



# ATTACHMENTS

COUNCIL MEETING

20 November 2025

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

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

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**SHIRE OF NORTHAMPTON**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

	Supplementary	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
	Information	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	5,678,686	5,658,686	<b>5,653,646</b>	(5,040)	(0.09%)	
Grants, subsidies and contributions	13	3,463,809	1,170,484	<b>925,164</b>	(245,320)	(20.96%)	▼
Fees and charges		1,426,402	1,159,114	<b>1,036,341</b>	(122,773)	(10.59%)	▼
Interest revenue		236,000	91,996	<b>92,272</b>	276	0.30%	
Other revenue		62,000	20,664	<b>0</b>	(20,664)	(100.00%)	▼
Profit on asset disposals	6	553,917	356,817	<b>0</b>	(356,817)	(100.00%)	▼
		<b>11,420,814</b>	<b>8,457,761</b>	<b>7,707,423</b>	(750,338)	(8.87%)	▼
<b>Expenditure from operating activities</b>							
Employee costs		(5,487,325)	(1,955,608)	<b>(1,810,663)</b>	144,945	7.41%	▲
Materials and contracts		(3,418,008)	(1,119,058)	<b>(924,578)</b>	194,480	17.38%	▲
Utility charges		(328,760)	(109,504)	<b>(76,923)</b>	32,581	29.75%	▲
Depreciation		(2,901,300)	(967,068)	<b>0</b>	967,068	100.00%	▲
Finance costs		(71,483)	(23,816)	<b>3,375</b>	27,191	114.17%	▲
Insurance		(242,942)	(241,728)	<b>(258,066)</b>	(16,338)	(6.76%)	▼
Other expenditure		(1,277,669)	(529,686)	<b>(369,654)</b>	160,032	30.21%	▲
Loss on asset disposals	6	(15,308)	(8,562)	<b>0</b>	8,562	100.00%	▲
		<b>(13,742,795)</b>	<b>(4,955,030)</b>	<b>(3,436,509)</b>	1,518,521	30.65%	▲
Non-cash amounts excluded from operating activities	Note 2(b)	2,362,691	1,332,447	<b>2,860</b>	(1,329,587)	(99.79%)	▼
<b>Amount attributable to operating activities</b>		<b>40,710</b>	<b>4,835,178</b>	<b>4,273,774</b>	(561,404)	(11.61%)	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	13,655,043	4,551,668	<b>564,938</b>	(3,986,730)	(87.59%)	▼
Proceeds from disposal of assets	6	898,700	0	<b>0</b>	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		18,389	9,105	<b>9,105</b>	0	0.00%	
		<b>14,572,132</b>	<b>4,560,773</b>	<b>574,043</b>	(3,986,730)	(87.41%)	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(2,416,764)	(882,132)	<b>(91,968)</b>	790,164	89.57%	▲
Payments for construction of infrastructure	5	(15,607,785)	(5,202,552)	<b>(233,565)</b>	4,968,987	95.51%	▲
		<b>(18,024,549)</b>	<b>(6,084,684)</b>	<b>(325,534)</b>	5,759,150	94.65%	
<b>Amount attributable to investing activities</b>		<b>(3,452,417)</b>	<b>(1,523,911)</b>	<b>248,509</b>	1,772,420	116.31%	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new debentures	11	450,000	0	<b>0</b>	0	0.00%	
Transfer from reserves	4	119,850	21,617	<b>21,617</b>	0	0.00%	
		<b>569,850</b>	<b>21,617</b>	<b>21,617</b>	0	0.00%	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(131,157)	(26,155)	<b>(26,155)</b>	0	0.00%	
Transfer to reserves	4	(146,191)	0	<b>(131,101)</b>	(131,101)	0.00%	▼
		<b>(277,348)</b>	<b>(26,155)</b>	<b>(157,256)</b>	(131,101)	(501.25%)	
<b>Amount attributable to financing activities</b>		<b>292,502</b>	<b>(4,538)</b>	<b>(135,638)</b>	(131,101)	(2889.14%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		3,119,126	3,119,126	<b>1,632,633</b>	(1,486,493)	(47.66%)	▼
Amount attributable to operating activities		40,710	4,835,178	<b>4,273,774</b>	(561,404)	(11.61%)	▼
Amount attributable to investing activities		(3,452,417)	(1,523,911)	<b>248,509</b>	1,772,420	116.31%	▲
Amount attributable to financing activities		292,502	(4,538)	<b>(135,638)</b>	(131,101)	(2889.14%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>(79)</b>	<b>6,425,855</b>	<b>6,019,278</b>	(406,577)	(6.33%)	▼

**KEY INFORMATION**

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

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

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

**SHIRE OF NORTHAMPTON  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

	Supplementary Information	30-Jun-25	31 October 2025
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	5,849,265	7,645,363
Trade and other receivables		1,903,601	3,262,837
Other financial assets		18,389	9,284
Inventories	8	144,210	193,190
<b>TOTAL CURRENT ASSETS</b>		<b>7,915,465</b>	<b>11,110,674</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		84,959	84,959
Other financial assets		337,366	337,366
Property, plant and equipment		37,555,923	37,647,892
Infrastructure		135,978,057	136,211,622
<b>TOTAL NON-CURRENT ASSETS</b>		<b>173,956,305</b>	<b>174,281,839</b>
<b>TOTAL ASSETS</b>		<b>181,871,770</b>	<b>185,392,513</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	1,711,069	422,112
Other liabilities	12	2,440,317	2,440,317
Borrowings	11	128,130	101,975
Employee related provisions	12	922,932	922,932
<b>TOTAL CURRENT LIABILITIES</b>		<b>5,202,448</b>	<b>3,887,336</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	1,355,133	1,355,133
Employee related provisions		67,263	67,263
Other provisions		1,603,226	1,603,226
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>3,025,622</b>	<b>3,025,622</b>
<b>TOTAL LIABILITIES</b>		<b>8,228,070</b>	<b>6,912,958</b>
<b>NET ASSETS</b>		<b>173,643,700</b>	<b>178,479,555</b>
<b>EQUITY</b>			
Retained surplus		90,524,663	95,251,033
Reserve accounts	4	1,457,282	1,566,767
Revaluation surplus		81,661,755	81,661,755
<b>TOTAL EQUITY</b>		<b>173,643,700</b>	<b>178,479,555</b>

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

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 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 11 November 2025

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

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget	Actual	Year to Date
		Opening 1 July 2025	as at 30 June 2025	31 October 2025
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	3	5,849,265	5,849,265	7,645,363
Trade and other receivables		1,638,025	1,903,601	3,262,837
Other financial assets		18,389	18,389	9,284
Inventories	8	144,210	144,210	193,190
		7,649,889	7,915,465	11,110,674
<b>Less: current liabilities</b>				
Trade and other payables	9	(1,806,682)	(1,711,069)	(422,112)
Other liabilities	12	(449,416)	(2,440,317)	(2,440,317)
Borrowings	11	(131,157)	(128,130)	(101,975)
Employee related provisions	12	(918,120)	(922,932)	(922,932)
Other provisions	12	(148,031)	0	0
		(3,453,406)	(5,202,448)	(3,887,336)
<b>Net current assets</b>		<b>4,196,483</b>	<b>2,713,017</b>	<b>7,223,338</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(1,077,357)	(1,080,384)	(1,204,060)
<b>Closing funding surplus / (deficit)</b>		<b>3,119,126</b>	<b>1,632,633</b>	<b>6,019,278</b>

**(b) Non-cash amounts excluded from operating activities**

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

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	6	(553,917)	356,817
Less: Movement in liabilities associated with restricted cash		0	0
Add: Loss on asset disposals	6	15,308	8,562
Add: Depreciation		2,901,300	967,068
<b>Total non-cash amounts excluded from operating activities</b>		<b>2,362,691</b>	<b>1,332,447</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

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

	Adopted Budget Opening 1/07/2025	Last Year Closing 30 June 2025	Year to Date 31 October 2025
	\$	\$	\$
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	4	(1,457,282)	(1,457,282)
Less: Financial assets at amortised cost - self supp	8	(18,389)	(18,389)
- Land held for resale		(130,000)	(130,000)
- Other liabilities - Adjustment to current non current liabilities			(1)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	131,157	128,130
- Current portion of employee benefit provisions held	4	397,157	397,157
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(1,077,357)</b>	<b>(1,080,384)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**SHIRE OF NORTHAMPTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 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. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	(245,320)	(20.96%)	▼
Timing, a number of grant claims have yet to be submitted and end of year processes yet to be completed			
<b>Fees and charges</b>	(122,773)	(10.59%)	▼
Timing; annual invoicing being prepared.			
<b>Other revenue</b>	(20,664)	(100.00%)	▼
Timing in receiving DFES revenue (road repairs)			
<b>Profit on asset disposals</b>	(356,817)	(100.00%)	▼
Timing. Processing of some asset disposals processed in November 2025.			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	144,945	7.41%	▲
Timing, currently under budget.			
<b>Materials and contracts</b>	194,480	17.38%	▲
Timing on expenditure as projects progress.			
<b>Utility charges</b>	32,581	29.75%	▲
Timing.			
<b>Depreciation</b>	967,068	100.00%	▲
Timing, no depreciation will be raised until the June 2025 Annual Financial Statements are finalised.			
<b>Finance costs</b>	27,191	114.17%	▲
Timing, impact of accrued interest from 2024/25			
<b>Insurance</b>	(16,338)	(6.76%)	▼
Insurance adjustments.			
<b>Other expenditure</b>	160,032	30.21%	▲
Timing, as projects progress.			
<b>Loss on asset disposals</b>	8,562	100.00%	▲
Timing, as assets are disposed of.			
<b>Non-cash amounts excluded from operating activities</b>	(1,329,587)	(99.79%)	▼
Timing, no depreciation or profit at this stage			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(3,986,730)	(87.59%)	▼
Timing, as capital grants are received.			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	790,164	89.57%	▲
Timing as capital works increase			
<b>Payments for construction of infrastructure</b>	4,968,987	95.51%	▲
Timing as capital works increase			
<b>Outflows from financing activities</b>			
<b>Transfer to reserves</b>	(131,101)	0.00%	▼
Interest received and budgetted transfers to/from reserves.			
<b>Surplus or deficit at the start of the financial year</b>	(1,486,493)	(47.66%)	▼
Timing, a number of end of year process have yet to be completed			
<b>Surplus or deficit after imposition of general rates</b>	(406,577)	(6.33%)	▼
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 31 OCTOBER 2025**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.12 M	\$3.12 M	\$1.63 M	(\$1.49 M)
Closing	(\$0.00 M)	\$6.43 M	\$6.02 M	(\$0.41 M)

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	\$7.65 M	% of total
Unrestricted Cash	\$6.08 M	79.5%
Restricted Cash	\$1.57 M	20.5%

Refer to 3 - Cash and Financial Assets

<b>Payables</b>		
	\$0.42 M	% Outstanding
Trade Payables	(\$0.00 M)	
0 to 30 Days		0.0%
Over 30 Days		100.0%
Over 90 Days		100.0%

Refer to 9 - Payables

<b>Receivables</b>		
	\$1.46 M	% Collected
Rates Receivable	\$1.81 M	68.9%
Trade Receivable	\$1.46 M	% Outstanding
Over 30 Days		78.6%
Over 90 Days		76.8%

Refer to 7 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.04 M	\$4.84 M	\$4.27 M	(\$0.56 M)

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
YTD Actual	\$5.65 M	% Variance
YTD Budget	\$5.66 M	(0.1%)

Refer to 10 - Rate Revenue

<b>Grants and Contributions</b>		
YTD Actual	\$0.92 M	% Variance
YTD Budget	\$1.20 M	(23.2%)

Refer to 13 - Grants and Contributions

<b>Fees and Charges</b>		
YTD Actual	\$1.04 M	% Variance
YTD Budget	\$1.16 M	(10.6%)

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.45 M)	(\$1.52 M)	\$0.25 M	\$1.77 M

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.90 M	(100.0%)

Refer to 6 - Disposal of Assets

<b>Asset Acquisition</b>		
YTD Actual	\$0.23 M	% Spent
Adopted Budget	\$15.61 M	(98.5%)

Refer to 5 - Capital Acquisitions

<b>Capital Grants</b>		
YTD Actual	\$0.56 M	% Received
Adopted Budget	\$13.66 M	(95.9%)

Refer to 5 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.29 M	(\$0.00 M)	(\$0.14 M)	(\$0.13 M)

Refer to Statement of Financial Activity

<b>Borrowings</b>	
Principal repayments	(\$0.03 M)
Interest expense	\$0.00 M
Principal due	\$0.64 M

Refer to 11 - Borrowings

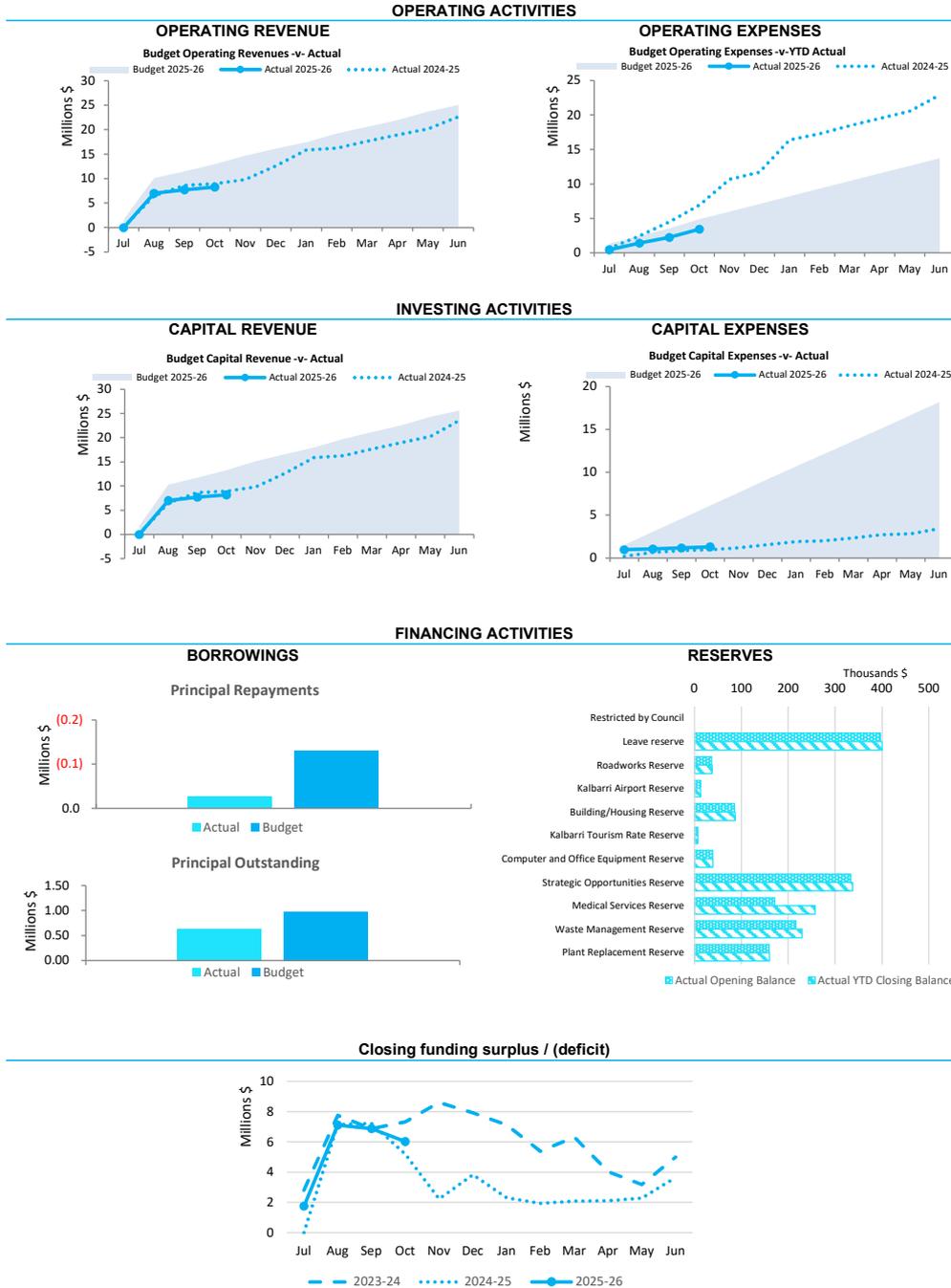
<b>Reserves</b>	
Reserves balance	\$1.57 M
Interest earned	\$0.02 M

Refer to 4 - Cash Reserves

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

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

2 KEY INFORMATION - GRAPHICAL



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

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

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash Deposits	Municipal	6,077,547	0.00	6,077,547	0	NAB		At call
Petty Cash	Cash on Hand	1,050	0.00	1,050	0			
Investment	Reserves	1	1,566,765	1,566,766	0	NAB	4.10%	25/12/2025
<b>Total</b>		<b>6,078,598</b>	<b>1,566,765</b>	<b>7,645,363</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		6,078,598	1,566,765	7,645,363	0			
		<b>6,078,598</b>	<b>1,566,765</b>	<b>7,645,363</b>	<b>0</b>			

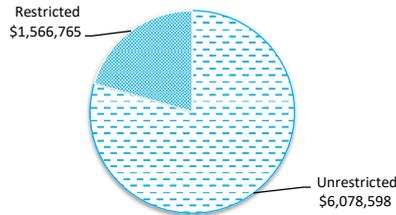
**KEY INFORMATION**

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

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

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

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



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

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual
	Opening	Interest	Transfer	Transfer	Closing	Opening	Interest	Transfers In	Transfers	YTD
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	(+)	Out (-)	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Leave reserve	397,157	5,700	0	0	402,857	397,157	2,860	-	-	400,017
Roadworks Reserve	36,921	530	0	0	37,451	36,921	266	-	-	37,187
Kalbarri Airport Reserve	12,701	200	10,000	0	22,901	12,701	100	-	-	12,802
Building/Housing Reserve	85,983	1,000	0	(38,000)	48,983	85,983	502	-	-	86,485
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	281	-	-	39,229
Strategic Opportunities Reserve	332,451	9,000	0	(25,000)	316,451	332,451	4,516	-	-	336,967
Medical Services Reserve	170,502	2,000	105,901	(25,000)	253,403	170,502	2,510	105,901	(21,617)	257,295
Waste Management Reserve	216,450	6,300	0	0	222,750	216,450	3,161	10,000	-	229,611
Plant Replacement Reserve	159,196	5,000	0	(31,850)	132,346	159,196	1,003	-	-	160,199
	<b>1,457,282</b>	<b>30,290</b>	<b>115,901</b>	<b>(119,850)</b>	<b>1,483,623</b>	<b>1,457,282</b>	<b>15,200</b>	<b>115,901</b>	<b>(21,617)</b>	<b>1,566,766</b>

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

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	300,000	100,000	0	(100,000)
Buildings	1,222,214	395,728	979,091	583,363
Furniture and Equipment	84,500	28,164	11,772	(16,392)
Plant and equipment	810,050	358,240	46,776	(311,464)
Work in Progress	0	0	(945,670)	(945,670)
<b>Acquisition of property, plant and equipment</b>	<b>2,416,764</b>	<b>882,132</b>	<b>91,968</b>	<b>(790,164)</b>
Infrastructure - Roads	7,322,852	2,440,924	148,102	(2,292,822)
Infrastructure - Footpaths & Carparks	82,350	27,440	11,894	(15,546)
Infrastructure - Parks & Ovals	8,193,583	2,731,188	73,568	(2,657,620)
Infrastructure - Airport	9,000	3,000	0	(3,000)
<b>Acquisition of infrastructure</b>	<b>15,607,785</b>	<b>5,202,552</b>	<b>233,565</b>	<b>(4,968,987)</b>
<b>Total capital acquisitions</b>	<b>18,024,549</b>	<b>6,084,684</b>	<b>325,534</b>	<b>(5,759,150)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	13,655,043	4,551,668	564,938	(3,986,730)
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		21,617	21,617
Plant Replacement Reserve	31,850		0	0
Contribution - operations	2,900,956	1,533,016	(261,022)	(1,794,038)
<b>Capital funding total</b>	<b>18,024,549</b>	<b>6,084,684</b>	<b>325,534</b>	<b>(5,759,150)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

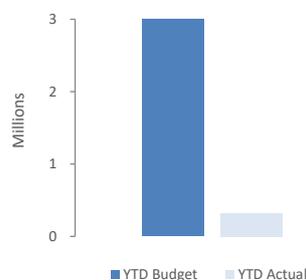
**Initial recognition and measurement for assets held at cost**

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

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

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

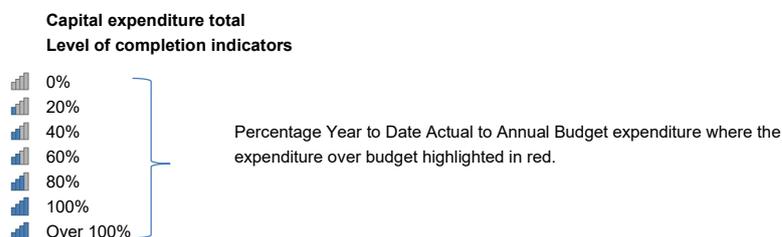
Payments for Capital Acquisitions



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

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED



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

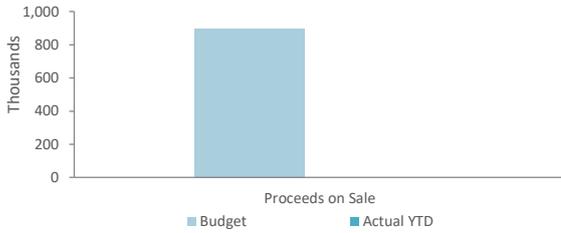
Account Description	Adopted			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
LAND - NORTHAMPTON LIA EXPANSION	300,000	100,000	0	100,000
PLANT & EQUIPMENT	159,700	106,464	1,640	104,824
PLANT AND EQUIPMENT - HLT	40,000	26,664	0	26,664
ROAD PLANT/MACHINERY	545,350	181,780	0	181,780
UTILITIES (VEHICLES)	65,000	43,332	45,136	-1,804
FURNITURE AND EQUIPMENT	84,500	28,164	11,772	16,392
STAFF HOUSING - BUILDINGS	87,214	29,068	33,421	-4,353
PUBLIC AMENITIES - BUILDINGS	35,000	0	0	0
BUILDING INFRASTRUCTURE (LOT 514 WOODS ST KALB)	500,000	166,664	0	166,664
DEPOT CONSTRUCTION	0	0	0	0
KALBARRI MULTI-USE CENTRE	250,000	83,332	0	83,332
OTHER CULTURE - BUILDINGS	350,000	116,664	0	116,664
REGIONAL ROAD GROUP	513,988	171,328	0	171,328
- MUNICIPAL FUND	674,598	224,852	22,595	202,257
BLACKSPOT PROJECTS	5,137,799	1,712,596	125,508	1,587,088
ROADS TO RECOVERY	796,467	265,484	0	265,484
ROADS DRFAWA AGRN1143 JUNE 24 RAINFALL EVENT	200,000	66,664	0	66,664
FOOTPATH CONSTRUCTION	82,350	27,440	6,058	21,382
HAMPTON ROAD FOOTPATH (LRCl4)	0	0	5,836	-5,836
AIRPORT INFRASTRUCTURE	9,000	3,000	0	3,000
FORESHORE INFRASTRUCTURE	24,000	8,000	0	8,000
KALBARRI FORESHORE - OTHER INFRASTRUCTURE	8,100,000	2,700,000	693	2,699,307
OTHER INFRASTRUCTURE - SPORT & REC	37,700	12,564	72,876	-60,312
PARKS AND OVALS - OTHER CULTURE	31,883	10,624	0	10,624
	<b>18,024,549</b>	<b>6,084,684</b>	<b>325,534</b>	<b>5,759,150</b>

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

**OPERATING ACTIVITIES**

**6 DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Land</b>									
	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
				0	0			0	0
<b>Building</b>									
	Robinson St House	159,576	300,000	140,424	0			0	0
<b>Plant and equipment</b>									
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
		<b>360,091</b>	<b>898,700</b>	<b>553,917</b>	<b>(15,308)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



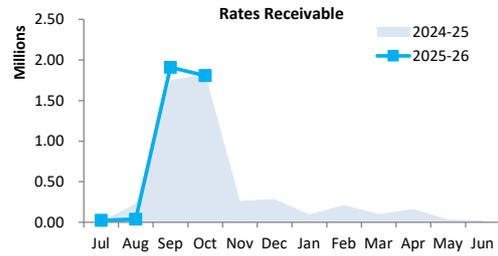
**SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2025**

**OPERATING ACTIVITIES**

**7 RECEIVABLES**

**Rates receivable**

	30 Jun 2025	31 Oct 2025
	\$	\$
Opening arrears previous years	260,288	149,928
Levied this year	5,150,141	5,653,646
Less - collections to date	(5,260,501)	(3,997,790)
<b>Gross rates collectable</b>	<b>149,928</b>	<b>1,805,784</b>
<b>Net rates collectable</b>	<b>149,928</b>	<b>1,805,784</b>
% Collected	97.2%	68.9%



**Receivables - general**

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(3,317)	172,913	1,450	12,734	607,457	791,237
Percentage	(0.4%)	21.9%	0.2%	1.6%	76.8%	
<b>Balance per trial balance</b>						
Trade receivables						791,237
Rubbish receivables						169,320
GST receivable						54,931
Receivables for employee related provisions						15,556
Accrued Income						265,938
Emergency Services Levy						160,071
<b>Total receivables general outstanding</b>						<b>1,457,053</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

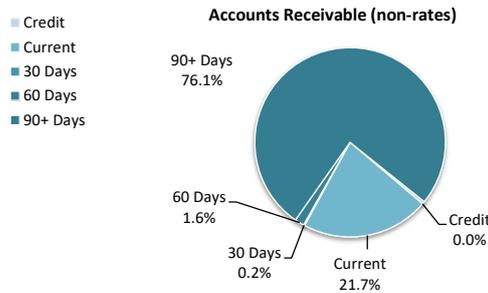
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

**Classification and subsequent measurement**

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

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



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

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 October 2025
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	18,389	0	(9,105)	9,284
<b>Inventory</b>				
Fuel	14,210	48,980	0	63,190
<b>Land held for resale</b>				
Cost of acquisition	130,000	0	0	130,000
<b>Total other current assets</b>	<b>162,599</b>	<b>48,980</b>	<b>(9,105)</b>	<b>202,474</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Other financial assets at amortised cost**

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

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

**Inventory**

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

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

**Land held for resale**

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

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

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

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

**OPERATING ACTIVITIES**

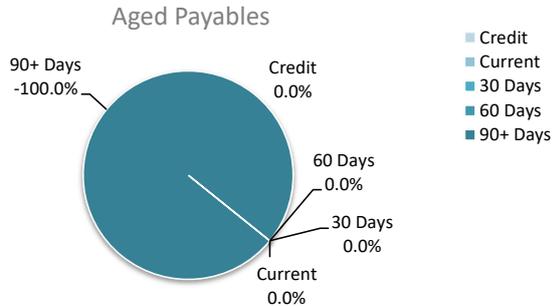
**9 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	(62)	(62)
Percentage	0.0%	0.0%	0.0%	0.0%	100.0%	
<b>Balance per trial balance</b>						
Sundry creditors						(62)
Accrued salaries and wages						6,836
ATO liabilities						84,632
Payroll Deductions Rates						(40)
Bonds and Deposits						348,782
Accrued Expenditure						(18,036)
<b>Total payables general outstanding</b>						<b>422,112</b>

**Amounts shown above include GST (where applicable)**

**KEY INFORMATION**

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



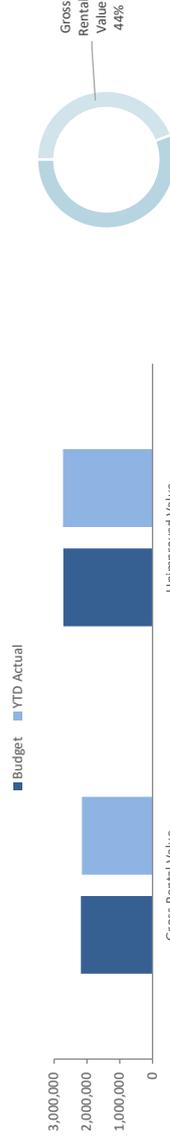
OPERATING ACTIVITIES

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

10 RATE REVENUE

General rate revenue		Budget		YTD Actual	
Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate Revenue	Total Revenue
0.078507	1,632	27,377,584	2,149,332	3,826	2,153,158
0.006010	409	452,937,438	2,722,154	1,021	2,723,176
	<b>2,041</b>	<b>480,315,022</b>	<b>4,871,486</b>	<b>4,847</b>	<b>4,876,334</b>
<b>Minimum payment</b>					
	665	5,576,346	657,020	0	663,670
	665	3,514,135	61,180	0	54,530
	<b>1,080</b>	<b>9,090,481</b>	<b>718,200</b>	<b>0</b>	<b>718,200</b>
					<b>5,594,534</b>
<b>Specified area rates</b>					
	55	736,944	29,000	0	30,056
	1,792	23,225,317	30,000	0	29,000
				56	56
					<b>59,112</b>
					<b>5,653,646</b>

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



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

## FINANCING ACTIVITIES

## 11 BORROWINGS

## Repayments - borrowings

Information on borrowings	Loan No.	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	
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	(17,050)	(34,236)	159,719	142,533	(179)	(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	(17,050)	(112,768)	372,089	726,371	3,764	(58,902)
<b>Self supporting loans</b>										
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)
<b>Total</b>		<b>665,274</b>	<b>0</b>	<b>450,000</b>	<b>(26,155)</b>	<b>(131,157)</b>	<b>639,119</b>	<b>984,117</b>	<b>3,375</b>	<b>(71,483)</b>
Current borrowings		128,130					101,975			
Non-current borrowings		1,355,133					1,355,133			
		<b>1,483,263</b>					<b>1,457,108</b>			

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
	<b>0</b>	<b>450,000</b>				<b>0</b>		<b>0</b>	<b>450,000</b>	<b>0</b>

