ATTACHMENTS

COUNCIL MEETING

21 August 2025

CONTENTS

APPENDICES

SHIRE OF NORTHAMPTON STRATEGIC COMMUNITY PLAN 2025-2035

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 NORTHAMPTON 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.
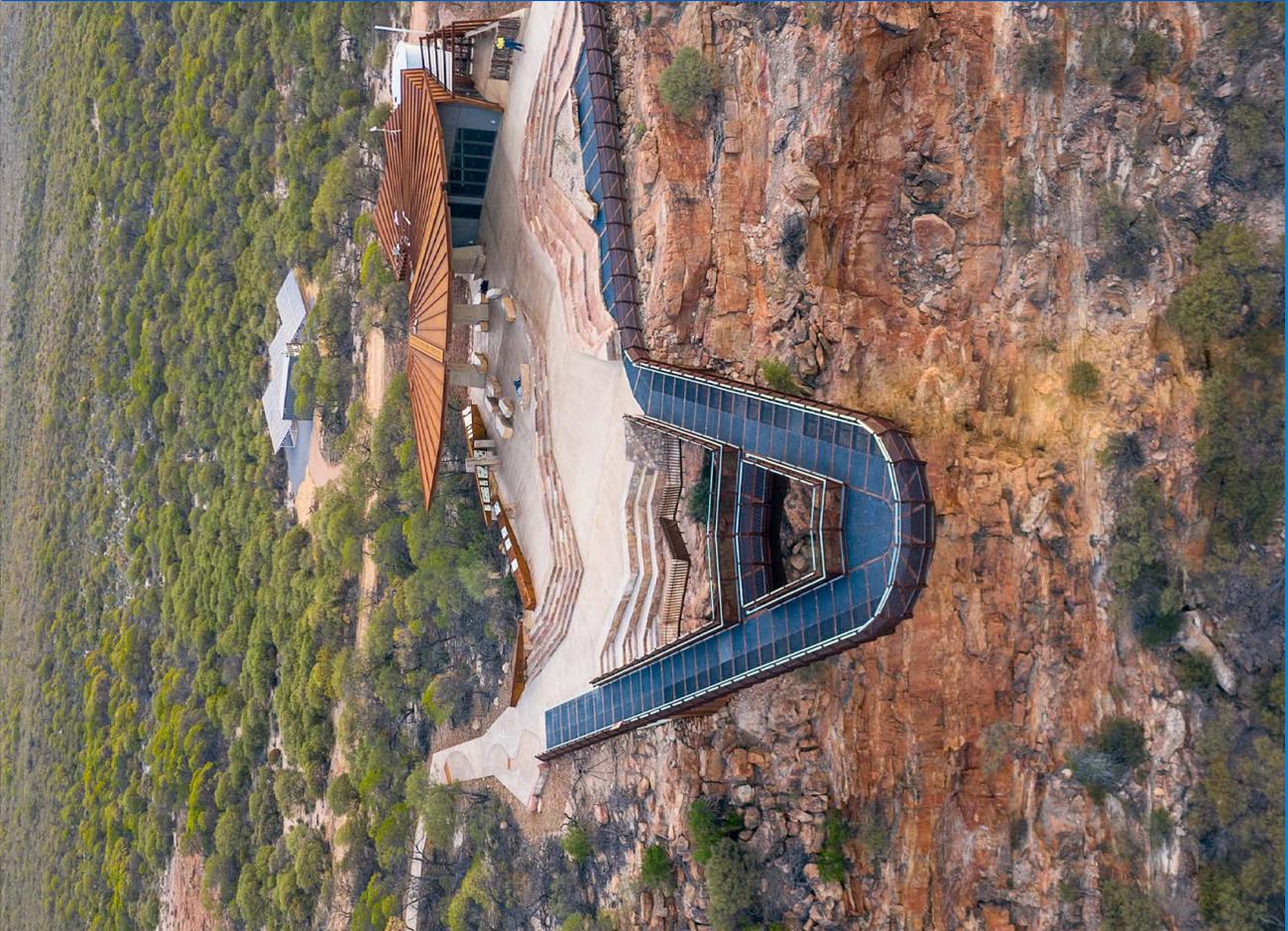
OUR HISTORY

The recorded history of the area now known as the Shire of Northampton is a rich tapestry, woven from the stories of its Aboriginal inhabitants through to the first known European contact. Indigenous peoples lived in the region for countless generations, developing a deep connection with the land.

European history in the area may have begun as early as 1629, when two survivors of the Batavia mutiny were marooned on the Western Australian coast—possibly near the mouths of the Murchison or Hutt Rivers. Later, in 1839, explorer George Grey was shipwrecked in the region and reported discovering one of the most fertile districts in Australia. He described encountering superior huts, well-marked roads, deeply sunk wells, and extensive warren grounds—all signs of a large, established population. Grey attributed this to the region's remarkable capacity for supporting life, thanks to its rich soil and abundant food resources.

Lead was found in the area in 1847, followed by copper being 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. 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 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.

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

12,499KM²
GEOGRAPHICAL AREA

2.2
PEOPLE PER HOUSEHOLD[1]
State Average = 2.5

3,227
POPULATION[1]

816
FAMILIES[1]

5.7%
ABORIGINAL AND TORRES STRAIT ISLANDER[1]
State Average = 3.3%

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

475KM
DISTANCE TO PERTH

PERTH

49.5%
PARTICIPATION IN THE LABOUR FORCE[1]
State Average = 50%/50%

53
MEDIAN AGE[1]
State Average = 38 years

Source: [1] Australian Bureau of Statistics June 2021 except geographical area and distance from Perth, which has been provided by the Shire.

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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.

INFORMING DOCUMENTS

ASSET MANAGEMENT PLAN

LONG TERM FINANCIAL PLAN

WORKFORCE PLAN

ISSUE OR AREA SPECIFIC PLANS

STRATEGIC COMMUNITY PLAN (SCP) 10+ YEARS

COMMUNITY ASPIRATIONS

STRATEGIC REVIEW 2,4 YEARS

10 YEARS

CORPORATE BUSINESS PLAN (CBP) 4 YEARS

ANNUAL REPORT

1 YEAR
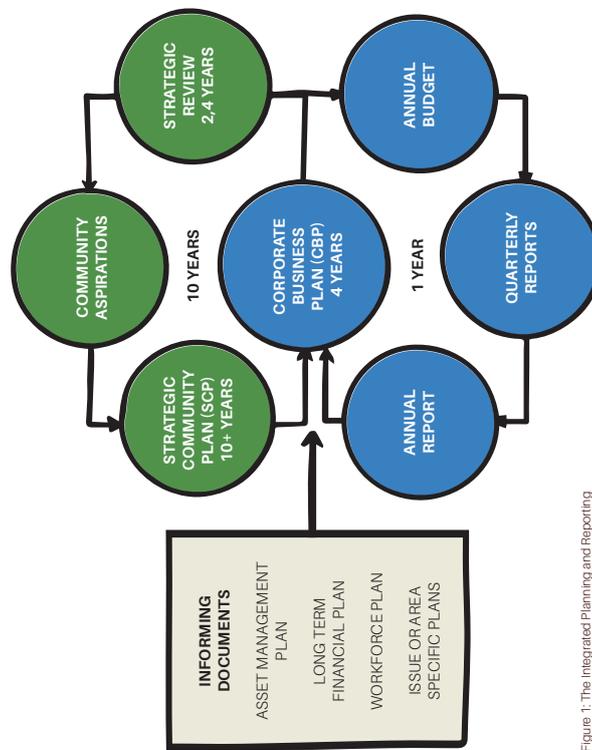
ANNUAL BUDGET

QUARTERLY REPORTS

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.
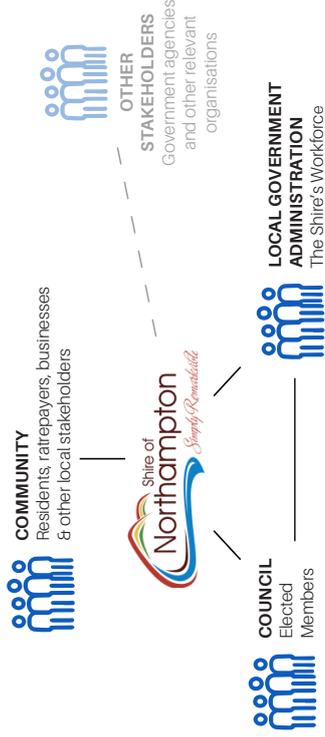
COMMUNITY
Residents, ratepayers, businesses & other local stakeholders

OTHER STAKEHOLDERS
Government agencies and other relevant organisations

Shire of Northampton
Simply Remarkable

COUNCIL
Elected Members

LOCAL GOVERNMENT ADMINISTRATION
The Shire's Workforce

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.

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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 LOCATIONS + ONLINE + **107** SURVEY RESPONSES via general & youth survey + **103** WORKSHOP ATTENDEES across Northampton, Kalbarri, Port Gregory & Harrocks = **1000+** IDEAS AND COMMENTS
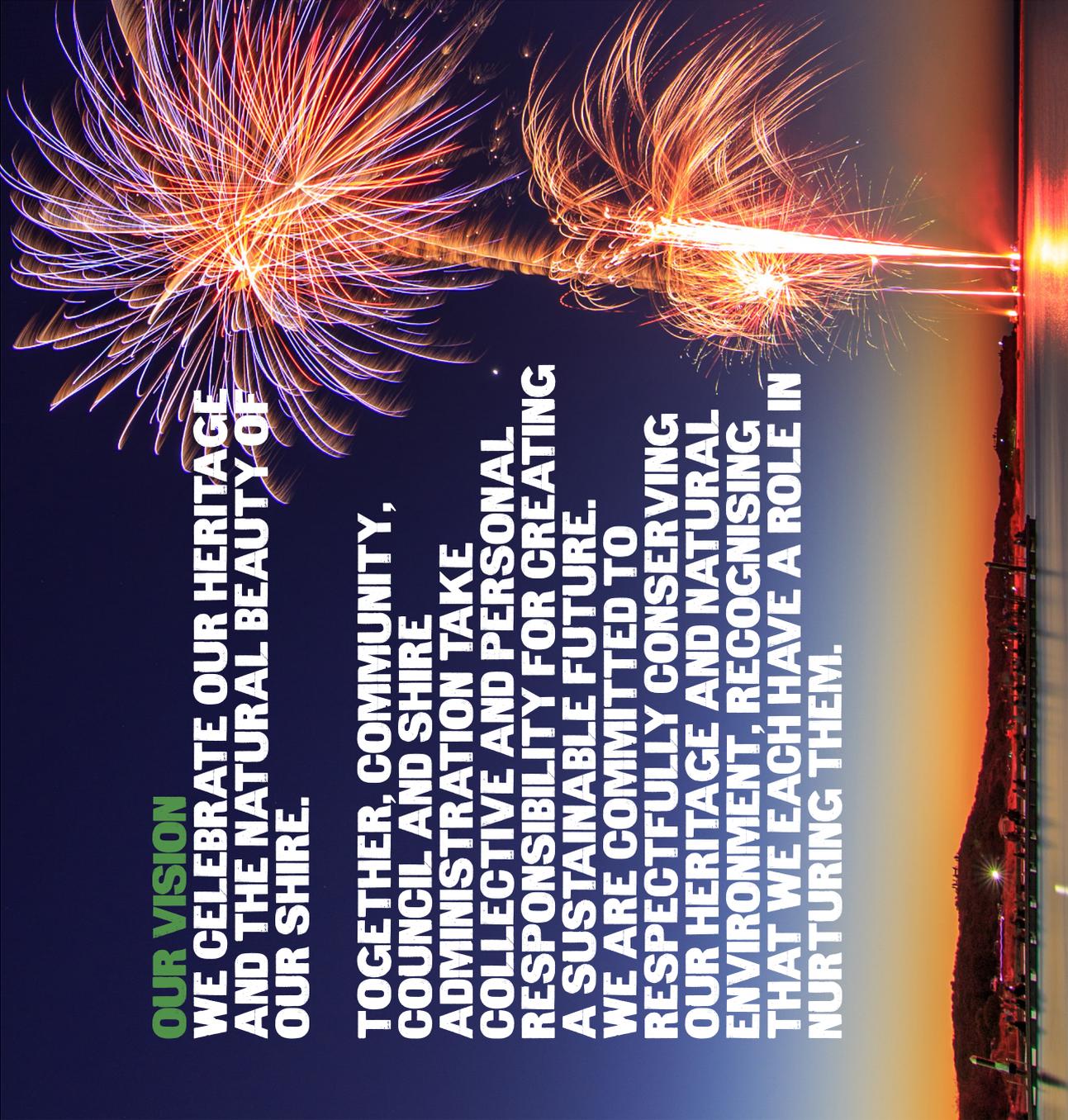
What we heard

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 needing 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 characterSafe 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.

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 townsites whilst ensuring connectivity and rural inclusion. These include;

OUR ECONOMY

OUR NATURAL ENVIRONMENT

OUR PEOPLE

OUR BUILT ENVIRONMENT

OUR LEADERSHIP

OUR VISION

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

TOGETHER, COMMUNITY, COUNCIL AND SHIRE ADMINISTRATION TAKE COLLECTIVE AND PERSONAL RESPONSIBILITY FOR CREATING A SUSTAINABLE FUTURE. WE ARE COMMITTED TO RESPECTFULLY CONSERVING OUR HERITAGE AND NATURAL ENVIRONMENT, RECOGNISING THAT WE EACH HAVE A ROLE IN NURTURING THEM.

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.

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OUR PEOPLE

Community and individual wellbeing and social connectedness, including availability and access to essential and lifestyle services.
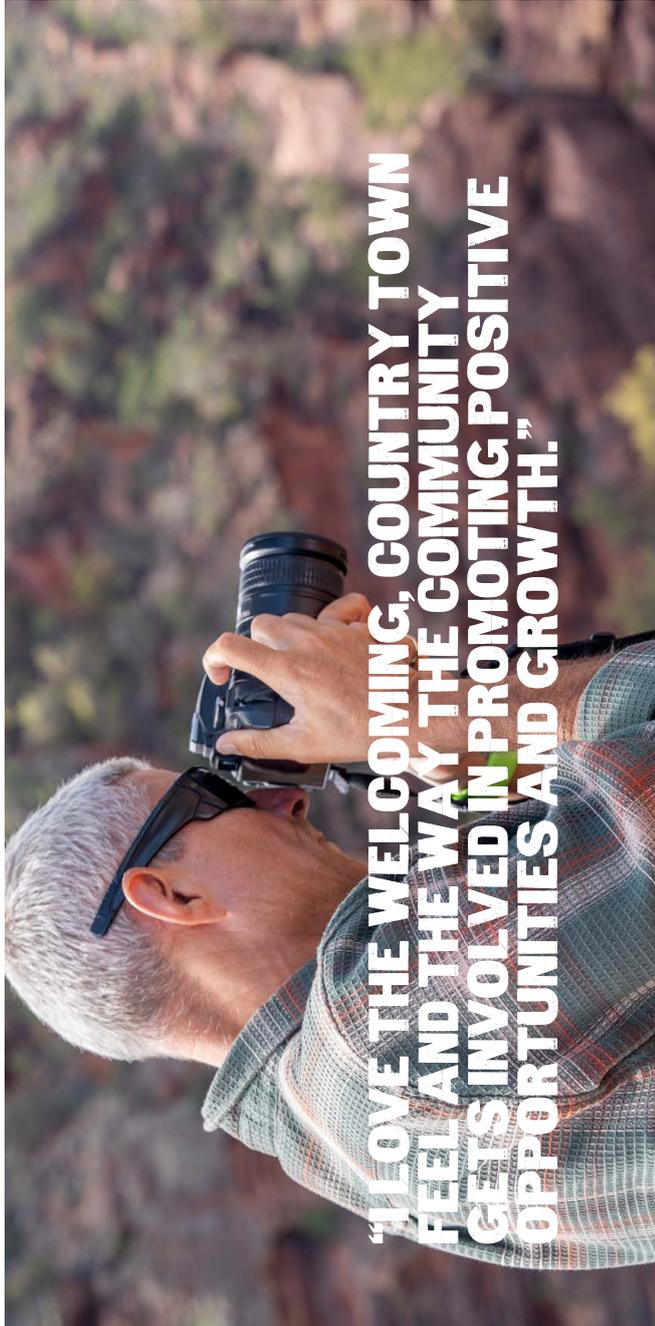
> "I LOVE THE WELCOMING, COUNTRY TOWN FEEL AND THE WAY THE COMMUNITY GETS INVOLVED IN PROMOTING POSITIVE OPPORTUNITIES AND GROWTH."

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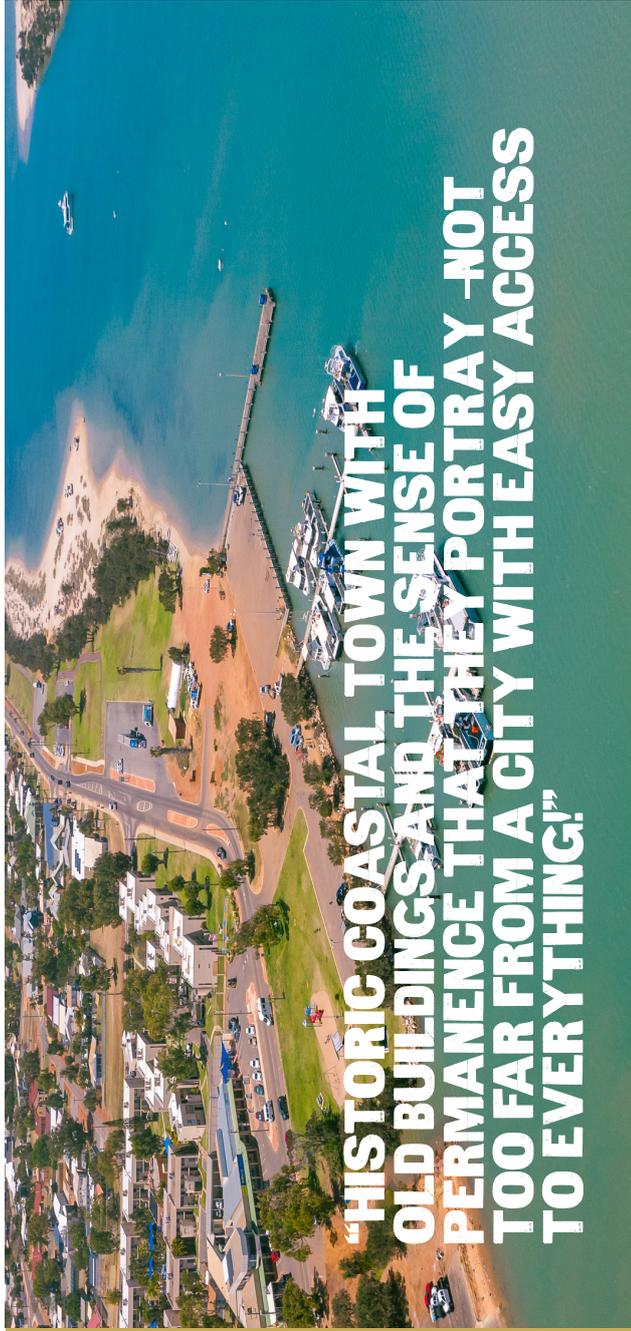
"HISTORIC COASTAL TOWN WITH OLD BUILDINGS, AND THE SENSE OF PERMANENCE THAT THEY PORTRAY –NOT TOO FAR FROM A CITY WITH EASY ACCESS TO EVERYTHING!"

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 service, 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.

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."
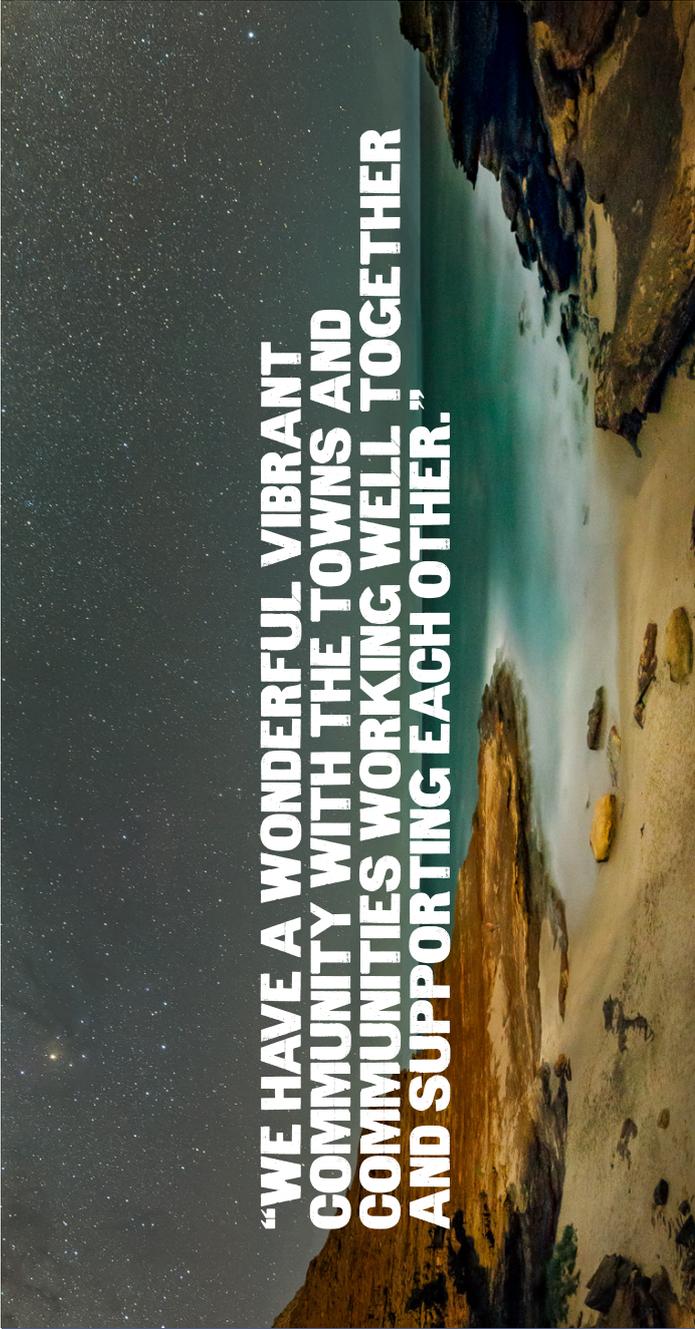
Community Aspiration

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.

