
 - (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug; or
 - (j) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked.
- (4) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side or within 10 metres of the departure side of –
 - (a) a sign inscribed with the words "Bus Stop" or "Hail Bus Here" (or with equivalent symbols depicting these purposes) unless the vehicle is a public bus or school bus stopped to take up or set down passengers; or
 - (b) a children's crossing or pedestrian crossing.

3.7 Restrictions on parking in particular areas

- (1) Subject to subclause (2), a person shall not park a vehicle in a thoroughfare, part of a thoroughfare, or part of a parking facility –
 - (a) if by a sign it is set apart for the parking of vehicles of a different class;
 - (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; or
 - (c) during any period when the parking of vehicles is prohibited by a sign.
- (2) The driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking facility, except in a thoroughfare or a part of a thoroughfare or part of a parking facility to which a disabled parking sign relates for twice the period indicated on the sign, if –
 - (a) the driver's vehicle displays a valid disability parking permit sticker; and
 - (b) a person with a disability to which the valid disability parking permit relates is either the driver of the vehicle or a passenger in the vehicle.
- (3) A person shall not park a vehicle in a parking bay marked "M/C" unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.
- (4) A person shall not, without the prior permission of the local government, the CEO, or an authorised person, park a vehicle in an area designated by a sign stating "Authorised Vehicles Only".

3.8 Vehicles not to obstruct a thoroughfare or public place

A person shall not leave a vehicle, or any part of a vehicle, in a thoroughfare or public place including a right of way, so that it obstructs the use of any part of that thoroughfare or public place without the permission of the local government or unless authorised under any written law.

3.9 Authorised person may order vehicle on thoroughfare to be moved

The driver of a vehicle shall not park that vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it.

3.10 Suspension of parking limitations for urgent, essential or official duties

- (1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government, the CEO or an authorised person may, subject to the Code, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.
- (2) Where permission is granted under subclause (1), the local government, the CEO or an authorised person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

*Division 2 – No Parking and No Stopping***3.11 No parking**

A driver shall not park on a length of carriageway or in an area to which a "no parking" sign applies, unless the driver is –

- (a) is dropping off, or picking up, passengers or goods;
- (b) remains within 3 metres of the vehicle at all times; and
- (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.

3.12 No stopping

- (1) A driver shall not stop on a length of carriageway, or in an area, to which a "no stopping" sign applies or in an area with keep clear markings.
- (2) A driver must not stop at the side of a carriageway marked with a continuous yellow edge line.

3.13 Application of particular definitions

For the purposes of the application of clause 3.11 and clause 3.12 an arrow inscribed on a sign erected at an angle to the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the carriageway.

*Division 3 – Stopping in particular circumstances***3.14 Stopping near an obstruction**

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

3.15 Stopping on a bridge, etc.

A driver shall not stop a vehicle on a bridge, causeway, ramp or similar structure unless –

- (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a parking control sign does not prohibit stopping or parking; or
- (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

3.16 Stopping on crests, curves, etc.

- (1) A driver shall not stop a vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.
- (2) A driver may stop on a crest or curve on a carriageway if the driver stops at a place on the carriageway to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

3.17 Stopping near a fire hydrant, etc.

A driver shall not stop a vehicle so that any portion of the vehicle is within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless –

- (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and remains within 3 metres of the vehicle at all times; or
- (b) the driver is driving a taxi, and the driver stops in a taxi zone and remains within 3 metres of the vehicle at all times.

3.18 Obstructing access to and from a path, driveway, etc.

A driver shall not stop a vehicle so that any portion of the vehicle is in front –

- (a) of a path, in a position that obstructs access by vehicles or pedestrians to or from that path;
 - (b) on or across a driveway or other way of access for vehicles travelling to or from adjacent land;
- unless –
- (c) the driver is dropping off, or picking up, passengers; or
 - (d) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law.

*Division 4 – Signs***3.19 Part of thoroughfare to which sign applies**

Where under this local law the parking of vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which –

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and

(c) is on that side of the thoroughfare nearest to the sign.

3.20 Pre-existing signs

- (1) A sign is deemed for the purposes of this local law to have been erected by the local government under the authority of this local law where that sign –
 - (a) was erected by the local government or the Commissioner of Main Roads prior to the commencement of this local law; and
 - (b) relates to the parking of vehicles within the district.
- (2) An inscription, word, number, expression or symbol on a sign referred to in subclause (1) operates and has effect according to its tenor, and where the inscription, word, number, expression or symbol relates to the stopping of vehicles, it is to be deemed for the purposes of this local law to operate and have effect as if it related to the parking of vehicles.

3.21 Signs must be complied with

An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.

