



ATTACHMENTS

COUNCIL MEETING

16 October 2025

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CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

July 2025 to September 2025

Activity for the period

- Completed the 2024/25 Annual Return process for Councillors and relevant staff.
- Produced a Request for Quotation for the Detailed Design Drawings, Engineering Detail and Specifications for the Kalbarri Multipurpose Evacuation and Community Centre.
- Finalised a submission to Powering WA's Renewable Energy Community Benefit consultation paper.
- Coordinated the endorsement of the Strategic Community Plan through Council.
- Met with DFES to finalise the Bushfire Risk Management Planning Coordinator project.
- Met with the Mid West Development Commission as part of the Tourism Accommodation Site identification project for Kalbarri.
- Conducted three Executive Team meetings.
- Attended four Council meetings and produced nine agenda reports.
- Attended two Road Infrastructure and Plant Advisory Committee meetings.
- Attended a meeting with Councillors and Medibloom to discuss the withdrawal of medical services from Northampton.
- Shire President, Cr Burges and CEO met with Minister Sanderson's office, Dr Katrina Stratton MLC and Powering WA to discuss renewable energy matters.
- Shire President, Cr Burges and CEO met with Shire solicitors regarding medical matters in Northampton.
- Shire President, Deputy Shire President, Cr R Suckling and CEO met with medical providers in Geraldton to discuss the doctor situation in Northampton.
- Prepared the Owners and Occupiers Roll for the Western Australian Electoral Commission for the upcoming 2025 Local Government election.
- Met with GHD several times to discuss defects arising from the Coastal Infrastructure Repair project.
- Met with Councillors to finalise the draft 2025/26 budget before putting it before Council for consideration.

Page 2 of 4

- Met with Department of Energy and Economic Diversification to discuss renewable energy matters.
- Met with the Shire solicitors regarding the ongoing issues associated with the Kalbarri-Ajana Road works.
- Attended multiple meetings for the DRFAWA AGRN1143 – 2024 Rainfall Event disaster claim.
- Involved in the employment interviews of the Principal Building Surveyor.
- Shire President and CEO met with Melissa Price MP and Kirrilee Warr MLA regarding the medical situation in Northampton.
- Undertook a major reconfiguration of the Kalbarri Office with the Manager of Corporate Services.
- Met with a HR Consultant and Manager Corporate Services to discuss the current Shire Enterprise Agreement.
- Shire President, Cr R Suckling and CEO met with St Johns to discuss potential paramedic services.
- Attended the Local Government Convention with Councillors.
- Reviewed Tender documentation and advertised RFT 01-2026 Fifth Avenue Drainage.
- Coordinated the preparation of the Infrastructure Return used for the Western Australian Grants Commission.
- The CEO was on annual leave for 11 days during the period.

Focus for the upcoming period

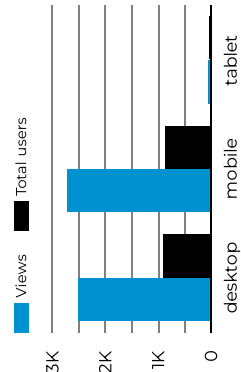
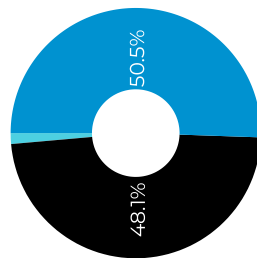
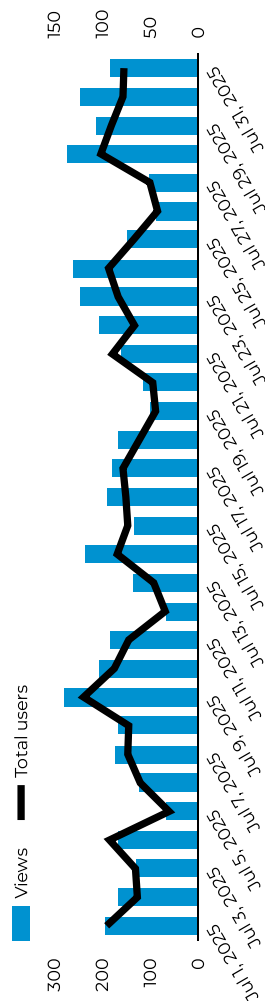
- CEO Performance KPI's.
- Commencement of the Corporate Business Plan.
- 2025/26 budget control.
- Delivery of the 2025/26 budget by 30 July 2025 and immediate progression of projects.
- Navigating medical servicing issues for Northampton.
- Continuing to make governance and system improvements in the organisation.

- Continued preparation for potential renewable energy projects including a focus on Community Benefit.
- Providing coordination and oversight to the road infrastructure grant funding repair work following the June 2024 rainfall events.
- Kalbarri – Ajana Road construction issues.

Attached documents

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

Total Users	New Users	Views	Event Count	Events per User	Engaged Sessions	Engagement Rate
1,796	1,629 8.1%	5,313 26.5%	16,059 23.2%	9 12.9%	2,433 15.9%	94.41% 0.6%

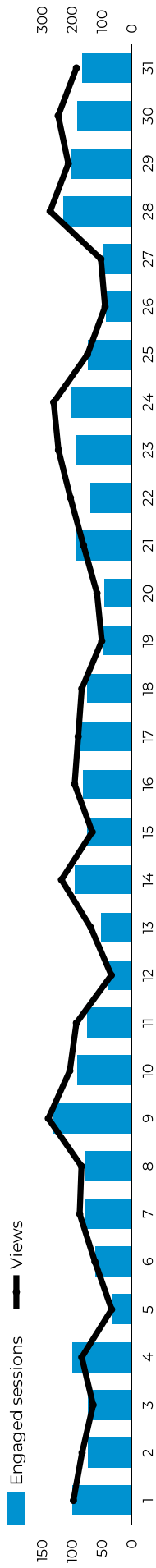


Traffic Sources

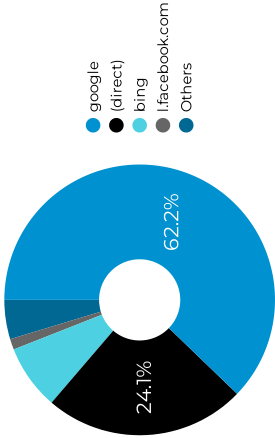
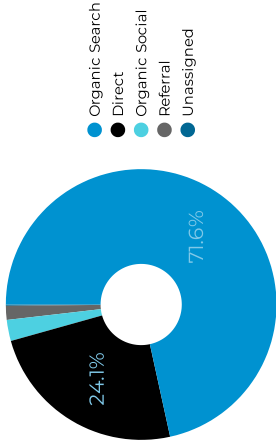
	Session source	Views ▾	Engaged sessions	Engagement rate
1.	google	3,490	1,518	95%
2.	(direct)	915	600	97%
3.	bing	484	177	89%
4.	l.facebook.com	115	33	100%
5.	iatenderlink.com	60	9	100%
6.	ntp.msn.com	48	13	76%
7.	m.facebook.com	41	18	100%
8.	au.search.yahoo.com	34	15	83%
9.	lm.facebook.com	27	10	100%

Total Users & Views

	Page title	Views	Total users
1.	Welcome to the Shire of Northampton	1595	986
2.	Staff » Shire of Northampton	572	303
3.	Positions Vacant » Shire of Northampton	438	200
4.	Website Search » Shire of Northampton	318	147
5.	Shire Services - Environmental Services	174	105
6.	News Story - Employment Opportunities	142	97
7.	Shire Services - Building » Shire of Northampton	115	91
8.	Shire Facilities - Kalbarri Recreation	89	66
9.	Lucky Bay and Little Bay » Shire of Northampton	88	63

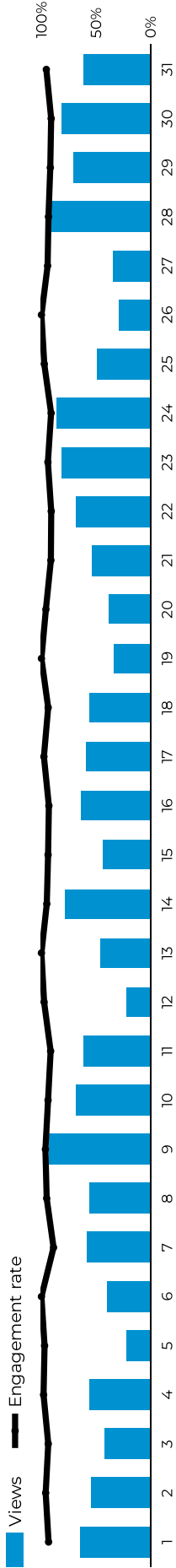


Channels & Sources



Search Terms

Search term	Count
tenders	12
Dog registration	6
fees	5
Fire restrictions	4
expression	4
saint marys	4
Fence permit	3
Market	3
Museum	3
Rates	3
Road closures	3
Tenders	3
little bay	3



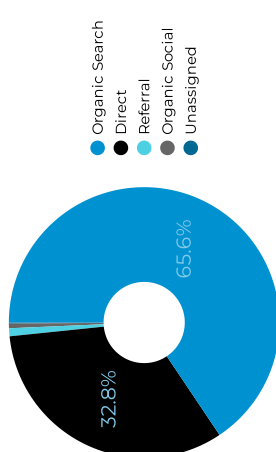
Top 15 Pages

	Page title	Views	Total users	Views per user	Engagement rate	Engaged sessions
1.	Welcome to the Shire of Northampton » ...	1,595	986	2	97.83%	1,263
2.	Staff » Shire of Northampton	572	303	2	93.1%	405
3.	Positions Vacant » Shire of Northampton	438	200	2	99.27%	272
4.	Website Search » Shire of Northampton	318	147	2	95.48%	169
5.	Shire Services - Environmental Health » S...	174	105	2	96.58%	141
6.	News Story - Employment Opportunities »...	142	97	1	98.23%	111
7.	Shire Services - Building » Shire of Northa...	115	91	1	97.06%	99
8.	Public Notices » Shire of Northampton	94	55	2	98.59%	70
9.	Shire Facilities - Kalbarri Recreation Facilit...	89	66	1	96%	72
10.	Lucky Bay and Little Bay » Shire of Northa...	88	63	1	97.33%	73
11.	About Us » Shire of Northampton	82	55	1	93.44%	57
12.	Office Hours » Shire of Northampton	80	59	1	94.12%	64
13.	News Story - Schedule of Fees and Charg...	80	45	2	96.15%	50
14.	Shire Facilities - Library » Shire of Northa...	73	46	2	96.36%	53
15.	Shire Services - Town Planning » Shire of ...	71	44	2	88.14%	52

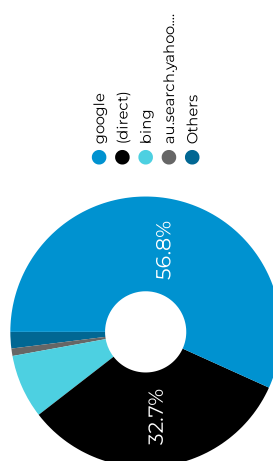
This chart displays two metrics over a 31-day period. The blue bars represent 'Engaged sessions' and the black line represents 'Views'. The y-axis scale is 0 to 600. Engaged sessions show a significant peak on day 10, while views show a peak on day 25.

Day	Engaged sessions	Views
1	100	50
2	100	50
3	100	50
4	100	100
5	100	100
6	100	100
7	100	100
8	100	100
9	100	100
10	250	100
11	100	100
12	100	100
13	100	100
14	100	100
15	100	100
16	100	100
17	100	100
18	100	100
19	100	100
20	100	100
21	100	100
22	100	100
23	100	100
24	100	100
25	100	450
26	100	100
27	100	100
28	100	100
29	100	100
30	100	100
31	100	100

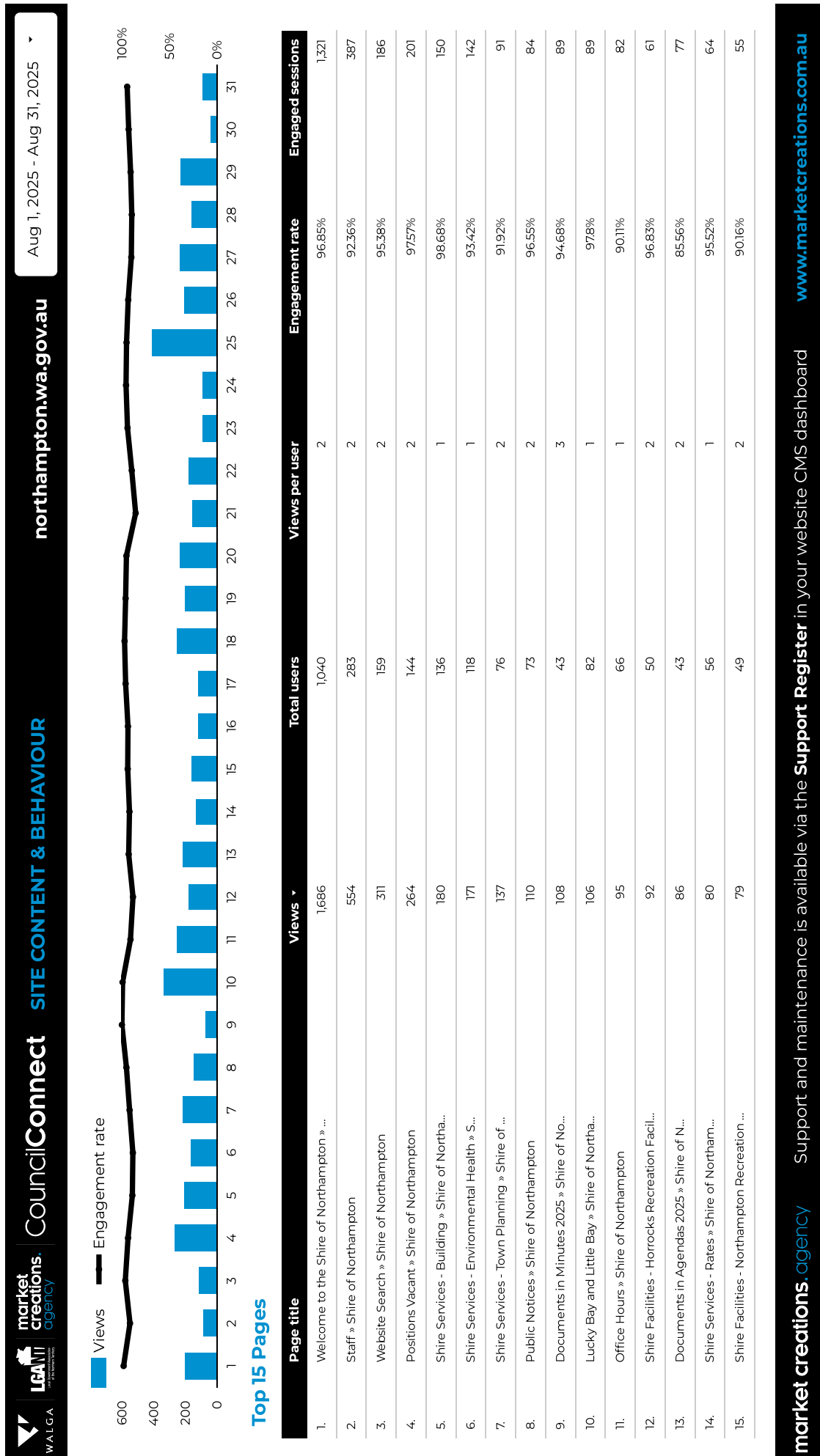
Search Terms






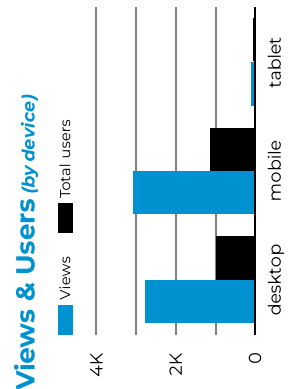
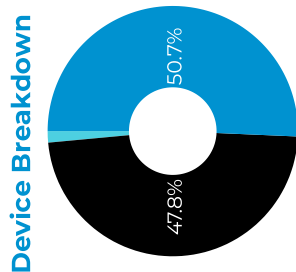
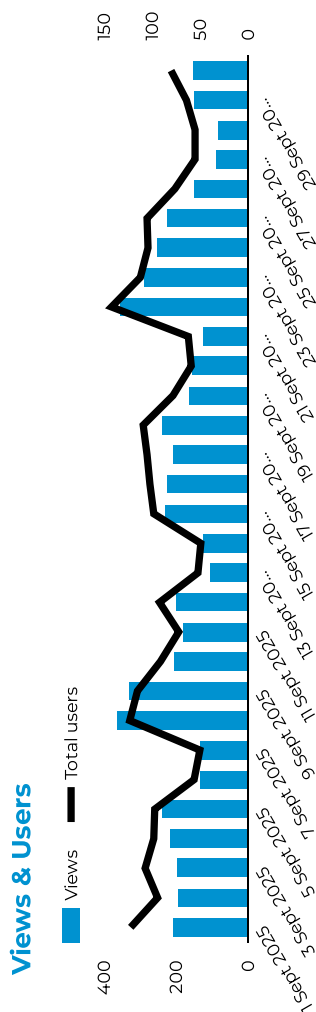
Session default channel group		Total users	New users	Views
1.	Organic Search	1,260	1,080	4,237
2.	Direct	834	812	1,238
3.	Referral	26	24	79
4.	Organic Social	5	4	56
5.	Unassigned	4	0	3



	Session source	Total users	New users	Views
1.	google	1,113	969	3,571
2.	(direct)	834	812	1,238
3.	bing	127	94	592
4.	ausearch.yahoo.com	18	15	55
5.	kalbarrico	3	3	7



<div>    </div>		CouncilConnect		WEBSITE USAGE OVERVIEW		northampton.wa.gov.au		1 Sept 2025 - 30 Sept 2025	
Total Users		New Users		Views		Event Count		Events per User	
2,164		1,947		5,963		18,535		8.71	
↑ 1.4%		↑ 6.2%		↑ 6.3%		↑ 8.4%		↑ 6.3%	
Engaged Sessions		Engagement Rate		Engaged Sessions		Engagement Rate		Engaged Sessions	
2,821		95.82%		2,821		95.82%		2,821	
↑ 2.5%		↑ 3.8%		↑ 2.5%		↑ 3.8%		↑ 2.5%	



Traffic Sources

Session source				Views	Engaged sessions	Engagement rate
1.	google			3,850	1,749	95%
2.	(direct)			1,153	714	97%
3.	bing			557	195	89%
4.	m.facebook.com			52	32	100%
5.	iatenderlink.com			47	6	100%
6.	au.search.yahoo.com			46	14	93%
7.	l.facebook.com			37	15	100%
8.	notifications.tenders.net			33	13	72%
9.	duckduckgo			23	9	82%

Total Users & Views

	Page title	Views	Total users
1.	Welcome to the Shire of North...	1,858	1,215
2.	Staff » Shire of Northampton	450	277
3.	Positions Vacant » Shire of Nort...	549	241
4.	Website Search » Shire of Nort...	320	160
5.	Shire Services - Building » Shir...	141	109
6.	Public Notices - Fire, Firebreak...	124	84
7.	Shire Services - Environmental ...	133	83
8.	News Story - Employment Opp...	131	80
9.	Public Notices » Shire of North...	130	80

Website Support & Maintenance

Total Support Hours (per annum)	Support Used	Support Remaining
24 hours	4 h 51 m	19 h 9 m

Storage

Storage Allowance	Storage Used
No data	No data

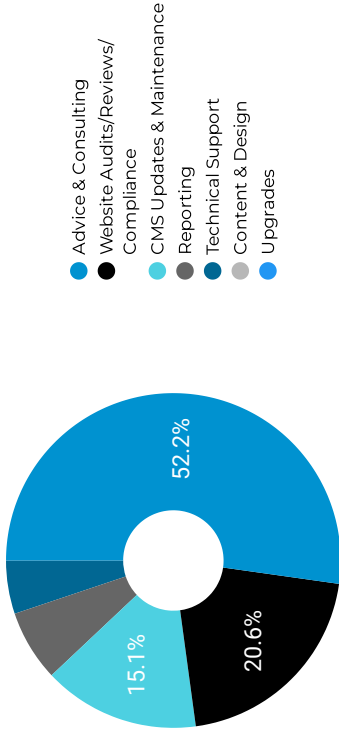
Bandwidth

Bandwidth Allowance	Bandwidth Used (current month)
No data	No data

Website Support & Maintenance Breakdown

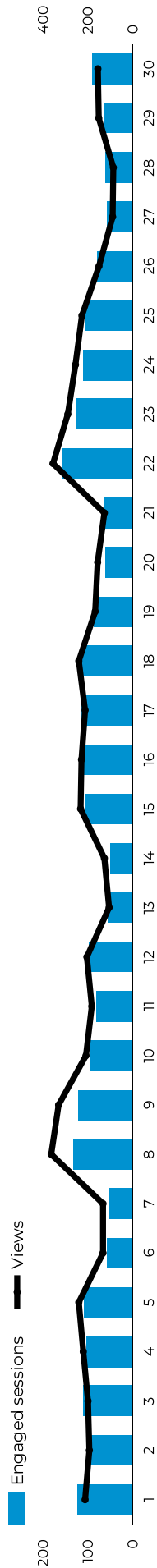
Category	Billable Support	Unbillable Support
Website Audits/Reviews/Compliance	1 h 0 m	0 h 0 m
Upgrades	0 h 0 m	0 h 0 m
Technical Support	0 h 15 m	0 h 0 m
Reporting	0 h 20 m	0 h 0 m
Content & Design	0 h 0 m	0 h 0 m
CMS Updates & Maintenance	0 h 44 m	0 h 0 m
Advice & Consulting	2 h 32 m	3 h 0 m

Billable Support

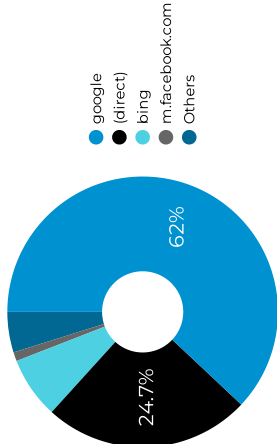
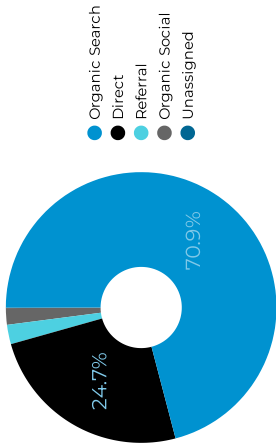


Website Support & Maintenance Explanation

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



Channels & Sources

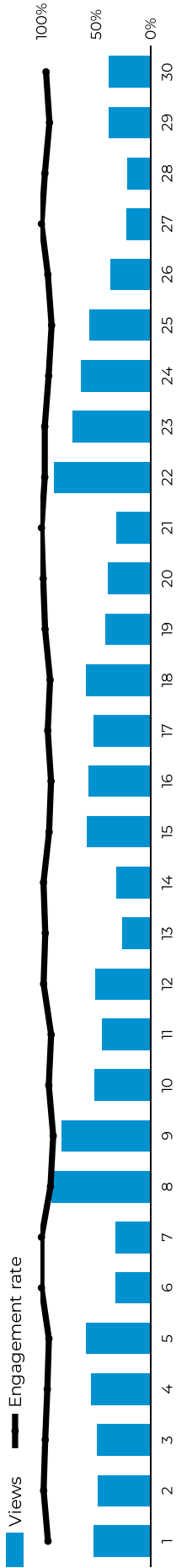


Search Terms

Search term	Count
tenders	11
Fire	7
rates	5
tender	5
Preparation of Revised Kalb...	4
Rain water tanks	4
fire control officers	4
kalbarri foreshore	4
news	4
quotation	4
Foreshore development	3
annual Airing of the Quilts F...	3
budget	3

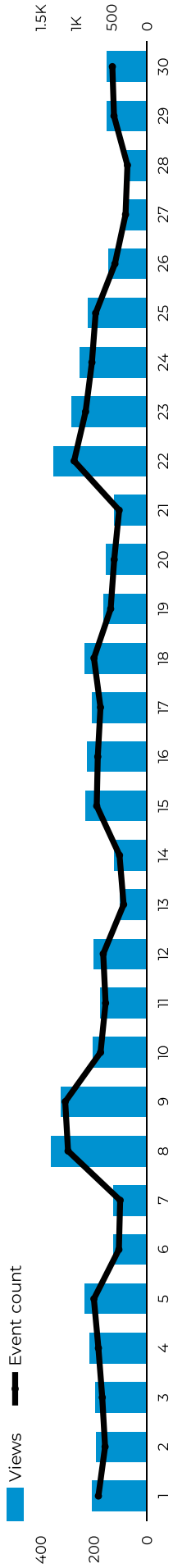
Session default channel group	Total users	New users	Views
1. Organic Search	1,482	1,277	4,523
2. Direct	605	581	1,153
3. Referral	52	46	173
4. Organic Social	48	43	112
5. Unassigned	2	0	2

Session source	Total users	New users	Views
1. google	1,321	1,155	3,850
2. (direct)	605	581	1,153
3. bing	133	98	557
4. m.facebook.com	30	30	52
5. notifications.tender...	12	11	33



Top 15 Pages

	Page title	Views	Total users	Views per user	Engagement rate	Engaged sessions
1.	Welcome to the Shire of Northampton » ...	1858	1215	2	97.2%	1529
2.	Positions Vacant » Shire of Northampton	549	241	2	97.73%	344
3.	Staff » Shire of Northampton	450	277	2	92.76%	333
4.	Website Search » Shire of Northampton	320	160	2	95.05%	173
5.	Shire Services - Building » Shire of Northa...	141	109	1	98.35%	119
6.	Shire Services - Environmental Health » S...	133	83	2	94.29%	99
7.	News Story - Employment Opportunities »...	131	80	2	97.83%	90
8.	Public Notices » Shire of Northampton	130	80	2	96.91%	94
9.	Public Notices - Fire, Firebreaks, Permits ...	124	84	1	98%	98
10.	Payments » Shire of Northampton	112	77	1	94.38%	84
11.	Events Calendar » Shire of Northampton	102	48	2	100%	51
12.	Latest News » Shire of Northampton	97	58	2	97.06%	66
13.	Lucky Bay and Little Bay » Shire of Northa...	93	73	1	97.53%	79
14.	Shire Services - Town Planning » Shire of ...	91	46	2	92.45%	49
15.	Shire Facilities - Kalbarri Recreation Facilit...	86	63	1	100%	67



Events Breakdown

Event name	Event count	Total users	Event count per user	Events per session	Conversions
session_start	2,984	2,162	1.4	1.01	2,984
page_view	5,963	2,161	2.8	2.12	5,963
first_visit	1,947	1,946	1	1	1,947
user_engagement	3,645	1,356	2.72	2.05	0
scroll	2,547	1,230	2.07	1.75	2,547
file_download	772	309	2.5	1.99	772
view_search_results	265	157	1.69	1.58	265
click	148	113	1.31	1.23	148
form_start	180	100	1.8	1.71	180
form_submit	84	40	2.1	2	84

Conversions

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

Engaged Sessions

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

Engagement Rate

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

Event Count per User

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

Event Count per Session

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

Event Count

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

New Users

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

Pages/Sessions

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

Session

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

Session Source

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

Total Users

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

Session Duration

The average length of a Session.