## KEY INFORMATION

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

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

SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 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 31 October 2025
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		315,433	0			0
Capital grant/contributions liabilities		2,124,884	0	0	0	2,440,317
<b>Total other liabilities</b>		2,440,317	0	0	0	2,440,317
<b>Employee Related Provisions</b>						
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
<b>Total Provisions</b>		922,932	0	0	0	922,932
<b>Total other current liabilities</b>		<b>3,363,249</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,363,249</b>

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 31 OCTOBER 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	31 Oct 2025	Liability	Revenue	Budget	Actual
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
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	32,000	53,050
GRANT BUSHFIRE RISK PLANNING COORDINATOR (DFES)				0		165,895	55,296	165,895
GRANT REVENUE				0		-	28,332	-
- MRD MAINTENANCE				0		264,283	264,283	264,283
	0	0	0	0	0	<b>2,014,888</b>	<b>752,088</b>	<b>854,998</b>
<b>Contributions</b>								
CONTRIBUTIONS				0		8,000	2,664	9,388
OTHER SHIRE LSL CONTRIBUTION				0		-	-	12,292
OTHER SHIRE LSL CONTRIB.				0		-	-	-
REBATES AND COMMISSIONS				0		24,400	8,132	9,816
LEGAL CHARGES RATES (NO GST)				0		5,000	1,664	2,084
RATE EQUIVALENT PAYMENTS				0		23,600	-	-
REIMBURSEMENTS				0		5,000	1,664	-
SELF SUPPORTING LOAN INTEREST REIMBURSEMENTS - PIONEER LODGE				0		12,581	4,192	7,434
REIMBURSEMENTS - OTHER				0		3,800	1,264	179
RESIDENTIAL RENTAL				0		-	-	532
CONTRIBUTIONS				0		-	-	27
REIMBURSEMENTS - HOUSING OTHER				0		7,500	2,500	768
CONTRIBUTIONS				0		70,000	23,332	-
REIMBURSE (ADVERTISING/PLANNING COMMISSION)				0		5,000	1,664	-
BUS HIRE				0		-	-	-
GRANTS - BEN SIGNS/KALBARRI FORESHORE REVITALISATION PROJECT				0		-	-	-
REIMBURSEMENTS				0		6,000	2,000	819
REIMBURSEMENTS				0		2,000	664	736
REIMBURSEMENTS- REC. CTRE/GOLF CLUB				0		5,000	1,664	2,046
REIMBURSEMENTS				0		-	-	289
PT GREGORY SPEC AREA RATE				0		1,000	332	-
CONTRIBUTIONS/REIMBURSEMENTS				0		181,883	60,624	9
CONTRIBUTION (INC STREET LIGHTING)				0		3,750	1,248	-
TOURISM AND AREA PROMOTION FUNDING	119,892			119,892		119,892	39,964	-
LEASE FEES - HALF WAY BAY COTTAGES				0		16,000	5,332	-
BUILDING REIMBURSEMENTS				0		900	300	173
REIMBURSEMENTS				0		10,000	3,332	508
LIA (KITSON CIRCUIT) UNITS ANNUAL RENT				0		-	-	-
REIMB. - WORKERS COMPENS.				0		20,000	6,664	3,359
DFES/DFRAWA INCOME	195,541			195,541		729,719	243,236	-
INSURANCE CLAIMS - VEHICLES				0		2,000	664	-
DIESEL FUEL REBATE				0		50,000	16,664	14,755
WHS COORDINATOR INCOME RECOUP				0		50,896	16,964	-
<b>TOTALS</b>	<b>315,433</b>	<b>0</b>	<b>0</b>	<b>315,433</b>	<b>0</b>	<b>1,363,921</b>	<b>446,728</b>	<b>65,214</b>

SHIRE OF NORTHAMPTON  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 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 31 Oct 2025	Current Liability 31 Oct 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
GRANTS - BEN SIGNS/KALBARRI FORESHORE REVITALISATION PROJECT				0		8,112,000	2,704,000	0
GRANTS				0		250,000	83,332	164,000
ROADS TO RECOVERY FUNDING	133,983			133,983		718,467	239,488	0
BLACKSPOT & MASSACTION FUNDING	1,957,799			1,957,799		3,442,622	1,147,540	0
LRCI - LITTLE BAY ROAD & GREY STREET ASPHALT				0		265,938	88,644	265,938
WA BIKE NETWORK GRANT				0		35,000	11,664	15,000
REGIONAL ROAD GROUP FUNDING	33,102			33,102		481,016	160,336	120,000
GRANTS				0		100,000	33,332	0
GRANT - ECONOMIC DEVELOPMENT				0		250,000	83,332	0
	<b>2,124,884</b>	<b>0</b>	<b>0</b>	<b>2,124,884</b>	<b>0</b>	<b>13,655,043</b>	<b>4,551,668</b>	<b>564,938</b>

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

**15 BONDS & DEPOSITS**

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

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2025	Received	Paid	31 Oct 2025
	\$	\$	\$	\$
Transportable House Bonds	7,000	0	(10,000)	(3,000)
Footpath Bonds	20,007	5,395	(2,500)	22,902
Nomination Deposits	0	300	0	300
Building Levies (BCITF & BRB)	2,050	12,519	(2,394)	12,175
Community Bus Bond	5,850	400	0	6,250
Unclaimed Monies - Rates	7,453	0	0	7,453
RSL Hall Key Bond	680	1,000	(500)	1,180
Special Series Plates	6,930	3,350	(2,025)	8,255
Northampton Child Care Association	23,902	11	0	23,913
Horrocks Memorial Wall	1,483	500	0	1,983
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)	101,355	(101,355)	(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
Nton Friends of the Cemetery	1,466		(50)	1,416
	<b>342,776</b>	<b>124,829</b>	<b>(118,825)</b>	<b>348,781</b>

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

**16 BUDGET AMENDMENTS**

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

Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
<b>Budget adoption</b>						
DFES LOCAL GOVERNMENT GRANTS SCHEME - CAPITAL GRANT	10/25-92	Operating revenue		85,000		85,000
DFES LOCAL GOVERNMENT GRANTS SCHEME - CAPITAL GRANT	10/25-92	Operating expenses			(85,000)	0
				<b>85,000</b>	<b>(85,000)</b>	<b>0</b>

## ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT #	Date	Name/Payee	Description	Amount
EFT28368	01/10/2025	AUSTRALIAN TAXATION OFFICE	BAS AUGUST 2025	58631.00
EFT28369	01/10/2025	KEMPTON ELECTRICAL CONTRACTING	RESIDENCE LOT 43 (5) BATEMAN ST ELECTRICAL UPGRADES	7269.58
EFT28370	15/10/2025	MICHELLE HELEN ALLEN	KITSON CIRCUIT ELECTRICAL REPAIRS	264.00
EFT28371	15/10/2025	KALBARRI IGA	MCS REIMB TRAVEL, VEHICLE PLATE TRANSFERS	228.00
EFT28372	15/10/2025	AUSTRALIA POST	REFRESHMENTS, ALLEN CNT SUPPLIES	114.11
EFT28373	15/10/2025	AUSSIE NATURAL SPRING WATER GERALDTON	POSTAGE	325.30
EFT28374	15/10/2025	BABA MANDA ROAD SERVICES	NTON OFFICE WATER COOLER ANNUAL FEE 25/26	121.00
EFT28375	15/10/2025	BUNNINGS	NTON NABAWA RD TRAFFIC CONTROL	6475.50
EFT28376	15/10/2025	CITY OF GREATER GERALDTON	NTON GARDENS PLANTS	170.15
EFT28377	15/10/2025	CIVIC LEGAL	MERU REFUSE DISPOSAL	13520.98
EFT28378	15/10/2025	CLEANAWAY OPERATIONS PTY LTD	LEGAL ADVICE	17754.00
EFT28379	15/10/2025	BOC GASES AUSTRALIA	DOM/COMM 240L REFUSE COLLECTION	22687.45
EFT28380	15/10/2025	WINC AUSTRALIA PTY LTD	REFUSE SITE FRONTLIFTS	25538.28
EFT28381	15/10/2025	TEAM GLOBAL EXPRESS PTY LTD	INDUSTRY GASES	46.30
EFT28382	15/10/2025	SIMON JOHN ALLAN DRAGE	P/COPIER MTCE	1444.51
EFT28383	15/10/2025	FITZ GERALD STRATEGIES	FREIGHT	36.68
EFT28384	15/10/2025	FREEMANS LIQUID WASTE PTY LTD	STEPHEN ST HOUSE DRAINAGE PIPE INSTALL	1991.00
EFT28385	15/10/2025	GERALDTON MOWER & REPAIR SPECIALISTS	ENTERPRISE AGREEMENT CONSULTANCY	4158.18
EFT28386	15/10/2025	GERALDTON AG SERVICES	HKS, NTON DUMP POINT PUMP OUT	3961.00
EFT28387	15/10/2025	GERALDTON AUTO WHOLESALERS	CHAINS AW OIL	154.00
EFT28388	15/10/2025	GERALDTON FUEL COMPANY PTY LTD	LIFTING CHAINS SHACKLES	240.00
EFT28389	15/10/2025	GHD PTY LTD	NEW VEHICLE DMAX 4x4 (RANGER)	49599.47
EFT28390	15/10/2025	GREAT SOUTHERN FUEL SUPPLY	FUEL CARD PURCHASES	1857.34
EFT28391	15/10/2025	IMPRINT PLASTIC	LOT 15 WOODS ST KALB SEWER DESIGN	10446.43
EFT28392	15/10/2025	INCITE SECURITY PTY LTD	NTON DISASTER RECOVERY WORKS AGRN965	8781.03
EFT28393	15/10/2025	SCOTT ALEXANDER JONES	DRFA WORKS 2024 RAINFALL EVENT	1683.55
EFT28394	15/10/2025	KALBARRI DEVELOPMENT ASSOCIATION	DEPOT FUELS, FUEL CARD PURCHASES	29376.10
EFT28395	15/10/2025	KALBARRI NEWSAGENCY	NAME PLAQUE	59.95
EFT28396	15/10/2025	KALBARRI VISITOR CENTRE	NTON OFFICE SECURITY QUARTERLY	161.70
EFT28397	15/10/2025	NUTRIEN AG SOLUTIONS NORTHAMPTON	PT GREG HALL MOWING & SPRAYING	790.00
EFT28398	15/10/2025	LGISWA	2025/26 STAYING IN PLACE GRANT	23779.03
EFT28399	15/10/2025	MARKET CREATIONS AGENCY	STATIONERY	16.95
			ANNUAL OPERATING SUBSIDY 2025/26	50000.00
			KALB FORESHORE SPRAY CHEMICAL	396.00
			INSURANCE ADJUSTMENT 2024/25	18549.42
			SHIRE LOGO UPDATE	434.50

## ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT28400	15/10/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	3916.88
EFT28401	15/10/2025	LGRCEU	PAYROLL DEDUCTIONS	89.00
EFT28402	15/10/2025	MIDWEST AERO MEDICAL AIR AMBULANCE	PRE-EMPLOYMENT MEDICAL	663.52
EFT28403	15/10/2025	MULTICOM ELECTRICAL	NTON COUNCIL CHAMBER AV SYSTEM 1ST PROGRESS PAYMENT	3816.99
EFT28404	15/10/2025	NAPA	NEW DMAX VEHICLE (RANGER) LIGHTBAR	249.70
EFT28405	15/10/2025	FLICK ANTICIMEX PTY LTD	SANITARY SERVICES ANNUAL PAYMENT	11091.54
EFT28406	15/10/2025	NORTHAMPTON NEWSAGENCY	STATIONERY, NEWSPAPERS	747.79
EFT28407	15/10/2025	NORTHAMPTON PHARMACY	EYE WASH STOCK	130.50
EFT28408	15/10/2025	NORTHAMPTON FAMILY STORE	STAFF UNIFORMS	4561.85
EFT28409	15/10/2025	NOVUS AUTOGLASS MIDWEST	VEHICLE WINDSCREEN REPLACEMENT X 2	2790.00
EFT28410	15/10/2025	NR TYRES	ROAD PLANT TYRES (10)	3937.50
EFT28411	15/10/2025	OFFICEWORKS LTD	PRINTER CARTRIDGES, ARCHIVE BOXES	1044.50
EFT28412	15/10/2025	PANACEUM GROUP	NORTHAMPTON DOCTOR RECRUITMENT	2750.00
EFT28413	15/10/2025	MARIANNE PEKEL	REIMB BUILDING APPLICATION FEES	171.65
EFT28414	15/10/2025	PESTAKILL WA	LYNTON STATION ANNUAL PEST CONTROL	1205.80
EFT28415	15/10/2025	REECE PTY LTD	GEOFAB ROLLS STOCK	797.76
EFT28416	15/10/2025	SCOTT JOSEPH RINTOUL	BUSHFIRE RISK PLANNING CO-ORDINATOR REIMB TRAVEL	588.00
EFT28417	15/10/2025	SANDRA STOCKSTANDEN	REIMB SAFETY BOOTS	237.00
EFT28418	15/10/2025	SYNERGY	ELECTRICITY CHARGES	30860.81
EFT28419	15/10/2025	THE SHEARING SHED CAFE	REFRESHMENTS	498.75
EFT28420	15/10/2025	PAUL SHERIFF	SYNERGYSOFT ASSISTANCE	165.00
EFT28421	15/10/2025	SKYTRUST	SKYTRUST SUBSCRIPTION	987.80
EFT28422	15/10/2025	STRATEGIC LEADERSHIP CONSULTING	STAFF SURVEY CONSULTANCY	5445.00
EFT28423	15/10/2025	DONNELLE BUCKINGHAMSMITH	REIMB PLANNING APPLICATION FEE	295.00
EFT28424	15/10/2025	JUDITH SOUTHGATE	REIMB TRAVEL	1454.32
EFT28425	15/10/2025	MIDWEST AUTO GROUP	EMWTS FORD RANGER SERVICE	540.00
EFT28426	15/10/2025	ANDREA MARIE TEAKLE	REIMB CDO TRAVEL	611.52
EFT28427	15/10/2025	AD & AM TEAKLE FAMILY TRUST	PT GREG CARPARK SAND LEVELING FOR PAVING	1366.20
EFT28428	15/10/2025	TELSTRA	TELEPHONE CHARGES	5566.87
EFT28429	15/10/2025	2V NET IT SOLUTIONS	LAPTOPS, MONTHLY COMPUTER MTCE	6249.00
EFT28430	15/10/2025	TOTALLY WORKWEAR GERALDTON	UNIFORMS	351.55
EFT28431	15/10/2025	STACEY & JON TROTTER	BUILDING SURVEYOR REIMB REMOVALIST EXPENSES	2596.00
EFT28432	15/10/2025	LANDGATE	VALUATION EXPENSES	221.44
EFT28433	15/10/2025	CRESTA LEE VIELLARIS	REIMB CDO TRAVEL	611.52
EFT28434	15/10/2025	VISIMAX	VEHICLE DECALS BF & RANGER	133.47

**ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND**

EFT28435	15/10/2025	WESTRAC EQUIPMENT PTY LTD	GRADER PARTS & REPAIRS	3090.02
EFT28436	15/10/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	LOCAL GOVT CONVENTION 2025 REGISTRATIONS	7051.00
EFT28437	15/10/2025	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	1707.68
EFT28438	15/10/2025	WESTERN AUSTRALIAN TREASURY CORP	LOAN 157	18464.02
EFT28439	15/10/2025	P MARKHAM AND M A WILSON	PT GREG CARPARK INSTALL SHELTERS	19921.00
EFT28440	15/10/2025	WOODLANDS DISTRIBUTORS PTY LTD	DOG WASTE BAGS, DISPENSERS	1355.20
EFT28441	15/10/2025	AUSTRALIAN TAXATION OFFICE	BAS SEPTEMBER 2025	43615.00
EFT28442	23/10/2025	GHD PTY LTD	LOT 15 WOODS ST KALB SEWER DESIGN	1544.40
EFT28443	23/10/2025	JAMIE GREENFIELD	REIMB RSL HALL BOND	250.00
EFT28444	23/10/2025	LGISWA	LGIS 25/26 INSURANCE 2ND INSTALL	251501.05
EFT28445	23/10/2025	RESOLUTION INSTITUTE	LEGAL FEES ADJUDICATION	15100.00
EFT28446	24/10/2025	MEDIBLOOM GROUP PTY LTD	NTON DOCTORS SURGERY LEASE SURRENDER	22000.00
EFT28447	30/10/2025	AW CRAGAN & ALLCAPRI PTY LTD	BOBCAT & EXCAVATOR HIRE VARIOUS	5390.00
EFT28448	30/10/2025	MICHELLE HELEN ALLEN	MCS REIMB TRAVEL & STATIONERY	270.89
EFT28449	30/10/2025	BABA MARDA ROAD SERVICES	NTON NABAWA RD TRAFFIC CONTROL	6851.80
EFT28450	30/10/2025	GRADING SERVICES AUSTRALIA	PRE HARVEST MTCE GRADING	21230.00
EFT28451	30/10/2025	BLACKWOODS	TOOLS, PPE, BFB GOGGLES	1019.08
EFT28452	30/10/2025	RUSSELL JOHN BROMLEY	RESIDENCE 5 BATEMAN ST INTERNAL PAINTING	4850.00
EFT28453	30/10/2025	BUNNINGS	RESIDENCE 5 BATEMAN ST SUMPS & DRAINAGE PIPE	346.10
EFT28454	30/10/2025	CAT WEST PTY LTD	EMULSION FOR BITUMEN PATCHING	1353.00
EFT28455	30/10/2025	CHAPTER BRAND LEADERSHIP	KVC REBRAND MARKETING	4400.00
EFT28456	30/10/2025	COASTAL ELECTRICAL & SOLAR	KALB DEPOT/OFFICE ANNUAL TEST & TAG, SALAMIT PL SMOKE ALARM REPLACEMENT	1641.55
EFT28457	30/10/2025	WINC AUSTRALIA PTY LTD	P/COPIER MTCE MONTHLY	1248.37
EFT28458	30/10/2025	CORSIGN WA PTY LTD	VARIOUS SIGNS	10293.25
EFT28459	30/10/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	679.93
EFT28460	30/10/2025	CRAYON AUSTRALIA PTY LTD	MICROSOFT 365/EXCHANGE MONTHLY	927.58
EFT28461	30/10/2025	SIMON JOHN ALLAN DRAGE	FIREBREAKS & SLASHING VARIOUS LOCATIONS	2578.00
EFT28462	30/10/2025	GARY DUNGATE	NTON ARCHIVE SHEDS PAVING REPAIRS	550.00
EFT28463	30/10/2025	ECOFLOA CRANE, TRUCK & EXCAVATOR SERVICES	KALB TIP RD GRADING	600.00
EFT28464	30/10/2025	ELDERS RURAL SERVICES AUSTRALIA LTD	TOILET PAPER, HARDWARE, SAFETY BOOTS	2611.26
EFT28465	30/10/2025	ENGINE	TELEPHONE CHARGES	354.37
EFT28466	30/10/2025	FENN PLUMBING & GAS	KALB SKATE PK REPLACE FOUNTAIN	946.44
EFT28467	30/10/2025	FUTURE SYSTEMS (KEITH ANTHONISZ)	ECONOMICS INDUSTRY STANDING COMMITTEE SUBMISSION	1760.00
EFT28468	30/10/2025	GCO AUSTRALIA PTY LTD	NTON OFFICE/DEPOTS TEST & TAG	2904.73

## ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND

EFT28469	30/10/2025	GERALDTON & MIDWEST SECURITY SERVICES	KALB DRS SURGERY SECURITY SYSTEM	130.71
EFT28470	30/10/2025	C + J HANSON PLUMBING CONTRACTORS	ROBINSON ST HOUSE REPLACE HW SYSTEM VARIOUS PLUMBING REPAIRS	1774.28 765.92
EFT28471	30/10/2025	HILLE THOMPSON & DELFOS	KALB RD WIDENING STAGE 2 DESIGN/SURVEY	4554.00
EFT28472	30/10/2025	KALBARRI EXPRESS FREIGHT	FREIGHT	23.17
EFT28473	30/10/2025	KALBARRI REFRIGERATION & AIRCONDITIONING	KALB VISITORS CENTRE REPAIR A/C FAULT	630.50
EFT28474	30/10/2025	KEMPTON ELECTRICAL CONTRACTING	WOODS/STEPHEN MODULA HOUSE WESTERN POWER CONNECTION FEE	1001.00
EFT28475	30/10/2025	SHIRE OF KENT	EDNA BANDY ELECTRICAL REPAIRS	462.00
EFT28476	30/10/2025	KALBARRI PEST CONTROL	LG CONVENTION DINNER	913.30
EFT28477	30/10/2025	LGISWA	KALB OVAL/FSHORE MOSQUITO TREATMENT	1250.00
EFT28478	30/10/2025	M2M ONE PTY LTD	LGIS PROPERTY INSUR ADJUSTMENT 24/25	1239.44
EFT28479	30/10/2025	LGRCEU	HKS/PT GREG TANK MONITORING SIM FEE	24.20
EFT28480	30/10/2025	MIDWEST TURF SUPPLIES	PAYROLL DEDUCTIONS	48.00
EFT28481	30/10/2025	MITCHELL & BROWN	NTON OVAL TURF RENOVATIONS	15840.00
EFT28482	30/10/2025	MULTICOM ELECTRICAL	KALB OVAL TURF RENOVATIONS	16280.00
EFT28483	30/10/2025	NORTHAMPTON BASKETBALL CLUB INC.	RESIDENCE 5 BATEMAN ST DISHWASHER	888.00
EFT28484	30/10/2025	JOAN ANN NEWMAN	NTON COUNCIL CHAMBER AV SYSTEM 2ND PROGRESS PAYMENT	3816.99
EFT28485	30/10/2025	NORTHAMPTON IGA PLUS LIQUOR	COMMUNITY GRANT 2025/26 ROUND 1	3000.00
EFT28486	30/10/2025	NORTHAMPTON AUTO ELECTRICS	RATES REFUND	998.31
EFT28487	30/10/2025	NORTHAMPTON TOURIST ASSOCIATION	REFRESHMENTS, NTON DEPOT SUPPLIES	168.94
EFT28488	30/10/2025	GERALDTON CLEANPAK TOTAL SOLUTIONS	VARIOUS VEHICLE HARDWARE SUPPLY	1104.40
EFT28489	30/10/2025	OTR TYRES	NVC OPERATING SUBSIDY 2025/26	35000.00
EFT28490	30/10/2025	PEMCO DIESEL	CLEANING SUPPLIES, TOILET PAPER	3499.35
EFT28491	30/10/2025	PLATINUM ELECTRICIANS MIDWEST	KALB BACKHOE TYRES REPLACE (2) REPAIR (1)	4625.87
EFT28492	30/10/2025	PORT GREGORY CARAVAN PARK	PT GREG FIRE TRUCK ANNUAL SERVICE	3083.27
EFT28493	30/10/2025	PUBLIC LIBRARIES WESTERN AUSTRALIA INC.	NTON GOLF CLUB RCD REPLACEMENT	438.90
EFT28494	30/10/2025	QUANTUM SURVEYS	PT GREG FIRE TRUCK FUEL	243.60
EFT28495	30/10/2025	RAPID RESULTS PLUMBING & GAS	PLWA ANNUAL MEMBERSHIP 25/26	300.00
EFT28496	30/10/2025	SIGNWORKS SIGNAGE & GRAPHICS	OGILVIE EAST RD SURVEY/DESIGN	13521.75
EFT28497	30/10/2025	THE SHEARING SHED CAFE	UNIT 4 KITSON CCT, NTON OLD SCHOOL	1621.06
EFT28498	30/10/2025	PAUL SHERIFF	PLUMBING REPAIRS	396.00
EFT28499	30/10/2025	SOLOMONS FLOORING & SULTANS BLINDS	NEW DMAX INSTALL DECALS (RANGER) REFRESHMENTS	162.50
			SYNERGY/SOFT ASSISTANCE	165.00
			RESIDENCE 5 BATEMAN ST INSTALL BLINDS & RESIDENCE SALAMIT PL INSTALL BLINDS	8051.29 6030.64

**ELECTRONIC FUNDS TRANSFERS FROM MUNICIPAL FUND**

EFT28500	30/10/2025	TINA SOURROUP	REIMB MEALS ROADS INSPECTION	65.77
EFT28501	30/10/2025	JUDITH SOUTHGATE	REIMB TRAVEL	1038.80
EFT28502	30/10/2025	STEVES TYRE & MECHANICAL	KALB LH UTE SERVICE & REPAIRS	504.68
EFT28503	30/10/2025	MIDWEST AUTO GROUP	EMCDR FORD RANGER SERVICE	858.15
EFT28504	30/10/2025	2V NET IT SOLUTIONS	ICT IMPROVEMENTS NTON & KALB OFFICES	20196.00
EFT28505	30/10/2025	VAC WEST	NTON STREET SWEEP PRE AG SHOW	5500.00
EFT28506	30/10/2025	LANDGATE	VALUATION EXPENSES	96.96
EFT28507	30/10/2025	READYTECH (IT VISION)	25/26 SYNERGYSOFT RENEWAL	52526.85
EFT28508	30/10/2025	WESTRAC EQUIPMENT PTY LTD	GRADER P263 FUEL SYSTEM REPAIRS	21562.28
			BACKHOE, GRADER PARTS	2941.80
EFT28509	30/10/2025	P MARKHAM AND M A WILSON	FITZ ST HOUSE STORM DAMAGE REPAIRS	9735.00
			<b>TOTAL</b>	<b><u>\$1,163,291.12</u></b>

**MUNICIPAL FUND CHEQUES**

<b>Chq #</b>	<b>Date</b>	<b>Name/Payee</b>	<b>Description</b>	<b>Amount</b>
22617	10/10/2025	PETTY CASH NORTHAMPTON	PETTY CASH RECOUP	184.85
22618	13/10/2025	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES	225.00
22619	15/10/2025	L E CORLETT	RATES REFUND	300.00
22620	15/10/2025	KAYE FRANCIS NESTORIDIS	RATES REFUND	386.50
22621	15/10/2025	SHIRE OF NORTHAMPTON	RSL EMERGENCY SERVICES LEVY	368.85
22622	15/10/2025	WATER CORPORATION	WATER USE & SERVICE CHARGES	9845.33
22623		CANCELLED		
22624	24/10/2025	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES	225.00
22625	24/10/2025	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATES	225.00
22626	29/10/2025	PETTY CASH NORTHAMPTON	PETTY CASH RECOUP	170.55
22627	30/10/2025	SHIRE OF NORTHAMPTON	DOT KALB JETTY RENEWAL 4210 GREY ST	47.70
22628	30/10/2025	SHIRE OF NORTHAMPTON	DOT KALB JETTY RENEWAL 1946 RUSTON ST	47.70
<b>TOTAL \$</b>				<b><u>12,026.48</u></b>

Jnl #	Jnl Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
		SUPERCHOICE	13/10/2025	SUPERANNUATION PAY F/N/E 08/10/25		29,478.24
		PAYROLL	09/10/2025	PAYS F/N/E 08/10/25		132,954.00
		SUPERCHOICE	23/10/2025	SUPERANNUATION PAY F/N/E 22/10/25		30,106.87
		PAYROLL	23/10/2025	PAY F/N/E 22/10/25		133,158.00
GJ0406	31/10/2025	NATIONAL AUSTRALIA BANK	31/10/2025	BANK FEES		161.23
GJ0407	31/10/2025	COMMONWEALTH BANK	31/10/2025	BANK MERCHANT FEES		1,678.15
GJ0408	31/10/2025	COMMONWEALTH BANK	31/10/2025	BPOINT FEES		1,465.77
GJ0409	31/10/2025	NATIONAL AUSTRALIA BANK	31/10/2025	BPAY		774.40
GJ0411	31/10/2025	NAB CEO CORPORATE CARD	15/09/2025	2VNET COMPUTER MTCE	50.00	
			15/09/2025	2VNET COMPUTER MTCE	351.00	
			22/09/2025	LG PROFESSIONALS CONFERENCE REGISTRATION	1,640.00	
			23/09/2025	ADOBE SUBSCRIPTION COMP EXPS	341.95	
			26/09/2025	INTERCONTINENTAL REFRESHMENTS	56.00	
			29/09/2025	2VNET COMPUTER MTCE	164.00	
			29/09/2025	CARD FEE	9.00	2,611.95
GJ0412	31/10/2025	NAB EMWTS CORPORATE CARD	04/09/2025	PT GREG CARPARK AMAZZINI & SON PAVASET	40.00	
			23/09/2025	IINET KALBARRI DEPOT INTERNET	89.99	
			29/09/2025	CARD FEE	9.00	138.99
GJ0414	31/10/2025	NAB EMCDR CORPORATE CARD	09/09/2025	EMCDR VEHICLE INSUR EXCESS OBRIENS SMASH REPAIR	300.00	
			29/09/2025	CARD FEE	9.00	309.00
						<u>\$ 332,836.60</u>

**FUEL CARD PURCHASES**

Payment #	Payment Date	Name/Payee	Transaction Date	Description	Transaction Amount	Total
EFT28388	15/10/2025	GERALDTON FUEL COMPANY PTY LTD	01/09/2025	CEO TOYOTA PRADO	92.30	
			05/09/2025	CEO TOYOTA PRADO	161.82	
			12/09/2025	CEO TOYOTA PRADO	110.43	
			19/09/2025	CEO TOYOTA PRADO	142.68	
			28/09/2025	CEO TOYOTA PRADO	96.46	
			30/09/2025	CEO TOYOTA PRADO	118.41	722.10
			30/09/2025	EMWTS FORD RANGER	188.96	188.96
			11/09/2025	EHO CAMRY	70.68	70.68
			02/09/2025	P&G DMAX	103.13	
			25/09/2025	P&G DMAX	90.39	
			27/09/2025	P&G DMAX	78.97	
			29/09/2025	P&G DMAX	92.97	365.46
			03/09/2025	EMCDR FORD RANGER	125.75	
			14/09/2025	EMCDR FORD RANGER	124.45	
			18/09/2025	EMCDR FORD RANGER	132.16	
			21/09/2025	EMCDR FORD RANGER	127.78	510.14
			<b>\$ 1,857.34</b>			
EFT28390	15/10/2025	GREAT SOUTHERN FUEL SUPPLY		DEPOT BOWSERS, OILS	28,901.45	28,901.45
				CEO TOYOTA PRADO	124.07	
				CEO TOYOTA PRADO	120.87	
				CEO TOYOTA PRADO	26.65	
				CEO TOYOTA PRADO	85.91	474.65
<b>\$ 29,376.10</b>						



**PUBLIC NOTICE**  
**Disposal of Unit 4 (Lot 83) Kitson Circuit, Northampton**

In accordance with Section 3.58 (3) of the *Local Government Act 1995*, the Shire of Northampton gives public notice of the intended disposal by way of lease being portion of Lot 83 on Deposited Plan 70140 being the whole of the land in Certificate of Title Volume 2821 Folio 792 as detailed below:

- Cross WA Pty Ltd as trustee for Cross Family Trust trading as Northampton Tyres;
- Unit 4 being a portion of the light industrial units situated at Lot 83 Kitson Circuit Northampton;
- For a period of five (5) years with a further term option of five (5) years;
- Annual rent payable in advance at 1 July each year;
  - Commencement date 1 July 2025 for the amount of \$7500.58 (plus GST & outgoings; and
  - From 1 July 2026 and every year thereafter for the amount of \$11,500 plus GST & outgoings, being the current market rental valuation.
  - Annual rent payable figures to include annual CPI adjustments.