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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
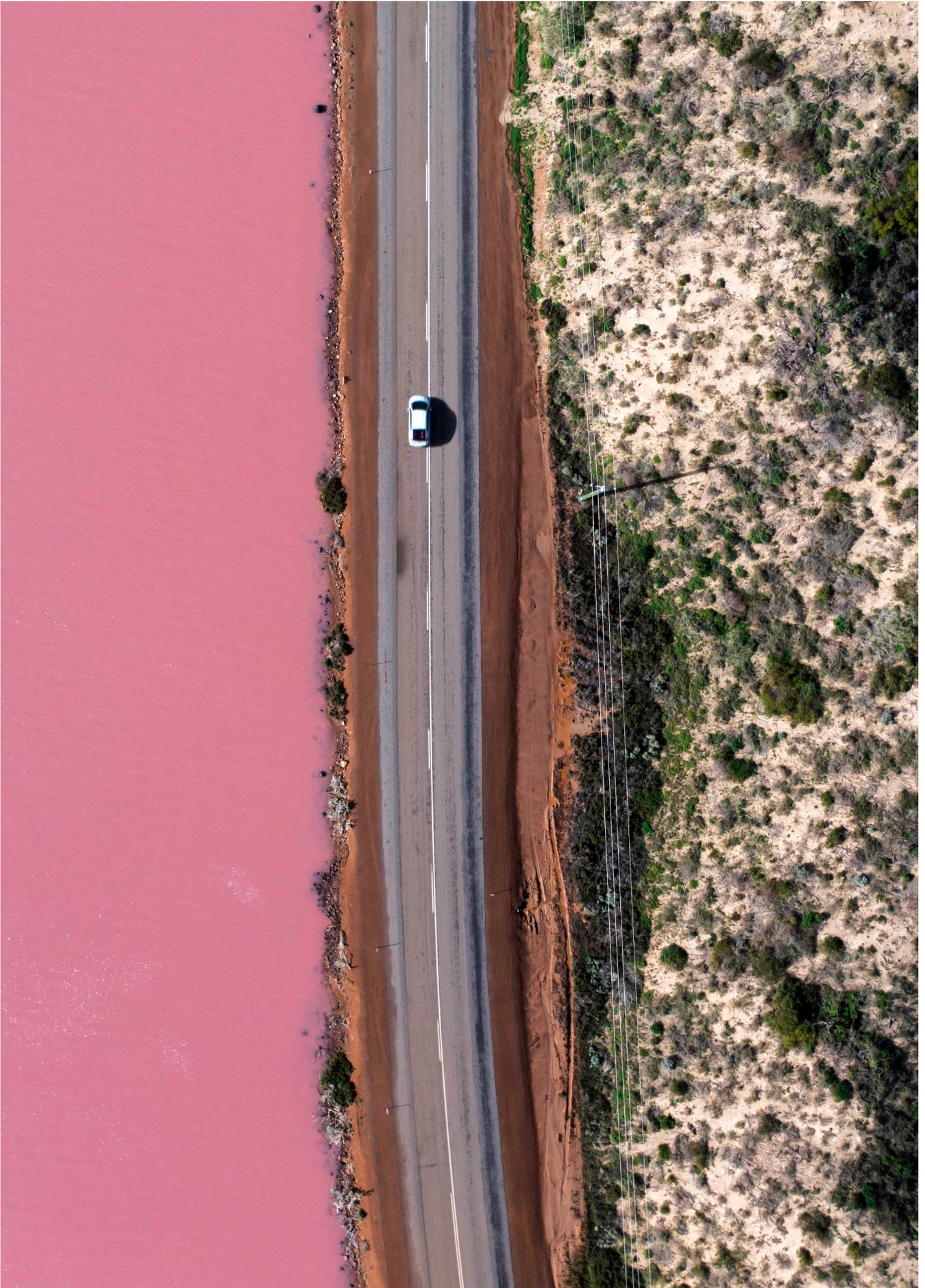
ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT #	Date	Name/Payee	Description	Amount
EFT28008	11/07/2025	AMBIENT TECHNOLOGIES	PT GREG CARPARK INSTALL DUP	34562.66
EFT28009	18/07/2025	3 MONKEYS AUDIOVISUAL	COUNCIL CHAMBER/ALLEN CNT AV SYSTEMS	11641.30
EFT28010	18/07/2025	ALL CLEANING AND MAINTENANCE	ALLEN CENTRE CLEANING	3118.50
EFT28011	18/07/2025	ADEPT TASK ADMIN	RECORDS PROJECT	2550.00
EFT28012	18/07/2025	AW CRAGAN & ALLCAPRI PTY LTD	PT GREG CARPARK, HAMPTON RD DUP, VARIOUS OTHER BOBCAT & EXCAVATOR HIRE	5745.30
EFT28013	18/07/2025	KALBARRI IGA	ALLEN CENTRE SUPPLIES	159.61
EFT28014	18/07/2025	KARREN PATRICIA ARCHER	RATES REFUND	454.50
EFT28015	18/07/2025	AUSTRALIA POST	POSTAGE	213.77
EFT28016	18/07/2025	BABA MARDA ROAD SERVICES	HAMPTON RD DUP TRAFFIC MGMT, SIGN HIRE	3449.28
EFT28017	18/07/2025	BLACKWOODS	NCC BASKETBALL COURT FANS	1782.00
EFT28018	18/07/2025	LIBERTY NORTHAMPTON	FUEL PURCHASES	998.04
EFT28019	18/07/2025	BUBBLES PLUMBING & GAS	STEPHEN ST DEPOT INSTALL HOT WATER, SEVENTH AVE WATER SUPPLY REPAIR	3556.47
EFT28020	18/07/2025	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF JUNE 2025	1765.42
EFT28021	18/07/2025	BUNNINGS	PLANTS	644.02
EFT28022	18/07/2025	ANDREW CAMPBELL	REIMB TELSTRA MOBILE	225.00
EFT28023	18/07/2025	CITY OF GREATER GERALDTON	REFUSE DISPOSAL	10861.30
EFT28024	18/07/2025	CIVIC LEGAL	LEGAL SERVICES	1922.31
EFT28025	18/07/2025	LLOYD GARY CLARK	RATE REFUND	1722.24
EFT28026	18/07/2025	CLEANAWAY OPERATIONS PTY LTD	DOM/COMM REFUSE COLLECTION	48013.77
EFT28027	18/07/2025	COASTAL ELECTRICAL & SOLAR	ALLEN CNT LIGHT, KAL OVAL PUMP REPAIR	2585.55
EFT28028	18/07/2025	BOC GASES AUSTRALIA	INDUSTRY GASES	45.10
EFT28029	18/07/2025	CORSIGN WA PTY LTD	SIGNS	3762.00
EFT28030	18/07/2025	REBECCA CORBETT	REIMB RSL HALL BOND	250.00
EFT28031	18/07/2025	DERRYN COTTERILL	LITTLE BAY RD FENCING	13299.00
EFT28032	18/07/2025	CRAYON AUSTRALIA PTY LTD	MICROSOFT 365 SUBSCRIPTION	1783.90
EFT28033	18/07/2025	MIDWEST DIRTWORKS	RED BLUFF DUP INSTALLATION FINAL PAYMENT	16728.00
EFT28034	18/07/2025	SIMON JOHN ALLAN DRAGE	HKS JETTY, NTON DRS, ROBINSON ST HOUSE VARIOUS REPAIRS	1452.44
EFT28035	18/07/2025	GARY DUNGATE	HAMPTON RD DUP PAVING	10515.50
EFT28036	18/07/2025	ELDERS RURAL SERVICES AUSTRALIA LTD	HARDWARE, TOILET SUPPLIES, FENCING	16484.70
EFT28037	18/07/2025	ELGAS	SALAMIT PL HOUSE GAS SERVICE FEE	88.00
EFT28038	18/07/2025	ENGIN	TELEPHONE CHARGES	346.36
EFT28039	18/07/2025	ENVIRONMENTAL HEALTH AUSTRALIA	IM ALERT FOOD SAFETY PROGRAM 25/26	330.00
EFT28040	18/07/2025	DEPT OF MINES, IND REGULATION & SAFETY	BRB JUNE 2025	2184.62
EFT28041	18/07/2025	FENN PLUMBING & GAS	KAL SKATE PARK WATER LINE REPAIR	926.53

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT	Date	Payee	Description	Amount
EFT28042	18/07/2025	FREEMANS LIQUID WASTE PTY LTD	HAMPTON GRDS TOILETS PUMP SEPTICS	2230.00
EFT28043	18/07/2025	GANTHEAUME BAY ELECTRICAL	ALLEN CENTRE REPLACE EXIT SIGN	539.00
EFT28044	18/07/2025	GCO AUSTRALIA PTY LTD	SHIRE BUILDINGS RCD TESTING	1689.05
EFT28045	18/07/2025	GERALDTON TYREPOWER	WHS DMAX WHEEL ALIGNMENT	69.00
EFT28046	18/07/2025	GERALDTON & MIDWEST SECURITY SERVICES	SECURITY MONITORING	788.56
EFT28047	18/07/2025	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	2446.43
EFT28048	18/07/2025	GREENFIELD TECHNICAL SERVICES	KALB RD WIDENING STAGE 1 & 2, LITTLE BAY RD, FIFTH AVE DRAINAGE CONSULTANT FEES	34266.44
EFT28049	18/07/2025	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUELS / FUEL CARDS	34605.06
EFT28050	18/07/2025	HANNAH ELIZABETH HARVEY	RATE REFUND	265.35
EFT28051	18/07/2025	C + J HANSON PLUMBING CONTRACTORS	ALLEN CENTER PLUMBING REPAIRS	4160.44
EFT28052	18/07/2025	HILLE THOMPSON & DELFOS	STEPHEN/WOODS ST MODULA HOUSE SURVEYING	2420.00
EFT28053	18/07/2025	HOSEY'S CONTRACTING	KAL CHINAMANS FISHING PLATFORM AGRN965 INSTALL, REIMB BUS BOND	42796.54
EFT28054	18/07/2025	AJS HULME & CO	GRAVEL ROYALTY	1601.60
EFT28055	18/07/2025	INDEPENDENT RURAL PTY LTD	HARDWARE, RETIC, FERT	3343.80
EFT28056	18/07/2025	INFOCOUNCIL PTY LTD	INFO COUNCIL 25/26 ANNUAL LICENSE	11915.90
EFT28057	18/07/2025	JMH GROUP PTY LTD	BACKHOE REPAIR HYDRAULIC CYLINDERS	1906.56
EFT28058	18/07/2025	KALBARRI AUTO CENTRE & CARS 4U2 HIRE	KAL LH UTE 4 X 4WD TYRES	1529.00
EFT28059	18/07/2025	BP KALBARRI	HARDWARE, RETIC, CEMENT	238.09
EFT28060	18/07/2025	KALBARRI WAREHOUSE	HARDWARE, RETIC, GLOVES	354.95
EFT28061	18/07/2025	KALBARRI REFRIGERATION AND AIRCONDITIONING	ALLEN CENTRE AIRCONS INSTALL	24500.00
EFT28062	18/07/2025	KALBARRI NETBALL ASSOCIATION	COMMUNITY GRANTS 24/25 RD 2	1600.00
EFT28063	18/07/2025	KALBARRI CRICKET CLUB INC	COMMUNITY GRANTS 24/25 RD 2	3000.00
EFT28064	18/07/2025	KEMPTON ELECTRICAL CONTRACTING	STEPHEN ST MODULA HOUSE SWTCHBOARD, NCC, HKS BBQ ELECTRICAL WORKS	4180.18
EFT28065	18/07/2025	KICK SOLUTIONS	SIGNS	149.00
EFT28066	18/07/2025	CHILIMONY FARMS KLK FARMS PTY LTD	GRAVEL ROYALTY	785.40
EFT28067	18/07/2025	KALBARRI PEST CONTROL	KAL VARIOUS MOSQUITO TREATMENT	2500.00
EFT28068	18/07/2025	LOCAL HEALTH AUTHORITEIS ANALYTICAL	LHAAC SAMPLING SERVICE 25/26 ANNUAL FEE	803.40
EFT28069	18/07/2025	M2M ONE PTY LTD	HKS/PT GREG TANK MONITORING SIM FEE	24.20
EFT28070	18/07/2025	MALKANA FARMS PTY LTD	GRAVEL ROYALTY	3106.95
EFT28071	18/07/2025	MARKET CREATIONS AGENCY	COUNCILCONNECT 25/26 WEBSITE SUBSCRIPTION	10208.00
EFT28072	18/07/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	3388.94
EFT28073	18/07/2025	LGRCEU	PAYROLL DEDUCTIONS	41.00
EFT28074	18/07/2025	GERALDTON TOYOTA	CEO TOYOTA PRADO SERVICE	368.00
EFT28075	18/07/2025	MIDWEST KERBING	HAMPTON RD DUP KERB & DRIVEWAY INSTALL	22880.00
EFT28076	18/07/2025	MIDWEST FINANCIAL	ACCOUNTING ASSISTANCE FBT REVIEW	935.00

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT28077	18/07/2025	W & DJC MINCHERTON & SON	GRAVEL ROYALTY	6398.70
EFT28078	18/07/2025	NAPA	VARIOUS VEHICLE SERVICE KITS	566.50
EFT28079	18/07/2025	NORTHAMPTON IGA PLUS LIQUOR	REFRESHMENTS, NTON DEPOT SUPPLIES	356.55
EFT28080	18/07/2025	NORTHAMPTON NEWSAGENCY	STATIONERY, NEWSPAPERS	77.48
EFT28081	18/07/2025	NORTHAMPTON AUTO ELECTRICS	ISUZU TIP TRUCK, PIG TRAILER ELECTRIC REPAIRS, VARIOUS VEHICLE HARDWARE SUPPLY	2441.00
EFT28082	18/07/2025	NORTHAMPTON PHARMACY	IMMUNISATIONS	30.60
EFT28083	18/07/2025	NORTHAMPTON FAMILY STORE	STAFF UNIFORMS	107.95
EFT28084	18/07/2025	NORTHAMPTON DISTRICT AG SOCIETY	COMMUNITY GRANTS 24/25 RD 2	3300.00
EFT28085	18/07/2025	OFFICEWORKS LTD	STATIONERY	744.95
EFT28086	18/07/2025	OTR TYRES (TKPH PTY LTD)	GRADER FREE ROLLER TYRES	4900.50
EFT28087	18/07/2025	PANDORA INVEST GROUP INC	RATE REFUND	3550.56
EFT28088	18/07/2025	RADIO PERTH PTY LTD	KVC ADVERTISING	1457.50
EFT28089	18/07/2025	THINKPROJECT AUSTRALIA PTY LTD	RAMM 25/26 SUBSCRIPTION	10554.26
EFT28090	18/07/2025	RED BLUFF BAKERY CAFE	REFRESHMENTS	200.00
EFT28091	18/07/2025	REPEAT PLASTICS WA	KAL CHINAMANS FISHING PLATFORM	9095.46
EFT28092	18/07/2025	RIP-IT SECURITY SHREDDING	ARCHIVE RECORD DISPOSAL	2310.00
EFT28093	18/07/2025	SYNERGY	ELECTRICITY CHARGES	16553.33
EFT28094	18/07/2025	SHIRE OF MURCHISON	COOLACALAYA ROAD MAINTENANCE GRADE	5500.00
EFT28095	18/07/2025	SIMPLE LIFE PROJECTS	REIMB KERB DEPOSIT	500.00
EFT28096	18/07/2025	SKYTRUST	SKYTRUST SUBSCRIPTION	493.90
EFT28097	18/07/2025	SNAPACTION	NTON ENTRY SIGNAGE DESIGN	66.00
EFT28098	18/07/2025	STICKS AND STONES CULTURAL RESOURCES	LITTLE BAY RD HERITAGE INSPECTION	5770.64
EFT28099	18/07/2025	ST JOHN AMBULANCE NORTHAMPTON	COMMUNITY GRANTS 24/25 RD 2	2200.00
EFT28100	18/07/2025	GL & JM TEAKLE (MT RIVERVIEW FARMS)	GRAVEL ROYALTY	1386.00
EFT28101	18/07/2025	TELSTRA	TELEPHONE CHARGES	883.85
EFT28102	18/07/2025	TERRANCE GARDINER	RED BLUFF SHELTER PAINTING	3986.00
EFT28103	18/07/2025	THURKLE'S EARTHMOVING	KAL REFUSE SITE PUSHUP/MTCE	15125.00
EFT28104	18/07/2025	2V NET IT SOLUTIONS	KAL DEPOT DESKTOP COMPUTER, MTCE	2479.00
EFT28105	18/07/2025	TOTALLY WORKWEAR - GERALDTON	ADMIN UNIFORMS	276.96
EFT28106	18/07/2025	TRUCKLINE	WATER TRUCK SERVICE KITS	278.35
EFT28107	18/07/2025	LANDGATE	VALUATION EXPENSES	253.15
EFT28108	18/07/2025	CRESTA LEE VIELLARIS	REIMB TRAVEL	407.68
EFT28109	18/07/2025	BOB WADDELL & ASSOCIATES PTY LTD	ACCOUNTING ASSISTANCE	440.00
EFT28110	18/07/2025	WBS MODULAR PTY EVOKE LIVING HOMES	REIMB KERB DEPOSIT	500.00
EFT28111	18/07/2025	WEIRDO'S CARPENTRY & MAINTENANCE	KALB DRS SURGERY REPLACE CABINETS	9761.02
EFT28112	18/07/2025	WESTRAC EQUIPMENT PTY LTD	FREIGHT	22.55

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT28113	18/07/2025	WESTERN POWER	BINNU REPEATER TOWER 25/26 LICENSE FEE	371.63
EFT28114	18/07/2025	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	232.49
EFT28115	18/07/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN GFEE 30 JUNE 2025	2887.33
EFT28116	18/07/2025	P MARKHAM AND M A WILSON	NCC REPAIR ROOF LEAK	517.00
EFT28117	21/07/2025	RED DUST HOLDINGS	LITTLE BAY RD CONSTRUCTION	491948.20
EFT28118	30/07/2025	RICHARD BURGES	REIMBURSEMENT	911.42
			TOTAL	**$1,039,646.54**

MUNICIPAL FUND CHEQUES

Chq #	Date	Name/Payee	Description	Amount
22598	18/07/2025	ALLSAGE PTY LTD	25/26 KALBARRI BOREFIELD LEASE FEE	1560.00
22599	18/07/2025	TINA LLOYD	RATES REFUND	251.57
22600	18/07/2025	SHIRE OF NORTHAMPTON	BRB & BCITF COMMISSION JUNE 25	91.25
22601	18/07/2025	PETTY CASH NORTHAMPTON	PETTY CASH RECOUP	147.05
22602	22/07/2025	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES	225.00
			TOTAL $	2,274.87

Jnl #	Jnl Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
		PAYROLL	03/07/2025	FN/E 02/07/25		125,394.00
		SUPERCHOICE	03/07/2025	SUPERANNUATION PAY FN/E 02/07/25		29,067.92
		PAYROLL	17/07/2025	FN/E 16/07/25		128,512.00
		SUPERCHOICE	21/07/2025	SUPERANNUATION PAY FN/E 16/07/25		29,301.21
		PAYROLL	31/07/2025	FN/E 30/07/25		140,288.00
GJ0103	31/07/2025	NATIONAL AUSTRALIA BANK	31/07/2025	BANK FEES		130.83
GJ0104	31/07/2025	COMMONWEALTH BANK	31/07/2025	BANK MERCHANT FEES		670.25
GJ0105	31/07/2025	COMMONWEALTH BANK	31/07/2025	BPOINT FEES		30.15
GJ0106	31/07/2025	NATIONAL AUSTRALIA BANK	31/07/2025	BPAY		73.04
GJ0108	31/07/2025	NAB CEO CORPORATE CARD	02/06/2025	2VNET COMPUTER MTCE	149.99	
			06/06/2025	DPIRD STATE BUDGET BRIEF EVENT	135.00	
			09/06/2025	INDEPENDENT RURAL RAKE PL HOUSE MTCE	105.42	
			13/06/2025	2VNET COMPUTER MTCE	331.98	
			16/06/2025	2VNET COMPUTER MTCE	50.00	
			23/06/2025	ADOBE SUBSCRIPTION	341.95	
			27/06/2025	CARD FEE	9.00	1,123.34
GJ0109	31/07/2025	NAB EMWTS CORPORATE CARD	30/05/2025	ATOM SUPPLY PROTECTIVE CLOTHING	130.68	
			02/06/2025	IGA NTON REIMBURSED 08/07/25	44.68	
			02/06/2025	TWW PROTECTIVE CLOTHING	89.79	
			23/06/2025	MAIN ROADS HEAVY VEHICLE PERMIT P280	50.00	
			24/06/2025	IINET KALBARRI DEPOT INTERNET	84.99	
			27/06/2025	CARD FEE	9.00	409.14
GJ0110	31/07/2025	NAB EMCDR CORPORATE CARD	16/06/2025	BUNNINGS OVAL HOUSE BATH, VANITY, CABINETS	1,525.00	
			27/06/2025	CARD FEE	9.00	1,534.00
						$ 456,533.88

FUEL CARD PURCHASES

Payment #	Payment Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
EFT28047	18/07/2025	GERALDTON FUEL COMPANY PTY LTD	10/06/2025	CEO TOYOTA PRADO	69.20	
			22/06/2025	CEO TOYOTA PRADO	125.00	
			29/06/2025	CEO TOYOTA PRADO	118.03	312.23
			07/06/2025	EMWTS FORD RANGER	130.86	
			09/06/2025	EMWTS FORD RANGER	119.67	250.53
			09/06/2025	EHO CAMRY	62.93	
			18/06/2025	EHO CAMRY	50.00	112.93
			01/06/2025	P&G DMAX	71.26	
			02/06/2025	P&G DMAX	51.66	
			03/06/2025	P&G DMAX	100.76	
			05/06/2025	P&G DMAX	92.29	
			12/06/2025	P&G DMAX	87.56	
			15/06/2025	P&G DMAX	58.78	
			16/06/2025	P&G DMAX	80.54	
			16/06/2025	P&G DMAX	102.80	
			19/06/2025	P&G DMAX	112.90	
			19/06/2025	P&G DMAX	96.53	
			22/06/2025	P&G DMAX	99.99	
			23/06/2025	P&G DMAX	88.06	
			27/06/2025	P&G DMAX	62.04	
			28/06/2025	P&G DMAX	50.56	
			29/06/2025	P&G DMAX		1,155.73
			06/06/2025	EMCDR FORD RANGER	123.08	
			08/06/2025	EMCDR FORD RANGER	109.35	
			21/06/2025	EMCDR FORD RANGER	126.44	
			22/06/2025	EMCDR FORD RANGER	122.58	
			25/06/2025	EMCDR FORD RANGER	133.56	615.01
						$ 2,446.43
EFT28049	18/07/2025	GREAT SOUTHERN FUEL SUPPLY		DEPOT BOWSERS, OILS	34,105.90	34,105.90
			03/06/2025	BS ISUZU MUX	107.98	
			04/06/2025	BS ISUZU MUX	100.49	
			24/06/2025	BS ISUZU MUX	113.21	
			27/06/2025	BS ISUZU MUX	69.73	391.41
			16/06/2025	CEO TOYOTA PRADO	107.75	107.75
						$ 34,605.06

PLANNING DECISIONS JULY 2025

App No.	Applicant	Location	Description	Date	Value
2025-048	SAH FAMILY TRUST	LOT 44 (No. 181) HAMPTON ROAD, NORTHAMPTON	MOTEL ADDITION (TRANSPORTABLE UNIT)	4 July 2025	$128,000
2025-049	L BANCILHON & P ATKINSON	LOT 284 (No. 4) ASH PLACE, KALBARRI	RENEWAL – HOLIDAY HOUSE	2 July 2025	**
2025-050	MJ GLASS & K BAILEY	1482 SWAMP ROAD, YALLABATHARA	RENEWAL – EXTRACTIVE INDUSTRY (SAND & GRAVEL)	2 July 2025	**
2025-051	LK BARKER & JGR GOMEZE	LOT 194 (No. 3) CASSIA CLOSE, KALBARRI	RENEWAL – HOLIDAY HOUSE	2 July 2025	**
2025-052	RL ADAMS	LOT 33 (No. 23) CLOTWORTHY STREET, KALBARRI	RENEWAL – HOLIDAY HOUSE	2 July 2025	**
2025-053	A & R SAPSFORD	LOT 65 (No. 82) MITCHELL STREET, HORROCKS	RENEWAL – HOLIDAY HOUSE	2 July 2025	**
2025-054	ORIENTAL PROPERTIES HOLDINGS PTY LTD	LOT 204 WHITE CLIFFS ROAD, SANDY GULLY	RENEWAL – EXTRACTIVE INDUSTRY (SAND)	3 July 2025	**
2025-055	RW & LL SACKMANN	LOT 47 (No. 37) HACKNEY STREET, KALBARRI	RENEWAL – HOLIDAY HOUSE	3 July 2025	**
2025-056	GR & WM MARSHALL	LOT 60 (No. 6) TERN WAY, KALBARRI	RENEWAL – HOLIDAY HOUSE	4 July 2025	**
2025-057	ENGINEERING ON DEMAND	LOT 127 (No. 22) SUNSTONE DR, KALBARRI	RETAINING WALL AND FENCE	10 July 2025	$18,000
2025-058	A & R MINCHINTON	LOT 765 (No. 44) GLASS ST, KALBARRI	RENEWAL – HOLIDAY HOUSE	9 July 2025	**
2025-059	MG & MN MAXFIELD	LOT 231 (No. 24) PATRICK CRESCENT, KALBARRI	CHANGE OF USE FROM SINGLE HOUSE TO HOLIDAY HOUSE	16 July 2025	**
2025-060	M PEKEL	LOT 13 – UNIT 31 SANFORD STREET, PORT GREGORY	ADDITION TO ANNEX FOR STORAGE	23 July 2025	$6,500
2025-061	MIDWEST SHEDS AND GARAGES (DALGLEISH)	LOT 89 (No. 111) WANNERENOOKA ROAD, NORTHAMPTON	OVERSIZE AND OVERHEIGHT OUTBUILDING	17 July 2025 **REFUSED BY COUNCIL**	$142,000
2025-062	KALBARRI MENS SHED	LOT 57 (No. 17) RICHARDSON ROAD, KALBARRI	MASTERPLAN FOR KALBARRI MENS SHDE	23 July 2025 Council decision	**

2025-063	W SIZER (KALBARRI MOTEL)	LOT 188 (No. 60) JEFFERY BROWNE WAY, KALBARRI	EXTENSION TO SHORT TERM EXPANSION OF KALBARRI MOTEL ACCOMMODATION	17 July 2025 Council Decision	**
2025-064	DBCA	FAWCETT-BROAD ROAD, KALBARRI	PLACEMENT OF SHIPPING CONTAINER – KALBARRI AIRPORT	30 July 2025	$5,000
2025-065	J & T MATHER	LOT 169 (No. 6) STEMODIA STREET, KALBARRI	PROPOSED CARPORT	31 July 2025	$10,000

2025 SUBDIVISION / CLEARANCE REGISTER

13 Mar 2025	Landwest Planning Consultants	Referral	Lot 26 & Lot 229 Stephen Street, Northampton	Boundary Rationalisation	D	10.8.2 A4407 / A3643
17 June 2025	Landwest Planning Consultants	Referral	Lot 65 and Lot 9003 Horan Way, Horrocks	Subdivision/Amalgamation	D	10.5.3 A719

Repurposed & Second-hand Dwellings
Local Planning Policy

Version 2

Scheme Provisions:	Other References:	Special procedural considerations:
LPS #11 3.1 Zoning and Development Table 4.8.20 Repurposed Dwellings LPS #10 4.1 Zoning and Development Table 5.11.3 Repurposed or Second Hand Dwelling	Shire of Northampton Local Planning Scheme No. 10 Shire of Northampton Local Planning Scheme No. 11 Planning and Development Act 2005	The Council at its discretion may advertise the proposed repurposed or second-hand dwelling within a designated locality to ascertain the views of the neighbouring and nearby residents prior to the application being considered.

1.0 PURPOSE

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between this Policy and the Scheme.

The use of transportable or modular dwellings is a necessary and acceptable part of the State's housing product, and there should be no controls in planning schemes that seek to prohibit this form of development. However, it is reasonable for local governments to control the repurposing of buildings where they haven't been previously used as a house, particularly for former mine site 'dongas', shipping containers or sheds.

It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, be limited to the policy provisions and that mere compliance will result in an approval.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

2.0 SCOPE

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

3.0 OBJECTIVES

3.1 To ensure that any development proposing to use a repurposed or second hand building meets acceptable aesthetic and amenity requirements in the locality for which it is proposed.