User Engagement

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

Views

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

Views per User

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

Event Descriptions

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

Work Health and Safety Report

1. Hazard and Incident Management

- Hazards – All known hazards have been addressed and are now closed.
- Incidents recorded –
 - Chemical spray incident: Worker experienced a skin reaction. Treated as a first aid incident.
 - Shoulder strain injury: Occurred while trimming trees. Recorded and managed as a work injury.
 - Slip/trip incident: Worker slipped while entering a work vehicle. Logged and resolved.
 - No other incidents recorded beyond first aid level.

2. Electrical Safety

- RCD Checks – Completed across all Shire buildings.
- Test and Tagging – All portable electrical equipment in Shire depots and offices has been tested and tagged in compliance with AS/NZS 3760.

3. Training

- Traffic Management – 6 workers successfully completed training in traffic management, now authorised and competent.

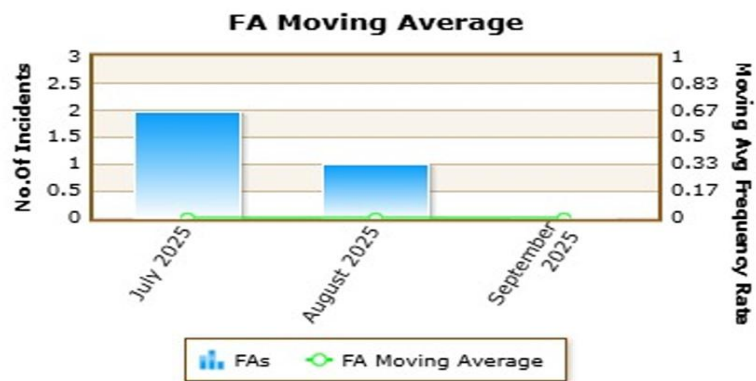
4. Refuse Site Observations

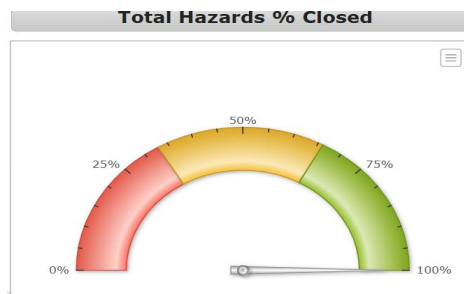
- Binnu site – 6 tyres dumped.
- Port Gregory site – 55 tyres and 4 mattresses dumped.
- Kalbarri site inspection –
 - Amenities toilet not connected.
 - External tank supplying hut is non-potable water.
 - No signage present (internal or external) to warn workers that the water is not safe for drinking. Action required.
 - No asbestos signage on gates when entering the asbestos dumping area.

5. Actions Required

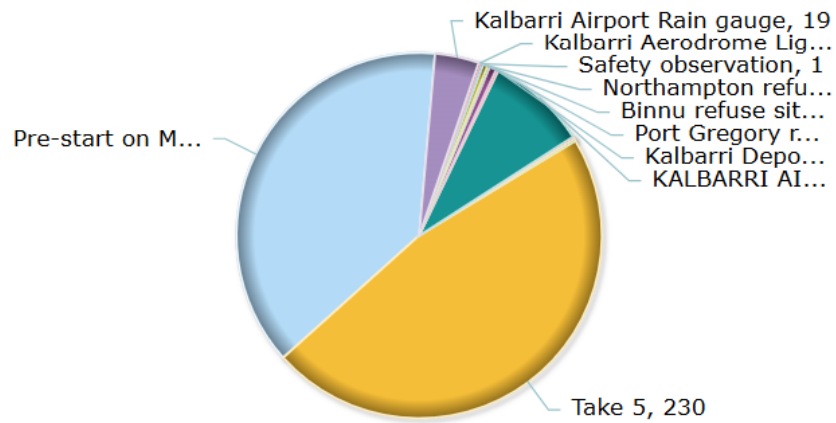
- Ensure signage is installed at Kalbarri amenities tank and hut clearly stating “Non-Potable Water – Do Not Drink.- **Completed**
- Follow up on dumped tyres and mattresses at Binnu and Port Gregory sites to ensure correct disposal and reporting. **Recorded in skytrust**
- Continue monitoring hazard close-out actions and ensure follow-up reviews.
- Confirm workers affected by chemical spray and shoulder strain injury receive and are all closed out; **no further action is needed.**

Recorded Injuries Between July 2025 AND September 2025





Inspection By Type



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

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

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Note 3 Explanation of Material Variances	6

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

	Supplementary	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
	Information	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	5,678,686	5,656,186	5,648,742	(7,444)	(0.13%)	
Grants, subsidies and contributions	13	3,378,809	1,036,978	709,412	(327,566)	(31.59%)	▼
Fees and charges		1,426,402	1,125,722	994,935	(130,787)	(11.62%)	▼
Interest revenue		236,000	63,997	53,668	(10,329)	(16.14%)	▼
Other revenue		62,000	15,498	0	(15,498)	(100.00%)	▼
Profit on asset disposals	6	553,917	248,211	0	(248,211)	(100.00%)	▼
		11,335,814	8,146,592	7,406,757	(739,835)	(9.08%)	▼
Expenditure from operating activities							
Employee costs		(5,487,325)	(1,419,206)	(1,290,633)	128,573	9.06%	▲
Materials and contracts		(3,333,008)	(840,476)	(591,035)	249,441	29.68%	▲
Utility charges		(328,760)	(82,128)	(38,864)	43,264	52.68%	▲
Depreciation		(2,901,300)	(725,301)	0	725,301	100.00%	▲
Finance costs		(71,483)	(17,862)	4,789	22,651	126.81%	▲
Insurance		(242,942)	(121,009)	(128,646)	(7,637)	(6.31%)	
Other expenditure		(1,277,669)	(394,837)	(185,323)	209,514	53.06%	▲
Loss on asset disposals	6	(15,308)	(8,562)	0	8,562	100.00%	▲
		(13,657,795)	(3,609,381)	(2,229,712)	1,379,669	38.22%	▲
Non-cash amounts excluded from operating activities	Note 2(b)	2,362,691	982,074	2,790	(979,284)	(99.72%)	▼
Amount attributable to operating activities		40,710	5,519,285	5,179,835	(339,450)	(6.15%)	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	13,655,043	3,413,751	289,000	(3,124,751)	(91.53%)	▼
Proceeds from disposal of assets	6	898,700	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		18,389	9,105	9,105	0	0.00%	
		14,572,132	3,422,856	298,105	(3,124,751)	(91.29%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(2,416,764)	(661,599)	(34,206)	627,393	94.83%	▲
Payments for construction of infrastructure	5	(15,607,785)	(3,901,914)	(170,236)	3,731,678	95.64%	▲
		(18,024,549)	(4,563,513)	(204,442)	4,359,071	95.52%	
Amount attributable to investing activities		(3,452,417)	(1,140,657)	93,663	1,234,320	108.21%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	450,000	0	0	0	0.00%	
Transfer from reserves	4	119,850	0	0	0	0.00%	
		569,850	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(131,157)	(9,105)	(9,105)	0	0.00%	
Transfer to reserves	4	(146,191)	0	(14,828)	(14,828)	0.00%	▼
		(277,348)	(9,105)	(23,933)	(14,828)	(162.85%)	
Amount attributable to financing activities		292,502	(9,105)	(23,933)	(14,828)	(162.85%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		3,119,126	3,119,126	1,632,633	(1,486,493)	(47.66%)	▼
Amount attributable to operating activities		40,710	5,519,285	5,179,835	(339,450)	(6.15%)	▼
Amount attributable to investing activities		(3,452,417)	(1,140,657)	93,663	1,234,320	108.21%	▲
Amount attributable to financing activities		292,502	(9,105)	(23,933)	(14,828)	(162.85%)	▼
Surplus or deficit after imposition of general rates		(79)	7,488,649	6,882,198	(606,451)	(8.10%)	▼

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF NORTHAMPTON
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

	Supplementary Information	30-Jun-25 \$	30 September 2025 \$
CURRENT ASSETS			
Cash and cash equivalents	3	5,849,265	6,094,280
Trade and other receivables		1,903,601	5,706,521
Other financial assets		18,389	9,284
Inventories	8	144,210	168,444
TOTAL CURRENT ASSETS		7,915,465	11,978,529
NON-CURRENT ASSETS			
Trade and other receivables		84,959	84,959
Other financial assets		337,366	337,366
Property, plant and equipment		37,555,923	37,590,129
Infrastructure		135,978,057	136,148,294
TOTAL NON-CURRENT ASSETS		173,956,305	174,160,748
TOTAL ASSETS		181,871,770	186,139,277
CURRENT LIABILITIES			
Trade and other payables	9	1,711,069	521,632
Other liabilities	12	2,440,317	2,440,317
Borrowings	11	128,130	119,025
Employee related provisions	12	922,932	922,932
TOTAL CURRENT LIABILITIES		5,202,448	4,003,906
NON-CURRENT LIABILITIES			
Borrowings	11	1,355,133	1,355,133
Employee related provisions		67,263	67,263
Other provisions		1,603,226	1,603,226
TOTAL NON-CURRENT LIABILITIES		3,025,622	3,025,622
TOTAL LIABILITIES		8,228,070	7,029,528
NET ASSETS		173,643,700	179,109,749
EQUITY			
Retained surplus		90,524,663	95,975,883
Reserve accounts	4	1,457,282	1,472,111
Revaluation surplus		81,661,755	81,661,755
TOTAL EQUITY		173,643,700	179,109,749

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2025

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 03 October 2025

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

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Year to Date 30 September 2025
(a) Net current assets used in the Statement of Financial Activity		Supplementary Information		
Current assets				
Cash and cash equivalents	3	\$ 5,849,265	\$ 5,849,265	\$ 6,094,280
Trade and other receivables		1,638,025	1,903,601	5,706,521
Other financial assets		18,389	18,389	9,284
Inventories	8	144,210	144,210	168,444
		7,649,889	7,915,465	11,978,529
Less: current liabilities				
Trade and other payables	9	(1,806,682)	(1,711,069)	(521,632)
Other liabilities	12	(449,416)	(2,440,317)	(2,440,317)
Borrowings	11	(131,157)	(128,130)	(119,025)
Employee related provisions	12	(918,120)	(922,932)	(922,932)
Other provisions	12	(148,031)	0	0
		(3,453,406)	(5,202,448)	(4,003,906)
Net current assets		4,196,483	2,713,017	7,974,623
Less: Total adjustments to net current assets	Note 2(c)	(1,077,357)	(1,080,384)	(1,092,425)
Closing funding surplus / (deficit)		3,119,126	1,632,633	6,882,198

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

		Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(553,917)	248,211	0
Less: Movement in liabilities associated with restricted cash		0	0	2,790
Add: Loss on asset disposals	6	15,308	8,562	0
Add: Depreciation		2,901,300	725,301	0
Total non-cash amounts excluded from operating activities		2,362,691	982,074	2,790

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 1/07/2025	Last Year Closing 30 June 2025	Year to Date 30 September 2025
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(1,457,282)	(1,457,282)	(1,472,110)
Less: Financial assets at amortised cost - self sup	8	(18,389)	(18,389)	(9,284)
- Land held for resale		(130,000)	(130,000)	(130,000)
- Other liabilities - Adjustment to current non current liabilities				(3)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	131,157	128,130	119,025
- Current portion of employee benefit provisions he	4	397,157	397,157	399,947
Total adjustments to net current assets	Note 2(a)	(1,077,357)	(1,080,384)	(1,092,425)

**CURRENT AND NON-CURRENT
CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

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

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	(327,566)	(31.59%)	▼
Timing, a number of grant claims have yet to be submitted and end of year processes yet to be completed			
Fees and charges	(130,787)	(11.62%)	▼
Timing, a number of accounts are currently under budget			
Interest revenue	(10,329)	(16.14%)	▼
Timing in receiving interest			
Other revenue	(15,498)	(100.00%)	▼
Timing in receiving DFES revenue (road repairs)			
Profit on asset disposals	(248,211)	(100.00%)	▼
Timing, no assets have been disposed of at this time			
Expenditure from operating activities			
Employee costs	128,573	9.06%	▲
Timing, currently under budget.			
Materials and contracts	249,441	29.68%	▲
Timing on expenditure across a large number of accounts			
Utility charges	43,264	52.68%	▲
Timing of invoices to be received across a large number of facilities			
Depreciation	725,301	100.00%	▲
Timing, no depreciation will be raised until after the 2024/25 Annual Audit is complete			
Finance costs	22,651	126.81%	▲
Timing, impact of accrued interest from 2024/25			
Other expenditure	209,514	53.06%	▲
Timing, little expenditure across a number of accounts			
Loss on asset disposals	8,562	100.00%	▲
Non-cash amounts excluded from operating activities	(979,284)	(99.72%)	▼
Timing, no depreciation or profit at this stage			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(3,124,751)	(91.53%)	▼
Timing, no capital grants have been received yet			
Outflows from investing activities			
Payments for property, plant and equipment	627,393	94.83%	▲
Timing as capital works increase			
Payments for construction of infrastructure	3,731,678	95.64%	▲
Timing as capital works increase			
Outflows from financing activities			
Transfer to reserves	(14,828)	0.00%	▼
Surplus or deficit at the start of the financial year	(1,486,493)	(47.66%)	▼
Timing, a number of end of year process have yet to be completed			
Surplus or deficit after imposition of general rates	(606,451)	(8.10%)	▼
Timing, as a result of the above variances			

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

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.12 M	\$3.12 M	\$1.63 M	(\$1.49 M)
Closing	(\$0.00 M)	\$7.49 M	\$6.88 M	(\$0.61 M)
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$6.09 M	% of total
Unrestricted Cash	\$4.62 M	75.8%
Restricted Cash	\$1.47 M	24.2%
Refer to 3 - Cash and Financial Assets		

Payables		
	\$0.52 M	% Outstanding
Trade Payables	\$0.11 M	
0 to 30 Days		0.0%
Over 30 Days		99.9%
Over 90 Days		(0.1%)
Refer to 9 - Payables		

Receivables		
	\$1.96 M	% Collected
Rates Receivable	\$3.75 M	35.4%
Trade Receivable	\$1.96 M	% Outstanding
Over 30 Days		69.0%
Over 90 Days		3.3%
Refer to 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.04 M	\$5.52 M	\$5.18 M	(\$0.34 M)
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$5.65 M	% Variance
YTD Budget	\$5.66 M	(0.1%)
Refer to 10 - Rate Revenue		

Grants and Contributions		
YTD Actual	\$0.71 M	% Variance
YTD Budget	\$1.04 M	(31.6%)
Refer to 13 - Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.99 M	% Variance
YTD Budget	\$1.13 M	(11.6%)
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.45 M)	(\$1.14 M)	\$0.09 M	\$1.23 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.90 M	(100.0%)
Refer to 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$0.17 M	% Spent
Adopted Budget	\$15.61 M	(98.9%)
Refer to 5 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.29 M	% Received
Adopted Budget	\$13.66 M	(97.9%)
Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.29 M	(\$0.01 M)	(\$0.02 M)	(\$0.01 M)
Refer to Statement of Financial Activity			

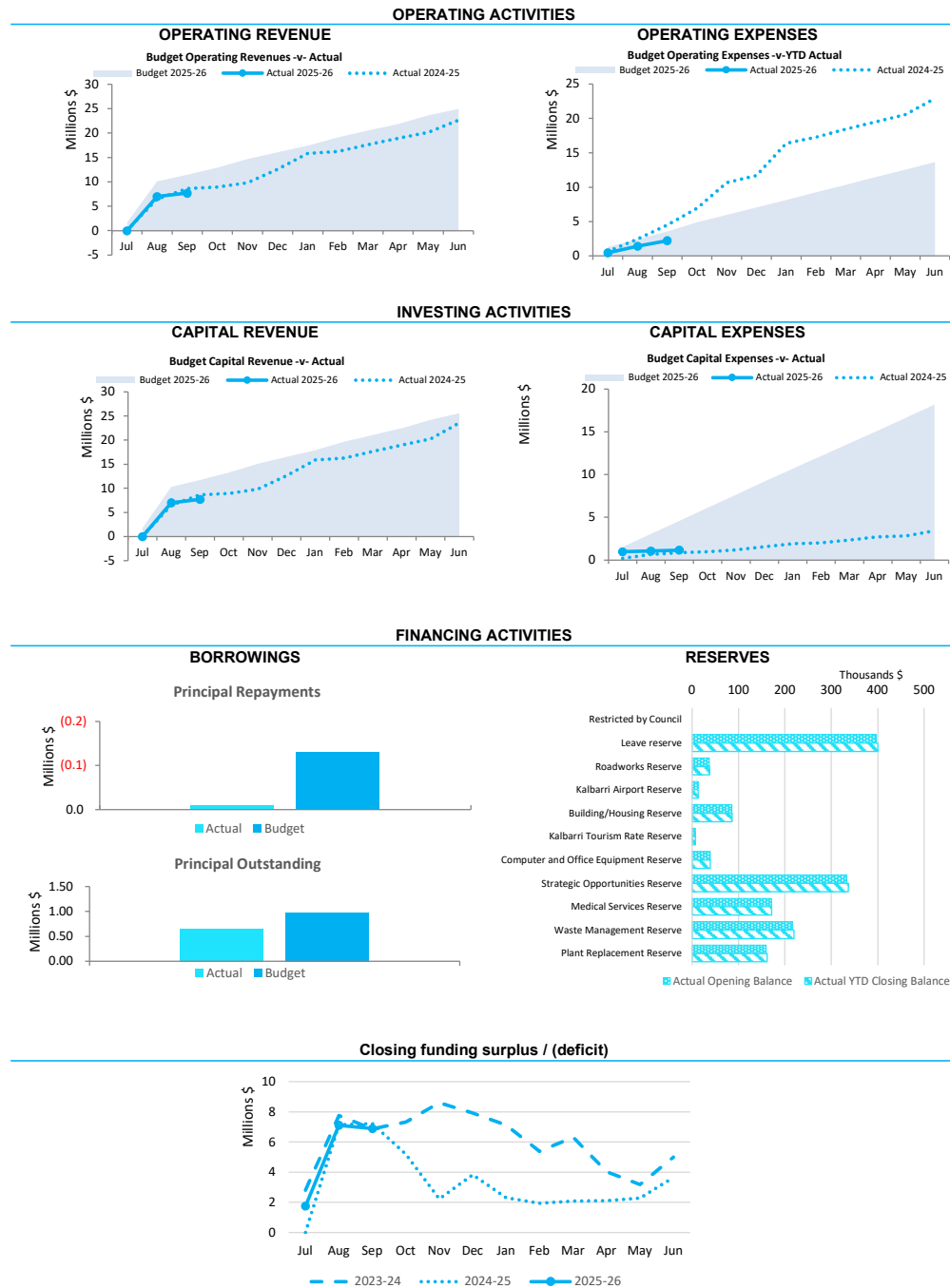
Borrowings		
Principal repayments	(\$0.01 M)	
Interest expense	\$0.00 M	
Principal due	\$0.66 M	
Refer to 11 - Borrowings		

Reserves		
Reserves balance	\$1.47 M	
Interest earned	\$0.01 M	
Refer to 4 - Cash Reserves		

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

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

2 KEY INFORMATION - GRAPHICAL



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

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

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash Deposits	Municipal	4,621,119	0.00	4,621,119	0	NAB		At call
Petty Cash	Cash on Hand	1,050	0.00	1,050	0			
Investment	Reserves	0	1,472,110	1,472,110	0	NAB	4.10%	25/12/2025
Total		4,622,169	1,472,110	6,094,279	0			
Comprising								
Cash and cash equivalents		4,622,169	1,472,110	6,094,279	0			
		4,622,169	1,472,110	6,094,279	0			

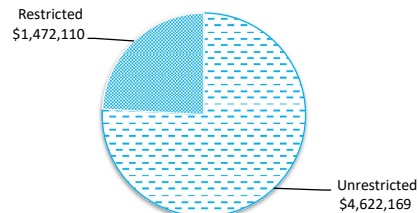
KEY INFORMATION

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

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

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

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



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

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave reserve	397,157	5,700	0	0	402,857	397,157	2,790	-	-	399,947
Roadworks Reserve	36,921	530	0	0	37,451	36,921	259	-	-	37,181
Kalbarri Airport Reserve	12,701	200	10,000	0	22,901	12,701	98	-	-	12,799
Building/Housing Reserve	85,983	1,000	0	(38,000)	48,983	85,983	490	-	-	86,472
Kalbarri Tourism Rate Reserve	6,975	0	0	0	6,975	6,975	-	-	-	6,975
Computer and Office Equipment	38,947	560	0	0	39,507	38,947	274	-	-	39,221
Strategic Opportunities Reserve	332,451	9,000	0	(25,000)	316,451	332,451	4,406	-	-	336,856
Medical Services Reserve	170,502	2,000	105,901	(25,000)	253,403	170,502	979	-	-	171,481
Waste Management Reserve	216,450	6,300	0	0	222,750	216,450	3,084	-	-	219,534
Plant Replacement Reserve	159,196	5,000	0	(31,850)	132,346	159,196	2,448	-	-	161,643
	1,457,282	30,290	115,901	(119,850)	1,483,623	1,457,282	14,828	0	0	1,472,110

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

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	300,000	75,000	0	(75,000)
Buildings	1,222,214	296,796	975,100	678,304
Furniture and Equipment	84,500	21,123	3,136	(17,987)
Plant and equipment	810,050	268,680	1,640	(267,040)
Work in Progress	0	0	(945,670)	(945,670)
Acquisition of property, plant and equipment	2,416,764	661,599	34,206	(627,393)
Infrastructure - Roads	7,322,852	1,830,693	107,301	(1,723,392)
Infrastructure - Footpaths & Carpark	82,350	20,580	11,894	(8,686)
Infrastructure - Parks & Ovals	8,193,583	2,048,391	51,041	(1,997,350)
Infrastructure - Airport	9,000	2,250	0	(2,250)
Acquisition of infrastructure	15,607,785	3,901,914	170,236	(3,731,678)
Total capital acquisitions	18,024,549	4,563,513	204,442	(4,359,071)
Capital Acquisitions Funded By:				
Capital grants and contributions	13,655,043	3,413,751	289,000	(3,124,751)
Borrowings	450,000	0	0	0
Other (disposals & C/Fwd)	898,700	0	0	0
Reserve accounts				
Building/Housing Reserve	38,000		0	0
Strategic Opportunities Reserve	25,000		0	0
Medical Services Reserve	25,000		0	0
Plant Replacement Reserve	31,850		0	0
Contribution - operations	2,900,956	1,149,762	(84,558)	(1,234,320)
Capital funding total	18,024,549	4,563,513	204,442	(4,359,071)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

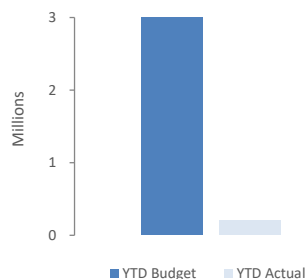
Initial recognition and measurement for assets held at cost

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

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

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

Payments for Capital Acquisitions

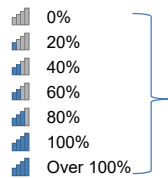


SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators



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

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

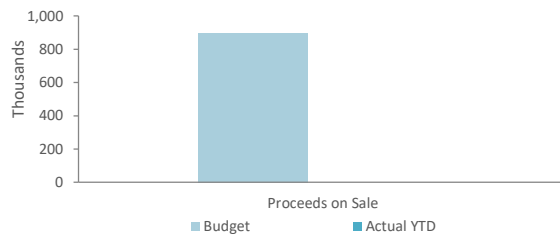
Account Description	Adopted		YTD Actual	Variance (Under)/Over
	Budget	YTD Budget		
	\$	\$	\$	\$
LAND - NORTHAMPTON LIA EXPANSION	300,000	75,000	0	75,000
PLANT & EQUIPMENT	159,700	79,848	1,640	78,208
PLANT AND EQUIPMENT - HLT	40,000	19,998	0	19,998
ROAD PLANT/MACHINERY	545,350	136,335	0	136,335
UTILITIES (VEHICLES)	65,000	32,499	0	32,499
FURNITURE AND EQUIPMENT	84,500	21,123	3,136	17,987
STAFF HOUSING - BUILDINGS	87,214	21,801	29,430	-7,629
PUBLIC AMENITIES - BUILDINGS	35,000	0	0	0
BUILDING INFRASTRUCTURE (LOT 514 WOODS ST KALB)	500,000	124,998	0	124,998
DEPOT CONSTRUCTION	0	0	0	0
KALBARRI MULTI-USE CENTRE	250,000	62,499	0	62,499
OTHER CULTURE - BUILDINGS	350,000	87,498	0	87,498
REGIONAL ROAD GROUP	513,988	128,496	0	128,496
- MUNICIPAL FUND	674,598	168,639	10,302	158,337
BLACKSPOT PROJECTS	5,137,799	1,284,447	96,999	1,187,448
ROADS TO RECOVERY	796,467	199,113	0	199,113
ROADS DRFAWA AGRN1143 JUNE 24 RAINFALL EVENT	200,000	49,998	0	49,998
FOOTPATH CONSTRUCTION	82,350	20,580	6,058	14,522
HAMPTON ROAD FOOTPATH (LRIC4)	0	0	5,836	-5,836
AIRPORT INFRASTRUCTURE	9,000	2,250	0	2,250
FORESHORE INFRASTRUCTURE	24,000	6,000	0	6,000
KALBARRI FORESHORE - OTHER INFRASTRUCTURE	8,100,000	2,025,000	0	2,025,000
OTHER INFRASTRUCTURE - SPORT & REC	37,700	9,423	51,041	-41,618
PARKS AND OVALS - OTHER CULTURE	31,883	7,968	0	7,968
	18,024,549	4,563,513	204,442	4,359,071

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

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Land								
	Lots 80 & 81 Kitson	64,000	300,000	236,000	0			0	0
	Lots 22 & 29 Rake Place	0	120,000	120,000	0			0	0
				0	0			0	0
	Building			0	0			0	0
	Robinson St House	159,576	300,000	140,424	0			0	0
	Plant and equipment								
41817	CEO Vehicle (P32)	64,831	70,700	5,869	0			0	0
41806	EMDCR Vehicle (P320)	48,562	40,000	0	(8,562)			0	0
41794	EHO Vehicle (P308)	0	20,000	20,000	0			0	0
41760	Tip Truck Kal (P273)	8,376	30,000	21,624	0			0	0
41771	Mower Front Deck (P285)	14,746	8,000	0	(6,746)			0	0
41774	Vehicle Ranger (P290)	0	10,000	10,000	0			0	0
		360,091	898,700	553,917	(15,308)	0	0	0	0