Submissions are invited to be received from the public in writing regarding the proposed disposition by **4.00pm Friday 7 November 2025**.

**ANDREW CAMPBELL**  
**CHIEF EXECUTIVE OFFICER**  
**PO BOX 61, NORTHAMPTON WA 6535**

B.F. And T.A. Watson  
P.O. Box 261,  
Northampton, 6535  
06. 11. 2025

To. Michelle Allen  
Manager Corporate Services  
Northampton Shire Council

**Application for Lease**

This letter is to confirm that Brendan and Tracey Watson trading as Northampton Auto Electrics wish to extend the lease on Unit 3, 4 Kitson Circuit, Northampton.

The previous lease agreement was for five years however we would like to renegotiate to a two year lease until July 1st 2027 with the option to extend for a further three years. Brendan is nearing retirement age but does not want to commit to a set date at this point thus the flexible lease agreement would be appreciated.

The proposed new lease agreement has the rent increasing to \$11500 plus GST. We feel that this is a significant increase for a small business operating in a small rural town like Northampton. Our business is seasonal with seeding and harvest being our busiest times and that is directly tied to the weather, some years are good and others not. Without our farming customers our business would not be sustainable. We are currently paying \$800 per month which was only increased this month. We would prefer if the rent remained at \$9600 / year or \$800/ month until 1<sup>st</sup> July 2026 with an increase there after. Previously the rent has increased with the CPI and that was achievable. We would also like advance notice as to what this rent increase might be. We would also like to continue to pay the lease payments monthly as per original agreement.

We would like to include an exit clause in the agreement to cover death or serious illness. In the event of either of these occurring to either tenants that the remaining tenant has the option to terminate the lease agreement and has three months to vacate the premises with rent being paid until keys are returned to Northampton Shire Council.

We agree to the Maintenance Responsibilities Schedule to the care and upkeep of the unit as per the original lease agreement.

Kind Regards,

B.F. Watson .....  ..... Date ..... 10.11.2025

T.A. Watson.....  ..... Date ..... 10.11.2025



199 Hampton Road  
PO Box 61  
Northampton WA 6535

P 08 9934 1202  
F 08 9934 1072  
E [council@northampton.wa.gov.au](mailto:council@northampton.wa.gov.au)  
W [www.northampton.wa.gov.au](http://www.northampton.wa.gov.au)

**Our Ref:** 9.1.3.1 / A5039/OCR43910  
**Enquiries:** Michelle Allen [michelle.allen@northampton.wa.gov.au](mailto:michelle.allen@northampton.wa.gov.au)

BF & TA Watson  
Northampton Auto Electrics  
PO Box 261  
NORTHAMPTON WA 6535

[NRautoelec@outlook.com](mailto:NRautoelec@outlook.com)

Dear Brendan and Tracey

**CHANGE IN PROPERTY VALUATION (MARKET RENTAL VALUE)  
LEASE RENEWAL APPLICATION - UNIT 3 (LOT 83) KITSON CIRCUIT, NORTHAMPTON**

Background

Under the *Local Government Act 1995 (WA)*, local governments are required to comply with certain statutory obligations when disposing of property, which includes leasing land or buildings owned by the local government.

Section 3.58 of the Act, deals with the *disposal* of property and states that before entering into a lease (or renewing or extending an existing lease), a local government must:

- Obtain a current market/rental valuation of the property, prepared by a licensed valuer; and
- Advertise the proposed disposition (if applicable), or otherwise ensure transparency in the transaction.

These requires are intended to ensure that leasing arrangement reflect fair market value and that public assets are managed in a financially responsible and accountable manner. The valuation must be no more than 6 months old at the time of entering into the lease, and helps inform the negotiation of lease terms, including rent and other financial arrangements.

Current situation

We are writing to inform you that a recent valuation of the property you currently lease at the above address has been completed.

The updated valuation reflects current market rental conditions as determined by a licensed valuer. The valuer has assessed the market rental value of the premises to be \$11,500 plus GST per annum, plus outgoings.

As you are aware, your lease renewal application will be determined by Council, with their next meeting scheduled for Thursday 18 September 2025. All agenda documentation must be completed in readiness for that meeting by close of business Monday 8 September 2025.

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

As this valuation forms the basis for upcoming lease negotiations, it is imperative that we meet as soon as possible to discuss renewal terms and any proposed adjustments to your lease renewal including rent and outgoings.

I look forward to hearing from you at your earliest convenience in the hope of presenting your lease renewal application to Council as soon as possible.

Yours faithfully



**MICHELLE ALLEN**  
**MANAGER CORPORATE SERVICES**

**3 September 2025**



199 Hampton Road  
PO Box 61  
Northampton WA 6535

P 08 9934 1202  
F 08 9934 1072  
E [council@northampton.wa.gov.au](mailto:council@northampton.wa.gov.au)  
W [www.northampton.wa.gov.au](http://www.northampton.wa.gov.au)

**Our Ref:** 9.1.3.1 / A5039/OCR43909  
**Enquiries:** Michelle Allen [michelle.allen@northampton.wa.gov.au](mailto:michelle.allen@northampton.wa.gov.au)

RJ Hilzinger & D De-Rooy  
PO Box 708  
NORTHAMPTON WA 6535

[rickhilzinger@gmail.com](mailto:rickhilzinger@gmail.com)  
[admin@thewheelaligners.com.au](mailto:admin@thewheelaligners.com.au)

Dear Rick and Deb

**CHANGE IN PROPERTY VALUATION (MARKET RENTAL VALUE)  
LEASE RENEWAL APPLICATION - UNIT 2 (LOT 83) KITSON CIRCUIT, NORTHAMPTON**

Background

Under the *Local Government Act 1995 (WA)*, local governments are required to comply with certain statutory obligations when disposing of property, which includes leasing land or buildings owned by the local government.

Section 3.58 of the Act, deals with the *disposal* of property and states that before entering into a lease (or renewing or extending an existing lease), a local government must:

- Obtain a current market/rental valuation of the property, prepared by a licensed valuer; and
- Advertise the proposed disposition (if applicable), or otherwise ensure transparency in the transaction.

These requires are intended to ensure that leasing arrangement reflect fair market value and that public assets are managed in a financially responsible and accountable manner. The valuation must be no more than 6 months old at the time of entering into the lease, and helps inform the negotiation of lease terms, including rent and other financial arrangements.

Current situation

We are writing to inform you that a recent valuation of the property you currently lease at the above address has been completed.

The updated valuation reflects current market rental conditions as determined by a licensed valuer. The valuer has assessed the market rental value of the premises to be \$10,000 plus GST per annum, plus outgoings.

As you are aware, your lease renewal application will be determined by Council, with their next meeting scheduled for Thursday 18 September 2025. All agenda documentation must be completed in readiness for that meeting by close of business Monday 8 September 2025.

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

As this valuation forms the basis for upcoming lease negotiations, it is imperative that we meet as soon as possible to discuss renewal terms and any proposed adjustments to your lease renewal including rent and outgoings.

I look forward to hearing from you at your earliest convenience in the hope of presenting your lease renewal application to Council as soon as possible.

Yours faithfully



**MICHELLE ALLEN**  
**MANAGER CORPORATE SERVICES**

**3 September 2025**

To Northampton Shire:

From Rick Hilzinger and Deb De Rooy:

Subject: Lease of Unit 2 Kitson Circuit Northampton.

We would like to continue with the lease of unit 2 Kitson Circuit for a further 12 months.

With the purpose of conducting truck/caravan Wheel alignments and minor mechanical repairs, suspension and steering component replacements.

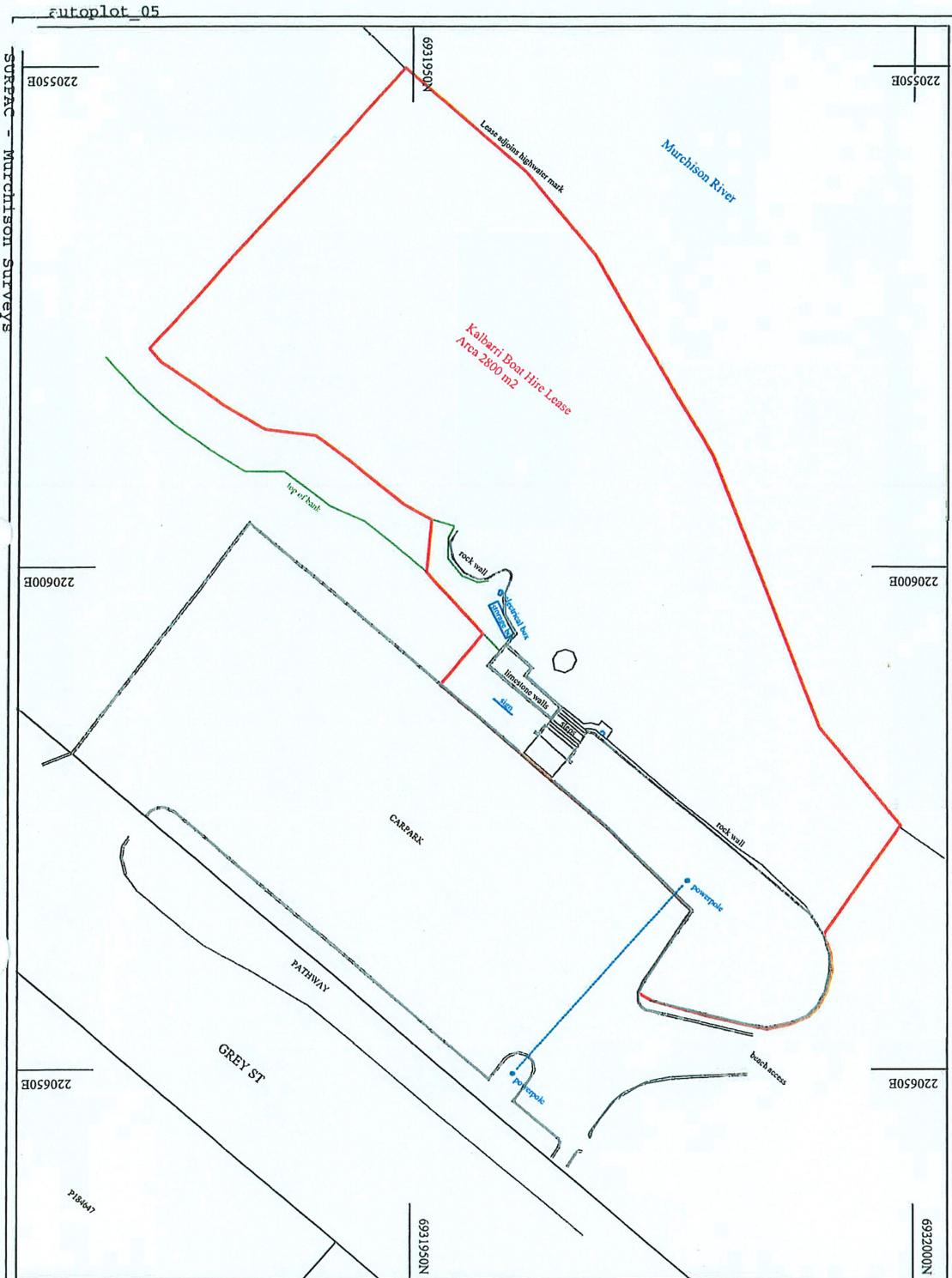
In respect of the rent increase to \$10,000 per Annum (plus GST and out goings), we feel that with approximately only 800 residents of Northampton a more reasonable rent would be \$8,000 per Annum plus the gst and out goings.

We look forward to your response.

Thank You

Rick Hilzinger & Deb De Rooy

Thursday, November 6, 2025



**Murchison Surveys**  
 Mining / Engineering Surveys  
 Ph/Fax 08 9937 2221  
 ljohanson@wn.com.au

Shire Of Northampton  
**Kalbarri Boat Hire Lease**  
**July 2013**

17-Jul-2013  
 Datum : MGA94 zone 50  
 SCALE 1 : 500



199 Hampton Road  
PO Box 61  
Northampton WA 6535

P 08 9934 1202  
E [council@northampton.wa.gov.au](mailto:council@northampton.wa.gov.au)  
W [www.northampton.wa.gov.au](http://www.northampton.wa.gov.au)

**Our Ref:** 9.1.3.1 / A3535/OCR44203  
**Enquiries:** Michelle Allen [michelle.allen@northampton.wa.gov.au](mailto:michelle.allen@northampton.wa.gov.au)

JC & KM Deadman  
PO Box 487  
NORTHAMPTON WA 6535

[kalbarriboathire@yahoo.com](mailto:kalbarriboathire@yahoo.com)

Dear Jason and Kat

**CHANGE IN PROPERTY VALUATION (ANNUAL MARKET RENTAL VALUE)  
LEASE RENEWAL APPLICATION – PORTION OF RESERVE 25307, 75 GREY STREET,  
KALBARRI (KALBARRI BOAT HIRE)**

Background

Under the *Local Government Act 1995 (WA)*, local governments are required to comply with certain statutory obligations when disposing of property, which includes leasing land or buildings owned by the local government.

Section 3.58 of the Act, deals with the *disposal* of property and states that before entering into a lease (or renewing or extending an existing lease), a local government must:

- Obtain a current market/rental valuation of the property, prepared by a licensed valuer; and
- Advertise the proposed disposition (if applicable), or otherwise ensure transparency in the transaction.

These requires are intended to ensure that leasing arrangement reflect fair market value and that public assets are managed in a financially responsible and accountable manner. The valuation must be no more than 6 months old at the time of entering into the lease, and helps inform the negotiation of lease terms, including rent and other financial arrangements.

Current situation

We are writing to inform you that a recent valuation of the property you currently lease on the Kalbarri foreshore for the purpose of operating 'Kalbarri Boat Hire' business at the above address has been completed.

The updated valuation reflects current market rental conditions as determined by a licensed valuer. The valuer has assessed the annual market rental value of the premises to be \$4,000 plus GST per annum, plus outgoings.

As you are aware, your lease renewal application will be determined by Council, with their next meeting scheduled for Thursday 20 November 2025. All agenda documentation must be completed in readiness for that meeting by close of business Monday 10 November 2025.

As this valuation forms the basis for upcoming lease negotiations, it is imperative that we discuss the updated valuation as soon as possible to discuss renewal terms and any proposed adjustments to your lease renewal including rent and outgoings.

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

I look forward to hearing from you at your earliest convenience in the hope of presenting your lease renewal application to Council as soon as possible.

Yours faithfully



**MICHELLE ALLEN**  
**MANAGER CORPORATE SERVICES**

**10 November 2025**

**Michelle Allen**

---

**From:** KBH <kalbarriboathire@yahoo.com>  
**Sent:** Monday, 10 November 2025 11:59 AM  
**To:** Michelle Allen  
**Subject:** Re: Change in market rental valuation - Portion of Reserve 25307 (Kalbarri BOat Hire)

Hello Michelle  
Thank-you for the update earlier today.

RE: Maverick Marine (WA) Pty Ltd - Trustee for Kalbarri Boat Hire Trust  
ABN:92648626525  
ACN:628370365  
TFN: 508498951  
Jason Charles and Kathleen Michelle DEADMAN (Directors/Owners)

We thank and appreciate your efforts and acknowledge our Lease along the Beachfront will be going before Shire this month, with a few changes.

Namely, change to a 5+5yr option, (Previously 10+10yrs) and that it will also be quadrupling in its yearly fee from \$1029 +gst to \$4,000.00 +gst per year.

With that in mind, we therefore request our current arrangement and payment schedule remain in place for the remainder of this financial year, being \$1029 + GST ending 30th June 2026?  
And the new arrangement being \$4,000.00 + GST begin at the new financial year 1st July 2026.

As Kalbarri Boat Hire & Canoe Safaris is a seasonal business, we make this request to fall in line with the business budget and projected expenses moving forward.

Appreciate your time and look forward to finalizing this arrangement.  
Please call Kat directly on 0438974488 if you need anything further.  
Thank-you in advance,

Kind Regards,

Kat 

**KALBARRI BOAT HIRE & CANOE SAFARIS**

Waterfront - Grey Street Kalbarri WA 6536

9937-1245

[www.kalbarriboathire.com](http://www.kalbarriboathire.com)

On Monday 10 November 2025 at 08:37:37 am AWST, Michelle Allen <michelle.allen@northampton.wa.gov.au> wrote:

## **Project Name: Story Harvest – Echoes of the Past**

---

### **Briefly Describe the Project.**

We are seeking funding to implement an all-community event in Northampton on the 5-year anniversary date of Cyclone Seroja.

### **Introduction:**

We are seeking the support for an enriching community initiative that promises to celebrate and preserve the vibrant history of Northampton—"Story Harvest – Echoes of the Past" This event offers a unique platform for residents to share their personal narratives and collectively reflect on the resilience that has shaped our town. By emphasizing community involvement, cultural heritage, and mental well-being, this project aligns perfectly with our shared goals of fostering community spirit and pride.

### **Project Overview:**

Set to take place on Saturday, April 11, 2026, marking the 5-year anniversary of Cyclone Seroja, this event aims to bring together community members from diverse backgrounds to share their stories and experiences. By focusing on themes of resilience, we intend to highlight how our town has overcome challenges and thrived through cooperation, unity, and historical strength. When the Community Development Officers starting to form an idea of an oral history presentation, we started to interview several residents that have ties to Northampton's historic stories. The common theme that each resident spoke of was "Resilience". How the community always stuck together throughout the various events that took place and shaped Northampton into the town that it is today. That inspiration led to the idea of having a Cyclone Seroja anniversary event focussing on the town's collective resilience throughout the ages.

Cyclone Seroja tore through the Shire of Northampton and 15 other Local Government areas on 11 April 2021, leaving behind a trail of heartbreak across 133,000 km<sup>2</sup>. The close-knit communities of Kalbarri and Northampton suffered immense loss as homes were shattered, roads and critical infrastructure were destroyed, and the natural beauty that defined the region was scarred. Families faced months without stable shelter or communication, enduring uncertainty and grief in the aftermath. Now, after a long and difficult road to recovery, the people of Northampton are only beginning to process the pain of what was lost and the strength it took to rebuild. To honour their journey and the loved ones who supported them, a heartfelt community gathering is being planned—a moment to remember, to grieve together, and to recognize the resilience that continues to define the town.

The inclusion of local groups—such as the Northampton Historical Society, farming families, Indigenous representatives, and sporting organizations—will ensure that we present a broad spectrum of stories that reflect the heart and soul of our community.



Gwalla Station – Northampton



Ruins of Gwalla Station

### Why Fund This Project?

#### 1. Strengthening Community Bonds:

This event will serve as a catalyst for creating meaningful connections between residents of all ages, fostering dialogue and understanding within our community.

#### 2. Promoting Cultural Heritage:

By showcasing the rich tapestry of Northampton's history, we encourage residents to take pride in their heritage and instil a sense of responsibility for preserving it.

#### 3. Encouraging Volunteerism:

The event aims to generate interest in local organizations, such as the Historical Society

and the Botanic Line, by encouraging attendees to engage and volunteer in preserving our town's history and culture.

#### **4.Enhancing Mental Health Awareness:**

The commemoration of the Cyclone Seroja anniversary offers a poignant moment for reflection and healing. By facilitating conversations around mental health, we can support residents as they navigate their experiences and foster a stronger, healthier community.

#### **5.Economic Contributions:**

The event will source catering from a local business, and the venue will be at the Northampton Community Centre which is the heart of the community and holds most of the community functions.

#### **Event Details:**

Format: An evening gathering at the Northampton Community Centre featuring captivating storytelling, shared meals, and live music.

Tickets: Low-cost tickets (\$30-\$40) will ensure accessibility for all.

Marketing and Outreach: Strong engagement with local media and community organizations will ensure widespread awareness and participation.

We are requesting financial support from external funding groups which will cover the costs of this event. This investment will yield significant long-term benefits for our community by enriching local culture and promoting social well-being.

In conclusion, "Story Harvest – Echoes of the Past" is more than just an event; it is a celebration of our community's strength, heritage, and collective resilience. Your support for this initiative would not only help us honour the past but also pave the way for a more connected and vibrant future for Northampton.

This event aligns with the **Shire of Northampton's strategic plan 2025-2035**.

#### ***Our Natural Environment***

*2.2 A protected landscape.*

#### ***Our People***

*3.1 Socially connected and included.*

*3.2 Outstanding recreation and tourism experiences.*

*3.3 Healthy and safe community.*

#### ***Our Leadership***

*5.3 Collaborating for our future*

**How much will it cost**

<b>Income</b>	<b>Ex GST</b>	<b>GST</b>	<b>TOTAL</b>
Ticket Sales x 95 @\$30 per ticket			\$2,850
Shire of Northampton			\$6,450
External Funding			\$10,000
<b>Total</b>			<b>\$19,300</b>
<b>Expenditure</b>			
Hire of MC	\$2500	\$250	\$2,750
Hire of venue – NR Community Centre (,bar & audio visual)			\$1,000
Printing of programs for the evening			\$450
Advertising, newspaper and social media			\$100
Miscellaneous venue set up and decorations			\$500
Catering grazing platter dinner and dessert \$75 120 per head			\$9,000
Band	\$5000		\$5,500
<b>Total</b>			<b>\$19,300</b>

**Who will be involved**

- Shire of Northampton, Northampton Historical Society, Local Indigenous engagement, Shire Councillors, Farming and Football families,

**Work to be in consultation with**

Paul Hasleby  
 Northampton Historical Society  
 Long term generational individuals that have historical connection with Northampton  
 Mental Health Wellbeing Agency  
 Youth Rural Ambassador for Northampton district  
 Indigenous leaders

Cyclone Recovery Officers  
 Shire of Northampton  
 Executive Manager of Community Development and Regulations  
 Executive Manager of Works and Technical services  
 Manager of Parks and Gardens  
 Environmental Health Officer

**How will your measurer your success**

Performance measure

- Well attended event
- Feedback from the community
- Social Media tags of signage

**Key Milestone**

<b>Date</b>	<b>Key Milestones</b>
<b>May 2025</b>	Engage individuals/organisations to raise interest in the event/brainstorm
<b>June 2025</b>	Engage Shire Officers and Councillors for approval
<b>September 2025</b>	Apply for FRRR grant
<b>September 2025</b>	Engage a corporate sponsor
<b>September 2025</b>	Talk to Mental health agency (Red cross meeting in September to talk about needs in community and Preparedness sessions).
<b>October 2025</b>	Send organisations/individuals expression of interest to present a story
<b>October 2025</b>	Book Master of Ceremonies
<b>October 2025</b>	Book venue- Shire paperwork
<b>November 2025</b>	Decide on stories for presenters
<b>January 2025</b>	Book Catering for event
<b>January 2025</b>	Send VIP invites, Cyclone Recovery officers, Shire councillors etc
<b>February 2025</b>	Advertise event – social media, posters, Shire website
	Use Humanitix to book tickets and Northampton Tourist Association for event
<b>March 2025</b>	Reconfirm all presenters, caterers etc
<b>April 2025</b>	Event organization

### **Evening Timeline**

Doors open at 5pm. Community members can purchase drinks, look at old photo displays etc and find their named tables.

Grazing plates are set up on tables prior to the doors opening.

Speeches begin at 5.30pm.

2 speakers up to 6pm.

2 speakers up to 6.30pm.

6.30pm Dinner service – buffet style help yourself. Staff to start collecting plates at 6.45pm

7.15pm - Dessert platters and tea and coffee urns.

7.30pm - speeches to resume until 8.15pm

8.30pm Speech wrap up.

8.45pm - Band starts to play music

10.30pm - Finish closed and locked

**Project Plan: Community Impact Incubators**

**Project Name:** Community Impact Incubators for Project Planning and volunteer organisation empowerment.

**Briefly Describe the Project:**

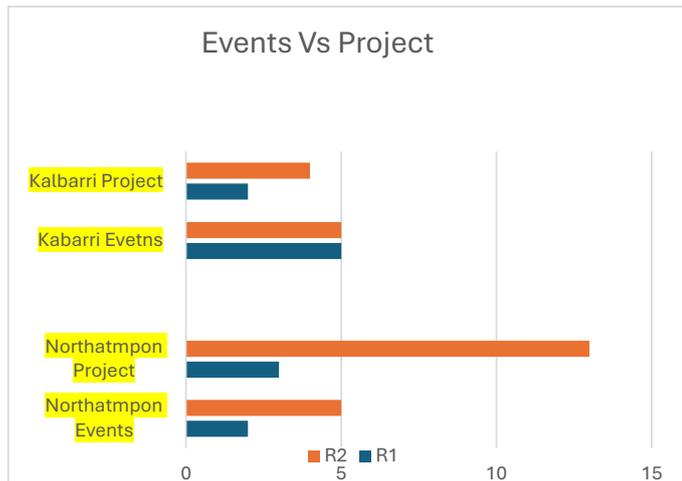
Establishing regional Impact Incubators will enable volunteer groups to embark on community projects and manage volunteer organizations effectively. These incubators will enhance awareness among individuals and groups about potential collaborations towards a common vision. This initiative will facilitate skill development, knowledge exchange, and ultimately strengthen community resilience, thereby reducing the risk of volunteer burnout.

**Project Objectives:**

- Increased community collaboration and participation with each other.
- To produce and present a project plan that is fit for its intended purpose.
- Increased skills and capacity for individuals and volunteer groups.
- Reduced volunteer burnout through collaboration and resource sharing among volunteer groups.
- Improved interaction with SoN and community groups as healthier relationships are established.
- Vulnerability and disadvantage are reduced across the community as capacity and confidence builds.
- Increased financial benefit as projects attract tourism to town.
- Optimising community talent and capacity.
- Inclusive thriving community as people have a strong sense of belonging.

**Project Need:**

During CDO engagement with the community, we have observed a significant trend. In Northampton, the majority of groups have been applying for project funding, while in Kalbarri, there appears to be a stronger interest in organizing events. Additionally, it has become apparent that many community groups may lack the necessary capacity, skills, and understanding to formulate effective plans and identify key stakeholders for engagement.



Considering these observations, I recommend that the Shire of Northampton consider directing a portion of the community grant funding towards skill-building workshops over a 12-month period. This initiative would align with the SoN Community Strategic Plan 2025.

**Our Economy**

1.1 - attractive and popular

**Our natural environment**

2.3 - Nature based aesthetic appeal

**Our People**

3.1 - Socially connected and included

3.2 – outstanding recreational and tourism

experiences

**Our built environment**

4.1- fit-for -purpose infrastructure

**Our leadership**

5.1 - Excellent Communication

5.2 – Best practice stewardship

5.3 – Collaborating for the future

**Who will be involved/consulted:**

- Community groups and individuals who have been identified as having a project that could use professional assistance.
- Shire of Northampton workforce
  - Executive Manager of Community, Development and Regulation
  - Executive Manager of Works and Technical Services
  - Manager Corporate Services
  - Planning Officer
  - Community Development Officers
  - Community Groups
- External organisation who can assist with community engagement.
  - Wicket Strategies – Perth company
  - Euphorium – local Geraldton company

**Groups with shared goals and interest, but are yet to collaborate**

Gardens / environments	Sporting Groups	Groups
<ul style="list-style-type: none"> <li>• Eco Hut</li> <li>• Environmental group</li> <li>• Men's Machinery shed – community garden and walk</li> <li>• Botanic line</li> <li>• Richard Casley – extend the railway line</li> </ul>	<ul style="list-style-type: none"> <li>• Football club and lights + Football dug out</li> <li>• Squash Club – painting</li> <li>• NCC –revamp the lower area of the courts –</li> <li>• Bowling club lights</li> <li>• HCC – Horrocks tennis courts</li> </ul>	<ul style="list-style-type: none"> <li>• Board riders</li> <li>• Men's shed retaining wall</li> <li>• Front entrance signage –</li> <li>• NOSCI – disability Ramp</li> </ul> <p><b>Port Gregory</b></p> <ul style="list-style-type: none"> <li>• Fishing station</li> <li>• Memorial wall</li> </ul>

**When will the project happen:**

The project is expected to be facilitated over a 12-month period.