Shire of Northampton – Local Planning Policy 2018

3.2 To ensure that any repurposed or second-hand dwelling does not detract from an existing (or reasonably desired) streetscape.

3.3 To enable the local government to retain such monies (bonds) to ensure the desired standard of development is achieved.

4.0 DEFINITIONS

Repurposed Dwelling: means a building or structure not previously used as a single house, which has been repurposed for use as a dwelling.

Second-Hand Dwelling: means a dwelling that has been in a different location, and has been dismantled and transported to another location, but does not include a new modular or transportable dwelling.

5.0 POLICY MEASURES

5.1   Conditions

Buildings that are repurposed for residential use or are second-hand dwellings are, in some instances, of poor condition and as such the local government may impose conditions to ensure the building presentation is of an acceptable standard to enhance the streetscape appearance. Such conditions may include (but are not limited to) the following:

   a) Need for additional setbacks over and above the prescribed minimum and the need for screening via landscaping and/or boundary fencing;
   b) A bond/bank guarantee and legal agreement to ensure the external appearance of the repurposed or second-hand dwelling has been completed to the approval of the local government;
   c) The space between the ground level and the floor level being suitably enclosed;
   d) Upgrading, alterations or additional design features that will enhance the elevations and architectural detail of the proposed development (ie. roof pitch, eaves, colours/materials and external treatments);
   e) The roof and / or walls being clad of non-reflective materials and be consistent or complimentary in colour with the surrounding natural landscape features or desired streetscape; and
   f) Require landscaping and constructed vehicle access to be established within a specified timeframe and thereafter maintained.

5.2   Development Guidelines
All repurposed and second-hand dwellings shall adequately address the following development standards:

5.2.1   <u>Verandahs, balconies etc on frontages</u>

In order to ensure that the repurposed or second-hand dwelling does not detract from an existing (or reasonably desired) streetscape, the proposed development is required to provide verandahs, awnings, balconies, porches, porticos or other architectural relief on the elevations that are viewed from the street.

5.2.2   <u>Materials</u>

The use of 'Zincalume' or light coloured 'Colorbond' roof sheeting is permitted for dwellings under this Policy. However, care must be taken to ensure the location of the dwelling and the roof pitch used does not produce glare nuisance to surrounding properties or passing traffic.

The use of most types of wall cladding for dwellings is supported in the spirit of allowing architectural choice. Steel wall cladding is to be pre-painted 'Colorbond' custom orb type. 'Trimdeck' profile wall sheeting is not permitted. The use of unpainted 'Zincalume' wall sheeting is not permitted, unless used as an architectural feature on no more than 10% of the surface area of a facade.

Where appropriate the use of varied building materials is encouraged to provide architectural relief.

5.2.3   <u>Roof Design</u>

Roof design can utilise gable, hipped or skillion design. Flat roofs are only permitted where the design of the building has been extensively enhanced by other external treatments and is an integral part of the modern profile of the dwelling.

5.2.4   <u>External Treatments</u>

Notwithstanding the requirement of Clause 5.2.1 above, in order to achieve high standard of dwelling construction and an appropriate level of amenity repurposed and second-hand dwellings will be required to address their external facades with additional windows or larger openings, the use of verandahs, decking or other architectural relief to side and rear elevations.

It is also recommended that alternative materials be sought for window treatments (ie wooden French and bi-fold doors.

5.2.5   <u>Landscaping</u>

In order to not detract from an existing (or reasonably desired) streetscape the proposed development is required to lodge and implement a landscape plan.

5.3   Application Requirements

5.3.1   Photographs will need to be submitted that clearly illustrate the in-situ condition and appearance of the entire building (all sides and roof).

5.3.2   An inspection of a proposed second-hand building, in-situ, will be carried out and an inspection report furnished to Council. Where it is not practicable for the Shire Building Surveyor to carry out the inspection it will be done by the Building Surveyor for the area in which it is located or by such other person that is acceptable to Council. All cost for a building inspection will be borne by the applicant.

5.3.3   Clear concise details of proposed works to be undertaken to ensure the repurposed or second-hand dwelling's presentation is of an acceptable standard to that of the locality. This will generally include elevations of the proposed finished works.

5.3.4   It may be sufficient to demonstrate that the proposed development will be isolated from the view of neighbours or significant roads to make consideration of aesthetics and amenity irrelevant to the

application.

5.3.5 A clear timeframe for the completion of the above works, with such time frame to be as short as practicable and a maximum of 12 months.

5.3.6 Any other additional information required to demonstrate that the repurposed or second-hand dwelling will be aesthetically acceptable, contribute positively to the desired streetscape and comply with the objectives of this policy.

5.4   Bond / Bank Guarantees

5.4.1 Prior to the issue of any building permit for a repurposed or second-hand dwelling 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 $5,000.00;

(b)   A statutory declaration, signed by the applicant(s) and appropriately witnessed, indicating that the bond will be forfeited to Council if:

(i)   The approved works are not carried out within the approved timeframe; or

(iii)   Any notice duly served upon the builder is not promptly complied with.

5.4.2 Bond moneys will only be refunded (if not forfeited) after works required to prevent forfeiture have been carried out to the approval of the Building Surveyor.

5.4.3 In addition to plans and specifications normally required for any building application the Building Surveyor may, at his/her discretion, require such reports by others to satisfy him/herself that the repurposed/second-hand dwelling will meet the requirements of the Building Code. This requirement is most likely to be exercised where original plans for a structure cannot be sourced or where they are not of an acceptable standard.

	The Principal Planner/Chief Executive Officer as per the Delegations Policy and Register/		
6.0 ADOPTION	16 June 2005	Advertising	Minute 6.9.2
	21 July 2005	Final Approval	Minute 7.11.3
	V2 16 June 2014	Advertising / Final Approval	(Minutes 6.8.1)
	16 February 2018	Advertising / Final Approval	

Shire of Northampton — Simply Remarkable	APPENDIX A – EXAMPLES & DOCUMENTARY

SHIPPING CONTAINER DWELLINGS

EXAMPLE 1

	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage		√	The repurposed dwelling is not considered to positively contribute to streetscape. There is no defined access (pedestrian or vehicular) or landscaping. The small and limited number of openings continues to create the appearance of a "shipping container".
Materials		√	Use of same materials with no additional features.
Roof Design		√	Flat roof not considered appropriate without other external treatments
External Treatments		√	No external treatments.
Landscaping		√	No landscaping.
Overall comment:			
Typical shipping container with no external treatments, small and limited openings and no variation in materials to break up the facade. <u>Overall Poor Design</u>. <u>Overall Poor Design</u>.			

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EXAMPLE 2			
	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage	√		Use of decking, variation of materials and openings assist in the frontage positively contributing to the streetscape.
Materials	√		Use of varied materials with some additional features.
Roof Design		√	Flat roof could use some further enhancement to soften appearance of the shipping container.
External Treatments	√		Verandah and deck used to soften the appearance of shipping container and create useable space external to the dwelling.
Landscaping		√	Limited landscaping.
Overall comment:			
The use of external treatments, varied materials and a range of openings assists in softening the appearance of the typical shipping container enabling the frontage to contribute positively to the streetscape. The dwelling could be further enhanced by addressing roof design. <u>Overall Good Design which could have some further enhancement.</u>			

EXAMPLE 3			
	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage	√		Balcony and deck treatment is considered to soften front elevation, along with the, use of varied materials and extensive windows contributing positively to the streetscape.
Materials	√		Use of varied materials, re-cladding of parts of shipping container with wood and the use of steel and glass.
Roof Design	√		Flat roof considered appropriate given the range of external treatments.
External Treatments	√		Balcony, deck and extensive use of windows.
Landscaping		√	No landscaping.
Overall comment:			
The extensive use of external treatments, varied materials and a range of openings assists in softening the appearance of a typical shipping container enabling the frontage to contribute positively to the streetscape. Overall Good Design.			

SECOND-HAND DWELLINGS (TRANSPORTABLE)

EXAMPLE 1			
	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage		√	The second-hand dwelling is not considered to positively contribute to the streetscape. There are no external treatments, the small and uniform openings continues to create the appearance of a "second-hand donga".
Materials		√	Use of same materials with no additional features.
Roof Design		√	Slight pitch to roof, however, given lack of other external features not considered appropriate.
External Treatments		√	No external treatments although floor to ground level is suitably enclosed.
Landscaping		√	No landscaping.

Overall comment:

Although the condition of the second-hand dwelling is satisfactory, the limited use of external treatments and variation in materials does not positively contribute to the streetscape or the development context Overall Poor Design.

EXAMPLE 2			
	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage		√	The dwelling is not considered to positively contribute to the streetscape. There is no defined access (pedestrian or vehicular) or landscaping. Small uniform windows continues to create the appearance of a "transportable donga".
Materials		√	Use of same materials with no additional features.
Roof Design		√	Flat roof not considered appropriate without other external treatments.
External Treatments		√	No external treatments.
Landscaping		√	No landscaping.

Overall comment:

A typical transportable donga containing no external treatments, small uniform windows and use of same materials. The lack of these elements along with no landscaping or defined access is not considered to positively contribute to streetscape. Overall Poor Design.

Shire of Northampton – Local Planning Policy 2018

EXAMPLE 3			
	GOOD DESIGN	POOR DESIGN	COMMENT
Frontage	√		Raised deck and innovative use roof covering along with extensive landscaping is considered to positively contribute to streetscape.
Materials	√		Varied materials and colours, use of modern external cladding, wood, steel and glass all contribute to good design.
Roof Design	√		Flat roof considered appropriate given the range of external treatments and modern profile.
External Treatments	√		Deck and undercover alfresco area, use of additional roof line, large windows and bi-fold doors
Landscaping	√		Excellent use of landscaping.

Overall comment:

This is considered to be an excellent example of how a second-hand/repurposed dwelling can be treated to contribute positively to the streetscape. The use of alternative materials and colour softens the external appearance. Landscaping also contributes in a positive manner. Overall Good Design.

Shire of Northampton – Local Planning Policy 2018

Shire of Northampton — Simply Remarkable	Local Planning Policy No 6.1.14 **Repurposes & Second Hand Dwellings**

1.0 Introduction
1.1 Purpose

The purpose of this policy is to identify application requirements and guide the assessment of proposals to utilise repurposes or second hand Dwellings in order to achieve the objectives outlined in clause 1.2 below.

1.2 Objectives

The objectives of the Policy are to:

1. To ensure that any development proposing to use a repurposed or second hand building meets acceptable aesthetic and amenity requirements in the locality for which it is proposed.

2. To ensure that any repurposed or second-hand dwelling does not detract from an existing (or reasonably desired) streetscape.

3. To enable the local government to retain such monies (bonds) to ensure the desired standard of development is achieved.

1.3 Interpretation

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

1.4 Application of Policy

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

2.0 Policy Provisions
2.1 Conditions

Buildings that are repurposed for residential use or are second-hand dwellings are, in some instances, of poor condition and as such the local government may impose conditions to ensure the building presentation is of an acceptable standard to enhance the streetscape appearance. Such conditions may include (but are not limited to) the following:

a) Need for additional setbacks over and above the prescribed minimum and the need for screening via landscaping and/or boundary fencing;

b) Conditions requiring that the external appearance of the repurposed or second-hand dwelling has been completed to the approval of the local government within identified timeframes;

c) Where applicable, the space between the ground level and the floor level being suitably enclosed;

d) Upgrading, alterations or additional design features that will enhance the elevations and architectural detail of the proposed development (ie. roof pitch, eaves, colours/materials and external treatments);

e) The roof and / or walls being clad of non-reflective materials and be consistent or complimentary in colour with the surrounding natural landscape features or desired streetscape; and

f) Require landscaping and constructed vehicle access to be established within a specified timeframe and thereafter maintained.

2.2   Development Guidelines

All repurposed and second-hand dwellings shall adequately address the following development standards:

2.2.1 Verandahs, balconies etc on frontages
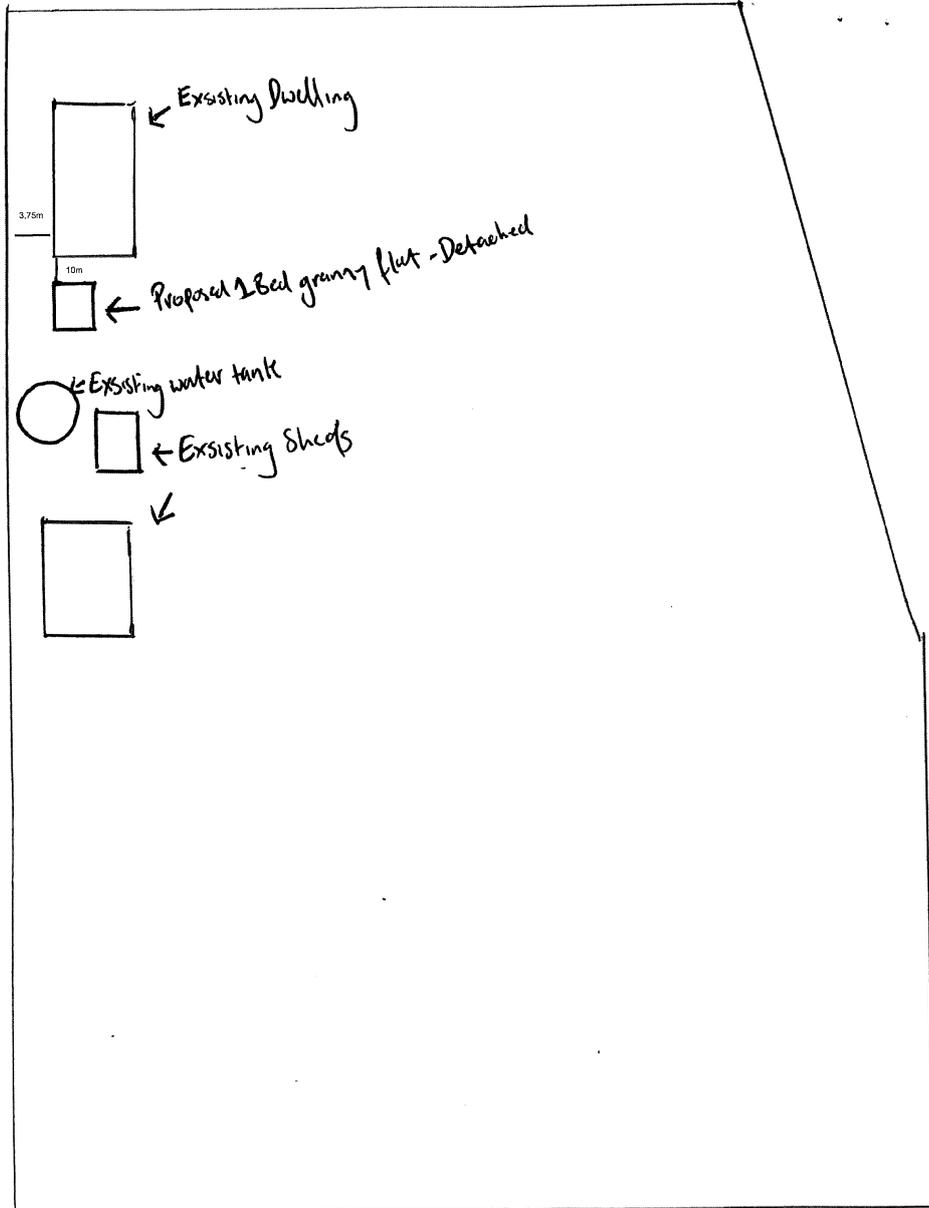
In order to ensure that the repurposed or second-hand dwelling does not detract from an existing (or reasonably desired) streetscape, the proposed development is required to provide verandahs, awnings, balconies, porches, porticos or other architectural relief on the elevations that are viewed from the street.

2.2.2 Materials

The use of 'Zincalume' or light coloured 'Colorbond' roof sheeting is permitted for dwellings under this Policy. However, care must be taken to ensure the location of the dwelling and the roof pitch used does not produce glare nuisance to surrounding properties or passing traffic.

The use of most types of wall cladding for dwellings is supported in the spirit of allowing architectural choice. Steel wall cladding is to be pre-painted 'Colorbond' custom orb type. 'Trimdeck' profile wall sheeting is not permitted. The use of unpainted 'Zincalume' wall sheeting is not permitted, unless used as an architectural feature on no more than 10% of the surface area of a facade.

Where appropriate the use of varied building materials is encouraged to provide architectural relief.

2.2.3 Roof Design

Roof design can utilise gable, hipped or skillion design. Flat roofs are only permitted where the design of the building has been extensively enhanced by other external treatments and is an integral part of the modern profile of the dwelling.

2.2.4 External Treatments

Notwithstanding the requirement of Clause 5.2.1 above, in order to achieve high standard of dwelling construction and an appropriate level of amenity repurposed and second-hand dwellings will be required to address their external facades with additional windows or larger openings, the use of verandahs, decking or other architectural relief to side and rear elevations.

It is also recommended that alternative materials be sought for window treatments (ie wooden French and bi-fold doors).

2.2.5 Landscaping

In order to not detract from an existing (or reasonably desired) streetscape the proposed development is required to lodge and implement a landscape plan.

2.3   Application Requirements

5.3.1 Photographs will need to be submitted that clearly illustrate the in-situ condition and appearance of the entire building (all sides and roof).

5.3.2 An inspection of a proposed second-hand building, in-situ, will be carried out and an inspection report furnished to Council. All cost for a building inspection will be borne by the applicant.

5.3.3 Clear concise details of proposed works to be undertaken to ensure the repurposed or second-hand dwelling's presentation is of an acceptable standard to that of the locality. This will generally include elevations of the proposed finished works.

5.3.4 It may be sufficient to demonstrate that the proposed development will be isolated from the view of neighbours or significant roads to make consideration of aesthetics and amenity irrelevant to the application.

5.3.5 A clear timeframe for the completion of the above works, with such time frame to be as short as practicable and a maximum of 12 months.

5.3.6 Any other additional information required to demonstrate that the repurposed or second-hand dwelling will be aesthetically acceptable, contribute positively to the desired streetscape and comply with the objectives of this policy.

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

Lot 100 DP 426562 — 16 ELLIOTT ST, ISSEKA

N

← Exsisting Dwelling

3.75m

10m

← Proposed 1Bed granny flat -Detached

← Exsisting water tank

← Exsisting Sheds

FLOOR AREA	59.52 sqm
PORCH	12.35 sqm
TOTAL	71.87 sqm

NOTE: Amenities and Furnishing shown are illustrative only

ELEVATIONS

KITCHEN
DINING
LIVING
PORCH
L'DRY
LINEN
WIR
LINEN
BED
BATH
REF.
P.

15-24 SW
15-21 SW
15-21 SW
15-21 SW
18-075 SW

870
720 / 720
720
870
870
870
870
CSD
WM

9600
3930
1710
1020
3600
1250
90
600

6200
6020
3000
600
4117

1710
1260
1160
1020
1900
4030

2.0 FLOOR PLAN

Engineering
NOT FOR CONSTRUCTION
Page 2 of 17
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Seller: Sheds n Homes Geraldton
Titanium Services Pty Ltd
Phone: (08) 9999 1988
Fax:
Email: geraldton@shedsnhomes.com.au

Apex Engineering Group PTY LTD
ACN 632 588 582
ME Aust. (Registered NER Structural) 5276680
QLD - RPEQ No. 24223; TAS: 185770492; VIC: PE0003848; N.T: 303557ES;
Practising Professional Structural & Civil Engineers

Date: John Ronaldson
Date: 11/02/25
Signature:

Purchaser Name: Brent Wyndham
Site Address: 16 Elliott St Isseka WA 6635 Australia
Drawing # SGER250016 - 2
Print Date: 11/02/25

RIDGE ~ +3940

CEILING ~ +2750

15°

10°

TOP OF FLOOR ~ 0
VERANDAH ~ -50

FOOTING ~ -774

SELECTED
CORRUGATED
ROOF SHEETING

SELECTED COLORBOND
GUTTER AND FASCIA

ALUMINIUM FRAMED SLIDING DOORS
AND WINDOWS AS SCHEDULED (BY OTHERS)

DOWNPIPES
(BY OTHERS)

SELECTED
HORIZONTAL CLADDING

FINISHED SURFACE LEVEL
TO COMPLY WITH NCC 2022

ELEVATION 2

RIDGE ~ +3940

CEILING ~ +2750

10°

15°

TOP OF FLOOR ~ 0
VERANDAH ~ -50

FOOTING ~ -774

SELECTED
CORRUGATED
ROOF SHEETING

SELECTED COLORBOND
GUTTER AND FASCIA

ALUMINIUM FRAMED SLIDING DOORS
AND WINDOWS AS SCHEDULED (BY OTHERS)

DOWNPIPES
(BY OTHERS)

SELECTED
HORIZONTAL CLADDING

FINISHED SURFACE LEVEL
TO COMPLY WITH NCC 2022

ELEVATION 4

RIDGE ~ +3940

CEILING ~ +2750

TOP OF FLOOR ~ 0
VERANDAH ~ -50

FOOTING ~ -774

ELEVATION 1

RIDGE ~ +3940

CEILING ~ +2750

TOP OF FLOOR ~ 0
VERANDAH ~ -50

FOOTING ~ -774

ELEVATION 3

3.0 ELEVATIONS

Apex Engineering Group PTY.LTD
ACN 632,588,552
MIE Aust. (Registered NER Structural) 5276680
QLD : RPEQ No. 24223; TAS : 185770492; VIC : PE0003848; N.T : 303557ES;
Practising Professional Structural & Civil Engineers

Date: John Ronaldson

Signature: Date: 11/02/25

Engineering
NOT FOR CONSTRUCTION
Page 3 of 17
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Seller: Sheds n Homes Geraldton
Titanium Services Pty Ltd
Phone: (08) 9999 1988
Fax:
Email: geraldton@shedsnhomes.com.au

Purchaser Name: Brent Wyndham

Site Address: 16 Elliott St Isseka WA 6535 Australia

Drawing # SGEP250016 - 2

Print Date: 11/02/25

13 LYTON AVE / 106 / C.SMITH.

PLANNING FOR RETAINING WALLS TIERED @ 1·6m EACH + 2·6m
AND   12m × 10m SHED TO REAR WITH 4m × 10m TIMBER PATIO

Existing Rear Blockwall

20·12m

Existing
SHED

10·00m0u

26·92m

50·31

Existing House

P10

11·96

P10

50·31

2·76

8·45

4·57

20·12

13 LYNTON AVE

13 LYTON AVE /108 / C.SMYTH.

PLANNING FOR RETAINING WALLS TIERED e 1.4m EACH = 2.6m
AND   12m x 10m SHED TO REAR WITH 4m x 10m TIMBER PATIO.

PROPOSED   NEW 3 BAY SHED

TIMBER FRAMED LEAN TOO

APEX

SLIDING DOOR

ROLLEA DOOR

1   2   3

PROPOSED LIMESTONE TIERED RETAINING WALLS

SHED EVE WALL HEIGHT e 4.6m.

EXSISTING House
Nº 13.

PTO

PTO

2.74

LOT 108.
PORT GREGORY.

4.57

20.12

13 LYNTON AVE

BOUNDARY.

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1 / 7 — SIDEWALL EXTERIOR ELEVATION
SCALE: 1 = 200

10000

MONOCLAD ROOF CLADDING.
MONOCLAD WALL CLADDING.

2 / 7 — SIDEWALL EXTERIOR ELEVATION
SCALE: 1 = 200

10000

MONOCLAD ROOF CLADDING.
MONOCLAD WALL CLADDING.

4 / 7 — ENDWALL EXTERIOR ELEVATION
SCALE: 1 = 200

3050   350
L.T.WALL HEIGHT
4000
12000
TO CONCRETE
TO EAVE   TO PEAK
11°
4000   1166
5166 (NOMINAL)

3 / 7 — ENDWALL EXTERIOR ELEVATION
SCALE: 1 = 200

12000
4000
TO CONCRETE
3050
L.T.WALL HEIGHT
TO EAVE   TO PEAK
11°
4000   1166
5166 (NOMINAL)

SHEET 7 OF 7
JOB NO. AAGD600866
DATE 23/4/2025
CHECKED TM
DRAWN STR

STEEL BUILDING BY
FOR AT

AUSSIE SHEDS GROUP
(CONTACT)
SMITH (PAUL)
1300 300 022
13 LYNTON AVE
PORT GREGORY

Stramit.

BUILDING COLOURS

WALL	CLASSIC CREAM
ROOF	CLASSIC CREAM
ROLLER DOOR	WOODLAND GREY
GLASS SLIDING DOOR	MONUMENT
DOWNPIPE	MONUMENT
GUTTER	MONUMENT
CORNER FLASHING	MONUMENT
BARGE FLASHING	MONUMENT
OPENING FLASHING	MONUMENT

NORTHERN CONSULTING engineers
Civil & Structural Engineers
50 Punari Street
Currajong, Qld 4812
Fax: 07 4725 5850
Email: design@ncceng.com.au
ABN 341 008 173 56

Mr Timothy Roy Messer BE MIEAust RPEQ
Signature
Date 23/4/2025
Registered on the NPER in the areas of practice of Civil & Structural National Professional Engineers Register

Registered Chartered Professional Engineer
Registered Professional Engineer (Civil & Structural) QLD
Registered Certifying Engineer (Structural) N.T.
Registered Engineer - (Civil) VIC
Registered Engineer - (Civil) TAS
Regn No. 2356980
Regn No. 9985
Regn No. 11937ES
Regn No. PE0000216
Regn No. CC5845M

SHED SAFE

"SUPER SIX" FENCE
OR SIMILAR, IF
REQUIRED.