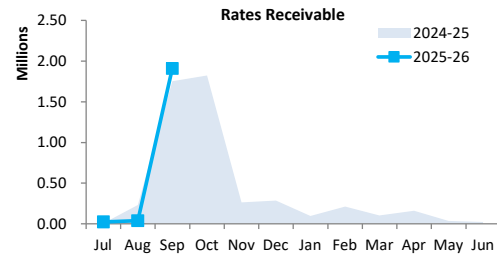
SHIRE OF NORTHAMPTON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 Jun 2025	30 Sep 2025
	\$	\$
Opening arrears previous years	260,288	149,928
Levied this year	5,150,141	5,648,743
Less - collections to date	(5,260,501)	(2,051,007)
Gross rates collectable	149,928	3,747,664
Net rates collectable	149,928	3,747,664
% Collected	97.2%	35.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,908)	267,952	11,670	548,958	27,892	853,564
Percentage	(0.3%)	31.4%	1.4%	64.3%	3.3%	
Balance per trial balance						
Trade receivables						853,564
Rubbish receivables						502,967
GST receivable						54,931
Receivables for employee related provisions						15,556
Accrued Income						265,938
Emergency Services Levy						265,901
Total receivables general outstanding						1,958,857

Amounts shown above include GST (where applicable)

KEY INFORMATION

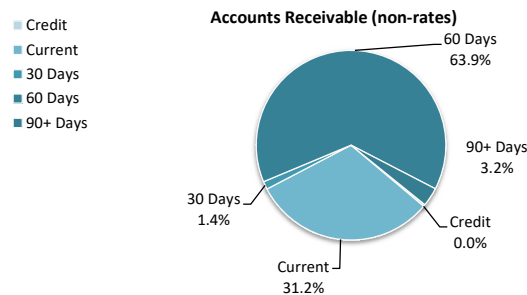
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



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

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 September 2025
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	18,389	0	(9,105)	9,284
Inventory				
Fuel	14,210	24,234	0	38,444
Land held for resale				
Cost of acquisition	130,000	0	0	130,000
Total other current assets	162,599	24,234	(9,105)	177,728

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

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

OPERATING ACTIVITIES

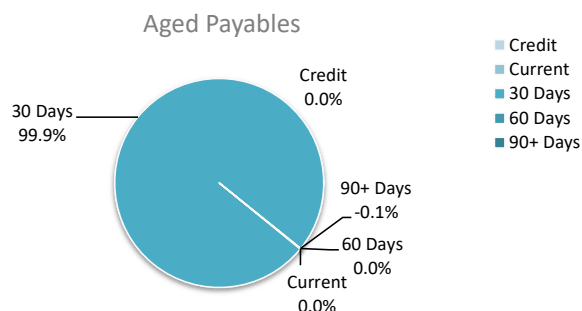
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	45	108,631	0	(62)	108,613
Percentage	0.0%	0.0%	100.0%	0.0%	-0.1%	
Balance per trial balance						
Sundry creditors						108,613
Accrued salaries and wages						8,543
ATO liabilities						78,996
Payroll Deductions Rates						(40)
Bonds and Deposits						343,556
Accrued Expenditure						(18,036)
Total payables general outstanding						521,632

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



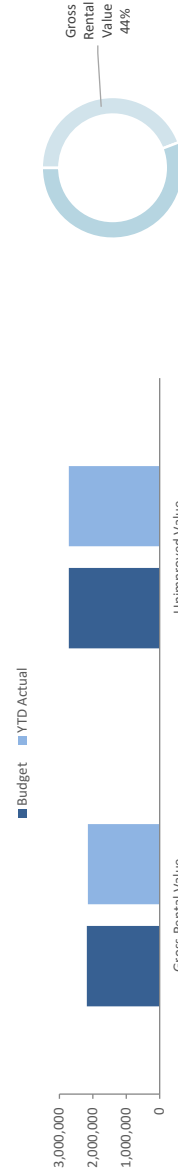
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Budget Interim Rate Revenue	Total Revenue	YTD Actual	
							Rate Revenue	Interim Rate Revenue
				\$	\$	\$	\$	\$
Gross rental value								
Gross Rental Value	0.078507	1,632	27,377,584	2,149,332	30,000	2,179,332	2,149,332	0
Unimproved value								
Unimproved Value	0.006010	409	452,937,438	2,722,154	0	2,722,154	2,722,155	0
Sub-Total		2,041	480,315,022	4,871,486	30,000	4,901,486	4,871,487	0
Minimum payment								
Gross rental value								
Gross Rental Value	665	988	5,576,346	657,020	0	657,020	663,670	0
Unimproved value								
Unimproved Value	665	92	3,514,135	61,180	0	61,180	54,530	0
Sub-total		1,080	9,090,481	718,200	0	718,200	718,200	0
Total general rates						5,619,686	5,589,687	
Specified area rates								
Rate in								
\$ (cents)								
Port Gregory Water Supply	0.039352	55	736,944	29,000	0	29,000	30,056	0
Kalbarri Tourism Rate	0.001291	1,792	23,225,317	30,000	0	30,000	29,000	0
Total specified area rates			23,962,261	59,000	0	59,000	59,056	0
Total						5,678,686	5,648,743	

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 Jul the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



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

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
RSL Hall Extensions	156	212,370	0	0	0	(51,472)	212,370	160,898	1,043	(5,490)
Plant Purchases	157	176,769	0	0	0	(34,236)	176,769	142,533	1,235	(3,820)
Woods St Site Dev	158	0	0	250,000	0	(1,682)	0	248,318	0	(914)
Staff Housing	159	0	0	0	0	(24,032)	0	-24,032	2,900	(47,947)
Nton Mens Shed Dev	160	0	0	200,000	0	(1,346)	0	198,654	0	(731)
		389,139	0	450,000	0	(112,768)	389,139	726,371	5,178	(58,902)
Self supporting loans										
Pioneer Lodge		276,135	0	0	(9,105)	(18,389)	267,030	257,746	(389)	(12,581)
		276,135	0	0	(9,105)	(18,389)	267,030	257,746	(389)	(12,581)
Total		665,274	0	450,000	(9,105)	(131,157)	656,169	984,117	4,789	(71,483)
Current borrowings		128,130					119,025			
Non-current borrowings		1,355,133					1,355,133			
		1,483,263					1,474,158			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2025-26

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Woods St Site Dev	0	250,000	WATC	Fixed	20	0	4.4	0	250,000	0
Nton Mens Shed Dev	0	200,000	WATC	Fixed	20	0	4.4	0	200,000	0
	0	450,000				0		0	450,000	0

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

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

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 September 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		315,433	0			0
Capital grant/contributions liabilities		2,124,884	0	0	0	2,440,317
Total other liabilities		2,440,317	0	0	0	2,440,317
Employee Related Provisions						
Provision for annual leave		413,858	0	0	0	413,858
Provision for long service leave		373,961	0	0	0	373,961
Annual leave oncosts		70,356	0	0	0	70,356
LSL oncosts		64,757	0	0	0	64,757
Total Provisions		922,932	0	0	0	922,932
Total other current liabilities		3,363,249	0	0	0	3,363,249

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

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

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted Budget	YTD	YTD Revenue
	1 July 2025	Liability	Liability	30 Sep 2025	Liability			
	\$	\$	(As revenue)	\$	\$	Revenue	Budget	Actual
Grants and subsidies								
GRANTS COMMISSION - GENERAL				0		960,130	240,032	252,496
GRANTS COMMISSION - ROADS				0		528,580	132,145	119,275
EMERGENCY SERVICES LEVY				0		96,000	24,000	26,525
GRANT BUSHFIRE RISK PLANNING COORDINATOR (DFES)				0		165,895	41,472	-
- MRD MAINTENANCE				0		264,283	264,283	264,283
	0	0	0	0	0	2,014,888	701,932	662,578
Contributions								
CONTRIBUTIONS				0		8,000	1,998	1,000
OTHER SHIRE LSL CONTRIBUTION				0		-	-	12,292
OTHER SHIRE LSL CONTRIB.				0		-	-	-
REBATES AND COMMISSIONS				0		24,400	6,099	7,993
LEGAL CHARGES RATES (NO GST)				0		5,000	1,248	1,547
RATE EQUIVALENT PAYMENTS				0		23,600	-	-
REIMBURSEMENTS				0		5,000	1,248	-
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - PIONEER LODGE				0		12,581	3,144	7,434
REIMBURSEMENTS - OTHER				0		3,800	948	179
RESIDENTIAL RENTAL				0		-	-	532
CONTRIBUTIONS				0		-	-	18
REIMBURSEMENTS - HOUSING OTHER				0		7,500	1,875	768
CONTRIBUTIONS				0		70,000	17,499	-
REIMBURSE (ADVERTISING/PLANNING COMMISSION)				0		5,000	1,248	-
BUS HIRE				0		-	-	-
GRANTS - BEN SIGNS/KALBARRI FORESHORE REVITALISATION PROJECT				0		-	-	-
REIMBURSEMENTS				0		6,000	1,500	819
REIMBURSEMENTS				0		2,000	498	736
REIMBURSEMENTS- REC. CTRE/GOLF CLUB				0		5,000	1,248	2,046
REIMBURSEMENTS				0		-	-	289
PT GREGORY SPEC AREA RATE				0		1,000	249	-
CONTRIBUTIONS/REIMBURSEMENTS				0		181,883	45,468	9
CONTRIBUTION (INC STREET LIGHTING)				0		3,750	936	-
TOURISM AND AREA PROMOTION FUNDING	119,892			119,892		119,892	29,973	-
LEASE FEES - HALF WAY BAY COTTAGES				0		16,000	3,999	-
BUILDING REIMBURSEMENTS				0		900	225	149
REIMBURSEMENTS				0		10,000	2,499	479
LIA (KITSON CIRCUIT) UNITS ANNUAL RENT				0		-	-	-
REIMB. - WORKERS COMPENS.				0		20,000	4,998	-
DFES/DFRAWA INCOME	195,541			195,541		729,719	182,427	-
INSURANCE CLAIMS - VEHICLES				0		2,000	498	-
DIESEL FUEL REBATE				0		50,000	12,498	10,544
WHS COORDINATOR INCOME RECOUP				0		50,896	12,723	-
TOTALS	315,433	0	0	315,433	0	1,363,921	335,046	46,834

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

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2025	Current Liability 30 Sep 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
GRANTS - BEN SIGNS/KALBARRI FORESHORE REVITALISATION PROJECT				0		8,112,000	2,028,000	0
GRANTS				0		250,000	62,499	164,000
ROADS TO RECOVERY FUNDING	133,983			133,983		718,467	179,616	0
BLACKSPOT & MASSACTION FUNDING	1,957,799			1,957,799		3,442,622	860,655	0
LRCI - LITTLE BAY ROAD & GREY STREET ASPHALT				0		265,938	66,483	0
WA BIKE NETWORK GRANT				0		35,000	8,748	5,000
REGIONAL ROAD GROUP FUNDING	33,102			33,102		481,016	120,252	120,000
GRANTS				0		100,000	24,999	0
GRANT - ECONOMIC DEVELOPMENT				0		250,000	62,499	0
	2,124,884	0	0	2,124,884	0	13,655,043	3,413,751	289,000

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

15 BONDS & DEPOSITS

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 30 Sep 2025
	\$	\$	\$	\$
Transportable House Bonds	7,000	0	(10,000)	(3,000)
Footpath Bonds	20,007	3,500	(2,500)	21,007
Nomination Deposits	0	300	0	300
Building Levies (BCITF & BRB)	2,050	10,319	(2,196)	10,174
Community Bus Bond	5,850	400	0	6,250
Unclaimed Monies - Rates	7,453	0	0	7,453
RSL Hall Key Bond	680	500	(500)	680
Special Series Plates	6,930	2,345	(1,350)	7,925
Northampton Child Care Association	23,902	11	0	23,913
Horrocks Memorial Wall	1,483	0	0	1,483
One Life	940	0	0	940
Rubbish Tip Key Bond	1,834	0	0	1,834
Horrocks - Skate/Pump Park	2,000	0	0	2,000
RSL - Kalbarri Memorial	31,883	0	0	31,883
DOT - Department of Transport	(0)	77,248	(77,248)	(0)
Rates - Overpaid	30,761	0	0	30,761
Horrocks Lookout	1,353	0	0	1,353
Miscellaneous Deposits	240	0	0	240
Retentions	196,943	0	0	196,943
	1,466			1,466
	342,776	94,623	(93,794)	343,605

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT #	Date	Name/Payee	Description	Amount
EFT28221	01/09/2025	ADEPT TASK ADMIN	CENTRAL RECORDS PROJECT	2775.00
EFT28222	01/09/2025	AIRPORT LIGHTING SPECIALISTS	KALB AIRPORT MTCE LIGHTING SPARES	1320.00
EFT28223	01/09/2025	AW CRAGAN & ALLCAPRI PTY LTD	PT GREG CARPARK, NCC BOBCAT HIRE	1796.85
EFT28224	01/09/2025	ARROW BRONZE	NTON NICHE WALL PLAQUE	521.06
EFT28225	01/09/2025	AUSSIE NATURAL SPRING WATER GERALDTON	NTON OFFICE WATER BOTTLES	134.55
EFT28226	01/09/2025	BABA MARDIA ROAD SERVICES	ECO FLORA SIGN HIRE	35.20
EFT28227	01/09/2025	BUBBLES PLUMBING & GAS	TOWN TOILETS PLUMBING	1056.88
EFT28228	01/09/2025	BUNNINGS	PLANTS, DRAIN PIPE	1636.41
EFT28229	01/09/2025	CITY OF GREATER GERALDTON	MERU REFUSE DISPOSAL	10844.54
EFT28230	01/09/2025	COASTAL ELECTRICAL & SOLAR	KALB RCD TESTING VARIOUS LOCATIONS	8023.42
EFT28231	01/09/2025	BOC GASES AUSTRALIA	INDUSTRY GASES	46.60
EFT28232	01/09/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	468.91
EFT28233	01/09/2025	SIMON JOHN ALLAN DRAGE	NTON DR SURGERY REPAIRS	165.00
EFT28234	01/09/2025	ELDERS RURAL SERVICES	TOILET PAPER, HANDWASH, BIN BAGS	914.56
EFT28235	01/09/2025	GCLE PTY LTD	REIMB KERB DEPOSIT	500.00
EFT28236	01/09/2025	GCO AUSTRALIA PTY LTD	NTON RCD TESTING VARIOUS LOCATIONS	2396.64
EFT28237	01/09/2025	DAVID GRAY & CO PTY LTD	240L REFUSE BINS, EVENT BINS	6917.52
EFT28238	01/09/2025	GREENFIELD TECHNICAL SERVICES	KALB RD WIDENING WORKS STAGE 1 & 2	6623.93
EFT28239	01/09/2025	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUELS / FUEL CARDS JUL 25	31815.59
EFT28240	01/09/2025	C + J HANSON PLUMBING CONTRACTORS	OVAL HOUSE PLUMBING & GAS WORKS	3139.21
EFT28241	01/09/2025	HERSEY'S SAFETY PTY LTD	PPE, HARDWARE	426.79
EFT28242	01/09/2025	HOPPPYS PARTS R US	MECHANICS UTE PARTS	91.07
EFT28243	01/09/2025	HOSEY'S CONTRACTING	NCC ACCESS RAMP DRAINAGE WORKS 1ST INSTALL	6924.01
EFT28244	01/09/2025	INCITE SECURITY PTY LTD	NTON & KALB OFFICE SECURITY UPGRADE	9260.76
EFT28245	01/09/2025	SCOTT ALEXANDER JONES	PT GREG MOWING & SPRAYING	1270.00
EFT28246	01/09/2025	KALBARRI WAREHOUSE	PPE, HARDWARE, SOIL	223.85
EFT28247	01/09/2025	KALBARRI CARRIERS	FREIGHT	1430.00
EFT28248	01/09/2025	KIMBERLEY QUARRY PTY LTD	ROAD MTCE CRACKER DUST STOCK	2932.44
EFT28249	01/09/2025	LIMITLESS PROMOTIONS	DOG/CAT REGISTRATION TAGS	319.00
EFT28250	01/09/2025	READYTECH USER GROUP WA INC	READYTECH USER GROUP ANNUAL FEES	847.00
EFT28251	01/09/2025	M2M ONE PTY LTD	HKS/PT GREG TANK MONITORING SIM AUG 25	24.20
EFT28252	01/09/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	1251.01
EFT28253	01/09/2025	GERALDTON TOYOTA	CEO TOYOTA PRADO SERVICE	390.00
EFT28254	01/09/2025	NORTHAMPTON IGA PLUS LIQUOR	REFRESHMENTS, NTON DEPOT SUPPLIES	438.42
EFT28255	01/09/2025	NORTHAMPTON AUTO ELECTRICS	VARIOUS VEHICLE HARDWARE SUPPLY	467.00

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT28256	01/09/2025	NORTHAMPTON FAMILY STORE	STAFF UNIFORMS	476.45
EFT28257	01/09/2025	THE PLANNING INSTITUTE OF AUSTRALIA	PLANNER TRAINING FEES	350.00
EFT28258	01/09/2025	PRESTON ROWE PATERSON GTON & MW	VALUATION KITSON CRT UNITS	2970.00
EFT28259	01/09/2025	LEANNE ROWE	MFS REIMB TRAVEL	178.36
EFT28260	01/09/2025	SUN CITY PRINT & DESIGN	STATIONERY	312.00
EFT28261	01/09/2025	PAUL SHERIFF	SYNERGYSOFT ASSISTANCE	275.00
EFT28262	01/09/2025	STATEWIDE BEARINGS	WATER TRUCK PARTS	49.50
EFT28263	01/09/2025	STEVES TYRE & MECHANICAL	KALB TIP TRUCK SERVICE	1640.00
EFT28264	01/09/2025	SUNCITY SIGNS AND GRAPHICS	SIGNS	177.10
EFT28265	01/09/2025	DANIEL TARASEK	RED BLUFF DUP STORMWATER REPAIRS	30030.00
EFT28266	01/09/2025	TELSTRA	TELEPHONE CHARGES	4011.77
EFT28267	01/09/2025	THURKLE'S EARTHMOVING & MTCE	DOZER HIRE VARIOUS TIP PUSHUP	14847.25
EFT28268	01/09/2025	WESTRAC EQUIPMENT PTY LTD	GRAVEL STOCKPILE VARIOUS LOCATIONS	24454.10
EFT28269	01/09/2025	P MARKHAM AND M A WILSON	GRADER CUTTING EDGES	1729.86
EFT28270	02/09/2025	AUSTRALIAN TAXATION OFFICE	RSL ROOF REPAIRS	341.00
EFT28271	28/08/2025	LGISWA	BAS JULY 2025	62074.00
EFT28272	04/09/2025	WESTLINE CONTRACTING	LGIS INSURANCE 25/26 1ST INSTALL	251501.05
EFT28273	15/09/2025	MICHELLE HELEN ALLEN	RED BLUFF DUP LINE MAKING	4378.00
EFT28274	15/09/2025	ARROW BRONZE	MCS REIMB FUEL	60.00
EFT28275	15/09/2025	AZIMUTH CARPENTRY PTY LTD	NTON CEMETERY PLAQUES	845.71
EFT28276	15/09/2025	BROOKS HIRE SERVICE PTY LTD	HKS FORESHORE SHELTER MTCE	220.00
EFT28277	15/09/2025	CO-OPERATIVE BULK HANDLING LTD	PT GREG WATERLINE MINI EXCAVATOR HIRE	958.85
EFT28278	15/09/2025	BOC GASES AUSTRALIA	REIMB RSL HALL HIRE FEE	50.00
EFT28279	15/09/2025	WINC AUSTRALIA PTY LTD	INDUSTRY GASES	46.60
EFT28280	15/09/2025	TEAM GLOBAL EXPRESS PTY LTD	P/COPPER MTCE	1535.59
EFT28281	15/09/2025	DEPARTMENT OF WATER & ENVIRONMENT	FREIGHT	52.76
EFT28282	15/09/2025	ELGAS	NTON WASTE MGMT FACILITY ANNUAL LICENCE FEE	1185.65
EFT28283	15/09/2025	FENN PLUMBING & GAS	RAKE PL GAS BOTTLE	207.92
EFT28284	15/09/2025	DEPT OF FIRE & EMERGENCY SERVICES	BLUE HOLES TOILETS REPAIRS	143.00
EFT28285	15/09/2025	FREEMANS LIQUID WASTE PTY LTD	25/26 ESL CONTRIBUTIONS	365204.18
EFT28286	15/09/2025	GERALDTON MOWER & REPAIR SPECIALISTS	VARIOUS SEPTIC & LEACH DRAIN PUMP OUTS	10642.00
EFT28287	15/09/2025	GERALDTON AG SERVICES	WHIPPER SERVICE & REPAIRS, MOWER PARTS	574.10
EFT28288	15/09/2025	GERALDTON TYREPOWER	NTON MOWER PARTS	44.00
EFT28289	15/09/2025	GERALDTON & MIDWEST SECURITY SERVICES	EHO CAMRY 2 X TYRES & BALANCE	298.00
EFT28290	15/09/2025	GHD PTY LTD	ALLEN CNT SECURITY FINAL PAYMENT	327.85
			DRFA WORKS 2024 RAINFALL EVENT,	11882.09

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT28291	15/09/2025	C + J HANSON PLUMBING CONTRACTORS	NTON DISASTER RECOVERY WORKS AGRN965	13029.75
EFT28292	15/09/2025	HILLE THOMPSON & DELFOS	NTON OFFICE PLUMBING	525.17
EFT28293	15/09/2025	BP KALBARRI	WOODS ST MODULA HOUSE SURVEYING	880.00
EFT28294	15/09/2025	LG BEST PRACTICES PTY LTD	WESTERN POWER DOME	389.95
EFT28295	15/09/2025	MARKET CREATIONS AGENCY	RETIC, HARDWARE, OILS	7172.00
EFT28296	15/09/2025	LGRCEU	ACCOUNTING ASSISTANCE	10596.30
EFT28297	15/09/2025	MI GLOBAL CONSTRUCTIONS	WEBSITE UPGRADE/REFRESH PHASE 1	82.00
EFT28298	15/09/2025	NORTHAMPTON FAMILY STORE	PAYROLL DEDUCTIONS	5670.85
EFT28299	15/09/2025	PORT GREGORY CARAVAN PARK	STEPHEN ST MODULA HOUSE GARAGE PROGRESS PAYMENT	78.95
EFT28300	15/09/2025	RAC BUSINESSWISE	STAFF UNIFORMS	50.07
EFT28301	15/09/2025	ROAD RUNNER MECHANICAL SERVICES	FUEL BS ISUZU	960.00
EFT28302	15/09/2025	2V NET IT SOLUTIONS	RAC BUSINESSWISE ASSIST 25/26	335.50
EFT28303	15/09/2025	TOTALLY WORKWEAR - GERALDTON	DMAX 2WD FAULT CHECK	574.00
EFT28304	15/09/2025	TRUCKLINE	COMPTER MTCE - SEPT 25	123.37
EFT28305	15/09/2025	JULIE ANNE WAUD	SAFETY BOOTS	1880.73
EFT28306	15/09/2025	WESTRAC EQUIPMENT PTY LTD	FUSO/MTCE TRUCK SERVICE KITS, TIP TRUCK PARTS	250.00
EFT28307	25/09/2025	KALBARRI IGA	REIMB RSL HALL HIRE BOND	5269.11
EFT28308	25/09/2025	AUSTRALIA POST	GRADER/BACKHOE CUTTING EDGES, LOADER PARTS	205.81
EFT28309	25/09/2025	BLACKWOODS	REFRESHMENTS, ALLEN CNT SUPPLIES	263.26
EFT28310	25/09/2025	BOLTS-R-US	POSTAGE	575.00
EFT28311	25/09/2025	BROWN DAVIS AUTOMOTIVE PTY LTD	SUNDRY TOOLS	16.93
EFT28312	25/09/2025	BUILDING & CONSTRUCTION IND TRAINING FUND	HARDWARE	1467.00
EFT28313	25/09/2025	CITY OF GREATER GERALDTON	CEO VEHICLE FUEL SUB TANK REPLACEMENT	408.82
EFT28314	25/09/2025	CIVIC LEGAL	BCITF AUG 2025	3372.72
EFT28315	25/09/2025	CLEANAWAY OPERATIONS PTY LTD	MW LIBRARIES SUBSCRIPTION	26767.00
EFT28316	25/09/2025	WINC AUSTRALIA PTY LTD	MERU REFUSE DISPOSAL	19796.70
EFT28317	25/09/2025	TEAM GLOBAL EXPRESS PTY LTD	LEGAL ADVICE	28311.44
EFT28318	25/09/2025	CRAYON AUSTRALIA PTY LTD	DOM/COMM 240L REFUSE COLLECTION	20312.93
EFT28319	25/09/2025	REID CAMERON JOHN DAVIES	REFUSE SITE FRONTLIFTS	56.10
EFT28320	25/09/2025	CENTRAL REGIONAL TAFE	P/COPPER REPAIR TRAVEL	42.37
EFT28321	25/09/2025	ELDERS RURAL SERVICES AUSTRALIA LTD	FREIGHT	927.58
			MICROSOFT EXCHANGE/365 SUBSCRIPTION	928.00
			RATES REFUND	1750.00
			STAFF TRAINING TRAFFIC MGMT REFRESH	2874.81
			FERT, TOILET PAPER, HARDWARE, BOOTS	