**How will the project happen:**

## Activities / Outputs

- Deliver a two-part six session community impact incubators
- Part One
  - designed to facilitate collaboration and a shared goal amongst likeminded volunteer groups.
  - Knowledge building and practical support on how to develop a project plan that can be presented for approval to the SoN and also used for grant funding
- Part Two
  - Capacity building for volunteer groups via increasing knowledge in areas such as, committee governance, conflict resolution and strategic planning

**Key Milestones:**

<b>Workshop 1</b>		
<b>Activity</b>	<b>Who</b>	<b>What</b>
Session 1 – September Consultation – stakeholder engagement	Euphorium – Consulting Invite all groups who have expressed interest in facilitation of a project –  Will produce a report of finding for SoN	Find out priorities for each group and then how can the work together or share resources Group 1 Natural environment Group 2 General groups, tourism
Session 2 – October Practical project planning session Full day	Euphorium – Consulting	All groups invited to a full day workshop, which gives practical advice on how to plan and set out a project
Session 3 – November SoN – session Information session and Q&A  1.5 hours x 2 sessions pre and post	Planning Officer CDO, Executive Manager of Community, Development and Regulation, Executive Manager of Works and Technical Services and Manager Corporate Services, Manager of Parks & Gardens	Session 1 Groups can inquire about specific project-related questions and the plans required from the SoN.
Session 4 - January 2026 Administration – planning tools, strategic plans Drop-in session 3 hours	CDO	Practical session where CDO can assist to fill out applications, refine plans and assist with advice from SoN information session & Professionals – who can help contact list
Session 5 – February 2026 SoN – session Information session and Q&A	Planning Officer CDO, Executive Manager of Community, Development and Regulation, Executive Manager of Works and Technical Services and Manager Corporate Services, Manager of Parks & Gardens	Session2. opportunity to consult with SoN experts for a final review of plans before submission, as well as to obtain letters of support for grant
Session 6 – March 2026 Grants		How to answer questions for grant applications

**How much will it cost:**

<b>Workshop One</b>					
	Hire of consultant	Venue Hire	Food	Staff costing	Total
Session 1	\$4593.60	\$400.00	\$400.00	\$667.00	\$6060.60
Session 2	As above	\$400.00	\$400.00	\$667.00	\$1467.00
Session 3				\$980.00	\$980.00
Session 4				\$667.00	\$667.00
Session 5				\$980.00	\$980.00
Session 6		\$400.00	\$400.00	\$667.00	\$1,467.00
				<b>Grant Total</b>	<b>\$11,621.60</b>

Workshop 2		
Activity	Who	What
<b>Session 1</b> – February 2026 Capacity building one-on one Committee Mentoring  Face to face workshop	<b>Constitution 101:</b> Understand and implement the model rules <b>Roles &amp; Responsibilities:</b> Committee roles, delegation and decision-making <b>Committee &amp; Club Governance:</b> Principles, best practice and compliance <b>Policies &amp; By-laws:</b> Review and refine essential policies and by-laws <b>Managing Conflict:</b> Constructive disagreement, minimise difficult situations	<b>Grant Writing:</b> Understand the criteria and tips for grant applications <b>Strategic Planning:</b> A three-year roadmap for growth and sustainability <b>Developing a Brand:</b> Defining your brand identity and personality <b>Marketing Planning:</b> Effective digital and social media promotion <b>Member Surveys:</b> Gather member feedback and satisfaction insights
<b>Session 2</b> February 2026 3-hour master class	Volunteer groups get the opportunity to have face to face interaction for issues that directly affect their club/organization	Face to face day 2 ½ day interaction – maybe one on sessions with groups
<b>Session 3</b> – March 2026 Grant writing essentials  Teams – with CDO	Volunteer groups and individuals	Government grant processes Getting applications ready What funders look for 10 common mistakes Evaluation and acquittal
<b>Session 4</b> - May 2026 Teams – with CDO	Volunteer groups and individuals	Understanding engagement Knowing who you're talking to First impressions count Communicating with purpose Recognition, respect & retention
<b>Session 5</b> – June 2026 Teams – with CDO	Volunteer groups and individuals	
<b>Session 6</b>	4 x one on one mentoring session	

#### How much will it cost:

Workshop Two 2026					
	Hire of consultant	Venue Hire	Food	Staff costing	Total
Session 1	\$4250.00	\$400.00	\$400.00	\$667.00	\$5,717.00
Session 2	\$3,250.00	\$400.00	\$400.00	\$667.00	\$4,717.00
Session 3 – 6	\$2400.00	60 min zoom sessions x 6		\$667.00	\$3067.00
Session 3 - 6	\$2,000.00	1 on 1 Mentoring & resources	4 x community groups	\$667.00	\$2667.00
				<b>Grant Total</b>	<b>\$16,168.00</b>

<b>Income</b>	<b>\$\$\$</b>	<b>Notes</b>
SoN to Fund the project	\$14,330.60	
In Kind Volunteer @ 10 hours	\$370.00	(34 hours x \$37.00)
Professional services – SoN staff	\$4,628.00	
Grant funding external – Lotterywest 30%	\$8,336.00	
Sale of Tickets \$5.00 each @ 25 persons	\$125.00	
<b>Total</b>	<b>\$27,789.60</b>	

<b>Expense</b>		
Totals spend for Community Impact Incubators	<b>\$27,789.60</b>	

**How will you measure your success:**

- 10 x volunteer group who sign up for the community sessions.
- 3 x interactive workshops that produce a community project plan that is useful and fit for purpose.
- 4 x volunteer groups have built confidence to produce a project plan.
- 2x Project Plans developed in the workshops has been started and completed over a 2-year period.
- 4 x Master Sessions available for groups who need future assistance.

**How will you evaluate your success**

	<b>Start</b>	<b>Mid way</b>	<b>End</b>	<b>As required</b>
<b>Interviews</b>				
<b>Photos</b>				
<b>Reporting to council</b>				
<b>Feedback form after each session</b>				
<b>Social media - FB</b>				

**SWOT**

<p><b>Strengths</b> - internal factors that are beneficial to achieving objectives</p> <ul style="list-style-type: none"> <li>• SoN employees who have knowledge and skills to guide groups and individuals with project planning.</li> <li>• Community Grant Fund, assist groups with funding projects.</li> <li>• CDO who can assist with sourcing and connecting individuals to resources.</li> <li>• SoN has physical venues to hold session.</li> <li>• SoN best place to manage and develop resources that can help.</li> <li>• SoN creating an environment of bottom – up change vs the traditional top-down culture of LG.</li> <li>• SoN utilising the Asset Based Community Development (ABDC) principles of community development.</li> </ul>	<p><b>Weakness</b> – Internal factors that may hinder progress</p> <ul style="list-style-type: none"> <li>• Understanding the different arms of local government and the role it plays in approvals and legislation to be able to progress on a community project.</li> <li>• SoN don't have resources to endorse or contribute to the project.</li> <li>• Significant expertise is not available to facilitate education and mentoring for community groups.</li> </ul>
<p><b>Opportunities</b> – External factors we can capitalise on</p> <ul style="list-style-type: none"> <li>• Knowledge building through industry experts.</li> <li>• Coordination of likeminded community groups with shared objectives.</li> <li>• Education for community groups on how to put a project plan together.</li> </ul> <p>Education on how as a community group you can get the best out of your volunteers/organisation structure and values.</p>	<p><b>Threats</b> – external challenges</p> <ul style="list-style-type: none"> <li>• Skill set of the community groups and individuals to be able to put a project plan together.</li> <li>• Digital literacy and the ability to use AI and platform that assist with project management.</li> <li>• Significant expertise is not available to facilitate education and mentoring community groups.</li> </ul> <p>Community groups are unable to work together on a project, individual ideas/agendas prevent projects from going forward.</p>

**Recommendations/Considerations**

SoN to Partly fund this project prioritizing on what the community need is

- CDO opinion: fund external service provider to workshop like mind community group to collaborate on similar project, reducing current silos.

Revisit this project in 2026/2027 budget round and source external funding sources



7

## Project Plan: JKF Youth Program

**Project Name:** JKF Youth Program

### **Briefly Describe the Project:**

The proposed project aims to build on the successful implementation of Kalbarri's Youth Spaces pilot program by launching a 12-month initiative in Northampton. This program is designed specifically to engage youth between the age of 10 – 18 years old within the community, providing them with opportunities for personal development and positive social interaction. This investment in Northampton's youth is crucial for fostering a thriving community spirit and promoting healthy development among children. The Foundation for Rural a Regional Renewal note "community - based program that focus on building social connections can help to create more resilience and cohesive communities, which in turn can lead to broader economic and social benefits.

Throughout the duration of this position of Community Development Officer, the Shire of Northampton has been approached by local police, NOSCI, and two individuals, including a business owner interested in supporting youth activities within the Northampton community. The JKF program would engage with these organisations and individuals to include them in the program.

### **Project Objectives:**

To achieve this, we intend to employ a dedicated a JKF youth worker who will facilitate structured activities and support services two days a week, with aspirations to expand to three days a week. Additionally, the program will incorporate separate activities during school holidays, ensuring that children have access to continuous engagement and support throughout the year. Creating a youth hangout space where young people can be together in a supervised and safe way, providing things to do and opportunities to connect with a mentor.

**This Project aligns with the Shire of Northampton's strategic plan 2025-2035.**

#### **Our People**

3.1 Socially connect and included  
3.3 Healthy and safe community

#### **Our Leadership**

5.2 Best Practice stewardship  
5.3 Collaborating for our future

**Who will be involved**

- JKF organisation
- Local Schools
- Northampton Community Centre (NCC)
- Shire of Northampton
- Northampton Old School Community Initiative (NOSCI)
- Local Police Force

**Who has been consulted:**

- JKF organisation
- Local Schools
- Northampton Community Centre
- Shire of Northampton
- NOSCI
- Residents who have an interest in this area

**When will the project Happen:**

JKF are ready to start the project once funding has been secured. JKF are doing further consultation with the community and would like to pilot some activities in term 4.

With the intent of a youth worker being fully embedded for the January school holiday.

**How will the project happen:**

Activity	Description
Run a youth program that is designed for the needs of this community	Develop a staffed youth hangout space that will facilitate activities that are diverse amongst this cohort. Not just focusing on sport but offering alternatives such as cooking, games days and STEM programmes

**How will your measurer your success:**

- Funding award to run this youth Program
- Low social economic youths get the opportunity to be part of something other than sports
- A January school holiday activity program is on offer for those children in Northampton who don't typically get the opportunity to do activities in this time
- Increased opportunities for young people to participate in healthy and positive and social connection with peers
- Engaged youths with positive adult mentors who can significantly enhance their life skills by fostering meaningful relationships and modelling beneficial behaviours.

**Key Milestone:**

Date Start Project	Key Milestones
<b>ASAP</b>	Program started 2 day a week
	School Holiday Programs on offer and well attended
	Employment of a local Person for the position of youth worker
	Collaboration with likeminded groups increasing the reach of this program
	Increase from 2 days a week to a 3 <sup>rd</sup> day
<b>End Date:</b>	<b>October 2026</b>

**How much will it cost:**

<b>Income</b>	<b>\$\$\$</b>	<b>Notes</b>
Shire of Northampton Community Grant fund \$40,000.00 – if the SoN funds the whole project	\$28,000.00	<b>This is for a 12-month commitment</b>
Source a second Grant for this proposal 30% - Lotterywest	\$12,000.00	No commitment has been give
In Kind Volunteer / Professional services	\$2,500.00	(34 hours x \$37.00)
Other – JKF contributions	\$5,000.00	Resources and extra staffing
<b>Total</b>	<b>\$47,500.00</b>	

<b>Expenditure</b>	<b>\$\$\$</b>	<b>Notes</b>
Employment of a Youth Worker	\$40,000.00	
Resources – hire of a facility	\$2,500.00	Part in Kind
Resources for activities	\$5,000.00	
<b>Total</b>	<b>\$47,500.00</b>	

**Considerations:**

The Shire of Northampton fund outcome-oriented projects, such as a school holiday activity as opposed to a comprehensive Youth program.

The Shire of Northampton could enhance alternative initiatives that can complement those of JKF, including library programs and activities during Youth Week. These initiatives will be led and coordinated by the Shire.

External Funding options can take up to four months to obtain funding will the Shire be able to fund the gap in between receiving the funds, and what will happen if funds are not secured.

Many funding options have already been finalised for this year. We would need to explore possibilities of funding that will be available in 2026.

CDO have spoken to external funding bodies.

- FRRR will not fund this as they have already funded a youth space in Kalbarri.
- Lottery west will consider looking at the proposal; however, they will fund no more the 30% of the overall projects.
- Lotterywest have already funded Kalbarri through KDA to the value \$149,720.00, 1<sup>st</sup> April 2025

After the initial 12 months have elapsed and the allocated funding has been fully utilized, what is the strategy for ensuring the project's sustainability and long-term success.

15 SEP 2025



**APPLICATION FOR DEVELOPMENT APPROVAL**

(PLEASE USE BLOCK LETTERS & COMPLETE ALL SHADED SECTIONS)

**OWNER DETAILS:**

Name(s): Graham Kay & Karen Waters

ABN (if applicable): \_\_\_\_\_

Postal Address: 11/1 Robinson Street Coral Bay W. Postcode: 6701

Phone: [REDACTED] Email: [REDACTED]

Contact Person for correspondence: Graham Kay

Signature: [Signature] Date: 4/8/2025

Signature: [Signature] Date: 4/8/2025

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the person referred to in the Planning and Development (Local Planning Scheme) Regulations 2015 Schedule 2 clause 62(2).

**APPLICANT DETAILS: (if different from owner)**

Name: N/A

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person for correspondence: \_\_\_\_\_

*I agree that the information and plans provided with this application may be made available by the local government for public viewing in connection with the application* YES  NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: All correspondence will be sent to the Applicant unless otherwise advised.**

*Continued over...*

**PROPERTY DETAILS:**

Lot/Location No: \_\_\_\_\_ House/Street No: 106

Street Name: Mitchell Locality/Suburb: Horrocks

Diagram/Plan No: \_\_\_\_\_ Volume No: \_\_\_\_\_ Folio No: \_\_\_\_\_

Nearest street intersection: \_\_\_\_\_

**PROPOSED DEVELOPMENT:**

Nature of development: Works  Use  Works and Use

Is an exemption from development claimed for part of the development?  
 Yes  No

If yes, is the exemption for:  
 Works  Use

Description of proposed works and/or land use: Excavation of rear yard & battering of bank to Mitigate land slippage/ erosion

Description of exemption claimed (if relevant): \_\_\_\_\_

Nature of any existing buildings and/or land use: Residential property

Approximate cost of proposed development: \$10,000

Estimated Time of Completion: 5 days

**REQUIRED INFORMATION & FEES:**

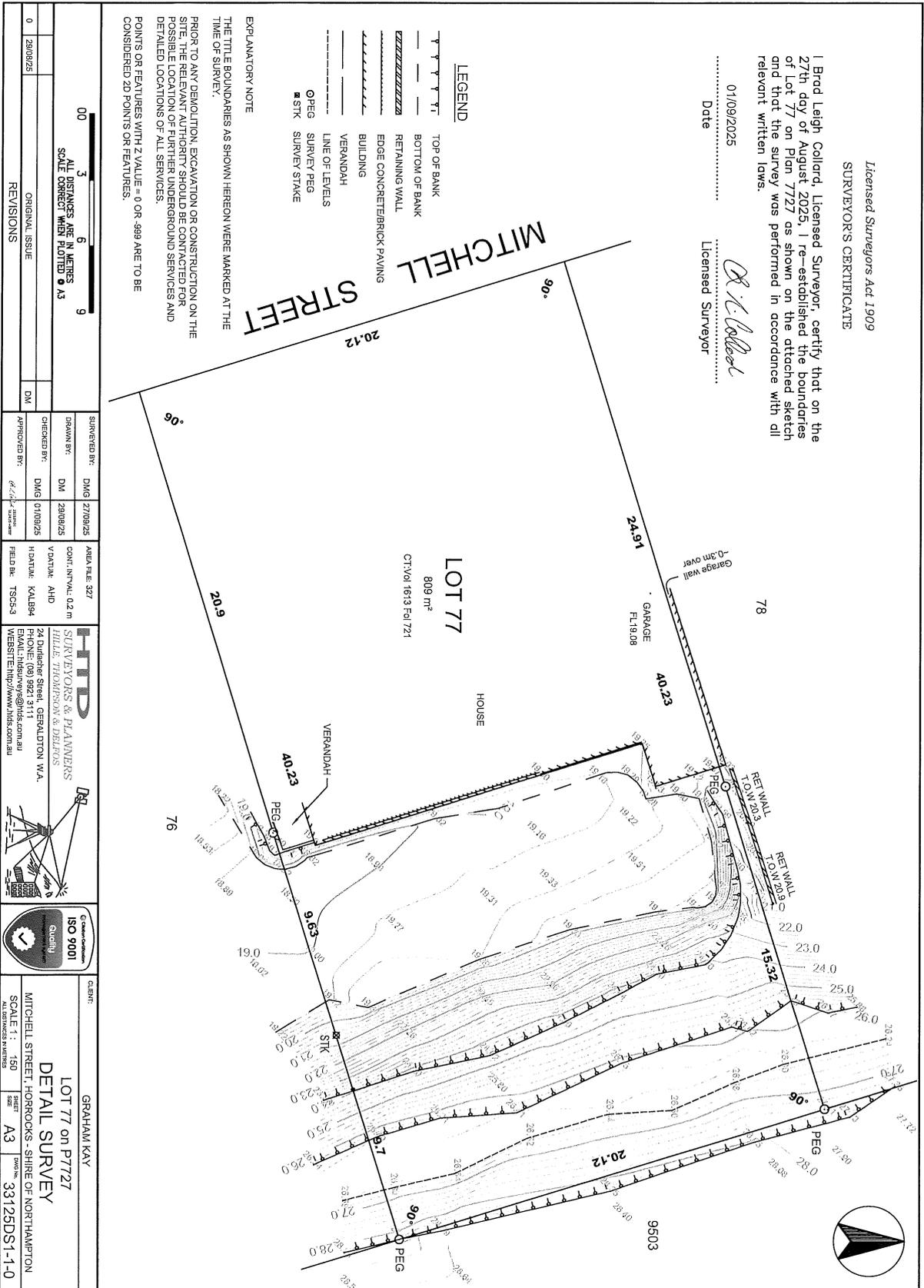
Please refer over for the information required to be submitted with this application and the schedule of fees. This application will not be processed without all required information including payment of the appropriate fee.

**OFFICE USE ONLY:**

Date Received: 17-9-25 Accepting Officer's Initials: TS

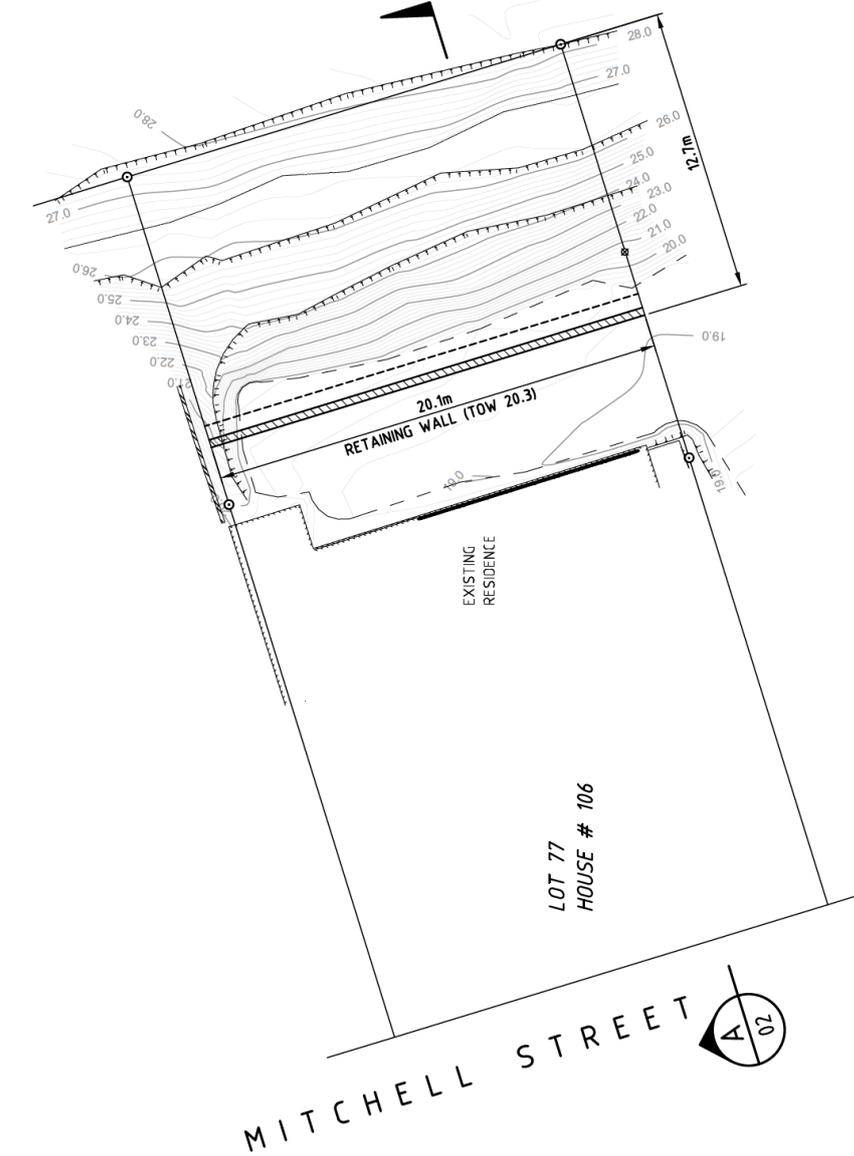
Required Fee: \$ 14700 Date Paid: 17-9-25

Receipt No.: 169745



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Date: 12/09/2025  
  
**LESTER SMITH**  
 NIPER 1096807  
 PROFESSIONAL ENGINEER  
 CIVIL / STRUCTURAL / GEOTECHNICAL ENGINEER



**SITE PLAN**  
 1:200

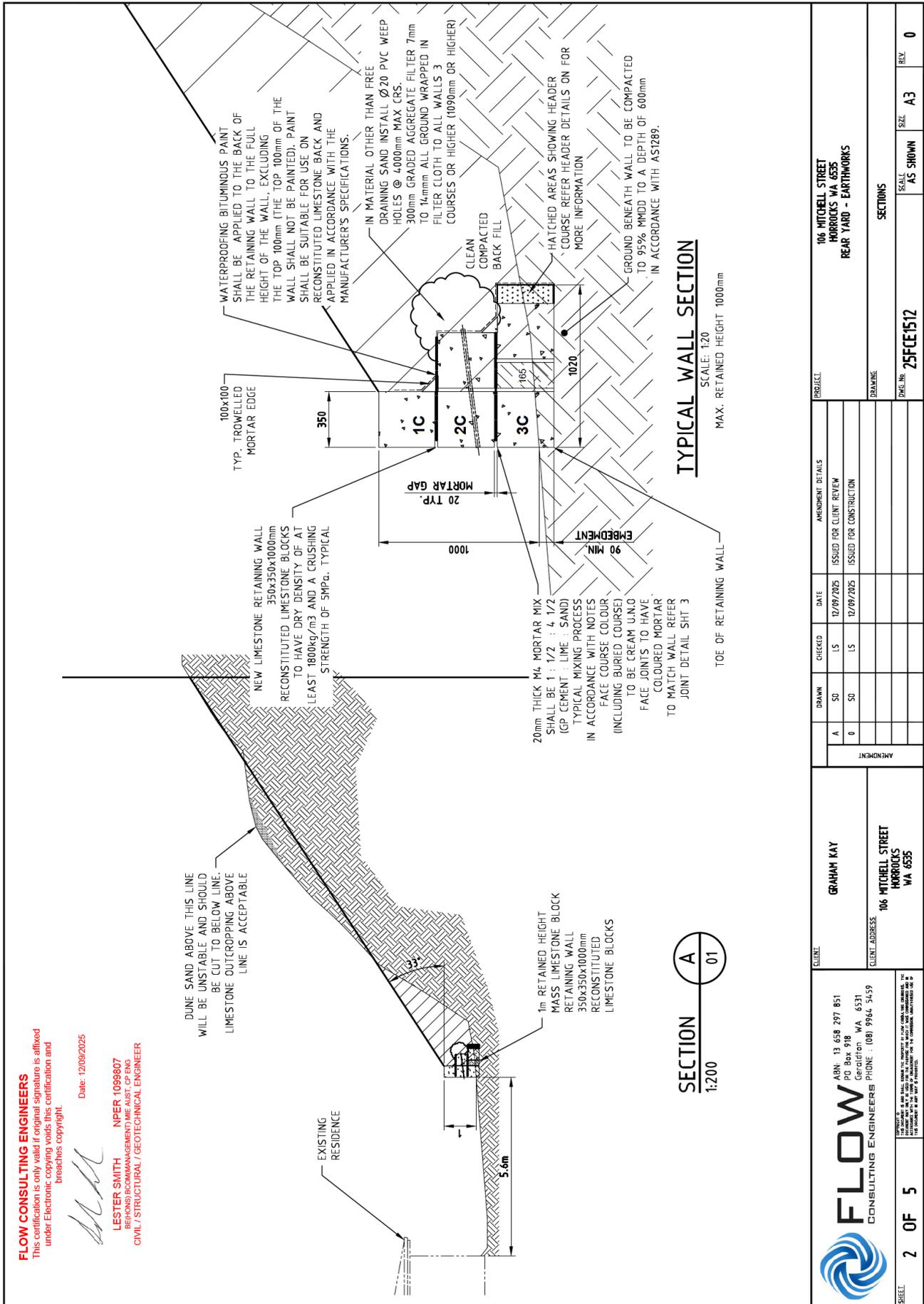


ABN: 13 658 297 851  
 PG Box 918  
 Geraldton, WA, 6531  
**FLOW**  
 CONSULTING ENGINEERS PHONE: (08) 9984 3439

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SHEET: **1 OF 5**

CLIENT: <b>GRAHAM KAY</b> CLIENT ADDRESS: <b>106 MITCHELL STREET HORROCKS WA 6535</b>		PROJECT: <b>106 MITCHELL STREET HORROCKS WA 6535 REAR YARD - EARTHWORKS</b>																			
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Date: 12/09/2025

**LESTER SMITH**  
 NPER 1099807  
 BEHNSUBJOCOMMANGEMENT/ME ASST. CP ENG  
 CIVIL / STRUCTURAL / GEOTECHNICAL ENGINEER

<b>CLIENT</b> GRAHAM KAY 106 MITCHELL STREET HORROCKS WA 6535		<b>PROJECT</b> 106 MITCHELL STREET HORROCKS WA 6535 REAR YARD - EARTHWORKS	
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<b>DRAWING</b> 25FC1512		<b>SCALE</b> AS SHOWN	
<b>SIZE</b> A3		<b>REV.</b> 0	

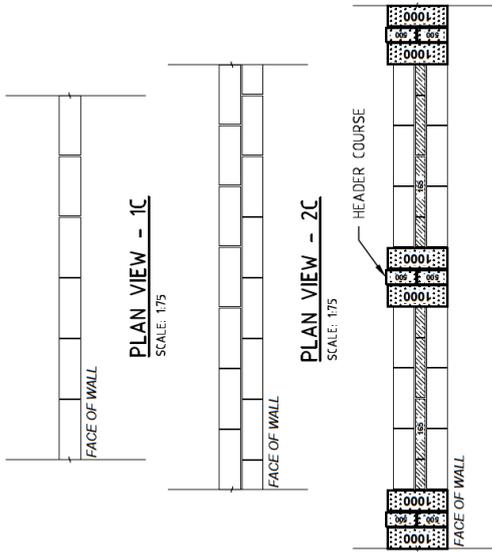
**FLOW CONSULTING ENGINEERS**

ABN: 13 658 297 851  
 PO Box 918 Geraldton, WA 6531  
 PHONE: (08) 9984 3459

**2 OF 5**

**RETAINING WALL DIMENSIONS**

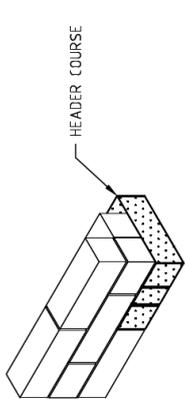
COURSE NUMBER	HEIGHT 'H'	BASE WIDTH 'W' (MIN)	HEADER WIDTH
1C	350	350	-
2C	720	720	-
3C	1090	905	1020



**HEADER COURSE PLAN**

SCALE: 1:75

HEADER BLOCKS TOP BE LAID/TURNED AT EVERY 3 BLOCKS OR 4060mm CENTRES TYP.