3.22 Unauthorised signs and defacing of signs

A person shall not without the authority of the local government –

- (a) mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

3.23 General provisions about signs

- (1) A sign marked, erected, set up, established or displayed on or near a thoroughfare is, in the absence of evidence to the contrary presumed to be a sign marked, erected, set up, established or displayed under the authority of this local law.
- (2) The first 3 letters of any day of the week when used on a sign indicate that day of the week.

Division 5 – Zones for particular vehicles

3.24 Stopping in a loading zone

A person shall not stop a vehicle in a loading zone unless it is –

- (a) a vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or
- (b) a vehicle that completes the dropping off or picking up of passengers within 2 minutes of stopping and then drives on, but, in any event, shall not remain in that loading zone –
- (c) for longer than a time indicated on the "loading zone" sign; or (d) longer than 30 minutes, if no time is indicated on the sign.

3.25 Stopping in a taxi zone or a bus zone

- (1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.
- (2) A driver shall not stop in a bus zone unless the driver is driving a public bus or a school bus.

3.26 Stopping in a shared zone

A driver shall not stop in a shared zone unless –

- (1) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law;
- (2) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;
- (3) the driver is dropping off, or picking up, passengers or goods; or
- (4) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

3.27 Other limitations in zones

A person shall not stop a vehicle in a zone to which a sign applies if stopping the vehicle would be contrary to any limitation in respect to classes of persons or vehicles, or specific activities allowed, as indicated by additional words on a parking control sign that applies to the zone.

Part 4 - Parking in built-up areas*Division 1 – Built-up areas generally***4.1 Application of Part 4**

This Part applies to built-up areas of the district.

4.2 No parking of vehicles exposed for sale and other circumstances

A person shall not park a vehicle on any portion of a thoroughfare –

- (a) for the purpose of exposing it for sale;
- (b) if that vehicle is not licensed under the *Road Traffic (Vehicles) Act 2012*;
- (c) if that vehicle is a trailer or a caravan unattached to a vehicle; or
- (d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

4.3 Parking on a carriageway with heavy and long vehicles

- (1) Unless engaged in the picking up or setting down of goods, a person shall not park on any part of a carriageway for any period exceeding 1 hour, a vehicle or any combination of vehicles, that together with any projection on, or load carried by, the vehicle or combination of vehicles, is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes.
- (2) Nothing in this clause affects the operation of any other clause in this local law or any other written law relating to the parking or stopping of vehicles.

*Division 2 – Parking bays, parking lanes, and parking facilities***4.4 Vehicles to be within parking bays or parking lanes on thoroughfare**

- (1) Subject to subclause (2) and (3), a person shall not park a vehicle in a parking bay in a thoroughfare otherwise than –
 - (a) parallel to and as close to the kerb as is practicable;
 - (b) wholly within the parking bay or parking lane; and
 - (c) headed in the direction of the movement of traffic on the side of the thoroughfare in which the parking bay is situated.
- (2) If a vehicle is too long or too wide to fit completely within a single parking bay then the person parking the vehicle shall do so within the minimum number of parking bays needed to park that vehicle.
- (3) A person shall not park a vehicle partly within and partly outside a parking area.

4.5 Parking prohibitions and restrictions

- (1) A person shall not –
 - (a) park a vehicle so as to obstruct an entrance to, or an exit from parking facilities, or an access way within parking facilities;
 - (b) except with the permission of the local government or an authorised person, park a vehicle on any part of a parking facility contrary to a sign referring to that part;
 - (c) permit a vehicle to park in any part of parking facilities, if an authorised person directs the driver of such vehicle to move the vehicle; or
 - (d) park or attempt to park a vehicle in a parking bay in which another vehicle is parked, unless –

- (i) parking of a motorcycle and a bicycle together in a parking bay marked "M/C",
and
 - (ii) (i) the bicycle is parked in accordance with subclause (2).
- (2) A person must not park a bicycle –
- (a) in a parking bay other than in a parking bay marked for motorcycles only; and (b) other than against the kerb.
- (3) Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a parking bay or facility (except in a parking area for people with disabilities) for twice the length of time allowed, provided that –
- (a) the driver's vehicle displays a valid disability parking permit; and
 - (b) a person with a disability to which a valid disability parking permit relates is either the driver of or a passenger in the vehicle.

4.6 Angle parking

- (1) This clause does not apply to –
- (a) a vehicle with a mass including any load, of over 4.5 tonnes; or
 - (b) a person parking either a motorcycle without a trailer or a bicycle.
- (2) Where a sign associated with a parking area is inscribed with the words "angle parking", or with an equivalent symbol depicting this purpose, a person stopping or parking a vehicle shall stop or park the vehicle at an angle and in the position indicated by the inscription on the parking sign or by marks on the carriageway.