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT28322	25/09/2025	ENGIN	TELEPHONE CHARGES	381.53
EFT28323	25/09/2025	EVDXIA WATSON	REIMB SPECIAL SERIES PLATES	335.00
EFT28324	25/09/2025	DEPT OF MINES, INDUSTRY REG & SAFETY	BRB AUG 2025	309.45
EFT28325	25/09/2025	FREEMANS LIQUID WASTE PTY LTD	TOWN PK TOILETS PUMP SEPTICS	2675.00
EFT28326	25/09/2025	GERALDTON MOWER & REPAIR SPECIALISTS	HKS MOWER TYRES X 2, CHAINSAW CHAINS	656.00
EFT28327	25/09/2025	GERALDTON LOCK & KEY SPECIALISTS	KEYS	880.00
EFT28328	25/09/2025	GERALDTON AG SERVICES	KAL MOWER PARTS	321.59
EFT28329	25/09/2025	GERALDTON & MIDWEST SECURITY SERVICES	SECURITY MONITORING QUARTERLY	591.42
EFT28330	25/09/2025	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	3058.56
EFT28331	25/09/2025	GREENFIELD TECHNICAL SERVICES	KALB RD WIDENING WORKS STAGE 1 & 2	5868.78
EFT28332	25/09/2025	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUELS, FUEL CARDS AUG 25	36723.83
EFT28333	25/09/2025	C + J HANSON PLUMBING CONTRACTORS	BATEMAN ST RES PLUMBING REPAIRS	3920.73
EFT28334	25/09/2025	HOSEY'S CONTRACTING	NCC ACCESSIBLE STAIRS INSTALL	97798.98
EFT28335	25/09/2025	INCITE SECURITY PTY LTD	KALB OFFICE SECURITY QUARTERLY	161.70
EFT28336	25/09/2025	INDEPENDENT RURAL PTY LTD	FERT, HARDWARE, RETIC, PLANTS	2221.11
EFT28337	25/09/2025	SCOTT ALEXANDER JONES	PT GREG MOWING & SPRAYING	305.00
EFT28338	25/09/2025	KALBARRI EXPRESS FREIGHT	FREIGHT	78.51
EFT28339	25/09/2025	BP KALBARRI	HARDWARE, CEMENT, RETIC	330.40
EFT28340	25/09/2025	KALBARRI WAREHOUSE	SOIL, TOOLS	96.20
EFT28341	25/09/2025	KALBARRI NEWSAGENCY	STATIONERY	11.90
EFT28342	25/09/2025	GRAEME RALPH	VERGE GRAVEL SUPPLY	247.50
EFT28343	25/09/2025	KIMBERLEY QUARRY PTY LTD	5MM CRACKER DUST STOCKPILE	950.16
EFT28344	25/09/2025	NUTRIEN AG SOLUTIONS NORTHAMPTON	PARKS/GARDENS/VERGE SPRAY CHEMICALS	827.65
EFT28345	25/09/2025	STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS KINDY PACKS 25/26	159.50
EFT28346	25/09/2025	M2M ONE PTY LTD	HKS/PT GREG TANK MONITORING SIM SEPT 25	24.20
EFT28347	25/09/2025	MARKET CREATIONS AGENCY	WEBSITE UPGRADE/REFRESH 2ND PROGRESS	1100.00
EFT28348	25/09/2025	MCINTOSH & SON	CASE TRACTOR REPAIRS PARTS & LABOUR	8981.42
EFT28349	25/09/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	437.36
EFT28350	25/09/2025	SHIRE OF NARROGIN	POWERING WA RENEWABLE ENERGY	1035.10
EFT28351	25/09/2025	NORTHAMPTON IGA PLUS LIQUOR	SUBMISSION CONTRIBUTION	285.79
EFT28352	25/09/2025	NORTHAMPTON NEWSAGENCY	REFRESHMENTS, NTON DEPOT SUPPLIES	510.80
EFT28353	25/09/2025	NORTHAMPTON AUTO ELECTRICS	STATIONERY, NEWSPAPERS	1475.00
EFT28354	25/09/2025	KALBARRI PALM RESORT	KAL BUS PARTS, DMAX 2WD BATTERY	125.00
EFT28355	25/09/2025	PATIENCE SANDLAND PTY LTD	ACCOM KALB FORESHORE SPRAYING	1260.00
EFT28356	25/09/2025	QUANTUM SURVEYS	KALB OVAL TOP DRESS LOAM	3538.15
EFT28357	25/09/2025	SYNERGY	OGILVIE EAST RD SURVEY/DESIGN	19422.73
			ELECTRICITY CHARGES	

ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT28358	25/09/2025	TELSTRA	TELEPHONE CHARGES	895.03
EFT28359	25/09/2025	THE SEWING FAIRY	STAFF UNIFORM EMBROIDERY	880.00
EFT28360	25/09/2025	THURKLE'S EARTHMOVING & MTCE	DOZER HIRE GRAVEL PUSHUP	3041.50
EFT28361	25/09/2025	CRESTA LEE VIELLARIS	CDO REIMB TRAVEL	1006.66
EFT28362	25/09/2025	WESTRAC EQUIPMENT PTY LTD	GRADER SERVICE & PARTS	6911.67
EFT28363	25/09/2025	P MARKHAM AND M A WILSON	OVAL HOUSE KITCHEN UPGRADES	9174.00
EFT28364	25/09/2025	WURTH AUSTRALIA PTY LTD	NTON DEPOT AC SEALING KIT	282.17
EFT28365	25/09/2025	ZIPFORM DIGITAL	RATES PRINTING & DISTRIBUTION	14291.00
EFT28366	24/09/2025	AUSTRALIAN TAXATION OFFICE	INTEREST CHARGE	160.24
EFT28367	30/09/2025	RAUBEX CONSTRUCTION PTY LTD	KALB RD WIDENENING PROGRESS CLAIM 9 RFT 05- 2023	65556.09
TOTAL				<u><u>\$1,356,749.79</u></u>

MUNICIPAL FUND CHEQUES

Chq #	Date	Name/Payee	Description	Amount
22612	2/09/2025	CANCELLED		
22613	02/09/2025	RIGHT 4 THE ROAD	KALB BUS ANNUAL INSPECTION	283.60
22614	04/09/2025	RIGHT 4 THE ROAD	NTON BUS ANNUAL INSPECTION	283.60
22615	08/09/2025	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	169.30
22616	17/09/2025	SHIRE OF NORTHAMPTON	VEHICLE LICENCING TO SEPT 26	19438.90
TOTAL \$				<u>20,175.40</u>

Jnl #	Jnl Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
		SUPERCHOICE	01/09/2025	SUPERANNUATION PAY F/N/E 27/08/25		29,002.40
		PAYROLL	11/09/2025	PAYS F/N/E 10/09/25		125,686.00
		SUPERCHOICE	15/09/2025	SUPERANNUATION PAY F/N/E 10/09/25		29,285.94
		PAYROLL	25/09/2025	PAY F/N/E 24/09/25		127,034.00
GJ0305	30/09/2025	NATIONAL AUSTRALIA BANK	30/09/2025	BANK FEES		118.38
GJ0306	30/09/2025	COMMONWEALTH BANK	30/09/2025	BANK MERCHANT FEES		1,975.93
GJ0307	30/08/2025	COMMONWEALTH BANK	30/09/2025	BPOINT FEES		44.22
GJ0308	30/09/2025	NATIONAL AUSTRALIA BANK	30/09/2025	BPAY		906.40
GJ0310	30/09/2025	NAB CEO CORPORATE CARD	13/08/2025	2VNET COMPUTER MTCE	351.00	
			14/08/2025	TRAILBAIT OFFROAD CEO VEHICLE LIGHTBAR		
				BRACKETS		
			15/08/2025	2VNET COMPUTER MTCE	336.50	
			25/08/2025	ADOBE SUBSCRIPTION COMP EXPS	50.00	
			28/08/2025	2VNET COMPUTER MTCE	341.95	
					164.00	
			28/08/2025	CARD FEE	9.00	1,252.45
GJ0311	30/09/2025	NAB EMWTS CORPORATE CARD	22/08/2025	IINET KALBARRI DEPOT INTERNET	89.99	
			28/08/2025	CARD FEE	9.00	
GJ0312	30/09/2025	NAB EMCDR CORPORATE CARD	11/08/2025	BUNNINGS OVAL HOUSE KITCHEN UPGRADE	125.26	98.99
			12/08/2025	BUNNINGS OVAL HOUSE KITCHEN UPGRADE	481.02	
			12/08/2025	BUNNINGS OVAL HOUSE KITCHEN UPGRADE	240.51	
			28/08/2025	CARD FEE	9.00	855.79
						<u>\$ 287,258.10</u>

FUEL CARD PURCHASES

Payment #	Payment Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
EFT28330	25/09/2025	GERALDTON FUEL COMPANY PTY LTD	03/08/2025	CEO TOYOTA PRADO	109.01	
			05/08/2025	CEO TOYOTA PRADO	128.51	
			14/08/2025	CEO TOYOTA PRADO	18.77	
			14/08/2025	CEO TOYOTA PRADO	91.54	
			17/08/2025	CEO TOYOTA PRADO	123.30	
			22/08/2025	CEO TOYOTA PRADO	96.35	
			22/08/2025	CEO TOYOTA PRADO	140.66	708.14
			04/08/2025	EHO CAMRY	78.87	
			17/08/2025	EHO CAMRY	78.30	157.17
			03/08/2025	P&G DMAX	107.28	
			09/08/2025	P&G DMAX	51.74	
			10/08/2025	P&G DMAX	118.74	
			11/08/2025	P&G DMAX	76.84	
			15/08/2025	P&G DMAX	45.49	
			15/08/2025	P&G DMAX	137.13	
			16/08/2025	P&G DMAX	96.68	
			17/08/2025	P&G DMAX	78.28	
			18/08/2025	P&G DMAX	115.88	
			19/08/2025	P&G DMAX	67.71	
			21/08/2025	P&G DMAX	62.58	
			22/08/2025	P&G DMAX	66.98	
			23/08/2025	P&G DMAX	35.93	
			23/08/2025	P&G DMAX	114.64	
			24/08/2025	P&G DMAX	107.75	
			28/08/2025	P&G DMAX	98.80	
			30/08/2025	P&G DMAX	38.65	1,421.10
			03/08/2025	EMCDR FORD RANGER	96.46	
			06/08/2025	EMCDR FORD RANGER	137.99	
			10/08/2025	EMCDR FORD RANGER	133.05	
			17/08/2025	EMCDR FORD RANGER	133.94	
			18/08/2025	EMCDR FORD RANGER	146.79	
			22/08/2025	EMCDR FORD RANGER	123.92	772.15
					\$ 3,058.56	
EFT28332	25/09/2025	GREAT SOUTHERN FUEL SUPPLY		DEPOT BOWSERS, OILS	36,345.16	36,345.16
			09/08/2025	CEO TOYOTA PRADO	112.60	
			26/08/2025	CEO TOYOTA PRADO	132.10	
			29/08/2025	CEO TOYOTA PRADO	133.97	378.67
					\$ 36,723.83	

Brian Robinson

From: Stephanie Brown - Market Sisters <marketsistersperth@gmail.com>
Sent: Monday, July 21, 2025 7:17 PM
To: Brian Robinson
Cc: Cresta Viellaris; Andrea Teakle; Wendy Dallywater
Subject: Fwd: Complaint Regarding Duration of Food Van Attendance
Attachments: 20250715_180759.jpg; 20250715_210348.jpg; 20250716_181908.jpg; 20250717_114045.jpg; 20250717_100653.jpg; IMG_20250717_084128_929.jpg; Screenshot_20250717_201326_Facebook.jpg; Screenshot_20250718_211354_Facebook.jpg; Screenshot_20250718_211338_Facebook.jpg; Fairbrossen Winery feedback.pdf; Homemade Temptations feedback.pdf; KVC_Support_Letter_Market_Sisters_July 2025 Visitors Centre.pdf; Little Dutchies feedback.pdf; Peters Ca Phe feedback.pdf

Hello Brian

Thank you for reaching out and providing us the opportunity to respond to the recent concerns raised about our market event in Kalbarri.

We value the local community and always strive to run events that contribute positively to the towns we visit. We'd like to share some details from our recent two-day event that demonstrate the economic benefit brought to Kalbarri by our stallholders and their teams.

- In total, we had 30 stallholders attend, most bringing family or staff (averaging 4–6 people per stall), equating to approximately 150 visitors staying in Kalbarri for three nights. This group actively supported local businesses including the IGA, service stations, bakery, and tourist attractions.
- Most of our stallholders visited the local bakery at least twice daily due to its proximity to the event site.
-
- The Kalbarri Hotel's bar remained open until 10:45pm on Wednesday night due to the volume of market attendees, with over \$1,000 spent that evening alone.
- Prior to the market on Tuesday, around 30 of our stallholders had lunch at the Kalbarri Hotel, contributing approximately \$900 in food sales.
- Accommodation booked by our group injected an estimated \$20,000 into the local economy, with attendees staying at Kalbarri Hotel, Edge Resort, Palm Resort, local Airbnbs and campsites.
- The Upstairs restaurant and Finlay's were fully booked out on both event nights. Several customers at the market also mentioned that local takeaway shops were busy or had limited seating, making the market one of the few options for evening meals.
- We received overwhelmingly positive feedback from visitors who enjoyed the variety of food vans and stalls, the family-friendly atmosphere, live music, and the adjacent playground.

From a logistics perspective, bringing a group of this scale from Perth to Kalbarri is a significant effort—towing food vans + cool rooms, arranging vehicles for staff and family, and organising accommodation. A single-night event does not make this trip viable for us or our vendors, so a two-night format is essential to ensure variety, quality, and a meaningful return on the considerable travel and setup time involved.

In addition, we welcomed and encouraged local stallholders to join us at a 30% discounted rate to ensure the local community also benefited directly from the event.

Many of us took the opportunity to enjoy Kalbarri's natural beauty and attractions—visiting the Skywalk, lookouts, watching the pelican feeding, and cruising on the wilderness river tour. This also involved stallholders photos and videos of the area being posted on multiple social media accounts with large amounts of followers, promoting the town and all it has to offer to a large audience online which could attract more tourists and stallholders in the future. Across my 4 business accounts on Instagram and Facebook (Market Sisters pages and Coastal Markets by Market Sisters accounts) I was advertising the market and tourist attractions in the area to my 12,700 followers in the weeks leading up to the event and the week of the event.

In terms of the number of food trucks, when we attended in April we had 8 food vans and found this was not enough as they all had long wait times and lines due to the number of customers that attended. For our most recent event we had 10 food trucks which was the perfect amount as they were busy but steady and didn't have long wait times, we also try to make sure there is a variety of different trucks at each event to keep it interesting for locals attending.

Personally, I visited with my family of six and we spent over \$3,000 at local shops, hospitality venues, accommodation, boat tours, IGA, petrol stations and experiences during our stay. We had a fantastic time and look forward to returning later in the year.

I have attached positive feedback received from our stallholders, comments received about the event on Facebook, photos of our group enjoying Kalbarri as well as a letter from the visitors centre supporting our event.

Thank you again for the opportunity to provide feedback.

Please don't hesitate to reach out if you need any further information.

Warm regards,
Stephanie Brown
Market Sisters



[Instagram Link](#)

[Facebook Link](#)

On Thu, 17 Jul 2025 at 11:28, Brian Robinson <brian.robinson@northampton.wa.gov.au> wrote:

Good Morning Stephanie,

I write today to advise you that the Shire has received a complaint regarding food vans attending Kalbarri. The complaint expressed concern that the two-day duration is excessive and larger number of vans attending detrimentally impact on local business' ability to generate income.



Request for Tender

Request for Tender:	RFT02-2025
Deadline:	5pm on 26 September 2025
Address for Delivery:	<p>TENDER SUBMISSIONS MUST BE SUBMITTED VIA ONE OF THE FOLLOWING METHODS:</p> <p>Email: brian.robinson@northampton.wa.gov.au</p> <p>OR</p> <p>Via Post: PO Box 61, Northampton WA, 6535.</p> <p>OR</p> <p>Via hand: Shire Office at 199 Hampton Road, Northampton</p>

TENDERERS WHO DOWNLOAD THE TENDER DOCUMENTS DIRECT FROM THE SHIRE WEBSITE OR OBTAIN THEM BY ANY OTHER MEANS ARE REQUIRED TO SEND AN EMAIL DIRECTLY TO THE NOMINATED CONTACT PERSON TO ENSURE THAT YOU RECEIVE ALL TENDER ADDENDA. FAILURE TO DO SO MAY RESULT IN YOUR TENDER BEING DEEMED NON-CONFORMING AND MAY NOT BE EVALUATED.

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APPENDIX 1 – GENERAL CONDITIONS OF CONTRACT

APPENDIX 2 – KALBARRI FORESHORE LANDSCAPE MASTER PLAN & OPINION OF PROBABLE COST PREPARED FOR STAGE 1

APPENDIX 3 - KALBARRI FORESHORE REVITALISATION MASTER PLAN

APPENDIX 4 - CONSULTATION REPORT FOR KALBARRI FORESHORE CONCEPT PLAN PREPARED BY AHA CONSULTING - OCT 2021

APPENDIX 5 - KALBARRI BEACHES AND FORESHORE REVITALISATION SOCIO ECONOMIC ANALYSIS - PREPARED BY KESTON ECONOMIC NOV 2022

APPENDIX 6 - EXCERPT OF SHIRE OF NORTHAMPTON COUNCIL MINUTES FROM 20 MARCH 2025

Part 1 READ AND KEEP THIS PART

1 GENERAL INFORMATION FOR TENDERERS

1.1 General

This PART 1 provides Tenderers with a brief description of the services required and a background to the Tender process. If there is any conflict between it and the detailed Specifications in the later Sections of these documents, the requirements in the later Sections shall have precedence.

This Request for Tender is comprised of the following parts:

- Part 1 – General Information for Tenderers (read and keep this part);
- Part 2 – Conditions of Tendering (read and keep this part);
- Part 3 – General Conditions of Contract (read and keep this part);
- Part 4 – Special Conditions of Contract (read and keep this part);
- **Part 5 - Tenderers Offer and Responses (complete and return this part);**
- **Part 6 – Tender Response Schedules (complete and return this part including all schedules); and**
- Part 7 – Appendices (read and keep this part)

Separate Documents

- Addenda and any other special correspondence issued to Tenderers by the Principal.
- Any other policy or document referred to but not attached to the Request

1.2 Contract Requirements in Brief

The Principal is the recipient of an \$8.1 million grant from the Western Australian State Government relating to Stage 1 of the Kalbarri Foreshore Revitalisation Project. A plan showing the extent of Stage 1 is shown overleaf as Figure 1.

In April 2021, Tropical Cyclone Seroja caused significant damage to both private and public infrastructure within the Kalbarri Community. The response to the natural disaster was multifaceted and include the following in relation to the Murchison River foreshore and the adjacent coastline:

- Federally funded disaster recovery funding, facilitating re-instatement of infrastructure from Chinaman's Point to Jacques Point; and
- In 2022 the Kalbarri Foreshore Revitalisation Master Plan (the Master Plan) was prepared by Tourism Western Australia in consultation with the State of Western Australia and the Principal, following a public consultation process including workshops with the Kalbarri Community.

Part 1 READ AND KEEP THIS PART

Figure 1



**Note: Above plan sourced from Kalbarri Foreshore Landscape Plan*

Part 1 READ AND KEEP THIS PART
--

Subsequently, the State has awarded the \$8.1 million grant to the Principal for implementation of identified elements of the Master Plan that were to be included in Stage 1 of the revitalisation project, based on an opinion of probable cost. Copies of the approved Landscape Master Plan concepts and Opinion of Probable Cost (OPC) are shown at Appendix 2.

Following a detailed public consultation process regarding the proposed elements within Stage 1 of the revitalisation program, the Principal has identified that there are several elements that do not have the support of the Kalbarri community and as a result the Principal does not wish to proceed with those elements.

As expenditure of the \$8.1 million grant is tied to both the approved budget and the Landscape Master Plan concepts, which have been drawn from the Master Plan. There is a need to review the current content of the Master Plan and Landscape Master Plan prior to proceeding with a revised project. The Principal is therefore seeking to appoint suitably qualified consultants to assist the Shire undertaking this review and preparing a Project Management Plan for a revised Stage 1.

A copy of the Master Plan is shown at Appendix 3, whilst a detailed scope of work is described in detail in section 1.5 overleaf.

1.3 Contract Objectives

The Objectives of the Contract include the following:

- To complete the scope of work in compliance with this specification in order to facilitate a revised Stage 1 for the Kalbarri Foreshore Revitalisation Project.
- To complete the scope of work in a safe, cost-effective and efficient manner in order to achieve an acceptable standard of performance in accordance with industry standards and standards required by this specification.
- To ensure compliance with the Shire of Northampton's purchasing and procurement policies as well as the Shire's Disability Access Inclusion Plan. Refer to the Shire's website for further information.

1.4 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Tender.
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline:	The deadline for lodgement of your Tender as detailed on the front cover of this Request.
General Conditions	Means the General Conditions of Contract for the Provision of

Part 1 READ AND KEEP THIS PART	
of Contract:	Services nominated in Part 3.
Offer:	Your offer to supply the Requirements.
Principal:	Shire of Northampton.
Request OR RFT OR Request for Tender:	This document.
Requirement:	The Services requested by the Principal.
Selection Criteria:	The Criteria used by the Principal in evaluating your Tender.
Specification:	The Statement of Requirements that the Principal requests you to provide if selected.
Principal's Representative:	To be appointed by the Shire of Northampton.
Tender:	Completed Offer form, Response to the Selection Criteria and Attachments.
Tenderer:	Someone who has or intends to submit an Offer to the Principal.
Works or Services:	Means the Works or Services, which the Contractor is required to provide to the Principal and the Contractor under the Contract.

1.5 Scope of Work

The Contractor is required to complete a review of the Kalbarri Foreshore Revitalisation Master Plan June 2022 and Landscape Master Plan detailed design concepts, prepare a revised Opinion of Probable Costs and prepare a Project Management Plan for a revised Stage 1 of the Kalbarri Foreshore Revitalisation Management Plan.

A thorough and detailed review of the Master Plan and Landscape Plan is required to be completed to facilitate revision of those elements to be included in Stage 1. In order to complete this review, the Contractor will be required to undertake the following:

1.5.1 Detailed Examination of Existing Services

Existing services within the foreshore reserve are limited and not well documented to inform the revised Master Plan. The Contractor will be required to identify and map:

- a) Existing services relating to Western Power located within the foreshore reserve and adjacent to George Grey Drive road reserve;
- b) Existing connections to Western Power within the Reserve;
- c) Existing foreshore reserve connections to the Water Corporations Reticulated water and sewerage services;
- d) Existing Drainage infrastructure; and
- e) Existing on-site effluent disposal systems.

Part 1 READ AND KEEP THIS PART

Plans detailing the above are to be provided to the Principal in Drawing Exchange Format (.dxf), or other format as may be agreed.

1.5.2 Review of the Master Plan and Landscape Master Plan and Production of Revised Plans

Complete a comprehensive review of both the Master Plan and Landscape Master Plan shown at Appendices 2 and 3 of this Tender and produce revised, detailed Concept Plans relating to Stage 1 of the Kalbarri's Murchison River Foreshore revitalisation project, having regard to the following:

i) Existing and Required Services

The revised Master Plan and Landscape Plans are required to address the location of existing services as identified within Section 1.5.1 of this document.

Where required the need for service upgrades and/or additional services associated with Foreshore Revitalisation Works must be identified. These upgrades and/or additional services to include such matters as connection of new ablution facilities to the Water Corporation's Reticulated Sewerage System.

ii) Findings of the Consultation Report - Kalbarri Foreshore Concept Plan 2021.

The Kalbarri Foreshore Plan Consultation Plan October 2021 was produced by Aha Consulting on behalf of the Midwest Development Commission following a consultation process consisting of 2 x Community Workshops, 13 x 1 on 1 interviews and 72 semi structured interviews. Findings from the consultation process were used to inform the current Master Plan.

Whilst the consultation process related to a wider area, the Consultation Report details feedback obtained in relation to precincts forming Stage 1 being Chinaman's Beach, the RSL Memorial and adjacent area known as Sally's Tree, the tourism precinct and Gidamarra Springs.

A copy of the Consultation Report is shown at Appendix 4.

iii) Kalbarri Beaches and Foreshore Revitalisation Socio-Economic Analysis

The Socio-Economic Analysis is a key document that was utilised to obtain funding for the Master Plan and Stage 1 of the Foreshore Revitalisation Project. A copy of the Plan, as prepared by Keston Economics is shown at Appendix 5.

The Tenderer is required to take into account the findings and content of the analysis when preparing the revised Master Plan and Stage 1 concepts.

iv) Current Master Plan

Except for those elements outlined in the balance of Clause 1.5.2(v) of this document, the majority of detail within the Master Plan has been supported by the Principal and wider public. Many details contained within the Plan remain relevant despite the need for a review of the Master Plan to be undertaken.

Some elements of the Master Plan as shown at Appendix 3 were not included within the scope of works for Stage 1. It is considered appropriate that these elements are considered for inclusion in Stage 1.

Part 1 READ AND KEEP THIS PART

v) Findings of the Shire of Northampton Consultation Process

Notwithstanding that the current Master Plan and Stage 1 project elements took into account the findings of the 2021 Consultation Report (refer point ii above), there was no consultation on the final designs or the elements to be included within Stage 1. As a result the Principal undertook an intensive consultation process resulting in 201 submissions being received. The Principal considered these submissions at its Ordinary Meeting held on 20 March 2025. An excerpt of the relevant Council minutes is shown at Appendix 6 along with a Schedule of Submissions.

As reflected within the minutes shown at Appendix 6, Council resolved to:

- a) Dismiss those comments and suggestions not relating to the four precincts of the Murchison River Foreshore (Stage 1 areas);
- b) Dismiss suggestions for funding to be utilised for a swimming pool or Skate Park;
- c) Not support the following elements of the Master Plan and associated budget for Stage 1:
 - Use of the Nation Park Shelters, with a preference for any new shelters to be designed so as to match existing shelter infrastructure on the foreshore;
 - Construction of a viewing platform on top of the Kalbarri Volunteer Marine Rescue Building;
 - The construction of a lookout off Grey Street due to the impact on vegetation and the existing view for drivers entering the townsite from the south; and
 - The proposed Zuytdorp Artwork, noting that the majority of respondents support improvements to the access and lookout area.
- d) Request the Shire of Northampton Kalbarri Foreshore Revitalisation Advisory Committee to consider the balance of the submission/comments as part of the process to refine the concepts as part of the process.

vi) Input from the Kalbarri Foreshore Revitalisation Advisory Committee

The Principal has formed the Kalbarri Foreshore Revitalisation Advisory Committee for the following purpose:

1. To assist Shire Officers in the refinement and detailed designs for conceptual elements contained within the Kalbarri Foreshore Masterplan as prepared by the Midwest Development Commission and Tourism Western Australia;
2. To assist in the identification of priorities in respect of the Foreshore Redevelopment;
3. Make recommendations to Council on potential developments and commercial opportunities not identified within the Kalbarri Foreshore Masterplan;
4. Assist co-ordination of community participation in public consultation processes; and
5. Communicate and inform the member organisations and local community about the proposed project, its elements and timeframes for work.

Part 1 READ AND KEEP THIS PART

In order to effectively liaise with the Advisory Committee, attendance at 3 Advisory Committee meetings will be required as follows:

- Initial Discussion and Workshop on each of the four precincts;
- Presentation of initial concept designs; and
- Presentation of final draft designs.

In accordance with the Committee's Terms of Reference, the minutes of all meetings will be presented to Council for consideration.

Meetings of the Advisory Committee will be scheduled to be held at the Allen Centre in George Grey Drive, Kalbarri.

vii) Input from Principals Councillors

Elected as representatives of the Community, it is important that the Principals Councillors remain informed and involved in the review of the Master Plan. In addition to minutes from the Advisory Committee being provided to Council for consideration, the Contractor will be required to attend a minimum of 2 Council meetings in order to:

- Workshop the draft concepts following consideration of those concepts by the Advisory Committee; and
- To present the final draft Master Plan.

It is intended to hold the above workshops/presentations in the Council Chambers at the Northampton Administration Office located on Hampton Road, Northampton

viii) Design Content

All designs to be provided for review shall be prepared having regard to the following:

- The available services or ability to extend services to the site;
- The existing foreshore landform including but not limited to contours, existing beach access points and vegetation;
- Existing foreshore infrastructure that is to be retained; and
- The existing attributes and vistas available to residents along George Grey Drive and those enjoyed by the wider travelling public.