**ISOMETRIC VIEW - RETAINING WALL**

SCALE: NTS

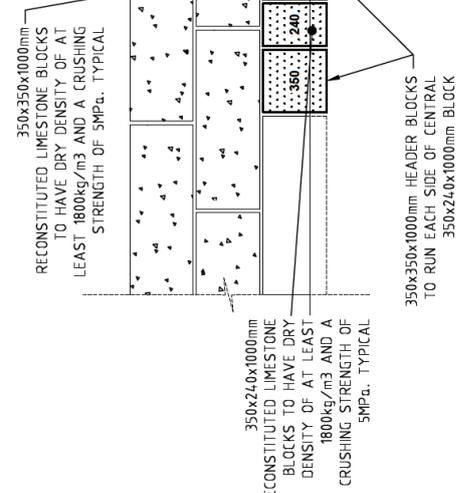
**FLOW CONSULTING ENGINEERS**

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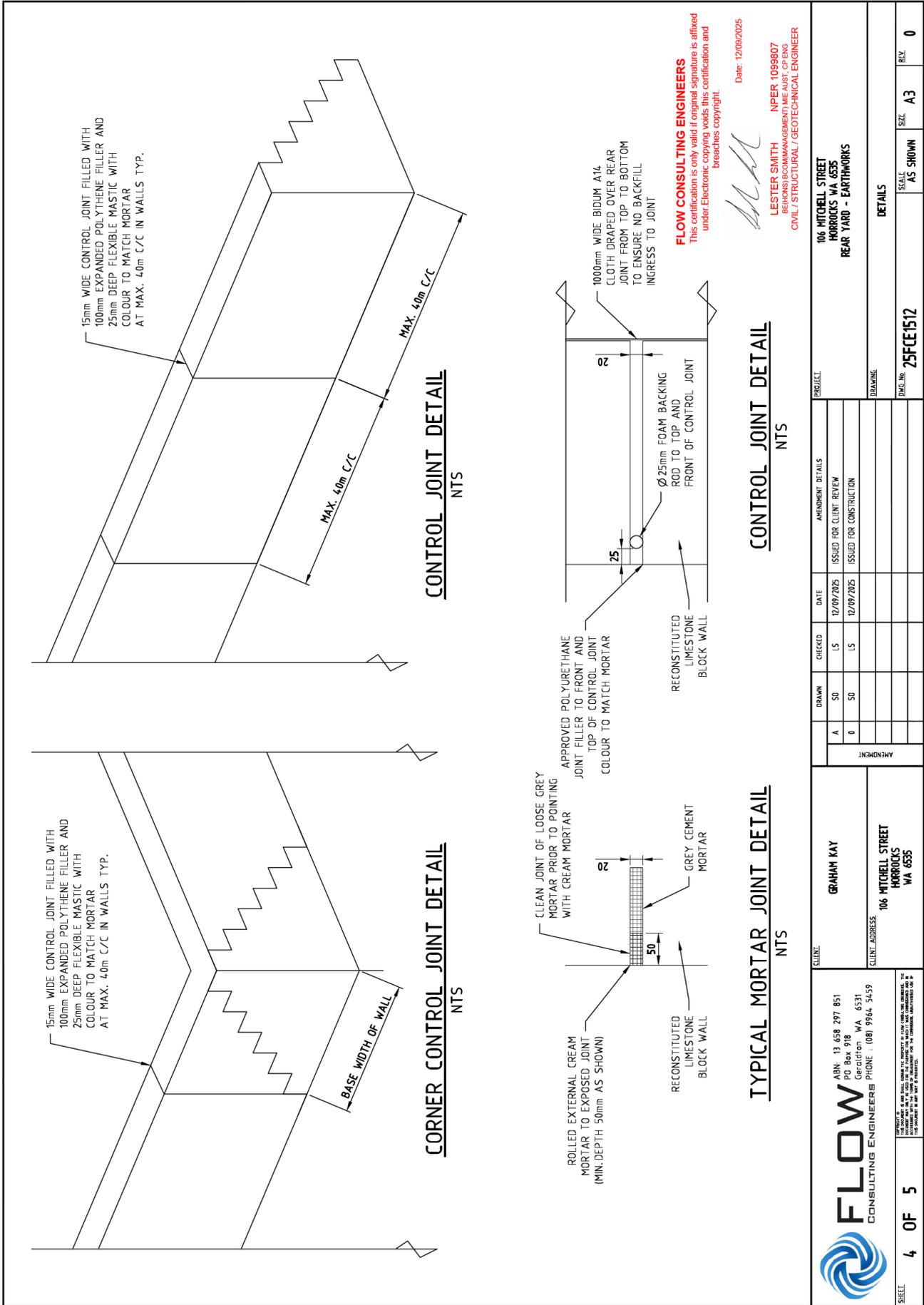
Date: 12/09/2025

*[Signature]*

**LESTER SMITH**  
NPER 1099807  
BEHAVIOUR MANAGEMENT / MEASUREMENT / CP ENG  
CIVIL / STRUCTURAL / GEOTECHNICAL ENGINEER



<b>CLIENT</b>	GRAHAM KAY			<b>PROJECT</b>	106 MITCHELL STREET HORROCKS WA 6535 REAR YARD - EARTHWORKS		
	106 MITCHELL STREET HORROCKS WA 6535				SCALE AS SHOWN		
<b>CLIENT ADDRESS</b>	106 MITCHELL STREET HORROCKS WA 6535			<b>AMENDMENT</b>	DETAILS		
	106 MITCHELL STREET HORROCKS WA 6535				DRAWING		
<b>CLIENT</b>	ABN: 13 658 297 851 PO Box 918 Geraldton WA 6531			<b>DATE</b>	25FCE1512		
	FLOW CONSULTING ENGINEERS PHONE: (08) 9984 3459				SIZE: A3		
<b>FLOW CONSULTING ENGINEERS</b>				<b>DETAILS</b>			
SHEET: 3 OF 5				REV: 0			



**FLOW**  
CONSULTING ENGINEERS

SHEET 4 OF 5

ABN: 13 658 297 851  
PO Box 918 Geraldton WA 6531

CLIENT: GRAHAM KAY  
CLIENT ADDRESS: 106 MITCHELL STREET HORROCKS WA 6535

AMENDMENT		DATE	CHECKED	ISSUED FOR
A	SD	12/09/2025	LS	ISSUED FOR CLIENT REVIEW
0	SD	12/09/2025	LS	ISSUED FOR CONSTRUCTION

PROJECT: 106 MITCHELL STREET HORROCKS WA 6535 REAR YARD - EARTHWORKS

SCALE: AS SHOWN  
DRAWING: DETAILS

DATE: 12/09/2025

SIZE: A3  
REV: 0

DWG. NO: 25FCE1512

**FOUNDATIONS:**

- F1 GROUND TO UNDERSIDE OF THE WALL SHALL BE COMPACTED WITH AN APPROVED VIBRATORY PLATE COMPACTOR TO ACHIEVE A COMPACTION OF 95% MODIFIED MAXIMUM DRY DENSITY IN ACCORDANCE WITH AS 1289 IN THE TOP 600mm OF FOUNDATION SOIL.
- F2 ALL FILL SHALL BE COMPACTED IN LAYERS NOT EXCEEDING 350mm THICKNESS. IMPORTED FILL SHALL BE CLEAN WELL GRADE YELLOW SAND FROM AN APPROVED SOURCE.
- F3 SITE SHALL BE STRIPPED OF ALL VEGETATION IN BUILDING AREAS. ENSURE THAT NO VEGETATION OR ORGANIC MATTER EXISTS IN THE SOIL STRATA BELOW THE FOOTINGS OR SLAB ON GROUND FOR A DEPTH OF AT LEAST 1000mm.
- F4 IF BASE AT FOOTING EXCAVATIONS BECOMES WET PRIOR TO POURING CONCRETE THEN THE WATER AND ANY SOFTENED MATERIAL SHALL BE REMOVED PRIOR TO POURING THE FOOTINGS.
- F5 IF CLAY OR EXPANSIVE SOILS ARE ENCOUNTERED ON SITE, NOTIFY ENGINEER BEFORE PROCEEDING.
- F6 STEP FOOTINGS AS REQUIRED, ON SITE.
- F7 STEP FOOTINGS BELOW PLUMBING LINES AS INDICATED ON PLUMBING DRAWINGS.
- F8 COMPACT BACKFILL MATERIAL AND EARTH IN FRONT OF RETAINING WALLS WITH LIGHT MACHINERY. BACKFILL SHALL BE COMPACTED TO 95% MODIFIED MAXIMUM DRY DENSITY IN ACCORDANCE WITH AS 1289.
- F9 ENSURE THAT STORM WATER DRAINAGE IS MANAGED AND DOES NOT INGRESS INTO THE GROUND ADJACENT TO THE RETAINING WALL. PROVIDE SURFACE GRADING AWAY FROM RETAINING WALL FOUNDATIONS.

**RETAINING WALL BLOCKWORK:**

- B1 ALL LOAD BEARING BLOCKWORK SHALL BE CONSTRUCTED IN ACCORDANCE WITH AS 3700, 1988.
- B2 ALL BLOCKS SHALL HAVE A MINIMUM CRUSHING STRENGTH OF 5MPa.
- B3 MORTAR SHALL BE M3 EXCEPT PROJECTS LOCATED WITHIN 1km OF THE OCEAN SHALL BE M4 AND INSTALLED AS FOLLOWS:
  - (A) M3 MORTAR MIX SHALL BE 1:1.6. (GP CEMENT, LIME, SAND) U.N.O.
  - (B) M4 MORTAR MIX SHALL BE 1:3/4:4. (GP CEMENT, LIME, SAND) U.N.O.
  - (C) MIXING PROCESS SHALL BE WATER FIRST, HALF SAND, CEMENT THEN REST OF SAND.
  - (D) MIXING TIME SHALL BE 5 MINUTES FOR SUMMER, 8 MINUTES FOR WINTER, OBTAIN CREAMY MIX.
  - (E) BATCHING SHALL MAINTAIN EQUAL VOLUMES OF SAND AND CEMENT.
  - (F) ALL BRICKWORK SHALL HAVE FULLY BEDDED JOINTS AND PERPS.
- B4 ALL FRESHLY LAID BLOCKWORK SHALL BE PROTECTED FROM RAIN DURING ANY PERIOD OF INTERRUPTION OR AT THE END OF THE DAY'S WORK.

**WALL MAINTENANCE:**

- M1 TO ENSURE THE ONGOING SERVICEABILITY OF THE RETAINING WALL IT IS REQUIRED TO ACHIEVE ESSENTIALLY A STABLE FOUNDATION MOISTURE CONDITIONS.
- M2 THE SITE IS TO BE GRADED OR DRAINED SO THAT WATER CANNOT POND AGAINST OR NEAR THE BUILDING. THE GROUND IMMEDIATELY ADJACENT TO THE WALL SHOULD BE GRADED TO A UNIFORM FALL OF 50mm MINIMUM AWAY FROM THE WALL OVER THE FIRST METRE. THE SITE DRAINAGE SHOULD BE MAINTAINED FOR THE ECONOMIC LIFE OF THE WALL.
- M3 GARDEN BEDS ADJACENT TO THE WALL SHOULD BE AVOIDED. CARE SHOULD BE TAKEN TO AVOID OVER WATERING OF GARDENS CLOSE TO THE WALL FOOTINGS.
- M4 PLANTING OF TREES SHOULD BE AVOIDED NEAR THE FOUNDATION OF THE WALL. TO REDUCE, BUT NOT ELIMINATE, THE POSSIBILITY OF DAMAGE, TREE PLANTING SHOULD BE RESTRICTED TO A DISTANCE FROM THE WALL OF THE MATURE HEIGHT OF THE PLANT.
- M5 WHERE ROWS OR GROUPS OF TREES ARE INVOLVED, THE DISTANCE FROM THE WALL SHOULD BE INCREASED.
- M6 LEAKS IN PLUMBING, INCLUDING STORMWATER AND SEWERAGE DRAINAGE SHOULD BE REPAIRED PROMPTLY.

**FENCING NOTES:**

- FE1 THE FENCE POSTS ARE TO BE PLACED IN Ø80mm CORE AND 100mm INTO THE 3RD COURSE OF RETAINING WALL BLOCKS TOTAL MINIMUM EMBEDMENT OF 900mm FROM THE TOP OF THE RETAINING WALL. THE POSTS SHOULD BE PLACED AT MAX 139m C/C OR AS ADVISED BY THE MANUFACTURER WITH A MAX HEIGHT OF 1.8m ABOVE TOP OF WALL.
- FE2 INSTALL SAFETY FENCING ON ALL WALLS HIGHER THAN 1.0m. REFER DETAIL FOR INFORMATION.
- FE3 FENCE POSTS ARE TO BE PLACED CENTRAL IN CORES TO THE TOP COURSE OF BLOCKS AND CAST IN AN APPROVED NON SHRINK FLOWABLE CONSTRUCTION GROUT SUCH AS UNDERTEK FROM PARKVIEW AND MUST PROVIDE 15MPa COMPRESSIVE STRENGTH.

**BACKFILL:**

- K1 DO NOT BACKFILL WALL UNTIL 7 DAYS AFTER COMPLETION.
- K2 BACKFILL TO BE CLEAN SAND COMPACTED WITH LIGHT EQUIPMENT. COMPACT ALL BACKFILL TO 95% MODIFIED MAXIMUM DRY DENSITY IN ACCORDANCE WITH AS 1289.
- K3 NO RUBBLE TO BE USED IN WALL CONSTRUCTION, NOR PLACED BEHIND WALL OR TO FILL THE VOIDS.
- K4 ALL BACKFILLING MATERIAL SHALL BE FREE FROM LARGE PIECES OF ROCK AND GENERALLY BE OF SANDY NATURE. BACKFILLING MATERIAL WHICH WILL BE TESTED WITH THE PENETROMETER SHALL BE FREE ENGINEER APPROVED CLEAN SAND. CLEAN SAND TO BE COMPACTED TO ACHIEVE THE MINIMUM NUMBER OF BLOWS PER 300mm USING A STANDARD PERTH PENETROMETER AS FOLLOWS.

PENETROMETER	MINIMUM BLOWS PER 300mm
DEPT. 150 TO 450mm	8 BLOWS
450 TO 750mm	10 BLOWS
750 TO 1050mm	11 BLOWS
1050 TO 1350mm	12 BLOWS
1250 TO 1650mm	13 BLOWS
1650 TO 1950mm	13 BLOWS
1950 TO 2250mm	14 BLOWS
2250 TO 2550mm	14 BLOWS
2550 TO 2850mm	15 BLOWS

(SAND BACKFILL MATERIAL NOT APPROVED BY THE FEE ENGINEER FOR PENETROMETER TESTING SHALL BE TESTED WITH NUCLEAR DENSOMETER)

**FLOW CONSULTING ENGINEERS**  
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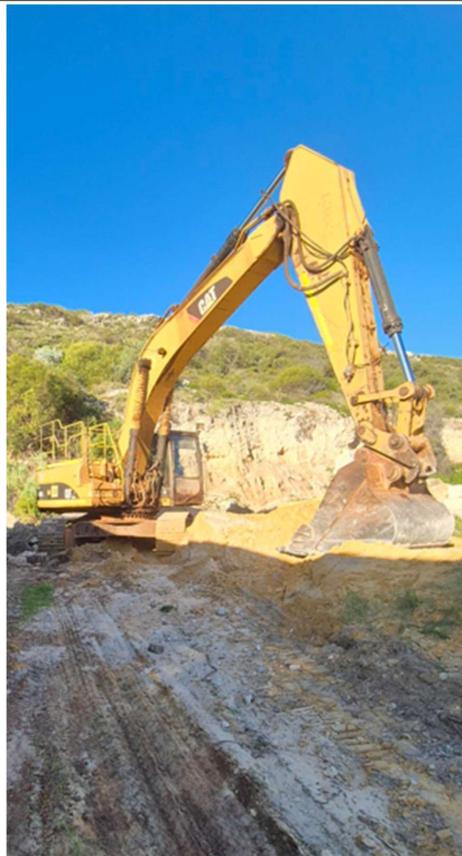


Date: 12/09/2025  
**LESTER SMITH**  
NPER 1099807  
CIVIL / STRUCTURAL / GEOTECHNICAL ENGINEER

**GENERAL:**

- G1 THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL ENGINEERING AND OTHER CONSULTANTS' DRAWINGS AND SPECIFICATIONS, AND WITH SUCH WRITTEN INSTRUCTIONS AS MAY BE ISSUED DURING THE COURSE OF THE CONTRACT. ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR A DECISION BEFORE PROCEEDING WITH THE WORK.
- G2 ALL DIMENSIONS RELEVANT TO SETTING OUT AND OFF-SITE WORK SHALL BE VERIFIED BY THE BUILDER BEFORE CONSTRUCTION IS COMMENCED.
- G3 ALL DIMENSIONS NOT SHOWN ARE TO BE OBTAINED FROM THE ENGINEERING DRAWINGS OR ON-SITE.
- G4 DURING CONSTRUCTION THE BUILDER SHALL BE RESPONSIBLE FOR MAINTAINING THE STRUCTURE IN A STABLE CONDITION AND ENSURING NO PART IS OVERSTRESSED DURING CONSTRUCTION ACTIVITIES.
- G5 WORKMANSHIP AND MATERIALS ARE TO BE IN ACCORDANCE WITH THE RELEVANT S.A.A. CODES AND THE LOCAL STATUTORY AUTHORITY'S REGULATIONS INCLUDING ALL AMENDMENTS.
- G6 THE CONSULTING ENGINEER HAS NOT DESIGNED AND IS NOT RESPONSIBLE FOR STRUCTURAL ELEMENTS OTHER THAN SHOWN ON THE ENGINEERING DRAWINGS.
- G7 THE ENGINEER HAS NOT BEEN ENGAGED TO CARRY OUT VISITS OF INSPECTION FOR THIS PROJECT, AND THEREFORE TAKES NO RESPONSIBILITY VERIFYING THE CONSTRUCTION DIMENSIONS OR METHOD. FEE WOULD BE HAPPY TO PROVIDE CONSTRUCTION SUPERVISION IF REQUESTED TO DO SO.
- G8 THE STRUCTURAL WORK SHOWN ON THESE DRAWINGS HAS BEEN DESIGNED FOR THE FOLLOWING LOADS:  
SITE CLASSIFICATION IN ACCORDANCE WITH AS2870 - 2001 DESIGN SUITABLE FOR CLASS "A" OR "S" SITE CLASSIFICATION BY OTHERS.  
FOUNDATIONS: 150kPa  
LIVE LOADS: RETAINING WALLS HAS BEEN DESIGNED FOR SURCHARGE LOADING AS SHOWN ON DRAWING
- G9 THE CONTRACTOR SHALL PROVIDE WRITTEN CERTIFICATION OF BACKFILL COMPACTION AND PRACTICAL COMPLETION OF THE WALL STATING THAT ALL WORKS HAVE BEEN CARRIED OUT IN ACCORDANCE WITH THESE SPECIFICATIONS AND DETAILS.
- G10 DO NOT USE HEAVY MACHINERY BEHIND THE WALL DURING CONSTRUCTION. NO MACHINES SHALL BE WITHIN A DISTANCE EQUAL TO THE HEIGHT OF REAR FACE. NO EXCAVATION TO BE ALLOWED WITHIN A DISTANCE EQUAL TO THE HEIGHT OF REAR FACE.
- G11 WALL MAY NOT BE ALTERED OR AMENDED WITHOUT PRIOR CONSULTATION AND APPROVAL FROM THE ENGINEER.
- G12 CONTRACTOR TO INSTALL SAFETY FENCE TO WALLS HIGHER THAN 1m.
- G13 CONTRACTOR TO OBTAIN BUILDING PERMIT FROM LOCAL AUTHORITY PRIOR TO COMMENCEMENT OF CONSTRUCTION OF WALL AND COMPLY WITH ALL CONDITIONS.

	SHEET: <b>5 OF 5</b>	PROJECT: <b>106 MITCHELL STREET HORROCKS WA 6535 REAR YARD - EARTHWORKS</b>	SCALE: <b>AS SHOWN</b>	REV: <b>0</b>
	CLIENT: <b>GRAHAM KAY</b> 106 MITCHELL STREET HORROCKS WA 6535	AMENDMENT:	DRAWING:	DRAWING NO: <b>25FCE1512</b>



Photographs Taken on 4 August 2025 – Lot 77 (No 106) Mitchell Street







Ref: 10.5.1.1/A859  
Attention: Planning Department



# SUBMISSION FORM

**PROPOSED RETAINING WALL & ALTERATIONS TO EXISTING CONTOURS  
LOT 77 (No. 106) MITCHELL STREET, HORROCKS**

Name: SONYA EIME

Postal Address: PO BOX [REDACTED] NORTHAMPTON WA 6535

Phone Number: [REDACTED]

**SUBMISSION:**     Support                       Object                       Indifferent

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

\_\_\_\_\_  
\_\_\_\_\_  
Please see attached document.  
- Letter (4 pages)  
- Expert Opinion (8 pages)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: [Signature]                      Date: 6/11/25

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 Wednesday, 29<sup>th</sup> October 2025**

Sonya Eime  
 PO Box ■■■  
 NORTHAMPTON  
 WA 6535

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

28<sup>th</sup> October 2025

To: Andrew Campbell

**PROPOSED RETAINING WALL & ALTERATIONS TO EXISTING CONTOURS LOT 77 (No.106) MITCHELL STREET, HORROCKS Ref: 10.5.1.1 (A859) / OCR44023**

**Submission: Object**

Following review of the proposed retaining wall at 106 Mitchell Street, Horrocks, and consideration of the expert opinion obtained on the matter (attached), I do not agree/support the proposal and refuse the design.

The decision is based on findings that indicate the property owners have not demonstrated the following:

1. Due regard for safety requirements as outlined in the WorkSafe direction letter.
2. Have not adequately addressed any stormwater management.
3. Have no regard to the nature landform and coastal vegetation.
4. The use of my garage walls for retaining the garage structure for stormwater management.
5. Protection of my assets on/near the boundary line, Pre and Post dilapidation reports as defined by Barron Building Surveying to be completed (arrange contractor to my satisfaction).
6. Not correctly defining the boundary before works.
7. Have no demonstration of any boundary retaining of the existing land form for my property.

Until such time that the identified above concerns are fully addressed and compliant with all relevant safety standards is confirmed by me and my expert consultants, I cannot support or grant the construction or continuation of works relating to the proposed retaining wall.

It is imperative to encompass that; the owners of 106 recently carried out major unlawful earthworks on their property, *before* organising this recent Site Plan and Proposal.

Their recent unauthorised earthworks markedly changed the natural landform of 106 property and is currently affecting adjoining properties.

The following timeline and photos are evidence of the recent works and the situation:

**Thursday 31<sup>st</sup> July 2025**

- Earthwork machinery (36 tonne excavator and truck) arrived at 106 and commenced to remove native vegetation along the cliff face and ridge of 104 & 106. 104 had a natural water sink/soak area with lush native coastal trees, now removed and compacted
- 106 owners were contacted by me in concern, but were avoidant about precise intentions and insurances
- Prior to this I had not witnessed any 106-survey work, NShire proposal, documentation, engineering etc.
- Emailed NShire for clarification and emailed photos (in the evening)

**Friday 1<sup>st</sup> August 2025**

- Major earthworks continued – CAT 336D excavator and large truck
- 8.00am - emailed NShire with concerns and photos of evidence
- 11:00am - called NShire and was informed by the NShire Planner that she was not aware of any plans/applications submitted by 106 owners for the earthworks
- 11.05am - I was informed by the NShire Planner that there wasn't anyone with authority/power in the office to pause/cease the unapproved 106 earthworks on this day

**Saturday 2<sup>nd</sup> August**

- Major earthworks continued – CAT 336D and ‘farm use only’ truck
- Observed excavator hit structures on 106
- I experienced my residence trembling and vibrating with the major earthworks
- My property Insurance company was notified of unauthorised earthworks and potential damages
- Emailed NShire with evidential photos and concerns
- Documented the altered and changing natural ground level of 106
- Local police were informed of situation/s

**Sunday 3<sup>rd</sup> August**

- A cease-and-desist letter was given to the ex.operator from myself requesting that the works be stopped until directives could be clarified by relevant authorities
- Emailed NShire with evidential photos and increasing concerns
- Earthworks at 106 paused on Sunday only. (Other residents may have noticed the noise /with no NMP)
- Text received from 106 owner stating: *‘On my last visit to Horrocks I went to Council and spoke with the planner and showed him our intentions to excavate the back yard and what permissions I need. Which he replied only the neighbour which we intend to access the site from which I have done’...*

**Monday 4<sup>th</sup> August**

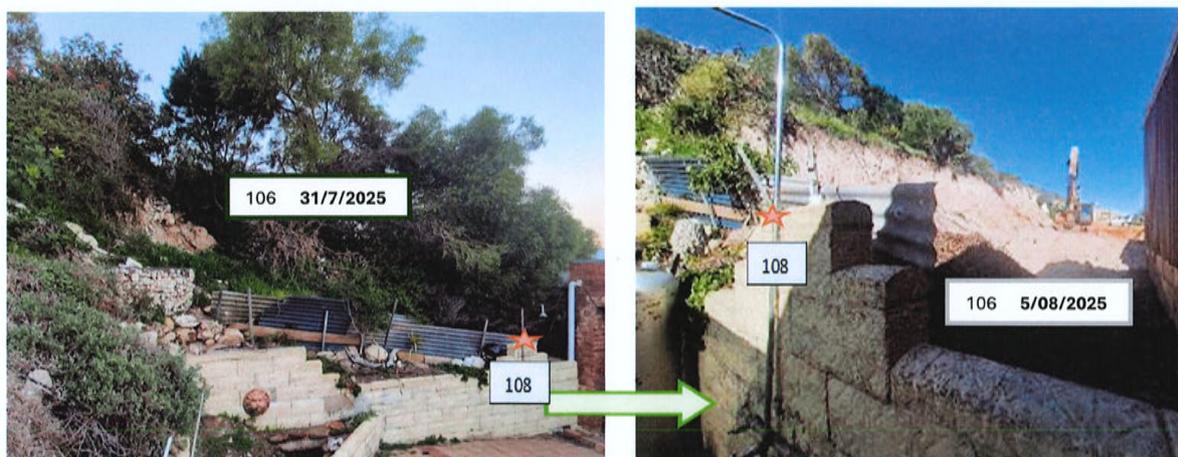
- Emailed NShire with evidential photos and called several times
- Another *cease-and-desist* letter was given to the ex.operator from myself. Ex.operator stated that he knew people at the NShire been given *verbal* permission for the major earthworks at 106. He also stated that he had access to special maps.
- Observed excavator clip the garage of 106 and continue without a spotter, my house still receiving direct impact tremors from ongoing works.
- Observed excavator near my retaining wall using the same large bucket in a confined area. The ex.operator was clearing materials without knowledge to my retaining wall battens, service utilities, 106 lean on garage structure and legal boundary.
- Documented with evidence the increasingly altered natural ground level at 106
- Work was officially ceased on Monday at approximately 2.45pm by relevant authorities. Note: It was highly evident that the owner 106 and ex.operator had no plans of stopping; and I firmly believe that the earthworks would have continued for more day/s.

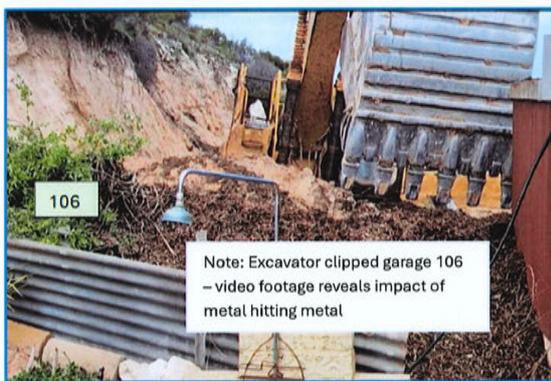
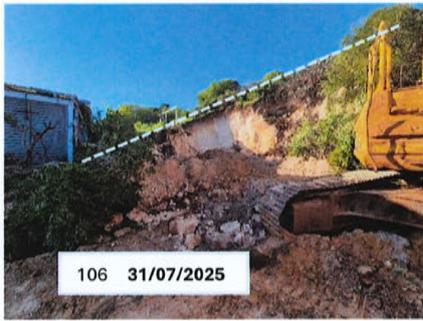
**Tuesday 5<sup>th</sup> August**

- WorkSafe advised me to report any rocks or debris falling and/or collapsing onto my property from the ridge to the rear of my property; due to the recent non-engineered machine works. Future earthworks were to comply with engineering to make the slope safe above the excavation works.

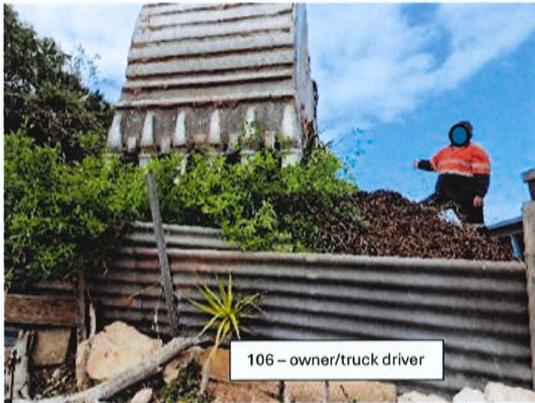
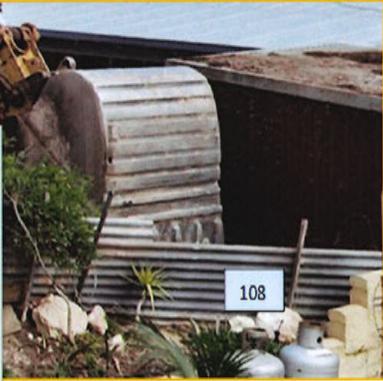
**Present**

- Temporary fencing at my expense is now positioned in my backyard for safety and privacy reasons
- Natural barriers, temporary fencing and signage are located on my side boundary to deter 106 holiday guests/family/friends from using my property to access higher viewpoints.

**Photographic evidence of recent works and situation:**



Note: Excavator clipped garage 106  
- video footage reveals impact of metal hitting metal





The unauthorised clearing of 'stabilising' native trees along the slope and top of 104 ridge. 1/08/2025  
 Natural water catchment/soak affected and compacted from machinery  
 Note: accelerated erosion on 104 26/10/2025

This proposal does not support coastal management plans, storm water mitigation or retention of side boundaries. Also note that the native vegetation would be cleared almost to the rear boundary of 106 and continue to affect adjacent properties with risk of major erosion.

106 Viewpoint – This proposal would remove native Vegetation right up to this viewpoint Source : 106 Airbnb listing [Horrocks Beach Endless Views Stra65351E3DTV4 - Houses for Rent in Horrocks, Western Australia, Australia - Airbnb](#) Retrieved: 26/10/2025



Top of back yard proceed with caution and no unattended children please in this area

Photo: October 2025.

As per clearly stated previously, until such time that the identified concerns are fully addressed and compliant with all relevant safety standards is confirmed by me and my expert consultants, I cannot support or grant the construction or continuation of works relating to the proposed retaining wall.

Yours faithfully

Sonya Eime  
 Adjacent Landowner 108



Barron Building Surveying  
 Sea Wrack Room, 4 Walton Close  
 Geraldton WA 6530

[www.bbswa.com.au](http://www.bbswa.com.au)

Dear Ms. Eime,

Following my site inspection conducted on 19 October 2025, I provide this professional opinion regarding the recent and proposed earthworks undertaken at 106 Mitchell Street, Horrock, adjoining your property at 108 Mitchell Street.

It is my expert assessment that the works carried out to date have been completed without due regard for existing natural ground levels relevant to your property and appear to disregard the established common boundary line. These deficiencies have resulted in unauthorised alterations that present both structural and safety risks to your property.

The current and proposed engineering design does not adequately address site stabilisation, remediation, or the preservation of adjoining assets at 108 Mitchell Street. The proposal fails to respond appropriately to the natural landform and slope characteristics required for long-term structural stability and erosion control.

The evidence you have supplied with photographs of the excavation works is highly distressing that a person has on due regard to your asset protection. Is clear for the figures below that the excavation of No 106 has change the nature ground level. The legal obligation falls on the person that changes the nature ground level to retaining adequately to support your property.