4.7 Timed parking

- (1) Where indicated by a sign, timed parking applies for that period as indicated by the inscription on the parking sign or by marks on the carriageway.
- (2) An authorised person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers.
- (3) A person shall not remove a mark made by an authorised person so that the purpose of the making the mark is defeated or likely to be defeated.

4.8 No movement of vehicles to avoid time limitation

- (1) Where the parking of vehicles in a thoroughfare or parking facility is permitted for a limited time, a person shall not move a vehicle within the thoroughfare or parking facility so that the total time of parking exceeds the maximum time allowed for parking in the thoroughfare or parking facility.
- (2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person shall not move a vehicle to another parking bay within 50 metres so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the vicinity for at least 30 minutes.

Division 3 – Stopping in particular circumstances

4.9 Stopping on a path, median strip, or traffic island

The driver of a vehicle (other than a bicycle or an animal) shall not stop so that any portion of the vehicle is on a path, traffic island or median strip, unless permitted by a parking control sign.

4.10 Stopping on verge

- (1) A person shall not stop so that any portion of the following is on or projects over a verge –
- (a) a vehicle (other than a bicycle);
 - (b) a commercial vehicle or any combination of vehicles that exceeds 4.5 tonnes GVM, a public bus, a trailer or caravan unattached to a vehicle; or

- (c) any vehicle (other than a bicycle) during any period when the stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge.
- (2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the land adjacent to that verge, or is a person authorised by the occupier of that land to stop the vehicle so that any portion of it is on the verge.
- (3) Subclause (1)(b) does not apply to a commercial vehicle or any vehicle with a GVM that exceeds 4.5 tonnes when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the land adjacent to the portion of the verge on which the vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a path.
- (4) Notwithstanding the above, a person shall not, without the prior written approval of the local authority stop or park any vehicle so that any portion of that vehicle is located on any footpath, children's crossing or pedestrian crossing.

4.11 Stopping on a carriageway with motorcycle parking sign

The driver of a vehicle shall not stop on a length of carriageway, or in an area, to which a "motorcycle parking" sign applies, or an area marked "M/C" unless –

- (a) the vehicle is a motorcycle; or
- (b) the driver is dropping off, or picking up, passengers.

4.12 Stopping on a carriageway with a bicycle sign

Unless dropping off or picking up passengers, the driver of a vehicle (other than a bicycle) must not stop on a length of carriageway to which any of the following apply –

- (a) a "bicycle path" sign;
- (b) a "bicycle parking" sign; or
- (c) a "dual use path" or other sign indicating bicycles are permitted to use the path.

Part 5 - Miscellaneous

5.1 Removal of notices on vehicle

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle, shall not remove from the vehicle any notice put on the vehicle by an authorised person.

5.2 Emergency and special purpose vehicles

Notwithstanding anything to the contrary in this local law, the driver of –

- (a) an emergency vehicle may, in the course of their duties and when it is expedient and safe to do so or where they believe that it is expedient and safe to do so, stop, or park the vehicle at any place, at any time; and
- (b) a special purpose vehicle may, only in the course of his or her duties and when it is necessary and safe to do so, stop, or park the vehicle in any place, at any time.

5.3 Removal and impounding of vehicles

- (1) The impounding of vehicles and other goods shall be carried out in accordance with Part 3 Division 3 Subdivision 4 of the Act and regulation 29 of the *Local Government (Functions and General) Regulations 1996*.
- (2) An employee authorised specifically for the purposes of section 3.39 of the Act and this clause may remove and impound any vehicle that is involved in a contravention that can lead to impounding.
- (3) A person authorised to impound a vehicle in accordance with subclause (2) may use reasonable force to exercise the power given by that clause.
- (4) The form of the notice referred to in section 3.42 of the Act is set out in Schedule 1.

5.4 Notice to owner of vehicle involved in offence

The owner of a vehicle may be required to identify the driver or person in charge of a vehicle at the time when an offence is alleged to have been committed by sending a notice in the form of Form 1 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Part 6 - Enforcement

6.1 Offences

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day which the offence has continued.
- (3) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act,

6.2 Infringement and Infringement withdrawal notices

- (1) For the purposes of this local law –
 - a) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in the First Schedule of the *Local Government (Functions and General) Regulations 1996*; and
 - b) The form of the infringement notice referred to in section 9.17 of the Act is form 2 in the First Schedule of the *Local Government (Functions and General) Regulations 1996*; and
 - c) The form of the infringement withdrawal notice referred to in section 9.20 of the Act is form 3 in the First Schedule of the *Local Government (Functions and General) Regulations 1996*.

6.3 Modified penalty

- (1) Subject to subclause (3), a person who does not contest an allegation that he or she has committed an offence against this local law, may, within the time specified in the notice, pay the modified penalty payable for the particular offence.
- (2) The amount appearing in the final column of Schedule 1 directly opposite a clause specified in that Schedule is prescribed for the purposes of section 9.17 of the Act as the modified penalty for that offence.