The Contractor is encouraged to draw design elements from the rich history of the Kalbarri Community from its first Aboriginal inhabitants and first European and through to today.

viv) Designs to Facilitate Local Content

As far as practical designs to be incorporated into the revised Master Plan and Landscape Plan conceptual designs should be prepared with the view of facilitating the design, manufacture and/or installation of elements contained within the plan by businesses located within the Kalbarri townsite or wider Shire of Northampton.

Part 1 READ AND KEEP THIS PART

It should be noted that businesses based within the Shire of Northampton are eligible for consideration under the Shire's Purchasing Policy – Regional Price Preference and in accordance with *Local Government Act 1995*.

Where the manufacture of elements is unlikely to occur within the Shire of Northampton, there will be a preference for these services to be provided from within the Midwest district, including the City of Geraldton.

x) Document Formats

Unless agreed otherwise with the principal, the revised Master Plan and Landscape Master Plan are to be consistent with the format of the current documents.

The principal is to be provided with three copies of the final documents, together with electronic copies of the document in .pdf and the associated plans in .dxf.

1.5.3 Preparation of revised OPC

Once the Principal has accepted the revised Master Plan, the Contractor shall arrange for the preparation of an Opinion of Probable Costs (OPC) relating to implementation of all elements contained within the Plan. The opinion shall identify the following:

- a) The cost of elements being specifically incorporated into each of the current identified precincts; and
- b) Those elements which relate to the foreshore as a whole (i.e. linear footpath networks).

1.5.4 Preparation of Project Management Plan

The Contractor is to produce a comprehensive project management plan to facilitate the timely completion works proposed as Stage 1 of the Kalbarri Foreshore Revitalisation Project, within budget.

The Project Management Plan is to address the essential stages of Project Management including risk assessment, a work breakdown, project schedule, communication plan, initiation, execution, monitoring, methods and closure of the project. The Plan is to be prepared to the satisfaction of the Principal who will liaise with the Midwest Development Commission and other relevant parties.

1.5.5 Project Timelines

Unless otherwise agreed with the Principal at the time of appointment, the Contractor shall complete the Scope of Work identified in clauses 1.5.1-1.5.2 are required to be completed by 30 November 2025 so as to be considered by the Kalbarri Foreshore Revitalisation Advisory Committee prior to 5 December 2025, in order for the revised Master Plan and Landscape Plans to be considered by Council at its Ordinary Meeting to be held on 18 December 2025.

The Project Management Plan is required to be completed within 30 days of the Principal Accepting the revised plans for Stage 1 of the project.

Part 1 READ AND KEEP THIS PART
--

Part 2 READ AND KEEP THIS PART
--

2 CONDITIONS OF TENDERING

The applicable General Conditions of Contract, as referred to in this Request, are contained in Section 3. Tenderers are to ensure they have read and understood the General Conditions of Contract and shall include in their tendered price the cost of complying with the General Conditions of Contract.

2.1 How to Prepare Your Tender

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return the Offer (Part 5) and Schedules (Part 6) in all respects and include all Attachments;
- d) Make sure you have signed the Offer form and responded to all the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

2.2 Contact Persons

For any additional information, clarifications or requests please contact the person listed below.

Tenderers should not rely on any information provided by any person other than the person listed below:

Name:	Brian Robinson – Executive Manager of Community, Development and Regulation
Telephone:	9934 1202
Email:	Brian.robinson@northampton.wa.gov.au

2.3 Tender Briefing / Site Inspection

The Principal does intend to conduct a COMPULSORY tender briefing/site inspection on **Friday 12 September 2025, commencing at 2pm** at the Shire of Northampton Kalbarri Office on George Grey Drive, Kalbarri. Attendance via Teams may be arranged by contacting the Principal.

Tenderers failing to attend the briefing/site inspection will be disqualified.

2.4 Lodgement of Tenders and Delivery Method

The tender must be lodged by the Deadline.

The Deadline for this request is **26 September 2025** at 5pm.

Part 2 READ AND KEEP THIS PART
--

Tenderers shall address and clearly label their tender submission as Shire of Northampton –
RFT 02-2025

Tender submissions shall only be submitted via one of the following methods:

Email: brian.robinson@northampton.wa.gov.au

OR

Via Post: PO Box 61, Northampton WA, 6535.

OR

Via hand: Shire Office at 199 Hampton Road, Northampton

No other format of tender submission other than those mentioned above will be accepted.

It is the tenderer's responsibility to ensure timely and complete delivery of any submission document. Tenders will not be accepted after the nominated closing date and time, or a revised closing date and time notified in writing to all Tenderers.

2.5 Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that it is not submitted before the Deadline and may be rejected without consideration of its merits in the event that:

- a) It is not submitted at the place specified in the Request; or
- b) It fails to comply with any other requirements of the Request.

2.6 Late Tenders

Tenders received after the Deadline will not be accepted for evaluation.

2.7 Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

2.8 Customs Duty

The Tenderer shall allow for any customs duty and premise applicable to all imported materials, plant and equipment required in connection with the works in its Tender.

2.9 Site Allowances

This contract is not subject to adjustment for Site allowances.

Part 2 READ AND KEEP THIS PART

2.10 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order.

All Tenderers will be given the particulars of the successful Tenderer (s) or be advised that no Tender was accepted.

2.11 Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

2.12 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

2.13 Discrepancies, Errors and Emissions

Should Tenderers find:

- any discrepancy, error or omissions in the Tender Documents; or
- the Tender documents are at variance with laws, ordinance, rules and regulations bearing on the conduct of the work;

they shall notify the Contact Person promptly in writing thereof, before the Deadline.

Any work performed contrary to such laws, ordinances, rules and regulations will not be accepted.

2.14 Statutory Requirements

Tenderers shall make allowance to provide evidence that the designs to be prepared will satisfy all relevant statutory requirements. All materials, equipment, and work methods proposed by the Tenderer shall comply with the Work Health and Safety requirements presently in force within Western Australia.

2.15 Alternative Tenders

Alternative Tenders will not be accepted.

Part 2 READ AND KEEP THIS PART

2.16 Tenderers to Inform Themselves

Tenderers will be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquiries;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

2.17 Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

2.18 Risk Assessment

The Principal may have access to and give consideration to:

- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract.

Part 2 READ AND KEEP THIS PART

The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

2.19 Evaluation Process

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed offer form, attachments and any other information and/or documentation requested within this tender) may be excluded from evaluation.
- b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated (e.g. tendered prices) and other relevant whole of life costs are considered.
- c) The most suitable Tenderers may be shortlisted and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer or Tenderers whose Tender is considered the most advantageous Tender to the Principal.

The Principal reserves the right to take into consideration any feature of a tender that provides a benefit to the Shire of Northampton and the community. Further, the Principal also reserves the right to take into consideration the Tenderer's past performance on any previous projects undertaken for the Shire. Any additional features or past performance will be evaluated in accordance with the value-for-money assessment process outlined within.

2.20 Confidentiality of Submission Information

The Principal will treat all information provided in a Tender submission as confidential and will not use it other than for purposes of, or related to, the Tender evaluation or as otherwise required by law.

Documents and other information relevant to a Tender may be disclosed when required by law, such as under the *Freedom of Information Act 1992*, the *Local Government Act 1995*,

Part 2 READ AND KEEP THIS PART

the *Local Government (Functions and General) Regulations 1996* or under a court order documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1982* or under Court Orders.

All Tenderers will be given particulars of the successful Tenderer or advised that no Tender was accepted

2.21 Property and Copyright in Request Documents

All intellectual property, including patents, copyright, trademarks, know-how, technical information and confidential information in or attaching to this Request shall remain the property of the Principal. A Tenderer shall not use any of the information in this Request for any purpose other than the preparation of its Tender submission.

2.22 Compliance Criteria

The criteria detailed in Section 5.2 will not be point scored. Each Tender will be assessed by the Principal on a Compliant/Non-Compliant basis as to whether the criterion is satisfactorily met. An assessment of "Non-Compliant" against any criterion may eliminate the Tenderer from consideration.

Compliant tenders will proceed to be evaluated against the selection criteria.

2.23 Selection Criteria

The Contract may be awarded to a sole Tenderer or a panel of Tenderer(s) who best demonstrate the ability to provide quality services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a "best value for money" approach to this Request.

This means that, although the price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender rank the highest on the qualitative criteria.

Failure to address all the Selection Criteria may result in the tender being deemed non-compliant and the tender rejected.

The Selection Criteria is comprised of two components as described below:

- Qualitative Criteria 60%
- Price 40%

Part 2 READ AND KEEP THIS PART

2.24 Qualitative Criteria (60%)

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within Section 5.3.1 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. **Failure to provide the required information may result in the tender being deemed non-compliant and elimination from the tender evaluation process or a low score.**

Before responding to the following qualitative criteria, Tenderers must note the following:

- All information relevant to your answer to each criterion are to be contained within your Tender;
- Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Tenderers are to address each issue outlined within the qualitative criterion.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

2.25 Price (40%)

Price is a weighted criterion. The Tenderer is to complete the Price Schedule given in Section 5.3.4.

Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

2.26 Price Basis

All prices and schedule of rates for services offered under this RFT Request are to be fixed for the term of the Contract. **Tendered prices are EXCLUSIVE of Goods and Services Tax (GST).**

Part 2 READ AND KEEP THIS PART
--

Unless otherwise indicated prices tendered must include all applicable levies, duties, taxes and charges and all other costs that may be incurred as part of the completion of the scope of work. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

There is no provision for rise and fall within this Contract.

The Contractor is required to price the quantities provided in the tender pricing schedule and make their own assessment of the quantities required to complete the work. Where the measured quantities differ from the quantities provided in the pricing schedule, the Shire will adjust the contract price using the quoted rate and measured quantities.

2.27 Regional Price Reference

Tenderers for the contract may be afforded a preference in accordance with Regulation 24(A-G) of the Local Government (Functions and General) Regulations and the Shire of Northampton's Regional Price Preference Policy. The Shire's policy is available via the Shire's website.

Tenderers have the opportunity to claim a Regional Price Preference by indicating as such in Schedule 4.

It is the sole responsibility of the tenderer to nominate how their tender is eligible for consideration under the Shire's Regional Price Preference Policy.

Tenderers must not assume any prior knowledge of the Shire and/or the Tender Evaluation Panel. A failure to specifically state what elements of a tender are eligible for regional price preference may result in that tender not being considered for preference under the policy.

2.28 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender will become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process provided that the Tenderer be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

2.29 Canvassing of Officials

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors Officers (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such

Part 2 READ AND KEEP THIS PART

canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

2.30 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Section 6.1 (Schedule 1) and whose execution appears on the same schedule. Upon acceptance of the Tender, the Tenderer will become the Contractor.

2.31 Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

2.32 Tender Opening

Tenders will be opened in the office of the Shire of Northampton, 199 Hampton Rd, Northampton on or as soon as practicable after the advertised Deadline in accordance with all local government purchasing and tendering regulations. All Tenderers and members of the public may attend or be represented at the opening of Tenders. Those who intend on attending the tender opening are requested to notify the tender's nominated contact person prior to the tender deadline.

The names of the persons who submitted a Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

2.33 In House Tenders

The Principal does not intend to submit an In-House Tender.

Part 3 READ AND KEEP THIS PART
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3 GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract applicable to this Tender are based on the Standard WALGA template for the “Supply of Goods and the Provision of General Services” and is included in Appendix 2.

Part 4 READ AND KEEP THIS PART

4 SPECIAL CONDITIONS OF CONTRACT

4.1 SCC 1 Period of Contract

The Contract shall be in force until 30 January 2026, but is subject to the Contractor meeting those timelines stated within clause 1.5.5 of this Tender Document.

In the event of the Contractor failing in any manner to carry out the Contract to the Shire's satisfaction, the Shire may forthwith determine the Contract by written notice to the Contractor. Prior to the termination of the contract, the Shire shall seek to resolve any disputes in accordance with sections 38 of the General Conditions of Contract.

4.2 SCC 2 Patent Rights and Royalties

The Contractor shall save harmless and indemnify the Principal from and against all claims and proceedings for or on account of infringement of any patent rights, design, trade mark or name or other protected rights in respect of any machine, plant, work, material or thing, system or method of using, fixing, working or arrangement used or fixed or supplied by the Contractor in connection with the execution of the Contract and from and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

4.3 SCC 3 Rise and Fall in Costs

All prices for goods and services offered under this Request are not variable during the term of the Contract.

4.4 SCC 4 Pre-Conditions to Commencing Works

The Contractor shall not commence the Works until the Principal's Representative has notified the Contractor that the Principal has approved the Insurances required by the Contract.

4.5 SCC 7 Goods and Services Tax (GST)

4.5.1 GST Exclusive Amounts

Except where specified, all amounts in this Contract are GST exclusive and are subject to Section 4.5.2.

- If this Contract relates to work for which the Principal accepted a lump sum, the Principal's maximum liability to pay or reimburse the Contractor under this clause for GST (subject to any Variations approved in accordance with this Contract) will be limited to the amount stated for GST in the price schedule.

Part 4 READ AND KEEP THIS PART

- If this Contract relates to work for which the Principal accepted rates, the Principal's maximum liability to pay or reimburse the Contractor under this clause for GST (subject to any Variations approved in accordance with this Contract) will be limited to 10% of the sum ascertained by multiplying the measured quantity of each section or item of work actually carried out under the Contract by the rate accepted by the Principal for the section or item.
- In addition to any other consideration or payment obligation of the Principal of a Supply in connection with this Contract, the Principal shall pay to the Contractor or reimburse the Contractor for any GST the Contractor shall pay:
 - on any Supply made by the Contractor in connection with this Contract; and
 - in relation to any aspect of this Contract.
- Notwithstanding any other provision of this Contract, the Contractor will not be entitled to recover from the Principal any amount in respect of GST relating to work under the Contract where the costs of that work are to be borne by the Contractor for any reason.

4.5.2 Payment in Respect of Principal's GST Liability

In addition to any other consideration or payment obligation of the Contractor of a Supply in connection with this Contract, the Contractor shall pay to the Principal or reimburse the Principal for any GST the Principal shall pay:

- on any Supply made by the Principal in connection with this Contract; and
- in relation to any aspect of this Contract.

4.5.3 Time for Payment - by the Principal

The Principal shall pay or reimburse the Contractor for GST at the same time as the payment obligation to which the GST relates, provided that the Contractor has first provided a Tax Invoice in respect of that GST.

Notwithstanding any other provision of this Contract, the Contractor will not be entitled to recover from the Principal any amount in respect of GST the Contractor has paid or is liable to pay in relation to or in connection with any outgoing, expense or cost paid or payable by the Contractor, if the Contractor is entitled to receive a credit for that GST.

Part 4 READ AND KEEP THIS PART
4.5.4 Time for Payment - by the Contractor

The Contractor shall pay or reimburse the Principal for GST at the earlier of the time of the payment obligation to which the GST related, or upon the Principal providing a Tax Invoice in respect of that GST.

Notwithstanding any other provision of this Contract, the Principal will not be entitled to recover from the Contractor any amount in respect of GST the Principal has paid or is liable to pay in relation to or in connection with any outgoing, expense or cost paid or payable by the Principal, if the Principal is entitled to receive a credit for that GST.

4.5.5 Tax Savings

The parties acknowledge that it is not the intent of this Contract that the Contractor receives windfall pricing benefits that might otherwise accrue directly from taxes, duties or statutory charges in respect of its input costs that exist at the time of entering into this Contract and are varied or eliminated during the currency of the Contract. The Contractor shall, therefore, to the extent required of the Contractor under section 75AU of the Trade Practices Act 1974 and having regard to any guidelines issued pursuant to section 75AV of that Act, pass on to the Principal any reductions in cost.

4.6 SCC 8 Warranties by the Contractor

The Contractor warrants that:

- The Contractor, its Subcontractors and their respective employees, have the requisite expertise, applicable professional skills and capabilities to carry out the Works and will continue to have them during the term of the Contract.
- The Contractor has familiarised itself with local conditions and all applicable legislative requirements.
- The Contractor has examined all information relevant to risks, contingencies and circumstances having an effect on the Pricing Schedule and obtainable by making reasonable inquiries.
- The Contractor will not do or permit anything that might damage the name or reputation of the Principal or reasonably invite adverse public criticism or result in the Principal being the subject of any official investigation.

Part 4 READ AND KEEP THIS PART

4.7 SCC 9 Evidence of Licences

The Contractor shall provide to the Principal's Representative evidence of all licences and permits required to perform the Contract Works, prior to commencing any operation for which such licences and permits are relevant.

4.8 SCC 10 Insurance

The successful Contractor and its subcontractors (if any) will be required to effect:

- a) Public Liability insurance in the sum of at least \$5,000,000 in respect of any one occurrence.
- b) Workers Compensation insurance in accordance with the Workers Compensation and Injury Management Act 1981 (WA) and \$10,000,000 for common law liability.
- c) Motor Insurance - If an amount is not stated, the Contractor's Vehicle insurance cover will be not less than the market value of the Contractor's Vehicles. Cover to be endorsed for Third Party Liability \$10,000,000.

The Contractor must also maintain vehicle and equipment insurance for the Contractor's vehicles, registered plant and equipment used in connection with this contract whether owned, hired or leased ('Contractor's vehicles'). the vehicle and equipment liability policy must:

- Come into effect on or before the start date and be maintained until the insurance end date;
- Cover against all loss and/or damage to the contractor's vehicles;
- Cover third party personal injury or death and third party property damage liability (and include bodily injury gap protection) involving the Contractor's vehicles;
- Be for an amount of not less than the market value of the plant and equipment, and otherwise for not less than the amount set out in the contract specifics for any one claim or occurrence and unlimited in the aggregate; and
- Other than compulsory motor vehicle third party insurance required by virtue of any legal requirement, to the extent available from the insurance market from time to time, be endorsed to contain a Principal's indemnity extension in favour of the Principal, or satisfy the Principal of its ability to meet obligations arising from the indemnity provisions of the Contract.

Part 4 READ AND KEEP THIS PART
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4.9 SCC 12 Appendices

The specifications, policies, procedures, practices, plans, forms, reports and anything else included or referred to in the attached appendices are applicable to the Contract and the Contractor shall comply with all requirements contained or referred to in the appendices.

Part 5 COMPLETE AND RETURN THIS PART

5 TENDERER'S OFFER

5.1 Form of Tender

The Chief Executive Officer

Shire of Northampton

Hampton Street, Northampton WA 6535

I/We (Registered Entity Name): _____

(BLOCK LETTERS)

of: _____

(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to RFT 02-2025:

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this _____ day of _____ 2023

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

Part 5 COMPLETE AND RETURN THIS PART

5.2 Compliance Criteria

Please select with a "Yes" or "No" whether you have complied with the following compliance criteria:

Description of Compliance Criteria	Yes	No
i) Compliance with the Conditions of this Request Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFT including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	<input type="checkbox"/>	<input type="checkbox"/>
ii) Complete Respondents Offer	<input type="checkbox"/>	<input type="checkbox"/>
iii) Compliance with the Specification Contained in this Request	<input type="checkbox"/>	<input type="checkbox"/>
iv) Occupational Safety & Health Requirements	<input type="checkbox"/>	<input type="checkbox"/>
v) Complete Pricing Schedule	<input type="checkbox"/>	<input type="checkbox"/>
vi) Risk Assessment Respondents must address the following information in an attachment and label it " Risk Assessment ".	Tick if Attached <input type="checkbox"/>	
<ul style="list-style-type: none"> - Provide an outline of organisation structure inclusive of any branches and number of personnel. - Attach current ASIC company extracts search including latest annual return - Provide the organisation's Directors/Company Owners and any other positions held with other organisations. - Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal. 	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Part 5 COMPLETE AND RETURN THIS PART

<ul style="list-style-type: none"> - Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries. - Do you intend to subcontract any of the Requirements? If Yes, provide details of the subcontractor(s) including the name, address and the number of people employed; and the Requirements that will be subcontracted. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>vii) Financial Position</p> <p>In order to demonstrate your financial ability to undertake this contract, in an attachment labelled “Financial Position” respond to the questions below including a profit and loss statement and latest financial return (<i>OR a statement from your accountant attesting to your financial viability</i>) for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</p>	<p align="center">Tick if Attached</p> <p align="center"><input type="checkbox"/></p>	
<ul style="list-style-type: none"> - Does the Tenderer have the ability to pay all debts in full as and when they fall due? (If no, please provide details) - Does the Tenderer have any current litigation, claim or judgement as a result of which you may be liable for \$50,000 or more? (If yes, please provide details) - Will the Tenderer cooperate with an independent financial assessor during the conduct of financial assessments (if required)? (If no, please outline reasons why) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>viii) Conflict of Interest</p> <p>Will any actual or potential conflict of interest in the performance of the Tenderers obligations under the Contract exist if awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If yes, please provide details.</p>	<p align="right"><i>Information Supplied</i></p> <p align="right">Yes / No</p> <p align="right"><input type="checkbox"/> <input type="checkbox"/></p> <p align="right"><i>Is there a Conflict of Interest?</i></p> <p align="right">Yes / No</p> <p align="right"><input type="checkbox"/> <input type="checkbox"/></p>	

Part 5 COMPLETE AND RETURN THIS PART

<p>ix) Insurance</p> <p>Does the Tenderer maintain the minimum insurance requirements of this Request? If Yes, provide evidence of the Tenderers insurance coverage including, insurer, expiry date, value and type of insurance. If Tenderer holds “umbrella Insurance” please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within 7 working days of acceptance.</p> <p>Minimum insurance cover:</p> <ul style="list-style-type: none"> ▪ Public Liability – \$5,000,000 for one claim; and \$10,000,000 in aggregate ▪ Workers Compensation - as per the WA Workers Compensation and Injury Management Act 1981 ▪ Vehicles – Sufficient for plant and machinery supplied under the contract plus third-party damage to a minimum of \$10,000,000. 	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
<p>x) Critical Assumptions</p> <p>Tenderers are to specify any assumptions they have made that are critical to the Tender, including assumptions relating to pricing and ability to provide the Requirements in the manner specified in this Request. Tenderers should attach these assumptions in an attachment labelled <u>“Critical Assumptions”</u></p>	<p><i>Information Supplied</i></p> <p>Yes / No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	

5.3 Selection Criteria

5.3.1 Qualitative Criteria (60%)

Tenderers are required to address the following qualitative criteria and provide details in the relevant schedules. Any item requested in the schedules below that is not specifically addressed by the tenderer may affect the tenderers score.

Before responding to the following qualitative criteria, Tenderers must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Tender;
- b) Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Tenderers are to address each issue outlined within a qualitative criterion.

Part 5 COMPLETE AND RETURN THIS PART

A. SKILLS AND EXPERIENCE OF KEY PERSONNEL Detail and describe the skills and experience of the key personnel that will be involved in the completion of the work required in this RFT by providing the information requested below in an attachment labelled " Skills and Experience of Key Personnel ".		Weighting < 30% > Tick if attached
	- Details (CV's / work histories, accreditations, experience) of the key personnel that will be involved in the completion of this work.	<input type="checkbox"/>
	- Details of similar products supplied and services performed.	<input type="checkbox"/>
	- The scope of your company's involvement and outcomes achieved on previous similar work.	<input type="checkbox"/>
	- A minimum of two (2) referees from previous similar work.	<input type="checkbox"/>
B. WORKPLACE SAFETY MANAGEMENT PROCEDURES Outline your Company's workplace safety management procedures by providing the information requested below in an attachment labelled " Workplace Safety Management Procedures ".		Weighting < 10% > Tick if attached
	- Detail what procedures the Company has in place including how the Company identifies and manages workplace health and safety risks.	<input type="checkbox"/>
	- What accreditations the Company has concerning workplace health and safety.	<input type="checkbox"/>
	- The Company's workplace health and safety performance for recent similar work.	<input type="checkbox"/>
C. DEMONSTRATED CAPACITY AND FLEXIBILITY Outline your Company's capacity to supply the required products and how your Company demonstrates flexibility to meet the Shire's needs by providing the information requested below in an attachment labelled " Demonstrated Capacity and Flexibility ".		Weighting < 20% > Tick if attached
	- The Contractor's current commitments and how the Shire's requested work can be managed within the Contractor's current and forecast future commitments.	<input type="checkbox"/>

Part 5 COMPLETE AND RETURN THIS PART		
	- How the Contractor plans on being able to deliver the products required by the Shire in a timely and flexible manner to meet the Shire's needs.	<input type="checkbox"/>
	- What backup resources the Contractor has to ensure the Shire's needs are met in the event of unforeseen circumstances.	<input type="checkbox"/>

Part 5 COMPLETE AND RETURN THIS PART

5.3.2 Price Criteria (40%)

Tenderers shall complete all pricing information contained in the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read all Tender Documentation.

5.3.3 Discounts

Are you prepared to offer a discount for prompt settlement of accounts (i.e. within 14 days)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you are offering different discounts for different periods, or other discounts such as volume discounts, please detail them in an attachment labelled "Discounts".	Attachment " Discounts " <input type="checkbox"/> (tick if attached)	

5.3.4 Price Schedule

Tenderers are required to provide their pricing in accordance with the following table:

Supply and Delivery		Total Price (including GST)
1.	Identification and mapping of existing services and infrastructure including service connections, stormwater infrastructure and on-site effluent disposal systems in accordance with Section 1.5.1 of this Tender Document.	
2.	Review and Preparation of revised Master Plan and Landscape Master Plan in accordance with Section 1.5.2 of this Tender Document. Costs to include costs associated with the attendance at those meetings identified within the Scope of Works.	
3.	Preparation of a revised Opinion of Probable Costs in accordance with Section 1.5.3 of this Tender Document.	
4.	Preparation of a Project Management Plan for a revised Stage 1 of the Kalbarri Foreshore Revitalisation Project.	

Part 6 COMPLETE AND RETURN THIS PART

6 SCHEDULES

6.1 Schedule 1 – Formal Offer

TENDER NO.	RFT 02-2025	PROJECT:	Review of Kalbarri Foreshore Revitalisation Master Plan, Landscape Master Plan and Preparation of Project Management Plan for Stage 1.
Tenderer:			
<i>(full trading name)</i>			
Registered Office Address		Business Address	
Telephone		Facsimile	
Email			

LEGAL STATUS

All Tenderers are required to complete the following table:

Legal Structure	Name	Australian Company Number (ACN)	Australian Business Number (ABN)
Company			
Trusts			
Individual			
Partnership			

The Tenderer named above, hereby offers to provide Goods, Works and/or Services in accordance with:

- (a) Conditions of Tendering;

Part 6 COMPLETE AND RETURN THIS PART
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- (b) Conditions of Contract;
- (c) The Specification;
- (d) Any addenda to the above;
- (e) This Tender Form including all its schedules relating to the above Contract.

The Tenderer also acknowledges that if it is the successful tenderer, the documents listed above shall form part of the contract and agrees to be bound by the contract conditions.

AMENDMENTS TO TENDER DOCUMENTS (IF ANY)

Tenderer to sign and return any amendments (tender addenda) issued during the tender period in confirmation of their receipt.