Specifically, in my professional opinion as a Registered Building Surveyor, the proposed design must include:

- The construction of a retaining system along the full length of the adjoining boundary to securely retaining to all cut earthworks.
- Appropriate stormwater management measures to control surface runoff resulting from the excavation and proposed works.
- Removal and Structural independence of the existing garage or retaining wall elements at 106 Mitchell Street, ensuring that no reliance is placed on the southern wall of No 108 Mitchell Street garage.
- Pre and Post Dilapidation report on your property to be undertaken before any more building/earthworks is undertaken and the cost of the Owner of 106 Mitchell Street Horrocks contractor to be arrange by you.
- Proposed privacies screen to the new development area (boundary Fence) be installed and the cost of 106 owner as they have increased the liveable space to the rear of their building.

Until these matters are properly addressed through a revised engineered design and certified drawings, I would highly recommend not supporting the proposed retaining walls a I deem this not suitable for the protection of your asset and ongoing land management.

Should you require, I am available to for technical support to ensure these concerns to resolved before works proceed further.

Chadwick Barron BSC93 L2 & BPAD36543 L2  
 4 Walton Close Geraldton WA 6530



Old Data file showing nature ground level and nature vegetation on No 108 Mitchell Street Horrocks.



Boundary line (left side 108). (right side 106)



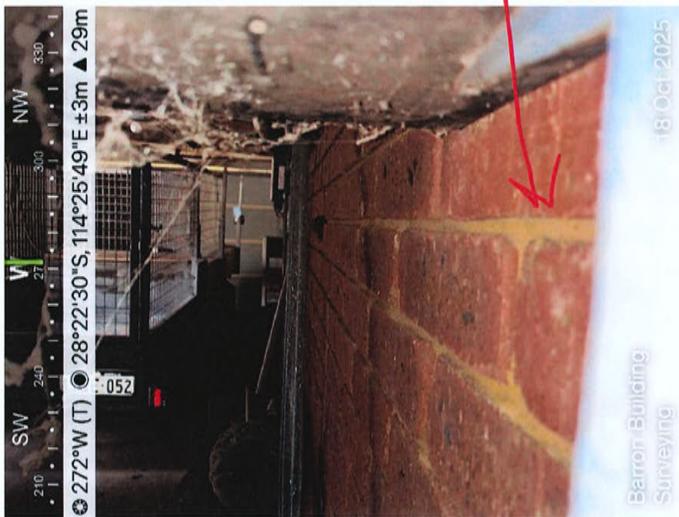


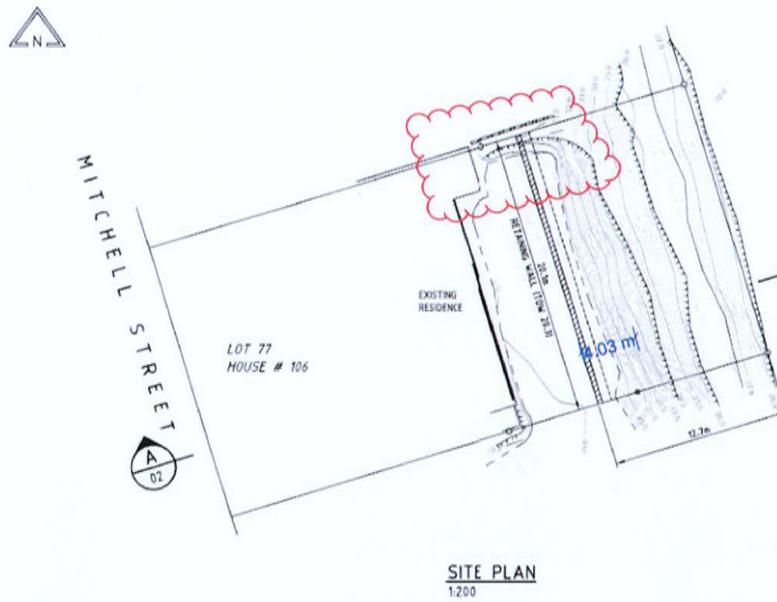


No regard to No 108-asset protection.



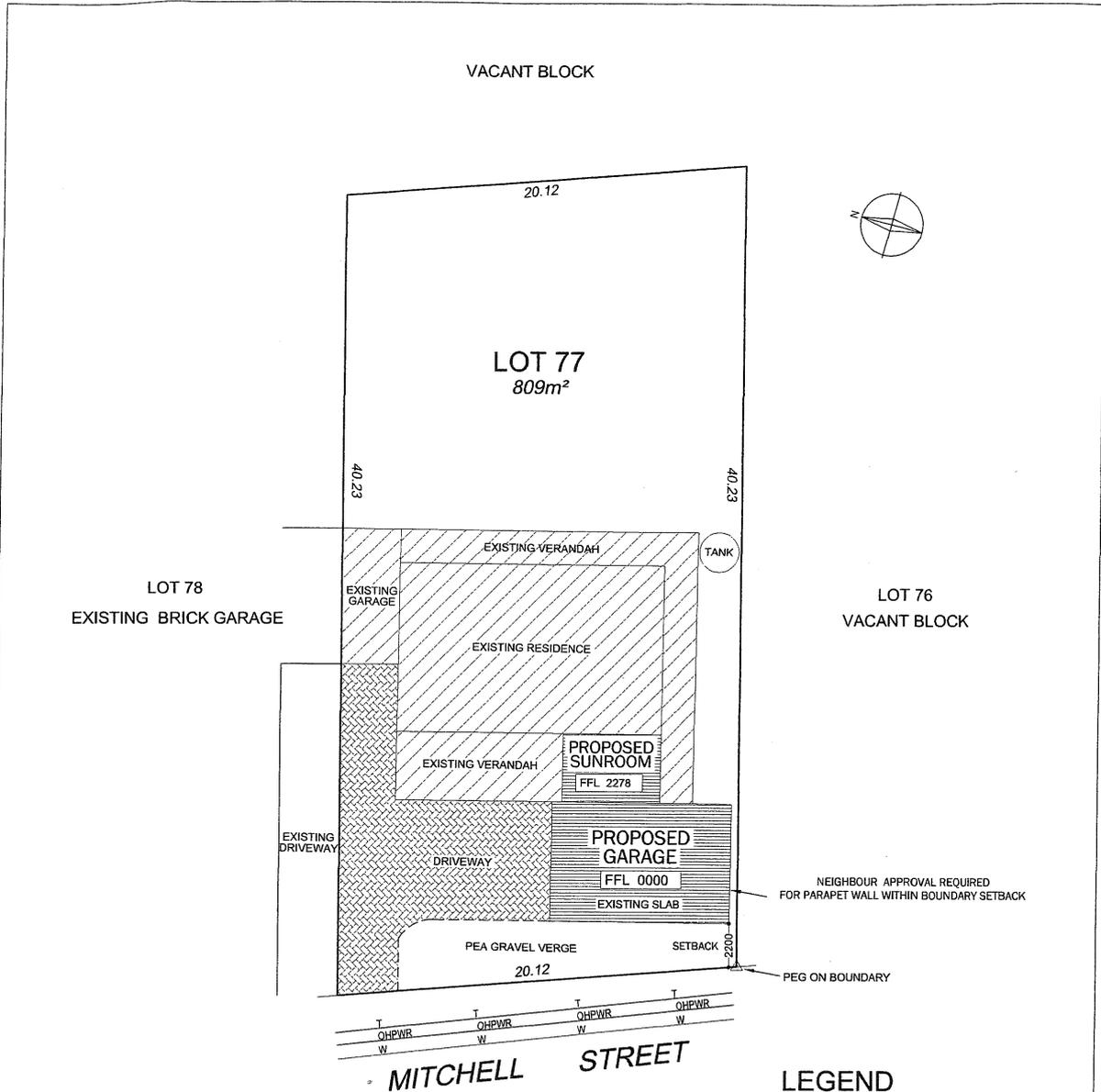
Left side off picture is 106 Garage relying on 108 garage wall for stormwater and structure support and located on 108 property.





New Design doesn't not provide and details of how the existing soil level are to retained soil on No 108 in blue area.





NEIGHBOUR APPROVAL REQUIRED FOR PARAPET WALL WITHIN BOUNDARY SETBACK

PEG ON BOUNDARY

**LEGEND**

- TELSTRA
- O/HEAD POWER
- WATER
- RETAINING WALL
- BRICK PAVING
- TEMPORARY BENCH MARK

DATE	24TH FEBRUARY 2009	SCALE	1:200
DESIGNER	NEIL D JONES		
REV	DATE	DESC.	
1	20/03/09	AMENDMENT - SETBACK	
PLEASE NOTE: MUST BE CONSTRUCTED AS PER CURRENT BCA CLASS 2, 3, 4 & 10 BUILDINGS AND IN ACCORDANCE WITH THE AUSTRALIAN STANDARDS ENCLOSED WITHIN THE SAME DOCUMENTS.			
SYMBIOTIC BY DESIGN WILL TAKE NO RESPONSIBILITY FOR FAILURE TO ADHERE TO BUILDING CODES AND AUSTRALIAN STANDARDS THAT CONFLICT WITH THE CONSTRUCTION OF THIS DESIGN.			

**SYMBIOTIC**  
BY DESIGN  
NEIL D JONES

24 GORGON ROAD  
SUNSET BEACH 6530  
PH 99383921  
MOB 040 882 9992

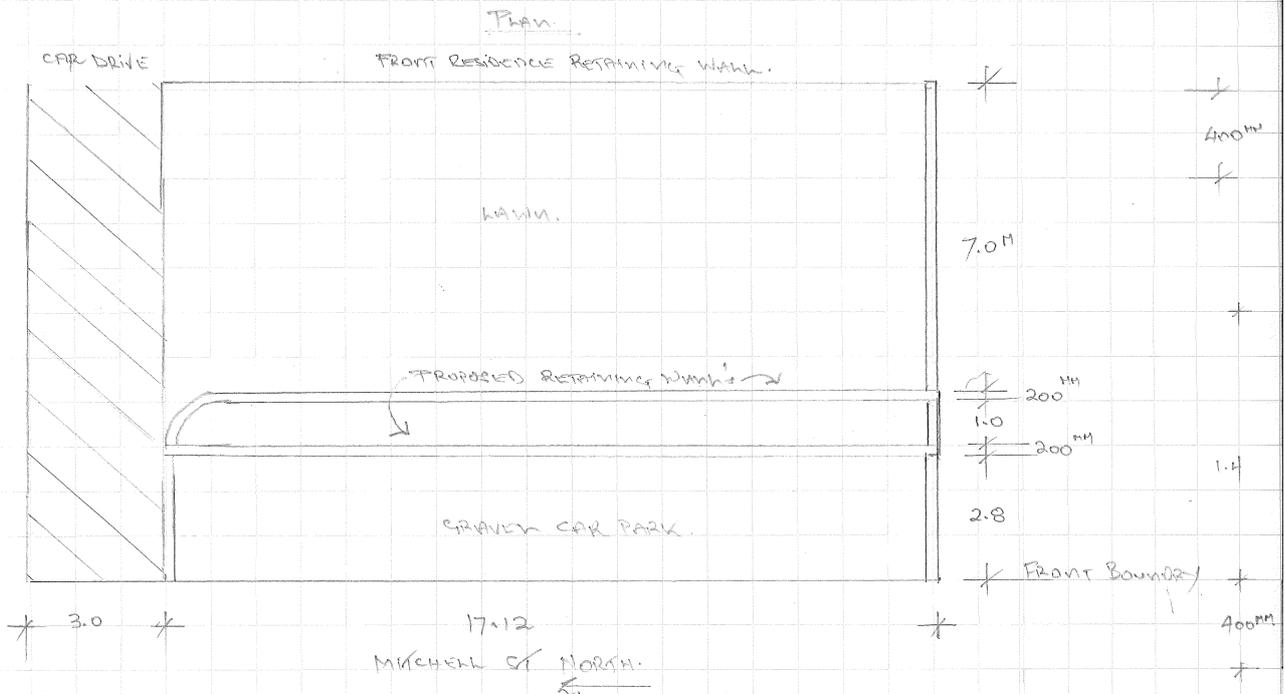
CLIENT	PETER & ANTHEA RING 106 MITCHELL STREET HORROCKS, 6035	
PROJECT	PROPOSED SUNROOM & GARAGE	
DRAWING NO	1 - SITE PLAN	JOB NO RING1208-1

# Shire of Northampton

Plan of Retaining wall proposed to be erected on St.

SHIRE OF NORTHAMPTON  
 Building Application 08/04 Approved on 15/01/04  
 Subject to conditions of Building Licence 08/04 and compliance with relevant legislation  
 Building Surveyor [Signature]

WATER CORPORATION  
 Reticulated Scheme Water Supply Area  
 You Are Advised That Building Plans Must Be Submitted To The Water Corporation For Approval Prior To Commencing Construction



**GROUND PLAN AND SECTIONS**  
 Scale 1 mm to 100 mm

1. These drawings are to be to a scale of not less than 1 mm to every 100 mm showing a plan of each storey and at least two elevations of external
2. All new work is to be clearly delineated on the drawings as distinct from existing work by means of colouring or other suitable means.
3. No
4. The licence issued for this building shall become void if the work covered by the licence is not substantially commenced within one year of the

NEW ST HARRACKS

Owner T.A. King  
Address P.O. Box 46  
Mossburn NSW

Builder

Date Lodged 11.1.08

Specifications No. Size

Sole Plates

Stumps

Bearers

Joists

Floor

Bottom Plates

Top Plates

Studs

Cr. Studs

Door Studs

Braces

Rafters

Ceiling Joists

Ceiling Hangers

Purlins

Under Purlins

Ridge

Hips

Walls

Roof

Windows

Doors

Guttering

Downpipe

Ventilators

Fascia

Lintels

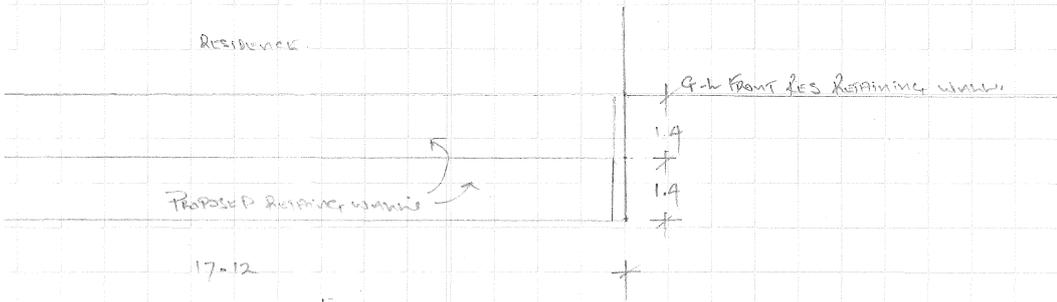
Drainage

Lining

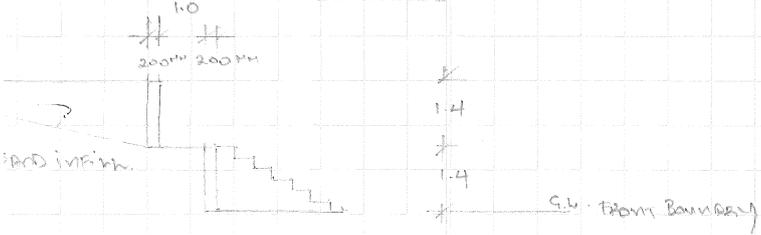
Area

Capital Cost \$

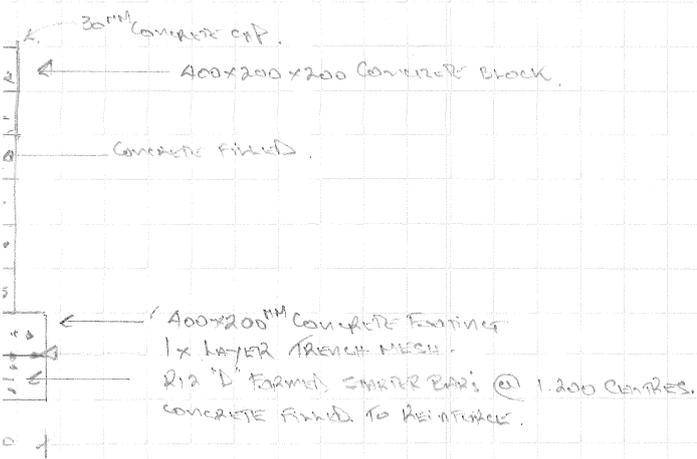
Fee \$



ELEVATION



END ELEVATION



ELEVATIONS  
1:100

LOCALITY PLAN  
Scale 1 mm to 250 mm

A block and drainage plan to scale of not less than 1 mm to every 250 mm showing street names and lot number. Any variation from or alterations of approved plan and specification shall be made without the consent of the Surveyor in writing having first been obtained. After such time it becomes necessary to again obtain approval of the Local Authority for such building.

Signature  
Date



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

**1 July to 30 September 2025**

### **Activity for the period**

- Attended budget discussion meetings;
- Met with Northampton CBD landowner regarding various matters relating to their property and various issues within CBD;
- Held meeting with various representatives from Kalbarri community to discuss unauthorised camping issues and potential education program;
- Together with the Manager of Corporate Services shortlisted applicants for Building Surveyor Position and set interviews;
- Took annual leave from 23 July to 4 August 2025;
- Attended site at 106 (Lot 77) Mitchell Street Horrocks, observing unauthorised excavation works and issuing Written Notice to Cease unauthorised works;
- Met with Shire Community Development Officers and JK Foundation;
- Attended separate meetings with representatives from Little Bay Campground and Tasman Parks (Kalbarri);
- Along with Chief Executive Officer and Manager of Corporate Services held interviews for new Building Surveyor Position;
- Acted as Chief Executive Officer from period of 22 August to 5 September;
- Appointed new Building Surveyor whilst Acting CEO, with a commencement date of 30 September. Mr Jon Trotter will be based out of the Shire's Kalbarri Office but will be attending the Northampton Office 1-2 times per week.
- Attended various meetings, including site meetings regarding ongoing Shire works in Kalbarri and Northampton;
- Met with representatives from Doral Sands regarding the proposed re-activation of Cockburn Minerals Sands in Shire of Shark Bay and potential impacts on Shire of Northampton;
- Oversaw the construction and completion of the new pedestrian access ramp at the Northampton Community Centre to facilitate access to basketball stadium as part of the Northampton Agricultural Show;
- Liaised with the Shire's returning officer as Acting CEO with respect of the 2025 Local Government Elections;
- Completed funding/acquittal process for Red Bluff Path, Kalbarri;
- Attended inception meeting on proposed Local Bike Plan following the approval of a State Government/Bikewest grant;
- Assisted Shire Rates Officer with respect to recovery of unpaid rates through Shire solicitors;
- Instructed Shire Solicitors with respect to the unauthorised building at 2 Darwinia

Drive, Kalbarri

- Completed a total of 11 agenda items in total for the July, August and September 2025 Council meetings;
- Attended Agenda review meetings for the July, August and September Council meetings;
- Attended Executive Management Meetings held in July, August and September;
- Attended Ordinary Council meetings held on 17 July, 21 August and 18 September and Special Council meeting held on 1 August 2025;
- Attended site at 106 (Lot 77) Mitchell Street Horrocks, observing unauthorised excavation works and issuing Written Notice to Cease those works;
- Liaised with Shire consultants over electrical connections for Shire properties located in Stephen Street, Northampton and Wood Street, Kalbarri;
- Obtained quote for installation of vehicle crossover and driveway for Shire's Stephen Street property following completion of freestanding double garage by Geraldton contractor;
- Met with Department of Fire and Emergency Services representative regarding State Government Small Election funding commitments;
- Scheduled meeting of Bushfire Advisory Committee Meeting on 30 September 2025, prepared agenda and attended meeting;
- Liaised with numerous landowners, applicants and members in absence of Building Surveyor, Planning Officer and Environmental Health Officer due to the Building Surveyor position being vacant and over periods of other officer leave;
- Prepared and Advertised Request for Tender relating to the Kalbarri Foreshore Revitalisation Project;
- Obtained quotes and issued purchase orders to replace the vehicle allocated to the Executive Manager Community, Development and Regulation and acquire a new Isuzu utility for the Shire Ranger. Both transactions being within budget allocations;
- Onboarded the Bush Fire Risk Planning Co-ordinator who will be preparing Bush Fire Management Plan for the Shire of Northampton and other local governments within the Midwest region;
- Commenced preparation of a Discussion Paper on Short Term Accommodation within the Shire.

## **Planning**

- Took annual leave from 9 September to 26 September 2025
- Prepared a total of 7 agenda items for Council consideration at the July, August and September Council meetings.

Page 3 of 7

- Delegated Decisions – As already reported to Council:
  - 16 applications were processed and granted Development Approval in July 2025, including 11 administrative applications with no development value.
  - 5 applications being processed under delegated authority in August, including 1 administrative item with no development value; and
  - 6 applications being processed under delegated authority in September, including 1 administrative application with no development value.
- Continued significant involvement in regulation of Short-Term Residential Accommodation land use and registrations.
- Identified planning framework and any potential planning issues associated Property Orders and Requisitions Enquiries relating to settlements associated with land sales in the Shire.
- Attended various meetings with ratepayers, applicants and government agencies.
- Conducted various site inspections.

## **Building**

- Building Surveyor – Trevor Bandy resigned with last day of employment being 31 July 2025;
- A suitably qualified contractor was appointed to assist the Shire in the area of Building Services until the commencement of a new Building Surveyor;
- A summary of the approvals issued was provided to Council for the months of June, July and August at the July, August and September Council meetings;
- A total of 7 approvals for building and demolition work were issued in July, 2 approvals in August and 8 approvals in September 2025; and
- New Building Surveyor Jon Trotter was appointed on 26 August and commenced work with the Shire on 30 September.

## **Environmental Health**

- Took Annual Leave from Monday 7 July to 11 July 2025 and 25 August to 5 September;
- Took Personal (Sick) Leave from 22 September until 27 October;
- Completed Building Services Levy Remittance for July and August;
- Prepared an agenda item relating to the proposed 2025 dates of the Kalbarri Open Air Festival;

- Processed numerous temporary food stall licenses for various events in both Northampton and Kalbarri. The events including Kalbarri Night Markets (July and September/October) JK Foundation July School Holiday events, Kalbarri Community Markets, Northampton Agricultural Show;
- Completed various administrative duties associated with the management of the Shire's refuse sites and refuse collection contracts;
- Liaised with several parties over asbestos and demolition plans;
- Submitted the Kalbarri Recycled Water Annual Report;
- Liaised with members of the public over effluent disposal requirements and food premises, processing applications as required;
- Collected and submitted water samples from the Port Gregory Water Supply;
- Prepared agenda item relating to Kalbarri Open Air Festival for Council consideration at the July 2025 meeting;
- Research to identify any potential environmental health issues associated with Property Orders and Requisitions Enquiries, being related to the settlement of properties within the Shire.
- Completed statutory applications as required. Further detail on application types and numbers will be provided to Council as part of future Quarterly Reports.

## **Rangers**

- The Shire Rangers took receipt of 5 new (additional) wireless cameras and associated equipment, which were purchased in accordance with the 2025/2026 budget allocation;
- Conducted regular inspections of the Kalbarri Airport as Airport Reporting Officers;
- Conducted regular patrols within the Northampton, Horrocks, Port Gregory and Kalbarri communities with a focus on Unauthorised Camping and Dogs;
- Arranged new dog waste bags and dispensers;
- Ranger Rob McKenzie arranged fire mitigation works on properties under the direction of the Executive Manager Community, Development and Regulation;
- Shire Rangers attended the Bush Fire Advisory Committee meeting held on 30 September 2025;
- Shire Ranger Brock Lucev along with multiple members of the local Bush Fire Brigades attended basic and Fire Control Officer training;
- Finalisation of the review of dog exercise areas on the beach in Kalbarri due to confusing resulting from the placement of current signages, is still pending.

Page 5 of 7

## **Community Services**

- Cresta Viellaris took leave from 3 July to 11 July 2023;
- Processed multiple applications for events including but not limited to Kalbarri Night Markets (July and September/October) JK Foundation July School Holiday events, Kalbarri Kids Whiting Competition, Kalbarri Community Markets, Kalbarri Christmas in the Park, the Northampton Agricultural Show and several other smaller events;
- Processed multiple requests for approval to consume alcohol within Shire buildings associated with minor events and private functions;
- Liaised with various community groups and others to ensure over acquittal of grants funded through the Shire's 2024/25 Community Grants program – Round 2;
- Co-ordinated and conducted preliminary assessment of applications for funding under the Shire's Community Grant program – Round 1 for the 2025/26 financial year and attended Community Grants Advisory Committee meeting;
- Continued to liaise with Kalbarri Men's Shed and the Kalbarri Community Garden Group;
- Received a grant of \$25,000 ex GST for the preparation of a Shire Bike Pathways Plan under the States Bicycle Network Plan grant program;
- Applied for a \$4,000 State Library of WA Technology and Digital Inclusion Grant to deliver a robotics program at the Shire's two libraries during school holidays in January 2026. The program being a Science, Technology, Engineering and Mathematics based program seeking to inspire curiosity and teach invaluable skills such as problem solving, critical thinking, and teamwork (grant application approved 6/10);
- Received State Library Grant of \$4,952.48 towards the Encouraging Promising Practice
- Continued to identify grant funding that may be available to support Shire of Northampton initiatives;
- Liaised with numerous community groups and individuals over Community Grants Funding and events;

## **Staff Movements**

- Appointment of Mr Jon Trotter to the position of Building Surveyor

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

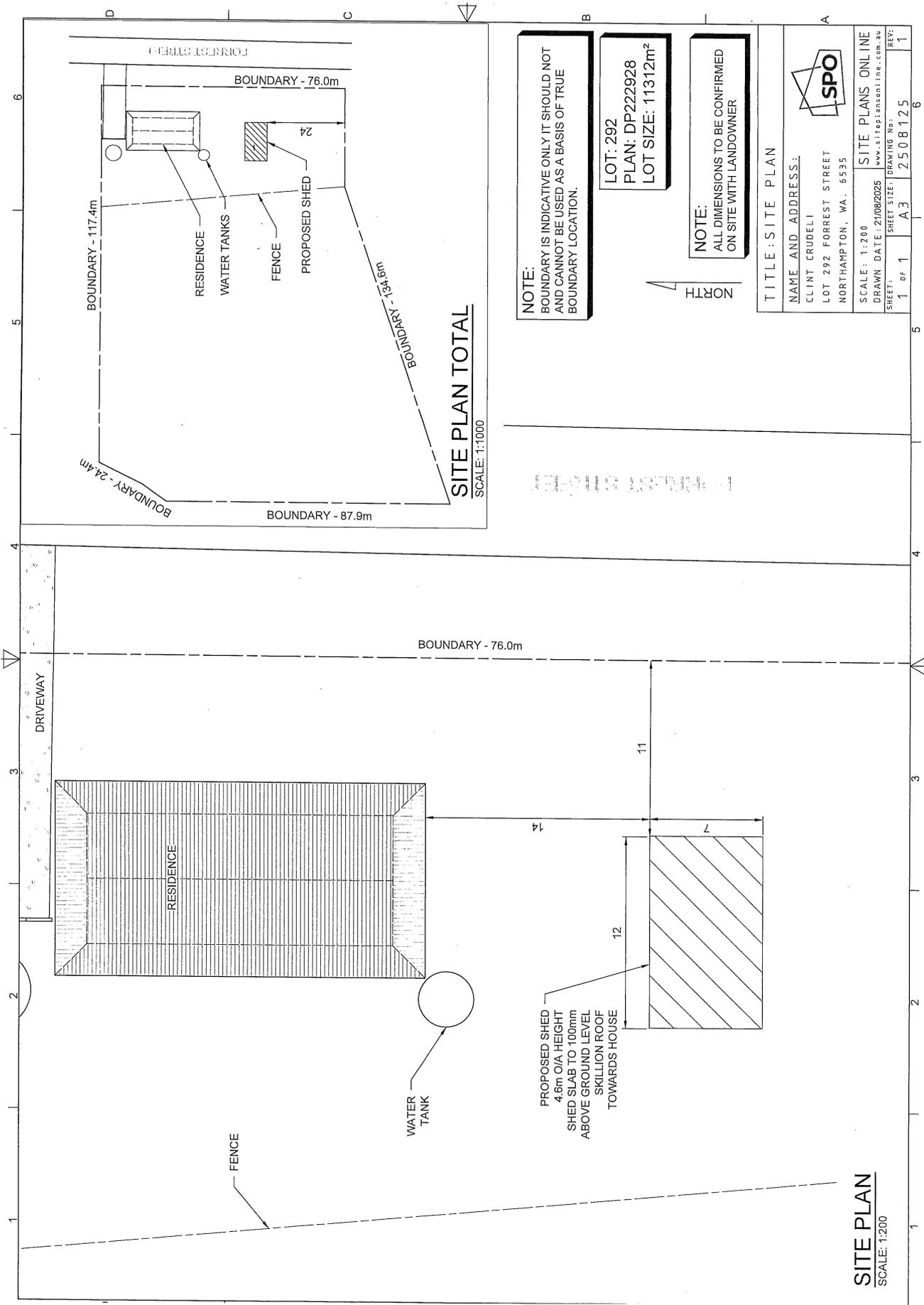
- Co-ordinate meeting with Kalbarri Foreshore Revitalisation Advisory Committee following appointment of consultants;
- Facilitate meetings of the Volunteer Bush Fire Brigade and Local Emergency

Management Committee;

- With the assistance of the Shire's Planning Officer finalise the review of the Shire's Local Planning Policy and advertise the Local Planning Policy Manual;
- Ensure completion of reticulated sewerage connection for Wood Street property and complete all other minor works associated with the Shire's Stephen Street and Woods Street properties;
- With the assistance of the Shire's Community Services Officers, complete a review of the Shire's Disability Access and Inclusion Plan to ensure compliance; and
- Assist the CEO as required.