TH

TW

1 IN 50
BACKSLOPE

$H = 4000$
MAX

EMBEDMENT (E)
AS PER TABLE

WIDTH AS PER TABLE

H0R – LIMESTONE RETAINING WALL

H0R TABLE 1		
H	WIDTH	E
0 – 570	350	150
570 – 1000	H/2 + 200 BUT NOT LESS THAN 500	200
1000 – 3000	H/2 + 200	300
3000 – 3500	H/2 + 200	400
3500 – 4000	H/2 + 400	400

H0R TABLE 2	
TH	TW
350	250
600	350

D

ΔH

OPTION FOR TIERED WALLS
DIMENSION 'D' ALWAYS TO BE
GREATER THAN DIMENSION 'ΔH'.
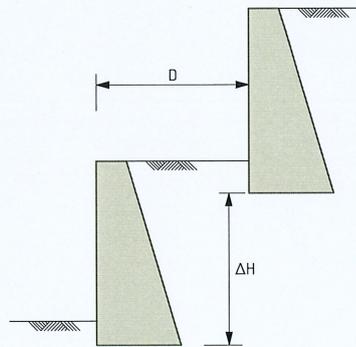
NOTES:
1. THIS WALL IS DESIGNED FOR USE IN STABLE SAND OR ROCK SOILS WITH FREE
DRAINING GRANULAR BACKFILL. MAXIMUM WATER TABLE TO BE BELOW BOTTOM
OF WALL. IF OTHER CONDITIONS ENCOUNTERED ON SITE CONTACT THE ENGINEER.
2. REMOVE ALL TOPSOIL, VEGETATION & DELETERIOUS FILL MATERIAL FROM THE
FOUNDATION AREA.
3. COMPACT THE FOUNDATION LINE TO MIN 6 BLOWS/300mm (AS TESTED WITH THE PERTH
SAND PENETROMETER) FOR A DEPTH OF AT LEAST 750mm BELOW BOTTOM OF WALL.
4. LIMESTONE MAY BE NATURAL CUT BLOCKS OR RECONSTITUTED BLOCKS (MINIMUM DENSITY
TO BE 1700kg/m³). STONES TO INTERLOCK TO FORM A STRONG BOND. USE STANDARD
Ø3.15 GALVANIZED MASONRY TIES BETWEEN EACH LEAF, AT 500mm CRS HORIZONTALLY
IN EACH BED JOINT. CONTACT THE ENGINEER PRIOR TO PROCEEDING, IF UNSURE.
5. LIMESTONE TO BE NON-FRIABLE.
6. ALL JOINTS TO BE MORTARED. MORTAR TO BE M3 CLASSIFICATION, EXCEPT PROJECTS
LOCATED WITHIN 1km OF THE OCEAN MORTAR TO BE M4 CLASSIFICATION. CEMENTS
OTHER THAN TYPE GP PORTLAND CEMENT & 100% WHITE PORTLAND CEMENT SHALL NOT
BE USED. RUBBLE NOT TO BE USED TO FILL VOIDS.
7. DO NOT BACKFILL WALL UNTIL AT LEAST 5 DAYS AFTER COMPLETION.
8. BACKFILL TO BE COMPACTED TO MIN 5 BLOWS/300mm. BACKFILL WITHIN 1m OF
WALL MAY BE COMPACTED TO MIN 4 BLOWS/300mm.
9. ENSURE NO DEAD LOAD (INCLUDING BUILDINGS) IS PLACED CLOSER TO THE WALL
THAN A DISTANCE EQUAL TO THE TOTAL HEIGHT OF THE WALL. MAXIMUM SURCHARGE
LOAD TO BE 5 kPa WHICH INCLUDES LIGHT VEHICLE SURCHARGE.
10. ENSURE THE WALL DOES NOT SURCHARGE OR UNDERMINE ANY ADJACENT
RETAINING WALLS OR STRUCTURES EITHER ON THIS OR ADJOINING PROPERTIES.
11. IF WALLS HAVE OTHER WALLS IN TIERS BEHIND THEM, BUILD IN
ACCORDANCE WITH OPTIONS DRAWN ABOVE.
12. DO NOT BUILD OVER OR ADJACENT TO ANY WATER AUTHORITY SEWERS
WITHOUT WATER CORPORATION APPROVAL.
13. PROVIDE 15mm EXPANSION JOINTS AT MAX 20m CENTRES IN STRAIGHT LENGTHS OF WALL.

THE APPROVED SIGNATURE ON THIS DETAIL
ENDORSES ITS USE ON CLASS A STABLE SITES.
LAST MODIFIED - 21/11/16

H0R

STRUC*terre*
consulting

Zemla Pty. Ltd. (ABN: 71 349 772 837) ATF the Young Purich and Higham
Unit Trust trading as Structerre Consulting Engineers
1 ERINDALE ROAD, BALCATTA W.A. 6021
TEL (08) 9205 4500 FAX (08) 9205 4541 EMAIL: perth@structerre.com.au

PROJECT:	#13 LYNTON AVENUE GREGORY
CLIENT:	HOSEY'S CONTRACTING

SCALE	1:20	APPROVED BY Gervase Purich
DATE	August 2025	

Do NOT drill fence posts into the retaining wall

350 min — 350 max

Well compacted level ground for at least same as wall height

SPECIFIC DETAIL IF ONLY MAX 2 BLOCKS HIGH

House or other building or pad ftg. Lower the footing to comply with requirements

Bottom front edge of footing must always have an angle of less than 45 degrees to back of retaining wall, as shown — 45 deg
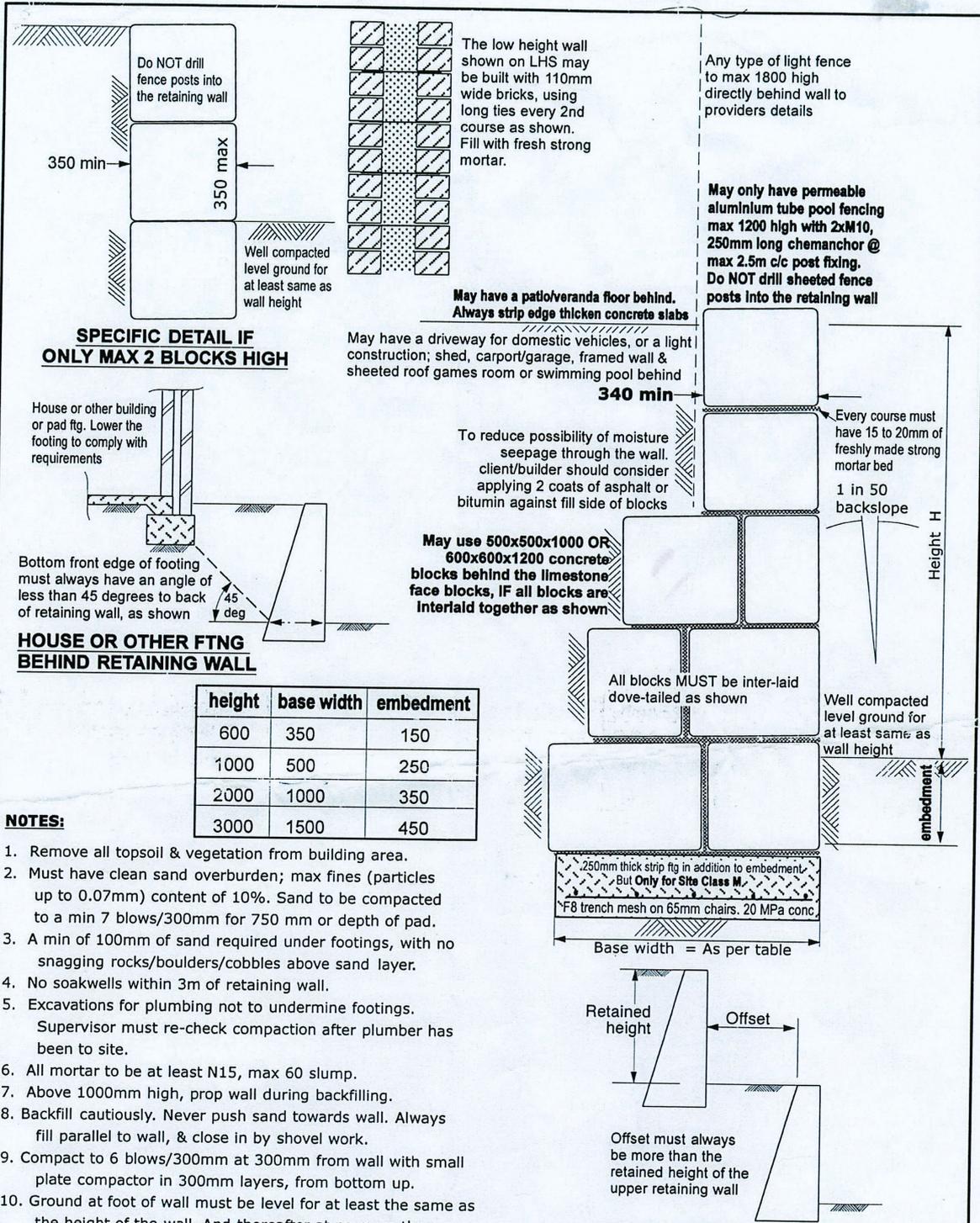
HOUSE OR OTHER FTNG BEHIND RETAINING WALL

The low height wall shown on LHS may be built with 110mm wide bricks, using long ties every 2nd course as shown. Fill with fresh strong mortar.

May have a patio/veranda floor behind. Always strip edge thicken concrete slabs

May have a driveway for domestic vehicles, or a light construction; shed, carport/garage, framed wall & sheeted roof games room or swimming pool behind

340 min

To reduce possibility of moisture seepage through the wall. client/builder should consider applying 2 coats of asphalt or bitumin against fill side of blocks

May use 500x500x1000 OR 600x600x1200 concrete blocks behind the limestone face blocks, IF all blocks are interlaid together as shown

All blocks MUST be inter-laid dove-tailed as shown

.250mm thick strip ftg in addition to embedment. But **Only for Site Class M.**

F8 trench mesh on 65mm chairs. 20 MPa conc.

Base width = As per table

Any type of light fence to max 1800 high directly behind wall to providers details

May only have permeable aluminium tube pool fencing max 1200 high with 2xM10, 250mm long chemanchor @ max 2.5m c/c post fixing. Do NOT drill sheeted fence posts into the retaining wall

Every course must have 15 to 20mm of freshly made strong mortar bed

1 in 50 backslope

Height H

Well compacted level ground for at least same as wall height

embedment

height	base width	embedment
600	350	150
1000	500	250
2000	1000	350
3000	1500	450

Retained height — Offset

Offset must always be more than the retained height of the upper retaining wall

TIERED / TERRACED WALLS

NOTES:

1. Remove all topsoil & vegetation from building area.
2. Must have clean sand overburden; max fines (particles up to 0.07mm) content of 10%. Sand to be compacted to a min 7 blows/300mm for 750 mm or depth of pad.
3. A min of 100mm of sand required under footings, with no snagging rocks/boulders/cobbles above sand layer.
4. No soakwells within 3m of retaining wall.
5. Excavations for plumbing not to undermine footings. Supervisor must re-check compaction after plumber has been to site.
6. All mortar to be at least N15, max 60 slump.
7. Above 1000mm high, prop wall during backfilling.
8. Backfill cautiously. Never push sand towards wall. Always fill parallel to wall, & close in by shovel work.
9. Compact to 6 blows/300mm at 300mm from wall with small plate compactor in 300mm layers, from bottom up.
10. Ground at foot of wall must be level for at least the same as the height of the wall. And thereafter at no more than 15 degrees slope.

DESIGNED FOR WIND EXPOSURE N1, N2, N3, N4, N5. WELL DRAINED

SITE CLASS A & S (M if using strip footing) EARTHQUAKE ACCELARATION COEFFICIENT 0.15

EngineeringOnline.com.au

Engineering Online Australia Pty Ltd. E: info@engineeringonline.com.au
75b Forrest St. Geraldton, WA 6530. PO Box 118. Geraldton, WA 6531. Ph: 0467579377

Sam Nejad.
MPhil Eng(Curtin), B Sc Eng, MIE Aust, CPEng, NPER

SCALE:	NOT TO SCALE	CLIENT:	HOSEYS CONTRACTING
DATE:	21 October 2016	PROJECT:	LIMESTONE RETAINING WALL
VOID UNLESS WET RED INK SIGNED:		ADDRESS:	KALBARRI COURTS L.5511 PORTER ST, KALBARRI NORTHAMPTON SHIRE

ATTACHMENT 9.5.1(1)

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - JULY 2025

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
2/07/2025	25042	Katy Marsh	Owner Builder	2 (Lot 2) Darwinia Drive, Kalbarri	Relocation of timber-framed one-bedroom modular dwelling (retrospective)	$ 160,000.00
15/07/2025	25061	Stephen James	Demolition Investments T/A Batavia Timber a	72 (Lot 61) Mitchell Street, Horrocks	Full demolition of dwelling	$ 31,570.00
15/07/2025	25063	Commissioner of Police	Brajkovish Demolition and Salvage	47 (Lot 41) Hackney Street, Kalbarri	Full demolition of Kalbarri OIC quarters	$ 107,800.00
21/07/2025	25069	St Johns Western Australia	Sun City Solar	243 (Lot 4) Hampton Road, Northampton	Installation of solar panels on roof	$ 25,948.00
14/07/2025	25070	Roger Gilmour	Owner Builder	3 (Lot 30) Phelps Loop, Kalbarri	Repurposed dwelling	$ 20,000.00
15/07/2025	25072	GCLE Pty Ltd	Hutchy's Pool Installations and Contracting	35 (Lot 117) Mortimer Street, Kalbarri	Installation of fibreglass pool	$ 38,000.00
15/07/2025	25073	Cale Gilbertson	Glen Seignor	22 (Lot 127) Sunstone Drive, Kalbarri	Construct limestone retaining wall	$ 15,000.00

2024/2025

Shire of
Northampton
Simply Remarkable

FIRST AND FINAL FIREBREAKS NOTICE

PLEASE ENSURE YOU READ THIS NOTICE TO PROTECT YOUR LAND AND RESIDENCE FROM FIRE

BUSH FIRES ACT 1954 AS AMENDED

As a landowner or occupier you are required under the provisions of the Bush Fires Act 1954 to carry out fire prevention work on your property. Please read this notice carefully - if there are any points that are not fully understood, please contact either the Northampton or Kalbarri offices.

FIREBREAKS   FIREBREAKS   FIREBREAKS   FIREBREAKS   FIREBREAKS

PROPERTIES WILL BE INSPECTED TO ENSURE THEY COMPLY WITH COUNCIL'S REQUIREMENTS

Council forwards a copy of the Firebreak Notice with Rate Assessments each year. The Notice is also published in a local newspaper circulating in the district. Additional copies are obtainable at the Shire of Northampton. The requirements of this Notice are considered to be the minimum standard of fire prevention work required to protect not only individual properties, but the district generally. In addition to the requirements of this Notice, Council may issue separate special orders on owners or occupiers if hazard removal is considered necessary.

RESIDENTIAL
(LOTS UNDER 0.2ha)

Flamable materials shall be mowed/slashed/mulched to a height between 50mm and 100mm and maintained for the fire season, with the exception of live standing trees and selected shrubs. Retention of selected shrubs that are located more than 3 metres from an adjacent building is encouraged to reduce soil instability.

(LOTS OVER 0.2ha)
Graded/ploughed/hoed or Chemical applied firebreak at a width of at least 3.0 metres

15 OCTOBER 2024
& maintained clear up to and including 14 FEBRUARY 2025

Any burning of vegetation waste is required to comply with clause 4.2.13 of the Shire's Health Local Laws 2017.

RURAL AREAS

Graded/ploughed/hoed or chemical applied firebreaks installed within 20 metres inside and along the whole of external boundaries – All buildings must have a minimum of 20 metre clearance of all flammable material **15 OCTOBER 2024** and maintained clearup to and including 14 **FEBRUARY 2025**

IMPORTANT INFORMATION RELATING TO YOUR RESPONSIBILITY AS A LAND HOLDER IN THE SHIRE OF NORTHAMPTON

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954 as amended, you are required to carry out fire prevention work on land owned or occupied by you in accordance with the provisions of this order.

This work must be carried out by **15th OCTOBER 2024** or within **14 DAYS** of becoming the owner or occupier, should this be after that date and kept maintained throughout the summer months until **14th FEBRUARY 2024**

THE PURPOSE OF FIREBREAKS IS TO STOP FIRE SPREADING; ALLOW ENTRY FOR FIRE FIGHTING VEHICLES; AND TO PROVIDE A BREAK FROM WHICH BACK BURNING CAN TAKE PLACE TO CONTROL A FIRE. PROVIDE PROTECTION AND AN ESCAPE ROUTE FOR FIRE FIGHTERS. PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THIS NOTICE MAY BE ISSUED WITH AN INFRINGEMENT NOTICE OR BE PROSECUTED. WHERE THE OWNER FAILS TO COMPLY WITH THE REQUISITIONS OF THE NOTICE, COUNCIL OR ITS DULY AUTHORISED OFFICERS WILL CARRY OUT THE REQUIRED WORK AT THE COST OF THE OWNER OR OCCUPIER.

If it is considered for any reason impractical to clear firebreaks as required by this Notice, or if natural features render firebreaks unnecessary, you may apply in writing to the Shire of Northampton no later than 15 October 2024. PLEASE NOTE FIREBREAKS MUST BE A MINIMUM OF THREE (3) METRES IN WIDTH, FOR LAND WITHIN THE SHIRE OF NORTHAMPTON.

FUEL DEPOTS
In respect of land owned and/or occupied by you on which is situated any container normally used to contain liquid or gas fuel, including the land on which any ramp or supports are constructed, you shall have the land clear of all flammable material.

WHEN AND HOW TO BURN

ADVICE IS AVAILABLE

Further advice on how to protect your home, when and how to burn is available from the Shire Office or your local Bush Fire Brigade. If you have any questions, please contact them.

The safety of our whole community is at stake

EMERGENCY PHONE NUMBER
IN CASE OF FIRE
RING 000

PENALTIES

	$
Failure to maintain a firebreak As per firebreak order.	250
Offence relating to lighting a fire in the open air.	250
Setting fire to bush during prohibited burning time.	250
Failure of occupier to extinguish a bush fire.	250
Refusal to state name and abode or stating false name and abode.	100
Failure to produce permit to burn	100

FIREBREAK INSPECTIONS

Extensive on ground firebreak inspections are carried out each year.

FIRE BREAKS MUST BE INSTALLED BY 15 OCTOBER

IMPORTANT INFORMATION TO REMEMBER

RESTRICTED PERIOD	PROHIBITED BURNING	RESTRICTED PERIOD
PERMIT REQUIRED		PERMIT REQUIRED
1/9/2024 – 14/10/2024	15 OCTOBER TO 14 FEBRUARY	15/2/2025 – 7/4/2025

PERMITS AND PENALTIES

PERMIT ISSUING OFFICERS

Rob McKenzie	CBFCO / Captain Isseka	0458 341 200
Scott Bridgeman	DCBFCO / Sandy Gully / Alma	0400 342 014
Scott Rintoul	Captain Northampton VFRS	0447 022 285
Harley Simpson	Lieutenant Sandy Gully BFB	0429 341 222
Lindsay Rowe	Captain Horrocks BFB	0428 343 008
Jo Wood	Captain Port Gregory/ Yallabatharra BFB	0449 906 176
Matt Johnson	Permit Issuing Officer	0438 950 616
Kyle Carson	Captain/DCBFCO Ajana/Binnu	0409 366 350
Damian Harris	Deputy Captain Ajana/Binnu	0428 471 470
Glen Reynolds	Lieutenant Ajana/Binnu BFB	0429 361 006
Jerome Drew	Admin Officer Ajana/Binnu BFB	0419 849 437
Andrew Campbell	CEO Northampton Shire	08 9934 1202
Brian Robinson	Executive Manager Community Development & Regulation	08 9934 1202

HOW TO OBTAIN PERMITS

Burning permits can be obtained during work hours from the Shire Offices or after hours from your local Permit Issuing Officer. When applyingfor a permit you will need to provide the Lot or Location Number and Street or Road Name of the property for which the permit is to apply.

WHEN TO OBTAIN PERMITS

Permits are required for burning of bush and grass at any time between 1 September to 14 October and 15 February to 7 April. All RESIDENTIAL, SEMI RURAL AND GENERAL FARMING require a permit at ALL times during the restricted burning period.

ALL MATERIAL TO BE BURNED MUST BE FREE OF ALL ANIMAL MANURE, PLASTICS, TYRES, CHEMICAL CONTAINERS AND GREEN WASTE

FIRE DANGER

NO BURNING of any type is permitted, including incinerators, on days of **HIGH** or **ABOVE**.

BARBEQUES & INCINERATORS & CAMPERS

Gas and electric barbeques are permitted at any time in approved locations. Solid fuel barbeques and incinerators are PROHIBITED ON HIGH, EXTREME OR CATASTROPHIC FIRE DANGER DAYS AND FROM 15 OCTOBER THROUGH TO 14FEBRUARY OF EACH YEAR.

APPROVED INCINERATOR

The incinerator is to be constructed of steel, brick or a combination of both these materials. Every incinerator shall be constructed or covered to prevent the emission of sparks or burning material.

HINTS FOR BURNING

- Don't light a fire on a hot or windy day.
- Don't try to burn more than you can control.
- Neighbours must be advised.
- Make sure smoke and sparks will not affect neighbours washing or open windows.
- Cut or rake long grass around trees, buildings and fences before burning.
- Burn against the wind.
- Ensure adequate water is on site to dampen down the fire.

CONTRACTOR

NORTHAMPTON (NR)

Peter Millington (NR & K)
Telephone: 0429 341 306

Simon Drage (NR)
Mobile: 0429 341 159

Gum Gully Mowing and Slashing
Stewart Olman (NR & K)
Mobile: 0427 341 464
Kathy 0437 654 796

KALBARRI (K)

Graeme Ralph (K)
Mobile: 0427 361 122

Shire of Northampton
PO Box 61, NORTHAMPTON WA 6535
Northampton Telephone: 9934 1202
Kalbarri Telephone: 9937 1097

2025/2026

Shire of Northampton
Simply Remarkable

FIRST AND FINAL FIREBREAK AND FUEL REDUCTION NOTICE

PLEASE ENSURE YOU READ THIS NOTICE TO PROTECT YOUR LAND AND RESIDENCE FROM FIRE

BUSH FIRES ACT 1954 AS AMENDED

As a landowner or occupier, you are required under the provisions of the Bush Fires Act 1954 to carry out fire prevention work on your property. Please read this notice carefully - if there are any points that are not fully understood, please contact either the Northampton or Kalbarri offices.

FIREBREAKS   FIREBREAKS   FIREBREAKS   FIREBREAKS

PROPERTIES WILL BE INSPECTED TO ENSURE THEY COMPLY WITH COUNCIL'S REQUIREMENTS

The requirements of this Notice are considered to be the minimum standard of fire prevention work required to protect not only individual properties, but the district generally. In addition to the requirements of this Notice, Council may issue separate special orders on owners or occupiers if hazard removal is considered necessary.

Works to comply with this Notice are required to be established 15 OCTOBER 2025 and maintained clear up to and including 28 FEBRUARY 2026

TOWNSTE AND RESIDENTIAL LOTS

ALL LOTS UNDER 0.4ha

Flammable materials shall be mowed/slashed/mulched to a height between 50mm and 100mm and maintained for the fire season, with the exception of live standing trees and selected shrubs. Retention of selected shrubs that are located more than 3 metres from an adjacent building is encouraged to reduce soil instability.

ALL LOTS OVER 0.4ha

Graded/ploughed/hoed or Chemical applied firebreak at a width of at least 3.0 metres

Any burning of vegetation waste is required to comply with clause 4.2.13 of the Shire's Health Local Laws 2017.

RURAL – RESIDENTIAL AREAS

Graded/ploughed/hoed or Chemical applied firebreak at a width of at least 3.0 metres. All buildings must have a minimum of 20 metre clearance of all flammable material

RURAL AREAS

Graded/ploughed/hoed or chemical applied firebreaks installed within 20 metres inside and along the whole of external boundaries – All buildings must have a minimum of 20 metre clearance of all flammable material

IMPORTANT INFORMATION RELATING TO YOUR RESPONSIBILITY AS A LAND HOLDER IN THE SHIRE OF NORTHAMPTON

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954 as amended, you are required to carry out fire prevention work on land owned or occupied by you in accordance with the provisions of this order.

This work must be carried out by **15th OCTOBER 2025** or within **14 DAYS** of becoming the owner or occupier, should this be after that date and kept maintained throughout the summer months until **14th FEBRUARY 2026**

THE PURPOSE OF FIREBREAKS IS TO STOP FIRE SPREADING; ALLOW ENTRY FOR FIRE FIGHTING VEHICLES; AND TO PROVIDE A BREAK FROM WHICH BACK BURNING CAN TAKE PLACE TO CONTROL A FIRE. PROVIDE PROTECTION AND AN ESCAPE ROUTE FOR FIRE FIGHTERS. PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THIS NOTICE MAY BE ISSUED WITH AN INFRINGEMENT NOTICE OR BE PROSECUTED. WHERE THE OWNER FAILS TO COMPLY WITH THE REQUISITIONS OF THE NOTICE, COUNCIL OR ITS DULY AUTHORISED OFFICERS WILL CARRY OUT THE REQUIRED WORK AT THE COST OF THE OWNER OR OCCUPIER.

If it is considered for any reason impractical to clear firebreaks as required by this Notice, or if natural features render firebreaks unnecessary, you may apply in writing to the Shire of Northampton no later than 15 October 2025. PLEASE NOTE FIREBREAKS MUST BE A MINIMUM OF THREE (3) METRES IN WIDTH, FOR LAND WITHIN THE SHIRE OF NORTHAMPTON.