Tenderer confirms amendments have been signed and returned:

List Addenda No's received:

Signature: _____

Executed by Authorised Officer of Tenderer who has delegated authority to enter into a contract:

Signature: _____

Name and Title: _____ Date: _____

Signature of
Witness: _____

Name of
Witness: _____ Date: _____

Part 6 COMPLETE AND RETURN THIS PART**TENDERER'S CONTACT PERSON FOR ENQUIRIES ABOUT THIS TENDER**

Name: _____

Position: _____

Address: _____

Telephone: _____

Email: _____

Part 6 COMPLETE AND RETURN THIS PART
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6.2 Schedule 2 – Statement of Conformity

The Tenderer is to signify here whether or not its Tender conforms in all respects to the requirements of the Tender Documents by indicating below:

Does your Tender conform?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
---------------------------	---------------------------------	--------------------------------

If the Tender does not conform to all of the requirements of the Tender Documents, the Tenderer must list below all areas of non-conformity and the reasons therefore:

.....

.....

.....

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Part 6 COMPLETE AND RETURN THIS PART
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6.3 Schedule 3 – Local Preference

Should the tenderer wish to be considered under the Shire of Northampton's Regional Price Preference Policy then the tenderer must provide details below of why the tenderer is eligible under the Policy.

Is the tenderer eligible for local preference under the Shire's Local Preference Policy	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please explain why below:		
<div style="border: 1px solid black; height: 340px;"></div>		

Part 6

COMPLETE AND RETURN THIS PART

6.4 Schedule 4 – Referees

Provide contact details of referees who can substantiate the Tenderer’s capabilities in undertaking the works required under the contract based on past experiences.

FIRST REFEREE

Company Name:

Address:

Contact Person:

Telephone:

Email

SECOND REFEREE

Company Name:

Address:

Contact Person:

Telephone:

Email

THIRD REFEREE

Company Name:

Address:

Contact Person:

Telephone:

Email

Part 6 COMPLETE AND RETURN THIS PART
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6.5 Schedule 5 – Insurances

INSURANCE TYPE	POLICY NO	EXTENT OF COVER		EXPIRY DATE	NAME OF INSURER
		Per Incident (\$A)	In Aggregate (\$A)		
Public Liability					
Vehicles Plant and Equipment					
Workers Compensation					

(Attach Certificates of Currency or other verification of the above insurances)

A2	READ AND KEEP THIS PART
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APPENDICES 1 TO 6

Please see separate attachments which can be downloaded from the Shire of Northampton website www.northampton.wa.gov.au.

Average Lump Sum Price = \$221,625

Comparison (using average)

Comparison (using average) – NON-WEIGHTED																
Tenderer	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Compliance with the Specifications outlined in the Request	Compliance with the Conditions outlined in this Request	Compliance with the EMP - Policies, Procedures and standards outlined in the Request	OSH - Attached Insurance - a - noted they will comply	Financial - pay all debts in due and current	(a) Their role in the Contract, products supplied and outcomes achieved on previous similar work for \$50K or more	30%	10%	20%	40%	TOTAL weighted score	RANKING					
Compliance with the Specifications outlined in the Request	Compliance with the Conditions outlined in this Request	Compliance with the EMP - Policies, Procedures and standards outlined in the Request	OSH - Attached Insurance - a - noted they will comply	Financial - pay all debts in due and current	(a) Their role in the Contract, products supplied and outcomes achieved on previous similar work for \$50K or more	30%	10%	20%	40%							
1 GHD Consultants	Y	Y	Y	Y	Y	4	24.0	4	8.0	5	20.0	2.00	16.0	68.0	2	
2 Realm Studios	Y	Y	Y	Y	Y	4	24.0	4	8.0	4	16.0	3.00	24.0	72.0	1	
3							0.0		0.0		0.0	0.00	0.0	0.0	3	
4							0.0		0.0		0.0	0.00	0.0	0.0	3	
5							0.0		0.0		0.0	0.00	0.0	0.0	3	
6							0.0		0.0		0.0	0.00	0.0	0.0	3	
7							0.0		0.0		0.0	0.00	0.0	0.0	3	
8							0.0		0.0		0.0	0.00	0.0	0.0	3	

Overall Evaluation Notes:

Realm Studios require additional work to complete all scope of work

Disclosure: I advise that I DO/DO NOT have any conflicts of interests with any of the parties subject of this evaluation
Details of any known or possible conflicts:

Evaluation completed by: Peter Robinson (Name) PR (Signature)

Score	Rating	Guide
5	Excellent	Demonstrated excellence, substantially exceeds minimum requirements, a number of superior features
4	Good	Exceeds requirements in some respects
3	Fair	Meets minimum requirements with no material Shortcomings or deficiencies
2	Marginal	Some of the criteria in relation to ability to meet minimum requirements or some deficiencies
1	Poor	Fails to meet minimum requirements in several respects, information contained insufficient or unclear
0	Fail	Fails to meet minimum requirements in all respects or did not respond
3	Y/N answer	Yes
0	Y/N answer	No

To be used when assessing price

Assessed Rating Factor

0	Does not address assessed requirement
0.1	Fails to meet the assessed criteria (ie 25% above average price; well below average in ability to complete works etc)
0.2	Assessed between descriptor.
0.3	Below the average (ie 15% above average price; below average in ability to complete works etc)
0.4	Assessed between descriptor.
0.5	Average (ie within 10% of average price, an average statement / meeting of criteria etc).
0.6	Assessed between descriptor.
0.7	Above the average (ie 15% below average price; above average in ability to complete works etc)
0.8	Assessed between descriptor.
0.9	Assessed between descriptor.
1.0	Fully meets assessed requirement (i.e.: more than 25% above average price; well above average in high level of evidence of experience etc)

Average Pricing (Only enter into blue cells)

Tender Number	Tenderer	Tender Price (inc RPP Reduction)	% from Average	Score based on Assessed Rating Factor
1	GHD Consultants	\$248,379.00	12.0%	2
2	Realm Studios	\$195,270.00	-12.0%	3
3	0		-100.0%	
4	0		-100.0%	
5	0		-100.0%	
6	0		-100.0%	
7	0		-100.0%	
8	0		-100.0%	

\$443,649.00

Number of Tenders Received

2

Average Tender Price

\$221,824.50

Assessed Rating Factor

0	Does not address assessed requirement
0.1	Fails to meet the assessed criteria (ie 25% above average price; well below average in ability to complete works etc).
0.2	Assessed between descriptor.
0.3	Below the average (ie 15% above average price; below average in ability to complete works etc).
0.4	Assessed between descriptor.
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0.6	Assessed between descriptor.
0.7	Above the average (ie 15% below average price; above average in ability to complete works etc).
0.8	Assessed between descriptor.
0.9	Assessed between descriptor.
1.0	Fully meets assessed requirement (i.e.: more than 25% cheaper than the average price, exceptionally high level of evidence of experience etc)

Score out of 5

	0
Greater than 25%	0.5
< 20% to 25% above average	1
< 15% to 20% above average	1.5
< 10% to 15% above average	2
Within 10% of Average	2.5
< 10% to 12.5% below average	3
< 12.5% to 15% below average	3.5
< 15% to 20% below average	4
< 20% to 25% below average	4.5
< than 25% below average	5

Average Pricing (Only enter into blue cells)

Tender Number	Tenderer	Tender Price (inc RPP Reduction)	% from Average	Score based on Assessed Rating Factor
1	GHD Consultants	\$248,379.00	12.0%	2
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8	0		-100.0%	

\$443,649.00

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1.0	Fully meets assessed requirement (i.e.: more than 25% cheaper than the average price, exceptionally high level of evidence of experience etc)

Score out of 5

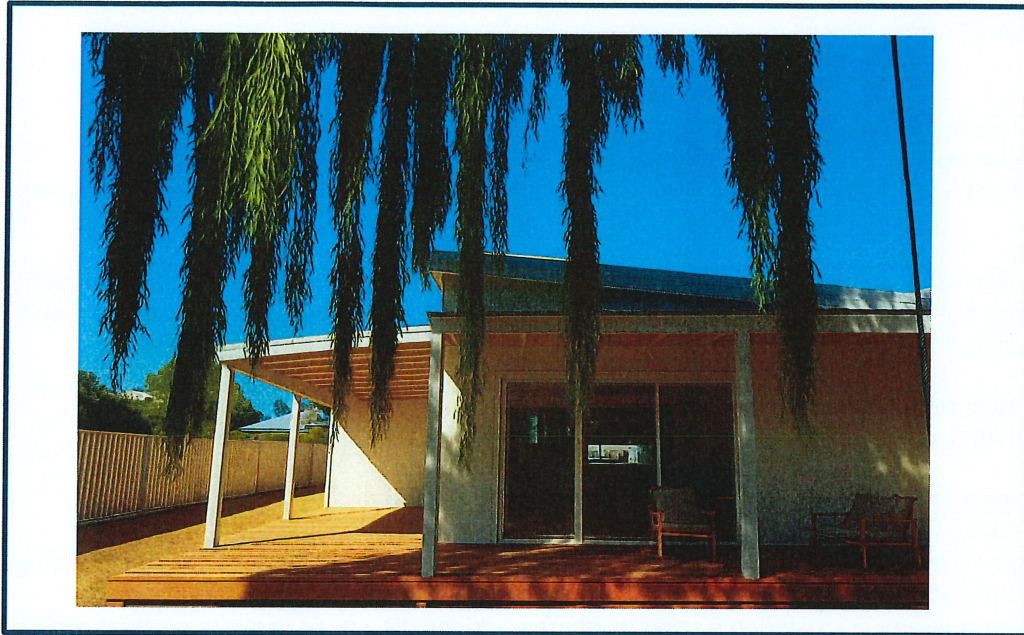
	0
Greater than 25%	0.5
< 20% to 25% above average	1
< 15% to 20% above average	1.5
< 10% to 15% above average	2
Within 10% of Average	2.5
< 10% to 12.5% below average	3
< 12.5% to 15% below average	3.5
< 15% to 20% below average	4
< 20% to 25% below average	4.5
< than 25% below average	5

PLANNING DECISIONS SEPTEMBER 2025

2025-073	A RYALL	LOT 61 (No. 61) NORTH WEST COASTAL HIGHWAY NORTHAMPTON	PROPOSED DWELLING	REPURPOSED	1 September 2025	\$40,000
2025-068	A TRENT	LOT 975 (No. 39) RALPH STREET, KALBARRI	EXTENSION TO EXISTING CARPORT		3 September 2025	\$18,000
2025-074	K & N RAYNER	LOT 343 (No. 14) PENN STREET, KALBARRI	TEMPORARY PLACEMENT OF SHIPPING CONTAINER (6 MONTHS)		3 September 2025	**
2025-075	QUALITY BUILDERS PTY LTD	LOT 2530 (1756) CHILIMONY ROAD, OGILVIE	FARM MANAGERS RESIDENCE		4 September 2025	\$663,769.45
2025-076	S GORMAN	LOT 465 (166) (UNIT 2) GREY STREET, KALBARRI	PROPOSED 24/7 GYM		4 September 2025	\$80,000
2025-077	SP LUNDY	LOT 264 (No. 5) STEMODIA STREET, KALBARRI	RETROSPECTIVE RETAINING WALL		18 September 2025 Council Decision	\$7,000

APPLICATION INFORMATION

CHANGE OF USE TO SHORT STAY ACCOMMODATION



35 Mortimer St Kalbarri

HOUSE RULES

Bookings

- All bookings must be made through Airbnb and in the name of the primary guest.
- The person making the booking must be at least 21 years old and present during the stay.
- Maximum occupancy is 6 guests.
- No parties, events, or functions are permitted.

On Arrival

- Check-in is from 2pm onwards. Early check-in may be available upon request.
- Guests must follow self-check-in instructions,
- Please report any damage or issues immediately to avoid responsibility for pre-existing conditions.

Guests

- Only registered guests are permitted to stay overnight.
- All guests are expected to respect the property, furnishings, and neighbours.
- Quiet hours are from 9m to 7am. Please keep noise to a minimum, especially outdoors.

Visitors

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

Gatherings or Functions

Not permitted

Obligations to Neighbours, Noise and Residential amenity

- Please respect our neighbours and the local community.
- No excessive noise, loud music or disruptive behaviour at any time – especially during quiet hours of 9pm to 7am
- The property is located in a residential area and must be used in a manner that maintains the peaceful enjoyment of neighbouring properties.
- Any complaints regarding noise or nuisance may result in immediate eviction without refund.

Parking

Where parking is provided (and must not include the road verge)

Smoking / Vaping

Not permitted

Garbage and Recycling

Rubbish bins provided at premises. Rubbish collection day is Monday.

Security

- Always lock doors and windows when leaving the property.
- Do not share access codes, keys, or entry instructions with anyone not included in the booking.
- The host is not responsible for loss or theft of personal belongings.

Pets / Animals

Not permitted

BBQ

Gas bbq provided

Damages and Breakages

Must be reported to the property manager on departure.

Power, Heating/Cooling Air conditioner

- Please switch off lights, heating, cooling, and appliances when not in use or when leaving the property.
- Do not leave air conditioning or heating running while windows or doors are open.
- Use appliances responsibly to avoid overloading circuits.

WiFi

Starlink Wifi available – password on request.

On Departure Arrangements

- Check-out time is 10am. Late check-out may incur a fee.
- Before leaving, please:
 - Wash dishes or place them in the dishwasher.
 - Remove rubbish and place in designated bins.
 - Turn off all lights, appliances, and air conditioning/heating.
 - Return keys to the designated location

Local Property Manager

- Sarah Gatty 0412 790 092

Emergency Contacts

- **Emergency Services: 000 (Police, Fire, Ambulance)**
- **Host Contact: Sarah 0412 790 092**
- **Nearest Hospital: Kalbarri Health Centre 9937 0100**

Complaints

- Any property-related issues or complaints must be reported to the host immediately for resolution.
- Neighbourhood complaints (e.g., noise) may result in penalties or eviction without refund.
- Unresolved matters may be escalated via Airbnb's Resolution Centre.

HOLIDAY HOME**PROPERTY MANAGEMENT PLAN****PROPERTY ADDRESS:****PROPERTY MANAGER DETAILS:** Name: Royce GattiAddress: 12 Portree Elbow KalbarriTelephone Number: 0404 499 410

Email: _____

Details of where bookings are made:

Internet (please specify): Airbnb

Northampton Visitor Centre:

Property Manager:

Other (please specify):

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

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

DUTIES OF PROPERTY MANAGER

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

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

HOLIDAY HOME**CODE OF CONDUCT****PROPERTY ADDRESS: 35 Mortimer St Kalbarri**

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

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

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

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

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

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

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

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

Your collection day is: Monday

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

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

HOLIDAY HOME**FIRE AND EMERGENCY PLAN**

PROPERTY ADDRESS: 35 Mortimer St Kalbarri

EMERGENCY CONTACT DETAILS:

FOR ALL EMERGENCIES DIAL 000

Property Manager: Sarah Gatty

Northampton Police: 9934 7600

Shire of Northampton: 9934 1202

Northampton Hospital: 9934 0200

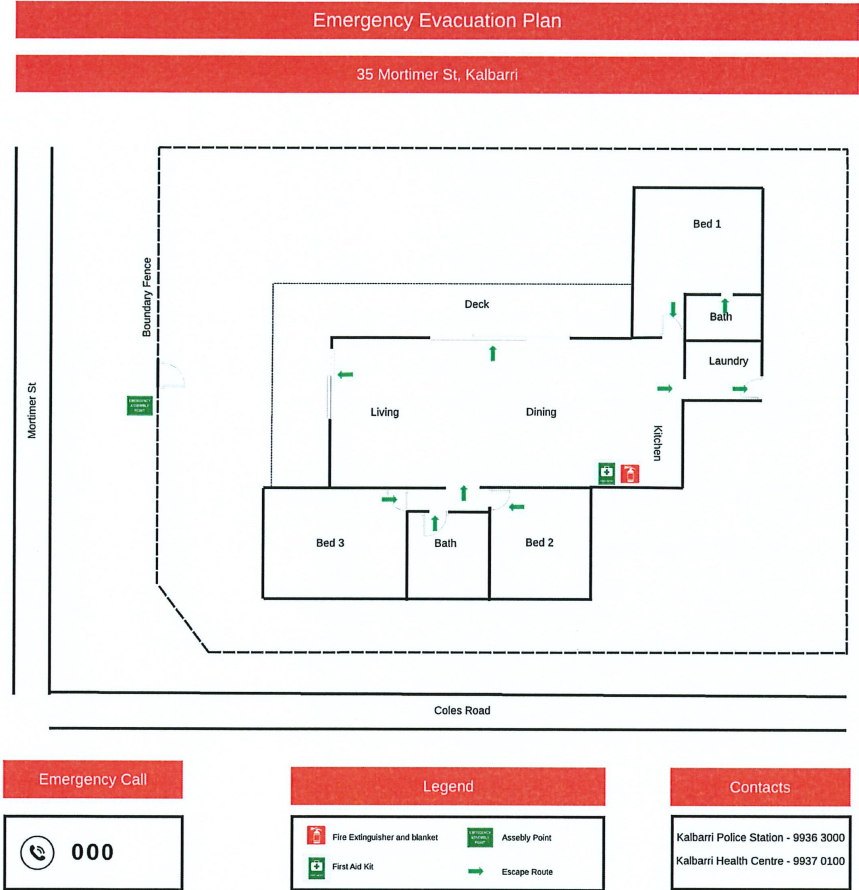
EMERGENCY PROCEDURE:

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

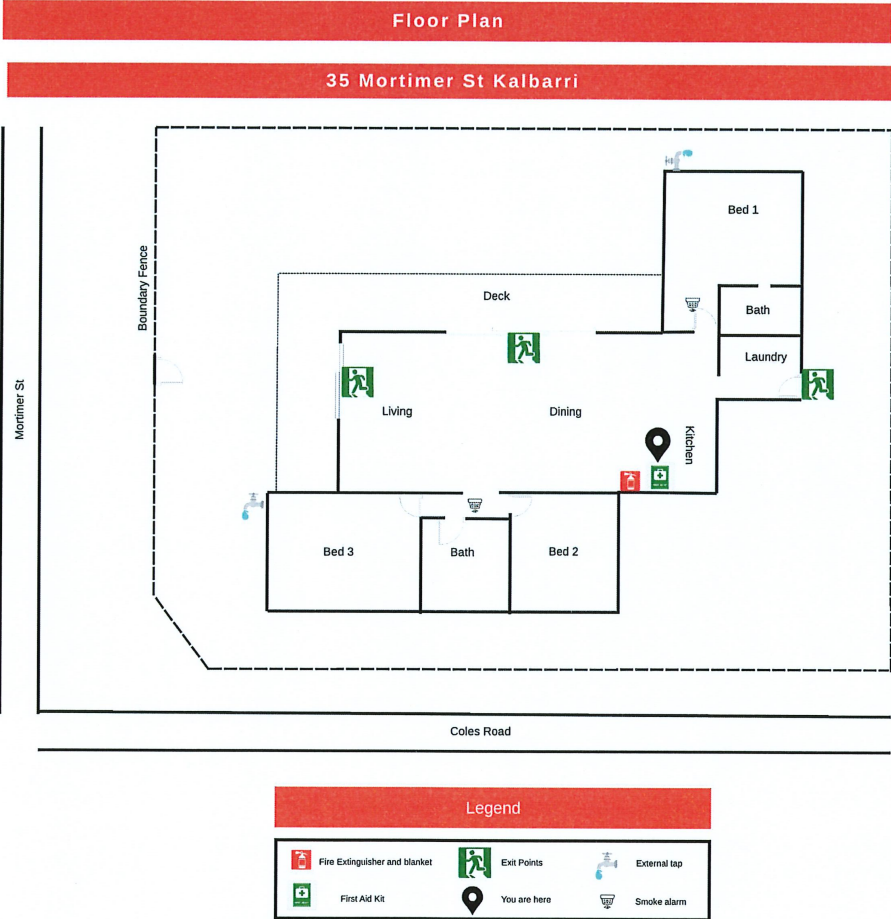
ABC Radio:

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

FIRE EVACUATION ROUTE



FLOOR PLANS OF PREMISE



NORTHAMPTON SHIRE COUNCIL					
File:					
17 SEP 2025					
Admin	Eng	Hlth Bldg	Town	Plan	Rate

Ref: 10.6.1.1/A311
Attention: Planning Department



SUBMISSION FORM

**PROPOSED HOLIDAY ACCOMMODATION
LOT 117 (No. 35) MORTIMER STREET, KALBARRI**

Name: Harry Baumann

Postal Address: _____

Phone Number: _____

SUBMISSION:

☐

Support

☒

Object

☐

Indifferent

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

Kalbarrri has plenty of short term
Accommodation as is.
Kalbarrri needs more long term rentals
available.
it was a residential home before being
rebuilt and should remain that way.

Signature: _____

Date: 13-9-25

Please return to:

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

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

Submissions Close: 4:30pm Friday 26th September 2025

Ref: 10.6.1.1/A311
Attention: Planning Department



SUBMISSION FORM

**PROPOSED HOLIDAY ACCOMMODATION
LOT 117 (No. 35) MORTIMER STREET, KALBARRI**

Name: Julian Mills

Postal Address: _____

Phone Number: _____

SUBMISSION:



Support



Object



Indifferent

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

Signature: [Signature] Date: 16/9/25

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

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

Submissions Close: 4:30pm Friday 26th September 2025

24 SEP 2025

Ref: 10.6.1.1/A311
Attention: Planning Department

SUBMISSION FORM

**PROPOSED HOLIDAY ACCOMMODATION
LOT 117 (No. 35) MORTIMER STREET, KALBARRI**

Name: CHRISTINA PEREZ

Postal Address: _____

Phone Number: _____

SUBMISSION:



Support



Object



Indifferent

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

Our property is
Kalbarri

Signature: _____ Date: _____

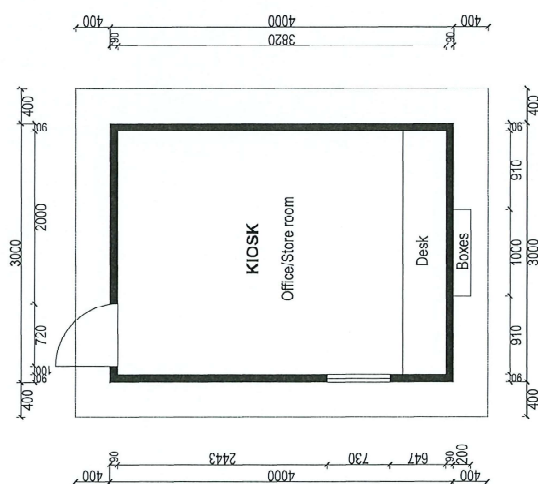
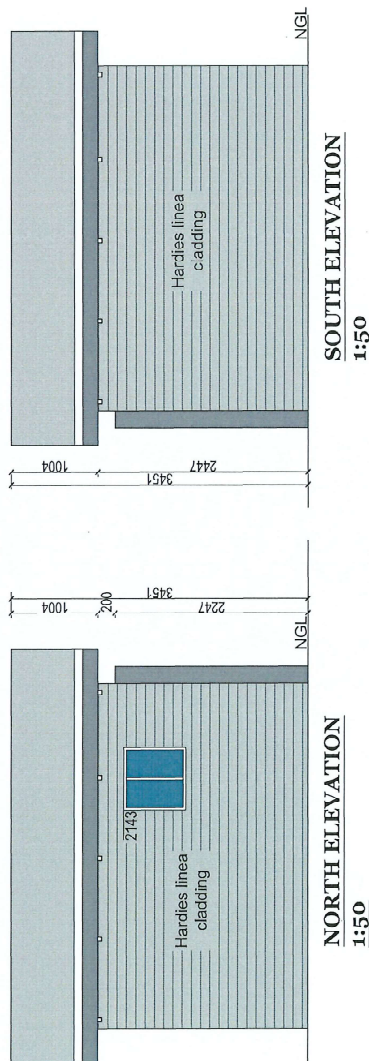
Please return to: Chief Executive Officer
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535

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

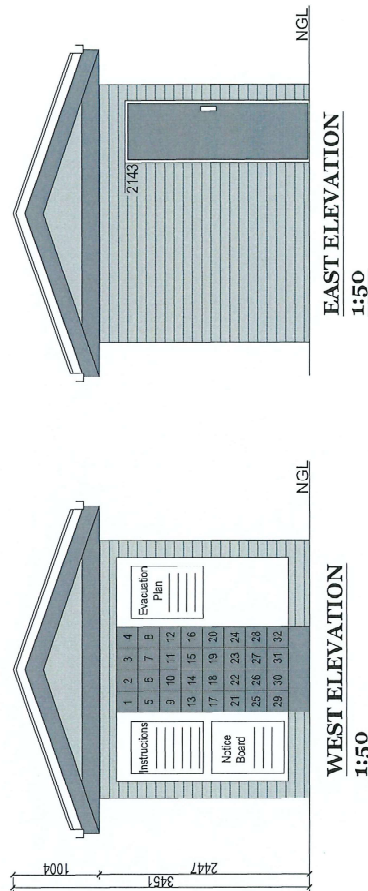
Submissions Close: 4:30pm Friday 26th September 2025

FLOOR AREAS	
Total	12m ²

NOTE:
ALL DRAWINGS TO BE READ IN
CONJUNCTION WITH ENGINEERS
DETAILS



FLOOR PLAN
1:50



NOTES

DO NOT SCALE DRAWINGS - IF IN DOUBT ASK.

ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED.

CONFORM ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS.

ALL WORKS TO COMPLY WITH LOCAL REQUIREMENTS.

BUILDING CODES OF AUSTRALIA AND AUSTRALIAN STANDARDS.

DRAWINGS TO BE READ IN CONJUNCTION WITH ENGINEERS DE-TAL-S.

GENERAL NOTES
ALL FRAMER CONSTRUCTION TO A51684, 2-2006 TRUSS FRAMING CODES.
ALL WET AREA TO COMPLY WITH A51610-1994.
ALL CONCRETE SHALL BE IN ACCORDANCE WITH A52600.
ALL VASDUNG IN ACCORDANCE WITH A53700.
ALL STEELWORK TO BE IN ACCORDANCE WITH A54100-1991.
TERMINATE TRUSS THENT TO BE IN ACCORDANCE WITH A54100-1990 + B.C.A. REG.
FRAMING DESIGN ACCEPTS NO RESPONSIBILITY FOR THE STRUCTURAL DESIGN
ON BUILDING OF PROPOSED BUILDING

This concept has been prepared for the purpose of meeting client specifications. This drawing does not constitute an invitation, agreement or contract (or any part thereof) of any kind. Although care has been taken on the completion of this document associated with the proposed property development discussed, the right is reserved to change the plan at any time.

Liability is expressly disclaimed by Friends Landscape Drafting. No person acting on any visual impression gained from this drawing or any dimensions shown on this drawing are subject to any legal action.