## PLANNING DECISIONS OCTOBER 2025

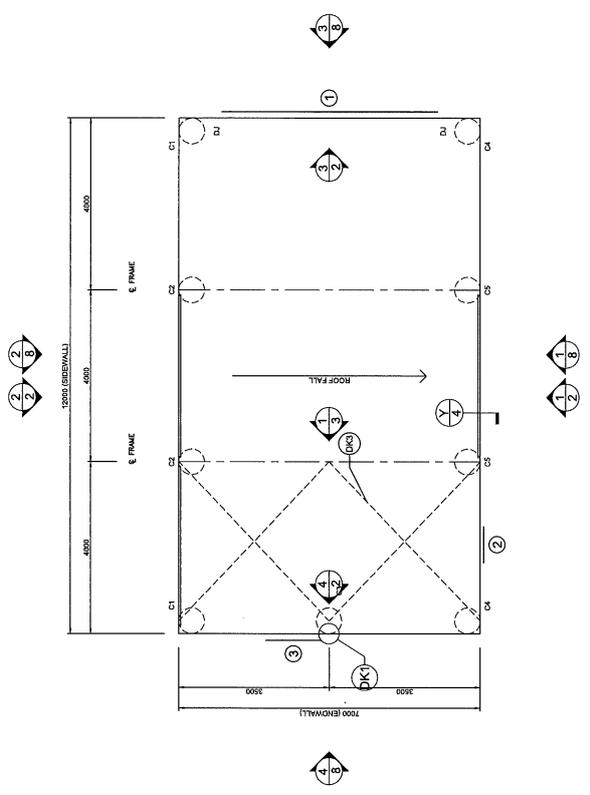
2025-078	S DRAGE	LOT 64 (No. 25) FIFTH AVENUE, NORTHAMPTON	RETAINING WALL	8 October 2025	\$15,000
2025-079	S NASH	LOT 3 (No. 6) RUMEX ROAD, KALBARRI	TWO STOREY DWELLING	8 October 2025	\$300,000
2025-080	M & S GATTY	LOT 117 (No. 35) MORTIMER STREET, KALBARRI	CHANGE OF USE FROM A SINGLE DWELLING TO HOLIDAY HOUSE	16 October 2025 Council Decision	**
2025-081	HALSALL & ASSOCIATES	PART LOT 101 GLANCE STREET, CORNER MITCHELL STREET, HORROCKS	PROPOSED CARAVAN PARK	16 October 2025 Council Decision	\$2,500,000
2025-082	LP BOX	LOT 6 (No. 124) GREY STREET, KALBARRI	CHANGE OF USE FROM A SINGLE DWELLING TO HOLIDAY HOUSE	29 October 2025	**
2025-083	SJ OLIVERI	VILLA 3 (No. 35) GLASS STREET, KALBARRI	CHANGE OF USE FROM A SINGLE DWELLING TO HOLIDAY HOUSE	29 October 2025	**
2025-084	MURRAY RIVER NORTH GROUP (t/a T & R HOMES)	LOT 69 (No.9) BORONIA CIRCUIT, KALBARRI	PROPOSED DWELLING – SINGLE	30 October 2025	\$461,703.00
2025-085	S GORMAN	LOT 570 (No. 16) SUTHERLAND STREET, KALBARRI	STORAGE OUTBUILDING	30 October 2025	\$75,000



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1 FOUNDATION PLAN AND MEMBER LAYOUT  
SCALE: 1:100

MEMBER LEGEND

C1	C20019
C2	2C20024
C3	C15019
C4	C20024
C5	2C20019

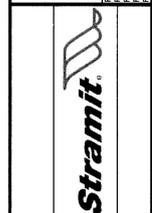
ROOF STRAP BRACING TO BE CONNECTED TO THE PURLIN CLOSEST TO THE LINE OF THE END WALL MULLION  
ROOF STRAP BRACING CAN BE PLACED FROM EITHER END OF THE BUILDING PROVIDING THE STRAP PATTERN REMAINS AS PER PLANS  
DJ- INDICATES DOOR JAMBS AT THESE LOCATIONS. REFER TO SHEET #4 ON THE DOOR SCHEDULE FOR SIZES

1 OF 8

SHEET 1 OF 8

STEEL BUILDING BY  
FOR  
AT

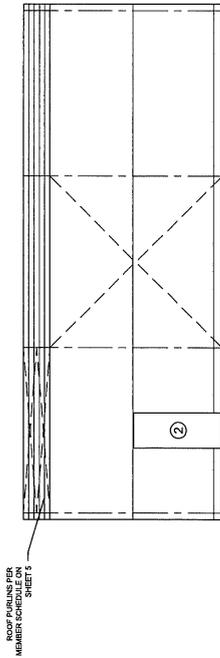
(CONTRACT)  
**AUSSIE SHEDS GROUP**  
1300 300 022  
**CRUDELI (GLINT)**  
LOT 292 FORREST ST  
NORTHAMPTON



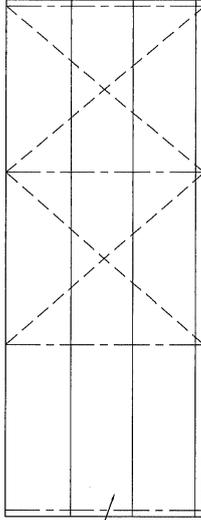
**NORTHERN CONSULTING**  
Engineers  
Email: design@northernconsulting.com.au  
Phone: 08 9499 9700  
Fax: 08 9499 9702  
Reg. No. 252840  
Registered Professional Engineer (Civil & Structural) QLD  
Registered Professional Engineer (Civil & Structural) VIC  
Registered Engineer (Civil) VIC  
Registered Engineer (Civil) TAS

Mr Timothy Roy Messer BE MIEAust RPEQ  
Signature  
Date: 11/8/2025  
Registered on the NPFR in the areas of practice of Civil & Structural National Professional Engineers Register

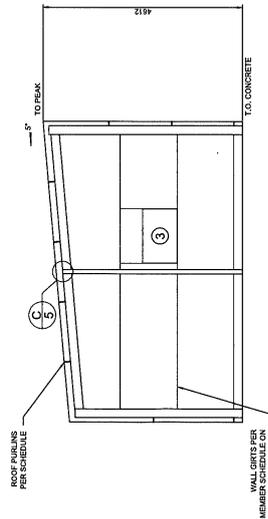
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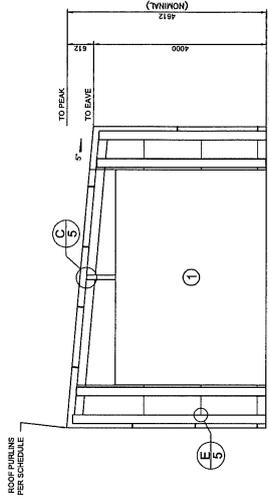
1 SIDEWALL EXTERIOR ELEVATION  
SCALE: 1:100



2 SIDEWALL EXTERIOR ELEVATION  
SCALE: 1:100



3 SIDEWALL EXTERIOR ELEVATION  
SCALE: 1:100



4 ENDWALL INTERIOR ELEVATION  
SCALE: 1:100

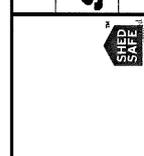
X BRACING IS REQUIRED IN 3 SIDE BAYS, 1 ROOF BAY.  
SEE LAYOUT OR PLANS FOR PLACEMENT. FLY BRACING IS INCLUDED TO BE PLACED ON EVERY SECOND PURLIN AND GIRT ON ENDWALL MULLIONS, INTERNAL COLUMNS AND INTERNAL RAFTERS.

2 OF 8

STEEL BUILDING BY  
FOR  
AT

DRAWN STR  
CHECKED TM  
DATE 11/8/2025  
JOB NO. AAGD601507

(CONTACT)  
**AUSSIE SHEDS GROUP**  
1300 300 022  
**CRUDELI (CLINT)**  
LOT 292 FORREST ST  
NORTHAMPTON



**NORTHERN CONSULTING**  
Engineers  
Civil & Structural Engineers  
50 Purat Street  
Curington, Qld 4812  
Fax: 07 4725 8650  
Email: design@northern.com.au  
Phone: 07 4725 8650  
Rust No. 255830  
Registered Chartered Professional Engineer (Civil & Structural) (AUS)  
Registered Professional Engineer (Civil & Structural) (AUS)  
Registered Professional Engineer (Civil & Structural) (N.Z.)  
Registered Engineer - (Civil) (VIC)  
Registered Engineer - (Civil) (NSW)

Mr Timothy Roy Messer BE MIEAust RPEQ  
Signature  
Date 11/08/2025  
Registered on the NPER in the areas of practice of Civil & Structural National Professional Engineers Register



A LITTLE ABOUT OURSELVES. WE ARE A HUSBAND AND WIFE TEAM WITH A PASSION FOR FOOD (INCLUDING EATING IT). FOR MANY YEARS WE HAVE WORKED AND OPERATED OUR OWN CAFE/ ITALIAN RESTAURANTS AROUND AUSTRALIA....AND YES! WE ALSO LOVE TRAVELLING. WE PREVIOUSLY LIVED IN COWARAMUP AND MULLEWA, VISITING KALBARRI OFTEN. THE LAST 7 YEARS WE SPENT OUR SUMMER MONTH IN TASMANIA OPERATING AN ITALIAN RESTAURANT. WINTER WAS SPENT ON THE MAINLAND CHASING WARMER WEATHER. ON ONE OF THOSE BREAKS WE WERE LUCKY ENOUGH TO FIND A HOUSE AND FUTURE HOME IN KALBARRI.

THIS YEAR WE DECIDED TO MOVE PERMANENTLY TO WA. NOT READY YET TO RETIRE WE BOUGHT A FOOD VAN HOPING TO OPERATE IN KALBARRI.

WE MAKE, BAKE, PICKLE AND COOK WHATEVER POSSIBLE. OUR SAUCES ARE ALL OURS MADE WITH YEARS OF EXPERIENCE AND PASSION AND LOVE.

WE BELIEVE WE CAN CONTRIBUTE TO THE FOOD SCENE IN KALBARRI CONSIDERING OUR VAST EXPERIENCE IN THE HOSPITALITY INDUSTRY. APART FROM OUR PASSION WITH ITALIAN FOOD WE ALSO HAVE A LOVE AFFAIR WITH BURGERS WHICH RESULTED IN HAVING OWNED AND OPERATED 2 BURGER BUSINESSES IN MELBOURNE AND COWARAMUP.

WE HOPE TO BE STATIONED MAINLY IN TOWN BUT ALSO TO BE ABLE TO EXPAND OUR OPERATING BASE TO INCLUDE CARAVAN PARKS (RED BLUFF, ANCHORAGE, HORROCKS BEACH, PORT GREGORY), THE BOWLING AND GOLF CLUB AND ALSO PRIVATE RESIDENCES RE PARTIES. THIS WOULD PROVIDE FAMILIES WITH AN ALTERNATIVE TO THE PUB SCENE ( SMOKING, DRINKING ETC) OPERATING HOURS AND DAYS WOULD BE THURSDAYS TO SUNDAYS 4pm to 9pm AND ADDITIONALLY LUNCH HOURS SATURDAY AND SUNDAYS 11am to 2pm. THIS HOWEVER IS ONLY A GUIDELINE AND WOULD BE SUBJECT TO CHANGE DUE TO DEMAND ESP DURING SCHOOL HOLIDAYS. WE WOULD ALSO MAKE USE OF TEMPORARY FOOD LICENSES FOR GAZETTED EVENTS AND MARKETS.

THE VAN IS A NEW BUILD BY RV SOLUTIONS IN ROCKINGHAM FITTED WITH A HOT WATER SYSTEM, 4 FILTER EXTRACTOR, HAND BASIN AND 2 SINKS, GENERATOR (HONDA 65 is, 83-92db) AND 80L GREY WATER STORAGE. WASTE CAN BE EMPTIED AT THE COUNCIL DESIGNATED DUMP POINT BUT ALSO AT OUR RESIDENCE WHERE WE HAVE ACCESS TO A WASTE DRAIN.

THE VAN IS TO BE STORED AT 3 GANTHEAUME CRESENT IN KALBARRI.

DEVELOPMENT APPLICATION FOR A FOOD VAN IN KALBARRI

SCOTT AND BIRGIT MCKILLOP  
3 GANTHEAUME CRESENT  
KALBARRI 6536

ε

jd.com

## KALBARRI BURGER VAN

### **BURGER MENU:**

- # HAMBURGER beef patty, pickled gherkin, onion, tomato sauce & mustard
- # CHEESEBURGER beef patty, cheese, pickled gherkins, tomato sauce, mustard
- # SMASH BURGER two smashed beef patties, cheese, grilled onion, gherkin, bbq sauce, mayonaise
- # SMASH BURGER DELUXE add tomato, rocket& carrot
- # AUSSIE BURGER beef patty, cheese, bacon, egg, pineapple, grilled onion, tomato, lettuce, tomato sauce, mayonaise
- # CLASSIC BURGER beef patty, cheese, bacon, grilled onion, carrot, tomato, beetroot, lettuce, mayonaise, tomato sauce, mayonaise
- # PULLED PORK BURGER in house slow cooked pork shoulder, apple slaw, mayonaise, grilled pineapple, bbq sauce, mayonaise
- # BRISKET BURGER slow cooked beef brisket, cheese, red capsicum, bbq sauce, rocket
- # BURGER ROYALE beef patty, cheese, bacon, onion rings, tomato, lettuce, bbq sauce, mayonaise
- # CHICKEN BURGER crumbed chicken breast bacon, cheese, avocado, lettuce, mayonaise, bbq sauce
- # FISH BURGER crumbed fish, sauce tartare, cos, cucumber, lettuce, pickled red onion, mayonaise
- # VEGGIE BURGER in house made veggie patty, tomato, avocado, lettuce, carrot, bocconcino, pesto, mayonaise
- # LAMB BURGER marinated lamb, feta, red onion, tomato, lettuce, tsatsiki, mayonaise

### **SIDES:**

- # CAPRESI SALAD tomato, red onion, bail, bocconcino & balsamic vinegerete
- # MIXED SALAD lettuce, tomato, carrot, corn, rocket & seeded mustard dressing
- # FRIES with tomato sauce
- # ARANCINI in house made 3 cheese risotto balls served with mayonaise

### **KIDS MENU**

- # HAMBURGER beef patty, tomato sauce, pickled gherkins
- # CHEESE BURGER beef patty, cheese, tomato sauce
- # CHICKEN BURGER crumbed chicken tenderloins, mayonaise, lettuce, tomato sauce

### **in house made DESSERTS:**

- # TIRAMISU
- # LEMON CURD TARTLET
- # CHOCOLATE MOUSSE

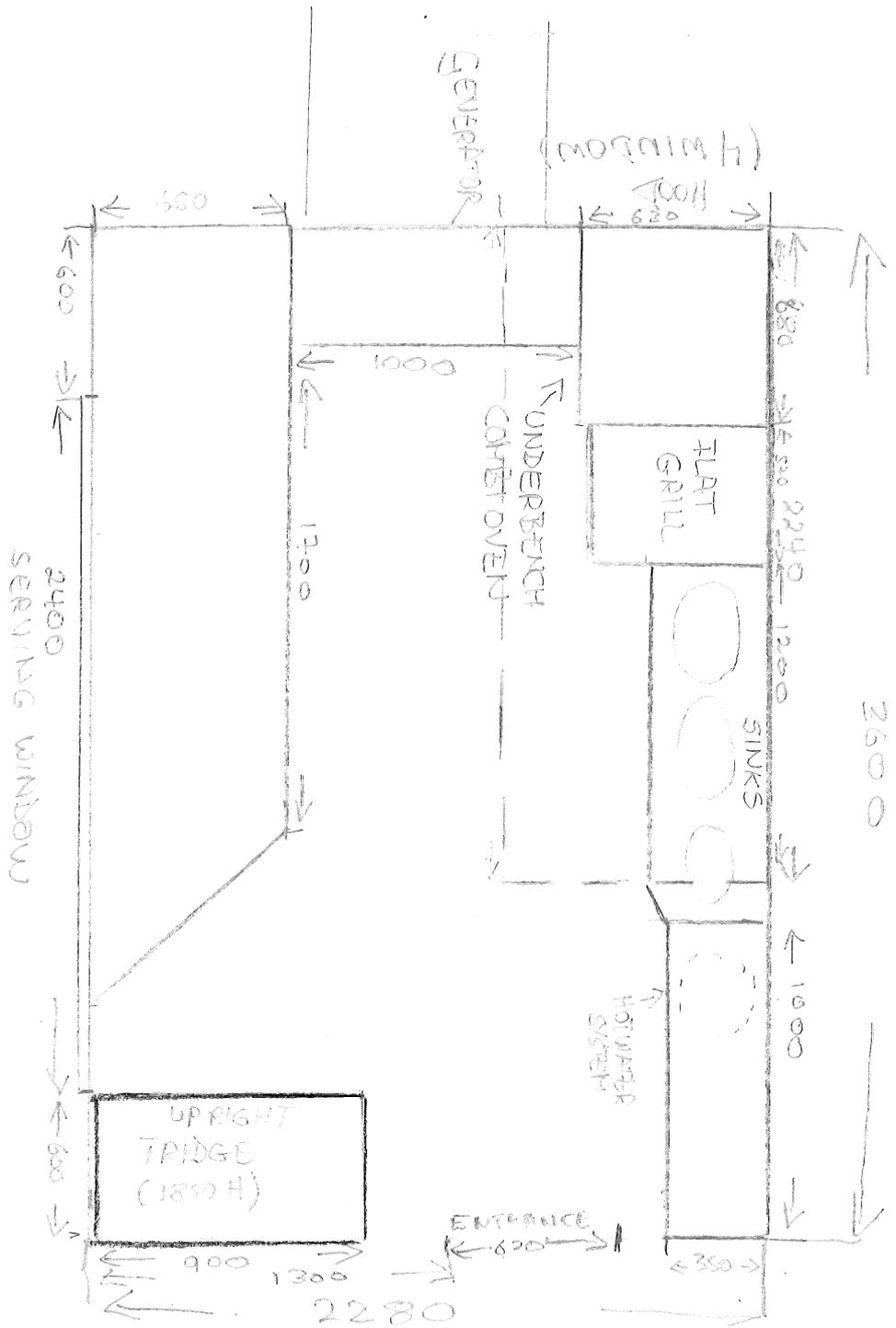
### **DRINKS MENU:**

- # COCA COLA
- # COKE ZERO
- # SPRITE
- # SOLO

### **SPECIAL MENU:**

- # SPAGHETTI BOLOGNESE
- # PENNE RAGU di AGNELLO
- # PENNE NAPOLITANA
- # CHICKEN MARSALA served with MASH
- # OSSO BUCCO served with MASH

please advise about any food allergies. Gluten free options available





Small Business Insurance  
Quotation

QBE Insurance (Australia) Ltd  
Head Office  
Level 18, 388 George Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



Quotation Number QD52893BPK

Casa Pinocchio  
3 Gantheaume Cres  
KALBARRI  
WA 6536

**Period of Insurance**  
**From** 09/10/2025  
**To** 09/10/2026 at 4pm

Thanks for requesting a quote for QBE Small Business Insurance. We're pleased to provide your detailed quotation below. As you check the details, pay particular attention to the 'Important information about your quotation' section, which contains your duty of disclosure.

**The Insured**

Casa Pinocchio

**Quotation Details**

**Location** 3 Gantheaume Cres, KALBARRI WA 6536  
**Business Occupation** Mobile food van

**Business Liability Section**

Details	Limit
Limit of liability	\$20,000,000
<b>Excess</b> \$500 for property damage claims only \$0 for personal injury claims	

**Clauses**

- SDE**  
SILICA EXCLUSION  
This Policy does not cover personal injury directly or indirectly arising out of, caused by, or aggravated by inhalation, consumption or absorption of Silica, Silica products, or materials or products containing Silica that gives rise to silicosis or any lung disease or ailment.  
When used in this endorsement, the term Silica means any solid, liquid or gaseous material consisting of or containing silica, silica fibres, particles or dust

QM9500-0622



**SHIRE OF NORTHAMPTON - BUILDING APPROVALS - SEPTEMBER 2025**

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
22/09/2025	25052	Stephen James	Connolly Building	72 (Lot 61) Mitchell Street, Horrocks	Construct timer-framed three-bedroom dwelling	\$ 560,000.00
15/09/2025	25067	Andrew Trent	Gavin Duffy	39 (Lot 974) Ralph Street, Kalbarri	Construct timber-framed carport extension	\$ 18,500.00
9/09/2025	25076	Ashley Wraige and Cresta Viellans	Norwest Building Group	16 (Lot 700) Gartheaume Crescent, Kalbarri	Construct steel-framed shed	\$ 18,960.00
15/09/2025	25077	John Ralph	Aussie Shed Group	Lot 340 (No. 20) Peim Street, Kalbarri	Construct steel-framed shed	\$ 39,110.00
15/09/2025	25080	KLK Farms Pty Ltd	Quality Builders Pty Ltd	1756 Chillumoy Road, Ogilvie	Single-storey, steel-framed, four-bedroom dwelling with allfresco and verandah	\$ 663,769.45
9/09/2025	25082	Lee Schofield	Midwest Sheds and Garages	Lot 922 (No. 16) Gildon Avenue, Kalbarri	Construct steel-framed shed	\$ 61,000.00
9/09/2025	25083	Gregory and Judith Clohessy	Pique Mod Pty Ltd	Lot 100 (No. 4) Opat Court, Kalbarri	Single storey residential dwelling	\$ 249,615.78
22/09/2025	25089	Leigh Yemall	Owner Builder	Lot 51 (No. 2) Bankisia Street, Kalbarri	Timber-framed structure on stumps with a timber truss roof frame clad with Colorbond and a timber-framed shed	\$ 120,000.00

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - OCTOBER 2025

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
23/10/2025	25068	Anthony and Dianne Allen	Owner Builder	34 (Lot 33) Grey Street, Kalbarri	Alterations to existing dwelling Construct steel-framed shed and install 2x 22500L water tanks	\$ 350,000.00
24/10/2025	25078	Robyn O'Meagher	Barry Sansom T/A Baysan Constructions	Lot 64 (No.250 Fifth Avenue, Northampton		\$ 60,450.00
23/10/2025	25081	Daniel Lucas	Owner Builder	Lot 162 (No. 38) Centrolepis Circuit, Kalbarri	Single-storey, steel-framed, four-bedroom dwelling	\$ 150,000.00
10/10/2025	25084	Kapari Nominees Pty Ltd	Eleanor (Liz) Sudlow	562 Ogilvie School Road, Northampton	Construction pre-fabricated steel-framed storage shed	\$ 61,000.00
23/10/2025	25085	Yarni McLachlan	Owner Builder	Lot 28 (No. 7) Pheips Loop, Kalbarri	Construct steel-framed shed	\$ 20,000.00
23/10/2025	25090	Anthony and Marissa Fullwood	Owner Builder	Lot 30 (No. 14) Amber Vista, Kalbarri	Two storey residential dwelling	\$ 425,000.00
28/10/2025	25091	Paul and Thomasina Parks	MI Global Construction	Lot 345 (No. 333) Hampton Road, Northampton	Construct steel-framed storage shed	\$ 96,292.80
21/10/2025	25092	David and Suzanne White	Owner Builder	Lot 947 (No. 19) Crocos Circuit, Kalbarri	Install fibreglass swimming pool	\$ 19,500.00
17/10/2025	25093	Department of Biodiversity, Conservation and Attractions	Element Construction WA Pty Ltd	6314 Ajana-Kalbarri Road, Ajana	Extension to existing DBCA building and workshop	\$ 1,231,010.17
20/10/2025	25094	Rex Frederick and Kerry Martin	Murray River North Pty Ltd T/A TR Homes	Lot 669 (No. 14) Sequita Way, Kalbarri	Construct free-standing steel carport	\$ 10,500.00
23/10/2025	25097	Nadine Johnstone	Rolo Holding Pty Ltd	Lot 80 (No. 112) Mitchell Street, Horrocks	Replace existing failed retaining wall	\$ 110,000.00
22/10/2025	25099	David Forman	Owner Builder	Lot 53 (No. 1) Dalgleish Crescent, Kalbarri	Enclose end bay of existing shed	\$ 20,000.00
29/10/2025	25100	Jason and Cheryl-Lee Dagleish	Modularis Pty Ltd T/A Modular WA	Lot 89 (No. 111) Wannerenooka Road, Northampton	Single storey residential dwelling	\$ 288,034.00

# SHIRE OF NORTHAMPTON

## ATTACHMENT 9.8.1 (1)

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

( October / November 2025)

<u>2025/2026 Budget Works</u>	<u>Job No</u>	<u>Status</u>	<u>Comments</u>
<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 developed- Council Item November to withdraw Tender)
Ogilvie East Road			Stage 1 - 6.25 kms End of Bitumen to Nolba
<u>LR GRANT - 152140</u>			
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
<u>Kalbarri</u>			
Karina Mews Reseal and replace concrete kerbing	R982		carry over to 2025/2026 - Additional Funds from RIPAC
<u>Northampton</u>			
<u>Port Gregory</u> Port Street			Stage 1 - Upgrade
Cont.			

2025/2026 Budget Works	Job No	Status	Comments
<p><u>MUNICIPAL FUND CONSTRUCTION - 150600</u></p>			
<p><u>Northampton</u></p>			
<p><b>Fifth Street (Council Contribution)</b> Install Stormwater</p>	R345		Survey and Design with Consultants (carried over 2024/2025) Procurement documents developed- Council Item November to withdraw Tender)
<p><u>Kalbarri</u></p>			
<p><u>Rural</u></p>			
<p><b>Coolacalaya Road</b> Survey Road Reserve</p>		COMMENCED	CEO progressing with delivery
<p><b>Binnu East Road Floodways SLK 1</b></p>		COMMENCED	Shire Contribution (carried over 2024/2025)
<p><b>Binnu East Road Floodways SLK 3</b></p>		COMMENCED	Shire Contribution (carried over 2024/2025)
<p><u>MUNICIPAL FOOTPATHS - 150900</u> Carried Over from 2024/2025</p>			
<p><b>Northampton - Stephen Street</b> Replace DUP from NWCH to West Street</p>	F702		
<p><u>MUNICIPAL FOOTPATHS - 150900</u> New Projects</p>			
<p>Cont.</p>			

2025/2026 Budget Works	Job No	Status	Comments
<b>OTHER WORKS - MISC.</b>			
Establish Drainage easements Essex to John Street Northampton			
Establish Drainage easements Fifth Avenue Northampton			
<b><u>OTHER WORKS - Depots/Foreshores/Ovals/Parks/Gardens/Cemeteries etc</u></b>			
<b>Northampton - Northampton Community Centre</b> Install disabled ramp south end		COMPLETED	Access and Inclusion Committee - Stairs and Disability Ramp.
<b>Northampton Entry Statement Solar Lighting</b>			
<b>Northampton lighting of flag poles</b>			So flags can be flown 24 hours per day.
<b>Kalbarri - Foreshore grass removal</b> Cut down grass height along DUP area/s			
<b>Kalbarri - Foreshore shelter</b> Install Foreshore shelter.			
<b>Horrocks - Foreshore grass removal</b> Cut down grass height along DUP area/s			
<b>Horrocks - Install shower</b> 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		COMMENCED	Ordered
Tip Truck (Rubbish Truck Kalb)		COMMENCED	New \$140,000 less sell P273 \$20,000 (net figure) ( carried over 2024/2025)
Mower Front Deck (Ride on Mower) Kalbarri P285		COMPLETED	Delievered October
Mower ( Ride on) Hks			(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>			



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

**Purpose**

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

**Background and Issues**

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

**Objectives**

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

**Area of Application**

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

**Policy Measures**

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



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

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



**Corporate Policy  
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Property Leasing**

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

**Leases to Community Associations**

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



**Corporate Policy  
2.14**

**Property Leasing**

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

**Corporate Policy  
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Property Leasing**

**Maintenance Responsibilities Schedule**

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

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

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

The Shire will:

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

**Definitions:**

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

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

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

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

**Corporate Policy  
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Property Leasing**

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

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

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

**Administration**

This policy will be administered by the Office of CEO.

**Adoption and Date Due for Revision**

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

**NEXT DUE FOR REVIEW 20 FEBRUARY 2030**

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



**Corporate Policy  
2.8**

**Authority to Execute Documents on Behalf of Council**

**Purpose**

The purpose of this policy is to provide guidance regarding the delegation of authority to the Chief Executive Officer to execute documents on behalf of the Council in accordance with the *Local Government Act 1995*, Sections 9.49A and 9.49B.

**Policy Measures**

The delegation of authority to the Chief Executive Officer to execute documents allows for efficient administration and avoids the need to prepare Council reports on matters considered routine, minor or straightforward.

All matters concerning the disposal, purchase, assignment, boundary adjustment or leasing of land and any changes to the vesting purpose or vesting authority are to be put before Council for authorisation prior to execution. The reason for this practice is the view that long term or permanent change to public property should be a matter for Council consideration.

Authority is delegated to the Chief Executive Officer to execute documents on behalf of Council other than for matters concerning the disposal, purchase, assignment, boundary adjustment or leasing of land and any changes to the vesting purpose or vesting authority.

In cases where there is a requirement to execute documents for matters concerning the disposal, purchase, assignment, boundary adjustment or leasing of land and any changes to the vesting purpose or vesting authority and require the use of the Common Seal, the Shire President and Chief Executive Officer are authorised subject to decision on the matter of Council.

**Administration**

This policy will be administered by the Office of CEO.

**Adoption and Date Due for Revision**

**ADOPTED 20 JUNE 2024  
REVIEWED N/A**

**NEXT DUE FOR REVIEW 20 JUNE 2029**

**Corporate Policy**  
**2.8**  
**Authority to Execute Documents on Behalf of Council**

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

		<h2 style="margin: 0;">Commercial, Recreational Tourism Activity</h2> <h3 style="margin: 0;">Local Planning Policy</h3>
Version 4		
<b>Scheme Provisions:</b> LPS #11 3.2 Zoning Table LPS #10 4.1 Zoning and Development Table	<b>Other References:</b> Shire of Northampton Local Planning Scheme No. 10 Shire of Northampton Local Planning Scheme No. 11 Planning and Development Act 2005 Council Policy - 9.2 Requirements for Licence Agreements to Use Crown Reserves for Commercial, Recreational and Tourism Activities. Shire of Northampton Local Law "Activities in Thoroughfares in Public Places and Trading"	<b>Special procedural considerations:</b>
<p><b>1.0 CITATION</b></p> <p>This is a local planning policy prepared under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and the <i>Shire of Northampton Local Planning Schemes: No. 10 - Northampton District; and No. 11 - Kalbarri Townsite ('the Scheme')</i>. It may be cited as the Commercial, Recreational Tourism Activity local planning policy.</p> <p>The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area. In making a determination under the Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with the Scheme.</p> <p><b>2.0 OBJECTIVE</b></p> <p>2.1 To ensure that commercial activities on reserves do not diminish the recreational amenity of residents or visitors who are attracted to the Shire for its natural beauty and environment.</p> <p>2.2 To ensure ecologically sustainable use and protection of reserves for the benefit and enjoyment of future generations.</p> <p>2.3 To retain reserves (where appropriate) as places for passive and/or active recreation for residents and visitors.</p>		

2.4 To regulate the level and intensity of commercial activities on reserves necessary to ensure that it does not destroy the value and nature of the activity and the resource on which it is based.