FUEL DEPOTS

In respect of land owned and/or occupied by you on which is situated any container normally used to contain liquid or gas fuel, including the land on which any ramp or supports are constructed, you shall have the land clear of all flammable material.

FIREBREAK INSPECTIONS

Extensive on ground firebreak inspections are carried out each year.

FIRE BREAKS MUST BE INSTALLED BY 15 OCTOBER

EMERGENCY PHONE
IN CASE OF
RING 000

PERMITS AND PENALTIES

Permit Issuing Officer

Rob McKenzie	CBFCO / Captain Isseka	0458 341 200
Scott Bridgeman	DCBFCO / Sandy Gully / Alma	0400 342 014
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Andrew Campbell	CEO Northampton Shire	08 9934 1202
Brian Robinson	Executive Manager Community Development & Regulation	08 9934 1202

PENALTIES

Failure to maintain a firebreak As per firebreak order.	250
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Setting fire to bush during prohibited burning time.	250
Failure of occupier to extinguish a bush fire.	250
Refusal to state name and abode or stating false name and abode.	100
Failure to produce permit to burn	100

DFES Information Line
133 3337
www.dfes.wa.gov.au
For more information regarding total Fire Bans

CONTRACTORS

NORTHAMPTON (NR)
Simon Drage (NR)
Telephone: 0429 341 159

KALBARRI (K)
Graeme Ralph (K)
Mobile: 0427 361 122

Gum Gully Mowing and Slashing
Stewart Olman (NR & K)
Mobile: 0427 341 464
Kathy 0437 654 796

WHEN AND HOW TO BURN

IMPORTANT DATES

1/9/2025	**Restricted period – permit required**
15/10/2025	**Prohibited burning to 28/2/2026**
1/3/2026	**Restricted period – permit required**
14/4/2026	**Burning permitted**

HINTS FOR BURNING

- Don't light a fire on a hot or windy day.
- Don't try to burn more than you can control.
- Neighbours must be advised.
- Make sure smoke and sparks will not affect neighbours washing or open windows.
- Cut or rake long grass around trees, buildings and fences before burning.
- Burn against the wind.
- Ensure adequate water is on site to dampen down the fire.

ALL MATERIAL TO BE BURNED MUST BE FREE OF ALL ANIMAL MANURE, PLASTICS, TYRES, CHEMICALCONTAINERS AND GREEN WASTE

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NO BURNING of any type is permitted, including incinerators, on days of **HIGH** or **ABOVE**.

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Gas and electric barbeques are permitted at any time in approved locations. Solid fuel barbeques and incinerators are PROHIBITED ON HIGH, EXTREME OR CATASTOPHIC FIRE DANGER DAYS AND FROM 15 OCTOBER THROUGH TO 14FEBRUARY OF EACH YEAR.

APPROVED INCINERATOR
The incinerator is to be constructed of steel, brick or a combination of both these materials. Every incinerator shall be constructed or covered to prevent the emission of sparks or burning material.

WHEN TO OBTAIN PERMITS
Permits are required for burning of bush and grass during the restricted periods.
All RESIDENTIAL, SEMI RURAL AND GENERAL FARMING require a permit at all times during the restricted burning period.

HOW TO OBTAIN PERMITS
Burning permits can be obtained during work hours from theShire Offices or after hours from your local Permit Issuing Officer. When applyingfor a permit you will need to provide the Lot or Location Number and Street or Road Name of the property for which the permit is to apply

Advice is Available
Further advice on how to protect your home when and how to burn is available from your local Bush Fire Brigade. If you have any questions, please contact them.
The safety of our whole community is at stake

Shire of Northampton
PO Box 61, NORTHAMPTON WA 6535
Northampton Telephone: 9934 1202
Kalbarri Telephone: 9937 1097

SHIRE OF NORTHAMPTON   **ATTACHMENT 9.8.1 (1)**

WORKS CREW BUDGET - PROGRAM AND PROGRESS REPORT (2025/2026)
(August 2025)

2025/2026 Budget Works	Job No	Status	Comments
REGIONAL ROAD GROUP PROJECTS - 150300			
Binnu East Road Floodways SLK 1	RR18	COMMENCED	RRG Funding $301,692 for both floodways (carried over 2024/2025)
Binnu East Road Floodways SLK 3	RR18	COMMENCED	RRG Funding $301,692 for both floodways (carried over 2024/2025)
ROADS TO RECOVERY - 152100			
Northampton - Fifth Street Install Stormwater	R345		Survey and Design with Consultants (carried over 2024/2025) Procurement documents being developed
Ogilvie East Road			Stage 1 - 6.25 kms End of Bitumen to Nolba
LR GRANT - 152140			
MUNICIPAL FUND CONSTRUCTION - 150600			
Kalbarri			
Karina Mews Reseal and replace concrete kerbing	R982		carry over to 2025/2026 - Additional Funds from RIPAC
Northampton			
Port Gregory Port Street			Stage 1- Upgrade
Cont.			

2025/2026 Budget Works	Job No	Status	Comments
MUNICIPAL FUND CONSTRUCTION - 150600			
Northampton			
Fifth Street (Council Contribution) Install Stormwater	R345		Survey and Design with Consultants (carried over 2024/2025) Procurement documents being developed
Kalbarri			
Rural			
Coolacalaya Road Survey Road Reserve	R335		c/f $35,000
Binnu East Road Floodways SLK 1		COMMENCED	Shire Contribution (carried over 2024/2025)
Binnu East Road Floodways SLK 3		COMMENCED	Shire Contribution (carried over 2024/2025)
MUNICIPAL FOOTPATHS - 150900 **Carried Over from 2024/2025**			
Northampton - Stephen Street Replace DUP from NWCH to West Street	F702		
MUNICIPAL FOOTPATHS - 150900 **New Projects**			

Cont.

2025/2026 Budget Works	Job No	Status	Comments
OTHER WORKS - MISC.			
Establish Drainage easements Essex to John Street Northampton			
Establish Drainage easements Fifth Avenue Northampton			
OTHER WORKS - Depots/Foreshores/Ovals/Parks/Gardens/Cemeteries etc			
Northampton - Northampton Community Centre Install disabled ramp south end		COMMENCED	Access and Incusion Committee - Stairs and Disability Ramp.
Northampton Entry Statement Solar Lighting			
Northampton lighting of flag poles			So flags can be flown 24 hours per day.
Kalbarri - Foreshore grass removal Cut down grass height along DUP area/s			
Kalbarri - Foreshore shelter Install Foreshore shelter.			
Horrocks - Foreshore grass removal Cut down grass height along DUP area/s			
Horrocks - Install shower Install shower at top of Jetty boardwalk			
Cont.			

2025/2026 Budget Works	Job No	Status	Comments
PLANT ITEMS - Major			
Replace P290 Ranger Vehicle Purchase new - trade/sell existing P290			
Northampton - Two (2) New Mower Trailer			
Tip Truck (Rubbish Truck Kalb)			New $140,000 less sell P273 $20,000 (net figure) (carried over 2024/2025)
Mower Front Deck (Ride on Mower) Kalb P285		ORDERED	(carried over 2024/2025)
Mower (Ride on) Hks			
RIPAC Plant Replacements			
Northampton Depot 30 KVA Genset/ electrical Fit out			Portable generator to service multiple locations if required. (carried over 2024/2025)
PLANT ITEMS - Minor/Other/Sundry tools			
Kalbarri			

SHIRE OF NORTHAMPTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	**Moderate**	**Minor**	
1. Disaster Recovery Plan	No	✓			✓
2. Absence of an Organisational-Wide Risk Register	No	✓			
3. Lack of IT Policies, Strategic Plan, IT Risk Register	No		✓		✓
4. Payroll Masterfile Changes	No		✓		
5. Inadequate Purchasing Procedures	No			✓	✓
6. Inadequate Fuel Card Procedures	No			✓	✓
7. Credit Card Expenditure	No		✓		
8. End of Month Checklist	No			✓	

Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

The ratings included are preliminary ratings and could be modified pending other findings being identified, rated and the consideration of them collectively on the ratings and any potential impact on the audit opinion.

SHIRE OF NORTHAMPTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Disaster Recovery Plan Not Tested

Finding
Management advised the Shire's Disaster Recovery Plan has never been tested. Furthermore, we noted the Disaster Recovery Plan has not been reviewed or updated since 2020.

Rating: Significant (2024: Significant)

Implication
Without an updated and approved Disaster Recovery Plan and testing of this plan periodically, the Shire is vulnerable to extended downtime, data loss, financial implications and regulatory consequences. The Shire may not be able to continue the delivery of critical services following a disruptive event.

Recommendation
We recommend the Shire review and update the Disaster Recovery Plan on a regular basis.

Furthermore, we recommend the Disaster Recovery Plan be communicated to staff and the Shire implement a formal testing schedule to ensure staff are of aware of their obligations in the event the plan is required to be actioned.

Management Comment
The Business Continuity and Disaster Recovery Plan is complete and tested.
The Business Continuity and Disaster Recovery Plan to be presented to Audit and Risk Management Advisory Committee on 1 August 2025.

Responsible Officer: Andrew Campbell Chief Executive Officer and Michelle Allen Manager Corporate Services
Completion Date: 1 August 2025

ATTACHMENT

SHIRE OF NORTHAMPTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

2. Absence of an Organisational-Wide Risk Register
Finding

Following discussions with management, we noted the Shire does not maintain an organisational wide risk register.

Rating: Significant

Implication
By not maintaining a risk register, the Shire may be unaware of risks facing the Shire, risks may not have an owner and therefore go untreated, or the Shire may be underprepared for major/catastrophic risks when they do occur.

Recommendation
We recommend:
- A formal risk register is established, which at a minimum addresses the following categories; financial, health, reputation, operation, environment, compliance and project.
- The risk register be reviewed on a regular pre-determined basis, including meetings held with risk owners on a regular basis (depending on the risk rating) and the risk register be updated accordingly.
- Risk management be a standing agenda item at management and Council or Audit Committee meetings, with the risk register formally tabled at meetings at least quarterly.

Management Comment
Draft of Organisational-Wide Risk Register is complete.
Presented to Audit and Risk Management Advisory Committee on 1 August 2025

Responsible Officer: Andrew Campbell CEO and Michelle Allen MCS
Completion Date: 1 August 2025

SHIRE OF NORTHAMPTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

3. Lack of IT Policies, Strategic Plan, IT Risk Register

Finding

The Shire does not have a strategic plan for IT or an IT Risk Register.

Furthermore, the Shire does not have an Asset Management Policy or Change Management Policy.

The above findings were raised during the 2023 prior year audit. Discussions with management indicated the above matters are in progress with an expected completion date during the 2026 financial year.

Rating: Moderate (2024: Moderate)

Implication
- An IT strategy is crucial for aligning technology initiatives with objectives, ensuring efficient resource allocation, and fostering innovation. It provides a roadmap for cyber security, technology adoption, and integration, guiding the Shire to navigate the digital environment and achieve success. The absence of an IT strategy obstructs the Shire's ability to make informed decisions about technology investments and implementation, potentially leading to inefficiencies and missed opportunities for improvement.
- The absence of appropriate and pervasive IT policies and procedures increases the risk of inappropriate or inefficient use of IT or that operations are inadvertently disrupted through improper use.
- Without an IT Risk Register there is an increased risk that risk identification, assessment, evaluation and mitigating internal control processes may not be adequate in relation to Information Technology and Cyber Security risks.

Recommendation
We recommend the Shire ensures an IT Strategy, Risk Register and required IT policies are formalised and introduced.

Management Comment
IT Policies, Strategic Plan, IT Risk Register in the process of being prepared.

Responsible Officer: Andrew Campbell CEO and Michelle Allen MCS
Completion Date: Ongoing

SHIRE OF NORTHAMPTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

4. Payroll Masterfile Changes

Finding

During our review of changes to payroll masterfiles we noted:
- Audit trail reports are generated on a monthly basis as part of payroll reconciliation basis instead of fortnightly; and
- Audit trail reports are not physically signed by the Manager of Financial Services as evidence of independent review.

We acknowledge that the only changes to payroll masterfiles during the audit period up to 27 May 2025 were the addition of new employees.

Rating: Moderate

Implication
Risk that inappropriate or unauthorised changes to the payroll masterfiles are not identified in a timely manner.

Recommendation
We recommend:
- Audit trail reports are generated as part of each fortnightly payroll process; and
- Audit trail reports are signed by the Manager of Financial Services or CEO as evidence of independent review.

Management Comment
Payroll Officer to generate audit trail at the time any change is made to payroll masterfiles.
Audit Trail and evidence is presented to Manager Financial Services for review and authorisation.

Responsible Officer: Leanne Rowe Manager Financial Services and Elana Trow-Kennedy Payroll Officer
Completion Date: Commenced from Interim Audit May 2025

SHIRE OF NORTHAMPTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

5. Inadequate Purchasing Procedures

Finding

Sample testing identified three instances where purchase orders were dated after the invoice date, out of a sample of twenty-three tested.

Rating: Minor (2024: Significant)

Implication
When purchase orders are inconsistent with invoices or are not approved prior to purchase, there is a higher risk of unauthorised goods and services purchased, and liabilities incurred.

Recommendation
We recommend purchase orders be completed prior to incurring expenditure and in line with the Shire's delegation of authority.

Management Comment
MFS to remind all staff of their responsibility in raising purchase orders in accordance with Council's Purchasing Policy, prior to incurring expenditure.
Creditor Officer continues to press correct procedure with officers.

Responsible Officer: Leanne Rowe MFS and Nicole Young Creditor Officer
Completion Date: Ongoing

ATTACHMENT

SHIRE OF NORTHAMPTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

6.   Inadequate Fuel Card Procedures

Finding

During fuel card testing, we identified seven instances where the fuel card purchase was not supported by a receipt, out of a sample of sixty-one transactions reviewed.

Rating: Minor (2024: Moderate)

Implication
Risk of inappropriate or unauthorised use of the Shire's fuel cards.

Recommendation
Receipts are maintained for all fuel card transactions.

Management Comment
Manager Financial Services to remind staff of their responsibility to keep fuel receipts, notate and present to CO. At times when fuel bowsers do not supply a receipt a photo is taken and supplied to the CO.
Creditor Officer reconciles monthly supplier statements and continues to press correct procedure.

Responsible Officer: Leanne Rowe MFS and Nicole Young CO
Completion Date: Ongoing.

ATTACHMENT

SHIRE OF NORTHAMPTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

7. Credit Card Expenditure

Finding

- During our review of credit card expenditure, we noted the following delays in presentation to Council: September 2024 credit card expenditure was not presented to Council until 19 December 2024; and
- October, November and December 2024 credit card expenditures were not presented until 20 February 2025.

Rating: Moderate

Implication

Risk inappropriate or unauthorised credit card expenditure is not identified in a timely manner.

Recommendation

We recommend monthly credit card expenditure is presented to Council within two months of month-end.

Management Comment

Credit Card Statements are reconciled monthly by the Creditor Officer, including all signed matching receipts. Credit Card Statements are dually signed off by card holder and CEO.
Credit Card expenditure is reported monthly to Council.

Responsible Officer: Leanne Rowe MFS and Nicole Young CO
Completion Date: Completed.

ATTACHMENT

SHIRE OF NORTHAMPTON
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025
FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

8. End of Month Checklist

Finding

Our enquiries indicated that the Shire does not currently utilise an End of Month Checklist.

Rating: Minor

Implication
Risk month-end or quarterly procedures are overlooked or not completed on a timely basis.

Recommendation
We recommend:
- The Shire adopts a formal and comprehensive month-end checklist which at a minimum details the required reconciliation / task, responsible person, completion date and date completed; and
- The Manager of Financial Services and CEO sign the completed month-end checklist to confirm all required procedures have been adequately completed.

Management Comment
Additional layers of control not considered to be useful given current practices. Additional workloads are not supported.

Responsible Officer: Andrew Campbell CEO
Completion Date: 31 July 2025

BUSINESS CONTINUITY

and

DISASTER RECOVERY PLAN

Table of Contents

Business Continuity and Disaster Recovery Plan

Business Continuity and Disaster Recovery Plan

1.0   Plan Details

Responsible Department	Office of the CEO
Policy Owner	Chief Executive Officer (CEO)
Policy	Business Continuity and Disaster Recovery Plan
Resolution Number	
Resolution Date	21 August 2025
Old Policy Number	N/A
Register of Delegations	CEO
Next Review Date	August 2026

1.1   Preparation

Action	Name	Date
Initial Draft	**Andrew Campbell**, Chief Executive Officer **Michelle Allen**, Manager Corporate Services **Brian Robinson**, Executive Manager -Community Development and Regulation **Neil Broadhurst**, Executive Manager –Works and Technical Services	01.08.2025
Final Copy endorsed	**Andrew Campbell**, Chief Executive Officer	

1.2   Version Control

Version	Date Released	Comments

Business Continuity and Disaster Recovery Plan

2.0   Key Contact Sheet

Person	Position	Mobile Number	Responsibilities Incident Response (IR) Team Leader
Andrew Campbell	Chief Executive Officer	0427 389 227	IR Team Leader
Brian Robinson	Executive Manager, Community Development & Regulation	0447 312 357	IR Team Member
Neil Broadhurst	Executive Manager Works & Technical Services	0428 341 202	IR Team Member
Michelle Allen	Manager Corporate Services	0427 174 227	IR Team Member
Rob McKenzie	Chief Bush Fire Control Officer	0458 341 200	IR Team Member
Liz Sudlow	Shire President	0427 362 025	IR Team Member

Key Contacts	Contact Number(s)
Police	Northampton Police Station 9934 7600 Kalbarri Police Station 9936 3000
Emergency Services	000
Fire Brigade	000
Ambulance	000
Kalbarri	9953 0100
Northampton Hospital	9934 0200
Local Government Insurance Scheme (LGIS)	Damien Gaughan 0429 465 940 (08) 9483 8841 damien.gaughan@lgiswa.com.au
Water Corporation	9923 4974 / 131 375

Business Continuity and Disaster Recovery Plan

Western Power	13 13 51
Internet Provider – Telstra (Northampton office) - Southern Cross Broadband - Iinet (Kalbarri depot)	13 22 03 1300 007 922 13 22 58
Phone Service Provider – Engin (Kalbarri) Phone Service Provider – Telstra (Nton)	feedback@engin.com.au 1300 305 000 Account No - 10105312 business.care@team.telstra.com 13 22 53 Account No – 471 166 1431
Electrician	Bailey Kempton Kempton Electrical 0431 955 374
Plumber	Carl Hanson Hanson Plumbing 0418 939 170 hanson.plumbing@bigpond.com
Mechanic	Shire of Northampton Mechanic Northampton Depot Nic Tarchini 0407 036 301
Water and Sewerage	131375
2vNet IT Solutions (MSP)	Andrew Toovey 0408 912 768 andrew@toovey.net.au support@toovey.ent.au (08) 9964 4223
Main Roads WA	138 138 (08)9956 1200
Synergy Soft	Ready Tech (08) 9315 7037 Jo Arpin 0424 841 700
Department of Local Government	6552 7300 1800 634 541
ABC Radio	ABC Radio Midwest & Wheatbelt 1300 501 222
Lawyer	McLeods Lawyers 9383 3133
Australian Cyber Security Hotline	1300 CYBER1 (1300 292 371)

Business Continuity and Disaster Recovery Plan

Office of the Australian Information Commissioner	1300 363 992

3.0   Introduction

3.1 Overview

A disaster is an event that significantly reduces the Shire of Northampton's ability to provide normal services to its clients.

The Business Continuity and Disaster Recovery Plan (BCDRP) ensures that the Shire of Northampton can maintain its service delivery at an acceptable level during or after a disruptive event or disaster. Various incidents, such as floods, fires, cyclones, vandalism, and cyber-attacks, can significantly impact the Shire's operations. This plan addresses these threats to mitigate their impact on operational activities.

3.2 Objectives

This plan aims to ensure the restoration and continuity of essential Information Technology (IT) systems during a disaster. This will be achieved by creating and maintaining a comprehensive Disaster Recovery Plan (DRP) to guide and manage the disaster recovery process. The DRP must enable the Shire to ensure preparedness before an event by:

- Quickly and efficiently defining, prioritising, and re-establishing critical business functions.
- Implementing a systematic plan for managing any incident or disaster.
- Outlining immediate responses to minimise damage or loss during a critical incident.
- Minimising the impact of an incident on the community, staff, and Council.

This plan will be reviewed and updated every year, or whenever major business changes occur, to strengthen our resilience against possible damage to the business during a disaster or outage.

3.3 Availability of the Plan

The Business Continuity and Disaster Recovery Plan (BCDRP) will be available in hard copy form at the Shire's Administration offices in Northampton and Kalbarri. Copies will also be placed in the offices of the Chief Executive Officer and all Executive Managers.

3.4 The Relationship between Business Continuity and Disaster Recovery

Business Continuity planning has wider implications than IT Disaster Recovery Planning but in organisations such as the Shire of Northampton, who are highly dependent on IT systems and networks for service delivery, there is a very high correlation.

When operational services are reliant on IT systems and networks, their loss presents a business continuity event. Applications, systems and networks usually have resilience enabling business operations to continue at reduced levels, but a disaster situation may involve significant technical outages and loss of business operations.

This document details the steps the Shire of Northampton should take to "Respond" and "Recover" in a variety of the most likely 'disaster' situations.

3.5 The Governance Framework for IT Business Continuity and Disaster Recovery

The Governance Framework for IT Business Continuity and Disaster Recovery is described by the relationship between data backups, time to recover and catastrophic consequences. The relationship assists in determining the investment required to support the BCDRP.

Business Continuity and Disaster Recovery Plan

Data Backups (Recovery Point Objective)

A Recovery Point Objective (RPO) is defined as the maximum amount of data – as measured by time – that can be lost after a recovery from a disaster, failure, or comparable event before data loss will exceed what is acceptable to an organisation. For example, an RPO of 60 minutes requires a system backup every 60 minutes. The RPO is usually prescribed for SaaS and hosted systems in the contractual relationship between the supplier and the customer. For on-premise systems, the backup frequency initiated on-site determines the RPO.

Time to recover (Recovery Time Objective)

A Recovery Time Objective (RTO) is the duration of time and a service level within a business process must be restored after a disaster to avoid unacceptable consequences associated with a break in continuity. The RTO is usually prescribed for SaaS and hosted systems in the contractual relationship between the supplier and the customer. For on-premise systems, the backup frequency initiated on-site determines the RTO.

Catastrophic consequence (Maximum Tolerable Period of Disruption)

A Maximum Tolerable Period of Disruption (MTPD) is the maximum allowable time that an organisation's key IT dependent products or services are made unavailable or cannot be delivered before the impact is deemed unacceptable. The MTPD is peculiar to the customer regardless of whether it is SaaS, hosted, or on-premise. The MTPD for a customer cannot be less than the sum of the RPO and RTO as provided by a SaaS or hosted provider

3.6 Scope of Recovery

The plan is designed to manage a major disruption of the core IT infrastructure at the Shire of Northampton and will specifically focus on Information Technology and Telecommunication services.

4.0   Business Continuity Overview

4.1   Business Continuity Scenarios

The table below identifies typical Business Continuity scenarios and the Shire of Northampton's approach for activation of this BCDR Plan, associated communications and return to Business As Usual (BAU).

Event	Example Circumstances	Timeframe	Notify
Natural Disasters that cause significant damage to facilities and ICT structure	Floods Earthquakes Bushfires Severe storms	The plan will be activated immediately upon confirmation of significant impact.	• All Staff • Public • Emergency Services
Power Outages	Equipment failure Grid overload	The plan will be activated if the issue persists beyond the 4 hour resolution window.	• All Staff • Public • Electric Service Provider • Emergency Services. • ICT Support • Mechanic

Business Continuity and Disaster Recovery Plan

Event	Example Circumstances	Timeframe	Notify
Technical Failures Major hardware or software failures which cannot be resolved within 4 hours.	• Server crashes. • Data corruption. • Network outages. • Unable to access critical applications.	The plan will be activated if the issue persists beyond the 4 hour resolution window.	• All Staff • ICT Support and/or Application Vendor(s) • Public (CEO Decision)
Significant Cyber Breaches	• Ransomware attacks • Data breaches. • Malicious activities that compromise the integrity or availability of ICT services.	The plan will be activated immediately upon detection of such incidents.	• All Staff • ICT Support and/or Application Vendor(s) • Public (CEO Decision) • ACSC / OAIC • Cyber Insurance • Police
Human Error	• Any mistakes or accidents that lead to significant data loss or system outages. upon detection of the incident. IT Support and/or application vendor(s)	The plan will be activated immediately upon detection of the incident.	• Staff • IT Support and/or application vendor(s).
Other Emergencies	• Any other incident deemed by Executive Management that disrupts normal business operations and IT services	The plan will be activated as soon as Executive Management recognises the incident as critical.	• Staff • IT Support and/or application vendor(s) • Others as required

4.2   Evacuation Procedures

Relevant procedures and plans are developed, displayed and practiced by the Shire of Northampton's Work Health and Safety policy and procedures.

4.3   Emergency Kit

If there is damage to the Administration Offices or if they must be evacuated and operations need to be moved to the Disaster Recovery Site, the emergency kit can be picked up and quickly and easily carried offsite.

The items and documents included in the emergency kit are:

Documents
• Business Continuity and Disaster Recovery Plan, incorporating key contact lists.
• Building site plan (this could help in a salvage effort), including location of gas, electricity and water shut-off points.
• Evacuation plan.
• Sufficient records to undertake manual transaction processing (ie. Creditors, contractors,

Business Continuity and Disaster Recovery Plan

banks, etc.)
- Procedure manuals.
- Instructions for the diversion of telephone lines.
- Headed stationery and Shire seals and documents.