CLIENT: LAYMAN	SCALE: 1:50	A3
DATE: 28 JUNE 2018	DRAWN BY: K KEMP	
JOB No. HE01-C08	SHEET: 1/1	REV. 1

PROJECT ADDRESS:
Lot 101 Mitchell St
Horrocks WA 6535

SHEET TITLE:
PROPOSED KIOSK
FLOOR PLAN &
ELEVATIONS

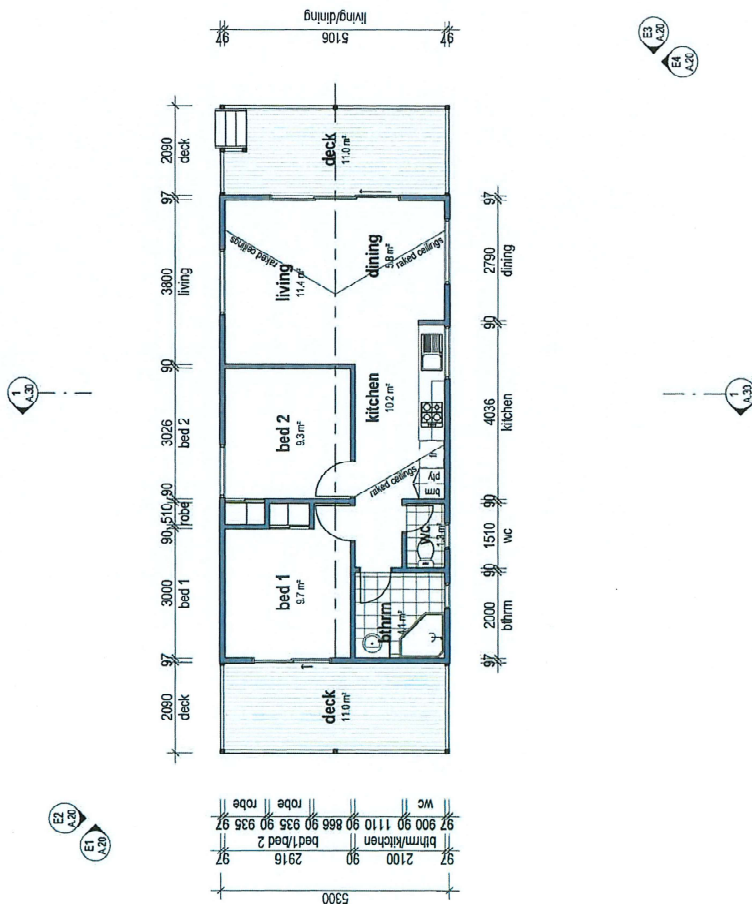




DOOR SCHEDULE				REMARKS
D.NO.	DESCRIPTION	OPENING HEIGHT	OPENING WIDTH	
D5	320			
D6	320			
D7	520			
D8	720			
D6		2133	3320	
D7D		2133	1820	

DOOR SCHEDULE				REMARKS
D.NO.	DESCRIPTION	OPENING HEIGHT	OPENING WIDTH	
D5	320			
D6	320			
D7	520			
D8	720			
D6		2133	3320	
D7D		2133	1820	

NOTE:

- ALL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT SPECIFICATIONS AND CONSULTANT DRAWINGS.
- READ FIGURED DIMENSION IN PREFERENCE TO SCALE.
- CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT AND REPORT ANY DISCREPANCIES TO OFFICE IMMEDIATELY.
- ALL TIMBER AS PER AUSTRALIAN STANDARD 1664



	 8 Keegan St, O'Connor W.A. 6163 Ph: (08) 9333 5100 Fax: (08) 9333 5111	Client JOHN LATMAN Address JURIEN BAY	Project QB26 Drawing FLOOR PLAN - PLAN 2 "THE HORROCKS"	Drawn	Checked	Scale 1:10	Date 12/02/2016 5:43:45 PM
				Project No. QB26	Drawing No. A.10	Rev.	
				Title FLOOR PLAN - OPERATIONAL REQUIREMENTS 'A.B.N. 14 31C 654 950' and shall not be used for any other purpose than that originally intended.			

 ELEVATION E2
1:100

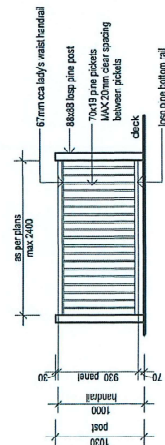
E4
ELEVATION E4
1 : 100

E1
1:100
ELEVATION E1

E3
A.10
ELEVATION E3
1 : 100



NOTE:

- ALL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT SPECIFICATIONS AND CONSULTANT DRAWINGS.
- READ FIGURED DIMENSION IN PREFERENCE TO SCALE.
- CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT AND REPORT ANY DISCREPANCIES TO OFFICE IMMEDIATELY.
- ALL TIMBER AS PER AUSTRALIAN STANDARD 1984



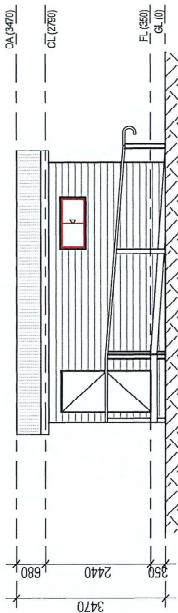
1 BALUSTRADE DETAIL
1:50

CLADDING.	CAMBRIDGE VAIL
CLADDING COLOUR:	TEC
CLADDING TYPE:	TEC
ROOF SHEETING:	TEC
ROOF COLOUR:	TEC
GUTTERS:	CROND 3 GUTTER
GUTTER COLOUR:	CROND 3 GUTTER
FASCIA BOARD:	CROND 3 FASCIA
FASCIA COLOUR:	TEC
BARGE BOARD TYPE:	190 LOSP PRIME FINE
BARGE COLOUR:	TEC
BARGE GUT COLOUR:	TEC
DOWNPipes:	CROND 30x50
DOWNPipe COLOUR:	TEC
PERIMETER SORLING:	WIG HARDIPLANK
PERIMETER COLOUR:	NO
LIFTING BEAR ROLL:	NO
INTERNAL LINING:	10mm GYFROCK
FLOOR:	22mm AQUATITE
WALL COLOUR:	TEC
WALL TYPE:	TEC
WALL COLOUR FINISH:	TEC

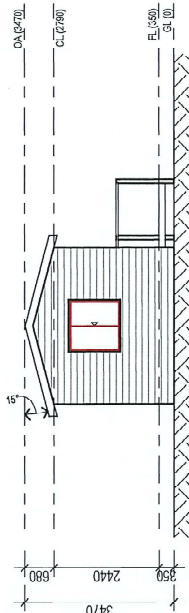
	 AN IRVING-CLOUD COMPANY 8 Keegan St, O'Connor WA 6163 Ph: (08) 9333 5100 Fax: (08) 9333 5111	Client JOHN LAYMAN Address 10425CKS	Project THE HORROCKS Drawing ELEVATIONS - "THE HORROCKS"	Drawn AL	Checked AL	Scale at A3 As Issued	Date 2003/11/10 09:56 AM
				Reprint No. Q826	Reprint No. A.20	Rev. 1	
				File P:\ENR\CGO\JL\O'Connor\WA - THE HORROCKS\			
				This drawing is copyright reserved & remains the property of Ausco Modular Pty Ltd [A.B.N. 14 210 854 938] and shall not be used for any other purpose than that originally intended.			

WINDOW SCHEDULE			
WNO.	DESCRIPTION	LOCATION	HEIGHT
W1	1200H - 1200W		2' 00
W2	1500H - 1200W		2' 00
W3	1500H - 1200W		2' 00
W4	1500H - 1200W		2' 00

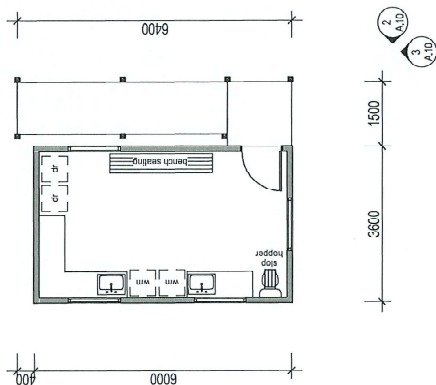
DOOR SCHEDULE			
DNO.	DESCRIPTION	LOCATION	FRAME
D1	1500		



2 ELEVATION 01
1:100
A.10



3 ELEVATION 02
1:100
A.10



1 FLOOR PLAN
1:100
A.10

NOTE:
- ALL DRAWINGS TO BE READ IN CONJUNCTION WITH RELEVANT SPECIFICATIONS AND CONSULTANT DRAWINGS.
- READ DIMENSIONS IN PREFERENCE TO SCALE.
- CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.
- ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
- ALL DIMENSIONS AS PER AUSTRALIAN STANDARD 1684.



PH: (08) 9493 7410
FX: (08) 9459 2668
25 Adelaide St, Mandurah WA 6109
PJ Box 304, Mandurah WA 6109
ABN 74 948 417 175
Registered Builder No. S792

Client: **John Layman**
Address: **Margaret River Tourist Park
44 Station Rd, Margaret River WA 6285**

**PRELIMINARY DESIGN
ISSUE ONLY**

Project: **Margaret River Tourist Park - Laundry Block**
Drawing No: **A.10**
Drawing Title: **FLOOR PLAN + ELEVATIONS**

Design	Drawn	Scale	Date
AL	AL	1:100	22/05/2014 11:30:46 AM
Project No.	Drawing No.	Rev.	
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Government of Western Australia
Department of Fire & Emergency Services



Our Ref: D39799; 25/171155

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

Via email: council@northampton.wa.gov.au

Dear Mr Campbell

State Government 2025-26 Small Election Commitments

The Department of Fire and Emergency Services (DFES) is pleased to advise that the Shire of Northampton has been granted one-off funding through the State Government's 2025-26 Election Commitments program to support your volunteers.

The Small Election Commitment grants, administered in accordance with Section 5.4.1 of the Local Government Grant Scheme (LGGS) Capital and Operating Grants Manual, are approved as follows:

Recipient	Shire of Northampton Bush Fire Brigades
Scope	Equipment including Starlink system and trailers
Amount	\$20,000.00

Recipient	Kalbarri State Emergency Service
Scope	New equipment including motor roller doors, trailer and Starlink
Amount	\$65,000.00

In order to manage the communities' expectations and the intent of the grants, the approved funding for each recipient must only be used for the purpose specified. Where specific items are not detailed, consideration should be given to the use of public monies, ensuring items purchased are fit for purpose and offer value for money.

It must be noted, as these are one-off Small Election Commitment grants, there is no avenue for overspend reimbursements, either through DFES or the LGGS. Additionally,

items deemed ineligible under the LGGS will not be supported into the future, by DFES or the LGGS.

In accordance with Treasury Instruction, the approved funding must be expended and acquitted by 30 June 2026. To acquit the grant, your office is required to submit to DFES an invoice accompanied by supporting evidence (copy of paid invoices) detailing the expenditure. This acquittal process provides transparency and accountability to all stakeholders in the use of government funds. DFES is required to report to Treasury on the Small Election Commitment grant funding.

Should you require any further information regarding the Shire of Northampton funding allocation, please contact Acting Manager Asset Planning Suzanne Saunders via email at assetplanningandservices@dfes.wa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to be 'P. Sutton', with a stylized, flowing script.

Peter Sutton AFSM
ASSISTANT COMMISSIONER ASSET MANAGEMENT

5 August 2025

ATTACHMENT 9.8.1 (1)

SHIRE OF NORTHAMPTON

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

2025/2026 Budget Works	Job No	Status	Comments
<u>REGIONAL ROAD GROUP PROJECTS - 150300</u>			
Binnu East Road Floodways SLK 1	RR18	COMMENCED	RRG Funding \$301,692 for both floodways (carried over 2024/2025)
Binnu East Road Floodways SLK 3	RR18	COMMENCED	RRG Funding \$301,692 for both floodways (carried over 2024/2025)
<u>ROADS TO RECOVERY - 152100</u>			
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
<u>LR GRANT - 152140</u>			
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
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
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
<u>Northampton</u>			
Fifth Street (Council Contribution) Install Stormwater	R345		Survey and Design with Consultants (carried over 2024/2025) Procurement documents being developed
<u>Kalbarri</u>			
<u>Rural</u>			
Coolacalaya Road Survey Road Reserve			
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)
<u>MUNICIPAL FOOTPATHS - 150900</u> Carried Over from 2024/2025			
Northampton - Stephen Street Replace DUP from NWCH to West Street	F702		
<u>MUNICIPAL FOOTPATHS - 150900</u> 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				
<u>OTHER WORKS - Depots/Foreshores/Ovals/Parks/Gardens/Cemeteries etc</u>				
Northampton - Northampton Community Centre Install disabled ramp south end			COMPLETED	Access and Inclusion Committee - Stairs and Disability Ramp.
Northampton Entry Statement Solar Lighting				
Northampton lighting of flag poles				
Kalbarri - Foreshore grass removal Cut down grass height along DUP area/s				So flags can be flown 24 hours per day.
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
<u>PLANT ITEMS - Major</u>			
Replace P290 Ranger Vehicle Purchase new		COMPLETED	Executive Manager of Communities, Development and Regulations
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			
Mower (Ride on) Hks		ORDERED	(carried over 2024/2025)
RIPAC Plant Replacements			
Northampton Depot 30 KVA Genset/ electrical Fit out			Portable generator to service multiple locations if required. (carried over 2024/2025)
<u>PLANT ITEMS - Minor/Other/Sundry tools</u>			
<u>Kalbarri</u>			



**SHIRE OF NORTHAMPTON
MINUTES**

**Road Infrastructure and Plant Advisory Committee held in the Council Chamber,
Northampton at 8am, 26 September 2025**

1. DECLARATION OF OPENING OF MEETING BY CHAIRPERSON

Cr Karl Suckling declared the meeting open at 8:04am

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ATTENDANCE / APOLOGIES

Members

Cr Karl Suckling – Chairperson
Cr Liz Sudlow – Shire President – via Teams.
Cr Roslyn Suckling – Councilor
Cr Richard Burges - Councilor
Andrew Campbell - CEO
Neil Broadhurst- Executive Manager Works and Technical Services
Sean Boyce – Construction Leading Hand

Ex Officio

Joseph Wood – Community member
Nolan Harris – Community member
Tina Souroup (Minute Secretary)

4. DECLARATION OF FINANCIAL INTEREST

Nil.

5. CONFIRMATION OF MINUTES 01 July 2025 and 12 August 2025

MOVED: Cr Roslyn Suckling

SECOND: Nolan Harris

That the Minutes of the Road Infrastructure and Plant Advisory Committee Meeting held on 01 July and 14 August 2025 be confirmed.

MOTION CARRIED 7/0

FOR

Cr K Suckling
Cr R Suckling
Cr L Sudlow
Cr R Burges
Andrew Campbell
Neil Broadhurst
Sean Boyce



6. BUSINESS ARISING FROM PREVIOUS MEETING

Plant Replacement

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

Moved: Cr R Suckling

Seconded: Cr R Burges

Recommendation for Council to approve the Purchase of – Subject to Funds Available a New 90GCM Primer Mover and a new Tri – Axle Side Tipper (Lead Trailer) with the intent to trade existing Prime Mover.

CARRIED 7/0

Discussion of Grader replacement for upcoming considerations as Plant 263 has engine damage, potential new engine replacement. This plant has over 10,000 operational hours while others have 8,000 and 2,000 operational hours.

Discussion on reviewing and improving replacement program for productivity and efficiency to be had by committee at a later date.

GENERAL BUSINESS

Road Infrastructure

Discussion on Ogilvie East Road construction timeline and deadline. It was decided by CEO that construction to be halted and concentrate on getting roads graded and ready for harvest.

Contractor Jamie Glass is assisting grading roads, completing 10 days of priority 1 roads totalling 68 kilometres. Those roads are:

- Yallabathara Road (9km)
- Rob Road (15km)
- Swamps Road (17km)
- Gill Road (5km)
- Mitchell Road (6.50km)
- Rosehill Road (4km)
- Suckling Road (6km) and
- Sandy Gully Road (6km).

Priority 2 roads totalling 46 kilometres, if time allows:

- Bishop Gully Road (6km)
- Yerina Springs Road (28km)
- Larrard Road (5km)
- Bowers River Road (3km)
- Willow Gully (3km) and
- Little Bay (3km)



7. DATE FOR NEXT MEETING

Date 5th February 2026.

8. CLOSURE

There being no further business the meeting was closed at 9:23am



Minutes from the Bush Fire Advisory Committee Meeting held at the Shire of Northampton Council Chambers, Northampton on Tuesday 30 September 2025

1.0 Meeting Opening

The meeting is scheduled to commence at 2:00pm

2.0 Attendance

Cr Karl Suckling – Shire Councillor
 Rob McKenzie – Chief Bush Fire Control Officer (CBFCO)
 Matthew Johnson – Proxy for Ajana/Binnu
 Damien Harris – Deputy CBFCO North
 Scott Bridgeman – Deputy CBFCO South
 Captain Sandy Gully/Alma BFB
 Lindsay Rowe – Captain Horrocks BFB
 Joe Wood – Captain Port Gregory/Yallabatharra BFB
 Scott Rintoul – Captain Northampton VFRS
 Brian Robinson – Executive Manager Community, Development & Regulation
 Brock Lucev- Shire of Northampton Ranger

Guests

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

Ex Officio

Tina Souroup - (Minute Secretary)

3.0 Apologies

Kyle Caron – Captain Ajana/Binnu BFB

4.0 Confirmation of Minutes

Moved: Damien Harris

Second: Scott Rintoul

The minutes from the previous meeting held on 24 March 2025 to be considered for adoption. Informal Meeting notes from meeting held on 26 May 2025 are provided for information purposes.

Carried 7/0

5.0 Business Arising from Last Meeting

See attached Action List.

6.0 General Business

6.1 Bushfire Operational Guidelines

Committee discussion focused on the need have Bushfire Operational Guidelines, these guidelines have now been drafted and are requesting Council endorsement.

Moved: Karl Suckling

Second: Damien Harris

That the Volunteer Bush Fire Brigade Operation Manual as drafted by the Executive Manager of Community, Development and Regulation be adopted.

Carried 7/0

6.2 2025/2026 Annual Firebreak Notice

The annual fire break notice this year has been changed to be in line with Chapman Valley with the closed season ending 1 March, allowing permits to be required up to 14 April. The Firebreak notice has also been modified to ensure:

- a) It address Fuel Hazard Reduction as well as internal firebreaks; and
- b) Applies to all land located within the townsite, not just Residential and Rural Residential Land.

6.3 Appointment of Bush Fire Mitigation Officer

The Shire together with several other local authorities have been successful in obtaining access to a Bush Fire Mitigation Officer. Congratulations to Scott Rintoul on the appointment. Scott's, primary function is to review Bush Fire Mitigation Plans, will be hosted by the Shire of Northampton.

Once the Mitigation Plans have been prepared to the satisfaction of the Department of Fire and Emergency Services, the Plan will be utilized to secure ongoing grants for the implementation of mitigation techniques in preparation for future bush fire seasons.

6.4 Future Chief Bush Fire Control Officer Arrangements

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

6.5 Use of Private Vehicles

Using private vehicles at a fire site is permitted with approval and specific identification, requiring vehicles to be approved by application. Tatiana Vafiades to provide paperwork to Tina Souroup Minute Secretary. The Committee would like these placed on the Shire's website for members to source.

6.6 Local Government Grants Scheme (ESL)

Operational Grant

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

Capital Grants

The Shire has been awarded the following capital grants for the 2025-2026 financial year under the State's Small Election Promises:

- a) \$20,000 towards the purchase of a trailer and Star Link Communication Equipment (Clark Mast), for use by the Shire of Northampton Bush Fire Brigades;
- b) \$20,000 towards the purchase of a trailer and Star Link Communication Equipment (Clark Mast), for use by Kalbarri State Emergency Services; and
- c) \$45,000 towards upgrading to motor driven roller doors for Kalbarri SES.

6.7 2025/2026 Personal Protection Clothing Requirements

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

Tatiana Vafiades is still waiting on one brigade to supply requirements before the list can be finalised.

Some discussion was had that some members are reluctant in changing from the old of date PPE, however they can be refused entry into fire ground if not in correct PPE.

6.8 Training

The Shire's adopted 2025/26 annual budget makes an allocation of \$6,000 for training. The matter was previously discussed at the informal meeting in May it was generally agreed that the priority needs to be training of Chief Bushfire Control Officers.

Subsequently, driven by Tatiana Vafiades, two training courses were arranged in consultation with DFES Regional Management being an Introduction Course and CFO training.

Shire Officers have applied for a grant from National Australia Bank to hold Emergency Recovery Training for up to 20 people. The training is likely to be open to some representatives from the Shire of Chapman Valley as well. Should the grant application be successful, the training will occur at little to no cost to the Shire.

The only costs incurred for training to date was some catering for both courses recently held. As a result, the majority of the training budget is available for further training. Following on from the two planned training course's Tatiana Vafiades has arranged for Ground Control Training, and Bush Fire Safety Course's.

Prior to entering a fire ground a mandatory training requirement is Rural Fire Awareness. This 4-hour program outlines Risk Understanding, Safety Protocols, Communication, Emergency Response, Role Clarity and Fire Extinguisher Use.

6.9 Proposal for Community Emergency Services Manager

The Shire has been advised that the State Government will be funding a shared Community Emergency Services Manager position, to be employed between the Shire's of Northampton and Chapman Valley. Mr Teale confirmed that the State had announced the creation position.

Details are currently being finalised before the advertising process is undertaken.

7.0 Other Business

7.1 Report from Department of Fire and Emergency Services.

Mark Teakle from DFES Midwest Gascoyne Region gave a detailed report – Pre High Threat Period 2025/2026 the report is attached.

Mark Takle also had a PowerPoint presentation on Fire – State Hazard Plan as this has been under review. Link to presentation [State Hazard Plan Fire](#)

7.2 Amendment of Terms of Reference

The Advisory Committee discussed changes to the Terms of Reference to recognize Cr Karl Suckling as chair and allow for flying minutes where matters need to be addressed in between meetings of the Committee.

Moved: Scott Bridgeman

Second: Matthew Johnson

That the Terms of Reference be modified to reflect Cr Karl Suckling as Chairman and to allow for Flying Minutes to be accepted where matters are required to be dealt with between scheduled Advisory Committee Meetings.

Carried 7/0

7.3 Appointment of Chief Bush Fire Control Officer

The BFAC Committee continued previous discussions regarding the role of Chief Bush Fire Control Officer. Through that discussion, Ms Tatiana Vafiades was nominated for the position of the Chief Bush Fire Control Officer and that nomination was accepted.

Moved: Karl Suckling

Second: Damien Harris

That Council appoint Ms Tatiana Vafiades as the Shire of Northampton Chief Bush Fire Control Officer

Carried 7/0

7.4 Appointment of Deputy Chief Bush Fire Control Officer

The BFAC Committee would like to seek Council endorsement of the Appointment of Brock Lucev to the Deputy Chief Bush Fire Control Officer.

Moved: Damien Harris Second: Scott Bridgeman

That Council appoint Mr Brock Lucev - Shire Ranger as Deputy Bush Fire Control Officer

Carried 7/0

8.0 Next Meeting Date

23 March 2026 at 2pm.

9.0 Closure

There being no further business the meeting was closed at 4.17pm

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

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



Volunteer Bush Fire Brigade Operational Manual

23 May 2025

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1.0 Introduction

The Shire of Northampton is responsible for the Establishment and Administration of Bush Fire Brigades within the Shire district in accordance with Section 41 of the Bush Fires Act 1954.

These procedures have been prepared developed in consultation with the Shire of Northampton Bush Fire Advisory Committee in order to supplement the provisions of the Shire of Northampton's Bush Fire Brigades Local Law 2017, the Bush Fires Act 1954 and other relevant legislation.

1.1 Purpose

The procedures have been prepared in order to guide the day to day operation and ongoing management of the Brigades by:

- a) Outlining the working structure of the Shire's Bush Fire Brigades; and
- b) Setting out normal operational and strategic procedures for the administration, training and maintenance of Bush Fire Brigades within the Shire.

In the event of any conflict with the provisions of the Bush Fires Act 1954 and/or the Shire's Bush Brigades Local Law 2017, then the provisions of the Act and/or Local Law shall prevail.

1.2 Review

This document can be reviewed by Council or the Bush Fire Advisory Committee at any time, but shall as a minimum be reviewed every five years. Any amendment to this document is subject to approval of the Bush Fire Advisory Committee and the Shire of Northampton.

1.3 Interpretation

Unless otherwise defined within these

2.0 Volunteer Bush Fire Brigades

2.1 Aim

To protect the Shires volunteer members, the community and our environment. Be committed to providing an environment in which all persons can expect to be treated equally and with respect.

2.2 Our Objectives

The objectives of the Shire of Northampton Volunteer Bush Fire Brigades are to:

- Provide timely, quality and effective response to Bush Fires within the Shire district;
- Minimise the impact of emergencies on the community;
- Work with the community to increase bush fire awareness and fire prevention strategies;
- To ensure that registered bush fire volunteers received appropriate training for the respective roles within the brigade;
- To ensure that registered bush fire volunteers are provided with appropriate Personal Protective Clothing and Equipment;
- Ensure that operational equipment is serviceable and available for emergencies
- Provide a workplace that is safe and everyone is treated with respect in an environment that is free from discrimination and harassment
- Work cohesively with other emergency management agencies
- Report to Council through the Bush Fire Advisory Committee (BFAC) on any relevant matters

2.3 Our Values

The values of the Shire's Bush Fire Brigades are to:

- Put the community first, striving to keep ourselves and others safe;
- Act with honesty and integrity;
- Work together in a committed team;
- Respect the value and contribution of others;
- Have open and honest two-way communication; and
- Continually develop our skills to service the community.

2.4 Current Bush Fire Brigades

The following Bush Fire Brigades exist and are operational within the Shire of Northampton:

Brigade	Brigade Type	Registered Members	No of Buildings
Isseka Bush Fire Brigade	Rural	44	1
Horrocks Bush Fire Brigade	Settlement	18	1
Sandy Gully/Alma Bush Fire Brigade	Farmer Response	55	0
Port Gregory Bush Fire Brigade	Settlement	61	1
Binnu Bush Fire Brigade	Rural	94	1

Each brigade is to appoint persons to those positions identified in clause 2.2 of the Bush Fire Brigade Local Law 2017. In addition, each brigade is to be at least one qualified Fire Control Officer and at least one Fire Control Officer in training.

2.5 Establishment and Dissolution of a Bush Fire Brigade

Bush Fire Brigades may be formed and cancelled in accordance with the Shire of Northampton Bush Fire Brigades Local Law 2017 (clauses 2.1 and 2.6 respectively) and relevant provisions of the Bush Fires Act 1954.

2.6 Bush Fire Advisory Committee

The Shire of Northampton has formed a Bush Fire Advisory Committee (BFAC) in accordance with Division 4 of the Bush Fire Local Law 2017 and in compliance with the Local Government Act 1995. The functions of the of the Bush Fire Advisory Committee are in accordance with the Terms of Reference being shown as Attachment No 1, being consistent with the functions set out in section 67 of the Bush Fires Act 1954.