6.4 Court Proceedings

A penalty for an offence against this local law (not being a modified penalty) may be recovered by the local government by taking proceedings against the alleged offender in a Court of appropriate jurisdiction.

Schedule 1 – Prescribed offences

[cl. 6.3]

Item	Clause	Nature of offence	Modified penalty \$
1	3.3(a)	Failure to park on the left of a two-way carriage way	50
2	3.3(b)	Failure to park on the left of a one-way carriageway	50
3	3.3(c)	Parking when the distance from farther boundary is less than 3 metres	50
4	3.3(d)	Parking closer than 1 metre from any other vehicle	50
5	3.3(e)	Causing obstruction	50
6	3.4	Parking within 20 metres of a railway level crossing	100
7	3.5	Driving or parking on a reserve	50
8	3.6(3)(a)	Double parking	50
9	3.6(3)(b)	Parking on or adjacent to a median strip	50
10	3.6(3)(c)	Obstructing a private driveway, carriageway or right of way	50
11	3.6(3)(d)	Parking beside excavation or obstruction so as to obstruct traffic	50
12	3.6(3)(e)	Parking within 10 metres of traffic island	50
13	3.6(3)(f)	Parking on footpath, children's crossing or pedestrian crossing	50
14	3.6(3)(g)	Parking contrary to continuous line markings	50
15	3.6(3)(h),	Parking on an intersection	50
16	3.6(3)(i)	Parking within 1 metre of a fire hydrant or fireplug, or any sign or mark indicating the existence of a fire hydrant or fire plug	50
17	3.6(3)(j),	Parking within 10 metres of an intersection	50
18	3.6(4)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	50
19	3.6(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	50
20	3.7(1)	Parking contrary to signs on thoroughfare or parking facility	50
21	3.7(2)	Parking contrary to limitations on thoroughfare or parking facility	50
22	3.7(3)	Parking vehicle in a parking bay marked "M/C" that is not a motorcycle or bicycle	50
23	3.7(4)	Parking without permission in an area designated for "Authorised Vehicles Only"	50
24	3.8	Vehicle obstructing a thoroughfare or public place	100

25	3.9	Failure to comply with instruction of authorised person to move vehicle	100
26	3.10(1)	Failure to obtain permission to park a vehicle other than as provided by this local law	50
27	3.10(2)	Failure to comply with conditions of suspension of parking requirements	100
28	3.11	Failure to comply with "no parking" sign	50
29	3.12	Failure to comply with "no stopping" sign	50
30	3.14	Stopping near an obstruction	50
31	3.15	Stopping on a bridge, etc.	100
32	3.16	Stopping on crests, curves, etc.	100
33	3.17	Stopping near fire hydrant	50
34	3.18	Obstructing path, a driveway etc	50
35	3.21	Failure to comply with sign	50
36	3.22	Unauthorised placement, misuse or obstruction of a sign	100
37	3.24	Stopping unlawfully in a loading zone	50
38	3.25	Stopping unlawfully in a taxi or bus zone	50
39	3.26	Stopping in a shared zone	50
40	3.27	Stopping in a zone contrary to a sign	50
41	4.2(a)	Parking in thoroughfare for purpose of sale	50
42	4.2(b)	Parking unlicensed vehicle in thoroughfare	50
43	4.2(c)	Parking a trailer or caravan on thoroughfare	50
44	4.2(d)	Parking in thoroughfare for purpose of repairs	50
45	4.3	Failure to comply with limitations on heavy and long vehicles	100
46	4.4	Failure to wholly within parking bay or lane	50
47	4.5(1)(a)	Causing obstruction at parking facilities	50
48	4.5(1)(b)	Parking contrary to a sign at a parking facility	50
49	4.5(1)(c)	Failure to comply with directions of an authorised person in a parking facility	50
50	4.5(1)(d)	Parking or attempting to park a vehicle in a bay occupied by another vehicle	50
51	4.5(2)	Incorrect parking of a bicycle in a parking facility	50
52	4.5(3)	Unauthorised extended parking in a facility	50
53	4.6	Failure to comply with angle parking	50
54	4.7	Parking vehicle in excess of maximum time	50
55	4.7(3)	Removing mark of authorised person	100
56	4.8	Moving vehicle to avoid time limitations	50
57	4.9	Stopping on path, median strip or traffic island	50

58	4.10	Stopping on verge	50
59	4.11	Stopping in a motorcycle parking area	50
60	4.12	Stopping in a bicycle area	50
61	7.2	All other offences not specified	50

Dated:

The Common Seal of the Shire of Northampton was affixed by authority of a resolution of Council in the presence of:—

Cr Elizabeth Sudlow, Shire President

A G Campbell, Chief Executive Officer