Equipment
- Spare keys/security codes.
- Message pads and flip chart.
- Marker pens (for temporary signs).
- General stationery (pens, paper, etc).

4.4   Communication Plan

Alerts and communications are essential for effective internal and external coordination during a crisis. They form the backbone of the Shire's BCDR plan, ensuring all stakeholders are aligned and informed when a disaster occurs. Clear and timely communication will help to manage the incident effectively, minimize damage, and facilitate a swift recovery.

Objectives
1. Inform stakeholders, including employees, management, partners, and the public, about the incident status and recovery efforts.
2. Supply timely information to support informed decision-making by the Incident Management and Recovery Team (IMRT).
3. Provide accurate and transparent information to maintain trust and confidence among staff and stakeholders. Reduce the impact of the incident through proactive communication, mitigating misinformation and panic.

Strategies for Delivering Information
1. Determine communication frequency.
   a. The Frequency shall be decided by the IMRT based on the nature of the incident, the potential for data loss, and the expected time for recovery.
   b. Regular updates must be provided at intervals that reflect the severity and developments of the situation.

2. Communication channels
   a. The default communication mechanisms will be email and phone.
   b. Information will be posted on the Shire's website and social media channels such as Facebook.
   c. Subject to the availability of these communication channels, fall-back measures such as direct phone calls and messaging will be employed if primary methods are unavailable.
   d. If available, the Shire will use its website as its central information hub, where stakeholders can access up-to-date information and status reports.

3. Spokesperson
   a. Internal communications will be managed by the Manager Corporate Services (MCS).
   b. External communications will be overseen by the CEO.

4.5   Return to Business as Usual (BAU)

As systems and/or hardware are brought back online and service delivery activities resume, it is important that any temporary measures required to restore services are transitioned back to their normal BAU state.

As appropriate, the Shire of Northampton should also seek to address the root cause of the incident to prevent recurrence.

Business Continuity and Disaster Recovery Plan

5.0   Incident Management

5.1   Roles and Responsibilities

Should a significant 'disruption event' occur, the Shire of Northampton will convene its Incident Management Response Team (IMRT). This will determine the nature and severity of the event and whether a disaster has or is about to occur.

The roles and responsibilities of the IMRT are shown below:

Role	Responsibility
Shire President	• Authorise emergency expenditure. • Media communications.
Recovery Team Leader Chief Executive Officer	• Provide overall leadership and direction during the disaster recovery process. • Primary point of contact for all disaster recovery activities. • Approve the Disaster Recovery Plan (DRP) activation and oversee its implementation. • Spokesperson to external parties. • Decide when the Shire can return to its original infrastructure when the disaster has been resolved. • Conduct a post-disaster review to evaluate the effectiveness of the recovery efforts.
Recovery Coordinator Executive Manager Community, Development & Regulation	• Spokesperson to internal staff. • Coordinate with various teams and departments to ensure a cohesive and effective response. • Identify lessons learned and areas for improvement in the disaster recovery plan. • Implement changes and updates to the DRP based on the review findings to enhance resilience.
Administration Manager Corporate Services	• Capture meeting minutes, documenting actions. • Assist in arranging and coordinating 3rd parties and overseeing practical recovery steps.
IT Recovery Managed IT Support Provider	• Re-establish IT operations, including print and security services. • Assist in restoring the data network infrastructure, which encompasses the recovery of hardware components, connectivity to the recovery site, and the restoration of essential network software. • Assist in the restoration of critical servers and applications. • Coordinate with the appropriate telephony and internet service providers. • Collate documentary evidence if the incident is caused by a Cyber Attack or malpractice.

Business Continuity and Disaster Recovery Plan

Role	Responsibility
Network Services Recovery Internet Provider/Telephone Service Provider	• Recovery of voice and data network infrastructure.

5.2 Incident Management Response Process

The image below shows the Shire's Incident Response Process. Although an incident may not necessarily constitute a disaster, this process should be followed by the IMRT for all incidents significantly affecting service delivery.

Each phase has distinct tasks that collectively aim to manage and mitigate an incident's impact effectively. This structured approach ensures thorough handling, form detection to post-incident learning and improvement.
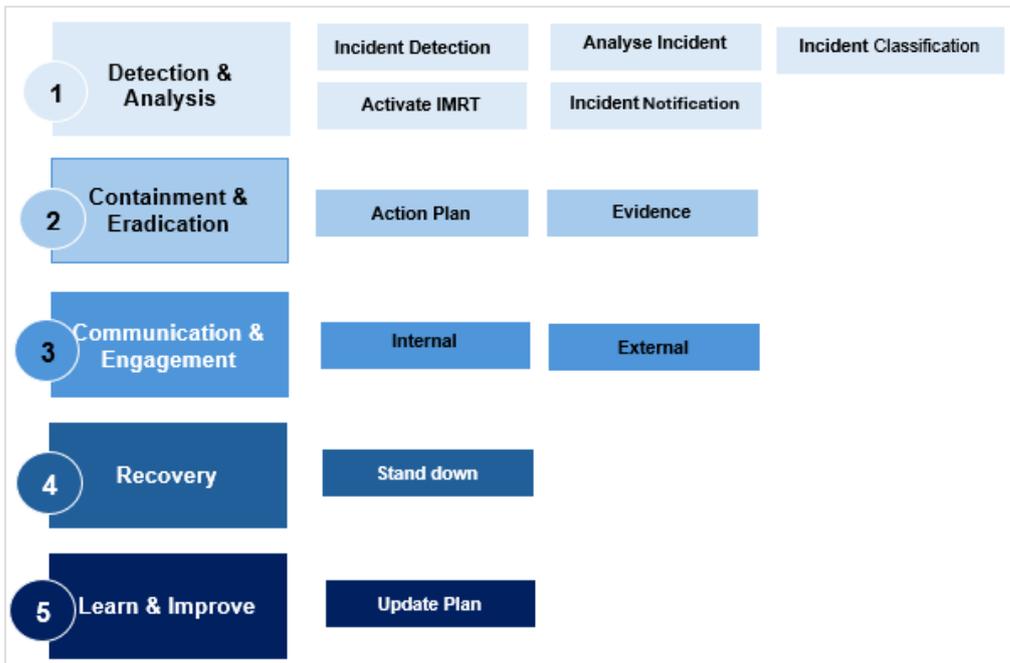
Figure – Shire of Northampton Incident Management Process

Step 1 – Once an incident has been detected, initial analysis should be performed to determine whether a disaster event has occurred. Depending on the severity, the Incident Management Response Team may need to be convened. Disasters relating to a Cyber Attack or data breach may necessitate the need to notify the Australian Cyber Security Centre, and the Office of the Australian Information Commissioner as well as the police. For this reason, it is important to determine early in the process what type of documentation and evidence needs to be collected.

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Organisation	Contact Number	Notes
Australian Cyber Security	1300 CYBER1 (1300 292 371)	Available 24/7
Office of the Australian Information Commissioner	1 300 363 992	Mon–Thurs 10am-4pm (AEST/AEDT)
Police	(08) 9963 8800	Mon-Fri 8am-4pm
Insurance	(08) 9483 8841	LGIS WA

Step 2 - Once the nature and severity of the disaster incident are known, an Action Plan is required to remediate the issue and return to a normal service state. The remediation plan is likely to include mechanisms to preserve evidence.

Step 3 - Depending on the nature of the incident, the Shire may need to communicate both internally and externally. These communications may be different and delivered in different ways. For example, if a Cyber-attack brought the website down, the Shire's Facebook page may be an appropriate means of communication with the community. Internal communications may consist of text messages or emails.

Step 4 – As the Shire recovers from the Incident, steps should be taken to stand down the Incident Management Response Team ensuring that all documentation is completed. This may be necessary for insurance purposes.

Step 5 – As normal service provision resumes, a review should be performed to determine what lessons can be learned and to ensure they are captured in updated policies, procedures, and plans (including this document).

6.0   Key Risk Situations and Mitigations

6.1 Loss of Northampton Administration Office and Kalbarri Administration Office
The Shire of Northampton operates two separate administration offices – the Northampton Office and the Kalbarri Office building which are located over an hour's drive apart. Due to the significant distance, the risk of losing both sites simultaneously is low.
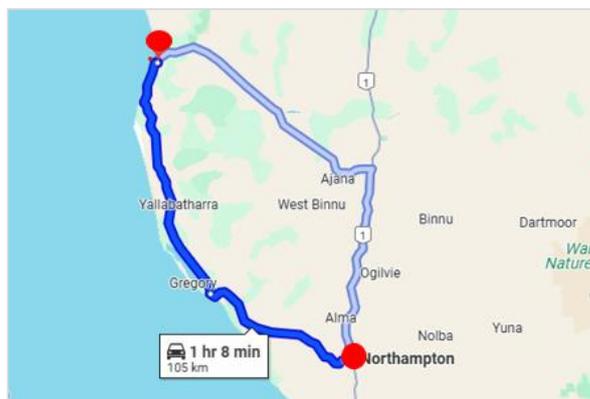
Figure – Shire of Northampton Administration Office and Kalbarri Office

Business Continuity and Disaster Recovery Plan

Physical IT infrastructure is housed in both the Shire of Northampton Administration Offices at Northampton and Kalbarri. This infrastructure includes critical components at each office as follows:

Northampton Administration Office
- Firewall to manage and secure network traffic.
- Patch panels for network connectivity.
- Primary and backup servers for operational continuity.
- NAS device utilised for backups.
- Multiple virtual machines hosted on VMWare

Kalbarri Administration Office
- Firewall to manage and secure network traffic.
- Patch panels for network connectivity.

6.11 Task 1 – Immediate Response

Recovery Criteria	Details
Time Objective	Within 24 hours
Locations	Primary Site: Northampton Administration Office & Kalbarri Administration Office Secondary Site: Northampton Community Centre/ Kalbarri Sport and Recreation Centre
Resource Requirements	Mobile Phones

Procedure	
Undertake the following Steps:	Ensure the site has been evacuated and all personnel are accounted for. Secure the site and prevent access. Contact Emergency Services and Police. Identify any injuries and render assistance. Undertake an initial assessment of damage and risks at both sites. Coordinate with the Spokesperson/Shire to post notifications on the website and social media regarding the closure of both admin offices. Determine the time frame for switching to the disaster recovery site.
Considerations	The Northampton Community Centre and the Kalbarri Sport and Recreation Centre are both currently leased to local community groups. Consider informing both management committees that these centres will be designated as a disaster recovery site.

Business Continuity and Disaster Recovery Plan

6.12 Task 2 – Commence operations from Disaster Recovery site

Recovery Criteria	Details
Time Objective	Within 72 hours
Resource Requirements	Office furniture and stationery Administration, Cleaners and Works & Services staff IT hardware and software communications (landline and internet)

Procedure	
1. Establish the disaster recovery site.	Set up workspaces using available furniture. Layout workspace utilising tables and chairs. If desktop computers are damaged, procure new devices to enable administrative operations. Source telephones establish communications and redirect calls to landlines. Allocate staff to customer service and disaster recovery assistance. Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable. Contact Managed Support Provider, Shire's IT supplier and stationery supplier. Recover backup disks from external sites. Recover software stored offsite. Cancel all forward bookings of the Shire of Northampton and Kalbarri offices.
2. Assess damage and undertake salvage operations.	Undertake an initial assessment of salvageable materials, items records and assets. Contact staff to remove items to the salvage site.
3. Coordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **CEO/ Executive Manager Community, Development & Regulation**.	Liaise with the Shire President to issue a media statement. Coordinate meetings with the Incident Response team. Authorise all immediate purchasing requirements. Liaise with Shire's insurers.

Business Continuity and Disaster Recovery Plan

6.1.3 Task 3 – Assess damage and prepare medium-term Recovery Plans

Recovery Criteria	Details
Time Objective	4 Weeks
Locations	N/A
Resource Requirements	IT contractors. Additional infrastructure as identified. Contractors to clean up disaster sites.

Procedure	
1. Establish the disaster recovery site for full operations in the medium or longer term.	Recover data from the pre-disaster state. Bring all records up to date. Contact all necessary persons to inform them of the incident and expected delays and seek documentation where necessary. Establish necessary equipment and infrastructure requirements to provide full operations from the recovery site, including demountable buildings and other office accommodations.
2. Finalise the damage assessment of the building, determine the action to rebuild it, and make recommendations to the Council fully or partially.	Undertake an assessment of the building, determine action to rebuild fully or partially, and make recommendations to the Council.
3. Coordinate all communications, media, elected members, local government insurers, and general coordination of recovery process – **CEO/EMCDR**	Oversee assessment and recovery. Coordinate meetings with the Incident Management Response Team. Oversee planning for medium-term operation from Disaster Recovery Site (6-12 months).

6.1.4 – Task 4 – Long-term Recovery Plan and Relocation to permanent Shire Office building

Recovery Criteria	Details
Time Objective	From the commencement of this task, 4 weeks from the incident, the target is to have all Shire functions permanently operating from the rebuilt Shire of Northampton office within 12 months.
Resource Requirements	IT contractors. Additional infrastructure as identified. Contractors to clean up disaster sites.

Procedure

Business Continuity and Disaster Recovery Plan

1. Undertake the following steps: **CEO**	Review operations for the location of new premises. Undertake design and tendering processes. Oversee construction of new premises. Oversee commissioning of new premises. Present review findings to the Council for decision. Appoint an architect, exterior and interior designers, engineers, and other necessary assistance to design, specify, and document new premises. Issue tenders, appoint a contractor and commence construction. Commission new premises and commence operations from the new building.

6.2   Loss of the Shire of Northampton Administration Centre

Types of incidents include fire; flood/storm and earthquake (Refer to Appendix 9.3 Immediate Response Checklist).

6.2.1   *Task 1 – Immediate Response*

Recovery Criteria	Details
Time Objective	Within 24 hours
Locations	Primary Site: Shire of Northampton Office Secondary Site: Northampton Community Centre *The **Kalbarri Administration Office** can temporarily handle the Shire's critical functions while the Disaster Recovery (DR) site is being established.*
Resource Requirements	Mobile Phones

Procedure	
Undertake the following Steps:	Ensure the site has been evacuated and all personnel are accounted for. Secure the site and prevent access. Contact Emergency Services and Police. Identify any injuries and render assistance. Undertake an initial assessment of damage and risks. Contact IT Support and update voice recording advising callers that all calls will be diverted to the Kalbarri office. Work with the Kalbarri Office so that it can temporarily manage the Shire's critical functions. Determine the time frame for switching to the disaster recovery site.

Business Continuity and Disaster Recovery Plan

6.2.2   *Task 2 – Commence operations from Disaster Recovery Site*

Recovery Criteria	Details
Time Objective	Within 72 hours
Resource Requirements	Office furniture and stationery Administration, Cleaners and Works & Technical Services staff IT hardware and software communications (landline and internet)

Procedure	
1. Establish the disaster recovery site.	Layout workspace utilising tables and chairs. Source telephones establish communications and redirect calls to landlines. Allocate staff to customer service and disaster recovery assistance. Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable. Contact Managed Support Provider, Shire's IT supplier and stationery supplier. Recover backup disks from external sites. Recover software stored offsite. Cancel all forward bookings of the Shire of Northampton Office. Coordinate with the Kalbarri Office to determine which activities should be managed from Kalbarri and which should be transitioned to the DR site.
2. Assess damage and undertake salvage operations.	Undertake an initial assessment of salvageable materials, items records, etc. Contact staff to remove items to the salvage site.
3. Coordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **CEO/EMCDR**	Liaise with the Shire President to issue a media statement. Coordinate meetings with the Incident Response team. Authorise all immediate purchasing requirements. Liaise with Shire's insurers.

Business Continuity and Disaster Recovery Plan

6.2.3 Task 3 – Assess damage and prepare medium-term Recovery Plans

Recovery Criteria	Details
Time Objective	4 Weeks
Locations	N/A
Resource Requirements	IT contractors. Additional infrastructure as identified. Contractors to clean up disaster sites.

Procedure	
1. Establish the disaster recovery site for full operations in the medium or longer term.	Recover data from the pre-disaster state. Bring all records up to date. Contact all necessary persons to inform them of the incident and expected delays and seek documentation where necessary. Establish necessary equipment and infrastructure requirements to provide full operations from the recovery site, including demountable buildings and other office accommodations.
2. Finalise the damage assessment of the building, determine the action to rebuild it, and make recommendations to the Council fully or partially.	Undertake an assessment of the building, determine action to rebuild fully or partially, and make recommendations to the Council.
3. Coordinate all communications, media, elected members, local government insurers, and general coordination of recovery process – **CEO/EMCDR**	Oversee assessment and recovery. Coordinate meetings with the Incident Management Response Team. Oversee planning for medium-term operation from Disaster Recovery Site (6-12 months).

6.2.4 Task 4- Long-term Recovery Plan and Relocation to permanent Shire office building

Recovery Criteria	Details
Time Objective	From the commencement of this task, after 4 weeks from the incident, the target is to have all Shire functions permanently operating from the rebuilt Shire office within 12 months.
Resource Requirements	IT contractors. Additional infrastructure as identified. Contractors to clean up disaster sites.

Business Continuity and Disaster Recovery Plan

Procedure	
1. Undertake the following steps: **CEO**	Review operations for the location of new premises. Undertake design and tendering processes. Oversee construction of new premises. Oversee the commissioning of new premises. Present review findings to the Council for decision. Appoint an architect, exterior and interior designers, engineers, and other necessary assistance to design, specify, and document new premises. Issue tenders, appoint a contractor and commence construction. Commission new premises and commence operations from the new building.

6.3   Complete IT Hardware Failure

This section provides the necessary steps to recover the Shire's IT hardware in the event of total failure. (Refer to Appendix 4 Immediate Response Checklist).

Recovery Criteria	Details
Time Objective	Temporary arrangements and virtual server – 48 hours. Onsite replacement – 2 weeks.
Resource Requirements	IT suppliers (hardware/software, SynergySoft, Altus, Licensing, etc.).

Procedure	
1. Undertake the following steps: **CEO**	Assess the severity of the outage through the Shire's IT provider and determine the likely outage time and business impact. Determine whether hardware is recoverable. Inform Council, community, and business contacts (i.e., banks, creditors, and contractors) of potential service delays. Seek quotations and place orders for replacement components. Contact Shire's insurers and Police if necessary.
2. Temporary Virtual Environment: MSP Provider	Load the latest backed-up data onto a virtual server. Arrange for logins and access to a virtual server for staff.
3. Hardware Replacement and Post Recovery Verification	Set up and install new hardware. Install all software and restore from backups. Reconcile and rebuild all data. Conduct operational tests to ensure full functionality.

6.4   Loss of the Kalbarri Administration Office Building

Types of incidents include fire, flood/storms, and earthquake (Refer to Appendix 4 Immediate Response Checklist).

Business Continuity and Disaster Recovery Plan

6.4.1 Task 1- Immediate response

Recovery Criteria	Details
Time Objective	The time frame for this activity is within 1 hour of being called by the Incident Response Team Leader.
Location	Kalbarri Administration Office & Kalbarri Sport and Recreation Centre.
Resource Requirements	Mobile Phones

Procedure	
1. Undertake the following steps: **CEO**	Ensure the site has been evacuated and all personnel are accounted for. Secure the site and prevent access. Contact Emergency Services and Police. Identify any injuries and render assistance. Engage Incident Response Team. Undertake an initial assessment of damage and risks. The Team Leader determines the time frame for switching to the Disaster Recovery site. Arrange diversion of phone lines to existing Shire mobiles.
Other Considerations	Secure the affected area as necessary. Restrict access to the building/site. Liaise with Emergency Services and Police. Inform Local Government Insurance Services. Inform Elected Members, employees. Liaise with the Shire President to issue a press release.

6.4.2 Task 2- Commence operations from disaster recovery site

Recovery Criteria	Details
Time Objective	Within 72 hours.
Location	Primary site: Shire of Kalbarri Administration Office. Secondary site: Kalbarri Sport and Recreation Centre.
Resource Requirements	1. Office furniture and stationery. 2. Administration and Works & Technical services staff. 3. IT hardware and software. 4. Communications (landline and internet).

Business Continuity and Disaster Recovery Plan

Procedure	
1. Establish the disaster recovery site.	Assess the suitability of the Kalbarri Office as the primary DR site; if unusable, activate the secondary DR site at the Kalbarri Sport and Recreation Centre. Set up the temporary site with necessary resources, including furniture, IT hardware, and communication equipment. Resume administration functions at the designated DR site to maintain continuity of operations.
2. Assess damage and undertake salvage operations.	Undertake an initial assessment of salvageable materials, items, and records, etc. Engage staff to remove items to the salvage site.
3. Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **CEO/EMCDR** .	Liaise with the Shire President to issue a media statement. Oversee assessment and recovery. Coordinate meetings of the Incident Response team. Authorise all immediate purchasing requirements. Liaise with Shire's insurers.

6.4.3 Task 3 – Assess damage and prepare medium-term Recovery Plans

Recovery Criteria	Details
Time Objective	4 weeks
Resource Requirements	IT contractors. Additional infrastructure as identified. Contractors to clean up disaster sites.

Procedure	
1. Establish the disaster recovery site for full operations in the medium to longer term.	Establish an appropriate temporary site. Administration function to resume from the Shire office (or alternate site). Contact all necessary persons to inform them of the incident and expected delays and seek documentation where necessary. Liaise with the CEO to establish necessary equipment and infrastructure requirements to provide full operations from the recovery site.
2. Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild.	Undertake an assessment of the building, determine action to rebuild fully or partially, and make recommendations to the Council.

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3. Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **CEO/ EMCDR**	Oversee assessment and recovery. Coordinate meetings with the Incident Response Team. Oversee planning for medium-term operation from Disaster Recovery Site (6-12 months)

6.4.4 Task 4- Long-term Recovery Plan and Relocation to permanent Shire office building

Recovery Criteria	Details
Time Objective	From the commencement of this task, after 4 weeks from the incident, the target is to have all Shire functions permanently operating from the rebuilt Kalbarri Office in 12 months.
Resource Requirements	Planning assistance Consultants/architects Contractors

Procedure	
1. Establish a working party to:	Review operations for the location of new premises. Undertake design and tendering processes. Oversee construction of new premises. Oversee commissioning of new premises. Present review findings to the Council for decision. Appoint an architect, exterior and interior designers, engineers, and other necessary assistance to design, specify, and document new premises. Issue tenders, appoint a contractor and commence construction. Commission new premises and commence operations from the new building.

6.5 Loss of Depot Building(s)

The Shire of Northampton operates three depot sites:
1. <u>Seventh Avenue Depot, Northampton</u> - The Northampton Depot is located in Northampton and comprises a three room office area, kitchen and ablutions and a large workshop area housing essential tools and equipment to support works and technical service operational needs.
2. <u>Stephen Street Depot, Northampton</u> - The Stephen Street Depot is located in Northampton and comprises a two-room office area, kitchen and ablutions and a workshop, supporting parks and gardens maintenance and operational needs.
3. <u>Kalbarri Depot</u> - The Kalbarri Depot is located in Kalbarri and comprises one transportable building housing the office and kitchen, separate ablutions and several sheds also exist on site to support works and technical services and parks and gardens operational needs.

The incidents that could impact the depots include fire, floods/storms, and earthquakes (Refer to Appendix 4 – Immediate Response Checklist**).**

Business Continuity and Disaster Recovery Plan

6.5.1 Task 1- Immediate response

Recovery Criteria	Details
Time Objective	The time frame for this activity is within 24 hours of the incident.
Location	Shire of Kalbarri Depot Building/s
Resource Requirements	Mobile Phones

Procedure	
1. The Incident Response Executive Manager Works and Technical Services and CEO are to undertake the following steps:	Assess the extent of the damage and determine the operability of equipment and materials stored at the depot. Notify staff, Council, and affected stakeholders about the incident and potential disruptions.
Other Considerations	Liaise with Emergency Services and Police. Inform elected members and employees. Inform the Press and community where possible. Inform Local Government Insurance Services.

6.5.2 Task 2- Commence operations from temporary recovery site

Recovery Criteria	Details
Time Objective	Within 1 week.
Location	The Shire of Northampton Depot
Resource Requirements	1. Temporary workspaces or facilities. 2. Communication devices (mobile phones, radios, internet access). 3. Basic office equipment (laptops, printers, desks, chairs). 4. Procurement of tools, machinery, and vehicles needed for ongoing operations. 5. Transportation for staff and equipment.

Procedure	
1. Clean up and secure the site	Staff or contractors to clear debris and ensure site safety. Estimated cleanup times: Shire of Northampton Depot – 1 week, Stephen St Depot – half a day, Kalbarri Depot – 1 week. Clean up and assess for hazards.

Business Continuity and Disaster Recovery Plan

2. Establish temporary operations.	Contact relevant personnel about the incident and expected delays. Allocate staff to customer service and disaster recovery assistance. Identify and procure necessary equipment and infrastructure to restore operations at the Disaster Recovery Site. Temporarily relocate office and administrative functions to the Shire of Northampton Administration Office/Kalbarri Administration Office. A mechanic will construct a temporary shed outside for immediate operations, if required. Arrange for the delivery and installation of a mobile toilet at the temporary depot site.
3. Assess damage and undertake salvage operations.	Contact staff to remove items from the affected depot site.
4. Coordinate all communications, media, elected members, local government insurers, and general coordination of recovery process –**CEO / EMCDR**	Liaise with the Shire President to issue a media statement. Coordinate meetings with the Incident Response team to authorise all immediate purchasing or equipment/machinery lease requirements. Liaise with Shire's insurers.