2.7 Brigade Management Structure

The Shire of Northampton is to ensure that there is an appropriate structure through which the organisation of Bush Fire Brigades can be maintained. In consultation with the Bush Fire Brigades, the Shire of Northampton shall through the BFAC make the following appointments:

- Chief Bush Fire Control Officer (CBFCO);
- Deputy Chief Bush Fire Control Officer – South (DCBFCO - South);
- Deputy Chief Bush Fire Control Officer – North (DCBFCO - South); and
- Permit Issuing Officers.

3.0 Operation of Bush Fire Brigades

3.1 Membership

3.1.1 New Members;

Any person wishing to become a member of a Bush Fire Brigade is to be provided with these guidelines and complete an application for membership form. By completing the application for membership, the new member is deemed to have accepted the conditions of membership included in this document.

Applications for membership are to be processed in accordance with Part 2 of the Bush Fire Local Law 2017. Once the brigade has appointed a new member, the Secretary of the brigade shall within 14 days, supply registration details:

- i) to the Department of Fire and Emergency Services in accordance Part 2, clause 2.6 of the Bush Fire Local Laws 2017; and
- ii) the Shire of Northampton Chief Bush Fire Control Officer.

The Shire of Northampton reserves the right to request a Criminal History Check for any Volunteer and refuse/terminate membership because of criminal offences. Individual Bush Fire Brigade Committee's or the Shire of Northampton may refuse an application for new membership for any reason as per the Shire of Northampton Bush Fire Brigades Local Law 2017 and Shire of Northampton.

3.1.2 Membership Types

Bush Fire Brigades shall appoint persons seeking membership in accordance with the membership types outlined within Part 4 of the Bush Fire Local Law 2017.

3.1.3 Conditions of Membership;

All members appointed and registered as Bush Fire Brigade members are required to adhere to the following conditions:

- a) Rules governing the operation of Bush Fire Brigades as set out in Schedule 1 of the Bush Fire Local Law 2017;
- b) Procedures identified within this document as may be amended from time to time;
- c) Complete a brigade volunteer induction, DFES AIMS Awareness (on-line), DFES Bushfire Safety Awareness and DFES Bush Firefighting Skills prior to commencing active fire fighting duties;
- d) Wear the uniform and Personal Protective Cloth and Equipment in accordance with section XXXXX of these procedures;
- e) Be in a fit state to carry out all duties if attending training, fund raising, meetings or attending fires;
- f) Maintain a drivers license for the class of vehicle that is being driven.
- g) Comply with the Shire of Northampton Alcohol and Other Drugs Policy.

3.1.4 Suspension or Termination of Membership;

Any suspension of a member, or termination of membership is to be in accordance with the requirements and procedures set out in Part 2 of the Bush Fire Local Law 2017.

A brigade members shall not be dismissed from any brigade duty without the opportunity to defend the allegation. Any person may lodge a written objection to the CBFCO and/or the Shire of Northampton Chief Executive Officer to have the matter reconsidered if they believe they have been unfairly treated.

Note: When a membership is terminated, the member must return all property belonging to the Bush Fire Brigade and/or the Shire of Northampton to the Brigade Captain.

3.1.5 Equal Opportunity

The Shire of Northampton is committed to providing an enjoyable, challenging, inclusive and harmonious environment in which all persons can be expected to be treated equally and with respect. The Shire of Northampton's Equal Opportunity Policy applies to all Volunteer Bush Fire Brigade Members.

3.1.6 Complaints and Grievances

Any member of a Bush Fire Brigade who is unhappy with the operation of a Bush Fire Brigade or the actions of a Bush Fire Brigade member shall in the first instance raise their concerns with the Brigade Captain. If the member is still dissatisfied the member shall raise their concerns in writing to the CBFCO and/or the Shire CEO.

3.2 Office Bearers

Office bearers are appointed by Bush Fire Brigades in accordance with the Bush Fire Local Laws 2017. Each office bearer has specific responsibilities in respect to their position.

Whilst part 3 of the Local Laws identifies the primary roles and responsibilities, a more detailed list of functions and roles is provided within attachment No 3.

3.3 Bush Fire Brigade Meetings

All meetings of the Bush Fire Brigades are called by the Secretary of the Brigade and must be minuted unless confidential information is being discussed.

For all meetings, the Secretary is to provide notice of the meeting specifying the business which is to be conducted. A copy of the meeting minutes to be provided to the CBFCO no later than one month after the meeting date.

3.3.1 Annual General Meetings

Each Bush Fire Brigade is required to hold an Annual General Meeting (AGM) in accordance with clause 5.3 of the Bush Fire Brigade Local Law 2017. It is preferred that the meeting is held between the months of April and June each year.

The following matters are required to be addressed at the AGM:

- List all meeting attendees, apologies and non-voting visitors;
- Confirm the minutes of the previous AGM;
- Declare all officer bearer positions vacant;
- Elect the brigade officer bearers;

- Consider member reports from Captains, Fire Control Officers on the years activities;
- Adopt the annual financial statements;
- Training and Equipment needs for the following fire season;
- Consider submissions/requests for capital items through the Shire Budget and ESL grant program; and
- Deal with any general business.

An invitation to attend the AGM must be extended in the form of an agenda to all brigade members, the CBFCO and the Shire's Executive Manager of Community, Development and Regulation, 14 days prior to the meeting.

3.3.2 Ordinary Meeting

A Bush Fire Brigade Captain or Fire Control Officer may at any time call an Ordinary Meeting of its members. Each Bush Fire Brigade shall hold a minimum of one Ordinary Meeting each year and this meeting can be combined with in-house training.

The purposes for which meetings may be called by the Secretary or Brigade Captain is identified within clause 5.1 of the Bush Fire Local Laws 2017. A minimum of 7 days notice is required to be extended to all brigade members and the CBFCO for Ordinary Meetings.

3.3.3 Special Meetings

A special meeting of a brigade is to be called when 5 or more brigade members request one in writing. At least two days notice of a special meeting must be provided to all members and the CBFCO.

3.3.4 Quorum

For meetings of a brigade to be held, a minimum of 50% of the office bearers with not less than 5 active members present (including the office bearers).

3.3.5 Voting

Each office bearer and active member of a brigade shall be entitled to a vote. Non-active members, members of other brigades, CBFCO and employees of the Shire shall not be entitled to vote.

Where a vote is tied, the Captain is entitled to an additional vote.

3.4 Bush Fire Advisory Committee

Council has formed a Bush Fire Advisory Committee (BFAC) to discuss and provide recommendations on matters relating to bushfire prevention, control and response to bush fires within the Shire. A copy of the Terms of Reference for the BFAC is shown as attachment No 1.

In accordance with the Terms of Reference, the BFAC members are appointed to make recommendations to Council on a range of matters relating to bush fire. These matters include, but are not limited to:

- Matters raised by brigades;
- The composition of fire brigades in the district;

- The Shire's Annual budget Bush Fire and Local Government Grant Scheme (ESL funding);
- Equipment and infrastructure required by brigades and training matters;
- The annual firebreak notice;

4.0 Training of Bush Fire Brigade Members

4.1 Training Liaison Officer

Each brigade is to nominate a training liaison officer to assist in identifying the training needs of their brigade. The CBFCO is the Shire's nominated training co-ordinator and will promote training courses available through DFES and other opportunities.

4.2 Procedure

All volunteer fire fighters are encouraged to identify, in consultation with their brigade, required and/or suitable training to improve skills in respect of both on ground firefighting and administration of the brigade.

Prior to contributing to training expenses of any brigade member, a request for approval shall be submitted to the Shire of Northampton along with demonstrated compliance with the following:

1. Approval of Brigade and/or Captain where timing does not permit consideration at a meeting of the brigade; and
2. Approval of the CBFCO

Note: The CBFCO shall not approve training where the resultant expenses exceed the allocation for training as identified within Council's adopted annual budget.

4.3 Training Expenses

All expenses associated with training approved under point 4.2 above are covered by the Shire and/or Local Government Grant Scheme in accordance with an approved budget.

While in many cases, the cost of the training course can be met through the DFES training program, other expenses may be incurred. Expenses that may be eligible for reimbursement by the Shire include fuel and accommodation for attending courses outside of the local area.

5.0 Administration

5.1 Equal opportunity

The Shire of Northampton is committed to providing an environment that is free from all forms of discrimination and/or harassment. In addition to this objective the Shire of Northampton promotes a volunteer space that is enjoyable, challenging, harmonious and inclusive in which volunteers can develop skills and knowledge. The provisions of the Shire's Code of Conduct and Policy on Sexual Harassment and Complaints/Grievance Policy apply to all volunteers and brigades.

5.2 Workplace Health and Safety

5.2.1 Responsible Officer

SANDY is the responsible officer for OHS&E matters, although every volunteer has the responsibility to contribute to safe work practices.

5.2.2 Insurance

The Shire of Northampton will maintain insurance that covers firefighters, appliances, equipment including private vehicles where authorised for use by the CBFCO or DCBFCO and equipment being used under the direction of an incident manager or Fire Control Officer.

5.2.3 Incident Reports

Any incidents involving damage to equipment or vehicles, near misses, injury or fatality must be reported to the Shire of Northampton and steps put in place to mitigate the danger. All reports should be lodged via the CBFCO.

5.3 Radios

DFES provide an allocation of WAERN radios to the Shire of Northampton in accordance with the Basis of Allocation policy. These radios remain the property of DFES with all maintenance relating to the WAERN radios the responsibility of DFES. If any faults are identified the fault should be reported to the CBFCO for action.

5.4 Procurement

The Shire of Northampton is funded through the Local Government Grants Scheme that administers the Emergency Services Levy for most, but not necessarily all operational costs relating to Bush Fire Brigades.

The Shire of Northampton will be responsible for the maintenance of all Bush Fire Brigade appliances, equipment, facilities as well as operational costs relating to the brigades.

5.4.1 Purchase Authorisation

Any procurement by Brigades must be authorised by the Shire of Northampton prior to being organised. Unless otherwise agreed by the Shires Manager of Community, Development and Regulation, a Shire purchase order is required to be issued prior to any purchase.

Reimbursements will not be granted if prior authorisation is not obtained.

5.4.2 Equipment and Vehicles

Repair and servicing of Brigade Vehicles and Equipment must be authorised by the Shire via the CBFCO prior to being organised.

5.5 External Plant and Equipment

Where deemed necessary by the CBFCO, or in their absence the DCBFCO or the Incident Controller of a fire site a request may be made to Shire of Northampton Senior Management to utilise Shire owned, operated or controlled plant and equipment and/or contract plant and equipment. Shire of Northampton Senior Management means the Chief Executive Officer, the Executive Manager of Community, Development and Regulation and the Director of Works and Technical Services and excludes Councillors.

If none of the Senior Management are contactable, the CBFCO, DCBFCO, or brigade Captain may authorise Shire and/or contract plant and equipment until Senior Management can make a decision on this matter.

5.6 Private Works

Any requests to brigades should be brought to the attention of the Shire of Northampton via the CBFCO for approval including any requests for brigades to undertake a private burn. The Request for Brigade Burning on Private Property must be filled out and signed by the CEO before the commencement of the burn.

5.7 Hazard Reduction Burning

The Shire of Northampton or Brigade Fire Control Officers may identify Shire managed land that requires mitigation work. In some cases, this may include a hazard reduction burn of the area identified. The Brigade FCO, Shire and CBFCO will consider on an individual basis any areas identified and prepare a prescription for the area to be burnt.

Attachment No 1 – Bush Fire Advisory Committee Terms of Reference

Attachment No 2 - Office Bearer Description of Roles and Responsibilities

Chief Bush Fire Control Officer

The role of the CBFCO is that of a leader, decision maker, planner and manager of the Bush Fire Brigades. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire of Northampton.

Duties & Responsibilities of the Chief Bush Fire Control Officer:

- Demonstrate positive leadership to Bush Fire Brigades;
- Monitor Bush Fire Brigade resourcing, equipment and training levels and report with recommendations at least once a year to the Shire of Northampton
- Liaise with the Shire of Northampton concerning fire prevention/suppression matters generally and directions to be issued by the Shire to Bush Fire Control Officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- Provide representation on the Bush Fire Advisory Committee (BFAC), Regional Operations Advisory Committee (ROAC) and Local Emergency Management Committee (LEMC);
- During wildfire incidents manage the fire resources of the Shire and Brigades and where necessary fulfil role as incident controller;
- Promote the use of AIIMS structure during response to FCO's, Brigades and volunteer firefighters;
- Ensure consultation and operational/seasonal debriefs occur and that the information from this consultation is appropriately circulated;
- Promote the values of the Bush Fire Brigades in the Northampton community and within Brigades
- Determine when Harvest and Vehicle movement bans should be implemented in conjunction with other officers and the Shire of Northampton.

Qualifications of a Chief Bush Fire Control Officer

- Firefighting experience of 4 years
- DFES courses or approved equivalent
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - Structural Fire Fighting
 - Sector Commander
 - Leadership Fundamentals
 - AIIMS 2017
 - Level 1 Incident Controller
 - Fire Control Officer (& refresher courses every 2 years)
 - Desirable for a CBFCO to hold Ground Controller in addition to the above.

Deputy Chief Bush Fire Control Officer

The role of DCBFCO(s) is that of a leader, decision maker and planner that assists the CBFCO in managing the Bush Fire Brigades.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

Duties & Responsibilities of the Deputy Chief Bush Fire Control Officer

- To deputise for the CBFCO in his/her absence
- To take control of firefighting operations at a wildfire where more than one FCO is present
- Provide representation on the Bush Fire Advisory Committee (BFAC), Local Emergency Management Committee (LEMC) and Regional Operations Advisory Committee (ROAC) – in the absence of the CBFCO
- Demonstrate positive leadership
- Provide advice to the CBFCO and the Shire of Northampton when Harvest and Vehicle movement bans should be implemented

Qualifications of a Deputy Chief Bush Fire Control Officer

- Firefighting experience of 2 years
- DFES courses or approved equivalent
 - Introduction to Fire Fighting
 - AIIIMS awareness
 - Bush Fire Fighting
 - Sector Commander
 - Fire Control Officer (& refresher courses every 2 years)

Fire Control Officer (FCO)

A Fire Control Officer is a delegated representative of the Shire of Northampton for the administration of the provisions of the Bush Fires Act 1954. The position is required to perform active operational duties both in firefighting and fire prevention strategies in the local community.

A Fire Control Officer must be able to demonstrate experience in wild fire behaviour, AIIMS and knowledge of the local area. The person must be able to interpret the Bush Fires Act and regulations and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Fire Control Officer may jointly hold the position of Brigade Captain.

Duties & Responsibilities of a Fire Control Officer

- Authorise permits to burn in accordance with the Bush Fires Act
- Identify and conduct Risk assessments in the brigade area
- Maintain a personal fire diary to include a log of events and decisions made
- Perform duties prescribed by the Bush Fires Act and authorised by the Shire of Northampton
- To take control of firefighting operations at a wildfire outside their brigade area where no other brigade captain or Fire Control Officer is present
- Demonstrate positive leadership
- Provide advice to the CBFCO and the Shire of Northampton when Harvest and Vehicle movement bans should be implemented

Qualifications of a Fire Control Officer

- Firefighting experience of 2 years
- DFES courses or approved equivalent
 - Introduction to Fire Fighting
 - AIIMS awareness
 - Bush Fire Fighting
 - Fire Control Officer (& refresher courses every 2 years)

Captain

The captain of the Bush Fire Brigade is responsible for the leadership and management of the Brigade. The position reports to the CBFCO on Brigade related matters.

As a role model and mentor for members of the Brigade the captain should always act with integrity and consider members equally. All decisions made should be in the interest of the brigade and its membership.

Duties & Responsibilities

- Represent the Brigade to the Shire and the Community
- Preside over brigade meetings
- Demonstrate positive leadership and mentor Lieutenants and Brigade members
- Command, control and confidently manage firefighting activities
- Maintain a personal fire diary with a record of fire incidents as well as events and decisions made at incidents
- Conduct brigade briefings and lead post incident debrief with brigade members
- Ensure brigade members deployed for operational duty have the skills to complete the task and qualifications to carry out the functions required
- Ensure the conduct of Brigade members is in accordance with these guidelines and Bush Fire Brigade Local Law
- Report any injuries or damage to property that occur as soon as possible to the CBFCO and Shire of Northampton's Manager of Corporate Services
- Attends BFAC meetings

Qualifications

- Firefighting experience of 2 years and preferably some time spent as a lieutenant
- DFES courses or approved equivalent
 - Introduction to Fire Fighting
 - AIIMS awareness
 - Bush Fire Fighting

Lieutenant

The Lieutenant of the Bush Fire Brigade is responsible for the operational management of volunteer firefighters of the Brigade. The role is required to provide operational and administrative support to the captain in managing the brigade. The Position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or the personnel they are supervising.

The Brigade should appoint a maximum of four lieutenants identified by rank from 1 to 4 with Lieutenant 1 being the more senior position. In the absence of the Captain, the Lieutenant assumes all responsibilities of that position.

Duties & Responsibilities

- Provide support to the Captain in the management of the Brigade
- Demonstrate positive leadership and mentor Brigade members
- In the absence of the Captain administer all powers and responsibilities of the Bush Fires Act (Part IVs44(1))
- Command and manage bush firefighting volunteers
- Maintain a personal fire diary with a record of fire incidents as well as events
 - Conduct brigade briefings during and after incidents and maintain open two-way communication between volunteers and management
- Encourage positive interaction and teamwork between volunteers
- Ensure standard operating procedures are adhered to
- Encourage volunteer members to undertake training activities
- Ensure brigade members deployed for operational duty have the skills to complete the task and qualifications to carry out the functions required

Qualifications

- Firefighting experience of 2 years
- DFES courses or approved equivalent
 - Introduction to Fire Fighting
 - AIIMS awareness
 - Bush Fire Fighting

Secretary

The Secretary's role is to provide administrative support to the Bush Fire Brigade. This position is not required to perform active operational duties but may also hold an operational role within the brigade.

Duties & Responsibilities

- Circulate Notice of Meetings, attend brigade meetings, record the minutes of Brigade meetings and ensure that these documents are circulated to members and the CBFCO as well as the Shire of Northampton
- Provide names of elected members to the Shire of Northampton within 14 days of the AGM
- Document and record all brigade correspondence
- Maintain a register of all current members with the type of membership and contact details as well as reporting any changes to the CBFCO as well as the Shire of Northampton
- Apply for Milestone Awards on behalf of members within the guidelines of the Recognition and Rewards Guidelines
- Report to the CBFCO and Shire of Northampton the membership register in June or July each year
- Complete the DFES Incident Report Form and forward to the Chief Bush Fire Control Officer within 14 days of attendance by the Bush Fire Brigade at an incident
- Advise the CBFCO any items for the Shire of Northampton to consider in the budget for brigades by the **31 December each year**

Qualifications

- Suitable administration skills

Treasurer

The Treasurer's role is to be the custodian of funds of the Bush Fire Brigade. This role may be combined with that of Secretary. This position is not required to perform active operational duties but may also hold an operational role within the brigade.

Duties & Responsibilities

- Deposit money to the brigade's account
- Pay accounts as authorised by the Brigade Committee
- Keep a record of all money paid and received
- Maintain the Brigades balance sheet
- Report on the financial position of the Brigade at meetings and to the Brigade Committee

Qualifications

- Financial management skills

Training Officer

The Training Officer is responsible for the coordination of training activities. This position is not required to perform active operational duties but may also hold an operational role within the brigade. If a Training Officer is not formally elected, the duties of this position are the responsibility of the Brigade Captain.

Duties & Responsibilities

- Document and record all brigade training activities
- Assist the Shire of Northampton in the administration of DFES Pathways Training
- Ensure that training is available to any interested member on an equal opportunity basis
- Develop brigade training plans as appropriate

Qualifications

- IT proficiency

Equipment Officer

The Equipment Officer is responsible for the custody and maintenance of Personal Protective Clothing (PPC) equipment and appliances for the brigade. This position is not required to perform active operational duties but may also hold an operational role within the brigade. If a Equipment Officer is not formally elected, the duties of this position are the responsibility of the 1st Lieutenant.

Duties & Responsibilities

- Report to the Shire of Northampton, Secretary, Captain and CBFCO, by the 31 December each year the quantity and quality of all PPC, equipment and appliances
- Advise the CBFCO periodically any new or replacement PPC and/or equipment required
- Store equipment at the station or other place as approved by the Captain



**SHIRE OF NORTHAMPTON
MINUTES**

**Community Grants Advisory Committee held in the Allen Centre, Kalbarri
9:00am 02 October 2025**

1. DECLARATION OF OPENING OF MEETING BY THE CHAIRPERSON

Shire President Sudlow declared the meeting open at 9.35am

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ATTENDANCE / APOLOGIES

Members

Cr Liz Sudlow – Shire President
Cr Richard Burges
Cr Des Pike
Andrew Campbell (Chief Executive Officer)

Apologies

Cr Trevor Gibb
Cr Roslyn Suckling

Observers

Andrea Teakle (Community Development Officer)
Cresta Viellaris (Community Development Officer)

4. DECLARATIONS OF FINANCIAL INTERESTS

The following Councillors declared “Impartiality Interests” in matters contained within the agenda:

Cr Liz Sudlow

- Sponsor of Event – Horrocks Community Centre

5. CONFIRMATION OF MINUTES OF MEETING HELD 17 APRIL 2025

Moved: Cr Burges

Seconded Cr Pike

“That the minutes of the Community Grants Advisory Committee held 17 April 2025 be received as a true and correct record.”

Minutes - Community Grants Advisory Committee Meeting – 02 October 2025
Members: Councillors Sudlow, Suckling, Burges, Pike, Gibb and CEO Mr Campbell

Carried 4-0

For: Cr's Sudlow, Burges, Pike, and Mr Campbell
Against: Nil

6. CONSIDERATION OF COMMUNITY GRANT APPLICATIONS ROUND 1 – 2025/26

The Community Development Officers presented a summary of previous grant rounds and acquittal information.

Community grant Round 1 2024-2025 JK Foundation did not expend allocated grant funding: Action - any unused grant funds are to be returned to the community grant funding pool as per the policy.

The Community Development Officers presented a summary of the current Community Grant Round 1 2025-26 applications received.

Moved: Cr Burges

Seconded Cr Pike

That the Shire of Northampton Community Grants Round 1 – 2025/26 are awarded to the following organisations and groups:

Awarded To	Project	Amount	Special Conditions
Kalbarri Development Association	Christmas In the Park	\$3,000	Nil
Kalbarri Development Association	Australia Day Event	\$5,000	Nil
Horrocks Community Centre	New Years Family Event	\$5,000	Nil
Kalbarri Arts and Crafts Group	Empowering Change for our Future Vision	\$3,990	Nil
Kalbarri Offshore Angling Club	39 th Kalbarri Sports Fishing Classic	\$4,000	Nil
Northampton Basketball Club	Reducing fees to make basketball more inclusive	\$3,000	Nil
Community Champion	Botanic Line Extension Stage 2 & 3	\$4,000	Nil
	TOTAL	\$27,990	

Carried 4-0

For: Cr Sudlow, Cr Pike, Cr Burges, and Mr Campbell
Against: Nil

7. GENERAL BUSINESS

- Community Development Officers to follow up on Botanic Line project and facilitate meeting with Executive Manager Community, Development and Regulations regarding public access on private land.

- Correspondence received from Northampton Old School Initiative (NOSCI) requesting funds for maintenance project. Advised by Community Grant Advisory Committee to apply when the next grant round opens again: ACTION: Community Development Officers to advise group the above outcome.
- Community Grant Advisory Committee financially support the following projects in principle.
 - Northampton Story Harvest – Echoes of the Past,
 - Community Impact Incubator Hub,
 - JK Foundation Northampton Youth Program
 - Northampton Bowling Club Lights Program

ACTION: Community Development Officer to provide an Officer Report and presented at November Council meeting.

Moved: Cr Burges

Seconded Cr Pike

The Community Grants Advisory Committee supports the following projects and programs subject to a detailed report being presented to the Council meeting in November 2025:

- ***Northampton Story Harvest – Echoes of the Past;***
- ***Community Impact Incubator Hub;***
- ***JK Foundation Northampton Youth Program; and***
- ***Northampton Bowling Club Lights Program.***

Carried 4-0

For: Cr's Sudlow, Burges, Pike, and Mr Campbell

Against: Nil

8. DATE FOR NEXT MEETING

Early February 2026 to reevaluate and consider any changes that need to make to Community Grant program.

9. CLOSURE

There being no further business the Chairperson closed the meeting at 11.09am.



Bush Fire Advisory Committee

Status:	<u>Advisory Committee</u>
Members:	<p><u>Voting Members (9)</u></p> <p>1 Councillor Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer – North Deputy Chief Bush Fire Control Officer - South 5 Bush fire Brigade Representatives being:</p> <ul style="list-style-type: none"> - 1 Ajana/Binnu - 1 Horrocks - 1 Isseka - 1 Port Gregory - 1 Sandy Gully <p><u>Non Voting Representatives (9)</u></p> <ul style="list-style-type: none"> - Executive Manager of Community, Development & Regulation - Deputy Chief Fire Control Officer - Central - Department of Biodiversity, Conservation and Attraction - Department of Fire and Emergency Services - Northampton Fire and Rescue Service - Kalbarri Fire and Rescue Services
Proxies:	1 representative from each brigade and Councillor
Quorum:	At least 5 members of the Committee
Term of Appointment:	Expires 18 October 2025
Officer Responsible:	Executive Manager Community, Development & Regulation
Meetings:	3 meetings per year. The Chairperson or Shire Chief Executive Officer may call supplementary meetings when required.

FUNCTIONS OF COMMITTEE

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

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

Where matters are time sensitive and the consideration of that matter is required by the Advisory Committee between scheduled Advisory Committee meetings, the matter may be circulated to all voting members via email. Where the proposed outcome/response is supported

by at least 5 members of the committee, the decision shall have the same effect as being passed at a formal Advisory Committee meeting.

MEMBERS 16 October 2025

Cr Karl Suckling	Councillor (Chair)
Tatiana Vafiades	Chief Bush Fire Control Officer
Mr Kyle Carson	Ajana/Binnu - Captain
Mr Scott Bridgeman	Deputy CBFCO – South
Mr Damien Harris	Deputy CBFCO – North
Mr Lindsay Rowe	Horrocks BFB - Captain
Mr Wes Teakle	Isseka BFB
Mr Joe Wood	Port Gregory/Yallabatharra - Captain
Mr Scott Bridgeman	Sandy Gully/Alama BFB - Captain

PROXIES

Cr -	Councillor (Proxy)
Mr Matt Johnson	Ajana/Binnu – Deputy Captain
TBC	Horrocks BFB
TBC	Isseka BFB
Ms Tatiana Vafiedes	Port Gregory/Yallabatharra
Mr Trent Suckling	Sandy Gulle/Alma BFB

NON-VOTING MEMBERS

Executive Manager Community, Development and Regulation
Deputy Chief Fire Control Officer – Brock Lucev
Department of Biodiversity, Conservation and Attractions
Department of Fire and Emergency Services
Northampton Volunteer Fire and Rescue Service
Kalbarri Volunteer Fire and Rescue Service
Shire of Northampton Ranger