2.5 To enable appropriate (limited) opportunities for commercial tourism operators to provide services and facilities to the public to enhance their visit to the Shire.

2.6 To provide criteria for assessing and determining applications.

### **3.0 POLICY STATEMENT**

#### **3.1 Background**

3.1.1 Local Planning Schemes require that development approval from Council is required PRIOR to the use or commencement or carrying out of development on reserved land within the Shire.

3.1.2 Under the “Activities in Thoroughfares in Public Places and Trading Local Law” approval from Council is required to sell or hire goods and services from reserves and foreshore areas within the jurisdiction of the Shire.

3.1.3 Council has a responsibility to manage the lands entrusted to it for their intrinsic values and for the appreciation and benefit of present and future generations. In doing so, Council recognises that the Shire has a beautiful and diverse natural environment which provides recreational, aesthetic and spiritual as well as material benefits for both residents and visitors alike.

3.1.4 It is recognised that reserves have the capacity to satisfy an important portion of the public demand for outdoor recreation and tourism, and in so doing contribute significantly to the social, physical and economic well-being of the Shire.

3.1.5 With public demand for beaches/ivers and reserves rapidly increasing, Council must take every care to protect them and the safety and comfort of people who use them.

#### **3.2 APPLICATION OF POLICY**

3.2.1 This policy applies to all ‘recreational’ Crown reserves and immediate ocean/river foreshore and beach areas within the Shire including Unallocated Crown Land (UCL).

3.2.2 A ‘recreational’ reserve, for the purposes of this Policy, are deemed to be those reserves or UCL areas within the Shire that are predominantly used, or intended to be used for recreation purposes.

3.2.3 The main areas the policy applies to are those commercial tourism operations which received a commercial gain or reward from the use of the reserve or UCL. Examples include guided tours/safaris, active recreational pursuits (sandboarding, off-road vehicles, cycling, horse riding etc.) or the use of reserves or UCL for a hire site (boat, surfboard, snorkel equipment etc.).

3.2.4 Activities are not limited to those taking place wholly on the reserve or UCL but also include activities that involve crossing the reserve or UCL, or transferring people or items on, off or over the reserve or UCL. This includes the embarking or disembarking of people/items from or to water based activities adjoining the reserve or UCL (eg. tour boats, canoeing, river cruises etc.).

3.2.5 Scenic tours that simply traverse a reserve or UCL as part of a longer journey or passive recreational activities are generally exempt from this policy.

3.2.6 Uses that require exclusive use of the reserve and permanent infrastructure should apply for a lease (should the local government have power to lease).

### **3.3 MATTERS TO BE CONSIDERED IN ASSESSING & DETERMINING APPLICATIONS**

#### **3.3.1 General**

3.3.1.1 The natural systems should be able to sustain the form of recreation or activity which is proposed.

3.3.1.2 The activity should be compatible with the vesting purpose of the land and with the preservation values of the land, eg. they do not impinge upon rare or fragile ecosystems or impair key features of the landscape, or increase visitor pressure on land to an unacceptable level and do not detract from the reasonable enjoyment of the land by the public.

3.3.1.3 Generally the widest range of activities consistent with the reserve purpose should be allowed. Uses that impair other forms of use to an unreasonable extent or place the safety of others in jeopardy should be controlled or eliminated. In certain instances, for safety reasons, priority use may be allocated to specialised recreation activities at sites that are uniquely suited to those activities (eg. jet ski hire).

3.3.1.4 Sites that are likely to suffer environmental/stability problems from increased human activity or have a high conservation value will be excluded.

3.3.1.5 The Shire will endeavour within the resources available to it to provide an appropriate level of supervision of activities on the reserve or UCL. This is particularly important where natural and cultural values may be impaired. If this cannot be done, the activity should where practicable be restricted, relocated or eliminated.

3.3.1.6 The activity should enhance the appropriate use of, enjoyment, understanding and appreciation of the land.

3.3.1.7 The activity should meet all statutory and industry requirements relevant to the operation including compliance with statutory local planning requirements (ie. zoning provisions, development control, Scheme purposes and objectives) and any relevant strategic planning report recommendations.

3.3.1.8 If an application is received for an existing activity by a previous Agreement holder of that activity and on the same site, Council will give preference to the previous Agreement holder where no recorded breach of any condition has been noted by Council.

#### **3.3.2 Land-Based Activities**

3.3.2.1 If Council's roads, carparks or dual use paths are to be used, then the activity will be assessed in terms of whether it will create a danger to other users of the accessway/areas or will create an obstruction to traffic movement or will result in a major loss of carparking spaces.

3.3.2.2 Where appropriate, activities should be located adjacent to constructed public car parking areas and public conveniences (within 100 metres). The applicant may be required to contribute towards the construction of the public facilities. Approved applications may be required to contribute towards the upkeep of the local public infrastructure and facilities if considered necessary as a consequence of that activity.

3.3.2.3 If the beach is to be used then the activity must be determined as compatible with the beach environment.

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- 3.3.2.4 Hire sites adjacent to foreshore areas must be related to the hire of beach-related equipment. A range of complementary operations may be permitted in the same vicinity if there are sufficient facilities and impacts are minor.
- 3.3.2.5 Beach site activities are not to damage, or lead to degradation of, coastal or other natural environment. All applications for beach sites are to be assessed to ensure that community demands outweigh commercial demands. Passive and informal recreation use of the beach will be the dominant use.
- 3.3.2.6 All activities are to demonstrate that they will not create a public nuisance to adjacent residential areas in context of noise, traffic, etc. and not create a conflict with the main beachgoers.
- 3.3.3 Water-Based Activities**
- 3.3.3.1 Permission will be given to the use of the beach area for guided tours/hiring of water based equipment, provided the applicant is prepared to comply with the terms of any licence of the relevant authority of the water body.
- 3.3.3.2 The activities are not to dominate the main informal water-based activity, conflict with the designated water based activity or create a public danger.
- 3.3.3.3 All activities must be located adjacent to constructed public carpark areas and public conveniences.
- 3.3.3.4 The activity is not to damage, or lead to the degradation of, the coastal or marine environment.
- 3.3.3.5 All activities are not to create a public nuisance to nearby residents, or affect residential amenity and is not to create public nuisance to other regular water-based activities.
- 3.3.3.6 In the case of jet ski hire activity and other motorised craft, signage shall give adequate notice of warning that the particular area is not suitable for informal recreation use.
- 3.3.4 Information from the Applicant**
- In assessing and determining applications, Council will be guided by the following selection criteria:
- (a) Demonstrated successful experience in the activity to a high professional standard;
  - (b) Demonstrated history and experience or environmentally acceptable operations;
  - (c) Demonstrated appropriate level of knowledge and understanding of local conditions, natural and cultural history, ecological process and possible constraints;
  - (d) Demonstrated experience in meeting Agreement conditions, including the prompt payment of fees;
  - (e) Demonstrated ability to provide appropriate safety requirements and duty of care responsibilities;
  - (f) Demonstrated capability to promote interpretive and educational information that ensures clients are receiving instructions in minimal impact techniques, environmental protection and ethics of appropriate behaviour; and
  - (g) Demonstrated \$20 million public liability insurance cover.
  - (h) Public liability insurance cover must be held in Australia.

<b>3.4</b>	<b>SPECIFIC RESTRICTIONS</b>
<b>3.4.1</b>	<b>Signage &amp; Structures</b>
3.4.1.1	Council may permit the use of a maximum of 1 temporary sandwich board sign or similar in the immediate vicinity of an approved activity/hire site for the purposes of marking the location of the activity. All other advertising signs are subject to a separate application for development approval in accordance with the Local Planning Scheme.
3.4.1.2	The use of bunting, fencing, sheds or other similar structures for activities is generally not supported.
<b>3.4.2</b>	<b>Activities &amp; Locations</b>
3.4.2.1	Based on experience of the impacts of previous/similar activities (within or outside the Shire), the fragile nature of certain areas, and/or the dominant public use of certain areas, Council is of the view that certain activities should not be supported in certain areas and also that a restriction on the number of certain activities in certain areas should be prescribed.
3.4.2.2	These restrictions are attached to this policy and are based on knowledge and experience at this time and may be amended from time to time by Council as further knowledge and experience is accumulated.
<b>3.5</b>	<b>APPLICATIONS FOR APPROVAL</b>
3.5.1	All applications shall be in writing on the form prescribed in the Local Planning Scheme and are to be accompanied by the appropriate application fee.
3.5.2	Applicants should address the criteria as outlined in Clause 4.4 and provide Council with the following information: <ul style="list-style-type: none"> <li>(a) Previous relevant experience of the applicant(s);</li> <li>(b) Full details of type of service to be operated;</li> <li>(c) Preferred location of operation (with alternatives);</li> <li>(d) Diagram of layout of service when in operation showing location of equipment, trailers, signs, operators table etc;</li> <li>(e) Hours and dates of operation;</li> <li>(f) Method of operation, eg. hourly hire, 15 minute rides, day trips, and proposed charges to clients;</li> <li>(g) Type and numbers of equipment to be hired/used including details of make, age, special features etc;</li> <li>(h) All of the intended safety measures – ie. marker buoys, rescue boats, sign etc;</li> <li>(i) A cover note or similar statement from an insurance company indicating a willingness to promote insurance coverage (minimum \$20 million public liability coverage required);</li> <li>(j) Any on-site storage requirements (if permitted);</li> <li>(k) Intended signage (may require Council's additional separate approval); and</li> <li>(l) Any additional information specific to the individual service to be provided.</li> </ul>
<b>3.6</b>	<b>PROCESSING OF APPLICATIONS</b>
3.6.1	Where the land is NOT under the care, control and management of the local government, the consent of the owner (ie. the crown via the Department of Planning Lands and Heritage - State Lands) is required to process the application.

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3.6.2	All applications will be advertised in accordance with the 'Deemed Provisions' of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> prior to final determination by Council.		
3.6.3	Applications will be referred to any relevant statutory authorities as determined by Council.		
3.6.4	All applications will be considered with respect to the matters as are relevant to the site and the proposed activity.		
3.6.5	Successful applicants will be advised in writing that prior to commencement of the activity, they must enter into an Agreement with Council and pay the relevant costs.		
<b>3.7</b>	<b>FEES</b> (GST inclusive)		
<b>3.7.1</b>	<b>Application for Development Approval</b>		
3.7.1.1	New applications - \$747 (comprising \$147 plus Level D consultation fees of \$600)  Renewal applications (for existing approved operators) with no modifications - \$447 (comprising \$147 plus Level C consultation fees of \$300)		
3.7.1.2	This fee <u>excludes</u> advertising costs (eg. advert in newspaper, sign on site etc.) which are charged separately.		
<b>4.0 RESPONSIBILITY</b>	The Chief Executive Officer as per the Delegations Policy and Register.		
<b>5.0 ADOPTION</b>	First Drafted	22 October 2004	
	First Adopted	17 December 2004	Minute 12.9.3
	Last Modified	19 October 2012	
	Last Adopted	19 December 2012	Minute 12.8.2
	V2 16 June 2014	Advertising / Final Adoption	Minute 6.8.1
	V3 15 June 2018	Advertising / Final Adoption	Minute 6.9.1
	V4 19 July 2019	Update Attachment 1	Minute 7.10.3

		<b>(Attachment 1) SPECIFIC LOCATION &amp; ACTIVITY RESTRICTIONS</b>	
Location		Restriction	
Reserve 25307 "Chinaman's Beach" Kalbarri		NO commercial recreational tourism activity PERMITTED.	
Reserve 12996, 25307 & 26591 "Murchison River Foreshore" Kalbarri		Jet Skis & Houseboats are NOT PERMITTED.  No further approvals will be issued other than for the following: <ul style="list-style-type: none"> <li>• BBQ Pontoon Hire – 1 Agreement (maximum 2 pontoons); and</li> <li>• River Boat Cruise – maximum of 2 boats; (Current Agreement is one boat – 35 passengers &amp; 2 crew)</li> </ul>	
Reserve 12996 & 26591 "Paradise Flats" Kalbarri		No further approvals will be issued other than for the following: <ul style="list-style-type: none"> <li>• Horse Riding Tours – 1 Agreement (maximum of 45 horses); (Current agreement is 18 horses including staff horses)</li> <li>• 4 Wheel Bike Tours – 1 Agreement (maximum of 7 bikes);</li> <li>• Canoe Safaris – 1 Agreement (maximum of 14 canoes). Including 1x guided vessel and 3x 4wd trucks and 2 x trailers</li> <li>• Land-based fishing tours – no current Agreement</li> </ul>	
Reserve 12996 South (from Nanny Goat Well to Murchison House Station)		<ul style="list-style-type: none"> <li>• Canoe Tours – 1 Agreement 6 three seater canoes, 2x 4wd and 1x trailer</li> </ul>	
Reserve 12996 (North) – the area of land immediately adjacent to and north of the Murchison River		<ul style="list-style-type: none"> <li>• Skydive Kalbarri – no current Agreement.</li> <li>• Wilderness Canoe – 1 Agreement (emergency access track only). 6 three seater canoes, 2x 4wd and 1x trailer</li> </ul>	
Reserve 25307 "Sally's Tree carpark" and "Northern carpark" & 34550 Red Bluff Road, Kalbarri		<ul style="list-style-type: none"> <li>• Coffee Van – 1x Itinerant Food Van</li> </ul>	

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UCL & Reserve 35206 "Halfway Bay, Lucky Bay & Wago" Yallabatharra (No power to lease)	No further approvals will be issued other than for the following: <ul style="list-style-type: none"> <li>• Sandboarding Tours – 1 Agreement (maximum of 30 sandboards); and</li> <li>• Quad Bike Tours – 1 Agreement (maximum of 14 bikes, includes sandboarding and fishing)</li> </ul>
UCL, Port Gregory Townsite, Lucky Bay and Hutt River mouth	No further approvals will be issued other than for the following: <ul style="list-style-type: none"> <li>• Pink Lake and Lucky Bay Sight-seeing tours – 1 Agreement (maximum 1 x 6 seater vehicle)</li> </ul>

		<h2>Mobile Food Vehicles</h2> <h3>Local Planning Policy</h3>
Version 1		
<b>Scheme Provisions:</b> LPS #11 3.2 Zoning Table 4.8.19 Outbuildings LPS #10 4.1 Zoning and Development Table	<b>Other References:</b> Shire of Northampton Local Planning Scheme No. 10 Shire of Northampton Local Planning Scheme No. 11 Planning and Development Act 2005 Shire of Northampton Itinerant Food Vendors Policy Shire of Northampton Trading in Public Places Policy Shire of Northampton Activities in Thoroughfares and Public Places and Trading Local Law 2017	<b>Special procedural considerations:</b>

<b>RESPONSIBILITY</b>	Chief Executive Officer as per the Delegations Policy and Register.		
<b>ADOPTION</b>	15 March 2019		

## 1.0 CITATION

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

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area. In making a determination under the Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with the Scheme.

## 2.0 OBJECTIVE

- 2.1 Provide guidance on the requirements for the operation of mobile food vehicles within the Shire of Northampton;
- 2.2 Allow mobile food vehicles to operate in locations which support the activation of underutilised public spaces;
- 2.3 Ensure mobile food vehicles operate in a way which complements existing food businesses within town sites;
- 2.4 Ensure mobile food vehicles are of a temporary nature;
- 2.5 Ensure mobile food vehicles do not unreasonably compromise the amenity of the surrounding residential area; and
- 2.6 Ensure mobile food vehicle operators practise safe food handling in accordance with the Food Act 2008.

## 3.0 POLICY STATEMENT

### 3.1 Definitions

**'Itinerant food vehicle'** means any vehicle selling food or drink from the roadway that travels from place to place to engage in trade, not staying in one location other than while executing a sale.

**'Mobile food vehicle'** includes any:

- a) Registered vehicle, caravan, trailer or any other method of transport from which food is sold; and
- b) Non-road registered vehicles such as, but not limited to, coffee carts, hotdog carts or similar vehicles.

**'Permit holder'** means the person(s) whose name is written on the mobile food vehicle permit issued by the Shire of Northampton.

### 3.2 Application of Policy

- 3.2.1 This Policy applies only to mobile food vehicles operating in the Shire of Northampton.

### 3.3 Permits

- 3.3.1 Mobile food vehicles operating in the Shire of Northampton are required to:
  - a) Hold a valid Shire of Northampton Mobile Food Vehicle Permit (granted under the Shire's Activities in Thoroughfares and Public Places and Trading Local Law 2017);
  - b) Hold a current Food Registration Certificate from a Western Australian Local Government; and

- c) To obtain any other relevant approvals.

3.3.2 As a condition of being granted approval for a mobile food vehicle permit, permit holders must:

- a) Display the permit on the dash or another prominent visible location of the approved vehicle at all operating times;
- b) Comply with the conditions stipulated on the mobile food vehicle permit issued by the Shire of Northampton; and
- c) Comply with the requirements set out within this policy, unless approved otherwise by the Shire of Northampton.

3.3.3 A mobile food vehicle permit is not required for the following:

- a) Trading at a Shire of Northampton approved community event (e.g. the Kalbarri Canoe and Cray Festival and Northampton District Agricultural Show);
- b) Trading as an itinerant food vehicle; and
- c) Catering for a private event on public land.

Trading as detailed above may be subject to separate permits/approvals.

3.3.4 Trading on privately owned land

The trading of a mobile food vehicle may be considered upon privately owned land (e.g. within caravan parks) on a case by case basis and will be subject to the requirements set out within the provisions of this Policy.

### 3.4 Location and Siting

3.4.1 The Shire of Northampton may consider approving up to two (2) applications upon each of the following locations for mobile food vehicles to operate at any one time:

Northampton:

- Hampton Gardens carparking area (Site A)

Horrocks:

- Carparking area upon Lot 202, Horrocks, south of the Jetty carpark (Site B)

Kalbarri:

- Reserve 52436, adjacent to the Kalbarri Land-Backed Wharf (Site C)
- Red Bluff Beach Road (Site D)

The above locations are shown on a map in **Appendix 1** of this Policy.

3.4.2 Alternative locations may be considered if they meet the purpose of this policy.

3.4.3 The following location requirements apply to all applications for a mobile food vehicle permit:

- a) Mobile food vehicle permit holders are only permitted to trade in an approved location, which is to be at least 50m from an established food or beverage business and 500m from a business selling the same, or similar, food product during that business' trading hours;
- b) Mobile food vehicles are only permitted to trade at the locations detailed on their permits; and
- c) Mobile food vehicles will be located so as not to obstruct pedestrian flow or vehicular traffic.

3.4.4 Payment of the application fee allows mobile food vans to operate at multiple locations within the Shire of Northampton in accordance with the following:

- a) Each location must be approved by the Shire prior to the commencement of trade; and
- b) Each location a mobile food vehicle is permitted to operate is detailed on the permit.

3.4.5 The Shire of Northampton reserves the right to make any approved location unavailable for a set period of time, for works to be undertaken at or near the location or for any other reason the Shire deems necessary.

### **3.5 Management**

3.5.1 The permit holder is responsible for ensuring all conditions of the permit are met.

3.5.2 A change of vehicle or food business ownership is subject to assessment by the Shire of Northampton and will require that the vehicle and food business owner comply with all conditions of the permit and the relevant legislation under the Food Act 2008 in order to facilitate a change in permit (holder).

3.5.3 Should a transfer of permit be requested, the request is subject to updated food business registration and insurance requirements.

### **3.6 Waste Management**

3.6.1 The mobile food vehicle operator is required to maintain the mobile food vehicle and the surrounding area to a high standard and in accordance with the following requirements:

- a) When trading at an approved location the trade area must be cleaned frequently;
- b) No waste or litter from the vehicle may be disposed of into Shire of Northampton's rubbish bins. Mobile food vehicle operators must provide adequately sized bins for patrons use and remove all rubbish from the approved location at the end of trade;
- c) A holding tank for wastewater must be located beneath the vehicle; and
- d) Waste water, solid waste, litter or any other pollutant must not be placed on the site or allowed to enter the stormwater system, and must be disposed of appropriately and in compliance with relevant legislation and local government requirements.

### **3.7 Fixtures**

3.7.1 A mobile food vehicle may only be permitted to have temporary fixtures (subject to attaining the approval of the local government) such as tables, chairs, signs and umbrellas and be in accordance with the following:

- a) The fixtures are to be of a temporary nature and removed from the site at the end of trade each day;
- b) The mobile food vehicle and temporary fixtures must be kept in a safe and well-maintained condition at all times;
- c) All temporary fixtures relating to the mobile food vehicle should be sturdy and made of quality materials without sharp edges or other features likely to cause harm; and
- d) Any temporary fixtures relating to mobile food vehicles must not obstruct pedestrian flow or vehicular traffic.

### **3.8 Noise**

3.8.1 The use of amplified noise is prohibited.

3.8.2 Generators must not have a manufacturer specified operational volume greater than 75dB. Noise emissions will be required to be monitored on an ongoing basis to ensure ageing equipment remains below this threshold, or compliance procedures may apply.

3.8.3 Notwithstanding the above provision (clause 3.8.2) all mobile food vehicle noise (including the generator) must comply with the assigned noise levels specified under the Environmental Protection (Noise) Regulations 1997.

### 3.9 Advertising

3.9.1 All advertising is to be fitted to the mobile food vehicle with the exception of one temporary A-frame sign and one tear drop banner and:

- a) Shall be located as close as practicable, and not exceeding 75m, from the location of the mobile food vehicle, with this location being subject to the approval of the Shire of Northampton;
- b) A-frame signs shall not exceed any dimension of 1m or an area of 1m<sup>2</sup> on any side;
- c) Shall be secured in accordance with any requirements of the Shire of Northampton; and

A-frame signs and tear drop banners will be considered to be temporary fixtures and must comply with the requirements detail in cl. 3.7 of this policy.

### 3.10 Power

3.10.1 Mobile food vehicles need to be provided with their own power supply unless otherwise approved by Council. The use of generators upon Reserve 52436 will not be permitted except in emergency situations (e.g. power outages).

### 3.11 Public Risk Management

3.11.1 The permit holder assumes responsibility for any acts of negligence arising from their activity.

3.11.2 The mobile food vehicle permit holder assumes responsibility for any liability issues which may arise as a result of the operation of the mobile food vehicle being at the location.

### 3.12 Approval Process

3.12.1 Applications for a mobile food vehicle permit can be submitted year round. The following information is required:

- a) A completed Shire of Northampton mobile food vehicle permit application form as attached at **Appendix 2**;
- b) A site plan detailing the proposed location(s) and the internal layout of the mobile food vehicle;
- c) A list of nominated locations to operate from;
- d) A current Certificate of Currency (Public and Product Liability Insurance) for a minimum of \$20,000,000;
- e) A copy of the manufacturer's specifications for any generators to be used; and
- f) A copy of a current Food Registration Certificate issued by the local government where the mobile food vehicle is housed and/or where the majority of the food preparation activities are occurring.

### 3.13 Fees

3.13.1 The permit holder will be required to pay the fees and charges as prescribed in the Shire of Northampton adopted Fees and Charges.

3.13.2 Only a single payment of the permit holder fee is required per permit period, regardless of the number of approved locations within the Shire of Northampton.

3.13.3 Permits will not be issued until the required fee has been paid.

### 3.14 Permit Renewal and Cancellation

3.14.1 A mobile food vehicle permit may be cancelled or amended at the discretion of the Shire of Northampton or if the permit holder fails to comply with the permit conditions. Where a mobile food vehicle permit holder seeks to renew the permit, an application must be submitted at least one month prior to the expiry of the existing permit.

3.1.4.2 A renewal application is to include:

- a) A complete Shire of Northampton mobile food vehicle permit renewal form;
- b) A list of nominated locations to operate from;
- c) Details of any proposed changes to the mobile food vehicle or how it is operated;
- d) A copy of a current public liability insurance 'Certificate of Currency' for the amount of \$20,000,000; and
- e) A copy of a current Food Registration Certificate issued by the local government where the mobile food vehicle is housed and/or where the majority of the food preparation activities are occurring.

3.1.4.3 Renewal applications will be assessed on a case by case basis by the Shire of Northampton.

**Appendix 1. Possible mobile food vehicle trading locations (subject to final siting approval by the Shire of Northampton)**

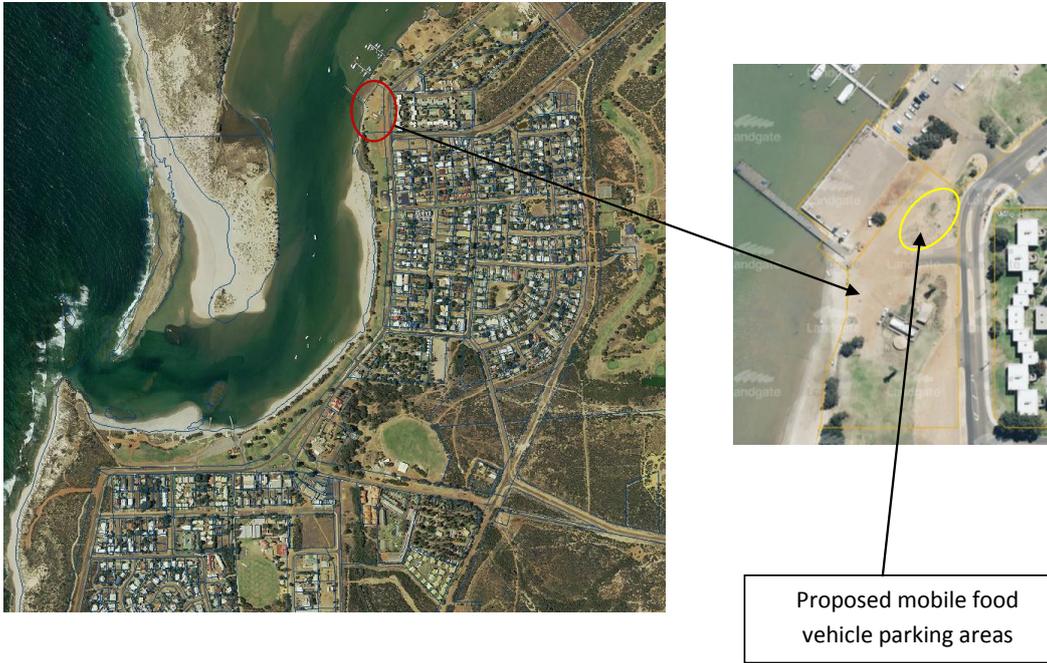
Site A – Carparking area Hampton Gardens, Northampton



Site B – Carparking area upon Lot 202, Horrocks.



Site C - Reserve 52436, adjacent to the Kalbarri Land-Backed Wharf, Kalbarri



Site D - Red Bluff Beach Road, Kalbarri



**Appendix 2. Mobile food vehicle permit application form**

**Application Form - Permit to Operate a Mobile Food Vehicle**

**Applicant Details**

First Name:	Surname:
Business Name:	
Trading Name	
ABN or ACN: [ ][ ]-[ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ]	
Postal Address:	
Contact Telephone:	
E-mail:	

**Vehicle Details**

Vehicle Registration:	Vehicle Colour:
Vehicle Make/Model:	

**Proposed Trading Days/Dates**

**Proposed Trading Times**

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**Proposed Trading Location(s) (no additional fee for applying for multiple locations)**

Northampton:

[ ] Hampton Gardens carparking area (Site A)

Horrocks:

[ ] Carparking area upon Lot 202, Horrocks, south of the Jetty carpark (Site B)

Kalbarri:

[ ] Reserve 52436, adjacent to the Land-Backed Wharf (Site C)

[ ] Red Bluff Beach Road (Site D)

[ ] Other proposed location/s (please specify below):

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

Please state the address where the mobile food vehicle is proposed to be stored outside of trading hours (NB. You may require additional approval for the storage of the vehicle, which may require you to apply and renew annually):

Property Address:  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Goods to be Sold:**

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

**Power and use of Generators**

Do you intend to use a generator to supply power to your mobile food vehicle?

[ ] No

[ ] Yes – please specify sites where generator is proposed to be used:

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

### Permit Type/Fees

Please select the preferred permit type.

- Three month permit = \$250
- Six month permit = \$500
- 12 month permit = \$1,000
- Temporary Permit (less than three months) = \$100

Successful applicants will be required to pay the fee(s) before start of operation.

### The following non-refundable application fees will also be payable upon application:

- For applications upon Sites A, B, C or D: an application fee of \$50 (or renewal fee of \$30)
- For applications to use sites other than Sites A – D: an application fee of \$297, plus advertising expenses (for new applications and application renewals)

### Attachments

- A current Certificate of Currency for your public liability insurance, minimum \$20 million.**
- A floor plan detailing the internal layout of the mobile food vehicle, including dimensions and fittings.**
- Photographs of the external façades of the mobile food vehicle.**
- A site plan for any proposed trading locations, detailing the location of the vehicle in relation to other site features, infrastructure and lot boundaries. (NB. This is not required for Sites A – D, as specified above)**
- A site plan showing the location of the stored vehicle, outside of trading hours, detailing the distance from lot boundaries and other site features and buildings etc.**
- A current copy of the Applicant's Food Registration Certificate.**
- A copy of the manufacturer's specifications for any generators proposed to be used.**

### Starting Date of Permit

If your application is successful, what date would you prefer the permit to commence? (Please note that an application to trade upon a site not described as Site A, B, C or D may take up to three (3) months for a determination to be given)

**Declaration**

If applicant is not the owner: I / we have notified the owner about this application.

I / we are authorised to sign on behalf of the applicant organisation.

<b>Name</b> (please print):	
<b>Signature:</b>	
<b>Position / authority:</b>	<b>Date:</b>