6.5.3 Task 3 – Assess damage and prepare medium-term Recovery Plans

This task provides the necessary steps to commence planning for medium-term operations from the Disaster Recovery Site.

Recovery Criteria	Details
Time Objective	4 weeks
Resource Requirements	IT contractors. Additional infrastructure as identified. Staff or Contractors to clear debris and ensure safety at disaster sites. Additional infrastructure, including temporary storage facilities, equipment, and utilities. Procurement of tools, machinery, and vehicles necessary for ongoing operations.

Procedure	
1. Establish the disaster recovery site for the Shire's entire operations in the medium to longer term.	Contact all necessary persons to inform them of the incident and expected delays and seek documentation where required. Identify and procure necessary equipment and infrastructure for full operational capacity at the Disaster Recovery Site.

Business Continuity and Disaster Recovery Plan

2.	Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild.	Conduct a detailed site assessment to evaluate the extent of the damage and determine safety concerns. Develop a comprehensive plan for the restoration or rebuild of the depot, including cost estimates, timelines, and resource requirements. Present recommendations to the Council for decision-making on a full or partial rebuild.
3.	Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process –**CEO / EMCDR**	Oversee and support damage assessment and recovery planning activities. Schedule and lead meetings with the Incident Response Team to discuss progress and challenges. Liaise with insurers, contractors, and elected members to ensure efficient resource allocation and communication. Manage public and media relations by providing timely updates, ensuring transparency, and maintaining community confidence. Oversee medium-term operational planning for continued services from the Disaster Recovery Site (6-12 months).

6.5.4 Task 4 – Long-term Recovery Plan and relocation to permanent site

Recovery Criteria	Details
Time Objective	From the commencement of this task, 4 weeks from the incident, the target is to have all Shire functions permanently operating from the rebuilt Shire Depot Building within 12 months.
Resource Requirements	Planning assistance Consultants/architects Contractors

Procedure	
1. Undertake the following steps:	Establish a working party to: Review operations for the location of new premises. Undertake design and tendering processes. Oversee construction of new premises. Oversee the commissioning of new premises. Present review findings to the Council for decision. Appoint an architect, exterior and interior designers, engineers, and other necessary assistance to design, specify, and document new premises. Issue tenders, appoint a contractor and commence construction. Commission new premises and commence operations from the new building.

Business Continuity and Disaster Recovery Plan

6.6 Loss of Data – Server/On-premise Applications

The loss of a data server or on-premise applications poses a critical risk to the Shire's operations, impacting essential systems like SynergySoft, Altus and InfoCouncil, which support core business operations.

Recovery Criteria	Details
Time Objective	Within 72 hours
Locations	Primary Site: Administration Offices
Resource Requirements	Mobile Phones/Phone

Procedure	
1. Contact the Shire's MSP/IT Support/Application Vendor and work with them to	Identify the point of failure and the extent of data loss. Initiate the failover process to switch to the secondary server. Restore the most recent backup. Verify the integrity of the restored data. Ensure all systems and services are operational.
2. In the event of a server failure	Proceed to 6.9.
Other Considerations	Communicate the likely restoration timeline to staff. Depending on the nature of the impact on services, consider posting this information on the Shire's website. Ensure appropriate cloud file storage services are provided so that staff can save and collaborate on files.

Business Continuity and Disaster Recovery Plan

6.7 Loss of Data – Cloud Applications

The Shire's cloud applications include SynergySoft and InfoCouncil.

Recovery Criteria	Details
Time Objective	Within 72 hours
Requirements	Mobile Phones/Phone Cloud Application Vendor contact details. Internet Connectivity Admin Staff (to test the integrity of data)

Procedure	
1. Contact Cloud Vendor Application Support to report the data loss incident and request data recovery.	Coordinate with Cloud Vendor Application Support on the data recovery. When data is recovered, verify the integrity and completeness of restored data.
Other Considerations	Ensure the data is recovered within the agreed SLAs with the Cloud Application Vendor. Coordinate with Cloud Application Vendor to align recovery protocols and ensure swift response times. If the Cloud Application Vendor requires an extended period to recover the data, revert to manual procedures for capturing information to ensure continuity of operations.

6.8 Loss of an Application

The Shire's on-premise applications include Synergy Soft, Info-Council, Adobe, and SAP Crystal Reports. In the event of an on-premise application failure, the Shire will restore from the most recent backup.

Recovery Criteria	Details
Time Objective	Within 72 hours
Requirements	Mobile Phones/Phone Cloud Application Vendor contact details. IT support

Procedure	
1. For on-premise applications (Synergy Soft and Altus)	Identify the point of failure and the extent of the application loss. Restore the most recent backup form the backup repository. Verify the functionality and integrity of the restored application. Resume normal operations and monitor the application closely for any issues.

6.9 Loss of Communication

This plan addresses the loss of internet connectivity at the Shire office/s, including scenarios where both the primary internet Broadband and backup Telstra 4G/5G fail. Internet connectivity is critical for operational continuity, communication, and access to cloud and on-premise systems. This Disaster Recovery plan ensures that connectivity is restored promptly and alternative measures are in place to minimise operational disruption.

Recovery Criteria	Details
Time Objective	Within 24 hours
Locations	Primary Site: Northampton Office Secondary Site: Kalbarri Office
Resource Requirements	Mobile Phones (4G/5G Connectivity) / Telstra Connectivity IT Support Internet Provider Contact Details

Procedure	
1. Loss of internet connectivity – Shire of Northampton Administration Office	Initial triage: Determine the cause and impact of the outage. Call IT Support to assist with the initial troubleshooting. Call the Internet Service Provider. Enable the Backup Internet (Telstra 4G/5G). If the 4G/5G connection is operational, reroute all network traffic through the backup. If the Primary and backup internet is down, contact IT support to confirm the redundancy failure and assist with advanced troubleshooting. Communicate likely recovery timeframe to staff. Depending on the likely outage period, notify Shire's website and social media channels of the potential impact on services. Where feasible, advise staff to work from locations with stable internet connectivity, such as other offices or home setups, to maintain productivity. Advise staff once internet connectivity is restored. Remove notifications from the Shire's website and social media platforms.

2. Loss of internet connectivity – Kalbarri Administration Office	Initial triage: Determine the cause and impact of the outage. Call IT Support to assist with the initial troubleshooting. Call the Internet Service Provider. Communicate likely recovery timeframe to staff. Depending on the likely outage period, notify Shire's website and social media channels of the potential impact on services. Where feasible, advise staff to work from locations with stable internet connectivity, such as other offices or home setups, to maintain productivity. Advise staff once internet connectivity is restored. Remove notifications from the Shire's website and social media platforms.
3. In the event of loss of telecommunications	Initial triage: Determine the cause and impact of the outage. Call IT Support Call Phone Vendor Support Divert the Shire's main phone number to an alternative number. (It may be necessary to contact IT and phone Vendor support for assistance). Advise staff of phone outages. Place notifications on the Shire's website and social media channels.

6.10 Loss of ICT Infrastructure

The Shire depends heavily on its IT infrastructure to provide business services. This plan will enable the Shire to recover from losing switches, networks, routers, and/or servers.

* The Shire's data is backed up at the Managed Service Provider's (MSP) data centre. In the event of a failure of both the primary and on-prem failover servers, the Shire can recover their data from the MSP data centre.

Recovery Criteria	Details
Time Objective	Within 24 hours
Resource Requirements	Mobile Phones (4G/5G Connectivity) / Telstra Connectivity IT Support

Procedure

1. Loss of Network	Initial triage: Call IT Support to assist with the initial troubleshooting. Determine the nature and scale of the impact. Liaise with the internet service provider if applicable. Communicate likely recovery timeframe to staff. Depending on the likely outage period, notify Shire's website and social media channels of potential service impact. Work with the IT support provider to determine the optimal recovery approach. If IT Support needs to come onsite, facilitate access if they need to bring replacement hardware.
2. Loss of Switch/Routers/Firewall	Initial triage: Call IT Support to assist with the initial troubleshooting. Assess the nature and extent of hardware failure and work with IT Support to procure and implement replacement hardware. If the hardware (e.g., switch, router, firewall) issue is not fixable, work with IT Support for purchasing and implementing replacement hardware. Communicate likely recovery timeframe to staff. Depending on the likely outage period, notify Shire's website and social media channels of the potential impact on services. Work with the IT support provider to determine the optimal recovery approach. If IT Support needs to come onsite, facilitate access if they need to bring replacement hardware.

6.11 Loss of Power

Recovery Criteria	Details
Time Objective	Within 24 hours
Locations	Primary Site: Shire Administration Building Secondary Site: Shire's DR Location
Resource Requirements	Mobile Phones (4G/5G Connectivity)/Telstra Connectivity IT Support Western Power Contact Details

Procedure

| 1. Loss of Power | Initial triage:
Call Western Power (Power Provider) to determine the outage length.
Call IT Support to assist with the graceful shutdown of the servers.
Communicate likely recovery timeframe to staff.
Depending on the likely outage period, notify Shire's website and social media channels of potential service impact.
Arrange for Shire's phone numbers (e.g. Senior management mobile numbers). You may need to contact IT and phone Vendor support for assistance.
Advise staff to work from another location with power and internet connectivity.
Advise staff once power is restored.
Remove notifications from the Shire's website and social media platforms. |

6.12 Cyber Attack

A Cyber Attack may result in one or more of the above disaster situations, such as data loss and/or server(s) loss. In each case, the Shire should react and respond based on the type of attack and its impact using the information in conjunction with the appropriate sections above.

6.12.1 Task 1 – Immediate response

Recovery Criteria	Details
Time Objective	Within 4 hours of detecting of a Cyber Attack
Location	Any Shire facility or endpoint.
Resource Requirements	Mobile Phones/Phone IT Support contact details Cloud or On-Premises Application Vendor contact details Australian Cyber Security contact detail (1300 CYBER1 (1300 292 371) Office of the Australian Information Commissioner contact details (1 300 363 992). Police contact details ((08) 9934 7600). Insurance contact details and policy details (LGIS (08) 9483 8888)

Procedure

1. Cyber Attack – On-Premise Applications / Servers	Detection and Initial Response Alert the Incident Response Team immediately. Contact IT Support Work with IT Support to identify the type of cyber-attack and determine its impact. Assess if customer data is compromised. Take affected systems and servers offline to prevent the cyber-attack from spreading. Disconnect devices from the internet, isolate critical systems and change passwords on crucial accounts if needed. Depending on the severity of the attack, contact the following organisations/parties to report the incident: Local Government Agencies such as the Australian Cyber Security and the Office of the Australian Information Commissioner. Application Vendor Support (Cyber) Insurance Provider Police
2. Cyber Attack – Cloud Applications	Detection and Initial Response Alert the Incident Response Team immediately. Contact Cloud Vendor Support and assess the impact on the Shire's data business processes. Determine whether a Data Leak has occurred and, if so, the data types leaked (e.g. personal, sensitive, health, confidential) Suspend access to affected cloud services to prevent the further spread of the attack. Update passwords for essential/admin/temporary accounts where necessary. Disable or remove temporary user accounts that may have been compromised. Contact the following organisations/parties to report the incident: IT Support Local Government Agencies such as the Australian Cyber Security (ACSC) and the Office of the Australian Information Commissioner (OAIG). Application Vendor Support
Other Considerations	If a data breach has occurred, the Incident Response Team will need to assess whether it is notifiable. The following link provides guidance on Notifiable Data Breaches (NDBs). https://www.oaic.gov.au/_data/assets/pdf_file/0008/2240/oaic-ndb-form-for-training-purposes-only.pdf The link below directs to the OAIG's NBD form, which should be completed in the event of a Notifiable Data Breach affecting the Shire. https://webform.oaic.gov.au/prod/?entitytype=DBN&layoutcode=DataBreachWF

6.12.2 Task 2 – Containment and Eradication

Recovery Criteria	Details
Time Objective	Within 72 hours of detecting a Cyber Attack

Location	Shire's Administration Building
Resource Requirements	Mobile Phones/Phone IT Support contact details Cloud or On-Premise Application Vendor contact details Australian Cyber Security contact details Office of the Australian Information Commissioner contact details.

Procedure	
1. Cyber Attack – On-Premise Applications	IT Support (and/or ACSC) to contain the cyber attack Determine which systems, applications and data have been compromised Understand how the attack was carried out to prevent further exploitation IT Support (and/or ACSC) to eradicate the malicious threats by: Removing malware and threats. The measures to remove malware and threats differ depending on the type of cyber- attack. Review security measures and recommend/implement measures to strengthen security within the Shire's systems and network. If needed, restore data and systems from the most recent backup. Test the integrity of the restored data and application(s). c) Conduct forensic analysis to understand the attack and improve defences. This will be needed for Cyber Insurance claims.
2. Cyber Attack – Cloud Applications	Cloud Vendor Support (and/or ACSC) to contain the cyber attack Determine which cloud services and data have been compromised. Reset credentials for affected accounts and applications. Cloud Vendor Support shall help eradicate the malicious threat by: Identifying malicious sessions in the cloud environment. Terminating and cleaning infected instances or containers. Restoring data from the cloud backup. Applying security patches and updates to fix vulnerabilities. Test the integrity of the restored data and application(s). Conduct forensic analysis to understand the attack and improve defenses.

6.12.3 Task 3 – Communication and Engagement – Customers, Staff and Public

Recovery Criteria	Details
Time Objective	Within 48 hours of detecting a Cyber Attack
Location	Shire's Administration Building
Resource Requirements	Laptops/Computers. Access to the Shire's Website and Social Media Accounts.

Procedure	
1. Initial Notification	Draft a concise initial statement about the cyber-attack. Some considerations for the content: - Acknowledgement of the incident. - Assurance that the situation is being handled. - Brief description of the impact. - Commitment to providing further updates. - Contact information for further inquiries. - Obtain approval from the CEO and/or legal. Post the initial statement on the following channels: - Shire's Website - Social media platforms - Email
2. Follow up-Communication	Draft a follow-up communication about the cyber incident and its impact. Content may include: - Detailed explanation of what happened. - Impact assessment, including potential data exposure. - Steps taken to mitigate the incident. - Measures being implemented to prevent future occurrences. - Assurance of transparency. - Obtain approval from the CEO and/or legal. Post the follow-up update on the following channels: - Shire's Website - Social media platforms - Email

6.12.4 Task 4 – Communication and Engagement – Customers, Staff and Public

Recovery Criteria	Details
Time Objective	Within 48 hours of detecting a Cyber Attack
Location	Shire's Administration Building
Resource Requirements	Laptops/Computers. Access to the Shire's Website and Social Media Accounts.

Procedure	
1. Prepare Reports and Documentation	To increase the chance of getting an insurance claim after a cyber incident, it's crucial to collect and maintain comprehensive evidence. Gather and document the following: - Detailed information about the incident and its potential for damage. - Provide evidence of the incident, such as screenshots, data logs, and other digital evidence. - Document all costs associated with the incident, such as investigation expenses, data recovery, and system. - Digital forensic reports or security audit results.

7.0 Key Systems and Recoverability Requirements

The table below shows the key systems and the priority order in which they should be recovered in the event of a disaster.

Restore Priority	System	RPO	RTO	Comments
1	Firewall, Switches, Routers	Last Known Good Configuration or State.	24 Hrs	Unifi Routers and Switches
2	Network, Internet	Last Known Good Configuration or State.	24 Hrs	Telstra NBN and Southern Cross Broadband Internet
3	Server & Backup Infrastructure	Last Known Good Configuration or State.	24 Hrs	Subject to available server hardware, power supplies at the time of disaster.
4	Email System	1 Business Day	Office 365 – Microsoft SLAs.	
5	Payroll	Last Known Good Configuration or State.	Altus – Altus SLAs	
6	Timesheet	Last Known Good Configuration or State.	Altus – Altus SLAs	
7	Finance	Last Known Good Configuration or State.	Altus – Altus SLAs	
6	Document Management Drive	Last Known Good Configuration or State.	24 Hrs	

Restore Priority	System	RPO	RTO	Comments
7	ERP Business Systems (Records Management)	24 Hrs – but requires internal confirmation	24 Hrs – but requires internal confirmation	
8	ERP Business Systems (Property and Rating)	24 Hrs – but requires internal confirmation	24 Hrs – but requires internal confirmation	
9	ERP Business Systems (Name and Address Register)	24 Hrs – but requires internal confirmation	24 Hrs – but requires internal confirmation	
10	InfoCouncil	24 Hrs – but requires internal confirmation	24 Hrs – but requires internal confirmation	
12	File & Print Services	24 Hrs – but requires internal confirmation	24 Hrs – but requires internal confirmation	
13	Phone Systems	48 Hrs – but requires internal confirmation	48 Hrs – but requires internal confirmation	
14	Website & Social Channels	5 Business Days – requires internal confirmation	5 Business Days – requires internal confirmation	

8.0 Disaster Situations and Responses

ID	Disaster Scenario	Results in DC being offline?	Actions	Requires Restore	Requires Failover to Alternative DC
1	Data Centre offline (e.g. Fire, flood, weather event)	Yes	Activate Failover site. Activate affected applications at failover site. Restore all applications as required. Transfer traffic to failover site.	Yes	Yes
2	Server Failure	Yes	Activate Failover site (if required) or spin up resilient virtual servers in the cloud. Copy server to new VM. Install and/or configure affected applications as required. Update user machines to enable them to use the VPN service. Transfer traffic to the failover site.	Yes	Yes
3	Network Outage	Yes	Identify the source of the outrage, whether internal (e.g., hardware failure) or external (e.g., ISP Issue) Set up alternative internet such as 4G/5G or Starlink to maintain critical operations. If the issue is external, contact service provider for fault repair.	No	No
4	Datacentre building deemed unsafe	Maybe	Activate Failover site. Activate affected applications at failover site. Restore all applications as required. Transfer traffic to failover site.	Maybe Restore / failover likely to be required if re-entry to DC presumed to be greater than 1 business day.	Yes
5	Extended Loss of power to the DataCentre	Maybe	Activate Failover site. Activate affected applications at failover site. Restore all applications as required. Transfer traffic to failover site.	Maybe	Maybe

ID	Disaster Scenario	Results in DC being Offline?	Actions	Requires Restore	Requires Fallover to Alternative DC
6	Cyber Attack (believed to have corrupted systems and/or backups)	Yes	Detect whether systems and/or backups have been corrupted. Take systems offline. Assess impact. Restore from most recent 'good' backup.	Yes	Maybe If partial corruption or if failover site not active, then restore will be performed from MSP's DC.
7	Data Breach (compromising sensitive information of residents and employees)	Maybe	Isolate affected systems to prevent further unauthorised access. Assess impact. Implement security patches and strengthen access controls to prevent future breaches.	No	No
8	Sabotage – internal corruption of systems.	Maybe	Assess level of breach, damage. Determine if it can be successfully contained, repaired. If not repairable, assess whether Primary environment is recoverable. If not rebuilt at primary site or recover at failover site.	Maybe	Maybe If partial corruption or if failover site not active, then restore will be performed from MSP's DC.
8	Sabotage – internal corruption of systems.	Maybe	Assess level of breach, damage. Determine if it can be successfully contained, repaired. If not repairable, assess whether Primary environment is recoverable. If not rebuilt at primary site or recover at failover site.	Maybe	Maybe If partial corruption or if failover site not active, then restore will be performed from MSP's DC.
9	Physical Server(s) outage	No	Bring Servers back online in DataCenter If not possible provision spare servers and restore from offsite backups Restore servers to IaaS Service Provider at a premium.	No – unless servers can't be brought back online.	No – unless primary DC is not available or no suitable failover hardware available at the primary site.
10	Key Application(s) Extended Outage	No	Restore from most recent 'good' backup source. Contact Vendor for Urgent/Site Down Support	Yes	Maybe

ID	Disaster Scenario	Results in DC being Offline?	Actions	Requires Restore	Requires Fallover to Alternative DC
11	Cloud Service Disruption	No	Contact the cloud service provider for status updates and expected resolution time. Implement temporary solutions to resume operations. Review and enforce Service Level Agreements (SLAs) with cloud providers to ensure Reliability.	No	No
12	Hardware Theft (critical infrastructure hardware is stolen)	Maybe	Report the theft to law enforcement and relevant authorities. Replace with spare hardware. If not immediately replaceable, failover to secondary server/	Maybe	Yes
13	Phishing Attack (several employees disclosing their login credentials resulting to unauthorised access to internal systems)	Maybe	Assess level of breach. Immediately revoke and reset affected credentials. Conduct security audit to identify unauthorised access or changes made using the compromised accounts.	Maybe	Maybe

9.0 Rehearse, Maintain and Review

It is critical that the plan is rehearsed to ensure that it remains relevant and useful. This may be done as part of a training exercise and is a key factor in the successful implementation of the plan during an emergency.

The Shire must also ensure that they regularly review and update the plan to maintain accuracy and reflect any changes inside or outside the business.
The following points may help:

• Prepare a training schedule for all people who may be involved in an emergency at the site.
• Pay attention to staff changes.
• It is best to use staff titles rather than names.
• Amend the plan based on changes to organisational structure or suppliers/contractors.
• After an event it is important to review the performance of the plan, highlighting what was handled well and what could be improved upon next time.
• Upload Business Continuity Plan to all mobile devices.

10.0 Appendix

10.1 Definition of Terms

Term	Meaning
Australian Cyber Security Centre (ACSC)	The Australian Signals Directorate's Australian Cyber Security Centre (ASD's ACSC) leads the Australian Government's efforts on cyber security. It brings together capabilities to improve the cyber resilience of the Australian community and help make Australia the most secure place to connect online.
Backup	The process of copying and archiving data to ensure it is preserved in case of a disaster.
Business Continuity Plan (BCP)	A plan to ensure that business operations can continue during and after a disaster.
Business Continuity and Disaster Recovery (BCDRP) Plan	A comprehensive approach to ensuring the continuation of business operations and quick recovery of IT systems in the event of a disaster.
Cyber Attack	An attempt by hackers to damage or destroy a computer network or system.
Disaster Recovery Plan (DRP)	A plan for restoring IT systems and operations after a disaster.
Data Breach	An incident where information is accessed without authorisation.
Data Centre (DC)	A facility used to house computer systems and associated components.
ERP Business Systems	Enterprise Resource Planning systems.
Failover Site	An alternate location where operations can continue in case the primary site fails.
Incident Management Response Process	The process for managing and responding to incidents that affect service delivery.
Incident Management Response Team (IMRT)	The team who manages and responds to incidents that affect service delivery.
Maximum Tolerable Period of Disruption (MTPD)	The maximum time that an organisation's key IT-dependent products or services can be unavailable before unacceptable consequences occur.
Recovery Point Objective (RPO)	The maximum amount of data that can be lost after a disaster before it exceeds the organization's tolerance level.
Recovery Time Objective (RTO)	The maximum acceptable length of time that can pass before the recovery of business processes after a disaster.
Service Level Agreement (SLA)	The commitment between a service provider and a client, including details of the service, the standards the provider must adhere to, and the metrics to measure the performance.
Synergy Soft	The Shire's on-premise software solution for enterprise resource planning.
Altus	The Shire's on-premise software solution for Timesheet/Payroll/Finance processes.
InfoCouncil	The Shire's meeting minutes/agenda software solution.
F Drive	The Shire's on-premise Document Management System.

10.2 Event Log

The event log is used to record information, decision and actions in the period immediately following the critical event or incident.

Date	Time	Information/Decisions/Actions	Initials

10.3 Response Checklist

Incident Response	✓	Actions Taken
Have you: Assessed the severity of the incident?	☐	
Evacuated the site if necessary?	☐	
Accounted for everyone?	☐	
Identified any injuries to persons?	☐	
Contacted Emergency Services?	☐	
Implemented your Incident Response Plan?	☐	
Started an Event Log?	☐	
Activated staff members and resources?	☐	
Appointed a spokesperson?	☐	
Gained more information as a priority?	☐	
Briefed Team Member on incident?	☐	
Allocated specific roles and responsibilities?	☐	
Identified any damage?	☐	
Identified critical activities that disrupted?	☐	
Kept staff informed?	☐	
Contacted key stakeholders?	☐	
Understood and compiled with any regulation/compliance requirements?	☐	
Initiated media/public relations response?	☐	

10.4 Recovery Checklist

Incident Response	✓	Actions Taken
Now that the crisis is over have you: Refocused efforts towards recovery?	☐	
Deactivated staff members and resources as necessary?	☐	
Continued to gather information about the situation as it affects you?	☐	
Assessed your current financial position?	☐	
Reviewed cash requirements to restore operations?	☐	
Contacted your insurance broker/company?	☐	
Developed financial goals and timeframes for recovery?	☐	
Kept staff informed?	☐	
Kept key stakeholders informed?	☐	
Identified information requirements and sourced the information?	☐	
Set priorities and recovery options?	☐	
Updated the recovery plan?	☐	
Captured lessons learnt from your individual, team and business recovery?	☐	

Shire of Northampton Strategic Risk Register – August 2025

Risk Ref No	Strategic Objective	Context	Risk Description	Causes	Consequences	Consequences	Controllability	Controls	Control Rating	Category Consequence	Consequence Rating	Likelihood Rating	Level of Risk	Acceptability	Risk Owner	Action	Target Date	Status
1	Unique / Diverse / Proud	Project/Change Management	Cultural and values not aligned to organisational outcomes and priorities			Impact on performance, Reputation damage	Controllable		Adequate	Organisational Performance, Reputation, Social / Community Outcomes	MINOR	UNLIKELY	LOW	Yes - within appetite	CEO		31 December 2025	In Progress
2	Unique / Diverse / Proud	HR Management & Employment Practices	Inability to develop and retain a quality workforce			Impact on performance, Staff turnover	Partially Controllable		Adequate	Organisational Performance	MODERATE	POSSIBLE	MODERATE	No - improvement required	CEO	1. Commence development of Workforce Plan 2. Investigate use of contractor to stay abreast of industrial relations landscape and change 3. Approve and communicate/new organisational change	31 December 2025	In Progress
3	Unique / Diverse / Proud	Asset Management & Sustainability Practices	Failure to ensure financial sustainability			Financial sustainability	Partially Controllable		Adequate	Financial	MAJOR	UNLIKELY	MODERATE	Yes - within appetite	Manager Corporate Services / Manager Financial Services		31 December 2025	In Progress
4	Unique / Diverse / Proud	Organisational Capability	Insufficient organisational capability to support the Shire's growth			Organisational Performance, Reputation, Community impact	Controllable		Adequate	Organisational Performance, Reputation, Social / Community Outcomes	MODERATE	UNLIKELY	MODERATE	No - improvement required	Executive Manager, Community Development & Regulation	Commence staged update to strategic planning and development documentation	31 December 2025	In Progress
5	Diverse	Asset management & sustainability practices	Existing assets fail to meet the minimum requirements for current and future growth			Financial sustainability, Reputation damage, Physical impact	Controllable		Inadequate	Social / Community Outcomes, Physical (Health and Safety) Impacts, Reputation, Financial	MAJOR	POSSIBLE	SIGNIFICANT	No - improvement required	Manager Corporate Services	Update Asset Management Plan	31 December 2025	In Progress
6	Proud	Community engagement practices	Failure to manage stakeholder expectations (State and Federal govt / businesses)			Impact on organisation efficiency	Partially Controllable		Adequate	Strategic Stakeholder Relationships	MAJOR	UNLIKELY	MODERATE	No - improvement required	CEO		31 December 2025	In Progress
7	Proud	Community engagement practices	Failure to build/trust, engage with the community to build/trust, deliver outcomes and manage expectations			Reputation	Partially Controllable		Adequate	Reputation	MODERATE	POSSIBLE	MODERATE	No - improvement Required	CEO		31 December 2025	In Progress
8	Unique / Diverse / Proud	Asset management & sustainability practices, Community engagement practices	Failure to be a desirable destination to live			Community impact: Impact on performance (e.g. failure to meet increasing/changing priorities from residents)	Partially Controllable		Adequate	Social / Community Outcomes	MODERATE	UNLIKELY	MODERATE	No - improvement required			31 December 2025	In Progress
9	Diverse	Business Continuity and Community Disruption	Failure to effectively respond and manage emergencies			Impact on organisation performance, Community impact	Controllable		Adequate	Organisational Performance, Reputation / Community Outcomes	MODERATE	POSSIBLE	MODERATE	No - improvement required			31 December 2025	In Progress
10	Uniform	HR Management & Employment practices, Safety & Security Practices	Inadequate processes and systems in place for the management of workplace health and safety			Increased Employee injury, Financial (e.g. Insurance Premiums, Prosecutions), Reputation Damage (e.g. as a Shire to work for), Organisational Performance (e.g. industrial relations activity, loss of resources)	Controllable		Inadequate	Physical and Psychological Impact, Financial (Operational), Organisational Performance	MODERATE	LIKELY	SIGNIFICANT	No - improvement required			31 December 2025	In Progress

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Shire of Northampton Strategic Risk Register – August 2025

Risk Ref No	Strategic Objective	Context	Risk Description	Causes	Consequences	Controllability	Controls	Control Rating	Consequence Category	Consequence Rating	Likelihood Rating	Level of Risk	Acceptability (refer Risk Appetite)	Risk Owner	Action	Target Date	Status
11	Unique / Diverse / Proud	Project/Change Management; Supplier Contract Management	Failure to deliver major capital projects at quality and within budget	Current market conditions: - Inflation resulting in cost increases - Supply side constraints affecting prices for raw materials; - Lack of contractor, consultant, and supplier capacity to deliver works resulting in cost increases - Lack of bidders to procurement opportunities causing processes to be prolonged and/or above. Lack of inadequate project management processes, such as: - Planning and scoping - Defined roles and responsibilities, including governance arrangements. - Project monitoring and reporting - Risk Management - Stakeholder Management. Unrealistic timelines from funders. Capacity of the organisation to take on change	Impact on organisation performance (e.g. non delivery or delayed delivery of projects); Financial (e.g. exceeding budget, loss of grant funds from late or non delivery, inability to recover/budget overheads); Impacts on Shire staff (e.g. additional workloads/stress); Reputation (e.g. not delivering on time, compromising public/road safety from non-delivery of blackspot	Partially Controllable	1. Procurement strategies (e.g. supplier contracts for multiple works) 2. Open and transparent communication with Council and community to communicate challenges, and manage expectations. 3. Corporate Business Plan Reporting and Review Process 4. Budget Review Process 5. Extension of time requests from funders. 6. Review of delivery timelines cognisant of market factors 7. Delay / deferral of projects.	Adequate	Psychological Impact, Financial (Operational), Organisational Performance, Reputation, Strategic, Stakeholder Relationships	MODERATE	ALMOST CERTAIN	HIGH	No improvement required	Executive Manager Works & Technical Services		31 December 2025	In Progress
2	Unique	IT; Communications Systems & Infrastructure	Inadequate policies, procedures, and activities to ensure the confidentiality, integrity and availability of the Shire's IT systems and data	Lack of established guiding principles for IT and software decisions. Lack of standard Change Management Process for core systems and process changes. Insufficient funding / budgetary constraints. Lack of staff with specialised skills (contract management, service management). Increasing levels of service and expectation	Impact on organisational performance and efficiency (e.g. Security risk, inefficiencies, evolution to digital practice), Financial sustainability, Reputational (e.g. impacts on customer service delivery), data integrity, digital expectations)	Controllable	1. Network Security 2. Remote Access 3. Firewall Management 4. Management of Technical Vulnerabilities 5. IT Governance Policies and Procedures 6. Policies for Information Security 7. IT Strategic Plan 8. Information Security Awareness Program 9. Access Management 10. Cloud Management 11. Business Continuity and Disaster Recovery Planning 12. Backups 13. Identity Management 14. IT infrastructure and audit at all sites (Comms cabinets and cabling, physical security of IT equipment, UPS Systems, air conditioning) 15. Phone system, printers, and mobile device management 16. Australian Cyber Security Centre Essential Eight	Adequate	Organisational Performance, Reputation, Financial	MODERATE	POSSIBLE	MODERATE	No improvement required	Manager Corporate Services		31 December 2025	In Progress
13	Unique / Diverse / Proud	Misconduct	Minor and serious misconduct by employees	Inadequate policies. Poor communication of requirements to employees. Lack of monitoring. Failing to take action	Reputational damage. Financial loss. Legal consequences.	Controllable	1. Code of Conduct 2. Inductions 3. Code of Conduct refresher 4. Monitoring systems deployed. 5. Statutory reporting 6. Actioning non-compliance	Adequate	Organisational Performance, Reputation, Financial	MODERATE	POSSIBLE	MODERATE	Adequate controls in place	CEO		31 December 2025	In Progress
14	Unique / Diverse / Proud	External Theft or Fraud	Loss of assets or information to third parties through theft or fraud	Inadequate policies. Inadequate controls. Poor security of assets. Insufficient monitoring. Poor record keeping	Financial loss. Loss of personal information (privacy). Reputational damage	Partially Controllable	1. Ensure financial protocols are in place and followed. 2. Asset information is kept up to date 3. Suitable IT controls exist. 4. Asset security is implemented and monitored. 5. Insurance is current	Adequate	Organisational Performance, Reputation, Financial	MODERATE	POSSIBLE	MODERATE	Retain on other areas of risk improvement	Manager Corporate Services / Manager Financial Services		31 December 2025	In Progress

SHIRE OF NORTHAMPTON
MINUTES
Audit and Risk Management Advisory Committee held in the Council Chambers,
Northampton
1 August 2025

1. **DECLARATION OF OPENING OF MEETING BY THE CHAIRPERSON**
   Cr Roslyn Suckling declared the meeting open at 1.00pm

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 Roslyn Suckling
   Cr Liz Sudlow – Shire President
   Cr Richard Burges
   Cr Tim Hay

   Apologies
   Nil.

   Observers
   Mr Andrew Campbell (CEO)
   Mrs Leanne Rowe (Manager Financial Services)
   Mrs Michelle Allen (Manager Corporate Services)

4. **DECLARATIONS OF FINANCIAL INTERESTS**
   Nil.

5. **CONFIRMATION OF MINUTES OF MEETING HELD 9 DECEMBER 2024**

Moved: Cr Sudlow   **Seconded Cr Hay**
"That the minutes of the Audit and Risk Management Advisory Committee held on 9 December 2024 be received as a true and correct record."
Carried 4-0
For: Cr's Suckling, Sudlow, Burges, and Hay. **Against: Nil**

Minutes – Audit and Risk Advisory Committee - 1 August 2025
Members: Councillors Sudlow, R.Suckling, Burges and Hay

6.   REVIEW OF FINDINGS OF 2024/25 INTERIM FINANCIAL AUDIT
The Committee considered the 2024/25 Interim Financial Audit provided by AMD. The document was tabled for discussion.

Moved: Cr Sudlow	**Seconded Cr Burges**

"That the 2024/25 Interim Financial Audit is recommended to Council for adoption."
                                                                    Carried 4-0

For: Cr's Suckling, Sudlow, Burges, and Hay.
Against: Nil

7.   BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN
The Manager Corporate Services provided an overview of the draft Business Continuity and Disaster Recovery Plan for the Audit Committee. The plan was tabled for discussion.

Moved: Cr Hay	**Seconded: Cr Sudlow**

"That the Business Continuity and Disaster Recovery Plan is recommended to Council for adoption with the change of the nominated legal representatives McLeods being changed to Legal Representatives selected from the WALGA Preferred Supplier List"
                                                                    Carried 4-0

For: Cr's Suckling, Sudlow, Burges, and Hay.
Against: Nil

8.   STRATEGIC RISK REGISTER 2025
The Manager Corporate Services provided an overview of the draft Strategic Risk Register. The register was tabled for discussion.

Moved: Cr Sudlow	**Seconded: Cr Burges**

"That the Strategic Risk Register is recommended to Council for adoption."
                                                                    Carried 4-0

For: Cr's Suckling, Sudlow, Burges, and Hay.
Against: Nil

Minutes – Audit and Risk Advisory Committee - 1 August 2025
Members: Councillors Sudlow, R.Suckling, Burges and Hay

9. **GENERAL BUSINESS**
   Nil.

10. **DATE FOR NEXT MEETING**
    To be advised.

11. **CLOSURE**
    There being no further business the Chairperson closed the meeting at 1.44pm.

STRATEGIC COMMUNITY PLAN

Shire of Northampton
*Simply Remarkable*

2020-2030
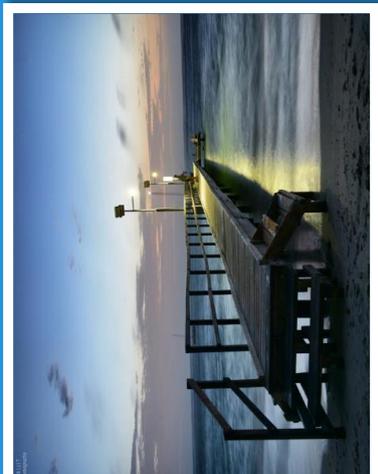
This plan that will serve as a key planning and decision-making tool developed through a comprehensive community engagement process undertaken across the Shire of Northampton.

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*
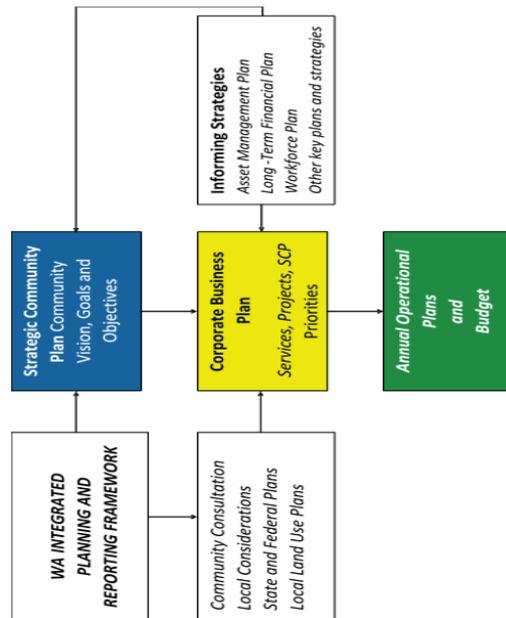
The Strategic Planning Context

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.

SCP **2020_2030**

WA INTEGRATED PLANNING AND REPORTING FRAMEWORK

Community Consultation
Local Considerations
State and Federal Plans
Local Land Use Plans

Strategic Community Plan
Community Vision, Goals and Objectives

Corporate Business Plan
Services, Projects, SCP Priorities

Informing Strategies
Asset Management Plan
Long -Term Financial Plan
Workforce Plan
Other key plans and strategies

Annual Operational Plans and Budget

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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.

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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

AGE RANGES OF RESPONDANTS
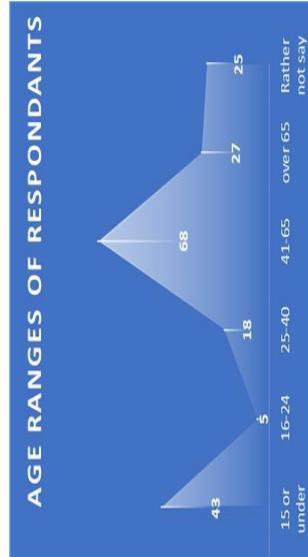
Attendees at the workshops were asked to identify issues or concerns, and any potential solutions. A personalised voting system was then used to prioritise feedback. This engagement identified that residents have pride in their unique communities, their history, and their willingness to be part of creating 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

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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.

Workshop participants identified a range of actions that were a priority or <u>most</u> 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.)

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Key Focus Areas

Our Economy

To maintain or grow our population and prosperity through land development to attract and support residents, visitors, and business initiatives

Our Natural Environment

To support environmental protection and maintenance within our jurisdiction, with positive relationships with government agencies, landowners, developers, and business enterprises

Our People

To support our local communities in a place management approach to ambiance, services, facilities, and lifestyle enhancement

Our Built Environment

To provide quality in built assets, roads, and other infrastructure continuity of services to the community and visitors

Our Leadership

To be accountable for good governance, strong stewardship and leadership with proactive communication and consultation

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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

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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

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2. Our Natural Environment

2	Our Natural Environment			
2.1	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
2.1.1	Natural environment and biodiversity are conserved and protected	Protection of coastal land by managing access with designated entry and exit points Managing camping and litter	Well-managed environments that are protected and enjoyed by residents and visitors	Ongoing
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

3.	Our People			
3.1	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

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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	Timelines
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	Ongoing
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	Ongoing
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	Ongoing

5.	Our Leadership			
5.1	To be accountable for good governance, strong stewardship and leadership with proactive communication and consultation			
	Key Outcomes	Objectives	Success Measures	Timelines
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	Ongoing
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	Ongoing
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	Ongoing

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Measures of Our Success

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

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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

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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.
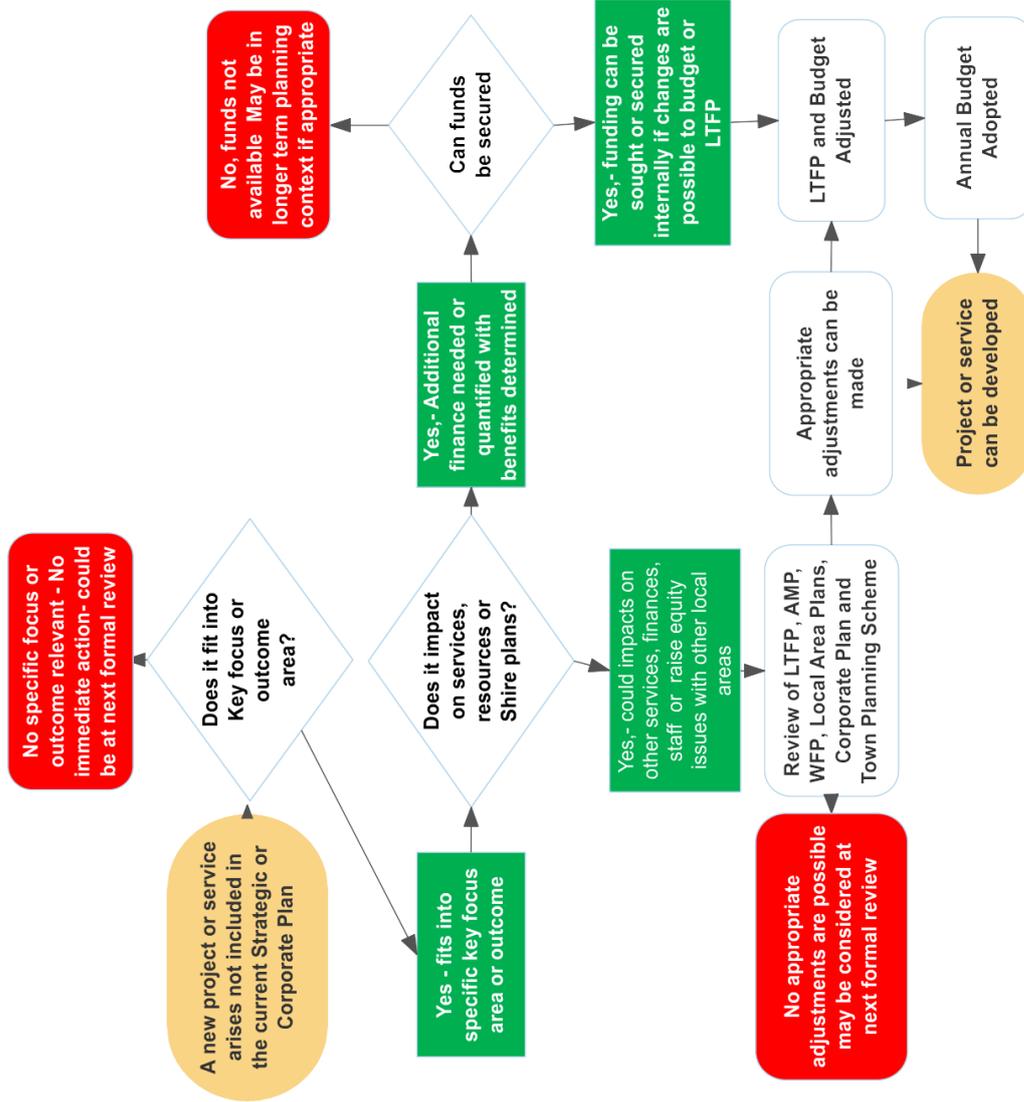
Many of these are dependent on population growth, funding availability and affordability or Council having jurisdiction. Strategies and resources are planned accordingly.

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.

Flowchart:

- A new project or service arises not included in the current Strategic or Corporate Plan
- Does it fit into Key focus or outcome area?
  - No specific focus or outcome relevant - No immediate action- could be at next formal review
  - Yes - fits into specific key focus area or outcome
- Does it impact on services, resources or Shire plans?
  - Yes,- Additional finance needed or quantified with benefits determined
    - Can funds be secured
      - No, funds not available May be in longer term planning context if appropriate
      - Yes,- funding can be sought or secured internally if changes are possible to budget or LTFP → LTFP and Budget Adjusted → Annual Budget Adopted → Project or service can be developed
  - Yes,- could impacts on other services, finances, staff or raise equity issues with other local areas → Review of LTFP, AMP, WFP, Local Area Plans, Corporate Plan and Town Planning Scheme
    - No appropriate adjustments are possible may be considered at next formal review
    - Appropriate adjustments can be made → LTFP and Budget Adjusted

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Appendix 1 Community Engagement Survey Data Whole of Shire

Whole of Shire Survey Trends 2020
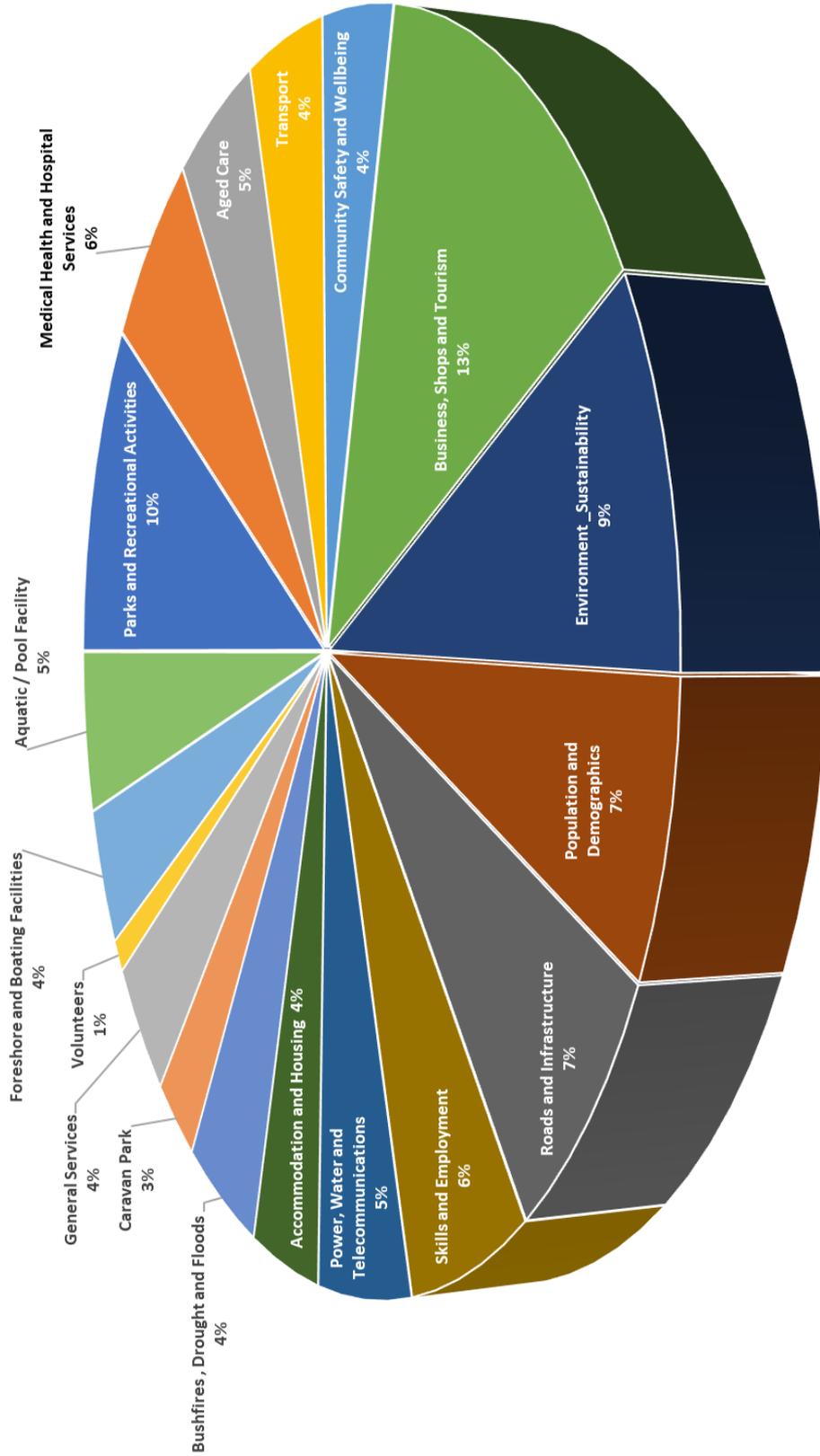
Appendix Two Community Engagement Survey Data Trends in Towns and Locations

Northampton Survey Trends 2020

Port Gregory Survey Trends 2020

- Community Safety and Wellbeing 6%
- Transport 3%
- Business, Shops and Tourism 15%
- Parks and Recreational Activities 12%
- Environment_Sustainability 18%
- Foreshore and Boating Facilities 15%
- Accommodation and Housing 9%
- Roads and Infrastructure 18%
- Power, Water and Telecommunications 3%

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Horrocks Beach Survey Trends 2020

Medical Health and Hospital Services 4%

Aged Care 7%

Business, Shops and Tourism...

Environment_Sustainability 22%

Parks and Recreational...

Roads and Infrastructure 11%

Foreshore and Boating Facilities 19%

Volunte...

General Services 7%

Power, Water and Telecommunications 7%

Bushfires, Drought and Floods...

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Binnu / Rural Survey Trends 2020

- Business, Shops and Tourism 10%
- Environment Sustainability 6%
- Population and Demographics 17%
- Roads and Infrastructure 8%
- Skills and Employment 6%
- Bushfires , Drought and Floods 15%
- Caravan Park 4%
- General Services 4%
- Foreshore and Boating Facilities 2%
- Parks and Recreational Activities 19%
- Medical Health and Hospital Services 4%
- Aged Care 2%
- Power, Water and Telecommunications 2%

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Kalbarri Survey Date Trends 2020

Community Safety and Wellbeing 5%

Business, Shops and Tourism 17%

Transport 8%

Environment_Sustainability 11%

Aged Care 7%

Medical Health and Hospital Services 5%

Population and Demographics 6%

Parks and Recreational Activities 1%

Roads and Infrastructure 9%

Aquatic / Pool Facility 3%

Skills and Employment 7%

Foreshore and Boating Facilities 4%

Power, Water and Telecommunications 7%

Volunteers 1%

General Services 4%

Bushfires , Drought and Floods 1%

Accommodation and Housing 4%

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Shire of Northampton

Simply Remarkable

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